



Marathwada MitraMandal's
INSTITUTE OF MANAGEMENT EDUCATION RESEARCH AND TRAINING
(IMERT), Pune
S. No. 18, Plot No. 5/3, CTS No. 205, Behind Vandevi Temple, Karvenagar,
Pune – 411052



1.2.1 Number of Add on/Certification/Value Added Program offered during the last five Years

Brochures/Notices and
Syllabus of Certifications
Offered by Institution



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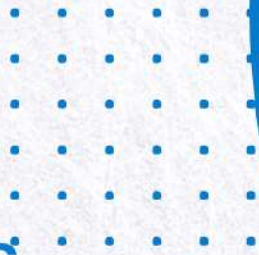
Brochures/Notices and Syllabus Index

Academic Year 2022-23

Sr. No.	Particulars
1	MS Office Training
2	GST Certification
3	ITR Certification
4	Enhancing English Fluency

MM'S IMERT

MS-OFFICE
TRAINING BY
IITK



CONTENTS

- Module 1: Microsoft Word
- Module 2: Microsoft Excel
- Module 3: Microsoft PowerPoint
- Module 4: Microsoft Outlook
- Module 5: Internet and Email Writing
- Module 5: Internet and Email Writing



STARTING FROM 27-05-2023

CONTACT US 797266 3041
[HTTPS://MMIMERT.EDU.IN/](https://mmimert.edu.in/)

MM'S IMERT GST WORKSHOP

TIMMERMAN
INDUSTRIES

GOODS & SERVICES TAX CONTENTS

The GST Certification Course covers the following topics

- GST Levy
- GST Time of Supply
- GST Place of Supply
- Transitional problems
- Input Tax Credit
- GST Valuation
- GST Returns
- GST Registration
- GST Payment
- GST Assessment
- GST Refund
- GST Penalties



WORKSHOP STARTING FROM

25-01-2023

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MM'S IMERT

ITR WORKSHOP

Basic Concepts:

- Discussion on Basic Concepts of Income Tax
- Discussion on ITR Forms
- Changes in ITR Form

Other Important Aspects: - - - -

Verification of returns Points to remember for avoiding income tax notices, demands, and penalties E-filing of returns on the income tax portal Other important aspects of ITR

STARTING FROM 12-01-2023

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MM'S IMERT

Enhancing English Fluency

CERTIFICATE

Speaking Session
Writing session
Conversation Session
Story telling
Group discussion
Grammar revision
Through the Cambridge Primary English curriculum, Students will learn self-expression and critical thinking, and increase their confidence in written and spoken English. The Cambridge programme encourages children to read widely, and to develop a passion for reading, writing and speaking English.



**REGOISTER
IMMEDIATELY**

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STARTING FROM 17-04-2023



NPTEL

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NATIONAL PROGRAMME ON
TECHNOLOGY ENHANCED LEARNING



Jul - Dec 2022

- Computer Science And Engineering • Electrical And Electronics Engineering
- Agriculture Engineering • Architecture and Planning • Earth Sciences
- Ocean Engineering • Textile Engineering

PART - 1



IIT BOMBAY



IIT DELHI



IIT GUWAHATI



IIT KANPUR



IIT KHARAGPUR



IIT MADRAS



IIT ROORKEE

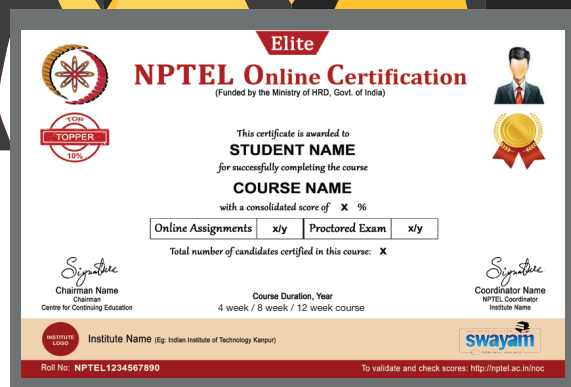


IISc BANGALORE

NPTEL IS OFFERING ONLINE CERTIFICATION COURSES



swayam.gov.in/NPTEL



620 COURSES ARE OPEN FOR ENROLLMENT

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1.4
BILLION+
VIEWS

54900+
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ENGLISH
SUBTITLES

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MILLION+
YouTube
SUBSCRIBERS



**NO ENTRANCE EXAMS,
NO ENTRY LEVEL CRITERIA
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Agriculture Engineering

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Chemical Engineering

Chemistry

Civil Engineering

Computer Science and Engineering

Design Engineering

Economics

Electrical and Electronics Engineering

Earth Science

Humanities and Social Sciences

Law

Management

Mathematics

Mechanical Engineering

Metallurgical and Materials Engineering

Multidisciplinary

Ocean Engineering

Physics

Textile Engineering

620 COURSES

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AY: 2022-23

Date: 27.05.2023

Important Notice for MBA - I

This is to inform all the MBA I students that MS Office Certification Course by IIT Kanpur is scheduled on 29th May to 31st May, 2023.

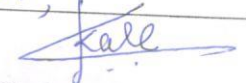
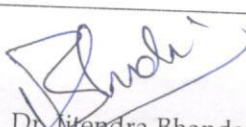

Reporting time for registered students of Division A & C: - 8.45 am

Reporting time for registered students of Division B: - 2.15 PM

Venue: - 4th Floor Computer Lab

Attendance is mandatory for all the registered students. Certificate will be issued only after successful completion of the course.

For,

 Prof. Amruta Kshirsagar MBA - I Year Co-ordinator Prepared by	 Dr. Nitendra Bhandari HOD Reviewed / Recommended by	 Dr. Shubhangi Ramaswamy I/C Director, IMERT Approved by
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Date:- 20-01-2023

Notice for MBA-II Finance Students

We are pleased to announce the commencement of **GST Workshop** starting from 25-01-2023. The details of the course are as follows:

Date: - 25-01-2023

Time: - 10.30am to 05.30pm

Venue: IMERT Computer Lab

Attendance is mandatory for All students

Prof. Amruta Kshirsagar
Prepared by

Dr. Shubhangee Ramaswamy
Approved by



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Date:- 08-01-2023

Notice for MBA-II Finance Students

We are pleased to announce the commencement of **ITR Filing Workshop** starting from 12-01-2023. The details of the course are as follows:

Date: - 12-01-2023

Time: - 10.30am to 05.30pm

Venue: IMERT Computer Lab

Attendance is mandatory for All students

Prof. Amruta Kshirsagar
Prepared by

Dr. Shubhangee Ramaswamy
Approved by



Date:- 15-07-2022

Notice for MBA-I Students

We are pleased to announce the commencement **NPTEL Certifications** starting from 15-07-2022.

Kindly register before the commencement, The details of the course are as follows:

Date:- 15-07-2022

Time:- 10.00am to 5.30pm

Venue: MOOCs Online Platform (NPTEL)

Attendance is mandatory for All students

Prof. Vivekanand Gaikwad
Prepared by

Dr. Shubhangee Ramaswamy
Approved by



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Date:- 10-04-2023

Notice for MBA-I Students

We are pleased to announce the commencement **Enhancing English Fluency Certifications** starting from 17-04-2023. The details of the course are as follows:

Date:- 17-04-2023

Time:- 2.00pm to 5.30pm

Venue: IMERT Computer Lab

Attendance is mandatory for All students

Prof. Vivek Dighe
Program Coordinator
Prepared by

Dr. Shubhangee Ramaswamy
I/c Director
Approved by



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MS-Office Training Syllabus

Module 1: Microsoft Word

- Introduction to Word
- Creating and saving documents
- Text formatting and styling
- Paragraph formatting and alignment
- Bullets and numbering
- Tables and borders
- Headers and footers
- Page layout and design
- Advanced features (track changes, comments, etc.)

Module 2: Microsoft Excel

- Introduction to Excel
- Creating and saving worksheets
- Data entry and formatting
- Basic calculations and formulas
- Functions (SUM, AVERAGE, COUNT, etc.)
- Data analysis and charting
- Pivot tables and dashboards
- Advanced features (conditional formatting, macros, etc.)

Module 3: Microsoft PowerPoint

- Introduction to PowerPoint
- Creating and designing presentations
- Adding text, images, and multimedia
- Slide layouts and transitions
- Animations and effects
- Collaboration and presentation tools
- Advanced features (Master Slides, etc.)

Module 4: Microsoft Outlook

- Introduction to Outlook
- Managing email accounts and settings
- Composing and sending emails
- Managing contacts and calendar
- Task management and notes
- Advanced features (rules, filters, etc.)

Module 5: Internet and Email Writing

- Effective email writing skills
- Writing for different audiences and purposes
- Email etiquette and netiquette
- Writing for the web (blog posts, articles, etc.)



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Syllabus of GST Certification Course

The GST Certification Course covers the following topics ^{1 2 3}:

- GST Levy
- GST Time of Supply
- GST Place of Supply
- Transitional problems
- Input Tax Credit
- GST Valuation
- GST Returns

- GST Registration
- GST Payment
- GST Assessment
- GST Refund
- GST Penalties

- GST Offences
- GST Advance Ruling
- GST FTP
- GST Customs Duty
- GST Moot Court
- GST Ethical Practise



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Syllabus of Income Tax Return Certification Course

Basic Concepts:

- Discussion on Basic Concepts of Income Tax
- Discussion on ITR Forms
- Changes in ITR Form

Read more at: <https://studycafe.in/course/income-tax-return-filing-certification-course>**ITR**

Forms:

- Understanding ITR 1 and ITR 4 forms
- Understanding ITR 2 and ITR 3 forms

Other Important Aspects:

- Verification of returns
- Points to remember for avoiding income tax notices, demands, and penalties
- E-filing of returns on the income tax portal
- Other important aspects of ITR



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NPTEL Syllabus

Courses Management NOC:Corporate Finance (Video) Syllabus
Co-ordinated by : IIT Kharagpur Available from : 2021-05-07 Lec:1

Modules / Lectures

Intro Video ()

week-01

◦ Lecture 01 : Introduction to Corporate Finance ()

Lecture 02 : Corporate Finance and Corporate Governance ()

Lecture 03 : Sources of Finance for a Firm ()

Lecture 04 : Return and Risk ()

Lecture 05 : Return, Risk and Portfolio Theory ()

Sl.No	Chapter Name	English
1	Lecture 01 : Introduction to Corporate Finance	PDF unavailable
2	Lecture 02 : Corporate Finance and Corporate Governance	PDF unavailable
3	Lecture 03 : Sources of Finance for a Firm	PDF unavailable

hive.nptel.ac.in/courses/110/105/110105156/

1/2

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NPTEL :: Management - NOC:Corporate Finance

Sl.No	Chapter Name	English
4	Lecture 04 : Return and Risk	PDF unavailable
5	Lecture 05 : Return, Risk and Portfolio Theory	PDF unavailable
6	Lecture 06 : Time Value of Money	PDF unavailable
7	Lecture 07 : Valuation of Future Cash Flows	PDF unavailable
8	Lecture 08 : Valuation of Future Cash Flows (Contd.)	PDF unavailable
9	Lecture 09 : Valuation of Bonds	PDF unavailable
10	Lecture 10 : Valuation of Stocks	PDF unavailable



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Course layout

Week 1 : Introduction, Indian Economy, Industry & Industrial scenario in India, Forms of business organizations, Sole Proprietorship, Partnership firms and private companies, Public and Govt. Companies.

Week 2 : Content of annual reports, Quality of financial reporting, Reporting regulation in India, Reporting regulations for Partnership firms, Reporting regulations of Companies.

Week 3 : Nature & objectives of Financial Statements, Uses & Limitations of Financial Statements, Stakeholders of financial statements, Income Statement, Income Statement.

Week 4 : Income Statement, Income Statement, Balance Sheet, Balance Sheet, Balance Sheet.

Week 5 : Balance Sheet, Cash Flow Statement, Sources of financial information, Tools and techniques of financial statement analysis, Tools and techniques of financial statement analysis.

Week 6 : Tools and techniques of financial statement analysis, Ratio Analysis, Ratio Analysis, Ratio Analysis, Ratio Analysis.

Week 7 : Ratio Analysis, Ratio Analysis, Cash flow statement, Cash flow statement, Cash flow statement.

Week 8 : Cash flow statement, Comparative Statement, Common Size Statement, Du-Pont Analysis, Concepts on sickness, distress.

Week 9 : Report preparation of financial statement analysis, Types of business combinations, Consolidated financial statements, Consolidated financial statements, Consolidated financial statements.

Week 10 : Inter-company transactions and profit confirmations, Inter-company transactions and profit confirmations, Minority interest, consolidated net income and consolidated retained earnings, Minority interest, consolidated net income and consolidated retained earnings, Minority interest, consolidated net income and consolidated retained earnings.

Week 11 : Balance Sheet Under Income Tax Act, Balance Sheet Under Income Tax Act, Balance Sheet Under Companies Act, Balance Sheet Under Companies Act, Balance Sheet Under Companies Act.

Week 12 : Window dressing, Window dressing, Recent scandals in financial reporting, Recent scandals in financial reporting, Recent scandals in financial reporting.



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Syllabus for enhancing English fluency:

Course Objectives:

- Improve speaking and listening skills
- Enhance vocabulary and grammar usage
- Develop pronunciation and intonation accuracy
- Increase fluency and confidence in communication

Course Outline:

Week 1-2: Building Vocabulary

- Learn and practice using idioms, phrasal verbs, and collocations
- Read and discuss articles, news, and stories

Week 3-4: Grammar in Context

- Review and practice using complex grammar structures (e.g., conditional tenses, passive voice)
- Focus on grammar in authentic materials (e.g., videos, podcasts, news)

Week 5-6: Pronunciation and Intonation

- Practice correct pronunciation of individual sounds and word stress
- Work on intonation patterns and rhythm in speech

Week 7-8: Fluency Building

- Engage in conversations, role-plays, and debates
- Practice speaking on various topics, including current events and personal interests

Week 9-10: Listening and Speaking

- Improve listening skills through audio and video materials
- Participate in discussions, presentations, and group work

Prepared by :- Prof. Vivekanand Gaikwad, Assistant Professor

Reviewed by :- Dr. Jitendra Bhandari, Associate Professor

Approved By: Dr. Shubhangee Ramaswamy, I/c Director