

**DETAILS OF ADD-ON COURSE**  
**DEPARTMENT OF COMMERCE**  
**2020-21**

**Title of Course: Advanced computer applications in Business**

**Name of the Department offering the course -** Department of Commerce

**Name of the Course Coordinators –** Ms. Neelu Verma  
Ms. Anuradha Goel  
Ms. Shivani Thakur  
Assistant Professor, Department of Commerce,  
Janki Devi Memorial College

**Status of the Course -** Completed

**Duration of the Course –** 30 hours

**Date of Commencement –** 4<sup>th</sup> April, 2021

**Date of Completion –** 21<sup>st</sup> June, 2021

**Number of Students -** 10 students

**Description -** The course is designed to impart advance knowledge of Computer applications. This course is skill-based course and will help students to learn the widely used software: Word, PowerPoint and Excel. This course will be for those who wants to improve their skills and master Microsoft Office. This course will make students to acquire essential skills to save time, be more productive and earn a reputation as the office spreadsheet whiz. Computer skills are a basic requirement for a large number of jobs. After enrolling in this course, the students will understand how to use an office productivity software.

**Resource Person-** Ms. Neelu Verma  
Ms. Ekta Bansal  
Ms. Anuradha Goel  
Ms. Richa Sharma  
Ms. Shivani Thakur  
(Assistant Professor, Department of Commerce, Janki Devi Memorial College)

**Assessment -** We conducted a multiple-choice exam of 30 Marks. Passing criteria was 40%.

*Department of  
Commerce*

*Janki Devi  
Memorial College,  
University of Delhi*

*Presents*

*Online Add-on  
course on Advanced  
Computer  
Applications in  
Business*

Eligibility: UG students of  
JDMC and other colleges/  
Universities.

Registration: Last date: 24th  
March 2021. Course will start  
from 25th March, 2021.

Course Duration: 30 Hours

Session Days: Weekend and  
Working days.

Interested candidates can  
register using the following  
link :  
<https://forms.gle/dngm6ofDhvg579Qh8>

(Copy the link and paste in  
search bar or click)

Platform: Google Meet



**About the course**

The course is designed to impart advance knowledge of Computer applications. This course is skill-based course and will help students to learn the widely used software: Word, PowerPoint and Excel. This course will be for those who wants to improve their skills and master Microsoft Office. This course will make students to acquire essential skills to save time, be more productive and earn a reputation as the office spreadsheet whiz. Computer skills are a basic requirement for a large number of jobs. After enrolling in this course, the students will understand of how to use an office productivity software.

**COURSE FEE**

Course fee: Rs 650/-

-Fee will be collected  
through online banking.

- Fee is NON-Refundable



**Account Details**

**ACCOUNT NAME: JDM  
SS A/C**

**ACCOUNT NO.:  
8594101050003  
BRANCH: CANARA  
BANK, JANKI DEVI  
MEMORIAL COLLEGE,  
SIR GANGA RAM  
HOSPITAL MARG, NEW  
DELHI-60**

**IFSC CODE:  
CNRB0008594**

## Course Content

### Module 1: MS Word

Introduction to word Processing; Word processing concepts, Working with word document, Opening an existing document/creating a new document; Saving, Selecting text, Editing text, Finding and replacing text, Formatting text, Bullets and numbering, Tabs, Paragraph Formatting, Page Setup, zoom, copy, paste, undo move, format, align text, insert bullets, insert a table, Design, Layout, References, Mailings, Review, View, Shortcut Keys of words, Printing a word document, Resume building use word.

**Module 2:** Advance Excel Spreadsheet concepts; Creating a work book, saving a work book, editing a work book, inserting, deleting work sheets, entering data in a cell, formula Copying, Moving data from selected cells, Handling operators in formulae: Inserting Charts- LINE, PIE, BAR, Mathematical ROUND ALL, SUM, SUMIF, COUNT, COUNTIF; Statistical – AVERAGE, MAX, MIN, STDEV, FREQUENCY, INTERCEPT, SLOPE.; Financial analysis- PMT, PPMT, IPMT; Logical - IF, AND, OR. Loan & Lease statement; Ratio Analysis, Graphical representation of data Payroll statements: Frequency distribution. Cumulative and calculation of Means, Mode and Median; Linear and Multiple Regression analysis using excel, Correlation, Pivot tables, VLOOKUP and Lookup, Tables and Formatting, Advanced Charting, Using advance filter options in excel, Excel Add ins : Kutools plus, What-If analysis, Forecast sheet etc.

### Module 3: Power Point Presentation

Creating a presentation; Editing, Sorting, Layout, Set-up row, Rehears timing, Customize color schemes, Add animation effects, Use slide, notes and handout masters, Create, edits and import charts, Create and edit tables in power point slides, Manage Hyperlinks, create custom shows, export outlines and presentation slides to word.

## Resource Persons

1. Mrs Neelu Verma , Assistant Profeesor, JDMC
2. Mrs. Ekta Bansal, Assistant Professor, JDMC
3. Mrs. Richa Sharma, Assistant Professor, JDMC
4. Ms. Anuradha Goel, Assistant Professor, JDMC
5. Ms. Shivani Thakur, Assistant Professor, JDMC

## Contact

Mrs. Neelu Verma  
9910592778  
neelu@jdm.du.ac.in  
Assistant Professor  
Department of Commerce  
Janki Devi Memorial College

Ms, Anuradha Goel  
9868800909  
anuradha@jdm.du.ac.in  
Assistant Professor  
Department of Commerce  
Janki Devi Memorial College

Ms. Shivani Thakur  
8285814340  
shivani@jdm.du.ac.in  
Assistant Professor  
Department of Commerce  
Janki Devi Memorial College

**Note: Candidate must send a receipt/proof of successful payment at: neelu@jdm.du.ac.in**

**&**

**anuradha@jdm.du.ac.in**

**Note: Certificates will be provided on successful completion. Seats will be filled on first come first serve basis on successful submission of fee.**

Dear Jayanti and Sipu,

I approve of the aims but the **course** has to be designed as per the **add on courses** template; please guide and advise the department to do the same.

Thank you

Regards,

**Prof Swati Pal**

Principal,

Janki Devi Memorial College

Sir Ganga Ram Hospital Marg,

New Delhi-110060

Vice Chair, Indian Association for Commonwealth Literature and Language Studies(IACLALS)

Member, Executive Body, Indian Association for the Study of Australia(IASA)

Tel.: 011-25787754

Fax: 011-25710832

On Sun, Mar 7, 2021 at 2:05 PM Vibha Jain <[vjain@jdm.ac.in](mailto:vjain@jdm.ac.in)> wrote:

Dear Swatiji,

I am forwarding a proposal for an **add on course** on "Advanced computer Applications in Business" for your approval. This **course** will be very useful for getting the girls placed in good jobs as well as in performing their duties in the corporate world.

The resource persons will be our own faculty.

Waiting for your reply.

Thanks

The screenshot shows a video call interface. On the left, a Microsoft Excel spreadsheet is displayed. The spreadsheet has a header row with the following columns: Names of Employee, CATEGORY, BASIC, TA, DA, HRA, GROSS SALARY, IT, PF, NET SALARY, and INCREMENT. Below the header, there are several rows of data. A pink box highlights a section of the spreadsheet containing the following data:

CAT	BASIC	TA	DA	HRA
A	45000	10000	10000	12000
B	35000	5000	8000	8000
C	25000	3000	7000	5000

On the right side of the video call, a video feed of a woman is visible. The video call interface includes a progress bar at the bottom showing 1:30 / 38:58 and various control icons.

## REPORT

### Financial Horizon – Past & Contemporary

**Title of the course** - Financial Horizon : Past & Contemporary

**Name of the Department offering the course** - Department of Commerce

**Name of the Course Coordinators** - Dr. Vibha Jain

Associate Professor, Department of Commerce,  
Janki Devi Memorial College

**Status of the Course** - Completed

**Duration of the Course** – 30 hours

**Date of Commencement** - 17 May 2021

**Date of Completion** – 31 May 2021

**Number of Students** - 29 students

### **Study Material**

- The course was divided into six units categorized according to the timeline of the content covered in them.
- Classes were conducted on Google Meet with the use of presentations. These presentations along with the recordings of the lectures were shared with the students on a daily basis.
- Use of Google Classroom was made to share relevant newspapers articles, videos and other study material with the participants.

### **Guest Lectures**

The guest lectures were conducted by resource persons from diverse backgrounds ranging from academicians (Assistant Professors & Research Scholars) to industry experts.

### **Evaluation**

Four tests covering the entire syllabus were conducted using Google Forms to check understanding of students.

### **Feedback**

Feedback of students has also been collected in the form of a Google Form to enable them to share their experience of the course.

### **Name of the resource person/ persons –**

#### Key Resource Person

Ms. Mansi Anand  
Assistant Professor  
Department of Commerce, Janki Devi Memorial College

#### Resource Person 1

Mr. Jayakar Sodagiri  
Assistant Professor,  
Department of Commerce, Delhi School of Economics

#### Resource Person 2

Mr. Akshay Jain,  
Head of Finance, Vardhaman Textiles

#### Resource Person 3

Mr. Rajesh Jain  
Practicing Chartered Accountant

#### Resource Person 4

Ms. Simran Arya  
Assistant Professor  
Guru Jambheshwar University, Hisar, Haryana



## Poster of the Course –

**JANKI DEVI MEMORIAL COLLEGE**  
UNIVERSITY OF DELHI  
DEPARTMENT OF COMMERCE

*presents*

# FINANCIAL HORIZON : PAST & CONTEMPORARY

"KNOW ABOUT THE PAST,  
BE PREPARED FOR FUTURE"

- Any curious head, from a student to a working professional, can apply
- The duration of the course is going to be 30 hours.
- Classes will be held on Google Meet at 4 pm starting from 10 May 2021.
- The fees of the course is Rs 1000. Fees is non-refundable.
- Interested Candidates can register at the following link :  
<https://forms.gle/RWqzAxZZAhUEzTGag>

**Contact**  
Course Coordinator  
Dr. Vibha Jain  
9871215103  
Associate Professor, JDMC

**Mansi Anand**  
9999275171  
Assistant Professor, JDMC

**Course Highlights**

- Students will be provided with an e-certificate on successful completion of the course.
- Availability of recordings of lectures.
- We will cover everything from ground zero.
- The course covers past as well as concurrent topics which enhances student's understanding of the current financial structures.
- Better analytical skills and knowledge comes in handy while interviewing for future endeavors.

**Fees will be collected through online banking transactions.**

A/c Name : JDM SS A/C  
A/c No. : 8594101050003  
IFSC Code : CNRB0008594  
Branch : Canara Bank, Janki Devi Memorial College  
Sir Ganga Ram Hospital  
Marg, New Delhi - 110060

Candidates must send receipt/proof of successful payment at [mansianand@jdm.ac.in](mailto:mansianand@jdm.ac.in) & attach it in their registration form.

In case of any query, write to us at [mansianand@jdm.ac.in](mailto:mansianand@jdm.ac.in)

**Prof. Swati Pal**  
Principal, JDMC (Patron)

## Detailed Brochure of the Course –

**JANKI DEVI MEMORIAL COLLEGE**  
UNIVERSITY OF DELHI  
DEPARTMENT OF COMMERCE

*presents*

Online Add-on Course

# FINANCIAL HORIZON : PAST & CONTEMPORARY

Embark on a journey of financial awareness  
from Ground Zero!!

Open for students of all disciplines



## WHAT ARE WE GOING TO STUDY IN THIS COURSE?

• Introduction to International Monetary System  
• World Wars  
• The Great Depression 1930  
• Bretton Woods

**Unit I : History of Financial Systems (Pre 1990s)**

**1**

• Cold War  
• Oil Embargo of 1970s  
• Formation of European Union

**Unit II : Major Global Events (1990 – 1990)**

**2**

• Pre 1991 Era  
• 1991 Reforms (Liberalization, Privatization, Globalization)  
• Harshad Mehta Securities Market Scam

**Unit III : A Closer Look at India's Financial History (1947 – 2000)**

**3**

• Asian Financial Crisis  
• Latin American Crisis  
• Dot Com Bubble  
• Global Financial Crisis  
• Eurozone Crisis

**Unit IV : Major Crisis of the World (1990 – 2012)**

**4**

• Crisis in Russia  
• Hyperinflation in Venezuela and Zimbabwe  
• Covid-19 Pandemic

**Unit V : Crisis in Contemporary World (2012 Onwards)**

**5**

• Challenges faced by Banking Industry  
• The NBFC Crisis  
• A peek into Mutual Fund Industry

**Unit VI : Concurrent Issues in India (2010 onwards)**

**6**

**GLOBAL FINANCIAL CRISIS**

## WHY SHOULD YOU GO FOR IT?

- Knowledge of the past is key to understand future. Learn about the major events of 20th and 21st century and their impact on various economies
- The world (especially developing economies) have continuously been witnessing financial difficulties in 21st century. (Remember Covid!!)
- Experience an enhanced understanding of news articles which seem too difficult to read now
- If you are still not convinced, think of the interviews, where general awareness (that you will build in this course), is going to go a long way



An enhanced understanding of past events will help the students to hone their ANALYTICAL SKILLS.

## More Details about the Course

### WHO CAN APPLY?

- Undergraduate & Post-Graduate Students of all disciplines of Janki Devi Memorial College and other colleges/ universities can apply.

### HOW WILL STUDENTS BE SELECTED?

- There are 50 seats.
- Selection will be made on first come, first serve basis.

### WHEREABOUTS OF THE COURSE

- The duration of the course is going to be 30 hours.
- Classes will be held on Google Meet at 11:00 am
- The course will begin on 7 May 2021.

## How to register for the course?

Interested Candidates can register at the following link :  
<https://forms.gle/RWqzAxZZAhUEzTGA9>

The fees of the course is Rs 1000. Fees is non-refundable.

- Fees will be collected through online banking transactions.
- Candidates must send receipt/proof of successful payment at [mansionand@jdm.du.ac.in](mailto:mansionand@jdm.du.ac.in) and attach it in their registration form.

### Account Details

A/c Name : JDM SS A/C  
A/c No. : 8594101050003  
IFSC Code : CNRB0008594  
Branch : Canara Bank, Janki Devi Memorial College  
Sir Ganga Ram Hospital  
Marg, New Delhi - 110060

## How will students be assessed?

- Students will be provided with an e-certificate on successful completion of the course.
- Successful Completion will comprise of
  1. Mandatory Attendance in at least 60% of the classes.
  2. Securing at least 60% marks in tests, which will be conducted in online mode.

### Contact

Course Coordinator  
Dr. Vibha Jain  
9871216103  
Associate Professor, JDMC

Ms. Mansi Anand  
9999275171  
Assistant Professor  
JDMC

In case of any query, write to us at [mansionand@jdm.du.ac.in](mailto:mansionand@jdm.du.ac.in)

Join it for a stronger meme game !!

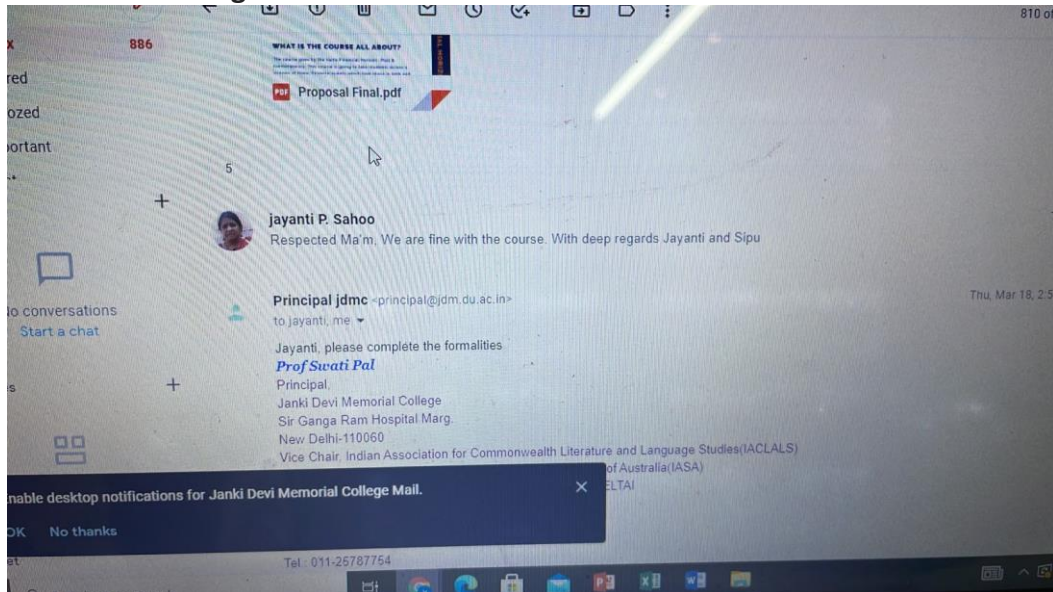
millennials to Gen Z as the recession nears



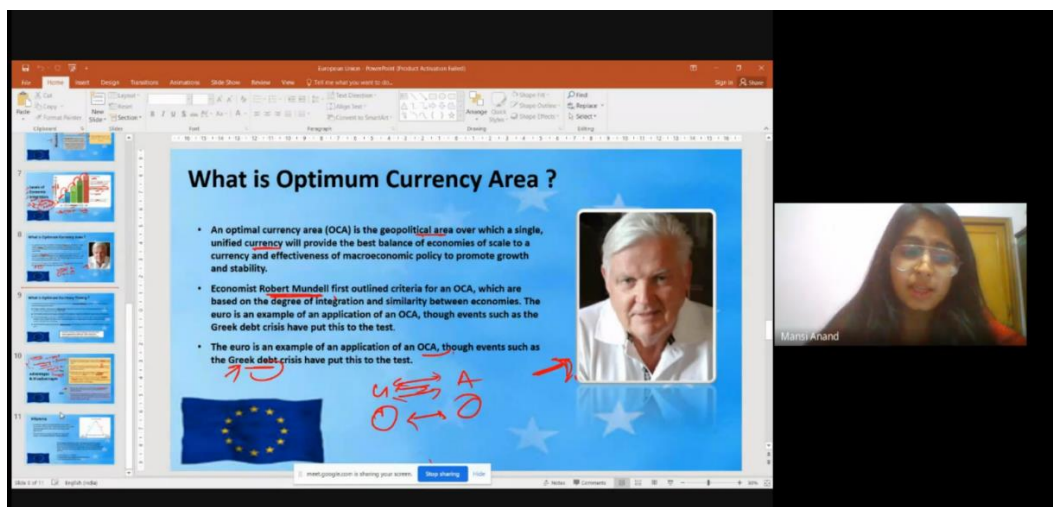
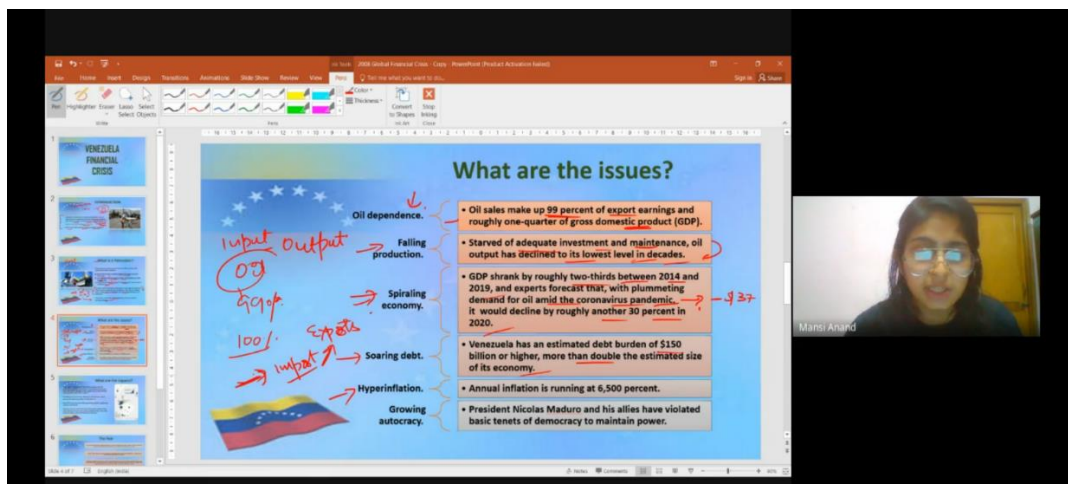
The more you know about the past,  
the better prepared you are for  
the future!  
- Theodore Roosevelt

Prof. Swati Pal  
Principal, JDMC  
(Patron)

## Letter from College -



## Images of the Course –





## Report on Online Add on Course

### Banking in Aatmanirbhar Bharat

The recent pandemic posed by COVID-19 has taught us to become self-reliant in various aspects of our life. Believing in the same manner, the Government of our country has decided to adopt and implement a self-reliant (Aatmanirbhar) approach in reviving the economic development of the nation. Banks are going to play a very important role in building of Aatmanirbhar Bharat through channelising the vital financial resources to the most needful sectors of country.

In line with above, the Commerce department started an online Add on course titled "Banking in Aatmanirbhar Bharat". This was a 30-hour course that started on 20 March, 2021 and ended on 30 June, 2021. The weekend online classes were conducted on Google Meet platform. The content of the course was completed in 11 Modules with the help of PowerPoint presentations that were made accessible to all the participants.

The course was successfully completed with 21 participants who had registered from various courses of the college itself. All the registered participants of course had given their online assessment that was conducted in an objective form and also submitted their feedback forms.

The course was delivered by resource persons, namely Ms. Richa Dani (Assistant Professor, Commerce Department) and Ms. Anuradha Goel (Assistant professor, Commerce Department).

#### Poster of the Course –

The poster is for an online add-on course titled "Banking in Aatmanirbhar Bharat" organized by Janki Devi Memorial College, University of Delhi, Department of Commerce. It features the college's logo on the top left and a circular emblem on the top right. The text is centered and includes details about the course duration (30 hours), platform (Google Meet), and a list of 11 modules to be covered. It also mentions eligibility for students of 1st and 3rd years, a course fee of Rs. 1000, and the names and contact numbers of the resource persons, Ms. Richa Dani and Ms. Anuradha Goel. The poster is signed by Prof. Swati Pal, Principal, in the bottom right corner.

JANKI DEVI MEMORIAL COLLEGE  
UNIVERSITY OF DELHI  
DEPARTMENT OF COMMERCE  
*Presents*  
Online Add-on Course  
On  
**Banking in Aatmanirbhar Bharat**  
COURSE DURATION : 30 HOURS  
PLATFORM : GOOGLE MEET

**MODULES TO COVER:**

1. ORIGIN & EVOLUTION OF BANKING IN INDIA
2. TYPES OF BANKS
3. FUNCTIONS OF BANKS
4. BANKING SECTOR REFORMS
5. MODERN AGE BANKING
6. BANKING PRODUCTS AND SERVICES
7. BALANCE SHEET ITEMS
8. MONEY LAUNDERING
9. LENDING PRACTICES OF BANKS
10. MERGERS AND ACQUISITIONS IN BANKING
11. REGULATORY FRAMEWORK OF BANKING SECTOR IN INDIA

**ELIGIBILITY:** Students of 1<sup>st</sup> and 3<sup>rd</sup> year from all courses.  
**COURSE FEES :** Rs. 1000

Participants will be provided E- certificates after successful completion of course.

Resource persons/Course Coordinators:


1. Ms. RICH A DANI 9811218803
2. Ms. ANURADHA GOEL 9868800909

Patron  
Prof. Swati Pal  
Principal

## Detailed Brochure of the Course (including modules) –

DEPARTMENT OF COMMERCE  
JANKI DEVI MEMORIAL COLLEGE  
UNIVERSITY OF DELHI  
PRESENTS

**Online Add-on Course  
on  
Banking in  
AatmaNirbhar Bharat**



**For Students of 2nd & 3rd Year**

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**About Our Program**

The main objective of this course is to provide basic knowledge about basic principles of working in banking sector. It helps students to understand the broad functions of banks and evaluate the performance of banking industry in terms of borrowing and lending activities. The structured curriculum of course helps students to learn the importance of being updated with latest development of banking (e.g E-Banking). On completion of this course, students will be proficient enough not only about banking practices, products and services but will also be prepared for various competitive positions in Banking sector.

**Modules to Cover:**

- I. ORIGIN & EVOLUTION OF BANKING IN INDIA
- II. TYPES OF BANKS
- III. FUNCTIONS OF BANKS
- IV. BANKING SECTOR REFORMS
- V. MODERN AGE BANKING
- VI. BANKING PRODUCTS AND SERVICES
- VII. BALANCE SHEET ITEMS
- VIII. MONEY LAUNDERING
- IX. LENDING PRACTICES OF BANKS
- X. MERGERS AND ACQUISITIONS IN BANKING
- XI. REGULATORY FRAMEWORK OF BANKING SECTOR IN INDIA

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## Enrolment & Eligibility

**COURSE DURATION : 30 HOURS**  
**SESSION DAYS: SATURDAY & SUNDAY**  
**TIMINGS: 3:30 PM- 5:00 PM**  
**PLATFORM : GOOGLE MEET**

**Eligibility**

Students of IInd and IIIrd year from all courses are eligible to apply.  
Number of seats: 50

Selection will be made on first come first serve basis on successful fee submission.

- An online assessment shall be done at the end of the course.
- Participants will be provided E- certificates after successful completion of course.

**Registration**

Last date: 10th March, 2021.  
Interested students can register using the following link: <https://forms.gle/aikFJB1RXU2hVYE8>

**Note: Candidates must send a receipt/proof of successful payment at [richa@jdm.du.ac.in](mailto:richa@jdm.du.ac.in)**

**Fees**

**COURSE FEE: ₹ 1000**

- Fee will be collected through online banking transactions.
- Fee is Non-Refundable.

Account Name: JDM ES A/C  
Account No: 8594101050003  
IFSC Code: CNRB0008594  
BRANCH: Canara Bank, Janki Devi Memorial College,  
Sir Ganga Ram Hospital Marg, New Delhi-60

**Contact**

**Ms. RICHHA DANI**  
9811218803  
Assistant Professor  
Commerce Department  
Janki Devi Memorial College

**Ms. ANURADHA GOEL**  
9868800909  
Assistant Professor  
Commerce Department  
Janki Devi Memorial College

**Prof. Swati Pal,  
Principal  
JDMC**

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## Letter from College -



Richa Dani 4 Mar  
to Principal, jayanti, Sipu ▾



Respected Ma'am

Thank you for valauble inputs.  
Your point has been duly incorporated and now the name of ADD ON COURSE course is BANKING in Atma Nirbhar Bharat.

May I go ahead with brochure making for circulation purpose??

Regards  
Richa Dani  
Assistant Professor  
Commerce Department

[Show quoted text](#)



Principal jdmc 4 Mar  
to me, jayanti, Sipu ▾



Yes, go ahead.

**Prof Swati Pal**  
Principal,  
Janki Devi Memorial College  
Sir Ganga Ram Hospital Marg,  
New Delhi-110060  
Vice Chair, Indian Association for Commonwealth  
Literature and Language Studies(IACLALS)  
Member, Executive Body, Indian Association for the

## Images of the Course -

The screenshot shows a video player interface. The title bar at the top reads "ADD-ON COURSE ON BANKING (2021-03-20 at 03:08 GMT-7)". The main content area displays a presentation slide with the following text:

**ADD-ON COURSE ON BANKING**  
UNIVERSITY OF DELHI  
DEPARTMENT OF COMMERCE  
Presented by  
Richa Dani, Assistant Professor  
Commerce Department

**TOPICS TO BE COVERED**

1. Introduction to Banking
2. History of Banking
3. Functions of Banks
4. Types of Banks
5. Banking Regulation and Supervision
6. Banking and Finance
7. Banking and Insurance
8. Banking and Investment
9. Banking and International Trade
10. Banking and International Finance

**Speakers**

1. Prof. Swati Pal
2. Prof. Janki Devi

**Facilitator**

1. Prof. Swati Pal

**Co-facilitator**

1. Prof. Janki Devi

**Guests**

1. Prof. Swati Pal
2. Prof. Janki Devi

**Guests**

1. Prof. Swati Pal
2. Prof. Janki Devi

A video feed of Richa Dani is visible in the bottom right corner of the player.

