PIMSE

SHAPING BETTER MANAGERS FOR FUTURE

CERTIFICATIONS
2018-19

Anjuman Khairul Islam

POONA INSTITUTE OF MANAGEMENT SCIENCES AND ENTREPRENEURSHIP

(Affiliated to Savitribai Phule Pune University, Approved by AICTE, New Delhi & DTE, Maharashtra)

(A Religious and Linguistic Minority Educational Institution)

Office: K. B. Hidayatullah Road, Camp, Pune - 411001.
Tel.: 020-26448781.
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Dr. Porinita Banerjee
Director (Incharge)
M.Com., MBA, M.Phil., PHD.

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Certifications
Academic Year 2018-19
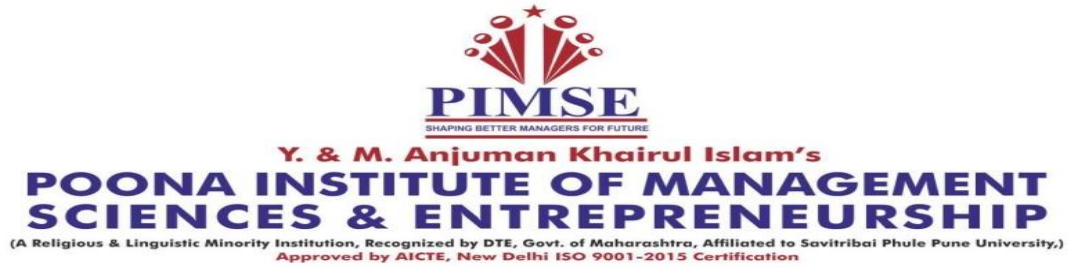
Academic Year 2018-19

Certification Program on "Professional Etiquettes"

Name of the Resource Person and Association: Ms. Shrruti Clarence, Freelance Trainer

Dates: 1st September to 18th September 2018

Duration: 31 hours

Mode of Certification: Offline

No. of Students Enrolled: 53

Mode of Evaluation: Test

Objectives of Programme

- To network effectively including making introductions, shaking hands etc.
- To learn how to dress appropriately for different business occasions.
- To be trained on how to be confident and be comfortable when dining in business and formal situations
- To become skilled at verbal and non-verbal signs of communication in corporate world
- To develop an extra edge to establish trust and credibility

Description of Programme

This certification encompasses the various aspects of related to Professional Etiquettes which includes personal branding, meeting etiquettes, Email etiquettes, Telephone etiquettes, Social media etiquettes, Networking skills and dinning etiquettes to name a few. The overall focus was to brush up the Soft skills of the students to make them more confident to face the corporate world in more effective manner. Ms. Shrruti Clarence, Freelance Trainer, Airlines and Pageant Groomer shared her rich knowledge and experience amongst our students. This

program will help in creating a positive impression on colleagues, clients and customers. By following the rules of professional etiquette, students can show that they are respectful, professional, and trustworthy.

Outcome of Programme

Ultimately, the goal of this certification program on Professional Etiquettes was to help students develop the skills and knowledge they need to behave appropriately in a professional setting. By providing students with the training and resources they need, this programs helped them to make a positive impression on others, build stronger relationships, and advance their careers.

The speaker addressing students on 'Professional Etiquettes'

Director

NOTICE

Date: 23rd August 2018

PIMSE is organizing 30 hours + 1 hour Assessment, **Certification Program** on topic on **"Professional Etiquette"** from 1st September, 2018 to 19th September, 2018 onwards from 8.30 am to 10.30 am.

Kindly register with Mrs. Anjum Sayyad before 31st August 2018.

Prof. (Dr.) Shakeel Ahmed
Director

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Add on Certification program on Professional Etiquette

COURSE OBJECTIVE: -

1. How to network effectively, including making introductions, shaking hands ETC
2. What is the appropriate dress for different business occasions?
3. How to be confident and be comfortable when dining in business and formal situations
4. How to communicate through verbal and non-verbal signs in business situation
5. Develop an extra edge to establish trust and credibility

Lecture No.	Lecture Topics	Hours
1	What is business etiquette? Proper business introductions and making an outstanding first impression	2
2	Business Etiquette Non-verbal Handshake Business cards Eye contact	2
3	Personal brand Verbal Tone of your voice Choice of words	2
4	Business etiquette within the organisation Meeting Purpose of a meeting Arriving early, arriving late Meeting duration	2
5	Preparing for a meeting Email Email etiquette Before you hit send Telephone etiquette First impressions Preparing for the call	2
6	Basic telephone etiquette Voicemail Dress code Dress for success business attire Dress for dinner or event	2
7	What exactly is business casual Social media Social media image and your business image	2
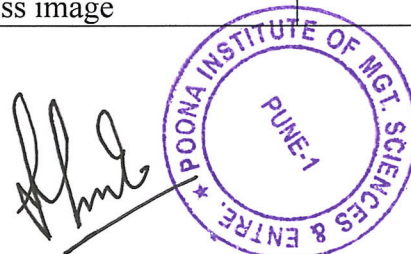
8	Behavioral styles Aggressive Passive Assertive Upset	1
9	Communication type Parent to parent communication Parent to child communication Child to parent communication	2
10	How to stay in parent to parent relationship through respect	1
11	How to build networking skills	1
12	Focus on 'know, like and trust' factors Provide value - meet their needs Make it about them not about you Active listening Follow up regularly	2
13	How to build and maintain your personal brand	1
14	Be visibile Become a source of relevant information Give back to your profession and your community Maintain your social media presence Don't ever stop building	1
15		1
16	Business Dining Etiquette - Business meals pre-planning arrangements. - The seating dilemma. - The ordering dilemma. - Table set-up scramble - activity. - Handling formal dining mishaps.	2
17	Business Attire - The importance of proper business attire. - Proper business attire for women. - Proper business attire for men. - What exactly is "Business Casual"?	2
18	Practice Sessions	2

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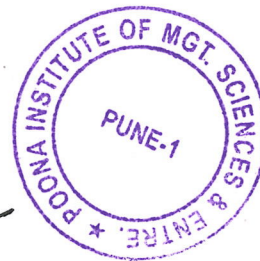
Registration list

Professional Etiquettes-

Sr. No.	Name of the Student	Course	Signatures
1	Nida Sayyed	MBA I	NSayyed
2	Nikalje Shwetali	MBA IT	Sweta
3	Zeba Shaikh	MBA I	ZS
4	Sayyed Fatema Tabrej	MBA I	Fatima
5	Gausia Alvi	MBA HRD I	Ga
6	Karishma Mujawar	MBA I	MR
7	Dhage Priyanka	MBA II	Priya.
8	Sayed Rida Awes	MBA I	Rwez
9	Juveria Shaikh	MBA IT 2	JS
10	Sayyed Humaira	MBA IT 1	SH
11	Mushrat Ratiques	MBA IT I	MR
12	Limbote Mahesh Mahadev	MBA IT 1	MML
13	Pranali Balasaheb	MBA HRD I	P Balasaheb
14	Uruj Fatima Sayyed	MBA HRD I	US
15	Afreen Riyaz Shaikh	M.B.A HRD	AShaikh
16	Kameeza Mastan	MBA II	QM
17	Jhatam Ifran Asgan Ali	MBA HRD I	Jdan.
18	Irdous Khan	MBA II	Irdous
19	Danse Saima S	MBA II	Saima.
20	Parihar Reena	MBA IT II	Reena
21	Uzma Khan I	MBA IT II	Uzma.
22	Pawar Saraswati	MBA IT II	SP.
23	Heena Shaikh	MBA IT II	HS
24	Shaikh Afshan N	MBA HRD II	ANS
25	Shaikh Takiya Jabin	MBA HRD II	TShaikh
26	Khan Anum Altaf	MBA HRD IV	Khan
27	Selvan Mark M.	MBA MRD II	Sm
28	Nooruddin Mujawar	MBA IT II	NM
29	Inamdar Saad Kadam	MBA IT II	Saad
30	Mohommad Zaid	MBA IT II	Muid

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Registration list

Sr. No.	Name of the Student	Course	Signatures
31	Shaikh Taya nub	MBA HRD II	Taya
32	Shaikh Sumayya	MBA HR DII	Sshaikh
33	Maner Aashana R	MBA HRD II	Maner
34	Khan Maaz Ejaz	MBA IT II	MKhan
35	Shaikh Shadaab	MBA IT II	Shaikh.
36	JADHAV BALAJI·D	MBA HRDII	Djadhav
37	KHAN MHD. HANEEF	MBA IT I	Hkhen
38	Arora Manmohan	MBA HRD II	XM
39	Karigar Mhd. Faizan	MBA IT II	Karigar.
40	YEMUL Rakesh Ambadas	MBA II	RYemul
41	Ghagre dheeraj D	MBA II	Dg
42	KHAN ERUN H.	MBA II	Erun
43	Yawar Abdul Y	MBA II	Yawar.
44	Shaikh Farzin	MBA II	far.
45	Afraz Abdul S Sayyed	MBA II	Sayyed.
46	Sayyed Shifa	MBA IT I	Shifa.
47	Afreen Shaikh	MBA HRD I	Shaikh
48	DONGRE SHRADDHA	MBA HRD I	Sdongre.
49	Chavan Akhilesh Anil	MBA HRD I	Akilesh
50	Jadhav Sneha S.	MBA HRD I	Sneha
51	Pooja chaudary	MBA HRD I	Pooja C.
52	Patel Zeber H	MBA IT I	patel
53	Mishra Gangadham	MBA IT I	Mg
54	Inayat Khan	MBA IT I	Ikhan

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POONA INSTITUTE OF MANAGEMENT SCIENCES & ENTREPRENEURSHIP
(A Religious & Linguistic Minority Institution, Recognized by DTE, Govt. of Maharashtra, Affiliated to Savitribai Phule Pune University.)
Approved by AICTE, New Delhi ISO 9001-2015 Certification

Certification Programme on "Professional Etiquettes"
1st September 2018 to 18th September 2018 (8.30 am to 10.30 am)
Attendance Sheet

Sr. No.	Name of the registered students	1st Sep	3rd Sept	4th	5th	6th	7th	8th Sept	10th	11th	12th	14th	15th Sept	17th Sept	18th	19th Sept	Exam 27th Sept.
1	Sayed Mujahid Nisar	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P
2	Shaikh Danish Ashfaque	P	P	P	P	P	P	A	P	P	P	A	P	P	P		P
3	Hukebardar Awais Shakeel	P	A	P	P	A	P	P	P	A	P	P	P	P	P	P	P
4	Shaikh Zeba Aktar	P	P	P	A	P	P	P	P	P	A	P	P	P	P	A	P
5	Dafedar Uzar Mohammed R.	A	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P
6	Shaikh Faiyaz Anwar	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
7	Sayyed Nida Ayaz	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A
8	Riyaz Khan	A	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P
9	Sayed Rida Awes	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	Pawar Ganesh Vithal	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	Khan Inayat Parvez	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
12	Patel Zuber Husenahamad	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P
13	Mishra Gangadhar Chhavinath	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	Shaikh Sana Shahid	P	A	P	A	P	P	P	A	P	P	A	P	P	P	P	P
15	Sayyed Mushrat Rafique	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A
16	Shaikh Salma Abdul Razzaque	P	P	P	A	P	P	P	P	A	A	P	P	P	P	P	P
17	Shaikh Juweriya Khalil Ahmed	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	A
18	Sayyed Shifa Inayathullah	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
19	Shaikh Afreen Riyaz	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P
20	Shaikh Munazza Khalil	P	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P
21	Dongare Shraddha Anandrao	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P
22	Chovdhary Pooja Umashankar	A	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P
23	Kulkarni Snehal Satish	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P
24	Jadhav Sneha Sanjay	P	P	P	P	A	P	P	P	A	P	P	P	A	P	P	P
25	Chavan Akhilesh Anil	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P

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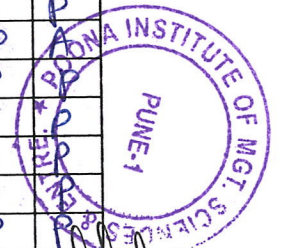
No.	Name															
26	Momin Mohsin Akbar	P	P	P	P	P	A	P	P	P	A	P	P	P	A	P	P
27	Khan Erum Hanif	P	P	P	P	P	P	P	A	P	P	P	P	A	A	P	P
28	Yawar Abdal Yatoo	P	P	A	P	P	A	P	P	P	P	P	P	A	P	P	P
29	Khan Firdous Yusuf	P	P	P	P	P	A	P	A	P	P	P	A	P	P	P	P
30	Shaikh Farzin Adam	A	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P
31	Ghagre Dheeraj Dulichand	P	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P
32	Shaikh Mohsin Fayaz	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P
33	Yemul Rakesh Ambadas	P	P	A	P	P	P	P	P	P	A	P	P	A	P	P	P
34	Sayyed Alfiraz Abdul Samad	A	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P
35	Khan Maaz Ejaz	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P
36	Shakh Shadab Noor Mohammad	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
37	Karigar Mohammad Faizan Riyaz	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P
38	Shaikh Heena Irfan Ahmed	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P
39	Mujawar Nooruddin Qamruddin	P	P	A	P	P	P	P	P	P	A	P	P	A	P	P	P
40	Khan Mohd.Haneef Anis Ahmed	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P
41	Mohammad Zaid	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
42	Inamdar Saad Kader	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A
43	Mujawar Nooruddin Qamruddin	P	P	P	P	P	P	A	P	P	P	A	P	P	P	A	P
44	Shaikh Jakiya Jabir	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P
45	Shaikh Sumaiyya Mushtaq	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P
46	Shaikh Tajammul Anwar Nazir	P	P	P	P	A	P	P	P	P	P	A	P	A	P	P	P
47	Maner Aashana Rafik	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
48	Khan Anum Altaf	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
49	Selvan Mark Methew	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P
50	Shaikh Arshi Akhtar	A	P	A	P	P	P	P	P	A	P	P	P	P	A	A	A
51	Jadhav Balaji Dayanand	P	P	P	P	A	P	P	P	P	A	P	P	P	A	P	P
52	Khan Firdos Yusuf	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
53	Arora Manmohan Nandlal	P	P	P	P	A	P	P	P	A	A	P	P	P	P	P	P

Mrs. Anjum Sayyad
Program Co-ordinators

Prof. (Dr.) Shakeel Ahmed
Director

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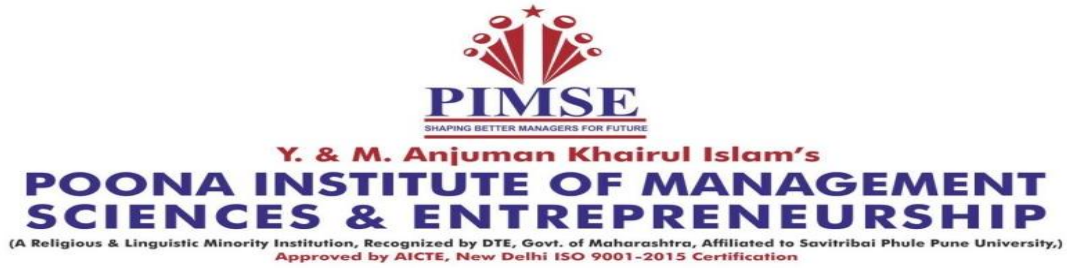
Certification Program on "Beginners Course on MS Word 2010"

Name of the Resource Person and Association: Mrs. Lubna Shaikh, Assistant Professor, MBA IT, Poona Institute of Management Sciences and Entrepreneurship

Dates: 3rd October 2018 to 20th October 2018

Duration: 31 hours

Mode of Certification: Offline

No. of Students Enrolled: 84

Mode of Evaluation: Test

Objectives of Programme

- To help students to gain insights on MS Word 2010.

- To enable the students to learn the application of window Elements, page design, table applications and drawing tools in MS Word 2010.

- To make the students learn the art of document preparation, setting etc

Description of Programme

This certification program was conducted for the students increase understanding on MS Word 2010. The program covered topics such as formatting techniques, paragraph formatting, inserting and formatting tables and proof reading of the Word file. Our in-house faculty, Mrs. Lubna Shaikh, Assistant Professor from MBA IT program was the orator. She shared her sound technical knowledge on the topic among all the students of MBA, MBA IT and MBA HRD. Overall 84 students had registered and successfully completed this course.

Outcome of Programme

By completing this certification program, students gained the confidence they need to use MS Word 2010 and other Office programs in a professional way. Students were able to use this application effectively which will help them in saving time and effort when creating and editing documents. The beneficiaries were updated with the latest features, tools and functionality of MS word. The overall program helped the students in becoming well versed with the MS Word 2010 which will help them outshine with their performance in their future career.

Mrs. Lubna Shaikh taking practical session during the Certification Program

Mrs. Lubna Shaikh taking practical session during the Certification Program

Director

Anjuman Khairul Islam's

POONA INSTITUTE OF MANAGEMENT SCIENCES & ENTREPRENEURSHIP
(APPROVED BY AICTE, NEW DELHI & AFFILIATED TO UNIVERSITY OF PUNE)
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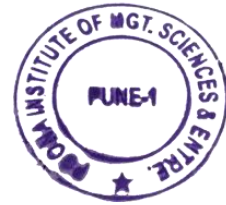
<u>NOTICE</u>

Date: 22nd Sept. 2018

All the students of MBA General, MBA IT and MBA HRD that PIMSE is organizing 31 hours Certification Program on topic **"Beginners Course on MS Word 2010".** Kindly register with Mr. Mohammad Ali Shaikh before 1st October 2018.

Day and Date: Wednesday, 3rd October 2018

Time: 8.30 am to 10.30 am.

Prof. (Dr.) Shakeel Ahmed
Director

Beginners Course for Microsoft Word 2010

SYLLABUS

Course Objectives

- The students will be able to explain the general concepts of the Word processors
- The students will be able to do application with the window elements of the Word Program
- The students will be able to do text processing
- The students will be able to apply the applications about page design and print
- The students will be able to apply format menu in MS Word
- The students will apply the Table applications
- The students will be able to implement procedures for the drawing tools and objects over the Microsoft Word program.

Class#1(2.00hours)
Lesson#1:Word2010

- StartingMicrosoftWord2010
- OpeningaNewDocument
- SavingaDocument
- GettingHelpwithMSWord2010

Class#2(2.00hours)
Lesson #2: Word 2010 - Basic Editing

- TheCursor
- InsertingText
- DeletingText
- MovingText
- UndoandRedo
- WrapText
- Application in word documents
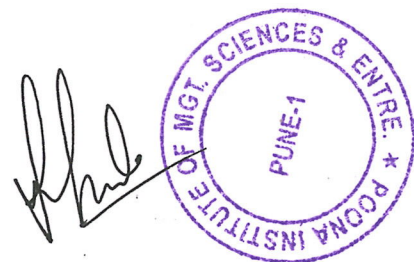
Class#13(2.00hours)
Lesson #3: Word 2010 - Formatting

- ➢ SelectingText
- ➢ ApplyingaFont
- ➢ ChangingFontSize
- ➢ FontAttributes
- ➢ FontColor
- ➢ ClearFormatting
- ➢ TextAlignment

Class#4(2.00hours)
Lesson #4: Word 2010 - Navigate Through a Document

- ➢ Insert hyperlinks
- ➢ Search for text
- ➢ Create bookmarks
- ➢ Move to a specific location or object in a document

Class#5(2.00hours)
Lesson #5: Word 2010 - Copying and Moving Text and Object

- ➢ TheClipboard
- ➢ Paste
- ➢ Formatting
- ➢ ChangingDefaults
- ➢ DragandDropText
- ➢ Zoom
- ➢ PageView

Class#6(2.00hours)
Lesson #6: Word 2010 - Paragraph Formatting

- ➢ ChangingParagraphAlignment
- ➢ IndentingParagraphs
- ➢ AddBorders orShadingtoaParagraph
- ➢ ApplyParagraphStyles

- ➢ CreatingLinkswithinaDocument
- ➢ ChangeSpacingBetweenParagraphsandLines

Class#7(2.00hours)

Lesson #7: Word 2010 - Tables

- ➢ CreatingTables
- ➢ Creatingatablebyhighlightingtheboxes
- ➢ CreateatablebyusingtheInsertTablecommand
- ➢ DrawingaTable
- ➢ Convertingtextinto atable
- ➢ QuickTables
- ➢ EnteringText
- ➢ TableTools
- ➢ Insertingrowsandcolumn

Class#8(2.00hours)

Lesson #8: Word 2010 – Lists & Modify a Lists

- ➢ BulletedandNumberedLists
- ➢ Creatinga NestedList
- ➢ FormatYourList
- ➢ CreatingOutlines
- ➢ Create a numbered or bulleted list
- ➢ Change bullet characters or number formats for a list level
- ➢ Define a custom bullet character or number format

Class#9(2.00hours)

Lesson #9: Word 2010 - Editing Features

- ➢ SpellCheck
- ➢ Thesaurus
- ➢ AutoCorrect
- ➢ CheckWordCount
- ➢ TrackChanges
- ➢ AcceptingandRejectingChanges

Class#10(2.00hours)

Lesson #10: Word 2010 - Page Formatting

- ➢ Page Margins
- ➢ How to Change the Orientation, Size of the Page, or Size of the Columns
- ➢ Apply a Page Border and Color
- ➢ Insert Headers and Footers (Including Page Numbers)
- ➢ Create a Page Break
- ➢ Insert a Cover Page
- ➢ Insert a Blank Page
- ➢ Print and print properties

Class#11(2.00hours)

Lesson #11: Word 2010 - Insert Pictures, and Table of Contents

- ➢ Inserting Special Characters into Your Document
- ➢ Inserting Equations
- ➢ How to Insert Illustrations, Pictures, and Smart Art
- ➢ Resizing pictures
- ➢ Watermarks

Class#12(2.00hours)

Lesson #12: Word 2010 - Inserting Format SmartArt Graphics

- ➢ Create a SmartArt graphic
- ➢ Format a SmartArt graphic
- ➢ Modify SmartArt graphic content

Class#13(2.00hours)

Lesson #13: Word 2010 - Create and Manage Indexes

- ➢ Create and Manage Indexes
- ➢ Mark index entries
- ➢ Create indexes
- ➢ Update indexes

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Class#14(2.00hours)

Lesson #14: Word 2010 - Create and Manage References

- ➢ Customize a table of contents
- ➢ Insert and modify captions
- ➢ Create and modify a table of figures

Class#5(2.00hours)

Lesson #15: Word 2010 - Manage document options and settings & Prepare Documents for Review

- ➢ Manage document versions
- ➢ Compare and combine multiple documents
- ➢ Link to external document content
- ➢ Enable macros in a document
- ➢ Display hidden ribbon tabs
- ➢ Change the application default font
- ➢ Restrict editing
- ➢ Mark a document as final
- ➢ Protect a document with a password

AKI Poona Institute of Management Sciences and Entrepreneurship

Registration list

Beginner Course to MS Word 2010

Sr. No.	Name of the Student	Course	Signatures
1	Shaikh Affan Anis	MBA I	AS
2	Gokak Moiz Irfan	MBA 2	Gokak
3	Shikalgar Kalim	MBA I	K.S.
4	PAWAR GANESH VITHAL	MBA II F	Ganesh.
5	Inayat Khan	MBA II	Ikhan
6	Patel Zeber H	MBA IT I.	patel
7	Afreen Shaikh.	MBA HRD	Shaikh
8	Munnzza Shaikh	MBA HRD I	MS
9	DONGARE SHRADDHA	MBA HRO I	Sdongre
10	Danse Saima S	MBA I	saima.
11	ali naushin. M.	MBA I	naushin
12	Gonsalves Wellington	MBA II	GW
13	Khan Maaz Fizaz	MBA IT II	MKhan
14	Shadab Shaikh	MBA IT II	Shaikh
15	Mohd. Faizan K.	MBA HRD.	Mfaizan
16	Arshi Shaikh A	MBA HRD II	Arshi
17	JADHAV BALAJI. D	MBA HRO II	Djadhav
18	firdous Khan.	MBA HRD II	firdos.
19	Bed Sachin Ravi	MBA II	SR
20	Dhage Priyanka	MBA II	priya
21	Sayyed Majid	MBA I	MShaikh
22	Danish Shaikh	MBA I	Shaikh
23	Awais Shakeel	MBA I	Awas.
24	Mandal Bashir	MBA I	Mandal
25	Mishra Gangadham	MBA II	MG.
26	Ray Rupam Raykishor.	MBA IT I	Ray
27	Sana Shaikh	MBA IT I	SShaikh
28	Inamdar Abubakar	MBA I	Abubakar.
29	Beba Shaikh	MBA IT	BS
30	Datedar Uzar	MBA I	Datedar

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AKI Poona Institute of Management Sciences and Entrepreneurship

Registration list

Sr. No.	Name of the Student	Course	Signatures
31	Karishma Mujawar	MBA I	Mr.
32	Faiyaz Shaikh	MBA I	Fayaz
33	Nida Sayyed	MBA I	NSayyed
34	Riyaz Khan	MBA	Dhan
35	Sayyed Rida Awes	MBA I	Awes
36	Juveria Shaikh	MBA IT I	JS
37	Sayyed Nushrat R.	MBA IT I	NSayyed
38	Singh Shailesh	MBA IT	Singh
39	Shaikh Salma	MBA IT I	SShaikh
40	Rameeza Shaikh	MBA HRD I	Rameeza
41	Kazi Shiraj Irshad.	MBA HRD I	SKazi
42	Nalband Asmat	MBA HRD I	NA
43	Gausia Aloni	MBA HRD I	GA
44	Uruj fatima Sayyad	MBA HRD I	US
45	Sayyed fatema Tabrej	M.B.A I	fatima
46	Nargis Ansari	MBA II	Nargis
47	Edmode Brenden	MBA II	E.Brenden
48	Abhijit Mohite	MBA II	Abhi
49	Heena Shaikh	MBA IT II	HS
50	Nooruddin Mujawar	MBA IT II	NM
51	KHAN MHD. HANEEF	MBA IT II	HKhan.
52	Mohommd Zaid.	MBA IT II	MZaid
53	Ruksar Khan	MBA IT II	R.Khan
54	Parihor Reena	MBA IT II	Reena
55	Thakur Tejas Sunil	MBA IT II	Thakur
56	Hiba Fatema	MBA IT II	Hiba,
57	Mishra Neha.	MBA IT II	mm
58	Maner Aashana R	MBA HRD II	Maner
59	Selvan Mark M	MBA HRD II	Sm
60	Sahu Anil	MBA HRD II	Sahu

21

AKI Poona Institute of Management Sciences and Entrepreneurship

Registration list

Sr. No.	Name of the Student	Course	Signatures
61	Misal Sunny	MBA HRD II	Sunny
62	Sahin Hashmi	MBA HRD II	Sahin.
63	Preeti Verma	MBA II	P.V.
64	Sayyed Farhan A	MBA II	Farhan
65	KHAN ERUN. M	MBA II	Erun
66	Yawar Abdul Y	MBA II	Yawar.
67	Firdous Khan	MBA II	Firdous
68	Shaikh Farzin	MBA II	Far
69	Sampatrao Padmaya	MBA II	Padmaja
70	Ghagre Dheeraj D	MBA I	Dg.
71	Zahir Ahmad	MBA II	Zahir
72	KHAN Oaies	MBA II	Khan
73	Siddiqui Nabeel Nisar	MBA I	Nabeel.
74	Murshid Ali Asgar H	MBA II	Ali
75	Arora Man Mohan	MBA HRD II	MA
76	Shaikh Sana	MBA HRD I	Sana
77	Patil Akshay	MBA HRD I	APatil
78	SHAIKH ARMAAN	MBA HRD I	Armaan
79	Snehal Kulkarni	MBA 1st year	SKulkarni
80	Farhat Bashir	MBA 2	Bashir
81	Rameeza Mastan	MBA II	RM
82	Ranali Balasaheb	MBA HRD I	PBalasaheb
83	Shaikh Afshan N	MBA HRD II	ANS.
84	Pawar Saraswati	MBA II II	S.P.

POONA INSTITUTE OF MANAGEMENT SCIENCES & ENTREPRENEURSHIP

Y. & M. Anjuman Khairul Islam's

(A Religious & Linguistic Minority Institution, Recognized by DTE, Govt. of Maharashtra, Affiliated to Savitribai Phule Pune University,)
Approved by AICTE, New Delhi ISO 9001-2015 Certification

**Certification Programme on "Beginners Course to MS Word 2010"**

Attendance Sheet

Exam

Sr. No.	Name of the registered students	3rd Oct	4th Oct	5th Oct	6th Oct	8th Oct	9th Oct	10th Oct	11th Oct	12th Oct	13th Oct	15th Oct	16th Oct	17th Oct	19th Oct	20th Oct	27th Oct
1	Shaikh Alfan Anis	P	P	P	P	Ab	P	P	P	P	P	P	P	Ab	P	P	P
2	Gokak Moiz Irfan	P	P	P	P	P	P	P	P	Ab	P	P	P	P	Ab	P	P
3	Shikalgar Kalim Abdul Rashid	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P
4	Pawar Ganesh Vithal	P	P	Ab	P	P	P	P	Ab	P	P	P	Ab	P	P	P	P
5	Inayat Khan	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P	
6	Patel Zuber Husenahamad	P	P	P	P	P	—	P	P	P	P	Ab	P	P	P	—	P
7	Afreen Shaikh	Ab	P	P	P	P	P		P	P	P	P	P	Ab	P	P	P
8	Munaza Shaikh	P	—	P	P	P	—	P	P	—	P	P	—	P	—	P	P
9	Dongare Shraddha	P	P	P	P	P	P	P	P	P	—	P	P	P	P	P	
10	Danse Saima S.	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P	
11	Ali Naushin M.	P	P	P	P	P	P	P	P	P	—	P	P	P	P	P	P
12	Gonsalves Wellington	—	P	P		P	P	P	P	P	P	P	P	P	P	—	P
13	Khan Maaz Ejaz	P	P	P	P		P	P	P	P	ab	P	P	P	P	P	P
14	Shadab Shaikh	P	P	P	P	P	ab	P	P	P	P	P	P	P	ab	P	P
15	Mohammad Faizan	P	P	P	P	P	P	Ab	P	P	P	P	Ab	P	P	P	
16	Arhsi Shaikh	P	P	P	P		P	P	P		P	P	P	P	P		P
17	Jadhav Balaji	P	P	P		P	P	P	P	P		P	P		P	P	P
18	Firdous Khan		P	P	P	P	P		P	P	P		P	P	P	P	P
19	Bed Sachin Ravi	P	P	P	P		P	P		P	P	P		P	P	P	P
20	Dhage Priyanka	P	P	P		P	P	P	P	P		P		P	P	P	P
21	Sayyed Majid	P	P	P	P		P	P	P	P	P	P		P		P	P
22	Danish Shaikh	P	P	P		P	P	P		P		P	P		P	P	P

23
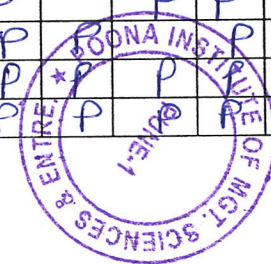
No.	Name																
23	Awaiz Shakeel	P	P	P	P	P	P	-	P	P	P	P	P	P	P	P	P
24	Mandal Bashir	-	P	P	P	P	P	P	P	P	P	-	P	P	P	P	P
25	Mishra Gangadham	P	P	P	P	P	P	P		P	P	P	P	P	P		P
26	Ray Rupam Rajkishor	P	P	P		P	P	P	P	P	P		P	P	P	P	P
27	Sana Shaikh	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
28	Inamdar Abubakar	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P
29	Zeba Shaikh	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
30	Datedar Uzar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
31	Karishma Mujawar	-	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
32	Faiyaz Shaikh	P	P	P	P	P	P		P		P	P	P	P	P	P	P
33	Nida Sayyed	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
34	Riyaz Khan	P	P	P	P	P	Ab	P	P	P	P	P	P	P	P	P	P
35	Sayyed Rida Awez	P	P	P	P	P	P	P		P	P	P	P	P	P	P	P
36	Juveria Shaikh	P	P	Ab	P	P	P	Ab	P	P	P	P	P	P	P	P	P
37	Sayyed Nushrat R.	-	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
38	Singh Shailesh	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
39	Shaikh Salma	P	P	P	P	P	P	P	P	P	P	P		P	P	P	P
40	Rameeza Shaikh	P	P	P		P	P		P	P	P	P		P	P	P	P
41	Kazi Shiraj Irshad	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
42	Nalband Asmat	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P
43	Guasia Adoni	P	P	P	P	P	P	P	P		P	P	P	P	P	P	P
44	Uruj Fatema Sayyad	P	P		P	P	P	P	P	P	P	P		P	P	P	P
45	Sayyed Fatema Tabrez	P	P	P	P	P	P	P	P	P	P	P	P	P		P	P
46	Nargis Ansari	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P
47	Edmode Brenden	P	P	P	P	P	P	P	P	P	P		P	P	P	P	P
48	Abhijit Mohite	P	P	P	P	P	P		P	P	P	P	P	P	P	P	P
49	Heena Shaikh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
50	Nooruddin Mujawar	P	P	P	P	P	P	P	P	P	P	-	P	P	P	P	P
51	Khan Mohammad Haneef	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
52	Mohammad Zaid	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
53	Ruksar Khan	P	P	P	P	P	P		P	P	P	P	P	P	P	P	P
54	Parihar Reena		P	P	P	P	P	P	P		P	P	P	P	P	P	P
55	Thakur Tejas Sunil	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
56	Hiba Fatema	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P
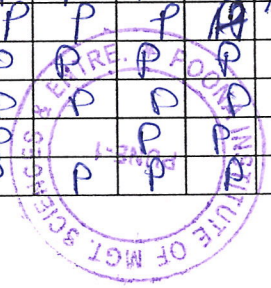
No.	Name																
57	Mishra Neha	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
58	Maner Aashana Rafique	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	
59	Selvan Mark	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
60	Sahu Anil	P	P	P	P	P	A	P	A	P	P	P	A	P	P	P	P
61	Misal Sunny	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	
62	Sahin Hashmi	P	P	P	P	P	P		P	P	P	P	A	P	P	P	P
63	Preeti Verma	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P
64	Sayyed Farhan Anwar	Ab	P	P	P	P	P	P	P	Ab	P	P	P	P	P	P	P
65	Khan Erum H.	P	P	Ab	P	P	P	P	P	P	P	—	P	P	P	P	P
66	Yawar Abdal Yatoo	P	P	P	Ab	P	P	Ab	P	P	—	P	P	P	P	—	P
67	Firdous Khan	—	P	P	P	P	P	P	P	P	P	—	P	P	P	P	P
68	Shaikh Farzin	P	P	P	P	P	—	P	—	P	P	P	P	—	P	P	P
69	Sampatrao Padmaja Dharmagiri	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	
70	Ghagre Dheeraj Dulichand	P	P	P	P	P	P	P	P	P	P	P	—	P	P	P	
71	Zakir Ahmed	P	P	P	Ab	P	P	P	P	P	P	—	P	P	P	P	
72	Khan Oaies Noormohd	P	P	P	P	Ab	P	P	P	P	P	—	P	P	P	P	
73	Siddiqui Nabeel Nisar	P	P	P	P	P	Ab	P	Ab	P	P	P		P	P	P	P
74	Murshid Ali Asgar Hakimuddin	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
75	Arora Manmohan Nandlal	P	P	P	P	P	P	P	P	P	—	P	P	P	P	P	
76	Shaikh Sana Yunus	P	P	P		P	P	P	Ab	P	Ab	P	P	P	P	P	
77	Patil Akshaya Shivaji	P	P	P	P	P	P	Ab	P	P	P	P	A	P	P	P	P
78	Shaikh Armaan Munir	P	P	P	P	Ab	P	P	P	P	P	P	P	A	P	P	
79	Senhal Kulkarni	—	P	P	P	P		P	P	P	ab	P	P	P	P	P	
80	Farhat Bashir	P	P	P	P	P	P	P	P	P	P	P		P	P	P	P
81	Rameeza Mastan	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
82	Pranali Balasaheb	P	P	P	P	P	ab	P	P	P	P	P	P	P	P	P	
83	Shaikh Afshan Nizamuddin	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	
84	Pawar Sarastwati	P	P	P		P	P		P	P	P	P	P	P	P	P	P

Mr. Mohammad Ali Shaikh
program Co-ordinator

Dr. Shakeel Ahmed
Director

Y. & M. Anjuman Khairul Islam's
POONA INSTITUTE OF MANAGEMENT
SCIENCES & ENTREPRENEURSHIP

PIMSE

SHAPING BETTER MANAGERS FOR FUTURE

CERTIFICATION OF PARTICIPATION

This is to certify that Mr. / Ms. _Firdous Khan, MBA-HRD._ of Y. & M. AKI's Poona Institute of Management Sciences and Entrepreneurship (PIMSE) from has successfully completed a certification program offered on "Beginners course to MS Word 2010". The course was conducted from 3rd October 2018 to 20th October 2018 PIMSE.

Mrs. Lubna shaikh
Speaker, Pimse

Prof. Dr. Shakeel Ahmed
Director, PIMSE

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Academic Year 2018-19

Certification Program on "Women Leadership Excellence Program"

Name of the Resource Person and Association: Mrs. Zarina Shaikh, Assistant Professor, Poona Institute of Management Sciences and Entrepreneurship

Dates: 3rd January 2019 to 19th January 2019

Duration: 31 hours

Mode of Certification: Offline

No. of Students Enrolled: 28

Mode of Evaluation: Test

Objectives of Programme

- To develop a clear understanding of women's leadership styles and approaches.

- To learn how to overcome the challenges and barriers that women face in leadership roles.

- To gain the skills and knowledge you need to be successful in leadership roles.

- To be able to demonstrate proficiency in women's leadership through a certification exam.

Description of Programme

In purview of the above objectives, the institute offered this certification program so as to develop our female students in leadership roles for their future. This program enlightened our female students on understanding the different ways that women lead and identifying their strengths as a leaders and overcoming weaknesses thereby developing a leadership style that is authentic and effective for them. This certification was successfully conducted by Mrs.

Zarina Shaikh, Assistant Professor, Poona Institute of Management Sciences and Entrepreneurship.

Outcome of Programme

This certification program was exclusively for our female students because of the very reason that in their professional life, the females are deprived of leadership roles for various reasons. This program focused on the diversity and inclusion requisites in leadership, exploration of different women leadership styles, building brand as a women leader for effective work life integration. Hence our female students have mastered the skills and knowledge taught in the program and will be able to apply them in a professional setting.

Mrs. Zarina Shaikh at the time of Certification Program
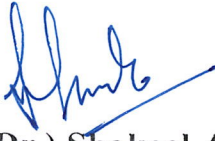
Director

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Anjuman Khairul Islam's

POONA INSTITUTE OF MANAGEMENT SCIENCES & ENTREPRENEURSHIP

(APPROVED BY AICTE, NEW DELHI & AFFILIATED TO UNIVERSITY OF PUNE)

Office: K. B. Hidayatullah Road, Camp, Pune - 411 001. Tel.: 020-26448781.

Website: www.akipimse.com Email: info@akipimse.com

PIMSE
SHAPING BETTER MANAGERS FOR FUTURE

NOTICE

Date: 1st January 2018

All the students of MBA General, MBA IT and MBA HRD are hereby informed that institute is organizing Certification exclusively for Girls on the topic **"Women Leadership Excellence Program"** for 31 hours from Wednesday, 3rd January 2018 onwards between 8.30 am to 10.30 am. Kindly register with Mrs. Misba Kadri on or before 2nd January 2018.

Prof. (Dr.) Shakeel Ahmed
Director

AKI Poona Institute of Management Sciences and Entrepreneurship

Syllabus for

Certification Program on

"Women Leadership Excellence Program"

Syllabus:

1. **Introduction to Women Leadership (4 Hrs)**

- Understanding the significance of women in leadership roles

- Exploring the challenges and opportunities for women leaders

- Recognizing the importance of diversity and inclusion in leadership

2. **Leadership Styles and Skills (5 Hrs)**

- Exploring different leadership styles

- Developing essential leadership skills, such as communication, decision-making and problem-solving

- Understanding emotional intelligence and its role in effective leadership

3. **Building Confidence and Personal Branding (4 Hrs)**

- Overcoming self-doubt and imposter syndrome

- Enhancing self-confidence and assertiveness

- Creating and managing a personal brand as a woman leader

4. **Networking and Relationship Building (5 Hrs)**

- Importance of networking for career growth

- Strategies for building and nurturing professional relationships

- Developing effective networking skills and techniques

6. **Managing Work-Life Integration (4 Hrs)**

- Balancing personal and professional commitments

- Time management and prioritization techniques
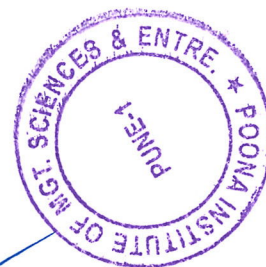
- Strategies for maintaining well-being and managing stress

7. **Leading and Empowering Teams (4 Hrs)**
- Team leadership and collaboration
- Creating an inclusive and empowering work environment
- Motivating and inspiring team members

8. **Leadership Development and Career Advancement (4 Hrs)**
- Developing a personal leadership development plan
- Identifying opportunities for growth and advancement
- Strategies for overcoming barriers and biases

AKI Poona Institute of Management Sciences and Entrepreneurship

Registration list

WOMEN LEADERSHIP EXCELLANCE PROGRAM.

Sr. No.	Name of the Student	Course	Signatures
1	Zeba shaikh	MBA I	Zs
2	Nikalje Swerali	MBA IT	Swelan
3	Gausia Adoni	MBA HRD I	Ga
4	Tabrez fatema Sayed	MBA II	fatema
5	Dhage Priyanka	MBA II	Priya
6	Nida Sayyed	MBA I	Nsayyed
7	Karishma Mujawar	MBA I	MK
8	Sayed Rida Awes	MBA I	Rwes
9	Juveria Shaikh	MBA IT I	JS
10	Sayyed Humaira	MBA IT I	SH
11	Mushrat Rafiques	MBA IT I	MA
12	Pranali Balasaheb	MBA HRD I	P.Balasaheb
13	Uruj fatima Sayyad	MBA HRD I	US
14	Afreen Shaikh.	MBA HRD I	shaikh
15	Rameeza Shaikh	MBA HRD I	Rameeza
16	Jhatan Ifran Asgan Ali	MBA HRD I	Irfan
17	firdous Khan	MBA I	firdous
18	Dange Saima S	MBA II	saima
19	Hiba Fatema	MBA IT II	Hiba
20	Parihar Reena	MBA IT II	Reena
21	Uzma Khan I	MBA IT	Uzma.
22	Heena Shaikh	MBA II	HS
23	Pawar Saraswati	MBA IT II	S.P
24	Arshi Shaikh A	MBA HRD II	Arshi.
25	Selvan Marll	MBA	Shi
26	Ruhana sayed	,,	Ruhana
27.	Sanny Misal	MBA	Sanny
28.	Sahu Aunts.	MBA	
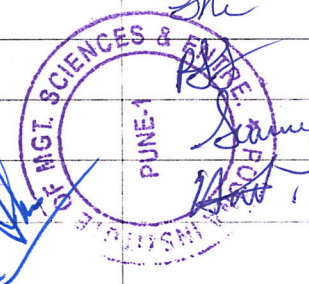
33

PIMSE
SHAPING BETTER MANAGERS FOR FUTURE
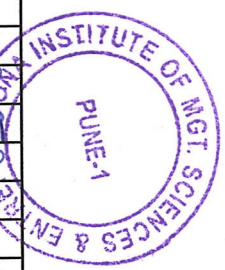
Y. & M. Anjuman Khairul Islam's

POONA INSTITUTE OF MANAGEMENT SCIENCES & ENTREPRENEURSHIP

(A Religious & Linguistic Minority Institution, Recognized by DTE, Govt. of Maharashtra, Affiliated to Savitribai Phule Pune University.)
Approved by AICTE, New Delhi ISO 9001-2015 Certification

Certification Programme on "Women Leadership Excellance Program"

3rd January 2018 to 19th January 2018 (8.30 am to 10.30 am)

Attendance Sheet

Sr. No.	Name of the registered students	3rd Jan	4th Jan	5th Jan	6th Jan	8th Jan	9th Jan	10th Jan	11th Jan	12th Jan	13th Jan	15th Jan	16th Jan	17th Jan	18th Jan	19th Jan	20th Jan (Exam)
1	Shaikh Zeba Aktar	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P
2	Dhage Priyanka Bhaurao	P	P	P	A	P	P	P	P	P	P	P	P	P	P		P
3	Sayyed Nida Ayaz	P	P	P	P	P	A	A	P	P	P	P	A	P	P	P	P
4	Dafedar Uzar Mohammed R.	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
5	Mujawar Karishma Nisar	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P
6	Sayed Rida Awes	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
7	Nikalje Shwetali Dhananjay	A	P	P	P	P	P	A	P	A	P	P	P	P	P	A	P
8	Shaikh Juveria Gulam Mustafa	P	P	P	A	P	P	P	P	P	A	A	P	P	A	P	A
9	Sayyed Humaira Azhar	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P
10	Adoni Gausia Faroque	P	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P
11	Sayyed Urujfatema Sayyed Ali	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
12	Pranali balasaheb Godse	P		P	P	P	P		P	A	P	P	P	A	P	P
13	Shaikh Afreen Riyaz	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P
14	Sayed Fatima Tabrez	P		P	P	A	P	P	P	P	A	P	P	P	P	P	P
15	Shaikh Rameeza Mastan	P	P	P	A	P	P	P	P	A	P	P	P	A	P	P	P
16	Jhatam Ifrah Asgar Ali	P		P	P	P	P	A	P	P	A	P	P	P	A	P	P
17	Khan Firdous Yusuf	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	
18	Dange Saima Shakeel	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	
19	Hiba Fatema Mir Firasat Ali	P	P	P	P	A	P	P	A	P	A	P	P	P	A	P	
20	Parihar Reena Ayub	A	P	A	P	P	P	P	P	A	A	P	P	P	P	P	
21	Khan Uzma Khanam Imtiyaz	P	P	P	P	P	A	P	P	P	P	P	P	P	P		P
22	Shaikh Heena Irfan Ahmed	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P
23	Pawar Saraswati Vitthal	P	P	P	P	P	A	P	A	P	P	P	P	P	P	A	P
24	Shaikh Arshi Akhtar	P	P	P	A	P	P	P	P	A	P	A	P	P	P	P

25	Selvan Mark Methew	P	P	P	P		P	P	P	.		P	P	P	P	P	P	P
26	Sayed Ruhana Ibrahim		P	P	P	P		P	P	P	P	P	P	P	P		P	P	
27	Misal Sunny Shirish	P		P	P	P	P		P	P		P	P	P			P	P	P
28	Sahu Anil Kumar Gangadhar	P	P		P			P	P	P	P	P	P	P	P		P	P	P

Mrs. Misba Kadri
Program Co-ordinators

Dr. Shakeel Ahmed
Director

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POONA INSTITUTE OF MANAGEMENT
SCIENCES & ENTREPRENEURSHIP

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Approved by AICTE, New Delhi ISO 9001-2015 Certification
Office : K. B. Hidayatullah Road, Camp, Pune - 411 001. Tel : 020 26444751 Website : www.akipimse.ac.in Email : director.pimse@gmail.com

CERTIFICATE
OF COMPLETION

THIS CERTIFICATE CERTIFY THAT

Juweriya Shaikh (MBA-IT)

Of Y. & M. AKI's Poona Institute of Management Sciences and Entrepreneurship (PIMSE) has successfully completed a certification program offered on "Women Leadership Excellence Program". The course was conducted from 3rd January 2019 to 19th January 2019 at PIMSE.

Mrs. Zarina Shaikh
Speaker, PIMSE

Prof. Dr. Shakeel Ahmed
Director, PIMSE

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Academic Year 2018-19

Certification Program on "Tally.ERP"

Name of the Resource Person and Association: Dr. Prakash Sharma, Founder, Passion IT

Dates: 6th February 2019 to 22nd February 2019

Duration: 31 hours

Mode of Certification: Offline

No. of Students Enrolled: 48

Mode of Evaluation: Test

Objectives of Programme

- To become familiar with and use Tally for accounting and inventory

- To provide knowledge about financial accounting topics.

- To equip students with the skill necessary to register a firm, enter accounting vouchers, reconcile Bank statement, perform accrual adjustments and print financial statements

Description of Programme

The purpose of this program was to make our students accomplish the Tally ERP software and its associated fields such as accounting, inventory and tax tasks. Since Tally ERP is used by majority of Indian Small and medium size businesses for their daily accounting tasks, this program undoubtedly assisted out students in gaining the skill to make them ready for those SMEs.

Outcome of Programme

Through this program, students could learn how to use Tally ERP effectively in order to save time and effort when managing their finances and tracking business transactions in near futures. Our students became more confident in their ability to use accounting software programs. By completing this certification program, students have gained the confidence they need to use Tally ERP and related accounting entries in a professional setting.

Some glimpses of the Certification Program

Signature

Director

NOTICE

Date: 4th February 2019

This is to inform all the students of MBA General, MBA IT and MBA HRD that PIMSE is organizing 31 hours Certification Program on topic **"Tally.ERP"** from Wednesday, 6th February 2019 onwards between 8.30 am to 10.30 am.

Those who are interested need to register with Mr. Mohammad Ali Shaikh before 5th February 2019.

Prof. (Dr.) Shakeel Ahmed
Director

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Preamble

The purpose of this course is for students who wish to learn how to use Tally to accomplish accounting, inventory, and tax tasks. Student accounting solutions, inventory management, sales and purchase management, invoicing, and reporting can all be aided by tally integration. Tally is a comprehensive accounting, tax, and payroll programme.

Tally should be learned by all students. ERP 9 is used by the majority of Indian small and medium-sized businesses for their daily accounting tasks. This course will undoubtedly assist the students in learning accounting with the Tally software.

Course objective :

- To become familiar with and use Tally for accounting and inventory
- To provide knowledge about financial accounting topics. Tally is an accounting programme used to teach how to maintain accounts
- To equip students with the skills necessary to register a firm, enter accounting voucher entries—including advance voucher entries—reconcile bank statements, perform accrual adjustments, print financial statements, etc. using the Tally ERP.9 accounting software.

Syllabus of Tally.ERP

Sr.no	Topic	Hours
1	Overview of basics of financial accounting, Cost Accounting, Taxation, Audit, Management Accounting, etc.	2
2	Fundamentals of Tally ERP-9, Accounting Master in Tally ERP-9	2
3	Inventory in Tally ERP-9, Voucher Entry in Tally ERP-9	2
4	User Interface and Company Management	2
5	Masters – Ledgers , Masters – Groups Masters – Bill wise Debtors and Creditors Ledger	2
6	Payment Voucher , Day Book in Tally Pre-Allocation of Bills	2
7	Receipt Voucher	2
8	Contra and Journal Voucher	2
9	Masters : Inventory	2
10	Goods and Services Tax (GST)	2
11	Purchase Voucher with GST , Sales Voucher with GST	2
12	GST Returns and Payment , Billing Features in Tally	2
13	Purchase Order Processing , Sales Order Processing	2
14	Debit and Credit Notes Batch Wise Details	2
15	Manufacturing Vouchers	2
16	Evaluation	1

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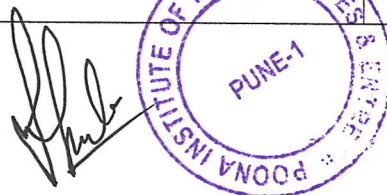
Registration list

Tally ERP

Sr. No.	Name of the Student	Course	Signatures
1	Arora ManMohan	MBA HRD II	
2	JADHAV BALAJI D	MBA HRD II	Djadhav
3	Parihar Reena	MBA IT II	Reena.
4	firdoss Khan	MBA HRD II	firdos.
5	Thakur Tejas Sunil	MBA IT II	Thakur
6	Kazi Nadeem A	MBA HRD II	Kazi
7	Maner Aashana Rafik	MBA HRD II	A.Rafik
8	Amrin Kachhi	MBA HRD II	Kachhi
9	Arshi Shaikh A	MBA HRD II	Arshi
10	KHAN ERUN H	MBA IT	Erun
11	Ghagre dheeraj. D	MBA II	DG
12	Hiba fatema	MBA IT II	Hiba
13	Mishra Neha.	MBA IT II	
14	Khan Maaz Eizaz	MBA IT II	Khan.
15	Yawar Abdul Y	MBA II	Yawar
16	Shaikh farzin	MBA II	farr
17	Mohsin Shaikh	MBA II	MS
18	Ahraz Abdul S Sayyed	MBA II	Sayyed.
19	Shadab Sheikh	MBA IT II	Shaikh
20	Karigar Mhd. Faizan	MBA IT II	Karigar
21	Heena Shaikh	MBA IT	HS
22	Nooruddin Mujawar	MBA IT II	NM
23	Snehal Kulkarni	MBA 1st year	SKulkarni
24	Juveria Shaikh	MBA IT I	JS
25	PAWAR GANESH VITHAL	MBA IT I	Ganesh
26	Inayat Khan	MBA IT II	IKhan.
27	Patel Zeber H	MBA IT I	patel.
28	Sayyed Shifa	MBA IT I	Shifa
29	Afreen Shaikh	MBA HRD	Shaikh
30	Munazza Shaikh	MBA HRD I	mo

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AKI Poona Institute of Management Sciences and Entrepreneurship

Registration list

Sr. No.	Name of the Student	Course	Signatures
31	DONGRE SHRADDHA	MBA HRD I	Dongre.
32	Momin Mohsin Akbar	MBA HRD 2	MMA.
33	Pawar Saraswati	MBA IT II	S-P-
34	Raye Rupam Rajkishorher.	MBA IT I	Ray
35	Mishra Gangadhan	MBA IT I	ml
36	Sona shaikh	MBA IT I	SShaikh
37	Shaikh Alfan Anis	MBA I	AS
38	Gokak Moiz Irfan	MBA 2	Gokak.
39	Shikalgar Kalim	MBA I	K.S.
40	Nida Sayyed	MBA I	N.Sayyed
41	Bed Sachin Ravi	MBA II	SR.
42	Sohel Shaikh	MBA I	SS
43	Dhage Priyanka	MBA II	Priya
44	Sayyed Majid	MBA II	M.Sayyed
45	SHAIKH SANA SAHID	MBA I	Sana
46	Khan Uzma I	MBA IT	Uzma.
47	Pooja Choudhary	MBA HRD I	Pooja C.
48	Khan Pravin Noor	MBA HRD II	Pravin

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Approved by AICTE, New Delhi ISO 9001-2015 Certification

Certification Programme on "Tally ERP 9.0"

6th February 22nd February 2019 to 2019 (8.30 am to 10.30 am)

Attendance Sheet

Sr. No.	Name of the registered students	6 Feb	7 Feb	8 Feb	9 Feb	11 Feb	12 Feb	13 Feb	14 Feb	15 Feb	16 Feb	17 Feb	18 Feb	20 Feb	21 Feb	22 Feb	Exam 4th Mar.
1	Shaikh Alfan Anis	P	P	P	P	P	P	P	P	P		P	P	P	P	P	P
2	Gokak Moiz Irfan	P	P	P		P	P	P	P	P	P		P	P	P	P	P
3	Shikalgar Kalim Abdul Rashid	P	P	P	P	P	P	P		P	P	P	P	P		P	P
4	Bed Sachin Ravi	P	P	P	P	P	P		P	P	P	P	P	P	P	P	P
5	Shaikh Sohel Latif	P			P	P	P	P		P		P		P	P	P	P
6	Dhage Priyanka Bhaurao	P	P	P	P	P			P		P	P	P	P			P
7	Sayed Mujahid Nisar	P	P	P		P		P	P		P	P		P	P		P
8	Sayyed Nida Ayaz	P	P		P	P			P		P	P		P	P		P
9	Pawar Ganesh Vithal	P	P	P	P		P	P	P	P		P		P	P	P	P
10	Khan Inayat Parvez		P		P		P	P		P	P		P	P	P	P	P
11	Patel Zuber Husenahamad	P	P	P			P	P		P				P	P	P	P
12	Mishra Gangadhar Chhavinath	P	P		P	P		P		P	P		P	P	P		P
13	Ray Rupam Rajkishor	P			P		P					P		P		P	P
14	Shaikh Sana Shahid		P	P	P		P	P		P	P	P	P		P	P	P
15	Shaikh Juveria Gulam Mustafa	P	P	P	P		P	P	P		P	P	P		P	P	P
16	Sayyed Shifa Inayathullah	P	P	P		P		P		P		P		P	P	P	P
17	Shaikh Afreen Riyaz	P	P		P		P		P		P		P	P	P		P
18	Shaikh Munazza Khalil	P	P	P	P	P		P		P			P		P	P	P
19	Dongare Shraddha Anandrao	P	P	P	P		P		P	P	P		P	P	P		
20	Chovdhary Pooja Umashankar		P	P	P		P		P	P	P		P	P	P		P
21	Kulkarni Snehal Satish	P	P	P		P		P		P	P	P	P	P		P	P
22	Jadhav Sneha Sanjay	P		P	P								P		P		P
23	Momin Mohsin Akbar	P	P	P	P	P	P	P	P	P	P			P	P	P	P
24	Khan Erum Hanif	P		P	P	P	P	P	P	P					P	P	P

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No.	Name																
25	Yawar Abdal Yatoo	P	P		P	P		P	P	P		P	P	P		P	P	P
26	Khan Firdous Yusuf	P	P	P	P		P	P		P	P	P		P	P	P	P	P
27	Shaikh Farzin Adam	P		P	P		P	P	P		P		P		P	P	P	P
28	Ghagre Dheeraj Dulichand	P	P	P			P	P	P	P	P	P		P	P		P	P
29	Shaikh Mohsin Fayaz	P	P	P	P	P	P			P	P	P			P	P	P	P
30	Sayyed Alfiraz Abdul Samad	P	P	P	P	P	P		P		P	P		P	P	P		P
31	Parihar Reena Ayub	P	P	P	P		P	P	P		P		P	P		P	P	P
32	Thakur Tejas Sunil		P	P	P	P		P		P	P	P		P	P	P		P
33	Hiba Fatema Mir Firasat Ali	P	P		P	P		P	P		P		P		P	P	P	P
34	Mishra Neha Umashankar	P	P	P	P	P	P		P	P		P	P		P		P	P
35	Khan Maaz Ejaz	P	P		P	P	P		P			P	P	P		P	P	P
36	Shakh Shadab Noor Mohammad	P	P	P	P		P	P		P		P		P	P		P	P
37	Karigar Mohammad Faizan Riyaz	P		P		P		P	P	P	P		P		P	P		P
38	Shaikh Heena Irfan Ahmed	P	P	P	P		P	P		P		P		P	P	P	P	P
39	Mujawar Nooruddin Qamruddin	P		P	P		P		P		P	P		P	P	P	P	P
40	Shaikh Arshi Akhtar	P	P	P		P			P	P	P	P		P	P	P	P	P
41	Jadhav Balaji Dayanand	P	P		P	P		P	P	P	P		P	P		P	P	P
42	Khan Firdos Yusuf	P	P	P	P	P	P	P		P		P	P		P	P	P	P
43	Arora Manmohan Nandlal	P	P		P	P	P	P		P	P	P	P			P	P	P
44	Kazi Nadeem Ataurrehman	P	P	P		P	P	P	P	P		P		P	P		P	P
45	Kachhi Amrin Ahamed	P	P	P	P	P	P	P		P	P	P		P	P	P	P	P
46	Qureshi Khadija Mohommed		P	P	P	P	P	P	P			P	P	P	P	P	P	P
47	Maner Aashana Rafik	P		P	P		P			P		P		P	P	P	P	P
48	Khan Anum Altaf	P	P		P	P	P	P	P	P	P		P	P	P	P	P	P

<table>
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signature

Mr. Mohammad Ali
Program Co-ordinators

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signature

Dr. Prakash Sharma
Guest Speaker

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signature

Dr. Shakeel Ahmed
Director

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</table>

POONA INSTITUTE OF MGT. SCIENCES & ENTRE. ★ PUNE-1

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Certificate
OF Completion

This is to certify that Mr. / ~~Ms.~~ ___Nadeem Kazi, MBA-HR)___ of Y. & M.
AKI's Poona Institute ofManagement Sciences and Entrepreneurship (PIMSE) has
successfully completed a certification program offered on "Tally ERP 9.0". The course
was conducted from 6th February 2019 to 22nd February 2019 at premises of PIMSE.

Dr. Prakash Sharma
Speaker

Prof. Dr. Shakeel Ahmed
Director, PIMSE

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Academic Year 2018-19

Certification Program on "Financial Literacy for Future Managers"

Name of the Resource Person and Association: CA Nisar Shaikh, Proprietor

Dates: 25th February 2019 to 14th March 2019

Duration: 31 hours

Mode of Certification: Offline

No. of Students Enrolled: 34

Mode of Evaluation: Test

Objectives of Programme

- To understand the basic concepts of personal finance. This includes understanding how to create a budget, save money and manage expenses.

- To develop the skills necessary to make sound financial decisions like how to evaluate financial products and services and make informed choices about your finances.

- To be able to apply financial literacy principles to our professional life.

- To be able to identify and manage financial risks.

- To be able to demonstrate proficiency in financial literacy through a certification exam.

Description of Programme

'Penny saved is penny earned', with this idiom, AKI Poona institute of Management Sciences and Entrepreneurship, organised this certification program for all our students irrespective of their specialisation. Every student will start earning after their MBA and will have to manage and invest their savings in an efficient way so that they will get timely and lucrative returns. With this agenda the speaker, who is Chartered Accountant by profession enlightened our

students as to how to do personal financial planning, save tax and at the same time get handsome returns on their investments. This program also focussed on retirement planning, tax saving, safety of mutual funds and allied aspects.

Outcome of Programme

This certification program proposed and achieved the following outcome.

- Improved our student's financial literacy by learning how to manage their finances effectively and reduce their stress levels.

- Enabled them to make better financial decisions by understanding the different financial options available so that they can make more informed choices about their money.

- By completing this certification program, students have gained the confidence they need to make sound financial decisions.

Thus, our students have mastered the skills and knowledge taught in the program and will be able to apply financial literacy principles in a professional setting.

Few Glimpses of CA Nisar Shaikh addressing during the program

Director

Anjuman Khairul Islam's
POONA INSTITUTE OF MANAGEMENT SCIENCES & ENTREPRENEURSHIP
(Approved by AICTE, New Delhi & Affiliated to Savitribai Phule Pune University)

Office : K.B. Hidaytullah Road, Camp, Pune - 411001.
Tel.: 020-26448781.
Website : www.akipimse.com Email : info@akipimse.com

Dr. SHAKEEL AHMED
Director

PIMSE
SHAPING BETTER MANAGERS FOR FUTURE

NOTICE

Date: 21ˢᵗ February 2019

PIMSE is organizing 31 hours Certification Program on topic **"Financial Literacy for Future Managers"** from Monday 25ᵗʰ February 2019 between 8.30 am to 9.30 am. All students are hereby advised to register with Dr. Payal Samdariya before 19ᵗʰ September 2019.

Prof. (Dr.) Shakeel Ahmed

Director

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AKI Poona Institute of Management Science and Entrepreneurship
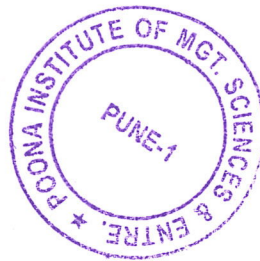
Contents of "Financial Literacy for Future Managers" Program

Lecture No.	Topics to be covered
1	**Module I:** Introduction to Financial Planning
2	**Lesson 1:** Need for Financial Planning, Assessing personal and financial goals, needs and priorities,
3	**Lesson 2:** attitudes and expectations and risk tolerance level. Personal Financial Planning Process
4	**Lesson 3:** Preparation of Personal Budget, Personal Financial Statements,
5	**Lesson 4:** responsibilities of a Financial Planner, Time Value of Money
6	**Lesson 5:** KYC, PAN & AADHAR
7	**Module II:** Investment Planning
8	Introduction to Investment Planning
9	Investment Criteria- liquidity, safety and Profitability
10	Investment vehicles (Gold, Bonds, Equity, FD, Insurance, MFs, ETFs, Post Office Savings, Real Estate etc.)
11	Risk and Return
12	Return comparison over a period of time from different asset classes, Investment strategies.
13	Mutual Funds as Investment Vehicle-Special focus on SIP, STP, and SWP, NFOs, Trading in Commodities
14	Derivatives and F&Os, Crypto currency, Creating an Investment Portfolio, Awareness of mis-selling in investment products
15	**Module III:** Risk Analysis, Insurance Planning and Debt Planning
16	Types of insurance cover- mortality, health, disability, property and liability, ULIPs and Term Plans
17	Credit Card Financing, Types of Consumer and Home Loans-
18	cost and risk, Credit Score
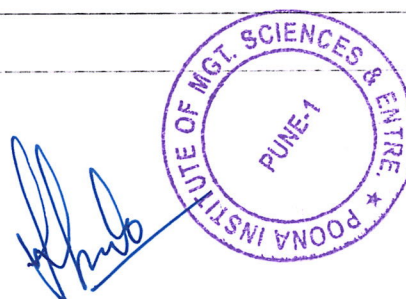
19	**Lesson 5:** KYC, PAN & AADHAR
20	**Module Iv:** Tax Planning
21	What is Tax Deduction? Tax Deductions under the Section and respective Subsections of : 80C.
22	80D, 80E, 80G, 80 I, Sections 80 JJA, 80QQB, 80RRB, 80TTA, 80U and other relevant sections
23	Direct Tax Code (DTC), Filing IT Returns.
24	Taxation impact on different investment options, Personal tax planning
25	**Module V:** Retirement Planning and Estate Planning
26	Wealth creation, retirement planning for an individual.
27	Pension Plans, Provident Fund, Gratuity, Life Insurance Plans.,
28	General Insurance Plans, Reverse Mortgage Plans, Senior Citizen Schemes,
29	What is Estate? Who needs Estate Planning?
30	Transferring assets during life time, Power of Attorney,
31	CLASS TEST

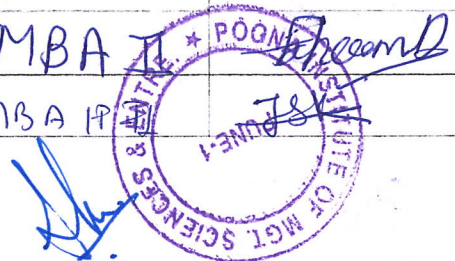30 hours Sessions and 1 hour Assessment proposed.

CA Nisar Shaikh

AKI Poona Institute of Management Sciences and Entrepreneurship
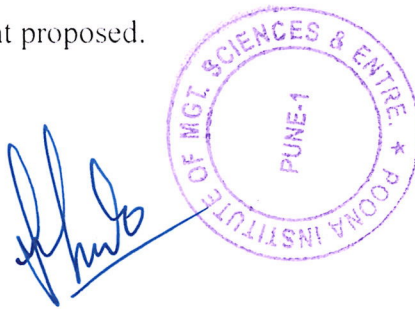
Registration list

Financial Literacy for future Managers

Sr. No.	Name of the Student	Course	Signatures
1	Danish Shaikh	MBA I	Shaikh
2	Limbore Mahesh Mahadev	MBA IT I	MMM
3	Mascarenhas Peter Joseph	MBA HRD I	M Joseph
4	Kazi Shiraz Irshad	MBA I	S Kazi
5	Gausia Adoni	MBA HRD I	Ga
6	Kukkebardas Awaiz S	MBA I	Awaiz
7	Mandal Bashir	MBA I	Mandal
8	Narayanpethe Snehal	MBA I	Snehal
9	Kagadi Kaynath Arshad	MBA I	Arshad
10	Danish Shaikh	MBA I	Shaikh
11	Mandule Amir Aslam	MBA IT I	AM
12	Rangrez Hanzala Haroon	MBA I	RH
13	Arakati Faraz V	MBA I	Faraz
14	Rohit Munoharun	MBA I	Rohit
15	Khataria Rahul R	MBA I	Rahul
16	Dhanse Nabeel	MBA I	Nabeel
17	Sinkhat Nihal Nazir	MBA I	Nihal S
18	Shaikh Afraan Ahmed	MBA HRD I	AAS
19	SHAIKH ARMAAN	MBA HRD I	Armaan
20	Afraz Abdul S Sayyed	MBA I	Sayyed
21	Murshid Ali Asgar H	MBA I	Ali
22	Dahodwala Insiya Mhd.	MBA I	Insiya
23	Hunain Hussain Khan	MBA I	Kha—
24	Nargis Ansari	MBA II	Nargis
25	Qureshi Khadija	MBA HRD	Q Khadija
26	Abhijit Mohite	MBA I	Ab—
27	SHAIKH Mhd. Zohair S.	MBA IT	Zohair
28	Sayyed Farhan A	MBA I	Farhan
29	Dhanse Tabeem A.	MBA I	Tabeem
30	Khan Juned Asgar	MBA I	JS

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AKI Poona Institute of Management Sciences and Entrepreneurship

Registration list

Sr. No.	Name of the Student	Course	Signatures
31	Patil Majtaj Tahataj	MBA IT II	P.Majtaj
32	Arora Manmohan	MBA HRD II	M
33	Inamdar Saad Kadan	MBA IT II	Saad.
34	Patil Divya Vilas	MBA HRD II	Divya

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Approved by AICTE, New Delhi ISO 9001-2015 Certification

Certification Programme on "Financial Literacy for Future Managers"
25th February 2019 to 14th March 2019 (8.30 am to 10.30 am)
Attendance Sheet

Sr. No.	Name of the registered students	25/2	26/2	27/2	28/2	1/3	2/3	5/3	6/3	7/3	8/3	9/3	11/3	12/3	13/3	14/3	Exam 16/3
1	Shaikh Danish Ashfaque	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	Hukebardar Awais Shakeel	P	P	P		P	P	P	P		P		P	P	P	P	P
3	Mandal Bashir Musa		P	P	P	P	P	P		P			P	P	P	P	P
4	Narayanpethe Snehal Ram	P		P	P	P	P	P		P	P			P	P	P	P
5	Kagadi Kayanath Arshad	P	P	P	P	P	P	P		P	P	P		P	P	P	P
6	Rangrez Hanzala Haroon	P	P	P	P	P	P		B	P	P	P	P	P	P	P	P
7	Arkati Faraz Vaseem	P	P	P	P	P		P	P	P		P		P	P	P	P
8	Rohit Manoharan	P	P		P		P	P	P	P	P		P	P	P	P	P
9	Kathuria Rahul Ravinder		P	P	P	P	P	P	P		P	P	P	P	P	P	P
10	Dhanse Nabeel Aslam	P					P		P	P	P	P	P	P	P	P	P
11	Sirkhot Nihal Nazir	P	P	P	P	P	P		P	P	P		P	P	P	P	P
12	Limbitote Mahaesh Mahadev	P	P	P	P		P			P	P	P	P	P	P		P
13	Shaikh Danish Qadeer	P	P	P	P	P		P		P	P	P	P		P	P	P
14	Hamdule Amir Aslam	P	P	P	P	P	P	P	P	P			P	P	P	P	P
15	Mascarenhas Peter Joseph	P	P	P	P				P	P	P	P	P	P	P	P	P
16	Kazi Shiraj Irshad	P	P	P	P	P	R	P		P	P	P	P	P	P	P	P
17	Adoni Gausia Faroque	P	P	P		P	P	P	P		P	P	P	P	P	P	P
18	Shaikh Abrar Ahmed	P	P	P		P			P	P	P	P	P	P	P	P	P
19	Shaikh Armaan Munir	P	P		P	P	P	P	P			P		P	P	P	
20	Sayyed Alfiraz Abdul Samad	P	P	P	P		P	P		P	P	P	P		P		
21	Murshid Ali Asgar Hakimuddin	P	P	P		P	P	P	P	P		P	P		P	P	P
22	Dahodwala Insiya Mohammed		P	P	P	P	P		P	P	P	P	P	P	P	P	P
23	Hunain Hussain Khan	P		P	P	P	P	P	P	P	P	P	P		P	P	P
24	Ansari Nargis Javid Ahmad		P		P		P		P	P	P	P	P	P	P	P	P

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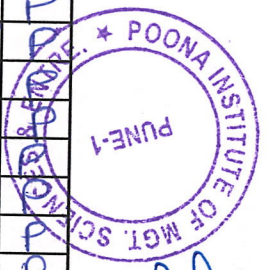
No.	Name															
25	Mohite Abhijit Dattaraya	P	P	P	P	P	P	P	P		P	P	P	P	P	P	P
26	Sayyed Farhan Anwar	P	P	P	P	P		P	P	P	P	P		P	P	P	P
27	Dhanse Faheem Akram	P	P	P		P	P	P		P		P	P	P	P		P	P
28	Shaikh Mohammad Zohair	P	P	P	P	P			P	P			P	P	P	P		P
29	Khan Juned Najmuddin A.	P		P	P	P	P	P	P	P	P		P	P		P	P	P
30	Patil Majtaj Tahertaj	P	P	P	P	P	P		P	P	P		P	P	P		P	P
31	Inamdar Saad Kader		P	P	P	P	P	P			P	P	P			P	P
32	Qureshi Khadija Mohommed	P	P	P		P	P		P	P	P			P		P	P	P
33	Arora Manmohan Nandlal	P		P	P	P		P		P	P	P	P	P	P	P	P
34	Patil Divya Vilas	P	P	P	P	P	P	P	P	P	P	P		P	P	P	P

Mrs. Payal Samdariya
Program Co-ordinators

Dr. Shakeel Ahmed
Director

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Certificate
OF COMPLETION

PROUDLY PRESENTED TO

Azhar Kadar Shaikh, MBA-IT

of Y. & M. AKI's Poona Institute of Management Sciences and Entrepreneurship (PIMSE) has successfully completed a certification program offered on "Financial Literacy for Future Managers". The course was conducted from 25th February 2019 to 14th March 2019 at PIMSE.

CA Nisar Shaikh
Proprietor