

**B. K. BIRLA COLLEGE OF ARTS, SCIENCE AND COMMERCE (AUTONOMOUS),
KALYAN**

CERTIFICATE COURSE



SKILL ENHANCEMENT PROGRAM FOR UNDERGRADUATES

WESTERN INDIA REGIONAL COUNCIL OF ICAI

And

B. K. Birla College (Autonomous), Kalyan

Introduces Certificate Course for students of B.Com

TITLE OF THE COURSE: Train Earn and Learn [TEL]

OBJECTIVE: Skill based training programme with internship for Commerce Students

FACULTY: Lectures will be conducted by qualified and experienced Chartered Accountants.

OUTCOME / GAINS:

Course provides opportunities to the students to earn while they are learning through the part-time jobs and the entrepreneurial projects thus preparing them to shoulder professional assignments along with their academics.

TABLE OF CONTENTS:

I. Business Communications

- a. Effective Verbal Communication
- b. Active Listening
- c. Business Communication via skype, phone and email
- d. Barriers to Effective Communication
- e. Nonverbal Communication - Body language improving postures & gestures

II. Personality Development

Social Technology – Personality Branding

III. Social & Business Etiquette

- a. Social Etiquette
- b. Business & Meeting Etiquette
- c. Interview Etiquette
- d. Telephone Etiquette
- e. Email Etiquette

IV. Effective Office Management

- a. E-filing under Income tax
- b. GST
- c. Knowledge of Excel – Audit Tool & Analysis
- d. Tally accounting
- e. TDS under IT

TEACHING TECHNIQUES: Theory, Case studies, activities

DURATION: 36 Hours (12 sessions of approximately 3 hours each)

CERTIFICATE:

All the participants have to undergo an **EVALUATION** of 100 marks MCQ format test after completion of the course.

Certificate of participation will be issued by Institute of Chartered Accountants of India (ICAI) to participants on successful completion of the course and clearing exam.

INTERNSHIP:

WIRC will organise placement for the participants for internship of one year in CA firm. Interested participants will fill in the placement form after successful completion of the course, which will be forwarded to the participating CA Firms.

The participant's placement depends on their performance at the Interview Process.

ELIGIBILITY: Under graduate Commerce students (B.Com / BAF / BMS / BBI)

REQUIREMENT: Participants must have laptop / desktop / mobile with good internet connection.

FEES: Rs. 413 (all inclusive)

COURSE COORDINATOR: Dr. Saleem Khan (Deputy Director) & Rupesh Mhadlekar (Clerical Assistant)

Email: saleem.khan@icai.in | wirctel@gmail.com

Lakshtia.soni@bkbirlacollegekalva.com

ENTIRE COURSE IS CONDUCTED ON VIRTUAL MODE

B. K. Birla College Of Arts, Science & Commerce (Autonomous), Kalyan
Skill Enhancement Course Organized by Train, Earn & Learn

Sr. No	Name
1	Aarya Shailesh Mane
2	Abhay Anil Bhalchakra
3	Adwait Rohidas Wagh
4	Ajit Hansraj Singh
5	Amale Karan Laxman
6	Arbaz Kungle
7	Arya Anand Koparkar
8	Aryan Manjunath Pudurkar
9	Darshana Kadam
10	Deepak Gopal Sonawane
11	Devesh Santosh Bhosale
12	Devyani Salunkhe
13	Dinesh Harishchandra Kothiyal
14	Dipesh Anil Medhe
15	Disha Deepak Jadhav
16	Divesh Dilip Manke
17	Durva Ashish Thakur
18	Ganesh Lende
19	Gaud Manish Vijaykumar
20	Gauri Chaube
21	Gitarth Videsh Narkhede
22	Grishma Vittal Shetty
23	Harshal Hamchandra Hamare
24	Indrajeet Jay Prakash Gupta
25	Janhvi Bhagwan Jagtap
26	Jitesh Naresh Salve
27	Kanshika Vinod Waghmare
28	Kapil Keshav Taral
29	Kimaya Sujana Virle
30	Komal Shirgaonkar
31	Komal Yadav
32	Krishna Arun Hurkat
33	Kunal Shantilal Kadam
34	Laluprasad Verma
35	Mahadeshwar Tisha Laxman
36	Mahesh Keshav Bangar
37	Mitali Bhalchandra Parab
38	Mohit Naresh Nimje
39	Nakul Apasing Pawara
40	Nidhi Sitaram Rane
41	Omkar Dagadu Pansare
42	Pagire Prachi Sampat
43	Piyush Dilip Tupe

44	Pooja Chandrashekhar Shukla
45	Praful Chella Pillai
46	Pragati Parmeshwar Jadhav
47	Pratham Prakash Rokade
48	Prathmesh Kamble
49	Purva Satish Juvekar
50	Radhika Uday Zambre
51	Rakshitha Ravindra Shetty
52	Riddhi Arun Turbhekar
53	Rohini Das
54	Rucha Badgujar
55	Saara Mahvesh Nasikkar
56	Sakshat Shetty
57	Sakshi Deshmukh
58	Sakshi Sanjay Pandav
59	Samiksha Balkrushna Kavitkar
60	Sanika Yogesh Dalvi
61	Sanjyot Mahale
62	Sanket Chandrakant Malgunkar
63	Saurav Bhaskar Chaudhari
64	Shitole Rakhi Gajanan
65	Shivam Ashok Gadhave
66	Shraddha Dyaneshwar Parab
67	Shruti Shivshankar Pandey
68	Shruti Siddharth Shilewant
69	Shubham Ravindra Raut
70	Shweta Vilas Katkar
71	Singh Shrishti Dhiraj
72	Sneha Dubey
73	Suman Yadav
74	Sunder Indramani Chauhan
75	Tanay Sutawani
76	Telavane Samiksha Santosh
77	Thorat Snehal Sanjay
78	Urmila Girase
79	Vaishnavi Pradeep Dubey
80	Vedangi Subhash Chaudhari
81	Yash Rajesh Goyal
82	Waqqas Kungle
83	Yadav Neha Rajkumar

B. K. Birla College Of Arts, Science & Commerce (Autonomous), Kalyan

Skill Enhancement Course

Year 2022-23

Sr.No	Date	7/10/22	8/10/22	14/10/22	15/10/22	21/10/22	22/10/22
1	Aarya Shailesh Mane	P	A	P	P	A	P
2	Abhay Anil Bhalchakra	P	P	P	A	P	A
3	Adwait Rohidas Wagh	P	P	A	P	P	P
4	Ajit Hansraj Singh	A	P	P	A	P	P
5	Amale Karan Laxman	P	A	A	P	P	P
6	Arbaz Kungle	A	P	P	P	A	P
7	Arya Anand Koparkar	P	P	P	A	P	A
8	Aryan Manjunath Pudurkar	P	P	P	A	P	A
9	Darshana Kadam	P	P	A	P	P	P
10	Deepak Gopal Sonawane	A	P	P	P	A	A
11	Devesh Santosh Bhosale	P	A	P	A	P	P
12	Devyani Salunkhe	A	A	P	P	A	P
13	Dinesh Harishchandra Kothiyal	A	P	A	A	P	P
14	Dipesh Anil Medhe	P	P	A	P	A	P
15	Disha Deepak Jadhav	P	A	P	P	P	P
16	Divesh Dilip Manke	P	A	P	P	P	A
17	Durva Ashish Thakur	P	P	A	P	A	P
18	Ganesh Lende	A	P	P	P	A	P
19	Gaud Manish Vijaykumar	P	P	A	P	A	A
20	Gauri Chaube	P	A	A	P	P	P
21	Gitarth Videsh Narkhede	P	A	P	P	P	P
22	Grishma Vittal Shetty	P	P	A	P	P	P
23	Harshal Hamchandra Hamare	A	P	P	P	A	A
24	Indrajeet Jay Prakash Gupta	A	P	P	A	P	A
25	Janhvi Bhagwan Jagtap	A	A	P	A	P	P
26	Jitesh Naresh Salve	P	A	A	A	P	A
27	Kanshika Vinod Waghmare	P	A	P	P	A	P
28	Kapil Keshav Taral	P	P	P	A	P	P
29	Kimaya Sujana Virle	P	P	A	A	P	P
30	Komal Shirgaonkar	P	P	P	P	A	A
31	Komal Yadav	P	P	P	P	A	A
32	Krishna Arun Hurkat	P	P	A	A	A	P
33	Kunal Shantilal Kadam	P	P	P	P	P	A
34	Laluprasad Verma	P	P	A	P	P	A
35	Mahadeshwar Tisha Laxman	A	P	P	A	A	P
36	Mahesh Keshav Bangar	A	P	P	P	P	P
37	Mitali Bhalchandra Parab	A	P	A	P	P	A
38	Mohit Naresh Nimje	P	P	A	A	A	P
39	Nakul Apasing Pawara	P	P	P	P	P	P
40	Nidhi Sitaram Rane	P	A	A	P	P	P
41	Omkar Dagadu Pansare	P	A	P	A	P	P
42	Pagire Prachi Sampat	P	P	A	P	A	P
43	Piyush Dilip Tupe	P	P	P	A	P	A
44	Pooja Chandrashekhar Shukla	A	P	P	A	P	P
45	Praful Chella Pillai	P	P	A	P	A	P
46	Pragati Parmeshwar Jadhav	A	A	P	P	A	P
47	Pratham Prakash Rokade	P	P	A	A	P	P
48	Prathmesh Kamble	P	P	P	A	A	P
49	Purva Satish Juvekar	P	P	P	P	A	A
50	Radhika Uday Zambre	P	A	A	P	P	A



51	Rakshitha Ravindra Shetty	P	P	P	A	A	P
52	Riddhi Arun Turbhekar	A	P	P	A	A	P
53	Rohini Das	P	P	A	P	P	A
54	Rucha Badgujar	P	A	A	P	P	A
55	Saara Mahvesh Nasikkar	A	P	A	P	A	P
56	Sakshat Shetty	A	P	P	P	P	P
57	Sakshi Deshmukh	P	P	A	A	A	A
58	Sakshi Sanjay Pandav	P	A	P	A	P	P
59	Samiksha Balkrushna Kavitkar	P	P	A	P	P	P
60	Sanika Yogesh Dalvi	P	A	P	A	P	P
61	Sanjyot Mahale	A	P	A	P	P	P
62	Sanket Chandrakant Malgunkar	A	P	P	A	A	P
63	Saurav Bhaskar Chaudhari	P	P	A	P	P	P
64	Shitole Rakhi Gajanan	P	A	P	P	A	P
65	Shivam Ashok Gadhave	P	P	A	P	A	P
66	Shraddha Dyaneshwar Parab	A	A	P	A	P	P
67	Shruti Shivshankar Pandey	P	P	A	A	P	P
68	Shruti Siddharth Shilewant	P	P	P	A	P	P
69	Shubham Ravindra Raut	P	P	A	A	P	A
70	Shweta Vilas Katkar	P	A	P	P	P	A
71	Singh Shrishti Dhiraj	P	A	P	P	A	P
72	Sneha Dubey	P	P	A	P	A	P
73	Suman Yadav	P	A	A	A	P	P
74	Sunder Indramani Chauhan	P	P	A	P	P	P
75	Tanay Sutawani	P	A	P	P	P	P
76	Telavane Samiksha Santosh	P	P	P	A	A	A
77	Thorat Snehal Sanjay	P	P	P	P	P	P
78	Urmila Girase	A	A	A	A	P	P
79	Vaishnavi Pradeep Dubey	A	P	P	P	P	P
80	Vedangi Subhash Chaudhari	P	P	A	P	A	P
81	Yash Rajesh Goyal	P	A	A	P	P	A
82	Waqqas Kungle	A	P	P	A	P	P
83	Yadav Neha Rajkumar	P	A	P	P	P	A



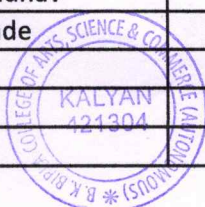
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B. K. Birla College Of Arts, Science & Commerce (Autonomous), Kalyan

Skill Enhancement Course

Year 2022-23

	Date	28/10/22	4/11/22	5/11/22	11/11/22	12/11/22	25/11/22
Sr.No	Name						
1	Aarya Shailesh Mane	A	P	A	A	P	A
2	Abhay Anil Bhalchakra	P	P	P	P	A	P
3	Adwait Rohidas Wagh	P	A	P	P	P	P
4	Ajit Hansraj Singh	P	P	P	A	A	P
5	Amale Karan Laxman	A	P	P	P	P	P
6	Arbaz Kungle	A	P	P	P	A	P
7	Arya Anand Koparkar	P	P	P	A	P	A
8	Aryan Manjunath Pudurkar	P	P	P	P	P	A
9	Darshana Kadam	A	A	P	P	P	P
10	Deepak Gopal Sonawane	P	P	A	P	A	A
11	Devesh Santosh Bhosale	P	A	A	A	P	A
12	Devyani Salunkhe	A	P	P	P	P	P
13	Dinesh Harishchandra Kothiyal	A	A	P	P	P	A
14	Dipesh Anil Medhe	P	P	A	P	A	P
15	Disha Deepak Jadhav	P	P	P	P	A	A
16	Divesh Dilip Manke	P	P	A	P	P	P
17	Durva Ashish Thakur	P	P	P	A	P	P
18	Ganesh Lende	P	P	P	P	A	P
19	Gaud Manish Vijaykumar	P	P	P	P	A	A
20	Gauri Chaube	A	P	A	A	P	A
21	Gitarth Videsh Narkhede	A	P	A	P	A	P
22	Grishma Vittal Shetty	P	P	P	P	P	P
23	Harshal Hamchandra Hamare	A	A	P	A	A	P
24	Indrajeet Jay Prakash Gupta	P	P	A	P	P	A
25	Janhvi Bhagwan Jagtap	P	A	P	P	P	P
26	Jitesh Naresh Salve	A	P	A	A	A	A
27	Kanshika Vinod Waghmare	P	A	P	P	P	A
28	Kapil Keshav Taral	A	P	A	P	P	P
29	Kimaya Sujana Virle	A	A	P	A	P	P
30	Komal Shirgaonkar	P	P	P	P	P	A
31	Komal Yadav	P	A	P	A	A	A
32	Krishna Arun Hurkat	P	P	A	P	P	A
33	Kunal Shantilal Kadam	P	A	A	P	A	P
34	Laluprasad Verma	P	A	P	P	A	A
35	Mahadeshwar Tisha Laxman	A	P	P	A	P	P
36	Mahesh Keshav Bangar	A	P	P	P	P	P
37	Mitali Bhalchandra Parab	P	A	A	P	P	P
38	Mohit Naresh Nimje	P	P	P	A	P	A
39	Nakul Apasing Pawara	P	A	P	P	P	P
40	Nidhi Sitaram Rane	P	P	A	A	P	P
41	Omkar Dagadu Pansare	P	A	P	P	P	P
42	Pagire Prachi Sampat	P	P	A	P	P	P
43	Piyush Dilip Tupe	P	P	A	P	A	A
44	Pooja Chandrashekhar Shukla	P	A	P	A	P	A
45	Praful Chella Pillai	A	A	P	P	A	P
46	Pragati Parmeshwar Jadhav	A	P	P	P	P	P
47	Pratham Prakash Rokade	A	P	A	A	P	P
48	Prathmesh Kamble	A	P	P	P	A	P
49	Purva Satish Juvekar	P	P	A	P	P	P
50	Radhika Uday Zambre	P	P	P	A	A	P



[Signature]

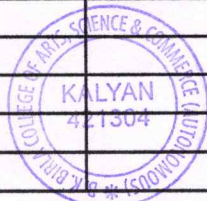
51	Rakshitha Ravindra Shetty	P	A	P	P	P	A
52	Riddhi Arun Turbhekar	P	A	P	A	P	A
53	Rohini Das	P	A	P	P	A	P
54	Rucha Badgujar	P	P	A	P	P	A
55	Saara Mahvesh Nasikkar	P	P	A	P	P	P
56	Sakshat Shetty	P	P	P	A	A	P
57	Sakshi Deshmukh	A	P	P	A	P	A
58	Sakshi Sanjay Pandav	P	P	A	P	P	A
59	Samiksha Balkrushna Kavitkar	A	P	P	P	A	P
60	Sanika Yogesh Dalvi	P	P	P	P	P	A
61	Sanjyot Mahale	A	A	P	P	A	P
62	Sanket Chandrakant Malgunkar	P	P	P	P	A	P
63	Saurav Bhaskar Chaudhari	P	P	P	P	P	A
64	Shitole Rakhi Gajanan	P	P	P	A	A	P
65	Shivam Ashok Gadhave	P	A	P	P	A	P
66	Shraddha Dyaneshwar Parab	P	P	A	P	P	P
67	Shruti Shivshankar Pandey	P	P	A	P	A	P
68	Shruti Siddharth Shilewant	A	A	P	P	P	P
69	Shubham Ravindra Raut	P	A	P	A	P	A
70	Shweta Vilas Katkar	P	A	A	P	P	A
71	Singh Shrishti Dhiraj	P	A	P	P	P	P
72	Sneha Dubey	P	P	P	P	A	P
73	Suman Yadav	A	P	P	A	P	A
74	Sunder Indramani Chauhan	P	A	A	P	P	A
75	Tanay Sutawani	A	P	P	P	P	A
76	Telavane Samiksha Santosh	P	P	A	A	P	P
77	Thorat Snehal Sanjay	P	A	A	A	P	P
78	Urmila Girase	P	P	P	P	A	P
79	Vaishnavi Pradeep Dubey	A	A	P	P	P	P
80	Vedangi Subhash Chaudhari	P	A	P	A	P	P
81	Yash Rajesh Goyal	P	P	A	P	A	P
82	Waqqas Kungle	P	A	P	P	A	P
83	Yadav Neha Rajkumar	P	P	A	P	A	P



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B. K. Birla College Of Arts, Science & Commerce (Autonomous), Kalyan**Skill Enhancement Course****Year 2022-23**

	Date	26/11/22	2/12/22	3/12/22			
Sr.No	Name						
1	Aarya Shailesh Mane	P	A	P			
2	Abhay Anil Bhalchakra	P	P	A			
3	Adwait Rohidas Wagh	A	P	P			
4	Ajit Hansraj Singh	P	P	P			
5	Amale Karan Laxman	P	P	P			
6	Arbaz Kungle	P	A	P			
7	Arya Anand Koparkar	P	A	P			
8	Aryan Manjunath Pudurkar	A	A	A			
9	Darshana Kadam	P	P	P			
10	Deepak Gopal Sonawane	P	A	A			
11	Devesh Santosh Bhosale	P	P	P			
12	Devyani Salunkhe	P	P	P			
13	Dinesh Harishchandra Kothiyal	P	P	P			
14	Dipesh Anil Medhe	P	P	A			
15	Disha Deepak Jadhav	P	A	P			
16	Divesh Dilip Manke	P	P	P			
17	Durva Ashish Thakur	A	P	P			
18	Ganesh Lende	P	P	P			
19	Gaud Manish Vijaykumar	P	P	P			
20	Gauri Chaube	P	P	P			
21	Gitarth Videsh Narkhede	P	A	P			
22	Grishma Vittal Shetty	P	P	A			
23	Harshal Hamchandra Hamare	A	P	P			
24	Indrajeet Jay Prakash Gupta	P	A	P			
25	Janhvi Bhagwan Jagtap	A	P	A			
26	Jitesh Naresh Salve	P	P	P			
27	Kanshika Vinod Waghmare	P	P	P			
28	Kapil Keshav Taral	P	A	A			
29	Kimaya Sujana Virle	P	A	A			
30	Komal Shirgaonkar	P	P	A			
31	Komal Yadav	P	P	P			
32	Krishna Arun Hurkat	P	A	A			
33	Kunal Shantilal Kadam	P	P	P			
34	Laluprasad Verma	P	P	A			
35	Mahadeshwar Tisha Laxman	A	P	P			
36	Mahesh Keshav Bangar	A	P	P			
37	Mitali Bhalchandra Parab	A	P	A			
38	Mohit Naresh Nimje	P	P	A			
39	Nakul Apasing Pawara	A	P	P			
40	Nidhi Sitaram Rane	P	P	P			
41	Omkar Dagadu Pansare	P	P	P			
42	Pagire Prachi Sampat	P	P	P			
43	Piyush Dilip Tupe	A	A	A			
44	Pooja Chandrashekhar Shukla	P	A	P			
45	Praful Chella Pillai	A	P	P			
46	Pragati Parmeshwar Jadhav	P	P	P			
47	Pratham Prakash Rokade	P	A	A			
48	Prathmesh Kamble	A	P	P			
49	Purva Satish Juvekar	P	A	P			
50	Radhika Uday Zambre	A	P	A			



51	Rakshitha Ravindra Shetty	A	P	P			
52	Riddhi Arun Turbhekar	P	A	P			
53	Rohini Das	P	P	P			
54	Rucha Badgujar	P	P	A			
55	Saara Mahvesh Nasikkar	A	P	P			
56	Sakshat Shetty	A	A	A			
57	Sakshi Deshmukh	P	P	P			
58	Sakshi Sanjay Pandav	P	P	A			
59	Samiksha Balkrushna Kavitar	P	P	A			
60	Sanika Yogesh Dalvi	A	A	P			
61	Sanjyot Mahale	A	P	P			
62	Sanket Chandrakant Malgunkar	P	P	A			
63	Saurav Bhaskar Chaudhari	A	P	P			
64	Shitole Rakhi Gajanan	P	P	A			
65	Shivam Ashok Gadhave	P	A	P			
66	Shraddha Dyaneshwar Parab	A	P	P			
67	Shruti Shivshankar Pandey	P	P	A			
68	Shruti Siddharth Shilewant	A	P	P			
69	Shubham Ravindra Raut	P	P	P			
70	Shweta Vilas Katkar	P	P	P			
71	Singh Shrishti Dhiraj	A	A	A			
72	Sneha Dubey	P	A	P			
73	Suman Yadav	A	P	P			
74	Sunder Indramani Chauhan	P	P	A			
75	Tanay Sutawani	A	P	P			
76	Telavane Samiksha Santosh	P	A	P			
77	Thorat Snehal Sanjay	A	A	P			
78	Urmila Girase	P	P	A			
79	Vaishnavi Pradeep Dubey	P	A	P			
80	Vedangi Subhash Chaudhari	P	A	P			
81	Yash Rajesh Goyal	A	P	A			
82	Waqas Kungle	P	P	P			
83	Yadav Neha Rajkumar	A	P	A			

ds..





**Skill Enhancement Course
Train, Earn & Learn**
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**Western India Regional Council of
The Institute of Chartered Accountants of India**

(Set up by an Act of Parliament)

Certification of Participation

This is to certify that
Mr/Miss Aarya Shailesh Mane
from College: B. K. Birla College Of Arts, Science & Commerce, Kalyan
has successfully completed the TEL virtual online training conducted from
18 October 2022 to 02 November 2022 for 12 days.




CA Murtuza Kachwala
Chairman, WIRC of ICAI



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(Set up by an Act of Parliament)

Certification of Participation

This is to certify that
Mr/Miss Abhay Anil Bhalchakra
from College: B. K. Birla College Of Arts, Science & Commerce, Kalyan
has successfully completed the TEL virtual online training conducted from
18 October 2022 to 02 November 2022 for 12 days.




CA Murtuza Kachwala
Chairman, WIRC of ICAI



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The Institute of Chartered Accountants of India**

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Certification of Participation

This is to certify that
Mr/Miss Adwait Rohidas Wagh
from College: B. K. Birla College Of Arts, Science & Commerce, Kalyan
has successfully completed the TEL virtual online training conducted from
18 October 2022 to 02 November 2022 for 12 days.




CA Murtuza Kachwala
Chairman, WIRC of ICAI



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Organized by



**Western India Regional Council of
The Institute of Chartered Accountants of India**

(Set up by an Act of Parliament)

Certification of Participation

This is to certify that
Mr/Miss Ajit Hansraj Singh
from College: B. K. Birla College Of Arts, Science & Commerce, Kalyan
has successfully completed the TEL virtual online training conducted from
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