



DAAR UL REHMAT TRUST'S
DAAR-UL-REHMAT TRUST'S
A.E. KALSEKAR DEGREE COLLEGE

KAUSA, MUMBRA
Permanently Affiliated to University of Mumbai
Accredited by NAAC with B++ Grade
ISO certified 9001:2015
(2017-18)

ADD ON

IQAC Report

Activity Details):

Event Name:	Add on
Date of the Event:	04/12/2017 – 10/03/2018
Name of the resource person:	Shahnaz Shaikh, Shagufta Shaikh
Total Participants:	12

Brief Report:

The short term certificate course in Information Technology helps in gaining expertise in the field of Information Technology. There are plenty of certificate courses offered by Institutes as well as online websites like Coursera, Udemy, Skillshare, etc.

The course commenced from 04/12/2017 – 10/03/2018. This course included Computer Fundamental, MS Office, Data Recovery Concept, Tally, Operating System, Internet technology, Internet security Web technology and. Duration of each subject was 5 hrs to 10 hrs. Timetable and notice were circulated in FY classes.



A. Mishra
Teacher Coordinator



J. J. J. J.
Principal
DAAR-UL-REHMAT TRUST'S
A.E. KALSEKAR DEGREE COLLEGE
Kausa, Mumbra, Thane - 400 612

J. J. J. J.
IQAC Incharge

DRT'S
A.E.KALSEKAR DEGREE COLLEGE
ADD ON COURSE
2017-18


Form issue Record

SR NO.	NAME	CLASS	ROLL NO.	SIGN
1	VINDANI NAMIRA SAYYED	FYBA	111	P
2	KHATRI JUWERIA	FYBCOM-A	38	P
3	KHATIB REHANA	FYBCOM-A	50	Rehana
4	CHOUDHARY SHAHANA	FYBCOM-A	111	P
5	THONGE THESIRA THESIRA	FYBCOM-A	67	Thesira
6	SHAIKH SAIMA MANZOR AHMED	FYBCOM-A	2	S
7	Pevekay PENEKAR SWALEHA suateha	FYBCOM-A	83	Sualeha
8	SHAIKH SHAMA	FYBCOM-A	86	Shama
9	CHOUDHARY SANNO	FYBCOM-A	113	Sanno
10	SHAIKH FEHMIDA	FYBCOM-A	49	P
11	KHAN HUDA	FYBCOM-A	87	P
12	SHAIKH ZAINAB AB RAZZAK	FYBCOM-A	11	P
13	ANSARI ARSHIA	FYBCOM-A	91	P
14	SAYYED AISHYA Aisiya	FYBCOM-A	30	Aisiya
15	RAJGURU ABDUL RAUF	FYBCOM-A	9	P
16	PATANKAR DEEBA ZAHID	FYBCOM-A	51	Deeba
17	DABIR ZAIBA IMTIYAZ	FYBCOM-A	56	P
18	KHAN RUKHSANA ISMAIL	FYBCOM-A	20	Rukhsana
19	KHAN REHANA ISMAIL	FYBCOM-A	48	Rehana
20	RAWAL FARZANA MUKHTAR	FYBCOM-A	37	Farzana
21	IDRISIYA HAJRA BARKAT ALI	FYBCOM-A	74	Hajra
22	KHAN AFREEN AHMED	FYBCOM-A	99	P
23	KHAN SUNDUS IBRAHIM	FYBCOM-A	75	P
24	RABAB ZEHRA REHBAR HASAN	FYBCOM-B	104	P



25	FARAZ AHMED ALI	FYBMS	28	
26	SHAIKH SADIQ HASAN	FYBMS	9	
27	SHAIKH SHADAB ALAM	FYBMS	29	
28	MOHAMMED ANAS KHAN	FYBMS	34	
29	RIZVI SUFIYA SERWAR	FYBMS	26	
30	PATHAN BUSHRA	FYBMS	15	
31	SHAIKH SHARMEEN	FYBMS	22	
32	HAZI FATIMA RIYAZ	FYBMS	18	
33	SHAIKH MOHSEEN H. ALTAF HUSSAIN	FYBMS	8	
34	MULLAJI LUBA	FYBSC	83	
35	SHAIKH ARIBA ANSAR AHMED	FYBSC	48	
36	ANSARI SHAHANA MOHAMMED FURQAAN	FYBSC	56	
37	SHAIKH NAHEDA FAID	SYBA	51	
38	KHAN HEEBA AZIZ	SYBA	75	
39	SABIYA AYYUB SHAIKH	SYBA	6	
40	KHAN MOHAMMED ABRAR AFZAL	SYBBI	14	
41	JADHAVE ANKITA BIRBALNATH	SYBCOM -B	79	
42	RANA ASIA VIJAY	SYBCOM-A	46	
43	SHAIKH GAZALA AYYUB	SYBCOM-A	47	
44	ANSARI MEHAR AFROZ	SYBCOM-A	80	
45	KHAN NOORSABA FIROZ AHMED	TYBA	41	
46	SAYYED TAHERA KARRAR	FYBBI	6	
47	SHAIKH BUSHRA ABDUL SAEED	FYBCOM-A	57	Bushra.
48	SAKINA BEGUM ZUBAIR AHMED	TYBA	73	
49	SHAIKH FATIMA MANZOOR AHMED	FYBCOM-A	34	
50	KHAN SHAMA ABDUL AHMED	FYBCOM-A	38	
51	MIYAN HEENA KHATOON	SYBCOM-A	26	




 Principal
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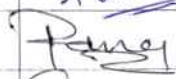
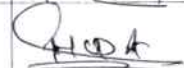
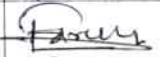
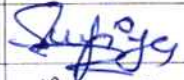
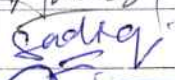


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Attendance
Add on Course

Class : _____

Day : Saturday

Date: 9/12/17

Sr. No	Roll No	Name	Sign
1		CHODARY SANNO	
2		Sayyed Asiya	Sayyed.
3		Lakina Begum	Lakina.
4		Dana ASIA	
5		KHAN HUDA	
6		Rethan Buchra	Buchra
7		Fozaz Ahmed Ali	
8		Rizvi Subiya	
9		Mohd. Anas	Anas
10		Sayyed Sadig.	
11		MIYAN HEENA	
12		Sheikh Salma	
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Attendance
Add on Course

Class : _____

Day : Saturday

Date: 16/10/2017

Sr. No	Roll No	Name	Sign
1		Mohammad Anas Khan	Ake
2		RIZVI SOFIYA SERWAR	Sufi
3		Shaikh Sadig huan	Bilal
4		Paheen Bushra	Bushra
5		Fazal Ahmed Ali	Fazal
6		RIZVI SOFIYA SERWAR	Sufi
7		chaudhry Sumo	Sumo
8		Saleha Begum Zehra	Saleha
9		sayyed Aastya	Aastya
10		Rana ASIA	Rana
11		SAKINA BEGUM	Sakina
12		Miyan heena	Heena
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Attendance
Add on Course

Class : FYB.com A/B

Day : MONDAY

Date: 18/12/2017

Sr. No	Roll No	Name	Sign
1		Sayed Asiya	
2		Mohammad Anas Khan	
3		RIZVI SUFIYA SERWAR	
4		KHAN HUDA	
5		Shaikh Sadig Hasan	
6		Rana Asiya Vijay	
7		Sheikh NAhed FAid	
8		Mayan Heena Chaloo	
9		Pahar Bushra	
10		SHAIKH SAIMA	
11		Sakina Begum Zubair Ahmed	
12		CHOUHARY SANNIO	
13		FARAZ AHMED ALI	
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









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Attendance
Add on Course

Class : FYB - Com

Day : Tuesday Date: 9/10/2018

Sr. No	Roll No	Name	Sign
1		SHAIKH SAIMA	
2		CHOUDARY SANNO	
3		KHAN HUDA	
4		Sayyed Asiya	
5		Miyan Heena Khatoon	
6		Rana Asia Vijay	
7		SAKINA BEGUM ZUBAIR AHMED	
8		FARAZ AHMED ALI	
9		Shaikh Sadig Hasan	
10		Mohammad Anas Khan	
11		RIZVI SUFIYA SERWAR	
12		Pamran Bushra	
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Attendance
Add on Course

Class : _____

Day : Saturday

Date: 13/01/2018

Sr. No	Roll No	Name	Sign
1		Rana Aris Vijay	Rana
2		Miya Heena Khatoon	Miya
3		Khan Huda	HUDA
4		Pathan Bushra	Bushra
5		Juras Ahmad	Juras
6		Shaikh Sadiq Hosan	Rily
7		Mohd Anas	Anas
8		Choudhry Sameer	Sameer
9		Shaikh Saima	Saima
10		Sabina Begum	Sabina
11		Samiya Asiya	Asiya
12		Rizvi Sufiya	Sufiya
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Attendance
Add on Course

Class : FY B-Com A/B

Day : Monday

Date: 22/01/2018

Sr. No	Roll No	Name	Sign
1		Sakina Begum Zubair Ahmed	Sakina
2		Mohammad Anas Khan	Ab
3		Miyan Heena Khatoon	Heena
4		SHAIKH SAIMA	Sh
5		CHAUDARY SANNO	Chano
6		KHAN HUDA	Huda
7		Rana Asia Vijay	Rang
8		FARAZ AHMED ALI	Fara
9		Shahk sadiq hasan	Shah
10		RIZVI SUPIYA SERWAR	Ser
11		Pathan Bushra	Path
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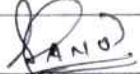
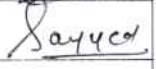

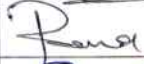


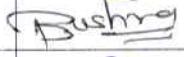
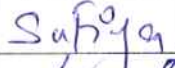
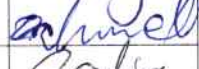

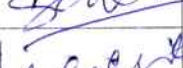
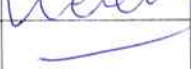
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Attendance
Add on Course

Class : _____

Day : Wednesday Date: 3/01/2018

Sr. No	Roll No	Name	Sign
1		CHADARY SANNIO	
2		Sayyed Aqila	
3		MOHAMMAD ANAS KHAN	
4		Pana Aqila	
5		Saleena Begum	
6		SHARAH SAMPALIA	
7		Pathan Bushra	
8		Rizvi Sufiya	
9		Panaz ahmed	
10		shaikh sadig	
11		Saleena Bequm	
12		Miyan Heera	
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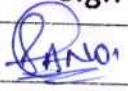
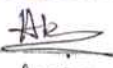


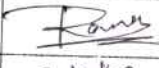
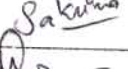

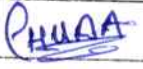
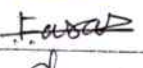
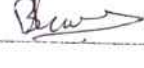
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Attendance
Add on Course

Class: FYB.Com A/B

Day: Monday

Date: 5/02/2018

Sr. No	Roll No	Name	Sign
1		CHoudary Panno	
2		Mohammad Anas Khan	
3		RIZVI SUFIYA SERWAR	
4		Sayyed Asiya	
5		Shaukh Sadiq Hysan	
6		Rana Asia Vijay	
7		Sakina Begum Zubair Ahmed	
8		Miyan Neena Khatwani	
9		SHAIKH SAIMA	
10		KHAN HUDA	
11		FARAZ AHMED ALI	
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Class : _____

Day : Saturday

Date: 10/02/18

Sr. No	Roll No	Name	Sign
1		Pathan Bushra	<u>Bushra</u>
2		Shaikh Saima	<u>Saima</u>
3		Raza Ahmed Ali	<u>Raza</u>
4		claudmy Sano	<u>Sano</u>
5		Rizvi Sufiya	<u>Sufiya</u>
6		KHAN HUDA	<u>Huda</u>
7		Pathan Bushra	<u>Bushra</u>
8		Raza Abiya	<u>Raza</u>
9		Miyah Steer	<u>Steer</u>
10		Shaikh Saima	<u>Saima</u>
11		Mohammed Anas Chan	<u>Anas</u>
12		Sakher Sadiq	<u>Sadiq</u>
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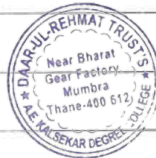
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Attendance
Add on Course

Class : _____

Day : Saturday Date: 17/02/18

Sr. No	Roll No	Name	Sign
1		Rizvi Sufiya Senwar	Sufiya
2		Rana Arifa Vijay	Rana
3		Miyar Heena Khotson	Heena
4		KHAN HUDA	Huda
5		Shaikh Sadig Husan	Sadig
6		Mohd Anas	Mohd
7		SHAIKH SAIMA	Saima
8		FARUQ Ahmad	Faruq
9		CHAUDHARY SANNO	Sanno
10		Miyar heena	Heena
11		Pathan Bushra	Bushra
12		Sayyed Asiya	Asiya
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Attendance
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Class : FYB.COM A/B

Day : Tuesday

Date: 20/02/18

Sr. No	Roll No	Name	Sign
1		CHoudary SANN0	<u>Sann0</u>
2		Mohammad Anas Khan	<u>Ab</u>
3		SHAIKH SAIMA	<u>Sh</u>
4		ShaiKh Sadiq Hasan	<u>Sh</u>
5		Rana Asta Vijay	<u>Rana</u>
6		Paman Bushra	<u>Sh</u>
7		Sayyed Asiya	<u>Sh</u>
8		Miyan Keena Khatoon	<u>Sh</u>
9		Sakina Begum Zubair Ahmed	<u>Sakine</u>
10		KHAN HUDA	<u>Huda</u>
11		FARAZ AHMED ALI	<u>FARAZ</u>
12		KIZVI SUFIYA SERWAR	<u>Sufi</u>
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Attendance
Add on Course

Class : FYB.com A/B

Day : TUESDAY

Date: 27/02/2018

Sr. No	Roll No	Name	Sign
1		VINDANI NAMIR SAYYED	
2		SHAIKH SAIMA	
3		Khatoor jumera	
4		CHODARY SANNO	
5		dabir zaiba imtiyaz	
6		Rawal Farzana	
7		Sayyed Asiya.	
8		Rabad Zehra	
9		KHAN HUDA	
10		Khan Sundus	
11		Khan Rehana Ismail	
12		Khan green ahmed	
13		Shaikh Zainab AB Razzak	
14		Mohammad Anas Khan	
15		Shaikh gazala ayyub	
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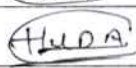


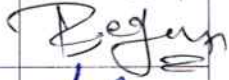



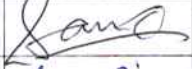
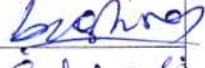

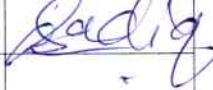
DAAR UL REHMAT TRUST'S
A.E.KALSEKAR DEGREE COLLEGE
KAUSA, MUMBRA

Permanently Affiliated To University Of Mumbai
Accredited By NAAC with B++ Grade
ISO CERTIFIED 9001:2015

Attendance
Add on Course

Class : _____

Day : Wednesday Date: 28/02/17

Sr. No	Roll No	Name	Sign
1		CHAIKH SAIMA	
2		KHANI HUDA	
3		Paraz Annect Ali	
4		Rumi Sufiya	
5		Saluna Begum	
6		Sayeed Asiya	
7		Mijun Neha	
8		Fathim Bushra	
9		chandhary Samra	
10		Bushra pathan	
11		sabina Begum.	
12		Sadiq	
13			
14			
15			
16			
17			
18			
19			
20			



DAAR UL REHMAT TRUST'S
A.E.KALSEKAR DEGREE COLLEGE
KAUSA, MUMBRA

Permanently Affiliated To University Of Mumbai
Accredited By NAAC with B++ Grade
ISO CERTIFIED 9001:2015

Attendance
Add on Course

Class : F.Y.B. Com A/B

Day : Monday.

Date: 5/03/18

Sr. No	Roll No	Name	Sign
1		FARAZ AHMED ALI	Ali
2		CHOUNDARY SANNO	CHANO.
3		Shaikh Sadia Hassan	Shah
4		Sayyed Asiya	Asiya
5		Rizvi Sufiya Serwar	Serwar
6		SHAIKH GAZALA AYYUB	GAZALA
7		Ansari Meher Afroz	Afroz
8		Sayyed Tahera Kassar.	Tahera
9		SHAIKH SAIMA	Saima
10		KHAN HUDA	KHANA.
11		Miyan Heena Khatoon	Heena
12		Rana Asia Vijay	Rana
13			
14			
15			
16			
17			
18			
19			



DAAR UL REHMAT TRUST'S
A.E.KALSEKAR DEGREE COLLEGE
KAUSA, MUMBRA

Permanently Affiliated To University Of Mumbai
 Accredited By NAAC with B++ Grade
 ISO CERTIFIED 9001:2015

Attendance
Add on Course

Class : _____

Day : Saturday

Date: 10/03/2018

Sr. No	Roll No	Name	Sign
1		Pathan Bushra	<i>[Signature]</i>
2		Shaikh Sadiq	<i>[Signature]</i>
3		Sayed Aay.	<i>[Signature]</i>
4		chandhary Sano	<i>[Signature]</i>
5		Rizwi Sufiya	<i>[Signature]</i>
6		Shaikh Saima	<i>[Signature]</i>
7		Mohamad Anas Khan	<i>[Signature]</i>
8		FARAN AMMED	<i>[Signature]</i>
9		chandhary Saima.	<i>[Signature]</i>
10		KHAN HUDA	<i>[Signature]</i>
11		Miyan Heena.	<i>[Signature]</i>
12		Sakina Begum Zubair	<i>[Signature]</i>
13			
14			
15			
16			
17			
18			
19			
20			



ADD-ON COURSE OF COMPUTER APPLICATION examination 2017

DURATION: 3 HRS

MARKS:100

Note: 1) All questions are compulsory

2) Select from internal option

3) Figures to the right indicate marks

Q1. Attempt any 2 from the following questions:

- a. What is operating system? What are the classification of operating system
- b. Write a short note on fourth generation.
- c. What are different computer devices? Explain input and output devices with example.

Q2. Attempt any 2 from the following questions:

- a. Write the difference between application software and system software.
- b. What is virus and anti virus?
- c. Name 10 most famous viruses with their year of establishment. Also write how they effect.

Q3. Attempt any 2 from the following questions:

- a. What is internet and what is its application?
- b. Explain Topology.
- c. Write and explain 4 topologies.

Q4. Attempt any 2 from the following questions:

- a. Explain the use of internet in different fields?
- b. What is IP address with example?
- c. What is E-Mail? Write the procedure of composing the email with format.

Q5. Attempt any 2 from the following questions:

- a. Explain database with example.
- b. Write difference between windows and Linux operating system.
- c. What is the difference between MS-Word, MS-Excel and MS-Powerpoint





DAAR UL REHMAT TRUST's
DAAR-UL-REHMAT TRUST's
A.E. KALSEKAR DEGREE COLLEGE

KAUSA, MUMBRA
Permanently Affiliated to University of Mumbai
Accredited by NAAC with B++ Grade
ISO certified 9001:2015
(2017-18)

ADD ON

Certificate Course in Computer system and application

RESULT ANALYSIS

Total appeared	12
Total passed	08
Total Failed	04
Percentage of pass	66.66%



A. Wadhwa

IT IN- CHARGE/ HOD

University of Mumbai



URGENT/ BY HAND

No.Aff./Recog-II/10 of 2012

Mumbai: 400 032.

December, 2012

3rd Jan

✓ To,
The Principal,
Daar-UI-Rehmat Trust's A.E.
Kalsekar Arts, Science & Commerce
Degree College, Near Bharat Gear
Factory, Post-Dawla, Mumbra, Dist.
Thane - 400 612.

B-1

13/01/2012
Principal...

[Signature]

Sub:- Permission to start Certificate Course in Computer Application and Certificate Course in Tours and Traveling Management courses from the academic year 2011 - 2012.

Sir,

This has reference to your application letter No. AEKC/186/2011 dated 30th July, 2011, received in response to start the above mentioned **Certificate Course in Computer Application and Certificate Course in Tours and Traveling Management courses** from the academic year 2011-2012.

I am pleased to inform you that, you have been permitted to start the above referred **certificate Course in Computer Application and Certificate Course in Tours and Traveling Management courses** from the academic year 2011-2012.

The Audit Committee appointed by the University will visit your college in due course and will submit a status report in this behalf to the University.

Yours faithfully,

[Signature]
for I/C Registrar.

University of Mumbai



URGENT/ BY HAND

No. Aff./Recog.-II/10 of 2012
Mumbai: 400 032.
December, 2012

324 Sam

✓ To,
The Principal,
Daar-UI-Rehmat Trust's A.E.
Kalsekar Arts, Science & Commerce
Degree College, Near Bharat Gear
Factory, Post-Dawla, Mumbra, Dist.
Thane - 400 612.

13/01/2012
Principal...
initial of ...

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The Audit Committee appointed by the University will visit your college in due course and will submit a status report in this behalf to the University.

Yours faithfully,


for I/C Registrar.

Price Rs. 10/-

Enclosure to Item No. 4.11

4/6/06

UNIVERSITY OF MUMBAI



Syllabus

for

**Certificate, Diploma and
Advanced Diploma Course in
Computer Applications**

(With effect from the Academic Year 2005-2006)

UNIVERSITY OF MUMBAI

Syllabus for the Certificate Course in 'Computer Application (Data Care Management)' (Introduced with effect from academic year 2005-06)

Introduction :

Mahatma Phule A.S.C. College, Panvel believes in preparing the graduates for the knowledge-based economy, champion cause of long learning and stimulates the creation of world-class resource through information technology. The goal is to develop a new paradigm of education appropriate for future that would.

- **Enhance creativity.**
- **Develop new skill and competencies.**
- **Create relevance and develop orientation.**
- **Nature new value systems appropriate to Indian culture and Scenario.**
- **Achieve economy and excellence in education.**

Computers have become an integral part of our everyday lives: for just work, research, communications, planning and record keeping, creative endeavors or just keeping in touch with family and friends. So learn how to do what you need to do better, faster and more easy.

There is series of three programmes to equip students with the concepts technical knowledge and practical skill that they need to work in an I.T. environment.

Programmes are :

1. **Certificate in Computer Applications.**
2. **Diploma in Computer Applications.**
3. **Advanced Diploma in Computer Applications.**

The full series of course is :

Award Level	Exit Profile
Certificate in Computer Application	Data recovery Operator, Technical Support, Effective Use of Computer at home or on the job, etc.
Diploma in Computer Application	Junior programmer, database administrator, programmer trainee, network specialist etc.
Advanced diploma in Computer Application	System security administrator, Multimedia System Designer, etc.

First Year

Course Name	:	Certificate in Computer Application.
Duration	:	One Year.
Study hours total	:	450
	:	Theory - 200
	:	Practical - 250
Eligibility	:	MS-CIT or IT students or 12 th Pass students or equivalent.
Examination Pattern	:	Theory : 100 marks
	:	Practical : 100 marks
Syllabi	:	

Sr.No.	Topic(s) Covered	Suggested Practical Topics	Suggested Practical List
	Computer Basics : 1. What are the Parts of Computer 2. Power on Self Test 3. Boot Sequence of Operating System 4. Handling a Brand New Hard Dist (Installation) 4.1 FDISK Command 4.2 FORMAT Command 4.3 OS Installation 5. Basic OS (DOS+Windows) Commands 6. Creating Different type of Files (DOC, XLS, TXT, BMP, etc.) 7. MS Office Basics 8. Basic USB Details		(a) Basic System Operations and commands (b) Partitioning and Formatting of Disk (c) Operating System Installation (d) Ports Description
1.	Physical Concepts of Storage Media like Hard Disk, Floppy Disk, CD, Flash Drive, Zip, Pen Drive etc.	I. Showing The Hard Disk & its Internal Components II. How to Connect and Remove Various Storage Devices with the system including, HDD, FDD, CD, Flash Drive, Zip, Pen Drive etc. Primary - Secondary Master- slave Concepts with Active partition and Drive Letter Concepts etc.	(a) Components (b) Reading the label on HDD (c) Connecting HDD (d) Detecting the HDD (e) Primary-Secondary Slave Master Jumper Setting concepts (f) Boot Sequence (g) Creating a Bootable Disks (File Components Details) (h) Other Storage Media (i) Precautions while Handling any Storage Media (j) HDD Serial Number ID info (k) HDD Temperature (l) SMART Technology

2.	File System and Operating System Internals	<p>Display and Description of OS and File System Internals using Unistal's (or Other) Disk Editing Tools, Display Includes.</p> <p>I. Boot and File System Structure. Like Boot Sequence and MBR, DBR, FAT1, FAT2, RD and DA in case of FAT File System.</p> <p>II. File Creation and Deletion Concepts for file systems.</p> <p>III. Accession of Data Area of any File with the Disk Editing Tool.</p> <p>IV. Accessing Fragments of Files</p>	<p>a) DOS Commands</p> <p>b) Creating Partitions (with Primary Extended Partition Concepts) using FDISK and other tools with Limits of HDD and Volumes</p> <p>c) FORMAT (Difference between Quick and Standard Format)</p> <p>d) Bad Sectors and its management</p> <p>e) File System internals for FAT file system e.g. MBR, DBR, FAT, Root Dir etc.</p> <p>f) How a File is Created and Read Under FAT</p> <p>g) How a File is Deleted under FAT</p> <p>h) Display of Data area and Fragments of A file Under NTFS</p> <p>i) File system internals for NTFS</p> <p>j) How a File is Created and Read Under NTFS</p> <p>k) How a File is Deleted under NTFS</p> <p>l) Display of Data Area and Fragments of A file Under NTFS</p> <p>m) File system internals for Novell</p> <p>n) How a File is Created and Read Under Novell</p> <p>o) How a File is Deleted under Novell</p> <p>p) Display of Data Area and Fragments of A file Under Novell</p> <p>q) Files System internals for LINUX</p> <p>r) How a File is Created and Read under LINUX</p> <p>s) How a File is deleted under LINUX</p> <p>t) Display of Data area and Fragments of a file Under LINUX</p> <p>u) File system internals for HPFS + MAC etc.</p>
			<p>v) How a File is Created and Read Under HPFS + MAC</p> <p>w) How a File is deleted under HPFS and MAC etc.</p>

			x) Display of Data Area and Fragments of a file Under HPFS and MAC etc.
3.	Data Recovery Concepts	<p>Recovering the Data from various Data Recovery Cases e.g. Deleted File, Formatted Disk, Partition Problem, Virus Corruption, and Hidden Partition etc. by defining the following Concepts before the Procedure.</p> <p>I. DR Objective(s) II. Defining Preferences III. Requirements IV. Time estimation V. Precautions VI. Accuracy VII. Remarkable Scope</p>	<p>a) Different Modes of Recovery b) How Data Recovery Software work c) Different Types of Data Loss d) Logical Data Loss e) Physical Data Loss f) Partition Problems e.g. Deleted, Hidden or Lost Partition g) Accidental Formatting h) Accidental Deletion i) OS Corruption / Crash j) Lost Folder k) Limitations of Logical Data Recovery with Post Crash Software e.g. for Fragmented files, Overwritten files and physical bad sectors on Data Area l) How to handle a Data Recovery case m) Do's and Don'ts and Best Practices of Handling disks and Recovering Data n) Additional Practice Sessions.</p>
4.	Data Loss Prevention + OS Application Restoration	<p>Proceeding with the demonstration of Traditional Backup Techniques and understanding the Advanced backup and Restore Concepts like Unistal's Crash Proof and Restore. The steps should be followed as :</p> <p>I. making Back up of MBR, DBR, Etc. Telling when to backup What? And importance of Backup made including the Precautions and Points to remember. II. Sector to Sector Disk Image concepts.</p>	<p>a) Installing Data loss Prevention Software b) Setting of Data Loss Prevention software c) Concepts of Data loss Prevention Software d) Practical cases e.g. Deleting Partition, Deleting File, Formatting a Partition. e) OS and application restoration e.g. Installing Software, Concepts of OS Restoration, Restoration Methods, Practical Cases</p>
		<p>III. Working of crash Proof and description of Benefits of it restoration techniques over</p>	

		Traditional Methods of Backup IV. working of Unistal's OS Restore Software and its benefits and internals.	
5.	Antivirus and Internet Security + Firewall and related Concepts	Description of Few Viruses and showing Practically to find out the presence of Virus in a system with the help of its Characteristics. The Practical also contains : I. Manually Checking the Presence of Virus by its characteristics. II. Checking the Auto Protect Mode of Antivirus with Test String III. Testing the Virus Samples. IV. Recovering Data from Virus Attack	a) Concepts of Antivirus b) Functions of each Component e.g. Installation steps, Scanning, Curing, Real-time Protection, Live Updates etc. c) Practical Cases d) Auto-Mode Protection checking e) Data Wipe Concepts f) Data Protect concepts.
6.	Disaster Recovery and Business Continuity Solutions		a) Installation and Settings of Backup solution b) Components of Backup Solutions e.g. Selecting Folder, Scheduling, Restoration c) Baking up Data on CDs d) Restoration of Data from CDs
7.	Domains and Principles of Information Security		
8.	Managerial Concepts		
9.	Data Care Standards and Data Care Policies		
10.	Case Studies and Examples	Includes some Major Data Recovery Cases and Doing Recovery, Using Unistal's Data Recovery Software Products	

Second Year

Course Name	:	Diploma in Computer Application.		
Duration	:	One Year.		
Study hours total	:	450		
	:	Theory	-	200
	:	Practical	-	250
Study level	:	Diploma		
Eligibility	:	Certificate in Computer Application.		
Syllabi	:			
Paper I	:	Programming, Programming in C,		
	:	Introduction C++, JAVA and Visual Basic.		
Paper II	:	JAVA Script, Object Oriented analysis and		
	:	Design, HTML and Data Base Management		
	:	Internet Search and Analysis skills.		
Examination Pattern	:	Theory	:	Paper-I 100 marks
	:		:	Paper-II 100 marks
	:	Practical	:	Paper-I 100 marks
	:		:	Paper-II 100 marks
	:	Assignment	:	(I & II) 50 marks



17

Third Year

Course Name : Advanced Diploma in Computer Application.

Duration : One Year.

Study hours total : Theory - 200
: Practical - 250

Study level : Advanced Diploma

Eligibility : Diploma in Computer Application.

Syllabi :

Paper I : Visual Basic, Net, Software Development Life cycle, Software Quality Assurance.

Paper II : Networking and Data Communication, Internet search and analysis skills.

Optional :1. Web Design
2. Enterprise Computing in Banking\
3. Enterprise Computing in Credit Societies
4. Financial Accounting.

Examination Pattern : Theory : Paper-I 100 marks
: Paper-II 100 marks
: Practical : Paper-I 100 marks
: Paper-II 100 marks
Project : 100 marks



DAAR-UL-REHMAT TRUST'S

A.E. KALSEKAR DEGREE COLLEGE

KAUSA, MUMBRA-THANE, MAHARASHTRA

PERMANENTLY AFFILIATED TO UNIVERSITY OF MUMBAI

ACCREDITED BY NAAC WITH B++ GRADE

ISO CERTIFIED 9001:2015

DEPARTMENT OF INFORMATION TECHNOLOGY

CERTIFICATE

ADD ON(2017-18)

This Is To Certify that Ms. PATANKAR DEEBA ZAHID
From FYB.Com A Class has successfully Completed Add on/ Certificate
Course Computer Application in the academic year 2017-18.

Anwishing
IT CO-ORDINATOR



PRINCIPAL

Principal

DAAR-UL-REHMAT TRUST'S
A.E. KALSEKAR DEGREE COLLEGE
Kausa, Mumbai, Maharashtra, India-400 612.

DRT'S

A.E KALSEKAR DEGREE COLLAGE

Permanently Affiliated To The University Of Mumbai

**Department of Commerce
Add on Certificate Course
Tours and Travel Management
Annual Report**

2017-18

Department of Commerce conducts the add on course on Tours and Travel Management affiliated to University of Mumbai every year. Five students have registered for the course in the academic year 2017-18. The curriculum as designed by university was followed throughout the year. Projects allotted to the students was "A study on visit to heritage sites" and "Impact of environment on tourism". Students appeared for the exams and have successfully completed the term as per the university guidelines.

The department assured that it will conduct extra curriculum activities in the next year.


Coordinator


Vice Principal





**Principal
Principal
DAAR-UL-REHMAT TRUST'S
A.E. KALSEKAR DEGREE COLLEGE
Kausa, Mumbra, Thane - 400 612.**

DRT'S A.E Kalsekar Degree College

ADD ON COURSE

Certificate Course in Tours and Travelling Management

Department of Commerce

Certificate Course on Tourism & Travel Management

2017-2018

Seat no list

Class	Name of the Student	Seat no
FYBBI	TAHERA	TTM1501
SYBMS	IBRAHIM	TTM1502
SYBMS	TALIB	TTM1503
SYBMS	SHARIQUE	TTM1504
FYBMS	AYUB	TTM1505
FYBMS	MUJTABA	TTM1506



DRT'S A.E Kalsekar Degree College

ADD ON COURSE

Certificate Course in Tours and Travelling Management

Department of Commerce

ATTENDANCE SHEET

2017-18

Sl.no	Name of the Students	Class	17/7	18/7	19/7	20/7	21/7	22/7	23/7	24/7	25/7	26/7	27/7	28/7	29/7	30/7
1	Khatib Ibrahim	B9	B9	B9	B9	B9	B9	B9	B9	B9	B9	B9	B9	B9	B9	B9
2	Talena	B9	Tal	Tal	Tal	Tal	Tal	Tal	Tal	Tal	Tal	Tal	Tal	Tal	Tal	Tal
3	Shauqna	SL	SL	SL	SL	SL	SL	SL	SL	SL	SL	SL	SL	SL	SL	SL
4	Talib	Talib	Talib	Talib	Talib	Talib	Talib	Talib	Talib	Talib	Talib	Talib	Talib	Talib	Talib	Talib
5	Arqub	Arqub	Arqub	Arqub	Arqub	Arqub	Arqub	Arqub	Arqub	Arqub	Arqub	Arqub	Arqub	Arqub	Arqub	Arqub



DRT'S A.E Kalsekar Degree College

ADD ON COURSE

Certificate Course in Tours and Travelling Management

Department of Commerce

ATTENDANCE SHEET

2017-18

Sr.no	Name of the Students	Class	2/8	3/8	16/8	19/8	24/8	26/8	29	4/9	5/9	9/9
1	Khatib Ibrahim	SYBMS B	KA	K9	KA	KA	KA	KA	K2	KA	KA	KA
2	Sayed Tolera	PYBB1	Taka		Taka		Taka	Taka		Taka		
3	Shaidik Shaigun	SYBMS Sh	Sh	Sh	Sh	Sh	Sh	Sh	Sh			Sh
4	Shaikh Talib	SYBMS Talib			Talib	Talib		Talib		Talib		
5	Shaikh Ayub	PYBMS		Ayub		Ayub	Ayub	Ayub	Ayub			Ayub



DRT'S A.F Kalsekar Degree College

ADD ON COURSE

Certificate Course in Tours and Travelling Management

Department of Commerce

ATTENDANCE SHEET

2017-18

Sr.no	Name of the Students	Class	23/11	24/11	1/12	2/12	7/12	8/12	10/12	11/12	15/12	17/12
1	Ibrahim	SyBMS	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR
2	Tahera	PHYB	Tal	Tal	Tal	Tal	Tal	SR	Tal	Tal	Tal	
3	Shariqa	SyBMS	SR	SR	SR	SR	SR	SR	SR	SR	SR	
4	Talib	SyBMS	Talib	Talib	Talib	Talib	Talib	Talib	Talib	Talib	Talib	
5	Ayub	PHYB	Ayub	Ayub	Ayub	Ayub	Ayub	Ayub	Ayub	Ayub	Ayub	
6			SR	SR	SR	SR	SR	SR	SR	SR	SR	
7			SR	SR	SR	SR	SR	SR	SR	SR	SR	
8			SR	SR	SR	SR	SR	SR	SR	SR	SR	
9			SR	SR	SR	SR	SR	SR	SR	SR	SR	
10			SR	SR	SR	SR	SR	SR	SR	SR	SR	



DRT'S A.E Kalsekar Degree College

ADD ON COURSE

Course Name: Certificate in Tours and Travelling Management

Department: Department of Commerce

Course Duration: One Year

Objectives: Objective of the Course

- 1) To provide information regarding Tourism Product and Travel Management Business.
- 2) To prepare and guide students in acquiring knowledge, skill and attitude for self-employment and market oriented jobs



DRT'S A.E Kalsekar Degree College

ADD ON COURSE

Certificate Course in Tours and Travelling Management

Department of Commerce

Teacher wise Workload

2017-2018

I Semester

Paper I- Tourism Business

- Ms Lubna Ali** - 1) Introduction to Tourism
2) Components of Tourism
3) Conceptual Framework of Tourism
- Mrs Farah Khan-** 1)Forms of Tourism

Paper II- Tourism Product

- Mrs Farah Khan-**1) Tourism Resource
2) Resources & Resources use
3) Tourism Resources in India
- Ms Misba Shaikh-** Natural Tourism Resources



DRT'S A.E Kalsekar Degree College

ADD ON COURSE

Certificate Course in Tours and Travelling Management

Department of Commerce

Teacher wise Workload

2017-2018

SEMESTER II

Paper I- Tourism Business

Mrs Farah Khan- 1) Impact of Tourism
2) Growth and Development of Tourism in India
3) Role of Transport in Tourism Growth and Development.

Mrs Luban Ali- 1) Organizations in Promotion of tourism

Paper II- Tourism Product

Mrs Farah Khan - 1) Socio Cultural Resource
2) Manmade Resource in India

Mrs Misba Shaikh - 1) Tourism Development Strategies
2) Performing Arts in India



DRT'S A.E Kalsekar Degree College

ADD ON COURSE

Certificate Course in Tours and Travelling Management

Department of Commerce

Project List

2017-2018

Project Topic= A Study on visit to Heritage site.

Project Topic= Impact of Environment on Tourism.





DRT'S
A.E. KALSEKAR DEGREE COLLEGE



Department Of Commerce

Add on Course

**Certificate Course in Tours & Travelling Management
Affiliated to Mumbai University**

This is to certify that Mr. / Ms. Khatib Ibrahim
has successfully completed the certificate course in Tours &
Travelling Management during 2017-18 and has been
awarded the E Grade.



Coordinator





Principal



DRT'S
A. E. KALSEKAR DEGREE COLLEGE



Department Of Commerce

Add on Course

**Certificate Course in Tours & Travelling Management
Affiliated to Mumbai University**

This is to certify that Mr. / Ms. Sayed Tahera
has successfully completed the certificate course in Tours &
Travelling Management during 2017-18 and has been
awarded the D Grade.



Coordinator





Principal