



## Assesses the learning levels of the students

### Student Induction Program

#### Address by PRINCIPAL

Welcome speech, Introduction to all Subject teachers, Brief about college and activities, Mission & Vision of College, Extra- curricular and co-curricular activities

#### Departmental Responsibilities

Monitoring Students attendance, performance in class and analyze of last Extra performance

#### Activities for Advanced Learners

Assignments, Question bank, more books, reference books, Mathematics quiz, Management quiz and workshop, seminar, Guest lectures, Leadership and Soft skill development programs etc

#### Activities for Slow Learners

Remedial and extra lectures, Question bank, Group Discussion  
  
Previous examination question papers, Parents meet etc

### OUTCOMES

Improvement in Results, Reduce drop out, Increase Self confident, Improve Higher Education Enrollments

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SHRI RAJASTHANI SEVA SANGH'S

Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu  
College of Arts, Commerce & Science  
J. B. Nagar, Andheri (East),  
Mumbai - 400 059.



# Program for Advanced Learners

## Guest Lectures



SHRI RAJASTHANI SEVA SANGH  
SMT. PARMESHWARIDEVI DURGABAI TIBREWALA LIONS CLUB  
College of Arts, Commerce & Science  
J.B. Nagar, Andheri (East), Mumbai - 400 059

Ref No. / 2003-04 Date: 10/10/2003

To,  
Mr. Parthiv Phatak  
Principal  
Smt. Parmeshwaridevi Durgabai Tibrewala  
College of Arts, Commerce & Science  
J.B. Nagar, Andheri (East), Mumbai - 400 059

Respected Madam,

Sub: Invitation for Guest Lecture, M.B.A. / B.A. Business Management

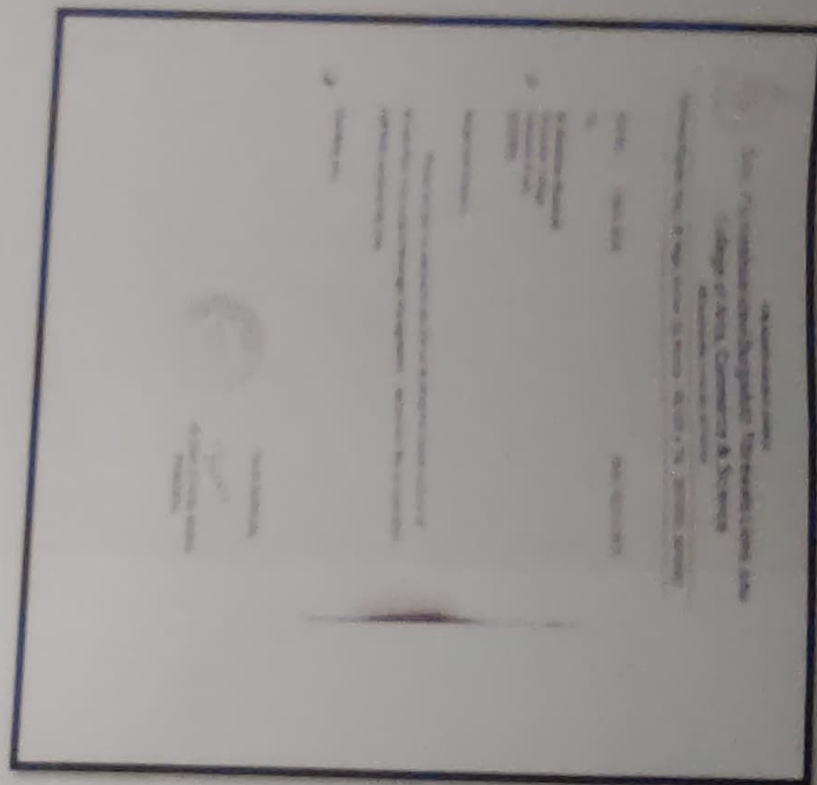
We are pleased to invite you to conduct Guest Lecture in the subject of Business Management, M.B.A. / B.A. Business Management, at our college.

Date of Lecture: 15/10/2003 at 8.00 AM.

Please acknowledge this letter.

Thanking you,

Yours faithfully,  
Dr. Jyoti Shinde  
Principal



*Triller*  
PRINCIPAL  
SHRI RAJASTHANI SEVA SANGH  
SMT. PARMESHWARIDEVI DURGABAI TIBREWALA LIONS CLUB  
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## Additional Courses



Smt. Rajasthani Seva Sangh Smt. Parmeshwaridevi Dhotaduti Tibrewala Lions Junior College					
Department of English, Hyderabad					
Sl. No.	Course Name	Sl. No.	Course Name	Sl. No.	Course Name
01-01	English	01-02	English	01-03	English
01-04	English	01-05	English	01-06	English
01-07	English	01-08	English	01-09	English
01-10	English	01-11	English	01-12	English
01-13	English	01-14	English	01-15	English
01-16	English	01-17	English	01-18	English
01-19	English	01-20	English	01-21	English
01-22	English	01-23	English	01-24	English
01-25	English	01-26	English	01-27	English
01-28	English	01-29	English	01-30	English
01-31	English	01-32	English	01-33	English
01-34	English	01-35	English	01-36	English
01-37	English	01-38	English	01-39	English
01-40	English	01-41	English	01-42	English
01-43	English	01-44	English	01-45	English
01-46	English	01-47	English	01-48	English
01-49	English	01-50	English	01-51	English
01-52	English	01-53	English	01-54	English
01-55	English	01-56	English	01-57	English
01-58	English	01-59	English	01-60	English
01-61	English	01-62	English	01-63	English
01-64	English	01-65	English	01-66	English
01-67	English	01-68	English	01-69	English
01-70	English	01-71	English	01-72	English
01-73	English	01-74	English	01-75	English
01-76	English	01-77	English	01-78	English
01-79	English	01-80	English	01-81	English
01-82	English	01-83	English	01-84	English
01-85	English	01-86	English	01-87	English
01-88	English	01-89	English	01-90	English
01-91	English	01-92	English	01-93	English
01-94	English	01-95	English	01-96	English
01-97	English	01-98	English	01-99	English
01-100	English	01-101	English	01-102	English

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2019-20

## BHARAT BHRAMAN an Exhibition on Tourism

on 4th Feb. 2020.

Department of Geography had organized the **BHARAT BHRAMAN** an Exhibition on Tourism for SYBA & TYBA students on 4th Feb. 2020. The main **objective** of this exhibition to portrayed the Incredible India and potentiality of India as in sector of tourism.



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Students prepare different model to represent beautiful tourist places of India. The department organized the exhibition on 4<sup>th</sup> February 2020.

Students had made still models, charts and posters to present their topics. Ms. Jayeeta Dutta (HOD, Geography) took the initiative of encouraging the students to put up such a wonderful and enlightening exhibition.

Students had prepared the models on Incredible India, Rajasthan, Taj mahal (Uttar pradesh), and Golden Temple, Amritsar (Punjab).

### 1. Incredible India



*"The Incredible India" model by TYBA students: They made different tourist places in India like Taj Mahal, Howrah Bridge, Gateway of India, India Gate, Mysore Palace etc in a same frame to present the glimpses of Incredible India.*

*Imeh*

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## 2. Rajasthan:



*The Rajasthan Model By TYBA students: They made the different model of forts like Jal Mahal, Jaisalmir fort and also the deserted part of the state. The students dressed up with rajasthani costume to attract and welcome the guests.*

## 3. Punjab:

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*The Punjab state represent by TYBA students: They made the model of renowned Golden Temple. The students also prepared different Punjabi dishes to attract and welcome the guest at their stall.*

#### 4. Agra

*Jmehs-*

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*The Taj Mahal model prepared by the TYBA students: They made beautifully the replica of Taj Mahal and made different charts to explain the history and background of Taj mahal.*

There was also food counters that was organized by the students. The students served famous dishes that were known for their popularity. All the teachers and students visited the models of each team one by one, and the students provided information about the model.

*Jmehs-*

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*Teachers and Principal Madam visiting the stalls and students are explaining*



A circular library stamp in purple ink. The outer ring contains the text "Smt. Parmesthadevi Durgadevi Tibroli Library" at the top and "MUMBAI" at the bottom. The center of the stamp contains the year "1988". There is a small star symbol on the right side of the outer ring.

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Parmeshwaridevi Durgadutt Tibrewala Lions Juhu College (S.P.D.T.) organized a geography poster making presentation for S.Y.B.A. students which was held on 13<sup>th</sup> January 2020 at college. The presentation was conducted under the supervision of Head Of The Department of Geography Department, Prof. Joyeeta Datta

At around 8 a.m., the presentation commenced at S.Y.B.A. classroom. The topics given to the students was,

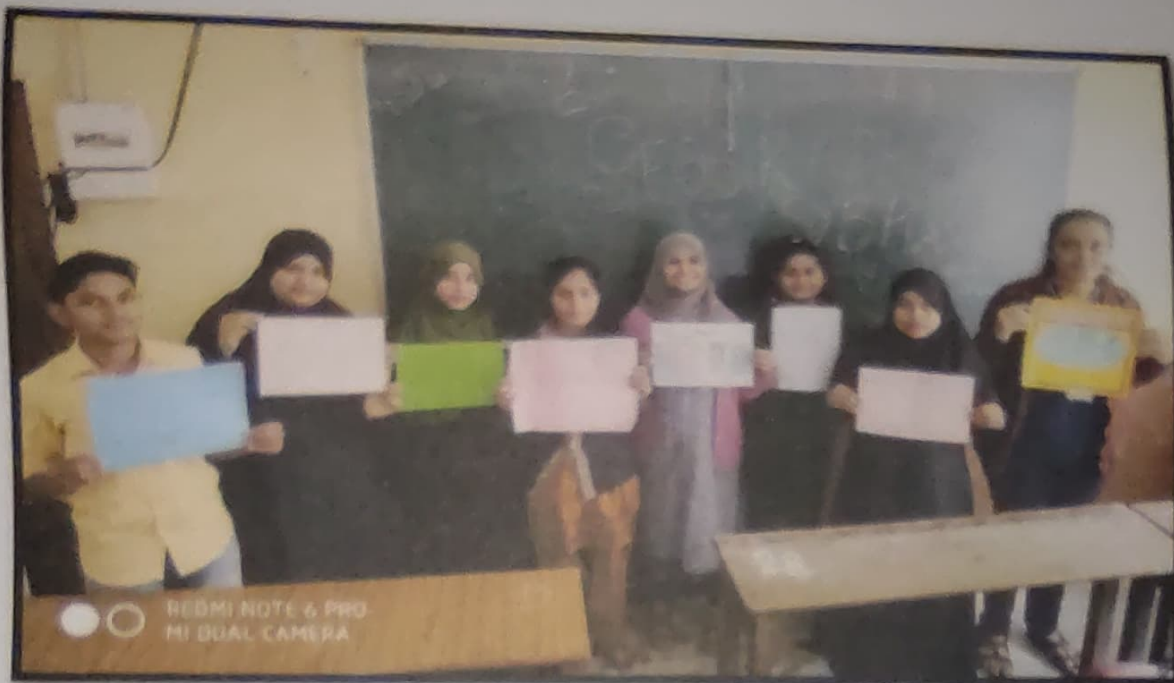
1. Oceanic Symbols and Abbreviations
2. Major Oceans and Seas of the World

Here the students prepared charts individually to display the topics they learnt. Each and every student participated and gave attractive presentations. The students wonderfully displayed their ideas and creativity about the given topics through an array of colorful posters.

All students displayed immense zeal and enjoyed the competition. Overall it was a great learning experience for everyone.



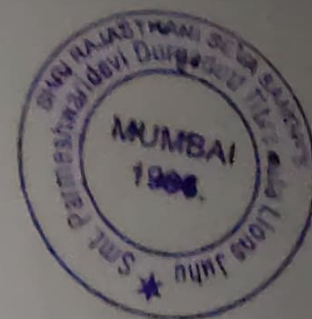
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*Datta*

**Ms. Jayeeta Datta**

**HOD GEOGRAPHY**



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# REPORT OF DEPARTMENT: Geography

ACADEMIC YEAR 2017-18

VAN-MAHOTSAV

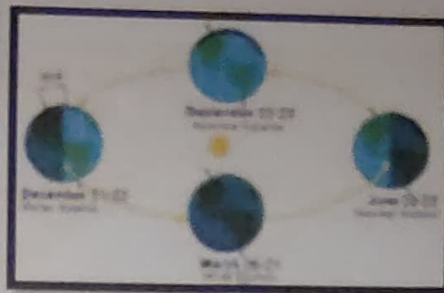
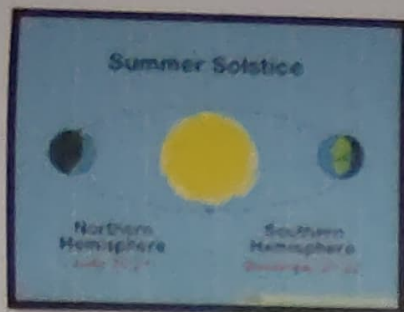


JULY 9, 2017

Van Mahotsav 2017: Van Mahotsav is celebrated every year in the first week of July. This day is celebrated as to make aware about the environment and also to protect environment by planting many trees.

The students of **Geography Department T.Y.B.A** have celebrated the Van Mahotsav on **9<sup>th</sup> July 2017**. Students have made the poster and also planted many saplings in our college and also spread message to plant more trees and make our environment sustainable.

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### Department Geography 2016-17

Geography Department has organized many activities during this academic year. The twenty three students of TYBA had visited Sathay College for survey of different instruments like Dumpy Level, Abney Compass, plane table as a part of their syllabus. We are thankful towards the Head of the Department of Sathay College Prof. Bombe for his expert guidance.

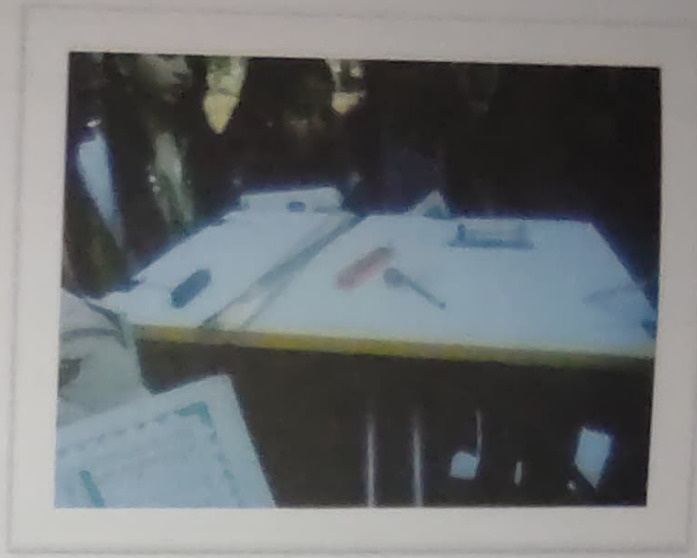
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*Environmental Awareness Drive*

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The students of our college had organized Environmental Awareness Drive in the college premises. The students had planted 20 plants as an awareness programme and take an oath to SAVE PLANT and SAVE EARTH.



Head Of The Department

Ms. JAYEETA DATTA

*Datta*

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# Mathematics Quiz Competition

Report: 2017-18



Department of Mathematics and Statistics has organized the event Mathematics Quiz Competition on 24<sup>th</sup> January, 2018 in the room no.402, A wing. In this competition 56 students participated.

The price winner of mathematics quiz are

S. No.	Rank	Name	Class	Roll no.
1	I <sup>st</sup>	Alu. Sudarshan	S.Y.B.COM.-B	2225
2	II <sup>nd</sup>	Prajwal Ghag	F.Y.B.COM.-A	1022
3	II <sup>nd</sup>	Diptanshu Jain	F.Y.B.COM.-B	1301
4	III <sup>rd</sup>	Monish Badda	TY-BMS	301

The main aim of this event was to find out talent in Mathernatics and Statistics in our college.

Students were benefited and inspired from the above event

Dr. Vijay Yadav

Department of Mathematics & Statistics

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# Mathematics Quiz and Documentary show

Report: 2016-17



Department of Mathematics and Statistics has organized following two events

1. Department celebrate Mathematics Day on 22<sup>nd</sup> December, 2016, in the occasion of birth anniversary of Great India Mathematician Srinivasa Ramanujan. In this day department show a documentary entitled "A man who knew Infinity", which was on the life and work of Srinivasa Ramanujan. In this event more than 100 students participated and enjoyed the documentary show. The main purpose of documentary was to motivate young students towards mathematics and it's Application in diverse fields.

2. A Mathematics Quiz Competition was organized 23<sup>rd</sup> December, 2016. In the room no.402, A wing. In this competition 45 students participated.

The price winner of mathematics quiz are

S. No.	Rank	Name	Class	Roll no.
1	I <sup>st</sup>	Alu. Sudarshan	F.Y.B.COM.-A	1001
2	II <sup>nd</sup>	Umashree S. Hadpad	F.Y.B.COM.-B	1287
3	III <sup>rd</sup>	Mahesh Sutar	S Y.B.SC.IT	237

The main aim of this event was to find out talent in Mathematics and Statistics in our college.

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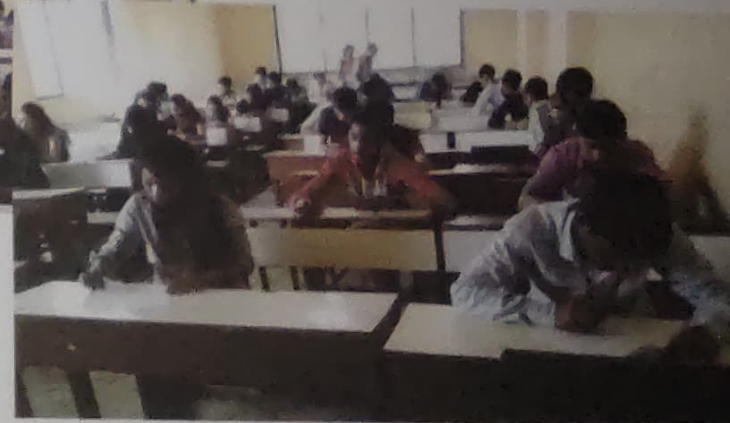
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Students were benefited and inspired from the above two events.

Dr. Vijay Yadav

Department of Mathematics & Statistics



Professor Name: Mr. Jeyanth Kumar

Year	Month	Day	Time	Place	Remarks
1900	Jan	1	10:00	St. Paul	Left for St. Paul
1900	Jan	2	10:00	St. Paul	Left for St. Paul
1900	Jan	3	10:00	St. Paul	Left for St. Paul
1900	Jan	4	10:00	St. Paul	Left for St. Paul
1900	Jan	5	10:00	St. Paul	Left for St. Paul
1900	Jan	6	10:00	St. Paul	Left for St. Paul
1900	Jan	7	10:00	St. Paul	Left for St. Paul
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1900	Jan	20	10:00	St. Paul	Left for St. Paul
1900	Jan	21	10:00	St. Paul	Left for St. Paul
1900	Jan	22	10:00	St. Paul	Left for St. Paul
1900	Jan	23	10:00	St. Paul	Left for St. Paul
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1900	Jan	25	10:00	St. Paul	Left for St. Paul
1900	Jan	26	10:00	St. Paul	Left for St. Paul
1900	Jan	27	10:00	St. Paul	Left for St. Paul
1900	Jan	28	10:00	St. Paul	Left for St. Paul
1900	Jan	29	10:00	St. Paul	Left for St. Paul
1900	Jan	30	10:00	St. Paul	Left for St. Paul
1900	Jan	31	10:00	St. Paul	Left for St. Paul

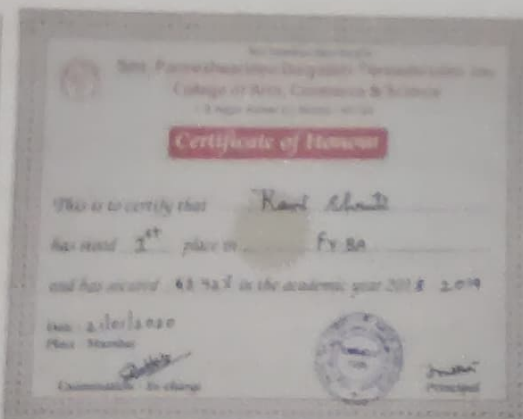
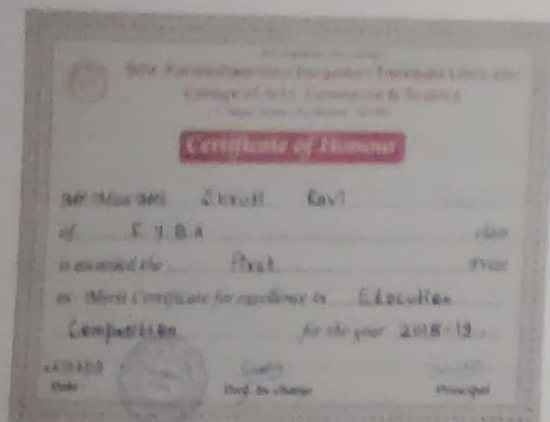
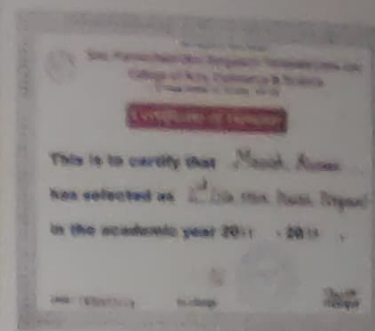
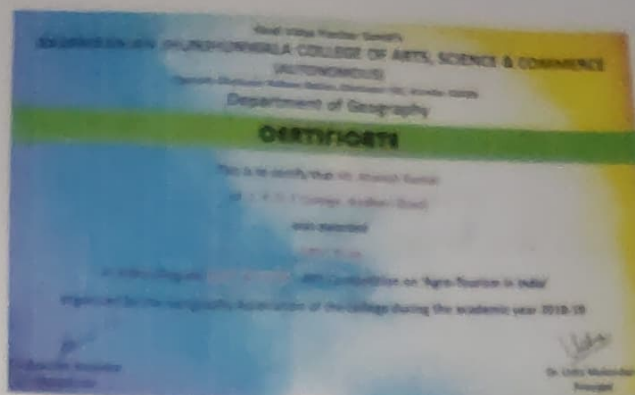


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## Student Appreciation



*Imels*

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# Program for Slow Learners



SHRI RAJASTHANI SEVA SANGH'S

Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu College of Arts, Commerce and Science

Question Bank

SYIT

## DATABASE MANAGEMENT SYSTEMS

1. State the advantages and disadvantages of the following data models: Hierarchical, Network, Relational, Entity Relationship, Object Oriented and NoSQL. State if the models support data and structural independence.
2. State and explain the twelve Codd's rules for relational databases.
3. What is Unified modelling language? What are its parts? Show the ER diagram notations and equivalent notations in UML.
4. Construct an E-R diagram for a car insurance company whose customers own one or more cars each. Each car has associated with it zero to any number of recorded accidents. Each insurance policy covers one or more cars, and has one or more premium payments associated with it. Each payment is for a particular period of time, and has an associated due date, and the date when the payment was received.
5. Design an E-R diagram for keeping track of the exploits of your favourite sports team. You should store the matches played, the scores in each match, the players in each match, and individual player statistics for each match. Summary statistics should be modelled as derived attributes.
6. Explain the various integrity rules for databases.
7. Given the following relational schemas:  $R=(A,B,C)$   $S=(D,E,F)$   
Suppose the relations  $r(R)$  and  $s(S)$  are defined. Write the expressions in tuple relational calculus equivalent to each of the following.
8. What is normalization? What is its objective? Give a distinguishing characteristic of 1NF, 2NF, 3NF, 4NF and BCNF.
9. Explain the phases of database design.
10. State and explain the extended operations of relational algebra.
11. What are constraints? What are the different types of constraints? Explain.
12. What is a view? What are its advantages?





13. State the rules for performing DML operations on a view.
14. Explain GROUP BY and ORDER BY clauses with examples.
15. What are NULL values? Explain.
16. Explanation of each type of join expected in brief.
17. State and explain the ACID properties of transactions.
18. Show that the two-phase locking protocol ensures conflict serializability, and that transactions can be serialized according to their lock points.
19. Explain the different ways to handle deadlocks.
20. Consider a database for an airline where the database system uses snapshot isolation. Describe a particular scenario in which a nonserializable execution occurs, but the airline may be willing to accept it in order to gain better overall performance.
21. What are triggers? What are different types of triggers? How are they created? Give the syntax and examples of the same.
22. What are packages? What are the components of packages? How are packages developed? Explain with syntax and example.
23. What are functions? What are procedures? How do they differ from each other? What are the benefits of stored procedures and functions?
24. What is a cursor? Explain implicit and explicit cursors. How are explicit cursors controlled?
25. What are hierarchical queries? Explain the syntax of hierarchical queries.

## **SHRI RAJASTHANI SEVA SANGH'S**

**Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu College of Arts, Commerce and Science**

### **Question Bank**

**T.Y. BSc.(I.T.)**

### **Advance Web Programming**

1. What is .NET framework? Explain in detail .NET framework.
2. Explain managed code and unmanaged code? What are the advantages of using managed code?
3. Explain how you will implement delegates in C#.NET.



4. Short note on Base Class Library (NET Class Library).
5. Differentiate between method over loading and method overriding.
6. Explain ASP.NET Application life cycle.
7. Differentiate between HTML server controls and Web server controls.
8. Explain TagPrefix, TagName, src attributes of @Register directive with example.
9. What is validation of data? How to use the ASP.NET validation control to validate the user Input.
10. Explain AdRotator control with example.
11. What is an exception? How exceptions are handled in ASP.NET application?
12. What is master page? Explain the advantages of using master page.
13. Explain Page Tracing in ASP.NET with example.
14. Short note on Query strings state management.
15. What is the significance of finally block?
16. Explain SqlConnection class with example.
17. When do you use ExecuteReader(), ExecuteNonQuery(), ExecuteScalar() methods?
18. Differentiate between DataSet and DataReader.
19. Explain in brief the Data Bound Controls.
20. Explain DataAdapter object with its properties and methods.
21. What is XML? List the advantages of XML.
22. What is AJAX? Its Advantages and Disadvantages.
23. Explain AutoCompleteExtender in ASP.NET AJAX Control Toolkit.
24. Define XSD. What are the advantages of XSD?
25. What is an XML schema?

Summer Solstice 2017: This phenomena occurs when the sun is directly over the Tropic of Cancer, or more specifically right over 23.5 degree North Latitude.

The students of **Geography Department S.Y.B.A** have celebrated the summer solstice on **21<sup>ST</sup> June 2017** every students have participated students have made the poster and explained what is summer solstice? When it occurs? What happen on this day? As many of them are unaware about these phenomena so by displaying the poster other student came to know about it.



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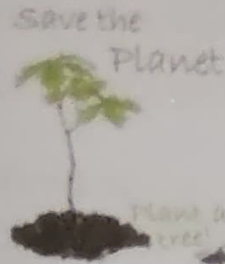
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College of Arts, Commerce & Science



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Head Of The Department

Ms. JAYEETA DATTA



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S. No.	Rank	Name	Class	Roll no.
1	I <sup>st</sup>	Alu. Sudarshan	S.Y.B.COM.-B	2225
2	II <sup>nd</sup>	Prajwal Ghag	F.Y.B.COM.-A	1022
3	II <sup>nd</sup>	Diptanshu Jain	F.Y.B.COM.-B	1301
4	III <sup>rd</sup>	Monish Badda	TY-BMS	301

The main aim of this event was to find out talent in Mathematics and Statistics in our college.

Students were benefited and inspired from the above event

Dr. Vijay Yadav

Department of Mathematics & Statistics

*Imells*

PRINCIPAL

SHRI RAJASTHANI SEVA SANGH'S  
Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu  
College of Arts, Commerce & Science  
J. B. Nagar, Andheri (East),  
Mumbai - 400 059.

**Business communication Semester II**  
**Question bank 2018-19**

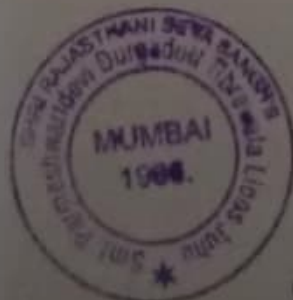
**Q.I A and B**

**Define the following/ explain the terms in 02-03 sentences-**

1. Interview
2. Exit Interview
3. Selection Interview
4. Appraisal Interview
5. A Report
6. Group Discussion
7. Conference
8. Committee
9. Seminar
10. Secretary
11. Webinar
12. Skype-technology
13. House Organ
14. Bulletin
15. Newsletter
16. Public Relations
17. Suggestion schemes
18. Notice
19. Agenda
20. Resolution
21. Meeting
22. Video-Conferencing
23. Quorum
24. Open House
25. Feasibility Report
26. Interviewer
27. Interviewee
28. WASP
29. AIDA
30. Crisis Management.

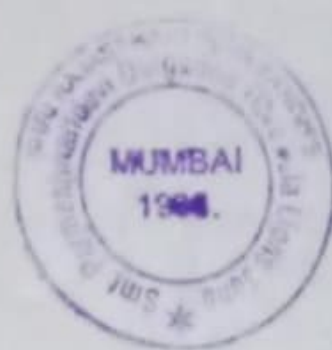
**State whether the following statements are true or false:**

- 1) Group Discussion are often used for filtering large numbering of participants.
- 2) The stress interview is conducted with the help of a stress machine.
- 3) One should never display leadership skills in Group Discussion.
- 4) People often behave differently in groups than they do as individuals



*Imalla-*

**PRINCIPAL**  
**SHRI RAJASTHANI SEVA SAMITI**  
**SAT. PARI. ESHWARIDEVI DURGADUTT TIBREWALA**  
College of Arts, Commerce & Science  
J. B. Nagar, Andheri (East),  
Mumbai - 400 059.



- 5) The PR Department is all about propaganda to increase sale
- 6) A company should never sponsor sporting events
- 7) A press release cannot be sent by Fax
- 8) Survey report is usually prepared in the form of memo
- 9) Never ask for samples in a letter of Inquiry
- 10) In an interview questioning is more important than listening
- 11) Interview are conducted by one person only
- 12) Resolutions are recorded in the hour book.
- 13) Chairperson keeps record of the deliberations in a meeting
- 14) Resolutions are recorded in the past tense.
- 15) Feedback from participants is desired by the organizers of a conference.
- 16) Guest speakers are sent thank you letters.
- 17) Public Relations division can act as image makers for the organization
- 18) Baseless complaints should also be considered.
- 19) The main purpose of the letter of adjustment is to settle the claim
- 20) Offering a discount is a bad sales strategy.
- 21) An oral complaint can be lodged with the consumer guidance cell.
- 22) A consumer dispute arises when the opposite party denies the allegations of the complainant.
- 23) The RTI Act came in to being in 2010
- 24) Report should be reader oriented
- 25) Order of items in the Agenda can be altered
- 26) Conference are generally expensive
- 27) Visit to sister institution fosters external public relations

**Fill in the blanks choosing the best alternative from the ones given:**

- 1) Participant should not bring up items which are not on the \_\_\_\_\_.  
(agenda / minutes / memo / letter)
- 2) \_\_\_\_\_ plays the role of a leader in a meeting. (Boss / chairperson / secretary / legal expert)
- 3) \_\_\_\_\_ refers to a list of items to be discussed at a meeting. (Agenda / resolution / decisions / notice)
- 4) \_\_\_\_\_ refers to a meeting for discussion or an exchange of views. (Groups / meetings / conference / committees)
- 5) Meetings have a \_\_\_\_\_ agenda. (fixed / indefinite / dynamic / changing)
- 6) An \_\_\_\_\_ interview is held after an employee resigns. (Selection / exit / appraisal / online)
- 7) An \_\_\_\_\_ is in control of an interview. (Interviewer / interviewee / secretary / participant)
- 8) The first step in the WASP technique is \_\_\_\_\_ (welcoming / wishing / winning / wondering)



- 9) In \_\_\_\_\_ the interviewer listens instead of speaking. (Direct interview / Exit interview / non-directional interview / selection interview)
- 10) \_\_\_\_\_ are conducted by a qualified psychologist after the formal interview is over. (Exit interview / under stress interview / clinical interview / appraisal interview)
- 11) Questions which begin with 'Where', 'When', or 'who' are \_\_\_\_\_ (open questions / closed questions / mirror questions / yes / no questions)
- 12) Selection interview is also known as \_\_\_\_\_ interview. (Employment / exit / appraisal / clinical)
- 13) \_\_\_\_\_ is the list of items that are deliberated at a meeting. (Notice / agenda / resolution / memo)
- 14) A \_\_\_\_\_ committee is empowered to take management decisions. (Standing / Advisory / Executive / Ad hoc)
- 15) Participants of a conference are called \_\_\_\_\_ (members / delegates / participants / visitors)
- 16) The \_\_\_\_\_ speech sets the tone of the conference. (Keynote / welcome / presentation / valedictory)
- 17) A press release is prepared by the \_\_\_\_\_ (marketing department / production department / public relations officer / managing director)
- 18) Your attitude is generally seen in \_\_\_\_\_ (internal PR / External PR / counselling / House organs)
- 19) Crisis management is the work of \_\_\_\_\_ professionals. (Public Relation / IT / Audit / Bank)
- 20) \_\_\_\_\_ provides a personal touch which is very valuable for building goodwill. (Open house / Press conference / Fairs / Exhibitions)
- 21) In the AIDA formula, D stands for \_\_\_\_\_ (Demand / Deny / Desire / Delay)
- 22) \_\_\_\_\_ creates awareness of consumer legitimate rights. (Consumer Guidance Cell / Lawyers / Courts / Colleges)
- 23) A consumer redress letter is drafted like any \_\_\_\_\_ letter. (Complaint / sales / inquiry / RTI)
- 24) \_\_\_\_\_ are based on the findings of the Report. (Recommendations / Terms of Reference / Summary / Conclusions)

**A) Match the Following.**

**'A'**

- 1) Exit Interview
- 2) Agenda
- 3) External PR
- 4) Internal PR
- 5) Meetings

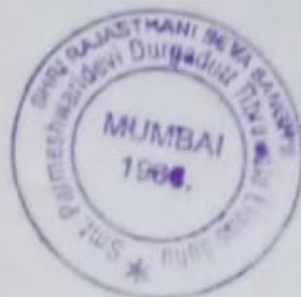
**'B'**

- a) AIDA
- b) Visits to Sister Institutions
- c) Notice
- d) Keynote Speaker
- e) WASP



- 6) Conference
- 7) Interviews
- 8) Selection Interview
- 9) Sales Letters
- 10) Minutes

- f) Job Interview
- g) Resignation
- h) Resolution
- i) List of items to be discussed
- j) Image Building



**B) 'A'**

- 1) Grievance Interview
- 2) OHP
- 3) Notice
- 4) Last item in the agenda

- 5) Flip Chart
- 6) Brainstorming
- 7) Rapport
- 8) Committees
- 9) Tele Conferencing

- 10) Expert Opinion

**'B'**

- a) Understanding
- b) Day, date, time & place
- c) Over head projector
- d) Helps to identify problems in the organization.
- e) Vote of thanks
- f) Advantage of committee meeting
- g) Members appointed or elected
- h) Online
- i) To find solutions to specific problems
- j) Presentation containing complex graph or chart

**C) 'A'**

- 1) Crisis Management
- 2) Promote sales
- 3) Resolution
- 4) News Letter
- 5) Appraisal Interview
- 6) Clash of egos
- 7) Under stress Interview
- 8) Group communication
- 9) Conference
- 10) Notice

**'B'**

- a) Formal expression of opinion
- b) By offering bargains
- c) Public Relations
- d) Review the subordinates performance
- e) Problem of group communication
- f) Specialized periodical publication
- g) Problem solving
- h) Exchange of views
- i) To put the applicant under international stress
- j) Day, date, time and place

**Q.2 Short notes (Unit 1- Chapter 1 and 2)**

1. Importance of non-verbal communication in a GD
2. The role of the initiator/leader in a GD
3. Group Dynamics.
4. Exit interview
5. Reprimand Interview

6. Selection (job/employment) interview
7. Appraisal interview
8. Grievance Interview
9. The interview technique WASP
10. The role of interviewee
11. The role of interviewer
12. Types of questions in an interview
13. Interview- a two way communication process.
14. Advantages and disadvantages of group communication
15. Advantages of online interviews
16. Limitations of online interviews
17. Methods of online interviews
18. Types of meetings
19. Role of secretary in a meeting
20. Importance of meeting
21. Role of chairperson in meeting
22. Role of participants in meeting
23. Purpose and conduct of a Meeting
24. Merits of a meeting.
25. Demerits of a meeting.

### Q.3 Essay type Unit 1- Chapter 3 and 4

1. Explain the importance and types of committees.
2. Define committee and conference. State the difference between committee and conference.
3. Define Conference. What preparations are while organizing/hosting the conference?
4. Explain the process of hosting the conference.
5. Explain the difference between Conference and meeting and enumerate the disadvantages of a conference
6. Write a detailed note on tools used for external public relations.
7. Explain the functions of public relations department in any organization.
8. How public relations help the organizations to overcome crisis?
9. Importance of media planning in public relations.
10. Write a detailed note on tools used for internal public relations.
11. Discuss how Image Building is possible through PR.
12. Internal PR improves the bond between the employer and employees. Elaborate.
13. Define Committee. Explain the advantages and disadvantages of Committee.
14. Write a detailed note on Video and Tele-conferencing
15. Explain the responsibilities of the chairperson and participants in a conference



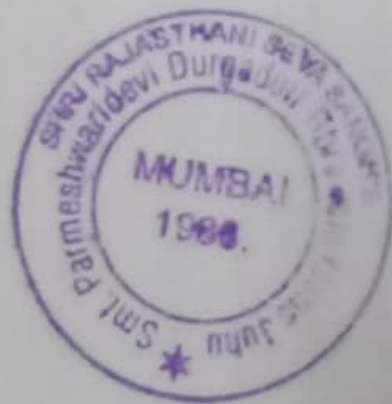
*Imella*  
**PRINCIPAL**  
**SHRI RAJASTHANI SEVA SANGH**  
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 College of Arts, Commerce & Science  
 J. B. Road, Andheri (East),  
 Mumbai - 400 059

### Q.5 Reports



- 1) There has been significant decline in the business of the urban branches of a nationalized bank. A committee of five Regional Managers has been appointed to look into the causes. Write the report recommending computerization of the branches and customer relations training for the staff.
- 2) Write a proposal made by a catering company for a mega event arranged by Jacob and Co. Ltd. on the occasion of the company's 25th anniversary.
- 3) You are the senior manager of the marketing dept. of a pharmaceutical company. The Board of Directors has observed declining morale of the staff of late. You have been asked to look into the matter and Report. Draft your Report.
- 4) You are appointed Chairperson of the Alumni Association of your college to look into the possibility of building an 'Alumni House' in your campus. This imposing structure will serve as a focal point for all alumni activities. Draft the Report with Recommendations.
- 5) A marketing company wishes to initiate advertisement through social media. Draft the business proposal
- 6) A deemed university proposes to expand its wings overseas in collaboration with one of the educational institution abroad. Draft the proposal
- 7) You are the Chairman of the committee of four students appointed by the Principal of your college to find out the reasons for the indifference on the part of the students to participate in extracurricular activities. Write a report to be submitted to the Principal with recommendations
- 8) You are the class representative of F.Y.B.Com. Your class has some grievances about the canteen facility. Draft a report to the principal of your college with recommendations to improve the facilities for the students in the canteen.
- 9) You are the Chairman of the committee of four students appointed by the Principal of your college to find out the reasons for the low academic performance of boys than girls. Write a report to be submitted to the Principal with recommendations to enhance their performance.

- 10) You are the class representative of F.Y.B.Com. Your class has some grievances regarding canteen facilities. Draft a report to the principal of your college with recommendations to improve the facilities for the students.
- 11) Draft the annual staff progress report of the Human Resource Department of Axis Bank Pvt. Ltd.
- 12) Draft a committee report on the condition of roads in Mumbai.
- 13) Draft an individual report on municipal corporation (of your own city) felling 3500 trees to widen roads.
- 14) There was fire at the ABC factory. The management has appointed you to enquire into the matter and prepare the report with recommendations.



*mele*  
**PRINCIPAL**  
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**SMT. PARMESHWADEVI DURGADUTT TIPREMALA LIONS JUHU**  
College of Arts, Commerce & Science  
J. B. Nagar, Wadgaon (East),  
Mumbai - 400 059.



### Remedial Lecture Schedule

Date	FYBCOM-SEM-I
	Lecture Time : 11.30 am
10/02/2020	Commerce paper I
11/02/2020	Foundation Course
12/02/2020	Foundation Course
13/02/2020	Accounts
14/02/2020	Mathematics and Statistics
15/02/2020	Business Economics
17/02/2020	EVS
18/02/2020	Business Communication

Date	SYBCOM-SEM-III	SYBA-SEM-III
	Lecture Time 10.30 am	Lecture Time 10.30 am
11/02/2020	Management Accounts	Psychology II
12/02/2020	Foundation Course	Psychology III
13/02/2020	Accounts	Economics II
14/02/2020	Mass communication	Economics III
15/02/2020	Business Economics	Geography II
17/02/2020	Business law	Geography III
18/02/2020	Commerce	Demography



*Trishla*  
Dr. Trishla Mehta  
Principal



SHRI RAJASTHANI SEVA SANGH'S

**Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu**  
**College of Arts, Commerce & Science**

Affiliated to the University of Mumbai

**NOTICE**

Date: 26/02/2019.

**SPECIAL TUTION/COACHING LECTURES**

Special Coaching/Extra Lectures will be given to all those students who are willing to improve their performance in the Examination as well as all those students who did not perform well in last Examination.

All students are informed to take maximum benefit of such Extra Coaching (**REMEDIAL**) lectures. Details Time Table has been put up on the notice board.

*Trishla*  
Dr.(Smt.)Trishla Mehta  
PRINCIPAL



SHRI RAJASTHANI SEVA SANGH'S

**Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu  
College of Arts, Commerce & Science**

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**NOTICE**

28-02-19

**Remedial Lectures  
S.Y.B.Com (Sem.-III)**

Sr. No.	Date	Time	Subject
	05/03/2019	10.40 - 11.30	Economics - II <i>K.Shinde</i> <i>10/03/19</i>
2	06/03/2019	10.40 - 11.30	Business Law <i>Rupela</i> <i>11/3/19</i>
3	07/03/2019	10.40 - 11.30	Commerce - III <i>S.P</i> <i>22/2/19</i>
4	08/03/2019	10.40 - 11.30	Finance Accounting <i>S.M</i> <i>27-2-19</i>
5	09/03/2019	10.40 - 11.30	Management Accounting <i>R.S</i> <i>10</i>
6	11/03/2019	10.40 - 11.30	Mass Communication <i>ATY</i> <i>10</i>
7	12/03/2019	10.40 - 11.30	Foundation Course - III <i>Kalpan</i> <i>27/2/19</i>

**T.Y.B.COM. (Sem. - V)**

Sr. No.	Date	Time	Subject
1	13/03/2019	10.40 - 11.30	Accounts - II : Costing <i>R.S</i> <i>10</i>
2	14/03/2019	10.40 - 11.30	Economics - V <i>K.Shinde</i> <i>10/03/19</i>
3	15/03/2019	10.40 - 11.30	Taxation <i>S.P</i> <i>22/2/19</i>
4	16/03/2019	10.40 - 11.30	Accounts - I Financial Accounting <i>S.M</i> <i>27-2-19</i>
5	18/03/2019	10.40 - 11.30	MHRM <i>N.I</i>
6	19/03/2019	10.40 - 11.30	Export Marketing <i>N.I</i>

*Trishla*

**Dr.(Smt.)Trishla Mehta  
PRINCIPAL**





SHRI RAJASTHANI SEVA SANGH'S

**Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu  
College of Arts, Commerce & Science**

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**NOTICE**

**Remedial Lectures**

**Class: S.Y.B.COM / S.Y.B.A.**


**TIMING: 11:00 A.M. ONWARDS**

CLASS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
S.Y.B.COM	ECONOMICS	BUS.LAW	MASS COM.	F.C.	COMMERCE	ACCOUNTS
S.Y.B.A.	PSY(B.A.)	ECO.-II	DEMO/ ECONOMICS	F.C.	-	GEOG-II/III

**PROFESSOR – IN-CHARGE**

S.Y.B.COM	ECONOMICS	–	Prof. Karuna Shinde
	MASS COMMUNICATION	–	Dr. Nidhi Pundir / Prof. Jyoti Rajan
	FOUNDATION COURSE	–	Prof. Kalpana K.S.
	COMMERCE	–	Dr.Sandeep Poddar
	ACCOUNTS	–	Prof.Sanjay Mishra
	BUSINESS LAW	-	Prof. Rupal Shah
S.Y.B.A.	Demo / Economics – II	-	Prof. Kalpana K.S.
	Geography – II / III	-	Prof. Jayeeta Datta
	Economics – II	-	Prof.Karuna Shinde
	Psychology -	-	Dr.Babita Sinha

**All the students who want to attend the remedial lectures must register their names to concerned subject Teachers.**

  
(Dr.Trishla Mehta)  
PRINCIPAL





SHRI RAJASTHANI SEVA SANGH'S

**Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu  
College of Arts, Commerce & Science**

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**NOTICE**

**Remedial Lectures**

**Class: F.Y.B.COM / F.Y.B.A.**

**TIMING: 11:00 A.M. ONWARDS**

CLASS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
F.Y.B.COM	ECONOMICS	BUS.COMM	MATHS	E.V.S./ACCT.	MATHS	COMMERCE
F.Y.B.A.	F.C.	PSY(B.A.)	ECO.-II	-	GEOG - I	C.S. (B.A.)

**PROFESSOR – IN-CHARGE**

F.Y.B.COM	ECONOMICS	-	Prof. Karuna Shinde
	BUS. COMMUNICATION	-	Dr. Nidhi Pundir
	E.V.S	-	Prof. Jayeeta Datta
	COMMERCE	-	Dr.Sandeep Poddar
	ACCOUNTS	-	Prof. Rajesh Shah
	MATHS	-	Dr.Vijay Yadav
F.Y.B.A.	Economics	-	Prof. Karuna Shinde
	Geography	-	Prof. Anita Jaswal
	Psychology -	-	Dr.Babita Sinha
	Communication Skills	-	Dr.Nidhi Pundir
	Foundation Course	-	Dr.Nanda Indulkar

**All the students who want to attend the remedial lectures must register their names to concerned subject Teachers.**

*Trishla Mehta*  
(Dr.Trishla Mehta)  
PRINCIPAL



SHRI RAJASTHANI SEVA SANGH'S

**Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu**  
**College of Arts, Commerce & Science**  
Affiliated to the University of Mumbai

Shriniwas Bagarka Marg, J. B. Nagar, Andheri (E), Mumbai - 400 059. • Tel. : 28353002, 28393002

Date: 02-04-2018

07-02-2020

**Remedial Lectures**

We are organizing Remedial lectures for those students who have failed/ATKT in Semester ~~two~~ *one* and Semester ~~four~~ *three* on following dates and time

**FYB COM Semester: ~~Two~~ *One***

Date	Subject Name	Prof. Name	Class
Feb 11 <sup>th</sup> April, 2018, <i>20/02/2020</i> Time: 7.10 AM to 9:00 AM	Foundation Course	Prof. Nanda Indulkar	Room No. 201
12 <sup>th</sup> April, 2018, Time: 7.10 AM to 9:00 AM	Accountancy and Financial Management	Prof. Rajesh Shah	Room No. 201
13 <sup>th</sup> April, 2018, Time: 7.10 AM to 9:00 AM	Commerce	Prof. Sandeep Poddar	Room No. 201
16 <sup>th</sup> April, 2018, Time: 7.10 AM to 9:00 AM	Economics	Prof. Kalpana K.S.	Room No. 201
17 <sup>th</sup> April, 2018, Time: 7.10 AM to 9:00 AM	Business Communication	Prof. Nidhi Pundir	Room No. 201
18 <sup>th</sup> April, 2018, Time: 7.10 AM to 9:00 AM	Environmental Studies	Prof. Jayeeta Datta	Room No. 201
19 <sup>th</sup> April, 2018, Time: 7.10 AM to 9:00 AM	Mathematics and Statistics	Prof. Vijay Yadav	Room No. 201

**SYB COM Semester ~~Four~~ *Three***

Date	Subject Name	Prof. Name	Class
21 <sup>st</sup> April, 2018, <i>20/02/2020</i> Time: 7.10 AM to 9:00 AM	Foundation Course	Prof. Kalpana K.S.	Room No. 201
23 <sup>rd</sup> April, 2018, <i>22/02/2020</i> Time: 7.10 AM to 9:00 AM	Accountancy and Financial Management	Prof. Rajesh Yadav	Room No. 201
24 <sup>th</sup> April, 2018, <i>24/02/2020</i> Time: 7.10 AM to 9:00 AM	Financial Accounting and Auditing	Prof. Sanjay Mishra	Room No. 201
25 <sup>th</sup> April, 2018, <i>25/02/2020</i> Time: 7.10 AM to 9:00 AM	Commerce	Prof. Sandeep Poddar	Room No. 201
26 <sup>th</sup> April, 2018, <i>26/02/2020</i> Time: 7.10 AM to 9:00 AM	Business Economics	Prof. Karuna Shinde	Room No. 201
27 <sup>th</sup> April, 2018, <i>27/02/2020</i> Time: 7.10 AM to 9:00 AM	Business Law	Prof. Rupal Agarwal	Room No. 201
2 <sup>nd</sup> May, 2018, <i>28/02/2020</i> Time: 7.10 AM to 9:00 AM	Mass Communication	Prof. Nidhi Pundir	Room No. 201

Those students who want to and take benefits for remedial lectures they enroll first to concern subject professor as soon as possible.

*Trishla*  
Dr. Trishla Mehta  
Principal





SHRI RAJASTHANI SEVA SANGH'S

# **Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu College of Arts, Commerce & Science**

Affiliated to the University of Mumbai

Shriniwas Bagarka Marg, J. B. Nagar, Andheri (E), Mumbai - 400 059. • Tel. : 28353002, 28393002

Date: 18-03-2018

## Remedial Lectures

We are organizing Remedial lectures for those students who have failed/ATKT in Semester one and Semester three on following dates and time


### FYB COM Semester One

Date	Subject Name	Prof. Name	Class
20 <sup>th</sup> March, 2018, Time: 7.10 AM to 9:00 AM	Accountancy	Prof. Rajesh Shah	Room No. 401
21 <sup>st</sup> March, 2018, Time: 7.10 AM to 9:00 AM	Commerce	Prof. Sandeep Poddar	Room No. 401
22 <sup>nd</sup> March, 2018, Time: 7.10 AM to 9:00 AM	Economics	Prof. Kalpana K.S.	Room No. 401
23 <sup>rd</sup> March, 2018, Time: 7.10 AM to 9:00 AM	Environmental Studies	Prof. Jayeeta Datta	Room No. 401
24 <sup>th</sup> March, 2018, Time: 7.10 AM to 9:00 AM	Business Communication	Prof. Nidhi Pundir	Room No. 401
26 <sup>th</sup> March, 2018	Environmental Studies	Prof. Jayeeta Datta	Room No. 401
27 <sup>th</sup> march, 2018, Time: 7.10 AM to 9:00 AM	Mathematics and Statistics	Prof. Vijay Yadav	Room No. 401

### SYB COM Semester Three

Date	Subject Name	Prof. Name	Class
20 <sup>th</sup> March, 2018, Time: 7.10 AM to 9:00 AM	Accountancy and Financial Management	Prof. Rajesh Yadav	Room No. 501
21 <sup>st</sup> March, 2018, Time: 7.10 AM to 9:00 AM	Financial Accounting and Auditing	Prof. Sanjay Mishra	Room No. 501
22 <sup>nd</sup> March, 2018, Time: 7.10 AM to 9:00 AM	Commerce	Prof. Sandeep Poddar	Room No. 501
23 <sup>rd</sup> March, 2018, Time: 7.10 AM to 9:00 AM	Business Economics	Prof. Karuna Shinde	Room No. 501
24 <sup>th</sup> March, 2018, Time: 7.10 AM to 9:00 AM	Business Economics	Prof. Karuna Shinde	Room No. 501
26 <sup>th</sup> March, 2018	Business Law	Prof. Rupal Agarwal	Room No. 501
27 <sup>th</sup> march, 2018, Time: 7.10 AM to 9:00 AM	Mass Communication	Prof. Nidhi Pundir	Room No. 501

Those students who want to and take benefits for remedial lectures they enroll first to concern subject professor as soon as possible.

  
Dr. Trishla Mehta  
Principal



SHRI RAJASTHANI SEVA SANGH'S

# Smt. Parmeshwaridevi Durgadutt Tibrewala Lions Juhu College of Arts, Commerce & Science

Affiliated to the University of Mumbai

Shriniwas Bagarka Marg, J. B. Nagar, Andheri (E), Mumbai - 400 059. • Tel. : 28353002, 28393002

Date: 02-04-2018

## Remedial Lectures

We are organizing Remedial lectures for those students who have failed/ATKT in Semester two and Semester four on following dates and time

### FYB COM Semester Two

Date	Subject Name	Prof. Name	Class
11 <sup>th</sup> April, 2018, Time: 7.10 AM to 9:00 AM	Foundation Course	Prof. Nanda Indulkar	Room No. 201
12 <sup>th</sup> April, 2018, Time: 7.10 AM to 9:00 AM	Accountancy and Financial Management	Prof. Rajesh Shah	Room No. 201
13 <sup>th</sup> April, 2018, Time: 7.10 AM to 9:00 AM	Commerce	Prof. Sandeep Poddar	Room No. 201
16 <sup>th</sup> April, 2018, Time: 7.10 AM to 9:00 AM	Economics	Prof. Kalpana K.S.	Room No. 201
17 <sup>th</sup> April, 2018, Time: 7.10 AM to 9:00 AM	Business Communication	Prof. Nidhi Pundir	Room No. 201
18 <sup>th</sup> April, 2018, Time: 7.10 AM to 9:00 AM	Environmental Studies	Prof. Jayeeta Datta	Room No. 201
19 <sup>th</sup> April, 2018, Time: 7.10 AM to 9:00 AM	Mathematics and Statistics	Prof. Vijay Yadav	Room No. 201

### SYB COM Semester Four

Date	Subject Name	Prof. Name	Class
21 <sup>st</sup> April, 2018, Time: 7.10 AM to 9:00 AM	Foundation Course	Prof. Kalpana K.S.	Room No. 201
23 <sup>rd</sup> April, 2018, Time: 7.10 AM to 9:00 AM	Accountancy and Financial Management	Prof. Rajesh Yadav	Room No. 201
24 <sup>th</sup> April, 2018, Time: 7.10 AM to 9:00 AM	Financial Accounting and Auditing	Prof. Sanjay Mishra	Room No. 201
25 <sup>th</sup> April, 2018, Time: 7.10 AM to 9:00 AM	Commerce	Prof. Sandeep Poddar	Room No. 201
26 <sup>th</sup> April, 2018, Time: 7.10 AM to 9:00 AM	Business Economics	Prof. Karuna Shinde	Room No. 201
27 <sup>th</sup> April, 2018, Time: 7.10 AM to 9:00 AM	Business Law	Prof. Rupal Agarwal	Room No. 201
2 <sup>nd</sup> May, 2018, Time: 7.10 AM to 9:00 AM	Mass Communication	Prof. Nidhi Pundir	Room No. 201

Those students who want to and take benefits for remedial lectures they enroll first to concern subject professor as soon as possible.

Dr. Trishla Mehta  
Principal