

MANAGED BY SHRI S'AD VIDYA MANDAL, BHARUCH

M. K. COLLEGE OF COMMERCE

COMPUTER CENTRE



PROSPECTUS

Director - Shri M. R. Thakore

Phone : 229922

www.mkcomputercentre.com



ABOUT THE INSTITUTION

www.mkccolleg.ac.in

Shri S'ad Vidya Mandal was established 1954 as a public trust and is registered under the Bombay public trust Act 1950 and under societies registration act xxi of 1860. The mandal at present is managing the following institutions.

Name of the Institutions	Year of Establishment
Shri J.P. Arts & Science College	June 1955
Mahamandleshwer Shri Krishnanandji College of Commerce	June 1967
Mahamandleshwer Shri Krishnanandji Law College	June 1968
Shri S'ad Vidya Mandal Institute of Technology	August 1996
M.K. Institute of Computer Studies	August 2001
S.V.M. Primary & Higher Secondary School	August 2009

Apart from the above formal education, Shri S'ad Vidya Mandal made an earnest effort to establish a computer centre known as M. K. College of Commerce, Computer Centre Bharuch in the 1989. The primary objective of the centre is to offer computer training courses. The centre is providing computer education programme by creating awareness and conducting various computer courses. Apart from standard literacy programme the computer centre also organizes and conducts short term training programme for a specific group of participant like office executive, engineers, doctors, accountants etc. In addition to this it is also intended to develop and provide courses of various subjects for computer aided computer learning and teaching. This centre also intends to create awareness of computer through competitions, debates on computer and special invites to deliver lectures of computers.



BACKGROUND OF COMPUTER EDUCATION

Today in India sale of PC's are 10 lakhs per year which is increasing at the growth rate of @30%, days are not far when computer will be as good as consumer durables. No field is as widely expanding as this one. One has to face computer in his/her daily life.

Whether one is pursuing as a computer specialist or not/ an introduction to the world of computers will prove useful almost in any field of human activity.

With this end in view/ shri sa'd vidya mandal made an earnest effort to setup a computer centre known as M.K.College of Commerce, Computer Centre, Bharuch in the year 1989.

The main objective of these courses is that the students should understand and be familiar with the various aspects of computers. What computers can do and what they can not do it this course does not require that the students should have a strong mathematical background. You may be either from commerce/ arts/ science of literature of even social sciences but it is very simple to learn computers. It is very true that the computer are technically very complex but they are simple to use. We should not think about the complexity but should learn about the simplicity of the concept and how we can make best use of them in our day to day life.

The main objectives of the courses offered by centre are :

1. To educate the students in the field of computer application along with their formal education i.e. S.S.C./ H.S.C. / B.Com. / B.A. / B.Sc. / etc.
2. To prepare the students for nearly paperless office environment so that when a student joins a job in his/ her field he/ she can use computer easily.
3. To expose the fields of computer application so that the interested students can make their career in the direct field of computer by pursuing the advanced course in programming, system Analysis etc.

At the end of the courses the students will understands and be famillier with the various aspects of computer.



ACADEMIC PROGRAMME

COURSE	DURATION	FEES
Full Term Course		
Diploma in Computer Application (DCA)	1 Year	
Post Graduate Diploma in Computer Application (PGDCA)	1 Year	
Short Term Course		
Certificate Course in Office Automation	2 Months	
Certificate Course in Computerized Accounting (ONLY FOR COMMERCE STUDENT)	3 Months	
Certificate Course in Photoshop	2 Months	
Certificate Course in Programming with C	2 Months	
Certificate Course in Desk Top Publishing	3 Months	
Certificate Course in Web Graphics & Animation (WGA)	6 Months	



Full Term Course

DIPLOMA IN COMPUTER APPLICATION

PAPER - 1 OPERATING SYSTEM + OFFICE AUTOMATION

Window : OS
MS-Word
MS-Excel
MS-Power Point

PAPER-2 INTERNET AND MULTIMEDIA

E - mail / Websites surfing
HTML

PAPER-3 Programming Techniques & Practice

Visual Basic 6

PAPER-4 Any one from following

Tally (ONLY FOR COMMERCE STUDENT)
Desk Top Publishing (D.T.P.)
(Corel Draw + Page Maker + Photoshop)

POST GRADUATE DIPLOMA IN COMPUTER APPLICATION

PAPER - 1 OPERATING SYSTEM + OFFICE AUTOMATION

Window : OS
MS-Word
MS-Excel
MS-Power Point

PAPER-2 INTERNET AND WEB DESIGNING

E - mail / Websites surfing
HTML

PAPER-3 Programming Techniques & Practice

Visual Basic 6

PAPER-4 Any one from following

Tally (ONLY FOR COMMERCE STUDENT)
Desk Top Publishing (D.T.P.)
(Corel Draw + Page Maker + Photoshop)

PROJECT WORK

Viva & Programming / Presentation & Reporting



EXAMINATION RULES

1. Student shall be eligible to appear in the examination if they fulfill the following rules :
 - i Minimum 75% attendance for theory and practical is compulsory at the centre.
 - ii He / She has paid all the due fee installment.
 - iii Examination form is properly filled and the exam fee is also paid.
2. Minimum of 40% marks are necessary in each subject for passing.
3. If he/she has failed in any subject then he/she can reappear in the exam by filling the form for re-exam and also paying the examination fees.
4. He /She will have to clear his/her subject in two attempts only. If he/she fails to do then the admission will be cancelled.
5. Applications for re-checking of answer sheet will not be entertained after 40 days from the date of declaring the results.
6. Successful completion of project work for P.G.D.C.A. Students is compulsory. If the project work is not successfully completed and submitted in time then the student shall not be awarded the certificate.
7. Every students shall pay all the fees and any other amount due from him before the commencement of the second semester examination. Student shall not be permitted to appear for the semester examination unless he pays all the fees.
8. In all matters, the decision of the Director shall be final.



M. K. COLLEGE OF COMMERCE

College Campus, Old N.H. No. 8, Bharuch.

COMPUTER CENTRE

APPLICATION FOR ADMISSION

ROLL NO.

Course :

Time :

1. Name :

2. Father's / Husband's Name :

3. Residential Address :

4. Tel.: (R)

5. Date of Birth

PHOTO

Degree/Diploma	University	Specialized Subject	%	Year

I agree to abide by the Rules & Regulations of the Institute.

Student's
Signature

Checked by :

Date :

** Fees once paid will not be refunded or adjusted.*

For Office Use Only

Cash : Rs. _____

Cheque : Rs. _____ No. _____ Date : _____

Drawn on _____ Branch _____

Receipt No. _____ Dt. _____

Admitted / Not admitted

Fees taken by

DIRECTOR



Roll No.:

TOTAL FEES

Remark :

Project :

Inst. No.	Date	Amount	Receipt No.	Sign.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

MARKS :	Paper -1		Paper -2		Paper -3		Paper -4	
	U	F	U	F	U	F	U	F
1 st trial								
2 nd trial								
3 rd trial								



RULES

- (૧) ભરેલી ફી કોઈ પણ સંજોગોમાં પાછી મળશે નહીં, તેમજ ટ્રાન્સફર કરી આપવામાં આવશે નહીં.
- (૨) સંસ્થાના ફર્નિચર, ચંત્ર, સ્પોરપાર્ટ, ટુલ્સ ઇક્વીપમેન્ટકે પ્રોપર્ટી ને જે વિદ્યાર્થી નુકસાની પહોંચાડશે તેને ભરપાઈ કરવાની રહેશે.
- (૩) રવિવાર અને જાહેર તહેવારના દિવસે રજા રહેશે.
- (૪) થીયરી કે પ્રયોગિક વર્કશોપમાં નક્કી કરેલ સમય કરતાં અનિયમિત આવનારનો પ્રવેશ રદ કરવામાં આવશે.
- (૫) વિસ્તર અને સભ્યતાથી વર્તન નહીં કરનાર વ્યક્તિને સંસ્થામાંથી કાયમ માટે દૂર કરવામાં આવશે.
- (૬) ટેસ્ટમાં વિદ્યાર્થીએ ફરજિયાત ભાગ લેવાનો રહેશે. પરિક્ષામાં ભાગ લેવા માટે ૮૦% હાજરી જરૂરી છે.
- (૭) વિદ્યાર્થીની પ્રગતીની જાણકારી માટે ઈનચાર્જને મળવા માટે અગાઉથી સમય લેવાનો રહેશે.
- (૮) વિદ્યાર્થીએ પોતાના ખર્ચે પરીક્ષામાં આવવાનું રહેશે. પોતાનું આઈકાર્ડ સાથે રાખવાનું રહેશે.
- (૯) રીઝલ્ટ નોટીસ બોર્ડ પર જણાવવામાં આવશે. નાપાસ ઉમેદવારે રી-એક્ઝામીનેશન ફોર્મ સાથે રૂ.૫૦ ફી (દરેક પેપરની) ભરવાની રહેશે.
- (૧૦) સંસ્થાના સ્ટાફ ની સાથે સન્માનથી વર્તવું અને કોઈ પણ જાતની લેવડ-દેવડ કરવી નહીં.
- (૧૧) પ્રત્યેક સત્ર ફી સુચના મુજબ ભરપાઈ કરવાની રહેશે. ફી ભરપાઈ ન થતા પ્રવેશ રદ કરવામાં આવશે.(નોટીસ આપ્યા વિના)
- (૧૨) નિયમોમાં ફેરફાર કરવાનો હક સંસ્થાનો રહેશે, અને તે વિદ્યાર્થીને તથા વાલીશ્રીને બંધનકર્તા રહેશે.
- (૧૩) સંસ્થાની સમવડતાને અનુકૂળ વિદ્યાર્થીઓએ થવાનું રહેશે.
- (૧૪) શિક્ષણ કે વ્યવસ્થાની મુશ્કેલી વિદ્યાર્થીએ વ્યક્તિગત લેખિતમાં આપવાની રહેશે.
- (૧૫) કોઈ પણ જાતના વિવાદમાં સંસ્થાની કમિટીનો નિર્ણય આખરી ગણાશે અથવા ભરૂચ કોર્ટનો નિર્ણય માન્ય ગણાશે.

વિદ્યાર્થીની સહી

OUR INSPIRATION



SHRI 108 MAHAMANDLESHWAR SWAMI SHRI ATULANNDJI MAHARAJ

SHRI SA'D VIDYA MANDAL

Shri Sa'd Vidya Mandal (SVM) Bharuch, was established in October 1954, SVM is registered under Society Registratioin Act 1860, and Bombay Punlic Trust Act 1950. SVM is blessed by Rev. Swamishri Atulandji Maharaj and Rev. Shamshri Krishnandji Maharaj. SVM is working with a motto to provide better quality higher education to the students of Bharuch City and surrounding areas. SVM started its activity with establishment of Shri Jayendrapuri Arts & Science College and presently is successfully managing other fivehiger educational institutes.

M. K. COLLEGE OF COMMERCE COMPUTER CENTRE

Old N. H. No. 8, Bharuch 392 002. Phone : (02642) 229922 Telefax : (02642) 229902

M. K. COLLEGE OF COMMERCE



**COMPUTER CENTRE
BHARUCH**

CERTIFICATE

This is to certify that Shri / Smt. / Kumari
PATEL MANSI M.

has successfully completed the course in
DIPLOMA IN COMPUTER APPLICATION

ONE YEAR duration, conducted by the
College Computer Centre and having passed
the said examination in **A** grade,
this certificate is awarded to him/her on the
31st day of the month of **MAY** in the
year of **TWO THOUSAND NINETEEN**

BHARUCH
DATE : 31-05-2019


-DIRECTOR
M.K.COLLEGE OF COMMERCE
COMPUTER CENTRE
BHARUCH

M.K.COLLEGE OF COMMERCE, BHARUCH COMPUTER CENTRE



SR. NO 65

Certificate showing the number of marks obtained by

Shri/Smt./Kum. PATEL MANSI M.

at the **Diploma in Computer Application (2018 – 2019)**

Subjects	Evaluation Scheme		Minimum Marks for Passing	Marks Obtained		
	Final Exam	Unit Test		Final Exam.	Unit Test	Total
Office Management	100	50	60	57	39	96
Webpage Designing	100	50	60	71	34	105
Prog. in Visual Basic 6.0	100	50	60	48	25	73
Computerised Accounting	100	50	60	60	28	88
				236	126	362

Date : May 2019

362/ 600
First Class

- N.B. (1) No change in any entry is to be made except by the authority issuing the certificate.
(2) Infringement of the above instruction shall be severely dealt with.

- * Indicate Failure
** Indicate Exemption

P. G. Katholia
In-Charge
Computer Centre

V. J. ...
Director

M.K. COLLEGE OF COMMERCE



COMPUTER CENTRE
BHARUCH

CERTIFICATE

This is to certify that Shri / Smt. / Kumari

VASAVA ANJANABEN R.

has successfully completed the course in

COMPUTERISED ACCOUNTING

TWO MONTHS duration, conducted by the
College Computer Centre and having passed
the said examination in **C** grade,

this certificate is awarded to him/her on the
31st day of the month of **DEC.** in the

year of **TWO THOUSAND NINETEEN**

31920147
BHARUCH

DATE : 31/12/2019


DIRECTOR

M.K.COLLEGE OF COMMERCE
COMPUTER CENTRE
BHARUCH

M. K. COLLEGE OF COMMERCE



COMPUTER CENTRE
BHARUCH

CERTIFICATE

This is to certify that Shri / Smt. / Kumari
PADIA SUMITRABEN R.

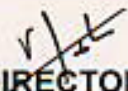
has successfully completed the course in
FRONT OFFICE MANAGEMENT

TWO MONTHS duration, conducted by the
College Computer Centre and having passed
the said examination in **B** grade,
this certificate is awarded to him/her on the
31st day of the month of **MAR.** in the
year of **TWO THOUSAND EIGHTEEN**

31718108

BHARUCH

DATE : 31-03-2018


DIRECTOR

M.K.COLLEGE OF COMMERCE
COMPUTER CENTRE
BHARUCH