

## Skills Development Cell

### ADARSH MAHILA MAHAVIDYALAYA, BHIWANI

Dated: 21/03/2022

#### NOTICE

There will be a meeting held in Principal office on 22/03/2023 at 10:30 a.m. regarding Short Terms Courses/Diploma courses. Following staff members are required to be present on time.

1. Dr. Aparna Batra *Aparna*
2. Dr. Amita Gaba *Amita*
3. Dr. Suman *Suman*
4. Ms. Mamta Wadhwa *Mamta*
5. Mrs. Neeru Chawla *Neeru*



Principal  
Adarsh Mahila Mahavidyalaya  
Bhiwani *M*

# ADARSH MAHILA MAHAVIDYALAYA, BHIWANI

Dated: 10/04/2023

## IMPORTANT NOTICE

A meeting is scheduled to be held in the office of the undersigned on 11/04/2023 at 11:00 a.m. regarding Short Term Courses to be started from next session.

Following members are required to be present:-

1. Ms. Neeru Chawla *Neeru*
2. Dr. Amita Gaba *Amita*
3. Dr. Suman *Suman*
4. Ms. Mamta Wadhwa *Mamta*
5. Dr. Tamanna Gupta *Tamanna*
6. Ms. Himanshi Jain *Himanshi*
7. Ms. Mohini *Mohini*
8. Ms. Vankita *Vankita*
9. Mr. Pulkit Jain



Principal  
Adarsh Mahila Mahavidyalaya  
Bhiwani



# Adarsh Mahila Mahavidyalaya, BHIWANI-127021

**Affiliated to Chaudhary Bansi Lal University, Bhiwani** (NAAC Accredited B+)

Best College declared by Govt. of Haryana. A Prestigious multi faculty Institution for quality education for women

Email : principalambb@gmail.com

Website : www.ambb.ac.in

Ref. No. **AMMB/ 3985-87**

Dated **21/04/23**

To

The Advisor,  
Haryana State Higher Education Council,  
Chandigarh

Sub : Introduction of Short Term Certificate/Diploma Courses.

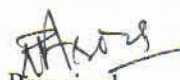
Respected Sir,

Kindly refer to your office letter No.3/49-2021 Adv./HSHEC dated 06.03.2023 on the above noted subject conveying to conduct short term certificate courses in various skills including soft skills in the colleges as recommended by the committee.

In this connection it is to inform you that in compliance to your above referred letter, the college, with the approval of the Governing Body/Managing Committee, has planned to introduce the following short term certificate courses/job oriented skill development courses w.e.f next academic session.

| Sr. No. | Name of the course | Duration   | No. of Seats |
|---------|--------------------|------------|--------------|
| 1.      | Vedic Maths        | Six months | 40           |
| 2.      | Tally              | Six months | 40           |
| 3.      | Digital Marketing  | Six months | 40           |


To implement the above courses, the college has constituted a committee of four senior faculty members and the said committee has finalized the scheme & syllabi, and has decided duration of the courses, course fee and remuneration etc. Abstract copies of the resolutions passed by the Governing Body/Managing Committee of the college are enclosed herewith for your kind information and consideration.

  
Principal  
Adarsh Mahila Mahavidyalaya  
Bhiwani

Copy of the above is forwarded to the following for information and necessary action :

1. The Director General Higher Education Haryana, Shiksha Sadan, Panchkula
2. The Registrar, Ch. Bansi Lal University, Bhiwani.

Enclosed:- 1. Resolution of tally  
2. Resolution of Digital marketing & Vedic maths  
3. Scheme & Syllabi

  
Principal  
Adarsh Mahila Mahavidyalaya  
Bhiwani







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Email : principalammb@gmail.com

Website : www.ammb.ac.in

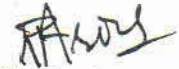
Ref. No. **AMMB/**.....

Dated .....

**Extract copy of resolution passed in the meeting of the  
Governing Body held on 07/02/2022 at para No. 5 (i)**

5. अन्य विषय प्रधान जी की अनुमति से –

- (i) महासचिव महोदय ने सदन को बताया कि छात्राओं के अभिभावकों की मांग पर आगामी सत्र से स्वयं वित्त पोषित के अन्तर्गत Short Term Courses शुरू करने की आवश्यकता है। इस पर विचार विमर्श किया गया। विचार विमर्श उपरान्त निर्णय लिया गया कि आगामी सत्र से “वैदिक मैथ” एवं “डिजिटल मार्केटिंग” कोर्स शुरू करने के लिए स्वीकृति प्रदान की जाती है। उच्चतर शिक्षा विभाग, हरियाणा से अनापत्ति प्रमाण-पत्र लेने के लिए पत्राचार किया जाए। Short Term Courses शुरू करने बारे उचित फीस विश्वविद्यालय में भरने की अनुमति प्रदान की जाती है।

  
Principal  
Adarsh Mahila Mahavidyalaya  
Bhiwani



# Adarsh Mahila Mahavidyalaya, BHIWANI-127021

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Email : principalammb@gmail.com

Website : www.ammb.ac.in

Ref. No. AMMB/ 4809

Dated 6/7/23

To  
The Dean Academic Affairs  
Chaudhary Bansi Lal University  
Bhiwani

Sub: Information regarding introduction of Short-term Certificate/Diploma Courses.

Sir,

The Advisor colleges, vide letter no. CBLU/Colleges/2023/8178 dated 05/07/2023 has desired to send the information with regard to introduction of short term certificate/diploma courses in terms of memo no. 590427, 120007/6/2023 UNP (5) dated 02/02/2022 issued by Additional Chief secretary Govt. of Haryana, Higher Education Department, Chandigarh and letter no. 3/49-2021 Adv/HSHEC dated 06/03/2023 issued by Haryana State Higher Education Council directly to the Dean Academic Affairs.

In compliance with above referred letter it is informed that the following short term certificate courses are being introduced in this college from the academic session 2023-24 as approved by the Management of this College.

| Sr. No. | Courses           | Duration |
|---------|-------------------|----------|
| 1.      | Vedic Maths       | 6 Months |
| 2.      | Tally             | 6 Months |
| 3.      | Digital Marketing | 6 Months |

This is for your information

*Acad*  
*6/7/23*

Principal  
Adarsh Mahila Mahavidyalaya  
Bhiwani

Endst No.: 4810

Dated: 6/7/23

A copy of the above is forwarded to the Advisor College with reference to his office letter no. CBLU/Colleges/2023/8178 dated 05/07/2023 for information.

*Acad*  
*6/7/23*

Principal  
Adarsh Mahila Mahavidyalaya  
Bhiwani

*o/c*



# Adarsh Mahila Mahavidyalaya, BHIWANI-127021

**Affiliated to Chaudhary Bansi Lal University, Bhiwani** (NAAC Accredited B+)

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Email : [principalamm@gmail.com](mailto:principalamm@gmail.com)

Website : [www.amm.ac.in](http://www.amm.ac.in)

Ref. No. ....**AMMB/**.....

Dated .....

**Extract copy of resolution passed in the meeting of the  
Governing Body held on 20/09/2021 at para No. 10 (ix)**

10. अन्य विषय प्रधान जी की अनुमति से -

- (ix) आदर्श शिक्षा समिति के अध्यक्ष श्री अजय गुप्ता द्वारा की गई सिफारिश को मध्यनजर रखते हुए महासचिव महोदय ने सदन को बताया कि छात्राओं के अभिभावकों की मांग पर महाविद्यालय में सत्र 2021-22, 2022-23 से स्वयं वित्त पोषित के अन्तर्गत Short Term Courses (1. Accounting Software Package i.e. Tally, Busy, 2. Make up and Parlour Course and 3. Tailoring Course) शुरू करने की आवश्यकता है। इस पर विस्तृत विचार विमर्श किया गया। तत्पश्चात् सर्वसम्मति से उपरोक्त Short Term Courses प्रारम्भ करने की स्वीकृति प्रदान की जाती है। विश्वविद्यालय से सम्बद्धता लेने बारे पत्राचार किया जाए।

*A. H. K.*

Principal

Adarsh Mahila Mahavidyalaya

Bhiwani



**Course Name – Tally**

**Duration: Six Months**

**Course Type : Skill Development**

**Minimum Qualification : 10+2**

**Assessment Scheme:**

**Theory : 30**

**Practical: 70**

**Course Objectives :**

- To introduce the students to Basic of Accounts and the usage of Tally for accounting purpose.
- To help students to work with well- known accounting software i.e. Tally ERP.9.Tally is an accounting package which is used for learning to maintain accounts.
- Students will learn to create company, enter accounting voucher entries including advance voucher entries, also print financial statements, etc. In Tally ERP.9 software.
- Demonstrate an understanding of various predefined inventory vouchers to suit the various business requirements and flexibility to create unlimited stock items.
- Demonstrate an understanding of how to maintain a payroll register .This helps to understand how to maintain management related information, statutory forms and reports in the prescribed formats such as: Pay Slip ,Payroll Statements, Attendance and Overtime Registers etc
- Develop the students use the Tally software, that helps to prepare Accounting, Payroll, Billing, Sales and Profit Analysis, Audit.

**Job options after doing this course**

- Finance Executive
- Accounts executive
- Junior accountant
- Front Office Manager
- Data entry operator
- Accounts Assistant
- Tally operator
- Accountant trainee

# SYLLABUS

## Theory

Marks: 30

Time: 2 hours

Note: Examiner will be required to set 11 questions in all Question Number 1 will consist of total 5 parts (short-answer type questions) covering the entire syllabus and will carry 10 marks. In addition to the compulsory question there will be five units i. Unit-1 to Unit-V, Examiner will set two questions from each Unit of the syllabus and each question will carry 4 marks. Student will be required to attempt 6 questions in all Question Number 1 will be compulsory. In addition to compulsory question, student will have to attempt five more questions selecting one question from each Unit

### Unit - 1

Introduction- Manual Accounting System, Computerized accounting system – Requirements of computerized accounting system, Features of CAS, Comparison b/w Manual and CAS, Advantages and Limitations of CAS, Type of CAS.

### Unit -2

Installation of Tally. ERP9 – Licensing configurations – Tally Vault Password-Security Control in Tally, ERP9 – Splitting Company Data – Backup and Restore.

### Unit -3

Accounting: voucher entry, budget, balance sheet, profit and loss account, debit note, credit note, interest calculation.

### Unit -4

Inventory: stock item, sales order, purchase order, delivery note, rejection out.

### Unit -5

Payroll: Salary Accounting – Introduction to Payroll – Payroll Masters – Payroll Vouchers – Overtime Payment – Gratuity – Advanced Payroll Transactions Basic Salary, Bonus, Loan, Provident Fund, Pension, Commission.



# Practical

Marks: 70

Time: 2 hours

- Create company and all the features of a company.
- Accounting with each type of transaction such as payment, receipt, sales, purchase.
- Inventory Management.
- Sales order, purchase order.
- Cost Contra and Cost Category for MIS and internal control purpose.
- Payroll and salary process with Employee Data.

## Reference books

- Comdex Business Accounting with MS Excel and Tally.ERP 9.
- Tally Prime -By Suresh Gupta
- Tally Workbook – By Rakesh Sangwan
- Official Guide to Financial Accounting using Tally.ERP 9 – Bpb publication
- Computerized Accounting System (using Tally. ERP 9) – Sushil Goel

Tamanna  
17/4/23  
(Dr Tamanna Gupta)

Amity  
Nataraj

Sun

Principal  
Adarsh Mahila Mahavidyalaya  
Bhiwani

**Course Name:** Fundamentals of Digital Marketing

**Duration:** 6 Months

**Course Type:** Short Term

**Minimum Qualification:** 10+2

**Assessment Scheme:** Theory: 60  
Practical: 40

**Course Objectives:**

The Fundamentals of Digital Marketing Course aims to provide an overview of the digital marketing landscape and equip students with practical skills to develop and execute campaigns across different channels. This course will help students to

- understand the digital media marketing landscape and its various channels, tools, and technologies.
- develop and execute digital media marketing campaigns using different channels and platforms, including social media platforms, and measure the effectiveness of these campaigns using web analytics.
- create and manage digital content, including web copy, email newsletters, social media posts, and videos.
- understand legal and ethical considerations in digital marketing, including data privacy and consumer protection laws.

**Job options after doing this course:**

Digital Marketing Executive

Email Marketing Executive

Social Media Executive

Digital Analytics Executive

SEO Executive

Affiliate Marketing Executive

Content Writer

Marketing Analyst

PPC Executive

Digital Marketing Coordinator

**Examination Scheme:**

# SYLLABUS

## Theory

Marks: 60

Time: 3 Hours

**Note:** Examiner will be required to set 11 questions in all. Question Number 1 will consist of total 5 parts (short-answer type questions) covering the entire syllabus and will carry 10 marks. In addition to the compulsory question there will be 5 units i.e. Unit-I to Unit-V. Examiner will set two questions from each Unit of the syllabus and each question will carry 10 marks. Student will be required to attempt 6 questions in all. Question Number 1 will be compulsory. In addition to compulsory question, students will have to attempt five more questions selecting one question from each Unit.

### Unit 1: Introduction to Digital Marketing

Meaning, concept and scope, Search Engine Optimization (SEO), Search Engine Marketing (SEM), Pay-Per-Click Advertising (PPC), Google AdWords.

### Unit 2: Introduction to Social Media Marketing

Introduction to social media, Search Engines: Google, Bing, Ask, Yahoo etc.; Social Media Platforms: Instagram, Facebook, LinkedIn, WhatsApp, Twitter, Telegram etc.; Facebook Ads and Instagram Marketing.

### Unit 3: Types of Digital Marketing

Content Marketing, Email Marketing, Mobile Marketing, Video Marketing – YouTube, Influencer Marketing.

### Unit 4: Digital Marketing Mechanism

Web Analytics, Strategy and Planning, Segmentation, Targeting and Positioning, Budgeting.

### Unit 5: Legal and Ethical Consideration

Ethical Considerations in digital marketing, Data Protection and Privacy Laws, Intellectual Property Laws, Consumer Protection Act, Cyber security and Data Breach Notification.

There will be regular assessments in the form of MCQ, group discussions, case-study presentations, and short-term projects by the end of every unit.

## Practical

Marks: 40

Time: 3 Hours

Students will be engaged in a range of practical exercises that include examples such as:

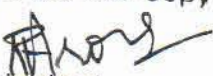


- Social Media Content Calendar: Create a social media content calendar for a business or organization, including post ideas and schedule for one month.
- SEO Keyword Research: Conduct keyword research for a topic of interest and create a list of relevant keywords and phrases.
- PPC Ad Copy: Write ad copy for a PPC campaign targeting a specific audience and keyword.
- Email Newsletter: Create an email newsletter template and write content for one edition.
- Social Media Ad Design: Design a social media ad using a free graphic design tool like Canva, targeting a specific audience and goal.
- Google Analytics Report: Analyze a website's Google Analytics data and create a report summarizing insights and recommendations for improvement.
- Blog Post: Write a blog post on a topic related to digital media marketing, including research and analysis of industry trends and best practices.
- Social Media Influencer Analysis: Research and analyze the top social media influencers in a particular industry, including their audience demographics and engagement rates.
- Competitor Analysis: Conduct a competitor analysis for a business or organization, including their digital media marketing strategies and tactics.

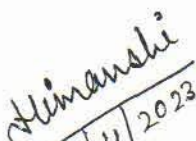



#### Reference Books:

- "Digital Marketing for Dummies" by Ryan Deiss and Russ Henneberry.
- "Digital Marketing: Strategy, Implementation, and Practice" by Dave Chaffey and Fiona Ellis-Chadwick.
- "The Art of Digital Marketing: The Definitive Guide to Creating Strategic, Targeted, and Measurable Online Campaigns" by Ian Dodson.
- "Social Media Marketing Workbook: How to Use Social Media for Business" by Jason McDonald.
- "Content Marketing: Think Like a Publisher - How to Use Content to Market Online and in Social Media" by Rebecca Lieb.
- "Google Analytics Breakthrough: From Zero to Business Impact" by Feras Alhlou, Shiraz Asif, and Eric Fettman.
- "The Power of Visual Storytelling: How to Use Visuals, Videos, and Social Media to Market Your Brand" by Ekaterina Walter and Jessica Gioglio.

Attested to be True Copy

  
Principal  
Adarsh Mahila Mahavidyalaya  
SHIWANI



  
17/4/2023  
Anita  
  
  


**Course Name :** Vedic Mathematics

**Duration :** 6 Months

**Course Type :** Short Term

**Minimum Qualification :** 10+2

**Assessment Scheme :** 100 (Theory)

**Course Objectives:**

After the successful completion of this certificate course, the students will be able to:

- To enhance computational skills in mathematics
- Develop Analytical thinking through Vedic maths.
- Applying Vedic Arithmetic in solving day to day problems.

**Job Options:**

- Teaching
- Beneficial for Crack all Competitive exams like Banking, SSC, HSSC etc.

**Examination Scheme :**

**Note:** Examiner will be required to set 9 Questions in all. Question Number 1 will consist of total 10 parts (multiple choice questions) covering the entire syllabus and will carry 20 marks (each of 2 marks). In addition to the compulsory question there will be 4 Units i.e. Unit I to Unit-IV.

Examiner will set two questions from each Unit of the syllabus and each question will carry 20 marks. Student will be required to attempt 5 questions in all. Question number 1 will be compulsory. In addition to compulsory question, Students will have to attempt four more questions selecting one question from each unit.

## Syllabus

**Max. Marks : 100**

**Time : 3 Hours**

**Unit – 1**

- Introduction to Vedic Mathematics
- History of Vedic Mathematics
- Multiplication of any number by numbers containing digit 1 only.
- Multiplication of any number by numbers containing digit 9 only.
- Square using Nikhil am Sutra.
- Square using Duplex Method.
- Sum and Difference of Squared Numbers.
- Sum and Difference of Squared and Products Numbers.

**Unit – 2**

- Cube using Nikhil am and Anurupyena Sutra.
- Division using Dhvajank Method.
- Meru-prastar and their applications



- Square root and Cube root
- Algebraic Multiplication.
- Sum and Square root of algebraic expressions.
- Auxiliary fractions.

### Unit – 3

- Fourth Power.
- Ratio and Proportion
- Dates and Calendars.
- Auxiliary fractions for numbers ending with 1 and 9.
- Divisibility check for numbers ending with 1,3,7 and 9.

### Unit – 4

- Fractional addition / Subtraction.
- Magical Squares.
- Pythagoras theorem.
- Argumental division.
- Factorization
- Remainder Theorem.
- Simultaneous linear equations
- Conversion tables.

### References:

- K.R. Williams, Vedic Mathematics Teacher's Manual, Inspiration Books, Revised Edition, 2009.
- M.Tyra, Magical Book On Quicker Maths, ESC Publications, 5<sup>th</sup> Edition, 2018.

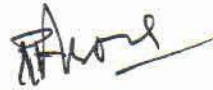
Vankita  
15/04/2023  
Molika  
15/04/2023

Deep

Amiya

Manu

San

  
Principal  
Adarsh Mahila Mahavidyalaya  
Bhiwani



20.07.2023

## IMPORTANT NOTICE REGARDING SHORT TERM COURSES

This is for information of all the students that short term courses are going to start from 1<sup>st</sup> Sept. 2023. Interested students can collect the prospectus from Mr. Ballu Ram in Room No. 07. Students should fill the form and submit it till 25<sup>th</sup> August 2023. There are limited seats in each course. The seats will be allotted to the student on the basis of 'First Come First Serve'.

Convenor  
Ms. Mamta Wadhwa

*Mamta*  
20/7/23

Principal  
Dr. Alka Mittal

*Alka*  
20/7/23

# ADARSH MAHILA MAHAVIDYALYA, BHIWANI

## SHORT-TERM DIPLOMA COURSES (TALLY) (SESSION- 2023-2024)

| SR. NO. | STUDENT'S NAME | RECIPT NO. | FEE (RS) | CONTACT NO. | DATE       | COURSES NAME | SB COLLECT NO. |
|---------|----------------|------------|----------|-------------|------------|--------------|----------------|
| 1       | NIDHI GUPTA    | 7101       | 2500     | 9896756741  | 17.08.2023 | TALLY        | 4835060        |
| 2       | SONAL          | 7102       | 2500     | 9991453314  | 18.08.2023 | TALLY        | 4880667        |
| 3       | PALAK          | 7103       | 2500     | 9306383230  | 18.08.2023 | TALLY        | 4880176        |
| 4       | SNEHA          | 7104       | 2500     | 9813840525  | 22.08.2023 | TALLY        | 5052705        |
| 5       | SAKSHI         | 7105       | 2500     | 8278485605  | 22.08.2023 | TALLY        | 5054371        |
| 6       | RADHA          | 7106       | 2500     | 8307526208  | 22.08.2023 | TALLY        | 5058452        |
| 7       | KHUSHBOO       | 7107       | 2500     | 9813378818  | 22.08.2023 | TALLY        | 5059463        |
| 8       | POOJA CHAUHAN  | 7108       | 2500     | 9992456240  | 23.08.2023 | TALLY        | 5113990        |
| 9       | POONAM         | 7110       | 2500     | 9034833465  | 26.08.2023 | TALLY        | 4656438        |
| 10      | POOJA RANI     | 7111       | 2500     | 8569959853  | 26.08.2023 | TALLY        | 5223575        |
| 11      | SAVITA         | 7113       | 2500     | 9813115413  | 28.08.2023 | TALLY        | 5266707        |
| 12      | NIKITA         | 7114       | 2500     | 8053725192  | 28.08.2023 | TALLY        | 5266436        |
| 13      | DIKSHA         | 7115       | 2500     | 9992923676  | 29.08.2023 | TALLY        | 5302941        |
| 14      | KANIKA         | 7116       | 2500     | 9306068434  | 31.08.2023 | TALLY        | 5374317        |
| 15      | MUSKAN         | 7117       | 2500     | 7027085759  | 31.08.2023 | TALLY        | 5381377        |
| 16      | KASAK          | 7118       | 2500     | 8307818563  | 31.08.2023 | TALLY        | 5391079        |
| 17      | ANITA          | 7119       | 2500     | 7027085759  | 4.09.2023  | TALLY        | 5506603        |
| 18      | TEENA          | 7120       | 2500     | 9518841299  | 6/9/2023   | TALLY        | 5607651        |
| 19      | HEENA          | 7121       | 2500     | 7082838130  | 12/9/20023 | TALLY        | 5849150        |
| 20      | TEENA          | 7122       | 2500     | 9813535545  | 21/9/2023  | TALLY        | 6332377        |

Nidhi  
 Sonal  
 Palak  
 Sneha  
 Sakshi  
 Radha  
 Khush  
 Pooja  
 Poonam  
 Pooja  
 Savita  
 Nikita  
 Diksha  
 Kanika  
 Muskan  
 Kasak  
 Anita  
 Teena  
 Heena  
 Teena



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# ADARSH MAHILA MAHAVIDYALAYA BHIWANI

Short Term  
Six Months

# DIPLOMA COURSES

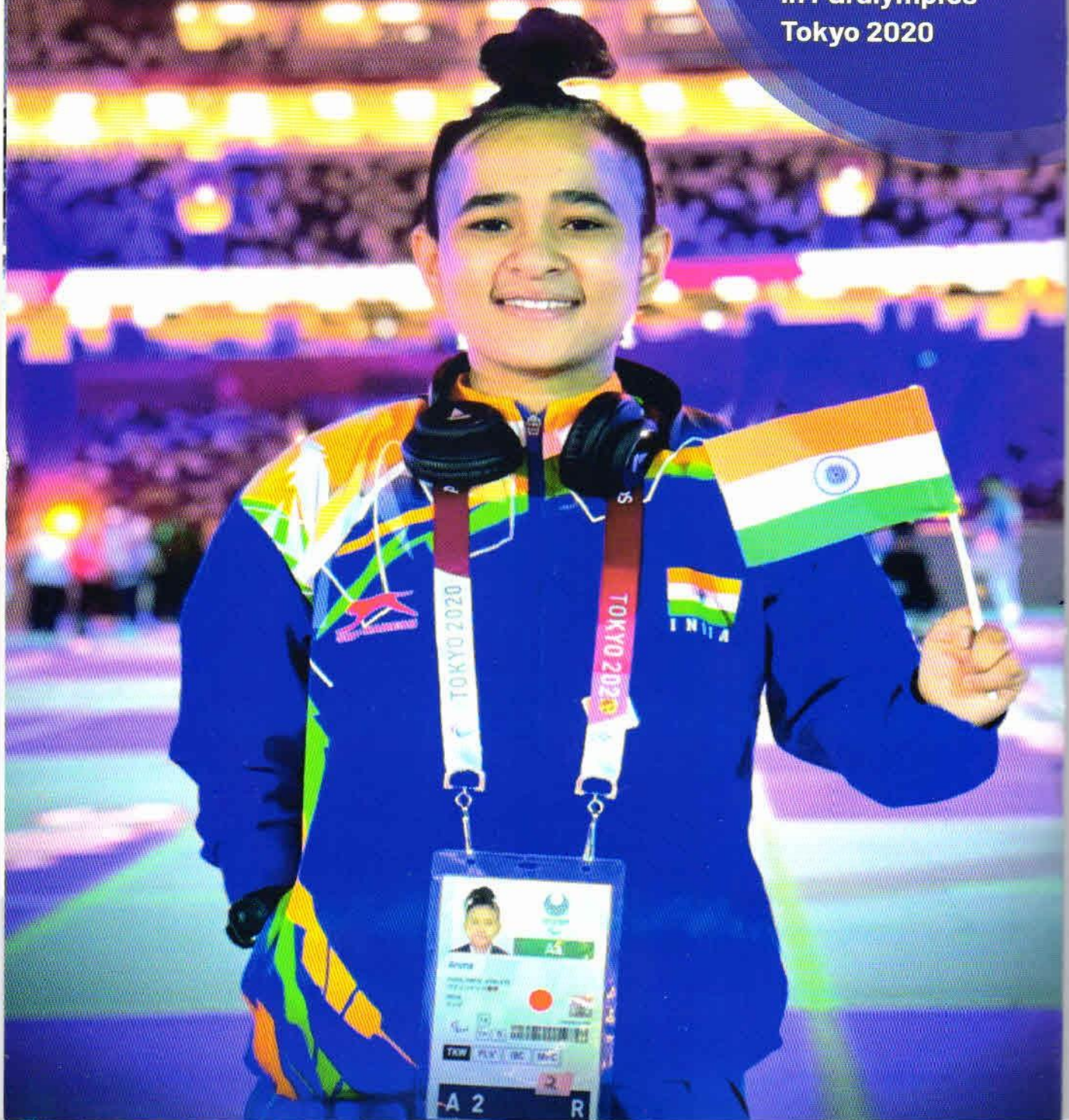




**Victorious Athlete**

# **Aruna Tanwar**

**First Athlete  
to Represent India  
in Paralympics  
Tokyo 2020**





## ABOUT US

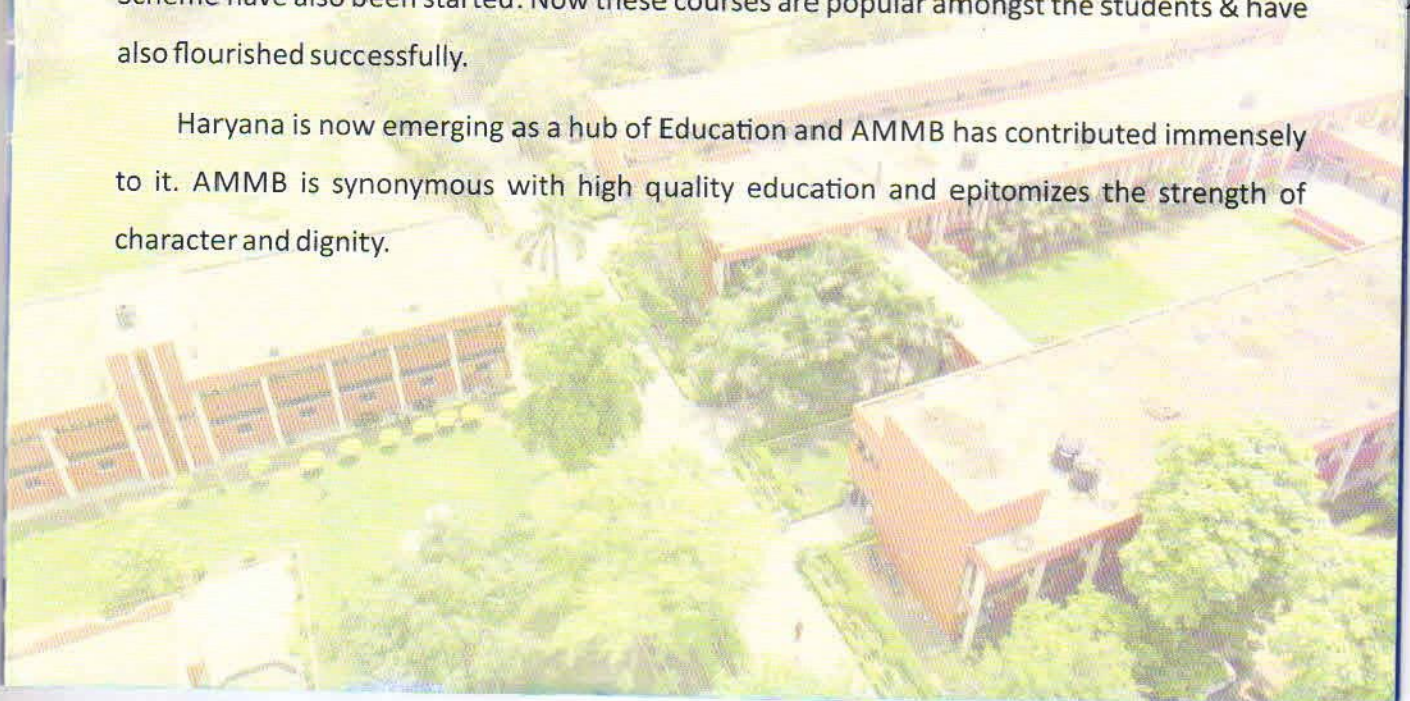
Adarsh Mahila Mahavidyalaya was established in year 1970 by eminent social reformers & educationists of Bhiwani under the able leadership & guidance of Shri Banarsi Dass Gupta, Ex. C.M. Haryana & Member of Rajya Sabha and Shri Bhagirathmal Buwaniwala, Social Activist who were determined to create awakening among the masses regarding the importance of women education. Way back in 1970, there was no Institution in or around Bhiwani which imparted higher education exclusively to Women. This institution proved to be a boon in women liberation. This small sapling planted with great dedication & devotion grew rapidly & accepted the challenge of developing this to its highest stature in the history of Haryana.

AMMB is an institution imparting real & quality education to girls who are emerging with their own identity in this challenging world. This college was adjudged the best college by the Govt. of Haryana for its achievements in academics, sports & cultural activities.

This institution is now imparting education to more than 2500 students every year showing its mark on educational map of the State. There are four streams running U.G. Courses in the college Arts, Science, Commerce and BCA.

P.G. Courses in Maths, English, Economics, Physics, Chemistry Under Self Financing Scheme have also been started. Now these courses are popular amongst the students & have also flourished successfully.

Haryana is now emerging as a hub of Education and AMMB has contributed immensely to it. AMMB is synonymous with high quality education and epitomizes the strength of character and dignity.





Our  
Golden  
Girl

**POOJA**

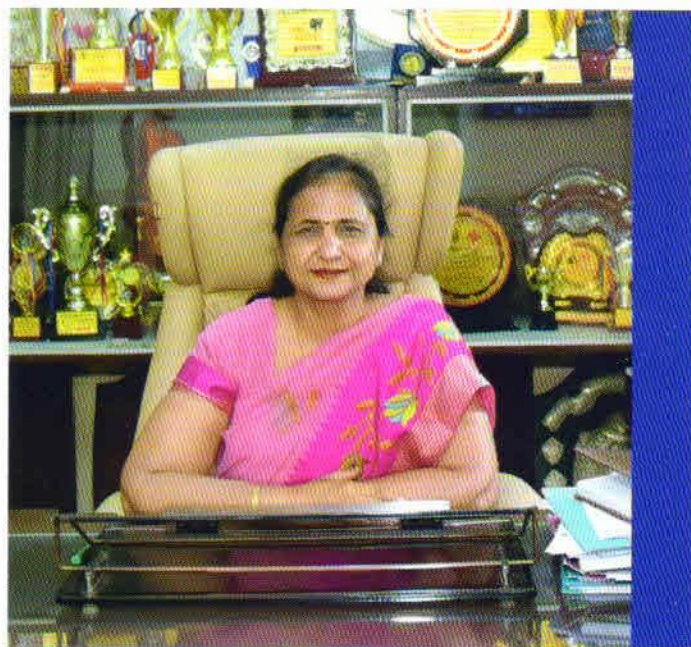
Gold Medalist  
Set New Record  
with Point 4991  
in 'Khelo India'





## MESSAGE FROM PRINCIPAL

.....  
**Dr. Alka Mittal**  
Principal  
.....



Dear Prospective Students,

It is with great pleasure and enthusiasm that I welcome you to Adarsh Mahila Mahavidyalaya, a prestigious institution dedicated to empowering and nurturing the women of our society. As the Principal of this esteemed college, I am honored to extend a warm invitation to all talented young women who aspire to pursue higher education in a supportive and inclusive environment.

Our institution has been a beacon of knowledge, imparting education of the highest standards since its establishment. We take immense pride in our commitment to academic excellence, character development, and holistic growth.

Our diverse range of undergraduate and postgraduate programs covers various disciplines whether you seek a career in the sciences, humanities, commerce, or other professional fields, Adarsh Mahila Mahavidyalaya offers a comprehensive curriculum designed to equip you with the knowledge, skills, and confidence to excel.

We understand the importance of staying ahead in today's rapidly evolving job market, which is why we

have carefully curated a selection of six months diploma courses that are both relevant and in-demand. I am pleased to announce that we are offering three exceptional courses for the upcoming term: Tally, Vedic Mathematics, Digital Marketing

Each of these diploma courses has been designed with a practical approach, industry insights, and empowerment through skills. We believe that the combination of theoretical knowledge and practical application is key to preparing our students for real-world challenges.

We take immense pride in our dedicated faculty members who are experienced professionals in their respective fields. They will guide and mentor you throughout your learning journey, ensuring that you receive the best education and support.

I encourage all aspiring students to take advantage of these diploma courses, as they offer an excellent opportunity to acquire specialized skills in a short span of time. Adarsh Mahila Mahavidyalaya invites you to be a part of our vibrant academic community. Join us on this transformative journey and let us help you unlock your true potential.



**Achieved  
Accolade**

# AABHA KUMARI

our NCC cadet  
part of Republic Day  
Parade 2020 and  
Salutation Ceremony to the  
Honourable President.





## Short-Term Diploma Courses

| Name of Programme | Duration   | Eligibility | Fees   |
|-------------------|------------|-------------|--------|
| Tally             | Six Months | 12th Pass   | 2500/- |
| Digital Marketing | Six Months | 12th Pass   | 2500/- |
| Vedic Mathematics | Six Months | 12th Pass   | 2500/- |

### Courses Structure

| Course Name       | Theory Marks | Practical Marks | Total |
|-------------------|--------------|-----------------|-------|
| Tally             | 30 (2hrs.)   | 70 (3hrs.)      | 100   |
| Digital Marketing | 60 (3hrs.)   | 40 (3hrs.)      | 100   |
| Vedic Mathematics | 100 (3hrs.)  |                 | 100   |

#### Objectives of these Courses

Adarsh Mahila Mahavidyalaya, Bhiwani Offers three short term diploma courses with the objectives of providing hands on training to the fresher as well as professionals in different fields. It will enhance their knowledge in the respective field and give them training in the chosen areas.

#### Minimum Qualification

Any candidates having passed 10+2 examination from any Board of School Education is eligible to seek admission in these courses.

#### Admission Procedure

Admission schedule is notified in the newspaper and on the website of the college. 12th pass students can choose only one programme in one session. Interested students may fill the form given in the prospectus.

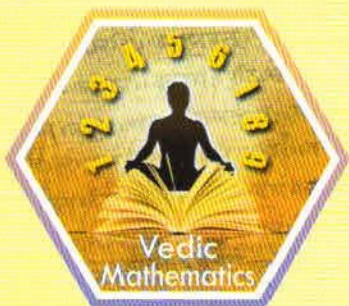
#### Main Objectives of these Courses

- ✓ Improvement of Skills.
- ✓ Self Employment.
- ✓ Continuing education and professional development at work area.
- ✓ Diversification of Knowledge.
- ✓ To enhance computational Skills
- ✓ Development of Analytical thinking





- To introduce the students to Basic of Accounts and the usage of Tally for accounting purpose.
- To help the students to work with well- known accounting software i.e. Tally ERP.9. Tally is an accounting package which is used for learning to maintain accounts.
- Students will learn to create company, enter accounting voucher entries including advance voucher entries, also print financial statements, etc. In Tally ERP.9 software.
- Demonstrate an understanding of various predefined inventory vouchers to suit the various business requirements and flexibility to create unlimited stock items.
- Demonstrate an understanding of how to maintain a payroll register. This helps to understand how to maintain management related information, statutory forms and reports in the prescribed formats such as: Pay Slip, Payroll Statements, Attendance and Overtime Registers etc
- Develop the students to use the Tally software, that helps to prepare Accounting, Payroll, Billing, Sales and Profit Analysis and Audit.



- Vedic Mathematics is a collection of methods or sutras to solve numerical computations quickly and faster.
- It consists of 16 sutras called formulae and 13 sub-sutras called Sub Formulae, which can be applied to the solving of problems in arithmetic, algebra, geometry, calculus, conics, etc.
- The application of Vedic maths in the simplification of numerical problems is many times faster than the modern methods of calculations. Sometimes, this way of simplifying numerical calculations does not require paper and pen also.
- Learning Vedic maths saves time and improves the interest in learning more applications of maths.
- Calculations become easy and short with the help of Vedic maths.
- Simplifications can be done in less time with the help of sutras.
- Students undergo less mental stress by using vedic methods for calculations.
- Results obtained by sutra-based methods can be easily verified with normal procedures.
- The possibility of committing errors by students using these sutras is negligible
- The use of sutras helps students to improve their knowledge and interest in the subject of mathematics.



- It enhance career prospects.
- Through digital marketing course students can gain practical knowledge and learn to apply theoretical concepts.
- The skills acquired through a digital marketing course are highly marketable.
- Students can develop skills such as SEO, SEM, PPC, email marketing, social media marketing etc.
- Digital marketing courses provide students with an excellent opportunity to network with industry professionals.
- Digital marketing is constantly evolving a digital marketing course can help students stay updated with the latest trends and practices.
- Students can learn about new tools, technologies, and strategies that can help them stay ahead of the competition.





**Swarandeeep**

**Kaur**

**BA Final**









# ADARSH MAHILA MAHAVIDYALAYA, BHIWANI

## Short-Term Diploma Courses Form

Session : 20.... - 20....

Name of the Student

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Mother's Name

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Pass Port  
Size  
Photo

Date of Birth : ..... Current Class :.....

Current School/College Name with Address:

.....  
.....

Student Postal Address : .....

.....

Apply for Course

- Tally
- Vedic Mathematics
- Digital Marketing

Signature



A portrait of a young woman with dark hair pulled back, wearing a blue high-collared jacket. She is looking slightly to the right of the camera with a neutral expression. The background is a bright, slightly blurred indoor setting with some architectural lines.

**TOP  
SCORER**

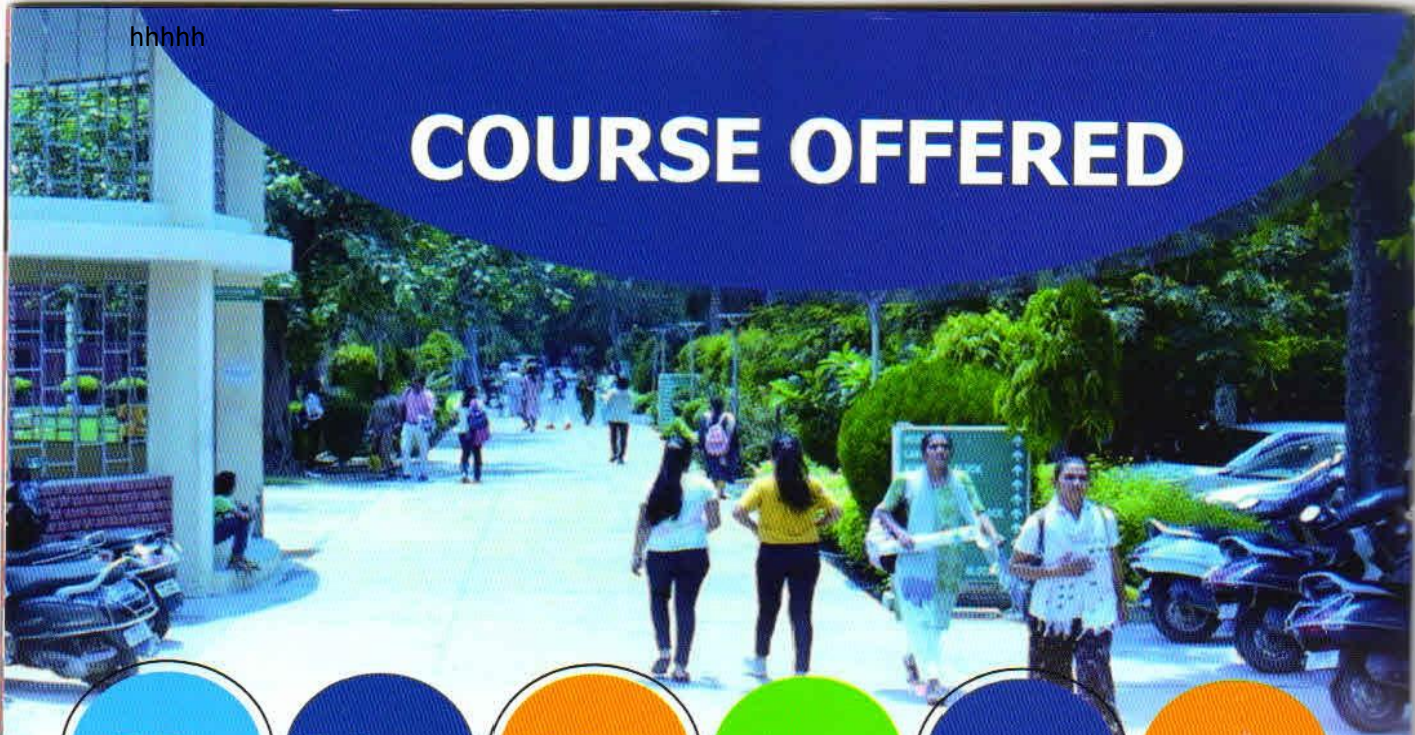
**MAMTA**

Gold Medalist  
Course: MA English  
Batch : 2019-21  
1st Position  
in University



hhhhh

# COURSE OFFERED



**B.Sc.**

**B.Com.**

**B.C.A.**

**B.A.**

**M.A.**

**M.Sc**

## COURSE

|                              |       |
|------------------------------|-------|
| ● B.SC MEDICAL (AIDED)       | : 40  |
| ● B.SC MEDICAL SFS           | : 80  |
| ● B.SC NON. MEDICAL SFS      | : 80  |
| ● B.SC NON. MEDICAL (AIDED)  | : 40  |
| ● B.SC COMPUTER SCIENCE SFS  | : 80  |
| ● B.COM GENERAL              | : 40  |
| ● B.COM GENERAL SFS          | : 50  |
| ● B.COM VOCATIONAL SFS       | : 30  |
| ● B.COM COMPUTER APPLICATION | : 80  |
| ● BCA                        | : 80  |
| ● B.A.                       | : 560 |
| ● M.A. English SFS           | : 40  |
| ● M.A. Economics SFS         | : 40  |
| ● M.Sc Mathematics SFS       | : 80  |
| ● M.Sc Physics SFS           | : 40  |
| ● M.Sc Chemistry SFS         | : 40  |

## SEATS

## FACILITIES

- ▶ Well balanced curriculum.
- ▶ Extra-curricular activities including Sports, Theatre, Cultural, Music, Art and Craft.
- ▶ NCC and NSS training facility available.
- ▶ Well qualified, friendly and experienced faculty.
- ▶ Well-equipped science laboratories.
- ▶ Well stocked digital library.
- ▶ Furnished Hostel facilities.
- ▶ Spacious Auditorium and Playgrounds.
- ▶ CCTV equipped college campus.
- ▶ Canteen having healthy and hygienic refreshments.
- ▶ Hobby Clubs :- Media Club, Yoga, Gardening, Performing Arts, Web Designing, Photography, Culinary.
- ▶ Computer laboratories with latest techniques.



## Adarsh Mahila Mahavidyalaya, Bhiwani

A prestigious "Multi-disciplinary" Institution for quality education for women,  
 "Best College" declared by Govt. of Haryana, NAAC accredited B+, ISO certified  
 affiliated to Chaudhary Bansi Lal University, Bhiwani

📍 Hansi Gate, Bhiwani    📞 01664-242414    🌐 [www.ammb.ac.in](http://www.ammb.ac.in)    ✉ [principalammb@gmail.com](mailto:principalammb@gmail.com)



## Skill Development Cell Course – Tally.ERP9

