

# DRIVE

## Monthly eNewsletter

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S.G.M. English Medium college of Commerce &  
Management

# SEMCOM



**VISION:** *To contribute to the societal enrichment through quality education, innovation and value augmentation.*

**MISSION:** *To build up a competitive edge amongst the students by fostering a stimulating learning environment.*

**DREAM:** *To establish a unique identity in the emerging global village.*

**GOALS:**

- *To focus on integral development of students.*
- *To offer courses and programs in tune with changing trends in the society as a whole.*
- *To update the curriculum as per the need of the business and industry.*
- *To create unique identity in the educational world at the national as well as international level.*
- *To institutionalize quality in imparting education.*
- *To incorporate innovations on a continuous basis in the entire process of education at institutional level.*
- *To create platform for the students for exhibiting their talent and for development of their potentials.*
- *To generate stimulating learning environment for students as well as teachers.*
- *To build cutting edge amongst the students to withstand and grow in the competitive environment at the global level.*

**The overall mission is reinforced by the Punch Line**

**“WHAT WE THINK, OTHERS DON’T”.**

# CONTENTS

Pg.4	From Chief Editor's Desk Dr Nikhil Zaveri Director & Principal, <b>SEMCOM</b>
Pg. 5	<b>IQAC CORNER</b>
Pg.8	<b>ARTICLE</b>
Pg.10	<b>SEMCOM IQAC</b> Updates Editorial Board, DRIVE <b>SEMCOM</b>
Pg.11	<b>FINTELLIGENCE</b> DR. KAMINI K. SHAH ASSISTANT PROFESSOR <b>SEMCOM</b>
Pg. 13	<b>SEMANTIC WEB</b> DR. NEHAL DAULATJADA ASSISTANT PROFESSOR <b>SEMCOM</b>
Pg.14	<b>COMMUNICARE</b> DR. NISHRIN PATHAN ASSISTANT PROFESSOR <b>SEMCOM</b>
Pg. 15	<b>MY VOICE</b> MR. SUNIL CHAUDHARY ASSISTANT PROFESSOR <b>SEMCOM</b>
Pg. 18	<b>ACCOUNTING AURA</b> MR. PRATIK SHAH ASSISTANT PROFESSOR <b>SEMCOM</b>

Pg.19	<b>ARTICLE</b> DR. KAMLESH VAISHNAV ASSOCIATE PROFESSOR <b>SEMCOM</b>
Pg. 21	<b>ARTICLE</b> MR. VISHNUKUMAR TERAIYA TRAINEE ADHYAPAK SAHAYAK <b>SEMCOM</b>
Pg. 22	<b>EDITORIAL BOARD</b> <b>SEMCOM</b>

## Editorial Board:

Dr. Nikhil Zaveri	Chief Editor
Ms. Nishrin Pathan	Managing Editor
Ms. Reshma Pathak	Technical Editor

Vol. 9• Issue 5

From the Chief Editor's desk:

### Teachers' Training: Importance and Techniques

Vacation time for teachers is a respite to rejuvenate, to be ready for next academic year. Lot of activities can be done during holidays which make teacher more energetic and capable for next academic adventure. Training is important for all professionals. As the world progresses, new research areas open up, new generation of students enrol – all these make it important for a teacher to train herself. Training for enhancing subject knowledge, training for teaching methodology, training for better classroom management, training for self-development help teacher perform better. Technology is changing day by day and the way students learn also changes. A teacher has to keep herself apprised of students' expectations and capabilities. Students deserve the best of education from the institute they rely on. The classroom scenario is also changing. Teacher is expected to be multi-skilled facilitator. Lot of teaching tools are used in the classroom which includes use of technological tools and equipments as well. Lot of learning applications and software are also used these days. The basic role of a teacher is to cultivate good human skills among the students. A well-trained and dynamic teacher can satisfy the needs of the students and make them

happy too. With the enhanced brand of an institution, teacher's role also becomes more demanding. Hence, appropriate training can help teacher cope with all these challenges.

Training can be attained through various ways. Attending vacation programmes that focus on any skill development, or attending seminar, conferences or symposium where lot of subject related intellectual discourse take place. Workshops on content development, learning new teaching strategies etc can also be helpful.

The method and techniques of training should be such that it helps teachers achieve their desired goals. Good training is inclusive of knowledge teaching, stress on good communication skills and interpersonal intelligence. Training should be focused on real life situations or classroom situations where lot of emphasis is given on psychological handling of students. Teachers training course and classroom situations are different. Training should also aim at pedagogical importance as in effective classroom management, lot of understanding between teachers and students are required. Brain-based research orientation should be one of the techniques. Majority of teachers' training aims at teaching and evaluation process. Through training teacher should be made clear that rather than preparing students to pass the exam, they can be taught to be lifelong learners. This can be done through lot of

class room activities and group tasks. Thus, training itself should focus on presentations, group discussions and role plays by the teachers. A case study method can also be more effective. Hypothetical or real life classroom situations can be used and brain stormed in training sessions to decide how a particular situation can be handled effectively by the teacher.

Teachers' training should be more participatory, flexible and field based. It should also be cost-effective; empowering and help teachers build in all capacity. Along with training, resource materials like lesson plans, counselling charts, and evaluation sheets can also be distributed to help teacher continue the same practice even after training is over. After all teaching itself is an on - going professional development because no teacher can stand before those inquisitive minds without being prepared.

**By:**

**Dr. Nikhil Zaveri  
Director & Principal,  
Chairman, IQAC  
SEMCOM.**

**IQAC Corner:**

**Research Article:**

**Impact of Teaching Learning Process to Develop Quality Enhancement of the Students Educational Achievement**

**Abstract:**

This research paper indicate that the teacher plays an important role in improving quality of teaching learning process for student's educational development. Good teaching as instruction that leads to effective learning, which in turn means thorough and lasting acquisition of the knowledge, skills, and values the instructor or the institution has set out to impart. The education literature presents a variety of good teaching strategies and research studies that validate them we describe several strategies known to be particularly effective. Following are illustrative phrases that might be attached to the stem of an instructional objective, grouped in six categories according to the levels of thinking they require, Knowledge, Comprehension Application, Analysis, Synthesis, evaluation. Use active learning in class; use cooperative learning cooperative learning plays an important role in teaching learning process. The objectives of research are: To find out the various methods of teaching learning process used in classroom, To assess the students educational achievement, To compare the teaching learning process in different teaching methods. Survey

methods used in this research and sample was delimited to higher institutes of Bhopal city only. Findings of the research paper indicate that effective teaching learning process enhance the quality of education and developed the student's educational achievement.

### Introduction:

This research paper indicate the teacher plays an important role in improving quality of teaching learning process for student's educational development. Good teaching and instruction that leads to effective learning, which in turn means thorough and lasting acquisition of the knowledge, skills, and values the instructor or the institution has set out to impart. The education literature presents a variety of good teaching strategies and research studies that validate them. We describe several strategies known to be particularly effective. Following are illustrative phrases that might be attached to the stem of an instructional objective, grouped in six categories according to the levels of thinking they require: Knowledge, Comprehension Application, Analysis, Synthesis, evaluation, Use active learning in class, use cooperative learning. Cooperative learning plays an important role in teaching learning process.

**Quality assurance (QA)** is a way of preventing mistakes or defects in manufactured products and avoiding problems when delivering services to customers. QA refers to administrative and

procedural activities implemented in a quality system so that requirements and goals for a product, service or activity will be fulfilled. It is the systematic measurement, comparison with a standard, monitoring of processes and an associated feedback loop that confers error prevention. This can be contrasted with quality control, which is focused on process outputs.

Two principles included in QA are: "Fit for purpose", the product should be suitable for the intended purpose; and "Right first time", mistakes should be eliminated. QA includes management of the quality of raw materials, assemblies, products and components, services related to production, and management, production and inspection processes. Suitable quality is determined by product users, clients or customers, not by society in general. It is not related to cost, and adjectives or descriptors such as "high" and "poor" are not applicable. For example, a low priced product may be viewed as having high quality because it is disposable, where another may be viewed as having poor quality because it is not disposable.

### Objectives of the Study:

- To find out the various methods of teaching learning process used in classroom.
- To assess the students educational achievement.
- To compare the teaching learning process in different teaching methods.

### Hypotheses of the study:

- There is no significant difference found in teaching learning process in classroom.
- There is no significant difference between student educational achievements in different teaching learning process.
- There is no significant difference between teaching learning process in different teaching method.

### Sample of the study:

Sample was delimited to higher institute of Bhopal city only. 4 Govt .and 4 private school have selected for the research randomly.

### Methodology:

Survey method used for the study.

### Tools:

Internal quality assessment tool developed by the researcher. There were 71 questions two point scale used for the question and answer were scored in Yes and 1 for yes and 2 for no response has given. And marks of final assessment have taken as score in achievement test.

### Finding of the study:

- There is a significant difference found in teaching learning process in classroom.
- There is a significant difference between student educational achievements in different teaching learning process.
- There is a significant difference between teaching learning process in different teaching method.

Findings of the research paper indicate that effective teaching learning process enhance the quality of education and developed the student's educational achievement.

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**Title of the Book: Quality Footprints – Sustainable Development of Higher Education Institutions**

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**By:**

**Ms. Hemlata Baghel**

**Research Scholar, Regional Institute of Education, Bhopal, M.P.**

**Email: hembaghel@rediffmail.com**

**Ms. Meena Barse**

**Email: meenabarse@rocketmail.com**

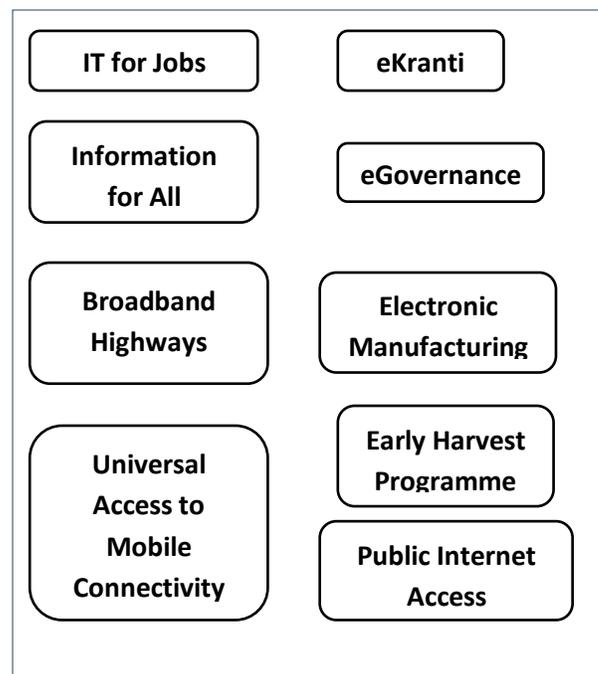
**Guest Article:**

**Digital India: Key Initiatives**

The ambitious campaign 'Digital India' was launched as on July 01, 2015 by Prime Minister Narendra Modi. The project is of worth Rs.1 lakh crore that aims to make the country digitally empowered in the field of technology, to assure easy access to technology infrastructure and Government services to citizens.

Digital India is an umbrella programme that canvas number of Government Ministries and Departments. It is jointly implemented by the Department of Electronics and Information Technology (DeitY) with overall coordination tosew number of concepts and thoughts together.

**Pillars of Digital India**



## Key Digital Services

- **Digital locker system** minimizes physical document usage and enables to store crucial customer documents.
- **Swachh Bharat** Mission Mobile application aids to achieve the goals of this mission.
- **MyGov.in** as a platform to involve civilians in governance to share inputs and ideas regarding policy and governance.
- **Attendance.gov.in** to keep a record of the attendance of Government employees on a real-time basis.
- **eSign** is a framework that let citizens to digitally sign their documents online by using Aadhaar card.
- **eHospital** is an important healthcare service that acquaint users online registration, fixing doctors' appointments, online diagnostics, checking blood availability online, fee payment etc.
- **Electronics Development Fund** to support the manufacturing of electronic artefacts to reduce import and thereby creating new jobs.
- **National Scholarship Portal** is a one-step solution for beneficiaries' right from submission of student application to verification, sanction and dismissal.

- **Digitize India Platform** for large-scale digitization of records in the country to facilitate efficient delivery of services to the citizens.
- Bharat Net programme as a high-speed digital highway to connect 250000 gram panchayats of the country - the world's largest rural broadband project using optical fibre.
- BSNL's **Next Generation Network** to switch thirty year old telephone exchanges in order to manage all types of services such as data, voice, multimedia and other communication services.
- **Wi-Fi hotspots** of BSNL to improve digital connectivity throughout the country.

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By:

**Ms. Poonam Amrutia**

**Research Scholar at Indukaka Ipcowala Institute of Management**

**CHARUSAT,**

**Changa.**

### **SEMCOM IQAC Updates:**

#### **Student Visit to GVK 108 EMRI**

SEMCOM organized one day tour to Ahmedabad at GVK 108 EMRI, as a not – for – profit professional organization operating in the Public Private Partnership (PPP) mode, A Group of 29 students and 2 faculties visited its head office, to understand the functioning of quick response management by 108 Ambulance services.



#### **Admissions 2016-17**

Admission process at SEMCOM has started for undergraduate courses in BBA, BBA-ITM, BCA and BCom. Admissions are also open for Master of E-business. Aspiring students may visit [www.semcom.ac.in](http://www.semcom.ac.in) to view prospectus and download admission form. Forms can be submitted physically at SEMCOM office from 09:00 to 05:00 during working days.

#### **Admission Competitive Test (ACT)**

for BBA, BBA-ITM shall be conducted on 29<sup>th</sup> May

2016, 09:00am onwards. Students who have registered their names are requested to come prepared with oral/PPT presentation to be presented in front of admission panel. For further details, please contact: 02692- 311331, 231811, 235624.

## Fintelligence

### SECURITISATION

Securitisation means “to convert (an asset, specially a loan) into marketable securities, typically for the purpose of raising cash”, according to the Concise Oxford Dictionary. Securitisation is a process by which the forecasted future income (the money that is due to come in) of an entity is transformed and sold as debt instruments, such as bonds, with a fixed rate of return. Securitization allows the company to get cash upfront which can be put to productive use in the business. Securitisation is done by suitably ‘repackaging’ the cash flows or the freecash generated by the firm that is issuing these bonds. The assets securitized will go out of the books of the finance company once they are securitized and the risk from its books is removed. Securitisation has emerged globally as an important technique of debt financing. Over the last 20 years, securitisation has become one of the largest sources of debt financing in the US and is enjoying a very strong growth across Europe and Asia. In India, securitization transactions have been taking place for some time now. A high-powered, Andhyarujina Committee was constituted to suggest changes in banking laws comprising of officials from RBI, ministry of finance, ministry of law and ICICI. The Committeewhichsubmittedits recommendations in

February 2000, suggested the enactment of a new Securitisation Bill that would provide the legal framework for securitisation. The Securitisation and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002 has been enacted with an intention to strengthen the creditors rights through foreclosure and enforcement of securities by the banks and financial institutions by conferring on the creditors the right to seize the secured asset and sell of the same in order to recover dues promptly bypassing the costly and very time consuming legal process through courts.

#### What can be securitised?

All assets that generate funds over time can be securitised. These include repayments under car loans, money from owners of credit cards, airline ticket sales, total collections from roads or bridges, and sales of petroleum based products from oil refineries.

Securitisation works well if the securitised asset (say, the pool of car loans) is homogenous (the same kind) with regard to credit risk (how sound the borrower is) and maturity. Ideally, there should be historical data on the portfolio’s performance and that of the issuing company with regard to credit quality and repayment speed.

How is it beneficial to the Issuer?

1. The issuer can raise funds of longer maturities than he would have been able to through the conventional routes such as bonds or term loans.
2. The process of securitisation allows the borrower to raise funds against future cash flows rather than existing assets.
3. Moreover, if a company decides to raise a conventional loan, it has an impact on its debt: equity ratio. Securitising as a means of raising funds does not have any impact on the debt: equity ratio as the assets are taken out of the issuer's books.

What are the components of a securitization transaction?

The entities involved in the securitization transaction are the originator or the seller (the entity raising funds), the issuer (special purpose vehicle which issues the securities), the servicer (which manages the portfolio on behalf of the special purpose vehicle and ensures timely payments), the trustee and the credit rating agency. Other entities involved are credit enhancement providers and the investors.

What is the role of each of these players?

The originator is the party which has a pool of assets which it can offer for securitisation and is in need of immediate cash. The Special Purpose

Vehicle (SPV) is the entity that will own the assets once they are securitised. Usually, this is in the form of a trust. It is necessary that the assets should be held by the SPV as this would ensure that the investors' interest is secure even if the originator goes bankrupt. The servicer is an entity that will manage the asset portfolio and ensure that payments are made in time. The credit enhancer can be any party which provides a reassurance to the investors that it will pay in the event of a default. This could take the form of a bank guarantee also.

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<http://www.legalserviceindia.com/articles/see2.htm>

By:

**Dr. Kamini Shah**

**Assistant Professor**

**SEMCOM**

### **SEMANTIC WEB: How Semantic Web fits in Information Representation**

The Semantic web content can not only be represented in Natural language but also be expressed in a format consumable by software agents. The agents will then be able to find and integrate information more easily. The core of Semantic web comprises a philosophy, a set of design principles, collaborative working groups, and a variety of enabling technologies [1]. Some of the possibilities of the Semantic web are not yet realised whereas some have been expressed in formal specifications like RDF, a variety of data interchange formats and notations such as RDFS and OWL. All of these are intended to provide a formal description of concepts, terms, and relationships within a given knowledge domain.

This new Web provides opportunities for enabling modeling, sharing and reasoning with knowledge available on the web through the formal representation of knowledge domains with ontologies. The current web is just an interconnected collection of pages, containing information for human use and understanding. The machines will have problems like keyword-based searches where an intelligent agent might be able to identify the information but may not be able to interpret it. The approach to solve this is not the development of super-intelligent agents, but if HTML is replaced by languages such that Web pages could not only carry their content along with

formatting details aimed at producing a document for human readers, they could also contain information and meaning about their content.

Following are the main limitations of the current web which must be overcome [2]:

1. Automatic information transfer is lacking.
2. Web content lacks proper structure for information representation.
3. Ambiguity of information due to poor interconnection of information.
4. Unable to deal with enormous number of users and content ensuring trust at all levels.
5. Inability of machines to understand the provided information due to lack of a universal format.

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**By:**

**Dr. Nehal Daulatjada**

**Assistant Professor**

**SEMCOM**

## COMMUNICARE

### Digital Double

With increase in our online activities, the question of managing one's online identity arises. People change over time. The way we dress and behave may not be same ten years in the past or ten years in the future. Eric Schmidt, the ex-CEO of Google, once said, "I don't understand what happens when everything is available, knowable and recorded by everyone all the time". (Jenkins 2010) He further justified that in the future everyone will be entitled to change their names when they reach certain age where they feel that they need to dissociate themselves from their personal content scattered online on social media websites. But still the question is open. Will it be possible to dissociate oneself from all these when photo search and video search has become common access to all? This leads to an issue of managing self-identity online. There are certain situations in one's life which enables an individual to shift between identities. As time passes, the person's roles to his friends and family changes. Digital identity keeps content static online forever. How to get rid of these? With online identities, the person's private moments have become more public. The wisdom is to restrict from revealing oneself online. In the past it was easier to manage all these identities. Our personal lives were more private, memories were there with only one or few to be cherished when together. With limited

scope and reach, getting rid of embarrassing moments was easier.

But now, things have changed. Many in their excitement of being online do not consider what would happen when everything can see or access what you are doing. This is with regard to our digital double. Every act of yours can be accessed, documented, shared on expanding archive. Everything is logged, recorded and retrieved. Online stored data is almost impossible to delete. This leads to a huge shift in how we think about our identity. Managing one's online identity is much more complicated now than ever before. Companies refer to your online profiles before recruiting. Judicial process against any individual becomes very easy with his online activities track. As Lyon (2007) says, "Once our identity was 'given', now it is more of a 'project'. It seems our identity is now not only something that is 'presented' but it is 'managed'. Online identity Management is a new responsibility for the internet age. Along with technical internet skills, this skill will also be required to be developed by the users. After all, communication media is the invention to facilitate the human lives and not to end with lot of complications. Wise and careful use will ensure the long term safe identity.

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**By:**

**Dr. Nishrin Pathan**

**Assistant Professor**

**SEMCOM**

**MY VOICE:**

**The Fundamentals of Service Marketing**

The economies of the world consist of three important sectors, primary sector including agriculture, forestry, fishing and mining, secondary sector consisting of manufacturing and tertiary sector also known as the service sector. As the economies achieve higher levels of economic growth and economic development the share of the manufacturing sector and the service sector in the gross national product increases and the share of primary sector falls. Services are all around us, be it the educational services, medical services, management services, accounting services, legal services, the services of the hairdresser and the beautician, entertainment services, information technology services, catering services the list is endless. Services may require the use of physical equipment's for example a teacher needs classroom, multimedia projector, computers with internet facility and the library to teach effectively. Similarly a doctor or surgeon needs hospital infrastructure and medical equipment's to perform their work. The restaurants need physical infrastructure in the form of the air conditioned hall with elegant dining furniture and latest cooking gadgets.

Kotler, Keller, Koshy and Jha (2007) define the service as "A Service is any act or performance that

one party can offer to another that is essentially intangible and does not result in the ownership of anything. Its production may or may not be tied to a physical product.” The distinctive characteristics of services are intangible, inseparable, variable, and perishable. Physical products are tangible, but services are intangible. The person buying a personal computer can have a demonstration of the product; a person deciding to buy a car can have a test drive before taking a buying decision, whereas a person going to the hairdresser for a haircut cannot know the outcome or the quality of the service till the service is purchased. The challenge for the service marketer is to tangibilize the intangible with the facilities supporting the benefits of market offerings. If for example a restaurant promotes itself with the message of offering quality meals, than cleanliness in the restaurant, classy and elegant furniture, air conditioning, fresh food served, the etiquette’s of the restaurant staff will support the claim of providing quality meal to the consumers. The word of mouth publicity and the word of web publicity have a significant role in influencing the consumer’s decision to prefer the services of a particular service provider be it restaurants, hotels, hospitals, schools, colleges, universities, salon etc. to mention a few.

Kotler, Keller, Koshy and Jha (2007) found Services are typically produced and consumed

simultaneously. In the case of entertainment and professional services, buyers are interested in the specific provider. Service depend on who provides them and when and where they are provided, they are highly variable. Some surgeons are very successful in performing a certain operation, others are not, service buyers are aware of this variability and often talk to others before selecting a service provider. Services are perishable and cannot be stored. Several marketing strategies can produce a better match between demand and supply in service business. Differential pricing will shift some demand from peak to off peak periods. Reservation systems are a way to manage the demand level. On the supply side part time employees can be hired to serve peak demand. Increased consumer participation can be encouraged.

Customer Relationship Management programs enables the companies to segregate their customers into tiers from highly profitable, profitable, modestly profitable, consumers with low profitability and unprofitable consumers with varying levels of investment in customer relationship program for each tier of consumers. Companies will like to identify their highly profitable consumers and will invest heavily for consumer relationship programs for highly profitable consumers. The companies need to identify their consumer’s needs, train the human resources to provide better service to the

consumers, set the complimentary service standards, must meet consumer's service expectations on consistent basis.

Kotler, et al. (2007) found Top service companies are "customer obsessed." They have a clear sense of their target customers and their needs. They have a thorough commitment to service quality. Their senior and top management look not only at financial performance but also at service performance. The best service providers set high service –quality standards. Top firms audit service performance, both their own and competitors on a regular basis.

Consumer suggestions, complaints and feedback are the way for the Service providers be it restaurant, hotels, hospitals, colleges, airlines, railways, etc. to make required changes and improve the quality of their services to better satisfy the needs of their consumers. Kotler, et al. (2007) found Self-service technologies like vending machines, automatic teller machines, self-service in the restaurant have the potential of making service transactions more accurate, convenient and faster.

The adoption of the pillars of the marketing concept, defining target market, being consumer oriented, practicing coordinated marketing, profitability can immensely benefit the service sector. Hiring the best talent, training human resources to provide better service to the

consumers and listening to consumer's suggestions and feedback can lead to success for the firms and corporations in the service sector.

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Kotler, P., Keller, K. L., Koshy, A., & Jha, M. (2007). Marketing Management. Delhi, India: Dorling Kindersley (India) Pvt. Ltd

**By:**

**Mr. Sunil V. Chaudhary**

**Assistant Professor**

**SEMCOM**

## Accounting Aura:

### Vipassana - a meditation technique

I am going to discuss “ jara hatke” in this article. I mean to say that in this article, I will discuss about a meditation technique – Vipassana. This is all about not only to meditate for our spiritual progress but also about how to live life in a better way so that the whole world can become a better place to live for all beings. I will try to associate this technique with accounting procedure here in this article.

Basically, this technique of meditation can be divided into three parts just like basic three steps of accounting procedure. First is “ Shil” which means to follow certain principles strictly like to avoid speaking lie , stay away from violence , to stop taking any bad addictions etc. These all “ skills” will help in purifying our mind and this will also result into better society of human beings. In accounting also, to follow basic principles, standards and concepts is compulsory.

Second is “ Samadhi” which mean to know yourself in a better way. One needs to understand oneself in a real way. No imagination is required. One has to observe oneself as it is in reality. For this purpose, technique of “ aanapan” which mean to witness breathing to control mind is to be learnt. By practicing it constantly , control of mind can be achieved which will help in improvement of power of mind . In accounting also, it is required to record

transactions as they have occurred without any imagination.

Third is “ Pragna” which mean to see the happenings of body and life with “ Drashta bhav”. It is wisdom of understanding life in the best way. Everything is changing. Nothing is permanent- no situation or no person. And so one requires to understand that to generate “ raag” ( good feelings) or “ Dhwesh” ( bad feelings) is foolish. One must remain stable from inside in all situations of life is the message of this technique. In accounting also, on the basis of recorded transactions , they are to be analysed.

This is very old technique spread from India only over 2,500 years ago all over the world. At present , to teach this technique , various centres are available all over the world. One has to stay in that centre for 10 days by surrendering completely there. All rules and regulations are to be followed like to stay away from using cell phones and all other ways of communication. It will not be allowed to speak also for nine days. In a day, around for 12 hours, it is required to meditate as guided from there. This technique has to do nothing with any of religion. Any one can learn this technique. I have experienced such learning and on the basis of my experience , I feel that all human beings must attend this course once in life at least, as soon as possible. This will create a different

angle of seeing life and that will result into better world for all to live happily.

**By:**

**Mr. Pratik Shah**

**Assistant Professor**

**SEMCOM**

**Article:**

## **Productivity Tips and Tricks: MS Excel Conditional Formatting – II**

### **Format all cells by using Data Bars**

A data bar helps you see the value of a cell relative to other cells. The length of the data bar represents the value in the cell. A longer bar represents a higher value and a shorter bar represents a lower value. Data bars are useful in spotting higher and lower numbers especially with large amounts of data, such as top and bottom grade scoring students in examination.

### **Steps for Quick Formatting**

- Select a range of cells
- On the Home tab, in the Style group, click the arrow next to Conditional Formatting, click Data Bars, and then select a data bar icon.

### **Advanced Formatting**

- Select a range of cells.
- On the **Home** tab, in the **Styles** group, click the arrow next to **Conditional Formatting**, and then click **Manage Rules**.
- Click **New Rule** or **Select the rule**, and then click **Edit Rule**.
- Under **Select a Rule Type**, click **Format all cells based on their values**.

- Under **Edit the Rule Description**, in the **Format Style** list box, select **Data Bar**.
- Select a **Shortest Bar** and **Longest Bar** Type, and enter appropriate values for shortest bar and longest bar type.
- Click **Bar Color** list and select the color.
- To show only the data bar and not the value in the cell, select **Show Bar Only** checkbox.

### Format all cells by using an Icon Set

Use an icon set to annotate and classify data into three to five categories separated by a threshold value. Each icon represents a range of values. For example, in the 3 Arrows icon set, the red up arrow represents higher values, the yellow sideways arrow represents middle values, and the green down arrow represents lower values.

### Quick formatting

- Select a range of cells.
- On the **Home** tab, in the **Style** group, click the arrow next to **Conditional Formatting**, click **Icon Set**, and then select an icon set.

### Advanced Formatting

The process is same as that of Advance Formatting using Data Bar except selecting **Icon Set** instead of **Data Bar** from the **Format Style** list box.

Fill in or select the appropriate types, values, styles and checkboxes as per the requirement in the Dialog Box.

### Clear Conditional Formats

#### To clear all conditional formatting from entire worksheet

- On the **Home** tab, in the **Styles** group, click the arrow next to **Conditional Formatting**, and then click **Clear Rules**.
- Click **Entire Sheet**.

#### To clear all conditional formatting from entire worksheet

- Select a range of cells for which you want to clear conditional formats.
- On the **Home** tab, in the **Styles** group, click the arrow next to **Conditional Formatting**, and then click **Clear Rules**.
- Click **Clear Rules from Selected Cells**

### Reference

- On-line help document of spreadsheet software MS-Excel.

By:

**Dr. Kamlesh Vaishnav**

**Associate Professor**

**SEMCOM**

## Article:

### Open Source Software

Open-source software (OSS) is computer software with its source code made available with a license in which the copyright holder provides the rights to study, change, and distribute the software to anyone and for any purpose.

⇒ Open Source Operating System

- **Ubuntu**

The most widely used open source data base is Ubuntu. It is a Linux based operating system and is distributed free along with the source code. Its desktop looks somewhat similar to that of Windows, with window controls and icons. There is reasonable large software support available on Ubuntu; the common applications include Mozilla Firefox web browser, [LibreOffice](#) office application suite, GIMP image editor and so on.

Latest version of Ubuntu is 15.10



- **FreeBSD**

FreeBSD is an advanced operating system for x86 compatible (including Pentium and Athlon), AMD64 compatible. It is popular among network developers, as FreeBSD offers advanced networking, performance, security and compatibility features. Most software that runs on Linux can run on FreeBSD without the need for any compatibility layer. FreeBSD nonetheless still provides a compatibility layer for several other Unix-like operating systems, including Linux. As a result, most Linux binaries can be run on FreeBSD.

- **OpenSolaris**

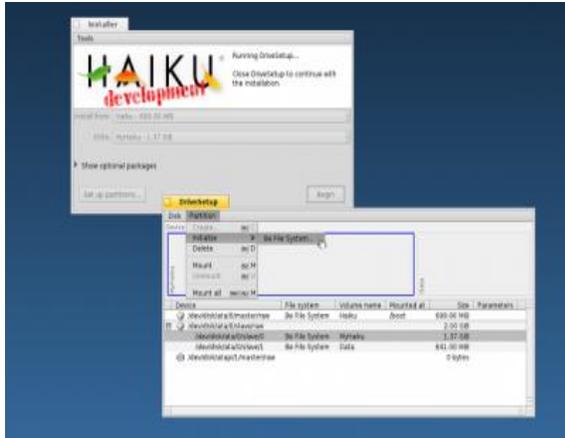
OpenSolaris is a computer operating system developed by Sun Microsystems. It runs well on desktops, laptops, servers and data centers. OpenSolaris is GUI based like Ubuntu and has rich graphical desktop and windows for easy navigation. It is now available in version 11 and can be downloaded without any cost from the Oracle website.

### Open Solaris Features

- ZFS (the file system)
- bootable clones
- checksums on data

- storage pools (zpools)
- snapshots (utilizing copy-on-write)
- Time slider

### Haiku OS



What most users like about [this OS](#) is its uniformity and cohesiveness. To start up the operating system, one simply inserts the thumb drive into a USB port and reboot. This should not pose a problem as most modern computers these days can be set to boot from the USB key. The OS is fast and responsive. Moreover, it is equipped with a number of applications and demos pre-installed. So, getting started should not be a problem even for the first time users.

**By:**

**Mr. Vishnukumar Teraiya**

**Trainee Adyapak Sahayak**

**SEMCOM**

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SGM English Medium College of Commerce & Management (**SEMCOM**)

Opp. Shastri Ground  
VallabhVidyanagar - 388 120  
GUJARAT

INDIA

Tel. No. : +91 2692 235624, 231811

Fax. No. : +91 2692 235624

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