



Rayat Shikshan Sanstha's

MAHATMA PHULE MAHAVIDYALAYA

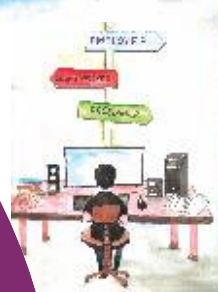
PIMPRI-WAGHERE, PUNE - 411 017.



उत्कृष्टाकडे वाटचाल

Certificate / Value Added / Add-on-Courses Syllabus

2017-18 To 2021-22







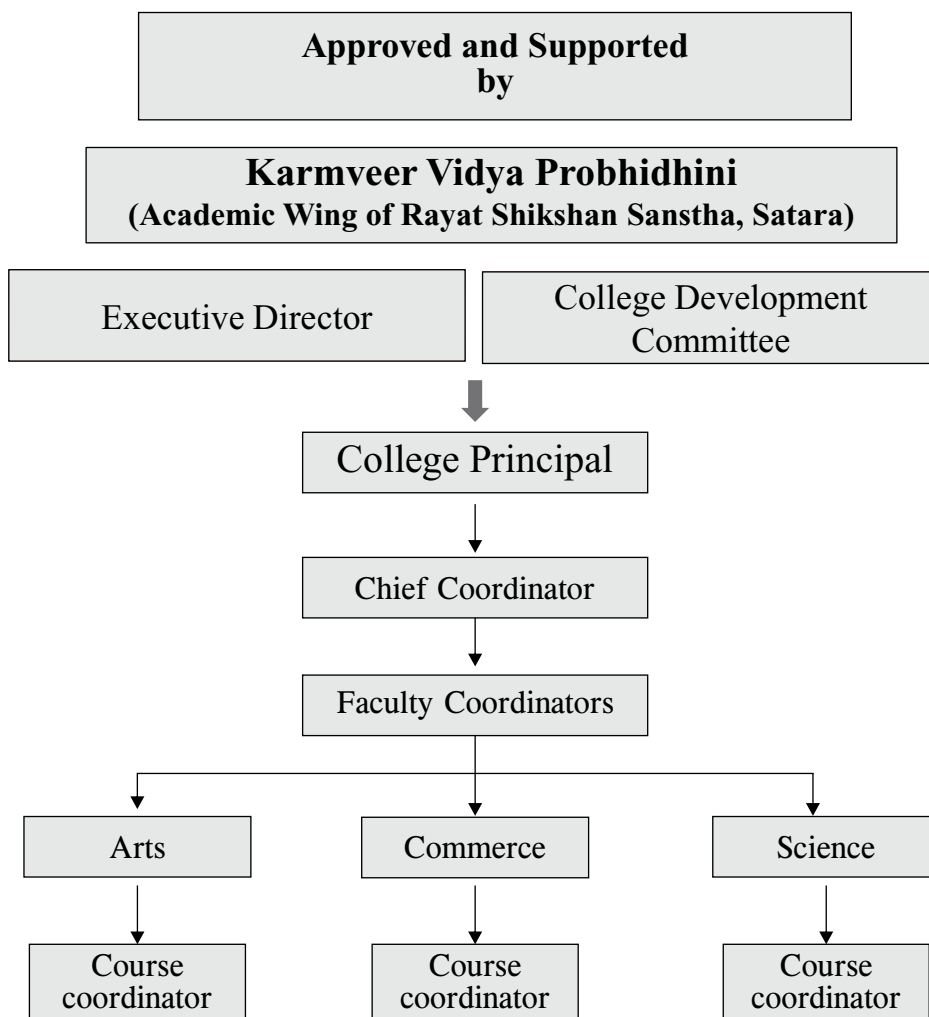
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2017-18 To 2021-22

COORDINATING SYSTEM



WORKING METHODOLOGY

- At the end of every academic year (March April), there is thorough discussion on the various issues of different Certificate/Value Added/Add on Courses.
- Accordingly deletion or addition of the courses takes place.
- Need based new courses are introduced, syllabi are upgraded as per the feedback from the students and suggestions from faculty and professional experts.
- The various Add on Courses are distributed faculty wise and class wise.
- In the beginning of new academic year (from June) list of courses is published in College Prospectus and also provided to admission committee.
- The students have choice to select the Add on course out of given list.
- The student fills appropriate information in the prescribed form of the Add on course while confirming the admission.
- The forms of different sorted courses are handed over to respective course coordinator.
- Teaching learning and evaluation take place.
- There is thorough analysis of feedback forms by coordinators. Useful and practically applicable suggestions are accepted.
- Certificates are given to successful students by Karmveer Vidyaprabodhini, Rayat Shikshan Sanstha, Satara.

HIGHLIGHTS

- Approved by Karmaveer Vidya Prabodhini Rayat Shikshan Sanstha, Satara and Savitribai Phule Pune University, Pune.
- Time and Need Based Courses.
- Helpful for Skill Development, Value Addition and Professional Development of Students.
- Board of Studies (of each course designs curriculum with the help of professional experts.
- Useful for career opportunities and in career too.
- MoUs for college industry coordination.
- Teaching, learning and evaluation is on blended mode(Online and Offline).
- Orgainzation of Different Student Centric Activities like Add on Courses Exhibition, Guest Lectures, Extension Activities Field and industrial visits etc.
- Professional experts work as faculty.
- Feedback mechanism and ATR after completion of course.

Certificate / Value Added / Add-on-Courses Offered (2017-18 To 2021-22)

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A Certificate Course in Spoken English

CLASS : F.Y.B.A. / F.Y.B.Sc.

DURATION : 60 Hrs.

Co-ordinator : Prof. Sanjeevani Patil, Prof. Priti Nevse, Prof. Easak Shaikh

Objectives:

- To introduce career and market oriented skills and add-on-courses that have Utility for jobs.
- Encountering self-employment and empowerment of the students.
- To develop communicative competence among the students and make them more Conversant in English
- To develop proficiency, confidence, fearlessness, stage daring, fluency, Grammatical, correctness, vocabulary and overall personality of students
- To prepare the students for effective writing both formal and informal

Course Outcomes :

After successfully completing this course, students will be able -

CO 1. To speak in English with some self-confidence

CO 2. To face an interview.

CO 3. To equip with effective tools of using the English language to update themselves in their future careers.

CO 4. To acquire the habits of self - learning.

Sr.No.	Units	No.of Periods
	(A) GRAMMAR	
1.	Parts of Speech	4
2.	Tenses	4
3.	Agreements of verbs with its subject	2
4.	Modal Auxiliary verbs	2
5.	Finite and infinite verbs	2
6.	Articles	2
7.	Determiners and Quantifiers.	2
	(B) VOCABULARY	
1.	Word Formation	2
2.	Use of right word	2
3.	Words often confused	2
4.	One-word substitution	2
5.	Idioms and phrases	2
6.	Proverbs	2
7.	Synonyms and Antonyms	2
	(C) CONVERSATION SKILLS	
1.	Self-Introduction	2
2.	Introduction of others	2
3.	At Home	2
4.	Shopping	2
5.	At the bus stop	2
6.	Birthday party	2
7.	With the Doctor	2
8.	Between two friends	2
9.	On weather	2
10.	In the bank	2
11.	In the hotel	2

	(D) WRITING SKILLS	
1.	Letter Writing	2
2.	Paragraph Writing	2
3.	Essay Writing	2

REFERENCES:

1. Lecch. G. and Svartik T, -- A Communicative Grammar of English
2. Hornby – Guide to pattern and Usage in English
3. Shaikh B.M.— Business Communication
4. Keiser G.— Common Errors in English
5. Kumar and Arora – Improve Yours Vocabulary
6. Tarafdar.S.K.-Flawless English
7. Nihalni –Indian and British English
8. Sharma and Kumar –Improve Your English

Board of Studies:

No.	Name	Designation	Mobile No.
1.	Prin.Dr. Ashok Bhoite	Principal and Chairman	9921777102
2.	Dr. Shekhar Mrunalini	Head of the Department	9822680082
3.	Dr. Surve Kamayani	Chief Coordinator	9975187771
4.	Dr. Borase Pravin	PG Course Coordinator	9421469734
5.	Dr. Khatri Aniket	Placement Officer	9371357976
6.	Prof. Gosavi Sayali	Expert From Respective Field	9049039690
7.	Dr. Neelkanth Dahale	Member	9372993722
8.	Ms. Sonali Rahate	Professional Expert	9623481669
9.	Ms. Kavita Kakara	Professional Expert	9657120145
10.	Mr. Pradip Bhise	Professional Expert (Trainer at Symbiosis)	8485041821

A Diploma Course in Spoken English

CLASS : S.Y.B.A.

DURATION : 90 Hrs.

Co-ordinator : Dr. Sahaji Karande

Objectives:

- To enable the learners to communicate effectively and appropriately in real life situation.
- To help the learners to write words, phrases, sentence and paragraphs.
- To write simple messages, invitations, short paragraphs, letter (formal and informal), applications, personal diary, dialogue from story and story from a dialogue/conversation in English
- To participate in individual talk viz. introducing one and other persons; participate in role play / make a speech, reproduce speeches of great speakers
- To summaries orally the stories, poems and events that he/she has read or heard
- To understand the rules of grammar through a variety of situations and contexts focussing on noun, pronoun, verb, determiners, time and tense, passivisation, adjective, adverb, etc.
- Writes paragraphs in English from verbal, visual clues, with appropriate punctuation marks and linkers

Course Outcome :

- CO 1. Students will effectively develop, interpret and express ideas through written, oral and visual communication.
- CO 2. Ability to be comfortable with English in use while reading or listening.
- CO 3. Ability to use receptive skills through reading and listening to acquire good exposure to language and literature
- CO 4. Ability to write and speak good English in all situations.

No.	Units	No. of periods
A	GRAMMAR i. Transformation ii. Sentence Structure iii. Affirmative /Negative/Interrogative iv. Question Tag v. Degree of Comparison vi. Voice vii. Reported Speech	 05 05 06 05 07 06 06
B	VOCABULARY STUDY i. Use of a thesaurus /Encyclopaedia ii. Work games for vocabulary building iii. Using a dictionary iv. Vocabulary based on routine topics and situations / Technical vocabulary	 07 07 07 09
C	CONVERSATION SKILLS i. English for specific purposes ii. Handling day to day situations iii. Stress on spoken skills and listening comprehension iv. Role playing v. Listening sessions vi. Reading practices vii. Dialogue Sessions viii. Audio reading and presentation	 05 05 05 04 03 03 05 05
D	WRITING SKILLS i. Writing messages ii. Formal letters iii. Curriculum vitae iv. Job applications, Letters of complaint, Apology, Placing an order, Report Writing	 45

REFERENCES :

1. "Spoken English: Flourish Your Language" by John Peter
2. "Better Spoken English" by Prof. S.K. Das
3. "English Speaking Course" by Swami Vivekananda
4. "Spoken English for India: A Manual of Speech and Phonetics" by R.K. Bansal and J. B. Harrison
5. "Rapidex English Speaking Course" by Pustak Mahal Editorial Board
6. "Oxford English for Careers: Technology 1: Student's Book" by Eric Glendinning and Alison Pohl
7. "English Pronunciation in Use" by Mark Hancock
8. "English Grammar in Use" by Raymond Murphy
9. "Essential Grammar in Use" by Raymond Murphy
10. "English Vocabulary in Use" by Michael McCarthy and Felicity O'Dell

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7.	Dr. Neelkanth Dahale	Member	9372993722
8.	Ms. Sonali Rahate	Professional Expert	9623481669
9.	Ms. Kavita Kakara	Professional Expert	9657120145
10.	Mr. Pradip Bhise	Professional Expert (Trainer at Symbiosis)	8485041821

An Advanced Diploma Course in Spoken English

CLASS : T.Y.B.A.

DURATION : 90 Hrs.

Co-ordinator : Dr. Neelkanth Dahale

Objectives :

- To engage in creative writing e.g. composition of poems, jokes, short stories, etc. develop sensitivity towards their culture and heritage, aspects of contemporary life, gender, and social inequality.
- To write simple messages, invitations, short paragraphs, letter (formal and informal), applications, personal diary, and dialogue from story and story from a dialogue/conversation in English.
- To participate in individual talk viz. introducing oneself and other persons; participate in role play / make a speech, reproduce speeches of great speakers.
- To summaries orally the stories, poems and events that he/she has read or heard
- To participates in different activities in English such as role play, poetry recitation, skit, drama, debate, speech, elocution, declamation, quiz, etc., organized by school and other such organizations.
- To refers dictionary, thesaurus and encyclopedia to find meanings / spelling of words while reading and writing for reference work.

Course Outcomes :

After successfully completing this course, students will be able -

- CO 1. To write paragraphs in English from verbal, visual clues, with appropriate punctuation marks and linkers.
- CO 2. To the context for various types of writing such as messages, notices, letters, report, biography, diary entry, travelogue etc.
- CO 3. To face an interview with confident.
- CO 4. To communicate in society.

NO.	UNITS	No. of Periods
A	CONVERSATION SKILLS i. Basic conversation structures ii. Basic presentation skills iii. Group discussions iv. Debates and discussion v. Telephone etiquettes vii. Listening comprehension with discussion viii. Reading passages for loud reading and discussions ix. Extern pore speaking x. Phonetics and Pronunciation xi. Interview skills xii. Talk show xiii. Stress and intonation patters xiv. Public speaking/imparting lectures xv. Handling complex situations xvi. Audio recording and presentation xvii. Role playing in meetings	06 06 06 05 05 06 06 05 06 06 06 06 07 06 06 06
B	WRITING SKILLS I) Different ways of developing and expressing ideas expansion and Contraction of ideas, precis writing, Business communication, travel reservations and enquires, booking hotel, ticket etc.	30
C	GRAMMAR Words, Phrases ,clauses and synthesis of sentences	

REFERENCE BOOKS :

- Bansal, R.K. and J.B Harrison (2005): spoken english for India Mumbai: Orient Longman
- Corder, Pits. (1973) Introducing applied, London: Penguin Books.
- Crystal, David (2012) English as a global language, London canto classics.
- Devidas, K.V. G radhakrishna pilai; L. Bal Gopal (eds) (1984) Makers and Finders: english by air, book 1,2,3 of radio, television and cinematography, CIEFL, HYDRABAD: Oxford university press
- Jones, Daniel (1972): a dictionary of pronunciation, OUP: London.
- Kaqcharu, Braj B. (1983): indenisation of english: the english language in India, new Delhi, oxford university press
- Leech, G (1988) english grammar today a new introduction, London, New York: Macmillan
- O'Conner J.D. (1997) better english pronunciation, new Delhi university book
- Sasikumaram V.K. and P.V. dhamaja (1997): spoken english: a self-learning guide to conversational english, new Delhi: Tata McGraw publication
- Taylor, gran (1967) english conversation practice new Delhi: Tata McGraw publication
- Tickoo, M.L. (2004) teaching and learning: a sourcebook for teachers and teacher- trainer new Delhi, orient Longman
- Widows, H.G. (1985) : teaching language as communication oxford university press
- Yardi, V.V. (2002) English conversation for Indian students, hydra bad, orient Longman
- Exercises in spoken english part1 Accent, Rhythm and intonation.
- Part 2 consonants and part3 vowels (1997) dept. of phonetics and Spoken CIEFL, Hyderabad: oxford university press
- Green David, 'contemporary Grammar of english
- Hewing's martin, 'advanced english grammar'
- Bhatia 'a handbook and applied grammar)

- Hornby, 'guide to pattern and usage in english'
- Shaikh B.M. 'business communication'
- Keiser G, 'common errors in english'
- Kumar and Arora 'improve your vocabulary'
- Tarafdar S.K. "Indian and British English"

Job Opportunities

- The learners would be able to get jobs in the following:
- IT Companies, Call Centres, Teaching, Journalism, Translator

Project Proposed

- Newspaper Writing
- Grammar and Communication
- Pronunciation Practice
- Mock Conversation Project
- Mock Interview Techniques

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10.	Mr. Pradip Bhise	Professional Expert (Trainer at Symbiosis)	8485041821

An Advanced Course in Spoken English

CLASS : M.A./M.Com./M.Sc.I

DURATION : 90 Hrs.

Co-ordinator : Dr. Vaishali Khedkar

Objectives

- To develop students ability to use English in day to day life.
- To develop and integrate the use of the four skills i.e. Reading, Listening, Speaking and Writing.
- To develop the interest of students in reading English.
- To enable students to use polite expressions in appropriate ways.

Course Outcomes :-

After successfully completing this course, students will be able -

- CO 1. To heighten their awareness of correct usage of English grammar in writing and speaking.
- CO 2. To face an interview.
- CO 3. To confident while using English.
- CO 4. To develop their English language skills.

NO.	UNITS	No. of Periods
A	VOCABULARY STUDY	
	1. Use of a thesaurus /Encyclopaedia	2
	2. Work games for vocabulary building	2
	3. Using a dictionary	2
	4. Vocabulary based on routine topics and situations	2
	5. Technical vocabulary	2

NO.	UNITS	No. of Periods
B	GRAMMAR Words, Phrases, clauses and synthesis of sentences	10
C	CONVERSATION A SKILLS	
	i. Basic conversation strictures	2
	ii. Basic presentation skills	3
	iii. Group discussions	3
	iv. Debates and discussion	3
	v. Telephone etiquettes	3
	vi. Listening comprehension with discussion	3
	vii. Reading passages for loud reading and discussions	3
	viii. Extern pore speaking	3
	ix. Phonetics and Pronunciation	3
	x. Interview skills	3
	xi. Talk show	3
	xii. Stress and intonation patters	3
	xiii. Public speaking/imparting lectures	3
	xiv Handling complex situations	3
	xv. Audio recording and presentation	3
	xvi. Role playing in meetings	3
D	WRITING SKILLS Different ways of developing and expressing ideas expansion and Contraction of ideas, precis writing, Business communication, travel reservations and enquires, booking hotel, ticket etc.	20

Reference Books:-

- The Collins English Dictionary and Thesaurus Essential edition
- The Oxford Guide to Effective Writing and Speaking, 2nd Edition
- Oxford Modern English Grammar, Illustrated Edition

- Winning Answers to Job Interview Questions for Aspiring Managers and Executives: Successful Skills Preparation Tips for Management Positions
- Improve Your Spoken English, by J.K.Nanda

Examination Pattern :-

Theory Examination : 50 Marks

Practical : 30 Marks

No.	Name	Designation	Mobile No.
1	Dr. Shekhar M.V.	Head of the Department	9822680082
2	Dr. Surve K.	Chief Coordinator	9975187771
3	Dr. Khedkar V.	Course Coordinator	9850337233
4	Dr. Khatri A.	Placement Officer	9371357976
5	Gosavi Sayali	Expert From Respective Field	9049039690
6	Bhise Pradeep	Expert From Respective Field	8793987945

A Certificate Course in Fashion Designing

CLASS : F.Y.B.A., F.Y.B.Com., F.Y.Sc.

DURATION : 90 Hrs.

Co-ordinator : Dr. Kamayani Surve (Arts)
Dr. Vijaya Pokale (Commerce)
Dr. Jayashri Magdum (Science)

Objectives:

- To acquaint students with skills and techniques in Fashion Designing.
- To develop skills in fashion Designing for Self Employment.
- To groom the Students to raise their Self-confidence and Creativity.

CURRICULUM

Sr. No.	Name of the Topic	Number of Lectures	
		Theory	Practical
I.	Basic Concepts of Design and Fashion		
	a) Elements of Design and Fashion	01	-
	b) Types of Stitches G.C.T.	01	03
	c) Introduction to F.D.	01	-
	d) Color Theory	02	-
II.	Basics of Garment Construction		
	a) Basics of Sewing Machines and its Types	01	02
	b) Introduction and Repairing of Machines	01	02
	c) Basics of Machine Use	01	02
	d) Basics of Garment Stitching	01	01
	e) Introduction to Pattern Making	01	02

	f) How to take Measurements : Standard Chart for kids and women	01	01
III.	Sketching and Drafting		
	a) Introduction to Tools used in Fashion	01	01
	b) Elements and Principles of Design : Lines, Shapes, Values etc	02	02
	c) Drafting and Pattern Making	02	04
	d) Types of Sleeves	01	02
	e) Types of Necks	01	02
	f) Types of Collars	01	02
	g) Embroidery : Basics and Pattern	01	03
IV.	Garment Construction		
	a) Baby Kit	01	10
	i. Mattress		
	ii. Napkin (2 Types)		
	iii. Zabale (2 Types)		
	b) Sari Blouse		
	i. Simple Blouse	01	02
	ii. One tuck Blouse	01	02
	iii. Four Tucks Blouse	01	02
	c) Types of Slip and Petticoat-Panel, A Line	01	02
	d) Types of Skirts -Inverted Box, Knife, Pleats, Circular	01	05
	e) Types of Frocks		
	i. Simple Frock	01	02
	ii. 'A' Line Frock	01	02
	iii. Umbrella Frock	01	02
	e) Salwar Kameez	01	02

V.	Project Journal		
	a) Measurements		
	b) Drafting Sketch Design		
	c) Paper Drafting		

Course Outcomes:

After successfully completing this course, students will be able -

- CO 1. To create awareness about clothing culture.
- CO 2. To understand the suitability of different fabrics and their end use.
- CO 3. To understand the basic concepts of design and fashion.
- CO 4. To know basics of garment construction.
- CO 5. To learn the basic techniques of sketching and drafting.
- CO 6. To Identify the types of sleeves and collars.

Job Opportunities :

- Own Boutique
- Self-Employment
- Fashion Designer
- Self- Help Group for Fashion Work

Projects :

- Fashion Designing: A Craze for Creativity
- Indian Designer (Information and Presentation)
- Types of Patterns
- Types of Stitches

Reference Books:

- सोपे शिवणकाम - सविता जोशी, उत्कर्ष प्रकाशन, पुणे ४.
- टेलरिंग कोर्ससहित शिवणकाम : छंद व व्यवसाय - सदाशिव घाणेकर, मनोरमा प्रकाशन, २०१ सी, जाधववाडी, पहिला मजला, दादर मध्य रेल्वे स्टेशनसमोर, दादर (पूर्व), मुंबई.
- कटिंग, टेलरिंग, ड्रेस डीझाईनिंग बुटिक कोर्स (हिंदी)- कृष्णकुमार अग्रवाल, मनोज पब्लिकेशन, १५८३-१४, दारीबा कला, चांदणी चौक, दिल्ली - ११०००६.

Web References:

- Fashion Design-Wikipedia < [https://en.m.Wikipedia.org](https://en.m.wikipedia.org) >
- How to become a fashion designer: 14 steps (with pictures < www.Wikipedia.com > ?

Board of Studies:

No.	Name	Designation	Mobile No.
1.	Prin.Dr. Ashok Bhoite	Principal and Chairman	9921777102
2.	Dr. Kamayani Surve	Chief Coordinator and Course Coordinator(Arts)	9975187771
3.	Prof. Esak Shaikh	Faculty Coordinator(Arts)	9850337233
5.	Dr. Vijaya Pokale	Course Coordinator(Com.)	8208650099
6.	Dr. Jayashri Magdum	Course Cordinator (Sci.)	9850199158
7.	Prof. Aniket Khatri	Placement Officer	9371357976
8.	Mrs. Sunita Pusalkar	Professional Expert	9823570314
9.	Mrs. Deepali Jadhav	Professional Expert	9923748979

A Diploma Course in Fashion Designing

CLASS : S.Y.B.A. and S.Y.B.Com.

DURATION : 90 Hrs.

Co-ordinator : Dr. Kamayani Surve (Arts.)
Dr. Vijaya Pokale (Commerce)

Objectives:

- To develop the creative and business skills of the students so that they can pursue their career goals in the industry.
- Student will understand different types of career opportunities in the fashion industry.
- To develop skill in fashion Designing for self Employment.

CURRICULUM

Sr. No.	Name of the Topic	Number of Lectures	
		Theory	Practical
I.	Types of Kurta (Garment Stitching)		
	a) Shoulder Princess line Kudata	01	03
	b) Wing Seam Princess line Kudata	01	03
	c) A Line and Flaired Kurta	01	03
	d) Crossover/ Angarkha	01	03
	e) Sleeveless Kurta	01	03
II.	Types of Bottom Wear		
	a) Semi-Patilyala /Salwar	01	03
	b) Patiyala Salwar	01	03

	c) Types of Skirts -Women Wear -Formal, A-Line, Wrap-A-Round, Mermaid, Hankerchief, Hemline	02	03
	d) Types of Blouse		
	i) Katori Blouse/ Simple	01	02
	ii) Full Sleeves Blouse	01	01
	e) Types of Sleeves-Cap, Flair, 3/4th, full, elbow etc.	01	04
	f) Types of Necklines -square, round, glass, boat, sweetheart, A, symmetrical	02	04
III.	a) Computer Embroidery: Patterns and Types	02	03
	b) Jardoshi -Basic, Advanced, Different Patterns	05	05
	c) Bandhani Patterns -Block Printing, Fabric Painting	02	02
	d) Fashion Source Book	01	01
	e) Mechanical Cocky	01	02
	f) History of fashion : Theory + Profile	02	-
	g) Garment Assessment	03	-
IV.	Journal		05
V.	Album (Pictures, Catalogue) FSB		05
VI.	Visit to Fashion Designing Institute		02

Course Outcomes:

After successfully completing this course, students will be able -

CO 1. To understand the principle of colour theory and their application in clothing and accessories

- CO 2. To know the structural and decorative designs.
- CO 3. To develop a skill for drawing mechanical croquis.
- CO 4. To develop a skill to create contemporary styles of embroideries for fashion garments.
- CO 5. To groom the students to raise their self confidence and creativity.
- CO 6. To acquaint students with skills and techniques in fashion designing

Job Opportunities :

- Own Boutique
- Self-Employment
- Fashion Designer
- Self- Help Group for Fashion Work

Projects :

- Fashion Designing: A Craze for Creativity
- Indian Designer (Information and Presentation)
- Types of Patterns.

Reference Books:

- टेलरिंग कोर्ससहित शिवणकाम : छंद व व्यवसाय – सदाशिव घाणेकर, मनोरमा प्रकाशन, २०१ सी, जाधववाडी, पहिला मजला,दादर मध्य रेल्वे स्टेशनसमोर,दादर (पूर्व), मुंबई.
- कटिंग, टेलरिंग, ड्रेस डीझाईनिंग बुटिक कोर्स (हिंदी)- कृष्णकुमार अग्रवाल, मनोज पब्लिकेशन, १५८३-९४, दारीबा कला, चांदणी चौक,दिल्ली -११०००६.
- (Dr.)Mishra, Jayashree. Fashion Design, New Delhi: Om Publications, 2019.
- Dr.)Mishra, Jayashree. Fashion Design, New Delhi: Om Publications, 2019.
- (डॉ.) वैरागडे उज्वला, अग्रवाल अनिता, वस्त्रशास्त्राची संकल्पना व फॅशन डिझाईनिंग, औरंगाबाद : विद्या बुक्स पब्लिकेशन
- करमपुरी, दिलीप. टॉप हिपस्टर्स, पुणे : लिबर्टी प्रकाशन
- करमपुरी, दिलीप. ब्लाऊज / पंजाबी ड्रेसेस, पुणे : लिबर्टी प्रकाशन

Board of Studies:

No.	Name	Designation	Mobile No.
1.	Prin.Dr. Ashok Bhoite	Principal and Chairman	9921777102
2.	Dr. Kamayani Surve	Chief Coordinator and Course Coordinator(Arts)	9975187771
3.	Prof.Esak Shaikh	Faculty Coordinator(Arts)	9850337233
5.	Dr.Vijaya Pokale	Course Coordinator (Commerce)	8208650099
6.	Prof.Aniket Khatri	Placement Officer	9371357976
7.	Mrs.Sunita Pusalkar	Professional Expert	9823570314
8.	Mrs.Deepali Jadhav	Professional Expert	9923748979

An Advanced Diploma Course in Fashion Designing

CLASS : T.Y.B.A. and T.Y.B.Com.

DURATION : 90 Hrs.

Co-ordinator : Dr. Kamayani Surve (Arts.)
Dr. Vijaya Pokale (Commerce)

Objectives :

- To acquaint students with advanced skills and techniques in fashion designing.
- To create clothing designs.
- To develop skills in fashion designing for different types of career opportunities in the fashion industry and self employment.
- To groom the students to anticipate consumer trends and analyze forms of fashion retail and promotion.

CURRICULUM

Sr. No.	Name of the Topic	Number of Lectures	
		Theory	Practical
I.	a) Fashion Illustrations	01	02
	b) Fashion Styles , Variations (In depth, techniques)	01	02
	c) Fashion Principles, Fashion Cycle, Changes in Fashion Terminology	01	
	d) Trimmings	01	01
	e) Elements and Principles of Design, Line, Shapes, Value ,Color, Texture	01	03

II.	Accessories		
	a) Adding different Accessories to the dress as laces, ribbons, buttons etc.	01	02
	b) Adding different Accessories like Scarves Purses, Cuttings, Jewellery and its types	01	03
	c) Hairstyles to suit Dresses and Occasions Different Types	01	03
	d) Adding different Accessories like Scarves, Purses, Cuttings, Jewellery and its types	01	03
III.	Design Garments for Men, Women		
	a) Types of Trousers	01	02
	b) Thread Work Yoke, Ethnic Embroidery Yoke	02	02
	c) High neck jacket	01	03
	d) Bell Bottom	01	02
	e) Top, Salwar Alteration	01	01
IV.	Western Garments		
	a) Western Midi / One Piece Dress	01	01
	b) Halter Neck Western Top (Evening Gown)	01	01
	c) Halter neck Umbrella /Indo -western Top	01	01
	d) Willpower Neck Western Top Strapless ,Camisole, One Shoulder	01	01
	e) Cams of Western Pattern 1 and 2	01	02
V.	Advanced Garments		
	a) Mallon Salwar	01	02
	b) Dhoti Patiyala Salwar	01	02
	c) Inverted Box Pleets, Salwar	01	02
	d) Shoulder Belt wrangler	01	01

	e) Overlap Gown (Two Pieces) Different Types	01	03
VI.	Computer Embroidery		
	a) Different Types of Stitches	04	02
	b) Different Patterns		02
	c) Different Motifs		02
VII.	Designer Sari Blouse		
	(Designing, Stitching and Finishing)	02	03
VIII.	Draping Detail		03
	Project Works -Design Portfolio		03

Course Outcomes:

After successfully completing this course, students will be able -

- CO 1. To develop the ability to create style in the garment through flat pattern making.
- CO 2. To develop skills in western garments.
- CO 3. To acquire the skill of adding accessories.
- CO 4. To learn techniques of product development and promotion.
- CO 5. To learn the design process and presentation skills of individual work.
- CO 6. To organize fashion show

Job Opportunities :

- Own Boutique
- Self-Employment
- Fashion Designer
- Self- Help Group for Fashion Work

Projects :

- Fashion Designing: A Craze for Creativity
- Indian Designer (Information and Presentation)
- Types of Patterns

Reference Books :

- टेलरिंग कोर्ससहित शिवणकाम : छंद व व्यवसाय - सदाशिव घाणेकर, मनोरमा प्रकाशन, २०१ सी, जाधववाडी, पहिला मजला, दादर मध्य रेल्वे स्टेशनसमोर, दादर (पूर्व), मुंबई.
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- करमपुरी, दिलीप. टॉप हिपस्टर्स, पुणे : लिबर्टी प्रकाशन
- करमपुरी, दिलीप. ब्लाऊज / पंजाबी ड्रेसेस, पुणे : लिबर्टी प्रकाशन

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7.	Mrs.Sunita Pusalkar	Professional Expert	9823570314
8.	Mrs.Deepali Jadhav	Professional Expert	9923748979

A Certificate Course in Instrumental Methods of Chemical Analysis

CLASS : F.Y.B.Sc.

DURATION : 90 Hrs.

Co-ordinator : Dr. Dattatray Hingane

Objectives :-

- To provide an adequate knowledge of the principles, instrumentation of various instruments.
- Applications of common analytical techniques, including electrochemical and separation methods.
- Basic knowledge of analytical chemistry.

Courses Outcomes :

After successfully completing this course, students will be able -

CO 1. To basic principle of calorimetry, conductivity meter, pH meter.

CO 2. To basic knowledge of analytical Chemistry.

CO 3. To eligible to work in all type of research and industrial laboratories.

Sr. No.	Theory Topics	No. of lectures (30 hrs)
1.	Instrumental methods of chemical analysis a) General introduction b) Analysis- What is mean by analysis ? Types of analysis: qualitative and quantitative analysis Quantitative-volumetric / gravimetric analysis c) What is analytical chemistry ? d) Sampling e) Classification of instrumental methods f) Electromagnetic radiation and properties g) Numerical problems	04

2.	Conductivity a) Ohm's law c) Specific resistance e) Specific conductance g) Wheatstone bridge i) Cell constant b) Resistsnce d) Conductance f) Equivalent conductance h) Conductivity cells j) Numerical problems	04
3.	Colourimetry a) Colors c) Visual comparators e) Lambert's law g) Lambert's - Beer's law i) Schematic diagram of colourimeter and Instrumentation j) Beer's law b) Color comparators d) Fundamental laws of colorometry f) Beers law h) Terminology k) Numerical problems	04
4.	Potentiometry a) Electrolytes and non electrolytes b) Arrhenius theory d) Electrochemical cells f) Galvanic cell g) Pogendorff's compensation principle h) Standardisation of potentiometer i) Western standard cells k) Numerical problems c) Electromotive force e) Voltaic cells j) Nernst equation	04
5	pH Metry a) Defination of pH and pOH b) Operational definition of pH c) Electrodes – glass electrode, calomel electrode d) pH meters : Potentiometric pH meter e) Buffer and buffer action f) Numerical Problems	04
6	Chromatography a) Introduction to chromatography b) Classification of chromatography c) Paper chromatography d) Types of paper chromatography	06

	<p>e) Experimental details for qualitative analysis</p> <ul style="list-style-type: none"> • Choice of proper chromatographic technique • Choice of filter paper • Proper developing solvent • Preparation of samples • Spotting • Physical methods- • Calculation of R_f values • Experimental details of quantitative analysis 	
7.	<p>Thermal methods</p> <p>a) Introduction to thermal methods of analysis</p> <p>b) Thermal analysis techniques</p> <p>c) Thermogravimetry – introduction</p> <p>d) Results, information from TG curve</p> <p>e) Factors affecting thermogravimetric curve</p> <p>f) Instrumentation for thermogravimetry</p> <p>g) Applications of thermogravimetry</p>	04

B] PRACTICALS**60**

- a) Introduction and understanding of working of Conductivitymeter, Colourimeter.
- b) Introduction and understanding of working of Potentiometer, pH meter.
- c) Use of electronic balance.
- d) Measurement of conductance of electrolytes
- e) Determination of cell constant.
- f) Determination of pH of given solution by pH meter.
- g) Determination of λ_{max} of potassium permagnate.
- h) Variation of absorbance with concentration of Potassium dichromate.
- i) Determination of emf of calomel electrode.

- j) Determination of pH of given solution by Potentiometer.
- k) Determination of λ_{\max} of CuSO_4
- l) Determination of λ_{\max} of $\text{K}_2\text{Cr}_2\text{O}_7$
- m) Determine Partition Coefficient of I₂ In CCl_4 & H_2O
- n) Identify radicals from given mixture
- o) Identify radicals by using Paper Chromatography
- p) Determine the R_f values of given organic compounds

Board of Studies :

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2.	Dr. Kamayani Surve	Chief Coordinator	9975187771
3.	Prof. Supriya Bankar	Faculty Coordinator	9730542526
4.	Prof. Shahaji More	Faculty Coordinator	9922219794
5.	Dr. Jyoti Thorat	Faculty Coordinator	9881611916
6.	Dr. Dattaray Hingane	Faculty Coordinator	7588031281
7.	Prof. Akshada Lokhande	Faculty	8888265047
8.	Prof. Urmila Kamble	Faculty	7741094276

A Diploma Course in Instrumental Methods of Chemical Analysis

CLASS : S. Y. B. Sc.

DURATION : 90 Hrs.

Co-ordinator : Prof. Shahaji More

Objectives :-

- To provide an adequate knowledge of the principles, instrumentation of various instruments.
- Applications of common analytical techniques, including electrochemical and separation methods.
- Basic knowledge of analytical chemistry.

Courses Outcomes :

After successfully completing this course, students will be able -

CO 1. To basic principle of calorimetry, conductivity meter, pH meter.

CO 2. To basic knowledge of analytical Chemistry.

CO 3. To eligible to work in all type of research and industrial laboratories.

Sr. No.	Theory Topics	No. of lectures (30 hrs)
1.	Errors a) Errors, precision and accuracy b) Introduction, type of error, significant figures c) Precision and accuracy d) Methods of expressing accuracy e) Methods of expressing precision f) Confidence limit g) Detection limit – significant figures.	04

2.	Electrical Conductivity a) Recapitulation b) Kohlrausch's law of independent migration of ions. c) Debye Huckel Theory d) Onsagar equation e) Dissociation constant of weak acid f) Numerical problems	04
3.	Colourimetry a) Recapitulation b) Verification of Lamberts Beer's Law c) Limitations of Lamberts Beer's Law d) Optical parts in colourimetry e) Numerical problems	04
4.	Potentiometer a) Recapitulation b) Single electrode potential c) Standard electrode potential d) Convention and rules of emf measurements e) Nernst equation f) Primary and secondary reference electrodes g) Applications of potentiometric measurements h) Numerical problems.	05
5.	pH Metry a) Recapitulation b) Principle and electric circuit of pH Meter c) Numerical problems	04
6.	Refractivity a) Principle, Snell's law Refraction b) Refractive index and molar refraction c) Abbe Refractometer d) Application in molecular structure determination	05

7.	Gas Chromatography (II) a) Introduction b) Instrumentation c) Evaluation of efficiency d) Retention volume e) Resolution f) Qualitative and quantitative applications	04
	Ion exchange chromatography (III) a) Introduction b) Cation exchangers c) Anion exchangers d) Ion exchange columns in Chromatographic separation e) Applications	

B] Practicals**60**

- a. To determine the cell constant and dissociation constant of given Monobasic acid.
- b. To investigate conductometric titration of weak acid and strong base.
- c. Determination of unknown concentration of KMnO_4 solution in $2\text{N H}_2\text{SO}_4$ solution.
- d. To determine the dissociation constant of given acid-base indicator by colourimetry.
- e. To determine the pH of unknown buffer solutions by Potentiometry.
- f. To determine pK_a of the given monobasic weak acid by Potentiometry.
- g. To determine formal redox potential of $\text{Fe}^{+2}/\text{Fe}^{+3}$ system by Potentiometry.
- h. To determine pK_a of given acid by pH metric titration with strong base.
- i. Colourimetric estimation of Iron by using ammonium thiocyanate.
- j. To identify the compounds by TLC.
- k. To check the purity of compounds by TLC.
- l. To identify the compounds by column chromatography.
- m. To check the purity of the compounds by column chromatography.
- n. To identify the compounds by ion exchange chromatography.
- o. To check the purity of the compounds by ion exchange chromatography.

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फांदीवर बसलेल्या पक्षाला
फांदी तुटण्याची भीती नसते
कारण
त्याचा त्या फांदीवर विश्वास नसून
आपल्या पंखांवर विश्वास असतो.

An Advanced Diploma Course in Instrumental Methods of Chemical Analysis

CLASS : T.Y.B.Sc.

DURATION : 90 Hrs.

Co-ordinator : Prof. Dr. Jyoti Thorat

Objectives :-

- To develop an understanding of the range and uses of analytical methods in chemistry.
- To establish an appreciation of the role of chemistry in quantitative analysis.
- To develop an understanding of the broad role of the chemist in measurement and problem solving for analytical tasks.
- To provide an understanding of chemical methods employed for elemental and compound analysis.

Course Outcomes :

After successfully completing this course, students will be able -

- CO 1. Explain the theoretical principles underpinning the instrument techniques and their applications.
- CO 2. Assess the appropriateness of the instrumental methods for the analysis of samples in various formats and from complex matrices.
- CO 3. Acquire practical analytical skills and employ a variety of instrument techniques for the analysis of samples in various formats and from various matrices.
- CO 4. Analyse and present experimental results and draw sound conclusions based on experimental evidence.
- CO 5. Work safely and competently in an analytical laboratory setting.
- CO 6. Contribute to team and group work for scientific investigation and reporting.
- CO. 7 Independent integrate concepts and techniques in instrumental analysis and correlate to relevant applications.

Sr. No.	Theory Topics	No. of lectures (30 hrs)
1	Quality <ul style="list-style-type: none"> • Recapitulation • Chemical analysis is an integral process. • Validation : element of laboratory quality assurance • Validation : concept in analytical chemistry general aspects • Valid analytical measurements • Applicability , specificity , selectivity repeatability, reproducibility, sensitivity. 	05
2	Electrical Conductivity <ul style="list-style-type: none"> • Introduction • Some important laws, definitions & relations • Effect of dilution • Conductance measurements • Applications of conductance measurements • Types of conductometric titrations • Advantages of conductometric titrations • Disadvantages of conductometric titrations • Numerical problems 	06
3	Colorimetry <ul style="list-style-type: none"> • Introduction • Theory of colorimetry & spectrophotometry • Deviations from Beer's law • Instrumentation – optical parts, detectors. • Applications of colorimetry & spectrophotometry • Molar Composition of complexes • Quantitative analysis • Theory of spectrophotometric titrations • Numerical problems 	05

4	<p>pH-Metry</p> <ul style="list-style-type: none"> • Introduction and determination of pH • Ion selective electrodes • Instrumentation - Electrical circuit • Applications of pH - metry • Numerical problems 	04
5.	<p>UV/Visible Spectroscopy</p> <ul style="list-style-type: none"> • Introduction • Origin & theory of UV Spectra • Choice of solvent • Instrumentation • Applications of UV absorption spectra 	05
6.	<p>Refractometry</p> <ul style="list-style-type: none"> • Introduction and theory • Instrumentation • Specific & molar refraction • Factors affecting refracting measurements • Applications of refractometry • Numerical problems 	05

Expt. No.	Practicals Topics (Any fifteen)	(60) hrs (4 credits)
1.	To Determine the molar refractivity of CH_3OH , CH_3COOH , $\text{CH}_3\text{COOC}_2\text{H}_5$ & CCl_4 and calculate the refraction equivalents of C,H & Cl	
2.	To study the variation of refractive index with composition for mixture of CCl_4 and $\text{CH}_3\text{COOC}_2\text{H}_5$	
3.	To determine the composition of mixture of two liquids by refractive index measurements	
4.	To determine the composition of binary mixture containing $\text{K}_2\text{Cr}_2\text{O}_7$ and KMnO_4 using a spectrophotometer	
5.	To determine phosphate concentration in a soft drink	
6.	Titration of a solution of HCl with NaOH spectro-photometrically	

7. To titrate (Fe II) with KMnO_4 spectrophotometrically
8. To determine concentration of nickel in solution by spectrophotometric titration
9. To determine the composition of copper and iron(III) solution by spectrophotometric titration with EDTA
10. To determine the relative strength of two acids by conductance measurements
11. To determine the solubility of a sparingly soluble salt in water by conductance measurement
12. Titration of a mixture of hydrochloric acid and oxalic acid
13. Titration of a mixture of nitric acid and sulphuric acid
14. To estimate the concentration of H_2SO_4 , CH_3COOH and CuSO_4 by conductometric titration with NaOH solution
15. Determination of heat reaction, entropy change and equilibrium constant of the reaction between zinc and copper ions
16. To determine the degree of hydrolysis of aniline hydrochloride, and hence hydrolysis constant of the salt by pH – metry.
17. Determination of ionic product of water by e.m.f. method
18. To construct the calibration curve (pH-Eabs) of quinhydrone electrode and hence determine the standard oxidation potential of the electrode
19. Determination of acid and base dissociation constants of an amino acid, and hence the iso-electric point of the acid
20. Titration of pure solutions of KCl, KBr and KI and their mixtures with standard AgNO_3 solution
21. To obtain the U.V spectra of various compounds and determination of λ_{max}
22. To detect the presence of Alkali metals in the given sample by Flame Photometry.

Field Visits and Projects

90 hrs.

- NCL- Pune, C.MET, Pune
- Pune University, Chemistry Department, Department of Environmental Science, Including Visit –Report
- Projects- 1 Project to each student in each term.

Reference Books :-

- Instrumental Methods of Chemical Analysis, Gurudip Chatwal, Shyam Anand; Himalaya Publication
- Introduction to Instrumental Analysis, Robert Braun ; Phrmamade publication Press- 1987 MC Graw Hill
- Fundamentals of Analytical Chemistry, D.A. Skoog D.M. West , F.J. James Holler , S.R.Crouch; Thomson Books /Cole Publisher- Davil Haris 2nd Reprint 2004
- Principles of Physical Chemistry – 4th edition, Prutton and Marron. Analytical Chemistry – Narkhede
- Basic Concepts of Analytical Chemistry – 2nd edition, S. M. Khopkar
- Instrumental Methods of Chemical Analysis - 6th edition, Willard, Merritt, Dean
- Vogel's textbook of Quantitative analysis – 4th edition.
- "Introduction to Instrumental analysis", Robert Braun; Phrmamade publication press -1987

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A Certificate Course in Personality Development

CLASS : F.Y.B.Com.

DURATION : 90 Hrs.

Co-ordinator : Prof. Aniket Khatri

Objectives of the course :

- 1) To develop the soft skills among students.
- 2) To help the students to acquaint the leadership qualities.
- 3) To inculcate positive attitude among student.
- 4) To prepare student for facing interview.
- 5) To prepare student for SWOT analysis.
- 6) To develop overall personality of student.
- 7) To understand the importance of assertiveness.
- 8) To develop mind management techniques and enhances creativity of students.

Sr. No.	UNIT NAME	Theory Period	Practical Period	Total Period
Unit 1	Goal Setting	02	04	06
Unit 2	Key Goals and Time Management	04	04	08
Unit 3	Effective Communication 1) Verbal & non - verbal communication 2) Group communication 3) Public speaking 4) Body language	05	05	10
Unit 4	Stress Management • Meaning & Objectives • Understanding Stress • Triggers of Stress • Steps in Stress Management	05	05	10

Unit 5	Excellent Relationship <ul style="list-style-type: none"> • How to appreciate other. • Problem solving method • Be a good listener • Be genuinely interested in others • Anger Vs smile • Dealing with issue 	05	05	10
Unit 6	Positive Attitude <ul style="list-style-type: none"> • Meaning & Objectives • Understanding Positive attitude • Steps in Developing Positive attitude 	05	05	10
Unit 7	Assertive Behavior <ul style="list-style-type: none"> • Meaning & Objectives of Assertive Behavior • Understanding Assertiveness • Steps in developing assertiveness 	05	05	10
Unit 8	Mind Management <ul style="list-style-type: none"> • Meaning & Objectives • Understanding concept of Mind Management • Steps in Mind management 	05	05	10
Unit 9	Enthusiasm Meaning and Scope	04	04	08
Unit 10	Interview Techniques <ul style="list-style-type: none"> • Appearance • Attitude • Body Language • Communication • Confidence • Presentation • Practical - Facing Personal Interview 	04	04	08
	Total	44	46	90

Course Outcome :-

After successfully completing this course, students will be able

- CO 1. To Student acquit with the leadership qualities.
- CO 2. To Develops soft skills and life skills among students.
- CO 3. To Student inculcate positive attitude among them.
- CO 4. To Student face interview confidently.
- CO 5. To Student understands the importance of assertiveness.
- CO 6. To Student becomes creative and make mind management.
- CO 7. To Development of overall personality of student.

Reference Books:

- 1) ' The Purpose of Communication ' by - Dr. John Ryan.
- 2) ' You Can Win ' by - Shiv Khera
- 3) ' A Monk Who Sold His Ferrari' by - Robin Sharma.
- 4) 'यशशास्त्र' by - Abdus Salam Chaous
- 5) 'Stress Management workbook,' by- NIMHANS Bangalore
- 6) '10 steps to Positive Living' by- Windy Dryden
- 7) 'Assertiveness' by- T. Gillen
- 8) 'Mind Management', by- Dr. B.K Upadhyay

Board of Studies:

- | | | |
|-----------------------|---------------------|----------------|
| 1) Mr. B. G. Sahane | Chairman | M.: 9011553564 |
| 2) Dr. B. B. Kamble | Course Co-ordinator | M.: 8855024726 |
| 3) Prof. T. B. Aphale | Member | M.: 9860027857 |
| 4) Mr. Mubin Tamboli | Faculty Expert | |
| 5) Mr. Prasad Pawar | Faculty Expert | |

An Advanced Course In Personality Development

CLASS : For M.A/M.Sc. & M.Com.- II

DURATION : 60 Hrs.

Co-ordinator : Dr. Rajesh Birajdar, Mr. Akshay More

Sr. No.	Topic Name	Content	Theory	Practical
1)	Self analysis	SWOT Analysis, Who am I? Attributes, Importance of self confidence, Self esteems, Physiology.	3	3
2)	Creativity	Out of box thinking, Lateral thinking, Enthusiasm	2	3
3)	Attitude and Communication	What is attitude, Factor influencing attitude, Challenges and lessons from attitude, Etiquette, Assertive Behavior, Effective Communication	4	3
4)	Motivation	Factors of motivation, Self talk, Intrinsic and Extrinsic motivation.	3	3
5)	Goal setting	Bucket list, SMART Goal, Blue print of success, Type of Goals (Short terms, Long terms, life time goals)	3	2

6)	Time Management	Value of time, Diagnosing time management, To do List.	3	2
7)	Interpersonal Skills	Gratitude, Understanding relationship, Interpersonal skill, Team work, Leadership, Skill for leadership, Assessment of leadership skills.	4	4
8)	Stress Management	Cause of stress management, Stress and its impact, How to manage stress, Stress Busters, Mind management, Emotion Intelligence, What is emotional intelligence, Managing Emotions.	3	5
9)	Conflict Resolution	Conflicts in Human Resolution.	2	2
10)	Decision Making	Importance and Necessity, Process and Practical way of decision making.	3	3
			3	3
	Total		30	30

Course Details:-

Total Days: -30

Total Period:- 60

Course Instructor : Prof. Mubin Tamboli

Mob.: 9921407470

Board of Studies :-

Sr. No.	Name	Designation	Mobile No.
1.	Prin. Dr. Pandurang Gaikwad	Chairman	9767222711
2.	Dr. Kamayani Surve	Chief Coordinator, Short Term Courses	9975187771
3.	Dr. Shubhada Londhe	Head, Department of Geography	9960010487
4.	Mr. Rajendra Deshmukh	Head, Department of Commerce	8381091962
5.	Dr. Rajesh Birajdar	Course Coordinator Geography	9922888939
6.	Mr. Akshay More	Course Coordinator Commerce	9028592206
7.	Mr. Aniket Khatri	Placement Officer	9371357976
8.	Mr. Mubin Tamboli	Professional Expert	9921407470
9.	Dr. Dhananjay Bhise	Professional Expert	9822508492

A Certificate Course in Herbal Cosmetics (Basic)

CLASS : F.Y.B.Sc.

DURATION : 90 Hrs.

Co-ordinator : Prof. Swapana Hajare

Objectives :

- To know concept of active compounds of medicinal plants.
- To know importance of plants in herbal cosmetics industry.
- To study plants having medicinal use.
- To prepare various herbal cosmetics & their use.
- To know the basics ideas of marketing of the herbal products.

Course Outcomes:-

After successfully completing this course, students will be able -

- CO 1. Students get the knowledge about various herbs used in herbal cosmetics.
- CO 2. Skill of herbal cosmetics preparation is gain through practical experience.
- CO 3. Exhibition and selling of prepared herbal product inside college campus for Teachers and students provides knowledge about communication and marketing skills.
- CO 4. Market visit helps in getting knowledge about demand for herbal cosmetics Products and resources of raw material for herbal product preparation.

Module/Unit	Contents	Learning outcomes	Hours	
			Theory	Practical
1. Introduction to Herbs	Introduction to basic herbs used for cosmetic products	Understand the basic techniques for standardization of extracts and their screening methods of herbs.	4	5

2. Introduction to various skin types	Introduction to basic types of skin	Identification of skin types and its relation to different face pack and scrub	4	3
3. Herbal Face Pack, Face Scrub	Preparation of Herbal Face Pack, Face Scrub,	Demonstrate and analyse the preparation of herbal face pack	4	6
4. Introduction to various hair types and scalp types	Introduction to basic types of hair and scalp	Identification of types of hair and scalp	4	3
5. Herbal Mehndi Natural Dye	Preparation of Herbal Mehndi Natural Dye	Demonstrate and analyse the preparation of herbal mehndi	4	6
6. Herbal Hair Shikakai Shampoo	Preparation of Herbal Shikakai Shampoo	Recognise the preparation of herbal Shikakai Shampoo	4	6
7. Herbal Hair Neem-Tulasi Shampoo	Preparation of Herbal Neem-Tulasi Shampoo	Recognise the preparation of herbal Neem-Tulasi Shampoo	4	6
8. Herbal moisturizer	Preparation of Herbal moisturizer	Integrate the ingredients for the preparation of moisturizer	5	6
9. Herbal soap	Preparation of Herbal soap	Demonstrate and analyse the preparation of herbal soap	5	7
10. Introduction to Marketing of Herbal products	Basic ideas for marketing of the herbal Product	Communication Skills for selling marketing of herbal products	2	3

Reference Books :-

1. A Text book of Herbal Cosmetics, M. Vimaladevi, CBS Publisher (1 January 2019).
2. Applied Botany, Dr. B. A. Patil, Dr. S. K. Potdar, Dr. T. T. Mane, and Dr. B. P. Shinde.
3. Plant and Human Welfare, Dr. S. D. Pingle, Dr. M. V. Deore, Prpf. A. R. Abhang, Shardha Prakashan Nasik.
4. Concept of standardization, extraction and pre phytochemical screening strategies for herbal drugs (journal of Pharmacognosy and Photochemistry).
5. Vaidya Tumchya Ghari by Jadhav Guruji.

Board of Studies

No.	Name	Designation	Mobile
1.	Prin. Dr. P.N. Gaikwad	Chairman	9767222711
2.	Dr. Kamayani Surve	Chief coordinator, Add-on courses	9975187771
3.	Prof. Supriya Bankar	Faculty coordinator, Science	9730542526
4.	Prof. Swapana Hajare	Course coordinator	9604944582
5.	Prof. Aniket Khatri	Placement Officer	9371357976
6.	Mrs. Prabha Dalavi	Teaching Faculty	9657120145

A Certificate Course in Herbal Cosmetics (Advanced)

CLASS : S.Y.B.Sc.

DURATION : 90 Hrs.

Co-ordinator : Prof. Swapana Hajare

Objectives :

- To know concept of active compounds of medicinal plants.
- To know importance of plants in herbal cosmetics industry.
- To study plants having medicinal use.
- To prepare various herbal cosmetics & their use.
- To know the basics ideas of marketing of the herbal products.

Course Outcomes:-

After successfully completing this course, students will be able -

- CO 1. Students get the knowledge about various herbs used in herbal cosmetics.
- CO 2. Skill of herbal cosmetics preparation is gain through practical experience.
- CO 3. Exhibition and selling of prepared herbal product inside college campus for Teachers and students provides knowledge about communication and marketing skills.
- CO 4. Market visit helps in getting knowledge about demand for herbal cosmetics Products and resources of raw material for herbal product preparation.

Syllabus

Module/Unit	Contents	Learning outcomes	Hours	
			Theory	Practical
1. Introduction to Medicinal plants and their active compounds	Introduction to Medicinal plants used for cosmetic products	To understand the concept of active compounds of medicinal plants for standardization	4	4

		of extracts and their screening methods of medicinal drugs.		
2. Herbal oil	Preparation of Herbal oil Awala, Aloe, Brahmi (Keshranjak oil)	Demonstrate the preparation of herbal Awala, Aloe, Brahmi Keshranjak oil	5	5
3. Herbal Hair conditioner	Preparation of Herbal conditioner	Recognise the preparation of herbal hair conditioner	4	6
4. Cleansing milk	Preparation of Cleansing milk, orange cleansing milk	Demonstrate and analyse the preparation Cleansing milk orange cleansing milk	4	6
5. Herbal Shampoo	Herbal Shampoo Powder, Dry Shampoo Powder, Herbal Shampoo Liquid	Exhibit the preparation of herbal Shampoo	5	6
6. Herbal Hair Pack	Preparation of Herbal Hair Pack	Demonstrate the preparation of herbal hair pack Integrate the ingredients for the	4	6
7. Herbal moisturizer,	Preparation of Herbal moisturizer, Korphad jel	Integrate the ingredients for the preparation of Harbal moisturizer, Korphad jel	4	6
8. Herbal nutritive juices	Preparation of some nutritive juices like Carrot Orange, wheat grass	Integrate the natural ingredients for the preparation of herbal juices like carrot and orange juice	4	4

9. Herbal cream	Herbal Aloe cream	Exhibit the preparation of Herbal Aloe cream	4	5
10. Introduction to Marketing of Herbal products	Basic ideas for marketing of the herbal Product	Communication Skills for selling marketing of herbal products	2	2

Reference Books :-

1. A Text book of Herbal Cosmetics, M. Vimaladevi, CBS Publisher (1 January 2019).
2. Applied Botany, Dr. B. A. Patil, Dr. S. K. Potdar, Dr. T. T. Mane, and Dr. B. P. Shinde.
3. Plant and Human Welfare, Dr. S. D. Pingle, Dr. M. V. Deore, Prpf. A. R. Abhang, Shardha Prakashan Nasik.
4. Concept of standardization, extraction and pre phytochemical screening strategies for herbal drugs (journal of Pharmacognosy and Photochemistry).
5. Vaidya Tumchya Ghari by Jadhav Guruji.

Board of Studies

No.	Name	Designation	Mobile
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2.	Dr. Kamayani Surve	Chief coordinator, Add-on courses	9975187771
3.	Prof. Supriya Bankar	Faculty coordinator, Science	9730542526
4.	Prof. Swapana Hajare	Course coordinator	9604944582
5.	Prof. Aniket Khatri	Placement Officer	9371357976
6.	Mrs. Prabha Dalavi	Teaching Faculty	9657120145

A Certificate Course in Digital Marketing

CLASS : F.Y.B.B.A.(CA)

DURATION : 90 Hrs.

Co-ordinator : Prof. Priti S. Nevse

Objectives:

- Understand and learn digital marketing concepts and tools
- Use digital marketing tools to run ad campaigns
- Create website using WordPress and WordPress plugins.
- Optimize website using SEO techniques.
- Learn about google services and tools
- Blogging, graphic creation, video creation

CURRICULUM

Certificate In Digital Marketing (90Hrs)

Module No.	Topic to be Covered	Theory	Practical	Total
Module 1	Digital Marketing Overview	1	-	1
Module 2	Website Planning Creation	1	3	4
Module 3	App Creation	1	2	3
Module 4	Graphic Creation	1	2	3
Module 5	Video Creation	1	2	3
Module 6	Advanced SEO	1	3	4
Module 7	Local SEO	1	2	3
Module 8	App Optimization	1	1	2
Module 9	Video Optimization (YouTube)	1	2	3

Module 10	Social Media Optimization	1	1	2
Module 11	Social Media Automation	1	2	3
Module 12	Search Engine Marketing (AdWords)	1	2	3
Module 13	Online Display Advertising (AdWords)	1	3	4
Module 14	E-Commerce Shopping Advertising (AdWords)	1	3	4
Module 15	Mobile Marketing (AdWords)	1	2	3
Module 16	Facebook & Instagram Marketing	1	4	5
Module 17	Twitter Marketing	1	1	2
Module 18	LinkedIn Marketing	1	1	1
Module 19	Quora Marketing	1	1	2
Module 20	Email Marketing	1	1	2
Module 21	SMS Marketing	1	1	2
Module 22	WhatsApp Marketing	1	2	3
Module 23	Re-Marketing & Conversion	1	2	3
Module 24	Lead & Traffic Generation	1	2	3
Module 25	Advance Google Analytics	1	2	3
Module 26	Google Web Master	1	2	3
Module 27	Bloggng	1	2	3
Module 28	Google AdSense	1	2	3
Module 29	Affiliate Marketing	1	1	2
Module 30	Content Marketing	1	1	2
Module 31	Online Reputation Management	1	1	2
Module 32	Growth Hacking	1	1	2
Module 33	Freelancing Project	1	1	2
	Test	1	2	3
	Total Hrs.			90

Course Outcome :

After successfully completing this course, students will be able

CO1. To create and run ads and ad campaigns using various sites.

CO2. To create WordPress web sites and blogs,

CO3. To create SEO, blogging, freelancing

Job Opportunities :

- Digital Marketing Executive
- Digital Marketing Manager
- SEO Executive
- Analytics Manager
- Content Manager/Content Marketing Manager
- Digital Account Manager
- Digital Sales Manager
- Digital Integrated Copywriter
- PPC Search Manager
- Social Media Marketing Manager
- Ecommerce Manager
- Digital Marketing Consultant
- Internet Marketing Executive

Web References:

- <https://www.the-reference.com/en/expertise/digital-marketing>
- <https://www.marketingterms.com>
- <https://dsmmcm1314.wordpress.com/digital-marketing-references-and-links/>

Project:

- Create website and promote it using learned digital marketing techniques.
- Graphics Design.
- Ad campaigns
- SEO Project

Board of Studies

Sr.	Name	Designation	Mobile
1.	Hon Prin. Pandurang Gaikawad	Chairman	9767222711
2.	Dr. Kamayani Surve	Chief Coordinator	7709381395
3.	Dr Milind Bhandari	BBA (CA) Director	9763238700
4.	Miss. Priti Nevse	Coordinator	8888390328
5.	Prof Aniket Khatri	Placement Officer	9822680082
6.	Mr. Nikhil Dongre	Professional Expert	976696246
7.	Mrs. Sargam Sharma	Professional Expert	9611869900

A Certificate Course in Advance Excel and Cloud Computing

CLASS : SYBBA (CA) & TYBBA (CA)

DURATION : 90 Hrs.

Co-ordinator : Prof. Priti S. Nevse

Objective :

Advanced Excel

Excel spreadsheets are commonly used across business to display financial information and other data relevant to the running of the business. This could be information relevant to the customer relationship management department, sales, marketing or HR. With so many business functions now depend on IT and the internet, Excel continues to be seen as a important tool for administration and effectively running business. Our Objective is to:

- Make student aware of advance feature available
- Use these functions in their future professional life with ease for their day to day operations
- Teach faster way to get work done, analyse data using excel.

Cloud Computing

- Cloud Computing provides means by which user can access the applications as Utilities over the internet, It allows us to create, Configure and customize the business application online.
- In this course we will take the students through a step by step approach while learning Cloud Computing concepts.

Syllabus:-**A) Advanced Excel (45 Hrs)**

Sr.	Topics	Theory	Practical	Duration
1.	Recap of Basic Excel : Review of widely used basic functions of Excel	1	3	4
2.	Print Functions : Printing Range, print heading, footers, adjusting margin etc.	1	1	2
3.	Text and String Functions : Though Excel is mainly for numeric data at times user come across data with mainly text. Excel provides functions to handle it.	1	3	4
4.	Numeric/ Financial Functions : Excel is mainly preferred and used for its ability to process numeric data with the help of wide range is functions. We will learn use of advance Numeric and Financial functions.	3	5	8
5.	Advanced Excel : Logical Functions : Excel provide logical functions those are AND, OR, XOR and NOT. User uses these functions when want to carry out more than one comparison in formula or test multiple conditions instead of just one. We will learn how to use them.	2	4	6
6.	Date and Time Functions : We will learn how to use data and time functions its different formats, calculations of two dates or times and calendar functions.	1	1	2

7	Lookup and References : Lookup & Reference functions helps user to work with arrays of data, and are particularly useful when need to cross reference between different data sets. They perform tasks such as providing information about a range or looking up specific values etc.	2	6	7
8.	Data Functions : One of the excel's most powerful is pivot table. We will learn how to create Pivot Tables along with advance filters functions. Import and export SpreadSheets.	2	6	8
9.	Graph or Chart Functions : People often use charts and graphs in presentations to give management, client or team members a quick snapshot into progress or results. One can create a chart or graph to represent nearly any kind of data.	1	3	4
	Total	14	32	45

B) Cloud Computing (45 Hrs.)

Sr. No.	Topics	Duration in Hours
1.	Cloud Computing Overview : Cloud Computing provides us means of accessing the applications as utilities over the Internet. It allows us to create, configure, and customize the applications online. In this we will cover What is Cloud ? What is Cloud Computing and it's Basic Concepts?	10

2.	Cloud computing Planning : Before deploying applications to cloud, it is necessary to consider. To meet those requirements, it is necessary to have well-compiled planning. In this, we will discuss the various planning phases that must be practised by an enterprise before migrating the entire business to cloud. Those are strategy Phase, Planning Phase and Deployment Phase	14
3.	Cloud Computing Technology : There are certain technologies working behind the cloud computing platforms making cloud computing flexible, reliable, and usable. We will learn those technologies like Virtualization, SOA, Grid Computing & Utility Computing	11
4.	Cloud computing Architecture : Cloud Computing architecture comprises of many cloud components, which are loosely coupled. We can broadly divide the cloud architecture into two parts, we will learn Front End and Back End.	6
5.	Cloud computing Infrastructure : In this we will cover consists of servers, storage devices, network, cloud management software, deployment software and platform virtualization.	6
	Total	45

Course Outcome :

This course will help the students to: (Advanced Excel)

- Learn using advanced features to perform repetitive tasks.
- Learn to build Charts/Graphs using data to present.
- Learn to use conditional formatting to perform different day to day operations.
- Learn to use Pivot tables to represent large data in summery form.
- Learn to collect or gather data at one place to analyse quickly.

This course will help the students to: (Cloud Computing)

- Get familiar with Cloud Computing Concept
- Create foundation of awareness to go for Advanced studies in Cloud Computing

Job Opportunities :

These days excel is used in every field. There are multiple job opportunities available for excel skilled people. Jobs are available for entry level data entry level operators in various government organizations, freelancers, accountant, and multinational organizations in various roles.

Web References :

Advanced excel:-

<https://www.tutorialspoint.com/advanced-excel/>

<https://digital.com/blog/excel-tutorials/>

<https://corporatefinanceinstitute.com/resources/excel/study/advanced-excel-formulas-must-know/>

Cloud Computing

<https://www.esds.co.in/blog/cloud-computing-basic-concepts/>

<https://www.guru99.com/cloud-computing-for-beginners.html>

<https://www.explainthatstuff.com/cloud-computing-introduction.html>

Project :

Advanced Excel

- Preparing budgets sheets
- Work Plan Timeline
- Simple Gantt Chart
- Event Planner Template

Cloud Computing

- Distributed, Concurrent, and Independent Access to Encrypted Cloud Databases
- Privacy-Preserving Multi-keyword Ranked Search over Encrypted Cloud Data
- Towards Differential Query Services in Cost-Efficient Clouds

Board of Studies:

Sr. Name	Designation	Mobile
1. Prin. Pandurang Gaikawad	Chairman	9767222711
2. Dr. Partima Kadam	Chief Co. Ordinator	7709381395
3. Dr. Milind Bhandari	BBA (CA) Director	9763238700
4. Prof. Priti Nevse	Co-Ordinator	8888390328
5. Prof. Aniket Khatri	Placement Officer	9822680082
6. Amod Dighe	Professional Expert	9049991970
7. Mrs Sargam Sharma	Professional Expert	9611869900

A Certificate Course in Aquarium Maintenance

CLASS : F.Y.B.Sc.

DURATION : 90 Hrs.

Co-ordinator : Dr. Indira Patil, Ms. Madhuri Sawant

Objectives :-

- To understand the basics of Aquarium maintenance and it's important.
- To understand Aquarium management of various fish species.
- To understand types of Aquarium and accessories required for it.
- To understand food, feeding to aquarium fishes.
- To understand the fish diseases and their control.
- To understand the economic importance of aquarium fishes.

Course Outcomes :-

- CO 1. The students will be able to understand the Aquarium framing practices.
- CO 2. The students will able to understand the Aquarium maintenance techniques.
- CO 3. The students will be able to understand fish rearing techniques.
- CO 4. The students will be able to understand feeding requirement and food ingredients.
- CO 5. The students will be able to understand the fish disease and their control.
- CO 6. The students will be able to understand market value of Aquarium practices.

Sr. No.	Name of the Unit	No. of online Lectures Required (Theory/Practical)
1	<p>Introduction Economic importance of fishes. The potential scope of Aquarium Fish Industry as a Cottage Industry.</p>	4 Theories
2	<p>Exotic and Endemic species of Aquarium Fishes. Visit to aquarium fish shop and enlist the different types of aquarium fish species. Study of following Aquarium fishes with reference to habits, habitats and external features and sexual dimorphism :Guppy, Molly, Sword tail, Gold fish, Angel fish, Blue morph, Anemone fish, Butterfly fish and Fighter fish.</p>	6 Theories
3	<p>Setting up an Aquarium: Budget , Methods of setting, Types of setting Rules and regulations of fish rearing. Aquarium as a cottage Industry.</p>	4 Theories
4	<p>Aquarium as a cottage Industry. Glass, Fibre, Concrete etc. Accessories required for aquarium setup Types of sand and other material Food and feeding of Aquarium Fishes: Overview on types of fish food Formulated fish feeds: Preparation & composition Use of live fish feed organisms. Live Fish Transportation: Fish handling</p>	13 Theories and 35 practical's

	Fish packing Fish forwarding techniques. Causes of mortality in transport Physico-chemical parameters of water for fish culture: Temperature, pH, Alkalinity, Calcium, Nitrate, Ammonia, Total hardness	
5	Common diseases of Aquarium fish: Control measures	2 Theories

Reference Books :

- A Text book of Aquaculture, Mr. Srinivasulu Reddy, K.R.S. Sambasiva Rao, DPH Publishing New Delhi.
- Fish culture in India, Alikunhi K.H. Indian council of Agricultural research, New Delhi.
- A Handbook on Economic Zoology, S. Chand & Co.
- Economic Zoology- Biostatistics and Animal behaviour - S.Mathur, Rastogi Publications.
- Economic Zoology- Shukla G.S. & Upadhyay V.B., Rastogi Publications.
- Aquaculture, Ramesh Thaper, Sonali Publ. New Delhi.

Examination Pattern :-

- Theory Examination : 50 Marks
- Practical : 30 Mark
- Project Report/Internship/ Field visit / Industrial visit: 20 Marks

Board of Studies :-

Dr. Indira Patil	HOD	9420731330
Prof. Dr. Kamayani Surve	Chief Coordinator	9975187771
Ms Madhuri Sawant	Course Coordinator	9921089064
Mr. Aniket Khatri	Officer Placement	9371357976
Mr. Pathare Abhijeet	Expert from Respective filed	7248982097

A Certificate Course in Journalism

CLASS : S. Y. B. A. (Hindi & Marathi)

DURATION : 90 Hrs.

Co-ordinator : Prof. Alka Chavan

उद्दिष्टे :

- 1) पत्रकारितेतील मूलभूत संकल्पनांचा परिचय करून देणे.
- 2) माध्यमे आणि त्यांचा प्रभाव यांच्याशी संबंधित ज्ञान प्राप्त करणे.
- 3) वृत्तलेखन कौशल्य आत्मसात करणे.
- 4) पत्रकारितेबाबतच्या कायद्यांचे ज्ञान घेणे.

Course Outcomes :

हा कोर्स पूर्ण केल्यानंतर विद्यार्थ्यांना

- 1) पत्रकारितेची तोंड ओळख होऊन त्यातील सामान्य संकल्पनांचे ज्ञान होईल.
- 2) वृत्त लेखन कौशल्य आत्मसात करता येईल.
- 3) वृत्तपत्रांतील विविध सदरांच्या लेखनाचे कौशल्य प्राप्त होईल.
- 4) पत्रकारितेतील रोजगारांच्या संधींचे ज्ञान होईल.

शॉर्ट टर्म कोर्सचा अभ्यासक्रम

अ. क्र.	प्रकरणाचे नाव	लेखी	प्रॅक्टिकल
1)	पत्रकारितेची तोंडओळख		
	अ) प्रसारमाध्यमे आणि पत्रकारिता	1	
	ब) वृत्तपत्राचा इतिहास (स्वातंत्र्य पूर्व व स्वातंत्र्यनंतर)	2	
	क) भारतीय वृत्तपत्राचे स्वरूप	2	
2)	बातमी आणि बातमीलेखन		
	अ) बातमीची व्याख्या व बातमीचे मुल्य	2	
	ब) बातमीचे विषय व वर्गवारी (हार्ड, सॉफ्ट न्यूज)	1	1
	क) प्रत्यक्ष बातमीलेखन	1	1

	ड) बातमी लेखनाची वैशिष्टे ई) बातमी लेखनात शुध्दलेखनाचे महत्त्व	1 1	
3)	बातमीदार अ) बातमीदार म्हणजे काय ? ब) बातमीदाराची कौशल्ये क) बातमीदाराचे स्वातंत्र्य व मर्यादा ड) बातमीचे मार्ग	1 2 1 1	1 1 1
4)	वृत्तपत्रातील इतर लेखन अ) अग्रलेख, सदरे ब) वार्तापत्रे क) मुलाखत ड) समिक्षालेखन इ) वाचकांचा पत्रव्यवहार	1 1 1 1 1	1
5)	आधुनिक वृत्तपत्र व्यवस्थापन अ) संपादकीय विभाग (रचना व कार्ये) ब) जाहिरात व्यवस्थापन क) छपाई प्रक्रिया	2 2 1	
6)	प्रसारमाध्यमांचे बदलते स्वरूप अ) वृत्तवाहिन्या ब) आकाशवाणी क) ऑनलाईन मिडिया ड) सोशल मिडिया व माध्यमांचा परस्परसंबंध	1 1 2 2	
7)	वृत्तपत्रविषयक कायदे अ) भारतीय राज्यघटना व माध्यमांचे स्वातंत्र्य ब) अब्रुनुकसानीचा कायदा क) न्यायालयाचा अवमान ड) मानवी हक्क आयोग	2 1 1 1	

नोकरी, व्यवसाय व रोजगाराच्या संधी

- 1) वृत्तपत्रात बातमीदार म्हणून काम करणे.
- 2) आकाशवाणी, दूरदर्शनमध्ये काम करण्याची संधी
- 3) केंद्र, राज्य सरकार व निमशासकीय संस्थांमध्ये जनसंपर्क अधिकारी म्हणून संधी (वृत्तपत्रविद्येची पदवी आवश्यक)
- 4) खासगी कंपन्यांमध्ये जनसंपर्क अधिकारी व सामाजिक सेलमध्ये काम करण्याची संधी.
- 5) माध्यम समन्वयक म्हणून स्वतःचा व्यवसायक करणे.
- 6) स्वतःचे दैनिक, साप्ताहिक, मासिक, पाक्षिक किंवा वार्षिक अंक काढून व्यवसाय.
- 7) ऑनलाईन न्यूज पोर्टलसाठी बातमीदार, तसेच खासगी संकेतस्थळासाठी काम करणे.
- 8) सोशल मिडियावरील व्यावासायिक पेज चालविण्याची संधी.

संदर्भ ग्रंथ

पुस्तकाचे नाव	लेखक	प्रकाशक
1) वार्ताजगत	एस. के. कुलकर्णी	टिळक महाराष्ट्र विद्यापीठ, पुणे.
2) संपादन	अरविंद व्य. गोखले	टिळक महाराष्ट्र विद्यापीठ, पुणे.
3) माध्यमप्रदेश	महावीर जोधळे	अनुबंध प्रकाशन, पुणे.
4) शुद्धलेखन	मो. रा. वाळिंबे	नितीन प्रकाशन, पुणे.

शॉर्ट टर्म प्रशिक्षणाचा गोषवारा

एकूण गुण	100
थिअरी गुण	60
प्राॅक्टिकल गुण	40
प्रशिक्षणाचे एकूण तास	90
प्रशिक्षणाचे एकूण दिवस	45

A Certificate Course in Journalism For Electronic Media

CLASS : S.Y.B.A. (Hindi & Marathi)

DURATION : 90 Hrs.

Co-ordinator : Dr. Vaishali Khedkar

Objectives -

१. पत्रकारितेविषयी तोंडओळख करून घेणे.
२. प्रिंट व इलेक्ट्रीक मिडियाची कार्यप्रणाली समजून घेणे.
३. पत्रकारितेची आवड निर्माण करणे.
४. प्रसारमाध्यमांचे बदलते स्वरूप समजावून घेणे.
५. बातमी मिळविणे, बातमी लिहिणे आणि सादर करण्याचा अनुभव घेणे.
६. वृत्तपत्र विषयक कायदे समजून घेणे.

CURRICULUM

Topic	Theory Hrs.	Total Hrs.
पत्रकारितेची तोंडओळख अ) प्रसारमाध्यमे आणि पत्रकारिता ब) वृत्तपत्राचा इतिहास (स्वातंत्र्य पूर्व व स्वातंत्र्यनंतर) क) वृत्तवाहिन्या व ऑनलाईन मिडिया	१५	१५
बातमी आणि बातमीलेखन अ) बातमीची व्याख्या व बातमीचे मुल्य ब) बातमीचे विषय व वर्गवारी (हार्ड, सॉफ्ट न्यूज) क) प्रत्यक्ष बातमीलेखन ड) बातमी लेखनाची वैशिष्ट्ये ई) बातमी लेखनात शुध्दलेखनाचे महत्त्व	१५	१५
Practical Syllabus (60 Hrs. = 2 Credit)		List of 15 Practical

Practical	Practical Hrs.	Total Hrs.
बातमीदार, कौशल्ये आणि आव्हाने अ) बातमीदार ओळख आणि कौशल्ये ब) वृत्तपत्र, वृत्तवाहिन्यातील बातमीदाराचे वेगळेपण क) बातमीदाराचे स्वातंत्र्य व मर्यादा इतर लेखन व कौशल्ये अ) स्तंभलेखन, सदर, वार्तापत्रे ब) समिक्षालेखन, वाचकांचा पत्रव्यवहार क) मुलाखत कौशल्य ड) संभाषण कौशल्य आधुनिक वृत्तपत्र व्यवस्थापन अ) संपादकीय विभाग (रचना व कार्ये) ब) जाहिरात व्यवस्थापन क) छपाई प्रक्रिया इलेक्ट्रॉनिक प्रसारमाध्यमे अ) वृत्तवाहिन्या ब) आकाशवाणी क) ऑनलाईन मिडिया ड) सोशल मिडिया व माध्यमांचा परस्परसंबंध वृत्तपत्रविषयक कायदे अ) भारतीय राज्यघटना व माध्यमांचे स्वातंत्र्य ब) अब्रुनुकसानीचा कायदा क) न्यायालयाचा अवमान ड) मानवी हक्क आयोग	Each Practical = 4 hrs.	60
Total - 90 Hours	Theory 30 Hrs.	Practical 60 Hrs.

Course Outcomes :

१. पत्रकारितेची ओळख होईल.
२. प्रिंट व इलेक्ट्रिक मिडियाची कार्यप्रणाली समजेल.
३. प्रसारमाध्यमांच्या स्वरूपातील बदल समजतील.
४. बातम्या मिळवून त्या लिहिणे व सदर करण्याची तयारी होईल.
५. वृत्तपत्र विषयक कायद्यांची माहिती होईल.

Job Opportunities :

१. वृत्तपत्रात बातमीदार म्हणून काम करणे.
२. आकाशवाणी, दूरदर्शनमध्ये काम करण्याची संधी
३. केंद्र, राज्य सरकार व निमशासकीय संस्थांमध्ये जनसंपर्क अधिकारी म्हणून संधी
४. खासगी कंपन्यांमध्ये जनसंपर्क अधिकारी व सामाजिक सेलमध्ये काम करण्याची संधी.
५. माध्यम समन्वयक म्हणून स्वतःचा व्यवसायक करणे.
६. स्वतःचे दैनिक, साप्ताहिक, मासिक, पाक्षिक किंवा वार्षिक अंक काढून व्यवसाय.
७. ऑनलाईन न्यूज पोर्टलसाठी बातमीदार, तसेच खासगी संकेतस्थळासाठी काम करणे.
८. सोशल मिडियावरील व्यावासायिक पेज चालविण्याची संधी.

Projects :

१. पत्रकारितेचे प्रकार
२. इलेक्ट्रोनिक माध्यम
३. पारंपारिक माध्यम
४. बातम्यांचे प्रकार व बातमी लेखन

Reference Books :

- | | | |
|-----------------|-------------------|----------------------------------|
| १. वार्ताजगत | एस. के. कुलकर्णी | टिळक महाराष्ट्र विद्यापीठ, पुणे. |
| २. संपादन | अरविंद व्य. गोखले | टिळक महाराष्ट्र विद्यापीठ, पुणे. |
| ३. माध्यमप्रदेश | महावीर जोधळे | अनुबंध प्रकाशन, पुणे. |
| ४. शुध्दलेखन | मो. रा. वाळिंबे | नितीन प्रकाशन, पुणे. |

Board of Studies :

No.	Name	Designation	Mobile No.
1.	Prin. Dr. Pandurang Gaikwad	Principal and Chairman	9767222711
2.	Dr. Kamayani Surve	Chief Coordinator,	9975187771
3.	Mr. Esak Shaikh	Faculty Coordinator	8600925994
4.	Dr. Vaishali Khedkar	Course Coordinator	9850337233
5.	Mr. Aniket Khatri	Placement Officer	9371357976
6.	Mr. Amol Kakade	Professional Expert 1.	7720900956
7.	Mr. Adity Havile	Faculty	9850666273

A Certificate Course in Proof Reading, Editing and Translation

CLASS : SYBA (English Special)

DURATION : 90 Hrs.

Co-ordinator : Dr. Shahji Karande

Objectives:

1. Understand why editing and proofreading is important for writing.
2. Distinguish between proofreading and editing.
3. Recognize the similarities between editing and proofreading
4. To know the important things to consider when proofreading and editing.
5. Know how to edit and proofread for issues of both mechanics and style.

CURRICULUM

Sr.No.	Name of the Topic	Number of Lectures	
		Theory	Practical
Unit I	Introduction to Proofreading-		
	1) What is Proofreading? Need and purpose 2) Checklist of Proofreading	2	
Unit II	Basics of proofreading		
	1) Spelling: Errors, American and British Spelling Variations	2	3
	2) Capitalization:	1	2
	3) Grammar Parts of speech, Subject-verb agreement Sentence fragments Run-on sentences	4	6

	Pronoun and antecedent agreement Dangling and misplaced modifiers Comparison of adjectives and adverbs Double negatives. 4) Punctuations : Period, question mark, and comma Hyphen and apostrophe Semicolon and colon Quotation marks and underlining (or italics)	4	6
Unit III	Proofreading Symbols and methods		
	Proofreading symbols/marks	2	3
	Methods of Proofreading	2	2
	a) Pen and Paper		
	b) Microsoft Word		
	c) Google Docs		
Unit IV	Proofreading Practice		
	Piece of prose	1	2
	Piece of poem	2	2
	Editing		
Unit I	Introduction to Editing		
	1) What is editing? Need and purpose		
	2) Objectives and Principles of Editing		
	3) Checklist of Editing: Content, Expression, use of supporting evidence		
Unit II	Process of Editing:	2	2
	1) The Editing Process: Grammar- Sentences and their structure, subject- verb agreement, agreement of noun and pronoun, negative and double negative		

	expression, adjectives, tense, modifiers, gerunds and verbs, punctuations, paraphrasing, clauses, one word substitute. 2) The Editing Process: content Revision, Structural reorganization, Expansion, Shortening, the title, Spelling, Detecting and correcting errors, Precise writing	4	6
Unit III	Practice: 1) Editing News 2) Editing Article	1 1	3 3
	Total	35	50
	Examination Pattern : Total marks: 100 1) Theory: 50 2) Practical: 30 3) Project: 20 Total	5	90

Course Outcomes:

After successfully completing this course, students will be able

- CO 1. To proofread and edit documents.
- CO 2. To explain the difference between editing and proofreading.
- CO 3. To understand and apply proofreading symbols.
- CO 4. To recognize and correct common errors in punctuation, grammar, spelling, capitalization, abbreviations, and numbers.
- CO 5. To identify issues in organization, style, and language choice.
- CO 6. To present clear, factually-accurate and legally-compliant copy.

Job Opportunities :

- 1. Publication Agencies
- 2. Print Media
- 3. Private Firms

Projects :

1. Proofreading and Editing News
2. Proofreading and Editing Articles
3. Proofreading & Editing a book
4. Proofreading and Editing Research paper

Reference Books:

1. Acques Barzum 2002. Simple & Direct, London, Harper and Row.
2. John Ostnous 2004. Better Paragraphs, London, Harper and Row.
3. Basket, Scissors and Brooks(Eds), 2002. Book of Art Editing, London, Harper and Row.
4. Joseph. 2002. Outlines of Editing. New Delhi, Amol Publication
5. Ian Montagnes, Editing and Publication: A Training Manual, International Rice Research Institute, Phillippines 1991.

Web References (if any) :

1. Brady, Smith. Proofreading, Revising and Editing Skills Success. Learning Express, LLC. New York, 2003 <<https://www.misd.net>>
2. Proofreading and Editing Symbols <<https://www.edu.uwo.ca>>
3. Editing and Publication: A Training Manual <<http://books.irri.org>>

Board of Studies :

No.	Name	Designation	Mobile No.
1.	Prin. Dr. Pandurang Gaikwad	Chairman	9767222711
2.	Dr. Kamayni Surve	Chief Coordinator	9975187771
3.	Mr. Esak Shaikh	Faculty Coordinator	8600925994
4.	Dr. Sahaji Karande	Course Coordinator	
5.	Dr. Aniket Khatri	Placement Officer	9371357976
6.	Mr. Bidbag Dattatray	Professional Expert 1	9028212555
7.	Mr. Havile Adity	Professional Expert 2	9422224755

A Certificate Course in French Language

CLASS : F.Y.B.A./B.Com./B.Sc.

DURATION : 45 Hrs.

Co-ordinator : Dr. Kamayani Surve

Objectives :

- To learn new foreign language and to know the art and culture of France.
- To offer students with an opportunity of achieving independent communication skills and develop grammatical, sociolinguistic, discursive, strategic and intercultural abilities and skills.

Sr. No.	Les Unités et les leçons / Units	Théorie/ Theory	Pratique/ Practical
1	Introduction: (introduction) † L'alphabet (Alphabets) † Les chiffres (Numbers) † L'article défini, indéfini (Article-A/An/The) † Les présentateurs : c'est, ce sont (This is/These are) † Les pronoms toniques (Pronouns) † Quelques verbes (Verbs)	5	1
2	Les prépositions et l'article contracté : (prepositions & article) † Les prépositions (Prepositions) † Les pluriels (Plurals) † L'article contracté (article + prepositions) † Le présentateur : Il y a (there is / there are) † Quelques verbes (verbs)	5	1
3	Le présent et la négation : (present tense & negations) † La négation (negations) † Le pronom : On † Les présentateurs : Voici, Voilà (here are/ there are) † Le pronom tonique (pronouns)	5	1

4	<p>Le future proche: (near future) 5</p> <ul style="list-style-type: none"> Le futur proche (near future) L'interrogation (interrogative sentence) Les infinitifs (sentence with more than one verb) La question negative (negative interrogative sentences) Quelques verbes (verbs) 	1	
5	<p>L'imparfait: (imperfect)</p> <ul style="list-style-type: none"> Les articles partitifs (article+preposition for negative sentences) Les adjectifs (adjectives) L'Imparfait (past continuous) Quelques verbes (verbs) 	4	1
6	<p>Le passé récent et le future: (recent past & future)</p> <ul style="list-style-type: none"> Le passé récent (recent past) Le futur (future tense) Les adjectifs possessifs (possessive adjectives) Les adjectifs démonstratifs (demonstrative adjectives) Il faut (it is necessary) La comparaison (comparative sentences) Quelques verbes (verbs) 	4	1
7	<p>Le passé compose: (past perfect with To Be form)</p> <ul style="list-style-type: none"> Le passé compose (past perfect) Les nombres ordinaux (ordinary numbers) Les complements de temps (time compliments) Les forms de la négatin (negative forms) Quelques verbes (verbs) Le superlatif (superlative) 	5	1
8	<p>Le passé compose: (past perfect with To Have form)</p> <ul style="list-style-type: none"> Le passé compose (past perfect) Le passé compose avec la negation, l'interrogation (negative past perfect sentences) Les connecteurs de temps (time connectors) Le gerondif (gerund form) Quelques verbes (verbs) 	5	0

Course Outcomes :-

After successfully completing this course, students will be able -

- CO 1. To develop their personality by acquiring the basic knowledge of French Language.
- CO 2. To learn the French accents.
- CO 3. To communicate properly in French Language.
- CO 4. To develop formal writing.

Job Opportunities :

- | Interpreter
- | Data Analysts
- | Jobs in MNCs
- | Jobs in Tourism and Hotel Industry
- | Teaching Profession
- | Call centre

Reference Books :

- | Oxford University Press - Nouvel En Enchages (as per Maharashtra Board Syllabus, 2012)
- | Saraswati House Pvt. Ltd. Publications - Jumelage - 1 & Jumelage - 2

Board of Studies

- Hon.Prin.Dr. Ashok Bhoite (President) M.: 9921777102
- Prof. Alka Chavan (Head. Dept. of Hindi) M.: 9552606959
- Dr. Kamayani Surve (Chief Co-ordinator) M.: 9975187771
- Mr. Rahul Ubale (Faculty) M.: 9096944648
- Mr. Naseer Shaikh (External Expertise) M.: 9766625551

A Certificate Course In Basic G.I.S.

CLASS : S.Y.B.A. (Geography)

DURATION : 90 Hrs.

Co-ordinator : Dr. Shubhada Londhe

Objectives :-

- Making interest in the GIS.
- Getting information about Geographical information system.
- Getting information about various GIS Software.
- To identify various opportunities in the field of GIS.
- To identify and understand the importance application of GIS.
- To prepare various maps regarding field work.

Course Outcomes :

After successfully completing this course, students will be able -

- CO 1. To GIS software interface and tools.
- CO 2. To Elements of recent trends in GIS
- CO 3. To Data attribute and Map Making.
- CO 4. To detail of map digitization.

Topic No.	Unit Name	Theory Periods	Practical Periods	Total
1.	Introduction of G.I.S. <ul style="list-style-type: none"> • Overview • What is G.I.S. • Functions of G.I.S. • Definition, Nature and Historical background of G.I.S. 	04	02	06

2.	Objectives and Applications of G.I.S. Use and Importance of G.I.S. Techniques in following factors : <ul style="list-style-type: none"> · Water Utilities · Transportation · Telecommunications · Public Safety · Defense application · Mobile location services · Electricity and Gas Utility 	04	06	10
3	G.I.S. for Internet and other Application <ul style="list-style-type: none"> · G.I.S. for Agriculture Development · G.I.S. for Environmental Management · G.I.S. in Internet Mapping 	02	06	08
4	Spatial Data <ul style="list-style-type: none"> · Importance of spatial data · Raster Data · Vector Data · Spatial Entities · Map Projection · Type of Projection 	02	06	08
5.	Problems and Prospects of G.I.S. <ul style="list-style-type: none"> · Problems of G.I.S. · Prospects of G.I.S. 	02	01	03
6.	G.P.S. <ul style="list-style-type: none"> · Overview · Historical background of G.P.S. · Importance of G.P.S. · Use and Application of G.P.S. for Various Purpose 	02	08	10
7.	Google Earth <ul style="list-style-type: none"> · Overview · Use of Google Map and Images · Use for G.I.S. 	03	08	11

8.	Software in G.I.S. <ul style="list-style-type: none"> · Autodesk / AutoCAD · Application · Digitization · Introduction · Use 	<ul style="list-style-type: none"> · Introduction · Use · Arc G.I.S. · Application · Digitization 	06	19	25
9.	Report Writing <ul style="list-style-type: none"> · Problems / Title of the Project · Introduction · Location Map of study area · Aims and objectives · Topic arrangement · Data Analysis and Report Writing · Photo Plate · References & Bibliography 		04	05	09
	Total		29	61	90

Job Opportunities :

- Opportunities in I.T. industry and various software companies.
- Research and Development.
- Planning and Management.
- Architecture.
- Teaching Field.

Reference Books :

Name of the Book	Author	Publication
G.I.S. : Concept and Business Opportunity	Prithvish Nag and Smita Sengupta	Concept
Principles of G.I.S.	P. A. Burough	Oxford University
Introduction to G.P.S.	Ahmed E. I.	Artech House, Boston, London
Geographical Information System	Dr. Shrikant Karlekar	Daimond
G.I.S. and Remote Sensing	Dr. Gathade	Phadake

Board of Studies:

Sr.	Name	Designation	
1.	Prin. Dr. Pandurang Gaikwad	Chairman	9767222711
2.	Dr. Kamayani Surve	Coordinator	9975187771
3.	Dr. Shubhada Londhe	Course Coordinator	9960010487
4.	Prof. Aniket Khatri	Placement Officer	9371357976
5.	Mr. Raturaj Gund	Expert from respective field	9822978994
7.	Mrs. Sarika Pawar	Expert from respective field	9637485137
8.	Dr. Rajesh Birajdar	Expert from respective field	9922888939

A Certificate Course In Advanced G.I.S.

CLASS : T.Y.B.A. (Geography)

DURATION : 90 Hrs.

Co-ordinator : Dr. Shubhada Londhe

Topic No.	Unit Name	Theory Periods	Practical Periods	Total
1.	Introduction of GIS 1. Overview 2. Modern Contribution 3. Recent Trends 4. Application of GIS	4	-	4
2.	Total Station 1. Overview 2. Importance of Total station 3. Use of Total station 4. Survey and Plotting of Map	3	10	13
3.	Software in GIS Q-GIS 1. Introduction 2. Interface and Tools 3. Data Exploration 4. Geo-referencing 5. Digitization 6. Mapping 7. Application	3	24	27

4.	Arc-GIS 1. Introduction 2. Interface and Tools 3. Data Exploration 4. Geo-referencing 5. Digitization 6. Mapping 7. Application	3	24	27
5.	Global Mapper 1. Introduction 2. Interface and Tools 3. Data Exploration 4. Geo-referencing 5. Digitization 6. Mapping 7. Application	2	12	14
6.	Report Writing 1. Title of Project 2. Introduction 3. Location Map Of Study Area 4. Aims and Objective 5. Topic Arrangements 6. Data Analysis and Report writing 7. Photo Plate Reference and Bibliography	5	-	5
	Total	20	70	90

Dr. Dattatray Mane
Faculty

Dr. Shubhada Londhe
Coordinator

A Certificate Course in Psychological Counselling & Guidance मानसशास्त्रीय समुपदेशन आणि मार्गदर्शन प्रमाणपत्र अभ्यासक्रम

वर्ग : एस.वाय., टी.वाय.बी.ए. (मानसशास्त्र)

कालावधी : १० तास

को-ऑर्डिनेटर : प्रा. बाबासाहेब पवळ

उद्दिष्ट्ये (Objective)

- मानसशास्त्रीय समुपदेशनाची पार्श्वभूमी.
- समुपदेशनाची ओळख.
- सुपदेशनाची शैक्षणिक अर्हता व अधिकाराची जाणीव.
- सल्लागारिचे हक्क.
- समुपदेशकाची शारीरिक, मानसिक स्थिती.
- समस्येकडे पाहण्याचा विधायक दृष्टिकोण.
- उपचार पद्धतीची माहिती.

अभ्यासक्रमातून प्राप्त होणारी कौशल्ये

- समुपदेशकाची निरीक्षण क्षमता वाढविणे.
- समस्या निराकरणाची क्षमता वाढविणे.
- भावनिक प्रगल्भता.
- विविधांगी ज्ञानविस्तार.
- निकोप समाज निर्मिती.

अभ्यासक्रम

प्रकरण क्र.	प्रकरणाचे नाव	तासिका	प्रात्यक्षिक
१	१. समुपदेशन - व्याख्या व स्वरूप. २. समुपदेशन आणि मार्गदर्शन फरक. ३. समुपदेशनाची ध्येय ४. व्यावसायिक आणि नैतिकतत्वे.	१०	

२	समुपदेशन संबंध १. समुपदेशन संबंध ३. समुपदेशन प्रक्रिया	२. समुपदेशन आशय ४. संप्रेषण	१०	
३.	मानसशास्त्रीय मापन १. मानसशास्त्रीय मापन ३. मानसशास्त्रीय कसोटी उपयोगातील मर्यादा ४. कसोटी फलीतांवर परिणाम करणारे घटक ५. कसोटीचे अर्थविवरण	२. कसोट्यांचे प्रकार ६. मुल्यमापन तंत्र	१०	
४.	समुपदेशन सिद्धांत आणि तंत्रे १. मनेविश्लेषण उपचार पद्धती २. अँडलेरिअन व्यक्ती मानसशास्त्र उपचार पद्धती ३. अस्तित्ववादी ५. तर्कसंगत भावनिक पद्धत ७. वर्तन समुपदेशन तंत्र	४. व्यक्ती केंद्रित उपचार ६. योग व ध्यान उपचार	१०	
५	समुपदेशनाचे मूल्यमापन १. मुल्यमापन ३. मुल्यमापनाचा दृष्टीकोण	२. मुल्यमापनाच्या समस्या ४. मुल्यमापनाचे निकष	१०	
६	समुपदेशनाचे उपयोजन १. कुटुंब समुपदेशन ३. शालेय व महाविद्यालय समुपदेशन ५. व्यावसायिक समुपदेशन	२. बाल समुपदेशन ४. पालक समुपदेशन	१०	१०
७	कुटुंब उपचार पद्धती १. सैद्धांतिक संकल्पना व दृष्टीकोन २. कुटुंब उपचाराची तंत्रे	३. वर्तन उपचार तंत्रे	१०	१०
८	प्रकल्प अहवाल १. कौटुंबिक अभ्यास (केस स्टडी) २. क्षेत्रीय अभ्यास (फिलड वर्क)			२०
९	वार्षिक परिक्षा	गुण १००		

अभ्यासक्रमातून प्राप्त होणाऱ्या संधी

- शाळा, महाविद्यालयातील विद्यार्थी व पालकांना समुपदेशनाची संधी.
- वैयक्तिक समुपदेशक व मार्गदर्शक.
- कुटुंब न्यायालयात समुपदेशनाची संधी.
- पदव्युत्तर कोर्स करता येतो.
- रुग्णालयामध्ये समुपदेशनाची संधी.
- कान्सल्टन्सी चालविण्याची संधी.

प्रकल्पासाठीचे विषय

- कौटुंबिक अभ्यास : व्यक्ती आणि सेवाक्षेत्र
- क्षेत्रीय अभ्यास : व्यक्ती आणि सेवाक्षेत्र

संदर्भ ग्रंथ :

- समुपदेशन मानसशास्त्र, प्रा. पवार, प्रा. चौधरी प्रशांत प्रकाशन, पुणे.
- उपयोजित मानसशास्त्र, डॉ. म.न. पलसाने, डॉ. सविता नवरे वायली ईस्टर्न लिमिटेड प्रकाशन, पुणे.
- उपयोजित मानसशास्त्र, डॉ. र. वि. पंडित, कुलकर्णी व गोरे पिंपळपूर अँड कं. प्रकाशन, नागपूर.
- कुटुंब व वैवाहिक समायोजन, डॉ. काळे, देशपांडे, डॉ. कुमठेकर यशवंतराव चव्हाण मुक्त विद्यापीठ, पुस्तक नं. १.
- वैवाहिक समस्या मार्गदर्शन व उपचार, डॉ. काळे, देशपांडे, डॉ. कुमठेकर, यशवंतराव चव्हाण मुक्त विद्यापीठ, पुस्तक नं. २.
- व्यक्तिमत्व विकास समस्या आणि मानवी आरोग्य, डॉ. भरत देसाई, डॉ. देशपांडे, यशवंतराव चव्हाण मुक्त विद्यापीठ, पुस्तक नं. ३.
- Counseling and Guidance with edition - Gibson & Mitchel.

अभ्यास मंडळ :

- | | | |
|-------------------------|-------------------|----------------|
| • प्रा. शहा यु. पी. | समन्वयक | मो. ९८२२३७६२२० |
| • प्रा. पवळ बी. बी. | मानसशास्त्र विभाग | मो. ९८२२६१९२८० |
| • प्रा.डॉ. दिगंबर दरेकर | निर्मात्रित सदस्य | मो. ९९२२७८४६६२ |
| • प्रा. तानाजी हातेकर | निर्मात्रित सदस्य | मो. ९९६०२२६८५९ |
| • श्री. रत्नदीप कांबळे | निर्मात्रित सदस्य | मो. ७७०९०३५०९८ |

A Certificate Course in Family Counselling कुटुंब समुपदेशन आणि मार्गदर्शन प्रमाणपत्र अभ्यासक्रम

वर्ग : एस.वाय./टी.वाय.बी.ए. (मानसशास्त्र)

कालावधी : ९० तास

को-ऑर्डिनेटर : प्रा. बाबासाहेब पवल

उद्दिष्ट्ये (Objective)

- कुटुंब समुपदेशनाची पार्श्वभूमी.
- सुपदेशनाची शैक्षणिक अर्हता व अधिकाराची जाणीव.
- समुपदेशकाची शारीरिक मानसिक स्थिती.
- उपचार पद्धतीची माहिती.
- समुपदेशनाची ओळख.
- सल्लार्थींचे हक्क.
- समस्येकडे पाहण्याचा विधायक दृष्टीकोन.

अभ्यासक्रमातून प्राप्त होणारी कौशल्ये

- समुपदेशकाची निरीक्षण क्षमता वाढविणे.
- भावनिक प्रगल्भता.
- निकोप समाज निर्मिती.
- समस्या निराकरणाची क्षमता वाढविणे.
- विविधांगी ज्ञानविस्तार.

अभ्यासक्रम

प्रकरण क्र.	प्रकरणाचे नाव	तासिका	प्रात्यक्षिक
१	कुटुंबाचे मानसशास्त्र १) कुटुंब - व्याख्या व स्वरूप २) कुटुंबाचे प्रकार व कार्य ३) कुटुंबामधील संप्रेषण आणि आंतरक्रिया लक संबंध ४) कौटुंबिक अस्मिता, स्थिरता आणि आंतरक्रिया ५) कौटुंबिक विघटन, भारतीय संशोधनाचा आढावा.	१०	
२	विवाह आंतरक्रिया आणि वैवाहिक समायोजन १) विवाह म्हणजे काय ? २) विवाहाची धन आणि ऋण कारणे ३) वैवाहिक संबंध ४) जोडीदाराच्या निवडीवर होणार परिणाम ५) वैवाहिक समायोजन	१०	

३	कुटुंबाचा संकटकाळ १) संकटाचा प्रकार २) संकटकाळाच्या अवस्था ३) घटस्फोट प्रकार ४) घटस्फोटाचे परिणाम ५) घटस्फोट टाळण्याच्या दृष्टीने काही सूचना	१०	
४	स्वास्थ्य मानसशास्त्र १) शारीरिक रोगाची लक्षणे कशी जाणवतात ? २) ताण म्हणजे काय ? ३) ताण निर्माण करणारे घटक व प्रकार ४) ताण कसा कमी करावा ? ५) शारीरिक प्रतिक्रियांचे व्यवस्थापन	१०	
५	कौटुंबिक नियामके १) कौटुंबिक संबंध २) कुटुंब एक शास्त्र ३) इतर कौटुंबिक घटक	१०	
६	समुपदेशनाचे आयोजन १) कुटुंब समुपदेशन २) बाल समुपदेशन ३) पालक समुपदेशन ४) शालेय व महाविद्यालयीन समुपदेशन ५) व्यावसायिक समुपदेशन	५	५
७	कुटुंब उपचार पद्धती १) सैद्धांतिक संकल्पना व दृष्टीकोण २) कुटुंब उपचाराची तंत्रे ३) वर्तन उपचार तंत्रे	५	५
८	प्रकल्प अहवाल १) कौटुंबिक अभ्यास (केस स्टडी) २) क्षेत्रीय अभ्यास (फिल्ड वर्क)		१०

अभ्यासक्रमातून प्राप्त होणाऱ्या संधी

- शाळा, महाविद्यालयातील विद्यार्थी व पालकांना समुपदेशनाची संधी.
- वैयक्तिक समुपदेशक व मार्गदर्शक.
- कुटुंब न्यायालयात समुपदेशनाची संधी.
- पदव्युत्तर कोर्स करता येतो.
- रुग्णालयामध्ये समुपदेशनाची संधी.
- कन्सल्टन्सी चालविण्याची संधी.

प्रकल्पासाठीचे विषय

- कौटुंबिक अभ्यास : व्यक्ती आणि सेवाक्षेत्र
- क्षेत्रीय अभ्यास : व्यक्ती आणि सेवाक्षेत्र

संदर्भ ग्रंथ :

- समुपदेशन मानसशास्त्र, प्रा. पवार, प्रा. चौधरी प्रशांत प्रकाशन, पुणे.
- उपयोजित मानसशास्त्र, डॉ. म.न. पलसाने, डॉ. सविता नवरे वायली ईस्टर्न लिमिटेड प्रकाशन, पुणे.
- उपयोजित मानसशास्त्र, डॉ. र. वि. पंडित, कुलकर्णी व गोरे पिंपळपूर अँड कं. प्रकाशन, नागपूर.
- कुटुंब व वैवाहिक समायोजन, डॉ. काळे, देशपांडे, डॉ. कुमठेकर यशवंतराव चव्हाण मुक्त विद्यापीठ, पुस्तक नं. १.
- वैवाहिक समस्या मार्गदर्शन व उपचार, डॉ. काळे, देशपांडे, डॉ. कुमठेकर, यशवंतराव चव्हाण मुक्त विद्यापीठ, पुस्तक नं. २.
- व्यक्तिमत्त्व विकास समस्या आणि मानवी आरोग्य, डॉ. भरत देसाई, डॉ. देशपांडे, यशवंतराव चव्हाण मुक्त विद्यापीठ, पुस्तक नं. ३.
- समुपदेशन आणि मार्गदर्शन : गिब्सन आणि मीथकेल.
- व्यक्तिमत्त्व विकास : प्रा. पाध्ये, प्रा. नायर, प्रा. जनई
- Counseling and Guidance with edition - Gibson & Mitchel.

अभ्यास मंडळ :

- | | | |
|-------------------------|-------------------|----------------|
| • प्रा. शहा यु. पी. | समन्वयक | मो. ९८२२३७६२२० |
| • प्रा. पवळ बी. बी. | मानसशास्त्र विभाग | मो. ९८२२६१९२८० |
| • प्रा.डॉ. दिगंबर दरेकर | निर्मात्रित सदस्य | मो. ९९२२७८४६६२ |
| • प्रा. तानाजी हातेकर | निर्मात्रित सदस्य | मो. ९९६०२२६८५९ |
| • श्री. राहुल गरुड | निर्मात्रित सदस्य | |

A Certificate Course in Foundation of Psychology मानसशास्त्राचे मूलाधार अभ्यासक्रम प्रमाणपत्र

वर्ग : एस.वाय.बी.ए. (विशेषस्तर मानसशास्त्र)

कालावधी : ९० तास

को-ऑर्डिनेटर : प्रा. बाबासाहेब पवळ

उद्दिष्ट्ये :

- 1) बोधानिक प्रक्रियेत वाढ करणे.
- 2) भावनांकडे पाहण्याचा विधायक दृष्टिकोन निर्माण करणे.
- 3) एकाग्रता वाढविणे.
- 4) वर्तमान क्षणात राहण्याचे कौशल्य अवगत करणे.
- 5) निर्णय क्षमतेत वाढ करणे.
- 6) सकारात्मकतेत वाढ करणे.

कौशल्ये :

- 1) वर्तमान क्षणात राहण्याचे कौशल्य अवगत करणे.
- 2) निर्णय क्षमतेत वाढ.
- 3) विचार प्रक्रियेत वाढ
- 4) ज्ञानाचा विस्तार
- 5) ताणाचे नियोजन
- 6) भावनांचे व्यवस्थापन

अभ्यासक्रम

अ.क्र.	प्रकरणांची नावे	थियरी	प्रात्याक्षिक	एकूण
प्रकरण 1	स्व 1.1 स्व चे प्रकार आणि ओळख 1.2 स्व नियोजनासाठी कार्यपद्धती 1.3 स्व मुल्याभिमुखता 1.4 स्व चे व्यवस्थापन कौशल्ये 1.5 जीवनविषयक ध्येये	3	7	10
प्रकरण 2	मिनी हॅबिट 2.1 सवयीची सुरुवात 2.2 सवय बदलण्याची कला 2.3 प्रशिक्षणाची गरज 2.4 सवयी न बदलण्याची 12 कारणे 2.5 मिनी हॅबिटचे 8 नियम 2.6 मोठ्या बदलासाठी 8 छोट्या पायऱ्या	4	10	14

प्रकरण 3	भावना 3.1 भावनाची निर्मिती 3.2 भावना ओळखणे 3.3 मुलभूत भावना 3.4 भावनांच्या छटा	4	4	8
प्रकरण 4	प्रेरणा 4.1 प्रेरणेचे स्वरूप आणि प्रेरणा चक्र 4.2 प्रेरणेवर परिणाम करणारे घटक 4.3 मानसिक प्रेरणा 4.4 शारीरिक प्रेरणा	4	4	8
प्रकरण 5	माइन्डफुलनेस 5.1 माइन्डफुलनेस चे फायदे 5.2 एकाग्रता ध्यान 5.3 कल्पना दर्शन ध्यान 5.4 साक्षी ध्यान 5.5 करुणा ध्यान	3	10	13
प्रकरण 6	समुपदेशनाची उपचार पद्धती व तंत्रे 6.1 व्यक्तिकेंद्रित उपचार पद्धती 6.2 तर्कसंगत मानसिक वर्तन उपचार पद्धती (REBT) 6.3 व्यवहार विश्लेषण उपचार पद्धती 6.4 बेकची उपचार पद्धती (CBT) 6.5 लोगो उपचार पद्धती	10	10	10
प्रकरण 7	भावनिक बुद्धिमत्ता 7.1 भावनिक बुद्धिमत्तेचे स्वरूप आणि महत्व 7.2 भावनिक बुद्धिमत्तेचा सिद्धांत 7.3 भावनिक बुद्धिमत्तेचे सहसंबंधी घटक 7.4 भावनिक बुद्धिमत्ता वाढवाविण्याचे तंत्रे आणि धोरणे 7.5 भावनिक अभिव्यक्ती	1	7	8
प्रकरण 8	राग आणि आक्रमकता 8.1 रागाचे स्वरूप 8.2 रागाचे व्यवस्थापन 8.3 आक्रमकता स्वरूप	1	8	9

संदर्भ ग्रंथ :

- 1) डॉ. चंद्रशेखर देशपांडे, 'समुपदेन शास्त्रीय प्रक्रिया व उपयोजन', उन्मेश प्रकाशन पुणे 30.
- 2) डॉ. चंद्रशेखर देशपांडे, 'सूक्ष्म कौशल्ये मानसशास्त्रीय समुपदेशन प्रक्रियेचा गाभा, उन्मेश प्रकाशन पुणे 30.
- 3) प्रा. बी. एस. पवार, डॉ. जी. बी. चौधरी, 'समुपदेन मानसशास्त्र, प्रशांत पब्लिकेशन जळगाव - 425001.
- 4) डॉ. शैलेजा भंगाळे, डॉ. संगिता महाजन, 'समुपदेन मानसशास्त्र आशय प्रक्रिया व उपचार पध्दती', प्रशांत पब्लिकेशन जळगाव 425001.
- 5) डॉ. जी. बी. चौधरी, प्रा. बी. एस. पवार, 'समुपदेन मानसशास्त्र आशय प्रक्रिया व उपचार पध्दती, अथर्व पब्लिकेशन जळगाव

कौशल्ये :

- 1) समुपदेशन कौशल्य अवगत.
- 2) निर्णय क्षमतेत वाढ.
- 3) विचार प्रक्रियेत वाढ.
- 4) भावनिक प्रगल्भता.
- 5) ज्ञानाचा विस्तार

उपयोग / संधी :

- 1) ज्ञानात वाढ
- 2) एन.जी.ओ., समुपदेशन केंद्रामध्ये काम करण्याची संधी
- 3) पदव्युत्तर कोर्स करण्याची संधी
- 4) मानसशास्त्रज्ञांच्या हाताखाली इंटरनशीपची संधी

प्रोजेक्ट :

मानसशास्त्रीय संकल्पनांवर आधारित PPT प्रेजेंटेशन

अभ्यास मंडळ :

- 1) मा. प्राचार्य डॉ. पांडुरंग गायकवाड चेअरमन
- 2) प्रा. बाबासाहेब पवळ समन्वयक
- 3) डॉ. कामायनी सुर्वे मुख्य समन्वयक
- 4) प्रा. अनिकेत खत्री सदस्य, महाविद्यालय प्लेसमेंट ऑफिसर
- 5) डॉ. तानाजी हातेकर सदस्य, डॉ. बाबासाहेब आंबेडकर महाविद्यालय, औंध

A Certification Course in Introduction to Share Market

CLASS : S.Y.B.A.

DURATION : 90 Hrs.

Co-ordinator : Dr. Bharati Yadav

Objectives-

1. To aware students about stock market
2. To understand the Basic terminologies used in Stock Market
3. To aware about different types of analysis
4. To aware them about technical analysis and decision making

SYLLABUS

No	Unit	Period
Topic 1	1. Introduction of Shear Market <ol style="list-style-type: none"> 1. What is stock market <ol style="list-style-type: none"> I. Background II. What is share 2. History of stock market 3. Different segments of stock market <ol style="list-style-type: none"> I. Equity II. Derivatives III. Currency IV. Commodity 4. Nature and role of financial structure 5. Reserve bank of India-organization, management, and function. 	18

Topic 2	2. Types of analysis in stock market <ol style="list-style-type: none"> 1. I. Technical analysis <ol style="list-style-type: none"> II. Fundamental analysis 2. Why should we learn technical analysis? 3. Types of charts 4. Chart analysis <ol style="list-style-type: none"> I. Trend identification <ol style="list-style-type: none"> i. Dow theory a) Uptrend b) Downtrend c) Sideways trend ii. Uptrend stocks iii. Downtrend stocks II. Supports III. Resistance 	18
Topic 3	3. Time frames <ol style="list-style-type: none"> 1. Trend lines 2. Candlestick patterns <ol style="list-style-type: none"> I. Bullish candlestick pattern II. Bearish candlestick pattern 	18
Topic 4	4. Fibonacci retracement <ol style="list-style-type: none"> 1. Chart patterns <ol style="list-style-type: none"> I. Trend continuation pattern 	18
Topic 5	5. Indicators <ol style="list-style-type: none"> 1. Volume <ol style="list-style-type: none"> II. RSI III. MACD IV. Stochastic V. Moving averages 2. Revision of all concepts 3. Implementations 4. Revision of implementations 	18

Course Outcomes :

After successfully completing this course, students will be able -

- CO 1. To understand basic concepts of share market.
- CO 2. To get information of trends, support and resistance in the stock market.
- CO 3. To understand how to build a portfolio and make investment decisions.

Text Books :

1. Prasanna Chandra, "Investment Analysis and Portfolio management", Tata McGraw Hill, 3rd Edn., 2008
2. Julian Walmsley, "New Financial Instruments". John Wiley & Sons, 2nd edition, Inc 1998.

References :

1. Bharati V. Pathak. -"The Indian Financial System: Markets, Institutions and Services", Pearson education, 3 edn.
2. Bhole I. M.: "Financial Markets and Institutional": Tata McGraw Hill, New Delhi.
3. Chandler M. V. and Goldfeld S. M: Economics of Money and Banking: Harper and Row, New York.

Board of Studies

No.	Name	Designation	Mobile No.
1.	Prin. Dr. Pandurang Gaikwad	Chairman	9767222711
2.	Dr. Kamayani Surve	Chief Coordinator	9975187771
3.	Mr. Isak Shekh	Faculty Coordinator (Arts)	9834714575
4.	Dr. Bharati Yadav	Course Coordinator	9860645674
5.	Mr. Aniket Khatri	Placement Officer	9371357976
6.	Dr. Sachin Kalel	Expert Faculty	9860791764
7.	Dr. Rajesh Birajdar	Professional Expert	9922888939

A Certificate Course in Insurance

CLASS : S. Y. B. Com.

DURATION : 90 Hrs.

Co-ordinator : Prof. Vikram K. Udar

Objectives:

1. To Acquires knowledge of Insurance,
2. To acquaint Students with technical knowledge of Insurance.
3. To the develop personality of students in the field of insurance.
4. To acquaint the students with health and life insurance.
5. To train the students for insurance Programme.
6. To Students search for career opportunities in the field of insurance.

CURRICULUM

Sr. No.	Name of the Topic	Number of Lectures		
		Theory	Practical	Total
1.	Concept of Insurance	4	-	4
	History of Insurance Types of Insurance Definition of Insurance			
	Important Concept in Insurance	6	-	6
	Insurance Companies, Insurance Premium, Tenure of Insurance, Insurance Certificate, Different Kinds of Insurance Policies etc			
2	Nature and Features of Insurance	5	-	5
	Nature of Insurance Features of Insurance Business			

3.	Importance of Insurance Functions of Insurance Advantages of Insurance Limitations of Insurance	5	-	5
4.	Life Insurance Policy Process of Withdrawing Life Insurance Policy	2	5	7
5.	Terms and Conditions Terms and Conditions of Insurance Policies Risk Management Age Proof Insurance Premium Loan on Insurance Policy Benefits on Different kinds of Policies Realisable Value	2	3	5
6.	Life Insurance Policies and its types Different Kinds of Life Insurance Policies Life insurance Policies- Merits and Demerits Term insurance Policies- Merits and Demerits	5	5	10
7.	Process of getting of Realisable Value Amount due after completion of term of Insurance Realisable Amount after death	2	3	5
8.	Fire Insurance Introduction Concept Features of Fire Insurance Scope of Fire Insurance	2	-	2

9.	General Insurance Mediclaim Insurance Personal Accidental Policy Vehicle Insurance Fire Policy Miscellaneous	3	30	33
	Total	45	45	90

Course Outcome :

After successfully completing this course, students will be able

CO 1. To Acquire knowledge of Insurance

CO 2. To get technical knowledge of Insurance

CO 3. To develop personality of students in the field of insurance

CO 4. To get acquainted with health and life insurance

CO 5. To search for career opportunities in the field of insurance.

Job Opportunities :

1. Investment Consultant
2. Insurance Consultant
3. Job Opportunities in Reputed Insurance Companies

Project :

1. Provides project as collect the information of different kinds of insurance policies

Reference Books :

1. Prof. Dr.C.J. Joshi and Prof. Sudhakar Mankar
2. "Vima Shastra ani Tatve" Dr.Medha Kanetkar
3. "Vimyavishayi Sary Kahi" by Kshitija Patkule
4. "E-Commerce" By Mrs. Nita Fadnis
5. Insurance- Principles and practices by M.N.Mishra S.Chand
6. Elements of Insurance by R.P.Malhotra
7. Insurance - R. S. Sharma

Web References (if any) :

1. www.licindia.in
2. www.gicofindia.com

Board of Studies :

No.	Name	Designation	Mobile
1.	Dr. Pramod R. Botre	Chairman	9822885071
2.	Prof. Vikram Udar	Member	9922836391
3.	Mr. Tatyasaheb Shewale	Member (Dev. Officer LIC)	9822785831
4.	Mr Prakash Kadam	Expert Faculty (LIC Agent)	8329041311

A Certificate Course in Self Employment & Entrepreneurship Development

CLASS : S.Y.B.A.(Eco.Spl.) / S.Y.B.Com.

DURATION : 90 Hrs.

Co-ordinator : Dr. Shubhada Londhe

Objectives

- To acquire the knowledge of the self employment of the students.
- To acquire the knowledge of self employment management.
- To acquaint the student with technical knowledge of the employment.
- To develop the personality of the students through self employment.
- To strengthen the students for job opportunity.

Syllabus

Sr. No.	Unit	Theory Period
Topic No. 1	Introduction <ul style="list-style-type: none"> • Defining, Meaning, Concept, Structure of the self employment • Characterizes of the self employment • Scope of the self employment • Importance of the self employment • Development of the self employment 	08
Topic No. 2	Job opportunity <ul style="list-style-type: none"> • Defining, Meaning, Concept, Structure of the job opportunity • Various fields of job opportunity • Importance of job opportunity • Development of the job opportunity 	07

Topic No.3	Essential qualities of the self employment <ul style="list-style-type: none"> • Self confidence • Activeness • Balanced thinking • Trustiness of work • New knowledge of the job • Proper planning of the work • Carrierness • Innovation aim • Positive thinking • Future aim 	07
Topic No. 4	Financial Resources for Self employment <ul style="list-style-type: none"> • Small Industries development Bank of India • National Bank for agricultural and Rural Development • Nationalized banks • State Co-operative Banks • State Financial Corporation of India • District Industries Centre • Khadli and village Grammodityog Centre • Regional Rural Banks • Maharashtra Industrial Development Corporation (M.I.D.C.) 	07
Topic No.5	Various self employment schemes of government <ul style="list-style-type: none"> • Self employment the Educated unemployed youth 1983-1984 • Self Employment progress of the urban poor September 1986 • Urban Micro Enterprises 1990 • Swaraj Jayanti Sahakari Rozgar Yojana, December 1997 	07
Topic No.6	Self employment and Development <ul style="list-style-type: none"> • Personal Development • Social Development • Economical Development • Rural Development • Urban Development • Regional Development • National Development 	07

Topic No.7	<p>To overcome the Problems in self employment</p> <ul style="list-style-type: none"> • Lack of education • Skills and Techniques • Efficiency of the person • Accommodation in the job • Finance for the job • Prices of the goods • Market situation • Demand of the consumers • Profit from the job • Government policy 	07
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Section II Practical

No.	Name of the Topic	Periods
A)	<ul style="list-style-type: none"> • Interviews of the successful self employed person • To search out the opportunities of self employment where the students are living • To Purchase / manufactures the goods and to sale on retail basis. 	14
B)	<ul style="list-style-type: none"> • Visit weekly market / whole sale market, self-help groups by the students. • To visit Agricultural exhibition, consumer good • Exhibition self help groups exhibitions for motivation. 	13
C)	<ul style="list-style-type: none"> • To acquire the business skills by doing a job with self employed person for five hours per week and to get the certificate from them. 	13

Scope of the subject :-

- 1) To search the self employment job.
- 2) To find out the new opportunities of the employment.
- 3) To discover the different fields of the employment.
- 4) To work for out the economics development of the students.

Outcome of the Short Term Course :

After the completion of the course the students will get the proper knowledge of self employment job. After graduation the students will be able to start the self employment with their own responsibility and risk. After the completion of course the students will strengthen their own life, and also strengthen the society. And when the flow of students, the rate of self employment job will increase, the economic development and growth of the nation will take place. So the opportunities of self employment will be ideal model among the students.

Course Outcome :

After successfully completing this course, students will be able

- CO 1. To learn how to develop a career plan and occupational options.
- CO 2. To develop practical competence.
- CO 3. To learn to seek appropriate resources.
- CO 4. To learn career development skills.

Job Opportunities :

- After the completion the course the students will get the proper knowledge of self employment.

Subjects for project work :

- Interviews of the successful self employment persons.
- To purchase manufacture the goods and to sale on retail basis.
- Visit weekly market, wholesale market, self help groups by the students.
- To visit Agricultural Exhibitions, Consumer good Exhibitions and SHG Exhibitions for motivation.

Board of studies :-

- १) मा. सुरेश उमाप, विभागीय अधिकारी, महाराष्ट्र उद्योजकता विकास केंद्र, पुणे.
- २) मा. मदनकुमार शेळके, प्रकल्प अधिकारी, महाराष्ट्र उद्योजकता विकास केंद्र, पुणे.
- ३) मस्के व्ही. एस., क्लॉलिटी इंजिनिअरिंग अर्स, भोसरी, पुणे. मो. ९०११०८२१७५
- ४) साळुंखे डी. के., इंडिया इंजिनिअरिंग प्रा.लि., पुणे. मो. ९८२२४६२७१७
- ५) भगवान पठारे, कुबेर इंजिनिअरिंग प्रा. लि., पुणे. मो. ९३७१००१३८७

- ६) प्रा.डॉ. एस. जी. शिंदे, मो. ९८८१०३७८८९
- ७) प्रा. सहाणे बी. जी., पुणे. मो. ९०११५५३५६४
- ८) डॉ. यादव बी. जे., मो. ९८६०६४५६७४
- ९) प्रा. घोडके यु. एम. मो. ९९२१९८५६३१

संदर्भ ग्रंथ सूची

- १) जयप्रकाश झेंडे, महाराष्ट्रातील उद्योजक, डायमंड पब्लिकेशन, पुणे. वर्ष २०१०.
- २) प्रा. पी. के. कुलकर्णी, उद्योजकांचे समाजशास्त्र, श्री मंगेश प्रकाशन, नागपूर. वर्ष २००१.
- ३) श्री. गिरीश प. जखेटिया, यशस्वी उद्योजकांचे ३६ मंत्र, मॅजेस्टिक प्रकाशन, मुंबई. वर्ष २००८.
- ४) श्री. रिर्या टेलर, अनुवादक, श्री. ग. बापट, यशस्वी व्यवस्थापनाची सूत्रे, संकेत प्रकाशन, औरंगाबाद वर्ष २०१०.
- ५) डॉ. गिरधारी डी. जी. 'उद्योजकतेची मूलतत्वे' विद्याबुक्स पब्लिशर्स, औरंगपुरा, औरंगाबाद.
- ६) पवार एस. बी. 'यशस्वी उद्योजकांची पंचतंत्रे', शुभम् बहुउद्देशीय मार्गदर्शन संस्था, गोखलेनगर, पुणे १६.
- ७) श्री. एस. बी. पवार, बचत गटासाठी स्वयंम् रोजगाराचे ५१ महामार्ग, प्रकाशक - शुभम् बहुउद्देशीय मार्गदर्शक संस्था, पुणे वर्ष २००९.
- ८) श्री. ए. पी. परेहरा, अनुवादक - विश्वनाथ देशपांडे, तुमचे यश तुमच्या हाती, वर्ष २००७.
- ९) श्री. स्टेट मार्डेन, प्रगतीचे रहस्य, संकेत प्रकाशन, वर्ष २००९.
- १०) श्री. जयप्रकाश झेंडे, व्यक्तिमत्व विकासाच्या उत्कृष्टतेकडे, डायमंड पब्लिकेशन, पुणे. वर्ष २००८.
- ११) पवार एस. बी., 'महिलांसाठी स्वयंरोजगाराच्या १०१ वाटा', शुभम् बहुउद्देशीय मार्गदर्शन संस्था', गोखले नगर, पुणे १६.
- १२) श्री. स्वेट मार्डेन, अशक्य.... शक्य, संकेत प्रकाशन, औरंगाबाद. वर्ष २००९.
- १३) डॉ. सुहास भास्कर जोशी, कशासाठी यशस्वी होण्यासाठी, मॅजेस्टिक प्रकाशन, मुंबई, वर्ष २००६.
- १४) श्री. जयप्रकाश झेंडे, स्वप्न उद्योजकांचे, डायमंड पब्लिकेशन, पुणे. वर्ष २००८.

संदर्भ मासिके :

- १) उद्योजक, श्री. किरण कुलकर्णी, महाराष्ट्र - उद्योजकता विकास प्रकाशन, एमसीईडी.
- २) वाणिज्य विश्व, द पुना मर्चंट चेंबर्स मॅगेझिन.
- ३) व्यापारी मित्र, श्री. जी. डी. शर्मा
- ४) संपदा 'मराठा चेंबर ऑफ कॉमर्स इंडस्ट्रीज अँड अॅग्रीकल्चर' पुणे.

Website :

www.smallindustryindia.com

www.ssindia.com

www.laghu-udyog.com

A Certificate Course in Beauty Care

CLASS : S.Y.B.Com.

DURATION : 90 Hrs.

Co-ordinator : Dr. Vijaya Pokale

Objectives :-

- To improve overall Personality of Girl students.
- To Prepare students for job Opportunities in professional Beauty Parlours.
- To promote the students for self employment.
- To provide students basic guidance in Aroma therapy and Beauty therapy.
- To develop skills among students to prepare herbal medicines which are useful in cosmetics.

Sr. No.	Name of the Topic	Theory Periods
1.	Introduction for Beauty Parlor, Business with lot safety and care and proper treatment.	4
2.	Using of different cosmetics	3
3.	Use of herbal cosmetics	3
4.	Nail care with help of proper instruments	3
5.	Naturopathy-mud therapy	3
6.	Home remedy use house hold products as cosmetics	3
7.	Skin recognition of skin type -Oily, Dry, Normal	3
8.	Primary hair cutting and hair dressing	3
9.	Foot care and nail care	3
10.	Theory test	2

Sr. No.	Name of the Topic	Theory Periods
1.	Introduction of Job / Works carried out with safety observation and study of first aid	6
2.	Skin recognition of skin type -Oily, Dry, Normal	6
3.	Facia -1 Basic Massage Herbal Facial Almond	6
4.	Bleaching - Bleaching of face Hands and special care of Dark Elbow	6
5.	Hair Treatment-Care of Scalp and Hair oil Treatment	6
6.	Eyebrows Threading and Plucking Eyebrow	6
7.	Manicure - Care of Hands and Shaping of Nails Pedicure - Care of feet Treatment of corns and exercise of feet	6
8.	Saree Draping - A Different types of saree draping	7
9.	Make up - Day Make up and oily make up	8
10.	Practical Test	3

Field work : Visit to professional Beauty Parlour.

Course Outcomes:

After successfully completing this course, students will be able

CO 1. To running self Beauty Parlour.

CO 2. To join professional Beauty Parlour.

CO 3. To Prepare herbal Medicine which is useful as a Cosmetic.

Reference Books :

- Shahnas Husains:- Beauty Book
- Stephanie Pedersen: Guide to Beauty
- Josephine Fairley:- The ultimate Nature Beauty Book.
- Vina Pitre, Suverna Ghugale, Mayatai Paranjape - Beauty Book

Board of Studies :

No.	Name	Designation	Mob.No.
1.	Prin. Dr. P. N. Gaikwad	Chairman	9767222711
2.	Dr. Kamayani Surve	Chief- Co. Ordinator	9975187771
3.	Dr. Vijaya Pokale	Co-Ordinator	8975334040
4.	Prof. Aniket Khatri	Placement Officer	9371357976
5.	Sarika Dhalape	Professional Expert	7057555622

A Certificate Course in Pharmaceutical Techniques

CLASS : S. Y. B. Sc.

DURATION : 90 Hrs.

Co-ordinator : Kashid Shital Prakash

Objectives :-

- 1) This course will help student to understand the needs of the Pharmaceutical industry.
- 2) Help the students to understand actual application of theoretical knowledge during academic studies in Industry.
- 3) It will develop and strengthen several work related skills making them competent and confident in handling all the departmental activities within the Industry effectively and efficiently.
- 4) Develop the interest of students to work in Industry and take the challenges.

Sr. No.	Unit	Theory Period	Practical Period	Total Period
Unit 1	An Introduction to Pharmaceutical and Biological Product Industry	2		2
Unit 2	<ul style="list-style-type: none"> · An Introduction to Pharmaceutical and Biological Product Industry · ICH (IP, USP, JP, BP, EP) Guidelines; · Role and responsibilities of microbiologist in pharmaceutical industry. · Current Good Manufacturing Practices · Current Good Laboratory Practices · Current Good Clinical Practices 	2 2 2		8

Unit 3	Setting up Laboratory with reference to Microbiology aspects <ul style="list-style-type: none"> · Principles of SOP, Premises, Training Equipment · Feasibility report preparation / URS 	2 1		03
Unit 4	Quality Assurance (QA) <ul style="list-style-type: none"> · Aseptic processing · Qualification and validation of Area, Equipment, process and Test method · Process stimulation activity / Medica Fill Activity · Introduction to Disinfectants, Fumigants, Sterilants 	3 4 3 2		12
Unit 5	Quality Control and Methods in Pharmaceutical Microbiology <ul style="list-style-type: none"> · Microbial the methods and General requirements · Sterility Test · Microbial limit test · LAL Test · Types of Water for pharmaceutical Use and Testing · Environmental Monitoring · Documentations Practices in Microbiology 	2 2 2 2 2 2 3	3 2	15
Unit 6	Research and Development aspects of Pharmaceutical Industry <ul style="list-style-type: none"> · R & D : Pertaining to vaccine Industry 			3
Unit 7	Role of Regulatory Affairs (RA)	2		2
Unit 8	Vaccinology Importance of vaccine, Type of vaccine, Development of vaccine at R & D Scale and Technology transfer for commercialization, Regulations for vaccines, Quality control of vaccine	5		5

Unit 9	Industrial Visit (Subject to Change)			
	· Pharma Industry		18	
	· Vaccine Industry		16	
	· Other Industry for facility and Set Up		08	
	Total 90 Hrs.	50	40	

Course Outcomes :

This Course has tremendous scope for students who wants to peruse career in Pharmaceutical Industry in various departments like Manufacturing, Research, Quality Operations and Regulations :-

- CO 1. To understand scope of the pharmaceutical Industry.
- CO 2. To Overview of various pharmaceutical guidelines.
- CO 3. To methods in Pharmaceutical Microbiology.
- CO 4. To Vaccinology, development to commercialization.

Job Opportunities :

- Young professionals can be employed in Drug designing process.
- In Pharmaceutical Industry.
- In medical field as the laboratory expert.
- Students will get the job in quality control department for Industry as quality control officer.

Projects :

- Use of microbes for commercial process.
- Drug manufacturing process.
- Clinical trials.

Reference Books :

- Text book of Microbiology by Ananthnarayan & Panikar.
- Pharmacopeia
- A textbook of medical laboratory & technology by Godkar.

A Certificate Course in Repairing of Domestic Electrical Home Appliances

CLASS : S.Y.B.Sc.

DURATION : 90 Hrs.

Co-ordinator : Dr. Milind Bhandari

Objectives :-

- Interact with the customer in order to identify and understand their requirement.
- Ensure customer satisfaction.

Course Outcomes :-

Save Money New electronics are expensive, especially when they are the latest and greatest model to hit the market. Most people struggle to find the money to replace a damaged device without warning, and even those who can afford it often find that it causes some financial strain. Repairing damaged electronics is normally cheaper than replacing them, especially for larger or more complex devices. It is still important to check the prices before making a choice, but it is generally safe to assume that repairs are the financially responsible option.

Save Time :-

Most people spend a lot of time picking out a new device. They compare models, look for sales, and read reviews. That is vital to making a good choice, but it takes up time that could be spent on other tasks. Sending a device out for repairs is much quicker, which makes it the ideal choice for people who have busy lives and simply cannot spare the time to do the research that it takes to buy a new device.

Resale Value :-

Many people who want to save money are open to the idea of buying used electronics, especially for computers and other expensive items. They are not going to buy an item that does not work, so repairing broken electronics is vital for maintaining their resale value

CURRICULUM

No.	Topics To Be Covered	Theory	Practical	Total
Module 1	Electrical Instruments Assassin Identification And Signs	10	1	11
	1.1 Requirment Skills 1.2 Safety Rules 1.3 Introductions 1.4 Source Of Energy 1.5 Electrical Energy 1.6 Symboles In The Electric Field 1.7 Electric Instruments 1.8 Care And Attention			
Module 2	Identify The Types of Wire, Cables, Gauge And Switches	3	2	5
	2.1 Requirment Skills 2.2 Types of Wire 2.3 Types of Cables 2.4 Various Switches 2.5 Wire Gauge And Requirment Skills			
Module 3	Connection of Conduction Wire	3	5	8
	3.1 Requirment Skills 3.2 Attachment of Electric Wire 3.3 Simple Joint 3.4 T Joint 3.5 Straight Joint 3.6 Weston Uoion Joint			

Module 4	Simple Wiring	3	4	7
	4.1 Requirment Skills 4.2 Installing A Lamp Using A Switch 4.3 Series of Lighting Two Lamps			
Module 5	Staircase Wiring And Godown Wiring	3	7	10
	5.1 Requirment Skills For Staircase Wiring 5.2 Staircase Wiring Drawing 5.3 Staircase Wiring 5.4 Eequirment Skills For Godown Wiring 5.5 Godown Wiring Drawing 5.6 Godown Wiring			
Module 6	Earthing And Fuse	2	7	9
	6.1 Requirment Skills For Earthing 6.2 Earthing 6.3 Requirment Skills For Fuse 6.4 Fuse And It's Importance 6.5 Types of Fusees			
Module 7	Irion Repairing	-	10	10
	7.1 Check The Setting 7.2 Identify The Problem 7.3 Replace The Thermostate And The Power Cord 7.4 Clean The Sole Plate And Remove Marks To Repair Common Iron Problem 7.5 Clean The Steam Holes As Well As The Water Container			

Module 8	Mosquito Bat			
	8.1 Identify The Problem			
	8.2 Common Problems & Solutions Regarding Mosquito Bats			
	8.3 Led Mosquito Traps Work			
	8.4 Uv Mosquito Killers Work			
	8.5 Steps To Change The Mosquito Bat Battery			
	8.6 Li-ion Battery Mosquito To Racket			
Module 9	Mixer Grinder			
	9.1 Voltage of Mixer Grinder			
	9.2 Part of Mixer Grinder			
	9.3 How Do You Fix A Grinder Blade			
	9.4 Which Motor is Used in Mixer Grinder			
	9.5 Common Mixer Grinder Problems & How To Fix Them & Solutions			
Module 10	Fan Repairing			
	10.1 Fan Installation			
	10.2 Common Problems & Solutions			
	10.3 Material Required			
	10.4 Trouble Shooting			
	10.5 Thermal Fues Replacement			
	10.6 Remove Capacitor			

BOARD OF STUDIES

Sr. No	Name	Designation
1.	Hon.Prin.Dr. Pandurang Gaikwad	Chairman
2.	Dr. Kamayani Surve	Chief coordinators
3.	Dr. Milind Bhandari	Faculty Coordinators (Arts)
4.	Mr. Sagar Pardhi	Course Coordinators
5.	Mr. Aniket Khatri	Placement officer

A Certificate Course in Travel and Tourism प्रवास व पर्यटनातील व्यवसाय संधी

वर्ग : एस.वाय./टी.वाय.बी.ए. (इतिहास)

कालावधी : ९० तास

को-ऑर्डिनेटर : डॉ. दिनकर मुरकुटे

उद्दिष्ट्ये (Objective)

- । प्रवास पर्यटन व्यवसायात गोडी निर्माण करणे.
- । परदेश प्रवासाची माहिती घेणे.
- । विविध पर्यटन ठिकाणांची माहिती मिळविणे.
- । प्रवास व पर्यटन क्षेत्रातील विविध संधीची ओळख करून घेणे.
- । ऐतिहासिक, भौगोलिक, सामाजिक, राजकीय, आर्थिकदृष्ट्या महत्त्वाच्या पर्यटन ठिकाणांची ओळख करून घेणे व त्यांचे महत्त्व समजावून घेणे.

अभ्यासक्रमाची कौशल्ये (Course Outcomes)

- । पर्यटनातून निर्माण होणाऱ्या रोजगाराच्या संधी
- । पर्यटन मार्गदर्शन केंद्र निर्मिती.
- । पर्यटनाच्या माध्यमातून सांस्कृतिक देवाण-घेवाण करणे.
- । पर्यटन व्यवसाय : रोजगार एक निर्मितीचे साधन.
- । प्रवास व पर्यटन व्यवसायातून प्रादेशिक, राष्ट्रीय व आंतरराष्ट्रीय ठिकाणांची ओळख.

अभ्यासक्रम :

अ. नं.	अभ्यास घटक	अध्यापन तास	प्रात्यक्षिक तास
१	प्रवास व पर्यटन । व्याख्या, संकल्पनांचा परिचय । पर्यटनाचे प्रकार । भौगोलिक घटक व पर्यटन । सांस्कृतिक घटक व पर्यटन । ऐतिहासिक घटक व पर्यटन । इतर घटक व पर्यटन	५	

२	<p>भारतातील पर्यटन व्यवसाय : खालील पर्यटन स्थळांचा विशेष अभ्यास -</p> <p>। कुलू, मनाली, सिमला । कान्हा राष्ट्रीय उद्यान । पेरियार । काझीरंगा । दिल्ली । आग्रा । जयपूर व उदयपूर । गोवा । ऋषीकेश व हरिद्वार । वैष्णोदेवी</p> <p>१) या विशेष अभ्यासात या स्थळांसाठी प्रवासाच्या सुविधांसाठी उदा. रेल्वे, एस.टी., काही खाजगी ट्रॅव्हल्सने उपलब्ध केलेल्या सेवा, एम.टी.डी.सी. च्या सेवा इ. ची संपूर्ण माहिती दिली जाईल. २) या विशेष अभ्यासात वरील १० पर्यटन स्थळांच्या ठिकाणच्या राहण्या जेवण्याच्या सुविधा (हॉटेल व लॉजिंग) आणि स्थानिक प्रवासासाठी उपलब्ध सुविधांची संपूर्ण माहिती दिली जाईल.</p>	१८	
३	<p>महाराष्ट्रातील पर्यटन व्यवसाय : खालील पर्यटन स्थळांचा विशेष अभ्यास</p> <p>। महाबळेश्वर, पाचगणी । भिमाशंकर । नागझीरा । वेरूळ, अजिंठा । भंडारदरा । राधानगरी । त्र्यंबकेश्वर । अष्टविनायक क्षेत्रे । हरिहरेश्वर । लोणार</p> <p>वरील १० स्थळांच्या पर्यटनासाठी वाहतूक आणि मुक्कामाच्या सुविधांची सविस्तर माहिती दिली जाईल.</p>	११	
४	<p>प्रवासी वाहतूक आणि पर्यटन उद्योगातील व्यवसाय संधी</p> <p>। स्वतःची पर्यटन एजन्सी । प्रवासी वाहतूक आणि पर्यटन : आयोजन व नियोजन । पर्यटन सल्ला केंद्र चालविणे । स्थानिक पातळीवरील गाईड म्हणून सेवा उपलब्ध करून देणे । हॉटेल बुकिंग, हॉटेल व्यवस्थापन</p>	२ १ १ १ १	१ १ १ १ १

५	काही महत्त्वाच्या मार्गांसाठी २ दिवसांसाठी सहलींचे नियोजन करण्यासाठी प्रात्यक्षिके. । महाराष्ट्रातील २ दिवसांच्या सहलींचे मार्ग व त्यांचे नियोजन । महाराष्ट्रातील ५ ते ८ दिवसांच्या सहलींचे मार्ग व त्यांचे नियोजन । भारतातील ५ ते ८ दिवसांच्या सहलींचे मार्ग व त्यांचे नियोजन । भारतातील ८ ते १५ दिवसांच्या सहलींचे मार्ग व त्यांचे नियोजन वरील १ ते ४ प्रकारची प्रत्येक ५ उदाहरणांसाठी सहल नियोजन करण्याचे प्रात्यक्षिक , प्रत्येक मार्गासाठी स्वतंत्र नियोजन फाईल तयार करणे.	२ २ २ २	५ ७ १० १२
	परीक्षा	२	३
	एकूण तासिका ९०	५०	४०

Board of Studies :

- प्रा. सुरज सोनवणे, एम.ए., एम.फिल, सेट (इतिहास) (मो. ८१७७९८८५४६)
प्रा.डॉ. आर. एन. रासकर, एम.ए., बी.एड., पीएच.डी. (मो. ९८२२५५४९७३)
प्रा.डॉ. दिनकर मुकुटे, एम.ए., सेट (मो. ९३२५२८९१३१)

संदर्भ ग्रंथ

- १) पर्यटन भूगोल - डॉ. विठ्ठल धारपुरे
- २) पर्यटन भूगोल - डॉ. एस. बी. शिंदे
- ३) The Essence of Tourism Development - Raina A.K. & Agrwal S.K.
- ४) Tourism Education - Shashiprabha Sharma
- ५) Trains at A Glance - Indian Railways (2015-16)
- ६) Govt. of India Tourism Guide

“मैं सही फैसले लेने में विश्वास नहीं करता,
बल्कि फैसले लेकर उन्हें सही साबित कर
देता हूँ।”

- रतन टाटा

A Certificate Course in DTP and Book Publishing

वर्ग : टी.वाय.बी.ए. (मराठी/हिंदी)

कालावधी : ९० तास

को-ऑर्डिनेटर : प्रा. विद्यासागर वाघरे

- उद्दिष्ट्ये :**
१. संगणकाचा मुद्रण व प्रकाशनासाठी वापर करण्याचे शिकणे.
 २. ग्रंथ निर्मिती संबंधी विविध प्रकारचे ज्ञान संपादन करणे.
 ३. कॉम्प्युटरवर डेटा एंट्री व डेटा प्रोसेसिंग करण्यास शिकणे.
 ४. कॉम्प्युटरवर डी.टी.पी. व डिझायनिंगचे काम करणे.
 ५. ग्रंथ निर्मितीतील कला, मुद्रण, बांधणी, मुल्य ठवरणे व कायदेशीर बाबी समजून घेणे.

अभ्यासक्रम :

क्रम	मुख्य विषय/विवरण	थियरी	प्रॅक्टिकल	एकूण
०१	कॉम्प्युटर परिचय संगणक शास्त्राचा उदय व इतिहास	२		२
०२	डेस्क टॉप पब्लिशिंग व कॉम्प्युटर डी.टी.पी. म्हणजे काय, संगणक व डी.टी.पी. शास्त्राचा उदय डी.टी.पी. चे विविध प्रकार व त्यांचा उपयोग	२		२
०३	मुद्रणाचे विविध प्रकार आणि संगणक डी.टी.पी. व विविध मुद्रणाच्या प्रकारात डी.टी.पी. चा उपयोग भारतीय भाषा आणि डी.टी.पी.	२		२
०४	पेज मेकर सॉफ्टवेअर पेज मेकरचे सर्वसाधारण ज्ञान, टेक्स्ट ऑपरेशन आणि फॉर्मॅटिंग स्टोरी एडिटर, लाईन्स आणि शेप्स, असेंबलिंग व पब्लिकेशन इन बुक मास्टर पेजेस, पेज मेकर प्रिंटिंग	२		२

०४	कोरल ड्रॉ सर्वसाधारण संकल्पना आणि शब्द संचार रेषांचा वापर, विविध प्रकारच्या नियोजित आकारांचा वापर ऑब्जेक्टचा वापर व आकार बदलणे, सिंबॉल ऑब्जेक्ट ला विविध प्रकार रंगवणे व इफेक्ट देणे रंगकाम करणे, प्रिंटिंग करणे	२		२
०६	अॅडॉब फोटो शॉप फोटोशॉप एन्व्हायर्नमेंट व निवडीचे प्रकार परिवर्तन आणि सूक्ष्म दुरुस्ती करणे लेअर्स मध्ये काम करणे	२		२
०७	मुद्रणापूर्वीची तयारी मुद्रणासाठी प्रकाशन तयार करणे विविध प्रकारचे मुद्रणाचे तंत्र व मुद्रणासाठी तयारी कृष्ण धवल मुद्रण शास्त्र, रंगित मुद्रण शास्त्र	२		२
०८	मुद्रण आणि ग्रंथ बांधणी ग्रंथ बांधणीचे विविध प्रकार ग्रंथ बांधणीसाठी आवश्यक मुद्रण पद्धती प्रकाशन विश्वात संपादनाचे महत्त्व, ग्रंथाचे मुल्य ठरवणे	२		२
०९	ग्रंथ प्रकाशन आणि कायदा ग्रंथ मुद्रण, ग्रंथ प्रकाशन आणि विक्री व्यवस्था आय.एस.बी.एन. मानांकन आणि त्याचे महत्त्व लेखक/प्रकाशकाचे हक्क व शासकीय नियंत्रण	४		४
१०	मायक्रोसॉफ्ट ऑफिस आणि त्याचा वापर डी.टी.पी. साठी एम. एस. ऑफिसचा वापर इंग्रजी व देवनागरी भाषेत एम.एस. ऑफिस मध्ये काम करण्याचा फरक	४		४

११	देवनागरी भाषेतील टंकलेखन देवनागरी भाषेतील सॉफ्टवेअर टंकलेखन करणे इंग्रजी किबोर्ड परिचय देवनागरी भाषेतील किबोर्ड परिचय (गोदरेज) पत्रिका सॉफ्टवेअर आणि त्याचा वापर	४	२०	४	२०
१२	देवनागरी भाषेतील टंकलेखन आणि डिझाईन देवनागरी भाषेतील सॉफ्टवेअर मध्ये टंकलेखनाचा सराव इंग्रजी व देवनागरी भाषेत काम करण्याचा फरक पत्रिका सॉफ्टवेअर आणि त्याचा वापर	२	३५	२	३५

शॉर्ट टर्म प्रशिक्षणाचा गोषवारा : अध्यापन व मूल्यमापन

प्रशिक्षण धियरी	३० तास
प्रशिक्षण प्रात्यक्षिक	५५ तास
प्रशिक्षणाचे एकूण तास	८५ तास
लेखी परीक्षा	०३ तास
तोंडी परीक्षा	०२ तास
अभ्यासक्रमाचे एकूण तास	९० तास

अभ्यास मंडळ :

प्राचार्य डॉ. अशोक भोईटे (चेअरमन)	मो.: ९९२१७७७१०२
डॉ. बाबासाहेब शेंडगे (समन्वयक)	मो.: ९८२२५४०४४६
प्रा. अलका चव्हाण (सदस्य)	मो.: ९५५२६०६९५९
प्रा.डॉ. कामायनी सुर्वे (सदस्य)	मो.: ९९७५१८७७७१
प्रा.डॉ. संजय मेस्त्री (सदस्य)	मो.: ७२७६२५००००
प्रा. राजेंद्र बावळे (सदस्य)	मो.: ९५०३०६७६०६
प्रा. ज्ञानेश्वर भोसले (फॅकल्टी)	मो.: ७७४४००९०९६

"All of us do not have equal talent.
But all of us have an equal
opportunity to develop our talents".

A Certificate Course in Direct Taxation & GST

CLASS : T. Y. B. Com.

DURATION : 90 Hrs.

Co-ordinator : Ms. Sushma Chattar

Objectives:

- To Aware with Taxation structure and GST process in India.
- To acquaint with knowledge of basic concept of Income Tax and GST.
- To understand the provision of Income tax and GST.
- To aware recent techniques in tax and GST.

CURRICULUM

Sr. No.	Name of the Topic	Number of Lectures	
		Theory	Practical
1.	Introduction and Meaning: Meaning. Definition, structure of Income tax & GST	6	-
2.	Type of Income Tax & GST in Good : Constitution GST Amendments, Act 2017, Levy & collection of Tax Administration of GST	12	4
3.	Calculation of Income Tax & Process of GST: What is the Taxable Income, Total taxable Income, Classification and Exemptions.	12	12
4.	Deductions and Exemptions of Income Tax & GST registration, Time & value of supply, Input Tax credit, Tax invoice, Credit & Debit notes.	10	8

5.	Recent techniques in Tax & GST process: PAN card Procedure, Tax & GST Return concept, Accounts & Records, payments of GST Tax.	5	7
6.	Income Tax Return & GST Return : Tax Return file & Audit with GST Return file.	-	5
7.	Practical in Tax & GST : Tax in Tally ERP 9 Good & Service Tax GST, Return summary.	-	5
8.	Practical in GST : Scenario 1 & 2, Statutory Adjustment, Exporting GST RI.	-	4
	Total	45	45

Learning Outcomes :

After successfully completing this course, students will be able

CO 1. To know the taxation and GST Structure in India.

CO 2. To learn the basic concept of Tax and GST.

CO 3. To understand the provisions of Tax and GST.

CO 4. To learn the calculation of Tax and GST.

CO 5. To learns recent techniques in Tax and GST.

Job Opportunities :

- As Accountant.
- As GST Consultant.
- Corporate Sector and in Company.
- For Tax Consultant.

Projects :

- GST Return File.
- Tax Return File.
- Purchase and Sales Transaction.
- Calculation of GST of Varsity of Goods.

Reference Books :

- CCA Institutes GST Notes and Book.
- Income Tax - Dr. L.P. Wakale, Gayatri Prakashan.
- Business Taxation - M.G. Patkar SET Pralashan, Bombay.
- Income Tax Ready Recknev - V.G. Mehata's Kuber Publishing House.

Web References(if any) :

- www.Introduction of GST.
- www.GST pdf file and Process of return file.
- www.online books on GST for Restructuring the Syllabus.
- www.on GST and Tax Project for References.

Board of Studies:

No.	Name	Designation	Mobile
1.	Prin. Dr. Pandurang Gaikwad	Principal and Chairman	9767222711
2.	Dr. Kamayani Surve	Chief Coordinator	9975187771
3.	Dr. Sonal Bavkar	Faculty Coordinator	9921700840
4.	Prof. Sushma Chattar	Course Coordinator	8983761212
5.	Mr. Aniket khatri	Placement Officer	9371357976
6.	Prof. Dattatray Khune (C.A)	Professional Expert 1	9822024610

A Certificate Course in Basics of Stock Market

CLASS : T.Y.B.Com

DURATION : 90 Hrs.

Co-ordinator : Mr. Aniket Khatri

Objectives :

- To aware students about stock market.
- To understand the Basic terminologies used in Stock Market.
- To aware about different types of analysis.
- To aware them about technical analysis and decision making

CURRICULUM

Sr. No.	Name of the Topic	Number of Lectures	
		Theory	Practical
1.	Stock Market	1	-
2.	History of Stock Market	1	-
3.	Different Segments of Stock Market	2	-
4.	Types of analysis in Stock Market	2	-
5.	Types of Charts	5	5
6.	Chart Analysis	4	6
7.	Time Frames	1	1
8.	Trend Lines	1	1
9.	Candlestick Patterns	8	12
10.	Fibonacci retracement	1	3
11.	Chart Patterns	5	5
12.	Indicators	5	16
13.	Setups	2	3
	Total	40	50

Learning Outcomes:

After successfully completing this course, students will be able

CO 1. To understand the terms used in Stock Market.

CO 2. To understand the various technical indicators of chart

CO 3. To learn how to read chart

CO 4. To independently decide the trend in the market

CO 5. To independently take trade in the market

Job Opportunities :

- As a self employed (can trade independently)
- As a trainee in a stock broker office
- Work as a sub broker with any discount broker house

Reference Books :

- Master in Candlestick chart by Prestine Capital Holdings Inc.
- Moving Averages simplified by ClifDroke
- Technical Analysis of Stock Trends by Robert D. Edwards.
- Stock Trading Strategies by William L. Anderson.
- Technical Analysis: Secrets of Stock Markets by Brian Ault

Web References(if any):

- <https://www.nseindia.com/>
- <https://www.bseindia.com/>
- <https://in.tradingview.com/markets/stocks-india/>
- <https://in.investing.com/>

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2.	Dr. Kamayani Surve	Chief Coordinator	9975187771
3.	Dr. Sonal Bavkar	Faculty Coordinator	9921700840
4.	Mr. Aniket Khatri	Course Coordinator & TPO	9371357976
5.	Mr. Akshay Wadnere	Professional Expert 1	9850350076
6.	Mr. Omkar Wadnere	Professional Expert 2	7083640602

A Certificate Course in CCTV Installation & Repairing

CLASS : T.Y.B.Sc. (Physics)

DURATION : 90 Hrs.

Co-ordinator : Professor (Dr.) Madhav Sarode

Objectives :

- This program is aimed at training candidates for the job of a "CCTV Installation Technician", in the "Electronics" Sector/Industry.
- Aims at building the following key competencies amongst the learner.

CURRICULUM

Sr. No.	Units and subunits	Theory period	Practical period	Total period
1.	Introduction to cctv security	6	4	10
2.	Definition, Scope	4	4	08
3.	Advantages system & disadvantages of CCTV System	3	6	09
4.	Functions of video surveillance system	2	2	4
5.	Requirement to create CCTV Setup Block Diagram, Explanation practical	3	2	5
6.	CCTV Camera and its types	2	2	4
7.	Different types of camera and its specification, selection of camera	3	2	4
8.	DVR-Digital Video Recorder	2	2	4

9.	DVR its type and Specification, opening of DVR & practical	2	2	4
10.	Cables in CCTV camera system	2	2	4
11.	How to connect it to BNC connector with practical	2	2	4
12.	Storing devices			
13.	Calculation of Space of storing Media-HDD & Its Installation practical	2	2	4
14.	Power supply	2	2	4
15.	SMPS Capacity required, checking of SMPS Practical	2	3	5

Course Outcomes :

After completing this programme, participants will be able to :

- Interact with the customer in order to identify and understand their requirements.
- Ensure customer satisfaction.
- Install and Repair dysfunctional system.
- Identify dysfunctional components through visual inspection and by use of multi meter.
- To understand CCTV camera installation requirement in terms of equipment, system, tools, applications appropriate for a particular site.
- Select Suitable cameras & DVR to provide the better solution to the customers.
- Read and Comprehend signs, labels and warning.
- Communicate effectively.
- Follow behavior etiquettes while interacting with others.
- Establishing good working relationships with colleagues within and Outside the department by coordinating.

Job Opportunities :

Demand of CCTV installation is required in all over industrial area and safety purposes.

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1.	Prin. Dr. P. N. Gaikwad	Chairman	9967222711
2.	Dr. Kamayani Surve	Chief Coordinator	9975187771
3.	Dr. M. R. Bhandare	Head Dept. of physics	9763238700
4.	Dr. P. M. Raste	Course Coordinator	9673830240
5.	Mr. Rohit Maske	Course Faculty	7385424269

**A Certificate Course in Quality Management System (QMS)
& Food Safety Management System (FSMS)**

CLASS : T.Y.B.Sc. (Microbiology)

DURATION : 90 Hrs.

Co-ordinator : Prof. Supriya Bankar

Objectives :-

- To orient B.Sc. Microbiology student's on quality policies & food safety polices in food industries as there students have ample opportunities of employment in these industries.
- To orient B.Sc. Microbiology students on ISO Quality Audit which is mandatory certification in food industries.

UNIT - I

(30 Lectures)

A] Introduction to Quality Management System

1. History and Background
2. Aims and Objectives
3. Scope and Significance
4. Terms and Definitions

B] Standard Required as per ISO 9001:2008.

1. General Requirements
2. Documentation Requirements
3. Resource Management
4. Product Realization
5. Measurement, Analysis and Improvement

UNIT - II

(40 Lectures)

A] Introduction to Food Safety Management System

1. History and Background
2. Scope and Significance
4. Terms and Definitions

B] Standard Requirement as per ISO 22000:2005

1. General Recruitments
2. Management Responsibility
3. Resource Management
4. Planning and Realization of Safe Products
5. Validation, Verification and Improvement of Food Safety Management System

C] Pre-requisite Programme as per Codex GMP

D] Hazard Analysis and Critical Control Point (HACCP)

E] Statutory Requirements

F] Internal Audit

G] Certification Process

PRACTICALS

(20 Lectures)

- 1) Introduction of Good Laboratory Procedure.
- 2) Detection of GMO in food products.
- 3) Detection of mycotoxin in food products.
- 4) Detection of pesticide in food products.
- 5) Detection of food contaminants (Microbiological Analysis)
- 6) Detection of food adulteration by chemical or analytical methods.
- 7) Physical, Chemical & Biological properties of conned food.
- 8) Documentation of different certification marks on -
 - a) Industrial Products
 - b) Agriculture Products

- c) Dairy and Milk Products
- d) Canned food Products
- 9) Case Studies
- 10) A visit of food industry.

Course Outcomes :

After successfully completing this course, students will be able

- CO 1. To acquire information on Quality Audit Process, and become aware of types of Quality Audits such as ISO 9000, ISO 14000 etc.
- CO 2. To get acquainted with various stages in FOOD SAFETY.
- CO 3. To can write CASE STUDIES of FOOD INDUSTRY.
- CO 4. To increase career opportunities in Microbiology.

Board of Study

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3. Prof. Aniket Khatri	Placement Officer	9371357976
4. Dr. Sangita Ahiwale	HOD Microbiology	9860356226
5. Miss. Supriya Bankar	Course Coordinator	9730542526
5 Ms. Ashwini Sarje	External Expert	9673766582

References :

- Manual of QMS.
- Codex Alimentarius Food Hygiene Basic Text (2001)
- ISO / TS 2004 : FSMS - Guidance on the application of ISO - 22000 : 2005.
- Reference websites : <http://www.iso.org>, <http://www.codexalimentarius.net>.
- www.fssai.gov.in

A Certificate Course in Tableau & Personality Development

CLASS : S.Y.BBA.(CA) & T.Y.BBA.(CA) DURATION : 90 Hrs.

Co-ordinator : Ms. Priti S. Nevse

Objective :

Tableau

- Tableau is a widely used business intelligence (BI) and analytics software trusted by companies like Amazon, Experian, and Unilever to explore, visualize, and securely share data in the form of Workbooks and Dashboards.
- With its user-friendly drag-and-drop functionality it can be used by everyone to quickly clean, analyse, and visualize your team's data.
- You'll learn how to navigate Tableau's interface and connect and present data using easy-to-understand visualizations.
- By the end of this training, you'll have the skills you need to confidently explore Tableau and build impactful data dashboards.

Personality Development :

- Personality is a characteristic way of thinking, feeling, and behaving.
- A research study by psychologists at the University of Illinois suggests that we can change our personality traits provided we want to change them.

Syllabus :- A) Tableau (60 Hrs)

No.	Topics	Theory	Practical
1.	Business Intelligence Concepts: BI application types (ad hoc, standard reporting, analytic applications, dashboards) and audiences.	1	1
2.	Specification of templates, applications and navigation framework, Development of applications & BI portal.	1	1
3.	Introduction Tableau, Connecting to Excel, CSV Text Files, Getting Started, Product Overview, Connecting to Databases. Working with Data.	2	4
4.	Analyzing, Formatting, Introduction to Calculations, Dashboard Development, Sharing, Data Calculations, Aggregate Calculations, User Calculations, Table Calculations, Logical, Calculations, String Calculations, Number Calculations	5	15
5.	Type Conversion, Parameters, Filtering Conditions, Filtering Measures, Histograms, Sorting, Grouping, sets	4	8
6.	Tree maps, word clouds and bubble charts, Pareto Charts, Waterfall Charts, Bump Charts, Funnel Charts	3	5
7.	Install Configuration Tab admin Tab cmd Data Server, End User Training, JavaScript API Intro and Embed, JavaScript API Switching Views, JavaScript API Filtering and Selecting, JavaScript API Asynchronous Programming, JavaScript API Event Listeners, JavaScript API Advanced Filtering, JavaScript API Utility Function	4	6
	Total	20	40

B) Personality Development (30 hrs.)

Sr. No.	Topics	Duration In Hours
1.	Definition and Basics of Personality Development, Analysing Strength and Weakness, Corporate Theories on Personality Development, Increasing Vocabulary, Body Language, Preparation of Self Introduction.	6
2.	Communication Skills, Listening, Communication Barriers, Building Self Esteem and Confidence, Working on Attitudes i.e. aggressive, assertive and submissive.	4
3.	Introduction to Leadership, Leadership styles, Group Dynamics, Team Building, Interpersonal Relationships, Analysis of ego States, transactions, Strokes & life position.	4
4.	Stress Management, Causes, Impact & Managing Stress, Time Management, Importance and Need of Time Management, Steps towards better Time Management.	4
5.	Projecting a Positive Social Image, Definition & Importance of Social Image, Looking Great and Attractive, Grooming Basics, Public Speaking, Voice Modulation, Social Graces, Body Language.	2
	Proper Email and Telephone Etiquette, Resume Building, Traditional Resume, Digital Resume, LinkedIn Profile, Group Discussions, Personal Interview, Aptitude Test, Logical, Math, Verbal	4 6
	Total	30

Course Outcome :

After successfully completing this course, students will be able

CO 1. To using advanced features to perform repetitive tasks.

CO 2. To build Charts / Graphs using data to present.

CO 3. To use conditional formatting to perform different day to day operations.

CO 4. To use tables to represent large data in summery form.

CO 5. To collect or gather data at one place to analyse quickly

Job Opportunities:

- These days' tableau is used in every field. There are multiple job opportunities available for tableau skilled people.
- Jobs are available for entry level data entry level operators in various government organizations, freelancers, accountant, and multinational organizations in various roles.

Web References :

Tableau :- <https://www.tableau.com/>

Personality Development :-

<https://www.artofliving.org/in-en/personality-development>

Project : Tableau

Forecasting, Managing Data, Data Visualization

Personality Development

- Resume Building, LinkedIn Profile
- How to Ace an Interview, Grooming
- Solving Aptitude

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2. Dr. Kamyani Surve	Chief Co. Ordinator	9975187771
3. Dr. Milind Bhandari	BBA (CA) Director	9763238700
4. Miss. Priti Nevse	Co-Ordinator	8888390328
5. Prof Aniket Khatri	Placement Officer	9822680082
6. Mr. Manish Motiramani	Professional Expert	8446960555
7. Ms. Harsha Parchani	Professional Expert	8668531975

A Certificate Course in Intellectual Property Rights

CLASS : M.Sc. II (Chemistry & Microbiology)

DURATION : 60 Hrs.

Co-ordinator : Miss. Reema Batra

Course Objectives:

1. To recognize the importance of IP and to educate the pupils on basic concepts of Intellectual Property Rights.
2. To identify the significance of practice and procedure of Patents.
3. To make the students to understand the statutory provisions of different forms of IPRs in simple forms.
4. To learn the procedure of obtaining Patents, Copyrights, Trade Marks & Industrial Design
5. To enable the students to keep their IP rights alive.

Course Outcomes:

On successful completion of this course the student should be able to:

CO 1 : Distinguish and Explain various forms of IPRs.

CO 2 : Identify criteria's to fit one's own intellectual work in particular form of IPRs.

CO 3 : Apply statutory provisions to protect particular form of IPRs.

CO4 : Analyse rights and responsibilities of holder of Patent, Copyright, Trademark, Industrial Design etc.

CO 5 : Identify procedure to protect different forms of IPRs national and international level.

CO 6 : Develop skill of making search using modern tools and technics.

SUBJECT / MODULE -

06 Hrs.

1. Law Relating to Patent

1. Patent Law

- Meaning and Objects of Patents, The Patents Act, 1970
- Patentability of Inventions
- How to Obtain a Patent- Application and Procedure
- Specification, Opposition to Grant of Patent, Register of Patents and Patent Office, Effects of Grant of the Patent
- Rights and Obligations of a Patentee, Transfer of Patent Rights,
- The Patent Co-operation Treaty (PCT)
- Term of Patents, Renewal, Revocation, Surrender, Revocation and Restoration of Patents

- 2. Novelty, Inventiveness and Utility of an Invention**
 - Meaning of Novelty and Non obviousness
 - Inventive step
 - Utility of an Invention
 - True and First Inventor
 - Patentability of Biotechnological Inventions, Pharmaceuticals and Computer Software
- 3. Infringement of Patents, Remedies thereof**
 - Infringement of Patents
 - Defenses Available for Defendant
 - Reliefs Available to a Successful Plaintiff
 - Threat of Infringement Proceedings
- 4. Practical Aspects**
 - Practical Training by the way of Drafting and Documentations related to Specifications, Oppositions etc of Patents and Technology Transfer Involving Patent Licensing

SUBJECT / MODULE-

06 Hrs.

2. Law Relating to Trademark

- 1. Trademark- Its Basic Principles**
 - Introduction and Meaning of Trademark
 - Definition and Interpretation of Various Terms Related to Trademark
 - What are Good Trademarks and Grounds for Refusal of Trademark
 - Distinctiveness and Distinctive Character of a Trademark
- 2. Registration of Trademark**
 - Detail Procedure for Registration of Trademark
 - Acceptance, Advertisement and Opposition of Trademark
 - Effects of Registration of Trademark
 - Rectification and Correction of Trademark
- 3. Rights of the Owner of the Trademark**
 - Introduction and Rights of Trademark Owner
 - Assignment, Transmission and Licensing of Trademarks
 - Documentation related to Assignment and Transmission of Trademarks
- 4. Infringement of Trademark**
 - Infringement of Trademark- Essential Elements
 - Action for Infringement
 - Passing Off
 - Difference between Infringement and Passing Off
 - Defenses and Remedies in Trademark Infringement

SUBJECT / MODULE-

06 Hrs.

3. Law of Copyright

1. Copyright- Its Basic Aspects

- Introduction of Copyright
- Historical evolution of Copyright
- Definitions, Nature and Scope of Copyright

2. Subject-matter of Copyright & Originality in Copyright

- Various Works in which Copyright Subsists
- Literary, Dramatic, Musical, Artistic, Cinematographic Film, Sound Recording etc
- Concept of Originality in Copyright

3. Author and Ownership of Copyright

- Concept of Author and Owner
- Rights Granted by Copyright
- Performances and Broadcasting Rights
- Assignment, Transmission, Licensing and Relinquishment of Copyright

4. Infringement of Copyright

- Definition and Essential Ingredients of Infringement
- Infringement of various Copyright Works and Exceptions for it
- Remedies Against Infringement of Copyright- Civil as well as Criminal Remedies

5. Copyright Office, Copyright Board and Copyright Societies

SUBJECT / MODULE-

06 Hrs.

4. Law Relating to Industrial Design

1. Industrial Design- Its Basic Aspects

- Historical Background of Industrial Design
- Introduction, Definition, Nature, Objective and Functions of Industrial Design
- Relation between Industrial Design and Copyright

2. Registration Procedure of Industrial Design

- Registration of Design
- Rights Granted by Registration
- Refusal to Register a Design

3. Infringement of Industrial Design

- Definition
- Piracy of Registered Design
- Defenses and Remedies in Design Infringement
- Power and Duties of Controller

SUBJECT / MODULE-

06 Hrs.

5. Law Relating to Geographical Indications

1. Introduction and Meaning of Geographical Indications
2. Registration Procedure and Infringement and Passing Off of Geographical Indications
3. Effects of Registration of Geographical Indications
4. Defenses and Remedies in Geographical Indications Infringement
5. Case Study of Some Registered Geographical Indications For e.g. - Mahabaleshwar Strawberry, Puneri Pagadi, Darjeeling Tea, Tirupathi Laddu, Nashik Grapes etc.

SUBJECT / MODULE-

30 Hrs.

6. Case Study / Dissertation/Research

Work / Important Decisions of Courts related to various Intellectual Property Rights Laws (Project Work)

References :

1. Dr G.B. Reddy, "Intellectual Property Rights and Law", Gogia Law Agency Hyderabad, Reprint edition 2020
2. N.R.Subbaram. S.Viswanathan, "Hand book Indian Patent Law and, Practice" Printers and publishers Pvt,Ltd,2008.
3. Cornish, "Intellectual Property Rights", Universal publications.
4. Dr.B.L.Wadehra, "Law Relating to Intellectual Property" 5th edition, Universal Law publishing Co, Delhi

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3	Prof. Supriya Bankar	Faculty Co-ordinator	9730542526
4	Prof. Reema Batra	Course co-ordinator	8600839982
5	Prof. Reema Batra	Faculty	8600839982
6.	Adv. Ravindra Darandale	Expert from the respective field	9860585564

A Certificate Course in Soft Skills Development

CLASS : M.A.-II

DURATION : 90 Hrs.

Co-ordinator : Dr. Shubhangi Dangat

Objectives :-

- Aims to increase learner's unique soft skills so as to develop attributes that enhance an individual's interactions, earning power and job performance.
- The objective of the program is to inculcate potential skills in the learners to prepare them to deal with the external world in a collaborative manner, communicate effectively, take initiative, solve problems, and demonstrate a positive work ethic so as to hold a good impression and positive impact.

Course Outcomes:-

By the end of the soft skills training program, the students should be able to:

- Become self-confident individuals by mastering inter-personal skills, team management skills, and leadership skills.
- Develop all-round personalities with a mature outlook to function effectively in different circumstances.
- Develop broad career plans, evaluate the employment market, identify the organizations to get good placement, match the job requirements and skill sets.
- Take part effectively in various selection procedures adopted by the recruiters.

SYLLABUS

Unit 1- Life Skills

Integrity	Respect for Law
Love for work	Productivity
Punctuality	Responsibility
Save and Invest	

Unit 2 Communication Skills

Importance of Communication

- Communication Process
6C's of effective Communication
Effective Listening Skills
- Unit 3 Interview Skills**
Introduction to Interview Skills
Importance of Interview Skills
How to prepare for interview
what is resume ?
- Unit 4 Self grooming and self presentation skills**
Why is Self grooming Important?
Self grooming For Men
Self grooming For Women
What is self presentation
Importance of self presentation
- Unit 5 Basic Computer Skills.**
Introduction to computers
Understanding Word Processing
Communications and collaboration
Basics of electronic mail
Getting an email account
Sending and receiving emails
Accessing sent emails
Using Emails
Document
- Unit 6 Stress management**
Action oriented skills
Emotion oriented skills
Acceptance oriented skills
Stress Management Techniques
Action-oriented skills
Action-oriented skills
Job Oriented Analysis
- Unit 7 Group discussion**
Public Speaking

A Short Term Course in Graphics Designing and Web Designing

CLASS : SYBBA(CA) and TYBBA(CA)

DURATION : 90 Hrs.

Co-ordinator : Prof. Priti Nevse

Objectives :

- Use fundamental skills to maintain web server services required to host a website.
- Create and manipulate web media objects using editing software.
- Incorporate aesthetics and formal concepts of layout and organization to design web sites that effectively communicate using visual elements.
- Conceptualize and plan an internet-based business that applies appropriate business models and web technologies.

CURRICULUM

Certificate In Graphics & Web Design (90Hrs)

	Topic to be Covered	Theory	Practical	Total
Module 1	Adobe Photoshop Introduction to Adobe Photoshop Interface of Photoshop Color Modes, Resolution and Presets Move Tool, Marque Tool, Lasso Tool, Quick Selection Magic Wand, Crop, Slicing Tool, Healing Brush, Patch Tool, Brush Tool, History Brush Eraser Tool, Pattern Stamp, Clone Stamp Gradient Tool, Blur and Exposure Tool,	6	11	17

	Pen Tool, Shape Tool, Text Tool, Other Photoshop Tool, Layers, Groups and Smart Object, Blending Options, Filter Effects, Client Requirement Analysis, Realtime Website, Layout Design, Realtime Design with Grid, Practical Task in Layout Design			
Module 2	<p>HTML 5</p> <p>HTML 5: Introduction to HTML 5, Features of HTML 5, HTML 5 Doc Type</p> <p>New Structure Tags :</p> <p>Section, Nav, Article, Aside, Header, Footer</p> <p>Designing a HTML Structure of Page, New Media Tag, Audio Tag, Video Tag</p> <p>Canvas and Svg Tag</p> <p>Introduction to HTML 5 Forms, New Attributes Placeholder Attribute, Required Attribute, Pattern Attribute, Placeholder Attribute, Required Attribute, Pattern Attribute</p> <p>Auto Focus Attribute, email, tel, URL Types</p> <p>Auto Focus Attribute, email, tel, URL Types</p> <p>Number Type, Date Type, Range Type</p> <p>Number Type, Date Type, Range Type</p> <p>Voice Search Examples of Form</p>	4	6	10
Module 3	<p>CSS 3: Introduction to CSS 3,</p> <p>New CSS3 Selectors, Attribute Selector, First of Type, Last of Type Selector</p> <p>Attribute Selector, First Of Type,</p>	4	6	10

	<p>Last of Type Selector Nth Child Element : empty NEW CSS 3 Properties : Custom Fonts, Text-shadow Property, Text-stroke property Rounded Corners, Box Shadows Opacity Property, Transition effect, Transform Effect, Animation Effects, CSS Gradients, CSS multiple backgrounds CSS Media Queries, Using CSS3 in Practical Layout</p>			
Module 4	<p>Responsive Web Design + BootStrap: Introduction to Resposive Design, Mobile first design concepts, Common Device Dimensions, View port Tag Using CSS media Queries, Menu conversion script, Basic Custom Layout. Introduction to Bootstrap, Installation of Bootstrap Grid System, Forms Buttons, Icons Integration Using CSS3 in Practical Layout</p>	8	12	20
Module 5	<p>Java Script : Introduction to Client Side Scripting, Introduction to JavaScript Java Script Types, Variables in JS Operators in JS, Conditional Statements, Loops JS Popup Boxes, JS Events JS Arrays, Working with Arrays JS Objects, JS Functions JS Objects, JS Functions Using JavaScript In Realtime : Validation of Forms</p>	6	6	12

Module 6	jQuery and jQuery UI: Introduction to jQuery jQuery Features Installing jQuery jQuery Syntax jQuery Ready Function Practical on above jQuery Selectors jQuery Actions jQuery Plugins, Validation plugin jQuery Slideshow, jQuery DropDown jQuery UI: Working with jQueryUI, jQuery Accordions jQuery Tabs, jQuery Tooltips, jQuery Autocomplete	6	12	18
	TEST	1	2	3
	Total Hrs.			90

Course Outcomes :

After successfully completing this course, students will be able -

- CO 1. To design websites using appropriate security principles, focusing specifically on the vulnerabilities inherent in common web implementations.
- CO 2. To incorporate best practices in navigation, usability and written content to design web sites that give users easy access to the information they seek.
- CO 3. To knowing the workspace, working with selections, color, adjustments, painting and retouching, Filters, working with paths, working with channels, working with Layers, Masks, reacting images for web, video, and print, 3D introduction, smart work tips etc.

Job Opportunities :

- The best part about the web designing profile is that you can choose to work in either of the IT and non-IT firms.

- Websites are something that will always be of utmost importance for firms that depend on digital visibility. Therefore, web designers are required in almost every organisation, government and private included.
- If you have pursued web designing, you can also work as a freelance designer. Apart from that, there are various other job opportunities available for web designing aspirants.
- Some of the good profiles that web designers can apply for are:

Web application developer	Front end web developer
Back-end web developer	Design and layout analyst
Web marketing analyst	Senior web analyst

Project :

- To prepare different organization website.
- Graphics Design- Animation for web site, I-Cards, Visiting cards.

Reference Books:

Complete HTML- Thomas Powell
 HTML and JavaScript-Ivan Bayross
 CSS3 for Web Designers - Dan Cederholm

Web References :

<https://www.w3schools.com>
<https://www.javascript.com>
<https://www.tutorialspoint.com>

Board of Studies :

Sr.	Name	Designation	Mob. No.
1	Prin. Pandurang Gaikawad	Chairman	9767222711
2.	Dr. Kamayani Surve	Chief -Co. Ordinator	9975187771
3.	Prof. Priti Nevse	Co-ordinator	8888390328
4.	Dr. Milind Bhandari	BBA(CA) In-charge	9763238700
5.	Prof. Aniket Khatri	Placement Officer	9822680082
6.	Leena Spara (MoU Partner- AICT Academic, Chinchwad)	Professional Expert	9860607127
7.	Mrs. Supriya Ajay Pawar	Professional Expert	9096416684

A Certificate Course in Drug Designing

CLASS : M.Sc. II (Chemistry)

DURATION : 60 Hrs.

Co-ordinator : Ms. Reema Batra

Course Objectives:

1. Course helps in correlating between pharmacology of a disease and its mitigation or cure.
2. To understand the drug metabolic pathways, adverse effect and therapeutic value of drugs
3. To know the structural activity relationship of different class of drugs.
4. Students are well acquainted with the synthesis of some important class of drugs.
5. Knowledge about the mechanism pathways of different class of medicinal compounds.
6. To understand the chemistry of drugs with respect to their pharmacological activity.

Course Outcomes:

On successful completion of this course the student should be able to:

CO 1 : Will understand the importance of metabolism of substrates.

CO 2: Will acquire chemistry and biological importance of biological macromolecules.

CO 3: Will acquire knowledge in qualitative and quantitative estimation of the biological macromolecules.

CO 4: Will know how physiological conditions influence the structures and reactivity's of biomolecules.

CO 5: Will understand the basic principles of protein and polysaccharide structure.

SYLLABUS

An Introduction to drugs: (3 hrs)

- a. Introduction
- b. Need of new drugs
- c. Historical Background of drug discovery and design
- d. Sources of drugs

Classification of drugs : (6 hrs)

- a. Classification by Pharmacological Effect
- b. Classification by Chemical Structure
- c. Classification by Target Molecule
- d. Classification by Target System

Drug Action : (6 hrs)

- a. The Pharmacokinetic Phase
- b. The Pharmacodynamics Phase

Immunobiologicals : Vaccines: (3 hrs)

- a. Introduction
- b. Methods of vaccine production
- c. Live /attenuated Pathogens
- d. Inactivated Pathogens
- e. Cellular Antigen from a Pathogen

Bio Physicochemical Properties in Drug Action and Designing : (3 hrs)

- a. Introduction
- b. Acidity/ Basicity
- c. Solubility
- d. Ionization
- e. Hydrophobic and Hydrophilic properties
- f. Lipinski Rule

Terminology used in Medicinal Chemistry (3 hrs)

- i. Pharmacology
- ii. Pharmacophore
- iii. Pharmacodynamics
- iv. Pharmacokinetics
- v. Metabolites
- vi. Antimetabolites
- vii. Therapeutics index

Drugs for Infectious Diseases: (12 hrs)

- i. Antimicrobial-Agents: Classification, structure Mode of action
- ii. Antibacterial, Antifungal, Antiviral

Drugs for Non Infectious Diseases: (12 hrs)

- i. Anti-inflammatory, Analgesic, Sedatives, Hypnotics, metallodrugs.

Estimation of Aspirin from given tablet (6 hrs)

Estimation of Ca from calcium supplementary tablet (6 hrs)

Board of Studies :

Sr.	Name	Designation	Mobile
1.	Prin. Pandurang Gaikawad	Chairman	9767222711
2.	Dr. Kamyani Surve	Chief Coordinator	9975157771
3.	Prof. Supriya Bankar	Faculty Coordinator	9730542526
4.	Prof. Reema Batra	Faculty Coordinator	8600839982

A Certificate Course in Photography

CLASS : S.Y.B.A. (Marathi)

DURATION : 90 Hrs.

Co-ordinator : Dr.Pandurang Bhosale

Objectives:

- Information about Photography
- Learning modern Studies
- Learn to make business in Photography

CURRICULUM

Sr. No.	Topic Name	Number of Lectures		
		Theory	Practical	Total
1	What is Photography	8	-	8
2	History of photography	4	-	4
3	Understanding Image	4	4	8
4	Photography technical tools	2	2	4
5	Resolution, aspect ratio, Pixels, DPI and PPI	6	2	8
6	Key lighting	1	1	2
7	Other Information about Photography	4	0	4
8	Planning of Photography	4	4	8
9	Photography as Business	4	4	8
10	Vairours type of Photography	6	0	6
11	Videography Basics	2	2	4
	Total	45	19	64

Course Outcome :-

After successfully completing this course, students will be able

- CO 1. To understand the concepts of key irons In Visual language (Photography).
- CO 2. To learn and apply Photographic and visual principles in professional career in the field of media as an individual, as part of a team, and to deliver within constraint limits as a professional.
- CO 3. To exhibit professional ethics, computer regulations and communication skills, engage in life-long learning and to adapt emerging technologies and tools for developing Innovative media Solutions.
- CO 4. To design and develop Media system, component or process as well as test and maintain it so as to provide promising solutions to industry and society.

Job Opportunities:

- Solo Photo studio business
- Media Production Houses
- Vairours Type of Photography
- Work in Films, Documentary, Television and web content
- Graphics designer

Web References:

- Youtube Links

Project :

- They can assist to the senior students (B.Voc department) in their film project.

A Certificate Course in Full Stack Developer

CLASS : SYBBA (CA) and TYBBA (CA)

DURATION : 90 Hrs.

Co-ordinator : Ms. Priti S. Nevse

Objectives :

- Full Stack Development falls into latest trends of IT. It makes a developer expert into all 3 categories that is front end level, mediator level and also back end.
- There are 3 layers in full stack development.
- Presentation Layer.
- Business Layer.
- Backend Layer also known as Mean Stack Layer.
- There are many technologies supporting these 3 layers.
- Some of the best in each are specified below.

CURRICULUM

No.	Topic	Hours
1.	<p>Presentation Layer HTML and CSS Introduction to Tags, Forms, Frames, Links, Media, CSS Essentials</p> <p>JavaScript Introduction, Fundamentals, Data Types, Document Object Model</p>	10 Hours

2.	Business Laver PYTHON <ul style="list-style-type: none"> • Introduction. • Data types, Variables, Basic input Output Operations. • Conditional Execution, Loops Logical and List Processing. • Functions, Dictionaries and Data Processing. • Modules, Packages and Exceptions 	10 Hours
3.	Database Layer MEAN Stack <ul style="list-style-type: none"> • Mongo DB, Express JS, Angular JS, Node JS 	70 Hours
	Mongo DB <ul style="list-style-type: none"> • Introduction • Saving Data • Finding Documents • Deleting Document • Indexing 	20 Hours
	Node JS and Express JS <ul style="list-style-type: none"> • Introduction • Express • Routing • Authentication • Events and Streams • Accessing the Local System • Socket IO • Testing and Debugging • Scaling Your Node Application 	20 Hours
	Angular Js <ul style="list-style-type: none"> • Getting Started with Angular • Creating and Communicating Between Angular Components 	30 Hours

- Exploring the Angular Template Syntax
- Creating Reusable Angular Services
- Routing and Navigating Pages
- Collecting Data with Angular Forms and Validation
- Communicating Between Components
- Reusing Components with Content Projection
- Displaying Data with Pipes
- Understanding Angular Dependency Injection
- Creating Directives and advanced Components in Angular
- Communicating with the Server Using HTTP, Observables
- Unit Testing for Angular Code
- Testing Angular Components with Integrated Tests
- Taking an Angular App to Production

Course Outcomes :

This course will help the students to: (Advanced Excel)

- Structure and implement HTML / CSS.
- Apply intermediate and advanced web development practices.
- Implement basic JavaScript.
- Create visualizations in accordance with UI/UX theories.
- Develop a fully functioning website and deploy on a web server.
- Find and use code packages based on their documentation to produce results in a project.
- Create webpages that function using external data.
- Architect solutions to programming problems by combining visual components and classes.
- Develop JavaScript applications that transition between states.
- Identify mobile strategies and design for multiple operating systems.

Job Opportunities :

- Full Stack Developer.
- Software Engineer.
- Full Stack Engineer (Entry Level).
- Software Engineer - Operations Software Engineering.
- Software Engineer.
- Junior Software Developer Engineer (Full-stack).
- Full Stack Developer (React. Js and Node. Js).
- Software Engineer - Full Stack.

Web References:

- <https://www.geeksforgeeks.org> >
- <https://www.w3schools.com>
- <https://www.simplilearn.com>

Project:

- E-commerce Website.
- Food Delivery App.
- Social Media App.
- Chat Messaging App.
- Content Management System.
- Blog Site.

Board of Studies :

Sr. Name	Designation	Mobile
1. Prin. Pandurang Gaikawad	Chairman	9767222711
2. Dr. Kamyani Surve	Chief Coordinator	7709381395
3. Dr. Milind Bhandari	BBA (CA) Director	9763238700
4. Miss. Priti Nevse	Co-Ordinator	8888390328
5. Prof. Aniket Khatri	Placement Officer	9822680082
6. Miss. Pooja Daudkar	Professional Expert	9049991970
7. Mrs. Sargam Sharma	Professional Expert	9611869900

A Certificate Course in Hardware Networking & Cloud Computing

CLASS : S.Y.B.B.A.(C.A.)

DURATION : 90 Hrs.

Co-ordinator : Ms. Priti Nevse

Objectives :-

- 1) Understand basic concept & structure of computer hardware & networking.
- 2) Identify the existing configuration of the computers and peripherals, upgrading same as and when required.
- 3) Apply their knowledge about computer peripherals to identify / rectify problems onboard.
- 4) Integrate the PCs into Local Area Network & re-install operating systems and various shipboard applications.
- 5) Perform routine maintenance, upgrades.
- 6) Manage data backup & restore operations on server and update anti-virus software and set schedules.

Sr. No.	Syllabus	Theory Period	Practical Period	Total Period
1.	<ul style="list-style-type: none"> · Types of Motherboard · The Form Factors of a Motherboard · Exploring Different Components of a Motherboard. · Latest Motherboard Series 	2	4	6
2	<ul style="list-style-type: none"> · Identifying Purposes and Characteristics of processors · Cooling Methods and Devices 	1	2	3
3	<ul style="list-style-type: none"> · Identifying the Purposes and Characteristics of Memory 	1	2	3

4	<ul style="list-style-type: none"> · Hard Disk Drives, Floppy Disk Drives & Optical Disk Drives · Removable Storage 	1	4	5
5	<ul style="list-style-type: none"> · Purposes and Characteristics of Power Supplies 	1	2	3
6	<ul style="list-style-type: none"> · Understanding Printer Types and Processes · Understanding Printer Interfaces and Supplies · Installing and Configuring Printers 	2	4	6
7	<ul style="list-style-type: none"> · Input Devices · Adapter Cards · Understanding Display Types and Settings. 	1	1	2
8	<ul style="list-style-type: none"> · Understanding Laptop Architecture 	1	2	3
9	<ul style="list-style-type: none"> · Understanding Printer Types and Processes · Understanding Printer Interfaces and Supplies. · Installing and Configuring Printers · Understanding Troubleshooting Theory · Testing Solutions. 			
10	<ul style="list-style-type: none"> · Establishing a Plan of Action by using Maintenance Journals. · Documenting the Work · Preventive Maintenance. 	1	1	2
11	<ul style="list-style-type: none"> · Updating Device Drivers. 	1	1	2
12	<ul style="list-style-type: none"> · Updating Firmware & Security 	1	2	3
13	<ul style="list-style-type: none"> · Installing Windows 7/Xp 	1	3	4
14	<ul style="list-style-type: none"> · Installing Application Software 	1	2	3
15	<ul style="list-style-type: none"> · Installing Anti-Virus 	1	2	3

16	· Troubleshooting Common Operating System Problem	1	3	4
17	· Troubleshooting Hardware Symptoms	0	4	4
18	· Diagnosing Laptop Problems	0	4	4
19	· Installing, Configuring and Maintaining PC Components. · Identifying Tools and Diagnostics for PC Components · Removing, Installing and Configuring Components.	1	5	6
20	· Introduction to Networking · Network Models/Architecture	2	1	3
21	· Exploring Network Topologies	1	1	2
22	· The Internetworking Model · The OSI Model. · Data Encapsulation in the OSI Model	2	0	2
23	· Network Cable Categories · Wiring Standards	1	2	3
24	· Exploring Internet Basics · Exploring Common Network Devices.	2	4	6
25	· Project and Test	1	1	2

Course Outcomes :-

After successfully completing this course, students will be able

- CO 1. The growth in the field of IT in the last few years has been incredible and something which will keep on increasing as years go by and companies integrate more data and sophisticated systems.
- CO 2. These systems give rise to the need of technologically competent people who are able to handle, manipulate and drive these systems in an expert way.

CO 3. This is a golden time in the field of technology and the reach and existence of Hardware and Networking personnel is more than important to the existence of these companies.

CO 4. I.T. is expected to be the biggest industry in the world for a prolonged amount of time and this course hopes that its students are in the forefront of this change.

CO 5. The growth aspect of an IT career cannot be underestimated. One can go from a network engineer to someone who manages the entire systems of the company in a vary short time if he manages to seriously integrate his learning and put it into practice.

TYPES OF HARDWARE AND NETWORKING JOBS

There are a variety of hardware and networking jobs that are available for young graduates. Hardware professionals and Network administrators are in great demand in IT, software and web hosting companies.

JOBS IN HARDWARE AND NETWORKING

- Network Administrator
- Network (Service) Technician
- Network/Information Systems
- Manager
- System Engineer
- Technical Support
- Network (Systems) Engineer
- Network Programmer/Analyst
- Tech Lead
- Hardware Engineer
- Hardware Reliability Engineer

Reference Books :-

1. Networking: The Complete Reference By McGraw-Hill Osborne
2. An Introduction to Computer Networks by Peter L Dorsal
3. PC Technician's Troubleshooting Pocket Reference by Stephen Bigelow
4. Modern Computer Hardware Course by Manahar Lotia

Board of Studies :-

Sr.No	Name of Faculty/Board Member	Mobile No
1.	Dr. J. A. Magdum	8087535210
2.	Dr. S. H. Mujavar	9921110811
3.	Prof. P. S. Nevse	8888390328
4.	Leena Sapra	9860607127

(Center Director of Jetking Chinchwad)

A Certificate Course in Computer Hardware

CLASS : S.Y.B.A. / T.Y.B.A. (Geo.)

DURATION : 90 Hrs.

Co-ordinator : Dr. Shubhada Londhe

Objectives -

- To aguent the students with the computer hardware.
- To aguent the function of every part of the computer.
- To inform the students that how to repair the computer when its parts are not functioning.
- To learn the skills to repairs the computer.

Sr. No	Name of the Topic	Number of Lectures	
		Theory	Practical
1	Basic of Computer		
	A] Introduction	2	2
	B] History of Computer		
	C] Use of Computer		
	D] Function and Setting		
2	Mother Board and Processor	9	5
	A] Types of Mother Board		
	i) AT ii) ATX		
	B] CPU Basic and Use		
	C] BIOS Basic and Use		
	D] CMOS Basic and Use		
	E] Expansion Slots		
	i) ISA ii) PCI iii) AGP		

	F] Communication Ports		
	i) Com Port ii) Parallel Port		
	iii) PS/2 iv) USB Port		
	G] Use of Mother Board		
	H] Use of Processor		
3	Memory	6	6
	A] Types of Ram		
	i) EDORAM ii) SDRAM		
	iii) RDRAM iv) DDRAM		
	B] Types of Rom		
	i) PROM ii) EPROM		
	iii) ECPRAM		
	C] Primary Storage Devices		
	D] Secondary Storage Devices		
	i) HDD ii) Floppy Disks		
	E] Use of SMPS Power Supply		
4	Peripheral Devices	6	4
	A] Input Devices		
	i) Keyboard ii) Mouse		
	B] Output Devices		
	i) Monitors		
	a) Monochrome Monitors		
	b) Colour Monitors		
	ii) Printers		
	a) Dot Matrix Printers		
	b) Inkject Printers		
	c) Laser Printer		

5	Operating System	4	4
	A] Introduction of Operating System		
	B] What is Booting		
	C] Types of Booting		
	i) Cold Booting ii) Warm Booting		
	D] Functions		
	i) Processor Management		
	ii) Memory Management		
	iii) In Put / Out Put Management		
	iv) File Management		
	v) File Management		
	vi) Other		
	E] Operating System Types		
	i) Windows XP ii) Windows 2000		
	iii) Windows ME iv) Windows 98		
	v) Windows 95 vi) Windows NT		
6	Disassembling &Assembling PC (Practical)	6	10
	A] Jumper Setting		
	B] Mother Board Fixing Key Board Connector Direction Mentation Gap between cabinet and Body and Mother Board		
	C] Install Processor		
	D] Install Ram		
	E] Install Devices		
	i) HDD		
	ii) DVD Rom		
	iii) FDD		

	F] Power Supply		
	G] FRC Connections / Data Cable		
	H] Card Installation		
	i) T. V. Tuner Card		
	ii) Sound Card		
	iii) AGP Card		
	I] Port Installation		
	i) Parallel ii) Com Port		
	J] M/C Installation		
	K] M/C Checking and Testing		
7	Installation of Software		
	A] Operation System		
	i) Windows XP ii) Vista		
	B] Installation of Drivers		
	C] Anti Virus		
	D] Application		
	i) Officers 2003 ii) Officers 2007		
	iii) Nero Express, Power DVD		
	iv) Acrodat Reader		
	v) Winamp		
8	Troubleshooting PC Problem	2	2
	A] Hanging of Computer		
	B] Beep Signals		
	C] Boot Problems		
	D] How do Manage		
9	Practical Knowledge of Computer	2	4
	A] How to Start Computer		

	B] How to the Set Up		
	C] How to use the Applications		
	D] Use of Control Panel		
	E] Desktop Setting		

Course Outcomes :-

- CO 1. To repair the computer if these are some faults in the computer.
- CO 2. To find out the faults on problems in the computer and can repair.
- CO 3. To repair then own computers and also the computers of others.
- CO 4. To improve the self confidence among the students and incase if they don't get any job they can start their own computer repairing occupation.
- CO 5. To repair the computer confidently and it would be source of income for them at home.
- CO 6. To improve the confidence level among the students to get the job or can start their own business.

Reference Books

- Computing Essentials, Timothy J. O. Leary, Linda I. O. Leary
- Basic Electricity and Materials, Dipak U. Jotpuje
- PC Upgrade and Maintenance Guide, Mark Minasi
- Micro Processor System, J. S. Katre, U.S. Shah, N.A. Dawande

Board of studies

- Prof. Dr. Nandkishor Pawar H.O.D. Dept. of Geography
- Prof. Dr. Shubhada Londe Course Co-ordinator
- Prof. Dr. Rajesh Birajdar Member
- Prof. Dr. Ravikiran Mandlik Subject Expert faculty

A Certificate Course In Archaeology पुरातत्वशास्त्र विषयातील प्रमाणपत्र अभ्यासक्रम

CLASS : S.Y.B.A. & T.Y.B.A. (History)

DURATION : 3 Months

Co-ordinator : Dr. Dinkar Murkute

प्रकरण क्रमांक	मुख्य घटक	थेअरी	प्राक्टीकल
१)	प्रास्ताविक - पुरातत्वशास्त्र - अर्थ व व्याख्या, बदलते प्रवाह	१०	
२)	पुरातत्वशास्त्रातील नवीन शास्त्राचा परिचय प्राचीन वस्तू संरक्षण आणि पर्यटनासाठी महत्त्व	०७	
३)	पुणे, पिंपरी-चिंचवड परिसरातील सुरक्षित केलेल्या वास्तूंची पाहणी करणे त्या कशा प्रकारे जतन केल्या आहेत त्याचा अभ्यास करणे व अहवाल करणे		१०
४)	उत्खनन - नव्याने उत्खनन होत असलेल्या किंवा झालेल्या स्थळांची पाहणी करणे त्या प्रकारे जतन केल्या आहेत, कामकाज कसे चालते, कोणत्या वस्तू सापडलेल्या आहेत त्याचा अभ्यास करणे व अहवाल करणे		११
५)	विद्यार्थी गट करणे व परिसरातील मंदिर, दुर्ग, लेणी, वाडे, गढ्या किल्ले यांच्या संबंधीची सविस्तर माहिती मिळवून अभ्यास करणे व अहवाल करणे वाडे - पिंपरी, चिंचवड, रहाटणी गढ्या - भोसरी, अश्ववर्तुळ प्राचीन स्मारके, पाताळेश्वर मंदिर, घोराडेश्वर, शिंदे छत्री, लोणी, कार्ले, भाजे, बेडसे		११

६)	दुष्काळ व जागतिक पर्यावरण	०५	
७)	युग - संकल्पनेतील बदल	०४	
८)	पुरातत्वशास्त्राचा - शास्त्रीय आधार (मापदंड)	०४	
९)	मंदिर स्थापत्याचा शाखा	०४	
१०)	महाराष्ट्रातील वास्तुरचना (सातवाहन, यादव, मराठा)	०५	
११)	ऐतिहासिक कागदपत्राचा अभ्यास मोडी, संस्कृत, पारशी व उर्दूचा उपयोग	०९	
१२)	अभ्यास दौरा - १) डेक्कन कॉलेज २) पुरातत्व विभाग, पुणे		१४

संदर्भ ग्रंथ व पुस्तके :

- १) शांताराम भा. देव, “पुरातत्वविद्या”, महाराष्ट्र विद्या ग्रंथ निर्माती मंडळ, नागपूर.
- २) म. के. ढवळीकर, “पुरातत्वविद्या”, महाराष्ट्र शासन साहित्य संस्कृती मंडळ, मुंबई.
- ३) एम. एस. माटे, “मराठा अग्रिकल्चर”, मानसमन प्रकाशन, पुणे.

अभ्यास मंडळ व अध्यापक वर्ग :

- १) डॉ. सूरज सोनवणे - मो.: ८१७७९८८५४६
- २) डॉ. राजेंद्र रासकर - मो.: ९९६०६५९६८४
- ३) डॉ. दिनकर मुरकुटे - मो.: ९३२५२८९३३१

अभ्यासक्रमातून प्राप्त होणारी कौशल्य

- १) मोडी लिपीचा अभ्यास होईल.
- २) ऐतिहासिक कागदपत्राचे जतन कसे करावे याची जाणीव.
- ३) ऐतिहासिक वास्तूचे मार्गदर्शन करण्याची क्षमता प्राप्त होईल.
- ४) इतिहास विषयाची गोडी निर्माण ऐतिहासिक.
- ५) पारंपारिक अभ्यासक्रमाबरोबर व्यावसायिक कौशल्य प्राप्त होतील.

आवश्यक साधने

- १) क्लास रूम
- २) एलसीडी प्रोजेक्टर, स्लाईड प्रोजेक्टर, कॉम्प्युटर
- ३) संदर्भ पुस्तके
- ४) तज्ज्ञ मार्गदर्शक

A Certificate Course in Computerized Account Writing (Tally.ERP 9.0)

CLASS : T.Y.B.Com.

DURATION : 90 Hrs.

Co-ordinator : Prof. Vikram Udar

Objectives:

1. To acquire knowledge of basic concepts in Accounting
2. To understand the Computerized Account Writing System
3. To understand various Tax Calculations like VAT, Excise, TDS, etc.
4. To study and understand the finalization of accounts using the accounting software.
5. To acquaint with report generation from accounting software.

Scope:

1. It is an additional skill for a successful entrepreneur/businessman.
2. Participant can start his own Account Writing Business.
3. Participant can join as an Accountant in any Industry (Manufacturing/Service)

Syllabus:

Sr. No.	Unit	Theory Periods	Practical Periods	Total Periods
1.	Accounting Fundamental	1	2	3
2.	Introduction to Tally and Company Creation, Company Information & Account Information	2	1	3
3.	Vouchers	5	5	10
4.	Cost Centers and Cost Categories and BRS	3	2	5
5.	Stock	2	4	6
6.	Bill of Materials	1	2	3
7.	VAT & VAT Report	6	6	12

8.	Excise & Excise Report	3	3	6
9.	TDS & TDS Reports	3	3	6
10.	TCS & TCS' Reports	2	2	4
11.	Service Tax & Service Tax Reports	2	2	4
12.	Payroll System	6	6	12
13.	Tally Audit	2	3	5
14.	Backup, Import and Export	3	2	5
15.	Display, Reporting and Printing	4	2	6
	Total	45	45	90

Course Outcome :

1. Participant learns the basic concepts in Accounting.
2. Participant knows the method of keeping the records in various accounting packages especially Tally ERP 9.0.
3. Participant understands the calculations to be made while preparing various invoices.
4. Participant learns to finalize the accounts with the help of Tally ERP 9.0
5. Participant learns to generate the reports from accounting package i.e. Tally ERP 9.0.

Reference Books:

- Book keeping and Accountancy of 11th Standard
- Basics of Accountancy by Khan & Jain
- Computer Notes for Everyday Use: Tally. ERP by Parag Joshi and Santosh
- Pendse, Dnyansankul Prakashan
- Certificate Course in Financial Accounting(Using Tally.ERP 9) by Ajay
- Maheshwari and Sachin Maheshwari, MITCON E-SCHOOL
- Tally ERP Accounting by ICA

Board of Studies:

Dr. Pramod Botre	(M.: 9822885071)
Prof. Baban Sahane	(M.: 9011553564)
Prof. Aniket S. Khatri	(M.: 9371357976)
Prof. Sonal S. Bawkar	(M.: 9921700840)
Mr. Anil Dabhade (Expert)	(M.: 9850852541)
Mr. Vijayanand H. Bhagwat (Expert)	(M.: 8308801921)

A Certificate Course in Human Rights and Introduction to Cyber Security

CLASS : M.A. / M.Com. I

DURATION : 90 Hrs.

Co-ordinator : Dr. Sonal Bavkar

Objective:-

- To study the basic concept of Human Rights.
- To help the philosophical and cultural basis and global perspective related to Human Rights.
- To develop attitude and behaviour that will lead to respect for the rights of others.
- To groom regarding the current leading and pressing cyber security topics.
- To understand key terms and concept in cyber security, cyber-crime and domain theft.
- To secure both clean & corrupted system, protecting personal data securing simple computer network and safe internet usage.
- To understand principles of web security.
- To incorporate approaches to secure networks, firewalls, intrusion detection system & intrusion prevention system.

Student learns

Human Right

No.	SYLLABUS	Lecture Periods	Practical Periods	Total Periods
1.	Basic Concepts <ul style="list-style-type: none"> • Human Values- Dignity, Liberty, Equality, Justice, Unity in Diversity, Ethics & Morals. • Meaning and significance of Human Rights Education 	3	-	3

2.	Perspectives of Rights and Duties <ul style="list-style-type: none"> • Rights : Inherent-Inalienable-Universal-Individual and Groups. • Nature and concept of Duties. • Interrelationship of Rights and Duties. 	4	-	4
3.	Introduction to Terminology of Various Legal Instruments <ul style="list-style-type: none"> • Meaning of Legal Instrument- Binding Nature • Types of Instruments: Covenant-Charter-Declaration-Treaty-Convention-Protocol - Executive Orders and Statutes. 	4	-	4
4.	United Nations And Human Rights <ul style="list-style-type: none"> • History of Human Rights- International and National. • Provision of the charters of United Nations • Universal Declaration of Human Rights- Significance-Preamble. • Civil and Political Rights-(Art. 1-21) • Economic, Social and Cultural Rights-(Art. 29) • Duties and Limitations-(Art. 29) • Final Provision (Art. 30) 	7	-	7
5.	Human Rights in Indian Context <ul style="list-style-type: none"> • Indian Bill of Rights And Sarvodaya • Preamble- Fundamental Rights- Directive Principles-Fundamental Duties 	3	-	3
6.	Human Rights- Enforcement Mechanism <ul style="list-style-type: none"> • Human Rights Act, 1993. • Judicial Organs- Supreme Court (Art.32) And High Courts (Art 226). 	5	-	5

	<ul style="list-style-type: none"> • Human Rights Commission- National and State of Maharashtra. • Commission of Women, children, Minority, SC/ST. • Survey of International Mechanism. 			
7.	Role of Advocacy Groups <ul style="list-style-type: none"> • Professional Bodies: Press, Media, Role of Lawyers-Legal Aid. • Educational Institutions. • Role of Corporate Sector. • NGO's. 	4	-	4
	Total	30	-	30

Introduction to Cyber Security.

Sr. No.	Unit	Theory Period	Practical Period	Total Period
1.	Pre-requisites in Information and Network Security <ul style="list-style-type: none"> • Overview of Networking Concepts. • Information Security Concepts. • Security Threats and Vulnerabilities. • Cryptography / Encryption. 	15	5	20
2.	Security Management <ul style="list-style-type: none"> • Security Management Practices. • Security Laws and Standards. 	5	5	10
3.	Information and Network Security <ul style="list-style-type: none"> • Access Control and Intrusion Detection. • Server Management and Firewalls. • Security for VPN and Next Generation Technologies. 	10	5	15

4.	System and Application Security	10	5	15
	<ul style="list-style-type: none"> • Security Architectures and Models • System Security • OS Security • Wireless Network and Security. 			
	Total	40	20	60

Outcome of Course:-

- It enables to taking action to defend and promote human rights.
- It will help to gain knowledge and skills about human rights and its mechanism.
- Students will able to apply knowledge of cyber security concept, models and technologies to computer system.
- Students will understand cyber security risk management, threats and countermeasures to apply to develop cyber defense strategies.

Reference Book:-

- International Law and Human Rights- S.K.Kapoor, Nineteenth Edition um.
- Human Rights in the New Millenniu(johnm - N Sanajaoba.
- International Law and Human Rights- H.O.Agarwal.
- The complete reference Network Security - Roberta Bragg.
- Introduction to Computer Networks and Cyber Security- Chwan Hwa (John).
- Cryptography and Network Security: Principles & Practices- Stalling

Expert Name:-

1. Mr. Amol Jaybhay
2. Prof. C. N. Choudhari
3. Prof. Ghodake U. M.
4. Prof. Harwane S. H.
5. Prof. Nevse P.S.

A Certificate Course in Event Management

CLASS : M.A. II (Marathi, Hindi, History, Economics)

DURATION : 60 Hrs.

Co-ordinator : Prof. Alka Chavhan

Objectives :

- To provide students with the knowledge and skills required to plan, organize and execute successful events, such as a business conferences, weddings, music concerts, sports events and community festivals.
- The course aims to equip students with the ability to identify and understand the various elements involved in event planning and management, including budgeting, marketing, risk management, logistics, and resource management.
- The course aims to enhance student's critical thinking, problem solving, communication, and teamwork skills, as well as their ability to adapt to different situation and handle unexcepted challenges that may arise during an event.
- By the end of the course, students should be able to develop and present a comprehensive event plan that meets the needs and expectations of stakeholders and successfully delivers a memorable and meaningful experience for attendees.
- 5) The course may also cover industry-specific areas, such as event production, audiovisual technology, and event safety and security.

Course Outcomes :-

After successfully completing this course, students will be able -

- CO 1. To understand the principals and concepts of event management, including event design, event planning, and event execution.

- CO 2. To develop knowledge and skills related to marketing and communication strategies for promoting events.
- CO 3. To acquire project management skills, including planning and execution scheduling, risk management, and budgeting.
- CO 4. To develop skills in managing and motivating teams, including leadership, communication, and problem-solving.

Topic	Theory Periods	Practical Periods	Total
Topic 1 <ul style="list-style-type: none"> • Introduction to event management • Types of events • Event planning process • Budgeting for events 	3	3	6
Topic 2 <ul style="list-style-type: none"> • Venue selection and contracts • Event logistics and operations • Event marketing and promotion 	3	3	6
Topic 3 <ul style="list-style-type: none"> • Project management for events • Risk management for events • Sustainable event management • Event technology and socialmedia 	3	3	6
Topic 4 <ul style="list-style-type: none"> • Event evaluation and feedback • Ethics and professional standards in event management • Event legal issues and contracts • Event design and theming • Event sponsorship and partnerships 	3	3	6

Topic 5 <ul style="list-style-type: none"> • Audio-visual equipment & production management • Food and beverage management for events • Event staffing and volunteer management 	3	3	6
Topic 6 <ul style="list-style-type: none"> • Weddings and special occasions • Corporate events and conferences • Festival and outdoor events. 	3	3	6
Topic 7 <ul style="list-style-type: none"> • Event safety and emergency planning • Crisis and contingency planning for events • Cultural sensitivity in event planning • International events 	3	3	6
Topic 8 <ul style="list-style-type: none"> • Event marketing and promotion • Social media for event planning • Post-event evaluation and analysis 	3	3	6
Topic 9 <ul style="list-style-type: none"> • Using technology in event planning • Sustainable event planning and green initiatives • Event budgeting and finance 	3	3	6
Topic 10 <ul style="list-style-type: none"> • Culminating project and review <p>This outline provides a comprehensive overview of the topics that can be covered in a 10-week event planning course. Adjustments can be made based on the specific needs and goals of the course and its participants.</p>	3	3	6
Total	30 Hrs.	30. Hrs.	60 Hrs.

Reference Books:-

- Tallon, A. F. Fashion Marketing and Marchandising, 3 rd ed. Sequoia books, 1986.
- Panwar, J. S. Marketing in the New Era, sage Publishing India Pvt. Ltd., 1998.
- Avvich, Barry, Event and entertainment Marketing, Delhi, vision Books, 1994
- The Complete Guide to Successful Event Planning by Shannon Kilkenny and Judy Allen
- Event Management: Principals and Practice' by Razaq Raj and Paul Walters.

Examination Pattern :-

Theory Examination : 50 Marks

Practical : 30 Marks

Project Report / Internship / Field visit / Industrial visit : 20 Marks

Board of Studies :-

Sr.No.	Name	Designation
1.	Prin.Dr. Ashok Bhoite	Chairman
2.	Dr. Kamayani Surve	Chief Co-ordinator
3.	Mrs. Alka Chavhanm.	Co-ordinator
4.	Dr. Babasaheb Shendage	Member
5.	Dr. Rajendra Raskar	Member
6.	Dr. S. G. Shinde	Member
7.	Mr. Sanjay Arya	Faculty

A Certificate Course in Assistant Store Manager

CLASS : M.Com. II

DURATION : 60 Hrs.

Co-ordinator : Dr. Sonal Sharad Bawkar

Objectives:

- To provide an understanding regarding principles of modern materials management.
- To help the learners to know importance of materials management
- To understand a right system of material management.

Unit No.	Title	Learning Hours	Practical Hours	Total Hours
1.	Inventory Management	1	2	7
2.	Classification, Codification and Storage Classification and Codification- Alphabetical, Numerical, Decimal , Kodak, Brisch Systems.	8	8	16
3.	Inspection and Accounting- Inspection procedures followed by different organizations.	5	5	10
4.	Developing Effective presentation skills, selecting suitable body language, identifying appropriate non-verbal communication skills, listening skills	5	5	10
5.	Effective interpersonal communication skills, assessing customer requirements, counseling	5	5	10
6.	Safety and Compliances various compliances required by Law and in general for safety in stores	5	2	7

Course Outcome :

After successfully completing this course, students will be able

- The present programme is basically designed to promote skills required for development of understanding in materials management and promotion of store keeper as a career option amongst potential students in urban and rural areas. The programme is focused at-
- Giving a proper understanding about them arterials management tour ban and rural students Training they ouths to materials management sectorina system atic manner.

Board of Studies

1. Dr. Ashok Bhoite Principal
2. Dr. Pramod Botre Vice principal and HOD
3. Dr. Kamayani Surve Chief Co-ordinator
4. Mr. Aniket Khatri Placement Officer
5. Mr. Vijayanand Bhagwat Subject Expert

A Certificate Course in Applied Research Methods in Health Science

CLASS : M.Sc. II (Geography & Chemistry)

DURATION : 60 Hrs.

Co-ordinator : Dr. Rajesh Birajdar

Objectives :

- To introduce students to research methods
- To impart knowledge on ethics of research, including bioethics, ethical use of animals
- To train students in community diagnosis
- To train students in the method of analysis of data and report writing. The information from this will be subsequently used for planning health interventions.

Sr. No.	Topic Name	Learning Points	Theory Period	Practical Period
1.	Research Methods	Types of research Steps in conducting research Overview of the philosophical foundations of the principles of medical ethics applications to contemporary issues in research design	9	3
2.	Survey Methods	Sampling Types of sampling Survey methods Survey design and planning	8	12

		Interview schedule Questionnaire construction Tool of survey Data collection Data management Data coding procedures		
3.	Statistical Methods	Nature of data Descriptive statistics Inferential statistics Qualitative research methods Quantitative research methods	8	13
4.	Field Work	Field sampling Field measurements Field mapping	5	7
5.	Report Writing	Application to public health research Research problem Review of literature Hypothesis Aims and objectives Topic arrangement Data analysis Conclusions References and bibliography Webliography Abbreviations Appendix Photo plate Evaluation of results Plagiarism Report writing Presentation of data	9	16
		Total	39	51

Referential Books :

- Research Methods In Health, Ann Bowling, Open University Press Buckingham, Philadelphia
- Handbook of Research Methodology, Mishra Shanti Bhushan and Shashi A., Educreation Publishing, New Delhi - 110075.
- Quantitative Techniques, Kothari, C.R., Vikas Publishing House Pvt. Ltd., New Delhi.
- Research Methodology: Methods and Techniques, Kothari, C.R., New Age International (P) Ltd., New Delhi - 110002.
- Report Writing, Gaum, Carl G., Graves, Harod F., and Hoffman, Lyne, S.S., New York: Prentice-Hall.
- Research Methodology : Tools and Techniques, Pandey, P. and Pandey, M.M., Bridge Center, Romania, European Union.
- Research Methodology in Social Sciences, Tandon, B.C., Chaitanya Publishing House, Allahabad.

Faculty:

1. Dr. Birajdar R. T.

Board of Studies:

1. Dr. Pawar N.V. (Head of Geography Department)
2. Prof. Pawar B.A. (Head of Chemistry Department)
3. Dr. Date D. B. (Member)
4. Dr. Londhe S. S. (Member)
5. Dr. Birajdar R.T. (Course Co -Ordinator of Geography)
6. Prof. Amruta Bhoir (Course Co -Ordinator of Chemistry)

A Short Term Course in C & C++

CLASS : T.Y.B.Sc. (Physics)

DURATION : 90 Hrs.

Co-ordinator : Prof.Dr. Sarfraj Mujawar

Objectives:

- 1) To Know the Basics of Programming
- 2) To understand how to use programming in day to day applications.
- 3) To know the concepts of "C" Programming
- 4) Acquire an understanding of basic object-oriented concepts and the issues involved in effective class design.

Sr. No.	Unit	Theory Period	Practical Period	Total Period
1.	Introduction To 'C Language 1.1 Introduction 1.2 Computer system 1.3 Computer Languages 1.4 Compiler & Interpreters 1.5 Program Development Process 1.6 History Of 'C Language 1.7 Structures of 'C Programming 1.8 Function as building blocks	02	02	04
2.	Introduction to problem solving 2.1 Concept: problem solving 2.2 Problem solving techniques (Trial & Error, Brain storming, Divide & Conquer)	02	02	04

	2.3 Algorithms and Flowcharts (Definitions, Symbols) 2.4 Characteristics of an algorithm 2.5 Simple Examples: Algorithms and flowcharts (Real Life Examples)			
3.	Language Fundamentals 3.1 Character set 3.2 C Tokens 3.3 Keywords 3.4 Identifiers 3.5 Variables 3.6 Constant 3.7 Data Types 3.8 Comments 3.9 Operators 3.9.1 Types of operators 3.9.2 Precedence and Associativity 3.9.3 Expression 3.10 Statement and types of statements	03	04	07
4.	Built-in Operators and function 4.1 Console based I/O and related built-in I/O function 4.1.1 printf() 4.1.2 scanf() 4.1.3 getch() 4.1.4 getchar() 4.1.5 putcharQ 4.2 Concept of header files 4.3 Preprocessor directives : 4.3.1 #include 4.3.2 #define	02	03	05

5.	<p>Control structures</p> <p>5.1 Decision making structures :</p> <p>5.1.1 If</p> <p>5.1.2 If-else</p> <p>5.1.3 Nested If-else</p> <p>5.1.4 Switch.</p> <p>5.2 Loop Control structures :</p> <p>5.2.1 While</p> <p>5.2.2 Do-while</p> <p>5.2.3 for, Nested for loop</p> <p>5.3 Other statements :</p> <p>5.3.1 Break</p> <p>5.3.2 Continue</p> <p>5.3.3 Goto</p> <p>5.3.4 exit</p>	04	10	14
6.	<p>Functions</p> <p>6.1 Basic types of function</p> <p>6.2 Declaration and definition</p> <p>6.3 Function call</p> <p>6.4 Types of function</p> <p>6.5 Parameter passing</p> <p>6.5.1 Call by value</p> <p>6.5.2 Call by reference</p> <p>6.5.2.1 Scope of variables</p> <p>6.5.2.2 Storage classes</p> <p>6.6 Recursion</p>	04	09	13
7.	<p>Arrays 04</p> <p>7.1 Definition, declaration and initializafion of</p> <p>7.2 One dimensional array</p> <p>7.2.1 Accessing array elements</p> <p>7.2.2 Displaying array elements</p> <p>7.2.3 Sorting arrays,</p> <p>7.2.4 Arrays and function</p>	09	13	

	<p>7.3 Two-Dimensional array 7.3.1 Declaration and initialization 7.3.2 Accessing and displaying 7.3.3 Memory representation of array 7.3.3.1 Row major 7.3.3.2 Column major.</p> <p>7.4 Multidimensional array</p>			
8.	<p>Pointers & String</p> <p>8.1 Definition and declaration, Initialization</p> <p>8.2 Indirection operator, address of operator</p> <p>8.3 Pointer arithmetic</p> <p>8.4 Dynamic memory allocation</p> <p>8.5 Arrays and pointers</p> <p>8.6 Function and pointers</p> <p>8.7 Definition, declaration and initialization of strings</p> <p>8.8 Standard library functions : 8.8.1 strlen() 8.8.2 strcpy() 8.8.3 strcat() 8.8.4 strcmp()</p> <p>8.9 Implementation without using standard library Functions</p>	05	10	15
9.	<p>Object Oriented Programming</p> <p>9.1 Introduction of OOP features and Applications. Benefits of OOP.</p> <p>9.2 Beginning with C++ Applications</p>	03	03	06

10.	Beginning with C++ 10.1 What is C++ 10.2 A simple C++ program 10.3 Structure of C++ program 10.4 What is Classes 10.5 Creating a source file, compiling and Linking	02	07	09
	Total	31	5	90

Scope:-

This Course has tremendous scope it as follows:-

- 1) The purpose of this course is to help to use to understanding the basic of “C” language & “C++”.
- 2) Learning this course, you can develop the logical thinking power.

Job/ Business Opportunities.-

- 1) I.T. Company.
- 2) In Chemical Company.
- 3) To open our own Business.
- 4) To joining teacher faulty in private instituted.

Referential Books:

- 1) Let us C-Yashwant Kanetkar.
- 2) Programming in C- Balguruswamy
- 3) How to solve it by Computer - R. G. Dromy
- 4) Introduction to algorithms - Cormen, Leiserson, Rivest, Stein
- 5) Programming With C++ - By . E. Balaguruswamy

Board of Studies:

- 1) Dr. S. H. Mujawar Course Co-ordinator M.: 9921110811
- 2) Prof. P. S. Nevse Member M.: 8888390328

Expert Teaching Faculty

- 1) Prof. P. S. Nevse - M.: 8888390328 2) Ms. Ritu Dharmani - M.: 9822889884

BOSCH - BRIDGE**CLASS** : Open to All**DURATION** : 60 Hrs.**Co-ordinator** : Dr. Pratima Kadam**Bosch's Response to India's Development and Growth through Employability Enhancement****SCHEDULE FOR EVERY BATCH**

Sr. No.	Month	Week	Module	Activity
1	First	Week 1 (Day 1 - Day 6)	Communication Skill	-
2		Week 2 (Day 8 - Day 13)	Personality Development	Freeze Batch
3		Week 3 (Day 15 - Day 20)	Customer Service	Mall Visit
4		Week 4 (Day 22 - Day 27)	Interview Skills	Mock Interviews
5	Second	Week 5 (Day 29 - Day 34)	Discipline and Responsibility	-
6		Week 6 (Day 36 - Day 41)	Computer Basics	Practicals
7		Week 7 (Day 43 - Day 48)	English Speaking	Speaking Practice
8		Week 8 (Day 50 - Day 60)	Job Specific Module	Visit to work premise



