



**Pravara Rural Education Society's**  
**Arts, Commerce and Science College, Satral**  
**Tal. Rahuri, Dist. Ahmednagar- 413711**  
Affiliated to Savitribai Phule Pune University, Pune.

**Self-Study Report: 2024 (3<sup>rd</sup> Cycle)**



**Criterion-1**  
**Curricular Aspects**

**Key Indicator: 1.2**  
**Academic Flexibility**

**Metric: 1.2.1 (QnM)**

Number of Certificate course/Value added courses offered and online courses of MOOCs, SWAYAN, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)



**Submitted to**  
**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL BENGALURU**

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3	Certificate Course in Investment Planning	81	
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5	Certificate Course in Household Chemicals	91	
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1	Certificate Course in Basics of Map Reading	96	
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3	Certificate Course in Differential equation	104	
<b>2019-20</b>			
1	Certificate Course in Journalism	109	
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3	Certificate Course in Household Wiring and LED Decoration	119	
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1	Certificate Course in Retail Marketing and New Technology	134	
2	Certificate Course in Event Decoration	138	
3	Certificate course in Sericulture	144	
4	Value added Course in Soft Skills Training Programme	149	



**Submitted to**  
**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL BENGALURU**

**1.2.1: Name of Certificate/ Value added course offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)**

**2022-23**

Sr. No.	Name of Certificate/ Value added course	Course Code (if any)	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
1	Certificate Course in Interview Technique	CCIT-1	3 Months	31	31
2	Certificate Course in Hindi Translation	CCHT-1	3 Months	34	34
3	Certificate Course in Communication Skill in English	CCCSE-1	3 Months	31	31
4	Certificate Course in Travel and Tourism	CCTT-2	3 Months	43	43
5	Certificate Course in E-Banking	CCEB-1	3 Months	34	34
6	Certificate Course in Human Right	CCHR-1	3 Months	39	39
7	Certificate Course in Modi Lipi	CCMS-1	3 Months	33	29
8	Certificate Course in Tally ERP 9.0	CCTERP-1	3 Months	57	57
9	Certificate Course in Household wiring and LED Decoration	CCHWLEDD-4	3 Months	30	30
10	Certificate Course in Household Chemical	CCHC-5	3 Months	30	30
11	Certificate Course in Sanitizers and Disinfectants	CCSD-1	3 Months	21	21
12	Certificate Course in Nursery Management	CCNM-1	3 Months	20	20
13	Certificate Course in Vermicompost Technology	CCVT-1	3 Months	38	38
14	Certificate Course in Laplace Transform & It's Application	CCLT&IP-1	3 Months	40	40

**2021-22**

Sr. No.	Name of Certificate/ Value added course	Course Code (if any)	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
1	Certificate Course in Blog Writing	CCBW-1	3 Months	35	35
2	Certificate Course in Travel and Tourism	CCTT-2	3 Months	20	20
3	Certificate Course in Investment Planning	CCIM-3	3 Months	40	40
4	Certificate Course in Household Wiring and LED Decoration	CCHWLEDD-4	3 Months	33	33

4	Certificate Course in Household Chemicals	CCHC-5	3 Months	25	25
<b>2020-21</b>					
Sr. No.	Name of Certificate/ Value added course	Course Code (if any)	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
1	Certificate Course in Basics of Map Reading	CCBMR-1	3 Months	15	15
2	Certificate Course in Tally ERP 9.0	CCTERP-1	3 Months	20	20
3	Certificate Course in Differential equation	CCDE-1	3 Months	15	15
<b>2019-20</b>					
Sr. No.	Name of Certificate/ Value added course	Course Code (if any)	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
1	Certificate Course in Certificate Course in Journalism	CCJ-1	3 Months	169	169
2	Certificate Course in Business Communication	CCEBP-1	3 Months	167	167
3	Certificate Course in Household Wiring and LED Decoration	CCHWLEDD-4	3 Months	93	92
4	Value added Course Spoken English	VACSE-1	3 Months	177	177
5	Value added Course Research Methodology	VACRMW-1	3 Months	196	196
<b>2018-19</b>					
Sr. No.	Name of Certificate/ Value added course	Course Code (if any)	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
1	Certificate Course in Retail Marketing and New Technology	CCRM&NT-1	3 Months	198	198
2	Certificate Course in Event Decoration	CCED-1	3 Months	152	152
3	Certificate course in Sericulture	CCS-1	3 Months	154	154
4	Value added Course in Soft Skills Training Programme	VACSSTP-1	3 Months	202	202





LOKNETE DR. BALASAHEB VIKHE PATIL  
(PADMA BHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY'S  
**ARTS, COMMERCE AND  
SCIENCE COLLEGE**  
**SATRAL**

## Courses List 2022-23

Sr. No.	Name of Certificate Course program	No. of enrolled students
1	Certificate Course in Interview Technique	31
2	Certificate Course in Hindi Translation	34
3	Certificate Course in Communication Skill in English	31
4	Certificate Course in Travel and Tourism	43
5	Certificate Course in E-Banking	34
6	Certificate Course in Human Rights	39
7	Certificate Course in Modi Script	33
8	Certificate Course in Tally ERP 9.0	57
9	Certificate Course in Household wiring and LED Decoration	30
10	Certificate Course in Household Chemical	30
11	Certificate Course in Sanitizers and Disinfectants	21
12	Certificate Course in Nursery Management	20
13	Certificate Course in Vermicompost Technology	38
14	Certificate Course in Laplace Transform & Its Application	40

## 1. Certificate Course in Interview Technique



Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee)

Pravara Rural Education Society's

**ARTS, COMMERCE AND SCIENCE COLLEGE, SATRAL**

Affiliated to Savitribai Phule Pune University, Pune

CERTIFICATE COURSE IN INTERVIEW TECHNIQUE

Course Code: CCIT-01

**Tenure of the Course**

08<sup>th</sup> September 2022 to 10<sup>th</sup> December 2022

**Conducted  
by  
DEPARTMENT OF MARATHI**

Academic Year

2022-2023



## A. NOTICE

Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee) Pravara Rural Education Society's

Arts, Commerce and Science College, Satral

### Department of Marathi

Date: 04/09/2022

#### CERTIFICATE COURSE : ADMISSION NOTIFICATION

#### Student Notice

All the students are hereby informed that the Department of Marathi is conducting "Certificate Course in Interview Technique " from 08<sup>th</sup> September 2022 to 10<sup>th</sup> December 2022. Student can register their names to Dr. N. A. Shinde, Coordinator & Head, Dept. of Marathi.

Note: Time table will be displayed on the Department of Marathi notice board



**Dr. Navanath Shinde**

Course Coordinator & Head Dept. of Marathi  
Mob: 999890777639, E-mail: nshinde70@gmail.com

**H.O.D.**

**Department of Marathi**  
Arts, Commerce & Science College, Satral

## B. SYLLABUS



Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee)

Pravara Rural Education Society's

**Arts, Commerce and Science College, Satral – 413711**

### Department of Marathi

1.	<b>Name of Department:</b>	Department of Marathi
2.	<b>Title of course: (Accurate Course Name)</b>	Certificate course in Interview Technique
3.	<b>Course Level:</b>	Certificate
4.	<b>Implementation Academic Year :</b>	2022-2023
5.	<b>Preamble of Syllabus: (Introduction)</b>	<p>संज्ञापनातील भाषेच्या भूमिकेचे विविध आविष्कारांचे ज्ञान करून देणे. भाषिक कौशल्यांचे विविध आविष्कार आणि प्रसारमाध्यमे यांच्या परस्परसंबंधांचे ज्ञान करून देणे. भाषिक कौशल्ये व क्षमता विकसित करणे. कार्यालयीन व व्यावसायिक भाषाव्यवहारासाठी आवश्यक लेखनकौशल्याचे संपादन व उपयोजन करणे. विविध माध्यमांसाठी प्रत्यक्ष मुलाखत घेणे. प्रसारमाध्यमांचे स्वरूप व त्यासाठी भाषाव्यवहाराचे स्वरूप समजावून घेणे - व्यक्तिमत्व विकासाची आवश्यकता स्पष्ट करणे. व्यक्तिमत्व विकासात इतर घटकांबरोबरच भाषेचे महत्व स्पष्ट करणे. दैनंदिन जीवनात आवश्यक असणारी भाषिक कौशल्ये आत्मसात करण्याची क्षमता निर्माण करणे. प्रसारमाध्यमांचे समाजातील महत्व विशद करणे. भाषिक कौशल्याचे प्रसारमाध्यमांमध्ये होणारे उपयोजन समजावून सांगणे . प्रसारमाध्यमांत सेवेची संधी मिळण्यासाठी विद्यार्थ्यांची भाषिक क्षमता विकसित करणे.</p>

6.	<b>Faculty of the Course:</b>	Arts	
7.	<b>Eligibility of Admission and Prerequisite:</b>	H.S.C. Passed Student (10+2)	
8.	<b>Duration of the Course:</b>	3 Months	
9.	<b>Intake Capacity of the Students:</b>	31 Students	
10.	<b>Total Hours of Teaching:</b>	30 Lectures [02 Credits]	
11.	<b>Pattern of Examination, if any</b>		
	<b>i. Internal Exam, Term End Exam, Practical, Oral, Project</b>	Practical, oral and Written Test	
12.	<b>Teaching Faculty:</b>		
	<b>Name of Faculty</b>	<b>Designation</b>	<b>Qualification</b>
	Dr. N. A. Shinde	Associate Professor	M.A., B.Ed., SET, NET, M. Phil., Ph.D., B.J.
	Dr. G .K.Waditke	Assistant Professor	M.A., B.Ed., M. Phil., Ph.D
	Dr. S. B. Kadam	Assistant Professor	M.A., B.Ed., M. Phil., Ph.D
13.	<b>Other Facilities</b>	Library	
14.	<b>Recommended Books:</b>		
	संदर्भग्रंथ यादी		
	१. व्यावहारिक मराठी पाठ्यपुस्तक, प्रथम वर्ष वाणिज्य व द्वितीय वर्ष विज्ञान, पुणे विद्यापीठप्रकाशन ,, पुणे.		
	२. उपयोजित अभ्यासक्रम मराठी भाषेचे संवादकौशल्ये, प्रकाशक यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठ, नाशिक		
	३. व्यावहारिक मराठी, दपुंडे .दि., कल्याण काळे, निराली प्रकाशन, पुणे		
	४. व्यावहारिक मराठी, लनसिराबादकर .रा ., फडके प्रकाशन, कोल्हापूर.		
	५. व्यावहारिक मराठी, स्नेहल तावरे, स्नेहवर्धन प्रकाशन, पुणे		
	६. व्यावहारिक मराठी, डॉलीला गोविलकर ., डॉजयश्री पाटणकर ., पुणे		
	७. उपयोजित मराठी, डॉजोगळेकर .ना.ग ., कृतज्ञता ग्रंथ, संपादक केतकी मोडक, संतोष शेणई, सुजाता शेणई.		
	८. व्यावहारिक, उपयोजित मराठी आणि प्रसारमाध्यमे, संपादक डॉसंदिप सांगळे .		
	९. व्यावहारिक आणि उपयोजित मराठी, डॉ.मनोहर रोकडे .		



१०. व्यावहारिक मराठी, प्रकाश परब

15. Detailed Syllabus CD (Word and PDF File)

अभ्यासक्रम

प्रकरण १ ले संवादाची मूलतत्त्वे (3 तास)

संवादाचे स्वरूप गरज आणि कार्य  
संवादप्रक्रियेचे घटक आणि संवादातील अडथळे  
संवादातील 'बोधन' संकल्पना आणि भाषिक संवाद  
संवादाची विविध क्षेत्रे व तंत्रज्ञान

प्रकरण २ रे संवादाची मूलभूत तंत्रे व कौशल्ये : (3 तास)

कौशल्याचे स्वरूप  
श्रवण कौशल्य  
भाषण कौशल्य  
संभाषण कौशल्य  
लेखन कौशल्य  
कौशल्य वाचन

प्रकरण ३ रे : वत्कृत्व तंत्र व कौशल्ये (3 तास)

वत्कृत्व स्वरूप आणि वैशिष्ट्ये  
पूर्वाभ्यास आणि उपयोजना  
वत्कृत्व कलेचा वापर करण्याचे प्रसंग व प्रकार  
वत्कृत्व कलेचा उपयोग

प्रकरण ४ थे : मुलाखत तंत्र (3 तास)

मुलाखतीचे विषय  
प्रश्नांची तयारी  
मुलाखतीच्या विषयाचा पूर्वाभ्यास  
प्रश्नांची निवड

मुलाखतीचे प्रकार

विविध क्षेत्रे व गुणविशेष

प्रकरण ५ वे: वृत्तपत्रासाठी मुलाखत (3 तास)

वृत्तपत्राची माहिती व कार्य

न्यूज इंटरव्यू व फीचर

वृत्तपत्रातील मुलाखतीचे वेगळेप

प्रकरण ६ वे: आकाशवाणीसाठी मुलाखत (3 तास)

आकाशवाणीची माहिती व कार्य

आकाशवाणीवरील मुलाखतीचे वेगळेपण

प्रकरण ७ वे दूरदर्शनसाठी मुलाखत (3 तास)

दूरदर्शनची माहिती व कार्य

दूरदर्शनवरील मुलाखतीचे वेगळेपण

प्रात्यक्षिक १० तास

Dr. G. K. Waditke

[Internal Subject Expert]

Dr. S. B. Kadam

[External Subject Expert]

Dr. N. A. Shinde

Course Coordinator &  
Head Dept. of Marathi

**H.O.D.**

Department of Marathi

Arts, Commerce & Science College, Satral

IQAC COORDINATOR  
Art's, Commerce & Science College  
Satral, Tal. Rahuri, Dist. Ahmednagar.

Date: 06/09/2022



Principal  
**PRINCIPAL**

Art's, Commerce & Science College  
Satral, Tal. Rahuri, Dist. Ahmednagar.

## 2. Certificate Course in Hindi Translation

LOKNETE DR. BALASAHEB VIKHE PATIL (PADMA BHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY  
**ARTS, COMMERCE AND SCIENCE COLLEGE, SATRAL**  
Tal- Rahuri Dist-Ahmednagar



### हिंदी अनुवाद प्रमाणपत्र पाठ्यक्रम *A Certificate Course in Hindi Translation*



Conducted by  
**DEPARTMENT OF HINDI**  
Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee)  
Pravara Rural Education Society,  
Arts, Commerce And Science College, Satral  
Tal- Rahuri Dist-Ahmednagar

(2022-23)

## A. NOTICE



LOKNETE DR. BALASAHEB VIKHE PATIL  
(PADMA BHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY'S  
**ARTS, COMMERCE AND  
SCIENCE COLLEGE**  
**SATRAL**

Date :15/11/2022

### Department of Hindi

#### Notice

All the course students are here by informed that the "Certificate Course in Hindi Translation" will be commenced from 2<sup>nd</sup> December 2022. The attendance should be mandatory for all the students. The time table of the course will be displaying on notice board.

  
Course Coordinator  
**H.O.D.**  
Department of Hindi  
Arts, Commerce & Science College, Satral



  
**PRINCIPAL**  
Arts, Commerce and Science  
College, Satral, Tal. Rahuri  
Dist. Ahmednagar, 413711

NAAC Accredited  
'B++' Grade with CGPA 2.87

Savitribal Phule Pune University, Pune Affiliated, I.D.No.PU.A.N.AAC.1998  
Email :- aacsatral@rediffmail.com, Ph. (02425) 275763/64  
A/p.- Satral, Tal Rahata, Dist.Ahmednagar Pin - 413711



## B. SYLLABUS



LOKNETE DR. BALASAHEB VIKHE PATIL  
(PADMA BHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY'S  
**ARTS, COMMERCE AND  
SCIENCE COLLEGE**  
**SATRAL**

Date :15/11/2022


### Department of Hindi

#### Notice

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Department of Hindi  
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'B++' Grade with CGPA 2.87

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लोकनेते डॉ. बालासाहेब विखे पाटिल (पदाभूषण उपाधि से सम्मानित)  
प्रवरा ग्रामीण शिक्षण संस्था का  
**कला, वाणिज्य एवं विज्ञान महाविद्यालय, सात्रल**  
हिंदी अनुवाद प्रमाणपत्र पाठ्यक्रम (Syllabus)  
शैक्षिक वर्ष 2022-23

Department: Hindi

Teaching Hours: 30

Course Topic : Certificate Course in Hindi Translation

Course Code : CHT22

**प्रास्ताविक :**

हमारे देश में अनुवाद का महत्व प्राचीन काल से स्वीकृत है. अनुवाद आज व्यक्ति की सामाजिक आवश्यकता बन गया है. भारत जैसे बहुभाषी देशों के जन समुदाय के बीच संपन्न संवाहक के रूप में अनुवाद का बहुआयामी प्रयोजन सर्वविदित है।

**हिंदी अनुवाद प्रमाणपत्र पाठ्यक्रम का महत्व**

सांस्कृतिक एकता, परस्पर आदान-प्रदान तथा वसुधैव कुटुम्बकम् के सपनों को साकार करने की दृष्टि से अनुवाद की भूमिका उल्लेखनीय रही है. साथ ही रोजगार के प्रमुख साधन के रूप में अनुवाद के महत्व को नकारा नहीं जा सकता.

**उद्देश्य :**

1. अनुवाद परिभाषा, स्वरूप, महत्व व्याप्ति की जानकारी देना ।
2. अनुवाद के सामाजिक और सांस्कृतिक पक्ष से अवगत करना।
3. अनुवाद के विभिन्न रूपों और उनकी प्रक्रियाओं से परिचित कराना ।
4. अनुवाद के विविध क्षेत्रों में रोजगार के लिए प्रशिक्षण देना।
5. भूमंडलीकरण के युग में अनुवाद की रचनात्मक भूमिका स्पष्ट करना
6. अनुवाद करने की क्षमता विकसित करना
7. हिंदी क्षेत्रों में हिंदी के प्रचार प्रसार को मौलिक तथा अनुदित रूप में गति प्रदान करना।

**उपादेयता (Course Outcome)**

1. छात्र अनुवाद के महत्व को समझकर कैरियर के रूप में अनुवाद के महत्व समझेंगे.
2. अनुवाद के लिए आवश्यक कौशल समझेंगे.
3. छात्र एक भाषा से दूसरी भाषा में अनुवाद करना सीखते हैं
4. छात्र व्यवसायिक अनुवाद की दृष्टि से विचार करते हैं.

**अध्यापन पद्धती**


1. व्याख्यान तथा विश्लेषण
2. संगोष्ठी, स्वाध्याय तथा गुट चर्चा
3. प्रात्यक्षिक

## पाठ्यक्रम

Unit	Syllabus	Hours
I.	अनुवाद का स्वरूप परिभाषा, महत्व एवं व्याप्ति, क्षेत्र और सीमाएं	6
II.	अनुवाद प्रक्रिया मूल भाषा का पाठ बोधन और व्याख्यान लक्ष्य भाषा में अभिव्यक्ति स्थितिया अर्थयोग, अर्थहानि, अर्थांतरण, पुनः सर्जन	6
III.	अनुवाद के प्रकार प्रक्रिया के आधार पर -शब्दानुवाद, भावानुवाद छायानुवाद रूपांतरण गद्य-पद्य के आधार पर गद्यानुवाद, पद्यानुवाद विद्या के आधार पर नाट्यानुवाद, काव्यानुवाद, कथानुवाद आदि	6
IV.	अनुवाद प्रत्यक्ष व्यवहार मराठी वाक्यों का हिंदी अनुवाद अंग्रेजी वाक्यों का हिंदी अनुवाद	6
V.	अनुवाद की सार्थकता और प्रासंगिकता।	6

मूल्यांकन: अंतर्गत परीक्षा : 15 अंक(प्रस्तुतिकरण) लिखित परीक्षा :20 अंक, उपस्थिति (समग्र प्रदर्शन ): 15  
संदर्भ ग्रंथ :

1. डॉ सुरेश कुमार : अनुवाद की रूपरेखा
2. भोलानाथ तिवारी- अनुवाद कला
3. डॉ. एस. के शर्मा- अनुवाद सिद्धांत और व्यवहार
4. डॉ. कैलाश चंद्र भाटिया -अनुवाद विज्ञान
5. डॉ. राजकमल बोरा-अनुवाद क्या है


  
डॉ. ए. न. केदारे  
विशेषज्ञ

  
डॉ. प्री. टी. नुपे  
विशेषज्ञ

  
डॉ. भाऊसाहेब नवले  
अध्यक्ष, हिंदी विभाग  
**H.O.D.**  
Department of Hindi  
Arts, Commerce & Science College, Satral.

दिनांक : 11/10/2022



  
**PRINCIPAL**  
Arts, Commerce and Science  
College, Satral, Tal. Rahuri  
Dist. Ahmednagar, 413711

### 3. Certificate Course in Communication Skill in English

LOKNETE DR. BALASAHEB VIKHE PATIL (PADMABHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY'S  
ARTS, COMMERCE AND SCIENCE COLLEGE, SATRAL  
DEPARTMENT OF ENGLISH  
CERTIFICATE COURSE – COMMUNICATION SKILLS IN  
ENGLISH



[2022-23]

## A. NOTICE

Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee)  
Pravara Rural Education Society's  
ARTS, COMMERCE AND SCIENCE COLLEGE, SATRAL  
DEPARTMENT OF ENGLISH  
Certificate Course – Communication Skills in English [2022-23]

Student Notice

04/09/2022

All the students are hereby informed that the Department of English is conducting Certificate Course – Communication Skills in English from 08<sup>th</sup> September 2022. Students can register their names to N. D. Bhandari [9922592847], Department of English.

  
N. D. Bhandari  
[Course Coordinator]

  
H.O.D.  
Department of English  
Arts, Commerce & Science College, Satral.

  
PRINCIPAL  
Art's, Commerce & Science College  
Satral, Tal. Rahuri, Dist. Ahmednagar.

## **B. SYLLABUS**

Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee)  
Pravara Rural Education Society's  
ARTS, COMMERCE AND SCIENCE COLLEGE, SATRAL  
**DEPARTMENT OF ENGLISH**  
Certificate Course - Communication Skills in English  
Syllabus

### **INTRODUCTION**

Language is a tool with which creative ideas can be triggered off in productive minds. Though General English courses are offered for all the subjects in the curriculum, there is a special need for a specifically relevant programme that caters to the need of learning and teaching the English language, in order to develop the latent talents of the students in the college and to facilitate better communication skills and students will learn to communicate with ease and fluency in the English language. Communicative English as a course offers the students to work on their communication skills and provides the students sufficient information about the General Phonology and the Phonology of English. The course allows the students to explore the various ways in which language functions while communicating. Along with theoretical learning of the language, the course also includes various practical session allowing the students to develop their skills such as listening, speaking, reading, and writing in standard, academic English.

### **COURSE OBJECTIVES**

1. To enhance the learner's communication skills by giving adequate exposure in reading, writing, speaking and listening skills.
2. To help the learner get rid of his present flaws and mistakes in pronunciation and grammar.
3. To build up the learners' confidence in oral and interpersonal communication by reinforcing the basics of pronunciation specially focusing on interviews / corporate meetings / international business travels

### **COURSE OUTCOMES**

After completion of the course the students will be able to:

1. Produce words with right pronunciation
2. Develop vocabulary and improve the accuracy in grammar
3. Develop the confidence to speak in public



4. Demonstrate positive group communication exchanges.
5. Ability to speak and write clearly in standard, academic English

**DURATION OF COURSE:** 30 Lectures [02 Credits]

**EVALUATION:** Internal-20 Marks and Final-30 Marks

**COURSE CONTENTS**

	Topic	Sub-Topics	Lectures Allotted
UNIT-I	Listening and Speaking	1. Listening with a Purpose 2. Effective Listening 3. Tonal Variation	07
UNIT-II	Reading Skills	1. Reading short articles – newspaper reports / fact based articles 2. Skimming and scanning 3. Listening for Information	08
UNIT-III	Reference Skills	1. Using dictionaries, encyclopedias, thesaurus etc.	07
UNIT-IV	Dialogue Writing	1. greetings and Responses to Greetings 2. Introducing Yourself 3. Introducing Others 4. Requesting 5. Inviting 6. Seeking Permission.	08
		<b>Total Lectures</b>	<b>30</b>



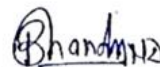
Mr. S. N. Borude

[Internal Subject Expert]



Dr. P. R. Dagwale

[External Subject Expert]

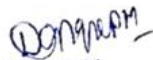


Mr. N. D. Bhandari

H.O.D.

Department of English  
Arts, Commerce & Science College, Satral.

Date: 5/9/2022



PRINCIPAL

Art's, Commerce & Science College  
Satral, Tal. Rahuri, Dist. Ahmednagar.

## 4. Certificate Course in Travel and Tourism



LOKNETE DR. BALASAHEB VIKHE PATIL (PADMABHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY'S

**ARTS, COMMERCE AND SCIENCE COLLEGE, SATRAL**



# A REPORT

ON

**“Certificate Course in Travel and Tourism”**

**(Academic Year 2022-2023)**

**CONDUCTED BY**

**DEPARTMENT OF GEOGRAPHY**

**Year 2022-23**

## A. NOTICE



LOKNETE DR. BALASAHEB VIKHE PATIL  
(PADMA BHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY'S  
ARTS, COMMERCE AND SCIENCE  
COLLEGE  
SATARA

REF NO: ACSCS/2022-23

Date: 25/08/2022

### Student Notice

All the students of B.A. faculty are informed that, the admissions for the "Certificate Course in Travel and Tourism" are open for the academic year 2022-2023. The students willing to admit for this course should immediately contact Mr. Bhadakwad R. S. on or before, 30<sup>th</sup> August 2022. The regular lectures and practicals will be started on 1<sup>st</sup> September 2022. Students approaching thereafter shall not be considered for the admission to the course.

  
H.O.D.  
Department Of Geography  
(Arts, Comm. & Sci. College Satara)

## B. SYLLABUS

### CERTIFICATE COURSE IN TRAVEL AND TOURISM

<b>Name of the Certificate Course</b>	:	"Travel and Tourism"
<b>Venue</b>	:	Department of Geography
<b>Student Group</b>	:	18 to 25 Year
<b>Time</b>	:	02 Theory Hr/ 1 Practical Per Week
<b>Total Duration</b>	:	30 Hours
<b>Total Number of Credits</b>	:	2 Credits
<b>Course Fee</b>	:	No Fee
<b>Evaluation</b>	:	50 Marks (25 Theory + 25 Practical)

#### **Aim and Objective:**

1. To inculcate the life skill of basic Tourism concepts among the students.
2. To provide practical knowledge of Tour Organization.
3. To give hands on-training on Tour Organization.

#### **Expected Outcome:**

1. Students able to take basic Tour operators.
2. Students able to do the Tourism business skill practically.
3. Students able to do the proper Tour Organizer.

  
Coordinator /

(R. S. Bhaerakwade)

  
Principal

Principal

Arts, Commerce and Science College, Satral  
Tal- Rahuri, Dist- Ahmednagar- 413711


## SYLLABUS OF CERTIFICATE COURSE IN TRAVEL AND TOURISM


Sr. No.	Topic	Sub topic	Periods
1.	Introduction to Travel and Tourism	1. Definition of tourist and tourism 2. Importance of tourism 3. Tourism and travel as a basic need of mankind 4. Tourism and development	7
2.	Types of Tourism	1. Religious Tourism 2. Heritage Tourism 3. Adventure Tourism 4. Agro-tourism 5. Eco-tourism 6. Sports Tourism 7. Health Tourism 8. Geo Tourism 9. Historical Tourism	8
3	Tourism Management	1. Role of guide in tourism development 2. Travel and Tourism agencies 3. Accommodation 4. MTDC, ITDC	8
4	Case Studies of Tourist Centers	1. Shirdi 2. Kalsubai 3. Bhandardara 4. Ahmednagar Bhuikot Killa 5. Jorve Culture 6. Sandhan Valley 7. Saiban Agro-tourism Center	7
	Practical	1. Travel agencies operating in India, How to set up a travel agency, Package tour preparation, Itinerary preparation, Pricing of tour package and Group management skills. 2. Project Work on Field Visit	10

### Reference Books:

1. Tourism development, Principles and practices: Bhatia A. K., Sterling Publisher Ltd., New Delhi.
2. Tourism Today: A Geographical Analysis: Douglas Pearce (1987)
3. Tourism: Economic, Physical and Social Impact: Mathieson A. and Wall C, Longman, U.K.
4. India: A tourist paradise: Manoj Das.
5. Tourism Today: An Indian Perspectives: Manect Kumar
6. Tourism Analysis: Smith S. L. J.
7. Tourism in India: Gupta V. K.
8. पर्यटन भूगोल : विठ्ठल धारपुरे, पिंपळापुरे आणि कंपनी प्रकाशन, नागपूर
9. पर्यटन भूगोल, डॉ. नागतोडे, प्रा. पारधी, विद्या प्रकाशन, नागपूर
10. पर्यटन भूगोल: डॉ. शिवाजी पाचारणे, डॉ.राजेंद्र सुर्यवंशी, डॉ.संजय पाटील, डॉ.अजिनाथ चौधर, अथर्व प्रकाशन, पुणे -५१

  
Coordinator  
(R.S. Bhadarkar)

  
Expert  
(Dr. S.N. Dalusbe)

  
Principal  
Principal  
Arts, Commerce and Science College, Satral  
Tal- Rahuri, Dist- Ahmednagar- 413711



## 5. Certificate Course in E-Banking



LOKNETE DR. BALASAHEB VIKHE PATIL (PADMA BHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY'S



**ARTS, COMMERCE AND SCIENCE COLLEGE, SATRAL**

### **CERTIFICATE COURSE: E-BANKING**

*Organized by*

**DEPARTMENT OF ECONOMICS**

**WITH EFFECT TO ACADEMIC YEAR**

**2022-23**

## A. NOTICE


Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee) Pravara Rural Education Society's  
Arts, Commerce and Science College, Satral  
**Department of Economics**  
2022-23

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Date- 03/12/2022

### **Notice** **Certificate Course in E-Banking**

All the students of B. A. and B. Com are hereby informed that the Department of Economics is conducting Certificate Course in E-Banking from 01/01/2023 to 15/03/2023. The Certificate Course will provide the necessary basic accounting to learn important concepts of E-Banking. Students can register their names to Prof. R. B. Kadu, Department of Economics.

  
Principal  
Principal  
Arts, Commerce and Science College  
At/Po. Satral, Tal. Rahuri,  
Dist. Ahmednagar. 413711

## B. SYLLABUS

Loknete Dr, Balasaheb Vikhe Patil (Padma Bhushan Awardee) Pravara Rural Education Society's  
**Arts, Commerce and Science College, Satral**  
**Department of Economics**  
**Certificate Course in E-Banking**  
**SYLLABUS**

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**2 Credit**

**Course Overview:**

The Certificate Course in E-Banking is designed to provide participants with a comprehensive understanding of electronic banking practices, technologies, and their impact on the financial landscape. The course aims to equip students with practical skills and knowledge necessary to navigate the evolving world of digital finance.

**Course Duration:**

**Course Objectives:**

- To Understand the Fundamentals of E-Banking
- To Explore Online Banking Platforms
- To Examine Digital Payment Systems
- To Address Cyber security in E-Banking
- To Evaluate E-Banking Regulations and Compliance
- To Discuss Fintech Innovations in Banking
- To Enhance Financial Literacy

**Course Outcomes:** By the end of the Certificate Course in E-Banking, participants should be able to:

- Demonstrate Proficiency in Online Banking
- Apply Knowledge of Digital Payment Systems
- Implement Cyber security Measures
- Navigate Regulatory and Compliance Requirements
- Analyze Fintech Trends and Innovations
- Promote Financial Literacy

**Assessment Methods:**

1. Class Participation: Engage in class discussions, group activities, and case studies.
2. Assignments: Complete practical assignments to apply theoretical concepts.
3. Examinations: Evaluate understanding through quizzes and examinations.
4. Project Work: Undertake a project to analyze a real-world E-Banking scenario.
5. Final Assessment: Demonstrate comprehensive knowledge and skills in a final assessment.

## Syllabus

**UNIT –I** Electronic Banking: Traditional Banking vs. E-Banking-Facets of E-Banking -E-Banking transactions - truncated cheque and Electronic cheque - Models for E-banking- complete centralized solution- featuresCCS-Cluster approach-Hi tech. Bank with in Bank Advances of E-Banking-Constraints in E-Banking. **(04)**

**UNIT –II** Online Banking: Introduction –concept and meaning-the electronic delivery channels- need for computerization-Automatic Teller Machine(ATM) at home –Electronic Fund Transfer(EFT)-uses – computerization in clearing houses- Telebanking- Banking on home computers –Electronic Money Transfer -uses of EMT. **(04)**

**UNIT –III** Updating Bank saving accounts –Computer bank branches-Financial Transaction Terminals- (FTT)-Cheque-Magnetic Ink Character Recognition (MICR) and Cheques - E-Banking in India-Procedure-Programmes-Components- How to go on net for Online Banking advantages-Limitations. **(06)**

**UNIT –IV** E-Banking Security- Introduction need for security –Security concepts-Privacy – Survey. Findings on security-Attack-Cybercrimes-Reasons for Privacy- Tampering-Encryption –Meaning-The encryption process-may appear as follows - Cryptogram-Cryptanalyst-cryptography-Types of Cipher systems –Code systems-Cryptography-Cipher-Decipher-Jumbling-Asymmetric-Crypto system-Data Encryption Standard (DES) **.(07)**

**UNIT –V** E-Builder solutions-Digital certificate-Digital Signature &Electronic Signature-E-Security solutions— solutions providers-E-locking technique- E-locking services-Netscape security solutions- Pry Zone - Software security Internet-Transactions-Transaction security-PKI-Sierras Internet solutions-ink –security devices-Public Key Infrastructure-(PKI)- Firewalls Secure Ledger-(FSL)-Secure Electronic Transaction(SET). **(09)**



**Subject Expert**



**Subject Teacher**



**Head of Department  
H.O.D.**

Department of Economics  
Arts, Commerce & Science College, Satral

6. Certificate Course in Human Right



Loknete Dr. Balasaheb Vikhe Patil  
(Padma Bhushan Awardee)  
Pravara Rural Education Society,



**ARTS, COMMERCE & SCIENCE COLLEGE,  
SATRAL**

Tal- Rahuri, Dist.- Ahmednagar-413711 (MS)  
NAAC Accredited B++ Grade

**CERTIFICATE COURSE:  
HUMAN RIGHT**

*Organized by*

DEPARTMENT OF POLITICAL  
SCIENCE

ACADEMIC YEAR

2022-23



## A. NOTICE



LOKNETE DR. BALASAHEB VIKHE PATIL  
(PADMA BHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY'S

**ARTS, COMMERCE AND SCIENCE COLLEGE**  
**SATRAL**


Date – 01/08/2022

### Department of Political Science Certificate Course in Human Right

### Student Notice

All the F.Y.B. A. & F.Y. B. Com students are hereby informed that the Department of Political Science is conducting the **Certificate Course in Human Right**. The duration of the Programme is of 30 hours. Those who are interested can register their names to Dr. E. S. Nirmal Department of Political Science. The course will start from 05-08-2022.

Note: Time table will display on Political science Department notice board

  
Dr. E. S. Nirmal  
[Course Coordinator]

**HOD**  
**Political Science**  
Art's, Commerce & Science College, Satral  
Tal. Rahuri, Dist. Ahmednagar- 413711

  
**Principal**  
Art's, Commerce & Science College  
Satral, Tal. Rahuri, Dist. Ahmednagar.

NAAC Accredited  
B++ Grade with CGPA 2.87

Savitribai Phule Pune University, Pune | Affiliated ID No. PU / AN / ASC / 1998  
Email :-principal.acssatral@pravara.in | Ph. : (02426) 275763/64  
A/p. : Satral, Tal. Rahuri, Dist. Ahmednagar, PIN: 413711

## B. SYLLABUS

### Certificate Course in Human Right Syllabus

#### Course Objective:

- To create awareness about Human Right among the Students and stakeholders.
- The Certificate Course on Human Right aims at sensitization students to the human right values with a view to ultimately strengthening the human right culture in our society.
- The course may be structured for short duration of three months so students can avail of it easily.

#### Syllabus Contents

1. Relevance of the study Human Right in India. (6 Hrs)  
Social, Economic and Political Aspects
2. Evolution of Human Rights and Duties (8 Hrs)  
Inter civilization approach to Human Right, Theoretical and development perspectives and Human Rights Movements
3. Human Rights: International Norms (8 Hrs)  
Universal Declaration of Human Right, Civil and Political rights, Economic, social and cultural right, Rights against torture, discrimination and forced Labour and Right of the child
4. Human Right duties in India (8 Hrs)  
The preamble to the Indian Constitution and Human Right and duties in the Constitution


#### Course Outcomes:


- It will provide the capacity to identify issues and problems relating to the realization of human right.
- Understand the core principle human rights philosophy.
- It will create awareness among learners about the evolution and development of human rights.
- It will give learners understanding about human rights at different regional levels.

#### Reference Books:

- Alam, Aftab (ed.), Human Rights in India: Issues and Challenges (New Delhi: Raj Publications, 1999)
- Bajwa, G.S. and D.K. Bajwa, Human Rights in India: Implementation and Violations (New Delhi: D.K. Publishers, 1996)
- Mani, V.S., Human Rights in India: An Overview (New Delhi: Institute for the World Congress on Human Rights, 1998)
- Rehman, M.M. et al. (ed.), Human Rights and Human Development: Concepts and Contexts (New Delhi: Manak Publications, 2000)

- Surender Singh and S.P. Srivastava, Gender Equality through Women's Empowerment, (Bharat Law Centre, Lucknow, 2001)

  
Subject Teacher  
Dr. E. S. Nirmal

  
Subject Expert  
Ghotekar L. M.

Head of Department

  
HOD  
Political Science  
Art's, Commerce & Science College, Satral  
Tal. Rahuri, Dist. Ahmednagar- 413711

Principal

  
PRINCIPAL  
Art's, Commerce & Science College  
Satral, Tal. Rahuri, Dist. Ahmednagar.

## 7. Certificate Course in Modi Lipi

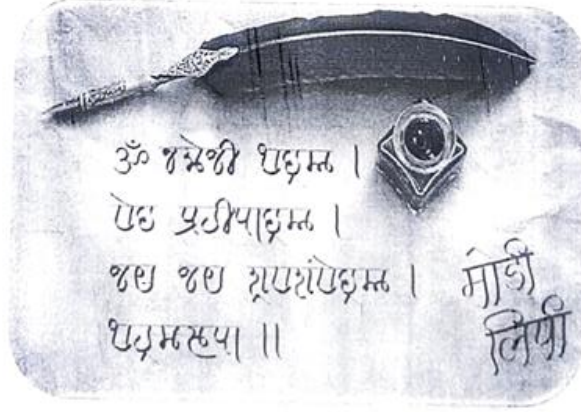
LOKNETE DR.BALASAHEB VIKHE PATIL(PADMABHUSHAN AWARDEE)

PRAVARA RURAL EDUCATION SOCIETY'S

ARTS,COMMERCE AND SCIENCE COLLEGE,SATRAL

DEPARTMENT OF HISTORY

CERTIFICATE COURSE IN MODI LIPI



[2022-23]

## A. NOTICE

. Loknete Dr. Balasaheb Vikhe Patil (PadmabhushanAwardee)  
Pravara Rural Education Society's  
ARTS, COMMERCE AND SCIENCE COLLEGE, SATRAL  
DEPARTMENT OF HISTORY  
Certificate Course in Modi Lipi [2022-23]

Date – 13/08/2022

### Student Notice

All the F.Y.B.A. & F.Y.B.Com. students are hereby informed that the Department of History is conducting the Certificate Course in Modi Lipi. Those who are interested can register their names to Prof. Pandure L. H., Department of History. The course will start from **17/08/2022**

*Pandure*  
Prof. Pandure L.H.  
[Course Coordinator]  
विभाग प्रमुख  
इतिहास विभाग  
कला, वाणिज्य व विज्ञान महाविद्यालय, सात्रल  
ता. राहुरी, जि. अहमदनगर-४१३७११



*Pandure*  
PRINCIPAL  
PRINCIPAL  
Arts, Commerce and Science  
College, Satral, Tal. Rahuri  
Dist. Ahmednagar, 413711



## B. SYLLABUS

Loknete Dr.Balasaheb Vikhe Patil (Padmbhushan Awardee)

Pravara Rural Education Society

Arts, Commerce and Science College, Satral

Tal- Rahuri, Dist- Ahmednagar (Pin-413711)

Certificate Course in Modi Lipi

Modi Lipi- Syllabus

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### **Introduction:-**

Modi Lipi, also known as Modi script or Modi writing, is an ancient script that was historically used for writing the Marathi language and is closely associated with the Maratha Empire and Marathi culture. Modi Lipi helps reinforce the regional identity of Marathi-speaking communities, it is a symbol of pride and identify for people from Maharashtra and surrounding regions. The script has been used in various forms of art, including calligraphy and decorative designs. It adds an aesthetic and artistic dimension to Marathi culture. While Devanagari script is now the standard script for writing Marathi, knowledge of Modi Lipi is essential for scholars, researchers, and students who want to Study historical text and documents.

### **Objectives:**

1. Acquiring knowledge of Modi script.
2. Certificate Course in Modi Lipi To develop interest in Modi script.
3. Studying old documents in Modi script.
4. To interpret historical documents.

### **Course outcomes:**

1. Getting knowledge to all sections of the society.
2. Students will get employment opportunities.
3. Help in research work.
4. Students got opportunities in historical and government offices etc.
5. Arising curiosity about Modi script. Substantial work will be done in the field of research.
6. Studying documents in Modi language.

### **Syllabus: Chapter**

Chapter 1: Alphabets

Chapter 2: Bara khadi Part 1

Chapter 3: Bara khadi Part 2

Chapter 4: Chapter 4: Writing and reading alphabets.

Chapter 5: Word Abbreviations and Document Types

Chapter 6: Reggie Calculations.

Chapter 7: Studying notebooks and reading historical documents

Chapter 8: Reading Modi texts.

Chapter 9: Translating Modi script into Marathi.

  
Subject Teacher

  
Subject Expert

  
Head

  
Principal

Head  
Department of History  
Art's, Commerce and Science College, Satral  
Satral, Tal. Rahuri, Dist. Ahmednagar.

Principal  
Art's, Commerce and Science College, Satral  
Tal- Rahuri, Dist- Ahmednagar- 413711

## 8. Certificate Course in Tally ERP 9.0

Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee) Pravara Rural Education Society's

**ARTS, COMMERCE & SCIENCE COLLEGE, SATRAL**

Tal: Rahuri, Dist: Ahmednagar, 413711.

NAAC Accredited B++ Grade

**A REPORT ON**

**Certificate course**

**“TALLY ERP 9.0”**

Organized by

**Department of Commerce**

**Academic Year 2022-2023**

## A. NOTICE




Loknete Dr. BalasahebVikhePatil  
(Padma Bhushan Awardee)  
Pravara Rural Education Society's,  
**ARTS, COMMERCE AND SCIENCE COLLEGE,  
SATRAL**  
Tal.Rahuri, Dist.Ahmednagar (Pin - 413 711)

Date-03/09/2022

### Student Notice

All the S.Y. and T.Y. B.Com students are hereby informed that the Department of Commerce is conducting the **Certificate Course in Tally ERP 9.0** for Academic Year 2022-23. The duration of the course is of three months. Those who are interested can register their names to Dr. V. G. Shinde, Department of Commerce. The course will start form **06/09/2022**.

Note: Time table will be displayed on notice board shortly.

  
Principal  
**Principal**  
Arts, Commerce and Science College  
At/Po.Satral, Tal.Rahuri,  
Dist.Ahmednagar.413711

NAAC Reaccredited  
'B++' Grade College with CGPA 2.87

SavitribaiPhule Pune University, Pune, I.D.N.P.U.A.N.AC.1998  
Email :-acscsatral@rediffmail.com, ☎ (02426) 275763/64

## B. SYLLABUS

Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee) Pravara Rural Education Society's  
Arts, Commerce and Science College, Satral  
Department of Commerce

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### Objectives of Tally ERP 9.0 Course

- ❖ To impart knowledge regarding concepts of Financial Accounting. Tally is an accounting package which is used for learning to maintain books of accounts.
- ❖ This course helps students to work with well-known accounting software i.e. Tally ERP.9.0
- ❖ To make students capable to create company, enter accounting voucher entries including advance voucher entries, reconcile bank statement, do accrual adjustments, and also print financial statements, cash flow and fund flow statement etc. in Tally ERP.9.0 software.
- ❖ To impart employability Skill.

### Outcomes of Tally ERP 9.0 Course

- ❖ After successfully qualifying practical examination, students will be awarded certificate to work with well-known accounting software i.e. Tally ERP.9.0
- ❖ Student by their own will create company, enter accounting voucher entries including advance voucher entries, reconcile bank statements, do accrual adjustments, and also print financial statements, cash flow and fund flow statement etc. in Tally ERP.9.0 software.
- ❖ Students will possess required skill and can also be employed as Tally data entry operator.

  
H.O.D.  
Department of Commerce  
Arts, Commerce & Science College, Satral.

  
Principal  
Principal  
Arts, Commerce and Science College  
At/Po. Satral, Tal. Rahuri,  
Dist. Ahmednagar. 413711





Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee) Pravara Rural Education Society's  
**Arts, Commerce and Science College, Satral**  
Department of Commerce  
Syllabus of Tally ERP 9.0- (For 2 Credits; 30 hours)

=====

Sr.No	Name of the topic	Lectures ( in Hours)
1.	Basis of Accounting – Account, Business Transaction, Cash Transaction, Credit transaction, Goods, Assets, Liabilities , Capital, Debtors, Creditors, Double Entry system, Debit or Credit	05
2.	Introduction and Installation- introduction and features, Installation system requirement, installation Procedure	04
3.	Working with Tally 9.0- Accounts, Journal entry, single ledger creation, voucher entry, types of voucher, adjustment entries, auto calendar calculator.	10
4.	Inventory in Tally ERP 9.0 – inventory basic information, inventory details in voucher entries, display inventory reports.	06
5.	Advanced features in Tally ERP 9.0- Batch wise stock maintenance, ageing analysis of inventory, scenario management in Tally 9.0, Price list, Tally Audit, Multiple Currencies, deletion of voucher, master and company	05

Course Coordinator



Mr. D.N. Ghane  
Dept. of Commerce

Subject Expert



Dr. B.D. Ranpise  
Arts, Science and  
Commerce College,  
Pravaranagar.

Subject Expert



Dr. V.A. Kharde  
Arts, Science and  
Commerce College,  
Kolhar.



H.O.D.  
Department of Commerce  
Arts, Commerce & Science College, Satral.



PRINCIPAL  
Arts, Commerce and Science  
College, Satral, Tal. Rahuri  
Dist. Ahmednagar, 413711

**9. Certificate Course in Household Wiring and LED Decoration**

**LOKNETE DR. BALASAHEB VIKHE PATIL (PADMABHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY'S,**

**ARTS, COMMERCE AND SCIENCE COLLEGE,  
SATRAL**

**A REPORT ON**  
(Academic Year 2022-2023)

**CERTIFICATE COURSE**

**“HOUSEHOLD WIRING  
&  
LED DECORATION”**

**CONDUCTED BY**

**DEPARTMENT OF PHYSICS**

## A. NOTICE



LOKNETE DR. BALASAHEB VIKHE PATIL  
(PADMA BHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY'S  
**ARTS, COMMERCE AND  
SCIENCE COLLEGE**  
**SATRAL**

REF NO: ACSCS/2022-23

Date: 01/03/2023

### **STUDENT NOTICE**

All the students of Arts, Commerce and Science College, Satral are informed that, the admissions for the 'Certificate course in Household wiring and LED Decoration' are open for the academic year 2022-23. The students willing to admit for this course should immediately contact Dr. N.S. Kanhe on or before Thursday, 9<sup>th</sup> March 2023. Students approaching there after shall not be considered for the admission to the course.

The aim and objectives of the course are...

1. To inculcate the life skill of basic electrical safety among the students.
2. To provide practical knowledge of basic electrical safety.
3. To give hands on training on household wiring and repairing.
4. To give training on LED decoration.

Course Coordinator

HOD

Department of Physics

HEAD

DEPARTMENT OF PHYSICS

Arts, Commerce & Science College, Satral  
Tal. Rahuri, Dist. Ahmadnagar-431371

## B. SYLLABUS

### CERTIFICATE COURSE

<b>Name of the Certificate Course</b>	:	"HOUSEHOLD WIRING & LED DECORATION"
<b>Venue</b>	:	Department of Physics
<b>Student Group</b>	:	18 to 25 Year
<b>Time</b>	:	04 Hr/Week
<b>Total Duration</b>	:	30 Hours
<b>Total Number of Credits</b>	:	2 Credits
<b>Course Fee</b>	:	No Fee
<b>Evaluation</b>	:	50 Marks (25 Theory + 25 Practical)

#### **Aim and Objective:**

1. To inculcate the life skill of basic electrical safety among the students.
2. To provide practical knowledge of basic electrical safety.
3. To give hands on-training on household wiring and repairing.
4. To give training on LED decoration.

#### **Expected Outcome:**

1. Students should be able to take basic electrical safety in day to day life.
2. Students should be able to do the household wiring and understand the concepts practically.
3. Students should be able to do the proper earthing for household equipment's.
4. Students should be able to the basic LED decoration.

# "HOUSEHOLD WIRING AND LED DECORATION"

## SYLLABUS (2 Credits)

### 1 ELECTRICAL SAFETY 5 L

- 1.1 INTRODUCTION TO CURRENT, VOLTAGE POWER
- 1.2 INTRODUCTION TO EARTHING
- 1.3 EARTHING
  - 1.3.1 TYPES OF EARTHING
  - 1.3.2 PROPER EARTHING
- 1.4 INTRODUCTION OF ELECTRICITY
  - 1.4.1 DISTRIBUTING POINT (DP)
  - 1.4.2 ALTERNATING CURRENT (AC)
    - 1.4.2.1 Three phase AC
    - 1.4.2.2 Single phase AC
- 1.5 DIRECT CURRENT (DC)
- 1.6 LIVE, EARTH AND NEUTRAL
- 1.7 USEFUL ELECTRICAL INSTRUMENTS
  - 1.7.1 DIGITAL MULTIMETER.
  - 1.7.2 TESTER
  - 1.7.3 ELECTRICAL SAFETY EQUIPMENT'S
  - 1.7.4 TONG TESTER

### 2 HOUSEHOLD WIRING 5 L

- 2.1 PRECAUTIONS
- 2.2 WIRING AND FITTING
- 2.3 REPAIRING
- 2.4 CHANGING FAN CAPACITOR
- 2.5 3 PHASE STARTER FITTING
- 2.6 TESTING OF MOTOR OR COIL
  - 2.6.1 USING BULB HOLDER
  - 2.6.2 USING DIGITAL MULTIMETER

### 3 LED DECORATION 4 L

- 3.1 INTRODUCTION TO ELECTRICAL COMPONENTS
- 3.2 SOLDERING
- 3.3 LED DECORATION ASPECTS
  - 3.3.1 DESIGN AND CALCULATION
  - 3.3.2 SOLDERING OF LED

P.T.O.




## EXPERIMENTS TO BE PERFORMED BY STUDENTS

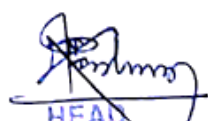
(For Certificate Course on "Household wiring and LED decoration")

S.N.	Title of the experiment	Total Hr
1.	Identification of basic electrical components and testing components.	2 Hr
2.	Measurement of ac, dc voltages and currents.	2 Hr
3.	Study of household fitting.	2 Hr
4.	Performing soldering of few electrical components.	2 Hr
5.	Use of continuity testing for motor or coil using DMM and bulb.	2 Hr
6.	Measurement of resistance using color code and DMM for ledProtection.	2 Hr
7.	Verification of Kirchhoff's Law (KVL & KCL).	2 Hr
8.	Design and fabricate the LED series and parallel circuits.	2 Hr

### REFERENCES:

1. Home Wiring Do It by Phil Thane, GMC Distribution, 2009.
2. House Wiring (Hindi), Surendra Kumar Jain, Hans Publisher, 2018.
3. Led Lightning: A Primer To Lightning The Future by Sal Cangeloso, Maker Press, 2012.
4. Practical Lightning Design with Led by Ron Lenk And Carol Lenk, Second Edition, Wiley, 2017.
5. Home Electrical Wiring by Devid W Rongey, Home Electrical Wiring Pub., 2013.
6. Electrical Wiring: An Introduction by Satheesh Kumar, Ane Books Pvt. Ltd, 2011.

  
**PRINCIPAL**  
Arts, Commerce and Science  
College, Satral, Tal. Rahuri  
Dist. Ahmednagar, 413711

  
**HEAD**  
DEPARTMENT OF PHYSICS  
Arts, Commerce & Science College, Satral  
Tal. Rahuri, Dist. Ahmednagar-413711

LOKNETE DR. BALASAHEB VIKHE PATIL (PADMABHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY'S,  
**ARTS, COMMERCE AND SCIENCE COLLEGE, SATRAL**  
**DEPARTMENT OF PHYSICS**

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The Department of Physics of Arts, Commerce and Science College, Satral organized a syllabus framing workshop for the Certificate Course on 'Household wiring and LED decoration'. Syllabus is designed for the B.A. / B.Com. / B.Sc. students. Dr. S. R. Potdar of Arts, Science and Commerce College, Rahata was present as a subject expert for the syllabus framing workshop on 29/11/2021 at 10.00 a.m. in the Department of Physics. The syllabus was created /modified as per the suggestion of the expert.

**Aim and Objective:**


1. To inculcate the life skill of basic electrical safety among the students.
2. To provide practical knowledge of basic electrical safety.
3. To give hands on-training on household wiring and repairing.
4. To give training on LED decoration.

**Expected Outcome:**

1. Students should be able to take basic electrical safety in day to day life.
2. Students should be able to do the household wiring and understand the concepts practically.
3. Students should be able to do the proper earthing for household equipment's.
4. Students should be able to the basic LED decoration.

  
Coordinator  
HEAD

DEPARTMENT OF PHYSICS  
Arts, Commerce & Science College, Satral  
Tal. Rahuri, Dist. Ahmednagar-413711

  
Dr. S. R. Potdar  
Expert

  
Principal

Principal  
Arts, Commerce and Science College, Satral  
Tal- Rahuri, Dist- Ahmednagar- 413711

Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee) Pravara Rural Education  
Society's

**ARTS, COMMERCE & SCIENCE COLLEGE, SATRAL**

Tal- Rahuri, Dist- Ahmednagar-413 711

NAAC Accredited B<sup>++</sup> Grade

**A REPORT ON**

**Certificate course**

**“Household Chemicals”**

**Organized by**

**Department of Chemistry**

**Academic Year 2022-23**

## A. NOTICE

Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee) Pravara Rural Education Society's

### ARTS, COMMERCE & SCIENCE COLLEGE, SATRAL

Tal- Rahuri, Dist- Ahmednagar-413 711

NAAC Accredited B<sup>++</sup> Grade

### DEPARTMENT OF CHEMISTRY

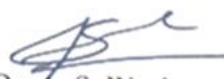
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Date: 08/10/2022

# Notice

## Certificate Course in Household Chemicals

All T. Y. B. Sc students of Arts, Commerce and Science College, Satral are informed that, the admission for the "Certificate course in Household Chemicals" are open for the academic year 2022-23. The students willing to admit for this course should immediately contact Harde D.D. on or before Monday, 10.10.2022. Students approaching there after shall not be considered for the admission to the course.

  
Dr. A. S. Waghmare  
- Head of Department  
DEPARTMENT OF CHEMISTRY  
Arts, Commerce & Science College, Satral  
Tal. Rahuri, Dist. Ahmednagar-413711

## B. SYLLABUS

Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee) Pravara Rural Education  
Society's

**ARTS, COMMERCE & SCIENCE COLLEGE, SATRAL**

**Tal- Rahuri, Dist- Ahmednagar-413 711**

**NAAC Accredited B<sup>++</sup> Grade**

**DEPARTMENT OF CHEMISTRY**

**Certificate Course**

**Name of certificate course** – Household Chemicals

**Total Duration** – 30 Hrs. (2 credits)

**Venue** – Arts, Commerce and Science College, Satral

**Student Age Group** – 21 Yrs.

**Time – Theory:** 2 Hrs. / Week

**Practical:** 1 / Week

**Objectives:**

- To enhance practical knowledge.
- To develop application aspect of chemistry in carriers.
- To motivate self-employment ability.
- To create self-efficiency.

**Outcomes:**

Students will gain and understanding of:

- Chemical changes and strategies to maintain the condition for the preparation.
- Students will capable to apply aspects of chemistry in carriers.
- The course will useful for self-employability.

**Course Syllabus:**

Sr. no.	Contents	Total
1.	Introduction to soap and detergent; Soap and fatty acids, manufacturing technology, raw materials, functional properties of soap, manufacturing process, saponification reactor, soap separator, soap extraction, Detergents; characteristics of surfactants, raw material for surfactant production production of synthetic detergents, washing actions of soap and detergents.	05
2.	Preservatives-Introductions, types of preservatives, functions of preservatives, ingredients in preservatives	02
3.	Chemistry of sanitary chemicals-Introduction, chemicals used in sanitation,	04
4.	Manufacturing and marketing-Introduction, difference between manufacturing and marketing, importance of marketing in manufacturing	04
<b><u>Practical's</u></b>		
1.	Preparation of sanitary acids	03
2.	Preparation of liquid soap	03
3.	Solid soap manufacture	03
4.	Preparation of shampoo	03
5.	Preparation of vinegar	03

- **Evaluation – 50 Marks**

- **Evaluation Process- Theory : 25 Marks**

Practical: **25 Marks**

- **Reference Books:**

- Industrial chemistry, B.K .Sharma, Goel Publishing house, 18th edition (2014).
- Preservatives for cosmetics, Third Edition by David C. Steinberg.
- Text book of sanitary and Applied Chemistry by E.H.S Bailey.
- Marketing for Manufacturers by Carl Jarvis.



Dr. B. K. Salalkar  
[Subject Expert]



Mr. D. D. Harade  
[Subject Teacher]



Dr. A. S. Waghmare  
[Course Coordinator]



**PRINCIPAL**  
Art's, Commerce & Science College  
Satral, Tal.Rahuri, Dist. Ahmednagar.



## 11. Certificate Course in Sanitizers and Disinfectants

Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee) Pravara Rural Education  
Society's

**ARTS, COMMERCE & SCIENCE COLLEGE, SATRAL**

Tal- Rahuri, Dist- Ahmednagar-413 711

NAAC Accredited B<sup>++</sup> Grade

**A REPORT ON**  
**Academic Year 2022-23**

**Certificate course:**  
**“Sanitizers And Disinfectants”**

**Organized by**  
**Department of Chemistry**

## A. NOTICE

Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee) Pravara Rural Education Society's

**ARTS, COMMERCE & SCIENCE COLLEGE, SATRAL**

**Tal- Rahuri, Dist- Ahmednagar-413 711**

**NAAC Accredited B<sup>++</sup> Grade**


**DEPARTMENT OF CHEMISTRY**

Date: 08/10/2022

# Notice

## Certificate Course in Sanitizers & Disinfectants

All T. Y. B. Sc students of Arts, Commerce and Science College, Satral are informed that, the admission for the "Certificate course in Sanitizers & Disinfectants" are open for the academic year 2022-23. The students willing to admit for this course should immediately contact Harde D. D. on or before Monday, 10.10.2022. Students approaching thereafter shall not be considered for the admission to the course.

  
Dr. A. S. Waghmare  
Head of ~~HEAD~~ment  
DEPARTMENT OF CHEMISTRY  
Arts, Commerce & Science College, Satral  
Rahuri, Dist. Ahmednagar-413711

## B. SYLLABUS

Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee) Pravara Rural Education Society's

### ARTS, COMMERCE & SCIENCE COLLEGE, SATRAL

Tal- Rahuri, Dist- Ahmednagar-413 711

NAAC Accredited B<sup>++</sup> Grade

### DEPARTMENT OF CHEMISTRY

#### Certificate Course

Name of certificate course – Sanitizers & Disinfectants

Total Duration – 30 Hrs. (2 credits)

Venue – Arts, Commerce and Science College, Satral

Student Age Group – 21 Yrs

Time – Theory: 2 Hrs / Week

Practical: 1 / Week

#### Objectives:

- To develop application aspect of chemistry in carriers.
- To motivate self-employment ability.
- To create self-efficiency and enhance practical knowledge.
- To know the difference between cleaning, sanitizing and disinfecting.
- To know new concept and its application.

#### Course Content


Sr.No	Topics	Learning Points	Lectures
1.	<b>Introduction</b>	Introduction and Evaluation of Sanitizers and Disinfectants	02
2.	<b>Difference between cleaning, sanitizing and disinfecting</b>	Cleaning, sanitizing, disinfecting, What are the recommendations and requirements for sanitizing and disinfecting?, Sanitizing and disinfecting requirements and recommendations comparisons chart	04

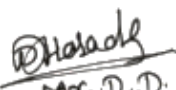
3.	<b>Choosing Safer products for cleaning, sanitizing and disinfecting.</b>	Third party certifiers: A way to identify safer cleaning products, ingredients to avoid, choosing safer sanitizer, choosing safer disinfectant, Group buying, Safety data sheet.	04
4.	<b>Effective and safest way of cleaning, sanitizing and disinfecting</b>	Routine Cleaning, tools for cleaning, carpeting tips, cleaning products and procedures, surface cleaning, floor cleaning, What not to use and why, Carpet cleaning, diluting concentrated product, sanitizing ,tools for sanitizing, product and procedure for sanitizing.	03
5.	<b>Effect of cleaning, sanitizing and disinfecting products on environment</b>	Triclosan in the environment, fragrance in the environment	02
	<b>Total</b>		<b>15</b>
6.	<b>Practical</b>	Preparation of Sanitizers	03
		Preparation of Disinfectants	03
		Preparation of Liquid soap	03
		Preparation of Solid Soap	03
		Preparation of Liquid detergents	03
	<b>Total</b>		<b>15</b>


### References

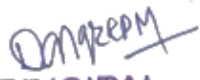
1. Global Industry Analysts, Inc.2017.Disinfectants-A Global Strategic Business Report. (Summary Only.) Accessed September 20, 2017.

2. National Health and Safety Performance standards ; Guidelines for Early Care And Education Programs. Third Edition , 2015 Accessed September 14, 2017.
3. Bello, A., Quinn, M.M., Perry, M.J., & Milton, D.K (2009). Characterization of Occupational exposures to cleaning products used for common cleaning tasks-a pilotstudy of hospital cleaners. Environmental Health, 8(1), 11.
4. Flores, G.E, Bates, S.T., Knights, D., Lauber, C.L., Stombaugh, J., Knight, R., & Fierer, N.(2011). Microbial Biogeography of public restroom surfaces. Plos One, 6(11), e28132. Accessed September 19, 2017.
5. Gibson, K.E., Crandall, P.G., & Ricke, S.C.(2012). Removal and transfer of viruses on food contact surfaces by cleaning clothes. Applied and Environmental Microbiology, 78(9), 3037-3044. Accessed October 6, 2017.

  
7/10/22  
Subject Expert

  
Mr. D.D. Horade  
Subject Teacher

  
Head of Department  
**HEAD**  
**DEPARTMENT OF CHEMISTRY**  
Arts, Commerce & Science College, Satral,  
Tal.Rahuri, Dist.Ahmednagar-413711

  
**PRINCIPAL**  
**Arts, Commerce and Science**  
College, Satral, Tal.Rahuri  
Dist.Ahmednagar, 413711

## 12. Certificate Course in Nursery Management



Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee) Pravara Rural Education Society's

**Arts, Commerce and Science College, Satral,**  
A/P Satral, Tal. Rahuri, Dist. Ahmednagar



**Certificate Course:  
Nursery Management**

**Organised  
By**

**Department of Botany  
(Academic Year 2022-23)**



## A. NOTICE



Loknete Dr. Balasaheb Vikhe Patil  
(Padma Bhushan Awardee)  
Pravara Rural Education Society's,  
**ARTS, COMMERCE AND SCIENCE COLLEGE,  
SATRAL**  
Tal.Rahuri, Dist.Ahmednagar (Pin - 413 711)

Ref: ACSCS/2022-23/


Date: 10/08/2022


### Student Notice

All the S. Y. B. Sc. students are hereby informed that the Department of Botany is conducting the **Certificate Course in Nursery Management**. The duration of the course is of three months. Those who are interested can register their names to Dr. R. D. Borse and Dr. D. N. Gholap Department of Botany. The course will start from 12<sup>th</sup> September 2022.

**Note:** Time table will display on department of Botany notice board

  
Course Coordinator  
Dr. Gholap D.N.

  
Head  
HOD  
Department of Botany  
A.C.S. College, Satral

  
Principal  
**PRINCIPAL**  
Arts, Commerce and Science  
College, Satral, Tal. Rahuri  
Dist. Ahmednagar, 413711

NAAC Reaccredited  
'B++' Grade College with CGPA 2.87

Savitribai Phule Pune University, Pune, I.D.N.P.U.A.N.AC.1998  
Email :- [acscsatral@rediffmail.com](mailto:acscsatral@rediffmail.com) (02426) 275763/64

## B. SYLLABUS

Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee) Pravara Rural Education Society's

### Arts, Commerce and Science College, Satral,

Tal: Rahuri Dist. Ahmednagar

Department of Botany

Academic Year 2022-23

#### Certificate Course in Nursery Management Syllabus (2 credits)

- ❖ Course Name : Certificate Course in Nursery Management
- ❖ Duration of the course: Three month
- ❖ Total Credit : 30 (Theory 1 Credit:1 and 1 Practical Credit:1)
- ❖ Examination Pattern: 50 Marks (T.25 P.25)

Course objectives		
Sr. No.	Programme	Course objectives
1.	Certificate Course in Nursery Management	<ol style="list-style-type: none"><li>1. To get knowledge regarding develop an understanding of nursery business management</li><li>2. Develop skills necessary to manage a nursery.</li><li>3. Acquire knowledge regarding theory and practice of cultural and production techniques and methods.</li><li>4. Analyze and identify the requirements from propagation of any specific plant</li></ol>

#### Programme Specific Outcome

Sr. No.	Programme	Programme Specific Outcome
1.	Certificate Course in Nursery Management	<ol style="list-style-type: none"><li>1. Acquire skills and techniques necessary for effective nursery management.</li><li>2. Gets acquainted with knowledge necessary to analyze and identify the requirements from propagation of any specific plant</li><li>3. Learns and practice plant propagation skills for a variety of plants</li><li>4. Acquire skill of plant production in nursery.</li></ol>

#### Expert for Syllabus framing

Sr. No	Name of Staff and expert	Qualification	Designation
1	Dr. R,D.Borse	M.Sc. Ph.D.	HoD

2	Dr. D.N.Gholap	M.Sc. Ph.D	Course Incharge
3	Dr.MS.K.V. Palghadmal Assistant Professor, PVP College,	M.Sc. Ph.D	Expert
4	Dr. Ms. M.D.Kakade Assistant Professor, Kolhar College, Kolhar	M.Sc. Ph.D M.Phil	Expert

### Theory (1 Credit )

Sr. No	Topic	Lectures
1.	<b>Introduction:</b> <ul style="list-style-type: none"> <li>➤ Definition,</li> <li>➤ Need of the course</li> <li>➤ Benefits of the course</li> <li>➤ Social aspects</li> <li>➤ Market aspects</li> <li>➤ History and Scope of Plant Propagation.</li> </ul>	01
2.	<b>Nursery Management:</b> <ul style="list-style-type: none"> <li>➤ Definition and Types of nursery</li> <li>➤ Management,</li> <li>➤ Media Tools required for nursery</li> <li>➤ Disease and pest control.</li> <li>➤ Basic Requirement for nursery development</li> <li>➤ Role of Nurseries in Horticulture Development.</li> </ul>	02
3.	<b>Types of Nurseries :</b> <ul style="list-style-type: none"> <li>➤ Fruit plant nurseries</li> <li>➤ Vegetable nurseries</li> <li>➤ Ornamental plant nurseries</li> <li>➤ Cacti and succulents nurseries</li> <li>➤ Medicinal and Aromatic plants nurseries</li> <li>➤ Forest plant nurseries</li> </ul>	2
4.	<b>Nursery operations:</b>	2

	<ul style="list-style-type: none"> <li>➤ Equipments and tools in nursery operations</li> <li>➤ Methods of Propagation of nursery plants: Natural and Artificial propagation</li> <li>➤ Potting, repotting, Nursery beds preparation</li> <li>➤ Nursery irrigation system</li> <li>➤ Methods of application of fertilizers</li> </ul>	
5.	<b>Plant Propagation Methods:</b> <ul style="list-style-type: none"> <li>➤ Sexual Method:</li> <li>➤ Definition of seed</li> <li>➤ Development of fruit and seed</li> <li>➤ Seed dormancy</li> <li>➤ merits and demerits</li> </ul>	2
6.	<b>Asexual Method:</b> <ul style="list-style-type: none"> <li>➤ Types of vegetative propagation</li> <li>➤ Cutting : Types and technique</li> <li>➤ Layering: Types and technique</li> <li>➤ Grafting: Types and technique</li> <li>➤ Budding : Types and technique</li> </ul>	4
7.	<b>Economics of Nursery Development</b> <ul style="list-style-type: none"> <li>➤ Record of plant nursery Management</li> <li>➤ Field Demonstration/field visit</li> </ul>	2

**Practical: 15 P (1 Credit. )**

Sr. No	Topic	Practical Lectures
1.	Tools required for nursery technique	1P
2.	Preparation of Nursery beds and sowing of seeds	3P
3.	Preparation of plant material for potting	2P
4.	Preparation of potting mixture/filling of pots	2P

5.	Practicing of propagation methods a) Cutting, b) layering c) Budding d) Grafting	4P
6.	Raising of Seedlings	2P
7.	Visit to nearby nursery	1P

**Course Duration: 3 Months**



**HOD**  
**Head**  
**Department of Botany**  
**A.C.S. College, Satral**



**Expert**  
**Dr. Ms. K.V. Palghadmal**  
**Assistant Professor, PVP**  
**College, Loni**



**Expert**  
**Dr. Ms. M.D. Kakade**  
**Assistant Professor,**  
**Kolhar College, Kolhar**



**Course Incharge**



**PRINCIPAL**  
**Arts, Commerce and Science**  
**College, Satral, Tal. Rahuri**  
**Dist. Ahmednagar, 413711**



13. Certificate Course in Vermicompost Technology



Loknete Dr. Balasaheb Vikhe Patil  
(Padma Bhushan Awardee)  
Pravara Rural Education Society,



**ARTS, COMMERCE & SCIENCE COLLEGE,  
SATRAL**

Tal- Rahuri, Dist.- Ahmednagar-413711 (MS)  
NAAC Accredited B++ Grade

**CERTIFICATE  
COURSE:  
VERMICOMPOST  
TECHNOLOGY**

*Organized by*

DEPARTMENT OF ZOOLOGY

ACADEMIC YEAR

2022-23



## A. NOTICE



Loknete Dr. Balasaheb Vikhe Patil  
(Padma Bhushan Awardee)  
Pravara Rural Education Society's,  
**ARTS, COMMERCE AND SCIENCE COLLEGE,**  
**SATRAL**  
Tal. Rahuri, Dist. Ahmednagar (Pin - 413 711)

Ref: ACSCS/2022-23/

Date: 22/08/2022

### Student Notice

All the S. Y. B. Sc. students are hereby informed that the Department of Zoology is conducting the **Certificate Course in Vermicompost Technology**. The duration of the course is of three months. Those who are interested can register their names to Dr. R. S. Tambe and Dr. V. M. Pulate Department of Zoology. The course will start from 5<sup>th</sup>, September 2022.

**Note:** Time table will display on department of Zoology notice board

Course Co-ordinator

Principal  
**PRINCIPAL**

Art's, Commerce & Science College  
Satral, Tal. Rahuri, Dist. Ahmednagar.

## B. SYLLABUS

### Syllabus

**Theory paper + Practical course/paper: 02 credits**

#### Certificate Course in Vermicompost Technology

**Unit-I (08Periods)**

1. Introduction of vermiculture. Definition, History, Scope and economic.
2. Earthworm – Taxonomic Position and different types of earthworms.
3. Types of earthworms and different types of cocoons.

**Unit- II (12 Periods)**

1. Common species of earthworm rearing.
2. Significance of earthworm.
3. Infection and diseases causes of earthworm.
4. Key to identify the species of earthworms.
5. Life cycle of *Eisenia fetida*.

**Unit-III Practical (10 Periods)**

1. Study of different species of earthworms.
2. To study morphological study of earthworm.
3. Life cycle of earthworm
4. Diseases of earthworm.
5. Preparation of vermibeds.
6. Small Scale Earthworm farming for home gardens
7. Earthworm compost for home gardens
8. Conventional commercial composting of Earthworm Composting larger scale
9. Earthworm Farming (Vermiculture), Extraction (harvest), vermicomposting harvest and processing.

**Course outcomes:**

- Students can construct their own compost farm & thereby can get monthly income.
- Students/ farmers by using vermicompost in their field can increase the crop yield.
- Students residing in cities can produce vermicompost in small scale for garden/household plants.
- They can get the jobs in educational institutes as vermicompost/vermiculture technician.


- The candidate can generate income by supplying verms, vermiwash, & vermicompost.
- By developing & propagating vermicompost technology he/she will directly or indirectly help to prevent environmental pollution, by using vermicompost in the field & thereby increasing crop yield he will help to solve food problems.
- It will lead towards organic farming & healthy food.


**Reference:**

1. Bhatt J.V. & S.R. Khambata (1959) "Role of Earthworms in Agriculture" Indian Council of Agricultural Research, New Delhi
2. Dash, M.C., B.K.Senapati, P.C. Mishra (1980) " Verms and Vermicomposting" Proceedings of the National Seminar on Organic Waste Utilization and Vermicomposting Dec. 5-8, 1984, (Part B), School of Life Sciences, Sambalpur University, Jyoti Vihar, Orissa.
3. Edwards, C.A. and J.R. Lofty (1977) "Biology of Earthworms" Chapman and Hall Ltd., London.
4. Lee, K.E. (1985) "Earthworms: Their ecology and Relationship with Soils and Land Use" Academic Press, Sydney.
5. Kevin, A and K.E.Lee (1989) " Earthworm for Gardeners and Fisherman" (CSIRO, Australia, Division of Soils)
6. Rahudakar V.B. (2004). Gandulkhatashivay Naisargeek Paryay, Atul Book Agency, Pune.
7. Satchel, J.E. (1983) "Earthworm Ecology" Chapman Hall, London. 8. Wallwork, J. Biology" Edward Arnold (Publishers) Ltd. London.
8. Work, J.A. (1983) "Earthworm Biology" Edward Arnold (Publishers) Ltd. London.

  
Subject Techer  
(Dr. V. M. Pulate)

  
Head of the Department  
**HEAD**  
DEPARTMNET OF ZOOLOGY  
Arts, Commerce & Science College, Satral  
Tal.Rahuri, Dist.Ahmednagar-413711

  
Subject Expert  
Dr. V. R. Pawade

  
Subject Expert  
Mr. Prashant L. Pulate  
Anand Agri. Biotech, Durgapur  
Vermicompost Entrepreneurship

  
Principal  
**PRINCIPAL**  
Art's, Commerce & Science College  
Satral, Tal.Rahuri, Dist. Ahmednagar,

**14. Certificate Course in Laplace Transform and its Applications**

**Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee)**

**Pravara Rural Education Society's**

**ARTS, COMMERCE AND SCIENCE COLLEGE, SATRAL**

**Tal. Rahuri, Dist. Ahmednagar**

**A Report on**

**CERTIFICATE COURSE**

**LAPLACE TRANSFORM**

**AND**

**IT'S APPLICATIONS**

**CONDUCTED BY**

**Department of Mathematics**

**Academic Year 2022-23**

## A. NOTICE

Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee)  
Pravara Rural Education Society's  
Arts, Commerce and Science College, Satral  
Department of Mathematics

Date: 25/08/2022

### Student Notice

All the F. Y. B. Sc. students are hereby informed that the Department of Mathematics is conducting the **Certificate Course in Laplace Transform and it's Applications**. The duration of the course is of 03 month. Those who are interested can register their name to Mrs A.C. Salunke Department of Mathematics. The course will start from 6<sup>th</sup>, September 2022.

**Note:** Time table will display on department of Mathematics notice board.

  
Course Co-ordinator

  
Head of Department  
**HEAD**  
DEPARTMENT OF MATHEMATICS  
Arts, Commerce & Science College, Satral  
Tal. Rahuri, Dist. Ahmednagar-413711

## B. SYLLABUS

Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee)

Pravara Rural Education Society's

Arts, Commerce and Science College, Satral

Department of Mathematics

Certificate Course in Laplace Transform and Its Applications

(2022-23)

Syllabus (02 credits)

### Aims:

The aim of the "Laplace Transform and Its Applications" course is to help students understand Laplace Transform theory and use it to solve complex mathematical problems and differential equations.

### Objectives:

- Introduce the definition, basic concepts, and properties of the Laplace Transform.
- Develop the ability to find the Laplace Transform of derivatives and integrals, and solve ODEs.
- Explain the principles and properties of the inverse Laplace Transform and apply it to functions.
- Illustrate the use of the Laplace Transform in evaluating integrals and solving real-world problems.

### Course Outcomes

By the end of this course, students will be able to:

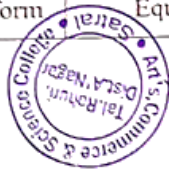
- Understand and calculate the Laplace Transform and its inverse for different functions.
- Use the Laplace Transform to simplify problems and solve integrals.
- Solve ordinary differential equations using the Laplace Transform.
- Apply the Laplace Transform to real-world problems in engineering and physics.





### Course Content

Sr. No.	Topic	Sub Topic and Learning Points	No. of Lectures
1.	The Laplace Transform	i. Definition, Laplace Transform of some elementary functions. ii. Some important properties of Laplace Transform. iii. Laplace Transform of derivatives, Laplace Transform of Integrals. iv. Methods of finding Laplace Transform, Evaluation of Integrals.	12
2.	The Inverse Laplace Transform	i. Definition, Some inverse Laplace Transform. ii. Some important properties of Inverse Laplace Transform. iii. Inverse Laplace Transform of derivative, Inverse Laplace Transform of integrals. iv. Convolution Theorem, Evaluation of Integrals.	12
3	Applications of Laplace Transform	i. Solution of Ordinary Differential Equations with constant coefficients.	06



*(Signature)*  
Subject Expert

Mr. T. K. Kumkar

*(Signature)*  
Subject Expert

Dr. V. E. Nikumbh

*(Signature)*  
Coordinator

Ms A. C. Salunke

*(Signature)*  
HEAD

DEPARTMENT OF MATHEMATICS  
Arts, Commerce & Science College, Satral  
Tal. Rahuri, Dist. Ahmednagar-413711

*(Signature)*  
Principal

Arts, Commerce and Science College, Satral  
Tal. Rahuri, Dist. Ahmednagar-413711



**LOKNETE DR. BALASAHEB VIKHE PATIL  
(PADMA BHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY'S  
ARTS, COMMERCE AND  
SCIENCE COLLEGE  
SATRAL**

## **Courses List 2021-22**

<b>Sr. No.</b>	<b>Name of Add on /Certificate Course program</b>	<b>No, of enrolled students</b>
1	Certificate Course in Blog Writing	35
2	Certificate Course in Travel and Tourism	20
3	Certificate Course in Investment Planning	40
4	Certificate Course in Household Wiring and LED Decoration	33
5	Certificate Course in Household Chemicals	25

**1. Certificate Course in Blog Writing**

**LOKNETYE DR. BALASAHEB VIKHE PATIL (PADMABHUSHAN AWARDEE)**

**PRAVARA RURAL EDUCATION SOCIETY'S**

**ARTS, COMMERCE AND SCIENCE COLLEGE, SATRAL**

**DEPARTMENT OF ENGLISH**

**CERTIFICATE COURSE IN BLOG WRITING**



**[2021-22]**

## A. NOTICE

Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee)  
Pravara Rural Education Society's  
ARTS, COMMERCE AND SCIENCE COLLEGE, SATRAL  
DEPARTMENT OF ENGLISH  
Certificate Course in Blog Writing [2021-22]

07/12/2021

### Student Notice

All the final year [U.G.] students are hereby informed that the Department of English is conducting the *Certificate Course in Blog Writing*. The duration of the programme is of 90 days. Those who are interested can register their names. The programme will start from 13/12/2021. Students can register their names to Prof. N. D. Bhandari, Department of English.

  
Prof. N. D. Bhandari  
[Course Coordinator]

  
Prof. N. D. Bhandari  
Department of English  
Arts, Com. & Science College, Satral

  
PRINCIPAL  
Art, Commerce & Science College  
Satral, Pravara Rural Education Society, A. Nagar



## B. SYLLABUS

Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee)  
Pravara Rural Education Society's

Arts, Commerce and Science College, Satral

**DEPARTMENT OF ENGLISH**  
**CERTIFICATE COURSE IN BLOG WRITING**  
**[SYLLABUS]**

### **INTRODUCTION:**

Blogs can be personal, artistic, academic, or professional. It is a unique form of online publishing that creates opportunities for producing knowledge, sharing research, building social networks, developing professionally, or documenting personal growth. Blog writing is a great way to encourage students to express their ideas, be creative, develop confidence in writing, to communicate and work together with peers and the teacher. Blogging helps students to work on their online presence and become reflective in their learning as well. The current syllabus in Blog Writing has been prepared keeping in mind the broad objectives of the students who wish to make a career in this field. The syllabus is designed to equip students to understand, polish and sharpen their writing skills to become a competent web content developer. The syllabus includes theoretical knowledge as well as practicals. The syllabus aims to enable students to enter the industry with enhanced skill and substantial competence.

### **1. Necessity of Starting this course:**

With the world going digital, the demands of the job market have changed and Blog Writing has emerged as a very beneficial and promising career. A content writer does not need to report to office and can work from anywhere they choose.

**Objectives:**

A certificate course in enhancing the skill in blog writing will definitely help to:

1. To introduce learners to the basic concepts of Content Writing
2. To sensitize them to the various styles and techniques of writing and editing
3. To nourish their creative faculty
4. To increase employability of the learners

**Learning Outcomes**

After the completion of the course, students will be equipped with

1. The basic concepts of Content Writing
2. The knowledge of various styles and techniques of writing and editing
3. A nourishment of their creative skills
4. An enhancement of their employability

**Unit I: Basics of Content writing**

(06 lectures)

1. The Concept of Blog Writing and its relevance
2. Role and Functions of Blog Writers
3. Web Blog Writing
4. Scope and Types of Blog Writing
5. Principles and processes of blog writing

**Unit II: Tools of the trade**

(06 lectures)

1. Understanding the basics of social media
2. Understanding social media and blog writing



**Unit III: Blog Writing**

(06 lectures)

1. Introduction
2. Structure of Blog
3. Features of Blog
4. Types of Blog
5. Target Audience

**Unit IV: Blog Contents**

(06 lectures)

1. Listicles
2. Marketing bloggers
3. Video tutorials
4. Infographics
5. Current events
6. Inspirational stories
7. Interviews
8. Video blogs (vlogs)
9. Funny posts

**Unit V: English Language and Blog Writing**

(06 lectures)

1. Grammar
2. Language
3. Style
4. Cliché Site
5. Emotions, Emoticons and Smileys

Evaluation Pattern:

Internal Evaluation - 25 Marks

Practical Work – 25 Marks

  
[Course Coordinator]

  
F.O.D.  
Department of English  
Arts, Commerce & Science College, Satral.

  
Dr. S. R. Sutar Art, Commerce & Science College  
(Subject Expert) Satral, Tal. Rahuri, Dist. A. Nagar

  
PRINCIPAL



## 2. Certificate Course in Travel and Tourism



LOKNETE DR. BALASAHEB VIKHE PATIL (PADMABHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY'S  
ARTS, COMMERCE AND SCIENCE COLLEGE, SATRAL



### A REPORT ON

(Academic Year 2021-2022)

## CERTIFICATE COURSE

**“Certificate Course in Travel and Tourism”**

CONDUCTED BY

**DEPARTMENT OF GEOGRAPHY**

Year 2021-22

## A. NOTICE



LOKMEET DR. BALASAHEB VIKHE PATIL  
(PADMA BHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY'S  
ARTS, COMMERCE AND SCIENCE  
COLLEGE  
**SATRAL**


REF NO: ACSCS/2021-22

Date: 25/11/2021

### Student Notice

All the S.Y. and T.Y. B.A. students are informed that, the admissions for the "Certificate Course in Travel and Tourism" are open for the academic year 2021-2022. The students willing to admit for this course should immediately contact Mr. Bhadakwad R. S. on or before Monday, 30<sup>th</sup> November 2021. The regular lectures and practicals will be started on 30<sup>th</sup> November 2021. Students approaching thereafter shall not be considered for the admission to the course.

**Note- Time Table Will be display on Geography Department Notice Board**

  
Course Coordinator  
HOD  
Department of Geography  
**H.O.D.**  
Department Of Geography  
(Arts, Comm.& Sci. College Satral)

## B. SYLLABUS

### CERTIFICATE COURSE IN TRAVEL AND TOURISM

<b>Name of the Certificate Course</b>	:	"Travel and Tourism"
<b>Venue</b>	:	Department of Geography
<b>Student Group</b>	:	18 to 25 Year
<b>Time</b>	:	02 Theory Hr/ 1 Practical Per Week
<b>Total Duration</b>	:	30 Hours
<b>Total Number of Credits</b>	:	2 Credits
<b>Course Fee</b>	:	No Fee
<b>Evaluation</b>	:	50 Marks (25 Theory + 25 Practical)

#### **Aim and Objective:**

1. To inculcate the life skill of basic Tourism concepts among the students.
2. To provide practical knowledge of Tour Organization.
3. To give hands on-training on Tour Organization.

#### **Expected Outcome:**

1. Students able to take basic Tour operators.
2. Students able to do the Tourism business skill practically.
3. Students able to do the proper Tour Organizer.

  
Coordinator /  
(R. S. Bhaskar Kulkarni)

  
Principal  
Principal  
Arts, Commerce and Science College, Sairaj  
Tal- Rahuri, Dist- Ahmednagar- 413711


## SYLLABUS OF CERTIFICATE COURSE IN TRAVEL AND TOURISM

Sr. No.	Topic	Sub topic	Periods
1.	Introduction to Travel and Tourism	1. Definition of tourist and tourism 2. Importance of tourism 3. Tourism and travel as a basic need of mankind 4. Tourism and development	7
2.	Types of Tourism	1. Religious Tourism 2. Heritage Tourism 3. Adventure Tourism 4. Agro-tourism 5. Eco-tourism 6. Sports Tourism 7. Health Tourism 8. Geo Tourism 9. Historical Tourism	8
3	Tourism Management	1. Role of guide in tourism development 2. Travel and Tourism agencies 3. Accommodation 4. MTDC, ITDC	8
4	Case Studies of Tourist Centers	1. Shirdi 2. Kalsubai 3. Bhandardara 4. Ahmednagar Bhuikot Killa 5. Jorve Culture 6. Sandhan Valley 7. Saiban Agro-tourism Center	7
	Practical	1. Travel agencies operating in India, How to set up a travel agency, Package tour preparation, Itinerary preparation, Pricing of tour package and Group management skills. 2. Project Work on Field Visit	10

### Reference Books:

1. Tourism development, Principles and practices: Bhatia A. K., Sterling Publisher Ltd., New Delhi.
2. Tourism Today: A Geographical Analysis: Douglas Pearce (1987)
3. Tourism: Economic, Physical and Social Impact: Mathieson A. and Wall C, Longman, U.K.
4. India: A tourist paradise: Manoj Das.
5. Tourism Today: An Indian Perspectives: Maneet Kumar
6. Tourism Analysis: Smith S. L. J.
7. Tourism in India: Gupta V. K.
8. पर्यटन भूगोल : विठ्ठल धारपुरे, पिंपळापुरे आणि कंपनी प्रकाशन, नागपूर
9. पर्यटन भूगोल, डॉ. नागतोडे, प्रा. पारधी, विद्या प्रकाशन, नागपूर
10. पर्यटन भूगोल: डॉ. शिवाजी पाचारणे, डॉ.राजेंद्र सुर्यवंशी, डॉ.संजय पाटील, डॉ.अजिनाथ चौधर, अथर्व प्रकाशन, पुणे -५१

  
Coordinator  
(S. Bhaadarkar)

  
Expert  
(Dr. S. N. Dalimbe)

  
Principal  
Principal  
Arts, Commerce and Science College, Satral  
Tal- Rahuri, Dist- Ahmednagar- 413711



### 3. Certificate Course in Investment Planning



Loknete Dr. Balasaheb Vikhe Patil  
(Padma Bhushan Awardee)  
Pravara Rural Education Society's



Arts, Commerce and Science College Satral  
Tal: Rahuri, Dist: Ahmednagar 413711 (MS)  
NAAC Accredited B++ Grade

## CERTIFICATE COURSE IN INVESTMENT PLANNING

Organized by,

DEPARTMENT OF COMMERCE

Academic Year: 2021-22

## A. NOTICE

Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee) Pravara Rural Education Society's  
Arts, Commerce and Science College Satral  
Tal- Rahuri, Dist-Ahmednagar, Pin-413711

Date- 31/12/2021

### Notice

All the students of B.Com are informed that, the admissions for the "Certificate course in Investment Planning" are open for the academic year 2021-22. The students willing to admit for this course should immediately contact Mr. V.K. Dighe on or before Friday, 1<sup>st</sup> January 2022. Students approaching there after shall not be considered for the admission to the course.



Principal

Principal

Arts, Commerce and Science College  
A/Po. Satral, Tal. Rahuri,  
Dist. Ahmednagar. 413711

## B. SYLLABUS

Arts Commerce and Science College Satral

Department of Commerce Organized

Four ( 6 ) Weeks

Certificate Course in Investment Planning

**Objective :-**

- To Keep funds safe and Secure
- To Grow your funds Exponentially
- To minimum Income tax burden
- Retirement planning

**Jobs Opportunities ( Outcome ) :-**

- Personal Financial Planning
- Client Service Advisor
- Wealth Management Advisor
- Portfolio Management Advisor
- Mutual Funds Advisor
- Share Market Advisor




Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee) Pravara Rural Education Society's  
**Arts, Commerce and Science College, Satral**

**Department of Commerce**

**Syllabus of Certificate Course in Investment Planning (For 2 Credits; 30 hours)**

Sr.No	Name of the topic	Lectures ( in Hours)
1	<b>Introduction to Financial Planning :</b> Establishing client- planner relationships, Objectives, Needs and Financial Situation, Implementing and Monitoring the Financial Plan, Financial Mathematics, Legal aspects of Financial Planning, etc.	06
2	<b>Risk Analysis and Insurance Planning:</b> Insurance and Risk Contract, Legal principles in insurance, other property and liability risk exposures, Life insurance needs analysis and policy analysis, Medical insurance, Insurance of business risk, etc.	06
3	<b>Investment Planning:</b> Issues in retirement planning, Group Life and Health Insurance, Retirement income streams, Post-retirement counseling, Reform proposals, How investment planning is different from selling investment products, Investment risk measuring and managing risk	06
4	<b>Tax Planning :</b> Tax Planning Considerations, Tax Computations, Tax Planning Strategies, Estate Planning, Property documentation, etc.	06
5	<b>Advanced Financial Planning:</b> Financial Planning Process, Risk management, Estate planning	06
<b>Total Hours</b>		<b>30</b>

**Course Coordinator**



Mr. V.K. Dighe  
Dept. of Commerce

**Subject Expert**



Dr. S.A. Unde  
Arts, Science, Commerce and  
Computer Science College,  
Ashvi.

**Subject Expert**



Dr. V.A. Kharde  
Arts, Science and  
Commerce College, Kolhar.



**H.O.D.**  
Department of Commerce  
Arts, Commerce & Science College, Satral.



**PRINCIPAL**  
Arts, Commerce and Science  
College, Satral, Tal. Rahuri  
Dist. Ahmednagar, 413711

**4. Certificate Course in Household Wiring and LED Decoration**

LOKNETE DR. BALASAHEB VIKHE PATIL (PADMABHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY'S

ARTS, COMMERCE AND SCIENCE COLLEGE, SATRAL

**A REPORT ON**

(Academic Year 2021-2022)

**CERTIFICATE COURSE**

**“HOUSEHOLD WIRING  
&  
LED DECORATION”**

**CONDUCTED BY**

**DEPARTMENT OF PHYSICS**



## A. NOTICE



LOKNETE DR. BALASAHEB VIKHE PATIL,  
(PADMA BHUSHAN AWARDUE)  
PRAVARA RURAL EDUCATION SOCIETY'S  
ARTS, COMMERCE AND SCIENCE  
COLLEGE  
**SATRAL**

REF NO: ACSCS/2021-22

Date: 25/11/2021

### Student Notice

All the students of Arts, Science and Commerce College, Satral are informed that, the admissions for the "Certificate Course in Household Wiring and LED Decoration" are open for the academic year 2021-2022. The students willing to admit for this course should immediately contact Dr. N. S. Kanhe on or before Monday, 29<sup>th</sup> November 2021. The regular lectures and practical's will be started on 29<sup>th</sup> November 2021. Students approaching thereafter shall not be considered for the admission to the course.

The aim and objective of the course are ...

1. To inculcate the life skill of basic electrical safety among the students.
2. To provide practical knowledge of basic electrical safety.
3. To give hands on-training on household wiring and repairing.
4. To give training on LED decoration.

Course Coordinator  
HOD

Department of Physics  
**HEAD**

DEPARTMNET OF PHYSICS  
Arts, Commerce & Science College, Satral  
Tal.Rehuri, Dist.Ahmednagar-413711



## B. SYLLABUS

### **CERTIFICATE COURSE**

<b>Name of the Certificate Course</b>	: "HOUSEHOLD WIRING & LED DECORATION"
<b>Venue</b>	: Department of Physics
<b>Student Group</b>	: 18 to 25 Year
<b>Time</b>	: 04 Hr/Week
<b>Total Duration</b>	: 30 Hours
<b>Total Number of Credits</b>	: 2 Credits
<b>Course Fee</b>	: No Fee
<b>Evaluation</b>	: 50 Marks (25 Theory + 25 Practical)

#### **Aim and Objective:**

1. To inculcate the life skill of basic electrical safety among the students.
2. To provide practical knowledge of basic electrical safety.
3. To give hands on-training on household wiring and repairing.
4. To give training on LED decoration.

#### **Expected Outcome:**

1. Students should be able to take basic electrical safety in day to day life.
2. Students should be able to do the household wiring and understand the concepts practically.
3. Students should be able to do the proper earthing for household equipments.
4. Students should be able to the basic LED decoration.

# "HOUSEHOLD WIRING AND LED DECORATION"

## SYLLABUS (2 Credits)

### 1 ELECTRICAL SAFETY 5L

- 1.1 INTRODUCTION TO CURRENT, VOLTAGE POWER
- 1.2 INTRODUCTION TO EARTHING
- 1.3 EARTHING
  - 1.3.1 TYPES OF EARTHING
  - 1.3.2 PROPER EARTHING
- 1.4 INTRODUCTION OF ELECTRICITY
  - 1.4.1 DISTRIBUTING POINT (DP)
  - 1.4.2 ALTERNATING CURRENT (AC)
    - 1.4.2.1 Three phase AC
    - 1.4.2.2 Single phase AC
- 1.5 DIRECT CURRENT (DC)
- 1.6 LIVE, EARTH AND NEUTRAL
- 1.7 USEFUL ELECTRICAL INSTRUMENTS
  - 1.7.1 DIGITAL MULTIMETER.
  - 1.7.2 TESTER
  - 1.7.3 ELECTRICAL SAFETY EQUIPMENT'S
  - 1.7.4 TONG TESTER

### 2 HOUSEHOLD WIRING 5L

- 2.1 PRECAUTIONS
- 2.2 WIRING AND FITTING
- 2.3 REPAIRING
- 2.4 CHANGING FAN CAPACITOR
- 2.5 3 PHASE STARTER FITTING
- 2.6 TESTING OF MOTOR OR COIL
  - 2.6.1 USING BULB HOLDER
  - 2.6.2 USING DIGITAL MULTIMETER

### 3 LED DECORATION 4L

- 3.1 INTRODUCTION TO ELECTRICAL COMPONENTS
- 3.2 SOLDERING
- 3.3 LED DECORATION ASPECTS
  - 3.3.1 DESIGN AND CALCULATION
  - 3.3.2 SOLDERING OF LED

P. T. O.

## EXPERIMENTS TO BE PERFORMED BY STUDENTS

(For Certificate Course on "Household wiring and LED decoration")

S.N.	Title of the experiment	Total Hr
1.	Identification of basic electrical components and testing components.	2 Hr
2.	Measurement of ac, dc voltages and currents.	2 Hr
3.	Study of household fitting.	2 Hr
4.	Performing soldering of few electrical components.	2 Hr
5.	Use of continuity testing for motor or coil using DMM and bulb.	2 Hr
6.	Measurement of resistance using color code and DMM for led Protection.	2 Hr
7.	Verification of Kirchhoff's Law [KVL & KCL].	2 Hr
8.	Design and fabricate the LED series and parallel circuits.	2 Hr

### REFERENCES:

1. Home Wiring Do It by Phil Thane, GMC Distribution, 2009.
2. House Wiring (Hindi), Surendra Kumar Jain, Hans Publisher, 2018.
3. Led Lightning: A Primer To Lightning The Future by Sal Cangeloso, Maker Press, 2012.
4. Practical Lightning Design with Led by Ron Lenk And Carol Lenk. Second Edition, Wiley, 2017.
5. Home Electrical Wiring by Devid W Rongey, Home Electrical Wiring Pub., 2013.
6. Electrical Wiring: An Introduction by Satheesh Kumar, Ane Books Pvt. Ltd, 2011.

LOKNETE DR. BALASAHEB VIKHE PATIL (PADMABHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY'S,  
**ARTS, COMMERCE AND SCIENCE COLLEGE, SATRAL**  
**DEPARTMENT OF PHYSICS**

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The Department of Physics of Arts, Commerce and Science College, Satral organized a syllabus framing workshop for the Certificate Course on 'Household wiring and LED decoration'. Syllabus is designed for the B.A. / B.Com. / B.Sc. students. Dr. S. R. Potdar of Arts, Science and Commerce College, Rahata was present as a subject expert for the syllabus framing workshop on 29/11/2021 at 10.00 a.m. in the Department of Physics. The syllabus was created /modified as per the suggestion of the expert.

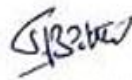
**Aim and Objective:**


1. To inculcate the life skill of basic electrical safety among the students.
2. To provide practical knowledge of basic electrical safety.
3. To give hands on-training on household wiring and repairing.
4. To give training on LED decoration.

**Expected Outcome:**

1. Students should be able to take basic electrical safety in day to day life.
2. Students should be able to do the household wiring and understand the concepts practically.
3. Students should be able to do the proper earthing for household equipment's.
4. Students should be able to the basic LED decoration.

  
Coordinator  
HEAD  
DEPARTMENT OF PHYSICS  
Arts, Commerce & Science College, Satral  
Tal. Rahuri, Dist. Ahmednagar-413711

  
Dr. S. R. Potdar  
Expert

  
Principal  
Principal  
Arts, Commerce and Science College, Satral  
Tal- Rahuri, Dist- Ahmednagar- 413711

## 5. Certificate Course in Household Chemical

Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee) Pravara Rural Education Society's  
**ARTS, COMMERCE & SCIENCE COLLEGE, SATRAL**  
Tal- Rahuri, Dist. - Ahmednagar-413 711  
NAAC Accredited B<sup>++</sup> Grade

**A REPORT ON  
Academic Year 2021-22**

**Certificate course**

**“Household Chemicals”**

**Organized by**

**Department of Chemistry**



## A. NOTICE



Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee) Pravara Rural  
Education Society's

**ARTS, COMMERCE & SCIENCE COLLEGE SATRAL**

**Tal- Rahuri, Dist- A.nagar-413 711**

☎ - 02426- 275763 Fax-02426 275763 ID No. PU.A.N.ASC 057 1998

Web: - [www.paravarasatralcollege.org](http://www.paravarasatralcollege.org) Email ID :-  
[acscsatral@Rediffmail.com](mailto:acscsatral@Rediffmail.com)

Nacc Accredited "B\*\*" grade

**REF NO: ACSCS/2021-22**

**Date: 16/02/2022**

### Notice

#### DEPARTMENT OF CHEMISTRY

All T. Y. B. Sc students of Arts, Science and Commerce College, Satral are informed that, the admission for the "Certificate course in Household Chemicals" are open for the academic year 2021-22. The students willing to admit for this course should immediately contact Dr. A. S. Waghmare on or before Monday 21.02.2022. Students approaching thereafter shall not be considered for the admission to the course.

  
Head  
Dept of Chemistry  
Art's, Commerce & Science College  
Satral

Dr. A. S. Waghmare

**(Course Coordinator)**



## B. SYLLABUS

Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee) Pravara Rural Education Society's

**ARTS, COMMERCE & SCIENCE COLLEGE, SATRAL**

**Tal- Rahuri, Dist- Ahmednagar-413 711**

**NAAC Accredited B<sup>++</sup> Grade**

**DEPARTMENT OF CHEMISTRY**

**Certificate Course**

**Name of certificate course** – Household Chemicals

**Total Duration** – 30 Hrs. (2 credits)

**Venue** – Arts, Commerce and Science College, Satral

**Student Age Group** – 21 Yrs.

**Time – Theory:** 2 Hrs. / Week

**Practical:** 1 / Week

**Objectives:**

- To enhance practical knowledge.
- To develop application aspect of chemistry in carriers.
- To motivate self-employment ability.
- To create self-efficiency.

**Outcome:**

Students will gain and understanding of:

- Chemical changes and strategies to maintain the condition for the preparation.
- Students will capable to apply aspects of chemistry in carriers.
- The course will useful for self-employability.

**Course Syllabus:**

Sr. no.	Contents	Total
1.	Introduction to soap and detergent; Soap and fatty acids, manufacturing technology, raw materials, functional properties of soap, manufacturing process, saponification reactor, soap separator, soap extraction, Detergents; characteristics of surfactants, raw material for surfactant production production of synthetic detergents, washing actions of soap and detergents.	05
2.	Preservatives-Introductions, types of preservatives, functions of preservatives, ingredients in preservatives	02
3.	Chemistry of sanitary chemicals-Introduction, chemicals used in sanitation,	04
4.	Manufacturing and marketing-Introduction, difference between manufacturing and marketing, importance of marketing in manufacturing	04
<b><u>Practical's</u></b>		
1.	Preparation of sanitary acids	03
2.	Preparation of liquid soap	03
3.	Solid soap manufacture	03
4.	Preparation of shampoo	03
5.	Preparation of vinegar	03

- **Evaluation – 50 Marks**
- **Evaluation Process- Theory : 25 Marks**  
Practical: **25 Marks**

• **Reference Books:**

- Industrial chemistry, B.K .Sharma, Goel Publishing house, 18th edition (2014).
- Preservatives for cosmetics, Third Edition by David C. Steinberg.
- Text book of sanitary and Applied Chemistry by E.H.S Bailey.
- Marketing for Manufacturers by Carl Jarvis.



Dr. B. K. Salalkar  
[Subject Expert]



Dr. A. S. Waghmare  
[Course Coordinator]



Mr. D. D. Harade  
[Subject Teacher]



**PRINCIPAL**  
Art's, Commerce & Science College  
Satral, Tal.Rahuri, Dist. Ahmednagar.



LOKNETE DR. BALASAHEB VIKHE PATIL  
(PADMA BHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY'S  
**ARTS, COMMERCE AND  
SCIENCE COLLEGE**  
**SATRAL**

### **Courses List 2020-21**

<b>Sr. No.</b>	<b>Name of Add on /Certificate Course program</b>	<b>No, of enrolled students</b>
1	Certificate Course in Tally ERP 9.0	20
2	Certificate Course in Basics of Map Reading	15
3	Certificate Course in Differential equation	15

## 1. Certificate Course in Basic Map Reading



LOKNETE DR. BALASAHEB VIKHE PATIL (PADMABHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY'S  
**ARTS, COMMERCE AND SCIENCE COLLEGE, SATRAL**



**A REPORT**

**ON**

**Certificate Course in Basics of Map Reading**

**(Academic Year 2020-2021)**

**CONDUCTED BY**

**DEPARTMENT OF GEOGRAPHY**

Year 2020-21

## A. NOTICE

Loknete Dr. BalasahebVikhe Patil (Padma Bhushan Awardee) Pravara Rural Education Society's

**Arts, Commerce and Science College, Satral**

### DEPARTMENT OF GEOGRAPHY

**Certificate Course in Basics of Map Reading, 2020-21**

Date: 22/12/2020

#### Notice

We are happy to inform that, the Department of Geography is planning to conduct a Certificate Course in Basics of Map Reading (CCBMR). The course will be of thirty hours. Interested students may take admission for this course. Students from last year degree course will be given priority.



**H.O.D.**

Department Of Geography  
(Arts, Comm.& Sci. College Satral)

## B. SYLLABUS

Loknete Dr. Balasaheb Vikhe Patil (Padmabhushan Awardee)  
Pravara Rural Education Society's,  
**Arts, Commerce and Science College, Satral**  
**Department Of Geography**

The Department of Geography of Arts, Commerce and Science College, Satral organized a syllabus framing workshop for the Certificate Course on 'Basics of Map Reading'. Syllabus is designed for the B. A. students. Dr. A. A. Landage of Padmashri Vikhe Patil College, Pravaranagar was present as a subject expert for the syllabus framing workshop on 27.08.2020 at 10.00 a.m. in the Department of Geography. The syllabus was created /modified as per the suggestion of the expert.

### Aim and Objective:

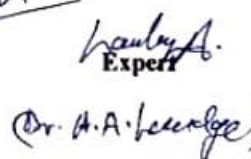
1. To inculcate the life skill of basic map making concepts among the students.
2. To provide practical knowledge of map reading.
3. To give hands on-training on map making.

### Expected Outcome:


1. Students should be able to take basic information about map.
2. Students should be able to do the map reading skill practically.
3. Students should be able to do the proper map reader.

  
Subject Teacher

  
Expert

  
Expert  
(Dr. A.A. Landage)

  
H.O.D.  
Head of Department  
Department Of Geography  
(Arts, Comm. & Sci. College Satral)

  
Principal  
Principal  
Arts, Commerce and Science College, Satral  
Tal- Rahuri, Dist- Ahmednagar- 413711





Loknete Dr. Balasahab Vikhe Patil (Padma Bhushan Awardee) Prerna Rural Education Society's

## Arts, Commerce and Science College, Satral

A/P Satral, Tal. Rahuri, Dist. Ahmednagar

Date/17/12/2018

To  
The Head,  
Department of Geography,  
ACS College, Satral,  
Tal. Rahuri, Dist. Ahmednagar

Sir,

We are happy to inform you that, the syllabus framed for the certificate course (Basics of Map Reading) to be conducted by your department is approved by the committee constituted by IQAC.

### Syllabus

Sr. No.	Topic	Sub Topic and Learning Points	No. of Lectures
1.	Map	a. Meaning and Definition of Map	2
		b. Types of Maps – Physical map, topographical map, Political map, Climatic map, Economic and resource map, Road map, Tourist map, Distributional map, City map, Survey of India Toposheet, Indian Daily Weather map.	4
		c. Uses of map	2
2.	Introduction of Survey of India (S.O.I) Sheets	a. Introduction of Survey of India Toposheet b. Signs and symbols used in SOI sheet c. Primary information, conventional signs and symbols, color scheme, d. Types of toposheet on the basis of scale	5
3	Reading of Survey of India (S.O.I) Sheets	a. Plain b. Plateau c. Mountain	4
4	Introduction of Indian Daily Weather Map	a. Introduction to Indian Daily Weather Map b. Signs and symbols used in Indian Daily Weather map c. Isobaric patterns	5
5	Reading of Indian Daily Weather Map	a. Summer season b. Monsoon Season c. Winter Season	4
6	Introduction to Remote Sensing	a. Meaning and Definition of Remote Sensing b. Introduction and difference between Aerial Photographs and Satellite Imagery. c. Applications of Remote Sensing	4

Subject expert

IOAC COORDINATOR  
Art's, Commerce & Science  
IOAC

Principal

## 2. Certificate Course in Tally ERP 9.0



Loknete Dr. Balasaheb Vikhe Patil  
(Padma Bhushan Awardee)  
Pravara Rural Education Society's  
Arts, Commerce and Science College Satral  
Tal: Rahuri, Dist: Ahmednagar 413711 (MS)  
NAAC Accredited B++ Grade



# CERTIFICATE COURSE IN TALLY ERP 9.0

Organized by,

DEPARTMENT OF COMMERCE

Academic Year: 2020-21

## A. NOTICE

Loknete Dr.Balasaheb Vikhe Patil ( Padmabhushan Awardee) Pravara Rural Education  
Society's  
Arts, Commerce and Science College, Satral.  
Department of Commerce

16.07.2020

### Certificate Course in Tally ERP 9.0

## Notice

We are happy to inform that, the Department of Commerce is planning to conduct a Certificate Course in Tally 9.0. The Course will be thirty hours. Interested students may take admission for this course. Students from last year degree course will be given priority.

Note: The course will be started from 03/08/2020

  
H.O.D.  
Department of Commerce  
Arts, Commerce & Science College, Satral

  
Coordinator

## B. SYLLABUS

Loknete Dr. Balasaheb Vikhe Patil ( Padmabhushan Awardee) Pravara Rural  
Education Society's  
Arts, Commerce and Science College, Satral.  
Department of Commerce

### Objectives of Tally Course

1. This course is designed to impart knowledge regarding concepts of financial accounting.
2. This course helps students to work with well-known accounting software i.e. Tally ERP 9.0
3. Students will learn to create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, and also print financial Statements etc.

### Outcome from this Course

1. After successful completion of this course, students will be awarded certificate to work with well-known accounting software i.e. Tally ERP 9.0
2. This course will help to student for accounting control in his/her own business.
3. Students so possess required skill and can also be employed as Tally data entry operator.

  
H.O.D  
H.O.D.  
Department of Commerce  
Arts, Commerce & Science College, Satral

  
Principal  
I/C PRINCIPAL  
Art, Commerce & Science College  
Satral, Tal. Rahuri, Dist. Ahmednagar.

Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee) Pravara Rural Education Society's  
**Arts, Commerce and Science College, Satral**  
**Department of Commerce**  
**Syllabus of Tally ERP 9.0- (For 2 Credits; 30 hours)**


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Sr.No	Name of the topic	Lectures ( in Hours)
1.	Basis of Accounting – Account, Business Transaction, Cash Transaction, Credit transaction, Goods, Assets, Liabilities , Capital, Debtors, Creditors, Double Entry system, Debit or Credit	05
2.	Introduction and Installation- introduction and features, Installation system requirement, installation Procedure	04
3.	Working with Tally 9.0- Accounts, Journal entry, single ledger creation, voucher entry, types of voucher, adjustment entries, auto calendar calculator.	10
4.	Inventory in Tally ERP 9.0 – inventory basic information, inventory details in voucher entries, display inventory reports.	06
5.	Advanced features in Tally ERP 9.0- Batch wise stock maintenance, ageing analysis of inventory, scenario management in Tally 9.0, Price list, Tally Audit, Multiple Currencies, deletion of voucher, master and company	05

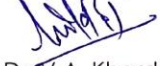
Course Coordinator

  
Mr. D.N. Ghane  
Dept. of Commerce

Subject Expert

  
Dr. B.D. Ranpise  
Arts, Science and  
Commerce College,  
Pravaranagar.

Subject Expert

  
Dr. V.A. Kharde  
Arts, Science and  
Commerce College,  
Kolhar.

  
H.O.D.  
Department of Commerce  
Arts, Commerce & Science College, Satral.

  
PRINCIPAL  
Arts, Commerce and Science  
College, Satral, Tal. Rahuri  
Dist. Ahmednagar, 413711



**3. Certificate Course in Differential Equation**

**Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee)**

**Pravara Rural Education Society's**

**ARTS, COMMERCE AND SCIENCE COLLEGE, SATRAL**

**Tal. Rahuri, Dist. Ahmednagar**

**A Report on**

**CERTIFICATE COURSE**

**DIFFERENTIAL EQUATION**

**CONDUCTED BY**

**Department of Mathematics**

**Academic Year 2020-21**



## A. NOTICE



Loknete Dr. Balasaheb Vikhe Patil  
(Padma Bhushan Awardee)  
Pravara Rural Education Society's,  
**ARTS, COMMERCE AND SCIENCE COLLEGE,  
SATRAL**  
• Tal.Rahuri, Dist.Ahmednagar (Pin - 413 711)

Ref: -ACSCS/ 2020-21

Date: 01/02/2021

### NOTICE

We are happy to inform that, the Department of Mathematics is planning to conduct a Certificate Course in Differential equation. The course will be of 03 month. Interested students may take admission for this course. Mathematics students from B.Sc. First and Second year degree course will be given priority.

Limited seats are available.

**Note: The course will be started from 15/02/2021**

  
**JAC PRINCIPAL**  
Art, Commerce & Science College  
Satral, Tal. Rahuri, Dist. Ahmednagar.

  
**Coordinator**  
DEPARTMENT OF MATHEMATICS  
Art, Commerce & Science College, Satral  
Tal. Rahuri, Dist. Ahmednagar-413711

## B. SYLLABUS

Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee)

Pravara Rural Education Society's

Arts, Commerce and Science College, Satral

Department of Mathematics

**Certificate Course in Differential Equation**

(2020-21)

Syllabus (02 credits)

### Aim

The aim of this course is to teach students about differential equations, especially first-order and first-degree ones, and their applications. The course will help students develop the skills to solve different types of differential equations and use these solutions in real-world situations.

### Objectives

- Introduce functions of multiple variables, homogeneous functions, and partial derivatives.
- Provide a comprehensive understanding of differential equations and their general solutions.
- Teach methods for solving first-order and first-degree differential equations.
- Explore the applications of differential equations and methods for solving higher-degree first-order differential equations.

### Course Outcomes

- Understand and explain functions with multiple variables and partial derivatives.
- Formulate and solve first-order, first-degree differential equations.
- Use various methods to solve differential equations, including variable separable, homogeneous, and exact forms.
- Apply differential equations to practical problems and solve higher-degree first-order differential equations.




**Course Content**

Sr. No.	Topic	Sub Topic and Learning Points	No. of Lectures
1.	Differential Equations of first order and first degree	1. Introduction to function of two, three variables, homogenous functions, Partial derivatives. 2. Differential equations, General solution of Differential equations. 3. Methods of finding solution of Differential equations of first order and first degree a) Variable separable form b) Homogenous Differential equations c) Differential equations reducible to Homogeneous form d) Exact Differential Equations e) Differential equations reducible to exact Differential equations, Integrating Factors f) Linear Differential equations g) Bernoulli's Differential equations	16
2.	Application of Differential Equations	1. Orthogonal trajectories. 2. Kirchoff's law of electrical circuit (RC & LR Circuit)	06
3.	Methods of finding general solution of Differential Equations of first order and higher degree	1. Equations solvable for p. 2. Equations solvable for x. 3. Equations solvable for y. 4. Equation in Clairaut's form	08



 Subject Expert     
  Subject Expert     
  Coordinator  
 Mr. T. K. Kurnkar      Mr. V. E. Nikumbh      Ms. A. C. Salunke

  
**HEAD**  
 DEPARTMENT OF MATHEMATICS  
 Arts, Commerce & Science College, Satral  
 Tal. Rahuri, Dist. Ahmednagar-413711

  
**Principal**  
 Arts, Commerce and Science College, Satral  
 Tal- Rahuri, Dist- Ahmednagar- 413711



LOKNETE DR. BALASAHEB VIKHE PATIL  
(PADMA BHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY'S  
**ARTS, COMMERCE AND  
SCIENCE COLLEGE**  
**SATRAL**

## Courses List 2019-20

Sr. No.	Name of Add on /Certificate Course program	No, of enrolled students
1	Certificate Course in Certificate Course in Journalism	169
2	Certificate Course in Business Communication	167
3	Certificate Course in Household Wiring and LED Decoration	93
4	Value added Course Spoken English	177
5	Value added Course Research Methodology	196

## 1. Certificate Course in Journalism



Pravara Rural Education Society's  
ARTS, COMMERCE AND SCIENCE COLLEGE, SATRAL  
CERTIFICATE COURSE IN JOURNALISM

Course Code : CCJ-1

Conducted by  
DEPARTMENT OF MARATHI  
Pravara Rural Education Society,  
Arts, Commerce And Science College, Satral  
Tal- Rahuri, Dist-Ahmednagar  
In Collaboration with  
Shrirampur Patrakar Sangh, Shrirampur  
Reg No : F-0024484 (AHM)

Academic Year

2019-2020

## A. NOTICE

Pravara Rural Education Society's

Arts, Commerce and Science College, Satral

Department of Marathi

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Date: 15/07/2019

### Student Notice

All the students are hereby informed that the Department of Marathi is conducting "Certificate Course in Journalism" from 01<sup>st</sup> August to 31<sup>st</sup> October 2019. Students can register their names to Dr. G. K. Waditke, coordinator & Head, Dept. of Marathi.

Note: Time table will be displayed on the Department of Marathi notice board



**Dr. G. K. Waditke**

Course Coordinator & Head Dept. of Marathi  
Mob: 9860071965, E-mail: gkwaditke@gmail.com

**H.O.D.**

Department of Marathi  
Arts, Commerce & Science College, Satral



## B. SYLLABUS



Pravara Rural Education Society's  
**ARTS, COMMERCE & SCIENCE COLLEGE, SATRAL**

Tal : Rahuri, Dist : Ahmednagar. Pin: 413 711  
Savitribai Phule Pune University, Affiliated ID No. P.U.A.N.ASC 057 1998  
NAAC Accredited "B++" Grade with CGPA 2.87  
☎- 02426- 275763 Fax-02426 275763

Web: - [www.paravarasatralcollege.org](http://www.paravarasatralcollege.org) Email ID :- [acscsatral@Rediffmail.com](mailto:acscsatral@Rediffmail.com)

### Department of Marathi

1.	<b>Name of Department:</b>	Department of Marathi
2.	<b>Title of the course:</b> (Accurate Course Name)	Certificate course in Journalism
3.	<b>Course Level:</b>	Certificate
4.	<b>Implementation Academic Year :</b>	2019-2020
5.	<b>Preamble of Syllabus (Introduction)</b>	<p>संज्ञापनातील भाषेच्या भूमिकेचे विविध आविष्कारांचे ज्ञान करून देणे. भाषिक कौशल्यांचे विविध आविष्कार आणि प्रसारमाध्यमे यांच्या परस्परसंबंधांचे ज्ञान करून देणे. भाषिक कौशल्ये व क्षमता विकसित करणे. कार्यालयीन व व्यावसायिक भाषाव्यवहारासाठी आवश्यक लेखनकौशल्याचे संपादन व उपयोजन करणे. विविध माध्यमांसाठी प्रत्यक्ष मुलाखत घेणे. प्रसारमाध्यमांचे स्वरूप व त्यासाठी भाषाव्यवहाराचे स्वरूप समजावून घेणे. व्यक्तिमत्व विकासाची आवश्यकता स्पष्ट करणे. व्यक्तिमत्व विकासात इतर घटकांबरोबरच भाषेचे महत्व स्पष्ट करणे. दैनंदिन जीवनात आवश्यक असणारी भाषिक कौशल्ये आत्मसात करण्याची क्षमता निर्माण करणे. प्रसारमाध्यमांचे समाजातील महत्व विशद करणे. भाषिक कौशल्याचे प्रसारमाध्यमांमध्ये होणारे उपयोजन समजावून सांगणे. प्रसारमाध्यमांत सेवेची संधी मिळण्यासाठी विद्यार्थ्यांची भाषिक क्षमता विकसित करणे.</p>
6.	<b>Faculty of the Course:</b>	Arts

7.	<b>Eligibility of Admission and Prerequisite:</b>	H.S.C. Passed Student (10+2)	
8.	<b>Duration of the Course:</b>	3 Months	
9.	<b>Intake Capacity of the Students:</b>	200 Students	
10.	<b>Total Hours of Teaching:</b>	30 Lectures [02 Credits]	
11.	<b>Pattern of Examination, if any</b>		
	<b>i. Internal Exam, Term End Exam, Practical, Oral, Project</b>	Practical, oral and Written Test	
	<b>ii. Percentage to Grade and Grade Points</b>	LetterGrade	
12.	<b>Teaching Faculty:</b>		
	<b>Name of Faculty</b>	<b>Designation</b>	<b>Qualification</b>
	Dr. G .K.Waditke	Assistant Professor	M.A., B.Ed., M. Phil., Ph.D
	Dr. N. A. Shinde	Associate Professor	M.A., B.Ed., SET, NET, M. Phil., Ph.D., B.J.
	Dr. S. B. Kadam	Assistant Professor	M.A., B.Ed., M. Phil., Ph.D
13.	<b>Other Facilities</b>	Library	
14.	<b>Recommended Books:</b>		
	<p>संदर्भग्रंथ यादी</p> <ol style="list-style-type: none"> <li>१. व्यावहारिक मराठी पाठ्यपुस्तक, प्रथम वर्ष वाणिज्य व द्वितीय वर्ष विज्ञान, पुणे विद्यापीठप्रकाशन ,, पुणे.</li> <li>२. उपयोजित अभ्यासक्रम मराठी भाषेचे संवादकौशल्ये, प्रकाशक यशवंतराव चव्हाण महाराष्ट्र मुक्त विद्यापीठ, नाशिक</li> <li>३. व्यावहारिक मराठी, लनसिराबादकर .रा ., फडके प्रकाशन, कोल्हापूर.</li> <li>४. व्यावहारिक मराठी, स्नेहल तावरे, स्नेहवर्धन प्रकाशन, पुणे</li> <li>५. व्यावहारिक मराठी, डॉलीला गोविलकर ., डॉजयश्री पाटणकर ., पुणे</li> <li>६. उपयोजित मराठी, डॉजोगळेकर .ना.ग ., कृतज्ञता ग्रंथ, संपादक केतकी मोडक, संतोष शेणई, सुजाता शेणई.</li> <li>७. व्यावहारिक, उपयोजित मराठी आणि प्रसारमाध्यमे, संपादक डॉसंदिप सांगळे .</li> <li>८. व्यावहारिक आणि उपयोजित मराठी, डॉ.मनोहर रोकडे .</li> <li>९. व्यावहारिक मराठी, प्रकाश परब</li> </ol>		

15. Detailed Syllabus:

अभ्यासक्रम

अभ्यासक्रमाची उद्दिष्टे :

१. मराठी वृत्तपत्राचे स्वरूप व महत्त्व लक्षात घेणे
२. वृत्तपत्र विद्या अभ्यासातून जीवन विषयक समज आणि अभिरुची विकसित करणे
३. वृत्तपत्रीय मूल्याची जाणीव करून देणे
४. सामाजिक सांस्कृतिक राजकीय घडामोडी विषयी जागरूकता निर्माण करणे.

घटक .१-वृत्तपत्राचे स्वरूप व बदलती भूमिका ( ८ तास)

- ११९ .व्या शतकातील स्वरूप व भूमिका
- २ .स्वातंत्र्यपूर्व कालखंड
- ३ .स्वातंत्र्यानंतरचा कालखंड
- ४ २१.व्या शतकातील बदलता विचार

घटक बातमी लेखन-.२- ( ८ तास)

- १ बातमी म्हणजे काय?
- २ बातमीची रचना (घटक)?
- ३ बातमी लेखनाची भाषा
- ४ बातमीची विश्वासहर्ता

घटक- .३-वृत्तलेखन, स्तंभलेखन, मुलाखत ( ६तास)

- १ वृत्तलेखन स्वरूप व माहिती
- २ स्तंभ लेखन स्वरूप व माहिती
- ३ मुलाखतीचे तंत्र

घटक. ४-जाहिरात व ई दैनिके ( ६तास)

- १ जाहिरातीचे स्वरूप व प्रकार
- २ जाहिरातीची सामाजिक भूमिका

२ अभ्यास सहल

वृत्तपत्रप्रसार/माध्यमे कार्यालय भेट  
(एकूण तासिका ३०)

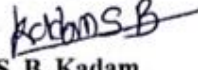


**संदर्भ ग्रंथ -**

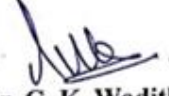
- १ मराठी वृत्तपत्रांचा इतिहास रा.इले. के .
- २ भारतातील प्रसार माध्यमेजयमती दळवी-
- ३ वृत्तपत्रलेखन तंत्र आणि मंत्रः:सुधीर राशिगकर
- ४ लोकहितवादाची शतपत्रे:संपादक. डॉ. पु .ग. सहस्रबुद्धे .
- ५ व्यावहारिकमराठी:ल. रा .नासिराबादकर .



**Dr. N .A.Shinde**  
[Internal Subject Expert]



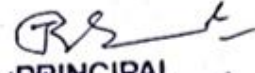
**Dr. S. B. Kadam**  
[External Subject Expert]



**Dr. G. K. Waditke**  
Course Coordinator &  
Head Dept. of Marathi  
**H.O.D.**  
Department of Marathi  
Arts, Commerce & Science College, Satral



**IQAC COORDINATOR**  
**IQAC COORDINATOR**  
Art's, Commerce & Science College  
Satral, Tal. Rahuri, Dist. Ahmednagar.



**PRINCIPAL**  
Arts, Commerce and Science  
College, Satral, Tal. Rahuri  
Dist. Ahmednagar, 413711.

**Date:08/07/2019**



**2. Certificate Course in Business Communication**

Pravara Rural Education Society's  
ARTS, COMMERCE AND SCIENCE COLLEGE, SATRAL  
DEPARTMENT OF ENGLISH  
**CERTIFICATE COURSE IN BUSINESS COMMUNICATION**  
**UNDER**  
**EMPLOYABILITY SKILL PROGRAMME**



**[2019-20]**

## A.NOTICE

Pravara Rural Education Society's  
Arts, Commerce and Science College, Satral

### DEPARTMENT OF ENGLISH

### Certificate Course in Business Communication

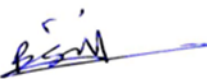
[2019-20]

#### **Student Notice**

27/11/2019

All the students are hereby informed that the Department of English is conducting 'A Certificate Course in Skill Development'. The duration of the programme is of 04 weeks. Those who are interested can register their names. The programme will start from 1<sup>st</sup> December 2019. There is no registration fee. Students can register their names to Mr. S. N. Borude (Coordinator), Department of English.

**N. B. :-** The course will be conducted offline/Online mode.

  
Mr. S. N. Borude  
Course Coordinator

  
H.O.D.  
Department of English  
Arts, Commerce & Science College, Satral.

  
PRINCIPAL  
Arts, Commerce and Science  
College, Satral, Tal. Rahuri  
Dist. Ahmednagar, 413711





## B. SYLLABUS

Pravara Rural Education Society's  
Arts, Commerce and Science College, Satral  
**DEPARTMENT OF ENGLISH**  
**Certificate Course in Business Communication**  
[2019-20]

### **Syllabus**

Course Title: **Certificate Course in Business Communication**

#### **Introduction:**

This certificate course is designed to equip students with the essential skills required for effective communication in professional settings. Through a combination of theoretical concepts, practical exercises, and real-world applications, students will learn to communicate confidently and proficiently in various business contexts, including written correspondence, presentations, and interpersonal interactions.

**Course Duration:** 30 hours

#### **Course Objectives:**

- To understand the importance of effective business communication in professional environments.
- To develop proficiency in written communication skills.
- To enhance verbal communication skills.
- To cultivate critical thinking and problem-solving abilities.

#### **Course Outcomes:**

- By the end of the course, students should be able to:
- Demonstrate a thorough understanding of the principles and practices of business communication.
- Produce clear, concise, and professional written communication.
- Deliver engaging and persuasive oral presentations with confidence and clarity.


**Syllabus:**


	Topic	Sub-Topics	Contact Hours
UNIT-I	Introduction to Business Communication	1. Overview of the course objectives and expectations 2. Importance of effective business communication 3. Key principles and theories of communication in professional settings	06
UNIT-II	Written Communication Skills	1. Email etiquette and professional correspondence 2. Writing formal letters, memos, and business proposals 3. Crafting effective business reports and documents	06
UNIT-III	Verbal Communication Skills	1. Public speaking techniques and presentation skills 2. Structuring and delivering effective presentations 3. Handling Q&A sessions and audience engagement	06
UNIT-IV	Interpersonal Communication	1. Active listening and feedback skills 2. Conflict resolution and negotiation strategies 3. Building rapport and networking in professional contexts	06
UNIT-V	Leadership Skills	1. Effective communication within teams and across departments 2. Leadership and role clarity in team communication 3. Managing virtual teams and remote communication challenges	06
		<b>Total Contact Hours</b>	<b>30</b>

**Assessment: 50 Marks**

1. Oral presentations -20
  2. Seminar - 10
  3. Overall Performance - 10
- Participation in activities - 10


**Note:** This syllabus is based on the specific needs and preferences of the English Department.

  
MR. N. D. Bhandari  
[Subject Expert]

  
Mr. S. N. Borude  
[Coordinator]

  
**H.O.D.**  
Department of English  
Arts, Commerce & Science College, Satral.



  
**PRINCIPAL**  
Arts, Commerce and Science  
College, Satral, Tal. Rahuri  
Dist. Ahmednagar, 413711

### 3. Certificate Course in Household Wiring and LED Decoration

**Pravara Rural Education Society's  
Arts, Commerce and Science College, Satral  
Department of Physics**

**A Report on  
Skill Based Certificate Course in  
"Household Wiring & LED Decoration"**

Academic Year : 2019-20

Duration: 30 Hr

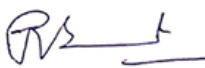
#### INDEX

Sr. No.	Perticulars	Remark	Page No.
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✓3.	Student Notice	Yes	09
✓4.	Time Table	Yes	10
✓5.	Student List	Yes	11-13
✓6.	Attendance Sheet	Yes	14-19
✓7.	Exam Notice	Yes	20
✓8.	Evaluation	Yes	21-23
✓9.	Feedback	Yes	24-28
✓10.	Certificate	Yes	29-30
✓11.	Report	Yes	31

**Conducted By  
Department of Physics**

  
**HEAD**  
DEPARTMENT OF PHYSICS  
Arts, Commerce & Science College, Satral  
Tal. Rahuri, Dist. Ahmednagar-413711



  
**PRINCIPAL**  
Art, Commerce & Science College  
Satral, Tal. Rahuri, Dist. A. Nagar

## A. NOTICE

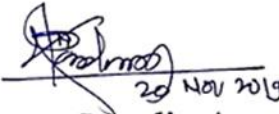
	Pravara Rural Education Society's
	<b>Arts, Commerce &amp; Science College</b>
At/Post. Satral, Tal. Rahuri, Dist. Ahmednagar	
☎ (Fax) : 02426 - 275763, 275764 I.D.No. PU.A.N.ASC/057/1998	
Web : www.pravarsatralcollege.org. Email Id : acscsatral@rediffmail.com	
NAAC "A" GRADE (CGPA 3.15)	

REF NO: ACSCS/2019-20/

Date: 20/11/2019

### Student Notice

All the students of Arts, Science and Commerce College, Satral are informed that, the admissions for the **"Certificate Course in Household Wiring and LED Decoration"** are open for the academic year 2019-20. The students willing to admit for this course should immediately contact Mr. N.S. Kanhe on or before Friday, 29<sup>th</sup> November 2019. The regular lectures and practical's will be started on Monday, 02<sup>nd</sup> December 2019. Students approaching thereafter shall not be considered for the admission to the course.

  
20 Nov 2019  
**Course Coordinator**  
**HEAD**  
DEPARTMENT OF PHYSICS  
Arts, Commerce & Science College, Satral  
Tal. Rahuri, Dist. Ahmednagar-413711

  
**I/C Principal**  
Art, Commerce & Science College  
Satral, Tal. Rahuri, Dist. A' Nagar



## B. SYLLABUS



Pravara Rural Education Society's,  
**Arts, Commerce and Science College, Satral**  
**Department of Physics**

### **“Certificate Course Household Wiring and LED Decoration”**

**Place :** Department of Physics

**Date :** Friday, 18<sup>th</sup> Oct 2019

The Department of Physics of Arts, Commerce and Science College, Satral organized a syllabus framing workshop for the Certificate Course on 'Household wiring and LED decoration'. Syllabus is designed for the B.A. / B.Com. / B.Sc. students. Prof. G. T. Shirole, Head Department of Physics, Padmashri Vikhe Patil College of Arts Science & Commerce Pravaranagar was present as a subject expert for the syllabus framing workshop on Friday 18/10/2019 at 10.00 a.m. in the Department of Physics. The syllabus was created /modified as per the suggestion of the expert.


#### **Aim and Objective:**

1. To instill the life skill of basic electrical safety among the students.
2. To provide practical knowledge of basic electrical safety.
3. To provide hands-on training in household wiring and repair.
4. To offer training in LED decoration.

#### **Expected Outcome:**

1. Students should be able to apply basic electrical safety in their daily lives.
2. Students should be able to perform household wiring and demonstrate practical understanding of the concepts.
3. Students should be able to conduct proper earthing for household equipment.
4. Students should be able to perform basic LED decoration.

  
18/10/2019  
**Coordinator**  
**HEAD**  
Mr. N. S. Kanhe  
Department of Physics  
Arts, Commerce & Science College, Satral  
Pravaranagar-413711

  
**Expert**  
Prof. G. T. Shirole

  
**I/C Principal**  
Art, Commerce & Science College  
Satral, Tal. Rahuri, Dist. A' Nagar



**Pravara Rural Education Society's,  
Arts, Commerce and Science College, Satral**

**Department Of Physics**

**CERTIFICATE COURSE**

<b>Name of the Certificate Course</b>	: "Household Wiring & LED Decoration"
<b>Venue</b>	: Department of Physics
<b>Student Group</b>	: 18 to 25 Year
<b>Time</b>	: 04 Hr/Week
<b>Total Duration</b>	: 30 Hours
<b>Total Number of Credits</b>	: 2 Credits
<b>Course Fee</b>	: No Fee
<b>Evaluation</b>	: 50 Marks (25 Theory + 25 Practical)

**Aim and Objective:**

1. To instill the life skill of basic electrical safety among the students.
2. To provide practical knowledge of basic electrical safety.
3. To provide hands-on training in household wiring and repair.
4. To offer training in LED decoration.

**Expected Outcome:**

1. Students should be able to apply basic electrical safety in their daily lives.
2. Students should be able to perform household wiring and demonstrate practical understanding of the concepts.
3. Students should be able to conduct proper earthing for household equipment.
4. Students should be able to perform basic LED decoration.





**Certificate Course Syllabus (2 Credits)**  
**“Household Wiring and LED Decoration”**

**1 ELECTRICAL SAFETY** **5 L**

- 1.1 INTRODUCTION TO CURRENT, VOLTAGE POWER
- 1.2 INTRODUCTION TO EARTHING
- 1.3 EARTHING
  - 1.3.1 TYPES OF EARTHING
  - 1.3.2 PROPER EARTHING
- 1.4 INTRODUCTION OF ELECTRICITY
  - 1.4.1 DISTRIBUTING POINT (DP)
  - 1.4.2 ALTERNATING CURRENT (AC)
    - 1.4.2.1 Three phase AC
    - 1.4.2.2 Single phase AC
- 1.5 DIRECT CURRENT (DC)
- 1.6 LIVE, EARTH AND NEUTRAL
- 1.7 USEFUL ELECTRICAL INSTRUMENTS
  - 1.7.1 DIGITAL MULTIMETER.
  - 1.7.2 TESTER
  - 1.7.3 ELECTRICAL SAFETY EQUIPMENT'S
  - 1.7.4 TONG TESTER

**2 HOUSEHOLD WIRING** **5 L**

- 2.1 PRECAUTIONS
- 2.2 WIRING AND FITTING
- 2.3 REPAIRING
- 2.4 CHANGING FAN CAPACITOR
- 2.5 3 PHASE STARTER FITTING
- 2.6 TESTING OF MOTOR OR COIL
  - 2.6.1 USING BULB HOLDER
  - 2.6.2 USING DIGITAL MULTIMETER

**3 LED DECORATION** **4 L**

- 3.1 INTRODUCTION TO ELECTRICAL COMPONENTS
- 3.2 SOLDERING
- 3.3 LED DECORATION ASPECTS
  - 3.3.1 DESIGN AND CALCULATION
  - 3.3.2 SOLDERING OF LED

**P. T. O.**



## EXPERIMENTS TO BE PERFORMED BY STUDENTS

(For Certificate Course on “Household wiring and LED decoration”)

S.N.	Title of the experiment	Total Hr
1.	Identification of basic electrical components and testing components.	2 Hr
2.	Measurement of ac, dc voltages and currents.	2 Hr
3.	Study of household fitting.	2 Hr
4.	Performing soldering of few electrical components.	2 Hr
5.	Use of continuity testing for motor or coil using DMM and bulb.	2 Hr
6.	Measurement of resistance using color code and DMM for LED Protection.	2 Hr
7.	Verification of Kirchhoff's Law (KVL & KCL).	2 Hr
8.	Design and fabricate the LED series and parallel circuits.	2 Hr

### REFERENCES:

1. Home Wiring Do It by Phil Thane, GMC Distribution, 2009.
2. House Wiring (Hindi), Surendra Kumar Jain, Hans Publisher, 2018.
3. LED Lightning: A Primer To Lightning The Future by Sal Cangeloso, Maker Press, 2012.
4. Practical Lightning Design with Led by Ron Lenk And Carol Lenk, Second Eddition, Wiley, 2017.
5. Home Electrical Wiring by Devid W Rongey, Home Electrical Wiring Pub., 2013.
6. Electrical Wiring: An Introduction by Satheesh Kumar, Ane Books Pvt. Ltd, 2011.

#### 4. Value added Course in Spoken English

Pravara Rural Education Society's  
ARTS, COMMERCE AND SCIENCE COLLEGE, SATRAL  
DEPARTMENT OF ENGLISH  
VALUE ADDED COURSE  
IN SPOKEN ENGLISH  
[UNDER EMPLOYABILITY SKILL DEVELOPMENT]



[2019-20]



## A. NOTICE

Pravara Rural Education Society's  
Arts, Commerce and Science College, Satral


DEPARTMENT OF ENGLISH

Value added Course in Spoken English [2019-20]

Student Notice [U.G.]

10/12/2019

All the final year [U.G.] students are hereby informed that the Department of English is conducting the **Value added Course in Spoken English**. The duration of the programme is of 06 (Six) weeks. Those who are interested can register their names. The programme will start from 16<sup>th</sup> December, 2019. There is no registration fee. Students can register their names to Mr. S. N. Borude (Coordinator), Department of English.

  
Mr. S. N. Borude  
(Coordinator)

  
H.O.D.  
Department of English  
Arts, Commerce & Science College, Satral.

  
PRINCIPAL  
Arts, Commerce and Science  
College, Satral, Tal. Rahuri  
Dist. Ahmednagar, 413711



## B. SYLLABUS

Pravara Rural Education Society's

Arts, Commerce and Science College, Satral

### DEPARTMENT OF ENGLISH

The Department of English of the college invited Prof. N. D. Bhandari, (Head, Department of English, Padmashri Vikhe Patil College, Pravaranagar) as a **Subject Expert** on 06<sup>th</sup> December, 2019. The following syllabus with objectives and outcomes were designed for the **Value added Course in Spoken English**.

#### INTRODUCTION:

English is the language of Aviation, Science, Computer, Tourism, and the list goes on. Excellent communication skills in English can help you land a job in a multinational company within your country or abroad. English is a language that helps in international communication, and it is the language of the internet. So, learning English doesn't only help you get a job, but it also enables you to socialize. One never regrets learning English because it works as a magic key to new doors. English is the language of business as well. No matter which country you visit, knowing English can make your journey better. It is because at least a few people in any country know English. Keeping this view in mind, the Department of English is very pleased to introduce you the **Value added Course in Spoken English**.

#### OBJECTIVES:

- To be able to speak English accurately.
- To think in English and then speak.
- To be able to construct sentences in English independently.
- To be able to read books with understanding.

#### COURSE OUTCOMES:

- Improve speaking ability in English.
- Give oral presentations and receive feedback on their performance.
- Enhance competence in the four basic skills-writing, speaking, reading & listening.
- Read books with comprehension.


**Contact Hours: 06 Weeks**






**Course Content:**

UNIT	Name of the Topic	Sub-Topic	Contact Hours
1	Introduction	Importance of Spoken English	01
2	Listening	a) Listening to texts b) listening to CD c) Trials of a good listener	02
3	Listening & Comprehension	a) Interpretation of texts based on the question-answer. b) Interaction among students	03
4	Reading Skills	a) Techniques of reading. b) Reading comprehension of unseen pages c) Identifying the context & the central idea	03
5	Vocabulary & word formation	From different texts & dictionary	03
6	Basic Grammar	a) Prescriptive/descriptive approaches grammaticality b) acceptability c) appropriateness d) grammar in context e) grammar in spoken & written	06
7	Practical Session	a) Exercise on different grammatical constructions b) Identification of the grammatical devices forms different texts like newspapers, poems, stories, etc.	06
8	Words & phrases used for conversation	a) Making statements b) Asking questions c) Giving order and suggestions d) Asking, Giving and Refusing Permission e) Agreeing and Disagreeing	06
9	Writing Skills	a) Dialogue Writing	06
<b>Total Contact Hours</b>			<b>36</b>

  
Mr. N. D. Bhandari  
[Subject Expert]

  
Mr. S. N. Borude  
[Course Coordinator]

  
**PRINCIPAL**  
Principal  
Arts, Commerce and Science  
College, Satral, Tal. Rahuri  
Dist. Ahmednagar, 413711





Academic Year  
2019-20

**DEPARTMENT OF  
CHEMISTRY**

**VALUE ADDED  
COURSE  
IN  
RESEARCH  
METHODOLOGY**

## A. NOTICE



Pravara Rural Education Society's,  
**ARTS, COMMERCE & SCIENCE COLLEGE SATRAL**  
Tal- Rahuri, Dist- A.nagar-413 711, Maharashtra (INDIA)  
Savitribai Phule Pune University, Affiliated ID No. P.U.A.N.ASC 057 1998  
NAAC Accredited "B++" Grade with CGPA 2.87  
Phone No. ☎: 02426- 275763 ☎: 02426- 275764  
[http://pravaracollege.in/ACS\\_Satral/](http://pravaracollege.in/ACS_Satral/) Email : [acesatral@gmail.com](mailto:acesatral@gmail.com)




10/07/2019

### DEPARTMENT OF CHEMISTRY

### VALUE ADDED COURSE IN RESEARCH METHODOLOGY

### Student Notice

All S.Y. and T.Y.B.Sc. Students are hereby informed that the Department of Chemistry is conducting **Value added Course in Research Methodology**. The duration of the course is of 3 months. Those who are interested can register their names. The program will start from 15 July 2019. There is no registration fee. Students can register their names to Prof. D.S.Aute (Coordinator) Department of Chemistry.

  
Head, Dept. of Chemistry  
**HEAD**  
DEPARTMENT OF CHEMISTRY  
Arts, Commerce & Science College, Satral  
Tal.Rahuri, Dist.Ahmednagar-413711

  
**PRINCIPAL**  
Arts, Commerce and Science  
College, Satral, Tal.Rahuri  
Dist.Ahmednagar, 413711

## B. SYLLABUS

Pravara Rural Education Society's  
Arts, Commerce and Science College, Satral  
DEPARTMENT OF CHEMISTRY

### Value added Course in Research Methodology

#### INTRODUCTION:

Research is the cornerstone to broaden the horizon of our knowledge through systematic investigation. It will establish or confirm facts or reaffirms results of previous work or solve new or existing problem or support theorems or develop new theories. Further, it could also be an extension of previous works in the field. In view of this, it is essential to design a sound research methodological process to overcome challenges, while carrying out research. A good research methodology is a key to get quality output. In this context, it is necessary to expose PG students to research methodology. Hence, a short training module has been designed to cover fundamentals of research methodology, focusing on various aspects related to defining research problems, designing of research method, sampling technique, testing of hypothesis, Intellectual Property Rights (IPR), interpretation & report writing etc Thus, the proposed workshop intends to provide an opportunity to participants to broaden the horizon of their knowledge in research methodology as well as to enrich their skills in conducting quality research.

#### OBJECTIVES:

Following are the main objectives of the proposed workshop:

- To acquaint with the basics of Research Methodology.
- To expose the participants to new & emerging trends in research.
- To enable the participants to understand how to define research problems and to develop a suitable methodology for addressing key issues.
- To help participants to know the various stages of research process.

#### COURSE OUTCOMES:

- Demonstrate the ability to choose methods appropriate to research aims and objectives.
- Understand the limitations of particular research methods.
- Develop skills in qualitative and quantitative data analysis and presentation.
- Develop advanced critical thinking skills.



### Course Syllabus

UNIT	Name of the Topic	Sub-Topic	Lecture
1	Research	Definition Characteristics Objectives Research and Scientific method	03
2	Types of Research	Descriptive vs. Analytical Research Applied vs. Fundamental Research Quantitative vs. Qualitative Research Conceptual vs. Empirical Research	03
3	Research Methodology	An Introduction	02
4	Research Process	Basic Overview Formulating the Research Problem Defining the Research Problem	02
5	Research Questions	-	02
6	Research Methods vs. Research Methodology	-	02
7	Literature Review	Review Concepts and Theories	02
8	Formulation of Hypothesis	Sources of Hypothesis Characteristics of Hypothesis Role of Hypothesis Tests of Hypothesis	03
9	Research Design	-	02
10	Sampling Design	-	02
11	Data Collection	Observation Method Interview Method Questionnaires Case Study Method	02
12	Processing and Analysis of Data	Processing Operations Statistics in Research Descriptive Statistics Inferential Statistics Elements / Types of Analysis	03
13	Interpretation of Data	-	02

Subject Teacher: Mr.D.S.Aute




Subject Expert: 1.Dr.S.S.Pandit



2.Mr.A.S.Waghmare



  
**Head, Department of Chemistry**  
**DEPARTMENT OF CHEMISTRY**  
Arts, Commerce & Science College, Satral  
Tal.Rahuri, Dist.Ahmednagar-413711

  
**PRINCIPAL**  
Arts, Commerce and Science  
College, Satral, Tal. Rahuri  
Dist. Ahmednagar, 413711



**LOKNETE DR. BALASAHEB VIKHE PATIL  
(PADMA BHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY'S  
ARTS, COMMERCE AND  
SCIENCE COLLEGE  
SATRAL**

### **Courses List 2018-19**

<b>Sr. No.</b>	<b>Name of Add on /Certificate Course program</b>	<b>No, of enrolled students</b>
1	Certificate Course in Retail Marketing and New Technology	198
2	Certificate Course in Event Decoration	152
3	Certificate course in Sericulture	154
4	Value added Course in Soft Skills Training Programme	202

## 1. Certificate Course in Retail Marketing and New Technology



**Pravara Rural Education Society's**  
Arts, Commerce and Science College Satral  
Tal: Rahuri, Dist: Ahmednagar 413711 (MS)  
NAAC Accredited B++ Grade



# **CERTIFICATE COURSE IN RETAIL MARKETING AND NEW TECHNOLOGY**

**Organized by,**

**DEPARTMENT OF COMMERCE**

**Academic Year: 2018-19**



## A. NOTICE



**Pravara Rural Education Society's,  
Arts, Commerce & Science College, Satral,  
Tal. Rahuri, Dist. Ahmednagar.**


☎-(Fax) 02426- 275763, 275764 I.D.No.PU.A.N.ASC,1998  
Web :- [www.paravarasatralcollege.org](http://www.paravarasatralcollege.org) Email ID :- [acscsatral@Rediffmail.com](mailto:acscsatral@Rediffmail.com)  
NAAC Accredited "B" GRADE with 2.87 CGPA

Date: 26/06/2018

### Student Notice

All the B.Com. Students inform that **Certificate Course in Retail Marketing & New Technology** for Academic Year 2018-19 will start from 01/07/2018. The course duration is 90 days. Those students who are interested can register their names to Mr. V.G. Shinde coordinator.



  
Principal  
Principal  
Arts, Commerce and Science College  
At/Po. Satral, Tal. Rahuri,  
Dist. Ahmednagar. 413711

## B. SYLLABUS

Pravara Rural Education Society's  
**Arts, Commerce and Science College, Satral**  
**Department of Commerce**  
**Certificate Course in Retail Marketing & New Technology**

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### Objectives of the Course


1. To impart knowledge regarding concepts of Retail Marketing and New Technology.
2. Students will understand the basic techniques applied by businesses when engaging in Social Media Marketing.
3. Students will be able to relate the marketing concept to the retail marketing.

### Outcome from this Course

1. Comprehensive Understanding of Retail Marketing
2. Proficiency in New Retail Technologies
3. Enhanced Analytical Skills
4. After successful completion of this course, students will be awarded certificate to work with retail marketing & new technology.
5. Understand the ways that retailers use marketing tools and techniques to interact with their customers.

  
**H.O.D.**  
**H.O.D.**  
Department of Commerce  
Arts, Commerce & Science College, Satral.



  
**Principal**  
**Principal**  
Arts, Commerce and Science College  
A/Po. Satral, Tal. Rahuri,  
Dist. Ahmednagar. 413711


**Pravara Rural Education Society's**  
**Arts, Commerce and Science College, Satral**  
**Department of Commerce**  
**Syllabus of Certificate Course in Retail Marketing & New Technology (For 90 Days)**

Sr.No	Name of the topic	Lectures (in Hours)
1.	<b>Unit – I :</b> Introduction to retailing: Definition and scope - Evolution of retailing - Types of retailing - Benefits of retailing - Retailing environment - Trends in retailing industry.	06
2.	<b>Unit – II :</b> Retail purchasing and pricing: Purchase management: Merchandise purchasing - open to buy - Open to buy planning - Analysing the merchandise performance; Pricing strategies: every day pricing - competitive based pricing - price skimming - market-oriented pricing.	06
3.	<b>Unit – III :</b> Information system in retailing: Acquiring and using information strategies - Technology in retail - Information sources - Retail information system.	06
4.	<b>Unit – IV :</b> Retailing in India: Evolution and trends in organised retailing - Indian organised retail market - FDI in Indian organized retail sector - Retail scenario in India - future trends of retail in India.	06
5.	<b>Unit – V :</b> Ethical and legal issues in Retailing: Dealing with ethical issues - Social responsibility - Environmental orientation - Waste reduction at retail stores and new technology in retail marketing	06
<b>Total Lectures</b>		<b>30</b>


**Reference Books**

1. Retail Marketing Management 2014 Edition by GILBERT, PEARSON INDIA
2. Retail Marketing Management by David Gilbert (PEARSON)
3. Retail Marketing Management: The 5 Es of Retailing Book by Dhruv Grewal

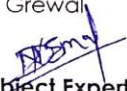
**Course Coordinator**

  
 Mr. V.G. Shinde  
 Dept. of Commerce


**Subject Expert**

  
 Prof. B.D. Ranpise  
 Arts, Science and Commerce  
 College, Pravaranagar.

**Subject Expert**

  
 Prof. V.D. Nirmal  
 Arts, Science and Commerce  
 College, Pravaranagar.

  
**H.O.D.**  
 Department of Commerce  
 Arts, Commerce & Science College, Satral.

  
**PRINCIPAL**  
 Arts, Commerce and Science  
 College, Satral, Tal. Rahuri  
 Dist. Ahmednagar, 413711

## 2. Certificate Course in Event Decoration

Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee) Pravara Rural Education Society's

**Arts, Commerce and Science College, Satral,**  
A/P Satral, Tal. Rahuri, Dist. Ahmednagar



**Certificate Course:**

**EVENT DECORATION**

**Organised**

**By**

**Department of Botany**

**(Academic Year 2018-19)**

## A. NOTICE



Pravara Rural Education Society's,  
**ARTS, COMMERCE & SCIENCE COLLEGE SATRAL**  
Tal- Rahuri, Dist- A.nagar-413 711, Maharashtra (INDIA)  
Savitribai Phule Pune University, Affiliated ID No. PU.A.N.ASC 057 1998  
NAAC Accredited "B++" Grade with CGPA 2.87  
Phone No.☎:02426- 275763 (☎) : 02426- 275764  
[http://pravaracollege.in/ACS\\_Satral/](http://pravaracollege.in/ACS_Satral/) Email :acscsatral@gmail.com



Ref. No.: ACSCS/2018-19/

Date: 15/06/2018

**Student Notice [U.G.]**  
**DEPARTMENT OF BOTANY**  
**Certificate Course in Event Decoration [2018-19]**

All the students of Science faculty hereby inform that the department of Botany is organizing a Certificate Course in Event Decoration. The tenure of course is twelve weeks. Interested students are encouraged to register their names. The course is scheduled to commence on 2<sup>nd</sup> July, 2018. Registration is free of charge. Students can register by contacting Dr. K.V. Palgahdmal, Coordinator, Department of Botany.

Head  
Department of Botany  
A.C.S. College, Satral

Principal  
Arts, Commerce and Science  
College, Satral, Tal. Rahuri  
Dist. Ahmednagar, 413711



## B. SYLLABUS



Pravara Rural Education Society's,  
**ARTS, COMMERCE & SCIENCE COLLEGE SATRAL**  
Tal- Rahuri, Dist- A.nagar-413 711, Maharashtra (INDIA)  
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[http://pravaracollege.in/ACS\\_Satral/](http://pravaracollege.in/ACS_Satral/) Email :[acscsatral@gmail.com](mailto:acscsatral@gmail.com)



**DEPARTMENT OF BOTANY**  
Academic Year- 2018-19

### **A Certificate Course in 'Event Decoration' Syllabus**

**Course Code: CCED-1**

#### **Details of Course**

- 1. Title of the Course: Certificate Course in 'Event Decoration'**
- 2. Faculty - Science and Technology**
- 3. To be implemented – F.Y.,S.Y.,T.Y.,B.Sc.**
- 5. Eligibility Criteria: 12<sup>th</sup> Pass**
- 6. Fee Structure – Free**
- 7. Duration of the Course – 1 semester**
- 9. Medium of instructions and teaching: English**
- 10. Course Implementation criteria for Theory and Practical:**
  - a. (12 weeks Actual Teaching + 1 week for Internal & External Evaluation).
  - b. **One Credit of the Theory** is equal to 15 clock hours (Teaching 1 hour per week for each credit, 12 hours Actual Teaching + 2 hours Internal & External Evaluation).
  - c. **One Credit of Practical** = 30 clock hours. (2 Contact hours per credit per week) Internal & External Evaluation of each practical).
- 11. Examination Pattern:** The examinations will be conducted for both the Theory as well as Practical courses.  
Theory Paper of 01 Credit & Practical of 1 credit- Internal Theory Exam (10 M) + Internal Practical Exam (10 M). External Theory & Practical Exam (30 M) = Total 50 M  
Duration: For Internal exam = 01 hour and for External Exam = 02 hours.
- 12. Award of Class/Grade:** The class / grade for the courses.

The Botany Department organized workshop on preparation of syllabus of certificate course in Event Decoration. In this workshop invited subject expert at the college requested the presence

of Dr. S.P. Giri from the Department of Botany at Padmashri Vikhe Patil College, Pravaranagar, as a Subject Expert on 1<sup>st</sup> June, 2018. Subsequently, a syllabus was framed for the Certificate course of 'Event Decoration', outlining its objectives and anticipated outcomes.

**PREAMBLE:**

Events create opportunities for people to connect with an area, spend time together, celebrate and experience the diversity of cultures and foster creativity and innovation. They allow a community to come alive and provide an opportunity for a destination to showcase its tourism experience and increase economic activity. Events contribute significantly to community building, lifestyle and free time enhancement, cultural development, tourism promotion and increased visitation, volunteer participation, fundraising and economic development. Most importantly, events create a sense of fun and enthusiasm, resulting in a strong sense of community connectivity, pride and a sense of place. In this course an event decorator plans the aesthetic and atmosphere of an event. In this career, you work closely with your clients to create a theme, plan the decor, and make sure that everything is in its place. The purpose of decoration is to make the space more aesthetically pleasing and functionally useful for the people.

**OBJECTIVES:**

- To understand the concept of event management
- To study the different types of events
- To analyse the role of creativity in event management process
- To study about the various types of event management structure

**COURSE OUTCOMES:**

- Improve the skill of program management.
- Give oral presentations and receive feedback on their performance.
- Enhance the skills of student to organize event competence
- Observe the various program and analyse it.

**Contact Hours: 12 Weeks**

**Theory- 1 Credit**

UNIT	Name of the Topic	Sub-Topic	Lectures
------	-------------------	-----------	----------

1	Definition of Events	<ul style="list-style-type: none"> <li>i. Introduction &amp; Definition</li> <li>ii. Importance and Scope</li> <li>iii. Objectives of Event Decoration</li> <li>iv. Essentials in Event Management</li> <li>v. Benefits of events</li> </ul>	2
3	Classification or types of Events	<ul style="list-style-type: none"> <li>i. Food Display</li> <li>ii. Fabrics.</li> <li>iii. Ceiling.</li> <li>iv. Table Decorations.</li> <li>v. Seating Arrangements.</li> <li>vi. Decorative Backdrops.</li> <li>vii. Stage Decoration.</li> <li>viii. Birthday Decoration.</li> </ul>	2
4	Categories	<p>Corporate :Training, meeting and Fundraising</p> <p>Social: Celebration, Family Event</p>	2
5	Duties of an Event Planner	<ul style="list-style-type: none"> <li>• Consult with clients, Set budgets, Select dates ,Choose and inspect venues or locations, Negotiate with and select vendors and suppliers ,Arrange transportation , Arrange for food and beverage service or catering , Book blocks of rooms, Book speakers and entertainers, Write publicity pieces, Put together participant packets, Ship boxes , request help from and direct volunteers.</li> <li>• Prepare invitations, select printers, compile invitations, and send them, Create agendas, Negotiate room rates ,Write brochure copy.</li> <li>• Enter information into a database.</li> <li>• Interact with chief executive officers, general managers, wait staff, caterers, vendors, housekeepers, and everyone in between.</li> <li>• Perform any task necessary to make the event a success.</li> </ul>	6
6	Important Characteristics of a Successful Event Planner	<ul style="list-style-type: none"> <li>• People skills, organizational skills, networking skills,</li> <li>• knowledge of and training in the field, versatility, leadership team-building capabilities,</li> <li>• friendliness, efficiency, creativity.</li> </ul>	3

**Practical- 1 Credits.**

1	Practical	i. Stage decoration ii. Birthday decoration iii. Weeding and Marriage stage decoration iv. Table decoration, flower decoration, v. Floral Rangoli, vi. preparation of Bouquets	02
2	Demonstration Practical.	<b>Decorating Types</b> White Floral Ceiling Installation, Wedding Arch, Colorful Floral Ceiling Installation, Unique Draping Décor, Table and Backdrop Decor Flower Panel Decoration, Simple Floral Backdrop, Floral Chair Installation, Wedding Sweetheart Table, Bridal Shower Backdropm, Criss Cross Floral Backdrop, Staircase Draping Design, Floral Sofa Installation, Beautiful Pink Backdrop, Create Backdrop on Wall, Floral Frame Stage Backdrop, Wedding Arch Design, Wedding Arch using Metal Mesh / Chicken Wire, : Elegant Long Floral Backdrop, Easy Wedding Design, Green Floral Backdrop, Centerpiece, Floral Centerpiece Vase, Tall Taper Candleholder Centerpiece, Enchanted Garden Theme Centerpiece, High Floral Centerpiece, Red Floral Candelabra Décor, Event Decor: Floral Arches Design, White Floral Wedding Backdrop, Adding Florals on Fabric Backdrop, Green Colorful Floral Backdrop,, Triple Canopy Draping Wedding ,Safari Themed Balloon Backdrop and Garland Balloon Garland Circle Arch, Tabletop Balloon Arch	06

*P. Palghat*

*AA*  
 Head  
 Department of Botany  
 A.C.S. College, Satral

*RS*  
 I/c PRINCIPAL  
 Arts, Commerce and Science  
 College, Satral, Tal. Rahuri  
 Dist. Ahmednagar, 413711

Expert

### 3. Certificate Course in Sericulture

Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee)

Pravara Rural Education Society

**ARTS, COMMERCE & SCIENCE COLLEGE, SATRAL**

Tal. Rahuri, Dist. Ahmednagar- 413 711

(Affiliated to Savitribai Phule Pune University, Pune)

**“CERTIFICATE COURSE IN SERICULTURE”**

At

**Arts, Commerce and Science College, Satral.**

**Tal - Rahuri, Dist - Ahmednagar**

**Organized by,**

**DEPARTMENT OF ZOOLOGY**

**ACADEMIC YEAR-2018-2019**



## A. NOTICE



Pravara Rural Education Society's  
ARTS, COMMERCE & SCIENCE COLLEGE SATRAL  
Tal- Rahuri, Dist- A.nagar-413 711  
☎- 02426- 275763 Fax-02426 275763 ID No. PU.A.N.ASC 057 1998  
Web - [www.paravarasatralcollege.org](http://www.paravarasatralcollege.org) Email ID :-  
acscsatral@Rediffmail.com- Nacc Accredited "B" grade

ACSC/2018-2019

Date: 30/11/2018

### NOTICE

#### DEPARTMENT OF ZOOLOGY

All students are hereby informed that the admissions for the "Certificate Course in Sericulture" are now open for all science students. Those who are interested in enrolling in this course should contact Dr. R.S. Tambe immediately. The last date to apply is Tuesday, 3<sup>rd</sup> December 2018. Applications received after this date will not be considered for admission to the course.

I/c Principal  
Arts, Commerce and Science College, Satral  
Tal- Rahuri, Dist- Ahmednagar- 413711

## B. SYLLABUS



Pravara Rural Education Society's  
**ARTS, COMMERCE & SCIENCE COLLEGE SATRAL**  
Tal- Rahuri, Dist- A.nagar-413 711  
☎- 02426- 275763 Fax- 02426 275763 ID No. PU.A.N.ASC 057 1998  
Web: [www.paravarasatralcollege.org](http://www.paravarasatralcollege.org) Email ID :-  
[acscsatral@Rediffmail.com](mailto:acscsatral@Rediffmail.com)-Nacc Accredited "B" grade

ACSC/2018-2019

Date: 29/11/2018

### DEPARTMENT OF ZOOLOGY CERTIFICATE COURSE IN SERICULTURE

#### A) OBJECTIVES OF THE COURSE

- To train the students in mulberry cultivation, farm maintenance, Silkworm rearing, and Silk Reeling.
- To make the students to understand and identify the mulberry, silkworm diseases and pests.
- To make them to learn the skills necessary for self employment in mulberry leaf production.
- Silkworm rearing, cocoon reeling and by products collection
- To give maximum exposure to leaf quality, seed cocoon quality, seed quality, commercial cocoon quality, fiber quality so as to get maximum returns in practice.
- To understand and estimate the leaf production in a particular mulberry plot.
- To give employability and job opportunities in the public and private and govt. sectors.
- To guide and give counselling to become entrepreneurs.

#### B) Course Outcomes:

- With the help this Certificate course Lerner's gets primary information about Sericulture.
- Lerner's will be Understand mulberry cultivation, silkworm rearing technique.
- Lerner's will be getting knowledge about different kind of diseases on mulberry plant and silkworm.
- Lerner's will be getting knowledge about production cocoon and production of silk.
- Over all aim of this certificate course is Lerner will be starting self-funded business and getting income.

**C). COURSE STRUCTURE:**

- Theory -20- Lecture
- Practical-10
- Project Work/Training/Field Visit/ Work.

**D). COURSE CONTENT:**

Topics	Learning Points	Hours (20)
Sericulture Industry in India	<ul style="list-style-type: none"> <li>• Different Industries in India.</li> </ul>	02
Importance of silkworm and sericulture	<ul style="list-style-type: none"> <li>• Uses of silkworm.</li> <li>• Important of sericulture.</li> </ul>	02
Important Species of Silk Worm	<ul style="list-style-type: none"> <li>• Species of Silk Worm.</li> </ul>	02
Systematic position and External Morphology of Silkworm, Morphology of <i>Bombyx mori</i> ,	<ul style="list-style-type: none"> <li>• Classification</li> <li>• Body Division.</li> <li>• External Morphology of <i>Bombyx mori</i>,</li> </ul>	02
Life cycle	<ul style="list-style-type: none"> <li>• egg, larva, pupa and cocoon (Adult)</li> </ul>	02
Silk production process	<ul style="list-style-type: none"> <li>• Rearing houses.</li> <li>• Equipments.</li> <li>• Rearing techniques.</li> </ul>	05
Mulberry cultivation and harvesting	<ul style="list-style-type: none"> <li>• Different Methods of Cultivation.</li> <li>• Different Methods of Harvesting.</li> </ul>	03
Time of leaf harvesting and Preservation	<ul style="list-style-type: none"> <li>• Methods of Leaf Harvesting.</li> <li>• Preservation Techniques.</li> </ul>	02

**Practical syllabus**

Topics	Learning Points	Hours (10)
Study of external morphology of silkworm	<ul style="list-style-type: none"> <li>• <i>Bombyx mori</i> external morphology</li> <li>• Body Structure.</li> </ul>	01
Study of different stages in the life cycle ( egg, larva, pupa and adult)	<ul style="list-style-type: none"> <li>• Egg, Larva.</li> <li>• Pupa, Adult.</li> </ul>	01
Study of silkworm species	<ul style="list-style-type: none"> <li>• Different Species of Silkworm.</li> </ul>	01
Rearing of silkworm	<ul style="list-style-type: none"> <li>• Study of Different Rearing Techniques.</li> </ul>	01

	<ul style="list-style-type: none"> <li>Bacterial, Viral disease</li> </ul>	
Study of silk worm pest (Identification and control)	<ul style="list-style-type: none"> <li>Study of Different Pest of Silk Worm.</li> </ul>	01
Cultivation of mulberry	<ul style="list-style-type: none"> <li>Different Method of Cultivation.</li> </ul>	01
Harvesting of mulberry	<ul style="list-style-type: none"> <li>Different Method of Harvesting.</li> </ul>	01
Marketing, Economics of sericulture	<ul style="list-style-type: none"> <li>Marketing of sericulture</li> <li>Economics of sericulture</li> </ul>	01
Visit to sericulture units	<ul style="list-style-type: none"> <li>Visit and Discussion with the farmers of sericulture units</li> </ul>	01

  
Subject Expert

Dr. Pulate V. M.

  
Subject Expert

Dr. Arif Shaikh

  
Subject Teacher

Dr. Tambe R. S.

Principal

  
Dr. Singar J. R.

Principal

Arts, Commerce and Science College, Satral  
Tal- Rahuri, Dist- Ahmednagar- 413711

4. Value added Course in Soft Skill Training Programme

Pravara Rural Education Society's  
ARTS, COMMERCE AND SCIENCE COLLEGE, SATRAL  
DEPARTMENT OF ENGLISH  
**VALUE ADDED COURSE**  
**SOFT SKILL TRAINING PROGRAMME**



**2018-19**



## A. NOTICE

Pravara Rural Education Society's

Arts, Commerce and Science College, Satral

**DEPARTMENT OF ENGLISH**

**Soft Skill Development Programme**


[2018-19]

**Student Notice**

**Date:- 16/08/2018**

We are excited to announce the commencement of a Soft Skill Training Programme tailored exclusively for you. The Soft Skill Training Programme aims to enhance your behavioral patterns, personality traits, and interpersonal skills to prepare you for success in both academic and professional spheres. The programme will start from 20<sup>th</sup> August 2018. The details of the programme will be communicated shortly.

- Don't miss out on this valuable opportunity to sharpen your soft skills.
- We encourage all students to actively participate and make the most out of this enriching experience.
- For any inquiries or clarifications, please contact to Mr. S. N. Borude, Department of English.

  
S.N. Borude  
[Coordinator]

  
H.O.D.  
Department of English  
Arts, Commerce & Science College, Satral.

  
PRINCIPAL  
Arts, Commerce and Science  
College, Satral, Tal. Rahuri  
Dist. Ahmednagar, 413711



## B. SYLLABUS

Pravara Rural Education Society's

Arts, Commerce and Science College, Satral

### DEPARTMENT OF ENGLISH

The Department of English of Arts, Commerce and Science College organised a workshop on the framing of syllabus for the 'Soft Skill Training Programme' for U.G. students on 13/08/2018 at 10.00 a.m. at English Department. Mr. N. D. Bhandari (Padmashri Vikhe Patil College, Pravaranagar) was invited a Subject Expert. The following course was designed for the said programme at the workshop:

#### INTRODUCTION:

Soft Skills are the need of the hour and are recognized as the most essential skills for greater success in personal, professional and social lives. Soft skills are important because they enable students to adjust to the frustrations and challenges they will encounter in their adult life, as well as the demands of work. Mastering soft skills help students learn, live and work better.

#### Objectives:


- To develop communication skills.
- To make the students aware of the importance of soft skills through demonstration and practice.
- To expose students to right attitudinal and behavioral aspects and to build the same through activities.
- To expose students to right attitudinal and behavioral aspects and to build the same through activities.

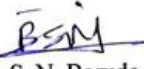
**Course Outcomes:** On completion of the course, student will be able to–

- Able to communicate through verbal/oral communication and improve the listening skills.
- Actively participate in group discussion / meetings / interviews and prepare & deliver presentations.
- Become more effective individual through goal/target setting, self- motivation and creative thinking.


#### Course Syllabus:

UNIT	Name of the Topic	Sub-Topic	Contact Hours
1	Introduction	a) Soft Skill-Meanings and definitions b) Need of the Soft Skill	02
2	Communication Skills	a) What is Communication? b) Effective Communication c) Types of Communication d) Verbal and Non-verbal Communication	04
3	Self- Management and Personality Development	a) SWOT –Analysis b) Self-learning and Management	04
4	Positive Attitude	a) Image building b) Self-motivation c) Self-esteem	04
6	Interview Techniques	a) Interview and its types b) Preparation for the interview c) Stages of interview d) Do's and Don'ts in an interview	04
7	Goal Setting	a) Goal Setting-Meaning b) Short-Term Goal c) Long-Term Goal	04
8	Time and Stress Management	a) Acute Stress b) Chronic Stress c) Emotional Stress d) Battling Burnout	04
9	Leadership Skills	a) Leadership- Meaning b) Authoritarian Leadership. c) Participative Leadership. d) Transactional Leadership. e) Transformational Leadership.	04
<b>Total Contact Hours</b>			<b>30</b>

  
Mr. N. D. Bhandari  
[Subject Expert]

  
Mr. S. N. Borude  
[Course Coordinator]

  
Head, Dept. of English  
**H.O.D.**  
Department of English  
Arts, Commerce & Science College, Satral.

  
Principal  
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