



**Marathwada Shikshan Prasarak Mandal's**

**Sunderrao Solanke Mahavidyalaya, Majalgaon**



**INTERNAL QUALITY ASSURANCE CELL**

**Criterion 1- Curricular Aspects**

**1.2 Academic Flexibility**

**1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years**

**Brochure of Certificate Courses 2017 to 2022**

M.S.P. Mandal's  
Sunderrao Solanke Mahavidyalaya, Majalagaon,  
Dist.- Beed 431131



Certificate Courses  
2021-2022

M.S.P. Mandal's, Sunderrao Solanke Mahavidyalaya, Majalgaon

**List of Certificate Courses 2021-2022**

Sr. No.	Name of the course	Department	Course Coordinator
1	Certificate course in Communicative Skills in English	English	Mr. U. K. Rathod
2	Certificate Course in Instrument Handling	Chemistry	Dr. S. S. Gawali
3	Certificate Course in Election Process	Political Science	Dr. A. S. Pentawar
4	Certificate Course in Office Management and Administration	Public Administration	Dr. D. S. Shinde
5	Certificate Course in Gardner	Botany	Dr. M. S. Wankhade
6	Certificate Course in Account Executive	Commerce	Dr. S. S. Rudrawar
7	Certificate Course in Anganwadi/ Balwadi	Public Administration	Dr. D. S. Shinde
8	Certificate Course in Basic Computer	Computer Science	Mr. V. B. Solanke
9	Certificate Course in Water Conservation and Management	Botany	Dr. I. B. Salunkhe

# Department of English

## Communicative Skills in English Course coordinator – Mr. U. K. Rathod

### Curriculum

#### **Theory Work :**

- Sentence Structure (S,V,O,C,A);
- Parts of Speech and Basic Grammar;
- Use of Auxiliaries verbs;
- Use of Model Auxiliaries verbs;
- Use of Tenses;
- Introduction to Phonetics;
- Use of Dictionary;

#### **Practical Work:**

- Organizing dialogues on various topic related to daily or general exchange;
- Naming routine object;
- Conduct of interview and quiz hour;
- Vocabulary practice;
- Translation exercise;
- Letter writing, essay writing, report writing and proposal writing;
- Preparing Curriculum Vitae and Job Application;
- Narrating a story and experience;
- Home assignment

## Department of English

### Outcome

- Develop self confidence in regard with English Language.
- Write grammatically correct sentences.
- Talking English properly.
- Draft the scripts correctly.
- Comprehend British accent of English Language.
- Face interviews confidently

### Duration

- 6 Months

### Evaluation

Internal Theory Marks	Theory Marks	Practical Marks	Total Marks
20	30	50	100

# Department of Chemistry

## Instrument Handling Course coordinator – Dr. S. S. Gawali

### Curriculum

**Basic Principles, Working and Applications of following instruments for analytical purpose**

1. Atomic absorption spectrophotometer (AAS)
2. Fourier Transform Infrared Spectrometer (FT-IR)
3. UV/Visible double beam spectrophotometer
4. Flame Photometer
5. Thermogravimetry
6. HPLC/GLC
7. Digital water Analyzer
8. Colorimeter
9. Conductometer
10. Potentiometer
11. Digital Melting Point

## Department of Chemistry

### Outcome

- To develop an understanding of the range and uses of analytical methods in chemistry
- To develop an understanding of the broad role of the chemist in measurement and problem solving for analytical tasks.
- To provide an understanding of chemical methods employed for elemental and compounds.
- An ability to employ critical thinking and efficient problem-solving skills in the four basic areas of chemistry.
- An ability to conduct experiments, analyze data, and interpret results, while observing responsible and ethical scientific conduct.

### Duration

- 3 Months

### Evaluation

Internal Theory Marks	Theory Marks	Practical Marks	Total Marks
20	30	50	100

# Department of Political Science

## Election Process

Course coordinator – Dr. A. S. Pentawar

### Curriculum

#### Unit I- Election Commission

- National Election Commission, Sate Election Commission

#### Unit II- Nature & Process of Election

- Voters Registration & Election Notification
- Election Process in LSG
- Voting Machine & Equipment's
- Election Campaign & Voting

#### Unit III- Election Code of Conduct

- Code of Conduct: Meaning & Importance
- Code of Conduct in Election Period
- Code of Conduct for Political Parties & Candidates

#### Unit IV- Election & Counting Process

- Voter & Candidate
- Important Factors in Voting Process
- Voting, Counting & Declaration of Results



## Department of Political Science

### Outcome

- To sensitize the learner about election process and develop basic understanding of elections and their process.
- To create awareness about election process including the voter awareness issues.
- To create a meaningful understanding of election process in Indian democracy.
- To sensitize students about the awareness of voting & election process in India.
- To make students aware of their election rights and process.
- Promotion of understanding of voter's ethics, gender equality in elections

### Duration

- 1 Months

### Evaluation

Internal Theory Marks	Theory Marks	Practical Marks	Total Marks
20	30	50	100

# Department of Public Administration

## Office Management and Administration Course coordinator – Dr. D. S. Shinde

### Curriculum

#### General Component

- Linguistic Proficiency
- Environment Science
- Principals of Management & Office Services

#### Skill Component

- Secretarial Procedures (Voc.-I)
- Computer Applications in Office (Voc.- II)
- Lab/Workshop on Secretarial Procedures
- Lab/Workshop Computer Applications in Office

## Department of Public Administration

### Outcome

- To sensitize the learner about office management and develop basic understanding of office management and their work.
- To create a meaningful understanding of office management in India.
- To sensitize students about the awareness of systematic work in offices.
- Promotion of understanding of employees' ethics, gender equality in office management work.

### Duration

- 6 Months

### Evaluation

Internal Theory Marks	Theory Marks	Practical Marks	Total Marks
20	30	50	100

# Department of Botany

## Gardener

Course coordinator – Dr. M. S. Wankhade

### Curriculum

#### Theory

- Introduction of Gardener
- Plantation maintenance and care of Garden
- Designing of Garden Components
- Nursery Management and Propagation of plant material
- Health and Safety at the work place
- Unique equipment required

#### Practical

- Introduction of Gardener
- Plantation maintenance and care of Garden
- Designing of Garden Components
- Nursery Management and Propagation of plant material
- Health and Safety at the work place
- Unique equipment required

## Department of Botany

### Outcome

- To Identify and use of basic tools, equipment and material required in gardening
- To layout and design the garden
- To maintain the garden
- To get practical hand and knowledge of different technique used in gardening
- To become well versed with environment health and safty

### Duration

- 6 Months

### Evaluation

Internal Theory Marks	Theory Marks	Practical Marks	Total Marks
20	30	50	100

# Department of Commerce

## Account Executive

Course coordinator – Dr. S. S. Rudrawar

### Curriculum

#### Theory

- Introduction to Accountancy and Recording Receipts
  - Recording Receipts
  - Recording for Provisions
  - Recording for provisions
  - Preparation of Bank Reconciliation
  - Preparation of Depreciation Worksheet
  - Preparing and presenting reports on Profit and Loss account, Ledger balance
-

## Department of Commerce

### Outcome

- Maintain records of defined receipts and payments
- Account for provisions
- Prepare Bank Reconciliation Statement (BRS) and Depreciation schedule
- Compile and present periodical statements of extracts from ledgers to show total amount of receipts and expenditure of the company, profits earned or losses incurred etc.

### Duration

- 3 Months

### Evaluation

Internal Theory Marks	Theory Marks	Practical Marks	Total Marks
20	30	50	100

# Department of Public Administration

## Anganwadi/Balwadi Shevika

Course coordinator – Dr. D. S. Shinde

### Curriculum

- 1. Child Education History and Importance:** Balwadi Child: Objectives of Education and Rights of Children, Child Education National Development, Importance of Child Welfare Programme, Child Welfare in IndiaBalkalyan Yojana, Child Rights, UNICEF's work on child rights.
- 2. Child Psychology:** What is Child Psychology? Objectives of Child Psychology, Growth and Development of Child, Characteristics of Growth and Development, Gestation of Children, Different Needs of Children, Physical and Mental Needs Interrelationship of Maturity and Education Importance of Educational Maturity, Attention of Children
- 3. Child Education Methodology Child Education** Meaning, Attention and Interests, Development of Internal and External Qualities, Child Activity, Child Behavior Peer Association, Persistence, Emotional Development Early Childhood.
- 4. Language Learning Conversation Development,** Communication Disorders Stuttering, Word Pronunciation, Sentence Structure, Folklore, Development of Good Communication Skills Enhancing Vocabulary, Enhancing Comprehension.
- 5. Demonstration:** class lectures, use of educational materials, activities, hands-on experience.



## Department of Public Administration

### Outcome

- This certificate course provides an opportunities to work in Govt. services
- The students who will completed the course can start their own independent Anganwadi/Balwadi.

### Duration

- 6 Months

### Evaluation

Theory Marks	Practical Marks	Total Marks
80	20	100

# Department of Computer Science

## Basic Computer Course

Course coordinator – Mr. V. B. Solanke

### Curriculum

- 1. Introduction**, Characteristics & features of Computers, Components of Computers  
Computer Generation & Classification  
Generation of Computers: First to Fifth,  
Classification of Computers
- 2. Computer Memory:** Types of Memory (Primary and Secondary) RAM, ROM, PROM, EPROM
- 3. Secondary Storage Devices** (FD, CD, HD, Pen drive, DVD, Tape Drive, DAT)
- 4. I/O Devices Input Devices:** Touch screen, OMR, OBR, OCR, Light pen Output Devices: Scanners, Digitizers, Plotters, LCD, Plasma Display, Printers
- 5. Operating system Concepts** What is Operating System Functions of Operating System Types of Operating System

## Department of Computer Science

### Outcome

- To enhance the knowledge of the student retard to computer application.
- To use the keypad effectively.
- To make familiar to operating system of computer.
- To make familiar to input output devices.
- To know Generation of Computer.

### Duration

- 3 Months

### Evaluation

Theory Marks	Practical Marks	Total Marks
80	20	100

# Department of Botany

## **Water Conservation and Management**

Course coordinator – Dr. I. B. Salunkhe

### Curriculum

#### **Unit I – Water conservation**

What is water Conservation

Goals of water Conservation

#### **Unit II – Way to conserve the water**

Methods used for water conservation

Water Conservation Technology

Water reuse

#### **Unit III – Objective of Water Conservation**

Goals of water Conservation

Water conservation facts

Public education and awareness

#### **Unit IV – Water management**

Need of water management

Methods used for water management

Importance of water Conservation

## Department of Botany

### Outcome

- This certificate course provides the awareness among the students of the water conservation and its management.
- The students will understand the importance of the water in the day to day life of the man.
- It gives the detail idea to the students about the different technique used for the water conservation and management.

### Duration

- 6 Months

### Evaluation

Theory Marks	Practical Marks	Total Marks
80	20	100

  
**Coordinator**  
Internal Quality Assurance Cell (IQAC)  
Sunderrao Solanke Mahavidyalaya,  
Majalgaon, Dist. Beed (MS)



  
**PRINCIPAL**  
Sunderrao Solanke Mahavidyalaya  
Majalgaon Dist. Beed (M.S.)

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Certificate Courses  
2022-2023

M.S.P. Mandal's, Sunderrao Solanke Mahavidyalaya, Majalgaon

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2	Certificate Course in Instrument Handling	Chemistry	Dr. S. A. Dake
3	Certificate Course in Election Process	Political Science	Dr. A. S. Pentawar
4	Certificate Course in Account Executive	Commerce	Dr. S. S. Rudrawar
5	Certificate Course in Water Conservation and Management	Botany	Dr. I. B. Salunkhe
6	Certificate Course in Soil and Water Analysis	Chemistry	Mr. S. C. Motekar

# Department of English

## Communicative Skills in English Course coordinator – Mr. U. K. Rathod

### Curriculum

#### **Theory Work :**

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### Outcome

- Develop self confidence in regard with English Language.
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### Duration

- 6 Months

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## Instrument Handling Course coordinator – Dr. S. A. Dake

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Course coordinator – Dr. A. S. Pentawar

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## Account Executive

Course coordinator – Dr. S. S. Rudrawar

### Curriculum

#### Theory

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- Preparing and presenting reports on Profit and Loss account, Ledger balance

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### Duration

- 3 Months

### Evaluation

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20	30	50	100

# Department of Botany

## Water Conservation and Management

Course coordinator – Dr. I. B. Salunkhe

### Curriculum

#### **Unit I – Water conservation**

What is water Conservation

Goals of water Conservation

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Water Conservation Technology

Water reuse

#### **Unit III – Objective of Water Conservation**

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Water conservation facts

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#### **Unit IV – Water management**

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Importance of water Conservation



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### Outcome

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- The students will understand the importance of the water in the day to day life of the man.
- It gives the detail idea to the students about the different technique used for the water conservation and management.

### Duration

- 6 Months

### Evaluation

Theory Marks	Practical Marks	Total Marks
80	20	100

# Department of Chemistry

## Soil and Water Analysis Course coordinator – Mr. S. C. Motekar

### Curriculum

#### Theory

- Importance of Agriculture in India and Agro-chemistry
- Soil chemistry- What is soil? Physical and Chemical properties of soil and components of soil.
- Problematic soils Acidic soils, Alkaline soils, Saline soils and their reclamation
- Soil testing objectives of soil testing, sampling and analysis of sample
- Water Sources, impurities in water, hardness of water
- Disadvantage of hard water, ion exchange or demineralization of water.
- Drinking water or municipal water Purification of water for domestic use

#### Practical

- Determination of pH of soil and classification as acidic or basic soils.
- Determination of electrical conductance of soil and hence total soluble salt contents.
- Determination of Calcium Carbonate ( $\text{CaCO}_3$ ) content of soils.
- Determination of Gypsum requirement of alkaline soils.
- Determination of available Phosphorous from soils by Colorimetric method
- Determination of Potassium from soil by flame photometer.
- Determination of pH of water samples.
- Determination of electrical conductance of water samples and hence total soluble salt contents.

## Department of Chemistry

### Outcome

- To inculcate scientific temperament among the students to take up farming
- To increase quality and quantity of crops
- To promote awareness amongst the students to take agriculture as industry by applying scientific majors

### Duration

- 3 Months

### Evaluation

Internal Theory Marks	Theory Marks	Practical Marks	Total Marks
20	30	50	100

  
**Coordinator**  
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Certificate Courses  
2020-2021

M.S.P. Mandal's, Sunderrao Solanke Mahavidyalaya, Majalgaon

**List of Certificate Courses 2020-2021**

Sr. No.	Name of the course	Department	Course Coordinator
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2	Certificate Course in Soil and Water Analysis	Chemistry	Dr. A. A. Kachare
3	Certificate Course in Gardner	Botany	Dr. M. S. Wankhade
4	Certificate Course in Office Management and Administration	Public Administration	Dr. D. S. Shinde
5	Certificate Course in Anganwadi/Balwadi	Public Administration	Dr. D. S. Shinde
6	Certificate Course in Basic Computer	Computer Science	Mr. V. B. Solanke
7	Certificate Course in Water Conservation and Management	Botany	Dr. I. B. Salunkhe

# Department of Commerce

## Account Executive

Course coordinator – Dr. S. S. Rudrawar

### Curriculum

#### Theory

- Introduction to Accountancy and Recording Receipts
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### Duration

- 3 Months

### Evaluation

Internal Theory Marks	Theory Marks	Practical Marks	Total Marks
20	30	50	100

## Soil and Water Analysis Course coordinator – Dr. A. A. Kachare

### Curriculum

#### Theory

- Importance of Agriculture in India and Agro-chemistry
- Soil chemistry- What is soil? Physical and Chemical properties of soil and components of soil.
- Problematic soils Acidic soils, Alkaline soils, Saline soils and their reclamation
- Soil testing objectives of soil testing, sampling and analysis of sample
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#### Practical

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- Determination of available Phosphorous from soils by Colorimetric method
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- Determination of pH of water samples.
- Determination of electrical conductance of water samples and hence total soluble salt contents.



## Department of Chemistry

### Outcome

- To inculcate scientific temperament among the students to take up farming
- To increase quality and quantity of crops
- To promote awareness amongst the students to take agriculture as industry by applying scientific majors

### Duration

- 3 Months

### Evaluation

Internal Theory Marks	Theory Marks	Practical Marks	Total Marks
20	30	50	100

# Department of Botany

## Gardener

Course coordinator – Dr. M. S. Wankhade

### Curriculum

#### Theory

- Introduction of Gardener
- Plantation maintenance and care of Garden
- Designing of Garden Components
- Nursery Management and Propagation of plant material
- Health and Safety at the work place
- Unique equipment required

#### Practical

- Introduction of Gardener
- Plantation maintenance and care of Garden
- Designing of Garden Components
- Nursery Management and Propagation of plant material
- Health and Safety at the work place
- Unique equipment required

## Department of Botany

### Outcome

- To Identify and use of basic tools, equipment and material required in gardening
- To layout and design the garden
- To maintain the garden
- To get practical hand and knowledge of different technique used in gardening
- To become well versed with environment health and safty

### Duration

- 6 Months

### Evaluation

Internal Theory Marks	Theory Marks	Practical Marks	Total Marks
20	30	50	100

# Department of Public Administration

## Office Management and Administration Course coordinator – Dr. D. S. Shinde

### Curriculum

#### General Component

- Linguistic Proficiency
- Environment Science
- Principals of Management & Office Services

#### Skill Component

- Secretarial Procedures (Voc.-I)
- Computer Applications in Office (Voc.- II)
- Lab/Workshop on Secretarial Procedures
- Lab/Workshop Computer Applications in Office

## Department of Public Administration

### Outcome

- To sensitize the learner about office management and develop basic understanding of office management and their work.
- To create a meaningful understanding of office management in India.
- To sensitize students about the awareness of systematic work in offices.
- Promotion of understanding of employees' ethics, gender equality in office management work.

### Duration

- 6 Months

### Evaluation

Internal Theory Marks	Theory Marks	Practical Marks	Total Marks
20	30	50	100

# Department of Public Administration

## Anganwadi/Balwadi Shevika

Course coordinator – Dr. D. S. Shinde

### Curriculum

- 1. Child Education History and Importance:** Balwadi Child: Objectives of Education and Rights of Children, Child Education National Development, Importance of Child Welfare Programme, Child Welfare in IndiaBalkalyan Yojana, Child Rights, UNICEF's work on child rights.
- 2. Child Psychology:** What is Child Psychology? Objectives of Child Psychology, Growth and Development of Child, Characteristics of Growth and Development, Gestation of Children, Different Needs of Children, Physical and Mental Needs Interrelationship of Maturity and Education Importance of Educational Maturity, Attention of Children
- 3. Child Education Methodology Child Education** Meaning, Attention and Interests, Development of Internal and External Qualities, Child Activity, Child Behavior Peer Association, Persistence, Emotional Development Early Childhood.
- 4. Language Learning Conversation Development,** Communication Disorders Stuttering, Word Pronunciation, Sentence Structure, Folklore, Development of Good Communication Skills Enhancing Vocabulary, Enhancing Comprehension.
- 5. Demonstration:** class lectures, use of educational materials, activities, hands-on experience.

## Department of Public Administration

### Outcome

- This certificate course provides an opportunities to work in Govt. services
- The students who will completed the course can start their own independent Anganwadi/Balwadi.

### Duration

- 6 Months

### Evaluation

Theory Marks	Practical Marks	Total Marks
80	20	100

# Department of Computer Science

## Basic Computer Course

Course coordinator – Mr. V. B. Solanke

### Curriculum

- 1. Introduction,** Characteristics & features of Computers, Components of Computers  
Computer Generation & Classification  
Generation of Computers: First to Fifth,  
Classification of Computers
- 2. Computer Memory:** Types of Memory (Primary and Secondary) RAM, ROM, PROM, EPROM
- 3. Secondary Storage Devices** (FD, CD, HD, Pen drive, DVD, Tape Drive, DAT)
- 4. I/O Devices Input Devices:** Touch screen, OMR, OBR, OCR, Light pen Output Devices: Scanners, Digitizers, Plotters, LCD, Plasma Display, Printers
- 5. Operating system Concepts** What is Operating System Functions of Operating System Types of Operating System



## Department of Computer Science

### Outcome

- To enhance the knowledge of the student retard to computer application.
- To use the keypad effectively.
- To make familiar to operating system of computer.
- To make familiar to input output devices.
- To know Generation of Computer.

### Duration

- 3 Months

### Evaluation

Theory Marks	Practical Marks	Total Marks
80	20	100

# Department of Botany

## Water Conservation and Management

Course coordinator – Dr. I. B. Salunkhe

### Curriculum

#### **Unit I – Water conservation**

What is water Conservation

Goals of water Conservation

#### **Unit II – Way to conserve the water**

Methods used for water conservation

Water Conservation Technology

Water reuse

#### **Unit III – Objective of Water Conservation**

Goals of water Conservation

Water conservation facts

Public education and awareness

#### **Unit IV – Water management**

Need of water management

Methods used for water management

Importance of water Conservation

## Department of Botany

### Outcome

- This certificate course provides the awareness among the students of the water conservation and its management.
- The students will understand the importance of the water in the day to day life of the man.
- It gives the detail idea to the students about the different technique used for the water conservation and management.

### Duration

- 6 Months

### Evaluation

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2019-2020

**M.S.P. Mandal's, Sunderrao Solanke Mahavidyalaya, Majalgaon**

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2	Certificate Course in Basic Computer	Computer Science	Mr. V. B. Solanke
3	Certificate Course in Water Conservation	Botany	Dr. I. B. Salunkhe
4	Diploma Course in Tax Assistant	Commerce	Mr. N. R. Dhawale

# Department of Public Administration

## Anganwadi/Balwadi Shevika

Course coordinator – Dr. D. S. Shinde

### Curriculum

- 1. Child Education History and Importance:** Balwadi Child: Objectives of Education and Rights of Children, Child Education National Development, Importance of Child Welfare Programme, Child Welfare in IndiaBalkalyan Yojana, Child Rights, UNICEF's work on child rights.
- 2. Child Psychology:** What is Child Psychology? Objectives of Child Psychology, Growth and Development of Child, Characteristics of Growth and Development, Gestation of Children, Different Needs of Children, Physical and Mental Needs Interrelationship of Maturity and Education Importance of Educational Maturity, Attention of Children
- 3. Child Education Methodology Child Education** Meaning, Attention and Interests, Development of Internal and External Qualities, Child Activity, Child Behavior Peer Association, Persistence, Emotional Development Early Childhood.
- 4. Language Learning Conversation Development,** Communication Disorders Stuttering, Word Pronunciation, Sentence Structure, Folklore, Development of Good Communication Skills Enhancing Vocabulary, Enhancing Comprehension.
- 5. Demonstration:** class lectures, use of educational materials, activities, hands-on experience.

## Department of Public Administration

### Outcome

- This certificate course provides an opportunities to work in Govt. services
- The students who will completed the course can start their own independent Anganwadi/Balwadi.

### Duration

- 6 Months

### Evaluation

Theory Marks	Practical Marks	Total Marks
80	20	100

# Department of Computer Science

## Basic Computer Course

Course coordinator – Mr. V. B. Solanke

### Curriculum

- 1. Introduction,** Characteristics & features of Computers, Components of Computers  
Computer Generation & Classification  
Generation of Computers: First to Fifth,  
Classification of Computers
- 2. Computer Memory:** Types of Memory (Primary and Secondary) RAM, ROM, PROM, EPROM
- 3. Secondary Storage Devices** (FD, CD, HD, Pen drive, DVD, Tape Drive, DAT)
- 4. I/O Devices Input Devices:** Touch screen, OMR, OBR, OCR, Light pen Output Devices: Scanners, Digitizers, Plotters, LCD, Plasma Display, Printers
- 5. Operating system Concepts** What is Operating System Functions of Operating System Types of Operating System



## Department of Computer Science

### Outcome

- To enhance the knowledge of the student retard to computer application.
- To use the keypad effectively.
- To make familiar to operating system of computer.
- To make familiar to input output devices.
- To know Generation of Computer.

### Duration

- 3 Months

### Evaluation

Theory Marks	Practical Marks	Total Marks
80	20	100

# Department of Botany

## Water Conservation and Management

Course coordinator – Dr. I. B. Salunkhe

### Curriculum

#### **Unit I – Water conservation**

What is water Conservation  
Goals of water Conservation

#### **Unit II – Way to conserve the water**

Methods used for water conservation  
Water Conservation Technology  
Water reuse

#### **Unit III – Objective of Water Conservation**

Goals of water Conservation  
Water conservation facts  
Public education and awareness

#### **Unit IV – Water management**

Need of water management  
Methods used for water management  
Importance of water Conservation

## Department of Botany

### Outcome

- This certificate course provides the awareness among the students of the water conservation and its management.
- The students will understand the importance of the water in the day to day life of the man.
- It gives the detail idea to the students about the different technique used for the water conservation and management.

### Duration

- 6 Months

### Evaluation

Theory Marks	Practical Marks	Total Marks
80	20	100

# Department of Commerce

## Diploma in Tax Assistant

Course Coordinator - Mr. N. R. Dhawale

### Curriculum

1. Linguistic Proficiency
2. Fundamentals of Accounting Financial Mathematics
3. Voc. Paper-I – Direct Tax
4. Voc. Paper-II- Computerized Accounting - I
5. Lab/Workshop on Direct Tax
6. Lab/Workshop on Computerized Accounting -I
7. Business Communication
8. Professional Ethics & Moral Values
9. Computer Application in BusinessV
10. Voc. Paper III- Good & Service Tax
11. Voc. Paper IV- Computerized Accounting –II
  1. Lab/Workshop on Good & Service Tax
  2. Lab/Workshop on Computerized Accounting -II

## Department of Commerce

### Outcome

- To familiarize the students with accounting as an information system.
- To acquaint the students with basic concepts of accounting and accounting standards & develop the skills of using accounting equation in processing business transactions.
- To develop an understanding about recording of business transactions and preparation of financial statements.
- To develop a skill of using Excel & DBMS for generating various type of accounting information.

### Duration

- 1 Year

### Evaluation

Theory Marks	Practical Marks	Total Marks
80	20	100

  
**Coordinator**  
Internal Quality Assurance Cell (IQAC)  
Sunderrao Solanke Mahavidyalaya,  
Majalgaon, Dist. Beed (MS)



  
**PRINCIPAL**  
Sunderrao Solanke Mahavidyalaya  
Majalgaon Dist. Beed (M.S.)

M.S.P. Mandal's  
Sunderrao Solanke Mahavidyalaya, Majalagaon,  
Dist.- Beed 431131



Certificate Courses  
2018-2019

**List of Certificate Courses 2018-2019**

Sr. No.	Name of the course	Department	Course Coordinator
1	Certificate Course in Anganwadi/ Balwadi	Public Administration	Dr. D. S. Shinde
2	Certificate Course in Basic Computer	Computer Science	Mr. V. B. Solanke
3	Certificate Course in Water Conservation	Botany	Dr. I. B. Salunkhe
4	Diploma Course in Tax Assistant	Commerce	Mr. N. R. Dhawale

# Department of Public Administration

## Anganwadi/Balwadi Shevika

Course coordinator – Dr. D. S. Shinde

### Curriculum

- 1. Child Education History and Importance:** Balwadi Child: Objectives of Education and Rights of Children, Child Education National Development, Importance of Child Welfare Programme, Child Welfare in IndiaBalkalyan Yojana, Child Rights, UNICEF's work on child rights.
- 2. Child Psychology:** What is Child Psychology? Objectives of Child Psychology, Growth and Development of Child, Characteristics of Growth and Development, Gestation of Children, Different Needs of Children, Physical and Mental Needs Interrelationship of Maturity and Education Importance of Educational Maturity, Attention of Children
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- 5. Demonstration:** class lectures, use of educational materials, activities, hands-on experience.



## Department of Public Administration

### Outcome

- This certificate course provides an opportunities to work in Govt. services
- The students who will completed the course can start their own independent Anganwadi/Balwadi.

### Duration

- 6 Months

### Evaluation

Theory Marks	Practical Marks	Total Marks
80	20	100

# Department of Computer Science

## Basic Computer Course

Course coordinator – Mr. V. B. Solanke

### Curriculum

- 1. Introduction**, Characteristics & features of Computers, Components of Computers  
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## Department of Computer Science

### Outcome

- To enhance the knowledge of the student retard to computer application.
- To use the keypad effectively.
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- To make familiar to input output devices.
- To know Generation of Computer.

### Duration

- 3 Months

### Evaluation

Theory Marks	Practical Marks	Total Marks
80	20	100

# Department of Botany

## Water Conservation and Management

Course coordinator – Dr. I. B. Salunkhe

### Curriculum

#### **Unit I – Water conservation**

What is water Conservation

Goals of water Conservation

#### **Unit II – Way to conserve the water**

Methods used for water conservation

Water Conservation Technology

Water reuse

#### **Unit III – Objective of Water Conservation**

Goals of water Conservation

Water conservation facts

Public education and awareness

#### **Unit IV – Water management**

Need of water management

Methods used for water management

Importance of water Conservation

## Department of Botany

### Outcome

- This certificate course provides the awareness among the students of the water conservation and its management.
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### Duration

- 6 Months

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Theory Marks	Practical Marks	Total Marks
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# Department of Commerce

## Diploma in Tax Assistant

Course Coordinator - Mr. N. R. Dhawale

### Curriculum

1. Linguistic Proficiency
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- To familiarize the students with accounting as an information system.
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Certificate Courses  
2017-2018



**M.S.P. Mandal's, Sunderrao Solanke Mahavidyalaya, Majalgaon**

**List of Certificate Courses 2017-2018**

<b>Sr. No.</b>	<b>Name of the course</b>	<b>Department</b>	<b>Course Coordinator</b>
1	Certificate Course in Anganwadi/ Balwadi	Public Administration	Dr. D. S. Shinde
2	Certificate Course in Basic Computer	Computer Science	Mr. V. B. Solanke
3	Certificate Course in Water Conservation	Botany	Dr. I. B. Salunkhe

# Department of Public Administration

## Anganwadi/Balwadi Shevika

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### Curriculum

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## Department of Public Administration

### Outcome

- This certificate course provides an opportunities to work in Govt. services
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# Department of Computer Science

## Basic Computer Course

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# Department of Botany

## Water Conservation and Management

Course coordinator – Dr. I. B. Salunkhe

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