



## A Report of the Certificate Course in 'Communicative Skills in English'

**Academic Year-2021-22**

To fulfill the aims and objectives of the institution, the Dept. of English introduced the Certificate Course in Communicative Skills in English in this academic year. The Department conducted an entrance test for the course in Communicative Skills in English on 14 Dec. 2021 at 4.00 pm. Sixty three students were appeared for the entrance test out of which 30 students were selected for the class and the merit list is displayed on the board. The Course in the Communicative Skills in English is of six months.

After completing the class, the students feel confident in communication. As the Communication English practice is never ending process, so the students are aware of it . However, the students are using English communication for their day to day activity.



Head.

Dept. of English.

Head  
Department of English,  
Sunderrao Solanke Mahavidyalaya,  
Majalgaon Dist. Beed. PIN 431131 (M.S)

OMSP Mandal's

Sunderrao Solanke Mahavidyalaya, Majalgaon

Department of English

Certificate Course in **Communicative Skills in English**

Syllabus

- 1) Sentence Structure (S,V,O,C,A);
- 2) Parts of Speech and Basic Grammar;
- 3) Use of Auxiliaries verbs;
- 4) Use of Model Auxiliaries verbs;
- 5) Use of Tenses;
- 6) Introduction to Phonetics;
- 7) Use of Dictionary;

Practical Work:

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



  
Dr. S.B. Deshmule  
Head  
Department of English,  
Sunderrao Solanke Mahavidyalaya,  
Majalgaon Dist. Beed. PIN 431131 (M.S)

## Notice

Date: 01/12/2021

All the senior college students are hereby informed that Dept. of English is going to start the Certificate Course in “**Communicative Skills in English**” for the academic year 2021-22. Those students who are interested to join this course are informed to appear for Common Entrance Test on **14/12/2021** at **4:00** pm to **5:00** pm in Hall No **35, & 36**. Only **30** students will be selected for the course.

  
**Principal**  
Sundarrao Solanke Mahavidyalaya  
Majalgaon (C. Dist. S.)  
**Principal**

**M.S.P. Mandal's**

**Sunderrao Solanke Mahavidhyalaya Majalgaon Dist Beed**

**NOTICE**

Date: 03/01/2022

All the students of Certificate Course in Communicative Skills in English are hereby informed that the class will start on 10/01/2022 at 4.00 p.m. So it is directed that they should take the admission (by process) for this class.

  
Principal  
Sunderrao Solanke Mahavidyalaya  
Majalgaon Dist. Beed. (M.S.)

OMSP Mandal's

Sunderrao Solanke Mahavidyalaya, Majalgaon

Department of English

Certificate Course in **Communicative Skills in English**

Syllabus

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- 2) Parts of Speech and Basic Grammar;
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Practical Work:

- 1) Organizing dialogues on various topic related to daily or general exchange;
- 2) Naming routine object;
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- 4) Vocabulary practice;
- 5) Translation exercise;
- 6) Letter writing, essay writing, report writing and proposal writing;
- 7) Preparing Curriculum Vitae and Job Application;
- 8) Narrating a story and experience;
- 9) Home assignment



*S.B.*

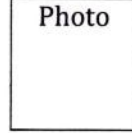
Dr. S. B. Deshmukh

Head

Department of English,  
Sunderrao Solanke Mahavidyalaya,  
Majalgaon Dist. Beed. PIN 431131 (M.S.)

MSP Mandal's  
Sunderrao Solanke Mahavidhyalaya Majalgaon Dist Beed  
Department of English  
Certificate Course in Communicative Skills in English

Admission Form



1. PRN No.....
2. Name.....
3. Class.....Roll No.....
4. Subject taken.....
5. Sex: Male/Female    Caste Category:
6. Date of Birth.....Cell No/WhatsApps No.
7. Email Id:.....
8. Address:

I hereby declare that the information furnished above is true to the best of my knowledge and belief, failing with my admission shall stand cancelled.

Signature of the Parents/Guardian

Signature of the candidates

(HOD) Dept. of English

Principal

# Sunderrao Solanke Mahavidyalaya, Majalgaon

Communicative Skills in English

## List of Selected Students

Sr.No.	Students Name
1	Panchal Aniket Bramhadeo
2	Solanke Vivek Dattatray
3	Bhole Anushka Pravin
4	Shendge Vaishnavi Vitthalrao
5	Salve Vidyasagar Tatyasaheb
6	Hoke Pratiksha Gangadhar
7	Waghmare Suraj Kishor
8	Dayma Payal Rambilas
9	Mahamuni Shreya Sujit
10	Mogarekar Vaishnavi Balasaheb
11	Golande Madhuri Mukund
12	Lokre Sakshi Sanjay
13	Zute Vaishnavi Kamlakar
14	Patki Shravni Ramesh
15	Mogrekar Mayuri Ramesh
16	Solanke Snehal Kalyanrao
17	Pathan Juber Nihalkhan
18	Takat Sandip Tulshidas
19	Alse Vaishnavi Munjaba
20	Annadate Siddhant Bharat
21	Biyani Aniket Zumbarlalji
22	Jangid Harsh Satyaprem
23	Shilpe Ganesh Bhagwan
24	Dahale Shantanu Shripad
25	Sayad Nabil Zaki
26	Shinde Vaibhav Rambhau
27	Pujari Balasaheb Narendra
28	Naybal Aditi Kisan
29	Mendke Sandhya Dnyaneshwar
30	Shaikh Kashish Rahim

**Year-wise List of Students Admitted 2022-2023**

<b>Sr. No.</b>	<b>Name of the student</b>	<b>Class</b>
1.	ShereShamika Sunilrao	B.Sc. F.Y.
2.	Kale Aarti Ganesh	B.A.F.Y.
3.	Taur Vidya Vijay	B. Sc.F.Y.
4.	AageNikita Vitthal	B. Sc.F.Y.
5.	GadhekarRutuja Babasaheb	B. Sc.F.Y.
6.	SolankeAkanksha Satyprem	B. Sc.F.Y.
7.	BochareGitanjali Bhagwan	B. Sc.F.Y.
8.	AlzendeSwapnali Babasaheb	B. Sc.F.Y.
9.	Rathod Nita Laxman	B. Sc.F.Y.
10.	Gayakwad Mahadev Arun	B. A. S.Y.
11.	NaiknawareNakul Bhagwat	B. Sc.F.Y.
12.	Chumbale Aditya Kailasrao	B. Sc.F.Y.
13.	Hoke Yashwant Kalyan	B. Sc.F.Y.
14.	Shaikh NamreenAaraSalimaddin	B. A.F.Y.
15.	SalunkeAvinash Ankush	B. Sc.F.Y.
16.	Chumbale SonaliRajebhau	B. Sc.F.Y.
17.	Tole Shamal Pandurang	B. Sc.F.Y.
18.	MaskeTejasBalasaheb	B. A.F.Y.
19.	ShahuVivek Chandraprakash	B. A.F.Y.
20.	Savant Kiran Bhagwan	B. C.A.F.Y
21.	Sheikh Sana Khurshid	B. Sc.F.Y.
22.	NaiknawareVaishnavi Dadasaheb	B. Sc.F.Y.
23.	KatareRutuja Datta	B. Sc.F.Y.
24.	Shaikh Saniya Nasiroddin	B. A. F. Y.
25.	Gaikwad VaishnaviBalasheb	B. Sc. F.Y.
26.	Rathod Dnyaneshwar Laxman	B. Sc. F.Y.
27.	Gawade Surekha Shiwaji	B. Sc. F.Y.
28.	Sawant Karan Sarjerao	B. Sc. F.Y.
29.	Yewale Saurav Madan	B.C.A. F.Y.
30.	Pawar AniketAnirudha	B.Sc. F.Y.





Sunderrao Solanke Mahavidyalaya Majalgaon Dist Beed

Communicative Skills in English

Waiting List

Sr.	Student Name
1	Rabud Snehal Ramesh
2	Sharma Tejas Shrikisan
3	Kakde Vaishnavi Vinod
4	Mogrekar Dnyaneshwari Umesh
5	Bagade Pallavi Kashinath
6	Kothawale Pratiksha Bibisahan
7	Mane Pratiksha Yuvraj
8	Yewale Mahesh Uttamrao
9	Salve Amit Deepak



Dr. S. B. Deshmukh

Head  
Department of English,  
Sunderrao Solanke Mahavidyalaya,  
Majalgaon Dist. Beed. PIN 431131 (M.S.)



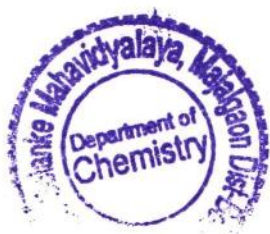
M.S.P. Mandal's  
Sunderrao Solanke Mahavidyalaya Majalgaon  
DEPARTMENT CHEMISTRY [2022-2023]

## NOTICE

Date: 01/09/ 2022

This is informed to all the students of B.Sc, The department of chemistry of the college is going to organize chemistry certificate course on the topic Instrument Handling in academic year 2022-2023. This course is about 45 hours after completion of course 50 marks multiple choice based exam were conducted and then student issue the course certificate.

Course Duration- 3 Months from 5/09/2022 to 15/12/2022



Principal  
Principal  
Sunderrao Solanke Mahavidyalaya  
Majalgaon Dist- Beed.(M.S.)



M. S. P. Mandals

**SUNDERRAO SOLANKE MAHAVIDYALAYA MAJALGAON**

**DEPARTMENT OF CHEMISTRY**

**Certificate Course for B. Sc. I, II & III**

**Name of the course: Certificate Course in Instrument Handling**

**(Course Duration- 3 Months from 5/09/2022 to 15/12/2022)**

**Time – Table Academic Year 2022-2023**

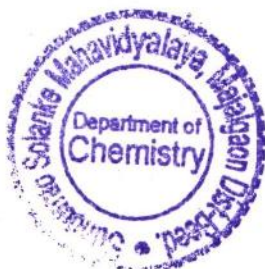
**Time: 4.30 to 5.30**

Days	Name of Faculty
Mon.	SNI
Tue.	SCM
Wed.	AAK
Thu.	SAD
Fri.	SSG

Sr. No	Name of Faculty	Theory
1	SNI = Dr. S.N. Ipper	01
2	SCM = Mr. S.C. Motekar	01
3	AAK = Dr. A.A Kachare	01
4	SAD = Dr. S. A. Dake	01
5	SSG = Dr. S. S. Gawali	01

(Dr. S A Dake)

Course Coordinator



  
Head

Department of Chemistry  
Department Of Chemistry  
Sunderrao Solanke Mahavidyalaya  
Majalgaon, Dist. Beed.



## Certificate Course in Instrument Handling

### Aims and Objectives:

1. To bridge gap between academic and Industries.
2. Conventional and Modern Analytical Techniques are introduced in this course.
3. Along with principle and instrumentation, instrument handling and its application are introduced in this course
4. By seeking admission to this course student can improve their skill of instrument handling and become expert
5. This course will provide a platform to realize the work conducted in QC/QA department of various chemical and pharmaceutical industries.
6. Such kind of experience of instrument handling is also essential to work in criminology branch like forensic science.
7. Certificate will be issue for this course that will be helpful for students while facing campus interviews of different industries

### Syllabus:

Basic principles, and working and applications of following instruments for analytical purpose:

1. Atomic absorption Spectrophotometer
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

M. S. P. Mandal's

Sunderrao Solanke Mahavidyalaya, Majalgaon,

**Chemistry Certificate Course (2022-2023) Admission Form**

Name of the course: Certificate Course in Instrument Handling

Date of Admission-

Course Duration- 3 Months from 5/09/2022 to 15/12/2022

Fix passport  
size photo

Name of the Student-

Class -

Mobile Number -

Email Id-

Permanent Address -

Aadhar Card No.-

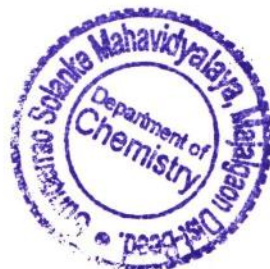
Date of Birth-

Gender-

Caste-

(Dr. S A Dake)

Course Coordinator



  
Head

**HEAD**  
(Dr. S. N. Ipper)  
Department Of Chemistry  
Sunderrao Solanke Mahavidyalaya  
Majalgaon, Dist. Beed.

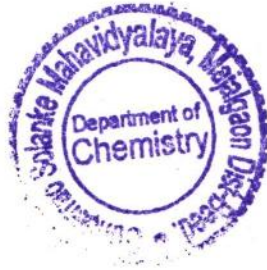
M.S.P. Mandal's  
**Sunderrao Solanke Mahavidyalaya Majalgaon**  
Department Chemistry [2022-2023]  
**Name of the course: Certificate Course in Instrument Handling.**

**Chemistry certificate Course Student Admission List**

Sr No	Name of the Student	Class
1	AAGE SANJAY DATTATRAY	B. Sc. II <sup>nd</sup> yr
2	AMBURE ASHWINI BALASAHEB	B. Sc. II <sup>nd</sup> yr.
3	AMSULE PRATIK PRAKASH	B. Sc. II <sup>nd</sup> yr
4	BIRALE ASHVINI BANDU	B. Sc. II <sup>nd</sup> yr
5	BADADE GEETA PRALHAD	B. Sc. II <sup>nd</sup> yr
6	BADADE JYOTI DASHRATH	B. Sc. II <sup>nd</sup> yr
7	BADE GOVIND NAVNATH	B. Sc. II <sup>nd</sup> yr
8	BAHIRE KOMAL DNYANESHWAR	B. Sc. II <sup>nd</sup> yr
9	CHAVAN RUTUJA SAHEBRAO	B. Sc. II <sup>nd</sup> yr
10	CHAVAN SANTOSH BANSIDHAR	B. Sc. II <sup>nd</sup> yr
11	CHOPADE SUMIT SUBHASH	B. Sc. II <sup>nd</sup> yr
12	GIRGUNE RAMESH KHANDURAO	B. Sc. II <sup>nd</sup> yr
13	HOKE PRATIKSHA GANGADHARRAO	B. Sc. II <sup>nd</sup> yr
14	HOKE SHRADDHA SUNIL	B. Sc. II <sup>nd</sup> yr
15	KAZI FIRDOS EJAZ	B. Sc. II <sup>nd</sup> yr
16	SALVE PRASHIK VIJAY	B. Sc. II <sup>nd</sup> yr
17	SALVE SUJATA PRAKASH	B. Sc. II <sup>nd</sup> yr
18	SARWADE VAISHNAVI DATTA	B. Sc. II <sup>nd</sup> yr
19	NAIKNAWARE VAISHNAVI VILASRAO	B. Sc. II <sup>nd</sup> yr
20	NAIKNAWARE VITTHAL JALINDAR	B. Sc. II <sup>nd</sup> yr



21	NAVALE RUTIKA KASHINATH	B. Sc. II <sup>nd</sup> yr
22	NAIKNAWARE VAISHNAVI VILASRAO	B. Sc. II <sup>nd</sup> yr
23	SATVADHAR RAM SOPANRAO	B. Sc. II <sup>nd</sup> yr
24	SAYYED ZYIA ALI RIZWAN ALI	B. Sc. II <sup>nd</sup> yr
25	TANDALE PARMESHWAR NARAYAN	B. Sc. II <sup>nd</sup> yr



**HEAD**

**Department Of Chemistry  
Sunderrao Solanke Mahavidyalaya  
Majalgaon, Dist. Beed.**



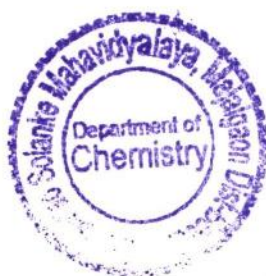
M.S.P. Mandal's  
Sunderrao Solanke Mahavidyalaya Majalgaon  
DEPARTMENT CHEMISTRY [2022-2023]

## NOTICE

Date: 01/10/ 2022

This is informed to all the students of B.Sc. The department of chemistry of the college is going to organize chemistry certificate course on the topic **Soil and Water Analysis** in academic year 2022-2023. This course is about 45 hours after completion of course 50 marks multiple choice based exam were conducted and then student issue the course certificate.

Course Duration- 3 Months from 03/10/2022 to 15/01/2023



  
Principal  
Principal  
Sunderrao Solanke Mahavidyalaya  
Majalgaon Dist- Beed. (M.S.)



M. S. P. Mandals

**SUNDERRAO SOLANKE MAHAVIDYALAYA MAJALGAON**  
**DEPARTMENT OF CHEMISTRY**

**Certificate Course for B. Sc. I, II & III**

**Name of the course: Certificate Course in Soil and Water Analysis.**

**(Course Duration- 3 Months from 03/10/2022 to 15/01/2023**

**Time – Table Academic Year 2022-2023**

**Time: 4.30 to 5.30**

<b>Days</b>	<b>Name of Faculty</b>
Mon.	SNI
Tue.	SCM
Wed.	AAK
Thu.	SAD
Fri.	SSG

<b>Sr. No</b>	<b>Name of Faculty</b>	<b>Theory</b>
1	SNI = Dr. S.N. Ipper	01
2	SCM = Mr. S.C. Motekar	01
3	AAK = Dr. A.A Kachare	01
4	SAD = Dr. S. A. Dake	01
5	SSG = Dr. S. S. Gawali	01

  
(Mr. S. C. Motekar)

Course Coordinator

  
Head

**HEAD**  
Department of Chemistry  
**Department Of Chemistry**  
Sunderrao Solanke Mahavidyalaya  
Majalgaon, Dist. Beed.

## **Certificate Course in Soil and Water Analysis**

### **Syllabus:**

#### **Aims**

- To promote awareness for judicious use of fertilizers
- To promote use of organic Manure
- To promote analysis of quality of water for drinking and agriculture.
- To know about status of available water from sources like well, bore-wells and damp with particular stress on quality of water Majalgaon Tashil.
- To know effect of quality of water on human beings, livestock and agriculture.
- To promote awareness on judicious use of agricultural water.

#### **Objectives:**

- To inculcate scientific temperament among the student to take a farming.
- To increase quality and quantity of crops.
- To promote awareness among the students to take agriculture as a industry by Appling scientific measures.

#### **Theory**

- Importance of Agricultures in India and Agro-chemistry
- Soil chemistry- What is soul? 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 exchanges 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.

M. S. P. Mandal's

Sunderrao Solanke Mahavidyalaya, Majalgaon,

**Chemistry Certificate Course (2022-2023) Admission Form**

Name of the course: Certificate Course in Instrument Handling

Date of Admission-

Course Duration- 3 Months from 03/10/2022 to 15/01/2023

Fix passport  
size photo

Name of the Student-

Class -

Mobile Number -

Email Id-

Permanent Address -

Aadhar Card No.-

Date of Birth-

Gender-

Caste-

  
(Dr. S C Motekar)

Course Coordinator

  
Head

(Dr. S. N. P.)  
Department Of Chemistry  
Sunderrao Solanke Mahavidyalaya  
Majalgaon, Dist. Beed.

M.S.P. Mandal's  
**Sunderrao Solanke Mahavidyalaya Majalgaon**  
Department Chemistry [2022-2023]  
**Name of the course: Certificate Course in Soil and Water Analysis.**  
**Chemistry certificate Course Student Admission List**

Sr No	Name of the Student	Class
1	AADE PRAMOD SOPAN	B. Sc. I <sup>st</sup> yr.
2	AADE VILAS BANSHI	B. Sc. I <sup>st</sup> yr.
3	ATTAR TARNUM SADAM	B. Sc. I <sup>st</sup> yr.
4	BAHIRE MAYURI VILAS	B. Sc. I <sup>st</sup> yr.
5	BHALE PANDURANG NAVNATH	B. Sc. I <sup>st</sup> yr.
6	CHAVAN RAVI RAMESH	B. Sc. I <sup>st</sup> yr.
7	GADEKAR RUTUJA BALASAHEB	B. Sc. I <sup>st</sup> yr.
8	GAIKWAD SARITA SUKHDEV	B. Sc. I <sup>st</sup> yr.
9	GAIKWAD SONALI KADIRAM	B. Sc. I <sup>st</sup> yr.
10	JADHAV OMKAR SATISHRAO	B. Sc. I <sup>st</sup> yr.
11	JAGTAP GAYTRI RANJIT	B. Sc. I <sup>st</sup> yr.
12	JAGTAP PALLAVI GANESH	B. Sc. I <sup>st</sup> yr.
13	DARVESH AKANKSHA RAJEBHAU	B. Sc. I <sup>st</sup> yr.
14	KADAM TUSHAR VITTHALRAO	B. Sc. I <sup>st</sup> yr.
15	KALE ANJALI MANOHAR	B. Sc. I <sup>st</sup> yr.
16	MISAL NIKITA RAJEBHAU	B. Sc. I <sup>st</sup> yr.
17	MOMIN SADEKH AMEEN	B. Sc. I <sup>st</sup> yr.
18	NAGARGOJE RITESH BALIRAM	B. Sc. I <sup>st</sup> yr.
19	NARWADE ANKITA DATTATRAY	B. Sc. I <sup>st</sup> yr.
20	NATKAR SADHANA BHAUSAHEB	B. Sc. I <sup>st</sup> yr.



21	SATPUTE AJIT AVINASH	B. Sc. I <sup>st</sup> yr.
22	SAWANT KARAN SARJERAO	B. Sc. I <sup>st</sup> yr.
23	SAYYAD ASLAM SAYYAD JAMIL	B. Sc. I <sup>st</sup> yr.
24	TAUR VIDYA VIJAY	B. Sc. I <sup>st</sup> yr.
25	TAUR AMAR GOVINDRAO	B. Sc. I <sup>st</sup> yr.



**HEAD**

Department Of Chemistry  
Sunderrao Solanke Mahavidyalaya  
Majalgaon, Dist. Beed.



M.S.P.MANDAL'S

## SUNDERRAO SOLANKE MAHAVIDYALAYA, MAJALGAON

"DEPARTMENT OF POLITICAL SCIENCE"

### Details of Certificate Course on 'Election Process'

#### Details of Course Introduced & Conducted

Sr. No.	Title of the certificate course	Academic Year	Duration	Students Enrolled	Course Coordinator
01	Certificate Course on 'Election Process'	2021-22	1 Month (30 Hours)	56	Dr. A. S. Pentawar
02	Certificate Course on 'Election Process'	2022-23	1 Month (30 Hours)	54	Dr. A. S. Pentawar



**Dr. A. S. Pentawar**  
**Head**

**Dept. of Political Science**  
**Sunderrao Solanke Mahavidyalaya,**  
**Majalgaon, Dist-Beed. (M.S.)**



M.S.P.MANDAL'S

## SUNDERRAO SOLANKE MAHAVIDYALAYA, MAJALGAON

"DEPARTMENT OF POLITICAL SCIENCE"

### Details of Certificate Course on 'Election Process'

#### **Introduction:**

The Election process in India is the most important to Indian democracy & democratic values. Election process refer to the basic of election process in the reforms of local self-government, state government & central government. The election process aspires to provide a common, political and social conditions required for all individuals to lead a minimally good life.

#### **Course Description:**

This certificate course will give the students an insight into the subject of Election & election process. Students will understand what election process are and how could they participate in elections and its process. This course will be beneficial for all students, Professionals or anyone interested in knowing about their basic election process as an individual and like to enforce them for themselves or others.

#### **Course Methodology:**

The course methodology is so structured as to enhance research and writing skills along with advocacy and practice of Election Process. This course will give exhaustive study on election process in Indian perspective. It has been divided in to 4 Units for better systematic understanding of election process.

#### **Objectives:**

1. To sensitize the learner about election process and develop basic understanding of elections and their process.
2. To create awareness about election process including the voter awareness issues.
3. To create a meaningful understanding of election process in Indian democracy.
4. To sensitize students about the awareness of voting & election process in India.

5. To make students aware of their election rights and process.
6. Promotion of understanding of voter's ethics, gender equality in elections.

**Significance:**

The primary goal is to develop participants ability to think critically understand and deliberate on the intricacies of Election Process. It also exposes participants to the local, state and if possible national election process available for the protection of voters. This program in election process has been designed to meet the growing needs of experts in field of democracy, election issues, voters rights and election laws, The election process based jobs includes election campaign activist, party workers, election analysts, Professional Campaigner etc.

**Duration:**

1 Month (30 Hours)

This certificate course will commence in the month of December every year.

**Eligibility:**

B.A. / B.Sc./B.com and any discipline of the college.

**Intake Capacity:** 60 Students

**Course Structure -**

The Course consists of one paper in which one theory papers and this theory paper carries 50 marks for 25 questions, each question carries two marks.







M.S.P.MANDAL'S

## SUNDERRAO SOLANKE MAHAVIDYALAYA, MAJALGAON

### "DEPARTMENT OF POLITICAL SCIENCE"

#### Syllabus of Certificate Course on 'Election Process'

##### Unit I- Election Commission

- National Election Commission, State 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



**Dr. A. S. Pentawar**  
**Head**

**Dept. of Political Science**  
**Sunderrao Solanke Mahavidyalaya,**  
**Majalgaon, Dist-Beed. (M.S.)**



M.S.P.MANDAL'S

**SUNDERRAO SOLANKE MAHAVIDYALAYA, MAJALGAON**

**"DEPARTMENT OF POLITICAL SCIENCE"**

**Time Table of Certificate Course on 'Election Process'**

**(Time Table)**

**01 to 31 December 2021 & 2022**

Sr. No.	Name of the Teacher	Days	Time
01	Dr. A. S. Pentawar	Monday, Tuesday, Wednesday.	03:00 pm to 04:00 pm
02	Dr. S. D. Jadhav	Thursday, Friday, Saturday.	03:00 pm to 04:00 pm

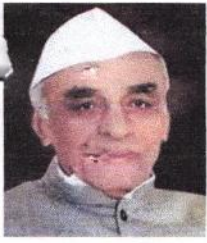
Total Lectures of the course = 30

- 1) Dr. A. S. Pentawar = 15
- 2) Dr. S. D. Jadhav = 15



**Dr. A. S. Pentawar**  
**Head**

**Dept. of Political Science**  
**Sunderrao Solanke Mahavidyalaya,**  
**Majalgaon, Dist-Beed. (M.S.)**



M.S.P.Mandal's  
**SUNDERRAO SOLANKE MAHAVIDYALAYA**

MAJALGAON, DIST.BEED (MH)-431131

NAAC Re-Accredited "A" Grade



## Certificate Course on Water Conservation

### Details of the Certificate Course on Water Conservation and Management

#### Introduction

Water conservation is essential and can be done by everyone. Water conservation is the practice of an efficient usage of water by reducing unnecessary wastage of the same. The importance of water conservation becomes even more necessary as there is a limited source of freshwater that is beneficial for all human beings for a Healthy lifestyle. Human activities are polluting the water sources threatening the survival of living beings. So, water conservation focuses on the concept of "save water and save a life. The Marathwada region specially the Beed district face the problem of the Water scarcity and it is the drought affected area. The present certificate course provides the awareness among the students of the water conservation and its management.

#### Objective:-

- The objective of water conservation is to save water in any form. Water can be saved in many ways through regular practice, campaigns, and awareness.
- The objective of water conservation is to protect natural water bodies. Its objective is to protect aquatic wildlife.
- The objective of water conservation is to research the quantity and quality of water.
- Its objective is to avoid water wastage.
- It is really important to conserve water by all means.

#### Significance

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.





M.S.P.Mandal's  
**SUNDERRAO SOLANKE MAHAVIDYALAYA**

MAJALGAON, DIST.BEED (MH)-431131

NAAC Re-Accredited "A" Grade



## Certificate Course on Water Conservation

### Duration

6 Months

This course will commence in the month of the August of the every year.

### Eligibility

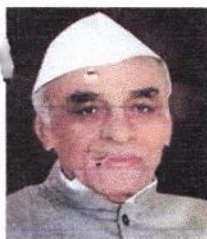
Students from the discipline of B.A. /B.Sc./ B.Com/ BCA/BCS

### Intake Capacity

60 students

### Course Structure

The course consists of one theory paper of 80 Marks and one practical paper for the 20 mark.



M.S.P.Mandal's  
**SUNDERRAO SOLANKE MAHAVIDYALAYA**

MAJALGAON, DIST.BEED (MH)-431131

NAAC Re-Accredited "A" Grade



**Certificate Course on Water Conservation**

**Syllabus of the Certificate Course on Water Conservation and Management**

**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

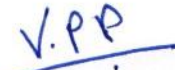
## Notice

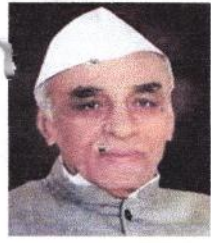
Date: - 07/07/2022

All the under graduate first year students of the college are hereby informed that Dept. of Botany is going to start the certificate course in “**Water Conservation and Management**” for the academic year 2022-2023. Those students who are interested they should complete their admission process within 15 days (10/07/2022 to 24/07/2022).

For further detail inquiry feel free to contact with the Department of the Botany.

  
Head  
Department Of Botany  
Sunderrao Solanke Mahavidyala  
Beed

  
Principal  
PRINCIPAL  
Sunderrao Solanke Mahavidyala  
Majalgaon Dist. Beed (M.S.)



M.S.P.Mandal's  
**SUNDERRAO SOLANKE MAHAVIDYALAYA**

MAJALGAON, DIST.BEED (MH)-431131  
NAAC Re-Accredited "A" Grade



**Certificate Course on Water Conservation**

**Admission Form**

**Academic Year -2022-2023**

Latest Photo

Name of the Student: - \_\_\_\_\_

PRN No. \_\_\_\_\_

Class:- \_\_\_\_\_ Date of the Birth:- \_\_\_\_\_

Address: - \_\_\_\_\_

Mobile Number: - \_\_\_\_\_

Adhar Number: - \_\_\_\_\_

Sex: - Male/ Female Category:- \_\_\_\_\_

Reason to Join the Certificate Course: -

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Signature of the Students

Signature of the HOD



M. S. P. Mandals

**SUNDERRAO SOLANKE MAHAVIDYALAYA MAJALGAON**

**DEPARTMENT OF CHEMISTRY**

**Certificate Course for B. Sc. I, II & III**

**Name of the course: Certificate Course in Instrument Handling**

**(Course Duration- 3 Months from 5/09/2021 to 15/12/2021)**

**Time – Table Academic Year ~~2020~~-2021-22**

**Time: 4.30 to 5.30**

Days	Name of Faculty
Mon.	SNI
Tue.	SCM
Wed.	AAK
Thu.	SAD
Fri.	SSG

Sr. No	Name of Faculty	Theory
1	SNI = Dr. S.N. Ipper	01
2	SCM = Mr. S.C. Motekar	01
3	AAK = Dr. A.A Kachare	01
4	SAD = Dr. S. A. Dake	01
5	SSG = Dr. S. S. Gawali	01

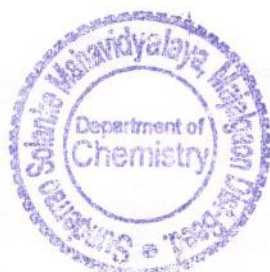
**(Dr. S. S. Gawali)**  
Course Coordinator

**HEAD**

**Department Of Chemistry**  
**Sunderrao Solanke Mahavidyalaya**  
**Majalgaon, Dist. Beed.**

**HEAD**

**Department Of Chemistry**  
**Sunderrao Solanke Mahavidyalaya**  
**Majalgaon, Dist. Beed.**





M.S.P. Mandal's  
**Sunderrao Solanke Mahavidyalaya Majalgaon**  
**Department Chemistry [2021-2022]**  
**Name of the course: Certificate Course in Instrument Handling**  
**Chemistry certificate Course Student Admission List**

<b>Sr. No.</b>	<b>Student Name</b>	<b>Class</b>	<b>Mobile No.</b>	<b>Email Id</b>
1	Miss. Momin Ramesa Mubin	B. Sc. Second year	8180855050	NA
2	Miss. Kazi Ayesha Ejay	B. Sc. Second year	7972107260	NA
3	Miss. Awale Nikita Datta	B. Sc. Second year	9011969421	anilvibhute333@gmail.com
4	Miss. Amruta Anil Vibhute	B. Sc. Second year	9370745836	anilvibhute333@gmail.com
5	Miss. Gungase Anjali Gangadhar	B. Sc. Second year	9325594823	NA
6	Mr. Dhaygude Vishal Vyankatrao	B. Sc. Third year	9069233535	vishaldhaygude2021@gmail.com
7	Miss. Pote Shivani Amol	B. Sc. Third year	9529276565	poteshivani48@gmail.com
8	Mr. Shaikh Uzair Aboul Khuddus	B. Sc. Third year	9370520132	pateluzair9370@gmail.com
9	Mr. Salve Vidyasagar Tatyasaheb	B. Sc. Third year	9623170290	amburelaxman@gmail.com
10	Mr. Panchal Aniket Bramhadev	B. Sc. Third year	9112723621	aniketpanchalofficial@gmail.com
11	Mr. Naikwade Dnyaneswar Kalyan	B. Sc. Third year	9307171732	naikwadednyaneshwar@gmail.com

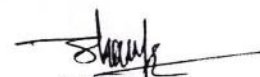
12	Miss. Arati Namdev Nikam	B. Sc. Third year	7219494869	nikamaarti37@gmail.com
13	Miss. Shendge Dnyaneswari Govid	B. Sc. Third year	9421338061	govindshendge168@gmail.com
14	Mr. Jadhav Abhishek Ramesh	B. Sc. Third year	9763682609	abhij539@gmail.com
15	Miss. Deshmukh Mohini Balasaheb	B. Sc. Third year	7744961217	mohinideshmukh2001@gmail.com
16	Mr. Mate Gopal Khandu	B. Sc. Third year	9119598903	gopalmete2020@gmail.com
17	Miss. Ashwarya Anant Aage	B. Sc. Third year	8788243069	ageaishwarya@gamil.com
18	Mr. Gungase Naganath Vithal	B. Sc. Third year	7721909797	nagnathghungase4@gmail.com
19	Mr. Dohale Krushana Balasaheb	B. Sc. Third year	7248942434	krish724894@gmail.com
20	Mr. Raut Ashok Vishanu	B. Sc. Third year	7264020568	rautasok@gmail.com
21	Miss. Seema Rajendra Luchare	B. Sc. Third year	9146159529	NA
22	Miss. Rajurkar Swati Suresh	B. Sc. Third year	9699788794	swatirajurkar27@gmail.com
23	Mr. Krushna Aannasaheb Dhwrandare	B. Sc. Third year	7721920127	krishnadhuran12345@gmail.com
24	Mr. Gargade Dnyaneshwar Laxman	B. Sc. Third year	7620222374	gargadedhyneshwar04@gmail.com
25	Mr. Vaishnavi Kamlakar Zute	B. Sc. Third year	7620222374	gargadedhyneshwar04@gmail.com
26	Mr. Salunke Pranar Ramdas	B. Sc. First year	9765657995	NA
27	Mr. Dhotare Mahadev Rajaram	B. Sc. First year	8767267118	salunkepranav@gmail.com

28	Mr. Salve Jivan Kalidas	B. Sc. First year	9607079646	mahadevd1146@gmail.com
29	Mr. Amsule Pratik Prakash	B. Sc. First year	9370119300	NA
30	Miss. Momin Ramesa Mubin	B. Sc. First year	9309950182	pratikamsule125@gmail.com



  
**HEAD**

Department Of Chemistry  
Sunderrao Solanke Mahavidyalaya  
Majalgaon, Dist. Beed.

  
**HEAD**


Department Of Chemistry  
Sunderrao Solanke Mahavidyalaya  
Majalgaon, Dist. Beed.

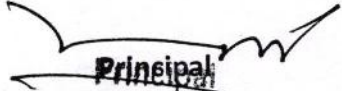
M.S.P. Mandal's  
Sunderrao Solanke Mahavidyalaya Majalgaon  
DEPARTMENT CHEMISTRY [2021-2022]

## NOTICE

Date: 02 /09/ 2021

This is informed to all the students of BSc,  
The department of chemistry of the  
college has going to organized chemistry  
certificate course on the topic Instrument  
Handling in academic year 2021-2022.  
This course are about 45 hours after  
completion of course 50 marks multiple  
choice based exam were conducted and  
then student issue the course certificate.

  
**HEAD**  
Department Of Chemistry  
Sunderrao Solanke Mahavidyalaya  
Majalgaon, Dist.Beed.

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



Marathwada Shikshan Prasarak Mandal's

# Sunderrao Solanke Mahavidyalaya



Majalgaon, Dist. Beed (M.S.) India

NAAC Re-Accrediated 'A' Grade with CGPA-3.21

*On the Occasion of Golden Jubilee Year 2021-22*

## Certificate Course in Instrument Handling

Organized by

**Department of Chemistry**

*Certificate*

This is to Certify that Mr./Miss. \_\_\_\_\_ from  
\_\_\_\_\_ has participated in the Certificate Course in Instrument  
Handling, Organized by department of Chemistry, Sunderrao Solanke Mahavidyalaya  
Majalgaon, Beed.

Certificate course duration: 5th September 2021 to 15th December, 2021.

Dr. Suhas S. Gawali  
Assistant Professor  
Course Coordinator

Dr. Shankar N. Ipper  
Associate Professor  
Head. Dept. of Chemistry

Dr. G. K. Sanap  
Principal



Accredited B grade  
2015 Certified  
Excellent Study Centre Award  
Yashwantrao Chavan Maharashtra  
Open University Nashik (Maharashtra)

**Dr. V. P. Pawar**  
M.Sc., Ph.D.  
**PRINCIPAL**



Marathwada Education Prasarak Mandal's

**Sunderrao Solanke Mahavidyalaya**

Majalgaon (431 131) Dist. Beed (M.S.)

Affiliated to: Dr. Babasaheb Ambedkar Marathwada University, Aurangabad  
Study Center: Yashwantrao Chavan Maharashtra Open University Nashik (Maharashtra)

Principal - 02443 - 234037  
Office - 02443 - 238491  
Fax - 02443 - 238491

Email - majalgaon\_college131@yashwantrao.com  
Website - www.ssmajalgaon.com

Ref No SSMW 2020-21/1345

Date: 30<sup>th</sup> June 2020

To,  
**The Education Officer,**  
**University Grants Commission,**  
**Bahadur Shah Jafar Marg,**  
**New Delhi-110002**



**Sub. :** Submitting the proposal of Certificate Course in **"Office Management & Administration"** (Level 4) under the UGC scheme for a financial Assistance for providing skill based education under NSQF.

**Ref.:** UGC Public Notice dt.22.04.2020.

Respected Sir/Madam,

With reference to above cited subject, I am submitting here with the proposal under the UGC scheme for providing skill based education under national skill qualification

This is for your kind information and necessary action

Thanking you.

Yours faithfully,

*V.P. Pawar*

**Principal**

Sunderrao Solanke Mahavidyalaya  
Majalgaon Dist. Beed

Approval of fresh programmes / courses under NSQF for the year 2020-21

From: nsqfugc2020@gmail.com

To: majalgaon\_college123@yahoo.in

Date: Thursday, 24 September 2020, 13:17 GMT+5:30

Dear Sir/Madam,

This is with reference to your application for running skill-based programmes / courses. I am directed to convey that your institution may run the following fresh programmes / courses under National Skills Qualifications Framework (NSQF) during the academic session 2020 - 2021:

Programmes/s	Trade/Course
Certificate	Management and Entrepreneurship
Certificate	Banking & Financial Service
Certificate	Agriculture/Gardening

The institution must adhere to the following terms and conditions:

1. The institution shall run the courses in accordance with the provisions of the UGC Guidelines for Providing Skill-based Education under National Skills Qualifications Framework (NSQF).
2. The institution shall meet the requirements of infrastructure and laboratory facilities for running the skill-based courses.
3. If the institution is recommended for running skill-based courses in the fields like medicine, law etc., it shall meet the parameters specified by the concerned regulatory bodies / professional councils.
4. The courses will be offered on regular mode only. The Institution shall not run the courses on online / distance education mode and through franchise arrangements.
5. The institution shall furnish details regarding students admitted (course-wise) for the forthcoming academic session on the online portal by 31.10.2020. The link to the portal is <https://nsqf.ugc.ac.in/>

With regards,

Yours faithfully,

(Dr. Mriganka Sekhar Sarma)  
(Education Officer)

Sunderrao Solanke Mahavidyalaya,  
Majalgaon, Dist. Beed - 431 131

अ. जी. के. सानप  
अ. भा. वी. सोळंके  
अ. डी. एन. शिंदे  
प्र. एम. एस. सुडुभार  
Signature  
24/9/2020

Sunderrao Solanke Mahavidyalaya  
Inword No. 30  
Date 29/9/2020



M.S.P.MANDAL'S

## SUNDERRAO SOLANKE MAHAVIDYALAYA, MAJALGAON

"DEPARTMENT OF PUBLIC ADMINISTRATION"

### Details of Certificate Course on 'Office Management and Administration'

#### Details of Course Introduced & Conducted

Sr. No.	Title of the certificate course	Academic Year	Duration	Students Enrolled	Course Coordinator
01	Certificate Course on 'Office Management'	2020-21	6Month (450 Hours)	55	Dr. D. S. Shinde
02	Certificate Course on 'Office Management'	2021-22	6Month (450 Hours)	58	Dr. D. S. Shinde

Coordinator

Dr. D. S. Shinde





M.S.P.MANDAL'S

## **SUNDERRAO SOLANKE MAHAVIDYALAYA, MAJALGAON**

**"DEPARTMENT OF PUBLIC ADMINISTRATION"**

### **Details of Certificate Course on 'Public Administration'**

#### **Introduction:**

Office management is the technique of planning, organizing, coordinating and controlling office activities with a view to achieve business objectives and is concerned with efficient and effective performance of the office work. The success of a business depends upon the efficiency of its office. Office management courses mainly provide opportunities to learn the use of the latest technology such as using personal computers, laptops, word processing, spreadsheet, payrolls and desktop publishing software to run the office smoothly. These courses are offered in both online as well as offline mode. Office management courses are offered at certificate, Diploma level presently.

#### **Course Descries:**

This certificate course will give the students an insight into the subject of office management process. Students will understand what office management process are and how could they work in various offices. This course will be beneficial for all students, Professionals or anyone interested in knowing about their basics of office management work process.

#### **Course Methodology:**

The course methodology is structured as to personality development and writing skills along with advocacy and practice of office management Process. This course will give exhaustive study on office management in Indian perspective. It has been divided in to 8 papers for better systematic understanding work of office management.

#### **Objectives:**

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

**Significance:**

Office management helps in the implementation of plans at right time and in the right way. But, there may be change in resources, needs, technology preferences and so on, which makes it necessary to bring about the change in plans. Office management makes the office flexible which helps to manage the change.

**Duration:**

6 Month (450 Hours)

This certificate course will commence in every year.

**Eligibility:**

B.A. / B.Sc./B.com and any discipline of the college.

**Intake Capacity:** 25 Students

**Course Structure -**

The Course consists of eight papers in which five theory papers and three workshop & training based. Each theory paper carries 50 marks for 25 questions, each question carries two marks.

coordinator



Dr. D. S. Shinde



M.S.P.MANDAL'S

## SUNDERRAO SOLANKE MAHAVIDYALAYA, MAJALGAON

"DEPARTMENT OF PUBLIC ADMINISTRATION"

### Details of Certificate Course of 'Office Management' Time Table

Time/Day	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
1 To 2 PM	Ling. Proficiency	Ling. Proficiency	Ling. Proficiency	Ling. Proficiency	Voc-I Lab Work	Voc-I Lab Work
2 To 3 PM	Environment Sci.	Environment Sci.	Environment Sci.	Environment Sci.	Voc-II Lab Work	Voc-II Lab Work
3 To 4 PM	Prin. Of Mgt. & Off. Serv.	Prin. Of Mgt. & Off. Serv.	Prin. Of Mgt. & Off. Serv.	Prin. Of Mgt. & Off. Serv.	Ling. Prof. (Prac.)	Env. Sci.(Prac.)
4 To 5 PM	Voc-I Secretarial Procedures	Voc-I Secretarial Procedures	Voc-I Secretarial Procedures	Voc-I Secretarial Procedures	Prin. Of Mgt. & Off. Serv.(Prac.)	In-Plant Training
5 To 6 PM	Voc-II Comp. Appl. In Office	Voc-II Comp. Appl. In Office	Voc-II Comp. Appl. In Office	Voc-II Comp. Appl. In Office	In-Plant Training	In-Plant Training

Ling. Proficiency: Dr. S.B. Deshmukh

Prin. Of Mgt. & Off. Serv.: Dr. D.S. Shinde

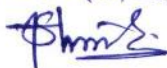
Environment Sci.: Dr. I.B. Salunkhe

Secretarial Procedures: Dr. N.R. Dhawale

Comp. Appl. In Office: Mr. V.B. Solanke

Voc-I Lab Work: Dr. N.R. Dhawale

Voc-II Lab Work: Mr. V.B. Solanke

Coordinator  
  
Dr. D.S. Shinde

# **Syllabus**

## **Office Management & Administration**

MSP Mandal's  
**SUNDERRAO SOLANKE MAHAVIDYALAYA MAJALGAON**  
Syllabus for Office Management & Administration

---

Following will be the scheme of credits of the Certificate Course:

$$\text{Semester - I} \left( \begin{array}{c} \text{18 Credits for} \\ \text{Voc. Edu.} \end{array} \right) + \left( \begin{array}{c} \text{12 Credits for} \\ \text{Gen. Edu.} \end{array} \right) = 30 \text{ Credits}$$

Note: 01 Credits is Equal to 15 Hrs. of Study. Hence  $15 \times 30 = 450$  Hrs

Sr. No.	Subject/ Paper	Credits (Theory + Lab Work)	Modules	Study Hrs.
I	Linguistic Proficiency	3+1	6	60
II	Environment Science	3+1	5	60
III	Principals of Management & Office Services	3+1	5	60
IV	Voc. Paper-I	4	5	60
V	Voc. Paper-II	4	5	60
VI	Lab/Workshop Voc. I	0+2	0	30
VII	Lab/Workshop Voc. II	0+2	0	30
VIII	In-Plant Training	0+6	0	90
	<b>Total</b>	<b>30</b>		<b>450</b>

Coordinator



Dr. D. S. Shinde

## I – Linguistic Proficiency

Module	Topics & Content	Number of lectures
<b>Part A</b>		
1	<b>Tenses</b>	10
	Present Tense Past Tense Future Tense } each includes all four types of tenses	
2	Basic of Pronunciation: Vowels, Diphthongs, Basic sounds, fricatives etc., Differences in the sounds of the letters. Phonetic Transcriptions.	10
3	<b>Spoken English:</b> Introducing Yourself. Introducing Peoples to Others. Giving Personal Information. Getting People's attention & Interrupting. Giving Instructions and Seeking Clarifications. Making requests and responding to requests.	10

### Reference Books:

- 1) Business Communicator, V K Jain, O P Biyani, S Chand Publication New Delhi.
- 2) The Communicator, Board of Editors, Orient Blackswan Pvt. Ltd.
- 3) The art of Powerful Communication, Dinesh K Vohra, Are Maria Publications Pune.

Basic structure of Marathi Language:

It includes information about the syllabus of Marathi, aims and objectives of the syllabus, different topics and contents of Marathi Language with annexure of reference books.

## I – Linguistic Proficiency

### Part B: Basic Structure of Marathi Language

❖ अभ्यासक्रमाचे स्वरूप:-

मराठी भाषेच्या अभ्यासाची व वापराची विविध क्षेत्रे लक्षात घेऊन हा अभ्यासक्रम तयार करण्यात आला आहे. हा अभ्यासक्रम प्रामुख्याने कृतीनिष्ठ असल्याने लेखी परीक्षेइतकेच प्रत्यक्ष कृतीला त्यात महत्त्व दिले गेले आहे. भाषाव्यवहार, संज्ञापन, कार्यालयीन लेखनव्यवहार, आधुनिक तंत्रउपकरणे यांच्याशी तो संबंधित आहे. हा अभ्यासक्रम दोन श्रेयांकाचा असून दीड श्रेयांक लेखी परीक्षेची संबंधित आहे तर अर्धा श्रेयांक प्रकल्प कार्याशी संबंधित आहे.

❖ अभ्यासक्रमाची उद्दिष्टे:

- 1) संज्ञापनाचे स्वरूप आणि प्रकार संज्ञापन व्यवहारातील भाषेचे महत्त्व समजावून देणे.
- 2) भाषा व्यवहाराची अपारंपारिक आणि अनौपचारिक क्षेत्रे, औपचारिक भाषा व्यवहाराची क्षेत्रे आणि त्याचे क्षेत्रनिहाय स्वरूप समजावून देणे.
- 3) विविध स्तरावरील भाषिक कौशल्ये आणि क्षमता विकसित करणे.
- 4) प्रसारमाध्यमांचे स्वरूप आणि त्यासाठी आवश्यक असलेल्या भाषा व्यवहाराचे स्वरूप समजावून देणे.
- 5) कार्यालयीन लेखन व्यवहारातील भाषेचे स्वरूप समजावून देणे.
- 6) परिभाषा निष्ठ भाषाव्यवहार म्हणजेच निरनिराळ्या शास्त्रीय विषयांवरील लेखनाकरिता क्षमता विकसित करणे.
- 7) भाषा व्यवहारातील आधुनिक तंत्र उपकरणांची व तंत्रांची ची माहिती करून देणे, मराठीतून व्यवहार करणाऱ्या संस्थांना भेटी देणे इत्यादी

Module	Topics & Content	Number of lectures
1	संज्ञापन व भाषिक कौशल्य	10
	अ) संज्ञापन म्हणजे काय ? संज्ञापनाचे प्रकार, संज्ञापनातील भाषेचे महत्त्व आणि कार्याचे औपचारिक व अनौपचारिक उपयोग आ) भाषेची प्राथमिक कौशल्ये : श्रवण, भाषण, वाचन, लेखन इ) भाषेची प्रगत कौशल्ये : 1) वर्णन, कथन, निवेदन, संभाषण, सूत्रसंचालन 2) आकलन, संक्षेप, विस्तार, भाषांतर, गद्यरूपांतर, संवादलेखन इत्यादी	
2	औपचारिक भाषाव्यवहाराचे विविध प्रकार	15
	अ) इतिवृत्त, टिप्पणी, अर्जलेखन, कार्यालयीन पत्रलेखन, निवेदन, प्रसिद्धीपत्रक, निविदा इत्यादी आ) मुलाखतलेखन, स्मरणिका, गौरवीका, संस्थापत्रिका, वार्षिक अहवाल इत्यादीचे संपादन	
3	प्रकल्प कार्य	05

संदर्भ पुस्तके:

- मराठी शुद्धलेखन : मो रा वाळंबे, गो य राणे, प्रदीप प्रकाशन
- मुद्रित शोधन : य ए धायगुडे, पूना प्रेस ओनर्स असोसिएशन
- मराठी शुद्धलेखन विवेक : द न गोखले, सोहम प्रकाशन
- शुद्धशब्दसूची : स्नेहल तावरे, स्नेहवर्धन प्रकाशन
- व्यावहारिक मराठी : पुणे विद्यापीठ
- व्यावहारिक मराठी : ल ल नसिराबादकर, फडके बुक सेलर्स कोल्हापूर
- व्यावहारिक मराठी : प्रकाश परब
- वार्ता संकलन : चंद्रकांत ताम्हणे

**Semester – I**  
**Paper – II : Environmental Science**



**Course Objectives :**

1. To facilitate the students to understand the environmental related issues / problems and their strategies to minimize problems.
2. To facilitate the students to understand the impact of industries on environment and strategies to address these issues.

**Module I :**

**Environment :** Environment Science, Scope and importance, Components of environment – i) Atmosphere, Composition of atmosphere, ii) lithosphere – Structure of lithosphere, soil formation, soil composition and properties of soil, iii) Hydrosphere – distribution of water on earth, global water balance and hydrological cycle.

**Module II :****Environment Problems :**

- i. Air pollution – concept, source of air pollution, major atmospheric pollutants, air quality standards monitoring of major air pollutants.
- ii. Water pollution – sources of water pollution, river pollution, underground water pollution, oil pollution, thermal pollution, water pollution due to sewage, effects of water pollution, waste water treatment.
- iii. Noise pollution – sources of noise, effects of noise pollution, noise pollution, noise pollution control equipment silencers and noise absorbing devices, noise standards and industrial noise control.
- iv. Soil pollution – causes of soil pollution major soil pollutants, industrial waste and their role in soil pollution.
- v. Radiation pollution – sources of radioactive pollution, effects of radioactive pollution on health.

**Module III :****Impact of industries on Environment –**

Water pollution episodes due to industrial pollutants, effects of industrial pollutants on aquatic organisms, industrial effluents and underground water quality. Air pollution episodes due to industries – Bhopal gas tragedy, Photochemical smog, Acid rivers etc. Industrial noise pollution and workers health problems.

**Module IV :**

**Water Conservation** – water use pattern – water use in industry, water s .....  
Water conservation – methods of water conservation, rain water harvesting,  
Reuse and recycle of water.

**Conservation Natural resources and sustainable development** : Renewable natural resources, non-renewable natural resources, use of non-renewable resource and degradation of environment, use of minerals in industries and environmental problems of mining, conservation of natural resources, recycling of metals etc.

**Module V :**

**Energy conservation :- Energy resources –**

- i) Conventional energy resources of wood, fossil fuel etc.
- ii) Non conventional energy etc.

**Pollution Control** : Air pollution control equipments, air pollution control in industry; water pollution control – sewage treatment plant, effluent treatment plant; noise pollution control in industry soil reclamation methods.

**Reference Books :**

- 1) Principles of Environmental Biology by PKG Nair Himalaya publishing house, New Delhi.
- 2) Environmental Science by Enger, Smith, WMC Brown company publishing.
- 3) Practical methods in ecology, by R.K. Trivedy, P.K. Goel and Trigal Environment Publication, Karad.
- 4) Chemical methods for Environmental Analysis water and sediment By, R. Ramesh and M. Anbu Mackmillan India Limited, New Delhi.
- 5) Fundamental of Ecology – By M.C. Dash, Tata McGraw Hill pub., Co.ltd. New Delhi.
- 6) Environment, Energy, Health planning for conservation by V. Didyanath, Gyam Publishing House, New Delhi.
- 7) Environmental Chemistry by G.S. Sodhi.
- 8) Environmental Chemistry A.K. De.
- 9) Environmental pollution analysis by S.M. Khopkar.
- 10) A Text book of Environmental Chemistry and pollution control by S.S. Dara.
- 11) Environmental Science Earth as a living planet by Botkin D and Keller E, John, Wiley and sons, New York.
- 12) A Manual of air quality monitoring by BEERI, Nagpur.
- 13) Fundamentals of Air Pollution by A.C. Stein, Academic press vo. I to X.
- 14) Air pollution by M.N. Rao, McGraw Hill, 1993.
- 15) Air pollution by V.P. Kudesia, Pragati Prakashan, Meerut.
- 16) Environment pollution and management by L. Mohan.
- 17) Pollution control in Process Industry by S.P. Mahajan.

**Semester – I**

### **Paper III : Principal of Management & Office Services**

#### **Course Objectives :**

The subject is designed in order to orient students to Corporate Citizenship; thereby instilling them Organizational Understanding, Principles of Management & behavior that favor Corporate Citizenship Behavior.

#### **Pre-requisite :**

The students are expected to come prepared with the basic conceptualization & searching relevant data through the web / reference books.

#### **Module – I**

##### **Conceptualization :**

Concept, Management as a function of various Social Sciences, Evolution of Management Though Managerial Processes, Functions, Skills & Roles of a Manager organization ; Management by Objective (MBO).

#### **Module – II**

##### **Introduction – Concept and Importance of Office and Office Management.**

Office Accomodation and Environment - Office building : size, layout, safety and security measures - Reception : Importance, shape and size, control - Communication : Feature, classification, barriers. - Arrangement and adjustment : Furniture, allotment of seats, chambers, cabins rooms etc. - Handling of correspondence and market registers, filling forms and stationery.

#### **Module – III**

**Office Machines, manuals, charts and reports** - Kind of office machines (typewriter, duplicating computers and word processors), calculators, etc. - Objectives and advantages of various machines. - Use of machines, installing, handling, maintenance. - Objectives and advantages of office manuals charts, preparation and play of manuals and charts. - Kind of reports, report preparation, enquiries.

#### **Module – IV**

**Personnel Management, Supervision, Control and coordination.** - Office staff (Peon, daftari, clerk, technical staff, supervisors, accountant, manager, etc.) Selection, training and development. -

**Module – V :** Supervision : Importance and span of supervision - Discipline : Importance and manner of office control, work control and work distribution.

#### **Reference Books :**

1. Principles of management – Suri, Sontakki and Deshpande, Mcgrow Hill publishing co.Ltd.
2. Principles of management – Dr. Davar.
3. Organization and Management Practices – P. Drucker
4. Organization behavior – By Dwivedi

**Semester – I**  
**Paper IV (Voc. – I) : Secretarial Procedures**

**Module I :** Company : Definition, nature and kinds, Company formation and incorporation, promoter, capital subscription, company and association, memorandum and articles, prospectus and statements, meetings and Company Act.

**Module II :** Secretary : Definition, need and importance, appointment and dismissal, work, duties, rights and liabilities, memorandum of association and secretary, articles of association and secretary, prospectus and secretary.

**Module III :** Company management and administration : Definition, importance and kinds, directors : qualification and number, appointment, removal, powers, duties and liabilities, remuneration, prevention of oppression and mismanagement, compromise, arrangement, reconstruction and amalgamation, winding up and dissolution of companies, jurisdiction, consequences, petition, liquidator.

**Module IV :** Finance : Share and debentures, application, allotment, transfer and transmission, calls and forfeiture, dividend and interest, account and audit, taxes.

**Module V :** Correspondence : Commercial, officials, demi official, meaning, importance, objectives, sales letter, trade order agency correspondence, import, export trade, secretarial correspondence, application for jobs, post of accountant, lecturer, office memorandum, reminder, difference between official letter and demi official letter, correspondence between head of department and principal for asking honorarium and for admission notice, correspondence between principal and university for sending enrollment numbers and for the permission for extra admission, correspondence between principal and UGC for asking grant for vocational subject and for recognition of a new subject.

## Semester – I

### Paper V (Voc. II) : Computer Applications in Office

**Course Objective:** To make students understand the application of computer in business practices.

<i>Module</i>	<i>Topics</i>	<i>Number o lectures</i>
<b>1</b>	<b>Word Processing</b>	<b>14</b>
	Introduction, Formatting Text & Pages: Change text case, line casing, Text effect & Typography, Keyboard shortcuts for Text Alignment, Page size & Margins, Page Orientation, Adding Headers, Adding Footer, Header & Page No., Adding page Background, Page borders, Adding watermarks, Styles & Themes, Working with Tables, Creating Lists: formatting bullets & numbering, Illustrating your Document: Inserting online videos, charts, Smart art, Word art, Cover page, Using Macro: Creating, Running & Editing Macro, Using Language Tools: Checking spelling & Grammar, Using Research & Translation Tools, Document Review Tools, Document Sharing: Password protecting a document, Restrict editing of a document, Customizing Word: Customizing quick access toolbar & Ribbon, Extracts: Creating PDF, Mail Merge, Printing Envelopes & Labels, Create Letterhead, Bookmark feature.	
<b>2</b>	<b>Electronic Spreadsheet</b>	<b>14</b>
	Introduction, Basic Functions: Sum, Count Min., & Max., Average, Mode, Mean & Median, Text Functions: LOWER & UPPER, PROPER, CONCATENATE, LEFT, MID, & RIGHT, TRIM & CLEAN, REPLACE & SUBSTITUTE, Logical Functions: TRUE & FALSE, IF, AND & OR, IFERROR, IFNA, SUMIF, AVERAGEIF, COUNTIF, Date & Time Functions: TODAY, NOW, YEAR, MONTH, DAY & DA, Lookup Functions: VLOOKUP, HLOOKUP, CHOOSE, LOOKUP Keyboard shortcuts, Data Manipulation Tools & Techniques: FILTER, SORTING, PASTE SPECIAL, Cell Formatting, Conditional Formatting, Find & Replace, GOTO & GOTO Special, Data Validation: Text To Column, FLASHFILL, Remove Duplicates, Group & Ungroup, What If Analysis, Creating Charts & Graphs: CHART TYPES, CREATING COLUMN & BAR CHARTS, CREATING LINE CHART, PIE CHART, Pivot Tables: PIVOT TABLE DESIGN OPTIONS, FOUR WAYS TO CREATE PIVOT TABLES, Data Analysis, Data Slicer Tools, Extras: Home Loan EMI Calculation, Creating Ranking List, Calculate Compound Interest, Loan Amortisation Schedule	
<b>3</b>	<b>Creating Effective Powerpoint Presentation</b>	<b>14</b>
	Introduction, Navigation: Interface, Ribbon, Status Bar, Changing Views, Themes & Templates, Slide Masters, Headers & Footers, Working with Slides: Adding & Removing Slides, Slide Layouts, Organising Slides into Sections, Rearranging Slides, Working with pictures & Images: adding picture & image to slide, adding effect to images, understanding object layers, remove image background, eyedropper tool, adding screenshot, Working with different content: bullet point, outline mode, Creating Wordart, working with text boxes & tables, Working with Shape, Diagrams & Charts: Adding & Formatting Shapes, Cropping a Picture to Shape, Chart & Graphs, Using Smart art, Video Audio Transition & Animation: Working with Video, Adding Slide Transitions, Adding animation to Text, Object & Images, Adding Speaker notes, Spell Check, Handout Master, Run Slideshow, Presenter View, Sharing Presentation.	
<b>4</b>	<b>Internet Basics</b>	<b>10</b>
	Basic of computer Networks: LAN, WAN, Concept of Internet, Applications of Internet, Connecting to Internet, What is ISP, Basics of Internet connectivity related troubleshooting, World Wide Web, Web Browsing Software's, Search Engines, Understanding URL, Domain Name, IP Address, Using E-Governance Website.	
<b>5</b>	<b>Application of Excel &amp; SPSS: for Calculating Mean, Mode, Median, Standard Deviation, Quartiles, Using Data Analysis tab in Excel, Introduction to SPSS, User Interface, Data View, Variable View, Recording &amp; Coding data in SPSS.</b>	<b>08</b>

- 1) **Fundamentals of Computer, V Rajaraman, Prentice Hall of India New Delhi**
- 2) **Computers Today, Sanders D.H., Tata MacGraw Hill.**
- 3) **Computer Applications-Based on Microsoft Office, Blueprint Education.**

## Semester – I

Lab/Workshop Voc. I	Total Hrs. 30
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**Semester – I**

Lab/Workshop Voc. II	Total Hrs. 30
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**Semester – I**

In-Plant Training	Total Hrs. 90
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**At the end of course students must undergo In-Plant Training with Industry Partner.**

\*\*\*\*

Coordinator  


M. D. S. Shrivastava



M.S.P. Mandal's  
**Sunderrao Solanke Mahavidyalaya Majalgaon**  
Dist. Beed (MS)

(NAAC Accredited 'A' Grade & ISO 9001:2015 Certified)

**Affiliated to**

**Dr. Babasaheb Ambedkar Marathwada University Aurangabad (MS)**

**CERTIFICATE**

This is to certify that Mr./Miss./Mrs. \_\_\_\_\_ has successfully completed NSQF Level \_\_\_ of Office Management & Administration in the sector of Management & Entrepreneurship with \_\_\_ Grade, held at Dept. of Public Administration during academic year 20\_\_ 20\_\_. The course is being run under community college scheme of U.G.C.

Coordinator  
Sign.

Principal  
Sign.

NAAC Re-Accredited 'B' grade  
ISO - 9001 :2015 Certified  
Excellent Study Centre Award:  
Yashwantrao Chavan Maharashtra  
Open University Nashik(Maharashtra)

**Dr. V. P. Pawar**  
M.Sc.,Ph.D.  
PRINCIPAL



Marathwada Shikshan Prasarak Mandal's

# Sunderrao Solanke Mahavidyalaya

Majalgaon (431 131) Dist. Beed (M.S.)

Affiliated to : Dr. Babasaheb Ambedkar Marathwada university, Aurangabad  
Study Center : Yashwantrao Chavan Maharashtra Open University Nashik(Maharashtra)

Principal - 02443 - 234037  
Office - 02443 - 236491  
Fax - 02443 - 236491

Email : majalgaon\_college123@yahoo.in  
Website : www.ssmmajalgaon.com

Ref.No.SSMM/ 2020 - 21 / 1346

Date : / /

Date: 30<sup>th</sup> June 2020

To,  
The Education Officer,  
University Grants Commission,  
Bahadur Shah Jafar Marg,  
New Delhi-110002



**Sub. :** Submitting the proposal of Certificate Course in “Gardner” (NSQF Level 4) under the UGC scheme for a financial Assistance for providing skill based education under NSQF.

**Ref.:** UGC letter dt.22.04.2020.

Respected Sir/Madam,

With reference to above cited subject, I am submitting here with the proposal of “Gardner” (NSQF Level 4) under the UGC scheme for providing skill based education under national skill qualification framework.

This if for your kind information and necessary action

Thanking you.

Yours faithfully,

**Principal**

Sunderrao Solanke Mahavidyalaya  
Majalgaon Dist. Beed





# Approval of fresh programmes / courses under NSQF for the year 2020-21

From: nsqfugc2020@gmail.com

To: majalgaon\_college123@yahoo.in

Date: Thursday, 24 September 2020, 13:17 GMT+5:30

Dear Sir/Madam,

This is with reference to your application for running skill-based programmes / courses. I am directed to convey that your institution may run the following fresh programmes / courses under National Skills Qualifications Framework (NSQF) during the academic session 2020 - 2021:

Programmes/s	Trade/Course
Certificate	Management and Entrepreneurship
Certificate	Banking & Financial Service
Certificate	Agriculture/Gardening

The institution must adhere to the following terms and conditions:

1. The institution shall run the courses in accordance with the provisions of the UGC Guidelines for Providing Skill-based Education under National Skills Qualifications Framework (NSQF).
2. The institution shall meet the requirements of infrastructure and laboratory facilities for running the skill-based courses.
3. If the institution is recommended for running skill-based courses in the fields like medicine, law etc., it shall meet the parameters specified by the concerned regulatory bodies / professional councils.
4. The courses will be offered on regular mode only. The Institution shall not run the courses on online / distance education mode and through franchise arrangements.
5. The institution shall furnish details regarding students admitted (course-wise) for the forthcoming academic session on the online portal by 31.10.2020. The link to the portal is <https://nsqf.ugc.ac.in/>

With regards,

Yours faithfully,

(Dr. Mriganka Sekhar Sarma)  
(Education Officer)

Sunderrao Solanke Mahavidyalaya,  
Majalgaon, Dist. Beed - 431 131

अ. जी. के. सानप  
अ. नाब. वी. सोळंके  
अ. डी. एन. शिंदे  
प्र. एस. एस. सडुभार

Signature  
24/9/2020

Sunderrao Solanke Mahavidyalaya  
Inward No. 30  
Date 20/09/2020

M. S. P. MANDALS  
SUNDERRAO SOLANKE MAHAVIDYALAYA MAJALGAON  
DEPARTMENT OF BOTANY  
(Academic Year 2021-2022)


Notice

Date 01-07-2021

This is to inform that all the students of B.Sc I, II and III year. The Department of Botany has going to start six month certificate course on "Gardner" for academic year 2021-2022.

Though who are interested they should complete their admission process during (01-07-2021 to 10-07-2021) within 10 days.

For further inquiry fill free to contact with Course Coordinator Dr. M. S. Wankhade Dept of Botany.

  
(Dr. M. S. Wankhade)  
Course Coordinator

  
(Prof. I. B. Salunkhe)  
Head of the Department  
Department of Botany  
Sunderrao Solanke Mahavidyalaya  
Majalgaon Dist. Beed (M.S.)

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

M. S. P. MANDALS

SUNDERRAO SOLANKE MAHAVIDYALAYA MAJALGAON

DEPARTMENT OF BOTANY

CERTIFICATE COURSE FOR B.SC. I II AND III

NAME OF THE COURSE: CERTIFICATE COURSE IN GARDNER


(COURSE DURATION - 6 MONTHS FROM JULY 10 TO DECEMBER 10)

TIME TABLE - ACADEMIC YEAR 2021-22


TIME - 3.30 TO 4.30 PM (MON, TUE, WED AND THU)

TIME - 10 TO 11.40 AM (FRI AND SAT)

Sr. No.	Name of Faculty	Theory	Practical	Days	Time
1	Prof I. B. Salunkhe (IBS)	01	02	Th- Mon. Pra- Fri and Sat	Th- 3.30 to 4.30 pm Pra- 10.00 to 11.40 am
2	Dr. M. S. Wankhade (MSW)	01	00	Th- Tue.	Th- 3.30 to 4.30 pm
3	Dr. R. U. Shete (RUS)	01	00	Th- Wed.	Th- 3.30 to 4.30 pm
4	Miss. V. R. Kale (VRK)	01	00	TH- Thu.	Th- 3.30 to 4.30 pm

  
(Dr. M. S. Wankhade)  
Course Coordinator



  
(Prof. I. B. Salunkhe)  
Department Of Botany  
Head of the Department

NAAC Re-Accredited 'A' grade  
ISO - 9001 : 2015 Certified  
Excellent Study Centre Award  
Yashwantrao Chavan Maharashtra  
Open University Nashik (Maharashtra)

**Dr. V. P. Pawar**  
M.Sc., Ph.D.  
**PRINCIPAL**



Marathwada Shikshan Prasarak Mandal's

# Sunderrao Solanke Mahavidyalaya

Majalgaon (431 131) Dist. Beed (M.S.)

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Email : majalgaon\_college123@yahoo.in  
Website : www.smmajalgaon.com

Ref.No.SSMM/ 2019-20 dated on 25/6/2019

Date : 29/06/2019

To,

Suresh Sakala  
Sakla Landscaping  
Aurangabad

**Subject** : Regarding Collaboration & Partnership in designing & conducting Certificate Course in 'Gardner' (NSQF Level 4) in our institution.

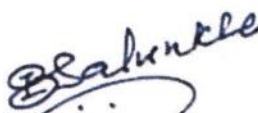
Respected Sir/Madam,

With respect to above cited subject, we are introducing certificate course in 'Gardener' under UGC Community College scheme in the academic year 2019-20. For this course we require your collaboration & partnership to run the said course in our institution.

I hope you would account the same and extend your kind cooperation in this regard.

Thanking you.

Received  
Sagarkale

  
Principal  
Sunderrao Solanke Mahavidyalaya,  
Majalgaon, Dist - Beed.(M.S.).



**SAKLA**  
Landscaping

**Registered Office :** "Indrakiran" 5/2/24, Osmanpura,  
Aurangabad-431 005 (M.S.) India. Office :- +91-240-2356486, 9225319076  
**Branch Office :** Dreams sankalp, Flat No 604, Wing-F, 6th Floor,  
Gul No. 862, Behind Jain College, Bakori Road, Wagholi,  
Pune-412 207 (M.S.) India. Cell : 9822604885  
Email - sagar.sakla@saklagroup.com, suresh.sakla@saklagroup.com

GARDEN DEVELOPMENT & MAINTENANCE | HORTICULTURIST | PLANT NURSERY | LAWN SUPPLIERS (AMERICAN & KOREAN CARPET) | IRRIGATION

**Date : 01/07/2019**

To,  
The Principal,  
Sundarrao Solanke Mahavidyalaya,  
Majalgaon, Dist. Beed.

**Sub: Acceptance letter for collaboration and partnership in designing and conducting Certificate Course in 'Gardener' (NSQF level 4) in your institution.**

Ref : your letter No. SSMM/2019-20 Dated on 29/06/2019

Dear Sir,

This letter is to confirm our commitment for collaboration and partnership in designing and conducting Certificate Course in 'Gardener' (NSQF level 4) in your institution.

Thanking You.

Yours sincerely,

For Sakla Landscaping

Authorized Signatory.  
(Mr. Suresh I. Sakla)

*Total Garden Solution*

# साई सिडस् अण्ड नर्सरी

श्रीकृष्णनगर, रेल्वे क्रॉसिंग, जुना बीड रोड, चिकलठाणा औरंगाबाद शी, ९८९००८७४६३

आ. क्र.

दिनांक :

Date : 10/06/2020

To,

**The Principal,**  
Sunderrao Solunke Mahavidyalaya  
Majalgaon, Dist. Beed

**Subject :** Acceptance Letter for collaboration and partnership in designing and conducting certificate course in "Gardener" (NSQE Level 4) in your institution.

**Refernce :** Your Letter No. SSMM/020-21, Dated on - 01/06/2020.

Respected Sir,

This letter is to confirm our commitment for collaboration and partnership in designing and conduction certificate course in "Gardener" (NSQF Level 4) in your institution.

We are expert in developing the Kitchen garden, Landscape garden as well as we are consultant for plant micro-nutrition & micro-irrigation this is for you kind information.

Thanking You.

Your's Sincerly

साई सिडस् अण्ड नर्सरी

# HEENA NURSERY

Parbhani Road, Behind the Bridge, Majalgaon, Dist. Beed.

Date: 08/06/2021

To,

**The Principal,**

Sunderrao Solanke Mahavidyalaya

Majalgaon, Dist. Beed.

**Subject :** Acceptance Letter for collaboration and partnership in designing and conducting certificate course in "Gardener" (NSQE Level 4) in your institution.

**Reference :** Your Letter No. SSMM/020-21, Dated on - 04/06/2020.

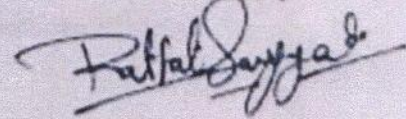
Respected Sir,

This letter is to confirm our commitment for collaboration and partnership in designing and conduction certificate course in "Gardener" (NSQE Level 4) in your institution.

We are consultant for Kitchen garden, Landscape garden this is for you kind information & necessary action.

Thanking You.

Your's Sincerely



## Brief Proposal of Certificate Course in Gardner

Sunderrao Solanke Mahavidhyalaya Majalgaon, Dist. Beed is a multifaculty college established in June 1971 and known for good academic excellence in the region. The college is run by Marathwada Shikshan Prasarak Mandal Aurangabad, which established in 1958 and identified as renowned educational institute in the Maharashtra state. The college has 2020 students in junior college, 1680 students in senior college. The college has 26 senior college teachers, 57 teachers in junior college and 63 non-teaching staff members. the college has its own separate building of library with 3950 books and subscribed 67 journals and periodicals in different languages.

The college has 25 acres land of its own. The constructed building spread over about 3 acres of land. Beside there is an adequate open land around and in between the building. The college has 35 classrooms, 8 laboratories, Canteen, indoor outdoor stadium facility, separate Library building and 7 toilets existing at present. The development in isolated blocks includes campus garden, lightening system, maintenance of passage, electrification, sanitary work, acquiring facilities and other amenities for washrooms, toilet, and simple items of furniture stand by lighting arrangement etc.

Majalgaon is in rural area and rich in flora. It has two major rivers Sindhaphana and Godavari. Majalgaon and its nearby villages are well irrigated because of Dam and above rivers. Other than this in Majalgaon there are three sugar factories, cotton mills, oil mills, ginning mills, co-operative banks etc. In all these establishments, there is need of trained and skilled manpower related to the field of Gardening. To fulfill this demand there is need to start courses related to this field. Thus it has requisite background required for these courses.



*B. Solanke*  
Head  
Department Of Botany  
Sunderrao Solanke Mahavidyalaya,  
Majalgaon - Beed.



CURRICULUM / SYLLABUS

# Gardener

This program is aimed at training candidates for the job of a "Gardener", in the "Agriculture & Allied" Sector/Industry and aims at building the following key competencies amongst the learner

<b>Program Name</b>	<b>Gardener</b>		
<b>Qualification Pack Name &amp; Reference ID.</b>	PWD/AGR/Q0801, v1.0		
<b>Version No.</b>	1.0	<b>Version Update Date</b>	23/7/2018
<b>Pre-requisites to Training</b>	5 <sup>th</sup> Standard pass, preferably		
<b>Training Outcomes</b>	<p><b>After completing this programme, participants will be able to:</b></p> <ul style="list-style-type: none"> <li>• <b>Identify and use basic tools, equipment &amp; materials:</b> Effectively identify, select &amp; use the specified tools and equipment relevant to gardening works.</li> <li>• <b>Prepare root stocks:</b> Preparing root stocks for grafting, budding</li> <li>• <b>Layout and design the Garden component:</b> Area Measurement and planning for the layout and design of garden. Proper landscaping.</li> <li>• <b>Maintain the Garden:</b> identify and select the tools for Pruning, training, trimming and develop healthy Garden.</li> <li>• <b>Become well versed with Environment Health &amp; Safety:</b> Well versed with health and safety measures in terms of personal safety and others as well.</li> </ul>		

This course encompasses 4 out of 4 National Occupational Standards (NOS) of "Gardener" Qualification Pack issued by "Agriculture Skill Council of India". The Curriculum is aligned by "Skill Council for Persons with Disability" for Persons with Low Vision (Visual Impairment).

Sr. No.	Module	Key Learning Outcomes	Equipment Required	Disability-wise Training Tools with reference to Expository for each NOS
1	<p>Handling touch screen user interface</p> <p>Theory Duration (hh:mm) 00:00</p> <p>Practical Duration (hh:mm) 04:00</p> <p>Corresponding NOS Code Bridge Module (PwD)</p>	<ul style="list-style-type: none"> <li>Identify different functions of the screen. Eg: power on/off, accessing the main menu, home button, volume rocker, power buttons, memory slot and sim tray.</li> <li>Demonstrate basic operation on the screen using "explore by touch"</li> <li>Operate the phone using gestures. Eg: select item and double tap to select</li> <li>Explain global context menu</li> <li>Adjust talk back, speech and volume settings.</li> </ul>	One smart phone with talkback per trainee	<ul style="list-style-type: none"> <li>Voiceover</li> <li>Talkback</li> <li>Nuance Talks</li> <li>Mobile Speak</li> <li>ORCA</li> </ul>
2	<p>Calling and Messaging</p> <p>Theory Duration (hh:mm) 00:00</p> <p>Practical Duration (hh:mm) 03:00</p> <p>Corresponding NOS Code Bridge Module (PwD)</p>	<ul style="list-style-type: none"> <li>Use mobile phone for making calls</li> <li>Use mobile phone for sending and receiving messages.</li> <li>Operate local context menu</li> <li>Manage contact list, by exporting and importing contacts</li> </ul>	One Smartphone with talkback per trainee	<ul style="list-style-type: none"> <li>Voiceover</li> <li>Talkback</li> <li>Nuance Talks</li> <li>Mobile Speak</li> <li>ORCA</li> </ul>
3	<p>Reading books and documents</p> <p>Theory Duration (hh:mm) 00:00</p> <p>Practical Duration</p>	<ul style="list-style-type: none"> <li>Describe book reading and its various formats</li> <li>Use book reading apps such as Kota, Daisy Reader and Simply Reading</li> <li>Use Sugamya Pustakalaya and Book Share online library</li> <li>Demonstrate the steps to search, download and read books from Sugamya</li> </ul>	One Smartphone with talkback software and wifi / mobile data per trainee	<ul style="list-style-type: none"> <li>Voiceover</li> <li>Talkback</li> <li>Nuance Talks</li> <li>Mobile Speak</li> <li>ORCA</li> </ul>

Sr. No.	Module	Key Learning Outcomes	Equipment Required	Disability-wise Training Tools with reference to Expository for each NOS
	(hh:mm) 04:00  Corresponding NOS Code Bridge Module (PwD)	Pustakalaya and Book Share		
4	Web browsing and E-mail  Theory Duration (hh:mm) 00:00  Practical Duration (hh:mm) 03:00  Corresponding NOS Code Bridge Module (PwD)	<ul style="list-style-type: none"> <li>• Use Google Chrome to browse the web and search using a keyword.</li> <li>• Operate mails from phone</li> </ul>	One Smartphone with talkback software and wifi / mobile data per trainee	<ul style="list-style-type: none"> <li>• Voiceover</li> <li>• Talkback</li> <li>• Nuance Talks</li> <li>• Mobile Speak</li> <li>• ORCA</li> </ul>
5	Other daily use applications  Theory Duration (hh:mm) 00:00  Practical Duration (hh:mm) 04:00  Corresponding NOS Code Bridge Module (PwD)	<ul style="list-style-type: none"> <li>• Use basic applications like play store and calculator</li> <li>• Use advanced applications like Eye-D, Tap Tapsea, colored ID, Text fairy and Google Maps.</li> </ul>	One Smartphone with talkback software and wifi / mobile data per trainee	<ul style="list-style-type: none"> <li>• Voiceover</li> <li>• Talkback</li> <li>• Nuance Talks</li> <li>• Mobile Speak</li> <li>• ORCA</li> </ul>
6	Introduction  Theory Duration (hh:mm) 25:00  Practical Duration (hh:mm) 10:00 + 3 hours	<ul style="list-style-type: none"> <li>• Understand and perform General Discipline in the class room (Do's &amp; Don'ts)</li> <li>• Understand the Role of a Gardener</li> <li>• Study and understand Types of Gardens</li> <li>• Gain knowledge about the</li> </ul>	Laptop, white board, marker, projector	<p>Any of the following tools may be used:</p> <ul style="list-style-type: none"> <li>• Clear View+ Speech</li> <li>• ZoomEx,</li> <li>• Kurzweil,</li> <li>• ABBY Fine Reader,</li> <li>• Tesseract</li> <li>• Non-Visual Desktop</li> </ul>

Sr. No.	Module	Key Learning Outcomes	Equipment Required	Disability-wise Training Tools with reference to Expository for each NOS
	<p>(Additional hours for Persons with Low Vision)</p> <p><b>Corresponding NOS Code</b> Bridge Module</p>	<p>Aesthetic value of garden.</p> <ul style="list-style-type: none"> <li>• Study the Value in terms of money for gardening</li> <li>• Study the Planting materials for gardening.</li> </ul>		<ul style="list-style-type: none"> <li>• Access (NVDA),</li> <li>• Job Access with Speech (JAWS),</li> <li>• System Access to Go(SATAGO),</li> <li>• Voiceover and Talkback</li> </ul> <p>Requirement on the basis of teaching method</p> <ol style="list-style-type: none"> <li>1. Oral: no additional equipment needed</li> <li>2. Handouts: The font size of the handout should exceed 16. The trainer could also read the document out loud.</li> <li>3. Usage of projector: The person should be allowed to choose the position from where they can see the display with ease</li> <li>4. On the White Board: Black marker should be used and the text should be written in large size</li> </ol> <p>Optimal lighting should be there. The extent of which can be decided after consulting the Person with Low Vision and what suits their needs best.</p>
7	<p><b>Nursery Management and Propagation of Plant Material</b></p> <p><b>Theory Duration (hh:mm)</b> 30:00</p> <p><b>Practical Duration (hh:mm)</b> 50:00 + 17 hours (Additional hours for Persons with</p>	<ul style="list-style-type: none"> <li>• Identify appropriate garden crops as per soil &amp; climatic conditions.</li> <li>• Prepare nursery bed &amp; seedlings</li> <li>• Transplant the seedlings</li> <li>• Maintain farm book keeping</li> <li>• Prepare the root stocks and practice Propagation techniques.</li> <li>• Practice cutting, grafting, budding and layering techniques</li> <li>• Establish the physical infrastructure like shade house, green house, mist chamber, irrigation system.</li> <li>• Understand the soil mixtures and</li> </ul>	<p>Laptop, white board, marker, projector, Seedling Tray, sacks, polythene, watering cans and equipment's, shade net, green house/shade house, plant labels,</p>	<p>Any of the following tools may be used:</p> <ul style="list-style-type: none"> <li>• Clear View+ Speech</li> <li>• ZoomEx,</li> <li>• Kurzweil,</li> <li>• ABBY Fine Reader,</li> <li>• Tesseract</li> <li>• Non-Visual Desktop Access (NVDA),</li> <li>• Job Access with Speech (JAWS),</li> <li>• System Access to Go(SATAGO),</li> </ul>

Sr. No.	Module	Key Learning Outcomes	Equipment Required	Disability-wise Training Tools with reference to Expository for each NOS
	Low Vision)  Corresponding NOS Code AGR / N0801	seed beds. <ul style="list-style-type: none"> <li>Understand the basic botany for garden crops.</li> <li>Gain knowledge about the Water, Media &amp; Nutrition requirement for garden crops.</li> <li>Study the Fertilizer requirement of garden crops.</li> <li>Practice Pest &amp; Disease Management of garden crops.</li> <li>Understand the irrigation methods /requirements of garden crops.</li> <li>Maintain cleanliness in nursery by sweeping trashes and pulling out dead plant parts etc.</li> </ul>	labellers, spade, khurpi	<ul style="list-style-type: none"> <li>Voiceover and Talkback</li> </ul> Requirement on the basis of teaching method <ol style="list-style-type: none"> <li>Oral: no additional equipment needed</li> <li>Handouts: The font size should exceed 16</li> <li>Usage of projector: The person should be allowed to choose the position from where they can see the display with ease</li> <li>On the White Board: Black marker should be used and the text should be written in large size</li> </ol> A standard arrangement should be there in terms of stacking the equipment. Things should remain in their own decided place so that it is easier for the Person with Low Vision to access them quicker.
8	Designing of Garden Components  Theory Duration (hh:mm) 40:00  Practical Duration (hh:mm) 60:00 + 20 hours (Additional hours for Persons with Low Vision)  Corresponding NOS Code AGR/N0802	<ul style="list-style-type: none"> <li>Understand the features of Garden.</li> <li>Gain knowledge about the different types of Garden</li> <li>Plan for the Design and Layout of Gardens.</li> <li>Layout &amp; prepare the lawn</li> <li>Layout of orchard, plant fruit plants in the field</li> <li>Understand the different components of garden.</li> <li>Implement the techniques to beautify the gardens.</li> </ul>	Laptop, white board, marker, projector, spade, khurpi, shears, loppers, hedge cutters	Any of the following tools may be used: <ul style="list-style-type: none"> <li>Clear View+ Speech</li> <li>ZoomEx,</li> <li>Kurzweil,</li> <li>ABBY Fine Reader,</li> <li>Tesseract</li> <li>Non-Visual Desktop Access (NVDA),</li> <li>Job Access with Speech (JAWS),</li> <li>System Access to Go(SATAGO),</li> <li>Voiceover and Talkback</li> </ul> Requirement on the basis of teaching method <ol style="list-style-type: none"> <li>Oral: no additional</li> </ol>

Sr. No.	Module	Key Learning Outcomes	Equipment Required	Disability-wise Training Tools with reference to Expository for each NOS
				<p>equipment needed</p> <ol style="list-style-type: none"> <li>2. Handouts: The font size should exceed 16</li> <li>3. Usage of projector: The person should be allowed to choose the position from where they can see the display with ease</li> <li>4. On the White Board: Black marker should be used and the text should be written in large size</li> </ol> <p>The emphasis should be on the Practical. A proper orientation of the equipment should be given to the person.</p> <p>The person should also be made aware of the right technique of handling the equipment.</p>
9	<p><b>Plantation, Maintenance and Care of Garden</b></p> <p><b>Theory Duration (hh:mm)</b> 25:00</p> <p><b>Practical Duration (hh:mm)</b> 40:00 + 13 hours (Additional hours for Persons with Low Vision)</p> <p><b>Corresponding NOS Code</b> AGR/N0803</p>	<ul style="list-style-type: none"> <li>• Understand the seasonal Gardening and Ground maintenance.</li> <li>• Understand the different planting and Culture of Floral Display.</li> <li>• Understand and perform the irrigation maintenance in the garden.</li> <li>• Practice Pest and Disease management.</li> <li>• Perform filed operations like Maintain Lawn and Turf, Mowing, Fertilizing, Weeding, Irrigation, Aeration and Renovation.</li> <li>• Gain knowledge about the different Plant and Culture of Trees, shrubs etc</li> <li>• Identify different fruit plants &amp; ornamental plants</li> <li>• Prepare pot mixtures, potting &amp; repotting of plants</li> </ul>	<p>Laptop, white board, marker, projector, Hedge cutter, shears, loppers, sprayers, plant labels, pesticides, weedicides, fertilizers, water pumps and equipment's, watering timers and controllers</p>	<p>Any of the following tools may be used:</p> <ul style="list-style-type: none"> <li>• Clear View+ Speech</li> <li>• ZoomEx,</li> <li>• Kurzweil,</li> <li>• ABBY Fine Reader,</li> <li>• Tesseract</li> <li>• Non-Visual Desktop Access (NVDA),</li> <li>• Job Access with Speech (JAWS),</li> <li>• System Access to Go(SATAGO),</li> <li>• Voiceover and Talkback</li> </ul> <p>Requirement on the basis of teaching method</p> <ol style="list-style-type: none"> <li>1. Oral: no additional equipment needed</li> <li>2. Handouts: The font size of the handout should</li> </ol>

Sr. No.	Module	Key Learning Outcomes	Equipment Required	Disability-wise Training Tools with reference to Expository for each NOS
		<ul style="list-style-type: none"> <li>• Prune shrubs, hedge, edge &amp; topiary</li> <li>• Collect soil samples for soil analysis</li> <li>• Identify vegetable seed, garden tools &amp; implements</li> <li>• Prepare Bordeaux mixture</li> <li>• Prepare spray solution, handling sprayers &amp; dusters</li> </ul>		<p>exceed 16. The trainer could also read the document out loud.</p> <ol style="list-style-type: none"> <li>3. Usage of projector: The person should be allowed to choose the position from where they can see the display with ease</li> <li>4. On the White Board: Black marker should be used and the text should be written in large size</li> </ol> <p>A standard arrangement should be there in terms of stacking the equipment. Things should remain in their own decided place so that it is easier for the Person with Low Vision to access them quicker.</p> <p>In order to make the spray solutions, measuring cups of various sizes can be provided to a Person with Low Vision. A proper orientation of the cups should be given so that they are able to prepare the solution with ease.</p> <p>During the practical, allow the Person to be seated near to the apparatus so that they are able to feel the things and see them closely. Ask them where they wish to be seated.</p> <p>Allow the person to record the lecture.</p>
10	<p><b>Health &amp; Safety at the work place</b></p> <p><b>Theory Duration (hh:mm)</b></p>	<ul style="list-style-type: none"> <li>• Understand the basic safety measures.</li> <li>• Understand the minimization of environmental damage during farm operations.</li> </ul>	Hand Gloves, Mask, Pair of shoes, first aid kit	<p>Any of the following tools may be used:</p> <ul style="list-style-type: none"> <li>• Clear View+ Speech</li> <li>• ZoomEx,</li> </ul>

Sr. No.	Module	Key Learning Outcomes	Equipment Required	Disability-wise Training Tools with reference to Expository for each NOS
	<p>10:00</p> <p><b>Practical Duration</b> (hh:mm) 10:00 + 3 hours (Additional hours for Persons with Low Vision)</p> <p><b>Corresponding NOS Code</b> AGR/N9903</p>	<ul style="list-style-type: none"> <li>• Proper use of equipment.</li> <li>• Practice General safety and first aid</li> </ul>		<ul style="list-style-type: none"> <li>• Kurzweil,</li> <li>• ABBY Fine Reader,</li> <li>• Tesseract</li> <li>• Non-Visual Desktop Access (NVDA),</li> <li>• Job Access with Speech (JAWS),</li> <li>• System Access to Go(SATAGO),</li> <li>• Voiceover and Talkback</li> </ul> <p>The Person with Low Vision should be allowed to hold and feel the First Aid Kit and the medicines in order to develop a better understanding of them on the basis of their dimensions</p> <p>Requirement on the basis of teaching method</p> <ol style="list-style-type: none"> <li>1. Oral: no additional equipment needed</li> <li>2. Handouts: The font size of the handout should exceed 16. The trainer could also read the document out loud.</li> <li>3. Usage of projector: The person should be allowed to choose the position from where they can see the display with ease</li> <li>4. On the White Board: Black marker should be used and the text should be written in large size</li> </ol>
	<p><b>Total Duration:</b></p> <p><b>Theory Duration</b> (hh:mm) 130:00</p> <p><b>Practical Duration</b></p>	<p><b>Unique Equipment Required:</b> Laptop, white board, marker, projector, Seedling Tray, sacks, polythene, watering cans and equipment's, shade net, green house/shade house, plant labels, labellers, spade, khurpi, shears, loppers, hedge cutters, sprayers, plant labels, pesticides, weedicides, fertilizers, water pumps and equipment's, watering</p>		





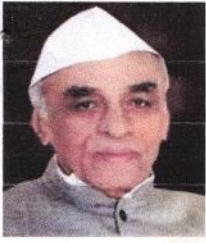
Sr. No.	Module	Key Learning Outcomes	Equipment Required	Disability-wise Training Tools with reference to Expository for each NOS
	(hh:mm) 170:00  +18 hours for Smart Phone Training  +56 hours (1/3 <sup>rd</sup> of Practical Duration for Persons with Low Vision)	timers and controllers, Hand Gloves, Mask, Pair of shoes, first aid kit		

Grand Total Course Duration: 374 Hours, 0 Minutes

*(This syllabus/ curriculum has been approved by Agriculture Skill Council of India)*



*Balunicle*  
Head  
Department Of Botany  
Sundeero Solanke Mahavidyalaya  
Beed



M.S.P.Mandal's  
**SUNDERRAO SOLANKE MAHAVIDYALAYA**

MAJALGAON, DIST.BEED (MH)-431131

NAAC Re-Accredited "A" Grade



**Certificate Course on Water Conservation**

**Details of the Certificate Course on Water Conservation and Management**

**Introduction**

Water conservation is essential and can be done by everyone. Water conservation is the practice of an efficient usage of water by reducing unnecessary wastage of the same. The importance of water conservation becomes even more necessary as there is a limited source of freshwater that is beneficial for all human beings for a Healthy lifestyle. Human activities are polluting the water sources threatening the survival of living beings. So, water conservation focuses on the concept of "save water and save a life. The Marathwada region specially the Beed district face the problem of the Water scarcity and it is the drought affected area. The present certificate course provides the awareness among the students of the water conservation and its management.

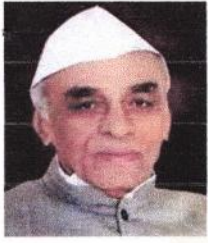
**Objective:-**

- The objective of water conservation is to save water in any form. Water can be saved in many ways through regular practice, campaigns, and awareness.
- The objective of water conservation is to protect natural water bodies. Its objective is to protect aquatic wildlife.
- The objective of water conservation is to research the quantity and quality of water.
- Its objective is to avoid water wastage.
- It is really important to conserve water by all means.

**Significance**

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.





M.S.P.Mandal's  
**SUNDERRAO SOLANKE MAHAVIDYALAYA**

MAJALGAON, DIST.BEED (MH)-431131  
*NAAC Re-Accredited "A" Grade*



**Certificate Course on Water Conservation**

**Duration**

6 Months

This course will commence in the month of the August of the every year.

**Eligibility**

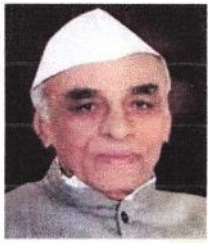
Students from the discipline of B.A. /B.Sc./ B.Com/ BCA/BCS

**Intake Capacity**

60 students

**Course Structure**

The course consists of one theory paper of 80 Marks and one practical paper for the 20 mark.



M.S.P.Mandal's  
**SUNDERRAO SOLANKE MAHAVIDYALAYA**

MAJALGAON, DIST.BEED (MH)-431131

NAAC Re-Accredited "A" Grade



**Certificate Course on Water Conservation**

**Syllabus of the Certificate Course on Water Conservation and Management**

**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



## Notice

Date: - 05/08/2021

All the under graduate first year students of the college are hereby informed that Dept. of Botany is going to start the certificate course in “**Water Conservation and Management**” for the academic year 2021-2022. Those students who are interested they should complete their admission process within 15 days (09/08/2021 to 23/08/2021).

For further detail inquiry feel free to contact with the Department of the Botany.



Solanke

Head

Department of Botany  
Sundarrao Solanke Mahavidyalaya  
Majalgaon Dist. Beed (M.S.)

[Signature]

Principal

PRINCIPAL  
Sundarrao Solanke Mahavidyalaya  
Majalgaon Dist. Beed (M.S.)



M.S.P.Mandal's  
**SUNDERRAO SOLANKE MAHAVIDYALAYA**

MAJALGAON, DIST.BEED (MH)-431131

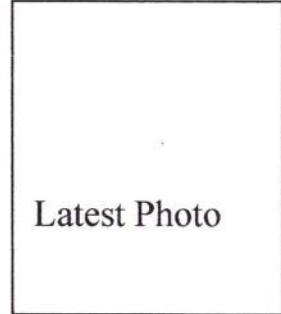
NAAC Re-Accredited "A" Grade



**Certificate Course on Water Conservation**

**Admission Form**

Academic Year -2021-2022



Latest Photo

Name of the Student: - \_\_\_\_\_

PRN No. \_\_\_\_\_

Class:- \_\_\_\_\_ Date of the Birth:- \_\_\_\_\_

Address: - \_\_\_\_\_

Mobile Number: - \_\_\_\_\_

Adhar Number: - \_\_\_\_\_

Sex: - Male/ Female Category:- \_\_\_\_\_

Reason to Join the Certificate Course: -

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of the Students

Signature of the HOD



MSP Mandal's  
**Sunderrao Solanke Mahavidyalaya Majalgaon**

*Certificate Course in*

**Accounts Executive (Recording and Reporting)**

**CURRICULUM / SYLLABUS**

**Academic Year 2020-21**

**Course Objective:** This program is aimed at training candidates for the job of an "Accounts Executive (Recording and Reporting)", in the "BFSI" Sector/Industry and aims at building the following key competencies amongst the learner

**Course Outcomes:**

**After completing this programme, participants will be able to:**

- 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.

Sr. No.	Module	Key Learning Outcomes	Theory Duration (hh:mm)	Practical Duration (hh:mm)
1	Introduction to Accountancy and Recording Receipts	<ul style="list-style-type: none"><li>• Classifying receipts other than from customers</li><li>• Receiving and acknowledging the receipts</li><li>• Generating transactional documents</li><li>• Recording the receipts into the books of accounts</li><li>• Differentiate any miscellaneous receipts in cash or otherwise by the company.</li><li>• Match and verify the document on the basis of which the amount is Received.</li></ul>	5	15
2	Recording Payments	<ul style="list-style-type: none"><li>• Classify payments other than to suppliers</li><li>• Generation of transactional documents</li><li>• Preparation of mode of payment</li><li>• Recording payments in the books of accounts</li><li>• Differentiate any miscellaneous payment to be made by the company</li><li>• Verification and validation of documents based on which payment has to be made</li></ul>	4	15
3	Recording for Provisions	<ul style="list-style-type: none"><li>• Creation of provisions for certain expenses/doubtful debts.</li></ul>	2	10

		<ul style="list-style-type: none"> <li>• Obtaining all the related documents based on which provisions are to be made.</li> <li>• Analyze the pattern of related receipts/payments and its effects on the normal business transactions.</li> <li>• Verification and validation of the documents and calculation of the amount to be provided for as provision.</li> <li>• Selecting appropriate voucher type to record this transaction.</li> </ul>		
4	Preparation of Bank Reconciliation	<ul style="list-style-type: none"> <li>• Ascertain the period for which bank reconciliation statement is to be prepared.</li> <li>• Obtain the bank statement for the concerned period.</li> <li>• Identify the transactions that are either omitted or not recorded in any one of the documents.</li> <li>• Preparation of the worksheet, giving effect to all the recorded adjustments that leads to the matching of the ledger balances with that of the balance as per the bank statement</li> </ul>	2	10
5	Preparation of Depreciation Worksheet	<ul style="list-style-type: none"> <li>• Ascertain the depreciation policy of the company.</li> <li>• Determining depreciation rates relating to the type of assets.</li> <li>• Explaining the cost capitalization concept</li> <li>• Determining block of assets.</li> <li>• Preparation of a tabular statement with details of assets such as classification of assets, date of purchase (for new assets purchased), applicable rates of depreciation, book value as on the said date and depreciation amount.</li> </ul>	2	10
6	Preparing and presenting reports on Profit and Loss account, ledger balances (with details) and Balance Sheet etc.	<ul style="list-style-type: none"> <li>• Preparation and presentation of reports on Profit and Loss account, ledger balances (with details) and Balance Sheet.</li> </ul>	5	20
Total Duration			20	80

  
**Assistant Professor**  
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MSP Mandal's  
**SunderraoSolankeMahavidyalaya Majalgaon**

*Certificate Course in*

**Accounts Executive (Recording and Reporting)**

**CURRICULUM / SYLLABUS**

**Academic Year 2021-22**

**Course Objective:** This program is aimed at training candidates for the job of an "Accounts Executive (Recording and Reporting)", in the "BFSI" Sector/Industry and aims at building the following key competencies amongst the learner

**Course Outcomes:**

**After completing this programme, participants will be able to:**

- Maintain records of defined receipts and payments
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- 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.

Sr. No.	Module	Key Learning Outcomes	Theory Duration (hh:mm)	Practical Duration (hh:mm)
1	Introduction to Accountancy and Recording Receipts	<ul style="list-style-type: none"> <li>• Classifying receipts other than from customers</li> <li>• Receiving and acknowledging the receipts</li> <li>• Generating transactional documents</li> <li>• Recording the receipts into the books of accounts</li> <li>• Differentiate any miscellaneous receipts in cash or otherwise by the company.</li> <li>• Match and verify the document on the basis of which the amount is Received.</li> </ul>	5	15
2	Recording Payments	<ul style="list-style-type: none"> <li>• Classify payments other than to suppliers</li> <li>• Generation of transactional documents</li> <li>• Preparation of mode of payment</li> <li>• Recording payments in the books of accounts</li> <li>• Differentiate any miscellaneous payment to be made by the company</li> <li>• Verification and validation of documents based on which payment has to be made</li> </ul>	4	15
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		<ul style="list-style-type: none"> <li>• Obtaining all the related documents based on which provisions are to be made.</li> <li>• Analyze the pattern of related receipts/payments and its effects on the normal business transactions.</li> <li>• Verification and validation of the documents and calculation of the amount to be provided for as provision.</li> <li>• Selecting appropriate voucher type to record this transaction.</li> </ul>		
4	Preparation of Bank Reconciliation	<ul style="list-style-type: none"> <li>• Ascertain the period for which bank reconciliation statement is to be prepared.</li> <li>• Obtain the bank statement for the concerned period.</li> <li>• Identify the transactions that are either omitted or not recorded in any one of the documents.</li> <li>• Preparation of the worksheet, giving effect to all the recorded adjustments that leads to the matching of the ledger balances with that of the balance as per the bank statement</li> </ul>	2	10
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6	Preparing and presenting reports on Profit and Loss account, ledger balances (with details) and Balance Sheet etc.	<ul style="list-style-type: none"> <li>• Preparation and presentation of reports on Profit and Loss account, ledger balances (with details) and Balance Sheet.</li> </ul>	5	20
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*Certificate Course in*

**Accounts Executive (Recording and Reporting)**

**CURRICULUM / SYLLABUS**

**Academic Year 2022-23**

**Course Objective:** This program is aimed at training candidates for the job of an "Accounts Executive (Recording and Reporting)", in the "BFSI" Sector/Industry and aims at building the following key competencies amongst the learner

**Course Outcomes:**

**After completing this programme, participants will be able to:**

- Maintain records of defined receipts and payments
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		<ul style="list-style-type: none"> <li>• Obtaining all the related documents based on which provisions are to be made.</li> <li>• Analyze the pattern of related receipts/payments and its effects on the normal business transactions.</li> <li>• Verification and validation of the documents and calculation of the amount to be provided for as provision.</li> <li>• Selecting appropriate voucher type to record this transaction.</li> </ul>		
4	Preparation of Bank Reconciliation	<ul style="list-style-type: none"> <li>• Ascertain the period for which bank reconciliation statement is to be prepared.</li> <li>• Obtain the bank statement for the concerned period.</li> <li>• Identify the transactions that are either omitted or not recorded in any one of the documents.</li> <li>• Preparation of the worksheet, giving effect to all the recorded adjustments that leads to the matching of the ledger balances with that of the balance as per the bank statement</li> </ul>	2	10
5	Preparation of Depreciation Worksheet	<ul style="list-style-type: none"> <li>• Ascertain the depreciation policy of the company.</li> <li>• Determining depreciation rates relating to the type of assets.</li> <li>• Explaining the cost capitalization concept</li> <li>• Determining block of assets.</li> <li>• Preparation of a tabular statement with details of assets such as classification of assets, date of purchase (for new assets purchased), applicable rates of depreciation, book value as on the said date and depreciation amount.</li> </ul>	2	10
6	Preparing and presenting reports on Profit and Loss account, ledger balances (with details) and Balance Sheet etc.	<ul style="list-style-type: none"> <li>• Preparation and presentation of reports on Profit and Loss account, ledger balances (with details) and Balance Sheet.</li> </ul>	5	20
Total Duration			20	80

  
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MSP Mandal's

# Sunderrao Solanke Mahavidyalaya Majalgaon, Dist. Beed.

Department of commerce

Diploma in Tax Assistance (I Sem.)

TIME TABLE (2018-19)

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8 to 9 am	Fundamentals of Accounting	Fundamentals of Accounting	Financial Mathematics	Financial Mathematics	Financial Mathematics	Financial Mathematics (Lab Work)
9 to 10 am	Linguistic Proficiency-I Part-A	Linguistic Proficiency-I Part-A	Linguistic Proficiency-I Part-B	Linguistic Proficiency-I Part-B	Fundamentals of Accounting	Fundamentals of Accounting (Lab Work)
10 to 11 am	Voc. I - Direct Tax	Voc. I - Direct Tax	Voc. I - Direct Tax	Voc. I - Direct Tax	Voc. I - Lab Work	Voc. I - Lab Work
11 to 12 pm	Voc. II Comp. Accounting-I	Voc. II Comp. Accounting-I	Voc. II Comp. Accounting-I	Voc. II Comp. Accounting-I	Voc. II Lab Work	Voc. II Lab Work

Note: Time of the lectures may be adjusted as per the need & availability of the teacher.

- 1) Linguistic Proficiency Part-A: Mr. S. B. Deshmukh
- 2) Linguistic Proficiency Part-B: Dr. M. A. Kavhale
- 3) Fundamentals of Accounting : Mr. S. S. Rudrawar
- 4) Financial Mathematics : Mr. N. R. Dhawale & Mr. A. S. Ughade

- 5) Voc. I - Direct Tax
- 6) Voc. II - Computerized Accounting

Guest/Visiting Faculty : CA Saurabh Redasani

Total Hours of Teaching & Lab Work=24 Hrs. per Week (24 Hrs X 15 Weeks = 360 Hrs.)

  
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# Sunderrao Solanke Mahavidhyalaya Majalgaon, Dist. Beed.

Department of commerce

Diploma in Tax Assistance (II Sem.)



TIME TABLE (2018-19)

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8 to 9 am	Business Communication	Business Communication	Computer Application in Business	Computer Application in Business	Computer Application in Business	Computer Application in Business (Lab Work)
9 to 10 am	Professional Ethics & Moral Values	Professional Ethics & Moral Values	Professional Ethics & Moral Values	Professional Ethics & Moral Values	Business Communication	Business Communication (Lab Work)
10 to 11 am	Voc. III - GOODS & SERVICE TAX	Voc. III - GOODS & SERVICE TAX	Voc. III - GOODS & SERVICE TAX	Voc. III - GOODS & SERVICE TAX	Voc. III - GOODS & SERVICE TAX	Voc. III - Lab Work
11 to 12 pm	Voc. IV Comp. Accounting-II	Voc. IV Comp. Accounting-II	Voc. IV Comp. Accounting-II	Voc. IV Comp. Accounting-II	Voc. IV Lab Work	Voc. IV Lab Work

Note: Time of the lectures may be adjusted as per the need & availability of the teacher.

- 1) Business Communication: Mr. S. B. Deshmukh
- 2) Professional Ethics & Moral Values: Mr. A. S. Ughade
- 3) Computer Application in Business : Mr. S. S. Rudrawar  
Guest / Visiting Faculty: CA Saurabh Redasani

- 4) Voc. III - GOODS & SERVICE TAX : Mr. N. R. Dhawale
- 5) Voc. IV-Comp. Accounting-II: Dr. Mr. Ashok Ughade

Total Hours of Teaching & Lab Work=24 Hrs. per Week (24 Hrs X 15 Weeks = 360 Hrs.)

  
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## Department of commerce Diploma in Tax Assistance (I Sem.)



### TIME TABLE (2019-20)

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8 to 9 am	Fundamentals of Accounting	Fundamentals of Accounting	Financial Mathematics	Financial Mathematics	Financial Mathematics	Financial Mathematics (Lab Work)
9 to 10 am	Linguistic Proficiency-I Part-A	Linguistic Proficiency-I Part-A	Linguistic Proficiency-I Part-B	Linguistic Proficiency-I Part-B	Fundamentals of Accounting	Fundamentals of Accounting (Lab Work)
10 to 11 am	Voc. I - Direct Tax	Voc. I - Direct Tax	Voc. I - Direct Tax	Voc. I - Direct Tax	Voc. I - Lab Work	Voc. I - Lab Work
11 to 12 pm	Voc. II Comp. Accounting-I	Voc. II Comp. Accounting-I	Voc. II Comp. Accounting-I	Voc. II Comp. Accounting-I	Voc. II Lab Work	Voc. II Lab Work

Note: Time of the lectures may be adjusted as per the need & availability of the teacher.

- 5) Linguistic Proficiency Part-A: Mr. S. B. Deshmukh
- 6) Linguistic Proficiency Part-B: Dr. M. A. Kavhale
- 7) Fundamentals of Accounting : Mr. S. S. Rudrawar
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8 to 9 am	Business Communication	Business Communication	Computer Application in Business	Computer Application in Business	Computer Application in Business	Computer Application in Business (Lab Work)
9 to 10 am	Professional Ethics & Moral Values	Professional Ethics & Moral Values	Professional Ethics & Moral Values	Professional Ethics & Moral Values	Business Communication	Business Communication (Lab Work)
10 to 11 am	Voc. III - GOODS & SERVICE TAX	Voc. III - GOODS & SERVICE TAX	Voc. III - GOODS & SERVICE TAX	Voc. III - GOODS & SERVICE TAX	Voc. III - GOODS & SERVICE TAX	Voc. III - Lab Work
11 to 12 pm	Voc. IV Comp. Accounting-II	Voc. IV Comp. Accounting-II	Voc. IV Comp. Accounting-II	Voc. IV Comp. Accounting-II	Voc. IV Lab Work	Voc. IV Lab Work

Note: Time of the lectures may be adjusted as per the need & availability of the teacher.

- 4) Business Communication: Mr. S. B. Deshmukh
- 5) Professional Ethics & Moral Values: Mr. A. S. Ughade
- 6) Computer Application in Business: Mr. S. S. Rudrawar  
Guest / Visiting Faculty: CA Saurabh Redasani

- 4) Voc. III - GOODS & SERVICE TAX : Mr. N. R. Dhawale
- 5) Voc. IV-Comp. Accounting-II: Dr. Mr. Ashok Ughade

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## Department of commerce Diploma in Tax Assistance (I Sem.)

TIME TABLE (2020-21)

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8 to 9 am	Fundamentals of Accounting	Fundamentals of Accounting	Financial Mathematics	Financial Mathematics	Financial Mathematics	Financial Mathematics (Lab Work)
9 to 10 am	Linguistic Proficiency-I Part-A	Linguistic Proficiency-I Part-A	Linguistic Proficiency-I Part-B	Linguistic Proficiency-I Part-B	Fundamentals of Accounting	Fundamentals of Accounting (Lab Work)
10 to 11 am	Voc. I - Direct Tax	Voc. I - Direct Tax	Voc. I - Direct Tax	Voc. I - Direct Tax	Voc. I - Lab Work	Voc. I - Lab Work
11 to 12 pm	Voc. II Comp. Accounting-I	Voc. II Comp. Accounting-I	Voc. II Comp. Accounting-I	Voc. II Comp. Accounting-I	Voc. II Lab Work	Voc. II Lab Work

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11) Fundamentals of Accounting: Mr. S. S. Rudrawar

12) Financial Mathematics : Mr. N. R. Dhawale & Mr. A. S. Ughade

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Department of commerce

Diploma in Tax Assistance (II Sem.)

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Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8 to 9 am	Business Communication	Business Communication	Computer Application in Business	Computer Application in Business	Computer Application in Business	Computer Application in Business (Lab Work)
9 to 10 am	Professional Ethics & Moral Values	Professional Ethics & Moral Values	Professional Ethics & Moral Values	Professional Ethics & Moral Values	Business Communication	Business Communication (Lab Work)
10 to 11 am	Voc. III - GOODS & SERVICE TAX	Voc. III - GOODS & SERVICE TAX	Voc. III - GOODS & SERVICE TAX	Voc. III - GOODS & SERVICE TAX	Voc. III - GOODS & SERVICE TAX	Voc. III - Lab Work
11 to 12 pm	Voc. IV Comp. Accounting-II	Voc. IV Comp. Accounting-II	Voc. IV Comp. Accounting-II	Voc. IV Comp. Accounting-II	Voc. IV Lab Work	Voc. IV Lab Work

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  - 9) Computer Application in Business : Mr. S. S. Rudrawar
- Guest / Visiting Faculty: CA Saurabh Redasani

- 4) Voc. III - GOODS & SERVICE TAX : Mr. N. R. Dhawale
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Department of commerce

Diploma in Tax Assistance (I Sem.)

TIME TABLE (2021-22)

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8 to 9 am	Fundamentals of Accounting	Fundamentals of Accounting	Financial Mathematics	Financial Mathematics	Financial Mathematics	Financial Mathematics (Lab Work)
9 to 10 am	Linguistic Proficiency-I Part-A	Linguistic Proficiency-I Part-A	Linguistic Proficiency-I Part-B	Linguistic Proficiency-I Part-B	Fundamentals of Accounting	Fundamentals of Accounting (Lab Work)
10 to 11 am	Voc. I - Direct Tax	Voc. I - Direct Tax	Voc. I - Direct Tax	Voc. I - Direct Tax	Voc. I - Lab Work	Voc. I - Lab Work
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## Department of commerce

### Diploma in Tax Assistance (II Sem.)

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9 to 10 am	Professional Ethics & Moral Values	Professional Ethics & Moral Values	Professional Ethics & Moral Values	Professional Ethics & Moral Values	Business Communication	Business Communication (Lab Work)
10 to 11 am	Voc. III - GOODS & SERVICE TAX	Voc. III - GOODS & SERVICE TAX	Voc. III - GOODS & SERVICE TAX	Voc. III - GOODS & SERVICE TAX	Voc. III - GOODS & SERVICE TAX	Voc. III - Lab Work
11 to 12 pm	Voc. IV Comp. Accounting-II	Voc. IV Comp. Accounting-II	Voc. IV Comp. Accounting-II	Voc. IV Comp. Accounting-II	Voc. IV Lab Work	Voc. IV Lab Work

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Guest / Visiting Faculty: CA Saurabh Redasani

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Department of commerce

Diploma in Tax Assistance (I Sem.)

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10 to 11 am	Voc. III - GOODS & SERVICE TAX	Voc. III - GOODS & SERVICE TAX	Voc. III - GOODS & SERVICE TAX	Voc. III - GOODS & SERVICE TAX	Voc. III - GOODS & SERVICE TAX	Voc. III - Lab Work
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15) Computer Application in Business : Mr. S. S. Rudrawar  
Guest / Visiting Faculty: CA Saurabh Redasani

- 4) Voc. III - GOODS & SERVICE TAX : Mr. N. R. Dhawale  
5) Voc. IV-Comp. Accounting-II: Dr. Mr. Ashok Ughade

Total Hours of Teaching & Lab Work=24 Hrs. per Week (24 Hrs X 15 Weeks = 360 Hrs.)

  
**Assistant Professor**  
Sunderrao Solanke Mahavidyalaya,  
Majalgaon Dist. Beed. (MS)

MSP Mandal's

# Sunderrao Solanke Mahavidyalaya

Majalgaon, Dist. Beed (MH)

Department of commerce

Accounts Executive (Recording & Reporting)



## TIME TABLE (2020-21)

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11 to 12 pm	Accounts Executive (Recording & Reporting) -TH NRD	Accounts Executive (Recording & Reporting)-TH NRD	Accounts Executive (Recording & Reporting)-TH BSK	Accounts Executive (Recording & Reporting)-TH BSK	Lab Work (Practical) CA Saurabh Redasani	Lab Work (Practical) CA Saurabh Redasani

Note: Time of the lectures may be adjusted as per the need & availability of the teacher.

- 1) NRD: Dr. N. R. Dhawale
- 2) BSK: Dr. B.S. Kale
- 3) CA Saurabh Redasani: Guest/Visiting Faculty

Theory: 60 Hrs.

Lab Work: 40 Hrs.

Total Hours of Teaching & Lab Work=100 Hrs.

  
Assistant Professor  
Sunderrao Solanke Mahavidyalaya,  
Majalgaon Dist. Beed. (MS)

MSP Mandal's

# Sunderrao Solanke Mahavidyalaya

Majalgaon, Dist. Beed (MH)

Department of commerce

## Accounts Executive (Recording & Reporting



### TIME TABLE (2021-22)

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11 to 12 pm	Accounts Executive (Recording & Reporting) -TH NRD	Accounts Executive (Recording & Reporting)-TH NRD	Accounts Executive (Recording & Reporting)-TH BSK	Accounts Executive (Recording & Reporting)-TH BSK	Lab Work (Practical) CA Saurabh Redasani	Lab Work (Practical) CA Saurabh Redasani

Note: Time of the lectures may be adjusted as per the need & availability of the teacher.

- 1) NRD: Dr. N. R. Dhawale
- 2) BSK: Dr. B.S. Kale
- 3) CA Saurabh Redasani: Guest/Visiting Faculty

Theory: 60 Hrs.

Lab Work: 40 Hrs.

Total Hours of Teaching & Lab Work=100 Hrs.

  
Assistant Professor  
Sunderrao Solanke Mahavidyalaya,  
Majalgaon Dist. Beed. (MS)



MSP Mandal's



# Sunderrao Solanke Mahavidyalaya

Majalgaon, Dist. Beed (MH)

Department of commerce

Accounts Executive (Recording & Reporting)

## TIME TABLE (2022-23)

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11 to 12 pm	Accounts Executive (Recording & Reporting) -TH NRD	Accounts Executive (Recording & Reporting)-TH NRD	Accounts Executive (Recording & Reporting)-TH BSK	Accounts Executive (Recording & Reporting)-TH BSK	Lab Work (Practical) CA Saurabh Redasani	Lab Work (Practical) CA Saurabh Redasani

Note: Time of the lectures may be adjusted as per the need & availability of the teacher.

- 1) NRD: Dr. N. R. Dhawale
- 2) BSK: Dr. B.S. Kale
- 3) CA Saurabh Redasani: Guest/Visiting Faculty

Theory: 60 Hrs.

Lab Work: 40 Hrs.

Total Hours of Teaching & Lab Work=100 Hrs.

  
Assistant Professor  
Sunderrao Solanke Mahavidyalaya,  
Majalgaon Dist. Beed. (MS)



म.शी.प्र.मंडळाचे

सुंदरराव सोळंके महाविद्यालय माजलगाव जि.बीड - ४३११३१

डॉ.बा.आ.म.विद्यापीठ,आजीवन शिक्षण आणि विस्तार विभाग  
अंतर्गत बालवाडी/अंगणवाडी शिक्षिका कोर्स २०१७-२०१८ ते २०२१-२०२२

अहवाल

डॉ.बाबासाहेब आंबेडकर मराठवाडा विद्यापीठाच्या आजीवन शिक्षण आणि विस्तार विभागा अंतर्गत शैक्षणिक वर्ष २०१७-२०१८ ते २०२१-२०२२ मध्ये बालवाडी/अंगणवाडी शिक्षिका प्रमाणपत्र अभ्यासक्रम सुंदरराव सोळंके महाविद्यालय माजलगाव राबवण्यात आला.या अभ्यासक्रमाचा कालावधी ६ महिने असून या अभ्यासक्रमास १०वी,१२वी पास विद्यार्थिनी प्रवेश घेवू शकतात.

बालवाडी/अंगणवाडी शिक्षिका अभ्यासक्रम पूर्ण करणाऱ्या विद्यार्थिनीना महाराष्ट्र शासन, पंचायत समिती अंतर्गत बालवाडी/अंगणवाडी शिक्षिका म्हणून गावातील बालवाडी/अंगणवाडीमध्ये शासकीय सेवेत काम करण्याची संधी मिळते.याशिवाय बालवाडी/अंगणवाडी शिक्षिका अभ्यासक्रम पूर्ण करणाऱ्या विद्यार्थिनीना स्वतंत्र बालवाडी/अंगणवाडी देखील सुरु करता येते.

**Programme Officer**  
Lifelong Learning & Extension Activity  
Sunderrao Solanke Mahavidyalaya, Majalgaon



म.शी.प्र.मंडळाचे.

सुंदरराव सोलंके महाविद्यालय, माजलगाव जि.बीड  
अंगणवाडी/बालवाडी शिक्षिका प्रमाणपत्र कोर्स  
वेळा पत्रक

Time/Day	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
१ ते २	बालशिक्षण इतिहास आणि महत्व	बालशिक्षण इतिहास आणि महत्व	बालशिक्षण इतिहास आणि महत्व	बालशिक्षण इतिहास आणि महत्व	बालशिक्षण इतिहास आणि महत्व	प्रात्यक्षिक
२ ते ३	बालमानसशास्त्र व बालकांचा विकास	बालमानसशास्त्र व बालकांचा विकास	बालमानसशास्त्र व बालकांचा विकास	बालमानसशास्त्र व बालकांचा विकास	बालमानसशास्त्र व बालकांचा विकास	प्रात्यक्षिक
३ ते ४	बालशिक्षण कार्यपद्धती	बालशिक्षण कार्यपद्धती	बालशिक्षण कार्यपद्धती	बालशिक्षण कार्यपद्धती	बालशिक्षण कार्यपद्धती	प्रात्यक्षिक
४ ते ५	भाषा शिक्षण	भाषा शिक्षण	भाषा शिक्षण	भाषा शिक्षण	भाषा शिक्षण	प्रात्यक्षिक

१. बालशिक्षण इतिहास आणि महत्व:- डॉ.डी.एस.शिंदे  
२. बालमानसशास्त्र व बालकांचा विकास:- श्रीमती.व्ही.एस.भिसे  
३. बालशिक्षण कार्यपद्धती:- श्रीमती.- व्ही.आर.पुरी  
४. भाषा शिक्षण :- डॉ. एम.ए.कव्हळे  
५. प्रात्यक्षिक :- डॉ.एन.आर.ढवळे

  
Programme Officer  
Lifelong Learning & Extension Activity  
Sundarrao Solanke Mahavidyalaya, Majalgaon



म.शी.प्र.मंडळाचे.

सुंदरराव सोलंके महाविद्यालय, माजलगाव जि.बीड  
अंगणवाडी/बालवाडी शिक्षिका प्रमाणपत्र कोर्स  
अभ्यासक्रम

१. बालशिक्षण इतिहास आणि महत्व: बालवाडी ,बाल;शिक्षणाची उद्दिष्टे व बालकांचे अधिकार, बालशिक्षण राष्ट्रीय विकास,बालकल्याण कार्यक्रमाचे महत्व,बालकल्याण भारतातील बालकल्याण योजना,बालहक्क,युनिसेफने बालकाच्या हक्काबाबत केलेले कार्य.
२. बालमानसशास्त्र: बालमानसशास्त्र म्हणजे काय? बालमानसशास्त्राचे उद्देश, बालकाची वाढ आणि विकास,वाढ व विकासाचे वैशिष्टे,बालकांच्या गर्भआवस्था,बालकांच्या विविध गरजा, शारीरिक व मानसिक गरज परिपक्वता आणि शिक्षण यांचा परस्पर संबंध किंवा शैक्षणिकदृष्ट्या परिपक्वतेचे महत्व,बालकांचे अवधान
३. बालशिक्षण कार्यपद्धती बालशिक्षणाचा अर्थ,अवधान व अभिरुची,अंतर्गत व बाह्य गुणांचा विकास,बालकांची क्रियाशीलता,बालकांचे वर्तन,समवयस्क सहवास,हट्ट करणे,भावनिक विकास पूर्व बाल्याआवस्था.
४. भाषा शिक्षण: संभाषण विकास,संभाषणदोष बोबडे उच्चार,शब्द उच्चार, वाक्य रचना,लोकामादयामे, उत्तम संभाषण कौशल्याचा विकास शब्द संग्रह वाढवणे,आकलन वाढवणे.
५. प्रात्यक्षिक: वर्ग व्यावस्थापन,शैक्षणिक साहित्याचा वापर,कृती,प्रत्येक्ष अनुभव.

  
Programme Officer  
Lifelong Learning & Extension Activity  
Sunderrao Solanke Mahavidyalaya, Majalgaon



डॉ. बाबासाहेब आंबेडकर मराठवाडा विद्यापीठ,  
औरंगाबाद (महाराष्ट्र) भारत

आजीवन शिक्षण आणि विस्तार विभाग

प्रमाणपत्र

प्रमाणित करण्यात येते की, श्री./श्रीमती./कु.चाळक गायत्री द्रोणाचार्य यांनी डॉ. बाबासाहेब आंबेडकर मराठवाडा विद्यापीठाच्या विद्यापरिषदेने व व्यवस्थापन परिषदेने निरंतर शिक्षणांतर्गत मंजूर केलेला आणि आजीवन शिक्षण व विस्तार विभागातर्फे चालविण्यात येणारा ६ महीने कालावधीचा अंगणवाडी / बालवाडी स्वयंनिर्वाही प्रमाणपत्र अभ्यासक्रम २०१९-२० या शैक्षणिक वर्षात 11/AB/65 रोल नं. द्वारे अश्रेणीत उत्तीर्ण केला आहे.  
करिता प्रमाणपत्र देण्यात येत आहे.

प्राचार्य :

महाविद्यालयाचे नाव : सुंदरराव सोळंके महाविद्यालय  
मजलगांव.

दिनांक : 12/06/2020

संचालक / विभागप्रमुख



Programme Officer  
Lifelong Learning & Extension Activity  
Sunderrao Solanke Mahavidyalaya, Majalgaon



डॉ. बाबासाहेब आंबेडकर मराठवाडा विद्यापीठ,

औरंगाबाद (महाराष्ट्र) भारत

आजीवन शिक्षण आणि विस्तार विभाग



प्रमाणपत्र

प्रमाणित करण्यात येते की, श्री./श्रीमती./कु. गडे सीमा मुकुंद

यांनी डॉ. बाबासाहेब आंबेडकर मराठवाडा विद्यापीठाच्या विद्यापरिषदेने व व्यवस्थापन परिषदेने निरंतर शिक्षणांतर्गत मंजूर केलेला आणि आजीवन शिक्षण व विस्तार विभागातर्फे चालविण्यात येणारा 6 महिने

कालावधीचा अंगणवाडी - बालवाडी स्वयंनिर्वाही प्रमाणपत्र अभ्यासक्रम 2021-22

या शैक्षणिक वर्षात 9-AB-128 रोल नं. द्वारे 'अ' श्रेणीत उत्तीर्ण केला आहे.

करिता प्रमाणपत्र देण्यात येत आहे.

प्राचार्य : [Signature]

महाविद्यालयाचे नाव : \_\_\_\_\_

दिनांक : \_\_\_\_\_

[Signature]  
Programme Officer  
Lifelong Learning & Extension Activities  
Sunderrao Solanke Mahavidyalaya, Majalgaon



[Signature]  
संचालक / विभागप्रमुख



M.S.P.Mandal's

# Sundarrao Solanke Mahavidyalaya, Majalgaon Dist. Beed. Pin: 431131

Department of Computer Science

## Overall Report On Certificate Course in Basic Computer

The Department Of Computer Science Introduces the 'Certificate Course in Basic Computer' during the academic year 2017-18 and it has been conducted till the academic year 2021-22. The course helps the student in many ways like basic knowledge and its application. Many students are benefited from this course. The course has the duration of three months. Looking at the performance of the students and the knowledge of practical implementation, the certificates are issued to the students.

### Aims and Objectives:

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

Co-ordinator

V. B. Solanke

LECTURER

Department Of Computer Science  
Sundarrao Solanke Mahavidyalaya  
Majalgaon Dist. Beed

*Clary*

HEAD

Department Of Computer Science  
Sundarrao Solanke Mahavidyalaya  
Majalgaon Dist. Beed



M.S.P.Mandal's  
**Sunderrao Solanke Mahavidyalaya Majalgaon**  
Department of Computer Science  
Certificate course in Basic Computer  
Time-Table year-2017-18

Time	3.00 to 4.00 (Theory)	10.00 to 10.50 (Practical)
Day		
Monday	Computer Course	--
Tuesday	Computer Course	--
Wednesday	Computer Course	--
Thursday	--	--
Friday	--	--
Saturday		Practical

Co-Ordinator

V.B.Solanke  
**LECTURER**

Department Of Computer Science  
Sunderrao Solanke Mahavidyalaya  
Majalgaon Dist.Beed

**HEAD**

Department Of Computer Science  
Sunderrao Solanke Mahavidyalaya  
Majalgaon Dist.Beed





M.S.P.Mandal's  
**Sunderrao Solanke Mahavidyalaya,**  
**Majalgaon, 431131**

**Certificate Course in Basic Computer**

**Syllabus: - Basic Computer Course year 2017-18**

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

*Solanke*  
Co-ordinator  
*V. B. Solanke*  
LECTURER

Department Of Computer Science  
Sunderrao Solanke Mahavidyalaya  
Majalgaon Dist. Beed

*Ch. J.*  
HEAD

Department Of Computer Science  
Sunderrao Solanke Mahavidyalaya  
Majalgaon Dist. Beed



M.S.P.Mandal's  
**Sunderrao Solanke Mahavidyalaya Majalgaon**  
Department of Computer Science  
Certificate course in Basic Computer  
Time-Table year-2018-19

Time	3.00 to 4.00 (Theory)	10.00 to 10.50 (Practical)
Day		
Monday	Computer Course	--
Tuesday	Computer Course	--
Wednesday	Computer Course	--
Thursday	--	--
Friday	--	--
Saturday		Practical

Co-Ordinator

V.B.Solanke  
LECTURER

Department Of Computer Science  
Sunderrao Solanke Mahavidyalaya  
Majalgaon Dist.Beed

HEAD

Department Of Computer Science  
Sunderrao Solanke Mahavidyalaya  
Majalgaon Dist.Beed

M.S.P.Mandal's  
**Sunderrao Solanke Mahavidyalaya,**  
**Majalgaon, 431131**



**Certificate Course in Basic Computer**

**Syllabus: - Basic Computer Course year 2018-19**

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

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Scanners, Digitizers, Plotters, LCD, Plasma Display, Printers

5. Operating system Concepts

What is Operating System?

Functions of Operating System

Types of Operating System

*Solanke*  
*Co-ordinator*  
*V. B. Solanke*  
**LECTURER**

**Department Of Computer Science**  
**Sunderrao Solanke Mahavidyalaya**  
**Majalgaon Dist. Beed**

*[Signature]*  
**HEAD**

**Department Of Computer Science**  
**Sunderrao Solanke Mahavidyalaya**  
**Majalgaon Dist. Beed**



M.S.P.Mandal's  
**Sunderrao Solanke Mahavidyalaya Majalgaon**  
Department of Computer Science  
Certificate course in Basic Computer  
Time-Table year-2019-20

Time	3.00 to 4.00 (Theory)	10.00 to 10.50 (Practical)
Day		
Monday	Computer Course	--
Tuesday	Computer Course	--
Wednesday	Computer Course	--
Thursday	--	--
Friday	--	--
Saturday		Practical

Co-Ordinator

Y.B.Solanke  
LECTURER

Department Of Computer Science  
Sunderrao Solanke Mahavidyalaya  
Majalgaon Dist.Beed

HEAD

Department Of Computer Science  
Sunderrao Solanke Mahavidyalaya  
Majalgaon Dist.Beed



M.S.P.Mandal's  
**Sunderrao Solanke Mahavidyalaya,  
Majalgaon, 431131**

**Certificate Course in Basic Computer**

**Syllabus: - Basic Computer Course year 2019-20**

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

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Scanners, Digitizers, Plotters, LCD, Plasma Display, Printers

5. Operating system Concepts

What is Operating System?

Functions of Operating System

Types of Operating System

*Solanke*  
Co-ordinator  
*V.B. Solanke*  
LECTURER

Department Of Computer Science  
Sunderrao Solanke Mahavidyalaya  
Majalgaon Dist. Beed

*[Signature]*  
HEAD

Department Of Computer Science  
Sunderrao Solanke Mahavidyalaya  
Majalgaon Dist. Beed



M.S.P.Mandal's  
**Sunderrao Solanke Mahavidyalaya Majalgaon**  
Department of Computer Science  
Certificate course in Basic Computer  
Time-Table year-2020-21

Time	3.00 to 4.00 (Theory)	10.00 to 10.50 (Practical)
Day		
Monday	Computer Course	--
Tuesday	Computer Course	--
Wednesday	Computer Course	--
Thursday	--	--
Friday	--	--
Saturday		Practical

Co-Ordinator

V.B.Solanke  
LECTURER

Department Of Computer Science  
Sunderrao Solanke Mahavidyalaya  
Majalgaon Dist.Beed

HEAD

Department Of Computer Science  
Sunderrao Solanke Mahavidyalaya  
Majalgaon Dist.Beed

Department Of Computer Science



M.S.P.Mandal's  
**Sunderrao Solanke Mahavidyalaya,**  
**Majalgaon, 431131**

**Certificate Course in Basic Computer**

**Syllabus: - Basic Computer Course year 2020-21**

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

*Solanke*  
Co-ordinator  
*M. B. Solanke*  
LECTURER

Department Of Computer Science  
Sunderrao Solanke Mahavidyalaya  
Majalgaon Dist. Beed

*[Signature]*  
HEAD

Department Of Computer Science  
Sunderrao Solanke Mahavidyalaya  
Majalgaon Dist. Beed



M.S.P.Mandals

## Sunderrao Solanke Mahavidyalaya Majalgaon

Gender wise Student List

Certificate Course in Basic Computer

Sr.No.	Year	Boys	Girls
1	2017-18	31	21
2	2018-19	33	21
3	2019-20	33	20
4	2020-21	30	20
5	2021-22	25	27

*V.B. Solanke*

Co-Ordinator  
V.B.Solanke

**LECTURER**

Department Of Computer Science  
Sunderrao Solanke Mahavidyalaya  
Majalgaon Dist.Beed

*Chinn f*  
HEAD

Department Of Computer Science  
Sunderrao Solanke Mahavidyalaya  
Majalgaon Dist.Beed





M.S.P.Mandal's  
**Sunderrao Solanke Mahavidyalaya Majalgaon**  
Department of Computer Science  
Certificate course in Basic Computer  
Time-Table year-2021-22

Time	3.00 to 4.00 (Theory)	10.00 to 10.50 (Practical)
Day		
Monday	Computer Course	--
Tuesday	Computer Course	--
Wednesday	Computer Course	--
Thursday	--	--
Friday	--	--
Saturday		Practical

Co-Ordinator

V.B.Solanke  
**LECTURER**

**Department Of Computer Science**  
Sunderrao Solanke Mahavidyalaya  
Majalgaon Dist.Beed

**HEAD**

**Department Of Computer Science**  
Sunderrao Solanke Mahavidyalaya  
Majalgaon Dist.Beed



M.S.P.Mandal's  
**Sunderrao Solanke Mahavidyalaya,**  
**Majalgaon, 431131**

**Certificate Course in Basic Computer**

**Syllabus: - Basic Computer Course year 2021-22**

1. Introduction, Characteristics & features of Computers, Components of Computers

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4. I/O Devices

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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

*Solanke.*  
Co-ordinator  
*N. B. Solanke*  
LECTURER

Department Of Computer Science  
Sunderrao Solanke Mahavidyalaya  
Majalgaon Dist. Beed

*[Signature]*  
HEAD

Department Of Computer Science  
Sunderrao Solanke Mahavidyalaya  
Majalgaon Dist. Beed



Marathwada Shikshan Prasarak Mandal's

# Sunderrao Solanke Mahavidyalaya

Majalgaon, Dist. Beed (M.S.) India

NAAC Re-Accrediated 'A' Grade with CGPA-3.21



## Certificate Course in Basic Computer

Organized by

**Department of Computer Science**

*Certificate*

This is to certify that Mr./Mrs. \_\_\_\_\_ from

*has successfully completed Certificate Course in Basic Computer during 2018-19. Conducted by  
Department of Computer Science, Sunderrao Solanke Mahavidyalaya, Majalgaon*

**Mr. V. B. Solanke**  
Course Coordinator  
Assistant Professor  
Dept. of Computer Science

**Mr. J. S. Chauhan**  
Associate Professor  
Head, Dept. of Computer Science

**Dr. V. P. Pawar**  
Chief Organizer  
Principal



Marathwada Shikshan Prasarak Mandal's

# Sunderrao Solanke Mahavidyalaya

Majalgaon, Dist. Beed (M.S.) India

NAAC Re-Accrediated 'A' Grade with CGPA-3.21



## Certificate Course in Basic Computer

Organized by

Department of Computer Science

*Certificate*

This is to certify that Mr./Mrs. \_\_\_\_\_ from

*has successfully completed Certificate Course in Basic Computer during 2019-20. Conducted by  
Department of Computer Science, Sunderrao Solanke Mahavidyalaya, Majalgaon*

**Mr. V. B. Solanke**  
Course Coordinator  
Assistant Professor  
Dept. of Computer Science

**Mr. J. S. Chaus**  
Associate Professor  
Head, Dept. of Computer Science

**Dr. V. P. Pawar**  
Chief Organizer  
Principal



Marathwada Shikshan Prasarak Mandal's

# Sunderrao Solanke Mahavidyalaya

Majalgaon, Dist. Beed (M.S.) India

NAAC Re-Accrediated 'A' Grade with CGPA-3.21



## Certificate Course in Basic Computer

Organized by

**Department of Computer Science**

**Certificate**

This is to certify that Mr./Mrs. \_\_\_\_\_ from

*has successfully completed Certificate Course in Basic Computer during 2020-21. Conducted by  
Department of Computer Science, Sunderrao Solanke Mahavidyalaya, Majalgaon*

**Mr. V. B. Solanke**  
Course Coordinator  
Assistant Professor  
Dept. of Computer Science

**Mr. J. S. Chaus**  
Associate Professor  
Head, Dept. of Computer Science

**Dr. V. P. Pawar**  
Chief Organizer  
Principal



Marathwada Shikshan Prasarak Mandal's

# Sunderrao Solanke Mahavidyalaya

Majalgaon, Dist. Beed (M.S.) India

NAAC Re-Accredited 'A' Grade with CGPA-3.21



## Certificate Course in Basic Computer

Organized by

Department of Computer Science

**Certificate**

This is to certify that Mr./Mrs. \_\_\_\_\_ from

*has successfully completed Certificate Course in Basic Computer during 2021-22. Conducted by  
Department of Computer Science, Sunderrao Solanke Mahavidyalaya, Majalgaon*

**Mr. V. B. Solanke**  
Course Coordinator  
Assistant Professor  
Dept. of Computer Science

**Mr. J. S. Chaus**  
Associate Professor  
Head, Dept. of Computer Science

**Dr. Govardhan K. Sanap**  
Chief Organizer  
Principal



Marathwada Shikshan Prasarak Mandal's

# Sunderrao Solanke Mahavidyalaya

Majalgaon, Dist. Beed (M.S.) India

NAAC Re-Accredited 'A' Grade with CGPA-3.21



## Certificate Course in Basic Computer

Organized by

**Department of Computer Science**

**Certificate**

*This is to certify that Mr./Mrs. \_\_\_\_\_ from*

*has successfully completed Certificate Course in Basic Computer during 2022-23. Conducted by  
Department of Computer Science, Sunderrao Solanke Mahavidyalaya, Majalgaon*

**Mr. V. B. Solanke**  
Course Coordinator  
Assistant Professor  
Dept. of Computer Science

**Mr. J. S. Chauhan**  
Associate Professor  
Head, Dept. of Computer Science

**Dr. Govardhan K. Sanap**  
Chief Organizer  
Principal



Marathwada Shikshan Prasarak Mandal's

# Sunderrao Solanke Mahavidyalaya

Majalgaon, Dist. Beed (M.S.) India

NAAC Re-Accredited 'A' Grade with CGPA-3.21



## Certificate Course in Basic Computer

Organized by

**Department of Computer Science**

**Certificate**

*This is to certify that Mr./Mrs. \_\_\_\_\_ from*

*has successfully completed Certificate Course in Basic Computer during 2017-18. Conducted by  
Department of Computer Science, Sunderrao Solanke Mahavidyalaya, Majalgaon*

**Mr. V. B. Solanke**

Course Coordinator  
Assistant Professor

Dept. of Computer Science

**Mr. J. S. Chaus**

Associate Professor  
Head, Dept. of Computer Science

**Dr. V. P. Pawar**

Chief Organizer  
Principal



NAAC Re-Accredited 'B' grade  
ISO - 9001 :2015 Certified  
Excellent Study Centre Award:  
Yashwantrao Chavan Maharashtra  
Open University Nashik(Maharashtra)

**Dr. V. P. Pawar**  
M.Sc., Ph.D.  
PRINCIPAL



Marathwada Shikshan Prasarak Mandal's

# Sunderrao Solanke Mahavidyalaya

Majalgaon (431 131) Dist. Beed (M.S.)

Affiliated to : Dr. Babasaheb Ambedkar Marathwada university, Aurangabad  
Study Center : Yashwantrao Chavan Maharashtra Open University Nashik(Maharashtra)

Principal - 02443 - 234037

Office - 02443 - 236491

Fax - 02443 - 236491

Email : majalgaon\_college123@yahoo.in

Website : www.ssmmajalgaon.com

Ref.No.SSMM/ 2020 - 21 / 1347

Date : / /

To,  
The Education Officer,  
University Grants Commission,  
Bahadur Shah Jafar Marg,  
New Delhi-110002

Date: 30<sup>th</sup> June 2020



Sub. : Submitting the proposal of Certificate Course in "Accounts Executive (Recording & Reporting)" (NSQF Level 4) under the UGC scheme for a financial Assistance for providing skill based education under NSQF.

Ref.: UGC letter dt.22.04.2020.

Respected Sir/Madam,

With reference to above cited subject, I am submitting here with the proposal of "Accounts Executive (Recording & Reporting)" (Level 4) under the UGC scheme for providing skill based education under national skill qualification framework.

This if for your kind information and necessary action

Thanking you.



Yours faithfully,

*[Signature]*

Principal

Sunderrao Solanke Mahavidyalaya  
Majalgaon Dist. Beed

## Approval of fresh programmes / courses under NSQF for the year 2020-21

From: nsqfugc2020@gmail.com

To: majalgaon\_college123@yahoo.in

Date: Thursday, 24 September 2020, 13:17 GMT+5:30

Dear Sir/Madam,

This is with reference to your application for running skill-based programmes / courses. I am directed to convey that your institution may run the following fresh programmes / courses under National Skills Qualifications Framework (NSQF) during the academic session 2020 - 2021:

Programme/s	Trade/Course
Certificate	Management and Entrepreneurship
Certificate	Banking & Financial Service
Certificate	Agriculture/Gardening

The institution must adhere to the following terms and conditions:

1. The institution shall run the courses in accordance with the provisions of the UGC Guidelines for Providing Skill-based Education under National Skills Qualifications Framework (NSQF).
2. The institution shall meet the requirements of infrastructure and laboratory facilities for running the skill-based courses.
3. If the institution is recommended for running skill-based courses in the fields like medicine, law etc., it shall meet the parameters specified by the concerned regulatory bodies / professional councils.
4. The courses will be offered on regular mode only. The Institution shall not run the courses on online / distance education mode and through franchise arrangements.
5. The institution shall furnish details regarding students admitted (course-wise) for the forthcoming academic session on the online portal by 31.10.2020. The link to the portal is <https://nsqf.ugc.ac.in/>

With regards,

Yours faithfully,

(Dr. Mriganka Sekhar Sarma)  
(Education Officer)

Sunderrao Solanke Mahavidyalaya,  
Majalgaon, Dist. Beed - 431 131

जं. जी. कुं. सानप  
जं. नाब. बी. सोळंके  
जं. डी. एन. रिद्वे  
सा. एस. एस. सवभार  
सिद्धेश्वर  
24/9/2020

Sunderrao Solanke Mahavidyalaya  
Inward No. 20  
Date 20/09/2020

MSP Mandal's

# Sunderrao Solanke Mahavidyalaya

Majalgaon, Dist. Beed (MH)

Department of commerce

## Accounts Executive (Recording & Reporting)

### TIME TABLE (2021-22)

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11 to 12 pm	Accounts Executive (Recording & Reporting) -TH NRD	Accounts Executive (Recording & Reporting)-TH NRD	Accounts Executive (Recording & Reporting)-TH BSK	Accounts Executive (Recording & Reporting)-TH BSK	Lab Work (Practical) CA Saurabh Redasani	Lab Work (Practical) CA Saurabh Redasani

Note: Time of the lectures may be adjusted as per the need & availability of the teacher.

- 1) NRD: Dr. N. R. Dhawale
- 2) BSK: Dr. B.S. Kale
- 3) CA Saurabh Redasani: Guest/Visiting Faculty

Theory: 60 Hrs.

Lab Work: 40 Hrs.

Total Hours of Teaching & Lab Work=100 Hrs.

  
Assistant Professor  
Department Of Commerce  
Sunderrao Solanke Mahavidyalaya,  
Majalgaon, Dist-Beed., 431 131.

**MSP Mandal's**  
**Sunderrao Solanke Mahavidyalaya Majalgaon**  
*Certificate Course in*  
**Accounts Executive (Recording and Reporting)**  
**CURRICULUM / SYLLABUS**  
**Academic Year 2021-22**

**Course Objective:** This program is aimed at training candidates for the job of an “Accounts Executive (Recording and Reporting)”, in the “BFSI” Sector/Industry and aims at building the following key competencies amongst the learner

**Course Outcomes:**

**After completing this programme, participants will be able to:**

- 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.

Sr. No.	Module	Key Learning Outcomes	Theory Duration (hh:mm)	Practical Duration (hh:mm)
1	Introduction to Accountancy and Recording Receipts	<ul style="list-style-type: none"> <li>• Classifying receipts other than from customers</li> <li>• Receiving and acknowledging the receipts</li> <li>• Generating transactional documents</li> <li>• Recording the receipts into the books of accounts</li> <li>• Differentiate any miscellaneous receipts in cash or otherwise by the company.</li> <li>• Match and verify the document on the basis of which the amount is Received.</li> </ul>	5	15
2	Recording Payments	<ul style="list-style-type: none"> <li>• Classify payments other than to suppliers</li> <li>• Generation of transactional documents</li> <li>• Preparation of mode of payment</li> <li>• Recording payments in the books of accounts</li> <li>• Differentiate any miscellaneous payment to be made by the company</li> <li>• Verification and validation of documents based on which payment has to be made</li> </ul>	4	15
3	Recording for Provisions	<ul style="list-style-type: none"> <li>• Creation of provisions for certain expenses/doubtful debts.</li> </ul>	2	10

		<ul style="list-style-type: none"> <li>• Obtaining all the related documents based on which provisions are to be made.</li> <li>• Analyze the pattern of related receipts/payments and its effects on the normal business transactions.</li> <li>• Verification and validation of the documents and calculation of the amount to be provided for as provision.</li> <li>• Selecting appropriate voucher type to record this transaction.</li> </ul>		
4	Preparation of Bank Reconciliation	<ul style="list-style-type: none"> <li>• Ascertain the period for which bank reconciliation statement is to be prepared.</li> <li>• Obtain the bank statement for the concerned period.</li> <li>• Identify the transactions that are either omitted or not recorded in any one of the documents.</li> <li>• Preparation of the worksheet, giving effect to all the recorded adjustments that leads to the matching of the ledger balances with that of the balance as per the bank statement</li> </ul>	2	10
5	Preparation of Depreciation Worksheet	<ul style="list-style-type: none"> <li>• Ascertain the depreciation policy of the company.</li> <li>• Determining depreciation rates relating to the type of assets.</li> <li>• Explaining the cost capitalization concept</li> <li>• Determining block of assets.</li> <li>• Preparation of a tabular statement with details of assets such as classification of assets, date of purchase (for new assets purchased), applicable rates of depreciation, book value as on the said date and depreciation amount.</li> </ul>	2	10
6	Preparing and presenting reports on Profit and Loss account, ledger balances (with details) and Balance Sheet etc.	<ul style="list-style-type: none"> <li>• Preparation and presentation of reports on Profit and Loss account, ledger balances (with details) and Balance Sheet.</li> </ul>	5	20
Total Duration			20	80

  
**Assistant Professor**  
 Department Of Commerce  
 Sundarrao Solanke Mahavidyalaya,  
 Majalgaon, Dist-Beed., 431 131.

**MSP Mandal's,**  
**SUNDERRAO SOLANKE MAHAVIDYALAYA MAJALGAON**  
**Certificate Course in Accounts Assistant**

**List of Students Enrolled**  
**Academic Year 2021-22**

Sr. No.	Name of Student	Class/Qualification	Mobile No.	Email ID
1	Jagtap Rani Vijay	12 <sup>th</sup> Pass	7972481319	ashubha47@gmail.com
2	Suresh Prabhakar Bhosle	12 <sup>th</sup> Pass	7066553557	sureshbhosale6297@gmail.com
3	Usha Shriram Waghmare	12 <sup>th</sup> Pass	9119542156	ushawaghmare1998@gmail.com
4	Seema Shubhas Sahajrao	M.Com	9049807296	sahajraoseema@gmail.com
5	Komal Shivaji Kale	12 <sup>th</sup> Pass	9146755452	kailasughade1234@gmail.com
6	Taur Shubham Munjaba	12 <sup>th</sup> Pass	9623097136	shubhamtaur494@gmail.com
7	Soundar Gitashri Shivajirao	B.Com	9579606519	soundargitashri@gamil.com
8	Mehetre Ashok Tulshiram	M.Com	9767346848	ashokmhetr9@gmail.com
9	Divya Bharat Gopal	12 <sup>th</sup> Pass	7517260361	gopaldivya2002@gmail.com
10	Kate Lalita Rajabhau	B.Com	8379832079	lalitakate25@gmail.com
11	Rohit Jalindar Jagtap	12 <sup>th</sup> Pass	7066068585	rohitjagtap555@gmail.com
12	Tejasvini Ganesh More	12 <sup>th</sup> Pass	9359193018	tejaswinimore1915@gmail.com
13	JADHAV RUTUJA ANIL	12 <sup>th</sup> Pass	8421177972	rjadhav9552@gmail.com
14	Amol Anandkumar Deshmukh	12 <sup>th</sup> Pass	9527461418	amol952746@gmail.com
15	Kishor Ramesh Lokhande	M.Com	9765018679	lokhandekishor143@gmail.com
16	Pooja Bhagwan Kolhe	B.Com	8010524587	poojabhagwankolhe@gmail.com
17	Pandurang Rambhau Partudkar	M.Com	7020017053	prpartudkar@gmail.com
18	Yadav Sunita Sunilrao	B.Com	9112739439	smitayadav9439@gmail.com
19	Ajit Chandan Kothari	B.Com	7776922007	kothariajit7777@gmail.com
20	Rahul Kanhaiya Joshi	B.Com	8830818991	rj7058330143@gmail.com
21	Sunil Babruwan Phapal	B.Com	9921334708	sunilphapal96@gmail.com
22	Kade Jeevan Rambhau	12 <sup>th</sup> Pass	9423852525	jeevankade2525@gmail.com
23	Sayyad Iliyas Gani	B.Com	8380828349	sayyadiliyas80@gmail.com
24	Rajebhau Madhukar Waghmare	B.Com	7020921279	rajwaghmare1994@gmail.com
25	Suraj Dnyaneshwar Vighne	B.Com	8975867618	surajvighne69@gmail.com

  
**Assistant Professor**  
**Department Of Commerce**  
**Sunderrao Solanke Mahavidyalaya,**  
**Majalgaon, Dist-Beed., 431 131.**



M. S. P. Mandals

**SUNDERRAO SOLANKE MAHAVIDYALAYA MAJALGAON**

**DEPARTMENT OF CHEMISTRY**

**Certificate Course for B. Sc. I, II & III**

**Name of the course: Certificate Course in Soil and Water Analysis**

**(Course Duration- 3 Months from 01/12/2020 to 01/03/2021)**

**Time – Table Academic Year 2020-2021**

**Time: 4.30 to 5.30**

Days	Name of Faculty
Mon.	SNI
Tue.	SCM
Wed.	AAK
Thu.	SAD
Fri.	SSG

Sr. No	Name of Faculty	Theory
1	SNI = Dr. S.N. Ipper	01
2	SCM = Mr. S.C. Motekar	01
3	AAK = Dr. A.A Kachare	01
4	SAD = Dr. S. A. Dake	01
5	SSG = Dr. S. S. Gawali	01

*for [Signature]*  
(Dr. A. A. Kachare)

Course Coordinator



*[Signature]*  
**HEAD**  
Department of Chemistry  
Sunderrao Solanke Mahavidyalaya  
Majalgaon, Dist. Beed.

M.S.P. Mandal's  
Sunderrao Solanke Mahavidyalaya Majalgaon  
DEPARTMENT CHEMISTRY [2020 2021]

## NOTICE

Date: 15 /11/ 2020

This is informed to all the students of BSc, The department of chemistry of the college has going to organized chemistry certificate course on the topic soil and water testing in academic year 2020-2021. This course are about 45 hours after completion of course 50 marks multiple choice based exam were conducted and then student issue the course certificate.

**Course Duration- 3 Months from 01/12/2020 to 01/03/2021**



  
Principal  
Sunderrao Solanke Mahavidyalaya  
Majalgaon



Academic Year 2020-21

SunderraoSolankeMahavidyalaya, Majalgaon. Dist- Beed.

Department of Chemistry

Certificate Course In Soil and Water Analysis (3 months)

**Aims and Objectives of the course-**

**Aims:**

- To promote awareness for judicious use of fertilizers.
- To promote use of organic manure.
- To promote analysis of quality of water for drinking and agriculture.
- To know about status of available water from sources like well, bore-wells and dams with particular stress on quality of water MajalgaonTehsil.
- To know effect of quality of water on human beings, live-stock and agriculture.
- To promote awareness on judicious use of agricultural water.

**Objectives:-**

- 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 measures.

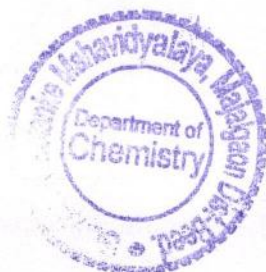
**Syllabus**

**A) Theory**

Sr. No.	Topic
1.	Importance of Agriculture in India and Agro-chemistry.
2.	Soil chemistry- What is soil? Physical and Chemical properties of soil and components of soil.
3.	Problematic soils- Acidic soils, Alkaline soils, Saline soils and their reclamation.
4.	Soil testing objectives of soil testing, sampling and analysis of sample.
5.	Water- Sources, impurities in water, hardness of water
6.	Disadvantage of hard water, ion exchange or demineralization of water.
7.	Drinking water or municipal water, Purification of water for domestic use.

) Practicals

Sr.No.	Title
1.	Determination of pH of soil and classification as acidic or basic soils.
2.	Determination of electrical conductance of soil and hence total soluble salt contents.
3.	Determination of Calcium Carbonate ( $\text{CaCO}_3$ ) content of soils.
4.	Determination of Gypsum requirement of alkaline soils.
5.	Determination of available Phosphorous from soils by Colorimetric method
6.	Determination of Potassium from soil by flame photometer.
7.	Determination of pH of water samples.
8.	Determination of electrical conductance of water samples and hence total soluble salt contents.
9.	Determination of COD of water samples.
10.	Determination of BOD of water samples.
11.	Field visit.



  
HEAD

Department Of Chemistry  
Sunderrao Solanke Mahavidyalaya  
Majalgaon, Dist. Beed.



M.S.P. Mandal's  
**Sunderrao Solanke Mahavidyalaya Majalgaon**  
**Department Chemistry [2020-2021]**  
**Chemistry Certificate Course in Soil and Water Analysis.**  
**Student Admission List**

Sr. No.	Student Name	Class	Mobile No.	Email Id
1	Ms. Awale Nikita Datta	B. Sc. First year	9011969421	<a href="mailto:anilvibhute333@gmail.com">anilvibhute333@gmail.com</a>
2	Ms. Amruta Anil Vibhute	B. Sc. First year	9370745836	<a href="mailto:anilvibhute333@gmail.com">anilvibhute333@gmail.com</a>
3	Mr. Dhaygude Vishal Vyankatrao	B. Sc. Second year	9069233535	<a href="mailto:vishaldhaygude2021@gmail.com">vishaldhaygude2021@gmail.com</a>
4	Ms. Pote Shivani Amol	B.Sc. Second Year	9529276565	<a href="mailto:poteshivani48@gmail.com">poteshivani48@gmail.com</a>
5	Mr. Shaikh Uzair Aboul Khuddus	B. Sc. Second year	9370520132	<a href="mailto:pateluzair9370@gmail.com">pateluzair9370@gmail.com</a>
6	Mr. Aditya Laxman Ambure	B. Sc. First year	9623170290	<a href="mailto:amburelaxman@gmail.com">amburelaxman@gmail.com</a>
7	Mr. Panchal Aniket Bramhadev	B. Sc. Second year	9112723621	<a href="mailto:aniketpanchalofficial@gmail.com">aniketpanchalofficial@gmail.com</a>
8	Mr. Naikwade Dnyaneswar Kalyan	B. Sc. Second year	9307171732	<a href="mailto:naikwadednyaneshwar@gmail.com">naikwadednyaneshwar@gmail.com</a>
9	Ms. Aarti Ramdas Nikam	B. Sc. Second year	7219494869	<a href="mailto:nikamaarti37@gmail.com">nikamaarti37@gmail.com</a>
10	Ms. Shendge Dnyaneswari Govid	B. Sc. Second year	9421338061	<a href="mailto:govindshendge168@gmail.com">govindshendge168@gmail.com</a>
11	Mr. Jadhav Abhishek Ramesh	B. Sc. Second year	9763682609	<a href="mailto:abhij539@gmail.com">abhij539@gmail.com</a>
12	Ms. Deshmukh Mohini Balasaheb	B. Sc. Second year	7744961217	<a href="mailto:mohinideshmukh2001@gmail.com">mohinideshmukh2001@gmail.com</a>
13	Mr. Mete Gopal Khandu	B. Sc. Second year	9119598903	<a href="mailto:gopalmete2020@gmail.com">gopalmete2020@gmail.com</a>
14	Ms. Aishwarya Anant Aage	B. Sc. Second year	8788243069	<a href="mailto:ageaishwarya@gamil.com">ageaishwarya@gamil.com</a>

15	Mr. Ghungase Naganath Vithal	B. Sc. Second year	7721909797	<a href="mailto:nagnathghungase4@gmail.com">nagnathghungase4@gmail.com</a>
16	Mr. Dahale Krushana Balasaheb	B. Sc. Second year	7248942434	<a href="mailto:krish724894@gmail.com">krish724894@gmail.com</a>
17	Mr. Raut Ashok Vishanu	B. Sc. Second year	7264020568	<a href="mailto:rautasok@gmail.com">rautasok@gmail.com</a>
18	Ms. Rajurkar Swati Suresh	B. Sc. Second year	9699788794	<a href="mailto:swatirajurkar27@gmail.com">swatirajurkar27@gmail.com</a>
19	Ms. Pooja Arun Aade	B.Sc. First Year	9970602576	<a href="mailto:adepooja530@gmail.com">adepooja530@gmail.com</a>
20	Ms. Badade Kiran Sumantrao	B.Sc. First Year	9503661577	<a href="mailto:sumantbadade@gmail.com">sumantbadade@gmail.com</a>
21	Ms. Kure Nikita Sunil	B.Sc. First Year	9921723731	<a href="mailto:sunilkure9921@gmail.com">sunilkure9921@gmail.com</a>
22	Mr. Sarjerao Laxman Kopale	B.Sc. First Year	7350384684	<a href="mailto:surjeraokopale143@gmail.com">surjeraokopale143@gmail.com</a>
23	Mr. Suraj Nansahaheb Solanke	B.Sc. First Year	7875356448	<a href="mailto:ssuraj12392@gmail.com">ssuraj12392@gmail.com</a>
24	Ms. Jadhavar Swati Mahadev	B.Sc. Second year	9970571073	<a href="mailto:jadhavarwati8@gmail.com">jadhavarwati8@gmail.com</a>
25	Mr. Dhurandhare Krushna Annasaheb	B.Sc. Second Year	7721920127	<a href="mailto:krishnadhuran12345@gmail.com">krishnadhuran12345@gmail.com</a>
26	Mr. Gargade Dnyaneshwar Laxman	B.Sc. Second Year	7620222374	<a href="mailto:gargadednyaneshwar04@gmail.com">gargadednyaneshwar04@gmail.com</a>
27	Mr. Ashok Ramdhan Munde	B.Sc. Second Year	7507901963	<a href="mailto:ashokmunde116@gmail.com">ashokmunde116@gmail.com</a>
28	Mr. Rathod Bandu Parmeshwar	B.Sc. First Year	9822342241	<a href="mailto:bandur7457@gmail.com">bandur7457@gmail.com</a>
29	Mr. Rakh Sachin Machindra	B.Sc. First Year	9373637827	<a href="mailto:rakhsachin123@gmail.com">rakhsachin123@gmail.com</a>
30	Mr. Suraj Kishor Waghmare	B.Sc. Second Year	7020455483	<a href="mailto:surajwaghmare141@gmail.com">surajwaghmare141@gmail.com</a>
31	Mr. Chavhan Jeevan Asaram	B.Sc. Second Year	7666012433	<a href="mailto:cjivan362@gmail.com">cjivan362@gmail.com</a>

  
**HEAD**

Department Of Chemistry  
Sunderrao Solanke Mahavidyalaya  
Majalgaon, Dist. Beed.





Principal  
Sunderrao Solanke Mahavidyalaya  
Majalgaon Dist- Beed (M.S.)



Marathwada Shikshan Prasarak Mandal's  
**Sunderrao Solanke Mahavidyalaya**



Majalgaon, Dist. Beed (M.S.) India

NAAC Re-Accrediated 'A' Grade with CGPA-3.21

## Certificate Course in Soil and water Analysis

Organized by

**Department of Chemistry**

*Certificate*

*This is to certify that Mr./Mrs./Dr./Prof. \_\_\_\_\_ from*

*has participated in Certificate Course in Soil & Water Analysis Organized by Department of Chemistry,  
Sunderrao Solanke Mahavidhyalaya, Majalgaon held on 01<sup>st</sup> Dec 2020 to 01<sup>st</sup> March, 2021.*

**Dr. Kachare A. A.**  
Assistant Professor  
Course Coordinator


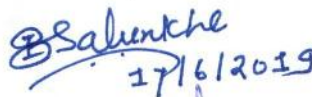



**Dr. Shankar N. Ipper**  
Assistant Professor  
Head Dept. of Chemistry

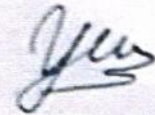
**Dr. Govardhan K. Sanap**  
Chief Organizer  
Principal



## सूचना

खालील प्राध्यापकांना सूचित करण्यात येते की, उदया दि. १८.०६.२०१९ मंगळवार रोजी UGC Certificate/Community College /B.Voc कोर्ससचे प्रस्ताव तयार करण्यासंदर्भात खालील कमिटी गठीत करण्यात आलेली आहे. करीता IQAC मध्ये ठिक १२.३० वा. बैठकीचे आयोजन करण्यात आलेले आहे. तरी सर्वांनी उपस्थित राहावे.

प्राध्यापकाचे नाव	स्वाक्षरी
१. प्रा. जो.के. सानप (चेअरमन)	
२. डॉ. आय.बी. साळुंखे (सदस्य)	 17/6/2019
३. डॉ. आर.टी. पवार (सदस्य)	
४. प्रा. एस.बी. देशमुख (सदस्य)	
५. प्रा. एन.आर. ढवळे (सदस्य)	



Principal  
Sunderrao Solanki Mahavidyalaya,  
Majalgaon, Dist - Beed (M.S).

Approval of fresh programmes / courses under NSQF for the year 2020-21

From: nsqfugc2020@gmail.com

To: majalgaon\_college123@yahoo.in

Date: Thursday, 24 September 2020, 13:17 GMT+5:30

Dear Sir/Madam,

This is with reference to your application for running skill-based programmes / courses. I am directed to convey that your institution may run the following fresh programmes / courses under National Skills Qualifications Framework (NSQF) during the academic session 2020 - 2021.

Programme/s	Trade/Course
Certificate	Management and Entrepreneurship
Certificate	Banking & Financial Service
Certificate	Agriculture/Gardening

The institution must adhere to the following terms and conditions.

1. The institution shall run the courses in accordance with the provisions of the UGC Guidelines for Providing Skill-based Education under National Skills Qualifications Framework (NSQF).
2. The institution shall meet the requirements of infrastructure and laboratory facilities for running the skill-based courses.
3. If the institution is recommended for running skill-based courses in the fields like medicine, law etc. it shall meet the parameters specified by the concerned regulatory bodies / professional councils.
4. The courses will be offered on regular mode only. The institution shall not run the courses on online / distance education mode and through franchise arrangements.
5. The institution shall furnish details regarding students admitted (course-wise) for the forthcoming academic session on the online portal by 31.10.2020. The link to the portal is <https://nsqf.gov.in>.

With regards,

Yours faithfully,

(Dr. Mangankar Sekhar Samra)  
(Education Officer)

Sunderrao Solanke Mahavidyalaya,  
Majalgaon, Dist. Beed - 431 131

जं. जी. ड. मानव  
जं. भाब. बी. सोळंडे  
जं. डी. एम. रिडे  
प्रा. एम. एम. सज्जुमार

Signature  
24/9/2020

Sunderrao Solanke Mahavidyalaya  
Inword No. 30  
Date 24/9/2020

**M. S. P. MANDALS**  
**SUNDERRAO SOLANKE MAHAVIDYALAYA MAJALGAON**

**DEPARTMENT OF BOTANY**

**(Academic Year 2020-2021)**

**Notice**

Date 01-07-2020

This is to inform that all the students of B.Sc I, II and III year. The Department of Botany has going to start six month certificate course on "Gardner" for academic year 2020-2021.

Though who are interested they should complete their admission process during (01-07-2020 to 10-07-2020) within 10 days.

For further inquiry fill free to contact with Course Coordinator Dr. M. S. Wankhade Dept of Botany.



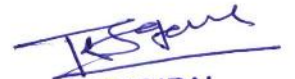
(Dr. M. S. Wankhade)

Course Coordinator



(Prof. I. B. Salunkhe)

Head of the Department  
Department of Botany  
Majalgaon College Majalgaon



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



M. S. P. MANDALS

SUNDERRAO SOLANKE MAHAVIDYALAYA MAJALGAON

DEPARTMENT OF BOTANY

CERTIFICATE COURSE FOR B.SC. I II AND III

NAME OF THE COURSE: CERTIFICATE COURSE IN GARDNER

(COURSE DURATION – 6 MONTHS FROM JULY 10 TO DECEMBER 10)

TIME TABLE – ACADEMIC YEAR 2020-21

TIME - 3.30 TO 4.30 PM (MON, TUE, WED AND THU)

TIME - 10 TO 11.40 AM (FRI AND SAT)

Sr. No.	Name of Faculty	Theory	Practical	Days	Time
1	Prof I. B. Salunkhe (IBS)	01	02	Th- Mon. Pra- Fri and Sat	Th- 3.30 to 4.30 pm Pra- 10.00 to 11.40 am
2	Dr. M. S. Wankhade (MSW)	01	00	Th- Tue.	Th- 3.30 to 4.30 pm
3	Dr. R. U. Shete (RUS)	01	00	Th- Wed.	Th- 3.30 to 4.30 pm
4	Miss. V. R. Kale (VRK)	01	00	TH- Thu.	Th- 3.30 to 4.30 pm



(Dr. M. S. Wankhade)

Course Coordinator



(Prof. I. B. Salunkhe)

Head of the Department  
Department of Botany  
Sunderrao Solanke Mahavidyalaya Majalgaon

NAAC Re-Accredited 'A' grade  
ISO - 9001:2015 Certified  
Excellent Study Centre Award  
Yashwantrao Chavan Maharashtra  
Open University Nashik (Maharashtra)

**Dr. V. P. Pawar**  
M.Sc., Ph.D.  
PRINCIPAL



Marathwada Shikshan Prasarak Mandal's

# Sunderrao Solanke Mahavidyalaya

Majalgaon (431 131) Dist. Beed (M.S.)

Affiliated to : Dr. Babasaheb Ambedkar Marathwada University, Aurangabad  
Study Center : Yashwantrao Chavan Maharashtra Open University Nashik (Maharashtra)

Principal - 02443 - 234037  
Office - 02443 - 236491  
Fax - 02443 - 236491

Email : majalgaon\_college123@yahoo.in  
Website : www.smmajalgaon.com

Ref.No.SSMMI/2019-20 dated on 25/6/2019

Date : 29/6/2019

To,

Suresh Sakala  
Sakla Landscaping  
Aurangabad

**Subject** : Regarding Collaboration & Partnership in designing & conducting Certificate Course in 'Gardner' (NSQF Level 4) in our institution.

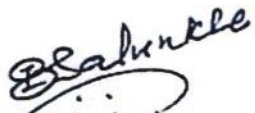
Respected Sir/Madam,

With respect to above cited subject, we are introducing certificate course in 'Gardener' under UGC Community College scheme in the academic year 2019-20. For this course we require your collaboration & partnership to run the said course in our institution.

I hope you would account the same and extend your kind cooperation in this regard.

Thanking you.

Received  
Suresh Sakala

  
Principal  
Sunderrao Solanke Mahavidyalaya,  
Majalgaon, Dist - Beed. (M.S.).



**SAKLA**  
Landscaping

**Registered Office :** "Indrakiran" 5/2/24, Osmanpura,  
Aurangabad-431 005 (M.S.) India. Office :- +91-240-2356486, 9225319076

**Branch Office :** Dreams sankalp, Flat No.604, V/ing-F, 6th Floor,  
Gul No. 862, Behind Jain College, Bakori Road, Wagholi,  
Pune-412 207 (M.S.) India. Cell : 9822604885

Email - sagar.sakla@saklagroup.com, suresh.sakla@saklagroup.com

GARDEN DEVELOPMENT & MAINTENANCE | HORTICULTURIST | PLANT NURSERY | LAWN SUPPLIERS (AMERICAN & KOREAN CARPET) | IRRIGATION

Date : 01/07/2019

To,  
The Principal,  
Sundarrao Solanke Mahavidyalaya,  
Majalgaon, Dist. Beed.

Sub: Acceptance letter for collaboration and partnership in designing and conducting Certificate Course in 'Gardener' (NSQF level 4) in your institution.

Ref : your letter No. SSMM/2019-20 Dated on 29/06/2019

Dear Sir,

This letter is to confirm our commitment for collaboration and partnership in designing and conducting Certificate Course in 'Gardener' (NSQF level 4) in your institution.

Thanking You.

Yours sincerely,

For Sakla Landscaping

Authorized Signatory.  
(Mr. Suresh I. Sakla)

*Total Garden Solution*

# साई सिडस् अॅण्ड नर्सरी

श्रीकृष्णनगर, रेल्वे क्रॉसिंग, जुना बीड रोड, चिकलठाणा औरंगाबाद मो. 9890087463

आ. क्र.

दिनांक :

Date : 10/06/2020

To,

**The Principal,**  
Sunderrao Solunke Mahavidyalaya  
Majalgaon, Dist. Beed.

**Subject :** Acceptance Letter for collaboration and partnership in designing and conducting certificate course in "Gardener" (NSQE Level 4) in your institution.

**Refernce :** Your Letter No. SSMM/020-21, Dated on - 01/06/2020.

Respected Sir,

This letter is to confirm our commitment for collaboration and partnership in designing and conduction certificate course in "Gardener" (NSQF Level 4) in your institution.

We are expert in developing the Kitchen garden, Landscape garden as well as we are consultant for plant micro-nutrition & micro-irrigation this is for you kind information.

Thanking You.

Your's Sincerely

साई सिड्स अॅण्ड नर्सरी

# HEENA NURSERY

Parbhani Road, Behind the Bridge, Majalgaon, Dist. Beed.

Date : 08/06/2020

To,

**The Principal,**

Sunderrao Solanke Mahavidyalaya

Majalgaon, Dist. Beed.

**Subject :** Acceptance Letter for collaboration and partnership in designing and conducting certificate course in "Gardener" (NSQF Level 4) in your institution.

**Reference :** Your Letter No. SSMM/020-21, Dated on - 04/06/2020.

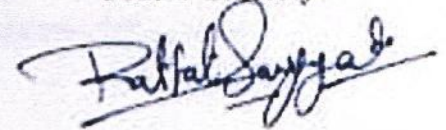
Respected Sir,

This letter is to confirm our commitment for collaboration and partnership in designing and conduction certificate course in "Gardener" (NSQF Level 4) in your institution.

We are consultant for Kitchen garden, Landscape garden this is for you kind information & necessary action.

Thanking You.

Your's Sincerly



## **Brief Proposal of Certificate Course in Gardner**

Sunderrao Solanke Mahavidhyalaya Majalgaon, Dist. Beed is a multifaculty college established in June 1971 and known for good academic excellence in the region. The college is run by Marathwada Shikshan Prasarak Mandal Aurangabad, which established in 1958 and identified as renowned educational institute in the Maharashtra state. The college has 2020 students in junior college, 1680 students in senior college. The college has 26 senior college teachers, 57 teachers in junior college and 63 non-teaching staff members. the college has its own separate building of library with 3950 books and subscribed 67 journals and periodicals in different languages.

The college has 25 acres land of its own. The constructed building spread over about 3 acres of land. Beside there is an adequate open land around and in between the building. The college has 35 classrooms, 8 laboratories, Canteen, indoor outdoor stadium facility, separate Library building and 7 toilets existing at present. The development in isolated blocks includes campus garden, lightening system, maintenance of passage, electrification, sanitary work, acquiring facilities and other amenities for washrooms, toilet, and simple items of furniture stand by lighting arrangement etc.

Majalgaon is in rural area and rich in flora. It has two major rivers Sindhaphana and Godavari. Majalgaon and its nearby villages are well irrigated because of Dam and above rivers. Other than this in Majalgaon there are three sugar factories, cotton mills, oil mills, ginning mills, co-operative banks etc. In all these establishments, there is need of trained and skilled manpower related to the field of Gardening. To fulfill this demand there is need to start courses related to this field. Thus it has requisite background required for these courses.

# Gardener

This program is aimed at training candidates for the job of a "Gardener", in the "Agriculture & Allied" Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Gardener		
Qualification Pack Name & Reference ID.	PWD/AGR/Q0801, v1.0		
Version No.	1.0	Version Update Date	23/7/2018
Pre-requisites to Training	5 <sup>th</sup> Standard pass, preferably		
Training Outcomes	<p><b>After completing this programme, participants will be able to:</b></p> <ul style="list-style-type: none"> <li>• <b>Identify and use basic tools, equipment &amp; materials:</b> Effectively identify, select &amp; use the specified tools and equipment relevant to gardening works.</li> <li>• <b>Prepare root stocks:</b> Preparing root stocks for grafting, budding</li> <li>• <b>Layout and design the Garden component:</b> Area Measurement and planning for the layout and design of garden. Proper landscaping.</li> <li>• <b>Maintain the Garden:</b> identify and select the tools for Pruning, training, trimming and develop healthy Garden.</li> <li>• <b>Become well versed with Environment Health &amp; Safety:</b> Well versed with health and safety measures in terms of personal safety and others as well.</li> </ul>		

This course encompasses 4 out of 4 National Occupational Standards (NOS) of "Gardener" Qualification Pack issued by "Agriculture Skill Council of India". The Curriculum is aligned by "Skill Council for Persons with Disability" for Persons with Low Vision (Visual Impairment).

Sr. No.	Module	Key Learning Outcomes	Equipment Required	Disability-wise Training Tools with reference to Expository for each NOS
1	<p>Handling touch screen user interface</p> <p>Theory Duration (hh:mm) 00:00</p> <p>Practical Duration (hh:mm) 04:00</p> <p>Corresponding NOS Code Bridge Module (PwD)</p>	<ul style="list-style-type: none"> <li>Identify different functions of the screen. Eg: power on/off, accessing the main menu, home button, volume rocker, power buttons, memory slot and sim tray.</li> <li>Demonstrate basic operation on the screen using "explore by touch"</li> <li>Operate the phone using gestures. Eg: select item and double tap to select</li> <li>Explain global context menu</li> <li>Adjust talk back, speech and volume settings.</li> </ul>	One smart phone with talkback per trainee	<ul style="list-style-type: none"> <li>Voiceover</li> <li>Talkback</li> <li>Nuance Talks</li> <li>Mobile Speak</li> <li>ORCA</li> </ul>
2	<p>Calling and Messaging</p> <p>Theory Duration (hh:mm) 00:00</p> <p>Practical Duration (hh:mm) 03:00</p> <p>Corresponding NOS Code Bridge Module (PwD)</p>	<ul style="list-style-type: none"> <li>Use mobile phone for making calls</li> <li>Use mobile phone for sending and receiving messages.</li> <li>Operate local context menu</li> <li>Manage contact list, by exporting and importing contacts</li> </ul>	One Smartphone with talkback per trainee	<ul style="list-style-type: none"> <li>Voiceover</li> <li>Talkback</li> <li>Nuance Talks</li> <li>Mobile Speak</li> <li>ORCA</li> </ul>
3	<p>Reading books and documents</p> <p>Theory Duration (hh:mm) 00:00</p> <p>Practical Duration</p>	<ul style="list-style-type: none"> <li>Describe book reading and its various formats</li> <li>Use book reading apps such as Kota, Daisy Reader and Simply Reading</li> <li>Use Sugamya Pustakalaya and Book Share online library</li> <li>Demonstrate the steps to search, download and read books from Sugamya</li> </ul>	One Smartphone with talkback software and wifi / mobile data per trainee	<ul style="list-style-type: none"> <li>Voiceover</li> <li>Talkback</li> <li>Nuance Talks</li> <li>Mobile Speak</li> <li>ORCA</li> </ul>



Sr. No.	Module	Key Learning Outcomes	Equipment Required	Disability-wise Training Tools with reference to Expository for each NOS
	(hh:mm) 04:00  Corresponding NOS Code Bridge Module (PwD)	Pustakalaya and Book Share		
4	<b>Web browsing and E-mail</b>  Theory Duration (hh:mm) 00:00  Practical Duration (hh:mm) 03:00  Corresponding NOS Code Bridge Module (PwD)	<ul style="list-style-type: none"> <li>Use Google Chrome to browse the web and search using a keyword.</li> <li>Operate mails from phone</li> </ul>	One Smartphone with talkback software and wifi / mobile data per trainee	<ul style="list-style-type: none"> <li>Voiceover</li> <li>Talkback</li> <li>Nuance Talks</li> <li>Mobile Speak</li> <li>ORCA</li> </ul>
5	<b>Other daily use applications</b>  Theory Duration (hh:mm) 00:00  Practical Duration (hh:mm) 04:00  Corresponding NOS Code Bridge Module (PwD)	<ul style="list-style-type: none"> <li>Use basic applications like play store and calculator</li> <li>Use advanced applications like Eye-D, Tap Tapsea, colored ID, Text fairy and Google Maps.</li> </ul>	One Smartphone with talkback software and wifi / mobile data per trainee	<ul style="list-style-type: none"> <li>Voiceover</li> <li>Talkback</li> <li>Nuance Talks</li> <li>Mobile Speak</li> <li>ORCA</li> </ul>
6	<b>Introduction</b>  Theory Duration (hh:mm) 25:00  Practical Duration (hh:mm) 10:00 + 3 hours	<ul style="list-style-type: none"> <li>Understand and perform General Discipline in the class room (Do's &amp; Don'ts)</li> <li>Understand the Role of a Gardener</li> <li>Study and understand Types of Gardens</li> <li>Gain knowledge about the</li> </ul>	Laptop, white board, marker, projector	<p>Any of the following tools may be used:</p> <ul style="list-style-type: none"> <li>Clear View+ Speech</li> <li>ZoomEx,</li> <li>Kurzweil,</li> <li>ABBY Fine Reader,</li> <li>Tesseract</li> <li>Non-Visual Desktop</li> </ul>

Sr. No.	Module	Key Learning Outcomes	Equipment Required	Disability-wise Training Tools with reference to Expository for each NOS
	(Additional hours for Persons with Low Vision)  Corresponding NOS Code Bridge Module	Aesthetic value of garden. <ul style="list-style-type: none"> <li>• Study the Value in terms of money for gardening</li> <li>• Study the Planting materials for gardening.</li> </ul>		<ul style="list-style-type: none"> <li>• Access (NVDA),</li> <li>• Job Access with Speech (JAWS),</li> <li>• System Access to Go(SATAGO),</li> <li>• Voiceover and Talkback</li> </ul> <p>Requirement on the basis of teaching method</p> <ol style="list-style-type: none"> <li>1. Oral: no additional equipment needed</li> <li>2. Handouts: The font size of the handout should exceed 16. The trainer could also read the document out loud.</li> <li>3. Usage of projector: The person should be allowed to choose the position from where they can see the display with ease</li> <li>4. On the White Board: Black marker should be used and the text should be written in large size</li> </ol> <p>Optimal lighting should be there. The extent of which can be decided after consulting the Person with Low Vision and what suits their needs best.</p>
7	<b>Nursery Management and Propagation of Plant Material</b>  <b>Theory Duration</b> (hh:mm) 30:00  <b>Practical Duration</b> (hh:mm) 50:00 + 17 hours (Additional hours for Persons with	<ul style="list-style-type: none"> <li>• Identify appropriate garden crops as per soil &amp; climatic conditions.</li> <li>• Prepare nursery bed &amp; seedlings</li> <li>• Transplant the seedlings</li> <li>• Maintain farm book keeping</li> <li>• Prepare the root stocks and practice Propagation techniques.</li> <li>• Practice cutting, grafting, budding and layering techniques</li> <li>• Establish the physical infrastructure like shade house, green house, mist chamber, irrigation system.</li> <li>• Understand the soil mixtures and</li> </ul>	Laptop, white board, marker, projector, Seedling Tray, sacks, polythene, watering cans and equipment's, shade net, green house/shade house, plant labels,	Any of the following tools may be used: <ul style="list-style-type: none"> <li>• Clear View+ Speech</li> <li>• ZoomEx,</li> <li>• Kurzweil,</li> <li>• ABBY Fine Reader,</li> <li>• Tesseract</li> <li>• Non-Visual Desktop Access (NVDA),</li> <li>• Job Access with Speech (JAWS),</li> <li>• System Access to Go(SATAGO),</li> </ul>

Sr. No.	Module	Key Learning Outcomes	Equipment Required	Disability-wise Training Tools with reference to Expository for each NOS
	Low Vision)  Corresponding NOS Code AGR / N0801	seed beds. <ul style="list-style-type: none"> <li>• Understand the basic botany for garden crops.</li> <li>• Gain knowledge about the Water, Media &amp; Nutrition requirement for garden crops.</li> <li>• Study the Fertilizer requirement of garden crops.</li> <li>• Practice Pest &amp; Disease Management of garden crops.</li> <li>• Understand the irrigation methods /requirements of garden crops.</li> <li>• Maintain cleanliness in nursery by sweeping trashes and pulling out dead plant parts etc.</li> </ul>	labellers, spade, khurpi	<ul style="list-style-type: none"> <li>• Voiceover and Talkback</li> </ul> Requirement on the basis of teaching method <ol style="list-style-type: none"> <li>1. Oral: no additional equipment needed</li> <li>2. Handouts: The font size should exceed 16</li> <li>3. Usage of projector: The person should be allowed to choose the position from where they can see the display with ease</li> <li>4. On the White Board: Black marker should be used and the text should be written in large size</li> </ol> <p>A standard arrangement should be there in terms of stacking the equipment. Things should remain in their own decided place so that it is easier for the Person with Low Vision to access them quicker.</p>
8	<b>Designing of Garden Components</b>  Theory Duration (hh:mm) 40:00  Practical Duration (hh:mm) 60:00 + 20 hours (Additional hours for Persons with Low Vision)  Corresponding NOS Code AGR/N0802	<ul style="list-style-type: none"> <li>• Understand the features of Garden.</li> <li>• Gain knowledge about the different types of Garden</li> <li>• Plan for the Design and Layout of Gardens.</li> <li>• Layout &amp; prepare the lawn</li> <li>• Layout of orchard, plant fruit plants in the field</li> <li>• Understand the different components of garden.</li> <li>• Implement the techniques to beautify the gardens.</li> </ul>	Laptop, white board, marker, projector, spade, khurpi, shears, loppers, hedge cutters	Any of the following tools may be used: <ul style="list-style-type: none"> <li>• Clear View+ Speech</li> <li>• ZoomEx,</li> <li>• Kurzweil,</li> <li>• ABBY Fine Reader,</li> <li>• Tesseract</li> <li>• Non-Visual Desktop Access (NVDA),</li> <li>• Job Access with Speech (JAWS),</li> <li>• System Access to Go(SATAGO),</li> <li>• Voiceover and Talkback</li> </ul> <p>Requirement on the basis of teaching method</p> <ol style="list-style-type: none"> <li>1. Oral: no additional</li> </ol>

Sr. No.	Module	Key Learning Outcomes	Equipment Required	Disability-wise Training Tools with reference to Expository for each NOS
				<p>equipment needed</p> <ol style="list-style-type: none"> <li>2. Handouts: The font size should exceed 16</li> <li>3. Usage of projector: The person should be allowed to choose the position from where they can see the display with ease</li> <li>4. On the White Board: Black marker should be used and the text should be written in large size</li> </ol> <p>The emphasis should be on the Practical. A proper orientation of the equipment should be given to the person.</p> <p>The person should also be made aware of the right technique of handling the equipment.</p>
9	<p><b>Plantation, Maintenance and Care of Garden</b></p> <p>Theory Duration (hh:mm) 25:00</p> <p>Practical Duration (hh:mm) 40:00 + 13 hours (Additional hours for Persons with Low Vision)</p> <p>Corresponding NOS Code AGR/N0803</p>	<ul style="list-style-type: none"> <li>• Understand the seasonal Gardening and Ground maintenance.</li> <li>• Understand the different planting and Culture of Floral Display.</li> <li>• Understand and perform the irrigation maintenance in the garden.</li> <li>• Practice Pest and Disease management.</li> <li>• Perform filed operations like Maintain Lawn and Turf, Mowing, Fertilizing, Weeding, Irrigation, Aeration and Renovation.</li> <li>• Gain knowledge about the different Plant and Culture of Trees, shrubs etc</li> <li>• Identify different fruit plants &amp; ornamental plants</li> <li>• Prepare pot mixtures, potting &amp; repotting of plants</li> </ul>	<p>Laptop, white board, marker, projector, Hedge cutter, shears, loppers, sprayers, plant labels, pesticides, weedicides, fertilizers, water pumps and equipment's, watering timers and controllers</p>	<p>Any of the following tools may be used:</p> <ul style="list-style-type: none"> <li>• Clear View+ Speech</li> <li>• ZoomEx,</li> <li>• Kurzweil,</li> <li>• ABBY Fine Reader,</li> <li>• Tesseract</li> <li>• Non-Visual Desktop Access (NVDA),</li> <li>• Job Access with Speech (JAWS),</li> <li>• System Access to Go(SATAGO),</li> <li>• Voiceover and Talkback</li> </ul> <p>Requirement on the basis of teaching method</p> <ol style="list-style-type: none"> <li>1. Oral: no additional equipment needed</li> <li>2. Handouts: The font size of the handout should</li> </ol>

Sr. No.	Module	Key Learning Outcomes	Equipment Required	Disability-wise Training Tools with reference to Expository for each NOS
		<ul style="list-style-type: none"> <li>• Prune shrubs, hedge, edge &amp; topiary</li> <li>• Collect soil samples for soil analysis</li> <li>• Identify vegetable seed, garden tools &amp; implements</li> <li>• Prepare Bordeaux mixture</li> <li>• Prepare spray solution, handling sprayers &amp; dusters</li> </ul>		<p>exceed 16. The trainer could also read the document out loud.</p> <p>3. Usage of projector: The person should be allowed to choose the position from where they can see the display with ease</p> <p>4. On the White Board: Black marker should be used and the text should be written in large size</p> <p>A standard arrangement should be there in terms of stacking the equipment. Things should remain in their own decided place so that it is easier for the Person with Low Vision to access them quicker.</p> <p>In order to make the spray solutions, measuring cups of various sizes can be provided to a Person with Low Vision. A proper orientation of the cups should be given so that they are able to prepare the solution with ease.</p> <p>During the practical, allow the Person to be seated near to the apparatus so that they are able to feel the things and see them closely. Ask them where they wish to be seated.</p> <p>Allow the person to record the lecture.</p>
10	<p><b>Health &amp; Safety at the work place</b></p> <p><b>Theory Duration (hh:mm)</b></p>	<ul style="list-style-type: none"> <li>• Understand the basic safety measures.</li> <li>• Understand the minimization of environmental damage during farm operations.</li> </ul>	Hand Gloves, Mask, Pair of shoes, first aid kit	<p>Any of the following tools may be used:</p> <ul style="list-style-type: none"> <li>• Clear View+ Speech</li> <li>• ZoomEx,</li> </ul>

Sr. No.	Module	Key Learning Outcomes	Equipment Required	Disability-wise Training Tools with reference to Expository for each NOS
	<p>10:00</p> <p><b>Practical Duration</b> (hh:mm) 10:00 + 3 hours (Additional hours for Persons with Low Vision)</p> <p>Corresponding NOS Code AGR/N9903</p>	<ul style="list-style-type: none"> <li>• Proper use of equipment.</li> <li>• Practice General safety and first aid</li> </ul>		<ul style="list-style-type: none"> <li>• Kurzweil,</li> <li>• ABBY Fine Reader,</li> <li>• Tesseract</li> <li>• Non-Visual Desktop Access (NVDA),</li> <li>• Job Access with Speech (JAWS),</li> <li>• System Access to Go(SATAGO),</li> <li>• Voiceover and Talkback</li> </ul> <p>The Person with Low Vision should be allowed to hold and feel the First Aid Kit and the medicines in order to develop a better understanding of them on the basis of their dimensions</p> <p>Requirement on the basis of teaching method</p> <ol style="list-style-type: none"> <li>1. Oral: no additional equipment needed</li> <li>2. Handouts: The font size of the handout should exceed 16. The trainer could also read the document out loud.</li> <li>3. Usage of projector: The person should be allowed to choose the position from where they can see the display with ease</li> <li>4. On the White Board: Black marker should be used and the text should be written in large size</li> </ol>
	<p><b>Total Duration:</b></p> <p><b>Theory Duration</b> (hh:mm) 130:00</p> <p><b>Practical Duration</b></p>	<p><b>Unique Equipment Required:</b> Laptop, white board, marker, projector, Seedling Tray, sacks, polythene, watering cans and equipment's, shade net, green house/shade house, plant labels, labellers, spade, khurpi, shears, loppers, hedge cutters, sprayers, plant labels, pesticides, weedicides, fertilizers, water pumps and equipment's, watering</p>		



Sr. No.	Module	Key Learning Outcomes	Equipment Required	Disability-wise Training Tools with reference to Expository for each NOS
	(hh:mm) 170:00  +18 hours for Smart Phone Training  +56 hours (1/3 <sup>rd</sup> of Practical Duration for Persons with Low Vision)	timers and controllers, Hand Gloves, Mask, Pair of shoes, first aid kit		

Grand Total Course Duration: 374 Hours, 0 Minutes

*(This syllabus/ curriculum has been approved by Agriculture Skill Council of India)*



*B. Salunkhe*  
**Head**  
Department of Botany  
Sundarao Solanke Mahavidyalaya, Majalgaon



MAAC Re-Accredited 'B' grade  
ISO - 9001:2015 Certified  
Excellent Study Centre Award  
Yashwantrao Chavan Maharashtra  
Open University Nashik (Maharashtra)

**Dr. V. P. Pawar**  
M.Sc., Ph.D  
**PRINCIPAL**



Marathwada Sahasra Shiksha Mandal's

**Sunderrao Solanke Mahavidyalaya**

Majalgaon (431 131) Dist. Beed (M.S.)

Affiliated to : Dr. Babasaheb Ambedkar Marathwada University, Aurangabad  
Study Center : Yashwantrao Chavan Maharashtra Open University Nashik (Maharashtra)

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Email - majalgaon\_office131@rediffmail.com  
Website : www.sunderraoajalgaon.com

Ref No SSMM/ 2020-21/1345

Date: 30<sup>th</sup> June 2020 / /

To,  
**The Education Officer,**  
**University Grants Commission,**  
**Bahadur Shah Jafar Marg,**  
**New Delhi-110002**



**Sub. :** Submitting the proposal of Certificate Course in **"Office Management & Administration" (Level 4)** under the UGC scheme for a financial Assistance for providing skill based education under NSQF.

**Ref.:** UGC Public Notice dt.22.04.2020.

Respected Sir/Madam,

With reference to above cited subject, I am submitting here with the proposal under the UGC scheme for providing skill based education under national skill qualification

This if for your kind information and necessary action

Thanking you.

Yours faithfully,

**Principal**  
Sunderrao Solanke Mahavidyalaya  
Majalgaon Dist. Beed



# Approval of fresh programmes / courses under NSQF for the year 2020-21

From: nsqfugc2020@gmail.com

To: majalgaon\_college123@yahoo.in

Date: Thursday, 24 September 2020, 13:17 GMT+5:30

Dear Sir/Madam,

This is with reference to your application for running skill-based programmes / courses. I am directed to convey that your institution may run the following fresh programmes / courses under National Skills Qualifications Framework (NSQF) during the academic session 2020 - 2021:

Programme/s	Trade/Course
Certificate	Management and Entrepreneurship
Certificate	Banking & Financial Service
Certificate	Agriculture/Gardening

The institution must adhere to the following terms and conditions:

1. The institution shall run the courses in accordance with the provisions of the UGC Guidelines for Providing Skill-based Education under National Skills Qualifications Framework (NSQF).
2. The institution shall meet the requirements of infrastructure and laboratory facilities for running the skill-based courses.
3. If the institution is recommended for running skill-based courses in the fields like medicine, law etc., it shall meet the parameters specified by the concerned regulatory bodies / professional councils.
4. The courses will be offered on regular mode only. The Institution shall not run the courses on online / distance education mode and through franchise arrangements.
5. The institution shall furnish details regarding students admitted (course-wise) for the forthcoming academic session on the online portal by 31.10.2020. The link to the portal is <https://nsqf.ugc.ac.in/>

With regards,

Yours faithfully,

(Dr. Mriganka Sekhar Sarma)  
(Education Officer)

Sunderrao Solanke Mahavidyalaya,  
Majalgaon, Dist. Beed - 431 131

जं. जी. डे. सानप  
जं. भाब. बी. सोळंके  
जं. डी. एम. शिंदे  
प्र. एम. एम. सज्जार  
[Signature]  
24/9/2020

Sunderrao Solanke Mahavidyalaya  
Inword No. 30  
Date 29/9/2020



M.S.P.MANDAL'S

## SUNDERRAO SOLANKE MAHAVIDYALAYA, MAJALGAON

"DEPARTMENT OF PUBLIC ADMINISTRATION"

### Details of Certificate Course on 'Office Management and Administration'

#### Details of Course Introduced & Conducted

Sr. No.	Title of the certificate course	Academic Year	Duration	Students Enrolled	Course Coordinator
01	Certificate Course on 'Office Management'	2020-21	6Month (450 Hours)	55	Dr. D. S. Shinde
02	Certificate Course on 'Office Management'	2021-22	6Month (450 Hours)	58	Dr. D. S. Shinde

Co Ordinator  
Dr. D. S. Shinde



M.S.P.MANDAL'S

## **SUNDERRAO SOLANKE MAHAVIDYALAYA, MAJALGAON**

**"DEPARTMENT OF PUBLIC ADMINISTRATION"**

### **Details of Certificate Course on 'Office Management and Administration'**

#### **Introduction:**

Office management is the technique of planning, organizing, coordinating and controlling office activities with a view to achieve business objectives and is concerned with efficient and effective performance of the office work. The success of a business depends upon the efficiency of its office. Office management courses mainly provide opportunities to learn the use of the latest technology such as using personal computers, laptops, word processing, spreadsheet, payrolls and desktop publishing software to run the office smoothly. These courses are offered in both online as well as offline mode. Office management courses are offered at certificate, Diploma level presently.

#### **Course Descries:**

This certificate course will give the students an insight into the subject of office management process. Students will understand what office management process are and how could they work in various offices. This course will be beneficial for all students, Professionals or anyone interested in knowing about their basics of office management work process.

#### **Course Methodology:**

The course methodology is structured as to personality development and writing skills along with advocacy and practice of office management Process. This course will give exhaustive study on office management in Indian perspective. It has been divided in to 8 papers for better systematic understanding work of office management.

#### **Objectives:**

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

**Significance:**

Office management helps in the implementation of plans at right time and in the right way. But, there may be change in resources, needs, technology preferences and so on, which makes it necessary to bring about the change in plans. Office management makes the office flexible which helps to manage the change.

**Duration:**

6 Month (450 Hours)

This certificate course will commence in every year.

**Eligibility:**

B.A. / B.Sc./B.com and any discipline of the college.

**Intake Capacity:** 25 Students

**Course Structure -**

The Course consists of eight papers in which five theory papers and three workshop & training based. Each theory paper carries 50 marks for 25 questions, each question carries two marks.

Coordinator



Dr. D. S. Shinde



M.S.P.MANDAL'S

## SUNDERRAO SOLANKE MAHAVIDYALAYA, MAJALGAON

"DEPARTMENT OF PUBLIC ADMINISTRATION"

### Details of Certificate Course of 'Office Management' Time Table

Time/Day	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
1 To 2 PM	Ling. Proficiency	Ling. Proficiency	Ling. Proficiency	Ling. Proficiency	Voc-I Lab Work	Voc-I Lab Work
2 To 3 PM	Environment Sci.	Environment Sci.	Environment Sci.	Environment Sci.	Voc-II Lab Work	Voc-II Lab Work
3 To 4 PM	Prin. Of Mgt. & Off. Serv.	Prin. Of Mgt. & Off. Serv.	Prin. Of Mgt. & Off. Serv.	Prin. Of Mgt. & Off. Serv.	Ling. Prof. (Prac.)	Env. Sci.(Prac.)
4 To 5 PM	Voc-I Secretarial Procedures	Voc-I Secretarial Procedures	Voc-I Secretarial Procedures	Voc-I Secretarial Procedures	Prin. Of Mgt. & Off. Serv.(Prac.)	In-Plant Training
5 To 6 PM	Voc-II Comp. Appl. In Office	Voc-II Comp. Appl. In Office	Voc-II Comp. Appl. In Office	Voc-II Comp. Appl. In Office	In-Plant Training	In-Plant Training

Ling. Proficiency: Dr. S.B. Deshmukh

Prin. Of Mgt. & Off. Serv.: Dr. D.S. Shinde

Environment Sci.: Dr. I.B. Salunkhe

Secretarial Procedures: Dr. N.R. Dhawale

Comp. Appl. In Office: Mr. V.B. Solanke

Voc-I Lab Work: Dr. N.R. Dhawale

Voc-II Lab Work: Mr. V.B. Solanke

Coordinator

Dr. D.S. Shinde

# **Syllabus**

## **Office Management & Administration**

MSP Mandal's  
**SUNDERRAO SOLANKE MAHAVIDYALAYA MAJALGAON**  
Syllabus for Office Management & Administration

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Following will be the scheme of credits of the Certificate Course:

**Semester – I**

$$\text{Semester – I} \left[ \begin{array}{l} \text{18 Credits for} \\ \text{Voc. Edu.} \end{array} \right] + \left[ \begin{array}{l} \text{12 Credits for} \\ \text{Gen. Edu.} \end{array} \right] = 30 \text{ Credits}$$

**Note: 01 Credits is Equal to 15 Hrs. of Study. Hence 15×30=450 Hrs**

Sr. No.	Subject/ Paper	Credits (Theory + Lab Work)	Modules	Study Hrs.
I	Linguistic Proficiency	3+1	6	60
II	Environment Science	3+1	5	60
III	Principals of Management & Office Services	3+1	5	60
IV	Voc. Paper-I	4	5	60
V	Voc. Paper-II	4	5	60
VI	Lab/Workshop Voc. I	0+2	0	30
VII	Lab/Workshop Voc. II	0+2	0	30
VIII	In-Plant Training	0+6	0	90
	<b>Total</b>	<b>30</b>		<b>450</b>

Coordinator  
  
Dr. D. S. Shinde

## I – Linguistic Proficiency

Module	Topics & Content	Number of lectures
<b>Part A</b>		
<b>1</b>	<b>Tenses</b>	<b>10</b>
	Present Tense Past Tense Future Tense } each includes all four types of tenses	
2	Basic of Pronunciation: Vowels, Diphthongs, Basic sounds, fricatives etc., Differences in the sounds of the letters. Phonetic Transcriptions.	10
3	<b>Spoken English:</b> Introducing Yourself. Introducing Peoples to Others. Giving Personal Information. Getting People's attention & Interrupting. Giving Instructions and Seeking Clarifications. Making requests and responding to requests.	10

### Reference Books:

- 1) Business Communicator, V K Jain, O P Biyani, S Chand Publication New Delhi.
- 2) The Communicator, Board of Editors, Orient Blackswan Pvt. Ltd.
- 3) The art of Powerful Communication, Dinesh K Vohra, Are Maria Publications Pune.



Basic structure of Marathi Language: It includes information about the syllabus of Marathi, aims and objectives of the syllabus, different topics and contents of Marathi Language with annexure of reference books.

## I – Linguistic Proficiency

### Part B: Basic Structure of Marathi Language

❖ अभ्यासक्रमाचे स्वरूप:-

मराठी भाषेच्या अभ्यासाची व वापराची विविध क्षेत्रे लक्षात घेऊन हा अभ्यासक्रम तयार करण्यात आला आहे. हा अभ्यासक्रम प्रामुख्याने कृतीनिष्ठ असल्याने लेखी परीक्षेइतकेच प्रत्यक्ष कृतीला त्यात महत्त्व दिले गेले आहे. भाषाव्यवहार, संज्ञापन, कार्यालयीन लेखनव्यवहार, आधुनिक तंत्रउपकरणे यांच्याशी तो संबंधित आहे. हा अभ्यासक्रम दोन श्रेयांकाचा असून दीड श्रेयांक लेखी परीक्षेची संबंधित आहे तर अर्धा श्रेयांक प्रकल्प कार्याशी संबंधित आहे.

❖ अभ्यासक्रमाची उद्दिष्टे:

- 1) संज्ञापनाचे स्वरूप आणि प्रकार संज्ञापन व्यवहारातील भाषेचे महत्त्व समजावून देणे.
- 2) भाषा व्यवहाराची अपारंपारिक आणि अनौपचारिक क्षेत्रे, औपचारिक भाषा व्यवहाराची क्षेत्रे आणि त्याचे क्षेत्रनिहाय स्वरूप समजावून देणे.
- 3) विविध स्तरावरील भाषिक कौशल्ये आणि क्षमता विकसित करणे.
- 4) प्रसारमाध्यमांचे स्वरूप आणि त्यासाठी आवश्यक असलेल्या भाषा व्यवहाराचे स्वरूप समजावून देणे.
- 5) कार्यालयीन लेखन व्यवहारातील भाषेचे स्वरूप समजावून देणे.
- 6) परिभाषा निष्ठ भाषाव्यवहार म्हणजेच निरनिराळ्या शास्त्रीय विषयांवरील लेखनाकरिता क्षमता विकसित करणे.
- 7) भाषा व्यवहारातील आधुनिक तंत्र उपकरणांची व तंत्रांची ची माहिती करून देणे, मराठीतून व्यवहार करणाऱ्या संस्थांना भेटी देणे इत्यादी

Module	Topics & Content	Number of lectures
1	संज्ञापन व भाषिक कौशल्य	10
	अ) संज्ञापन म्हणजे काय? संज्ञापनाचे प्रकार, संज्ञापनातील भाषेचे महत्त्व आणि कार्याचे औपचारिक व अनौपचारिक उपयोग आ) भाषेची प्राथमिक कौशल्ये: श्रवण, भाषण, वाचन, लेखन इ) भाषेची प्रगत कौशल्ये: 1) वर्णन, कथन, निवेदन, संभाषण, सूत्रसंचालन 2) आकलन, संक्षेप, विस्तार, भाषांतर, गद्यरूपांतर, संवादलेखन इत्यादी	
2	औपचारिक भाषाव्यवहाराचे विविध प्रकार	15
	अ) इतिवृत, टिप्पणी, अर्जलेखन, कार्यालयीन पत्रलेखन, निवेदन, प्रसिद्धीपत्रक, निविदा इत्यादी आ) मुलाखतलेखन, स्मरणिका, गौरवीका, संस्थापत्रिका, वार्षिक अहवाल इत्यादीचे संपादन	
3	प्रकल्प कार्य	05

संदर्भ पुस्तके:

- मराठी शुद्धलेखन : मो रा वाळंबे, गो य राणे, प्रदीप प्रकाशन
- मुद्रित शोधन : य ए धायगुडे, पूना प्रेस ओनर्स असोसिएशन
- मराठी शुद्धलेखन विवेक : द न गोखले, सोहम प्रकाशन
- शुद्धशब्दसूची : स्नेहल तावरे, स्नेहवर्धन प्रकाशन
- व्यावहारिक मराठी : पुणे विद्यापीठ
- व्यावहारिक मराठी : ल ल नसिराबादकर, फडके बुक सेलर्स कोल्हापूर
- व्यावहारिक मराठी : प्रकाश परब
- वार्ता संकलन : चंद्रकांत ताम्हणे

Semester – I  
Paper – II : Environmental Science

### **Course Objectives :**

1. To facilitate the students to understand the environmental related issues / problems and their strategies to minimize problems.
2. To facilitate the students to understand the impact of industries on environment and strategies to address these issues.

### **Module I :**

**Environment :** Environment Science, Scope and importance, Components of environment – i) Atmosphere, Composition of atmosphere, ii) lithosphere – Structure of lithosphere, soil formation, soil composition and properties of soil, iii) Hydrosphere – distribution of water on earth, global water balance and hydrological cycle.

### **Module II :**

#### **Environment Problems :**

- i. Air pollution – concept, source of air pollution, major atmospheric pollutants, air quality standards monitoring of major air pollutants.
- ii. Water pollution – sources of water pollution, river pollution, underground water pollution, oil pollution, thermal pollution, water pollution due to sewage, effects of water pollution, waste water treatment.
- iii. Noise pollution – sources of noise; effects of noise pollution, noise pollution, noise pollution control equipment silencers and noise absorbing devices, noise standards and industrial noise control.
- iv. Soil pollution – causes of soil pollution major soil pollutants, industrial waste and their role in soil pollution.
- v. Radiation pollution – sources of radioactive pollution, effects of radioactive pollution on health.

### **Module III :**

#### **Impact of industries on Environment –**

Water pollution episodes due to industrial pollutants, effects of industrial pollutants on aquatic organisms, industrial e..... and underground water quality. Air pollution episodes due to industries – Bhopal gas tragedy, Photochemical smog, Acid rivers etc. Industrial noise pollution and workers health problems.

### **Module IV :**

**Water Conservation** – water use pattern – water use in industry, water s .....  
Water conservation – methods of water conservation, rain water harvesting,  
Reuse and recycle of water.

**Conservation Natural resources and sustainable development** : Renewable natural resources, non-renewable natural resources, use of non-renewable resource and degradation of environment, use of minerals in industries and environmental problems of mining, conservation of natural resources, recycling of metals etc.

**Module V :**

**Energy conservation :- Energy resources –**

- i) Conventional energy resources of wood, fossil fuel etc.
- ii) Non conventional energy etc.

**Pollution Control** : Air pollution control equipments, air pollution control in industry; water pollution control – sewage treatment plant, effluent treatment plant; noise pollution control in industry soil reclamation methods.

**Reference Books :**

- 1) Principles of Environmental Biology by PKG Nair Himalaya publishing house, New Delhi.
- 2) Environmental Science by Enger, Smith, WMC Brown company publishing.
- 3) Practical methods in ecology, by R.K. Trivedy, P.K. Goel and Trigal Environment Publication, Karad.
- 4) Chemical methods for Environmental Analysis water and sediment By, R. Ramesh and M. Anbu Mackmillan India Limited, New Delhi.
- 5) Fundamental of Ecology – By M.C. Dash, Tata McGraw Hill pub., Co.ltd. New Delhi.
- 6) Environment, Energy, Health planning for conservation by V. Didyanath, Gyam Publishing House, New Delhi.
- 7) Environmental Chemistry by G.S. Sodhi.
- 8) Environmental Chemistry A.K. De.
- 9) Environmental pollution analysis by S.M. Khopkar.
- 10) A Test nppl pf Environmental Chemistry and pollution control by S.S. Dara.
- 11) Environmental Science Earth as a living planet by Botkin D and Keller E, John, Wiley and sons, New York.
- 12) A Manual of air quality monitoring by BEERI, Nagpur.
- 13) Fundamentals of Air Pollution by A.C. Stein, Academic press vo. I to X.
- 14) Air pollution by M.N. Rao, McGraw Hill, 1993.
- 15) Air pollution by V.P. Kudesia, Pragati Prakashan, Meerut.
- 16) Environment pollution and management by L. Mohan.
- 17) Pollution control in Process Industry by S.P. Mahajan.

**Semester – I**

## **Paper III : Principal of Management & Office Services**

### **Course Objectives :**

The subject is designed in order to orient students to Corporate Citizenship; thereby instilling them Organizational Understanding, Principles of Management & behavior that favor Corporate Citizenship Behavior.

### **Pre-requisite :**

The students are expected to come prepared with the basic conceptualization & searching relevant data through the web / reference books.

### **Module – I**

#### **Conceptualization :**

Concept, Management as a function of various Social Sciences, Evolution of Management Though Managerial Processes, Functions, Skills & Roles of a Manager organization ; Management by Objective (MBO).

### **Module – II**

#### **Introduction – Concept and Importance of Office and Office Management.**

Office Accommodation and Environment - Office building : size, layout, safety and security measures - Reception : Importance, shape and size, control - Communication : Feature, classification, barriers. - Arrangement and adjustment : Furniture, allotment of seats, chambers, cabins rooms etc. - Handling of correspondence and market registers, filling forms and stationery.

### **Module – III**

**Office Machines, manuals, charts and reports** - Kind of office machines (typewriter, duplicating computers and word processors), calculators, etc. - Objectives and advantages of various machines. - Use of machines, installing, handling, maintenance. - Objectives and advantages of office manuals charts, preparation and play of manuals and charts. - Kind of reports, report preparation, enquiries.

### **Module – IV**

**Personnel Management, Supervision, Control and coordination.** - Office staff (Peon, daftari, clerk, technical staff, supervisors, accountant, manager, etc.) Selection, training and development. -

**Module – V :** Supervision : Importance and span of supervision - Discipline : Importance and manner of office control, work control and work distribution.

### **Reference Books :**

1. Principles of management – Suri, Sontakki and Deshpande, Mcgrow Hill publishing co.Ltd.
2. Principles of management – Dr. Davar.
3. Organization and Management Practices – P. Drucker
4. Organization behavior – By Dwivedi

**Semester – I**  
**Paper IV (Voc. – I) : Secretarial Procedures**

**Module I :** Company : Definition, nature and kinds, Company formation and incorporation, promoter, capital subscription, company and association, memorandum and articles, prospectus and statements, meetings and Company Act.

**Module II :** Secretary : Definition, need and importance, appointment and dismissal, work, duties, rights and liabilities, memorandum of association and secretary, articles of association and secretary, prospectus and secretary.

**Module III :** Company management and administration : Definition, importance and kinds, directors : qualification and number, appointment, removal, powers, duties and liabilities, remuneration, prevention of oppression and mismanagement, compromise, arrangement, reconstruction and amalgamation, winding up and dissolution of companies, jurisdiction, consequences, petition, liquidator.

**Module IV :** Finance : Share and debentures, application, allotment, transfer and transmission, calls and forfeiture, dividend and interest, account and audit, taxes.

**Module V :** Correspondence : Commercial, officials, demi official, meaning, importance, objectives, sales letter, trade order agency correspondence, import, export trade, secretarial correspondence, application for jobs, post of accountant, lecturer, office memorandum, reminder, difference between official letter and demi official letter, correspondence between head of department and principal for asking honorarium and for admission notice, correspondence between principal and university for sending enrollment numbers and for the permission for extra admission, correspondence between principal and UGC for asking grant for vocational subject and for recognition of a new subject.

**Semester – I**

**Paper V (Voc. II) : Computer Applications in Office**

**Course Objective:** To make students understand the application of computer in business practices.

<i>Module</i>	<i>Topics</i>	<i>Number o. lectures</i>
<b>1</b>	<b>Word Processing</b>	<b>14</b>
	Introduction, Formatting Text & Pages: Change text case, line casing, Text effect & Typography, Keyboard shortcuts for Text Alignment, Page size & Margins, Page Orientation, Adding Headers, Adding Footer, Header & Page No., Adding page Background, Page borders, Adding watermarks, Styles & Themes, Working with Tables, Creating Lists: formatting bullets & numbering, Illustrating your Document: Inserting online videos, charts, Smart art, Word art, Cover page, Using Macro: Creating, Running & Editing Macro, Using Language Tools: Checking spelling & Grammar, Using Research & Translation Tools, Document Review Tools, Document Sharing: Password protecting a document, Restrict editing of a document, Customizing Word: Customizing quick access toolbar & Ribbon, Extracts: Creating PDF, Mail Merge, Printing Envelopes & Labels, Create Letterhead, Bookmark feature.	
<b>2</b>	<b>Electronic Spreadsheet</b>	<b>14</b>
	Introduction, Basic Functions: Sum, Count Min., & Max., Average, Mode, Mean & Median, Text Functions: LOWER & UPPER, PROPER, CONCATENATE, LEFT, MID, & RIGHT, TRIM & CLEAN, REPLACE & SUBSTITUTE, Logical Functions: TRUE & FALSE, IF, AND & OR, IFERROR, IENA, SUMIF, AVERAGEIF, COUNTIF, Date & Time Functions: TODAY, NOW, YEAR, MONTH, DAY & DA, Lookup Functions: VLOOKUP, HLOOKUP, CHOOSE, LOOKUP Keyboard shortcuts, Data Manipulation Tools & Techniques: FILTER, SORTING, PASTE SPECIAL, Cell Formatting, Conditional Formatting, Find & Replace, GOTO & GOTO Special, Data Validation, Text To Column, FLASHFILL, Remove Duplicates, Group & Ungroup, What If Analysis, Creating Charts & Graphs: CHART TYPES, CREATING COLUMN & BAR CHARTS, CREATING LINE CHART, PIE CHART, Pivot Tables: PIVOT TABLE DESIGN OPTIONS, FOUR WAYS TO CREATE PIVOT TABLES, Data Analysis, Data Slicer Tools, Extras: Home Loan EMI Calculation, Creating Ranking List, Calculate Compound Interest, Loan Amortisation Schedule	
<b>3</b>	<b>Creating Effective Powerpoint Presentation</b>	<b>14</b>
	Introduction, Navigation: Interface, Ribbon, Status Bar, Changing Views, Themes & Templates, Slide Masters, Headers & Footers, Working with Slides: Adding & Removing Slides, Slide Layouts, Organising Slides into Sections, Rearranging Slides, Working with pictures & Images: adding picture & image to slide, adding effect to images, understanding object layers, remove image background, eyedropper tool, adding screenshot, Working with different content: bullet point, outline mode, Creating Wordart, working with text boxes & tables, Working with Shape, Diagrams & Charts: Adding & Formatting Shapes, Cropping a Picture to Shape, Chart & Graphs, Using Smart art, Video Audio Transition & Animation: Working with Video, Adding Slide Transitions, Adding animation to Text, Object & Images, Adding Speaker notes, Spell Check, Handout Master, Run Slideshow, Presenter View, Sharing Presentation.	
<b>4</b>	<b>Internet Basics</b>	<b>10</b>
	Basic of computer Networks: LAN, WAN, Concept of Internet, Applications of Internet, Connecting to Internet, What is ISP, Basics of Internet connectivity related troubleshooting, World Wide Web, Web Browsing Software's, Search Engines, Understanding URL, Domain Name, IP Address, Using E-Governance Website,	
<b>5</b>	<b>Application of Excel &amp; SPSS: for Calculating Mean, Mode, Median, Standard Deviation, Quartiles, Using Data Analysis tab in Excel, Introduction to SPSS, User Interface, Data View, Variable View, Recording &amp; Coding data in SPSS.</b>	<b>08</b>

- 1) **Fundamentals of Computer, V Rajaraman, Prentice Hall of India New Delhi**
- 2) **Computers Today, Sanders D.H., Tata MacGraw Hill.**
- 3) **Computer Applications-Based on Microsoft Office, Blueprint Education.**

**Semester – I**

Lab/Workshop Voc. I	Total Hrs. 30
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**Semester – I**


Lab/Workshop Voc. II	Total Hrs. 30
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**Semester – I**

In-Plant Training	Total Hrs. 90
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**At the end of course students must undergo In-Plant Training with Industry Partner.**

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Coordinator  
  
Dr. D. S. Shinde





M.S.P. Mandal's  
Sunderrao Solanke Mahavidyalaya Majalgaon  
Dist. Beed (MS)

(NAAC Accredited 'A' Grade & ISO 9001:2015 Certified)

**Affiliated to**

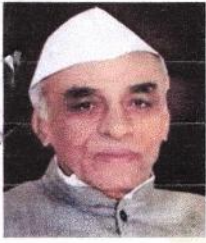
Dr. Babasaheb Ambedkar Marathwada University Aurangabad (MS)

**CERTIFICATE**

This is to certify that Mr./Miss./Mrs. \_\_\_\_\_ has successfully completed NSQF Level \_\_\_ of Office Management & Administration in the sector of Management & Entrepreneurship with \_\_\_ Grade, held at Dept. of Public Administration during academic year 20\_\_ 20\_\_. The course is being run under community college scheme of U.G.C.

Coordinator  
Sign.

Principal  
Sign.



M.S.P.Mandal's  
**SUNDERRAO SOLANKE MAHAVIDYALAYA**

MAJALGAON, DIST.BEED (MH)-431131

NAAC Re-Accredited "A" Grade



## Certificate Course on Water Conservation

### Details of the Certificate Course on Water Conservation and Management

#### Introduction

Water conservation is essential and can be done by everyone. Water conservation is the practice of an efficient usage of water by reducing unnecessary wastage of the same. The importance of water conservation becomes even more necessary as there is a limited source of freshwater that is beneficial for all human beings for a Healthy lifestyle. Human activities are polluting the water sources threatening the survival of living beings. So, water conservation focuses on the concept of "save water and save a life. The Marathwada region specially the Beed district face the problem of the Water scarcity and it is the drought affected area. The present certificate course provides the awareness among the students of the water conservation and its management.

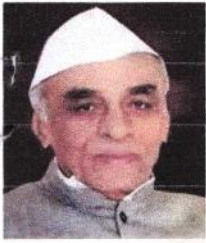
#### Objective:-

- The objective of water conservation is to save water in any form. Water can be saved in many ways through regular practice, campaigns, and awareness.
- The objective of water conservation is to protect natural water bodies. Its objective is to protect aquatic wildlife.
- The objective of water conservation is to research the quantity and quality of water.
- Its objective is to avoid water wastage.
- It is really important to conserve water by all means.

#### Significance

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.





M.S.P.Mandal's  
**SUNDERRAO SOLANKE MAHAVIDYALAYA**

MAJALGAON, DIST.BEED (MH)-431131

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**Certificate Course on Water Conservation**

**Duration**

6 Months

This course will commence in the month of the August of the every year.

**Eligibility**

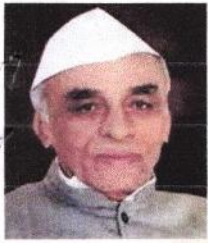
Students from the discipline of B.A. /B.Sc./ B.Com/ BCA/BCS

**Intake Capacity**

60 students

**Course Structure**

The course consists of one theory paper of 80 Marks and one practical paper for the 20 mark.



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**Certificate Course on Water Conservation**

**Syllabus of the Certificate Course on Water Conservation and Management**

**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



## Notice



Date: - 09/11/2020

All the under graduate first year students of the college are hereby informed that Dept. of Botany is going to start the certificate course in “**Water Conservation and Management**” for the academic year 2020-2021. Those students who are interested they should complete their admission process within 15 days (12/11/2020 to 26/11/2020).

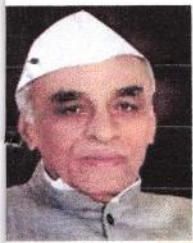
For further detail inquiry feel free to contact with the Department of the Botany.

*S. Salunke*

Head  
Department Of Botany  
Sunderrao Solanke Mahavidyalaya  
Majalgaon Dist. Beed (M.S.)

*V. P.*

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



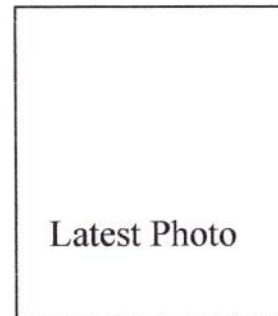
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MAJALGAON, DIST.BEED (MH)-431131  
NAAC Re-Accredited "A" Grade



**Certificate Course on Water Conservation**

**Admission Form**

**Academic Year -2020-2021**



Name of the Student: - \_\_\_\_\_

PRN No. \_\_\_\_\_

Class:- \_\_\_\_\_ Date of the Birth:- \_\_\_\_\_

Address: - \_\_\_\_\_

Mobile Number: - \_\_\_\_\_

Adhar Number: - \_\_\_\_\_

Sex: - Male/ Female                      Category:- \_\_\_\_\_

Reason to Join the Certificate Course: -

\_\_\_\_\_

\_\_\_\_\_

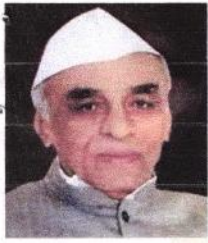
\_\_\_\_\_

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Signature of the Students

Signature of the HOD



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**Certificate Course on Water Conservation**

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MAJALGAON, DIST.BEED (MH)-431131

*NAAC Re-Accredited "A" Grade*



**Certificate Course on Water Conservation**

**Duration**

6 Months

This course will commence in the month of the August of the every year.

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Students from the discipline of B.A. /B.Sc./ B.Com/ BCA/BCS

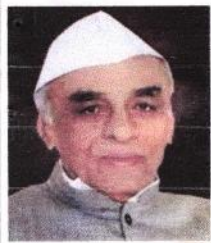
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60 students

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The course consists of one theory paper of 80 Marks and one practical paper for the 20 mark.





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**Certificate Course on Water Conservation**

**Syllabus of the Certificate Course on Water Conservation and Management**

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- Public education and awareness

**Unit IV – Water management**

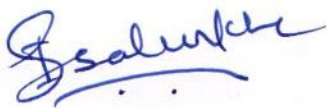
- Need of water management
- Methods used for water management
- Importance of water Conservation

## Notice

Date: - 08/07/2019

All the under graduate first year students of the college are hereby informed that Dept. of Botany is going to start the certificate course in “**Water Conservation and Management**” for the academic year 2019-2020. Those students who are interested they should complete their admission process within 15 days (11/07/2019 to 25/07/2019).

For further detail inquiry feel free to contact with the Department of the Botany.



Head  
Department Of Botany  
Sunderrao Solanke Mahavidyala  
Beed



Principal  
PRINCIPAL  
Sunderrao Solanke Mahavidyala  
Majalgaon Dist. Beed (M.S.)



M.S.P.Mandal's  
**SUNDERRAO SOLANKE MAHAVIDYALAYA**  
MAJALGAON, DIST.BEED (MH)-431131  
NAAC Re-Accredited "A" Grade



**Certificate Course on Water Conservation**

**Admission Form**

**Academic Year -2019-2020**

Latest Photo

Name of the Student: - \_\_\_\_\_

PRN No. \_\_\_\_\_

Class:- \_\_\_\_\_ Date of the Birth:- \_\_\_\_\_

Address: - \_\_\_\_\_

Mobile Number: - \_\_\_\_\_

Adhar Number: - \_\_\_\_\_

Sex: - Male/ Female                      Category:- \_\_\_\_\_

Reason to Join the Certificate Course: -

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of the Students

Signature of the HOD



MSP Mandal's  
**SUNDERRAO SOLANKE MAHAVIDYALAYA MAJALGAON**  
Syllabus for Diploma in Tax Assistance

Following will be the scheme of credits of the Diploma:

**Semester – I**

$$\text{Semester – I} \left[ \begin{array}{c} 18 \text{ Credits for} \\ \text{Voc. Edu.} \end{array} \right] + \left[ \begin{array}{c} 12 \text{ Credits for} \\ \text{Gen. Edu.} \end{array} \right] = 30 \text{ Credits}$$

**Note:** 01 Credits is Equal to 15 Hrs. of Study. Hence  $15 \times 30 = 450$  Hrs

Sr. No.	Subject/ Paper	Credits (Theory + Lab Work)	Modules	Study Hrs.
I	Linguistic Proficiency	3+1	5	60
II	Fundamentals of Accounting	3+1	5	60
III	Financial Mathematics	3+1	5	60
IV	Voc. Paper-I	4	8	60
V	Voc. Paper-II	4	5	60
VI	Lab/Workshop Voc. I	0+2	0	30
VII	Lab/Workshop Voc. II	0+2	0	30
VIII	In-Plant Training	0+6	0	90
	<b>Total</b>	<b>30</b>		<b>450</b>

**Semester – II**

$$\text{Semester – II} \left[ \begin{array}{c} 18 \text{ Credits for} \\ \text{Voc. Edu.} \end{array} \right] + \left[ \begin{array}{c} 12 \text{ Credits for} \\ \text{Gen. Edu.} \end{array} \right] = 30 \text{ Credits}$$

Sr. No.	Subject/ Paper	Credits (Theory + Lab Work)	Modules	Study Hrs.
IX	Business Communication	3+1	5	60
X	Professional Ethics & Moral Values	3+1	5	60
XI	Computer Application in Business	3+1	5	60
XII	Voc. Paper-III	4	5	60
XIII	Voc. Paper-IV	4	5	60
XIV	Lab/Workshop Voc. III	0+2	0	30
XV	Lab/Workshop Voc. IV	0+2	0	30
XVI	In-Plant Training	0+6	0	90
	<b>Total</b>	<b>30</b>		<b>450</b>

**Note:** Syllabus is prepared in consultation with the advisory committee formed for smooth conduct of the Diploma.

## I – Linguistic Proficiency

Module	Topics & Content	Number of lectures
<b>Part A</b>		
<b>1</b>	<b>Tenses</b>	<b>10</b>
	Present Tense Past Tense Future Tense } each includes all four types of tenses	
<b>2</b>	Basic of Pronunciation: Vowels, Diphthongs, Basic sounds, fricatives etc., Differences in the sounds of the letters. Phonetic Transcriptions.	<b>10</b>
<b>3</b>	<b>Spoken English:</b> Introducing Yourself. Introducing Peoples to Others. Giving Personal Information. Getting People's attention & Interrupting. Giving Instructions and Seeking Clarifications. Making requests and responding to requests.	<b>10</b>

**Reference Books:**

- 1) Business Communicator, V K Jain, O P Biyani, S Chand Publication New Delhi.
- 2) The Communicator, Board of Editors, Orient Blackswan Pvt. Ltd.
- 3) The art of Powerful Communication, Dinesh K Vohra, Are Maria Publications Pune.

Basic structure of Marathi Language: It includes information about the syllabus of Marathi, aims and objectives of the syllabus, different topics and contents of Marathi Language with annexure of reference books.

## I – Linguistic Proficiency

### Part B: Basic Structure of Marathi Language

❖ अभ्यासक्रमाचे स्वरूप:-

मराठी भाषेच्या अभ्यासाची व वापराची विविध क्षेत्रे लक्षात घेऊन हा अभ्यासक्रम तयार करण्यात आला आहे. हा अभ्यासक्रम प्रामुख्याने कृतीनिष्ठ असल्याने लेखी परीक्षेइतकेच प्रत्यक्ष कृतीला त्यात महत्त्व दिले गेले आहे. भाषाव्यवहार, संज्ञापन, कार्यालयीन लेखनव्यवहार, आधुनिक तंत्रउपकरणे यांच्याशी तो संबंधित आहे. हा अभ्यासक्रम दोन श्रेयांकाचा असून दीड श्रेयांक लेखी परीक्षेची संबंधित आहे तर अर्धा श्रेयांक प्रकल्प कार्याशी संबंधित आहे.

❖ अभ्यासक्रमाची उद्दिष्टे:

- 1) संज्ञापनाचे स्वरूप आणि प्रकार संज्ञापन व्यवहारातील भाषेचे महत्त्व समजावून देणे.
- 2) भाषा व्यवहाराची अपारंपारिक आणि अनौपचारिक क्षेत्रे , औपचारिक भाषा व्यवहाराची क्षेत्रे आणि त्याचे क्षेत्रनिहाय स्वरूप समजावून देणे.
- 3) विविध स्तरावरील भाषिक कौशल्ये आणि क्षमता विकसित करणे.
- 4) प्रसारमाध्यमांचे स्वरूप आणि त्यासाठी आवश्यक असलेल्या भाषा व्यवहाराचे स्वरूप समजावून देणे.
- 5) कार्यालयीन लेखन व्यवहारातील भाषेचे स्वरूप समजावून देणे.
- 6) परिभाषा निष्ठ भाषाव्यवहार म्हणजेच निरनिराळ्या शास्त्रीय विषयांवरील लेखनाकरिता क्षमता विकसित करणे.
- 7) भाषा व्यवहारातील आधुनिक तंत्र उपकरणांची व तंत्रांची ची माहिती करून देणे, मराठीतून व्यवहार करणाऱ्या संस्थांना भेटी देणे इत्यादी

Module	Topics & Content	Number of lectures
1	संज्ञापन व भाषिक कौशल्य	10
	अ) संज्ञापन म्हणजे काय ? संज्ञापनाचे प्रकार, संज्ञापनातील भाषेचे महत्त्व आणि कार्याचे औपचारिक व अनौपचारिक उपयोग आ) भाषेची प्राथमिक कौशल्ये: श्रवण, भाषण, वाचन, लेखन इ) भाषेची प्रगत कौशल्ये : 1) वर्णन, कथन, निवेदन, संभाषण, सूत्रसंचालन 2) आकलन, संक्षेप, विस्तार, भाषांतर, गद्यरूपांतर, संवादलेखन इत्यादी	
2	औपचारिक भाषाव्यवहाराचे विविध प्रकार	15
	अ) इतिवृत्त , टिप्पणी, अर्जलेखन , कार्यालयीन पत्रलेखन , निवेदन , प्रसिद्धीपत्रक, निविदा इत्यादी आ) मुलाखतलेखन , स्मरणिका, गौरवीका, संस्थापत्रिका, वार्षिक अहवाल इत्यादीचे संपादन	
3	प्रकल्प कार्य	05

संदर्भ पुस्तके:

- मराठी शुद्धलेखन : मो रा वाळंबे, गो य राणे, प्रदीप प्रकाशन
- मुद्रित शोधन : य ए धायगुडे, पूना प्रेस ओनर्स असोसिएशन
- मराठी शुद्धलेखन विवेक : द न गोखले, सोहम प्रकाशन
- शुद्धशब्दसूची : स्नेहल तावरे, स्नेहवर्धन प्रकाशन
- व्यावहारिक मराठी : पुणे विद्यापीठ
- व्यावहारिक मराठी : ल ल नसिराबादकर, फडके बुक सेलर्स कोल्हापूर
- व्यावहारिक मराठी : प्रकाश परब
- वार्ता संकलन : चंद्रकांत ताम्हणे

## II - Fundamentals of Accounting

### Course Objective:

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

Module	Topics & Content	Number of lectures
<b>1</b>	<b>Introduction &amp; Theory Base of Accounting</b>	<b>12</b>
	Accounting – Meaning, Objectives, Users of accounting information, Qualitative Characteristics of Accounting Information, Basic Accounting Terms – Asset, Liability, Capital, Expense, Income, Expenditure, Revenue, Debtors, Creditors, Goods, Cost, Gain, Stock, Purchase, Sales, Loss, Profit, Voucher, Discount, Transaction, Drawings, Accounting Principles, Accounting Concepts, Accounting Standards – Concept and List of Indian Accounting Standards, Accounting Mechanism – Single Entry and Double Entry, Bases of Accounting	
<b>2</b>	<b>Recording of Business Transactions &amp; BRS</b>	<b>14</b>
	Voucher and Transactions: Origin of Transactions – Source documents and Vouchers, Analysis of transactions using accounting equation; Rules of debit and credit., Recording of Transactions: Journal, Special purpose books: (i) Cash book – Simple, Cashbook with bank column and Petty cashbook, (ii) Purchases book, Sales book, Purchases returns book, Sale returns book; Ledger: Meaning, Utility, Format; Posting from journal and subsidiary books; Balancing of accounts. Bank Reconciliation Statement: Meaning, Need and Preparation, Correct cash balance.	
<b>3</b>	<b>Depreciation, Trial Balance, Errors &amp; their Rectification</b>	<b>10</b>
	Depreciation: Meaning and Need & Methods. Preparation of Trial Balance. Errors: Types of Errors; Errors affecting trial balance; Errors not affecting trial balance. Detection and Rectification of Errors Preparation of Final Accounts of Sole Proprietorship	
<b>4</b>	<b>Analysis of Financial Statements</b>	<b>10</b>
	Preparation of simple financial statements of a company in the prescribed form with major headings only. Financial Analysis: Meaning, Significance and Purpose, Limitations. Tools for Financial Analysis: Comparative statements, Common size statements. Accounting ratios: Liquidity, Solvency, Activity & Profitability.	
<b>5</b>	<b>Accounting Applications of Electronic Spreadsheet &amp; DBMS</b>	<b>14</b>
	Concept of Electronic Spreadsheet features. Applications of Electronic Spreadsheet in generating accounting information, preparing depreciation schedule, loan repayment schedule, payroll accounting and other such applications. Concepts of DBMS. Objects in DBMS: Tables, Queries, Forms, Reports. Applications of DBMS in generating accounting information such as shareholders' records, sales reports, customers' profile, suppliers' profile payroll, employees' profile, and petty cash register.	

### Reference Books:

- 1) Book Keeping & Accountancy, Class XI, Maharashtra State Boards
- 2) Financial Accounting I & II, Class XI & XII, NCERT



### III- Financial Mathematics

**Course Objective: 1)** To help student to understand the mathematical calculations required in the normal course of life and to create understanding about the basic mathematics used in investment and financial matters.

Module	Topics & Content	Number of lectures
<b>1</b>	<b>Interest and Annuity</b>	<b>12</b>
	a. Interest: Simple Interest, Compound Interest (Nominal and Effective rate of interest) calculations involving up to 4 time periods b. Annuity: Annuity Immediate and its Present Value, Future Value, Equated Monthly Installment (EMI) using reducing balance method and amortization of loans. Stated Annual rate and affective annual rate. Perpetuity and its Present value. Simple problems involving up to 4 time periods	
<b>2</b>	<b>Shares and Mutual Funds</b>	<b>12</b>
	Concept of Shares, Face value, Market value, Dividend, Equity Shares, Preference Shares, Bonus Shares simple examples. Mutual Funds Simple Problems and Calculation of Net income After Considering Entry Load, Dividend, Change in Net Asset Value and Exit Load. Averaging of Price Under the Systematic Investment Plan (SIP)	
<b>3</b>	<b>Permutation and Combination</b>	<b>8</b>
	Factorial Notation, Fundamental Principle of counting, Difference between permutation & Combination, Permutation as arrangement, Combination as Selection, Simple Examples. Commercial Applications of Permutations & Combinations.	
<b>4</b>	<b>Functions Derivatives And Their Applications</b>	<b>16</b>
	a. Concept of real functions: constant function, linear function, $X_n$ , $e_x$ , $a_x$ , $\log x$ . Demand, Supply, Total revenue, Average revenue Total cost, Average cost and Profit function, Equilibrium point, Break -even point . b. Derivative of Functions: I. Derivative as rate measure, Derivative of $X_n$ , $e_x$ , $a_x$ , $\log x$ II. Rules of Derivatives, Scalar multiplication, Sum, Difference, Product, Quotient (statement only), simple problems. Second Order Derivative III. Applications: Marginal cost, Marginal revenue, Elasticity of demand. Maxima and Minima for functions in economics and Commerce	
<b>5</b>	<b>Linear Programming</b>	<b>12</b>
	Linear equation $Ax + By + C = 0$ , Linear Inequalities, Mathematical Formulation of linear programming problems up to 3 variables.	

**Reference Books:**

- 1) Introduction to Financial Mathematics, *Kevin J Hestings, CRC Press A Chapman & Hall Books*
- 2) The Concepts & Practice of Mathematical Finance, Mark S Joshi, Cembridge
- 3) Quantitative Techniques, C R Kothari, S Chand Publication
- 4) Financial Mathematics text & cases, B. L. Bajpai, Ashutosh Bajpai, New Royal Book Company

## IV- Voc. I - Direct Tax

### Course Objective:

- 1) To create understanding about the basic structure of direct tax in India
- 2) To help students to understand the provisions of direct tax and to calculate income under different heads of income.

Module	Topics & Content	Number of lectures
1	<b>INTRODUCTION AND DEFINITION (SEC. 2 &amp; 3)</b>	12
	Exhaustive & Inclusive Definition of ; Person, Assessment, Assessee, Income, Assessment Year, Previous Year <b>BASIS OF CHARGE (SEC. 4,5,6,7,8 &amp; 9)</b> Introduction-Charge of Income Tax, Residential Status of Assessee, Resident Individual, Non resident Individual, Residential Status of HUF, Firm, AOP, Company, Scope of Total Income, Income Deemed to be Received in India and to accrue or arise in India.	
2	<b>INCOME FROM SALARIES (SEC. 15 TO 17)</b>	10
	Introduction, Basis of Charge, Definition of Salary, Different forms of Salary, Perquisites, Profit in lieu of salary, Deduction from salary, Tax treatment of Provident Funds, Computation of Income from salaries.	
3	<b>INCOME FROM HOUSE PROPERTY (SEC. 22 TO 27)</b>	10
	Introduction, Basis of Charge, Annual Value of House Property, Income from House Property Let Out, Income from Self Occupied House Property, Deductions, Set off and carry forward of loss, Amount not deductible, Arrears of rent received, Calculation of taxable income from House Property,	
4	<b>PROFIT &amp; GAIN OF BUSINESS &amp; PROFESSION (S.28-44)</b>	12
	Introduction, Basis of charge, Computation of income from PGBP, Deductions, General Expenditure, Expenditure on Advertisement, Amounts not Deductible in certain circumstances, Certain deductions to be allowed only on payment basis, Procedure to compute income from Business or Profession, Set off of Business Loss.	
5	<b>INCOME FROM CAPITAL GAIN (SEC. 45, 48-50, 54)</b> <b>INCOME FROM OTHER SOURCES (SEC. 56 TO 59)</b> <b>DEDUCTIONS FROM GROSS TOTAL INCOME (SEC. 80A,80B,80C,80CCC,80D,80DD,80E&amp;80U),</b> <b>COMPUTATION OF TOTAL INCOME</b>	16

### Reference Books:

- 1) Income Tax Law & Accounts, Dr. H C Meharotra & Dr .S P Goyal, Sahitya Bhavan Publication
- 2) Income Tax, Dr. Prakash Hirekar, Modern Publishers, Mumbai
- 3) Income Tax, Dr. Vinod Singhania, Taxman Publications Pvt. Ltd New Delhi
- 4) Income Tax Law, T N Manmohan, Snow White Publication Pvt Ltd Mumbai

## V - Voc. II - COMPUTERISED ACCOUNTING-I

### Course Objective:

- 1) To make students familiar with the computerised accounting software and help them to understand the application of accounting software in recording business transactions.

Module	Topics & Content	Number of lectures
1	<p><b>USER INTERFACE &amp; COMPANY MANAGEMENT</b> Introduction to Tally ERP 9, Installation, Creating company, Data path, Alter &amp; Deletion of Co., Gateway of Tally &amp; User Interface</p> <p><b>Creating Masters in Tally</b> Creating Ledgers, Multiple Ledgers, Altering &amp; Deleting Ledgers, Creating Groups, Bill wise Debtors &amp; Creditors Ledger</p> <p><b>VOUCHERS IN TALLY</b> Default Vouchers, Payment in Single Entry Mode &amp; Double Entry Mode, Receipt Voucher, Contra &amp; Journal Voucher, Day Book, Pre-Allocation of Bills, CTS Cheque Printing, Printing Sales Invoice-Payment &amp; Receipt Voucher</p>	12
2	<p><b>INVENTORY MASTERS IN TALLY</b> Understanding Inventory, Integrating Accounts &amp; Inventory, Stock Group, Godown &amp; Locations, Stock Category, Units of Measure, Stock Items, Manual Stock Valuation without Inventory.</p> <p><b>BILLING FEATURES:</b> Zero Valued Entries, Different Billing &amp; Actual Qty., Addi. Cost of Purchase, Dis. Column on Invoices.</p> <p><b>ORDER PROCESSING IN TALLY</b> <b>PURCHASE ORDER PROCESSING:</b> Pur. Order Process, Purchase Order Voucher, Receipt Note (Inventory), Rejection-Out Voucher <b>SALES ORDER PROCESSING:</b> Sales Order Process, Sales Order Voucher, Delivery Note (Inventory), Rejection-In Voucher</p>	12
3	<p><b>DEBIT &amp; CREDIT NOTES:</b> Dr. Note Returns, Cr. Note Returns <b>BANK RECONCILIATIONS:</b> Understanding BRS Process <b>PRICE LIST:</b> Price Listing Masters <b>CREDIT LIMIT:</b> Credit Limit for Customers <b>STOCK TRANSFERS:</b> Understanding Stock Transfers <b>MANUFACTURING VOUCHERS:</b> Bills of Materials, Job Costing <b>BATCH WISE DETAILS:</b> Understanding Inventory Batches <b>RE-ORDER LEVEL:</b> Understanding Re-Order Level <b>INTREST CALCULATIONS (AUTO MODE):</b> Activating Interest Calculations</p>	14
4	<p><b>VOUCHER TYPES &amp; CLASS:</b> Voucher Types &amp; Masters, Voucher Class &amp; Masters <b>POINT OF SALES (POS):</b> Understanding POS <b>BUDFGETS &amp; CONTROLS:</b> Budget Masters &amp; Configurations, Budget Reporting &amp; Analysis <b>COST CENTRES &amp; COST CATEGORIES:</b> Understanding Cost Centres, Understanding Profit Centres</p>	10
5	<p><b>PARTY LEDGER ANALYSIS:</b> Customer &amp; Supplier Balance Checking, Customer &amp; Supplier Bill Wise Checking, Overdue Payables &amp; Receivables, Outstanding Reports &amp; Printing, Confirmation of Accounts, Negative Ledgers Report <b>PUIRCHASE &amp; SALES REPORTING:</b> Analysing Purchase &amp; Sales Register, Analysing Debit &amp; Credit Note, Overdue Payables &amp; Receivables, Outstanding Reports &amp; Printing</p>	12

### Reference Books:

- 1) A Complete Self Learning Manual on Tally ERP 9, Ajay O Maheshwari
- 2) Tally ERP 9 By Vishnu Priya
- 3) Tally ERP 9 Modules by Tally Solutions

## **VI - Lab/Workshop Voc. I**

**Total Hrs. 30**

- 1) E-Filling of income tax return for salaried persons.
- 2) E-Filling of income tax return for small proprietorship.
- 3) Deduction & E-Filling ITR for Partnership Firms.
- 4) Advance tax computation and deposit.
- 5) Visiting income tax department website for updated information regarding income tax compliance.
- 6) Downloading & understanding various forms & schedules regarding income tax.
- 7) Using MS Excel for different type of calculation under different heads of income.
- 8) Preparing depreciation chart as per companies act & income tax act.
- 9) Computation of total income.
- 10) Preparing Profit & Loss a/c , Balance Sheet as per revised schedule III.

## **VII - Lab/Workshop Voc. II**

**Total Hrs. 30**

- 1) Installing Tally ERP 9 Software.
- 2) Understanding user interface of Tally.
- 3) Creating company in Tally
- 4) Making Configuration in Tall.
- 5) Creating Single, Multiple ledgers.
- 6) Recording of transactions in different vouchers, Pre-allocation of bills, Voucher entries, Voucher printing, Cheque printing, Payment & receipt voucher printing
- 7) Creating inventory masters in tally
- 8) Billing features in tally, Order processing in tally-Sales order processing, Purchase order processing,
- 9) Debit & Credit notes
- 10) Bank Reconciliations, Price List, Credit Limit, Stock Transfer, Manufacturing Vouchers
- 11) Batch wise details, Re-order level, Interest calculations, Voucher type & Class, POS, Budgets & Controls
- 12) Cost centres & Cost categories, Party ledger analysis, Purchase & Sales reporting.

## **VIII – In-plant Training-I**

Students must complete 90 Hrs. of in-plant training with industry partner.

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## II- SEMISTER

### IX – Business Communication

**Course Objectives:**

- 1) To make students understand the basics of business communication
- 2) To make them assure about the importance of listening & writing in business communication.
- 3) To make them understand how to write letters, face interviews etc.

Module	Topics & Content	Number of lectures
1	<b>Concept of Communication</b> , Meaning, Definition, Process, Need, Feedback. Four Communication Skills (LSRW), How to make Communication effective?, Channels of Communication: Formal & Informal- Vertical, Horizontal, Diagonal, Grapevine. Methods of Communication: Verbal & Non-Verbal Communication and their characteristics. Business Etiquette. Modes of Communication: Telephone, SMS, Facsimile Communication, Video Conference, E-Mail Communication.	14
2	<b>Barriers to Communication:</b> Physical, Semantic, Language, Socio-Cultural & Psychological. How to overcome these barriers? <b>Writing Skill :</b> Parts, Structure, Principles of Effective Letter writing, Job application, Inquiry Letter. <b>The Importance of Listening in the Workplace:</b> Introduction, what is listening? Barriers to Listening, Strategies for Effective Listening, Listening in a Business Context	14
3	<b>Guidelines for Written Business Communication:</b> Introduction, General Principles of Writing, Principles of Business Writing. <b>Reading Skills for Effective Business Communication:</b> Introduction, what is reading? Types of reading, SQ3R Technique of Reading	10
4	<b>Group Communication:</b> <b>Interviews:</b> Group Discussion, Preparing for an Interview, Types of Interviews. <b>Meetings:</b> Need & Importance of Meeting, Conduct of Meeting, Role of Chairperson & Participants, Drafting Notice, Agenda & Resolutions	10
5	<b>Employment Communication – Resumes and Cover Letters:</b> Introduction, Writing a Resume, Writing Job Application Letters, Other Letters about Employment. <b>Internal Business Communication:</b> Writing Memos, Circulars and Notices: Introduction, What is a Memo? Circulars and Notices	12

**Reference Books:**

- 1) The Discussion Book: 50 Great Ways to Get People Talking, by Stephen D. Brookfield, Stephen Preskill
  - 2) Effective Business Communication, Asha Kaul, Prentice Hall India.
  - 3) Business Correspondence & Report Writing- A Practical approach to business & Technical communication, R C Sharma, Krishna Mohan, Mac Graw Hill Pub.
  - 4) Business Communication, Suparna Dutta, Prentice Hall India.
  - 5) Business Communication-Skills, Concepts & Applications, P D Chaturvedi
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## Semester – II

### Paper X : Moral Values and Professional Ethics

#### Course Objectives :

1. Clarify personal and professional values and recognize their impact on decision and professional behavior.
2. To appreciate ethical dilemma while discharging duties in professional life.
3. To know the need of business ethics.
4. To be aware of the need for Corporate Social Responsibility.

#### Module – I

##### Moral Values :

Morals, Values : Definition – Need for Values, Kinds of Values, Value conflicts Clarification and value acceptance.

#### Module – II

##### Ethics :

Definition and meaning, Elements/components – Autonomy, Integrity, Work ethics, Survey Learning, Civic Virtue, Respect of others, Living peacefully, Caring, Sharing, Honesty, Couraj Valuing at Time, Co-operation, Commitment, Empathy, Self Confidence, Character, Spirituality.

#### Module – III

##### Ethical Theory :

Classic – Deontology, Theology, Contemporary-Feminist Ethics, Justices Ethic Value Ethics.

#### Module – IV

##### Profession :

Profession meaning, two models of Professionalism, Three types of Ethics or morality. Ethics in different professions, Code of Professional Ethics, implementation of Ethical Code in Organization.

#### Module – V

##### Ethical Practices and Issues :

Professional organization statement, positions, Barriers to ethical practices, Strategies for individuals. Ethical Decision making. Corporate Social responsibilities.

#### Reference Books :

1. The Professional by Subroto Bagchi.
2. Mike Martin and Roland Schinzinger, "Ethics in Engineering", McGraw-Hill, New York 1996.

## XI - Computer Application in Business

**Course Objective:** To make students understand the application of computer in business practices.

<i>Module</i>	<i>Topics</i>	<i>Number of lectures</i>
<b>1</b>	<b>Word Processing</b>	<b>14</b>
	Introduction, Formatting Text & Pages: Change text case, line casing, Text effect & Typography, Keyboard shortcuts for Text Alignment, Page size & Margins, Page Orientation, Adding Headers, Adding Footer, Header & Page No., Adding page Background, Page borders, Adding watermarks. Styles & Themes, Working with Tables, Creating Lists: formatting bullets & numbering. Illustrating your Document: Inserting online videos, charts, Smart art, Word art, Cover page. Using Macro: Creating, Running & Editing Macro. Using Language Tools: Checking spelling & Grammar, Using Research & Translation Tools. Document Review Tools, Document Sharing: Password protecting a document, Restrict editing of a document. Customizing Word: Customizing quick access toolbar & Ribbon. Extracts: Creating PDF, Mail Merge, Printing Envelopes & Labels, Create Letterhead, Bookmark feature.	
<b>2</b>	<b>Electronic Spreadsheet</b>	<b>14</b>
	Introduction, Basic Functions: Sum, Count Min., & Max., Average, Mode, Mean & Median. Text Functions: LOWER & UPPER, PROPER, CONCATENATE, LEFT, MID. & RIGHT, TRIM & CLEAN, REPLACE & SUSTITUTE. Logical Functions: TRUE & FALSE, IF, AND & OR, IFERROR, IFNA, SUMIF, AVERAGEIF, COUNTIF. Date & Time Functions: TODAY, NOW, YEAR, MONTH, DAY & DA. Lookup Functions: VLOOKUP, HLOOKUP, CHOOSE, LOOKUP Keyboard shortcuts, Data Manipulation Tools & Techniques: FILTER, SORTING, PASTE SPECIAL, Cell Formatting, Conditional Formatting, Find & Replace, GOTO & GOTO Special, Data Validation, Text To Column, FLASHFILL, Remove Duplicates, Group & Ungroup, What If Analysis. Creating Charts & Graphs: CHART TYPES, CREATING COLUMN & BAR CHARTS, CREATING LINE CHART, PIE CHART. Pivot Tables: PIVOT TABLE DESIGN OPTIONS, FOUR WAYS TO CREATE PIVOT TABLES, Data Analysis, Data Slicer Tools. Extras: Home Loan EMI Calculation, Creating Ranking List, Calculate Compound Interest, Loan Amortisation Schedule	
<b>3</b>	<b>Creating Effective Powerpoint Presentation</b>	<b>14</b>
	Introduction, Navigation: Interface, Ribbon, Status Bar, Changing Views. Themes & Templates, Slide Masters, Headers & Footers. Working with Slides: Adding & Removing Slides, Slide Layouts, Organising Slides into Sections, Rearranging Slides. Working with pictures & Images: adding picture & image to slide, adding effect to images, understanding object layers, remove image background, eyedropper tool, adding screenshot. Working with different content: bullet point, outline mode, Creating Wordart, working with text boxes & tables, Working with Shape, Diagrams & Charts: Adding & Formatting Shapes, Cropping a Picture to Shape, Chart & Graphs, Using Smart art. Video Audio Transition & Animation: Working with Video, Adding Slide Transitions, Adding animation to Text, Object & Images. Adding Speaker notes, Spell Check, Handout Master. Run Slideshow, Presenter View, Sharing Presentation.	
<b>4</b>	<b>Internet Basics</b>	<b>10</b>
	Basic of computer Networks: LAN, WAN. Concept of Internet. Applications of Internet. Connecting to Internet. What is ISP. Basics of Internet connectivity related troubleshooting. World Wide Web. Web Browsing Software's. Search Engines. Understanding URL. Domain Name. IP Address. Using E-Governance Website.	
<b>5</b>	<b>Application of Excel &amp; SPSS:</b> for Calculating Mean, Mode, Median, Standard Deviation, Quartiles, Using Data Analysis tab in Excel. Introduction to SPSS, User Interface, Data View, Variable View, Recording & Coding data in SPSS.	<b>08</b>

- 1) **Fundamentals of Computer, V Rajaraman, Prentice Hall of India New Delhi**
- 2) **Computers Today, Sanders D H., Tata MacGraw Hill.**
- 3) **Computer Applications-Based on Microsoft Office, Blueprint Education.**



## XII - Voc. III – GOODS & SERVICE TAX

### Course Objective:

- 1) To make students understand the structure of Goods & Service Tax and its compliance.
- 2) To help students to understand GST accounting, GST returns & other GST practices.

Module	Topics & Content	Number of lectures
1	Introduction to Indirect Tax, Difference between Direct & Indirect Tax, Introduction to GST, Meaning of Terms Used in GST, Registration Under GST, Supply of Goods & Services Under GST, Valuation of Supply, Interstate & Intrastate Transactions, Levy of SGST, CGST & IGST, Exemption from GST	10
2	Input Tax Credit, Meaning of Input, Input Services, Capital Goods E- Way Bill Provisions, Reverse Charge Mechanism, HSN code Debit note and Credit Note, Composition of Tax, Payment of Tax, Returns of GST, Due Date of GST Returns, Belated Returns, Interest Provision, Importance of GST in E-Filing Returns, Penalty Provision of GST, Assessment and Appeal Provision of GST	14
3	Practical Preparation of Tax Invoices with CGST & SGST, (Calculation of Input Tax and Output Tax and Total GST Liability through Tax Invoices Turnovers) Journal Entries and Ledger Postings with GST Transactions (up to the level of interpretation of ledger to find out Tax Liability)	12
4	Problems on Input Tax Credit, Problems on Reverse Charge Mechanism, Problems of Valuation of Goods, Problems on Valuation of Services Transactions	12
5	Custom Law, Basic Concepts of Custom Law, Types of Custom Duties, Anti-Dumping Duty, Safeguard Duty, Custom Import & Export Procedures, Baggage, Exemptions, Export Promotion Schemes, Special Economic Zones (SEZ)	12

### Reference Books:

- 1) Students Guide to Indirect Tax Including GST (Problems & Solutions), Dr. Vinod K Singhanian, Dr. Monika Singhanian, Taxman Publication Delhi
- 2) Indirect Taxes, Mohd. Rafi, Bharat Law House Publication
- 3) Goods & Service Tax, CA Pushendra Sisodia, Bharat Law House Publication
- 4) Indirect Taxes with GST & Customs, V S Datey, Taxman Publication
- 5) The Central Goods & Service Tax Act-2017

### XIII - Voc. IV - COMPUTERISED ACCOUNTING-II

**Course Objective:**

- 1) To make students familiar with the computerised accounting software and help them to understand the application of accounting software in recording business transactions.

Module	Topics & Content	Number of lectures
1	<b>STOCK ANALYSIS &amp; REPORTS</b> Stock Registers, Stock Valuation, Stock Transfer Report, Negative Stock Report, Record Physical Stock & Shortage, Stock Entry without Perpetual Inventory CASH & BANK REPORTS: Cash book & Bank Book <b>SEARCH FILTER &amp; SORTING</b> Searching & Finding Particular Entries, Sorting with Alias, Numbers & Texts, List of Ledgers & Groups <b>FINANCIAL REPORTS</b> Trial Balance, Profit & Loss A/C, Balance Sheet, Working Capital, Cash Flow & Fund Flow Statement	12
2	<b>EXPORT IMPORT BACKUP RESTORE &amp; DATA SECURITY</b> Export & Import Formats, Data Backup & Restore, Security Control Setup <b>TAX DEDUCTED AT SOURCE (TDS)</b> Understanding TDS, Creating TDS Masters, TDS Payment, Tax Reports & Tax Forms	12
3	<b>PAYROLL ACCOUNTING</b> Understanding Payroll, Pay Heads & Categories, Employee Details & Salary Details, Attendance Entries, Salary Payment Examples, Pay Sheet & Pay Slips. <b>FINALISATION ENTRIES</b> Finalization Process, Depreciation Entries, Creating General Reserves, Provisions For Taxation, Bad Debt Reserves, Partnership Firm- Transferring Profits, Outstanding Expenses & Accrued Income, Changing Financial Year	12
4	<b>Tally Audit &amp; Tally Synchronization</b> Understanding Tally Audit, Auditing Ledgers & Vouchers, Configurations <b>MISCELLANEOUS</b> Inserting Vouchers, Duplicating Entries, Split Co. Data, Merge Tally Companies, Multi-Currency-Configuring Multi-Currency, Entries for Foreign Transactions, Forex Gain & Loss	10
5	<b>GOODS &amp; SERVICE TAX IN TALLY ERP 9</b> Activating Tally in GST, Setting Up GST(Company level, Ledger Level or Inventory Level), GST Taxes & Invoices, Creating GST Masters in Tally, Updating GST No. for Suppliers, Intra-state transaction entry in Tally, Inter-state transaction entry in Tally, GST Purchase entry for Unregistered Dealer in Tally, Reverse Charge Mechanism Entry for GST in Tally, Printing GST Sales & Purchase Invoice in Tally, GST Reports & Returns	14

**Reference Books:**

- 4) A Complete Self Learning Manual on Tally ERP 9, Ajay O Maheshwari
- 5) Tally ERP 9 By Vishnu Priya
- 6) Tally ERP 9 Modules by Tally Solutions Pvt. Ltd.



#### XIV - Lab/Workshop Voc. - III

Total Hrs. 30

- 1) Accounting in Tally ERP 9 of GST transactions.
- 2) Making GST tax computations in MS Excel.
- 3) Applicability of CGST, IGST, SGST, UTGST on different transactions.
- 4) Understanding GST input tax credit implications
- 5) Adjustment of CGST, SGST, IGST credit amongst each other.
- 6) Preparation of GST PMT registers.
- 7) Input service distributor in GST.
- 8) Reverse Charge Mechanism in case of unregistered dealers.
- 9) Billing & Invoicing in GST.
- 10) Composition scheme in GST
- 11) GSTR-1 Details of outward supplies of taxable goods or service
- 12) GSTR-2 Details of inward supplies of taxable goods or service effected claiming input tax credit.
- 13) GSTR-3 Monthly Return on the basis of finalisation of details of inward & outward supplies along with the payment of amount of tax.
- 14) GSTR-4 Quarterly Return for compounding taxable person.
- 15) GSTR-6 Return for input service distributor.
- 16) GSTR-7 Return for authorities deducting tax at source.
- 17) GSTR-9 Annual Return

#### XV - Lab/Workshop Voc. – IV

Total Hrs. 30

- 1) Stock Analysis & Reports
- 2) Search Filter & Sorting
- 3) Financial Reports
- 4) Export Import Backup Restore & Data Security
- 5) Tax Deducted At Source (TDS)
- 6) Payroll Accounting
- 7) Finalisation Entries
- 8) Tally Audit & Tally Synchronization
- 9) Miscellaneous: Inserting Vouchers, Duplicating Entries, Split Co. Data, Merge Tally Companies, Multi-Currency-Configuring Multi-Currency, And Entries For Foreign Transactions, FOREX Gain & Loss
- 10) Goods & Service Tax In Tally ERP 9

#### XVI – In-Plant Training – II

Students must complete 90 Hrs. of in-plant training with industry partner.



*Dhe*  
**Assistant Professor**  
Sunderrao Solanke Mahavidyalaya,  
Majalgaon Dist. Beed. (MS)

(Coordinator)



M.S.P.Mandal's  
**SUNDERRAO SOLANKE MAHAVIDYALAYA**  
MAJALGAON, DIST.BEED (MH)-431131  
NAAC Re-Accredited "A" Grade



## **Certificate Course on Water Conservation**

### **Details of the Certificate Course on Water Conservation and Management**

#### **Introduction**

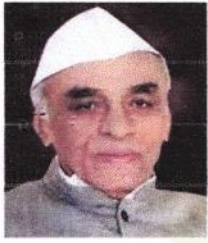
Water conservation is essential and can be done by everyone. Water conservation is the practice of an efficient usage of water by reducing unnecessary wastage of the same. The importance of water conservation becomes even more necessary as there is a limited source of freshwater that is beneficial for all human beings for a Healthy lifestyle. Human activities are polluting the water sources threatening the survival of living beings. So, water conservation focuses on the concept of "save water and save a life. The Marathwada region specially the Beed district face the problem of the Water scarcity and it is the drought affected area. The present certificate course provides the awareness among the students of the water conservation and its management.

#### **Objective:-**

- The objective of water conservation is to save water in any form. Water can be saved in many ways through regular practice, campaigns, and awareness.
- The objective of water conservation is to protect natural water bodies. Its objective is to protect aquatic wildlife.
- The objective of water conservation is to research the quantity and quality of water.
- Its objective is to avoid water wastage.
- It is really important to conserve water by all means.

#### **Significance**

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.



M.S.P.Mandal's  
**SUNDERRAO SOLANKE MAHAVIDYALAYA**

MAJALGAON, DIST.BEED (MH)-431131

NAAC Re-Accredited "A" Grade



**Certificate Course on Water Conservation**

**Duration**

6 Months

This course will commence in the month of the August of the every year.

**Eligibility**

Students from the discipline of B.A. /B.Sc./ B.Com/ BCA/BCS

**Intake Capacity**

60 students

**Course Structure**

The course consists of one theory paper of 80 Marks and one practical paper for the 20 mark.



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**Certificate Course on Water Conservation**

**Syllabus of the Certificate Course on Water Conservation and Management**

**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

# Notice

Date: - 12/07/2018

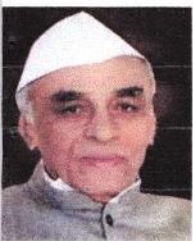
All the under graduate first year students of the college are hereby informed that Dept. of Botany is going to start the certificate course in “**Water Conservation and Management**” for the academic year 2018-2019. Those students who are interested they should complete their admission process within 15 days (16/07/2018 to 30/07/2018).

For further detail inquiry feel free to contact with the Department of the Botany.

  
Head  
Department Of Botany  
Sunderrao Solanke Mahavidyala  
Beed



  
Principal  
Sunderrao Solanke Mahavidyala  
Majalgaon Dist. Beed (M.S.)



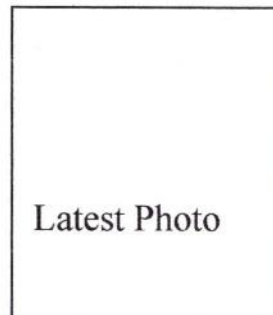
M.S.P.Mandal's  
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MAJALGAON, DIST.BEED (MH)-431131  
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**Certificate Course on Water Conservation**

**Admission Form**

**Academic Year -2018-2019**



Latest Photo

Name of the Student: - \_\_\_\_\_

PRN No. \_\_\_\_\_

Class:- \_\_\_\_\_ Date of the Birth:- \_\_\_\_\_

Address: - \_\_\_\_\_

Mobile Number: - \_\_\_\_\_

Adhar Number: - \_\_\_\_\_

Sex: - Male/ Female                      Category:- \_\_\_\_\_

Reason to Join the Certificate Course: -

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

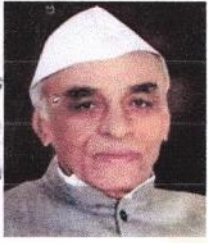
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Signature of the Students

Signature of the HOD





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**Certificate Course on Water Conservation**

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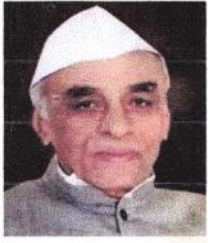
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**Certificate Course on Water Conservation**

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6 Months

This course will commence in the month of the August of the every year.

**Eligibility**

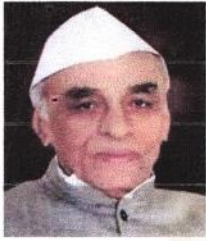
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# Notice

Date: - 10/07/2017

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For further detail inquiry feel free to contact with the Department of the Botany.

  
H. H. H. H.  
Department Of Botany  
Sunderrao Solanke Mahavidyala  
Beed



  
V.V.P.  
Principal  
Sunderrao Solanke Mahavidyala  
Majalgaon Dist. Beed (M.S.)



M.S.P.Mandal's  
**SUNDERRAO SOLANKE MAHAVIDYALAYA**

MAJALGAON, DIST.BEED (MH)-431131

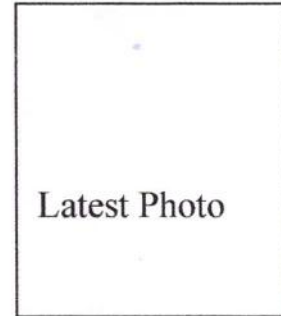
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**Certificate Course on Water Conservation**

**Admission Form**

**Academic Year -2017-2018**



Latest Photo

Name of the Student: - \_\_\_\_\_

PRN No. \_\_\_\_\_

Class:- \_\_\_\_\_ Date of the Birth:- \_\_\_\_\_

Address: - \_\_\_\_\_

Mobile Number: - \_\_\_\_\_

Adhar Number: - \_\_\_\_\_

Sex: - Male/ Female Category:- \_\_\_\_\_

Reason to Join the Certificate Course: -

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of the Students

**Coordinator**

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

Signature of the HOD

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