

**Jaywant Pratishthan Humgaon, Sanchalit**  
**Amdar Shashikant Shinde Mahavidyalay, Medha**

Add on /Certificate programs offered by College and University

Year 3 2019-20							
Name of Add on /Certificate offered	Course Code (if any)	Year of offering	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year	
Certificate course in Basic English Grammer	NA	2017	Once in a Year	3 months	10	10	
Certificate course in Modi Script	NA	2017	Once in a Year	3 months	10	10	
Certificate Course in Soft skill Development	NA	2017	Once in a Year	3 months	121	121	
Certificate Course in Banking	NA	2017	Once in a Year	3 months	85	85	
Certificate course in Pragmatic English	NA	2018	Once in a Year	3 months	15	15	
Certificate course in Basic Photography	NA	2019	Once in a Year	3 months	13	13	
Certificate course in Mushroom Spawn production	NA	2019	Once in a Year	3 months	11	11	
Certificate course in Soil testing and soil conservation	NA	2019	Once in a Year	3 months	25	25	
Certificate course in Fermentation and alcohol technology	NA	2019	Once in a Year	3 months	10	10	
Certificate course in Biodiversity Management & conservation	NA	2019	Once in a Year	3 months	83	83	
Certificate course in Introduction to united Nations Organization	NA	2019	Once in a Year	3 months	10	10	



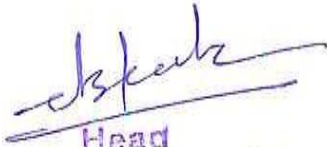
  
Principal

Amdar Shashikant Shinde Mahavidyalay  
Medha, Tal. Jaoli, Dist. Satara

**Jaywant Pratishthan Humgaon, Sanchalit**  
**Amdar Shashikant Shinde Mahavidyalay, Medha**  
**Department of English**

**Year 2019-20**

<b>Name of Add on /Certificate programs offered</b>	<b>Certificate course in Basic English Grammar</b>
<b>Course Code (if any)</b>	<b>NA</b>
<b>Year of offering</b>	<b>2017</b>
<b>No. of times offered during the same year</b>	<b>Once in a Year</b>
<b>Duration of course</b>	<b>3 months</b>
<b>Number of students enrolled in the year</b>	<b>10</b>
<b>Number of Students completing the course in the year</b>	<b>10</b>

  
**Head**  
**Department Of English**  
**A.S.S. Mahavidyalay, Medha**  
**Tal- Talol, Dist - Solapur**

शिवाजी विद्यापीठ, कोल्हापूर  
प्रौढ आणि निरंतर शिक्षण व विस्तार कार्य विभाग

निरंतर शिक्षण अभ्यासक्रम

१. बालवाडी शिक्षक शिक्षण अभ्यासक्रम
२. ग्रंथालय व्यवस्थापन
३. ग्रामीण पत्रकारिता आणि जनसंवाद
४. Preparation of Household Chemicals
५. ट्रेव्हल व टुरिझम
६. व्यक्तिगत सौंदर्य संबर्धन
७. Introduction to Income Tax
८. Business Administration
९. Basic English Grammar
१०. Proficiency in the Use of English
११. Pragmatic English
१२. Radio Jockey
१३. जाहिरात (Advertising)
१४. कामगार संघटन शास्त्र
१५. मराठी साहित्य परिचय
१६. हिंदी अनुवाद
१७. बेसीक ड्रॉइंग अँड पेंटिंग
१८. संगीत गायन वादन (सुगम संगीत)
१९. सर्टिफिकेट कोर्स इन म्युझिक (तबला)
२०. शाहिरी कला
२१. ढोलकीवादन
२२. बेसिक भरतनाटयम्



## 9. Basic English Grammar

1. Name of the Course :- Basic English Grammar

2. Aims And Objectives :-

- a) Acquaintance with the Basic English Grammar.
- b) Acquaintance with basic English Grammar.
- c) Developing Competence in the expression in English.

3. Duration :-3 Months.

4. Qualification :- H.S.C.

5. Intake Capacity :- Minimum 40 – Maximum 50

6. Course Fees :-

Admission - 25/-

Alumni - 25/-

Tuition Fee - 350/-

Examination Fee - 200/-

7. Examination System: 100 Marks Theory

\* For passing minimum marks required are 35%

### Syllabus

- 1) Use of Articles
- 2) Parts of Speech
- 3) Basic Sentence Pattern
- 4) Kinds of Sentences
- 5) Tenses
- 6) Use of Auxiliaries
- 7) Voice
- 8) Degree
- 9) Word of formation
- 10) Communicative Functions
- 11) How to Refer a Dictionary
- 12) Visit to the Library

### Recommended Books :

1. English Grammar for Today
2. Highschool English Grammar. - Wren and Martin
3. The Best English Grammar - Ramdas Wagh
4. Intermediate English Grammar and Compation
5. Instant English



**SHIVAJI UNIVERSITY, KOLHAPUR**  
**DEPARTMENT OF LIFELONG LEARNING & EXTENSION**

Name of the Course: **BASIC ENGLISH GRAMMAR**  
Duration: From 01/09/2019 to 31/01/2020  
Name of the College: Jaywant Pratishtan Hungaon sanchalit,  
**Amdar Shashikant Shinde Mahavidyalay, Medha,**  
Tal- Jawali, Dist- Satara , Pin- 415523.

**Allotment of Seat Numbers**

Sr. No.	Name and Address	Form No.	Seat Number Allotted
1	Bandal Rajashri Dattatray	1627	141
2	Bhanage Nitin Vitthal	1628	142
3	Bhise Snehal Rajendra	1629	143
4	Chitnis Pradnya Vinayak	1626	144
5	Jadhav Kiran Sudhir	1632	145
6	Jawal Sanchita Arvind	1625	146
7	Kamble Shashwat Rajendra	1631	147
8	Pawar Shamal Aravind	1630	148
9	Shelar Sumitra Shankar	1624	149
10	Sutar Sunny Chandrakant	1623	150

*PA George*

*Arbe*

*Arbe*

*[Signature]*

Course Coordinator

*[Signature]*

Principal

PRINCIPAL  
Amdar Shashikant Shinde Mahavidyalay  
Medha, Tal. Jawali, Dist. Satara

**SHIVAJI UNIVERSITY, KOLHAPUR**  
**DEPARTMENT OF LIFELONG LEARNING & EXTENSION**  
**ATTENDANCE**

Name of the Course:

**BASIC ENGLISH GRAMMAR**

Duration: From

01/09/2019 to 31/01/2020

Name of the College:

Jaywant Pratishthan Humgaon sanchalit,

**Amdar Shashikant Shinde Mahavidyalay, Medha,**

Tal- Jawali, Dist- Satara , Pin- 415523.

Sr. No.	Name	2/9	3/9	4/9	5/9	6/9	9/9	11/9	13/9	16/9	17/9
		2019	2019	2019	2019	2019	2019	2019	2019	2019	2019
1	Bandal Rajashri D.	Randal	Randal	Randal	Randal	Randal	Randal	Randal	Randal	Randal	Randal
2	Bhanage Nitin V.	NBhanage	NBhanage	NBhanage	NBhanage	NBhanage		NBhanage	NBhanage	NBhanage	NBhanage
3	Bhise Snehal R.	Bhise	Bhise	Bhise	Bhise	Bhise	Bhise	Bhise	Bhise	Bhise	Bhise
4	Chitnis Pradnya V.	P.V.chitnis	P.V.chitnis	P.V.chitnis	P.V.chitnis	P.V.chitnis	P.V.chitnis	P.V.chitnis	P.V.chitnis		P.V.chitnis
5	Jadhav Kiran S.	Jkiran	Jkiran	Jkiran	Jkiran	Jkiran	Jkiran	Jkiran		Jkiran	Jkiran
6	Jawal Sanchita A.	Sajawal	Sajawal	Sajawal	Sajawal				Sajawal	Sajawal	Sajawal
7	Kamble Shashwat R.	Samble	Samble	Samble	Samble	Samble	Samble	Samble	Samble	Samble	Samble
8	Pawar Shamal A.	Sipawar	Sipawar	Sipawar	Sipawar	Sipawar	Sipawar	Sipawar	Sipawar	Sipawar	Sipawar
9	Shelar Sumitra S.	S.S.Shelar	S.S.Shelar	S.S.Shelar	S.S.Shelar	S.S.Shelar	S.S.Shelar	S.S.Shelar	S.S.Shelar	S.S.Shelar	S.S.Shelar
10	Sutar Sunny C.	Sunny	Sunny	Sunny	Sunny	Sunny	Sunny	Sunny	Sunny	Sunny	Sunny

  
 Course Coordinator



**SHIVAJI UNIVERSITY, KOLHAPUR**  
**DEPARTMENT OF LIFELONG LEARNING & EXTENSION**  
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Name of the Course:

**BASIC ENGLISH GRAMMAR**

Duration: From

01/09/2019 to 31/01/2020

Name of the College:

Jaywant Pratishthan Humgaon sanchalit,  
**Amdar Shashikant Shinde Mahavidyalay, Medha,**  
 Tal- Jawali, Dist- Satara , Pin- 415523.

Sr. No.	Name	18/9 2019	19/9 2019	21/9 2019	23/9 2019	25/9 2019	27/9 2019	30/9 2019	4/10 2019	5/10 2019	7/10 2019
1	Bandal Rajashri D.	Randal	Randal	Randal	Randal	Randal	Randal	Randal	Randal	Randal	Randal
2	Bhanage Nitin V.	NBhanage	NBhanage	NBhanage	NBhanage	NBhanage	NBhanage	NBhanage	NBhanage	NBhanage	NBhanage
3	Bhise Snehal R.	SBhise	SBhise	SBhise	SBhise	SBhise	SBhise	SBhise	SBhise	SBhise	SBhise
4	Chitnis Pradnya V.	Pv.chitnis	Pv.chitnis	Pv.chitnis	Pv.chitnis	Pv.chitnis	Pv.chitnis	Pv.chitnis	Pv.chitnis	Pv.chitnis	Pv.chitnis
5	Jadhav Kiran S.	JKiran	JKiran	JKiran	JKiran	JKiran	JKiran	JKiran	JKiran	JKiran	JKiran
6	Jawal Sanchita A.	SJawal	SJawal	SJawal	SJawal	SJawal	SJawal	SJawal	SJawal	SJawal	SJawal
7	Kamble Shashwat R.	Smble	Smble	Smble	Smble	Smble	Smble	Smble	Smble	Smble	Smble
8	Pawar Shamal A.	SPawar	SPawar	SPawar	SPawar	SPawar	SPawar	SPawar	SPawar	SPawar	SPawar
9	Shelar Sumitra S.	S.S.Shelar	S.S.Shelar	S.S.Shelar	S.S.Shelar	S.S.Shelar	S.S.Shelar	S.S.Shelar	S.S.Shelar	S.S.Shelar	S.S.Shelar
10	Sutar Sunny C.	Sunny	Sunny	Sunny	Sunny	Sunny	Sunny	Sunny	Sunny	Sunny	Sunny

  
 Course Coordinator



**SHIVAJI UNIVERSITY, KOLHAPUR**  
**DEPARTMENT OF LIFELONG LEARNING & EXTENSION**  
**ATTENDANCE**

Name of the Course:

**BASIC ENGLISH GRAMMAR**

Duration: From

01/09/2019 to 31/01/2020

Name of the College:

Jaywant Pratishthan Humgaon sanchalit,  
**Amdar Shashikant Shinde Mahavidyalay, Medha,**  
 Tal- Jawali, Dist- Satara , Pin- 415523.

Sr. No.	Name	8/10 2019	10/10 2019	12/10 2019	5/12 2019	6/12 2019	7/12 2019	9/12 2019	11/12 2019	13/12 2019	16/12 2019
1	Bandal Rajashri D.		Randal	Randal	Randal	Randal	Randal	Randal	Randal	Randal	
2	Bhanage Nitin V.	<del>NBhanage</del>	<del>NBhanage</del>		<del>NBhanage</del>	<del>NBhanage</del>	<del>NBhanage</del>	<del>NBhanage</del>	<del>NBhanage</del>	<del>NBhanage</del>	<del>NBhanage</del>
3	Bhise Snehal R.	<del>Bhise</del>	<del>Bhise</del>	<del>Bhise</del>	<del>Bhise</del>	<del>Bhise</del>	<del>Bhise</del>	<del>Bhise</del>		<del>Bhise</del>	<del>Bhise</del>
4	Chitnis Pradnya V.	<del>Pvchitnis</del>	<del>Pvchitnis</del>	<del>Pvchitnis</del>		<del>Pvchitnis</del>	<del>Pvchitnis</del>	<del>Pvchitnis</del>	<del>Pvchitnis</del>	<del>Pvchitnis</del>	<del>Pvchitnis</del>
5	Jadhav Kiran S.	<del>JKiran</del>	<del>JKiran</del>	<del>JKiran</del>	<del>JKiran</del>	<del>JKiran</del>	<del>JKiran</del>	<del>JKiran</del>	<del>JKiran</del>		<del>JKiran</del>
6	Jawal Sanchita A.	<del>SJawal</del>	<del>SJawal</del>	<del>SJawal</del>	<del>SJawal</del>	<del>SJawal</del>	<del>SJawal</del>	<del>SJawal</del>		<del>SJawal</del>	<del>SJawal</del>
7	Kamble Shashwat R.	<del>Smbie</del>	<del>Smbie</del>	<del>Smbie</del>	<del>Smbie</del>	<del>Smbie</del>	<del>Smbie</del>	<del>Smbie</del>	<del>Smbie</del>	<del>Smbie</del>	<del>Smbie</del>
8	Pawar Shamal A.	<del>SPawar</del>	<del>SPawar</del>	<del>SPawar</del>	<del>SPawar</del>	<del>SPawar</del>	<del>SPawar</del>	<del>SPawar</del>	<del>SPawar</del>	<del>SPawar</del>	<del>SPawar</del>
9	Shelar Sumitra S.	<del>S.S.Shelar</del>	<del>S.S.Shelar</del>	<del>S.S.Shelar</del>	<del>S.S.Shelar</del>	<del>S.S.Shelar</del>	<del>S.S.Shelar</del>	<del>S.S.Shelar</del>	<del>S.S.Shelar</del>	<del>S.S.Shelar</del>	<del>S.S.Shelar</del>
10	Sutar Sunny C.	<del>JSutar</del>	<del>JSutar</del>	<del>JSutar</del>	<del>JSutar</del>	<del>JSutar</del>	<del>JSutar</del>	<del>JSutar</del>	<del>JSutar</del>		<del>JSutar</del>

  
 Course Coordinator

**SHIVAJI UNIVERSITY, KOLHAPUR**  
**DEPARTMENT OF LIFELONG LEARNING & EXTENSION**  
**ATTENDANCE**

Name of the Course:

**BASIC ENGLISH GRAMMAR**

Duration: From

01/09/2019 to 31/01/2020

Name of the College:

Jaywant Pratishthan Humgaon sanchalit,

**Amdar Shashikant Shinde Mahavidyalay, Medha,**

Tal- Jawali, Dist- Satara , Pin- 415523.

Sr. No.	Name	18/12	20/12	23/12	26/12	28/12	01/01	02/01	03/01	06/01	08/01
		2019	2019	2019	2019	2019	2020	2020	2020	2020	2020
1	Bandal Rajashri D.	Randal	Randal	Randal	Randal	Randal		Randal	Randal	Randal	Randal
2	Bhanage Nitin V.	<del>NBhanage</del>	<del>NBhanage</del>	<del>NBhanage</del>	<del>NBhanage</del>	<del>NBhanage</del>	<del>NBhanage</del>	<del>NBhanage</del>	<del>NBhanage</del>	<del>NBhanage</del>	<del>NBhanage</del>
3	Bhise Snehal R.	BBhise	BBhise	BBhise	BBhise	BBhise	BBhise	BBhise		BBhise	BBhise
4	Chitnis Pradnya V.	PVchitnis	PVchitnis	PVchitnis	PVchitnis	PVchitnis	PVchitnis	PVchitnis		PVchitnis	PVchitnis
5	Jadhav Kiran S.	JKiran	JKiran	JKiran		JKiran	JKiran	JKiran	JKiran	JKiran	JKiran
6	Jawal Sanchita A.	SJjawal	SJjawal	SJjawal	SJjawal	SJjawal	SJjawal	SJjawal	SJjawal	SJjawal	SJjawal
7	Kamble Shashwat R.	Samble	Samble	Samble	Samble	Samble	Samble	Samble	Samble	Samble	Samble
8	Pawar Shamal A.	SPawar	SPawar	SPawar	SPawar	SPawar	SPawar	SPawar	SPawar	SPawar	SPawar
9	Shelar Sumitra S.	S.S.Shelar	S.S.Shelar	S.S.Shelar	S.S.Shelar	S.S.Shelar	S.S.Shelar	S.S.Shelar	S.S.Shelar	S.S.Shelar	S.S.Shelar
10	Sutar Sunny C.	JSutar	JSutar		JSutar	JSutar	JSutar		JSutar	JSutar	JSutar

  
Course Coordinator



**SHIVAJI UNIVERSITY, KOLHAPUR**  
**DEPARTMENT OF LIFELONG LEARNING & EXTENSION**  
**ATTENDANCE**

Name of the Course:

**BASIC ENGLISH GRAMMAR**

Duration: From

01/09/2019

to

31/01/2020

Name of the College:

Jaywant Pratishthan Humgaon sanchalit,

**Amdar Shashikant Shinde Mahavidyalay, Medha,**

Tal- Jawali, Dist- Satara , Pin- 415523.

Sr. No.	Name	10/01 2020	16/01 2020	17/01 2020	21/01 2020	22/01 2020					
1	Bandal Rajashri D.	Randal	Randal	Randal	Randal	Randal					
2	Bhanage Nitin V.	NBhanage	NBhanage	NBhanage	NBhanage	NBhanage					
3	Bhise Snehal R.	SBhise	SBhise	SBhise		SBhise					
4	Chitnis Pradnya V.	P.V.chitnis	P.V.chitnis	P.V.chitnis	P.V.chitnis	P.V.chitnis					
5	Jadhav Kiran S.	JKiran	JKiran	JKiran	JKiran	JKiran					
6	Jawal Sanchita A.	SJawal	SJawal	SJawal	SJawal	SJawal					
7	Kamble Shashwat R.	Smble	Smble	Smble	Smble	Smble					
8	Pawar Shamal A.	SPawar	SPawar	SPawar	SPawar	SPawar	SI				
9	Shelar Sumitra S.	S.S.Shelar	S.S.Shelar	S.S.Shelar	S.S.Shelar	S.S.Shelar					
10	Sutar Sunny C.	JSutar	JSutar	JSutar	JSutar	JSutar					

  
Course Coordinator



**SHIVAJI UNIVERSITY, KOLHAPUR**  
Department of Lifelong Learning and Extension

**RESULT SHEET**

Center Name :- 5) Amdar Shashikant Shinde Mahavidyalay, Medha  
Exam Month :- February, 2020

Name of the Course : Basic English Grammar  
Period : September, 2019 to December, 2019

Seat No.	Name	Max.	Paper -	Grand Total	Percentage	Grade	REMARKS	Statement of Marks	Certificate No.
			Theory						
		Min.	35	35					
141	Bandal Rajashri Dattatrey		61	61	61.00	A	Pass	86	
142	Bhanage Nitin Vitthal		73	73	73.00	A+	Pass	87	
143	Bhise Sneha Rajendra		69	69	69.00	A	Pass	88	
144	Chitnis Pradnya Vineyak		71	71	71.00	A+	Pass	89	
145	Jadhav Kiran Sudhir		66	66	66.00	A	Pass	90	
146	Jawal Sanchita Arvind		62	62	62.00	A	Pass	91	
147	Kamble Shashwat Rajendra		63	63	63.00	A	Pass	92	
148	Pawar Shamal Arvind		70	70	70.00	A+	Pass	93	
149	Shelar Sumitra Shanlar		69	69	69.00	A	Pass	94	
150	Sutar Sunny Chandrakant		57	57	57.00	B	Pass	95	

In Grade A+	In Grade A	In Grade B	In Grade C
3	6	1	-

1) Result Prepared by : *[Signature]*

2) Result Checked by :

a) Read by : *[Signature]*

b) Seen by : *[Signature]*

	Male	Female	Total
1. Grade 'A+' Indicates 70% & above			
2. Grade 'A' Indicates above 60% upto 69.99%	No. of Candidate Registered	3	7
3. Grade 'B' Indicates above 45% upto 59.99%	No. of Candidate Absent	-	-
4. Grade 'C' Indicates above 35% upto 44.99%	No. of Candidate Appeared	3	7
	No. of Candidate Passed	3	7

3) Result Declared On : 17/06/2020

*[Signature]*  
ASSISTANT PROFESSOR

Department of Lifelong Learning and Extension  
SHIVAJI UNIVERSITY, KOLHAPUR

*[Signature]*  
I/c DIRECTOR and Head  
Department of Lifelong Learning and Extension  
SHIVAJI UNIVERSITY, KOLHAPUR

Copy forwarded with compliments to the Principal / Project Officer of the Concerned College/Institute for information and record.

2329

# Shivaji University, Kolhapur

Department of Lifelong Learning and Extension



Estd : 1962

NAAC 'A++' Accredited by NAAC (2021)

With CGPA 3.52

## Certificate

This is to certify that Shri / Smt. *Bhanage Nitin Vitthal*

has attended the certificate course in *Basic English Grammar*

under the

Continuing Education Programme from *Sept. 2019* to *Dec. 2019*

and completed the course satisfactorily in *A+* grade. The course was conducted in

Collaboration with *Amdar Shashikant Shinde*

*Mahavidyalaya, Medha*

20 JAN 2022

  
I/C. Director

**Jaywant Pratishthan Humgaon, Sanchalit**  
**Amdar Shashikant Shinde Mahavidyalay, Medha**  
**Department of Political Science**

**Year 2019-20**

<b>Name of Add on /Certificate programs offered</b>	<b>Certificate course in Modi Script</b>
<b>Course Code (if any)</b>	<b>NA</b>
<b>Year of offering</b>	<b>2017</b>
<b>No. of times offered during the same year</b>	<b>Once in a Year</b>
<b>Duration of course</b>	<b>3 months</b>
<b>Number of students enrolled in the year</b>	<b>10</b>
<b>Number of Students completing the course in the year</b>	<b>10</b>

  
**Head**  
Department of Political Sci.  
A.S.S. Mahavidyalay, Medha  
Tal.- Jawali Dist.- Satara



जयवंत प्रतिष्ठान हुमगाव संचलित  
आमदार शशिकांत शिंदे महाविद्यालय मेढा  
राज्यशास्त्र विभाग  
मोडी लिपी प्रशिक्षण वर्ग २०१७-१८

उद्दिष्ट्ये :

- विद्यार्थ्यांना मोडी लिपीचे प्रशिक्षण देणे.
- विस्मरणात चाललेल्या मोडी लिपीचा प्रसार करणे.
- ऐतिहासिक दस्तऐवजाचे वाचन करण्याकरिता प्रोत्साहित करणे.

कालावधी : ३० तास

अभ्यासक्रम :

- मोडी लिपी बाराखडी
- मोडी लिपी लेखन
- मोडी लिपी वाचन

  
Head  
Department of Political Sci.  
A.S.S. Mahavidyalaya, Medha  
Tal.- Jawali Dist.- Satara



जयवंत प्रतिष्ठान हुमगाव संचलित  
आमदार शशिकांत शिंदे महाविद्यालय मेढा  
राज्यशास्त्र विभाग  
मोडी लिपी प्रशिक्षण वर्ग २०१९-२०  
गुणपत्रक

अ.क्र.	विद्यार्थ्यांचे नाव	लेखी परीक्षा गुण(४०)	तोंडी परीक्षा गुण(१०)	एकूण गुण(५०)
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२	धनावडे पूजा प्रकाश	४०	०७	४७
३	ढेबे मेघाली संजय	३२	०९	४१
४	गायकवाड अभिजित भानुदास	२९	०४	३३
५	जवळ कोमल बापूराव	३३	०६	३९
६	केंजळे शंकर गोरख	३४	०८	४२
७	मर्ढेकर प्रतीक्षा कृष्णा	३५	०८	४३
८	परिहार स्वाती शंकर	३१	०७	३८
९	सपकाळ ऋतुजा आनंदा	३३	०९	४२
१०	शेलार नीलिमा गणपत	३३	०८	४१

  
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Principal  
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Department of Political Science  
Modi script Training Programme 2019-20

## Certificate

This is to certify that Mr/Miss/Mrs ..... has actively completed the training programme in **Modi Script** in the academic year 2019-20 and obtained **Grade.....**

Mrs. Gayatri Jadhav  
Head, Dept. of Political Science

Dr. M. B. Waghmode  
Principal



**Jaywant Pratishthan Humgaon, Sanchalit**  
**Amdar Shashikant Shinde Mahavidyalay, Medha**  
**Department of Commerce**

**Year 2019-20**

<b>Name of Add on /Certificate programs offered</b>	<b>Certificate course in Soft Skill Development</b>
<b>Course Code (if any)</b>	<b>NA</b>
<b>Year of offering</b>	<b>2017</b>
<b>No. of times offered during the same year</b>	<b>Once in a Year</b>
<b>Duration of course</b>	<b>11 September 2019 to 29 November 2019</b>
<b>Number of students enrolled in the year</b>	<b>121</b>
<b>Number of Students completing the course in the year</b>	<b>121</b>

  
**Summit**  
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**Head**  
Department of Commerce  
Amdar Shashikant Shinde Mahavidyalaya  
Medha, Tal. Jaoli, Dist. Satara

## Certificate Course in Soft Skill Development

### Course Objective:

The objective of the Course is to inculcate potential skills in the learners to prepare them to deal with the external world in a collaborative manner, communicate effectively, take initiative, solve problems, and demonstrate a positive work ethic so as to hold a good impression and positive impact.

### Learning Outcomes:

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

1. Learn about personality, stress management SWOT analysis and goal setting.
2. Know about various aspects of soft skills and learn ways to develop personality.
3. Understand the importance and type of communication in personal and professional environment.
4. Develop their own specific skills.

**Duration of the Course (in hours):** 30 hours

### Exam/Evaluation:

- Seminar Exam score = 20%
- Oral Exam Score = 20 %
- Final Exam Score = 60% of the proctored certification exam score out of 100
- Final Score = Seminar Exam score + Oral Exam score + Final Exam score

### Criteria to Get a Certificate:

Student will be eligible for a Certificate only if average seminar and oral exam score is  $\geq 16/40$  and final exam score is  $\geq 28/70$ . If one of the 2 criteria is not met, student will not get the certificate even if the Final score  $\geq 40/100$ .



Principal  
Amdar Shashikant Shinde Mahavidyalay  
Medha, Tal. Jaoli, Dist. Satara

## 1.1 Introduction to Personality

In daily life, you have either listened or spoken statements like following:

‘Sushant seems to be crazy’

‘Ramola is short-tempered’

‘Papa is open minded’

‘Clerk was helpful’

The words highlighted are adjectives to describe the personality of persons. We use many such adjectives frequently but if we are asked to define personality, interestingly, many of us are not able to do it. These descriptions are sometimes accurate and sometimes result in loose talks, gossips and misunderstandings. So let's know more about personality.

### 1.1.1 What is PERSONALITY?

**Personality is the word derived from Latin word ‘Persona’.** It literally means ‘Mask’. While describing personality, common man uses the word ‘mask’ in negative way. But in reality, it speaks about the roles people play in life. These roles when overpowers you, they hide your true ‘Self’ but if you are aware of their boundaries, they will add to your personality. Many experts from psychology have studied personality in depth and put different theories of personality. Following are the major findings which help us to understand this concept.

- Points to be kept in mind to understand the concept of personality:
- Personality is *A Style of Life*. It speaks about UNIQUENESS of individual. Every individual has HIS/HER OWN PERSONALITY!
- Outer appearances, colour of skin and physical characteristics have very limited value in understanding personality
- Personality is an ORGANIZED aspect of person which is consistently observed at different times and across similar situations. It is relatively permanent.
- Attitudes, beliefs, strong habits, consistently shown motivations form major part of personality.
- Responses given in specific situations don't give much information about personality
- Take into account Social and Situational contexts before interpreting one's behaviour and label his/her personality.

There is nothing like ‘Universal Ideal Personality Characteristics’. The situations, cultures and contexts determine the importance of these characteristics. Not just the traits but how you translate them into behaviour is very important.

It is generally observed that people organize their personality characteristics or traits hierarchically in order of their importance in life. Gordon Allport, a Harvard University Psychologist, has described this hierarchy with three levels.



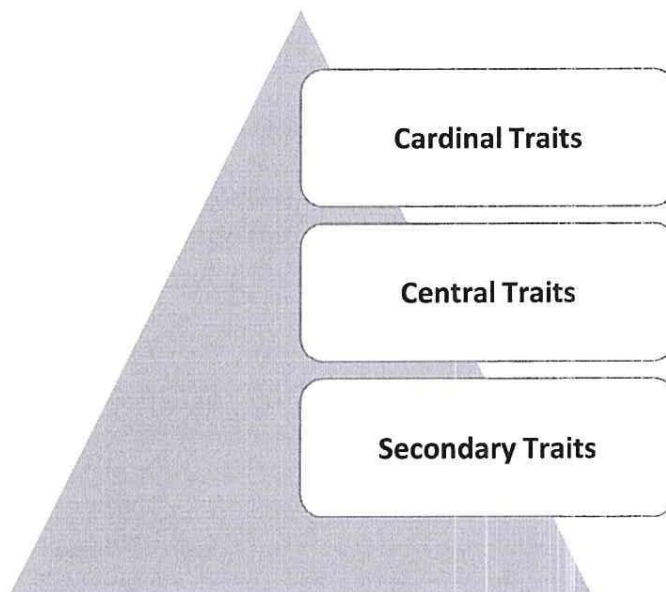


Figure: Allport's Hierarchy of Personality Traits


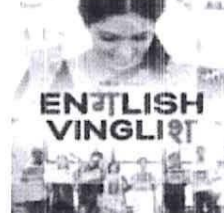
**Cardinal traits:** These are those personality characteristics which dominate the whole life of an individual. They shape individual's orientation towards life and society. They are the *master controller* of the behaviour. Very few people have cardinal traits. Also the number of these cardinal traits are only one or two. Dr. Babasaheb Ambedkar has exhibited rationalism as his cardinal trait. Throughout his life he tried to give justice to all, fought against inhuman practices in Indian society. We are really fortunate that such a rationalist is the Principal Architect of Indian Constitution.

**Central traits:** They come next in the hierarchy. Though not as powerful as cardinal traits, they are basic building blocks of personality for normal people. Their number varies from 6 to 12. We can describe persons with these consistently visible characteristics easily. For example, Radha is kind, hard worker, cool, supportive. Another example is Aamir Khan is perfectionist, intelligent, thoughtful, strategist, reserved and disciplined

**Secondary traits:** They are put at the bottom of the hierarchy by Allport. They are plentiful and not consistently observed like central traits. They are exhibited only under specific circumstances. These traits are less helpful in understanding personality. Our attitudes, preferences, interests can be put under this category. Sometimes we show them, sometimes we hide them and sometimes we even act exactly opposite to them. For example, a cool person behaves aggressively when provoked by someone. A bold person may experience stage fear.

## 1.2 Self-Esteem and Self-Confidence

**“I’m worthy of love!” “Believe In Yourself!”** “The strongest factor for success is self Esteem. Believing you can do it, believing you deserve it, believing you will get it!!”

	<p>“Your Faith in your abilities makes you respect yourself. Such Kind of Love and respect yourself is self</p>		<p>English Vinglish Movie(2012) Shridevi starrer movie about self esteem &amp; self</p>
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High self-esteem	Low self-esteem
<ol style="list-style-type: none"> <li>1. Gives you the courage to try new things and the power to believe in yourself.</li> <li>2. Makes you optimistic./Builds optimism.</li> <li>3. Helps to resolve your problems and help others.</li> <li>4. Self motivated./Encourages self motivation.</li> <li>5. Helps to understand the strengths &amp; weaknesses.</li> <li>6. Helps to enjoy interacting/interaction with others.</li> </ol>	<ol style="list-style-type: none"> <li>1. Makes you feel excluded and disconnected from society.</li> <li>2. Makes you want to surrender your individuality and conform to stereotypes.</li> <li>3. Makes you feel you can’t handle life’s challenges/inferior.</li> <li>4. Leads to depression, destructive behavior, eating disorders or alcohol/drug abuse.</li> </ol>

### 1.2.1 Tips to deal with Low self Esteem

1. Every day, write down something you like about yourself- skills, traits, looks etc. Start living with what you have in your hand now.
2. Throughout the day, keep writing down your feelings as and when you feel them.
3. Become aware of your negativity- Notice the incidences when you become negative every day. Train yourself to behave positively in those situations.
4. Sometimes looking objectively at yourself and your situation can make you feel more positive.
5. Converse with yourself. Why are you feeling this way? How can you make yourself feel better with non- destructive ways?
6. Stop judging or criticizing yourself as well as others.
7. Practice meditation for minimum 15 minutes a day. Meditation means doing something with total engrossment that relieves you of all your inner anxiety and you feel relaxed.
8. Learn to let it all go- Practice detachment from the things you’re upset with.
9. Be an active participant in your life- Don’t allow emotions to control you, instead, you control your emotions.

### 1.2.2 Self Confidence

“Self Confidence is merely a belief that you can successfully perform a desired activity.

It's an important trait to possess”.

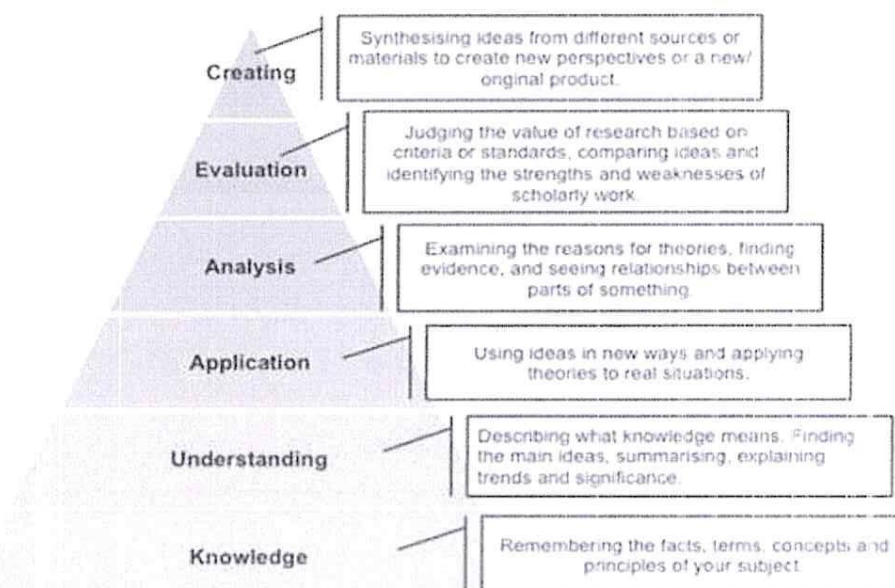
Do's for boosting self-confidence	Don'ts for boosting Self- Confidence
<p><b>Set challenging and realistic goals.</b></p> <ul style="list-style-type: none"> <li>• Stay positive – believe in yourself.</li> <li>• Practice thinking and acting with conviction.</li> <li>• Learn from your mistakes.</li> <li>• Be competitive.</li> <li>• Get to know yourself.</li> <li>• Live with principles.</li> <li>• Empower yourself with knowledge.</li> <li>• Have a high aim</li> </ul>	<ul style="list-style-type: none"> <li>• Don't be a critic of yourself.</li> <li>• Don't expect to be successful at the first attempt.</li> <li>• Don't be afraid of seeking help.</li> <li>• Don't possess negative thoughts.</li> <li>• Don't feel inferior.</li> </ul>

*“Never underestimate what’s inside you that make you special. Believe in yourself- even when no one else believes in you.”*

### 1.3 Thinking and Problem Solving Skills

When we enter into real world, we often find that bookish answers which are based on memorization during school days won't work. Solving real life problem is always harder than answering question in examinations. They require higher-order thinking skills.

The great educationist Benjamin Bloom has explained six different types of thinking. He also ranked them in order of complexity which is popularly known as Bloom's Taxonomy which is given in Figure 1. The simplest type of thinking is related with 'Knowledge' (see at bottom) and the most complex type of thinking is 'Creating' (see at the top). The in- between types in order of ascending difficulty are Understanding, Application, Analysis and Evaluation. Figure 1: The Bloom's Taxonomy of Thinking





We can understand easily that in school years, we have practiced the lower level skills, particularly 'Knowledge' to succeed in examinations. It may have resulted in better grades but on field, they have limited value. The successful career demands higher level thinking skills. They help you to move from lower to upper level of management and leading positions during career growth.

Following Table gives features of Six Levels of Thinking in brief.

Type of Thinking	Efforts required for Acquisition	Description	Example
<b>Level I: KNOW (REMEMBER AND RECALL)</b>	<b>Very Easy</b>	Most primitive and basic level of human thinking. Use of repetition and mugging up in order to remember the information	During school days, Priyanka memorized chemical reactions through repeating them loudly in order to get marks in examination. She was not able to clear their meanings when asked in class. A baby mimics familiar dance steps without understanding the context.
<b>Level II: UNDERSTAND</b>	<b>Easy</b>	Use of explanation to clarify concepts. Focus is on understanding 'WHY' Gives meaning to the information	Through reading with comprehension, Priyanka understood that Chlorine (Cl) destroys Ozone (O <sub>3</sub> ) by releasing O <sub>2</sub> and thereby causes Ozone Layer Depletion.
<b>Level III: APPLY</b>	<b>Somewhat Difficult</b>	Applying and experimenting the learned material in practice. Important for skill development Helpful in getting confidence over one's knowledge	Priyanka went into laboratory and conducted experiments with chlorofluorocarbon (CFC) gases and collected O <sub>2</sub> from different chemical reactions.
<b>Level IV: ANALYZE</b>	<b>Moderately Difficult</b>	Examining relationship among different parts of big structure Recognizing similarities and differences between concepts and learned material.	Satish analysed the tax structure of India and prepared a chart showing the difference between direct taxes and indirect taxes. He also understood the separation of power of central and state governments to make taxation laws. He understood that goods and services tax (GST) is an indirect tax and both centre and states can levy them.



Level EVALUATE	V: Highly Difficult	Making own judgment after assessment of information Criticizing an idea Deciding the value of a thing, data or an idea after detailed scrutiny	Satish favoured GST system for India because it will help to integrate Indian economy. This single indirect tax structure will boost economy in long run. At the same time, he felt that the decision to implement it was hasty. Overall, he takes positive stand on GST regime.
		Putting parts or	Prasoon Pandey has become an
		pieces together to	icon in creative advertising field.
		create new thing,	He has firmly established different
		idea or product	brands in the minds of million
		Reorganize parts or	people through new ideas.
		pieces innovatively	Following are few examples.
Level CREATE	VI: Most Difficult	Leads to patents and copyrights Highly demanded in the world of	'Kuch Meetha Ho Jaye' tagline for Cadbury. 'Ye Fevicol ka jod hai, tutega nahi' for Fevicol
		competition	'Dimag ki batti jala de' for Center
		Helpful in bringing	Fresh
		Disruptive	
		Technology	
		Makes the parson	
		'Exceptional' in	
		organization	

Table 1: Features of Six Levels of Thinking in Bloom Taxonomy

### 1.3.1 The Critical Thinking and Creative Thinking:

All levels of thinking narrated above are not mutually exclusive but connected with each other. Broadly speaking, the first five levels of thinking can be grouped under 'Critical Thinking Abilities' while the level six can be described as 'Creative Thinking Ability'.

Following are few important guidelines to develop these skills.

### 1.3.2 Tips for Critical Thinking:

Critical thinking allows you to ask right question at right time to comprehend problem, data and decisions. To develop this ability, remember the following tips:

- Be open and serious to take into account different points of view before making any argument.
- Support your argument by giving right, reliable and enough data. Opinion has not much value in critical thinking
- Study the views which contradict your argument and don't hesitate to admit the loopholes in your judgement.
- Find out your own biases and prejudices which interfere in building the capacity to think objectively and logically.

- Keep your arguments issue based only and try to avoid attack on personal characteristics of others.

### 1.3.3 Tips for Creative Thinking:

Creative thinking, when applied successfully, brings 'Aha!' experience with great joy. But it is equally true that such experiences are rare. To develop this ability, use the following tips:

- Keep childlike curiosity alive with immense energy to gather new information
- Make a habit of 'rearranging known things' or 'putting altogether new thing' to create new possibilities and options and give them a try.
- Show the courage to ask questions to yourself again and again to find out more innovative and effective solution.
- Avoid rigid thinking that there exist 'one best or right' answer for the problem. Be flexible and accept that life is full of possibilities. There exist many solutions to a problem and all may be best and right different life contexts.
- Don't see functions of people and instruments in fixed way. Think of new ways to utilize them. The tyre of a car though used primarily for wheels, may be used in many other ways which are innovative one. Same thing is true in most of the cases. You should cultivate habit of looking old in new ways.
- Keep patience during incubation process. Don't expect quick results. Every new idea starts with trial and error and initial failures should be seen as learning experience. Enjoy this uncertainty. Remember that 'Knowing something is not working' is also a knowledge.

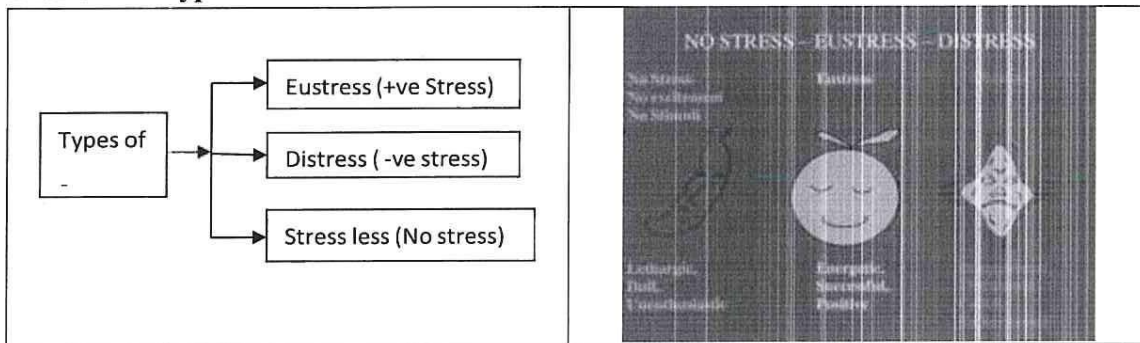
## 1.4 Stress Management

### Dear Stress!! Let's Break Up!!

Stress, by definition, is the inability to cope with a threat (real or imagined) to your well- being, which results in a series of responses and adaptations by your body.



### 1.4.1 Stress Types



Mostly we use stress word as Distress. The following are the common signs of stress.

### 1.4.2 Common signs of stress

Physical Signs:	Emotional Signs:
<ul style="list-style-type: none"> <li>▪ Appetite- increase or decrease</li> <li>▪ Sleep – increase or decrease</li> <li>▪ Breathless</li> <li>▪ Nervous twitches</li> <li>▪ Nausea</li> <li>▪ Muscular tension</li> <li>▪ headaches</li> <li>▪ Trembling</li> <li>▪ Dry mouth</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sense of failure</li> <li>▪ Tearful</li> <li>▪ Loss of Confidence</li> <li>▪ Isolated</li> <li>▪ Withdrawn</li> <li>▪ Low self –esteem</li> <li>▪ Clumsy</li> <li>▪ Irrational</li> <li>▪ Inability to concentrate</li> <li>▪ Loss of interest</li> </ul>

### 1.4.3 How to deal with stress

- Eat well-balanced meals.
- Get enough sleep.
- Exercise daily. Relax your body by tensing relaxing.
- Take deep breaths slowly count to 10.
- Take tea coffee break.
- Talk to someone.
- Accept that you cannot control everything.
- Maintain to try a positive attitude. Acknowledge your value, praise yourself when you do well. Accept compliments; Don't deny them
- Identify the stressor-attempt to change it, if unable to change it ,accept it; If unable to accept, move away.
- Accepting your own feelings let them out. Don't deny them.



## 1.5 SWOT ANALYSIS

SWOT is an acronym that stands for Strengths, Weaknesses, Opportunities and Threats. Strengths describe what an individual excels at. Weaknesses refer to the areas where an individual need to improve. Opportunities refer to where the individual is best suited for whereas threats refer to the external factors that hinder individual efforts to succeed.

SWOT analysis is a foundational assessment model for understanding strengths and Weaknesses and for identifying both the opportunities and threats that a person or organization face. Personal SWOT analysis can be immensely helpful for the personal development. Whether you are looking for a new job or trying to climb the corporate ladder or working on your life goals, Personal SWOT analysis can help you achieve your goals.

Strengths and weaknesses are frequently internally related as one has a direct influence on them. We can influence them by spending time and energy. On the other hand, opportunities and threats are external factors on which one has less influence. It is thus obvious that strengths and weaknesses are favourable factors whereas opportunities and threats are unfavourable factors in terms of achieving your objective.

### 1.5.1 How to do SWOT Analysis

To conduct the personal SWOT analysis, create a table divided into four columns as shown below.



Next, list all of your strengths, weaknesses, opportunities and threats in corresponding quadrant. Ask yourself the questions on each of the four areas being examined. Answer honestly as it is very crucial for proper SWOT analysis.

The following tips may help you for doing this.

**Strengths:** List all your strengths even the ones which have been dormant for a while.

- How are you different unique and special?
- What are you good at naturally?
- What skills you worked to develop?
- What are your talents or natural born gifts?
- How strong is your network or connections?
- What do other people see as your strengths?
- What values and ethics set you apart from your peers?

**Weaknesses:** This part examines the area in which you should improve. List all of your weaknesses in corresponding quadrant.

- What are your negative work habits and traits?

- Does any part of your education or training needs improving?
- What would other people see as your weaknesses?
- Where can you improve?
- What are you afraid to do most or likely to avoid?
- Opportunities: Look at the external factors that you can take advantage of to pursue your goals and dreams.
- What is the state of the economy?
- Is there a new technology in your area?
- Is there a new demand for a skill or trait you possess?
- Look at your strengths and ask yourself if they open any opportunities.
- Look at your weaknesses and ask yourself if you could open up opportunities by eliminating these weaknesses

**Threats:** This part consists the external factors that can jeopardize your success.

- Do your weaknesses inhibit your ability to rise in your life?
- What is the biggest external danger to achieve your goals?
- Is there a strong competition for the types of jobs for which you are most suited?
- Are there any new professional standards you can't meet?
- Is there any new technology, education or certification requirement that will improve your progress?

Once you have filled the information in each matrix, there are two ways to analyse the information and build a strategy; matching or converting.

Matching means connecting two of the categories to determine the course of actions. For example, matching strengths to opportunities shows where to be aggressive and take action. On the other hand, matching weaknesses to threats exposes those areas you should work on or situations to avoid and let you know where to be more defensive.

To convert is to change negatives into positives. In other word, converting your weaknesses into strengths or threats into opportunities. This can be done by growing skills set or education or finding a creative way to feature a weakness as strength.

Once the personal SWOT analysis is completed, it is crucial to follow through the insights that you have uncovered during the analysis.

### **1.5.2 Goal setting**

Goal setting is the process of deciding what you want to accomplish and designing a plan to achieve the result you desire.

Setting goals is a great way to give yourself direction, focus and motivation. Whether your goals are big or small, the first step in achieving them is deciding what they are!

### **1.5.3 Types of Goals:**

There are different types of goals depending upon time and topic. Time based goals are associated with time scale and are categorized as either long-term or short-term. Long-term goals are achieved over time as a person completes the stages of their life. People set long-term goals for themselves by envisioning what they want to be doing and where they want to be five to twenty years from the present. Long term

goals consist of family, lifestyle, career, and retirement goals. Short-term goals are ones that a person will achieve in the near future, typically in less than one year. Short-term goals are often, but not always, steppingstones on the way to achieving long-term goals.

Topic based goals can be personal, professional, career, and financial. They are typically classified as Academic, Career, Financial, Physical, Social, Spiritual and Personal goals.

#### **1.5.4 Strategy for Goal Setting:**

Setting goals is a great way to give yourself direction, focus and motivation. Whether your goals are big or small, the first step in achieving them is deciding what they are!

##### **SMART Goals (Specific, Measurable, Attainable, Relevant, Time Bound) goals:**

**Specific:** help us to focus our efforts and clearly define what we are going to do. Specific is the what, why, and how of your goal. The “what” section is an outline of what you are going to do. The “why” section covers why it is important for you to do this at this time. The “How” relates to action plan that you are going to follow for achieving your goal.

**Measurable:** Goals should always be measurable. If we do not set our goals in measurable terms, it is very difficult to assess whether we have achieved them.

**Attainable:** Make sure that it's possible to achieve the goals you set. If you set a goal that you have no hope of achieving, you will only demoralize yourself and erode your confidence.

**Relevant:** Goals should be relevant to the direction you want your life and career to take. By keeping goals aligned with this, you'll develop the focus you need to get ahead and do what you want.

**Time Bound:** Set a timeframe for the goal: for next week, in three months, by the end of the competition season, etc. Putting an end point on your goal gives you a clear target to work towards. If you don't set a time, the commitment is too vague.

#### **1.5.5 Action plan to achieve your goals:**

##### **Define your goal:**

Use SMART goal strategy and define your goal. Remember, you need to make your goal specific and realistic. This means that your goal should be achievable, measurable and have an end point. Set sub-goals. A challenge to reaching goals is that often the due date is so far away that many people put off taking action until it's too late. Instead, looking at the amount of time you have and the goal you want to reach, create sub-goals that move you toward the big goal. Determine What Needs to Happen to Reach Your Goals. During this step, get specific on what it takes to reach your sub and big goals within the time frame.

##### **Decide What Actions Are Required to Reach Your Goals:**

Identify what tasks/actions you need to reach your sub and big goals

##### **Put Your Actions Into a Schedule.**

Put those tasks required to achieve your goals into your schedule by making a daily plan. These are the tasks you do each day to generate the prospects and leads.



**Follow Through**

Strictly execute your schedule. Keep track of your accomplishments and results.

**Goal setting Tips**

- Identify the area that you want to write the goal (academic, personal, etc...)
- Evaluate past and present achievement to consider the extent to which the goal is realistic and action-oriented
- State what you want to accomplish.
- Describe how to measure the goal.
- Include a specific completion date (timely).
- Evaluate you goal statement is it really a SMART goal.
- If necessary, make modifications to your goal statement.

## UNIT II: Interpersonal Skills

### 2.1 HARD SKILLS AND SOFT SKILLS:

Suppose Ramesh and Suresh are well known doctors who properly diagnose and prescribe medicines for different diseases. Looking at their attitudes and personalities, Ramesh is arrogant, short-tempered and bad listener. He believes that there is no place for emotions while treating patients. On the contrary, Suresh show empathy and kindness towards patients. He makes them calm, relieves their pressure, discusses and clears their irrational doubts and develops rapport with patients. Who will you think will be more successful and effective in long run? You are right - *Dr. Suresh! He exhibited both hard and soft skills while Ramesh has hard skill only. Hard skills are base which keeps you in market while soft skills make you a STAR PERFORMER!*

#### 2.1.1 HARD SKILLS AND SOFT SKILLS: WHAT THEY ARE?

Hard Skills are the skills related to knowledge and expertise in technical and professional areas. They are commonly regarded as 'Technical Skills' which are domain- specific. They are predominantly learned through formal education (school and higher education), skill training programs, basic to advance level courses, job apprenticeships, online courses etc. They are considered as a necessary requirement for getting any job. On the other hand, Soft Skills are related to attitude and personality carried out in interpersonal and behavioral areas. Commonly known as 'Non-Technical Skills' which are required in every domain of life. They are not specifically taught in schools and colleges. They are generally learned through introspection, observation, trial and error, following a role model etc. Nowadays, soft-skill training programmes are also available online. Soft skills make you a STAR performer in organization.

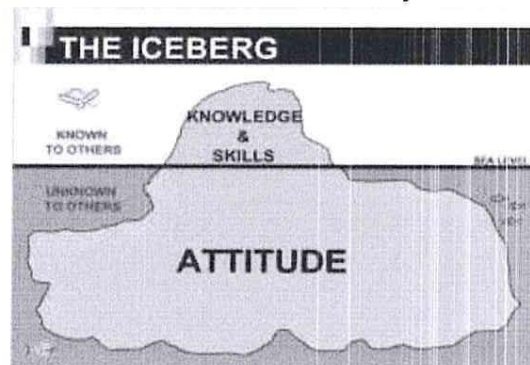


Figure1: Iceberg Model of Hard v/s Soft Skills

The ICEBERG MODEL describes the characteristics of hard skills and soft skills aptly. We can see that the hard skills are easily observed by others like the tip of iceberg above sea level while soft skills are not observed easily and lie beneath the surface in the form of ATTITUDE. For effective delivery of knowledge and technical skills, you require proper attitude with interpersonal and social skills. Both hard skills and soft skills are important for successful and effective career.

### 2.1.2 HARD SKILLS VERSUS SOFT SKILLS:

Following table highlights the differences between these skills.

Hard Skill	Soft Skill
These skills are area-specific related to knowledge and expertise in technical and professional domains.	Soft skills are 'Non-Technical Skills' which are related to attitude and personality. They are exercised during interpersonal and group interactions and are required in every domain of life.
Left brain is more related to these analytical and logical processes and the concept of 'Intelligence' is used to describe them.	Right brain is more related to interpersonal and creative processes and the concept of 'Emotional Intelligence' is used to describe them.
They are based on concrete rules, procedures and therefore remain intact though the working environment changes.	They are based on context of work environment which changes from time to time depending on organizational culture and expectations of colleagues.
These skills are generally learned through formal education (school and higher education).	These skills are not taught in schools and colleges. They are generally learned through trial and error, observation, introspection and self-reflection, following a role model etc.
We can measure them quantitatively with the help of marks, grades, credits, certificates, degrees as well as practical actions. Examples: Typing skills, computer programming, medical knowledge, engineering expertise, accounting and auditing competency, writing skills, acting skills, skills in photography etc.	It is hard to measure these skills quantitatively. We can observe them qualitatively through interpersonal skills. Many new tools and tests are also used to give feedback to employees for improvement in these skills Examples: Etiquettes, active listening, flexibility, effective communication, patience, teamwork, cooperative mindset, leadership, managing diversity, managing stress, working under pressure etc.
These skills are necessarily mentioned in job descriptions and postings.	These skills are specially tested in interview as well as during apprenticeship or promotions with the help of observations done by seniors, colleagues and juniors.

### 2.1.2 WHY DO SOFT SKILLS MATTER?

In the era of globalization, knowledge and technical skills (hard skills), though important, are not enough to move forward on career ladder. The job market is giving equal weightage to personality and attitude related skills (soft skills) of the aspirant. The words like teamwork, project leadership, mentoring, networking, coordinating are becoming the buzzwords in multi-cultural working conditions. Therefore, the ideal choice for employers is the candidate who exhibit both skills. The soft skills in particular have become important for higher level posts. It keeps organizational environment healthy and enhances productivity of team. The college life is the right period to experiment, practice and acquire these skills. Following are few important skills to be nurtured for prosperous career and life:

### 2.2 Effective Communication

Communication is known to be fourth basic need of human being. It helps immensely in fulfilling our life aspirations irrespective of the fields we choose. During leading, it helps us to transfer ideas and instructions and thereby delegate authority to team members to get the work done. But



one must understand that giving sugar-coated talks or using flowery words are not considered effective in long run though they look attractive. The real criteria for effective communication is to listen carefully and conveying message to audience. Great communicators can regulate their voice, body language and style to explain complex issues in understandable language. They take special efforts on their ideas and tasks before telling it to colleagues. Their messages are clear, timely and with optimum number of words.



**Picture 1: Mahatma Gandhiji lifting sea-salt at Dandi, Gujrat in 1930**

Mahatma Gandhi's non-violent civil disobedience Dandi Salt-Satyagraha in 1930 effectively conveyed the message to British government against their brutal taxation on salt. The symbol chosen was 'Salt', a daily requirement of every household, which have united all Indians. Gandhiji was a great communicator who pulled all sections of Indian society in freedom struggle.

### **1. Teamwork**

Most of our goals are not achievable without teamwork. To become a team member, one should go beyond one's personal ambitions. One should leave selfishness and jealousy aside. The shared common goal should be a priority. Good team players understand needs and concerns of others. Even if there are strong differences of opinions, once the decision is made they carry their responsibility by heart.

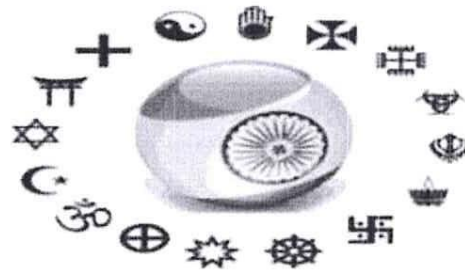


**Picture 2: 2011 Cricket World-Cup Winner Indian team celebration with trophy.**

The best example is the 2011 Cricket World-Cup Winner Indian team. Though the best batsman and Man of the Series in that tournament was Yuvraj Singh, Mahendra Singh Dhoni had come for batting ahead of him at the most crucial phase of the final match. Why? The answer was respecting Sachin Tendulkar's advice! The advice sent through Sehwag to Dhoni (Captain) was: "If left-handed batsman on ground gets out then left-hander Yuvraj will go and if right-hander gets out Dhoni will go." This experienced senior advice was followed and we know rest of the history! This was great teamwork.

## 2. Managing Diversity

This is very crucial soft-skill required in multi-cultural work setup. The attitudes, values, thought processes are influenced by gender, education, culture etc. People come with this diversity. Converting this diversity into strength, you require a proper mindset. You should be tolerant, accommodative and cool headed. It particularly helps in solving problems which require innovative and creative solution. The new challenges are also faced effectively through valuing diversity in groups.



**Picture 3: Diverse faiths exercised by Indians**

India is the most diverse country in the world. All types of diversities e.g. religious, social, cultural, geographic etc. are explicitly observed here. To become truly Indian, we have to learn to respect and connect with this diversity. Our constitutional values give us the roadmap for 'Unity in Diversity'

### 3. Ability to Work under Pressure:

In this competitive world, the word 'target' is discussed everywhere. Through it, people constantly face variety of challenges which create pressures. If you are not able to absorb these shocks, it may lead to physical or psychological illness. It speaks about managing time, motivation and discipline. Thinking clearly and making proper decisions help us to organize well. Learning quickly from mistakes and leaving negative feelings aside as early as possible are another areas to look upon. If you successfully prioritize things and keep the stress in limit, you can flourish under stress.



**Picture 4: India Jawans helping citizens during heavy flood in North-East India**

The best example is the military personnel who work under tremendous pressure and still remain physically and mentally fit. It is interesting to see that as their pressure increases, their adaptability improves!

### 4. Flexibility:

By nature, people become insecure when they have to change their habits, skills and values. But the current job market is full of innovations and changes. If you live in your 'comfort zone', you will become outdated soon. To succeed in life, you should learn new knowledge and update your skills. The



flexibility allows you to adapt to new challenges. It throws your mind open and bring willingness to learn new things.



**Picture 5: Indian farmers using E-Choupal, a technological facility for Agriculture**

The age old traditional techniques in agriculture have made life of Indian farmers miserable. The government can't help to solve this problem. Farmers have to adapt new ways of agriculture with the help of technology. Using E-Choupal platform to receive weather reports, learn better agriculture practices, order supplies and selling agriculture produce is one such way. The farmers in above picture are using this platform. They have shown flexibility in approach.

### **2.2.1 Effective Communication what is communication?**

It is a process by which we interact with others so as to exchange or share ideas, opinions, thoughts, feelings, news and knowledge. As per the oxford dictionary, communication is exchanging information by speaking, writing or some other medium. Communication can be done orally or in writing or by way of body language eg. gestures, postures and facial expressions.

#### **What is effective communication?**

*It is the ability to convey our thoughts and ideas to others clearly and precisely and with courtesy so as to get the desired results. It involves learning when to speak, what to speak, how to speak and in what manner.*

### **2.2.2 Need or importance of effective communication**

Effective communication is a skill which has to be nurtured and build upon over a period of time. We need to interact and express ourselves constantly, with various people, at various levels; thus it is important to develop the skill for our own personal as well as professional development.

#### **Effective communication leads to:**

- Clear understanding of the message
- Increased power of persuasion or negotiation
- Good decisions.
- Good and long lasting personal relations.
- Proper sharing of knowledge.
- Increased confidence and sense of well-being.
- Creating good first impression by projecting us as mature, confident, credible and competent.
- Improved team-spirit.

***“If you just communicate, you can get by, but if you communicate skillfully, you can work miracles.”***

-Jim Rohm

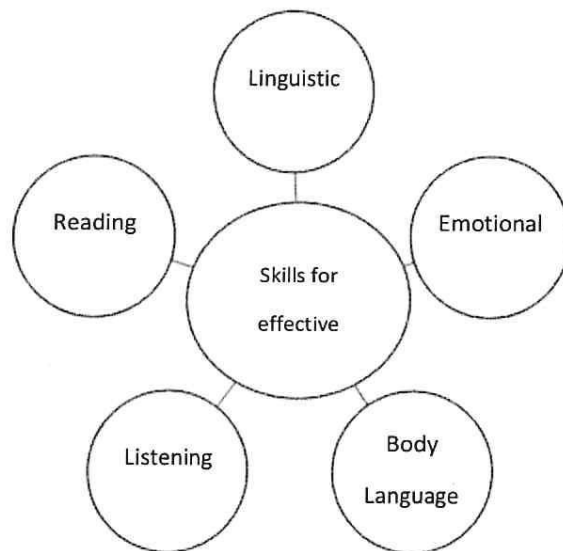
### **2.2.3 6 C's of effective communication:**

- 1. Completeness:** Information conveyed should be complete in all respects so that there is no scope for doubts. It eases decision making and also indirectly, influences the other party to give you the desired result.



2. **Conciseness:** It means communicating what you want to say in the least possible words and as simply as possible; such a message is more appealing and easy to comprehend.
3. **Clarity:** It means stating your goal or objective as clearly as possible with complete clarity of thoughts and ideas. There should be no place for ambiguity.
4. **Correctness:** All facts, figures, dates, diagrams and data should be mentioned correctly and if possible, chronologically.
5. **Cohesiveness:** The content of the message should be cohesive. Move from one point to another logically and smoothly. Do not jump from one point to another, as it deters easy understanding of the message.
6. **Courtesy:** Courtesy means being polite while communicating. Being respectful to others helps to strengthen bonds and avoid hostile situations.

#### 2.2.4 Skills for effective to communication:



**Linguistic skills:** To communicate effectively, it is necessary to have good command over language. Appropriate use of words and sentences is necessary. Refresh your knowledge of grammar. Increase your vocabulary. Use simple and short sentences. Avoid jargons and highly technical terms. Develop good reading habits.

**Body language and oratory skills:** A person's body language conveys a lot more than what his/her words say. Body language and tone say a lot about your emotional state. Learn about good body language. Work on maintaining good posture and facial expressions. Maintain eye contact. Speak slowly, in a low and steady voice-it conveys confidence and authority. Learn about tone, pitch and intonation of voice.

**Listening skills:** Learn to be a good listener. Give others a chance to speak. Do not interrupt. Hear what he/she has to say carefully and with interest. Make mental notes of important points or write them down. Comprehend, analyze and evaluate upon these points and then voice your views.

**Reading skills:** Develop good reading habits. Read, comprehend, recollect and reflect. Take notes where needed. Use the information gained wisely. Learn to read between the lines that is try to understand the underlying meaning of what you read.

**Emotional Skills:** Learn to deal with anger, stress and unpleasant situations with calm mind. Develop self esteem and positive outlook. Try not to be prejudiced and judgmental. Be socially active. Engage in hobbies. Exercise and meditate.

### 2.3 Skills for successful interview

The job selection process, especially in India, usually comprises of the following rounds:

- A written test
- A group discussion
- Interview

In this chapter, we are going to focus on skills for successful interview.

A job interview is an interview that consisting of a conversation between a job aspirant and a representative of an employer which is conducted to assess whether the aspirant should be hired. Interviews are one of the most popularly used devices for employee selection.

#### 2.3.1 Types of Interviews:

Employers conduct different types of job interviews, such as traditional job interview (you are interviewed by one of the representative of the company), behavioural interviews (how you have handled various job situations in the past), case interviews (giving you a business scenario and asking you to manage the situation), group interviews (to quickly pre-screen candidates for the job opening), phone and video interviews (interviews taken through phone or skype), second interviews (a more detailed interview that may last for a long time), and even interviews held during a lunch (to evaluate your social skills and to see if you can handle yourself gracefully under pressure). Every employer has a preferred style of conducting interviews for their hiring decision.

#### 2.3.2 Interview Process:

The interview process is a multi-stage process. The interview process typically includes the following steps: writing a job description, posting a job, scheduling interviews, conducting preliminary interviews, conducting in-person interviews, following up with candidates, and finally making recruitment.

#### 2.3.3 Constructs

There have several attempts to identify which interview strategies or constructs can help employers' to choose the best candidate. Two major categories viz job-relevant content and interviewee performance have been identified.

The job relevant content includes general traits (such as mental ability, personality and interest, goals and values), experiential factors (such as education, training and experience) and core job elements (such as declarative knowledge, procedural skills and abilities).

The interview performance has been primarily related to two major categories viz. social effectiveness skills and interpersonal presentation. Social effectiveness skills mainly involve impression management (Job aspirants attempt to make sure the interviewer forms a positive impression of him/her) and social skills (Job aspirants' ability to adapt his/her behaviour according to the demands of the situation to positively influence the interviewer).

The interpersonal management includes verbal expression (Pitch, rate and pauses during conversation) and non-verbal behaviour (Gaze, smile, hand movement and body orientation during interview). You should be successfully able to handle the interview considering aforementioned points. You should show the employer that, in addition to your sound technical qualifications and background, you are a good communicator, an organized, prepared, and logical thinker, and someone who would add value to the organization.

#### **2.3.4 How to successfully face the Interview:**

There are some easy steps that can significantly increase your chances of success at interviews.

**Prepare a good resume:** Prepare a well-written resume by considering academic and professional achievements, skills, certifications, and other details that make the case for the job. It is usually the first contact between a company and candidate.

#### **2.3.5 Before the Interview:**

**Research the organization:** Look up the company. Look up their competitors. Read their last annual report. Know that company backwards and forwards. Know their past, current role in the market, and their goals for the future.

**Practice the Interview:** Write down a list of possible questions that are usually asked in the Interviews. Then have a friend act as an interviewer and direct him/her to you in a practice interview situation.

Here are some of the most common interview questions:

- Introduce yourself.
- What are your strengths and weaknesses?
- Tell me about your short term and long-term goals.
- What do you know about our company?
- Why do you want to work for our company?
- Why should we hire you?
- What do you consider to be your biggest professional achievement?
- What is your leadership style?
- How do your friends describe you?
- Where do you see yourself in 5 years from now?
- What are your hobbies?
- What are your salary expectations? Can you justify.
- Are you willing to relocate or travel?

**2.3.6 Dress Professionally:** The first impression you make on a potential employer is incredibly important. When you meet a potential employer for the first time, they immediately form an opinion of you based on what you're wearing and how you carry yourself. Dress in a manner that is professionally appropriate to the position for which you are applying.



**Arrival:** Try to arrive at the interview location 15 to 20 minutes before your scheduled interview time. Take some deep breaths, repeat an affirmative saying to yourself, like "I am competent and intelligent" or "this interview is going to go really well".

### **2.3.7 During the Interview:**

1. **First impressions:** Making first impressions take only a minute. Establishing rapport, direct and sustained eye contact, a firm handshake, a warm smile, good posture, and introducing yourself in a confident manner are important ingredients of making a good first impression.
2. **Body Language:** Use good posture, and look the interviewer right in the eye. Sit up straight. Never slouch.
3. **Speak Clearly:** Speak clearly and audibly. Don't mumble. It portrays a lack of confidence.
4. **Listen Before Answering:** Listen carefully to employer. Make sure you understand the question. If not, ask the interviewer to clarify it. Don't be afraid to take some time to think before answering.
5. **Give Precise and brief Answers:** Make your answer concise and to the point. Rambling tends to suggest that you really don't have the answer to the question(s) asked
6. **Be Truthful:** Be honest during the interviews. Don't lie when asked about something you haven't done.
7. **Thank the Interviewer:** Verbally thank the interviewer for taking the time to interview you, before leaving.

### **2.3.8 Tips for Good Interview:**

- Focus on presenting a positive, enthusiastic tone.
- If you are asked to describe a weakness, mention lessons learned, and steer away from negative descriptions.
- Think about three or four key points that you want to make about your personal characteristics, skills you have learned, and relevant experiences that demonstrate that you could perform the job well.
- Find specific, rather than general, examples from your experience that illustrate important points about yourself.
- When answering questions, focus on experiences that demonstrate flexibility, adaptability, responsibility, progress, achievement, creativity, initiative, and leadership.

## **2.4 Leadership**

### ***What is Leadership?***

The ability to guide a group of people or an organization with an aim to achieving goals and objectives can be termed as leadership. According to Keith Davis "it is the ability to persuade others to seek defined objectives enthusiastically. It is the human factor which binds a group together and motivates it towards goals."

Leadership is nothing but getting the best out of people by directing them, inspiring them, boosting their confidence and zeal to work and imbibing team spirit in them.

#### 2.4.1 Importance of good leadership

- ✓ Good leadership is important because it plays a very important role in making a group or organization successful in its aims and objectives.
- ✓ It can make people work willingly, efficiently and competently.
- ✓ It helps to communicate goals, vision and strategies to the group members effectively.
- ✓ It helps to give everyone a clear idea about individual tasks and responsibilities.
- ✓ It helps build team spirit and cohesiveness amongst the group.
- ✓ It motivates everyone to do their best.
- ✓ It ensures proper execution of the job at hand.
- ✓ Good leadership helps transform dreams and goals into reality.

“A good leader inspires others to dream more, learn more, do more and become more, you are a leader” --John Quincy Adams“

#### 2.4.2 Leadership styles

The style of leadership adopted reflects the person's thinking, personal attitudes, philosophy and personality. However, the leadership style adopted depends not only on the leader's own persona, but also on the situation to be dealt with, and the nature of the other members of the group. If a person wishes to grow and develop as a leader, he or she may have to change their basic style of leadership from time to time, depending on the given situation. Most commonly found leadership styles are-

1. **Autocratic leadership-** This leadership style is authoritative. Members of the group are expected to only follow the given directions regarding the job to be performed, the way and time to complete the job. This leadership style creates negative impact and is not appreciated. Thus it is not recommended.
2. **Democratic leadership-** In this leadership style, opportunity is given to group members to be a part of the decision making process. This is why members cooperate with the leaders wholeheartedly in execution of the decision taken. This leadership style is widely used.
3. **Laissez-faire leadership-** Laissez-faire literally means 'let them do'. It is also called 'free hand' leadership. Leaders give full freedom to other members of the group to do their job in their own way without any intervention. This leadership style builds trust but critical growth of the organization can be affected.
4. **Bureaucratic leadership-** This leadership style 'goes by the books' that is, these leaders work strictly as per prevalent policies and rules. They might turn down even good ideas, if they are not within the prevalent rules or practices. This leaves little scope to innovate or try out new ideas and can affect achievement of goals.
5. **Transformational leadership-** This leadership style encourages group members to work and think out of their comfort zone. It motivates others to stretch themselves to the maximum limit. This promotes growth of every individual in the group and the group as a whole.
6. **Transactional leadership-** This leadership style establishes duties and responsibilities of each member of the group. It may use incentive programs to motivate the group members.

#### 2.4.3 Essentials of effective leadership are as follows:

**Confidence:** Effective leadership is not possible without confidence. Only a confident leader can get people to follow him willingly. Only confident leaders can think for themselves and deal with

difficult situations effectively. To be confident, one needs to be well organized. However overconfidence can lead to arrogance, leading to mistrust and unwillingness to work.

**Delegation:** A good leader must know how to delegate effectively. Delegating the right job to the right person along with right amount of authority and responsibility will allow the leader time to focus on more important issues. Inability to delegate wisely leads to mistrust and unnecessary delays.

**Transparency:** Good leadership uses transparency in all its activities. It can be attained through effective communication, sound decision making, healthy debating and reaching a consensus. People know exactly why and how a decision has been taken and how it will affect them. It builds trust among the group members and assures that they will give their best.

**Communication skills:** Effective leadership has good communication skills and is able to inspire members to pursue the group's goals. They can connect to their group members easily.

**Good decision making:** Good leaders always weigh the pros and cons before making a decision. However once a decision is made they do not go back on it. The leader remains committed and consistent with the decision taken.

**Honesty and integrity:** An effective leadership is honest to itself. It holds itself responsible for its mistakes and does not play blame game. It is always willing to learn from failures. Instead of getting upset, it analyses the reasons thereof and tries to eliminate them.

**Self awareness:** An effective leader is always aware of his strengths and weaknesses. He uses his strengths wisely and works on his weaknesses. They never shy away from asking for help to overcome their weaknesses.

**Team builder:** An effective leader is a team builder. He understands that the group performs best when its members have different personalities and styles, as this expands the group's perspective. He can easily empathize with his group members and take criticism in his stride. He creates likable persona, making others comfortable.

**Visionary:** Leadership cannot be effective without vision. The leader must have the capability to see the larger picture and not only small specific tasks. He must be creative, innovative, passionate towards his work and be able to think out of the box. To be a visionary, he must have deep knowledge about all aspects related to the working of the organization, the customers, rivals, competitors, government policies and issues affecting the society.

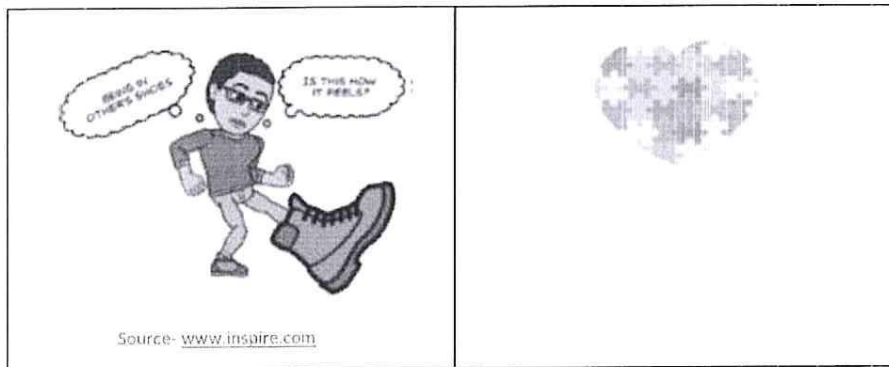
#### **2.4.4 Tips for effective leadership**

- Be realistic
- Understand your strengths and use them
- Find your weaknesses and work on them
- Keep group before self
- Be transparent in all you do
- Stress on perfection
- Celebrate success
- Take blame for failures
- Finish what you start
- Do not give up



## 2.5 Social Empathy

### Stepping in other's shoes!!



Empathy is one of the components of **Emotional Intelligence (EI)**.

**2.5.1 Intelligence Quotient (IQ)** helps us to resolve problems, to make the calculations or to process information & **Emotional Quotient (EQ)** allows us to be more creative and use our emotions to resolve our problems.

We can **define** EQ as the ability to;

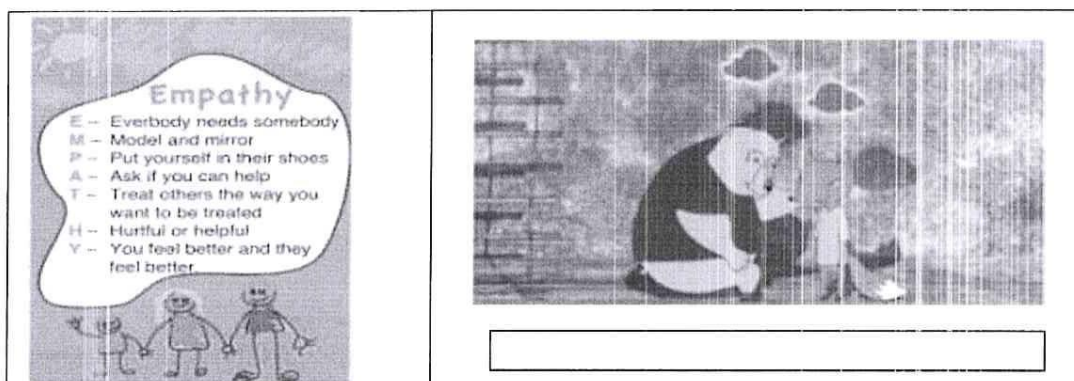
Recognize, understand and manage our own emotions.

Recognize, understand and influence the emotions of others.

#### 2.5.2 5 factors of Emotional Intelligence:

1. **Self-Awareness** - ability to assess own strengths /weaknesses
2. **Self-Regulation** - Ability to comfortable with change.
3. **Self Motivation**- Ability to motive self, remain optimistic.
4. **Empathy** - Ability to understand the feeling of others.
5. **Social skills**- Ability to manage relationships.

Empathy is the highest form of Emotional intelligence.



**There are 5 steps towards showing empathy in any situation.**

1. **Watch, listen-** How is the person asking, what is the person suffering from?



3. **Imagine-** How would you feel in same situation?



2. **Show you care** –let the person know how you care through your actions, words.

Test your ability to empathize by measuring it on this link. <https://psychology-tools.com/empathy-quotient/>

  
Head  
Department of Accountancy  
Amdar Shashikant Shinde Mahavidyalay  
Medha, Tal. Jaoli, Dist. Satara

  
Head  
Department of Commerce  
Amdar Shashikant Shinde Mahavidyalay  
Medha, Tal. Jaoli, Dist. Satara

  
Principal  
Amdar Shashikant Shinde Mahavidyalay  
Medha, Tal. Jaoli, Dist. Satara

Jaywant Pratishthan Humgaon, Sanchalit

# Amdar Shashikant Shinde Mahavidyalaya, Medha

## Department of Commerce

### Certificate Course in Soft skill Development

Academic Year – 2019-20

### List of Enrolled Students



Sr. No.	Name of the Students
1.	BANDAL AVINASH HINDURAO
2.	BANDAL SANDIP SUBHASH
3.	BAVALEKAR ADITYA SUNIL
4.	BHANAGE SIDDHANT SHRIRANG
5.	BHANAGE SRUSHTI BAJIRAO
6.	BHILARE KISHOR KRUSHNAT
7.	CHIKANE NIKHIL JAYSING
8.	CHIKANE NIKHIL SURESH
9.	CHIKANE SHILA PANDURANG
10.	CHORAGE ANUSHKA RAJENDRA
11.	DESAI PORNIMA SHANTARAM
12.	DESHMUKH RAJESH KRUSHNAT
13.	DHANA WADE ADINATH SHANKAR
14.	DHANA WADE AKANKSHA PANDURANG
15.	DHANA WADE PRACHI DEVANAND
16.	DHANA WADE PRATIKSHA SAMPAT
17.	DHANA WADE SAKSHI KRISHNA
18.	DHANA WADE SANKET SUNIL
19.	DHANA WADE SUPRIYA SUNIL
20.	DHANA WADE TEJAS BABAN
21.	DHEBE PRAKASH DHONDIBA
22.	DHEBE PRAKASH KANU
23.	DHEBE TUSHAR SANJAY
24.	DUDUSKAR PRATIKSHA ANKUSH
25.	GADE YUGANDHARA DEEPAK
26.	GAHINE DIVYA SANJAY
27.	GAIKWAD PRADNYA DHANANJAY
28.	GAIKWAD SHWETA SUCHITKUMAR
29.	GEJAGE RESHMA DEEPAK
30.	GOLE PRATHMESH PANDURANG
31.	GURAV KOMAL SUBHASH
32.	JADHAV BHAKTI VIJAY
33.	JADHAV OMKAR SUNIL
34.	JADHAV RAHUL SHRIRANG
35.	JADHAV VISHRANTI SACHIN
36.	JAGTAP VIKEE RAJENDRA





37.	JAWAL POOJA SUBHASH
38.	JUNGHARE JYOTI DURYODHAN
39.	JUNGHARE NIKITA EKNATH
40.	JUNGHARE POONAM SANTOSH
41.	JUNGHARE SMITA GANPAT
42.	JUNGHARE SWATI EKNATH
43.	KALE PRIYANKA MOHAN
44.	KAMBALE AKSHADA SANJAY
45.	KAMBLE NIKHIL ANIL
46.	KARANDKAR SONALI KISAN
47.	KARANJEKAR RUTUJA YASHWANT
48.	KARANJKAR SUYOG YUVARAJ
49.	KASURDE SANDESH ANKUSH
50.	KENJALE POOJA MAHESH
51.	KENJALE RUTUJA BABAN
52.	KHAMKAR SAKSHEE SANTOSH
53.	KHARAT VIRAJ VIJAY
54.	KUMBHAR GAURI DNYANESHWAR
55.	KUMBHAR PRATHMESH RAMESH
56.	LAKADE OMKAR LAXMAN
57.	LAKADE SANDESH SURESH
58.	MAHAMULKAR KOMAL SUBHASH
59.	MARDHEKAR ADITYA BHASKAR
60.	MARDHEKAR KETAN RAMCHANDRA
61.	MARDHEKAR PRASHANT PRAKASH
62.	MORE ANIKET ASHOK
63.	NIKAM OMKAR RAMESH
64.	NIKAM YOGESH TANAJI
65.	OMBALE KANCHAN SANTOSH
66.	OMBALE NEHA MARUTI
67.	OMBALE PRANAY SHIVAJI
68.	OTARI NIRANJAN PRAVIN
69.	PADGAL BHUMIKA KISAN
70.	PALANDE SHUBHAM SATISH
71.	PANDIT PRATIKSHA PRAMOD
72.	PARANJAPE PRACHI PRAKASH
73.	PARTE ATUL HANMANT
74.	PARTE MONALI SHANTARAM
75.	PARTE RAHUL RAGHUNATH
76.	PARTE ROHIT RAGHUNATH
77.	PATANE UJWALA SUBHASH
78.	PATHAN AADILA MOHIDDIN
79.	PATHAN SADIYA IKBAL
80.	PAWAR ABHISHEK DATTARAY
81.	PAWAR AISHWARYA NAVANATH
82.	PAWAR ANIKET BALKRISHNA





83.	PAWAR DIPAK BHIKAJI
84.	PAWAR KOMAL VIJAY
85.	PAWAR MANALI EKNATH
86.	PAWAR PALLAVI SUDHIR
87.	PAWAR PRIYANKA ARUN
88.	PAWAR SARIKA PRAKASH
89.	PAWAR SHIVANI DHANANJAY
90.	SABALE GANESH MARUTI
91.	SAKHARE AKSHAY SOMNATH
92.	SALUNKHE HARISH SUNIL
93.	SALUNKHE SACHIN SURYAKANT
94.	SAPKAL AKSHADA PANDURANG
95.	SAPKAL DEVANG RAVINDRA
96.	SAPKAL PRIYA NAVANATH
97.	SAWANT NIKHIL CHANDRAKANT
98.	SAPKAL YASH VISHWAS
99.	SHEDGE ALPESH CHANDRAKANT
100.	SURVE GAURI BABURAO
101.	SHEDAGE SHRADDHA MADAN
102.	SHEDGE SHREYAS SHANKAR
103.	SHELAR ANKITA ANANDA
104.	SHELAR POOJA RAVINDRA
105.	SHELAR SHEJAL DEEPAK
106.	SHELAR VISHAL JAGANNATH
107.	SHETE VAISHNAVI ASHOK
108.	SHINDE AKASH ANANDA
109.	SHINDE ANIKET ASHOK
110.	SHINDE GANESH VISHNU
111.	SHINDE MADHURA RAMCHANDRA
112.	SHINDE NIHAL LAHUDAS
113.	SURVE ADITI SANJAY
114.	SURVE GOURI ANKUSH
115.	SURVE KAJAL VITTHAL
116.	SURVE SADHANA DNYANESHWAR
117.	SUTAR PRASAD ANANDRAO
118.	VANARASE OMKAR RAMESH
119.	VENDE AKSHADA GANESH
120.	WARAGADE SAYALI NIMISH
121.	WARAGADE SNEHAL VISHWANATH

  
Head

Department of Accountancy  
Amdar Shashikant Shinde Mahavidyalay  
Medha, Tal. Jaoli, Dist. Satara

  
Head

Department of Commerce  
Amdar Shashikant Shinde Mahavidyalay  
Medha, Tal. Jaoli, Dist. Satara

Jaywant Pratisthan Humgaon, Sanchalit

## **Amdar Shashikant Shinde Mahavidyalaya, Medha**

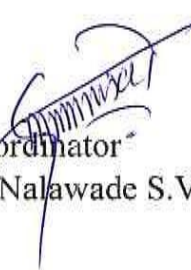
### **Department of Commerce**

#### **Certificate Course in Soft Skill Development**

Academic Year 2019 - 20

#### **Time-Table**

<b>Sr. No</b>	<b>Name of Teacher</b>	<b>Date</b>	<b>Time</b>
1)	Mr. Nalawade S. V.	11 <sup>th</sup> September, 2019 to 1 <sup>st</sup> October, 2019	11.30 pm to 12.30 pm
2)	Mr. Desai A. A.	3 <sup>rd</sup> October, 2019 to 18 <sup>th</sup> October 2019	11.30 pm to 12.30 pm
3)	Mr. Kale D. S.	19 <sup>th</sup> October, 2019 to 29 <sup>th</sup> October 2019	11.30 pm to 12.30 pm

  
Coordinator  
(Mr. Nalawade S.V.)

Jaywant Pratishthan Humgaon, Sanchalit  
**Amdar Shashikant Shinde Mahavidyalaya, Medha**

**Department of Commerce**

**Certificate Course in Soft skill Development**

Academic Year – 2019-20

**Mark-Sheet**

Sr. No.	Name of the Students	Marks			
		Seminar (Out of 20)	Oral (Out of 20)	Written Exam (Out of 60)	Total Marks (Out of 100)
1.	BANDAL AVINASH HINDURAO	12	10	40	62
2.	BANDAL SANDIP SUBHASH	10	16	42	68
3.	BAVALEKAR ADITYA SUNIL	14	14	41	69
4.	BHANAGE SIDDHANT SHRIRANG	16	18	43	77
5.	BHANAGE SRUSHTI BAJIRAO	15	16	44	75
6.	BHILARE KISHOR KRUSHNAT	18	15	50	83
7.	CHIKANE NIKHIL JAYSING	16	10	52	78
8.	CHIKANE NIKHIL SURESH	12	14	38	64
9.	CHIKANE SHILA PANDURANG	10	16	40	66
10.	CHORAGE ANUSHKA RAJENDRA	14	12	39	65
11.	DESAI PORNIMA SHANTARAM	12	14	42	68
12.	DESHMUKH RAJESH KRUSHNAT	16	16	46	78
13.	DHANA WADE ADINATH SHANKAR	18	15	40	73
14.	DHANA WADE AKANKSHA PANDURANG	10	12	48	70
15.	DHANA WADE PRACHI DEVANAND	15	16	43	74
16.	DHANA WADE PRATIKSHA SAMPAT	14	16	40	70
17.	DHANA WADE SAKSHI KRISHNA	16	14	40	70
18.	DHANA WADE SANKET SUNIL	18	12	42	72
19.	DHANA WADE SUPRIYA SUNIL	16	12	38	66
20.	DHANA WADE TEJAS BABAN	15	16	50	81
21.	DHEBE PRAKASH DHONDIBA	14	12	40	66
22.	DHEBE PRAKASH KANU	13	16	40	69
23.	DHEBE TUSHAR SANJAY	12	14	20	46
24.	DUDUSKAR PRATIKSHA ANKUSH	14	14	38	66
25.	GADE YUGANDHARA DEEPAK	16	12	40	68



26.	GAHINE DIVYA SANJAY	15	10	38	63
27.	GAIKWAD PRADNYA DHANANJAY	10	16	36	62
28.	GAIKWAD SHWETA SUCHITKUMAR	14	14	40	68
29.	GEJAGE RESHMA DEEPAK	18	15	42	75
30.	GOLE PRATHMESH PANDURANG	10	18	36	64
31.	GURAV KOMAL SUBHASH	12	10	46	68
32.	JADHAV BHAKTI VIJAY	14	12	44	70
33.	JADHAV OMKAR SUNIL	16	14	49	79
34.	JADHAV RAHUL SHRIRANG	11	16	30	57
35.	JADHAV VISHRANTI SACHIN	13	18	38	69
36.	JAGTAP VIKEE RAJENDRA	13	12	40	70
37.	JAWAL POOJA SUBHASH	14	16	36	66
38.	JUNGHARE JYOTI DURYODHAN	12	14	36	62
39.	JUNGHARE NIKITA EKNATH	14	15	39	68
40.	JUNGHARE POONAM SANTOSH	16	10	40	66
41.	JUNGHARE SMITA GANPAT	15	18	42	75
42.	JUNGHARE SWATI EKNATH	10	20	44	74
43.	KALE PRIYANKA MOHAN	12	14	43	69
44.	KAMBALE AKSHADA SANJAY	14	10	46	70
45.	KAMBLE NIKHIL ANIL	16	15	48	79
46.	KARANDKAR SONALI KISAN	15	16	44	75
47.	KARANJEKAR RUTUJA YASHWANT	18	14	40	72
48.	KARANJKAR SUYOG YUVARAJ	16	18	42	76
49.	KASURDE SANDESH ANKUSH	15	20	36	71
50.	KENJALE POOJA MAHESH	14	16	38	68
51.	KENJALE RUTUJA BABAN	16	19	40	75
52.	KHAMKAR SAKSHEE SANTOSH	18	14	42	74
53.	KHARAT VIRAJ VIJAY	15	16	43	74
54.	KUMBHAR GAURI DNYANESHWAR	10	18	44	72
55.	KUMBHAR PRATHMESH RAMESH	12	12	46	70
56.	LAKADE OMKAR LAXMAN	14	14	40	68
57.	LAKADE SANDESH SURESH	16	16	47	79
58.	MAHAMULKAR KOMAL SUBHASH	18	18	48	84
59.	MARDHEKAR ADITYA BHASKAR	10	15	40	65
60.	MARDHEKAR KETAN RAMCHANDRA	15	16	39	70



61.	MARDHEKAR PRASHANT PRAKASH	14	14	42	70
62.	MORE ANIKET ASHOK	12	16	40	68
63.	NIKAM OMKAR RAMESH	16	12	46	74
64.	NIKAM YOGESH TANAJI	15	15	44	74
65.	OMBALE KANCHAN SANTOSH	16	16	45	77
66.	OMBALE NEHA MARUTI	14	14	40	68
67.	OMBALE PRANAY SHIVAJI	15	12	48	75
68.	OTARI NIRANJAN PRAVIN	12	10	50	72
69.	PADGAL BHUMIKA KISAN	10	12	50	72
70.	PALANDE SHUBHAM SATISH	14	15	42	71
71.	PANDIT PRATIKSHA PRAMOD	18	16	46	80
72.	PARANJAPE PRACHI PRAKASH	17	16	47	80
73.	PARTE ATUL HANMANT	16	18	48	82
74.	PARTE MONALI SHANTARAM	14	14	44	72
75.	PARTE RAHUL RAGHUNATH	12	12	43	67
76.	PARTE ROHIT RAGHUNATH	13	16	44	73
77.	PATANE UJWALA SUBHASH	10	12	42	64
78.	PATHAN AADILA MOHIDDIN	15	16	40	71
79.	PATHAN SADIYA IKBAL	10	12	38	60
80.	PAWAR ABHISHEK DATTARAY	12	14	39	65
81.	PAWAR AISHWARYA NAVANATH	14	16	42	72
82.	PAWAR ANIKET BALKRISHNA	16	13	45	74
83.	PAWAR DIPAK BHIKAJI	18	15	46	69
84.	PAWAR KOMAL VIJAY	15	14	47	76
85.	PAWAR MANALI EKNATH	16	18	40	74
86.	PAWAR PALLAVI SUDHIR	14	13	43	70
87.	PAWAR PRIYANKA ARUN	12	15	40	67
88.	PAWAR SARIKA PRAKASH	17	16	42	75
89.	PAWAR SHIVANI DHANANJAY	16	14	46	76
90.	SABALE GANESH MARUTI	14	15	48	77
91.	SAKHARE AKSHAY SOMNATH	12	10	39	61
92.	SALUNKHE HARISH SUNIL	10	12	30	57
93.	SALUNKHE SACHIN SURYAKANT	15	12	32	59
94.	SAPKAL AKSHADA PANDURANG	16	14	40	70
95.	SAPKAL DEVANG RAVINDRA	14	16	30	60

96.	SAPKAL PRIYA NAVANATH	10	10	40	60	60
97.	SAWANT NIKHIL CHANDRAKANT	12	14	42	68	60
98.	SAPKAL YASH VISHWAS	14	16	43	73	73
99.	SHEDGE ALPESH CHANDRAKANT	16	15	50	81	81
100.	SURVE GAURI BABURAO	18	16	48	82	82
101.	SHEDAGE SHRADDHA MADAN	17	16	46	79	79
102.	SHEDGE SHREYAS SHANKAR	15	14	47	76	76
103.	SHELAR ANKITA ANANDA	14	12	38	64	64
104.	SHELAR POOJA RAVINDRA	13	13	32	58	58
105.	SHELAR SHEJAL DEEPAK	12	14	36	62	62
106.	SHELAR VISHAL JAGANNATH	10	16	40	66	66
107.	SHETE VAISHNAVI ASHOK	16	15	42	73	73
108.	SHINDE AKASH ANANDA	14	13	46	73	73
109.	SHINDE ANIKET ASHOK	13	10	46	69	69
110.	SHINDE GANESH VISHNU	12	12	40	64	64
111.	SHINDE MADHURA RAMCHANDRA	16	14	48	78	78
112.	SHINDE NIHAL LAHUDAS	15	15	46	76	76
113.	SURVE ADITI SANJAY	10	16	45	71	71
114.	SURVE GOURI ANKUSH	14	14	44	72	72
115.	SURVE KAJAL VITTHAL	13	10	43	66	66
116.	SURVE SADHANA DNYANESHWAR	15	12	40	67	67
117.	SUTAR PRASAD ANANDRAO	16	14	44	74	74
118.	VANARASE OMKAR RAMESH	14	13	42	69	69
119.	VENDE AKSHADA GANESH	12	14	43	69	69
120.	WARAGADE SAYALI NIMISH	16	14	40	70	70
121.	WARAGADE SNEHAL VISHWANATH	14	12	45	71	71

  
 Head  
 Department of Accountancy  
 Amdar Shashikant Shinde Mahavidyalaya,  
 Medha, Tal. Jaoli, Dist. Satara

  
 Head  
 Department of Commerce  
 Amdar Shashikant Shinde Mahavidyalaya,  
 Medha, Tal. Jaoli, Dist. Satara





Jaywant Pratishthan Humgaon Sanchalit,

**Amdar Shashikant Shinde Mahavidyalay, Medha.**

Tal-Jaoli, Dist – Satara, Maharashtra.

Affiliated to Shivaji University, Kolhapur

**DEPARTMENT OF COMMERCE**

**CERTIFICATE COURSE IN SOFT SKILL DEVELOPMENT**

*Certificate of Completion*

This is to certify that

of

Amdar Shashikant Shinde Mahavidyalay, Medha  
has successfully completed CERTIFICATE COURSE IN

**“SOFT SKILL DEVELOPMENT”**

in academic year 2019-20 and obtained Grade A+

Coordinator

Principal  
ASSM, Medha.



**Jaywant Pratishthan Humgaon, Sanchalit**  
**Amdar Shashikant Shinde Mahavidyalay, Medha**  
**Department of Economics**

**Year 2019-20**

<b>Name of Add on /Certificate programs offered</b>	<b>Certificate course in Banking</b>
<b>Course Code (if any)</b>	<b>NA</b>
<b>Year of offering</b>	<b>2017</b>
<b>No. of times offered during the same year</b>	<b>Once in a Year</b>
<b>Duration of course</b>	<b>1 August 2019 to 21 October 2019</b>
<b>Number of students enrolled in the year</b>	<b>85</b>
<b>Number of Students completing the course in the year</b>	<b>85</b>

**Head**

**Department Of Economics**  
**A.S.S. Mahavidyalay, Medha**  
**Tal- Jaoli, Dist.- Gaura**



# SYLLABUS

## PAPER - I

### INDIAN BANKING SYSTEM

#### **Unit I - Structure and Role of Indian Banking System (Period- 5)**

Structure of Indian Banking System Central bank - Commercial banks - Cooperative banks – Regional Rural Banks-Local Area Banks

#### **Unit II - Private sector banks (Period- 5)**

Private sector banks in India: Their progress and performance after 1969. Foreign banks in India: Their progress and performance, Regulation of Foreign banks in India

#### **Unit III - Nationalized banks (Period- 5)**

Nationalization of banks - Arguments for and against nationalization, Objectives of nationalization, Progress of nationalized banks pertaining to branch expansion, deposit mobilization, credit development

#### **Unit IV - State Bank of India (Period- 5)**

Evolution of State Bank of India, organization and management of State Bank of India, Subsidiary Banks to State Bank of India. Role of State Bank of India : As an agent of the RBI, as a commercial Bank.

#### **Unit V - Regional Rural Banks (Period- 5)**

Meaning of RRBs, Difference between RRBs and Commercial banks, Objectives of RRBs, Organization and Management of RRBs Functions of RRBs, Progress, performance and problems of RRBs

#### **Unit VI - Reserve Bank of India (RBI) (Period- 5)**

Evolution of the Reserve Bank of India,  
Organization and Management of the RBI  
Functions of the RBI: Issue and Management of currency

## REFERANCES

- 1 Sundharam K.P.M. : Baking Theory, Law & Practice
- 2 Tannas : Banking Law and practice in India
- 3 Mithani and Gordon : Banking Theory and Practice
- 4 Shekhar and Shekhar : Current Banking theory and practice
- 5 Basu S.K. : Current Banking theory and practice
- 6 Vaish M.C. : Modern Banking
- 7 Panadilkar S.H. : Banking in India
- 8 Gordon and Natarajan : Banking Theory Law and Practice
9. Functions and Working of the RBI: Reserve Bank of India Publications.
10. Financial Sector Reforms and India's Economic Development: N.A.Majumdar
11. Central Banking and Economic Development: Vasant Desai
12. Monetary Economics: S.B. Gupta
13. Banking in India - S. Panandikar
14. Banking: S.N. Maheshwari

## PAPER - II

### BANKING IN PRACTICE

**Unit I : Banking Laws – Meaning, Nature and Scope**

**Unit II - Operation & Types of Accounts (Period- 5)**

- 1 Opening and operating of Deposit Account.
- 2 Closures and Transfer of Accounts
- 3 Types of Account Holders - Individual & Institutional
- 4 No Frills Account, Escrow Account

**Unit III - Negotiable Instruments (Period- 5)**

- 1 Promissory Note, Bill of Exchange and Cheque - meaning, Definition & Characteristics
- 2 Types of Cheque – Bearer, Order & Crossed
- 3 Types of Crossing- General & Special
- 4 Endorsements- Definition, Types & Effects

**Unit IV – Types of Loans (Period- 5)**

- 1 Loan against Property
2. Home Loan
3. Personal Loan
- 4 Car Loans
5. Business Loan
- 6 Education Loan
7. Gold Loans
- 8 Loans Against Shares

**Unit V - New Technology in Banking (Period- 5)**

1. Core Banking Solutions (CBS) – Meaning , Need & Importance
2. E-Banking – Need and Importance
3. Meaning, concept and operation of -
  - 2.1 Automated Teller machine- ATM

- 2.2 Credit Card
- 2.3 Debit Card
- 2.4 Tele Banking
- 2.5 Mobile Banking
- 2.6 Net Banking
- 2.7 Core Banking
- 2.8 RTGS

#### 4. Various Banking software's

### REFERANCES

1. Report on Trends and Progress of Banking in India: Reserve Bank of India Publication.
2. Annual Reports of Banks
3. Indian banking system - Dr. Rita Swami
4. Indian Banking System - Dr. B.R. Sangle, Dr. G.T. Sangle, Dr. KayandePatil and Prof. N.C. Pawar
5. Indian Banking System - Prof. S.V. Joshi, Dr. C.P. Rodrigues and Prof. Azhar Khan
6. Day, A.C.L. (1960), Outline of Monetary Economics, Oxford University Press, Oxford.
7. DeKock, M.H. (1960), Central Banking, Staples Press, London.
8. Due, J.F. (1963), Government Finance, Irwin, Homewood.
9. Government of India, Economic Survey (Annual), New Delhi.
10. Halm, G.N. (1955), Monetary Theory, Asia Publishing House, New Delhi.



# Amdar Shashikant Shinde Mahavidyalaya, Medha

Tal -Jawali Dist - Satara

DEPARTMENT OF ECONOMICS

“Certificate Course in Banking”

Admission List

2019-20

Sr. No.	Roll No	Name of the Student
1.	801	BANDAL GANESH PANDURANG
2.	802	BHILARE KIRTI ASHOK
3.	803	BHILARE MADHURI SANTOSH
4.	804	BHOSALE SONALI JITENDRA
5.	805	CHIAKNE PRITI ASHOK
6.	806	CHIAKNE PUNAM ANKUSH
7.	807	CHIKANE AKSHADA NAMDEO
8.	808	CHIKANE LALIT YASHVANT
9.	809	CHIKANE RAHUL RAMCHANDRA
10.	810	CHIKANE SONALI SHANKAR
11.	811	DALVI VAIBHAV VISHNU
12.	812	DESHMUKH HARSHADA RAVINDRA
13.	813	DESHMUKH PRATAP NARAYAN
14.	814	DESHMUKH SURAJ VILAS
15.	815	DHEBE AKSHAY NARAYAN
16.	816	DHONDE AKANKSHA BALIRAM
17.	817	DUNDALE ANKITA GANGARAM
18.	818	GANGAWANE NISHA SANTOSH
19.	819	GAWADE VIJAY RAMCHANDRA
20.	820	GOLE DIVYA ROHIDAS
21.	821	GOLE MAYURI PANDURANG
22.	822	GORE NITIN DHONDIBA
23.	823	JADHAV DIVYA SHIVAJI
24.	824	JADHAV PRANITA CHANDRAKANT
25.	825	JADHAV PRATIKSHA NATHURAM
26.	826	JADHAV TEJAL BHARAT
27.	827	JANGAM VARSHARANI DILIP
28.	828	JAWAL ANKITA SARJERAO
29.	829	JUNGHARE KAJAL DATTATRAY
30.	830	KADAM PRATIKSHA DNYANESHWAR
31.	831	KADAM SONALI BHIMRAV
32.	832	KAMBLE HRITIK BHAGWAN
33.	833	KAMBLE SUCHITA TANAJI
34.	834	KARANDE SONALIVITTHAL
35.	835	KARANDKAR PRIYANKA UTTAM
36.	836	KARANJEKAR SHITAL RAJENDRA
37.	837	KHAMKAR SHUBHAM DHARMRAJ
38.	838	KHARAT ROHIT BALKRUSHNA
39.	839	KOKAJE PRAJAKTA PRAMOD
40.	840	KUMBHAR RANI SHANKAR
41.	841	KUMBHAR SHUBHAM DATTARAY
42.	842	KUMBHAR YOGITA DNYANESHWAR
43.	843	LAKADE PRASHANT PRAKASH
44.	844	MAHAMULKAR RASIKA UTTAM

45.	845	MAHAMULKAR RUTUJA SANTOSH
46.	846	MAHAMULKAR SAYALI RAGHUNATH
47.	847	MARDHEKAR KOMAL PANDURANG
48.	848	MARDHEKAR RUTUJA MAHADEV
49.	849	MORE VISHAL PRAKASH
50.	850	NANAWARE TANVI RAJARAM
51.	851	NIKAM AKANKSHA SUNIL
52.	852	NIKAM PALLAVI SUDHIR
53.	853	OMBALE YASH BAJIRAO
54.	854	PARIHAR AKSHADA SUBHASH
55.	855	PAWAR ANKITA LAXMAN
56.	856	PAWAR OMKAR SUNIL
57.	857	PAWAR SHITAL TANAJI
58.	858	PAWAR SMITA SATISH
59.	859	RAWALE GAURI DNYANDEO
60.	860	RAUT SUVARNA ASHOK
61.	861	SALUNKHE AMRUTA SANTOSH
62.	862	SALUNKHE KAJAL RAJENDRA
63.	863	SALUNKHE RUTUJA SANJAY
64.	864	SALUNKHE SHILPA ARJUN
65.	865	SAPKAL OMKARVISHNU
66.	866	SAPKAL SHIVANI PRAKASH
67.	867	SAPKAL SNEHAL SHANKAR
68.	868	SAPKAL TRUPTI VIJAY
69.	869	SAPKAL URMILA GANPAT
70.	870	SAWANT AKSHADA VIJAY
71.	871	SAWANT SHRADDHA DHANANJAY
72.	872	SHEDGE ROHINI PRAKASH
73.	873	SHELAR KAJAL ANAND
74.	874	SHELAR MAYURI PRAKASH
75.	875	SHELAR PRATIK SHAMRAO
76.	876	SHELAR SHUBHAM SHAMRAO
77.	877	SHINDE DIVYA ARUN
78.	878	SHINDE NILAM SANJAY
79.	879	SHINDE RESHMA ANAND
80.	880	SHINDE RUSHIKESH DIPAK
81.	881	SHINDE SAURABH VISHNU
82.	882	SHINDE TUSHAR CHANDRAKANT
83.	883	SURVE SANKET BHARAT
84.	884	SURVE SUSHANT RAJESH
85.	885	SUTAR DAMINI SOPAN



**Course Coordinator**



**Head**

**Department of H.O.D. Economics**

A.S.S. Mahavidyalaya, Medha

Tal. Jabil, Dist. Solapur

**Jaywant Pratishthan Sanchalit Humgoan**  
**Amdar Shashikant Shinde Mahavidyalay, Medha.**  
**Department of Economics**  
**Certificate Course in Banking**

**Time Table**  
**2019-20**

Day Time	Mon	Tue	Wed	Thu	Fri	Sat
11.30 AM To 12.30 to PM	Dr. Sanajy Dhonde	---	Dr. Sujit Kasabe	----	Dr. Pramod Ghatage	-----



**Course Coordinator**



**H.O.D.**  
Department of Economics  
A.S.S. Kapt. Prashant Medha



# Amdar Shashikant Shinde Mahavidyalaya, Medha

Tal -Jawali Dist - Satara

DEPARTMENT OF ECONOMICS

“Certificate Course in Banking”

Result

2019-20

Sr. No.	Roll No	Name of the Student	Paper -I	Paper -II	Paper -III	Grade
1.	801	BANDAL GANESH PANDURANG	69	58	72	199 A
2.	802	BHILARE KIRTI ASHOK	70	76	73	219 A+
3.	803	BHILARE MADHURI SANTOSH	53	48	57	158 B
4.	804	BHOSALE SONALI JITENDRA	60	64	61	185 A
5.	805	CHIAKNE PRITI ASHOK	63	72	69	204 A
6.	806	CHIAKNE PUNAM ANKUSH	70	73	75	218 A+
7.	807	CHIKANE AKSHADA NAMDEO	79	68	73	220 A+
8.	808	CHIKANE LALIT YASHVANT	56	58	42	156 B
9.	809	CHIKANE RAHUL RAMCHANDRA	43	60	48	151 B
10.	810	CHIKANE SONALI SHANKAR	77	66	74	217 A+
11.	811	DALVI VAIBHAV VISHNU	58	56	58	172 A
12.	812	DESHMUKH HARSHADA RAVINDRA	61	63	69	203 A
13.	813	DESHMUKH PRATAP NARAYAN	50	48	53	151 B
14.	814	DESHMUKH SURAJ VILAS	60	62	54	176 A
15.	815	DHEBE AKSHAY NARAYAN	54	60	53	167 B
16.	816	DHONDE AKANKSHA BALIRAM	Ab	Ab	Ab	Absehl
17.	817	DUNDALE ANKITA GANGARAM	72	66	74	212 A+
18.	818	GANGAWANE NISHA SANTOSH	55	45	50	150 B
19.	819	GAWADE VIJAY RAMCHANDRA	63	65	50	178 A
20.	820	GOLE DIVYA ROHIDAS	70	74	69	213 A+
21.	821	GOLE MAYURI PANDURANG	64	70	73	208 A
22.	822	GORE NITIN DHONDIBA	53	57	61	171 A
23.	823	JADHAV DIVYA SHIVAJI	68	73	75	216 A+
24.	824	JADHAV PRANITA CHANDRAKANT	38	26	43	Fail
25.	825	JADHAV PRATIKSHA NATHURAM	68	59	73	230 A+
26.	826	JADHAV TEJAL BHARAT	61	55	53	169 B

27.	827	JANGAM VARSHARANI DILIP	77	73	74	224 A+
28.	828	JAWAL ANKITA SARJERAO	58	53	61	172 A
29.	829	JUNGHARE KAJAL DATTATRAY	70	68	73	192 A
30.	830	KADAM PRATIKSHA DNYANESHWAR	66	64	62	192 A
31.	831	KADAM SONALI BHIMRAV	61	62	60	183 A
32.	832	KAMBLE HRITIK BHAGWAN	57	70	67	194 A
33.	833	KAMBLE SUCHITA TANAJI	53	50	57	160 B
34.	834	KARANDE SONALIVITTHAL	64	59	66	189 A
35.	835	KARANDKAR PRIYANKA UTTAM	65	56	68	189 A
36.	836	KARANJEKAR SHITAL RAJENDRA	79	76	60	215 A+
37.	837	KHAMKAR SHUBHAM DHARMRAJ	61	60	58	179 A
38.	838	KHARAT ROHIT BALKRUSHNA	73	70	59	202 A
39.	839	KOKAJE PRAJAKTA PRAMOD	46	41	54	141 Pass
40.	840	KUMBHAR RANI SHANKAR	53	55	63	171 A
41.	841	KUMBHAR SHUBHAM DATTARAY	Ab	Ab	Ab	Absent
42.	842	KUMBHAR YOGITA DNYANESHWAR	73	68	67	208 A
43.	843	LAKADE PRASHANT PRAKASH	50	61	69	180 A
44.	844	MAHAMULKAR RASIKA UTTAM	56	73	76	205 A
45.	845	MAHAMULKAR RUTUJA SANTOSH	58	57	57	166 B
46.	846	MAHAMULKAR SAYALI RAGHUNATH	60	62	58	180 A
47.	847	MARDHEKAR KOMAL PANDURANG	71	70	66	207 A
48.	848	MARDHEKAR RUTUJA MAHADEV	63	64	61	188 A
49.	849	MORE VISHAL PRAKASH	46	48	60	154 B
50.	850	NANAWARE TANVI RAJARAM	53	50	63	171 A
51.	851	NIKAM AKANKSHA SUNIL	61	79	75	215 A+
52.	852	NIKAM PALLAVI SUDHIR	54	49	53	156 B
53.	853	OMBALE YASH BAJIRAO	68	73	66	207 A
54.	854	PARIHAR AKSHADA SUBHASH	70	74	67	211 A+
55.	855	PAWAR ANKITA LAXMAN	66	73	61	200 A
56.	856	PAWAR OMKAR SUNIL	58	63	68	189 A
57.	857	PAWAR SHITAL TANAJI	57	58	54	189 B
58.	858	PAWAR SMITA SATISH	46	49	40	135 Pass
59.	859	RAWALE GAURI DNYANDEO	70	74	66	210 A+
60.	860	RAUT SUVARNA ASHOK	58	50	54	162 B
61.	861	SALUNKHE AMRUTA SANTOSH	59	53	50	162 B
62.	862	SALUNKHE KAJAL RAJENDRA	77	73	79	229 A+



63.	863	SALUNKHE RUTUJA SANJAY	48	52	47	147 Pass
64.	864	SALUNKHE SHILPA ARJUN	56	61	53	170 A
65.	865	SAPKAL OMKARVISHNU	43	52	47	182 Pass
66.	866	SAPKAL SHIVANI PRAKASH	76	71	70	217 A+
67.	867	SAPKAL SNEHAL SHANKAR	59	62	60	181 A
68.	868	SAPKAL TRUPTI VIJAY	71	68	73	212 A+
69.	869	SAPKAL URMILA GANPAT	74	78	71	223 A+
70.	870	SAWANT AKSHADA VIJAY	63	67	59	189 A
71.	871	SAWANT SHRADDHA DHANANJAY	70	68	69	207
72.	872	SHEDGE ROHINI PRAKASH	74	73	79	226 A+
73.	873	SHELAR KAJAL ANAND	Ab	Ab	Ab	Absent
74.	874	SHELAR MAYURI PRAKASH	43	40	51	134 Pass
75.	875	SHELAR PRATIK SHAMRAO	51	50	56	152 B
76.	876	SHELAR SHUBHAM SHAMRAO	53	60	50	163 B
77.	877	SHINDE DIVYA ARUN	71	73	68	212 A+
78.	878	SHINDE NILAM SANJAY	49	56	51	156 B
79.	879	SHINDE RESHMA ANAND	78	76	78	232 A+
80.	880	SHINDE RUSHIKESH DIPAK	38	16	40	Fail
81.	881	SHINDE SAURABH VISHNU	79	71	74	224 A+
82.	882	SHINDE TUSHAR CHANDRAKANT	68	63	70	201 A
83.	883	SURVE SANKET BHARAT	43	50	53	146 Pass
84.	884	SURVE SUSHANT RAJESH	75	71	66	212 A+
85.	885	SUTAR DAMINI SOPAN	54	63	57	174 A

  
Course Coordinator

  
Department of Economics  
A.S.S. P.S. H.O.D., Modha  
Tal- Jaol, Dist- Satara



Jaywant Pratishthan, Humgaon Sanchalit

**Amdar Shashikant Shinde Mahavidyalay, Medha**  
Tal- Jaoli, Dist.- Satara, Maharashtra state



**CERTIFICATE COURSE**

**IN**

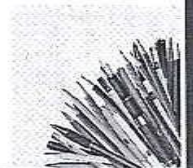
**BANKING**

**Certificate**

This is to certify that \_\_\_\_\_ has successfully  
completed a Certificate Course in Banking organized by Department of Economics in the year 2019-20.

**Course coordinator**  
**Department of Economics**

**Principal**  
**ASSM , Medha**





डॉ. (श्रीमती) सुमन कृ. बुवा  
बी.कॉम., एम.एस.डब्ल्यू., डी.ए.ई., डी.पी.ई., पी.एच.डी.  
**Dr. (Smt.) Suman K. Buwa,**  
B.Com., M.S.W., D.A.E., D.P.E., Ph.D.  
I/c DIRECTOR & Head



शिवाजी विद्यापीठ, कोल्हापूर  
आजीवन अध्ययन व विस्तार विभाग,  
SHIVAJI UNIVERSITY, KOLHAPUR - 416 004  
DEPARTMENT OF LIFELONG LEARNING AND  
EXTENSION,

एसयु/ डीएलएलई/ 2713

दि. १८/०६/२०१९

प्रति,  
प्राचार्य/संचालक,  
सर्व संलग्नित महाविद्यालये /मान्यता प्राप्त संस्था,  
शिवाजी विद्यापीठ, कोल्हापूर.

विषय: निरंतर शिक्षण अभ्यासक्रम महाविद्यालयामध्ये सुरु करण्यासाठी आयोजित बैठकीबाबत...

संदर्भ: एसयु/ डीएलएलई/२५६१ दि. ०७/०६/२०१९

महोदय / महोदया,

उपरोक्त संदर्भाये पत्रान्वये आजीवन अध्ययन व विस्तार विभागामार्फत महाविद्यालये/ संस्थामध्ये निरंतर शिक्षण अभ्यासक्रम सुरु करण्याकरीता प्रस्ताव पाठविणे विषयी कळविले आहे. तथापि अद्याप काही महाविद्यायांकडून प्रस्ताव प्राप्त झालेले नाही. तरी ते सत्वर विभागाकडे पाठवून घ्यावेत.

महाविद्यालये/संस्थाकडून बऱ्याच वेळा प्रस्ताव विहित नमुन्यात पाठविले जात नाहीत किंवा अपुर्ण स्वरूपात पाठविण्यात येतात. त्यामुळे विभागामार्फत सुरु असलेल्या निरंतर शिक्षण अभ्यासक्रमाची माहिती व त्याची आवश्यकता, तसेच प्रस्ताव पाठविण्याबाबत मार्गदर्शन करणे, महाविद्यालये/ संस्था याच्या अडचणी समजावून घेणे इत्यादी बाबत माहिती देण्याकरीता संबंधीत महाविद्यालये/ संस्था प्राचार्य/ प्राध्यापक यांची गुरुवार दि. २७/०६/२०१९ रोजी दुपारी १२ ते ४ यावेळेत विभागामध्ये बैठक आयोजित करण्यात आली आहे. तरी आपण या बैठकीस उपस्थित राहुन सहकार्य करावे. जर काही कारणामुळे आपण या बैठकीस उपस्थित राहु शकत नसल्यास आपल्या महाविद्यालयाचे प्राध्यापक प्रतिनिधी यांना बैठकीस पाठवून घ्यावे हि विनंती.

या बैठकीस उपस्थित राहण्याकरीता होणारा प्रवास खर्च हा संबंधीत महाविद्यालय/संस्थेने करावयाचा आहे.

आपले सहकार्य नियमित आहेच पुढे असेच वृद्धिगंत व्हावे अशी अपेक्षा आहे.

कळावे

श्री. कुलकर्णी  
25-6-2019

आपली विश्वासू

(श्रीमती डॉ. सुमन बुवा)  
प्र. संचालक व विभागप्रमुख



उद्यमेन हि सिध्यति: कार्याणि न मनोरथैः

Jaywant Pratishthan Humgaon Sanchalit

**Amdar Shashikant Shinde Mahavidyalay, Medha**

Tal. - Jawali, Dist. - Satara

Estd.  
2002

President: Hon. M.L.A. Shashikant J. Shinde

Principal: Dr. M.B. Waghmode

M.A., M.Phil., Ph.D., G.D.C. & A.

Office: 02378-285645,

E-Mail: [accmedha@yahoo.com](mailto:accmedha@yahoo.com), [accmmedha@rediffmail.com](mailto:accmmedha@rediffmail.com)

www: [assmmedha.in](http://assmmedha.in)

Ref. No. 1671/7

Date 15/7/2019

प्रति,

मा. प्र. संचालक,

अजीवन अध्ययन व विस्तार विभाग,

शिवाजी विद्यापीठ, कोल्हापूर.

**विषय :-** प्रॅगमॅटीक इंग्लिश हा अभ्यासक्रम महाविद्यालयामध्ये सुरू करण्यास मान्यता मिळणेबाबत.

महोदय,

उपरोक्त विषयास अनुसरून आमचे आमदार शशिकांत शिंदे महाविद्यालयात प्रॅगमॅटीक इंग्लिश हा अभ्यासक्रम शैक्षणिक वर्ष सन २०१९-२० मध्ये सुरू करण्यासंदर्भात सदर प्रस्ताव पाठवित आहोत त्याचा स्विकार करावा. व सदर अभ्यासक्रम महाविद्यालयात सुरू करण्यास परवानगी द्यावी ही नम्र विनंती.

आपण दिलेल्या प्रस्ताव प्रारुपात आम्ही सदर अभ्यासक्रमाचा प्रस्ताव पाठवित आहोत.

कळावे,

आपला विश्वासू,

PRINCIPAL

Amdar Shashikant Shinde Mahavidyalay  
Medha, Tal. Jawli, Dist. Satara

15/7/2019

अजीवन अध्ययन व विस्तार विभाग  
शिवाजी विद्यापीठ, कोल्हापूर.



Estd. 2002

उद्योगेन हि सिध्यति: कार्याणि मत्तोऽस्मै:

Jaywant Pratishthan Humgaon Sanchalit,

**Amdar Shashikant Shinde Mahavidyalay, Medha**

Tal- Jawali, Dist- Satara

President: Hon. M.L.A. Shashikant J. Shinde

Principal: Dr. M.B. Waghmode

(M.A., M.Phil., Ph.D., G.D.C. & A)

Office: 02378-285645,

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Ref. No.: 1886/9

Date: 26/7/2019

प्रति,

मा.प्र.संचालक,

आजीवन अध्ययन व विस्तार विभाग,

शिवाजी विद्यापीठ, कोल्हापूर.

विषय: प्रगमातिक इंग्लीश या निरंतर शिक्षण अभ्यासक्रम (कालावधी : ०३ महिने) सुरु झालेबाबत.

संदर्भ : एस.यु.एल एल ई/ 5035 दि. 04/07/2019 चे पत्र.

महोदया,

उपरोक्त संदर्भीय पत्रान्वये आनच्या महाविद्यालयात आपल्या विभागामार्फत प्रगमातिक इंग्लीश हा निरंतर शिक्षण अभ्यासक्रम (०३ महिने कालावधी ) ऑगस्ट/सप्टेंबर २०१८ पासून सुरु करणेस मान्यता मिळाली आहे. या अभ्यासक्रमाकरिता एकूण २२ विद्यार्थ्यांनी प्रवेश घेतला असून, त्याची फी खालील प्रमाणे जमा करित आहोत.

अ.क्र.	तपशील	विद्यार्थी संख्या	रक्कम
१	शैक्षणिक शुल्क (२०% प्रमाणे प्रत्येकी रु.१००)	15	1500
२	प्रवेश फी रु. २५/-	15	375
३	माजी विद्यार्थी सघटना फी रु. २५ प्रमाणे	15	375
४	साहित्य शुल्क प्रमाणे	-	-
	एकूण रक्कम	15	2250

वरीलप्रमाणे एकूण रक्कम रु. 2250/- फक्त विद्यापीठाच्या बँक खात्यावर बँक ऑफ महाराष्ट्राच्या विद्यापीठ शाखेमध्ये जमा केले आहे. त्याचे चलन सोबत जोडले आहे. सोबत विद्यार्थ्यांची वर्गनिहाय माहिती, वेळापत्रक तज्ञ व्यक्तीच्या नावासह सोबत जोडला आहे.

बळावे.

आपला विश्वास,

PRINCIPAL

Amdar Shashikant Shinde Mahavidyalay  
Medha, Tal. Jawli, Dist. Satara



डॉ. (श्रीमती) सुमन कृ. बुवा  
बी.कॉम., एम.एस.डब्ल्यू., डी.ए.ई., डी.पी.ई., पी.एच.डी.

**Dr. (Smt.) Suman K. Buwa,**

B.Com., M.S.W., D.A.E., D.P.E., Ph.D.  
I/c DIRECTOR & Head



शिवाजी विद्यापीठ, कोल्हापूर  
आजीवन अध्ययन व विस्तार विभाग,  
DEPARTMENT OF LIFELONG LEARNING  
AND EXTENSION,  
SHIVAJI UNIVERSITY, KOLHAPUR - 416 004

एसयु/डीएलएलई/

दि. ०४/१०/२०१९

प्रति,  
मा. प्राचार्य,

१	श्री. शहाजी छत्रपती महाविद्यालय, दसरा चौक, कोल्हापूर	४	गणपतराव आरवाडे कॉलेज ऑफ कॉमर्स, सांगली
२	सदाशीवराव मंडलिक महाविद्यालय, मुरगुड	५	भारती विद्यापीठाचे न्यु लॉ कॉलेज, सांगली
३	व्ही. पी. इस्टिट्यूट ऑफ मॅनेजमेंट अँड रिसर्च स्टडीज, सांगली	६	आमदार शशिकांत शिंदे महाविद्यालय, मेढा

विषय: प्रॅगमॅटिक इंग्लिश निरंतर शिक्षण अभ्यासक्रमाची फी जमा करण्याबाबत..

संदर्भ: एसयु/डीएलएलई/ ५०३५ दि. २४/०७/२०१९

महोदय / महोदया,

आजीवन अध्ययन व विस्तार विभागामार्फत प्रॅगमॅटिक इंग्लिश हा निरंतर शिक्षण अभ्यासक्रम ऑगस्ट/सप्टेंबर २०१९ पासून आपल्या महाविद्यालय/ संस्थेमध्ये सुरु करण्याकरिता मान्यता देण्यात आली आहे. तथापी आपल्या महाविद्यालयाकडून या अभ्यासक्रमाची फी अद्याप जमा केलेली नाही. किंवा आपल्या महाविद्यालयात हा अभ्यासक्रम सुरु आहे किंवा नाही या बाबतही कळविण्यात आले नाही. आपल्या महाविद्यालयात हा अभ्यासक्रम सुरु असेल आणि काही अपरिहार्य कारणामुळे फी जमा केली नसेल तर नियमानुसार विद्यार्थ्यांची फी १० ऑक्टोबर २०१९ पूर्वी विभागामध्ये जमा करावी. तसेच हा अभ्यासक्रम आपल्या महाविद्यालयामध्ये सुरु नसेल तर तसे विभागास लेखी कळवावे.

ज्या महाविद्यालयाची फी मुदतीत विभागाकडे जमा झालेली नाही त्या ठिकाणी हा अभ्यासक्रम सुरु नाही असे समजण्यात येईल व त्या विद्यार्थ्यांची परीक्षा घेण्यात येणार नाही व त्याची पुर्ण जबाबदारी संबंधीत महाविद्यालयाची राहिल. कळावे.

आपली विश्वासू

(श्रीमती डॉ. सुमन बुवा)  
प्र. संचालक व विभागप्रमुख

२३/१०/२०१९  
10-10-2019

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E-mail : ace@unishivaji.ac.in, skbuwa@ymail.com



Estd.  
2002

उद्यमेन हि सिध्यति: कार्याणि न मनोरथैः

Jaywant Pratishthan Humgaon Sanchalit

**Amdar Shashikant Shinde Mahavidyalay, Medha**  
Tal. - Jawali, Dist. - Satara

President: Hon. M.L.A. Shashikant J. Shinde  
Principal: Dr. M.B. Waghmode

M.A., M.Phil., Ph.D., G.D.C. & A.

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www: [assmedha.in](http://assmedha.in)

Ref. No.  
प्रति,

Date 10/10/2019

मा. प्र. संचालक,  
आजीवन अध्ययन व विस्तार विभाग,  
शिवाजी विद्यापीठ, कोल्हापूर.

विषय: प्र्यागमातिक इंग्लिश या निरंतर शिक्षण अभ्यासक्रम (कालावधी: ०३ महिने) सुरु झाल्याबद्दल तसेच कोर्स ची शुल्क जमा करणे बाबत.

संदर्भ: एस यु / एल एल ई/ ५०३५ दि. ०४/०७/२०१९ चे पत्र.

महोदया,

उपरोक्त संदर्भीय पत्रान्वये आमच्या महाविद्यालयात आपल्या विभागामार्फत प्र्यागमातिक इंग्लिश हा निरंतर शिक्षण अभ्यासक्रम (०३ महिने कालावधी) ऑगस्ट/सप्टेंबर २०१९ पासून सुरु करणेस मान्यता मिळाली आहे. या अभ्यासक्रमाकरिता एकूण १५ विद्यार्थ्यांनी प्रवेश घेतला असून, त्याची शुल्क खालीलप्रमाणे जमा करित आहोत. तरी याचा स्वीकार करावा ही नम्र विनंती.

अ. क्र.	तपशील	विद्यार्थी संख्या	रक्कम
१	शैक्षणिक शुल्क	१५	१५००
२	प्रवेश शुल्क	१५	३७५
३	माजी विद्यार्थी संघटना शुल्क रु. २५ प्रमाणे	१५	३७५
४	साहित्य शुल्क	---	---
	एकूण रक्कम	१५	२२५०

वरीलप्रमाणे एकूण रक्कम रु. २२५०/- फक्त (बावीसशे पन्नास फक्त) विद्यापीठाच्या बँक ऑफ महाराष्ट्र च्या विद्यापीठ शाखेमध्ये जमा केले आहे. त्याचे चलन सोबत जोडले आहे. सोबत विद्यार्थ्यांची वर्गनिहाय माहिती, वेळापत्रक, तर ज्यक्तीच्या नावासह सोबत जोडला आहे.

कळावे,

सदर फी जमा केली आहे.

आपला विशासू,

  
coordinator

  
आजीवन अध्ययन व विस्तार विभाग  
शिवाजी विद्यापीठ, कोल्हापूर.



अमदार शाशिकान्त शिंदे महाविद्यालय  
संढा ता जवली जि.सातारा ४२५०१३



डॉ. (श्रीमती) सुमन कृ. बुवा  
बी.कॉम., एम.एस.डब्ल्यू, डी.ए.ई., डी.पी.ई., पी.एच.डी.  
**Dr. (Smt.) Suman K. Buwa,**  
B.Com., M.S.W., D.A.E., D.P.E., Ph.D.  
I/c DIRECTOR & Head



शिवाजी विद्यापीठ, कोल्हापूर - ४१६ ००४  
आजीवन अध्ययन व विस्तार विभाग,  
**SHIVAJI UNIVERSITY, KOLHAPUR - 416 004**  
DEPARTMENT OF LIFELONG LEARNING AND  
EXTENSION,

एसयु/ डीएलएलई/

दि. ०९/१२/२०१९

प्रति,  
मा. प्राचार्य / संचालक,

अ.क्र.	महाविद्यालयाचे नाव	परीक्षा बैठक क्रमांक
१	सदाशिवराव मंडलिक महाविद्यालय, मुरगुड	१ ते २०
२	आमदार शशिकांत शिंदे महाविद्यालय, मेढा	२१ ते ४०
३	राजा श्रीपतराव भगवंतराव महाविद्यालय, औंध	४१ ते ६०
४	मातोश्री बयाबाई श्रीपतराव कदम कन्या महाविद्यालय, कडेगाव	६१ ते ८०

विषय: प्रॅगमॅटिक इंग्लिश (३ महिने) प्रमाणपत्र अभ्यासक्रमाच्या परीक्षेबाबत...

महोदय,

आजीवन अध्ययन व विस्तार विभागामार्फत सन २०१९-२० या शैक्षणिक वर्षामध्ये प्रॅगमॅटिक इंग्लिश (३ महिने) हा निरंतर शिक्षण अभ्यासक्रम आपल्या महाविद्यालयात सुरु आहे. या अभ्यासक्रमाचा कालावधी सप्टेंबर, २०१९ ते डिसेंबर, २०१९ हा आहे. या अभ्यासक्रमाची परीक्षा जानेवारी, २०२० मध्ये घेण्याचे प्रस्तावित आहे. सोबत पाठविलेले परीक्षा अर्ज विद्यार्थ्यांकडून दिलेल्या परीक्षा क्रमांकानुसार भरून घ्यावेत. परीक्षा शुल्क रु. २००/- पैकी ७० टक्के प्रमाणे रु. १४०/- प्रती विद्यार्थी विभागाकडे मंगळवार दि. २४/१२/२०१९ पर्यंत पाठविण्यात यावेत. उर्वरित ३० टक्के परीक्षा शुल्कातून परीक्षा नियोजना करिता खर्च करावेत ही विनंती.

कळावे.

आपली विश्वासू

(श्रीमती डॉ. सुमन बुवा)  
प्र. संचालक व विभागप्रमुख

आमदार शशिकांत शिंदे महाविद्यालय  
मेढा, रा. जायजी जि. सातारा  
आपला क्रमांक - 1560  
फाईल क्रमांक - 2111212017  
दिनांक - 12/12/2019

Tel. : (Office) (0231) 2609151, (I/c. Director) (0231) 2609150, Mobile -- 9011001514

E-mail : ace@unishivaji.ac.in, skbuwa@vmail.com





Estd. 2002

उद्यमेन हि सिध्यति: कार्याणि मनोरथैः

Jaywant Pratisthan Humgaon Sanchalit,

**Amdar Shashikant Shinde Mahavidyalay, Medha**

Tal- Jawali, Dist- Satara

**President: Hon. M.L.A. Shashikant J. Shinde**

**Principal: Dr. M.B. Waghmode**

(M.A., M.Phil., Ph.D., G.D.C. & A)

NAAC 'B' Grade

Office: 02378-285645.

Email: accmedha@yahoo.com,

Web: www.assmedha.edu.in

Ref. No.: 2050/12

Date: 24/12/2019

प्रति,

मा. प्र. संचालक,

अजीवन अध्ययन व विस्तार विभाग,

शिवाजी विद्यापीठ, कोल्हापूर.

**विषय :-** प्रॅगमॅटिक इंग्लिश २०१९-२० (३ महिने) प्रमाणपत्र अभ्यास क्रमाची परीक्षा शुल्क स्विकारणेबाबत.

**संदर्भ :-** एस.यू/ डी.एल.एल.ई/ दि. ०९/१२/२०१९.

महोदया,

उपरोक्त संदर्भीय पत्रान्वये आमच्या महाविद्यालयात आपल्या विभागामार्फत प्रॅगमॅटिक इंग्लिश हा निरंतर शिक्षण अभ्यासक्रम (३ महिने कालावधी) सुरू करण्यास मान्यता मिळाली होती. यानुसार या आभ्यासक्रमाच्या परीक्षा शुल्क खालील प्रमाणे पाठवित आहोत, तरी याचा स्विकार करावा ही विनंती.

अ.क्रं.	तपशिल	विद्यार्थी संख्या	फी रक्कम	एकूण रक्कम
१	परीक्षा शुल्क	१५	१४०	२१००/-

वरील प्रमाणे एकूण रक्कम रु. २१००/- (अक्षरी - दोन हजार शंभर फक्त) विद्यापीठाच्या बँक ऑफ महाराष्ट्र च्या विद्यापीठ शाखेमध्ये जमा केले आहे. त्याचे चलन सोबत जोडले आहे.

कळावे,

सोबत :-

- १) विद्यार्थी यादी
- २) विद्यापीठ बँक चलन

आपला विश्वासू,

PRINCIPAL

Amdar Shashikant Shinde Mahavidyalay  
Medha, Tal. Jawali, Dist. Satara

आजीवन अध्ययन व विस्तार विभाग  
शिवाजी विद्यापीठ, कोल्हापूर.

ok  
K  
24/12/19

SHIVAJI UNIVERSITY, KOLHAPUR

DEPARTMENT OF LIFELONG LEARNING & EXTENSION

STUDENT DATA

NAME OF THE COURSE: PRAGMATIC ENGLISH

PERIOD : FROM 01/09/2019 TO 30/11/2019

NAME OF THE COLLEGE: AMDAR SHASHIKANT SHINDE MAHAVIDYALAY, MEDHA

Sr No	Name and Address	Qualification	Caste Religion	Admission Fee	Student Alumni fee	Tution Fee	Material Fee	Exam Fee	Remarks
1	Kadam Prajakta Santosh	B.Sc. III	Open	25	25	500		200	
2	Sabae Kalpaa Ashok	B.Sc. III	ST	25	25	500		200	
3	Nikam Ankita Sudhakar	B.Sc. III	OBC	25	25	500		200	
4	Kamble Ashlesha Jitendra	B.Sc. III	SC	25	25	500		200	
5	Kamble Pooja Gautam	B.Sc. III	SC	25	25	500		200	
6	Khatavkar Rudrani Anil	B.Sc. III	OBC	25	25	500		200	
7	Gangawane Sajal Suryakant	B.Sc. III	SC	25	25	500		200	
8	Bhosale Sameer Hanmant	B.Sc. III	OPEN	25	25	500		200	
9	Shelar Omkar Shamrao	B.Sc. III	OPEN	25	25	500		200	
10	Shelar Shankar Bhaurao	B.Sc. III	OPEN	25	25	500		200	
11	Surve Jayesh Shamrao	B.Sc. III	OPEN	25	25	500		200	
12	Chikane Neha Jaysing	B.Sc. III	OPEN	25	25	500		200	
13	Pawar Priyanka Tanaji	B.Sc. III	OPEN	25	25	500		200	
14	Salunkhe Vishal Vishwas	B. A. I	OBC	25	25	500		200	
15	Nalawade Rohit	B. A. I	OPEN	25	25	500		200	

Student data

SC			ST			VJ NT			NT-B			NT-C			NT-D			OBC			OPEN			TOTAL		
M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
0	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2	3	5	3	8	6	9	15

COORDINATOR

  
PRINCIPAL



Estd. 2002

उद्यमेन हि सिध्यति: कार्याणि मनोभ्यः

NAAC 'B' Grade

Jaywant Pratisthan Humgaon Sanchalit,

Amdar Shashikant Shinde Mahavidyalay, Medha

Tal- Jawali, Dist- Satara

President: Hon. M.L.A. Shashikant J. Shinde

Principal: Dr. M.B. Waghmode

(M.A., M.Phil., Ph.D., G.D.C. & A)

Office: 02378-285645.

Email: accmedha@yahoo.com,

Web: www.assmmedha.edu.in

Ref. No.: 2082/1

Date: 6/1/2020

प्रति,

मा. प्र. संचालक,  
आजीवन अध्ययन व विस्तार विभाग,  
शिवाजी विद्यापीठ, कोल्हापूर.

विषय: प्र्यागमातिक इंग्लिश या निरंतर शिक्षण अभ्यासक्रम (कालावधी: ०३ महिने) सुरु झाल्याबद्दल तसेच कोर्स ची परीक्षा फॉर्मस जमा करणेबाबत.

संदर्भ: एस यु / एल एल ई/ ५०३५ दि. ०४/०७/२०१९ चे पत्र.

महोदया,

उपरोक्त संदर्भीय पत्रान्वये आमच्या महाविद्यालयात आपल्या विभागामार्फत प्र्यागमातिक इंग्लिश हा निरंतर शिक्षण अभ्यासक्रम (०३ महिने कालावधी) ऑगस्ट/सप्टेंबर २०१९ पासून सुरु करणेस मान्यता मिळाली आहे. या अभ्यासक्रमाकरिता एकूण १५ विद्यार्थ्यांनी प्रवेश घेतला असून, त्याची शूल्क खालीलप्रमाणे जमा केलेले आहेत. तसेच दिद्यार्थ्यांचे परीक्षा फॉर्मस जमा करून घ्यावे ही नम्र विनंती.

अ. क्र.	तपशील	विद्यार्थी संख्या	रक्कम
१	शैक्षणिक शूल्क	१५	१५००
२	प्रवेश शूल्क	१५	३७५
३	माजी विद्यार्थी संघटना शूल्क रु. २५ प्रमाणे	१५	३७५
४	साहित्य शूल्क	---	---
	एकूण रक्कम	१५	२२५०

वरीलप्रमाणे एकूण रक्कम रु. २२५०/- फक्त (बावीसशे पन्नास फक्त) विद्यापीठाच्या बँक ऑफ महाराष्ट्र च्या विद्यापीठ शाखेमध्ये जमा केले आहे. त्याचे चलन सोबत जोडले आहे. सोबत विद्यार्थ्यांची वर्गनिहाय माहिती, वेळापत्रक, तसेच विद्यार्थ्यांचे परीक्षा फॉर्मस सोबत पाठवीत आहेत. कळावे,

सोबत,

१. प्रवर्ग निहाय दिद्यार्थी यादी.
२. शूल्क भरलेली पावती / चलन
३. विद्यार्थ्यांचे परीक्षा फॉर्मस

*Shinde*

आजीवन अध्ययन व विस्तार विभाग  
शिवाजी विद्यापीठ, कोल्हापूर

7-1-2020

आपला विश्वासु,

*M.B. Waghmode*  
PRINCIPAL

Amdar Shashikant Shinde Mahavidyalay  
Medha, Tal. Jawali, Dist. Satara

*7/1/2020*  
*Shinde*  
7/1/2020



डॉ. (श्रीमती) सुमन कृ. बुवा  
बी.कॉम., एम.एस.डब्ल्यू., डी.ए.ई., डी.पी.ई., पी.एच.डी.  
**Dr. (Smt.) Suman K. Buwa,**  
B.Com., M.S.W., D.A.E., D.P.E., Ph.D.  
I/c DIRECTOR & Head



शिवाजी विद्यापीठ, कोल्हापूर - ४१६ ००४  
आजीवन अध्ययन व विस्तार विभाग,  
**SHIVAJI UNIVERSITY, KOLHAPUR - 416 004**  
DEPARTMENT OF LIFELONG LEARNING AND  
EXTENSION,

एसयु/डीएलएलई/

दि. ०७/०१/२०२०

प्रति,  
प्राचार्य

१	सदाशिवराव मंडलिक महाविद्यालय, मुरगुड	३	राजा श्रीपतराव भगवंतराव महाविद्यालय, औंध
२	आमदार शशिकांत शिंदे महाविद्यालय, मेढा	४	मातोश्री बयाबाई श्रीपतराव कदम कन्या महाविद्यालय, कडेगाव

विषय: **Pragmatic English** अभ्यासक्रम परीक्षेच्या वेळापत्रक व परीक्षा साहित्याबाबत...

महोदय / महोदया,

उपरोक्त संदर्भिय पत्रान्वये आपणास **Pragmatic English** या निरंतर शिक्षण अभ्यासक्रमाची परीक्षेचे वेळापत्रक खालीलप्रमाणे आहे.

परीक्षेची तारीख		वेळ	विषय
वार	दिनांक		
मंगळवार	२१/०१/२०२०	स. ११.०० ते दु. ०१.३०	पेपर क्र. १

वरील प्रमाणे सर्व संबंधित शिक्षक, प्रकल्पाधिकारी व विद्यार्थी यांना सूचित करण्यात यावे. व या परीक्षेचे साहित्य दि. १८/०१/२०२० पासून विभागात उपलब्ध असेल.

कळावे.

*English*  
*11.1.2020*

आपली विश्वासू

(श्रीमती डॉ. सुमन बुवा)  
प्र. संचालक व विभागप्रमुख

Tel. : (Office) (0231) 2609151, (I/c. Director) (0231) 2609150, Mobile – 9011001514

E-mail : [ace@unishivaji.ac.in](mailto:ace@unishivaji.ac.in), [skbuwa@ymail.com](mailto:skbuwa@ymail.com)

डॉ. (श्रीमती) सुमन कृ. बुवा  
बी.कॉम., एम.एस.डब्ल्यू., डी.ए.ई., डी.पी.ई., पी.एच.डी.  
**Dr. (Smt.) Suman K. Buwa,**  
B.Com., M.S.W., D.A.E., D.P.E., Ph.D.  
I/c DIRECTOR & Head



शिवाजी विद्यापीठ, कोल्हापूर - ४१६ ००४  
आजीवन अध्ययन व विस्तार विभाग,  
**SHIVAJI UNIVERSITY, KOLHAPUR - 416 004**  
DEPARTMENT OF LIFELONG LEARNING AND  
EXTENSION,

एसयू/डीएलएलई/

दि. ०९/०९/२०२०

प्रति,  
मा. प्राचार्य,

१	सदाशिवराव मंडलिक महाविद्यालय, मुरगुड	२	राजा श्रीपतराव भगवंतराव महाविद्यालय, औंध
३	आमदार शशिकांत शिंदे महाविद्यालय, मेढा	४	मातोश्री बयाबाई श्रीपतराव कदम कन्या महाविद्यालय, कडेगाव

विषय :- प्रॅगमेंटीक इंग्लिश अभ्यासक्रम परीक्षा प्रश्नपत्रिका व इतर साहीत्याबाबत....

महोदय,

आपल्या महाविद्यालयात निरंतर शिक्षण योजने अंतर्गत प्रॅगमेंटीक इंग्लिश अभ्यासक्रम सप्टेंबर, २०१९ पासून सुरू आहे. या अभ्यासक्रमाची परीक्षा मंगळवार दि. २१ जानेवारी, २०२० रोजी घेण्यात येणार आहे. या परीक्षेसाठी खालील साहित्य पुरविण्यात येत असून ते तपासून ताब्यात घ्यावे.

१. प्रश्नपत्रिका (सीलबंद) :- ०१
२. स्टेशनरी रिपोर्ट :- ०२
३. पर्यवेक्षक रिपोर्ट :- ०२
४. उत्तरपत्रिका

अ. क्र.	महाविद्यालयाचे नाव	पासून	पर्यंत	एकुण
१	सदाशिवराव मंडलिक महाविद्यालय, मुरगुड			
२	राजा श्रीपतराव भगवंतराव महाविद्यालय, औंध			
३	आमदार शशिकांत शिंदे महाविद्यालय, मेढा	5171	5185	15
४	मातोश्री बयाबाई श्रीपतराव कदम कन्या महाविद्यालय, कडेगाव			

सदरची परीक्षा झाल्यानंतर उत्तरपत्रिका, शिल्लक उत्तरपत्रिका व प्रात्यक्षिक परीक्षा गुण इ. विभागात जमा करावे.

कळावे,

आपली विश्वासू

(श्रीमती (डॉ.) सुमन कृ. बुवा)  
प्र. संचालक व विभागप्रमुख

Tel. : (Office) (0231) 2609151, (I/c. Director) (0231) 2609150, Mobile – 9011001514

E-mail : ace@unishivaji.ac.in, skbuwa@ymail.com



Estd. 2002

उद्यमेन हि सिध्यति: कार्याणि मनोमयै:

Jaywant Pratisthan Humgaon Sanchalit,

**Amdar Shashikant Shinde Mahavidyalay, Medha**

Tal- Jawali, Dist- Satara

**President: Hon. M.L.A. Shashikant J. Shinde**

**Principal: Dr. M.B. Waghmode**

(M.A., M.Phil., Ph.D., G.D.C. & A)

NAAC 'B' Grade

Office: 02378-285645,

Email: accmedha@yahoo.com,

Web: www.assmmedha.edu.in

Ref. No.: 2119/1

Date: 17/1/2020

प्रति,

मा. प्र. संचालक,

अजीवन अध्ययन व विस्तार विभाग,

शिवाजी विद्यापीठ, कोल्हापूर.

**विषय :- Pragmatic English या अभ्यासक्रम परीक्षेचे साहित्य मिळणेबाबत.**

महोदय / महोदया,

उपरोक्त विषयास अनुसरून, आमच्या आमदार शशिकांत शिंदे महाविद्यालय, मेढा. ता. जावली, जि. सातारा येथे **Pragmatic English** या अभ्यासक्रमाची परीक्षा दि. २१/०१/२०२० रोजी सकाळी ११.०० ते दुपारी १.३० वा. घेण्यात येणार आहे तरी सदर परीक्षेचे साहित्य मिळावे ही विनंती.

कळावे,

आपला विश्वासू,

PRINCIPAL

Amdar Shashikant Shinde Mahavidyalay  
Medha, Tal. Jaoli, Dist. Satara





Estd.  
2002

उद्यमेन हि सिध्यति: कार्याणि न मनोरथैः

Jaywant Pratishthan Humgaon Sanchalit

**Amdar Shashikant Shinde Mahavidyalay, Medha**  
Tal. - Jawali, Dist. - Satara

President: Hon. M.L.A. Shashikant J. Shinde  
Principal: Dr. M.B. Waghmode

M.A., M.Phil., Ph.D., G.D.C. & A.

Office: 02378-285645,

E-Mail: [accmedha@yahoo.com](mailto:accmedha@yahoo.com), [accmedha@rediffmail.com](mailto:accmedha@rediffmail.com)

www: [assmedha.in](http://assmedha.in)

Ref. No. 2127/1

Date 22/1/2020

To,  
The Coordinator,  
Department of Lifelong Learning Education and Extension,  
Shivaji University, Kolhapur.

**Subject: About submission of answer sheets and oral evaluation sheet of the course, A Course in Pragmatic English.**

Respected Sir/Madam,

With reference to the subject cited above, I as the coordinator of the Course, "A Course in Pragmatic English", herewith submitting the answer sheets (From Answersheet No. 5171 to 5185 Total: 15 answer books) of theory paper as conducted on **Tuesday 21, January 2020**. Also sending the **oral examination Evaluation sheet**

Kindly accept it.

Thanking you.

Yours Sincerely,

PRINCIPAL

Amdar Shashikant Shinde Mahavidyalay  
Medha, Tal. Jaoli, Dist. Satara

Encl:

1. Sealed 15 Answer books.
2. Oral Evaluation Sheet.

Received  
23/1/2020

आजीवन अध्ययन व विस्तार विभाग  
शिवाजी विद्यापीठ, कोल्हापूर.

डॉ. (श्रीमती) सुमन कृ. बुवा  
बी.कॉम., एम.एस.डब्ल्यू, डी.ए.ई., डी.पी.ई., पी.एच.डी.  
**Dr. (Smt.) Suman K. Buwa,**  
B.Com., M.S.W., D.A.E., D.P.E., Ph.D.  
I/c DIRECTOR & Head



शिवाजी विद्यापीठ, कोल्हापूर - ४१६ ००४  
आजीवन अध्ययन व विस्तार विभाग,  
**SHIVAJI UNIVERSITY, KOLHAPUR - 416 004**  
DEPARTMENT OF LIFELONG LEARNING AND  
EXTENSION,

एसयु/ डीएलएलई/

दि. २२/१०/२०१९

प्रति,  
मा. प्राचार्य,

१. सदाशीवराव मंडलीक महाविद्यालय, मुरगुड	२. आमदार शशीकांत शिंदे महाविद्यालय, मेढा
---	--

विषय:- प्रॅगमेंटीक इंग्लिश या निरंतर शिक्षण प्रमाणपत्र अभ्यासक्रमाच्या प्रमाणपत्राबाबत.....

महोदय,

आपल्या महाविद्यालयामध्ये शैक्षणिक वर्ष २०१८-१९ या वर्षामध्ये प्रॅगमेंटीक इंग्लिश या निरंतर शिक्षण प्रमाणपत्र अभ्यासक्रमाचे आयोजन करण्यात आले होते. या अभ्यासक्रमाची परीक्षा फेब्रुवारी, २०१९ मध्ये घेण्यात आली होती. या अभ्यासक्रमाची प्रमाणपत्रे तयार झालेली असून यासाठी आपण संबंधित अभ्यासक्रमाचे प्रकल्पाधिकारी / शिक्षक किंवा आपला प्रतिनिधी महाविद्यालयाच्या पत्रासह या विभागामध्ये पाठवून द्यावा ही विनंती.

कळावे,

आपली विश्वासू

*S. Suman*

श्रीमती. (डॉ) सुमन कृ. बुवा  
प्र. संचालक व विभागप्रमुख

*इशिका विभागा*

*11/11/2019*

Tel. : (Office) (0231) 2609151, (I/c. Director) (0231) 2609150, Mobile – 9011001514

E-mail : [ace@unishivaji.ac.in](mailto:ace@unishivaji.ac.in), [skbuwa@vmail.com](mailto:skbuwa@vmail.com)



**Jaywant Pratishthan Humgaon, Sanchalit**  
**Amdar Shashikant Shinde Mahavidyalaya, Medha**  
**Department of Zoology**

**Year 2019-20**

<b>Name of Add on /Certificate programs offered</b>	<b>Certificate course in Basic Photography</b>
<b>Course Code (if any)</b>	<b>NA</b>
<b>Year of offering</b>	<b>2019</b>
<b>No. of times offered during the same year</b>	<b>Once in a Year</b>
<b>Duration of course</b>	<b>3 December 2019 to 28 February 2020</b>
<b>Number of students enrolled in the year</b>	<b>13</b>
<b>Number of Students completing the course in the year</b>	<b>13</b>

  
**Head**  
**Department Of Zoology**  
**Amdar Shashikant Shinde**  
**Mahavidyalaya, Medha.**





Estd. 2002

उद्यमेन हि सिध्यति: कार्याणि मनोरथैः

Jaywant Pratisthan Humgaon Sanchalit,

**Amdar Shashikant Shinde Mahavidyalay, Medha**

Tal- Jawali, Dist- Satara

**President: Hon. M.L.A. Shashikant J. Shinde**

**Principal: Dr. M.B. Waghmode**

(M.A., M.Phil., Ph.D., G.D.C. & A)

NAAC 'B' Grade

Office: 02378-285645,

Email: accmedha@yahoo.com,

Web: www.assmmedha.edu.in

Ref. No.:

Date: 15/6/2019

To,

The Heads,

Concerning Departments

Amdar Shashikant Shinde Mahavidyalay, Medha

Subject: Approval to Certificate Courses

Respected Head of Departments,

We are pleased to inform you that the College Development Committee of our College has approved the following Certificate course in its Meeting held on 14<sup>th</sup> June 2019. You are hereby informed to adhere to the norms stipulated to each course and follow the prescribed procedure to commence courses.

Following courses have been approved from year 2019-20

Sr. No.	Department	Name of the Course
1.	Botany	Certificate course in Mushroom Spawn Production
2.	Botany	Certificate course in Biodiversity Conservation and Management
3.	Chemistry	Certificate course in Soil Testing & Conservation
4.	Microbiology	Certificate course on Fermentation and Alcohol Technology
5.	Zoology	Certificate course in Basic Photography
6.	Political Science	Certificate course in Introduction To United Organization



  
Principal

Amdar Shashikant Shinde Mahavidyalay  
Medha, Tal. Jaoli, Dist. Satara

## SYLLABUS FOR Basic Photography

### OBJECTIVE:

The objective of this course is to pursue basic knowledge of photographic process, including the use and roles of professional services. The recognition of strong image composition, technical operation, content and the essential knowledge for completion of a final image portfolio will also serve as primary objectives, along with the ability to convey critical knowledge of the photographic processes. Individual creativity, visual problem solving and precise craftsmanship will be emphasized. Students will also be able to demonstrate an awareness of contemporary aesthetic and ethical considerations in digital photography.

### DURATION:

44 Hours. (Theory: 08 hrs. + Practical: 32 hrs. + Tutorial: 04 hrs.)

This course can also be offered as 03 months course.

### ALLOTATION OF HOURS TO EACH CHAPTER:

Sr.No.	Chapter	Theory Hours	Tutorial Hours	Practical Hours
1.	Photography, Photograph and Implications	1	1	0
2.	Elements of Photography	1	0	4
3.	Photography: Vital Controls	1	1	4
4.	Photography: Image Sensors Supporting Equipment	1	1	4
5.	Photography: Lens Accessories, Lens Defects	1	0	4
6.	The Art of Black & White & Color Photography, Painting & Colored Photography	1	0	4
7.	Photography in Advertising, A Photographer in Making	1	1	4
8.	Digital File Formats, Photo Editing Software and Tools	0	0	4
9.	Photography: Writing with Light	0	0	4
10.	Great Photographers	1	0	0
<b>Total Hours</b>		<b>08</b>	<b>04</b>	<b>32</b>

## Syllabus

- 1        **Photography: A Timeline**  
Photography, Photograph and Implications  
Photography: Early and Modern Cameras
- 2        **Types of Photographic Cameras**  
Elements of Photography Part -1  
Elements of Photography Part -2
- 3        **Photography: Vital Controls – Part 1**  
Photography: Vital Controls – Part 2  
Exposure Control
- 4        **ISO, Depth of field and Shutter Types**  
Photography: Image Sensors  
Photography: Supporting Equipment
- 5        **Photographic Lenses**  
Photography: Lens Accessories  
Photography: Lens Defects
- 6        **Photography: Writing with Light**  
Photography: Light
- 7        **Role of Photographic Image in Visual Communication**  
Digital File Formats  
Photo Editing Software and Tools
- 8        **Digital Photography, Pixel & Megapixels**  
The Art of Black & White & Color Photography  
Painting & Colored Photography
- 9        **Application Areas of Photography**  
Photography in Advertising  
A Photographer in Making
- 10       **Great Photographers: Part – 1**  
Great Photographers: Part – 2

### Books and references

1. The Manual of Photography by Ralph E Jacobson, Sidney F Ray and Geoffrey G Attridge – Focal Press.
2. Basic Photography. M. Langford (Focal Press, London, 1986).
3. The Focal Encyclopedia of Photography (Macmillan, New York, 1969).
4. Life Library of Photography 'The Camera' by the Editors of Time-Life Books.
5. Complete Digital Photography by Ben Long.



6. Langford's Basic Photography: The guide for serious photographers by Michael Langford, Anna Fox.
7. LIFE Guide to Digital Photography: Everything You Need to Shoot Like Pros by Joe McNally, Editors of Life.
8. Understanding Exposure, 3rd Edition: How to Shoot Great Photographs with Any Camera by Bryan Peterson.
9. Camera: A History of Photography from Daguerreotype to Digital by Todd Gustavson
10. The Photographer's Eye: Composition and Design for better Digital Photos by Michael Freeman
11. The Photographer's Mind: Creative Thinking for Better Digital Photos by Michael Freeman



  
**Head**  
**Department Of Zoology**  
**Amdar Shashikant Shinde**  
**Mahavidyalay, Medha.**

  
**PRINCIPAL**  
**Amdar Shashikant Shinde Mahavidyalay**  
**Medha, Tal. Jashi, Dist. Satara**



**Department of Zoology**  
**Self-Funded**  
**Certificate Course in Basic Photography**  
**List of Students 2019-20**

Sr. No.	Name of Students
1.	Dhanawade Sanket Vasant
2.	Jadhav Komal Shivaji
3.	Jadhav Madan Mohan
4.	Kumbhar Pratiksha Dilip
5.	Mahamulkar Gitanjali Dayanand
6.	Maner Afrin Kadir
7.	Parte Alisha Ashok
8.	Pawar Priyanka Tanaji
9.	Sable Kalpana Ashok
10.	Shaikh Sana Harun
11.	Shelar Prasad Ramchandra
12.	Shelar Suraj Tukaram
13.	Shirke Gouri Suresh

  
Head  
Department Of Zoology  
Ambedkar Shashikant Shinde  
Mahavidyalaya, Medha.



**Amdar Shashikant Shinde Mahavidyalay, Medha.**


**Department of Zoology**

**COC- Basic Photography**

**Time Table**

**2019-20**

	Day	Mon	Tue	Wed	Thu	Fri	Sat
<b>Theory</b>	<b>08:00 AM To 09:00 AM</b>	-----	<b>OVY</b>	-----	<b>OVY</b>	-----	-----
<b>Practical</b>	<b>09:00 AM To 01:00 PM</b>	-----	-----	-----	-----	-----	<b>OVY</b>

  
**Head**  
Department Of Zoology  
Amdar Shashikant Shinde  
Mahavidyalay, Medha









## Department of Zoology

### Self-Funded

## Certificate Course in Basics Photography

### Certificate Given Record 2019-20

Sr. No.	Name of Students	Certificate Number	Signature of Student
1	Dhanawade Sanket Vasant	BP1901	<u>SVDhanawade</u>
2	Jadhav Komal Shivaji	BP1902	<u>K.S.Jadhav</u>
3	Jadhav Madan Mohan	BP1903	<u>m. Jadhav</u>
4	Kumbhar Pratiksha Dilip	BP1904	<u>PKKumbhar</u>
5	Mahamulkar Gitanjali Dayanand	BP1905	<u>GDGitanjali</u>
6	Maner Afrin Kadir	BP1906	<u>Amanee</u>
7	Parte Alisha Ashok	BP1908	<u>A. A parte</u>
8	Pawar Priyanka Tanaji	BP1907	<u>PPA</u>
9	Sable Kalpana Ashok	BP1909	<u>SK</u>
10	Shaikh Sana Harun	BP1910	<u>Shaikh</u>
11	Shelar Prasad Ramchandra	BP1911	<u>shelar</u>
12	Shelar Suraj Tukaram	BP1912	<u>Sshelar</u>
13	Shirke Gouri Suresh	BP1913	<u>S. G. S</u>



Department of Zoology

“Certificate course in Basic Photography”

Statement of Marks

Sr. No.	Name of Students	Photo (50 Marks)	Oral Examination (25 Marks)	Presentation (25 Marks)	Total (100 Marks)
1.	Dhanawade Sanket Vasant	45	22	22	89
2.	Jadhav Komal Shivaji	46	24	20	90
3.	Jadhav Madan Mohan	44	22	24	90
4.	Kumbhar Pratiksha Dilip	47	21	22	90
5.	Mahamulkar Gitanjali Dayanand	46	24	23	93
6.	Maner Afrin Kadir	47	25	24	96
7.	Parte Alisha Ashok	45	24	25	94
8.	Pawar Priyanka Tanaji	45	25	25	95
9.	Sable Kalpana Ashok	46	23	24	93
10.	Shaikh Sana Harun	45	22	25	92
11.	Shelar Prasad Ramchandra	47	25	25	97
12.	Shelar Suraj Tukaram	46	24	24	94
13.	Shirke Gouri Suresh	45	23	23	91



Jaywant Pratishthan, Humgaon Sanchalit  
**Amdar Shashikant Shinde Mahavidyalay, Medha**  
Tal- Jaoli, Dist.- Satara, Maharashtra state



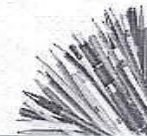
CERTIFICATE COURSE  
IN  
BASIC PHOTOGRAPHY  
**Certificate**

2019-20

This is to certify that \_\_\_\_\_ has  
successfully completed a Certificate Course in Basic Photography organized by Department of Zoology.

Course coordinator  
Head, Department of Zoology

Principal  
ASSM , Medha





**Jaywant Pratishthan Humgaon, Sanchalit**  
**Amdar Shashikant Shinde Mahavidyalay, Medha**  
**Department of Botany**

**Year 2019-20**

<b>Name of Add on /Certificate programs offered</b>	<b>Certificate course in Mushroom Spawn production</b>
<b>Course Code (if any)</b>	<b>NA</b>
<b>Year of offering</b>	<b>2019</b>
<b>No. of times offered during the same year</b>	<b>Once in a Year</b>
<b>Duration of course</b>	<b>2 December 2019 to 21 February 2020</b>
<b>Number of students enrolled in the year</b>	<b>11</b>
<b>Number of Students completing the course in the year</b>	<b>11</b>

*apw*  
**Head**  
**Department of Botany**  
**Amdar Shashikant Shinde**  
**Mahavidyalaya, Medha.**





Estd. 2002

उद्यमेन हि सिध्यति: कार्याणि मनोरथैः  
Jaywant Pratisthan Humgaon Sanchalit,

NAAC 'B+' Grade

**Amdar Shashikant Shinde Mahavidyalay, Medha**

Tal- Jawali, Dist- Satara

**President: Hon. M.L.A. Shashikant J. Shinde**

**Principal: Dr. M.B. Waghmode**

(M.A., M.Phil., Ph.D., G.D.C. & A)

Office: 02378-285645,

Email: accmedha@yahoo.com,

Web: www.assmmedha.edu.in

Ref. No.:

Date: 15/6/2019

To,

The Heads,

Concerning Departments

Amdar Shashikant Shinde Mahavidyalay, Medha

Subject: Approval to Certificate Courses

Respected Head of Departments,

We are pleased to inform you that the College Development Committee of our College has approved the following Certificate course in its Meeting held on 14<sup>th</sup> June 2019. You are hereby informed to adhere to the norms stipulated to each course and follow the prescribed procedure to commence courses.

Following courses have been approved from year 2019-20

Sr. No.	Department	Name of the Course
✓ 1.	Botany	Certificate course in Mushroom Spawn Production
✓ 2.	Botany	Certificate course in Biodiversity Conservation and Management
3.	Chemistry	Certificate course in Soil Testing & Conservation
4.	Microbiology	Certificate course on Fermentation and Alcohol Technology
5.	Zoology	Certificate course in Basic Photography
6.	Political Science	Certificate course in Introduction To United Organization



  
Principal

Amdar Shashikant Shinde Mahavidyalay  
Medha, Tal. Jaoli, Dist. Satara



Jaywant Prathisthan Humgaon,

Amdar Shashikant Shinde Mahavidhyalay, Medha

Tal-Jaoli, Dist.-Satara.

Certificate Course-2019-20

**Department of Botany**

**Mushroom Spawn Production**

Syllabus

---

**Introduction-**

The college has started short duration course for students of all disciplines in the college, from 2004-05. The scheme is designed to insure that graduate who pass out after completing this course would have enough knowledge, skill and for gainful self-employment in particular.

**Aims and Objectives**

- 1) To get to introduce career and market skill.
- 2) To get self-employment and improvement of the students.
- 3) To learn the basics of Job training and Industrial applications.
- 4) To learn the concept field visit report writing.
- 5) To a progressive approach

**Year of the implementation**

Academic year 2019-20

## Syllabus of Certificate Course

### Theory –

### lectures

Unit 1 . Introduction classification of Basidiomycetes. characteristics of Homo.basidiomycetes.	2
Unit 2. Identification of edible and poisonous mushroom. Methods of spawning,sterilization techniques.	1
Unit 3. Mushroom nutritional value Cultivation of commercial mushroom spawn.	1 3
Unit 4. Good compost component , proportion ,nutritional value Methods of preparation of compost.	1 1
Natural compost and synthetic compost.	1
Unit 5. Important steps in cultivation of mushroom spawn.	5
i)Substratum	
ii)Cultivation	
iii)Harvesting	
iv)Marketing	

### Practical's on the basis of syllabus

#### Certificate Course

The course will be of 15 days, theory and practical is of 30 hrs.

#### **Duration of the Course**

6 weeks

- Internal Evaluation 30 Marks.



- Home Assignments/ Presentation/ Library work/ Class Tests - 20 Marks.

### **Books Recommended:**


- 1) Microbiology- P.D.Sharma:Rastogi Publications.
- 2) Plant Pathology-Mehrotra.
- 3) Plant Diseases-R.S.Singh.

### **Internal Evaluation 10 Marks**

Home Assignments/Presentation/Practical's/ Class Tests - Marks or  
Report Writing/Field Visit

### **Question paper Design**

Total Marks	Marks: 40
Q. 1 MCQ type question	(10)
Q.2 Write short notes on any four	(20)
Q.3 Answer any one	(10)

  
Head  
Department of Botany  
Amdar Shashikant Shinde  
Mahavikalyeaya, M.ocha.

Jaywant Prathisthan Humgaon.

Amdar Shashikant Shinde Mahavidhyalay, Medha

Tal-Jaoli, Dist.-Satara.

Certificate Course-Mushroom Spawn Production

Conducted by Department of Botany

Admission List

Year 2019-2020

Roll No.	STUDENT NAME
1	Dhanawade Saurabh Shankar
2	Jambhale Rutuja Sunil
3	Kamble Ashwini Santosh
4	Kamble Pradnya Sunil
5	Nikam Pooja Vilas
6	Padale Prasad Raju
7	Pawar Ganesh Satish
8	Shelar Rutuja Vishwas
9	Shinde Trishla Sanjay
10	Otari Nikhil Pravin
11	Mardhekar Geetanjali Vishwnath

*apax*  
**Head**  
Department of Botany  
Amdar Shashikant Shinde  
Mahavidyalaya, Medha.

## Certificate Course in Mushroom Spawn Production

Time-Table- 2019-20

Time	Day					
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9.45 am to 10.45 am	Theory	Theory	.....	Practical	Theory	.....

Theory: 03  
Practical: 1(4 hours)  
Total: 6/week

  
Coordinator

Department of Botany  
Amdar Shashikant Shinde  
Mahavidyalaya, Medha.

  
principal

PRINCIPAL  
Amdar Shashikant Shinde Mahavidyalay  
Medha, Tal. Jaoli, Dist. Satara



Jaywant Prathisthan Humgaon,

Amdar Shashikant Shinde Mahavidhyalay, Medha

Tal-Jaoli, Dist.-Satara.

Certificate Course-Mushroom Spawn Production

Conducted by Department of Botany

Student Present Report

Year 2019-2020

Roll No.	STUDENT NAME	2-12-19	3-12-19	4-12-19	5-12-19	6-12-19	7-12-19	8-12-19	9-12-19	10-12-19
1	Dhanawade Saurabh Shankar	AB	<del>Dhanawade</del>	<del>Dhanawade</del>	<del>Dhanawade</del>	AB	<del>Dhanawade</del>	<del>Dhanawade</del>	<del>Dhanawade</del>	<del>Dhanawade</del>
2	Jambhale Rutuja Sunil	<del>Rambhale</del>	AB	<del>Rambhale</del>	<del>Rambhale</del>	<del>Rambhale</del>	AB	<del>Rambhale</del>	<del>Rambhale</del>	<del>Rambhale</del>
3	Kamble Ashwini Santosh	<del>Kamble</del>	AB	<del>Kamble</del>	<del>Kamble</del>	AB	<del>Kamble</del>	<del>Kamble</del>	<del>Kamble</del>	<del>Kamble</del>
4	Kamble Pradnya Sunil	<del>Psk</del>	<del>Psk</del>	AB	<del>Psk</del>	<del>Psk</del>	AB	<del>Psk</del>	<del>Psk</del>	<del>Psk</del>
5	Nikam Pooja Vilas	<del>Pnikam</del>	AB	<del>Pshikam</del>	<del>Pnikam</del>	<del>Pnikam</del>	<del>Pnikam</del>	AB	<del>Pshikam</del>	<del>Pshikam</del>
6	Padale Prasad Raju	<del>Prasad</del>	AB	<del>Prasad</del>	<del>Prasad</del>	<del>Prasad</del>	<del>Prasad</del>	<del>Prasad</del>	AB	<del>Prasad</del>
7	Pawar Ganesh Satish	<del>Ganesh.P</del>	<del>Ganesh.P</del>	<del>Ganesh.P</del>	<del>Ganesh.P</del>	AB	<del>Ganesh.P</del>	<del>Ganesh.P</del>	<del>Ganesh.P</del>	AB
8	Shelar Rutuja Vishwas	<del>Rishelar</del>	<del>Rishelar</del>	<del>Rishelar</del>	<del>Rishelar</del>	<del>Rishelar</del>	<del>Rishelar</del>	<del>Rishelar</del>	AB	<del>Rishelar</del>
9	Shinde Trishla Sanjay	<del>Shinde</del>	<del>Shinde</del>	<del>Shinde</del>	AB	<del>Shinde</del>	<del>Shinde</del>	<del>Shinde</del>	<del>Shinde</del>	<del>Shinde</del>
10	Otari Nikhil Pravin	<del>Rotari</del>	<del>Rotari</del>	AB	<del>Rotari</del>	AB	<del>Rotari</del>	<del>Rotari</del>	<del>Rotari</del>	<del>Rotari</del>
11	Mardhekar Geetanjali Vishwnath	<del>Geeta</del>	<del>Geeta</del>	<del>Geeta</del>	<del>Geeta</del>	<del>Geeta</del>	AB	<del>Geeta</del>	<del>Geeta</del>	<del>Geeta</del>



Roll No.	STUDENT NAME	11-12-19	14-12-19	17-12-19	18-12-19	19-12-19	23-12-19	26-12-19	28-12-19	31-12-2019
1	Dhanawade Saurabh Shankar	<del>Saurabh</del>	<del>Saurabh</del>	A6	<del>Saurabh</del>	<del>Saurabh</del>	<del>Saurabh</del>	<del>Saurabh</del>	<del>Saurabh</del>	<del>Saurabh</del>
2	Jambhale Rutuja Sunil	<del>Rutuja</del>	A6	<del>Rutuja</del>	<del>Rutuja</del>	<del>Rutuja</del>	<del>Rutuja</del>	<del>Rutuja</del>	<del>Rutuja</del>	<del>Rutuja</del>
3	Kamble Ashwini Santosh	<del>Ashwini</del>	A6	<del>Ashwini</del>	<del>Ashwini</del>	<del>Ashwini</del>	<del>Ashwini</del>	<del>Ashwini</del>	<del>Ashwini</del>	<del>Ashwini</del>
4	Kamble Pradnya Sunil	<del>Pradnya</del>	<del>Pradnya</del>	<del>Pradnya</del>	<del>Pradnya</del>	A6	<del>Pradnya</del>	<del>Pradnya</del>	<del>Pradnya</del>	<del>Pradnya</del>
5	Nikam Pooja Vilas	<del>Pooja</del>	<del>Pooja</del>	A6	<del>Pooja</del>	<del>Pooja</del>	<del>Pooja</del>	<del>Pooja</del>	<del>Pooja</del>	<del>Pooja</del>
6	Padale Prasad Raju	<del>Prasad</del>	<del>Prasad</del>	<del>Prasad</del>	<del>Prasad</del>	A6	<del>Prasad</del>	<del>Prasad</del>	<del>Prasad</del>	<del>Prasad</del>
7	Pawar Ganesh Satish	<del>Ganesh</del>	<del>Ganesh</del>	<del>Ganesh</del>	<del>Ganesh</del>	<del>Ganesh</del>	A6	<del>Ganesh</del>	<del>Ganesh</del>	<del>Ganesh</del>
8	Shelar Rutuja Vishwas	<del>Rutuja</del>	<del>Rutuja</del>	<del>Rutuja</del>	<del>Rutuja</del>	<del>Rutuja</del>	<del>Rutuja</del>	<del>Rutuja</del>	<del>Rutuja</del>	A6
9	Shinde Trishla Sanjay	<del>Trishla</del>	A6	<del>Trishla</del>	<del>Trishla</del>	<del>Trishla</del>	A6	<del>Trishla</del>	<del>Trishla</del>	<del>Trishla</del>
10	Otari Nikhil Pravin	<del>Nikhil</del>	<del>Nikhil</del>	A6	<del>Nikhil</del>	A6	<del>Nikhil</del>	<del>Nikhil</del>	<del>Nikhil</del>	<del>Nikhil</del>
11	Mardhekar Geetanjali Vishwnath	<del>Geeta</del>	A6	<del>Geeta</del>	<del>Geeta</del>	<del>Geeta</del>	<del>Geeta</del>	<del>Geeta</del>	<del>Geeta</del>	<del>Geeta</del>

Roll No.	STUDENT NAME	2-1-20	4-1-20	7-1-20	8-1-20	11-1-20	13-1-20	14-1-20	16-1-20	17-1-20
1	Dhanawade Saurabh Shankar	<del>Saurabh</del>	<del>Saurabh</del>	A6	<del>Saurabh</del>	<del>Saurabh</del>	<del>Saurabh</del>	<del>Saurabh</del>	<del>Saurabh</del>	<del>Saurabh</del>
2	Jambhale Rutuja Sunil	<del>Rutuja</del>	A6	<del>Rutuja</del>	<del>Rutuja</del>	<del>Rutuja</del>	<del>Rutuja</del>	<del>Rutuja</del>	<del>Rutuja</del>	<del>Rutuja</del>
3	Kamble Ashwini Santosh	<del>Ashwini</del>	<del>Ashwini</del>	<del>Ashwini</del>	A6	<del>Ashwini</del>	<del>Ashwini</del>	<del>Ashwini</del>	<del>Ashwini</del>	<del>Ashwini</del>
4	Kamble Pradnya Sunil	<del>Pradnya</del>	<del>Pradnya</del>	A6	<del>Pradnya</del>	<del>Pradnya</del>	<del>Pradnya</del>	<del>Pradnya</del>	<del>Pradnya</del>	<del>Pradnya</del>
5	Nikam Pooja Vilas	<del>Pooja</del>	<del>Pooja</del>	<del>Pooja</del>	A6	<del>Pooja</del>	<del>Pooja</del>	<del>Pooja</del>	<del>Pooja</del>	<del>Pooja</del>
6	Padale Prasad Raju	<del>Prasad</del>	A6	<del>Prasad</del>	<del>Prasad</del>	<del>Prasad</del>	<del>Prasad</del>	<del>Prasad</del>	<del>Prasad</del>	<del>Prasad</del>
7	Pawar Ganesh Satish	A6	<del>Ganesh</del>	<del>Ganesh</del>	<del>Ganesh</del>	<del>Ganesh</del>	<del>Ganesh</del>	<del>Ganesh</del>	<del>Ganesh</del>	<del>Ganesh</del>
8	Shelar Rutuja Vishwas	<del>Rutuja</del>	<del>Rutuja</del>	<del>Rutuja</del>	<del>Rutuja</del>	<del>Rutuja</del>	<del>Rutuja</del>	<del>Rutuja</del>	<del>Rutuja</del>	A6
9	Shinde Trishla Sanjay	A6	<del>Trishla</del>	<del>Trishla</del>	<del>Trishla</del>	<del>Trishla</del>	<del>Trishla</del>	<del>Trishla</del>	<del>Trishla</del>	<del>Trishla</del>
10	Otari Nikhil Pravin	<del>Nikhil</del>	A6	<del>Nikhil</del>	<del>Nikhil</del>	<del>Nikhil</del>	<del>Nikhil</del>	<del>Nikhil</del>	<del>Nikhil</del>	<del>Nikhil</del>
11	Mardhekar Geetanjali Vishwnath	<del>Geeta</del>	<del>Geeta</del>	<del>Geeta</del>	A6	<del>Geeta</del>	A6	<del>Geeta</del>	<del>Geeta</del>	<del>Geeta</del>



Roll No.	STUDENT NAME	20-1-20	21-1-20	24-1-20	27-1-20	28-1-20	30-1-20	31-1-20	3-2-20	4-2-20
1	Dhanawade Saurabh Shankar	<del>Dhanawade</del>	A6	<del>Dhanawade</del>	<del>Dhanawade</del>	<del>Dhanawade</del>	<del>Dhanawade</del>	<del>Dhanawade</del>	A6	<del>Dhanawade</del>
2	Jambhale Rutuja Sunil	<del>Rimbhale</del>	<del>Rimbhale</del>	A6	<del>Rimbhale</del>	<del>Rimbhale</del>	A6	<del>Rimbhale</del>	<del>Rimbhale</del>	<del>Rimbhale</del>
3	Kamble Ashwini Santosh	<del>Kamble</del>	A6	<del>Kamble</del>	<del>Kamble</del>	A6	<del>Kamble</del>	<del>Kamble</del>	<del>Kamble</del>	<del>Kamble</del>
4	Kamble Pradnya Sunil	<del>Pradnya</del>	<del>Pradnya</del>	A6	<del>Pradnya</del>	<del>Pradnya</del>	A6	<del>Pradnya</del>	<del>Pradnya</del>	A6
5	Nikam Pooja Vilas	<del>Pnikam</del>	A6	<del>Pnikam</del>	<del>Pnikam</del>	<del>Pnikam</del>	A6	<del>Pnikam</del>	<del>Pnikam</del>	<del>Pnikam</del>
6	Padale Prasad Raju	<del>Prasad</del>	<del>Prasad</del>	<del>Prasad</del>	A6	<del>Prasad</del>	<del>Prasad</del>	<del>Prasad</del>	A6	<del>Prasad</del>
7	Pawar Ganesh Satish	<del>ganesh.P</del>	<del>ganesh.P</del>	<del>ganesh.P</del>	<del>ganesh.P</del>	<del>ganesh.P</del>	<del>ganesh.P</del>	<del>ganesh.P</del>	A6	<del>ganesh.P</del>
8	Shelar Rutuja Vishwas	<del>Rushelar</del>	<del>Rushelar</del>	<del>Rushelar</del>	<del>Rushelar</del>	A6	<del>Rushelar</del>	<del>Rushelar</del>	<del>Rushelar</del>	<del>Rushelar</del>
9	Shinde Trishla Sanjay	<del>Shinde</del>	A6	<del>Shinde</del>	<del>Shinde</del>	<del>Shinde</del>	A6	<del>Shinde</del>	<del>Shinde</del>	<del>Shinde</del>
10	Otari Nikhil Pravin	A6								
11	Mardhekar Geetanjali Vishwnath	<del>geeta</del>	<del>geeta</del>	<del>geeta</del>	<del>geeta</del>		<del>geeta</del>		<del>geeta</del>	<del>geeta</del>

Roll No.	STUDENT NAME	6-2-20	7-2-20	10-2-20	11-2-20	13-2-20	14-2-20	18-2-20	20-2-20	21-2-20
1	Dhanawade Saurabh Shankar	<del>Dhanawade</del>	A6	<del>Dhanawade</del>	<del>Dhanawade</del>	<del>Dhanawade</del>	<del>Dhanawade</del>	<del>Dhanawade</del>	<del>Dhanawade</del>	<del>Dhanawade</del>
2	Jambhale Rutuja Sunil	A6	<del>Rimbhale</del>	<del>Rimbhale</del>	<del>Rimbhale</del>	<del>Rimbhale</del>	<del>Rimbhale</del>	<del>Rimbhale</del>	<del>Rimbhale</del>	<del>Rimbhale</del>
3	Kamble Ashwini Santosh	<del>Kamble</del>	<del>Kamble</del>	<del>Kamble</del>	A6	<del>Kamble</del>	<del>Kamble</del>	<del>Kamble</del>	<del>Kamble</del>	<del>Kamble</del>
4	Kamble Pradnya Sunil	<del>Pradnya</del>	<del>Pradnya</del>	A6	<del>Pradnya</del>	<del>Pradnya</del>	<del>Pradnya</del>	<del>Pradnya</del>	A6	<del>Pradnya</del>
5	Nikam Pooja Vilas	A6	<del>Pnikam</del>	<del>Pnikam</del>	<del>Pnikam</del>	<del>Pnikam</del>	<del>Pnikam</del>	A6	<del>Pnikam</del>	<del>Pnikam</del>
6	Padale Prasad Raju	<del>Prasad</del>	A6	<del>Prasad</del>	<del>Prasad</del>	<del>Prasad</del>	<del>Prasad</del>	<del>Prasad</del>	<del>Prasad</del>	<del>Prasad</del>
7	Pawar Ganesh Satish	<del>ganesh.P</del>	<del>ganesh.P</del>	<del>ganesh.P</del>	<del>ganesh.P</del>	<del>ganesh.P</del>	<del>ganesh.P</del>	<del>ganesh.P</del>	A6	<del>ganesh.P</del>
8	Shelar Rutuja Vishwas	<del>Rushelar</del>	<del>Rushelar</del>	<del>Rushelar</del>	<del>Rushelar</del>	<del>Rushelar</del>	A6	<del>Rushelar</del>	<del>Rushelar</del>	<del>Rushelar</del>
9	Shinde Trishla Sanjay	<del>Shinde</del>	<del>Shinde</del>	A6	<del>Shinde</del>	<del>Shinde</del>	<del>Shinde</del>	<del>Shinde</del>	A6	<del>Shinde</del>
10	Otari Nikhil Pravin	<del>Rotari</del>	A6	<del>Rotari</del>	<del>Rotari</del>	<del>Rotari</del>	A6	<del>Rotari</del>	<del>Rotari</del>	<del>Rotari</del>
11	Mardhekar Geetanjali Vishwnath	A6	<del>geeta</del>	<del>geeta</del>	<del>geeta</del>	<del>geeta</del>	<del>geeta</del>	<del>geeta</del>	<del>geeta</del>	A6

  
 Head  
 Department of Botany  
 Amdar Shashikant Shinde  
 Mahatma Jyotibha, Medha.



Jaywant Prathisthan Humgaon,

Amdar Shashikant Shinde Mahavidhyalay, Medha

Tal-Jaoli, Dist.-Satara.

Certificate Course-Mushroom Spawn Production

Conducted by Department of Botany

Year 2019-2020

**Result Sheet**

Roll No.	STUDENT NAME	Test	Seminar	Oral	Total
		20	15	15	50
1	Dhanawade Saurabh Shankar	16	10	10	36
2	Jambhale Rutuja Sunil	18	14	14	46
3	Kamble Ashwini Santosh	14	13	13	40
4	Kamble Pradnya Sunil	14	10	10	34
5	Nikam Pooja Vilas	18	14	14	46
6	Padale Prasad Raju	16	13	13	42
7	Pawar Ganesh Satish	14	12	11	37
8	Shelar Rutuja Vishwas	18	15	14	47
9	Shinde Trishla Sanjay	18	15	15	48
10	Otari Nikhil Pravin	14	09	11	34
11	Mardhekar Geetanjali Vishwnath	18	13	13	44

*apuz*  
Head  
Department of Botany  
Amdar Shashikant Shinde  
Mahavidyalaya, Medha.



Jaywant Pratisthan Humgaon Sanchalit,  
**Amdar Shashikant Shinde Mahavidyalay,  
Medha**



**Career Oriented Certificate Course for B. Sc. III (2019-20)**

on

**“Mushroom Spawn Production”**



This is to certify that

Mr./Miss \_\_\_\_\_

from Amdar Shashikant Shinde Mahavidyalaya, Medha has successfully and satisfactorily completed certificate course “Mushroom Spawn Production” conducted by Department of Botany.

**Course Coordinator**

**Principal**

MSP2019- \_\_\_\_\_

Head  
Department of Botany  
Amdar Shashikant Shinde  
Mahavidyalaya, Medha.



**Jaywant Pratishthan Humgaon, Sanchalit**  
**Amdar Shashikant Shinde Mahavidyalay, Medha**  
**Department of Chemistry**

**Year 2019-20**

<b>Name of Add on /Certificate programs offered</b>	<b>Certificate course in Soil testing and soil conservation</b>
<b>Course Code (if any)</b>	<b>NA</b>
<b>Year of offering</b>	<b>2017</b>
<b>No. of times offered during the same year</b>	<b>Once in a Year</b>
<b>Duration of course</b>	<b>21 December 2019 to 21 January 2020</b>
<b>Number of students enrolled in the year</b>	<b>25</b>
<b>Number of Students completing the course in the year</b>	<b>25</b>

  
**Head**

Department of Chemistry  
Amdar Shashikant Shinde  
Mahavidyalay, Medha





Estd. 2002

उद्यमेन हि सिध्यन्ति कार्याणि न मनोरथैः

Jaywant Pratisthan Humgaon Sanchalit,

**Amdar Shashikant Shinde Mahavidyalay, Medha**

Tal- Jawali, Dist- Satara

**President: Hon. M.L.A. Shashikant J. Shinde**

**Principal: Dr. M.B. Waghmode**

(M.A., M.Phil., Ph.D., G.D.C. & A)

NAAC 'B+' Grade

Office: 02378-285645,

Email: accmedha@yahoo.com,

Web: www.assmedha.edu.in

Ref. No.:

Date: 15/6/2019

To,

The Heads,

Concerning Departments

Amdar Shashikant Shinde Mahavidyalay, Medha

Subject: Approval to Certificate Courses

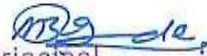
Respected Head of Departments,

We are pleased to inform you that the College Development Committee of our College has approved the following Certificate course in its Meeting held on 14<sup>th</sup> June 2019. You are hereby informed to adhere to the norms stipulated to each course and follow the prescribed procedure to commence courses.

Following courses have been approved from year 2019-20

Sr. No.	Department	Name of the Course
1.	Botany	Certificate course in Mushroom Spawn Production
2.	Botany	Certificate course in Biodiversity Conservation and Management
3.	Chemistry	Certificate course in Soil Testing & Conservation
4.	Microbiology	Certificate course on Fermentation and Alcohol Technology
5.	Zoology	Certificate course in Basic Photography
6.	Political Science	Certificate course in Introduction To United Organization



  
Principal  
Amdar Shashikant Shinde Mahavidyalay  
Medha, Tal. Jaoli, Dist. Satara



Jaywant Prathisthan Humgaon,  
Amdar Shashikant Shinde Mahavidhlay, Medha  
Tal-Jaoli, Dist.- Satara.

## Certificate Course-2019-20

### Soil Testing & Conservation Syllabus

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#### **Aims and Objectives**

- 1) To impart knowledge about subject.
- 2) Inculcate skill of how to do soil testing.
- 3) To increase employability of students.

**Year of the implementation**  
Academic year 2019-20

#### **Chapter Scheme**

##### **Unit – I: Properties of Soil:**

Introduction of Soil

##### **A) Physical Properties:-**

Soil Separates, Texture, Aggregation and Structure, Temperature, Color, Properties of Soil Mixture, Pore Space, Bulk Density, Particle Density, Aeration and Drainage, Compaction, Surface area, Soil water Relationships.

##### **B) Chemical Properties:-**

Morphology of Colloids, Chemistry of Clays, Ionic Exchange, Acidity, Alkalinity, pH, Salinity, Reactions in Liming and Acidification.

##### **C) Biological Properties:-**

Soil Organic Matter, C: N Relationships, N-Transformation, Soil Organisms, Sulfur Transformation.

##### **Unit – II: Fertility Status of Soil**

Fertility Status of Soil, soil deficiency with respect to macro and micro Nutrient components, brief study of micronutrient & macronutrient sources & Importance, remedial measures to overcome deficiency.

##### **Unit –III: Importance of Soil Testing & Analysis.**

Sample Collection and Processing Purpose of Soil testing and analysis, selection of field, Method of Soil Sample collection Methods of soil sample processing, precautions during soil collection & processing, Preservation labeling and Storage of soil samples, various types of tools used for collection.



**Unit – IV: Study of Instruments:**

Brief study of instruments: PH Meter, spectrometer, UV-Spectrophotometer, (Calibration, Instrumentation, applications only) use of soil testing kit and mobile soil testing van. Kjeldahl's Assembly for determination of nitrogen.

**Unit – V: Soil Test Report & Fertilizer Recommendation**

Preparation of Soil analysis and test report, Fertilizer recommendation, preparation of soil test summaries and fertility maps.

**Unit – VI: Conservation & Management**

Drainage, soil erosion, types of irrigation, Land use and Classification, Plant & Animal waste, Municipal & Industrial by products & their impact, Nutrient loading, tillage system, wetlands.

## **Practical's**

### **Soil Testing & Conservation**

1. Visit to Soil Testing Laboratory & Report writing.
2. Visit to Farmers Fields for Collection of Soil Samples, identification of nutrient Deficiency Symptoms in Crop.
3. Preparation of Various Chemical reagents required for soil testing.
4. Processing of Soil Sampling for analysis
5. Determination of PH of soil sample using PH meter
6. Determination of Organic Carbon by wet Oxidation method.
7. Determination of available Nitrogen from Soil Sample.
8. Determination of available phosphorus from soil sample.
9. Determination of available Potassium from soil sample.
10. Determination of Calcium Carbonate from soil sample.
11. Determination of micronutrients from soil sample.
12. Determination of Gypsum requirement of Soil.
13. Preparation of soil test report, Interpretation of result and fertilizer Recommendation.
14. Preparation of soil test summaries and fertility maps.
15. Preparation of Soil Health Card.



### **Books Recommended**

1. Soil & Soil fertility- Troch, F.R. And Thompson, L.M. Oxford Press.
2. Fundamentals of soil science- foth, H.D. Wiley Books.
3. Soil Science and Management- Plaster, Edward J., Delmar Publishers.
4. Principles of Soil Chemistry (2Wed.)- Marcel Dekker Inc., New York.
5. Handbook of Agricultural Sciences- S.S.Singh, P.Gupta, A.k.Gupta, Kalyani Publication.
6. Soil & Soil fertility.- Troch, F.R. And Thompson, L.M. Oxford Press.
7. Fundamentals of soil science- foth, H.D. Wiley Books.
8. Soil Science and Management- Plaster, Edward J., Delmar Publishers.
9. Diagnosis & improvement of saline & alakali soil – USDA Handbook - 60.
10. Soil sampling preparation & analysis, Marcell Dekker, Inc, New York.
11. Soil Sampling and methods of analysis, carter M.R. and E.G. Gregorich, 2007, 2<sup>nd</sup> Ed.
  
12. Methods of soil analysis, Part, American society of Agronomy Inc., Kuete, A.Et.at., 1986
13. Principles of agronomy - S.R. Reddy
14. Principles of soil conservation and water management - H.R. Arakeri and Roy
15. Diagnosis and improvement of saline and alkali soil - USDA Handbook - 60.
16. Manual of conservation of soil and water - USDS Handbook - 61

**Duration of the Course**

12 weeks

Internal Assessment for practical shall be based on followings.

- Field Visit & Seminar -: 25 Marks.
- Practical Examination & Record book - 25 Marks.
- Theory exam -50

**Question paper Design****Total Marks**

**50**

**Marks:**

Q.1 Explain any two in brief	(10)
Q.2 Write short notes on any four	(20)
Q.3 Answer any Two	(20)

Jaywant Pratishthan Humgaon Sanchalit

## Amdar Shashikant Shinde mahavidyalay, Medha

Tal - Jawali, Dist - satara

Certificate Course - Soil Testing & Conservation

Conducted by Dept. of Chemistry

Admission List

Year 2019 - 20

Sr. No.	Student Name	Sign
1	BHOSALE SAMEER HANMANT	<u>S.H.B</u>
2	CHIKANE KOMAL NAVANATH	<u>(komal)</u>
3	CHIKANE PRIYANKA YASHWANT	<u>P.Y.C</u>
4	DHANAWADE ABHISHEK SHANTARAM	<u>Abhanawade</u>
5	DUNDLE MADHURI DNYANDEO	<u>Madhure</u>
6	INDALKAR SIDDHESH SUNIL	<u>S</u>
7	JADHAV RAVIRAJ TANAJI	<u>Raviraj</u>
8	JAWAL AACHAL ANANDA	<u>A.A.Jawal</u>
9	LOHAR SOMNATH JAGANNATH	<u>S</u>
10	MAHAMULKAR SUPRIYA	<u>Mahamulkar</u>
11	MANE SOURABH BABURAO	<u>Mane</u>
12	MORE SONALI ARJUN	<u>Sonali</u>
13	NIKAM ANKITA SUDHAKAR	<u>Nikam</u>
14	PARTE UMESH NARAYAN	<u>U. N. Parte</u>
15	RAWALE NILESH SANTOSH	<u>Rawale</u>
16	SHELAR OMKAR SHAMRAO	<u>Omkar</u>
17	SHELAR PUJA RAMESH	<u>Puja</u>
18	SHELAR ROHIT BHAGWAT	<u>SPB</u>
19	SHELAR SHANKAR BHAURAO	<u>Shelar</u>
20	SURVE JAYESH SHAMRAO	<u>Jayesh</u>
21	KADAM PRAJAKTA SANTOSH	<u>P. S. Kadam</u>
22	BACHAL AKSHAY MOHAN	<u>A. Bachal</u>
23	CHIKANE NIKITA RAGHUNATH	<u>Chikane</u>
24	CHIKANE NIKITA SANTOSH	<u>Chikane</u>
25	CHIKANE POOJA SHAMRAO	<u>Pooja</u>

Signature of Course Coordinator

Coordinator  
Soil Testing & Conservation  
Amdar Shashikant Shinde  
Mahavidyalay, Medha



## Certificate Course in Soil Testing & Conservation

Time-Table- 2019-20

Time	Day					
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11:00 AM to 11:45 AM	T (PML)	T (PML)	T (PML)	T (PML)	T (PML)	T (PML)
11:45 AM to 12:30 PM	T (GDD)	T (GDD)	T (GDD)	T (GDD)	T (GDD)	T (GDD)
12:30 PM to 01:15 PM	T (PML)	T (PML)	T (PML)	T (PML)	T (PML)	T (PML)
<b>Break</b>						
02: 00 PM to 02:45 PM	T (GDD)	T (GDD)	P (GDD)	P (GDD)	P (GDD)	P (GDD)

Theory: 20  
Practical: 04  
Total: 24

  
Coordinator

Mr. Kemdarne S. G.

Coordinator  
Soil Testing & Conservation  
Amdar Shashikant Shinde  
Mahavidyalay, Medha

  
Principal  
PRINCIPAL

Amdar Shashikant Shinde Mahavidyalay  
Medha, Tal. Jaoli, Dist. Satara

**Jaywant Prathisthan Humgaon,  
Amdar Shashikant Shinde Mahavidhyalay, Medha**

**Soil Testing & Conservation  
2019-20  
Result Sheet**

Sr. No	Student Name	Test 50	Seminar 25	Practical 25	Total 100
1	BHOSALE SAMEER HANMANT	48	17	22	87
2	CHIKANE KOMAL NAVANATH	48	20	21	89
3	CHIKANE PRIYANKA YASHWANT	46	22	24	90
4	DHANAWADE ABHISHEK SHANTARAM	44	23	22	89
5	DUNDLE MADHURI DNYANDEO	46	22	20	88
6	INDALKAR SIDDHESH SUNIL	48	24	19	91
7	JADHAV RAVIRAJ TANAJI	48	20	15	83
8	JAWAL AACHAL ANANDA	48	19	22	89
9	LOHAR SOMNATH JAGANNATH	48	21	20	89
10	MAHAMULKAR SUPRIYA	48	21	18	87
11	MANE SOURABH BABURAO	48	20	20	88
12	MORE SONALI ARJUN	46	20	22	88
13	NIKAM ANKITA SUDHAKAR	46	19	21	86
14	PARTE UMESH NARAYAN	44	20	23	87
15	RAWALE NILESH SANTOSH	46	21	23	90
16	SHELAR OMKAR SHAMRAO	48	17	22	80
17	SHELAR PUJA RAMESH	48	18	20	86
18	SHELAR ROHIT BHAGWAT	48	15	21	84
19	SHELAR SHANKAR BHAURAO	48	20	20	88
20	SURVE JAYESH SHAMRAO	48	21	22	91
21	KADAM PRAJAKTA SANTOSH	44	22	19	85
22	BACHAL AKSHAY MOHAN	46	19	15	80
23	CHIKANE NIKITA RAGHUNATH	46	20	18	84
24	CHIKANE NIKITA SANTOSH	48	19	14	81
25	CHIKANE POOJA SHAMRAO	44	18	19	81



Coordinator

Soil Testing & Conservation  
Amdar Shashikant Shinde  
Mahavidyalay, Medha



Principal  
Amdar Shashikant Shinde Mahavidyalay  
Medha Tal. Lanli Dist. Satara



Jaywant Pratishthan Humgaon Sanchalit,  
**Amdar Shashikant Shinde Mahavidyalay, Medha.**  
Tal-Jaoli, Dist – Satara, Maharashtra.  
Affiliated to Shivaji University, Kolhapur



**CERTIFICATE COURSE IN SOIL TESTING AND  
CONSERVATION**

*Certificate of Completion*

This is to certify that

**More Sonali Arjun**

of

Amdar Shashikant Shinde Mahavidyalay, Medha  
has successfully completed CERTIFICATE COURSE IN

**“ Soil Testing and Conservation ”**

in academic year 2019-20 and obtained Grade A+

Coordinator

Head, Department of Chemistry

Principal  
ASSM, Medha.





**Jaywant Pratishthan Humgaon, Sanchalit**  
**Amdar Shashikant Shinde Mahavidyalay, Medha**  
**Department of Microbiology**

**Year 2019-20**

<b>Name of Add on /Certificate programs offered</b>	<b>Certificate course in Fermentation and alcohol technology</b>
<b>Course Code (if any)</b>	<b>NA</b>
<b>Year of offering</b>	<b>2019</b>
<b>No. of times offered during the same year</b>	<b>Once in a Year</b>
<b>Duration of course</b>	<b>2 December 2019 to 23 February 2020</b>
<b>Number of students enrolled in the year</b>	<b>10</b>
<b>Number of Students completing the course in the year</b>	<b>10</b>

**Head**

Department of Microbiology  
Amdar Shashikant Shinde  
Mahavidyalay, Medha



Estd. 2002

उद्यमेन हि सिध्यति: कार्याणि मनेः

Jaywant Pratisthan Humgaon Sanchalit,

**Amdar Shashikant Shinde Mahavidyalay, Medha**

Tal- Jawali, Dist- Satara

**President: Hon. M.L.A. Shashikant J. Shinde**

**Principal: Dr. M.B. Waghmode**

(M.A., M.Phil., Ph.D., G.D.C. & A)

NAAC 'B' Grade

Office: 02378-285645,

Email: accmedha@yahoo.com,

Web: www.assmmedha.edu.in

Ref. No.:

Date: 15/6/2019

To,

The Heads,

Concerning Departments

Amdar Shashikant Shinde Mahavidyalay, Medha

Subject: Approval to Certificate Courses

Respected Head of Departments,

We are pleased to inform you that the College Development Committee of our College has approved the following Certificate course in its Meeting held on 14<sup>th</sup> June 2019. You are hereby informed to adhere to the norms stipulated to each course and follow the prescribed procedure to commence courses.

Following courses have been approved from year 2019-20

Sr. No.	Department	Name of the Course
1.	Botany	Certificate course in Mushroom Spawn Production
2.	Botany	Certificate course in Biodiversity Conservation and Management
3.	Chemistry	Certificate course in Soil Testing & Conservation
4.	Microbiology	Certificate course on Fermentation and Alcohol Technology
5.	Zoology	Certificate course in Basic Photography
6.	Political Science	Certificate course in Introduction To United Organization



  
Principal

Amdar Shashikant Shinde Mahavidyalay  
Medha, Tal. Jaoli, Dist. Satara

**Amdar Shashikant Shinde Mahavidyalay, Medha**  
**Department of Microbiology**  
**Certificate course in Fermentation and Alcohol Technology**  
**2019-20**

- Subject : Microbiology
- Name of course : Fermentation and Alcohol Technology.
  
- Class : B.Sc. Part III
  
- Department : Microbiology
  
- DURATION : The duration of course shall be 2 Month
  
- **Learning Object of course.**
  - To develop the human resource in Fermentation and Alcohol technology
  - To create several self-employment opportunities in alcohol and allied industries sectors
  - It will help to develop the skills required in Fermentation and alcohol technology.

➤ **Course Learning Out Comes**

After studying this course, you should be able to:

- describe the process of fermentation and how it is used to create different varieties of alcoholic beverage
- compare brewing on the microscale and commercial scale, and describe how a spirit such as gin is produced on a large scale
- describe how chemicals within a drink give it its taste and aroma, and how the body recognises it
- discuss how modern-day scientists use cutting edge technology to protect against counterfeiting and contamination.

➤ **Structure of Certificate course**

1. No of Student in Batch	:	15
2. Duration of course	:	2 Month
3. Total Theory Period	:	24
4. Total Practical period	:	21(7*3)
5. Total No of period of course:		45
6. Scheme of Examination	:	

✓ Written Test -----70 Marks



- ✓ Paper I - MCQ ----- 20Marks
- ✓ Short Note -----15 Marks
- ✓ Paper II- Same as paper I -----35 Marks
- ✓ Practical Exam ----- 30Marks
- ✓ Total Marks ----- 100 Marks

➤ **Syllabus committee**

1. Ms. D.V. Deshmukh *D.V. Deshmukh*
2. Dr. O.V. Yadav *O.V. Yadav*
3. Dr. U.S. Pawar *U.S. Pawar*
4. Ms. Shinde S.S. *S.S. Shinde*
5. Ms. A. B. Bansode *A.B. Bansode*
6. Ms. Nikam R.U *R.U. Nikam*

**. Syllabus of Certificate Course**

**Syllabus for Certificate Course In**

**Fermentation and Alcohol Technology.**

Theory :

Total Periods: 24

**Paper-I : Basics of Fermentation**

**Unit – I**

Definition/Scope of Industrial Microbiology, Historical Development. Microbial culture, Screening and selection for fermentation processes; Fermentation equipment and its use.

**Unit-II**

Media for industrial fermentations: Media ingredients, medium formulation, oxygen requirements, antifoams, Sterilization Media sterilization.

**Unit- III:**

Inoculum development for industrial fermentation:

Microbial Growth and measurement : Microbial growth cycle, measurement of growth, Batch culture, continuous culture, fed-batch culture, applications.

**Unit- IV**

Design of Bioreactors: Basic objective of fermenter design, aseptic operation & containment, body construction, agitator and sparger design, baffles, stirrer glands and bearings.

**Paper-II**  
**Alcohol technology**

**Unit-I**

Microbial Cells as fermentation Products yeast morphology and taxonomy, yeast cell structure and functions of various cellular components.

**Unit-II**

Yeast growth requirement, Metabolic pathways of Yeast (Glycolysis), Fate of glucose to pyruvate, Growth of yeast, Propagation of yeast, Preparation of yeast starter culture, Importance of yeast strains in Alcohol making.

**Unit-III**

Fermentation –aerobic /anaerobic Brewing, Industrial alcohol production.  
Wine production, Manufacture of Red wine.

**References :** Casida Industrial Microbiology  
Prescott and Dunn –Industrial Microbiology  
A.H.Patel :- Industrial Microbiology.  
Stunbery /Whitekar; fermentation Technology  
A.H.Modi : fermentation Biotechnology  
Agarwal &Parihar \_ Industrial Microbiology.  
The Alcohol Text Book-Jacques T. P. Lyons & D.R. Kelsall  
Alcoholometry- Satyanarayana Rao

**Practical's :** (7\*3=21 periods)

1. Study of microscope
2. Lab Equipment's Gram Staining.
3. Preparation of culture media and sterilization.
4. Isolation and purification of yeast from flowers and fruits.
5. Mass cultivation of yeast Culture Media Preparation.
6. Estimation of Sugar Concentration by Refractometer
7. Production of Alcohol by using various raw materials.
8. Estimation of alcohol Concentration by Potassium Dichromate Method.

**Amdar Shashikant Shinde Mahavidyalay, Medha**  
**Department of Microbiology**  
**Certificate course**  
**Fermentation and Alcohol Technology**  
**2019-20**  
**List of Students**

Sr. No.	Students Name
1	CHIKANE ATESH KRUSHNA
2	CHIKANE NEHA JAYSING
3	JAMBHALE SHWETA PRAKASH
4	JANGAM SHRADDHA RAJENDRA
5	KADAM PRAJAKTA SANTOSH
6	MAHAMULKAR VISHAKHA RAJARAM
7	PAWAR RUSHIKESH NANDKUMAR
8	SUTAR BHAGYASHRI BAJIRAO
9	SUTAR RUTAN SAMPAT
10	VICHARE SHRUTIKA BHIKU



Head

Department Of Microbiology  
Amdar Shashikant Shinde  
Mahavidyalay, Medha.



Principal  
Amdar Shashikant Shinde Mahavidyalay  
Medha, Tal. Jaoli, Dist. Satara





**Amdar Shashikant Shinde Mahavidyalay, Medha.**  
**Department of Microbiology**  
**Certificate Course – Fermentation and alcohol Technology**  
**Time Table**  
**2019-20**

	Day Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Theory	09.30 AM To10:15AM	Theory DVD	Theory RUN	Theory SSS		-----	Practical DVD/ RUN	
Practical	08:00 AM To10:30 PM	-----	-----	-----	-----	-----		

  
 Department Of Microbiology  
 Amdar Shashikant Shinde  
 Mahavidyalay, Medha.

  
 PRINCIPAL  
 Amdar Shashikant Shinde Mahavidyalay,  
 Medha, Tal. Jaoli, Dist. Satara




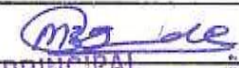




2019-20.	Page No.
	Date :- / / 201
	Exp. No.

Sr. No	Student Name	Marks.
1)	chikane Atesh Krushna.	34
2)	chikane Neha Jaysing	30
3)	Jambhale. shweta Prakash.	34
4)	Tangam shraddha Rajendra	33
5)	kadam Prajakta Santosh	29
6)	Mahamulkar Vishakha Rajaram	30
7)	Pawar Rushikesh Nandkumar	35
8)	sutar Bhagyashri Bajirao.	28
9)	Sutar Ruten Sampat	31
10)	Vichare shrutika Bhiku	28

  
 Hema  
 Department of Microbiology  
 Amdar Shashikant Shinde  
 Mahavidyalay. Medha.

  
 PRINCIPAL  
 Amdar Shashikant Shinde Mahavidyalay,  
 Medha, Tal. Jaoli, Dist. Satara





Jaywant Pratishthan, Humgaon Sanchalit

**Amdar Shashikant Shinde Mahavidyalay, Medha**  
Tal- Jaoli, Dist.- Satara, Maharashtra state



CERTIFICATE COURSE

IN

**FERMENTATION AND ALCOHOL TECHNOLOGY**

**Certificate**

2019-20

This is to certify that \_\_\_\_\_ has  
successfully completed a Certificate Course in Fermentation and alcohol technology organized by  
Department of Microbiology.

Course coordinator  
Head, Department of Microbiology

Principal  
ASSM , Medha








**Jaywant Pratishthan Humgaon, Sanchalit**  
**Amdar Shashikant Shinde Mahavidyalaya, Medha**  
**Department of Botany**

**Year 2019-20**

<b>Name of Add on /Certificate programs offered</b>	<b>Certificate course in Biodiversity Management &amp; conservation</b>
<b>Course Code (if any)</b>	<b>NA</b>
<b>Year of offering</b>	<b>2019</b>
<b>No. of times offered during the same year</b>	<b>Once in a Year</b>
<b>Duration of course</b>	<b>2 December 2019 to 24 December 2020</b>
<b>Number of students enrolled in the year</b>	<b>83</b>
<b>Number of Students completing the course in the year</b>	<b>83</b>

  
**Head**  
**Department of Botany**  
**Amdar Shashikant Shinde**  
**Mahavidyalaya, Medha.**



Estd. 2002

उद्यमेन हि सिध्यति: कार्याणि मनोरथैः  
Jaywant Pratisthan Humgaon Sanchalit,

NAAC 'B+' Grade

**Amdar Shashikant Shinde Mahavidyalay, Medha**

Tal- Jawali, Dist- Satara

**President: Hon. M.L.A. Shashikant J. Shinde**

**Principal: Dr. M.B. Waghmode**

(M.A., M.Phil., Ph.D., G.D.C. & A)

Office: 02378-285645,

Email: accmedha@yahoo.com,

Web: www.assmmedha.edu.in

Ref. No.:

Date: 15/6/2019

To,

The Heads,

Concerning Departments

Amdar Shashikant Shinde Mahavidyalay, Medha

Subject: Approval to Certificate Courses

Respected Head of Departments,

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Principal  
Amdar Shashikant Shinde Mahavidyalay  
Medha, Tal. Jaoli, Dist. Satara



Jaywant Prathisthan Humgaon,

Amdar Shashikant Shinde Mahavidhyalay, Medha

Tal-Jaoli, Dist.-Satara.

Certificate Course-2019-20

**Department of Botany Microbiology and Zoology**

**Biodiversity Management and Conservation**

Syllabus

---

**Introduction-**

The college has started short duration course for students of all disciplines in the college, from 2004-05. The scheme is designed to insure that graduate who pass out after completing this course would have enough knowledge, skill and for gainful self-employment in particular.

**Aims and Objectives**

- 1) To get to introduce career and market skill.
- 2) To get self-employment and improvement of the students.
- 3) To learn the basics of Job training and Industrial applications.
- 4) To learn the concept field visit report writing.
- 5) To a progressive approach

**Year of the implementation**

Academic year 2019-20

Concept of Biodiversity introduction, evolution, factors promoting biodiversity, Brief account on the diversity of unicellular & multicellular animal. High biodiversity, global biodiversity, biodiversity value, use and importance of biodiversity. Cellular and molecular aspects of biodiversity. Rise of biological diversity – photosynthetic prokaryotes, Microbial diversity in soil marine prokaryotic diversity genetic species & ecosystem diversity. Terrestrial & aquatic biodiversity.



#### Unit –IV:

Biodiversity conservation. Threats to biological diversity, loss of biodiversity & its courses, listing of threatened biodiversity including vulnerable, rare, threatened, endangered & extinct plant & animal species. Concept of conservation, conservation values & ethics, inventorisation of biological resources, Action plan of conservation, conservation of rare & endangered species, conservation through network of protected areas, Role of NGO's in conservation activities & conservation & sustainable development.

#### Practical's on the basis of syllabus

#### Certificate Course

The course will be of 15 days, theory and practical is of 30 hrs.

#### **Duration of the Course**

6 weeks

- Internal Evolution 30 Marks.
- Home Assignments/ Presentation/ Library work/ Class Tests - 20 Marks.

#### **Internal Evaluation 10 Marks**

- Home Assignments/Presentation/Practical's/ Class Tests - Marks or
- Report Writing/Field Visit

#### **Question paper Design**

Total Marks

Marks: 40

- |                                   |      |
|-----------------------------------|------|
| Q. 1 MCQ type question            | (10) |
| Q.2 Write short notes on any four | (20) |
| Q.3 Answer any one                | (10) |

  
Head  
Department of Botany  
Amdar Shekhar Chanda  
MahaviJyNaya, Modha

Jaywant Pratishthan Humgaon Sanchalit

**Amdar Shashikant Shinde mahavidyalay, Medha**

Tal – Jawali Dist – satara

Certificate Course – Biodiversity Management and Conservation

Conducted by Dept. of Botany Microbiology and Zoology.

Admission List

Year 2019 – 2020

Sr. No	STUDENT NAME
1	Bailkar Shraddha Ashok
2	Bandal Ankita Gulabrao
3	Beloshe Mayuri Sampat
4	Beloshe Shubham Anil
5	Bhilare Omkar Dashrath
6	Bhise Uday Vishwanath
8	Chikane Aniket Pradip
10	Chikane Yashoda Bhanudas
11	Deshmukh Raj Dattatray
12	Dhanawade Kajal Vitthal
13	Dhanawade Rhutuja Vitthal
14	Dhanawade Vinayak Santosh
15	Dhebe Kalpana Vitthal
16	Gawade Ashutosh Rajendra
17	Gawade Tejas Sarjerao
18	Ghadge Pratik Pandurang
19	Ghadge Sanket Vijay
20	Gholap Komal Dayanand
21	Ghorpade Prashant Vilind
22	Gole Prasanna Sambhaji

23	Gujar Ankit Rajkumar
24	Gulambe Rutuja Vitthal
25	Gurav Chaitanya Umakant
26	Indalkar Pratiksha Vijay
27	Ingulkar Sagar Laxman
28	Jadhav Shubham Ashok
29	Jagtap Ajay Shivaji
30	Jambhale Arati Pandurang
31	Jawal Dhanashri Vijay
32	Jawal Sonam Tukaram
33	Junghare Sanket Narayan
34	Kadam Komal Laxman
35	Kamble Tejas Pravin
36	Kapse Prasad Jotiram
37	Kasurde Rutuja Dhananjay
39	Mahamulkar Mayur Dattatray
40	Mahamulkar Priti Pramod
41	Mahamulkar Shivani Ekanath
43	Mankumbare Saurabh Vishnu
44	Mardhekar Mithila Balram
45	More Prathmesh Rajendra
46	Nalawade Shreyas Dipak
47	Ombale Avinash Baburao
48	Parihar Akshay Ankush
49	Parihar Aniket Sanjay
50	Parihar Sameer Vinod
51	Parte Nikita Shankar
52	Parte Rutik Ashok
53	Patne Sahil Vijay



54	Pawar Aditya Sanjay
55	Pawar Ashitosh Eknath
56	Pawar Gauri Sanjay
57	Pawar Pritesh Ravindra
58	Pawar Rhuchita Shashikant
59	Pawar Sarika Bajirao
60	Pawar Yash Hindurao
61	Phalke Amruta Vitthal
62	Rawale Kajal Santosh
63	Rokade Rutuja Manikrao
64	Sanas Abhijit Mohan
65	Sapkal Sankalp Jagannath
66	Sapkal Vishal Suresh
67	Saste Anuja Dilip
68	Sayyad Tohid Amin
69	Shedge Vrushali Pandurang
70	Shelar Ankita Gangaram
73	Shelar Mayur Namdev
74	Shelar Priya Dnyanu
75	Shelar Rohit Sampat
76	Shinde Sanket Vikas
77	Shinde Shreyas Sanjay
78	Shinde Suraj Namdev
80	Vichare Priyanka Dattatray
81	Yadav Akash Bajirao
82	Yadav Aniket Bajirao
83	Yadav Sushant Ramchandra

  
Head  
Department of Botany  
Amdar Shashikant Shinde  
Mahavidyalaya, Medha.

## Certificate Course in Biodiversity Management and conservation.

Time-Table- 2019-20

Time	Day					
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9.45 am to 10.45 am	Theory	Theory	Theory	Practical	Theory	Theory

Theory: 5  
Practical: 1(4 hours)  
Total: 9/week

  
Coordinator  
Head  
Department of Botany  
Amdar Shashikant Shinde  
Mahavidyalaya, Medha.

  
Principal.  
PRINCIPAL  
Amdar Shashikant Shinde Mahavidyalay  
Medha, Tal. Jaoli, Dist. Satara

Jaywant Prathisthan Humgaon,

Amdar Shashikant Shinde Mahavidhyalay, Medha

Tal-Jaoli, Dist.-Satara.

Certificate Course-Biodiversity Management and Conservation

Conducted by Dept. of Botany Microbiology and Zoology.

**Result Sheet-2019-20**

Sr. No	STUDENT NAME	Test 20	Seminar 15	Oral 15	Total 50
1	Bailkar Shraddha Ashok	18	14	13	45
2	Bandal Ankita Gulabrao	16	13	12	41
3	Beloshe Mayuri Sampat	14	14	11	39
4	Beloshe Shubham Anil	12	12	12	36
5	Bhilare Omkar Dashrath	10	11	11	32
6	Bhise Uday Vishwanath	12	10	13	35
8	Chikane Aniket Pradip	14	11	10	35
10	Chikane Yashoda Bhanudas	18	12	12	42
11	Deshmukh Raj Dattatray	16	13	14	43
12	Dhanawade Kajal Vitthal	12	14	13	39
13	Dhanawade Rhutuja Vitthal	14	11	11	36
14	Dhanawade Vinayak Santosh	16	13	12	41
15	Dhebe Kalpana Vitthal	12	14	11	37
16	Gawade Ashutosh Rajendra	18	15	10	43
17	Gawade Tejas Sarjerao	20	10	09	39
18	Ghadge Pratik Pandurang	20	11	11	42
19	Ghadge Sanket Vijay	18	12	12	42
20	Gholap Komal Dayanand	14	13	13	40
21	Ghorpade Prashant Vilind	12	14	10	36



22	Gole Prasanna Sambhaji	12	11	10	33
23	Gujar Ankit Rajkumar	14	13	12	39
24	Gulambe Rutuja Vitthal	16	15	14	45
25	Gurav Chaitanya Umakant	18	14	13	45
26	Indalkar Pratiksha Vijay	20	12	14	46
27	Ingulkar Sagar Laxman	18	13	13	44
28	Jadhav Shubham Ashok	16	12	11	39
29	Jagtap Ajay Shivaji	14	10	12	36
30	Jambhale Arati Pandurang	12	10	10	32
31	Jawal Dhanashri Vijay	18	14	13	45
32	Jawal Sonam Tukaram	16	12	11	39
33	Junghare Sanket Narayan	16	12	12	39
34	Kadam Komal Laxman	18	14	13	45
35	Kamble Tejas Pravin	12	10	10	32
36	Kapse Prasad Jotiram	14	12	11	37
37	Kasurde Rutuja Dhananjay	10	10	10	30
39	Mahamulkar Mayur Dattatray	12	10	11	33
40	Mahamulkar Priti Pramod	14	11	12	37
41	Mahamulkar Shivani Ekanath	16	11	12	39
43	Mankumbare Saurabh Vishnu	18	14	13	45
44	Mardhekar Mithila Balram	20	15	14	49
45	More Prathmesh Rajendra	12	13	12	37
46	Nalawade Shreyas Dipak	14	13	12	39
47	Ombale Avinash Baburao	10	12	11	33
48	Parihar Akshay Ankush	12	10	10	32
49	Parihar Aniket Sanjay	14	12	11	37
50	Parihar Sameer Vinod	16	10	12	38
51	Parte Nikita Shankar	18	10	12	40

52	Parte Rutik Ashok	18	12	11	41
53	Patne Sahil Vijay	16	13	14	43
54	Pawar Aditya Sanjay	12	14	12	38
55	Pawar Ashitosh Eknath	14	11	13	38
56	Pawar Gauri Sanjay	16	12	13	41
57	Pawar Pritesh Ravindra	18	14	14	46
58	Pawar Rhuchita Shashikant	12	10	11	33
59	Pawar Sarika Bajirao	14	12	11	37
60	Pawar Yash Hindurao	08	12	12	32
61	Phalke Amruta Vitthal	10	10	10	30
62	Rawale Kajal Santosh	12	12	12	36
63	Rokade Rutuja Manikrao	14	11	11	36
64	Sanas Abhijit Mohan	16	12	12	40
65	Sapkal Sankalp Jagannath	18	13	13	44
66	Sapkal Vishal Suresh	20	14	15	49
67	Saste Anuja Dilip	18	12	13	43
68	Sayyad Tohid Amin	16	11	12	39
69	Shedge Vrushali Pandurang	14	12	13	39
70	Shelar Ankita Gangaram	12	11	12	35
73	Shelar Mayur Namdev	10	09	08	27
74	Shelar Priya Dnyanu	08	10	12	30
75	Shelar Rohit Sampat	14	11	13	38
76	Shinde Sanket Vikas	12	11	10	33
77	Shinde Shreyas Sanjay	14	12	10	36
78	Shinde Suraj Namdev	16	13	12	41
80	Vichare Priyanka Dattatray	18	14	13	45
81	Yadav Akash Bajirao	14	11	10	35
82	Yadav Aniket Bajirao	12	10	12	34
83	Yadav Sushant Ramchandra	10	10	10	30

  
 Head  
 Department of Botany  
 Amdar Shashikant Shinde  
 Mahavidyalaya, Medha.

  
 PRINCIPAL  
 Amdar Shashikant Shinde Mahavidyalay  
 Medha, Tal. Jaoli, Dist. Satara



Jaywant Pratisthan Humgaon Sanchalit,

**Amdar Shashikant Shinde Mahavidyalay,  
Medha**

**Career Oriented Certificate Course for B. Sc. (2019-20)**

on

**“Biodiversity Management and conservation”**

This is to Certify that

Mr./Miss \_\_\_\_\_

from Amdar Shashikant Shinde Mahavidyalaya, Medha has successfully and satisfactorily completed certificate course on “Biodiversity Management and Conservation ” jointly conducted by Department of Botany Microbiology and Zoology for the year 2019-20.

**Course Coordinators**

**Principal**

Code No. BMC2019-

**Head**  
Department of Botany  
Amdar Shashikant Shinde  
Mahavidyalaya, Medha.







**Jaywant Pratishthan Humgaon, Sanchalit**  
**Amdar Shashikant Shinde Mahavidyalay, Medha**  
**Department of Political Science**

**Year 2019-20**

<b>Name of Add on /Certificate programs offered</b>	<b>Certificate course in Introduction to united Nations Organization</b>
<b>Course Code (if any)</b>	<b>NA</b>
<b>Year of offering</b>	<b>2019</b>
<b>No. of times offered during the same year</b>	<b>Once in a Year</b>
<b>Duration of course</b>	<b>24 December 2019 to 27 January 2020</b>
<b>Number of students enrolled in the year</b>	<b>10</b>
<b>Number of Students completing the course in the year</b>	<b>10</b>

  
**Head**  
**Department of Political Sci.**  
**A.S.S. Mahavidyalay, Medha**  
**Tal. - Jawali Dist. - Satara**



Estd. 2002

उद्यमेन हि सिध्यति: कार्याणि मनोमथै:  
Jaywant Pratisthan Humgaon Sanchalit,

NAAC 'B+' Grade

**Amdar Shashikant Shinde Mahavidyalay, Medha**  
Tal- Jawali, Dist- Satara  
**President: Hon. M.L.A. Shashikant J. Shinde**  
**Principal: Dr. M.B. Waghmode**

(M.A., M.Phil., Ph.D., G.D.C. & A)

Office: 02378-285645,

Email: accmedha@yahoo.com,

Web: www.assmedha.edu.in

Ref. No.:

Date: 15/6/19

To,

The Heads,

Concerning Departments

Amdar Shashikant Shinde Mahavidyalay, Medha

Subject: Approval to Certificate Courses

Respected Head of Departments,

We are pleased to inform you that the College Development Committee of our College has approved the following Certificate course in its Meeting held on 14<sup>th</sup> June 2019. You are hereby informed to adhere to the norms stipulated to each course and follow the prescribed procedure to commence courses.

Following courses have been approved from year 2019-20

Sr. No.	Department	Name of the Course
1.	Botany	Certificate course in Mushroom Spawn Production
2.	Botany	Certificate course in Biodiversity Conservation and Management
3.	Chemistry	Certificate course in Soil Testing & Conservation
4.	Microbiology	Certificate course on Fermentation and Alcohol Technology
5.	Zoology	Certificate course in Basic Photography
✓ 6.	Political Science	Certificate course in Introduction To United Organization



  
Principal  
Amdar Shashikant Shinde Mahavidyalay  
Medha, Tal. Jaoli, Dist. Satara



Jaywant Prathishthan Humgaon,  
Amdar Shashikant Shinde Mahavidyalaya, Medha  
Tal-Jaoli, Dist.-Satara.

**Certificate Course-2019-20**

**Department of Political Science**  
**Introduction to United Nations Organization**

Syllabus

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**Aims and Objectives**

- 1) To get introduce to United Nations Organization
- 2) To understand working of United Nations Organization
- 3) To understand need of United Nations Organization.

**Year of the implementation**

Academic year 2019-20

**Chapter Scheme**

**Unit I: International Organizations**

- a) Nature of international organizations
- b) Need of international organizations
- c) League of Nations

**Unit II: United Nations Organization**

- a) Background
- b) History.
- c) Charter of UNO

**Unit III: Principal Organs of United Nations Organization**

- a) General Assembly
- b) Security Council
- c) UN Secretariat
- d) International Court of Justice
- e) Economic and Social Council

**Unit IV: Aims and objectives of UNO**

- a) Peacekeeping and Security
- b) Human rights
- c) Economic development and humanitarian assistance
- d) Other global issues

**Duration of the Course**

05 weeks



**Evaluation Method :**

- Oral Examination -25 marks
- Presentations -25 marks
- Multiple Choice Questions -50 Marks

**Question paper Design**

Multiple choice 25 questions      50 marks(2 marks each)

**Books Recommended:**

1. Fadia Kuldeep, International Organizations, (Sahitya Bhavan, 2018)
2. Bosco David, Five to Rule Them All, (Oxford University Press, 2009)
3. Smith Courtney, Politics and Process at the United Nations (Viva Books Private Limited, 2007)
4. Smith Adams, The Wealth of Nations, (Fingerprint Publishing, 2018)
5. Deolankar Shailendra, United Nations (Sakal Media Private Limited, 2018)
6. Dixit Abhishek, International Organizations (Singhal Law Publications, 2018)
7. Agarwal H.O., International Organizations (CLP, 2018)
8. United Nations Department of public information, United Nations at a Glance (United Nations, 2012)
9. Saxena V.K. Future of the United Nations in the 21<sup>st</sup> Century (Vij Books India Pvt Ltd)
10. Mathur Y.S. United Nations Organization (Anmol Publications Pvt Ltd, 2007)

  
**Head**  
**Department of Political Sci.**  
**A.S.S. Mahavidyalay, Medha**  
**Tal - Jawali Dist.- Satara**



Jaywant Prathisthan Humgaon,  
Amdar Shashikant Shinde Mahavidhyalay, Medha  
Tal-Jaoli, Dist.-Satara.

**Certificate Course-2019-20**  
**Department of Political Science**  
**Introduction to United Nations Organization**  
Admission List

Sr No.	Name of the Student
1	Bhosale Nikhil Vijay
2	Junghare Akshay Kisan
3	Jadhav Shubham Shankar
4	Kenjale Shankar Gorakh
5	Mardhekar Aniket Ashok
6	Parte Kajal Prakash
7	Ombale Ganesh Kisan
8	Parihar Ashish Bapu
9	Relekar Akshay Rajendra
10	Sawant Rahul Ramchandra

Coordinator

**Head**  
Department of Political Sci.  
A.S.S. Mahavidyalay, Medha  
Tal.- Jawali Dist.- Satara

**Principal**  
Amdar Shashikant Shinde Mahavidyalay  
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Jaywant Prathisthan Humgaon,  
**Amdar Shashikant Shinde Mahavidhyalay, Medha**  
Tal-Jaoli, Dist.-Satara.  
Department of Political Science  
Certificate Course-2019-20  
**Introduction to United Nations Organization**

Date -04/01/2020

**Notice**

All the students of the certificate course in **Introduction to United Nations Organization** are informed that evaluation for the course will be as follows

Sr.No.	Evaluation Method	Marks	Day& Date	Timing	Place
1	Oral Examination	25	Sunday 12/01/2020	10AM to 11AM	Classroom F/3
2	Presentations	25	Sunday 19/01/2020	10AM to 12PM	Classroom F/3
3	Multiple Choice Question Exam	50	Sunday 26/01/2020	10AM to 12 PM	Classroom F/3

  
**Head**  
Department of Political Sci.  
A.S.S. Mahavidyalay, Medha  
Tal.- Jawali Dist.- Satara

  
**Principal**  
Amdar Shashikant Shinde Mahavidyalay  
Medha, Tal.Jaoli, Dist.Satara





Jaywant Prathisthan Humgaon,  
Amdar Shashikant Shinde Mahavidhyalay, Medha  
Tal-Jaoli, Dist.-Satara.

Department of Political Science  
Certificate Course-2019-20

**Introduction to United Nations Organization**

Evaluation Report

Sr No.	Name of the Student	Oral Examination	Presentation	MCQ Examination	Total
1	Bhosale Nikhil Vijay	15	16	32	
2	Junghare Akshay Kisan	15	17	36	
3	Jadhav Shubham Shankar	20	15	40	
4	Kenjale Shankar Gorakh	18	15	40	
5	Mardhekar Aniket Ashok	17	14	42	
6	Parte Kajal Prakash	15	18	38	
7	Ombale Ganesh Kisan	17	20	36	
8	Parihar Ashish Bapu	16	22	40	
9	Relekar Akshay Rajendra	15	23	38	
10	Sawant Rahul Ramchandra	20	20	44	

  
Head  
Department of Political Sci.  
A.S.S. Mahavidyalay, Medha  
Tal.- Jawali Dist.- Satara

  
Principal  
Amdar Shashikant Shinde Mahavidyalay  
Medha, Tal.Jaoli, Dist.Satara



Jaywant Prathisthan Humgaon,  
Amdar Shashikant Shinde Mahavidyalay, Medha  
Tal-Jawali, Dist.-Satara.  
Department of Political Science  
**Introduction to United Nations Organization**  
2019-20

## Certificate

This is to certify that Mr/Miss/Mrs ..... has actively completed the  
certificate course in **Introduction to United Nations Organization**  
in the academic year **2019-20** and obtained Grade.....

Mrs. Gayatri Jadhav

Head, Dept. Of Political Science

Dr.M.B.Waghmode

Principal