

**Jaywant Pratishthan Humgaon, Sanchalit**  
**Amdar Shashikant Shinde Mahavidyalay, Medha**  
 Add on /Certificate programs offered by College and University

Year 4 2020-21							
Name of Add on /Certificate programs 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 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	116	116	
Certificate Course in Banking	NA	2017	Once in a Year	3 months	80	80	
Certificate course in Basic Photography	NA	2019	Once in a Year	3 months	12	12	
Certificate course in Mushroom Spawn production	NA	2019	Once in a Year	3 months	10	10	
Certificate course in Soil testing and soil conservation	NA	2019	Once in a Year	3 months	20	20	
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	43	43	
Certificate course in Introduction to united Nations Organization	NA	2019	Once in a Year	3 months	15	15	
Certificate course in Travel & tourism	NA	2020	Once in a Year	3 months	17	17	
Certificate course Hindi Bhasha, Lipi and Shuddh lekhan	NA	2020	Once in a Year	3 months	20	20	
Certificate course in Basics of computer	NA	2020	Once in a Year	3 months	10	10	
Certificate course in Journalism	NA	2020	Once in a Year	3 months	27	27	
Certificate course in Yoga	NA	2020	Once in a Year	3 months	45	45	



  
 Principal  
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 Medha, Tal. Jaoli, Dist. Satara

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

**Year 2020-21**

<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

*meor*  
Head  
Department of Political Sci.  
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Tal.- Jawali Dist.- Satara

जयवंत प्रतिष्ठान हुमगाव संचलित  
आमदार शशिकांत शिंदे महाविद्यालय मेढा  
राज्यशास्त्र विभाग  
मोडी लिपी प्रशिक्षण वर्ग २०२०-२१

प्रवेशित विद्यार्थी

अ.क्र.	विद्यार्थ्यांचे नाव
१	सुतार शामराव विठ्ठल
२	स्नेहल सुनील जाधव
३	पिसाळ प्रियांका अरुण
४	वांगडे दिपाली पांडुरंग
५	शाहीन शब्बीर पठाण
६	कोकरे दत्तात्रय तुकाराम
७	ननावरे अमित सीताराम
८	अमित अरुण परिहार
९	राजश्री धनराज जगताप
१०	शेडगे रेश्मा कृष्णराव

  
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जयवंत प्रतिष्ठान हुमगाव संचलित  
आमदार शशिकांत शिंदे महाविद्यालय मेढा  
राज्यशास्त्र विभाग  
मोडी लिपी प्रशिक्षण वर्ग २०२०-२१  
गुणपत्रक

अ.क्र.	विद्यार्थ्यांचे नाव	लेखी परीक्षा गुण(४०)	तोंडी परीक्षा गुण(१०)	एकूण गुण(५०)
१	सुतार शामराव विठ्ठल	१८	०७	२५
२	स्नेहल सुनील जाधव	२०	०८	२८
३	पिसाळ प्रियांका अरुण	१७	१०	२७
४	वांगडे दिपाली पांडुरंग	२७	१०	३७
५	शाहीन शब्बीर पठाण	३७	०९	४६
६	कोकरे दत्तात्रय तुकाराम	३४	१०	४४
७	ननावरे अमित सीताराम	२९	०८	३७
८	अमित अरुण परिहार	२०	०९	२९
९	राजश्री धनराज जगताप	१५	०८	२३
१०	शेडगे रेशमा कृष्णराव	३१	०९	४०

  
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PRINCIPAL  
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**Jaywant Prathisthan Humgaon,  
Amdar Shashikant Shinde Mahavidyalay, Medha**

Tal-Jaoli, Dist.-Satara.

*Department of Political Science*

Certificate Course-2020-21

**Introduction to United Nations Organization**

*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 2020-21 and obtained  
Grade\_\_\_\_\_.

**Mrs. Gayatri Jadhav**  
Course Coordinator

**Dr. Pramod Ghatage**  
Principal



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

**Year 2020-21**

<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>21 December 2020 to 4 February 2021</b>
<b>Number of students enrolled in the year</b>	<b>116</b>
<b>Number of Students completing the course in the year</b>	<b>116</b>

  
**Head**  
**Department of Accountancy**  
Amdar Shashikant Shinde Mahavidyalay,  
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**Head**  
**Department of Commerce**  
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## 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  
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## 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.



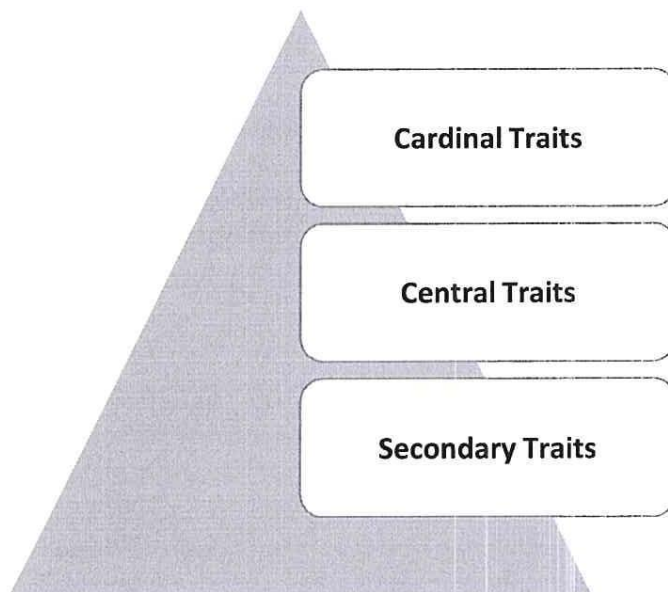


Figure: Allport's Hierarchy of Personality Traits


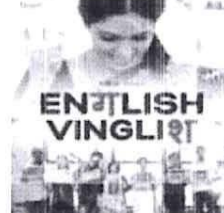
**Cardinal traits:** These are those personality characteristics which dominate the whole life of an individual. They shape individual's orientation towards life and society. They are the *master controller* of the behaviour. Very few people have cardinal traits. Also the number of these cardinal traits 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”.

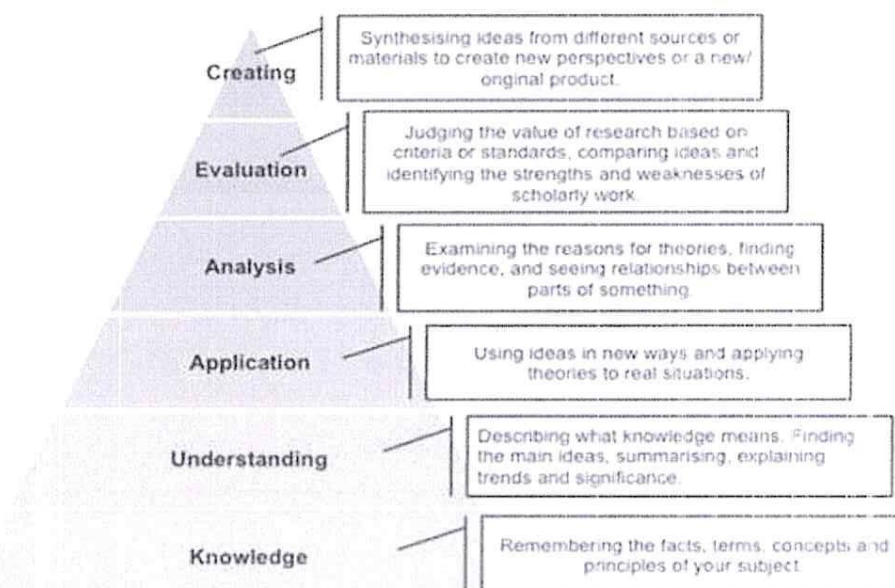
Do's for boosting self-confidence	Don'ts for boosting Self- Confidence
<p><b>Set challenging and realistic goals.</b></p> <ul style="list-style-type: none"> <li>• Stay positive – believe in yourself.</li> <li>• Practice thinking and acting with conviction.</li> <li>• Learn from your mistakes.</li> <li>• 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	<i>'Kuch Meetha Ho Jaye'</i> tagline for Cadbury. <i>'Ye Fevicol ka jod hai, tutega nahi'</i> for Fevicol
		competition	<i>'Dimag ki batti jala de'</i> for Center
		Helpful in bringing	<i>Fresh</i>
		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.

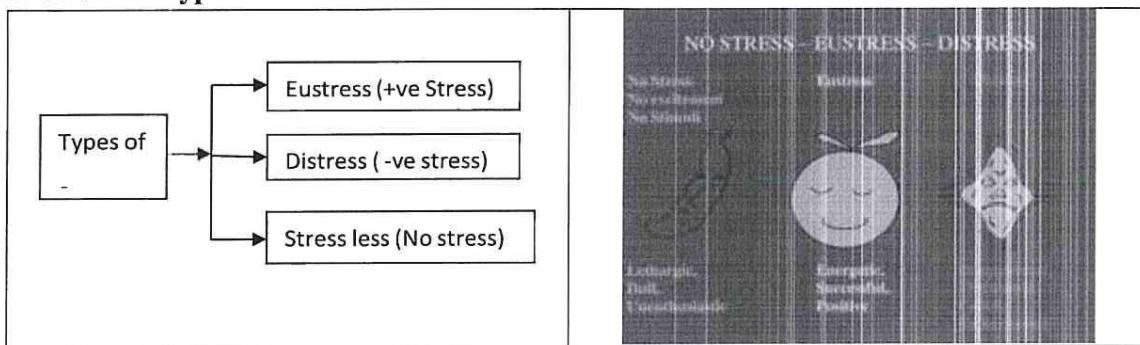
## 1.4 Stress Management

### 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.

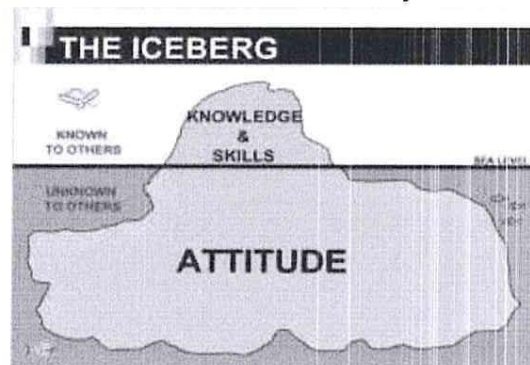


Figure1: Iceberg Model of Hard v/s Soft Skills

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?

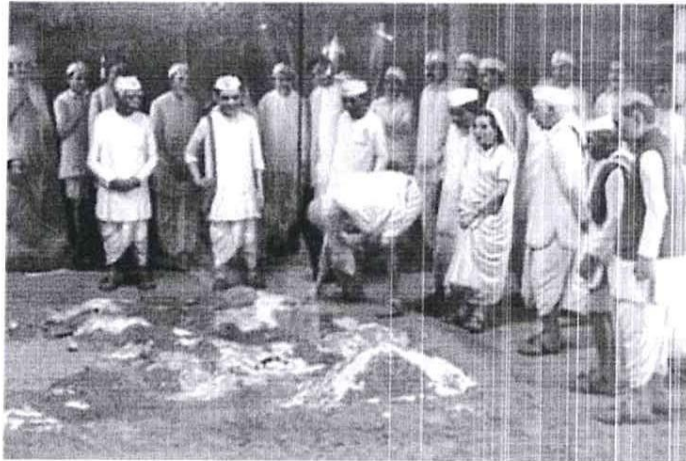
In the era of globalization, knowledge and technical skills (hard skills), though important, are not enough to move forward on career ladder. The job market is giving equal weightage to personality and attitude related skills (soft skills) of the aspirant. The words like teamwork, project leadership, 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.



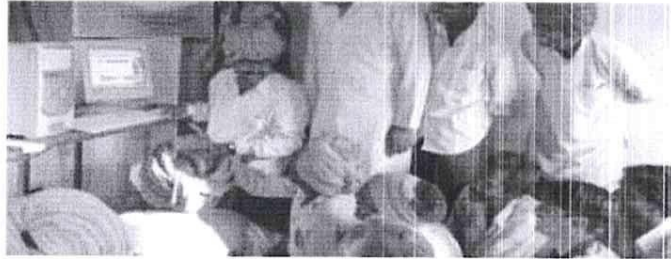
**Picture 2: 2011 Cricket World-Cup Winner Indian team celebration with trophy.**

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.





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.”*

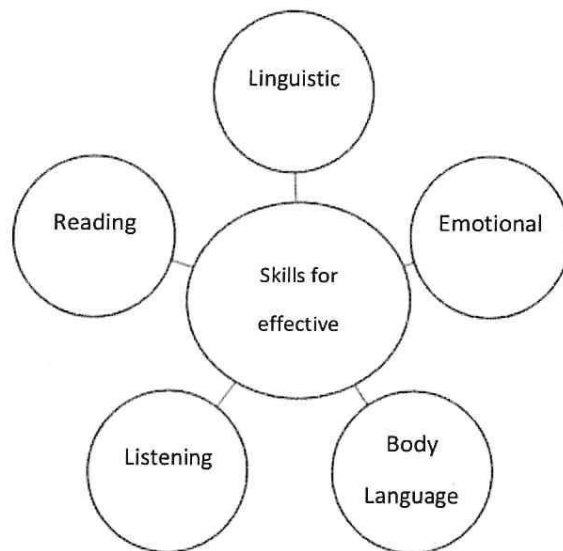
-Jim Rohm

### **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.

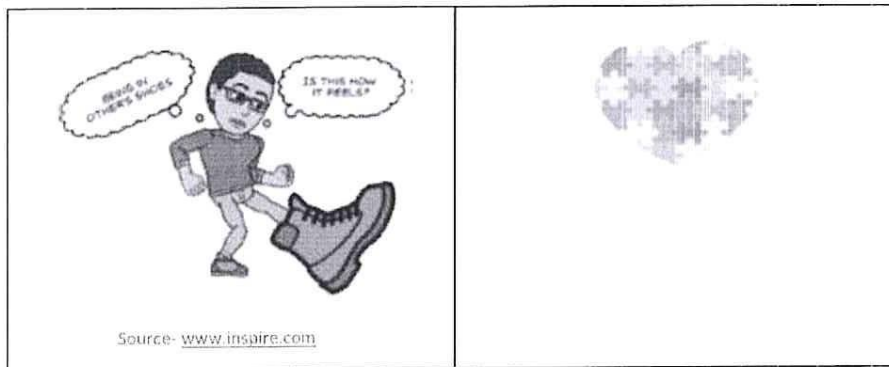
**Visionary:** Leadership cannot be effective without vision. The leader must have the capability to see the larger picture and not only small specific tasks. He must be creative, innovative, passionate towards his work and be able to think out of the box. To be a visionary, he must have deep knowledge 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;

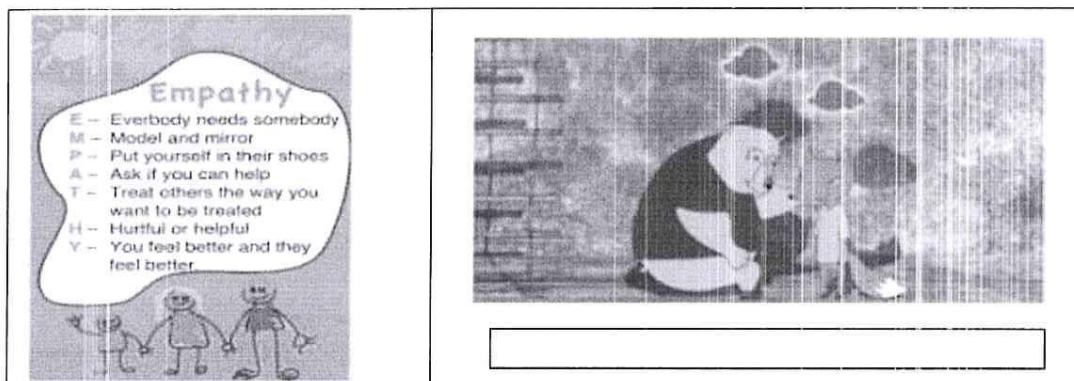
Recognize, understand and manage our own emotions.

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

**Department of Commerce**

**Certificate Course in Soft skill Development  
Academic Year – 2020-21**

**List of Enrolled Students**



Sr. No.	Name of the Students
1.	AGUNDE PRADNYA YASHAVANT
2.	AKHADE ANIL BHAGWAN
3.	ARDE SARTHAK DASHRATH
4.	BABAR SUVARNA VINOD
5.	BAILKAR VARSHA SANTOSH
6.	BHILARE MAYURI DINKAR
7.	BHILARE RUTUJA SANJAY
8.	BIRAMANE NIKITA NAVANATH
9.	BHOSALE PRIYANKA SURYAKANT
10.	CHAVAN KAJOL DILIP
11.	CHAVAN RUPALI MANSING
12.	CHAVAN SANIKA ANIL
13.	CHIKANE MITALI MAHADEV
14.	CHIKANE NEHA MAHADEV
15.	CHIKANE NISHA NARAYAN
16.	CHIKANE PALLAVI SARJERAO
17.	CHIKANE SAKSHI BHARAT
18.	CHIKANE SAMEER BAJRANG
19.	CHIKANE SAURABH RAMESH
20.	CHIKANE SHIVANI BAPURAO
21.	CHIKANE SNEHA MAHADEV
22.	CHIKANE VAISHNAVI SHRIKANT
23.	CHODHARI RAHUL NAMDEV
24.	DALVI AKANKSHA VIJAY
25.	DALVI DISHA SANJAY
26.	DALVI RUSHIKESH BAPU
27.	DALVI NIKETAN SHANKAR
28.	DHANAWADE ADITYA MARUTI
29.	DHANAWADE AKANKSHA SANTOSH
30.	DHANAWADE AKASH SANTOSH
31.	DHANAWADE BHARATI SURESH
32.	DHANAWADE DIVYA BABAN
33.	DHANAWADE KAJAL CHANDRAKANT
34.	DHANAWADE PRATIKSHA DATTATRAY
35.	DHANAWADE SAHIL SUBHASH
36.	DHANAWADE SAKSHI SURESH



37.	DHAWALE AMOL ZIMA
38.	DHONDE AKSHADA BALIRAM
39.	DHUMAL TUKARAM RAGHUNATH
40.	GAIKWAD RAHUL DINKAR
41.	GORE ARCHANA NAMDEV
42.	GORE RAMDAS SAKHARAM
43.	GURAV VAISHNAVI DHANANJAY
44.	HIRAVE SONALI RAJENDRA
45.	JADHAV ABHISHEK POPAT
46.	JADHAV GAGAN SANDIP
47.	JADHAV ONKAR VIJAY
48.	JADHAV PRATHAM GANESH
49.	JADHAV PRATIKSHA RAMDAS
50.	JADHAV SAYALI SUNIL
51.	JADHAV SNEHAL DATTATRAY
52.	JADHAV VAISHNAVI SANTOSH
53.	JAGTAP PRITI RAMCHANDRA
54.	JAGTAP VIDYA SHANKAR
55.	JAWAL DIVYA VISHNU
56.	JUNGHARE POOJA SHANTARAM
57.	JUNGHARE SAHIL SURYAKANT
58.	JUNGHARE VAISHNAVI EKNATH
59.	KADAM KRUTIKA RAMCHANDRA
60.	KADAM RAHUL SUBHASH
61.	KADAM VAIBHAVI TANAJI
62.	KAMBLE ABHISHEK SANDIP
63.	KAMBLE KANIKA ASHOK
64.	KAMBLE SWAPNALI SANJAY
65.	KENJALE ADINATH PRAKASH
66.	KESKAR PALLAVI PRAKASH
67.	KUDVE PRITI DASHRATH
68.	LOKHANDE RUTIK MARUTI
69.	MAHAMULKAR PRATHAMESH PRATAP
70.	MALUSARE SUJATA NAMDEV
71.	MISTRY SHRINIVAS PRASAD
72.	NIKAM MAMATA VITTHAL
73.	NIKAM SANIKA SANTOSH
74.	OMBALE AJAY ARJUN
75.	PARTE GAURI BHIKU
76.	PAWAR ANIKET SHANTARAM
77.	PAWAR ARCHANA BABAN
78.	PAWAR NIKITA SURESH
79.	PAWAR PRATIKSHA TANAJI
80.	PAWAR SUJIT VILAS
81.	RAJE SHUBHANGI SHANKAR
82.	RAWALE POOJA SADASHIV





83.	SALUNKHE APURV GANGARAM
84.	SAPKAL JAYESH LAXMAN
85.	SAPKAL MANGAL YASHWANT
86.	SAPKAL NIKITA GANPAT
87.	SAPKAL PANKAJ SHANKAR
88.	SAPKAL PREM SANTOSH
89.	SAPKAL RUTIK ANANDA
90.	SAPKAL SNEHAL SUNIL
91.	SAPKAL VAISHNAVI SUNIL
92.	SAWALE SANDHYA DIPAK
93.	SAWALE TEJAL SUNIL
94.	SAWANT AKSHADA ANKUSH
95.	SAWANT OMKAR RAJENDRA
96.	SHEDGE TEJAS RANDIP
97.	SHELAR ABHISHEK RAMCHANDRA
98.	SHELAR BHARATI YASHWANT
99.	SHELAR CHHAYA PRAKASH
100.	SHELAR HRISHIKESH DNYANDEO
101.	SHELAR NIKITA DHONDIBA
102.	SHELAR POONAM SHANKAR
103.	SHELAR PRIYA SAHEBRAO
104.	SHINDE LAXMI SHANKAR
105.	SHINDE PRAJAKTA VASANT
106.	SHINDE RUSHIKESH VISHNU
107.	SHINDE RUTUJA KONDIBA
108.	SHINDE SHRUTI GORAKHNATH
109.	SHINDE TEJASWI MOHAN
110.	SHIRKE KAJAL PRAKASH
111.	SURVE ABHIJIT YASHVANT
112.	SURVE ASHWINI SUNIL
113.	SURVE YASH RAMESH
114.	VENDE SURAJ MADHUKAR
115.	VIBHUTE SAKSHI SUNIL
116.	WANGADE SUPRIYA VIJAY

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

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



Jaywant Pratisthan Humgaon, Sanchalit

# Amdar Shashikant Shinde Mahavidyalaya, Medha

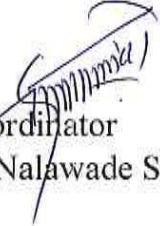
## Department of Commerce

### Certificate Course in Soft Skill Development

Academic Year 2020 - 21

#### Time-Table

Sr. No	Name of Teacher	Date	Time
1)	Mr. Nalawade S. V.	21 <sup>st</sup> December, 2020 to 4 <sup>th</sup> January, 2021	11.30 pm to 12.30 pm
2)	Mr. Desai A. A.	5 <sup>th</sup> January, 2021 to 20 <sup>th</sup> January, 2021	11.30 pm to 12.30 pm
3)	Mr. Kale D. S.	21 <sup>st</sup> January, 2021 to 4 <sup>th</sup> February, 2021	11.30 pm to 12.30 pm

  
Coordinator  
(Mr. Nalawade S.V.)

**Amdar Shashikant Shinde Mahavidyalaya, Medha****Department of Commerce**

Certificate Course in Soft skill Development

Academic Year – 2020-21

**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.	AGUNDE PRADNYA YASHAVANT	20	18	50	88
2.	AKHADE ANIL BHAGWAN	16	17	48	81
3.	ARDE SARTHAK DASHRATH	14	14	40	68
4.	BABAR SUVARNA VINOD	13	18	42	73
5.	BAILKAR VARSHA SANTOSH	12	14	46	72
6.	BHILARE MAYURI DINKAR	10	12	47	69
7.	BHILARE RUTUJA SANJAY	12	16	48	76
8.	BIRAMANE NIKITA NAVANATH	14	12	46	72
9.	BHOSALE PRIYANKA SURYAKANT	16	14	44	74
10.	CHAVAN KAJOL DILIP	18	17	39	74
11.	CHAVAN RUPALI MANSING	19	15	44	78
12.	CHAVAN SANIKA ANIL	17	16	46	79
13.	CHIKANE MITALI MAHADEV	15	17	45	77
14.	CHIKANE NEHA MAHADEV	12	18	42	72
15.	CHIKANE NISHA NARAYAN	10	16	44	70
16.	CHIKANE PALLAVI SARJERAO	14	17	43	74
17.	CHIKANE SAKSHI BHARAT	12	14	40	66
18.	CHIKANE SAMEER BAJRANG	13	15	42	70
19.	CHIKANE SAURABH RAMESH	16	14	46	76
20.	CHIKANE SHIVANI BAPURAO	17	15	44	76
21.	CHIKANE SNEHA MAHADEV	18	16	40	74
22.	CHIKANE VAISHNAVI SHRIKANT	16	14	38	68
23.	CHOUDHARI RAHUL NAMDEV	14	15	36	65
24.	DALVI AKANKSHA VIJAY	15	16	40	71
25.	DALVI DISHA SANJAY	16	14	46	76




26.	DALAVI RUSHIKESH BAPU	14	16	40	70
27.	DALVI NIKETAN SHANKAR	10	12	42	64
28.	DHANAWADE ADITYA MARUTI	15	16	42	73
29.	DHANAWADE AKANKSHA SANTOSH	16	14	44	74
30.	DHANAWADE AKASH SANTOSH	14	16	46	76
31.	DHANAWADE BHARATI SURESH	15	18	48	81
32.	DHANAWADE DIVYA BABAN	10	14	42	66
33.	DHANAWADE KAJAL CHANDRAKANT	12	13	40	65
34.	DHANAWADE PRATIKSHA DATTATRAY	13	12	46	71
35.	DHANAWADE SAHIL SUBHASH	10	14	42	66
36.	DHANAWADE SAKSHI SURESH	17	16	56	83
37.	DHAWALE AMOL ZIMA	18	15	50	83
38.	DHONDE AKSHADA BALIRAM	16	15	42	73
39.	DHUMAL TUKARAM RAGHUNATH	15	16	44	75
40.	GAIKWAD RAHUL DINKAR	14	18	46	78
41.	GORE ARCHANA NAMDEV	13	16	48	77
42.	GORE RAMDAS SAKHARAM	14	12	38	64
43.	GURAV VAISHNAVI DHANANJAY	16	14	40	70
44.	HIRAVE SONALI RAJENDRA	15	16	41	72
45.	JADHAV ABHISHEK POPAT	12	14	43	69
46.	JADHAV GAGAN SANDIP	18	16	42	76
47.	JADHAV ONKAR VIJAY	14	12	46	72
48.	JADHAV PRATHAM GANESH	16	16	48	80
49.	JADHAV PRATIKSHA RAMDAS	17	18	41	76
50.	JADHAV SAYALI SUNIL	12	10	43	65
51.	JADHAV SNEHAL DATTATRAY	16	14	38	68
52.	JADHAV VAISHNAVI SANTOSH	13	12	36	61
53.	JAGTAP PRITI RAMCHANDRA	14	16	37	67
54.	JAGTAP VIDYA SHANKAR	16	12	40	68
55.	JAWAL DIVYA VISHNU	15	13	45	73
56.	JUNGHARE POOJA SHANTARAM	18	16	43	77
57.	JUNGHARE SAHIL SURYAKANT	12	14	42	68
58.	JUNGHARE VAISHNAVI EKNATH	16	13	41	70
59.	KADAM KRUTIKA RAMCHANDRA	17	16	40	73
60.	KADAM RAHUL SUBHASH	16	14	42	72

61.	KADAM VAIBHAVI TANAJI	16	14	40	70
62.	KAMBLE ABHISHEK SANDIP	18	16	42	76
63.	KAMBLE KANIKA ASHOK	14	13	43	70
64.	KAMBLE SWAPNALI SANJAY	13	12	44	69
65.	KENJALE ADINATH PRAKASH	11	16	49	76
66.	KESKAR PALLAVI PRAKASH	10	10	48	68
67.	KUDVE PRITI DASHRATH	15	14	46	75
68.	LOKHANDE RUTIK MARUTI	13	16	44	73
69.	MAHAMULKAR PRATHAMESH PRATAP	12	13	45	70
70.	MALUSARE SUJATA NAMDEV	18	16	42	76
71.	MISTRY SHRINIVAS PRASAD	16	15	43	74
72.	NIKAM MAMATA VITTHAL	14	16	44	74
73.	NIKAM SANIKA SANTOSH	13	14	43	70
74.	OMBALE AJAY ARJUN	10	12	38	60
75.	PARTE GAURI BHIKU	12	14	36	62
76.	PAWAR ANIKET SHANTARAM	16	12	35	63
77.	PAWAR ARCHANA BABAN	14	16	16	46
78.	PAWAR NIKITA SURESH	17	12	44	73
79.	PAWAR PRATIKSHA TANAJI	10	12	42	64
80.	PAWAR SUJIT VILAS	15	14	46	75
81.	RAJE SHUBHANGI SHANKAR	16	16	48	80
82.	RA WALE POOJA SADASHIV	14	12	43	69
83.	SALUNKHE APURV GANGARAM	16	14	44	74
84.	SAPKAL JAYESH LAXMAN	17	16	42	75
85.	SAPKAL MANGAL YASHWANT	18	15	44	77
86.	SAPKAL NIKITA GANPAT	16	12	46	74
87.	SAPKAL PANKAJ SHANKAR	14	12	47	73
88.	SAPKAL PREM SANTOSH	10	14	48	72
89.	SAPKAL RUTIK ANANDA	15	16	44	75
90.	SAPKAL SNEHAL SUNIL	12	13	43	68
91.	SAPKAL VAISHNAVI SUNIL	14	16	42	72
92.	SAWALE SANDHYA DIPAK	16	14	38	68
93.	SAWALE TEJAL SUNIL	13	18	36	67
94.	SAWANT AKSHADA ANKUSH	14	10	36	60
95.	SAWANT OMKAR RAJENDRA	16	15	39	70



96.	SLEDGE TEJAS RANDIP	14	16	40	70
97.	SHELAR ABHISHEK RAMCHANDRA	10	12	42	64
98.	SHELAR BHARATI YASHWANT	16	14	38	68
99.	SHELAR CHHAYA PRAKASH	15	16	36	67
100.	SHELAR HRISHIKESH DNYANDEO	12	14	37	63
101.	SHELAR NIKITA DHONDIBA	16	12	40	68
102.	SHELAR POONAM SHANKAR	18	16	46	80
103.	SHELAR PRIYA SAHEBRAO	10	14	48	72
104.	SHINDE LAXMI SHANKAR	15	16	37	68
105.	SHINDE PRAJAKTA VASANT	16	12	50	78
106.	SHINDE RUSHIKESH VISHNU	17	14	48	79
107.	SHINDE RUTUJA KONDIBA	18	16	46	80
108.	SHINDE SHRUTI GORAKHNATH	16	12	44	72
109.	SHINDE TEJASWI MOHAN	14	12	42	68
110.	SHIRKE KAJAL PRAKASH	18	14	43	75
111.	SURVE ABHIJIT YASHVANT	16	15	45	76
112.	SURVE ASHWINI SUNIL	15	12	46	73
113.	SURVE YASH RAMESH	10	16	48	44
114.	VENDE SURAJ MADHUKAR	14	12	47	73
115.	VIBHUTE SAKSHI SUNIL	14	16	43	73
116.	WANGADE SUPRIYA VIJAY	12	14	40	66

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

  
 Head  
 Department of Commerce  
 Amdar Shashikanth 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 2020-21 and obtained Grade A+

Coordinator

Principal  
ASSM, Medha.

SSD2135



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

**Year 2020-21**

<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>2 January 2021 to 15 March 2021</b>
<b>Number of students enrolled in the year</b>	<b>80</b>
<b>Number of Students completing the course in the year</b>	<b>80</b>



Head

Department Of Economics  
A.S.S. 'Mishra' 1, Humgaon, Medha  
Tal- Jalgaon, Dist. - Dahanu

## 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

2020-21

Sr. No.	Roll No	Name of the Student
1.	701	BAILE VAIBHAV YASHWANT
2.	702	BHANAGE SIDDHANT SHRIRANG
3.	703	BHANAGE SRUSHTI BAJIRAO
4.	704	BHILARE ROHAN RAJENDRA
5.	705	BANDAL SANDIP SUBHASH
6.	706	CHIKANE SHILA PANDURANG
7.	707	CHORAGE ANUSHKA RAJENDRA
8.	708	DESAI PORNIMA SHANTARAM
9.	709	DHANAWADE AKANKSHA PANDURANG
10.	710	DHANAWADE PRACHI DEVANAND
11.	711	DHANAWADE PRATIKSHA SAMPAT
12.	712	DHANAWADE SAKSHI KRISHNA
13.	713	DHANAWADE SUPRIYA SUNIL
14.	714	DHEBE PRAKASH DHONDIBA
15.	715	DHEBE TUSHAR SANJAY
16.	716	DUDUSKAR PRATIKSHA ANKUSH
17.	717	GADE YUGANDHARA DEEPAK
18.	718	GAHINE DIVYA SANJAY
19.	719	GAIKWAD PRADNYA DHANANJAY
20.	720	GEJAGE RESHMA DEEPAK
21.	721	GHADGE TEJAS SADASHIV
22.	722	GURAV KOMAL SUBHASH
23.	723	JADHAV BHAKTI VIJAY
24.	724	JADHAV OMKAR SUNIL
25.	725	JADHAV RAHUL SHRIRANG
26.	726	JADHAV RAVINA DILIP
27.	727	JADHAV SANJEEVANI DEEPAK
28.	728	JADHAV VISHRANTI SACHIN
29.	729	JAWAL POOJA SUBHASH
30.	730	JUNGHARE JYOTI DURYODHAN
31.	731	JUNGHARE NIKITA EKNATH
32.	732	JUNGHARE POONAM SANTOSH
33.	733	JUNGHARE SMITA GANPAT
34.	734	JUNGHARE SWATI EKNATH
35.	735	KALE PRIYANKA MOHAN
36.	736	KAMBLE NIKHIL ANIL
37.	737	KARANDKAR SONALI KISAN
38.	738	KARANJEKAR PRAVIN BALKRISHANA
39.	739	KARANJEKAR RUTUJA YASHWANT
40.	740	KASAR SURAJ DATTATRAY
41.	741	KENJALE POOJA MAHESH
42.	742	KENJALE RUTUJA BABAN
43.	743	KHAMKAR SAKSHEE SANTOSH
44.	744	KHARAT VIRAJ VIJAY



45.	745	KUMBHAR GAURI DNYANESHWAR
46.	746	LAKADE OMKAR LAXMAN
47.	747	LAKADE SANDESH SURESH
48.	748	MAHAMULKAR KOMAL SUBHASH
49.	749	MARDHEKAR ADITYA BHASKAR
50.	750	MARDHEKAR KETAN RAMCHANDRA
51.	751	MARDHEKAR NIKHIL MAHADEV
52.	752	MARDHEKAR PRASHANT PRAKASH
53.	753	MORE ANIKET ASHOK
54.	754	OMBALE KANCHAN SANTOSH
55.	755	OMBALE NEHA MARUTI
56.	756	OMBALE PRANAY SHIVAJI
57.	757	PALANDE SHUBHAM SATISH
58.	758	PANDIT PRATIKSHA PRAMOD
59.	759	PARTE ATUL HANMANT
60.	760	PARTE MONALI SHANTARAM
61.	761	PARTE RAHUL RAGHUNATH
62.	762	PARTE ROHIT RAGHUNATH
63.	763	PAWAR ABHISHEK DATTATRAY
64.	764	PAWAR AISHWARYA NAVANATH
65.	765	PAWAR KOMAL VIJAY
66.	766	PAWAR MANALI EKNATH
67.	767	PAWAR PALLAVI SUDHIR
68.	768	PAWAR PRIYANKA ARUN
69.	769	PAWAR SARIKA PRAKASH
70.	770	PAWAR SHIVANI DHANANJAY
71.	771	POTALE DIPALI CHANDRAKANT
72.	772	SALUNKHE HARISH SUNIL
73.	773	SAPKAL AKSHADA PANDURANG
74.	774	SAPKAL DEVANG RAVINDRA
75.	775	SAPKAL PRIYA NAVNATH
76.	776	SAPKAL YASH VISHWAS
77.	777	SAWALE ANKITARAMESH
78.	778	SAWANT NIKITA ANANDA
79.	779	SHAIKH ARMAN PIRMAHAMAD
80.	780	SHEDGE ALPESH CHANDRAKANT



**Course Coordinator**



**Head**

**Department of Economics**  
**A.S.S. Mahavidyalaya, Madha**  
 Tal. Jalgaon, Dist. Jalgaon

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

**Time Table**  
**2020-21**

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. Mahavidyalay, Medha  
Medha, Dist. Solapur

# Amdar Shashikant Shinde Mahavidyalaya, Medha

Tal -Jawali Dist - Satara

DEPARTMENT OF ECONOMICS

“Certificate Course in Banking”

Result

2020-21

Sr. No.	Roll No	Name of the Student	Paper -I	Paper -II	Paper -III	Grade
1.	701	BAILE VAIBHAV YASHWANT	68	60	61	189 A
2.	702	BHANAGE SIDDHANT SHRIRANG	50	53	66	169 B
3.	703	BHANAGE SRUSHTI BAJIRAO	49	56	61	166 B
4.	704	BHILARE ROHAN RAJENDRA	70	74	68	212 A+
5.	705	BANDAL SANDIP SUBHASH	66	53	73	192 A
6.	706	CHIKANE SHILA PANDURANG	77	71	69	217 A+
7.	707	CHORAGE ANUSHKA RAJENDRA	44	56	50	144 Pass
8.	708	DESAI PORNIMA SHANTARAM	53	60	49	162 B
9.	709	DHANAWADE AKANKSHA PANDURANG	61	76	74	211 A+
10.	710	DHANAWADE PRACHI DEVANAND	50	53	59	167 B
11.	711	DHANAWADE PRATIKSHA SAMPAT	58	63	62	183 A
12.	712	DHANAWADE SAKSHI KRISHNA	60	71	53	194 A
13.	713	DHANAWADE SUPRIYA SUNIL	38	27	42	Fail
14.	714	DHEBE PRAKASH DHONDIBA	58	58	64	180 A
15.	715	DHEBE TUSHAR SANJAY	74	73	79	226 A+
16.	716	DUDUSKAR PRATIKSHA ANKUSH	66	63	59	188 A
17.	717	GADE YUGANDHARA DEEPAK	70	74	68	212 A+
18.	718	GAHINE DIVYA SANJAY	56	53	70	179 A
19.	719	GAIKWAD PRADNYA DHANANJAY	79	78	79	236 A+
20.	720	GEJAGE RESHMA DEEPAK	43	46	58	147 Pass
21.	721	GHADGE TEJAS SADASHIV	59	63	45	177 A
22.	722	GURAV KOMAL SUBHASH	80	76	78	234 A+
23.	723	JADHAV BHAKTI VIJAY	48	60	63	171 A
24.	724	JADHAV OMKAR SUNIL	53	58	54	165 B
25.	725	JADHAV RAHUL SHRIRANG	66	74	68	208 A
26.	726	JADHAV RAVINA DILIP	71	70	66	207 A



27.	727	JADHAV SANJEEVANI DEEPAK	46	48	39	133 pass
28.	728	JADHAV VISHRANTI SACHIN	52	60	50	162 B
29.	729	JAWAL POOJA SUBHASH	74	76	70	220 A+
30.	730	JUNGHARE JYOTI DURYODHAN	58	61	54	173 A
31.	731	JUNGHARE NIKITA EKNATH	56	63	60	179 A
32.	732	JUNGHARE POONAM SANTOSH	79	71	76	226 A+
33.	733	JUNGHARE SMITA GANPAT	48	56	56	160 B
34.	734	JUNGHARE SWATI EKNATH	60	69	57	176 A
35.	735	KALE PRIYANKA MOHAN	67	65	59	191 A
36.	736	KAMBLE NIKHIL ANIL	49	63	50	162 B
37.	737	KARANDKAR SONALI KISAN	77	76	66	219 A+
38.	738	KARANJEKAR PRAVIN BALKRISHANA	48	77	78	203 A
39.	739	KARANJEKAR RUTUJA YASHWANT	69	66	61	206 A
40.	740	KASAR SURAJ DATTATRAY	58	62	63	173 A
41.	741	KENJALE POOJA MAHESH	60	44	52	156 B
42.	742	KENJALE RUTUJA BABAN	60	70	64	194 A
43.	743	KHAMKAR SAKSHEE SANTOSH	66	67	69	202 A
44.	744	KHARAT VIRAJ VIJAY	40	42	48	130 pass
45.	745	KUMBHAR GAURI DNYANESHWAR	66	61	50	177 A
46.	746	LAKADE OMKAR LAXMAN	60	64	69	193 A
47.	747	LAKADE SANDESH SURESH	71	69	75	215 A+
48.	748	MAHAMULKAR KOMAL SUBHASH	76	78	51	205 A
49.	749	MARDHEKAR ADITYA BHASKAR	60	64	61	185 A
50.	750	MARDHEKAR KETAN RAMCHANDRA	57	58	56	171 A
51.	751	MARDHEKAR NIKHIL MAHADEV	51	60	42	153 B
52.	752	MARDHEKAR PRASHANT PRAKASH	44	64	71	179 A
53.	753	MORE ANIKET ASHOK	Ab	Ab	Ab	Absehl
54.	754	OMBALE KANCHAN SANTOSH	66	64	60	190 A
55.	755	OMBALE NEHA MARUTI	62	50	58	170 A
56.	756	OMBALE PRANAY SHIVAJI	41	44	48	130 pass
57.	757	PALANDE SHUBHAM SATISH	40	52	64	156 B
58.	758	PANDIT PRATIKSHA PRAMOD	66	68	58	192 A
59.	759	PARTE ATUL HANMANT	44	52	71	167 B
60.	760	PARTE MONALI SHANTARAM	60	72	64	196 A
61.	761	PARTE RAHUL RAGHUNATH	68	70	60	204 A
62.	762	PARTE ROHIT RAGHUNATH	61	50	48	159 B



63.	763	PAWAR ABHISHEK DATTATRAY	56	60	64	179 A
64.	764	PAWAR AISHWARYA NAVANATH	68	70	80	198 A
65.	765	PAWAR KOMAL VIJAY	64	69	70	203 A
66.	766	PAWAR MANALI EKNATH	44	46	48	132 Pass
67.	767	PAWAR PALLAVI SUDHIR	70	72	68	210 A+
68.	768	PAWAR PRIYANKA ARUN	68	71	66	205 A
69.	769	PAWAR SARIKA PRAKASH	41	58	64	163 B
70.	770	PAWAR SHIVANI DHANANJAY	44	66	70	180 A
71.	771	POTALE DIPALI CHANDRAKANT	58	68	60	186 A
72.	772	SALUNKHE HARISH SUNIL	14	36	41	fail.
73.	773	SAPKAL AKSHADA PANDURANG	62	66	69	197 A
74.	774	SAPKAL DEVANG RAVINDRA	50	64	66	180 A
75.	775	SAPKAL PRIYA NAVNATH	51	54	48	148 Pass
76.	776	SAPKAL YASH VISHWAS	56	41	42	139 Pass
77.	777	SAWALE ANKIT RAMESH	64	61	58	183 A
78.	778	SAWANT NIKITA ANANDA	50	64	41	155 B
79.	779	SHAIKH ARMAN PIRMAHAMAD	48	62	63	171 A
80.	780	SHEDGE ALPESH CHANDRAKANT	64	66	60	190 A

  
Course Coordinator

  
H.O.D  
Department of Economics  
A.S.S. Mahavidyalaya, Medha  
Tal- Jalgaon, 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 2020-21.

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

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





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

**Year 2020-21**

<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>8 December 2020 to 22 February 2021</b>
<b>Number of students enrolled in the year</b>	<b>12</b>
<b>Number of Students completing the course in the year</b>	<b>12</b>

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



## 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 2020-21**

Sr. No.	Name of Students
1.	Adagale Mayur Abaso
2.	Dhanawade Roshan Namdeo
3.	Dhanawade Rutuja Namdev
4.	Gade Rushikesh Anil
5.	Jadhav Abhishek Deepak
6.	Junghare Neha Rajan
7.	Kadam Priya Maruti
8.	Kasurde Ganesh Vilas
9.	Kumbhar Pradnya Ramesh
10.	Nikam Prajakta Shankar
11.	Sapkal Madhavi Bajirao
12.	Shirke Prajkta Jagannath

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

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





**Amdar Shashikant Shinde Mahavidyalay, Medha.**

**Department of Zoology**

**COC- Basic Photography**

**Time Table**

**2020-21**

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

**PRINCIPAL**

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

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

**Department of Zoology**  
**Certificate Course in Basic Photography**  
**Attendance Register**

Month December

Year 2020

Sr. No.	Name of the Student	8/12/2020	12/12/20	15/12/20	18/12/20	19/12/20	22/12/20	25/12/20	29/12/20
1	Adagale M. A.	Madagale	Madagale	Madagale		Madagale	Madagale	Madagale	
2	Dhanawade R. N.	Dhanawade	Dhanawade	Dhanawade	Dhanawade	Dhanawade	Dhanawade	Dhanawade	Dhanawade
3	Dhanawade R. N.	Dhanawade	Dhanawade	Dhanawade	Dhanawade	Dhanawade	Dhanawade	Dhanawade	Dhanawade
4	Gade R. A.	Ragade	Ragade	Ragade	Ragade	Ragade	Ragade	Ragade	Ragade
5	Jadhav A. D.	None	None	None	None	None	None	None	
6	Junghare N. R.	N.R. Junghare	N.R. Junghare	N.R. Junghare	N.R. Junghare	N.R. Junghare	N.R. Junghare	N.R. Junghare	N.R. Junghare
7	Kadam P. M.	P.M. Kadam	P.M. Kadam	P.M. Kadam	P.M. Kadam	P.M. Kadam	P.M. Kadam	P.M. Kadam	
8	Kasurde G. V.	Kasurde G.	Kasurde G.	Kasurde G.	Kasurde G.	Kasurde G.	Kasurde G.	Kasurde G.	
9	Kumbhar P. R.	Kumbhar	Kumbhar	Kumbhar	Kumbhar	Kumbhar	Kumbhar	Kumbhar	
10	Nikam P. S.	Nikam	Nikam	Nikam	Nikam	Nikam	Nikam	Nikam	
11	Sapkal M. B.	Sapkal	Sapkal	Sapkal	Sapkal	Sapkal	Sapkal	Sapkal	
12	Shirke P. J.	Shirke P.	Shirke P.	Shirke P.	Shirke P.	Shirke P.	Shirke P.	Shirke P.	

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

**Department of Zoology**  
**Certificate Course in Basic Photography**  
**Attendance Register**

Month January

Year 2021

Sr. No.	Name of the Student	2/1/21	5/1/21	9/1/21	12/1/21	15/1/21	19/1/21	23/1/21	30/1/21
1	Adagale M. A.	<u>Madagale</u>	<u>Madagale</u>	<u>Madagale</u>	<u>Madagale</u>	<u>Madagale</u>	<u>Madagale</u>	<u>Madagale</u>	
2	Dhanawade R. N.	<u>Rhanawade</u>	<u>Rhanawade</u>	<u>Rhanawade</u>	<u>Rhanawade</u>	<u>Rhanawade</u>	<u>Rhanawade</u>	<u>Rhanawade</u>	<u>Rhanawade</u>
3	Dhanawade R. N.	<u>Rhanawade</u>	<u>Rhanawade</u>	<u>Rhanawade</u>	<u>Rhanawade</u>	<u>Rhanawade</u>	<u>Rhanawade</u>	<u>Rhanawade</u>	<u>Rhanawade</u>
4	Gade R. A.	<u>Ragade</u>	<u>Ragade</u>	<u>Ragade</u>	<u>Ragade</u>	<u>Ragade</u>	<u>Ragade</u>	<u>Ragade</u>	<u>Ragade</u>
5	Jadhav A. D.	<u>Abhi</u>	<u>Abhi</u>	<u>Abhi</u>	<u>Abhi</u>	<u>Abhi</u>	<u>Abhi</u>	<u>Abhi</u>	<u>Abhi</u>
6	Junghare N. R.	<u>N.R. Junghare</u>	<u>N.R. Junghare</u>	<u>N.R. Junghare</u>	<u>N.R. Junghare</u>	<u>N.R. Junghare</u>	<u>N.R. Junghare</u>	<u>N.R. Junghare</u>	<u>N.R. Junghare</u>
7	Kadam P. M.	<u>P.M. Kadam</u>	<u>P.M. Kadam</u>	<u>P.M. Kadam</u>	<u>P.M. Kadam</u>	<u>P.M. Kadam</u>	<u>P.M. Kadam</u>	<u>P.M. Kadam</u>	<u>P.M. Kadam</u>
8	Kasurde G. V.	<u>Kasurde G.</u>	<u>Kasurde G.</u>	<u>Kasurde G.</u>	<u>Kasurde G.</u>	<u>Kasurde G.</u>	<u>Kasurde G.</u>	<u>Kasurde G.</u>	<u>Kasurde G.</u>
9	Kumbhar P. R.	<u>Kumbhar</u>	<u>Kumbhar</u>	<u>Kumbhar</u>	<u>Kumbhar</u>	<u>Kumbhar</u>	<u>Kumbhar</u>	<u>Kumbhar</u>	<u>Kumbhar</u>
10	Nikam P. S.	<u>Nikam</u>	<u>Nikam</u>	<u>Nikam</u>	<u>Nikam</u>	<u>Nikam</u>	<u>Nikam</u>	<u>Nikam</u>	<u>Nikam</u>
11	Sapkal M. B.	<u>Sapkal</u>	<u>Sapkal</u>	<u>Sapkal</u>	<u>Sapkal</u>	<u>Sapkal</u>	<u>Sapkal</u>	<u>Sapkal</u>	<u>Sapkal</u>
12	Shirke P. J.	<u>Shirke P.</u>	<u>Shirke P.</u>	<u>Shirke P.</u>	<u>Shirke P.</u>	<u>Shirke P.</u>	<u>Shirke P.</u>	<u>Shirke P.</u>	<u>Shirke P.</u>

  
**Head**

Department Of Zoology  
 Amdar Shashikant Shinde  
 Mahavidyalay, Medha.




**Department of Zoology**  
**Certificate Course in Basic Photography**

Attendance Register

Month February

Year 2021

Sr. No.	Name of the Student	2/2/21	5/2/21	9/2/21	13/2/21	16/2/21	20/2/21	23/2/21	27/2/21
1	Adagale M. A.	<u>Madogale</u>	<u>Madogale</u>	<u>Madogale</u>	<u>Madogale</u>	<u>Madogale</u>	<u>Madogale</u>	<u>Madogale</u>	<u>Madogale</u>
2	Dhanawade R. N.	<u>Rhanawade</u>	<u>Rhanawade</u>	<u>Rhanawade</u>	<u>Rhanawade</u>	<u>Rhanawade</u>	<u>Rhanawade</u>	<u>Rhanawade</u>	<u>Rhanawade</u>
3	Dhanawade R. N.	<u>Rhanawade</u>	<u>Rhanawade</u>	<u>Rhanawade</u>	<u>Rhanawade</u>	<u>Rhanawade</u>	<u>Rhanawade</u>	<u>Rhanawade</u>	<u>Rhanawade</u>
4	Gade R. A.	<u>Rngade</u>	<u>Rngade</u>	<u>Rngade</u>	<u>Rngade</u>	<u>Rngade</u>	<u>Rngade</u>	<u>Rngade</u>	<u>Rngade</u>
5	Jadhav A. D.	<u>Abhi.</u>	<u>Abhi.</u>	<u>Abhi.</u>	<u>Abhi.</u>	<u>Abhi.</u>	<u>Abhi.</u>	<u>Abhi.</u>	
6	Junghare N. R.	<u>N.R. Junghare</u>	<u>N.R. Junghare</u>	<u>N.R. Junghare</u>	<u>N.R. Junghare</u>	<u>N.R. Junghare</u>	<u>N.R. Junghare</u>	<u>N.R. Junghare</u>	
7	Kadam P. M.	<u>P.M. Kadam</u>	<u>P.M. Kadam</u>	<u>P.M. Kadam</u>	<u>P.M. Kadam</u>	<u>P.M. Kadam</u>	<u>P.M. Kadam</u>		
8	Kasurde G. V.	<u>Kasurde G.</u>	<u>Kasurde G.</u>	<u>Kasurde G.</u>	<u>Kasurde G.</u>	<u>Kasurde G.</u>	<u>Kasurde G.</u>		
9	Kumbhar P. R.	<u>Kkamesh</u>	<u>Kkamesh</u>	<u>Kkamesh</u>	<u>Kkamesh</u>	<u>Kkamesh</u>	<u>Kkamesh</u>	<u>Kkamesh</u>	
10	Nikam P. S.	<u>Nikam</u>	<u>Nikam</u>	<u>Nikam</u>	<u>Nikam</u>	<u>Nikam</u>	<u>Nikam</u>	<u>Nikam</u>	<u>Nikam</u>
11	Sapkal M. B.	<u>M.B. Sapkal</u>	<u>M.B. Sapkal</u>	<u>M.B. Sapkal</u>	<u>M.B. Sapkal</u>	<u>M.B. Sapkal</u>	<u>M.B. Sapkal</u>		
12	Shirke P. J.	<u>Shirke P.</u>	<u>Shirke P.</u>	<u>Shirke P.</u>	<u>Shirke P.</u>	<u>Shirke P.</u>	<u>Shirke P.</u>		

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

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



**Department of Zoology**  
**“Certificate course in Basic Photography”**

**Statement of Marks**

<b>Sr. No.</b>	<b>Name of Students</b>	<b>Photo (50 Marks)</b>	<b>Oral Examination (25 Marks)</b>	<b>Presentation (25 Marks)</b>	<b>Total (100 Marks)</b>
1.	Adagale Mayur Abaso	47	22	21	90
2.	Dhanawade Roshan Namdeo	43	24	22	89
3.	Dhanawade Rutuja Namdev	44	22	23	89
4.	Gade Rushikesh Anil	45	21	24	90
5.	Jadhav Abhishek Deepak	43	20	22	85
6.	Junghare Neha Rajan	48	21	23	92
7.	Kadam Priya Maruti	42	23	24	89
8.	Kasurde Ganesh Vilas	41	21	23	85
9.	Kumbhar Pradnya Ramesh	43	23	22	88
10.	Nikam Prajakta Shankar	44	24	23	91
11.	Sapkal Madhavi Bajirao	48	24	24	96
12.	Shirke Prajkta Jagannath	47	23	20	90

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



BP2101

Jaywant Pratishthan, Humgaon Sanchalit

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



CERTIFICATE COURSE

IN

**BASIC PHOTOGRAPHY**

**Certificate**

**2020-21**

**This is to certify that Mr. Adagale Mayur Abaso 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 Mahavidyalaya, Medha**  
**Department of Botany**

**Year 2020-21**

<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>19 December 2020 to 22 January 2021</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>

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



Jaywant Prathisthan Humgaon,

Amdar Shashikant Shinde Mahavidhyalay, Medha

Tal-Jaoli, Dist.-Satara.

Certificate Course-2019-20

**Department of Botany**

**Mushroom Spawn Production**

Syllabus

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**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  
Mahavikya, M. Saha.

Jaywant Pratishthan Humgaon Sanchalit  
**Amdar Shashikant Shinde mahavidyalay, Medha**  
Tal – Jawali Dist – satara  
Certificate Course –Mushroom Spawn Production  
Conducted by Dept. of Botany  
Admission List  
Year 2020 – 2021

Sr.No	Student Name
1	Diksha Ananda Surve
2	Pooja shamrao chikane
3	Nikita santosh chikane
4	Nikita Raghunath Chikane
5	Sayali suryakant gangawane
6	Akshay mohan bachal
7	Akshay mohan bachal
8	Kamble Pooja Gautam
9	Rudrani Anil Khatavkar
10	Vishal surykant kamble

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

## Certificate Course in Mushroom Spawn Production

Time-Table- 2020-21

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 Mahavidyalaya  
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

Year 2020-2021

**Result Sheet**

Roll No.	STUDENT NAME	Test 20	Seminar 15	Oral 15	Total 50
1	Diksha Ananda Surve	18	13	14	45
2	Pooja Shamrao Chikane	18	13	13	44
3	Nikita Santosh Chikane	18	14	13	45
4	Nikita Raghunath Chikane	18	13	14	45
5	Sayali Suryakant Gangawane	16	12	14	42
6	Akshay Mohan Bachal	18	14	12	44
7	Pooja Gautam Kambale	18	14	14	46
8	Rudrani Anil Khatavkar	18	14	13	45
9	Vishal Suryakant Kambale	20	12	14	46
10	Akshay Mohan Bachal	16	12	13	41

1

*apaz*  
**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 (2020-21)**  
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**

MSP2020- \_\_\_\_\_

Head  
Department of Botany  
Amdar Shashikant Shinde  
Mahavidyalaya, Medha.



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

**Year 2020-21**

<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>22 December 2020 to 2 March 2021</b>
<b>Number of students enrolled in the year</b>	<b>20</b>
<b>Number of Students completing the course in the year</b>	<b>20</b>

  
**Head**  
Department of Chemistry  
Amdar Shashikant Shinde  
Mahavidyalaya, Medha





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 2020 - 2021**

Sr.No.	Student Name	Sign
1	Chikane Nitesh Sunil	
2	Kadam Komal Laxman	
3	Chorge Nikhil Narayan	N. N. Chorge
4	Kadav Kunal Avinash	
5	Pawar Sarika Bajirao	
6	Rawale Kajal Santosh	
7	Rokade Rutuja Manikrao	Rokade R.M
8	Sanas Abhijeet Mohan	A.M. Sanas
9	Sapkal Sanklap Jagganath	
10	Shelar Priya Dnyanu	
11	Shelar Rohit Sampat	
12	Bhosale Shubham Narayan	
13	Kharat Snehal Anil	
14	Dundle Dilasha Dnyandeo	
15	Pawar Gauri Sanjay	
16	Jadhav Vishal Nandkumar	
17	Yadav Sushant Ramchandra	
18	Shelar Rohit Sampat	
19	Shinde Sanket Vikas	
20	Surve pratik Kisan	

**Head**  
Department of Chemistry  
Soil Testing & Conservation  
Amdar Shashikant Shinde  
Mahavidyalay, Medha

**PRINCIPAL**

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



## Certificate Course in Soil Testing & Conservation

Time-Table- 2020-21

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

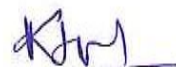
Amdar Shashikant Shinde Mahavidyalay  
Medha, Tal. Jaoli, Dist. Satara

**Jaywant Prathisthan Humgaon,  
Amdar Shashikant Shinde Mahavidhyalay, Medha  
Department of Chemistry**

**Soil Testing & Conservation  
Result Sheet**

Sr.No	Student Name	Test 50	Seminar 25	Practical 25	Total 100
1	Chikane Nitesh Sunil	48	15	22	85
2	Kadam Komal Laxman	42	20	23	85
3	Chorge Nikhil Narayan	48	22	20	90
4	Kadav Kunal Avinash	50	24	18	92
5	Pawar Sarika Bajirao	48	21	19	88
6	Rawale Kajal Santosh	42	20	21	83
7	Rokade Rutuja Manikrao	42	19	23	84
8	Sanas Abhijeet Mohan	46	19	18	83
9	Sapkal Sanklap Jagganath	38	22	19	79
10	Shelar Priya Dnyanu	44	23	20	87
11	Pawar Aditya Sanjay	46	21	24	91
12	Bhosale Shubham Narayan	42	21	23	86
13	Kharat Snehal Anil	38	24	22	84
14	Dundle Dilasha Dnyandeo	34	23	18	75
15	Pawar Gauri Sanjay	36	21	21	78
16.	Jadhav Vishal Nandkumar	48	20	19	87
17.	Yadav Sushant Ramchandra	48	21	23	92
18	Shelar Rohit Sampat	48	19	20	87
19	Shinde Sanket Vikas	48	19	24	91
20	Surve pratik Kisan	48	20	19	87

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

  
Coordinator  
Soil Testing & Conservation  
Amdar Shashikant Shinde  
Mahavidyalay, Medha



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

**Mahamulkar Supriya**

of

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

**“ Soil Testing and Conservation”**

in academic year 2020-21 and obtained Grade A+

Coordinator  
Head, Department of Chemistry

STC2010

Principal  
ASSM, Medha.



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

**Department of Microbiology**

**Year 2020-21**

<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>19 December 2020 to 15 February 2021</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  
Mahavidyalaya, Medha



**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**  
**2020-21**  
**List of Students**

Sr.No	Name of the student
1	DALVI VAIBHAV SANJAY
2	DANGE AJINKYA MACHINDRANATH
3	*KADAM TAJAL SADASHIV
4	*KAMBALE PRADNYA NAVANATH
5	*KAMBALE SWAPNALI DILIP
6	*KAMBLE ASHWINI SANDIP
7	*KARANDKAR MAYURI ANIL
8	*LOHAR SNEHAL RAMCHANDRA
9	*MUJAWAR AASMA LIYAKAT
10	*PAWAR SHIVANI SANTOSH



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

  
Department Of Microbiology  
Amdar Shashikant Shinde  
Mahavidyalay, Medha.



**AMDAR SHASHIKANT SHINDE MAHAVIDYALAY, MEDHA**

**Department of Microbiology**  
**Certificate Course in Fermentation and Alcohol Technology.**

**Time Table 2020-21**

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>8.00/9.00 - 10.30am</b>	Theory AAB	Theory RUN	-----	Theory DVD	-----	Practical AAB/DVD

  
Department Of Microbiology  
Amdar Shashikant Shinde  
Mahavidyalay, Medha.

  
I/C PRINCIPAL  
Amdar Shashikant Shinde Mahavidyalay  
Medha, Tal. Jachi, Dist. Satara

**Amdar Shashikant Shinde Mahavidyalay, Medha**  
**Department of Microbiology**  
**Certificate course**  
**Fermentation and Alcohol Technology**  
**2020-21**  
**Statement Of Mark**

Sr.No	Name Of The Student	Marks
1	Dalvi Vaibhav Sanjay	24
2	Dange Ajinkya Machindranath	24
3	*Kadam Tejal Sadashiv	28
4	*Kambale Pradnya Navanath	30
5	*Kambale Swapnali Dilip	32
6	*Kamble Ashwini Sandip	32
7	*Karandkar Mayuri Anil	28
8	*Lohar Snehal Ramchandra	28
9	*Mujawar Aasma Liyakat	32
10	*Pawar Shivani Santosh	28

  
Department Of Microbiology  
Amdar Shashikant Shinde  
Mahavidyalay, Medha.

  
I/C PRINCIPAL  
Amdar Shashikant Shinde Mahavidyalay  
Medha, Tal. Jaiti, Dist. Satara



FAT2007

Jaywant Pratishthan, Humgaon Sanchalit

**Amdar Shashikant Shinde Mahavidyalay, Medha**

Tal- Jaoli, Dist.- Satara, Maharashtra state



CERTIFICATE COURSE  
IN

FERMENTATION AND ALCOHOL TECHNOLOGY

**Certificate**

This is to certify that **Karandkar Mayuri Anil** 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

M Karandkar

Received



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

**Year 2020-21**

<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>18 December 2020 to 28 January 2021</b>
<b>Number of students enrolled in the year</b>	<b>43</b>
<b>Number of Students completing the course in the year</b>	<b>43</b>

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





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

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**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 Shekhawat Ghinde  
Mahavijay Nagar, Medha

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.

Year 2020-2021

**Admission list**

Sr.No.	STUDENT NAME
1.	Afrin Kadir Maner.
2.	Amruta Vitthal Phalke.
3.	Aniket Bajirao Yadav.
4.	Anuja Dilip Saste
5.	Arati Pandurang Jambhale
6.	Bhosale Minal Haridas
7.	Chaitrali Chandrashekhar Chavan
8.	Diksha Ananda Surve
9.	Gaikwad Sonali Shahaji
10.	Gawade Pranali Popat
11.	Gulambe Rutuja Vitthal
12.	Harshada Mahesh Jadhav
13.	Jagtap Ajay Shivaji
14.	Jagtap Kusum Anil.
15.	Junghare Neha Rajan
16.	Kadam Samiksha Balasaheb
17.	Kajal Santosh Rawale
18.	Kalpana Ashok Sabale
19.	Kambale Pooja Gautam
20.	Mangesh Sambhaji Jagdale
21.	Nikita Raghunath Chikane
22.	Nikita Santosh Chikane

23.	Parihar Aniket Sanjay
24.	Pawar Gauri Sanjay
25.	Pawar Sarika Bajirao
26.	Pooja Shamrao Chikane
27.	Pooja Tanaji Maske
28.	Pratiksha Sanjay Pathare
29.	Pratiksha Vijay Indalkar
30.	Rudrani Anil Khatavkar
31.	Sanjushree Jaywant Tambe
32.	Sayali Suryakant Gangawane
33.	Shinde Chaitali Navnath
34.	Shraddha Ashok Bailkar
35.	Shraddha Sopan Garad
36.	Suraj Tukaram Shelar
37.	Sushant Ramchandra Yadav
38.	Tejas Prain Kamble
39.	Vichare Priyanka Dattatray
40.	Vikrant Tejram Jagtap
41.	Vilas Limbaji Chougale
42.	Vishal Surykant Kamble
43.	Yash Hindurao Pawar.

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



## Certificate Course in Biodiversity Management and conservation.

Time-Table- 2020-21

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

**JaywantPrathisthanHumgaon,  
AmdarShashikantShindeMahavidhyalay, Medha  
Tal-Jaoli, Dist.-Satara.  
Certificate Course-2020-21  
Department of Botany  
Biodiversity Management and Conservation  
Result Sheet**

Sr.No	Student Name	Test 20	Seminar 15	Oral 15	Total 50
1	Afrin kadir maner	18	13	14	44
2	Amruta Vitthal Phalke	19	15	14	48
3	Aniket Bajirao Yadav	17	14	12	43
4	Anuja Dilip Saste	16	12	13	41
5	Arati pandurang jambhale	18	13	13	44
6	Bhosale minal haridas	19	14	13	46
7	Chaitrali Chandrashekhar Chavan	16	12	14	42
8	Diksha Ananda Surve	16	12	13	41
9	Gaikwad sonali shahaji	18	14	13	45
10	Gawade pranali popat	19	12	14	45
11	Gulambe Rutuja Vitthal	17	13	14	44
12	Harshada mahesh jadhav	18	13	13	44
13	Jagtap ajay shivaji	18	14	13	45
14	Jagtap Kusum Anil	19	14	14	47
15	Junghare Neha Rajan	16	12	14	42
16	Kadam Samiksha Balasaheb	16	12	13	41
17	Kajal Santosh Rawale	17	14	12	43
18	Kalpna Ashok Sabale	19	14	13	46
19	Kamble Pooja Gautam	16	13	12	41
20	Mangesh sambhaji jagadale	18	13	13	44
21	Nikita Raghunath Chikane	17	14	12	43
22	Nikita santosh chikane	19	14	14	47
23	Parivar Aniket Sanjay	18	15	15	48
24	Pawar Gauri Sanjay	19	15	14	48
25	pawar sarika bajirao	17	14	12	43
26	Pooja Shamrao Chikane	19	15	14	48
27	Pooja tanaji maske	16	12	14	42
28	Pratiksha sanjay pathare	19	12	14	45

29	Pratiksha vijay inadlkar	18	14	14	46
30	Rudrani Anil Khatavkar	17	14	13	44
31	Sanjushree jaywant Tambe	19	14	12	45
32	Sayali suryakant gangawane	19	12	13	44
33	Shinde chaitali Navnath	18	13	14	45
34	Shraddha ashok bailkar	19	14	12	45
35	Shraddha sopan garad	17	12	14	43
36	Suraj tukaram shelar	15	12	12	39
37	Sushant ramchandra yadav	19	14	12	45
38	Tejas Pravin Kamble	18	12	13	43
39	Vichare Priyanka Dattatray	16	12	13	41
40	Vikrant tejram jagtap	17	12	12	41
41	Vilas limbaji chougule	16	13	14	43
42	Vishal surykant kamble	16	12	12	40
43	Yash Hindurao pawar	17	13	12	42

  
 Head  
 Department of Botany  
 Amdar Shashikant Shinde  
 Mahavidyalaya, Medha.

  
 I/C 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. (2020-21)**

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 2020-21

**Course Coordinators**

**Principal**

Code No. BMC2020-

Head  
Department of Botany  
Amdar Shashikant Shinde  
Mahavidyalaya, Medha.





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

**Year 2020-21**

<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>26 December 2020 to 25 January 2021</b>
<b>Number of students enrolled in the year</b>	<b>15</b>
<b>Number of Students completing the course in the year</b>	<b>15</b>

*an*  
**Head**  
Department of Political Sci.  
A.S.S. Mahavidyalaya, Medha  
Tal - Jawali 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)

*albn*  
**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-2020-21**  
**Department of Political Science**  
**Introduction to United Nations Organization**  
Admission List

Sr No.	Name of the Student
1	Bandal Pooja Tanaji
2	Chikane Pratiksha Pandurang
3	Dhanawade Yashashri Shivaji
4	Gurav Rushikesh Santosh
5	Hirave Divya Maruti
6	Kambale Amruta Sunil
7	More Gaurav Jagannath
8	Padale Jayashri Balkrushna
9	Salunkhe Vishal Vishwas
10	Shaikh Salim Nasir
11	Sapkal Reshma Vitthal
12	Shedage Akshta Ramdas
13	Zade shricharan Sanjaykumar
14	Shelar Nikita Subhash
15	Pandhare Jishan Nabab

Coordinator

**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-2020-21  
**Introduction to United Nations Organization**

Date -04/01/2021

**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 10/01/2021	10AM to 11AM	Classroom F/3
2	Presentations	25	Sunday 17/01/2021	10AM to 12PM	Classroom F/3
3	Multiple Choice Question Exam	50	Sunday 24/01/2021	10 AM to 11 PM	Classroom F/3

  
**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.  
Department of Political Science  
Certificate Course-2020-21  
**Introduction to United Nations Organization**

Evaluation Report

Sr No.	Name of the Student	Oral Examination	Presentation	MCQ Examination	Total
1	Bandal Pooja Tanaji	20	21	34	75
2	Chikane Pratiksha Pandurang	18	13	38	69
3	Dhanawade Yashashri Shivaji	22	24	40	86
4	Gurav Rushikesh Santosh	17	19	42	78
5	Hirave Divya Maruti	20	17	44	81
6	Kambale Amruta Sunil	23	17	44	84
7	More Gaurav Jagannath	22	21	42	85
8	Padale Jayashri Balkrushna	20	21	44	85
9	Salunkhe Vishal Vishwas	18	22	40	80
10	Shaikh Salim Nasir	20	16	42	78
11	Sapkal Reshma Vitthal	23	17	42	82
12	Shedage Akshta Ramdas	20	16	36	72
13	Zade shricharan Sanjaykumar	19	13	44	76
14	Shelar Nikita Subhash	22	20	36	78
15	Pandhare Jishan Nabab	20	22	44	86

  
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**  
2020-21

## 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 **2020-21** and obtained Grade.....

Mrs. Gayatri Jadhav

Head, Dept. of Political Science

Dr. Pramod Ghatage


Principal



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

**Year 2020-21**

<b>Name of Add on /Certificate programs offered</b>	<b>Certificate course in Travel &amp; Tourism</b>
<b>Course Code (if any)</b>	<b>NA</b>
<b>Year of offering</b>	<b>2020</b>
<b>No. of times offered during the same year</b>	<b>Once in a Year</b>
<b>Duration of course</b>	<b>18 December 2020 to 24 January 2021</b>
<b>Number of students enrolled in the year</b>	<b>17</b>
<b>Number of Students completing the course in the year</b>	<b>17</b>

  
**Head**  
**Department Of History**  
A.S.S. Mahavidyalaya, Medha  
Tel: 2666111 or 2666112





Estd. 2002

उद्यमेन हि सिध्यन्ति कार्याणि न मनोरथैः

Jaywant Pratishthan Humgaon Sanchalit,

**Amdar Shashikant Shinde Mahavidyalay, Medha**

Tal- Jawali, Dist- Satara

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

**I/C Principal: Dr. Pramod Ghatage**

(M.A., Ph.D.)

NAAC 'B+' Grade

Office: 02378-285645,

Email: accmedha@yahoo.com,

Web: www.assmedha.edu.in

Ref. No.:

Date: 16/6/2020

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 15<sup>th</sup> June 2020. 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 2020-21

Sr. No.	Department	Name of the Course
1.	Physics	Certificate Course in Basics of computer
2.	Hindi	हिंदीभाषा, लिपि और शुद्धलेखन कोर्स
3.	History	Certificate Course in Travel & Tourism
4.	Marathi	Certificate Course in Journalism
5.	Physical Education	Certificate course in Yoga



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



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

Certificate Course-2020-21

**Department of History**

**Travel & Tourism**

Syllabus

---

**Aims and Objectives**

- 1) To get introduced to Case Studies in Tourism.
- 2) To get introduced to Tourist destination.
- 3) To learn the basics of on the Job training and Industrial visit in tourism.
- 4) To learn the concept field visit report writing.
- 5) To Internship/On the Job training

**Year of the implementation**

Academic year 2020-21

**Chapter Scheme**

**Unit I: Introduction**

- a) Introduction to entrepreneurship
- b) Tourism industry and business ideas.
- c) Business strategy- understanding customers and analyzing competition.

**Unit II: Setting up a Tourism Enterprise**

- a) Steps and procedures.
- b) Licenses and registration.

**Unit III: Human Resource Development**

- a) Concept and origin of HRD
- b) Nature, history and philosophy of Human Resource Development (HRD)
- c) Aims of HRD, Importance of HRD, approaches to HRD
- d) Current trends in HRD in tourism industry.

**Unit IV: Job-analysis and design**

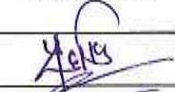
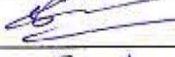
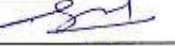
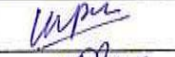
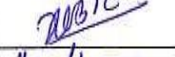
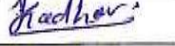
- a) Concepts and the process of Job-analysis.
- b) Job description and specification of major positions in tourism industry.
- c) Travel agency and Tour operation
- d) Potential problems of Job-analysis
- e) Factors and techniques affecting job design.

**Duration of the Course**

12 weeks

- Internal Evolution 30 Marks.
  - Mid Semester Examination 20 Marks.
  - Home Assignments/ Presentation/ Library work/ Class Tests 10 Marks.
-

**BOS of the Certificate Course**  
**Travel & Tourism**

Sr. No.	Name	Subject	Designation	Signature
1.	Prin. Dr. Pramod R. Ghatage		Principal	
2.	Mr. Gejage S.N.	History	Chairman	
3.	Dr. Bhosale S.H.	History	Member	
4.	Dr. Pawar V.V.	Geography	Member	
5.	Mrs. Jadhav G.P.	Political Science	Member	
6.	Miss.Jadhav K.S.	Student Representative	Member	

Course Coordinator  
Mr. Gejage S.N.

  
**Head**

**Department Of History**  
**A.S.S. Mahavidyalay, Medha**  
**Tal- Jaoli, Dist.- Satara**



Principal  
Dr. PramodGhatage



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



**Certificate Course in Tourism & Tourism**  
**Time-Table- 2020-21**

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

Theory: 20  
Practical: 04  
Total: 24

Coordinator  
Mr. Gejage S.N.

  
Head

Department Of History  
A.S.S. Mahavidyalay, Medha  
Tal- Jaoli, Dist.- Satara



Principal

  
PRINCIPAL

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



JaywantPratishthanHumgaonSanchalit

**AmdarShashikantShindeMahavidyalay, Medha**

Tal – JawaliDist – satara

Certificate Course -Travel & Tourism

Conducted by Dept.Of History

Admission List

Year 2020 - 2021



Sr.No	Student Name	Sign
1	Ku. Biramane Bhyagyashree Pandurang	Biramane
2	Chavan Akshay Narayan	Akshay
3	Gade Sanket Laxman	र. ए. ग. ११११
4	Indalkar Pratik Vilas	P.V.I
5	Jadav Ganesh Vilas	Jadav
6	Ku. Jadhav Kiran Sudhir	Jadhav
7	Jadhav Smita Subhash	Jadhav
8	Ku. Kadam Amruta Santosh	Kadam
9	Karanjekar Sanket Yashvant	Karanjekar
10	Kenjale Jayesh Pandurang	Kenjale
11	Ku. Ombale Rupali Tukaram	Ombale
12	Ku. Shelar Ankita Namdev	Shelar
13	Ku. Shelar Payal Santosh	Shelar
14	Ku. Shinde Mayuri Mangesh	Shinde
15	Ku. Vhagade Rajashree Narayan	Vhagade
16.	Kokare Macchindranath vitthal	Kokare
17.	Ku.Shinde Divya Baban	D.shinde

Head  
Department Of History  
A.S.S. Mahavidyalay, Medha  
Tal- Jaoli, Dist.- Satara

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







**JaywantPrathisthanHumgaon,  
AmdarShashikantShindeMahavidhyalay, Medha  
Tal-Jaoli, Dist.-Satara.  
Certificate Course-2020-21  
Department of History  
Travel & Tourism  
Result Sheet**



Sr.No	Student Name	Test 50	Seminar 25	Oral 25	Total 100
1	Ku. Biramane Bhyagyashree Pandurang	46	20	10	77
2	Chavan Akshay Narayan	48	15	12	75
3	Gade Sanket Laxman	46	15	15	76
4	Indalkar Pratik Vilas	40	20	10	70
5	Jadav Ganesh Vilas	44	18	10	72
6	Ku. Jadhav Kiran Sudhir	42	20	15	77
7	Jadhav Smita Subhash	48	15	15	78
8	Ku. Kadam Amruta Santosh	44	20	13	77
9	Karanjekar Sanket Yashvant	42	20	12	74
10	Kenjale Jayesh Pandurang	46	20	12	78
11	Ku. Ombale Rupali Tukaram	44	20	13	77
12	Ku. Shelar Ankita Namdev	48	20	11	79
13	Ku. Shelar Payal Santosh	46	20	11	77
14	Ku. Shinde Mayuri Mangesh	48	20	11	79
15	Ku. Vhagade Rajashree Narayan	46	20	12	78
16.	Kokare Macchindranath vitthal	44	20	13	77
17.	Ku.Shinde Divya Baban	48	20	10	78

  
**Head**  
Department Of History  
A.S.S. Mahavidyalay, Medha  
Tal- Jaoli, Dist.- Satara

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





Jaywant Prathisthan Humagaon Sanchalit

**Amdar Shashikant Shinde Mahavidhyalay, Medha**

Tal-Jaoli, Dist-Satara-415012

**Certificate Course in Travel & Tourism**


**Certificate**





This is to certify that, Mr./Mrs./Miss Shinde Divya Baban

has actively completed Certificate Course in *Travel & Tourism* in the academic  
Year 2020-21. and obtained Grade **A+**



  
Mr. Gejage S.N.  
Course Coordinator

  
Dr. Bhosale S.H.  
Sub Coordinator

  
Dr. Ghatage P.R.  
Principal



**TT2117**

*Received  
Shinde*



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

**Year 2020-21**

<b>Name of Add on /Certificate programs offered</b>	<b>Certificate course in Hindi Bhasha, Lipi and Shuddh lekhan</b>
<b>Course Code (if any)</b>	<b>NA</b>
<b>Year of offering</b>	<b>2020</b>
<b>No. of times offered during the same year</b>	<b>Once in a Year</b>
<b>Duration of course</b>	<b>1 December 2020 to 28 February 2021</b>
<b>Number of students enrolled in the year</b>	<b>20</b>
<b>Number of Students completing the course in the year</b>	<b>20</b>

**Head**  
**Department Of Hindi**  
**A.S.S. Mahavidyalay, Medha**  
**Tal- Jaoli, Dist.- Satara**



Estd. 2002

उद्यमेन हि सिध्यन्ति कार्याणि न मनोमयैः

Jaywant Pratishthan Humgaon Sanchalit,

**Amdar Shashikant Shinde Mahavidyalay, Medha**

Tal- Jawali, Dist- Satara

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

**I/C Principal: Dr. Pramod Ghatage**

(M.A., Ph.D.)

NAAC 'B' Grade

Office: 02378-285645.

Email: accmedha@yahoo.com,

Web: www.assmmedha.edu.in

Ref. No.:

Date: 16/6/2020

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 15<sup>th</sup> June 2020. 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 2020-21

Sr. No.	Department	Name of the Course
1.	Physics	Certificate Course in Basics of computer
2.	Hindi	हिंदीभाषा, लिपि और शुद्धलेखन कोर्स
3.	History	Certificate Course in Travel & Tourism
4.	Marathi	Certificate Course in Journalism
5.	Physical Education	Certificate course in Yoga



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

## SYLLABUS

### PAPER - I

#### हिंदी भाषा उद्भव और विकास

**Unit I –** हिंदी भाषा उद्भव और विकास (Period- 5)

हिंदी की ध्वनियों, रूपरचना, अव्यय।

**Unit II -** हिंदी की बोलियों (Period- 5)

पश्चिमी हिंदी, खड़ी बोली, पूर्वी हिंदी, राजस्थानी हिंदी, पहाड़ी हिंदी, अवधी, मैथिली, भोजपुरी, आदि।

**Unit III –** हिंदी का शब्द भंडार (Period- 5)

तत्सम, तद्भव, देशज, विदेशी, शब्दों की व्युत्पत्ति, उपसर्ग आदि।



## PAPER - II

### लिपि उद्भव और विकास

**Unit I :** लिपि की उत्पत्ति (Period- 5)

लिपि विकास –

चित्र लिपि, भाव लिपि, ध्वनि लिपि,

**Unit II -** भारतीय लिपियाँ – (Period- 5)

सिंधु लिपि, ब्राह्मी लिपि, खरोष्ठी लिपि,

**Unit III –** देवनागरी लिपि (Period- 5)

देवनागरी लिपि का नाम, देवनागरी लिपि का स्वरूप

**Unit IV –** देवनागरी लिपि (Period- 5)

देवनागरी लिपि विकास, देवनागरी लिपि के गुण–दोष, देवनागरी लिपि

में सुधार, मानक देवनागरी लिपि।

## PAPER - III

### हिंदी भाषा और व्याकरण

**Unit I :** वाक्य विचार , वाक्य प्रकार (Period- 5)

सरल वाक्य, मिश्र वाक्य, संयुक्त वाक्य

**Unit II -** संज्ञा,सर्वनाम, विशेषण, क्रिया विचार, – (Period- 5)

क्रिया के रूप, अविकारी शब्द, लिंग विचार, वचन विचार, कृदंत विचार, वाच्य और प्रयोग, शब्द साधन, समास विचार, क्रिया काल, क्रिया के अर्थ।

**Unit III –** पदकम (Period- 5)

पद परिचय शब्द परिचय, वाक्य पृथक्करण, वाक्य रूपांतर, कारक विचार,

**Unit IV –** संज्ञा, सर्वनाम, की कारक रचना (Period- 5)

**Unit V –** मुहावरें तथा कहावते, समानार्थी शब्द, विरुद्धार्थी शब्द, अनेक शब्दों के लिए एक

शब्द (Period- 5)

Jayawant Pratisthan Humagaon Sanchalit,

**Amdar Shashikant Shinde Mahavidyalaya, Medha.**

Tal – Jawali, Dist – Satara

**DEPARTMENT OF HINDI**

**“हिंदी भाषा, लिपि और शुद्ध लेखन कोर्स”**

सन 2020–21

**संदर्भ ग्रंथ सूची :-**

- 1) भाषाविज्ञान – डॉ. भोलानाथ तिवारी ।
- 2) भाषाविज्ञान की भूमिका – डॉ. देवेंद्रनाथ शर्मा ।
- 3) भाषाविज्ञान के तत्त्व – डॉ. राजनारायण मौर्य ।
- 4) भाषाविज्ञान और हिंदी भाषा – डॉ. सुधीर कलावडे ।
- 5) भाषाविज्ञान के सिद्धांत और हिंदी भाषा – डॉ. द्वारकाप्रसाद सक्सेना ।
- 6) संक्षिप्त भाषाविज्ञान – डॉ. सुरेशचंद्र त्रिवेदी ।
- 7) हिंदी – उद्भव विकास और रूप – डॉ. हरदेव बिहारी ।
- 8) हिंदी भाषा – डॉ. धीरेंद्र वर्मा ।
- 9) हिंदी भाषा की विकास यात्रा – डॉ. रामप्रकाश ।
- 10) हिंदी भाषा, व्याकरण, लिपि विज्ञान – डॉ. हरदान हर्ष ।
- 11) हिंदी व्याकरण – कामतापंसाद गुरु ।
- 12) नागरी लिपि और उसकी समस्याएँ – डॉ. नरेंद्र मिश्र ।
- 13) हिंदी की वर्तनी – कैलासचंद्र भाटिया, रचना भाटिया ।

- 14) मानक हिंदी का शुद्धिपरक व्याकरण – डॉ. रमेशचंद्र मेहरोत्रा ।
- 15) भाषाविज्ञान के सिद्धांत – डॉ. ओमप्रकाश शर्मा निराली,  
प्रकाशन,पुणे-5 ।
- 16) भाषा विज्ञान एवं हिंदी भाषा – डॉ. गंगासहाय प्रेमी, डॉ. त्रिलोकनाथ  
श्रीवास्तव, साहित्य सरोवर प्रकाशन, प्रभु नगर, आगरा – 01 ।



Jayawant Pratisthan Humagaon Sanchalit,

**Amdar Shashikant Shinde Mahavidyalaya, Medha.**

Tal – Jawali Dist – Satara

DEPARTMENT OF HINDI

“हिंदी भाषा,लिपि और शुद्ध लेखन कोर्स”

**Admission List – 2020-21**

01/02/2020 To 28/02/2021

Sr. No	Name of Student
1	JAWAL PRAJAKTA BABAN
2	ADAGALE MAYUR ABASO
3	BHOSALE SWATI SURESH
4	CHAVAN RUTUJA MOHAN
5	CHIKANE SURESH BHANUDAS
6	DALAWI ANIKET UDAY
7	DHANAWADE NEELAM SADASHIV
8	DHANAWADE PRATHAMESH RAJARAM
9	DHEBE SHUBHAM DHANANJAY
10	GAIKWAD AKANKSHA SADASHIV
11	GAIKWAD NATARAJ DADASO
12	GAIKWAD POOJA JITENDRA
13	GHADAGE KOMAL SANJAY
14	GHOLAP KOMAL DAYANAND
15	INGALE DEEPAK SANDEEP
16	JADHAV AMAR DATTATRAY
17	JADHAV RUSHIKESH RAJENDRA
18	JAGATAP ROSHAN PRAKASH
19	KALANGE VEDANT RAJENDRA
20	KIRAVE RUDVIK DATTATRAY

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


Jayawant Pratisthan Humagaon Sanchalit,  
**Amdar Shashikant Shinde Mahavidyalaya, Medha.**  
Tal -Jawali Dist – Satara  
DEPARTMENT OF HINDI

“हिंदी भाषा, लिपि और शुद्ध लेखन कोर्स”

**Student Marks 2020-21**

Sr.No	Student Name	Marks Paper I = 50	Marks Paper II = 50	Marks Paper III =50	Total Marks =150
1	JAWAL PRAJAKTA BABAN	40	38	36	114
2	ADAGALE MAYUR ABASO	38	36	38	112
3	BHOSALE SWATI SURESH	36	38	36	110
4	CHAVAN RUTUJA MOHAN	38	36	38	112
5	CHIKANE SURESH BHANUDAS	38	38	36	112
6	DALAWI ANIKET UDAY	36	36	38	110
7	DHANAWADE NEELAM SADASHIV	40	38	38	116
8	DHANAWADE PRATHAMESH RAJARAM	36	36	40	112
9	DHEBE SHUBHAM DHANANJAY	36	38	42	116
10	GAIKWAD AKANKSHA SADASHIV	36	36	42	114
11	GAIKWAD NATARAJ DADASO	40	36	42	118
12	GAIKWAD POOJA JITENDRA	36	38	36	110
13	GHADAGE KOMAL SANJAY	40	38	38	116
14	GHOLAP KOMAL DAYANAND	42	38	36	116
15	INGALE DIPAK SANDIP	40	38	38	116
16	JADHAV AMAR DATTATRAY	38	38	36	112
17	JADHAV RUSHIKESH RAJENDRA	36	36	36	108
18	JAGATAP ROSHAN PRAKASH	38	36	38	112
19	KALANGE VEDANT RAJENDRA	38	36	36	110
20	KIRAVE RUDWIK DATTATRAY	36	36	38	110

Course Coordinator

  
Head  
Department Of Hindi  
A.S.S. Mahavidyalaya, Medha  
Tal- Jawali, Dist.- Satara



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

**Year 2020-21**

<b>Name of Add on /Certificate programs offered</b>	<b>Certificate course in Basics of Computer</b>
<b>Course Code (if any)</b>	<b>NA</b>
<b>Year of offering</b>	<b>2020</b>
<b>No. of times offered during the same year</b>	<b>Once in a Year</b>
<b>Duration of course</b>	<b>17 December 2020 to 13 February 2021</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 Physics**  
**Amdar Shashikant Shinde Mahavidyalaya, Medha**





Estd. 2002

उद्यमेन हि सिध्यन्ति कार्याणि न मनोसैः

Jaywant Pratishthan Humgaon Sanchalit,

**Amdar Shashikant Shinde Mahavidyalay, Medha**

Tal- Jawali, Dist- Satara

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

**I/C Principal: Dr. Pramod Ghatage**

(M.A., Ph.D.)

NAAC 'B+' Grade

Office: 02378-285645,

Email: accmedha@yahoo.com,

Web: www.assmmedha.edu.in

Ref. No.:

Date: 16/06/2020

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 15<sup>th</sup> June 2020. 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 2020-21

Sr. No.	Department	Name of the Course
1.	Physics	Certificate Course in Basics of computer
2.	Hindi	हिंदीभाषा, लिपि और शुद्धलेखन कोर्स
3.	History	Certificate Course in Travel & Tourism
4.	Marathi	Certificate Course in Journalism
5.	Physical Education	Certificate course in Yoga



*(Signature)*

Principal

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



## SYLLABUS FOR CERTIFICATE COURSE in BASICS of COMPUTER

### OBJECTIVE:

The course is designed to aim at imparting a basic level appreciation programme for the common man. After completing the course, the incumbent is able to use the computer for basic purposes of preparing his personnel/business letters, viewing information on Internet (the web), sending mails, using internet banking services etc. This allows a common man or housewife to be also a part of computer users list by making them digitally literate. This would also aid the PC penetration program. This helps the small business communities, housewives to maintain their small account using the computers and enjoy in the world of Information Technology.

The module on financial literacy will enable the individuals to understand the various financial services and be aware of the various schemes of Government of India.

### DURATION:

42 Hours. (Theory: 10 hrs. + Practical: 28 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.	Knowing computer	1	1	4
2.	Operating Computer using GUI Based Operating System	2	0	4
3.	Understanding Word Processing	2	1	4
4.	Using Spread Sheet	1	1	4
5.	Introduction to Internet, WWW and web browsers	2	0	4
6.	Communications and Collaboration	1	0	4
7.	Making small presentation	1	1	4
Total Hours		<b>10</b>	<b>4</b>	<b>28</b>

## SYLLABUS OUTLINE:

**Knowing computer:** What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

**Operating Computer using GUI Based Operating System:** What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.

**Understanding Word Processing:** Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.

**Using Spread Sheet:** Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.

**Introduction to Internet, WWW and Web Browsers:** Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing software, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website

**Communications and collaboration:** Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes.

**Making Small Presentation:** Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts.

  
**Head**  
Department of Physics  
Amdar Shashikant Shinde  
Mahavidyalay, Medha



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

**Department of Physics**  
**Certificate Course on Basics of Computer**  
**List of Students 2020-21**

Sr. No.	Name of Students
1.	Chavan Mayuresh Ravindra
2.	Chikane Arati Ashok
3.	Chikane Snehal Shantaram
4.	Kumbhar Raj Bharat
5.	Malusare Abhishek Kundalik
6.	Mankumbare Shweta Vishnu
7.	Waghamale Rushikesh Rajendra
8.	Waghamale Siddhesh Harishchandra
9.	Waghamale Sumit Dattatray
10.	Yadav Dhananjay Jaywant

  
**Head**  
Department of Physics  
Amdar Shashikant Srinde  
Mahavidyalay, Medha



  
**PRINCIPAL**  
Amdar Shashikant Srinde Mahavidyalay  
Medha, Tal. Jaoli, Dist. Satara

**Amdar Shashikant Shinde Mahavidyalay, Medha.**

**Department of Physics**

**Certificate Course - Basics of Computer**

**Time Table**

**2020-21**

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

**Head**  
Department of Physics  
Amdar Shashikant Shinde  
Mahavidyalay, Medha



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



**Certificate Course on Basics of Computer  
Attendance Resister**

Month DEC Year 2020


Sr. No.	Name of Students	17/12/20	19/12/20	22/12/20	24/12/20	26/12/20	29/12/20	31/12/20									
1.	Chavan Mayuresh Ravindra	MR Chava	MR Chava	MR Chava	MR Chava	MR Chava	MR Chava	MR Chava									
2.	Chikane Arati Ashok	A. Ghikane	A. Ghikane	A. Ghikane	A. Ghikane	A. Ghikane	A. Ghikane	A. Ghikane									
3.	Chikane Snehal Shantaram	S. Chikane	S. Chikane	S. Chikane	S. Chikane	S. Chikane	S. Chikane	S. Chikane									
4.	Kumbhar Raj Bharat	R. Kumbhar	R. Kumbhar	R. Kumbhar	R. Kumbhar	R. Kumbhar	R. Kumbhar	R. Kumbhar									
5.	Malusare Abhishek Kundalik	A. K. M.	A. K. M.	A. K. M.	A. K. M.	A. K. M.	A. K. M.	A. K. M.									
6.	Mankumbare Shweta Vishnu	S. Mankumbare	S. Mankumbare	S. Mankumbare	S. Mankumbare	S. Mankumbare	S. Mankumbare	S. Mankumbare									
7.	Waghmare Rushikesh Rajendra	R. Waghmare	R. Waghmare	R. Waghmare	R. Waghmare	R. Waghmare	R. Waghmare	R. Waghmare									
8.	Waghmare Siddhesh Harishchandra	S. H. W.	S. H. W.	S. H. W.	S. H. W.	S. H. W.	S. H. W.	S. H. W.									
9.	Waghmare Sumit Dattatray	S. D. Waghmare	S. D. Waghmare	S. D. Waghmare	S. D. Waghmare	S. D. Waghmare	S. D. Waghmare	S. D. Waghmare									
10.	Yadav Dhananjay Jaywant	D. Yadav	D. Yadav	D. Yadav	D. Yadav	D. Yadav	D. Yadav	D. Yadav									

  
**Head**  
 Department of Physics  
 Amdar Shashikant Shinde  
 Mahavidyalaya, Medha

**Certificate Course on Basics of Computer  
Attendance Resister**

Month Jan Year 2021

Sr. No.	Name of Students	9/01/21	10/01/21	11/01/21	12/01/21	13/01/21	14/01/21	15/01/21	16/01/21	17/01/21	18/01/21	19/01/21	20/01/21	21/01/21	22/01/21	23/01/21	24/01/21	25/01/21	26/01/21	27/01/21	28/01/21	29/01/21	30/01/21	
1.	Chavan Mayuresh Ravindra	MRB	MRB	MRB	MRB	MRB	MRB	MRB	MRB	MRB	MRB	MRB	MRB	MRB	MRB	MRB	MRB	MRB	MRB	MRB	MRB	MRB	MRB	MRB
2.	Chikane Arati Ashok	A.Chikane	A.Chikane	A.Chikane	A.Chikane	A.Chikane	A.Chikane	A.Chikane	A.Chikane	A.Chikane	A.Chikane	A.Chikane	A.Chikane	A.Chikane	A.Chikane	A.Chikane	A.Chikane	A.Chikane	A.Chikane	A.Chikane	A.Chikane	A.Chikane	A.Chikane	A.Chikane
3.	Chikane Snehal Shantaram	S.Chikane	S.Chikane	S.Chikane	S.Chikane	S.Chikane	S.Chikane	S.Chikane	S.Chikane	S.Chikane	S.Chikane	S.Chikane	S.Chikane	S.Chikane	S.Chikane	S.Chikane	S.Chikane	S.Chikane	S.Chikane	S.Chikane	S.Chikane	S.Chikane	S.Chikane	S.Chikane
4.	Kumbhar Raj Bharat	R.Kumbhar	R.Kumbhar	R.Kumbhar	R.Kumbhar	R.Kumbhar	R.Kumbhar	R.Kumbhar	R.Kumbhar	R.Kumbhar	R.Kumbhar	R.Kumbhar	R.Kumbhar	R.Kumbhar	R.Kumbhar	R.Kumbhar	R.Kumbhar	R.Kumbhar	R.Kumbhar	R.Kumbhar	R.Kumbhar	R.Kumbhar	R.Kumbhar	R.Kumbhar
5.	Malusare Abhishek Kundalik	A.k.M	A.k.M	A.k.M	A.k.M	A.k.M	A.k.M	A.k.M	A.k.M	A.k.M	A.k.M	A.k.M	A.k.M	A.k.M	A.k.M	A.k.M	A.k.M	A.k.M	A.k.M	A.k.M	A.k.M	A.k.M	A.k.M	A.k.M
6.	Mankumbare Shweta Vishnu	S.Mankumbare	S.Mankumbare	S.Mankumbare	S.Mankumbare	S.Mankumbare	S.Mankumbare	S.Mankumbare	S.Mankumbare	S.Mankumbare	S.Mankumbare	S.Mankumbare	S.Mankumbare	S.Mankumbare	S.Mankumbare	S.Mankumbare	S.Mankumbare	S.Mankumbare	S.Mankumbare	S.Mankumbare	S.Mankumbare	S.Mankumbare	S.Mankumbare	S.Mankumbare
7.	Waghamale Rushikesh Rajendra	R.Waghamale	R.Waghamale	R.Waghamale	R.Waghamale	R.Waghamale	R.Waghamale	R.Waghamale	R.Waghamale	R.Waghamale	R.Waghamale	R.Waghamale	R.Waghamale	R.Waghamale	R.Waghamale	R.Waghamale	R.Waghamale	R.Waghamale	R.Waghamale	R.Waghamale	R.Waghamale	R.Waghamale	R.Waghamale	R.Waghamale
8.	Waghamale Siddhesh Harishchandra	S.H.W	S.H.W	S.H.W	S.H.W	S.H.W	S.H.W	S.H.W	S.H.W	S.H.W	S.H.W	S.H.W	S.H.W	S.H.W	S.H.W	S.H.W	S.H.W	S.H.W	S.H.W	S.H.W	S.H.W	S.H.W	S.H.W	S.H.W
9.	Waghamale Sumit Dattatray	S.D.Waghamale	S.D.Waghamale	S.D.Waghamale	S.D.Waghamale	S.D.Waghamale	S.D.Waghamale	S.D.Waghamale	S.D.Waghamale	S.D.Waghamale	S.D.Waghamale	S.D.Waghamale	S.D.Waghamale	S.D.Waghamale	S.D.Waghamale	S.D.Waghamale	S.D.Waghamale	S.D.Waghamale	S.D.Waghamale	S.D.Waghamale	S.D.Waghamale	S.D.Waghamale	S.D.Waghamale	S.D.Waghamale
10.	Yadav Dhananjay Jaywant	D.Yadav	D.Yadav	D.Yadav	D.Yadav	D.Yadav	D.Yadav	D.Yadav	D.Yadav	D.Yadav	D.Yadav	D.Yadav	D.Yadav	D.Yadav	D.Yadav	D.Yadav	D.Yadav	D.Yadav	D.Yadav	D.Yadav	D.Yadav	D.Yadav	D.Yadav	D.Yadav

  
**Head**  
 Department of Physics  
 Amdar Shashikant Shinde  
 Mahavidyalay, Medha



Certificate Course on Basics of Computer

Attendance Resister

Month Feb Year 2021

Sr. No.	Name of Students	02/02/21	03/02/21	04/02/21	05/02/21	06/02/21	07/02/21	08/02/21	09/02/21	10/02/21	11/02/21	12/02/21	13/02/21						
1.	Chavan Mayuresh Ravindra	M	M	M	M	M	M	M	M	M	M	M	M						
2.	Chikane Arati Ashok	A	A	A	A	A	A	A	A	A	A	A	A						
3.	Chikane Snehal Shantaram	S	S	S	S	S	S	S	S	S	S	S	S						
4.	Kumbhar Raj Bharat	R	R	R	R	R	R	R	R	R	R	R	R						
5.	Malusare Abhishek Kundalik	A	A	A	A	A	A	A	A	A	A	A	A						
6.	Mankumbare Shweta Vishnu	S	S	S	S	S	S	S	S	S	S	S	S						
7.	Waghmare Rushikesh Rajendra	R	R	R	R	R	R	R	R	R	R	R	R						
8.	Waghmare Siddhesh Harishchandra	S	S	S	S	S	S	S	S	S	S	S	S						
9.	Waghmare Sumit Dattatray	S	S	S	S	S	S	S	S	S	S	S	S						
10.	Yadav Dhananjay Jaywant	D	D	D	D	D	D	D	D	D	D	D	D						

  
**Head**  
 Department of Physics  
 Amdar Shashikant Shinde  
 Mahavidyalay, Medha

**Department of Physics**  
**Certificate Course on Basics of Computer**

**Certificate Given Record 2020-21**

Sr. No.	Name of Students	Certificate Code	Signature of Student
1.	Chavan Mayuresh Ravindra	BC2101	M.R.Chikane
2.	Chikane Arati Ashok	BC2102	A.Chikane
3.	Chikane Snehal Shantaram	BC2103	S.Chikane
4.	Kumbhar Raj Bharat	BC2104	Rajkumbhar
5.	Malusare Abhishek Kundalik	BC2105	A.K.Malusare
6.	Mankumbare Shweta Vishnu	BC2106	S.Mankumbare
7.	Waghamale Rushikesh Rajendra	BC2107	R.Waghamale
8.	Waghamale Siddhesh Harishchandra	BC2108	S.H.Waghamale
9.	Waghamale Sumit Dattatray	BC2109	S.D.Waghamale
10.	Yadav Dhananjay Jaywant	BC2110	D.Yadav



Head  
Department of Physics  
Amdar Shashikant Shinde  
Mahavidyalay, Medinipur





Date: 17/02/2021

**Department of Physics**  
**Certificate Course on Basic of Computer**

**Statement Of Mark**

Sr. No.	Name of Students	Written Examination (50 Marks)	Oral Examination (25 marks)	Presentation (25 marks)	Total (100 Marks)
1.	Chavan Mayuresh Ravindra	28	21	22	71
2.	Chikane Arati Ashok	44	22	23	89
3.	Chikane Snehal Shantaram	42	21	23	86
4.	Kumbhar Raj Bharat	38	23	22	83
5.	Malusare Abhishek Kundalik	38	21	21	80
6.	Mankumbare Shweta Vishnu	42	21	20	83
7.	Waghamale Rushikesh Rajendra	28	22	21	81
8.	Waghamale Siddhesh Harishchandra	30	22	22	74
9.	Waghamale Sumit Dattatray	38	22	20	80
10.	Yadav Dhananjay Jaywant	30	22	23	75

1. Examiner - Patil P. D. 
2. Examiner - Tarade A. J. 

  
**Head**  
Department of Physics  
Amdar Shashikant Shinde  
Mahavidyalay, Medha



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



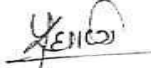
CERTIFICATE COURSE IN BASICS OF COMPUTER

*Certificate of Completion*

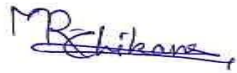
This is to certify that  
Chavan Mayuresh Ravindra  
of  
Amdar Shashikant Shinde Mahavidyalay, Medha  
has successfully completed CERTIFICATE COURSE IN  
“BASICS OF COMPUTER”  
in academic year 2020-21 and obtained Grade A+



  
Coordinator  
Head, Department of Physics

  
Principal  
ASSM, Medha.

BC2101





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

**Year 2020-21**

<b>Name of Add on /Certificate programs offered</b>	<b>Certificate course in Journalism</b>
<b>Course Code (if any)</b>	<b>NA</b>
<b>Year of offering</b>	<b>2020</b>
<b>No. of times offered during the same year</b>	<b>Once in a Year</b>
<b>Duration of course</b>	<b>1 January 2021 to 19 March 2021</b>
<b>Number of students enrolled in the year</b>	<b>27</b>
<b>Number of Students completing the course in the year</b>	<b>27</b>

*अध्यापक*  
प्रा. आनंद साधु सोठे  
त्रयती विभाग



जयवंत प्रतिष्ठान हुमगाव संचलित  
आमदार शशिकांत शिंदे  
महाविद्यालय मेढा  
**मराठी विभाग**  
2020-2021



पत्रकारिता प्रमाणपत्र कोर्स  
**प्रमाणपत्र वितरण समारंभ**  
प्राचार्य डॉ. प्रमोद घाटगे

प्रा. आनंद साठे, प्रा. डॉ. विनोद पवार,  
प्रा. एस. एन. गेजगे, प्रा. डॉ. नगरकर व  
प्रशिक्षणार्थी



Jaywant Pratisthan Humgav Sanchalit

Amdar Sashikant Shinde Mahavidyalay, Medha



Marathi Department

Certificate Course in journalism

=====

2020 - 2021

The Syllabus of Certificate Course in Journalism may vary from institute to institute. The education authorities involved in designing the syllabus stay concerned with the major practices followed in the present day journalism and keep upgrading the syllabus from time to time for students of newer batches. We have provided below the syllabus of "Certificate Course in journalism center " Amdar Sashikant Shinde Mahavidyalay, Medha.

=====

Syllabus

- \* Communication Concepts, History, Law and Ethics
- \* Reporting
- \* introduction of Radio and TV journalism.
- \* introduction Emerging and Social Media.
- \* Public relations, Advertising and Media Management.
- \* Editing

Prof Anand Sathe

Coordinator



Estd. 2002

उद्यमेन हि सिध्यन्ति कार्याणि न मनोरथैः

Jaywant Pratishthan Humgaon Sanchalit,

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

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

**I/C Principal: Dr. Pramod Ghatage**

(M.A., Ph.D.)

NAAC 'B+' Grade

Office: 02378-285645,

Email: accmedha@yahoo.com,

Web: www.assmmedha.edu.in

Ref. No.:

Date: 16/6/2020

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 15<sup>th</sup> June 2020. 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 2020-21

Sr. No.	Department	Name of the Course
1.	Physics	Certificate Course in Basics of computer
2.	Hindi	हिंदीभाषा, लिपि और शुद्धलेखन कोर्स
3.	History	Certificate Course in Travel & Tourism
4.	Marathi	Certificate Course in Journalism
5.	Physical Education	Certificate course in Yoga



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



**Amdar Shashikant Shinde Mahavidyalay, Medha.**


**Department of Marathi**

**COC - Certificate Course In Journalizam**

**Time Table**

**2020-21**

	Day Time	Mon	Tue	Wed	Thu	Fri	Sat
<b>Theory</b>	<b>11:30 PM To 12:15 PM</b>	-----	ASS	-----	ASS	-----	-----
<b>Practical</b>	<b>12:15 PM To 01:00 PM</b>	-----	-----	-----	-----	-----	ASS

  
**Prof.A.S.Sathe**  
**Coordinator**

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

Jaywant Pratisthan Humgaon Sanchlit

# Amdar Shashikant Shinde Mahavidyaly Medha

## Marathi Department

### Certificate Course of Journalism

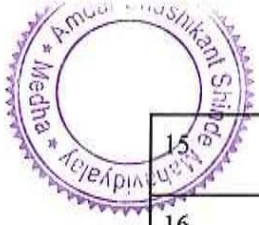


2020 - 2021


Annual Result

Sr. No.	Name Of Student	Marks	Grade
1	कु. सुर्वे प्राजक्ता प्रकाश	42/50	A+
2	पवार तुषार शिरीष	35/50	A
3	कु.पंडित प्रणाली अंकुश	40/50	A
4	झोरे सचिन बबन	35/50	A
5	कु.ओतारी नंदिनी मंगेश	40/50	A
6	कु.कांबळे प्रतिका सुनिल	44/50	A+
7	कु.जवळ पूजा ज्ञानदेव	41/50	A+
8	कु.करंदकर सुप्रिया सूर्यकांत	44/50	A+
9	कु.शिंदे नेहा शांताराम	42/50	A+
10	कु.शिर्के पूजा विजय	40/50	A
11	कु.अगुंडे नीलम जयसिंग	44/50	A+
12	केंजळे साहिल जगन्नाथ	36/50	A
13	शेलार प्रशांत अरविंद	34/50	B+
14	महामुलकर साईराज कृष्णा	37/50	A





15	चांगण युवराज बाळकृष्ण	32/50	B+
16	घोरपडे रोहित अनिल	33/50	B+
17	वाघ करण रमेश	40/50	A
18	कु.करंजेकर रुचिका संजय	44/50	A+
19	कु.शेख अलिशा हुसेन	44/50	A+
20	कु.जाधव श्रद्धा महेंद्र	40/50	A
21	कु.चिकणे प्रतिक्षा विठ्ठल	44/50	A+
22	कु.बाचल मयुरी दत्तात्रय	42/50	A+
23	कु.जाधव प्रियांका संतोष	40/50	A
24	कु.धनावडे कार्तिकी संपत	42/50	A+
25	कु.साळुंखे दिव्या संतोष	44/50	A+
26	केंजळे अभिषेक अनिल	40/50	A
27	कु.सपकाळ ऋतुजा संतोष	44/50	A+

  
(सहायक)

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



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

**Year 2020-21**

<b>Name of Add on /Certificate programs offered</b>	<b>Certificate course in Yoga</b>
<b>Course Code (if any)</b>	<b>NA</b>
<b>Year of offering</b>	<b>2020</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>45</b>
<b>Number of Students completing the course in the year</b>	<b>45</b>







Estd. 2002

उद्यमेन हि सिध्यन्ति कार्याणि न मनोरथैः

Jaywant Pratishthan Humgaon Sanchalit,

**Amdar Shashikant Shinde Mahavidyalay, Medha**

Tal- Jawali, Dist- Satara

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

**I/C Principal: Dr. Pramod Ghatage**

(M.A., Ph.D.)

NAAC 'B+' Grade

Office: 02378-285645,

Email: accmedha@yahoo.com,

Web: www.assmmedha.edu.in

Ref. No.:

Date: 16/6/2020

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 15<sup>th</sup> June 2020. 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 2020-21

Sr. No.	Department	Name of the Course
1.	Physics	Certificate Course in Basics of computer
2.	Hindi	हिंदीभाषा, लिपि और शुद्धलेखन कोर्स
3.	History	Certificate Course in Travel & Tourism
4.	Marathi	Certificate Course in Journalism
✓ 5.	Physical Education	Certificate course in Yoga



Principal

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





Jaywant pratishthan

Amdar Shashikant Shide Mahavidyalay, Medha

Certificate Course in Yoga 2020-21

Department Of Physical Education and Sports

Admission List



Sr.No.	Name of the Student	class
1	Biramane Akanksha Dattatray	B.Sc.III
2	Biramane Mayuri Pandurang	B.Sc.III
3	Chaudhari Suraj Nivrutti	B.Sc.III
4	Chavan Akshay Mohan	B.Sc.III
5	Chavan Abhishek Ananda	B.Sc.III
6	Chavan Mayuresh Ravindra	B.Sc.III
7	Chikane Arati Ashok	B.Sc.III
8	Chikane Ganesh Shankar	B.Sc.III
9	Chikane Snehal Shantaram	B.Sc.III
10	Dalavi Akshay Vijay	B.Sc.III
11	Dalavi Vaibhav Sanjay	B.Sc.III
12	Dange Ajinkya Machhindranath	B.Sc.III
13	Dhanawade Aniket Dattatray	B.Sc.III
14	Dhanawade Rohit Maruti	B.Sc.III
15	Dhanawade Roshan Namdeo	B.Sc.III
16	Gangawane Nisha Santosh	B.Com.III
17	Gavade Vijay Ramchandra	B.Com.III
18	Gole Divya Rohidas	B.Com.III
19	Gole Mayuri Pandurang	B.Com.III
20	Gore Nitin Dhodiba	B.Com.III
21	Jadhav Praita Chandrakant	B.Com.III
22	Jadhav Pratikshaa Nathuram	B.Com.III
23	Jangam Varsharani Dilip	B.Com.III
24	Jangam Akita Sarjerao	B.Com.III

Jaywant pratishthan Humgaon

## Amdar Shashikant Shinde Mahavidyalay, Medha

Certificate Course in Yoga 2020-21

Department Of Physical Education and Sports

Admission List



Sr.No.	Name of the Student	class	Sign
1	Biramane Akanksha Dattatray	B.Sc.III	ADBiramane
2	Biramane Mayuri Pandurang	B.Sc.III	MPB
3	Chaudhari Suraj Nivrutti	B.Sc.III	Suraj
4	Chavan Akshay Mohan	B.Sc.III	Achavan
5	Chavan Abhishek Ananda	B.Sc.III	AME
6	Chavan Mayuresh Ravindra	B.Sc.III	Mayuresh
7	Chikane Arati Ashok	B.Sc.III	ARehikane
8	Chikane Ganesh Shankar	B.Sc.III	Chikane
9	Chikane Snehal Shantaram	B.Sc.III	Snehal
10	Dalavi Akshay Vijay	B.Sc.III	Dalavi
11	Dalavi Vaibhav Sanjay	B.Sc.III	Vaibhav
12	Dange Ajinkya Machhindranath	B.Sc.III	AMdange
13	Dhanawade Aniket Dattatray	B.Sc.III	Aniket
14	Dhanawade Rohit Maruti	B.Sc.III	Rohit
15	Dhanawade Roshan Namdeo	B.Sc.III	R.Dhanawade
16	Gangawane Nisha Santosh	B.Com.III	Nisha
17	Gavade Vijay Ramchandra	B.Com.III	Gavade
18	Gole Divya Rohidas	B.Com.III	Divya
19	Gole Mayuri Pandurang	B.Com.III	Mgole
20	Gore Nitin Dhodiba	B.Com.III	Nitin
21	Jadhav Praita Chandrakant	B.Com.III	Prajadhav
22	Jadhav Pratikshaa Nathuram	B.Com.III	Pratikshaa
23	Jangam Varsharani Dilip	B.Com.III	Varsharani
24	Jangam Akita Sarjerao	B.Com.III	AJangam

25	Junghare Kajal Dattatray	B.Com.III	Junghare
26	Kadam Soali Bhimrao	B.Com.III	Kadam
27	Kadam Pratiksha Dnyaneshwar	B.Com.III	Kadam
28	Kamabale Hrutik Bhagwan	B.Com.III	Kamabale
29	Kambale SuchitaTanaji	B.Com.III	Kambale
30	KaradeSoali Vitthal	B.Com.III	Karade
31	Pawar Arati Laxman	B.A.III	Pawar
32	Pawar Ashwini Ramchandra	B.A.III	Pawar
33	Rajage Sonali Ananda	B.A.III	Rajage
34	Sabale Ashwini Kashinath	B.A.III	AKS
35	SabaleSonali Bajrang	B.A.III	Bubule
36	Sapkal Nikhil Suryakat	B.A.III	Sapkal
37	Shaikh Akhil Rafik	B.A.III	Shaikh
38	Shaikh Fija Rarukh	B.A.III	Shaikh
39	Shelar Pratiksha Suresh	B.A.III	Shelar
40	Shelar Pratiksha Vishnu	B.A.III	PVS
41	Shelar Sumitra Shankar	B.A.III	Shelar
42	Shete Aparna Mahadev	B.A.III	Shinole
43	Shinde Lalit Tukaram	B.A.III	Shinde
44	ShindePriyanka Namdev	B.A.III	PShinole
45	Surve Akshada Shankar	B.A.III	Surve



Director of Physical Education  
Amdar Shashikant Shinde Mahavidyalay  
Medha, Tal. Jaoli, Dist. Satara



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





Jaywant Pratishthan Humgaon Sanchlit

**Amdar Shashikant Shinde Mahavidyalaya, Medha**

Tal. Jawali, Dist. Satara

**Department of Physical Education & Sports**

**Yoga**

**2020-21**

**• Certificate •**

This is to certify that,

Mr./Miss/Mrs.....

has actively completed the certificate course in Yoga in the  
academic year 2020-21 and obtained Grade .....

**Mr.Pramod Chavan**  
Directors of  
Physical Education

**Dr.Pramod Ghatage**  
Principal  
Amdar Shashikant Shinde