



- **Course Objectives:**

- To know the Basics of knowledge Computer.
- To Understand the Application Software like MS-Office.
- To understand Computer Typing and maintain the typing speed.

Syllabus

S.N.	Unit Name	Theory	Practical	Total
1.	Introduction to Computer	02	05	07
	MS-Office			
	Word	02	03	04
	Excel	02	03	04
	PowerPoint	02	03	04
02	A Exercise No 01.			
	कही रासयश; Key stroke	2	06	06
	B Exercise No 02			
	मतजल नपवचरु Key Stroke	2	06	06
	C Exercise No 03			
	गबअइ दउएणु Key Stroke		06	06
	D Exercise No 04			
	कही रायशू मतजल नपवचरु गबअइ दउएणु Key Stroke	2	04	04
	E कखघचछजझटठडणतथदधनपफ बभमयरलवशसषहळक्षज्ञ key Strock	1	05	05
	Letter & Statement		04	04
	Total	15	45	60

- **Scope and Opportunities :**

- Gives students the essential foundation for advanced technology courses.
- Student can be able to handle the computer individually.

- To learn the typing techniques to create awareness about importance of learning typing.

- **Referential Books :**

1. Fundamental of Computers – By P. K. Sinha
2. Computer Today- By Suresh Basandra
3. Marathi typing exercise booklet – Typing Institute
4. MS- Office 2000 (For Windows) – By Steve Sagman

- **Syllabus Designed by :**

- | | |
|---------------------|---------------------|
| 1. Prin.Dr.L.D.Bhor | Chairman |
| 2. Dr.S.N.Gawali | Co-ordinator |
| 3. Prof.V.M.More | Placement officer |
| 4. Dr.B.G.Ghodke | Course Co-ordinator |


Chairman
I.Q.A.C.

E. B. Jain College of Commerce
Shrirampur, Dist. A'Nagar (M.S.)





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Shrirampur

Rayat Shikshan Sanstha'S
C.D.Jain College Of Commerce, Shrirampur
Karmveer Vidya Prabodhini;
SHORT TERM COURSE in
PROFESSIONAL ACCOUNTING
2018-19



Duration: - 60 Hours

Objectives:-

- 1) To develop conceptual understanding of the fundamentals of financial accounting system.
- 2) To develop competency in the functional areas of accounting.
- 3) To develop the ability to identify and evaluate accounting problems and arrive at reasoned conclusions.

Sr.No.	Units	No. of Lectures	Total No. of Lectures	
			Theory	Practical
A	Theoretical Framework			
B	Accounting Process			
	<ul style="list-style-type: none"> • Books of Accounts leading to the preparation of Trial Balance, • Capital and revenue expenditures, • Capital and revenue receipts, • Contingent assets and contingent liabilities, • Fundamental errors including rectifications thereof 	03	02	01
		02	02	-
		03	01	02
		04	02	02
C	Bank Reconciliation Statement	03	02	01
D	Inventories			
	<ul style="list-style-type: none"> • Basis of inventory valuation and record keeping 	02	01	01
E	Depreciation accounting			
	<ul style="list-style-type: none"> • Methods, computation and accounting treatment of depreciation, • Change in depreciation methods. 	03	01	02
		02	01	01
F	Preparation of Final Accounts for Sole Proprietors	03	01	02



G	Accounting for Special Transactions			
	• Consignments	02	02	-
	• Joint Ventures	01	01	-
	• Bills of exchange and promissory notes	02	01	01
	• Sale of goods on approval or return basis.	01	01	-
H	Partnership Accounts			
	• Final accounts of partnership firms –	03	02	01
	• Basic concepts of admission,	02	02	
	• Retirement and death of a partner including treatment of goodwill	03	02	01
I	Introduction to Company Accounts			
	• Issue of shares and debentures,	03	02	01
	• Forfeiture of shares,	03	02	01
	• Re-issue of forfeited shares,	03	02	01
	• Redemption of preference shares	02	01	01
	Total Lectures	60	41	19

Evaluation: - It is based on Written and Oral Performance of Students.

Reference books :

1. Fundamentals of Accounting & Financial Analysis: By Anil Chowdhary (Pearson Education)
2. Financial Accounting: By Jane Reimers (Pearson Education)
3. Accounting Made easy: By Rajesh Agrawal & R Srinivasan (Tata McGraw – Hill)
4. Financial Accounting for Management: By Dr. S.N. Maheshwari (Vikas Publishing House)

5. Board of studies

Sr. No.	Name of the Faculty	Designation
1	Prin. Dr. Bhor L. D.	Chairman
2	Prof. Dr. Gawali S. N.	Short Term Course Coordinator
3	Prof. More V.M.	Placement Officer
4	Prof. Pawar S.D	Course Coordinator
5	Mr.Pawan Aurade(CA)	Professional Expert


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Shrirampur



C. D. JAIN COLLEGE OF COMMERCE, SHRIRAMPUR

Dist – Ahmednagar

Short Term Course 2018-19

'Soft Skill Development'

Duration of Course- 60 Hr

• **Course Objectives:**

- To know the Basics of Soft Skill.
- Develop effective communication skills
- Develop effective presentation skills.
- Conduct effective business correspondence and prepare business reports which produce results.
- Become self-confident individuals by mastering inter-personal, team management, and leadership skills
- Develop all-round personality with a mature outlook to function effectively in different circumstances.
- Develop broad career plans, evaluate the employment market, identify the organizations to get good placement, match the job requirements and skill sets.
- Take part effectively in various selection procedures adopted by the recruiters.

Syllabus

S.N.	Unit Name	Theory	Practical	Total
1.	Introduction to Attributes			
	Interpersonal Attributes a. Empathy , Leadership c. Communication d. Teamwork e. Good Manners f. Ability to learn and Teach	01	02	03
	Personal Attributes a. Optimism b. Responsibility c. Sense of humor d. Intelligence e. Time Management d. Motivation e. Common sense f. Body language	02	02	04



2.	Quotient			
	Intelligent Quotient (IQ) Verbal Intelligence. Mathematical Ability. Spatial Reasoning Skills. Visual/Perceptual Skills. Classification Skills. Logical Reasoning Skills. Pattern Recognition Skills. Emotional Intelligence (EI) Self-Awareness Self-Regulation Self-Regulation Social Skills Empathy Motivation Jo-Hari Window 7 Habits	07	14	21
3.	Communication Skills			
	Verbal Communication	05	10	15
	Non Verbal Communication			
4.	Business Etiquette			
	Professional Etiquette Dining Etiquette Cocktail Parties Correspondence Etiquette Office Etiquette Etiquette Abroad Dos and Don's	05	12	17
	Totals	22	38	60

Scope and Opportunities :

- This course gives students the Basic knowledge of Soft Skill Development .
- Students are transformed for employability skills.
- Foundation for Personality Development.

Recommended Books:

IQ and Human Intelligence – Nicholas Macintosh
Emotional Intelligence - Daniel Golman
Bridging the Soft Skill Gap -Bruce Tulgan

Board of Studies:

Sr. No.	Name of the Faculty	Designation
1	Prin. Dr. Bhor L. D.	Chairman
2	Prof. Dr. Gawali S. N.	Short Term Course Coordinator
3	Dr. Bawake B.B.	NAAC Cordinator , Personality Development course Co-ordinaor
4	Prof. Salve S.K.	Course Coordinator
5	Prof. S.Y. Deshmukh	Professional Expert
6	Prof. Datir K.R.	Professional Expert


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C. D. JAIN COLLEGE OF COMMERCE, SHRIRAMPUR

Dist – Ahmednagar

Short Term Course 2018-19

F.Y.B.Com

SPOKEN ENGLISH

Duration: 60 hr.

Objectives: 1) To boost students confidence in communication. 2) To make students familiar with English pronunciations. 3) To inculcate and instill among students the skills of writing, reading, and speaking.

Curriculum :

Unites	No of Period	Total No of Period	
		Theory	Practical
A) Basics of English Language :			
1) English Alphabets and their pronunciation.	1	2	2
2) Framing words: Word Formation Affixation, Compounding, Blending and Acronyms	1		
3) Word Families: Word families based on Nouns Word families based on Verbs Word families based on Adjectives	2		
B) Pronunciation:			
1) Basic sounds 2) Letter and sounds 3) Utterances and words.	2	4	2
4) Sounds and sound groups 5) Consonants and vowels 6) Intonation	2		
7) Pronunciation	1		
8) Word groups, stressed, unstressed	1		



Unites	No of Period	Total No of Period	
		Theory	Practical
C) Grammar :			
1) Parts of Speech 2) Basic sentence patterns. 3) Tenses	2	3	1
1) Direct and Indirect speech. 2) Active passive voice 3) Common Mistakes in English	2		
D) Developing Vocabulary.			
1) Synonyms Hyponyms Antonyms	2	6	4
2) Homonyms Homographs, Homophones.	2		
3) One word for many	1		
4) Parts of the body and connected words.	1		
5) Words in daily use- Ornaments, vegetables, Occupations.	1		
6) Idioms and Phrases	2		
7) Proverbs	1		
E) 1) Difference between British and American English 2) Current words 3) words often confused	2	1	1
F) Conversation :			
a) Greeting /Manners 1) Introducing oneself/ others / 2) Thanking 3) Apologizing	1	2	1
4) Inviting 5) Giving Compliments 6) Showing Direction	2		
7) Telephone Conversation	1		
G) Role Playing			
1) At the Bank 2) At the Railway station	2	6	2
3) Helping Classmates 4) Making inquiry at the hospital/ Bus stand	2		
5) Conversation at social places 6) Casual Meetings	2		
7) General Discussion at social places 8) At the Bank/post office	1		

9) Importance of English language in the Global era. 10) Role of English language in personality development	1		
Unites	No of Period	Total No of Period	
H) Interview Techniques		Theory	Practical
Mock Interviews Job interviews	4	5	3
Group Discussion Speeches	4		
D) Writing skills – Creative writing , Essay writing, Letter writing ,Paragraph writing	4	2	1
J) Drilling / Practice and practicles in Class-room , classroom discussion.	4	2	1
K) Projects- Vocabulary Building Informal Letter writing formal letter writing parts of speech	2	1	1
Total Lectures = 50 Theory 30 Lect. Practical 20 Lect.			

Teaching Methodology:

Lectures, audio / video Sessions, Group Discussion, Drilling and practical.

Evaluation: is based on written and oral performance of the students.

Reference Books:-

- 1) Bansal & Harrison Spoken English for India.
- 2) Greenbaum'Z Quirk University Grammar of English
- 3) Shaikh B.M. Business Communication
- 4) Tylor Grant Conversational Skill

Board of Study

- 1) Principal L.D.Bhor Chairman
- 2) Prof. Dr.Bawake B.B. Couese Coordinator
- 3) Prof. Divekar S.L. - Member
- 4) Prof.Raut S.H. - Member
- 5) Prof.Hardas A.D - Member


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C. D. Jain College of Commerce, Shrirampur

Short Term Course 2018-2019

Police Bharti Syllabus

Objective of Syllabus:

- To motivates students to Join as Police and Army Job
- Provide realistic departmental guidelines and policies.
- Provide quality training for every entry level of the police Constable and Army man.
- Promote police conduct that is responsive and sensitive to the needs of the community..

S.N.	Contents	Lectures	
1	General Knowledge (GK)	4	
2	Mathematics	9	
3	Reasoning	6	
4	Current affairs	4	
5	Social Study	4	
6	Numerical Ability	9	
7	Maharashtra Geography	4	
Practical : Physical Activity			
1	Running 1600M	20M	4
2	100M running Shoot	20M	4
3	Pulps 10	20M	4
4	Long Jump	20M	4
5	Gola Fek	20M	4

References:

- 1) Sampurn Police Constable Bharti Pariksha by K.Sagar (82 Vi avrutti)
- 2) Police Bharti - 50 Question Paper Set (New Syllabus) 2016 by Prof. Meeta Choudhari
- 3) Maharashtra Police Bharti Lekhi Pariksha (Marathi) 2014 by Dr. Chandresh Agarwal
- 4) SSC Kendriya Shashtra Police Bal Constable Bharti Parikshan (General Duty) 2012 by Jain and Kishore

Board of Studies: -

- 1) Prin. Dr.L.D.Bhor (Chairman)
- 2) Mr. More V.M (Co-ordinator Placement Cell)
- 3) Mr. Nagpure V.B. (Course - Co-ordinator)
- 4) Mr. Sampat hole (PSI, Shrirampur)
- 5) Mr.Satvir singh (Havaldar)


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रघत शिक्षण संस्थेचे,
सी.डी.जैन कॉलेज ऑफ कॉमर्स, श्रीरामपूर
शॉर्ट टर्म कोर्स - २०१८-१९



✂ आरोग्य जागरूकता ✂
(Health Awareness)

एकूण तासीका : ६५

◇ कोर्सची उद्दिष्टे :-

१. विद्यार्थ्यांमध्ये आरोग्य विषयक जागृती करणे.
२. विद्यार्थ्यांची शारीरिक क्षमता वाढविणे.
३. सैन्यभरती पोलीसभरतीसाठी शारीरिक तंदुरुस्ती तयार करणे.
४. विद्यार्थ्यांनी आपले नातेवाईक, भावंडे व मित्र यांच्यामध्ये आरोग्यविषयक जागृती निर्माण करणे.
५. विद्यार्थ्यांना व्यसनापासून दूर ठेवणे.

अभ्यासक्रम

अ.क्र.	विभाग	एकूण तासीका/दिवस	
		थेअरी	प्रॅक्टिकल
१	शारीरिक क्षमता ताकद, चपळता, लवचिकता, दिशाभिमुखता व इतर घटक	०५	१५
२	समतोल आहार प्रथिने, पिष्टमय पदार्थ, स्निग्ध पदार्थ, जीवनसत्वे, क्षार व खनिजे	०५	--
३	श्वसन व रक्ताभिसरण फुफ्फुस, हृदय कार्य पध्दती व समन्वय	०५	--
४	योगा योगाचे महत्व, प्राणायाम व आसने	०५	०५
५	शरीर मन समन्वय क्रीडामानसशास्त्र आनंद- खेद, उत्साह यांचे शरीरावरील परिणाम	०५	--
६	वेट ट्रेनिंग बॉडीवेट ट्रेनिंग कॅलेस्थॅनिक, ग्रॅजिटी एक्सरसाईज	०५	१५
एकूण		३०	३५

◆ कोर्सची व्याप्ती / उद्योग संधी:-

विद्यार्थ्यांनी स्वतःचे शरीर सुदृढ व सुडौल ठेवून तो जर शिक्षण घेताना व भविष्यात व्यवसायापासून दूर राहिला तर तो जी नोकरी किंवा व्यवसाय करणार आहे. त्यात दर्जा येवून त्यास कामाचा आनंद मिळेल.

या ज्ञानाचा फायदा त्याच्या मित्रास कुटुंबास मिळेल. तसेच तो योगशिक्षक, जिम इन्स्ट्रक्टर यांसारखे पार्टटाईम जॉब करू शकतो. त्याची शारीरिक क्षमता वाढल्यामुळे त्याची सैन्यभरती अथवा पोलीस भरतीमध्ये निवड होण्याची संधी वाढू शकते.

◆ संदर्भग्रंथ:-

१. Encyclopedia of modern Body building - Arnold Swarzenegar
२. Don't lose your mind - lose your weight - Rujuta Divekar
३. क्रीडा ज्ञानकोश - श्री नाडकर्णी
४. योगाचे महत्व - भा.स. गोडबोले
५. हायइनेंटसिटी वर्कआऊट - माईक मॅन्टझर

◆ Websites:-

१. www.calestanic.com
२. www.extremcalestanic.com
३. www.barbrathars.com
४. www.bodywighttraining.com
५. www.brighside.com

◆ अभ्यास मंडळ :-

१. प्राचार्य डॉ. एल.डी भोर - अध्यक्ष
२. डॉ. एस.एन गवळी- शॉर्ट टर्म कोर्स समन्वयक
३. प्रा. व्ही.एम मोरे - प्लेसमेंट अधिकारी
४. प्रा. देशमुख एस.बाय.- कोर्स समन्वयक
५. प्रा. संजय धोपावकर - क्रीडा संचालक, पेमराज सारडा महाविद्यालय, अ.नगर
६. श्री अभिजीत सरोदे - योग अभ्यासक व योग शिक्षक, श्रीरामपूर
७. प्रा. विजय देशमुख - राष्ट्रीय खेळाडू, क्रीडा संचालक, बा.आ.महाविद्यालय, पाथर्डी


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- Gives students the essential foundation for advanced technology courses.
- Student can be able to handle the computer individually.
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• **Referential Books :**

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H.K.




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Rayat Shikshan Sanstha's
C. D. JAIN COLLEGE OF COMMERCE, SHRIRAMPUR

Dist - Ahmednagar

Short Term Course in 2018-19

Marathi Typing'

• **Course Objectives:**

- To know the Basics of knowledge Computer.
- To Understand the Application Software like MS-Office.
- To understand Computer Typing and maintain the typing speed.

Syllabus

S.N.	Unit Name	Theory	Practical	Total
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	MS-Office			
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	PowerPoint	02	03	04
02	A Exercise No 01.			
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	B Exercise No 02.			
	मतजल नपवचरु Key Stroke	2	06	06
	C Exercise No 03.			
	गबअइ दउएण्ठ Key Stroke		06	06
	D Exercise No 04.			
	कही रासयश, मतजल नपवचरु, गबअइ दउएण्ठ Key Stroke	2	04	04
	E कखघचछजझटठडढणतथदधनपफ बभमयरलवशसपहळक्षश key Strook	1	05	05
	Letter & Statement		04	04
	Total	15	45	60



◇ कोर्सची उद्दिष्टे :-

१. छपाईचे महत्व समजून घेणे.
२. स्क्रीनप्रिंटिंगची ओळख करून घेणे.
३. आकर्षक व कलात्मक डिझाइन तयार करणे.
४. दर्जेदार स्क्रीन प्रिंटिंगसाठी लागणारे तंत्र अवगत करणे.
५. स्क्रीन प्रिंटिंगसाठी आवश्यक असणाऱ्या साधन-साहित्याची माहिती घेणे.
६. स्क्रीन प्रिंटिंगद्वारे तयार केलेल्या छपाई साहित्याचे विक्री व्यवस्थापन व मूल्यांकनाचे तंत्र जाणणे.

अभ्यासक्रम

प्रकरण क्र.	प्रकरणाचे नाव	उपघटक	थिअरी	प्रात्यक्षिक	एकूण तास
१	डी.टी.पी.	१.१ डी.टी.पी. म्हणजे काय	५	२०	
		१.२ डी.टी.पी.ची वैशिष्ट्ये			
		१.३ डी.टी.पी.चे प्रकार			
		१.४ डी.टी.पी. शैक्षणिक व व्यवहारीक महत्व			
		१.५ टायपरयटिंग (स्वतःचा नावाचा वायोदेटा तयार करणे)			
		१.६ टायपींगद्वारे डी.टी.पी. तयार करणे			
		१.७ क्लिजीटिंग कार्ड, लग्न पत्रिका, स्टीकर तयार करणे			
२	स्क्रीनप्रिंटिंग	२.१ स्क्रीनप्रिंटिंग म्हणजे काय ?	४	-	
		२.२ प्रिंटिंग व स्क्रीन प्रिंटिंग याचे महत्व			
		२.३ स्क्रीन प्रिंटिंगचा उपयोग			
		२.४ स्क्रीन प्रिंटिंग पध्दती			
३	स्क्रीनप्रिंटिंगचा उपयोग व प्रकार	३.१ स्क्रीन तयार करणे	८	-	
		३.२ स्क्रीन प्रिंटिंगसाठी लागणारी साधने व साहित्य			
		३.३ निरनिराळे आकार व डिझाईन्सच्या कागदी साध्या स्टेन्सिल्स			
		३.४ स्क्रीन एक्सोजींग प्रकार			
		३.५ इंकचे प्रकार - उपायोग			
		३.६ प्रिंटिंगचे साधन साहित्य स्वच्छ करण्याची पध्दत व महत्व			

४	स्क्रीनप्रिंटिंग करताना घ्यावयाची काळजी	४.१ प्रिंटिंग i) पेपर ii) प्लास्टिक iii) पुढठा iv) पी.व्ही.सी. v) पत्रा vi) कापड	५	-	
		४.२ रजिस्ट्रेशन, छपाई व पेपर वाळवताना घ्यावयाची दक्षता.			
५	प्रात्यक्षिक	५.१ विविध प्रकारच्या वस्तूंपासून निरनिराळ्या आकारांचे ठसे घेणे.	-	३३	
		५.२ शुभेच्छा कार्ड, भेटकार्ड किंवा इतर स्टेशनरी साहित्याची छपाई करणे			
		५.३ स्क्रीन प्रिंटिंगसाठी योग्य नक्षी तयार करून त्यापासून स्टेन्सिल तयार करणे.			
		५.४ छपाईचे विविध नमुने एकत्र करून त्यांचा संग्रह करणे.			
		एकूण तास	२२	५३	७५

◆ कोर्सची व्याप्ती व व्यवसाय / उद्योग संधी :-

स्क्रीन प्रिंटिंग हे अत्यंत सुलभ तंत्र आहे. या तंत्राचे शिक्षण घेऊन स्क्रीन प्रिंटिंगचा घरगुती लघुउद्योग सुरु करता येतो. हा उद्योग अत्यंत कमी जागेत अल्पावधित सुरु करता येईल असा आहे. स्क्रीन प्रिंटिंगद्वारा अनेक प्रकारची छपाईची कामे करता येतात. उदा :- लग्नपत्रिका, व्हिजीटींग कार्ड, भेट कार्ड, ऑफिसाठी लागणारी स्टेशनरी इ. या पध्दतीने कागद लाकूड, प्लास्टिक, काच, पत्रा, कापड यावर देखील छपाईकाम करता येते. यामुळे जाहिरातीच्या क्षेत्रात छपाईच्या या केलेला मोठे स्थान असून विकासाची भरपूर संधी आहे.

◆ व्यवसायाच्या संधी :-

१. या शिक्षणाच्या आधारे विद्यार्थी महत्वाकांक्षी बनतो व स्वतःच्या पायावर उभा राहू शकतो.
२. विद्यार्थी अल्पावधीत, कमी जागेत घरगुती / लघुउद्योग सुरु करू शकतो.
३. चित्रकलेची आवड असणारा विद्यार्थी या क्षेत्रात अल्पावधीत कुशल प्रिंटर बनू शकतो. प्रशिक्षक बनू शकतो.

◆ संदर्भ ग्रंथ :-

१. स्क्रीन छपाई मार्गदर्शन - प्रा.कैलास टकले, श्रीकला प्रकाशन, कृष्ण स्मृती, रामवाडी व नौपाडा ठाणे.
२. सुलभ स्क्रीन प्रिंटिंग - आदित्य एक्स्पोजिशन प्रा.लि., B/201,PRAGEE Bajaj Road, opp National decorators - vile parle west Mumbai 400056
३. Screen Print India Buyers Guide 2012- आदित्य एक्स्पोजिशन प्रा.लि., B/201,PRAGEE Bajaj Road, opp National decorators - vile parle west Mumbai 400056
४. Hand Book Screen Printing with process & Technology 2008 Eiri Board, Amazon.in
५. Hand Book Printing Techonology 2011- NIIR Board, Amazon.in

४	स्क्रीनप्रिंटिंग करताना घ्यावयाची काळजी	४.१ प्रिंटिंग i) पेपर ii) प्लॉस्टिक iii) पुढठा iv) पी.व्ही.सी. v) पत्रा vi) कापड	५	-	
		४.२ रजिस्ट्रेशन, छपाई व पेपर वाळवताना घ्यावयाची दक्षता.			
५	प्रात्यक्षिक	५.१ विविध प्रकारच्या वस्तूपासून निरनिराळ्या आकारांचे ठसे घेणे.	-	३३	
		५.२ शुभेच्छा कार्ड, भेटकार्ड किंवा इतर स्टेशनरी साहित्याची छपाई करणे			
		५.३ स्क्रीन प्रिंटिंगसाठी योग्य नक्षी तयार करून त्यापासून स्टेन्सिल तयार करणे.			
		५.४ छपाईचे विविध नमुने एकत्र करून त्यांचा संग्रह करणे.			
एकूण तास			२२	५३	७५

◇ कोर्सची व्याप्ती व व्यवसाय / उद्योग संधी :-

स्क्रीन प्रिंटिंग हे अत्यंत सुलभ तंत्र आहे. या तंत्राचे शिक्षण घेऊन स्क्रीन प्रिंटिंगचा घरगुती लघुउद्योग सुरु करता येतो. हा उद्योग अत्यंत कमी जागेत अल्पावधित सुरु करता येईल असा आहे. स्क्रीन प्रिंटिंगद्वारा अनेक प्रकारची छपाईची कामे करता येतात. उदा :- लग्नपत्रिका, व्हिजीटींग कार्ड, भेट कार्ड, ऑफिसाठी लागणारी स्टेशनरी इ. या पध्दतीने कागद लाकूड, प्लास्टिक, काच, पत्रा, कापड यावर देखील छपाईकाम करता येते. यामुळे जाहिरातीच्या क्षेत्रात छपाईच्या या केलेला मोठे स्थान असून विकासाची भरपूर संधी आहे.

◇ व्यवसायाच्या संधी :-

१. या शिक्षणाच्या आधारे विद्यार्थी महत्वाकांक्षी बनतो व स्वतःच्या पायावर उभा राहू शकतो.
२. विद्यार्थी अल्पावधित, कमी जागेत घरगुती / लघुउद्योग सुरु करू शकतो.
३. चित्रकलेची आवड असणारा विद्यार्थी या क्षेत्रात अल्पावधित कुशल प्रिंटर बनू शकतो. प्रशिक्षक बनू शकतो.

◇ संदर्भ ग्रंथ :-

१. स्क्रीन छपाई मार्गदर्शन - प्रा.कैलास टकले, श्रीकला प्रकाशन, कृष्ण स्मृती, रामवाडी व नौपाडा ठाणे.
२. सुलभ स्क्रीन प्रिंटिंग - आदित्य एक्स्पोजिशन प्रा.लि., B/201,PRAGEE Bajaj Road, opp National decorators - vile parle west Mumbai 400056
३. Screen Print India Buyers Guide 2012- आदित्य एक्स्पोजिशन प्रा.लि., B/201,PRAGEE Bajaj Road, opp National decorators - vile parle west Mumbai 400056
४. Hand Book Screen Printing with process & Technology 2008 Eiri Board, Amazon.in
५. Hand Book Printing Techonology 2011- NIIR Board, Amazon.in

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2. www.threadbird.com
3. www.customink.com
4. www.deluxescreenprinting.net/

अभ्यास मंडळ :-

१. प्राचार्य डॉ.एल.डी.भोर - चेअरमन
२. प्रा.एस.बी.सय्यद - शॉर्ट टर्म कोर्स समन्वयक मो.नं. ९२७००१७८७६
३. प्रा.व्ही.एम.मोरे - प्लेसमेंट ऑफीसर
४. श्री.रीजवान पांडे - प्रोफेशनल एक्सपर्ट
५. श्री.इमरान सय्यद - प्रोफेशनल एक्सपर्ट
६. श्री.जमीर पठाण - एम.ओ.यु. प्रतिनिधी


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सी.डी.जैन कॉलेज ऑफ कॉमर्स, श्रीरामपूर

शॉर्ट टर्म कोर्स

◇ उद्योजकता विकास ◇
Entrepreneurship Development

एकूण तासिका : ६०

कोर्सची उद्दिष्टे :

१. विद्यार्थ्यांमध्ये उद्योजकते विषयी जाणीव जागृती निर्माण करणे.
२. विद्यार्थ्यांमध्ये व्यावसायिक वृत्ती विकसित करणे.
३. महाविद्यालयिन विद्यार्थ्यांमध्ये स्वयंरोजगाराविषयी जागृती निर्माण करणे.
४. विद्यार्थ्यांमध्ये उद्योजक क्षमता विकसित करणे.

अभ्यासक्रम

प्रकरण क्रमांक	प्रकरणाचे नांव	उपघटक	थिअरी तास	प्रात्यक्षिक तास	एकूण तास
१.	उद्योजकता	१.१ उद्योजकतेचा अर्थ व्याख्या १.२ उद्योजक संकल्पनेची उत्क्रांती १.३ उद्योजकाची वैशिष्ट्ये १.४ उद्योजकाचे गुण	८	४	१२
२.	उद्योजकाची भूमिका व प्रकार	२.१ उद्योजकाची भूमिका २.२ उद्योजकाचे प्रकार २.३ महिला उद्योजक २.४ महिला उद्योजकांच्या समस्या	८	४	१२
३.	स्वयंरोजगार व उद्योजकता विकास प्रशिक्षण	३.१ स्वयंरोजगाराचा अर्थ वैशिष्ट्ये ३.२ सरकारच्या विविध स्वयंरोजगाराच्या योजना ३.३ प्रशिक्षण कार्यक्रमाची गरज व उद्दिष्ट्ये ३.४ प्रशिक्षण कार्यक्रम १) जिल्हा उद्योग केंद्र DIC २) महाराष्ट्र उद्योजकता विकास संस्था MIDC ३) भारतीय उद्योजकता विकास संख्या EDII	८	४	१२

४.	प्रकल्प अहवाल	४.१ प्रकल्प अहवाल अर्थ व महत्व. ४.२ प्रकल्प अहवालाचा नमुना ४.३ स्थानिक भागातील यशस्वी उद्योजकांच्या यशोगाथा.	८	४	१२
प्रात्यक्षिके					
५.	प्रकल्प	५.१ स्थानिक भागातील यशस्वी उद्योजकांची / स्वयंरोजगारांची मुलाखत घेतो. ५.२ यशस्वी उद्योजकांच्या उद्योग संस्थेला भेट देणे. ५.३ स्थानिक परिसरातील स्वयंरोजगार संधीचा शोध घेणे ५.४ लघुउद्योग संस्थाना भेट देणे.	८	४	१२
			४०	२०	६०

कोर्सची व्याप्ती व व्यवसाय / उद्योग संधी :-

वाणिज्य शाखेची पदवी संपादन केल्यानंतर सर्वच विद्यार्थ्यांना विशेषतः ग्रामिण भागातील विद्यार्थ्यांना नोकरी मिळेल अशी अपेक्षा असते. तेव्हा भविष्यकाळत नोकरी विषयी श्रम निर्माण होऊ नये यासाठी विद्यार्थ्यांना पदवी मिळविल्यानंतर नोकरी ऐवजी स्वयंरोजगार किंवा उद्योग सुरु करण्याची संधी आहे. याकरिता गरज आहे ती केवळ विद्यार्थ्यांची दिशा बदलण्याची आणि त्यांना मार्गदर्शनाची.

या शॉर्ट 'टर्म कोर्सच्या माध्यमातून विद्यार्थ्यांच्या मनात उद्योजकीय वृत्ती विकसित होईल. कमी भांडवलात स्वयंरोजगाराचे उद्योग / व्यवसाय सुरु करता येतील. या हेतूने वा अभ्यासक्रमात प्रात्यक्षिकांवर अधिक भर देण्यात आलेला आहे.

संदर्भ ग्रंथ -

१. डॉ.श्री.वि.कडवेकर व प्रा.कोठावले रविंद्र - उद्योजकता डायमंड पब्लिकेशन, पुणे.
२. श्री.झेंडे जयप्रकाश, स्वप्न उद्योजकांचे, डायमंड पब्लिकेशन, पुणे
३. श्री.गिरीश जखोडिया, 'यशस्वी उद्योजकांचे ३६ ग्रंथ, मॅजेस्टिक प्रकाशन मुंबई.
४. पवार एस.बी. महिलांसाठी स्वयंरोजगाराच्या १०१ वाटा, शुभम बहुदेशीय मार्गदर्शन संस्था, गोरखनगर.
५. डॉ.जोशा सुहास भास्कर, 'कशासाठी यशस्वी होण्यासाठी' मॅजेस्टिक प्रकाशन, मुंबई.
६. डॉ.जितेंद्र अहिराव 'उद्योजकतेची मूलतत्वे' कौलाश पब्लिकेशन, औरंगपुरा, औरंगाबाद

संदर्भ मासिके -

१. 'उद्योजक' : महाराष्ट्र उद्योजकता विकास केंद्र.
२. 'उद्योग साधना' : महासंचालक, माहिती वजनसंपर्क महासंचालनालय, महाराष्ट्र शासन मुंबई.
३. जिल्हा उद्योग स्वयंरोजगार योजना : महाराष्ट्र शासन उद्योग संचालनालय, स्वयंरोजगार, मुंबई.

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2) www.mudra.com
3) www.laghu-udyog.com
4) www.smallindustryindia.com
5) www.ssiindia.com

अभ्यास मंडळ :-

अ.क्र.	अभ्यास मंडळ सदस्याचे नांव	पदनाम
१.	मा. प्राचार्य डॉ. एल. डी. भोर	चेअरमन
२.	प्रा. एस. ए. महाले	समन्वयक
३.	प्रा. व्ही. एम. मोरे	सदस्य
४.	श्री. विनायक बळवंत आंबेकर	सदस्य
५.	सी.ए. पवन औताडे	सदस्य
६.	श्री. योगेश डफाडे, समन्वयक एम.सी.इ. डी., अहमदनगर	सदस्य



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Shrirampur, Dist.A'Naga,
1/1/2018



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Shrirampur



✧ ज्वेलरी मेकींग ✧

एकूण तासीका : ७०

◇ कोर्सची उद्दिष्टे :-

१. ज्वेलरी बनविण्याची प्रक्रीया समजावून घेणे.
२. ज्वेलरीच्या विविध प्रकारांची माहिती घेणे.
३. बाजारपेठेतील ज्वेलरीबाबतचा असलेला कल समजावून घेणे.
४. आकर्षक व कलात्मक ज्वेलरी तयार करणे
५. विद्यार्थिनींना स्वयरोजगाराची संधी उपलब्ध करून देणे

अभ्यासक्रम

अ.क्र.	विभाग	एकूण तासिका/दिवस	
		थेअरी	पॅक्टीकल
१	ज्वेलरी ज्वेलरी म्हणजे काय, ज्वेलरीचे महत्व, ज्वेलरीचा उपयोग,	०६	
२	ज्वेलरीचे प्रकार ज्वेलरी तयार करण्याची पध्दती, ज्वेलरी तयार करण्यासाठी लागणारी साधने व साहित्य	०६	
३	ज्वेलरी तयार करतांना घ्यायची दक्षता स्लीक दोरा, फेबरीक ग्लु, डायमंड स्टोनचेन, नायलॉन दोरा, कात्री पकडतांना घ्यावयाची दक्षता.	०८	
४	प्रात्यक्षिक पायातले, बाजूबद, हेअरबेल्ट, नेकलेस, कानातले, बांगडी, हेअरपीन, साडीपीन, मंगळसुत्र तयार करणे	२०	५०



◇ कोर्सची व्याप्ती व व्यवसाय / उद्योग संधी:-

आजकालच्या काळात मुलींना किंवा गृहिणींना आपले सौंदर्य अधिक वाढविण्याकरीता दागण्यांची गरज असते. हे दागिने म्हणजेच ज्वेलरी सर्व प्रकारांमध्ये बाजारात उपलब्ध असते. सध्या silk Thread Jewelry हा ज्वेलरीचा नवीन प्रकार समाविष्ट झाला आहे. या ज्वेलरीमुळे मुलींचे व गृहिणींचे सौंदर्य अधिक खुलून दिसते. ही ज्वेलरी Handmade Craft असल्यामुळे मुलींना व गृहिणींना सौंदर्य वाढविण्याबरोबरच घरच्या घरी एक लघुउद्योग म्हणून करता येऊ शकतो.

◇ व्यवसायाच्या संधी:-

१. ज्वेलरी मेंकींग या कोर्सच्या आधारे विद्यार्थिनी महत्वकांक्षी बनतात.
२. विद्यार्थिनी अल्पावधीत कमी जागेत घरगुती/लघुउद्योग सुरू करू शकतात.
३. ज्वेलरीच्या कलेची आवड असणा-या विद्यार्थिनी या क्षेत्रात अल्पावधीत प्रशिक्षक बनू शकतात.

◇ संदर्भग्रंथ:-

१. Jewelry design concepts
२. Jewelry design books

◇ Websites:-

१. <http://www.indiamert.com>
२. www.izito.co.in
३. <http://silkthreadjewelry.com>
४. pinterst.com

◇ अभ्यास मंडळ :-

१. प्राचार्य डॉ.एल.डी भोर - अध्यक्ष
२. डॉ. एस.एन गवळी- शॉर्ट टर्म कोर्स समन्वयक
३. प्रा. व्ही.एम मोरे - प्लेसमेंट अधिकारी
४. प्रा. एम.बी जगताप- कोर्स समन्वयक
५. कु. श्वेता सिताराम नरवडे- इन्स्ट्रक्टर
६. प्रियकां अक्षय दहिवाले - व्यावसायिक तज्ञ
७. सोनाली लोढा - व्यावसायिक तज्ञ (MOU) संभव्य क्रिएशन, श्रीरामपूर


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RayatShikshanSanstha's
C.D.Jain College of Commerce, Shrirampur.
Karmveer Vidya Prabodhini's,
Short Term Course in
Event Management.
Year 2018-19



Duration – 3 Months

Introduction :- Event Management is a glamorous and exciting profession which demands a lot of hard work and planning, Organizing and finally executing an event. The vast progress in the spectrum of events, such as –concerts, product launches, Sports , Award Ceremonies, Musical Shows, Conferences, Exhibitions, Traditional Functions etc. and several others have further extended the event management course to become one of the fastest job oriented file in the world.

Objectives of the Course :-

1. To make students experience about the event management and allied industries with the help of comprehensive teaching, Guest Lectures and Practical Training.
2. To help students to acquire basic knowledge and understanding of multiple facts of event management
3. To make students introduction with new ideas of personality development .
4. To make students develop their knowledge with the help of lectures.

Syllabus for the Course:-

1. Event Introduction
2. Basic Managerial Skills
3. Meaning of Event Management.
4. Scope of the Event Management.
5. Nature of the Event Management.
6. Corporate Communication Skills.
7. Marketing Management Skills.
8. Behavioral Aspect of Human at Work
9. Event Budgeting & its Planning.
10. Computer Application in Event Management.
11. Practical Training.
12. Past, Future and Present Event Management.
13. Types of Event.
14. Practical of Event Planning.


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Mission :- We believe that creation & dissemination of knowledge is essential for effective management. Our mission is to create managers and professionals in the Global Event Management field by offering basic learning opportunities along with the perfect blend of practical training of some events.

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Karmeveer Vidya Prabodhini's,

Short Term Course in Event Management
Year 2018-19

Duration Hours		Curriculum	Duration 3 Month	
Sr. No	Units	No. of Lectures	Total No. of Lectures	
			Theory	Practical
A	Core Concepts			
1	Event Introduction	2	2	-
2	Meaning of Event Management	2	2	-
3	Basic Management Skills	2	2	-
4	Scope of the Event Management	2	2	-
5	Nature of the Event Management	2	2	-
B	Core Skills			
1	Corporate Communication Skills	5	5	2
2	Marketing Management Skills	5	5	2
3	Behavioral Aspect of Human Work	5	5	2
4	Event Budgeting & its planning	5	5	2
5	Computer application in Event Management	5	5	2
C	Event Practical			
1	Practical Training	3	1	2
2	Past, Future and Present of Event Management	4	1	2
3	Types of Event	4	-	1
4	Practical of Event Planning	4	2	-
	Total Lecture	60	40	20

Evaluation : It is based on Event programme Skills of the Student. Students are benefit by with new ideas of personality development.

References Books :

- 1) Event Management – Phillip Kotler
- 2) Advertising Management – RajeerBatra
- 3) Sales Management – Richard R.
- 4) Marketing Management – Phillips Kotler

Board of Studies:

Sr. No.	Name of the Faculty	Designation
1	Prin. Dr. Bhor L. D.	Chairman
2	Prof. Dr. Gawali S. N.	Short Term Course Coordinator
3	Prof. More V.M.	Placement Officer
4	Prof. Dr. Tupe B. G.	Course Coordinator
5	Mrs. Shubhangi Korade	Professional Expert
6	Mrs. Shobhana Gujar	Professional Expert
7	Mr. Aanand Kshemkalyani "Ayojan Event management"	MOU Organization's Faculty



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C. D. JAIN COLLEGE OF COMMERCE, SHRIRAMPUR

Dist – Ahmednagar

Short Term Course 2018-19

'Tally'

Duration of Course- 60 Hr

• **Course Objectives:**

- To know the Basics of Tally
- To Fulfill legal requirements - records as per standards and practices
- Keep the business running - manage receivables & payables, cash, bank etc.
- To pay taxes to various bodies - statutory needs
- Keep a watch on the pulse of the organization -key performance indicators

Syllabus

S.N.	Unit Name	Theory	Practical	Total
1.	Introduction to Financial Accounting			
	Accounting concepts	02	03	05
2.	Financial Accounting Basics			
	Company Creation, Accounts Configuration, Accounts Classification, Voucher Types and Classes Accounts Vouchers	05	10	15
3.	Inventory			
	Introduction to Inventory, Stock Groups, Stock Categories, Stock Item, Reorder Levels, Locations/Go Downs, Units Of Measure, Price List, Tariff Classification, Dealer Excise Opening Stock, Pure Inventory Voucher, Entry Of Pure Inventory Voucher Bill Of Material, Purchase and Sales Order, Invoice Entry, Foreign Exchange Transactions	09	15	24

4.	Business Management			
	Finalization Of Account, View of Report, Preparation Of Report	06	10	16
	Totals	22	38	60

- **Scope and Opportunities :**
 - This course gives students the Basic knowledge of Tally and its Concepts.
 - Student can be individually able to make Reports in Tally.
 - Foundation for further study in Tally 9.

Recommended Books:

- 1 Guide to Tally –L.P. Editorial Board
- 2- Book Keeping and accountancy
- 3- Corporate Accounting –Nirali Prakashan

Board of Studies:

Sr. No.	Name of the Faculty	Designation
1	Prin. Dr. Bhor L. D.	Chairman
2	Prof. Dr. Gawali S. N.	Short Term Course Coordinator
3	Prof. More V.M.	Placement Officer
4	Prof. Datir K.R	Course Coordinator
5	Mr Bhagat R.P	Professional Expert
6	Prof Joshi	Professional Expert


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Short Term Course 2018-19

"Computer Awareness"

- **Course Objectives:**
 - To know the Basics of Computer
 - Introduce technology equipment such as digital camera, scanner, Printers, Keyboard, Mouse and software.
 - To Understand the Basics of Operating systems
 - Learn basic and advanced word processing, Excel and PowerPoint skills
 - Be able to apply knowledge learned to other computer software programs
 - To understand how to use software packages in day to day activities

Syllabus

S.N.	Unit Name	Theory	Practical	Total
1.	Introduction to Computer			
	Meaning & Definition of Computer, Definition of Computer Characteristics & Limitations of Computer, Concept of Hardware and Software, Computer Generations, Types of Computer - Scientifically, General and Classification	05	03	08
2.	Structure & Working of Computer			
	Block Diagram of Computer - Input Unit, Output Unit, CPU, Memory Unit, Control Unit & ALU Unit, Bus structure - Control Bus and Data Bus	02	--	02
3.	Input / Output Devices			
	Input Devices - Keyboard, Mouse, Scanner, MICR, OMR Output Devices - VDU, Printer - Dot Matrix Printer, Laser Printer	03	03	06
4.	Computer Memory			
	What is memory, Memory units - bit, byte, KB, MB, GB and TB Types of Memory - Primary and Secondary -- Primary Memory : RAM, ROM, PROM, & EPROM -- Secondary Memory : Floppy, Hard Disk, CD - Types of CD's, Pen Drive	08	--	08
5.	Computer Languages			

	Types of Languages - Machine Language, Assembly language, High level language Assembler, Computer, Interpreter What is Software? Types of Software - System Software, Application Software and Custom Software Introduction to Algorithm and Flowcharts	04	--	04
6.	Operating System			
	What is Operating system?, Functions of OS, Types of OS	03	--	03
7.	MS-Office			
	Word	03	08	11
	Excel	02	08	10
	PowerPoint	02	08	10
	Total	30	30	60

- **Scope and Opportunities :**

- Gives students the essential foundation for advanced technology courses.
- Student can be able to handle the computer individually.
- Foundation for further study in computer technology
- Student can be able to prepare word document, Excel sheets and graphs and PowerPoint Presentations.

- **Referential Books :**

1. Fundamental of Computers – By P. K. Sinha
2. Computer Today- By Suresh Basandra
3. Fundamental of Computers – By V. Rajaraman B.P.B. Publications
4. MS- Office 2000 (For Windows) – By Steve Sagman

- **Syllabus Designed by :**

1. Prof.Chandratre Y. V. Mob.: 9404245561 (Co-ordinator)
2. Prof.Lande R. D. Mob.: 9657633124

- **Course Organize Committee**

1. Principal Prin.Bhor L.D.
2. Course Co-Ordinator Prof.Chandratre Y.V.
3. Placement Officer Prof. More V.M.
4. Professional Expert Prof Joshi P.D.
5. MOU other college Member Prof .Manojkumar Langote


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अभ्यासक्रमाची उद्दिष्ट :-

१. प्रसार माध्यमांची प्राथमिक माहिती देणे.
२. ग्रामीण भागातील विद्यार्थ्यांना दूरदर्शन पत्रकारिते बाबतचे मार्गदर्शन करणे.
३. दूरदर्शन पत्रकारितांसाठीच्या विविध संधीची माहिती देणे.
४. दूरदर्शन पत्रकारितेबाबत विद्यार्थ्यांमध्ये सकारात्मक दृष्टीकोन निर्माण करणे.

अ. क्र.	अभ्यासक्रमाचे घटक	तासिका	प्रात्याक्षिक तासिका	एकूण तास
१.	दूरदर्शन एक माध्यम १. माध्यम म्हणजे काम, माध्यमांचे स्वरूप व महत्व. २. दूरदर्शन माध्यम - अर्थ स्वरूप उद्दिष्टे तत्वे महत्व. ३. दूरदर्शन माध्यमांचे प्रकार खाजगी, सार्वजनिक, शासन नियंत्रित. ४. दूरदर्शन व इतर माध्यमांचा तुलनात्मक अभ्यास.	१०	५	१५
२.	दूरदर्शन बातम्यांचे सादरीकरण १. बातमी पत्राची रचना, शिर्षक व्यक्तिगत कथा, मांडणी. २. सादरीकरण व संभाषण कौशल्य. ३. दूरचित्राद्वारे कथांची मांडणी, आलेख व फोटोंचा वापर करण्याचे तंत्र.	१०	५	१५
३.	दूरदर्शन बातमीपत्र १. दूरदर्शनवरील बातम्या, व्याख्या, घटक. २. दूरदर्शन बातमी लेखनाचे मूलभूत घटक तत्वे. ३. दूरदर्शन बातम्यांचे स्रोत. ४. दूरदर्शन बातम्यांचे प्रकार व रचना	१०	५	१५
४.	दूरदर्शन पत्रकार १. दूरदर्शन पत्रकार - अर्थ पात्रता, भूमिका. २. आवश्यक कौशल्ये ३. भविष्य कालीन संधी	१०	५	१५
	एकूण	४०	२०	६०

अभ्यासक्रमाची व्याप्ती :-

वाणिज्य शाखेची पदवी घेतांना विद्यार्थ्यांना प्रचलित विविध माध्यमांपैकी दूरदर्शन माध्यमाची व ह्या माध्यमात असलेल्या विविध संधीची माहिती देणे गरजेचे आहे. जागतिकीकरणाच्या ह्या युगात इलेक्ट्रॉनिक मिडियांमध्ये दूरदर्शन माध्यमांचा दिवसेंदिवस प्रसार तसेच विविध चॅनेलची संख्या सातत्याने वाढत आहे. दूरदर्शनमध्ये पत्रकार म्हणून काम करण्यासाठी विद्यार्थ्यांना ह्या क्षेत्राची प्राथमिक माहिती देऊन त्या क्षेत्रात उज्वळ भविष्याबाबत असलेल्या संधीचा परिचय करून देतो.

संदर्भ पुस्तके :-

१. प्रसारण पत्रकारिता - अनमोल प्रकाशन नवी दिल्ली.
२. दूरदर्शन पत्रकारिता - एस.के.कुलकर्णी, सकाळ प्रकाशन.

संकेत स्थळे :-

१. www.esakal.com/
२. <https://epaper.thehindu.com/>
३. www.lokmat.com/
४. www.indiapress.org/

अभ्यास मंडळ :

अ.क्र.	अभ्यास मंडळ सदस्याचे नाव	पदनाम
१	मा.प्राचार्य, एल.डी. भोर	चेअरमन
२.	प्रा.केकाने एम.ए.	समन्वयक
३.	प्रा. व्ही. एम. मोरे	सदस्य
४.	श्री.अशोक तुषे	सदस्य
५.	श्री.करन नवले	सदस्य
६.	श्री.बाळासाहेब आगे	सदस्य


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◇ कोर्सची उद्दिष्टे :-

१. सौंदर्याचे खरे महत्व समजून घेणे
२. ब्युटीपार्लर कोर्सची ओळख करून घेणे
३. महाविद्यालयीन युवतींना स्वतःच्या सौंदर्याची काळजी कशी घेता येईल याची माहिती करून देणे.
४. ब्युटीपार्लर साठी आवश्यक साहित्य व साधने यांची ओळख करून घेणे
५. मुलींना स्वतःच्या पायावर स्वअर्थाजन करून उभे राहता यावे.
६. अल्पभांडवलातून व कमी जागेत चांगला व्यवसाय सुरू करण्याची संधी प्राप्त करून देणे

अभ्यासक्रम

अ.क्र.	प्रकरणाचे नाव	एकूण तासिका/दिवस	
		थेअरी	प्रॅक्टिकल
१	Basic of beauty parlor आरोग्यशास्त्र, वैयक्तिक विकास, निर्जंतुकीकरण व आरोग्य, पार्लर सेटअप, गुडपोश्चर	०५	००
२	Skin Care त्वचा, त्वचेचे रोग, नेल, अॅलर्जी व इम्युनिटी, त्वचेला तजेला आणणारे लेप, पिंपल्स, जीवनसत्वे, अंडर आय सर्कल	०५	०५
३	Hair Care हेडमसाज, हेअर कंडीशनर, केसांची काळजी व तक्रारी, मेहेंदी डाय, ब्लॅक मेहेंदी डाय, केसांची रचना	०५	१०

४	Beauty department सौंदर्य प्रसाधने, व्हॅक्सिंग, ब्लिचिंग, मॅनिक्चूर, पॅडीक्चूर, क्रीम व लोशन, फेशिअल	०५	१०
५	Make up & Style पार्टी मेकअप, हेअर स्टाईल, साडी ड्रेपिंग	०५	१०
	Total	२५	३५

◇ कोर्सची व्याप्ती व व्यवसाय / उद्योग संधी:-

ब्युटी पार्लर हे मुलींच्या आवडीचे शिक्षण आहे. याचे प्रशिक्षण घेवून घरी बसल्या हा लघुउद्योग सुरू करता येतो. यासाठी कमी जागा व भांडवल लागते. याद्वारे विद्यार्थिनींना वधु सजविणे, मेकअप, हेअर स्टाईल, स्किन थेरपी इ. करता येते.

◇ संदर्भग्रंथ:-

१. शहनाज हुसेन - ब्युटी कल्चर.
२. होम ब्युटीशियन कोर्स, ज्योती राजीव
३. Complete Beautician Course - Dr. Renu Gupta

अभ्यास मंडळ :-

१. प्राचार्य डॉ.एल.डी.भोर- अध्यक्ष
२. डॉ.एस.एन गवळी- शॉर्ट टर्म कोर्स समन्वयक
३. प्रा मोरे व्ही.एम- प्लेसमेंट अधिकारी
४. प्रा.खांडरे एस.आर. - कोर्स समन्वयक
५. प्रा.शेख टी.जे. -व्यावसायिक तज्ञ
६. सौ.सुरेखा हुलजूते- व्यावसायिक तज्ञ
७. सौ कल्पना तरस- व्यावसायिक तज्ञ (MOU) समृद्धी ब्युटी पार्लर,


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रयत शिक्षण संस्थेचे,
सी.डी.जैन कॉलेज ऑफ कॉमर्स, श्रीरामपूर
जिल्हा - अहमदनगर (४१३७०९)

शॉर्ट टर्म कोर्स २०१८-२०१९

मायक्रोम कोर्स

अभ्यासक्रम

उद्दिष्टे -

- १) महाविद्यालयीन युवक युवतींना रोजगार स्वयंरोजगारासाठी विविध संधी उपलब्ध करणे
- २) अर्थसहाय्यसाठी बँक प्रकल्प अहवाल तयार करणे
- ३) अल्प भांडवालातून व्यवसाय उभारणीस मदत करणे.
- ४) मायक्रोम या ध्याग्यापासून बनवल्या जाणा-या वस्तूंची निर्मिती करणे.

प्रकरण क्रमांक	प्रकरणाचे नांव	थेअरी	प्रॅक्टिकल
१	मायक्रोम ओळख	०५	००
१.१	मायक्रोम धाग्याची ओळख		
१.२	मायक्रोम धाग्याची उत्पत्ती		
१.३	मायक्रोम धाग्याचे प्रकार		
२	की- होल्डर	०३	१०
२.१	की होल्डर बनवण्याच्या पध्दती		
२.२	की होल्डरचा उपयोग		
२.३	की होल्डरला लागणारे साहित्य व साधने		
२.४	की होल्डरची प्रत्यक्ष अंमलबजावणी		
३	आरसा	०२	०७
३.१	आरसा बनविण्याचे साहित्य		
३.२	प्रत्यक्ष कृती		
४	वॉल पिस	०३	०५
४.१	वॉल पिस बनविण्याचे साहित्य		
४.२	प्रत्यक्ष कृती		
५	परडी	०२	०५
५.१	परडीचे प्रकार		

५.२	परडी बनविण्यासाठी लागणारे साहित्य		
५.३	प्रत्यक्ष कृती		
६.	आकाश कंदील	०३	०८
६.१	आकाश कंदीलचे प्रकार		
६.२	आकाश कंदीलसाठी लागणारे साहित्य		
६.३	प्रत्यक्ष कृती		
७	तोरण	०२	०५
७.१	तोरणाला लागणारे साहित्य		
७.२	प्रत्यक्ष कृती		
	एकुण तासिका	२०	४०

संदर्भ पुस्तके

१	Modren Handbook of macrome-EHILY KATZ	
२	The Macrome Book-HELENE BRESS	
३	Macrom book& Design	

अभ्यास मंडळ

अ.क्रं	नाव	पदनाम
१	प्राचार्य डॉ.एल.डी.भोर	चेअरमन
२	डॉ.एस.एन.गवळी	समन्वयक
३	प्रा.व्ही.एम.मोरे	प्लेसमेंट ऑफिसर
४	प्रा.जी.बी.झगरे	सह समन्वयक
५	कु.शिरसाठ पुजा घनश्याम	विषय तज्ञ
६	कु.गायकवाड सुनिता	विषय तज्ञ
७	कु.शिरसाठ गौरी घनश्याम	एमओयु प्रतिनीधी, गौरी आर्ट गॅलरी



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Rayat shikshan sanstha's

C.D.Jain College Commerce, Shrirampur

Short Term Course - 2018-19

✂ Fashion Designing Course ✂

६० Lectures/Days

❖ Objective of Course :-

1. To develop the knowledge of fashion among students.
2. To introduce the need of fashion designing.
3. To develop technical skill such as pattern making, cutting and stitching
4. To understand the characteristics of fabrics and how it can be used.
5. To give opportunity of economic empowerment for students.
6. To develop other relevant skill with respect to fashion design.

Syllabus

Sr.no	Topic	Total lectures		Total
		Theory	practical	
1.	Introduction Introduction of Fashion Designing , Meaning , Pattern Making Cutting, Stitching	03	10	13
2.	Theory of fashion Trickle theory-down Trickle theory-up Trickle across theory	05	00	05
3	Design The design steps Illustration Design Images & pictures	05	05	10

4	Fashion dress Making Fashion cycle Classic fashion Drafting and Layout Stitching hand and more	05	15	20
5	Clothing according to the figure Latest trends for girls Latest trends for boys	02	10	12
	Total	20	40	60

❖ **Scope of Fashion Designing Course/Business opportunity:-** Fashion Designers design garments which are functional as well as attractive and in keeping with trends, market predictions and the climate. They have knowledge about fabric, weave, draping qualities, material, color and design and the changing trends. The world of fashion is a highly segmented industry and has myriad opportunities for skilled professionals that are on a constant Endeavour to quench their individual design/creative thirst. Retail and wholesale garment businesses in men's/women's/children clothing in sportswear/casual wear, etc.

❖ **Reference book:-**

1. Liberty Fashion Sketch Book-by Dilip Karampuri , Jayashree Bhosale
2. 100 Illustrators
3. Elements of Fashion and Apparel Design -G J Sumathi

❖ **Board of study:-**

1. Principal, Dr. Bhor.L.D - Chairman
2. Dr. Gawali .S.N (Short term course Co-ordinator) -Member
3. Prof. More. V.M (Placement officer)- Member
4. Prof. Khandre.S.R (Course co-ordinator)- Member
5. Miss .Shirsath .G.G (Professional Experts)- Member
6. Mrs.Kalpna Taras (Samrudhi Beauty Parlour and Training Centre)- Member


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Dist - Ahmednagar

Short Term Course-2018-19

T.Y.B.Com

'Taxation'

Objectives:

The Indian manufacturing and service sectors are growing and the income of businessman and people in general are also increasing. It is affected due to demand for products and service. The boom in automobile, fast moving consumer goods, IT and many of the sectors is testimony of this. With the growth of employment, there is a need of tax professionals.

Since the reforms started, the Indian Government has kept on simplifying the various direct and indirect tax laws and procedures. The Income Tax laws are still complicated for the common tax payers. From October 2005, Maharashtra Government introduced Value Added Tax replacing filing the returns. With the growth of business the need for tax personal is growing. In order to cater to this need the college has decided to conduct "Taxation" course under short term course scheme w.e.f. the academic year 2016-17.

Duration of the Course:

Short term course in Taxation will commence from second term of the academic year. Annual Examination will be held in the month of April i.e. after completion of University Exam. Medium of Instruction: Medium of instruction shall be English only.

Scheme of Examination:

Written and Practical examination of 100 marks will be conducted. The duration of exam will be 3 hours. Weightage for theory shall be 50% and for practical 50%

Criteria of passing:

In order to pass the examination, the student should secure minimum 40 out of 100 marks. The class shall be awarded to the course. The award of class is as follows:

1. Aggregate 70% and above – First Class with Distinction.
2. Aggregate 60% and above but less than 70%- First Class.
3. Aggregate 55% and above but less than 60%- Higher Secondary Class.
4. Aggregate 50% and above but less than 55%- Second Class.
5. Aggregate 40% and above but less than 50%- Pass Class.
6. Below 40%- Fail.

Objectives:

1. To familiarize the students with the Indian Tax Structure.
2. To provide basic and introductory knowledge regarding direct and indirect taxes.
3. To gain knowledge of the total sources of income including Rules pertaining to Salaries, House property, Business/ Profession and Other Sources of income.
4. To develop ability to calculate taxable income from salary, house property and Business/ profession.

5. To develop the skill about preparation of Form No. 16, Form No. 26AS, Filing of Income Tax Return (Salary only), Preparation of Dummy Pan Card, Downloading form 26A, Downloading Tax Demand Notice.



Syllabus

Unit No.	Nature of the Unit	No. of Lectures
1	Introduction : History of Taxation in India Objectives of taxes Tax structure in India Direct Taxes and Indirect Taxes	04
2	Important Concepts and Definitions under Income Tax Act 1961 : Income Person Assesse Assessment Year Previous Year Agricultural Income PAN TAN Exempted Income	06
3	Income From Salary: Meaning Salary paid due and receipt basis Allowances and Tax Liability Pre-requisites and their valuation Deduction u/s 80 (Theory and Practical Problems)	16
4	Income from House Property Basis of Chargeability Annual Value Self-occupied and Let Out House Property Deemed to be Let Out Deductions u/s 24 (Theory and Practical Problems)	10
5	Income from Other Sources Chargeability Deductions (Theory only)	04
6	Practical a. Preparation of Form No.16 b. Filing of Income Tax Returns, E-Filing c. Download Procedure of 26A Status d. Download of Demand Notice e. Preparation of Dummy Pan Card	20
		60

List of Learning Activity and Allocation of Periods

1. Class Room Teaching	40
2. Practical	16
3. Quizzes	04
Total	60

Pattern of Examination

Written Examination	70 Marks
Practical	30 Marks


References:

1. Dr. Girish Ahuja and Ravi Gupta- Bharat Law House, New Delhi
2. Vinod Singhania- Direct taxes Laws and Practice, Taxman Publication, New Delhi
3. Wakale L.P. – Income Tax Practice and procedure, Gayatri Prakashan, Sangamner
4. Dr.Bhagawati Prasad- Direct Taxes, Wishwa Prakash Publication, New Delhi
5. Pro. Wakale L.P.- Indirect Taxes, Gayatri Prakashan, Sangamner
6. Practical Approach to income tax- Problems & Solutions- Dr.Girish Ahuja, Dr.Ravi Ahuja, Bharat Law House Pvt. Ltd. New Delhi.
7. Students Guides to Income Tax, Problems & Solution, Taxman publication, New Delhi
8. Handbook on Taxation, CA G. Sekar, Woltars Kluwer(India) Pvt.Ltd., Haryana

Short Term Course Co-ordination Committee

Sr.No.	Name of member	Designation
1.	Prin. Dr. L.D. Bhor	Chairman
2.	Prof.Mahale S.A.	Member
3.	Prof. V.M.More	Member
4.	Prof. Jadhav R.A	Member
5.	C.A. V.N.Naik	Member
4.	C.A. Pawan Autade	Member


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Karmveer Vidya Prabodhini's,

SHORT TERM COURSE in

MARKETING AND ADVERTISING

2018-19

Duration: 60 Hours

Objectives: 1) The course is designed to give a thorough working knowledge of Advertising and Marketing Communication skills to face the current market situations.

2) To make students able to face the current competition in marketing and Advertisement field.

Curriculum:

Sr. No.	Units	No. of Lectures	Total No. of Lectures	
			Theory	Practical
A.	Core Concepts			
1.	Introduction to Marketing Principles and Concepts	1	1	-
2.	Understanding Advertising Industry	1	1	-
3.	Consumer Behavior	4	2	2
4.	Market Research	4	2	2
5.	Advertising Campaign and Strategy	5	1	4
B.	Soft Skills			
1.	Grooming Manners and Etiquettes	3	1	2
2.	Effective Speaking	3	1	2
3.	Interview Skills	3	1	2
4.	Presentation Skills	3	1	2
C.	Core Skills			
1.	Public Relations and Client Service	5	1	4
2.	Computer and Creative Designing Skills	5	1	4
3.	Retail Communication	5	1	4
D.	Media Decisions			
1.	Advertising Media	1	1	-
2.	Media Planning	3	2	1
3.	Media Research	3	2	1
4.	Media Selection	3	2	1
E.	Sales Promotion and Brand Equity			
1.	Basic Concepts of Sales Promotion	3	1	2
2.	E-Advertising and Online Marketing	5	1	4
	Total Lectures	60	30	30

Evaluation: It is based on written and oral performance of the student.

Job Prospects: There are opportunities in advertising and specialist agencies, creative and client servicing, media planning, direct marketing, digital marketing & promotions in varied mass media houses, corporate in house advertising and communication departments, production houses and the entertainment industry.

Reference Books:

1. Marketing Management - Phillip Kotler.
2. Advertising Management - Rajeev Batra.
3. Sales Management - Richard R.
4. Sales Promotion - M. N. Mishra.
5. Basics of Marketing – S. Chand.

Board of Studies:

Sr. No.	Name of the Faculty	Designation
1	Prin. Dr. Bhor L. D.	Chairman
2	Prof. Dr. Gawali S. N.	Short Term Course Coordinator
3	Prof. More V.M.	Placement Officer
4	Prof. Dr. Mrs. Gujar P. S.	Course Coordinator
5	Dr. Mrs. Sheetal Chandan.	Professional Expert
6	Mrs. Geeta Thorat	Professional Expert
7	Mr. Jeet Thakkar "Advertz.in", Shrirampur	MOU Organization's Faculty


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सी.डी.जैन कॉलेज ऑफ कॉमर्स, श्रीरामपूर
शॉर्ट टर्म कोर्स - २०१८-१९



✂ शिवणकला ✂

एकूण तासीका : ७०

◇ कोर्सची उद्दिष्टे :-

१. शिवणकला करताना विविध प्रक्रीया समजावून घेणे.
२. शिवणकलेतील विविध प्रकारांची माहिती घेणे.
३. बाजरपेठेतील शिवणकलेचा असलेला कल समजावून घेणे.
४. शिवणकलेच्या माध्यामातून आकर्षक व कलात्मक कपडे तयार करणे
५. विद्यार्थिनींना स्वयंरोजगाराची संधी उपलब्ध करून देणे

अभ्यासक्रम

अ.क्र.	विभाग	एकूण तासिका/दिवस	
		थेअरी	प्रॅक्टिकल
१	शिवणकला शिवणकला म्हणजे काय, शिवणकलेचे महत्व, शिवणकलेचा उपयोग,	०६	
२	ज्वेलरीचे प्रकार शिवणकला करण्याची पध्दती, शिवणकला (कपडे)तयार करण्यासाठी लागणारी साधने व साहित्य	०८	
३	शिवणकाम करतांना घ्यायची दक्षता दोरा, सुई, बाँबिन, टेप, कॅनॅन पेपर, कात्री पकडताना घ्यावयाची दक्षता.	०६	
४	प्रात्यक्षिक साधा ब्लाऊज, वन टक्स, ब्लाऊज, कटोरी ब्लाऊज, प्रिन्स कट ब्लाऊज तयार करणे	२०	५०

◊ कोर्सची व्याप्ती व व्यवसाय / उद्योग संधी:-

आजकालच्या काळात मुलींना किंवा गृहिणींना आपले सौंदर्य अधिक वाढविण्याकरीता चांगले कपड्यांची गरज असते. यामध्ये वेगवेगळ्या प्रकारचे ब्लाऊज व ड्रेस सर्व प्रकारांमध्ये बाजारात उपलब्ध असते. सध्या ब्लाऊज व ड्रेस चे विविध प्रकार व पॅटर्न उपलब्ध झालेले आहे. यामुळे मुलींचे व गृहिणींचे सौंदर्य अधिक खुलून दिसते. मुलींना व गृहिणींना सौंदर्य वाढविण्याबरोबरच शिवणकाम घरच्या घरी एक लघुउद्योग म्हणून करता येऊ शकतो.

◊ व्यवसायाच्या संधी:-

१. शिवणकला या कोर्सच्या आधारे विद्यार्थिनीं महत्वाकांक्षी बनतात.
२. विद्यार्थिनी अल्पावधीत कमी जागेत घरगुती/लघुउद्योग सुरू करू शकतात.
३. शिवण कलेची आवड असणा-या विद्यार्थिनी या क्षेत्रात अल्पावधीत प्रशिक्षक बनू शकतात.

◊ संदर्भग्रंथ:-

१. Drees design concepts
२. Drees design books

◊ Websites:-

१. <http://www.dreesdesign.com>
२. www.dresing.com
३. www.izito.co.in

◊ अभ्यास मंडळ :-

१. प्राचार्य डॉ. एल.डी भोर - अध्यक्ष
२. डॉ. एस.एन गवळी- शॉर्ट टर्म कोर्स समन्वयक
३. प्रा. व्ही.एम मोरे - प्लेसमेंट अधिकारी
४. प्रा. एम.बी जगताप- कोर्स समन्वयक
५. सौ. सी.एम सुरुडे - इन्स्ट्रक्टर
६. सौ. एस व्ही संचेती- व्यावसायिक तज्ञ
७. सौ. व्ही.एम निकम -- व्यावसायिक तज्ञ (MOU) राज टेलर्स, श्रीरामपूर


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Dist - Ahmednagar

Short Term Course in 'Internet'

2018-19

- **Course Objectives:**
 - To know the Basic Knowledge Computer
 - To Understand the Internet Concepts
 - To understand how to use Internet .

Syllabus

S.N.	Unit Name	Theory	Practical	Total
1.	Knowing Internet			
	<ul style="list-style-type: none"> • Introducing Internet • Objectives • Basics of Computer Network <ol style="list-style-type: none"> 1. Local Area Network (LAN) 2. Wide Area Network(WAN) 	03	--	03
2.	Introduction to Internet			
	<ul style="list-style-type: none"> • Concept Of Internet • Defination • Connecting to the internet • Introducing WWW(World Wide Web) • Behavior of Internet 	02	02	13
3.	Accessing the Internet			
	<ul style="list-style-type: none"> • Types of access • Online services • Internet services providers • D. How and where to look for the service 	04	03	07
4.	Internet Resources			
	<ul style="list-style-type: none"> • Email <ol style="list-style-type: none"> 1. Parts of email 2. Email software 3. Web-based email 4. Email address 5. Listservs 	13	10	23



	<ul style="list-style-type: none"> • Newsgroups <ol style="list-style-type: none"> 1. Newsgroups names 2. Newsgroups readers • C. Chat rooms • D. Conferencing • E. Games • F. File transfer protocol • G. Telnet • H. Gopher • I. World Wide Web. 			
5.	Searching the Net			
	<ul style="list-style-type: none"> • Search techniques • Search tools <ol style="list-style-type: none"> 1. Indexes 2. Directories • Examples of search tools • E. Saving and downloading 	08	05	13
6.	Protecting the computer			
	<ul style="list-style-type: none"> • Viruses • Virus protection software • Updating the software • Scanning files 	05	05	10
	Total	35	25	60

- **Scope and Opportunities :**

- Gives students the essential foundation for advanced technology courses.
- Student can be able to handle the Internet web browser individually.
- Foundation for further study in computer technology

- **Referential Books :**

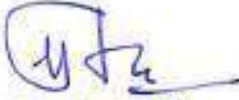
1. <https://en.wikipedia.org/wiki/E-book>
2. <https://www.getfreebooks.com/category/computers-and-internet>

- **Syllabus Designed by :**

1. Prof. Miss.Duggal S.A Mob.: 9762647245 (Co-Ordinator)
2. Prof.Chandratre Y. V. Mob.: 9404245561
3. Prof. Joshi P.D Mob.: 9766087063

• **Course Organize Committee**

- | | |
|-----------------------------|-------------------------------------|
| 1. Principal | Prin.Bhor L.D. |
| 2. Course Co-Ordinator | Prof. Miss.Duggal S.A |
| 3. Placement Officer | Prof. More V.M. |
| 4. Professional Expert | Prof.Chandratre Y.V.,Prof Joshi P.D |
| 5. MOU other college Member | Prof .Manojkumar Langote |



Chairman
I.Q.A.C.

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Dist - Ahmednagar

Short Term Course in 'Microsoft Office 365' 2018-19

• **Course Objectives:**

- To know the Basics of knowledge Microsoft Office
- To Understand the office 365 concepts.
- To understand how to use Office 365 in day to day activities

Syllabus

S.N.	Unit Name	Theory	Practical	Total
1.	Introduction to Microsoft Office			
	<ul style="list-style-type: none"> • Introducing Office 365 • Identify and outline the component products in Office 365 • Navigating around Office 365 • Updating your Profile in Office 365 	03	--	03
2.	Introduction to Microsoft Office Tools			
	Definition of office 365 Difference Between Microsoft Office and Office 365 Microsoft Office 365 Tools: <ul style="list-style-type: none"> • Teams • Yammer • One Drive • Skype • OneNote • Outlook • SharePoint 	10	06	16
3.	Yammer			
	<ul style="list-style-type: none"> • Overview of Yammer • Use and Advantages of Yammer • Yammer Profile • Followers and Discussions • Groups and Communities 	05	04	09
4.	OneNote			
	<ul style="list-style-type: none"> • OneNote features. • Syncing OneNote to OneDrive for 	02	04	06

	Business. • Syncing OneNote to Mobile.			
5.	Skype for Business Overview Overview of Skype for Business • Viewing and setting presence status • Understanding the interactive contact card in Microsoft Office applications • Using instant messages in business • Using 'click-to-communicate' • Integration with Outlook • Using Skype for Business for online presentations including audio, video, screen sharing and a virtual whiteboard.	08	06	14
6.	Outlook 2016 • Working with email, folders & permissions. • Outlook Contacts and IM Contacts • Using the Calendar • Shared Calendars • Outlook Tasks. • Setting Outlook options, signatures, automatic replies, rules and other features. • Integration of Outlook with SharePoint & Skype for business.	07	05	12
	Total	35	25	60

• **Scope and Opportunities :**

- Gives students the essential foundation for advanced technology courses.
- Student can be able to handle the Internet web browser office 365 individually.
- Foundation for further study in computer technology

• **Referential Books :**

1. Office 365 for IT Pros 4th Edition: (Now Replaced by the 2019 Edition)-By Tony Redmond, Paul Cunningham, Michael Van Horenbeeck
2. Microsoft Office 365 Administration Inside Out - By Darryl Kegg, Aaron Guilmette

• **Syllabus Designed by :**

1. Principal
2. Course Co-Ordinator
3. Placement Officers
4. Expert

Dr. Bhor L.D.
Prof.Lande R.D.
Prof.More V.M.
Prof.Chandratre Y.V.


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Short Term Course 2018-19

Aptitude Test

Duration Of the Course:

Short term course in Aptitude test will commence from first term of the academic year. Annual Examination will be held in the month of December.

Medium of instructions: Medium of instructions shall be English only.

Scheme of Examination:

Written examination of 100 marks will be conducted on practical problems. The duration of exam will be 3 hours.

Passing Criteria:

In order to pass the examination, the student should secure minimum 40 out of 100 marks. The class shall be awarded to the course. The award of class is as follows:

1. Aggregate 70% and above- First class with Distinction
2. Aggregate 60% and above but less than 70%- First class
3. Aggregate 55% and above but less than 60%- Higher Second class
4. Aggregate 50% and above but less than 55%- Second class
5. Aggregate 40% and above but less than 50%- Pass class
6. Below 40%- Fail

Objectives:

1. An aptitude test is, generally, any test designed to measure potential for achievement.
2. The emphasis of this test is on fundamental concepts which is the most important part in mathematics.
3. Aptitude tests are designed to give an objective assessment of a candidate's abilities in, say, verbal understanding, numeracy or diagrammatic reasoning skills.
4. Employers use aptitude tests to decide if someone has the abilities needed to do the job.
5. The tests are considered as reliable and valid predictors of success, as well as measuring skill levels

Syllabus

Unit No.	Name of Unit	No. of Lectures
1	Prerequisites	10
	Natural Numbers, Integers, Real Numbers	
	Fraction, LCM & HCF	
	Simplification	

	Square root & Cube root	
	Rules of Indices	
2	a. Ratio and Percentage	10
	b. Proportion and Partnership	
	c. Average	
3	a. Profit and Loss	10
	b. Shares and Divident	
	c. Simple Interest and Compound Interest	
4	a. Time and Work	10
	b. Time and Distance	
	c. Pipes and Cistern	
5.	a. Probability and Combination	10
	b. Data Interpretation	

Reference Books:

1. Elements of Commercial Arithmetic & Statistics - M.G. Dhayagude, Everest Publishing House.
2. Quantitative Aptitude- Dr.R.S.Aggarwal, S.Chand publication
3. Quantitative Aptitude for CPT -By P.C. Tulsian, Bharat Jhunjhunwala, S.Chand Publisher
4. Quantitative Aptitude for Competitive Examinations, - By Abhijit Guhal

Board of Studies: Prof.Bhavsar B.S. - Coordinator
 Prof.Nabage A.D. Member
 Prof.Sasane S.D Member

• Course Organize Committee

1. Principal Prin.Bhor L.D.
2. Course Co-Ordinator Prof.Bhavsar B.S.
3. Placement Officer Prof. More V.M.
4. Professional Expert Prof.Chandratre Y.V.,Prof Joshi P.D,
Prof Lande R.D
5. MOU other college Member Prof .Manojkumar Langote


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Rayat Shikshan Sanstha's

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Short Term Course in 'French Language'

2018-19



Introduction :

In this course you will get basic knowledge of French Language. the course duration will be 2 month & within 2 months you will learn how to speak, how to read and how to write the French language. This course will be very useful for new student who want to learn French language. The structure of this course is Very easy for new student. In order of the components of this the student can learn French as early as possible. In this course we are not using direct to direct method. We use French, English and local languages to teach French language so the students can understand the French language as quickly as possible.

English speakers often say that French is easy enough to read - there are extraordinary number of cognate (Similar) words in the two languages, but that it is difficult to pronounce. French does have several sounds that do not exist in English, but once you have some experience with the sounds and the letter combination you will see that they are limited and consistent, which believe it or not, will make French easy for you to understand and to spell.

You will learn French the way you learned English. Starting with simple words and progressing to make complex phrases. Just listen and repeat after the native instructor on the recording to help you immerse yourself in the language. You will hear it, say it, observe it through use and repetition. Practice your French as much as possible. Even if you can't manage a trip abroad, watching French movies, reading French magazines and talking with your French speaking friends are enjoyable ways to help you to increase your French knowledge.

Course Objectives

- * To know the Basics knowledge of French Language
- * To understand the French Language
- * To understand how to use French Language

Syllabus

S.N.	Topic	Theory	Practical	Total
1.	* Introduction, Project * Alphabets * Numbers 1-99,999 * Articles - Definite * Articles - Indefinite * Days of week and Month of year	08	02	10

2.	* Personal Pronouns * Type of to be * Type of to have * Prepositions * ER verbs * RE verbs * IR verbs	08	02	10
3.	* Greetings * Colours * Directions * Time * Season	08	04	12
4.	* Present Tense * Past Tense * Future Tense * Introduce Yourself * Introduce Others	08	06	14
5.	* In market * In restaurant * Listening * Negation * Conversation	08	06	14
Total		40	20	60

Scope and Opportunities :

- * Student can be able to understand French Language.
- * They can be able to read, write and speak French Language.
- * They can apply in their company.
- * They can make their career Tourist guide, translator, news editor, news reporter, teaching field etc.

Referential Books :

- * Easy French Step-by-Step :- Myrna Bell Rochester
- * French Visual Phrase Book :- DK Publishing - Angela Wilkes

Sr. No.	Name of Faculty	Designation
1	Prin. Dr. Bhor L. D.	Chairman
2	Prof. Dr. Gawali S. N.	Short Term Course Coordinator
3	Prof. More V. M.	Placemen Officer
4	Prof. Korhale M. R.	Course Coordinator
5	Mr. Kulkarni Naval	Professional Expert
6		


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Short –Term Course



2018-19

Web Information Literacy

Introduction : A librarian helps a patron search for articles in a database, there is an interplay between information literacy (which database to search, which terms to use, which limiters to employ, how to evaluate the articles in the results, how to use the information found effectively and ethically, etc.) and digital literacy (how to navigate the library web site, how to get to a search page or find the advanced search page, how to find the help files, how to save or export the citations and full text, how to set up an account in a social media site, how to upload files to that site, how to comment on others' postings, etc.). The exact distinction between information literacy and digital literacy has not been determined, but we know they are related and suspect that they are not the same thing.

Digital literacy means having the skills you need to live, learn, and work in a society where communication and access to information is increasingly through digital technologies like internet platforms, social media, and mobile devices.

1. Objective of Course:

- To make students able to identify a need for certain information and authenticity of Information sources
- To aware students regarding Google tools with practical training
- To create critical awareness and skills to find, evaluate, interpret, and apply information that is relevant to the situation.


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Web Information Literacy

Syllabus

Sr.No.	Chapter 1	Theory / Practical
1	1 Introduction <ul style="list-style-type: none">• Information Literacy• Types of Literacy• Need and Importance of Web Literacy• Advantage of Web Information Literacy	Theory 10 hrs
2	2 Google Tools <ul style="list-style-type: none">• Search Engine• Web searching Advance search boolean search• Gmail• Google Drive• Translator• Calendar• Google questionnaire Survey• Google Classrooms• Unicode• Map• Adsense• Google groups	Theory 5 hours Practical 10 hours
3	3 You tube <ul style="list-style-type: none">• Downloader• How to upload you tube video• Use of you tube for education• You tube creation and marketing	Theory 5 hrs Practical 5 hrs
4	4 Zoom	Theory 1 hrs

	<ul style="list-style-type: none"> • Cloud Meetings / Webinar • Recording • Sharing • Marketing 	Practical 5 hrs
5	Google Scholar <ul style="list-style-type: none"> • Citation • Patents search • Reference Style 	Thoery 2 hrs Practical 5 hrs
6	Reference Sources <ul style="list-style-type: none"> • Encyclopedia • Wikipedia • Authenticity • Journals (Web o science / Science direct /Ebsco ost and Nlist) • Research Gate, Academia.edu 	2 Hours 10Hours practical

Referenes


- Buzzetto-Hollywood, N., Elobaid, M., Elobeid, M. & wang, H. (2018). Addressing Information Literacy and the Digital Divide in Higher Education. *Interdisciplinary Journal of E-Learning and Learning Objects*, 14(1), 77-93. Informing Science Institute. Retrieved September 6, 2018 from <https://www.learntechlib.org/p/183532/>.
- <http://edublogs.org/files/2010/09/WhatIsABlog.pdf>
- <https://www.avemaria.edu/wp-content/uploads/assets/library/Using-Google-Scholar.pdf>
- <https://blogs.svvsd.org/assistivetechonology/wp-content/uploads/sites/27/2015/02/CopyofGoogleToolsforSpecialNeeds.pdf>



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