



Vidyawardhini Sabha's  
Arts, Commerce and Science College, Dhule (MS)

## Details of Certificate Courses-2019-20

### Index of the Supporting Documents

Sr. No	Title of Certificate Course	Page No.
1	Certificate Course in Soft Skills Development	2-7
2	Certificate Course in Translation Studies	8-11
3	Certificate Course in Communication Skills and Technical Writing	12-17
4	Certificate Course in Modi Script	18-30
5	Certificate Course in Human Rights Education	31-41

**North Maharashtra University, Jalgaon**  
**Ordinance 181**

College Name : VWS Arts, Commerce & Science College, Dhule.

Title of the Course : **Certificate Course in Soft Skill Development**

Aims/Objective of the Course :

1. To introduce the students soft skills and their importance to develop their personality to stand firmly into the competitive world.
2. To inculcate in students positive attitude and nurture ethical values to uplift into their lives by acquiring the soft and communication skills.

Duration of Course : **1 Year**

Fees Structure : 1,000/-

Course Structure : 1) Paper - I Basics of Soft Skills  
2) paper - II Developing Skills  
3) Practical Course – Practical / Project  
Based on Paper I & II

Eligibility for Admission : XII<sup>th</sup>. Arts, Commerce & Science

Skeleton of Course :

**\* Assessment Criteria and Procedure** (5)

S N	Paper	Name of the Subject	Theory/ Practical	Teaching Hours	Maximum marks allotted			Passing			Credit
					External	Internal	Total	External	Internal	Total	
1	Paper - I	Basics of Soft Skills	Theory	90	60	40	100	24	16	40	6
2	Paper - II	Develop ing Skills	Theory	90	60	40	100	24	16	40	6
3	Paper - III		Practical	120	60	40	100	24	16	40	8

\* Internal Marks are divided in 3 parts e.g. 05 marks for Attendance, 10 marks for Home Assignment Tutorial & 25 marks for Internal Test.

Minimum Staff : 02

Mode of Examination : Test, Tutorial /Written Exam.

Detail Syllabus : Enclosed



List of Admitted students for Career Oriented under Ordinance 181

- 1) Name of the College : Vidyawardhini Sabha's Arts, Commerce, Science  
College, Dhule
- 2) Name of the Career Oriented Course : Certificate Course in Soft Skills Development
- 3) Academic Year : 2019- 2020
- 4) Intake Capacity : 60

Sr. No	Full Name of the students	Gender	Category	Educational Qualification	Year of Passing Cer /Diploma	Presently admitted	Remark
1	2	3	4	5	6	7	8
1	Karanje Vishal Motilal	M	SC	HSC	-	FYBA	-
2	Baisane Ajay Bhika	M	SC	HSC	-	FYBA	-

**CERTIFICATE**

This is to certify that the documents regarding educational qualification of the above students have been verified and found correct. The Students mentioned in the list are eligible for the admission to the above mentioned course as per University Ordinance -181

*(Signature)*  
Co-coordinator  
(M.R. Wankhede)

*(Signature)*  
Principal  
PRINCIPAL,  
VIDYA WARDHINI SABHA'S ARTS,  
COM. & SCI. COLLEGE, DHULE.



4

CERTIFICATE COURSE IN SOFT SKILL DEVELOPMENT

Syllabus for the Proposed Course:

THEORY PAPER - I

Marks-100  
Periods-90

Title of the Paper: Basics of Soft Skills

Unit - I Personality Development and Communication Skills

- 1.1. Concepts of Personality and Development
- 1.2. Traits of Personality
- 1.3. Concept of Communication Skills
- 1.4. Requirements of the Effective Communication (spoken and written)

Unit - II Soft Skills

- 2.1. Meaning and Importance
- 2.2. Types of soft skills
- 2.3. Analysis of Soft Skills
- 2.4. SWOT Analysis
- 2.5. Motivation: Concept, Need and Sources
- 2.6. Ethics and Etiquettes (public, office, business and professional)
- 2.7. Mannerism

Unit - III Time Management

- 3.1. Concept of Time management and its significance
- 3.2. Assessment and evaluation time management
- 3.3. Ways of Effective Time Management
- 3.4. Time Management and Multi-tasking
- 3.5. Planning and Time Management

Unit - IV Stress Management

- 4.1. Concept of Stress
- 4.2. Causes and consequences of Stress
- 4.3. Symptoms and types of Stress
- 4.4. Ways for Managing and Overcoming Stress

Unit - V Problem Solving and Decision Making

- 5.1. Defining problems and identifying
- 5.2. Solving the problem
- 5.3. Brainstorming
- 5.4. Thinking critically and creatively
- 5.5. Group decision making and problem solving



① *Vspatil*  
②

③ *Amo*

*20/10/20*  
④

CERTIFICATE COURSE IN SOFT SKILL DEVELOPMENT

Syllabus for the Proposed Course:

THEORY PAPER - II

Marks-100

Periods- 90

Title of the Paper: Developing Skills

Unit-I Teamwork and Team Building

- 1.1 Concept of team and team work
- 1.2 Team Management
- 1.3 Concept of Conflict and its Resolution
- 1.4 Understanding the role of teams in organization and institutions
- 1.5 Professional Networking

Unit-II Learning Skills

- 2.1 Concept of learning and its Significance
- 2.2 Various Learning theories and models
- 2.3 Memorizing and Mind mapping Techniques
- 2.4 Taking notes effectively
- 2.5 Journaling (Writing Diary) for Professional development
- 2.6 Using ICT for efficient learning

Unit-III Interview Techniques and Group Discussions

Unit-IV Leadership Skills

- 4.1 Leadership and Leadership Skills:  
Concept, Types, Qualities and Function
- 4.2. Effective Leadership



*Aspatil*

*Prasad*

*Shilpa*

CERTIFICATE COURSE IN SOFT SKILL DEVELOPMENT

Syllabus for the Proposed Course:

PRACTICAL PAPER - III

Marks-60+40=100

1. Title, Field Work / Practical / Project basic on paper 1 & 2.
2. Project Work- 60 marks
3. Practical and Viva- 40



*Aspatil*

*Qmu*

*gale*

Vidyardardhini Sabha's Arts, Commerce and Science College, Dhule

Certificate Course in **Soft Skills Development**

**Annual Report Academic Year-2019-20**

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The certificate Course in Soft Skills Developments is self-financing course sanctioned by Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon under Ordinance-181. In the beginning of the academic year, the importance of the course was described to the students of various classes and they were motivated to learn new things along with regular syllabus. The notices were issued to all classes. Thereafter the students received admission forms and they were instructed to submit as early as possible. By taking economic conditions of the students and their other regular fees, the Principal and IQAC decided Rs. 500/- for the academic year. Total number of 02 (Two) students were admitted for this course from both Under-graduate and Post-graduate programmes.

The classes of the course were started regularly by sparing extra time after engaging regular lectures. Total two theory papers and one practical paper were covered throughout the year. The students attended the lectures with enthusiasm and zeal and they responded positively in learning the soft skills. The various skills learnt in the classroom benefitted them to shape their personality. After completion of the syllabus, internal tests, tutorial, oral and university examinations were conducted with proper examination time-table, seating arrangement and allotment of junior supervision. The mark lists were submitted to the university and it provided the certificates and they were distributed to the students.

**Outcomes of the Course:**

After completion of the course, the following outcomes were attained.

- The student studied concepts of personality development, traits of personality and communication skills.
- They understood the concept of soft skills, their importance in day-to-day life and they learnt mannerism, ethics and etiquettes (public, office, business and professional)
- They became aware about the time and stress management.
- They studied team work, problem solving and effective decision making skills.
- They acquainted with interview skills and group discussion techniques.
- They studied leadership skills.

  
Madhukar R. Wankhede  
Coordinator,

Certificate Course in Soft Skills Development

  
**COORDINATOR, IQAC**  
VIDYA WARDHINI SABHA'S ARTS,  
COM. & SCI. COLLEGE, DHULE.(MS)

  
**PRINCIPAL**  
VIDYA WARDHINI SABHA'S ARTS,  
COM. & SCI. COLLEGE, DHULE.(MS)

LIST OF ADMITTED STUDENTS FOR CAREER ORIENTED COURSES UNDER ORDINANCE -181

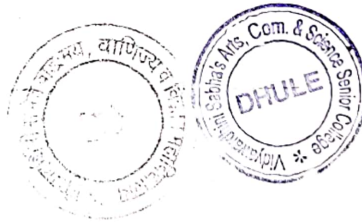
1. Name of the College :- VWS Arts, Commerce & science college Dhule
2. Name Of Career Oriented Course :- Certificate Course in Translation Studies
3. Academic Year :- 2019-20
4. Intake Capacity :- 60 Students

Sr No.	Full Name of The Students	Gender	Category	Educational Qualification	Year of Passing Cert./ Diploma Course	Presently Admitted Class	Remark
1	AMRUTKAR SHUBHAM PRAVIN	MALE	OBC	TYBA	Admitted in 2019	MA I	
2	GANGURDE VILAS BALU	MALE	ST	TYBA	Admitted in 2019	MA I	
3	RAUT DHIRSIING BIRILAJ	MALE	ST	TYBA	Admitted in 2019	MA I	
4	SURYAWANSHI YOGES BHAGAWAN	MALE	SC	TYBA	Admitted in 2019	MA I	
5	HIRE PAVAN KISHOR	MALE	OBC	TYBA	Admitted in 2019	MA-I	
6	BAGUL YOGESH GULAB	MALE	ST	TYBA	Admitted in 2019	MA-I	
7	PATIL SHUSHMA BHARAT	Female	OBC	MA-I	Admitted in 2019	MA-II	

CERTIFICATE

This is to certify that the documents regarding educational qualifications of the above students have been verified and found correct. The students mentioned in the list are eligible for the admission to the above mentioned course as per university Ordinance -181

Co-Ordinator  
Name :- Prof. Dr. MANJU P. TARDEJA  
Mo. No. 9423301306



PRINCIPAL  
Vidya Wanjari's Sahasra Arts,  
Com. & Science College, Dhule



उत्तर महाराष्ट्र विश्वविज्ञालय, जलगांव  
करिअर ओरिअंटेड प्रमाणपत्र कोर्स का  
**अनुवाद विज्ञान पदवीका**  
**पाठ्यक्रम**

**उद्देश :**

- ज्ञान -विज्ञान और शिक्षा में अनुवाद की आवश्यकता को परिचीत कराना ।
- व्यापार-प्रशासन और संचार माध्यमों में अनुवाद की आवश्यकता को स्पष्ट करना।
- धर्म दर्शन और साहित्य जैसे सांस्कृतिक क्षेत्रों में अनुवाद की आवश्यकता को समझाना।
- राष्ट्रीय एकता के निर्माण में अनुवाद की आवश्यकता को स्पष्ट करना।
- अनुवाद की क्षमता का विकास करना
- कामकाजी अथवा कार्यालयी अनुवाद से अवगत कराना

**पेपर क्रमांक: -०१**

➤ इकाई १ : अनुवाद कार्य की परम्परा का इतिहास:

- १.१ प्राचीन संदर्भ में
- १.२ आधुनिक संदर्भ में
- १.३ अनुवाद कला की प्रकृति एवं अनुवाद विज्ञान
- १.४ अनुवाद कला एवं शिल्प

➤ इकाई २: अनुवाद की परिभाषाएँ तथा स्वरूप

- २.१ अनुवाद<sup>का</sup> अर्थ
- २.२ परिभाषा एवं महत्व
- २.३ अनुवाद<sup>का</sup> स्वरूप एवं विविध आयाम
- २.४ अनुवाद के विविध क्षेत्र

➤ इकाई ३: अनुवाद की आवश्यकता एवं उद्देश

- ३.१ ज्ञान -विज्ञान और शिक्षा में अनुवाद
- ३.२ व्यापार-प्रशासन और संचार माध्यमों में अनुवाद
- ३.३ धर्म दर्शन और साहित्य जैसे सांस्कृतिक क्षेत्रों में अनुवाद
- ३.४ राष्ट्रीय एकता एवं विश्व संस्कृति के निर्माण में अनुवाद
- ३.५ कामकाजी अथवा कार्यालयी अनुवाद



## प्रस्ताव

हमारे विद्यार्थिनी महाविद्यालय के अंतर्गत १८१ अंतर्गत प्रमाणपत्र करियर ऑरिएण्टेड कोर्स हेतु प्रस्ताव

## प्रस्ताव अनुवाद पदवीका

कार्यकाल तीन महिने  
अध्यादेश १८१ के अंतर्गत

**प्रस्तावना :** आधुनिक युग में अनुवाद आवश्यक ही नहीं अनिवार्य हो गया है। आज प्रायः सभी क्षेत्रों में अनुवाद कार्य से लाभ उठाया जा रहा है। अनुवाद की आवश्यकता का ही यह प्रमाण है कि अनुवाद कार्य को अब प्रतिष्ठा मिलने लगी है और अनुवाद से संबंधित नये व्यवसाय तथा संगठन निर्माण हो रहे हैं।

वैसे तो प्राचीन काल से अनुवाद की आवश्यकता महसूस होने लगी थी और तब से अनुवाद होते आ रहे हैं। हमारा भारत एक बहुभाषी देश है, भाषाएँ अनेक हैं और हर कोई सारी भाषाएँ सिख नहीं सकता। ऐसे में अनुवाद से जिज्ञासा पूर्ति की जाती है। वैसे तो हर मनुष्य जन्म से अनुवादक होता है। वह मन में सोचता है, मन ही मन अनुवाद भी कर लेता है। दुनिया में जहाँ भी एक से अधिक भाषाओं का संपर्क आता है वहाँ अनुवाद आवश्यक हो जाता है। वर्तमान युग में दिन प्रति दिन अनुवाद कार्य का महत्व बढ़ता जा रहा है।

**अनुवाद पदवीका की आवश्यकता एवं उद्देश :**

- ज्ञान-विज्ञान और शिक्षा में अनुवाद की आवश्यकता
- व्यापार-प्रशासन और संचार माध्यमों में अनुवाद की आवश्यकता
- धर्म दर्शन और साहित्य जैसे सांस्कृतिक क्षेत्रों में अनुवाद की आवश्यकता
- राष्ट्रीय एकता के निर्माण में अनुवाद की आवश्यकता
- विश्व संस्कृति और मानव की मूलभूत एकता के संकेत के रूप में अनुवाद की आवश्यकता
- अनुवाद की क्षमता का विकास करना



# Yishu Heshibei Shuli's Role Curriculum and Syllabus Outline, 2019

Curriculum outline in translation studies with the subject of translation 2019-2020

## Curriculum outline year 2019-20

Curriculum 2019 of the Yishu Heshibei Shuli's Role Curriculum and Syllabus Outline is designed to provide students with a solid foundation in translation studies and to equip them with the necessary skills and knowledge to succeed in the field. The curriculum is structured to cover a wide range of topics, including the history of translation, the theory of translation, and the practice of translation. The course is designed to be both challenging and rewarding, and to provide students with a comprehensive understanding of the field. The curriculum is designed to be both challenging and rewarding, and to provide students with a comprehensive understanding of the field. The curriculum is designed to be both challenging and rewarding, and to provide students with a comprehensive understanding of the field.

In the curriculum year 2019-20, 97 students were admitted by the Yishu Heshibei Shuli's Role Curriculum and Syllabus Outline, and the curriculum was designed to provide them with a solid foundation in translation studies and to equip them with the necessary skills and knowledge to succeed in the field.

The curriculum was designed by the Yishu Heshibei Shuli's Role Curriculum and Syllabus Outline, and it was designed to provide students with a solid foundation in translation studies and to equip them with the necessary skills and knowledge to succeed in the field. The curriculum was designed by the Yishu Heshibei Shuli's Role Curriculum and Syllabus Outline, and it was designed to provide students with a solid foundation in translation studies and to equip them with the necessary skills and knowledge to succeed in the field.

Since the curriculum of the Yishu Heshibei Shuli's Role Curriculum and Syllabus Outline, the curriculum was designed to provide students with a solid foundation in translation studies and to equip them with the necessary skills and knowledge to succeed in the field.

### Outline of the course

1. Introduction of the course by translation in the knowledge system and education and research.
2. Introduction of the course by translation in business, administration and media in the world.
3. Students learn to learn the type of translation work in the cultural fields such as literature, philosophy and history.
4. Students learn to learn the type of translation work in the government and the business fields.
5. Students learn to learn the type of translation work in the government and the business fields.



*[Handwritten signature]*  
Yishu Heshibei Shuli's Role Curriculum and Syllabus Outline, 2019-2020

12

KBC North Maharashtra University, Jalgaon  
Ordinance 181

College Name : VWS Arts, Commerce & Science College, Dhule  
Title of the Course : **Communication Skill & Technical Writing**  
Aims / Objective of the Course : To Develop the Communication & Writing Skill, To Provide business opportunities for students to earn a living  
Among the Students  
Duration of Course : One year  
Fess Structure : 500  
Course Structure :  
1. Paper - I- मराठी भाषा व संवाद कौशल्य  
2. Paper -II- मराठी भाषेचे लेखन तंत्र  
3. Paractical Course - Field Work / Practical / Project

Base on Paper I & II

Eligibility for Admission : XIIth Arts, Commerce & Science

Selection of Course

**\* Assessment criteria and procedure**

Sr No	Paper	Name of the Subject	Theory/Practical	Teaching Hours	Maximum Marks Allotted			Passing			Credit
					External	Internal	Total	External	Internal	Total	
1.	Paper-I	मराठी भाषा व संवाद कौशल्य	Theory	90	60	40	100	24	16	40	6
2.	Paper-II	मराठी भाषेचे लेखन तंत्र	Theory	90	60	40	100	24	16	40	6
	Paper-III		Practical	90	60	40	100	24	16	40	6

\*Internal Marks are divided in 3 Parts e.g. 05 marks for Attendance, 10 marks for Home Assignment Tutorial and 25 marks for Internal Test.

Minimum Staff : 02  
Mode of Examination : Test, Tutorial/ Written Exam.  
Detail Syllabus : Enclosed



*(Signature)*  
D. B. Parikh

*(Signature)*  
S. G. Khatkar

PRINCIPAL  
VIDYA WARDHINI SABHA'S ARTS,  
COM. & SCI. COLLEGE, DHULE.

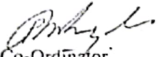
**LIST OF ADMITTED STUDENTS FOR CAREER ORIENTED COURSES UNDER ORDINANCE -181**

1. Name of the College -: VWS Arts , Commerce & science college Dhule
2. Name Of Career Oriented Course -: Certificate Course in **Communication Skill and Technical Writing**
3. Academic Year -: 2019-20
4. Intake Capacity -: 60 Students

Sr No.	Full Name of The Students	Gender	Category	Educational Qualification	Year of Passing Cert./ Diploma Course	Presently Admitted Class	Remark
✓ 1	VASAVE MOGARA RAYSING	Female	ST	MA I	Admitted in 2019	MA II	
✓ 2	VASAVE KIRTA KINSHIYA	Male	ST	MA I	Admitted in 2019	MA II	
3	PATIL KARISHIMA RAJENDRA	Female	OBC	TYBA	Admitted in 2019	MA I	
4	GAYKWAD SHITAL CHOTIRMA	Female	ST	TYBA	Admitted in 2019	MA I	
✓ 5	JADHAV SUPRIYA RAJU	Female	SC	MA II ( POLITICS)	Admitted in 2019	MA I (MARATHI)	
✓ 6	ZOTUNGE ASHWINI RAVINDRA	Female	NT	TYBA	Admitted in 2019	MA I	
✓ 7	WAGH BHAGYASHRI DINESH	Female	OBC	TYBA	Admitted in 2019	MA-I	
8	PATIL VAISHALI MURLIDHAR	Female	OBC	TYBA	Admitted in 2019	MA I	
9	WAGH KANCHAN KAKAJI	Female	SC	TYBA	Admitted in 2019	MA I	

**CERTIFICATE**

This is to certify that the documents regarding educational qualifications of the above students have been verified and found correct. The students mentioned in the list are eligible for the admission to the above mentioned course as per university Ordinance -181

  
Co-Ordinator  
Name -: Prof. Dr. Prashant M. Lagade  
Mo. No. 9923444840

  
**COORDINATOR, IQAC**  
VIDYA WARDHINI SABHA'S ARTS,  
COM. & SCI. COLLEGE, DHULE (MS)

  
**PRINCIPAL**  
VIDYA WARDHINI SABHA'S ARTS,  
COM. & SCI. COLLEGE, DHULE (MS)

  
**PRINCIPAL**  
PRINCIPAL,  
VIDYA WARDHINI SABHA  
COM. & SCI. COLLEGE,

A Certificate Course in Communication Skill & Technical Writing

Syllabus

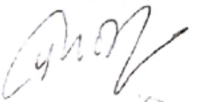
Theory paper I<sup>st</sup>

मराठी भाषा व संवाद कौशल्य

Marks- 100

Period- 90

- घटक 1. मराठी भाषा स्थूल परिचय  
अर्थ, स्वरूप, महत्व,  
मराठी भाषेची पूर्वपीठीका आणि परंपरा
- घटक 2. संवाद कौशल्य  
अर्थ, स्वरूप, वैशिष्ट्ये,  
संवाद कौशल्य विकसित करण्याचे प्रकार, उपयोजन
- घटक 3. संवादाचे जाळे  
अर्थ, स्वरूप, व्याप्ती, प्रकार,  
औपचारिक व अनौपचारिक संप्रेषण जाळे, ऊर्ध्वगामी, निम्नगामी संप्रेषण
- घटक 4. संवाद माध्यमे  
प्रसारमाध्यमे, सोशल मिडीया, सभा-सम्मेलन, परिसंवाद, चर्चा, मुलाखत

  
प्रधानाचार्य



PRINCIPAL

VIDYA WARDHINI SABHA'S ARTS,  
COM. & SCI. COLLEGE, DHULE.



A Certificate Course in Communication Skill & Technical Writing

Syllabus

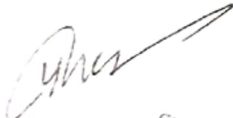
Theory paper II<sup>nd</sup>


मराठी भाषेचे लेखन तंत्र

Marks- 100

Period- 90

- घटक 1. विविध क्षेत्रातील लेखन तंत्र  
स्वरूप, महत्व, उपयोगिता, उपयोजन, मुद्रण शोधन
- घटक 2. वृत्तपत्रलेखन  
बातमी लेखन, रचना, भाषा,  
वृत्तलेखन, स्तंभलेखन, पुरवणी लेखन, सदर, समीक्षात्मक लेखन
- घटक 3. जनसंपर्क माध्यमांतील जाहिरात लेखन  
स्वरूप, व्याप्ती, प्रकार, जाहिरातीचे उपयोजन
- घटक 4. इंटरनेटवरील लेखन तंत्र  
ब्लॉग्स लेखन, विकीपीडीया लेखन, ऑनलाईन वृत्तपत्रे,  
इंटरनेट वृत्तपत्रातील वेगळेपण आणि उपयुक्तता

  
अभिषेक

  
PRINCIPAL  
VIDYA WARDHINI SABHA'S ARTS,  
COM. & SCI. COLLEGE, DHULE.



A Certificate Course in Communication Skill & Technical Writing

Syllabus

Practical paper III<sup>rd</sup>

Marks 60+40=100

- प्रात्यक्षिक / क्षेत्रीय कार्य विविध क्षेत्रातील मान्यवरांचे मुलाखती
- वृत्तपत्र, स्थानिक दूरचित्रवाणी आणि आकाशवाणी कार्यालयाला भेटी
- प्रकल्प अहवाल

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PRINCIPAL  
VIDYA WARDHINI SABHA'S ARTS,  
COM. & SCI. COLLEGE, DHULE.





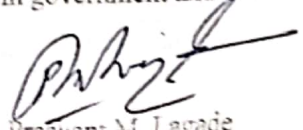
Vidyardhini Sabha's Arts, Commerce and Science College, Dhule  
Certificate Course in **Communication Skill & Technical Writing**  
**Annual Report Academic Year-2019-20**

The certificate Course in Communication Skills & Technical Writing is self-financing course sanctioned by Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon under Ordinance-181. In the beginning of the academic year, the importance of the course was described to the students of various classes and they were motivated to learn new things along with regular syllabus. The notices were issued to all classes. Thereafter the students received admission forms and they were instructed to submit as early as possible. Generally, the student admitted to the college is of normal financial condition. So that no further and additional financial burden should be imposed on them and keeping in mind their other regular fees, the Principal and IQAC in consultation with the Course Coordinator may fix Rs. 500/- fee was charged for the academic year. Total number of 05 (Five) students was admitted for this course from both Under-graduate and Post-graduate programmes.

The classes of the course were started regularly by sparing extra time after engaging regular lectures. Total two theory papers and one practical paper were covered throughout the year. The students attended the lectures with enthusiasm and zeal and they responded positively in learning the Communication Skills & Technical Writing. The various Concepts of Communication Skills & Technical Writing, History & Traditions of Marathi language, Personality Development, Various type of Technical Writing, Communication Skills, Skills of letter writing, news writing, Editing, Advertising writing, Proofreading etc., in present Context learnt in the classroom benefitted them to shape their employment, carrier for placement and social life. After completion of the syllabus, internal tests, tutorial, oral and university examinations were conducted with proper examination time-table, seating arrangement and allotment of junior supervision. The mark lists were submitted to the university and it provided the certificates and they were distributed to the students.

**Outcomes** of the Course:

- After completion of the course, the following outcomes were attained.
- It will help to understand the importance of Communication Skill & Technical Writing.
  - Students will be introduced to the basic concepts, ideas and theories of Communication Skills & Technical Writing
  - This course is useful for Journalists, Editors, Writers, Proof Readers, Radio, TV Announcer etc.
  - This course will make it easier for those working in various daily News papers, magazines and journalism fields to work in the related field.
  - Completion of this course can provide an opportunity to get a job in government and various NGOs, organizations and News agencies.

  
Dr. Prashant M. Lagade  
Coordinator,

  
**COORDINATOR, IQAC**  
VIDYA WARDHINI SABHA'S ARTS,  
COM. & SCL COLLEGE, DHULE (MS)

  
**PRINCIPAL**  
VIDYA WARDHINI SABHA'S ARTS,  
COM. & SCL COLLEGE, DHULE (MS)

**North Maharashtra University, Jalgaon**

Ordinance 181

College Name : VWS Arts, Commerce & Science College, Dhule.

**Title of the Course** : **Modi Script**

Aims/Objective of the Course : To inspire the students, teachers, research scholars for research in the present era.

**Duration of Course** : **1 Year**

Fees Structure : 1,000

**Course Structure** : 1) Paper - I Modi Alphabet  
2) paper - II Modi Writing  
3) Practical Course - Field Work/Practical/Project

Eligibility for Admission : XII<sup>th</sup>. Arts, Commerce & Science

Skeleton of Course :

**\* Assessment criteria and procedure** 5

Sr No	Paper	Name of the Subject	Theory/ Practical	Teaching Hours	Maximum marks allotted			Passing			Credit
					External	* Internal	Total	External	Internal	Total	
1	Paper - I		Theory	90	60	40	100	24	16	40	6
2	Paper - II		Theory	90	60	40	100	24	16	40	6
3	Paper - III		Practical	120	60	40	100	24	16	40	8

\* Internal Marks are divided in 3 parts e.g. 05 marks for Attendance, 10 marks for Home Assignment Tutorial & 25 marks for Internal Test.

Minimum Staff : 02

Mode of Examination : Test, Tutorial /Written Exam.

Detail Syllabus : Enclosed



## Annexure -A


## List of Admitted students for Career Oriented under Ordinance 181

- 1) Name of the College : Vidyawardhini Sabha's Arts, Commerce, Science College, Dhule  
 2) Name of the Career Oriented Course : Certificate Course in **Modi Script**  
 3) Academic Year : **2019 - 2020**  
 4) Intake Capacity : 60

Sr. No	Full Name of the students	Gender	Category	Educational Qualification	Year of Passing Cer /Diploma	Presently admitted	Remark
1	2	3	4	5	6	7	8
1	Vasave Ganpat Pankya	M	ST	MA-I	-	MA-II	-
2	Tadvi Ishwar Dajaya	M	ST	MA-I	-	MA-II	-
3	Padvi Ashok Popta	M	ST	MA-I	-	MA-II	-
4	Bagul Vishal Pandurang	M	ST	MA-I	-	MA-II	-

## CERTIFICATE

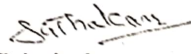
This is to certify that the documents regarding educational qualification of the above students have been verified and found correct. The Students mentioned in the list are eligible for the admission to the above mentioned course as per University Ordinance -181

  
 Co-coordinator  
 Name: Asst Prof. Rajvirendrasing R.Gavit  
 Mobile No: 7588889940

  
**COORDINATOR, IQAC**  
 VIDYA WARDHINI SABHA'S ARTS,  
 COM. & SCI. COLLEGE, DHULE, (MS)

  
**PRINCIPAL**  
 VIDYA WARDHINI SABHA'S ARTS,  
 COM. & SCI. COLLEGE, DHULE, (MS)



  
**Principal**  
 VIDYA WARDHINI SABHA'S ARTS,  
 COM. & SCI. COLLEGE, DHULE

A Certificate course in Modi Script Course  
Syllabus

Mark - 100  
Period - 90

Theory paper - Ist

Modi Alphabet

Chapter 1) Background of Modi script

- Concept and meaning Modi Script .
- Origin of Modi script.
- Nature of Modi script.

Chapter 2) Development of Modi Script

- Yadav era
- Bahamani & Peshwa era
- British colonial period
- Post independence period

Chapter 3) Introduction of Modi Alphabet

- Introduction to the letters of Modi
- Alphabet of Modi

Chapter 4) Word Brevity System

- Initial of Modi Script
- Vocabulary of Modi script

Chapter 5) Description of Modi Script

- Cursive feature
- Features of letters
- Head stroke



*Handwritten signatures and marks:*  
A large signature on the left, a signature "Sham" in the middle, a signature "Suresh" on the right, and a circular stamp with the number "3131910" at the bottom right.

A Certificate course in Modi Script Course  
**Syllabus**

Mark - 100  
Period - 90

**Theory paper - II**

**Modi Writing**

**Chapter 6) Types of Modi Script documents**

- Danpatra, Aadnyapatra, Inampatra
- Sanadpatra, Karjarokha, Kabulayat
- Agrahar, Tagirpatra, Mahjar, etc

**Chapter 7) Reading practice of Modi documents.**

- Reading of Contemporary Documents
- Reading of Secondary Documents

**Chapter 8) Archives**

- Defination of Archives & Types
- Development of Archives
- Historical importance of Archaeology & Archives

**Chapter 9) Project work of Modi script**

- Writing a letter in Modi Script
- Visit to the nearest archives for Modi documents

**Chapter 10) Computer application in Modi script**

- E-Library of Modi documents & books
- Web converter of Modi scrip

**Bibliography**

- Kulkarni Madhukar *Tumich modi shika* Diamond publication, Pune
- Walimbe G.R *Modi vachan lekhan* Pune publication, Pune
- Mahambare Gangadhar *Modi Shika*
- Tilak Shrikrushan Laxman Sahaj *Sopi modi lipi*, Diamond publication ,pune
- Shaikh Ali *Historiography its theory & methods*, Tata macgra Publication, New Delhi.
- Dev Prabhakar *Itihaslekhan Shastra tantra aani Padhati*
- Gaikwad , Sardesai *Itihaslekhan shastra*
- Rajwade Vishvanath *Marathyanच्या Itihasachi Sadhane (History of Marathas) - 22 Volumes*
- Rajwade Vishvanath *Aitihasik Prastavana (Historical Prefaces)*



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A Certificate course in Modi Script Course  
**Syllabus**

Mark - 60+40= 100

**Practical Paper - III**

- ❖ Title, Field Work / Practical / Project basic on paper 1 & 2.
- ❖ Field Work / Practical / Project Mark - 60
- ❖ Viva Voce Mark - 40

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## Vidyawardhini Sabha's Art,s Commerce & Science College, Dhule

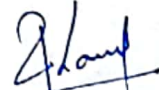
Annual Report (2019-2020)

### Certificate course of Modi Script

We arranged certificate course lecture after the college time table. Under graduates and post graduates four students are admitted for certificate course for this academic year. Modi certificate course syllabus divided in three papers Modi Alphabet, Modi Writing and Practical paper. The students attended the lecture regularly, we discussed on Modi alphabet, students practiced on Modi. Alphabet. After the syllabus completion we organized the examination as per the University guidelines. Due to Covid 19 pandemic situation, as per the government restrictions we are unable to conduct annual examination.

#### Outcomes of Modi Script Certificate Course

- ❖ Student learned the Modi Script Alphabet.
- ❖ They understood the importance of Modi Script research in history.
- ❖ Students inspired to research in history.

  
Dr. Rajvirendrasing R. Gavit  
Course Coordinator

  
**COORDINATOR, IQAC**  
VIDYA WARDHINI SABHA'S ARTS,  
COM. & SCI. COLLEGE, DHULE. (MS)

  
**PRINCIPAL**  
VIDYA WARDHINI SABHA'S ARTS,  
COM. & SCI. COLLEGE, DHULE. (MS)

12

**North Maharashtra University, Jalgaon**  
**Ordinance 181**

College Name : VWS Arts, Commerce & Science College, Dhule

**Title of the Course** : **Human Rights Education**

Aims / Objective of the Course : To create awareness about Human Rights Among the Students

**Duration of Course** : **One year**

Fees Structure : 500

Course Structure :  
1. Paper - I- Introduction to Human Rights  
2. Paper -II- Human Rights In India  
3. Practical Course - Field Work / Practical / Project

Base on Paper I & II

Eligibility for Admission : XIIth Arts, Commerce & Science

Selection of Course :

**★ Assessment criteria and procedure**

Sr. No.	Paper	Name of the Subject	Theory/Practical	Teaching Hours	Maximum Marks Allotted			Passing			Credit
					External	Internal	Total	External	Internal	Total	
1.	Paper -I	Intro. To Human Rights	Theory	90	60	40	100	24	16	40	6
2.	Paper -II	Human Rights In India	Theory	90	60	40	100	24	16	40	6
3.	Paper -III		Practical	90	60	40	100	24	16	40	6

\*Internal Marks are divided in 3 Parts e.g. 05 marks for Attendance, 10 marks for Home Assignment Tutorial and 25 marks for Internal Test.

Minimum Staff : 02

Mode of Examination : Test, Tutorial/ Written Exam.

Detail Syllabus : Enclosed



*(Signature)*  
(4/11/2017)

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PRINCIPAL  
VIDYA WARDHINI SABHA'S ARTS,  
COM. & SCI. COLLEGE, DHULE.




**LIST OF ADMITTED STUDENTS FOR CAREER ORIENTED COURSES UNDER ORDINANCE -181**

1. Name of the College -: VWS Arts , Commerce & science college Dhule
2. Name Of Career Oriented Course -: Certificate Course in **Human Rights Education**
3. Academic Year -: **2019-20**
4. Intake Capacity -: 60 Students


Sr No.	Full Name of The Students	Gender	Category	Educational Qualification	Year of Passing Cert./ Diploma Course	Presently Admitted Class	Remark
1	GAVIT ALKA PRATAP	Female	ST	M.A-I	Admitted in 2019	MA-II	
2	GAVIT PRIYANKA YASHIVANT	Female	ST	MA-I	Admitted in 2019	MA-II	
3	PADVI MADHUKAR BHANGA	Male	ST	M.A-I	Admitted in 2019	MA-II	
4	RAUT DURGA KALYA	Female	ST	M.A-I	Admitted in 2019	MA-II	
5	RAUT KHEMJI AMDYA	Male	ST	M.A-I	Admitted in 2019	MA-II	
6	RAUT MANESHI KARMA	Male	ST	M.A-I	Admitted in 2019	MA-II	
7	RAUT NARPAT DAMANYA	Male	ST	M.A-I	Admitted in 2019	MA-II	
8	VASAVE GIRDHAR KUVARYA	Male	ST	M.A-I	Admitted in 2019	MA-II	
9	VASAVE SONYA MUNGA	Male	ST	M.A-I	Admitted in 2019	MA-II	

**CERTIFICATE**

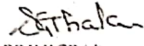
This is to certify that the documents regarding educational qualifications of the above students have been verified and found correct. The students mentioned in the list are eligible for the admission to the above mentioned course as per university Ordinance -181

  
Co-Ordinator  
Name -: Prof. Dr. Santosh S. Khatri  
Mo. No. 9420661068

  
**COORDINATOR, IQAC**  
VIDYA WARDHINI SABHA'S ARTS,  
COM. & SCI. COLLEGE, DHULE.(MS)

  
**PRINCIPAL**  
VIDYA WARDHINI SABHA'S ARTS,  
COM. & SCI. COLLEGE DHULE.(MS)



  
**PRINCIPAL**  
PRINCIPAL  
VIDYA WARDHINI SABHA'S ARTS,  
COM. & SCI. COLLEGE, DHULE.

A Certificate Course in Human Rights Education

Syllabus

Theory paper I<sup>st</sup>

Introduction to Human Rights

Marks- 100

Period- 90

- Topic 1. **Basic Concept of Human Rights**
  - a) Human Values – Dignity, Liberty, Equality, Justice, Morals
  - b) Origion, Concept, Definition
  
- Topic 2. **Perspectives of Human Rights**
  - a) Human Rights – Inherent, Inalienable- Universal
  - b) Human Rights – Nature, Scope and Charateristics
  
- Topic 3. **United Nations And Human Rights**
  - a) The UN Charter and Human Rights
  - b) Universal Declaration of Human Rights
  - c) Civil, Economic, Social and Cultural Rights (Art. 1 to 28)
  
- Topic 4. **Human Rights Movements in India and Abroad**

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PRINCIPAL  
VIDYA WARDHINI SABHA'S ARTS,  
COM. & SCI. COLLEGE, DHULE.



# A Certificate Course in Human Rights Education

## Syllabus

### Theory paper II<sup>nd</sup>

## Human Rights in India

Marks- 100

Period- 90

- Topic 1. Human Rights in India Context**
- Preamble – Fundamental Rights, Duties, Directive Principal
  - Human Rights Act - 1993
- Topic 2. Human Rights- Enforcement Mechanism**
- Human Rights Commission – National and state of Maharashtra
  - Commission of – Women, Childern, Minority, SC / ST
- Topic 3. Human Rights Violations and Indian Polity**
- Abuse of Executive Power- Corruption-Nepotism and favoritism
  - Human Rights and Good Governance
- Topic 4. Role of Advocacy Groups**
- Professional Bodies: Press, Media, Role of Lawyers- Legal Aid
  - NGO's

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PRINCIPAL

VIDYA WARDHINI SABHA'S ARTS,  
COM. & SCI. COLLEGE, DHULE.



# A Certificate course in Human Rights Education

## Syllabus

### Theory paper - III<sup>rd</sup>

Mark - 60+40=100

- ❖ Title, Field Work / Practical / Project basic on paper 1 & 2.
- ❖ Field Work / Practical / Project Mark - 60
- ❖ Viva Voce Mark - 40

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PRINCIPAL

VIDYA WARDHINI SABHA'S ARTS,  
COM. & SCI. COLLEGE, DHULE.




Vidyardardhini Sabha's Arts, Commerce and Science College, Dhule  
Certificate Course in Human Right Education  
Annual Report Academic Year-2019-20


The certificate Course in Soft Skills Developments is self-financing course sanctioned by Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon under Ordinance-181. In the beginning of the academic year, the importance of the course was described to the students of various classes and they were motivated to learn new things along with regular syllabus. The notices were issued to all classes. Thereafter the students received admission forms and they were instructed to submit as early as possible. Generally, the student admitted to the college is of normal financial condition. So that no further and additional financial burden should be imposed on them and keeping in mind their other regular fees, the Principal and IQAC in consultation with the Course Coordinator may fix Rs. 500/- fee was charged for the academic year. Total number of 09 (Nine) students were admitted for this course from both Under-graduate and Post-graduate programmes.

The classes of the course were started regularly by sparing extra time after engaging regular lectures. Total two theory papers and one practical paper were covered throughout the year. The students attended the lectures with enthusiasm and zeal and they responded positively in learning the Human Right Education. The various Concepts of Human Rights, Historical background, Human values, UN Charter of Human Rights, various Human Rights movements, Human Rights in Indian Context learnt in the classroom benefitted them to shape their employment, carrier for placement and social life. After completion of the syllabus, internal tests, tutorial, oral and university examinations were conducted with proper examination time-table, seating arrangement and allotment of junior supervision. The mark lists were submitted to the university and it provided the certificates and they were distributed to the students.

**Outcomes of the Course:**

- After completion of the course, the following outcomes were attained.
- It will help to understand the importance of Human Rights and its concepts.
  - Students will be introduced to the basic concepts, ideas and theories of human rights. So it will be easy to inculcate equality and human values in the society.
  - This course is useful for NGO workers, as it will increase their formal knowledge of human rights.
  - This course will make it easier for those working in various dailies, magazines and journalism fields to work in the related field.
  - Completion of this course can provide an opportunity to get a job in government and various NGOs, organizations affiliated to the United Nations.

  
Dr. Santosh S. Khatri  
Coordinator,  
Certificate Course in Human Right Education

  
COORDINATOR, IQAC  
VIDYA WARDHINI SABHA'S ARTS,  
COM. & SCI. COLLEGE, DHULE.(MS)

  
PRINCIPAL  
VIDYA WARDHINI SABHA'S ARTS,  
COM. & SCI. COLLEGE, DHULE.(MS)

**Vidyawardhini Sabha's Arts, Commerce and Science College, Dhule**  
**Certificate Course in Human Right Education**  
**Annual Report Academic Year-2019-20**

The certificate Course in Human Right Education is self-financing course sanctioned by Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon under Ordinance-181. In the beginning of the academic year, the importance of the course was described to the students of various classes and they were motivated to learn new things along with regular syllabus. The notices were issued to all classes. Thereafter the students received admission forms and they were instructed to submit as early as possible. Generally, the student admitted to the college is of normal financial condition. So that no further and additional financial burden should be imposed on them and keeping in mind their other regular fees, the Principal and IQAC in consultation with the Course Coordinator may fix Rs. 500/- fee was charged for the academic year. Total number of **09 (Nine)** students were admitted for this course from both Under-graduate and Post-graduate programmes.

The classes of the course were started regularly by sparing extra time after engaging regular lectures. Total two theory papers and one practical paper were covered throughout the year. The students attended the lectures with enthusiasm and zeal and they responded positively in learning the Human Right Education. The various Concepts of Human Rights, Historical background, Human values, UN Charter of Human Rights, various Human Rights movements, Human Rights in Indian Context learnt in the classroom benefitted them to shape their employment, carrier for placement and social life. After completion of the syllabus, internal tests, tutorial, oral and university examinations were conducted with proper examination time-table, seating arrangement and allotment of junior supervision. The mark lists were submitted to the university and it provided the certificates and they were distributed to the students.

**Outcomes of the Course:**

After completion of the course, the following outcomes were attained.

- It will help to understand the importance of Human Rights and its concepts.
- Students will be introduced to the basic concepts, ideas and theories of human rights. So it will be easy to inculcate equality and human values in the society.
- This course is useful for NGO workers, as it will increase their formal knowledge of human rights.
- This course will make it easier for those working in various dailies, magazines and journalism fields to work in the related field.
- Completion of this course can provide an opportunity to get a job in government and various NGOs, organizations affiliated to the United Nations.



Dr. Santosh S. Khatri  
Coordinator,

Certificate Course in Human Right Education



**Dr. D. G. Vispute**  
M.A., M.C.J., SET, Ph.D  
Ag. Principal

**Vidyawardhini Sabha's**  
Arts, Commerce and Science College,  
Dhule-424001 (M.S) (Post Box No. 31)  
NAAC Reaccredited with Grade- B 2<sup>nd</sup> Cycle

Email ID: [ywscollege.dhule@rediffmail.com](mailto:ywscollege.dhule@rediffmail.com)  
Website: [www.ywscollegedhule.in](http://www.ywscollegedhule.in)

Off. 02562-276522  
Mob. 9423979145

Ref. No.: /20 -20

Date:

### **Certificate Course in Goods and Service Tax**

Title of the course: Certificate Course in GST  
Course structure: One Year

### **Assessment Criteria and procedure:**

Sr NO	Paper	Paper Title	Theory/Practical			Passing (Minimum)		
			Internal	External	Total	Internal	External	Total
01	Paper-I	Introduction to GST	60	40	100	16	24	40
02	Paper- II	Procedural aspects of GST	60	40	100	16	24	40
03	Paper- III	Practical based on GST	60	40	100	16	24	40

**Paper- I & II:** Internal Assessment is based on Attendance and Internal Examination and External Assessment is based on University Examination.

**Paper-III:** Internal Assessment is based on Practical Assignments in Tally & External Assessment is based on Project Viva.



  
Principal

**PRINCIPAL**

Vidya Wardhini Sabha's Arts,  
Com. & Science College, Dhule



NORTH MAHARASHTRA UNIVERSITY, JALGAON  
(NAAC Re-accredited 'A' Grade University)  
FACULTY OF COMMERCE AND MANAGEMENT  
**CERTIFICATE COURSE IN GOODS & SERVICE TAX**  
(With effect from AY 2018-19)  
[TOTAL MARKS: 180 EXTERNAL + 120 INTERNAL = 300 MARKS]  
TOTAL HOURS: 200  
The entire Certification Course is of 20 Credits. (10 hours = 1 Credit)

**Objectives of the program:-**

1. To make the students aware of the provisions of the GST Act.
2. To familiarize the students with the procedural requirements of the GST.
3. To familiarize the students with the documents and records required under the GST Act.
4. To enable students to acquire the basic skills to handle the GST portal.
5. To enable students to acquire the working knowledge of the GST.
6. To enable entrepreneurs and budding entrepreneurs to understand GST compliances.

**Level of knowledge expected:** - Working Knowledge with practical utility.

**Duration of the Program:** One Year Part time Add-On Certificate Course.

**Eligibility Criteria for students:** Any student who has passed HSC or 10+2 Examination is eligible to enroll for certificate Course in Goods & Services Tax.

**Course Structure:**

There shall be three papers as stated below:

PAPER I - Introduction to Goods & Services Tax (Theory) [60 External + 40 Internal = 100 Marks]

PAPER II - Procedural Aspects of Goods & Services Tax (Theory) [60 External + 40 Internal = 100 Marks]

PAPER III - Practicals Based on Goods & Services (Practical) [60 External + 40 Internal = 100 Marks] (In Paper III Internal Assessment is based on Practical Assignments in Tally & External Assessment is based on Project Viva)

**Teaching Hours Required:**

Total number of lectures amounting to total 200 hours. (60hrs-60hrs-80hrs.) for paper I, II, III respectively.

**Pattern of Instructions:**

1. The medium of instruction shall be English.
2. Two theory papers I & II will be taught in Classroom.

Received  
Date  
21.5.18

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**3. For Paper III follow the below guidelines:-**

3A. The Internal Assignments in Tally would be completed in College Laboratory having sufficient number of computers with required Licensed Software.

3B. For Training with SKP students have to apply to Skill Knowledge Provider (SKP) (refer annexure 2) and undergo at least 56 hours of training (Part time training consisting of 2 hours per day for onemonth duration). A Student should obtain training Completion Certificate from SKP (refer annexure 3).

3C. Student has to prepare Project Report (3 Hard Bound Copies) based on the assignments given in the syllabus. On the basis of Project Report submitted by student, external Project Viva will be conducted through University appointed supervisors.

3D. Supervisors for Paper III External Viva would be appointed by North Maharashtra University which would include: One SKP enrolled with NMU and One Faculty Member teaching GST in University affiliated Colleges.

**Staff/Resource Trainer Required:**

As per the rules of the North Maharashtra University, Jalgaon.

**Pattern of Examination:** Annual Examinations.

**Scheme of Examinations:**

1. A theory papers I & II shall carry 40 Marks for Internal Assessment and 60 Marks for external assessment by the North Maharashtra University. Objective Question Papers containing multiple choice questions (MCQ) shall be set in English both for Internal and External Exams for theory papers I & II.
2. For Paper III Practical Examination shall carry 40 Marks for Internal Assessment and 60 Marks for external assessment by the North Maharashtra University.
3. A student has to score minimum 50% of marks in each paper and aggregate score of 50% marks in all three papers to pass the certification course in GST.

**Fees Structure:** As per the rules of North Maharashtra University, Jalgaon.

**Program Outcome:-**

Students enrolled for the Certificate Course in GST will get following opportunities.

1. Opportunity to work with a Tax Practitioners as their Tax Executives.
2. Opportunity to work in Corporate Sector in the area of Taxation as Finance Executive or Finance Manager.
3. Entrepreneurs & Budding Entrepreneurs would understand the compliances of GST for their businesses or prospective businesses.



## Guidelines for Certificate Course in Goods & Services Tax

1. **Guidelines for Certificate Course in Goods & Services Tax:**
  - 1.1 Eligibility Criteria for College running Certificate Course in GST
  - 1.2 Eligibility Criteria for Student enrolled for Certificate Course in GST
  - 1.3 Guidelines for Skill Knowledge Provider(SKP)

### 1.1 Eligibility Criteria for Institute running Certificate Course in GST :

Any UGC or AICTE approved Institute or College affiliated to North Maharashtra University can apply to conduct Certificate Course in GST.

### 1.2 Eligibility Criteria for Student:

#### A) Who is eligible to enroll as a student?

Any student who has passed HSC or 10+2 Examination is eligible to enroll for certificate Course in Goods & Services Tax.

#### B) How does the scheme operate?

- A) Student has to register with any Institute or college affiliated to North Maharashtra University running Certificate Course in Goods & Services Tax.
- B) The student has to complete the module by acquiring the necessary credits from the Skill Knowledge Provider (SKP) and the institute he/she is enrolled with.
- C) The student has to submit a Project Report based on skills and knowledge acquired by him about GST from SKP as per the format prescribed in Paper III of this Certificate Course.
- D) The SKP shall evaluate student and award Experience Certificates /Completion Certificate to the student after successful completion of 56 Hours (1 Month) of training with SKP.

### 1.3 Guidelines to join as Skill Knowledge Providers (SKP) to provide competency based skills to the students enrolled :

#### A) Who can be SKP for the purpose of Certification Course in GST?

- i) Any Tax Professional or a Firm of Tax Professionals offering services in the area of Taxation or
- ii) Any Private or Public Company having turnover of supplies of ₹.25 Lakhs or more having GST registration Number.
- iii) Any other proprietary concern such as Firm, Nationalized Bank, Schedule Cooperative Bank, Private Bank having GST related compliance work and having turnover of supplies of 2 Crores or more.

#### B) Role of Skill Knowledge Provider (SKP) :

A Skill Knowledge Provider (SKP) shall provide knowledge of practical working Goods & Services Tax to the students enrolled as trainee under them.





**NORTH MAHARASHTRA UNIVERSITY, JALGAON**  
(NAAC Re-accredited 'A' Grade University)  
**FACULTY OF COMMERCE AND MANAGEMENT**  
**CERTIFICATE COURSE IN GOODS & SERVICE TAX (GST)**  
**PAPER I - INTRODUCTION TO GOODS & SERVICES TAX**  
(With effect from AY 2018-19)  
[TOTAL MARKS: 60 EXTERNAL + 40 INTERNAL =100 MARKS]  
TOTAL HOURS: 60

Note - For the purpose of examination provisions of Central Goods & Services Tax Act, 2017 amended up to six months prior to the date of examination, shall be applicable.

**Objective:**

To develop an understanding of the basic provisions of Goods & Services Tax Law.

**Unit - 1 Basics of GST: -**

**10 Hours**

- 1.1 History of Goods and Services Tax in World and in India
- 1.2 Overview of Constitutional Provisions: - Following articles of Indian Constitution:- Article 246, 246A, 265, 366 (12), 366(12A), 366(26A).
- 1.3 Merits and Demerits of GST
- 1.4 Types of GST

**Unit - 2 Important Definitions under CGST Act: -**

**15 Hours**

Aggregate Turnover, Business, Capital Goods, Goods, Service, Input Tax Credit, Inter-State and Intra-State Supply Of Goods And Services, Invoice and Tax Invoice, Taxable Supply and Non Taxable Supply, Continuous Supply, Mixed Supply, Composite Supply, Exempt Supply and Zero Rated Supplies, Nil Rated Supplies, Consideration and Non-Monetary Consideration, Reverse Charge.

**Unit - 3 Levy and Collection of GST**

**10 Hours**

- 3.1 Meaning and Scope of supply (Section 7).
- 3.2 Composition levy (Section 10).
- 3.3 Exemption from Tax

**Unit - 4 Time and Value of Supply**

**10 Hours**

- 4.1 Time of Supply of Goods and Services
- 4.2 Value of Supply of Goods and Services



**Unit - 5 Input Tax Credit**

**15 Hours**

- 5.1 Eligibility and Conditions for claiming I.T.C. (Section 16).
- 5.2 Apportionment of Credit
- 5.3 Non - Availability of Input Tax Credit
- 5.4 Reverse Charge Mechanism

### References & Recommended Books:

1. Central Goods & Services Tax Act,2017
2. Integrated Goods & Services Tax Act,2017
3. Maharashtra Goods & Services Tax Act,2017
4. Central Goods & Services Tax Rules,2017
5. Maharashtra Goods & Services Tax Rules,2017
6. India GST for beginners (2<sup>nd</sup> Edition, June 2017) (Paper pack ) by JayaramHiregange and Deepak Rao, White Falcon Publishing
7. GST made easy-answer to all your queries on GST (Paper pack) TAXMAN Publication.
8. GST Manual, 4<sup>th</sup> Edition 2017, publisher Taxman.
9. GST- How to make your business GST ready, by V.S. Date, publisher TAXMAN
10. Goods & Services Tax (Act with Rules), publisher: Bharat Law House Pvt. Ltd.
11. CA IPCC GST Study Material.
12. CS Executive Level GST Study Material
13. ICAI Intermediate Level GST Study Material
14. <https://www.gstn.org>
15. [www.cbec.gov.in](http://www.cbec.gov.in)





**NORTH MAHARASHTRA UNIVERSITY, JALGAON**

(NAAC Re-accredited 'A' Grade University)

FACULTY OF COMMERCE AND MANAGEMENT

CERTIFICATE COURSE IN GOODS & SERVICE TAX (GST)

**PAPER II- PROCEDURAL ASPECTS OF GOODS & SERVICES TAX**

(With effect from AY 2018-19)

[TOTAL MARKS: 60 EXTERNAL + 40 INTERNAL = 100 MARKS]

TOTAL HOURS: 60

Note - For the purpose of examination provisions of Central Goods & Services Tax Act, 2017 amended up to six months prior to the date of examination, shall be applicable.

**Objective:**

To develop basics understanding of procedural aspects of Goods & Service Tax Law.

**Unit - 1 Registration under GST** 12Hours  
1.1 Persons liable for Registration, Persons not liable for registration  
1.2 Compulsory Registration, Exemption  
1.3 Procedure for Registration, Deemed Registration  
1.4 Cancellation of Registration

**Unit - 2 Maintenance of Records and Books** 12Hours  
2.1 Tax Invoice, time of issue of tax invoice (Rule 46 to 55)  
2.2 Issue of debit note, issue of credit note  
2.3 Types of Electronic Ledgers  
2.4 Accounts and Period of Retention of Accounts (Rule No. 56 to 59)  
2.5 E-way Bill

**Unit - 3 Returns under GST** 12Hours  
3.1 Types of Returns and Furnishing of Returns  
3.2 Matching, reversal and reclaim of ITC  
3.3 Matching, reversal and reclaim of Output Tax Credit  
3.4 Annual Return

**Unit - 4 Payments under GST** 12Hours  
4.1 Payment of Tax, Interest and Penalty  
4.2 Interest on delayed payment of tax  
4.3 Collection of incorrect amount / rate of GST  
4.4 Omission to collect GST in Invoice  
4.5 Doctrine of Unjust Enrichment

**Unit 5 Offences and Penalties** 12 Hours  
5.1 General Principles for imposing / not imposing penalties  
5.2 Penalties for Offences under Section 122 of CGST Act.  
5.3 General Penalties





NORTH MAHARASHTRA UNIVERSITY, JALGAON

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FACULTY OF COMMERCE AND MANAGEMENT

CERTIFICATE COURSE IN **GOODS & SERVICE TAX**

**PAPER III - PRACTICALS BASED ON GOODS & SERVICES TAX**

(With effect from AY 2018-19)

[TOTAL MARKS: 60 EXTERNAL + 40 INTERNAL = 100 MARKS]

TOTAL HOURS: 80

Note - For the purpose of examination provisions of Central Goods & Services Tax Act, 2017 amended up to six months prior to the date of examination, shall be applicable.

**Objective:**

To develop practical ability to apply theoretical knowledge in addressing application oriented issues.

(Note:

1. These Internal assignments will be taught in dedicated Computer LABs of the Colleges or Institutes offering this certificate course and having Tally ERP software with GST and Internet facility.
2. Resource Trainer can be Faculty Members of the College or any Professional having membership of ICAI, ICSI or ICMAI or tax Professional or Tax Practicing Lawyer)

**Part 1: Accounting For GST in Tally ERP (Internal Assignments) (24 hours)**

**Assignment No.1 - Introduction to basic concepts of Accounting w.r.t. GST (6 Hours)**

1.1 Important Accounting Terms:

Debtors, Creditors, Bill Receivable, Bills Payable, Credit Note Debit Note, Petty Cash, Contra Entry, Trade Discount, Cash Discount, Suspense A/c, Cash A/c, Bank A/c

1.2. Journal - Meaning & Pro forma, Journal Entries for the following GST Based Transactions

1.3 Inter and Intra- State Sales, Purchases, Expenditure

1.4 Purchases and Sales of Fixed Asset

1.5 Set-Off and Payment of GST

1.6 Ledgers required for Accounting of GST based Transactions: Concept, Pro-forma, and Posting & Balancing of Ledger

1.7 Purchase and Sales Register (Simple and Columnar)

**Assignment No.2 Accounting in Tally ERP software with GST (6 Hours)**

2.1 Introduction to Tally

2.2 Versions & Features of Tally

2.3 Introduction to Gateway of Tally

2.4 Creation of Ledger Masters and Inventory Masters with Special Emphasis on GST

2.5 Vouchers in Tally - Purchase, Sales, Receipt, Payment vouchers, Debit and Credit Note.

2.6 Sales Invoice, Debit and Credit Note Printing through Tally

2.7 Sales and Purchase Register (Columnar)

2.8 Export feature under Tally

2.9 GST Related Reports from Tally

2.10 Trial Balance and Financial Statements in Tally- P & L A/c, Balance Sheet



**Assignment 3: Creation, Deletion and Alteration of company in Tally (2Hours)**

**A. Creation of Company**

Create a company Sunrise Electronics, Jalgaon with Accounts with Inventory and all other imaginary information required to open it.

**B. Alteration of Company**

Alter the details of Sunrise Electronics if its Name is changed to New Sunrise Electronics

**C. Deletion of Company**

Create a company Temporary Sales Corporation, Jalgaon with imaginary information required to open it and then Delete Temporary Sales Corporation from Tally.

**Assignment 4: Creation of Ledger & Group in Tally (2Hours)**

Creation of Ledger Accounts by assigning the proper groups and opening Balances of those accounts as on 31<sup>st</sup> March, 20XX in the books Sunrise Electronics, Jalgaon as per the following information.

Sr.No.	Ledger Name (To Be Created)
1.	Rate - Wise Input CGST, SGST, IGST A/c
2.	Rate - Wise Output CGST, SGST, IGST A/c
3.	SBI Bank A/c
4.	Machinery A/c
5.	Sales Account
6.	Purchases Account

**Assignment 5: Creation of Stock items & stock groups in Tally: (1Hours)**

From the following list of products with in each mobile brand that Sun Mobiles deals in and the corresponding unit of measures:

Stock Item Name	Brand	Units of Measures
Samsung 64GB Mobile Phone	Samsung Mobile Phone	Nos.
Samsung 32 GB Mobile Phone	Samsung Mobile Phone	Nos.
Sony 64GB Mobile Phone	Sony Mobile Phone	Nos.
Sony 32 GB Mobile Phone	Sony Mobile Phone	Nos.
Apple iPhone	iPhone	Nos.

**Assignment 6: Journal Entries in Tally (3Hours)**

Journalize the following transactions in the books of Alfa Electronics, Jalgaon along with their appropriate narrations:-

- Started Business with Cash Rs.3, 00,000 and Building Rs.25,00,000 on 1<sup>st</sup> April, 20XX
- Purchase of 20 Samsung Mobiles (Inward supply) of Rs.18, 000 per unit @12% GST from Mr. Ajay at Mumbai on 2<sup>nd</sup> April, 20XX.
- Purchased Furniture from Delhi of Rs.2,00,000 through SBI Bank Cheque No 123456 on 30<sup>th</sup> April, 20XX @12 % GST.



- d. Sold 10 Samsung Mobiles (Outward supply) to Mr. Vijay at Pune for Rs.20,000 @12% GST on 30<sup>th</sup> April, 20XX.
- e. Received a cheque ofRs. 2, 00,000 from Mr. Vijay (Cheque No.700001) which is deposited in SBI Bank A/c (No.SBIIND123456789) on 1<sup>st</sup> May, 20XX.
- f. Sold 10 Samsung Mobiles (Outward supply) to Mr. Sanjay at Indore for Rs.22,000 @12% GST on 1<sup>st</sup> June, 20XX.

## Part 2: External Training with Skill Knowledge Provider (SKP)-56 Hours

(External Project Viva based on assignment given below and compilation on Project Report)

**Objective:** To gain understanding of the working on GST Portal and select e-compliances by pursuing at least 56 hours of hands-on training under the guidance of SKP. See Guideline to know about SKP.

### Assignment 1:

List of Documents Required for Registration under the GST Laws and Procedure for Registration on the GST Portal.

### Assignment 2:

Understanding components of Invoice, Debit Notes, Credit Notes and procedure for obtaining E-Way Bills.

### Assignment 3:

Preparation of Returns, Using the GST Offline Tool provided by GSTN, Electronic Ledgers and Components of GST Common Portal.

### Important Guidelines for completion of Project:

1. The student has to perform following Assignments under the guidance of SKP and He has to prepare a Project Report and submit it the college.
2. The above assignments should be completed in form of a project (using screenshots, flowcharts, tree diagrams and photocopies, wherever required) to be evaluated by external examiner appointed by University.

### 3. The Project Report should cover following points :

- a. Executive Summary
- b. Profile of Skill Knowledge Provider
- c. Assignment No.1
  - 1.1 Case Study covering detail Procedure for Registration under GST
  - 1.2 Print Outs of Forms for Registration under GST
- d. Assignment No.2
  - 3.1 Case Study covering Invoice, Debit Notes, Credit Notes and procedure for obtaining E-Way Bills
  - 3.2 Print Outs Invoice, Debit Notes, Credit Notes and E-Way Bills
- e. Assignment No.3
  - 3.1 Case Study covering filing of Return on GSTN
  - 3.2 Print Outs of Return Form
- f. References
- g. Annexure

*Arpit*





Vidyawardhini Sabha's Arts, Commerce and Science College, Dhule

Faculty of Commerce & Management

**Certificate Course in Goods and Service Tax**

**Annual Report Academic Year-2019-20**

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The Certificate Course in Goods and Service Tax is self-financed course sanctioned by KBC NMU Jalgaon started from the academic year 2018-19 and college exercised the same course from the academic year 2019-20. At the time of admission of the classes of M Com, the students were oriented the course and its application in current time. In the beginning of the academic year the notice was issued to the students of M Com classes, based on which 82 students enrolled for course out of which of 60 students' university sanctioned the admission. The fees structure of the course is defined as per the guidelines of the university i.e. Rs. 1000/-.

Apart from the regular lectures, separate schedule for the lectures of the course was prepared in the beginning of the academic year and accordingly lectures were conducted by the regular faculties of the college and guest lecture by experts in GST. Simultaneously the topics for projects were given to the students and accordingly they prepared the projects on GST. Based on their project, internal examination, attendance, class participation etc. internal assessment of the students was carried out. The final university examination of the same course was scheduled and conducted by university itself. All the 60 students were appeared for the final examination.

The following were the **outcomes** of the course:

1. The students got aware of the provisions of the GST Act.
2. They familiarized with the procedural requirements of the GST.
3. They familiarized with the documents and records required under the GST Act.
4. They enabled to acquire the basic skills to handle the GST portal.
5. They enabled to acquire the working knowledge of the GST.



  
Dr P. R. Pawar  
Coordinator,  
Certificate Course GST