

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 Courses under Ordinance 181**

1. Name of the College :- VWS Arts, Commerce & Science College, Dhule.
2. Name of Career Oriented Course : Certificate Course in **Soft Skills And Personality Development**
3. Academic Year :- **2017-2018**
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	Mandlik Prerana Gangadhar	Female	SBC	12 <sup>th</sup> Arts	Admitted in 2017	TYBA	
2	Kedar Bhushan Sanjay	Male	SC	12 <sup>th</sup> Arts	Admitted in 2017	FYBA	
3	Chavan Ashok Bhagwan	Male	SC	12 <sup>th</sup> Arts	Admitted in 2017	TYBA	
4	Ahire Damu Adhar	Male	ST	12 <sup>th</sup> Arts	Admitted in 2017	TYBA	
5	Ghadage Nilesch Yashwant	Male	Open	12 <sup>th</sup>	Admitted in 2017	TYBA	
6	Pingale Dipak Manohar	Male	OBC	12 <sup>th</sup>	Admitted in 2017	TYBA	
7	Bhamare Prashant Yashwat	Male	SC	12 <sup>th</sup>	Admitted in 2017	FYBA	
8	Pardeshi Utkarsha Narayan	Male	NT C	12 <sup>th</sup>	Admitted in 2017	FYBA	
9	Devla Jasmin Anis	Male	Open	12 <sup>th</sup>	Admitted in 2017	FYBA	
10	Bhavare Manish Yashwant	Male	ST	12 <sup>th</sup>	Admitted in 2017	FYBA	
11	Shimpi Sneha Jitendra	Female	OBC	12 <sup>th</sup>	Admitted in 2017	SYBA	
12	Baisane Vaishali Nimba	Female	SC	12 <sup>th</sup>	Admitted in 2017	TYBA	
13	Gadre Chanchal Shirish	Female	SC	12 <sup>th</sup>	Admitted in 2017	MA - II	
14	Pagare Gayatri Ramesh	Female	OBC	12 <sup>th</sup>	Admitted in 2017	MA - II	
15	Shirsath Swati Bhatu	Female	SBC	12 <sup>th</sup>	Admitted in 2017	TYBA	
16	Chakale Rutuja Prakash	Female	NT C	12 <sup>th</sup>	Admitted in 2017	TYBA	
17	Baisane Smita Dilip	Female	SC	12 <sup>th</sup>	Admitted in 2017	TYBA	



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18	Chavan Shital Ashok	Female	ST	12 <sup>th</sup>	Admitted in 2017	TYBA	
19	Bagul Anita Arun	Female	NT C	12 <sup>th</sup>	Admitted in 2017	FYBA	
20	Patil Jitendra Eknath	Male	NT C	12 <sup>th</sup>	Admitted in 2017	FYBA	
21	Baisane Snehal Dilip	Female	SC	12 <sup>th</sup>	Admitted in 2017	SYBA	
22	Sonkamble Siddhesh Rahul	Male	SC	12 <sup>th</sup>	Admitted in 2017	FYBA	

**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 unverified Ordinance-181

Co-ordinator  
 Name :- Prof. M. R. Wankhede  
 Mobile No. 9588655314

Principal

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

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



# 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



*V. Patil*  
②

③ *[Signature]*

*[Signature]*  
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# 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*

*③ @puro*

*② [Signature]*

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*

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

Certificate Course in **Soft Skills Development**

**Annual Report Academic Year-2017-18**

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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 19 (Nineteen) 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 :- 2017-2018
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	Ahire Moni Ramesh	Female	OBC	MA-I-HINDI	Certificate Course in Translation Studies	MA-II-HINDI	
2	Borse Triveni Raghunandan	Female	OBC	MA, B.Ed		MA-II-HINDI	
3	Bhadane Sonali Kashinath	Female	OBC	BA HINDI		MA-I-HINDI	
4	Chavan Komal Namdev	Female	SC	SYBA		FYBA	
5	Chaudhari Sarika Raju	Female	SC	BA		MA-II-HINDI	
6	Chaudhari Sapana Raju	Female	SC	BA		MA-II-HINDI	
7	Dhage Gangadhar Govind	Male	SC	MA-II		MA-II-HINDI	
8	Gawali Pavankumar Jankiram	Male	NT B	MA- I		MA - II	
9	Godalkar Devendra Nana	Male	NT B	MA- I		MA-II	
10	Gosavi Kamlesh Anil	Male	NT	BA		MA - II	
11	Kuwar Hina Bukhalta	Female	ST	FYBA		SYBA	
12	Mhale Tushar Sudam	Male	SC	BA		MA - I	
13	Patil Shamkant Yashwant	Male	OBC	BA		MA - I	
14	Patil Yogesh Kisan	Male	OBC	BA		MA - I	
15	Patil Gaytri Makukar	Female	OBC	BA		MA	
16	Pawar Sonusing Kisan	Male	ST	SYJC		FYBA	



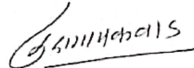
MSHEWAL-10/3/2017



17	Pimpale Akshay Prakash	Male	SC	MA - I		MA - II
18	Shirke Dilip Subhash	Female	OPEN	FYBA		SYBA
19	Valvi Sharda Dilip	Female	ST	MSW		MA - I
20	Valvi Nilma Bhilya	Female	ST	FYBA		SYBA

**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 unverity Ordinance-181

Co-ordinator 

Name :- Dr. M. D. Gaiikwad

Mobile No :- 9890914078

  
Principal

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

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

BEJWAL-10/3/2017

उत्तर महाराष्ट्र विश्वविज्ञालय, जलगांव  
करिअर ओरिएंटेड 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



पेपर क्रमांक: -०२

➤ इकाई १: अनुवाद की प्रक्रिया

- १.१ मूल भाषा के पाठबोधन
- १.२ लक्ष्य भाषा की विशेषताएँ
- १.३ अर्थहानि- अर्थान्तरण
- १.४ अधिकानुवाद- न्यूनानुवाद

➤ इकाई २: अनुवाद के विभिन्न पक्ष

- २.१ सामाजिक पक्ष
- २.२ सांस्कृतिक पक्ष

➤ इकाई ३ : अनुवाद कार्य में सहायक साधनों के उपयोग का महत्व

- ३.१ द्विभाषिक कोश
- ३.२ त्रिभाषिक कोश
- ३.३ वर्णनात्मक कोश- सूचियाँ
- ३.४ विषय विशेष के ग्रंथ, सयंत्र

संदर्भ ग्रंथ

- अनुवाद विज्ञान- डॉ. भोलानाथ तिवारी
- प्रयोजनमूल हिंदी - डॉ. माधव सोनटक्के
- अनुवाद कला: कुछ विचार- आनंद प्रकाश खोभानी
- अनुवाद कला - चारुदत्त शास्त्री
- प्रयोजनमूल हिंदी - डॉ. पुरुषोत्तम वाजपेयी
- अनुवाद विज्ञान स्वरूप एवं व्याप्ति- डॉ. मु.ब.शहा, डॉ. पिताम्बर सरोदे
- अनुवाद निरूपण- डॉ. भारती गोरे
- अनुवाद - डॉ. रामगोपालसिंह
- प्रयोजनमूल हिंदी प्रासंगिकता एवं परिदृश्य- डॉ. सु. नागलक्ष्मी

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## Vidya Wardhini Sabha's Arts Commerce and Science College, Dhule

*Certificate course in translation studies were run under ordinance -181 nmu Jalgaon.*

### Annual report year-2017-18

Ordinance-181 of the Kavyitri Bahinabai Chaudhary Uttar Maharashtra Vishwavidyalaya Jalgaon has started certificate course in translation for graduate and post graduate students of the college. The objectives of this certificate course are to create curiosity among the students towards translation work, to explain the need of translation in knowledge, science and education, to understand the importance of translation in office work. In addition to the regular curriculum for teaching this certificate course, students were guided by Dr. Mahendrakumar Wade, Prof. Dr. Mridula Verma, Prof. Dr. Yogesh Patil, Prof. Dr. Jayshree Gavit, Dr. Mukesh Gaikwad, Dr. Manju Tardeja, prof. Dr. Rajendra Patil etc. Because of this certificate course, interest in literary poetry translation was created among the students. At present, according to the information of higher education policy, apart from studies and teaching, this certificate course was created with the aim of developing skills for employment in the female students.

In the academic year 2017-18, 20 students were admitted for the certificate course. After the regular classes timings, the class of translation certificate course were organized.


The structure were designed for the course as follows, Two theory papers and one practical paper were completed in a year. All the students participated enthusiastically for the certificate course with their positive response. Students acquired many types of skills which enhanced his personality.

After the completion of the syllabus internal examination, test tutorial, viva and finally University examination was taken as per the schedule.

#### Outcomes of the course -

1. Awareness of the need for translation in the knowledge science and education was developed.
2. Awareness of the need for translation in business, administration and media is created.
3. Students came to know the scope of translation work in the cultural fields such as religious, philosophy and literature.
4. Students also got the positive perception that the need of translation will useful to the built national integration.
5. Students introduced with need scope of translation work in the Government and Corporate sector.



  
डॉ. योगेश जी. पाटील  
एम.ए., पेट. पीएच.डी.  
शोध निर्देशक एवं हिंदी विभाग अध्यक्ष  
विद्यावर्धिनी सभा का कला, वाणिज्य एवं  
विज्ञान महाविद्यालय, धुळे - ४२४००१ (महाराष्ट्र.)



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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 : ₹ 00  
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)*  
*(Signature)*

*(Signature)*  
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** (Mn)
3. Academic Year :- **2017-2018**
4. Intake Capacity :- 60 Students

Sr. No.	Full Name of the Students	Gender	Category	Educational Qualification	Year of Passing Cert./Diplo ma Course	Presently admitted Class	Remark
X1	More Rajashri Vitthal	Female	NT	D.T.ED	2013	TYBA	
✓2	Pingale Dipak Manohar	Male	OBC	SYBA	2017	TYBA	
✓3	Bhoi Puja Kashinath	Female	NT	TYBA	APP.	TYBA	
✓4	Chavan Ashok Bhagwan	Male	SC	SYBA	2017	TYBA	

**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 unverified Ordinance-181

Co-ordinator

Name :- Dr. P. M. Lagade

Mobile No :- 9923444840

**COORDINATOR, IQAC**

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

Principal

**PRINCIPAL**

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

WAL-1052017

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 विकसीत 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

  
अ. व. शिंदे

  
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  
वातमी 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, विकीपीडिया लेखन, ऑनलाईन वृत्तपत्रे,  
इंटरनेट वृत्तपत्रातील वेबकेपज आणि उपयुक्तता

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PRINCIPAL  
VIDYA WARDHINI SAGHA SARTS,  
COM. & SOL. 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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विद्यावती

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



**Vidyawardhini Sabha's Arts, Commerce and Science College, Dhule**  
**Certificate Course in Communication Skill & Technical Writing**  
**Annual Report Academic Year-2017-18**

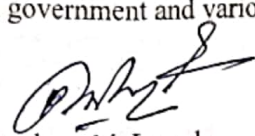
The certificate Course in Communication Skills & Technical Writing is self-financing course sanctioned by Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon under Ordinance-181. In the beginning of the academic year, the importance of the course was described to the students of various 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 **01 (One)** 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,

Certificate Course in Communication Skills & Technical Writing

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

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



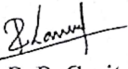
List of admitted students for Career Oriented Courses under Ordinance 181

1. Name of the College :- VWS Arts, Commerce & Science College, Dhule.
2. Name of Career Oriented Course : Certificate Course in Modi Script ( Dept. of History )
3. Academic Year :- 2017-2018
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	Patil Gopal Chandrakant	Male	OBC	12 <sup>th</sup>	2015	FYBCOM	
2	Kuwar Archana Vasant	Female	ST	12 <sup>th</sup>	2015	TYBA	
3	Garde Rakesh Rajendra	Male	Open	12	2005	MA - I	
4	More Kanchan Sambhaji	Female	SC	TYBA	2016	MA - I	
5	Joshi Amol Sanjay	Male	Open	TYBA	2016	MA - II	
6	<del>Suryavanshi Madhukar D.</del>	<del>Male</del>	<del>OBC</del>	-	-	-	NE
7	Valvi Nitin Bhimsing	Male	ST	TYBA	2016	MA - II	
8	Chaudhari Jayesh Chandrakant	Male	OBC	12 <sup>th</sup>	2013	FYBE (ssvps)	
9	Shirole Sharad Kashinath	Male	OBC	12 <sup>th</sup>	1983	Faculty (com. Dept at vws college.)	

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 unverified Ordinance-181

Co-ordinator   
Name :- Prof. R. R. Gavit  
Mobile No :-7588889940

  
Principal

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

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

10/03/2017



# 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



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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, Aadyapatra, Inampatra
- Samadpatra, 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

1. Kulkarni Madhukar *Tamich modi shikha* Diamond publication, Pune
2. Walimbe G.R. *Modi vachar lekhan* Pune publication, Pune
3. Mahabare Gangadhar *Modi Shikha*
4. Tilak Sharikrushan Laxman Sahaj *Sopi modi lipi*, Diamond publication, pune
5. Shaikh Ali *Historiography its theory & methods*, Tata macgra Publication, New Delhi.
6. Dev Prabhakar *Itihaselekhan Shastra tantra aur Padhati*
7. Gaikwad, Sardesai *Itihaselekhan shastra*
8. Rajwade Vishwanath *Marathyanchya Itihasechi Sadhane (History of Marathas) - 22 Volumes*
9. Rajwade Vishwanath *Aitihasek Prastavana (Historical Prefaces)*

*[Handwritten signatures and marks]*

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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 (2017-2018)

Certificate course of Modi Script

Kavayatri Bahinabai Choudhari North Maharashtra University, Jalgaon Sanction the Certificate course in Modi Script under ordinance 181 in 2017. Department of History runs the Certificate course for the Under Graduates and Post Graduate students of the institutions.

History needs documents for historical writing. We have huge sources for historical research. Archives department of India preserved the historical documents and manuscript various archives. Brahmi and Kharoshti script was used in ancient period. Beginning of the Maratha kingdom Modi Script was used for the correspondence and revenue documents. Itihasacharay Vishwanath Kashinath Rajwade had tremendous contribution in Modi documents. He was a historian, scholar, writer, commentator and orator from Maharashtra, India. He is considered to be the first in real sense to undertake an immense research of Maratha history by visiting hundreds of villages and historical places all over India and gathering thousands of historical papers and Modi manuscript. Modi Script is one of the scripts which was once upon a time it was an official and administration script in Maharashtra till the end of 19<sup>th</sup> century. Eminent professor of our History Department Dr.P.N.Deshpande had great contribution in research of Modi documents with the help of all Modi manuscripts & documents he published number of books of Maratha Empire.

We arranged certificate course lecture after the college time table. Under graduates and post graduates six students are took admission for certificate course for this academic year. Modi certificate course syllabus divided in three paper 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. Course coordinator maintains the all examination record.





Assessments of the examination paper, the mark list were submitted to the University. Course Coordinator distributed the certificates to admitted students.

### Outcomes of Modi Script Certificate Course

- ❖ Total 16<sup>th</sup> students had benefited from Modi certificate course.
- ❖ Students acquired knowledge of Modi Script.
- ❖ Student learned the Modi Script Alphabet.
- ❖ They understood the importance of Modi Script research in history.
- ❖ Students inspired to research in history.

Department of History arranged the study visit at Itihasachary Viswanath Kashinath Rajwade Sanshodhan Mandal, Dhule. Students observed and understand the Modi Script matter regarding historical fact, and they tried to translate the modi documents in devnagari script to find out the historical information.

One of the students from History department Ishawari Suresh Khandelwal participated in University level Avishakar Competition. She presented theme on Importance of Modi script. She selected state level Avishakar competition and got the first prize for competition.

Dr. Rajvirendrasing Rubji Gavit is Co-ordinator of Modi Script course. Mr Shripad Nandedkar and Asst.Prof Pravin Suryawanshi was invited guest lecture for Modi certificate course.



  
Dr. Rajvirendrasing R. Gavit  
Course Coordinator

**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 awarress about Human Rights Among the Students  
**Duration of Course** : **One year**  
 Fess Structure : 500  
 Course Structure :  
 1. Paper - I- Introduction to Human Rights  
 2. Paper -II- Human Rights in India  
 3. Paractical Course - Field Work / Practical / Project

Base on Paper I & II

Eligibility for Admission : XIIth Arts, Commerce & Science  
 Skelection 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

\*Interanal 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 Examnation : Test, Tutorial/ Written Exam.  
 Detail Syllabus : Enclosed



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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 :- **2017-2018**
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	Bhavsar Akshay Vinayak	Male	OBC	TYBA	APRIL 2015	MA - I	
2	Otari Gaytri Ishwar	Female	NT B	TYBA	APRIL 2017	MA - I	
3	Apate Jitendra Rajendra	Male	NT B	TYBA	APRIL 2017	MA - I	
4	Marathe Rasika Dilip	Female	OBC	TYBA	NOV. 2016	MA - I	
5	Sonawane Rupali Ganesh	Female	ST	TYBA	APRIL 2017	MA - I	
6	Thakare Rahul D.	Male	SC	FYBA	MARCH 2017	SYBA	
7	Mailagar Priyanka Santosh	Female	SC	TYBA	APRIL 2017	MA - I	
8	Raut Lata Devendra	Female	ST	SYBA	APRIL 2017	TYBA	
9	Padvi Anita Gaylya	Female	ST	SYBA	APRIL 2017	TYBA	
10	Ingle Kajal Vijay	Female	NT B	SYBA	APRIL 2017	TYBA	
11	Khedwan Neta Madhukar	Female	NT B	SYBA	APRIL	TYBA	

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 unverified Ordinance-181

Co-ordinator  
Name :- Dr. C. S. Wani  
Mobile No :- 9767160689

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

Principal

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

WAI-10/3/2017

**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 awarmess about Human Rights Among the Students

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

Fess Structure : 500

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

Base on Paper I & II

Eligibility for Admission : XIIth Arts, Commerce & Science

Skelection 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

\*Interanal 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



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

*(Signature)*  
(7/21/2018)

*8/2/18*

*8/2/18*

PRINCIPAL

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



A Certificate Course in Human Rights Education

Syllabus

Theory paper II<sup>st</sup>

Human Rights in India

Marks- 100

Period- 90

- Topic 1. Human Rights in India Context**
- a) Preamble – Fundamental Rights, Duties, Directive Principal
  - b) Human Rights Act - 1993
- Topic 2. Human Rights- Enforcement Mechanism**
- a) Human Rights Commission – National and state of Maharashtra
  - b) Commission of – Women, Children, Minority, SC / ST
- Topic 3. Human Rights Violations and Indian Polity**
- a) Abuse of Executive Power- Corruption-Nepotism and favoritism
  - b) Human Rights and Good Governance
- Topic 4. Role of Advocacy Groups**
- a) Professional Bodies: Press, Media, Role of Lawyers- Legal Aid
  - b) 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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4/11/2024

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PRINCIPAL

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



**Vidyawardhini Sabha's Arts, Commerce and Science College, Dhule**  
**Certificate Course in Human Right Education**  
**Annual Report Academic Year-2017-18**

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 **11 (Elven)** 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 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. Chandrakant Wani  
Coordinator,  
Certificate Course in Human Right Education