

North Maharashtra University, Jalgaon
Ordinance 181

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

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 : XIIth. Arts, Commerce & Science

Skeleton of Course :

* Assessment Criteria and Procedure (5)

S N	Paper	Name of the Subject	Theory/Teaching Practicalg Hours	Maximum marks allotted	Passing			Credit		
					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



1. महाविद्यालयाचे पूर्ण नाव
2. अभ्यासक्रमाचे पूर्ण नाव
3. शैक्षणिक वर्ष

:vidy विद्यावर्धिनी रागेचे कला, वाणिज्य व विज्ञान महाविद्यालय, धुळे

: Certificate Course in Soft Skills and Personality Development

: २०१८-१९

अ. क्र.	विद्यार्थ्याचे नाव	विद्यार्थीनिहाय परीक्षा फी जमा		प्रमाणपत्र फी जमा	गुणपत्रक फी जमा रुपये	महाविद्यालय कडे एकूण फी जमा रुपये	स्टॉम ३+४ ची २५%+५ एकूण विद्यापीठात जमा करावयाची रक्कम	विद्यापीठात यापूर्वी सादर केलेल्या प्रवेशित यादीतील विद्यार्थ्यांचा अ.क्र.
		लेखी	प्रात्यक्षिक					
१	२	३	४	५	६	७	८	९
		रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु. २४०	रु. ९०	
१.	Wagh Roshni Kiran	रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु. २४०	रु. ९०	
२.	Thakare Vishal Ratan	रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु. २४०	रु. ९०	१.
३.	Kalagawali Ankanash Aavdaji	रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु. २४०	रु. ९०	२.
४.	Jumiwale Gaurav Kisan	रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु. २४०	रु. ९०	३.
५.	Joshi Amol Uttam	रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु. २४०	रु. ९०	४.
६.	Pawara Ankita Mersing	रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु. २४०	रु. ९०	५.
७.	Pawara Sayana Jamsar	रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु. २४०	रु. ९०	६.
८.	Koli Ankanash Prakash	रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु. २४०	रु. ९०	७.
९.	Valvi Sushila Vasant	रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु. २४०	रु. ९०	८.
१०.	Suryawanshi Bhagyashri Vikram	रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु. २४०	रु. ९०	९.
		रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु. २४०	रु. ९०	१०



११.	Desai Asmita Nanji	रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु. २४०	रु. ९०	११.
१२.	Bhil Rajendra Dattu	रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु. २४०	रु. ९०	१२.
१३.	Ingle Sanjana Vijay	रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु. २४०	रु. ९०	१३.
१४.	Walhe Priya Santosh	रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु. २४०	रु. ९०	१४.
१५.	Bhill Priyanka Vana	रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु. २४०	रु. ९०	१५.
१६.	Jagtap Shital Aaba	रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु. २४०	रु. ९०	१६.
१७.	Pawara Hira Jaysing	रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु. २४०	रु. ९०	१७.
१८.	Hadap Nilesh Shravan	रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु. २४०	रु. ९०	१८.
१९.	Pawara Rahul Munna	रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु. २४०	रु. ९०	१९.
२०.	Valvi Kunda Jotyia	रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु. २४०	रु. ९०	२०.
२१.	Valvi Bharati Vilas	रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु. २४०	रु. ९०	२१.
२२.	Borse Rinku Nrayan	रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु. २४०	रु. ९०	२२.
२३.	Ahire Damini Dilip	रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु. २४०	रु. ९०	२३.
२४.	Shaikh Gausia Bano Khaleem	रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु. २४०	रु. ९०	२४.
२५.	Pathan Sameeran Aasif	रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु. २४०	रु. ९०	२५.
२६.	Wagh Pooja Sahebrao	रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु. २४०	रु. ९०	२६.
एकूण (२६*९०)							रु. २३४०/-	

समन्वयकाची स्वाक्षरी
नाव : मधुकर रमेश वानखेडे
अमणधवनी : ९५०३८४२४१९

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

प्राचार्याची स्वाक्षरी व शिक्का
डॉ. ज्ञानेश्वर सूर्यवंशी
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. S. Patil
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③ *[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

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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



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

Certificate Course in **Soft Skills Development**

Annual Report Academic Year-2018-19

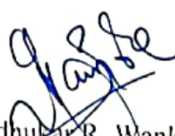
The certificate Course in Soft Skills Developments is self-financing course sanctioned by Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon under Ordinance-181. In the beginning of the academic year, the importance of the course was described to the students of various classes and they 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 26 (Twenty Six) 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)

Students List

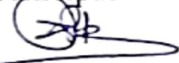
Name of the College: Vidya Wardhini Sabha's, Arts, Commerce and Science, Dhule

Name of Career Oriented Course: Certificate Course in Translation Studies

Academic Year: 2018-19

Sr. No.	Name of the Students
1	Bagul Kalgi Somnath
2	Baisane Manisha Shaligram
3	Chaure Vanita Suresh
4	Devre Ashvini Anantrao
5	Kokani Laxmi Pandav
6	Kuwar Kiran Pandit
7	Kuvar Madhvi Vinayak
8	Pawar Vandana Kailas
9	Patil Priyanka Rajendra
10	Patil Archana Bharat
11	Sansare Puja Hiralal

Principal



PRINCIPAL

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

उत्तर महाराष्ट्र विश्वविद्यालय, जलगांव
करिअर ऑरिएंटेड 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^{का} अर्थ
- २.२ परिभाषा एवं महत्व
- २.३ अनुवाद^{का} 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 ओरिएण्टेड 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 महत्त्व 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



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-2018-19

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 2018-19**, **11** 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., रेट, पीएच.डी.
शोध निर्देशक एवं हिंदी विभाग अध्यक्ष
विद्यावर्धिनी सभा का कला, वाणिज्य एवं
विज्ञान महाविद्यालय, धुळे - ४२४००१ (मह.)

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

Skelaction 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

*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



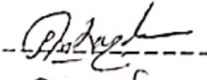
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D. B. Jadhav

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S. G. Thakur


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

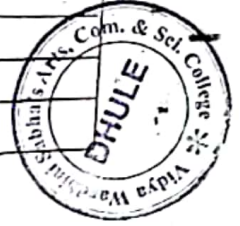
महामेदिद्यालयाचे नाव - विद्यावर्षिणी सधेचे कला, वाणिज्य आणि विज्ञान महाविद्यालय
 अभ्यासक्रमाचे (इंग्रजीमध्ये) संपूर्ण नाव - Certificate Course in Communication Skill and Technical Writing.

अंक	विद्यार्थ्याचे नाव	विद्यार्थीनिहाय परीक्षा फी जमा		प्रमाणपत्र	गुणपत्रक	महाविद्यालय	संदर्भ ३+४ वी	विद्यार्थ्यास यापूर्वी
		लेखी	प्रात्यक्षिक	फी जमा	फी जमा	कडे एकूण	२५% +५ एकूण	सादर केलेल्या प्रवेशित कार्यालय विद्यार्थ्यांचा अंक.
		₹	₹	₹	₹	जमा फी	करायची रक्कम रु	
१	शि.साठ राजश्री योगेश	४०	४०	५०	३०	२४०	९०	१
२	चौरे हार्दिकला दिलीप	४०	४०	५०	३०	२४०	९०	२
३	चौधरी पूजाम जयंत	४०	४०	५०	३०	२४०	९०	३
४	वाह सुनिता जीशाह	४०	४०	५०	३०	२४०	९०	४
५	पवार वरुणापद्म मंगेश	४०	४०	५०	३०	२४०	९०	५
६	वाह शविना नाना	४०	४०	५०	३०	२४०	९०	६
७		४४०	४४०	३००	१८०	१४४०	५४०	
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३०								
	एकूण -	४४०	४४०	३००	१८०	१४४०	५४०	

समन्वयकाची स्वाक्षरी - 
 नाव - प्रा. डॉ. प्रशांत मल्लिकार्जुन लुंगे
 भ्रमणध्वनी - ९९२३४५४४५०




 विद्यावर्षिणी महाविद्यालय,
 Com. & Tech. Dept., Dhule



A Certificate Course in Communication Skill & Technical Writing

Syllabus

Theory paper Ist

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

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PRINCIPAL
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COM. & SCI. COLLEGE, DHULE.



A Certificate Course in Communication Skill & Technical Writing

Syllabus

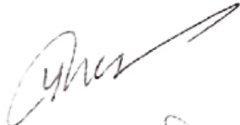
Theory paper IInd

मराठी भाषेचे लेखन तंत्र

Marks- 100

Period- 90

- घटक 1. विविध क्षेत्रातील लेखन तंत्र
स्वरूप, महत्त्व, 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


शा.शा.शा.शा.शा.



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A Certificate Course in Communication Skill & Technical Writing

Syllabus

Practical paper IIIrd

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.



Vidyaawardhini Saona's Arts, Commerce and Science College, Dhule
Certificate Course in **Communication Skill & Technical Writing**
Annual Report Academic Year-2018-19

The certificate Course in Communication Skills & Technical Writing is self-financing course sanctioned by Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon under Graduate-131. 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 07 (Seven) 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.
 - Student 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.



Certificate Course in Communication Skills & Technical Writing

Dr. Prashant M. Lagade
Coordinator.

12

North Maharashtra University, Jalgaon

Ordinance 101

- 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 : XIIth. 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



1. महाविद्यालयाचे पूर्ण नाव : विद्यावर्धिनी सभेचे कला, वाणिज्य व विज्ञान महाविद्यालय, धुळे
2. अभ्यासक्रमाचे पूर्ण नाव : Certificate course In **Modi Script**
3. शैक्षणिक वर्ष : २०१८-२०१९

Modi Script

अ. क्र.	विद्यार्थ्याचे नाव	विद्यार्थीनिहाय परीक्षा फी जमा		प्रमाणपत्र फी जमा	गुणपत्रक फी जमा रुपये	महाविद्यालय याकडे एकूण फी जमा रुपये	स्तंभ ३+४ ची २५%+५ एकूण विद्यापीठात जमा करावयाची रक्कम रु.	विद्यापीठात यापूर्वी सादर केलेल्या प्रवेशित यादीतील विद्यार्थ्यांचा अ.क्र.
		लेखी	प्रात्यक्षिक					
१	२	३	४	५	६	७	८	९
		रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु.२४०	रु. ९०	
१	पाटील योगिता रवींद्र	रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु.२४०	रु. ९०	१
२	विलाडे महेश्वरी संजय	रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु.२४०	रु. ९०	२
३	शिंदे प्रजा विजय	रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु.२४०	रु. ९०	३
४	येशी गीतांजली अनिल	रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु.२४०	रु. ९०	४
५	पाटील स्वाती वासुदेव	रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु.२४०	रु. ९०	५
६	भामरे सागर भानुदास	रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु.२४०	रु. ९०	६
७	भामरे किरण भानुदास	रु. ८०	रु. ८०.	रु. ५०	रु. ३०	रु.२४०	रु. ९०	७

समन्वयकाची स्वाक्षरी

नाव:- प्रा.राजविरेंद्रसिंग र गावि (MS) & SCI COLLEGE, DHULE (MS)
COORDINATOR
 VIDYA WARDHINI COLLEGE,
 COM. & SCI. COLLEGE, DHULE (MS)

प्राचार्याची स्वाक्षरी व शिक्का

प्राचार्याची स्वाक्षरी व शिक्का
 प्रा.राजविरेंद्रसिंग र गावि (MS) & SCI COLLEGE, DHULE (MS)
COORDINATOR
 VIDYA WARDHINI COLLEGE,
 COM. & SCI. COLLEGE, DHULE (MS)

A Certificate course in Modi Script Course
Syllabus

Marks - 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, 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 *Tunich 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 *Marathyanchya Itihasachi Sadhane (History of Marathas) - 22 Volumes*
- Rajwade Vishvanath *Aitihasic 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 (2018-2019)

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. 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

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

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


Dr. Rajvirendrasing R. Gavit

Course Coordinator


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


PRINCIPAL
VIDYA WARDHINI SABHA'S ARTS,
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**
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

*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



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

- महाविद्यालयाचे नाव - विद्यावर्धिनी सभेचे वाङ्मय, वाणिज्य व विज्ञान महाविद्यालय
 २) अभ्यासक्रमाचे (इंग्रजीमध्ये) संपूर्ण नाव - Certificate Course in Human Right Education.
 ३) शैक्षणिक वर्ष - 2018-19

अंक	विद्यार्थ्याचे नाव	विद्यार्थीनिहाय परीक्षा फी जमा		प्रमाणपत्र फी जमा रुपये	गुणपत्रक फी जमा रुपये	महाविद्यालय कडे एकूण जमा फी रुपये	स्तंभ ३+४ ची २५% + ५ एकूण विद्यापीठात जमा करावयाची रक्कम रु.	विद्यापीठास यापूर्वी सादर केलेल्या प्रवेशित यादीतील विद्यार्थ्यांचा अ.क्र.
		लेखी रु	प्रात्यक्षिक रु					
		८०	८०	५०	३०	२४०	९०	
१	पाडवी अनिता ओल्गा	८०	८०	५०	३०	२४०	९०	१
२	वसावे पूजा भरतारोज	८०	८०	५०	३०	२४०	९०	२
३	राऊत देवेंद्र उवाळ्या	८०	८०	५०	३०	२४०	९०	३
४	विठ्ठल वंदना पुन्ना	८०	८०	५०	३०	२४०	९०	४
५	वसावे जोरु धाना	८०	८०	५०	३०	२४०	९०	५
६	गावची रविता दिक्षीप	८०	८०	५०	३०	२४०	९०	६
७	पाटील कल्पना नारायण	८०	८०	५०	३०	२४०	९०	७
८	शिरोगार वैभव गोशुळ	८०	८०	५०	३०	२४०	९०	८
९	आर्धरे शुभम महिर	८०	८०	५०	३०	२४०	९०	९
१०	धावरा अनिता माणिक	८०	८०	५०	३०	२४०	९०	१०
११	वसावे भाद्रुरो खेमजी	८०	८०	५०	३०	२४०	९०	११
१२	वळकी गिरा नारायण	८०	८०	५०	३०	२४०	९०	१२
१३	वळकी दिंडू धामू	८०	८०	५०	३०	२४०	९०	१३
१४	गेदरे जाग्रती माधवराव.	८०	८०	५०	३०	२४०	९०	१४
१५	एकूण	११२०	११२०	७००	४२०	३३६०	१२६०	
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	एकूण -							

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

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

समन्वयकाची स्वाक्षरी
 नाव - Prof. Dr. Janarth Shivkumar Khatri
 भ्रमणस्थानी - 9420661068

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

Students List

Name of the College: Vidya Wardhini Sabha's, Arts, Commerce and Science, Dhule

Name of Career Oriented Course: Certificate Course in Human Right Education

Academic Year: 2018-19

Sr. No.	Name of the Students
1	Padvi Anita Olya
2	Vasave Pooja Bhartsing
3	Raut Devendra Ugranya
4	Bilkule Vandna Punya
5	Vasave Jolu Dhana
6	Mavchi Ravina Dilip
7	Patil Kalpna Narayan
8	Shirsath Vaibhav Gokul
9	Ahire Shubham Mahindra
10	Pawara Anita Manik
11	Vasave Madhuri Khemji
12	Valvi Nisha Narsing
13	Valvi Rinku Dhamu
14	More Jagruti Madhavrao


Principal

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

A Certificate Course in Human Rights Education

Syllabus

Theory paper Ist

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)
(१११०११११)

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Sopati

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A Certificate Course in Human Rights Education

Syllabus

Theory paper IIst

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, Childern, 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

Few
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S.P. Ch
S.P. Ch

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A Certificate course in Human Rights Education

Syllabus

Theory paper - IIIrd

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.




Vidyawardhini Sabha's Arts, Commerce and Science College, Dhule
Certificate Course in Human Right Education
Annual Report Academic Year-2018-19

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 14 (Fourteen) 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