

Estd Year -1967

Adarsh Education Society's

# ARTS, COMMERCE & SCIENCE COLLEGE, HINGOLI

Akola Road, Hingoli Dist. Hingoli - 431513 (Maharashtra)

(Affiliated to Swami Ramanand Teerth Marathwada University, Nanded)



Accredited By NAAC (B<sup>+</sup>)

**Shri. Kamalkishorji Kabra**  
President

**Shri. Ramchandraji Kayal**  
Secretary

**Dr. Vilas Aghav**  
Principal

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Ref.No. AES/20

Date :- / /20

## DOCUMENTS

### CRITERION – I

### CURRICULAR ASPECTS

#### 1.2 ACADEMIC FLEXIBILITY (30)

1.2.1 Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. where the students of the institution have enrolled and successfully completed during the last five years).

11/10/2022

दिनांक :- 11/10/22

### सूचना

बी.ए., बी.कॉम., बी.एस्सी., एवं पदव्युत्तर कक्षाओं के सभी छात्र-छात्राओं को सूचित किया जाता है कि हिंदी विभाग द्वारा संचालित **COC हिंदी व्याकरण एवं हिंदी लेखन पाठ्यक्रम** कोर्स की कक्षाएं तिथी - - - - - से प्रारंभ हो रही है !

अतः पाठ्यक्रम में सम्मेलित सभी विद्यार्थी तिथी 13/10/2022 कक्षाओं में उपस्थित रहे.  
तिथी 13/10/2022 से प्रारंभ. स्थान : रुम नंबर 26, समय 2.12-3.00

संबंधित अध्यापक :- प्रो. डॉ. एस. व्ही. नरवाडे,  
डॉ. प्रीति शर्मा,

श्री एस. जी. साहू,  
श्री टी. व्ही. आडे,

  
— प्राचार्य —

संस्करण / हिंदी विभाग / वेबसाइट

प्रभारी प्राचार्य  
आदर्श शिक्षण संस्थेचे,  
रुम, कापिलजय व दिव्य म महाविद्यालय,  
चिंचवड.

*Adarsh Education Society's*  
**Arts, Commerce & Science College, Hingoli.**  
**Department of Hindi**  
**Proposed Certificate Course for Academic Year 2022-23**  
हिंदी व्याकरण और लेखन कौशल में प्रमाणपत्र पाठ्यक्रम  
**"Certificate Course in Hindi Grammar and Writing Skill"**

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१. पाठ्यक्रम शिर्षक : (Course of Title):

हिंदी व्याकरण और लेखन कौशल में प्रमाणपत्र पाठ्यक्रम

**"Certificate Course in Hindi Grammar and Writing Skill"**

२. प्रस्तावना (Introduction) :

हिंदी भाषा को शुद्ध रूप में लिखने और बोलने संबंधी नियमों का बोध करानेवाला शास्त्र व्याकरण है। हिंदी व्याकरण का अध्ययन प्रमुखतः चार खंडों में किया जाता है— वर्ण विचार, शब्द विचार, वाक्य विचार एवं छंद विचार। वर्ण विचार के अंतर्गत ध्वनि या वर्ण का, वाक्य विचार के अंतर्गत वाक्य संबंधी विविध स्थितियों का और छंद विचार में साहित्यिक रचनाओं के शिल्पगत पक्षों पर विचार किया जाता है।

गणराज्य की २२ अनुसूचित भाषाओं में से एक हैं। हिंदी भारत की अधिकारिक भाषा है, जो संपर्क भाषा, राजभाषा एवं राष्ट्रभाषा के रूप में अग्रेसर हो रही है। हिंदी की लिपि देवनागरी है। इस कारण वह संस्कृत से घनिष्ठ संबंध रखती है। भारत के विभिन्न भू-प्रदेश के विभिन्न आचार-विचार वाले भिन्न संस्कृति के लोगों में बहुलता से प्रयुक्त होती है। ऐसे में उसकी परिनिष्ठित एवं मानक रूप में हिंदी में व्यवहार करें ऐसा अपेक्षित है। भारतीय गणराज्य और उसके कुछ राज्यों की राजभाषा के रूप में हिंदी स्वीकृत हो जाने के फलस्वरूप देश के भीतर और बाहर हिंदी भाषा सीखने वालों की संख्या में पर्याप्त वृद्धि हो जाने से हिंदी वर्तनी (Spelling) की मानक पध्दती निर्धारित करना आवश्यक हो गया था, जिससे हिंदी शब्दों की वर्तनी में एकरूपता लाई जा सके। तदनुसार शिक्षा मंत्रालय, भारत सरकारने १९६१ ई में. हिंदी वर्तनी की मानक पध्दति निर्धारित करने हेतु एक विशेषतज्ञ समिति ने नियुक्त की, जिसने अप्रैल १९६२ में अपनी

अंतिम रिपोर्ट दी। समिती द्वारा गंभीर विचार—विमर्श के बाद वर्तनी के संबंध में एक नियमावली निर्धारित की गई। समिति ने तदनुसार, १९६२ में अपनी अंतिम सिफारिशें प्रस्तुत की जो सरकार द्वारा अनुमोदित की गई और अंततः हिंदी भाषा के मानकीकरण की सरकारी प्रक्रिया का श्रीगणेश हुआ। यह प्रक्रिया तो सतत है, किन्तु मुख्य निर्देश तय हो चुके हैं। ये केन्द्रीय हिंदी संस्थान एवं भारत सरकार के सभी कार्यालयों में प्रसारित किए गए हैं। इनका अनुपालन सुनिश्चित करने हेतु उक्त संस्थान कार्यरत हैं।

भावों और विचारों की अभिव्यक्ति जब लिखित रूप में होती है, तो इसे लेखन कौशल कहते हैं। लेखन के मुख्य प्रकार हैं— सुलेख, अनुलेख, श्रुतलेख। भाषा—विशेष में स्वीकृत लिपि प्रतीकों के माध्यम से विचारों तथा भावों को अंकित करने की कुशलता लेखन—कौशल से आती है। इसके लिए भाषा की लिपि—व्यवस्था का ज्ञान होना आवश्यक है। लेखन में वर्तनी का और वाचन में उच्चारण का महत्व होता है। उच्चारण और लेखन में शुद्धता होनी चाहिए। यह सतत—प्रयास की प्रक्रिया से संभव है।

भाषा के व्याकरण और लेखन—कौशल को आत्मसात करने के लिए प्रशिक्षण की आवश्यकता होती है। ये प्रशिक्षण स्कूल एवं कॉलेज के माध्यम से मिल सकता है। समय की कमी एवं छात्रों की उदासिनता आदि कारणों से प्रशिक्षण सुचारू रूप से प्राप्त नहीं हो पाता। अतः छात्रों को हिंदी भाषा के व्याकरण एवं लेखन—कौशल का उचित ज्ञान प्राप्त हो, जिससे वे भाषिक—व्यवहार में सक्षम हो सकें; इस विचार को केंद्र में रखकर आदर्श महाविद्यालय के हिंदी विभागद्वारा प्रस्तुत पाठ्यक्रम का संचालन किया जा रहा है।

### ३. उद्देश्य : (Objectives)

१. विभिन्न व्यवसायों/पेशों में हिंदी व्याकरण और लेखन कौशल आधारित मानव संसाधन की निर्मिती करना।
२. छात्रों को प्रतियोगिता परीक्षाओं की चुनौतियों के लिए हिंदी व्याकरण और लेखन कौशल में सक्षम बनाना।
३. हिंदी व्याकरण और लेखन कौशल में छात्रों को संपन्न बनाना।
४. हिंदी वर्तनी का मानकीकरण का आत्मसात कर व्यवहार करना।

५. छात्रों को शुद्ध वर्तनी, वाक्य रचना तथा विराम चिन्हों का ज्ञान कराना।
६. छात्रों की सृजनात्मक शक्ति का विकास करना।
७. लेखन कला का पूर्ण परिचय प्राप्त कराना, जिससे छात्र अपने भावों, विचारों एवं अनुभवों को मुर्त रूप दे सकें एवं दूसरे के भावों को लिपिबध कर सकें।

#### ४. महत्व (Importance of the Course)

१. भाषिक क्षमता के विकास में हिंदी व्याकरण की महत्वपूर्ण भूमिका है।
२. वार्तालाप एवं अभिव्यक्ति में शुद्धता लाने के लिए उपयोगी।
३. शुद्ध एवं सही वाचन एवं लेखन का अभ्यास कराने में सहायक।
४. भाषिक एवं सृजनात्मक कौशल का विकास करने में सहायक।
५. लेखन कौशल जीवन के हर क्षेत्र में उपयुक्त है।
६. लेखन कौशल से सीखने की क्षमता में वृद्धि होती है।
७. लेखन—कौशल से वैचारिकता एवं रचनात्मकता बढ़ती है।

#### ५. निष्पत्ती : (Outcomes)

१. हिंदी व्याकरण और लेखन कौशल में प्रमाणपत्र पाठ्यक्रम की परिपूर्ति से लाभार्थी छात्र हिंदी व्याकरण और लेखन कौशल में सक्षम एवं निपुण बनेंगे।
२. छात्रों के लेखन एवं भाषिक कौशल क्षमता का विकास होगा।
३. छात्रों को सृजनशिलता की प्रेरणा से कई साहित्यकार भविष्य में बन सकते हैं।
४. प्रतियोगिता परिक्षाओं में हिंदी व्याकरण एवं लेखन कौशल की प्रारंभिक तयारी होगी।
५. अभिव्यक्ति एवं लेखन की दृष्टि से छात्रों में सुधार होगा।

#### ६. अर्हता : (Eligibility for Admission)

१. १२ वी उत्तीर्ण अथवा
२. किसी भी स्नातक (डिग्री) कोर्स के लिए प्रवेशित विद्यार्थी/विद्यार्थिनी

#### ७. पाठ्यक्रम की अवधि (Duration of the Course)

पाठ्यक्रम की अवधि १ माह १५ दिन/०६ सप्ताह की होंगी।

कुल कालावधि: ४५ घण्टे.

## ८. मूल्यांकन पध्दति (Evaluation Method)

पाठ्यक्रम समाप्ति के बाद पाठ्यक्रम पर आधारित लिखित परीक्षा (Written Examination) होगी।

उत्तीर्ण होने के लिए न्युनतम ५०% अंक और कक्षा में उपस्थिति ७५% अनिवार्य है।

## ९. पाठ्यक्रम के घटक (Units of Syllabus)

१. हिंदी भाषा: विकास—यात्रा, स्थिति—गति	—	१० घंटे
२. हिंदी वर्तनी का मानकीकरण	—	१० घंटे
३. हिंदी व्याकरण	—	१० घंटे
४. हिंदी लेखन कौशल	—	१० घंटे
५. प्रात्यक्षिक	—	५ घंटे

कुल कालावधी ४५ घंटे

नोट : उपरोक्त पाठ्यक्रम का अध्यापन करने वाले अध्यापकों को कुल अधिकतम १५ पिरियड में पाठ्यक्रम पूर्ण करना होगा।



Course Coordinator,  
Head of the Department  
Prof. Dr. S.V. Narwade.

I/C Principal  
Dr. V.B. Aghav.

## Certificate Course in Hindi Grammar and Writing Skill.

“हिंदी व्याकरण और लेखन—कौशल में प्रमाणपत्र—पाठ्यक्रम”

### पाठ्यक्रम (Syllabus):

इकाई १ : हिंदी भाषा: अर्थ, विकास—यात्रा, स्थिति—गति

१.१ हिंदी भाषा का उद्भव एवं विकास

१.२ हिंदी भाषा के विविध रूप

१.३ हिंदी की संवैधानिक स्थिति

इकाई २: हिंदी वर्तनी का मानकीकरण

२.१ हिंदी वर्णमाला: स्वर और व्यंजन

२.२ देवनागरी लिपि तथा हिंदी वर्तनी का मानकीकरण

२.३ हिंदी वर्तनी के नियम

इकाई ३ : हिंदी—व्याकरण

३.१ भाषा, वर्ण, शब्द, पद, वाक्य, विराम चिन्ह

३.२ संज्ञा, सर्वनाम, विशेषण, क्रिया—विशेषण, लिंग, वचन, कारक, उपसर्ग, प्रत्यय, उपसर्ग, प्रत्यय, अव्यय

३.३ शब्द: विलोम, पर्यायवाची, एकार्थक, अनेकार्थक, समानार्थी, युग्म शब्द.

इकाई ४ : हिंदी कौशल

४.१ भाषा कौशल : श्रवण, भाषण, वाचन, लेखन, कौशल।

४.२ हिंदी : अभिव्यक्ति कौशल

४.३ हिंदी भाषा: लेखन कौशल

इकाई ५ : प्रात्यक्षिक

(पाठ्यक्रम की सभी चारों इकाइयों पर प्रात्यक्षिक होंगे।)

Course Coordinator,  
Head of the Department  
Prof. Dr. S.V.Narwade.

I/C Principal  
Dr.V.B.Aghav.

Adarsh Education Society's

Arts, Commerce & Science College, Hingoli.

Department of Hindi

Proposed Certificate Course for Academic Year 2022-23

हिंदी व्याकरण और लेखन कौशल में प्रमाणपत्र पाठ्यक्रम

"Certificate Course in Hindi Grammar and Writing Skill"

Time Table

समय — सारणी

Sr. अ.क्र.	Day & Date दिवस, दिनांक	Time समय	Topic/Unit विषय/घटक	Teacher अध्यापक
1	बुधवार 14/09/2022	2:00	१:हिंदी भाषा: अर्थ, विकास—यात्रा, स्थिति—गति	Dr.P.B.Sharma
2	गुरुवार 15/09/2022	2:00	१.१ हिंदी भाषा का उद्भव एवं विकास	-/-
3	शुक्रवार 16/09/2022	2:00	१.१ हिंदी भाषा का उद्भव एवं विकास	-/-
4	शनिवार 17/09/2022	2:00	१.१ हिंदी भाषा का उद्भव एवं विकास	-/-
5	सोमवार 19/09/2022	2:00	१.२ हिंदी भाषा के विविध रूप	-/-
6	मंगळवार 20/09/2022	2:00	१.२ हिंदी भाषा के विविध रूप	-/-
7	बुधवार 21/09/2022	2:00	१.२ हिंदी भाषा के विविध रूप	-/-
8	गुरुवार 22/09/2022	2:00	१.३ हिंदी की संवैधानिक स्थिति	-/-
9	शुक्रवार 23/09/2022	2:00	१.३ हिंदी की संवैधानिक स्थिति	-/-
10	शनिवार 24/09/2022	2:00	१.३ हिंदी की संवैधानिक स्थिति	-/-
11	सोमवार 26/09/2022	2:00	२: हिंदी वर्तनी का मानकीकरण	Prof.T.V.Ade
12	मंगळवार 27/09/2022	2:00	२.१ हिंदी वर्णमाला: स्वर और व्यंजन	-/-
13	बुधवार 28/09/2022	2:00	२.१ हिंदी वर्णमाला: स्वर और व्यंजन	-/-
14	गुरुवार 29/09/2022	2:00	२.१ हिंदी वर्णमाला: स्वर और व्यंजन	-/-

15	शुक्रवार 30/09/2022	2:00	२.२ देवनागरी लिपि तथा हिंदी वर्तनी का मानकीकरण	-/-
16	शनिवार 01/10/2022	2:00	२.२ देवनागरी लिपि तथा हिंदी वर्तनी का मानकीकरण	-/-
17	सोमवार 03/10/2022	2:00	२.२ देवनागरी लिपि तथा हिंदी वर्तनी का मानकीकरण	-/-
18	मंगळवार 04/10/2022	2:00	२.३ हिंदी वर्तनी के नियम	-/-
19	गुरुवार 06/10/2022	2:00	२.३ हिंदी वर्तनी के नियम	-/-
20	शुक्रवार 07/10/2022	2:00	२.३ हिंदी वर्तनी के नियम	-/-
21	शनिवार 08/10/2022	2:00	३: हिंदी—व्याकरण	Prof.S.G. Sahu
22	सोमवार 10/10/2022	2:00	३.१ भाषा, वर्ण, शब्द, पद, वाक्य, विराम चिन्ह	-/-
23	मंगळवार 11/10/2022	2:00	३.१ भाषा, वर्ण, शब्द, पद, वाक्य, विराम चिन्ह	-/-
24	बुधवार 12/10/2022	2:00	३.१ भाषा, वर्ण, शब्द, पद, वाक्य, विराम चिन्ह	-/-
25	गुरुवार 13/10/2022	2:00	३.२ संज्ञा, सर्वनाम, विशेषण, क्रिया— विशेषण, लिंग, वचन, कारक, उपसर्ग,	-/-
26	शुक्रवार 14/10/2022	2:00	३.२ संज्ञा, सर्वनाम, विशेषण, क्रिया— विशेषण, लिंग, वचन, कारक, उपसर्ग,	-/-
27	शनिवार 15/10/2022	2:00	३.२ संज्ञा, सर्वनाम, विशेषण, क्रिया— विशेषण, लिंग, वचन, कारक, उपसर्ग,	-/-
28	सोमवार 17/10/2022	2:00	३.३ शब्द: विलोम, पर्यायवाची, एकार्थक, अनेकार्थक, समानार्थी, युग्म शब्द.	-/-
29	मंगळवार 18/10/2022	2:00	३.३ शब्द: विलोम, पर्यायवाची, एकार्थक, अनेकार्थक, समानार्थी, युग्म शब्द.	-/-
30	बुधवार 19/10/2022	2:00	३.३ शब्द: विलोम, पर्यायवाची, एकार्थक, अनेकार्थक, समानार्थी, युग्म शब्द.	-/-
31	गुरुवार 20/10/2022	2:00	४: हिंदी कौशल	Prof.Dr. S.V.Narwade
32	मंगळवार 15/11/2022	2:00	४.१ भाषा कौशल : श्रवण, भाषण, वाचन, लेखन, कौशल।	-/-

33	बुधवार 16/11/2022	2:00	४.१ भाषा कौशल : श्रवण, भाषण, वाचन, लेखन, कौशल।	-/-
34	गुरुवार 17/11/2022	2:00	४.१ भाषा कौशल : श्रवण, भाषण, वाचन, लेखन, कौशल।	-/-
35	शुक्रवार 18/11/2022	2:00	४.२ हिंदी :अभिव्यक्ति कौशल	-/-
36	शनिवार 19/11/2022	2:00	४.२ हिंदी :अभिव्यक्ति कौशल	-/-
37	सोमवार 21/11/2022	2:00	४.२ हिंदी :अभिव्यक्ति कौशल	-/-
38	मंगळवार 22/11/2022	2:00	४.३ हिंदी भाषा: लेखन कौशल	-/-
39	बुधवार 23/11/2022	2:00	४.३ हिंदी भाषा: लेखन कौशल	-/-
40	गुरुवार 24/11/2022	2:00	४.३ हिंदी भाषा: लेखन कौशल	-/-
41	शुक्रवार 25/11/2022	2:00	प्रात्यक्षिक — १	Dr.P.B.Sharma
42	शनिवार 26/11/2022	2:00	प्रात्यक्षिक — २	Prof.T.V.Ade
43	सोमवार 28/11/2022	2:00	प्रात्यक्षिक — ३	Prof.S.G. Sahu
44	मंगळवार 29/11/2022	2:00	प्रात्यक्षिक — ४	Prof.Dr. S.V.Narwade
45	बुधवार 30/11/2022	2:00	प्रात्यक्षिक परीक्षा	Prof.Dr. S.V.Narwade




Course Coordinator,  
Head of the Department  
Prof. Dr. S.V.Narwade.


I/C Principal  
Dr.V.B.Aghav.

*Adarsh Education Society's*  
**Arts, Commerce & Science College, Hingoli.**  
**Department of Political Science**  
**Organization of**  
**Certificate Course 2022-23**  
**Report of Certificate Course in Political Science**

Department of Political Science had organized certificate course in 'Political Journalism' in order to know the importance of political journalism to the students, key concept of Political Communication, the role of political journalism in Democratic region, interaction between the new communication technology and Political Journalism, role of Political Journalism during election periods, political discussions and helps prevent abuses of power. The course was started from 12 September 2022 and ended on 17 October 2022. The course was organized for 30 hours which includes theory lectures. Near about 190 Students were participated in the course from all undergraduate faculty. Evaluation was done on the basis of attendance and final examination. The question paper was of 100 marks ,out of 190 students, 140 students cleared the examination and certificate were allotted to the passed students.

Incharge principal Dr. Vilas Aghav sir guided and encouraged to conduct this certificate course and all the faculty Mr. G. P. Chavan, Mr. D. A. Khillare and Dr. A. S. Bangar took efforts for the successful completion of the course.

  
Coordinator  
Mr. G. P. Chavan

  
I/c Principal  
Dr. Vilas Aghav  
I/C PRINCIPAL  
ADARSH EDUCATION SOCIETY'S  
Art's Commerce & Science College  
HINGOLI Dist. Hingoli

*Adarsh Education Society's*  
**Arts, Commerce & Science College, Hingoli.**  
**Department of Political Science**  
**Organization of Certificate Course 2022-23**  
**on**  
**" Political Journalism "**

### **1. Introduction**

With the permission of Honorable Principal sir of our college department of Political Science is organising certificate course on Political Journalism. This course is a perfectly designed only for students who are learning in our college.

Political Journalism constitutes one of the most prominent domains of journalism, and is essential for the functioning of democracy. Ideally, political journalism should function as an information provider, watchdog, and forum for political discussions, thereby helping students to understand political matters and help prevent abuses of power. The extent to which it does is, however, debated. Apart from normative ideals, political journalism is shaped by factors at several levels of analysis, including the system level, the media organizational level, and the individual level. Not least important for political journalism is the close, interdependent, and contentious relationship with political actors, shaping both the processes and the content of political journalism.

### **2. Importance of the Course**

- Students enrolling for this course will be given a "Certificate of Participation" after successful completion of the course
- Participating students in this course will help the students to understand better to analyse political issues.
- Political Journalism into the democratic process helps to inform voters and makes them more aware of what is occurring in the political sphere.
- Political journalism serves as an intermediary between the government and the people, helps determine which issues should be discussed and keeps people actively involved in society and politics.

### **3. Objectives**

- This course will give introduction to the students of political journalism aims to provide voters with the information to formulate their own opinion and participate in community, local to global matter that will effect then. Political journalism is provided through different mediums in print, broadcast, online reporting, instant coverage of campaign, politics, event news, government status, election updates etc.

### **4. Course Outcomes**

- Explain the key concept of Political Communication.
- Explain the role of political journalism in Democratic region.
- Describe the interaction between the new communication technology and Political Journalism.
- Discuss the role of Political Journalism during election periods.

## 5. Eligibility for Admission

Participant students who want to apply for this certificate course shall possess the following qualifications.

A) 12<sup>th</sup> Pass or B) Currently Learning Any Degree Course.

## 6. Duration of the Course

The course will be conducted daily 01 lecture of 1 hour. Total duration of the course will be for 30 hours. Course start date is 12/09/2022 and end date is 17/10/2022.

## 7. Evaluation Method

There will be an examination for evaluation, conducted by the Department of Political Science at the end of the course. Examination will be based on syllabus and examination will be held MCQ type pattern. Minimum 50% marks and 75% attendance are required for passing.



**Course Coordinator**

**Mr. G. P. Chavan**



**I/C Principal**

**Dr. Vilas Aghav**

**I/C PRINCIPAL**

**ADARSH EDUCATION SOCIETY'S  
Art's Commerce & Science College  
HINGOLI Dist. Hingoli**

*Adarsh Education Society's*  
**Arts, Commerce & Science College, Hingoli.**  
**Department of Political Science**  
**Organization of Certificate Course 2022-23**  
**on**  
**" Political Journalism "**

**Unit- I - An Introduction to Political Journalism**

- A ) Definition and Meaning
- B ) Nature and Scope
- C ) Significance

**Unit- II – Methods and Techniques of Political Journalism**

- A ) Political Interview
- B ) Commentary of Legislation
- C ) Reporting of Political Events

**Unit-III – Indian Political Process and Journalism**

- A ) Role of Social Media in Political Process
- B ) Political Parties and Social Media

**Unit-IV – Challenges Before Political Journalism**

- A ) Party Spirited News Papers
- B ) Increases of Paid News
- C ) Commercialization of Journalism



**Course Coordinator**

**Mr. G. P. Chavan**

  
**I/C Principal**

**Dr. Vilas Aghav**

**I/C PRINCIPAL**

**ADARSH EDUCATION SOCIETY'S**  
**Art's Commerce & Science College**  
**HINGOLI Dist. Hingoli**

*Adarsh Education Society's*  
**Arts, Commerce & Science College, Hingoli.**  
**Department of Political Science**  
**Organization of Certificate Course 2022-23**  
**on**  
**" Political Journalism "**

8. Time Table

<b>Day &amp; Date</b>	<b>Time</b>	<b>Topic</b>	<b>Teacher</b>
Monday 12/09/2022	2.00 pm to 3.00 pm	Introduction of Political Journalism	Dr. A. S. Bangar
Tuesday 13/09/2022	2.00 pm to 3.00 pm	Definition & Meaning of Political Journalism	Dr. A. S. Bangar
Wednesday 14/09/2022	2.00 pm to 3.00 pm	Nature of Political Journalism	Dr. A. S. Bangar
Thursday 15/09/2022	2.00 pm to 3.00 pm	Nature of Political Journalism	Dr. A. S. Bangar
Friday 16/09/2022	2.00 pm to 3.00 pm	Scope of Political Journalism	Dr. A. S. Bangar
Saturday 17/09/2022	2.00 pm to 3.00 pm	Scope of Political Journalism	Dr. A. S. Bangar
Monday 19/09/2022	2.00 pm to 3.00 pm	Significance of Political Journalism	Dr. A. S. Bangar
Tuesday 20/09/2022	2.00 pm to 3.00 pm	Significance of Political Journalism	Mr. D. A. Khillare
Wednesday 21/09/2022	2.00 pm to 3.00 pm	Significance of Political Journalism	Mr. D. A. Khillare
Thursday 22/09/2022	2.00 pm to 3.00 pm	Methods of Political Journalism	Mr. D. A. Khillare
Friday 23/09/2022	2.00 pm to 3.00 pm	Political Interview	Mr. D. A. Khillare
Saturday 24/09/2022	2.00 pm to 3.00 pm	Political Interview	Mr. D. A. Khillare
Monday 26/09/2022	2.00 pm to 3.00 pm	Political Interview	Mr. D. A. Khillare
Tuesday 27/09/2022	2.00 pm to 3.00 pm	Commentary of Legislation	Mr. D. A. Khillare
Wednesday 28/09/2022	2.00 pm to 3.00 pm	Commentary of Legislation	Mr. G. P. Chavan
Thursday 29/09/2022	2.00 pm to 3.00 pm	Reporting of Political Events	Mr. G. P. Chavan
Friday 30/09/2022	2.00 pm to 3.00 pm	Reporting of Political Events	Mr. G. P. Chavan
Saturday 01/10/2022	2.00 pm to 3.00 pm	Reporting of Political Events	Mr. G. P. Chavan
Monday 03/10/2022	2.00 pm to 3.00 pm	Political Process and Journalism	Mr. G. P. Chavan
Tuesday 04/10/2022	2.00 pm to 3.00 pm	Role of Social Media in Political Process	Mr. G. P. Chavan
Thursday 06/10/2022	2.00 pm to 3.00 pm	Political Parties and Social Media	Mr. G. P. Chavan

Friday 07/10/2022	2.00 pm to 3.00 pm	Political Parties and Social Media	Mr. G. P. Chavan
Saturday 08/10/2022	2.00 pm to 3.00 pm	Challenges Before Political Journalism	Dr. V. B. Aghav
Monday 10/10/2022	2.00 pm to 3.00 pm	Party Spirited News Papers	Dr. V. B. Aghav
Tuesday 11/10/2022	2.00 pm to 3.00 pm	Increases of Paid News	Dr. V. B. Aghav
Wednesday 12/10/2022	2.00 pm to 3.00 pm	Increases of Paid News	Dr. V. B. Aghav
Thursday 13/10/2022	2.00 pm to 3.00 pm	Commercialization of Journalism	Dr. V. B. Aghav
Friday 14/10/2022	2.00 pm to 3.00 pm	Commercialization of Journalism	Dr. V. B. Aghav
Saturday 15/10/2022	2.00 pm to 3.00 pm	Demo of Political Journalism	Dr. V. B. Aghav
Monday 17/10/2022	2.00 pm to 3.00 pm	<b>Final Examination</b>	Dr. V. B. Aghav



**Course Coordinator**

**Mr. G. P. Chavan**



**I/C Principal**

**Dr. Vilas Aghav**

**I/C PRINCIPAL**

ADARSH EDUCATION SOCIETY'S  
Art's Commerce & Science College  
HINGOLI Dist. Hingoli

दिनांक :- 09/09/2022

## सुचना

आदर्श महाविद्यालयातील कला, वाणिज्य व विज्ञान पदवी-पदव्युत्तर सर्व विद्यार्थ्यांना सुचित करण्यात येते की, आपल्या महाविद्यालयात राजकीय पत्रकारिता प्रमाणपत्र अभ्यासक्रम (Career Oriented Course In Political Journalism ) नव्याने सुरु करण्यात येत आहे. आपले नियमित पदवी-पदव्युत्तर चे शिक्षण घेतानाच सोबत हा प्रमाणपत्र कोर्स सुध्दा पूर्ण करता येतो. याचा कालावधी चार आठवडे म्हणजे एक महिना इतका आहे. तरी इच्छुक विद्यार्थ्यांनी आपला प्रवेश राज्यशास्त्र विभागात संपर्क साधून निश्चित करावा. सदरील प्रमाणपत्र अभ्यासक्रमाची माहिती खालील प्रमाणे आहे.

1. कोर्सचे नाव :- राजकीय पत्रकारिता
2. कोर्सचा कालावधी :- 12 सप्टेंबर 2022 ते 17 ऑक्टोबर 2022
3. प्रवेश पात्रता:- आदर्श महाविद्यालयातील नियमित पदवी व पदव्युत्तर शिक्षणक्रमास प्रवेशित कला, वाणिज्य व विज्ञान शाखेतील विद्यार्थी
4. प्रवेश फी :- कोर्स फी :- 20 रुपये
5. प्रवेशासाठी अंतिम दिनांक :-12/10/ 2022
6. प्रवेशासाठी संपर्क :-

प्रा.जी. पी. चव्हाण - 9921557607

प्रा. डी. ए. खिल्लारे - 9881501248

प्रा. डॉ. ए. एस. बांगर – 9673490048

प्राचार्य /मुले/ /नॅक /राज्यशास्त्र विभाग /वर्गात फिरवीण्या करिता



**प्रभारी प्राचार्य**  
आदर्श शिक्षण संस्थेचे,  
कला, वाणिज्य व विज्ञान महाविद्यालय,  
हिंगोली.

20/02/2023

To,

**The Principal,**  
Adarsh College,  
Hingoli-431513

Subject: Report Submission of Certificate Course on  
**"Banking Awareness"**

**Respected Sir,**

As per above cited subject here, I am submitting a detailed report on Certificate Course on **"Banking Awareness"** conducted by Department of Commerce. Please accept the same and do the needful.

Yours faithfully

*(Lakshete)*  
20/02/23

Dr. Baswaraj Lakshete  
Course Co-ordinator

**Enclosure:**

1. Approval Letter
2. Course Notices
3. Registration Form
4. Schedule of the Course
5. Result analysis
6. Sample Certificate
7. Students list

*NAAC*  
*Kommo*  
*20.2.23*

*Adarsh Education Society's*  
**Arts, Commerce & Science College, Hingoli.**

**Faculty of Commerce**

**Organizes Certificate Course 2022-23**

On

**“Banking Awareness”**

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**Introduction:**

Banks have become a part and parcel of all economic activities in India. World over, dramatic changes are taking place in banks and banking operations. The global financial integration has brought about a bigger challenge to the Indian Banking. Indian banks are bracing up to meet the standards set by supranational bodies like Bank for International Settlements with regards to various prudential measures. The complexities of banking operations in the recent years have undergone significant changes due to innovations in the banking products and cross-border dealings.

**Importance:**

The Role of Indian Banking system is very important in the India's financial system and India's Economic Development. As a backbone of the Economic Development and Financial system, it is essential to acquire the basic knowledge of Indian Banking System. In current era, banking system has introduced drastic changes in the banking operations as well as functions. Being a part of this financial system every person has to know about reforms, recent technological changes in the banking industry and their privileges. Keeping in view these recent changes in banking sector the present COC course is designed to update the knowledge of students. Also to familiarize the students with banking reforms, banking operations and management and banking laws and practices.

**Outcomes:**

1. It is helpful to acquaint the knowledge of banking procedure.
2. It is helpful to understand the detail knowledge of recent trends in banking.
3. It is helpful to enable the financial literacy of the students.
4. It is a useful course to anyone who is desirous of understanding the basic concepts, operations of banking and the emerging trends in the Indian Banking Industry.
5. This course will definitely help in variety of banking examinations conducted in India namely, Bank PO Exams, SSC Banking Exam etc.

**Objectives-**

1. To enlighten the students with introduction of banking concept and dynamic services.
2. To Provide Students an insight into functions and Role of Reserve Bank of India.
3. To enable students to understand technological developments and Recent Trends in Indian Banking.
4. To make students aware about the Role of Mutual Funds in Indian Financial System.

**Eligibility Criteria:**

Any degree student having admission for the Academic year 2022-2023 in the college is eligible for this course.

**Duration of the Course:**

The duration of the course is of 30 hours, including teaching and examination. It begins from 15<sup>th</sup> September 2022 and ends on 21<sup>th</sup> October 2022. Daily there will be one lecture of 50 minutes.

**Evaluation Criteria:** The following evaluation criteria will be applied for the course-

Sr. No.	Evaluation Method	Marks
01	Test 1 <sup>st</sup> (M. C. Q)	25
02	Test 2 <sup>nd</sup> (M. C. Q)	25
03	Test 3 <sup>rd</sup> (M. C. Q)	25
04	P. P. T/Seminar	10
05	Project Report	10
06	75% Attendance	05
	<b>Total</b>	<b>100</b>

**Note:** Minimum 40% Marks are required to pass this course.

**Syllabus:****Topic I: Basics of Banking:**

- Account opening process, Types of Deposits, features and benefits, Savings, Current, Fixed and Recurring Deposits, Loans- Secured and Unsecured.
- Definition, objectives and Functions of Reserve Bank of India
- Monetary Policy and Fiscal Policy of RBI.

**Topic II: Recent Trends in Indian Banking:**

- Types of Financing, Repayment Method, Venture Capital, Factoring Services, Bank net, Automated Teller Machine, BHIM, Phone Banking, Net Banking, Deposit Insurance Scheme, Gold Deposit Scheme, Multi-Dimensional Development.

**Topic III: Mutual Funds/ Development Banks:**

- Meaning of Mutual Fund, Definition and Concept of Mutual Fund, Process of Mutual Funds. Types of Mutual Fund, Importance of Mutual Fund, Advantages of Mutual Fund, Role of Mutual Funds in Financial System of India. Risks involved in Mutual Funds, Organization of Mutual Funds.

**Schedule of the Course:** The following schedule will be followed for the course-

<b>Sr. No.</b>	<b>Day &amp; Date</b>	<b>Time</b>	<b>Topic</b>	<b>Teacher</b>
01	Thursday 15/09/2022	01.24 to 02.14	Account opening process	MS. S. B. Dad
02	Friday 16/09/2022	01.24 to 02.14	Types of Deposits	MS. S. B. Dad
03	Monday 19/09/2022	01.24 to 02.14	Features and Benefits	MS. S. B. Dad
04	Tuesday 20/09/2022	01.24 to 02.14	Saving, Fixed and Recurring Deposits	MS. S. B. Dad
05	Wednesday 21/09/2022	01.24 to 02.14	Loans- Secured and Unsecured	MS. S. B. Dad
06	Thursday 22/09/2022	01.24 to 02.14	Objectives and Functions of RBI	MS. S. B. Dad
07	Friday 23/09/2022	01.24 to 02.14	Monetary Policy of RBI	MS. S. B. Dad
08	Saturday 24/09/2022	01.24 to 02.14	Fiscal Policy of RBI	MS. S. B. Dad
09	Monday 26/09/2022	01.24 to 02.14	Types of Financing	Dr. B. B. Lakshete
10	Tuesday 27/09/2022	01.24 to 02.14	Repayment Method	Dr. B. B. Lakshete
11	Wednesday 28/09/2022	01.24 to 02.14	Venture Capital	Dr. B. B. Lakshete
12	Thursday 29/09/2022	01.24 to 02.14	Factoring Services	Dr. B. B. Lakshete
13	Friday 30/09/2022	01.24 to 02.14	BHIM, Phone and Net Banking	Dr. B. B. Lakshete
14	Saturday 01/10/2022	01.24 to 02.14	Deposit Insurance Scheme	Dr. B. B. Lakshete
15	Monday 03/10/2022	01.24 to 02.14	Gold Deposit Scheme	Dr. B. B. Lakshete
16	Tuesday 04/10/2022	01.24 to 02.14	Multi-Dimensional Development	Dr. B. B. Lakshete
17	Thursday 06/10/2022	01.24 to 02.14	Meaning, Definition and Concept	Dr. A. B. Gattani
18	Friday 07/10/2022	01.24 to 02.14	Process of Mutual Funds	Dr. A. B. Gattani
19	Saturday 08/10/2022	01.24 to 02.14	Types of Mutual Funds	Dr. A. B. Gattani
20	Monday 10/10/2022	01.24 to 02.14	Importance of Mutual Funds	Dr. A. B. Gattani
21	Tuesday 11/10/2022	01.24 to 02.14	Advantages of Mutual Funds	Dr. A. B. Gattani
22	Wednesday 12/10/2022	01.24 to 02.14	Role of Mutual Funds	Dr. A. B. Gattani
23	Thursday 13/10/2022	01.24 to 02.14	Risk Involved in Mutual Funds	Dr. A. B. Gattani


24	Friday 14/10/2022	01.24 to 02.14	Organization of Mutual Funds	Dr. A. B. Gattani
25	Saturday 15/10/2022	01.24 to 02.14	1 <sup>st</sup> MCQ Test	MS. S. B. Dad
26	Monday 17/10/2022	01.24 to 02.14	2 <sup>nd</sup> MCQ Test	Dr. B. B. Lakshete
27	Tuesday 18/10/2022	01.24 to 02.14	3 <sup>rd</sup> MCQ Test	Dr. A. B. Gattani
28	Wednesday 19/10/2022	01.24 to 02.14	Seminar	Dr. B. B. Lakshete
29	Thursday 20/10/2022	01.24 to 02.14	Seminar	Dr. A. B. Gattani
30	Friday 21/10/2022	01.24 to 02.14	Result and Certificate Distribution	In the presence of Principal

1. Dr. B. B. Lakshete



2. Dr. A. B. Gattani



  
**I/C Principal**  
**Dr. V. B. Aghav**


## सुचना

वरीष्ठ महाविद्यालयातील कला, वाणिज्य व विज्ञान पदवी व पदव्युत्तर वर्गाच्या सर्व विद्यार्थ्यांना सूचित करण्यात येते की, आपल्या महाविद्यालयात वाणिज्य विभागाद्वारे Banking Awareness प्रमाणपत्र अभ्यासक्रम (Certificate Course in Banking Awareness) नव्याने सुरु करण्यात येत आहे. आपले नियमित पदवी व पदव्युत्तरचे शिक्षणासोबतच हा प्रमाणपत्र कोर्स सुध्दा पुर्ण करता येतो. याचा कालावधी चार आठवडे अर्थात एक महीना इतका आहे. तरी इच्छुक विद्यार्थ्यांनी आपला प्रवेश वाणिज्य विभागातील प्राध्यापकांशी संपर्क साधुन निश्चीत करावा. सदरील प्रमाणपत्र अभ्यासक्रमाची माहिती खालीलप्रमाणे आहे.

1. कोर्सचे नाव :- Banking Awareness
2. कोर्सचा कालावधी :- 15 सप्टेंबर 2022 ते 21 ऑक्टोबर 2022
3. प्रवेश पात्रता :- आदर्श महाविद्यालयातील नियमित पदवी व पदव्युत्तर शिक्षणक्रमास प्रवेशित कला, वाणिज्य व विज्ञान शाखेतील इच्छुक विद्यार्थी
4. प्रवेश फिस :- 20 रुपये
5. प्रवेशासाठी अंतिम दिनांक : 15/09/2022
6. प्रवेशासाठी संपर्क :-

1. डॉ. बी. बी. लक्षटे	-	9011204532
2. डॉ. ए. बी. गड्डाणी	-	9850247848
3. प्रा. एस. बी. दाड	-	7219788822

प्राचार्य/मुले/वाणिज्य/स्वाक्षरीसाठी

  
प्र. प्राचार्य  
प्रभारी प्राचार्य  
आदर्श शिक्षण संस्थेचे,  
कला, वाणिज्य व विज्ञान महाविद्यालय,  
हिंगोली.

**Adarsh Education Society's**  
**Arts, Commerce and Science College, Hingoli-431513**  
**Department of Zoology**

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**Report of Career Oriented Certificate Course in Zoology**  
**'CLINICAL PATHOLOGY'**

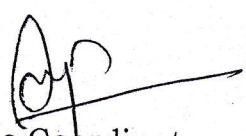
Department of Zoology was organised a Certificate Course in Clinical Pathology in order to know the importance of pathological test to the students to make aware of different types of the blood test and urine test, also to develop the skill among the students of analysis of the blood and urine.

The course work was started from 02 January, 2023 and ended on 28 February, 2023. The course was organised for 40 hours which includes theory and practicals. A Dr. Ram Kabra's, Nath Gajanan Patholab visit was also conducted to see the actual working of haematological test. 97 students were participated in the course from BA/B.Com. BSc 1<sup>st</sup> year, 2<sup>nd</sup> year, 3<sup>rd</sup> year. Evaluation were done on the basis of attendance and MCQ examination. The question paper was of 40 marks and minimum passing criteria was 16 marks. Out of 97 students 87 students clear the examination and certificate were allotted to the pass students.


Dr. Vilas Aghav, Incharge Principal and Dr. S. L. Patki, IQAC Coordinator guided and encouraged us to conduct this certificate course and all the faculty Dr. B. S. Salve, Dr. P. P. Joshi, and Visiting Professor Vishvanath Jatte were took efforts for the successful completion of this course. The non-teaching staff Shri. Muralidhar Wavdhane, Lab Assistant also helped a lot for this certificate course.

On the occasion of Celebration of National Science Day, 28 February, 2023, certificates were distributed to passed students by the auspicious hands of Dr. Kayal, MBBS and Incharge MCVC, Adarsh College, Hingoli. In his speech he was highlighted the importance of health. Nowday peoples are suffering from many diseases, where doctors are advised blood test to the patients, to detect type of abnormality/disease. This course was given basic knowledge to students about different pathological tests.

In this way Clinical Pathology Career Oriented Course conducted by Zoology Department was beneficial to Students. Thanks to the Principal Sir and IQAC Coordinator providing this opportunity to us.

  
Course Coordinator  
(Dr. P.P. Joshi)

*NAAAC*  
*Ummmo*  
*27.3.23*

  
HOD, Zoology Dept.  
(Dr. B.S. Salve)

Department of Zoology

COC Course

Clinical Pathology

Course Duration: One Month

Total Lectures : 40

Students Intake: 30

Objectives:

1. To understand the composition and functions of human blood.
2. To appreciate different types of compounds used in processing and storage of blood.
3. To learn different techniques used in study of blood cells.
4. To develop skill of collecting, preserving and analyzing blood samples.
5. To learn about changes in blood composition in disease.

Workload Distribution

Title & No. of Paper	Theory	Practical	Total	Teacher
Paper – I Blood analysis	06	12	18	Dr. B. S. Salve
Paper-II Urine analysis	06	12	18	Ms. M.B. Borkar
Paper – III Field Visit	--	04	04	Dr. P. P. Joshi
<b>TOTAL</b>	<b>12</b>	<b>28</b>	<b>40</b>	

Syllabus

Paper -I Blood Analysis

Unit I

Introduction- Definition, Components, Cells – Structure and Functions of cells, Lymph. Collection of Blood- Collection of capillary blood by skin puncture, Collection of blood by Venipuncture, Collection of arterial blood, Criteria for sample collection.

□ **Practical**- Collection of blood by Venipuncture and arterial blood. Determination of blood group of provided blood sample.

Unit II

Haemoglobin - Normal structure and various haemoglobin, Determination of haemoglobin by various methods - Anaemia.

□ **Practical** - Determination of haemoglobin from given blood sample, Clotting and bleeding time of blood.

Unit-III

Study of Blood Cell Count - Total WBC Count, Total RBC Count, Platelets Count, Absolute Eosinophil Count, Reticulocyte Count.

□ **Practical** – Determination of Total Count of RBC, WBC.

#### Unit-IV

Study of Blood Smear for differential WBC Count - Preparation and Staining of smears, Counting Methods, Morphology of White cells, Types of White Cells, Abnormalities in morphology of blood cells and related diseases.

**Practical** – Determination of differential WBC Count by blood Smear

#### Syllabus

#### Paper -II Urine Analysis

#### Unit – I

1. Definition, Structure and Functions of Urinary System, Physiology of Mechanism of Urine formation.

**Practical** – Study of principle and procedure of renal function test in human.

#### Unit-II

Constituents and composition of Urine

i) Normal constituents and abnormal constituents of Urine- i) Qualitative tests for sugar, albumin, ketone bodies, bile salts and bile pigments.

**Practical** – Study of normal and abnormal constituents of Urine.

#### Unit-III

3. Renal Function Tests

i. Definition, importance of tests like urea, creatinine, uric acid, proteins

ii. Importance of Dialysis

**Practical**- Biochemical Qualitative and Quantitative tests for urine from normal and diabetic persons.

#### Unit-IV

Collection and preservation of Urine Sample

i. Physical and Chemical Examinations of abnormal constituents.

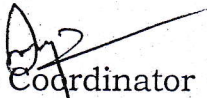
ii. Microscopic Examination of urine


iii. Preparation of Urine Report

iv. Urinometer.

**Practical**- Study of Microscopic Examination of urine.

Paper-III Visit to nearby Pathology Laboratory


  
Course Coordinator  
(Dr. P.P. Joshi)

  
HOD, Zoology Dept.  
(Dr. B.S. Salve)

## Outcomes of COC ' Clinical Pathology'

1. Ability to explain composition and functions of blood.
2. Knowledge about compounds used in processing and storage of blood.
3. Skill to be able to use different techniques used in study of blood cells.
4. Ability to collect, preserve and analyze blood samples.
5. Knowledge of changes in blood composition in disease.
6. Ability to describe function of human urinary system.
7. Skill to collect, preserve, process and store urine samples.
8. Skill to perform physical, chemical and microscopic examination of urine samples.
9. Ability to document findings of urine examination/analysis.
10. The students would also be able to take up entrepreneurship related to biological sciences.

  
Course Co-ordinator

  
Head of Dept.

Dr. Sathya B.S

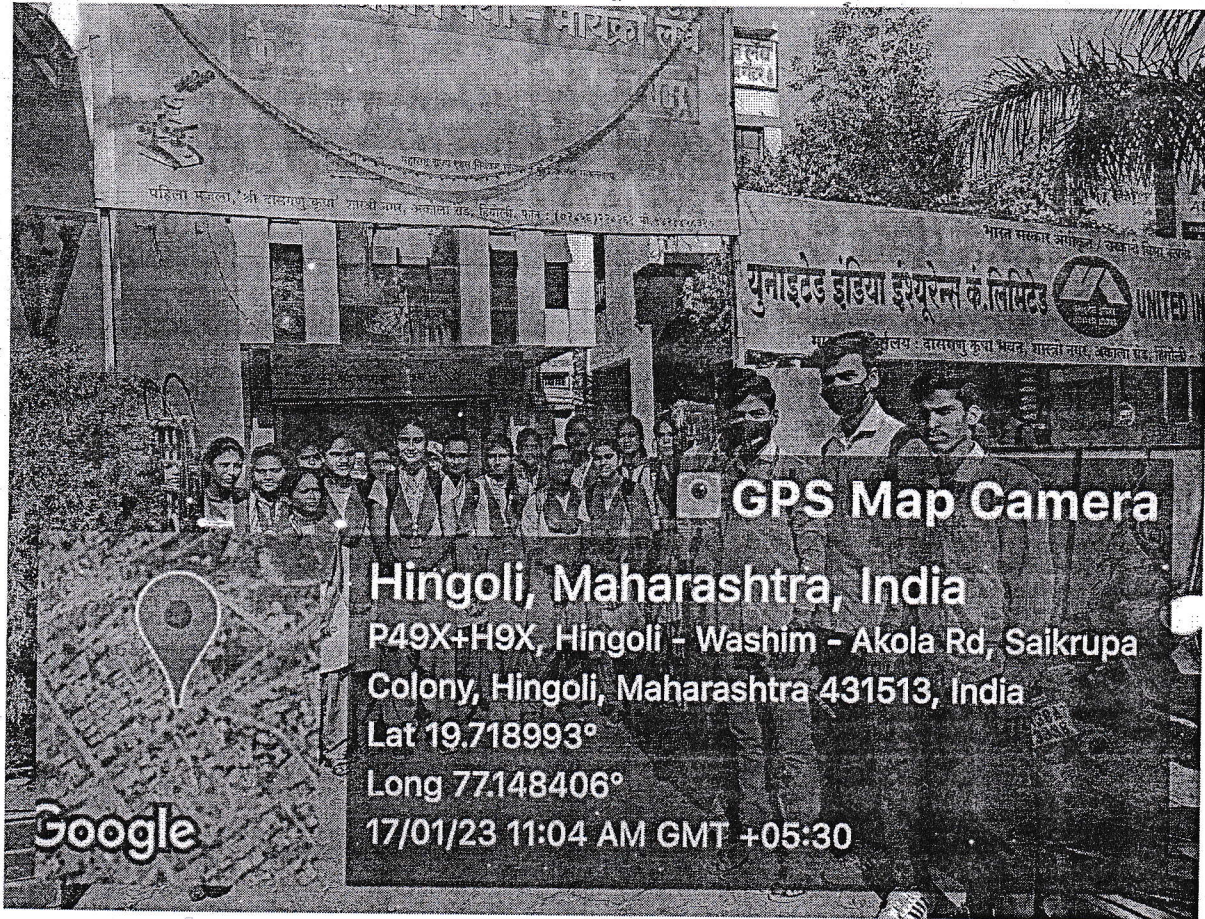
## VISIT TO NATH GAJANAN PATHO – MICRO LABORATORY

(Conducted By – Dr. P.P. Joshi Sir, Dr. Salve Sir, & Mr. Jatte Sir)

Date : 17/01/2023

Place : Shastri Nagar, Hingoli.

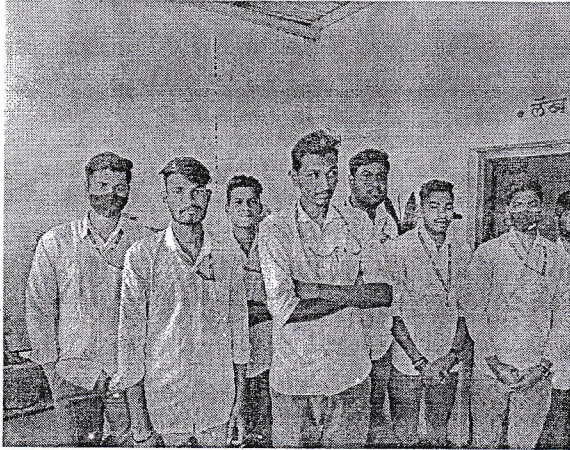
Time : 11.00 AM



The pathology visit was organized by The HOD of Zoology Dept. of Adarsh Education Society Dr. Salve Sir and Prof. Dr. P.P. Joshi sir of Zoology dept. with Prof. Vishwanath Jatte Sir of MLT Dept. of A.E.S. Hingoli.

The visit was organized on Date : 17<sup>th</sup> , Jan 2023 At Nath Gajanan Patho – Micro Laboratory in Hingoli between the 11.00 AM to the 01.00 PM for introduce pathological knowledge or the pathological instrument, etc.

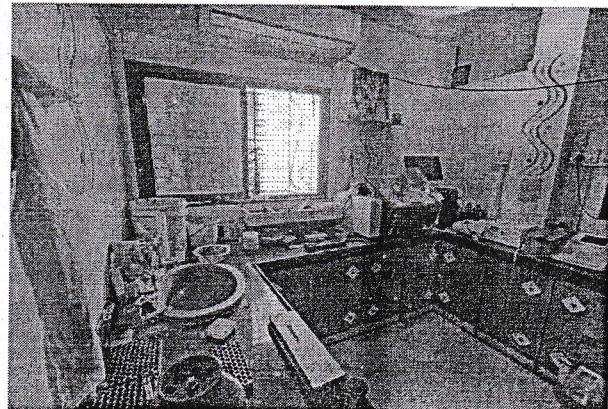
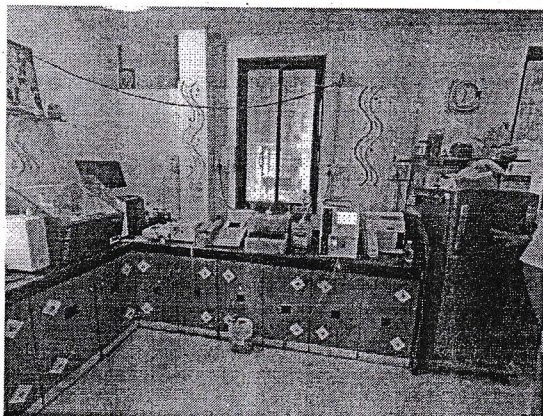
The visit are held for the COC students of Clinical Pathology was the course held in our college because of these the pathology visit are held.



There was a M.D , Pathologist , Dr. Ram Kabra sir of Nath Gajanan Patho - Micro Laboratory , Hingoli who introduce the various micro and patho machines , Lab machines and told how is it work.

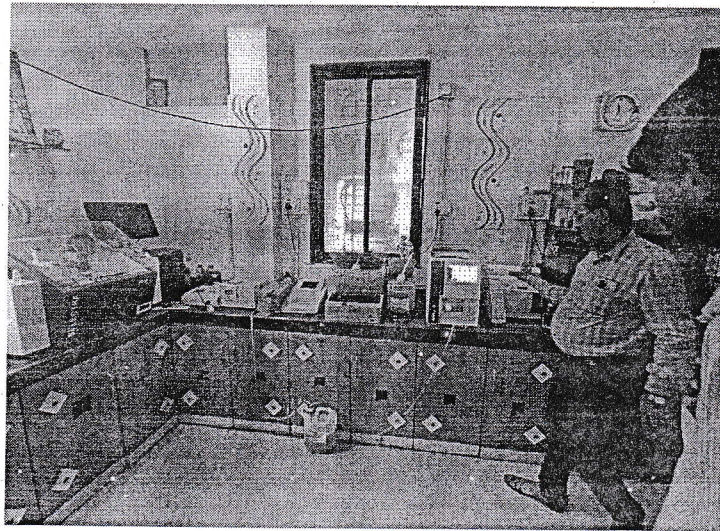
Dr. Ram Kabra sir Explained about the various chemicals which are stored there. The students of B.sc. T.Y , S.Y & F.Y of Clinical pathology are present at that time. Sir was explained very nicely, sir shows the one sample of chemical to the students.

There was a machines like Hematology Analyser / Cell counter , Bio - chemistry analyser, Electrolyte analyser, Urine analyser, Coagulometer, HB1 Ac machine, Eliza plate washer & reader , Immuno Assay analyser , etc. sir explained about all these machines / equipment and how it is works. There was a Centrifuge , Microscope for seen the microchemical tests. There was an autoclave machine which is used for sterilization , Hot air oven , BOD incubator, PCR machine , etc.



In the guidance of HOD of Zoo dept. Dr. Salve sir, Prof. Dr. P.P. Joshi sir of Zoo, and Prof. Vishwanath Jatte sir of MLT Dept. of A.E.S., the students are present on the visit from B.sc.T.Y are Biyani Sushil, Kanpuriya Arjun, Rasal Pratham, Sargad Anil, Gayakwad Vikas , Sargad Nikita, Khodke Vaishnavi, Jojar Sandhya, Gayakwad Devika , Kamble Sonal, Ghuge Priyanka are participated and from B.sc.S.Y Aaditi , Pallavi, Naresh , Shruti, Neha , Anushka , Pavan Mandge and some students from B.sc.F.Y are also participated in this visit.

Due to the guidance of Dr. Ram Kabra (MD Pathologist), our HOD of Zoo Dr. Salve sir, Prof. P.P. Joshi sir and Prof. Vishwanath Jatte sir of MLT of A.E.S. Hingoli the visit to the pathology lab was succeed.



We are the students of B.sc.T.Y and also the students of Clinical pathology are thanking to Dr. Ram Kabra sir , for their proper guidance and I am thanking to our HOD of Zoo Dr. Salve sir, Prof. Dr. P.P. Joshi sir and Prof. Vishwanath Jatte sir for the Nice Pathology Visit.

**Thanking You...**



**A report submitted by-  
Sushil Biyani (B. Sc. TY)**

**Adarsh Education Society's**  
**Arts, Commerce and Science College, Hingoli-431513**  
**Department of Zoology**

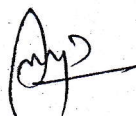
**Career Oriented Certificate Course in Zoology**

**'CLINICAL PATHOLOGY'**

**TIME TABLE**

Sr. No.	Date	Time (pm)	Topic	Teacher	Theory/ Practical
1	02/01/23	3.00-4.00	Inauguration/Introduction/ Scope	Dr. BS Salve & Dr. PP Joshi	Theory
2	03/01/23	3.00-4.00	Definition, Components	Dr. BS Salve	Theory
3	04/01/23	3.00-4.00	Cells – Structure and Functions of cells,	Dr. BS Salve	Theory
4	05/01/23	3.00-4.00	Lymph. Collection of Blood.	Dr. BS Salve	Theory
5	06/01/23	3.00-4.00	Collection of capillary blood by skin puncture	Dr. BS Salve	Theory
6	07/01/23	3.00-4.00	Collection of blood by Venipuncture,	Dr. BS Salve	Theory
7	09/01/23	3.00-4.00	Collection of arterial blood, Criteria for sample collection	Dr. BS Salve	Theory
8	10/01/23	3.00-4.00	Haemoglobin - Normal structure	Mr. V Jatte	Theory
9	11/01/23	3.00-4.00	Determination of haemoglobin by various methods - Anaemia	Mr. V Jatte	Theory
10	12/01/23	3.00-4.00	Study of Blood Cell Count - Total WBC Total RBC Count, Platelets Count,	Mr. V Jatte	Theory
11	13/01/23	3.00-4.00	Absolute Eosinophil Count, Reticulocyte Count	Mr. V Jatte	Theory
12	14/01/23	3.00-4.00	Study of Blood Smear for differential WBC Count - Preparation and Staining of smears,	Mr. V Jatte	Theory
13	16/01/23	3.00-4.00	Counting Methods, Morphology of White cells, Types of White Cells,	Mr. V Jatte	Theory
14	17/01/23	11.00-3.00	<b>Visit to Nath-Gajanan Patholab</b>	Dr. PP Joshi	<b>Visit</b>
15	18/01/23	3.00-5.00	Determination of blood group of provided blood sample	Dr. BS Salve	Practical

16	28/01/23	3.00-5.00	Study of Microscopic Examination of urine	Dr. PP Joshi	Practical
17	30/01/23	3.00-5.00	Determination of haemoglobin	Dr. BS Salve	Practical
18	06/02/23	3.00-5.00	Determination of Total Count of RBC, WBC	Mr. V Jatte	Practical
19	07/02/23	3.00-5.00	Determination of differential WBC Count by blood Smear	Mr. V Jatte	Practical
20	08/02/23	3.00-5.00	Study of normal and abnormal constituents of Urine	Mr. V Jatte	Practical
21	09/02/23	3.00-5.00	Quantitative tests for urine from normal and diabetic	Mr. V Jatte	Practical
22	10/02/23	3.00-4.00	Urine Analysis	Dr. PP Joshi	Theory
23	11/02/23	3.00-4.00	Urinary System, Physiology of Mechanism of Urine formation	Dr. PP Joshi	Theory
24	15/02/23	3.00-4.00	Constituents and composition of Urine	Dr. PP Joshi	Theory
25	16/02/23	3.00-4.00	Renal Function Tests	Dr. PP Joshi	Theory
26	17/02/23	3.00-5.00	Collection and preservation of Urine Sample	Dr. PP Joshi	Practical
27	27/02/23	3.00-5.00	MCQ Exam Google form	Dr. PP Joshi	Exam
28	28/02/23	3.00-5.00	Certificate Distribution	Dr. BS Salve & Dr. PP Joshi	Program



Course Coordinator  
(Dr. P.P. Joshi)



HOD, Zoology Dept.  
(Dr. B.S. Salve)

प्रति,

दि. 31-03-2023

मा. प्राचार्य साहेब,  
आदर्श महाविद्यालय,  
हिंगोली.

विषय :- COC-COURSE अहवाल स्विकृतीबाबत  
संदर्भ :- सूचना दिनांक 25-02-2023

महोदय,

वरिल विषयास अनुसरून आपल्या सेवेत  
विनंती करण्यात येते की आपली सूचना व मान्यतेनुसार  
समाजशास्त्र विभागाच्या वतीने "महिला सक्षमीकरण"  
या विषयावर आधारित दिनांक 01 मार्च 2023 ते  
21 मार्च 2023 पर्यंत COC-COURSE यशास्वीपणे  
पूर्ण झालेला असून सदरिल COC प्रमाणपत्र कोर्ससाठी  
एकूण 74 विद्यार्थ्यांनी प्रवेश घेतलेला होता.  
समाजशास्त्र विभागाच्या वतीने सुरु करण्यात आलेल्या  
"महिला सक्षमीकरण" या शिर्षकानुसार सर्व विद्यार्थ्यांनी  
उपयुक्त आणि महत्त्वपूर्ण ढरतीत कामा उद्देशा हेतून  
अभ्यासक्रम तयार करण्यात आला. आणि सदरिल  
अभ्यासक्रम हा 15 दिवसात परीक्षा पुढे तासाच्या  
दोन तासांच्या घेऊन पूर्ण करण्यात आलेला आला.  
याच अभ्यासक्रमावर आधारित एकूण 50 गुणांची  
मदद पद्धतीने एक तास या वेळेमध्ये दि. 21-03-23  
रेजी परीक्षा घेण्यात आली. या COC कोर्स समाप्ता  
परिक्षेकरीता एकूण 74 विद्यार्थ्यांची उपस्थिती होती.  
सर्व परिक्षार्थी विद्यार्थ्यांचे पेपर मुल्यांकन  
करण गुणदान करण्यात आले. आणि सर्व यशास्वी  
विद्यार्थ्यांना मा. प्राचार्य यांच्या शुभ हस्ते दि.  
रेजी प्रमाणपत्राचे वितरण करण्यात आले.

NAAC  
BOMMAD  
11.5.23

अभिप्रेत  
समाजशास्त्र विभाग

दिनांक :- 25/02/2023

## सुचना

वरीष्ठ महाविद्यालयातील कला, वाणिज्य व विज्ञान तथा पदव्युत्तर वर्गाच्या सर्व विद्यार्थ्यांना सूचित करण्यात येते की, आपल्या महाविद्यालयात समाजशास्त्र विभागाच्या वतीने **महिला सक्षमीकरण** या विषयावर आधारीत प्रमाणपत्र अभ्यासक्रम (COC - Certificate Course ) दि. 01/03/2023 बुधवार पासुन सुरु करण्यात येत आहे. तरी इच्छुक विद्यार्थ्यांनी आपला प्रवेश निश्चीत करण्यासाठी समाजशास्त्र विभागप्रमुख डॉ. व्ही. एन. खंडारे व डॉ. विलास पवार यांच्याशी संपर्क साधावा.

प्राचार्य/समाजशास्त्र



प्र. प्राचार्य

कार्य निदेशक संस्थेचे,

कला, वाणिज्य व विज्ञान महाविद्यालय,

छोटी वि. हिंगोली

*Adarsh Education Society's*  
**Arts, Commerce & Science College, Hingoli.**  
**Department of Sociology**  
**Organization of Certificate Course 2022-23**  
**on**  
**"Woman Empowerment"**

**1. Introduction**

Woman empowerment refers to making women powerful to make them capable of deciding for themselves. Women have suffered a lot through the years at the hands of men. In earlier centuries, they were treated as almost non-existent. As if all the rights belonged to men even something as basic as voting.

**2. Importance of the Course**

- Students enrolling for this course will be given a "Certificate of Participation" after successful completion of the course
- Participating students in this course will help the students to understand their rights regarding woman empowerment
- Women empowerment refers to making women powerful to make them capable of deciding for themselves.

**3. Objectives**

- Self empowerment through individual action.
- Mutual empowerment i.e. interpersonal.
- Social empowerment in the outcome of social action.

**4. Course Outcomes**

- Explain the key concept of Woman Empowerment.
- Explain the role of Woman Empowerment in Democratic region.
- Discuss the role of Woman Empowerment in social activities.

**5. Eligibility for Admission**

Participant students who want to apply for this certificate course shall possess the following qualifications.

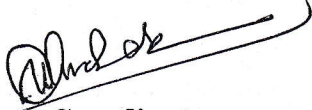
A) 12<sup>th</sup> Pass or B) Currently Learning Any Degree Course.

**6. Duration of the Course**

The course will be conducted daily 02 lecture of 1 hour. Total duration of the course will be for 30 hours. Course start date is 01/03/2023 and end date is 15/03/2023.

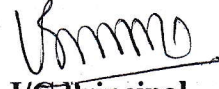
## 7. Evaluation Method

There will be an examination for evaluation, conducted by the Department of Sociology at the end of the course. Examination will be based on syllabus and examination will be held MCQ type pattern. Minimum 50% marks and 75% attendance are required for passing.



**Course Coordinator**

**Dr. V.N. Khandare-Govande**



**I/C Principal**

**Dr. Vilas Aghav**

**I/C PRINCIPAL**

**ADARSH EDUCATION SOCIETY'S  
Art's Commerce & Science College**

**HINGOLI Dist. Hingoli**

**Department Of Sociology**  
**Syllabus for Course of Certificate (Sociology)**

**Women Empowerment Syllabus**

**Chapter – 1**

**Introduction**

- A) Background of Women Empowerment.
- B) Importance of Women –Empowerment.

**Chapter- 2**

**Development of women in social sector.**

- A) Marriage: Role of Women.
- B) Family: Role of Women.

**Chapter-3**

**Development of women in the financial sector.**

- A) role.
- B) Financial independence.

**Chapter-4**

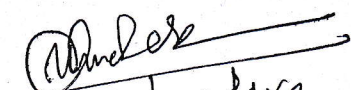
**Role of Women in Education.**

- A) Academic progress.
- B) Increased participation in education.

**Chapter-5**

**Role of women in the politics**

- A) Female leadership.
- B) Increasing participation of women in politics.

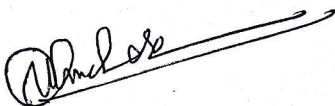
  
Dr. V.N. Khandare

Adarsh Education Society's  
Arts, Commerce & Science College, Hingoli.  
Department of Sociology  
Organization of Certificate Course 2022-23  
on  
"Woman Empowerment"


8. Time Table

	Day & Date	Time	Topic	Teacher
1	wednesday 01/03/2023	2:00 to 3:00 PM PM	SYLLABUS Introduction	Dr. V. N. Khandare
2	Thursday 02/03/2023	2:00 to 3:00	Background of Women Empowerment	Dr. V. N. Khandare
3	Friday 03/03/2023	2:00 to 3:00	— " —	Dr. V. N. Khandare
4	saturday 04/03/2023	2:00 to 3:00	Importance of Women Empowerment	Dr. V. N. Khandare
5	wednesday 08/03/2023	2:00 to 3:00	— " —	Dr. V. N. Khandare
6	Thursday 09/03/2023	2:00 to 3:00	Marriage; Role of Women	Dr. V. N. Khandare
7	Friday 10/03/2023	2:00 to 3:00	— " —	Dr. V. N. Khandare
8	saturday 11/03/2023	2:00 to 3:00	Family; Role of Women	Dr. V. N. Khandare
9	monday 13/03/2023	2:00 to 3:00	— " —	Dr. V. N. Khandare
10	Tuesday 14/03/2023	2:00 to 3:00	— " —	Dr. V. N. Khandare
11	wednesday 15/03/2023	2:00 to 3:00	Financial sector Role of women	Dr. V. N. Khandare
12	Thursday 16/03/2023	2:00 to 3:00	— " —	Dr. V. N. Khandare
13	Friday 17/03/2023	2:00 to 3:00	— " —	Dr. V. N. Khandare
14	saturday 18/03/2023	2:00 to 3:00	independence	Dr. V. N. Khandare
15	monday 20/03/2023	2:00 to 3:00 PM PM	Economical independence	Dr. V. N. Khandare
16	wednesday 01/03/2023	3:00 to 4:00 PM PM	— " —	Dr. V. S. Pawar
17	Thursday 02/03/2023	3:00 to 4:00	— " —	Dr. V. S. Pawar
18	Friday 03/03/2023	3:00 to 4:00	Women Education	Dr. V. S. Pawar
19	saturday 04/03/2023	3:00 to 4:00	— " —	Dr. V. S. Pawar
20	wednesday 08/03/2023	3:00 to 4:00	Academic progress	Dr. V. S. Pawar
21	Thursday 09/03/2023	3:00 to 4:00 PM PM	— " —	Dr. V. S. Pawar

22	Friday 10/03/2023	3:00 to 4:00 PM PM	Increased in women education	Dr. V. S. Pawar
23	Saturday 11/03/2023	3:00 to 4:00	———— " ————	Dr. V. S. Pawar
24	Monday 13/03/2023	3:00 to 4:00	———— " ————	Dr. V. S. Pawar
25	Tuesday 14/03/2023	3:00 to 4:00	Role of polity	Dr. V. S. Pawar
26	Wednesday 15/03/2023	3:00 to 4:00	———— " ————	Dr. V. S. Pawar
27	Thursday 16/03/2023	3:00 to 4:00	Leadership	Dr. V. S. Pawar
28	Friday 17/03/2023	3:00 to 4:00	———— " ————	Dr. V. S. Pawar
29	Saturday 18/03/2023	3:00 to 4:00	Participation	Dr. V. S. Pawar
30	Monday 20/03/2023	3:00 to 4:00 PM PM	of women in politics.	Dr. V. S. Pawar
31	21/03/2023	2:00 - 3:00 PM PM	Exam.	Dr. V. S. Pawar

  
Course Coordinator

Dr. V.N. Khandare-Govande

  
I/C Principal

Dr. Vilas Aghay  
I/C PRINCIPAL  
ADARSH EDUCATION SOCIETY'S  
Art's Commerce & Science College  
HINGOLI Dist. Hingoli

# सूचना

## पोलीस भरती स्पर्धा परीक्षा पूर्वतयारी

### प्रमाणपत्र अभ्यासक्रम

आदर्श शिक्षण संस्थेच्या आदर्श महाविद्यालयांत प्रवेशीत असलेल्या आजी-माजी विद्यार्थ्यांना पोलीस भरतीचा लेखी परीक्षा स्पर्धा परीक्षा पूर्वतयारी प्रमाणपत्र अभ्यासक्रम लोकप्रशासन विभागाच्या वतीने सुरू करण्यात येत आहे.

या अभ्यासक्रमांस पोलीस भरती करिता अर्ज केलेले सर्व विद्यार्थी विद्यार्थिनी पात्र आहेत.

१. प्रवेश नोंदणी करण्यासाठी खालील कागदपत्रांची आवश्यकता आहे.
२. आदर्श महाविद्यालयाचे ओळखपत्र छायांकित (झेरोक्स) प्रत
३. अलीकडील काळात काढलेला रंगीत पासपोर्ट फोटो.
४. जात प्रमाणपत्राची सत्य व साक्षांकित प्रत
५. पोलीस भरती प्रक्रियेतील शारीरिक क्षमता चाचणीचे प्रवेश पत्र अर्थात हॉल तिकीट
६. अभ्यासक्रम शुल्क २० /-
७. दिनांक २५ फेब्रुवारी २०२३ पर्यंत नाव नोंदणी करणाऱ्यांनाच या प्रमाणपत्र अभ्यासक्रमास प्रवेश देण्यात येईल.

प्रवेश प्रक्रिये संबंधी काही अडचणी असल्यास खालील WhatsApp क्रमांकावर आपले स्वतःचे नाव, वर्ग, रोल नंबर लिहून आपली समस्या थोडक्यात लिहावी.

डॉ. दयाराम द मस्के

7276193979

डॉ. सुधाकर ना भालेराव

93255 30029

प्रभारी प्राचार्य



75  
आजादी का  
अमृत महोत्सव

आदर्श शिक्षण संस्थेचे

# आदर्श महाविद्यालय, हिंगोली

स्पर्धा परीक्षा पूर्वतयारी  
प्रमाणपत्र अभ्यासक्रम

लोकप्रशासन विभाग

१५ मार्च ते २० एप्रिल २०२३

डॉ. दयाराम द. मस्के  
(लोकप्रशासन, विभाग प्रमुख)

NAAC  
BMMO  
P. 3. 23

# अनुक्रमणिका

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## प्रस्तावना

महाराष्ट्र राज्य शासनाने २०२२ या वर्षामध्ये नोकर भरतीच्या विविध जाहिराती प्रसिद्ध केलेल्या आहेत व नियमित प्रकाशीत होत आहेत. सदर जाहिरातीस अनुसरून महाविद्यालयीन शिक्षण घेणाऱ्या युवक - युवतींना नोकर भरती प्रक्रियेत यश मिळवता यावे यासाठी शासनाकडून प्रस्तुत संधी उपलब्ध करून देण्यात आलेली आहे. महाराष्ट्र राज्यातील सर्वच आस्थापना व विशेषतः ३६ जिल्हे तसेच राज्य राखीव पोलीस दल, रेल्वे पोलीस, पोलीस चालक आणि पोलीस शिपाई या पदांसाठी अर्ज मागविण्यात आलेले आहेत. सुरुवातीच्या काळात अर्जांची छाननी करून वैद्य असलेल्या अर्जदारास शारीरिक क्षमता चाचणी करिता पाचारण करण्यात आलेले आहे. सध्या संबंध महाराष्ट्र भर शारीरिक क्षमता चाचणी सुरू असून शारीरिक क्षमता चाचणी यशस्वीपणे पूर्ण करणाऱ्या उमेदवारास लेखी परीक्षेसाठी पाचारण करण्यात येणार आहे.

लेखी परीक्षेमध्ये महाराष्ट्र राज्यातील उमेदवारांची गुणात्मक क्षमता विकसित व्हावी यासाठी औरंगाबाद, मुंबई, पुणे, कोल्हापूर, नागपूर व नांदेड अशा महानगरामध्ये भरमसाठ फीस भरून निवास व भोजनाची खर्चाची तजवीज करत पोलीस भरतीचे उमेदवार तयारी करत आहेत. परंतु ज्यांना या महानगरांमध्ये जाऊन यश मिळवणे सुलभ नाही अशा सर्व उमेदवारांच्यासाठी आदर्श महाविद्यालयांमध्ये स्पर्धा परीक्षा पूर्वतयारी प्रमाणपत्र अभ्यासक्रम सुरू करण्यात येणार आहे.

### अभ्यासक्रमाची उद्दिष्टे

१. ग्रामीण भागातील युवक - युवतींना लेखी परीक्षेची तयारी करून घेणे
२. हिंगोली जिल्हा हा कृषीधारित अर्थव्यवस्थेशी निगडित असलेला जिल्हा असून महाविद्यालयीन तरुणांना ही सुविधा उपलब्ध करून देणे
३. महाविद्यालयीन तरुणांची नोकर भरतीमध्ये जास्तीत जास्त निवड होण्यासाठी प्रयत्न करणे.
४. या प्रमाणपत्र अभ्यासक्रमाच्या माध्यमातून विद्यार्थ्यांमध्ये स्पर्धा परीक्षांची तयारी करण्याची जिज्ञासा विकसित होणे
५. किमान वेळेत कमाल अभ्यास कसा करता येईल याचे मार्गदर्शन उपलब्ध करून देणे

### अभ्यासक्रमाची निष्पत्ती

१. महाविद्यालयीन मुलांमध्ये स्पर्धा परीक्षांची जाणीव जागृती होईल.
२. स्पर्धा परीक्षा यशस्वीपणे पूर्ण करून सार्वजनिक प्रशासनात त्यांचा सहभाग वाढेल पर्यायाने ते लोकप्रशासनाचे अविभाज्य अंग होतील
३. सर्वव्यापी आणि सर्वकष कल्याणकारी राज्याच्या प्रस्थापनेसाठी व लोकप्रशासनात सेवा संधी शोधणाऱ्यांना हा अभ्यासक्रम पथदर्शक ठरेल
४. बेरोजगार युवा वर्गास प्रशासनात सेवा कार्य करण्याची संधी व प्रोत्साहन मिळेल.

५. पारंपरिक अभ्यासक्रमातून विद्यार्थ्यांमध्ये स्पर्धा परीक्षांचा गुणात्मक विकास झाल्यास राज्य सेवा किंवा अखिल भारतीय सेवेत हे विद्यार्थी भविष्यात प्रवेशित होतील आणि यातूनच राज्य व भारतीय प्रशासनाची सेवा करतील

### **अभ्यासक्रमाचे महत्त्व**

हिंगोली हे जरी जिल्ह्याचे स्थान असले तरी ते ग्रामीण शहर म्हणून स्थिरावले आहे. या ठिकाणी महाविद्यालयात प्रवेशित असलेले विद्यार्थी हे बहुतांश हिंगोली व परिसरातील आहेत. येथील विद्यार्थ्यांची आर्थिक परिस्थिती हलाखीची, बेताची व जेमतेम असून त्यांना सजग सतर्क आणि कर्तव्यदक्ष निपुण नागरिक बनवण्यासाठी हा प्रमाणपत्र अभ्यासक्रम उपयोगी ठरेल. लोकप्रशासन विषयांतर्गत प्रशासनाच्या विविध शाखांचा अभ्यास केला जातो. **कर्मचारी वर्ग प्रशासन** आणि या कर्मचारी वर्ग प्रशासनाच्या अंतर्गत **भरती** या घटकाचा प्रामुख्याने अभ्यासक्रम समाविष्ट करण्यात येतो.

**भरती** या घटकांतर्गत पोलीस भरती या उपघटकाची प्रस्तुत अभ्यासक्रमासाठी निवड करण्यात आलेली आहे. कोणत्याही महानगराच्या ठिकाणी न जाता महाविद्यालयीन विद्यार्थ्यांला नियमित महाविद्यालयीन अध्ययन करतच पोलीस भरती या प्रक्रियेचे मार्गदर्शन महाविद्यालयामध्ये उपलब्ध होईल.

### **अभ्यासक्रमाचा कालावधी**

०१ महिना अर्थात ०१ मार्च ते ३० एप्रिल.

प्रत्येक दिवशी घड्याळी ०२ तास अध्यापन करण्यात येईल.

### **मूल्यमापन पद्धती**

वस्तुनिष्ठ बहुपर्यायी प्रश्नपत्रिकांच्या आधारे मूल्यमापन करण्यात येईल.

### **अभ्यासक्रमासाठी पात्रता**

१. उमेदवार हा / ही आदर्श शिक्षण संस्थेचे विद्यार्थी - विद्यार्थिनी असावेत.

### **प्रवेश शुल्क**

नाममात्र १००/-


## अभ्यासक्रम

- १ Current events of state, national and international importance.  
(राज्य, राष्ट्रीय आणि आंतरराष्ट्रीय स्तरावरील महत्वाच्या चालू घडामोडी)
- २ History of India (with special reference to Maharashtra) and Indian National Movement.  
(भारतीय इतिहास [महाराष्ट्राच्या संदर्भात] व राष्ट्रीय चळवळ)
- ३ Maharashtra, India and World Geography – Physical, Social, Economic Geography of Maharashtra, India and the World.  
(महाराष्ट्राचा, भारताचा व जगाचा भौतिक, सामाजिक व आर्थिक भूगोल)
- ४ Maharashtra and India – Polity and Governance – Constitution, Political System, Panchayati Raj, Urban Governance, Public Policy, Rights issues, etc.  
(महाराष्ट्राची व भारताची राज्यव्यवस्था आणि शासन)
- ५ Economic and Social Development – Sustainable Development, Poverty, Inclusion, Demographics, Social Sector initiatives, etc.  
(आर्थिक व सामाजिक विकास)
- ६ General issues on Environmental Ecology, Bio-diversity and Climate Change-that do not require subject specialisation.  
(पर्यावरणीय परिस्थिती)
- ७ General Science  
(सामान्य विज्ञान)

## वेळापत्रक

अ.क्र.	प्राध्यापक	दिनांक	वार	वेळ
१	डॉ. डी. डी. मस्के	१५ मार्च २०२३	बुधवार	४-५
२	डॉ. एस. एन. भालेराव	१५ मार्च २०२३	बुधवार	५-६
३	डॉ. डी. डी. मस्के	१६ मार्च २०२३	गुरुवार	४-५
४	डॉ. एस. एन. भालेराव	१६ मार्च २०२३	गुरुवार	५-६
५	डॉ. डी. डी. मस्के	१७ मार्च २०२३	शुक्रवार	४-५
६	डॉ. एस. एन. भालेराव	१७ मार्च २०२३	शुक्रवार	५-६
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१०	डॉ. एस. एन. भालेराव	२० मार्च २०२३	सोमवार	५-६
११	डॉ. डी. डी. मस्के	२१ मार्च २०२३	मंगळवार	४-५
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१४	डॉ. एस. एन. भालेराव	२३ मार्च २०२३	बुधवार	५-६
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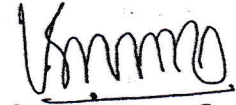
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डॉ. एस. एन. भाले

दिनांक: 20.2.2023

## सूचना

महाविद्यालयातील सर्व विद्यार्थी आणि विद्यार्थिनींना सूचित करण्यात येते कि, ग्रंथालय विभागातर्फे "ग्रंथालय व माहितीशास्त्र" हा प्रमाणपत्र अभ्यासक्रम सुरु करण्यात येत आहे तरी इच्छुक विद्यार्थी आणि विद्यार्थिनींनी नोंदणी साठी ग्रंथालयात संपर्क साधावा.



**प्र. प्राचार्य**

उभयरी प्राचार्य

दूरदर्श शिक्षण संस्थेचे,  
पत्रा, डॉ. वि. ज्य. व. दि. ज्ञान महाविद्यालय,  
हिंगोली जि. हिंगोली

*Adarsh Education Society's*

**Arts, Commerce and Science College, Hingoli**

**Department of Library**

**Certificate Course in Library and Information Science**

**Introduction**

With the permission of respected principal sir our college library is organizing certificate course in library and information science. This course is perfectly designed only for students who are learning in our college.

The 21st century has brought a million of changes in the library and information science courses as well as on the jobs. jobs in Library and Information Science are presently in demand. Individuals in this profession act as a bridge between the individuals, information and innovation Library and Information Science professionals have specialized training and skills to manage the library. They learn these skills through different certificate courses in library and information science. Interested candidates can pursue library science certificate course .

This certificate course in Library and Information Sciences provides students with the knowledge and skills needed to organize, collect, and present information. This program is for students who want to work in the library field as paraprofessionals.

This certificate course is intended for students looking for entry-level positions in library and information science related fields, such as information management, archival research, and cataloging. Students who have a background in these fields will be prepared for many different positions, including those in universities, schools, and government libraries. Whether wish to work as a librarian in a large corporation or for a local public library, a certificate course in library and information science will give you a leg-up in your search for a career in this field.

**Importance:**

- Participant Students will be able to understand about the library and information science.

- Students enrolling for this course will be given a “certificate of participation” after successful completion of the course.
- It will help to enhance the curiosity regarding library.
- It will help to promote reading habit among student participants.

### **Scope**

If students are interested in pursuing a career in information science, a Certificate Course in Library and Information Science can be a great choice. This course focuses on the secretary sciences and has a wide range of career options, including working for government libraries.

### **Objectives:**

- This course will provide basic introduction to student’s participants regarding library and information science
- To motivate students towards learning new things.
- students will understand methods for learning and describing the information needs of various users and communities.
- How libraries and information centers can work with these communities toward meeting their needs.

### **Course Outcome:**

- Helps to understand the library and information science as a profession
- Discuss the role of library and information science.
- Explain the key concept of library and information science.
- Describe the interaction between the new technology and library science.

### **Eligibility:**

12<sup>th</sup> pass as well as student appearing from any faculty.

### **Duration of the course:**

Total duration of this course will be of 30 hours

### **Evaluation Method:**

The evaluation of this certificate course will be done by conducting examination. The examination will be conducted by library department only. It will be based on course syllabus and will be held MCQ type pattern. Minimum 50% marks and 75% attendance will be mandatory for qualifying the examination.

### **Syllabus**

#### Unit 1: library as social institution

- Meaning and definition of library
- Social and historical foundation of library.
- Types of libraries-features and function.
- Five laws of library science.

#### Unit 2: Information sources & services.

- Reference and information sources
- Types of information sources.
- Internet as a source of information.

#### Unit 3: library and information science profession

- Attribution of profession
- Librarianship as a profession
- Professional ethics

#### Unit 4: Use of ICT in Libraries

- Impact of information technology on libraries.
- Library automation basic concept.
- Google tools most useful applications
- E-resources

**Adarsh Education Society's**  
**Arts, Commerce & Science College, Hingoli**

**Library Department**

**TIMETABLE**

<b>Sr.No.</b>	<b>DAY &amp; DATE</b>	<b>TIME</b>	<b>TOPIC</b>	<b>TEACHER</b>
1	01.03.2023	3.00pm-4.00pm 4.00pm-5.00pm	library as social institution	Shri.Sachin Chaudhari
2	02.03.2023	3.00pm-4.00pm 4.00pm-5.00pm	Meaning and definition of library	Shri Sachin Chaudhari
3	03.03.2023	3.00pm-4.00pm 4.00pm-5.00pm	Meaning and definition of library	Shri Sachin Chaudhari
4	04.03.2023	3.00pm-4.00pm 4.00pm-5.00pm	Social and historical foundation of library.	Shri Sachin Chaudhari
5	05.03.2023	3.00pm-4.00pm 4.00pm-5.00pm	Social and historical foundation of library.	Shri Sachin Chaudhari
6	06.03.2023	4.00pm-5.00pm	Types of libraries-features and function.	Shri Sachin Chaudhari
7	07.03.2023	4.00pm-5.00pm	Types of libraries-features and function.	Shri Sachin Chaudhari
8	08.03.2023	4.00pm-5.00pm	Types of libraries-features and function.	Shri Sachin Chaudhari

9	09.03.2023	4.00pm-5.00pm	Five laws of library science.	Shri Sachin Chaudhari
10	10.03.2023	4.00pm-5.00pm	Five laws of library &	Shri Sachin Chaudhari
11	11.03.2023	4.00pm-5.00pm	Types of information sources	Shri Sachin Chaudhari
12	12.03.2023	4.00pm-5.00pm	Types of information sources	Shri Sachin Chaudhari
13	13.03.2023	4.00pm-5.00pm	Internet as a source of information.	Shri Sachin Chaudhari
14	14.03.2023	4.00pm-5.00pm	Internet as a source of information.	Shri Sachin Chaudhari
15	15.03.2023	4.00pm-5.00pm	library and information science profession	J.R. Shankpale
16	16.03.2023	4.00pm-5.00pm	Attribution of profession	J.R. Shankpale
17	17.03.2023	4.00pm-5.00pm	Librarianship as a profession	J.R. Shankpale
18	18.03.2023	4.00pm-5.00pm	Professional ethics	J.R. Shankpale
19	19.03.2023	4.00pm-5.00pm	Use of ICT in Libraries	J.R. Shankpale
20	20.03.2023	4.00pm-5.00pm	Use of ICT in Libraries	J.R. Shankpale
21	21.03.2023	4.00pm-5.00pm	Impact of information technology on libraries.	J.R. Shankpale
22	22.03.2023	4.00pm-5.00pm	Impact of information	J.R. Shankpale

			technology on libraries.	
23	23.03.2023	4.00pm-5.00pm	Library automation basic concept.	J.R. Shankpale
24	24.03.2023	4.00pm-5.00pm	Google tools most useful applications	J.R. Shankpale
25	25.03.2023	4.00pm-5.00pm	E-resources	J.R. Shankpale

Course Co-Ordinator

**J.R. Shankpale**

**LIBRARIAN**

Adarsh Education Society's

Art's Commerce & Science

College, HINGOLI-431 513

(Dist. Hingoli (M.R.))

  
I/C Principal

**Dr. Vilas Aghav**

**I/C PRINCIPAL**

ADARSH EDUCATION SOCIETY'S

Art's Commerce & Science College

HINGOLI Dist. Hingoli

Adarsh Education Society's

# ARTS, COMMERCE & SCIENCE COLLEGE, HINGOLI



**CERTIFICATE COURSE**  
**IN YOGA**

NAAC  
Bommo  
2.3.23

**Department of Sports**

*Adarsh Education Society's*

## **Arts, Commerce & Science College, Hingoli**

### **Dept of Sports**

**Name of Course: Certificate Course on Yoga**

#### **Introduction:**

Yoga is essentially based on an extremely subtle Science, which focuses on bringing harmony between mind & body the students. It is an art & Science of healthy living.

An ancient system of Practices used to balance the mind and body through exercise, meditation & control of breathing and emotions.

#### **Aim of Yoga :**

The ultimate aim of yoga is to experience the truth by realizing the true nature of ourself and universe. The one can become free from the chain of cause and effect which brings us to earthly life again and again. In that highest State of yogic realization, one's real nature - eternal existence, supreme wisdom.

According to yoga the self (Soul) is timeless, unchanging and free of Sorrows. Yoga is therefore a spiritual quest.

#### **Course outcomes:**

Upon completion of the course students should be able to

- 1) Improve physical conditioning related to flexibility through participation in Yoga
- 2) Develop and maintain personal yoga practices
- 3) Get relaxed from tension full life by doing yoga

#### **Importance of yoga.**

Slow movements and deep breathing increase blood flow and warm up muscles while holding a pose can build strength balance one foot while holding the other foot to your calf or above the knee at a right angle.

The strengthening and lightening effects of yoga can improve mobility & function, helping the body to recover from physical injury and

the benefits of mental health can lead to improved sleep from Pattern & enhanced wellbeing, greatly improving your quality of life.

The Practice of Yoga is very much important for the body & mine. The Practice of yoga has many good benefits both bodies as well as mind. Regular practicing of yoga helps to maintain the physical balance of the body. It also improves blood circulations of the body and relieves stress.

### **Duration of course**

from 10<sup>th</sup> March 2023 – 25<sup>th</sup> March 2023

### **Course Evaluation System**

1) Theory            2) Practical.

### **Course time table**

Morning    -        06:30 am to 07.30 am

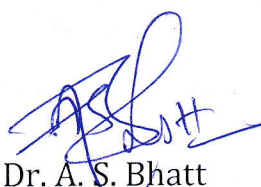
Evening    -        04:30 pm to 05:30 pm

### **Time - Table**

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
06:30 am to 07.30 am	NSR	BTR	SRW	ASB	BTR	NSR
04:30 pm to 05:30 pm	ASB	NSR	BTR	NSR	ASB	SRW

### **Qualification of Course :**

1) Any Candidate belonging to college as regular student.

  
Dr. A. S. Bhatt  
Co-ordinator

## Syllabus

### Certificate Course on Yoga

#### Department of Physical Education and Sports

प्रस्तावना :-

योग परिचय :-

योग पुरक सुक्ष्म व्यायाम :-

आसन :-

उभे राहून करावयाचे आसन :- १.ताडासन २. वृक्षासन ३. त्रिकोनासन  
४.धृवासन ५.गरुडासन ६.पादहस्तासन ७.शिरशासन

बैठक स्थितीतले आसन :- १.पश्चिमोतानासन २.मत्सासन ३.अर्धमत्सेन्द्रासन  
४.गोमुखासन

पोटावरचे आसन :- १.मक्रासन २.भुजगांसन ३.धनुरासन  
४.शलभासन


पाठीवरचे आसन :- १.द्विजक्रीकासन २.अर्धहलासन ३.चक्रासन  
४.मर्कटासन ५.सुप्तगर्भासन ६.पवनमुक्तासन

प्राणायाम :- १.भस्त्रीका २.कपालभाती ३.बाहय प्राणायाम  
४.अनुलोम विलोम ५.उद्गीत प्राणायाम

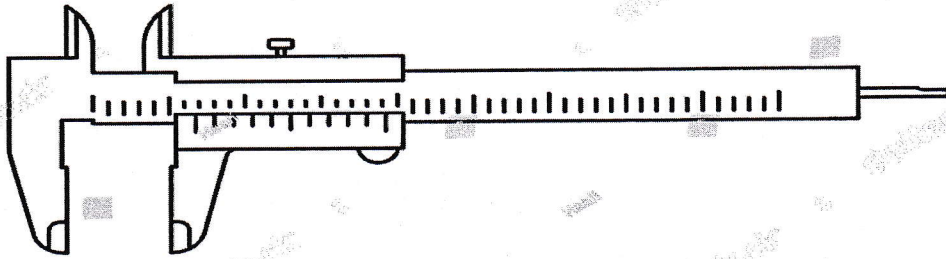
भारतीय दंड व बैठका :-

सूर्यनमस्कार :-

आहार :-

  
(Dr. A.S. Bhatt)

Proposal for Certificate Course on  
**Measurements in Physics**



Submitted By:

**Dr. Satyajit D. Chavan**

**(Department of Physics)**

Submitted to:

**Principal**

**Adarsh Education Society's**

**Arts, Commerce and Science College, Hingoli**

NAAC  
Kamme  
23-5-23

## COURSE INFORMATION

### 1. Name: Measurements in Physics

### 2. Introduction:

This course aimed to acquire skills related to usage of the instruments for measurement of the physical and electrical quantities like thickness, breadth, radius, wavelength, resistance, voltage, current and other quantities using various equipments in physics. The students will learn selection of proper instruments handling them and also to use them. As this is a skill based course therefore it is expected that students will spend maximum time in laboratory for gaining hands-on training. These are basic quantities used in daytoday life, so this course will be very helpful and useful for students.

### 3. Objectives:

- i. To study various measurement instruments in Physics.(Varniar calliper, Screw gauge, traveling microscope etc.)
- ii. To understand technics of instruments for measurements.
- iii. To develop the skill of using equipments.
- iv. To explore the knowledge the of various equipments used for measurements in Physics.

### 4. Outcomes:

After the completion of certificate course students will be able to:

- a. Understand the basic concepts, principles of measurements.
- b. Develop skills in handling physics instruments
- c. Understand process of measurement technique

**5. Importance:**

The measurement in physics

1. Improve measurement skills in students.
2. Get perfection in measurement technique
3. The certification improves the knowledge of instruments use in day today life.

**6. Duration:**

- The course will be completed in thirty (30) clock hours (March and April 2023)

**7. Eligibility for Admission:**

Any Student enrolled for standard XI sci to BSc TY

**8. No. of Seats:**

10 (Ten) minimum

**9. Fees:**

Rs. 50 (Rupees fifty only) per student

**10. Evaluation Methodology:**

- An objective MCQ test-1 online.
- Minimum 50% marks are required to pass the course.
- A certificate will be awarded to the successful students

**11. Coordinators:**

1. Dr. S.D.Chavan
2. Mr. Kiran Suryawanshi

**12. Time Table:**

30 Classes will be conducted in online and offline mode in 10 days.

**13. Test :**

- Test will be conducted on Sunday 09:00 am to 10:00 am.

  
Dr.S.D.Chavan

" Reaccredited by NAAC 'B+' Grade " CGPA 2.54

*Adarsh Education Society's*

**ARTS, COMMERCE & SCIENCE COLLEGE**

Hingoli, Dist. Hingoli (MS) 431513

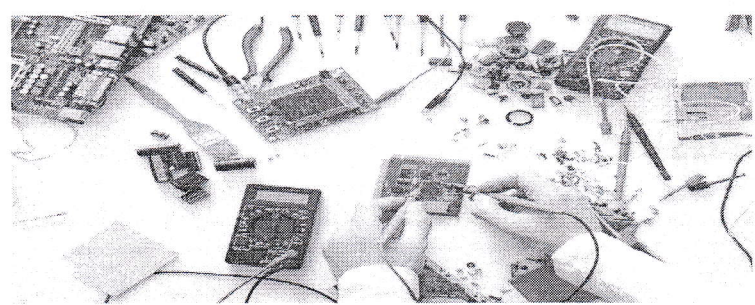
Affiliated to Swami Ramanand Teerth Marathwada University, Nanded

( UGC Approved 2F / 13B, Recognized by Govt. of Maharashtra )



Proposal for Certificate Course on

**Introduction to Maintenance and Repair of  
Electronic Equipments**



Submitted By:

**Dr. Pradeep D. Achole**

(Head, Department of Electronics)

Submitted to:

Principal

Adarsh Education Society's

Arts, Commerce and Science College, Hingoli

NAAC  
Bmm  
20.2.23

## COURSE INFORMATION

### 1. Name:

Introduction to Maintenance and Repair of Electronic Equipments

### 2. Introduction:

In the field of Electronics, we use numerous Equipments / Instruments. These Equipments must be maintained in good condition and if required must be repaired for proper functioning. In this course students are exposed to the task of repairing and maintaining the equipment through real experience. If students are equipped with these skills, most likely they are picked by various employers in Electronics industry.

### 3. Objectives:

- i. To understand working and testing of electronics components (Resistor, Inductors, Capacitors, Transformers, Transistors, Diodes, ICs etc.)
- ii. To Acquires skills of identifying technical specifications of electronic systems
- iii. To test the electronic components
- iv. To explore causes of failures of electronic components and devices in electronic systems
- v. To know maintenance procedure of electronics Equipments
- vi. To be able to repair common electronic Equipments such as power supply etc.
- vii. To boost confidence of students in handling electronic systems.

**4. Outcomes:**

After the completion of certificate course students will be able to:

- a. understand the basic concepts, principles and scientific theories in electronics
- b. develop more practical skills in the field of electronics
- c. understand working electronics components
- d. test electronic components and Equipments
- e. repair electronic Equipments
- f. maintain electronic Equipments

**5. Importance:**

The “Introduction to Maintenance and Repair of Electronic Equipments” certification enables students to:

1. gain laboratory/industrial experience with electronic Equipments
2. acquaint and equip the students with testing, maintenance, troubleshooting and repair procedures of electronic Equipments
3. The certification improves the prospects of the students for career advancement

**6. Duration:**

- The course will be completed in thirty-six (36) clock hours in Two months (March and April 2023)
- Workshop sessions will be conducted on Sundays and other holidays due to busy schedule of students as well as the course conductors on working days of the college

**7. Eligibility for Admission:**

Any Student enrolled for standard XI sci to BSc TY

**8. No. of Seats:**

10 (Ten)

**9. Fees:**

Rs. 500 (Rupees Five hundred) per student

**10. Evaluation Methodology:**

- An objective MCQ test-1 at the beginning to test pre-knowledge of students regarding maintenance and repair of electronic Equipments
- An experimental test-2 will be conducted at the end of the course
- A third and final objective MCQ test-3 will be conducted after completion of the course.
- Minimum 80% marks in test-2 and test-3 are required to pass the course
- A certificate will be awarded to the successful students

**11. Coordinators:**

1. Dr. Pradeep Achole (HOD, Electronics)
2. Mr. Rameshwar Devhade (Assistant Professor in Computer Science and Electronics)

### 12. Time Table:

Instructor	Sunday 05/03/23	Sunday 12/03/23	Sunday 19/03/23	Sunday 26/03/23	Sunday 02/04/23	Sunday 09/04/23	Sunday 16/04/23	Sunday 23/04/23	Sunday 30/04/23
<b>Dr. Pradeep Achole</b>	08:00 to 10:00 am	08:00 to 10:00 am	08:00 to 10:00 am	08:00 to 10:00 am	08:00 to 10:00 am	08:00 to 10:00 am	08:00 to 10:00 am	08:00 to 10:00 am	08:00 to 10:00 am
<b>Mr. Ram Devhade</b>	10:00 to 12:00 Noon	10:00 to 12:00 Noon	10:00 to 12:00 Noon	10:00 to 12:00 Noon	10:00 to 12:00 Noon	10:00 to 12:00 Noon	10:00 to 12:00 Noon	10:00 to 12:00 Noon	10:00 to 12:00 Noon

(Note: The content-wise time table will be provided in first session on first day.)

### 13. Test Dates:

- Test-1: 05/03/23 09:00 am to 10:00 am
- Test-2: 30/04/23 08:30 am to 10:30 am
- Test-3: 30/04/23 11:00 am to 12:00 Noon



Dr. Pradeep D. Achole

Head, Department of Electronics

Adarsh Education Society's  
ARTS, COMMERCE AND SCIENCE COLLEGE, HINGOLI  
A Career Oriented Course  
INTRODUCTION TO MAINTENANCE AND REPAIR OF ELECTRONIC EQUIPMENTS  
Conducted by  
DEPARTMENT OF ELECTRONICS  
**COURSE REPORT**

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In order to provide an opportunity to students to have more practical knowledge and skills, the department of Electronics has introduced this career-oriented course:

**“Introduction to Maintenance and Repair of Electronic Equipments.”**

**A] Course Statistics:**

- a. Four students did prefer to take on this course.
- b. Taking into consideration the regular classes of the students, the course was decided to be engaged on Sundays and on other public holidays.
- c. The stipulated time duration was of 36 clock hours divided in 09 such days and each day having 04 clock hours coursework. It is completed in 32 clock hours on such 08 days.
- d. The course was coordinated and instructed by Dr. Pradeep D. Achole, Associate professor and Head of the department of Electronics.
- e. Mr. Ram S. Devhade, Assistant professor in the department also instructed the course.
- f. In proposal, it was decided to charge a fee of Rs 500 per student. But on request of students, it was reduced to Rs 200 per student. A total fee of Rs. 800 (Rs Four Hundred) is collected.

**B] In this course:**

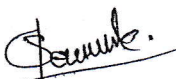
1. On the first day, in the beginning, an MCQ test (Test-1) is conducted to test the pre-knowledge of the participant students regarding the course.
2. A writeup by students regarding their expectations from the course was taken on the first day.


3. Basic knowledge of the Electronics Laboratory requirements such as types of wires, switches, pliers, cutters, strippers, soldering iron, solder, reducing wax, tagboard, breadboard, and correct methodology of their usage and their functions is imparted through Practice.
4. Essential passive electronic components such as Resistor, Inductor and Capacitor are dealt in detail with practical approach.
5. The important active electronic components and devices such as PN junction and other types of diodes, BJT, UJT, FET, MOSFET etc are discussed in detail.
6. Transformer (both Step-up and Step-down) is discussed in general and use of Step-down transformer in the Electronics Laboratory is emphasized.
7. Testing of various active and passive components using multi-meter is discussed and practiced.
8. Basic aspects of construction and functioning of various essential meter, instrument, and equipment such multi-meter (both Analog and Digital) Power Supply, Frequency Generator, LCR meter, Microprocessor Trainer Kit, Microcontroller Trainer Kit, CRO etc were taught and discussed with the students.
9. Students are exposed to internal circuitry of Analog multi-meter. The use of the meter in testing of different electronic components and in the process of repair and maintenance of electronic devices and Equipments was practically demonstrated and practiced.
10. Circuit building on tagboards by soldering the components is practiced sufficiently.
11. Desoldering of electronic circuits was also practiced.
12. Design aspects of Regulated Power supply are discussed with its block diagram.
13. Students are exposed to internal circuitry of an IC Regulated Power Supply.
14. A practical test (Test-2) to assess the students about the skills they have acquired through this course regarding repair and maintenance of Electronic Equipments is conducted.


15. A theoretical test (Test-3) to assess the knowledge acquired by the students through this course regarding repair and maintenance of Electronic Equipments is conducted.
16. Score obtained by students in Test-2 and Test-3 is used to determine success of the students.
17. All the students did pass the course successfully.
18. A **certificate** of completion of the course is given to all the successful students

### C] Conclusion

- i. Though we feel satisfied over our attempt and the efforts taken to conduct this course for the students, we are of the opinion that still there is a considerable room for improvement in conduction of the course.
- ii. The department will certainly make use of the students' feedback and the experience gained by the instructors to conduct such courses in future more successfully.
- iii. We are grateful towards our Principal Prof. Vilas Aghav Sir for his encouraging and helpful approach.
- iv. We are also thankful to all those who are directly or indirectly responsible for the successful completion of the course.

  
Course Instructor  
Mr. Ram Devhade  
(Asst. Prof.)

  
Course Coordinator & Instructor  
Dr. Pradeep Achole  
(HOD, Electronics)

  
Principal  
Prof. Vilas Aghav  
**I/C PRINCIPAL**  
ADARSH EDUCATION SOCIETY'S  
Art's Commerce & Science College  
HINGOLI Dist. Hingoli

दिनांक 03/05/2023

करियर ओरिएंटेड कोर्स - अहवाल

डेअरी टेक्नॉलॉजी

दिनांक 10/2/2023, माननीय प्राचार्या साहेब आदर्श महाविद्यालय, हिंगोली. यांच्या पत्रानुसार दुग्धशास्त्र (Dairy Science) विषयांमध्ये Dairy Technology करिअर ओरिएंटेड कोर्स दिनांक 1/3/2023 ते 10/4/2023 या कालावधीमध्ये सुरुवात करण्यात आला, दुग्धशास्त्र विषयातील व इतर विद्याशाखेतील 29 विद्यार्थ्यांनी करिअर ओरिएंटल कोर्स डेरी सायन्स मधून डेरी टेक्नॉलॉजी(Dairy Technology) या विषयास प्रवेशित झाले चार आठवड्यांचा शिकवणी कोर्स पूर्ण केल्यानंतर दिनांक 11/4/2023 रोजी परीक्षा घेण्यात आली, प्रश्नपत्रिकेत दीर्घोत्तरी प्रश्न व एम सी क्यू (रिकाम्या जागा भरा) पद्धतीने प्रश्न विचारण्यात आले. 29 विद्यार्थ्यांपैकी 28 विद्यार्थी उत्तीर्ण झाले त्यापैकी 26 विद्यार्थ्यांनी ए ग्रेड प्राप्त केला व दोन विद्यार्थ्यांनी बी ग्रेड प्राप्त केला. तर एक विद्यार्थी परीक्षेत अनुपस्थित राहिला. उत्तीर्ण झालेल्या सर्व विद्यार्थ्यांना माननीय प्राचार्य साहेब यांच्या हस्ते प्रमाणपत्र वितरित करण्यात आले.

धन्यवाद.

कोर्स कॉर्डिनेटर

*MAHE*  
*Konmd*  
*3.5.23*

**Adarsh Education Society's**  
**Arts, Commerce and Science College, Hingoli.**

**Department of Dairy Science**

**Certificate Course 22-23**

**On**

**Dairy Technology**

**Introduction:**

Today India is a first rank in Milk Production in the World. Milk is a valuable nutritious food that has a short life and requires careful handling. Milk IS highly perishable because it is an excellent medium for the growth of microorganism. That can cause spoilage and diseases in consumers. The new Technology like Pasteurization, Filtration, Clarification, Homogenization, Sterilization, and Reverse osmosis can increase the shelf life of Milk and Milk Products. In this Dairy sector technology word can improve the quality of Milk and Milk products through Processing of Milk, Manufacturing of Milk Products, upgraded Packaging, Refrigerated transporting, Storage and advance marketing. Demand for Milk and Milk Products in developing countries is growing with rising income, population growth, urbanization and changes in diets. The growing demand of Milk and Milk Products offers a good opportunity for producer in high potential.

**Importance:**

The Indian dairy industry has benefited greatly in recent years from technology- driven products, facilities and solutions. Technology will be critical in bringing in and maintaining the country's third white revolution. The role of technology in the dairy industry has grown from automated/ mechanized milk collection and testing the composition of milk at the village level to real time milk procurement, assessment of total milk quality parameters, automatic dairy plant operation and so on . With the click of a button, one can know track data/ information at the farmer level in the milk pool.

The right technology and its proper application are needed to assist the largely unorganized Indian dairy industry to structure itself better. The majority of the plan points or challenges experienced in handling a perishable commodity such as milk can only be solved bu using technology based solutions. An attempt is being made to digitizes as many data point as possible.

**Objectives of Course:**

1. To enlighten the students with introducing of technology concept in Dairy industry.
2. To inculcate Knowledge of production of hygienic milk, Manufacturing of Milk Products indigenous and western..
3. To enable students to understand the Physico- chemical properties of Milk.
4. To Know the Keeping quality of Milk and Utilization pattern of Milk
5. To make students aware about the Processing of Milk.

**Outcomes of the Course:**

1. Students will educate about the Composition of Milk, Physico- chemical Properties of Milk and Nutritive Value of Milk.
2. Student will learn the Signification of Milk and Milk products in Human diet.
3. Student will learn about the Processing of Milk.

**Utility of the Course:**

After completing one can work as a supervisor in a dairy plant either in equipment and plant design or project execution. He or She can also be a dairy consultant or take up entrepreneurial ventures in ice-cream, cheese, butter unit or Milk Plant. One can work as a Farm manager.

**Eligibility for Admission:**

Any student's who appeared for B.A, B.Com , B.Sc., B.C.S and B.C.A Course.

**Duration of the Course:**

The Duration of the Course will be 30 hours, including teaching, lab-work, Visit and Examination. It will begins from 01/03/2023 and end 10 /04/2023. Daily there will be one lecture or Practical or Visit.

**Evaluation Method:**

Evaluation on the basis of Attendance, M.C.Q, Theory, Practical and Excursion report.

Sr. No.	Evaluation Method	Marks
1	M.C.Q	20
2	Theory	40
3	Practical	20
3	Visit (Excursion Report)	10
5	Attendance	10

Note: Minimum 40% Marks are required to pass the course.

  
Department of Dairy science

**Adarsh Education Society's**  
**Arts, Commerce and Science College, Hingoli.**

**Department of Dairy Science**

**Certificate Course 22-23**

**On**

**Dairy Technology**

**Syllabus**

**Unit – I:**

1. Definition of Milk. Composition and Nutritive value of Milk.
2. Market Milk. Physico- chemical Properties of Milk.
3. Clean Milk Production and Factors Affecting of clean Milk Production.
4. Sources of Contamination of Milk.
5. Packaging and Transporting of Milk.
6. Chilling and Chilling Methods of Milk.

**Unit-II:**

1. Sensory Evaluation of Milk.
2. Processing of Milk: Filtration, Clarification and Standardization of Milk.
3. Keeping Quality of Milk in Different Temperature.
4. Utilization Pattern of Milk in India.
5. Different Indigenous Milk Products, Like Fermented, Concentrated and Coagulated Milk Products.
6. Special Milk: Toned Milk, Double Toned Milk, Reconstituted and Recombined Milk.

**Practical:**

1. Sampling of Milk.

2. Organoleptic Evaluation of Milk

3. Physico- chemical properties of Milk.

4. Visit: a) Dairy Laboratory Milk.

b) Processing Plant of Milk.

Adarsh Education Society's  
Arts, Commerce and Science College, Hingoli.

Department of Dairy Science

Certificate Course -23

Dairy Technology

Teaching Schedule of the course

Sr. No.	Date	Time	Topic	Name of Faculty	T/P
1	1/3/2023	3:10- 4:00pm	Composition of Milk.	PTG	T
2	2/3/2023	3:10-4:00 pm	Nutritive value of Milk.	PTG	T
3	3/3/2023	3:10-4:00 pm	Market Milk.	PTG	T
4	4/3/2023	3:10- 4:00pm	Clean Milk Production	PDJ	T
5	6/3/2023	2:12-3:00 pm	Factors affecting Clean Milk Production	PDJ	T
6	8/3/2023	3:10-4:00 pm	Factors affecting Clean Milk Production	PDJ	T
7	9/3/2023	3:10- 4:00pm	Physical Properties of Milk	PTG	T
8	10/3/2023	3:10-5:30 pm	Chemical Properties of Milk	PTG	P
9	11/3/2023	3:10-4:00 pm	Chemical Properties of Milk	PTG	T
10	13/3/2023	3:10- 4:00pm	Sources of Milk Contamination	PDJ	T
11	14/3/2023	3:10-4:00 pm	Packaging and Transportation of milk	PDJ	T
12	15/3/2023	3:10-4:00 pm	Chilling and chilling methods of Milk	PDJ	T
13	16/3/2023	2:12-3:00 pm	Chilling and chilling methods of Milk	PTG	T
14	17/3/2023	2:12-3:00 pm	Synthetic Milk	PTG	T
15	18/3/2023	3:10-5:30 pm	Sampling of Milk	PTG	P
16	20/3/2023	12: 36-1:24pm	Processing of Milk	PDJ	T
17	21/3/2023	3:10- 4:00pm	Filtration	PDJ	T
18	23/3/2023	3:10-4:00 pm	Clarification	PDJ	T
19	24/3/2023	3:10-4:00 pm	Standardization	PTG	T
20	25/3/2023	2:12-3:00 pm	Keeping Quality of Milk	PTG	T
21	27/3/2023	2:12-3:00 pm	Utilization pattern of Milk	PTG	T
22	28/3/2023	3:10-5:30 pm	Organoleptic test	PDJ	P
23	29/3/2023	12: 36-1:24pm	Indigenous Milk Products	PDJ	T
24	31/3/2023	3:10-5:30 pm	Fermented Milk Products, Dahi	PDJ	P
25	1/4/2023	3:10- 4:00pm	Concentrated Milk Products	PTG	T
26	3/4/2023	3:10-5:30 pm	Lab-test	PTG	P
27	5/4/2023	3:10-5:30 pm	Special Milks	PTG	P
28	6/4/2023	2:12-3:00 pm	Toned, Double toned	PDJ	T
29	8/4/2023	3:10-5:30 pm	Organoleptic Test	PDJ	P
30	10/4/2023	3:10-5:30 pm	Visit	PDJ	P

## सुचना

आदर्श महाविद्यालयातील कला, वाणिज्य व विज्ञान पदवी-पदव्युत्तर सर्व विद्यार्थ्यांना सुचित करण्यात येते की, आपल्या महाविद्यालयात मराठी व्याकरण व लेखन कौशल्य प्रमाणपत्र अभ्यास क्रम (Career Oriented Course In Marathi Grammer & Writing Skill) नव्याने सुरु करण्यात येत आहे. वेगवेगळ्या स्पर्धी परीक्षांसाठी या कोर्स चा उपयोग होणार आहे. आपले नियमित पदवी-पदव्युत्तर चे शिक्षण घेतानाच सोबत हा प्रमाणपत्र कोर्स सुध्दा पूर्ण करता येतो. याचा कालावधी सहा आठवडे म्हणजे दिड महिना इतका आहे. तरी इच्छुक विद्यार्थ्यांनी आपला प्रवेश मराठी विभागात संपर्क साधुन निश्चित करावा. सदरील प्रमाणपत्र अभ्यासक्रमाची माहिती खालील प्रमाणे आहे.

1. कोर्सचे नाव :- मराठी व्याकरण व लेखन कौशल्य प्रमाणपत्र अभ्यासक्रम
2. कोर्सचा कालावधी :- 20 एप्रिल ते 31 मे 2022.
3. प्रवेश पात्रता :- आदर्श महाविद्यालयातील नियमित पदवी व पदव्युत्तर शिक्षणक्रमास प्रवेशित कला, वाणिज्य व विज्ञान शाखेतील विद्यार्थी
4. प्रवेश फी :- कोर्स फी :-
5. प्रवेशासाठी अंतिम दिनांक :- 19 एप्रिल 2022
6. प्रवेशासाठी संपर्क :- प्रा. डॉ. शत्रुघ्न जाधव 9822242262.

डॉ. कोल्हे एम.आर. :- 9881604451

डॉ. मंगनाळे एम.एम. :- 8855987873

डॉ. सौंळके एल.एम. :- 8888025885

प्रा. लेकुळे एस.बी. :- 9834281529



H/C PRINCIPAL

ADARSH EDUCATION SOCIETY'S  
Art's Commerce & Science College,  
HINGOLI Dist. Hingoli

प्राचार्य / मुले / मुली / डॉ. एस.जी. जाधव

**आदर्श महाविद्यालय, हिंगोली**  
**मराठी विभाग**  
**मराठी व्याकरण व लेखन कौशल्य प्रमाणपत्र अभ्यासक्रम**  
**Certificate Course in Marathi Grammar**

1) कोर्सचे नाव - मराठी व्याकरण व लेखन कौशल्य प्रमाणपत्र अभ्यासक्रम

दि. 28.03.2022

Career Oriented Course in Marathi Grammar And Writing Skill.

2) प्रस्तावना - महाविद्यालयीन शिक्षण घेणाऱ्या बहुतांश विद्यार्थ्यांची मातृभाषा मराठी असते. त्यांच्या शिक्षणाचे माध्यमही मराठी असते. त्यातील काही विद्यार्थी मराठी व्दितीय भाषा घेणारे व ऐच्छिक मराठी घेणारे असतात. असे असले तरी हे विद्यार्थी मराठी भाषा व व्याकरणाचे कौशल्य त्यांच्याकडे नसते. हे कौशल्य आत्मसात करण्यासाठी या विद्यार्थ्यांना वेगळे प्रशिक्षण घेण्याची आवश्यकता असते. असे प्रशिक्षण सहसा कुठे उपलब्ध नसते. म्हणून आदर्श महाविद्यालयात मराठी विभागाच्या वतीने या प्रशिक्षणाची स्वतंत्र व्यवस्था करण्यात येत आहे.

3) कोर्सचे महत्त्व - 1. कार्यालयीन पत्रव्यवहारासाठी या कोर्सचा उपयोग होतो.

2. राज्यातल्या नोकरीविषयक सर्व स्पर्धा परीक्षेसाठी या कोर्सचा उपयोग होतो.

3. केंद्रीय लोकसेवा आयोगाच्या परीक्षेसाठी या कोर्सचा उपयोग होतो.

4. वृत्तपत्र व्यवसायात रोजगाराची संधी मिळते.

5. सर्जनशील ग्रंथलेखनासाठी हा कोर्स उपयुक्त आहे.

4) पात्रता - आदर्श महाविद्यालयातील नियमित पदवी व पदव्युत्तर शिक्षणक्रमास प्रवेशित कला, वाणिज्य व विज्ञान विद्याशाखेतील विद्यार्थी या कोर्ससाठी पात्र आहेत.

5) कालावधी - 6 आठवडे / 1 महिना 15 दिवस

6) वेळापत्रक -

अ.क्र.	वार	वेळ	हॉल नं-	प्राध्यापकाचे नाव	आठवड्यातील एकूण तासिका
1	मंगळवार	2:15 - 3:15		प्रा. कोल्हे एम.आर.	एकूण तासिका 05
2	बुधवार	2:15 - 3:15		डॉ. एस.जी. जाधव	
3	गुरुवार	2:15 - 3:15		प्रा. मंगनाळे एम.एम.	
4	शुक्रवार	2:15 - 3:15		प्रा. एल.एम. सोळंके	
5	शनिवार	2:15 - 3:15		प्रा. लेकुळे एस.बी.	
				एकूण तासिका -30	
				एकूण कालावधी - 1महिना- 15 दिवस	

नोट- उपरोक्त अभ्यासक्रम शिकवणाऱ्या सर्व अध्यापकांना प्रत्येकी 5 तासिका


अभ्यासक्रमाचे घटक

- 1) मराठी भाषेचा इतिहास - 2 तासिका
- 2) मराठी व्याकरणाचा विकासक्रम - 2 तासिका
- 3) प्रमाण मराठी लेखनाचे नियम - 16 तासिका
- 4) प्रात्यक्षिक - 10 तासिका

7) मूल्यमापन पध्दत - अंतिम लेखी चाचणी

- 8) उद्दिष्टे -
1. विविध व्यवसायासाठी मराठी व्याकरण व लेखन कौशल्याधारीत मनुष्यबळ निर्माण करणे.
  2. पारंपरिक भाषा अध्ययनासोबतच स्पर्धा परीक्षात्मक आव्हानांसाठी विद्यार्थ्यांना व्याकरण व मराठी भाषा कौशल्यासाठी सक्षम बनविणे.

- 9) निष्पत्ती -
1. या अभ्यासक्रमातून विद्यार्थी रोजगारासाठी स्वावलंबी होतो.
  2. विद्यार्थ्यांच्या लेखन व भाषिक कौशल्य क्षमतेचा सर्वांगीण विकास होतो.
  3. विद्यार्थ्यांना सर्जनशील लेखनाची प्रेरणा मिळून त्यातून लेखक-कवीची निर्मिती होते.

  
डॉ. शत्रुघ्न जाधव  
मराठी विभाग प्रमुख

मराठी व्याकरण व लेखन कौशल्य प्रमाणपत्र अभ्यासक्रम

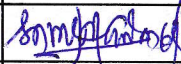
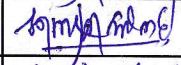
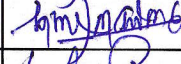
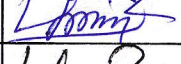
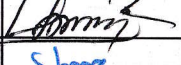

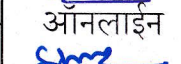
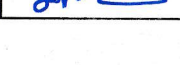
(Career Oriented Course in Marathi Grammar and Writing Skill)

वेळापत्रक

(Time Table)

COC सूचना

COC मराठी कौशल्य प्रमाणपत्र अभ्यासक्रमाच्या विद्यार्थ्यांना सूचित करण्यात येते की, पूर्वीच्या वेळापत्रकात खालीलप्रमाणे बदल करण्यात आलेला असून सर्वांनी या वेळापत्रकाप्रमाणे प्रत्यक्ष वर्गात हजर राहावे आणि त्याचबरोबर गुगलमिट (Google Meet) वर ऑनलाईन वर्गांनाही हजर राहावे जेणेकरून नियोजित वेळेत आपणास प्रस्तुत अभ्यासक्रमाची प्रमाणपत्रे प्रदान करता येतील.

अ.क्र.	दिनांक	वार	वेळ	हॉल नं.	अध्यापन घटक	प्राध्यापक	स्वाक्षरी
11	05/05/2022	गुरुवार	10.48 - 11.36	12	प्रमाण मराठी लेखनाचे नियम-4	डॉ. मारोती कोल्हे	
12	05/05/2022	गुरुवार	02.15-03.15	12	प्रमाण मराठी लेखनाचे नियम-4	डॉ. मारोती कोल्हे	
13	06/05/2022	शुक्रवार	10.48 - 11.36	12	प्रमाण मराठी लेखनाचे नियम-4 प्रात्यक्षिक	डॉ. मारोती कोल्हे	
14	06/05/2022	शुक्रवार	02.15-03.15	12	प्रमाण मराठी लेखनाचे नियम-5	डॉ. महेश मंगनाळे	
15	07/05/2022	शनिवार	10.48 - 11.36	12	प्रमाण मराठी लेखनाचे नियम- 5 व 6 प्रात्यक्षिक	डॉ. महेश मंगनाळे	
16	07/05/2022	शनिवार	02.15-03.15	12	प्रमाण मराठी लेखनाचे नियम-7	डॉ. लक्ष्मण सोळंके	
17	8/5/2022	रविवार	10.48 - 11.36	12	प्रमाण मराठी लेखनाचे नियम-8	डॉ. लक्ष्मण सोळंके	
18	8/5/2022	रविवार	02.15-03.15	12	प्रमाण मराठी लेखनाचे नियम- 7 व 8 प्रात्यक्षिक	डॉ. लक्ष्मण सोळंके	ऑनलाईन 

अ.क्र.	दिनांक	वार	वेळ	हॉल नं.	अध्यापन घटक	प्राध्यापक	स्वाक्षरी
19	9/5/2022	सोमवार	10.48 - 11.36	12	प्रमाण मराठी लेखनाचे नियम-9	प्रा. सुरेश लेकुळे	
20	9/5/2022	सोमवार	02.15-03.15	12	प्रमाण मराठी लेखनाचे नियम-10	प्रा. सुरेश लेकुळे	
21	10/5/2022	मंगळवार	10.48 - 11.36	12	प्रमाण मराठी लेखनाचे नियम- 9 व 10 प्रात्यक्षिक	प्रा. सुरेश लेकुळे	
22	10/5/2022	मंगळवार	02.15-03.15	12	प्रमाण मराठी लेखनाचे नियम-11	डॉ. शत्रुघ्न जाधव	
23	11/5/2022	बुधवार	10.48 - 11.36	12	प्रमाण मराठी लेखनाचे नियम-12	डॉ. शत्रुघ्न जाधव	
24	11/5/2022	बुधवार	02.15-03.15	12	प्रमाण मराठी लेखनाचे नियम- 11 व 12 प्रात्यक्षिक	डॉ. शत्रुघ्न जाधव	
25	12/5/2022	गुरुवार	10.48 - 11.36	12	प्रमाण मराठी लेखनाचे नियम-13	डॉ. मारोती कोल्हे	
26	12/5/2022	गुरुवार	02.15-03.15	12	प्रमाण मराठी लेखनाचे नियम-14	डॉ. महेश मंगनाळे	
27	13/05/2022	शुक्रवार	10.48 - 11.36	12	प्रमाण मराठी लेखनाचे नियम- 13 व 14 प्रात्यक्षिक	डॉ. मारोती कोल्हे	
28	13/05/2022	शुक्रवार	02.15-03.15	12	प्रमाण मराठी लेखनाचे नियम-15	डॉ. लक्ष्मण सोळंके	
29	14/05/2022	शनिवार	10.48 - 11.36	12	प्रमाण मराठी लेखनाचे नियम-16	प्रा. सुरेश लेकुळे	
30	14/05/2022	शनिवार	02.15-03.15	12	प्रमाण मराठी लेखनाचे नियम- 15 व 16 प्रात्यक्षिक	डॉ. शत्रुघ्न जाधव	

17/05/2022	मंगळवार	अंतिम लेखी परीक्षा	मा. प्राचार्य यांच्या मार्फत निकाल जाहीर करणे
18/05/2022	बुधवार	निकाल तयार करणे	
19/05/2022	गुरुवार	निकाल जाहीर करणे	
20/05/2022	शुक्रवार	प्रमाणपत्र वितरण	

**प्राचार्य**  
**आदर्श शिक्षण संस्थेचे,**  
**आदर्श महाविद्यालय, हिंगोली,**  
**हिंगोली.**

**Adarsh Education Society's Arts, Commerce and Science College,  
Hingoli**

**Department of Chemistry**

**Report of Certificate Course in Chemistry**

Department of Chemistry had organized a certificate course in "Water Sample and Chemical Analysis" in order to know the importance of water to the students, to make aware of water pollution and to develop analytical skill. The course was started from 4<sup>th</sup> April 2022 and ended on 23<sup>rd</sup> April 2022. The course was organized for 35 hours which include theory and practicals. Near about 27 students were participated in the course from BSc first, second and third year. Evaluation was done on the basis of attendance and examination. The question paper was of 40 marks and minimum passing was 16 marks. Out of 27 students 19 students cleared the examination and certificates were allotted to the passed students.

Incharge Principal Dr. V.B. Aghav sir guided and encouraged to conduct this certificate course and all the faculty Ms. Shaila wagh, Dr. Avinash Pawde, Mr. Amjad Khan Pathan, Mrs. Sandhya Ganjegaonkar and Mr. Balagi Kotkar took efforts for the successful completion of the course. The non-teaching staff Mr. P.N. Nagre, Mr. Lonkar, Mr. Vallapwar also helped a lot for the certificate course.

Wagh Shaila Sahebrao

H.O.D.

Dept. Of Chemistry

NAAC  
BMMO  
25.8.22

**Adarsh Education Society's Arts, Commerce and Science College, Hingoli**

**Department of Chemistry**

**Certificate Course**

**In**

**Water Sample and Chemical Analysis**

**Introduction:**

A living organism's most basic requirement is water. Water contamination has a significant impact on human health, resulting in waterborne infections. Water pollution has an impact on the ecology as well, causing a condition known as eutrophication. This can kill fish and other aquatic species. Toxic substances dissolved in water can reach humans via fish or other aquatic species. Water contamination also leaches pollutants into the soil, affecting the growth of plants and other food crops. As a result, knowing the quality of water is critical.

**Importance of the course:**

After air, water is possibly the most valuable natural resource. Though water covers the majority of the earth's surface, just a small portion of it is exploitable, making this resource extremely scarce. As a result, this precious and restricted resource must be exploited with caution. Because water is required for a variety of functions, its appropriateness must be determined before usage. Water supplies must also be checked on a regular basis to see if they are in good condition. So, we are organizing the course in water analysis to understand the importance of water and to prevent water pollution.

**Objectives:**

- 1) To know the importance of water.
- 2) To help the students in preventing water pollution
- 3) To check the different parameters of water.
- 4) To treat effectively and store water from more than one source.
- 5) To develop analytical skill

**Eligibility for admission: -**

Any students who appeared for BSc course.

**Duration of course: -**

The course is organized for 35 hrs (20 theory + 15 Practical) duration.

NAAC  
BMMO  
28.3.22

**Evaluation method; -**

Evaluation is done on the basis of attendance, theory and practical examination.

**The outcome of the course: -**

- 1) Students will test the quality of water using several water analysis techniques.
- 2) Students will learn the significance of clean water.



**Course Coordinator**

**Ms. S.S. Wagh**



**I/C Principal**

**Dr. V.B. Aghav**

**I/C PRINCIPAL**

**ADARSH EDUCATION SOCIETY'S  
Art's Commerce & Science College,  
HINGOLI Dist. Hingoli**

**Adarsh Education Society's Arts, Commerce and Science College, Hingoli**

**Department of Chemistry**

**Certificate Course**

**In**

**Water Sample and Chemical Analysis**

**Syllabus**

**Unit I**

- a) Introduction of water
- b) Objectives of water resource planning and management, its necessity.  
Aspects of water resource planning, water resource development; needs and opportunities; social goals
- c) Types of water – Tap water, Mineral water, Springwater, Well water, Purified water, Distilled water, Sparkling water

**Unit II; Parameters of water**

- a) Physical- Temperature, Colour, Odour, Taste, Turbidity, Conductivity, Total dissolved solids.
- b) Inorganic or chemical Hardness – Calcium, Magnesium, Chloride, Sulphate, Fluoride, Alkalinity, Nitrate, Phosphate
- c) Toxic metals – Copper, Chromium, Cadmium, Zinc, Lead, Mercury, Iron, Manganese.
- d) Organic Nutrient and demands- BOD, COD, Phenols, Oil, Grease, pesticides and nitrates.
- e) Bacteriological- Total coliform and faecal coliform.
- f) Biology- Phytoplankton and zooplankton.
- g) Radioactive elements- Alpha emitter, Beta emitter.

**Practicals : Non-Instrumental Experiment (Any two)**

1. Hardness of water.
2. Determination of Calcium by EDTA Titration method from water sample.
3. Determination of Magnesium by EDTA Titration method from water sample.
4. Titrimetric analysis of Total Iron from water samples.

### **Instrumental Experiment (Any three)**

1. Determination of Conductivity of water sample.
2. Determination of pH of water sample
3. Methods for determination of Manganese by calorimetrically from different water samples.
4. Determination of Total alkalinity by potentiometrically from water sample

#### References:

1. Water management system application- A. K. Baiswas
2. Water resources planning and management- R. Quentin Grafton, Karen Hussey Cambridge University Press
3. Economics of Water Resources Planning L. Douglas James, Robert R. Lee McGraw-Hill
4. Water Resources Systems Engineering Book by John A. Dracup and Warren A. Hall
5. Water resource systems planning and analysis Book by Daniel P. Loucks
6. Water resources systems modeling by Blue Nile Basin, Ethiopia
7. Water Resources Systems Analysis By Mohammad Karamouz, Ferenc Szidarovszky, Banafsheh Zahraie
8. Water Treatment by John C. Crittenden, R. Rhodes Trussell, David W. Hand, Kerry J. Howe, George Tchobanoglous.
9. Water Supply and Sewerage Terence Mcghee McGraw-Hill Education
10. Water harvesting by Will Critchley, Klaus Siegert
11. Environmental chemistry - A K De
12. Industrial chemistry - B K Sharma



**Course Coordinator**

**Ms. S.S. Wagh**



**I/C Principal**

**Dr. V.B. Aghav**

**I/C PRINCIPAL**

**ADARSH EDUCATION SOCIETY'S**  
Art's Commerce & Science College,  
HINGOLI Dist. Hingoli

**Adarsh Education Society's Arts, Commerce and Science College, Hingoli**

**Department of Chemistry**

**Certificate Course**


**In**


**Water Sample and Chemical Analysis**

**Time table**

<b>S.N.</b>	<b>Date</b>	<b>Time</b>	<b>Topic</b>	<b>Name of Faculty</b>	<b>T/P</b>
1	04/04/2022	3.00-5.00 pm	Introduction to water, water pollution	Ms. S.S. Wagh	T
2	05/04/2022	3.00-5.00 pm	Objectives of water resource planning and management, its necessity	Dr. A.V. Pawde	T
3	06/04/2022	2.00-5.00pm	Determination of conductance of water	Ms. S.S. Wagh	P
4	07/04/2022	3.00-5.00 pm	Aspects of water resource planning, water resource development	Mr. A.K. Pathan	T
5	08/04/2022	3.00-5.00 pm	Needs and opportunities; social goals	Mr. B. Kotkar	T
6	09/04/2022	2.00-5.00pm	Determination of pH of water	Dr. A.V. Pawde	P
7	11/04/2022	3.00-5.00 pm	Types of water	Mrs. S.B. Ganjegaonkar	T
9	12/04/2022	3.00-5.00pm	Physical Parameters of water	Mr. A.K. Pathan	T

10	13/04/2022	2.00-5.00 pm	Determination of total alkalinity of water	Mr.A.K. Pathan	P
11	18/04/2022	3.00-5.00 pm	Chemical Parameters of water	Dr. A.V. Pawde	T
12	19/04/2022	3.00-5.00pm	Toxic metals – Copper, Chromium, Cadmium, Zinc, Lead, Mercury, Iron, Manganese	Mrs. S.B. Ganjegaonkar	T
13	20/04/2022	2.00-5.00 pm	Determination of hardness of water	Mr. B. Kotkar	P
14	21/04/2022	3.00-5.00 pm	Organic Nutrient and demands- BOD, COD, Phenols, Oil, Grease, pesticides and nitrates.	Ms. S.S. Wagh	T
15	22/04/2022	3.00-5.00pm	Bacteriological, Biology Radioactive elements	Mr. B. Kotkar	T
16	23/04/2022	2.00-5.00 pm	Determination of Calcium in water	Mrs. S.B. Ganjegaonkar	P
17	26/04/2022	3.00-4.00 pm	Examination	Mr. B. Kotkar & Mrs. S.B. Ganjegaonkar	

  
**Course Coordinator**  
**Ms. S.S. Wagh**

  
**I/C Principal**  
**Dr. V.B. Aghav**

**I/C PRINCIPAL**  
**ADARSH EDUCATION SOCIETY'S**  
**Art's Commerce & Science College,**  
**HINGOLI Dist. Hingoli**

## Department of Computer science


### Report of the Certificate Course on "Office Automation"

(Conducted from 11/04/2022 to 30/04/2022)

A certificate course on "Office Automation" has been conducted by the department of Computer Science during the academic year 2021-22 from 11 April 2022 to 30 April 2022. Total of 53 students has been participated in this course from different faculties. Total six faculties of Computer Science Department Mr. R. D. Kene, Mr. A. D. Pattebahadur, Miss. M. P. Jadhav, R. P. Shelke, Mr. R. S. Devhade and Mr. S. S. Pipparwar conducted the lectures on different topics of Office Automation.

Lectures were conducted from 3:00 p.m. to 5:00 p.m. daily from 11 April 2022 to 29 April 2022. Practical Examination of 50 marks was conducted on 30 April 2020 in offline mode whereas; theory examination of 50 marks was conducted in online mode on 30 April 2022 using Google form. Theory paper contains 50 questions of MCQ type each carrying 1 mark.

Just after the examination result was prepared and displayed on the notice board. Certificates were distributed to each qualified student by the Principal of the college.

  
Head of the Department  
Computer Science  
A.E.S. College, Hingoli.

Attached:

1. Notice
2. Time table
3. Course Approval
4. Participant List
5. attendance
6. Theory and Practical Question Paper
7. Results
8. Sample Certificate

दिनांक :- 05/04/2022

## सुचना

महाविद्यालयातील सर्व विद्यार्थ्यांना सुचित करण्यात येते की, संगणकशास्त्र विभागातर्फे Office Automation या विषयावर एक सर्टिफिकेट कोर्स घेण्यात येत आहे. तरी इच्छुक विद्यार्थ्यांनी दि.09/04/2022 पर्यंत संगणकशास्त्र विभाग यांचे शी संपर्क साधून आपला प्रवेश निश्चित करावा.या कोर्ससाठी रुपये 100 नोंदणी फि असेल.

प्राचार्य/मुले/मुली/Com.Sci.Dept

  
प्र.प्राचार्य  
/C PRINCIPAL  
ADARSH EDUCATION SOCIETY'S  
Art's Commerce & Science College

*Adarsh Education Society's*

**Arts, Commerce and Science College, Hingoli**



A Proposal for Certificate Course On

**“Certificate Course on Office Automation”**

Submitted By

**Mr. R. D. Kene,**

(M. Sc. CS, NET, SET),

Head, Department of Computer Science

Submitted to

**I/C Principal,**

*Adarsh Education Society's*

**Arts, Commerce & Science College, Hingoli**

*NAAC*  
*Bommo*  
*26.3.22*

## **Name of the Course:**

*“Certificate Course in Office Automation”*

## **About Course:**

The term ‘office automation’ refers to a combination of computer hardware, software and network connection made available to simplify and automate a variety of office operations, such as inventory management, facility management, accounting, email, word processing etc. It is used to digitally create, store, manipulate, and relay office information and data, needed for accomplishing basic tasks and goals.

Office automation makes it possible for businesses and organizations to improve their productivity and recognize easier ways to do business in profits. Started primarily as data processing and word processing tool, office automation now includes more sophisticated and complex tasks like integrating front office and back-end systems.

## **Importance of Course:**

There are different types of automation, which can be used in different business industries across the globe. Office automation systems help in optimizing the existing office procedures by saving time, money and human efforts.

1. **Data Storage and Manipulation:** Data storage includes important and confidential office documents and records. Office automation system includes data applications, which are used to create or edit a document, file, spreadsheet or an image. There are various types of word processing and desktop presentation packages available, which allow creating or editing textual data. Similarly, you can find dedicated applications for editing spreadsheets and images.
2. **Data Management:** Data management is one of the major components of office automation system that offers strategic advantages by simplifying the management of stored data and information. Large business organizations can monitor and control various projects and activities within the office through an electronic management system. Program schedules, tickler systems or reminder systems, and task management are some of the features, which empower businesses to have an eye on all business processes without any hassle.
3. **Data Exchange:** Exchange of stored or manipulated data and information is also an important component of an office automation system. Sending files or exchanging data or information between one or more than one member of an organization has become

possible with an electronic transfer application. Through a network connection, all data and information, including text documents, presentations, spreadsheets, images, and videos can be sent in real-time within a few seconds. Illustrating the collaborative nature of an office automation system, this would allow your employees to collaborate in real-time and enhance their productivity.

4. **Accuracy:** Yes, it's true! Computer systems and other machines are as effective as a human brain. Once the bugs are removed from a program or an application, it can help you in getting 100% accuracy in the day-to-day business processes. The software programs are more reliable than the human, who actually made it. Implementing advanced business automation software reduces the probability of errors.
5. **Save Time and Resources:** Office automation empowers businesses to save both time and money. It simplifies and automates those complex tasks, which earlier required a dedicated resource and a great amount of time. For example, with the introduction of the latest computer technologies and network communications, businesses are now not constricted by geographical limitations. And hence, they can easily save both time and money spent on traveling. Another great example is the digital storage, which eliminates the need of preserving hard copies and hence, saving paper and nature as well.
6. **Reduced Costs:** Since every business process is now automated, you don't need to invest much on hiring new resources for taking care of those tasks, which can be easily executed using an office automation system. As we know that time saved is money saved, your business enterprise can easily save huge by automating various complex business processes. With saving large on the overall expenditure and investment on other resources, your profit margins are surely going to improve

### **Objective of the Course:**

1. The major objective of this course is to impart practical training to students with Computer Hardware components, its working and various system applications.
2. To impart knowledge about the Internet, web surfing and E-mail
3. To train the students in Microsoft Office which has different components like MS Word, MS Excel, MS Access and PowerPoint
4. To provide practical training of office automation tools, Internet and internet tools.
5. The course also helps the candidates to get acquainted with IT.

### **Learning outcomes:**

After completion of this course the students would be able to:

- Compare and contrast various types of computers

- Explain the purpose of CPU and how it works
- Describe how information is stored in memory
- Know about various types of software and its applications
- Work in office, handle documents, spreadsheets, make presentations and communicate through internet.
- Create, edit, save and print documents with list tables, header, footer, graphic, spellchecker, mail merge and grammar checker
- Attain the knowledge about spreadsheet with formula, macros spell checker etc.

**Duration of the course:**

1 Month (30 days/30 Hours)

**Eligibility:**

Any student enrolled for degree program in the college

**Course Time Table:**

Topic	Number of Lectures (Hours) Required
Computer Fundamentals	03
Operating Computer using GUI based OS	02
Word Processing	03
Spread Sheet	03
PowerPoint	03
Access Database	03


Communicating using the Internet	02
WWW & Web Browsers	02
Practical	09
<b>Total</b>	<b>30</b>

**Method of Evaluation:**

MCQ Text + Practical Examination = 50 + 50

**Course Registration Fee:**

100 Rupees per Candidate

  
**Mr. Ravindra D. Kene**  
Head, Department of  
Computer Science  
A.E.S. College, Hingoli

Adarsh Education Society's

**Arts, Commerce and Science College, Hingoli**

**Department of Computer Science**

**“Certificate course on Office Automation”**

**Time Table**

Lecture no.	Date	Time	Topic	Teacher
1	11-04-2022	03:00 - 04:00 pm	Computer Fundamentals	RPS
2	11-04-2022	04:00 - 05:00 pm	Computer Fundamentals	RPS
3	12-04-2022	03:00 - 04:00 pm	Computer Fundamentals	RPS
4	12-04-2022	04:00 - 05:00 pm	Operating Computer using GUI based OS	RPS
5	13-04-2022	03:00 - 04:00 pm	Operating Computer using GUI based OS	RPS
6	13-04-2022	04:00 - 05:00 pm	Word Processing	RDK
7	16-04-2022	03:00 - 04:00 pm	Word Processing	RDK
8	16-04-2022	04:00 - 05:00 pm	Word Processing	RDK
9	18-04-2022	03:00 - 04:00 pm	Word Processing (Practical)	RDK
10	18-04-2022	04:00 - 05:00 pm	Word Processing (Practical)	RDK
11	19-04-2022	03:00 - 04:00 pm	Word Processing (Practical)	RDK
12	19-04-2022	04:00 - 05:00 pm	Spread Sheet	SSP
13	20-04-2022	03:00 - 04:00 pm	Spread Sheet	SSP
14	20-04-2022	04:00 - 05:00 pm	Spread Sheet	SSP
15	21-04-2022	03:00 - 04:00 pm	Spread Sheet (Practical)	SSP
16	21-04-2022	04:00 - 05:00 pm	Spread Sheet (Practical)	SSP
17	22-04-2022	03:00 - 04:00 pm	PowerPoint	RSD
18	22-04-2022	04:00 - 05:00 pm	PowerPoint	RSD
19	23-04-2022	03:00 - 04:00 pm	PowerPoint	RSD
20	23-04-2022	04:00 - 05:00 pm	PowerPoint	RSD
21	25-04-2022	03:00 - 04:00 pm	PowerPoint (Practical)	RSD
22	25-04-2022	04:00 - 05:00 pm	PowerPoint (Practical)	RSD
23	26-04-2022	03:00 - 04:00 pm	Access Database	MAJ
24	26-04-2022	04:00 - 05:00 pm	Access Database	MAJ
25	27-04-2022	03:00 - 04:00 pm	Access Database (Practical)	MAJ
26	27-04-2022	04:00 - 05:00 pm	Access Database (Practical)	MAJ
27	28-04-2022	03:00 - 04:00 pm	Communicating using the Internet	ADP
28	28-04-2022	04:00 - 05:00 pm	Communicating using the Internet	ADP
29	29-04-2022	03:00 - 04:00 pm	Communicating using the Internet (Practical)	ADP
30	29-04-2022	04:00 - 05:00 pm	WWW & Web Browsers	ADP
31	30-04-2022	03:00 - 04:00 pm	Practical Exam	
32	30-04-2022	04:00 - 05:00 pm	MCQ Theory Exam	

*RPS*  
Head, Department of  
Computer Science  
A.E.S. College, Hingoli.

*Kommo*  
Principal  
प्रमारी प्राचार्य  
आदर्श शिक्षण संस्थेचे,  
कला, वाणिज्य व विज्ञान महाविद्यालय,  
हिंगोली.

**To,**  
**The principal**  
Adarsh Education Society's  
Arts, Commerce & Science  
College Hingoli-431513

**Subject: *Final Report of the Certificate Course of Economics Department.***

Dear sir,

I am submitting a final report of the Certificate Course organized by Department of Economics on '**Financial Investment and Share Market**'. This course was a perfectly designed only for students who are learning in our college, to create a knowledge bank on various tools and techniques required to understand the functioning of share market. Total number of participants were 56 students from B.A., B.Com. & B.Sc. degree level. Duration of this course was 30 hours and total 20 days of daily one lecture of 1.30 hour. There was a final test examination to evaluation the course. Total 49 participants took part in test examination. Test examination was based on syllabus and examination was held MCQ type pattern. Minimum 50 % marks and 75% attendance were required for passing.

Objectives of this course were to provide an introduction of share markets and analyze the role of share markets for the economic development, to help students to understand the aspects of primary and secondary market operations, etc. Students enrolling for this course were given a "Certificate of Participation" after successful completion of the course.

Please accept this final report of the certificate course and take necessary action.

Thanking You.

  
**Your faithfully**

Dr. Annaji Madavi

Head of Economics Department

- Enclose:** 1) Notice                      2) Time Table  
                  3) Approval                    4) Attendance sheet  
                  5) Exam. Pattern                6) Question Paper  
                  7) Result                            8) Sample Certificate

*NAAC*  
*Uommo*  
*23.8.22*


दिनांक :- 24/03/2022

## सुचना

वरीष्ठ महाविद्यालयातील सर्व विद्यार्थ्यांना सुचित करण्यात येते की आपल्या महाविद्यालयातील अर्थशास्त्र विभागांतर्गत **वित्तीय गुंतवणुक आणि शेयर बाजार** या विषयात सर्टिफिकेट कोर्स चे आयोजन करण्यात येत आहे. तरी ईच्छुक विद्यार्थ्यांनी आपला प्रवेश अर्थशास्त्र विभागात संपर्क साधुन निश्चित करावा. कोर्सची माहिती खालील प्रमाणे आहे.

1. कोर्सचे नाव :- वित्तीय गुंतवणुक आणि शेयर बाजार
2. कोर्सचे कालावधी :- 04/04/2022 ते 28/04/2022
3. प्रवेश पात्रता :- 12 वी पास किंवा कोणत्याही शाखेची पदवी शिकणारे
4. प्रवेश ठिकाण :- अर्थशास्त्र विभाग (वेळ स.09:00 ते दु.12:00 पर्यंत)
5. प्रवेश फी :- निःशुल्क
6. प्रवेशाची अंतिम तारिख :- 04/04/2022
7. संपर्क :- 1. डॉ. ए. डी. मडावी - 9421319868  
2. डॉ. एन. टी. कोटकर - 8669068843  
3. स. प्रा. पी. एल. लोडे - 9370845912

प्रा./मुले/मुली/नॅक/अर्थशास्त्र

  
**प्रकाश चौधरी**  
आदर्श शिक्षण संस्थेचे,  
कला, वाणिज्य व विज्ञान महाविद्यालय,  
हिंगोली.

*Adarsh Education Society's*  
**Arts, Commerce & Science College, Hingoli.**

**Department of Economics**

**Organization of Certificate Course 2021-22**

on

**“Financial Investment and Share Market”**

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**1. INTRODUCTION:**

With the permission of Principal of our college Department of Economics is organizing Certificate Course on 'Financial Investment and Share Market'. This course is a perfectly designed only for students who are learning in our college, to create a knowledge bank on various tools and techniques required to understand the functioning of share market. It gives a basic insight of share market like Equities, IPOs, Index etc. After the completion of this course, 'Certificate of Participation' will provide to all the participants. This course will be conduct only offline mode. The Medium of teaching & instruction will be Marathi. There is no any type of fee for participating in this course.

**2. IMPORTANCE OF THE COURSE:**

- ❖ Students enrolling for this course will be given a “Certificate of Participation” after successful completion of the course
- ❖ Participating students in this course will help the students to understand better to analyze financial investment and share Markets
- ❖ Students can understand how to be a trader or investor in the share market
- ❖ Students will understand of importance of investment and share market for personal and national economic development

**3. OBJECTIVES:**

- ✓ To provide an introduction of share markets and analyze the role of share markets for the economic development.
- ✓ To help students to understand the aspects of primary and secondary market operations.
- ✓ The course will help students in building career in stock market/broking houses.

- ✓ To develop analytical skills among the students for making sound investment decisions, based on publicly available information
- ✓ This course aims at giving a comprehensive understanding on the stock market operations in terms of its structure, trading, settlement procedures, processes and related components

#### **4. ELIGIBILITY FOR ADMISSION:**

Participant students who want to apply for this certificate course shall possess the following qualifications.

A) 12<sup>th</sup> Pass or B) Currently Learning Any Degree Course.

#### **5. DURATION OF THE COURSE:**

The course will be conducted daily 01 lecture of 1.30 hour. Total duration of the course will be for 30 hours. Course start date is 4/04/2022 and end date is 28/04/2022.

#### **6. EVALUATION METHOD:**

There will be an examination for evaluation, conducted by the Department of Economics at the end of the course. Examination will be based on syllabus and examination will be held MCQ type pattern. Minimum 50 % marks and 75% attendance are required for passing.

#### **7. COURSE OUTCOMES:**

- ❖ Participated students in this course better understand to analyze financial investment and share Market
- ❖ Participated students understand how to be a trader or investor in the share market
- ❖ Participated students understood the importance of investment and share market for personal and national economic development

**Course Coordinator**

**Dr. A. D. Madavi**

Adarsh Education Society's  
**Arts, Commerce & Science College, Hingoli.**

**Department of Economics**

**Organization of Certificate Course 2021-22**

on

**“Financial Investment and Share Market”**

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**7. SYLLABUS:**

**Unit-1 Financial Investment**

1. Basics concept of Investment - nature, feature
2. Various types of investment
3. Importance of Investment

**Unit -2 Stock Market in India**

1. Meaning, nature, features of Stock Market
2. Types of Share market- Primary and Secondary Share Market,
3. Difference and Importance of Stock Market and Money Market

**Unit- 3 Stock Market Indices:**

1. Meaning, Purpose, Index Number,
2. Construction Methods of index Number
3. Share Market indices – BSE Sensex, NSE- Nifty 50

**Unit- 4 Trading System in Share market**

1. Process of Account opening,
2. Trading in Share Market,
3. Share Price Chart Analysis

  
Course Coordinator

**Dr. A. D. Madavi**

  
I/C Principal

**Dr. V. B. Aghav**

**I/C PRINCIPAL**  
ADARSH EDUCATION SOCIETY'S  
Art's Commerce & Science College,  
HINGOLI Dist. Hingoli

*Adarsh Education Society's*  
**Arts, Commerce & Science College, Hingoli.**

**Department of Economics**

**Organization of Certificate Course 2021-22**

on

**“Financial Investment and Share Market”**

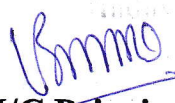
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**8. TIME TABLE:**

<b>Day &amp; Date</b>	<b>Time</b>	<b>Topic</b>	<b>Teacher</b>
<b>Monday 04/04/2022</b>	<b>2.00pm to 3.30pm</b>	Basics concept of Investment	<b>Dr. N. T. Kotkar</b>
<b>Tuesday 05/04/2022</b>	<b>2.00pm to 3.30pm</b>	Nature & Features of Investment	<b>Dr. N. T. Kotkar</b>
<b>Wednesday 06/04/2022</b>	<b>2.00pm to 3.30pm</b>	Various types of investment	<b>Dr. N. T. Kotkar</b>
<b>Thursday 07/04/2022</b>	<b>2.00pm to 3.30pm</b>	Importance of Investment	<b>Dr. N. T. Kotkar</b>
<b>Friday 08/04/2022</b>	<b>2.00pm to 3.30pm</b>	Introduction of Share Market	<b>Dr. N. T. Kotkar</b>
<b>Saturday 09/04/2022</b>	<b>2.00pm to 3.30pm</b>	Nature & features of Share Market	<b>Dr. N. T. Kotkar</b>
<b>Monday 11/04/2022</b>	<b>2.00pm to 3.30pm</b>	Secondary Share Market	<b>Dr. N. T. Kotkar</b>
<b>Tuesday 12/04/2022</b>	<b>2.00pm to 3.30pm</b>	Primary Share Market	<b>Dr. N. T. Kotkar</b>
<b>Wednesday 13/04/2022</b>	<b>2.00pm to 3.30pm</b>	Stock Market and Money Market	<b>Dr. N. T. Kotkar</b>
<b>Saturday 16/04/2022</b>	<b>2.00pm to 3.30pm</b>	Importance of Stock Market and Money Market	<b>Dr. N. T. Kotkar</b>

<b>Monday 18/04/2022</b>	<b>2.00pm to 3.30pm</b>	<b>Introduction &amp; Purpose of Index Number</b>	<b>Mr. P. L. Lode</b>
<b>Tuesday 19/04/2022</b>	<b>2.00pm to 3.30pm</b>	<b>Construction Methods of index Number</b>	<b>Mr. P. L. Lode</b>
<b>Wednesday 20/04/2022</b>	<b>2.00pm to 3.30pm</b>	<b>BSE &amp; NSE Share Market</b>	<b>Mr. P. L. Lode</b>
<b>Thursday 21/04/2022</b>	<b>2.00pm to 3.30pm</b>	<b>BSE Indices - Sensex</b>	<b>Mr. P. L. Lode</b>
<b>Friday 22/04/2022</b>	<b>2.00pm to 3.30pm</b>	<b>NSE Indices – Nifty 50</b>	<b>Mr. P. L. Lode</b>
<b>Saturday 23/04/2022</b>	<b>2.00pm to 3.30pm</b>	<b>Process of Account opening,</b>	<b>Dr. A. D. Madavi</b>
<b>Monday 25/04/2022</b>	<b>2.00pm to 3.30pm</b>	<b>Trading in Share Market</b>	<b>Dr. A. D. Madavi</b>
<b>Tuesday 26/04/2022</b>	<b>2.00pm to 3.30pm</b>	<b>Share Price Chart Analysis</b>	<b>Dr. A. D. Madavi</b>
<b>Wednesday 27/04/2022</b>	<b>2.00pm to 3.30pm</b>	<b>Live Demo of trading in Share Market</b>	<b>Dr. A. D. Madavi</b>
<b>Thursday 28/04/2022</b>	<b>2.00pm to 3.30pm</b>	<b>Final Examination</b>	<b>Dr. A. D. Madavi</b>

  
**Course Coordinator**  
**Dr. A. D. Madavi**

  
**I/C Principal**  
**Dr. V. B. Aghav**  
**I/C PRINCIPAL**  
**ADARSH EDUCATION SOCIETY'S**  
**Art's Commerce & Science College,**  
**HINGOLI Dist. Hingoli**

*Adrsh Education Society's*  
**ARTS, COMMERCE AND SCIENCE COLLEGE,**  
**HINGOLI**

**DEPARTMENT OF ENGLISH**

**A Proposal for**

**CERTIFICATE COURSE IN BASIC ENGLISH**

**ACADEMIC YEAR: 2019-2020**

## **"Certificate Course in Basic English"**

### **Introduction -**

Adarsh Education Society's Arts, Commerce and Science College, being the torch bearing academic institute in the educationally backward area of hingoli district tries its best to empower the rural folk through education. It has a glorious legacy of 52 years of serving the society through its multi-disciplinary traditional degree programs like B. A., B. Com., B. Sc. etc. It has a resourceful department of English that always tries to cater to the actual learning needs and expectations of the rural English as a language learner. With its long experience and observation in the ELT classes, the department has found that the rural students suffer from English phobia and needs an extra and exhaustive orientation in the basics of English language learning. Hence, the department aims at conducting a Certificate course in Basic English for the rural degree students.

### **Need of the Course -**

Considering the long experience and ethos of English language Teaching (ELT), the department of English of our college proposes to address the genuine, severe and linguistic problems faced by the rural English language learners through its intended Certificate Course entitled "Certificate Course in Basic English". The certificate course aims at attending the actual learning needs, requirements and expectations of the lay English language learners from the area. So course will help the English language learners to understand the basics of the international lingua franca called English. It will orient the English language learners to the basic concepts like phonetics, morphology, grammar, LSRW skills which form the integral aspects of

English. In short, the course will improve their English language proficiency and skills.

### **Objective of the course –**

Aims and objectives of the course are as follows –

- a) To provide basic information about English.
- b) To improve the ELLs job and career opportunities.
- c) To build the rural students English language competency and boost their language performance.
- d) To drive the students' English phobia and instill a love of English learning.
- e) To cultivate the LSRW skills of the English language Learners.
- f) To enable the ELLs to manipulate and use English confidently and effectively in real life situations.

### **Course Duration –**

30 Hours (One and half hour daily)

### **Eligibility Criteria –**

Any degree students.

### **Evaluation System -**

- 1 Practical Sessions would be conducted every week in order to get feedback from the students
2. A written test of 30 Marks and an oral test of 20 marks would be conducted after the end of the course.

*Adarsh Education Society's*  
**Arts Commerce and Science College Hingoli**  
**Department of English**  
***Certificate Course in Basic English***

**Syllabus**


Unit	Module	No of Hours
1	Phonology – Introduction to Speech Sounds, Word Accent, Intonation	5
2	Morphology – Affixes, Prefix, Derivational Suffix, Inflectional Suffix	2
3	Syntax – Word Classes, Phrases, Clauses, Sentence Structure, Common Errors	7
4	Speaking Skills – Situations like Introducing Yourself, Greeting Someone, Telephonic Conversation, Body Language	4
5	Reading Skills – Sub skills of Reading Skills, Types of Reading Skills – Skimming, Scanning Extensive, Intensive Skills	4
6	Writing Skills – Letter Writing, Email Writing, Report Writing and C. V.	4
7	Practical Sessions – Seminars, Interview, Group Discussion, Topic Presentation	4

*Adarsh Education Society's*  
**Arts Commerce and Science College Hingoli**  
**Department of English**  
**Certificate Course in Basic English**


**Time Table**

SR. NO	DATE	TOPIC	TIME	ROOM NO	NAME OF THE TEACHER
1	04/09/2019	Introduction to Speech Sounds	03:00pm to 04:30pm	18	Dr. S. L. Patki
2	05/09/2019	Word Accent	03:00pm to 04:30pm	18	Dr. S. L. Patki
3	06/09/2019	Intonation	03:00pm to 04:30pm	18	Dr. S. L. Patki
4	07/09/2019	Morphology - Affixes, Prefix	03:00pm to 04:30pm	18	Dr. S. L. Patki
5	09/09/2019	Suffix - Inflectional and Derivational Suffix	03:00pm to 04:30pm	18	Dr. S. L. Patki
6	11/09/2019	Word Classes	03:00pm to 04:30pm	18	Mr. T. R. Hapgunde
7	12/09/2019	Phrase	03:00pm to 04:30pm	18	Mr. T. R. Hapgunde
8	13/09/2019	Clause	03:00pm to 04:30pm	18	Mr. T. R. Hapgunde
9	14/09/2019	Seminar	03:00pm to 04:30pm	18	Mr. T. R. Hapgunde
10	16/09/2019	Sentence Structure	03:00pm to 04:30pm	18	Mr. T. R. Hapgunde
11	18/09/2019	Speaking Skills	03:00pm to 04:30pm	18	Mr. S. S. Dodal
12	19/09/2019	Various Situations	03:00pm to 04:30pm	18	Mr. S. S. Dodal
13	20/09/2019	Body Language & Telephonic Conservation	03:00pm to 04:30pm	18	Mr. S. S. Dodal
14	21/09/2019	Topic Presentation	03:00pm to 04:30pm	18	Mr. S. S. Dodal

15	23/09/2019	Sub skills of Reading Skills	03:00pm to 04:30pm	18	Mrs. D. Jawle
16	24/09/2019	Types of Reading Skills	03:00pm to 04:30pm	18	Mrs. D. Jawle
17	25/09/2019	Letter Writing	03:00pm to 04:30pm	18	Mrs. D. Jawle
18	26/09/2019	E mail. Writing and CV	03:00pm to 04:30pm	18	Mrs. D. Jawle
19	27/09/2019	Report Writing	03:00pm to 04:30pm	18	Mrs. D. Jawle
20	28/09/2019	Group Discussion	03:00pm to 04:30pm	18	Mr. S. S. Dodal
21	30/09/2019	Test	03:00pm to 04:30pm	18	

  
Mr. T. R. Hapgunde

  
Dr. S. L. Patki


  
Mr. S. S. Dodal

दिनांक ०४/०९/२०१९

सुचना

वरिष्ठ महाविद्यालयातील बी.ए., बी.कॉम, बी.एस्सी, बी.सी.ए, बी.सी.एस वर्गातील सर्व विद्यार्थ्यांना सूचित करण्यात येते की, इतिहास विभागा मार्फत २०१९-२० पासून माहे सप्टेंबर पासून सफ्रीटीकेट कोर्स मराठवाडयातील लेणीव मंदीर या विषयावर आयोजित केला आहे.

तरी ईच्छुक विद्यार्थीनी आपली नावे डॉ.आर.आर.पिंपळपल्ले ९९७०४१४३३२ (इतिहास विभाग) यांचाशी संपर्क करुन नाव नोंदवावी त्यांच्या तासीका दि.०५/०९/२०१९ पासून आरंभ होत आहे.

  
प्रिन्सिपल

प्राचार्य/उप.प्राचार्य वरिष्ठ/सत्रप्रमुख /नॅक/मुले/मुली. / डॉ पिंपळपल्ले

आदर्श एज्युकेशन सोसायटीचे  
कला, वाणिज्य व विज्ञान महाविद्यालय  
झिंभोली. ४३१ ५१३ (म.रा.)

**Introduction :-**

The course offered is Marathwada's full of diversities in the arts and cultural religious field and its prosperity should be invested in the students, Marathwada's Cave and Temples are of the almost importance of reflect the richness of the glory of ancient period therefore the cave and temples of Marathwada have been choose.

**Need of course :-**

- To Introduce students to the art and glory of Marathwadâ.
- To know the historical significance of local history .
- Knowledge of the contribution of various religious in the glory of Marathwada.

**Objectives :-**

- To understand the Marathwada religious historical place.
- To create interest among students about ancient Marathwada periods.
- To develop the course view about the religious cultures.
- To introduce to students about the contribution of Ancients Marathwada religions.

इतिहास विभाग २०१९-२०

अभ्यासक्रम

सर्टीफिकेट कोर्स

मराठवाडयातील लेणी व मंदीरे

प्रकरण I- मराठवाडयातील मंदीरे (१५)

०१. घृष्णेश्वर
०२. परळी वैजनाथ
०३. औढा नागनाथ
०४. होटटल
०५. निलंगेश्वर
०६. गुप्तेश्वर

प्रकरण II - मराठवाडयातील लेणी (१५)

- a) बौध्द - अजीठा , वेरुळ,
- b) जैन - वेरुळ , जितुर
- c) हिंदू - शिरुर, धाराशीव, माहुर, वेरुळ (कैलास मंदीर)

उत्प्रेक्षण पध्दती

०१. प्रकल्प लेखन (Project Report)
०२. मौखिक परीक्षा (Viava)



R.R. Pimpalalle



वेदो जे नाम । परिकेस विद्या ।  
अथ विद्याये नाम । योगे जीते ॥

Adarsh Education Society's  
ARTS, COMMERCE & SCIENCE COLLEGE, HINGOLI

~~XXXXXXXXXX~~

Caves & Temples of Marathwada.

TIME - TABLE 2018-2019

Certificate course in Dep of History W.E.F. :- ~~07/07/2018~~

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
11:12	R.R.P. 15	R.R.P. 15	R.R.P. 15	R.R.P. 15	R.R.P. 15	R.R.P. 15
1:24	R.M.V. 21	R.M.V. 21	R.M.V. 21	R.M.V. 21	R.M.V. 21	R.M.V. 21

3/11/18

P/SI/BNB/GNB/STAFF/OS/IQAC/EXAM/TT (BDA) opim palpalle RR

PRINCIPAL

Adarsh Education Society's Arts, Commerce and Science College, Hingoli

## Proposal for the

### Certificate Course in 'Gardening'

Department of Botany,

#### a. Introduction:-

Gardening is the practice of growing and cultivating plants. It is the branch of Horticulture. In gardens, mostly ornamental plants, flowering plants, avenue plants, medicinal and useful herbs are cultured. They are grown for commercial, medicinal, cosmetic purpose. Gardening is considered as necessary place to the surroundings of Industries, Schools, Colleges, Government offices, Banks and many commercial buildings etc.

Gardening ranges in scale from fruit orchards, to long plantings in the forest. It is with one or more different types of shrubs, trees, and herbaceous plants, to residential back gardens including lawns and foundation plantings, and or gardens grown inside or outside. Gardening may be very specialized, involve a variety of plants in mixed plantings. It involves an active participation in the growing of plants, and tends to be labor-intensive, which differentiates it from farming or forestry.

Becoming aware about the environment, it is a very important to cultivate planting zones in open and waste land also. Students must learn about plant propagation, the proper care of seedlings, and how to care for newly transplanted additions to the garden. It is also necessary to learn how to protect plants from pests and diseases to increase the yield.

NAAE  
WR  
31/12/15

## **b. Need of the course:-**

At various graduate level of education, it lacks skill oriented education. It is a need of time to inculcate the skills amongst the students. As gardening profession has no limitation of stream or faculty. This provides the students self employment or labor-intensive skills so as to work in different Gardens as a profession. Any minimum educated person can do the gardening as a profession. To know the importance of Gardening skills to the students of the college, the course is introduced.

‘Gardening skills’ are novel importance as it own. Gardening is a way of making our lives healthy, feeling a connection to the land and plants. It provides the opportunity to experience happiness, health, hard-work and satisfaction.

## **c. Objectives of the course:-**

1. To provide the self employment skills to the students.
2. Environment awareness and protection.
3. Education about environment of the surrounding.
4. Health benefits by cultivating plants in the surrounding area.
5. Vegetable gardening gives us positive feelings and happiness.

## **d. Syllabus:-**

Unit- I

(10 Hours)

1 Introduction to gardening

2 Area, Measurements, Volumes, Layout – Planning, Different Designs.

3 Propagation- seeds, cuttings, layering, budding and grafting.

Unit-II

(10 Hours)

1 Types of Gardening- Formal, Informal, Landscape, Institutions, public gardens, parks.

2 Identification of Ornamental plants, seasonal annuals, ages, hedges, shrubs, creepers, trees, vines (commercial nursery)

3 Features of Gardens- Gate, lawn, shrubbery, flower beds, borders, paths, hedges, edges, steps, statues, fountains, bird path, streams, pools, water falls, rockery, arches, pergolas, hanging pots, bird paths, tea house.

Unit- III

(10 Hours)

1 Ornamental Gardening – Scope; Importance; nursery management; lawn, layout of lawn, Grasses, lawn and its maintenance.

2 Green House Shade House, Uses, application in horticulture.

3 Pruning and training- objective and methods.

**f. Requirements if any:**

1. Various tools of gardening such as rake, pruning knife, trowel etc.
2. Chemical Fertilizers
3. Spray Pump
4. Saplings bags
5. Saplings bags
6. Black cotton soil
7. Coco peat

**g. Evaluation Pattern:**

Theory Exam Pattern

Total: - 30 Marks

Time: - 1 Hour 30 Minutes

Q1. Long answer type ..... 15 Marks

**OR**

Write note on ;

(a) Short note .....8 Marks

(b) Short note .....7 Marks

Q.2. Attempt any three of the following; ..... 15 Marks

(a) .....

(b) .....

(c) .....

(d) .....

Date: 14/01/2020


Department of Botany,  
Adarsh Education Society's Arts, Commerce and Science College,  
Hingoli.

**Certificate Course in 'Gardening'**  
Time Table

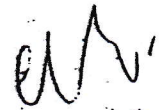
S.N.	Date	Time	Topic	Name of Teacher
1.	16/01/2020	02:12 to 3.12 pm	Introduction to Gardening.	Dr.S.S.Nagarkar
2.	18/01/2020	02:12 to 3.12 pm	Types of Gardening	Mr.S.A.Khan
3.	20/01/2020	03:10 to 4.10 pm	Area of Gardening	Mr.P.S.Shette
4.	21/01/2020	03:10 to 4.10 pm	Layout and Planning	Mr.P.S.Shette
5.	22/01/2020	03:10 to 4.10 pm	Different Designs	Mr.S.A.Khan
6.	23/01/2020	02:12 to 3.12 pm	Advance Gardening	Ms.R.C.Jadhav
7.	24/01/2020	02:12 to 3.10 pm	Propagation- Seeds,	Dr.S.S.Nagarkar
8.		03:10 to 4.00 pm	Cuttings, Layering,	
9.		04:00 to 5.00 pm	Budding and Grafting.	
10.	25/01/2020	02:12 to 3.12 pm	Vegetative Propagation	Prof.K.A.Kapratwar

Note: (1) Next schedule will be declared latter.

(2) All lectures will be conducted in Botany Lab.

  
Course Coordinator  
& HOD Botany  
(Dr.S.S.Nagarkar)

P/NAAC/Boys/Girls/Botany

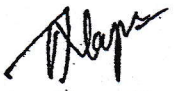
  
Principal  
PRINCIPAL  
Adarsh Education Society's  
Art, Commerce & Science College  
HINGOLI-431 513 (MS)

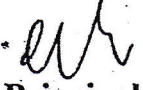
Date: 03/02/2020

Department of Botany,  
Adarsh Education Society's Arts, Commerce and Science College,  
Hingoli.

**Certificate Course in 'Gardening'**  
Time Table (Schedule 2)

S.N.	Date	Time	Topic	Name of Teacher
1.	04/02/2020	03:10 to 5.10 pm	Pruning and Training	Dr.N.S.Solanke
2.	06/02/2020	03:10 to 5.10 pm	Features of Gardens	Dr.S.S.Nagarkar
3.	07/02/2020	03:10 to 5.10 pm	Lawn and its maintenance	Ms.R.C.Jadhav
4.	08/02/2020	03:10 to 5.10 pm	Nursery Management	Dr.S.S.Nagarkar
5.	10/02/2020	03:10 to 5.10 pm	Types of Gardening	Mr.S.A.Khan
6.	11/02/2020	03:10 to 5.10 pm	Green House, Shade House	Dr.N.S.Solanke
7.	12/02/2020	03:10 to 5.10 pm	Ornamental Gardening	Mr.S.A.Khan
8.	13/02/2020	03:10 to 5.10 pm	Commercial Nursery	Mr.P.S.Shette
9.	14/02/2020	03:10 to 5.10 pm	Botanical Gardens	Ms.R.C.Jadhav
10.	15/02/2020	03:10 to 5.10 pm	Landscaping, Fountain and Hanging Garden	Dr.S.S.Nagarkar
11.	17/02/2020	03:00 to 4.30 pm	Examination	---

  
Course Coordinator  
& HOD Botany  
(Dr.S.S.Nagarkar)

  
Principal  
Adarsh Education Society's  
Art, Commerce & Science College,  
HINGOLI-431 513 (MS)

P/NAAC/Boys/Girls/Botany

## :CERTIFICATE COURSE:

### (स्पर्धा परीक्षा गणित) प्रमाणपत्र अभ्यासक्रम

#### प्रस्तावना व आवश्यकता :-

महाराष्ट्र शासन विविध निवड मंडळे,स्टाफ सलेक्शन कमिशन,बँक निवड मंडळ, राज्य परीवहण मंडळ, पोलीस विभाग, महसुल विभाग मधील नोकर भरतीच्या अनुशंगाने चाळणी परीक्षा घेतली जाते. त्याकरीता प्रत्येक परीक्षा पेपर मध्ये गणिता वर आधारीत कमितकमी २५ ते ३० मार्कांचे (१०० पैकी ) वस्तु निष्ठ १ बहुपर्यायी प्रश्न विचारले जातात.त्या प्रश्नांची फक्त ओळखच नव्हे तर प्रश्नांची सोडवणूक कशी करावी या बाबत महाविद्यालयीन विद्यार्थ्यांना वेगळ्या मार्गदर्शनाची अत्यंत आवश्यकता आहे.कला,विणिज्य व विज्ञान शाखेच्या पदवी व पदव्युत्तर वर्गाच्या विद्यार्थ्यांना गणितावरील प्रश्नांबाबत आत्मविश्वास जागृत करणे गरजेचे आहे.गणितावर आधारीत प्रश्नांची भिती कमी करण्याची गरज आहे.स्पर्धा परीक्षेत गणितावरील आधारीत विचारल्या जाणा-या प्रश्नांची उकल करण्यासाठी पारंपारीक शिक्षण पध्दती पेक्षा वेगळ्या धारणीचे मार्गदर्शन मिळणे आवश्यक आहे.त्यासाठी महाविद्यालयीन विद्यार्थ्यांना वस्तुनिष्ठ,बहुपर्यायी प्रश्न व तांची उत्तरे काढणे याबाबत जागरुक करणे गरजेचे आहे.या पुर्वी गणीतातील विविध संकल्पनांची तोंड ओळख विद्यार्थ्यांना असु शकते पण वस्तुनिष्ठ प्रश्न/बहुपर्यायी प्रश्नांची निर्मीती कशी केली जाऊ शकते,त्याची उत्तरे कशा प्रकारे शोधता येतात या बाबत मार्गदर्शन वसराव होणे गरजेचे आहे.पारंपारीक अभ्यासक्रमापेक्षा वेगळ्या दिशेने विद्यार्थी कसा विचार करेल/करावे याबाबत माहीती देणे गरजेचे वाटते.आपल्या महाविद्यालयात ७०% विद्यार्थी ग्रामीण भागातुन असुन त्यापैकी ५०% विद्यार्थीनी आहेत.त्यामुळे त्यांच्या मनात गणित स्पर्धा परीक्षेबाबत.एक प्रकारची भिती असणे स्वाभाविकच आहे.त्यांच्या मनातील भिती कमी करणे नव्हे आत्मविश्वास वाढविणे करीता वेगळ्या प्रमाणपत्र अभ्यासक्रमाची आवश्यकता आहे.

**माध्यम :-** मराठी माध्यम (कला,विणिज्य व विज्ञान साठी उपयुक्त)

**श पात्रता :-** बीए/बी.कॉम/बी.एस्सी I,II,III rd YEAR महाविद्यालयीन विद्यार्थी.

- उदधीष्टे :-**
०१. गणितातील विविध संकल्पनांची उजळणी करणे.
  ०२. संकल्पनांचा वापर करुन प्रश्नांची उकल करणे.
  ०३. स्पर्धा परीक्षा गणिता बाबत विद्यार्थ्यांमध्ये आत्मविश्वास निर्माण करणे.
  ०४. स्पर्धा परीक्षा गणिताची उकल व निर्मीतीची क्षमता तयार करणे.
  ०५. स्पर्धा परीक्षे करीता विद्यार्थी तयार करणे.

**अभ्यासक्रम :-** प्राथमीक क्रिया,संख्या व स्थनीक किंमत,वेळ-वेग अंतर,काळ-काम-वेग, चालन, गुणोत्तर व प्रमाण, बैजीक राशी, सम-विषम, संख्या, संख्यामाला, बैजीक समीकरणे, संख्या प्रकार, वय-प्रमाण, गुणोत्तर, भागीदारी, गणितातील सुत्रे, लयावी-मसावी, शेकडेवारी, दशांक-अपूर्णांक, वर्ग-वर्गमुळ, धन-धनमुळ, सरासरी, सरळव्याज,चक्रवाड व्याज.

तासिका :- ३० (१ Hr)

सोमवार	मंगळवार	बुधवार	गुरुवार	शुक्रवार	शनिवार
सायं ४ ते ५ रु.नं.६	सायं ४ ते ५ रु.नं.६	सायं ४ ते ५ रु.नं.६	सायं ४ ते ५ रु.नं.६	सायं ४ ते ५ रु.नं.६	सायं ४ ते ५ रु.नं.६

आवश्यकता :- खालील पुस्तके

०१. संपुर्ण गणित-स्पर्धा परिक्षा चैताली प्रकाशन (५ प्रति.)
०२. स्पर्धा परीक्षा गणित - वा.ना.दांडेकर (५ प्रति.)

मुल्यमापन :- अभ्यासक्रम पुर्ण झाल्यानंतर

- १०० मार्काची / ५० बहुपर्यायी प्रश्नांची परीक्षा.  
४० ते ५० % - C ग्रेड  
५० ते ६० % - B ग्रेड  
६० ते ७५ % - A ग्रेड  
७५ % व पुढे - A+ ग्रेड.
- अभ्यासक्रम पुर्तता प्रमाणपत्र - महाविद्यालयातर्फे  
प्रथम येणा-यास १०१ रु. बक्षीस  
द्वितीय येणा-यास ५१ रु. बक्षीस  
तृतीय येणा-यास ३१ रु. बक्षीस

(आवश्यकता पडल्यास बक्षीस विभागन देण्यात येईल.)

## Outcomes:

1. गणिततील विविध संकल्पना, संख्या, संख्या प्रकार व स्थानिक किंमत सांगता येईल.
2. वेळ-वेग-अंतर, काळ-काम-वेग यावरील प्रश्न सोडवता येतील.
3. चलन, गुणोत्तर व प्रमाण, बैजिक रशी यावरील प्रश्नांची उकल करता येईल.
4. भागीदारी, लक्षावी-मसावी, शेकडेवारी वरील गणिते सोडवता येतील.
5. वर्ग-वर्गमूल, धन-धनमूल, सरळव्याज, चक्रवाढ-व्याज काढता येईल.

हस्ताक्षर:

डॉ. एस.पी. हाटकर.