



SHRI SHIVAJI EDUCATION SOCIETY, AMRAVATI'S

# SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA

(NAAC Re-accredited with C Grade with CGPA 1.86)

ISO 9001: 2015 Certified College



3<sup>rd</sup> Cycle  
Assessment & Accreditation by NAAC

## CRITERION – I CURRICULAR ASPECTS

QnM – 1.2.1

Institutional programme brochure/notice for certificate/value added programs with course modules and outcomes.



*Shri Shivaji Education Society Amravati's*  
**SHRI SHIVAJI ARTS, COMMERCE & SCIENCE COLLEGE,  
 MOTALA, DIST. BULDHANA (M.S.)**



(NAAC Re-accredited with C Grade with CGPA 1.86)

○ College Code : 317 ○ E-mail : ssacscm317@gmail.com ○ Website : www.sscmotala.ac.in ○ Cell No. : 9422945519 ○

**Shri. Harshvardhan P. Deshmukh**  
 President  
 Shri. Shivaji Education Society, Amravati

**Dr. Gajanan N. Jadhao**  
 M.A., Ph.D., B.Ed.  
 Principal

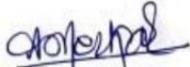
Outward No. SSACSCM/.....

Date: 20/05/2023

## Declaration

This is to certify that the information, reports, true copies of the supporting documents, numerical data, etc. furnished in this file have been verified by the IQAC and the Head of the Institution. The data is found correct.

Hence the certificate.

  
 IQAC CO-ORDINATOR  
 Shri Shivaji Arts, Commerce  
 and Science College, Motala



  
 Principal  
 Shri Shivaji Arts, Commerce  
 & Science College Motala,  
 Distt. Buldana

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**CERTIFICATE COURSE**  
**BROCHURE/NOTICE, MODULES & COURSE OUTCOMES**  
**2021-22**

<b>Sr. No.</b>	<b>Department</b>	<b>Certificate/value added course 2021-22</b>
<b>1</b>	<b>Botany</b>	<b>1)Certificate course in Organic Farming (NSQF)</b>
<b>2</b>	<b>Chemistry</b>	<b>2) Certificate Course in Laboratory Safety</b>
<b>3</b>	<b>Computer Science</b>	<b>3) Diploma course in information Technology and Web Designing (NSQF)</b>
<b>4</b>	<b>English</b>	<b>4) Certificate course in Communication Skill in English</b>
<b>5</b>	<b>Physics</b>	<b>5) Value added course in Renewable Energy Sources</b>
<b>6</b>	<b>Zoology</b>	<b>6) Certificate course in Apiculture</b>

10/23/2020

Sant Gadge Baba Amravati University, Amravati Mail - Approval of fresh programmes / courses under NSQF for the year 2020-21



Arts, Commerce and Science Mahavidyalaya Motala &lt;acsm317@sgbau.ac.in&gt;

**Approval of fresh programmes / courses under NSQF for the year 2020-21**

1 message

nsqfugc2020@gmail.com <nsqfugc2020@gmail.com>  
To: acsm317@sgbau.ac.in

Thu, Oct 22, 2020 at 4:04 PM

Dear Sir/Madam,

This is with reference to your application for skill-based programmes / courses. I am directed to convey that your institution may run the following fresh programmes / courses under National Skills Qualifications Framework (NSQF) during the academic session 2020 - 2021:

Programme/s	Course/s
Diploma	Information Technology and Web Designing
Certificate	Organic Farming

The institution must adhere to the following terms and conditions:

1. The institutions shall run the courses in accordance with the provisions of the UGC Guidelines for Providing Skill-based Education under National Skills Qualifications Framework.
2. The institution shall meet the requirements of infrastructure and laboratory facilities for running the skill-based courses.
3. The institutions which are recommended for running skill courses in the fields like medical, law etc. shall meet the parameters specified by the respective regulatory bodies/professional councils before starting those courses.
4. The institutions shall run the courses on regular mode only and the courses shall not be run on online/distance education mode and through franchise agreement / arrangements.
5. The institution shall furnish details regarding students admitted (course-wise) for the forthcoming academic session on the online portal by **30.11.2020**. The link to the portal is <https://nsqf.ugc.ac.in/>

With regards,

Yours faithfully,

(Dr. Mriganka Sekhar Sarma)  
(Education Officer)

Arts, Commerce & Science College  
At Post Tq Old Malkapur Road Motala

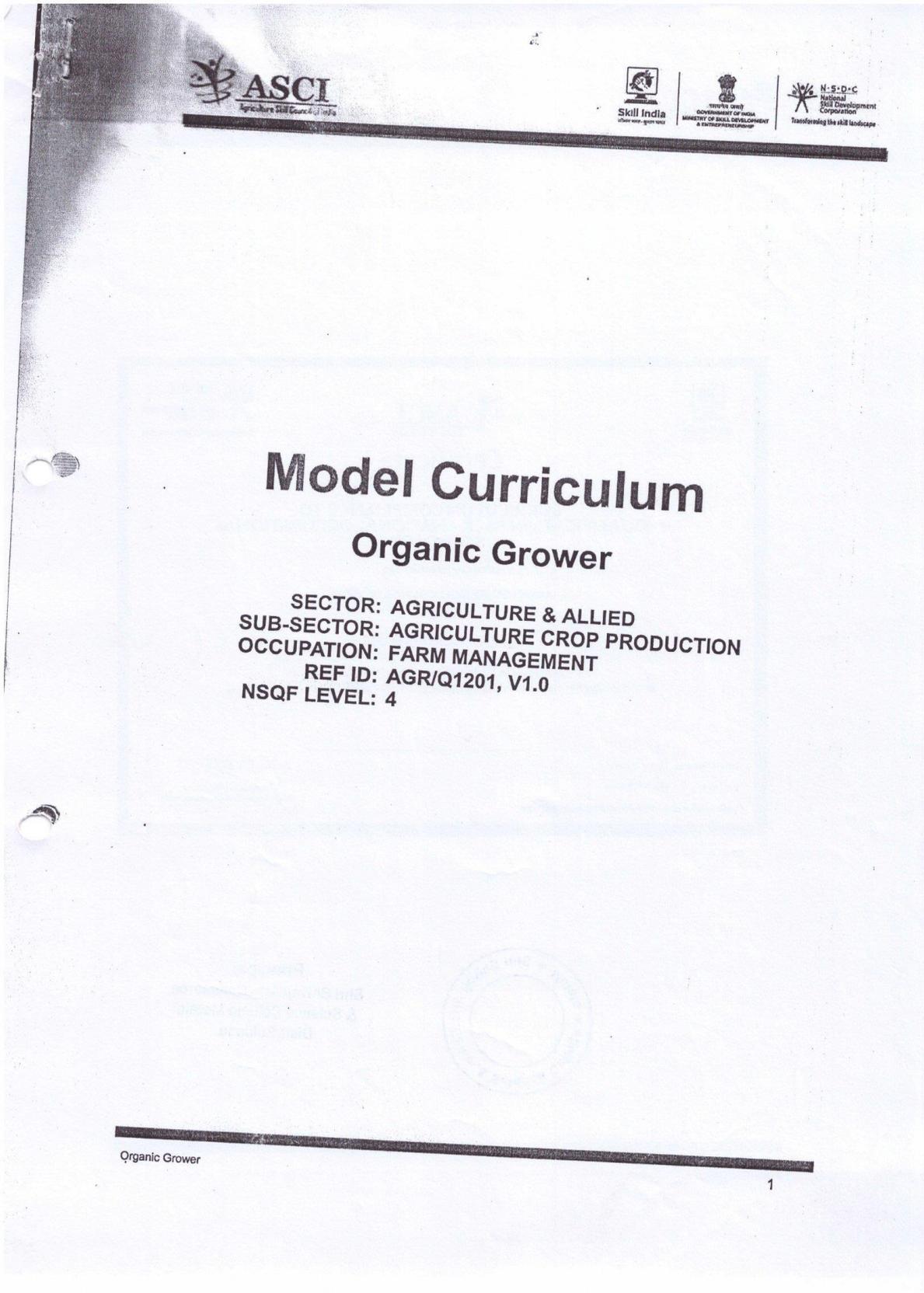
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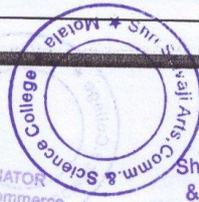
Organic Grower



This course encompasses 10 out of 10 National Occupational Standards (NOS) of "Organic Grower" Qualification Pack issued by "Agriculture Skill Council of India".

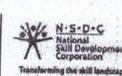
Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<b>Introduction</b>  Theory Duration (hh:mm) 05:00 Practical Duration (hh:mm) 00:00  Corresponding NOS Code Bridge Module	<ul style="list-style-type: none"> <li>• General Instructions to the Trainee</li> <li>• Understand the Role of a Organic Grower</li> <li>• Understand and study the Scopes and Opportunities of Organic Farming</li> <li>• Study the Need of Organic Farming in India</li> </ul>	Laptop, white board, marker, projector
2	<b>Undertake planning for Organic Farming</b>  Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 10:00  Corresponding NOS Code AGR/N1201	<ul style="list-style-type: none"> <li>• Selection of Crop</li> <li>• Understand the need of safe farming practices</li> <li>• Understand and practice the type of safe farming practices</li> <li>• Transition to Organic Farming                             <ul style="list-style-type: none"> <li>- Estimate the cost and time of Organic Farming</li> <li>- Budget estimation</li> <li>- Understand the phased approach to be taken to transition to organic farming</li> </ul> </li> <li>• Prepare Crop portfolios – Multi crop, Feasible crop</li> <li>• Prepare Yearly Plan / Crop Schedule</li> </ul>	Laptop, white board, marker, projector, Record Keeping Book, receipts, voucher
3	<b>Seed Selection &amp; treatment under organic farming</b>  Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 10:00  Corresponding NOS Code AGR/N1202	<ul style="list-style-type: none"> <li>• Crop Selection                             <ul style="list-style-type: none"> <li>- Identify main crop and companion crop</li> <li>- Plan for intercrop, mixed crop, relay crop, trap crop etc</li> <li>- Plan for crop rotation cycle</li> <li>- Crop schedule</li> </ul> </li> <li>• Selection of seed variety – insect pest resistant, non genetically modified etc</li> <li>• Seed Treatment                             <ul style="list-style-type: none"> <li>- understand the organic practices for seed treatment</li> <li>- identify inputs/material to be used for organic seed treatment</li> <li>- preparation of inputs for seed treatment</li> <li>- implementation of seed treatment</li> </ul> </li> </ul>	Laptop, white board, Marker, projector, bio inputs, bio fertilizers
4	<b>Soil nutrient management under Organic farming</b>  Theory Duration (hh:mm) 10:00	<ul style="list-style-type: none"> <li>• Understand the concept of soil nutrient management under organic farming</li> <li>• Understand the Soil Activation and Soil enhancement                             <ul style="list-style-type: none"> <li>- understand importance of top soil in organic cultivation</li> <li>- identify various methods of</li> </ul> </li> </ul>	White Board, Marker, Laptop, projector, bio fertilizers, soil testing tools/equipments, FYM, compost etc

Organic Grower



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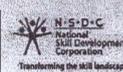
Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<b>Corresponding NOS Code</b> AGR/N1206		
8	<b>Harvest and Post – harvest management under organic farming</b>  Theory Duration (hh:mm) 05:00  Practical Duration (hh:mm) 10:00  Corresponding NOS Code AGR/N1207	<ul style="list-style-type: none"> <li>Harvesting of the crop: Crop maturity, moisture content during harvesting, etc</li> <li>Understand about the physical admixture during harvesting</li> <li>Harvesting methods and handling of harvested crops</li> <li>Understand the Post harvest management practices like grading, storage, organically acceptable fumigation, cold storage, packaging and marketing</li> </ul>	White board, Marker, Laptop, projector
9	<b>Undertake Quality assurance &amp; certification in Organic Farming</b>  Theory Duration (hh:mm) 10:00  Practical Duration (hh:mm) 20:00  Corresponding NOS Code AGR/N1208	<ul style="list-style-type: none"> <li>Third party certification process</li> <li>Risk management in compliance of standards</li> <li>Participatory guarantee system</li> <li>Documentation in third party and PGS certification</li> <li>Documents needed for sale of organic produce and traceability</li> </ul>	White board, Marker, Laptop, projector
10	<b>Undertake business of Organic farming</b>  Theory Duration (hh:mm) 5:00  Practical Duration (hh:mm) 15:00  Corresponding NOS Code AGR/N1209	<ul style="list-style-type: none"> <li>Economics of organic farming</li> <li>Connecting with the market and market intelligence</li> <li>Direct marketing</li> </ul>	White board, Marker, Laptop, projector
11	<b>Maintain Health &amp; Safety at the work place</b>  Theory Duration (hh:mm) 05:00	<ul style="list-style-type: none"> <li>Perform General safety Rules</li> <li>Gain Knowledge of various health hazards relevant to workplace and basic first aid training.</li> <li>Understand the basic safety checks and other common reported hazards before all farm operation</li> </ul>	White Board, Marker, Laptop, projector, Nose masks, first aid kit

Organic Grower

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**Trainer Prerequisites for Job role: "Organic Grower" mapped to Qualification Pack: "AGR/Q1201, v1.0"**

Sr. No.	Area	Details
1	<b>Description</b>	Trainer is responsible for providing the education on cultivation of organic crops as per the organic package of practices recommended for a particular agro-climate zone, using approaches like diversity, cattle integration, on-farm input generation, biomass recycling, natural resource use optimization in exclusion of synthetic inputs directly or indirectly and sell the organic produce as per the competitive market prices without distress sale.
2	<b>Personal Attributes</b>	Trainer should be Subject Matter Specialist. He/ She should have good communication and observation skill, leadership skill, practical oriented skill
3	<b>Minimum Educational Qualifications</b>	Diploma
4a	<b>Domain Certification</b>	Certified for Job Role: "Organic Grower" mapped to QP: "AGR/Q1201, v1.0". Minimum accepted score is 80%
4b	<b>Platform Certification</b>	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q0102". Minimum accepted % as per respective SSC guidelines is 80%.
5	<b>Experience</b>	<ul style="list-style-type: none"> <li>• M Sc (Agriculture / Horticulture /Botany/Forestry)</li> <li>• B Sc. (Agriculture / Horticulture /Botany / Forestry)</li> <li>• Any graduate with 3 years of relevant experience</li> <li>• Diploma with 3 years of relevant experience</li> <li>• 10+2 with 5 years of relevant experience</li> </ul>



Assessable Outcome	Assessment Criteria	Total Marks	Out of	Marks Allocation	
				Theory	Skills Practical
1.AGR/N1201 Undertake planning for Organic Farming	PC1. understand the detrimental effects of unsafe farming practices on health and environment	120	5	2	3
	PC2.get acquainted with different kinds of safe farming practices that exist and their characteristics		5	2	3
	PC3.understand the pros and cons of conventional farming vs. organic farming		10	5	5
	PC4.understand core principles of organic farming		10	5	5
	PC5.understand the effects of organic farming on costs and revenue		15	7	8
	PC6.understand the time and effort commitments required for transition to organic farming		5	3	2
	PC7.understand the phased approach to be taken to transition to organic farming		5	3	2
	PC8.understand the need for multi-cropping in organic farming		10	5	5
	PC9.create feasible crop portfolios		10	5	5
	PC10.implement multi-crop projects effectively		10	5	5
	PC11.understand increased crop vulnerability in organic farming		5	2	3
	PC12.identify seasonal stress on various types of crops		10	5	5
	PC13.identify right crops for rotation		10	5	5
	PC14.create yearly plan		10	6	4
<b>Total</b>			<b>120</b>	<b>60</b>	<b>60</b>

Organic Grower



Assessable Outcome	Assessment Criteria	Total Marks	Out of	Marks Allocation	
				Theory	Skills Practical
3.AGR/N1203 Soil Nutrient Management under Organic Farming	PC1.understand importance of top soil in organic cultivation	180	5	2	3
	PC2.identify various methods of activating microbial activity in top soil		10	5	5
	PC3.prepare various organic inputs that can increase soil microbial activity		10	5	5
	PC4.apply soil activating inputs effectively		10	5	5
	PC5.undertake soil testing at authorized centres		10	5	5
	PC6.understand soil test data for soil amendment and manuring		5	2	3
	PC7.select appropriate crops suiting to soil condition		10	5	5
	PC8.calculate nutrient needs based on test report and local crop recommendations		10	5	5
	PC9.prepare the land to get appropriate tilth		5	3	2
	PC10.identify various methods adopted in organic farming for building organic matter in soil		10	5	5
	PC11.grow green manure crop and incorporate biomass		10	5	5
	PC12.use farmyard manure & mineral fortified compost		10	5	5
	PC13.use other biomass as mulch or soil cover		10	5	5
	PC14.prepare vermicompost & vermiwash		15	7	8
	PC15.prepare dung-urine slurries		5	3	2

Organic Grower



Assessable Outcome	Assessment Criteria	120 Total Marks	Out of	Marks Allocation	
				Theory	Skills Practical
5.AGR/N1205 Irrigation Management under Organic Farming	PC1.identify characteristics of good irrigation systems	120	15	7	8
	PC2.identify advantages & disadvantages of irrigation channels and watering through hose, buckets etc		15	8	7
	PC3.interact with micro irrigation expert and get feedback on the usage of specific applicable irrigation methods to be adopted		10	5	5
	PC4.ensure appropriate water supply at various life stages of the crop as per each stage requirement		20	10	10
	PC5.ensure spread of water in the entire field		15	7	8
	PC6.ensure proper water drainage		10	5	5
	PC7.adopt micro irrigation techniques (drip irrigation using appropriate equipments, sprinklers) based on the requirement of specific crops		20	10	10
	PC8.identify disease due to increase in moisture/water content and take measures to control them		15	7	8
	<b>Total</b>			<b>120</b>	<b>59</b>
6.AGR/N1206 Integrated Pest and Disease Management under Organic Farming	PC1.identify different types of pests	180	5	2	3
	PC2.identify stages of crop and pest incidence		10	5	5
	PC3.diagnose symptoms and extent of damage		10	5	5
	PC4.understand major crop diseases and identify the specific disease in the crop		10	5	5
	PC5.identify crop stage and disease incidence disease calendar		5	2	3
	PC6.identify early symptoms of various types of diseases		10	5	5
<b>Assessable</b>	<b>Assessment Criteria</b>	<b>Total</b>	<b>Out of</b>	<b>Marks Allocation</b>	

Organic Grower



Assessable Outcome	Assessment Criteria	Total Marks	Out of	Marks Allocation	
				Theory	Skills Practical
7.AGR/N1207 Harvest and Post-harvest Management under Organic Farming	PC22.prepare different bio-pesticides at farm	120	5	2	3
	PC23.use various botanical extracts for different types of pest & diseases		5	2	3
	PC24.apply recommended dose of bio-inputs at appropriate time & interval		10	5	5
	PC25.use chemical alternatives acceptable in organic farming		10	5	5
	<b>Total</b>		<b>180</b>	<b>90</b>	<b>90</b>
	PC1. identify the appropriate harvesting method		10	5	5
	PC2. harvest the crop at appropriate stage		10	5	5
	PC3. harvest the crop at right time		10	5	5
	PC4. harvest the crop based on use and distance from the market		10	5	5
	PC5. undertake grading of the crops		15	7	8
	PC6.maintain ideal storage condition		15	9	6
	PC7.use organically acceptable fumigation systems during storage		10	5	5
	PC8. use cold storage facility		15	8	7
	PC9. undertake packaging as per the requirement of the client/buyer		10	5	5
	PC10. transport organic produce as detailed by the client/buyer		5	2	3
	PC11. undertake marketing of the crop		10	5	5
	<b>Total</b>		<b>120</b>	<b>61</b>	<b>59</b>

Organic Grower

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Assessable Outcome	Assessment Criteria	Total Marks	Marks Allocation		
			Out of	Theory	Skills Practical
	PC15.comply to non-compliances, if any raised by the certification body		3	1	2
	PC16.ensure to follow-up for certification after the inspection		2	1	1
	PC17.release the stock for sale with Certification Mark (India Organic Logo) only after certification is granted		3	2	1
	PC18.understand procedure for risk assessment		3	2	1
	PC19.undertake parallel and split production, part conversion		2	1	1
	PC20.use machine tools averting contamination		2	1	1
	PC21.use water for irrigation averting contamination		2	1	1
	PC22.prevent contamination by water and air drift		2	1	1
	PC23.document risk management initiatives		2	1	1
	PC24.understand PGS certification system in brief		5	3	2
	PC25.adhere to the basic requirements for PGS group formation		3	1	2
	PC26.maintain documentation for group making, PGS pledge		3	2	1
	PC27.adopt PGS standards		2	1	1
	PC28.participate regularly in meetings and share vision & operational issues		2	1	1
	PC29.keep transparency and horizontality in operation		2	1	1
	PC30.understand basic documentations on field history		2	1	1
	PC31.maintain field/ farm, diary		5	2	3
	PC32.maintain internal inspection sheets and peer appraisals		2	1	1



Assessable Outcome	Assessment Criteria	Total Marks	Out of	Marks Allocation	
				Theory	Skills Practica
	PC8.undertake farm-level value addition		2	1	1
	PC9.undertake collective marketing by farmer groups		2	1	1
	PC10.understand branding advantages of organic produce		2	1	1
	PC11.identify major channels for sales of organic produce including physical and online		2	1	1
	PC12.maintain networking with retail chains and bulk buyers		2	1	1
	PC13.create direct connect with consumers		2	1	1
	PC14.use on-line market intelligence tools		2	1	1
	PC15.target consumer based on SEC segmentation		4	2	2
	PC16.organize of local haats		2	1	1
	PC17.release publicity literature and campaigns		1	0	1
	PC18.provide information on quality and benefits of organic foods		3	2	1
	PC19.demonstrate quality procedures and documents		4	2	2
	PC20.keep presence in area for long term		4	2	2
	PC21.convince consumers to register for regular supplies		4	2	2
	PC22.create a system for weekly supplies in Box		4	2	2
	<b>Total</b>		<b>60</b>	<b>30</b>	<b>30</b>
10. AGR/N990	PC1. undertake basic safety checks before operation of all machinery and vehicles and	60	5	3	2

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	Percentage Weightage:			50%	50%
	Minimum Pass% to qualify (aggregate):			70%	

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**Shri Shivaji Arts, Commerce & Science College**  
**Motala, Dist. Buldana**

**Certificate Course**  
**On**

**Laboratory Safety**

**Organized by**

**Department Of Chemistry**

**Organizing Committee**

**Mr. B. S. Bhise**  
Convenor & HOD,

**Mr. A. S. Meherkar**  
IQAC Coordinator

**Dr. S.W. Mamaikar**  
Principal

**Mr. N.R. Rahate**  
Dept. Of Chemistry

**Mr. N.D. Gattuwar**  
Dept. Of Chemistry

**Mr. D.M. Mangate**  
Dept. Of Chemistry

**Shri Shivaji Arts, Commerce & Science College,  
Motala, Dist. Buldana  
Department of Chemistry  
Certificate Course 2021-22**

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**Subject: - Laboratory Safety**

**Syllabus:**

**Chapter -1 Precaution and Protection**

Eye and Face Protection, Use of Gloves, Glove Selection, Laboratory Clothing and Protective Apparel, Foot Protection, Tie back, Long Hair, Loose sleeves, Location of Fire extinguisher, fire blanket, First aid Kit, Hand Sanitizer and Wash, Exhaust.

**Chapter-2 Maintenance & Record**

Good lab practices, lab safety, waste disposal and managements, solvents and glassware, procedures and maintenance of stock, purchase and distribution registers.

**Chapter-3 Labeling & Storage**

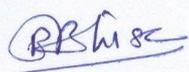
Method of storing chemicals, storage of combustible materials near the ceiling, Storage of corrosive, flammable, or toxic chemicals above face height, Incomplete/improper labeling of liquid waste containers, Poor labeling of stock solutions or secondary containers. Faded labels or label falling off.

**Chapter- 4 Measurement and Calculations**

Introduction of non-instrumental basic laboratory techniques such as sample preparation, stoichiometric calculations, solution preparation, method selections, gravimetric, volumetric techniques, standardization methods and analysis of samples by various procedures and the use of glassware.

**Chapter-5 Instrumentation and Handling**

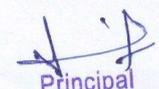
Introduction of instrumental basic laboratory techniques such as the use and maintenance of analytical balance, potentiometers, pH meters, conductivity meters, mechanical shakers, melting point apparatus, water heaters, water deionizers, magnetic stirrers and hot plates etc.



HOD of Chemistry  
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Department of Chemistry  
Academic Session 2021-22

**Certificate course in Chemistry: Laboratory Safety**

**Introduction:-** Laboratory Safety is a very important aspect of science. Without it, experimentation could result in very serious injury, if not death, of course. To reduce the risks involved with experimentation, there are certain procedures that we should all follow as individuals and as a member of a group. It is important that the correct procedures are used in various situations, when handling hazardous, when preparing, executing or cleaning up an experiment. It is also essential that you understand how to identify and use emergency equipment and protective gear

**Objective:-** Identify hazardous substances in laboratory and the need to minimize exposure.

Explain the purpose of the Laboratory and Hazard Communication standards and their primary directives.

Recognize your employer's responsibility to provide you with information and training at the time of your initial assignment to a work area or a new exposure situation.

Identify the information that must be included in a Chemical Hygiene Plan and your employer's responsibility to communicate the location and availability of the plan.

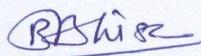
State the various controls that protect laboratory personnel, administrative, work practices, and personal protective equipment.

Recognize your employer's responsibilities and your rights relative to exposure monitoring, medical consultation and examinations, and records.

**Course Outcomes:-** Ask for permission before touching any demonstration equipment or lab equipment.

Students will be able to handling equipment as well as accurately record and analyze the results of such experiments.

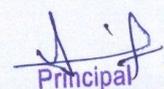
researching, analyzing, listening, communicating and careful observation



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Distt. Buldana

SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S  
SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE,  
MOTALA DIST.BULDANA (M.S.)

DEPARTMENT OF ENGLISH (2021-22)

FIFTEEN DAYS CERTIFICATE COURSE ON THE TOPIC

COMMUNICATION SKILL IN ENGLISH

**NOTICE**

All the students of **B.A. B.Com. And B.Sc** are hereby notified that the Department of English has organized fifteen days certificate course on the topic **COMMUNICATION SKILL IN ENGLISH** from 13 December to 30 December 2021. Interested and desirous students can enroll their name for the course. They should contact Prof. A. S. Meherkar.

Participation certificate will be given.

**N.B. No Registration Fee.**

  
IQAC

Co-ordinator  
Course Co-ordinator  
(Prof.A.S.Meherkar)

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and Science College, Motala



  
Principal

(Prof. Dr. S. W. Mamalkar)

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SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S  
SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA  
DIST.BULDANA (M.S.)

DEPARTMENT OF ENGLISH (2021-22)  
FIFTEEN DAYS CERTIFICATE COURSE ON THE TOPIC

COMMUNICATION SKILL IN ENGLISH

(Contents)

**1. General and Communicative English**

**Broad Points**

- General English & Communicative English differs from each other.
- Former is knowledge oriented whereas latter is skill oriented.
- Grammar, Sentence Structure, Word Stock regarded as important in G.E.
- RLSW, linguistic skills are emphasized in communicative English.
- Lecture method used for general English, Communicative English is learnt by interaction.
- To enable students to communicate in English & train them for job – objectives of teaching communicative English.

**2. Exigency of Two Things**

**Broad Points**

- Two things needed for enhancing English Communication Skills.
- Developing four basic language skills.
- Creation of surroundings.
- Opportunity for reading some English matter.
- To be able to hear English spoken by others.
- Writing something in English daily.
- Finding friend to speak in English.

**3. Methods for Improving English Communication Skills**

**Broad Points**

- Question- answer session, Story-telling session.
- Appearing for interview, Participation in all sorts of contests.
- Expressing views/opinions, Giving comments.
- Preparing gist/summary, Writing formal/informal letters.
- Dialouge/paragraph writing.
- Drafting notice, agenda, minute, report etc.

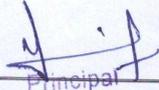
**4. Reading, Listening, Speaking & Writing**

**Broad Points**

- RLSW are closely related and interdependent.
- Reading and listening give rise to speaking and writing.
- Learner input and out.
- Four basic language/linguistic skills.
- Story books, novels, papers, magazines.

  
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- Delivering speech, participating in contests.
- Writing letters, drafting notice, agenda, minutes.

### **5. Forming Friendship with English Speaking Partner (Native Speaker)**

#### **Broad Points**

- It is advisable to find a friend to speak English.
- It is had better if the colleague is native speaker.
- Interaction, exchange of ideas with peer.
- Mistakes, errors can be rectified.
- Language becomes understandable.
- Confidence, stage daring may be increased.

### **6. Reading Loudly & Speaking at Home**

#### **Broad Points**

- Reading is a skill.
- Reading loudly, giving pause clears pronunciation.
- Reading neither slowly nor speedily but by maintaining moderate speed.
- Making it a habit to speak at home is highly beneficial.
- Gradually one will notice mistakes and correct them oneself.

### **7. Thinking and Speaking in English only.**

#### **Broad Points**

- In order to speak English thinking in English is must.
- Forming sentences and uttering the same.
- Offhand speaking sometimes brings obstacles.
- After having thought it is always better to write down.
- Speaking and thinking should go hand in hand.
- To be active thinker and speaker is the only option.

### **8. Enriching Word Stock Broad Points**

- Vocabulary and Word Stock differs.
- Memorizing at least ten new words daily.
- In absence of words speaking and writing becomes impossible.
- When we fall short of words no sentence can be formed.
- Word stock is one of the eyes of language.
- Vast word stock leads to good speaker and writer.

### **9. Passion, Strong Desire Broad Points**

- Passion or strong desire plays crucial role in developing English communication skill.
- Passion further motivates self-confidence.
- Desire changes nothing, decision changes something but determination changes everything.
- Where there is a will there is way.
- Failures are stepping stone to success.

### **10. Reading Story Books and Novels Broad Points**

  
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- To be an omnivorous reader.
- Simple story books, novels enhance grasping power.
- The language of novel is informal.
- Giving once or twice reading till imbibing the meaning.
- Moreover, brain requires reading just like abdomen requires food.

### 11. Preparation of Time-Table

- Time-management most essential thing.
- Time-table regarding routine (daily activities) be prepared.
- Money cannot be time but Time can be money.
- Time is great healer.

### 12. Continuous, Perfect Practice & Unlimited Confidence

- Practice makes man perfect.
- No any skill that cannot be developed with continuous practice.
- If it is understood by others then it is called English.
- Self-confidence can bring about tremendous change.
- Unlimited confidence gives birth to fruitful result.

### 13. Maintaining Diary to note Unfamiliar Words

- Taking down unfamiliar words and finding out meaning.
- Curiosity, inquisitive mind is needed to do so.
- Synonyms and antonyms also help about English communication skill.
- Noting down proverb, noble thought, and memorable statement necessary.

### 14. English Essential for Survival & Successful Life

- The world is of English.
- English means of international communication.
- English creates long lasting impression.
- Survival of the fittest but now survival of the English.
- Success in English means success in all walks of life.

### 15. The Conclusion

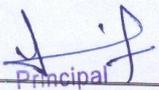
Forming questions, Vocabulary/Grammar preparation, Languageskills, Oral request/suggestions, making use of appropriate words in appropriate situations, vital interactions, arguing or expressing views, if our English is perfectly understood by others then the purpose of English Communication Skill is served.

### **Course Objectives:**

- To use dictionary for pronunciation and meaning.
- To study word as regards British & American spelling.
- To read and study a narrative passage.
- To learn the grammatical constructions.

  
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- To use certain polite expressions in speech and writing.
- To frame WH-questions.
- To learn to describe persons and objects.
- To make use of English for giving instructions.
- To make use of telephone as a means of communication.
- To learn the use of correct tag-question/question-tag.
- To learn how to make notes from a passage.
- To learn to write formal and informal letters.
- To know how to read with understanding simple news items from English newspaper.
- To learn some important grammar items.
- To introduce oneself, relatives and friends orally.
- To write Bio-data (Curriculum Vitae)
- To indicate likes and dislikes politely.
- To write a report for a newspaper and magazine.
- To be able to ask for information.



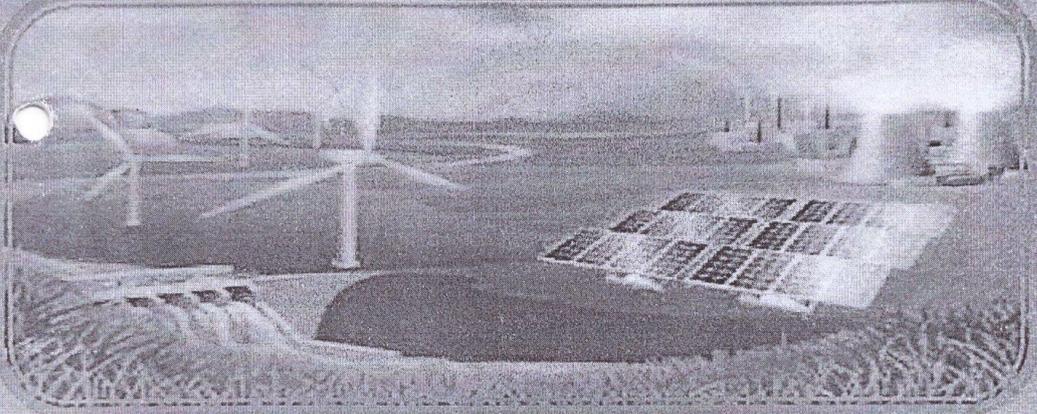
  
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**Shri Shivaji Arts, Commerce and Science College,**  
**Motala, Dist. Buldana**  
 Department of Physics  
 Organized  
**One Week Value Added Course**  
 In  
**Renewable Energy Sources**  
 From 28.03.2022 to 04.04.2022





**Dr. S. W. Mamalkar**  
*Principal*

**Mr. D. B. Chanekar**  
*Head, Department of Physics*

**Mr. P.A. Bramhankar**  
*Convenor*

**Resource People**

Mr. R. S. Mankar  
*Head, Department of Physics,*  
*Smt. Radhabai Sarada Arts, Commerce and Science College, Anjangaon*

Mr. D. B. Chanekar  
Mr. P. M. Gaiki  
Mr. P.A. Bramhankar  
Dr. S. S. Behere  
*Assistant Professor*  
*Shri Shivaji Arts, Commerce and Science College, Motala*

Mr. U. T. Bhati  
Dr. S. H. Nimkar &  
Dr. A.R. Choudhary  
*Assistant Professor*  
*Shri Shivaji Arts, Commerce and Science College, Akot*

<b>Eligibility</b>	B. Sc.II and III year Students
<b>Registration Link</b>	<a href="https://forms.gle/BP5PoJn39eCireUG7">https://forms.gle/BP5PoJn39eCireUG7</a>
<b>Feedback Link</b>	<a href="https://forms.gle/benMPeA6eN7H5Hy97">https://forms.gle/benMPeA6eN7H5Hy97</a>
<b>Zoom Link</b>	Send on Whatsapp group of Teacher Incharge of respective college.
<b>Date and Time</b>	28.03.2022 to 4.03.2022

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**Shri Shivaji Arts, Commerce & Science College,**  
**Motala, Dist – Buldhana.**



NAAC Re-Accredited with C Grade with CGPA 1.86  
Affiliated to S.G.B. Amravati University.

Department of Physics

**Notice**

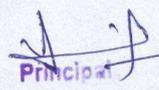
**Date:- 22/03/2022**

All the students of B.Sc. I, II, III are hereby informed to undertake the One Week value added course in Renewable Energy from March 28, 2022 April 04, 2022 to be held in online mode. The link of workshop will be shared on WhatsApp group.

  
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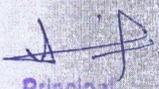
  
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**Shri Shivaji Arts, Commerce and Science College,**  
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 Department of Physics  
 Organized  
 One Week Value Added Course  
 In  
**Renewable Energy Sources**  
 From 28.03.2022 to 04.04.2022  
 Schedule

S.N.	Date	Time	Resource Person	Co-ordinator	Topic
1	28.03.2022	8am to 11am	Mr. R. S. Mankar	Mr. U. T. Bhati	Introduction of Renewable Energy Sources
2	29.03.2022	8am to 11am	Mr. U. T. Bhati	Mr. R. S. Mankar	Introduction of Renewable Energy Sources
3	30.03.2022	8am to 11am	Mr. D. B. Channekar	Dr. S. H. Nimkar	Types of Renewable Energy Sources
4	31.03.2022	8am to 11am	Mr. P. M. Gaiki	Dr. S. H. Nimkar	Types of Renewable Energy Sources
5	01.04.2022	8am to 11am	Mr. P. A. Bramhankar	Dr. A.R. Choudhary	Storage of Renewable Energy Sources
6	02.04.2022	8am to 11am	Dr. S. S. Behere	Dr. A.R. Choudhary	Storage Renewable Energy Sources
7	28.03.2022 To 02.04.2022	4pm to 6pm (Daily)	Dr. S. H. Nimkar	Mr. U. T. Bhati	Hand of Training
8	04.04.2022	8am to 11am			Survey Project Submission
9	04.04.2022	4pm to 6pm			Examination

  
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**Shri Shivaji Arts, Commerce & Science College,**  
**Motala, Dist. Buldana**  
 NAAC Accredited with 'C' grade with CGPA 1.86  
**Department of Zoology**  
 In Collaboration with IQAC  
 Organizes  
**Certificate Course in "Apiculture"**  
 From 04<sup>th</sup> to 14<sup>th</sup> MAY 2022



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<p><b>Hon'ble President</b>          Shri. Harshwardhan Deshmukh</p>	<p><b>Principal</b>          Dr. S.W. Mamalkar</p>
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<p><b><u>Organizing Committee</u></b>  <b>Dr. S.W. Mamalkar</b>          Principal</p> <p><b>Mr. Avinash S. Meherkar</b>          IQAC Co-ordinator</p> <p><b>Dr. Abhay C. Thakur</b>          Head</p> <p><b>Dr. Arun B. Gaware</b>          Convener</p> <p><b>Dr. Chitra D. Morey</b>          Organizing Secretary</p>	<p><b>Speakers</b></p> <p><b>Dr. Abhay C. Thakur</b>          Head &amp; Assistant Professor          Department of Zoology</p> <p><b>Dr. Arun B. Gaware</b>          Assistant Professor          Department of Zoology</p> <p><b>Dr. Chitra D. Morey</b>          Assistant Professor          Department of Zoology</p>
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Activity Schedule

Day	Content of the course	Time
Day 1 04/05/2022 Wednesday	Introduction About Apiculture	9 to 11 am Dr. Abhay C.Thakur
Day 2 05/05/2022 Thursday	Honey bee Species and Identification	9 to 11 am Dr.Arun B.Gaware
Day 3 06/05/2022 Friday	Morphology and Life Cycle of honey Bee	9 to 11 am Dr. Chitra D. Morey
Day 4 07/05/2022 Saturday	Tools and equipments in bee keeping	9 to 11 am Dr. Arun .Gaware
Day 5 09/05/2022 Monday	Honey bee Plants	9 to 11 am Dr. Arun .Gaware
Day 6 10/05/2022 Tuesday	Bee product	9 to 11 am Dr. Chitra D. Morey
Day 7 11/05/2022 Wednesday	Processing of honey	9 to 11 am Dr. Abhay C.Thakur
Day 8 12/05/2022 Thursday	Honey bee enemies and Diseases	9 to 11 am Dr. Arun B.Gaware
Day 9 13/05/2022 Friday	Economics of Bee keeping	9 to 11 am Dr. Chitra D.Morey
Day 10 14/05/2022 Saturday	Grading Test & Feedback	9 to 11 am



*[Signature]*  
HOD of Zoology

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**Sant Gadge Baba Amravati University, Amravati**  
**Shri Shivaji Arts, Commerce & Science College Motala.**  
**Department of Zoology**  
**Syllabus for Certificate Course in "Apiculture"**  
**From 04th to 14th MAY 2022**

Sr. no.	Content of the course
1	Introduction About Apiculture
2	Honey bee Species and Identification
3	Morphology and Life Cycle of honey Bee
4	Tools and equipments in bee keeping
5	Honey bee Plants
6	Bee product
7	Processing of honey
8	Honey bee enemies and Diseases
9	Economics of Bee keeping
10	Grading Test & Feedback



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*[Signature]*  
 Assistant Professor,  
 Department of Zoology  
 Shri Shivaji Arts, Commerce & Science  
 College, Motala, Dist. Buldana.

## Certificate course on Apiculture

**Name of Activity:-** Certificate Course on "Apiculture"

**Organizer:-** Dept. of Zoology, Shri Shivaji Arts, Commerce and Science College, Motala, Dist. Buldana.

Department of zoology organized certificate course on Apiculture from 04 th to 14th May 2022. In this course 30 students were participated. This 10 days certificate course has been designed to give opportunity to the students of Zoology to give them the theoretical knowledge and to make them competent to start their own entrepreneur. Our course selects only one branch that has high prospects yet is not as common and fund intensive as poultry or deary. Apiculture has high prospects and provides the students the opportunity to start their own venture. Departmental faculties were actively participated in this certificate course. Three faculties were involved in this course Dr. A.C. Thakur, Dr. C.D. Morey and Dr. A.B. Gaware.

**Aim :** Increasing the employment opportunity in rural sector and thus enhancing the ancillary income of the beekeepers & farmers.

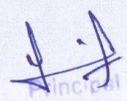
**Outcomes:-**

- The learner understands the basics about beekeeping tools, equipment, and managing beehives.
- To understand the basic life cycle of the honeybees, beekeeping tools and equipments.
- To learner for managing beehives for honey production and pollination.
- Specific outcome of beekeeping as an income generation activity.
- Bees play an important role in the pollination of many flowering plants, thus increasing the yield of certain crops such as sunflower and various fruits.
- Honey is a delicious and highly nutritious food.

**Total Participants:-** 30



  
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**HOD of Zoology**  
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**CERTIFICATE COURSE**  
**BROCHURE/NOTICE, MODULES & COURSE OUTCOMES**  
**2020-21**

<b>Sr.No.</b>	<b>Department</b>	<b>Certificate/Value Added Course 2020-21</b>
1	Botany	1) Certificate course in Organic Farming (NSQF)
2	Chemistry	2) Certificate Course in Laboratory Safety
3	Physics	3) Certificate course in Renewable Energy Sources
4	Zoology	4) Certificate course in Apiculture
5	Botany	5) Certificate Course in Mushroom Cultivation

10/23/2020

Sant Gadge Baba Amravati University, Amravati Mail - Approval of fresh programmes / courses under NSQF for the year 2020-21



Arts, Commerce and Science Mahavidyalaya Motala &lt;acsm317@sgbau.ac.in&gt;

**Approval of fresh programmes / courses under NSQF for the year 2020-21**

1 message

nsqfugc2020@gmail.com <nsqfugc2020@gmail.com>  
To: acsm317@sgbau.ac.in

Thu, Oct 22, 2020 at 4:04 PM

Dear Sir/Madam,

This is with reference to your application for skill-based programmes / courses. I am directed to convey that your institution may run the following fresh programmes / courses under National Skills Qualifications Framework (NSQF) during the academic session 2020 - 2021:

Programme/s	Course/s
Diploma	Information Technology and Web Designing
Certificate	Organic Farming

The institution must adhere to the following terms and conditions:

1. The institutions shall run the courses in accordance with the provisions of the UGC Guidelines for Providing Skill-based Education under National Skills Qualifications Framework.
2. The institution shall meet the requirements of infrastructure and laboratory facilities for running the skill-based courses.
3. The institutions which are recommended for running skill courses in the fields like medical, law etc. shall meet the parameters specified by the respective regulatory bodies/professional councils before starting those courses.
4. The institutions shall run the courses on regular mode only and the courses shall not be run on online/distance education mode and through franchise agreement / arrangements.
5. The institution shall furnish details regarding students admitted (course-wise) for the forthcoming academic session on the online portal by **30.11.2020**. The link to the portal is <https://nsqf.ugc.ac.in/>

With regards,

Yours faithfully,

(Dr. Mriganka Sekhar Sarma)  
(Education Officer)

Arts, Commerce & Science College  
At Post Tq Old Malkapur Road Motala

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**Shri Shivaji Education Society Amravati's**  
**Shri Shivaji Arts, Commerce & Science College, Motala,**  
**Dist. Buldana 443103**  
 (Affiliated to Sant Gadge Baba Amravati University, Amravati)

**DEPARTMENT OF BOTANY**  
**UGC sponsored**  
**NATIONAL SKILL DEVELOPMENT SCHEME**  
 Six Month Certificate Course  
 In  
**ORGANIC FARMING**

Eligibility Criteria:  
 12<sup>th</sup> Pass/Graduate

Admission Open

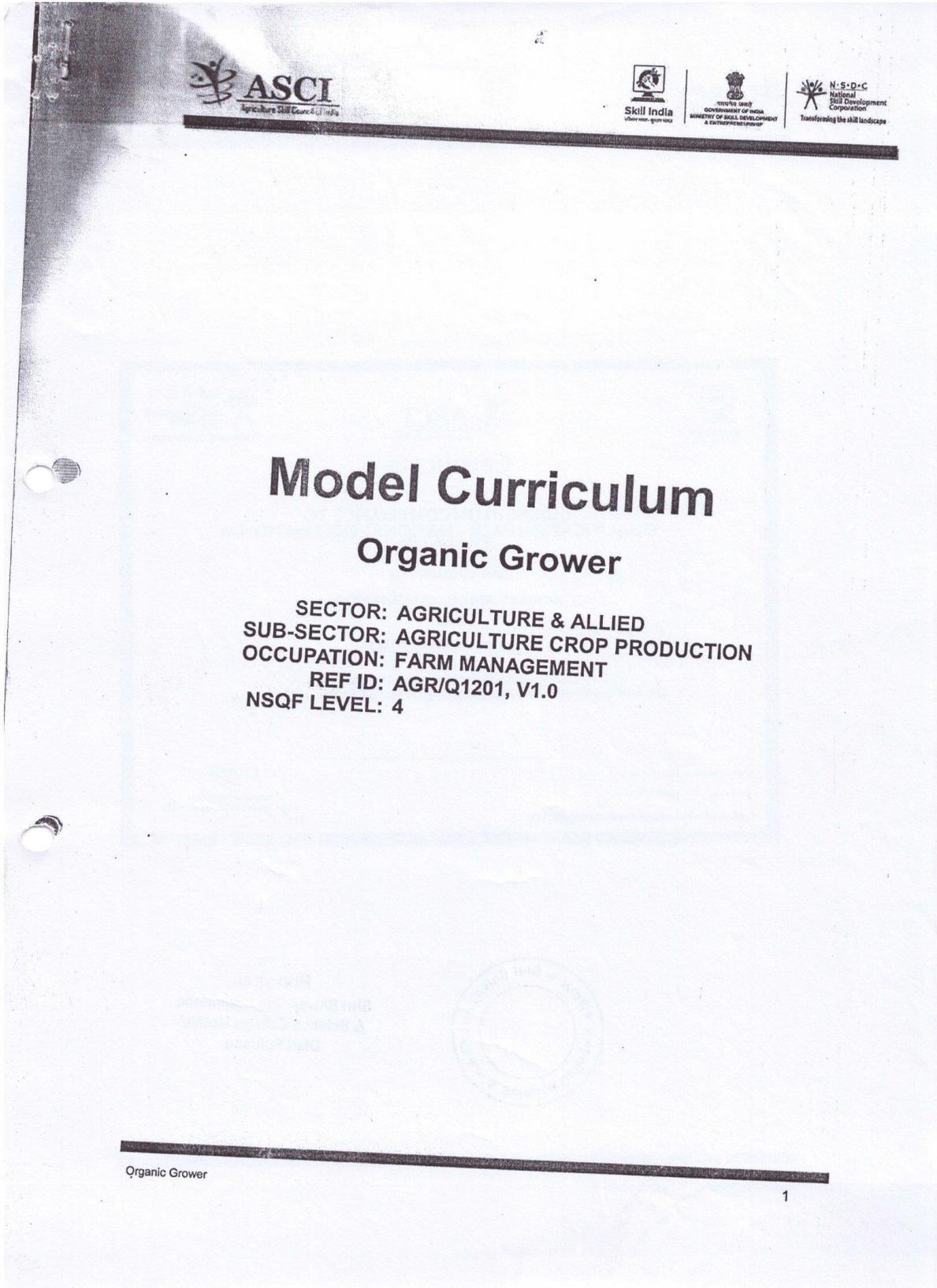
**Course Coordinator**  
 Dr. Pravin A. Theng

**Nodal Officer**

**Principal**  
 Dr. S. W. Mamalkar

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# Model Curriculum

## Organic Grower

SECTOR: AGRICULTURE & ALLIED  
SUB-SECTOR: AGRICULTURE CROP PRODUCTION  
OCCUPATION: FARM MANAGEMENT  
REF ID: AGR/Q1201, V1.0  
NSQF LEVEL: 4

Organic Grower

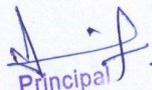
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Organic Grower

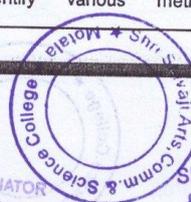


This course encompasses 10 out of 10 National Occupational Standards (NOS) of "Organic Grower" Qualification Pack issued by "Agriculture Skill Council of India".

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<b>Introduction</b>  Theory Duration (hh:mm) 05:00 Practical Duration (hh:mm) 00:00  Corresponding NOS Code Bridge Module	<ul style="list-style-type: none"> <li>• General Instructions to the Trainee</li> <li>• Understand the Role of a Organic Grower</li> <li>• Understand and study the Scopes and Opportunities of Organic Farming</li> <li>• Study the Need of Organic Farming in India</li> </ul>	Laptop, white board, marker, projector
2	<b>Undertake planning for Organic Farming</b>  Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 10:00  Corresponding NOS Code AGR/N1201	<ul style="list-style-type: none"> <li>• Selection of Crop</li> <li>• Understand the need of safe farming practices</li> <li>• Understand and practice the type of safe farming practices</li> <li>• Transition to Organic Farming                             <ul style="list-style-type: none"> <li>- Estimate the cost and time of Organic Farming</li> <li>- Budget estimation</li> <li>- Understand the phased approach to be taken to transition to organic farming</li> </ul> </li> <li>• Prepare Crop portfolios – Multi crop, Feasible crop</li> <li>• Prepare Yearly Plan / Crop Schedule</li> </ul>	Laptop, white board, marker, projector, Record Keeping Book, receipts, voucher
3	<b>Seed Selection &amp; treatment under organic farming</b>  Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 10:00  Corresponding NOS Code AGR/N1202	<ul style="list-style-type: none"> <li>• Crop Selection                             <ul style="list-style-type: none"> <li>- Identify main crop and companion crop</li> <li>- Plan for intercrop, mixed crop, relay crop, trap crop etc</li> <li>- Plan for crop rotation cycle</li> <li>- Crop schedule</li> </ul> </li> <li>• Selection of seed variety – insect pest resistant, non genetically modified etc</li> <li>• Seed Treatment                             <ul style="list-style-type: none"> <li>- understand the organic practices for seed treatment</li> <li>- identify inputs/material to be used for organic seed treatment</li> <li>- preparation of inputs for seed treatment</li> <li>- implementation of seed treatment</li> </ul> </li> </ul>	Laptop, white board, Marker, projector, bio inputs, bio fertilizers
4	<b>Soil nutrient management under Organic farming</b>  Theory Duration (hh:mm) 10:00	<ul style="list-style-type: none"> <li>• Understand the concept of soil nutrient management under organic farming</li> <li>• Understand the Soil Activation and Soil enhancement                             <ul style="list-style-type: none"> <li>- understand importance of top soil in organic cultivation</li> <li>- identify various methods of</li> </ul> </li> </ul>	White Board, Marker, Laptop, projector, bio fertilizers, soil testing tools/equipments, FYM, compost etc

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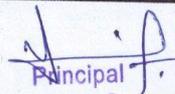


Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<b>Corresponding NOS Code</b> AGR/N1206		
8	<b>Harvest and Post – harvest management under organic farming</b>  <b>Theory Duration (hh:mm)</b> 05:00  <b>Practical Duration (hh:mm)</b> 10:00  <b>Corresponding NOS Code</b> AGR/N1207	<ul style="list-style-type: none"> <li>Harvesting of the crop: Crop maturity, moisture content during harvesting, etc</li> <li>Understand about the physical admixture during harvesting</li> <li>Harvesting methods and handling of harvested crops</li> <li>Understand the Post harvest management practices like grading, storage, organically acceptable fumigation, cold storage, packaging and marketing</li> </ul>	White board, Marker, Laptop, projector
9	<b>Undertake Quality assurance &amp; certification in Organic Farming</b>  <b>Theory Duration (hh:mm)</b> 10:00  <b>Practical Duration (hh:mm)</b> 20:00  <b>Corresponding NOS Code</b> AGR/N1208	<ul style="list-style-type: none"> <li>Third party certification process</li> <li>Risk management in compliance of standards</li> <li>Participatory guarantee system</li> <li>Documentation in third party and PGS certification</li> <li>Documents needed for sale of organic produce and traceability</li> </ul>	White board, Marker, Laptop, projector
10	<b>Undertake business of Organic farming</b>  <b>Theory Duration (hh:mm)</b> 5:00  <b>Practical Duration (hh:mm)</b> 15:00  <b>Corresponding NOS Code</b> AGR/N1209	<ul style="list-style-type: none"> <li>Economics of organic farming</li> <li>Connecting with the market and market intelligence</li> <li>Direct marketing</li> </ul>	White board, Marker, Laptop, projector
11	<b>Maintain Health &amp; Safety at the work place</b>  <b>Theory Duration (hh:mm)</b> 05:00	<ul style="list-style-type: none"> <li>Perform General safety Rules</li> <li>Gain Knowledge of various health hazards relevant to workplace and basic first aid training.</li> <li>Understand the basic safety checks and other common reported hazards before all farm operation</li> </ul>	White Board, Marker, Laptop, projector, Nose masks, first aid kit

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**Trainer Prerequisites for Job role: "Organic Grower" mapped to Qualification Pack: "AGR/Q1201, v1.0"**

Sr. No.	Area	Details
1	Description	Trainer is responsible for providing the education on cultivation of organic crops as per the organic package of practices recommended for a particular agro-climate zone, using approaches like diversity, cattle integration, on-farm input generation, biomass recycling, natural resource use optimization in exclusion of synthetic inputs directly or indirectly and sell the organic produce as per the competitive market prices without distress sale.
2	Personal Attributes	Trainer should be Subject Matter Specialist. He/ She should have good communication and observation skill, leadership skill, practical oriented skill
3	Minimum Educational Qualifications	Diploma
4a	Domain Certification	Certified for Job Role: "Organic Grower" mapped to QP: "AGR/Q1201, v1.0". Minimum accepted score is 80%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q0102". Minimum accepted % as per respective SSC guidelines is 80%.
5	Experience	<ul style="list-style-type: none"> <li>• M Sc (Agriculture / Horticulture /Botany/Forestry)</li> <li>• B Sc. (Agriculture / Horticulture /Botany / Forestry)</li> <li>• Any graduate with 3 years of relevant experience</li> <li>• Diploma with 3 years of relevant experience</li> <li>• 10+2 with 5 years of relevant experience</li> </ul>

Organic Grower

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Assessable Outcome	Assessment Criteria	Total Marks	Out of	Marks Allocation	
				Theory	Skills Practical
1.AGR/N1201 Undertake planning for Organic Farming	PC1. understand the detrimental effects of unsafe farming practices on health and environment	120	5	2	3
	PC2.get acquainted with different kinds of safe farming practices that exist and their characteristics		5	2	3
	PC3.understand the pros and cons of conventional farming vs. organic farming		10	5	5
	PC4.understand core principles of organic farming		10	5	5
	PC5.understand the effects of organic farming on costs and revenue		15	7	8
	PC6.understand the time and effort commitments required for transition to organic farming		5	3	2
	PC7.understand the phased approach to be taken to transition to organic farming		5	3	2
	PC8.understand the need for multi-cropping in organic farming		10	5	5
	PC9.create feasible crop portfolios		10	5	5
	PC10.implement multi-crop projects effectively		10	5	5
	PC11.understand increased crop vulnerability in organic farming		5	2	3
	PC12.identify seasonal stress on various types of crops		10	5	5
	PC13.identify right crops for rotation		10	5	5
	PC14.create yearly plan		10	6	4
<b>Total</b>		<b>120</b>	<b>60</b>	<b>60</b>	

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Assessable Outcome	Assessment Criteria	Total Marks	Out of	Marks Allocation	
				Theory	Skills Practical
3.AGR/N1203 Soil Nutrient Management under Organic Farming	PC1.understand importance of top soil in organic cultivation	180	5	2	3
	PC2.identify various methods of activating microbial activity in top soil		10	5	5
	PC3.prepare various organic inputs that can increase soil microbial activity		10	5	5
	PC4.apply soil activating inputs effectively		10	5	5
	PC5.undertake soil testing at authorized centres		10	5	5
	PC6.understand soil test data for soil amendment and manuring		5	2	3
	PC7.select appropriate crops suiting to soil condition		10	5	5
	PC8.calculate nutrient needs based on test report and local crop recommendations		10	5	5
	PC9.prepare the land to get appropriate tilth		5	3	2
	PC10.identify various methods adopted in organic farming for building organic matter in soil		10	5	5
	PC11.grow green manure crop and incorporate biomass		10	5	5
	PC12.use farmyard manure & mineral fortified compost		10	5	5
	PC13.use other biomass as mulch or soil cover		10	5	5
	PC14.prepare vermicompost & vermiwash		15	7	8
	PC15.prepare dung-urine slurries		5	3	2

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Assessable Outcome	Assessment Criteria	120 Total Marks	Out of	Marks Allocation	
				Theory	Skills Practical
5.AGR/N1205 Irrigation Management under Organic Farming	PC1.identify characteristics of good irrigation systems	120	15	7	8
	PC2.identify advantages & disadvantages of irrigation channels and watering through hose, buckets etc		15	8	7
	PC3.interact with micro irrigation expert and get feedback on the usage of specific applicable irrigation methods to be adopted		10	5	5
	PC4.ensure appropriate water supply at various life stages of the crop as per each stage requirement		20	10	10
	PC5.ensure spread of water in the entire field		15	7	8
	PC6.ensure proper water drainage		10	5	5
	PC7.adopt micro irrigation techniques (drip irrigation using appropriate equipments, sprinklers) based on the requirement of specific crops		20	10	10
	PC8.identify disease due to increase in moisture/water content and take measures to control them		15	7	8
	<b>Total</b>		<b>120</b>	<b>59</b>	<b>61</b>
6.AGR/N1206 Integrated Pest and Disease Management under Organic Farming	PC1.identify different types of pests	180	5	2	3
	PC2.identify stages of crop and pest incidence		10	5	5
	PC3.diagnose symptoms and extent of damage		10	5	5
	PC4.understand major crop diseases and identify the specific disease in the crop		10	5	5
	PC5.identify crop stage and disease incidence disease calendar		5	2	3
	PC6.identify early symptoms of various types of diseases		10	5	5
<b>Assessable</b>	<b>Assessment Criteria</b>	<b>Total</b>	<b>Out of</b>	<b>Marks Allocation</b>	

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Assessable Outcome	Assessment Criteria	Total Marks	Out of	Marks Allocation	
				Theory	Skills Practical
7.AGR/N1207 Harvest and Post-harvest Management under Organic Farming	PC22.prepare different bio-pesticides at farm	120	5	2	3
	PC23.use various botanical extracts for different types of pest & diseases		5	2	3
	PC24.apply recommended dose of bio-inputs at appropriate time & interval		10	5	5
	PC25.use chemical alternatives acceptable in organic farming		10	5	5
	<b>Total</b>		<b>180</b>	<b>90</b>	<b>90</b>
	PC1. identify the appropriate harvesting method		10	5	5
	PC2. harvest the crop at appropriate stage		10	5	5
	PC3. harvest the crop at right time		10	5	5
	PC4. harvest the crop based on use and distance from the market		10	5	5
	PC5. undertake grading of the crops		15	7	8
	PC6.maintain ideal storage condition		15	9	6
	PC7.use organically acceptable fumigation systems during storage		10	5	5
	PC8. use cold storage facility		15	8	7
	PC9. undertake packaging as per the requirement of the client/buyer		10	5	5
	PC10. transport organic produce as detailed by the client/buyer		5	2	3
	PC11. undertake marketing of the crop		10	5	5
<b>Total</b>	<b>120</b>	<b>61</b>	<b>59</b>		

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Assessable Outcome	Assessment Criteria	Total Marks	Marks Allocation		
			Out of	Theory	Skills Practical
	PC15.comply to non-compliances, if any raised by the certification body		3	1	2
	PC16.ensure to follow-up for certification after the inspection		2	1	1
	PC17.release the stock for sale with Certification Mark (India Organic Logo) only after certification is granted		3	2	1
	PC18.understand procedure for risk assessment		3	2	1
	PC19.undertake parallel and split production, part conversion		2	1	1
	PC20.use machine tools averting contamination		2	1	1
	PC21.use water for irrigation averting contamination		2	1	1
	PC22.prevent contamination by water and air drift		2	1	1
	PC23.document risk management initiatives		2	1	1
	PC24.understand PGS certification system in brief		5	3	2
	PC25.adhere to the basic requirements for PGS group formation		3	1	2
	PC26.maintain documentation for group making, PGS pledge		3	2	1
	PC27.adopt PGS standards		2	1	1
	PC28.participate regularly in meetings and share vision & operational issues		2	1	1
	PC29.keep transparency and horizontality in operation		2	1	1
	PC30.understand basic documentations on field history		2	1	1
	PC31.maintain field/ farm, diary		5	2	3
	PC32.maintain internal inspection sheets and peer appraisals		2	1	1



Assessable Outcome	Assessment Criteria	Total Marks	Out of	Marks Allocation	
				Theory	Skills Practica
	PC8.undertake farm-level value addition		2	1	1
	PC9.undertake collective marketing by farmer groups		2	1	1
	PC10.understand branding advantages of organic produce		2	1	1
	PC11.identify major channels for sales of organic produce including physical and online		2	1	1
	PC12.maintain networking with retail chains and bulk buyers		2	1	1
	PC13.create direct connect with consumers		2	1	1
	PC14.use on-line market intelligence tools		2	1	1
	PC15.target consumer based on SEC segmentation		4	2	2
	PC16.organize of local haats		2	1	1
	PC17.release publicity literature and campaigns		1	0	1
	PC18.provide information on quality and benefits of organic foods		3	2	1
	PC19.demonstrate quality procedures and documents		4	2	2
	PC20.keep presence in area for long term		4	2	2
	PC21.convince consumers to register for regular supplies		4	2	2
	PC22.create a system for weekly supplies in Box		4	2	2
	<b>Total</b>		<b>60</b>	<b>30</b>	<b>30</b>
10. AGR/N990	PC1. undertake basic safety checks before operation of all machinery and vehicles and	60	5	3	2

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	Percentage Weightage:			50%	50%
	Minimum Pass% to qualify (aggregate):			70%	

Organic Grower

## Report on Organic Farming

### Aim:

To develop the basic understanding of principles of “organic farming” and also develop skills require to run a small scale commercial industry.

### Introduction:

India is an agriculture dominated country. ‘Organic farming’ is a exclusive production management system which promotes and enhances agro-ecosystem health, including biodiversity, biological cycles and soil biological activity, and this is accomplished by using on-farm agronomic, biological and mechanical methods in elimination of all synthetic off-farm inputs. Organic farming is a production system that withstands the health of soils, ecosystems and people. It relies on ecological processes, biodiversity and cycles adapted to native conditions, rather than the use of inputs with adverse effects.

Organic farming system in India is old methods since thousands of years. In the traditional organic-based food production system, the entire agriculture was practiced using organic techniques, where the pesticides, fertilizers, etc., were obtained from plant and animal products. The organic movement today is a renovation measure in the sense that it seeks to restore balance that was lost when technology grew rapidly in some past decades. The organic movement began by Rudolf Steiner in the middle of 1920s in Central Europe through the hard effort. Rudolf Steiner created bio dynamic agriculture, which is an earliest version of organic farming. Modern organic farming has made up only a fraction of total agricultural output from its beginning until now. Increasing environmental awareness in the general public has transformed the originally supply-driven movement to a demand-driven one. Government subsidies and premium prices attracted farmers towards the organic farming.

  
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**Objectives:**

This course aims to develop following objectives

- ❖ To give applied Knowledge Organic farming and basic entrepreneurship development.
- ❖ Acquired knowledge on recent Organic Farming methodologies will stimulate youth to create more ventures in the field of Agriculture.
- ❖ Will create employment opportunity to rural youth and to promote modern organic Agricultural practices.
- ❖ To utilize Existing infrastructure available at Organic Farming Training Centers, Centre of Excellence in Agriculture Farms.
- ❖ To expose the youth to Hi tech Organic Agriculture practices, Subsidies and the key schemes implemented by the Department of Agriculture and Plantation Crops.
- ❖ To outline measures to discourage use of artificial fertilizers and pesticides and gradually substitute plant nutrients by organic manures and fertilizers as well as to control diseases and insect pests by biological means.

**Justification:**

The main problem of unemployment in the present situation can only be alleviated with self-employment. Most of the graduate students remains jobless due to lack of awareness about the right vocational training and job opportunities. So there is a need for skill development to create employable youth. To help them find well playing job opportunities. There is a lot of areas in agriculture to take up an enterprise and one of it is organic farming. The health of individuals and communities interlinked with health of ecosystems. Healthy soils produce healthy crops that foster the health of animals and people. This course

  
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aims to give applied knowledge on basic understanding of organic farming and to develop technical skill to start small scale business.

**Programme Duration:** 06 months duration.

**No. of Participants:** 26 No. of participants in course.

**Eligibility for participation:** The course will be open for 12<sup>th</sup> Science pass candidates preferably for rural youth including women candidates

**Eligibility Documents to be produced at the time of registration:**

- 2 passport Size Photograph
- Self-Attested copy of Identity proof (Voter ID/Driving license/PAN card/Aadhar card)
- Self-Attested copy of 10<sup>th</sup> pass certificate
- Self-Attested copy of 12<sup>th</sup> pass certificate
- Self-Attested copy of eligible document & marks sheet
- Self attested copy of Caste certificate in case of reserved categories (OBC/SC/ST candidates)

**Programme Outcome:**

**Program Outcomes for Participants completing the program:**

- Complete a Farm Business Plan, describing the marketing, operations and financials for a farm business that fits your skills, interests and farm site.
- Understand what it takes to start and successfully operate a farm or educational garden project.
- Use information from the course and other sources to make farm management decisions.
- The ability to speak clearly about sustainable agriculture, food systems, small business management and your farm goals.
- Personal and professional development via hands-on experience, observing a farm season at SOF, advising meetings, networking and Field trips.
- Connections to local, regional, and national sustainable agriculture networks as well as exposure to a wide variety of farm job opportunities, conferences, and organizations.

  
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Knowledge and skills in organic farming topics:

- Soil & Fertility Management
- Farm Business Planning.
- Farm Financial Management
- Direct and Wholesale Marketing
- Organic Certification/Other Certifications
- Crop Planning, Scheduling & Crop Rotations
- Vegetable Production
- Transplant Production
- Year-round Hoophouse Management
- Harvest & Post Harvest Handling
- Flower, Fruit & Herb Production
- Insect, Disease & Weed Management



*R. S. Theng*  
(D.E.P.A. Theng)  
Co-ordinator  
organic farming.

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**Shri Shivaji Arts, Commerce & Science College,  
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 Organizes

**Certificate Course in "Laboratory Safety"**  
 From 17<sup>th</sup> to 31<sup>st</sup> August 2021

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 Shri. Harshwardhan Deshmukh

**Principal**  
 Dr. S.H. Pande

**Organizing Committee**

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Mr. A. S. Meherkar  
 IQAC Co-ordinator

Mr. B. S. Bhise  
 Head & Convenor



  
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**Speakers**

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 Head, Dept. of Chemistry

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 Asst. Prof., Dept. of Chemistry

Mr. N. R. Rahate  
 Asst. Prof., Dept. of Chemistry

Mr. N. D. Gattuwar  
 Asst. Prof., Dept. of Chemistry

Mr. M.S. More  
 Asst. Prof., Dept. of Chemistry

Mr. D. B. Channekar  
 Asst. Prof., Dept. of Physics

Mr. Zamir Shekh  
 Asst. Prof., Dept. of Chemistry

**Shri Shivaji Arts, Commerce & Science College,  
Motala, Dist. Buldana  
Department of Chemistry  
Certificate Course 2020-21**

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Subject: - Laboratory Safety

**Syllabus:**

**Chapter -1 Precaution and Protection**

Eye and Face Protection, Use of Gloves, Glove Selection, Laboratory Clothing and Protective Apparel, Foot Protection, Tie back, Long Hair, Loose sleeves, Location of Fire extinguisher, fire blanket, First aid Kit, Hand Sanitizer and Wash, Exhaust.

**Chapter-2 Maintenance & Record**

Good lab practices, lab safety, waste disposal and managements, solvents and glassware, procedures and maintenance of stock, purchase and distribution registers.

**Chapter-3 Labeling & Storage**

Method of storing chemicals, storage of combustible materials near the ceiling, Storage of corrosive, flammable, or toxic chemicals above face height, Incomplete/improper labeling of liquid waste containers, Poor labeling of stock solutions or secondary containers. Faded labels or label falling off.

**Chapter- 4 Measurement and Calculations**

Introduction of non-instrumental basic laboratory techniques such as sample preparation, stoichiometric calculations, solution preparation, method selections, gravimetric, volumetric techniques, standardization methods and analysis of samples by various procedures and the use of glassware.

**Chapter-5 Instrumentation and Handling**

Introduction of instrumental basic laboratory techniques such as the use and maintenance of analytical balance, potentiometers, pH meters, conductivity meters, mechanical shakers, melting point apparatus, water heaters, water deionizers, magnetic stirrers and hot plates etc.

  
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### Certificate course in Chemistry: Laboratory Safety

**Introduction:-** Laboratory Safety is a very important aspect of science. Without it, experimentation could result in very serious injury, if not death, of course. To reduce the risks involved with experimentation, there are certain procedures that we should all follow as individuals and as a member of a group. It is important that the correct procedures are used in various situations, when handling hazardous, when preparing, executing or cleaning up an experiment. It is also essential that you understand how to identify and use emergency equipment and protective gear

**Objective:-** Identify hazardous substances in laboratory and the need to minimize exposure.

Explain the purpose of the Laboratory and Hazard Communication standards and their primary directives.

Recognize your employer's responsibility to provide you with information and training at the time of your initial assignment to a work area or a new exposure situation.

Identify the information that must be included in a Chemical Hygiene Plan and your employer's responsibility to communicate the location and availability of the plan.

State the various controls that protect laboratory personnel, administrative, work practices, and personal protective equipment.

Recognize your employer's responsibilities and your rights relative to exposure monitoring, medical consultation and examinations, and records.

**Course Outcomes:-** Ask for permission before touching any demonstration equipment or lab equipment.

Students will be able to handling equipment as well as accurately record and analyze the results of such experiments.

researching, analyzing, listening, communicating and careful observation

  
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 From 05<sup>th</sup> to 14<sup>th</sup> August 2021

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 Shri. Harshwardhan Deshmukh

**Principal**  
 Dr. S.H. Pande

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 IQAC Co-ordinator

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 Head, Dept. of Physics

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Mr. Pratik M. Gaiki  
 Co-coordinator

Mr. Parag A. Bramhankar  
 Organizing Secretary

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 Asst. Prof., Dept. of Physics

Mr. Parag A. Bramhankar  
 Asst. Prof., Dept. of Physics

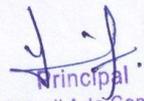
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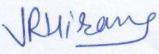


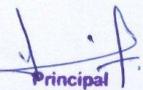
**Notice**

Date:- 29/07/2021

All students opting B.Sc. (CPM) are hereby informed that the Department of Physics is going to organize a "Certificate Course in Renewable Energy Sources" from 05/08/2021 to 14/08/2021. Interested students must give their names to Mr. D.B. Channekar, Asst. Prof., Dept. of Physics.

  
Assistant Professor,  
Department of Physics  
Shri Shivaji Arts, Commerce & Science  
College, Motala, Dist. Buldana.

  
HOD of Physics  
Shri Shivaji Arts, Commerce & Science  
College, Motala, Dist. Buldana.

  
Principal  
Shri Shivaji Arts, Commerce  
& Science College,  
Motala, Dist. Buldana

Shri Shivaji Education Society, Amravati's

**Shri Shivaji Arts., Commerce & Science College,  
Motala, Dist. Buldana.  
Department of Chemistry**

Certificate Course in "RENEWABLE ENERGY RESOURCES"

Activity Schedule

Day	Content of the course	Time
Day 1 05/08/2021 Thursday	Introduction to Renewable Energy Sources, Types and Uses.	2 to 5 pm (PMG)
Day 2 06/08/2021 Friday	Types of conventional power plants (steam-cycle, nuclear power plants). Photovoltaic cells Photovoltaic systems.	2 to 5 pm (PMG/DBC)
Day 3 07/08/2021 Saturday	The solar resource. Electricity generation. Merits and demerits.	2 to 5 pm (DBC)
Day 4 08/08/2021 Sunday	Biomass & biogas	2 to 5 pm (PAB)
Day 5 09/08/2021 Monday	Tidal power , Geothermal power	2 to 5 pm (PAB/SSB)
Day 6 10/08/2021 Tuesday	Introduction, Power in the wind Wind turbine energy production	2 to 5 pm (SSB)



*[Signature]*  
IQAC CO-ORDINATOR  
Shri Shivaji Arts, Commerce  
and Science College, Motala

*[Signature]*  
Principal  
Shri Shivaji Arts, Commerce  
& Science College Motala  
Distt. Buldana

Day 7 11/08/2021 Wednesday	Hydrogen as a potential fuel. Applications and challenges.	2 to 5 pm (VRH)
Day 8 12/08/2021 Thursday	Introduction to E-Vehicle. Applications and challenges.	2 to 5 pm (VRH/RSB)
Day 9 13/08/2021 Friday	Different energy conservation appliances, cooking stoves, Benefits of improved cooking stoves over the traditional cooking stoves.	2 to 5 pm (RSB)
Day 10 14/08/2021 Saturday	Grading Test & Feedback	2 to 5 pm



*V. R. Hiranwale*  
HOD

Mr. V. R. Hiranwale  
HOD of Physics  
Shri Shivaji Arts, Commerce & Science  
College, Motala, Dist. Buldana.

*D. B. Channekar*  
Co-ordinator

Mr. D. B. Channekar

*S. H. Pande*  
Principal

Dr. S. H. Pande  
Principal  
Shri Shivaji Arts, Commerce  
& Science College Motala,  
Dist. Buldana

## Certificate course in Physics: Renewable Energy Resources

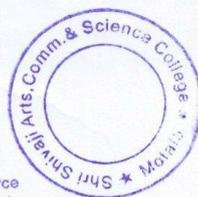
### **Introduction**

Day by day the need of energy is increases regularly. Fossil fuel which are used far more quickly than they are being replenished. So here need to find out alternative energy source which is long lasting and renew easily. Renewable energy is a term used to refer to form of energy that are naturally obtained from the environment and from sources that can be replenished naturally. These include solar energy, wind energy, geothermal energy, hydrothermal and biomass. The term renewable energy should not be confused with alternative energy outside the regular forms like gasoline that are considered more environment friendly or less harmful.

### **Objectives**

As we are see the demand of energy is more that it produces and cost of Non Renewable energy sources increases day by day. So Students must know about alternatives resources for such type of crises. Such type of courses will improve student knowledge regarding to Renewable energy available in nature and how they can implement it into their day to day life. Also they can learn mechanism of production of renewable energy such as solar energy, wind energy, geothermal energy, hydrothermal and biomass energy. So in future they will easily implement it into their life.

  
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**Principal**  
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### Course Outcome

1. Students are able to understand situation regarding Energy crises.
2. Knowledge regarding to available Renewable energy resources.
3. Course bridge between practical and theory knowledge.
4. Estimate the solar energy, Utilization of it, Principles involved in solar energy collection and conversion of it to electricity generation.



*VRHirawale*  
HOD

Mr. V. R. Hiranwale  
HOD of Physics  
Shri Shivaji Arts, Commerce & Science  
College, Motala, Dist. Buldana.

*D. B. Channekar*  
Co-ordinator

Mr. D. B. Channekar

*S. H. Pande*  
Principal

Dr. S. H. Pande  
Principal  
Shri Shivaji Arts, Commerce  
& Science College Motala,  
Dist. Buldana

*IQAC*  
IQAC CO-ORDINATOR  
Shri Shivaji Arts, Commerce  
and Science College, Motala



Shri Shivaji Education Society Amravati's  
**Shri Shivaji Arts, Commerce & Science College,  
 Motala, Dist. Buldana**

NAAC Accredited with 'C' grade with CGPA 1.86

**Department of Zoology**  
 In Collaboration with IQAC  
 Organizes

**Certificate Course in "Apiculture"**  
 From 07<sup>th</sup> to 22<sup>th</sup> August 2021



**Hon'ble President**  
 Shri. Harshwardhan Deshmukh

**Principal**  
 Dr. S.H. Pande

**Organizing Committee**

Dr. S.H.Pande  
 Principal

Mr. Avinash S. Meherkar  
 IQAC Co-ordinator

Dr. Abhay C. Thakur  
 Head

Dr. Arun B. Gaware  
 Convener

Dr. Chitra D. Morey  
 Organizing Secretary

**Speakers**

Prof. Prajakta N. Bhate  
 Assistant Professor  
 Bapumiya Sirajoddin Patel Arts,  
 Com. and Sci. College,  
 Pimpalgaon Kale.

Prof. Ananta More  
 Assistant Professor  
 Head & Asst. Professor,  
 Department of Botany,  
 Jijamata Mahavidhyalaya, Buldana.

Dr. Pritesh Ramnlal Gugale  
 Assistant Professor,  
 Department of Zoology,  
 Balwant College Vita, Sangali.

Mr. Vishnu Jangle  
 Secretary, HBCC,  
 Jalgoan.



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 and Science College, Motala

**Principal**  
 Shri Shivaji Arts, Commerce  
 & Science College Motala  
 Dist. Buldana

*Shri Shivaji Education Society Amravati's*

**Shri Shivaji Arts, Commerce and Science College, Motala, Dist.  
Buldana**

**Department of Zoology**

**2020-2021**

Notice

All the B.Sc. I, II, and III year students of zoology are herewith informed that ten days add on course on "Apiculture" has been organized by the Department of Zoology on dated 7<sup>th</sup> to 22nd August 2021 at 2.00 PM to 5.00 PM. There is no registration Fees for the students. Registration link will be providing to your WhatsAap group. It is very nice opportunity to all to gain knowledge of Apiculture practices. So kindly request to you register and participate in the course.

  
PRINCIPAL

Shri. Shivaji Arts, Commerce &  
Science College Motala.





H.O.D

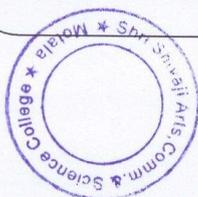
Dr. A.C. Thakur.



IQAC CO-ORDINATOR  
Shri Shivaji Arts, Commerce  
and Science College, Motala

**Activity Schedule**

Day	Content and Syllabus of course	Time
Day 1 07/08/2021 Saturday	Introduction About Apiculture	2 to 4 pm Dr. Abhay C.Thakur
Day 2 08/08/2021 Sunday	Honey bee Species and Identification	2 to 4 pm Dr.Arun B.Gaware
Day 3 09/08/2021 Monday	Morphology and Life Cycle of honey Bee	2 to 4 pm Dr. Chitra D. Morey
Day 4 10/08/2021 Tuesday	Requirement for apiculture - Tools and equipments in bee keeping	2 to 4 pm Prof. Prajakta N. Bhate
Day 5 11/08/2021 Wednesday	Honey bee Plants	2 to 4 pm Prof. Ananta More
Day 6 12/08/2021 Thursday	Bee product	2 to 5 pm Dr. Chitra D. Morey
Day 7 13/08/2021 Friday	Extraction/Processing of honey	2 to 4 pm Dr. Pritesh R, Gugale
Day 8 14/08/2021 Saturday	Honey bee enemies and Diseases	2 to 4 pm Dr. Arun B. Gaware
Day 9 16/08/2021 Monday	Economics of Bee keeping	2 to 4 pm Dr. Chitra D. Morey
Day 10 17/08/2021 Monday	Practical	2 to 4 pm Mr. Vishnu Jangle
Day 11 18/08/2021 Monday	Practical	2 to 4 pm Mr. Vishnu Jangle
Day 12 19/08/2021 Monday	Practical	2 to 4 pm Mr. Vishnu Jangle



  
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 and Science College, Motala

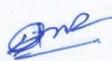
  
**Principal**  
 Shri Shivaji Arts, Commerce  
 & Science College, Motala  
 Dist. Dahanu

Day 13 20/08/2021 Monday	Practical	2 to 4 pm Mr. Vishnu Jangle
Day 14 21/08/2021 Tuesday	Practical	2 to 4 pm Mr. Vishnu Jangle
Day 15 22/08/2021 Tuesday	Grading Test & Feedback	2 to 4 pm

  
PRINCIPAL  
Shri. Shivaji Arts, Commerce &  
Science College Motala.



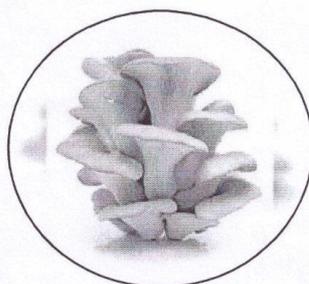
  
IQAC CO-ORDINATOR  
Shri Shivaji Arts, Commerce  
and Science College, Motala

  
Dr. A.C. Thakur,  
Head. Department of  
Zoology

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**Shri Shivaji Arts Commerce & Science College Motala,  
Dist.Buldana (M.S.)**

**Accredited by NAAC with "C" Grade**  
Affiliated to Sant Gadge Baba Amravati University, Amravati

**Department of Botany**  
**Add-on Course**  
on  
***Mushroom Cultivation***



**From 01 – 10 February 2021**

**Organizing Committee**

Convenor

**Dr. Sunil W. Mamalkar**

Principal

Coordinator

**Mr. Shubham S. Sakhare**

Organising Member

**Dr. Rahul W. Ukey**

Organizing Secretary

**Dr. Pravin A. Theng**

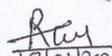
Head Of Department

**Notice**

Date: - 18/01/2021

All the students of B.Sc. Part I, II & III yr hereby informed that Department of Botany conducted a 10 days certificate course on “**Mushroom Cultivation**”. Intake capacity of this course is only 20 seats, so interested students for admission contact with course co-ordinator Prof. S. S. Sakhare (Assistant professor, Department of Botany on and before 28 January 2021.

  
Assistant Professor,  
Department of Botany  
Shri Shivaji Arts, Commerce & Science  
College, Motala, Dist. Buldana.

  
18/01/2021  
HOD of Botany  
Shri Shivaji Arts, Commerce & Science  
College, Motala, Dist. Buldana.

Shri Shivaji Education Society, Amravati's

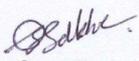
**Shri Shivaji Arts, Commerce & Science College Motala  
Dist. Buldana**

Department Of Botany

**Certificate Course on Mushroom Cultivation**

**Activity Schedule**

Day	Content of Course	Time
Day 1 01/02/2020 Monday	Introduction to Mushroom Farming Concept and overview Mushroom	Theory: 2.00 to 3.30 PM Practical: 3.30 to 5.00 PM
Day 2 02/02/2020 Tuesday	Classification of Mushroom edible and poisonous mushroom	Theory: 2.00 to 3.30 PM Practical: 3.30 to 5.00 PM
Day 3 03/02/2020 Wednesday	Importance of Mushroom cultivation & Production	Theory: 2.00 to 3.30 PM Practical: 3.30 to 5.00 PM
Day 4 04/02/2020 Thursday	Difference in mushroom production pattern and type Types of Mushrooms	Theory: 2.00 to 3.30 PM Practical: 3.30 to 5.00 PM
Day 5 05/02/2020 Friday	Selecting an Mushroom species Do and Don'ts Before starting	Theory: 2.00 to 3.30 PM Practical: 3.30 to 5.00 PM
Day 6 06/02/2020 Saturday	Method of Cultivation Oyster Mushroom	Theory: 2.00 to 3.30 PM Practical: 3.30 to 5.00 PM
Day 7 07/02/2020 Sunday	Method of Cultivation Milky Mushroom Button Mushroom	Theory: 2.00 to 3.30 PM Practical: 3.30 to 5.00 PM
Day 8 08/02/2020 Monday	Mushroom Care Handling Mushroom diseases	Theory: 2.00 to 3.30 PM Practical: 3.30 to 5.00 PM
Day 9 09/02/2020 Tuesday	Post-Harvest Handling Packaging and Storing	Theory: 2.00 to 3.30 PM Practical: 3.30 to 5.00 PM
Day 10 10/02/2020 Wednesday	Grading Test and FeedBack	Theory: 2.00 to 3.30 PM Practical : 3.30 to 5.00 PM

  
Co-ordinator  
Mr. Shubham S. Sakhare



  
Head of Department  
HOD of Botany  
Dr. Pravin A. Theng  
Shri Shivaji Arts, Commerce & Science  
College, Motala, Dist. Buldana.

  
IQAC CO-ORDINATOR  
Shri Shivaji Arts, Commerce  
and Science College, Motala

  
Principal  
Shri Shivaji Arts, Commerce  
& Science College Motala  
Distt. Buldana



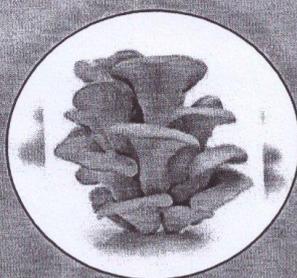
**CERTIFICATE COURSE**  
**BROCHURE/NOTICE, MODULES & COURSE OUTCOMES**  
**2019-20**

<b>Sr. No.</b>	<b>Department</b>	<b>Certificate/Value added Course 2019-20</b>
<b>1</b>	<b>Botany</b>	<b>1) Certificate course Mushroom Cultivation</b>
<b>2</b>	<b>Computer Sci.</b>	<b>2) Certificate course in MS-Word</b>
<b>3</b>	<b>English</b>	<b>3) Certificate course Writing Skill in English</b>
<b>4</b>	<b>Marathi</b>	<b>4) Certificate course Writing skill in Marathi</b>
<b>5</b>	<b>Physics</b>	<b>5) Certificate course in Digital Electronics</b>
<b>6</b>	<b>Zoology</b>	<b>6) Certificate course in Aquaculture</b>
<b>7</b>	<b>Chemistry</b>	<b>7) Certificate course in Chromatographic Separation Techniques</b>

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**Shri Shivaji Arts Commerce & Science College Motala,**  
**Dist. Buldana (M.S.)**

Accredited by NAAC with "C" Grade  
Affiliated to Sant Gadge Baba Amravati University, Amravati

**Department of Botany**  
**Add-on Course**  
on  
***Mushroom Cultivation***



**From 03 – 12 February 2020**

**Organizing Committee**

Convenor

**Dr. H. G. Patil**

Principal

Coordinator

**Mr. Shubham S. Sakhare**

Organising Member

**Dr. Rahul W. Ukey**

Organizing Secretary

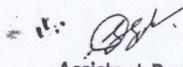
**Dr. Pravin A. Theng**

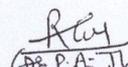
Head Of Department

**Notice**

Date: 20/01/2020

All the students of B.Sc. Part I, II & III yr hereby informed that Department of Botany conducted a 10 days certificate course on “**Mushroom Cultivation**”. Intake capacity of this course is only 20 seats, so interested students for admission contact with course co-ordinator Prof. S. S. Sakhare (Assistant professor, Department of Botany on and before 30 January 2020.

  
Assistant Professor,  
Department of Botany  
Shri Shivaji Arts, Commerce & Science  
College, Motala, Dist. Buldana.

  
(P. A. J. J.)  
HOD. of Botany  
Shri Shivaji Arts, Commerce & Science  
College, Motala, Dist. Buldana.

**Shri Shivaji Arts, Commerce & Science College Motala  
Dist. Buldana**

Department Of Botany

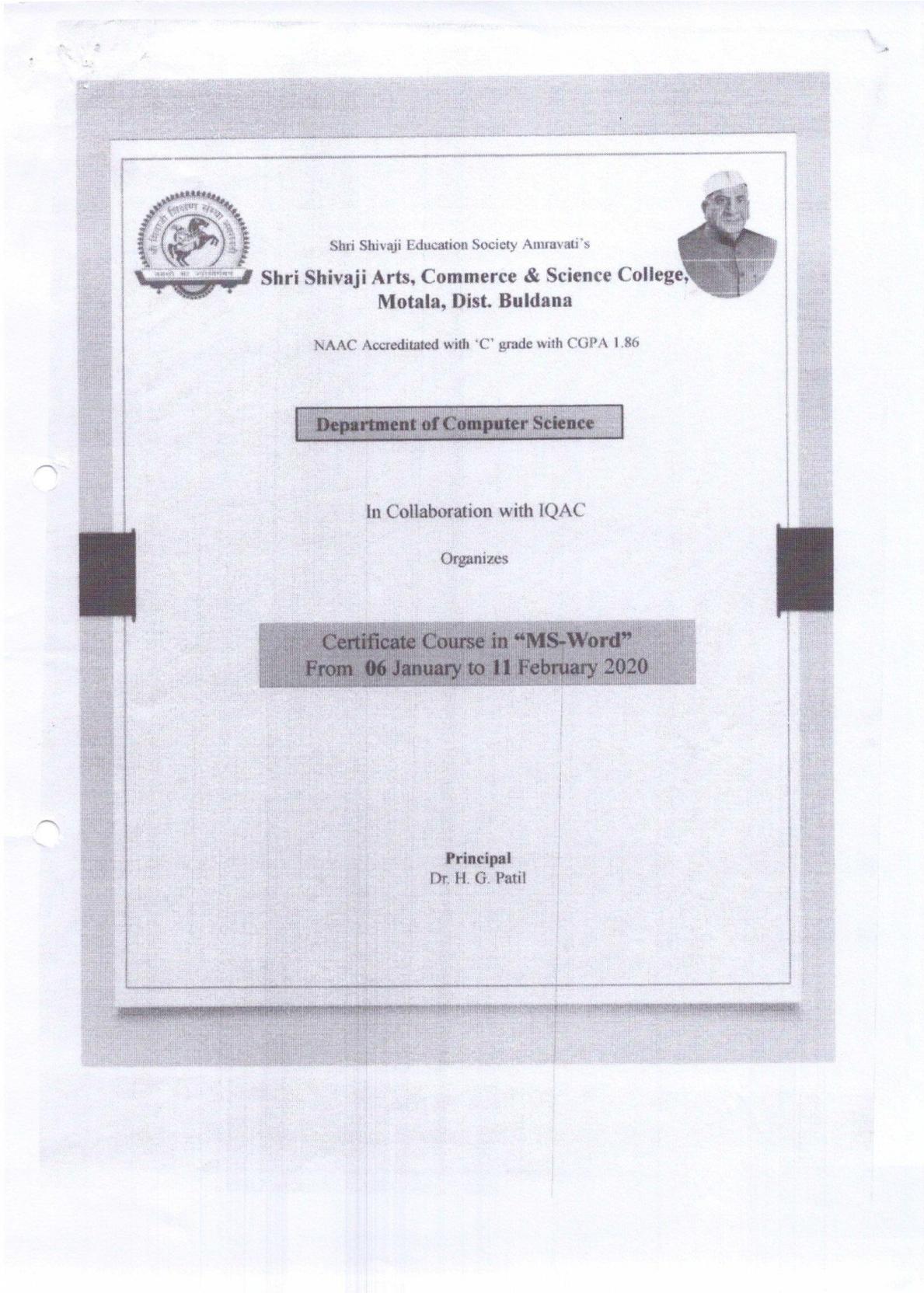
**Certificate Course on Mushroom Cultivation**

**Activity Schedule**

<b>Day</b>	<b>Content of Course</b>	<b>Time</b>
Day 1 3/02/2020 Monday	Introduction to Mushroom Farming Concept and overview Mushroom	Theory: 2.00 to 3.30 PM Practical: 3.30 to 5.00 PM
Day 2 4/02/2020 Tuesday	Classification of Mushroom edible and poisonous mushroom	Theory: 2.00 to 3.30 PM Practical: 3.30 to 5.00 PM
Day 3 5/02/2020 Wednesday	Importance of Mushroom cultivation & Production	Theory: 2.00 to 3.30 PM Practical: 3.30 to 5.00 PM
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Day 10 12/02/2020 Wednesday	Grading Test and FeedBack	Theory: 2.00 to 3.30 PM Practical : 3.30 to 5.00 PM

  
Co-ordinator  
Mr. Shubham S. Sakhare

Head of Department  
Dr. Pravin A. Theng  
HOD of Botany  
Shri Shivaji Arts, Commerce & Science  
College, Motala, Dist. Buldana.



SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S  
SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA  
DIST.BULDANA (M.S.)

DEPARTMENT OF COMPUTER SCIENCE (2019-20)  
THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Word

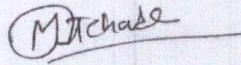
**NOTICE**

All the students of **B.A. B.Com. And B.Sc.** are hereby notified that the Department of Computer Science has organized Thirty days certificate course on the topic MS Word **from 06 January to 11 February 2020.**

Interested and desirous students can enroll their name for the course. They should contact Prof. Ku. Manisha D. Tekade.

*Participation certificate will be given at the end of course.*

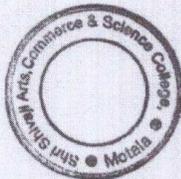
**N. B. No Registration Fee.**

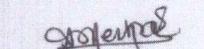


Course Co-Ordinator  
(Prof. Ku. M. D. Tekade)



Principal  
( Prof. Dr. H. G. Patil )  
Principal  
Shri Shivaji Arts, Commerce  
& Science College,  
Motala, Dist-Buldana



  
IQAC CO-ORDINATOR  
Shri Shivaji Arts, Commerce  
and Science College, Motala

SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S  
SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA  
DIST. BULDANA (M.S.)

DEPARTMENT OF COMPUTER SCIENCE (2019-20)  
THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Word

(Contents)

**1. Introduction of MS Word**

- What is MS Word?
- Where to find MS Word on your personal computer?
- What are the uses of MS Word?
- How to create an MS Word document?

**2. Features of MS Word**

- Home
  1. colour
  2. font size
  3. font style
  4. alignment
  5. bullets
  6. line spacing, etc.
- Insert
  1. Tables, shapes
  2. Images
  3. Charts
  4. Graphs
  5. Header
  6. Footer
  7. Page number, etc.
- Design
  1. Template
  2. Themes
  3. Paragraph Spacing
  4. Page color
  5. Page Border
  6. Effects
- Page Layout
  1. Margin
  2. Orientation
  3. Page Size
  4. Column
  5. Lines
  6. Hyphenation

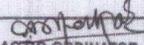
7. Indentation
  8. Spacing, etc.
- References
    1. Citation
    2. Footnote
    3. Endnote
    4. Table of contents
    5. Caption
    6. Bibliography, etc.
  - Review
    1. Spell check
    2. Grammar check
    3. Thesaurus
    4. Word count
    5. Language
    6. Translation
    7. Comments, etc.

### 3. MS Word shortcut keys

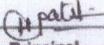
- Ctrl+ A
- Ctrl+ B
- Ctrl+ C
- Ctrl+ D
- Ctrl+ P
- Ctrl+ X
- Ctrl+ V
- Ctrl+ U
- Ctrl+ Y
- Ctrl+ Z, etc.

### 4. The Conclusion

- Microsoft Word, a robust software that has stood the test of time and is considered the most widely-used word processing program, which meets the standards of the industry. This industry standard word processing, is commonly utilized for writing documents for usage on both business and personal levels.
- It features toolbar layouts that have customized application toolbars, facilitates using templates and customizing formatting of page. Word facilitates co-authoring in real time and it allows for image manipulation and integrated graphics drawing, database integration and mail merging of documents and sophisticated macro scripting support.
- You can easily produce straightforward word processing documents like letters and reports with Microsoft Word, which also lets you incorporate colour and clip art. Utilizing different fonts and font sizes, tables, borders, and bullet formatting decreases monotony and boosts efficiency. Reduce your workload and boost your productivity right now!

  
IQACC CO-ORDINATOR  
Shri Shivaji Arts, Commerce  
and Science College, Motala



  
Principal  
Shri Shivaji Arts, Commerce  
& Science College,  
Motala, Dist-Buldana

**Shri Shivaji Education Society Amravati's  
Shri Shivaji Arts, Commerce & Science College  
Motala, Dist. Buldana**

**Certificate Course  
On**

**Writing Skill In English**

**Organized by  
From:- 10 Sep. 2019 to 26<sup>th</sup> Sep. 2019**

**Department Of English**

**Organizing Committee**

**Mr. A. S. Meherkar**  
Convenor & IQAC Coordinator

**Dr. H. G. Patil**  
Principal

SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S  
 SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA  
 DIST.BULDANA (M.S.)

DEPARTMENT OF ENGLISH (2019-20)  
FIFTEEN DAYS CERTIFICATE COURSE ON THE TOPIC

**Writing Skill in English**

**NOTICE**

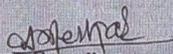
All the students of B.A. B.Com. And B.Sc are hereby notified that the Department of English has organized fifteen days certificate course on the topic of **Writing Skill In English** from 10 Sept. 2019 to 26 Sept. 2019.

Interested and desirous students can enroll their name for the course. They should contact Prof.A.S.Meherkar.

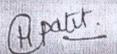
*Participation certificate will be given at the end of course.*

N.B.

**No Registration Fee.**

  
 Course Co-ordinator  
 (Prof. A. S. Meherkar)

**HOD**  
 Dept. of English  
 Shri Shivaji Arts, Com,  
 & Sci College, Motala

  
 Principal  
 (Dr. H. G. Patil)

**Principal**  
 Shri Shivaji Arts, Commerce  
 & Science College,  
 Motala, Dist-Buldana

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SHRI SHIVAJI EDUCATION SOCIETY AMRAYATI'S  
SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA  
DIST. BULDANA (M.S.)  
DEPARTMENT OF ENGLISH (2019-20)  
FIFTEEN DAYS CERTIFICATE COURSE ON THE TOPIC

**Writing Skill In English**

**(Contents)**

Writing is an extremely complex cognitive activity in which the writer is required to demonstrate control of variables simultaneously. Strong writing skills may enhance students' chances for success. Writing is an essential factor of language. Good writing skills are needed for all the students in order to accomplish their educational and employable requirements. Process Approach stresses writing activities which move learners from the generation of ideas and the collection of data through to the publication of a finished text. Process approach is learner centered in which learners' needs, expectations, goals, learning styles, skills and knowledge are taken into consideration.

Writing is one of the four skills –LSRW (Listening, speaking, reading and writing) in language learning. It is the system of written symbols, representing the sounds, syllables or words of language, with different mechanisms - capitalization, spelling and punctuation, word form and function.

Generally, writing is very important that communication is transmitted more through writing than any other type of media. So, Students need effective writing skills to meet their academic needs and workplace requirements. Students should improve their writing skills, for which teachers have to motivate them to have good writing skills, by providing instruction in writing processes and rules of writing, such as grammar rules and writing practice.

**The Importance and Need of Writing Skills**

Now-a-days, students are lacking writing skills as they spend most of their time in using their equipped smart phones, and they depend on electronic devices or gadgets which provide instant or readymade answers/results available in the internet. They use their valuable time in searching what others are doing, instead of learning the language skills. Naturally students, having good writing skills, are always successful at expressing their ideas and reaching their goals. They should develop the writing skills for their multiple benefits and success in life. The process of writing is to teach students how to write with coherence, an appropriate grammar structure and an acceptable spelling.

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Writing is meant for conveying thoughts, ideas, and facts in easy and lucid language. Students have to learn the art of good writing which is essential in order to excel at both academic and professional levels. Good writing skills are needed for all the students in order to accomplish their educational and employable requirements. The following are some of the reasons showing the importance of writing skills:

To write technical documents, research papers, and put forth the right facts of information.

- In searching and obtaining a job.
- To make presentations and reports, etc.
- For improving communication skills.
- For improving creativity, exploration, and essential for self-understanding

### Stages of Writing

*“Writing is a process which involves several identifiable steps”. – Merriwether*  
*“The Process Approach focuses on the steps involved in creating a piece of work”. – Nuan*

Process Approach involves eight stages - Brainstorming, Planning/Structuring, Mind mapping, Writing the first draft, Peer feedback, Editing, Final draft and Evaluation and teachers' feedback.

- Stage-1:** Ideas are generated by brain storming and discussion in Stage-I
- Stage-2:** Learners extend their ideas into a note form and judge quality and usefulness of ideas.
- Stage-3:** This stage helps learners make the relationship of ideas understandable organizing their ideas into mind map or linear form.
- Stage-4:** In this stage, students prepare first draft in the classroom usually in pairs or groups.
- Stage-5:** Then drafts are exchanged for students' reading and responding from each other's works. In this way, students develop an awareness of the fact.
- Stage-6:** Considering the feedback of other students, drafts are improved with necessary changes.
- Stage-7:** Finally, students prepare the final draft with necessary changes.
- In Stage-8,** the final draft is evaluated by the teachers providing a feedback on it. Students get benefitted using this process approach as:

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- Process Approach is learner - centered.
- Students can show their latent abilities in writing process.
- Learners build up their power of thinking and creativity.
- They understand the importance and value of developing their writing skills.
- They can concentrate on strategies and processes of writing with their own abilities and potentials.
- They are enabled to reach their objective and purpose.

#### **15. The Conclusion**

In conclusion, it is to realize that writing is an extremely complex cognitive activity in which the writer is required to demonstrate control of variables simultaneously. Strong writing skills may enhance students' chances for success. Writing is an essential factor of language. Process approach is learner-centered in which learners' needs, expectations, goals, learning styles, skills and knowledge are taken into consideration. Students are benefitted using this process approach

#### **Course Objectives:**

To use dictionary for pronunciation and meaning.

- To study word as regards British & American spelling.
- To read and study a narrative passage.
- To learn the grammatical constructions.
- To use certain polite expressions in speech and writing.
- To frame WH-questions.
- To learn to describe persons and objects.
- To make use of English for giving instructions.
- To make use of telephone as a means of communication.
- To learn the use of correct tag-question/question-tag.
- To learn how to make notes from a passage.
- To learn to write formal and informal letters.
- To know how to read with understanding simple news items from English newspaper.
- To learn some important grammar items.
- To introduce oneself, relatives and friends orally.
- To write Bio-data (Curriculum Vitae)
- To indicate likes and dislikes politely.
- To write a report for a newspaper and magazine.
- To be able to ask for information.

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SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S  
**SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA**  
 DIST.BULDANA (M.S.)

DEPARTMENT OF MARATHI (2019-20)  
FIFTEEN DAYS CERTIFICATE COURSE ON THE TOPIC OF SKILL  
DEVELOPMENT PROGRAMME

**Writing Skill In Marathi**

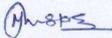
**NOTICE**

All the students of **B.A. B.Com. And B.Sc.** are hereby notified that the Department of Marathi has organized fifteen days certificate course on the topic **Writing Skill In Marathi from 12 September to 28 September 2019.**

Interested and desirous students can enroll their name for the course. They should contact Prof. Sau. N. N. Maskar.

*Participation certificate will be given at the end of course.*

**N. B. No Registration Fee.**

  
 Course Coordinator  
 श्री शिवाजी कला, वाणिज्य व विज्ञान  
 महाविद्यालय, मोताळा, जि. बुलढाना  
 (Prof. Sau. N. N. Maskar)

  
 Principal  
 (Prof. Dr. H. G. Patil)  
 Principal  
 Shri Shivaji Arts, Commerce  
 & Science College Motala  
 Distt. Buldana

  
 IQAC CO-ORDINATOR  
 Shri Shivaji Arts, Commerce  
 and Science College, Motala



SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S  
SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA  
DIST. BULDANA (M.S.)  
DEPARTMENT OF MARATHI (2019-20)  
FIFTEEN DAYS CERTIFICATE COURSE ON THE TOPIC OF SKILL  
DEVELOPMENT PROGRAMME

WRITING SKILL IN MARATHI

(Contents)

**1. भाषिक कौशल्य म्हणजे काय?**

- i. भाषिक कौशल्यात श्रवण, भाषण, लेखन, वाचन, संभाषण ही प्राथमिक कौशल्ये यांचा अभ्यास
- ii. भाषिक कौशल्यातून जीवन व्यवहाराची कौशल्ये संपादन करणे

**2. लेखन कौशल्ये :-**

- i. सुलेखन ही लेखन कौशल्याची महत्वाची बाब आहे.
- ii. मिळविलेले ज्ञान व्यक्त करण्यासाठी लेखनाचा उपयोग होतो.

**3. लेखन कौशल्याचे स्वरूप :-**

- i. इच्छाशक्ती व मेहनत असेल तर लेखन कौशल्य सुधारू शकतो.
- ii. एकाग्रता, बसण्याची सवय व लेखनाची सवय याबाबत काळजी घेणे.
- iii. सुंदर लेखनासाठी मानसिकता चांगली असणे गरजेचे आहे.

**4. लेखनाचे महत्त्व :-**

- i. विषय आकलनासाठी लेखन महत्त्वाचे
- ii. विचारांना स्पष्टता व विश्वासाहता लाभते
- iii. लेखनामुळे नेमकेपणा व निश्चिंतता, सत्यता वाटते

**5. लेखनातील अडचणी :-**

- i. चटकन संवाद साधता येत नाही.
- ii. आत्मविश्वास अभाव व मानसिक स्थिती ठीक नसल्यास लेखनावर प्रभाव पडतो.
- iii. श्रवणदोष, दृष्टीदोष यामुळेही लेखन करतांना अडचण येते.

**6. लेखनाची महत्त्वाची अंगे :-**

- i. सुत्रबद्ध लेखन
- ii. भाषा

- iii. लेखन आराखडा
- iv. लेखनाचा उपक्रम
- v. शब्द, निवेदनपध्दती, वाक्यरचना, संदर्भ, दृष्टान्त इ. भाषा आविष्काराची योजना.

7. **निष्कर्ष :-**

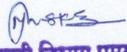
भाषिक कौशल्याच्या पायऱ्या म्हणजे लेखनकौशल्य, वाचन कौशल्य, भाषण-संभाषण कौशल्य व श्रवण कौशल्य होय. 'लेखन' हे साधन ही आहे आणि लेखनकौशल्य प्राप्त करणे ही 'साधना' आहे. ती साधना योग्य मार्गाने व दिशेने होणे आवश्यक आहे त्यासाठी किमान तांत्रिक बाबींच्या स्वीकार विद्यार्थ्यांनी करावा.

- i. आपले अक्षर फार मोठे अथवा फार बारीक नसावे.
- ii. अक्षरांवर शिरोरेषा द्याव्यातच. त्याने अक्षरांचे आणि शब्दांचे सौंदर्य वाढते.
- iii. आपली अक्षरे सुवाच्य, सुंदर योग्य वळणाने लिहिलेली असावीत.
- iv. दोन अक्षरे, दोन शब्द, दोन ओळीत योग्य अंतर असावे.

या तांत्रिक गोष्टी आपण स्वतःमध्ये आणि विद्यार्थी पाल्यांमध्येही सवय म्हणून मुरवल्या पाहिजेत.

लेखन कौशल्य काही सगळ्यांना हातात लेखनी घेतल्या बरोबर प्राप्त होत नाही. ते टप्प्याटप्प्या विकसित होणारे कौशल्य आहे. हस्ताक्षर, शुध्दलेखन, या पायऱ्यांना लेखन कौशल्यात अति महत्त्व आहे.

- i. लेखनाचे महत्त्व हे माहिती संकलन, स्वयं अध्ययन, दैनंदिन व्यवहार व स्वयं मूल्यांकनात आहे.
- ii. गोष्टी लक्षात राहाव्यात व विषय आकलनासाठी लेखन महत्त्वाचे आहे.
- iii. लेखन कौशल्यामुळे विचारांना स्पष्टता व विश्वासाहता लाभते.
- iv. लेखनामुळे नेमकेपणा व निश्चिंतता, सत्यता वाटते.

  
**मराठी विभाग प्रमुख**  
 श्री शिवाजी कला, वाणिज्य व विज्ञान  
 महाविद्यालय, मोताळा, जि. बुलढाणा

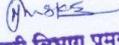


  
 Principal  
 Shri Shivaji Arts, Commerce  
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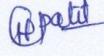
SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S  
**SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA**  
**DIST. BULDANA (M.S.)**  
 DEPARTMENT OF MARATHI (2019-20)  
 FIFTEEN DAYS CERTIFICATE COURSE ON THE TOPIC OF SKILL  
 DEVELOPMENT PROGRAMME  
**WRITING SKILLS IN MARATHI**  
**From 12 September to 28 September 2019**

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3	लेखन कौशल्य	2
4	लेखन कौशल्याचे स्वरूप	2
5	लेखनाचे महत्त्व	2
6	लेखनातील अडचणी	2
7	लेखनाची महत्त्वाची अंगे	2
8	निष्कर्ष	3

  
 भारती विभाग प्रमुख  
 श्री शिवाजी कला, वाणिज्य व विज्ञान  
 महाविद्यालय, मोताळा, जि. बुलढाणा



  
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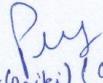
**Shri Shivaji Arts, Commerce & Science College,  
Motala, Dist. Buldana.  
Department of Physics**

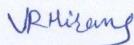


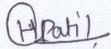
**Notice**

Date:- 13/01/2020

All students opting B.Sc. (CPM) are hereby informed that the Department of Physics is going to organize a "Certificate Course in Digital Electronics" from 20/01/2020 to 30/01/2020. Interested students must give their names to Mr. P.M. Gaiki, Asst. Prof., Dept. of Physics.

  
(Mr. P.M. Gaiki) (Course Coordinator)  
Assistant Professor,  
Department of Physics  
Shri Shivaji Arts, Commerce & Science  
College, Motala, Dist. Buldana.

  
HOD of Physics  
Shri Shivaji Arts, Commerce & Science  
College, Motala, Dist. Buldana.

  
Principal  
Shri Shivaji Arts, Commerce  
& Science College Motala  
Dist. Buldana



Shri Shivaji Education Society Amravati's  
**Shri Shivaji Arts, Commerce & Science College,**  
**Motala, Dist. Buldana**

NAAC Accredited with 'C' grade with CGPA 1.86

**Department of Physics**  
 In Collaboration with IQAC  
 Organizes

**Certificate Course in "Digital Electronics"**  
 From 20<sup>th</sup> to 30<sup>th</sup> January 2020



**Hon'ble President**  
 Shri. Harshwardhan Deshmukh

**Principal**  
 Dr. H.G. Patil

**Organizing Committee**

Dr. H.G. Patil  
 Principal

Mr. Avinash S. Meherkar  
 IQAC Co-ordinator

Mr. Vilas R. Hiranwale  
 Head, Dept. of Physics

Mr. Pratik M. Gaiki  
 Co-ordinator

Mr. Parag A. Bramhankar  
 Co-coordinator

Mr. Dhiraj B. Channekar  
 Organizing Secretary

**Speakers**

Mr. Vilas R. Hiranwale  
 Head, Dept. of Physics

Mr. Dhiraj B. Channekar  
 Asst. Prof., Dept. of Physics

Mr. Parag A. Bramhankar  
 Asst. Prof., Dept. of Physics

Dr. Supriya S. Behere  
 Asst. Prof., Dept. of Physics

Mr. Pratik M. Gaiki  
 Asst. Prof., Dept. of Physics

Mr. Rameshwar S. Bankar  
 Asst. Prof., Dept. of Physics

*VRH*

**HOD of Physics**  
 Shri Shivaji Arts, Commerce & Science  
 College, Motala, Dist. Buldana.

*Praj*

**Assistant Professor,**  
 Department of Physics  
 Shri Shivaji Arts, Commerce & Science  
 College, Motala, Dist. Buldana.

*H. Patil*

**PRINCIPAL**  
 Shri. Shivaji Arts, Commerce &  
 Science College Motala.

Activity Schedule

Day	Content of the course	Time
Day 1 20/01/2020 Monday	Number system and codes: Binary, octal, hexadecimal and decimal Number systems and their inter conversion	7:30 to 10:30 am (VRH)
Day 2 21/01/2020 Tuesday	Boolean Algebra: Basic logic circuits: Logic gates, Universal Gates, Laws of Boolean algebra, De-Morgan's theorem	7:30 to 10:30 am (DBC)
Day 3 22/01/2020 Wednesday	Logic Families: Introduction to digital logic family, Basic circuit, performance characteristics, Wired logic, open collector output etc.	7:30 to 10:30 am (PAB)
Day 4 23/01/2020 Thursday	Combinational Logic: The Half adder, the full adder, subtractor circuit.	7:30 to 10:30 am (SSB)
Day 5 24/01/2020 Friday	Flip flop and Timing circuit : set-reset latches, D-flipflop, R-S flip-flop, J-K Flip-flop, Master slave Flip flop, edge triggered flip-flop, T flip-flop.	7:30 to 10:30 am (PMG)
Day 6 25/01/2020 Saturday	Registers & Counters: Synchronous/Asynchronous counter operation, Up/down synchronous counter, application of counter, Serial in/Serial out shift register	7:30 to 10:30 am (RSB)
Day 7 27/01/2020 Monday	Serial in/Serial out shift register, Serial in/parallel out shift register, parallel in/ parallel out shift register, parallel in/Serial out shift register, Bi-directional register.	7:30 to 10:30 am (VRH)
Day 8 28/01/2020 Tuesday	Introduction to digital logic family such as RTL, DTL, TTL, ECL, CMOS, IIR, HTL etc.	7:30 to 10:30 am (DBC)
Day 9 29/01/2020 Wednesday	BCD numbers (8421-2421), gray code, excess-3 code, cyclic code, code conversion, ASCII, EBCDIC codes	7:30 to 10:30 am (PAB)
Day 10 30/01/2020 Thursday	Multiplexer demultiplexer, decoder, BCD to seven segment Decoder, encoders, DAC, ADC.	7:30 to 10:30 am (PMG)

### Certificate course in Physics: Digital Electronics

#### **Introduction:**

With the advent of technology, the digital world has progressed extensively. There always has been a constant surge in the ability of devices with the passing time. They became more advanced and now we handle the smart versions of them. Not only the phones are smart but the devices useful for household chores, industry, travel security and defense purposes too have become smart. Shipping is no exception. Thus it is the need of time to get acquainted about the basics of the digital world. No doubt, the devices are richly programmed but the underlying technology is digital. Hence, an effort has been made here to make the students aware regarding the basics and few advances of digital electronics.

#### **Objective:**

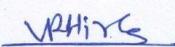
Our college primarily has three faculties viz. arts, commerce and science. The science faculty is further divided into two groups. The first being physics, computer science, mathematics and the other consisting of subjects- chemistry, botany and zoology. The students pursuing their degree with computer science have elementary knowledge of programming. *Certificate course in Physics: Digital Electronics* was started with view to make these students aware regarding the basics and few advances in digital electronics. Analog electronics is already a part of the syllabus of Physics. Concepts of semiconductor physics, BJT, UJT, Op-Amp have been explained there. Digital electronics is also a part of syllabus. Basics have been made vivid. Thus with a view to enhance the knowledge of students, a certificate course in physics laying emphasis on digital electronics was introduced. With part of analog electronics getting covered in physics, primary knowledge of programming through computer science; introducing this course in digital electronics was found

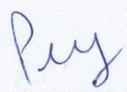
apt. Students also acquired practical knowledge through the apparatus installed in the department of physics. This would certainly enhance the eager to explore more in the subject of digital electronics.

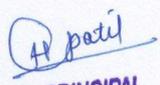
**Course Outcomes:**

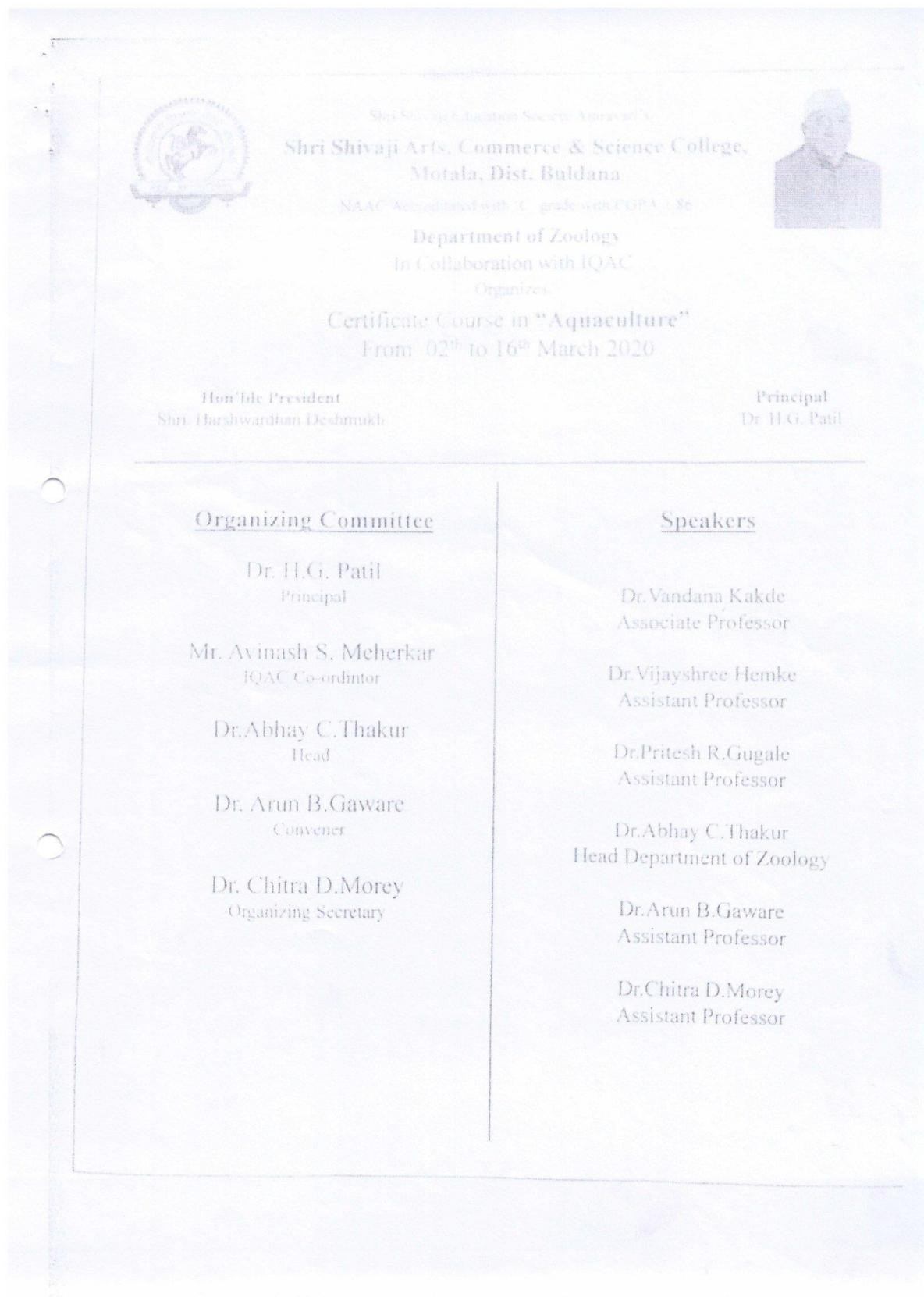
After successful completion of this course students will be:

1. Better versed with basic theory of digital electronics.
2. Knowledgeable with advances in the subject.
3. Able to implement the things at practical level.
4. Explore the subject in depth with having this knowledge.

  
HOD of Physics  
Shri Shivaji Arts, Commerce & Science  
College, Motala, Dist. Buldana.

  
Assistant Professor,  
Department of Physics  
Shri Shivaji Arts, Commerce & Science  
College, Motala, Dist. Buldana.

  
PRINCIPAL  
Shri. Shivaji Arts, Commerce &  
Science College Motala.



Activity Schedule

Day	Content of the course	Time
Day 1 02/03/2020, Monday	Introduction to Aquaculture	2 to 4 pm Dr.Abhay C.Thakur
Day 2 03/03/2020, Tuesday	Introduction to Ornamental fishes	2 to 4 pm Dr.Vandana Kakde
Day 3 04/03/2020, Wednesday	Engineering Aspect and construction of aquarium (I)	2 to 4 pm Dr.Vijayshree Hemke
Day 4 05/03/2020, Thursday	Engineering Aspect and construction of aquarium (II)	2 to 4 pm Dr. Pritesh Gugale
Day 5 06/03/2020, Friday	Fish Breeding and rearing in Live Bearers	2 to 4 pm Dr.Arun B.Gaware
Day 6 07/03/2020, Saturday	Fish Breeding and rearing in Egg layers	2 to 4 pm Dr.Chitra D.Morey
Day 7 08/03/2020, Sunday	Ornamental fish farming- Management Aspects	2 to 4 pm Dr.Abhay C.Thakur
Day 8 09/03/2020, Monday	Introduction to Aquarium plants and its propagation techniques	2 to 4 pm Dr.Arun B.Gaware
Day 9 10/03/2020, Tuesday	Economics of aquaculture	2 to 4 pm Dr.Chitra D.Morey
Day 9 11/03/2020, Wednesday	Practical	2 to 4 pm Dr.Chitra D.Morey
Day 9 12/03/2020, Thursday	Practical	2 to 4 pm Dr.Chitra D.Morey
Day 9 13/03/2020, Friday	Practical	2 to 4 pm Dr.Chitra D.Morey
Day 9 14/03/2020, Saturday	Practical	2 to 4 pm Dr.Chitra D.Morey
Day 9 15/03/2020, Sunday	Practical	2 to 4 pm Dr.Chitra D.Morey
Day 10 16/03/2020, Monday	Grading Test & Feedback	2 to 4 pm



*Shri Shivaji Education Society Amravati's*  
**Shri Shivaji Arts, Commerce & Science College,**  
**Motala, Dist – Buldhana.**



NAAC Re-Accredited with C Grade with CGPA 1.86

Affiliated to S.G.B. Amravati University.

Department of Chemistry

Date:- 23/12/2019

### Notice

All the students of B.Sc. I, II & III year are hereby informed that the Department of Chemistry has organized twenty days certificate course on “Chromatographic Separation Techniques” from the 02<sup>nd</sup> January to 25<sup>th</sup> January 2020. Those students interested contact to Department of Chemistry.

HOD of Chemistry  
 Shri Shivaji Arts, Commerce & Science  
 College, Motala, Dist. Buldana.

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 Dist. Buldana

**Shri Shivaji Education Society Amravati's**  
**Shri Shivaji Arts, Commerce & Science College**  
**Motala, Dist. Buldana**

**Certificate Course**  
On

**Chromatographic**  
**Separation Technique**

( 2<sup>nd</sup> Jan to 25<sup>th</sup> Jan 2020 )  
Organized by

**Department Of Chemistry**

**Organizing Committee**

**Mr. B. S. Bhise**  
Convenor & HOD,

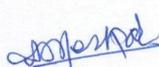
**Mr. A. S. Meherkar**  
IQAC Coordinator

**Dr. H. G. Patil**  
Principal

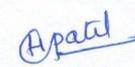
**Mr. N.R. Rahate**  
Dept. Of Chemistry

**Mr. N.D. Gattuwar**  
Dept. Of Chemistry

**Mr. D.M. Mangate**  
Dept. Of Chemistry

  
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**Shri Shivaji Arts, Commerce & Science College,  
Motala, Dist. Buldana  
Department of Chemistry  
Certificate Course 2019-2020**

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**Subject: - Chromatography Separation Techniques.**

**Syllabus:**

**Chapter -1 Introduction of Chromatographic Techniques**

- 1.1- Introduction of Chromatographic Techniques.
- 1.2- Types of Chromatography
- 1.3- History of Chromatography.

**Chapter-2 Paper Chromatography**

- 2.1- Paper Chromatography Principle.
- 2.2- Paper Chromatography Diagram.
- 2.3- Paper Chromatography Procedure.
- 2.4- Paper Chromatography Application

**Chapter-3 Thin Layer Chromatography**

- 3.1- Thin Layer Chromatography Principle.
- 3.2- Thin Layer Chromatography Diagram.
- 3.3- Thin Layer Chromatography Procedure.
- 3.4- Thin Layer Chromatography Experiment.
- 3.5- Thin Layer Chromatography Application

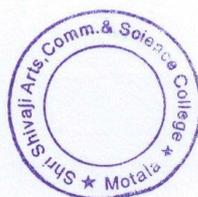
**Chapter- 4 Column Chromatography**

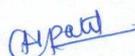
- 4.1- Column Chromatography Principle.
- 4.2- Column Chromatography Diagram.
- 4.3 Column Chromatography Procedure.
- 4.4- Column Chromatography Application
- 4.5- Advantage & Dis-Advantage of column chromatography.

**Chapter-5 HPLC, GAS & other Chromatography.**

- 5.1- Introduction & Principle
- 5.2- Procedure and Difference of other chromatography.
- 5.3-Applications.
- 5.4- Advantage & Dis-Advantages

  
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### Certificate course in Chemistry: Chromatographic Separation Technique

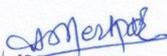
**Introduction:-** Chromatographic Separation Technique is a very important aspect of science. Chromatography is the general name given to the methods by which two or more compounds in a mixture are physically separated by distributing between two phases: a stationary phase which can be a solid or liquid supported on a solid and a mobile phase, either a gas or a liquid which flows continuously around the stationary phase.

Chromatography is a method by which a mixture is separated by distributing its components between two phases. The stationary phase remains fixed in place while the mobile phase carries the components of the mixture through the medium being used.

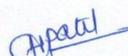
**Objective:-** The objective of chromatography is to separate the various substances that make up a mixture. The applications range from a simple verification of the purity of a given compound to the quantitative determination of the components of a mixture.

**Course Outcomes:-** Chromatography has numerous applications in biological and chemical fields. It is widely used in biochemical research for the separation and identification of chemical compounds of biological origin. In the petroleum industry the technique is employed to analyze complex mixtures of hydrocarbons.

Paper chromatography has been primarily used for analysis of food colors in ice creams, sweets, drinks and beverages, jams and jellies. To ensure that no non-permitted coloring agents are added to the foods, only edible colors are permitted for use. That's how quantification and identification become more important.

  
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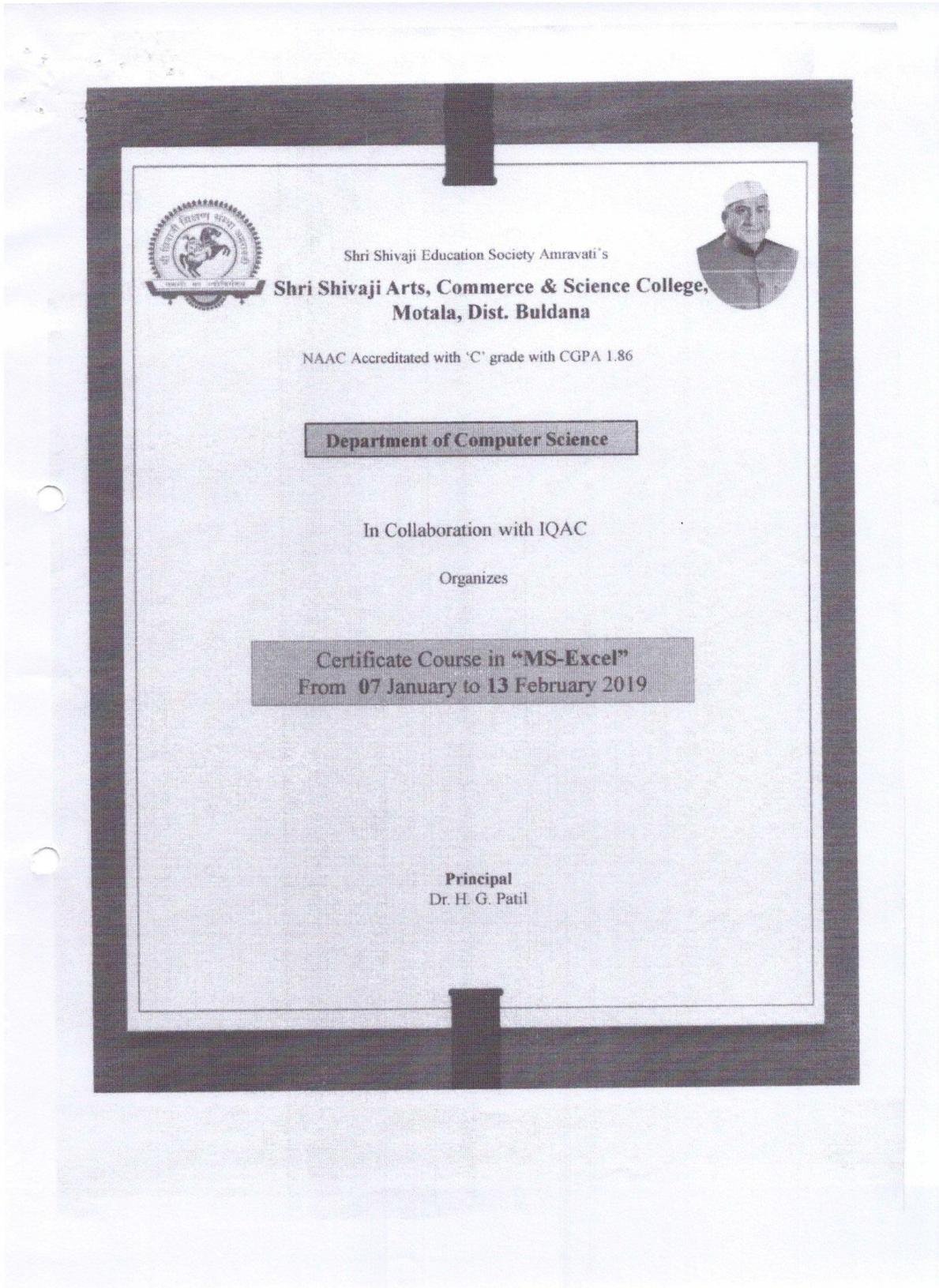


  
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**CERTIFICATE COURSE**  
**BROCHURE/NOTICE, MODULES & COURSE OUTCOMES**  
**2018-19**

<b>Sr.No.</b>	<b>Department</b>	<b>Certificate/Value added Course 2018-19</b>
<b>1</b>	<b>Computer Science</b>	<b>1) Certificate course in MS-Exel</b>
<b>2</b>	<b>English</b>	<b>2) Certificate course in Writing Skill in English</b>
<b>3</b>	<b>Marathi</b>	<b>3) Certificate course Wyawharik Marathi</b>



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DEPARTMENT OF COMPUTER SCIENCE (2018-19)  
THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Excel

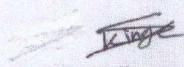
**NOTICE**

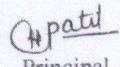
All the students of **B.A. B.Com. And B.Sc.** are hereby notified that the Department of Computer Science has organized thirty days certificate course on the topic MS Excel **from 07 January to 13 February 2019.**

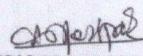
Interested and desirous students can enroll their name for the course. They should contact Prof. Ku. Smita R. Kinge.

*Participation certificate will be given at the end of course.*

**N. B. No Registration Fee.**

  
Course Co-Ordinator  
(Prof. Ku. S. R. Kinge)

  
Principal  
( Prof. Dr. H. G. Patil )  
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DEPARTMENT OF COMPUTER SCIENCE (2018-19)  
THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Excel

(Contents)

**1. Introduction of MS Excel**

- What is MS Excel?
- Where to find MS Excel on your personal computer?
- What are the uses of MS Excel?
- How to create an MS Excel document?
- What is a Cell?
- What is Cell Address?

**2. Features of MS Excel**

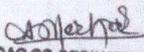
- Home
  1. Font size
  2. Font styles
  3. Font colour
  4. Background colour
  5. Alignment
  6. Formatting options and styles
  7. Insertion and deletion of cells and editing options
- Insert
  1. Table format and style
  2. Inserting images and figures
  3. Adding graphs
  4. Charts and sparklines
  5. Header and footer option
  6. Equation and symbols
- Page Layout
  1. Themes
  2. Margin
  3. Orientation
  4. Page Size
- Formulas
  1. Function Library
  2. Defined Names
  3. Formula Auditing
  4. Calculation

- Data
  1. Adding external data (from the web)
  2. Filtering options
  3. Data tools
- Review
  1. Spell check
  2. Grammar check
  3. Language
  4. Comments, etc.
- View
  1. Normal page
  2. Page Break Preview
  3. Page Layout

#### **4. The Conclusion**

Microsoft Excel is a program that gets mainly used for calculations and data entry. It is immensely essential that one acquires relevant knowledge on the basics of the program before settling down to use it. This helps to avoid mistakes and hence feeding or retrieving the wrong information. It also calls for a lot of seriousness and cares to avoid mistakes that could lead to distortion of the required information.

A spreadsheet as a collection of information distributed in columns and rows enhances the possibility of making calculations in a faster and more accurate way. Numbers, text, and formulas can be put together and presented in a fancy and attractive manner so it could be easy to understand the meaning behind the numbers.

  
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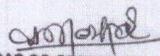
DEPARTMENT OF COMPUTER SCIENCE (2018-19)  
THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

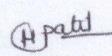
**MS Excel**

**From 07 January to 13 February 2019**

**CONTENTS**

Days	Topic	Page No.
1	Introduction of MS Excel	1
2	Features of MS Excel	1
3	Home	1
4	Insert	1
5	Page Layout	1
6	Formulas	1
7	Data	2
8	Review	2
9	The Conclusion	2

  
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**Shri Shivaji Arts, Commerce & Science College,  
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**Department of English**

In Collaboration with IQAC  
Organizes

**Certificate Course in "Writing Skill In  
English"  
10 Sep. to 26<sup>th</sup> Sep. 2018  
2018-2019**

**Hon'ble President**  
Shri. Harshwardhan Deshmukh

**Principal**  
Dr. H. G. Patil

**Organizing Committee**

**Principal**  
Dr. H. G. Patil

Mr. A. S. Meherkar  
Head & IQAC Co-ordintor

**Speakers**

Mr. A. S. Meherkar  
Head & IQAC Co-ordintor

SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S  
**SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA**  
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DEPARTMENT OF ENGLISH (2018-19)  
FIFTEEN DAYS CERTIFICATE COURSE ON THE TOPIC

**Writing Skill In English**

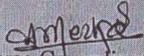
**NOTICE**

All the students of **B.A. B.Com. And B.Sc** are hereby notified that the Department of English has organized fifteen days certificate course on the topic of **Writing Skill In English** from 10 Sept. to 26 Sept. 2018.

Interested and desirous students can enroll their name for the course. They should contact Prof.A.S.Meherkar.

*Participation certificate will be given at the end of course.*

**N.B.No Registration Fee.**

  
 Course Co-ordinator

**(Prof. A. S. Meherkar)**  
 HOD  
 Dept. of English  
 Shri Shivaji Arts, Com.  
 & Sci. College, Motala

  
 Principal

**(Prof. Dr. H. G. Patil)**  
 Principal  
 Shri Shivaji Arts, Commerce  
 & Science College,  
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**SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE,  
MOTALA DIST. BULDANA (M.S.)**

**Department of English**

Academic Year (2018-19)

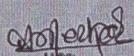
FIFTEEN DAYS CERTIFICATE COURSE ON THE TOPIC OF

WRITING SKILL IN ENGLISH

During 10 Sept. to 26 Sept. 2018

Shri shivaji Arts, Commerce and Science College is located in rural area and most of the students admitted in the college are from the rural strata of the society where there is very little sense of education. So it becomes very difficult for the English department to teach English as second language. However, department has taken very hard effort to create interest and tried their level best to remove the fear of English language. Many activities like grammar classes were became the regular activity. Seminar presentation has conducted on the text book to boost their confidence and motivated them to speak English within college campus. But very limited response is received.

But in the academic year 2017-18 department has taken initiative to conduct a certificate course on the topic of **WRITING SKILL IN ENGLISH** for fifteen days during **10 Sept. to 26 Sept. 2018**. Thirty five students from all faculties had enrolled in the course. The course was mainly focused on the issues related to English communication studies like reading, listening, writing and speaking.

  
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DEPARTMENT OF ENGLISH (2018-19)  
FIFTEEN DAYS CERTIFICATE COURSE ON THE TOPIC

### Writing Skill In English

#### (Contents)

Writing is an extremely complex cognitive activity in which the writer is required to demonstrate control of variables simultaneously. Strong writing skills may enhance students' chances for success. Writing is an essential factor of language. Good writing skills are needed for all the students in order to accomplish their educational and employable requirements. Process Approach stresses writing activities which move learners from the generation of ideas and the collection of data through to the publication of a finished text. Process approach is learner centered in which learners' needs, expectations, goals, learning styles, skills and knowledge are taken into consideration.

Writing is one of the four skills –LSRW (Listening, speaking, reading and writing) in language learning. It is the system of written symbols, representing the sounds, syllables or words of language, with different mechanisms - capitalization, spelling and punctuation, word form and function.

Generally, writing is very important that communication is transmitted more through writing than any other type of media. So, Students need effective writing skills to meet their academic needs and workplace requirements. Students should improve their writing skills, for which teachers have to motivate them to have good writing skills, by providing instruction in writing processes and rules of writing, such as grammar rules and writing practice.

#### The Importance and Need of Writing Skills

Now-a-days, students are lacking writing skills as they spend most of their time in using their equipped smart phones, and they depend on electronic devices or gadgets which provide instant or readymade answers/results available in the internet. They use their valuable time in searching what others are doing, instead of learning the language skills. Naturally students, having good writing skills, are always successful at expressing their ideas and reaching their goals. They should develop the writing skills for their multiple benefits and success in life. The process of writing is to teach students how to write with coherence, an appropriate grammar structure and an acceptable spelling.

*(Signature)*  
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Writing is meant for conveying thoughts, ideas, and facts in easy and lucid language. Students have to learn the art of good writing which is essential in order to excel at both academic and professional levels. Good writing skills are needed for all the students in order to accomplish their educational and employable requirements. The following are some of the reasons showing the importance of writing skills:

To write technical documents, research papers, and put forth the right facts an information.

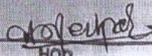
- In searching and obtaining a job.
- To make presentations and reports, etc.
- For improving communication skills.
- For improving creativity, exploration, and essential for self-understanding

### Stages of Writing

*"Writing is a process which involves several identifiable steps". – Merriwether*  
*"The Process Approach focuses on the steps involved in creating a piece of work". – Nuan*

Process Approach involves eight stages - Brainstorming, Planning/Structuring, Mind mapping, Writing the first draft, Peer feedback, Editing, Final draft and Evaluation and teachers' feedback.

- Stage-1:** Ideas are generated by brain storming and discussion in Stage-I
- Stage-2:** Learners extend their ideas into a note form and judge quality and usefulness of ideas.
- Stage-3:** This stage helps learners make the relationship of ideas understandable organizing their ideas into mind map or linear form.
- Stage-4:** In this stage, students prepare first draft in the classroom usually in pairs or groups.
- Stage-5:** Then drafts are exchanged for students' reading and responding from each other's works. In this way, students develop an awareness of the fact.
- Stage-6:** Considering the feedback of other students, drafts are improved with necessary changes.
- Stage-7:** Finally, students prepare the final draft with necessary changes.

  
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In **Stage-8**, the final draft is evaluated by the teachers providing a feedback on it. Students get benefitted using this process approach as:

- Process Approach is learner - centered.
- Students can show their latent abilities in writing process.
- Learners build up their power of thinking and creativity.
- They understand the importance and value of developing their writing skills.
- They can concentrate on strategies and processes of writing with their own abilities and potentials.
- They are enabled to reach their objective and purpose.

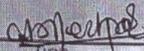
### **15. The Conclusion**

In conclusion, it is to realize that writing is an extremely complex cognitive activity in which the writer is required to demonstrate control of variables simultaneously. Strong writing skills may enhance students' chances for success. Writing is an essential factor of language. Process

approach is learner-centered in which learners' needs, expectations, goals, learning styles, skills and knowledge are taken into consideration. Students are benefitted using this process approach

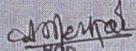
#### **Course Objectives:**

- To use dictionary for pronunciation and meaning.
- To study word as regards British & American spelling.
- To read and study a narrative passage.
- To learn the grammatical constructions.
- To use certain polite expressions in speech and writing.
- To frame WH-questions.
- To learn to describe persons and objects.
- To make use of English for giving instructions.
- To make use of telephone as a means of communication.
- To learn the use of correct tag-question/question-tag.
- To learn how to make notes from a passage.
- To learn to write formal and informal letters.
- To know how to read with understanding simple news items from English newspaper.
- To learn some important grammar items.

  
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- To introduce oneself, relatives and friends orally.
- To write Bio-data (Curriculum Vitae)
- To indicate likes and dislikes politely.
- To write a report for a newspaper and magazine.
- To be able to ask for information.

  
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DEPARTMENT OF MARATHI (2018-19)  
FIFTEEN DAYS CERTIFICATE COURSE ON THE TOPIC

**Wyawharik Marathi**

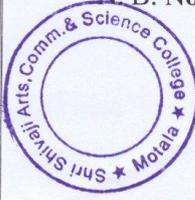
**NOTICE**

All the students of **B.A. B.Com. And B.Sc.** are hereby notified that the Department of Marathi has organized fifteen days certificate course on the topic '**Wyawharik Marathi**' from 10 September to 06 October 2018.

Interested and desirous students can enroll their name for the course. They should contact Prof. Sau. N. N. Maskar.

*Participation certificate will be given at the end of course.*

**N. B. No Registration Fee.**



*Prof. Sau. N. N. Maskar*

Course Co-ordinator

(Prof. Sau. N. N. Maskar)

मराठी विभाग प्रमुख  
 श्री शिवाजी कला, वाणिज्य व विज्ञान  
 महाविद्यालय, मोताळा, जि. बुलढाणा

*H. C. Patil*

Principal

(Prof. Dr. H. C. Patil)  
 Shri Shivaji Arts, Commerce  
 & Science College Motala  
 Distt. Buldana

*Prof. Sau. N. N. Maskar*

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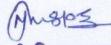
DEPARTMENT OF MARATHI (2018-19)  
FIFTEEN DAYS CERTIFICATE COURSE ON THE TOPIC

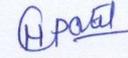
WYAWHARIK MARATHI

From 10 September to 06 October 2018

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3	व्यावहारिक अभ्यासक्रमाची गरज	2
4	कार्यालयीन पत्रव्यवहार	2
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मराठी विभाग प्रमुख  
श्री शिवाजी कला, वाणिज्य व विज्ञान  
महाविद्यालय, मोताळा, जि. बुलढाणा

  
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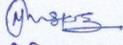


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DEPARTMENT OF MARATHI (2018-19)  
FIFTEEN DAYS CERTIFICATE COURSE ON THE TOPIC

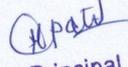
WYAWHARIK MARATHI

(Contents)

1. व्यावहारिक मराठी स्वरूप आणि भूमिका
  - i. व्यावहारिक मराठी म्हणजे काय?
  - ii. व्यावहारिक मराठी स्वरूप.
  - iii. भूमिका.
2. व्यावहारिक अभ्यासक्रमाची गरज
  - i. जीवन व्यवहाराच्या संदर्भात सर्व स्तरांवर मराठीचा वापर करण्याची क्षमता निर्माण करणे.
  - ii. माहितीपर लेखन विषयक ज्ञान देणे.
3. कार्यालयीन पत्रव्यवहार
  - i. कार्यालयीन पत्रव्यवहाराचे महत्व.
  - ii. कार्यालयीन पत्रव्यवहाराचे स्वरूप व वैशिष्ट्ये.
  - iii. पत्राचे प्रकार.
4. वक्तृत्व कला
  - i. वक्तृत्व म्हणजे काय?
  - ii. वक्तृत्वाची पूर्वतयारी.
  - iii. वक्तृत्वाची शैली तंत्र व उपयोजन.

  
मराठी विभाग प्रमुख  
श्री शिवाजी कला, वाणिज्य व विज्ञान  
महाविद्यालय, मोताळा, जि. बुलढाणा



  
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**5. सूत्रसंचालन**

- i. सूत्रसंचालन म्हणजे काय?
- ii. सूत्रसंचालन एक कला.
- iii. सूत्रसंचालनाचे तंत्र व उपयोजन.

**6. स्वपरिचयपत्र व नोकरीसाठी अर्जलेखन**

- i. स्वपरिचयपत्र तंत्र व मंत्र.
- ii. स्वपरिचयपत्राची सुसंगतता.

**7. प्रसारमाध्यमांसाठी लेखन**

- i. वृत्तपत्रीय लेखन.
- ii. नभोवाणीसाठी लेखन.
- iii. दूरचित्रवाणीसाठी लेखन.

**8. निष्कर्ष :-**

रूढ प्रकारचे 'पुस्तकी' शिक्षण घेतलेला विद्यार्थी बौद्धिकदृष्ट्या एकारलेला असतो. खऱ्या अर्थाने त्याचा सर्वांगीण विकास झाला नसल्याने व्यापक अशा 'जीवनव्यवहारात' तो कमी पडतो. "पदवी देणारे शिक्षण मिळाले. पण त्याचा व्यवहारात काय उपयोग? पदवीधराला धड चार वाक्ये बोलता येत नाही". या प्रकारची टीका त्याच्यावर होतांना दिसते. जीवन आणि शिक्षण यात आपण आजवर केलेल्या फारकतीचे हे दृश्य परिणाम होत आणि म्हणूनच समाजजीवनात आज कशाची गरज आहे ते ओळखून त्या प्रकारचे शिक्षण विद्यार्थ्यांला मिळाले पाहिजे.

आपले सामाजिक व्यवहार वाढलेले आहेत. आपली इच्छा असो वा नसो अनेकानेक व्यवहारक्षेत्रे आपल्या जीवनाला स्पर्श करीत आहेत. परिणामी त्या त्या क्षेत्रातील व्यवहार करतांना वापरावयाच्या व्यावहारिक भाषेची किमान ओळख असणे ही व्यक्तीची गरज झालेली आहे. जीवनव्यवहाराच्या संदर्भात सर्व स्तरांवर मराठीचा वापर करण्याची क्षमता विद्यार्थ्यांमध्ये निर्माण होते.

मराठीची 'व्यवहार क्षेत्रे' :-

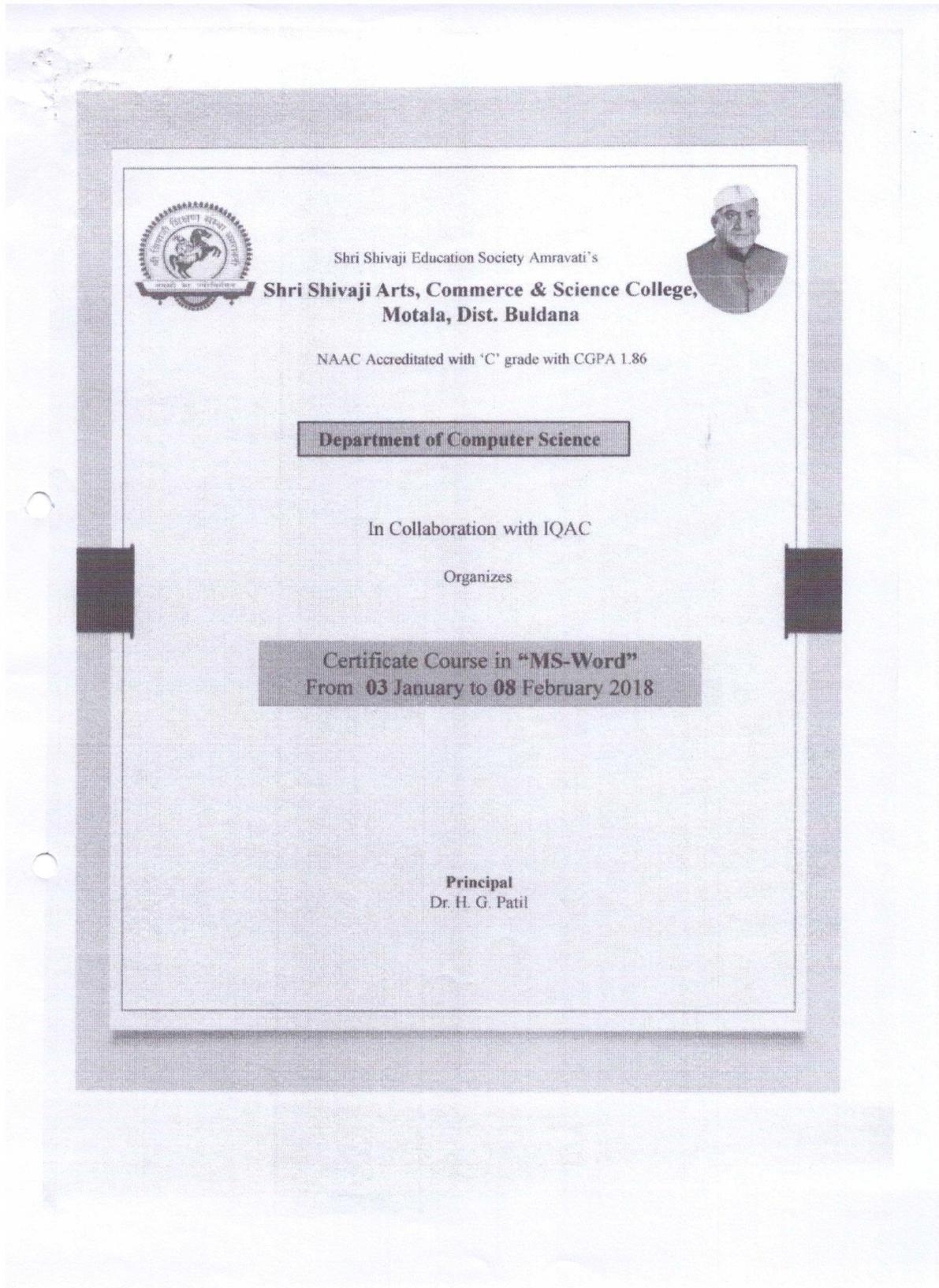
नियतकालिकात लेखन करणे हे एक लक्षणीय क्षेत्र होय. वृत्तसंपादन, बातमी लेखन, अग्रलेख, वृत्तलेख, वृत्तांत, विविध विषयांवरील लेख, प्रासंगिक लेखन, स्तंभलेखन, मुलाखत, साहित्य-क्रीडा-रंगभूमी-कला-चित्रपट समालोचन इ. प्रकारचे लेखन करणाऱ्यांची नियतकालिकांना गरज असते. यातले तंत्र आत्मसात करून माहितीपर लेखन करणाऱ्यांना भरपूर वाव मिळू शकतो. अशा लेखनासाठी 'व्यावहारिक मराठी' हा विषय उपयुक्त ठरू शकतो.

- i. नेमक्या शब्दाची निवड, व्याकरण दृष्ट्या निर्दोष पण प्रभावी रीतीने भाषेचा उपयोग कसा करावा याचे भान येण्यासाठी 'व्यावहारिक मराठी' चा अभ्यास लाभदायक ठरतो.
- ii. भाषिक कौशल्ये विकसित होतात.
- iii. व्यावहारिक पत्रे लिहितांना आपले म्हणणे थोडक्यात, अचूक शब्दात आणि योग्य तो शिष्टाचार पाळून मांडता येते.
- iv. प्रसारमाध्यमांसाठी लिहिण्याचे कौशल्य संपादन करता येते.
- v. औपचारिक भाषा अचूक व प्रभावीपणे वापरण्याचे भाषिककौशल्य 'व्यावहारिक मराठी' च्या अभ्यासाने विद्यार्थ्यांमध्ये निर्माण होते.



**CERTIFICATE COURSE**  
**BROCHURE/NOTICE, MODULES & COURSE OUTCOMES**  
**2017-18**

<b>Sr. No.</b>	<b>Department</b>	<b>Certificate Course/Value Added Course 2017-18</b>
1	Computer Sci.	1) Certificate course in MS-Word
2	English	2) Certificate course in Communication Skill in English
3	Marathi	3) Certificate course Wyakaran/Grammar in Marathi
4	Economics	4) Certificate course in Retail Sales Associate (RSA)



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DEPARTMENT OF COMPUTER SCIENCE (2017-18)  
THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Word

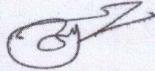
**NOTICE**

All the students of **B.A. B.Com. And B.Sc.** are hereby notified that the Department of Computer Science has organized Thirty days certificate course on the topic MS Word **from 03 January to 08 February 2018.**

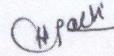
Interested and desirous students can enroll their name for the course. They should contact Prof. Ashwin P. Patil.

*Participation certificate will be given at the end of course.*

**N. B. No Registration Fee.**

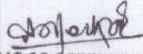


Course Co-Ordinator  
(Prof. A. P. Patil)



Principal  
( Prof. Dr. H. G. Patil )

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DEPARTMENT OF COMPUTER SCIENCE (2017-18)  
THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Word

(Contents)

**1. Introduction of MS Word**

- What is MS Word?
- Where to find MS Word on your personal computer?
- What are the uses of MS Word?
- How to create an MS Word document?

**2. Features of MS Word**

- Home
  1. colour
  2. font size
  3. font style
  4. alignment
  5. bullets
  6. line spacing, etc.
- Insert
  1. Tables, shapes
  2. Images
  3. Charts
  4. Graphs
  5. Header
  6. Footer
  7. Page number, etc.
- Design
  1. Template
  2. Themes
  3. Paragraph Spacing
  4. Page color
  5. Page Border
  6. Effects
- Page Layout
  1. Margin
  2. Orientation
  3. Page Size
  4. Column
  5. Lines
  6. Hyphenation

7. Indentation
  8. Spacing, etc.
- References
    1. Citation
    2. Footnote
    3. Endnote
    4. Table of contents
    5. Caption
    6. Bibliography, etc.
  - Review
    1. Spell check
    2. Grammar check
    3. Thesaurus
    4. Word count
    5. Language
    6. Translation
    7. Comments, etc.

### 3. MS Word shortcut keys

- Ctrl+ A
- Ctrl+ B
- Ctrl+ C
- Ctrl+ D
- Ctrl+ P
- Ctrl+ X
- Ctrl+ V
- Ctrl+ U
- Ctrl+ Y
- Ctrl+ Z, etc.

### 4. The Conclusion

- Microsoft Word, a robust software that has stood the test of time and is considered the most widely-used word processing program, which meets the standards of the industry. This industry standard word processing, is commonly utilized for writing documents for usage on both business and personal levels.
- It features toolbar layouts that have customized application toolbars, facilitates using templates and customizing formatting of page. Word facilitates co-authoring in real time and it allows for image manipulation and integrated graphics drawing, database integration and mail merging of documents and sophisticated macro scripting support.
- You can easily produce straightforward word processing documents like letters and reports with Microsoft Word, which also lets you incorporate colour and clip art. Utilizing different fonts and font sizes, tables, borders, and bullet formatting decreases workload and boosts efficiency. Reduce your workload and boost your productivity



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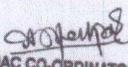
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THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

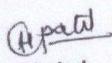
**MS Word**

**From 03 January to 08 February 2018**

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2	Features of MS Word	1
3	Home	1
4	Insert	1
5	Design	1
6	Page Layout	2
7	References	2
8	Review	2
9	MS Word shortcut keys	2
10	The Conclusion	2

  
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DEPARTMENT OF ENGLISH (2017-18)  
FIFTEEN DAYS CERTIFICATE COURSE ON THE TOPIC

**Communication Skill In English**

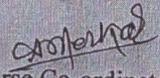
**NOTICE**

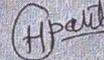
All the students of B.A. B.Com. And B.Sc are hereby notified that the Department of English has organized fifteen days certificate course on the topic **Communication Skill In English from 18 August to 03 Sept 2017.**

Interested and desirous students can enroll their name for the course. They should contact Prof. A. S. Meherkar.

*Participation certificate will be given at the end of course.*

**N. B. No Registration Fee.**

  
 Course Co-ordinator  
**(Prof. A. S. Meherkar)**  
 HOD  
 Dept. of English  
 Shri Shivaji Arts, Com.  
 & Sci. College, Motala

  
 Principal  
**(Prof. Dr. H. G. Patil)**  
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DEPARTMENT OF ENGLISH (2017-18)  
FIFTEEN DAYS CERTIFICATE COURSE ON THE TOPIC

COMMUNICATION SKILL IN ENGLISH

(Contents)

**1. General and Communicative English**

**Broad Points**

- General English & Communicative English differs from each other.
- Former is knowledge oriented whereas latter is skill oriented.
- Grammar, Sentence Structure, Word Stock regarded as important in G.E.
- RLSW, linguistic skills are emphasized in communicative English.
- Lecture method used for general English, Communicative English is learnt by interaction.
- To enable students to communicate in English & train them for job – objectives of teaching communicative English.

**2. Exigency of Two Things**

**Broad Points**

- Two things needed for enhancing English Communication Skills.
- Developing four basic language skills.
- Creation of surroundings.
- Opportunity for reading some English matter.
- To be able to hear English spoken by others.
- Writing something in English daily.
- Finding friend to speak in English.

**3. Methods for Improving English Communication Skills**

**Broad Points**

- Question- answer session, Story-telling session.
- Appearing for interview, Participation in all sorts of contests.
- Expressing views/opinions, Giving comments.
- Preparing gist/summary, Writing formal/informal letters.
- Dialouge/paragraph writing.
- Drafting notice, agenda, minute, report etc.

**4. Reading, Listening, Speaking & Writing**

**Broad Points**

- RLSW are closely related and interdependent.
- Reading and listening give rise to speaking and writing.

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- Learner input and out.
- Four basic language/linguistic skills.
- Story books, novels, papers, magazines.
- Delivering speech, participating in contests.
- Writing letters, drafting notice, agenda, minutes.

#### **5. Forming Friendship with English Speaking Partner (Native Speaker)**

##### **Broad Points**

- It is advisable to find a friend to speak English.
- It is had better if the colleague is native speaker.
- Interaction, exchange of ideas with peer.
- Mistakes, errors can be rectified.
- Language becomes understandable.
- Confidence, stage daring may be increased.

#### **6. Reading Loudly & Speaking at Home**

##### **Broad Points**

- Reading is a skill.
- Reading loudly, giving pause clears pronunciation.
- Reading neither slowly nor speedily but by maintaining moderate speed.
- Making it a habit to speak at home is highly beneficial.
- Gradually one will notice mistakes and correct them oneself.

#### **7. Thinking and Speaking in English only.**

##### **Broad Points**

- In order to speak English thinking in English is must.
- Forming sentences and uttering the same.
- Offhand speaking sometimes brings obstacles.
- After having thought it is always better to write down.
- Speaking and thinking should go hand in hand.
- To be active thinker and speaker is the only option.

#### **8. Enriching Word Stock Broad Points**

- Vocabulary and Word Stock differs.
- Memorizing at least ten new words daily.
- In absence of words speaking and writing becomes impossible.
- When we fall short of words no sentence can be formed.
- Word stock is one of the eyes of language.
- Vast word stock leads to good speaker and writer.

#### **9. Passion, Strong Desire Broad Points**

- Passion or strong desire plays crucial role in developing English communication skill.
- Passion further motivates self-confidence.
- Desire changes nothing, decision changes something but determination changes everything.
- Where there is a will there is way.

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- Failures are stepping stone to success.

#### **10. Reading Story Books and Novels Broad Points**

- To be an omnivorous reader.
- Simple story books, novels enhance grasping power.
- The language of novel is informal.
- Giving once or twice reading till imbibing the meaning.
- Moreover, brain requires reading just like abdomen requires food.

#### **11. Preparation of Time-Table**

- Time-management most essential thing.
- Time-table regarding routine (daily activities) be prepared.
- Money cannot be time but Time can be money.
- Time is great healer.

#### **12. Continuous, Perfect Practice & Unlimited Confidence**

- Practice makes man perfect.
- No any skill that cannot be developed with continuous practice.
- If it is understood by others then it is called English.
- Self-confidence can bring about tremendous change.
- Unlimited confidence gives birth to fruitful result.

#### **13. Maintaining Diary to note Unfamiliar Words**

- Taking down unfamiliar words and finding out meaning.
- Curiosity, inquisitive mind is needed to do so.
- Synonyms and antonyms also help about English communication skill.
- Noting down proverb, noble thought, and memorable statement necessary.

#### **14. English Essential for Survival & Successful Life**

- The world is of English.
- English means of international communication.
- English creates long lasting impression.
- Survival of the fittest but now survival of the English.
- Success in English means success in all walks of life.

#### **15. The Conclusion**

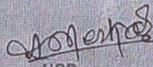
Forming questions, Vocabulary/Grammar preparation, Languageskills, Oral request/suggestions, making use of appropriate words in appropriate situations, vital interactions, arguing or expressing views, if our English is perfectly understood by others then the purpose of English Communication Skill is served.

#### **Course Objectives:**

- To use dictionary for pronunciation and meaning.

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- To study word as regards British & American spelling.
- To read and study a narrative passage.
- To learn the grammatical constructions.
- To use certain polite expressions in speech and writing.
- To frame WH-questions.
- To learn to describe persons and objects.
- To make use of English for giving instructions.
- To make use of telephone as a means of communication.
- To learn the use of correct tag-question/question-tag.
- To learn how to make notes from a passage.
- To learn to write formal and informal letters.
- To know how to read with understanding simple news items from English newspaper.
- To learn some important grammar items.
- To introduce oneself, relatives and friends orally.
- To write Bio-data (Curriculum Vitae)
- To indicate likes and dislikes politely.
- To write a report for a newspaper and magazine.
- To be able to ask for information.

  
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DEPARTMENT OF MARATHI (2017-18)  
FIFTEEN DAYS CERTIFICATE COURSE ON THE TOPIC

**Wyakaran / Grammar In Marathi**

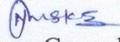
**NOTICE**

All the students of **B.A. B.Com. And B.Sc.** are hereby notified that the Department of Marathi has organized fifteen days certificate course on the topic **Wyakaran / Grammar In Marathi** from 21 August to 14 Sept 2017.

Interested and desirous students can enroll their name for the course. They should contact Prof. Sau. N. N. Maskar.

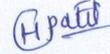
*Participation certificate will be given at the end of course.*

**N. B. No Registration Fee.**



Course Co-ordinator

(Prof. Sau. N. N. Maskar)  
श्री शिवाजी कला, वाणिज्य व विज्ञान  
महाविद्यालय, मोताळा, जि. बुलढाणा



Principal

(Prof. Dr. H. G. Patil)  
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Distt. Buldana



IQAC CO-ORDINATOR  
Shri Shivaji Arts, Commerce  
and Science College, Motala



SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S  
SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA  
DIST. BULDANA (M.S.)

DEPARTMENT OF MARATHI (2017-18)  
FIFTEEN DAYS CERTIFICATE COURSE ON THE TOPIC

**Wyakaran / Grammar In Marathi**

(Contents)

**1. व्याकरण म्हणजे काय? व त्याचे महत्व**

- i. भाषेचा जन्म
- ii. लिपी कशाला म्हणतात? लिपीचे प्रकार.
- iii. मराठी व्याकरणाचा श्रीगणेशा केव्हा व कसा झाला

**2. मराठी व्याकरण शिकण्याची गरज**

- i. बोलतांना व्याकरणाची गरज
- ii. नीटनेटके, व्यवस्थित आकर्षक व शुध्द लेखनाकरिता

**3. भाषा व व्याकरण परस्परसंबंध**

- i. भाषा आणि व्याकरण परस्परांवर अवलंबून आहे
- ii. भाषा स्वरूपात बदल होणे हे भाषेच्या जिवंतपणाचे लक्षण

**4. व्याकरणाचा अभ्यास विषय**

- i. वर्णविचार
- ii. शुध्दविचार
- iii. वाक्यविचार

**5. लिंगविचार, वचनविचार, काळविचार**

- i. व्याकरणीकदृष्ट्या लिंग पध्दतीचा अभ्यास करणे
- ii. वचन म्हणजे काय? व त्याचे प्रकार
- iii. काळ म्हणजे काय? व त्याचे प्रकार

## 6. निष्कर्ष

आपले विचार, भावना इतरांना कळावेत म्हणून आपण ते भाषेच्या माध्यमातून सांगतो किंवा लिहून कळवतो.

आपले विचार इतरांना कळले पाहिजेत तसेच इतरांचेही विचार आपल्याला कळले पाहिजेत त्यासाठी आपली भाषा विशिष्ट पध्दतीने बोलली गेली पाहिजे. तशीच ती लिहिली गेली पाहिजे. भाषा ठराविक पध्दतीने बोलली गेली पाहिजे. भाषेचा उपयोग बिनचूक होणे त्यासाठीच आवश्यक आहे. भाषेचे महत्व समजून घेतले की भाषेच्या बिनचूकपणाचे महत्व ही लक्षात येते.

मनातील भाव मुखावाटे प्रकट करण्याचे भाषा हे अत्यंत प्रभावी साधन होय. हे हाती येताच मानवी जीवन इतर प्राणी वर्गाच्या अपेक्षेने कमालीचे सुधारले, पुढारले, समृद्ध झाले.

**भाषेच्या अभ्यासात व्याकरणाची आवश्यकता :-**

भाषेचा उपयोग करतांना जर चुका झाल्या तर त्या आपल्याला खटकतात. उदाहरणार्थ, 'त्याने ग्रंथ वाचला', 'त्याने पुस्तक वाचले' अशा ठराविक पध्दतीनेच आपण बोलायला हवे. त्याऐवजी 'तो पुस्तक वाचला', 'त्याने ग्रंथ वाचतो' अशा पध्दतीने जर आपण बोललो तर ते चुकीचे ठरते. भाषेची देवाण घेवाण म्हणजे भाषेचा व्यवहार व्यवस्थित रीतीने चालावा यासाठी काही नियम ठरविण्यात आले आहेत. या नियमांनाच व्याकरण असे म्हणतात.

जर कोणी व्याकरणाच्या दृष्टीने बोलण्यात चूक केली तर आपण दुरूस्त करतो. याचाच अर्थ आपल्याला नियम माहिती असतात. 'नियम' हा शब्द माहिती नसेल तरी आपण अशी दुरूस्ती करतो.

उदाहरणार्थ, 'ती म्हणाली', 'मी जातो' तर आपण दुरूस्ती करून सांगू 'ती म्हणाली', 'मी जाते' भाषेची अशी अंगभूत नियमांची व्यवस्था म्हणजेच भाषेचे व्याकरण होय.

- आपल्याला जे विचार व्यक्त करावयाचे आहेत ते नेमकेपणाने व्यक्त करण्यासाठी भाषेच्या व्याकरणाचा अभ्यास आवश्यक आहे.
- सामान्यपणे जेथे नियम, व्याख्या, उदाहरणे स्पष्टीकरण इत्यादि भाग असतो.
- आपले बोलणे, आपले स्पष्टीकरण कौशल्य, भाषण कौशल्य या साठीही व्याकरण आपल्याला उपयुक्त ठरते.
- व्याकरणाच्या अभ्यासाने उच्चारतील बिनचूकपणा, नेमकेपणा, वाक्यांतील शब्दांचा बिनचूक क्रम हे व्याकरणाच्या अभ्यासामुळे आपल्याला येऊ लागतात.

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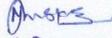
DEPARTMENT OF MARATHI (2017-18)  
FIFTEEN DAYS CERTIFICATE COURSE ON THE TOPIC

**WYAKARAN / GRAMMAR IN MARATHI**

**During 21 August to 14 Sept. 2017**

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4	भाषा व व्याकरण परस्परसंबंध	2
5	व्याकरणाचा अभ्यासविषय	2
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मराठी विभाग प्रमुख  
श्री शिवाजी कला, वाणिज्य व विज्ञान  
महाविद्यालय, मोताळा, जि. बुलढाणा

  
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Motala, Dist. Buldana**

NAAC Accredited with 'C' grade with CGPA 1.86



**Department of Economics**

In Collaboration with IQAC  
Organizes

**Certificate Course in "Retail Sales  
Associates (RSA)"**

From:-

**Hon'ble President**  
Shri. Harshwardhan Deshmukh

**Principal**  
Dr. H. G. Patil

**Organizing Committee**

Dr. H.G. Patil  
Principal

Mr. A. S. Meherkar  
IQAC Co-ordinator

Mr. P. R. Chate  
Head & Convenor

**Speakers**

Mr. P. R. Chate  
Head & Convenor

Mr.D.M.Dhage  
Asst. Prof.  
Dept. of Commerce

Mr. G. S. Kiroche  
Asst. Prof.  
Dept. of Commerce



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## **NOTICE**

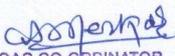
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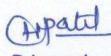
**Date: - 08/12/2017**

All the students of B.A. Part-I, II & III year hereby informed that Department of Economics is going to conducted 15 Days Certificate Course in “Retail Sales Associates (RSA)” from 16/12/2017 to 30/12/2017. The lectures will be conducted daily two hours. Interested students should register their names with Prof. P. R. Chate within 07 days.



  
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Motala, Dist. Buldana**  
Department of Economics  
Certificate Course 2017-18

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**Subject: -“Retail Sales Associates (RSA)”**

**Syllabus:**

**Chapter -1 Fundamentals of Display and Visual Merchandising.**

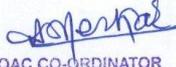
**Chapter-2 Prepare- Product for Sale**

**Chapter-3 Maintain Security, Health and Safety.**

**Chapter- 4 Customers Loyalty Schemes.**



  
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**Department of Economics**

**CERTIFICATE COURSE IN “RETAIL SALES ASSOCIATES (RSA)”**

**From:- 16.12.2017 To 30.12.2017**

**Introduction:-**

A retail associate helps customer while they shop, answers questions, and assists in daily store operations. In this role, you serve as a representative of the retail brand and play an important role in the store's overall success. Retail associates might also be referred to as sales associates or representatives. Retail skills are the skills and competencies that help sales associates sell products and services to customers. These skills combined with natural personality, attitude, and experience can help sales associates build relationships with customers and increase store revenue. They're also valuable skills and characteristics to have for other jobs and opportunities later in life. Retailing skills are also applicable *beyond* the role of a sales associate they also come in handy for cashiers, merchandise buyers, store managers, and store owners.

**Objective:-** To develop Market skill in the students.

To inform the students about future employment opportunities.

**Course Outcomes:-**

Students realized that to succeed in any field, they need to acquire skills.

The students came to know that there are many employment opportunities in the retail sector.

Learned what mistakes can be avoided while providing service to the customer.



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