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List of the courses addressing crosscutting issues

List of the courses addressing crosscutting issues: A) Professional Ethics

Sr. No.	Programme Name	Course code	Name of the Course
1	All UG Programmes		Democracy, Election and Governance
2	All PG Programmes		Human rights- I
3	All PG Programmes		Human rights- II
4	All PG Programmes		Cyber Security-I
5	All PG Programmes		Cyber Security-II
6	All PG Programmes		Cyber Security-III
7	All PG Programmes		Cyber Security-IV
8	All PG Programmes		Skill Development-I
9	All PG Programmes		Skill Development-II
10	All PG Programmes		Introduction to Constitution
11	B. A. English	C3	FY. FE. Paper-I- An Introduction to English Language and Writing Skills in English.
12	B. A. English	C4	FY. FE. Paper-II- Oral Communication in English.
13	B. A. English	FE III	SY. FE. Paper-III: Advanced Writing Skill and Introduction to Electronic Media.
14	B. A. English	FE IV	SY. FE. Paper-IV: Oral Communication in English, Intermediate 7Key Competency Modules.
15	B. A. English	FE V	FE V- Introduction to Print Media and Writing for Mass Media and Key Competency Modules 36851
16	B. A. English	FE VI	FE VI Entrepreneurship Development, Project Report & Oral Communication in English: Advanced (Practical Paper) 36852
17	B. A. English	AECC	SYBSC (Computer Science) ENGLISH (Ability Enhancement Compulsory Course-AECC)

18	B. A. English	C1	F. Y. B. A Compulsory English
19	B. A. English	C1	S. Y. B. A. Compulsory English (Core Course-CC)
20	B. A. English	AECC	S. Y. B. Com Compulsory English
21	B. A. Geography	SEC-2B	(Value/skill based course) IV SEC 2 B Applied Course of Travel and Tourism Geography
22	B. A. Geography	SEC- 2C	(Value/skill based Course) SEC 2C Research Methodology – I
23	B. A. Geography	SEC- 2D	Value/skill based course) SEC 2 D Research Methodology – II
24	M.A. /M.Sc. Geography	GGDT130	Geography of Tourism
25	M.A. /M.Sc. Geography	GGUT 251	Research Methodology
26	B. A. Economics	S3	International Economics-I
27	B. A. Economics	SEC-2C	SSE Business Management- I
28	B. A. Political Science	11161	Introduction to Indian Constitution -
29	B. A. Political Science	11162	Introduction to Indian Constitution -
30	B. A. Political Science	SEC 2A	Basics of Indian Constitution
31	B. A. Political Science	DSE-2A	Political Journalism
32	B. A. Political Science	SEC 2B	Basics of Indian Constitution
33	B. A. Political Science	DSE-2B	Political Journalism
34	B. A. Political Science	CC-1 E	Local Self Government in Maharashtra -
35	B. A. Political Science	DSE 1 C	Public Administration
36	B. A. Political Science	DSE 2 C	International Relations
37	B. A. Political Science	CC-2 E	Local Self Government in Maharashtra
38	B. A. Political Science	DSE 1 D	Public Administration
39	B. A. Political Science	DSE 2 D	International Relations
40	B. Com	116(C)	Marketing and Salesmanship
41	B. Com	231	Business Communication
42	B. Com	354	Audit and Taxation

43	B. B. A. Computer Application	CA-101	Business Communication
44	B. B. A. Computer Application	CA-102	Principles of Management
45	B. B. A. Computer Application	CA-103	C Language
46	B. B. A. Computer Application	CA-104	Database Management System
47	B. B. A. Computer Application	CA-106	Computer Laboratory Based on 103 &104
48	B. B. A. Computer Application	CA-201	Organization Behaviour & Human Resource Management
49	B. B. A. Computer Application	CA-202	Financial Accounting
50	B. B. A. Computer Application	CA-204	Relational database
51	B. B. A. Computer Application	CA-205	Web Technology HTML-JS- CSS
52	B. B. A. Computer Application	CA-206	Computer Laboratory Based on 204 & 205
53	B. B. A. Computer Application	CA-301	Digital Marketing
54	B. B. A. Computer Application	CA-302	Data Structure
55	B. B. A. Computer Application	CA-303	Software Engineering
56	B. B. A. Computer Application	CA-304	Angular JS
57	B. B. A. Computer Application	CA-305	Big data
58	B. B. A. Computer Application	CA-306	Computer Laboratory Based on 302 , 304 and 305
59	B. B. A. Computer Application	CA-401	Networking
60	B. B. A. Computer Application	CA-402	Object Oriented Concepts Through CPP
61	B. B. A. Computer Application	CA-403	Operating System
62	B. B. A. Computer Application	CA-404	NODE JS
63	B. B. A. Computer Application	CA-405	Project
64	B. B. A. Computer Application	CA-406	Computer Laboratory Based on 402,404
65	B. B. A. Computer Application	CA-501	Cyber Security
66	B. B. A. Computer Application	CA-502	OOSE

67	B. B. A. Computer Application	CA-503	Core Java
68	B. B. A. Computer Application	CA-504	Python
69	B. B. A. Computer Application	CA-505	Project
70	B. B. A. Computer Application	CA-506	Computer Laboratory Based on 503 and 504
71	B. B. A. Computer Application	CA-601	Recent Trends in Information Technology
72	B. B. A. Computer Application	CA-602	Software Testing
73	B. B. A. Computer Application	CA-603	Advanced Java
74	B. B. A. Computer Application	CA-604	Android Programming
75	B. B. A. Computer Application	CA-605	Project
76	B. B. A. Computer Application	CA-606	Computer Laboratory Based on 603 and 604
77	B. Sc. Physics	PHY-232	Electronics-I
78	B. Sc. Physics	PHY-355	Computational Physics
79	B. Sc. Physics	PHY-359	Project-I
80	B. Sc. Physics	PHY- 356(B)	Elements of Materials Science
81	B. Sc. Physics	PHY- 3510(H)	Python Programming
82	B. Sc. Physics	PHY- 3511(L)	Physics Workshop Skill
83	B. Sc. Physics	PHY-365	Electronics-II
84	B. Sc. Physics	PHY- 3610(X)	Solar PV System: Installation, Repairing and Maintenance
85	B. Sc. Physics	PHY- 3611(AC)	Radiation Physics
86	B. Sc. Physics	PHY-369	Project-II
87	B. Sc. Physics	PHCT-113	Electronics
88	B. Sc. Physics	PHCP-235	Physics Laboratory III
89	B. Sc. Physics	PHOT-234	M4 Material Science - I
90	B. Sc. Physics	PHOT-244	M4 Material Science - II
91	B. Sc. Physics	PHCP-245	Project

92	B. Sc. Chemistry	CH-103	Chemistry Practical- I
93	B. Sc. Chemistry	CH-203	Chemistry Practical –II
94	B. Sc. Chemistry	CH-303	Chemistry Practical - III
95	B. Sc. Chemistry	CH-403	Chemistry Practical - IV
96	B. Sc. Chemistry	CH-503	Physical Chemistry Practical's
97	B. Sc. Chemistry	CH-506	Inorganic Chemistry Practical's
98	B. Sc. Chemistry	CH-509	Organic Chemistry Practical's
99	B. Sc. Chemistry	CH-603	Physical Chemistry Practical's
100	B. Sc. Chemistry	CH-606	Inorganic Chemistry Practical's
101	B. Sc. Chemistry	CH-609	Organic Chemistry Practical's
102	M. Sc. Organic Chemistry	CHG-190	Introduction to Chemical Biology-I
103	M. Sc. Organic Chemistry	CHP-107	Basic Practical Chemistry-I
104	M. Sc. Organic Chemistry	CHG-290	Introduction to Chemical Biology-II
105	M. Sc. Organic Chemistry	CHP-227	Basic Practical Chemistry-II
106	B. Sc. Botany	BO.344	Medicinal and Economic Botany
107	B. Sc. Botany	BO – 112	Plant Morphology and Anatomy
108	B. Sc. Botany	BO - 113	Practical Based on BO- 111 & BO- 112
109	B. Sc. Botany	BO - 121	Plant Life and Utilization-II
110	B. Sc. Botany	BO - 122	Principles of Plant Science
111	B. Sc. Botany	BO - 123	Practical Based on BO- 121 & BO- 122
112	B. Sc. Botany	BO - 232	Plant Physiology
113	B. Sc. Botany	BO – 241	Plant Anatomy and Embryology
114	B. Sc. Botany	BO – 242	Plant Biotechnology
115	B. Sc. Botany	BO – 243	Practical based on BO 241 & BO 242
116	B. Sc. Botany	BO – 357	Practical Based on BO 351 & BO 352
117	B. Sc. Botany	BO – 358	Practical Based on BO 353 & BO 354

118	B. Sc. Botany	BO – 359	Practical Based on BO 355 & BO 356
119	B. Sc. Botany	BO 363	Plant Pathology
120	B. Sc. Botany	BO 364	Evolution and Population genetics
121	B. Sc. Botany	BO 366	Plant Breeding and Seed Technology
122	B. Sc. Botany	BO 367	Practical based on BO 361 & BO 362
123	B. Sc. Botany	BO 368	Practical based on BO 363 & BO 364
124	B. Sc. Botany	BO 369	Practical based on BO 365 & BO 366
125	B. Sc. Botany	BO 3610	Nursery and Gardening Management
126	B. Sc. Botany	BO 3611	Biofertilizers
127	B. Sc. Computer Science	CS-111	Problem Solving Using Computer And 'C' Programming
128	B. Sc. Computer Science	CS-112	Database Management Systems
129	B. Sc. Computer Science	CS-113	Practical Course Based On CS101 And CS102
130	B. Sc. Computer Science	CS-121	Advanced 'C' Programming
131	B. Sc. Computer Science	CS-122	Relational Database Management Systems
132	B. Sc. Computer Science	CS-123	Practical Course Based On CS201 And CS202
133	B. Sc. Computer Science	ELC-113	Electronics Lab Ia
134	B. Sc. Computer Science	ELC-123	Electronics Lab Ib
135	B. Sc. Computer Science	MTC-113	Mathematics Practical
136	B. Sc. Computer Science	MT-233	Mathematics Practical
137	B. Sc. Computer Science	CSST-113	Statistics Practical
138	B. Sc. Computer Science	CSST-233	Statistics Practical
139	B. Sc. Computer Science	CS-231	Data Structures And Algorithms – I
140	B. Sc. Computer Science	CS-232	Software Engineering
141	B. Sc. Computer Science	CS-233	Practical Course Based On CS301

142	B. Sc. Computer Science	CS-241	Data Structures And Algorithms – II
143	B. Sc. Computer Science	CS-242	Computer Networks – I
144	B. Sc. Computer Science	CS-243	Practical Course Based On CS401
145	B. Sc. Computer Science	MTC-233	Mathematics Practical: Python Programming Language-I
146	B. Sc. Computer Science	MTC-243	Mathematics Practical: Python Programming Language-II
147	B. Sc. Computer Science	MTC-233	Mathematics Practical: Python Programming Language-I
148	B. Sc. Computer Science	MTC-243	Mathematics Practical: Python Programming Language-II
149	B. Sc. Computer Science	ELC-233	Practical Course I
150	B. Sc. Computer Science	ELC-243	Practical Course III
151	B. Sc. Computer Science	CS-351	Operating Systems –I
152	B. Sc. Computer Science	CS-352	Computer Networks –II
153	B. Sc. Computer Science	CS-357	Practical Course Based On CS501
154	B. Sc. Computer Science	CS-353	Web Technologies – I
155	B. Sc. Computer Science	CS-354	Foundations Of Data Science
156	B. Sc. Computer Science	CS-358	Practical Course Based On CS503
157	B. Sc. Computer Science	CS-355	Object Oriented Programming – I (Core Java)
158	B. Sc. Computer Science	CS-356	Theoretical Computer Science And Compiler Construction – I
159	B. Sc. Computer Science	CS-359	Practical Course Based On CS505
160	B. Sc. Computer Science	CS-3510	Python Programming / R Programming
161	B. Sc. Computer Science	CS-361	Operating Systems – II
162	B. Sc. Computer Science	CS-362	Software Testing
163	B. Sc. Computer Science	CS-367	Practical Course Based On CS601
164	B. Sc. Computer Science	CS-363	Web Technologies – II

165	B. Sc. Computer Science	CS-364	Data Analytics
166	B. Sc. Computer Science	CS-368	Practical Course Based On CS603 And CS604
167	B. Sc. Computer Science	CS-365	Object Oriented Programming – II (Advanced Java)
168	B. Sc. Computer Science	CS-366	Theoretical Computer Science And Compiler Construction - II
169	B. Sc. Computer Science	CS-369	Practical Course Based On CS605
170	B. Sc. Computer Science	CS-3610	Mobile Application Development Or Software Testing Tools
171	B. Sc. Computer Science	CS-3611	Project

List of the courses addressing crosscutting issues: **B) Gender**

Sr. No.	Programme Name	Course code	Name of the Course
1	All UG Programmes		Democracy, Election and Governance
2	All PG Programmes		Introduction to Constitution
3	All PG Programmes		Human rights- I
4	M. A. English	1.1	English Literature from 1550 to 1798
5	M. A. English	1.2	English Literature from 1798 to the Present
6	M. A. English	1.3	Contemporary Studies in English Language
7	M. A. English	1.4	Literary Criticism and Theory
8	M. A. English	3.1:	Indian Writing in English
9	M. A. English	3.3	Cultural Studies
10	M. A. English	3.7	Pragmatics and Digital Humanities
11	M. A. English	3.8	World Literature in English
12	B.A English	AECC	F. Y. B. Com Compulsory
13	B. A. Geography	Gg: 220(A)	Population Geography – I
14	B. A. Geography	Gg: 220(B)	Population Geography – II
15	M.A. /M.Sc. Geography	GGDT-114	Principles of Population and Settlement Geography
16	B. A. Political Science	11161	Introduction to Indian Constitution
17	B. A. Political Science	11162	II Introduction to Indian Constitution
18	B. A. Political Science	CC-1 C	An Introduction to Political Ideology
19	B. A. Political Science	SEC 2A	Basics of Indian Constitution
20	B. A. Political Science	DSE-1A	Western Political Thought
21	B. A. Political Science	DSE-2A	Political Journalism
22	B. A. Political Science	CC-1 C	An Introduction to Political Ideology
23	B. A. Political Science	SEC 2A	Basics of Indian Constitution
24	B. A. Political Science	DSE-1B	Western Political Thought
25	B. A. Political Science	DSE-2B	Political Journalism
26	B. A. Political Science	CC-1 E	Local Self Government in Maharashtra -
27	B. A. Political Science	DSE 1 C	Public Administration
28	B. A. Political Science	CC-2 E	Local Self Government in Maharashtra

List of the courses addressing crosscutting issues: C) Human Values

Sr. No.	Programme Name	Course code	Name of the Course
1	All UG		Democracy, Election and Governance
2	All PG		Cyber Security-I
3	All PG		Cyber Security-II
4	All PG		Cyber Security-III
5	All PG		Cyber Security-IV
6	All PG -I		Human Rights
7	All PG		Introduction to Indian Constitution
8	B.A. English	35334	SEC-2A and SEC-2D Mastering Life Skills and Life Values
9	M. A. English	1.1	English Literature from 1550 to 1798
10	M. A. English	1.2	English Literature from 1798 to the Present
11	M. A. English	1.3	Contemporary Studies in English Language
12	M. A. English	1.4	Literary Criticism and Theory
13	M. A. English	3.1	Indian Writing in English
14	M. A. English	3.3	Cultural Studies
15	M. A. English	3.7	Pragmatics and Digital Humanities
16	M. A. English	3.8	World Literature in English
17	B. A. Marathi	DSE1A	आधुनिक मराठी साहित्य
18	B. A. History	CC-1(3)	History of Maratha: 1630 to 1707
19	M.A. /M.Sc. Geography	GGUT239	Geography of Rural Development
20	B. Sc. Botany	BO – 3510	Medicinal Botany
21	B. Sc. Botany	BO – 355	Cell and Molecular Biology
22	B. Sc. Botany	BO – 356	Genetics
23	B. Sc. Botany	BO.344	Medicinal and Economic Botany

List of the courses addressing crosscutting issues: **D) Environment and Sustainability**

Sr. No.	Programme Name	Course code	Name of the Course
1	ALL UG Programmes		EVS 231- Environment Awareness
2	ALL PG Programmes		Human rights- I
3	M. A. English	1.1	English Literature from 1550 to 1798
4	M. A. English	1.2	English Literature from 1798 to the Present
5	B.A. Geography	Gg: 210(A)	Environmental Geography I
6	B.A. Geography	Gg: 210(B)	Environmental Geography- II
7	B.A. Geography	SEC 2 A	(Value/skill based course) III Applied Course of Disaster Management
8	B.A. Geography	Gg: 310(A)	Geography of Disaster Management-I
9	B.A. Geography	Gg: 310(B)	VI CC1F Geography of Disaster Management-II
10	M.A. /M.Sc. Geography	GGUT112	Principles of Climatology
11	M.A. /M.Sc. Geography	GGUT 243	Watershed Management
12	B. A. Economics	G1	Indian Economic Development- I
13	B. A. Economics	G3	Indian Economic Environment
14	B. A. Political Science	11161	Introduction to Indian Constitution -
15	B. A. Political Science	11162	Introduction to Indian Constitution
16	B. A. Political Science	CC-1 C	An Introduction to Political Ideology
17	B. A. Political Science	SEC 2A	Basics of Indian Constitution
18	B. A. Political Science	DSE-2A	Political Journalism
19	B. A. Political Science	CC-1 D	An Introduction to Political Ideology
20	B. A. Political Science	SEC 2B	Basics of Indian Constitution
21	B. A. Political Science	DSE-2B	Political Journalism -

22	B. A. Political Science	CC-1 E	Local Self Government in Maharashtra
23	B. A. Political Science	SEC 2C	Samyukta Maharashtra Movement
24	B. A. Political Science	DSE 1 C	Public Administration
25	B. A. Political Science	DSE 2 C	International Relations
26	B. A. Political Science	CC-2 E	Local Self Government in Maharashtra
27	B. A. Political Science	SEC 2D	Samyukta Maharashtra Movement
28	B. A. Political Science	DSE 1 D	Public Administration
29	B. A. Political Science	DSE 2 D	International Relations
30	B. Sc. Physics	PHY-356(B)	Elements of Materials Science
31	B. Sc. Physics	PHY-359	Project-I
32	B. Sc. Physics	PHY-369	Project-II
33	M. Sc. Physics	PHOT-234M4	Material Science - I
34	M. Sc. Physics	PHOT-244M4	Material Science - II
35	M. Sc. Physics	PHCP-245	Project
36	B. Sc. Chemistry	CH-103	Chemistry Practical- I
37	B. Sc. Chemistry	CH-203	Chemistry Practical –II
38	B. Sc. Chemistry	CH-303	Chemistry Practical - III
39	B. Sc. Chemistry	CH-403	Chemistry Practical - IV
40	B. Sc. Chemistry	CH-501	Physical Chemistry-I
41	B. Sc. Chemistry	CH-502	Analytical Chemistry-I
42	B. Sc. Chemistry	CH-503	Physical Chemistry Practical-I
43	B. Sc. Chemistry	CH-504	Inorganic Chemistry-I
44	B. Sc. Chemistry	CH-505	Industrial Chemistry
45	B. Sc. Chemistry	CH-506	Inorganic Chemistry Practical-I

46	B. Sc. Chemistry	CH-507	Organic Chemistry-I
47	B. Sc. Chemistry	CH-508	Chemistry of Biomolecules
48	B. Sc. Chemistry	CH-509	Organic Chemistry Practical-I
49	B. Sc. Chemistry	CH-510	(A) Introduction of Medicinal Chemistry OR (B) Polymer Chemistry
50	B. Sc. Chemistry	CH-511	(A) Environmental Chemistry OR (B) Chemo informatics
51	B. Sc. Chemistry	CH-601	Physical Chemistry-II
52	B. Sc. Chemistry	CH-602	Physical Chemistry -III
53	B. Sc. Chemistry	CH-603	Physical Chemistry Practical-II
54	B. Sc. Chemistry	CH-604	Inorganic Chemistry-II
55	B. Sc. Chemistry	CH-605	Inorganic Chemistry-III
56	B. Sc. Chemistry	CH-606	Inorganic Chemistry Practical- II
57	B. Sc. Chemistry	CH-607	Organic Chemistry-II
58	B. Sc. Chemistry	CH-608	Organic Chemistry-III
59	B. Sc. Chemistry	CH-609	Organic Chemistry Practical-II
60	B. Sc. Chemistry	CH-610	(A) Chemistry of Soil and Agrochemicals OR (B) Introduction of Forensic Chemistry
61	B. Sc. Chemistry	CH-611	(A) Analytical Chemistry-II OR (B) Chemistry of Cosmetics and Perfumes
62	M. Sc. Organic Chemistry	CHG-190	Introduction to Chemical Biology-I
63	M. Sc. Organic Chemistry	CHP-107	Basic Practical Chemistry-I
64	M. Sc. Organic Chemistry	CHG-290	Introduction to Chemical Biology-II
65	M. Sc. Organic Chemistry	CHP-227	Basic Practical Chemistry-II

66	M. Sc. Organic Chemistry	CHO-354	Practical I: Solvent Free Organic Synthesis
67	M. Sc. Organic Chemistry	CHO-450	Chemistry of Natural Products
68	M. Sc. Organic Chemistry	CHO-452A	Medicinal Chemistry
69	M. Sc. Organic Chemistry	CHO-453	Carbohydrates Synthesis and Isolation of Natural Products
70	M. Sc. Organic Chemistry	CHO-454	Practical II: Convergent and Divergent Organic Syntheses.
71	B. Sc. Botany	BO - 111	Plant Life and Utilization-I
72	B. Sc. Botany	BO - 231	Taxonomy of Angiosperms and Plant Ecology
73	B. Sc. Botany	BO – 3511	Plant Diversity and Human Health
74	B. Sc. Botany	BOUT 121	Botany Theory Paper 1-Plant Systematics II
75	B. Sc. Botany	BO – 351	Algae and Fungi
76	B. Sc. Botany	BO – 352	Archegoniate
77	B. Sc. Botany	BO – 353	Spermatophyta and Paleobotany
78	B. Sc. Botany	BO – 354	Plant Ecology
79	B. Sc. Botany	BO 361	Plant Physiology
80	B. Sc. Botany	BO 362	Biochemistry
81	B. Sc. Botany	BO 365	Advanced Plant Biotechnology

Representative Syllabi of the courses addressing crosscutting issues:

A) Professional Ethics

Savitribai Phule Pune University
Faculty of Commerce & Management
S Y B Com (Semester IV)
(Choice Based Credit System)
Revised Syllabus (2019 Pattern)

CORE COURSE – I

Subject: BUSINESS COMMUNICATION-II

Course Code: 241

Total Credits: 04 (Theory 03 + Practical 01=04)

1. Objectives of the Course:

- a. To understand the concept, process and importance of communication.
- b. To acquire and develop good communication skills requisite for business correspondence.
- c. To develop awareness regarding new trends in business communication.
- d. To provide knowledge of various media of communication.
- e. To develop business communication skills through the application and exercises.

Medium of Instruction: English

Unit No.	Unit Title	Contents	Skills to be developed
1	Report Writing and Internal Correspondence	Meaning and Significance; Structure of Reports; Negative, Persuasive and Special Reporting- 1. Informal Report – Proposals; 2. Formal Reports; 3. Project Report 4. Introduction and Essential elements of Report writing.(Reporting for a meeting) 5. Organization of Press Report. 6. Office Memo (Memorandums) 7. Office Orders 8. Office Circulars 9. Form Memos or Letters 10. Press Releases 11. Import Export Trade	i. To understand the Report Writing and Internal Correspondence. ii. To understand office Correspondence. iii. To study Import Export Trade Correspondence

		Correspondence	
2	Recent Trends in Business Communication	Internet: Email, Websites, Social Media Network (Twitter, Face book, LinkedIn, You tube, WhatsApp) , Google Doc, Google Form, Google Sheet, Google Slide, Google Class Room, Online Conference, Video conferencing, Meeting through Zoom App, Google meet App ,Cisco Webex meetings App.	To understand the Recent Trends in Business Communication
3	Types and Drafting of Business Letters	1) Enquiry Letters 2) Replies to Enquiry Letters 3) Order Letters 4) Credit and Status Enquiries 5) Sales Letters 6) Complaint Letters 7) Collection Letters 8) Circular Letters	i. To acquire the fundamental knowledge about types of Business Letters ii. To create ability among the students for Drafting of Business Letters
4	Writing Formal Mails and Blog writing.	4.1: Essential elements of mail, Format of mail. 4.2: Introduction and meaning of Blog, Writing a blog.	To understand the Writing Formal Mails and Blog writing.

Teaching Methodology:

Topic No.	Total Lectures	Innovative Methods to be used	Film Shows and A.V. Application	Project	Expected Outcome
1	12	Lecture, PPT Presentation, Poster Presentation, Group Discussion, Library visit ,Home Assignment ,Pre reading, Class discussion , library visit , internet resources, case study	Relevant You Tub Videos ,Relevant slide show, online Video Short Film Show	Report writing of students meeting	Understanding of basic knowledge of Report Writing and Internal Correspondence and Import Export Correspondence
2	12	Pre reading, Class discussion, internet resources, Lecture, Expert Lecture, PPT / Poster Presentation, Group Discussion,	Relevant You Tub Videos , Short Film Show, A.V Application	Project Report on types of Social Media	Learning the Recent Trends in Business Communication

		Library /Home Assignment ,Internal Assignment, students Seminar/Workshop	, online Video		
3	16	Lecture, PPT Presentation Poster Presentation, Group Discussion, Library visit ,Home Assignment ,Pre reading, Class discussion , library visit , internet resources ,case study	Relevant You Tub Videos, PPT , AV Application , Short Film Show , Online Videos	Writing of any one Business letter	To create ability among the students for Drafting of Business Letters
4	08	Guest Lectures of eminent Personalities , Group Discussion, Library visit ,Home Assignment, case study	Online Videos, Relevant slide show	Blog writing	To create ability among the students about Writing Formal Mails and Blog writing.
Total	48	Lecture, PPT Presentation Poster Presentation, Group Discussion, Library visit ,Home Assignment ,Pre reading, Class discussion , library visit , internet resources	Relevant You Tub Videos ,Relevant slide show,	-	To create ability among the students about Writing and Internal Correspondence. Also understanding the knowledge of Recent Trends in Business Communication.

References:

Sr. No	Title of Book	Author/s	Publication	Place
1	Business Communication	K. K.Sinha	Galgotia Publishing Company	New Delhi.
2	Business Correspondence & Report Writing	R. C. Sharma & Krishan Mohan	Tata McGraw Hill Publishing Co. Ltd.	New Delhi.
3	Communication	C.S. Rayudu	Himalaya publication	Mumbai
4	Business Communication	Asha Kaul	Prentice Hall of India	New Delhi.
5	Business Communication	Vasishth Neeru& Rajput Namita	Kitab Mahal	Allahabad
6	Soft Skills	Dr. Alex	S.Chand Publication	Delhi

		Library /Home Assignment ,Internal Assignment, students Seminar/Workshop	, online Video		
3	16	Lecture, PPT Presentation Poster Presentation, Group Discussion, Library visit ,Home Assignment ,Pre reading, Class discussion , library visit , internet resources ,case study	Relevant You Tub Videos, PPT , AV Application , Short Film Show , Online Videos	Writing of any one Business letter	To create ability among the students for Drafting of Business Letters
4	08	Guest Lectures of eminent Personalities , Group Discussion, Library visit ,Home Assignment, case study	Online Videos, Relevant slide show	Blog writing	To create ability among the students about Writing Formal Mails and Blog writing.
Total	48	Lecture, PPT Presentation Poster Presentation, Group Discussion, Library visit ,Home Assignment ,Pre reading, Class discussion , library visit , internet resources	Relevant You Tub Videos ,Relevant slide show,	-	To create ability among the students about Writing and Internal Correspondence. Also understanding the knowledge of Recent Trends in Business Communication.

References:

Sr. No	Title of Book	Author/s	Publication	Place
1	Business Communication	K. K.Sinha	Galgotia Publishing Company	New Delhi.
2	Business Correspondence & Report Writing	R. C. Sharma & Krishan Mohan	Tata McGraw Hill Publishing Co. Ltd.	New Delhi.
3	Communication	C.S. Rayudu	Himalaya publication	Mumbai
4	Business Communication	Asha Kaul	Prentice Hall of India	New Delhi.
5	Business Communication	Vasishth Neeru& Rajput Namita	Kitab Mahal	Allahabad
6	Soft Skills	Dr. Alex	S.Chand Publication	Delhi

Representative Syllabi of the courses addressing crosscutting issues: **B) Gender**

**Savitribai Phule Pune University, Pune
For All faculties**

**2 credit Compulsory course for all the First Year students in All
Faculties
Democracy, Election and Governance**

Objectives:

1. To introduce the students meaning of democracy and the role of the governance
2. To help them understand the various approaches to the study of democracy and governance

Module 1 Democracy- Foundation and Dimensions

- a. Constitution of India
- b. Evolution of Democracy- Different Models
- c. Dimensions of Democracy- Social, Economic, and Political

Module 2 Decentralization

- a. Indian tradition of decentralization
- b. History of panchayat Raj institution in the post independence period
- c. 73rd and 74th amendments
- d. Challenges of caste, gender, class, democracy and ethnicity

Module 3 Governance

- a. Meaning and concepts
- b. Government and governance
- c. Inclusion and exclusion

References:

1. Banerjee-Dube, I. (2014). *A history of modern India*. Cambridge University Press.
2. Basu, D. D. (1982). *Introduction to the Constitution of India*. Prentice Hall of India.
3. Bhargava, R. (2008). *Political theory: An introduction*. Pearson Education India.

Representative Syllabi of the courses addressing crosscutting issues: **C) Human Values**

The syllabus

Course I

Introduction to Human Rights and Duties

Credit: 1

- I) **Basic Concept**
 - a) Human Values- Dignity , Liberty, Equality , Justice, Unity in Diversity, Ethics and Morals
 - b) Meaning and significance of Human Rights Education
- II) **Perspectives of Rights and Duties**
 - a) Rights: Inherent-Inalienable-Universal- Individual and Groups
 - b) Nature and concept of Duties
 - c) Interrelationship of Rights and Duties
- III) **Introduction to Terminology of Various Legal Instruments**
 - a) Meaning of Legal Instrument- Binding Nature
 - b) Types of Instruments: Covenant-Charter-Declaration-Treaty-Convention-Protocol- Executive Orders and Statutes
- IV) **United Nations And Human Rights**
 - a) Brief History of Human Rights- International and National Perspectives
 - b) Provision of the charters of United Nations
 - c) Universal Declaration of Human Rights- Significance-Preamble
 - d) Civil and Political Rights-(Art. 1-21)
 - e) Economic, Social and Cultural Rights-(Art.22-28)
 - f) Duties and Limitations-(Art. 29)
 - g) Final Provision (Art. 30)

Course II**Human rights of vulnerable and disadvantaged groups****Credit: 1****I) General Introduction**

- a) Meaning and Concept of Vulnerable and Disadvantaged
- b) Groups, Customary, Socio-Economic and Cultural Problems of
- c) Vulnerable and Disadvantaged Groups

II) Social status of women and children in International and national perspective

- a) Human Rights and Women's Rights –International and National Standards
- b) Human Rights of Children-International and National Standards

III) Status of Social and Economically Disadvantaged people

- a) Status of Indigenous People and the Role of the UN
- b) Status of SC/ST and Other Indigenous People in the Indian Scenario
- c) Human Rights of Aged and Disabled
- d) The Minorities and Human Rights

IV) Human rights of vulnerable groups

- a) Stateless Persons
- b) Sex Workers
- c) Migrant Workers
- d) HIV/AIDS Victims

Course III**Human Rights and Duties in India: Law, Policy, Society and Enforcement****Mechanism****Credit: 1**

- I. Human Rights in Indian Context**
 - a) Indian Bill of Rights And Sarvodaya
 - b) Preamble- Fundamental Rights- Directive Principles-Fundamental Duties

- II. Human Rights- Enforcement Mechanism**
 - a) Human Rights Act, 1993
 - b) Judicial Organs- Supreme Court (Art 32) And High Courts(Art 226)
 - c) Human Rights Commission- National and State of Maharashtra
 - d) Commission of Women, children , Minority, SC/ST
 - e) Survey of International Mechanism

- III. Human Rights Violations and Indian Polity**
 - a) Inequalities in society-population-illiteracy-poverty-caste-inaccessibility of legal redress
 - b) Abuse of Executive Power-Corruption-Nepotism and favoritism
 - c) Human Rights and Good Governance
 - d)

- IV. Role of Advocacy Groups**
 - a) Professional Bodies: Press, Media, Role of Lawyers-Legal Aid
 - b) Educational Institutions
 - c) Role of Corporate Sector
 - d) NGO's

Representative Syllabi of the courses addressing crosscutting issues:

D) Environment and Sustainability

CBCS: 2019 Pattern

T. Y. B. Sc.

Chemistry

SEC-II: CH-511: Skills Enhancing Course-II [Credit -2, 36 L]

Choose one out of the two options, A and B.

CH-511 (A) : Environmental Chemistry

Chapter No.	Title of Topic/Chapter	No. of lecture
1	Concepts and Scope of Environmental Chemistry	06
2	Hydrosphere and Water Pollution	10
3	Analytical Techniques in water Analysis	10
4	Water pollution and treatment methods	10
Total		36

1: Concepts and Scope of Environmental Chemistry (06L)

Introduction, Environmental Pollution and Classification, Units of concentration, Segments of Environment, Biogeochemical cycles of C, N, P, S and O system

Reference: 1, 2, 3

Aims and objectives: -Students should know:

- i. Importance and conservation of environment.
- ii. Importance of biogeochemical cycles

2: Hydrosphere and Water Pollution (10L)

Water resources, Hydrological Cycle: stages of hydrological cycle and chemical composition of water bodies, Microbially mediated aquatic reactions, Classification of water pollutants

Organic and Inorganic pollutants, Sewage and Domestic waste, Sediments, Detergents, Pesticides, Eutrophication, Sampling and monitoring water quality parameters: pH, D.O. (Winkler Method), COD, TOC, Total hardness, free chlorine.

Reference: 1 Page no -47-62,

Aims and Objectives:- Students should know:

- i. Water resources
- ii. Hydrological Cycle
- iii. Organic and inorganic pollutants
- iv. Water quality parameters

3. Analytical Techniques in water Analysis (10 L)

Water quality parameters and standards, domestic water quality parameters, surface water, sampling, preservation, Monitoring techniques and methodology (pH, conductance, DO, ammonia, nitrate and nitrite, Cl, F, CN, Sulfide, sulphate, phosphate, total hardness, boron, metals and metalloids- As, Cd,

CBCS: 2019 Pattern

T. Y. B. Sc.

Chemistry

Cr, Cu, Fe, Pb, Mn, Hg (Exclude polarographic and AAS methods), COD, BOD, TOC, phenols, pesticides, surfactants, tannis and lignins, E. Coli, Case studies of water pollution.

Ref-1: 225-278

4. Water pollution and treatment methods

(10 L)

Water pollutants, Eutrophication, Waste water treatment (domestic waste water, aerobic treatment, anaerobic treatment, upflow aerobic sludge bed, industrial waste water treatment, drinking water supplies, Trace elements in water, chemical speciation (Cu, Pb, Hg, As, Se, Cr)

Ref-1: 167-225

Reference-1: Environmental Chemistry – A. K. De, Third Edition (Wiley)

Additional References:

1. Environmental Chemistry – A. K. De, 5th Edition (New age international publishers)
2. Environmental Chemistry – A. K. Bhagi and C. R. Chatwal (Himalaya Publishing House)
3. Environmental Chemistry – H. Kaur 2nd Edition 2007, Pragati Prakashan, Meerut, India
4. Environmental Chemistry – J. W. Moore and E. A. Moore (Academic Press, New York)
5. Basic Concepts of Analytical Chemistry: S. M. Khopkar, Wiley Eastern (1995)

CH-511 (B) : Cheminformatics

Chapter No.	Title of Topic/Chapter	No. of lecture
1	Introduction to Cheminformatics	02
2	Representation of Molecules and Chemical Reactions	10
3	Searching Chemical Structures	06
4	Applications of Cheminformatics	18
Total		36

1. Introduction to Cheminformatics

[02L]

- 1.1. History and progression of cheminformatics
- 1.2. Significance of cheminformatics
- 1.3. Prospects of cheminformatics and Molecular Modelling

Learning Outcomes:

1. Students should understand the significance of cheminformatics in the modern practices of chemical science
2. Students should learn the necessity of cheminformatics in chemical science

Ref. 2. (Page no. 4-11 and relevant pages)

2. Representation of Molecules and Chemical Reactions:

[10L]

- 2.1. Nomenclature

List of the Add on/ Certificate/ Value added programs addressing crosscutting issues

Sr. No.	Name of the Department	Name of the Course	Addressed Crosscutting Issue/ s
1	Chemistry	Dairy Chemistry	Professional Ethics, Environment & Sustainability
2	Hindi	Patrakarita	Professional Ethics, Human Values. Gender
3	Economics	Agricultural Marketing in India	Professional Ethics, Environment & Sustainability
4	Physics	Material Characterization Techniques	Professional Ethics
5	Politics	Journalism	Professional Ethics, Human Values, Gender
6	English	Basic Grammar & Communication Skills	Professional Ethics, Human Values
7	IT	Tally 9 with GST	Professional Ethics
8	IT	Office Automation	Professional Ethics, Human Values, Gender
9	IT	Information Technology	Professional Ethics, Human Values, Gender
10	Commerce	Communication & Soft Skill Development	Professional Ethics, Human Values, Gender
11	IT	Import- Export Management	Professional Ethics, Gender
12	Zoology	Vermicompost Technology	Professional Ethics, Environment & Sustainability
13	Wine Technology	Red Wine Making Process	Professional Ethics, Environment & Sustainability
14	IT	Introduction to Linux & Shell Scripting	Professional Ethics
15	IT	Training on Personality Development &	Professional

		Soft Skill	Ethics, Human Values, Gender
16	Botany	Training on Processing of Wild Forest Plants	Professional Ethics, Environment & Sustainability
17	Marathi	Marathi Grammar	Professional Ethics

Syllabi of the Add on/ Certificate/ Value added programs addressing crosscutting issues**a) Dairy Chemistry-****Syllabus of Certificate Course in Dairy Chemistry (40 Lectures)****A) Dairy Chemistry****Chapter 1) Market Milk****(06 L)**

Introduction, Definition, constituents of milk of different species such as cow, buffalo, goat, etc., Chemical composition of milk of Indian breed and foreign breeds of cow, factor affecting composition of milk, characteristics of milk of different mammals, physicochemical properties of milk, acidity, pH, density, specific gravity, color and flavor of milk, food and nutritive value of milk. Microbiology of milk, growth of microorganism, stages of growth, product of microbial growth, destruction of microorganisms growth.

Chapter 2) Milk Adulteration & Preservatives**(06 L)**

1. Detection of Adulterants- Introduction, Modes of Adulteration and their detection such as skimming, addition of separated milk, skim milk, Water, Starch and cane sugar.
2. Common Preservative- Introduction, Common preservatives are used.

Chapter 3) Milk Products (Cream, Butter, Cheese and Ice-Cream)**(08 L)**

A. Cream- Definition, Classification, Composition, Food & Nutritive value, Physicochemical properties, Manufacture and uses of Cream.

B. Butter- Definition, Classification, Composition, Food & Nutritive value, Physicochemical properties, Manufacture and uses of Butter selection of milk/cream. Preheating of milk, Separating of milk, Neutralization of cream, Pasteurization of cream, Cooking & ageing, ripening of cream, salting of butter, washing of butter, packaging & Storage, use of butter.

C. Cheese- Definition, Classification, Food & nutritive value, properties, Manufacture and uses of cheese.

D. Ice-cream- Definition, Classification, Composition, Food & Nutritive value, Manufacture, packing, hardening & Storage, uses of Ice-cream.

*** Reference Books:**

- 1) A Text Book of Agricultural & Dairy Chemistry by Chatrath, Gokule, Shinde, Date, Adhav, Manali Prakashan
- 2) Outline of Dairy Technology- Oxford University press By- Sukumar De. (Edition-1983)
- 3) Dairy Chemistry and Animal Nutrition- M.M. Rai, Kalyani, Publishers, New Delhi 3rd Edition, 1980
- 4) Fundamentals of Dairy Chemistry- B.H. Webb, A.H. Hohsson, J.A. Alford, CBB Publishers and Distributors.

- 5) Milk and Milk Products- C.H. Eckles, H. Macy, Tata McGraw Hikk Publishing Company Ltd.
 - 6) Chemistry and Testing of Dairy Products- H.V. Atherton, J.A. New Lander, CBS, Publishers and Distributors.
 - 7) Dairy Microbiology, Dr. K.C. Mahanta Omsons Publication New Delhi.
-

Dairy Chemistry (Practicals)

- 1) Determination of pH & electrical conductivity of soil & total soluble salts.
- 2) Determination of calcium carbonate in soil by rapid titration method.
- 3) Determination of gypsum requirement of alkaline soil.
- 4) Determination of pH & electrical conductivity of irrigation water samples.
- 5) Determination of total hardness of water.
- 6) Determination of copper from copper fungicide.
- 7) Determination of specific gravity of milk by using specific gravity bottle.
- 8) Determination of casein in milk by Pynes formal titration method & calculation of the percentage of protein in milk.
- 9) Determination of saponification value of ghee.
- 10) Determination of preservatives in milk a) boric acid b) formaldehyde

*Reference Book:

- 1) A Text Book of Agricultural & Dairy Chemistry by Chatrath, Gokule, Shinde, Date, Adhav, Manali Prakashan.

b) Patrakarita-

अगस्ती कला वाणिज्य व दादासाहेब रूपवते विज्ञान महाविद्यालय अकोले,

हिंदी विभाग (२०२१ - २०२२)

पाठ्यक्रम - हिंदी पत्रकारिता

VALUE ADDED COURSE/ Online Certificate Course

४ क्रेडिट (क्रेडिट)

कक्षा : टी.वाय.बी.ए.

अयन - VI

कुल तासिका : ४०

कुल अंक : ५०

पाठ्यक्रम के उद्देशः

१. पत्रकारिता क्षेत्र से छात्रों को अवगत कराना ।
२. हिंदी पत्रकारिता का परिचय कराना ।
३. पत्रकारिता कौशल विकसित करना ।
४. रोजगारपरक दृष्टी का विकास करना ।

इकाई - अ) पाठ्यविषय

(१५ तासिका)

- १) पत्रकारिता का स्वरूप, परिभाषा
- २) हिंदी पत्रकारिता का उद्भव और विकास ।
- ३) समाचार संकलन तथा लेखन के मुख्य आयाम ।

इकाई - ब)

(१५ तासिका)

- १) संपादन कला: शिर्षकीकरण, पृष्ठविन्यास, मुद्रण, समाचार पत्र की प्रस्तुती प्रक्रिया।
- २) पत्रकारिता लेखन - समाचार, फीचर, संपादकीय, अग्रलेख, रिपोर्टिंग, साक्षात्कार, समिक्षा ।

c) Agricultural Marketing in India

माहमे श्री प्रतिबन्धि ।
Akole Taluka Education Society's
Agasti Arts, Commerce and Dadasaheb Rupwate Science College Akole,
Tal- Akole, Dist. - Ahmednagar 422601

Agricultural Marketing in India

Syllabus

The primary purpose of this course is to help student develop analytical tools thinking about agricultural marketing. The course covers the principles of agricultural marketing including consumers demand and supply. The course will also provide an overview of the role of agriculture in Liberia and some world economies. Students in this course may complete a market analysis to show that they understand how managers firms, wholesalers, retailer's transporters, packagers and storage, etc. function in the agricultural marketing system.

Course Objective

1. At the end of this course the students will be able to define agricultural marketing.
2. Students will be able to identify the problems of agricultural marketing and find Solutions to solve the problems.
3. Students will be able to explain the principles of demand and supply understanding the relationship in the agricultural marketing system.
4. Student will complete a market analysis to understand the functions of all of the actors with in a marketing food distribution channel.

Method of Teaching

Classroom lectures, You Tue lectures Group Discussion, Teacher Driven Power Point Presentations

At the end of the course the students will be evaluated faced on the following.

A	Attendance	10
B	Class participation	10
E	Final Exams	30
Total		50

Unit No	Topic	Lecture
1	Principles of Marketing	10
	1.1 Definition of market and marketing	
	1.2 Evolution of marketing in India	
	1.3 Scope, importance and need of agricultural marketing and markets	
	1.4 Classification of markets	
2	1.5 Difference of agricultural marketing with other Commodities marketing.	10
	Market functionaries	
	2.1 From Procedure to consumer	
	2.2 Whole seller, Retailer, Broker, Commission agent, Speculators Processors	
3	2.3 Financing institutions, need and importance of Intermediaries.	10
	Agriculture Price Policies	
	3.1 Demand and Supply of Agricultural products.	
	3.2 Demand for farm products	
	3.3 Special and temporal distribution of demand for agriculture products	
	3.4 Factors affecting the demand of farm products, supply of different farm commodities	
	3.5 Factors affecting the farm products supply.	
3.6 Effect of demand and supply of market price.		

Basic Reading List

1. Agricultural Economics, R.k. Lekhi, Joginder Singh, Kalyani Publications.
2. Agriculture Administration in India, Hoshiar Singh, Printwell Publishere.
3. Institutional Credit and Agricultural Growth, S.R.Mehrotra, Printwell Publisher.
4. Agricultural Statics In India, P.C. Bansil, Oxford & IBN Publishing.co
5. भारतीय अर्थव्यवस्था, देसाई, भालेराव, निराली प्रकाशन.
6. भारतीय अर्थव्यवस्था, दत्त आणि सुंदरम, एम.चन्द्र.
7. कृषी अर्थशास्त्र, डॉ. बसुधा पुरोहित. विद्या बुक्स पब्लिकेशन.
8. शेतीचे अर्थशास्त्र, डॉ. गंगाधर वि.कायंदे-पाटील, चैतन्य पब्लिकेशन, नाशिक.

d) Material Characterization techniques

(3)

Akole Taluka Education Society's
Agasti Arts, Commerce and Dadasaheb Rupwate Science College, Akole.
 Tal-Akole, Dist-Ahmednagar, 422601

DEPARTMENT OF PHYSICS

Certificate Course Syllabus

Material Characterization Techniques

**CHAPTER 1: THE DETERMINATION OF CRYSTAL STRUCTURE BY X- RAY
 DIFFRACTION METHOD** **(26 Lectures)**

- 1.1 Introduction.
- 1.2 Preliminary treatment of data.
- 1.3 Indexing patterns of cubic crystals.
- 1.4 Indexing patterns of noncubic crystals (graphical methods).
- 1.5 Indexing patterns of noncubic crystals (analytical methods).
- 1.6 The effect of cell distortion on the powder pattern.
- 1.7 Determination of the number of atoms in a unit cell.
- 1.8 Determination of atom positions.
- 1.9 Example of structure determination.

CHAPTER 2: UV-VISIBLE SPECTROSCOPY **(14 Lectures)**

- 2.1 Introduction to UV-VISIBLE spectroscopy.
- 2.2 Study of Beer-Lambert law.
- 2.3 Determination of thickness of thin film.
- 2.4 Determination of band gap of material: direct band gap, Indirect band gap.

Reference Books:

- Elements of X-ray diffraction by B.D. Cullity.
- Perspectives of modern physics by Arthur Beiser
- Principle of instrumental analysis by Skoog, Holler, Nieman.

Objectives:

1. Students should come across the Material characterisation techniques X-ray diffraction and UV-visible spectroscopy.
2. They should analyse and understand the data of different materials.
3. They should get the idea and hands on in experimental data analysis.
4. Students learn the basic principles involved and technologies developed in the uses of X-ray and UV-visible spectroscopy.

Course Outcomes:

1. Students become capable for analysing the materials.
2. They can handle regarding software.
3. They can do their own research in material characterisation.

Beahmukh
Dahmukh D.D.
 (co-ordinator)

APR 10
Professor and Head
Department of Physics
 Agasti Arts, Commerce and Dadasaheb
 Rupwate Science College,
 Akole- 422601, Dist. Ahmednagar

[Signature]
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 TAL. AKOLE, DIST. AHMEDNAGAR - 422 601

e) Journalism-

Savitribai Phule Pune University

Agasti Arts Commerce and Dadasaheb Rupwate Science College, Akole

Department Of Political Science

(2021-2022)

Journalism

(Certificate Course)

4 Credit

Objective:	(40
Periods)	
1. Providing knowledge to students in some of the aspects related to Journalism.	
2. Being able to choose students as an important path for their profession.	
Unit 1: Journalism	(10)
a) Introduction to journalism	
b) Types of journalism	
c) Importance of journalism	
Unit 2: Journalism: Laws and Ethics	(10)
a) Laws relating to media	
i) Indian Constitution	
ii) Freedom of the press	
iii) Right to Information	
b) Ethical Values of journalism	
i) Journalism ethics	
ii) Commitment of journalist	
Unit 3: Journalism and related fields	(10)
a) Advertising: Requirements and Functions	
b) Public Relations tools	
c) Photo journalism: Different areas of photography	

Unit 4: Editing Appearance and skills

(10)

- a) Newspaper editing: Importance of news
- b) Magazine editing: Importance of news
- c) Typography: History

References:

- 1) Mass Communication and Journalism, Shekher Varma, Sonali Publications, New Delhi 2012
- 2) Mass Communication and Journalism, Yashwantrao Chavan Maharashtra Open University
- 3) पत्रकारितेची मुलतत्वे, प्रभाकर पाध्ये, अनुवाद : प्र.ना. परांजपे / वसुधा परांजपे, मेहता पब्लिशिंग हाउस, पुणे १९१९१
- 4) पत्रकारिता और मिडिया, सुजाता वर्मा, विकास, कानपूर, २०१६
- 5) जनसंवाद आणि जनमाध्यम : सैद्धांतिक संकलन, श्रीपाद भालचंद्र जोशी, मंगेश, नागपूर २०००
- 6) बातमीदारी, सुनील माळी, राजहंस प्रकाशन, पुणे २०००

Phutaj
Prof. Kalkad V. V.



Yasin
Dr. Yasin G. Sayyad
(M.A., M.Phil, Ph.D.)
HOD, Dept. of Political Science
Agasti Arts, Commerce & Dadasaheb
Rupwate Sci. College Akole (A. Nagar)

f) Basic Grammar & Communication skills-

Akole Taluka Education Society's
 Agasti Arts, Commerce & Dadasaheb Rupwate Science College, Akole
Department of English
 Certificate Course in 'Basic Grammar and Communication Skills'

Syllabus

Course Objectives:

- 1) Frame grammatically correct sentences in English.
- 2) Fluently speak in English in any situation.
- 3) Participate at higher levels in Group Discussions and meetings.
- 4) Able to present your thoughts more effectively.
- 5) Present yourself more confidently in personal interviews.

Unit 1: Grammar Skills (20 clock hours)

Objectives:

- 1] To acquaint learner with the modern English Usage
- 2] To take remedial steps to correct the errors that enter the learner's Language System while Learning English as a foreign language.
- 3] To make them aware of the peculiarities English language.

- 1] Parts of speech and their uses
- 2] Vocabulary Building
- 3] Tenses and their Uses
- 4] Articles and their uses
- 5] Types of sentences and sentence patterns
- 6] Subject-Verb agreement
- 7] Usage of modal auxiliaries

Unit 2: Communication Skills (20 clock hours)

Objectives:

- 1] To improve communicative competence of the students
- 2] To enable the students to converse in their life situations
- 3] To train the students to use English for the practical purposes.

- 1] Basic communication skills – 1. (Greeting, Introducing Oneself, Invitation, Making Request, Expressing Gratitude, Complimenting and Congratulating)
- 2] Basic communication skills – 2. (Expressing Sympathy, Apologizing, Asking for Information, Seeking Permission, Complaining and Expressing Regret)
- 3] Group Discussion
- 4] Interview Skills
- 5] Dialogue Practice

[Signature]

Head
 Department of English
 Agasti Arts, Commerce & Dadasaheb
 Rupwate Science College, Akole
 Tal. Akole, Dist. A. Nagar - 422 601

[Signature]
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 RUPWATE SCIENCE COLLEGE, AKOLE
 TAL. AKOLE, DIST. A. NAGAR - 422 601

g) Tally 9 with GST-**Syllabus**

Sr. No.	Topic	No.of Lect. (in Hours)
1	Basic Accounting	04
2	Company information	06
3	Gateway of Tally Account info	06
4	Inventory info	06
5	Accounting Vouchers	04
6	Goods and Service Tax (GST)	04

Total Hours-30

Basic Accounting	04 Hrs
<ul style="list-style-type: none">• Type of account• Rules of Debit or Credit• Introduction of Tally• Advantage of Tally	
Company information	06 Hrs
<ul style="list-style-type: none">• Select company• Shut company• Create company• Alter• Backup• Restore	
Gateway of Tally Account info	06Hrs
<ul style="list-style-type: none">• Group• Ledgers• Voucher types	
Inventory info	06Hrs
<ul style="list-style-type: none">• Stock group• Stock item• Units of Measurement	
Accounting Vouchers	04 Hrs
<ul style="list-style-type: none">• Contra• Payment• Receipt• Sale• Purchase• Journal	
GOODS AND SERVICE TAX (GST)	04 Hrs
<ul style="list-style-type: none">• Create Company and Activate GST in Company Level• Creating Master and Set GST Rates• Creating Tax Ledgers	

h) Office Automation-

Certificate Course Name: Office Automation

Syllabus

Chapter Name	Time Duration
1. Introduction to computer	6
2. Elements of Word Processing	8
3. Spreadsheets	8
4. Making small presentations	8
Grand Total	20

1. INTRODUCTION TO COMPUTER

- 1.0 Introduction
- 1.1 Objectives
- 1.2 What is a Computer?
 - 1.2.1 History of Computers
 - 1.2.2 Characteristics Of Computer System
 - 1.2.3 Basic Applications of Computer
- 1.3 Components of a Computer System
 - 1.3.1 Central Processing Unit
 - 1.3.2 Keyboard, mouse and VDU
 - 1.3.3 Other Input devices
 - 1.3.4 Other Output devices
 - 1.3.5 Computer Memory
- 1.4 Concept of Hardware and Software
 - 1.4.1 Hardware
 - 1.4.2 Software
 - 1.4.2.1 Application Software
 - 1.4.2.2 Systems software

2. ELEMENTS OF WORD PROCESSING

- 2.0 Introduction
- 2.1 Objectives
- 2.2 Word Processing Basics



- 2.2.1 Opening Word Processing Package
 - 2.2.2 Menu Bar
 - 2.2.3 Using The Help
 - 2.2.4 Using The Icons Below Menu Bar
- 2.3 Opening and Closing Documents
 - 2.3.1 Opening Documents
 - 2.3.2 Save and Save as
 - 2.3.3 Page Setup
 - 2.3.4 Print Preview
 - 2.3.5 Printing of Documents
- 2.4 Text Creation and manipulation
 - 2.4.1 Document Creation
 - 2.4.2 Editing Text
 - 2.4.3 Text Selection
 - 2.4.4 Cut, Copy and Paste
 - 2.4.5 Font and Size selection
 - 2.4.6 Alignment of Text
- 2.5 Table Manipulation
 - 2.5.1 Draw Table
 - 2.5.2 Changing cell width and height
 - 2.5.3 Alignment of Text in cell
 - 2.5.4 Delete / Insertion of row and column
 - 2.5.5 Border and shading

3. SPREAD SHEET

- 3.1 Introduction
- 3.2 Objectives
- 3.3 Elements of Electronic Spread Sheet
 - 3.3.1 Opening of Spread Sheet
 - 3.3.2 Addressing of Cells
 - 3.3.3 Printing of Spread Sheet
 - 3.3.4 Saving Work books
 - 3.3 Manipulation of Cells
 - 3.3.1 Entering Text, Numbers and Dates
 - 3.3.2 Creating Text, Number and Date Series
 - 3.3.4 Editing Work sheet Data
 - 3.3.4 Inserting and Deleting Rows Column
 - 3.3.5 Changing Cell Height and Width
- 3.4 Function and Charts
 - 3.4.1 Using Formulas
 - 3.4.2 Function

- 3.4 Manipulation of Cells
 - 3.4.4 Entering Text, Numbers and Dates
 - 3.4.5 Creating Text, Number and Date Series
 - 3.4.6 Editing Work sheet Data
 - 3.4.7 Inserting and Deleting Rows Column
 - 3.4.8 Changing Cell Height and Width
- 3.5 Function and Charts
 - 3.5.4 Using Formulas
 - 3.5.5 Function
 - 3.5.6 Charts

4. MAKING SMALL PRESENTATIONS

- 4.1 Manipulation of Cells
 - 4.1.1 Entering Text, Numbers and Dates
 - 4.1.2 Creating Text, Number and Date Series
 - 4.1.3 Editing Work sheet Data
 - 4.1.4 Inserting and Deleting Rows Column
 - 4.1.5 Changing Cell Height and Width
- 4.2 Function and Charts
 - 4.2.1 Using Formulas
 - 4.2.2 Function
 - 4.2.3 Adding Clip Art Pictures
 - 4.2.4 Inserting Other Objects
 - 4.2.5 Resizing and Scaling an Object
- 4.3 Providing Aesthetics
 - 4.3.1 Enhancing Text Presentation
 - 4.3.2 Working with Color and Line Style
 - 4.3.3 Adding Movie and Sound
 - 4.3.4 Adding Headers and Footers
- 4.4 Presentation of Slides
 - 4.4.1 Viewing A Presentation
 - 4.4.2 Choosing a Set Up for Presentation
 - 4.4.3 Printing Slides And Handouts
- 4.5 Slide Show
 - 4.5.1 Running a Slide Show
 - 4.5.2 Transition and Slide Timings
 - 4.5.3 Automating a Slide Show


PRINCIPAL
AGASTI ARTS, COMM. & DADASAHEB
RUPWATE SCIENCE COLLEGE, AKOLE
TAL. AKOLE, DIST. A. NAGAR - 422 001

i) Information Technology-



Certificate Course in Information Technology.

Sr.No	Contents to be Covered	Time Duration
1	Basics Of Computer 1.1)Computer Hardware And IT Infrastructure 1.2)Categories of Computers , 1.3)Types Of Software.	3Hours
2	Managing Data Resourses 2.1)Organising Data IN Traditional File Enviroment. 2.2)Database Approach to Data Management. 2.3)Creating Database Environment. 2.4)Database Trends.	3 Hours
3	Programming With C 3.1)Introduction. 3.2)Variable Declaration. 3.3)Control Structure. 3.4)Data Types ,Operatores. 3.5)Basic Program Structure, 3.6)Simple Programs.	9 Hours
4	Relational Database Management System 4.1)Introduction 4.2)Data Types ,Operatores. 4.3) Variable Declaration. 4.4)PLSQL block. 4.5)Procedure, Function, Trigger, Cursor.	9 Hours
5	Computer Network. 5.1)Concept.Elements of communication System. 5.2)Data Transmission media. 5.3)Topology,LAN,MAN,WAN. 5.4)Use Of Social Network in Business,use of ICT.	6 Hours


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 TAL. AKOLE, DIST. AMBEGAON - 422 509

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j) Communication & Soft Skill Development-

Department of Commerce

Short Term Certificate Course

Communication and Soft Skill Development

Syllabus of Course –


U. N.	Name of the Unit	Contents	Skills to be developed	Lecture -Hours
1.	Basics of Soft Skills	1.4 Introduction, Meaning, Definition of soft skills 1.5 Characteristics, and Importance of Soft skills 1.6 Different Elements of Soft skills	Acquiring fundamental knowledge of softskills and its elements.	8
2.	Communication Skills	2.1 Communication Skills- Written, oral, Non-verbal 2.2 Listening Skills 2.3 Speaking Skills 2.4 Manners and Etiquettes	Developing listening, speaking skills and acquiring manners and etiquettes in different situations.	7
3.	Presenting Skills	3.1 Presentation skills 3.2 Group Discussion 3.3 Interview skills	Developing PPT presentation skills, participating in Group Discussion and facing interview with confidence	7
4.	Management Skills	4.1 Time Management Skills 4.2 Stress Management Skills 4.3 Leadership Skills 4.4 Problem Solving Skills	Developing habit of managing time, managing stress, leading the events and solving the problems	8
			Total Hours	30

Study Material –

11. The hard Truth about soft skills: Workplace lessons smart people wish they's learned sooner – by Pegg Klaus, Publisher – Collins.
12. Bridging the soft skill Gap – By Bruce Tulgan, Willey.
13. Softskills Training: A work book to develop skills for employment- by Fredreick H. Wentz., McGraw Hill.
14. Everyone Communicates, few people connect: What the most effective people do diffently by John C. Maxwell, Collins.
15. How to talk to anyone: 92 little Tricks to have a big success in relationship by Leil Lowndes, C.Chand Publication.
16. Team work 101: what every leader needs to know – By John C. Maxwell., Willey
17. The Advantage: The 7 Softskills you need to stay ahead By Emma Sue Prince, Kindlel
18. Flipp the Switch- Strengthen Executive function skills By Sheri Wilkins and Carol Burnmeister, Pearson.
19. Adapt Ability: How to survive change you didn't ask for- By M.J. Ryan.
20. Conflict Communication: A new paradigm inconscious Communication, By Rony Miller, Collins.

k) Import- Export Management-

2021-22



Akole Taluka Education Society's
Agasti Arts, Commerce and Dadasaheb Rupwate Science College, Akole
A
Syllabus for
Value added Course
Import and Export Management

Chapter 1 Basics of Import and Export	(8 Lectures)
<ul style="list-style-type: none">• Meaning of Exports and Imports• Classification of Exports and Imports• Categories of Exporters• Strategy and Preparation for Foreign Trade• Identifying Foreign Markets• Methods of Entering International Market	
Chapter 2 Export Procedure	(8 Lectures)
<ul style="list-style-type: none">• Export Procedure Basic Documentation• Excise clearance for export• Quantity – Pre-shipment inspection• Packaging, Marketing, Labeling• Shipment of Goods• GSP [Generalized System of preferences] Rules & Origin• Role of overseas agent & remittance of commission.• Incentives for export from Govt.• Various modes of transport. Basis of Selection, Induction	
Chapter 3 Import Procedure	(8 Lectures)
<ul style="list-style-type: none">• Import Licence• Import Contract• Pre-import Procedure• Legal Dimensions of Import Procedure• Customs Clearance for Imported Goods• Warehousing of Imported Goods• Valuation for Customs Duty• Benefits of Import]	
Chapter 4 Duty Drawback & Remittance Scheme	(6 Lectures)
<ul style="list-style-type: none">• Advance License• Replenishment license• Special Interest License• DEPR Scheme [Duty Entitlement Pass Book Scheme]• DFRC Scheme [Duty Free Replenishment Certificate]	

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1) Vermicompost Technology-

- iii) 20-30 marks = 3points, B+ grade;
- iv) 30-40 marks =4points, A' grade;
- v) 40-50 marks =5points, A+ grade

Award of Certificate carrying grades: after successful completion of course colorful certificate indicating grade will be awarded to the candidate.

Reservation: NA

Course Content: Syllabus/Program:

SCHEME

Vermicompost technology as one of the Certificate Course at undergraduate level

Credits to be earned	:04
Theory paper	:03credits
Practical course/paper	:01

Proposed distribution of the course structure

Sr.No.	Code	Title of the paper	Credit pattern in L:T:P	Credit value
1	VTT - 01	Vermicompost technology	3:0:0	03
2	VTP - 02	Vermicompost technology related to theory (VTP – 01)	0:0:1	01

Open selective course for any students enrolled in the College from different disciplines.

Title of the Course: Certificate Course in Vermicompost technology

Theory Course VT -01

Theory

3 Credits

	Unit-I General Vermiculture/ Vermicompost	12Hrs
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10	Nutritional Composition of Vermicompost for plants, comparison with other fertilizers	
11	Vermiwash collection, composition & use	
12	Enemies of Earthworms, Sickness and worm's enemies. Frequent problems. How to prevent and fix them. Complementary activities of auto evaluation.	
Unit-IV Applied vermiculture.		12Hrs
13	a) The working group experience with <i>E. fetida</i> populations compartment with farm industrial residues (frigorific, cow places, feed-lot, aviaries exploitations, and solid urban residues). b) Lineaments to vermicomposting elaboration projects.	
14	c) Considerations about economical aspects of this activity. Research and ratability according to different exploitation orientations (worm's meat production, worm's humus production, or integrated projects). Toxins released by the worms (harmful effects) Complementary activities of auto evaluation.	

Practical Course - VT- 02

Practicals

1 Credit

Unit-V		18Hrs
1	Key to identify different types of earthworms	
2	Field trip- Collection of native earthworms & their identification	
3	Study of Sytematic position, habits, habitat & External characters of <i>Eisenia fetida</i>	
4	Study of Life stages & development of <i>Eisenia fetida</i>	
5	Study of Life stages & development of <i>Eudrilus eugeniae</i>	
6	Comparison of morphology & life stages of <i>Eisenia fetida</i> & <i>Eudrilus eugeniae</i>	
7	Study of Vermiculture, Vermiwash & Vermicompost equipments, devices	
8	Preparation vermibeds, maintenance of vermicompost & climatic conditions.	
9	Harvesting, packaging, transport and storage of Vermicompost and separation	

1	Introduction to vermiculture. definition, meaning, history, economic important, their value in maintenance of soil structure, role as four r's of recycling reduce, reuse, recycle, restore.	
2	His role in bio transformation of the residues generated by human activity and production of organic fertilizers. How does nature works.	
3	The matter and humus cycle (product, qualities). Ground population, transformation process in organic matter.	
4	Choosing the right worm. Useful species of earthworms. Local species of earthworms. Exotic species of earthworms. Complementary activities of autoevaluation.	
	Unit-II Earthworm Biology and Rearing	12Hrs
5	Key to identify the species of earthworms.	
6	Biology of <i>Eisenia fetida</i> . a) Taxonomy Anatomy, physiology and reproduction of Lumbricidae. b) Vital cycle of <i>Eisenia fetida</i> : alimentation, fecundity, annual reproducer potential and limit factors (gases, diet, humidity, temperature, PH, light, and climatic factors). Complementary activities of auto evaluation.	
7	Biology of <i>Eudrilus eugeniae</i> . c) Taxonomy Anatomy, physiology and reproduction of Eudrilidae. d) Vital cycle of <i>Eudrilus eugeniae</i> : alimentation, fecundity, annual reproducer potential and limit factors (gases, diet, humidity, temperature, PH, light, and climatic factors). Complementary activities of auto evaluation.	
	Unit-III Vermicompost Technology (Methods and Products)	12Hrs
7	Small Scale Earthworm farming for home gardens - Earthworm compost for home gardens	
8	Conventional commercial composting - Earthworm Composting larger scale	
9	- Earthworm Farming (Vermiculture), Extraction (harvest), vermicomposting harvest and processing.	

	of life stages	
10	Study of verms diseases & enemies	
11	Study the effects of vermicompost & vermiwash on any two short duration crop plants	
12	Study the effects of sewage water on development of worms	

Total periods in hrs = Theory 12hrs per unit x 4 units = 48hrs x 60 minutes = 2880 minutes + 18 hrs for practical (i.e. 18x60 minutes = 1080 minutes); 2880+1080 = 3960 minutes.
66hrs+5hrs in a week = 13.2 weeks duration i.e. 3.5 months (105 days)

Initially about 60 days are required to set the culture or to form the vermicompost, later on in about 45 days second culture will be formed. Students will observe 2 succeeding beds (rearing). Total days 60+45 = 105 days. (not recognized by UGC, for UGC 20 credits of which 10 credits for project/ field work/training, it should be of 300 hrs, duration 6 months)

Advantage of the Course & Future Prospects:

- I. Students can construct their own compost farm & thereby can get monthly income of Rs. 7000-8000.
- II. Students/ farmers by using vermicompost in their field can increase the crop yield.
- III. Students residing in cities can produce vermicompost in small scale for garden/household plants.
- IV. They can get the jobs in educational institutes as vermicompost/vermiculture technician.
- V. The candidate can generate income by supplying verms, vermiwash, & vermicompost.
- VI. By developing & propagating vermicompost technology he/she will directly or indirectly help to prevent environmental pollution, by using vermicompost in the field & thereby increasing crop yield he will help to solve food problems.
- VII. It will lead towards organic farming & healthy food.
- VIII. In today's world, recycling of garbage has become necessary in order to sustain our health and environment. So let's join for **Four R's of Recycling**
Reduce, Reuse, Recycle, Restore i.e. certificate course in vermicompost technology.

Reference books:

1. Bhatt J.V. & S.R. Khambata (1959) "Role of Earthworms in Agriculture" Indian Council of Agricultural Research, New Delhi
2. Dash, M.C., B.K.Senapati, P.C. Mishra (1980) " Vermis and Vermicomposting" Proceedings of the National Seminar on Organic Waste Utilization and Vermicomposting Dec. 5-8, 1984, (Part B), School of Life Sciences, Sambalpur University, Jyoti Vihar, Orissa.
3. Edwards, C.A. and J.R. Lofty (1977) "Biology of Earthworms" Chapman and Hall Ltd., London.
4. Lee, K.E. (1985) "Earthworms: Their ecology and Relationship with Soils and Land Use" Academic Press, Sydney.
5. Kevin, A and K.E.Lee (1989) " Earthworm for Gardeners and Fisherman" (CSIRO, Australia, Division of Soils)
6. Rahudakar V.B. (2004). Gandul khatashivay Naisargeek Paryay, Atul Book Agency, Pune.
7. Satchel, J.E. (1983) "Earthworm Ecology" Chapman Hall, London.
8. Wallwork, J.A. (1983) "Earthworm Biology" Edward Arnold (Publishers) Ltd. London.

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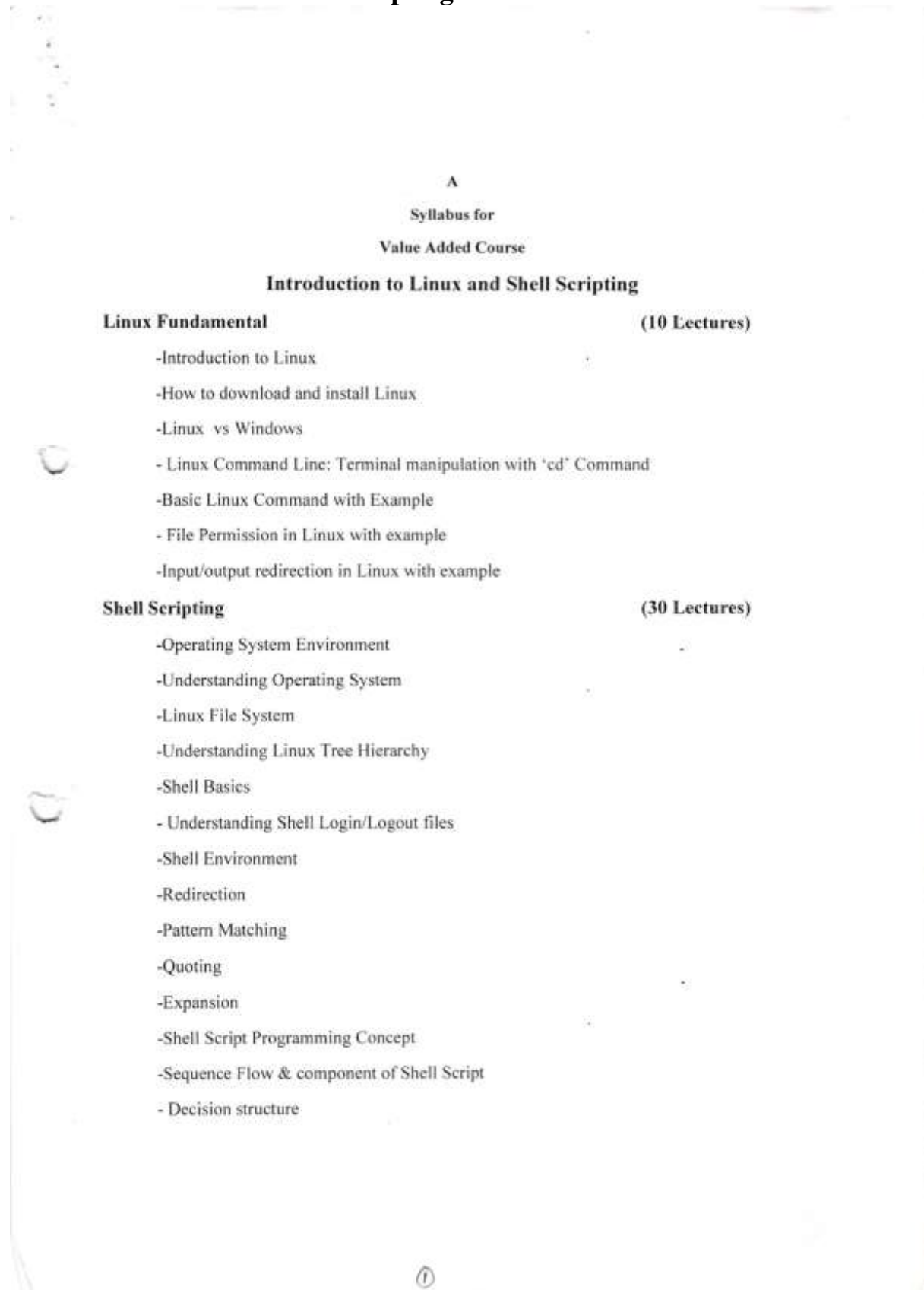
m) Red Wine Making Process-

INDEX		
SR.NO	TOPIC NAME	PAGE NO.
1.	Introduction of Wine	03
2.	Objectives of Wine making	
3.	Flow chart of Red Wine making process	04
4.	Harvesting of Grapes	05
5.	Destemming & Crushing	07
6.	Must	08
7.	Primary Fermentation & Maceration	09
8.	Racking of Wine	13
9.	Pressing	14
10.	Secondary Fermentation	15
11.	Wine Maturation	21
12.	Clarification & Stabilization	23
13.	Bottling	25
14.	Health Benefits of Red Wine	27

2

1. Introduction of Wine	2 Lectures
1.1 Defination & Concept of Wine.	
1.2 Types of wine	
1.3 Objectives of Red wine making process	
2. Flow Chart of Red wine making process.	1 Lecture
3. Harvesting of Grapes	3 Lectures
3.1 Introduction, definition & concept of Harvesting.	
3.2 Types of Harvesting	
3.3 Hand Harvesting	
3.4 Mechanical Harvesting & its advantages over Hand Harvesting	
4. Destemming & Crushing	1 Lecture
4.1 Concept & Defination of Destemming & Crushing process	
4.2 Advantages of Crushing process	
5. Must (Skin + Juice + Seed)	2 Lectures
5.1 Defination & Composition of Must	
5.2 Adjustment of Sugar, Acid & pH & Nutrients while preparing Must	
6. Primary fermentation	4 Lectures
6.1 Concept, Defination & Chemical reaction of primary fermentation	
6.2 Temperature control during primary fermentation 63 Process of extraction & its uses during primary fermentation	
7. Maceration (Skin Contact)	3 Lectures
7.1 Defination & uses of Maceration during Primary fermentation	

8. Racking	2 Lectures
8.1 Definition & Concept of Racking	
9. Pressing	3 Lectures
9.1 Introduction & concept of Pressing	
9.2 Role of Pressing during wine making process	
10. Malolactic fermentation Secondary Fermentation)	6 Lectures
10.1 Definition & Concept of MLF	
10.2 Conversion of Malic acid to Lactic acid by LAB	
10.3 Various strains of LAB used during MIF	
10.4 Role of MLF during wine making process	
11 Wine Maturation (Aging of Wine)	3 Lectures
11.1 Concept of Wine Maturation	
11.2 Advantages of Wine maturation in Oak barrel	
12 Clarification & Stabilization of Wine	2 Lectures
12.1 Concept of Clarification & Stabilization	
12.2 Cold Stabilization of Red wine & its advantages	
13. Bottling	2 Lectures
13.1 Definition & concept of Bottling	
14 Health Benefits of Red wine	2 Lectures
14.1 Benefits of Red wine in curing different diseases like excess obesity, Reduces Stress etc.	

n) Introduction to Linux & shell scripting-

- Decision structure theory
- Statement & operator
- Looping Structure
- Loop theory & Statement
- Function and Array
- Function Parts /Liabraries & Array
- Advanced Shell Programming

LAB WORK:

- Linux Command Line terminal manipulation with 'cd' Command
- Basic Linux Command with Example
- Decision structure
- Looping Structure
- Function and Array

o) Training on Personality Development & Soft Skills-



Value Added Course :-Training On Personality Development And Soft Skill

Sr. No.	Contents To be Covered	Time Duration
UNIT 1	Introduction: 1.1)Meaning and Definition of Personality. 1.2)Factors affecting Personality Development: Biological, Home Environment and Parents, School Environment and Teachers, Peer Group, Sibling Relationships and Mass Media, Cultural Factors, Spiritual Factors, Public Relations.	4 Hours
UNIT 2	Personality Traits. 2.1)Meaning and Definition: Personality Traits. 2.2)Developing Positive Personality Traits: Attitude: Factors that determine Attitude, Benefits of Positive Attitude and Consequences of negative attitude, steps to build positive attitude. 2.3)Personality habits: Meaning and concept of habits. 2.4)Developing effective Habits:Behaviour and Character. 2.5)Being Proactive/Creative and Innovative 2.6)Beginning with the end in mind Putting first things first with determination, discipline, clarity and concentration. Thinking Big and Winning Through: Action, Active,Facing Challenges,striving for success.	6 Hours



UNIT 3	<p>Pillars of personality development:</p> <p>3.1)Introspection: Meaning and importance, Views about Introspection, Self Introspection Skills.</p> <p>3.2)Self Assessment: Meaning, importance, types and self assessment for students.</p> <p>3.3)Self Appraisal: Meaning, importance, tips for self appraisal.</p> <p>3.4)Self Development: Meaning, process of self development, Self Development Techniques, Use of self Development, Individual Development Plan.</p> <p>3.5)Self Introduction: Meaning, tips for effective self introduction, Self Acceptance, Awareness, Self Knowledge, belief, confidence, criticism and self examination.</p> <p>3.6)Defining Success: Real or Imaginative, obstacles to success, factors and qualities that make person successful.</p> <p>3.7)Concept of Failure: Reasons for failure.</p> <p>3.8)Personal SWOT analysis & STAR analysis.</p>	6 Hours
Unit 4	<p>Self Esteem:</p> <p>4.1)Self Concept: Meaning, definition and development</p> <p>4.2)Self Esteem: concept, significance of Self esteem, types (positive, negative), characteristics of people of high and low Self esteem, steps for enhancing positive Self esteem.</p> <p>4.3)Sigmund Freud ID, EGO and SUPER EGO Concepts.</p> <p>4.4)Ego Management, What ego mismanagement can do.</p>	4 Hours
Unit 5	<p>Personality Formation Structure:</p> <p>5.1)Mind mapping.</p> <p>5.2)Competency mapping.</p> <p>5.3)Developing interpersonal and group skills.</p> <p>5.4)Building positive relationships.</p> <p>5.5)Strategies of gaining power and influence.</p> <p>5.6)Enhancing personality through effective communication.</p> <p>5.7)Intentional Communication.</p> <p>5.8) Proper dressing for varied occasions.</p> <p>5.9)Effective Speech: Writing and delivering and successful negotiation.</p> <p>5.10)Understanding body language, projecting positive body language.</p> <p>5.11)Manners and etiquettes.</p>	10 Hours

p) Training on Processing of Wild Forest Plants-

①

Savitribai Phule Pune University

Akole Taluka Education Society's

**Agasti Art's Commerce & Dadasaheb Rupwate Science College,
Akole, Tal. Akole, Dist. Ahmednagar-422601**

Online Certificate Course 2021-22

“Training on Processing of Wild Forest Plants”

Theory Syllabus Index

Sr. No	Name	No. of Lectures
1	What is a forest?	3
2	Economically important aspects of medicinal plant resources: Nutraceutical and cosmeceutical	3
3	Economic botany	8
4	Preservation of Foods	2

Practical Syllabus Index

Sr. No	Name	No. of Periods
1	Preparation of Amala candy.	4
2	Preparation of Amala Squash.	4
3	Preparation of Triphala churns.	4
4	Preparation of Aloe-Vera gel.	4
5	Preparation of Kadha from <i>Tinospora</i> (Gulvel) Stem.	4


 HEAD
 DEPARTMENT OF BOTANY
 Agasti Arts, Comm. & Dadasaheb
 Rupwate Sci. College, Akole, Dist. A. Nagar

q) Marathi Grammar-

अकोले तालुका एज्युकेशन सोसायटीचे
अगस्त कला, वाणिज्य व दादासाहेब रुपवते विज्ञान महाविद्यालय, अकोले,
मराठी विभाग
विषय : मराठी व्याकरण अभ्यासक्रम (प्रमाणपत्र कोर्स)
(२०२१-२२)

(तासिका ४०)

उद्दिष्ट्ये :-

- १) मराठी भाषेवर प्रभुत्व प्राप्त करण्यासाठी विद्यार्थ्यांना व्याकरणाचे मुद्दे समजून देणे.
- २) मराठी व्याकरणाच्या अधारे या भाषेचे वेगळेपण, वैशिष्ट्ये स्वभाव, उच्चारण इ. अनेक घटकांची माहिती करून देणे.
- ३) विद्यार्थ्यांमधील व्याकरणाविषयीची मनातील भिती व शंका दूर करणे.
- १) वर्णविचार: (तासिका ४)
१) वर्णमाला २) वर्णांचे प्रकार ३) स्वरांचे प्रकार ४) व्यंजनांचे प्रकार ५) वर्णांची उच्चारस्थाने.
- २) संधी : (तासिका ४)
१) स्वरसंधी २) व्यंजनसंधी ३) विसर्गसंधी ४) मराठीचे विशेष संधी
- ३) शब्दविचार : (तासिका १०)
१) शब्दविचार २) शब्द आणि पद ३) नामे ४) सामान्यनाम ५) विशेषण ६) क्रियापद
७) क्रियाविशेषण (८) शब्दयोगी ९) उभयान्वयी १०) केवलप्रयोगी.
- ४) समास: (तासिका ४)
समासाचे प्रकार : १) अव्ययीभाव २) तत्पुरुष समास ३) व्दंद समास ४) बहुव्रीही समास
- ५) वृत्ते : (तासिका ८)
१) गद्य व पद्य यातील फरक २) गणलेखनाची पध्दत ३) मात्रावृत्ते उदाहरणे व लक्षण
४) पद्यावर्तनी अर्ध समजाती ५) पद्यावर्तनी विषमजाती ६) भुंगावर्तनी समजाती ७) छंद
८) मुक्तछंद
- ६) अलंकार : (तासिका १०)
१. शब्दालंकार अनुप्रास, यमक, श्लेष
२. अर्थालंकार उपमा
३. उत्प्रेक्षा: अपन्हुती, रूपक, व्यतिरेक, अनन्वय, भ्रांतिमान, ससंदेह, अतिशयोक्ती, दृष्टांत
अर्थान्तरन्यास, स्वभावोक्ती, अन्योक्ती, पर्यायोक्ती, विरोधाभास, असंगती, सार, व्याजस्तुती,
व्याजोक्ती, चेतनगुणोक्ती

Dr. V. B. Kote



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