



Shri Saraswati Vidya Prasarak Mandal's
SMT. PADAMBAI KAPURCHANDJI KOTECHA
MAHILA MAHAVIDYALAYA, BHUSAWAL (M.S.)



Late. Motibhan Kotecha

NAAC Accredited B+ Grade (3rd Cycle)

Affiliated to KBC North Maharashtra University, Jalgaon

“CORE PYTHON PROGRAMMING”

FOR ABSOLUTE BEGINNERS



स्वातंत्र्याचा अमूल्य धरोहर



The complete beginners guide to learn Python Programming and effectively Understand Faster Computer Programming.



CONTACT US

Department Of Computer Science
9518306742, 9226777943, 9860685599



Certificate Course in Core Programming with Python

➤ Objectives:

- To understand why Python is a useful scripting language for developers.
- To learn how to design and program Python applications.
- To learn how to use lists, tuples, and dictionaries in Python programs.
- To learn how to identify Python object types.
- To learn how to use indexing and slicing to access data in Python programs.
- To define the structure and components of a Python program.
- To learn how to write loops and decision statements in Python.
- To learn how to write functions and pass arguments in Python.
- To learn how to build and package Python modules for reusability.

➤ Course Structure

Duration	Course Fee	Intake Capacity	Date of Commencement	Eligibility
03 Months	700/-	20	05/01/2023	12 th Pass out

➤ Course Outcomes:

- Understand the basic concepts of Python programming
- Understand the use of strings, lists, tuples, dictionaries, and files and able to manipulates data available within them with help of various functions.
- Understand how to write a functions and modules.

➤ Various posts and job opportunities :

- Python developer
- System analyst
- Associate developer
- Human Resource



> **Syllabus**

Total lectures: 60

Total Marks : Theory 30 + Practical 30 = 60

Unit 1: Introduction to Python

[06L]

- What is Python
- Features of Python
- History and Versions
- Applications of Python
- Installing Python (Environment setup)
- First Python Program
- Working in Console and Python Shell
- Introduction to PYcharm
- Basic Syntax
- Variables and Data Types
- Keywords and Comments
- Numbers and Strings
- Strings
- Booleans
- Operators

Unit 2: Control Statements

[06L]

- if-else
- Nested If
- For loop
- While loop
- Break and Continue
- Pass

Unit 3: Python Strings

[04L]

- Introduction to string
- String Literals
- Assign string to a variable
- Multiline strings
- Operations on Strings : Index operator, String methods, Length, Slice operator, String comparison

Unit 4: Data Structures

[04]

- Lists
- Tuples
- Sets
- Dictionary

Unit 5: Functions

[06L]

- Defining a functions



- Calling a function
- Pass by reference vs value
- Function Arguments
- The return Statement
- Built-In Functions
- Passing Function to Functions
- Python Lambda function

Unit 6: Python Modules and Packages

[04L]

- Creating and using a Module
- Package creation and importing

References:

1. John V.Guttag (2013), Introduction to Computation and Programming Using Python, Prentice Hall of India, 2013, ISBN: 9780262525008
2. Peter C. Norton, Alex Samuel and others, —Beginning PythonI, Wrox Publication,2005 ISBN 10: 0764596543 ISBN 13: 9780764596544
3. R. Nageswara Rao(2016), Core Python Programming, Dreamtech Press, 2016, ISBN-13: 9789351199427
4. Wesley J. Chun(2006), Core Python Programming - Second Edition, Prentice Hall, ISBN-13: 978-0132269933, ISBN-10: 0132269937

Lab on Core Python Programming :

(L: 30)

1. Installing python
2. Write a program to demonstrate the use of if-else statement.
3. Write a program check given number is palindrome or not.
4. Write a program check given number is prime or not.
5. Write a program to find factorial of given number.
6. Write a program to print "n" terms of Fibonacci Series.
7. Write a program to demonstrate the use of slicing in string.
8. Programs related to string manipulation
9. Write a Programs related to functions & modules
10. Write a program to demonstrate the use of list & related functions
11. Write a program to demonstrate the use of Dictionary& related functions
12. Write a program to demonstrate the use of tuple.



Anubha
 Co-ordinator
 (Vijaya S. Palil)

**Kavayitri Bahinabai Chaudhari North Maharashtra University,
Jalgaon**

College Name: **Smt. P. K. Kotecha Mahila Mahavidyalaya, Bhusawal**
 Title of the Course: **Certificate Course in Communicative English**

Aims and Objectives of the Course

1. To enhance communication skills among students.
2. To develop presentation skill among students.
3. To prepare the students for interview.
4. To acquaint the students with skills in writing.
5. To inform the students about internet slang.
6. To prepare the students for group discussion.
7. To teach the students about body language.
8. To introduce the students uses of punctuation.
9. To make the students to know about paralanguage.
10. To motivate the students to draft SMS and Email.

Duration of the Course: **1 Year**

Fees Structure: **600/-**

Course Structure:

Sr. No.	Paper	Paper Title
01	Paper-I (Theory)	Oral Skills in English
02	Paper-II (Theory)	Skills in Writing
03	Paper-III (Practical)	Situational Dialogues

Eligibility for Admission: **HSC or Equivalent qualification from recognized institution.**

Skeleton of Course: *Syllabus structure- 1:1*

Sr. No.	Paper	Name of the Subject	Theory/ Practical	Teaching Hours	Maximum Marks Allotted			Passing			Credit
					External	Internal	Total	External	Internal	Total	
1	Paper-I	Oral Skills in English	Theory	90	60	40	100	24	16	40	6
2	Paper-II	Skills in Writing	Theory	90	60	40	100	24	16	40	6
3	Paper-III	Situational Dialogues	Practical	120	60	40	100	24	16	40	8

- Internal marks are divided in 3 parts e.g. 05 marks for Attendance, 10 marks for Home Assignment Tutorial and 25 marks for Internal Test.

Minimum Staff: **Principal, Co-Ordinator, Teaching Faculty, Guest Lecturers.**

Mode of Examination: **Annual**

Detail Syllabus: **Attached**



Paper-I
Oral Skills in English (Theory)

Course Objectives

1. To enhance communication skills among students.
2. To develop presentation skill among students.
3. To prepare the students for interview.
4. To prepare the students for group discussion.
5. To teach the students about body language.

Topics	Teaching Hours
1. Communication: Its methods	09
2. Presentation skills	09
3. Interviews: Types and preparation	09
4. Group discussion	09
5. Body language: Its importance	09
6. Information transfer: Non-verbal and verbal	09
7. Speech making	09
8. Storytelling	09
9. Introducing to self in English	09
10. Practicing loud Reading in English	09
Total Teaching Hours:	90

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Paper-II
Skills in Writing (Theory)

Course Objectives

1. To acquaint the students with skills in writing.
2. To inform the students about internet slang.
3. To introduce the students uses of punctuation.
4. To make the students to know about paralanguage.
5. To motivate the students to draft SMS and Email.

Topics

Teaching Hour

1. Resume writing	09
2. Essay writing	09
3. Summarization	09
4. Expansion of an idea	09
5. Story building	09
6. Usages of punctuations	09
7. Paralanguage	09
8. SMS	09
9. Email	09
10. Internet slang and English Language	09

Total Teaching Hours: 90



Paper-III
Situational Dialogues (Practical)

Topics

1. Formal dialogue on Greeting	08
2. Informal Dialogue on Greeting	08
3. Dialogue on exchanging pleasantries	08
4. A dialogue between a student and his teacher	08
5. A dialogue between two friends on Internet Fraud	08
6. In a mobile phone shop	10
7. In a hospital	10
8. In a bank	08
9. In the college library	08
10. With the photographer	08
11. At your friend's birthday party	08
12. With the bus conductor	08

Total Teaching Hours: 100

Field works

Visit to the various places of offering different situations and practicing conversation in classroom will be undertaken.


Practical and field work hours: 20

Total teaching hours: 120

Dean
Dr. Pramod Pawar
Humanities
KBCNMU Jalgaon


Principal
Dr. Mangal A. Sabara
Smt. P. K. K. Chhabra
Mahavidyalaya, Bhusawal


External Subject Expert
Dr. S. P. Kanade


Co-ordinator
Dr. V. S. Patil

Recommended Books:

1. Sahu, Sharmila, "How to Speak Fluent English," Pacific Books, International, New Delhi, 2011
2. Banerjee, Latika, "Advanced Spoken English," Pacific Books, International, New Delhi, 2011
3. Mishra, M. K., "Spoken English: A Communication Approach," Ritu Publication, Jaipur, 2010
4. Das, Mahajiteshwar, "Teaching English as communication," Oxford University Press, Kolkata, 1989
5. Madhu, Lincon M., "Fundamentals of Communication Skills," Mangalam Publication, Delhi, 2010
6. Freeman, Sarah, "Written Communication in English", Orient Longman, 1977
7. KBC NMU, "English for Humanities", Academic Book Publication, Jalgaon, 2019
8. NMU, "Explorations", Atharva Publication, Jalgaon, 2015
9. Rai, Urmila and S. M. Rai, "Business Communication", Himalaya Publishing House, Mumbai, 2013
10. Mohan, Krishna and Mira Banerjee. "Developing Communication Skills", Trinity Press, Bagluru, 2018
11. Bhaskaram and Horsburg, "Strengthen Your English", Oxford University Press, Bombay, 1973
12. Narula, Uma, "Dynamics of Mass Communication Theory and Practice," Atlantic, 2006
13. Rai, Urmila, "English Language and Communication," Himalaya Publishing House, Mumbai, 2008
14. Sahu, Sharmila, "How to Learn Better English" Pacific Books International, Delhi, 2011

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कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ,
जळगाव
अध्यादेश १८१

महाविद्यालयाचे नाव

श्रीमती प.क.कोटेचा महिला महाविद्यालय,
भुसावळ, जि.जळगाव

करिअर ओरिएंटेड कोर्सचे नाव

Certificate Course in Women Entrepreneurship

विद्याशाखा

(वाणिज्य व व्यवस्थापन)

शैक्षणिक वर्ष

(२०१९-२०२०)

२०२०-२१



College Name : . Smt.P.K.Kotecha Mahila Mahavidyalya, Bhusawal

Title of the Course : Certificate Course in Women Entrepreneurship

Aims/Objective of the Course :

- १) To inculcate the awareness about Entrepreneurship among the Students
- २) To Make Students Economically independent
- ३) To support the nation for Economic development
- ४) To guide the young generation for Entrepreneurship
- ५) To uplift the standard of living of Students
- ६) To prepare the Students for Interview
- ७) To develop the skill of Entrepreneurship among the Students

Duration of Course : १ Year

Fees Structure : Rs.१०००/-

Course Structure : १) Paper - I Entrepreneurship Management

२) Paper - II Entrepreneurship Development

३) Paper - III Entrepreneurial Practices

Eligibility for Admission : H.S.C. or Equivalent Qualification from Recognized Institution

Skeleton of Course :

Sr. No	Paper	Name of the Subject	Theory/ Practical	Teaching Hours	Maximum Marks Allotted			Passing			Credit
					Exter-nal	Inter-nal	Total	Exter-nal	Inter-nal	Total	
1.	Paper-I	Entrepreneurship Management	Theory	90	60	40	100	24	16	40	6
2.	Paper-II	Entrepreneurship Development	Theory	90	60	40	100	24	16	40	6
3.	Paper-III	Entrepreneurial Practices	Practical	120	60	40	100	24	16	40	8

Minimum Staff : Co-ordinator, Faculty, Clerk

Mode of Examination : Annual,CGPA

Detail syllabus :(A Separate Sheet is Attached)

===XXX===



Certificate Course in Women Entrepreneurship

Syllabus

Paper I

Entrepreneurship Management	Periods
1) Entrepreneurship - Meaning, Definition, Qualities & Functions of an Entrepreneur	04
2) Types of Entrepreneurs	04
3) Starting a new venture - Search For business ideas Project Identification, Stages of Project Report, Documents to be attached to the Project Report	20
4) Women Entrepreneur - The Indian Scenario	04
5) Financing the Business Venture	20
6) Expanding the New Ventures	20
7) Business Management for Small & Medium Enterprises (SMEs)	20
8) Total Quality Management	04
9) Entrepreneurship Behavior	04
10) Rural Entrepreneurship	20
11) Time Management	04
12) Intrapreneurship-Meaning, Difference between entrepreneurship and Intrapreneurship, Indira Nooyi-Profile of an Intrapreneurial Leadership characteristics	04
13) Legal Issues for the entrepreneurs	04
Total Teaching Hours	90

Paper II

Entrepreneurship Development	Periods
1) Introduction to Entrepreneurship Development	04
2) Human Resource Development	20
3) Economic Development & Entrepreneurship	20
4) Entrepreneurship Development Model	20
5) Leadership Development	20
6) Study of Auto Bio- Graphy of Successful Entrepreneurship in India	20
7) Entrepreneurship Development Programme	20
8) Development of Entrepreneurial Skills	20
9) Factors to development of Entrepreneurship	20
10) Industrial relations- Meaning, Industrial Dispute, Causes of Industrial Disputes	04
Total Teaching Hours	90



Paper III

Entrepreneurship Practices

Periods

- १) Visit to Industry
- २) Visit to District Industrial Centre
- ३) Visit to Banks
- ४) Training for making home product
- ५) Preparation of Project Report
- ६) Survey of Women Entrepreneurs in Jalgaon District
- ७) Exhibition cum sale
- ८) Presentation on Auto Bio-Graphy of Successful Entrepreneur
- ९) Interview Techniques
- १०) Group Discussion

Total Teaching Hours

१२०

Recommended Books

- १) Entrepreneurship - Robert D Hisrich, Michael P. Peters, Dean A. Shepherd
- २) Entrepreneurship Development - Sunil Gupta
- ३) Entrepreneurship Development - Lall & Sahai
- ४) Entrepreneurship & Small Scale Business Dr. M. V. Deshpande
- ५) Dynamics for Entrepreneurship - Vasant Desai
- ६) Entrepreneurship Development Vol. - I, II, III - Vasant Desai
- ७) Entrepreneurship - Donald F. Kuratke
- ८) Entrepreneurship Development - S. S. Khanka
- ९) Entrepreneurship Development - Manish Nora
- १०) Entrepreneurship Management - Kailojnd Arora
- ११) Entrepreneurship Development - Viramagami
- १२) Entrepreneurship Development in Small Scale industries - Panda S. C.
- १३) Small Scale Entrepreneurship - M. L. Narasaiah
- १४) Entrepreneurship - Need of the hour - Dr. Vidya Hattangadi

Co-ordinator-2

Sanjay Entrepreneurship



Principal

Smt. P. K. Kotecha Mahila
Maha Vidyalaya Bhusawal



श्री सरस्वती विद्या प्रसारक मंडळ संचलित

श्रीमती पदमबाई कपूरचंदजी कोटेचा महिला महाविद्यालय, भुसावळ.

अभ्यासक्रमाचे नांव	:- "Certificate Course in Basic Beauty Parlor"
विद्याशाखा	:- Applied Arts
अभ्यासक्रमाची उद्दिष्टे	:- 1. व्यक्तिमत्व विकास 2. सौंदर्यशास्त्राची ओळख 3. रोजगार 4. स्वतःचा व्यवसाय 5. असिस्टंट म्हणून जॉब
अभ्यासक्रमाचा कालावधी	:- 6 महिने
प्रवेश पात्रता	:- 10 वी पास
शिकवणाऱ्याची / शिक्षक पात्रता, अनुभव	:- 1. बेसिक ब्युटी पार्लरचा कोर्स केल्याचे प्रमाणपत्र असणे आवश्यक आहे. 2. ब्युटी पार्लर क्षेत्रातील किमान पाच वर्षांचा अनुभव
शिकविण्याच्या पध्दती	:- प्रात्यक्षिक व थेअरी
परीक्षा पध्दती	:- 1. लेखी परीक्षा 20 गुण 2. प्रॅक्टिकल 80 गुण पासींग 40 टक्के
बॅच विद्यार्थी संख्या	:- 01 बॅच , किमान 05 विद्यार्थी, 15 पेक्षा अधिक असल्यास दुसरी बॅच
कोर्स फी	:- रु.1000/-
परीक्षा फी	:- रु.100/-

Pratibha
कोर्स समन्वयक
प्रा.सौ.माधुरी भुतडा
गणित विभाग



* अभ्यासक्रम (Syllabus) *

अ. क्र.	विषयाचे नाव	तपशिल	तासिका
१.	व्यवसायाची ओळख	अ) पार्लरची सुरुवात ब) पार्लर विषयाचे ज्ञान व पुरवठापारंग	०२
२.	स्वच्छता व आरोग्य रक्षण	अ) स्टरीलायझेशन ब) सॅनिटेशन क) वैयक्तिक स्वच्छता ड) सार्वजनिक स्वच्छता	०३
३.	सूक्ष्मजंतू शास्त्र	जीवाणू विषाणू व त्यांचे आकार	०२
४.	पर्सनल गुमिंग	व्यक्तिमत्त्व विकास	
५.	आहार व जीवनसत्त्वे		०३
६.)	त्वचा	अ) रचना, ब) कार्य, क) आजार, ड) प्रकार १. त्वचेचे प्रकार ओळखण्याची पध्दत २. त्वचेची रोगे ३. फेशियल - स्किन व डाय, अँडली त्वचा, मिक त्वचा ट्रीटमेंट - पिगमेंटेशन (वांग) पिपल्स (पूरक, मुरुम) मुरुफुत्या (अँटी रिकल)	३०
७.)	Nail	Anatomy of Nail रचना नखांच्या भागांची नावे व कार्य नखांचे आजार मेनीक्युअर पेडीक्युअर	१०
८.)	केस	१) केसाची रचना, प्रकार, काळजी- हेड मस. ज. प्रॉब्लम्स २) शापू / कडीशनींग Gray Coverage ३) हेअर डाय - नान्युअर, कायमग्रहणीय - मेमी ४) हिना डाय	१५
९)	ट्रीटमेंट्स	कॉडा, केस गळणे, हेड मसाज, केस दुभागणे	०५
१०)	सौंदर्य प्रसाधनांची ओळख	घरगुती प्रसाधने (Hair Care) घरी काळजी घण्यासाठी	०५
११)	मेकअप	थेअरी पर्सनल मेकअप डायटल मेकअप	०५



प्रात्यक्षिक (Practicals)

- १) ओटींग
- २) फिल्ट्रींग
- ३) रॉय क्लिपिंग - म्नाम, क्नाच, र्कव
- ४) टोनिंग
- ५) नॉरिडिंग ब्रशाना
- ६) एक्सट्रैक्शन
- ७) कोल्ड कम्प्रेसन
- ८) पॅक
- ९) प्राटर्कीक कथरंज
- १०) मेनीक्युअर
- ११) पॅडीक्युअर
- १२) एक्सॉग
- १३) मेकअप
- १४) स्नाडी १) स्नायी २) गुन्सकी ३) वंगाल ४) चागर
- १५) हेअर स्टाइल
 - फोर शेट
 - ए फ्लेट
 - वेन-पोटी
 - सागर इक्वी सुल्वी
 - खगुर
 - फ्रेंच रोल - इथल रोल
 - वन
 - फ्राइडल पोटी
- १६) हेअर कटस - संकशानर, टेक्नीक्स-
 - स्ट्रट कट
 - यु कट
 - कौय कट
 - मशरुम कट
 - थलंट कट
 - स्टोम कट
- १७) सेटींग - ब्ले ड्रापर -
 - रॉड सेटींग
 - इन्वर्ट
 - आऊटपेट



प्रो. सौ. माधुरी भुलडा

KBC North Maharashtra, University, Jalgaon

Lifelong learning And Extension department

1) College Name : Smt. P.K. Kotecha Mahila Mahavidyalaya Bhusawal

2) Title of the Course : Certificate Course in Human Rights Education

3) Aims and Objectives -

- 1) To strengthen respect for human rights and fundamental freedoms.
- 2) To Value human dignity and develop individual self respect and respect for others.
- 3) To develop attitudes and behaviors that will lead to respect for the rights of others.
- 4) To promote respect understanding and appreciation of diversity.
- 5) To empower people towards more active citizenship.
- 6) To ensure genuine and gender equality and equal opportunities for women and men in all spheres.
- 7) To promote democracy, development, Social Justice, Communal harmony Solidarity and friendship among people and nations.
- 8) To further the activities of international understanding, tolerance and non Violence.

4) Duration of the course : 3 Months

5) Fees Structure : 500 /-

6) Course Structure

- 1) Paper I - Theory paper
- 2) Paper II - Project

7) Eligibility for Admission -



HSC or equivalent qualification from recognized institution.

8) Skeleton of course - Syllabus Structure -

Paper I - 100 Marks

Paper II - 100 Marks

Minimum staff - Principal Co-ordinator,

Teaching faculty, Non Teaching faculty, Guest lecturer

Mode of Examination, : After Three months.

9) Detail Syllabus. : Attached



Certificate Course in Human Rights Education

Social foundations of Human Rights

Paper I (60 Credits)

Unit I -	Introduction	(15 Periods)
	(a) Origin	
	(b) Development	
	(c) Basic Concepts of Human Rights, Human values.	
Unit II -	Meaning and signification of Human Rights -	(15 Periods)
	(a) Perspectives of Rights and Duties.	
	(b) Nature and concept of Duties.	
	(c) Impact of social structure on Human Behavior.	
	(d) Role of socialization in Human values.	
Unit III -	Universal Human Rights - Context and the Concerns.	(15 periods)
	(a) Universal Declaration of Human Rights.	
	(b) Brief History of Human Rights International.	
	(c) UN Organs -	
	(1) UN Children's Fund (UNICEF)	
	(2) UN Commissions on the state of Women	
	(3) International Labor Organization (ILO)	
	(4) UN Educational Scientific and Cultural Organization (UNESCO)	
	(d) Universal Human Rights : Charging world	
Chap IV	Order Constitutional Governance	(15 Periods)
	(a) Judicial Activism : Public Interest Litigation	
	(b) Legislation for the Weaker Sections : The Question of Enforcement	



(c) Law of Enforcing Agencies : Police, Military, Para- military - emerging experience"

(d) Human Rights Enforcement : NHRC, State Human Rights Commissions, Human Rights Courts.

Chap V - NGO's and Human Rights In India (15 Periods)

(a) Non Government Organizations -

(NGO's) Structure, Functions and Problems -

(b) NGOs and Human Rights Movements

: Amnesty International, Asia Watch, International Committee of Red

(c) Land, Water and forest Issues.

Chap VI - Challenging Problems in Human Right (15 Periods)

(a) The Right of self determination of peoples.

(b) The Protection of Minorities -

(c) Right to life and the Basic Needs:

-- Food Water, Health, Housing and Education.

(d) Right to Information.



Nelda

Course Coordinator

(Certificate course in
Human Rights Education)

(Mrs. Nelda Rajendra Chandra)

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NORTH MAHARASHTRA UNIVERSITY, JALGAON
 (NAAC Re-accredited 'A' Grade University)
FACULTY OF COMMERCE AND MANAGEMENT
CERTIFICATE COURSE IN GOODS & SERVICE TAX (GST)
PAPER 1 - INTRODUCTION TO GOODS & SERVICES TAX
 (With effect from AY 2018-19)
[TOTAL MARKS: 60 EXTERNAL + 40 INTERNAL =100 MARKS]
TOTAL HOURS: 60

Note - For the purpose of examination provisions of Central Goods & Services Tax Act, 2017 amended up to six months prior to the date of examination, shall be applicable.

Objective:

To develop an understanding of the basic provisions of Goods & Services Tax Law.

Unit - 1 Basics of GST: - 10 Hours
 1.1 History of Goods and Services Tax in World and in India
 1.2 Overview of Constitutional Provisions: - Following articles of Indian Constitution- Article 246, 246A, 265, 366 (12), 366(12A), 366(26A).
 1.3 Merits and Demerits of GST
 1.4 Types of GST

Unit - 2 Important Definitions under CGST Act: - 15Hours
 Aggregate Turnover, Business, Capital Goods, Goods, Service, Input Tax Credit, Inter-State and Intra-State Supply Of Goods And Services, Invoice and Tax Invoice, Taxable Supply and Non Taxable Supply, Continuous Supply, Mixed Supply, Composite Supply, Exempt Supply and Zero Rated Supplies, Nil Rated Supplies, Consideration and Non-Monetary Consideration, Reverse Charge

Unit - 3 Levy and Collection of GST 10Hours
 3.1 Meaning and Scope of supply (Section 7).
 3.2 Composition levy (Section 10).
 3.3 Exemption from Tax

Unit - 4 Time and Value of Supply 10 Hours
 4.1 Time of Supply of Goods and Services
 4.2 Value of Supply of Goods and Services

Unit - 5 Input Tax Credit 15Hours
 5.1 Eligibility and Conditions for claiming I.T.C. (Section 16).
 5.2 Apportionment of Credit
 5.3 Non - Availability of Input Tax Credit
 5.4 Reverse Charge Mechanism





NORTH MAHARASHTRA UNIVERSITY, JALGAON
(NAAC Re-accredited 'A' Grade University)
FACULTY OF COMMERCE AND MANAGEMENT
CERTIFICATE COURSE IN GOODS & SERVICE TAX (GST)
PAPER II- PROCEDURAL ASPECTS OF GOODS & SERVICES TAX
(With effect from AY 2018-19)
(TOTAL MARKS: 60 EXTERNAL + 40 INTERNAL =100 MARKS)
TOTAL HOURS: 60

Note - For the purpose of examination provisions of Central Goods & Services Tax Act, 2017 amended up to six months prior to the date of examination, shall be applicable.

Objective:

To develop basic understanding of procedural aspects of Goods & Service Tax Law.

Unit - 1 Registration under GST	12Hours
1.1 Persons liable for Registration, Persons not liable for registration	
1.2 Compulsory Registration, Exemption	
1.3 Procedure for Registration, Deemed Registration	
1.4 Cancellation of Registration	
Unit - 2 Maintenance of Records and Books	12Hours
2.1 Tax Invoice, time of issue of tax invoice (Rule 46 to 55)	
2.2 Issue of debit note, issue of credit note	
2.3 Types of Electronic Ledgers	
2.4 Accounts and Period of Retention of Accounts (Rule No. 56 to 59)	
2.5 B-way Bill	
Unit - 3 Returns under GST	12Hours
3.1 Types of Returns and Furnishing of Returns	
3.2 Matching, reversal and reclaim of ITC	
3.3 Matching, reversal and reclaim of Output Tax Credit	
3.4 Annual Return	
Unit - 4 Payments under GST	12Hours
4.1 Payment of Tax, Interest and Penalty	
4.2 Interest on delayed payment of tax	
4.3 Collection of incorrect amount / rate of GST	
4.4 Omission to collect GST in invoice	
4.5 Doctrine of Unjust Enrichment	
Unit 5 Offences and Penalties	12 Hours
5.1 General Principles for imposing / not imposing penalties	
5.2 Penalties for Offences under Section 122 of CGST Act.	
5.3 General Penalties	



References & Recommended Books:

1. Central Goods & Services Tax Act, 2017
2. Integrated Goods & Services Tax Act, 2017
3. Maharashtra Goods & Services Tax Act, 2017
4. Central Goods & Services Tax Rules, 2017
5. Maharashtra Goods & Services Tax Rules, 2017
6. India GST for beginners (2nd Edition, June 2017) (Paper pack) by Jayaram Hiregange and Deepak Rao, White Falcon Publishing
7. GST made easy-answer to all your queries on GST (Paper pack) TAXMAN Publication.
8. GST Manual, 4th Edition, 2017, publisher Taxman.
9. GST- How to make your business GST ready, by V.S. Date, publisher TAXMAN
10. Goods & Services Tax (Act with Rules), publisher: Bharat Law House Pvt. Ltd.
11. CA IPCC GST Study Material
12. CS Executive Level GST Study Material
13. ICMAI Intermediate Level GST Study Material
14. <https://www.gstn.org>
15. www.cbic.gov.in





NORTH MAHARASHTRA UNIVERSITY, JALGAON
(NAAC Re-accredited 'A' Grade University)
FACULTY OF COMMERCE AND MANAGEMENT
CERTIFICATE COURSE IN GOODS & SERVICE TAX
PAPER III-PRACTICALS BASED ON GOODS & SERVICES TAX
(With effect from AY 2018-19)
[TOTAL MARKS: 60 EXTERNAL + 40 INTERNAL = 100 MARKS]
TOTAL HOURS: 80

Note - For the purpose of examination provisions of Central Goods & Services Tax Act, 2017 amended up to six months prior to the date of examination, shall be applicable.

Objectives:

To develop practical ability to apply theoretical knowledge in addressing application oriented issues.

(Note:

1. These internal assignments will be taught in dedicated Computer LABs of the Colleges or Institutes offering this certificate course and having Tally ERP software with GST and Internet facility.

2. Resource Trainer can be Faculty Members of the College or any Professional having membership of ICAI, ICSI or ICMAI or tax Professional or Tax Practising Lawyer.]

Part 1: Accounting For GST in Tally ERP (internal Assignments) (24 hours)

Assignment No1-Introduction to basic concepts of Accounting w.r.t. GST (6Hours)

1.1 Important Accounting Terms:

Debtors, Creditors, Bill Receivable, Bills Payable, Credit Note Debit Note, Petty Cash, Contra Entry, Trade Discount, Cash Discount, Suspense A/c, Cash A/c, Bank A/c

1.2 Journal - Meaning & Pro forma, Journal Entries for the following GST Based Transactions

1.3 Inter and Intra- State Sales, Purchases, Expenditure

1.4 Purchases and Sales of Fixed Asset

1.5 Set-Off and Payment of GST

1.6 Ledgers required for Accounting of GST based Transactions: Concept, Pro-forma, and Posting & Balancing of Ledger

1.7 Purchase and Sales Register (Simple and Columnar)

Assignment No.2 Accounting in Tally ERP software with GST (6Hours)

2.1 Introduction to Tally

2.2 Versions & Features of Tally

2.3 Introduction to Gateway of Tally

2.4 Creation of Ledger Masters and Inventory Masters with Special Emphasis on GST

2.5 Vouchers in Tally -Purchase, Sales, Receipt, Payment vouchers, Debit and Credit Note.

2.6 Sales Invoices, Debit and Credit Note Pricing through Tally

2.7 Sales and Purchase Register (Columnar)

2.8 Export feature under Tally

2.9 GST Related Reports from Tally

2.10 Trial Balance and Financial Statements in Tally- P & L A/c, Balance Sheet



- d. Sold 10 Samsung Mobiles (Outward supply) to Mr. Sanjay at Indore for Rs.22,000 @12% GST on 30th April, 20XX.
- e. Received a cheque ofRs. 2, 40,000 from Mr. Vijay (Cheque No,700001) which is deposited in SBI Bank A/c (No.SBIIND123456789) on 1st May, 20XX.
- f. Sold 10 Samsung Mobiles (Outward supply) to Mr. Sanjay at Indore for Rs.22,000 @12% GST on 1st June, 20XX.

Part 2: External Training with Skill Knowledge Provider (SKP)-56 Hours

(External Project Viva based on assignment given below and compilation on Project Report)

Objective: To gain understanding of the working on GST Portal and select e-compliances by pursuing at least 56 hours of hands-on training under the guidance of SKP. See Guideline to know about SKP.

Assignment 1:

List of Documents Required for Registration under the GST Laws and Procedure for Registration on the GST Portal.

Assignment 2:

Understanding components of Invoices, Debit Notes, Credit Notes and procedure for obtaining E-Way Bills.

Assignment 3:

Preparation of Returns, Using the GST Offline Tool provided by GSTN, Electronic Ledgers and Components of GST Common Portal.

Important Guidelines for completion of Project:

1. The student has to perform following Assignments under the guidance of SKP and He has to prepare a Project Report and submit it the college.
2. The above assignments should be completed in form of a project (using screenshots, flowcharts, tree diagrams and photocopies, wherever required) to be evaluated by external examiner appointed by University.

3. The Project Report should cover following points :

- a. Executive Summary
- b. Profile of Skill Knowledge Provider
- c. Assignment No.1
 - 1.1 Case Study covering detail Procedure for Registration under GST
 - 1.2 Print Outs of Forms for Registration under GST
- d. Assignment No.2
 - 2.1 Case Study covering Invoice, Debit Notes, Credit Notes and procedure for obtaining E-Way Bills
 - 2.2 Print Outs Invoice, Debit Notes, Credit Notes and E-Way Bills
- e. Assignment No.3
 - 3.1 Case Study covering filing of Return on GSTN
 - 3.2 Print Outs of Return Form
- f. References
- g. Annexure



Smt.P.K.Kotecha Mahila Mahavidyalaya, Bhusawal.

**Career Oriented Course
Certificate course in Nursery**

Faculty: Science

**Organized by
Department of Botany**



Structure and syllabus of the course

College Name : Smt.P.K.Kotecha Mahila Mahavidyalaya, Bhusawal.

Title of the course : Certificate course in Nursery

Duration of the course : Three months

Fee Structure : Rs. 300.00

Course structure : 1.Paper I -
2.Paper II-
3.Paper III: Practical Paper Based on Theory course I and II

Eligibility for admission : Xth passed

Medium : English /Marathi

Skeleton of course:

Sr. No.	Paper	Name of Subject	Theory/ Practical	Teaching hours	Maximum Marks Allotted			Passing			Credits
					External	Internal	Total	External	Internal	Total	
1	Paper I	Nursery Development	Theory	90	60	40	100	24	16	40	6
2	Paper II	Nursery Management	Theory	90	60	40	100	24	16	40	6
3	Paper III	Practical based on Paper I & II	Practical	120	60	40	100	24	16	40	8

Minimum Staff: Principal, Co-ordinator, Faculty, Guest Lecture, Clerk etc.

Mode of Examination: Annual CGPA

Detail Syllabus: A separate sheet is attached.



Theory Paper- I

Nursery Development

Unit I. Nursery Development

10

1. Introduction.

2. Definition

3. Objectives

4. Scope and importance

Unit II. Selection of site

15

1. Approach of road

2. Market

3. Transport facilities

4. Soil type

5. Lay out of nursery

6. Fencing

7. Availability of raw material.

Unit III Planning of Gardens:

15

1. Consideration of following in planning-

Originality in planning, color scheme, fragrance, privacy

2. Study of physical, structural and biological features of the gardens such as

a) Fences

b) Hedges

c) Borders

d) Paths

e) Avenues

f) Arches

g) Pergolas

h) Green house

Unit IV. Gardening

10

1. Definition

2. Objective and scope



3. Different types of gardens- Landscape, home gardening, parks

Unit V. Special types of gardens

15

- i) Rock garden.
- ii) Water garden.
- iii) Bog/ Marsh garden.
- iv) Roof garden.
- v) Vertical garden.
- vi) Terrace garden.
- vii) Temple garden

OR

Unit V. Pot Culture

- 1. Definition of pot culture.
- 2. Importance of pot culture.
- 3. Potting compost.
- 4. Potting.
- 5. Watering.
- 6. Staking & tying.
- 7. Feeding.
- 8. Root pruning.
- 9. Maintenance.

Unit VI Lawns

15

- 1. Preparation of soil.
- 2. Selection of grasses.
- 3. Planting methods.
- 4. Maintenance and after care.
- 5. Importance

Unit VII. Garden Tools and Implements

10

- 1. Sickle, Trowel, Rake, Hoe, Secateurs, Pruning shears, Grafting and Budding knife.
- 2. Use & maintenance of following
 - a) Mower
 - b) Sprayer

Paper II- Nursery Management

Unit I. Introduction

05

- 1. Definition
- 2. Scope and importance

Unit II. Propagation of Horticultural plants

20

- 1 Sexual propagation: Advantage and Disadvantages
- 2 Asexual propagation:



a) Advantages and disadvantages

Unit III. Cutting:

10

1 Definition

2 Methods of cutting:

a) Stem cutting: Soft wood cutting, Hard wood cutting

b) Leaf cutting

c) Root cutting

Unit IV. Layering:

10

1 Definition

2 Methods of layering:

a) Simple layering

b) Compound layering

c) Serpentine layering

d) Air layering or Gootee

Unit V. Grafting:

10

1 Definition

2 Methods of grafting:

a) Whip grafting

b) Wedge grafting

c) Tongue grafting

Unit VI. Budding:

10

1 Definition

2 Methods of budding

a) 'T' Shape budding

b) Patch budding

Unit VII. Bonsai Technique

25

1. Principle

2. Containers

3. Selection of plants

4. Techniques

5. Styles and Maintenance.

Paper III- Practical based on Theory Paper I and II

1. Preparation of Nursery plan.

2. Observation, listing and uses of various garden tools.

3. Preparation of bags and beds.

4. Study of potting and repotting.

5. Study of types of cutting.

6. Study of types of layering.



7. Study of types of types of grafting.

8. Study of types of budding.

9. Study of preparation of bonsai.

10. Preparation of vermicompost.

Field work

1. Visit to nursery.

2. Visit to garden/park.

3. Visit to vermicompost plant.

References:

1. S.C.DEY (2013) Indoor Gardening. Agrobios, Jodhpur, India.
2. S.C.DEY (2012) Complete Home Gardening. Agrobios, Jodhpur, India.
3. Bose, T.K. and Mukharjee D. (1997) Gardening in India.
4. K.S. Gopaldaswamiengar (4th Edition 1991) Messrs. Nagaraj & co. Madras.
5. Khan M.R. (1995) Horticulture and Gardening. NiraliPrakashan Pune India.
6. Azad K.C. and Sharma V.K. (2000) Horticulture Technology (Vol. I & II) DEEP & DEEP Publications, New Delhi, India.
7. Hartmann, H. T. And Kester (1989) Plant propagation principles and practice. Prentice Hall of India (P) Ltd. New Delhi, India.
8. Sharma, V.K. (2004) Advances in Horticulture. DEEP & DEEP Publication, New Delhi, India.
9. Sharon Pastor Simson, Martha C. Straus (2010) Basics Of Horticulture. Oxford Book Company, New Delhi, India.
10. George Acquaah. Horticulture- principles and practices. 4th Edition, PHI Learning, private Ltd. New Delhi, India.



Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

College Name: Smt. P. K. Kotecha Mahila Mahavidyalaya, Bhusawal

Title of the Course: Diploma Course in Communicative English

Aims and objectives:

- 1) To develop interest of students in speaking English
- 2) To introduce the students with communication mediums.
- 3) To train the students for group communication
- 4) To make the students to learn and practice. Etiquettes and manners.
- 5) To make the students to practice English different situations.
- 6) To make the students to learn English Grammar
- 7) To acquaint the students with direct and indirect speech
- 8) To motivate the students for paragraph writing.
- 9) To instruct the students about writing complaints.
- 10) To remove phobia of English and to motivate them to make enquiries.

Duration of the course : 1 Year

Fees Structure: 400/-

Course Structure: 1) Paper-I English language Communicative Skill

2) Paper-II Grammar and Composition

3) Practical Course- Practicing Spoken English

Eligibility for Admission: HSC or equivalent qualification from recognized institution

Skeleton of Course: Syllabus structure-1.1

Sr. No.	Paper	Name of the Subject	Theory/ Practical	Teaching Hours	Maximum Marks Allotted			Passing			Credit
					External	Internal	Total	External	Internal	Total	
01	Paper-I	English language Communicative Skill	Theory	90	60	40	100	24	16	40	6
02	Paper-II	Grammar and Composition	Theory	90	60	40	100	24	16	40	6
03	Paper-III	Practicing Spoken English	Practical	120	60	40	100	24	16	40	8

- Internal marks are divided in 3 parts e.g. 05 marks for attendance, 10 marks for Home Assignment Tutorial and 25 marks for internal Test.

Minimum Staff: Principal, Co-ordinator, Teaching Faculty, Guest Lecturers

Mode of Examination: Annual

Detail Syllabus: Attached

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Diploma course in Communicative English

Academic Year-2019-20

Aims and objectives

- 1) To develop interest of students in speaking English
- 2) To introduce the students with communication mediums.
- 3) To train the students for group communication
- 4) To make the students to learn and practice. Etiquettes and manners.
- 5) To make the students to practice English different situations.
- 6) To make the students to learn English Grammar
- 7) To acquaint the students with direct and indirect speech
- 8) To motivate the students for paragraph writing.
- 9) To instruct the students about writing complaints.
- 10) To remove phobia of English and to motivate them to make enquiries.



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aper I Theory

English language Communicative Skill

Course objectives

- 1) To develop interest of students in speaking English
- 2) To introduce the students with communication mediums.
- 3) To train the students for group communication
- 4) To make the students to learn and practice. Etiquettes and manners.
- 5) To make the students to practice English different situations.

Topics:

1) ✓ Communication : its Role and Importance	09
2) ✓ Verbal and Non-Verbal Communication	09
3) ✓ Barriers to Communication	09
4) ✓ Communication Mediums	09
5) ✓ Effective Communication	09
6) ✓ Group Communication	09
7) ✓ Making Presentation	09
8) ✓ Spoken and Written English	09
9) ✓ Etiquettes and Manners	09
10) ✓ Delivering Speech	09
Total Teaching Hours	90

✓



111 ✓
Paper II- Theory

Grammar and Composition

Course objectives

- 1) To make the students to learn English Grammar
- 2) To acquaint the students with direct and indirect speech
- 3) To motivate the students for paragraph writing.
- 4) To instruct the students about writing complaints.
- 5) To remove phobia of English and to motivate them to make enquiries.

Topics:

1) Article	09
2) Tenses	09
3) Active and passive voice	09
4) Direct and indirect speech	09
5) Degrees of comparison	09
6) Common Errors	09
7) Paragraph Writing	09
8) Notice	09
9) Complaints	09
10) Enquiries	09
Total Teaching Hours	90

Wk



Paper III- Practical

Title: Practicing Spoken English

1) Looking for Accommodation	08
2) In a Government office	08
3) At a Bookshop	10
4) At a gift shop	08
5) Booking a room in a hotel	08
6) Seeking Admission in a school	08
7) Selling a product	08
8) Buying a car	10
9) Railway Inquiry	08
10) At the medical store	08
11) Offering a Vote of Thanks	08
12) Invitation to Party	08
Total Teaching Hours	100


Field Work:

Visit to various places offering different situations and practicing conversation in actual situation will be arranged. Students will be asked to write dialogues regarding various situations.

20

Total Teaching Hours 120

Dr. Pramod Pawar
Dean, Humanities,
KBC NMU Jalgaon


Dr. Mangala Sabadra
Principal
Smt. P.K. Kotecha Mahila
Maha Vidyalaya Bhusawal.


Mrs. Anjali Patil
Asso. Professor
External Subject Expert
Dadasaheb Devidas Bhole Mahavidyalaya,
Bhusawal (Mob. 9545025402)


Dr. V. S. Patil
Co-ordinator



Recommended Books:

- 1) Rai Urmila, "English Language and Communication", Himalaya Publishing House, Mumbai, 2008.
- 2) Pillai, G. Radhakrishna, "Spoken English for You; Level Two", Emerald Publication, Chennai, 2002.
- 3) Sahu, Sharmila, "How to Learn Better English", Pacific Books International, Delhi, 2011.
- 4) Sahu, Sharmila, "How to Speak Fluent English", Pacific Books International, Delhi, 2011.
- 5) Banerjee, Lakita. "Advanced Spoken English", Pacific Books international, Delhi, 2011
- 6) Mishra, M.K. "Spoken English; A Communication Approach", Ritu Publication, Jaipur, 2010.
- 7) Das, Mahajiteshwar, "Teaching English as Communication", Oxford University Press, Calcutta, 1989.
- 8) Madhu Lincon M, "Fundamentals of Communication Skill", Mangalam Publication", Delhi, 2010.
- 9) Freeman, Sarah "Written Communication in English", Orient Longman, 1977.
- 10) Turk, Chirstopher and Kirman, John, "Effective Writing: Improving Scientific Technical and Business Communication", Span Press, London, 1982.
- 11) Bhaskaram and Horsburgh, "Strengthen Your English", Oxford University Press, Bombay, 1973.
- 12) Narula Uma, "Dynamics of Mass Communication Theory and Practice", Atalantic, 2006.
- 13) Pandey, Rajan Alok and Pandey, Deepak "Sahni's Advanced English Grammar and Composition", Sahani Publications, Delhi, 2009.
- 14) Quirk, Randolph and Greenbaum, Sidney, "A University Grammar of English", Longman, England, 2009.
- 15) Pal, Rajendra and Suri, Lata Prem, "English Grammar and Composition", Sultan Chand and sons. New Delhi, 2004.
- 16) Wagh, Ramdas, "New Syllabus: The Best English Grammar", Vidyai Prakashan, Delhi, 1997.



Syllabus

Theory

Maximum Marks-60

Section A

(20 Lectures)

Raw material for organic compounds, petroleum, natural gas, Fractionation of crude oil, cracking, reforming, hydro-forming, isomerisation.

Coal: Types, structure, properties, distillation of coal.

Manufacture of cellulose by chemical and mechanical Methods:

Plastics & Rubbers: Polymerization, manufacture of phenol formaldehyde, silicon resins, epoxy resins, rubber(vulcanization)

Section B

(20 Lectures)

Glass: Physical and chemical properties of glass, chemical reaction, method of manufacture, annealing finishing.

Cement: Types of cement, Portland cement, raw materials, manufacture, setting of cement, gypsum, plaster of Paris, uses of cement.

Fertilizers: Classification of fertilizers, urea, manufacture of urea, effects of fertilizers.

Section C

(20 Lectures)

Surface chemistry & interfacial phenomenon, adsorption isotherm, sols, gels, emulsions, micro emulsions, micelles, aerosols, effect of surfactants.

Catalysis: Introduction, types, homogeneous and heterogeneous, basic principles, mechanism, factors effecting the performance, introduction to phase transfer catalysis, enzyme catalyzed reaction, industry important reactions.

Section D

(20 Lectures)

Dimensions and Units: Basic chemical calculation, atomic weight molecular weight, equivalent weight, mole, composition measurements

Fuels: Types of fuel, advantages and disadvantages, combustion of fuels, calorific values

Pollution: Air pollution Water Pollution, solids waste management.

Practicals

(Maximum Marks-40) (60 Lectures)

Simple laboratory techniques

1. Crystallization
2. Solvent extraction
3. Distillation

Acquaintance with safety measurement in laboratories

4. Hazardous of chemicals

Volumetric Experiments

5. To prepare standard 0.1 N $K_2Cr_2O_7$ solution and standardize the given solution of $Na_2S_2O_3$
6. Preparation of 0.05 N potassium hydrogen phthalate solution and standardization of NaOH solution.
7. Determinations of hardness of water by EDTA method
8. Estimation of basicity(number of $-COOH$) of the given unknown carboxylic acid
9. To determine saponification value of the given solution



Chromatography

10. separation of mixture of any two amino acids by paper chromatography
11. separation of mixture of o-nitroaniline and p-nitroaniline by thin layer chromatography
12. To determine the percentage composition (V/V) of given mixture of ethyl alcohol and water by viscometer
13. To determine amount of aspirin in the given tablet by PH metry.

Instructions for the Paper Setter and Candidates.

Theory

Max. Marks: 60

Pass Marks: 21

Time Allowed :3 hrs.

The question paper will consist of six question of two marks, eight questions of three marks three question of four marks and two questions of six marks each from all the five sections A,B,C,D and E.

Practical

Max. Marks: 40

Pass Marks: 14

Time Allowed:4 hrs.

The question paper will consist of 4 questions.

- 1) Any one experiment from practical syllabus. 20 marks.
- 2) Candidate will submit a comprehensive report on various Industrial Tours conducted by the faculty for Industrial experience and attended by him/her 10 marks.
- 3) practical note book/ record. 05 marks.
- 4) Viva 05 marks.

References

- 1) B.K.Sharma. Industrial Chemistry, 16th Edition, Goel Publishing house, meerut, (UP) 2011, India
- 2) M.F.Ali, B.M.ElAli, J.G. Speight Handbook of Industrial Chemistry organic chemicals, MCGraw-Hill, U.S.A., 2005
- 3) S.P. Mahajan-pollution control in process industry
- 4) Comprehensive industrial chemistry P.G. Mane, 1st edition pragatiprakashanmeerut(UP) 2011, India
- 5) Principal of industrial chemistry, Chris A Clause III and Guy Mattson, John Wiley & Sons, Inc Somerset, 1978, New York
- 6) Shreves chemical process industries, George T. Austin, 5th edition, The Mc Graw-Hill, 1984, New York

Name of Co-Ordinator

Mr. S.B. Netanrao



Smt. P.K. Kotecha Mahila Mahavidyalaya, Bhusawal

Certificate course in

Human Health issues and Medical Diagnostics

- A. **Duration** : 6 months (1st term)
B. **Eligibility** : 12th Passed from any faculty.
C. **Fee structure** : Rs. 600/- per student
D. **Intake capacity** : 20 students

E. **Course Syllabus** a. Theory

Sr. No.	Unit	Topic	No. of Lectures	Marks
1.	Unit-1	Wonders of Human body		
		1.1 Characteristic features of Digestive System	01	10
		1.2 Characteristic features of Respiratory System	01	
		1.3 Characteristic features of Cardiovascular System	01	
		1.4 Characteristic features of Nervous System	01	
1.5 Characteristic features of Reproductive System	01			
2.	Unit-2	Common Human Diseases		10
		2.1 Infectious Diseases- Typhoid, Covid-19 2.2 Non infectious Diseases- Diabetes, Hypertension	02 02	
3.	Unit-3	Medical Diagnostics		20
		3.1 Urine analysis 3.2 Blood Composition and Haemoglobin estimation	02 02	
4.	Unit-4	Medical Diagnostics X-Ray MRI and CT Scan (using photographs).	03	10
	Unit-5	Food, Nutrition and Health 4.1 Introduction to balanced diet 4.2 Macro and Micronutrients in food	01	10
Total			17	60



b. Practicals

Total periods 14

1. Study of permanent histological sections of mammalian Liver, Lungs, Spinal cord Kidney Ovary, Testis.
2. Preparation of haemin crystals.
3. Urine analysis
4. List 10 foods that you commonly eat. Identify the food group to which each food belongs. Then list the macronutrients and micronutrients present in the foods listed.
5. Tour Report.

F. Suggested readings

- a. Modern Text book of Zoology Vertebrates- R.L. Kotal Rastogi Publication Shivaji road Merrut.
- b. Vertebrate Zoology Veerbala Rastogi- KedarNath, Ram Nath Merrut, Durga Offset Printer.
- c. Laboratory Manual in Biochemistry- T. N. Pattabiramen. All India Publisher and Distributors Chennai.
- d. Human Physiology- B.J. Meyer, H.S. Meij, A.C. Meyer A.I. T. B.. Publisher Delhi.
- e. Principles of Anatomy and Physiology – Gerardj. Tortora, Harper Collins College, Publisher
- f. Human Histology – Lisle Brainered, Arey Hindustan Offset Printers Delhi.
- g. Spectroscopy- B.K. Sharma, Goel Publishing House Merrut.

G. Marking Structure

Theory + Practicals Marks (60+40= 100)

Theory + Practicals Lectures (17+14=31)

H. Employment Opportunity- After completing this course the learners will be able

1. to define the terms — food, nutrition, nutrients, health, fitness and the role of food and nutrition in maintaining health. • understand the term, balanced diet and apply the concept in planning and consuming diets.
2. To define the terms of medical diagnostics and can do job in medical fields.

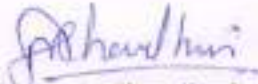


I. Faculty: a. Regular- Dr. Meena S. Chaudhari

b. Visiting -

J. Expenses Approximately

Sr. No.	Detail Description	Amount (Rs.)
1.	Remuneration to Teacher and Visiting Lecturer	Rs. 70/Lecture $\times 17 = 1190$
2.	Exam work and Xerox	2000/-
3.	Practical files and Marksheets, Certificates	1500/-
4.	Guest Lecture	500/-
5.	Field visit	Rs.100/student <u>Total: 4690</u>


Dr. Meena S. Chaudhari
Department of Zoology



Certificate Course in Renewable energy

➤ Objectives:

This Program is designed with the objective of

1. Developing the skills of the participants in tapping various sources of Renewable Energy
2. Developing the skills of the participants in tapping the knowledge about various wind energy sources.
3. Developing the skills of the participants in the knowledge about bio-energy Source.
4. Developing the skills of the participants in tapping small hydro energy plant.
5. Developing the skills about design, and related equipment details related to renewable energy sources.

➤ Course Structure:

Duration	Course fee	Intake Capacity	Date of Commencement	Eligibility
06 month	600/--	20	01/10/2021	12 science pass out

➤ Employment opportunities:

After completion of the course the learners will have employment opportunities in the various industries and companies related to renewable energy also learners may take opportunities with start-ups in this sectors to develop their own company/ business.

Various Posts: Program Manager

Power and Utility consultant

Proposal Head - Equity (Renewable Energy & Infrastructure)

Business Analyst, Renewable Energy

Green World Renewable Energy - Digital Marketing Expert

Green World Renewable Energy - Sales Role

Renewable Energy Investment Advisor

Programme Manager for Renewable Energy Programme



Various sectors and companies: Sustain Plus Pune, Maharashtra, India

Green World Renewable Energy, Mumbai, Maharashtra, India

Centre for Science and Environment, New Delhi

CrossBoundary, Delhi, Delhi, India

GE Renewable Energy, Vadodara, Gujarat, India

KPMG Global Services (KGS), Gurugram, Haryana, India

Alfanar Construction, Gurugram, Haryana, India

Syllabus

Total lectures :60

Total Marks: Th 60 + Practical 40 = 100

Unit 1: Introduction to Renewable Energy Sources

(L 15 M 15) ✓

Concepts and Classification of Non-Conventional Energy Sources, Renewable Energy and its prospects various RE Sources, Energy Flow in Ecosystem, Physics of semiconductors and Solar cell technologies, Solar Radiation and its Measurements.

• unit 2: Solar Energy

(L 15 M 15) ✓

Components of a PV System: Battery, inverter and Charge controllers, Various Tracking mechanisms, Trouble Shooting of different PV system and its important tools used, Solar Thermal Systems, Installation of Solar Power Plant, Commissioning and Testing of Solar Power Plant, O & M of Solar Power Plant, Importance of Tools and its applications used in the field of Solar Technology, Techno-economic analysis of solar thermal and solar PV power plants, Grid Integration and System Operational Aspects, Jawaharlal Nehru National Solar Mission, MNRE guidelines, DPR preparation for power plants.

• unit 3: Wind Energy

(L 15 M 15) ✓

Basics and Physics of Wind Energy, Wind systems in India, Wind measurements, instrumentation and data characteristics, Spatial wind resource assessment tools, Grid Integration and System Operational Aspects, Generation Modeling and Control Wind Power Project, Planning & Structuring, Solar Wind Hybrid System.

• unit 4: Other Renewable Energy Sources

(L 15 M 15) ✓

Small Hydro Resources, Geothermal and Ocean Energy Resources, Bio Energy Resources, Wave and Tidal Energy Resources, RE Grid Integration and System Operational Aspects, Financial feasibility of Renewable Energy Technologies.

Energy storage Technology: Classification and principle, Energy storage mechanism, Fuel cells: Principles, Classifications and Operations, Supercapacitors and Battery



Technical visit: To a Wind farm, solar power plant ✓

(M 20) ✓

Practical based on theory/ Working Project

(M 20) ✓

List of Practical based on theory ✓

1. Importance of Renewable energy: Report writing
2. What is energy : Review/ report writing
3. Energy audit
4. Voltage- Current response (Ohms Law)
5. Voltage and circuits/ Current and resistance
6. Mechanical Power
7. Effect of load on solar panel output
8. **Fill factor and I-V characteristics of solar panel**
9. **Variable factors affectinf solar panel output**
10. **Projects: Build a Solar cooker/Solar charger/ mini wind farm**

➤ Books and references

1. Physics of Energy Sources, G. C. King
2. Physics and Technology of Sustainable Energy: E. L. Wolf
3. Advanced renewable Energy Systems, S C Bhatia
4. Renewable Energy: Power for a Sustainable Future, Godfrey Boyle
5. Electrochemical Supercapacitors, B. E. Conway
6. Renewable Energy Resources, John Twidell and Tony Weir
7. Sustainable Energy – without the hot air, David J. C. MacKay
8. Solar Photovoltaics: Fundamentals, Technologies and Applications, Chetan Singh Solanki
9. Handbook of Materials Characterization, Surender Kumar Sharma

➤ Expenses:

1. Remuneration to teachers = Rs. 70/-- per lecture ✓
2. Exam work = Rs. 2000/-- ✓
3. Practical files/Certificate etc. = Rs. 1500/-- ✓
4. Remuneration for Guest Lecture = Rs. 500/-- ✓
5. Technical Visit = Rs. 100/-- per student



College Name: Smt. P. K. Kotecha Mahila Mahavidyalaya, Bhusawal

Title of Course: Certification course in Dress Making Course 2021-2022

Aim & Objective:

1. To encourage students to set up an entrepreneurial unit
2. To cultivate students with an ability to innovate new styles in dress making
3. To prepare pattern of garment as per requirement
4. To make student self-dependant
5. To develop employability skills among the students
6. To train students to work as a co-ordinator in domestic industry

Skeleton of the Course:

Paper	Name of Subject	Theory /Practical	Teaching Hours	Maximum Marks Allotted	Passing Marks	Credit
Paper – I	Professional Knowledge	Theory	60	20	10	2
Paper – II	Professional Skills	Practical	180	80	40	8

Duration of Course: 6 Months

Fee Structure: 1500/-

Intake Capacity: 15

Course Structure: Professional Knowledge and Professional Skills

Medium of Teaching: Marathi

Eligibility: HSC or equivalent qualification from any of the recognized institution or board

Employment Opportunities: After completion of this certificate course the student can start her own tailoring business or get employment in the fashion industry, film industry, garment industry etc. She can earn on her own as, designer, stylist, sewing specialist etc.

Minimum Staff: Principal, Co-Ordinator, Teaching Faculty

Mode of Examination: Bi-Annually

Detailed Syllabus: Attached



Syllabus:

1. Introduction to Sewing – Theory
Sewing Machine and its Types
Terminology Related to Sewing
Various Parts of a Sewing Machine and its Attachments
2. Learning to Sew
Measuring and Marking Tools and their Usage
Cutting Tools and Usage
Needles and Threads
Preparation and Operation of Sewing Machine
3. Learning skills of Sewing
Various Types of Stitch
Different Type of Seams
Edge Finishes
4. Sewing for Children
Baby Set
Upper body of children
Lower of Children
5. From Fibers to Garments – Theory
Terminology Related to Garments
Type of Garments
Select suitable fabric.
Select suitable needle size and sewing thread according to fabric.
6. Women's Clothing
Makes the patterns for the following using Draping Techniques - Basic Bodice with Darts, Basic Bodice with Princess line, Basic Straight Skirt, Basic Circular Skirt
7. Advance Sewing Skills
Stitching the following using the given fabric: Seams with seam finishes, Darts, Pleats, Tucks, Gathers & Shirrs, Frill, Hem, Casing, Edge Finishing, Neck lines, Placket, Pocket, Collar, Sleeves, Cuff
8. Pattern Making
Children's Block
Block for Teenager
Ladies Block
Gents Block



Reference Books:

1. Me and My Sewing Machine: A Beginner's Guide – Kate Haxell
2. Sewing Machine Basics – Jane Bolsover
3. SilaiTaknik – Nitu Azad
4. Liberty – DilipKarampuri
5. Blouse and Punjabi Dress SopeShivanKaam – Sunanda Ravindra Salunke
6. UpayuktaShivan Kala – Sudha Kulkarni
7. Shivan Kala – Sadashiv Ghanekar
8. Fashion Designing – Anjali Joshi
9. ShilaiTaknik Theory Level 4 – Neeraj Gupta
10. ZarapkarShilai Shastra – K. R. Zarapkar

