



Bharatiya Seva Sadan's

Smt. Radhadevi Goenka College For Women, Akola

(Certified Minority Institution) (Affiliated to SGB Amravati University, Amravati)

Accredited by NAAC in III Cycle, "A" Grade with CGPA 3.07



1.2.2. Summary Report with Outcomes of Add on Certificate Program

Session-2021-22

(Supporting Documents-2)





Criterion I : Curricular Aspects

Bharatiya Seva Sadan's

Smt. Radhadevi Goenka College For Women, Akola

(Certified Minority Institution) (Affiliated to SGB Amravati University, Amravati)

Accredited by NAAC in III Cycle, "A" Grade with CGPA 3.07



CERTIFICATE

This is to certify that the documents attached in **Criterion I Curricular Aspects** are verified and found correct to the best of my knowledge.



Near Nehru Park, Murtizapur Road, Akola - 444001 (M.S.) • Email : rdgcollegeakola@gmail.com • www.rdgakola.ac.in

Criterion I : Curricular Aspects



Bharatiya Seva Sadan's

**Smt. Radhadevi Goenka College
for Women, Akola**

(Certified Minority Institution)

NAAC Reaccredited Grade- B with CGPA2.71

(Affiliated to Sant Gadge Baba Amravati University, Amravati)



**DEPARTMENT OF ENGLISH
ORGANIZES**

**Add on Course in Basic Phonetics
for the Beginners**

Resource Person

Dr. Umesh P. Patil

Asst. Prof., Department of English

**Date : 26/04/2022 to 19/05/2022 Time : 1.00 pm to 2.00 pm
At Smt. RDG College for Women, Akola**

.. Organizer ..

Dr. Umesh P. Patil

Asst. Prof.,
Department of English

Dr. Shalini Bang
Professor & Head,
Department of English

Dr. Devendra Vyas
Principal

Criterion I : Curricular Aspects

Annexure -

Bharatiya Seva Sadan's
Smt. Radhadevi Goenka College for Women, Akola

NAAC Reaccredited Grade - B with CGPA - 2.71

(Certified Minority Institution)

Internal Quality Assurance Cell (IQAC)

ACTIVITY

Academic/Extension/ Co-curricular /Guest Lecture/ ICT based TLP / Research / Social /
 Educational Tour & Visit/Interdisciplinary/Entrepreneurship/Innovative/Workshop/Other

Faculty: Asst Department: English Committee: Eng Speaking Add on course

Date: 25/04/22 to 20/05/22 Name of the Organizer: Dr. Patil and Dr. Bang (21-22)

Name of the Activity & Name of the Guest/Speaker/Judge/Resource Person	Aims & Objectives of the Activity	Number of Beneficiaries	Outcomes of the Activity	Remark
Add-on Course in Basic phonetics for the beginners. Dr. D. P. Patil and Dr. S. A. Bang.	To acquaint the students about the sound system of English lang.	30	The students can pronounce the words properly.	✓


 IQACCO-ORDINATOR


 ORGANISER


 PRINCIPAL
 Smt. Radha-devi Goenka College
 of Women, AKOLA

Criterion I : Curricular Aspects

Smt. Radhadevi Goenka College for Women, Akola

Add on Course in

‘Basic Phonetics for the Beginners’

Index

Sr. No.	Particular
1	Objective of the Course
2	Outcome of the Course
3	Notice
4	List of the Students
5	Signature Sheet of the Students
6	Time Table
7	Syllabus
8	Exercises
9	Certificate

Smt. Radhadevi Goenka College for Women, Akola

Objective of the Course -

English Language is the very unique in spacing and uniting. It is not phonetic language as the tenure is rare correlation between spelling and pronunciation.

The course helps the students to study the basic concepts in phonetics for the better pronunciation.

Outcome of the Course -

After completion of the course, the students will be able to transcribe the words properly for the correct pronunciation. It will also enhance the fluency in English spacing.

Criterion I : Curricular Aspects

Smt. R.D.G. College For Women, Akola

Department of English

All the students are hereby informed that the Department of English is taking the Add-on Course in English.

“Basic Phonetics For Beginners”

Resource Person: Dr. Umesh Patil

Those who are interested contact

Dr. S.A. Bang (Mobile - 827541127)

(Students can contact in college to fill the Form in English Department.)

Course Duration : 25/4/22 to 20/5/22

Batu
(Dr. D.P. Patil)
Organizer 22/4/2022

Bang
(S.A. Bang)
(HOD, Dept. of English)
22/04/2022

A. B. Bunde
Principal
Smt. Radhadevi Goenka College
for Women, AKOLA

Criterion I : Curricular Aspects



Bharatiya Seva Sadan's

Smt. Radhadevi Goenka College for Women, Akola

NAAC Reaccredited Grade B+ with CGPA 2.71 (Certified Minority Institution)

Affiliated to Sant Gadge Baba Amravati University, Amravati . (M.S.)

Maharashtra, India



CERTIFICATE

is awarded to



*On succesful Completion of
'Add-on Certificate Course in Basic Phonetics
For the Beigginers and English Speaking'
Conducted by the Department of English,
Smt. Radhadevi Goenka College for Women, Akola
During the period 25/04/2022 to 20/05/2022*

<i>Organizer,</i> Dr. Umesh Patil	<i>H.O.D.</i> Dr. Shalini Bang	<i>Principal</i> Dr. Devendra Vyas
---	--	--

Criterion I : Curricular Aspects

Bharatiya Seva Sadan's
**Smt. Radhadevi Goenka College
for Women, Akola**





Course Highlights
Work on Passion
Digital Atmosphere
User-friendly Interface
Brainstorming Sessions
Interview Skills
Practice Sessions
Developing Various Computer Skills

For More Details
Dr. Devendra N. Vyas
Principal
Dr. Rupa Z. Gupta
Coordinator
8830239840/9975466818



Ensure Desired
Achievement and Ascertain a
BRIGHT FUTURE



Bharatiya Seva Sadan's
**Smt. Radhadevi Goenka College
for Women, Akola**

Murtizapur Road, NH6 Akola - 444001
91724-2450905 , 0724-2450905
info@rdgakola.ac.in
rdgakola.ac.in

Self-Learning

(Certificate Course)

Source of Inspiration
Hon. Shri Diliprajji Goenka
President, BSS

Criterion I : Curricular Aspects

JOIN TO RESHAPE YOUR PERSONALITY

Self-Learning is a process of crafting yourself. It is a platform where one can mould oneself as per the time, situation and circumstances. In this course, students will learn how to work on Thoughts, Behavior & Action.

COURSE CONTENTS

Self-Empowerment Techniques
SWOC Analysis
Individual & Professional Life Balance
Communication Skills
Soft Skills
Personality Development & Grooming
IQ, EQ & SQ
Event Management
Various Google Apps

COURSE DETAILS

Open For All Women.
Eligibility: (10+2)
Target Participants: Above 18 Years
Duration: 3 Months
Course Fees: Only Rs. 500

OUTCOMES OF THE COURSE

- Students will become self-reliant.
- Students can self-learn & achieve their passion.
- Students will become employment-ready.

“ Spark Your Passion, Decide Your Goals,
Be Ready for Success. ”

OBJECTIVES OF THE COURSE

- To give futuristic education.
- To recognize self-passion and work on it.
- To learn and apply the various techniques of self-learning.
- To develop personality and skill sets for in time & future requirements.
- Student empowerment to recognize and lead the changing scenario

Filling the GAP

G-Grooming, A-Attitude, P-Personality

Getting a job is tough but self-learning skills will reshape you as a unique one.

Cut-throat competition is a reality
Skill raises your productivity and growth.



Do you want to Change Yourself ?



To learn Professional skills



To update yourself



To get Hands-on training
Hands-on-knowledge



To learn from skilled
instructors



To unlock your passion



To explore your hidden
talent



To enhance your skills



Guest Lectures of Experts

Criterion I : Curricular Aspects

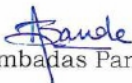
**Bharatiya Seva Sadan's
Smt. Radhadevi Goenka College for Women,
Akola
Department of Self-learning
&
Department of Commerce
Report on
Certificate Course in Self-Learning
Academic Session: 2021-22**

Department of Commerce had taken initiative to conduct **Certificate course in self-Learning of 3 months** based on various aspects of Communication Skills and Personality Development. The main purpose of this course is to give futuristic education to girl students of college. **16 students** were enrolled in this batch. The duration of this course was from **1st January to 23rd April, 2022**. During the course students were given presentation. This course is conducted in blended mode.

Assessment of students was done through Test Exam & Quiz Competition. Overall, all students took active part and found good response. At the end of the course final test was conducted and certificates were issued to all the successful students.



Dr. Rupa Gupta
Coordinator



Dr. Ambadas Pande
HOD, Commerce



Dr. Devendra Vyas
Principal

PRINCIPAL,
Smt. Radhadevi Goenka College
for Women, AKOLA

Criterion I : Curricular Aspects

Bharatiya Seva Sadan's

Smt. Radhadevi Goenka College For Women, Akola
(Affiliated to SGB Amravati University, Amravati) (Certified Minority Institution)
Accredited by NAAC in III Cycle, "A" Grade with CGPA 3.07

**DEPARTMENT OF SELF-LEARNING
CERTIFICATE**

This Certificate is awarded to **Achal Ravindra Shelke**
On successful completion of **Certificate Course in Self-Learning** conducted by
Department of Self Learning during the period 1st January to 23rd April, 2022 with A+ Grade

Objectives of the Course

- To give futuristic education.
- To recognize self-passion and work on it.
- To learn and apply the various techniques of self-learning.
- To develop personality and skill sets.
- Student empowerment to recognize and lead the changing scenario

Outcome of the Course
This Course will create employability and students will become self-reliant.

Dilipraj Goenka
President
Mr. Dilipraj Goenka

Rupa Gupta
Coordinator
Dr. Rupa Gupta

Dr. Devendra Vyas
Principal
Dr. Devendra Vyas

Criterion I : Curricular Aspects



Bhartiya Seva Sadan's
Smt. Radhadevi Goenka College for Women, Akola
(Certified Minority Institution)
NAAC Reaccredited Grade- B with CGPA 2.71
(Affiliated to Sant Gadge Baba Amravati University, Amravati)

Department of Commerce

Career Oriented Courses

Name of Courses	:- 1. Certificate Course in Banking and Insurance 2. Diploma in Banking and Insurance 3. Advance Diploma in Banking and Insurance
Duration	:- 1 Year
Qualification	:- Certificate Course - Minimum HSSC Pass Diploma Course - Certificate Course Pass Ad. Diploma - Diploma Course Pass
Type	:- Part Time Course
Exam Type	:- Theory & Practical
Recognized By	:- Recognized by UGC & affiliated to S.G.B.A.U, Amravati

Objectives of Course

- To give the knowledge of banking operations and Insurance Industry.
- To train the students for making career and self-employment in Banking & Insurance.
- To inculcate the skills of Banking & Insurance Management..

Outcomes of Course

Students can make their career in Banking, Insurance & Financial Sectors

Dr. Ambadas Pande
Course Coordinator

Dr. Devendra N. Vyas
Principal

Criterion I : Curricular Aspects

BANKING AND INSURANCE SYLLABUS FOR CERTIFICATE COURSE.

SR NO	UNIT AND SUB UNIT	REMARK
	INSURANCE	
01	UNIT I INTRODUCTION TO INSURANCE 01. ORIGIN OF INSURANCE 02. (A) MEANING (B) NATURE (C) DEFINITION OF INSURANCE 03. IMPORTANCE AND OBJECTIVES OF INSURANCE 04. INSURANCE AS A SOCIAL SECURITY TOOLS	I ST UNIT TEST
02	UNIT II FUNDAMENTALS AND PRINCIPLES OF INSURANCE 01 A) MEANING, B) CONCEPT, C) IMPORTANCE 02. PRINCIPLES OF INSURANCE A) PRIMARY B) SECONDARY	II ND UNIT TEST
	BANKING	
03	UNIT III INTRODUCTION TO BANK 01. ORIGIN OF THE WORD 'BANK' 02. WHAT IS BANK? 03. A) DEFINITION (B) NATURE (C) IMPORTANCE OF BANK 04. FUNCTIONS OF BANK i) PRIMARY ii) SECONDARY	III RD UNIT TEST
04.	UNIT IV TYPES OF ACCOUNTS 01. DEPOSIT ACCOUNTS i) SAVING DEPOSIT ACCOUNT ii) CURRENT DEPOSIT ACCOUNT iii) C) FIXED DEPOSIT ACCOUNT iv). OTHER DEPOSIT SCHEMES/ACCOUNTS 02. OPENING AND OPERATIONS OF VARIOUS ACCOUNTS A) PROCEDURE B) DOCUMENTS C) RULES	IV UNIT TEST
05.	UNIT V TYPES OF ACCOUNTS HOLDERS i) SINGLE ii) JOINT iii) MINOR iv) SOLE PROPRIETORSHIP v) COMPANY ACCOUNTS i) PVT LTD ii) PUBLIC LTD vi) TRUST ACCOUNT vii) LIQUIDATOR ACCOUNT viii) ASSOCIATION AND CLUB ACCOUNT	V UNIT

Criterion I : Curricular Aspects

Criterion I : Curricular Aspects

To,
The Principal,
Smt. Radhadevi Goenka College for Women,
Akola.

Sub: Getting permission to run Bridge Courses on Economics in the Academic Year 2021-22.

Respected Sir,

With reference to the subject mentioned above, Department of Commerce wants to run following Bridge Courses for the students of B.Com I year who have newly taken admission in our college.

Sr.	Course	Duration	Coordinator
1	Fundamentals of Economics	6 weeks	Dr. Rupa Gupta

These courses will help the students to understand the basic concepts of the respective subjects. After completion of this course, successful students will be issued certificates on the basis of test exam.

Kindly grant your permission and oblige.

Thanking You.

Yours faithfully,

Dr. A.B. Pande
Head, Dept. of Commerce


PRINCIPAL,
Smt. Radhadevi Goenka College
for Women, AKOLA


Enclosed: Syllabus of Bridge Course.


Criterion I : Curricular Aspects


Smt. Radhadevi Goenka College for Women, Akola
Department of Commerce
Report of Bridge Course
Academic Session: 2021-22

Department of Commerce had taken initiative to conduct the Bridge Course of 6 Weeks based on University Curriculum considering the need of freshers and students who were originally not from commerce stream. For that purpose, syllabus was designed and executed. It has produced awareness amongst students about learning effectively and revising basic subjects knowledge. It helped them to study comfortably in their core commerce subjects with ease.

Department conducted Fundamentals of Economics. **15 students were enrolled in each course. The duration of this course was from 4th October to 24th November, 2021.** All the basics of course are taught through this bridge course. Assessment of students were done through Test Exam & Quiz competition. Overall, all participants took active part and found good response. At the end of the course final test was conducted and certificates were issued to all the successful students.


Dr. Ambadas Pande
Head, Commerce


Dr. Rupa Gupta
Course Coordinator


Dr. Devendra Vyas
Principal
PRINCIPAL
Smt. Radhadevi Goenka College
For Women, AKOLA.

Criterion I : Curricular Aspects

Smt. Radhadevi Goenka College for Women, Akola

Department of Commerce

Bridge Course on Fundamentals of Economics

Course Content

Duration: 6 Weeks

1. Economics: Meaning, Definition & features.
2. Economic Laws: Nature, Characteristics, Limitation & Importance.
3. Micro Economics: Meaning, Scope, Merits & Demerits, Importance
4. Utility Approach: Meaning & Types
5. Law of Demand: Meaning, features, assumptions & limitations
6. Law of Supply: Meaning, features, assumptions & limitations
7. Factors of Production: Meaning & features.
8. Cost & Revenue: Meaning & Concept

Objectives:

- To understand the meaning and concept of economics.
- To study the economic laws.
- To know about micro economics.
- To know the factors of productions.
- To learn the concept of cost & revenue.

Outcome: Students will be able to understand and apply the basics of Micro Economics in their daily life.

Criterion I : Curricular Aspects



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Department of Commerce

Name of Course	:- Certificate Course in Computerized Accounting Using Tally
Duration	:- 6 Months
Course Entry Level	:- Minimum SSC Pass (Only for girls & women)
Type	:- Part Time Course
Exam Type	:- Theoretical Exam & Practical Task on Computer
Recognized By	:- Maharashtra State Board of Vocational Examination Mumbai

Objective of Course

* To train individuals in the Computerized Accounting using Tally and pursue the career in this sector.

*To achieve expertise in Computerized Accounting Using Tally.

Outcome of Course

Can be worked as :

1. Accounts assistant in Financial Services
2. Accounts Executive in BPO/KPO
3. Material Management Executive.
4. Audit Executive.
5. Customer Service Executive.

Course Coordinator

Dr. Ambadas Pande

Principal

Dr. Devendra N. Vyas

Criterion I : Curricular Aspects

To,
The Principal,
Smt. Radhadevi Goenka College for women,
Akola,

Sub: Getting permission to run Certificate Course in Computerized Accounting Using Tally in the Academic Year 2021-22.

Respected Sir,

With reference to the subject mentioned above, Department of Commerce is running the following certificate courses from last 13 years for the Teaching and Non- Teaching Staff and students of all faculties of Junior and Senior College.

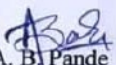
Sr.	Name of the Programme
1	Certificate Course in Computerized Accounting Using Tally

These courses are helping the Teaching and Non-Teaching Staff as well as students to get acquainted with above Computer Modules Theory & Practical. After completion of these modules, practical exam, will be conducted and issued Certificate to successful participants.

Kindly grant your permission and oblige.

Thanking you.

Yours faithfully,


Dr. A. B. Pande
Course Coordinator
Head,
Deptt. of Commerce,
Smt. Radhadevi Goenka College for
Women, AKOLA

Criterion I : Curricular Aspects

Smt. Radhadevi Goenka College for Women, Akola
Department of Commerce
Report on Certificate Course in Computerized Accounting
Using Tally

Academic Session: 2021-22

Course Duration: - 06 Months

1. Certificate Course in Computerized Accounting Using Tally

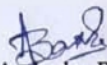
Consider the need and demand of time Department of Commerce & Management has been running Certificate Course in Computerized Accounting Using Tally from year 2008. This course is recognized by Maharashtra State Board of Vocational Education Mumbai.

These Programmes are based on Theory and Practical Contents. Finally, certificates are issued to successful students.

Outcome: These Programmes enable the students to become employable and self-reliant.

The status of Admissions & Result

Sr.	Programme	No. of students admitted	No. of students passed / appeared	% of Passing students
1	Certificate Course in Computerized Accounting Using Tally (Jan to June 2021)	25	21	100
2	Certificate Course in Computerized Accounting Using Tally (Jan to June 2022)	25	Result	Awaited


Dr. Ambadas B. Pande
Head,
Deptt. of Commerce,
Smt. R.D.G. College for
Women, AKOLA

Criterion I : Curricular Aspects

Smt. Radhadevi Goenka College for Women, Akola
Department of Commerce
Report on Certificate Course in Computerized Accounting
Using Tally

Academic Session: 2021-22

Course Duration: - 06 Months

1. Certificate Course in Computerized Accounting Using Tally


Consider the need and demand of time Department of Commerce & Management has been running Certificate Course in Computerized Accounting Using Tally from year 2008. This course is recognized by Maharashtra State Board of Vocational Education Mumbai.

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The status of Admissions & Result

Sr.	Programme	No. of students admitted	No. of students passed / appeared	% of Passing students
1	Certificate Course in Computerized Accounting Using Tally (Jan to June 2022)	25	Result	Awaited


Dr. Ambadas B. Pande
Deptt. of Commerce,
Smt. R.D.G. College for
Women, AKOLA

Criterion I : Curricular Aspects

Criterion I : Curricular Aspects


No. 2001260130

महाराष्ट्र राज्य व्यवसाय शिक्षण परीक्षा मंडळ, मुंबई
Maharashtra State Board of Vocational Education Examinations, Mumbai


प्रमाणित करण्यात येते की
This is to Certify that


श्री / श्रीमती चव्हाण पुजा बबन
Shri./Smt. CHAVAN POOJA BABAN

ह्यांनी प्रमाणपत्र अभ्यासक्रम यशस्वीरित्या पूर्ण केल्याबद्दल
having successfully completed the Maharashtra State Certificate Course in
COMPUTERIZED ACCOUNTING USING TALLY

of **6 MONTH (PART TIME)** duration and having passed the
Examination held in **January 2020** in **First Class DISTINCTION**

हे प्रमाणपत्र महाराष्ट्र शासनाच्या वतीने देण्यात येत आहे.
This Certificate is awarded on behalf of Government of Maharashtra


P. B. Chavan
Student's Sign
(260463)


Chairman
M S Board Of Vocational
Examinations

Criterion I : Curricular Aspects

महाराष्ट्र राज्य व्यवसाय शिक्षण परीक्षा मंडळ, मुंबई
Maharashtra State Board of Vocational Education Examinations, Mumbai

गुणपत्रक
STATEMENT OF MARKS



2001260130

MR./MS. CHAVAN POOJA BABAN
श्री / श्रीमती चव्हाण पुजा बबन

Enrollment No. 1972600130 **Seat No.** 2001260130
Examination January 2020 **Duration** 6 MONTH
Institute Code 260463

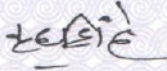
Certificate Course in COMPUTERIZED ACCOUNTING USING TALLY

TITLE OF SUBJECTS			Max. Min. Obtained	
			Marks	
COMPUTERIZED ACCOUNTING USING TALLY 10110811	TH	100	35	45
BUSINESS COMMUNICATION 10110821	PR	100	50	94
TALLY 10110822	PR	200	100	184

Student's Sign

Result With %	Total Marks	
	Max.	Obtained
80.75%	400	323
First Class DISTINCTION		


SECRETARY
MAHARASHTRA STATE BOARD
OF VOCATIONAL EXAMINATIONS

Result Date: 7 July 2020

INSTRUCTIONS

1. Report any discrepancy in this certificate to head of Institution. 2. This certificate of marks is issued as per prevailing rules and regulations of MSBVE at the time of this Exam.

ABBREVIATION DETAILS

TH	Theory	⊕	Condoned Marks	AB	Absent
PR	Practical	*	Failure Marks	%	Percentage of Marks
AG	Aggregate	#	Carry Forward Marks	CON	Condoned

Criterion I : Curricular Aspects

**Bharatiya Seva Sadan's
Smt. Radhadevi Goenka College for Women, Akola
Department of Commerce
Syllabus**

Certificate Program in Formatting & Presentation Skill.

MS Word 2003/2007/Higher:

- Concept of Word processing, Working with various Menus /Tabs
- Creating, Saving, Printing Document
- Formatting Text and Document Setup
- Bullet and Numbering, Alignments, Find/Replace
- Cover Page, Pictures, Page Setup Header & Footer, Page Number
- Creating tables, Bullets and Numbering
- Inserting Clip Arts, Links, Text Box, Hyperlink
- Word Arts, Smart Art, Drop Cap, Zoom
- Mail Merge, Printing a Document.
- Basic Shortcut Keys, Etc

Ms PowerPoint 2003/2007/Higher:

- Concept of Presentation
- MS-PowerPoint Screen, Creating, Saving and Opening presentations
- Adding text, Clips & Word Art to Slides
- Working with different Slide Views
- Background features, Gallery
- Color Layout
- Slide Effects & Slide Show, Various View
- Printing the slide in various layouts, Transition and Slide Timings.
- Automating a Slide Show, Basic Shortcut Keys, Etc
- Summary


Head,
Deptt. of Commerce,
Smt. R.D.G. College for
Women, AKOLA

Criterion I : Curricular Aspects

Bharatiya Seva Sadan's

Smt.Radhadevi Goenka College for Women,Akola

1. Certificate Program in Formatting & Presentation Skills
2. Certificate Program in Worksheet & Tally Skills
3. Certificate Program in Internet & E-Commerce Skills

Session 2021-22

Medium : English + Marathi Medium

Day	Class	Timings					
		8.00 to 8.50	8.50 to 9.40	9.40 to 10.30	10.30-11.20	11.20-12.00	12.08.12.58
Mon	B.com I	**	**	**	**	CPF& PS	
	B.com II	**	CPW&TS	**	**	**	CPW&TS
	B.com III	CPI&ES	**	**	**	**	**
Tue	B.com I	**	**	**	**	CPF& PS	**
	B.com II	**	**	CPW&TS	**	**	CPW&TS
	B.com III	CPI&ES	**	**	**	**	**
Wed	B.com I	**	CPF& PS	**	**	CPF& PS	**
	B.com II	**	**	**	CPW&TS	**	CPW&TS
	B.com III	**	**	**	**	**	**
Thu	B.com I	**	**	**	**	CPF& PS	**
	B.com II	**	**	CPW&TS	**	**	CPW&TS
	B.com III	**	**	**	**	**	**
Fri	B.com I	**	CPF& PS	**	**	CPF& PS	**
	B.com II	**	**	**	**	**	**
	B.com III	CPI&ES	**	**	**	**	CPI&ES
Sat	B.com I	CPF& PS	CPF& PS	**	**	CPF& PS	
	B.com II	**	**	**	**	**	**
	B.com III	**	**	**	CPI&ES	**	CPI&ES


 Head,
 Deptt. of Commerce,
 Smt. R.D.G. College for
 Women, AKOLA

Criterion I : Curricular Aspects

Bharatiya Seva Sadan's

Smt. Radhadevi Goenka College for Women, Akola

*NAAC Reaccredited Grade - B+ With 2.71 CGPA
(Certified Minority Institution)
(Affiliated to Sant Gadge Baba Amravati University, Amravati)*

Certificate

This Certificate is awarded to

Mrs./Ku _____

On successful completion of
Certificate Program in Formatting & Presentation Skills
conducted by the college computer center, *Department of Commerce* during the
session/period _____ to _____ with _____ Grade.

Place: Akola	Co-ordinator	Principal
Date:	(Dr. A. B. Pande)	(Dr. D. N. Vyas)

Criterion I : Curricular Aspects


Bharatiya Seva Sadan's
Smt. Radhadevi Goenka College for Women, Akola
Department of Commerce
Syllabus
Certificate Program in Worksheet & Tally Skill.

MS-Excel 2003/2007/Higher:

- Introduction to Spreadsheets,
- Starting Microsoft Excel, Spreadsheet Basics: Cell and Cell Address,
- Cell Range, Cell Pointer, Labels and Values, formula and Functions
- Excel Tool Bars/Tabs, Manipulation of Cells Creating, Editing and Formatting Worksheet,
- Changing the Layout of Cell, Rows and Columns,
- Creating Charts and Graphs, Uses of Various Formulas and functions,
- Saving and Printing Worksheet,
- Goal Seek, Pivot Table,
- Basic Shortcut Keys, Etc
- Summary

Working with Tally 9.0/Higher:

- Creating Company,
- Groups: Concept; Creation, Alternation & Deletion of the groups sub groups,
- **Ledgers:** Concept of the single & multiple ledgers;
- Creation, Alternation & Deletion of ledger.
- **Voucher:** Concepts; Types of Vouchers; Creation, Alternation & Deletion of Voucher;
- Voucher Entry, Purchase Order, Sale Order, Invoice.
- **Inventory:** Stock Group Creation, Stock Item Creation,
- Unit of Measures Creation; Creating Godowns,
- **Reports:** Generation & Printing.
- **Payroll Basic**
- Basic Shortcut Keys, Etc., Summary


Head,
Deptt. of Commerce,
Smt. R.D.G. College for
Women, AKOLA 2

Criterion I : Curricular Aspects

Bharatiya Seva Sadan's

Smt. Radhadevi Goenka College for Women, Akola

*NAAC Reaccredited Grade - B+ With 2.71 CGPA
(Certified Minority Institution)
(Affiliated to Sant Gadge Baba Amravati University, Amravati)*

Certificate

This Certificate is awarded to

Mrs./Ku _____


On successful completion of
Certificate Program in Worksheet & Tally Skill
conducted by the college computer center, *Department of Commerce* during the
session/period _____ to _____ with _____ Grade.

Place: Akola	Co-ordinator	Principal
Date:	(Dr. A. B. Pande)	(Dr. D. N. Vyas)

Criterion I : Curricular Aspects

Bharatiya Seva Sadan's
Smt. Radhadevi Goenka College for Women, Akola
Department of Commerce
Syllabus
Certificate Program in Internet & E-commerce Skill.

- Browsers; Basic functions of web browsers
- Browsers with advanced facility
- Internet Explorer; Netscape Navigator; Netscape Communicator.
- Creating mail ID, Sending Mail, Receiving Mail, Attachments
- Search Educational information, study materials etc,
- Filling online forms like Scholarship, Job Application
- Online Jobs, Searching
- Registration FORM Sample for various exam [MPSC, UPSC, Police Bharti etc.],
- Social networking sites like Face book, Goggle plus etc, Twitter, Instagram,
- E-commerce, Online Shopping
- Online Banking, E-Auction.
- E- Payment solution
- Cyber Security
- ICT Tools
- Online Various Reports, News, Articles, etc.
- Storage on Various Drive
- Synchronization of data on drive, email, etc


Head,
Deptt. of Commerce,
Smt. R.D.G. College for
Women, AKOLA

3

Criterion I : Curricular Aspects

Bharatiya Seva Sadan's

Smt. Radhadevi Goenka College for Women, Akola

*NAAC Reaccredited Grade - B+ With 2.71 CGPA
(Certified Minority Institution)
(Affiliated to Sant Gadge Baba Amravati University, Amravati)*

Certificate

This Certificate is awarded to

Mrs./Ku _____

On successful completion of
Certificate Program in Internet & E-Commerce Skills
conducted by the college computer center, Department of Commerce during the
session/period _____ to _____ with _____ Grade.

Place: Akola
Date:

Co-ordinator
(Dr. A. B. Pande)

Principal
(Dr. D. N. Vyas)

Criterion I : Curricular Aspects



Bhartiya Seva Sadan's
Smt. Radhadevi Goenka College For Women, Akola
(Certified Minority Institution)

NAAC Reaccredited Grade- B with CGPA2.71

(Affiliated to Sant Gadge Baba Amravati University, Amravati)

Online



Certificate Programme in Banking, Finance & Insurance

In Collaboration with Bajaj Finserv Ltd.



Duration: 60 Hrs.

Objectives:

- To improve communication skills.
- To enhance the industry knowledge.
- To get acquainted with insurance management skills.

Outcome:

Students are able to handle Banking operations, Insurance Management and also a good communicator in professional field.

Dr.Rupa Z.Gupta
Course Coordinator

Dr. Devendra N. Vyas
Principal

Criterion I : Curricular Aspects

To,
The Principal,
Smt. Radhadevi Goenka College for Women,
Akola.

Sub: Permission to start IIIrd Batch of CPBFI.
Respected Sir,

Our college had done MOU with Bajaj Finserv Ltd. to conduct Certificate Programme in Banking, Finance and Insurance. Earlier, two batches have successfully completed this programme and got good feedback and response from students. Now, Bajaj Finserv want to start IIIrd batch of CPBFI for Final year & PG classes students on Physical mode probably in the third week of April, 2022.

Kindly grant your permission & oblige.

Thanking You.



Dr. Rupa Gupta
Coordinator, CPBFI

09.04.2022


OK - Permitted to start &
submit the schedule
at the time of starting
of the batch.
D. Z.
09-04-2022

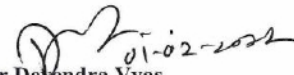
Criterion I : Curricular Aspects

Bharatiya Seva Sadan's
Smt. Radhadevi Goenka College for Women, Akola.
Report on
Certificate Programme in Banking , Finance & Insurance
In Collaboration With
Bajaj Finserv Limited
Academic Session:2021-22

Smt. Radhadevi Goenka College for Women, Akola had done (MOU) with Bajaj Finserv Limited to conduct Certificate Programme in Banking , Finance & Insurance.

- Only UG Final Year and PG students are eligible to take admission in this course.
- Pre-assessment Test on General Awareness about Banking, Finance & Insurance was conducted by Bajaj Finserv Ltd. On the basis of this test eligible students were selected for this course.
- 42 students from Commerce Faculties were enrolled in this course.
- Inaugural session was organized on 20th October, 2021 and classes were started from 21st Oct. to 14th Dec.2021.
- One month schedule was provided to the students and accordingly daily 2 hours classes were conducted by the expert faculties appointed by Bajaj Finserv Ltd.
- The course was conducted on Online Mode through Google Meet.
- After the end of every session, students were given various tasks on the daily basis.
- Those who attendance was 70% & more and had completed day to day Assignments were permitted for Final Exam.
- The exam was based on MCQs.
- In Post-assessment, out of 42 students,10 were succeeded and got Certificates.


Dr. Rupa Gupta
Coordinator, CPBFI


Dr. Devendra Vyas
Principal
PRINCIPAL,
Smt. Radhadevi Goenka College
for Women, AKOLA

Criterion I : Curricular Aspects

Bharatiya Seva Sadan's
Smt. Radhadevi Goenka College for Women, Akola
 NAAC Reaccredited Grade - B with CGPA - 2.71
 (Certified Minority Institution)
Internal Quality Assurance Cell (IQAC)
REPORT OF ACTIVITY/PROGRAMME

Department/Committee:.....*Commerce*.....

Date: 20/10/2021 to 14/10/2021
 Name of the Organizer: *Dr. Rupajyoti*

Name of the Activity/Programme & Name/Details of the Guest/Speaker/Judge/Resource Person	Aims & Objectives of the Activity/Programme	Number of Attendance/Beneficiaries	Outcomes of the Activity/Programme.
Title of Program:- Certificate programmes Banking, Finance & Insurance Name & Details of Guest/Judge/Speaker/ Resource Person:- Ajit Pawate - Banking Susheta Dhot Insurance Alexh Chourasia - CAWS	To improve soft skills To enhance the knowledge of Industry. To get acquainted with insurance management skill To motivate toward employability.	42	Students are able to handle Banking operation Insurance, Mgmt & also a good communication, professional field.

[Signature]
 CO-ORDINATOR, IQAC
 Dr. S. T. Vite

[Signature]
 ORGANISER
 Dr. Rupajyoti

[Signature]
 PRINCIPAL
 Dr. D. N. G. G.
 Smt. Radhadevi Goenka College
 For Women, AKOLA

Criterion I : Curricular Aspects



Criterion I : Curricular Aspects



CERTIFICATE COURSE IN FASHION DESIGNING

(6 MONTHS)

- 1. DESIGN CONCEPT**
 - ▶ Introduction ▶ Elements of design
 - ▶ Fashion terminology ▶ Fashion cycle
- 2. HISTORY OF FASHION**
 - ▶ Introduction ▶ History of Indian fashion
- 3. TEXTILE SCIENCE**
 - ▶ Introduction ▶ Fiber, Yarn, Fabric
- 4. ILLUSTRATION**
 - ▶ Free hand sketching ▶ Stick figures
 - ▶ Block figures ▶ Fleshing the figures
- 5. PATTERN MAKING**
 - ▶ Standard measurements
 - ▶ Technical terms in tailoring
 - ▶ How to take body measurements
 - ▶ Bodice block ▶ Sleeves, collars, necklines
 - ▶ Layout of garments
- 6. CLOTHING CONSTRUCTION**
 - ▶ Sewing machine parts ▶ Sewing equipment
 - ▶ Machine exercises ▶ Types of seams
 - ▶ Types of pockets, plackets, frills, pleats, tucks, darts.
 - ▶ Construction of bodice, skirt, kurta, salwar
- 7. SURFACE ORNAMENTATION**
 - ▶ Basic embroidery stitches ▶ Decorative stitches



DIPLOMA COURSE IN FASHION DESIGNING (1 YEAR)

▶ **CONTENTS OF CERTIFICATE COURSE IN FASHION DESIGNING. (FIRST 6 MONTHS)**

Next 6 Months

1. DESIGN CONCEPTS

- ▶ Colour theory and composition
- ▶ Psychology of colours
- ▶ Elements of design ▶ Principles of design

2. HISTORY OF WORLD FASHION

- ▶ Egypt ▶ China ▶ Japan
- ▶ Greek ▶ Byzantine ▶ Rome

3. TEXTILE SCIENCE

- ▶ Fabric finishes ▶ Methods dyeing
- ▶ Methods of printing

4. ILLUSTRATION

- ▶ Weight distribution ▶ Hair styles
- ▶ Pencil shading ▶ Textures ▶ Dress draping

5. PATTERN MAKING

- ▶ Types of bodice ▶ Types of kurtas
- ▶ Types of skirts ▶ Types of lower garments
- ▶ Short one piece ▶ Long one piece

6. SURFACE ORNAMENTATION

- ▶ Traditional handwork of different states of India ▶ Zari work



ADVANCE COURSE IN FASHION DESIGNING (6 MONTHS)

ELIGIBILITY : SHOULD HAVE COMPLETED DIPLOMA IN FASHION DESIGNING.

- 1. DESIGN CONCEPT**
 - ▶ Silhouettes and figures
 - ▶ Classification of Indian & foreign designers
 - ▶ Leading brands ▶ Folk arts
- 2. MAKING OF HISTORIC GARMENT**
- 3. GARMENT INDUSTRY**
 - ▶ Production ▶ Designing and planning
 - ▶ Merchandising ▶ Quality control
 - ▶ Marketing and product costing
- 4. ILLUSTRATION**
 - ▶ Stylization ▶ Accessories
 - ▶ Basic CAD illustration using coral draw
- 5. PATTERN MAKING**
 - ▶ High fashion ▶ Drapping and styling
 - ▶ Making of couture
- 6. PORTFOLIO MAKING**
 - ▶ Mood board ▶ Story board ▶ Inspiration
 - ▶ Photo shoot of garments



Criterion I : Curricular Aspects

Bharatiya Seva Sadan's
Smt. Radhadevi Goenka College for Women, Akola
Home Science Department's

Add On & Self Sustained Course
Fashion Designing
(Certificate/ Diploma / Advanced Diploma Course)

1. Aims of Fashion Designing (FD) :

- To train & motivate students about various aspects of Fashion & Designs
- To give impetus to skills & creativity among students.
- To enhance opportunities for entrepreneurial empowerment for students
- To encourage aptitude for skill based participatory learning among students
- To stimulate personality & skill empowerment.

2. Objectives of Fashion Designing (FD) –

Certificate / Diploma / Advanced Diploma Course

- To acquaint the students about concept & principles of design
- To introduce Textile Science in step up manner
- To enable the students to understand Tailoring & Garment Layout
- To impart basic skills about Embroidery & Garment Decoration
- To improve skills & encourage aptitude towards FD
- To understand role of Color, Dyeing & Printing in FD
- To impart knowledge about world fashion, regional designs & folk arts
- To impart skills about high fashion, pattern making, styling & making of couture

3. Responsibilities Allotted for the Course

- Dr. Devendra Vyas, is overall Incharge in his capacity as the Principal, RDG College Akola.
- Dr. Anjali Rajwade, is Coordinator in her capacity as Professor and HOD Home Science.
- Mr. Rajkumar Jiwtani, M.Sc in Textile & Clothing, Mass Communication & Fashion Designing is Faculty & supervisor.

Criterion I : Curricular Aspects

- CHB Teachers participate in the course
- Expert Guest Speakers are invited periodically
- Collaboration with PDS has been established.

4. Market Value of the Course

- Various segments of the market that operate in the fields of Clothing, Fashion & allied sectors share mutual benefits with students of the course.
- Outlets for sale, are established through exhibition cum sale as well as through PDS.

5. Course Potential

- Employability in Fashion & Clothing sector.
- Self-employment – Entrepreneurial Unit.
- Skill based enrichment in Life – Personal, Family, Social.
- RDG College, Akola; affiliated to Sant Gadge Baba Amravati University is an active participant in Technical Course in FD & adds an innovative dimension promoting skill & entrepreneurship for its students.

6. Viability of the Course

The course has excellent viability for the following reasons

- Course matter is extremely relevant in personal, family and social life.
- Amalgamation of Knowledge & Practices in clothing, fashion & allied fields.
- Official Certificate in FD imparts due weight age and career applicability to the skills acquired by the students.
- As mentioned under ‘Course Potential’ the course has multiple beneficial outcomes for the students, their families, industry and society.

7. FD Course Outcome

Certificate Course –

- Students are eligible for Diploma Course in FD
- Has gained pertinent knowledge in the basics of Clothing & Fashion
- Eligible for getting certificate in FD.

Diploma Course -

- Students are eligible for Advanced Diploma
Advanced Knowledge of Clothing, Designing & Fashion.
- Eligible for getting diploma in FD.

Advanced Diploma -

- Students are eligible for Degree in FD

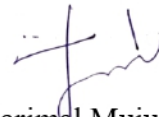
Criterion I : Curricular Aspects

- Knowledge, Skills & Creative ability achieved regarding FD.
- Eligible & capable of Employment / Entrepreneurial Unit.
- Eligible for getting advanced diploma in FD.



(Dr Anjali Rajwade)

Vice Principal Academics
Prof. & HOD Home Science



(Mr Parimal Mujumdar)

Vice Principal, NGC.

Criterion I : Curricular Aspects



Criterion I : Curricular Aspects



Bharatiya Seva Sadan's

RDG School of Fashion Designing Smt. Radhadevi Goenka College for Women, Akola

NAAC Reaccredited - B+ Grade (CGPA 2.71)

Certified Minority Institution

Affiliated to Sant Gadge Baba Amravati University, Amravati.
2021-22

STATEMENT OF MARKS

Name of Candidate : **ADITI ANANT THAKRE**

Roll No. : **CC-008**

Exam : **Certificate Course in Fashion Designing**

Head Passing	Maximum Marks	Minimum Marks	Marks Obtained	Result
Theory	100	40	76	Pass
Practical	50	20	37	Pass
Project Work	50	20	35	Pass
Total	200	80	141	Pass

In Words : **ONE HUNDRED FOURTY ONE**

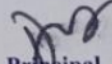
Division : **First** Percentage : **70.5 %**


Course Coordinator

Place: Akola

Date: 20.06.2022




Principal

PRINCIPAL
Smt. Radhadevi Goenka College
For Women, AKOLA.

Criterion I : Curricular Aspects



Bharatiya Seva Sadan's
**Smt. Radhadevi Goenka College for
Women, Akola**

(Certified Minority Institution)
NAAC Reaccredited Grade B+ with CGPA 2.71
(Affiliated to Sant Gadge Baba Amravati University, Amravati)



Department of Physical Education & Sports

In association with
Internal Quality Assurance Cell (IQAC)



Yoga Certificate Course

Date : 01 Feb to 28 Feb 2022 Time : 7 am to 8 am

Yoga & Aerobic Trainer
Prof. Shweta Mendhe

Miss. Mayuri Ingle Miss. Purna Dongre

Chairperson

Hon. Mr. Diliprajji Goenka
President, Bharatiya Seva Sadan

Inauguration

Dr. Devendra N. Vyas

Principal, Smt. RDG College for Women, Akola

Organizer

Lt. Shweta Mendhe
(Dept. of Physical Education)

Dr. Sanjay Vite
(IQAC, Co-ordinator)

Criterion I : Curricular Aspects

Attachment - I

Bharatiya Seva Sadan's
Smt. Radhadevi Goenka College for Women, Akola

NAAC Recognised Grade - B with CGPA - 2.71
 (Certified Minority Institution)

Internal Quality Assurance Cell (IQAC)

ACTIVITY

Academic/Extension/ Co-curricular /Guest Lecture/ ICT based TLP / Research / Social / Educational Tour & Visit/Interdisciplinary/Entrepreneurship/Innovative/Workshop/Other

Faculty: Phy. Edu. Department: Phy. Education Committee: Sports
 Date: 01/02/2022 to 28/02/2022 Name of the Organizer: Lt. Shweta P. Mendhe
 Activity related to NAAC Criterion: (I/II/III/IV/V/VI/VII)*

Name of the Activity & Name of the Guest/Speaker/Judge/Resource Person	Aims & Objectives of the Activity	Number of Beneficiaries	Outcomes of the Activity	Remarks
Yoga Certificate Course 2022 Date: - 01/02/2022 to 28/02/2022 Dr. D.N. Vyas (Principal) Lt. S. P. Mendhe (Teacher)	<ul style="list-style-type: none"> To enable the students to have good health Maintaining and promoting the different Indian yoga traditions. To bring certain amount of self-discipline in the operation of the yoga institutions. 	64	<ul style="list-style-type: none"> yoga improve mental health of the students. yoga may improve quality of life yoga may improve self esteem. yoga will likely increase your strength 	

[Signature]
CO-ORDINATOR
 Internal Quality Assurance Cell (IQAC)
 Smt. Radhadevi Goenka College
 for Women, Akola

[Signature]
ORGANISER
 Lt. Shweta Mendhe

[Signature]
PRINCIPAL
 Smt. Radhadevi Goenka College
 for Women, AKOLA.

*I- Curricular Aspects/II- Teaching, Learning and Evaluation/III- Research, Consultancy and Extension/IV- Infrastructure and Learning Resources/V- Student Support and Progression/VI- Governance, Leadership and Management/VII- Innovations and Best Practices

Criterion I : Curricular Aspects

REPORT ON YOGA AND MEDITATION WORKSHOP

Date:- 01 FEB to 30 FEB 2022

Time:- 7.00 AM To 8.00 AM

Venue:- SMT RDG College, Akola. Online platform

Event Organizer:- Department of Physical Education.

30 days yoga and meditation Certificate course had been organized at Smt RDG College Akola by department of physical education and sports. This workshop was organised between 7:00 a.m. to to 8:00 a.m.

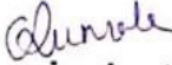
Yoga trainer Lt. Shweta Mendhe conducted different kinds of Asanas like Vrikshasana, Dandasana, Shishuasnnas, Utalaanaasana, Trikonaasana, Bhadrasana, Shashankaasana, Bhujangasana, Pawana Muktaasana, finally ended with pranayamas like kapalbhati, Anulom Vilom, Bhamru pranayam and mediation. Prayers were recited before and after the programme.

last day of this work shop Chief Guest Deshmukh Guruji gave a valuable guidance to all about Yoga and Mediation. This program was organized under to guidance of principal Dr. Devendra Vyas.

Huge numbers of students and teaching and non-teaching staff were participated in this workshop. at the end of the workshop certificates were given to all participants.


Program officer

Lt. Shweta Mendhe


principal

Dr. Devendra Vyas

Criterion I : Curricular Aspects



Bharatiya Seva Sadan's

Smt. Radhadevi Goenka College for Women, Akola

(Certified Minority Institution) (Affiliated to Sant Gadge Baba Amravati University, Amravati)

NAAC Reaccredited Grade B+ with CGPA 2.71



CERTIFICATE

This is to certify that _____

has attended online '**YOGA CERTIFICATE COURSE**' organized by

Department of Physical Education & Internal Quality Assurance Cell (IQAC)

of Smt. Radhadevi Goenka College for Women, Akola from **01st Feb to 28th Feb 2022**

We congratulate & appreciate the participant for enthusiastic performance.

Lt. Shweta Mendhe
Dept. of Physical Education
NCC Officer

Dr. Sanjay Vite
IQAC, Co-ordinator

Dr. Devendra Vyas
Principal