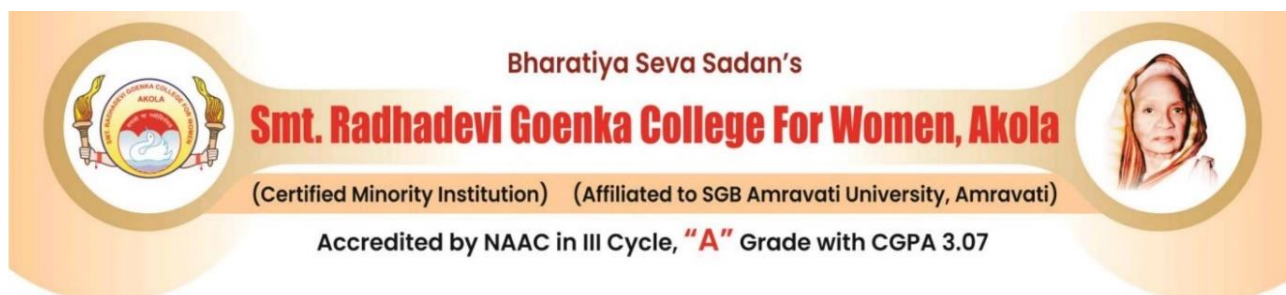


Criterion I : Curricular Aspects



1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and / are represented on the following academic bodies during the last year-2023-24

1. Academic council / BoS of Affiliating university
2. Setting of question papers for UG / PG programs
3. Design and Development of Curriculum for Add on / Certificate / Diploma Courses
4. Assessment / evaluation process of the affiliating University

3. Design and Development of Curriculum for Add on / Certificate / Diploma Courses Session-2023-24 (Supporting Documents-3)





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

3. Design and Development of Curriculum for Add on / Certificate / Diploma Courses			
Sr. No.	Name of the Teacher Participated	Name of the Department	Year of Participation
1.	Dr. S. A. Bang	English	2023-24
2.	Dr. N. S. Upadhyay	Hindi	2023-24
3.	Dr. S. R. Ingole	Marathi	2023-24
4.	Dr. N. D. Chaudhari	Economics	2023-24
5.	Prof. N. S. Manmothe	Sociology	2023-24
6.	Prof. S. R. Dewar	Sociology	2023-24
7.	Dr. A. M. Ambhore	Music	2023-24
8.	Dr. V. B. Khaire	Political Science	2023-24
9.	Dr. A. J. Mutthe	Political Science	2023-24
10.	Dr. A. B. Pande	Commerce	2023-24
11.	Dr. R. Z. Gupta	Commerce	2023-24

Dr. S. A. Bang (English)

Brochure



**Department of
English**

**ADD ON
COURSE**

Enhance English
Language

Smt. Radhadevi Goenka College for Women

SYLLABUS

- Word Power: Some Selected Words which are useful in exams and preparation
- Sayings : Selected Sayings which are used in speech to make speaking skills effective
 - Reading Comprehension
 - Phrasal verbs
- One word for a group of words
 - Elaborating an idea

OBJECTIVES

- Enhance English language : This course will help the students to increase their vocabulary.
- It will guide the students how to learn vocabulary and thus improve their English language.
- It will pave steps to improve speaking skills of students .

OUTCOMES

- The syllabus will help the advance learners to enhance their speaking, reading, presentation with embellished language.
- The contents of the syllabus will develop vocabulary of students and hence will learn to speak in ornamental language.
- Will enhance their writing skills .

Criterion I : Curricular Aspects

Report

Add-On Certificate Course in Enhance English Language

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

Accredited by NAAC in III Cycle, "A" Grade with CGPA 3.07
(Certified Minority Institution)

**Internal Quality Assurance Cell (IQAC)
REPORT OF ACTIVITY/PROGRAMME**

Department/Committee: English
From 12.2.24 to 20.3.24
Date: 12.02.24 to 20.03.24
Name of the Organizer: Dr. S.A. Bang

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:- ADD-ON COURSE Enhance English Language Name & Details of Guest/Judge/Speaker/ Resource Person:- Dr. Bang	<ul style="list-style-type: none"> To improve the vocabulary Increase their word power and expression To develop the writing and speaking skills. 	21	Helped the students for creative writing Enhanced & Improved their expression and language.

CO-ORDINATOR, IQAC

ORGANISER
CS.A. Bang

PRINCIPAL

ATTENDANCE SHEET

Sr. No.	Name of the Beneficiaries	Class /Designation	Signature
1	Jha Hemanta Soni	BA 1 year	Jha Soni
2	Swati Anil Sagale	B.A 1 year	Sagale
3	Shyama Dhanraj Zanwar	B.A. 1st year	Zanwar
4	Nikita Raju Kale	B.A. 1st year	Kale
5	Ganga Shrikrishna Telgate	BA 1st year	Telgate
6	Bhumika Girivar Pandey	B.A-II year	Bhumika
7	Ruchi Satish Pendray	B.A-II nd year	Pendray
8	Priyanka Nandam Wadhvani	M.A I year	Wadhvani
9	Ravi Vinesh. Poddar	M.A. I year	Poddar
10	Shreyani Jyoti Kale	B.A. I year	Kale
11	Shreyas Sandeep Ghatge	B.A - I	Ghatge
12	Nivita Vinod Mousya	B.A. II	Mousya
13	Sanstakshi D. Gaware	B.A. II	Gaware
14	Vidhya M. Mosey	B.A- II	Mosey

Criterion I : Curricular Aspects

ATTENDANCE SHEET

Name of Activity: Date:

Sr. No.	Name of the Beneficiaries	Class /Designation	Signature
15	Shreya Prafulla Gosavi	B.A II	SPY
16	Sneha Pramad Herole	B.A II year	Sneha
17	Suhani Ramkisan Yadav	B.A II year	Suhani
18	Achal Vinod Shukla	BA II year	Achal
19	Dr. Ganesh Debmurth	B.A. I year	Dr. Ganesh
20	Mahima Santosh Yadav	M.A. I year	Mahima
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Criterion I : Curricular Aspects

Permission Letter

8th Feb, 2024

To
The Principal,
Smt. R.D.G. College For Women,
Akola.

Sub: Permission For Add-ON Course in English
Language (For Advance Learners)

Respected Madam

I request you to allow me to take Add-ON
Course "Enhance English Language" For Advance
Learners. The Course will be of thirty hours,
from 12th Feb, 2024 to 20th March, 2024.

I request you to allow me to take class
in Digital Room. The syllabus and Time Table
is attached.

Thank You

abang.
Yours sincerely
(S.A. Bang)
(HOD, Dept. of English)

Recommended
Chinnale
8.2.2024

PRINCIPAL
Smt. Radhadevi Goenka College
For Women, AKOLA.

Criterion I : Curricular Aspects

Certificate



Bharatiya Seva Sadan's

Smt. Radhadevi Goenka College for Women, Akola

NAAC Accredited Grade- A with CGPA 3.07
(Certified Minority Institution)

Affiliated to Sant Gadge Baba Amravati University, Amravati

Certificate

This Certificate is Awarded to

Mrs./Miss _____

On Successful Completion of

ADD-ON Certificate Course

Enhance English Language

by The Department of English

During the period 12th February 2024 to 20th March 2024.

Dr. Shalini Bang
HOD & Co-ordinator

Dr. Charushila Rumale
Principal

Brochure

भारतीय सेवा सदन, द्वारा संचालित

श्रीमती राधादेवी गोयनका

महिला महाविद्यालय, अकोला

(Certified Minority Institution) (Affiliated to SGB Amravati University, Amravati)
Accredited by NAAC in III Cycle, "A" Grade with CGPA 3.07

.. हिन्दी विभाग ..

हिंदी निवेदन : एक कला

Add-on Course

मासिक पाठ्यक्रम - २८/११/२०२३ से ०२/०१/२०२४

Criterion I : Curricular Aspects

Permission Letter

अनुमति पत्र

दिनांक 28/10/2023

प्रति,

प्राचार्य

श्रीमती राधा देवी गोयनका महिला महाविद्यालय,

अकोला

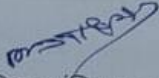
विषय:- हिंदी निवेदन एक कला ऐडऑन कोर्स आरंभ करने की अनुमति हेतु

मा.महोदयाजी,

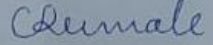
आपसे सनम निवेदन है कि हिंदी विभाग के द्वारा हिंदी निवेदन: एक कला इस विषय पर महाविद्यालय की छात्राओं के लिए नि:शुल्क ऐडऑन कोर्स (28/11/2023 से 2/1/2024) लेना चाहते हैं। इस तरह के कोर्स से छात्राओं के व्यक्तित्व में निखार आएगा और भविष्य में रोजगार की अभिमुखता बढ़ेगी इसे ध्यान में रखते हुए यह कोर्स डिजाइन किया गया है। विश्वास है कि इसका लाभ छात्राओं को भविष्य में रोजगार उपलब्धि के लिए अवश्य होगा। कृपया यह एडवांस कोर्स लेने की अनुमति प्रदान करने की कृपा करें।

धन्यवाद।

प्रार्थी


डॉ. निभा शांतिलाल उपाध्याय
हिंदी विभाग प्रमुख

प्राचार्य


डॉ. चारुशीला रुमाले

Syllabus

पाठ्यक्रम

अध्याय-1:

- 1) निवेदन की परिभाषा
- 2) निवेदन के क्षेत्र / प्रकार

अध्याय - 2

- 1) निवेदन की विशेषताएं
- 2) निवेदन का महत्व एवं व्याप्ति

अध्याय-3

- 1) आधुनिक/ वर्तमान समय में निवेदन का स्थान/भूमिका
- 2) निवेदन का समाज पर प्रभाव

अध्याय - 4

- 1) स्वरूप एवम् स्थान अनुसार निवेदन
- 2) प्रासंगिकता/ शायरी, कोटेशन्स का प्रयोग

अध्याय-5

- 1) रोजगार अभिमुख कला
- 2) निवेदन का उद्देश्य

संदर्भ सूची ग्रंथ:

1. हायपरफोकस हाऊ टू वर्क लैस एन्ड अचीव मोर- चार् बेली
2. द कम्युनिकेशन बुक, 44 आयडियाज फार द बेटर कन्वरसेशन एवरीडे- मिकाईल करोजरस
- 3) हरिशंकर परसाई की व्यंग्य कहानियां.

Criterion I : Curricular Aspects

Certificate



भारतीय सेवा सदन, द्वारा संचालित

श्रीमती राधादेवी गोयनका महिला महाविद्यालय, अकोला

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

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



हिंदी विभाग

हिंदी निवेदन : एक कला  **Add-on Course**

.. प्रमाणपत्र ..

प्रमाणित किया जाता है कि कु. _____

ने हिंदी निवेदन : एक कला Add-on Course के अंतर्गत भाग लिया तथा _____ स्थान प्राप्त किया |

इस हेतु यह प्रमाण पत्र दिया जाता है |



श्री. दिलीपराजजी गोयनका
अध्यक्ष - भारतीय सेवा सदन




डॉ. निभा उपाध्याय
हिन्दी विभाग प्रमुख



डॉ. चारुशिला रूमाले
प्राचार्य

Brochure

भारतीय सेवा सदन, द्वारा संचालित


 **श्रीमती राधादेवी गोयनका
महिला महाविद्यालय, अकोला**

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

स्पर्धा परीक्षेसाठी मराठी व्याकरण (अॅडऑन कोर्स)

(दि. 25 जानेवारी 2024 ते 01 मार्च 2024)



मार्गदर्शक **प्राचार्य**
मा. दिलीपराजजी गोयनका **प्रा.डॉ.चारुशीला रुमाले**

.. समन्वयक ..
डॉ. स्वप्नील इंगोले
डॉ. कल्पना गोरले **प्रा. तेजस्विनी ठाकरे**

Criterion I : Curricular Aspects

Permission Letter

प्रति,

मा. प्राचार्य

श्रीमती राधादेवी गोयनका महिला महाविद्यालय, अकोला.

विषय : (Add-On Courses) अंतर्गत' स्पर्धा परीक्षेसाठी मराठी व्याकरण 'या विषययाकरिता मान्यता मिळणे बाबत.

महोदय,

वरील विषयी अर्ज सादर करते की, महाविद्यालयातील विद्यार्थिनी करिता (Add - On Courses) घ्यायचा असून दरवर्षीप्रमाणे याही वर्षी Add -On Courses घेण्यात येत असतो.

महाविद्यालयातील विद्यार्थ्यांच्या सर्वांगीण विकासासाठी ' स्पर्धा परीक्षेसाठी मराठी व्याकरण ' हा विषय घेऊन तीस तासाच्या कालावधीत हा कोर्स पूर्ण करायचा आहे. तरी आपण मान्यता द्यावी, ही विनंती.

कालावधी दिनांक - 25-जानेवारी -2024 ते 01 मार्च 2024

कळावे.

Chumale
18.7.24

आपले विश्वासू
प्रा. स्वप्निल इंगोले - *Sw*
प्रा. कल्पना गोरले
प्रा. तेजस्विनी ठाकरे

Criterion I : Curricular Aspects

‘स्पर्धा परीक्षेसाठी मराठी व्याकरण’

प्रस्तावना :

भाषा म्हणजे विचार ,भावना ,अनुभव व कल्पना, व्यक्त करण्याची साधन असते. भाषा मुख्यतः दोन प्रकारची आहे. 1 स्वाभाविक किंवा नैसर्गिक. 2 कृत्रिम किंवा सांकेतिक. मनुष्य प्राण्याची बोलण्याची भाषा किंवा हाव भावाची भाषा यांची तुलना नैसर्गिक भाषेत होते .भाषा हा शब्द ‘भाष’ या संस्कृत धातूपासून आला असून, त्याचा अर्थ बोलणे किंवा बोलण्याचा व्यवहार करणे असा होतो.

भाषेची घडण समजून घेताना प्रथम लक्षात येते की, भाषा वाक्यांनी बनते. वाक्य शब्दाने बनतात.आणि शब्द वर्णाने बनतात.

1. वर्णविचार
2. शब्द विचार
3. वाक्य विचार

अश्या प्रकारे वरील घटक आहे. प्रस्तुत प्रमाणपत्र अभ्यासक्रमाद्वारे विद्यार्थ्यांमधील व्याकरणी गुण आणि त्याद्वारे त्यांचा एकंदरीत बौद्धिक विकास घडवून आणणे हाच मुख्य हेतू आहे. मराठी भाषेचे पूर्ण ज्ञान घेऊन स्पर्धात्मक परीक्षेत खरे उत्तरणे हे व्याकरणाचे महत्त्वपूर्ण कार्य आहे.

Criterion I : Curricular Aspects

स्पर्धा परीक्षा ही कोणतीही असो त्यात 'व्याकरण' या घटकावर ठराविक गुण दिले असतात. महाराष्ट्र लेवलच्या परीक्षेत 'व्याकरण' हा अविभाज्य घटक आहे. आणि म्हणून स्पर्धा परीक्षेचा अभ्यास करणाऱ्या विद्यार्थ्यांना व्याकरणाचे महत्त्व समजून देणे गरजेचे आहे.

उद्दिष्टे

1. 'स्पर्धा परीक्षेसाठी मराठी व्याकरण' या प्रमाणपत्र अभ्यासक्रमातून विद्यार्थ्यांना स्पर्धा परीक्षेत मराठी व्याकरणाचे महत्त्व पटवून देणे.
2. स्पर्धा परीक्षेमध्ये मराठी व्याकरणाचे गुण विद्यार्थ्यांना पुरेपूर मिळतील असे मार्गदर्शन करणे.
3. प्रस्तुत अभ्यासक्रमाद्वारे विद्यार्थ्यांमध्ये मराठीचे व्याकरण तसेच व्याकरणाचे बारकावे विद्यार्थ्यांना समजून सांगणे.
4. विद्यार्थ्यांमध्ये स्पर्धात्मक परीक्षेसाठी शब्द विचार, शब्दांच्या जाती, नाम व त्याचे प्रकार, लिंग विचार, विभक्ती, अलंकार, वर्णविचार व त्याचे प्रकार इत्यादींचे ज्ञान देऊन त्यांचा परीक्षेविषयी आत्मविश्वास वाढवणे.
5. स्पर्धा परीक्षेमध्ये उपयुक्त ठरणारे मराठी व्याकरण विद्यार्थ्यांना सुलभ रित्या समजून सांगणे.
6. मराठी लेखन शैली विकसित करणे.

Criterion I : Curricular Aspects

स्पर्धा परीक्षा ही कोणतीही असो त्यात 'व्याकरण' या घटकावर ठराविक गुण दिले असतात. महाराष्ट्र लेवलच्या परीक्षेत 'व्याकरण' हा अविभाज्य घटक आहे. आणि म्हणून स्पर्धा परीक्षेचा अभ्यास करणाऱ्या विद्यार्थ्यांना व्याकरणाचे महत्त्व समजून देणे गरजेचे आहे.

उद्दिष्टे

1. 'स्पर्धा परीक्षेसाठी मराठी व्याकरण' या प्रमाणपत्र अभ्यासक्रमातून विद्यार्थ्यांना स्पर्धा परीक्षेत मराठी व्याकरणाचे महत्त्व पटवून देणे.
2. स्पर्धा परीक्षेमध्ये मराठी व्याकरणाचे गुण विद्यार्थ्यांना पुरेपूर मिळतील असे मार्गदर्शन करणे.
3. प्रस्तुत अभ्यासक्रमाद्वारे विद्यार्थ्यांमध्ये मराठीचे व्याकरण तसेच व्याकरणाचे बारकावे विद्यार्थ्यांना समजून सांगणे.
4. विद्यार्थ्यांमध्ये स्पर्धात्मक परीक्षेसाठी शब्द विचार, शब्दांच्या जाती, नाम व त्याचे प्रकार, लिंग विचार, विभक्ती, अलंकार, वर्णविचार व त्याचे प्रकार इत्यादींचे ज्ञान देऊन त्यांचा परीक्षेविषयी आत्मविश्वास वाढवणे.
5. स्पर्धा परीक्षेमध्ये उपयुक्त ठरणारे मराठी व्याकरण विद्यार्थ्यांना सुलभ रित्या समजून सांगणे.
6. मराठी लेखन शैली विकसित करणे.

Syllabus

❖ अभ्यासक्रम

घटक -1

- 1.1 मराठी भाषा लिपी व व्याकरण
- 1.2 व्याकरणाचे अभ्यासात महत्त्व

घटक - 2

- 2.1 वर्ण विचार
(वर्णांचे प्रकार, स्वरांचे प्रकार, इत्यादी .
- 2.2 मराठी व्याकरण : पार्श्वभूमी व प्रस्तुतता.

घटक- 3

- 3.1 मराठी व्याकरण व स्पर्धा परीक्षा यातील सह संबंध.
- 3.2 स्पर्धा परीक्षेचा पाया म्हणजेच, व्याकरण.
- 3.3 मराठी व्याकरणाची स्पर्धा परीक्षेत उपयुक्तता.

घटक -4

- 4.1 मराठी व्याकरणाचे स्वरूप आणि विविधता (उच्चारण, बोली, भूभाग परतवे, स्वर, उच्चारण बदलते स्वरूप)
- 4.2 स्पर्धा परीक्षेकरिता मराठी व्याकरण :(आवश्यकता आणि पूर्वतयारी)

Criterion I : Curricular Aspects

घटक :5

- 5.1 महत्त्वपूर्ण व्याकरण :आवश्यक प्रयत्न (व्याकरणाचा पाया शब्दसाठा)
- 5.2 व्याकरणाविषयी घ्यावयाच्या सूक्ष्म काळजी.(पूर्णविराम, अर्धविराम, स्वल्पविराम, उच्चारण)
- 5.3 स्पर्धा परीक्षेत व्याकरणाचे महत्त्व व उपयोग.

घटक -6

संदर्भ ग्रंथ यादी

1. मराठी व्याकरण- मो.रा वाळिंबे
2. सकाळ संपूर्ण मराठी व्याकरण - मो.रा वाळिंबे
3. सुगम मराठी व्याकरण व लेखन - मो रा वाळिंबे
4. सुगम मराठी व्याकरण व लेखन शब्दरना - मो.रा वाळिंबे.

Criterion I : Curricular Aspects

Brochure



भारतीय सेवा सदन, द्वारा संचालित
**श्रीमती राधादेवी गोयनका
महिला महाविद्यालय, अकोला**

(Certified Minority Institution) (Affiliated to SGB Amravati University, Amravati)
Accredited by NAAC in III Cycle, "A" Grade with CGPA 3.07

मराठी विभाग
'अनुदिनी लेखन एक कौशल्य' (अॅडऑन कोर्स)
(दि. 25 जानेवारी 2024 ते 01 मार्च 2024)



मार्गदर्शक
मा. दिलीपराजजी गोयनका

प्राचार्य
प्रा.डॉ. चारुशीला रुमाले

.. समन्वयक ..

डॉ. स्वप्नील इंगोले

डॉ. कल्पना गोरले

प्रा. तेजस्विनी ठाकरे

Criterion I : Curricular Aspects

Permission Letter

प्रति,

मा. प्राचार्य

श्रीमती राधादेवी गोयनका महिला महाविद्यालय, अकोला.

विषय: Add-on courses अंतर्गत 'अनुदिनी लेखन एक कौशल्य' या विषयाकरिता मान्यता मिळणे बाबत.

महोदय,

वरील विषयी अर्ज सादर करते की, महाविद्यालयातील विद्यार्थिनी करिता Add-on courses घ्यायचा असून दरवर्षी प्रमाणे याही वर्षी Add-on- courses घेण्यात येत असतो. महाविद्यालयातील विद्यार्थ्यांच्या सर्वांगीण विकासासाठी 'ब्लॉग लेखन एक कौशल्य' हा विषय घेऊन तीस तासाच्या कालावधीत हा कोर्स पूर्ण करावयाचा आहे. तरी आपण मान्यता द्यावी ही विनंती.

(कालावधी दिनांक 25 जानेवारी 2024 ते 1 मार्च 2024)

18.7.24

आपले विश्वासू

डॉ. स्वप्निल इंगोले

डॉ. कल्पना गोरले

प्रा. तेजस्विनी ठाकरे

'अनुदिनी लेखन एक कौशल्य'

प्रस्तावना:

ब्लॉग हे व्यक्तिमत्व विकासाचे माध्यम आहे.जनसंवाददातील एक महत्त्वाचे माध्यम म्हणून ब्लॉक माध्यम लोकप्रिय होत आहे. इंटरनेटवर सहज उपलब्ध असलेले अत्यंत प्रभावी आणि मोफत असे संवादाचे माध्यम आहे. प्रादेशिक भाषेतूनही ब्लॉग लेखन करता येते.अत्यंत अलीकडच्या काळात समोर आलेले हे माध्यम अभिव्यक्तीचे सशक्त माध्यम बनले आहे.ब्लॉग लिहिणाऱ्यांची संख्या मर्यादित असली तरी ब्लॉक वाचणाऱ्यांची संख्या मात्र जास्त आहे. तरुणांनी ब्लॉगला स्वीकारलं आहे.

प्रस्तुत प्रमाणपत्र अभ्यासक्रमाद्वारे ब्लॉग ही लेखन शैली तरुणाईच्या प्रतिभेला नव आकाश खुले करून देत आहे. म्हणजेच 'ब्लॉग लेखन एक कौशल्य' या अभ्यासक्रमाद्वारे विद्यार्थ्यांमध्ये लेखन विषयक सर्जनशीलता निर्माण करणे हा हेतू आहे. ब्लॉग ही विनामूल्य सेवा आहे.म्हणजेच ब्लॉग ही आपली इंटरनेटवरील नोंदवहीच आहे. हे विद्यार्थ्यांना समजून सांगणे.

जागतिकीकरणाच्या युगामध्ये ब्लॉगच्या माध्यमातून एकाच वेळी जगातल्या चार कोपऱ्यात हजारो मेन दूर असताना ब्लॉगच्या माध्यमातून एकमेकांच्या संपर्कात राहून ब्लॉग लिहिला जाऊ शकतो.हे अभिव्यक्तीची कौशल्य ठरते,जो ब्लॉग लिहितो तो ब्लॉगर अर्थात ब्लॉग लेखक विशिष्ट सांकेतिक शब्द किंवा पासवर्ड देऊन ब्लॉकचे संपादन लेखन करू शकतो.

त्यासाठीच प्रस्तुत प्रमाणपत्र अभ्यासक्रमाची निर्मिती करण्यात आली आहे.

Syllabus

अभ्यासक्रम :

घटक -1

- 1.1 अनुदिनी संज्ञा, संकल्पना, स्वरूप
- 1.2 ब्लॉगचा इतिहास

घटक -2

- 2.1 मराठी ब्लॉगचा इतिहास
- 2.2 ब्लॉग
- 2.3 ब्लॉगर
- 2.4 युनिकोड

घटक- 3

- 3.1 मराठी ब्लॉग विश्व
- 3.2 साहित्य विषय ब्लॉक प्रकार
- 3.3 शेती विषयक ब्लॉग प्रकार

घटक -4

- 4.1 वेबसाईट चा वापर करून ब्लॉक तयार करणे.
- 4.2 संवाद प्रभावी करणे.
- 4.3 अभिव्यक्तीला व्यासपीठ म्हणून देणारे ब्लॉक तयार करणे.

घटक-5

- 5.1 ब्लॉग माहिती प्रबोधनाचे साधन.
- 5.2 ब्लॉक ऑनलाईन डायरी.

संदर्भ ग्रंथ :

- मराठी भाषिक कौशल्य विकास-डॉ. पृथ्वीराज तौर, अथर्व पब्लिकेशन धुळे प्रथमावृत्ती 13 जुलै 2018.
- मराठी ब्लॉग एक रांगत माध्यम- माधव शिरवळकर
- आप हा ब्लॉग विषयावरील विशेषांक.

Certificate

भारतीय सेवा सदन, द्वारा संचालित



**श्रीमती राधादेवी गोयनका महिला
महाविद्यालय, अकोला**

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प्रमाणपत्र

मराठी विभाग

अनुदिनी लेखन प्रमाणपत्र

(ऑडॉन कोर्स)

सत्र : 2023-24

कु. _____ यांना
प्रमाणित करण्यात येते की, मराठी विभागाच्या वतीने यांना
"अनुदिनी लेखन प्रमाणपत्र" हा अभ्यासक्रम पूर्ण करून त्यांनी _____ ही
श्रेणी प्राप्त केली. त्याकरिता त्यांना प्रमाणपत्र प्रदान करण्यात येत आहे.

आपले अभिनंदन आणि पुढील वाटचालीस शुभेच्छा !


समन्वयक

विभाग प्रमुख

प्राचार्य


Criterion I : Curricular Aspects

Brochure

 भारतीय सेवा सदन, द्वारा संचालित
**श्रीमती राधादेवी गोयनका
महिला महाविद्यालय, अकोला**
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मराठी विभाग

अभिव्यक्ती (Add on)



मार्गदर्शक
मा. दिलीपराजजी गोयनका

प्राचार्य
प्रा.डॉ. चारुशीला रुमाले

.. समन्वयक ..
प्रा. स्वप्नील इंगोले

Permission Letter

प्रति
मा. प्राचार्य,
क्षिमिली रा. दे. गो.
महिला महा. अकोला.

दि. 24/01/2024

विषय: ' अभिव्यक्ती अँड डॉन अभ्यासकृता
मान्यता मिळोवावत

महोदय,
उपरोक्त विषयास अनुकूलन
अभिव्यक्ती हा वस्तुत्व, काव्यवाचन, मुलाखततंत्र,
सूत्रसंचालन कौशल्य अभ्यासकृम दि. 12/02/2024
ते 21/03/2024 दरम्यान घ्यायचा आहे.
अभ्यास घटक सोबत जोडलेले आहेत.

कळवे.

आपला विश्वासू
रक्षुणी.
(डा. स्वप्नलि शिंगोले)

Columnale
18.7.24

Criterion I : Curricular Aspects

प्रस्तावना:

विविध मंचीय आणि व्यासपिठीय कार्यक्रमात त्याच्या यशस्वितेसाठी एक तज्ञ व कुशल सुत्रसंचलकाची आवश्यकता असते. राजकिय, सामाजिक, शैक्षणिक आणि सांगितीक कार्यक्रमासाठी कार्यक्रमाला सुत्रबद्ध ठेवून उंचीवर पोहचवण्यासाठी एका जाणत्या सुत्रसंचलकांची आवश्यकता असते.

प्रस्तुत प्रमाणपत्र अभ्यासक्रमाद्वारे विद्यार्थ्यांमधील वक्तृत्व गुण आणि त्या द्वाराच नेतृत्व विकसित करणे हाच मुख्य हेतु आहे. बोलणे आणि कार्यक्रमात सुत्रबद्धता राखणे हे एका सुज्ञ संचलकाचे कर्तव्य असते. आपले बोलणे पाल्हाळीक न होता कार्यक्रमात प्राण फुंकत राहणे सुत्र संचलकांचे कौशल्य ठरते.

सुत्रसंचलकांने पाहुण्यांचे आगमन. उद्घाटन, दिपप्रज्वलन, प्रास्ताविक, व्याख्यान, पारितोषिक वितरण, आभार प्रदर्शन, राष्ट्रगीतापर्यंत कार्यक्रमावर पकड ठेवावी. मार्गदर्शकांचा, त्याच्या मनोगतांचा मोगोवा घेत कार्यक्रमात सातत्य, उत्साह ठेवणे गरजेचे असते.

कार्यक्रम कुठला हि असो औचित्य कोणतेही असो एक यशस्वी आणि परिणामकारकतेसाठी एका तज्ञ आणि सुजाण सुत्रसंचलकाची गरज असते. त्यासाठीच प्रस्तुत प्रमाणपत्र अभ्यासक्रमाची निर्मिती करण्यात आली आहे.

Criterion I : Curricular Aspects

❖ उद्दिष्टे :

- 1) 'सुत्रसंचलन : एक कौशल्य' या प्रमाणपत्र अभ्यासकमातून विद्यार्थ्यांमधील वक्तृत्व गुण विकसित करणे.
- 2) कुठल्याहि कार्यकम यशस्विते करीता उपयुक्त सुत्रसंचलक निर्माण करणे.
- 3) प्रस्तुत अभ्यासकमाद्वारे विद्यार्थ्यांमध्ये नियोजन व व्यवस्थापन गुण वृद्धीगत करणे.
- 4) विद्यार्थ्यांमध्ये सभाधिपणा आणि सभेत बोलण्याचा आत्मविश्वास वाढविणे.
- 5) व्यासपिठीय कार्यकम, त्याची तयारी या विषयी माहिती पुर्वकल्पना देवुन विद्यार्थ्यांना त्या विषयी अवगत करणे.
- 6) 'उत्तम सुत्रसंचलक : यशस्वी कार्यकम' या सुत्रा प्रमाणे विद्यार्थ्यांमध्ये वक्तृत्व व नेतृत्व गुण रुजविणे.

Syllabus

❖ अभ्यासक्रम :

घटक 1

- 1.1 वक्तृत्व - संज्ञा, संकल्पना, स्वरूप
- 1.2 वक्तृत्वाचे विविध उपयोग.

घटक 2

- 2.1 वक्तृत्वाचे विविध प्रकार
(व्याख्यान, मनोगत, प्रवचन, किर्तन इ.)
- 2.2 वक्तृत्व कौशल्य: इतिहास व प्रस्तुतता

घटक 3

- 3.1 वक्तृत्व व सुत्रसंचलन यातील अंतःसंबंध
- 3.2 सुत्रसंचलनाचा पाया वक्तृत्व
- 3.3 सुत्रसंचलन कौशल्याची उपयोगिता

घटक 4

- 4.1 सुत्रसंचलन: स्वरूप आणि विविधता
(सामाजिक, राजकीय, सांस्कृतिक, शैक्षणिक, सांगीतिक कार्यक्रम)
- 4.2 सुत्रसंचलन : आवश्यक गुण आणि पुर्वतयारी
(काव्यपंक्ती, आत्मविश्वास, हजरजबाबीपणा इ.)

घटक 5

- 5.1 आदर्श सुत्रसंचलक : अंगीकृत गुण, कौशल्य, आवश्यक प्रयत्न (आवाज, आशय, शब्दसाठा)

Criterion I : Curricular Aspects

5.2 सुत्रसंसचलकाने ध्यावयाची काळजी, राखावयाची निगा, पाळावयाची पथ्ये इ.

5.3 वक्तृत्व-सुत्रसंचलन-संधी, उपयोग

❖ संदर्भ ग्रंथ:

- 1) कथा वक्तृत्वाची - प्राचार्य शिवाजीराव भोसले
- 2) मी कसा झालो - आचार्य अत्रे
- 3) सभेतील भाषणे - प्रबोधनकार ठाकरे
- 4) सुत्रसंचलन कौशल्य - अरविंद शिंगाडे
- 5) '.....आणि माझ्या प्रिय मित्रांनो' - किशोर बळी
- 6) भाषणकला - मधुकर पाटील

Certificate

भारतीय सेवा मदन, द्वारा संचालित



**श्रीमती राधादेवी गोयनका महिला
महाविद्यालय, अकोला**

(Certified Minority Institution) (Affiliated to SGB Amravati University, Amravati)
Accredited by NAAC in III Cycle, "A" Grade with CGPA 3.07

प्रमाणपत्र

मराठी विभाग

अभिव्यक्ती

(अॅडऑन कोर्स)

सत्र : 2023-24

कु. _____ यांना
प्रमाणित करण्यात येते की, मराठी विभागाच्या वतीने यांना
" अभिव्यक्ती" हा अभ्यासक्रम पूर्ण करून त्यांनी _____ ही
श्रेणी प्राप्त केली. त्याकरिता त्यांना प्रमाणपत्र प्रदान करण्यात येत आहे.

आपले अभिनंदन आणि पुढिल वाटचालीस शुभेच्छा !

समन्वयक

विभाग प्रमुख

प्राचार्य

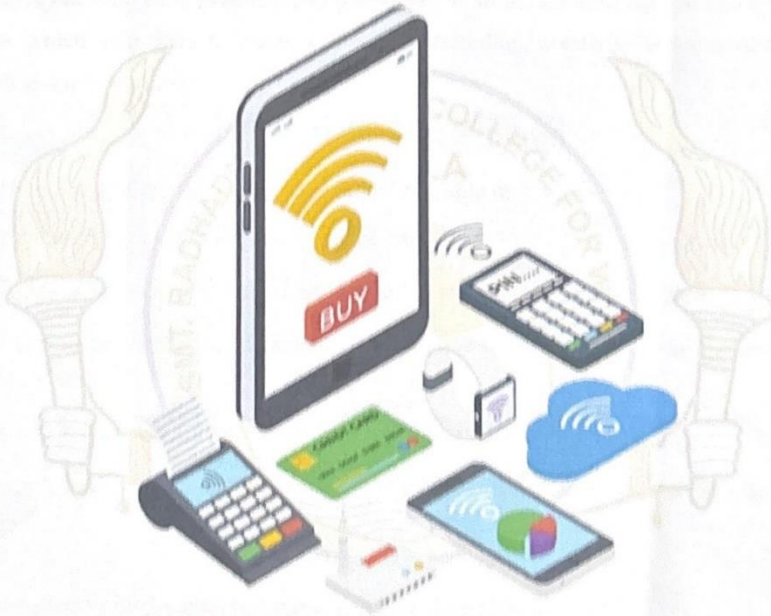
Criterion I : Curricular Aspects

Brochure

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

Department of Economics

Add on Course
on
Internet Banking
9 Oct - 2023 to 28 Oct - 2023



Internet Banking
Registration Form Available
Department of Economics
8087510009

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

Department of Economics

About the Department of Economics

The Department of Economics is one of the youngest departments of RDG College for Women, established in 1965. It offers Undergraduate Degree Programme BA Economics.

The department offers a blend of theoretical and applied knowledge of Economics supplemented with quantitative methods to its students along with immense opportunities beyond academics. Under the institution of Smt. Radhadevi Goenka College for Women, Akola students are encouraged to organize and participate in all the educational and extracurricular activities which help them to enhance their understanding, creativity and interdisciplinary approach towards learning.

Objective of the Course

By the end of this course, students should be able to:

- Explain the concepts and principles of Internet banking.
- Analyse the technological infrastructure behind Internet banking systems.
- Evaluate the benefits and challenges of Internet banking for financial institutions and customers.
- Understand the security and privacy issues related to online banking.
- Apply knowledge of Internet banking to real-world scenarios and case studies.

Course Outcomes

After completion of the course, participants will be able to:

- Understand banking and finance system in india.
- Acquaint commercial bank and its product.
- Build customer relationship in banking sector.
- Well verse with e-banking services and internet Banking

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

Department of Economics

Program Details

- There will be online & offline mode of teaching.
- There will be minimum 15 Sessions of 120 minutes each.
- There will be 5 Sessions per week.
- Class timings will be 1.00 pm – 03 pm.
- Minimum 75% attendance is required to be eligible for certificate.
- For every Module, at least one practical assignment will be given to participants, which is required to be submit/upload within 5 days.

Evaluation of the Course

- Mid-term comprehensive MCQ based Skill Assessment Test of one-hour duration will be conducted.
- A final comprehensive MCQ assessment Skill Assessment Test of one-hour duration will be held at the end of the course.

Registration Details

Last date of Redistraton 8 Oct 2023

Regstration Offline

Near Nehru Park, Murtizapur Road, Akola - 444001 (M.S.) • Email :chaudhari_nitin@rdaakola.ac.in • www.rdaakola.ac.in

Criterion I : Curricular Aspects

Syllabus

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

Department of Economics

Course Content

Unit I – Introduction to Internet Banking

- Evolution of banking and technology
- Basics of online financial services
- Differences between traditional and Internet banking

Unit II – Online Banking Services

- Account management and balance inquiries
- Funds transfers and payments
- Loan applications and approvals

Unit III – Technological Infrastructure of Internet Banking


- Internet banking architecture
- Mobile banking and apps
- Payment gateways and processors

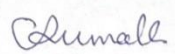
Unit IV – Benefits and Challenges of Internet Banking

- Convenience and accessibility
- Cost-effectiveness for banks and customers
- Competition and market expansion
- Security concerns and customer trust

Unit V – Internal Assignment & Subject based innovative Activity

Organizer


Dr. Nitin D Chaudhari
Assistant Professor & Head
Department of Economics


Dr. Charushila Rumale
Principal

Criterion I : Curricular Aspects

Certificate



Bharatiya Seva Sadan's
Smt. Radhadevi Goenka College for Women, Akola
(Certified Minority Institution)
NAAC Reaccredited Grade- A with CGPA 3.07
(Affiliated to Sant Gadge Baba Amravati University, Amravati)



CERTIFICATE

This is to certify that **Ku. _____** has successfully
completion of Add on Course on '**Internet Banking**' conducted by
Department of Economics during the period **9 Oct. 2023 to 28 Oct 2023** with A Grade

We appreciate and congratulate the participant for enthusiastic performance.



Dr. Nitin D Chaudhari
Head, Department of Economics



Dr. Charushila Rumale
Principal

Brochure

Add-On Certificate Course
in
**‘SOCIAL AWARENESS
AND WOMEN’S HEALTH’**
Session-2023-24



Criterion I : Curricular Aspects

Permission Letter

दिनांक : 15/12/2023

प्रति,

प्राचार्य,

श्रीमती राधादेवी गोयनका महिला महाविद्यालय,

अकोला.

अर्जदार : प्रा. नरेंद्र मानमोठे व प्रा स्मिता देवर

विषय : **Add on Certificate Course in Social Awareness and Women's**

Health सदरील कोर्स ला मान्यता मिळणे बाबत

मा. महोदय,

वरील विषयानुसार आपणास विनंती पूर्वक अर्ज सादर करतो की समाजशास्त्र विभागामार्फत दि. 18/12/2023 पासून ते 18/01/2024 पर्यंत **Add on Certificate Course in Social Awareness and Women's Health** हा कोर्स घेण्याचे आयोजन आहे. तरी सदर कोर्स सुरु करण्याकरीता मान्यता देण्यात यावी.



प्रा. नरेंद्र श्री. मानमोठे

विभाग प्रमुख

समाजशास्त्र विभाग

श्रीमती राधादेवी गोयनका महिला

महाविद्यालय, अकोला.

Criterion I : Curricular Aspects

Department of Sociology

The Department of Sociology is one of the youngest departments of Smt. Radhadevi Goenka College for Women, Akola, established in 1965. It offers Undergraduate Degree Programme BA Sociology.

The department offers a blend of theoretical and applied knowledge of Sociology supplemented with quantitative methods to its students along with immense opportunities beyond academics. Under the institution of Smt. Radhadevi Goenka College for Women, Akola students are encouraged to organize and participate in all the educational and extracurricular activities which help them to enhance their understanding, creativity and interdisciplinary approach towards learning.

About Certificate Course

The students shall get well equipped with various Women's health problems in India. After completion of this course, students will gain knowledge of Gender Issues and of Women's health problems in Indian Society. identify various factors impinging upon women's health also provide analytical understanding of relation between patriarchy, power and violence. analyse the various aspects of reproductive technologies from feminist perspective. enable the students to understand and analyse the need for gender sensitive policies. This course would provide an opportunity to understand the changing character of gender ideologies, gender relations and the image of Indian Women.

Criterion I : Curricular Aspects

Objective of the Course

Course Objectives:

- 1.To introduce the gender perspectives in health.*
- 2. To provide an opportunity to the students to acquire knowledge of Gender issues*
- 3. To familiarize the students about the Women's social issue, and because of it increases women's health problems*
- 4.To sensitize the students about contemporary gender issues and the Women's struggle for their rights of health issue.*

Course Outcomes

After completion of the course, participants will be able to:

- 1: to understand the health inequalities in girl children and women*
- 2: to analyse the factors affecting women's health*
- 3: to identify health problems of adolescent girls and adult women.*
- 4: to analyse and understand need for gender sensitive health care.*
- 5: to develop critical understanding about the health care infrastructure in India.*
- 6: to understand the impact of social religions & culture, social thoughts, social custom rituals, tradition, convenience on women health*

Criterion I : Curricular Aspects

7: *to understand the relationship between patriarchy, power and violence.*

8: *to interpret the relationship between violence and health.*

9: *to understand the challenges and critically examine the gaps in health policies.*

10. *To knows how to gets first aid any needy people*

Program Details

- *There will be online & offline mode of teaching.*
- *There will be minimum 20 Sessions of 1 hour 30 minutes each.*
- *There will be 4 Sessions per week on every Tuesday, Wednesday, Thursday & Friday.*
- *Class timings will be 3.00 pm – 4:30 pm.*
- *Minimum 75% attendance is required to be eligible for certificate.*
- *For every Module, at least one practical assignment will be given to participants, which is required to be submit/upload within 5 days.*

Evaluation of the Course

- *Mid-term comprehensive MCQ based Skill Assessment Test of one-hour duration will be conducted.*
- *A final comprehensive MCQ assessment Skill Assessment Test of one-hour duration will be held at the end of the course.*

Registration Details

Last date of Registration 18 Dec. 2023

Registration Fee: 50/-

Criterion I : Curricular Aspects

Course Content

<i>Session</i>	<i>Topic</i>	<i>Session</i>
1	<i>What is Health& Introduction of body</i>	<i>1 to 3</i>
2	<i>Life-cycle approach to women's health.</i>	<i>4 to 6</i>
3	<i>Culture and Women's Health</i>	<i>7 to 12</i>
4	<i>Social Awareness about Women's Health</i>	<i>13 to 16</i>
5	<i>First Aid</i>	<i>17 to 19</i>
6	<i>Final Assessment Test</i>	<i>20</i>

Organizer



**Pro.N.S.Manmothe(HOD)
& Pro Smita Dewar**
Department of Sociology



Dr. Charushila Rumale
Principal

Criterion I : Curricular Aspects

Syllabus

Unit ---Course Content---Instruction Hours

Unit-I

Conceptual understanding of Health and an overview of Health. Health indicators and gender gap. Feminist perspectives on health. Role of International and National agencies in Women's Health. WHO, NHRM, NHM. 15Hrs

Unit –II

Life-cycle approach to women's health.

Status of Girl Child Health and the influencing factors

Girl Child Neglect – Nutrition, mortality and morbidity Adolescent health, sexual and reproductive health.

Hygiene & Sanitation Programmes -WASH, ODF, SWATCH BHARATH.

Unit-III

Health Status of Women in Reproductive Age Group, Access to Health care

Maternal health and deaths among women of reproductive age. Fertility, family planning unmet needs and abortion.

STIs/RTIs and HIV/AIDs Assisted Reproductive Technology Surrogacy.

Unit - IV

Health issues and Social Awareness relating to Violence: Sexual Abuse, Immoral Trafficking, Rape Female Foeticide and Infanticide, Child Abuse, Child Marriage, Domestic Violence, , Cybercrime. Eve teasing – Acid Throwing, Violence in Workplace

Unit - V

Health issues and Social Awareness relating to Violence: Sexual Abuse, Immoral Trafficking, Rape Female Foeticide and Infanticide, Child Abuse, Child Marriage, Domestic Violence, , Cybercrime. Eve teasing – Acid Throwing, Violence in Workplace.


प्रा. नरेंद्र श्री. मानमोटे
विभाग प्रमुख
समाजशास्त्र विभाग
श्रीमती राधादेवी गोयनका महिला
महाविद्यालय, अकोला.

Certificate



Bharatiya Seva Sadan's

Smt. Radhadevi Goenka College For Women, Akola

NAAC Accredited Grade- A with CGPA 3.07

(Certified Minority Institution)

Affiliated to Sant Gadge Baba Amravati University, Amravati

CERTIFICATE

This Certificate is Awarded to

Mrs./Miss _____

On Successful Completion of

ADD-ON Certificate Course In

Social Awareness & Human Health

by the Department of Sociology

During the period 18th December 2023 to 18th January 2024.

Prof. Narendra Manmothe
Head, Dept. of Sociology

Prof. Smita Dewar
Co-ordinator

Dr. Charushila Rumale
Principal

Brochure

**Add-On Certificate Course
in
FEMINIST GUIDANCE
AND COUNSELLING**



Criterion I : Curricular Aspects

Permission Letter

दिनांक : 02/02/2024

प्रति,

प्राचार्य,

श्रीमती राधादेवी गोयनका महिला महाविद्यालय,
अकोला.

अर्जदार : प्रा. नरेंद्र मानमोठे व प्रा स्मिता देवर

विषय : **Add on Certificate Course in FEMINIST GUIDANCE AND
COUNSELLING** सदरील कोर्स ला मान्यता मिळणे बाबत.

मा. महोदय,

वरील विषयानुसार आपणास विनंती पूर्वक अर्ज सादर करतो की समाजशास्त्र विभागामार्फत दि. 05/02/2024 पासून ते 05/03/2024 पर्यंत **Add on Certificate Course in FEMINIST GUIDANCE AND COUNSELLING** हा कोर्स घेण्याचे आयोजन आहे. तरी सदर कोर्स सुरु करण्याकरीता मान्यता देण्यात यावी.



प्रा. नरेंद्र श्री. मानमोठे
विभाग प्रमुख
समाजशास्त्र विभाग
श्रीमती राधादेवी गोयनका महिला
महाविद्यालय, अकोला.

Criterion I : Curricular Aspects

Department of Sociology

The Department of Sociology is one of the youngest departments of Smt. Radhadevi Goenka College for Women, Akola, established in 1965. It offers Undergraduate Degree Programme BA Sociology.

The department offers a blend of theoretical and applied knowledge of Sociology supplemented with quantitative methods to its students along with immense opportunities beyond academics. Under the institution of Smt. Radhadevi Goenka College for Women, Akola students are encouraged to organize and participate in all the educational and extracurricular activities which help them to enhance their understanding, creativity and interdisciplinary approach towards learning.

About the Skill Enhancement Certificate Course

The students shall get well equipped with various Women's problems in India. After completion of this course, students will gain knowledge of Gender Issues and of feminist guidance and counselling problems in Indian Society. identify various factors impinging upon women's health also provide analytical understanding of relation between patriarchy, power and feminist guidance and counselling the various aspects of reproductive technologies from feminist perspective. enable the students to understand and analyse the need for gender sensitive policies. This course would provide an opportunity to understand the changing character of gender ideologies, gender relations and the image of Indian Women.

Criterion I : Curricular Aspects

Objective of the Course

Course Objectives:

- 1.To introduce the gender perspectives in feminist guidance and counselling.*
- 2. To provide an opportunity to the students to acquire knowledge of feminist guidance and counselling*
- 3. To familiarize the students about important of Women's guidance and counselling*
- 4.To sensitize the students about contemporary gender issues and the Women's struggle for their rights.*

Course Outcomes

After completion of the course, participants will be able to:

- 1: to understand the inequalities in girl children and women*
- 2: to analyse the factors affecting women's status*
- 3: to identify important of guidance and counselling girls and adult women.*
- 4: to analyse and understand need for feminist guidance and counselling.*
- 5: to develop critical understanding about the feminist guidance and counselling in India.*
- 6: to understand the impact of social religions & culture, social thoughts, social custom rituals, tradition, convenience on feminist guidance and counselling*
- 7: to understand the relationship between patriarchy, power and violence.*
- 8: to interpret the relationship between feminist guidance and counselling.*

Criterion I : Curricular Aspects

Program Details

- *There will be online & offline mode of teaching.*
- *There will be minimum 20 Sessions of 1 hour 30 minutes each.*
- *There will be 4 Sessions per week on every Tuesday, Wednesday, Thursday & Friday.*
- *Class timings will be 3.00 pm – 4:30 pm.*
- *Minimum 75% attendance is required to be eligible for certificate.*
- *For every Module, at least one practical assignment will be given to participants, which is required to be submit within 5 days.*

Evaluation of the Course

- *Mid-term comprehensive MCQ based Skill Assessment Test of one-hour duration will be conducted.*
- *A final comprehensive MCQ assessment Skill Assessment Test of one-hour duration will be held at the end of the course.*

Registration Details

Last date of Registration:- 02/02/2024

Criterion I : Curricular Aspects

Course Content

<i>Session</i>	<i>Topic</i>	<i>Session</i>
1	MEANING OF UNDERSTANDING GUIDANCE	1 TO 3
2	MEANING AND NATURE OF COUNSELLING	4 TO 6
3	TYPES AND AREAS OF COUNSELING	7 TO 12
4	APPROACHES TO CAREER DEVELOPMENT	13 TO 16
5	QUALITATIVE TECHNIQUES FOR ASSESSMENT	17 TO 19
6	FINAL ASSESSMENT TEST	20

Organizer


Pro.N.S.Manmothe(HOD)
& **Pro Smita Dewar** 
Department of Sociology


Dr. Charushila Rumale
Principal

SYLLABUS

FEMINIST GUIDANCE AND COUNSELLING

UNIT I: UNDERSTANDING GUIDANCE

Meaning and Definitions; Need for guidance; Objectives of guidance: self-understanding, self-discovery, self-reliance, self-direction, self-actualization; Scope of guidance programme; Needs for Guidance at various stages for women.

UNIT II: UNDERSTANDING COUNSELING

Meaning and nature of counselling; Scope of counselling; Objectives of counselling: resolution of problems, modification of behavior, promotion of mental health; Relationship between guidance and counselling;

UNIT III: TYPES AND AREAS OF COUNSELING

Uses of group process in counselling; Process of group counselling; Areas of counselling: family counselling, parental counselling, adolescent counselling, counselling of girls, counselling of children belonging to special groups; Peer counselling: Its concept and the relevance to the Indian situation.

UNIT IV: CAREER DEVELOPMENT

Approaches to career development – Concept – Importance – process – Nature of work – Motivation to work – Career development of Girls in India – Career patterns of women – common problems of women

UNIT V: QUALITATIVE TECHNIQUES FOR ASSESSMENT

Techniques of guidance – Non standardized techniques: questionnaire – observation – sociometry — rating scales– case study –interviews;

Standardized techniques – aptitude tests – Achievement tests – Interest inventory – personality tests.



प्रा. नरेंद्र श्री. मानमोटे
विभाग प्रमुख
समानशास्त्र विभाग
श्रीमती राधादेवी गोयनका महिला
महाविद्यालय, अकोला.

Certificate



Bharatiya Seva Sadan's

Smt. Radhadevi Goenka College For Women, Akola

NAAC Accredited Grade- A with CGPA 3.07

(Certified Minority Institution)

Affiliated to Sant Gadge Baba Amravati University, Amravati

CERTIFICATE

This Certificate is Awarded to

Mrs./Miss _____

On Successful Completion of

ADD-ON Certificate Course In

Feminist, Guidance & Counselling

by the Department of Sociology

During the period 05th February 2024 to 05th March 2024.

Prof. Narendra Manmothe
Head, Dept. of Sociology

Prof. Smita Dewar
Co-ordinator

Dr. Charushila Rumale
Principal

Criterion I : Curricular Aspects

Brochure

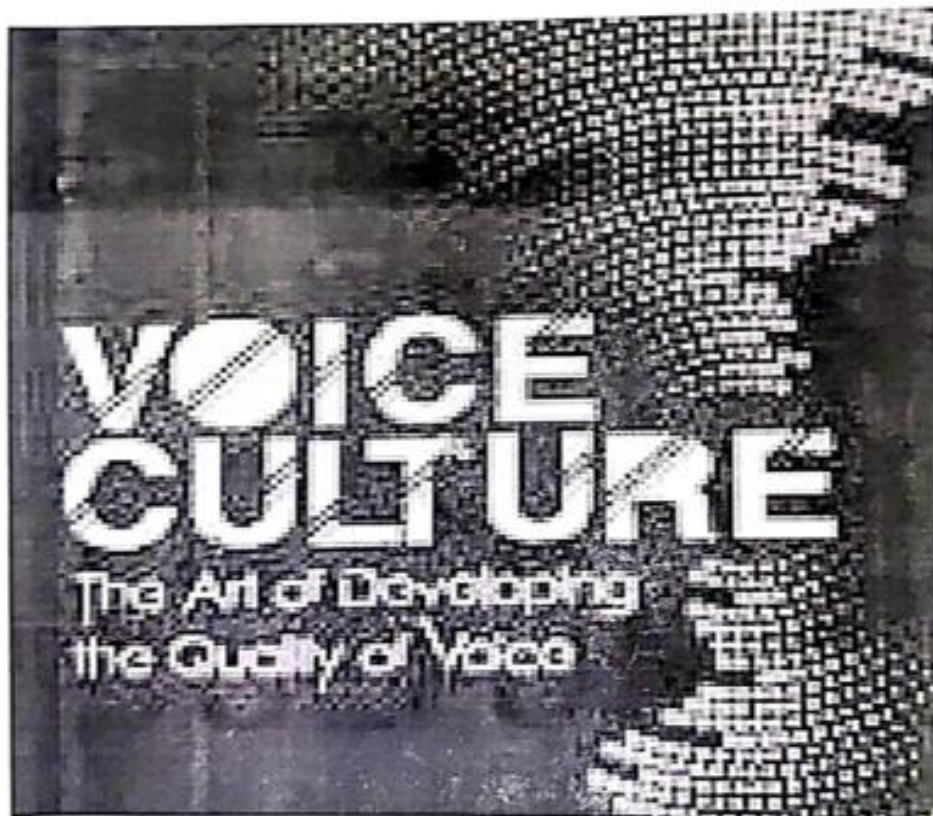
SMT .RADHADEVI GOENKA COLLEGE FOR WOMEN AKOLA

DEPARTMENT OF MUSIC

(ADD ON COURSE 2023-24)

VOICE CULTURE : VOICE PROJECTION TECHNIQUE

(The Art Of Developing Quality Voice)



Convener – Prof Dr. Archana Madhav Ambhore

Criterion I : Curricular Aspects

Bharatiya Sewa Sadan's

Smt. Radhadevi Goenka College For Women Akola.

DEPARTMENT OF MUSIC

Add on Course

Voice Culture : Voice Projection Technique

Course Duration : 30 Hours

Date: 25 January 2024 -1 March 2024

Time : 12 .00 Noon – 1.00 pm

Registration Date : 24 Jan.2024

Venue : Majlis Hall , Department Of Music

Contact :

Course Co-ordinator

Prof . Dr. Archana Madhav Ambhore

HoD Music

Cell No. 8208646707

Criterion I : Curricular Aspects

Permission Letter

प्रति,

मा० प्राचार्या,
श्रीमती राधादेवी गोयनका महिला महाविद्यालय,
अकोला.

विषय- ADD Course .

मा० महोदया, *

सविनय विनंती की मी ' Light &
Light Classical Music - Techniques of
voice projection (voice-culture) या विषयावर ADD ON course
घेण्यास इच्छुक आहे. तरी आपण हा कोर्स सुरू
करण्यास मला परवानगी द्यावी. ही विनंती

अकोला

दि० 18/09/2023.

आपली नम्र,

Arund

प्रा.डॉ. सौ. अर्चना अंबोरे .

Arund
18.9.2023

**SMT. RADHADEVI GOENKA COLLEGE FOR WOMEN AKOLA
DEPARTMENT OF MUSIC
Add On Course
VOICE CULTURE : VOICE PROJECTION TECHNIQUE**

I.Introduction:

Voice culture primarily refers to the methodology adopted to train or control the voice to sing effectively. Many musicologists and voice experts have accepted it as a science.

Voice Culture is a branch of knowledge, which deals with the techniques of right voice production. Study of music and the voice go hand in hand. The art form involves learning to sing a variety of ragas, compositions and the extemporization of music. A study of voice deals with the right way of voice production and its adaptation for the various styles of singing. Although the classical system of music in India has contributed many exercises to develop the skill of singing, a comprehensive study of all the scientific aspects related to voice cultivation and also the practice of technically developed exercises will help the singers to analyze their own voice and to manipulate the vocal apparatus for the perfect voice modulation

Voice culture offers the complete solution for all voice needs and training in the most effective methods of voice production for professional singers, students and teachers pursuing all styles of singing – Carnatic, Hindustani and Light music. We also impart training in vocal music to singers of all levels. Apart from the traditional exercises, many specialized techniques are taught as per the need of the student to increase the range and depth of voice, for the complete control of breathing, tone placements and control over all octaves of the voice, and to get rid of stage fear and related psychological problems. Voice culture specializes in dealing with the appropriate remedies for all voice disorders.

Voice quality is the result of a combined action of the basic and natural function of the vocal organs (vocal tract configuration) and the acquired qualities of the voice by scientific and systematic training and practice. Genetically determined factors of the vocal mechanism cannot be changed but with the help of the techniques one can mould them to make the voice more melodious. Ideally a good singer should be able to handle all the styles of music and voice modulation is the answer to developing this ability.

2.Aims and Objectives:

A) With voice culture, the voice becomes flexible with an ability to sing in all the three octaves effortlessly.

B) The natural, breathing capacity will increase, thus enabling the singer to sustain a note for a longer period and to express a wide variety of phrases, gamakas, tonal colors and feelings using the voice

Criterion I : Curricular Aspects

C) As Voice is the medium through which we do a lot of communicating with the outside world: our ideas, of course, and also our emotions and our personality. The voice is the very emblem of the speaker, indelibly woven into the fabric of speech.

D) Voice Culture's aim is to gain the control of the voice to sing the chosen vocal form aesthetically.

Outcomes Of The Course :

1. The Students Will be able to sing properly.
2. They Will able to learn Breathing Techniques.
3. The will learn Mice Techniue.

3. Syllabus

Unit -1.

- 1.1 Voice Culture – Term, Concept, Definition
- 1.2 History , Importance Of Voice Culture

Unit – 2

- 2.1 Omkar Sadhana, Pranayam and Yoga Asanas
- 2.2 Kharj Riyaz

Unit – 3

- 3.1 Study Of Vocal Chord – Lower Register, Upper Register
- 3.2 Breathing Technique – Breath Control

Unit – 4


- 4.1 Vocal Exercise
- 4.2 Recognition of Flaws,
- 4.3 Posture Understanding

Unit - 5

- 5.1 Daily Practice
- 5.2 Hindusthani Classical, Light Music , Bolleywood Music and Voice Culture
- 5.3 Mice Techniques

4. Reference Books

1. Devdhar ,B.R. (1979), **Aawaj Sadhana Shastra** ,Mangal Publication , Nagpur
2. Rele Chandra shekhar (1999) , **Swar Prawah, Samvaad Foundation**, Mumbai -6
3. Bangare Arun (1989), **Gwalior Ki Sangit Parampara**, Madhyapradesh Hindi Granth Academy, Bhopal
4. Choudhary Subhadra , **Sangit Ratnakar**,
5. <http://metaphorm.biz/raag/articles/aneesh/fusion4.htm>


Dr. Archana M. Ambhore
Professor and Head,
Deptt. of Music
RDG College, Akola
Recognised Ph.D. Supervisor,
SGBAU, Amravati

Certificate



Bharatiya Seva Sadan's

Smt. Radhadevi Goenka College For Women, Akola

NAAC Accredited Grade- A with CGPA 3.07
(Certified Minority Institution)
Affiliated to Sant Gadge Baba Amravati University, Amravati

CERTIFICATE

This Certificate is Awarded to

Mrs./Miss _____

On Successful Completion of

ADD-ON Certificate Course In

Voice Culture : Voice Projection Technique

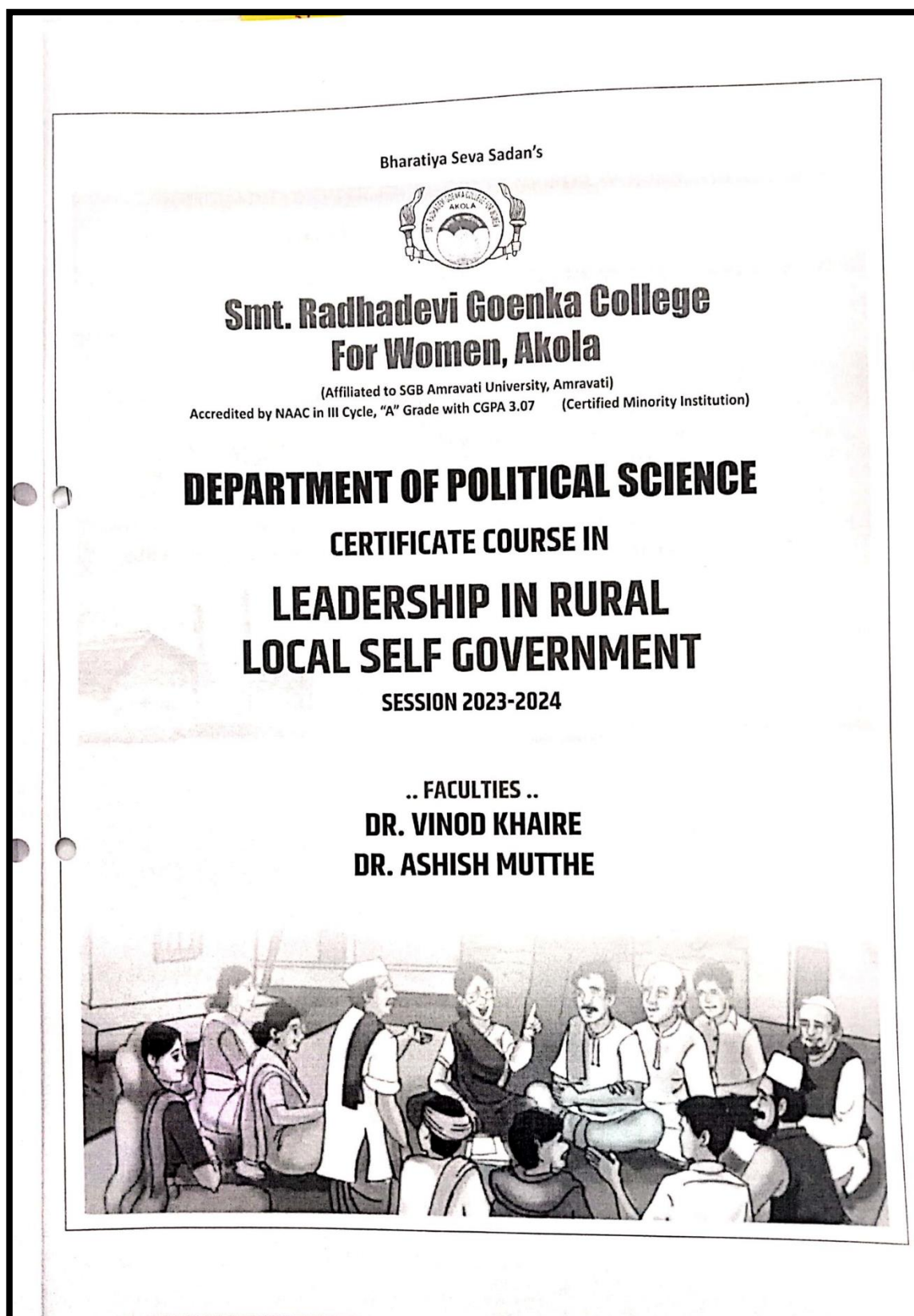
by the Department of Music

During the period 25th January 2024 to 01st March 2024.

Dr. Archana Ambhore
Co-ordinator

Dr. Charushila Rumale
Principal

Brochure



Criterion I : Curricular Aspects

Permission Letter

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

Applicant- Dr. Vinod B.Khaire ,Professor and Head
Department of Political Science

Subject- To approve the ADD ON COURSE ON LEADERSHIP IN RURAL LOCAL SELF GOVERNMENT


Respected Madam,

I hereby inform you that, our department of Political Science will organize the ADD ON COURSE ON LEADERSHIP IN RURAL LOCAL SELF GOVERNMENT for the students of UG and PG in the session 2023-2024, so, please give permission for the above certificate course.

Thanking You.

Date – 21/08/2023

*Columnale
24.08.2023*


(Dr. VinodKhaire)
Head of the Department

Criterion I : Curricular Aspects

SMT. RADHADEVI GOENKA COLLEGE FOR WOMEN, AKOLA
DEPARTMENT OF POLITICAL SCIENCE
ADD ON COURSE ON LEADERSHIP IN RURAL LOCAL SELF
GOVERNMENT

Introduction:

The department of Political Science is started the Addon Course on leadership in Rural local self-government with objective to establish the leadership skills among students and helpful to the students and local citizens who are interested to political science and Indian constitution. This course gives additional information and knowledge about the respective subject .

We mentioned Add on course in Political Science as follows detailed for the course duration, them, eligibility and intake capacity of the course.

SMT. RADHADEVI GOENKA COLLEGE FOR WOMEN, AKOLA

DEPARTMENT OF POLITICAL SCIENCE

**ADD ON COURSE ON LEADERSHIP IN RURAL LOCAL SELF
GOVERNMENT**

AIMS AND OBJECTIVES

- 1) To inculcate leadership skill in students.
- 2) To establish the women leadership in rural local self-government.
- 3) To understand the problems and solution for rural areas.
- 4) To know about basic information of structure rural local self-government.

Learning Outcome:

After the successful completion of the course

1. The students will acquire in depth knowledge on various leadership skills for rural local self-government.
2. The students will understand the basic knowledge of structure and functions of rural local self-Government.
3. Students can solve the problems of local areas with the information and skill.
4. Students will take active participation in decentralization of democratic process.

SMT. RADHADEVI GOENKA COLLEGE FOR WOMEN, AKOLA
DEPARTMENT OF POLITICAL SCIENCE
ADD ON COURSE ON LEADERSHIP IN RURAL LOCAL SELF
GOVERNMENT
SYLLABUS

- 1) Leadership – Meaning ,Definition , elements of leadership
- 2) Essential skills for leadership
- 3) Structure and functions of rural local self-Government
- 4) Powers of Sarpanch,PanchayatSamiti Chairman and ZillaParishad President
- 5) 73rd Constitutional Amendment act

Reference books-

- 1) Constitutional Amendments In India' By. M.V. Pyllee. University law publication –New Delhi
- 2) Local –self Government “ By. Dr. S.R. Mynesis, Pub:- Allahabad Law Agency
- 3) Two decades of panchyat raj in India By Durga Das Basu, Pub. Lexis Nexis New-Delhi
- 4) The introduction to the constitution of India By. YatedassingAshish Bhatt & TapalKumar ,Ravat Publication
- 5) Indian Polity by M. Laxmikant, Sagar Publication ,Kalikat
- 6) AAGHADICHE MAHILA NETRUTVA, Sudha Menon
- 7) Netrutva Kase Karave (नेतृत्वकसेकरावे (by Dale Carnegie
- 8) भारतीय राजकारण आणि नेतृत्वाची वाटचाल, Prakash Pawar

Criterion I : Curricular Aspects

SMT. RADHADEVI GOENKA COLLEGE FOR WOMEN, AKOLA

DEPARTMENT OF POLITICAL SCIENCE

**ADD ON COURSE ON LEADERSHIP IN RURAL LOCAL SELF
GOVERNMENT**

STRUCTURE

DURATION – 30 Hours

TOTAL PERIODS- 30

CERTIFICATE COURSE FEE- Rs.50/- per student

After completion of course CERTIFICATE will be given to every student.

Criterion I : Curricular Aspects

SMT. RADHADEVI GOENKA COLLEGE FOR WOMEN, AKOLA





DEPARTMENT OF POLITICAL SCIENCE

ADD ON COURSE ON LEADERSHIP IN RURAL LOCAL SELF
GOVERNMENT

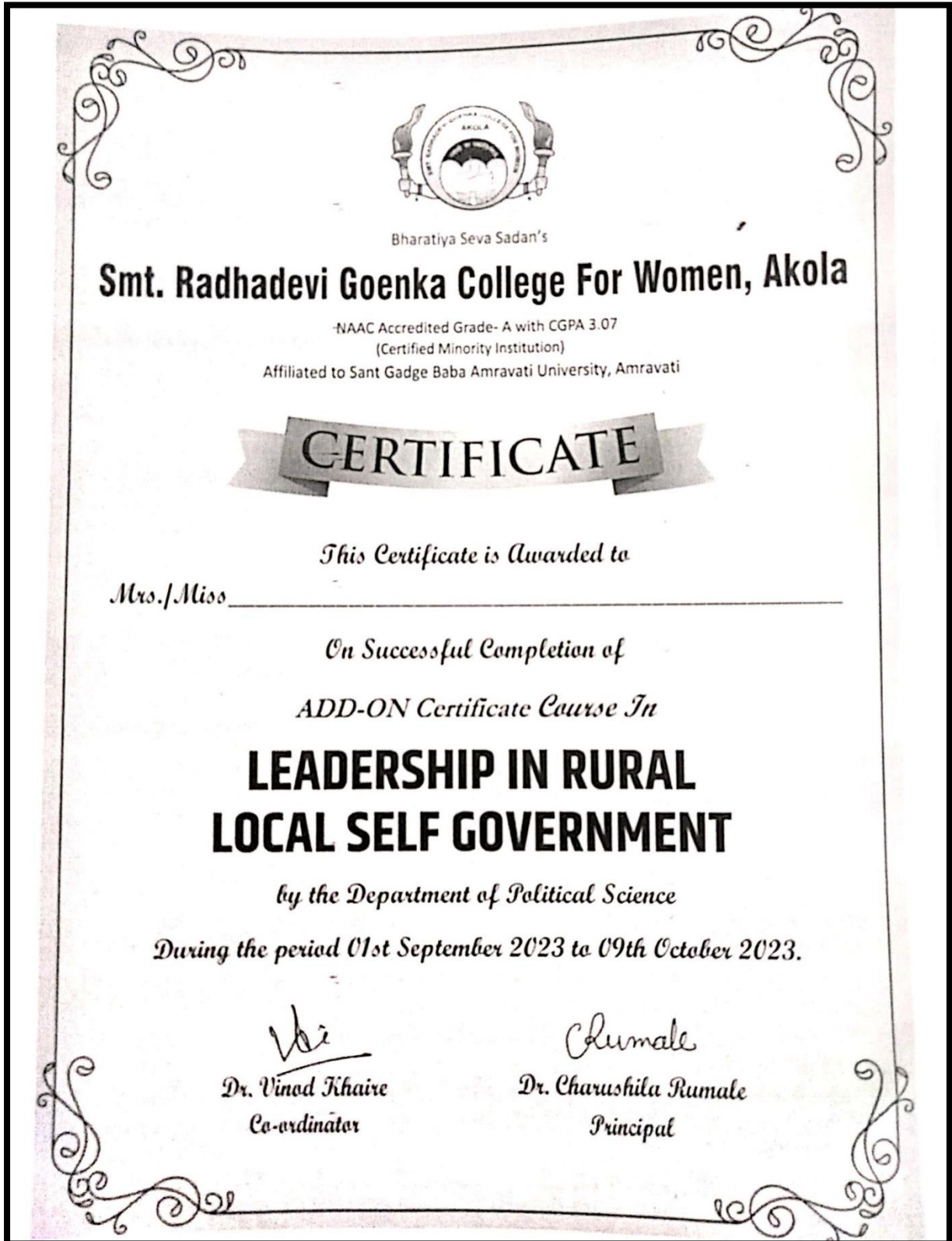
FACULTIES

Department of Political Science

Faculty

#	Photo	Name	Qualification	Designation	Years of Experience	Contact	Links
1		Dr. V. B. Khare	M.A (Political Science), NET, LLB, Ph.D.	Professor & HOD	19 years	khare_viraj@rgakola.ac.in	
2		Dr. Ashish J. Mutthe	M.A (Political Science) M.Phil SET, Ph.D.	Assistant Professor	2 years	mutthe.ashish@rgakola.ac.in	

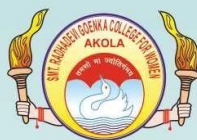
CERTIFICATE



Criterion I : Curricular Aspects

Brochure

Certificate in Formatting & Presentation Skill



Bharatiya Seva Sadan's

Smt. Radhadevi Goenka College for Women, Akola

(Certified Minority Institution) (Affiliated to SGBAU, Amravati)

NAAC Accredited Grade - A with CGPA 3.07

Department of Commerce & Management

Enroll for

Certificate Program in Formatting & Presentation Skills

Session - 2023-24

.. Organizers ..

Dr. Ambadas Pande

Cordinator & HOD

Dr. Charushila Rumale

Principal

Criterion I : Curricular Aspects

Permission Letter

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

Sub: Getting permission to run Certificate Programmes in Computer Modules in the Academic Year 2023-24

Respected Madam,

With reference to the subject mentioned above, Department of Commerce is running the following certificate courses from last 8 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 Programme in Formatting and Presentation Skills
2	Certificate Programme in Worksheet & Tally Skills
3	Certificate Programme in internet & E-Commerce Skills

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
Head,
Course Coordinator
Dept. of Commerce
Smt. R.D.G. College for
Women, AKOLA


PRINCIPAL
Smt. Radhadevi Goenka College
For Women, AKOLA.

Attached: Syllabus of Certificate Course

Criterion I : Curricular Aspects

Report

Smt. Radhadevi Goenka College for Women, Akola
Department of Commerce
Report on Computer Module Certificate Programme
Academic Session: 2023-24

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


Computer & Information Technology are important parts of every field. Hence in Education also, these play crucial role to develop various corresponding skills and efficiency among the students through the computer. Considering the need and demand of time, Department of Commerce has started above mentioned Certificate programmes. These programmes will help to develop computer proficiency and will make them enable to get job.

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	% of Passing students
1	Certificate Programme in Formatting & Presentation Skills	103	103	100 %
2	Certificate Programme in Worksheet & Tally Skills	90	90	100 %
3	Certificate Programme in Internet & E-Commerce Skills	79	79	100 %


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

Criterion I : Curricular Aspects

Syllabus

**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

Certificate

Certificate in Formatting & Presentation Skill

Bharatiya Seva Sadan's
Smt. Radhadevi Goenka College For Women, Akola
(Certified Minority Institution) (Affiliated to SGBAU, Amravati)
Accredited by NAAC in III Cycle, "A" Grade with CGPA 3.07

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
Date : _____

Dr. Ambadas Pande
Co-ordinator

Dr. Charushila Rumale
Principal

Criterion I : Curricular Aspects

Brochure

Certificate in Worksheet & Tally Skill

Bharatiya Seva Sadan's



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

(Certified Minority Institution) (Affiliated to SGBAU, Amravati)
NAAC Accredited Grade - A with CGPA 3.07

Department of Commerce & Management
Enroll for
Certificate Program in
Worksheet & Tally Skill

Session - 2023-24

.. Organizers ..

Dr. Ambadas Pande
Cordinator & HOD

Dr. Charushila Rumale
Principal

Criterion I : Curricular Aspects

Permission Letter

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

Sub: Getting permission to run Certificate Programmes in Computer Modules in the Academic Year 2023-24

Respected Madam,

With reference to the subject mentioned above, Department of Commerce is running the following certificate courses from last 8 years for the Teaching and Non- Teaching Staff and students of all faculties of Junior and Senior College.

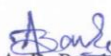
Sr.	Name of the Programme
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2	Certificate Programme in Worksheet & Tally Skills
3	Certificate Programme in internet & E-Commerce Skills

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
Head,
Course Coordinator
Dept. of Commerce
Smt. R.D.G. College for
Women, AKOLA


PRINCIPAL
Smt. Radhadevi Goenka College
For Women, AKOLA.

Attached: Syllabus of Certificate Course

Criterion I : Curricular Aspects

Report

Smt. Radhadevi Goenka College for Women, Akola
Department of Commerce
Report on Computer Module Certificate Programme

Academic Session: 2023-24

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


Computer & Information Technology are important parts of every field. Hence in Education also, these play a crucial role to develop various corresponding skills and efficiency among the students through the computer. Considering the need and demand of time, Department of Commerce has started above mentioned Certificate programmes. These programmes will help to develop computer proficiency and will make them enable to get job.

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	% of Passing students
1	Certificate Programme in Formatting & Presentation Skills	103	103	100 %
2	Certificate Programme in Worksheet & Tally Skills	90	90	100 %
3	Certificate Programme in Internet & E-Commerce Skills	79	79	100 %


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

Criterion I : Curricular Aspects

Syllabus


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

Certificate

Certificate in Worksheet & Tally Skill



Bharatiya Seva Sadan's
Smt. Radhadevi Goenka College For Women, Akola
(Certified Minority Institution) (Affiliated to SGBAU, Amravati)
Accredited by NAAC in III Cycle, "A" Grade with CGPA 3.07

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
Date : _____

Dr. Ambadas Pande
Co-ordinator

Dr. Charushila Rumale
Principal

Criterion I : Curricular Aspects

Brochure

Certificate in Internet & E-commerce Skill

Bharatiya Seva Sadan's



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

(Certified Minority Institution) (Affiliated to SGBAU, Amravati)
NAAC Accredited Grade - A with CGPA 3.07

Department of Commerce & Management

Enroll for
Certificate Program in
Internet & E-Commerce Skills

Session - 2023-24

.. Organizers ..

Dr. Ambadas Pande
Cordinator & HOD

Dr. Charushila Rumale
Principal

Criterion I : Curricular Aspects

Permission Letter

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

Sub: Getting permission to run Certificate Programmes in Computer Modules in the Academic Year 2023-24

Respected Madam,

With reference to the subject mentioned above, Department of Commerce is running the following certificate courses from last 8 years for the Teaching and Non- Teaching Staff and students of all faculties of Junior and Senior College.


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1	Certificate Programme in Formatting and Presentation Skills
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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
Head,
Course Coordinator
Deptt. of Commerce
Smt. R.D.G. College for
Women, AKOLA


PRINCIPAL
Smt. Radhadevi Goenka College
For Women, AKOLA.

Attached: Syllabus of Certificate Course

Criterion I : Curricular Aspects

Report

Smt. Radhadevi Goenka College for Women, Akola
Department of Commerce
Report on Computer Module Certificate Programme

Academic Session: 2023-24

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


Computer & Information Technology are important parts of every field. Hence in Education also, these play a crucial role to develop various corresponding skills and efficiency among the students through the computer. Considering the need and demand of time, Department of Commerce has started above mentioned Certificate programmes. These programmes will help to develop computer proficiency and will make them enable to get job.

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	% of Passing students
1	Certificate Programme in Formatting & Presentation Skills	103	103	100 %
2	Certificate Programme in Worksheet & Tally Skills	90	90	100 %
3	Certificate Programme in Internet & E-Commerce Skills	79	79	100 %



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

Criterion I : Curricular Aspects

Syllabus

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

Certificate

Certificate in Internet & E-commerce Skill



Bharatiya Seva Sadan's
Smt. Radhadevi Goenka College For Women, Akola
(Certified Minority Institution) (Affiliated to SGBAU, Amravati)
Accredited by NAAC in III Cycle, "A" Grade with CGPA 3.07

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 towith Grade.

Place : Akola
Date :

Dr. Ambadas Pande
Co-ordinator

Dr. Charushila Rumale
Principal

Criterion I : Curricular Aspects

Brochure



Bharatiya Seva Sadan's
**Smt. Radhadevi Goenka College
for Women, Akola**
(Certified Minority Institution) (Affiliated to SGBAU, Amravati)
NAAC Accredited Grade - A with CGPA 3.07

Department of Commerce & Management
Enroll for
Certificate Course in Banking & Insurance

2023-24

.. Organizers ..

Dr. Ambadas Pande
Cordinator & HOD

Dr. Charushila Rumale
Principal

Criterion I : Curricular Aspects

Permission Letter

Radhadevi Goenka College
For Women AKOLA.
Word No. 218/15
Date 10/07/2015

क्र.सगाबाअवि/७-ड/ 8/Carri-Ori-I/ 495 /2015

दिनांक : ५ / ७ / २०१५

प्रति,
सचिव,
उच्च व तंत्र शिक्षण विभाग,
मंत्रालय विस्तार भवन,
मुंबई-३२.

विषय : यु.जी.सी.कडून मंजूर झालेल्या अभ्यासक्रमास महाविद्यालयात सुरु करण्यास परवानगी मिळणेबाबत.

संदर्भ : १) यु.जी.सी. Notice No. F.4-272/2013(COC), Dt. 31 December, 2014

२) यु.जी.सी. Notice No. F.4-263/2013(COC), Dt. 31 December, 2014

विद्यापीठ अनुदान आयोगाच्या Innovative Programme, Career Oriented Programme तसेच Human Rights Education अंतर्गत मान्यता प्राप्त अभ्यासक्रम हे महाराष्ट्र शासनाने ते अभ्यासक्रम सुरु करण्यास मान्यता प्रदान केल्यानंतरच महाविद्यालयात सुरु केले जात.

तथापीठ २६.२.२०१० रोजी मंत्रालय, मुंबई येथे झालेल्या चर्चेमध्ये विद्यापीठ अनुदान आयोगाने Innovative Programme, Career Oriented Courses & Human Rights Education इ. योजनेअंतर्गत मंजूर करण्यात आलेले अभ्यासक्रम (महाराष्ट्र शासनावर म.वि.कायदा १९९४ चे कलम ८ (जी) अंतर्गत वित्तीय भार येत नसल्याने) महाविद्यालयांनी परस्पर सुरु करण्यास हरकत नसल्याचे ठरले. सबब सर्व संबंधित महाविद्यालयांना विद्यापीठ पत्राद्वारे अशा प्रकारे विद्यापीठ अनुदान आयोगाने मंजूर केलेल्या अभ्यासक्रमांसाठी महाविद्यालय कोणत्याही आवर्ती/अनावर्ती अनुदानाची मागणी करणार नाही असे हमीपत्र विद्यापीठ व राहस्यचालक, उच्च शिक्षण कार्यालयास सादर करण्याबाबत संबंधित महाविद्यालयांना विद्यापीठ पत्राद्वारे कळविण्यात आले होते. (सुलभ संदर्भासाठी प्रत सोबत जोडली आहे.)

विद्यापीठ अनुदान आयोगाने Career Oriented Courses योजनेअंतर्गत खाली दर्शविल्याप्रमाणे अभ्यासक्रम शैक्षणिक सत्र २०१४-१५ मध्ये सुरु करण्यास परवानगी प्रदान केली आहे व त्यासाठी वित्तीय सहाय्य सुद्धा केले आहे.

Sr. No.	Name of College	Courses Approved	Rs. in lakh
1.	श्री शिवाजी कला, वाणिज्य व विज्ञान महाविद्यालय, आकोट. जि. अकोला.	Arts/Social Science Stream : 1) Fashion Designing	7.00
2)	श्रीमती राधादेवी गोयनका महिला महाविद्यालय, अकोला.	Arts/Social Science Stream : 1) Communication Skills Commerce Stream : 1) Banking and Insurance	7.00 7.00


(कृ.मा.प.)

Dr. Shri Pardekar
Dr. N. K. S. S.
For information
11

Handwritten signature/initials

Criterion I : Curricular Aspects

SANT GADGE BABA AMRAVATI UNIVERSITY GAZETTE
Official Publication of Sant Gadge Baba Amravati University



PART-TWO

THURSDAY, THE 8TH JULY, 2010
NOTIFICATION

No. : 94/2010 Date : 03/07/2010

Subject : Cessation of membership on the Board of Studies in Psychology.
Reference : Notification No. 127/2007, Dated 15.12.2007.

It is notified for general information of all concerned that the membership of Dr. B.K. Wasnik, Deptt. of Psychology, Govt. Vidarbha Institute of Science and Humanities, Amravati on the Board of Studies in Psychology which was by virtue of provision u/s 37(3)(b) of Maharashtra Universities Act, 1994, has been ceased in accordance with the provision made under Sub-section (1) of Section 48 of M.U. Act, 1994 as he has retired from the service by superannuation on 31.8.2009.

By virtue of his membership on the Board of Studies in Psychology, the membership acquired by him on the other Authorities/Bodies shall also stand ceased from the date as mentioned above.

Sd/-
(Dineshkumar Joshi)
Registrar
Sant Gadge Baba Amravati University.

No. 95/2010 NOTIFICATION Date : 3/7/2010

Subject : Syllabus for Certificate/Diploma/Advanced Diploma courses under the scheme of Career Oriented Programme.

It is notified for information of all concerned that the authorities of the University have accepted the syllabus for Certificate/Diploma/Advanced Diploma courses in Insurance and Banking, and Information and Computer Technology to be introduced at first degree level in the affiliated colleges of the University from the academic session 2010-2011 and onwards under the U.G.C. scheme of career oriented programme. The syllabi for the said courses shall be as given in Appendix-A&B which are appended with this notification.

It is also notified that the authorities of the University have decided that the same eligibility criteria and other details along with scheme of examination shall be applicable as provided under Ordinance No.47 of 2005 and Regulation No.38 of 2005 for the above said courses.


Sd/-
(Dineshkumar Joshi)
Sant Gadge Baba Amravati University

Criterion I : Curricular Aspects

विद्यापीठ अनुदान आयोगाने उपरोक्त प्रमाणे मंजूर केलेले अभ्यासक्रम कायम विना अनुदानीत तत्वावर असून त्यासाठी राज्य शासनास कोणतेही अनुदान मंजूर करावे लागणार नाही. तरी या द्वारे आपणास विनंती करण्यात येते की, उपरोक्त अभ्यासक्रम सुरु करण्यास राज्य शासनाची मंजूरी तात्काळ प्रदान करण्यात यावी.

सहपत्र : उपरोक्त प्रमाणे.

आपला विश्वासु


कुलसचिव

प्रत माहितीकरीता तथा पुढील आवश्यक कार्यवाहीरतव :

- १) प्राचार्य, श्री शिवाजी कला, वाणिज्य व विज्ञान महाविद्यालय, आकोट. जि. अकोला.
- ✓ २) प्राचार्य, श्रीमती राधादेवी गोयनका महिला महाविद्यालय, अकोला.
- ३) उपकुलसचिव, (महाविद्यालय), संत गाडगे बाबा अमरावती विद्यापीठ.
- ४) उपकुलसचिव, (विद्या), संत गाडगे बाबा अमरावती विद्यापीठ.

GM
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Criterion I : Curricular Aspects

Report

Smt. Radhadevi Goenka College for Women, Akola
Department of Commerce and Management
Report on Certificate Course in Banking and Insurance
Academic Session 2023-24

College has started this course under COP (Career Oriented Programme) of UGC from the session 2015-16. This course is affiliated and recognized by Sant Gadge Baba Amravati University, Amravati. Certificate, Diploma and Advanced Diploma are three levels of this course. Any student of UG programme can take admission in this course. Now college is running this course on Self-financing basis.


Banking and Insurance are two sectors which are fast evolving and witnessing a transformational change. Banks are the backbone of all activities, because every transaction where money is involved, the bank is the main character. Insurance business is one of the prominent financial services in modern times. Keeping these aspects in mind, this Course in Fundamentals in Banking and Insurance has been designed to train students in basic concepts of Banking and Insurance. The Course has incorporated the significant changes that have taken place in the global financial architecture and the new products and technology that have invaded this sector. This course has made an attempt to offer to students a fundamental tool which will enhance their understanding of various businesses in the world economy.

On completion of the course, students-

- Get equipped with an understanding of the rudimentary aspects of Banking and Insurance
- Become able to engage with one of the fastest growing sectors of the economy
- Take interest towards a deeper understanding of Banking and Insurance
- Get able to explore various job opportunities

The Status of Admission and Result

Sr.No.	Programme	No. of Students admitted	No. of students passed	Percentage of Passing
01	Certificate Course in Banking and Insurance	25	25	100%



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

Criterion I : Curricular Aspects

Syllabus

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


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

Criterion I : Curricular Aspects

Certificate



Bharatiya Seva Sadan's

Smt. Radhadevi Goenka College For Women, Akola

(Certified Minority Institution) (Affiliated to SGBAU, Amravati)

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

Certificate Course in Banking and Insurance

This is to certify that
the within signed has successfully completed the prescribed course of studies and passed
the **Certificate Course in Banking and Insurance** approved by Sant Gadge Baba
Amravati University, Amravati in Division in the Year 2023 - 2024

Place : Akola

Date :

Dr. Ambadas Pande
Co-ordinator

Dr. Charushila Rumale
Principal

Criterion I : Curricular Aspects

Brochure

Bharatiya Seva Sadan's



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

(Certified Minority Institution) (Affiliated to SGBAU, Amravati)
NAAC Accredited Grade - A with CGPA 3.07

Department of Commerce & Management

**Enroll for
Certificate Course in Self Learning**

.. From ..
1st August to 12th December, 2023

.. Organizers ..

Mr. Dilipraj Goenka President, BSS	Dr. Rupa Gupta Cordinator	Dr. Ambadas Pande HOD	Dr. Charushila Rumale Principal
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Criterion I : Curricular Aspects

Permission Letter

Bharatiya Seva Sadan's
Smt. Radhadevi Goenka College For Women

Near Nehru Park, Murtizapur Road, Akola - 444 001 (M.S).
Ph.: (0724) 2450905, 2458748, Fax:- (0724) 2450905
E-mail: rdgcollegeakola@gmail.com Website:-www.rdgakola.ac.in
NAAC Reaccredited Grade - A with CGPA - 3.07
(Certified Minority Institution)

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

Sub: Getting permission to start Batch of Certificate Course in Self- Learning.

Respected Madam,

With reference to the subject mentioned above, Department of Self-Learning has successfully completed previous batch. Now, Department of Self-Learning wants to start batch of Certificate Course in Self-Learning in collaboration with Department of Commerce.

Kindly grant your permission and oblige.

Thanking You.

Charushila Rumale
Dr. Charushila Rumale

Principal

PRINCIPAL
Smt. Radhadevi Goenka College
for Women, AKOLA.

Criterion I : Curricular Aspects

Activity Sheet

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

NAAC Accredited Grade - A with CGPA - 3.07
 (Certified Minority Institution)





Internal Quality Assurance Cell (IQAC)
REPORT OF ACTIVITY/PROGRAMME

Department/Committee: Commerce & Management AND Self-Learning

Date: _____ Name of the Organizer: Dr. A. B. PANDÉ

1.8.2023 to 12.12.2023

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:- <u>Certificate course in Self-Learning</u> Name & Details of Guest/Judge/Speaker/ Resource Person:- <u>Dr. Rupa Gupta, Coordinator & Facilitator Smt. P. D. Y college for women, Akola.</u>	<u>To enhance learners communication skills through self-directed learning methods.</u> <u>To foster personal development & confidence-building in learners.</u> <u>To equip learners with tools for lifelong learning & self-improvement.</u>	<u>18</u>	<u>Empowered individuals capable of self-directed learning & personal growth.</u>


 CO-ORDINATOR, IQAC Dr. S. T. Vite
 
 ORGANISER Dr. A. B. Pande

 
 Dr. Rupa Gupta Dr. C. R. Rumble


Report

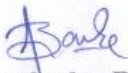
Smt. Radhadevi Goenka College for Women, Akola
Department of Commerce & Management
Report on
Certificate Course in Self-Learning
Academic Session: 2023-24
(Date: 01.08.2023 to 12.12.2023)


The Department of Commerce & Management initiated a three-month Certificate Course in Self-Learning focusing on various aspects of Communication Skills and Personality Development, specifically tailored for female students of the college. The primary aim of this program was to provide forward-looking education to empower the enrolled students. A total of 29 students participated in this batch.

The course, overseen by Course Coordinator Dr. Rupa Gupta, was conducted through a blended learning approach, spanning from **1st August to 12th December 2023**. Throughout the duration, students engaged in presentations and discussions aimed at honing their communication skills and developing their personalities.

Assessment of the students' progress was conducted through Group Discussions, Presentations, and Quiz Exams. The active participation and positive responses from all participants reflected the success of the program. At the conclusion of the course, a final test was administered, and certificates were awarded to all successful students, acknowledging their completion of the program.


Dr. Rupa Gupta
Course Coordinator


Dr. Ambadas B. Pande
Head, Commerce


Dr. C. R. Rumale
Principal

Criterion I : Curricular Aspects

Syllabus

Certificate in Self-Learning

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 future requirements.
- Student empowerment to recognize and lead the changing scenario.

Outcomes of the Course:

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

Course Contents:

Module-1

- Know Yourself
- Self-Acceptance, Self Esteem, Self-Analysis, Self-Feedback (SWOC Analysis)
- Self-talk/ Affirmations/Positive Attitude
- Self-Empowerment Techniques
- Moral, Values, Ethics, Manners, Etiquettes & Sacraments

Module-2

- Procrastination
- Time Management Techniques,
- Goal Setting
- Recognition of Passion
- Leadership & Team Spirit
- Work & life Balance of Working Women

Module-3

- Communication Skills (Types, Sources, Manners & Obstacles/Barriers)
- Reading Skills
- Writing Skill, (Notice, Agenda, Minutes & Business Letter)
- Listening Skill, Public Speaking, Interview Skills,

Presentation Skills, Imitation Skill, Group Discussion

Module-4

- Personality Development (gestures, postures, facial expressions, handshakes, body language, physique, appearance etc.)
- Motivation and Morale (Stories of successful people)
- Mindset and Behavior
- Anxiety Management Techniques
- Mindfulness Sessions & Yogic Practices
- Intelligence, Emotional and Spiritual Quotient

Module-5

- Event Management-Field Visit to various Institutions & Hands on Training

Workshop on Career Guidance

Criterion I : Curricular Aspects

Certificate



Bharatiya Seva Sadan's
Smt. Radhadevi Goenka College for Women, Akola
(Certified Minority Institution)
NAAC Accredited Grade-A with CGPA 3.07
(Affiliated to Sant Gadge Baba Amravati University, Amravati)

**DEPARTMENT OF SELF-LEARNING
CERTIFICATE**

This Certificate is awarded to **Priyanka M. Shukla**
On successful completion of **Certificate Course in Self-Learning** conducted by
Department of Self Learning during the period **1st August, 2023 to 12th December, 2023 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
Mr. Dilipraj Goenka
President

Rupa Gupta
Dr. Rupa Gupta
Coordinator

Charushila Rumale
Dr. Charushila Rumale
Principal

Brochure

Bharatiya Seva Sadan's

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

(Certified Minority Institution) (Affiliated to SGB Amravati University, Amravati)
Accredited by NAAC, "A" Grade with CGPA 3.07

In Collaboration with MOU Partner



Certificate Programme in Banking, Finance & Insurance
Unlock a world of opportunities with hands-on training
from Corporate Trainers at Bajaj Finserv Co. Ltd.

Time :12:00pm to 3:00 pm **Venue : Digital Room**  **32 Days**

Eligibility : All 2nd Year Students of UG

Mr. Dilipraj Goenka
President

Dr. Charushila Rumale
Principal

Dr. Rupa Gupta
Co-ordinator
8830239840

Visit us - www.rdgakola.ac.in

Criterion I : Curricular Aspects

What You'll Gain :

Industry Knowledge : Stay ahead with insights from the experts.
Placement Opportunities : Open doors to a rewarding career.
Professional Manners & Etiquettes : Polish your conduct for the corporate world.
Financial Expertise : Master the art of managing finances.
Enhanced Personality : Project confidence and professionalism.
Profile Enrichment : Elevate your resume with sought-after skills.
Career Counselling : Tailored advice for your unique journey.
Certificate from Bajaj Finserv : Validate your expertise.



Skills You'll Hone :

Communication : Articulate with impact.
Interview Techniques : Ace any job interview.
Presentation Proficiency : Speak with authority.
Negotiation Mastery : Secure favorable deals.
Banking Acumen : Navigate the financial world.
Insurance Management : Safeguard financial interests.
HR Training : Understand the human aspect of organizations.

Objectives :

- Provide in-depth insights into the banking, finance, and insurance sectors to prepare students for real-world challenges.
- Bridge the gap between academia and industry by offering avenues for meaningful employment post-completion.
- Instill vital soft skills and professional conduct to ensure students excel in corporate environments.
- Empower students with the skills and knowledge necessary for effective financial management and decision-making.
- Focus on enhancing communication, negotiation, and presentation skills, enabling students to thrive in diverse professional settings.

Outcome :

Graduates emerge as proficient, industry-ready professionals, equipped with comprehensive knowledge and refined skills in banking, finance, and insurance sectors.

Criterion I : Curricular Aspects

Permission Letter

Bharatiya Seva Sadan's

Smt. Radhadevi Goenka College For Women

Near Nehru Park, Murtizapur Road, Akola - 444 001 (M.S).

Ph.: (0724) 2450905, 2458748, Fax:- (0724) 2450905

E-mail: rdgcollegeakola@gmail.com Website:-www.rdgakola.ac.in

NAAC Reaccredited Grade - A with CGPA - 3.07

(Certified Minority Institution)

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

Sub: Getting permission to run CPBFI.

Respected Sir,

With reference to the subject mentioned above, Department of Commerce & Management wants to run Certificate Programme on Banking, Finance & Insurance for the students of MOU Bajaj Finserv Ltd. from 02.04.2024 on Blended Mode.

Sr.	Course	Duration	Coordinator
1	Certificate Programme on Banking, Finance & Insurance	60 Hours	Dr. Rupa Gupta

These courses will help the students to understand the basic concepts of Accountancy. After completion of these courses, successful students will be issued certificates on the basis of test exam.

Kindly grant your permission and oblige.

Thanking You.

Yours faithfully,

Dr. *ABP* Pande

Head, Dept. of Commerce & Management

Enclosure: Syllabus of CPBFI.

Permission granted

Chimalk

PRINCIPAL
Smt. Radhadevi Goenka College
for Women, Akola

Criterion I : Curricular Aspects


Report


**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: 2023-24**

Smt. Radhadevi Goenka College for Women, Akola has done (MOU) Memorandum of Understanding with Bajaj Finserv Limited to commence 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.
- 37 students from Arts and Commerce Faculties were enrolled in this course.
- Inaugural session was organized on 3rd April, 2024 and classes were started from 3rd April, 2024 to 29th May, 2024.
- One Month Schedule was provided to the students and accordingly daily 3 hours classes were conducted by the expert faculties appointed by Bajaj Finserv Ltd.
- The course was conducted on Blended Mode.
- After the end of every session, students were given various tasks on the daily basis.
- Those whose 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 37 Students, 24 were succeeded and got Certificates.
- Following were Trainers :

Trainers Name	Module
Shri. Anand Chandak	Insurance
Miss. Harsha Paresha	CAWS
Shri. Ajit Parwate	Banking


Dr. Rupa Gupta
Coordinator


PRINCIPAL
Smt. Radhadevi Goenka College
for Women, AKOLA

Criterion I : Curricular Aspects

Activity Sheet

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

NAAC Accredited Grade - A with CGPA - 3.07
(Certified Minority Institution)

Internal Quality Assurance Cell (IQAC)
REPORT OF ACTIVITY/PROGRAMME

Department/Committee: Dept. of Commerce & Management

Date: 3.4.2024 to 29.5.2024 Name of the Organizer: Dr. Rupa Z. Gupta

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
<p>Title of Program:- <u>Certificate Program in Banking, Finance & Insurance.</u></p> <p>Name & Details of Guest/Judge/Speaker/Resource Person:- <u>Shri Anand Chandak</u> <u>Miss. Harsha Parasha</u> <u>Shri. Ajit Parwate</u></p>	<ul style="list-style-type: none">• Provide in-depth insights into the BFI sectors.• Bridge the gap betⁿ academia & Industry.• Instill vital soft & Professional Conduct.• Empower students with the skills & Knowledge.	<p>37</p>	<p>Participants emerge as Proficient industry-ready professionals, equipped with Comprehensive knowledge & refined skills in Banking finance & insurance sectors</p>


CO-ORDINATOR, IQAC

Dr. S. T. Vite


ORGANISER

Dr. Rupa Gupta


PRINCIPAL

Dr. C. R. Rumale

Syllabus

Smt. Radhadevi Goenka College for Women, Akola
Certificate Programme in Banking Finance & Insurance

In collaboration with Bajaj Finserv Ltd.

Course Content

Duration: 60 Hrs.

I) Banking Operations:

1. Industry Overview of banks, NBFCS and other financial institutions.
2. Product and process training, asset and liability products, KYC and underwriting
3. Overview of role of RBI, various roles and functions in a bank, compliance and ethics and the impact of technology on the banking industry.

II) Insurance Management:

1. Concept of risk and uncertainty and need of insurance
2. Product and process training on life and non-life products, underwriting and claims process, distribution channels and structure of an insurance company
3. Overview of IRDA and the impact of technology on the insurance industry.

III) Advanced Communication Skills

1. Essential listening, speaking, reading and writing skills
2. Negotiation, sales-oriented communication, objection handling, customer service and persuasion

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.

Criterion I : Curricular Aspects

Certificate



Criterion I : Curricular Aspects



Criterion I : Curricular Aspects

Brochure



Bharatiya Seva Sadan's

Smt. Radhadevi Goenka College for Women, Akola

(Certified Minority Institution) (Affiliated to SGBAU, Amravati)

NAAC Accredited Grade - A with CGPA 3.07

Department of Commerce & Management Enroll for Bridge Course in Fundamentals of Accountancy

.. From ..
1st August to 16th September, 2023

.. Organizers ..

Dr. Ambadas Pande

Cordinator & HOD

Dr. Charushila Rumale

Principal

Criterion I : Curricular Aspects

Permission Letter

Bharatiya Seva Sadan's
Smt. Radhadevi Goenka College For Women

Near Nehru Park, Murtizapur Road, Akola - 444 001 (M.S).
Ph.: (0724) 2450905, 2458748, Fax:- (0724) 2450905
E-mail: rdgcollegeakola@gmail.com Website:-www.rdgakola.ac.in
NAAC Reaccredited Grade - A with CGPA - 3.07
(Certified Minority Institution)

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

Sub: Getting permission to run Bridge Course on Fundamentals of Accountancy & Fundamentals of Economics in the Academic year 2023-24.

Respected Madam,

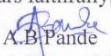
With reference to the subject mentioned above, Department of Commerce wants to run Bridge Course for the students of B. Com. I year who have newly taken admission in our college.

Sr.	Course	Duration	Coordinator
1	Fundamentals of Accountancy	6 Weeks	Dr. A.B. Pande
2	Fundamentals of Economics	6 Weeks	Dr.Rupa Gupta

These courses will help the students to understand the basic concepts of Accountancy. After completion of these courses, 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

Enclosure: Syllabus of Bridge Courses

Permitted
Chumale
PRINCIPAL
Smt. Radhadevi Goenka College
For Women, AKOLA.

Criterion I : Curricular Aspects

Report

Smt. Radhadevi Goenka College for Women, Akola
Department of Commerce & Management
Report on Bridge Course
(Fundamentals of Accountancy)
Academic Session: 2023-24

The Department of Commerce & Management undertook an initiative to conduct a 6-week Bridge Course based on the University Curriculum, recognizing the needs of freshmen and students who did not originally come from a commerce background. The syllabus was meticulously designed and implemented to provide essential knowledge to students, aiding them in comfortably transitioning into their core commerce subjects.

The Bridge Course aimed to create awareness among students about effective learning techniques and to reinforce their foundational understanding of basic subjects. It facilitated a smoother transition for students into their core commerce subjects. The department also offers a **Fundamentals of Accountancy** course, with **25 students** enrolled in each course.

The duration of the Bridge Course spanned from **1st August to 16th September 2023**. Through this course, students were equipped with the fundamentals necessary for their core commerce subjects. Assessment of students' progress was conducted through Test Exams and Quiz competitions, ensuring active participation and eliciting positive responses from all participants.

Upon the completion of the course, a final test was administered, and certificates were awarded to all successful students, acknowledging their dedication and successful completion of the program.



Dr. Ambadas Pande

Head, Commerce & Course Coordinator



Dr. C. R. Rumale

Principal

Criterion I : Curricular Aspects

Activity Sheet


Bharatiya Seva Sadan's
Smt. Radhadevi Goenka College for Women, Akola
 NAAC Accredited Grade- A with CGPA - 3.07
 (Certified Minority Institution)

Internal Quality Assurance Cell (IQAC)
REPORT OF ACTIVITY/PROGRAMME

Department/Committee: Department of Commerce & Management

Date: 1.8.2023 to 16.9.2023 Name of the Organizer: Dr. A.B. Pande

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
<p>Title of Program:- <u>Bridgcourse in Fundamentals of Accountancy.</u></p> <p>Name & Details of Guest/Judge/Speaker/ Resource Person:- <u>Dr. A.B. Pande</u> <u>Asso-prof. & HOD,</u> <u>Commerce & Management</u> <u>Smt. R.D.G. college for Women, Akola.</u></p>	<p>To introduce students to fundamental accounting principles & practice;</p> <p>To develop proficiency in basic accounting techniques & procedures</p> <p>To prepare students for more advanced accounting courses etc</p>	<p>20</p>	<p>competency in foundational accounting knowledge & skills.</p>


 CO-ORDINATOR, IQAC

Dr. S. T. Vite


 ORGANISER

Dr. A.B. Pande


 PRINCIPAL

Dr. C. R. Rumeale

Criterion I : Curricular Aspects

Syllabus

Department of Commerce & Management
Bridge Course on Fundamentals of Accountancy

Duration: 6 Weeks

Objectives:

- To give an insight into the basics of Accounting Concepts.
- To understand golden rules of Accounting.
- To study difference between book-keeping and accounting
- To describe the elements of Financial Accounting.

Outcomes: Students are able to understand fundamentals of accounting & types of accounts as a whole and double entry system in specific.

Course Content

1. Introduction of Book-Keeping and Accountancy
2. Basic elements of financial accounting.
3. Basic Accounting Concepts
4. Meaning and Fundamentals of Double Entry System
5. Golden Rules of Accounts
6. Meaning & features of Journal and Ledger
7. Journal: recording of entries in journal with narration.
8. Ledger: posting from journal to respective ledgers.
9. Trial Balance & Rectification of Errors.
10. Final Accounts.

Criterion I : Curricular Aspects

Certificate



Criterion I : Curricular Aspects

Brochure



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Smt. Radhadevi Goenka College for Women, Akola

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NAAC Accredited Grade - A with CGPA 3.07

Department of Commerce & Management

Enroll for Bridge Course in

Fundamentals of Economics

.. From ..

1st August to 16th September, 2023

.. Organizers ..

Dr. Rupa Gupta

Cordinator

Dr. Ambadas Pande

HOD

Dr. Charushila Rumale

Principal

Criterion I : Curricular Aspects

Permission Letter

Bharatiya Seva Sadan's
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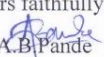
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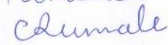
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Kindly grant your permission and oblige.

Thanking You.

Yours faithfully,

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

Enclosure: Syllabus of Bridge Courses

Permitted.

PRINCIPAL
Smt. Radhadevi Goenka College
For Women, AKOLA.

Criterion I : Curricular Aspects

Report

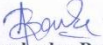
Smt. Radhadevi Goenka College for Women, Akola
Department of Commerce & Management
Report of Bridge Course
(Fundamentals of Economics)
Academic Session: 2023-24


The Department of Commerce & Management initiated a 6-week Bridge Course aligned with the University Curriculum, specifically targeting freshmen and students who lacked a background in commerce. The syllabus was meticulously crafted and implemented to address the needs of these students. The course aimed to raise awareness among participants about effective learning strategies and to reinforce their understanding of fundamental subjects, thereby facilitating a smoother transition into their core commerce subjects.


One of the courses offered by the department is **Fundamentals of Economics**, with **20 students enrolled** in each session. The duration of the Bridge Course spanned from 1st August to 16th September 2023. Through this program, students were provided with the necessary foundational knowledge essential for their subsequent studies in commerce.

Student assessment was carried out through Test Exams and Quiz competitions, ensuring active engagement and eliciting positive feedback from all participants. At the conclusion of the course, a final test was administered, and certificates were awarded to all successful students, recognizing their hard work and successful completion of the program.

Bridge Course served as a valuable preparatory platform for students transitioning into the field of commerce, equipping them with the requisite skills and knowledge to excel in their academic pursuits.


Dr. Ambadas Pande
Head, Commerce


Dr. Rupa Gupta
Course Coordinator


Dr. C. R. Rumale
Principal

Criterion I : Curricular Aspects

Activity Sheet

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

NAAC Accredited Grade - A with CGPA - 3.07
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Internal Quality Assurance Cell (IQAC)

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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
<p>Title of Program:- Bridge course in Fundamentals of Economics</p> <p>Name & Details of Guest/Judge/Speaker/ Resource Person:- Dr. Rupa Gupta Asst. professor Smt. R.D. G. College for women, Akola.</p>	<p>To familiarize students with key economic concepts & principles</p> <p>To develop analytical thinking skills in relation to economic phenomena</p> <p>To prepare students for advanced study in economics</p>	25	Enhanced understanding & application of economic principles in real world contexts

CO-ORDINATOR, IQAC

Dr. S. T. Vite

ORGANISER

Dr. A. B. Pande

PRINCIPAL

Dr. C. R. Rumale

Criterion I : Curricular Aspects

Syllabus

Department of Commerce & Management
Bridge Course on Fundamentals of Economics

Duration: 6 Weeks

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.

Course Content

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.

Cost & Revenue: Meaning & Concept

Criterion I : Curricular Aspects

Certificate

