



Shri. Ganesh Education Society's

# Shri Asaramji Bhandwadar Arts, Commerce & Science College

Deogaon (R) Tq. Kannad, Dist. Aurangabad (M.S.) - 431115.

ESTD : 1994

Affiliated to : Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

NAAC - ACCREDITED B Grade

Permanent Affiliated to : 2004-5/32442-44 Date 12/10/2004 2(f) & 12 (B)-No. F8-72/2006 (CCP) June-2007

Email : [prinabcollege@yahoo.in](mailto:prinabcollege@yahoo.in)  
[www.bhandwadarcollege.com](http://www.bhandwadarcollege.com)

Ph. No. (02435) 247525  
M.No. 9823551122

## INTERNAL QUALITY ASSURANCE CELL

Ref. A.B.C...../.....

Date : / /

### Criterion – I

1.2.2 Number of Add on /Certificate programs offered during the last five years

### INDEX

Content	Link
Number of Add on / Certificate Programs	Link

  
**Principal**  
Shri Asaramji Bhandwadar Arts,  
Commerce & Science College  
Deogaon (R) Tq. Kannad,  
Dist. Aurangabad-431115



Shri Ganesh Education Society's  
**Shri. Asaramji Bhandwadar Arts, Commerce & Science College**

Deogaon (R.) Tq. Kannad Dist. Aurangabad (M.S.)  
ESTED: 1994



Community College  
Accounting and Taxation  
(UGC Sponsored)

## Broucher

This professional skill imparting course guarantees employment to the rural youth. It is UGC recognized course. The course will be run in collaboration with BFSI, Sector Skill Council of India.

### Objectives :-

The main objective of the course is to make the youth employable. In Aurangabad industrialization is growing fast. The objective of the course are as follows:

1. To familiarizes students with accounting concepts and taxation structures in India.
2. To teach Tax concepts of audit, accounting so that this can help in audit work.


### Structure of the Course :-

- After completing 1 year student will get Diploma degree.
- After completing 2 year student will get Advanced Diploma degree.

Evaluation :- It is done as per the norms of BFSI.

**Credits – 8**

**Duration – Diploma 1Year & Advanced Diploma 2 Years**

  
**Principal**  
**Shri Asaramji Bhandwadar Arts,**  
**Comm. & Science College**  
**Deogaon (R), Tq. Kannad,**  
**Dist. A'bad-431115**



श्री गणेश शिक्षण संस्थेचे

# श्री आसारामजी भांडवलदार कला, वाणिज्य व विज्ञान महाविद्यालय.

देवगांव रंगारी, ता.कन्नड, जि. औरंगाबाद.

खुशखबर

खुशखबर

खुशखबर

ग्रामीण भागातील विद्यार्थ्यांसाठी नोकरीची हमी असलेला रोजगारक्षम अभ्यासक्रम  
कम्युनिटी कॉलेज मार्फत सुरु करत आहोत (Community College)

## अकाऊंटिंग अँड टॅक्सेशन कोर्सेस

(सर्टिफिकेट, डिप्लोमा, अँडव्हान्स डिप्लोमा) युवक सक्षम, रोजगारक्षम बनविणे या उद्देशाने  
महाविद्यालयातर्फे विद्यापीठ अनुदान आयोगाने मान्यता दिलेले

## मराठवाड्यातील एकमेव महाविद्यालय कम्युनिटी कॉलेज ऑफ अकाऊंटिंग अँड टॅक्सेशन

कम्युनिटी कॉलेजच्या अभ्यासक्रमाचे उद्देश

समाजाला उपयुक्त शिक्षण देणे, उच्च शिक्षण हे रोजगाराभिमुख, कौशल्ययुक्त करणे जे विद्यार्थी सध्या शिक्षण घेत आहेत  
व त्यांना नोकरी करायची आहे त्यांच्यासाठी उपयुक्त हे शिक्षण घेवुन तो पुढील उच्च शिक्षणाला जावु शकतो,  
या शिक्षणामुळे तो नोकरी करु शकतो अथवा स्वयंरोजगारही करु शकतो.

### अकाऊंटिंग अँड टॅक्सेशन

सध्या सर्वत्र औद्योगिकरण, विक्री क्षेत्रामध्ये झपाट्याने वाढ होत आहे. प्रत्येक क्षेत्राला आपल्या आर्थिक उलाढालीचे  
लेखा परिक्षण करावे लागते, विविध कर भरणा करावा लागता, त्यामुळे अकाऊंटंट (लेखानिस), लेखा परिक्षक कर  
सल्लागार, या कार्यासाठी आवश्यक कौशल्य असणाऱ्या व्यक्तींची मागणी वाढत आहे. या दृष्टीने अकाऊंट अँड  
टॅक्सेशन हा अभ्यासक्रम उपयुक्त ठरते.

### अभ्यासक्रमाची वैशिष्ट्ये

- हा अभ्यासक्रम पूर्णपणे व्यावसायिक आहे. ● अभ्यासक्रम पूर्णपणे उद्योग क्षेत्राला आवश्यक कौशल्याला अनुसरुन बनविण्यात आला आहे. त्यासाठी उद्योजकांचे मार्गदर्शन घेतले गेले आहे. ● अभ्यासक्रम शिकविण्यासाठी पूर्णवेळ तज्ञ ● शिक्षक अभ्यासक्रमाचा काही भागासाठी उद्योगांशी निगडित तज्ञ व्यक्तींचे मार्गदर्शन ● १ वर्षाचा डिप्लोमा व दोन वर्षाचा अँडव्हान्स डिप्लोमा यशस्वीपणे पूर्ण करणाऱ्या विद्यार्थ्यांना शिष्यवृत्ती प्लेसमेंट इंडस्ट्री व्हिजिट ● संस्थेचा महाराष्ट्र चेंबर ऑफ कॉमर्स इंडस्ट्री अँड अँग्रीकल्चर सोबत सामंजस्य करार ज्यामुळे उद्योगांचे मार्गदर्शन व नोकरीची हमी

अभ्यासक्रमाचे स्वरूप व पात्रता किमान १२ वी पास

सर्टिफिकेट (प्रमाणपत्र) : ६ महिने | डिप्लोमा : १ वर्ष | अँडव्हान्स डिप्लोमा : २ वर्ष | प्रवेश क्षमता : ५० विद्यार्थी (प्रत्येक कोर्स)

अभ्यासक्रम १ जुलै २०१५ पासून सुरु होत आहे.

त्वरा करा व निराशा टाळा लवकर प्रवेश घेवुन आपली निराशा टाळा

अधिक माहितीसाठी संपर्क :

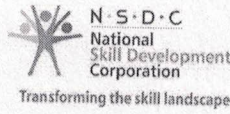
डॉ. जयश्री भांडवलदार

डॉ. माणिक वाघमारे

डॉ. गणेश काथारे



Model Curriculum for Model Curriculum for Accounts Executive (Recording and Reporting)

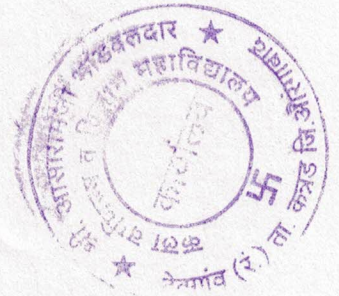


This course encompasses 6 out of 6 National Occupational Standards (NOS) of "Accounts Executive (Recording and Reporting)" Qualification Pack issued by "BFSI Sector Skill Council of India".

**A) SEMESTER 1 ( NSQF level 4)**

Sr. No.	Module	Sub Module	Theory Duration (hh:mm)	Practical Duration (hh:mm)	Key Learning Outcomes	Corresponding NOS Code	Equipment Required
1	Financial Accounting		20	60			White board, Marker, Overhead projector, Laptop, Internet access
		Accounting Principles & Concepts	5	20	Basic Principles Of Accounting and Concepts of Accounting		
		Double Entry System of Accounting	5	20	Recording of Transactions , Cash Book, Bank Book, Journal, Ledger Accounts		
		Preparation of Bank Reconciliation , Classification of Assets & Liabilities, Concept of	5	20	Reconciliation of Ledger Account with Bank Statement. Classification of Assets & Liabilities Recording of Provision For Deprecation		

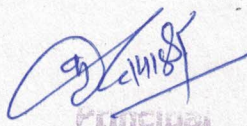
*(Signature)*  
Principal  
Shri Asaramji Bhandwajdar Arts,  
Comm. & Science College  
Deogaon (R), Tq. Kannad,  
Dist. A'bad-431115



Model Curriculum for Model Curriculum for Accounts Executive (Recording and Reporting)

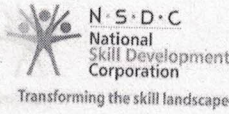


		Depreciation					
		Trial Balance, Preparation of Financial Statements	5	20	Preparation of Trial Balance Preparation of Balance Sheet & Profit & Loss Account		
2	Computerized Accounting & Documentation		20	80			
		Concept and Commands of Tally Software	5	20	Understanding Tally Recording of Transactions on Tally	White board, Marker, Overhead projector, Laptop, Internet access	
		Recording of Transactions on Tally	5	20			
		Extract of Trial Balance from Tally	5	20			

  
 Principal  
 Shri Asaramji Bhandwajdar Arts,  
 Comm. & Science College  
 Deogaon (R), Tq. Kannad,  
 Dist. A'bad-431115



Model Curriculum for Model Curriculum for Accounts Executive (Recording and Reporting)



		Cost Sheet	4	10	
		Break Even Analysis	3	10	Concept of Break Even Analysis

*(Handwritten Signature)*

**Principal**  
**Anri Asaramji Bhandwajdar Arts,**  
**Comm. & Science College**  
**Deogaon (R), Tq. Kannad,**  
**Dist. A'had-431115**



Model Curriculum for Model Curriculum for Accounts Executive (Recording and Reporting)




Cost Sheets and other Costing Statements		Sheets	
--	--	--------	--

<b>Total Duration: 360 hrs (18 Credits)</b> a) Theory : 60 hrs (4 Credits) b) Practical: 120 hrs (8 Credits) c) Internship : 180 hrs (6 credits)	<b>Unique Equipment Required:</b> ..... .....
---	---

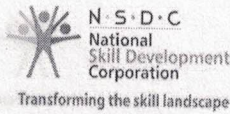
This program is aimed at training candidates for the job of an "Senior Account Executive", in the "BFSI" Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Senior Accounts Executive
Qualification Pack Name & Reference ID.	

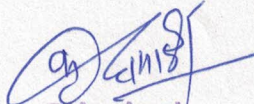
  
 Ashri Asaramji Bhandiwaldar Arts,  
 Comm. & Science College  
 Deogaon (R), Tq. Kannad,  
 Dist. Al'bad-431115



Model Curriculum for Model Curriculum for Accounts Executive (Recording and Reporting)



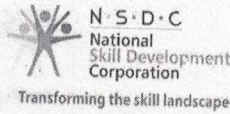
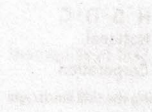
<p><b>Management</b></p>	<p>ii. Salaries, Wages &amp; Overtime Payments          iii. TDS on employee payments          iv. Accounting Entries for employee payments</p> <p><b>b) Inventory Accounting</b>          i. Introduction to Inventories          ii. Cost of Goods Sold          iii. Inventory Costing --- FIFO/LIFO/Periodic Average          iv. Valuation of Closing Inventories</p>			<p>Classification of Inventories, Charge of inventories to consumption and valuation of closing inventories</p>	<p>Laptop, Internet access</p>
<p>2 Account Payable &amp;</p>	<p>a) Accounts Payable</p>	<p>15 30</p>		<p>Process of purchases, Receipt of Materials,</p>	<p>White board,</p>

  
**Principal**  
**Ahri Asaramji Bhanushwajdar Arts, Comm. & Science College**  
**Deogaon (R), Tq. Kannad,**  
**Dist. A'bad-431115**






Model Curriculum for Model Curriculum for Accounts Executive (Recording and Reporting)



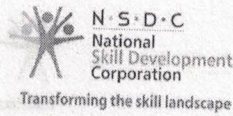
		iv. Cash Sales Accounting Entries for sale of goods & other accounts receivables					
		v. Debit Notes & Credit Notes --- Process and Accounting					
		vi. Reconciliation of Customer Accounts & Ageing Statement					
		vii. Provision for Bad and Doubtful debts					
4	Financial Reporting: Preparation of Financial Statements in accordance with Schedule III of Companies Act	i. Format of Balance Sheet and Profit & Loss Account as per Schedule III of Companies Act ii. Cash Flow Statement --- Direct	15	30		Preparation of Financial Statements in accordance with Statutory requirements	White board, Marker, Overhead projector, Laptop, Internet access

  
Principal

Shri Asaramji Bhandwadar Arts,  
Comm. & Science College  
Deogaon (R), Tq. Kannad,  
Dist. A'bad-431115




Model Curriculum for Model Curriculum for Accounts Executive (Recording and Reporting)



Internship/ On Job Training

S.No	Task to be Performed	No of Hours	No of Credits	Learning Objectives	NOS
1	Payroll Accounting		1.5		
	Understanding various concepts to perform payroll function	7		Understanding the components of salary	BSC/N 1201
	Understanding in detail the documents relating to Job Roles	7		Understanding & recording the employee details	BSC/N 1202
	Preparation of Salary Advice	7		Obtain & understand the salary register	BSC /N 1203
	Preparation of Statutory Advice	7		Understand statutory deductions applicable to Organizations	BSC /N 1204
	Preparation of Salary Journal	7		Preparation of Summary details of earnings of employees	BSC/ N 1205
	Performing the Accounting Entry	7		Updating voucher with approved payment details	BSC / N 1206
	Filing & Record Keeping	3		Filing of Documents for Future reference	BSC/ N 1207
2	Preparation of Stock Statements	45	1.5	Stock Statements, Inventory Accounting, Costing of consumption & valuation of stocks	


  
**Principal**  
 Shri Asaramji Bhandwadar Arts,  
 Comm. & Science College  
 Tal. Kanad, Dist. Solapur



Model Curriculum for Model Curriculum for Accounts Executive (Recording and Reporting)

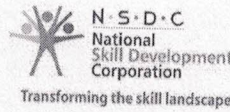


	Preparing receipt voucher	4.0		Raising the invoice on Customer	BSC/N 0909
	Performing the Accounting Entries	5.0		To pass accounting entries in the Books of accounts	BSC / N 0910
	Record Keeping	4.0		Studying & understanding relevance of documents	BSC / N 0911
4	Compliance of TDS/ VAT/Service Tax		1.5		
	Service Tax Compliance	15		Ascertaining Service Tax Liability & handling documents	
	TDS Compliance	15		Ascertaining TDS Liability & handling documents	
	VAT Compliance	15		Ascertaining VAT Liability & handling documents	

  
 Principal  
 Sri Asaramji Bhandwadar Arts,  
 Comm. & Science College  
 Deogaoan (R), Tq. Kannad,  
 Dist. A'bad-431115



Model Curriculum for Model Curriculum for Accounts Executive (Recording and Reporting)

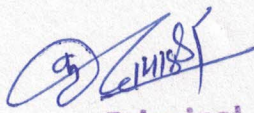


Pre-requisites to Training	
Training Outcomes	<p><b>After completing this programme, participants will be able to:</b></p> <ul style="list-style-type: none"> <li>• Fundamentals of Income Tax, Income under the head Salaries &amp; House Property</li> <li>• Fundamentals of Companies Act , Types of Companies and incorporation of Companies</li> <li>• Concept of Ratios. Classification, calculation and interpretation of Ratios</li> <li>• Concept of Working Capital, Operating Cycle and working capital management</li> <li>• Fundamentals of Budgets, Objectives of Budgetary Control, Preparation of budgets &amp; variance analysis.</li> </ul>

This course encompasses \_ out of \_ National Occupational Standards (NOS) of "Asst. Manager" Qualification Pack issued by "BFSI Sector Skill Council of India".

### C) SEMESTER 3

Sr. No.	Module	Sub-module	Theory Duration (hh:mm)	Practical Duration (hh:mm)	Key Learning Outcomes	Corresponding NOS Code	Equipment Required
1	Direct Taxation --- Concept of Income, Exemptions, Income from Salaries & Income from House Property	i. Concept of Income ii. Residential Status iii. Charge of Income Tax iv. Rates of Tax v. Heads of Income vi. Income from Salaries	15	30	Fundamentals of Income Tax, Income under the head Salaries & House Property		White board, Marker, Overhead projector, Laptop, Internet access

  
**Principal**  
**Shri Asaramji Bhandwajdar Arts,**  
**Comm. & Science College**  
**Deogaon (R), Tq. Kannad,**  
**Dist. A'bad-431115**

Shri Ganesh Education Society's  
**Shri. Asaramji Bhandwadar Arts, Commerce  
& Science College,**

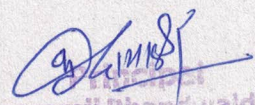
Deogaon (R.) Tq. Kannad Dist. Aurangabad (M.S.)

ESTED: 1994



**ADD ON CERTIFICATE PROGRAM**

**YEAR 2018-19**

  
Shri Asaramji Bhandwadar Arts,  
Comm. & Science College  
Deogaon (R), Tq. Kannad,  
Dist. A'bad-431115



## List of Courses

Sr.No.	Name of Course	Department	Course Co-Coordinator
1	Human rights and Duties	Sociology	Dr.Nandakumar Kuklare
2	Organic Farming	Botany	Mr.Ganesh Balhal
3	Fundamentals of Computer	Computer	Mr.Shejval Vilas
4	Sutrasanchalan Kaushalya	Marathi	Dr. Sindhu Solapure
5	Office Administration and Management	Public Administration	Dr.Jayashri Birdavade
6	Diploma in Surveying	Geography	Dr. Rajendra Bhalerao
7	Hindi Anuvadh	Hindi	Dr. Gajala Shaikh
8	Personality & Skill Development	English	Dr. Sadashiv Pawar

  
Principal

Shri Asaramji Bhandwajdar Arts,  
Comm. & Science College  
Deogaon (R), Tq. Kannad,  
Dist. Ahmednagar-431115

Shri Asaramji Bhandwadar Art's Comm. & Science College,  
Deogaon R. Tq. Kannad Dist. Aurangabad.

Department of Sociology

Certificate Course Syllabus Academic Year 2018-19

**HUMAN RIGHT AND DUTIES**



**Objectives of the Course**

- 1) To introduce students to the meaning and nature of Human Rights
- 2) To understand the Human Duties and Responsibilities
- 3) To understand the Indian Civilization of Human Right.
- 4) To introduce the Fundamental Rights
- 5) To orient various Human Rights and social issues

**UNIT I: Nature and Scope of Human Rights**

Meaning of Human Rights

- Types of Human Rights
- Importance of Study of Human Rights
- Scope of the study of Human Rights
- Limitations of the study of Human Rights.

**UNIT II: Concept of Rights**

Concepts of liberty, freedom, equality, justice and human dignity

- Concepts of individual and collective, state, civil society, power and immunity
- Relation between rights and Duties

**UNIT III: Human Rights Social Context**

Rights Approach to Development

- Religion – Humanism, secular
- & moral legacies Social stratification and Human Rights
- Patriarchy-gender differences and human rights
- Rural-urban disparities and human rights
- Poverty and Human Rights
- Untouchability
- Caste system, caste based prejudice, discrimination, Other social deprivations

**UNIT IV: Basic Rights and Duties:**

Their content, Scope and Implications Association and Assembly

- Work with equality and dignity
- Right to Education and Information
- Right to Strike
- Right to Health
- Social Security

**Principal**  
**Shri Asaramji Bhandwadar Arts.**  
**Comm. & Science College**  
Deogaon (R), Tq. Kannad

439118

- Collective bargaining
- Workers' participation in management

### Reference Books:

- Alfab Alam(ed),2000 Human Rights in India Raj Publication, New Delhi  
Vijay Kumar, 2003 Human Rights Dimensions and Issues Anmol Publications, New Delhi  
Alam, Aftab ed., Human Rights in India: Issues and Challenges (New Delhi: Raj Publications, 1999)  
Mehanas Begum(ed), 2000 Human Rights in India, A.P.H. Publishing Corporation, New Delhi.  
Jayapalan N., Human Rights (New Delhi: Atlantic Publishers, 2000).  
Mohanti, M., Human Rights Education (New Delhi: Deep and Deep 2000)  
Gokulesh Sharma, 2004 Human Rights and Social Justice, Deep and Deep Publication, New Delhi  
Katarina Tomasevski, Women and Human Rights, Zed Books, London.

Course Co-coordinator - Prof. Nandkumar Kuklare

**Credits** – 2

**Duration** – 3 Months

**Evaluation** – 1. Theory 30 marks  
2. Practical 20 marks



**Principal**  
**Shri Asaramji Bhandwadar Arts,**  
**Comm. & Science College**  
Deogaon (R), Tq. Kannad,  
Dist. Alwar-431115



## Syllabus

### Course I-Introduction to Organic Farming

Various Organic Farming Models-Natural Farming, Fukuoka-Japan, Parma Culture, Billmollyson, Australian Organic Farming, Ecological Farming. Palekar Principles of Organic Farming, 1.Naturality,2,Deconstructability,3.Productivity, 4.Responsibility,5.Diversity, 6. The attitude Towards Farming and the Proactive Work The Basis of Farming Life and Farming, Ecology and the Fertility of the soil, Food and the soil Organic Cycle, Crop, Pest, Fertilisers,etc Course

### II-Organic Farming

Basic Lessons Introduction to Farming, From Punam Farming to Green Revolution, The Vision and Principles of Organic Farming, Agribusiness and Agriculture, Soil and Farming(Soil, The Chemical Composition of Soil, Elements in Soil. The Organic Matter in Soil. The Rethinking of Farming using the Chemical Fertilizers-History, Practical Aspects, Positive and Negative Aspects of Chemical Fertilizers Combined Farming-Paddy, Coconut Tree, Fish, Duck etc. Course

### III-Organic Farming-Social Circumstances

1.Agriculture and Climate Change 2.Social Annexation through. Agriculture- Social Annexation through Crop, Culture, Food,etc 3.Food Safety and Food Policy 4.Secure Food 5.Differences in Lifestyle 6.Limited Use of Resources, 7.IndigenousCrops- Selection&Processing. G.M. Seed-Positive and Negative Aspects, 8.FoodCrops,CashCrops, Monocrops, Mixed Crops 9.Forest and Agriculture-The Organic Farming Concept 10.Herbs and Spices 11.Food Physical and Mental Health 12.Organic Farming Products-Marketing, Theory and Practical Aspects 9 Course

### IV-Practical Terrace Farming-Practical,

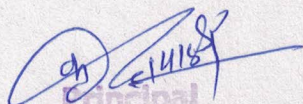
Soil Preparation, Soil Conservation and Water Conservation-Practical Organic Manure Making- Practical Field Visit-Report Writing.

Course Co-coordinator – Mr. Ganesh Balhal

**Credits** – 2

**Duration** – 3 Months

**Evaluation** – 1. Theory 30 marks  
2. Practical 20 marks

  
Principal  
Shri Asaramji Bhandwajdar Arts.  
Comm. & Science College  
Deogaon (R), Tq. Kannad,  
Dist. Akhad-431115

Department of Computer Science

Syllabus

Certificate Course - Fundamentals of Computer



What is computer  
Characteristics of Computers  
Types of Computers  
Generations of Computer  
Components of Computer  
Networking

**Memories** [Memory hierarchy]

Registers [Types of Registers] Cache Memory

Primary Memory

i) RAM

- a) How data is stored in a RAM
- b) DRAM and SRAM

ii) ROM

- a) ROM BIOS/ Firmware
- b) Types of ROM

Secondary Memories

i) Hard disk

- a) Structure of a hard disk, how data is stored in a hard disk, concept of sectors, clusters, cylinders
- b) formatting of hard disk (low level formatting and high level formatting)

ii) Floppy [data storage mechanism]

iii) CD (data storage mechanism)

**Software**

System Software

a. Program Language Translators

i. Assembler ii. Compiler

iii. Interpreter

b. Utility Programs

c. Communication Software

d. Performance Monitoring Software

e Application Software

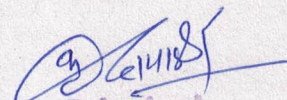
f. Software hierarchy and dependence between the different layers g. Computer Languages

1. Machine language

ii. Assembly language

iii. High level language

**Operating System: Windows 7**

  
Principal

Shri Asaramji Bhandwale Arts,  
Comm. & Science College

(31) Ta. Kankar

Dist. Sangli

Features  
Easier ways to work with windows  
Better Device Management  
Windows Home Group

## MS Office

Introduction  
Ribbon

## MS Word 2010

Interface Elements  
File Menu  
Auto Correct  
Home Tab  
Insert Tab  
Page Layout Tab  
Mailings Tab  
Review Tab  
View Tab

## MS Excel 2010

ojectore  
Spreadsheets  
Introduction to Excel 2010

File Tab.

Home Tab Functions in Excel 2010

Insert Tab

Page Layout Tab

Formulas

Data Tab

Review Tab

View Tab

Charts

Conditional formatting

Data Validation

Printing

## Presentation Tool MS PowerPoint 2010

Ribbon

Create a new presentation

**Slide Views**

Apply Transition

Presenting Slide Show


Saving and Printing

Word Art and Shapes

Animating Text and Objects

**Internet**



  
Shri Asaramji Bhagwajdar Arts,  
Comm. & Science College  
Deogaon (R), Tq. Kannad,  
Dist. A'bad-431115

What is Internet  
What is www  
Web Browser  
Toolbars  
URL  
Domains  
Home Page and History The Cache



**Favorites**

How does Search Engine work  
Things To Be Cautious About The Internet

Duration

3 months.

3 hour per week

Total 32 hou

Evaluatin.

Theory Exam Marks	Practical	Total
30	20	50

Course Co-coordinator - Mr. Shejwal V.R.

**Credits – 2**

**Duration – 3 Months**

**Evaluation – 1. Theory 30 marks  
2. Practical 20 marks**

Shri Asaramji Maharajdar Arts,  
Comm. & Science College  
Deogaon (R), Tq. Kannad,  
Dist. A'bad-431115

**सूत्र संचालन कौशल्य पदविका अभ्यासक्रम**



अभ्यासक्रम

प्रकरण १ ले - सूत्रसंचालनाचे तंत्र व स्वरूप

सूत्रसंचालनाचे तंत्र

१० गुण

स्वरूप

महत्व

प्रकरण २ रे - सूत्रसंचालनाची पूर्वतयारी

संकलन

१० गुण

संहिता लेखन

प्रकरण ३ रे - सूत्रसंचालकाची भूमिका

१० गुण

आवाजातील चढउतार

शब्दोच्यारातील सुस्पष्टता

एकूण गुण ५० थेअरी

२० प्रक्टिकल

५० गुण

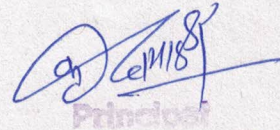
कोर्स समन्वयक - डॉ. सिंधू सोलापुरे

**Credits - 2**

**Duration - 3 Months**

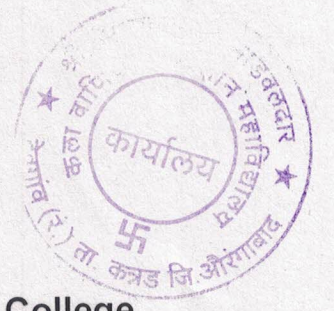
**Evaluation - 1. Theory 30 marks**

**2. Practical 20 marks**



Principal

**Shri Asaramji Bhanuwaladar Arts  
Comm. & Science College  
Deogaon (R), Tq. Kannad,  
Dist. A. Nagar-431115**



**Shri Asaramji Bhandwadar Arts, Commerce and Science College**  
Deogaon, R, Tq. Kannad, Dist Aurangabad

Department of Public Administration  
Office Administration and Management Certificate Course

Rationale

Office Administration is an office working and procedure subject concerned with the study of administrative principles, policies, procedures and technological competencies governing the modern office environment.

Objectives

1. provide students with the knowledge, skills attitudes and competencies to function in the modern office environment;
2. Develop awareness of the principles, policies, procedures and technological competencies involved in office administration;
3. Develop technical, planning, organising, management and problem-solving skills necessary for functioning in a modern office environment;
4. Provide students with the capability to adapt to changes that impact the business environment;
5. Develop the confidence and capability to respond effectively to new processes in the office;
6. acquire technological, communicative, problem-solving and attitudinal skills to function effectively in the working environment;
7. acquire inter-personal skills to help foster organisational harmony and customer goodwill;
8. Develop the confidence to seek promotional opportunities within the organisation;
9. Develop the competency to choose from a wide range of career paths in the business field;
10. Acquire knowledge and skills that would allow them to pursue further education in related fields of business;

ORGANISATION OF THE COURSE & SYLLABUS

This course consists of 4 credits involving 60 hours in which 30 hrs will be for theory and 30 hrs will be for practical.

Principal

Shri Asaramji Bhandwadar Arts,  
Comm. & Science College  
Deogaon (R), Tq. Kannad,  
Dist. A'bad-431115

## Syllabus of Office Administration and Management Certificate Course



### Unit I: Office Administration and office management

Meaning of office, Functions of modern office, Meaning of management, Elements of office management, Administration vs management

### Unit II office as organization

Meaning of organization, Types of organization, Organization charts, Manuals- need and purpose

### Unit III office environment and layout

Office accommodation, location of office- factors affecting location  
Choice of location and site-urban vs suburban location, Importance of office environment  
Components of working condition

### Unit IV Office Communication

Meaning, , Significance, process of communication, Means of communication, Barriers to effective communication

### Unit V Filing and Indexing

Meaning and significance of records, Records management- objectives, principles of record keeping, Filing functions, essentials of good filing, Planning of filing operations, Methods of classification of filing, Definition of indexing, Significance of indexing, Essentials of good indexing system, Types of indexing

### Unit VI Mailing, office reports and data processing

Significance of effective mail service, Organization of mailing service, Inward and outward mail procedure, Meaning of office reports, purpose and types of office reports, Guiding principles of writing reports

### Unit VII Commercial correspondence

Kinds of letters, Significance of business correspondence, What is good business letter, Structure of business letter, Circular letters, Trade enquiries and quotations, Placing and execution of orders

### Unit VIII Handling Dak in Govt. offices


Govt. Machinery-Govt of India, secretaries, addresses in Govt. Correspondence, routine of Govt. office

Course Coordinator- Dr Jayashri Birdavade

Duration 3 Months

Evaluation: Theory 30 Marks

Practical 20 Marks

  
Principal  
Shri Asaramji Anandawadar Arts,  
Comm. & Science College  
Dargaon (R), Tal. Kannad

## Diploma in Surveying

Duration :- One Year

Credit Points :- 4.

### Course Objective :

1. To learn the art of surveying.
2. To get the skills of mapping.
3. To know the survey of Agricultural Land and prepare the maps.
4. To developed the skills of measurements Plotting, Area & Land.

### Section "A" (Theory)

Credit

Unit – I Definition of Surveying, Types of Surveying Equipment of Surveying...  
05

Unit – II Types of Instrumental survey, Chain & Tape Survey, Plane table Survey, Prismatic  
Compass Survey. Section B. Practicals  
05

### Section "A" (Theory)

Unit-III Chain Survey, Open Chain Survey, Triangulation Chain Survey, Close traverse chain  
survey. 10

Unit - IV Plain Table Survey, Open traverse survey,

Inter section plane table survey, close traverse chain survey. 10

Unit – V Prismatic Compass Survey, Definition of Bearing, Types if Bearing, Open traverse  
compass survey, Intersection Survey, Close traverse Survey, Correction of Bearings. 10

Intec Capacity :40 Students

One Practical Batch: 10 Students

Total Batches: 04

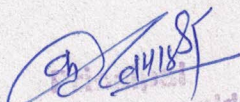
One practical period it means 3 theory periods.

Course Co-coordinator – Dr. Rajendra Bhalerao

**Credits – 4**

**Duration – 1**

**Evaluation – 1. Theory 30 marks**  
2. Practical 20 marks

  
Shri Asaram Jhunjwadar Arts,  
Comm. & Science College  
Deogaon (R), Tq. Kannad,  
Dist. A'bad-431115





श्री आसारामजी भांडवलदार महाविद्यालय, देवगाव रंगारी, ता. कन्नड, जि. औरंगाबाद

हिंदी अनुवाद प्रमाणपत्र पाठ्यक्रम

२०१८-१९



प्रथम अध्याय - अनुवाद संकल्पना, स्वरूप, अनुवाद का अर्थ, परिभाषा

द्वितीय अध्याय - अनुवाद की उपयोगिता

1. साहित्य के क्षेत्र में
2. बैंक के क्षेत्र में
3. जनसंचार माध्यमों में

तृतीय अध्याय - अनुवाद और रोजगार

1. सामाजिक क्षेत्र में रोजगार के अवसर
2. वाणिज्य क्षेत्र में रोजगार के अवसर
3. सरकारी कार्यालयों में अनुवाद के अवसर

प्रात्याशिक - मराठी से हिंदी अनुवाद

हिंदी से मराठी अनुवाद

पाठ्यक्रम समिती - डॉ गजला शेख

**Credits - 2**

**Duration - 3 Months**

**Evaluation - 1. Theory 30 marks**  
**2. Practical 20 marks**

**Principal**  
**Shri Asaramji Bhandavaldar Arts**  
**Comm. & Science College**  
**Deegaon (R), Tq. Kannad,**  
**Dist. A'bad-431115**

**Shri Asaramji Bhandwaldar Art's Comm. & Science College,**  
Deogaon R. Tq. Kannad Dist. Aurangabad.



**Department of Sociology**  
**Certificate Course Syllabus**  
**HUMAN RIGHT AND DUTIES**

**Objectives of the Course**

- 1) To introduce students to the meaning and nature of Human Rights
- 2) To understand the Human Duties and Responsibilities
- 3) To understand the Indian Civilization of Human Right.
- 4) To introduce the Fundamental Rights
- 5) To orient various Human Rights and social issues

**UNIT I: Nature and Scope of Human Rights**

Meaning of Human Rights

- Types of Human Rights
- Importance of Study of Human Rights
- Scope of the study of Human Rights
- Limitations of the study of Human Rights.

**UNIT II: Concept of Rights**

Concepts of liberty, freedom, equality, justice and human dignity

- Concepts of individual and collective, state, civil society, power and immunity
- Relation between rights and Duties

**UNIT III: Human Rights Social Context**

Rights Approach to Development

- Religion – Humanism, secular
- & moral legacies Social stratification and Human Rights
- Patriarchy-gender differences and human rights
- Rural-urban disparities and human rights
- Poverty and Human Rights
- Untouchability
- Caste system, caste based prejudice, discrimination, Other social deprivations



#### UNIT IV: Basic Rights and Duties:

Their content, Scope and Implications Association and Assembly

- Work with equality and dignity
- Right to Education and Information
- Right to Strike
- Right to Health
- Social Security
- Collective bargaining
- Workers' participation in management

#### Reference Books:

Alfab Alam(ed),2000 Human Rights in India Raj Publication, New Delhi

Vijay Kumar, 2003 Human Rights Dimensions and Issues Anmol Publications, New Delhi

Alam, Aftab ed., Human Rights in India: Issues and Challenges (New Delhi: Raj Publications, 1999)

Mehanfas Begum(ed), 2000 Human Rights in India, A.P.H. Publishing Corporation, New Delhi.

Jayapalan N., Human Rights (New Delhi: Atlantic Publishers, 2000).

Mohanti, M., Human Rights Education (New Delhi: Deep and Deep 2000)

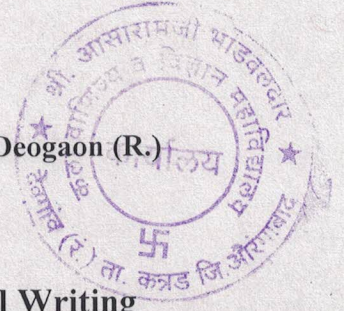
Gokulesh Sharma, 2004 Human Rights and Social Justice, Deep and Deep Publication, New Delhi

Katarina Tomasevski, Women and Human Rights, Zed Books, London.

Course Co-ordinator  
Prof. Nandkumar Kuklare

Principal  
Shri Asaramji Prasad Dwivedi Arts,  
Comm. & Science College  
Deogaon (R), Tq. Kannad,  
Dist. Albad-431115

Shri Asaramji Bhandwaldar Arts, Commerce & Science College, Deogaon (R.)  
Kannad Dist. Aurangabad  
Department of English



Certificate Course in Communicative Skill & Technical Writing

**Goals and objectives:**

1. To equip the students with basic communicative skills
2. To develop writing skill of the students
3. To develop reading and speaking skills.
4. To improve personality and boost positive attitude among the students.

**Teaching Faculty:**

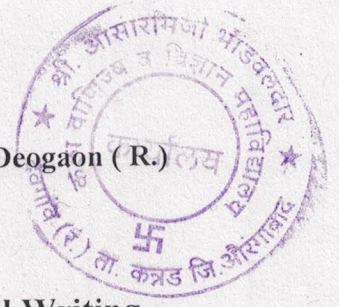
1. Dr. Sadashiv Pawar, Head, Dept. of English
2. Mr. Kesare P.J., Lecturer, Dept. of English

**Visiting Faculty:**

1. Dr. Santosh Chouthaiwale, HOD, Indraraj College Sillod.
2. Ms. Asmita Salve, Research scholar

Shri Asaramji Bhandwaldar Arts,  
Comm. & Science College  
Deogaon (R), Tq. Kannad,  
Dist. Aurangabad-431115

Shri Asaramji Bhandwaldar Arts, Commerce & Science College, Deogaon (R.)  
Kannad Dist. Aurangabad  
Department of English



**Certificate Course in Communicative Skill & Technical Writing**

**Syllabus**

Duration: 03 months

Exam. Total Marks: 50

Credit: 02

Hours: 24

**UNIT -I-COMMUNICATION: ITS TYPES AND SIGNIFICANCE**

- ❖ Concept of Communication,
- ❖ Process of Communication,
- ❖ Formal Communication and its types,
- ❖ Media of communication,
- ❖ Barriers of communication.

**UNIT-II-BASIC GRAMMAR**

- ❖ Parts of speech,
- ❖ Tenses and its usage

**UNIT-III-READING SKILL**

- ❖ Purpose and process of reading,
- ❖ Reading tactics,
- ❖ strategies and comprehension

**UNIT-IV-LISTENING SKILL**

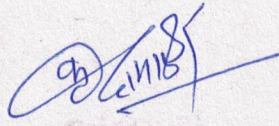
- ❖ Process of listening,
- ❖ Types of listening,
- ❖ Listening-thinking process,
- ❖ Listening casual conversation, media talks etc.

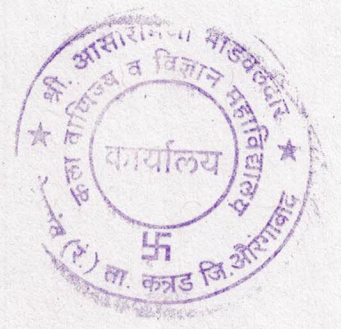
**UNIT-V-SPEAKING SKILL**

- ❖ Skills of effective speaking,
- ❖ Tone and accent,
- ❖ Body language.
- ❖ Phonetics,
- ❖ Telephonic conversation,
- ❖ presentation skill

**UNIT -VI-TECHNICAL WRITING**

- ❖ Elements of effective writing,
- ❖ Job application,
- ❖ Biodata preparation,
- ❖ curriculum vitae,

  
Principal  
Shri Asaramji Bhandwaldar Arts,  
Comm. & Science College  
Deogaon (R), Tq. Kannad,  
Dist. A'bad-431115



- ❖ Summary writing,
- ❖ Agenda- minute and Report writing,
- ❖ Letter and essay writing

**Reference material:**

- ❖ Basic English Grammar
- ❖ Written and Spoken Communication in English
- ❖ Spoken English for India, Bansal & Harrison
- ❖ *College Library & Departmental Library facility available with books, e-sources etc.*

**Examination procedure:**

- ❖ Theoretical examination for 30 marks consists MCAQ and a question on technical writing.
- ❖ Practical examination for 20 marks on presentation, a brief talk, an active participation in Group discussion and reading a paragraph.

000

0000

Shri Asaramba Mahavidyalaya, Deogaon (R), Tq. Kannad,  
Comm. & Business College  
Dist. A'bad-431115



Shri. Ganesh Education Society's  
**Shri Asaramji Bhandwadar Arts, Commerce  
& Science College**

Deogaon (R) Tq. Kannad, Dist. Aurangabad (M.S.) - 431115.

**ESTD : 1994**

Affiliated to : Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

**NAAC - ACCREDITED B Grade**

Permanent Affiliated to : 2004-5/32442-44 Date 12/10/2004 2(f) & 12 (B)-No. F8-72/2006 (CCP) June-2007

Email : [prinabcollege@yahoo.in](mailto:prinabcollege@yahoo.in)  
[www.bhandwadarcollege.com](http://www.bhandwadarcollege.com)

Ph. No. (02435) 247525  
M.No. 9823551122

**INTERNAL QUALITY ASSURANCE CELL**

Ref. A.B.C...../.....

Date : / /

**Criterion - I**

**Details of Add on / Certificate Courses Implemented during Last Five Years**

**INDEX**

Particulars	Links
Brochure of Certificate Courses 2020-2021	Link
Brochure of Certificate Courses 2019-2020	Link
Brochure of Certificate Courses 2018-2019	Link
Brochure of Certificate Courses 2017-2018	Link
Brochure of Certificate Courses 2016-2017	Link
Additional Information	Link

  
Principal  
Shri Asaramji Bhandwadar Arts,  
Commerce & Science College  
Deogaon (R) Tq. Kannad,  
Dist. Aurangabad (M.S.) - 431115

**Shri Ganesh Education Society's**  
**Shri. Asaramji Bhandwadar Arts, Commerce**  
**& Science College,**

Deogaon (R.) Tq. Kannad Dist. Aurangabad (M.S.)  
ESTED: 1994



**ADD ON CERTIFICATE PROGRAM**

**YEAR 2019-20**

*[Signature]*  
Principal  
Shri Asaramji Bhandwadar Arts  
Comm. & Science College  
Deogaon (R), Tq. Kannad,  
Dist. Aurangabad-431115





### List of Courses

Sr.No.	Name of Course	Department	Course Co-Coordinator
1	Organic Farming	Botany	Mr.Ganesh Balhal
2	Fundamentals of Computer	Computer	Mr.Shejval Vilas
3	Electronic Media	Hindi	Dr. Gajala Shaikh
4	Sutrasanchalan Kaushalya (Anchoring Skill )	Marathi	Dr. Sindhu Solapure
5	Office Administration and Management	Public Administration	Dr.Jayashri Birdavade
6	Governance of India : Fundamental Concepts	Public Administration	Dr.Jayashri Birdavade
7	Diploma in Surveying	Geography	Dr. Rajendra Bhalerao
8	Digitalization : Digital Payment System	Commerce	Dr. Vilas Dapke
9	Entrepreneurship Development	Commerce	Dr. Manik Waghmare

  
Principal

Shri Asaramji Bhandwaidar Arts,  
Comm. & Science College  
Deogaon (R), Tal. Kannad,  
Dist. A'bad-431115

## Syllabus

### Course I-Introduction to Organic Farming

Various Organic Farming Models-Natural Farming, Fukuoka-Japan, Parma Culture, Billmollyson, Australian Organic Farming, Ecological Farming. Palekar Principles of Organic Farming, 1.Naturality,2.Deconstructability,3.Productivity, 4.Responsibility,5.Diversity, -6. The attitude Towards Farming and the Proactive Work The Basis of Farming Life and Farming, Ecology and the Fertility of the soil, Food and the soil Organic Cycle, Crop, Pest, Fertilisers,etc Course

### II-Organic Farming

Basic Lessons Introduction to Farming, From Punam Farming to Green Revolution, The Vision and Principles of Organic Farming, Agribusiness and Agriculture, Soil and Farming(Soil, The Chemical Composition of Soil, Elements in Soil. The Organic Matter in Soil. The Rethinking of Farming using the Chemical Fertilizers-History, Practical Aspects, Positive and Negative Aspects of Chemical Fertilizers Combined Farming-Paddy, Coconut Tree, Fish, Duck etc. Course

### III-Organic Farming-Social Circumstances

1.Agriculture and Climate Change 2.Social Annexation through. Agriculture- Social Annexation through Crop, Culture, Food,etc 3.Food Safety and Food Policy 4.Secure Food 5.Differences in Lifestyle 6.Limited Use of Resources, 7.IndigenousCrops- Selection&Processing. G.M. Seed-Positive and Negative Aspects, 8.FoodCrops,CashCrops, Monocrops, Mixed Crops 9.Forest and Agriculture-The Organic Farming Concept 10.Herbs and Spices 11.Food Physical and Mental Health 12.Organic Farming Products-Marketing, Theory and Practical Aspects 9 Course

### IV-Practical Terrace Farming-Practical,


Soil Preparation, Soil Conservation and Water Conservation-Practical Organic Manure Making- Practical Field Visit-Report Writing.

Course Co-coordinator – Mr. Ganesh Balhal

Credits – 2

Duration – 3 Months

Evaluation – 1. Theory 30 marks  
2. Practical 20 marks

  
Principal  
Shri Asaramji Bhandwaidar Arts,  
Comm. & Science College  
Deogson (R), Tq. Kannad,  
Dist. A'bad-431115

Department of Computer Science

Syllabus

Certificate Course - Fundamentals of Computer



What is computer  
Characteristics of Computers  
Types of Computers  
Generations of Computer  
Components of Computer  
Networking

**Memories** [Memory hierarchy]

Registers [Types of Registers] Cache Memory

Primary Memory

i) RAM

- a) How data is stored in a RAM
- b) DRAM and SRAM

ii) ROM

- a) ROM BIOS/ Firmware
- b) Types of ROM

Secondary Memories

i) Hard disk

- a) Structure of a hard disk, how data is stored in a hard disk, concept of sectors, clusters, cylinders
- b) formatting of hard disk (low level formatting and high level formatting)

ii) Floppy [data storage mechanism]

iii) CD (data storage mechanism]

**Software**

System Software

a. Program Language Translators

i. Assembler ii. Compiler

iii. Interpreter

b. Utility Programs

c. Communication Software

d. Performance Monitoring Software

e Application Software


f. Software hierarchy and dependence between the different layers g. Computer Languages

1. Machine language

ii. Assembly language

iii. High level language

**Operating System: Windows 7**

  
Principal  
Shri Asaramji Bhandarkar Arts,  
Comm. & Science College  
Kanholi (R), Ta. Kanholi  
Dist. Solapur-431115

Features  
Easier ways to work with windows  
Better Device Management  
Windows Home Group

### **MS Office**

Introduction  
Ribbon

### **MS Word 2010**

Interface Elements  
File Menu  
Auto Correct  
Home Tab  
Insert Tab  
Page Layout Tab  
Mailings Tab  
Review Tab  
View Tab

### **MS Excel 2010**

ojectore  
Spreadsheets  
Introduction to Excel 2010  
File Tab.  
Home Tab Functions in Excel 2010  
Insert Tab  
Page Layout Tab  
Formulas  
Data Tab

Review Tab  
View Tab  
Charts  
Conditional formatting  
Data Validation  
Printing

### **Presentation Tool MS PowerPoint 2010**

Ribbon  
Create a new presentation  
**Slide Views**  
Apply Transition  
Presenting Slide Show  
Saving and Printing  
Word Art and Shapes  
Animating Text and Objects

### **Internet**



*Dr. Devidas*  
Principal

**Shri Asaramji Bhanuwalidar Arts,  
Comm. & Science College  
Deogson (R), Tq. Kannad,  
Dist. A'bad-431115**

What is Internet  
What is www  
Web Browser  
Toolbars  
URL  
Domains  
Home Page and History The Cache

**Favorites**

How does Search Engine work  
Things To Be Cautious About The Internet

Duration

3 months.

3 hour per week

Total 32 hou

Evaluatin.

Theory Exam Marks	Practical	Total
30	20	50

Course Co-coordinator - Mr. Shejwal V.R.

**Credits – 2**

**Duration – 3 Months**

**Evaluation – 1. Theory 30 marks  
2. Practical 20 marks**



  
Principal

**Shri Asaramji Phandwajdar Arts,  
Comm. & Science College  
Deogaon (R), Tq. Kannad,  
Dist. A'bad-431115**

श्री आसारामजी भांडवलदार महाविद्यालय, देवगाव रंगारी, ता. कन्नड, जि. औरंगाबाद

इलेक्ट्रॉनिक मिडीया प्रमाणपत्र पाठ्यक्रम

२०१९-२०



अध्याय प्रथम - रेडीओ का संक्षिप्त परिचय

1. रेडीओ लेखन, रेडीओ वार्ता
2. रेडीओ समाचार, रेडीओ साक्षात्कार
3. समाचार पत्र, शीर्षक लेखन
4. भाषा शैली

अध्याय द्वितीय - दूरदर्शन का संक्षिप्त इतिहास

1. दूरदर्शन प्रसारण
2. टी वी लेखन
3. भाषा शैली
4. संवादो की योग्यता

अध्याय तृतीय - चलचित्र सिनेमा का संक्षिप्त इतिहास

1. मीडिया और फिल्मों का सम्बन्ध
2. फिल्मी गीत
3. संवादो की भाषा
4. फिल्मो का समाजपर प्रभाव


पाठ्यक्रम समिती - डॉ गजला शेख

**Credits** - 2

**Duration** - 3 Months

**Evaluation** - 1. Theory 30 marks

2. Practical 20 marks

  
**Principal**  
Shri Asaramji Bhandwadar Arts,  
Comm. & Science College  
Bhagan (R), Tq. Kannad,  
Dist. Aurangabad - 431115

**सूत्र संचालन कौशल्य पदविका अभ्यासक्रम**



अभ्यासक्रम

प्रकरण १ ले - सूत्रसंचालनाचे तंत्र व स्वरूप

सूत्रसंचालनाचे तंत्र

१० गुण

स्वरूप

महत्व

प्रकरण २ रे - सूत्रसंचालनाची पूर्वतयारी

संकलन

१० गुण

संहिता लेखन

प्रकरण ३ रे - सूत्रसंचालकाची भूमिका

१० गुण

आवाजातील चढउतार

शब्दोच्चारातील सुस्पष्टता

एकूण गुण ५० थेअरी

२० प्रक्टिकल

५० गुण


कोर्स समन्वयक - डॉ. सिंधू सोलापुरे

Credits - 2

Duration - 3 Months

Evaluation - 1. Theory 30 marks

2. Practical 20 marks

  
Principal  
Shri Asaramji Bhandwajdar Arts,  
Comm. & Science College  
Jogaon (R), Tq. Kannad,  
Dist. Solapur-431115



**Shri Asaramji Bhandwadar Arts, Commerce and Science College**  
Deogaon, R, Tq. Kannad, Dist Aurangabad

Department of Public Administration  
Office Administration and Management Certificate Course

Rationale

Office Administration is an office working and procedure subject concerned with the study of administrative principles, policies, procedures and technological competencies governing the modern office environment.

Objectives

1. provide students with the knowledge, skills attitudes and competencies to function in the modern office environment;
2. Develop awareness of the principles, policies, procedures and technological competencies involved in office administration;
3. Develop technical, planning, organising, management and problem-solving skills necessary for functioning in a modern office environment;
4. Provide students with the capability to adapt to changes that impact the business environment;
5. Develop the confidence and capability to respond effectively to new processes in the office;
6. acquire technological, communicative, problem-solving and attitudinal skills to function effectively in the working environment;
7. acquire inter-personal skills to help foster organisational harmony and customer goodwill;
8. Develop the confidence to seek promotional opportunities within the organisation;
9. Develop the competency to choose from a wide range of career paths in the business field;
10. Acquire knowledge and skills that would allow them to pursue further education in related fields of business;

ORGANISATION OF THE COURSE & SYLLABUS

This course consists of 4 credits involving 60 hours in which 30 hrs will be for theory and 30 hrs will be for practical.

  
Principal

**Shri Asaramji Bhandwadar Arts,  
Comm. & Science College**  
Deogaon (R), Tq. Kannad.





## Syllabus of Office Administration and Management Certificate Course

### Unit I: Office Administration and office management

Meaning of office, Functions of modern office, Meaning of management, Elements of office management, Administration vs management

### Unit II office as organization

Meaning of organization, Types of organization, Organization charts, Manuals- need and purpose

### Unit III office environment and layout

Office accommodation, location of office- factors affecting location

Choice of location and site-urban vs suburban location, Importance of office environment

Components of working condition

### Unit IV Office Communication

Meaning, , Significance, process of communication, Means of communication, Barriers to effective communication

### Unit V Filing and Indexing

Meaning and significance of records, Records management- objectives, principles of record keeping, Filling functions, essentials of good filling, Planning of filling operations, Methods of classification of filling, Definition of indexing, Significance of indexing, Essentials of good indexing system, Types of indexing

### Unit VI Mailing, office reports and data processing

Significance of effective mail service, Organization of mailing service, Inward and outward mail procedure, Meaning of office reports, purpose and types of office reports, Guiding principles of writing reports

### Unit VII Commercial correspondence

Kinds of letters, Significance of business correspondence, What is good business letter, Structure of business letter, Circular letters, Trade enquiries and quotations, Placing and execution of orders

### Unit VIII Handling Dak in Govt. offices

Govt. Machinery-Govt of India, secretaries, addresses in Govt. Correspondence, routine of Govt. office

Course Coordinator- Dr Jayashri Birdavade

Duration 3 Months

Evaluation: Theory 30 Marks

Practical 20 Marks

  
Principal

**Shri Asaramji Bhandwajdar Arts, Commerce and Science College**  
**Deogaon, R, Tq. Kannad, Dist Aurangabad**  
**Department of Public Administration**

**Certificate in Governance of India: Fundamental Concepts**

Indian government and its administration, constitution of India are the important parts of syllabus of Maharashtra Public Service Commission and Union Public Service Commission. Students should know the Indian administrative system, local self government important parliamentary committees, importance of public policy, public policy formulation and implementation, important landmark policies etc.

The main objective of the course is to guide students and clear the basic concepts of Indian administrative system.

**Rationale:** Governance of India :Fundamental Concepts is a subject concerned with the study of administrative principles, policies, procedures and technological competencies governing the Indian administration.

**Objectives**

1. To provide students with the knowledge, skills attitudes and competencies to face the competitive examination like MPSC, State services, NET and SET.
2. Develop awareness of the principles, policies, procedures and technological competencies involved in Indian administration.
3. Provide students with the capability to solve the MCQs on Indian administration
4. Develop the confidence and capability so as to become ideal administrator also a successful politician
5. The course will familiarize students to the Indian constitutional frame work, local self government, policies etc.

**ORGANISATION OF THE COURSE & SYLLABUS**

This course consist of 2 credits involving 30 hours.

This will include visit to Grampanchayat, Municipal corporation.

The syllabus is arranged in twelve SECTIONS, sub-divided into specific objectives and corresponding content

Unit I- Indian Administration- Evolution, Salient features, Constitutional framework, Fundamental Rights and Duties, Directive principals of State policy

Unit II- Local Self Government- Urban Governance, Rural Governance

Unit III- Public Policy- Concept, Meaning, Formulation, Implementation and Evaluation

Assignment- three assignments, Examination

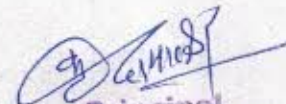
Course Co-coordinator – Dr. Jayshri Birdavade

**Credits – 2**

**Duration – 3 Months**

**Evaluation – 1. Theory 30 marks**

2. Practical 20 marks

  
**Principal**  
**Shri Asaramji Bhandwajdar Arts,**  
**Comm. & Science College**  
**Deogaon (R), Tq. Kannad,**  
**Dist. Aurangabad-431115**

## Diploma in Surveying

Duration :- One Year

Credit Points :- 4.

### Course Objective :

1. To learn the art of surveying.
2. To get the skills of mapping.
3. To know the survey of Agricultural Land and prepare the maps.
4. To developed the skills of measurements Plotting, Area & Land.

### Section "A" (Theory)

	Credit
Unit – I Definition of Surveying, Types of Surveying Equipment of Surveying...	
05	
Unit – II Types of Instrumental survey, Chain & Tape Survey, Plane table Survey, Prismatic	
Compass Survey. Section B. Practicals	
05	

### Section "A" (Theory)

Unit-III Chain Survey, Open Chain Survey, Triangulation Chain Survey, Close traverse chain survey.	10
Unit - IV Plain Table Survey, Open traverse survey,	
Inter section plane table survey, close traverse chain survey.	10
Unit – V Prismatic Compass Survey, Definition of Bearing, Types if Bearing, Open traverse compass survey, Intersection Survey, Close traverse Survey, Correction of Bearings.	10

Intec Capacity :40 Students

One Practical Batch: 10 Students

Total Batches: 04

One practical period it means 3 theory periods.


Course Co-coordinator – Dr. Rajendra Bhalerao

Credits – 2

Duration – 3 Months

Evaluation – 1. Theory 30 marks  
2. Practical 20 marks



  
Principal  
Shri Asaramji Bhandwadar Arts,  
Comm. & Science College  
Dargaon (R), Tq. Kannad,  
Dist. Dharwad

Department of Commerce  
Certificate Course Syllabus

Subject ; -- **Digitalization : Digital Payment System**



**Objectives:**

Durations : 30 hours

- To Provide information about Digitalization.
- To Provide Information about Digital Payment System.
- To provide knowledge Digital Money, Transactions E- Banking, M-Banking.
- To Awareness about digitalization in India.

Units	Title of Topics/ Sub, Topic	Expected Periods
I	<b>Introduction</b> : Meaning, definition of digital payment system, scope of DPS, Objective of DPS, Advantages and Disadvantages Of DPS, ( DPS – Digital Payment System)	06
II	<b>Internet Banking</b> : Meaning , concepts, Objectives, Problems and Securities challenges of Internet banking, Types of Internet Banking Transactions.	04
III	<b>Methods, Modules and Apps Of Digital Payment System</b> : Methods of DPS, Modules And various Applications Of DPS, Use Of Technology in DPS, Strength, Weakness, Opportunities and threats of Digital Payment System.	06
VI	<b>Types of Digital Payment Methods In India:</b> Banking Cards, USSD, Aadhar Enabled Payment System (AEPS).UPI, Mobile Wallets, Bank Pre-paid Cards, Point Of Sale (POS), Internet Banking. Mobile Banking, Bharat Interface For Money App.(BHIM).	08
V	<b>PRACTICAL</b>	06
<b>TOTAL EXPECTED PERIODS</b>		30

Course Co-coordinator – Dr. Vilas Dapke

Credits – 2

Duration – 3 Months

Evaluation – 1. Theory 30 marks  
2. Practical 20 marks

  
**Principal**  
Shri Asaramji Bhandwadar Arts,  
Comm. & Science College,  
Daboon (R), Tal. Kannad.

Department of Commerce  
Certificate Course Syllabus

Subject ; -- *Entrepreneurship Development*



**Objectives:**

Durations : 30 hours

- To Provide information about Entrepreneurship Development.
- To Provide Information of various Entrepreneurship Development training programme organization.
- To provide knowledge of how to prepare the project report.
- To provide knowledge and create ability for set up a new venture.

Units	Title of Topics/ Sub, Topic	Expected Periods
I	<b>Entrepreneur &amp; Entrepreneurship</b> : Meaning of Entrepreneur & Entrepreneurship, Characteristics and qualities of Entrepreneur, role of Entrepreneurs in the development of economy.	06
II	<b>Entrepreneurship Development Training Program</b> : objectives of Entrepreneurship Development training programme, benefits of entrepreneurship development training programme and methods of training of entrepreneurship development	04
III	<b>Entrepreneurship Development Training Program Organization</b> : National level, state level and district level organization and its brief history, working objectives and functions	06
VI	<b>Starting a New Venture</b> : Introduction, search of Business ideas, product selection, SWOT analysis	08
V	<b>Project Identification and Preparation</b> : meaning of project project identification and project selection background / content of project and preparation of project report.	06
<b>TOTAL EXPECTED PERIODS</b>		30

**Suggested Books :**

1. **Fundamental of Entrepreneurship**, G.S. Sudha, Ramesh Books Depot Bombay
2. **Project Planning and Control**, N.P. Agrawal, Indus Vally Publication New Delhi
3. **Entrepreneurship Development** S.S.Khanka, Sultand Chand Publication
4. **Entrepreneurship Development : Gordan & Natarajan Himalaya Pub.**


Course Co-coordinator – Dr. Manik Waghmare

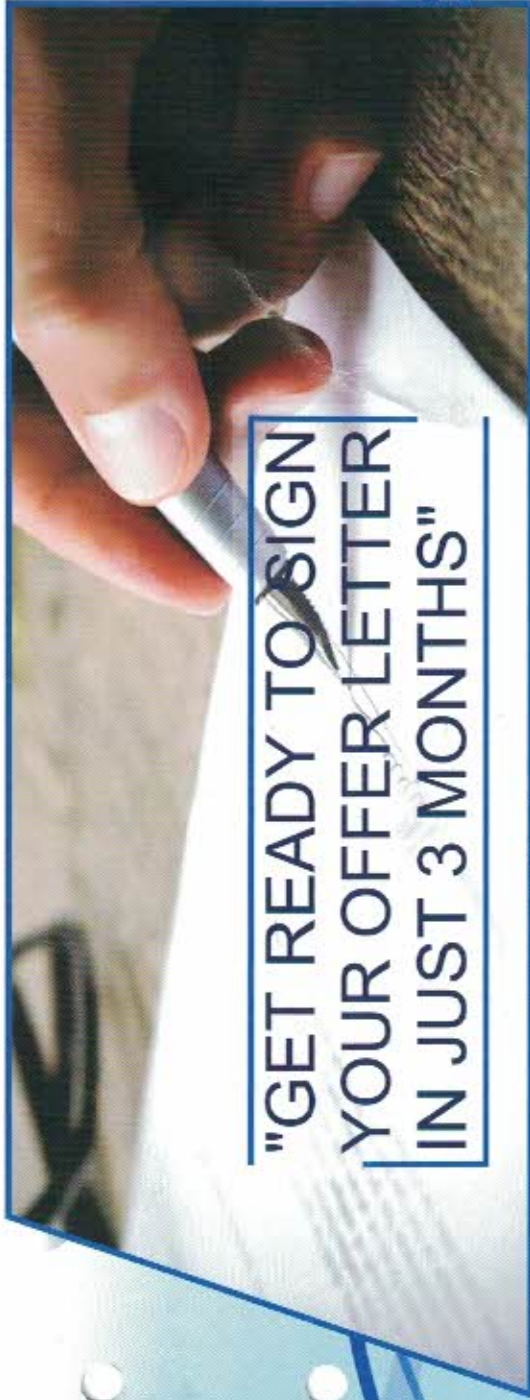
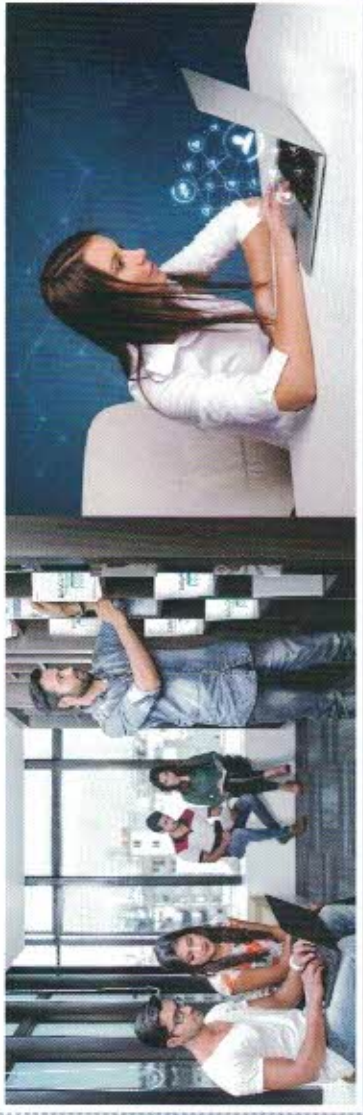
Credits – 2

Duration – 3 Months

Evaluation – 1. Theory 30 marks

2. Practical 20 marks

  
Principal  
**Shri Asaramji Bhandarkar Arts,  
Comm. & Science College  
Neogaon (R), Tal. Kannad,  
Dist. A'wad-431115**



**"GET READY TO SIGN  
YOUR OFFER LETTER  
IN JUST 3 MONTHS"**

## **Telly Soft Service Pvt. Ltd.**

1<sup>st</sup> Floor, Raja Bansilal Market, Bansilal Nagar, Above Tapadia Diagnostic Center, Front of Hotel VITS, Railway Station Road, Aurangabad.

**Contact No.: 8806668311, 7410057105**

# COURSE SYLLABUS

- ▶ Fundamentals of Accounting
  - ▶ Maintaining Chart of Accounts in Tally.ERP 9
  - ▶ Inventory Management
  - ▶ Receivables and Payables Management Banking
  - ▶ Cost Center Management
  - ▶ Storage and Classification of Inventory
  - ▶ Administration of Complete Order Processing Cycle
  - ▶ Price Levels and Price Lists
  - ▶ Manufacturing Process

## Advance Tally.ERP9

Comprehensive certification to recognize candidate as an expert in working knowledge of Tally.ERP 9 and proficient in:

### SCOPE

Module	Level
Accounting	Advanced
Inventory	Advanced
GST & TDS	Advanced
Data Management	Advanced
Technical Skills	Advanced
Payroll	Advanced

- ▶ GST Transactions using Tally.ERP 9 and E-filing
- ▶ Income Tax
- ▶ Accounting of TDS other than Salary and E-filing TDS Returns
- ▶ Accounting of TCS Transaction
- ▶ Job Work and Job Costing
- ▶ Payroll Management
- ▶ Multilingual Capabilities
- ▶ Access Controls and Security Managements
- ▶ Data Management (Export and Import, Data Backup and Restore, Split Company Process and E-mailing)

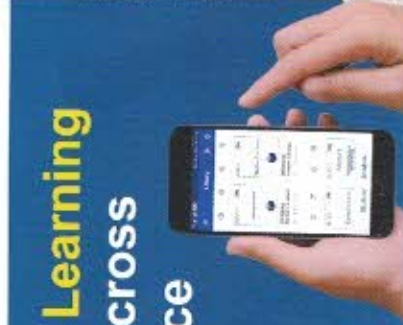
▶ **Soft Skill**

▶ **Personality Development**

▶ **Advance Excel** ▶ **Interview Skill**

**Industry Relevance**

Enjoy **Digital Learning**  
Experience across  
Multiple device



Certifications designed as per recommendation by industry experts to meet industry requirements

## MBA.T COURSE BENEFITS



- ▶ Multiple Career Opportunities
- ▶ Access To Job Portal And Candidate Portal Certifications
- ▶ Centralized Placement Cell
- ▶ Mock interviews to boost your Confidence
- ▶ Evaluate and enhance the skills with Pre - Employability Test
- ▶ Training by Tally Certified Faculties
- ▶ Training of Licensed Software - Real time Learning
- ▶ Courses designed as per the suggestions/ recommendations by Industry - Academic Panel
- ▶ Online / CBT (Computer Based Test) - Assessment directly by Tally Education
- ▶ Verifiable Certificate from Tally Education recognised by Industry

## 100% Placement Assistance

## Hostel Facility Available



## Job Opportunities





# About Telly Soft Service Pvt.Ltd.

Telly Soft Service Pvt. Ltd. is a Dynamic Company in Tally.ERP9 Software Sales & Solutions and has proven itself to be one of the market leaders. Established in the year 2000, we have quickly expanded our operations throughout the Maharashtra.

Now we are the five Star sales & service partner of Tally Solutions Pvt. Ltd., Bengaluru. We have 9000+ satisfied customer base and still the number is increasing.

We are also Authorized by Tally-Bengaluru for running Educational institute with the name **Tally Institute of Learning (Power of Employability)**

## Student Point Of View



Satish Shingare

मी औरंगाबाद येथील टेली सॉफ्ट या संस्थेत अॅडमिशन घेतले व कोर्स पूर्ण केला. माझा शैक्षणिक अभ्यासक्रम जरी कॉमर्स शाखेमधील असला तरी मला या क्षेत्रामधील पुरेसे नॉलेज नव्हते, पण येथील सचिन काथार सर, लक्ष्य पुरी सर आणि प्रमोद कानडे सरांच्या मदतीने मी हा कोर्स यशस्वीरित्या पूर्ण केला व एका नामांकित लिमीटेड कंपनीत चांगल्या पगाराने रुजू झालो. कोर्स केल्यामुळे माझ्या जीवनाचा सर्व कायापालट झाला ते फक्त या संस्थेमुळे. कंपनीत काम करत असतांनासुद्धा माझ्या अडचणींवर टेली सॉफ्ट संस्थेची स्टाफ व सरांनी बरीच मदत केली. आज मी CA ची तयारी करत आहे ती फक्त या कोर्स मुळेच. मी एका कॅन्टीनचा कुक ते CA होण्याच्या स्वप्नाला टेली सॉफ्ट संस्थेचा संपूर्ण हातभार लागत आहे हे मी नवकवीच सांगेन.

Thank You so Much Telly Soft Service Pvt. Ltd. Aurangabad.



Pradeep Parikh

I have done this course from this institute and also got the placement in one of the companies as Accountant and like me there were many people who were doing this course and they are well placed in different companies as Accountants or Finance related job profiles.

**ENROL NOW!**

**MBA.T Course That Offers Endless Opportunities!**

## Memorandum of Understanding

The MOU Sign Between  
Department of Commerce  
Shri Asaramji Bhandwalder Arts, Commerce & Science College,  
Deogaon (Rangari), Aurangabad  
And  
Telly Soft Service Pvt. Ltd.  
Aurangabad.

### Object:

We share the common vision of empowering the students by imparting industry relevant skill sets and increasing their employability.

To achieve our common Goal, College and Tally Education would collaborate on the following framework to execute the students training.  
Academic year: 2019-2020

TallyACE Certification fees per student: 4800/-

### **Role of Shri Asaramji Bhandwalder Arts, Commerce & Science College:**

1. The schedule and details of training to be shared with Telly Soft Service Pvt. Ltd.
2. To organize the online assessments as per the Tally Education assessment guidelines.
3. To make 100% payment to Telly Soft Service Pvt. Ltd. before the start of the course.

### **Role of Telly Soft Service Pvt. Ltd.:**

1. To conduct online assessments.
2. To issue Tally Course Completion Certificate for all students who successfully qualify the online assessment.
3. Assist in job placement after successful completion of course. (Minimum test score 80%)

Witness

Signature

Shri Asaramji Bhandwalder

Arts, Commerce & Science College

1) Dr. M.S. Kelghmare,  
Head, Dept. of Commerce.

2) Sachin Kathar



Shri Asaramji Bhandwalder Arts,  
Comm. & Science College,  
Deogaon (R), Tq. Kannad,  
Aurangabad - 431111

Telly Soft Service Pvt. Ltd.





## Computerized Accounting with Tally9.0

### Unit- I: Fundamentals of Tally.ERP 9

History of Tally.ERP 9 • Modules in Tally.ERP 9 • Salient Features of Tally. ERP 9 • Technological Advantages • Tally.ERP 9 Startup • Tally.ERP 9 Screen Components • Use of 'Alt' and 'Ctrl' • Buttons Quitting Tally. ERP 9 • Company in Tally. ERP 9 • Gateway of Tally • Create another Company – National Traders • Shut a Company • Select a Company in Tally. ERP 9 • Alter a Company • Delete a Company • F11 & F12 features

### Unit- II: Accounting Masters and Vouchers in Tally.ERP9

• Groups and Ledgers in Tally. ERP 9 • Steps to Create, Display, Alter & Delete a Group and Ledger • Accounting Vouchers Creation, Alteration and Deletion- Contra, Payment, Receipt, Journal, Purchase, Sales, Debit Note and Credit Note. Viewing Day Book, trial balance, Voucher Report, Profit & Loss Account and Balance Sheet, Cash Book, Bank Book, Purchase & Sales Registers, bill wise Reports.

### Unit- III: Inventory Masters and Vouchers in Tally.ERP9

• Stock Group • Stock Categories • Stock Item • Godown • Unit of Measure • Inventory Vouchers Creation, Alteration & Deletion- Purchase & Sales Orders, Receipt & Delivery Notes, Stock Journals etc. • Stock Summary Report, Godown Reports, Stock Valuation.

### Unit- IV: GST in Tally.ERP9

• Introduction to Goods and Services Tax (GST) • Concept of SGST, CGST & IGST) • Tax Rate Structure • Supply of Goods and Services • Activating GST in Tally • Setting Up GST -Company Level, Ledger Level or Inventory Level • Creating GST Masters

### Unit- V: GST Transactions in Tally.ERP9

Purchase Entry with SGST and CGST • Purchase Entry with IGST • Sales Entry with SGST and CGST • Sales Entry with IGST • Printing GST Tax Invoice • GST Returns • Payment of GST

#### Practical:

1. Company Creation, Alteration and Deletion in Tally. ERP 9
2. Backup & Restore of Company
3. Create, Display, Alter and Delete Accounting Groups
4. Create, Display, Alter and Delete Ledger
5. Recording Accounting Vouchers
6. Recording Inventory Vouchers
7. Creating GST Ledgers
8. Recording GST Purchase & Sales Invoice
9. Accounting & Inventory Reports in Tally
10. GST Reports

  
Principal  
Shri Asaramji Bhandwadar Arts,  
Science & Commerce College  
Koppal, Tal. Koppal,  
Dist. Chitradurga  
561115