



Maratha Vidya Prasarak Samaj's

ARTS AND COMMERCE COLLEGE KHEDGAON

Tal. Dindori, Dist. Nashik. PIN-422205

Affiliated to Savitribai Phule Pune University, Pune

(ID No. PU/NS/AC/6/2003)

ISO 9001:2015 Certified

Website: www.khedgaoncollege.ac.in E-mail: acckhedgaon@rediffmail.com

1.2.2.1 No. of Add on/Certificate Programs are added within the Last 5 years:

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Maratha Vidya Prasarak Samaj's

ARTS & COMMERCE COLLEGE, KHEDGAON

Tal : Dindori, Dist : Nashik (Maharashtra) 422 205.

Dr. D. N. Kare

M.A, M.Phil., Ph.D.

G.D.C.& A., SET, NET (Economics)

PRINCIPAL

Ph. : (02557) 235183, Fax : (02557) 235183

E-mail : srcollege.khedgaon@mvp.edu.in, acckhedgaon@rediffmail.com

Website : www.mvp.edu.in/Khedgaon

College Code : 732

Centre No. : 163


Affiliated to Savitribai Phule Pune University (ID No. PU/NS/AC/76/2003)

1.2.2 Number of Add on/Certificate Programs are added within the Last 5 years:

Sr. No.	Academic Year	Name of Program	Date & Duration	Agency Conducted	Number of students enrolled
1	2016-17	Soft Skills Development Training Programme	19-12-2016 to 29-12-2016 (10 Days)	ACC Khedgaon	56
2	2017-18	Soft Skills Development Training Programme	05-12-2017 to 15-12-2017 (10 Days)	ACC Khedgaon	60
3	2018-19	Dr. M. R. Jayakar Employability Skills Programme	26-09-2018 to 24-12-2018 (10 Days)	ACC Khedgaon	60
4	2019-20	Basic Bakery & Confectionary	06-01-2020 to 06-03-2020 (10 Days)	ACC Khedgaon & Janshikshan Sansthan Nashik	20
5	2019-20	Computer Application (Tally Course)	05-02-2020 to 06-03-2020 (10 Days)	ACC Khedgaon & Janshikshan Sansthan Nashik	20
6	2019-20	Value Education	10-09-2019 to 11-12-2019 3 Months	ACC Khedgaon	37
7	2020-21	Employability Skill Enhancement Programme	06-01-2021 to 17-03-2021 3 Months	ACC Khedgaon	63



Highlighted Portion of Brochures/Notifications

मराठा विद्या प्रसारक समाज, नाशिक. कला आणि वाणिज्य महाविद्यालय, खेडगांव ता. दिंडोरी, जि. नाशिक - ४२२ २०५. फोन : (०२५५७) २३५९८३ फॅक्स : २३५९८३ पुणे विद्यापीठाशी संलग्न	 : प्राचार्य : डॉ. डी.एन.कारे एम. ए., एम.पीएल, पीएच.डी., जी.डी.पी.एंड ए., सेट, गेट (अभिमुख) College No. 732 Centre No. 163	Maratha Vidya Prasarak Samaj, Nashik ARTS & COMMERCE COLLEGE, KHEDGAON Tal- Dindori, Dist- Nashik, - 422 205. Ph. : (02557) 235183, Fax : 235183 E-mail : aec@khedgaon@rediffmail.com Website: www.mvp.edu.in/khedgaon Id No. PU / NS / AC / 78 (2003) दिनांक : १२ / १२ / २०१६
आवक क्रमांक : २७४/२०१६-१७		

प्रति,
मा. संचालक सा. वि.
सावित्रीबाई फुले पुणे विद्यापीठ, पुणे
पुणे- ०७


विषय:- **सॉफ्ट स्किल्स डेव्हलपमेंट प्रोग्राम आयोजनास परवानगी मिळणे बाबत...**

महोदय,

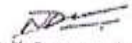
वरील विषयानुसार आपणास कळविण्यात येते की, म.वि.प्र. समाजाचे कला व वाणिज्य महाविद्यालय, खेडगाव ता.दिंडोरी जि.नाशिक या महाविद्यालयात सन २०१६-२०१७ या शैक्षणिक वर्षात **सॉफ्ट स्किल्स डेव्हलपमेंट प्रोग्राम** आयोजित करावयाचा आहे. सादर कार्यक्रमाच्या आयोजनास व त्या अनुषंगाने येणाऱ्या अनुदानास मान्यता मिळावी. ही नम्र विनंती.

मे. कळावे,

आपले विश्वासू,


(प्रा. श्रीमती एस.एस.बोरडे)
समन्वयक
सॉफ्ट स्किल्स डेव्हलपमेंट सेल




(डॉ. डी.एन.कारे)
प्राचार्य
कला आणि वाणिज्य महाविद्यालय
खेडगांव, ता. दिंडोरी, जि. नाशिक



ATTESTED

Principal
Arts & Commerce College
Khedgaon, Tal. Dindori (Nashik)



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ARTS & COMMERCE COLLEGE, KHEDGAON

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Centre No. : 163
AISHE : C-41301

Affiliated to Savitribai Phule Pune University (ID No. PU/NS/AC/76/2003)

Ref. No. १३८/२०१८-१८

Date : २६/११/२०१८

प्रति,
भा. संचालक राणे,
सावित्रीबाई फुले पुणे विद्यापीठ, पुणे
पुणे- ०७

विषय:- सॉफ्ट स्किल्स डेव्हलपमेंट प्रोग्राम आयोजनास परवानगी मिळणे बाबत...

महोदय,

वरील विषयानुसार आपणास कळविण्यात येते की, म.वि.प्र. समाजाचे कला व वाणिज्य महाविद्यालय, खेडगाव ता.दिंडोरी जि.नाशिक या महाविद्यालयात सन २०१७-२०१८ या शैक्षणिक वर्षात सॉफ्ट स्किल्स डेव्हलपमेंट प्रोग्राम आयोजित करावयाचा आहे. सादर कार्यक्रमाच्या आयोजनास व त्या अनुषंगाने येणाऱ्या अनुदानास मान्यता मिळावी. ही नम्र विनंती.

मे. कळावे,

आपले विश्वासू,

(प्रा. श्री.ए.के. वचाटे)

समन्वयक

सॉफ्ट स्किल्स डेव्हलपमेंट सेल

(डॉ. डी. एन. कारे)

प्राचार्य

कला वाणिज्य महाविद्यालय
खेडगाव, ता. दिंडोरी, जि. नाशिक



ATTESTED

Principal

Arts & Commerce College
Khedgaon, Tal/Dindori(Nashik)

दुरध्वनी क्र.
०२०-२५६०१३२९
०२०-२५६०१३५३
ई-मेल
lqac@unipune.ac.in

सावित्रीबाई फुले पुणे विद्यापीठ
(पूर्वीचे पुणे विद्यापीठ)



महोपस्थिड, पुणे ४११००७
अंतर्गत गुणवत्ता सिध्दता कक्ष

संदर्भ क्र.:आयक्यूएसी/२०५

दि :- १३, ऑगस्ट, २०१८

प्रति,
मा. प्राचार्य,
सावित्रीबाई फुले पुणे विद्यापीठाशी संलग्नित
सर्व कला, वाणिज्य व विज्ञान महाविद्यालये

विषय : डॉ. एम. आर. जायकर रोजगारक्षम कौशल्य कार्यक्रमासंदर्भात.

महोदय,

सावित्रीबाई फुले पुणे विद्यापीठाशी संलग्नित महाविद्यालयातील विशेषतः ग्रामीण भागातील व आर्थिक तयरेच सामाजिक दृष्ट्या मागाजवर्गीतील विद्यार्थ्यांच्या गरज लक्षात घेऊन "सॉफ्ट स्किल डेव्हलपमेंट कार्यक्रम" सन २००७ पासून सुरू केलेला आहे. मागील शैक्षणिक वर्षातही संबंधित महाविद्यालयांमध्ये सॉफ्ट स्किल डेव्हलपमेंट कार्यक्रम यशस्वीपणे राबविला गेला.

या कार्यक्रमाच्या अंमलबजावणीचा आढावा घेऊन कालानुरूप यामध्ये सुधारणा करून अधिक प्रभावीपणे अंमलबजावणी करण्याची साव विद्यापीठाच्या विचाराधीन होती. या संदर्भात मा. कुलगुरू यांनी मंडल केलेल्या समितीच्याशिफारशीना मा. व्यवस्थापन परिषदेने दि. ६ जून, २०१८ रोजीच्या सभेमध्ये मान्यता दिलेली आहे. या योजनेमध्ये खालील प्रमाणे सुधारणा करण्यात येत आहेत.

१. २०१८-१९ पासून सदर कार्यक्रमाचे नामकरण "डॉ. एम. आर. जायकर रोजगारक्षम कौशल्य कार्यक्रम" असे करण्यात येईल.

२. हा कार्यक्रम फक्त तृतीय वर्ष कला, वाणिज्य व विज्ञान शाखेच्या विद्यार्थ्यांसाठी राहिल.

३. सदर अभ्यासक्रम राष्ट्रीय कौशल्य विकास महामंडळ भारत सरकार, यांच्या रोजगार क्षमता व उद्योगक्षमता या अभ्यासक्रमावर आधारित आहे.

४. सदर कार्यक्रमाचा कालावधी ६० तास असेल, यामध्ये २० तास तज्ज्ञाद्वारे वेववित्तक प्रशिक्षण व ४० तास ई - लर्निंगचा समावेश असेल.



५. **कार्यक्रमाचा ताळवडी ३ महिने असेल.**

६. या कार्यक्रमात सहभागी महाविद्यालयानी प्रत्येक आठवड्यातून प्रत्येकी १ तासाच्या दोन वैयक्तिक प्रशिक्षण वर्गांचे आयोजन करावे.

७. या कार्यक्रमात सहभागी महाविद्यालयाना ई-लर्निंग सुविधा उपलब्ध करून देण्यासाठी विद्यापीठाकडून सहाय्य केले जाईल.

८. **ई-लर्निंग व वैयक्तिक प्रशिक्षण यांचे गुणोत्तर २:१ असेल.**

९. प्रत्येक गटाचे (Batch) **३० विद्यार्थी असतील.** त्यापैकी ५०% विद्यार्थीनी असाव्यात. (विद्यार्थीनींची संख्या निर्धारित संख्येपेक्षा कमी असल्यास विद्यापीठाच्या पूर्व मान्यतेने विद्यार्थ्यांना सहभाग करून घेता येईल.)

१०. महाविद्यालयाना वर्गीकृत जास्वीत उतरत दोन विद्यार्थी गटांसाठी (Batches) अर्ज करता येईल.

११. शहर कार्यक्रमाचे अर्ज विद्यापीठ संकेतस्थळावरील वीओडी एगिन मधून अनिलॉईन पध्दतीने करता येतील.

विद्यार्थी प्रत्याभरण (Student Feedback)

प्रशिक्षणपूर्व	प्रशिक्षण	प्रशिक्षणांतर
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१. विद्यार्थी प्रत्याभरण तीन टप्प्यांमध्ये अपेक्षित आहे.
२. कार्यक्रम समन्वयकाचे विद्यार्थ्यांकडून प्रशिक्षणपूर्व प्रत्याभरण (Student Feedback) त्यांचा अपेक्षा जाणून घेण्यासाठी घ्यावे.
३. प्रशिक्षणातर्गत, व्यक्तिमत्त्व विकास, कौशल्य विकास समिती अथवा विद्यापीठ समन्वयक यांच्यामार्फत विद्यार्थ्यांकडून प्रशिक्षणादरम्यान प्रत्याभरण (Student Feedback) घेतले जाईल.
४. प्रशिक्षण पूर्ण झाल्यानंतरचे प्रत्याभरण (Student Feedback) घेण्यासाठी विद्यापीठातर्फे संज्ञा राबविली जाईल. व त्याद्वारे कार्यक्रमाची निष्पत्ती व परिणामकारकता (Outcomes and Effectiveness) याचे विप्लवण करण्यात येईल.



५. विद्यापीठाकडून देण्यात येणारे अर्थसहाय्य :-

	एक गटाकरिता (Batch)		दोन गटाकरिता (Batch)	
	अर्थशीर्ष	रक्कम (रुपये)	अर्थशीर्ष	रक्कम (रुपये)
अ	तज्ज्ञांचे मानधन (प्रति तास रु १००० प्रमाणे)	२०,०००/-	तज्ज्ञांचे मानधन प्रति तास	४०,०००/-
ब	समन्वयक मानधन	३,०००/-	समन्वयक मानधन	३,०००/-
क	स्टेशनरी व संकीर्ण खर्च	७,०००/-	स्टेशनरी व संकीर्ण खर्च	७,०००/-
एकूण (अ+ब+क)	विद्यापीठाचे कमाल आर्थिक सहाय्य	३०,०००/-	विद्यापीठाचे कमाल आर्थिक सहाय्य	५०,०००/-
	महाविद्यालयाचा हिस्सा	१०,०००/-	महाविद्यालयाचा हिस्सा	२०,०००/-
	एकूण	४०,०००/-	एकूण	७०,०००/-

सर्वसाधारण मार्गदर्शक सूचना

१. या कार्यक्रमात सहभागी महाविद्यालयांच्या प्राचार्यांनी प्रशिक्षण कार्यक्रमाकरिता एखा पूर्ण वेळ मान्यताप्राप्त अध्यापकाची 'कार्यक्रम समन्वयक' म्हणून नियुक्ती करावी.
२. महाविद्यालयांनी कार्यक्रमासाठी निवड केलेल्या प्रशिक्षकांची यादी मान्यतेसाठी विद्यापीठ समन्वयकाकडे सादर करावी.
३. प्रमाणित प्रशिक्षकांची यादी विद्यापीठ संकेतस्थळावर प्रसिध्द केली जाईल.
४. महाविद्यालयांच्या कार्यक्रम समन्वयकास 'प्रशिक्षक प्रशिक्षण' कार्यक्रमांतर्गत प्रशिक्षण घेणे अनिवार्य राहिल.
५. सदर समन्वयकाची नियुक्ती कमाल तीन वर्षांकरिता असेल, आवश्यकतेनुसार प्राचार्यांच्या अधिकारांतर्गत यात बदल होऊ शकतो.
६. महाविद्यालय समन्वयकाने प्राचार्यांशी व इतर संबंधित घटकांशी चर्चा करून विद्यार्थी प्रशिक्षणार्थीची निवड करावी. सदर कार्यक्रमाचे आयोजन विद्यापीठाशी संलग्नित महाविद्यालयातच करावे.
७. सदर उपक्रमाची विद्यापीठाकडून पूर्व परवानगी घेणे आवश्यक आहे.



८. महाविद्यालयाने एका कार्यक्रमांतर्गत जास्तीत जास्त दोन सत्रे घ्यावेत.
९. सदर कार्यक्रम महाविद्यालयाने स्वतः आयोजित करावयाचा असून बाहेरील इतर कोणत्याही संस्थेला पूर्णतः किंवा अंशतः कार्यक्रम हस्तांतरित करू नये.
१०. सदर उपक्रम शैक्षणिक वर्षाच्या पहिले सत्र अखेर पर्यंत घेण्यात येवून खर्चाचे हिशोब डिसेंबर अखेर विद्यापीठास सादर करावेत.
११. कार्यक्रमाच्या आयोजनाकरिता लागणारे अर्धसहाय्य कार्यक्रम पूर्ण झाल्यानंतर खर्चाचा हिशोब सादर केल्यानंतर उपलब्ध करून देण्यात येईल.
१२. सदरचा खर्च समदी लेखापाल यांच्याकडून तपासून घेवून खर्चाचे हिशोब विद्यापीठास सादर करावेत.
१३. खर्चाचे हिशोब सादर करताना प्रत्येक देयकावर उक्त कार्यक्रमाचे नाव असणे आवश्यक आहे. विद्यापीठाच्या इतर कार्यक्रम योजनेसाठीच्या खर्चाची देयके या कार्यक्रमाच्या हिशोबामध्ये गृहित धरली जाणार नाहीत. Tax Invoice / CashMemo असलेलेच देयक ग्राह्य धरली जातील. प्रत्येक देयकावर प्राचार्यांची स्वाक्षरी घेण्यात यावी.
१४. सदर कार्यक्रमासाठी खरेदी केलेल्या वस्तूंची महाविद्यालय / संस्थेच्या स्टॉक रजिस्टरमध्ये नोंदी करताना पुढील बाबींची नोंद घेण्यात यावी.
- | | |
|--------------------------------|-------------------------------|
| १. स्टॉक एन्ट्री नंबर व दिनांक | ५. प्रत्येकी नगाची किंमत |
| २. देयक क्रमांक व दिनांक | ६. करासहित एकूण रक्कम |
| ३. वस्तूचे वर्णन | ७. विक्रेत्याचे नाव |
| ४. एकूण नग | ८. प्राचार्यांची सही व शिक्का |
- सदर देयकावर स्टॉक रजिस्टर पान नं., स्टॉक एन्ट्री नंबर, दिनांक यांची नोंद करून प्राचार्यांची सही व शिक्का असणे आवश्यक आहे.
१५. सदर कार्यक्रम नियोजित वेळीच व्यवस्थितरित्या राखविल्याचे प्राचार्यांच्या स्वाक्षरीचे पत्र.
१६. सदर प्रमाणपत्रासोबत विलाश्याची स्वाक्षरी असलेले मूळ हजेरीपत्रक.
१७. संपूर्ण कार्यक्रमाचे घेण्यापत्रक (व्याख्यात्यांची नावे, विषय, वेळ यासह मोबाईल क्रमांक)
१८. खर्चाचे वितरण पत्र (Statement of Expenditure with Original Payment vouchers)
१९. वरील सर्व कागदपत्रावर कार्यक्रम समन्वयक व प्राचार्यांची स्वाक्षरी असणे आवश्यक आहे.
२०. उपयोजिता प्रमाणपत्र (Utilization Certificate)



सदर कार्यक्रमासंदर्भात अधिक माहितीसाठी या कार्यक्रमाचे विद्यापीठसरावरील समन्वयक शान्देशी संपर्क साधावा.

डॉ. रवि आहुजा
समन्वयक (सहायक प्राध्यापक)
कौशल्य विकास केंद्र
सावित्रीबाई फुले पुणे विद्यापीठ
पुणे - ४११ ००७.
संपर्क क्र. - ०२०-२५६०१३०९
मेल - rahuja@unipune.ac.in ssdpunipune@gmail.com

कळामे,

आपला,



(डॉ. प्रफुल्ल पवार)

संचालक

अंतर्गत गुणवत्ता सिध्दता कक्ष



Translated Copy

Savitribai Phule Pune University
(Old University of Pune)

Tele. No.
020-25601329
020-25601353



Ganeshkhind, Pune-411007
IQAC

Ref.No.: IQAC/205

Dt.: 13 Aug., 2018

To,
Hon. Principal,
All Arts, Commerce & Science Colleges,
Affiliated to Savitribai Phule Pune University.

Subject: Regarding Dr.M.R. Jayakar Employability Skills Programme...

Dear,

In consideration with the needs of the students, especially from rural parts and economically as well as socially backwards, Savitribai Phule Pune University has started a Soft Skills Development Programme since 2007 in the colleges affiliated to SPPU, Pune. The Programme was successfully run by the affiliated colleges in the previous academic years also.

The university intended to make improvements in the programme according to changing time after taking its follow up. The recommendations of the committee, constituted by Hon. Vice-Chancellor, have been approved by Hon. Management Council in the meeting held on 4 June, 2018.

The Soft Skills Development Programme includes following improvements:

1. The programme has been renamed as 'Dr. M.R. Jaykar Employability Skills Programme.
2. The Programme will be available for Third year students of Arts, Commerce and Science faculties only.
3. The said programme is based on the Employability Skills and Entrepreneurship Curriculum of Government of India's initiative 'National Skills Development Corporation' (NSDC).
4. The duration of the programme will be 60 clock hours which includes 20 expert lectures and 40 e-learning sessions.
5. The University will provide facilities to the colleges to conduct e-learning sessions.



6. The ratio of e-learning and individual training will be 2:1.
7. Every batch should consist of 60 students. Out of which 50% should be girl students.
8. College can apply for a maximum of 2 batches.
9. The online applications are available at University's BOD login.

Student Feedback

Pre-training	Training	Post-training
--------------	----------	---------------

1. Student feedback is expected at three levels.
2. The programme Co-ordinator should collect students' pre-training feedback to understand the expectations of students.
3. During training feedbacks will be collected by the Personality Development & Skill Development Committee or University Co-ordinator.
4. The university will come into force to carry out the post-training feedback process.

Financial Support from the University

I Batch		
	Head	Amount (In Rs.)
A	Remuneration of Expert (Rs. 1000 per hour)	20,000/-
B	Co-ordinator Remuneration	3,000/-
C	Stationery & Miscellenous	7,000/-
Total (A+B+C)	Max. Financial Support by University	30,000/-
	College Contribution	10,000/-
	Total	40,000/-

General Guidelines:

1. The Principal should appoint a full time approved teacher as 'Programme Co-ordinator'.
2. The college should send a list of teachers for approval to the university Uo-ordinator.
3. The certified Trainers' list will be posted on University' Website.
4. The college programme Co-ordinator must attend the 'Co-ordinator Training' programme.



5. The Co-ordinator's selection will be valid for 3 years. The Principal can make changes in it as per the requirement.
6. The Co-ordinator should shortlist students in communication with the Principal and other faculties.
7. The permission must be taken prior to start of the programme.
8. The college can conduct maximum 2 sessions.
9. The said programme must be taken by the college, outsourcing of it is not allowed.
10. The first session must be completed and the budget proposal must be submitted to the university before December end.
11. The programme title should be mentioned on every bill collected.
12. The college must maintain a stock register for purchases.
13. The programme completion certificate from the college Principal.
14. Students' attendance duly signed with certificate.
15. The detail schedule of the programme with Expert speakers' names.
16. Statement of Expenditure with original Payment Vouchers)
17. All documents should be signed by the Principal and the programme Co-ordinator.
18. Utilization Certificate

The Programme Co-ordinator can contact the university Co-ordinator for more details.

Dr. Ravi Ahuja
Co-ordinator (Asst. Professor)
Skill Development Centre
Savitribai Phule Pune University, Pune
Pune- 411007
Contact: 020-15601329
Email: rahuja@unipune.ac.in ssdpune@gmail.com
Regards.

Yours,
Sd/-
Dr. Praful Pawar
Director,
Internal Quality Assurance Cell





Maratha Vidya Prasarak Samaj's

ARTS & COMMERCE COLLEGE, KHEDGAON

Tal : Dindori, Dist : Nashik (Maharashtra) 422 205.

Dr. D. N. Kare
M.A, M.Phil., Ph.D.
G.D.C.&A., SET, NET (Economics)
PRINCIPAL

Ph. : (02557) 235183, Fax : (02557) 235183
E-mail : srcollege.khedgaon@mvp.edu.in, acckhedgaon@rediffmail.com
Website : www.mvp.edu.in/Khedgaon

College Code : 732
Centre No. : 163

Affiliated to Savitribai Phule Pune University (ID No. PU/NS/AC/76/2003)

Ref. No. 260/209L-9E

Date : 9.10.2019

प्रति,
मा. समन्वयक,
डॉ. एम. आर. जयकर रोजगारक्षम कौशल्य विभाग
सावित्रीबाई फुले पुणे विद्यापीठ, पुणे-०६

विषय: डॉ. एम. आर. जयकर रोजगारक्षम कौशल्य कार्यक्रमाचे खर्च तपशील मंजूर होणेबाबत...

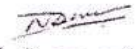
महोदय,

वरील विषयान्वये आपणास कळवू इच्छितो की आमच्या महाविद्यालयात दि. 26/09/2019 ते 28/10/2019 पर्यंत डॉ. एम. आर. जयकर रोजगारक्षम कौशल्य विकास कार्यक्रम अंतर्गत 3 महिन्यांचे रोजगार प्रशिक्षण व ई-लर्निंग चे प्रशिक्षण देण्यात आले. महाविद्यालयातील बी.ए. व बी.कॉम च्या तृतीय वर्षातील 60 विद्यार्थ्यांची एक दिव तयार करून प्रशिक्षण विविध विषय तज्ञाद्वारे देण्यात आले.

सदर कार्यक्रमाचा तपशीलवार खर्च विवरण सदर करित आहोत. तरीही खर्चास मंजूरी मिळावी, हि नम विनंती.

म. कळावे.

आपला विश्वासू,


डॉ. डी. एन. कारे

प्राचार्य
प्राचार्य

कला आणि वाणिज्य महाविद्यालय
खेडगांव, ता. दिंडोरी, जि. नाशिक

Received
@hencar
9/10/2019





Maratha Vidya Prasarak Samaj's

ARTS & COMMERCE COLLEGE, KHEDGAON

Tal : Dindori, Dist : Nashik (Maharashtra) 422 205.

Dr. D. N. Kare
M.A. M.Phil., Ph.D.
G.D.C & A., SET, NET (Economics)
PRINCIPAL

Ph. : (02557) 235183, Fax : (02557) 235183
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Website : www.mvp.edu.in/Khedgaon

College Code : 732
Centre No. : 163

Affiliated to Savitribai Phule Pune University (ID No. PU/NS/AC/76/2003)

Ref. No. 114/2018-19

Date : 24/09/2018

To
Hon Ravi Ahuja
Coordinator
Dr. M.R.Jayakar Employability Skills Programme
Savitribai Phule Pune University, Pune-07


Subject: Proposal for conducting Dr. M.R.Jayakar Employability Skills Programme


Dear Sir,

Our Arts and Commerce College, Khedgaon Tal. Dindori Dist. Nashik has organised Dr. M.R.Jayakar Employability Skills Programme during 26 September 2018 to 24 December, 2018 as per your circular. We have arranged One batch of 60 students to conduct 20 Expert lectures and 40 E-learning sessions according to the University schedule.

Thank you.

Yours sincerely,


Prof. A.K. Bachate
Coordinator
Co-Ordinator
Dr. M.R. Jayakar Employability
Skills Programme


Dr. D.N. Kare
Principal
Principal
Arts & Commerce College
Khedgaon, Tal. Dindori (Nashik)





Maratha Vidya Prasarak Samaj's

ARTS & COMMERCE COLLEGE, KHEDGAON

Tal : Dindori, Dist : Nashik (Maharashtra) 422 205.

Dr. D. N. Kare
M.A, M.Phil., Ph.D.
G.D.C.&A., SET, NET (Economics)
PRINCIPAL

Ph. : (02557) 235183, Fax : (02557) 235183
E-mail : srcollege.khedgaon@mvp.edu.in, acckhedgaon@rediffmail.com
Website : www.mvp.edu.in/Khedgaon

College Code : 732
Centre No. : 163

Affiliated to Savitribai Phule Pune University (ID No. PU/NS/AC/76/2003)

Ref. No. 226/2018-19

Date : 26/12/2018

To,

The Coordinator,

Dr. M.R. Jaykar Employability Skills Programme
Savitribai Phule Pune University, Pune-07


Subject: E-learning Sessions of 40 hours completion letter...

Respected Sir,

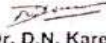
With subject mentioned above, we would like to inform you that 40 hours of e-learning sessions/ content were conducted under Dr. M.R. Jaykar Employability Skills Programme at our Arts and Commerce College, Khedgaon.

Thank you.

Yours sincerely,


Prof. A.K. Bachate
Coordinator

Co-ordinator
Dr. M.R. Jaykar Employability
Skills Programme


Dr. D.N. Kare

Principal
Principal
Arts & Commerce College
Khedgaon, Tal. Dindori (Nashik)



Certificate Course in Basic Bakery & Confectionary

Introduction:

This course is a study of the fundamentals of baking including, dough, quick breads, pies, cakes, cookies, Jam , Jelleys and basic items made in a bakery. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the use of proper flours . This Course is offering a Certificate Course in Bakery. These courses have been verified by the Janshikshan Sanshtan, Skill India, Government of Maharashtra. Completing these courses will get you a certification from the Government that will declare you a professional Baker! These courses will cover everything you need to know when it comes to baking loaves of bread to decorating cakes and so on. These courses are an educational qualification by themselves, so you don't need any prior qualification to apply. Usually, seats fill up fast for these courses so tie your aprons, quickly sign up for the course and explore the world of Culinary Craft.

Objectives of the Course:

Learning objectives of the course are as follow:

Knowledge Based:

- Identify and explain baking terms, ingredients, equipment and tools.
- Employ safe food handling practices using contemporary guidelines.

Skill Based:

- Scale and measure ingredients.
- Prepare yeast dough, quick breads, pies, cookies, cakes, icing, pate choux, and savory baking.
- Produce baked products using commercial ingredients and equipment.

The Syllabus is framed by the following Faculty Members of the College:

Sr. No.	Name of the Faculty	Designation
1	Dr. D. N. Kare	Principal
2	Mrs. A. B. Derle	Co-ordinator
3	Mr. Pandit Sir	Resource Person

Syllabus (Topic wise lectures in hours):

Unit No.	Basic Principles/Particulars	No. of Hours
1	1.1 Introduction/Course outline 1.2 Equipment/Tools 1.3 Scaling/Measuring 1.4 Safety/Sanitation	



	<p>Learn how Biscuit Method works for different applications.</p> <p>1.5 Understanding of different types of pie/sweet tart dough and uses</p> <p>1.6 Difference between dough in taste for sweet, Handling, rolling, shaping of dough, Using the right dough for the right filling Finishes for pies Types of cookies, Mixing methods, Storing different cookie dough</p> <p>1.7 Test will be given then students can leave. No late papers. Must be turned in by end of day!! Yeast-Fresh vs. Dried, how does it work, Procedures for mixing yeast dough, Storing breads/dough for future uses</p>	15
2	<p>2.1 The following products will be covered: Breads Cakes & icing Cup Cakes Cookies Desserts, Tea time cakes Puff Pastry Cheese cakes Wedding Cakes</p> <p>2.2</p> <p>2.3 Types of cookies, Mixing methods</p> <p>2.4 Storing different cookie dough</p> <p>2.5 Yeast-Fresh vs. Dried, how does it work, Procedures for mixing yeast dough, Storing breads/dough for future uses Practical Exam-May 4/Wed.</p>	12
3	Healthy Alternative Baking- Recognize dietary conditions that affect today's consumers, Understand how to adapt bakeshop formulas to meet dietary needs	03
	Theory / Practical Exam-May 4/Wed.	Total 30Hrs.

❖ **Course Learning Outcomes:**

- Describe properties and functions of the basic ingredients used in baked goods.
- Weigh and measure ingredients used in baking.
- Resize recipes to meet production needs and equipment capacities.
- Prepare typical American chemically leavened products.
- Scale, mix, mold, proof and bake yeast raised goods.



- Prepare cookies using various common dividing and panning techniques.
- Prepare American home style crumb topped and two crust pies.
- Prepare high ratio, chiffon cakes and genoise.
- Prepare product finishes such as washes, glazes, icings, frostings and fillings.
- Demonstrate proper storage techniques for all baked products.

❖ **INSTRUCTIONAL METHODS AND ASSIGNMENTS:**

- This course has been developed to provide first year culinary students with knowledge and skills necessary to produce quality baked goods. This is a course designed to teach basic baking skills.
- For the lecture portion of the course, the instructor will utilize overhead projections, handouts, videos and demos. For the lab portions the student will follow written recipes and instructions given by instructor while producing assigned products and working with common commercial grade ingredients. Before EACH class it is the students responsibility to read any material or assignments given out as preparation for the class; to review and study the recipes or techniques that will be utilize; write out working recipes on index cards adjusted to reflect the quantities that will be produced. If student does not come prepare they will not be allowed to enter lab and not receive credit for the day. No cards will be written during lecture. Student will not be allowed to enter lab and will not receive credit for the day

Fees includes:

1. Printed recipe booklet.
2. All ingredients & equipment for the course.
3. Examination Fees
4. Government Certificate
5. Kit with basic baking tools
6. Students can consume or take the products home.



Certificate Course in Computer Application (Tally Course)

Introduction:

Tally Means *Transactions Allowed in a Linear Line Yards*. Tally is Accounting software, that is very much useful in making calculations in small and mid-level businesses. You can do all the Banking, Auditing and Accounting Works using this software. Tally's Accounting features permit you to record business transactions instantly and easily. This record transaction, necessary for your business by creating and maintaining Vouchers, Masters and generating Reports. It helps you manage all the major accounting operations in your business.

Objectives of the Course:

1. To impart knowledge regarding concepts of **Financial Accounting**. Tally is an accounting package which is used for learning to maintain accounts.
2. This course helps students to work with well-known accounting software i.e. Tally ERP.9.
3. **To make students capable to create company, enter accounting voucher entries including advance voucher entries, reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software.**
4. Accounting with Tally certificate course is not just theoretical program, but it also includes continuous practice, to make students ready with required skill for employability in the job market.

The Syllabus is framed by the following Faculty Members of the College:

Sr. No.	Name of Faculty	Designation
1	Dr. D. N. Kare	Principal
2	Mr. V. S. Shinde	Co-ordinator
3	Mr. P. U. Landge	Resource Person
4		Resource Person

Syllabus: (topic wise lectures in hours): Tally Course-

Sr. No.	Particulars/ Points Covered in the Course
1)	Introduction
2)	F11/F12 Features
3)	Ledgers, Groups Category, Item Creation Stock Item, Creation
4)	Stock Group, Category Item, Creation
5)	Unit Of Measure And Godawn Creation



6)	GST Examples.
7)	Inventory Management Purchase Order, Receipt Note, Sales Order, Delivery Note, Rejection In, Rejection Out, Stock Journal. Physical Stock
8)	Examples Solved In Class Of Accounts 20/22 Inventory With GST 12/15
9)	Tally Basics Of Over View
10)	Tally Objectives & Feature's
11)	Tally Fundamentals & Concept's
12)	Accounting Fundamentals
13)	Accounting Terminologies.
14)	Company Creation
15)	Accounting Voucher's: 1) Purchase 2) Payment 3) Receipt 4) Journal 5) Cr. Note 6) Dr. Note 7) Pos 8) BOM 9) Contra
16)	Inventory Vouchers: 1) Purchase Order 2) Sales Order 3) Receipt Note 4) Delivery Note 5) Stock Transfer 6) Rejection Inward 7) Physical Stock 8) Zero Valued Entry 9) Bill-Wise Details 10) Budget Creation
17)	GST: 1) Balance Sheet 2) Profit / Loss 3) Stock Summary 4) Total Display Menuitems
18)	Tally Configuration Settings: 1) Tally Security 2) Tally Date Import 3) Vouchers Configuration 4) Tally Backup / Resto
	Examination

❖ Course Learning Outcomes:

1. After successfully qualifying practical examination, students will be awarded certificate to work with well-known accounting software i.e. Tally ERP.9
2. Student by their own will create company, enter accounting voucher entries including advance voucher entries, reconcile bank statements, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software.
3. Students will possess required skill and can also be employed as Tally data entry operator.
4. This program opens up various avenues for students. After the completion of the program, as a fresher you can begin your career as:
 - Accounts executive • Junior accountant • Data entry operator • Accounts assistant • Tally operator • Accountant trainee.
 - ❖ All the classes will be conducted in the computer lab by the externals.
 - ❖ Certificate will be awarded by Tally Academy, Janshikshan, Nashik after online assessment test

Fees includes:

1. Computers For Demonstrations
2. Computers For Practice
3. Examination Fees
4. Government Certificate



**Value added course for F.Y.B. Com. Under Choice Based Credit System
w.e.f. academic year 2019-20**

Savitribai Phule Pune University has introduced Choice Based Credit System from the academic year 2019-20. Students need to earn two credits during first and second semester through completion of two value added courses, i.e. one course for each semester.

Guidelines for value added courses :

1. One value added course each is to be conducted for semester – I and semester – II.
2. Completion of the course is compulsory.
3. Each course will be of 30 (Thirty) hours and of 30 marks.
4. The course contents may be delivered by the teachers or experts from external agencies as per the requirement; **however, the evaluation must be carried out by the college.**
5. Colleges need to maintain proper records of the course, which consist of attendance of students, nature of assignments and the statement of marks.
6. The credits earned by the students need to be shown in the semester end mark sheet.
7. The evaluation of value added courses may be conducted by adopting any of the following method, suitable to the course:-
 - a. Written test (Objective or descriptive)
 - b. Practical examination
 - c. Laboratory work
 - d. Project
 - e. Presentations
8. **A list of five value added courses is given below; colleges need to choose any two courses; each for a semester.**

Course No. 1 – Computerised Accounting

Objectives of the course:

The course has been designed to acquaint students with the computerized accounting practices used in the industry. Practical knowledge about accounting software will be provided to the students' along with hands on experience in the computer laboratories. The course aims at enhancing skills and employability of students. This course is an extension of the existing curriculum of Financial Accounting.

Course Contents:

- Tally Fundamentals
- Accounts Masters – Groups, Ledgers, Voucher Types – Create, Display, Alter
- Accounting Voucher Types – Contra, Payment, Receipt, Journal, Sale, Purchase,



Debit Note, Credit Note

- Data Export / Import,
- Finalization Adjustment entries
- Inventory Masters – Stock Groups, Unit of Measure, Godowns, Stock Items – Create, Display, Alter
- Invoicing – Enter Purchases / Sales / Debit Note / Credit Note in Invoice Mode – Accounting Invoice, Item Invoice, Additional expenses, Tax ledgers in Invoices
- Bank Reconciliation,
- Data Backup/Restore

Methods of Instruction

- Lecture
- Guest speakers
- Written assignments
- Laboratory practical

Certification :

The college needs to provide ‘Course Completion Certificate’ to every student who completes the course successfully. The certificate must contain the grade obtained by the student in the examination.

Course No. 2 – Employability Skill Enhancement Programme

Objectives of the course:

This programme is designed to aid candidates in their preparation for recruitment through campus or outside campus. The course will enable students to be a better professional through effective communication.. Students will learn skills to present themselves in an effective manner while facing interviews or similar test for placements.

Course Contents:

- Basic Communication Skills
- Reasoning Ability
- Verbal Ability
- Personal Grooming
- Personality Development
- CV Writing Skills
- Interview Techniques

Methods of Instruction

- Lecture
- Class discussion
- Role plays
- Guest speakers



- Written assignments
- Videos

Certification :

The college needs to provide ‘Course Completion Certificate’ to every student who completes the course successfully. The certificate must contain the grade obtained by the student in the examination.

Course No. 3 – Gender Sensitivity

Objectives of the course:

The course is designed to sensitize the students regarding the issues of gender and the gender inequalities prevalent in society. It aims at raising and developing social consciousness among the students. Students are expected to initiate the gender perspective in all the issues of their daily life. The course will develop capacity building among the students to enable them to engage in policy decisions to remove gender biases in all fields of life in the process of gender equality for nation building.

Course Contents:

1. Gender Inequality and its Impact on Men and Women

- Understanding the Notion of Citizenship
- Violation of Women’s Rights as Citizens and Individuals
- Nature of Gender Inequalities
- Access to and Control over Resources and Positions of Power

2. Understanding patriarchy

- Biological Sex and Socially Constructed Gender
- Femininity and Masculinity,
- Gender Stereotypes and their Impact; Breaking the Stereotypes
- Gender Equality as Liberation of Men as well as Women

3. Contributing to Prevention of Sexual Harassment

- What is and is not Sexual Harassment
- Legal Provisions about prevention of Sexual Harassment
- Preconditions for Effective Working of Sexual Harassment Complaints Committees
- Role of men in prevention of sexual harassment at workplace
- Gender sensitive language, work culture and workplace

Methods of Instruction

- Lecture
- Class discussion
- Role plays
- Guest speakers
- Written assignments



- Videos

Certification :

The college needs to provide ‘Course Completion Certificate’ to every student who completes the course successfully. The certificate must contain the grade obtained by the student in the examination.

Course No. 4 – Intellectual Property Rights Laws

Objectives of the course:

The course is designed to create awareness about the laws relating to intellectual property rights. It aims at providing knowledge about the framework of intellectual property rights. Students will be able to understand various types of intellectual properties, its implications and significance. The case studies will help students understand practical side of intellectual property rights laws.

Course Contents -

- Intellectual Property Rights in India: Overview,
- Patents, Copyrights, Related Rights, Trademarks, Geographical Indications, Industrial Designs, New Patent Varieties, Unfair Competition
- Basic knowledge on the various branches of Intellectual Property Law
- holistic understanding of the legalities of Intellectual Property Rights
- Contemporary issues in Intellectual Property Laws
- Filings for Intellectual Property registration
- Steps of development of Intellectual Property

Methods of Instruction

- Lecture
- Class discussion
- Role plays
- Guest speakers
- Written assignments
- Videos

Certification :

The college needs to provide ‘Course Completion Certificate’ to every student who completes the course successfully. The certificate must contain the grade obtained by the student in the examination.

Course No. 5 – Value Education

Objectives of the course:

The course is designed to inculcate the values which are an utmost need of the hour to



overcome various challenges. The students will learn to adopt and implement the suitable values at appropriate time, understand various challenges in value adoption in this contemporary world, use the 'Reflection method' to explore values from inside out.

The course is expected to acquaint students with the core values such as physical, mental and spiritual aspects of personality, developing respect for the dignity of individual and the society, inculcation of spirit of patriotism and national integrity and developing tolerance towards understanding of different religious faiths as well. The course will help students to be a better human being and a strong pillar of society.

Course Contents -

1. Values for excellence in life :

Developing Values, Personal Values, Family Values, Professional Values.

2. Life Skills :

Motivational Skills, Communication Skills, Life style modification, Accessibility and Addiction, Environmental Awareness.

3. Spiritual Education :

Different schools of meditation, exploring the self, universal concept of the supreme, changing the belief system, Self Esteem, Stress free living.

Methods of Instruction

- Lecture
- Class discussion
- Role plays
- Guest speakers
- Written assignments
- Videos

Certification :

The college needs to provide 'Course Completion Certificate' to every student who completes the course successfully. The certificate must contain the grade obtained by the student in the examination.



Highlighted Portion of Assessment Procedures for Programs

Maratha Vidya prasarak Samaj's
ARTS AND COMMERCE COLLEGE, KHEDGAON
Tal. Dindori, dist. Nashik 422205

Assessment procedure of Soft Skill Development Programme

W. e. f. academic year 2016-17

Our College has run the Certificate Course in Soft Skill Development Programme. Some important guidelines are given as follows:

➤ **Guidelines for Soft Skill Development Programme:**

1. Certificate course is to be conducted for final year of B.A & B.Com Students.
2. Completion of the course is compulsory.
3. **This Course will be of Minimum 30 (Thirty) hours and of 50 marks.**
4. The course contents may be delivered by the teachers or experts from external agencies as per the requirement; however, the evaluation must be carried out by the college.
5. Colleges need to maintain proper records of the course, which consist of attendance of students, nature of assignments and the statement of marks.
6. The Certificates are issued to the students on the basis of attendance & actively participation in the course.
7. **Assessment tools aid in assessing and evaluating students learning and can provide different options to assess students beyond the traditional exam. Several tools are available for Assessment including grading, assignments, self-assessments, peer assessment, surveys and classroom discussion, Written test (Objective or descriptive), Viva-voice, etc.**
8. The evaluation of the courses may be conducted by adopting any one and/or more from the above given methods, which suitable to the course.





Maratha Vidya prasarak Samaj's
ARTS AND COMMERCE COLLEGE, KHEDGAON
Tal. Dindori, dist. Nashik 422205

Assessment procedure of Soft Skill Development Programme
W. e. f. academic year 2017-18

Our College has run the Certificate Course in Soft Skill Development Programme. Some important guidelines are given as follows:

➤ **Guidelines for Soft Skill Development Programme:**

1. Certificate course is to be conducted for final year of B.A & B.Com Students.
2. Completion of the course is compulsory.
3. **This Course will be of Minimum 30 (Thirty) hours and of 50 marks.**
4. The course contents may be delivered by the teachers or experts from external agencies as per the requirement; however, the evaluation must be carried out by the college.
5. Colleges need to maintain proper records of the course, which consist of attendance of students, nature of assignments and the statement of marks.
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8. The evaluation of the courses may be conducted by adopting any one and/or more from the above given methods, which suitable to the course.





Maratha Vidya prasarak Samaj's
ARTS AND COMMERCE COLLEGE, KHEDGAON
Tal. Dindori, Dist. Nashik 422205

Assessment procedure of Dr. M. R. Jayakar Employability Skills Programme
W. e. f. academic year 2018-19

Our College has run the Certificate Course in Dr. M. R. Jayakar Employability Skills Programme. Some important guidelines are given as follows:

➤ **Guidelines for Soft Skill Development Programme:**

1. Certificate course is to be conducted for final year of B.A & B.Com Students.
2. Completion of the course is compulsory.
3. **This Course will be of Minimum 30 (Thirty) hours and of 50 marks.**
4. The course contents may be delivered by the teachers or experts from external agencies as per the requirement; however, the evaluation must be carried out by the college.
5. Colleges need to maintain proper records of the course, which consist of attendance of students, nature of assignments and the statement of marks.
6. The Certificates are issued to the students on the basis of attendance & actively participation in the course.
7. **Assessment tools aid in assessing and evaluating students learning and can provide different options to assess students beyond the traditional exam. Several tools are available for Assessment including grading, assignments, self-assessments, peer assessment, surveys and classroom discussion, Written test (Objective or descriptive), Viva-voice, etc.**
8. The evaluation of the courses may be conducted by adopting any one and/or more from the above given methods, which suitable to the course.





Maratha Vidya Prasarak Samaj's
Arts and Commerce College, Khedgaon
Tal Dindori, Dist. Nashik 422205
AY 2019-20

Assessment Procedure of Certificate Course in Basic Bakery & Confectionary

Sr. No.	Information Required	Particular
1.	Title of the course (Accurate course name)	Certificate Course in Basic Bakery and Confectionary
2.	Course Level	Certificate
3.	Implementation Academic Year	2019-20
4.	Preamble of the syllabus (Introduction)	Separate sheet is attached
5.	Faculty of the course	Arts & Commerce
6.	Eligibility for admission and Prerequisites	H.S.C. (10+2)
7.	Duration of the Course	3 Months
8.	Intake capacity of the student	30
9.	Total hours of teaching	2 credit = 30 hrs lectures
10.	Pattern of the examination (if any)	
	i) Internal Exam, Term end exam, Practical oral	Practical Examination Theory Examination
	ii) Pattern of the question paper as per university rules	Objective, Short answer and descriptive Questions
11.	Teaching faculty	02
12.	Other Facilities	Hall for Practical's with Kitchen table
13.	Qualification of the Teacher	M.Sc., Home Science
14.	Detailed of the syllabus (Word & PDF File)	Separate sheet is attached

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Paper	Course	Credit	Marks
Skill Development	Basic Bakery and Confectionary	2	15 (Theory) + 15 (Practical)





Maratha Vidya Prasarak Samaj's
Arts and Commerce College, Khedgaon
Tal Dindori, Dist. Nashik 422205

AY. 2019-20

**Assessment Procedure of Certificate Course in Computer Application
(Tally Course)**

Sr. No.	Information Required	Particulars
1.	Title of the course (Accurate course name)	Certificate Course in Tally
2.	Course Level	Certificate
3.	Implementation Academic Year	2019-20
4.	Preamble of the syllabus (Introduction)	Separate sheet is attached
5.	Faculty of the course	Arts and Commerce
6.	Eligibility for admission and Prerequisites	H.S.C. (10+2) or equivalent
7.	Duration of the course	1 Months
8.	Intake capacity of the student	30
9.	Course Type	Regular mode
10.	Total hours of teaching	2 credit = 30 hrs lectures
11.	Pattern of the examination	
	i) Internal Exam, Term end exam, Practical oral	Practical Examination Theory Examination
	ii) Pattern of the question paper as per university rules	Objective, Short answer and descriptive Questions
12.	Teaching Faculty	02
13.	Other Facilities	Computer Lab for Practical's, ICT Enabled Lecture Hall
14.	Qualification of the Teacher	M.C. S
15.	Detailed of the syllabus	Separate sheet is attached

INDEX

Paper	Course	Credit	Marks
Skill Development	Tally Course	2	15 (Theory) + 15 (Practical)





Maratha Vidya Prasarak Samaj's
Arts and Commerce College, Khedgaon
Tal Dindori, Dist. Nashik 422205

AY. 2019-20

Assessment procedure of Value added course (Add on)

Value added course for F.Y.B. Com. Under Choice Based Credit System
w.e.f. academic year 2019-20

Savitribai Phule Pune University has introduced Choice Based Credit System from the academic year 2019-20. Students need to earn **two credits during first and second semester** through completion of two value added courses, i.e. one course for each semester. Our College has run the **Value Education Course for Sem.-I and Employability Skill Enhancement Programme for Sem.-II**. Some important guidelines are given as follows:

Guidelines for value added courses :

1. **One value added course each is to be conducted for semester- I and semester- II.**
2. Completion of the course is compulsory.
3. **Each course will be of 30 (Thirty) hours and of 50 marks.**
4. The course contents may be delivered by the teachers or experts from external agencies as per the requirement; however, the evaluation must be carried out by the college.
5. Colleges need to maintain proper records of the course, which consist of attendance of students, nature of assignments and the statement of marks.
6. The credits earned by the students need to be shown in the semester end mark sheet.
7. The evaluation of value added courses may be conducted by adopting any of the following method, suitable to the course:-
 - a. **Written test (Objective or descriptive)**
 - b. Practical examination
 - c. Laboratory work
 - d. **Project**
 - e. **Presentations**
8. A list of five value added courses is given below; colleges need to choose any two courses; each for a semester.
Course No. 1: Computerised Accounting
Course No. 2: Employability Skill Enhancement Programme
Course No. 3: Gender Sensitivity
Course No. 4: Intellectual Property Rights Laws
Course No. 5: Value Education





Maratha Vidya Prasarak Samaj's
Arts and Commerce College, Khedgaon
Tal Dindori, Dist. Nashik 422205

AY. 2020-21

Assessment procedure of Value added course (Add on)

Value added course for F.Y.B. Com. Under Choice Based Credit System
w.e.f. academic year 2019-20

Savitribai Phule Pune University has introduced Choice Based Credit System from the academic year 2019-20. Students need to earn **two credits during first and second semester** through completion of two value added courses, i.e. one course for each semester. Our College has run the **Value Education Course for Sem.-I and Employability Skill Enhancement Programme for Sem.-II**. Some important guidelines are given as follows:

Guidelines for value added courses :

1. **One value added course each is to be conducted for semester- I and semester- II.**
2. Completion of the course is compulsory.
3. **Each course will be of 30 (Thirty) hours and of 50 marks.**
4. The course contents may be delivered by the teachers or experts from external agencies as per the requirement; however, the evaluation must be carried out by the college.
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 - a. **Written test (Objective or descriptive)**
 - b. Practical examination
 - c. Laboratory work
 - d. **Project**
 - e. **Presentations**
8. A list of five value added courses is given below; colleges need to choose any two courses; each for a semester.
Course No. 1: Computerised Accounting
Course No. 2: Employability Skill Enhancement Programme
Course No. 3: Gender Sensitivity
Course No. 4: Intellectual Property Rights Laws
Course No. 5: Value Education





Maratha Vidya Prasarak Samaj's

ARTS & COMMERCE COLLEGE, KHEDGAON

Tal : Dindori, Dist : Nashik (Maharashtra) 422 205.

Dr. D. N. Kare

M.A, M.Phil., Ph.D.

G.D.C.&A., SET, NET (Economics)

PRINCIPAL

Ph. : (02557) 235183, Fax : (02557) 235183

E-mail : srcollege.khedgaon@mvp.edu.in, acckhedgaon@rediffmail.com

Website : www.mvp.edu.in/Khedgaon

College Code : 732

Centre No. : 163

Affiliated to Savitribai Phule Pune University (ID No. PU/NS/AC/76/2003)

Summary Report of Program

Savitribai Phule Pune University, Pune

SOFT SKILLS DEVELOPMENT TRAINING PROGRAM REPORT

A.Y: 2016-2017

Organized during 19/12/2016 to 29/12/2016

According to the scheme of Savitribai Phule Pune University of Pune, Our College established the SOFT SKILLS DEVELOPMENT CELL. Assistant Professor Ms. Sunita S. Borde is working as Co-ordinator and Mr. N.V. Nikam and Dr.Ms. M.K. Aher are working as members of the Cell. Under the regular activities of the cell a TEN days Soft Skills Development Training Programme was organized during 19/12/2016 to 29/12/2016. The programme was inaugurated by Mr. Sachin V. Bagul, Assistant Professor of B.Y.K. College of Commerce, Nashik, Principal Dr. D. N. Kare, Teachers and total 56 students of Third year B.A. and B.Com. Classes were participated.

During this 10 days programme, following resource persons conducted sessions:

Sr. No.	Day & Date	Time	Topic	Resource Person
1	Monday, 19/12/2016	9:30 to 11:30 am	Inaugural Function	Mr. Sachin Bagul
		11:30 to 1:30 pm	Introduction to Soft Skills	Mr. Sachin Bagul
2	Tuesday, 20/12/2016	9:30 to 11:30 am	Goal Setting	Ms. Vaishali Gagre
		11:30 to 1:30 pm	Critical Thinking	Ms. Vaishali Gagre
3	Wednesday, 21/12/2016	9:30 to 11:30 am	Problem Solving	Mr. Nakul Gade
		11:30 to 1:30 pm	Decision Making	Mr. Nakul Gade
4	Thursday, 22/12/2016	9:30 to 11:30 am	Public Speaking	Mr. Sachin Bagul
		11:30 to 1:30 pm	Extempore Speech	Mr. Sachin Bagul
5	Friday, 23/12/2016	9:30 to 11:30 am	Positive Thinking	Mr. S.D. Rajguru
		11:30 to 1:30 pm	Attitude Building	Mr. S.D. Rajguru
6	Saturday, 24/12/2016	9:30 to 11:30 am	Creativity	Mr. A.K. Bachate
		11:30 to 1:30 pm	Imagination	Mr. A.K. Bachate
7	Monday, 26/12/2016	9:30 to 11:30 am	Communication Skills	Dr. S.K. Binnor
		11:30 to 1:30 pm	Spoken English	Dr. S.K. Binnor



8	Tuesday, 27/12/2016	9:30 to 11:30 am	Leadership	Dr. D.N. Kare
		11:30 to 1:30 pm	Team Management	Dr. D.N. Kare
9	Wednesday, 28/12/2016	9:30 to 11:30 am	Presentation Skills	Dr. Ms. M.K. Aher
		11:30 to 1:30 pm	Opportunities in Competitive Exams	Mr. G.N. Pansare
10	Thursday, 29/12/2016	9:30 to 11:30 am	Opportunities in the Services	Mr. G.N. Pansare
		11:30 to 1:30 pm	Time Management	Mr. P.U. Ughade
		9:30 to 11:30 am	Valedictory Function	

Course Outcomes:

- 1) Develop various effective communication skills (Spoken & Written)
- 2) Develop effective presentation skills.
- 3) Become self-confident Individuals by mastering Inter-personal skills, team management skills & leadership skills.
- 4) Apply verbal and non-verbal communication skills in an appropriate manner.
- 5) Develop all-round personalities with a mature outlook to function effectively in different circumstances.





Maratha Vidya Prasarak Samaj's

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Tal : Dindori, Dist : Nashik (Maharashtra) 422 205.

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MVP's Arts & Commerce College, Khedgaon Tal. Dindori Dist. Nashik

SOFT SKILLS DEVELOPMENT TRAINING PROGRAMME

REPORT 2017-2018

Organized during- 05/12/2017 to 15/12/2017

According to the scheme of Savitribai Phule Pune University of Pune, our college established SOFT SKILLS DEVELOPMENT CELL. Prof. A.K. Bachate is working as Co-ordinator & Prof. N.V. Nikam, Prof. P.U. Landge and Dr. M.K. Aher are working as members of the Cell. Under the regular activities of the Cell a TEN Days SOFT SKILLS Development training Programme was organized during 05/12/2017 to 15/12/2017. The Programme was inaugurated by Mr. Pankaj Ghatge, Motivational Trainer, Inspire, Nashik and Dr. D.N.Kare, Principal of MVP's Arts & Commerce college, Khedgaon. Teachers and Participants were present for the function in large numbers.

Mr. Pankaj Ghatge conducted session on 'SWOT Analysis' & 'Goal Setting'


During this 10 days programme, following resource persons conducted sessions:

Sr. No.	Day & Date	Time	Topic	Resource Person
1	Tuesday, 05/12/2017	9:30 To 11:30	Inaugural Function <i>SWOT Analysis</i>	Mr. Pankaj Ghatge
		11:30 to 1:30	Goal Setting	Mr. Pankaj Ghatge
2	Wednesday, 06/12/2017	9:30 To 11:30	Critical Thinking	Prof. Nakul Gade
		11:30 to 1:30	Problem Solving	Prof. Nakul Gade
3	Thursday, 07/12/2017	9:30 To 11:30	Positive Thinking	Prof. P. V. Parmar
		11:30 to 1:30	Decision Making	Prof. P. V. Parmar
4	Friday, 08/12/2017	9:30 To 11:30	Self Esteem	Prof. Vaishali Gagre-Patil
		11:30 to 1:30	Attitude	Prof. Vaishali Gagre-Patil
5	Saturday, 09/12/2017	9:30 To 11:30	Communication Skills	Mr. V. S. Wagh
		11:30 to 1:30	Body Language	Mr. V. S. Wagh
6	Monday, 11/12/2017	9:30 To 11:30	Leadership	Prof. A. K. Bachate
		11:30 to 1:30	Team Management	Prof. A. K. Bachate
7	Tuesday, 12/12/2017	9:30 To 11:30	Motivation	Prof. S. D. Rajguru
		11:30 to 1:30	Group Discussion	Prof. S. D. Rajguru





8	Wednesday, 13/12/2017	9:30 To 11:30	Presentation Skills	Dr. D. N. Kare
		11:30 to 1:30	Public Speaking	Dr. D. N. Kare
9	Thursday, 14/12/2017	9:30 To 11:30	Flexibility	Prof. P. U. Landge
		11:30 to 1:30	Time Management	Prof. P. U. Landge
10	Friday, 15/12/2017	9:30 To 11:30	Entrepreneurship Development	Prof. R. V. Ghumare
		11:30 to 1:30	Career in Competitive Exams	Prof. V. S. Khedkar

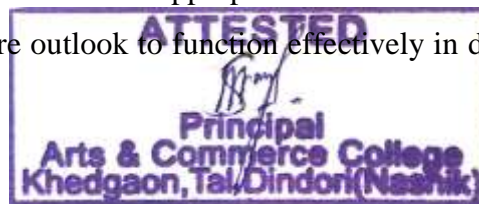

Prof. A.K. Bachate
Co-ordinator, SSDP Cell
Co-Ordinator
Dr. M.R. Jayakar Employability
Skills Programme


Dr. D.N. Kare
Principal
Principal
Arts & Commerce College,
Khedgaon, Tal-Dindori, Dist-Nashik.

As per the guidelines of Skill Development Centre of Savitribai Phule Pune University, Pune, Our College conducted a Ten-days SOFT SKILLS DEVELOPMENT TRAINING PROGRAM during 05/12/2017 to 15/12/2017. Total **60** number of students of Third year B.A. and B.Com. classes participated for this programme.

Course Outcomes:

- 1) Develop various effective communication skills (Spoken & Written)
- 2) Develop effective presentation skills.
- 3) Become self-confident Individuals by mastering Inter-personal skills, team management skills & leadership skills.
- 4) Apply verbal and non-verbal communication skills in an appropriate manner.
- 5) Develop all-round personalities with a mature outlook to function effectively in different circumstances.





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MVP Samaj's
Arts & Commerce College Khedgaon, Dindori, Nasik
DR.M.R. JAYKAR EMPLOYABILITY SKILLS PROGRAMME

REPORT 2018-2019

Organized during- 12/09/2018 to 26/12/2018

According to the scheme of Savitribai Phule Pune University of Pune, our college established SKILLS DEVELOPMENT CELL. Prof. A.K. Bachate is working as Co-ordinator & Prof. N.V. Nikam, Prof. P.U. Landge and Ms. Y.B. Garud are working as members of the Cell. Under the regular activities of the Cell, the department conducted a three month Dr. M.R. JAYKAR EMPLOYABILITY SKILLS PROGRAMME during 26/09/2018 to 26/12/2018. The Programme was inaugurated by Mr. Sunil Chandak, The Director of Udyogvardhini, Entrepreneurship Development Training Institute, Nashik and Dr. D.N. Kare, Principal of MVP's Arts & Commerce College, Khedgaon. Teachers and Participants were present for the function in large numbers. The Programme included 20 lectures of soft skills and Session of 40 practical lectures. Mr. Sunil Chandak conducted session on 'Entrepreneurship & Starting of a new business'

During this programme, following resource persons conducted sessions:

Sr. No.	Date	Time	Topic	Resource Person	Contact No.
1	26/09/18	9:30 To 10:30	Entrepreneurship: Concept, Starting a new business	Mr. Sunil Chandak	7888040006
2	27/09/18	9:30 To 10:30	Self-Awareness and SWOT Analysis	Mr. V.V. Khandekar	9096321087
3	28/09/18	9:30 To 10:30	Leadership and Teamwork	Dr. D.N. Kare	9823514506
4	29/09/18	9:30 To 10:30	Problem Solving and Negotiation Skills	Mr. Nakul Gade	8446790299
5	01/10/18	9:30 To 10:30	Time, Stress & Anger Management	Mr. Anil Bachate	8007896272
6	03/10/18	9:30 To 10:30	Interview Skills	Mr. S.D. Rajguru	8975949363
7	04/10/18	9:30 To 10:30	Bank Finance, Govt. Of India Schemes	Mr. Amit Patil	
8	05/10/18	9:30 To 10:30	Govt. Of India Schemes for promoting entrepreneurship	Mr. Sunil Chandak	9762467402
9	08/10/18	9:30 To 10:30	National Academic Depository, SWAYAM, e-PG Pathshala	Mr. P.K. Nathe	9850100253
10	09/10/18	9:30 To 10:30	Information/ Cyber Security	Mr. Vishal Rajole	7385031507
11	11/10/18	9:30 To 10:30	Investment, Insurance & Taxes	Mr. Nakul Gade	8208322071
12	12/10/18	9:30 To 10:30	Online Banking: NEFT, RTGS, Net Banking, BHIM App	Mr. R.V. Ghumare	9762752976
13	16/10/18	9:30 To 10:30	Safe Banking Tips & Guidelines	Mr. Pramod Jadhav	8390218778



14	17/10/18	9:30 To 10:30	Concept of money & savings	Mr. Prakash Landge	9370325685
15	19/10/18	9:30 To 10:30	MPSC Exam: Planning and preparation	Mr. Amol Thake	9657193980
16	20/10/18	9:30 To 10:30	MPSC Exam: State service Exam	Mr. Arun Nagare	9765713899
17	26/10/18	9:30 To 10:30	Career in Police/ Military services	Mr. Bhagwan Elmame	8806941486
18	27/10/18	9:30 To 10:30	Writing Job Application & Resume	Ms. Sachin Shinde	9096464904
19	28/10/18	9:30 To 10:30	Motivation Skills	Prof. S. D. Rajguru	8328202071
20	29/10/18	9:30 To 10:30	Emotional Intelligence	Mr. N.V. Nikam	9421605794

Mr. A.K. Bachate

Co-ordinator, MRJES

Co-Ordinator
Dr. M.R. Jayakar Employability
Skills Programme

Dr. D.N. Kare

Principal

Principal

Arts & Commerce College,
Khedgaon, Tal-Dindori, Dist-Nashik.

Course Outcomes:

- 1) Develop all-round personalities with a mature outlook to function effectively in different circumstances.
- 2) Develop various effective communication skills (Spoken & Written)
- 3) Apply verbal and non-verbal communication skills in an appropriate manner.
- 4) Develop effective presentation skills.
- 5) Become self-confident Individuals by mastering Inter-personal skills, team management skills & leadership skills.
- 6) Conduct effective business correspondence and prepare business reports which produce results.
- 7) Reflect critically upon own professional skills and employability prospects.





Maratha Vidya Prasarak Samaj's

ARTS & COMMERCE COLLEGE, KHEDGAON

Tal : Dindori, Dist : Nashik (Maharashtra) 422 205.

Dr. D. N. Kare

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PRINCIPAL

Ph. : (02557) 235183, Fax : (02557) 235183

E-mail : srcollege.khedgaon@mvp.edu.in, acckhedgaon@rediffmail.com

Website : www.mvp.edu.in/Khedgaon

College Code : 732

Centre No. : 163

Affiliated to Savitribai Phule Pune University (ID No. PU/NS/AC/76/2003)

Academic Year 2019-2020

Certificate Course in Basic Bakery/ Confectionary Report

Organized during:-06/01/2020 to 06/03/2020

In the academic year 2019-20, under the Add on / Certificate course for Students our college has conducted A Certificate Course in **Basic Bakery/ Confectionary**. This course is of two months duration and 50 marks have been given to the students according to the test. For the course 20 students participated.

Course Outcomes:

After the successful completion of this course, the students are able to:

- 1) Apply techniques and skills needed to produce quality baked goods in the modern pastry and bake shops.
- 2) Analyzed the functions of ingredients used in producing baked goods and pastries.
- 3) Obtain opportunities for became a self employed person.
- 4) Students enabled to work as a supplier of daily bakery foods.





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Academic Year 2019-2020

A Course in Computer Application (Tally Course) Report

Organized during: - 05/02/2020 to 06/03/2020

In the academic year 2019-20, under the Add on / Certificate course for the students A Course in Computer Application (Tally Course) was conducted in the college. This course is of one month's duration and 50 marks have been given to the students according to the test. Total numbers of 20 students were participated in this course.

Course Outcomes:

After the successful completion of this course, the students are able to:

- 1) Work with well-known accounting software i.e. Tally ERP.9
- 2) Create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software
- 3) Learn required skill for employability in the job market





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Academic Year 2019-2020

Value Added /Add on Course in Value Education & Employability Skill

Enhancement Program Report

In the academic year 2019-20, under the Add on / Certificate course for the overall and entrepreneurial development of the students **Value Education** in the first semester and **Employability skills Enhancement Program** in the second semester has been run. This course is of three months duration and 30 marks have been given to the students according to the test. For both courses **37 students** participated in the first session and **37 students** participated in the second session. Certificates have been given to the students by the college.

Course Outcomes:

After the successful completion of this course, the students are able to:

- 1) learn about philosophy of Life and Individual qualities.
- 2) learn and practice social values and responsibilities
- 3) learn more of Engineer as Responsible Experimenter.
- 4) learn more of Risk and Safety assessment with case studies.
- 5) learn how to take more Responsibilities and Rights as Professional and facing Global Challenges.
- 6) learn and practice mind related culture, forces acting on the body and causes of diseases and their curing.





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Academic Year 2020-2021

**Report of Certificate Course in Value Education & Employability Skill
Enhancement Program under Value Added/ Add on Course**

In the academic year 2020-21, under the Add on / Certificate course for the overall and entrepreneurial development of the students value education in the first semester and Employability skills Enhancement Program in the second semester has been run. This course is of three months duration and 30 marks have been given to the students according to the test. For the course **63 students** participated in the first session and **63 students** participated in the second session. Certificates have been given to the students by the college.

Course Outcomes:

After the successful completion of this course, the students are able to:

- 1) Communicate effectively with each other in the business world.
- 2) Explain the uses of functional and chronological resume.
- 3) Develop thinking ability and polish his expression in group discussions.
- 4) Appear for job & various kinds of interviews.
- 5) Learn introspect and develop a planned approach towards his career & life in general.





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Declaration Certificate

I am Dr. Sunanda Tanaji Wagh, Principal of Arts and Commerce College, Khedgaon here declared that, we are run the Certificate Course in addition to all the subject courses offered by Savitribai Phule Pune University Pune. Our college has started Soft Skill Development course for skill development of students, enhancing employability and building confidence in students as well as gaining employable skills. This course is in addition to the curriculum developed by the university and not a part of regular syllabi restructured by SPPU. Our college staffs have run this course keeping in view the needs of the students with the help of an expert guide.




Principal
Arts & Commerce College, Khedgaon,
Tal. Dindori, Dist. Nashik

Dr. S. T. Wagh

ATTESTED

Principal
Arts & Commerce College
Khedgaon, Tal. Dindori (Nashik)



Maratha Vidya Prasarak Samaj's

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Declaration Certificate

I am Dr. Sunanda Tanaji Wagh, Principal of Arts and Commerce College, Khedgaon here declared that, we are run the Add on/Certificate Course in addition to all the subject courses offered by Savitribai Phule Pune University Pune. This course is in addition to the curriculum is not conducted exclusively by External Agencies and Curriculum framed by Faculty of the college keeping in view the needs of the students.




Principal
Arts & Commerce College, Khedgaon,
Tal. Dindori, Dist. Nashik

Dr. S. T. Wagh

ATTESTED

Principal
Arts & Commerce College
Khedgaon, Tal. Dindori (Nashik)