



संस्थापक अध्यक्ष
श्रीतिलाल मुध्या

Principal
Major Dr. Ashok V. Giri
M.Com., B.Ed., M.Phil (Com), GDC & A, Ph.D.
Cell: 9822296596

प्राचार्य
मेजर डॉ. अशोक व्ही. गिरी
M.Com., B.Ed., M.Phil (Com), GDC & A, Ph.D.
भ्रमणध्वनी : ९८२२२९६५९६

BHARATIYA JAIN SANGHATANA'S
Arts, Science & Commerce College

भारतीय जैन संघटनेचे
कला, विज्ञान व वाणिज्य महाविद्यालय

NAAC Re-Accredited 'B' Grade

● Run by Jain Minority Institute ● Affiliated to SPPU, Pune ● ID No. PU/PN/ASC/113/1995 ● A.I.S.H.E. Ref. No.: C-41341

Ref.No.: BJSC :

Date :

1.1.2 Number of Certificate/Diploma program introduced last five years

Programme Code	Programme Name	Name of the Certificate /Diploma introduced in last five years	Year of Introduction	Course Code
VAC	Value Added Course	1) Certificate course in Water and Soil Analysis	2014-15	VAC-S-01
VAC	Value Added Course	2) Certificate course in Food Processing and Preservations	2014-15	VAC-S-02
ADC	Add on Course	3) Certificate course in Gardening and Nursery	2014-15	ADC-S-01
SKD	Skill Development Course	4) Certificate course in <i>Anuvad tatha vidnyapan lekhan</i>	2014-15	SKD-A-01
VAC	Value Added Course	5) Certificate course in Mathematics of Operation Research	2014-15	VAC-S-03
SKD	Skill Development Course	6) Certificate course in Spoken English	2014-15	SKD-A-02
SKD	Skill Development Course	7)(UGC) Certificate Course inSpoken English	2014-15	SKD-A-03
SKD	Skill Development Course	8) Certificate Course in Personality Development	2014-15	SKD-S-01
DC	Community College	9)Diploma in Hospitality and Tourism	2014-15	DC-01
VAC	Value Added Course	10) Analytical Techniques Used In Industries	2014-15	VAC-S-04
SKD	Skill Development Course	1)Certificate Course in Spoken English course	2015-16	SKD-A-02
SKD	Skill Development Course	2) Certificate Course In Spoken English Course (UGC)	2015-16	SKD-A-03
VAC	Value Added Course	3) Certificate Course in Mathematics of Operations Research	2015-16	VAC-S-03
VAC	Value Added Course	4) Certificate Course in Water and Soil Analysis	2015-16	VAC-S-01
DC	Community College	5)Diploma in Hospitality and Tourism	2015-16	DC-01
VAC	Value Added Course	1) Certificate Course in Mathematics of operational research	2016-17	VAC-S-03
ADC	Add on Course	2) Certificate Course in Gardening and Vermiculture	2016-17	ADC-S-02
SKD	Skill Development Course	3) Certificate Course in Spoken English	2016-17	SKD-A-002
SKD	Skill Development Course	4) Certificate Course in Spoken English(UGC)	2016-17	SKD-A-03
VAC	Value Added Course	5) Certificate Course in Competitive Examination In Chemical Sciences	2016-17	VAC-S-05



Bakori Road, Waghholi, Pune 412 207. M.: 9325005837 | बकोरी फाटा, पुणे - नगर महामार्ग, वाघोली, पुणे - ४१२ २०७. मो.: ९३२५००५८३७

● admin@bjs.edu.in ● principal@bjs.edu.in ● www.bjs.edu.in

Our Vision : Exploring Youth Capabilities For Social Service

1.1.2 Number of Certificate/Diploma program introduced last five years

VAC	Value Added Course	6) Tally	2016-17	VAC-C-01
VAC	Value Added Course	7) Study of Forts	2016-17	VAC-A-01
DC	Community College	8)Diploma in Hospitality and Tourism	2016-17	DC-01
VAC	Value Added Course	1)Bird Monitoring Course	2017-18	VAC-S-06
VAC	Value Added Course	2)Certificate course in Operational Research of Mathematics	2017-18	VAC-S-07
ADC	Add on Course	3)Preparatory course for aspiring bankers	2017-18	ADC-C-01
Dc	Diploma Course (Community College)	4)Diploma in Hospitality and Tourism	2017-18	DC-01
VAD	Value Added Course	1)Tally	2018-19	VAC-C-01
ADC	Add On Course	2.Certificate Course in Web Development	2018-19	ADC-S-03
VAC	Value Added Course	3)Certificate Course in Mathamatics of operation Research	2018-19	VDC-S-03
ADC	Add On Course	4)Competitive Exam Guidance	2018-19	ADC-A-01
ADC	Add On Course	5)Study of Forts	2018-19	ADC-A-02
ADC	Add On Course	6)Vermiculture	2018-19	ADC-S-04
VAC	Value Added Course	7) Certificate Course in Cultivation of Mushroom	2018-19	VAC-S-07




PRINCIPAL
 Bharatiya Jain Sanghatana's
 Art, Science & Commerce College
 Waghholi, Pune - 412207

Certificate course in water and soil analysis

(2014-2015)

Duration :- 3 month (48 lecture)

Syllabus

Sr.No.	Topic Name	Theory	Practical
1	Hardness of water	1	2
2	Alkalinity of water	1	1
3	Acidity of water	1	1
4	Chloride content of water	1	1
5	Conductivity of water	1	1
6	pH of water	1	1
7	Total solids in water	1	1
8	TDS present in water	1	1
9	COD of water	1	1
10	DO of water	1	1
11	BOD of water	1	1
12	Carbon dioxide in water	1	1
13	Phosphorus content in water	1	1
14	pH of soil	1	1
15	Conductivity of soil	1	1
16	Chloride content in soil	1	1
17	Sulphate content in soil	1	1
18	Nitrogen content in soil	1	1
19	Water holding capacity of soil	1	1
20	Available phosphorus in soil	1	1
21	Organic carbon in soil	1	1
22	Total plate count in soil	1	1
23	Available potassium in soil	1	2
	Total	23	25

In
course - oedinet02

Hadhur
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Career Oriented Program
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& Commerce College,
Wagholi, Pune.


- Tissue culture technique for Nursery plants : Commercial plants, like Banana, Anthurium, Gerbera.
- Nursery & Green house / Poly house technique : Concept, Ferns, models, scope & Importance.
- Irrigation & Manuring of Nursery plants.
- Nursery beds – types, merits & demerits.

Unit VI : Type study

2L

Establishment of Nursery: Selection of site, mapping of site, playhouse, water facilities, commercial Nursery plants, Economical aspects of Nursery.

- **Case study** : Nursery for ornamentals.
Nursery for preparation of seedling
Nursery for forest plant.


course co-ordinator
(Dr. Pahi D.N.)


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& Commerce College,
Wagholi, Pune.

**CERTIFICATE COURSE IN MATHEMATICS OF OPERATION
RESEARCH**

DURATION:- 4MONTHS

LECTURES:-60 HOURS

SYLLABUS

THEORY COURSE (44 Hours)

- | | |
|---|----|
| 1. Introduction to Operation Research. | 04 |
| 1.1 Introduction to basics of mathematics and statistics. | |
| 1.2 Concept and applications of Operations Research (OR). | |
| 2. Linear Programming Problem(LPP) | 15 |
| 2.1 Definition of Linear Programming Problem. | |
| 2.2 Linearity requirement. | |
| 2.3 Formulation of Linear Programming Problem(LPP) | |
| 2.4 Maximization and Minimization Problems. | |
| 2.5 Methods of solution of LPP . | |
| 2.6 Graphical Method. | |
| 2.7 Simplex Method. | |
| 3. Transportation Problem. | 15 |
| 3.1 Transportation Model: Basic Assumptions. | |
| 3.2 Formulation of Transportation Problem. | |
| 3.3 Methods of Solution: Feasible Solution. | |
| 3.4 The Northwest Corner Method (NWC). | |
| 3.5 The Lowest/Least Cost Method (LCM). | |
| 3.6 The Vogel's Approximation Method (VAM). | |
| 4. Assignment Problem. | 10 |
| 4.1 Assignment Model:- Basic Assumptions. | |
| 4.2 Formulation of Assignment Problem. | |
| 4.3 Solution Methods. | |
| 4.4 Hungarian Method | |
| 4.5 Different Combinations Method. | |
| 4.6 Short-cut Method. | |

D.R. Anjal
D. R. Anjal
course co-ordinator)

Modhura
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& Commerce College,
Wagholl, Pune.

ADVANCED LEVEL

Sr.no	Topic's name	Lecture
01	Advance Grammar	
	a) Tenses- Past	01
	b) Present tense	01
	c) Future tense	01
	d) Hypothetical and conditional sentences	01
02	Phonetics and phonology (Introductory)	01
	a) Vowels	01
	b) Consonants	02
	c) Diphthongs	01
03	Writing Skills	
	a) Summary writing	02
	b) Review writing	02
04	Conversation skills	
	a) Performing dialogue	02
	b) Group discussion	02
	c) Debate	02
05	Presentation skills	
	Rules of presentation	01
	Presentation strategies	01
	Visual comprehension	01
06	Interview skills	
	a) How to prepare for an interview	02
	b) Interview for different purposes	02
	c) Interview for Job	02
Total Lectures		30

After completing each level, every student has to give written test and then he will be in next level.

OUR TRAINING METHODOLOGY

'Experimental learning' is the key to our training methodology, where the training initiative is based on developing functional skills and behavioral Programmes.

By 'experimental learning', we refer to the adult learning process, where the participants undergo creative and innovative learning techniques, which include:

- > Role plays
- > Simulation exercises

Spoken English 5

Dr. Monika Jain

Madhavi
Chairperson
Career Oriented Program
B.J.S's, Arts, Science
& Commerce College,
Waghholi, Pune.

BJS

Bharatiya Jain Sanghatana

**Bharatiya Jain Sanghatana's
Arts Science and Commerce College
Wagholi
Syllabus**

Part-A

1. Background of student
2. Introduction of English Language, history, story of L S R W.
3. Grammar-

1. Parts Of Speech

- a) Noun
- b) Pronoun
- c) Verbs
- d) Adverbs
- e) Adjectives
- f) Prepositions
- g) Conjunctions
- h) Interjections
- i) Articles

2. Tenses.

Present, Past, Future action.

- Manufacturing of sentences (practical)

Part -B

Writing skill and acquisition

1. Letter writing
2. Advertisement writing/ leaflet.

Part -C

Phonetics and phonology

1. Introduction of sounds in English
2. Vowels, consonants, diphthongs semi-vowels
3. Different types of pronunciations -Brp, Ame, Neutral
4. Practice by using Linguistic software (ACEN,Eduneed ,etc)

Part -D

Mind your body language

1. Definition
2. Situation
3. Presentation

Part - E

Present yourself in society

A. Speaking skill

1. Introduce yourself
2. Introducing other
3. Presentation
4. Conversation
5. Group discussion
6. Debate

B. Face the situation

- Interview preparation
 - a) Jobs
 - b) Different purposes

(Prof Ganesh Jadhav)


Dr. Manika Jain


Chairperson
Career Oriented Program
B.J.S's, Arts, Science
& Commerce College,
Wagholi, Pune.

NSQF LEVEL: 5
Qualifications Pack Code

Model Curriculum
FRONT OFFICE EXECUTIVE
SECTOR: TOURISM AND HOSPITALITY
SUB-SECTOR: HOTELS AND TOURISM
OCCUPATION: FRONT OFFICE MANAGEMENT

SYLLABUS

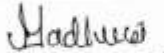
Sr. No	Topic / Module	Theory duration	Practical duration	Key Learning Outcomes	Corresponding NOS code
1	1.1 Grooming Standards 1.2 Basic Etiquettes, Body language, Communication 1.3 Telephone Etiquettes	7	20	<ul style="list-style-type: none"> Understand the importance of Grooming standards Learning how to speak on telephone 	
2	2.1 Welcoming and greeting the guests 2.2 Understanding reservation status and arranging for booking 2.3 Arranging for guest requirement 2.4 Following guest check-in process standards 2.5 Assisting guest during checkout	7	20	<ul style="list-style-type: none"> greet the customer as per organization guideline on arrival of hotel ensure that customer enquiries are responded as soon as they are received ensure that proper mail etiquette is followed while responding to customer mails block the preferred room for regular / VIP guests receive details from the guest for registration such as First name, last name, age etc Identify the check-out time of the guest 	THC/N0119
3	Attend to guest queries 3.1 Assisting the guest on any requirement 3.2 Responding to guest queries 3.3 Delivering message or materials to guest 3.4 Achieving guest satisfaction	7	20	<ul style="list-style-type: none"> ask for any requirement from guest during check in answer to guest queries regarding any offerings within the hotel, nearby tourist or office locations, etc deliver message (if any) to the guest on time ensure that the guest is not left unattended at any point of time 	THC/N0107
4	Guest Types and Expectations and handling guest complaints	7	20	<ul style="list-style-type: none"> Categorize Guests in Broad categories Understand the requirement for different types of guests 	THC/N0120
5	Reservation Up Selling	7	20	<ul style="list-style-type: none"> Understand the importance of Up selling Describe various processes of Reservation Up selling and their importance 	

6	6.1 Pre – Registration 6.2 Registration (payment, filling of Forms)	7	20	<ul style="list-style-type: none"> • Understand the importance of Registration • List the steps in Registration • Understand the pre requisites for Registration • Understand the importance of room and rate assignment • List the steps in Registration • Understand the requirements for Registration 	
7	Payments 7.1 Cash Handling 7.2 Credit Card Handling 7.3 Night Audit	7	20	<ul style="list-style-type: none"> • Understand the importance of Cash Handling • Describe the process for tracking transactions • Types of Transactions • How to handle Foreign Exchange • List the steps in handling Credit Card • Understand the requirements for dealing with Credit Card • Understand the importance of Night Audit • List the steps in Night Audit 	THC/N0110
8	8.1 Check out and Account Settlement 8.2 Achieving customer satisfaction 8.3 Complaint Handling 8.4 Guest feedback	7	20	<ul style="list-style-type: none"> • Understand the importance of Account Settlement • List the steps in Check out • Understand the requirements for closing the Account • List post departure activities <p>Use appropriate titles and terms of respect</p> <ul style="list-style-type: none"> • Handle customer grievances professionally • Offer friendly, courteous and hospitable service to the customers • Provide assistance with sincere attitude • Achieve 100% customer satisfaction • Understand customer loyalty and brand value • understand the steps handling complaint of Guest • Understanding guest feedback and informing same to seniors 	THC/N0119
9	skills (5)	7	20	<ul style="list-style-type: none"> • Core Skills/ Generic Skills • Reading Skills 2. Writing Skills 3. Oral Communication (Listening and Speaking skills) • Professional Skills 	THC/N0119

				1. Decision Making, 2. Plan and Organize 3. Customer Centricity 4. Problem Solving 5. Critical Thinking	
10	Communicate with customer and colleagues 10.1 Interacting with superior 10.2 Communicating with colleagues 10.3 Communicating effectively with customers	7	20	<ul style="list-style-type: none"> • receive job order and instructions from reporting superior • exhibit trust, support and respect to all the colleagues in the workplace and aim to achieve smooth workflow • communicate with the customers in a polite, professional, and friendly manner 	THC/N9901
11	Maintain customer-centric service orientation 11.1 Engaging with customers for assessing service quality requirements 11.2 Achieving customer satisfaction 11.3 Fulfilling customer requirement	7	20	<ul style="list-style-type: none"> • keep in mind the profiles of expected customers and understand the target customers and their needs as defined by the company • ensure clarity, honesty and transparency with the customers and treat the customers fairly and with due respect • ensure that customer expectations are met and earn to read customers' needs and wants 	THC/N9902
12	Maintain standard of etiquette and hospitable conduct 12.1 Following behavioural, personal and telephone etiquettes 12.2 Treating customers with high degree of respect and professionalism 12.3 Achieving customer satisfaction	7	20	<ul style="list-style-type: none"> • greet the customers with a handshake or appropriate gesture based on the type of customer on their arrival • ensure to maintain eye contact • use appropriate titles and terms of respect to the customers • achieve 100% customer satisfaction on a scale of standard • gain customer loyalty • enhance brand value of company 	THC/N9903
13	Follow gender and age sensitive service practices 13.1 Educating customer on specific facilities and services available 13.2 Providing different age and gender specific customer service 13.3 Following standard etiquette with women at workplace	7	20	<ul style="list-style-type: none"> • educate the tourists, employers and the colleagues at workplace on women rights and the respect that is to be given to them • ensure the quality of facilities and services offered cater to the needs of every individual, be it man, woman, child, particularly the very young and the aged • treat women equally across both the horizontal as well as vertical segregation of roles in the workplace 	THC/N9904
14	Maintain IPR of organisation and customer 14.1 Securing company's IPR 14.2 Respecting	7	20	<ul style="list-style-type: none"> • prevent leak of new plans and designs to competitors by reporting on time • read copyright clause of the material published on the 	THC/N9905

				<ul style="list-style-type: none"> Internet and any other printed material protect infringement upon customer's business or design plans 	
15	Maintain safety at workplace 15.1 Taking precautionary measures to avoid work hazards 15.2 Following standard safety procedure 15.3 Using safety tools or Personal Protective Equipment 15.4 Achieving safety standards	7	20	<ul style="list-style-type: none"> assess the various hazards in the work areas be aware of the locations of fire extinguishers, emergency exits, etc. ensure the workers have access to first aid kit when needed document all the first aid treatments, inspections, etc., conducted to keep track of the safety measures undertaken 	THC/N9907
16	Learn a foreign or local language(s) including English 16.1 Gaining understanding of common vocabulary required 16.2 Achieving 'minimal pass standards' of language proficiency	7	20	<ul style="list-style-type: none"> understand from the company, the typical foreign or vernacular language queries learn keywords that may be used to pose those queries speak without hesitation and fear of being incorrect express coherently in complete sentences over a variety of topics, albeit with effort 	THC/N9909
17	Communication skills 17.1 Soft Skills 17.2 Aspects of personality development and positive thinking 17.3 1. Group Discussion 2. Dialogs Writing 3. Elocution 4. One minute talk	30	50	<ul style="list-style-type: none"> Verbal and non-verbal communication Importance of effective communication Understand Barriers to communication Understand the aspect of personality development Importance of positive thinking 	

Sr No	SUBJECT	Modules	Theory duration	Practical duration	Total Hrs.
1	Front Office	16	112	320	432
2	Communication Skills	1	20	23	43
	Grand Total		132	343	475
	Credits		9	43	52


Nodal Officer
 UGC- Community College Scheme
 A.S.C. College, Wagholl, Pune.
 Year- 2016-2018
 Bharatiya Jain Sanghatana's

अनुवाद तथा विज्ञापन लेखन कोर्स (COP)
शै. वर्ष २०१४-२०१५

अ. क्र.	पाठ्यक्रम उपशीर्षक	तासिका
१	अनुवाद का स्वरूप	२
	अनुवाद के व्युत्पत्तिमूलक अर्थ	
२	अनुवाद की परिभाषाएँ	२
३	अनुवाद के प्रकार	२
४	अनुवाद कला, विज्ञान वा शिल्प	२
५	अनुवाद कार्य की विशिष्टता	२
६	अनुवाद की प्रक्रिया	२
७	अनुवाद को प्रभावित करनेवाले कारक तत्व	२
८	अनुवाद समीक्षा	२
९	अनुवाद के उदाहरण (प्रत्यक्ष अनुवाद करना)	२
१०	विज्ञापन की भाषा, विज्ञापन के नमुने	३
११	विज्ञापन के प्रात्याक्षिक	२
	तासिका	३०

Madhus.

Chairperson
Career Oriented Program

Dr. S. S. Mahapatra

डॉ. एस. सी. माधवपाड

Certificate Course in Personality development

Duration – 30 hrs

Thursday and Friday [2pm-4pm]

B.O.S. Members

- **Mr. Ujwal Tawde**
Visiting Faculty University of Pune Staff College (UGC) and YASHADA
- **Lt. Col. PremAnand (Retd.)**
Founder Director, Triple S SkillSchool
- **Ms. Purnima Gadiya**
Founder Director, Disha Institute (Shelter Home for Women and Children)
- **Dr. Kishore Desarda**
Vice Principal, Bjs's Arts, science and Commerce College, Wagholi, Pune
- **Mrs. Manisha Bora**
Co ordinator, Placement Officer, Bjs College


Syllabus

1. **Communication Skills....** 3 sessions
Types, Means, GD, Buzz, Assertive, Effect, Gaps, Public Speaking
2. **Effective Listening skills.....** 2 sessions
Active/passive listening, Gaps, Process of listening and its importance
3. **Interpersonal Relationship skills..** 2 sessions
Importance, conflict management, sharing, persuasive skills
4. **Emotional Intelligence/ PMA.....** 1 session
5. **Working in a Team.....** 2 sessions
Team building, forming, storming, performing.
6. **Time Management** 2 sessions
Ten Steps, Priorities, delegating, Time Matrix, reducing Stress
7. **High Impact Leadership.....** 1 session
8. **Change Management.....** 1 session
9. **Mock Interviews for Placement** 1 session
10. **Evaluation / Aptitudes.....** 1 session/4 hrs

Note- Each session of 2 hrs.

• **Methods (Practical and Theory)**

Roll plays, Training games, Group discussions, Lecture


Prof. Manisha Bora
Coordinator


Chairperson
Career Oriented Program
B.J.S.'s. Arts, Science

Syllabus

Duration - 42 Hrs. Theory 11 Hrs. + Practical 09 Hrs.

SN	Topic (Theory)	No. of Hrs.
1	Introduction to Syllabus and Scope of the subject	01
2	Safety precautions and Introduction to working of Instruments	01
3	Methods of Preservation	01
4	Preparation of Jam & Jelly	01
5	Preparation of Squash	01
6	Preparation of Ketch-up	01
7	Preparation of Pickles	01
8	Preparation of Candies	01
9	Preparation of Condiments	01
10	Preparation of wafers	01
11	Preparation of Bakery Items	01
	Total	11 Hrs.

SN	Topic (Practicals)	No. of Hrs.
1	Preparation of Jam & Jelly	01
2	Preparation of Ketch-up	01
3	Preparation of Squash	01
4	Preparation of Pickles	01
5	Preparation of Condiments	01
6	Preparation of Candies	01
7	Preparation of wafers	01
8	Preparation of Bakery Items	02
	Total	09 Hrs.

Hoellner

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 B.J.S's, Arts, Science
 & Commerce College,
 Wagholi, Pune.

Shankar
 (DR. S.D. SHANKAR)
 COURSE - COO&P

CERTIFICATE COURSE IN

Analytical Techniques used in Industries

Under career oriented programmes

(2014-2015)

Run By

DEPARTMENT OF CHEMISTRY

Bharatiya Jain Sanghatana's Arts, Science and Commerce
College, Wagholi, Pune 412207

COURSE CO-ORDINATOR

1. **Dr. Sanjay Gaikwad**

Associate Professor

Head, Department of Chemistry

Syllabus

Theory course	Total lecture 20
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Unit i: Measurement Technique	2
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A Weighting

B Volume Measurement

C Temperature measurement

Unit ii: Physical Constant Technique	2
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A Melting Point

B Boiling Point

C Freezing Point

Unit iii: Instrumental Technique	5
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A Colorimeter

B pH Meter

C ConductoMeter

D Flame Emission Spectroscopy

E Potentiometer

Unit iv: Chromatography	5
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A Paper Chromatography

B Thin Layer Chromatography

C Column Chromatography

D HPLC

E GasChromatography

Unit v: Microbiological Technique	2
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A Microscopes

B Stisralization

Unit vi: Purification Technique	4
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A Filtration

- B Decantation
- C Sublimation
- D Distillation
- E Gravimetric
- F Rota evaporator

Practical course

Total lecture :30

Unit i: Measurement Technique	4
A Weighting- Balance	
B Volume Measurement	
C Temperature measurement	
Unit ii: Physical Constant Technique	4
A Melting Point	
B Boiling Point	
C Freezing Point	
Unit iii: Instrumental Technique	6
A Colorimeter	
B pH Meter	
C ConductoMeter	
D Flame Emission Spectroscopy	
E Potentiometer	
Unit iv: Chromatography	6
A Paper Chromatography	
B Thin Layer Chromatography	
C Column Chromatography	

D HPLC

E Gas Chromatography

Unit v: Microbiological Technique 2

A Microscopes

B Stiralization

Unit vi: Purification Technique 6

A Titration

B Decantation

C Sublimation

D Distillation

E Gravimetric

F Rota evaporator

Unit v: Examination 5

Teaching Faculty

Sr. No.	Name of Faculty	Subject
1	Dr. Sanjay Gaikwad	Chemistry
2	Prof. Wandhre	Chemistry
3		Chemistry
4		Chemistry
5		Chemistry
6		Chemistry
7		Chemistry
8		Chemistry
9		Zoology
10		Botany
11	Guest Lecture	Chemistry

**Bharatiya Jain Sanghatana's Arts, Science and Commerce
College, Wagholi, Pune-412207.**

Department of Zoology

Career Oriented Programme (COP)

Vermiculture and Gardening Course 2016-17

Duration: 30 hours

Objective: The aim is to decentralize garbage processing and make manure. Vermicomposting will help in recycling waste, which will also reduce the pressure on dumping sites. Garbage transportation costs will also be considerably reduced. Vermicomposting can be used to convert organic waste, like vegetable peels, into manure. The organic waste generated in a household is put in the compost pit and earthworms are used to decompose it. The resultant manure is of high quality and has a good demand in the market. This will also provide an opportunity to people to make some extra income.

Syllabus:

- Unit 1: History - 2 lectures
- Unit 2: Introduction - 2 lectures
- Unit 3: Biology of Earthworms - 2 lectures
- Unit 4: Vermitechnology - 06 lectures
- Unit 5: Different Species of Earthworms - 2 lectures
- Unit 6: Vermiculture Unit Setup - 2 lectures
- Unit 7: Vermiconservation - 2 lectures
- Unit 8: Economic Importance of Vermiculture
- Unit 9: Practical - 10 lectures

Madhuri
Madhuri Deshmukh
**COP Cordinator
Chairperson**
Career Oriented Program
B.J.S's, Arts, Science
& Commerce College,
Wagholi, Pune.

2016 - 17

Syllabus

Course Name: TALLY.ERP 9

Unit 1 : Basics Of Accounting

1.1.Branches og accounting

1.2.Types of Accounts

Unit 1.3.Accounting principles ,concepts and conventions

1.4.Rules of accounting

1.5.Double entry system

1.6 Financial statements

Unit 2: Business Organisation

2.1.Service Organisations

2.2 Trading Organisation

2.3.Manufacturing Organisations

Unit 3: Accounting on computers

3.1.Accounting system

3.2.benefits of accounting on computers

3.3 Challenges associated with accounting on computers

3.4 solution

Unit 4: Tally ERP 9 Fundamentals

4.1.Introduction to Tally ERP 9

4.2.Features

भारतीय जैन संघटनेचे
कला, विज्ञान व वाणिज्य महाविद्यालय
घाघोली, पुणे - ४१२२०७.

इतिहास विभाग

सी.ओ.पी कोर्स: दुर्ग अभ्यास वर्ग

एकूण

२० तास

उद्दिष्टे: 'दुर्ग म्हणजे किल्ला' संपूर्ण राज्याचे सार ते दुर्ग या वाक्याप्रमाणे आपल्या देशातील सर्वात जास्त किल्ले महाराष्ट्रात आहेत. दुर्गांचे संवर्धन व त्याची ओळख आजच्या नवपिढीस झाली पाहिजे. दुर्गांवरील राज्यव्यवहार, लष्करी व्यवस्था समजावून सांगताना दुर्गनितीची माहिती देखील करून दिली पाहिजे. दुर्गांवरील स्थापत्यकला, शिलालेख, मंदिरे याची माहिती समजावून सांगणे, दुर्गावर झालेल्या व होत असलेल्या उत्खननाची माहिती देणे, जीपीएस मॅपींगद्वारे किल्ल्याचे स्थान निश्चित करून देणे व दुर्गांवरील वनस्पती जीवनाचा आढावा घेणे या उद्दिष्टांना अनुसरून दुर्ग अभ्यास वर्ग महत्वाचा आहे.

अभ्यासक्रम


घटक १	दुर्गाची ओळख - दुर्ग व प्रकार	२ तास
घटक २	दुर्गाचा इतिहास	२ तास
घटक ३	शिवकालीन दुर्गव्यवस्था	२ तास
घटक ४	दुर्ग निती	२ तास
घटक ५	दुर्गांवरील स्थापत्य कला	२ तास
घटक ६	दुर्गांवरील उत्खनन	२ तास
घटक ७	जीपीएस मॅपींग व सॅटेलाईट इमेजेस	२ तास
घटक ८	दुर्गांवरील वनस्पती शास्त्र	२ तास
	प्रात्यक्षिक	४ तास

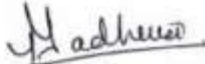
एकूण


२० तास

संदर्भ पुस्तके :

०१. महाराष्ट्रातील किल्ले - डॉ. द. न. देशपांडे
०२. दुर्ग - सतीश अक्कलकोट
०३. दुर्ग - श्री. न. ह. खरे (संपादक)
०४. सह्याद्री - श्री. स. आ. जोगळेकर
०५. गड किल्ले महाराष्ट्राचे प्रमोद मारुती मांडे


प्रा.सचिन कांबळे
संमन्त्र


डॉ. माधुरी देशमुख
सी. ओ. पी
समिती प्रमुख


डॉ. भूषण फ डतरे
प्रमुख
इतिहास विभाग
श्री. चं. एच. महाविद्यालय
वाणोरी, पुणे - ४११००७

Certificate course under

Bird Monitoring Course

2017-2018

Syllabus

10 lectures

Theory

- I. A) Classification of the birds
B) Types of the birds: Local, resident, migratory, water, wetland, urban, grassland, forest birds. 1
- II. A) Morphology of bird, Identification, Beak and feet modification of birds 1
- III. Conservation status of the birds 2
- IV. Bird adaptation, migration of birds. 1 lecture
- V. Bird counting methods: Line transects method, distance point sampling method. 1
- VI. Survey of birds. 2 lectures
- VII. Importance of the birds. 1 lecture
- VIII. Project preparation 1 lecture

Practicals

5 Practicals each 3 hours

- IX. Bird classification & morphology. 1
- X. Survey of the birds: Line transect method 2
- XI. Survey of the birds: Distance point sampling method 1
- XII. Field work (Survey and observation of water and wetland birds) 1 Day

Madhusi

course-co-ordinator

Madhusi

Chairperson
Career Oriented Program
B.S's, Arts, Science
& Commerce College,
Wagholi, Pune.

Preparatory Course for Aspiring Bankers

BANKING CERTIFICATE COURSE(2017-18)

नवीन अभ्यासक्रम

प्रकरण-१.	<u>सामान्य ज्ञान:-</u> <ul style="list-style-type: none"> • वीकेन ३०६, १००० • वीकेन व्यवसाय करचे पद्धती • वीकेन व्यवसाय- आधुनिक संरचना • वीकेन साक्षरते प्रस्ताव • अन्वयवर्ती वीकेने विविधता व परिणाम 	१
प्रकरण-२.	<u>General English:-</u> <ul style="list-style-type: none"> • Common Errors • Spelling Test • Paragraph Formation • Fill in The Blanks • Close Test • Synonyms & Antonyms • Sentence Completion & Improvement 	२
प्रकरण-३.	<u>संविधानात्मक अभिरचणी/अभिव्यक्ति:-</u> <ul style="list-style-type: none"> • संविधान व त्यांचा विकास • संविधानी व अन्वय-वैयर्थ्य • संविधान व्यवस्था व पद्धतः प्रस्ताव • संविधानाचे, वेग, वेग, अर्थाने अर्थाने संविधाने वगैरे • संविधान व संविधानाचे संविधाने वगैरे • अन्वयवर्ती संविधानाचे, संविधानाचे प्रस्ताव 	३
प्रकरण-४.	<u>संविधानाचे संविधानाचे (संविधानाचे संविधानाचे):</u> <ul style="list-style-type: none"> • संविधानाचे संविधानाचे, संविधानाचे संविधानाचे • संविधानाचे संविधानाचे संविधानाचे • संविधानाचे संविधानाचे संविधानाचे • संविधानाचे संविधानाचे संविधानाचे • संविधानाचे संविधानाचे संविधानाचे • संविधानाचे संविधानाचे संविधानाचे 	४
प्रकरण-५.	<u>संविधानाचे:</u> <ul style="list-style-type: none"> • Fundamentals Of Business Studies • Business World 	५

Madhusi
Chairperson

Office Oriented Program
B.J.S's, Arts, Science
& Commerce College,
Wagholi, Pune.

P. G. Thare
course

co-ordinator.

BJS Bharatiya Jain Sanghatana's
Arts, Science And Commerce College,
Wagholi, Pune-412207

Career Oriented Program Committee (COP) (2018 -2019)

Name of Course : Web Development

Syllabus : 30 Hrs.

Theory Course : 10 Hrs.

Unit 1) Web page 2

Unit 2) Table creation 2

Unit 3) Forms 2

Unit 4) Linking web 2

Unit 5) Creation frames 2

Practical : 20 Hrs.

Unit 1) Web Site creation 2

Unit 2) Tables examples 2

Unit 3) Frames examples 2

Unit 4) Row span Of table, ColS pan, Table Border 4

Unit 5) Anker Tag ,Linking, Crating Forms 4

Unit 6) Form Tag with Different Attributes 3

Unit 7) Creating own Web Site 3

Reference Books:

1. Laura Lemay, Mastering HTML, CSS & Javascript Web Publishing
BPB publication , 15 July 2016.
2. Thomas Powell, HTML & CSS: The Complete Reference, Fifth
Edition Mc Graw Hill , 2010.



Dr. Bhushan Phadtare
Chairperson
Career Oriented Program
B.J.S's, Arts, Science
& Commerce College,
Wagholi, Pune.



Major Dr. Ashok Giri
PRINCIPAL
Bharatiya Jain Sanghatana's
Art, Science & Commerce College
Wagholi, Pune - 412207

Career Oriented Program Committee (COP) (2018 -2019)

Name of Course : MPSC Coaching Class

Syllabus :

Total Lecture : 90

Unit 1) Introduction	02
Unit 2) General Knowledge	10
Unit 3) History	12
3.1) Modern India	
3.2) Social Reformer	
3.3) British Policy	
Unit 4) Geography	12
4.1) Physical	
4.2) Geography of Maharashtra	
4.3) India And world	
Unit 5) Political science	12
5.1) Constitution	
5.2) Political system	
5.3) Panchayat Raj, Right issues	
Unit 6) Economics	12
6.1) Sustainable development	

6.2) Poverty, Inclusion

6.3) Social section initiatives

Unit 7) Science

10

7.1) General science

7.2) Environmental Ecology

7.3) Bio-diversity

Unit 8) Mathematic

10

8.1) Basic Numeracy

8.2) Data interpretation

8.3) Chart, Graph, table

Unit 9) English & Marathi

10

9.1) Comprehension

9.2) Communication Skill

9.3) Grammar

Reference Books:

1. Patil V.B ;Panchayatraj, Ksagar PublicationPune, Edition4 2005.
2. Savdi A.B.;The Megha State Maharashtra,Nirali Publicatio, Pune. 2007.
3. Ksagar,Modern India, Ksagar Publication Pune, Edition 4 2013.
4. Ankalgi Anil,Buddhimapan CuchaniVision Enterprises,Pune, 2012.



Dr. Bhushan Phadure

Chairperson

Career Oriented Program

D. J. B. A, Arts, Science

& Commerce College,

Wagholi, Pune.



Major Dr. Ashok Giri

PRINCIPAL

Bharatiya Jan Sanghatana's

Art, Science & Commerce College

Wagholi, Pune - 412207

Career Oriented Program Committee (COP) (2018 -2019)

Name of Course : Vermiculture

Syllabus : 30 Hrs.

Theory Course : 05 Hrs.

Unit I: Introduction 1

1.1 Introduction to Vermiculture

1.2 Vermicompost

Unit II: Biology and types of Earthworms

used in Vermiculture 1

1.1 Species of Earthworm used in Vermiculture

1.2 External Morphology and Lifecycle of Earthworms

Unit III: Vermiculture technology 1

1.1 Composition of Vermicompost

1.2 Role of Vermicompost as Fertilizer in Agriculture

1.3 Bioconversion of Kitchen Waste into Manure

Unit IV: Vermiculture Unit Setup 1

1.1 Study of Vermiculture pit

1.2 Preparation of Vermiculture Bed

Practical :

25 Hrs.

1. Vermiculture Bed preparation 5
2. Large Scale Vermiculture Setup
Technique for Garden 5
3. Field Visit: Vasantdada Sugar Institute, Manjari (VSI), Pune 5
4. Project Preparation and writing 10

Reference Books:

1. Bhatt J.V. and Khambata S.R. (1959) "Role of Earthworms in Agriculture" Indian Council of Agricultural Research, New Delhi.
2. M.C Dash, B.K.Senapati, P.C. Mishra (1980) "Worms and Vermicomposting" Proceedings of the National Seminar on Organic Waste Utilization and Vermicomposting Dec. 5-8 1984 (Part B), School of Life Sciences, Sambalpur University, JyotiVihar, Orissa.
3. K.E. Lee (1985) "Earthworms: Their Ecology and Relationship with Soil and Land Use" Academic Press, Sydney.



Dr. Bhushan Phadtare
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Wagholi, Pune.



Major Dr. Ashok Giri
PRINCIPAL
Bharatiya Jain Sanghatana's
Art, Science & Commerce College
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