

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	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



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




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Bharatiya Jain Sanghatana's ASC College, Wagholi, Pune-412 207

2014-15

Name Of The Department :- Chemistry

Sr. No	Particulars
1	Name Of the course :- Certificate course in water and soil analysis
2.	Duration: 3 month
3.	Fees 1000 Rs
4.	Maximum Participants 10
5	Course Out Come :- Students know about water and soil analysis ,they have knowledge about fertility of soil .

Madhusi .

Chairperson

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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


h
course - coordinator


H. Adhikari
Chairperson
Career Oriented Program
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& Commerce College,
Wagholi, Pune.

Number of Soil Analysis - 2014-15

Name of the student	Fees collected	Ret. NO.
Pawar Vikram D.	1000/-	C2/DC/1259 21/15
Umadi Mallikarjun K.	1000/-	C2/DC/1262 21/15
Ingavale Sandip S.	1000/-	C2/DC/1258 21/15
Sankpal Mrunali M.	1000/-	C2/DC/1260 21/15
Bhosale Pallavi K.	1000/-	C2/DC/1261 21/15
Katkar Ramesh B.	1000/-	C2/DC/1263 21/15
Borude Swati C.	1000/-	C2/DC/139 19/6
Gaikwad Monika M.	1000/-	C2/DC/183 20/6
Gaikwad Ashwini M.	1000/-	C2/DC/184 20/6
Chavan Shradha	1000/-	C2/DC/185 20/6
Yenbhar Dhanashri	1000/-	C2/DC/143 19/6
Pandit Sweta	1000/-	C2/DC/70 19/6

(amms)

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 (डी डी गायकवाड)

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2014-15

Name Of The Department :- Botany

Sr. No	Particulars
1	Name Of the course :- Certificate course in Food Processing and Preservatives
2.	Duration: 3 month
3.	Fees 1000 Rs
4.	Maximum Participants 12
5	Course Out Come :- Students fulfill knowledge about basics Preservative Technique Students knowledge how to process of about different food items like wafers, jam jelly etc.

Madhusi

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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.

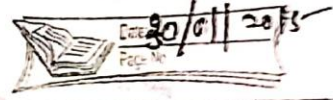
SN	Topic (Practicals)	No. of Hrs.
1	Preparation of Jam & Jelly	01
2	Preparation of Ketch-up	01
3	Preparation of Squash	01
4	Preparation of Pickles	01
5	Preparation of Condiments	01
6	Preparation of Candies	01
7	Preparation of wafers	01
8	Preparation of Bakery Items	02
	Total	09 Hrs.

Madhuresh

Chairperson
 (COP Coordinator)
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Shamdar
 (DR. S.D. SHAMDAR)
 Course - COE/11

Food Processing and Preservation



सूचना
कोसच्या सर्व विद्यार्थीनींना सूचित करण्यात येते की, त्यांची लेखी व प्रायोगिक परीक्षा शुक्रवार दि. ६ फेब्रुवारी रोजी लक्षात घ्याव्यात. तरी सर्व विद्यार्थीनींनी आपले जात असलेले रजि. नंबर तपासून घ्यावेत. व जमा करावेत.

S. D. Inambar
(Dr. S. D. Inambar)

Roll No.	Name	Sign
2352	Kakade Varsha Devidas.	(V)Kakade.
2316	Gawari Ashwini Kondiba.	Ashwari.
2308	Deshmukh Nikita Prabhakar	Deshmukh
2309	Bhandare Nikita valmik	Bhandare
2324	Jambale Minal vilas	Jambale
2310	Gade Ashwini kalusam	Ashwini
2311	Bhujbal supriya subhash.	Supriya.B
2251465	Rokade Pooja Gopal	Pooja.G.R.
2359	Bobade shubhangi sanjay	Bobade
2323	kshirsagar kumal Pandit	Kumal
2322	Dhepe Sonali Parmeshwar	Sonali Dhepe
2305	Gore Heena Haribhau.	Heena

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2014-15

Name Of The Department :- Botany

Sr. No	Particulars
1	Name Of the course :- Nursery management and technique
2.	Duration: 3 month
3.	Fees 500 Rs
4.	Maximum Participants 11
5	Course Out Come :- Most of the students comes from rular area ,due to cop course they become more aware

Machhuni

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SYLLABUS OF THE COURSE:

CERTIFICATE COURSE IN GARDENING AND NURSERY TRAINING

Theory- 12 lecture (1 hours)

- Unit I. : Introduction: 2L**
- Morphology of plants
 - Plant Anatomy
 - Plant Physiology
 - General Classification of plants.
 - Embryology of plant.
- Unit II : Gardening: Fundamentals. 3L**
- History, Concept, Definition, Scope & Importance.
 - Preparation of map for Garden.
 - Component of Garden: Site, Soil, Ornamental plants.
 - Garden : Concept, Definition, types, features, Importance.
- Unit IV : Nursery Technique 2L**
- History, Concept, Definition, types scope & Importance of Nursery.
 - Cultural practices in Nursery: Preparation of soil, selection of seed, propagule material, manure & fertilizers, pesticide, weedicides & their storage, treatment.
 - Diseases and pest control in Nursery plants.
- Unit IV : Propagation of Nursery Plant 3L**
- Plant propagation : Introduction, Definition, types.
 - Natural vegetative propagation in plants.
 - Artificial vegetative propagation of plants : Layering & cutting.
 - Grafting & Building.


- 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. Pahl D.N.)


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LIST OF THE STUDENTS – NURSERY MANAGEMENT AND TRAINING 2014-15

SRI NO.	NAME OF THE STUDENT	RECIPT NO.	CLASS
1	MUSALE AKSHAY SHANKAR	C2/DC/64/17-6-2014	F.Y. B.Sc.
2	ZURUNGE MONIKA DATTATRAY	C2/DC/84/18-6-2014	F.Y. B.Sc.
3	MULANI AKIL BASHIR	C2/DC/96/18-6-2014	F.Y. B.Sc.
4	BAMGAR KOMAL DILIP	C2/DC/99/18-6-2014	F.Y. B.Sc.
5	CHANDOLE SNEHAL SANJAY	C2/DC/100/18-6-2014	F.Y. B.Sc.
6	SAKORE TEJASWINI	C2/DC/137/19-6-2014	F.Y. B.Sc.
7	KHALASE POONAM	C2/DC/180/20-6-2014	F.Y. B.Sc.
8	SAKAT MONALI	C2/DC/181/20-6-2014	F.Y. B.Sc.
9	SATHE RUCHIKA	C2/DC/622/19-7-2014	F.Y. B.Sc.
10	RASAL GANESH	C2/DC991//09-9-2014	F.Y. B.Sc.
11	HARGUDE SAGAR	C2/DC/992/09-9-2014	F.Y. B.Sc.


Course coordinator
(Dr. Devidas Patil)


COP Coordinator
(Prof. Madhuri Deshmukh)


Principal
(Babasaheb Sangle)


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2014-15

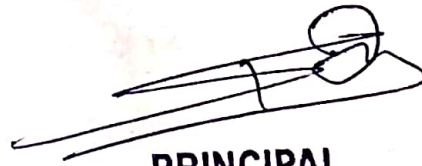
Name Of The Department :- Hindi

Sr. No	Particulars
1	Name Of the course :- Certificate course in Anuvad tatha vidnyapan lekhan
2.	Duration: 1 Month
3.	Fees 300 Rs
4.	Maximum Participants 20
6	Course Out Come 1)Students Knowledge About Vidnyapan lekhan And Anuvad

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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	३
४	अनुवाद कला, विज्ञान या शिल्प	३
५	अनुवाद कार्य की विशिष्टता	३
६	अनुवाद की प्रक्रिया	३
७	अनुवाद को प्रभावित करनेवाले कारक तत्व	३
८	अनुवाद समीक्षा	३
९	अनुवाद के उदाहरण (प्रत्यक्ष अनुवाद करना)	३
१०	विज्ञापन की भाषा, विज्ञापन के नमूने	३
११	विज्ञापन के प्रात्याक्षिक	२
	तासिका	३०

Madhus.

Chairperson
Career Oriented Program

Dr. S. S. Mahajan

डॉ. एस. सी. माजगाड

सन २०१४-१५

हिंदी विभाग C.O.P.

अनुवाद तथा-विज्ञापन लेखन कोर्स
-फी भरलेले विद्यार्थी

अ.नु.	वि.ना.व	रुपये
१)	गायकवाड रिपक शंकर	३००
२)	कोतवाल आदित्य कैलास	३००
३)	कोतवाल जितेंद्र कैलास	३००
४)	गव्हाणे दिनेश रोहिदास	३००
५)	शिंदे महेश विष्णू	३००
६)	गडि अतुल शंकर	- ३००
७)	घावटे स्नेहा सोपान	- ३००
८)	सुर्यवंशी मनिषा सुभाष	- ३००
९)	गव्हाणे पूजा अशोक	३००
१०)	गव्हाणे पूजा विलास	- ३००
११)	बागल रेश्मा दिलिप	- ३००
१२)	गायकवाड आस्मिता काळू	- ३००
१३)	वाडवलकर अक्षय चंद्रकांत	- ३००
१४)	कोलते कृष्णा दिश्वर	- ३००
१५)	हेरामुख सायली संजय	- ३००
१६)	गव्हाणे पूनम सुनिल	- ३००
१७)	गव्हाणे प्रतिमा नानामाडु	- ३००
१८)	गायकवाड अतुल गणेश	- ३००
१९)	गायकवाड आकाश सुरेश	३००
२०)	पाडे अशोक अण्णासहिब	३००

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2014-15

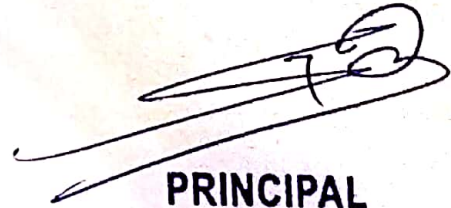
Name Of The Department :- Mathematics

Sr. No	Particulars
1	Name Of the course :- Certificate course in Mathematics in Operation Research
2.	Duration: 3 month
3.	Fees 500 Rs
4.	Maximum Participants 16
6	Course Out Come 1)Logical Thinking ,analytical approach and decision making among approach 2)Students become familier with industry problem such as transportation problem ,linear programming problem Assignment problem and "Tora" Software to solve these types of problem .

Madhus.

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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 coordinator


Madhus
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BHARTIYA JAIN SANGHATANA'S COLLEGE OF ARTS, SCIENCE & COMMERCE, WAGHOLI, PUNE

CAREER ORIENTED PROGRAMMES (2014-2015)

COURSE NAME: - Mathematics Of Operations Research

Sr No	Roll No.	Class	Name of the student
1	2119	F.Y.B.Sc	Gaikwad Sagar
2	2019	F.Y.B.Sc	Wani Sagar
3	2004	F.Y.B.Sc	Kand Sujata
4	2068	F.Y.B.Sc	Bhangare Sarika
5	2010	F.Y.B.Sc	Ghanchi Lalitkumar
6	2126	F.Y.B.Sc	Shivle Asmita
7	2091	F.Y.B.Sc	Wadghule Shubham
8	2033	F.Y.B.Sc	Kulkarni Ashwini
9	2021	F.Y.B.Sc	Panchal Ganesh
10	2012	F.Y.B.Sc	Yadav Kanhaiya
11	2004	F.Y.B.Sc	Shinde kamlesh
12	2032	F.Y.B.Sc	Shelke Tejashree
13	2013	F.Y.B.Sc	Shaikh Yasmeen
14	2007	F.Y.B.Sc	Khese Akash
15	2035	F.Y.B.Sc	Khalade Akash
16	2088	F.Y.B.Sc	Yenbhar D.


Prof. Deepak R. Anjal
Head, Dept. of Mathematics
B.J.S. College, Wagholi, Pune.


Dr. Babasaheb R. Sangale
PRINCIPAL
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Wagholi, Pune-412207

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2014-15

Name Of The Department :- English

Sr. No	Particulars
1.	Name Of the course :-Spoken English
2.	Duration: 3 month
3.	Fees 500 Rs
4.	Maximum Participants 85
5.	Course Out Come :- 1)To Facilitate language learning through activities ,games and practicals 2)To help Students in eliminating their fear of English start basics communication

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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,Eduned ,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)

Jain
Dr. Manika Jain

Jadhav
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Wagholi, Pune.

Wagholi
Certificate Course in Spoken English
year 2014-2015 Result

Sr. no	Name	Written(20)	Oral(30)	Total	grade
1	Chavan Priyanka Vinod	Ab	Ab	Ab	
2	Chaudhari Sandeep Pradip	14	26	40	A
3	Marne Bhagyshri Sunil	Ab	Ab	Ab	
4	Bhosale Apeksha Sambhaji	15	26	41	A
5	Chavan Sneha Devidas	Ab	Ab	Ab	
6	Ranpise Snehal Vikram	15	26	41	A
7	Sonawane Akshay Balasaheb	11	21	32	B
8	Temgire Smita Navnath	15	27	42	A
9	Jadhav Ankush Sanjay	Ab	Ab	Ab	
10	Bavdhane Anita Kondiba	15	28	43	A A.K. Bawdhane
11	Lokhande Sonam Kailash	15	27	42	A S.K. Lokhande
12	Shaikh Arshad Javed	15	28	43	A
13	Temgire Ankita Yuvaraj	Ab	Ab	Ab	A.Y. Temgire
14	Raskar Akshay Mahadu	15	28	43	A Raskar
15	Kanade Ravidra Goraksha	15	29	44	A
16	Ubale Mangesh Haribhau	10	18	28	B Ubal
17	Kawade Rohan Sunil	10	28	28	B Kawade
18	Dhamdhene Asmita Rajendra	15	28	43	A Dhamdhene
19	Shivarkar Nilam Sunil	15	29	44	A
20	Date Swapnil Ragunath	15	28	43	A
21	Jadhav Premdas Saheb	15	28	43	A
22	Yele Ashwini Bhausaheb	15	28	43	A Yele
23	Sinde Minakshi Sunil	15	27	42	A Sinde
24	Jadhav Nilam Jijabapu	15	29	44	A
25	Jehe Bhagyashree Kailas	15	28	43	A Jehe
26	Tapkir Ganesh Rohidas	Ab	Ab	Ab	
27	Kumbhar Priti Nandkishor	15	27	42	A Kumbhar.P.N
28	Panchmukh Reshma Ankush	15	28	43	A Panchmukh
29	Shinde Rohit Nandesh	15	28	43	A Shinde
30	Shinde Snehal Anil	15	28	43	A
31	Zurunge Tejashri Rohidas	15	29	44	A
32	Kand Pooja Ashok	15	28	43	A
33	Bhujbai Trupti Sanjay	15	28	43	A Bhujbai
34	Bagav Krishna Vitthal	15	27	42	A Bagav
35	Potpalliwar Nikita Suresh	Ab	Ab	Ab	
36	Gandhi Saurabh Prafull	15	28	43	A (S) Gandhi

Signature of Course Teacher

**Bharatiya Jain Sanghatana's
Arts Science and Commerce College
Wagholi
Certificate Course in Spoken English
year 2014-2015 Attendance FY BSC**

Sr. no	Roll	Name	Date →			
			Time →			
1	2001	MaratheDakshaDilip				
2	2002	Todkar Nilima Madhukar				
3	2003	Dahale Swati Narayan				
4	2005	Pandit Shweta Santosh				
5	2006	Bhujbal Pratibha Dattatray				
6	2023	Gaikwad Anandi Gautam				
7	2034	ShaikhKarishmaSikandar				
8	2044	DhamdhreShraddha Sunil				
9	2055	HargudeSunitaKashinath				
10	2058	GavandeKavitaDatta				
11	2073	KharatAparnaSantosh				
12	2098	KoliSonikaDnyandev				
13	2111	Murade Chaitrali Chandrakant				
14	2112	LokhandeChitraBalasaheb				
15	2131	KaranjePooja Dnyaneshwar				
16	2138	Patel GunjanLadharam				
17	2141					
18	2149	KaprePratikshaNandakumar				
19		MayuriShinde				
20	2077	GaradSonali Suresh				
21	2040	DhamaneKishorPralhad				
22	2099	RanpiseSantosh Mohan				
23	***	Ruchika Sunil Gundecha				
24	2032	ShelkeTejashreeShivaji				
25	2081	YenbharDhanashriNavnath				
26	2029	SakatMonaliBabu				
27	2113	PawarSupriyaBalasaheb				
28	2080	FulariSunanda				
29	2042	Mali Shraddha Dasharath				
30						
		Teacher's Sign & Topic name				

Bharatiya Jain Sanghatana's ASC College, Wagholi, Pune-412 207

2014-15

Name Of The Department :- English

Sr. No	Particulars
1	Name Of the course :- UGC Certificate course in Spoken English
2.	Duration: 1year
3.	Fees free
4.	Maximum Participants 62
6	Course Out Come :- 1)To Facilitate language learning through activities ,games and practicals 2)To help Students in eliminating their fear of English start basics communication

Hachuresi

Chairperson

Career Oriented Program

B.S's, Arts, Science

& Commerce College,

Wagholi, Pune.



PRINCIPAL

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

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

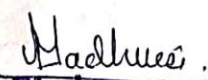
'Experimental learning' is the key to our training methodology, where the training initiative is based on developing functional skills and behavioral Programmes.

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


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

Sr

COP 2014-15

Old list

Spoken English - UGC

63

Date:	
Page:	

Certificate course in spoken English

1	Bhagyashri D. Korad	F.Y.B.A.		
2	Aishwarya B. daundkar	F.Y.B.com		
3	APRIM S. Shaikh			
4	Amita S. Lokhande.			
5	Sanjay S. Katke. ✓			
6	Sharmila v. Bhorde			
7	Dattatraya B. Todkar			
8	Ashwini B. Yele ✓			
9	AKASH N. Jadhav			
10	Vijay R. Savane			
11	Preeti N. Kumbhar			
12	Trupti S. Bhijbal			
13	Amol S. More ✓			
14	AKASH b. Satav			
15	Ganesh R. Tapkir ✓			
16	Nilesh T. Mandarkar ✓			
17	Nilima M. Todkar ✓			
18	Swati N. Dahale ✓			
19	Prathmesh zyrange ✓			
20	meenakshi shinde			
21	Reshma Panchmukh ✓			
22	Nandkumar T. Satav ✓			
23	Snehal Shinde			
24	Surmitra S. Rajput ✓			
25	Prachi B. Jadhav.			
26	Vansha Tamhane ✓			
27	Vikas Kute			
28	Rupali dhage ✓			
29	Pooja Kand ✓			
30	Rohan Kawade			
31	Mangesh Ubale			
32	Ashwini Ukale ✓			

- 35) Sunita Waghmare ✓
- 36) Anandi Gaikwad ✓
- 37) Snehal Shinde ✓
- 38) Santosh Potale ✓
- 39) Rohan Jadhav ✓
- 40) Ankeshwar K. Yadav ✓
- 41) Pooja V. Naker ✓
- 42) Rohit N. Shinde ✓
- 43) Komal S. Bhandwalkar ✓
- 44) Sushma Y. Gaikwad ✓
- 45) Sushil T. Parhad ✓
- 46) Jagadish K. Zedage ✓
- 47) Sandeep F. Bhosale ✓
- 48) Jyoti B. Kamble ✓
- 49) Ajit S. Pawar ✓
- 50) Seema D. Gavhane ✓
- 51) Asha L. Kashide ✓
- 52) Tejaswri R. Zumberge ✓
- 53) Priyanka V. Khandare ✓
- 54) Pooja S. Bharati ✓
- 55) Parmima R. Khale ✓
- 56) Karishma Anil Gaikwad ✓
- 57) Nilam Tijabhay Jadhav ✓
- 58) Bhagyashree K. Jedhe ✓
- 59) Nikita S. Pot Pawar ✓
- 60) Supriya V. Gavhane ✓
- 61) Krishna V. Bagay ✓
- 62) Rajashree B. Awale ✓
- 63) Sourabh P. Gandhi ✓
- 64) Ankush S. Jadhav ✓

Bharatiya Jain Sanghatana's ASC College, Wagholi, Pune-412 207

2014-15

Name Of The Department :- placement Cell

Sr. No	Particulars
1	Name Of the course :-Certificate course in Personality Development
2.	Duration: 2 month
3.	Fees 1000 Rs
4.	Maximum Participants 30
6	Course Out Come communication skills, soft skill, personality development leadership, teamwork

Madhusi

Chairperson

Chief Oriented Program
B.A., B.S., A.P.S., Science
& Commerce College,
Wagholi, Pune.


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

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 Skills School
- **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

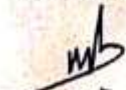
Syllabus

- 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 Bora Manisha
Co ordinator


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

Personality Development Course
Student List

classmate

Date _____
Page _____

		class	sign
1)	Bhokre Babasaheb Balu	M-SC	Bhokre
2)	Darekar Manohar D.	T.Y.B.Sc.	ex
3)	Sutaz Pranali Tanaji	M.Sc II	Sutaz
4)	Gurudevadi Sachin Daryappa	M.Sc II	Gurudevadi
5)	Atugade Nilash Sanjiv	M.Sc-II	Atugade
6)	Prashant Siddhappa Pujari	T.Y.B.Sc.	Prashant
7)	Akash D. Darekar	T.Y.B.Sc.	Darekar
8)	Gurav Parmeshwar H.	M.Sc-II	Gurav
9)	Ankush Shankar Kharpude	M.Sc (II)	Ankush
10)	Patil Vikramsinh S.	M.Sc II	Patil
11)	Nitin B. Gade	T.Y.B.Sc.	Nitin
12)	Roban R. Dhamdhare	T.Y.B.Sc.	Roban
13)	Shinde Ajinkya Chandrakant	T.Y.B.Sc.	Shinde
14)	Shinde Madhav Ramchandra	M.Sc II	Shinde
15)	Takawale Uday Pratap	T.Y.B.Sc.	Takawale
16)	Hadbe Parvati Manohar	T.Y.B.Sc.	Hadbe
17)	Jadhav Jyoti Khemchand	T.Y.B.Sc.	Jadhav
18)	Bhosure Supriya Kailas	-II-	Bhosure
19)	Dipika P. Gaikwad	-II-	Dipika
20)	Sonwane Sanjivani Ramesh	-II-	Sonwane
21)	Jagtap Umila Chandramohan	-II-	Jagtap
22)	Pandit Mayuri Kishor	T.Y.B.Sc.	Pandit
23)	Pandhare Nikita Navnath	T.Y.B.Sc.	Pandhare
24)	Jadhav Manisha Raghunath	-II-	Jadhav
25)	Vitukade Vaedha Suresh	-II-	Vitukade
26)	Shehal Navnath Shunakar	-II-	Shehal
27)	Aarti Suresh Deshmukh	-II-	Aarti
28)	Shubhangeji P. Gode	-II-	Shubhangeji
29)	Potale Anil Anil	M.Sc-II	Potale
30)	Nikam Dipak Sanjay	M.Sc-II	Nikam

mb
- Born m*

Madhuresh

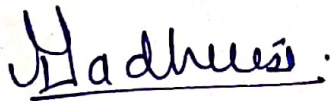
**BHARATIYA JAIN SANGHATANA'S
ARTS, SCIENCE AND COMMERCE COLLEGE
WAGHOLI, PUNE**

UGC Sponsored

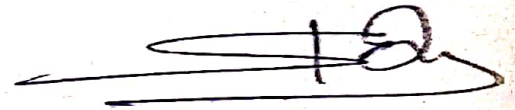
Community College Scheme

(2014-15)

Year	Name of the Courses	Students No.	Duration	Department	Funding agencies	Fees
2014-15	Diploma in Hospitality and Tourism	50	1 Year	Community College Scheme	UGC	Free



Madhuri Deshmukh
Coordinator
Career Oriented Program Committee



Dr. Babasaheb Sangale
PRINCIPAL
Bharatiya Jain Sanghatana's
Art, Science & Commerce College
Wagholi, Pune-412207

Name Of The Department :- Zoology

Sr. No	Particulars
1	Name Of the course :- Diploma in Hospitality And Tourisms
2.	Duration: 3 month
3.	Fees 200 Rs
4.	Maximum Participants 50
6	(i) Course Out Come To make higher education relevant to the learner and the community. (ii) To integrate relevant skills into the higher education system. (iii) To provide skill based education to students currently pursuing higher education but actually interested the workforce at the earliest opportunity. (iv) To provide employable and certifiable skills based on National Occupational Standards (NOSs) with necessary general education to Senior Secondary School pass-out, with general education and /or vocational education background. (v) To provide for up-gradation and certification of traditional / acquired skills of the learners irrespective of their age. (vi) To provide opportunities for community-based life-long learning by offering courses of general interest to the community for personal development and interest. (vii) To provide opportunity for vertical mobility to move to higher education in future. (viii) To offer bridge courses to certificate holders of general / vocational education, so as to bring them at par with appropriate NSQF level. To provide entrepreneurial orientation along with required skill training for self-employment and entrepreneurship development

Madhust

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

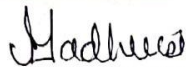
Sr. No	Topic / Module	Theory duration	Practical duration	Key Learning Outcomes	Corresponding NOS code
1	1.1 Grooming Standards 1.2 Basic Etiquettes, Body language, Communication 1.3 Telephone Etiquettes	7	20	<ul style="list-style-type: none"> Understand the importance of Grooming standards Learning how 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
 Bharativa Jain Sanghatana's

Bharatiya Jain Sanghatana's
Arts, Science & Commerce College, Wagholi, Pune
U.G.C Sponsored

Community College Scheme

Diploma Course In Hospitality & Tourism (2014-15)

List of Admitted Students

Annexure VIII

Sr. No	En. No.	Name of the Students	Caste	Gender	Contact Numbe
1	1	Mandal Debrat K	Open	M	8806090345
2	2	Jangam Rohini Bhimrao	NT-B	F	8390158461
3	3	Parbhane Suvarna Ambadas	Open	F	8551006766
4	4	Nawale Shekhar Prakash	Open	M	8308649760
5	5	Shivale Balasaheb Tukaram	Open	M	7709079368
6	6	Mahadar Kmalesh Goraksha	SBC	M	9595075151
7	7	Jadhav Sonali Shashikant	Open	F	8407989329
8	8	Mane Shivaji Shamrao	SC	M	9579359697
9	9	Shinde Sushant Govind	Open	M	9766017873
10	10	Margane Pooja Dayanand	EBC	F	7709407409
11	11	Deshmukh Pooja Anil	Open	F	7776913042
12	12	Dhage Mahesh Ramdas	Open	M	9011950971
13	13	Vidhate Nilesh Kisan	OBC	M	9767728180
14	14	Shivale Navnath Barikrao	Open	M	9923386303
15	15	Dhage Laxman Raghunath	Open	M	7709154209
16	16	Tambe Ratnakar Sharadrao	Open	M	9665493513
17	17	Parhad Prashant Sambhaji	Open	M	7709901067
18	18	Gaikwad Aniket Ramrao	Open	M	9975874328
19	19	Hargude Pranav Rajaram	Open	M	7709594545
20	20	Birajdar Kisan Mahadev	OBC	M	9860294041
21	21	Satras Dattatray Balasaheb	Open	M	9730684158

22	22	Sawant Akshay Bhagwanrao	Open	M	9730465003
23	24	Kharat Suvarna Santosh	SC	F	9096334117
24	25	Gaikwad Swapnil Shankar	Open	M	9011751631
25	26	Nawale Ajay Nandkumar	Open	M	8007964623
26	27	Saswade Prashant Dattatray	Open	M	9011693249
27	28	Nawale Harish Arun	Open	M	9545101909
28	31	Pawar Balasaheb Bhanudas	SC	M	7709022960
29	32	Kobal Sagar Sitaram	Open	M	7757999800
30	33	Batule Navnath Namdev	NTP	M	9765413800
31	34	Dirsinala Manilaxmi Keshave	Open	F	9767918564
32	35	Bhagwan Mangesh Rohidas	OBC	M	8888622156
33	37	Jagtap Rupali Krishna	OBC	F	9763417472
34	39	Gawade Akshay Balaso	Open	M	8378834488
35	40	Vitkar Meena Chima	VJ-NT	F	9890072286
36	41	Mhaske Gorksha Laxman	Open	M	9850454949
37	42	Jagtap Kiran Laxman	Open	M	9604519798
38	43	Dabhade Nita Nivrutti	Open	F	9422549903
39	44	Shinde Avinash Ambar	Open	M	8237330057
40	45	Todkar Sunil Vikram	Open	M	8308224321
41	46	Bhokte Ashwini Vasant	ST	F	9764569920
42	47	Kad Avinash Pandhrinath	Open	M	9096390016
43	48	Kulal Akash Shivram	NT-C	M	9158905841
44	49	Kalamkar Pradeep Madhukar	Open	M	9604851278
45	50	Gundecha Ruchika Sunil	JAIN	F	9028026864
46	51	Renuse Nitin Gopal	Open	M	9860767979
47	52	Kand Prashant Sambhaji	Open	M	8605118008
48	55	Pathan Irfan Rasal	Open	M	9730034617
49	56	Garje Ashwini Anandrao	NT-D	F	9823432090
50	57	Kamble Kishore Nivruti	SC	M	9764067956

Modh...
 Nodal Officer
 WGC- Community College, Setona
 A.S.C. College, Waghaj, Pune.
 Year-2016-2017
 Bharatiya Jain Sangha

Bharatiya Jain Sanghatana's ASC College, Wagholi, Pune-412 207

2014-15

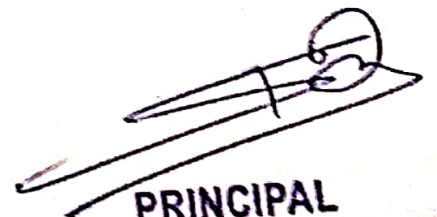
Name Of The Department :- Chemistry

Sr. No	Particulars
1	Name Of the course :- Analytical Techniques used in chemical Industries
2.	Duration: 3 month
3.	Fees 1000 Rs
4.	Maximum Participants 30
6	Course Out Come :- To Understand techniques used in chemical industries. Every Industry required knowledge of these technique It is helpful for job opportunities in Industry .

Madhus

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



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**Bharatiya Jain Sanghatana's
Art, Science & Commerce College
Wagholi, Pune-412207**

Syllabus

Theory course

Total lecture 20

Unit i: Measurement Technique	2
A Weighting	
B Volume Measurement	
C Temperature measurement	
Unit ii: Physical Constant Technique	2
A Melting Point	
B Boiling Point	
C Freezing Point	
Unit iii: Instrumental Technique	5
A Colorimeter	
B pH Meter	
C ConductoMeter	
D Flame Emission Spectroscopy	
E Potentiometer	
Unit iv: Chromatography	5
A Paper Chromatography	
B Thin Layer Chromatography	
C Column Chromatography	
D HPLC	
E GasChromatography	
Unit v: Microbiological Technique	2
A Microscopes	
B Stisralization	
Unit vi: Purification Technique	4

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

2

Unit v: Microbiological Technique

- A Microscopes
- B Sterilization

6

Unit vi: Purification Technique

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

5

Unit v: Examination

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

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 Career Oriented Program
 B.J.B's. Arts, Science
 & Commerce College,
 ...

BHARATIYA JAIN

Waghodi

Roll No.	Name of the Student	7/8		14/8		15/8		21/8		27/8		28/8		29/8		4/9		5/9		11/9	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
AT-																					
AT-1	Pawale Seema																				
2	Jagtap Sheha																				
3	Temkar Kalyani																				
4	Deshmukh Pooja																				
5	Gaikwad Aniket																				
6	Garhane Kumbhar																				
7	Harogude Parshav																				
8	Gore Shubhangi																				
9	Murkute Akshay																				
10	Deshmukh Arti																				
11	Padwal Sarika																				
12	Sarode Kirti																				
13	Sarode Arti																				
14	Bagul Rani																				
15	Jadhav Mahisha																				
16	Vitukude Vagsha																				
17	Pandhare Nikita																				
18	Sonawane Sanjivani																				
19	Gaikwad Dipika																				
20	Shinalkar Shehal																				
21	Sable Sapna																				
22	Takawale Uday																				
23	Bhore Atul																				
24	Sonawane Vishal																				

Madhures

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



BHARATIYA JAIN

Waghole

Roll No.	Name of the Student	T		P		T		P		T		P		Total	Avg
		1/2	18/2	19/2	20/2	21/2	22/2	23/2	24/2	25/2	26/2	27/2			
25	Sonawane Satish	P	P	P	P	P	P	P	P	P	P	P	P	75	8.75
26	Dhamalhere Rohan	P	P	P	P	P	P	P	P	P	P	P	P	75	8.75
27	Shelke Kiran	P	P	P	P	P	P	P	P	P	P	P	P	75	8.75
28	Paolwal Priyanka	P	P	P	P	P	P	P	P	P	P	P	P	75	8.75
29	Kale Dipali	P	P	P	P	P	P	P	P	P	P	P	P	75	8.75
30	Patil Vilas Punamkumar	P	P	P	P	P	P	P	P	P	P	P	P	75	8.75

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

(Course-co-ordinator)

(COP-co-ordinator)

Bharatiya Jain Sanghatana's ASC College, Wagholi, Pune-412 207

2015-16

Name Of The Department :- English

Sr. No	Particulars
1	Name Of the course :-Spoken English
2.	Duration: 3 month
3.	Fees 500 Rs
4.	Maximum Participants 34
6	Course Out Come :- 1)To Facilitate language learning through activities ,games and practicals 2)To help Students in eliminating their fear of English start basics communication

Madhusi

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



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Art, Science & Commerce College
Wagholi, Pune-412207**



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,Eduned ,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)

Jain
Dr. Manika Jain

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

JAIN SANGHATANA'S COLLEGE OF ARTS, SCIENCE & COMMERCE, WAGHOLI, PUNE
 CAREER ORIENTED PROGRAMMES (2015-2016)

COURSE NAME: - Spoken English Course (CoP)

Attendance Report (Prof. Monika Jain)

Final Exam.

Roll No.	Name of the student	Date	26/02/16 Test		Written Test	Oral	Total (50)
			Time	Intro (5)			
1	Aarti Pawar	F.Y.Bcom(A)	3	3	24	06	30
2	Tengale Hemlata	F.Y.Bcom(A)	-	-	-	-	-
3	1028 Prerana Shailendra Badgude	F.Y.Bcom (A)	4	4	33	08	41
4	Bande Tai	F.Y.Bcom(A)	-	-	-	-	-
5	Gharge Pranali Chandrakant	F.Y.Bcom(A)	3	3	33	06	39
6	Barbade Supriya Babasaheb	F.Y.Bcom(A)	3	4	31	07	38
7	Nisha Sohanlal Yadav	F.Y.Bcom(B)	-	-	-	-	-
	Shivsharan Akshay Prabhakar	F.Y.Bcom(B)	-	-	-	-	-
	Thunge Akash Bapu	F.Y.Bcom(B)	-	-	-	-	-
	Barde Pradnya Shankar	F.Y.Bcom(B)	-	-	-	-	-
11	Tiwari Asha Vidyakant	F.Y.Bcom(B)	4	3	29	07	36
12	Dhore Monika	F.Y.Bcom(B)	-	-	-	-	-
13	Borogav Santosh	F.Y.Bcom(A)	4	3	27	07	34
14	Gaikwad Ashwini	F.Y.Bcom(A)	-	-	-	-	-
15	Gaikwad Jyoti	F.Y.Bcom(A)	3	2	28	05	33
16	Shinde Priyanka	F.Y.Bcom(A)	-	-	-	-	-
17	Gunjal Pallavi	F.Y.Bcom(A)	-	-	-	-	-
18	Bhoskar Lata	F.Y.Bcom(A)	-	-	21	-	21
19	Priyanka Waghmare	F.Y.Bcom(A)	-	-	-	-	-
20	Bharti Gaikwad	F.Y.Bcom(A)	-	-	-	-	-
Total No. of student present					08	08	08

Sign:- Topic Name:- Introduction	Sign:- Topic Name:- choose a card	Sign:- Topic Name:-	Sign:- Topic Name:-	Sign:- Topic Name:-	Sign:- Topic Name:-	Sign:- Topic Name:- Prof. Parag Prakash Chauhanari
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Monika Jain
 (Dr. Monika Jain)
 HoD, English

Madhuri
 (Prof. Madhuri Deshmukh)
 Co-ordinator + CoP

Sangale
 (Dr. Sangale)
 2 D. PRINCIPAL

CAREER ORIENTED PROGRAMMES (2015-2016)

COURSE NAME: - Spoken English Course (COP)

Attendance Report (Prof. Pradnya Adhav)

Final Exam

Sr No	Roll No.	Name of the student	Date	Oral Test		Written Test	Oral	Total (10)
				26/02/16	27/02/16			
1		Chavan Nilam Shivaji	FYBA(A)	3	3	20	06	26
2		Bangar Pragati Bajirav	FYBA(A)	3	3	20	06	26
3		Gaikwad Ashwini Anil	FYBA(A)	3	3	23	06	29
4		Hargude Ashwini	FYBA(A)	3	2	20	05	25
5		Jadhav Akshay Shankar	FYBA(A)	Ab	Ab	-	Ab	-
6		Waghmare Tushar Govind	FYBA(A)	Ab	Ab	-	Ab	-
7		Bhosale Sanket	FYBA(A)	Ab	Ab	-	Ab	-
8		Sachin Parhad	FYBA(B)	Ab	Ab	-	Ab	-
9		Gaikwad Shraddha	FYBA(B)	3	2	-	Ab	-
10		Jadhav Amol Shivaji	FYBA(B)	4	3	20	05	25
11		Ayesha Shinde	FYBA(B)	3	3	23	07	30
12	159	Kabirunisa Mujawar	FYBA(B)	3	3	19	06	25
13	498	Chaudhari Rahul	SYBA(B)	Ab	Ab	20	06	26
14		Sabale Sayali Balasaheb	FYBA(B)	Ab	Ab	18	Ab	18
Total No. of student present								
			Topic Name:- Introduction	Sign:-	Topic Name:- Choose a card activity	Sign:-	Topic Name:-	Sign:-
			Topic Name:-	Sign:-	Topic Name:-	Sign:-	Topic Name:-	Sign:-
			Topic Name:-	Sign:-	Topic Name:-	Sign:-	Topic Name:- Parag Prakash Chaudhari	Sign:-

Monika Jain
(Dr. Monika Jain)
In-charge

Madhuri
(Prof. Madhuri Deshmukh)
Coordinator

15/3/2016
(Dr. B.R. Sangale)
PRINCIPAL

Bharatiya Jain Sanghatana's ASC College, Wagholi, Pune-412 207

2015-16

Name Of The Department :- English

Sr. No	Particulars
1	Name Of the course :- UGC Certificate course in Spoken English
2.	Duration: 1year
3.	Fees free
4.	Maximum Participants 65
6	Course Out Come :-
	1)To Facilitate language learning through activities ,games and practicals
	2)To help Students in eliminating their fear of English start basics communication

Madhusri .

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Career Oriented Program
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Wagholi, Pune.



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Wagholi, Pune-412207

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.

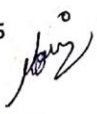
OUR TRAINING METHODOLOGY

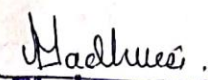
'Experimental learning' is the key to our training methodology, where the training initiative is based on developing functional skills and behavioral Programmes.

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


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Waghole, Pune.

Bharatiya Jain Sanghatana's College of Arts Commerce & science, Wagholi, Pune

English
Zoology Department
(VAG) spoken English
S.Y.BSc Attendance report - (2015-2016)

29 Feb 2016

Oral Presentations

Sr. No.	Roll No.	Name of the Students	Body lang. 05	Sentence const. 05	Introductory 05	Presentation 05	Total 20	Worksheet 10	Total 30
1	2302	Marathe Daksha Dillip	04	05	04	05	18	-	18
2	2303	Dahale Swati Narayan	03	02	04	03	11	-	12
3	2304	Todkar Nhillina M	03	03	03	04	13	-	13
4	2305	Zurunge Monika D	03	02	03	03	11	-	12
5	2306	Kand Poonam Anil	02	02	03	03	10	-	10
6	2307	Shivale Dhanushri A	02	02	03	03	10	-	10
7	2308	Phadtare Rajashri D	03	02	03	03	12	-	12
8	2310	Tapkir Ruchika Sham	03	03	03	03	12	-	12
9	2314	Pawar Supriya B	03	04	04	03	14	-	14
10	2315	Awhale Kishori T	04	04	04	05	17	-	17
11	2316	Awhale Shubhangi S	-	-	-	-	-	-	-
12	2317	Hargude Pallavi Zumber	02	02	02	02	08	-	08
13	2318	Bangar Madhuri S	-	-	-	-	-	-	-
14	2319	Hargude Monika Vijay	02	02	02	03	09	-	09
15	2320	Gaikwad Ashwini M	03	04	04	04	15	-	15
16	2321	Murade Chaltrali C	-	-	-	-	-	-	-
17	2322	Gaikwad Monika Mohan	03	03	03	03	12	-	12
18	2323	Patel Gunjan Ladharam	03	03	03	04	13	-	13
19	2324	Kardile Smita Sopan	-	-	-	-	-	-	-
20	2325	Shinde Pooja Vijay	01	01	02	00	04	-	04
21	2326	Lawte Sumitra Mahavir	-	-	-	-	-	-	-
22	2327	Sable Chetan Sukhadev	03	02	03	03	12	-	12
23	2328	Katkar Ramesh B	02	02	03	03	10	-	10
24	2329	Chavan Ravidas Baban	-	-	-	-	-	-	-
25	2330	Saswade Prashant D	02	02	03	03	10	-	10
26	2331	Bhujbal Tejas Arun	02	03	03	04	11	-	12
27	2332	Kad Avinash P	02	02	02	02	08	-	08
28	2334	Tambe Ratnakar S	02	02	02	03	09	-	09
29	2336	Attar Amir Ibrahim	02	02	03	03	10	-	10
30	2337	Nawale Shekhar Prakash	04	04	04	04	16	-	16
31	2341	Napte Shubham Maruti	-	-	-	-	-	-	-
32	2349	Walke Suraj Pandurang	02	02	03	02	09	-	09
33	2350	Mulani Akil Bashir	03	03	03	03	12	-	12
34	2351	Gadadhe Vijay Ramdas	02	02	02	02	08	-	08
35	2355	Mali Shraddha D	03	01	02	04	10	-	10
36	2358	Dhamdhare Shraddha S	03	03	02	03	12	10	22
37	2359	Bhujbal Pratibha D	03	02	03	02	10	10	20
38	2360	Pandit Shweta Santosh	03	03	03	03	12	-	12
39	2361	Borude Swati C	02	02	02	02	08	-	08
40	2362	Sathe Ruchika Sanjay	04	02	03	04	13	-	13
41	2363	Gawande Kavita Datta	-	-	-	-	-	-	-

			(5)	(5)	(5)	(5)	(20)	(10)	(30)
42	2364	Bhosale Pramila Ramesh	02	02	02	02	08	-	08
43	2365	Hargude Sunita K	02	01	03	03	09	-	09
44	2366	Banne Shweta Ravindra	03	03	04	04	14	-	14
45	2367	Pawar Balasaheb B	03	02	03	02	10	-	10
46	2368	Badhe Sudhir Suryakant	03	03	03	04	13	-	13
47	2369	Gosavi Anil Sudam	02	02	02	02	08	-	08
48	2370	Patil Manali Rajkumar	03	03	03	03	12	-	12
49	2371	Mulani Saniya Hanif	03	02	02	03	10	-	10
50	2372	Walunj Anuradha Arjun	03	02	03	02	10	-	10
51	2375	Salunke Shivraj Bansilal	02	02	03	03	10	-	10
52	2376	Sakore Tejaswini Kumar	03	03	04	04	14	-	14
53	2377	Kotwal Arti Rajendra	04	04	04	05	17	-	17
54	2378	Darekar Kajal Balaso	03	02	02	03	10	-	10
55	2379	Shaikh Karishma S	03	02	03	04	12	-	12
56	2380	Gangawane Komal M	-	-	-	-	-	-	-
57	2381	Kamble Kaveri Kaluram	03	03	03	03	12	-	12
58	2382	Wadghule Rajashri S	02	02	03	03	10	-	10
59	2383	Dalavi Harshada Ha	-	-	-	-	-	-	-
60	2384	Thorat Sonali Satu	02	-	-	-	-	10	10
61	2386	Thorat Sachin Balasaheb	03	03	03	04	13	-	13
62	2387	Daphal Varsha	-	-	-	-	-	-	-
63	2388	Kamble Shweta M	-	-	-	-	-	-	-
64	2389	Devkar Ram P.	03	02	03	02	10	-	10
65	2392	Jadhav Pallavi O.	03	03	03	03	12	-	12
			Body language	Sentence construction	Introduction	Presentation	Total (20)		Final Marks (30)

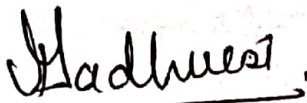
Dr. Monika Jain

Bharatiya Jain Sanghatana's ASC College, Wagholi, Pune-412 207

2015-16

Name Of The Department :- Mathematics

Sr. No	Particulars
1	Name Of the course :- Certificate course in Mathematics in Operation Research
2.	Duration: 3 month
3.	Fees 500 Rs
4.	Maximum Participants 11
6	Course Out Come 1)Logical Thinking ,analytical approach and decision making among approach 2)Students become familier with industry problem such as transportation problem ,linear programming problem Assignment problem and "Tora" Software to solve these types of problem .



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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 coordinator

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

Bharatiya Jain Sanghatana's Arts,Sc.&Comm.College,Wagholi, Pune
Short Term Certificate Course In 'Mathematics of Operations Research'

2015-16

Student List

Sr.No.	Name of the Student	Class
1.	Rode Lankesh Ramdas	F.Y.B.Sc.
2.	Lole Akshay Sunil	F.Y.B.Sc.
3.	More Mayureshwar Uttam	F.Y.B.Sc.
4.	Bhagat Sumit Shamrao	F.Y.B.Sc.
5.	Bhambe Komal Rajendra	F.Y.B.Sc.
6.	Waghmare Devyani Dattatraya	F.Y.B.Sc.
7.	Deshmukh Jyoti Raosaheb	F.Y.B.Sc.
8.	Satav Shubhangi Balkrishna	F.Y.B.Sc.
9.	Jadhavrao Poonam Machindra	F.Y.B.Sc.
10.	Manjare Tejal Gulab	S.Y.B.Sc.
11.	Fulari Sunanda Mahanand	S.Y.B.Sc.



D.R.Anjal

Coordinator

Madhuri Deshmukh

Convenor,COP Courses



PRINCIPAL

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

Bharatiya Jain Sanghatana's ASC College, Wagholi, Pune-412 207

2015-16


Name Of The Department :- chemistry

Sr. No	Particulars
1	Name Of the course :- Certificate course in water and soil analysis
2.	Duration: 3 month
3.	Fees 1000 Rs
4.	Maximum Participants 6
5	Course Out Come :- Students know about water and soil analysis ,they have knowledge about fertility of soil .

Madhusi

Chairperson

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



PRINCIPAL

Bharatiya Jain Sanghatana's
Art, Science & Commerce College
Wagholi, 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

[Signature]
course - coordinator

[Signature]
Coordinator
Career Oriented Program
B.J.S.'s, Arts, Science
& Commerce College,
Wagholl, Pune.

MARTIYA JAIN SANGHATANA'S COLLEGE OF ARTS, SCIENCE & COMMERCE, WAGHOLI, PUNE

CAREER ORIENTED PROGRAMMES (2015-2016)

COURSE NAME : Water and Soil analysis

Sl. No.	Roll No.	Name of the Student	Date			
			5/01/16	6/01/16	5/01/16	16/01/16
			8:30 to 10:30	9:00 to 11:00	9:00 to 11:00	9:00 to 11:00
01	2005	Ghume Tejas Santosh	TSJ	TSJ	Ab	TSJ
02	2123	Deshmukh Runtukesh	TSJ	TSJ	Ab	TSJ
03	2105	Salunke vishal	TSJ	Ab	TSJ	TSJ
04	2146	Shingde Shrinagesh	TSJ	Ab	TSJ	TSJ
05	2116	Wani Vikas	TSJ	TSJ	TSJ	TSJ
06	2012	Todkar Abhijeet	TSJ	Ab	TSJ	TSJ
Total No. of student present			06	03	04	06

TSJ / (2) (Co-ordinator)

TSJ / (2) (Co-ordinator)

TSJ / (2) (Co-ordinator)

TSJ / (2) (Co-ordinator)

TSJ
Co-ordinator

TSJ
PRINCIPAL
D. J. S. College
Wagholi, Pune

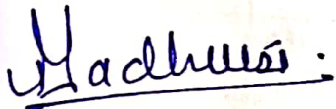
**BHARATIYA JAIN SANGHATANA'S
ARTS, SCIENCE AND COMMERCE COLLEGE
WAGHOLI, PUNE**

UGC Sponsored

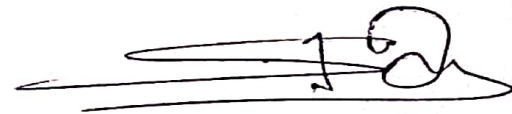
Community College Scheme

(2015-16)

Year	Name of the Courses	Students No.	Duration	Department	Funding agencies	Fees
2014-15	Diploma in Hospitality and Tourism	50	1 Year	Community College Scheme	UGC	Free



Madhuri Deshmukh
Coordinator
Career Oriented Program Committee



Dr. Babasaheb Sangale
PRINCIPAL
Bharatiya Jain Sanghatana's
Art, Science & Commerce College
Wagholi, Pune-412207

Bharatiya Jain Sanghatana's ASC College, Wagholi, Pune-412 207

2015-16

Name Of The Department :- Zoology

Sr. No	Particulars
1	Name Of the course :- Diploma in Hospitality And Tourisms
2.	Duration: 3 month
3.	Fees 200 Rs
4.	Maximum Participants 50
6	<p>(i) Course Out Come To make higher education relevant to the learner and the community.</p> <p>(ii) To integrate relevant skills into the higher education system.</p> <p>(iii) To provide skill based education to students currently pursuing higher education but actually interested the workforce at the earliest opportunity.</p> <p>(iv) To provide employable and certifiable skills based on National Occupational Standards (NOSs) with necessary general education to Senior Secondary School pass-out, with general education and /or vocational education background.</p> <p>(v) To provide for up-gradation and certification of traditional / acquired skills of the learners irrespective of their age.</p> <p>(vi) To provide opportunities for community-based life-long learning by offering courses of general interest to the community for personal development and interest.</p> <p>(vii) To provide opportunity for vertical mobility to move to higher education in future.</p> <p>(viii) To offer bridge courses to certificate holders of general / vocational education, so as to bring them at par with appropriate NSQF level.</p> <p>To provide entrepreneurial orientation along with required skill training for self-employment and entrepreneurship development</p>

Madhusi

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


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Wagholi, Pune-412207

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

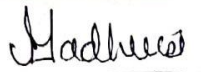
Sr. No	Topic / Module	Theory duration	Practical duration	Key Learning Outcomes	Corresponding NOS code
1	1.1 Grooming Standards 1.2 Basic Etiquettes, Body language, Communication 1.3 Telephone Etiquettes	7	20	<ul style="list-style-type: none"> Understand the importance of Grooming standards Learning how 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
 Bharativa Jain Sanghatana's

Bharatiya Jain Sanghatana's
Arts, Science & Commerce College, Wagholi, Pune
U.G.C Sponsored

Community College Scheme

Diploma Course In Hospitality & Tourism (2015-2016)

List of Admitted Students

Annexure VIII

Sr.No	En. No	Name of the Studnets	Caste	Mobile No.
1	04	Nale Akash Atul	NT-B	9923430764
2	10	Kolhe Dnyaneshwar Sadashiv	Open	9763657743
3	14	Magar Swapnil Sanjay	Open	9762282424
4	18	Vaman Shubham Balasaheb	Open	8862041038
5	19	Shivale Vijay Bhanudas	Open	8421477159
6	20	Shelke Harshad Balasaheb	Open	8888386649
7	21	Rasal Ganesh Hanumant	OBC	9403739373
8	22	Shital Sonu Dadaso	VJ-NT	
9	23	Khumbhar Rushikesh Vasudev	OBC	9168423332
10	25	Satav Amit Raghavnath	Open	9545617575
11	26	Katke Ritesh Amrut	Open	8237375121
12	27	Mane Kantilal Appa	Open	8108833083
13	28	Tambe Avinash Shivaji	NT-C	9860238354
14	30	Kharat Yogesh Janardhan	NT-C	9890859044
15	34	Karwalkar Ajit Govind	OBC	9050506254
16	36	Shinde Nikesh Gajanan	SC	9823395050
17	39	Takwane Nutan Atamaram	Open	9096574676
18	42	Chavan Sonam Mukesh	SC	9860707643
19	45	Jagtap Amar Sopan	OPEN	9762312821
20	46	Sonawane Kiran Dnyaneshwar	SC	9049788723
21	47	Kobal Swapnil Sitaram	Open	9689827720
22	49	Lole Akshay Tanaji	Open	8007343605

23	50	Pathan Ashlyn Jahid	Open	9561694242
24	51	Jagtap Sneha Dilip	Open	9762788206
25	52	Gulkwad Poonam Bharat	Open	8855021413
26	53	Kakade Ajinkya Devidas	Open	9730990790
27	54	Hargude Swapnil Vishnu	Open	9665931919
28	55	Gavhane Swapnil Vasant	Open	9096507070
29	56	Gawari Ashwini Kondiba	Open	7743809792
30	59	Pathan Ajaj Jahid	Open	9561694242
31	61	Mirgule Akash Baban	Open	7083571213
32	62	Tikhade Akshay Bhimrao	OBC	8379848382
33	63	Sutar Mayur Bhanudas	OBC	9168247575
34	64	Kakade Varsha Devidas	Open	9881215061
35	65	Kakade Chaitali Sarjerao	Open	9763705045
36	66	Sawant Nilesh Shantaram	Open	9096858560
37	67	Pimpale Namrata Shankar	Open	9527307530
38	68	Dhage Sachin Pandurang	Open	8888656706
39	71	Dakhane Ganesh Ankush	NT-D	9623336691
40	75	Dhage Amol Subhash	Open	9011597285
41	77	Gholap Rahul Sopan	SC	9637131893
42	78	Kute Akshay Bapusaheb	OPEN	9850463832
43	81	Awhale Tushar Shrirang	OPEN	8605922373
44	83	Lachake Smit Nandkumar	OBC	9822244641
45	85	Katke Suraj Gajanan	OPEN	9822565907
46	86	Shejul Vinayak Limbaji	OPEN	9730767669
47	87	Dabhade Nita Nivrutti	OPEN	9767218473
48	88	Bhorde Deepali Somnath	OPEN	9623329178
49	89	Tantak Mayur Ratnakar	OBC	8975055596
50	90	Lole Pratik Dhanraj	OPEN	8605369598

Hadhuri

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

Bharatiya Jain Sanghatana's ASC College, Wagholi, Pune-412 207

2016-17

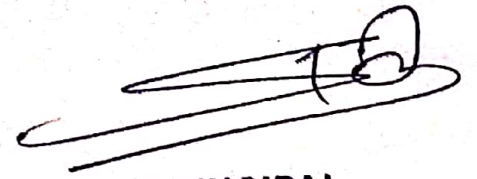
Name Of The Department :- Mathematics

Sr. No	Particulars
1	Name Of the course :- Certificate course in Mathematics in Operation Research
2.	Duration: 3 month
3.	Fees 600 Rs
4.	Maximum Participants 12
6	Course Out Come 1)Logical Thinking ,analytical approach and decision making among approach 2)Students become familier with industry problem such as transportation problem ,linear programming problem Assignment problem and "Tora" Software to solve these types of problem .

Madhusi

Chairperson

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



PRINCIPAL

**Bharatiya Jain Sanghatana's
Art, Science & Commerce College
Wagholi, Pune-412207**

Bharatiya Jain Sanghatana's ASC College, Wagholi, Pune-412 207

2016-17

Name Of The Department :- Zoology

Sr. No	Particulars
1	Name Of the course :- Certificate course in Gardening and Vermiculture
2.	Duration: 1 month
3.	Fees 500 Rs
4.	Maximum Participants 11
5	Course outcome
	1. Students will get employment in organic managing industries .
	2. Students will start their own vermicomposting plant and get self-employment.
	3. Students will set up their own vermicomposting consultancy.

Madhusi

Chairperson

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



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Art, Science & Commerce College
Wagholi, Pune-412207

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 coordinator

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

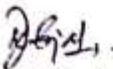
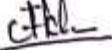
BHARTIYA JAIN SANGHATANA'S COLLEGE OF ARTS, SCIENCE & COMMERCE, WAGHOLI, PUNE

CAREER ORIENTED PROGRAMMES (2016-2017)

Certificate Course in 'Mathematics Of Operations Research'

Following students should note that their final exam of the above-mentioned course will take place on Saturday, 15/10/2016 between 8.00-10.00a.m. in Mathematics Laboratory (Class Room Number 17). Absent students will not get the certificate.

Sr No	Roll No.	Class	Name of the student
1	2048	F.Y.B.Sc	Bhingardive Nilesh Anna
2	2043	F.Y.B.Sc	Bhor Hemant Suhas
3	2130	F.Y.B.Sc	Garud Tanuja Balkrushna
4	2079	F.Y.B.Sc	Hajare Navnath Rajendra
5	2015	F.Y.B.Sc	Ingale Sanjay Vijay
6	2092	F.Y.B.Sc	Jadhav Nikita Rajesh
7	2067	F.Y.B.Sc	Khaire Ashish Dilip
8	2002	F.Y.B.Sc	Saroj Amit Rajbali
9	2119	F.Y.B.Sc	Suryawanshi Ganesh Devidas
10	2033	F.Y.B.Sc	Yelwande Pujja Satish
11	2133	F.Y.B.Sc	Karande Anuja
12	2141	F.Y.B.Sc	Darekar Shani Kisan


Deepak R. Anjal 
Jyoti N. Akhade
Dept. of Mathematics & Statistics
B.J.S. College, Wagholi, Pune.


Dr. Babasaheb R. Sangale
PRINCIPAL
Bharatiya Jain Sanghatana's
Art, Science & Commerce College
Wagholi, Pune-412207

Bharatiya Jain Sanghatana's ASC College, Wagholi, Pune-412 207

2016-17

Name Of The Department :- Zoology

Sr. No	Particulars
1	Name Of the course :- Certificate course in Gardening and Vermiculture
2.	Duration: 1 month
3.	Fees 500 Rs
4.	Maximum Participants 11
5	Course outcome
	1. Students will get employment in organic managing industries .
	2. Students will start their own vermicomposting plant and get self-employment.
	3. Students will set up their own vermicomposting consultancy.

Madhavi

Chairperson

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

[Signature]

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Wagholi, Pune-412207

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

Bharatiya Jain Sanghatana's
Arts, Science & Commerce College,
Wagholl, Pune.

Gardening and Vermiculture

2016-17

Sr.No	Name of the Students	Class	Amounts	Receipt No.
1	Harel Saurabh Hanumant	F.Y.B.sc	500/-	C2/GOF/884
2	Kale Shraddha Balasaheb	F.Y.B.sc	500/-	C2/GOF/885
3	Ugale Laxman Dipak	F.Y.B.sc	500/-	C2/GOF/886
4	Beldar Arati Devrao	F.Y.B.sc	500/-	C2/GOF/887
5	Bangar Sayali Rajaram	F.Y.B.sc	500/-	C2/GOF/888
Paid (20/09/2016)			2500/-	
6	Dukale Vikas Kisan	F.Y.B.sc	500/-	C2/GOF/914
7	Murkute Sonam Sampat	F.Y.B.sc	500/-	C2/GOF/915
8	Pokharna Nikita Sunil	F.Y.B.sc	500/-	C2/GOF/916
9	Bhide Chaitanya B.	F.Y.B.sc	500/-	C2/GOF/917
10	Dhenge Vaibhav Sudam	F.Y.B.sc	500/-	C2/GOF/918
Paid (06/10/2016)			2500/-	
11	Birajdar karan Prasannkumar	F.Y.B.sc	500/-	C2/GOF/927
Paid (12/10/2016)			500/-	

Madhuri

Dr. Madhuri Deshmukh
Chairperson
Career Oriented Program
B.J.S's, Arts, Science
& Commerce College,
Wagholl, Pune.

Bharatiya Jain Sanghatana's ASC College, Wagholi, Pune-412 207

2016-17

Name Of The Department :- English

Sr. No	Particulars
1	Name Of the course :-Spoken English
2.	Duration: 6 month
3.	Fees 500 Rs
4.	Maximum Participants 40
6	Course OutCome :-
	1)To Facilitate language learning through activities ,games and practicals
	2)To help Students in eliminating their fear of English start basics communication

Madhuri.

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

[Signature]

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Bharatiya Jain Sanghatana's
Art, Science & Commerce Collee
Wagholi, Pune-412207



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,Eduned ,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)

Jain
Dr. Manika Jain

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



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,Eduned ,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)

Jain
Dr. Manika Jain

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

BJS'S ASC COLLEGE, WAGHOLI

SPOKEN ENGLISH Exam Attendance 2016-17

NO	NAME	CLASS	Intro. (05)	Originality (5)	Communication (05)	Content (05)	Total (20)
1.	Lakde Lahu Laxman	FY Bcom (A)	03	00	01	01	05
2.	Darekar Prajakta Somnath	FY Bcom (A)	02	00	01	01	04
3.	Gore Akshada Goraksha	FY Bcom (A)	02	00	01	01	04
4.	Darekar Puja Balasaheb	FY Bcom (A)	03	01	02	01	07
5.	Pinjari Aslam Dilawar	FY Bcom (A)	03	01	01	01	06
6.	Temgire Amol Subhash	FY Bcom (A)	03	03	03	03	12
7.	Jagtap Dhananjay Rajendra	FY Bcom (A)	04	03	03	02	12
8.	Bankar Purshottam Bapusaheb	FY Bcom (A)	-	-	-	-	Ab
9.	Dhamdhare Ganesh Shivaji	FY Bcom (A)	03	01	02	01	07
10.	Sutar Sumit Balu	FY Bcom (A)	-	-	-	-	Ab
11.	Bhandare Supriya Satyavan	FY Bcom (A)	03	03	03	03	12
12.	Bhandare Manisha Dnyaneshwar	FY Bcom (A)	03	-	03	03	Ab
13.	Bhandare Ujawala Bhanudas	FY Bcom (A)	-	-	-	-	Ab
14.	Bhandare Vishakha Subhash	FY Bcom (A)	-	-	-	-	Ab
15.	Warghade Prasad Shantaram	FY Bcom (A)	-	-	-	-	Ab
16.	Kambale Akshay Vilas	FY Bcom (A)	03	03	03	03	12
17.	Jadhav Shital Laxman	FY Bcom (A)	03	03	03	03	12
18.	Londhe Sayali Raju	FY Bcom (A)	03	03	03	03	12
19.	Nikita Vidyadhar Kasar	FY Bcom (A)	04	03	03	03	13
20.	Rasale Pooja Suresh	FY Bcom (A)	04	04	04	04	16
21.	Kharade Aarti Ganesh	FY Bcom (A)	-	-	-	-	Ab
22.	DONGARE SAURABH PANKAJ	F.Y.B.COM(B)	-	-	-	-	Ab
23.	NAPTE HARSHADA ANKUSH	F.Y.B.COM(B)	03	03	02	02	10
24.	BHOSALE ASHISHKUMAR DAYANAND	F.Y.B.COM(B)	-	-	-	-	Ab
25.	DAREKAR KARAN JAYSHIGH	F.Y.B.COM(B)	03	01	01	01	06
26.	GARUDE KOMAL ASHOK	F.Y.B.COM(B)	-	-	-	-	Ab
27.	BHANDARE MANISHA BABAN	F.Y.B.COM(B)	03	03	03	03	12
28.	SHIVALE ASHWINI ANKUSH	F.Y.B.COM(B)	-	-	-	-	Ab
29.	LONDHE KAJAL KAILAS	F.Y.B.COM(B)	-	-	-	-	Ab
30.	HARGUDE ROHIT DATTATRAY	F.Y.B.COM(C)	-	-	-	-	Ab
31.	DAREKAR MAHESH RAJU	F.Y.B.COM(C)	-	-	-	-	Ab
32.	NILESH AKASH NAWALE	F.Y.B.COM(C)	-	-	-	-	Ab
33.	JAY AMBADAS KAMBLE	F.Y.B.COM(C)	03	01	01	01	06
34.	SABLE KALYAN BALIRAM	F.Y.BA(A)	03	03	02	02	10
35.	PADALKAR VAIBHAV HANUMANT	F.Y.BA(A)	-	-	-	-	Ab
36.	ABHIJIT VISHWANATH GHODAKE	F.Y.BA(A)	-	-	-	-	Ab
37.	GIRI SWAPNA RAMESH	F.Y.BA(A)	03	00	00	00	03
38.	GAIKWAD MAJUSHA BALIRAM	F.Y.BA(A)	03	04	04	04	15
39.	ANDHALE PAYAL RAJUBHAU	F.Y.BA(A)	-	-	-	-	Ab
40.	PUPALI SURESH BALKAWDE	F.Y.BA(B)	-	-	-	-	Ab

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3/1/17

(Dr. Manika Jain)

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Bharatiya Jain Sanghatana's ASC College, Wagholi, Pune-412 207

2016-17

Name Of The Department :- English

Sr. No	Particulars
1	Name Of the course :- UGC Certificate course in Spoken English
2.	Duration: 6 month
3.	Fees free
4.	Maximum Participants 45
6	Course Out Come :- 1)To Facilitate language learning through activities ,games and practicals 2)To help Students in eliminating their fear of English start basics communication

Madhusri .

Chairperson

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

[Signature]

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**Bharatiya Jain Sanghatana's
Art, Science & Commerce Coll
Wagholi, Pune-412207**

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.

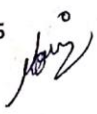
OUR TRAINING METHODOLOGY

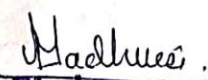
'Experimental learning' is the key to our training methodology, where the training initiative is based on developing functional skills and behavioral Programmes.

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


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

BJS'S ASC COLLEGE, WAGHOLI
UG-C - SPOKEN ENGLISH Exam Attendance 2016-17

SY BSc

S.No.	R. NO.	NAME OF THE STUDENT	Intro. (05)	Originality (5)	Communication (05)	Content (05)	Total (20)
1.	2302	WAGHMARE DHANANJAY R.	03	03	03	04	13
2.	2304	BENDBHAR NUTAN MOHAN	—	—	—	—	Ab
3.	2306	SONAWANE PRANJALI RAMESH	03	02	03	03	11
4.	2307	KHARPUDE PUNAM MARUTI	03	02	02	02	08
5.	2308	PALANDE SHITAL SANJAY	04	02	02	02	10
6.	2309	SULKE SNEHAL GANPAT	03	02	02	03	10
7.	2310	SATHE SONALI BABASAHEB	03	—	—	—	Ab
8.	2311	DABHADE UTKARSHA R.	02	00	01	01	04
9.	2312	TALOLE VIKAS PANDURANG	04	04	04	04	16
10.	2313	SURYAVANSHI VISHAKHA V.	04	04	03	03	14
11.	2314	TODKAR ABHIJEET DILIP	03	01	02	01	07
12.	2316	JADHAV ARCHANA VILAS	03	03	03	04	13
13.	2319	NARKE KIRAN SHRIKANT	04	00	00	01	05
14.	2321	KADAM NIKITA SURESH	03	03	03	04	13
15.	2322	BHORDE POOJA SOMNATH	03	02	03	02	10
16.	2323	KATKE POOJA SURESH	03	02	02	03	10
17.	2324	WARGHADE PRANJALI NARHARI	03	03	03	02	11
18.	2325	SHINDE PRIYANKA GANPAT	03	01	01	01	06
19.	2326	DHAMDHARE SARIKA BHARAT	04	03	04	04	15
20.	2327	BHOSALE SEEMA SHARAD	02	00	01	01	04
21.	2328	MANE SHITAL TATYASAHEB	03	03	03	03	12
22.	2330	DHAMDHARE SNEHAL SANTOSH	04	03	03	03	13
23.	2331	KATKE SUPRIYA ARUN	04	02	03	02	11
24.	2332	BHILARE SUVARNA RAMDAS	03	00	02	02	07
25.	2334	HAMBIR AKASH RAMDAS	03	03	03	03	12
26.	2335	LOKHANDE CHITRA B.	03	03	03	04	13
27.	2339	SHIVALE SONAL RAMDAS	04	00	00	00	04
28.	2340	GHADAGE PRADNYA SANJAY	03	02	03	02	10
29.	2341	GAIKWAD SWAPNALI K.	04	03	03	04	14
30.	2342	MANDHARE NIKITA VIJAY	03	02	03	02	10

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BJS'S ASC COLLEGE, WAGHOLI
SPOKEN ENGLISH Exam Attendance 2016-17

31.	2343	LOLGE ARJUN GANESH						
32.	2346	THITE TUSHAR BABAN	04	02	04	03	13	
33.	2347	SHINDE NAMRATA SANJAY	04	02	03	03	12	
34.	2348	AWHALE SHUBHANGI SHIVAJI	04	04	04	04	16	
35.	2349	SAKORE SWAPNIL SHANKAR	04	00	01	00	05	
36.	2350	SHINDE POOJA RAMDAS	03	02	02	03	10	
37.	2351	KOTWAL KIRTI VDAY	04	03	03	04	14	
38.	2352	KAMBLE BHAGYASHRI B.	03	00	00	01	04	
39.	2355	PARHAD SAMADHAN M.	04	04	04	04	16	
40.	2357	NAWALE POOJA LAXMAN	04	03	03	03	13	
41.	2358	YADAV PREETI BISHWANATH	-	-	-	-	Ab.	
42.	2359	KOTWAL AKSHATA HANUMANT	-	-	-	-	Ab.	
43.	2360	MURARI CHAITRALI C.	04	03	03	03	13	
44.	2361	DAREKAR KOMAL DILIP	-	-	-	-	Ab.	
45.	2362	BHOR JYOTI SARJERAO	03	00	01	09	05	

Monika
01/02/17
C. Dr. Monika Jain

Bharatiya Jain Sanghatana's ASC College, Wagholi, Pune-412 207

2016-17

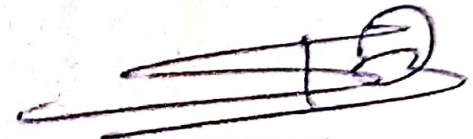
Name Of The Department :- Chemistry

Sr. No	Particulars
1	Name Of the course :- Certificate course in competitive exam in chemical science
2.	Duration: 3 months
3.	Fees 1000/-
4.	Maximum Participants 12
6	Course Out Come :- Students have ability to Pass NET Examination . They have confidence to pass such competitive examination . Knew about NET/SET examination .

Madhus

Chairperson

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



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Art, Science & Commerce College
Wagholi, Pune-412207

MSc - I & II

Syllabus for MSc I & II Short term
Course

APPENDIX - I

CSIR-UGC National Eligibility Test (NET) for Junior Research
Fellowship and Lecturer-ship
SYLLABUS AND EXAMINATION SCHEME FOR SINGLE MCQ PAPER

for
30/8/16

EXAM SCHEME

1. CHEMICAL SCIENCES

TIME: 3 HOURS

MAXIMUM MARKS: 200

Single Paper Test having Multiple Choice Questions (MCQs) is divided in three parts.

Part 'A'

This part shall carry 20 questions pertaining to General aptitude with emphasis on logical reasoning graphical analysis, analytical and numerical ability, quantitative comparisons, series formation, puzzles etc. The candidates shall be required to answer any 15 questions. Each question shall be of two marks. The total marks allocated to this section shall be 30 out of 200.

Part 'B'

This part shall contain 50 Multiple Choice Questions (MCQs) generally covering the topics given in the syllabus. A candidate shall be required to answer any 35 questions. Each question shall be of two marks. The total marks allocated to this section shall be 70 out of 200.

Part 'C'

This part shall contain 75 questions that are designed to test a candidate's knowledge of scientific concepts and/or application of the scientific concepts. The questions shall be of analytical nature where a candidate is expected to apply the scientific knowledge to arrive at the solution to the given scientific problem. A candidate shall be required to answer any 25 questions. Each question shall be of four marks. The total marks allocated to this section shall be 100 out of 200.

There will be negative marking @25% for each wrong answer. To enable the candidates to go through the questions, the question paper booklet shall be distributed 15 minutes before the scheduled time of the exam. The answer sheet (OMR sheet) shall be distributed at the scheduled time of the exam.

SYLLABUS

Part 'A'

This part shall carry 20 questions pertaining to General aptitude with emphasis on logical reasoning graphical analysis, analytical and numerical ability, quantitative comparisons, series formation, puzzles etc. The candidates shall be required to answer any 15 questions. Each question shall be of two marks. The total marks allocated to this section shall be 30 out of 200.

(Common Syllabus for Part B & C)

Inorganic Chemistry

1. Chemical periodicity
2. Structure and bonding in homo- and heteronuclear molecules, including shapes of molecules (VSEPR Theory).
3. Concepts of acids and bases, Hard-Soft acid-base concept, Non-aqueous solvents.
4. Main group elements and their compounds: Allotropy, synthesis, structure and bonding, industrial importance of the compounds.
5. Transition elements and coordination compounds: structure, bonding theories, spectral and magnetic properties, reaction mechanisms.
6. Inner transition elements: spectral and magnetic properties, redox chemistry, analytical applications.
7. Organometallic compounds: synthesis, bonding and structure, and reactivity. Organometallics in homogeneous catalysis.
8. Cages and metal clusters.
9. Analytical chemistry: separation; spectroscopic, electro- and thermoanalytical methods.
10. Bioinorganic chemistry: photosystems, porphyrins, metalloenzymes, oxygen transport, electron-transfer reactions; nitrogen fixation, metal complexes in medicine.
11. Characterisation of inorganic compounds by IR, Raman, NMR, EPR, Mössbauer, UV-vis, NQR, MS, electron spectroscopy and microscopic techniques.
12. Nuclear chemistry: nuclear reactions, fission and fusion, radio-analytical techniques and activation analysis.

Physical Chemistry:

1. Basic principles of quantum mechanics: Postulates; operator algebra; exactly-solvable systems: particle-in-a-box, harmonic oscillator and the hydrogen atom, including shapes of atomic orbitals; orbital and spin angular momenta; tunneling.

BJS'S ASC COLLEGE, WAGHOLI

SPOKEN ENGLISH Exam Attendance 2016-17

NO	NAME	CLASS	Intro. (05)	Originality (5)	Communication (05)	Content (05)	Total (20)
1.	Lakde Lahu Laxman	FY Bcom (A)	03	00	01	01	05
2.	Darekar Prajakta Somnath	FY Bcom (A)	02	00	01	01	04
3.	Gore Akshada Goraksha	FY Bcom (A)	02	00	01	01	04
4.	Darekar Puja Balasaheb	FY Bcom (A)	03	01	02	01	07
5.	Pinjari Aslam Dilawar	FY Bcom (A)	03	01	01	01	06
6.	Temgire Amol Subhash	FY Bcom (A)	03	03	03	03	12
7.	Jagtap Dhananjay Rajendra	FY Bcom (A)	04	03	03	02	12
8.	Bankar Purshottam Bapusaheb	FY Bcom (A)	-	-	-	-	Ab
9.	Dhamdhare Ganesh Shivaji	FY Bcom (A)	03	01	02	01	07
10.	Sutar Sumit Balu	FY Bcom (A)	-	-	-	-	Ab
11.	Bhandare Supriya Satyavan	FY Bcom (A)	03	03	03	03	12
12.	Bhandare Manisha Dnyaneshwar	FY Bcom (A)	03	-	03	03	Ab
13.	Bhandare Ujawala Bhanudas	FY Bcom (A)	-	-	-	-	Ab
14.	Bhandare Vishakha Subhash	FY Bcom (A)	-	-	-	-	Ab
15.	Warghade Prasad Shantaram	FY Bcom (A)	-	-	-	-	Ab
16.	Kambale Akshay Vilas	FY Bcom (A)	03	03	03	03	12
17.	Jadhav Shital Laxman	FY Bcom (A)	03	03	03	03	12
18.	Londhe Sayali Raju	FY Bcom (A)	03	03	03	03	12
19.	Nikita Vidyadhar Kasar	FY Bcom (A)	04	03	03	03	13
20.	Rasale Pooja Suresh	FY Bcom (A)	04	04	04	04	16
21.	Kharade Aarti Ganesh	FY Bcom (A)	-	-	-	-	Ab
22.	DONGARE SAURABH PANKAJ	F.Y.B.COM(B)	-	-	-	-	Ab
23.	NAPTE HARSHADA ANKUSH	F.Y.B.COM(B)	03	03	02	02	10
24.	BHOSALE ASHISHKUMAR DAYANAND	F.Y.B.COM(B)	-	-	-	-	Ab
25.	DAREKAR KARAN JAYSHIGH	F.Y.B.COM(B)	03	01	01	01	06
26.	GARUDE KOMAL ASHOK	F.Y.B.COM(B)	-	-	-	-	Ab
27.	BHANDARE MANISHA BABAN	F.Y.B.COM(B)	03	03	03	03	12
28.	SHIVALE ASHWINI ANKUSH	F.Y.B.COM(B)	-	-	-	-	Ab
29.	LONDHE KAJAL KAILAS	F.Y.B.COM(B)	-	-	-	-	Ab
30.	HARGUDE ROHIT DATTATRAY	F.Y.B.COM(C)	-	-	-	-	Ab
31.	DAREKAR MAHESH RAJU	F.Y.B.COM(C)	-	-	-	-	Ab
32.	NILESH AKASH NAWALE	F.Y.B.COM(C)	-	-	-	-	Ab
33.	JAY AMBADAS KAMBLE	F.Y.B.COM(C)	03	01	01	01	06
34.	SABLE KALYAN BALIRAM	F.Y.BA(A)	03	03	02	02	10
35.	PADALKAR VAIBHAV HANUMANT	F.Y.BA(A)	-	-	-	-	Ab
36.	ABHIJIT VISHWANATH GHODAKE	F.Y.BA(A)	-	-	-	-	Ab
37.	GIRI SWAPNA RAMESH	F.Y.BA(A)	03	00	00	00	03
38.	GAIKWAD MAJUSHA BALIRAM	F.Y.BA(A)	03	04	04	04	15
39.	ANDHALE PAYAL RAJUBHAU	F.Y.BA(A)	-	-	-	-	Ab
40.	PUPALI SURESH BALKAWDE	F.Y.BA(B)	-	-	-	-	Ab

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3/1/17

(Dr. Manika Jain)

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Bharatiya Jain Sanghatana's ASC College, Wagholi, Pune-412 207

2016-17

Name Of The Department :- English

Sr. No	Particulars
1	Name Of the course :- UGC Certificate course in Spoken English
2.	Duration: 6 month
3.	Fees free
4.	Maximum Participants 45
6	Course Out Come :- 1)To Facilitate language learning through activities ,games and practicals 2)To help Students in eliminating their fear of English start basics communication

Madhus

Chairperson

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

[Signature]

PRINCIPAL

**Bharatiya Jain Sanghatana's
Art, Science & Commerce Coll
Wagholi, Pune-412207**

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.

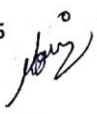
OUR TRAINING METHODOLOGY

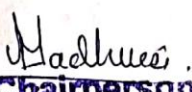
'Experimental learning' is the key to our training methodology, where the training initiative is based on developing functional skills and behavioral Programmes.

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


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

BJS'S ASC COLLEGE, WAGHOLI
 UGC - SPOKEN ENGLISH Exam Attendance 2016-17

SY BSc

S.No.	R. NO.	NAME OF THE STUDENT	Intro. (05)	Originality (5)	Communication (05)	Content (05)	Total (20)
1.	2302	WAGHMARE DHANANJAY R.	03	03	03	04	13
2.	2304	BENDBHAR NUTAN MOHAN	—	—	—	—	Ab
3.	2306	SONAWANE PRANJALI RAMESH	03	02	03	03	11
4.	2307	KHARPUDE PUNAM MARUTI	03	02	02	02	08
5.	2308	PALANDE SHITAL SANJAY	04	02	02	02	10
6.	2309	SULKE SNEHAL GANPAT	03	02	02	03	10
7.	2310	SATHE SONALI BABASAHEB	03	—	—	—	Ab
8.	2311	DABHADE UTKARSHA R.	02	00	01	01	04
9.	2312	TALOLE VIKAS PANDURANG	04	04	04	04	16
10.	2313	SURYAVANSHI VISHAKHA V.	04	04	03	03	14
11.	2314	TODKAR ABHIJEET DILIP	03	01	02	01	07
12.	2316	JADHAV ARCHANA VILAS	03	03	03	04	13
13.	2319	NARKE KIRAN SHRIKANT	04	00	00	01	05
14.	2321	KADAM NIKITA SURESH	03	03	03	04	13
15.	2322	BHORDE POOJA SOMNATH	03	02	03	02	10
16.	2323	KATKE POOJA SURESH	03	02	02	03	10
17.	2324	WARGHADE PRANJALI NARHARI	03	03	03	02	11
18.	2325	SHINDE PRIYANKA GANPAT	03	01	01	01	06
19.	2326	DHAMDHARE SARIKA BHARAT	04	03	04	04	15
20.	2327	BHOSALE SEEMA SHARAD	02	00	01	01	04
21.	2328	MANE SHITAL TATYASAHEB	03	03	03	03	12
22.	2330	DHAMDHARE SNEHAL SANTOSH	04	03	03	03	13
23.	2331	KATKE SUPRIYA ARUN	04	02	03	02	11
24.	2332	BHILARE SUVARNA RAMDAS	03	00	02	02	07
25.	2334	HAMBIR AKASH RAMDAS	03	03	03	03	12
26.	2335	LOKHANDE CHITRA B.	03	03	03	04	13
27.	2339	SHIVALE SONAL RAMDAS	04	00	00	00	04
28.	2340	GHADAGE PRADNYA SANJAY	03	02	03	02	10
29.	2341	GAIKWAD SWAPNALI K.	04	03	03	04	14
30.	2342	MANDHARE NIKITA VIJAY	03	02	03	02	10

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BJS'S ASC COLLEGE, WAGHOLI
SPOKEN ENGLISH Exam Attendance 2016-17

31.	2343	LOLGE ARJUN GANESH						
32.	2346	THITE TUSHAR BABAN	04	02	04	03	13	
33.	2347	SHINDE NAMRATA SANJAY	04	02	03	03	12	
34.	2348	AWHALE SHUBHANGI SHIVAJI	04	04	04	04	16	
35.	2349	SAKORE SWAPNIL SHANKAR	04	00	01	00	05	
36.	2350	SHINDE POOJA RAMDAS	03	02	02	03	10	
37.	2351	KOTWAL KIRTI VDAY	04	03	03	04	14	
38.	2352	KAMBLE BHAGYASHRI B.	03	00	00	01	04	
39.	2355	PARHAD SAMADHAN M.	04	04	04	04	16	
40.	2357	NAWALE POOJA LAXMAN	04	03	03	03	13	
41.	2358	YADAV PREETI BISHWANATH	-	-	-	-	Ab.	
42.	2359	KOTWAL AKSHATA HANUMANT	-	-	-	-	Ab.	
43.	2360	MURARI CHAITRALI C.	04	03	03	03	13	
44.	2361	DAREKAR KOMAL DILIP	-	-	-	-	Ab.	
45.	2362	BHOR JYOTI SARJERAO	03	00	01	09	05	

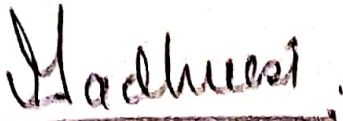
Monika
01/02/17
C. Dr. Monika Jain

Bharatiya Jain Sanghatana's ASC College, Wagholi, Pune-412 207

2016-17

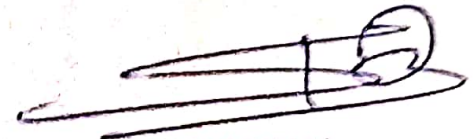
Name Of The Department :- Chemistry

Sr. No	Particulars
1	Name Of the course :- Certificate course in competitive exam in chemical science
2.	Duration: 3 months
3.	Fees 1000/-
4.	Maximum Participants 12
6	Course Out Come :- Students have ability to Pass NET Examination . They have confidence to pass such competitive examination . Knew about NET/SET examination .



Chairperson

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



PRINCIPAL

**Bharatiya Jain Sanghatana's
Art, Science & Commerce College
Wagholi, Pune-412207**

Syllabus for P.Y. BSc. Students

APPENDIX - I

CSIR-UGC National Eligibility Test (NET) for Junior Research Fellowship and Lecturer-ship SYLLABUS AND EXAMINATION SCHEME FOR SINGLE MCQ PAPER

pu
30/09/16

1. CHEMICAL SCIENCES

EXAM SCHEME

TIME: 3 HOURS

MAXIMUM MARKS: 200

Single Paper Test having Multiple Choice Questions (MCQs) is divided in three parts.

Part 'A'

This part shall carry 20 questions pertaining to General aptitude with emphasis on logical reasoning graphical analysis, analytical and numerical ability, quantitative comparisons, series formation, puzzles etc. The candidates shall be required to answer any 15 questions. Each question shall be of two marks. The total marks allocated to this section shall be 30 out of 200.

Part 'B'

This part shall contain 50 Multiple Choice Questions (MCQs) generally covering the topics given in the syllabus. A candidate shall be required to answer any 35 questions. Each question shall be of two marks. The total marks allocated to this section shall be 70 out of 200.

Part 'C'

This part shall contain 75 questions that are designed to test a candidate's knowledge of scientific concepts and/or application of the scientific concepts. The questions shall be of analytical nature where a candidate is expected to apply the scientific knowledge to arrive at the solution to the given scientific problem. A candidate shall be required to answer any 25 questions. Each question shall be of four marks. The total marks allocated to this section shall be 100 out of 200.

There will be negative marking @25% for each wrong answer. To enable the candidates to go through the questions, the question paper booklet shall be distributed 15 minutes before the scheduled time of the exam. The answer sheet (OMR sheet) shall be distributed at the scheduled time of the exam.

SYLLABUS

Part 'A'

This part shall carry 20 questions pertaining to General aptitude with emphasis on logical reasoning graphical analysis, analytical and numerical ability, quantitative comparisons, series formation, puzzles etc. The candidates shall be required to answer any 15 questions. Each question shall be of two marks. The total marks allocated to this section shall be 30 out of 200.

(Common Syllabus for Part B & C)

Inorganic Chemistry

1. Chemical periodicity
2. Structure and bonding in homo- and heteronuclear molecules, including shapes of molecules (VSEPR Theory).
3. Concepts of acids and bases, Hard-Soft acid base concept, Non-aqueous solvents.
4. Main group elements and their compounds: Allotropy, synthesis, structure and bonding, industrial importance of the compounds.
5. Transition elements and coordination compounds: structure, bonding theories, spectral and magnetic properties, reaction mechanisms.
6. Inner transition elements: spectral and magnetic properties, redox chemistry, analytical applications.
7. Organometallic compounds: synthesis, bonding and structure, and reactivity. Organometallics in homogeneous catalysis.
8. Cages and metal clusters.
9. Analytical chemistry: separation, spectroscopic, electro- and thermoanalytical methods.
10. Bioinorganic chemistry: photosystems, porphyrins, metalloenzymes, oxygen transport, electron-transfer reactions; nitrogen fixation, metal complexes in medicine.
11. Characterisation of inorganic compounds by IR, Raman, NMR, EPR, Mössbauer, UV-vis, NQR, MS, electron spectroscopy and microscopic techniques.
12. Nuclear chemistry: nuclear reactions, fission and fusion, radio-analytical techniques and activation analysis.

Physical Chemistry:

1. Basic principles of quantum mechanics: Postulates; operator algebra; exactly solvable systems: particle-in-a-box, harmonic oscillator and the hydrogen atom, including shapes of atomic orbitals; orbital and spin angular momenta; tunneling.

2. Approximate methods of quantum mechanics: Variational principle; perturbation theory up to second order applications.
3. Atomic structure and spectroscopy; term symbols; many-electron systems and antisymmetry principle.
4. Chemical bonding in diatomics; elementary concepts of MO and VB theories; Huckel theory for conjugated systems.
5. Chemical applications of group theory; symmetry elements; point groups; character tables; selection rules.
6. Molecular spectroscopy: Rotational and vibrational spectra of diatomic molecules; electronic spectra; IR and activities - selection rules; basic principles of magnetic resonance.
7. Chemical thermodynamics: Laws; state and path functions and their applications; thermodynamic description of types of processes; Maxwell's relations; spontaneity and equilibria; temperature and pressure dependence of thermodynamic quantities; Le Chatelier principle; elementary description of phase transitions; phase equilibria and rule; thermodynamics of ideal and non-ideal gases; and solutions.
8. Statistical thermodynamics: Boltzmann distribution; kinetic theory of gases; partition functions and their relation to thermodynamic quantities - calculations for model systems.
9. Electrochemistry: Nernst equation; redox systems; electrochemical cells; Debye-Huckel theory; electrolytic conductivity; Kohlrausch's law and its applications; ionic equilibria; conductometric and potentiometric titrations.
10. Chemical kinetics: Empirical rate laws and temperature dependence; complex reactions; steady state approximation; determination of reaction mechanisms; collision and transition state theories of rate constants; unimolecular reaction; enzyme kinetics; salt effects; homogeneous catalysis; photochemical reactions.
11. Colloids and surfaces: Stability and properties of colloids; isotherms and surface area; heterogeneous catalysis.
12. Solid state: Crystal structures; Bragg's law and applications; band structure of solids.
13. Polymer chemistry: Molar masses; kinetics of polymerization.
14. Data analysis: Mean and standard deviation; absolute and relative errors; linear regression; covariance and correlation coefficient.

Organic Chemistry

1. IUPAC nomenclature of organic molecules including regio- and stereoisomers.
 2. Principles of stereochemistry: Configurational and conformational isomerism in acyclic and cyclic compounds; stereoselectivity, enantioselectivity, diastereoselectivity and asymmetric induction.
 3. Aromaticity: Benzenoid and non-benzenoid compounds - generation and reactions.
 4. Organic reactive intermediates: Generation, stability and reactivity of carbocations, carbanions, free radicals, carbenes, benzyne and nitrenes.
 5. Organic reaction mechanisms involving addition, elimination and substitution reactions with electrophilic, nucleophilic radical species. Determination of reaction pathways.
 6. Common named reactions and rearrangements - applications in organic synthesis.
 7. Organic transformations and reagents: Functional group interconversion including oxidations and reductions; organic catalysts and reagents (organic, inorganic, organometallic and enzymatic); Chemo, regio and stereoselective transformations.
 8. Concepts in organic synthesis: Retrosynthesis, disconnection, synthons, linear and convergent synthesis, umpolung reactivity and protecting groups.
 9. Asymmetric synthesis: Chiral auxiliaries, methods of asymmetric induction - substrate, reagent and catalyst control; reactions; determination of enantiomeric and diastereomeric excess; enantio-discrimination. Resolution- optical activity.
 10. Pericyclic reactions - electrocyclic, cycloaddition, sigmatropic rearrangements and other related concerted reactions. Principles and applications of photochemical reactions in organic chemistry.
 11. Synthesis and reactivity of common heterocyclic compounds in organic chemistry.
 12. Chemistry of natural products: Carbohydrates, proteins and peptides, fatty acids, nucleic acids, terpenes, steroids, alkaloids. Biogenesis of terpenoids and alkaloids.
 13. Structure determination of organic compounds by IR, UV-Vis, ^1H & ^{13}C NMR and Mass spectroscopic techniques.
- #### Interdisciplinary topics
1. Chemistry in nanoscience and technology.
 2. Catalysis and green chemistry.
 3. Medicinal chemistry.
 4. Supramolecular chemistry.
 5. Environmental chemistry.

EXAM

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Part 'A'

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Part 'B'

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Inorganic

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6. mech
7. inner
8. Organ
9. Gases
10. Analyt
11. Bionor
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13. Charact
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14. Nuclear

Physical Chem

1. Basic pri
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COP # Competitive Exams in Chemical Sciences

Student List

Sr. No.	Name of the Student	Class	Fees collected
01	Jadhav Suraj P.	MSc I	2500/-
02	Shinde Akshay	M&I	2500/-
03	Jadhav Vaibhav	MSc I	2500/-
04	Suryavanshi Lahu	MSc I	2500/-
05	Suryavanshi Ankush	MSc I	2500/-
06	Suryavanshi Uttam	MSc I	2500/-
07	Shinde Amar	MSc I	2500/-
08	Lengare Rahul	MSc I	2500/-
09	Patil Vishwajeet	MSc I	2500/-
10	Shingar Shridhar	MSc I	2500/-
11	Shinde Ajay	MSc I	2500/-
12	Patil Akshay	MSc I	2500/-
			<u>30,000/-</u>

Attestation.

Pr.

(Gaitwad D.D.)

21/10/2016 - 510 - 12000/-

14/10/2016

21/10/2016 - 621 - 7500/-

17/10/2017

1/11/2017 - 651 - 10500/-

Shah S

Principal

Bharatiya Jain Sanghatana's ASC College, Wagholi, Pune-412 207

2016-17

Name Of The Department :- Commerce

Sr. No	Particulars
1	Name Of the course :- Tally
2.	Duration: 3 month
3.	Fees 1000 Rs
4.	Maximum Participants 19
5	Course Out Come 1) to understanding basics concepts and principles 2) To be able to generate accounting and inventory masters, vouchers and basics report in tally

Madhusai

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

[Signature]

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Art, Science & Commerce College
Wagholi, Pune-412207

2016 - 17

Syllabus

Course Name: TALLY.ERP 9

Unit 1 : Basics Of Accounting

1.1.Branches og accounting

1.2.Types of Accounts

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

Bharatiya Jain Sanghatana,s
Arts,Science & Commerce College,
Wagholi, Pune.

2016-17
Tally Fees List

Sr No.	Name of the Students	Class	Division	Mobile No.	Amt	Total Amounts
1	Dhage Supriya Baban	S.Y.Bcom	B	8605214299	1000/-	
2	Pawar Manisha Bharat	S.Y.Bcom	B	9130871652	1000/-	
3	Londhe Anjali Prashat	F.Y.Bcom	A	7721860949	1000/-	
4	Shinde Yogeshwari Narhari	F.Y.Bcom	B	9850135291	1000/-	
5	Satav Komal Balasaheb	F.Y.Bcom	B	9595794057	1000/-	
6	Satav Sayali Deepak	F.Y.Bcom	C	9604876818	1000/-	
7	Shaikh Asama Ayub	F.Y.Bcom	B	9158521694	1000/-	
8	Thorat Akshay Mhatarba	S.Y.Bcom	A	8888656618	1000/-	
9	Desale Akshay Ramkrishna	S.Y.Bcom	A	7507352385	1000/-	
Paid (17/8/2016)					9000/-	9000/-
10	Sakhare Sangita Subhash	S.Y.Bcom	A	9881258022	1000/-	
11	Labade Pooja Balaji	S.Y.Bcom	A	9673540436	1000/-	
12	Gaikwad Ashwini Jaywant	S.Y.Bcom	A	7743811016	1000/-	
13	Rijhwana Shadik Mashalkar	S.Y.Bcom	A	9561665729	1000/-	
Paid (27/8/2016)					4000/-	4000/-
14	Patil Bhushankumar Ramkrushan	T.Y.B.com	A	8380806503	1000/-	
15	Lande Nikhil Dattatray	S.Y.B.com	A	8412943322	1000/-	
16	Salunke Magha Kantilal	S.Y.B.com	A	9763541370	1000/-	
17	Waykar Yogesh Ravindra	S.Y.B.com	A	9552877834	1000/-	
Paid (3/9/2016)					4000/-	4000/-
18	Gavhane Abhishek Anil	S.Y.B.com	B	7385432800	1000/-	
19	Thorat Bira Sata	T.Y.B.com	A	9168009575	1000/-	
Paid (20/9/2016)					2000/-	2000/-

Madhuri

Madhuri Deshmukh

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

Bharatiya Jain Sanghatana's ASC College, Wagholi, Pune-412 207

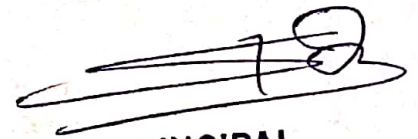
2016-17

Name Of The Department :- History

Sr. No	Particulars
1	Name Of the course :- Study Fort
2.	Duration: 15 days
3.	Fees 200 Rs
4.	Maximum Participants 15
6	Course Out Come 1) To knowledge about the fort 2) Fullfill knowledge about the history of fort. 3) Students gets interested in fort .

Madhus,

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



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Wagholi, Pune-412207

भारतीय जैन संघटनेचे
कला, विज्ञान व वाणिज्य महाविद्यालय
वाघोली, 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. दुर्गाचे संवर्धन व त्याची ओळख आजच्या नवपिढीस झाली पाहिजे. दुर्गावरील राज्यव्यवहार, लष्करी व्यवस्था समजावून सांगताना दुर्गनितीची माहिती देखील करून दिली पाहिजे. दुर्गावरील स्थापत्यकला, शिलालेख, मंदिरे याची माहिती समजावून सांगणे, दुर्गावर झालेल्या व होत असलेल्या उत्खननाची माहिती देणे, जीपीएस मॅपींगद्वारे किल्ल्याचे स्थान निश्चित करून देणे व दुर्गावरील वनस्पती जीवनाचा आढावा घेणे या उद्दिष्टांना अनुसरून दुर्ग अभ्यास वर्ग महत्त्वाचा 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	दुर्गावरील स्थापत्य कला	२ तास
घटक ६	दुर्गावरील उत्खनन	२ तास
घटक ७	जीपीएस मॅपींग व सॅटेलाईट इमेजेस	२ तास
घटक ८	दुर्गावरील वनस्पती शास्त्र	२ तास
	प्रात्यक्षिक	४ तास

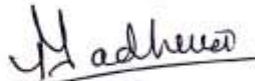
एकूण


२० तास

संदर्भ पुस्तके :

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


प्रा.सचिन कांबळे
समन्वयक


डॉ. माधुशि देशमुख
सी. ओ. पी.
समिती प्रमुख


डॉ. भूषण फडतरे
प्रमुख
इतिहास विभाग
बी. वे. एस. महाविद्यालय
वापोली, पुणे - ४१२२०३


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

Department of History C.O.P.Course
Name of the Course : Study Class of Forts
Period:1th to 16th Feb 2017

Student List

Sr.No	Name of the Student	Class
1	Shitole Nikita Ravindra	S.Y.B.A
2	Shinde Mayuri Nitin	S.Y.B.A
3	Shivale Aslesha Shankar	S.Y.B.A
4	Godse Pooja Kashinath	S.Y.B.A
5	Garje Promod Mohan	F.Y.B.A
6	Kotwal Akshay Vasant	F.Y.B.A
7	Konde Vijay Ashok	S.Y.B.A
8	Bhondve Shubham Gangaram	F.Y.B.A
9	Gavari Kailas Babaji	S.Y.B.A
10	Kamble Akshay Babarao	S.Y.B.A
11	Javane Rushikesh Bapurao	S.Y.B.A
12	Thorat Ganesh Umaji	F.Y.B.A
13	Bhosale Shanu Nitin	F.Y.B.A
14	Kanse Laxman Ramkisan	F.Y.B.A
15	Sabale Sayali Balasaheb	S.Y.B.A


Sachin Kamble


Dr. Madhuri Deshmukh


Dr. Bhushan Phadtare

**BHARATIYA JAIN SANGHATANA'S
ARTS, SCIENCE AND COMMERCE COLLEGE
WAGHOLI, PUNE**

UGC Sponsored

Community College Scheme

(2016-17)

Year	Name of the Courses	Students No.	Duration	Department	Funding agencies	Fees
2014-15	Diploma in Hospitality and Tourism	50	1 Year	Community College Scheme	UGC	Free

Madhuri

Madhuri Deshmukh
Coordinator
Career Oriented Program Committee



Dr. Babasaheb Sangale
PRINCIPAL
Bharatiya Jain Sanghatana's
Art, Science & Commerce College
Wagholi, Pune-412207

Bharatiya Jain Sanghatana's ASC College, Wagholi, Pune-412 207
2016-17

Name Of The Department :- Zoology

Sr. No	Particulars
1	Name Of the course :- Diploma in Hospitality And Tourism
2.	Duration: 3 month
3.	Fees 200 Rs
4.	Maximum Participants 50
6	Course Out Come (i) To make higher education relevant to the learner and the community. (ii) To integrate relevant skills into the higher education system. (iii) To provide skill based education to students currently pursuing higher education but actually interested the workforce at the earliest opportunity. (iv) To provide employable and certifiable skills based on National Occupational Standards (NOSs) with necessary general education to Senior Secondary School pass-out, with general education and /or vocational education background. (v) To provide for up-gradation and certification of traditional / acquired skills of the learners irrespective of their age. (vi) To provide opportunities for community-based life-long learning by offering courses of general interest to the community for personal development and interest. (vii) To provide opportunity for vertical mobility to move to higher education in future. (viii) To offer bridge courses to certificate holders of general / vocational education, so as to bring them at par with appropriate NSQF level. To provide entrepreneurial orientation along with required skill training for self-employment and entrepreneurship development

Madhusi

Chairperson

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

[Signature]

PRINCIPAL

Bharatiya Jain Sanghatana
Art, Science & Commerce Col
Wagholi, Pune-412207

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

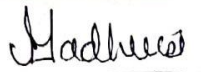
Sr. No	Topic / Module	Theory duration	Practical duration	Key Learning Outcomes	Corresponding NOS code
1	1.1 Grooming Standards 1.2 Basic Etiquettes, Body language, Communication 1.3 Telephone Etiquettes	7	20	<ul style="list-style-type: none"> Understand the importance of Grooming standards Learning how 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
 Bharativa Jain Sanghatana's

Bharatiya Jain Sanghatana's
Arts, Science & Commerce College, Wagholi, Pune
U.G.C Sponsored

Community College Scheme

Diploma Course In Hospitality & Tourism (2016-2017)

List of Admitted Students

Annexure VIII

Sr.No.	En.No.	Students Name	Caste	Gender	Mobile No.
1	1	Takalkar Ashish Ramesh	OPEN	M	8796881127
2	2	Temgire Nikita Pandharinath	OPEN	F	7774960893
3	3	Bhorde Avinash Ankush	OPEN	M	8805434735
4	4	Sondekar Vishal Govind	OPEN	M	9767500539
5	5	Pawar Akshay Ananda	OPEN	M	7038701442
6	7	Jadhav Shubham Laxman	OPEN	M	7276341500
7	10	Ainale Motiram valmik	OBC	M	8408850546
8	11	Gavhane Parag Bapusaheb	OPEN	M	7774879990
9	13	Gavhane Puja Vilas	OPEN	F	9325274133
10	14	Gadhve Poonam Atamaram	OPEN	F	
11	15	Bagal Reshma Dilip	OPEN	F	9923147801
12	18	Bhosale Sandip Fakkad	OPEN	M	7350638802
13	21	Patel Gunjan Ladharam	OPEN	F	8007161100
14	22	Chondhe Prajekta Shivaji	OPEN	F	7875240320
15	24	Nimbalkar Rahul Valmik	OPEN	M	9923353524
16	25	Pillay Sanket Subhash	SBC	M	7276941722
17	26	Napte Shubham Maruti	OPEN	M	9096176624
18	28	Deshmukh Suyog Jayant	OPEN	M	8793489272
19	29	Gavhane Rushikesh Sahebrao	OPEN	M	
20	30	Gavhane Dattatray Dilip	OPEN	M	9158072843

21	31	Kulkarni Avadhoot Ashok	OPEN	M	9403444707
22	32	Dhumal Shweta Aruind	OPEN	F	9921723628
23	33	Kadam Priti Sudhakar	OPEN	F	7040726087
24	37	Gavhane Puja Ashok	OPEN	F	9890142817
25	42	Khurpe Kanuraj Kundlik	OBC	M	9011287802
26	43	Sakore Kiran Shankar	OPEN	M	8975626360
27	44	Punde Martand Shriram	NT-C	M	9860645179
28	49	Kapre Chaitrali Balasaheb	SBC	F	9730073056
29	51	Gawande Kavita Datta	NT-C	F	9011839215
30	52	Gavhane Anita Jaysingrao	OPEN	F	8605807673
31	57	Thombare Nandini Dattatray	ST	F	9011951040
32	58	Almelkar Akash Tukaram	OBC	M	9860066393
33	60	wadghule Renuka Baban	OPEN	F	9766724662
34	61	Temgire Priyanka Bapurao	OPEN	F	9673242587
35	62	Deshmukh Rushikesh Ravindra	OPEN	M	9881075953
36	63	Gholap Rohan Balasaheb	OPEN	M	9623211183
37	64	Gavhane Mangesh Bhausahab	OPEN	M	7350557383
38	65	Walke Vishal Rohidas	OPEN	M	9970049197
39	66	Gaikwad Mahesh Kisan	OPEN	M	7350922484
40	67	Shaikh Rahat Iqbal	OPEN	F	8055662388
41	68	Argade Sagar Shataram	OPEN	M	8380091874
42	69	Daphal Pravin Shahaji	OPEN	M	9960336694
43	71	Bhujbal Mayur Sharad	OBC	M	8380837004
44	72	Lande Shwetali Namdev	OBC	F	9763427908
45	77	Kadre Gauri Pandharinath	OPEN	F	8237428761
46	78	Khater Dipali sunil	OPEN	F	9637827991
47	79	Kamthe Sangita Pralhad	OPEN	F	9552846602
48	80	Kamthe Sonali Rajaram	OPEN	F	9822097958
49	81	Shinde Mangesh Raju	OPEN	M	9595707292
50	82	Darekar Kiran Pandurang	OPEN	M	9637123030

Madhus

Nodal Officer
 UGC- Community College Scher
 A.S.C. College, Wagholi, Pune
 Year- 2015-2018
 Bharatiya Jain Sanghatana's

Bharatiya Jain Sanghatana's ASC College, Wagholi, Pune-412 207

2017-18

Name Of The Department :- Zoology

Sr. No	Particulars
1	Name Of the course :- Bird Monitoring
2.	Duration: 3 month
3.	Fees 500 Rs
4.	Maximum Participants 26
5	Course Out Come 1)students can monitor and count birds from small areas allotted to them so as to gather data. 2)They can create awareness about endangered species 3)They can get good opportunity in ornithology(teaching and research)fields

Madhusi
Chairperson

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

[Signature]
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Bharatiya Jain Sanghatana
Art, Science & Commerce Co
Wagholi, Pune-412207

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 Practical 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

Madhure

course-co-ordinator

Madhure

Chairperson

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

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

Zoology Department

Bird Monitoring Course Program

2017-2018

Sr. No.	Roll No	Class	Student Name	Fees	Receipt No.
1	3252	F.Y.B.Sc	Deole Harsha Prashant	500/.	C2/GOF/875
2	3179	F.Y.B.Sc	Walke Madhuri Ananda	500/.	C2/GOF/876
3	3153	F.Y.B.Sc	Neelam Vyasmuni Prajapati	500/.	C2/GOF/877
4	3115	F.Y.B.Sc	Kale Shrutika Nandu	500/.	C2/GOF/878
5	3194	F.Y.B.Sc	Asalkar Vaishnavi Umesh	500/.	C2/GOF/879
6	3199	F.Y.B.Sc	Bhagu Madandan Charan	500/.	C2/GOF/880
7	3151	F.Y.B.Sc	Tathe Snehal Rajaram	500/.	C2/GOF/841
8	3128	F.Y.B.Sc	Bhondave Sneha Sanjay	500/.	C2/GOF/881
9	3307	S.Y.B.Sc	Pokharna Nikita Sunil	500/.	C2/GOF/842
10	3308	S.Y.B.Sc	Kale Sharaddha Balasaheb	500/.	C2/GOF/843
11	3398	S.Y.B.Sc	Kapase Sandhya Subhash	500/.	C2/GOF/844
12	3306	S.Y.B.Sc	Tambe Mukinda Mahadev	500/.	C2/GOF/845
13	3368	S.Y.B.Sc	Birajdar Karan Prasanna	500/.	C2/GOF/846
14	3335	S.Y.B.Sc	Lokhande Aishwarya Satish	500/.	C2/GOF/847
15	3326	S.Y.B.Sc	Daundkar Shivani Jaysing	500/.	C2/GOF/848
16	3311	S.Y.B.Sc	Harel Saurabh Hanumant	500/.	C2/GOF/849
17	3336	S.Y.B.Sc	Jagtap Pooja Sudhir	500/.	C2/GOF/838
18	3317	S.Y.B.Sc	Shinde Supriya Balasaheb	500/.	C2/GOF/839
19	3341	S.Y.B.Sc	Shinde Shrirang Balasaheb	500/.	C2/GOF/840
20	3408	S.Y.B.Sc	Fund Sagar Kondiba	500/.	C2/GOF/884
21	3399	S.Y.B.Sc	Kamble Aarti Shridhar	500/.	C2/GOF/966
22	3401	S.Y.B.Sc	Nikalje Samiksha Manoj	500/.	C2/GOF/967
23	3400	S.Y.B.Sc	Bakare Omkar Mohan	500/.	C2/GOF/885
25	3324	S.Y.B.Sc	Salunke Amruta Madhukar	500/.	C2/GOF/882
26	3325	S.Y.B.Sc	Gavhane Tejashri Vilas	500/.	C2/GOF/895

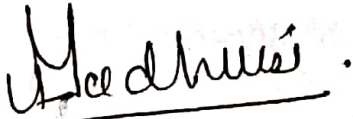
Total Amount = 12,500/-

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2017-18

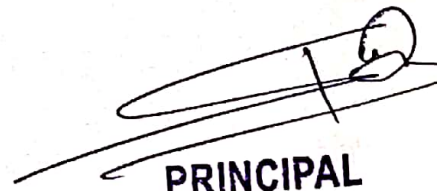
Name Of The Department :- Mathematics

Sr. No	Particulars
1	Name Of the course :- Certificate course in Mathematics in Operation Research
2.	Duration: 3 month
3.	Fees 800 Rs
4.	Maximum Participants 16
6	Course Out Come 1)Logical Thinking ,analytical approach and decision making among approach 2)Students become familier with industry problem such as transportation problem ,linear programming problem Assignment problem and "Tora" Software to solve these types of problem .



Chairperson

**Career Oriented Program
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Wagholi, Pune-412207**

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 coordinator

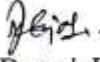
Madhus
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Wagholi, Pune.

BHARTIYA JAIN SANGHATANA'S COLLEGE OF ARTS, SCIENCE & COMMERCE, WAGHOLI, PUNE

CAREER ORIENTED PROGRAMMES (2017-2018)

COURSE NAME: - Mathematics Of Oprations Research

Sr No	Roll No.	Class	Name of the student	Mobile Number
1	4002	F.Y.B.C.A.	Ajay Balaji Mahajan	9561819803
2	3215	F.Y.B.Sc.	Abhishek Bhausahab Ghadge	9112292749
3	3108	F.Y.B.Sc.	Ruchira Pandurang Deokar	7774951954
4	4029	F.Y.B.C.A.	Priyanka Appasaheb Tadke	9145486968
5	4013	F.Y.B.C.A.	Kiran Rambahadur Chaudhary	9822752315
6	4040	F.Y.B.C.A.	Varsha Sanjay Shirke	9834105048
7	4014	F.Y.B.C.A.	Rohini Sahebrao Sopane	9767537677
8	3223	F.Y.B.Sc.	Kaushiki Tanhaji Napte	8888563387
9	3104	F.Y.B.Sc.	Neelam Brijesh Kushwaha	8796326824
10	4041	F.Y.B.C.A.	Shruti Rajendra Yewale	8308117382
11	3176	F.Y.B.Sc.	Akanksha Arvind Hinge	9028747532
12	3119	F.Y.B.Sc.	Ashwini Rajendra Gadade	9552936633
13	3180	F.Y.B.Sc.	Arti Arjun Kasbe	9665031943
14	3152	F.Y.B.Sc.	Dhanashri Sahebrao Kurkute	9146476206
15	3209	F.Y.B.Sc.	Krushna Datta Gaikwad	7743023534
16	4016	F.Y.B.C.A.	Ganesh Subhash Gholap	9604478983


Prof. Deepak R. Anjal
Head, Dept. of Mathematics
B.J.S. College, Wagholi, Pune.


Dr. Babasaheb R. Sangale
PRINCIPAL
Bharatiya Jain Sanghatana's
Art, Science & Commerce College
Wagholi, Pune-412207

Bharatiya Jain Sanghatana's ASC College, Wagholi, Pune-412 207

2017-18

Name Of The Department :-Economics

Sr. No	Particulars
1	Name Of the course :- preparatory course in aspiring bankers
2.	Duration: 3month
3.	Fees 1000Rs
4.	Maximum Participants 53
5.	Course Out come:- 1)To Include Basic knowledge about Entrance Examination For bank and other competitive exam 2)To orient syllabus with syllabus.

Madhuri

Chairperson

**Career Oriented Program
B.J.S's, Arts, Science
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Wagholi, Pune.**

PRINCIPAL

**Bharatiya Jain Sanghatana
Art, Science & Commerce Co
Wagholi, Pune-412207**

Preparatory Course for Aspiring Bankers

BANKING CERTIFICATE COURSE(2017-18)

नवीन अभ्यासक्रम

प्रकरण-१.	<u>सामान्य ज्ञान-</u> <ul style="list-style-type: none"> बँकेचा अर्थ, रचना बँकेच्या व्यवसाय कार्ये पदवी बँकेच्या व्यवसाय- आधुनिक तंत्रज्ञान बँकेच्या शाखांचे प्रकार मध्यवर्ती बँकेचे नियंत्रण व धोरण 	५
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 	१२
प्रकरण-३.	<u>संख्यात्मक अभिरुची(अंकगणित)-</u> <ul style="list-style-type: none"> संख्या व त्यांचा वेगळेपणा सरासरी व नक्कल -तीटा सरळ व्याज व पर्याय व्याज कालावधी,वेग,वेळ,अणि भूमिती संबंधी प्रश्न क्षेत्रफळ व परिमाण संबंधी प्रश्न अपूर्णक,वेकडेवारी,गुणोत्तर घनगण 	१०
प्रकरण-४.	<u>तर्कशास्त्री क्षमता(बौद्धिक क्षमता चाचणी):-</u> <ul style="list-style-type: none"> अंक क्रम मातिका,अक्षर क्रम मातिका घडता-उतरता क्रम वेळे संबंधी प्रश्न आसन क्रमांक व त्यांचे क्रमानुसार वर्गीकरण दिशा,रक्त संबंध,गणित संबंधी प्रश्न माहिती आकलन व सूचना पालन विरसंगती आणि बौद्धिक आकृत्या 	१६
प्रकरण-५.	<u>मार्केटिंग-</u> <ul style="list-style-type: none"> Fundamentals Of Business Studies Business World 	१३

Madhavi
Chairperson

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

Poojare
course

co-ordinator.

Preparatory Course for Aspiring Bankers

Arts - science & Commerce Bharatiya Jain Sanghatana's College, Waghali Pune - 412207
Banking Certificate Course
Result 2017-18

Gr.No	Name of Student.	class	Marks	Grade
1	Adhav Ashwini Derram	T+Bcom A	74	A ⁺
2	keela Gurudas Panjabi	T+Bcom B	60	A
3	Choudhari Ashwini Vasant	T+Bcom A	50	B
4	Choudhari Pragati Baban	T+Bcom A	68	A
5	Khandagale Tejaswini Uttam	T+Bcom A	72	A ⁺
6	Bochare Manisha Sudam	T+Bcom A	68	A
7	Cholke Komal Dattatray	T+Bcom A	66	A
8	Peje Mandar Manohar	S+Bcom A	60	A
9	Bankar Purushottam Bapusabheb	S+Bcom A	72	A ⁺
10	Chavat Neha Raju	S+Bcom A	76	O
11	Wagh Ambika Yuvraj	S+Bcom A	74	A ⁺
12	Magar Poonam Anant	S+Bcom B	68	A
13	Argade Kajal Bhanudas	S+Bcom B	64	A
14	Kamble Sushma Ramesh	S+Bcom B	68	A
15	Bhalerao Renuka Manuram	S+Bcom B	64	A
16	Phadtare Rutiksha Dadabhai	S+Bcom B	72	A ⁺
17	Gavhane Kadambhari Sunil	S+Bcom B	68	A
18	Vaspe Kajal Tukaram	S+Bcom A	58	B ⁺
19	Gosavi Shivakanya Sanjaygiri	S+Bcom A	68	A
20	Kamathe Pranali Pandurang	S+Bcom A	70	A ⁺
21	Gore Pooja Popat	S+Bcom B	68	A ✓

22	Shivale Arinash Bale	StBcom B	64	A
23	Darekar Kaman Jayasing	StBcom B	62	A
24	Bhagal Soniya Sagar	StBcom B	80	O
25	Magan Pratiksha Bhagwan	StBcom B	64	A
26	Raje Komal Ghanraj	StBcom A	58	B ⁺
27	Shivale Smita Sadashiv	StBcom B	64	A
28	Yogita Sudrik Yogita Bhausaheb	StBA A	88	O
29	Kandrup Sanchita Satyawar	FtBcom A	76	O
30	Khurpe Priyanka Ramdas	FtBcom A	76	O
31	Darekar Ashwini Ganesh	FtBcom A	76	O
32	Gawade Renuka Duttatray	FtBcom A	66	A
33	Gawade Bhakti Prabhakar	FtBcom A	76	O
34	Gawade Savita Abaji	FtBcom A	62	A
35	Parhad Kajal Mohan	FtBcom A	60	A
36	Radam Kanchan Omkar	FtBcom B	60	A
37	Ghure Manali Ashok	FtBcom C	66	A
38	Gupta Dinesh Manikabai	FtBcom A	62	A
39	Shivale Ashwini Vithal	FtBcom C	62	A
41	Karawat Tejasree Vilas	FtBcom A	60	A
41	Shivale Sujata Dinkar	FtBcom C	70	A ⁺

73	Madhvi Akshay Mithal	FTBcom A	60	A ✓
74	Urvashi Rukhesh Ashwath	FTBcom A	64	A
75	Shilpa Vaidya Nandkumar	FTBcom A	66	A
76	Khade Komal Ghansabeh	FTBcom A	62	A
77	Phyga Anuja Santosh	FTBcom A	62	A
78	Kyashvi Komal Ghansabeh	FTBcom A	62	A
79	Shobha Dharamraj Bapat	FTBcom A	60	A
80	Urvashi Kamchan Dnyanoba	FTBcom A	56	B ⁺
81	Laxmi Sayali Shrikant	FTBcom C	58	B ⁺
82	Dakshini Sumit Satish	FTBcom A	70	A ⁺
83	Santakke Minal Vitthal	FTBcom C	70	A ⁺
84	Kute Nikita Jyotinath	FTBcom C	54	B

Madhus

Chairperson,
 Co-ordinated Program
 B.J.S's Science
 & Commerce College,
 Wagholi, Pune.

**BHARATIYA JAIN SANGHATANA'S
ARTS, SCIENCE AND COMMERCE COLLEGE
WAGHOLI, PUNE**

UGC Sponsored

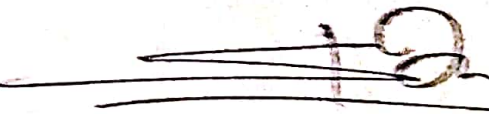
Community College Scheme

(2017-18)

Year	Name of the Courses	Students No.	Duration	Department	Funding agencies	Fees
2014-15	Diploma in Hospitality and Tourism	50	1 Year	Community College Scheme	UGC	Free

Madhuri :

Madhuri Deshmukh
Coordinator
Career Oriented Program Committee



Dr. Babasaheb Sangale
PRINCIPAL

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

2017-18

Name Of The Department :- Zoology

Sr. No

Particulars

1

Name Of the course :- Diploma in Hospitality And Tourisms

2.

Duration: 3 month

3.

Fees 200 Rs

4.

Maximum Participants 50

6

Course Out Come

- (i) To make higher education relevant to the learner and the community.
- (ii) To integrate relevant skills into the higher education system.
- (iii) To provide skill based education to students currently pursuing higher education but actually interested the workforce at the earliest opportunity.
- (iv) To provide employable and certifiable skills based on National Occupational Standards (NOSs) with necessary general education to Senior Secondary School pass-out, with general education and /or vocational education background.
- (v) To provide for up-gradation and certification of traditional / acquired skills of the learners irrespective of their age.
- (vi) To provide opportunities for community-based life-long learning by offering courses of general interest to the community for personal development and interest.
- (vii) To provide opportunity for vertical mobility to move to higher education in future.
- (viii) To offer bridge courses to certificate holders of general / vocational education, so as to bring them at par with appropriate NSQF level.
- (ix) To provide entrepreneurial orientation along with required skill training for self-employment and entrepreneurship development.

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

[Signature]
PRINCIPAL
Bharatiya Jain Sanghatana's
Art, Science & Commerce College
Wagholi, Pune-412207

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

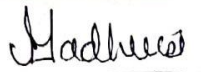
Sr. No	Topic / Module	Theory duration	Practical duration	Key Learning Outcomes	Corresponding NOS code
1	1.1 Grooming Standards 1.2 Basic Etiquettes, Body language, Communication 1.3 Telephone Etiquettes	7	20	<ul style="list-style-type: none"> Understand the importance of Grooming standards Learning how 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
 Bharativa Jain Sanghatana's

Bharatiya Jain Sanghatana's Arts, Science & Commerce College, Wagholi, Pune.

Community College Scheme

Diploma In Hospitality & Tourism (2017-2018)

Batch IV

Sr. No.	Enrollment Number	Name of the Students	Category	Mobile Nos.
1	01	Sukre Nikita Gorakshanath	General	7720035724
2	02	Hargude Mahesh Bapurao	General	8796642727
3	03	Kamble Purva Vilas	SC	9960609250
4	04	Talekar Sumit Namdev	General	9511693909
5	05	Dhamdhare Manoj Ranjendra	General	9834730476
6	06	Hargude Akshay Prakash	General	9970911972
7	07	Darekar Tushar Pandurang	General	7757818887/ 8830884020
8	08	Hargude Sagar Kailas	General	7028493232
9	09	Shelke Akshay Bhimaji	General	7038733443
10	10	Lunavat Nikita Sanjay	Minority	9960302840
11	11	Sarde Suraj Dnyaneshwar	General	7775864707
12	12	Pathan Taslim Rashid	General	9049798649
13	13	Nagare Shubham Gurudas	OBC	9145485695
14	16	Desale Akshay Ramkrishna	OBC	
15	20	Bhilakar Kavita Umesh	SC	9284997179
16	21	Wable Vaibhav Umakant	General	7030768338
17	22	Bhujbal Avinash Bapusaheb	OBC	8983452099
18	26	Prahad Prasad Sakharam	General	7020725056
19	27	Kunjir Akshay Tukaram	General	8390502533
20	28	Lonari Ganesh Vikas	General	
21	29	Dhavale Shubham Dattatray	SC	8983990042
22	30	Bhingardive Nilesh Anna	SC	7745026503
23	31	Keswad Pooja Sanjay	General	9922127077
24	43	Patil Madhuri Daga	OBC	9822991533
25	44	Pawar Gayatri Eknath	General	8806763776
26	49	Thorat Kalpesh Bhausaheb	SC	7030318219
27	45	Kotwal Shubhngi Amruta	General	9764286067

28	46	Shitole Amruta Narayan	General	9423049156
29	47	Kotwal Sumit Babulal	General	8888020758
30	52	Dube Shubham Mohan	NT-C	9130477091
31	51	Dube Suraj Dattay	NT-C	9860698315
32	54	Tele Suraj Laxman	NT-C	91469657762
33	090	Dharmdhore Snehal Balasahab	General	97755992804
34	094	Dhage Maya Sanjay	General	9158199551
35	099	Shinde Reshma Vilas	General	7038148434
36	090	Lokhande Pratiksha Anafida	General	8822807443
37	094	Worahon Kisan	General	8378040624
38	32	Bhale Sonali Babu	NT-C	9561197494
39	096	Gavhane Chaitali Madhurkar	General	9156905654
40	33	Dalve Manoj Dagadu	OBC	7887826016
41	100	Shinde Pavan Shiram	OBC	9763363788
42	101	Asalkar Vaishanvi Umesh	SBC	7755939624
43	102	Prajapati Neelam Vyasmuni	General	9850328106
44	103	Kale Shrutika Nandu	General	9689274463
45	104	Charan Bhagu Madandan	OBC	9823912477
46	105	Nikalaje Swapnaja Manoj	SC	7038634606
47	106	Kambale Arati Shridhar	SC	8788213858
48	107	Nikalaje Samiksha Manoj	SC	9850938843
49	42	Naidu Lalit Narendra	General	8007432218
50	108	Deole Harsha Prashant	General	9623029322
51	109	Chopade Aniket Bhimrao	SC	8421569850
52	110	Kharat Adarsh Dilip	SC	7066698350

1. Please attach a photocopy of the bank branch is presently not "RTGS enabled", then upon its up gradation to "RTGS Enabled" branch, please submit the information again if the above department at earliest.

NOTE - Refund of Security Deposit/ Hire Charges Due to operation of E-payment w.e.f. 01/04/2012 the Mandate form may please be submitted, duly verified by the bank, for claiming Refund of Security Deposit/ Hire Charges along with a photocopy of bank Cheque.

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

**BHARATIYA JAIN SANGHATANA'S
ARTS, SCIENCE AND COMMERCE COLLEGE
WAGHOLI, PUNE**

UGC Sponsored

Community College Scheme

(2017-18)

Year	Name of the Courses	Students No.	Duration	Department	Funding agencies	Fees
2014-15	Diploma in Hospitality and Tourism	50	1 Year	Community College Scheme	UGC	Free

Madhuri :

Madhuri Deshmukh
Coordinator
Career Oriented Program Committee


Dr. Babasaheb Sangale
PRINCIPAL

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

2017-18

Name Of The Department :- Zoology

Sr. No

Particulars

1

Name Of the course :- Diploma in Hospitality And Tourisms

2.

Duration: 3 month

3.

Fees 200 Rs

4.

Maximum Participants 50

6

Course Out Come

- (i) To make higher education relevant to the learner and the community.
- (ii) To integrate relevant skills into the higher education system.
- (iii) To provide skill based education to students currently pursuing higher education but actually interested the workforce at the earliest opportunity.
- (iv) To provide employable and certifiable skills based on National Occupational Standards (NOSs) with necessary general education to Senior Secondary School pass-out, with general education and /or vocational education background.
- (v) To provide for up-gradation and certification of traditional / acquired skills of the learners irrespective of their age.
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- (vii) To provide opportunity for vertical mobility to move to higher education in future.
- (viii) To offer bridge courses to certificate holders of general / vocational education, so as to bring them at par with appropriate NSQF level.
- (ix) To provide entrepreneurial orientation along with required skill training for self-employment and entrepreneurship development.

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

[Signature]
PRINCIPAL
Bharatiya Jain Sanghatana's
Art, Science & Commerce College
Wagholi, Pune-412207

NSQF LEVEL: 5
Qualifications Pack Code

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

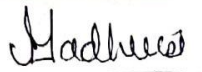
SYLLABUS

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
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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 	

				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
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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.
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	Grand Total		132	343	475
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 A.S.C. College, Wagholl, Pune.
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Bharatiya Jain Sanghatana's Arts, Science & Commerce College, Wagholi, Pune.

Community College Scheme

Diploma In Hospitality & Tourism (2017-2018)

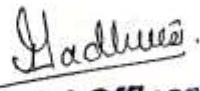
Batch IV

Sr. No.	Enrollment Number	Name of the Students	Category	Mobile Nos.
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2	02	Hargude Mahesh Bapurao	General	8796642727
3	03	Kamble Purva Vilas	SC	9960609250
4	04	Talekar Sumit Namdev	General	9511693909
5	05	Dhamdhare Manoj Ranjendra	General	9834730476
6	06	Hargude Akshay Prakash	General	9970911972
7	07	Darekar Tushar Pandurang	General	7757818887/ 8830884020
8	08	Hargude Sagar Kailas	General	7028493232
9	09	Shelke Akshay Bhimaji	General	7038733443
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12	12	Pathan Taslim Rashid	General	9049798649
13	13	Nagare Shubham Gurudas	OBC	9145485695
14	16	Desale Akshay Ramkrishna	OBC	
15	20	Bhilakar Kavita Umesh	SC	9284997179
16	21	Wable Vaibhav Umakant	General	7030768338
17	22	Bhujbal Avinash Bapusaheb	OBC	8983452099
18	26	Prahad Prasad Sakharam	General	7020725056
19	27	Kunjir Akshay Tukaram	General	8390502533
20	28	Lonari Ganesh Vikas	General	
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22	30	Bhingardive Nilesh Anna	SC	7745026503
23	31	Keswad Pooja Sanjay	General	9922127077
24	43	Patil Madhuri Daga	OBC	9822991533
25	44	Pawar Gayatri Eknath	General	8806763776
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35	099	Shinde Reshma Vilas	General	7038148434
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38	32	Bhale Sonali Babu	NT-C	9561197494
39	096	Gavhane Chaitali Madhurkar	General	9156905654
40	33	Dalve Manoj Dagadu	OBC	7887826016
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42	101	Asalkar Vaishanvi Umesh	SBC	7755939624
43	102	Prajapati Neelam Vyasmuni	General	9850328106
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49	42	Naidu Lalit Narendra	General	8007432218
50	108	Deole Harsha Prashant	General	9623029322
51	109	Chopade Aniket Bhimrao	SC	8421569850
52	110	Kharat Adarsh Dilip	SC	7066698350

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NOTE - Refund of Security Deposit/Hire Charges Due to operation of E-payment w.e.f. 01/04/2012 the Mandate form may please be submitted, duly verified by the bank, for claiming Refund of Security Deposit/Hire Charges along with a photocopy of bank Cheque.


Nodal Officer
 UGC- Community College Scheme
 A.S.C. College, Wagholi, Pune.
 Year- 2016-2018
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**BHARATIYA JAIN SANGHATANA'S
ARTS, SCIENCE AND COMMERCE COLLEGE
WAGHOLI, PUNE**

UGC Sponsored

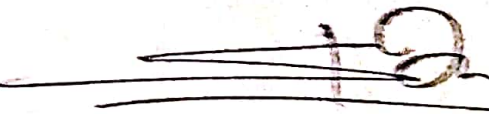
Community College Scheme

(2017-18)

Year	Name of the Courses	Students No.	Duration	Department	Funding agencies	Fees
2014-15	Diploma in Hospitality and Tourism	50	1 Year	Community College Scheme	UGC	Free

Madhuri :

Madhuri Deshmukh
Coordinator
Career Oriented Program Committee



Dr. Babasaheb Sangale
PRINCIPAL

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

2017-18

Name Of The Department :- Zoology

Sr. No

Particulars

1

Name Of the course :- Diploma in Hospitality And Tourisms

2.

Duration: 3 month

3.

Fees 200 Rs

4.

Maximum Participants 50

6

Course Out Come

- (i) To make higher education relevant to the learner and the community.
- (ii) To integrate relevant skills into the higher education system.
- (iii) To provide skill based education to students currently pursuing higher education but actually interested the workforce at the earliest opportunity.
- (iv) To provide employable and certifiable skills based on National Occupational Standards (NOSs) with necessary general education to Senior Secondary School pass-out, with general education and /or vocational education background.
- (v) To provide for up-gradation and certification of traditional / acquired skills of the learners irrespective of their age.
- (vi) To provide opportunities for community-based life-long learning by offering courses of general interest to the community for personal development and interest.
- (vii) To provide opportunity for vertical mobility to move to higher education in future.
- (viii) To offer bridge courses to certificate holders of general / vocational education, so as to bring them at par with appropriate NSQF level.
- (ix) To provide entrepreneurial orientation along with required skill training for self-employment and entrepreneurship development.

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

[Signature]
PRINCIPAL
Bharatiya Jain Sanghatana's
Art, Science & Commerce College
Wagholi, Pune-412207

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

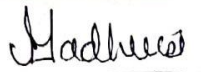
Sr. No	Topic / Module	Theory duration	Practical duration	Key Learning Outcomes	Corresponding NOS code
1	1.1 Grooming Standards 1.2 Basic Etiquettes, Body language, Communication 1.3 Telephone Etiquettes	7	20	<ul style="list-style-type: none"> Understand the importance of Grooming standards Learning how 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

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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 	

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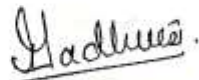
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		<p>4.3 Statutory Adjustment of Reverse Charge</p> <p>4.4 Point of sales, Reports, Accounting Reports, Statement of Accounts Inventory Report, Statement of Inventory, Statutory Reports.</p> <p>Reference Books:</p> <p>1. Sachin O Maheshwari, Tally, College of Computer, Pune, 2018.</p>
7	Certificate	Yes
8	Student List	
SR.NO	Name	Class
1	Lale Varsha Vinayak	F.Y.B.Com
2	Sable Swpanil baban	F.Y.B.Com
3	Parhad Pramod Ramesh	F.Y.B.Com
4	Ware Madhuri Namdev	F.Y.B.Com
5	Kumbhar Dipali Bhrungraj	F.Y.B.Com
6	Darekar Akshada Laxman	F.Y.B.Com
7	Tele Pooja Ravsaheb	F.Y.B.Com
8	Kotwal Manali Bansilal	F.Y.B.Com
9	Kotwal Shweta Mahadev	F.Y.B.Com
10	Gaikwad Tanvi Balasaheb	F.Y.B.Com
11	Gaikwad Ashwini Shashikant	F.Y.B.Com
12	Amar Shamrao Bansode	F.Y.B.Com
13	Vijay Sopan Narke	F.Y.B.Com

14	Mayuri Dattatray Shinde	F.Y.B.Com
15	Sonali Balasaheb Tambe	F.Y.B.Com
16	Dipali Dattatray Padwal	F.Y.B.Com
17	Siddesh Navnath Lokhande	F.Y.B.Com
18	Nargude Monika Tulsiram	F.Y.B.Com
19	Dhanshree Janadhan Bhujbal	F.Y.B.Com
20	Lanke Neha Babaji	F.Y.B.Com
21	Pujari Chandrakant Dashrath	F.Y.B.Com
22	Yedpathak Sanket Satish	F.Y.B.Com
23	Shinde Komal Bhalchandra	F.Y.B.Com
24	Khairi Aishwarya Pandurang	S.Y. B.Com
25	Gupta Dinesh Haribhau	S.Y. B.Com
26	Gavhale Kiran Gautam	S.Y. B.Com
27	Zagade Ashish Arun	S.Y. B.Com
28	Gosavi Rushikesh Dashrath	S.Y. B.Com
29	Shinde Pravin p Prabhakar	S.Y. B.Com
30	Kul Swapnil Balasaheb	S.Y. B.Com
31	Shewale Poonam Vitthal	S.Y. B.Com
32	Shinde Shubhangi Sanjiv	T.Y. B.Com
33	Gosavi Shivakanya Sanjaygiri	T.Y. B.Com
34	Kasar Nikita Vidyadhar	T.Y. B.Com
35	Bhandare Supriya Satyavan	T.Y. B.Com
36	Bargir Saurabh Rajendra	S.Y. B.Com
37	Giri Nikita Shivgiri	F.Y.B.Com
38	Mahesh Raju Darekar	T.Y. B.Com
39	Aditya Rajendra Shitole	T.Y. B.Com

40	Shaikh Asif Abbas	T.Y. B.Com
41	Shinde Rushikesh Handkumar	T.Y. B.Com
42	Darekar Kalyani Jaysing	F.Y.B.Com
43	Bhivare Sanket Sambhaji	F.Y.B.Com
44	Chavan Monika Kailas	S.Y. B.Com
45	Sakore Shreyash Anil	F.Y.B.Com
46	Jadhav Skshada Santosh	S.Y. B.Com

CERTIFICATE



This is to certify that
Kiran Gautam Gavhale
has successfully passed in Dec. 18
the Knowledge Lit Careers Certificate Course i.e.
Quick Tally with Tally.ERP 9 - GST
(CCA Tally)

S/he has secured grade -A+
While pursuing this course of 30 hours duration
S/he has excelled Trading Organization.

at
Bhartiya Jain Sanghatana's Arts, Science & Commerce College, Wagholi-Pune
In testimony where of are set the seal and signature

Authorised Signatory
CCA Educations Pvt. Ltd.
Pune

Authorised Signatory
Principal
Bhartiya Jain Sanghatana's Arts, Science &
Commerce College, Wagholi-Pune

Certificate No. : MHC673/31



Tally

Sonam Patawa

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

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

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

Sr. no	Details of Course	
1	Name of Course	Web Development
2	Duration	30 hrs.
3	Fee	100 /- Per Student
4	Maximum Participant	40
5	Course Outcome	1. To Develop Students Web Skills. 2. To understands the web activities. 3. To develop writing Program Skills.
6	Syllabus in detailed	<p>Theory Course : 10 Hrs.</p> <p>Unit No. 1. Web page 2</p> <p>Unit No.2 . Table creation 2</p> <p>Unit No.3 . Forms 2</p> <p>Unit No.4 . Linking web 2</p> <p>Unit No.5 . Creation frames 2</p> <p>Practical : 20 Hrs.</p> <p>Unit No.1 . Web Site creation 2</p> <p>Unit No.2 . Tables examples 2</p> <p>Unit No.3 . Frames examples 2</p> <p>Unit No.4 . Rowspan Of table, ColSpan, Table Border 4</p> <p>Unit No.5 . Anker Tag ,Linking ,</p>

		Crating Forms 4 Unit No.6 . Form Tag with Diffweent Attributes 3 Unit No. 7. Cearing own Web Site 3 Reference Books: 1. <u>Laura Lemay</u> , Mastering HTML, CSS & Javascript Web Publishing BPB publication , 15 July 2016. 2. <u>Thomas Powell</u> , HTML & CSS: The Complete Reference, Fifth Edition Mc Graw Hill , 2010.
7	Certificate	Yes
8	Student list	
Sr.no	Name of Student	Class
1	KOMAL G. PONDE	S.Y.BCA Sci.
2	VARSHA . S SHIRKE	S.Y.BCA Sci.
3	AJAY BALAJI MAHAJAN	S.Y.BCA Sci.
4	PRIYANKA A.TADKE	S.Y.BCA Sci.
5	VAISHNAVI SURESH RAUT	S.Y.BCA Sci.
6	ASHWINI VASANT ADHAV	S.Y.BCA Sci.
7	ARCHANA A. GARUD	S.Y.BCA Sci.
8	RUTUJA BABAJI POTALE	S.Y.BCA Sci.
9	POOJA SOPANRAO BADE	S.Y.BCA Sci.

10	KARISHMA F. SHAIKH	S.Y.BCA Sci.
11	PRITI SURAJ DATE	S.Y.BCA Sci.
12	SANKET W. GHADAGE	S.Y.BCA Sci.
13	VRUSHALI S. SAKORE	S.Y.BCA Sci.
14	VISHAL .S SHINDE	S.Y.BCA Sci.
15	AISHWARYA S GANDHI	S.Y.BCA Sci.
16	SHUBHANGI D BANGAR	S.Y.BCA Sci.
17	SHWETA RAMESH SHINDE	S.Y.BCA Sci.
18	RUTUJA U PAWAR	S.Y.BCA Sci.
19	SHRUTI R YEWALE	S.Y.BCA Sci.
20	ROHINI S SOPANE	S.Y.BCA Sci.
21	PRIYANKA D SHINDE	S.Y.BCA Sci.
22	GANESH S GHOLAP	S.Y.BCA Sci.
23	PRAJAKTA D WADGHULE	S.Y.BCA Sci.
24	RUTUJA G SONDEKAR	S.Y.BCA Sci.
25	PRIYANKA R GHOLAP	S.Y.BCA Sci.
26	SHIWANI S UBALE	S.Y.BCA Sci.
27	DATTATRAY N TENGALE	S.Y.BCA Sci.
28	KAJAL BAPU CHAVAN	S.Y.BCA Sci.
29	ANIL MANIK KHEDKAR	S.Y.BCA Sci.
30	RUSHIKESH K MALAV	S.Y.BCA Sci.
31	DIPALI SANJAY HAMBIR	S.Y.BCA Sci.

32	RUTUJA SANJAY DORGE	S.Y.BCA Sci.
33	KOMAL D BHOITE	S.Y.BCA Sci.
34	SANDESH S DHAMDHERE	S.Y.BCA Sci.
35	DATTATRAY M VIDHATE	S.Y.BCA Sci.
36	PRANJAL B ERANDE	S.Y.BCA Sci.
37	ROHINI R MUNDHE	S.Y.BCA Sci.
38	SONAL MANIK CHAKOR	S.Y.BCA Sci.
39	HEMANTKUMAR BHARTI	S.Y.BCA Sci.
40	GURULING RAMLING MALWANDE	S.Y.BCA Sci.



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CERTIFICATE

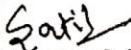
Career Oriented Programme


(Cop Course/Add on Course/Value added course / Bridge Course)


This is to certify that Mr/ Miss/Smt.....

Class..... has successfully completed the certificate course in Web Development,


during the Academic year 2018 - 19 He / She has secured.....Grade in the course.



Prof. Suvarna S. Patil
Convener
Course


Dr. Bhushan Phadtare
Co-ordinator
Career Oriented Programme


Major Dr. Ashok Giri
Principal
B.J.S.'s Art's, Science & Commerce College
Wagholi.


Prof. Suvarna Patil


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

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

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

Sr. no	Details of Course	
1	Name of Course	Mathematics of Operation Research
2	Duration	60 hrs.
3	Fee	1000 / Per Student
4	Maximum Participant	10
5	Course Outcome	1.To develop Students decision making Skills. 2.To introduce students to use quantitative methods ,tools and techniques . 3.To inculcate logical thinking and analytical approach amongst students
6	Syllabus in detailed	Mathematics of Operation Research Theory Course : 44 Hrs. Unit 1) Introduction to Operation Research. 04 1.1 Introduction to basics of mathematics and statistics. 1.2 Concept and applications of Operations Research (OR). Unit 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

		<p>Problems.</p> <p>2.5 Methods of solution of LPP.</p> <p>2.6 Graphical Method.</p> <p>2.7 Simplex Method.</p> <p>Unit 3) Transportation Problem 15</p> <p>3.1 Transportation Model: Basic Assumptions.</p> <p>3.2 Formulation of Transportation Problem.</p> <p>3.3 Methods of Solution: Feasible Solution.</p> <p>3.4 The Northwest Corner Method (NWC).</p> <p>3.5 The Lowest/Least Cost Method (LCM).</p> <p>3.6 The Vogel's Approximation Method (VAM).</p> <p>Unit 4) Assignment Problem. 10</p> <p>4.1 Assignment Model:- Basic Assumptions.</p> <p>4.2 Formulation of Assignment Problem.</p> <p>4.3 Solution Methods.</p> <p>4.4 Hungarian Method</p> <p>4.5 Different Combinations Method.</p> <p>4.6 Short-cut Method.</p> <p>PRACTICAL COURSE 16 Hrs.</p> <p>Unit 1) To solve problems on formulation of linear programming problem. 04</p> <p>Unit 2) To solve problems on Graphical Method 04</p>
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		Unit 3) To solve problems on Simplex Method 04 Unit 4) To solve problems on Transportation Problem 04 Reference books: 1. Hamdy A. Taha , Operations Research :An Introduction, PEARSON publications. 2. J.K..Sharma, Operations Research:Theory and Applications,Laxmi publications. 3. P.K.Gupta,D.S.Hira, Operations Research, S.CHAND publications.
7	Certificate	Yes
8	Student list	
Sr.No	Name of Student	Class
1.	Suhani Patel	F.Y.BSc.
2.	Pooja Nair	F.Y.BSc.
3.	Sneha Tanpure	F.Y.BSc.
4.	Kailas Kualal	F.Y.BSc.
5.	Yashashre Borawake	F.Y.BSc.
6.	Tanvi Gholap	F.Y.B.C.A.(Sci.)
7.	Swapnali Lashkar	F.Y.B.C.A.(Sci.)
8.	Ankita Patil	F.Y.BSc.
9.	Rakesh Gunjal	F.Y.BSc.
10.	Satish Pandit	F.Y.BSc.



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BAKORI PHATA, PUNE-NAGAR ROAD, WAGHOLI, PUNE- 412207



CERTIFICATE

Career Oriented Programme


(Cop Course/Add on Course/Value added course / Bridge Course)

This is to certify that Mr/ Miss/Smt. PANDIT SATISH
Class F.Y.B.Sc. Operations has successfully completed course in Mathematics of Operations
Research during the academic year 2018-19. He/She has secured 0 grade in the course.



Deepak R. Anjal
Co-ordinator



Jyoti Akhade
Asst. Co-ordinator



Dr. Bhushan Phadtare
Chairperson
Career Oriented Programme


Major Dr. Ashok Giri
Principal
B.J.S.'s Art's, Science & Commerce College
Wagholi.


Deepak Anjal


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


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

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

Sr. no	Details of Course	
1	Name of Course	MPSC Coaching Class
2	Duration	90 Hours
3	Fee	1000/- Per Student
4	Maximum Participant	50
5	Course Outcome	1. To Information various competitive examinations. 2. To make students competent for the various competitive examinations in their degree education.
6	Syllabus in detailed	<p>MPSC Coaching Class 90 Hrs.</p> <p>Theory Course :</p> <p>Unit 1) Introduction 02</p> <p>Unit 2)General Knowledge 10</p> <p>Unit 3) History 12</p> <p style="padding-left: 40px;">3.1) Modern India</p> <p style="padding-left: 40px;">3.2) Social Reformer</p> <p style="padding-left: 40px;">3.3) British Policy</p> <p>Unit 4) Geography 12</p> <p style="padding-left: 40px;">4.1) Physical</p> <p style="padding-left: 40px;">4.2) Geography of Maharashtra</p> <p style="padding-left: 40px;">4.3) India And world</p> <p>Unit 5) Political science 12</p> <p style="padding-left: 40px;">5.1) Constitution</p> <p style="padding-left: 40px;">5.2) Political system</p> <p style="padding-left: 40px;">5.3) Panchayat Raj, Right issues</p>

		<p>Unit 6) Economics 12</p> <p>6.1) Sustainable development</p> <p>6.2) Poverty, Inclusion</p> <p>6.3) Social section initiatives</p> <p>Unit 7) Science 10</p> <p>7.1) General science</p> <p>7.2) Environmental Ecology</p> <p>7.3) Bio-diversity</p> <p>Unit 8) Mathematic 10</p> <p>8.1) Basic Numeracy</p> <p>8.2) Data interpretation</p> <p>8.3) chart, Graph, table</p> <p>Unit 9) English &Marathi 10</p> <p>9.1) Comprehensim</p> <p>9.2) Commination Skill</p> <p>9.3) Grammar</p> <p>Reference Books:</p> <p>1: Patil V.B ;Panchayatraj, Ksagar PublicationPune,Edition4 2005.</p> <p>2.Savdi A.B,;The Megha State Maharashtra,Nirali Publication Pune. Edition 10, 2007.</p> <p>3.Ksagar,Modern India, Ksagar Publication Pune, Edition 4 2013.</p> <p>4.Ankalgi Anil,Buddhimapan CachaniVision Enterprises,Edition 4 Pune,2012</p> <p>5.Sonawane Kunal,The Analyst,Unik Academy, Edition 1,2018</p>
7	Certificate	Yes

8	Student list:	
Sr.NO	Name of the Student	Class
1	Sagar Shivaji Dane	FYBA-B
2	Omkar Dattatraya Gaikwad	FYBA-B
3	Shivale Akansha Satish	FYBA-A
4	Bhandare Rajeshri Baburao	FYBA-A
5	Kokate Akash Mahadev	FYBA-B
6	Kendre Pratiksha Dagadu	FYBA-B
7	Thite Yogesh Bajirao	FYBA-B
8	Chavan Eknath Dilip	FYBA-B
9	Hake Ajay Rajendra	FYB.Com.B
10	Kashid Shraddha santosh	FYBA -A
11	Zagade Pradnya Anil	FYBA -A
12	Kamble Shweta Kanifnath	FYBA -A
13	Choudhari Amruta Prakash	FYBA -A
14	Shaikh Najmin Hasan	SYBA -A
15	Jadhavrao Satyam Subhash	FYBA -B
16	Warghade Shehal Dadasaheb	FYBA -B
17	Dhage Riddhi Sunil	FYB.Com.B
18	Koli Shankar Hanumant	FYBA -B
19	Borse Akash S.	FYBA -A
20	Kand Vishal Dattatray	FYBA -B
21	Jadhav Ashok Sudam	FYBA -B
22	Nikalje Aniket Bapu	FYBA -B
23	Bodke Vaishnavi Namdev	FYBA -A
24	Bhoj Vishakha Vijay	FYBA -B

25	Palkar Megha Dagdu	FYB.Com. B
26	Karche Swati mahadev	FYB.Com. C
27	Kakade Jaya Sitaram	FYB.Com A
28	Khan Asma Ahamad	FYBA-A
29	Autade Rutuja Raju	FYBA-A
30	Singh Bhawana Mahesh	SYBA-B
31	Gholap Priyanka Dhanaji	FYBA-B
32	Pardesi Piyash PAshok	FYBA-B
33	Bhandare Pratiksha	FYB.Com
34	Bhalerao Chaitrali Ashok	TYBA
35	Gavde Rachana Devidas	FYBA-A
36	Mote Rahul Shivaji	FYB.Com
37	Salve Monika P.	FYBA-A
38	Jadhavrao Dipti Suresh	FYBA-A
39	Jadhav Meera Shankar	SYBA-A
40	Gitanjali Gavhane	FYB.Com
41	Shinde Prajakta Ashok	SYB.Com
42	Gupta Bipin Laxminarayan	FYB.Com
43	Pal Ganesh Ramjatan	FYBA-B
44	Lomte Aditi Uddhav	SYBcom
45	Jadhav Akshada	FYBcom
46	Shitkal Pournima Ramdas	SYBcom
47	Gadekar Trupti Ajinath	SYBA-A
48	Dongare Rutuja Dnyaneshwar	SYBA-B
49	Lohot Shraddha Kailas	SYBA-B
50	Chakradhar Prabhu Kamalapure	FYBA-A

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CERTIFICATE
Career Oriented Programme

(Cop Course/Add on Course/Value added course / Bridge Course)

This is to certify that Mr/ Miss/Smt.....

Class..... has successfully completed course in Competitive Examinations
during the academic year 2018-19. He/She has secured _____ grade in the course.

Prof. Sachin Kamble
Co-ordinator, Competitive
Examination

Dr. Bhushan Phadtare
Chairperson
Career Oriented Programme

Major Dr. Ashok Giri
Principal
B.J.S.'s Art's, Science & Commerce College
Wagholi.

Sachin Kamble

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

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

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

Sr. no	Details of Course																							
1	Name of Course	Study of Forts																						
2	Duration	30 hrs.																						
3	Fee	200/- Per Student																						
4	Maximum Participant	11																						
5	Course Outcome	<ol style="list-style-type: none"> 1. The Student learnt about conservation of historical forts. 2. The student got to know about the architectural design of the forts. 3. The Student ware about fetching information of forts through GPS. 																						
6	Syllabus in detailed	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Study of forts</td> <td style="text-align: right;">30 Hrs.</td> </tr> <tr> <td>Theory Course :</td> <td style="text-align: right;">18 Hrs.</td> </tr> <tr> <td>Unit 1) Introduction</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Unit 2) Fort information</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Unit 3) Importance of forts</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Unit 4) Fort Architecture</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Unit 5) Administration</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Unit 6) GIS & Mapping Satellite</td> <td style="text-align: right;">3</td> </tr> <tr> <td>Practical :</td> <td style="text-align: right;">12 Hrs.</td> </tr> <tr> <td> 1) Visit to forts</td> <td></td> </tr> <tr> <td>Reference Books:</td> <td></td> </tr> </table>	Study of forts	30 Hrs.	Theory Course :	18 Hrs.	Unit 1) Introduction	3	Unit 2) Fort information	3	Unit 3) Importance of forts	3	Unit 4) Fort Architecture	3	Unit 5) Administration	3	Unit 6) GIS & Mapping Satellite	3	Practical :	12 Hrs.	1) Visit to forts		Reference Books:	
Study of forts	30 Hrs.																							
Theory Course :	18 Hrs.																							
Unit 1) Introduction	3																							
Unit 2) Fort information	3																							
Unit 3) Importance of forts	3																							
Unit 4) Fort Architecture	3																							
Unit 5) Administration	3																							
Unit 6) GIS & Mapping Satellite	3																							
Practical :	12 Hrs.																							
1) Visit to forts																								
Reference Books:																								

		<ol style="list-style-type: none"> 1. Tendulakar Mahesh, Killyanchya datnthkats, Shehal Prakashan, Pune, 2014. 2. Mande Promod, Gad kille Maharashtra, Praphulla Prakashan, Pune, 2008. 3. Deshpande D.G., Maharashtraatil Kille, Daimond Publication, Pune, 2009.
7	Certificate	Yes
8	Student list	
Sr.No	Name of Student	Class
1	Rindhe Ashivini Dhasharath	FYBA
2	Gaikwad Ganesh Yuvraj	SYBA
3	Kamlapure Chakradhar Prabhou	FYBA
4	Shivale Akansha Satish	FYBA
5	Bhandare Rajayshri Baburao	FYBA
6	Bhandare Sonali Arun	TYBA
7	Lokhande Nikita Pandit	TYBA
8	Bhandare Rihini Rajaram	TYBA
9	Jadhav Diksha Raosaheb	FYBA
10	Kamble Shweta Kanifnath	FYBA
11	Mohit Manoj Javalkar	SYBA

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BAKORI PHATA, PUNE-NAGAR ROAD, WAGHOLI, PUNE- 412207



CERTIFICATE

Career Oriented Programme

(Cop Course/Add on Course/Value added course / Bridge Course)

This is to certify that Mr/ Miss/Smt.....

Class..... has successfully completed the certificate course in Study of Forts

during the Academic year 2018 - 19. He / She has secured..... Grade in the course.

Dr. Bhushan Phadtare
Convener
Course

Major Dr. Ashok Giri
Principal
B.J.S.'s Art's, Science & Commerce College
Wagholi.

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) (Report : 2018 -2019)

Department of Zoology

Sr.no	Details of Course	
1	Name of Course	Vermiculture
2	Duration	30 Hrs.
3	Fee	50/- Per Student
4	Maximum Participant	30
5	Course Outcome	<ol style="list-style-type: none"> 1. Students will get employment in organic manuring industries such as Inora. 2. Students will start their own vermicomposting plant and get self-employment. 3. Students will set up their own vermicomposting consultancy.
6	Syllabus in detailed	<p style="text-align: center;">Vermiculture</p> <p>Theory Course : 05 Hrs.</p> <p>Unit I: Introduction 1</p> <p style="padding-left: 40px;">1.1 Introduction to Vermiculture</p> <p style="padding-left: 40px;">1.2 Vermicompost</p> <p>Unit II: Biology and types of Earthworms used in Vermiculture 1</p> <p style="padding-left: 40px;">1.1 Species of Earthworm used in</p>

		<p>Vermiculture</p> <p>1.2 External Morphology and Lifecycle of Earthworms</p> <p>Unit III: Vermiculture technology 1</p> <p>1.1 Composition of Vermicompost</p> <p>1.2 Role of Vermicompost as Fertilizer in Agriculture</p> <p>1.3 Bioconversion of Kitchen Waste into Manure</p> <p>Unit IV: Vermiculture Unit Setup 1</p> <p>1.1 Study of Vermiculture pit</p> <p>1.2 Preparation of Vermiculture Bed</p> <p>1.3 Harvesting, Packaging and Storage of Vermicompost</p> <p>Unit V: Economic Importance of Vermiculture 1</p> <p>Practical : 25 Hrs.</p> <p>1. Vermiculture Bed preparation 5</p> <p>2. Large Scale Vermiculture Setup Technique for Garden 5</p> <p>3. Field Visit: Vasantdada Sugar Institute, Manjari (VSI), Pune 5</p> <p>4. Project Preparation and writing 10</p> <p>Reference Books:</p> <p>1. Bhatt J.V. and Khambata S.R. (1959) ‘Role of</p>
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		<p>Earthworms in Agriculture” Indian Council of Agricultural Research, New Delhi.</p> <p>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.</p> <p>3. K.E. Lee (1985) “Earthworms: Their Ecology and Relationship with Soil and Land Use” Academic Press, Sydney.</p>
8	Certificate	Yes
9	Student list	Given Along

Sr.No	Name of Student	Class
1	Phadatore Kirti Sudam	S.Y.B.Sc.
2	Thite Pritee Dilip	S.Y.B.Sc.
3	Fuke Ankita Subhash	S.Y.B.Sc.
4	Chaugule Ankita Annaso	S.Y.B.Sc.
5	Gavhane Priya Kantilal	S.Y.B.Sc.
6	Gavhane Prajakta Chabulal	S.Y.B.Sc.
7	Swant Madhari Sahebrao	S.Y.B.Sc.
8	Darekar Vaishnavi Rajendra	S.Y.B.Sc.
9	Bhorade Nutan nanaso	S.Y.B.Sc.
10	Sawant Snehal Manoj	S.Y.B.Sc.

11	Tambe Pratik Ashok	S.Y.B.Sc.
12	Chabdgude Nilesh Ramesh	S.Y.B.Sc.
13	Shivale Aniket Sunil	S.Y.B.Sc.
14	Wadghule Amar Ramdas	S.Y.B.Sc.
15	Padwal Nilesh	S.Y.B.Sc.
16	Waje Akash Sudhakar	S.Y.B.Sc.
17	Sakore Ashwini Navanath	S.Y.B.Sc.
18	Parhad Tanuja Bapusaheb	S.Y.B.Sc.
19	Charan Bhagu Madan	S.Y.B.Sc.
20	Kale Shruti Nandu	S.Y.B.Sc.
21	Bangar Yogita Sakharam	S.Y.B.Sc.
22	Jadhav Snehal Keadr	S.Y.B.Sc.
23	Raykar Prajakta Rajendra	S.Y.B.Sc.
24	Dhore Pratik Krushna	S.Y.B.Sc.
25	Thombre Reshma Bhaguji	S.Y.B.Sc.
26	Ghodke Samita Vishwanath	S.Y.B.Sc.
27	Nair Hari Chandrashekhar	S.Y.B.Sc.
28	Patel Kunal Laxman	S.Y.B.Sc.
29	Gikwad Vishal K.	S.Y.B.Sc.
30	Gaikwad Sumedh B.	S.Y.B.Sc.

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CERTIFICATE


Career Oriented Programme

(Cop Course/Add-on Course/Value-added-course / Bridge-Course)

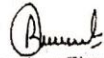
This is to certify that Mr/ Miss/Smt.....GAYHANE.....PRIYA.....KANTILAL.....

Class.....SYBSc..... has successfully completed course in Vermiculture

during the academic year 2018-19. He/She has secured 'O' grade in the course.



Dr. Madhuri Deshmukh
Co-ordinator,



Dr. Bhushan Phadtare
Chairperson
Career Oriented Programme



Major Dr. Ashok Giri
Principal
B.J.S.'s Art's, Science & Commerce College
Wagholi,




Madhuri Deshmukh



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



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


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

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

Sr. no	Details of Course	
1	Name of Course	Mushroom Cultivation
2	Duration	30 hrs.
3	Fee	200/- Per Student
4	Maximum Participant	27
5	Course Outcome	<ol style="list-style-type: none"> 1. Students aware about the disposal of agriculture waste 2. Student ware about the value added product and food potential of the mushroom 3. Student got confidence about the cultivation processes of mushroom 4. After degree some student gave assure to start their own business.
6	Syllabus in detailed	<p>Mushroom Cultivation 30 Hrs.</p> <p>Theory Course: 14 Hrs.</p> <p>Unit 1) Introduction to mushroom 2</p> <ol style="list-style-type: none"> a) History, SCP b) Definition, explanation, food and population, malnutrition, c) mushroom cultivation and environment relevance

	<p>Unit 2) Spawn preparation 4</p> <ul style="list-style-type: none"> a) Definition and concept b) Plant body of fungi- basics c) Sterilization - Methods d) Steps in preparation of Spawn e) Up keep during growing of spawn <p>Unit 3) Life cycle of agaricus bisporus –(button mushroom) 2</p> <ul style="list-style-type: none"> a) Types of mushroom b) Environmental condition required for Button mushroom c) Life cycle –description <p>Unit 4) Life cycle of Pleurotus sajar caju fungi (paddy straw mushroom) 2</p> <ul style="list-style-type: none"> a) Environmental condition required for paddy straw mushroom b) Life cycle –description <p>Unit 5) Paddy straw mushroom cultivation Steps in cultivation of mushroom. 2</p> <p>Practical : 16 Hrs.</p> <p>Unit 1) Cultivation of paddy straw mushroom 4</p> <p>Unit 2) Harvesting and processing of mushroom 4</p> <p>Unit 3) Value added product of Mushroom 4</p> <p>Unit 4) Field visit 4</p>
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		<p>Reference Books:</p> <p>1) Dr. Hema Sane, Fundamentals of Botany, Industrial Botany, Vision publication, Pune, 2016.</p> <p>2) Nikulsinh M. Chauhan , Scientific Cultivation of Mushroom Hardcover – Import, 1 Jan. 2013.</p> <p>3) Arun sharma, Hand book of Organic farming Agrowbio Jodhpur, 2008.</p>
7	Certificate	Yes
8	Student list	
Sr.No	Name of Student	Class
1	Pawar Pavn Tirthraj	F. Y.B.Sc.
2	Inamke Kunal Satish	F. Y.B.Sc.
3	Joshi Madhav Vasant	F. Y.B.Sc.
4	Raut Kiran Santosh	F. Y.B.Sc.
5	Shirke Kartik Mahadev	F. Y.B.Sc.
6	Satav Chaitrali Dinesh	F. Y.B.Sc.
7	Shivale Hariom	F. Y.B.Sc.
8	Tiwari Anshika G	F. Y.B.Sc.
9	Gaikwad Amrapali	F. Y.B.Sc.
10	Bhujbal Sahil	F. Y.B.Sc.
11	Karwate Pallavi	F. Y.B.Sc.
12	Sukre Seema K	F. Y.B.Sc.
13	Thorat Riya Sakharam	F. Y.B.Sc.
14	Kotwal Gauri	F. Y.B.Sc.

15	Bhorde Pritam R.	F. Y.B.Sc.
16	Thorat Neelam S.	F. Y.B.Sc.
17	Shinde Amit R.	F. Y.B.Sc.
18	Kolekar Komal laxman	F. Y.B.Sc.
19	Adsul Rupesh R	F. Y.B.Sc.
20	Birajdar VenkteshSubhash	F. Y.B.Sc.
21	Mohite Vaibhav Arunrao	F. Y.B.Sc.
22	Bhandare Dnyaneshwar S.	F. Y.B.Sc.
23	Murkute Suraj Somnath	F. Y.B.Sc.
24	Kuldeep Suryavanshi D.	F. Y.B.Sc.
25	Pawar Arjun Namdev	F. Y.B.Sc.
26	Mahadik Sanket Anil	F. Y.B.Sc.
27	Sarode Arti Babasaheb	Staff

BJS
Bharatiya Jain Sanghataana

BHARATIYA JAIN SANGHTANA'S
ARTS, SCIENCE AND COMMERCE COLLEGE
BAKORI PHATA, PUNE-NAGAR ROAD, WAGHOLI, PUNE- 412207



CERTIFICATE

Career Oriented Programme

(Cop Course/Add on Course/Value added course / Bridge Course)

This is to certify that Mr/ Miss/Smt. Shivale Hariani Dvijun

Class F.Y. BSc has successfully completed course in Mushroom Cultivation

during the academic year 2018-19. He/She has secured 0 grade in the course

Carrier out in the department of Botany.

Dr. Devidas N. Patil
Convener
Course

Dr. Bhushan Phadtare
Chairperson
Career Oriented Programme

Major Dr. Ashok Giri
Principal
B.J.S.'s Art's, Science & Commerce College
Wagholi.

Devidas Patil

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