

“Education through self-help is our motto” - Karmaveer



Rayat Shikshan Sanstha's



## **Annasaheb Awate Arts, Commerce & Hutatma Babu Genu Science College, Manchar**

Tal. Ambegaon, Dist. Pune. 410 503

Reaccredited by NAAC with 'A' Grade

**CERTIFICATE COURSES**

**Arts**



**PROSPECTUS  
2021-22**





## MESSAGE OF THE PRINCIPAL

It is indeed a great pleasure for me that Annasaheb Awate College, Manchar has taken initiative in starting various Certificate Courses for the First Year students of the college to enhance their academic and skill oriented abilities required for befitting themselves in recent changing trends in academic and industry based world and making them competent enough to face the global challenges. The importance of various soft and hard skills in today's education has given much prominence in developing students varied abilities in market oriented skills. The government of India has recently declared its New Education Policy- 2020 and has emphasized the inculcation of various skills to be adopted and acquired by the students through curricula so that they can face the global challenges. Though the government of India has recently declared its New Education Policy- 2020 but let me take this pride in mentioning that before the implementation of NEP-2020 our mother institute Rayat Shikshan Sanstha already had thought of the need and importance of Skill based education for the development of the students. As a result of this, every college of Rayat Shikshan Sanstha runs various short term courses for inculcating various skills in the students so that they can challenge the global scenario in future.

The college caters to the diverse needs of the rural students of Arts, Commerce and Science by offering them various skills based Certificate Courses. These Certificate courses will definitely enhance students understanding of various skills required for grabbing the employment opportunities in future and these skills will be useful to find business opportunities in recent future.

I profoundly wish the grand success to the efforts taken by different academic departments of the college in developing curricula needed for the overall academic growth of the students and motivating them for becoming responsible citizens of the country.

**Dr. K.G. Kanade**  
PRINCIPAL

Rayat Shikshan Sanstha's

**Annasaheb Awate Arts, Commerce &  
Hutatma Babu Genu Science College, Manchar**  
Tal. Ambegaon, Dist. Pune. 410 503

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Sr.No.	Name of the course	Department
1	Certificate Course in E- Banking Practices	Economics
2	Certificate Course in Human Rights	Political Science
3	Certificate Course in Information Technology	Geography
4	Certificate Course in Communication Skills in English	English
5	Certificate Course in Personality Development	Psychology
6	पत्रकारीता (Journalism)	Marathi
7	मोडी लिपी प्रमाणपत्र कोर्स	History





**Department of Economics**  
**Certificate Course in E-Banking Practices**

**Objectives:**

- 1) To equip with students with the banking sector.
- 2) To encourage the adopt advance technology in the banking sector.
- 3) To make awareness among them about E-Banking.

**Syllabus**

<b>Units</b>	<b>Name and titles of the unit</b>	<b>No. of Lectures</b>
<b>01</b>	<b>Introduction of E-Banking</b>	<b>10</b>
	1.1 E-Banking: Meaning, Definition	<b>1</b>
	1.2 Nature, Scope & Importance of E-Banking	<b>4</b>
	1.3 Trend of Banking Technologies	<b>5</b>
<b>02</b>	<b>Tools of E-Banking</b>	<b>12</b>
	2.1 ATM, Plastic Money (Debit & Credit Card)	<b>2</b>
	2.2 M-Banking	<b>3</b>
	2.3 Internet Banking	<b>3</b>
	2.4 NEFT & RTGS	<b>2</b>
	2.5 Small Payment Banks	<b>2</b>
<b>03</b>	<b>Scenario of E-Banking</b>	<b>10</b>
	3.1 Challenges of E-Banking	<b>2</b>
	3.2 Prospectus of E-Banking	<b>2</b>
	3.3 Current Scenario of E-Banking	<b>6</b>
<b>Total</b>		<b>32 (2 Credits)</b>

**References:**

1. E Gordon and K Natrajan- "Banking-Theory and Practice", Himalaya Publishing House, Mumbai.
2. Dr. P.K. Srivastava, "Banking Theory and Practice", Himalaya Publishing House, Mumbai.
3. Parmeshwaram & Natranjan, "Indian Banking", S.Chand, New Delhi.
4. Pratiyogita Darpan, Indian Economy, 2017-18

**Department of Political Science**  
**SYLLABUS FOR SHORT TERM COURSE**

**Certificate Course in Human Rights**

**2021-22**

**Total Credit-02**

<b>UNIT-I: - Human Rights: History, Concept &amp; Theory</b>	<b>10</b>
a) Meaning & Nature	
b) Origin & Development	
c) Types of Human Rights	
<b>UNIT-II: - U.N. &amp; Human Rights</b>	<b>10</b>
a) Universal Declaration of Human Rights	
b) Human Rights Council	
c) Role of UNO In Human Rights	
<b>UNIT-III: - India &amp; Human Rights</b>	
a) Indian Constitution: Provisions of Human Rights	<b>05</b>
b) Protection of Human Rights Act 1993	
c) National Commission for Minorities	
<b>UNIT-IV: - Issues in Human Rights</b>	<b>05</b>
a) Women	
b) Dalit	
c) Minority	

**Reference:**

1. Devalanker Shailendra, Samkalin Jagtik Rajkaran, Vidya Books Publishers, 2011.
2. Kulkarni P.K., Manvi Hakka Ani Samajik Nyaay, Dimond Publication, 2013.
3. Bachal V.M., Bhartiya Rajyaghtana Ani Rajkiya Vyavahar.
4. Poul James, UN Reform- An analysis Global Policy Forum, 1996, [www.globalpolicy.org](http://www.globalpolicy.org).

**Board of Studies:**

**Dr. Jadhav I.B. – Chairman (B.D. College, Ghodegaon)**

**Dr. Wable D.C. - Member**

(Sahebraon Shankararo Dhamdhere College, Talegaon Dhamdhere, Pune)

**Dr. Supekar V.P.- Member ( A.A.College, Manchar)**

**Randive T.Y.- Member (A.A.College, Manchar )**



## Department of Geography-2021-22

### “Certificate Course in Information Technology”

Credits -2

#### Objective of the Course:

- The course is designed to aim at imparting a basic level appreciation programme for the student.
- After completing the course student is able to use the computer for basic purposes of preparing his personnel/business letters, viewing information on internet, sending mails etc.
- This allows a student to be also a part of computer users list.
- This helps the small business communities, housewives to maintain their small account using the computers and enjoy in the world of Information Technology.

#### The Member of the Board of Studies:-

Prin. Dr. K.G. Kanade.

**Principal**

**Annasaheb Awate College, Manchar  
Tal:- Ambegaon, Dist-Pune**

Dr. Bhujbal Vikas

**Head**

**Department of BCA  
Arts, Commerce and Science College,  
Narayangaon, Tal: Junnar, Dist-Pune**

Prof.Smt. A.S.Tanpure.

**Head**

**Department of BCA  
HRM, Rajgurunagar Tal:- Khed,  
Dist- Pune**

Prof. S. D. Ugale

**Head**

**Department of Geography  
Annasaheb Awate College, Manchar  
Tal:- Ambegaon, Dist-Pune**

Mr. V. R. Mindhe  
**Course Co-ordinator**

**Annasaheb Awate College, Manchar**

## Department of Geography-2021-22

### Syllabus for Certificate Course

#### “Certificate Course in Information Technology”

Sr. No.	Topic	Sub-Topics	Lectures
1	Knowing computer	<ul style="list-style-type: none"><li>• Introduction</li><li>• Components of computer system</li><li>• Concept of hardware and software</li><li>• Concept of computing, data and information</li><li>• Applications of ICT</li></ul>	04
2	Operating computer using GUI based operating system	<ul style="list-style-type: none"><li>• Introduction</li><li>• Basics of operating system</li><li>• The user interface</li><li>• Operating system simple setting</li><li>• Common utilities</li></ul>	04
3	Understanding word processing	<ul style="list-style-type: none"><li>• Introduction</li><li>• Word processing basics</li><li>• Opening and closing documents</li><li>• Text creation and manipulation</li><li>• Formatting the text</li><li>• Table manipulation</li></ul>	04
4	Using spread sheet	<ul style="list-style-type: none"><li>• Introduction</li><li>• Elements of electronic spread sheet</li><li>• Manipulation of cells</li><li>• Formulas and function</li></ul>	04
5	Communication using the internet	<ul style="list-style-type: none"><li>• Introduction</li><li>• Basics of computer networks</li><li>• Internet</li></ul>	04
6	WWW and Web browser	<ul style="list-style-type: none"><li>• Introduction</li><li>• World Wide Web (WWW)</li><li>• Web browsing software's</li><li>• Search engines</li><li>• Understanding URL</li><li>• Surfing the web</li></ul>	04
7	Communication and collaboration	<ul style="list-style-type: none"><li>• Introduction</li><li>• Basic of e-mail</li><li>• Using e-mails</li><li>• Document collaboration</li><li>• Instant messaging and collaboration</li></ul>	04
8	Making small presentations	<ul style="list-style-type: none"><li>• Introduction</li><li>• Basics</li><li>• Creation of presentation</li><li>• Preparation of slides</li><li>• Presentation of slides</li><li>• Slide show</li></ul>	04
9	Antivirus technique	<ul style="list-style-type: none"><li>• Introduction</li><li>• Virus</li><li>• Antivirus software</li><li>• Hacker and Cracker</li></ul>	04



## Department of English

### Certificate Course in Communication Skills in English

<b>Name of the course</b>	: Certificate Course in Communication Skills
<b>Duration</b>	: 3 Months
<b>Class</b>	: FYBA Optional English
<b>Batch Capacity</b>	: 54
<b>Credit of Course</b>	: 3
<b>Equivalence of Credit</b>	: 1 Credit = 15 lectures, 1 Lecture= 1 hr.

#### ➤ Aims And Objectives

1. Introducing major features of spoken English
2. Creating awareness about using language according to the situation
3. Helping learners overcome common problems of Indian speakers of English
4. Reinforcement of grammar studied up to std. XII
5. Helping learners acquire the basic skills of effective writing.

### Syllabus for Certificate Course in Communication Skills in English

<b>Sr. No</b>	<b>Module</b>	<b>No. of Lectures</b>
1	Introduction to Communication: Need for Effective Communication.	02
2	The Process of Communication: Levels of communication: Significance of technical communication. Barriers to Communication: Flow of communication; Use of language in communication;	02
3	Barriers to Communication: Types of barriers; Miscommunication; Noise; Overcoming measures.	03
4	Listening Skills: Listening as an active skill; Types of Listeners; Listening for general content; Listening to fill up information; Intensive Listening, Listening for specific information; Developing effective listening skills; Barriers to effective listening skills.	04
5	Reading Skills Previewing techniques; Skimming; Scanning; Understanding the gist of an argument; identifying the topic sentence; Inferring lexical and contextual meaning, recognizing coherence and sequencing of sentences; Improving comprehension skills.	03



6	Writing Skills : Sentence formation; Use of appropriate diction; Paragraph and Essay Writing; Coherence and Cohesion	02
7	Letter Writing: Formal, informal and business letters.	03
8	Job Application: Cover letter, Differences between bio-data, CV and Resume.	04
9	Report Writing: Basics of Report Writing; Structure of a report; Types of reports	03
10	Non-verbal Communication and Body Language: Norms of non-verbal communication; Interpreting body- language Cues; Kinesics; Proxemics; Chronemics; Effective use of body language	04
11	Interview Skills : Types of Interviews; Ensuring success Job interviews; Appropriate use of non-verbal communication.	04
12	Group Discussion Group discussion as a type of presentation, Ensuring success in group discussions.	04
13	Presentation Skills: Oral presentation and public speaking skills, business presentations	03
14	Technology-based Communication : Netiquettes: effective e-mail messages, power-point presentation; enhancing editing skills	04
<b>Total Number of Lectures</b>		<b>45</b>

### The member of the Board of Studies

Prin. Dr. K. G. Kanade  
Annasaheb Awate College, Manchar

Dr. Vikas Raskar  
Hutatma Rajguru Mahavidyalay  
(Arts, Science and Commerce) Rajgurunagar

Prof. Somnath Jagtap  
B.D. Kale College, Ghodegaon

Prof. Wagh G.C.  
Head, Department of English  
Annasaheb Awate College, Manchar

### Faculty

-

Mr. Wagh G. C.

Mr. Walunj S. S.

Mrs. Londhe S.S.

Mr. More S. M.

Mr.Nagtilak Shrikant

Mr. Dhone T. E.

## Department of Psychology.

Syllabus for Certificate Course in Personality Development (2021-2022)

### Learning Objectives

Total Credits - 02

- ♦ To help students to understand the concept of personality development.
- ♦ To develop leadership quality among students.
- ♦ To introduce students to the stress management techniques.

Topic		No. of Lectures
1	<b>PERSONALITY</b> 1.1. Concept, Scope and definition. 1.2. Types of Personality (Karl Jung) 1.3. Communication: Concept and Types. 1.4. Elocution, Confidence and Smartness. 1.5. Interview, Presentation and Discussion.	10
2	<b>LEADERSHIP</b> 2.2. Leadership: Meaning and Definition 2.2. Types of Leader 2.3. Function of Leader 2.4. Characteristics of Leader	10
3	<b>STRESS MANAGEMENT</b> 3.1. Stress: Concept, Scope and Definition. 3.2. Symptoms of Stress 3.3. Causes of Stress 3.4. Techniques of Stress Management.	10

### Board of Studies:

Dr. Shivane D.B. - BOS Chairman (Arts, Commerce & Science College Narayangaon (Pune).

Khilare S S. - BOS Member, Shri Shiv Chhatrapati College Junnar (Pune).

Assist Prof. Adsare V. B. - BOS Member, (Course co-ordinator)



## पत्रकारिता प्रमाणपत्र कोर्स अभ्यासक्रम

### घटक अ-वृत्तसंकलन आणि वृत्तलेखन

- १ बातमीदाराचे गुणधर्म
- २ बातमी आणि बातमीमूल्य
- ३ बातमी लेखन पद्धती
- ४ बातमीचे प्रकार
- ५ वृत्तसंकलनाची क्षेत्रे
- ६ प्रिंट मीडिया आणि इलेक्ट्रॉनिक मीडिया ओळख  
(क्रेडिट १, व्याख्याने १५)

### घटक ब-प्रात्यक्षिक

- १ बातमी लेखन
  - १ शैक्षणिक
  - २ कृषीविषयक
  - ३ राजकीय
  - ४ सांस्कृतिक
- २ मोबाईल पत्रकारिता
- ३ प्रिंट मीडिया आणि इलेक्ट्रॉनिक मीडिया (क्षेत्र भेट-मंचर)
- ४ प्रिंट मीडियात प्रत्यक्ष बातमी लेखन (क्रेडिट १, प्रात्यक्षिक ४)

\* अभ्यास मंडळ \*

प्रा. डॉ. ज्ञानेश्वर वाल्हेकर (बी.डी.कॉलेज, घोडेगाव)

प्रा. डॉ. पुरुषोत्तम काळे (बी.डी.कॉलेज, घोडेगाव)

प्रा. मुठे आर. पी. (कोर्स समन्वयक)

## मोडी लिपी अभ्यासक्रम-इतिहास विभाग

### शैक्षणिक वर्ष २०२१-२०२२

अ.क्र.	अभ्यासक्रम	तासिका
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३	शब्द तयार करणे	४
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\* अभ्यास मंडळ \*

**डॉ. उत्तम पठारे**

(ग्रामोन्नती मंडळाचे कला, वाणिज्य व विज्ञान महाविद्यालय, नारायणगाव)

**डॉ. मोकाटे एन. आर.**

(बी.डी.काळे कॉलेज, घोडेगाव)

**डॉ. लहू गायकवाड**

(ग्रामोन्नती मंडळाचे कला, वाणिज्य व विज्ञान महाविद्यालय, नारायणगाव)

**प्रा. सांगळे बी. के.**

(कोर्स समन्वयक, अण्णासाहेब आवटे कॉलेज, मंचर)

**प्रा. श्रीशेठ निलम**

(अण्णासाहेब आवटे कॉलेज, मंचर)













