



SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,

**Shri. Eknathrao Sahadu Shete Arts, Commerce &  
Science College, Deolali Camp, Nashik**

Matoshree Yamunabai Karandikar Shaikshanik Sankul, Sv.No.306/1A/4B/2, Barnes School Road, Deolali Camp, Tal &  
Dist Nashik-422401.

E-mail : [smbcollege2019@gmail.com](mailto:smbcollege2019@gmail.com)

COLLEGE ID : PU/AN/ACS/181/2019

Ph.No.0253-4032579

**Department of Chemistry**

**Title of Add On Course  
“Basic Laboratory Techniques in Chemistry”**

**Duration of Course 32 Hrs.  
Year 2023-2024**

**Co-Ordinator**  
IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci.Senior College  
Deolali Camp, Nashik



**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik



SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,  
**Shri. Eknathrao Sahadu Shete Arts, Commerce &  
Science College, Deolali Camp, Nashik**

Matoshree Yamunabai Karandikar Shaikshanik Sankul, Sv.No.306/1A/4B/2, Barnes School Road, Deolali Camp, Tal &  
Dist Nashik-422401.

E-mail : [smbcollege2019@gmail.com](mailto:smbcollege2019@gmail.com)

COLLEGE ID : PU/AN/ACS/181/2019

Ph.No.0253-4032579

Date 23/01/2024

## Department of Chemistry

### Notice

Certificate Course in


### “Basic Laboratory Techniques in Chemistry”

All the students of F.Y.BSc Chemistry (2023-2024) are hereby informed that the Department of Chemistry is going to conduct a short certificate course entitled “Basics Laboratory Techniques in Chemistry” from 1 Feb 2024 to 17 Feb 2024. Interested students register their names to Prof. M.R.Kale.

All Students note that the duration of this course is of 15 days for 2 hours and the course will conduct along with the regular curriculum.

  
**Co-Ordinator**  
IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci. Senior College  
Deolali Camp, Nashik



**Principal**  
  
**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik



SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,  
**Shri. Eknathrao Sahadu Shete Arts, Commerce & Science College,**  
**Deolali Camp, Nashik**  
Academic Year 2023-2024

**Basic Laboratory Techniques in Chemistry**

**Time Table**

Day	Date	Topic Name
Thursday	01/02/2024	Introduction to Laboratory Safety and Good Laboratory Practices
Friday	02/02/2024	Introduction to Laboratory Safety and Good Laboratory Practices
Saturday	03/02/2024	Volumetric Analysis :Preparation of standard solutions
Monday	05/02/2024	Volumetric Analysis -Acid-base titrations:
Tuesday	06/02/2024	Volumetric Analysis -Acid-base titrations:
Wednesday	07/02/2024	Volumetric Analysis -Redox titrations
Thursday	08/02/2024	Basic Glassware and Equipment
Friday	09/02/2024	Basic Glassware and Equipment
Saturday	10/02/2024	Separation Techniques -Crystallization
Monday	12/02/2024	Separation Techniques -Chromatography
Tuesday	13/02/2024	Separation Techniques -Chromatography
Wednesday	14/02/2024	Separation Techniques -Distillation
Thursday	15/02/2024	Gravimetric Analysis
Friday	16/02/2024	Preparation of Solutions and Reagents
Saturday	17/02/2024	Preparation of Solutions and Reagents

  
**Co-Ordinator**  
IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci. Senior College  
Deolali Camp, Nashik



  
**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik



## Course Syllabus

### Certificate Course in Basic Laboratory Techniques in Chemistry

#### Module 1: Introduction to Laboratory Safety and Good Laboratory Practices (GLP) (4 Hours)

- Laboratory Safety Rules and Regulations
  - Personal Protective Equipment (PPE): Lab coats, gloves, safety glasses, eye wash, etc.
  - Chemical Safety: Handling, storage, and disposal of chemicals
  - Fire safety: Fire extinguishers, emergency exits
  - Electrical safety
  - First aid procedures
- Good Laboratory Practices (GLP)
  - Maintaining a clean and organized work area
  - Proper record-keeping and documentation
  - Accuracy and precision in measurements
  - Waste management and disposal

#### Module 2: Basic Glassware and Equipment (4 Hours)

- Common laboratory glassware: Beakers, flasks (Erlenmeyer, volumetric), graduated cylinders, pipettes, burettes, etc.
- Cleaning and drying of glassware
- Use and calibration of measuring devices: Balances, thermometers
- Handling and use of laboratory burners (Bunsen burner)
- Introduction to basic laboratory instruments: pH meter, conductivity meter (basic operation and principles)

#### Module 3: Volumetric Analysis (8 Hours)

- Preparation of standard solutions
- Acid-base titrations:
  - Theory and principles of acid-base titrations
  - Indicators: Selection and use
  - Performing acid-base titrations (e.g., titration of HCl with NaOH)
- Redox titrations (optional):
  - Introduction to redox reactions
  - Performing a simple redox titration (e.g., titration of potassium permanganate with oxalic acid)

#### Module 4: Gravimetric Analysis

- Principles of gravimetric analysis
- Precipitation reactions
- Filtration techniques: Gravity filtration, vacuum filtration
- Washing and drying of precipitates
- Calculation of results

#### Module 5: Separation Techniques (8 Hours)

- Chromatography:



  
**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik



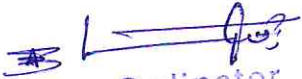
- Principles of chromatography
- Paper chromatography
- Thin-layer chromatography (TLC)
- Distillation:
  - Simple distillation
  - Fractional distillation (optional)
- Crystallization:
  - Principles of crystallization
  - Purification of impure substances by crystallization

**Module 6: Preparation of Solutions and Reagents (4 Hours)**

- Calculation of molarity, normality, and other concentration units
- Preparation of solutions of different concentrations
- Dilution of solutions
- Preparation of buffer solutions (optional)

**Evaluation:**

- Continuous assessment throughout the course
- Practical examinations: Performing assigned experiments
- Quiz or short written test
- Practical sessions should be emphasized throughout the course.

  
**Co-Ordinator**  
**IQAC**  
**Shri Eknathrao Sahadu Shete**  
**Arts Comm. & Sci. Senior College**  
**Deolali Camp, Nashik**



  
**Principal**  
**Shri Eknathrao Sahadu Shete**  
**Art's Comm. & Sci. Senior College,**  
**Deolali Camp, Nashik**



Shikshan Mandal Bhagur's

Shri Eknathrao Sahadu Shete Arts, Commerce & Science College, Deolal Camp, Nashik

**DEPARTMENT OF CHEMISTRY**

**CERTIFICATE**

This is to certify that Mr./Miss \_\_\_\_\_ Class \_\_\_\_\_

has successfully completed the certificate course on " Basic Laboratory techniques in Chemistry " in the year 20 \_\_\_\_\_ at the Department of Commerce, Shri Eknathrao Sahadu Shete Arts, Commerce & Science College, Deolal Camp, Nashik, Maharashtra

Head of Department



**Principal**  
Shri Eknathrao Sahadu Shete  
Arts Comm. & Sci. Senior College,  
Deolal Camp, Nashik



SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,  
**Shri. Eknathrao sahadu shete Arts,Commerce  
& Science College, Deolali Camp, Nashik**

Matoshree Yamunabai Karandikar Shaikshanik Sankul, Sv.No.306/1A/4B/2, Barnes School Road, Deolali Camp, Tal &  
Dist Nashik-422401.

E-mail : [smbcollege2019@gmail.com](mailto:smbcollege2019@gmail.com)

COLLEGE ID : PU/AN/ACS/181/2019

Ph.No.0253-4032579

**Name of Department  
Economics**

**Title of Add on Course  
“Financial Literacy”**

**Duration of Course 31 Hrs.**

**Year 2023-24**

  
**Co-Ordinator**  
IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci.Senior College  
Deolali Camp, Nashik



  
**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik





SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,  
**Shri. Eknathrao sahadu shete Arts, Commerce &  
Science College, Deolali Camp, Nashik**

Matoshree Yamunabai Karandikar Shaikshanik Sankul, Sv.No.306/1A/4B/2, Barnes School Road, Deolali Camp, Tal &  
Dist Nashik-422401.

E-mail : [smbcollege2019@gmail.com](mailto:smbcollege2019@gmail.com)

COLLEGE ID : PU/AN/ACS/181/2019

Ph.No.0253-4032579

Date: 20 / 02 / 2024

**Department of Economics**

**Notice**

All Students are hereby informed that Department of Economics will conduct a certificate course on **"Financial Literacy"**. However student who want to take admission for this course should contact to the Course Coordinator Prof. Nirmal R.R.

Detailed course information will be provided separately. All students should note this.

  
**Co-Ordinator**  
IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci. Senior College  
Deolali Camp, Nashik



  
**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik



SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,  
**Shri. Eknathrao Sahadu Shete Arts, Commerce & Science College,**  
**Deolali Camp, Nashik**  
**Academic Year 2023-2024**

**Certificate Course on Financial Literacy**

**Time Table**

**Time : 11:30 to 2:30 pm**

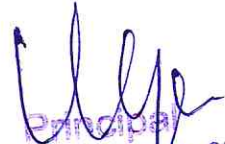
Day	Date	Name of the Topic
Monday	05/02/2024	Foundations of Financial Literacy
Tuesday	06/02/2024	Foundations of Financial Literacy Money Management
Wednesday	07/02/2024	Money Management
Thursday	08/02/2024	Banking and Financial Products
Friday	09/02/2024	Banking and Financial Products
Saturday	10/02/2024	Consumer Rights and Protection
Monday	12/02/2024	Consumer Rights and Protection
Tuesday	13/02/2024	Financial Scams
Wednesday	14/02/2024	Digital Financial Security
Thursday	15/02/2024	Financial Planning for the Future
Friday	16/02/2024	Financial Planning for the Future
Saturday	17/02/2024	Financial Planning for the Future



**Co-Ordinator**  
**IQAC**

**Shri Eknathrao Sahadu Shete**  
**Arts, Comm. & Sci. Senior College**  
**Deolali Camp, Nashik**





**Principal**  
**Shri Eknathrao Sahadu Shete**  
**Art's Comm. & Sci. Senior College**  
**Deolali Camp, Nashik**

# Syllabus

## Module 1: Introduction to Computers

1. Basic Computer Components
    - Understanding hardware and software
    - Introduction to Input and Output Devices (Mouse, Keyboard, Monitor, etc.)
    - Types of Computers (Desktop, Laptop, Tablet)
  2. Operating Systems Overview
    - What is an Operating System?
    - Introduction to Windows and Linux
    - File management (Creating, Renaming, Moving Files and Folders)
    - Introduction to Taskbar, Start Menu, and Desktop
  3. Basic Troubleshooting
    - Common computer problems and solutions
    - Rebooting, restarting, and shut down processes
- 

## Module 2: MS Office Suite

1. Microsoft Word
  - Creating and saving documents
  - Text Formatting (Font styles, size, alignment, etc.)
  - Paragraph formatting (Line spacing, bullets, numbering)
  - Inserting images, tables, and graphs
  - Using templates and styles
  - Basic Page Setup (Margins, Orientation)
  - Proofreading Tools (Spell Check, Thesaurus)
2. Microsoft Excel
  - Introduction to spreadsheets and cells
  - Basic formulas and functions (SUM, AVERAGE, etc.)
  - Data Entry and Formatting
  - Creating Charts and Graphs
  - Introduction to Pivot Tables
  - Sorting and Filtering Data



  
**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik



### 3. Microsoft PowerPoint

- Creating and saving presentations
  - Slide Layouts and Design
  - Inserting Text, Images, and Multimedia
  - Basic Animations and Transitions
  - Preparing and presenting slides
- 

## Module 3: Internet and Email Basics

### 1. Introduction to the Internet

- What is the Internet?
- Web Browsers and Search Engines (Google, Bing)
- Using the Internet for Research
- Online Security and Safety (Avoiding scams, Phishing)

### 2. Email Basics

- Setting up and using email accounts (e.g., Gmail, Outlook)
  - Composing, sending, and replying to emails
  - Attaching files and documents
  - Email etiquette and safety (Identifying spam and phishing)
  - Managing Contacts and Folders
- 

## Module 4: Cybersecurity and Online Safety


### 1. Cyber Threats and Protection

- Types of Cyber Threats (Malware, Viruses, Ransomware)
- Protecting Personal Data and Privacy
- Password Management and Security Tools
- Importance of Antivirus Software

### 2. Safe Internet Usage

- Identifying and avoiding online scams
- Secure online shopping and banking
- Social Media Privacy and Safety



  
**Principal**  
Shri Eknathrao Sanadu Sheta  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik

## Module 5: Advanced Topics and Practical Sessions

### 1. Cloud Computing and Storage

- Introduction to Cloud Storage (Google Drive, Dropbox, OneDrive)
- Storing and Sharing Files Online
- Syncing Devices with Cloud Services

### 2. Basic Graphic Design Tools


- Introduction to Canva and simple design software
- Creating Flyers, Posters, and Social Media Graphics
- Basic photo editing techniques

### 3. Practical Session and Hands-on Practice

- Real-life applications of MS Office and Internet skills
  - Troubleshooting exercises and problem-solving scenarios
  - Final Q&A and review
- 

  
**Co-Ordinator**  
IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci. Senior College  
Deolali Camp, Nashik



  
**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik



Shikshan Mandal Bhagur's

Shri Eknathrao Sahadu Shete Arts, Commerce & Science College, Deolali  
Camp, Nashik

DEPARTMENT OF ECONOMICS

CERTIFICATE

This is to certify that Mr./Miss \_\_\_\_\_

Class \_\_\_\_\_ has successfully completed the certificate course on "Financial Literacy" in the year 20 -24 at the Department of Commerce, Shri Eknathrao Sahadu Shete Arts, Commerce & Science College, Deolali Camp, Nashik, Maharashtra

HOD



Principal  
Principal  
Shri Eknathrao Sahadu Shete  
Arts Comm. & Sci. Senior College  
Deolali Camp, Nashik





SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,  
**Shri. Eknathrao Sahadu Shete Arts, Commerce  
& Science College, Deolali Camp, Nashik**

Matoshree Yamunabai Karandikar Shaikshanik Sankul, Sv.No.306/1A/4B/2, Barnes School Road, Deolali Camp, Tal &  
Dist Nashik-422401.

E-mail : [smbcollege2019@gmail.com](mailto:smbcollege2019@gmail.com)

COLLEGE ID : PU/AN/ACS/181/2019

Ph.No.0253-4032579

**Name of Department  
Commerce**

**Title of Add on Course  
"Computer Awareness"**

**Duration of Course 31 Hrs.**

**Year 2023-24**



**Co-Ordinator  
IQAC**

Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci.Senior College  
Deolali Camp, Nashik





**Principal**

Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik



SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,  
**Shri. Eknathrao Sahadu Shete Arts, Commerce &  
Science College, Deolali Camp, Nashik**

Matoshree Yamunabai Karandikar Shaikshanik Sankul, Sv.No.306/1A/4B/2, Barnes School Road, Deolali Camp, Tal &  
Dist Nashik-422401.

E-mail : [smbcollege2019@gmail.com](mailto:smbcollege2019@gmail.com)

COLLEGE ID : PU/AN/ACS/181/2019

Ph.No.0253-4032579

Date: 03/10/2023

## Notice

Subject: Computer Awareness Course for Students

All the **First year Arts Commerce & Science** Students We are excited to announce the commencement of a **Computer Awareness Course** to enhance your knowledge and skills in basic computer operations, software applications, and internet usage. The course Will Be For 2 hours for 15 days.

Course Details:

- Duration : 10 days
- Timings : 3.00-5.00 pm
- Venue : Aditi Computers, Bhagur.


The course will cover topics such as:

- Basic Computer Functions
- Microsoft Office (Word, Excel, PowerPoint)
- Internet and Email Usage
- Cybersecurity and Online Safety

Interested students are requested to Contact to Prof. A. E. Thakare

  
**Co-Ordinator**  
IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci. Senior College  
Deolali Camp, Nashik



  
**Principal**  
Principal  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik



SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,  
**Shri. Eknathrao sahadu shete Arts, Commerce & Science College,**  
**Deolali Camp, Nashik**  
**Academic Year 2023-2024**

**Certificate Course of Computer Awareness**

**Time table**

Day	Date	Topic Name
Monday	09/10/2023	Basic Computer Components
Tuesday	10/10/2023	Operating Systems Overview
Wednesday	11/10/2023	Basic Troubleshooting Microsoft Word
Thursday	12/10/2023	Microsoft Word
Friday	13/10/2023	Microsoft Excel
Saturday	14/10/2023	Microsoft Excel
Monday	16/10/2023	Microsoft Powerpoint
Tuesday	17/10/2023	Microsoft Powerpoint
Wednesday	18/10/2023	Introduction to the Internet
Thursday	19/10/2023	Email Basics
Friday	20/10/2023	Cybersecurity and Online Safety Cyber Threats and Protection
Saturday	21/10/2023	Safe Internet Usage
Monday	23/10/2023	Advanced Topics and Practical Sessions
Wednesday	25/10/2023	Basic Graphic Design Tools
Thursday	26/10/2023	Practical Session and Hands-on Practice

  
**Co-Ordinator**  
IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci. Senior College  
Deolali Camp, Nashik



  
**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College  
Deolali Camp, Nashik



## Syllabus

### Module 1: Foundations of Financial Literacy (4 hours)

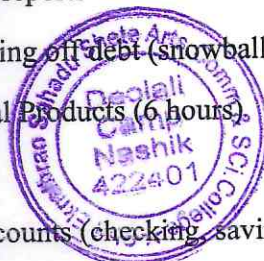
- What is Financial Literacy?
  - Definition and importance in everyday life
  - Key components of financial well-being
- Basic Financial Concepts:
  - Income and expenses
  - Budgeting and saving
  - Debt and credit
  - Investing basics
- Setting Financial Goals:
  - Short-term, mid-term, and long-term goals
  - Creating a financial plan

### Module 2: Money Management (6 hours)

- Budgeting Techniques:
  - 50/30/20 rule, envelope system, budgeting apps
  - Tracking income and expenses
  - Creating a realistic budget
- Saving and Investing Strategies:
  - Emergency fund
  - Retirement planning (401(k), IRA)
  - Investing basics: stocks, bonds, mutual funds
- Debt Management:
  - Types of debt (good vs. bad)
  - Credit scores and reports
  - Strategies for paying off debt (snowball, avalanche)

### Module 3: Banking and Financial Products (6 hours)

- Banking Basics:
  - Types of bank accounts (checking, savings)



  
**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deotoli Camp, Nashik

- Understanding interest rates
- Online and mobile banking
- Credit Cards:
  - How credit cards work
  - Credit card interest and fees
  - Building and maintaining good credit
- Insurance:
  - Types of insurance (health, auto, home, life)
  - Understanding insurance policies
  - Choosing the right insurance coverage

#### Module 4: Consumer Rights and Protection (6 hours)

- Consumer Rights:
  - Understanding consumer laws
  - Protecting yourself from fraud and scams
  - Filing complaints
- Financial Scams:
  - Identifying common scams (phishing, identity theft)
  - Protecting your personal information
  - Reporting financial crimes
- Digital Financial Security:
  - Online banking security
  - Protecting your passwords and accounts
  - Using secure payment methods

#### Module 5: Financial Planning for the Future (8 hours)

- Retirement Planning:
  - Social Security benefits
  - Pension plans
  - Investing for retirement
- Education Planning:
  - Saving for college
  - Student loans and financial aid
- Estate Planning:
  - Wills and trusts
  - Estate taxes
  - End-of-life planning

**Co-Ordinator**  
**IQAC**

Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci. Senior College  
Deolali Camp, Nashik



**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College  
Deolali Camp, Nashik



SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,

**Shri. Eknathrao sahadu shete Arts, Commerce  
& Science College, Deolali Camp, Nashik**

Matoshree Yamunabai Karandikar Shaikshanik Sankul, Sv.No.306/1A/4B/2, Barnes School Road, Deolali Camp, Tal &  
Dist Nashik-422401.

E-mail : [smbcollege2019@gmail.com](mailto:smbcollege2019@gmail.com)

COLLEGE ID : PU/AN/ACS/181/2019

Ph.No.0253-4032579

**Name of Department  
Commerce**

**Title of Add on Course  
“Fundamentals of Accounting”**

**Duration of Course 31 Hrs.**

**Year 2023-24**

  
**Co-Ordinator**  
IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci.Senior College  
Deolali Camp, Nashik



  
**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik





SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,  
**Shri. Eknathrao sahadu shete Arts, Commerce &  
Science College, Deolali Camp, Nashik**

Matoshree Yamunabai Karandikar Shaikshanik Sankul, Sv.No.306/1A/4B/2, Barnes School Road, Deolali Camp, Tal &  
Dist Nashik-422401.

E-mail : [smbcollege2019@gmail.com](mailto:smbcollege2019@gmail.com)

COLLEGE ID : PU/AN/ACS/181/2019

Ph.No.0253-4032579

Date - 21/09/2023

### Notice

The Commerce department of the S.E.S.S. Arts, Commerce & Science College Deolali Camp is organizing a Certificate Course in Fundamentals of Accounting from. Those students who want to register for the course, please contact Prof. Poonam Raiswal. The course is free of cost. So, grab the opportunity and register your name for the course.

Principal

  
**Co-Ordinator**  
IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci. Senior College  
Deolali Camp, Nashik



  
**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik



SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,  
**Shri. Eknathrao Sahadu Shete Arts, Commerce & Science**  
**College, Deolali Camp, Nashik**  
**Academic Year 2023-2024**

**Certificate Course of Fundamentals of Accounting**

**Time Table**

**Time : 1:00 to 3:00 pm**

Day	Date	Name of the Topic
Friday	01/09/2023	Introduction to Accounting
Saturday	02/09/2023	Introduction to Accounting
Monday	04/09/2023	Basic Accounting Equation and Journal Entries
Tuesday	05/09/2023	Basic Accounting Equation and Journal Entries
Wednesday	06/09/2023	Basic Accounting Equation and Journal Entries
Thursday	07/09/2023	Ledger Posting and Trial Balance
Friday	08/09/2023	Ledger Posting and Trial Balance
Saturday	09/09/2023	Ledger Posting and Trial Balance
Monday	11/09/2023	Preparation of Financial Statements
Tuesday	12/09/2023	Preparation of Financial Statements
Wednesday	14/09/2023	Preparation of Financial Statements
Thursday	15/09/2023	Bank Reconciliation Statement
Friday	16/09/2023	Bank Reconciliation Statement
Saturday	18/09/2023	Introduction to Computerized Accounting
Monday	20/09/2023	Introduction to Computerized Accounting

  
**Co-Ordinator**  
IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci. Senior College  
Deolali Camp, Nashik



  
**Principal**  
Shri Eknathrao Sahadu Shete  
Arts Comm. & Sci. Senior College,  
Deolali Camp, Nashik

# Syllabus

**Course Title:** Fundamentals of Accounting

## **Module 1: Introduction to Accounting (4 Hours)**

- What is Accounting?
  - Definition, objectives, scope, and importance of accounting.
  - Users of accounting information and their needs.
  - Branches of accounting (Financial, Managerial, Cost, Auditing, Tax).
- Accounting Concepts and Principles
  - Going Concern, Accrual Basis, Matching Principle, Consistency, Materiality, etc.

## **Module 2: Basic Accounting Equation and Journal Entries (6 Hours)**

- The Accounting Equation:  $\text{Assets} = \text{Liabilities} + \text{Equity}$ 
  - Understanding and applying the accounting equation.
- Journal Entries
  - Definition and purpose of journal entries.
  - Recording various business transactions (sales, purchases, cash receipts, cash payments, etc.) in journal format.
  - Rules of debit and credit.

## **Module 3: Ledger Posting and Trial Balance (6 Hours)**

- Ledger Posting
  - Posting journal entries to the ledger accounts.
  - Maintaining subsidiary ledgers (e.g., debtors ledger, creditors ledger).
- Trial Balance
  - Preparation of a trial balance.
  - Identifying and rectifying errors in trial balance.

## **Module 4: Preparation of Financial Statements (8 Hours)**

- Trading Account
  - Calculating gross profit or gross loss.
- Profit and Loss Account
  - Determining net profit or net loss.



*Bsapkule*  
**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik



- Balance Sheet
  - Preparing a balance sheet in the standard format.
  - Analyzing the financial position of a business.

#### **Module 5: Bank Reconciliation Statement (3 Hours)**

- Bank Reconciliation Statement
  - Reasons for differences between bank statement and cash book.
  - Preparing a bank reconciliation statement.

#### **Module 6: Introduction to Computerized Accounting (3 Hours)**

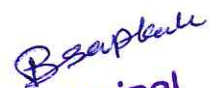
- Introduction to accounting software (e.g., Tally, QuickBooks).
- Basic functionalities of accounting software.
- Benefits of using accounting software.



**Co-Ordinator**  
**IQAC**

Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci. Senior College  
Deolali Camp, Nashik





**Principal**

Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik



Shikshan Mandal Bhagur's

**Shri Eknathrao Sahadu Shete Arts, Commerce &  
Science College, Deolali Camp, Nashik**

**DEPARTMENT OF COMMERCE**

**CERTIFICATE**

This is to certify that

Mr./Miss \_\_\_\_\_

Class \_\_\_\_\_ has successfully completed  
the certificate course on "FUNDAMENTAL OF  
ACCOUNTING" in the year 20 -24 at the  
Department of Commerce, Shri Eknathrao  
Sahadu Shete Arts, Commerce & Science  
College, Deolali Camp, Nashik, Maharashtra

Head of Department

**H.O.D.**  
Dept. of Commerce



Principal

**Principal**

Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik





SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,  
**Shri. Eknathrao sahadu shete Arts,Commerce  
& Science College, Deolali Camp, Nashik**

Matoshree Yamunabai Karandikar Shaikshanik Sankul, Sv.No.306/1A/4B/2, Barnes School Road, Deolali Camp, Tal &  
Dist Nashik-422401.

E-mail : [smbcollege2019@gmail.com](mailto:smbcollege2019@gmail.com)  
Ph.No.0253-4032579

COLLEGE ID : PU/AN/ACS/181/2019 Ph.No.0253-4032579

Date :     /     /20

**Name of Department  
Chemistry**

**Title of Add on Course  
“Chemistry of Co-Ordination Compounds”**

**Duration of Course 31 Hrs.**

**Year 2023-24**





SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,  
**Shri. Eknathrao Sahadu Shete Arts, Commerce &  
Science College, Deolali Camp, Nashik**

Matoshree Yamunabai Karandikar Shaikshanik Sankul, Sv.No.306/1A/4B/2, Barnes School Road, Deolali Camp, Tal &  
Dist Nashik-422401.

E-mail : [smbcollege2019@gmail.com](mailto:smbcollege2019@gmail.com)

COLLEGE ID : PU/AN/ACS/181/2019

Ph.No.0253-4032579

Date: / /20

## Department of Chemistry

### Notice

All Students are hereby informed that Department of Chemistry will conduct a certificate course on “**Chemistry of Co-Ordination Compounds**”. However student who want to take admission for this course should contact to the Course Coordinator Prof. M.R.Kale.

Detailed course information will be provided separately. All students should note this.

  
Co-Ordinator

IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci.Senior College  
Deolali Camp, Nashik





Principal  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik



SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,  
**Shri. Eknathrao sahadu shete Arts, Commerce & Science College,**  
**Deolali Camp, Nashik**  
**Academic Year 2023-2024**

**Certificate Course of Chemistry of Co-Ordination Compounds**

**Time Table**

Day	Date	Topic Name
Monday	16/10/2023	Definition and Scope of Coordination Chemistry
Tuesday	17/10/2023	Werner's Theory of Coordination Nomenclature of Coordination Compounds
Wednesday	18/10/2023	Ligands and Coordination Numbers Classification of Ligands
Thursday	19/10/2023	Coordination Numbers Isomerism in Coordination Compounds
Friday	20/10/2023	Stereoisomerism Geometrical Isomerism
Saturday	21/10/2023	Optical Isomerism Applications of Stereoisomerism
Monday	23/10/2023	Bonding in Coordination Compounds
Wednesday	25/10/2023	Valence Bond Theory (VBT)
Thursday	26/10/2023	Crystal Field Theory (CFT)
Friday	27/10/2023	Molecular Orbital Theory (MOT)
Saturday	28/10/2023	Magnetic Properties and Color of Coordination Compounds
Monday	30/10/2023	Magnetic Properties and Color of Coordination Compounds
Tuesday	31/10/2023	Separation Techniques -Crystallization
Wednesday	01/11/2023	Preparation of Solutions and Reagents
Thursday	02/11/2023	Preparation of Solutions and Reagents

  
**Co-Ordinator**  
IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci. Senior College  
Deolali Camp, Nashik



  
**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik

# Syllabus

## Module 1: Introduction

- 1.1 Definition and Scope of Coordination Chemistry:
  - Definition of coordination compounds with examples.
  - Importance of coordination compounds in various fields (e.g., biology, medicine, industry, environment).
- 1.2 Werner's Theory of Coordination:
  - Postulates of Werner's theory.
  - Limitations of Werner's theory.
- 1.3 Nomenclature of Coordination Compounds:
  - IUPAC nomenclature rules for coordination compounds (including ligands, central metal ions, oxidation states).
  - Practice problems on nomenclature.


## Module 2: Ligands and Coordination Numbers

- 2.1 Classification of Ligands:
  - Monodentate, bidentate, polydentate, chelating ligands with examples.
  - Ambidentate ligands.
  - Macrocyclic ligands (e.g., crown ethers, cryptands).
- 2.2 Coordination Numbers:
  - Definition and common coordination numbers.
  - Factors influencing coordination number (e.g., size of metal ion, size of ligands, electronic configuration).
- 2.3 Isomerism in Coordination Compounds:
  - Introduction to different types of isomerism.

## Module 3: Stereoisomerism

- 3.1 Geometrical Isomerism:
  - Square planar complexes (cis-trans isomerism).
  - Octahedral complexes (cis-trans, fac-mer isomerism).
  - Examples and methods of identification of geometrical isomers.



  
**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik



- 3.2 Optical Isomerism:
  - Chirality and enantiomers.
  - Resolution of enantiomers.
  - Determination of absolute configuration ( $\Delta$ ,  $\Lambda$  notation).
- 3.3 Applications of Stereoisomerism:
  - Applications in medicine, industry, and catalysis.


#### Module 4: Bonding in Coordination Compounds

- 4.1 Valence Bond Theory (VBT):
  - Hybridization of metal orbitals.
  - Formation of coordinate bonds.
  - Limitations of VBT.
- 4.2 Crystal Field Theory (CFT):
  - Splitting of d-orbitals in different ligand fields (octahedral, tetrahedral, square planar).
  - Ligand field stabilization energy (LFSE).
  - Factors affecting the magnitude of  $\Delta_o$  (spectrochemical series).
- 4.3 Molecular Orbital Theory (MOT):
  - Basic principles of MOT.
  - Molecular orbital diagrams for simple complexes.

#### Module 5: Magnetic Properties and Color of Coordination Compounds

- 5.1 Magnetic Properties:
  - Types of magnetism (diamagnetism, paramagnetism, ferromagnetism).
  - Magnetic moment and its relationship with the number of unpaired electrons.
  - Spin-only magnetic moment.
- 5.2 Color of Coordination Compounds:
  - Origin of color in coordination compounds (d-d transitions).



  
Principal  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College  
Deolali Camp, Nashik


- Factors affecting the color of complexes (nature of ligand, oxidation state of metal).
- Applications of color in coordination chemistry.

## Module 6: Stability of Coordination Compounds

- 6.1 Stability Constants (Formation Constants):
  - Definition and significance of stability constants.
  - Factors affecting stability constants (nature of ligand, chelate effect).
  - Applications of stability constants.
- 6.2 Kinetics of Ligand Substitution Reactions:
  - Mechanisms of ligand substitution reactions (SN1, SN2).
  - Factors affecting the rates of ligand substitution reactions.

  
**Co-Ordinator**  
 IQAC  
 Shri Eknathrao Sahadu Shete  
 Arts, Comm. & Sci. Senior College  
 Deolali Camp, Nashik



  
**Principal**  
 Shri Eknathrao Sahadu Shete  
 Arts, Comm. & Sci. Senior College  
 Deolali Camp, Nashik



Shikshan Mandal Bhagur's

**Shri Eknathrao Sahadu Shete Arts, Commerce & Science College, Deolal Camp, Nashik**

**DEPARTMENT OF CHEMISTRY**

**CERTIFICATE**

This is to certify that Mr./Miss \_\_\_\_\_

Class \_\_\_\_\_ has successfully completed the certificate course on " Chemistry of Co-Ordination Compounds " in the year 20 -20 at the Department of Commerce, Shri Eknathrao Sahadu Shete Arts, Commerce & Science College, Deolal Camp, Nashik, Maharashtra.

Head of Department  
**Co-ordinator**  
Department of Science



**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolal Camp, Nashik





SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,  
**Shri. Eknathrao sahadu shete Arts, Commerce  
& Science College, Deolali Camp, Nashik**

Matoshree Yamunabai Karandikar Shaikshanik Sankul, Sv.No.306/1A/4B/2, Barnes School Road, Deolali Camp, Tal s  
Dist Nashik-422401.

E-mail : [smbcollege201G@gmail.com](mailto:smbcollege201G@gmail.com)

COLLEGE ID : PU/AN/ACS/181/201G Ph.No.0253-403257G

**Name of Department  
Commerce**

**Title of Add on Course  
“Basics of Accounting”**

**Duration of Course 31 Hrs.**

**Year 2022-23**

  
**Co-Ordinator**  
IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci.Senior College  
Deolali Camp, Nashik



  
**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sai. Senior College,  
Deolali Camp, Nashik



SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,  
**Shri. Eknathrao Sahadu Shete Arts, Commerce &  
Science College, Deolali Camp, Nashik**

Matoshree Yamunabai Karandikar Shaikshanik Sankul, Sv.No.306/1A/4B/2, Barnes School Road, Deolali Camp, Tal s  
Dist Nashik-422401.

E-mail : smbcollege201G@gmail.com

COLLEGE ID : PU/AN/ACS/181/201G

Ph.No.0253-403257G

Date: 24/07/2022

## Notice

The Commerce department of the S.E.S.S. Arts, Commerce & Science College Deolali Camp is organizing a Certificate Course in **Basics of Accounting** from 3 october 2022 Those students who want to register for the course, please contact Prof. Ashwini Thakare. The course is free of cost.

So, grab the opportunity and register your name for the course.

Principal

H.O.D.  
Dept. of Commerce,



Co-Ordinator  
IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci. Senior College  
Deolali Camp, Nashik



  
Principal

Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik



SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,  
**Shri. Eknathrao sahadu shete Arts, Commerce s Science**  
**College, Deolali Camp, Nashik**  
**Academic Year 2022-2023**

**Certificate Course of Basics of Accounting**

**Time Table**

**Time : 1:00 to 3:00 pm**

Day	Date	Name of the Topic
Monday	03/10/2022	Introduction to Accounting
Tuesday	04/10/2022	
Thursday	06/10/2022	Basic Accounting Equation and Journal Entries
Friday	07/10/2022	
Saturday	08/10/2022	
Monday	10/10/2022	Ledger Posting and Trial Balance
Tuesday	11/10/2022	
Wednesday	12/10/2022	
Thursday	13/10/2022	Preparation of Financial Statements
Friday	14/10/2022	
Saturday	15/10/2022	
Monday	17/10/2022	Bank Reconciliation Statement
Tuesday	18/10/2022	
Wednesday	19/10/2022	Introduction to Computerized Accounting
Thursday	20/10/2022	

  
**Co-Ordinator**  
IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci. Senior College  
Deolali Camp, Nashik



  
**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik





SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,

## **Shri. Eknathrao Sahadu Shete Arts, Commerce & Science College, Deolali Camp, Nashik**

Matoshree Yamunabai Karandikar Shaikshanik Sankul, Sv.No.306/1A/4B/2, Barnes School Road, Deolali Camp, Tal s  
Dist Nashik-422401.

# **Syllabus**

**Course Title:** Basics of Accounting

### **Module 1: Introduction to Accounting (4 Hours)**

- What is Accounting?
  - Definition, objectives, scope, and importance of accounting.
  - Users of accounting information and their needs.
  - Branches of accounting (Financial, Managerial, Cost, Auditing, Tax).
- Accounting Concepts and Principles
  - Going Concern, Accrual Basis, Matching Principle, Consistency, Materiality, etc.

### **Module 2: Basic Accounting Equation and Journal Entries (6 Hours)**

- The Accounting Equation:  $\text{Assets} = \text{Liabilities} + \text{Equity}$ 
  - Understanding and applying the accounting equation.
- Journal Entries
  - Definition and purpose of journal entries.
  - Recording various business transactions (sales, purchases, cash receipts, cash payments, etc.) in journal format.
  - Rules of debit and credit.

### **Module 3: Ledger Posting and Trial Balance (6 Hours)**

- Ledger Posting
  - Posting journal entries to the ledger accounts.
  - Maintaining subsidiary ledgers (e.g., debtors ledger, creditors ledger).
- Trial Balance
  - Preparation of a trial balance.
  - Identifying and rectifying errors in trial balance.

### **Module 4: Preparation of Financial Statements (8 Hours)**

- Trading Account
  - Calculating gross profit or gross loss.



  
**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College  
Deolali Camp, Nashik

- Balance Sheet
  - Preparing a balance sheet in the standard format.
  - Analyzing the financial position of a business.

#### **Module 5: Bank Reconciliation Statement (3 Hours)**

- Bank Reconciliation Statement
  - Reasons for differences between bank statement and cash book.
  - Preparing a bank reconciliation statement.

#### **Module 6: Introduction to Computerized Accounting (3 Hours)**

- Introduction to accounting software (e.g., Tally, QuickBooks).
- Basic functionalities of accounting software.
- Benefits of using accounting software.

  
**Co-Ordinator**  
 IQAC  
 Shri Eknathrao Sahadu Shete  
 Arts, Comm. & Sci. Senior College  
 Deolali Camp, Nashik



  
**Principal**  
 Shri Eknathrao Sahadu Shete  
 Art's Comm. & Sci. Senior College,  
 Deolali Camp, Nashik



SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,  
**Shri. Eknathrao sahadu shete Arts, Commerce & Science**  
**College, Deolali Camp, Nashik**

**Certificate Course of Basics of Accounting Student List**

Sr.No.	Name of the Student
1	Vyavhare Akshada Vilas
2	Wagh Shweta Rajaram
3	Warungase Vaishali Ramdas
4	Sahane Tejas Nivrutti
5	Shinde Mayuri Annasaheb
6	Talpade Samiksha Nandu
7	Shinde Sonali Ashok
8	Pagare Shruti Siddharth
9	Salkar Shubham Bharat
10	Dalvi Sanket Shivaji
11	Dange Ashwini Ashok
12	Tayade Riya Anil
13	Deshmukh Harshada Uday
14	Fokane Ashwini Sanjay
15	Bhawar Sunny Devchand
16	Chandre Sakshi Shivaji
17	Adke Shivam Rajaram
18	Avhad Priyanka D.
19	Adke Chaitali Sanjay
20	Jadhav Arti Bhaurao

  
**Co-Ordinator**  
IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci. Senior College  
Deolali Camp, Nashik



  
**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik





**Savitribai Phule Pune University**  
**Shikshan Mandal Bhagur's**  
**Arts, Commerce and Science Senior College**  
**Deolali Camp – 422401**

Date: 18/10/2023

**NOTICE**

**English Grammar and Communication Skills Course**

The Department of English invites all First Year BA/Bcom/Bsc students to a comprehensive English Grammar and Communication Skills course, designed to enhance your proficiency in the English Language.

**Dates : 02 November to 11 November 2023**

**Time : 2:30 to 5:30 PM**

**Venue : Block No. - 1**

**HOD**

**(Department of English)**

**Co-Ordinator**

**IQAC**

**Shri Eknathrao Sahadu Shete**  
**Arts, Comm. & Sci. Senior College**  
**Deolali Camp, Nashik**



**Principal**  
**Principal**

**Shri Eknathrao Sahadu Shete**  
**Art's Comm. & Sci. Senior College,**  
**Deolali Camp, Nashik**

# ENGLISH GRAMMAR AND COMMUNICATION SKILL

## COURSE SYLLABUS

### 1. Grammar

#### Basics of Grammar

- Parts of Speech (Nouns, Pronouns, Verbs, Adjectives, Adverbs, Prepositions, Conjunctions, Interjections)
- Sentence Structure (Simple, Compound, Complex Sentences)
- Tenses (Present, Past, Future, and their Subtypes)
- Articles (Definite and Indefinite Articles)
- Subject-Verb Agreement
- Active and Passive Voice
- Direct and Indirect Speech
- Punctuation and Capitalization

### 2. Communication Skills

#### Written Communication

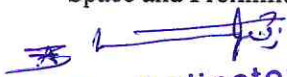
- Formal and Informal Letter Writing
- Email Etiquette
- Report Writing
- Essay Writing
- Paragraph Development and Summarization
- Note-taking and Minutes of Meetings
- CV and Resume Writing

#### Oral Communication


- Basics of Phonetics and Pronunciation
- Stress, Rhythm, and Intonation
- Group Discussions
- Public Speaking and Presentation Skills
- Listening Skills and Comprehension
- Telephone and Online Communication Etiquette
- Interview Techniques

#### Non-verbal Communication

- Body Language
- Facial Expressions
- Gestures and Postures
- Eye Contact
- Space and Proximity in Communication

  
**Co-Ordinator**  
IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci. Senior College  
Deolali Camp, Nashik



  
Shri Eknathrao Sahadu Shete  
Arts Comm. & Sci. Senior College,  
Deolali Camp, Nashik



Shikshan Mandal Bhagur's

**Shri. Eknathrao Sahadu Shete Arts, Commerce and Science Senior College,  
Deolali Camp - 422401**

**Department of English**

## **CERTIFICATE**

**This is to certify that Mr./Ms. \_\_\_\_\_**

**Class \_\_\_\_\_ has successfully completed the course on "English  
Grammar and Communication Skill" in the year 20 - 20**

**HoD  
Department of English**

**Co-ordinator  
IQAC**



**Principal  
Principal**

**Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik**





SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,  
**Shri. Eknathrao sahadu shete Arts, Commerce  
& Science College, Deolali Camp, Nashik**

Matoshree Yamunabai Karandikar Shaikshanik Sankul, Sv.No.306/1A/4B/2, Barnes School Road, Deolali Camp, Tal s  
Dist Nashik-422401.

E-mail : [smbcollege201G@gmail.com](mailto:smbcollege201G@gmail.com)

COLLEGE ID : PU/AN/ACS/181/201G Ph.No.0253-403257

**Name of Department  
Commerce**

**Title of Add on Course  
“Introduction to  
Computer”**

**Duration of Course 31 Hrs.**

**Year 2022-23**

  
**Co-Ordinator**  
IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci.Senior College  
Deolali Camp, Nashik



  
**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik



SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,  
**Shri. Eknathrao sahadu shete Arts,Commerce &  
Science College, Deolali Camp, Nashik**

Matoshree Yamunabai Karandikar Shaikshanik Sankul, Sv.No.306/1A/4B/2, Barnes School Road, Deolali Camp, Tal s  
Dist Nashik-422401.

E-mail : smbcollege201G@gmail.com

COLLEGE ID : PU/AN/ACS/181/201G

Ph.No.0253-403257G

Date: / /20

## Notice

Subject: Introduction to Computer Course for Students

All the **First year Arts Commerce & Science** Students We are excited to announce the commencement of a **Introduction to Computer Course** to enhance your knowledge and skills in basic computer operations, software applications, and internet usage. The course Will Be For 2 hours for 15 days.

Course Details:

- Duration : 10 days
- Timings : 4.00-6.00 pm
- Venue : Aditi Computers, Bhagur.

The course will cover topics such as:

- Basic Computer Functions
- Microsoft Office (Word, Excel, PowerPoint)
- Internet and Email Usage
- Cybersecurity and Online Safety

Interested students are requested to Contact to Prof. R.R.Jagtap

  
**Co-Ordinator**  
IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci.Senior College  
Deolali Camp, Nashik



  
**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci Senior College,  
Deolali Camp, Nashik



SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,  
**Shri. Eknathrao sahadu shete Arts, Commerce & Science College,**  
**Deolali Camp, Nashik**  
**Academic Year 2022-2023**

**Certificate Course of Introduction to Computer**

**Time table**

Day	Date	Topic Name
Wednesday	13/03/2023	Basic Computer Components
Thursday	14/03/2023	Operating Systems Overview
Friday	15/03/2023	Basic Troubleshooting Microsoft Word
Saturday	16/03/2023	Microsoft Word
Monday	17/03/2023	Microsoft Excel
Wednesday	18/03/2023	Microsoft Excel
Thursday	20/03/2023	Microsoft Powerpoint
Friday	21/03/2023	Microsoft Powerpoint
Saturday	23/03/2023	Introduction to the Internet
Monday	24/03/2023	Email Basics
Tuesday	25/03/2023	Cybersecurity and Online Safety Cyber Threats and Protection
Wednesday	27/03/2023	Safe Internet Usage
Thursday	28/03/2023	Advanced Topics and Practical Sessions
Friday	29/03/2023	Basic Graphic Design Tools
Saturday	31/03/2023	Practical Session and Hands-on Practice

  
**Co-Ordinator**  
**IQAC**  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci. Senior College  
Deolali Camp, Nashik



  
**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik





**Shri. Eknathrao sahadu shete Arts, Commerce & Science  
College, Deolali Camp, Nashik**

Matoshree Yamunabai Karandikar Shaikshanik Sankul, Sv.No.306/1A/4B/2, Barnes School Road, Deolali Camp, Tal s Dist Nashik-422401.

## Syllabus

### Course Title – Introduction to computers

#### Module 1: Introduction to Computers

##### 1. Basic Computer Components

- Understanding hardware and software
- Introduction to Input and Output Devices (Mouse, Keyboard, Monitor, etc.)
- Types of Computers (Desktop, Laptop, Tablet)

##### 2. Operating Systems Overview

- What is an Operating System?
- Introduction to Windows and Linux
- File management (Creating, Renaming, Moving Files and Folders)
- Introduction to Taskbar, Start Menu, and Desktop

##### 3. Basic Troubleshooting

- Common computer problems and solutions
- Rebooting, restarting, and shut down processes

#### Module 2: MS Office Suite

##### 1. Microsoft Word

- Creating and saving documents
- Text Formatting (Font styles, size, alignment, etc.)
- Paragraph formatting (Line spacing, bullets, numbering)
- Inserting images, tables, and graphs
- Using templates and styles
- Basic Page Setup (Margins, Orientation)
- Proofreading Tools (Spell Check, Thesaurus)

##### 2. Microsoft Excel

- Introduction to spreadsheets and cells
- Basic formulas and functions (SUM, AVERAGE, etc.)
- Data Entry and Formatting
- Creating Charts and Graphs



  
Principal  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik

### 3. Microsoft PowerPoint

- Creating and saving presentations
- Slide Layouts and Design
- Inserting Text, Images, and Multimedia
- Basic Animations and Transitions
- Preparing and presenting slides

---

## Module 3: Internet and Email Basics

### 1. Introduction to the Internet

- What is the Internet?
- Web Browsers and Search Engines (Google, Bing)
- Using the Internet for Research
- Online Security and Safety (Avoiding scams, Phishing)

### 2. Email Basics

- Setting up and using email accounts (e.g., Gmail, Outlook)
- Composing, sending, and replying to emails
- Attaching files and documents
- Email etiquette and safety (Identifying spam and phishing)
- Managing Contacts and Folders

---

## Module 4: Cybersecurity and Online Safety

### 1. Cyber Threats and Protection

- Types of Cyber Threats (Malware, Viruses, Ransomware)
- Protecting Personal Data and Privacy
- Password Management and Security Tools
- Importance of Antivirus Software

### 2. Safe Internet Usage

- Identifying and avoiding online scams
- Secure online shopping and banking
- Social Media Privacy and Safety



*(Signature)*  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College  
Deolali Camp, Nashik

## Module 5: Advanced Topics and Practical Sessions

### 1. Cloud Computing and Storage

- Introduction to Cloud Storage (Google Drive, Dropbox, OneDrive)
- Storing and Sharing Files Online
- Syncing Devices with Cloud Services

### 2. Basic Graphic Design Tools

- Introduction to Canva and simple design software
- Creating Flyers, Posters, and Social Media Graphics
- Basic photo editing techniques

### 3. Practical Session and Hands-on Practice

- Real-life applications of MS Office and Internet skills
  - Troubleshooting exercises and problem-solving scenarios
  - Final Q&A and review
- 



  
**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik





Shikshan Mandal Bhagur's

**Shri Eknathrao Sahadu Shete Arts, Commerce & Science College, Deolali Camp, Nashik**

**DEPARTMENT OF COMMERCE**

**CERTIFICATE**

This is to certify that Mr./Miss \_\_\_\_\_

Class \_\_\_\_\_

\_\_\_\_\_ has successfully completed the certificate course on " Introduction of Computer " in the year 20 22 -2023 at the Department of Commerce, Shri Eknathrao Sahadu Shete Arts, Commerce & Science College, Deolali Camp, Nashik, Maharashtra

Head of Department

Principal



SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,

**Shri. Eknathrao Sahadu Shete Arts, Commerce &  
Science College, Deolali Camp, Nashik**

Matoshree Yamunabai Karandikar Shaikshanik Sankul, Sv.No.306/1A/4B/2, Barnes School Road, Deolali Camp, Tal s  
Dist Nashik-422401.

E-mail : [smbcollege201G@gmail.com](mailto:smbcollege201G@gmail.com)

COLLEGE ID : PU/AN/ACS/181/201G

Ph.No.0253-403257G

Date: 24/2/2023

**Department of Chemistry**

**Title of Add On Course  
“Introduction of Laboratory Techniques in  
Chemistry”**

**Duration of Course 32 Hrs.  
Year 2022-2023**

  
**Co-Ordinator**  
IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci.Senior College  
Deolali Camp, Nashik



  
**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik



SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,  
**Shri. Eknathrao Sahadu Shete Arts, Commerce &  
Science College, Deolali Camp, Nashik**

Matoshree Yamunabai Karandikar Shaikshanik Sankul, Sv.No.306/1A/4B/2, Barnes School Road, Deolali Camp, Tal s  
Dist Nashik-422401.

E-mail : [smbcollege201G@gmail.com](mailto:smbcollege201G@gmail.com)

COLLEGE ID : PU/AN/ACS/181/201G Ph.No.0253-403257G

Date : 24/02/2023

**Department of Chemistry**

**Notice**

Certificate Course in

**“Introduction of Laboratory Techniques in Chemistry”**

All the students of F.Y.BSc Chemistry (2022-2023) are hereby informed that the Department of Chemistry is going to conduct a short certificate course entitled **“Introduction to Laboratory Techniques in Chemistry”** from **1 March 2023 to 18 March 2023**. Interested students register their names to Prof. S.M.Dhongade. The duration of this course is of 15 days and the course will conduct along with the regular curriculum.



**Co-Ordinator**  
IQAC

Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci.Senior College  
Deolali Camp, Nashik





**Principal**  
**Principal**

Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik





SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,  
**Shri. Eknathrao sahadu shete Arts, Commerce & Science College,**  
**Deolali Camp, Nashik**  
Academic Year 2022-2023

**Introduction of Laboratory Techniques in  
Chemistry Time Table**

**Time : 1.00 to 3.00 pm**

Day	Date	Topic Name
Wednesday	01/03/2023	Introduction to Laboratory Safety and Good Laboratory Practices
Thursday	02/03/2023	Introduction to Laboratory Safety and Good Laboratory Practices
Friday	03/03/2023	Basic Glassware and Equipment
Saturday	04/03/2023	Basic Glassware and Equipment
Monday	06/03/2023	Volumetric Analysis :Preparation of standard solutions
Wednesday	08/03/2023	Volumetric Analysis -Acid-base titrations:
Thursday	09/03/2023	Volumetric Analysis -Acid-base titrations:
Friday	10/03/2023	Volumetric Analysis -Redox titrations
Saturday	11/03/2023	Gravimetric Analysis
Monday	13/03/2023	Separation Techniques -Chromatography
Tuesday	14/03/2023	Separation Techniques -Chromatography
Wednesday	15/03/2023	Separation Techniques -Distillation
Thursday	16/03/2023	Separation Techniques -Crystallization
Friday	17/03/2023	Preparation of Solutions and Reagents
Saturday	18/03/2023	Preparation of Solutions and Reagents

  
**Co-Ordinator**  
IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci. Senior College  
Deolali Camp, Nashik



  
**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik

## Course Syllabus

### Certificate Course in Introduction of Laboratory Techniques in Chemistry

#### Module 1: Introduction to Laboratory Safety and Good Laboratory Practices (GLP) (4 Hours)

- Laboratory Safety Rules and Regulations
  - Personal Protective Equipment (PPE): Lab coats, gloves, safety glasses, eye wash, etc.
  - Chemical Safety: Handling, storage, and disposal of chemicals
  - Fire safety: Fire extinguishers, emergency exits
  - Electrical safety
  - First aid procedures
- Good Laboratory Practices (GLP)
  - Maintaining a clean and organized work area
  - Proper record-keeping and documentation
  - Accuracy and precision in measurements
  - Waste management and disposal

#### Module 2: Basic Glassware and Equipment (4 Hours)

- Common laboratory glassware: Beakers, flasks (Erlenmeyer, volumetric), graduated cylinders, pipettes, burettes, etc.
- Cleaning and drying of glassware
- Use and calibration of measuring devices: Balances, thermometers
- Handling and use of laboratory burners (Bunsen burner)
- Introduction to basic laboratory instruments: pH meter, conductivity meter (basic operation and principles)

#### Module 3: Volumetric Analysis (8 Hours)

- Preparation of standard solutions
- Acid-base titrations:
  - Theory and principles of acid-base titrations
  - Indicators: Selection and use
  - Performing acid-base titrations (e.g., titration of HCl with NaOH)
- Redox titrations (optional):
  - Introduction to redox reactions
  - Performing a simple redox titration (e.g., titration of potassium permanganate with oxalic acid)

#### Module 4: Gravimetric Analysis

- Principles of gravimetric analysis
- Precipitation reactions
- Filtration techniques: Gravity filtration, vacuum filtration
- Washing and drying of precipitates
- Calculation of results

#### Module 5: Separation Techniques (8 Hours)

- Chromatography:



*Principal*  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik

- Principles of chromatography
- Paper chromatography
- Thin-layer chromatography (TLC)
- Distillation:
  - Simple distillation
  - Fractional distillation (optional)
- Crystallization:
  - Principles of crystallization
  - Purification of impure substances by crystallization

**Module 6: Preparation of Solutions and Reagents (4 Hours)**

- Calculation of molarity, normality, and other concentration units
- Preparation of solutions of different concentrations
- Dilution of solutions
- Preparation of buffer solutions (optional)

**Evaluation:**

- Continuous assessment throughout the course
- Practical examinations: Performing assigned experiments
- Quiz or short written test
- Practical sessions should be emphasized throughout the course.



**Co-Ordinator**  
**IQAC**  
**Shri Eknathrao Sahadu Shete**  
**Arts, Comm. & Sci. Senior College**  
**Deolali Camp, Nashik**



  
**Principal**  
**Shri Eknathrao Sahadu Shete**  
**Arts Comm. & Sci. Senior College,**  
**Deolali Camp, Nashik**





Shikshan Mandal Bhagur's

**Shri Eknathrao Sahadu Shete Arts, Commerce & Science College, Deolal Camp, Nashik**

**DEPARTMENT OF CHEMISTRY**

## **CERTIFICATE**

This is to certify that Mr./Miss. \_\_\_\_\_

Class \_\_\_\_\_ has successfully completed the certificate course on " **Introduction to Laboratory Techniques in Chemistry** " in the year **2021 -2023** at the Department of Commerce, Shri Eknathrao Sahadu Shete Arts, Commerce & Science College, Deolal Camp, Nashik, Maharashtra.

Head of Department

Principal



SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,  
**Shikshan Mandal Bhagur Arts, Commerce &  
Science College, Deolali Camp, Nashik**

Matoshree Yamunabai Karandikar Shaikshanik Sankul, Sv.No.306/1A/4B/2, Barnes School Road, Deolali Camp, Tal s  
Dist Nashik-422401.

E-mail : [smbcollege201G@gmail.com](mailto:smbcollege201G@gmail.com)

COLLEGE ID : PU/AN/ACS/181/201G

Ph.No.0253-403257G

## **Department of Chemistry**

### **Title of Add On Course “Chemistry Laboratory Safety”**

**Duration of Course 32 Hrs.  
Year 2021-2022**



SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,  
**Shikshan Mandal Bhagur Arts, Commerce &  
Science College, Deolali Camp, Nashik**

Matoshree Yamunabai Karandikar Shaikshanik Sankul, Sv.No.306/1A/4B/2, Barnes School Road, Deolali Camp, Tal s  
Dist Nashik-422401.

E-mail : [smbcollege201G@gmail.com](mailto:smbcollege201G@gmail.com)

COLLEGE ID : PU/AN/ACS/181/201G

Ph.No.0253-403257G

Date : 24 / 01 /2022

**Department of Chemistry**

**Notice**

Certificate Course in

**“Chemistry Laboratory Safety”**

All the students of F.Y.BSc Chemistry (2021-2022) are hereby informed that the Department of Chemistry is going to conduct a short certificate course entitled **“Chemistry Laboratory Safety”** from **7 Feb 2022 to 25 feb 2022**. Interested students register their names to Prof. M.A. Handore. The duration of this course is of 15 days and the course will conduct along with the regular curriculum.

  
**Co-Ordinator**  
IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci.Senior College  
Deolali Camp, Nashik



  
**Principal**  
Shikshan Mandal Bhagur  
Arts, Comm. & Sci.College,  
Deolali Camp, Nashik.





SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,

## **Shikshan Mandal Bhagur Arts, Commerce & Science College, Deolali Camp, Nashik**

Matoshree Yamunabai Karandikar Shaikshanik Sankul, Sv.No.306/1A/4B/2, Barnes School Road, Deolali Camp, Tal & Dist Nashik-4224

### **Course Syllabus**

#### **Certificate Course in Chemistry Laboratory Safety**

#### **Module 1: Introduction to Laboratory Safety and Good Laboratory Practices (GLP) (4 Hours)**

- Laboratory Safety Rules and Regulations
  - Personal Protective Equipment (PPE): Lab coats, gloves, safety glasses, eye wash, etc.
  - Chemical Safety: Handling, storage, and disposal of chemicals
  - Fire safety: Fire extinguishers, emergency exits
  - Electrical safety
  - First aid procedures
- Good Laboratory Practices (GLP)
  - Maintaining a clean and organized work area
  - Proper record-keeping and documentation
  - Accuracy and precision in measurements
  - Waste management and disposal

#### **Module 2: Basic Glassware and Equipment (4 Hours)**

- Common laboratory glassware: Beakers, flasks (Erlenmeyer, volumetric), graduated cylinders, pipettes, burettes, etc.
- Cleaning and drying of glassware
- Use and calibration of measuring devices: Balances, thermometers
- Handling and use of laboratory burners (Bunsen burner)
- Introduction to basic laboratory instruments: pH meter, conductivity meter (basic operation and principles)

#### **Module 3: Volumetric Analysis (8 Hours)**

- Preparation of standard solutions
- Acid-base titrations:
  - Theory and principles of acid-base titrations
  - Indicators: Selection and use
  - Performing acid-base titrations (e.g., titration of HCl with NaOH)
- Redox titrations (optional):
  - Introduction to redox reactions
  - Performing a simple redox titration (e.g., titration of potassium permanganate with oxalic acid)

#### **Module 4: Gravimetric Analysis**

- Principles of gravimetric analysis
- Precipitation reactions
- Filtration techniques: Gravity filtration, vacuum filtration
- Washing and drying of precipitates
- Calculation of results

### **Module 5: Separation Techniques (8 Hours)**

- Chromatography:
  - Principles of chromatography
  - Paper chromatography
  - Thin-layer chromatography (TLC)
- Distillation:
  - Simple distillation
  - Fractional distillation (optional)
- Crystallization:
  - Principles of crystallization
  - Purification of impure substances by crystallization

### **Module 6: Preparation of Solutions and Reagents (4 Hours)**

- Calculation of molarity, normality, and other concentration units
- Preparation of solutions of different concentrations
- Dilution of solutions
- Preparation of buffer solutions (optional)

#### **Evaluation:**

- Continuous assessment throughout the course
- Practical examinations: Performing assigned experiments
- Quiz or short written test

Note: This is a sample syllabus and can be adjusted based on the specific needs and resources of the institution.

- Practical sessions should be emphasized throughout the course.







SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,  
**Shikshan Mandal Bhagur Arts, Commerce & Science College,**  
**Deolali Camp, Nashik**  
**Academic Year 2021-2022**  
**Chemistry Laboratory Safety**

**Time Table**

Day	Date	Topic Name
Monday	07/02/2022	Introduction to Laboratory Safety and Good Laboratory Practices
Tuesday	08/02/2022	Introduction to Laboratory Safety and Good Laboratory Practices
Wednesday	09/02/2022	Basic Glassware and Equipment
Thursday	10/02/2022	Basic Glassware and Equipment
Friday	11/02/2022	Volumetric Analysis :Preparation of standard solutions
Saturday	12/02/2022	Volumetric Analysis -Acid-base titrations:
Monday	14/02/2022	Volumetric Analysis -Acid-base titrations:
Tuesday	15/02/2022	Volumetric Analysis -Redox titrations
Wednesday	16/02/2022	Gravimetric Analysis
Thursday	17/02/2022	Separation Techniques -Chromatography
Friday	18/02/2022	Separation Techniques -Chromatography
Monday	21/02/2022	Separation Techniques -Distillation
Tuesday	22/02/2022	Separation Techniques -Crystallization
Wednesday	23/02/2022	Preparation of Solutions and Reagents
Thursday	24/02/2022	Preparation of Solutions and Reagents

  
**Co-Ordinator**  
IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci.Senior College  
Deolali Camp, Nashik







Shikshan Mandal Bhagur's  
Affiliated to Savitribai Phule Pune University

**Shikshan Mandal Bhagur Arts, Commerce and Science Senior  
College,  
Deolali Camp – 422401**

Date: 01/11/2021

## **NOTICE**

### **Certificate Course in English**

The Department of English invites all First Year BA/Bcom/Bsc students to a Certificate Course in English designed to enhance your proficiency in the English Language.

We look forward to your participation!

**Dates : 08 November to 17 November 2021**

**Time : 2:30 to 5:30 PM**

**Venue : Block No. – 1**

HOD  
(Department of English)  
Co-Ordinator  
IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci. Senior College  
Deolali Camp, Nashik



Principal  
Shikshan Mandal Bhagur  
Arts, Comm. & Sci. College,  
Deolali Camp, Nashik

# ENGLISH GRAMMAR AND COMMUNICATION SKILL

## COURSE SYLLABUS

### 1. Grammar

#### Basics of Grammar

- Parts of Speech (Nouns, Pronouns, Verbs, Adjectives, Adverbs, Prepositions, Conjunctions, Interjections)
- Sentence Structure (Simple, Compound, Complex Sentences)
- Tenses (Present, Past, Future, and their Subtypes)
- Articles (Definite and Indefinite Articles)
- Subject-Verb Agreement
- Active and Passive Voice
- Direct and Indirect Speech
- Punctuation and Capitalization

### 2. Communication Skills

#### Written Communication

- Formal and Informal Letter Writing
- Email Etiquette
- Report Writing
- Essay Writing
- Paragraph Development and Summarization
- Note-taking and Minutes of Meetings
- CV and Resume Writing

#### Oral Communication

- Basics of Phonetics and Pronunciation
- Stress, Rhythm, and Intonation
- Group Discussions
- Public Speaking and Presentation Skills
- Listening Skills and Comprehension
- Telephone and Online Communication Etiquette
- Interview Techniques

#### Non-verbal Communication

- Body Language
- Facial Expressions
- Gestures and Postures
- Eye Contact
- Space and Proximity in Communication



*[Signature]*  
Principal  
Shiksha Mandar, Bhagur  
Arts, Comm. & Sci. College,  
Deolali Camp, Nashik.



**Shikshan Mandal Bhagur**  
**Arts, Commerce and Science Senior College, Deolali Camp - 422401**

## **Department of English**

# **CERTIFICATE**

**This is to certify that Mr./Ms. \_\_\_\_\_**

**Class \_\_\_\_\_ has successfully completed the course on "English  
Grammar and Communication Skill" in the year 20 - 20**

**HoD**  
**Department of English**



**Co-ordinator**  
**IQAC**

**Principal**  
**Principal**  
**Shikshan Mandal Bhagur**  
**Arts, Comm. & Sci. College,**  
**Deolali Camp, Nashik**





**Shikshan Mandal Bhagur's**  
**Affiliated to Savitribai Phule Pune University**  
**Shri Eknathrao Sahadu Shete Arts, Commerce and Science**  
**Senior College, Deolali Camp – 422401**

Date: 01/11/2022

**NOTICE**

**Comprehensive Course In English**

The Department of English invites all First Year BA/Bcom/Bsc students to a comprehensive Course in English designed to enhance your proficiency in the English Language.

**Dates : 07 November to 18 November 2022**

**Time : 2:30 to 5:30 PM**

**Venue : Block No. - 1**

**HOD**  
**(Department of English)**  
**Co-Ordinator**

IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci. Senior College  
Deolali Camp, Nashik



**Principal**  
**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik

# ENGLISH GRAMMAR AND COMMUNICATION SKILL

## COURSE SYLLABUS

### 1. Grammar

#### Basics of Grammar

- Parts of Speech (Nouns, Pronouns, Verbs, Adjectives, Adverbs, Prepositions, Conjunctions, Interjections)
- Sentence Structure (Simple, Compound, Complex Sentences)
- Tenses (Present, Past, Future, and their Subtypes)
- Articles (Definite and Indefinite Articles)
- Subject-Verb Agreement
- Active and Passive Voice
- Direct and Indirect Speech
- Punctuation and Capitalization

### 2. Communication Skills

#### Written Communication

- Formal and Informal Letter Writing
- Email Etiquette
- Report Writing
- Essay Writing
- Paragraph Development and Summarization
- Note-taking and Minutes of Meetings
- CV and Resume Writing

#### Oral Communication

- Basics of Phonetics and Pronunciation
- Stress, Rhythm, and Intonation
- Group Discussions
- Public Speaking and Presentation Skills
- Listening Skills and Comprehension
- Telephone and Online Communication Etiquette
- Interview Techniques

#### Non-verbal Communication

- Body Language
- Facial Expressions
- Gestures and Postures
- Eye Contact
- Space and Proximity in Communication

  
**Co-Ordinator**  
IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci. Senior College  
Deolali Camp, Nashik



  
**Principal**  
Shri Eknathrao Sahadu Shete  
Arts Comm. & Sci. Senior College,  
Deolali Camp, Nashik



SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,  
**SHIKSHAN MANDAL BHAGUR Arts, Commerce & Science**  
**College, Deolali Camp, Nashik**  
Tal & Dist Nashik-422401.

Date : 30/12/2020

## Notice

### Certificate Course in Rajbhasha Hindi aur Prayog

This is to inform all interested students about the upcoming Certificate Course in Rajbhasha Hindi aur Prayog by the department of hindi designed to enhance your proficiency in the hindi language, Grammer, Literature, usage.

The course start from 4<sup>th</sup> January 2021.

To register your name and for more information contact Prof. Ms. Prajakta joshi.



**Co-Ordinator**  
**IQAC**

**Shri Eknathrao Sahadu Shete**  
**Arts, Comm. & Sci. Senior College**  
**Deolali Camp, Nashik**



  
Principal

**Shikshan Mandal Bhagur**  
**Arts, Comm. & Sci. College,**  
**Deolali Camp, Nashik.**





## Time Table

Course : राजभाषा हिंदी और प्रयोग

Day	Date	Topic
Monday	04/01/2021	1. हिंदी वर्णमाला और उच्चारणहिंदी वर्णमाला, स्वर, व्यंजन, मात्राएँ, और उच्चारण के नियम।
Tuesday	05/01/2021	2. संज्ञा, सर्वनाम, विशेषणसंज्ञा के भेद, सर्वनाम के प्रकार, और विशेषणों का प्रयोग।
Wednesday	06/01/2021	3. क्रिया- क्रियाविशेषण, कारकक्रिया के भेद, क्रियाविशेषणों के प्रकार,
Thursday	07/01/2021	4. काल-वर्तमान, भूत और भविष्य काल
Friday	08/01/2021	5. वाच्य-कर्मवाच्य, भाववाच्य, और कृदंत।
Saturday	09/01/2021	6. वाक्य रचनावाक्य के प्रकार, वाक्य के अंग और नियम।
Monday	11/01/2021	7. शब्द निर्माणउपसर्ग, प्रत्यय, और संधि
Tuesday	12/01/2021	8. व्याकरणिक लिंग और वचनलिंग और वचन के नियम।
Wednesday	13/01/2021	9. वाक्य के भेदसरल, संयुक्त, और मिश्र वाक्य
Thursday	14/01/2021	10. हिंदी व्याकरण अनुवाद, वाक्य निर्माण
Friday	15/01/2021	11. सरकारी पत्र लेखनविभिन्न प्रकार आवेदन पत्र, शिकायत पत्र, और आदेश पत्र।
Saturday	16/01/2021	12. सरकारी रिपोर्ट लेखनरिपोर्ट
Monday	18/01/2021	13. बैठकों और प्रस्तुतियों में भाग लेनाबैठक में भाग लेने के नियम, कौशल
Tuesday	19/01/2021	14. हिंदी शब्दकोष
Wednesday	20/01/2021	15. व्यावसायिक शब्दावली, और तकनीकी शब्दावली।

**Co-Ordinator**  
IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci.Senior College  
Deolali Camp, Nashik





राजभाषा हिंदी और प्रयोग

## Syllabus

1. हिंदी वर्णमाला और उच्चारणहिंदी वर्णमाला, स्वर, व्यंजन, मात्राएँ, और उच्चारण के नियम।
2. संज्ञा, सर्वनाम, विशेषणसंज्ञा के भेद, सर्वनाम के प्रकार, और विशेषणों का प्रयोग।
3. क्रिया, क्रियाविशेषण, कारकक्रिया के भेद, क्रियाविशेषणों के प्रकार, और कारकों का प्रयोग।
4. वाक्य रचनावाक्य के प्रकार, वाक्य के अंग, और वाक्य रचना के नियम।
5. कालवर्तमान, भूत और भविष्य काल।
6. वाच्यकर्मवाच्य, भाववाच्य, और कृदंत।
7. शब्द निर्माणउपसर्ग, प्रत्यय, और संधि।
8. व्याकरणिक लिंग और वचनलिंग और वचन के नियम।
9. वाक्य के भेदसरल, संयुक्त, और मिश्र वाक्य।
10. हिंदी व्याकरण के व्यावहारिक प्रयोगवाक्यों का अनुवाद, वाक्य निर्माण, और व्याकरणिक त्रुटियों का सुधार।
11. सरकारी पत्र लेखनविभिन्न प्रकार के सरकारी पत्र, जैसे कि आवेदन पत्र, शिकायत पत्र, और आदेश पत्र।
12. सरकारी रिपोर्ट लेखनरिपोर्ट लेखन के सिद्धांत और रिपोर्ट का प्रारूप।
13. बैठकों और प्रस्तुतियों में भाग लेनाबैठक में भाग लेने के नियम, प्रस्तुति देने के कौशल।
14. हिंदी शब्दकोष और शब्दावली का विकासहिंदी शब्दकोष का उपयोग, व्यावसायिक शब्दावली, और तकनीकी शब्दावली।







Shikshan Mandal Bhagur's

**Shikshan Mandal Bhagur Arts, Commerce &  
Science College, Deolali Camp, Nashik**

**DEPARTMENT OF Hindi**

**CERTIFICATE**

This is to certify that

Mr./Miss \_\_\_\_\_

Class \_\_\_\_\_ has successfully completed  
the certificate course on "Rajbhasha Hindi Aur  
Prayog" in the year 20 - 20 .

  
Head of Department

Ms. Projakta Joshi

  
Principal  
Shikshan Mandal Bhagur  
Arts, Comm. & Sci. College,  
Deolali Camp, Nashik.





SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,  
**SHIKSHAN MANDAL BHAGUR Arts, Commerce &  
Science College, Deolali Camp, Nashik**  
Tal & Dist Nashik-422401.

### Notice

All Science Students are hereby informed that Department of Environment Science will conduct a certificate course on "**Environment Safety**". However student who want to take admission for this course should contact to the Course Coordinator.

Detailed course information will be provided separately. All students should note this.

  
**Co-Ordinator**  
IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci.Senior College  
Deolali Camp, Nashik



  
**Principal**  
Shikshan Mandal Bhagur  
Arts, Comm. & Sci.College,  
Deolali Camp, Nashik.



SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,  
**Shri. Eknathrao Sahadu shete Arts, Commerce & Science College,**  
**Deolali Camp, Nashik**

**Time Table**

Date	Topic
13/01/2020	1. Introduction to Environmental Safety
14/01/2020	
15/01/2020	
16/01/2020	2. Air Quality Management
17/01/2020	
18/01/2020	
20/01/2020	3. Water Quality Management
21/01/2020	
22/01/2020	
23/01/2020	4. Soil and Waste Management
24/01/2020	
25/01/2020	5. Environmental Auditing and Compliance
27/01/2020	
28/01/2020	6. Environmental Communication and Leadership
29/01/2020	

  
**Principal**  
Shikshan Mandal Bhagur  
Arts, Comm. & Sci. College,  
Deolali Camp, Nashik.

  
**Co-Ordinator**  
IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci. Senior College  
Deolali Camp, Nashik



**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik



## Course – Environment Safety

### Syllabus

#### Module 1: Introduction to Environmental Safety (4 hours)


- Environmental Principles:
  - Ecosystems and biodiversity
  - Pollution types (air, water, soil)
  - Environmental impacts of human activities
  - Sustainable development principles
- Environmental Legislation and Regulations:
  - Overview of key environmental laws and regulations (e.g., Clean Air Act, Clean Water Act, Resource Conservation and Recovery Act)
  - Permitting and compliance requirements
  - Role of regulatory agencies (e.g., EPA, OSHA)
- Environmental Risk Assessment:
  - Hazard identification and risk assessment methodologies
  - Risk management strategies (prevention, mitigation, control)
  - Emergency preparedness and response planning

#### Module 2: Air Quality Management (4 hours)

- Air Pollutants:
  - Sources of air pollution (industrial, vehicular, natural)
  - Types of air pollutants (particulate matter, gases, volatile organic compounds)
  - Health and environmental impacts of air pollution
- Air Quality Control Technologies:
  - Emission control devices (scrubbers, filters, catalytic converters)
  - Air pollution monitoring and control strategies
- Indoor Air Quality:
  - Sources of indoor air pollutants (mold, asbestos, radon)
  - Indoor air quality assessment and control measures

#### Module 3: Water Quality Management (4 hours)

- Water Resources and Pollution:
  - Sources of water pollution (point and non-point sources)
  - Types of water pollutants (chemical, biological, physical)
  - Impacts of water pollution on aquatic ecosystems
- Water Quality Control Technologies:
  - Wastewater treatment processes (primary, secondary, tertiary)
  - Stormwater management techniques
  - Water conservation and reuse strategies
- Water Quality Monitoring and Analysis:
  - Water quality parameters and sampling methods
  - Interpretation of water quality data

  
**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comin. & Sci. Senior College,  
Deolali Camp, Nashik



#### Module 4: Soil and Waste Management

- Soil Contamination:
  - Sources of soil contamination (industrial activities, agriculture, waste disposal)
  - Impacts of soil contamination on human health and the environment
  - Soil remediation techniques
- Waste Management Principles:
  - Waste hierarchy (reduce, reuse, recycle, recover, dispose)
  - Waste minimization strategies
  - Waste segregation and collection systems
  - Hazardous waste management and disposal regulations
- Sustainable Waste Management Practices:
  - Composting
  - Anaerobic digestion
  - Waste-to-energy technologies

#### Module 5: Environmental Auditing and Compliance

- Environmental Audits:
  - Types of environmental audits (internal, external, third-party)
  - Conducting environmental audits (planning, fieldwork, reporting)
  - Corrective and preventive actions
- Environmental Compliance:
  - Developing and implementing environmental management systems (EMS)
  - Tracking and reporting environmental performance
  - Ensuring regulatory compliance and permit renewals

#### Module 6: Environmental Communication and Leadership

- Communicating Environmental Issues:
  - Effective communication strategies for stakeholders (employees, community, regulators)
  - Environmental reporting and disclosure
  - Public awareness campaigns
- Environmental Leadership:
  - Integrating environmental considerations into business decisions
  - Promoting a culture of environmental responsibility

  
**Co-Ordinator**  
IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci. Senior College  
Deolali Camp, Nashik



  
**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik



SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,  
**SHIKSHAN MANDAL BHAGUR Arts, Commerce &  
Science College, Deolali Camp, Nashik**  
Tal & Dist Nashik-422401.

Date :

## नोटिस

सर्व विद्यार्थ्यांना सूचित करण्यात येते कि मराठी भाषा आणि साहित्य या विषयावरील एक नवीन अभ्यासक्रम सुरू करित आहोत. या अभ्यासक्रमातून तुम्हाला मराठी भाषेचे व्याकरण, वाक्यरचना, शब्दसंग्रह, मराठी साहित्याचा इतिहास, विविध साहित्य प्रकार आणि मराठी संस्कृती यांची सखोल माहिती मिळेल.


अभ्यासक्रमाचे उद्देशः

- मराठी भाषेवर प्रभुत्व मिळवणे.
  - मराठी साहित्याचा आस्वाद घेणे.
  - मराठी संस्कृतीची ओळख करून घेणे.
  - मराठी भाषेत प्रभावीपणे बोलणे, लिहिणे आणि वाचणे.
- अधिक माहिती साठी प्रा. डॉ. मृत्युंजय कापरे यांना संपर्क साधावा

Principal

  
**Co-Ordinator**  
IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci. Senior College  
Deolali Camp, Nashik



  
**Principal**  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci. Senior College,  
Deolali Camp, Nashik



SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,  
**SHIKSHAN MANDAL BHAGUR Arts, Commerce & Science College, Deolali**  
**Camp, Nashik**  
Academic Year 2019-2020

**Course : मराठी भाषा व साहित्य**  
**Time Table**

Day	Date	Topic
Monday	30/09/2019	1. मराठी वर्णमाला आणि उच्चारण
Tuesday	01/10/2019	2. संज्ञा, सर्वनाम, विशेषण
Thursday	03/10/2019	3. क्रिया, क्रियाविशेषण, कारक
Friday	04/10/2019	4. वाक्य रचना
Saturday	05/10/2019	5. शब्दसंग्रह
Monday	07/10/2019	6. मराठी वाङ्मय - कविता -
Wednesday	09/10/2019	7. मराठी वाङ्मय - गद्य कथालेखन, निबंध, चरित्रलेखन
Thursday	10/10/2019	8. मराठी लोकसाहित्य
Friday	11/10/2019	9. मराठी संस्कृती - सण आणि उत्सव
Saturday	12/10/2019	10. मराठी संस्कृती - कला आणि संगीत
Monday	14/10/2019	11. मराठी भाषेचा व्यावहारिक वापर पत्रलेखन, निबंधलेखन
Tuesday	15/10/2019	12. मराठी भाषेचा व्यावहारिक वापर भाषणकला
Wednesday	16/10/2019	13. मराठी साहित्य चर्चा
Thursday	17/10/2019	14. मराठी संस्कृती - सामाजिक जीवन
Friday	18/10/2019	15. मराठी संस्कृती - कला प्रदर्शन

  
**Co-Ordinator**  
IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci. Senior College  
Deolali Camp, Nashik



  
**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik





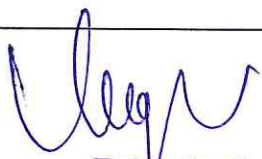
SHIKSHAN MANDAL BHAGUR'S,  
AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE,  
**SHIKSHAN MANDAL BHAGUR Arts, Commerce & Science College,**  
**Deolali Camp, Nashik**  
Academic Year 2019-2020

## Course : मराठी भाषा व साहित्य Syllabus

१	मराठी वर्णमाला आणि उच्चारण -	स्वर, व्यंजन, मात्रा, उच्चारण
२	संज्ञा, सर्वनाम, विशेषण -	भेद, लिंग, वचन, रूप
३	क्रिया, क्रियाविशेषण, कारक -	भेद, काल, वाच्य, कारक
४	वाक्य रचना -	सरल, संयुक्त, मिश्र वाक्ये, वाक्यरचना
५	शब्दसंग्रह -	समानार्थी शब्द, विरुद्धार्थी शब्द, वाक्प्रचार
६	मराठी वाङ्मय - कविता -	मराठी कवी आणि त्यांची काव्ये, कवितांचा आस्वाद
७	मराठी वाङ्मय - गद्य -	कथालेखन, निबंध, चरित्रलेखन
८	मराठी लोकसाहित्य -	लोकगीत, लोककथा, वाङ्मयीन परंपरा
९	मराठी संस्कृती - सण आणि उत्सव -	सणांचे महत्त्व, परंपरा, रितीरिवाज
१०	मराठी संस्कृती - कला आणि संगीत -	चित्रकला, शिल्पकला, संगीत प्रकार
११	मराठी भाषेचा व्यावहारिक वापर -	पत्रलेखन, निबंधलेखन, भाषणकला
१२	मराठी साहित्य चर्चा -	साहित्यिकांचे जीवनचरित्र, साहित्यिक विचार
१३	मराठी संस्कृती - सामाजिक जीवन -	समाजव्यवस्था, परंपरा, रूढी
१४	मराठी संस्कृती - कला प्रदर्शन -	संगीत कार्यक्रम, नाट्यप्रदर्शन, चित्रकला प्रदर्शन

  
**Co-Ordinator**  
IQAC  
Shri Eknathrao Sahadu Shete  
Arts, Comm. & Sci. Senior College  
Deolali Camp, Nashik



  
**Principal**  
Shri Eknathrao Sahadu Shete  
Art's Comm. & Sci. Senior College,  
Deolali Camp, Nashik