

**Prospectus for Language skill and Proofreading Course**

**In Marathi and English Language**

**Marathi Course**

संजीवन ग्रामीण,वैद्यकीय व सामाजिक सहाय्यता प्रतिष्ठान संचलित

कला वाणिज्य व विज्ञान महाविद्यालय ओदे

ता. विक्रमगड जि. पालघर

मराठी व इंग्रजी

आंतरविद्याशाखीय मुद्रित शोधन अभ्यासक्रम

अभ्यासक्रमाचे नाव: भाषिक कौशल्ये आणि मुद्रित शोधन

अभ्यासक्रम सांकेताक: MARENG 1901

Academic Year2019-2020

## अभ्यासक्रमाची रुपरेषा

सदरील प्रमाणपत्र अभ्यासक्रम तीन महिन्याचा असून या अभ्यासक्रमाची रचना प्रामुख्याने पुढील प्रमाणे करण्यात आलेली आहे.

१. सदरील अभ्यासक्रम पुर्णपणे मोफत आहे.
२. अभ्यासक्रमाला प्रवेश मर्यादित आहेत.
३. प्रवेशित विद्यार्थ्यांनि तासिकांना नियमित उपस्थित रहाणे बंधनकारक आहे.
४. वेळोवेळी दिल्याजाणाऱ्या सुचनांचे विद्यार्थ्यांनि पालन करावे.
५. अभ्यासक्रमात उत्तीर्ण विद्यार्थ्यांना प्रमाणपत्र दिले जाईल.

अभ्यासक्रम घटक

MARENG1901 घटक -१ व्यावहारिक आणि उपयोजित मराठी

MARENG1901 घटक -२ व्यावहारिक आणि उपयोजित मराठी

SYLLABUS FOR Marathi (w.e.f. December, 2019)

Paper Code: MARENG1901

Paper: I Title of Paper : भाषिक कौशल्ये आणि मुद्रित शोधन

Learning Objectives: अध्ययन उद्दिष्ट्ये

१. विविध स्तरावरील भाषिक कौशल्ये व क्षमता विकसित करणे
२. विद्यार्थ्यांना व्यक्तिमत्त्व विकासाबरोबरच उद्योग, व्यवसायासाठी भाषिक कौशल्ये आत्मसात करणे.
३. प्रमाणभाषालेखन, मुद्रितशोधन या संकल्पनांचे प्रत्यक्षात उपयोजन करता येणे.
४. लिखित माध्यमांसाठी तसेच आकाशवाणी, दूरदर्शन या माध्यमांसाठी मुलाखत लेखनाची तंत्रे व कौशल्ये वापरता येण्याची क्षमता विकसित करणे.

Learning Outcome: अध्ययन प्राप्ती

१. विद्यार्थ्यांना व्यवहारामध्ये भाषेची विविध उपयोजित
२. कौशल्ये आत्मसात करण्याची क्षमता विकसित करणे.
३. भाषेचे उपयोजित मुल्ये समजावून घेणे.
४. भाषेचे व्यावसायिक स्वरूप समजावून घेणे.
५. तंत्रज्ञान आणि भाषेमधील सहसंबंध या संबंधी जाणून घेणे.
६. माध्यमांतील भाषिक उपयोजन समजावून घेणे.

## TOPICS/CONTENTS:

### अनुक्रमणिका.

- घटक १. मराठीच्या प्रमाणभाषेचे लेखन व मुद्रितशोधन १० तास  
१.१) शुध्दलेखनाची संकल्पना, शुध्दलेखनाची आवश्यकता, शुध्दलेखनाचे नियम  
१.२) मुद्रितशोधनाची संकल्पना व स्वरूप, मुद्रितशोधनाची आवश्यकता, मुद्रितशोधनाच्या खुणा, चिन्हे आणि त्यांचा वापर
- घटक २. वाङ्मयीन व्यवहार व प्रकाशन संस्था १० तास  
२.१) विविध साहित्यसंस्था, मुखपत्रे व त्यांचे वाङ्मयीन कार्य, साहित्यसंमेलनांची भूमिका व सद्यस्थिती  
२.२) वाङ्मयीन नियतकालिके व अनियतकालिके, दिवाळी अंक विशेषांक, स्मरणिका इत्यादीचे संपादन, मांडणी, जाहिरात ISSN ची माहिती
- घटक ३. प्रकाशन व्यवसायाचे स्वरूप ०५ तास  
३.१) प्रकाशन संस्था, प्रकाशन व्यवसाय, पुस्तक प्रकाशन ISBN ची माहिती, ग्रंथमांडणी, संहितानिवड, मुखपृष्ठ, मलपृष्ठ, सजावट व बांधणी, जाहिरात, वितरण इ.
- घटक ४. मुलाखत ०५ तास  
४.१) मुलाखतीचे स्वरूप, तंत्र व कौशल्ये, मुलाखतीची पूर्वतयारी, प्रश्नसूची  
४.२) मुलाखतीचे प्रकार, माध्यमनिहाय मुलाखती, विषयनिहाय मुलाखती  
४.३) मुलाखत लेखन, (मुद्रितमाध्यम, आकाशवाणी, दूरदर्शन इ. साठी)

## प्रश्नपत्रिकेचे स्वरूप

सदरील अभ्यासक्रमाची परिक्षा एकूण ५० गुणांची असेल. परिक्षेचे स्वरूप पुढील प्रमाणे असेल.

प्रश्न १ ला खालील प्रश्नाची उत्तरे लिहा	गुण २०	
अ. लेखन विषयक नियम किंवा मुद्रित शोधचिन्हासाठी उतारा	गुण १०	
ब. दिलेला उतारा किंवा शब्द शुद्ध करणे	गुण १०	
क. पारिभाषिक संज्ञा/ग्रांथिक शब्दांना बोलीतील पर्याय/व्यावसायिकांच्या बोलीतील शब्द:		
२० शब्द देणे—	१० सोडविणे	गुण १०



## संदर्भग्रंथ

१. व्यावहारिक मराठी पुणे विद्यापीठ, प्रकाशन
२. व्यावहारिक मराठी डॉ. कल्याण काळे, डॉ. दत्तात्रय पुंडे, पुणे
३. व्यावहारिक मराठी संपा. डॉ. स्नेहल तावरे, स्नेहवर्धन प्रकाशन, पुणे
४. व्यावहारिक मराठी डॉ. लीला गोविलकर, डॉ. जयश्री पाटणकर, पुणे
५. व्यावहारिक मराठी डॉ. सयाजीराजे मोकाशी, डॉ. रंजना नेमाडे
६. व्यावहारिक मराठी ल.रा. नसिराबादकर, फडके प्रकाशन, कोल्हापूर
७. व्यावहारिक मराठी विशेषांक नवभारत—ऑक्टोबी —सप्टेंबर १९८२, प्राज्ञ पाठशाळा वाई
८. मराठी शुध्दलेखन प.दीप मो.रा. वाळंबे, नितीन प.काशन पुणे
९. मराठी लेखनमार्गदर्शिका यास्मिन शेख, राज्य मराठी विकास संस्था, मुंबई
१०. शुध्दलेखन विवके डॉ.द.न. गोखले, सोहम प्रकाशन पुणे
११. मराठी भाषेची संवाद कौशल्ये य.च.म.मुक्त विद्यापीठ, नाशिक
१२. संपादन : स्वरूप व कौशल्ये
१३. (MCJ 305) य. च. म. मुक्त विद्यापीठ, नाशिक)
१४. प्रशासनिक मराठी भाषेचा विकास गीता भागवत, राज्य मराठी विकास संस्था प्रशासन, मुंबई.
१५. मुद्रित शोधन वाय.ए. धायगुडे, दि. पुना प्रेस ओनर्स असोसिएशन
१६. शोधविज्ञान कोश डॉ. दु.का. संत, पुणे विद्यार्थी गृह, पुणे
१७. भाषांतर मीमांसा संपा.डॉ. कल्याण काळे, डॉ. अंजली सोमण
१८. भाषा : स्वरूप, सामर्थ्य व सौंदर्य डॉ. वा. के. लेले, राजहंस प्रकाशन,पुणे

**Sanjeevan Gramin Vaidyakiya and Samajik Sahayata Pratisathan's  
Arts, Com. and Sci. College, Onde Tal.-Vikramgad,  
Dist- Palghar, 401605.**

**SYLLABUS for Certificate Course**

**Language Skills and Proofreading**

**(With effect from the academic year 2019-2020)**

**Course Code: MARENG1901**

**Course Objectives:**

- To acquaint the learner with Basic English Grammar
- To improve communication skills of learner
- To improve writing skills of learner

**Expected Learning Outcomes:**

By completing the course, the learner should be able to:

1. Use correct word classes
2. Know forming correct sentences with tenses
3. Use punctuation correctly
4. Know editing and proofreading

**Unit- 1: Basic Language Skills: Grammar**

**5 Lectures**

Word classes, Tenses, Articles and Word formation

**Unit- 2: Editing: Punctuation**

**5 Lectures**

Capitalization, Comma, Full stop, Colon, Semi-colon and Hyphen etc

**Unit-3: Proofreading: Symbols**

**5 Lectures**

There are several symbols used for proofreading will be covered in this unit.

**Teaching Methodology:-**

Classroom Teaching  
Presentation

**Evaluation Pattern: English**

Q. 1- unit 1 – 15 marks

Q. 2- unit 2 –15 marks

Q. 3- unit 3 – 10 marks

Q.4- Editing Paragraph – 10 marks

MCQs, fill in the blanks, complete the following sentences and identify the word class may be used at the end of course.



Syllabus Drafted by:  
Bhimrao S. Bansode  
Dept. of English,  
Arts, Com. and Science College, Onde  
Tal. Vikramgad

Dr.Chandoji Sopan Gaikwad  
Dept. of Marathi  
Arts, Com. and Science College, Onde  
Tal. Vikramgad

Prof. Sunildatt Godse  
Head Dept. of Marathi  
Arts, Com. and Science College, Onde  
Tal. Vikramgad



Proof Reading Course Admission List Academic Year 2020-2021

Sr.No	Name of the Studants	Class
01	ShelarVaibhavisantosh	T.Y.B.A.
02	KaraleGaurav Narayan	F.Y. B.Com
03	Dhangar Puja Dasharath	S.Y.B.A.
04	KurhadaShubhamManak	T.Y.Bsc
05	PathareVivekdnyaneshwar	T. Y. B. A.
06	BhoirBhagyshriBhagwan	T.Y.B.A.
07	Tare Pankajbudhaji	T.Y.B.A.
08	NadageMahendraVinayak	T.Y. B.Sc
09	PatilRavinaGajanan	T.Y.B. A.
10	KORE MADHURA VIJAY	T.Y.B.A.
11	more Dikshavijay	S.Y. B. Com.
12	BhanushaliAasthaSantosh	T.Y.B.Sc.

(Signature)

(Signature)

(Signature)

**Department of English & Department of Marathi**  
**Arts, Commerce and Science College, Onde Tal. Vikramgad Dist. Palghar**  
**Language Skills and Proofreading Course**

Academic year 2020- 2021

Attendance Sheet

No.	Name Of Student/Date	03/03/21	06/03/21	10/03/21	13/03/21	17/03/21	20/03/21	24/03/21	27/03/21	03/03/21	06/03/21	10/03/21	13/03/21	17/03/21	20/03/21	24/03/21
01	Bhanushali Aastha Santosh	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
02	Bhoir Bhagyshri Bhagwan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
03	Dhangar Puja Dasharath	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
04	Karale Gaurav Narayan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
05	Kore Madhura Vijay	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P
06	Kurhada Shubham Manak	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
07	More Diksha Vijay	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
08	Nadage Mahendra Vinayak	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
09	Pathare Vivek Dnyaneshwar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	Patil Ravina Gajanan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
11	Shelar Vaibhavi Santosh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	Tare Pankaj Budhaji	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P

  
 Co-Ordinator  






Proof Reading Course Admission List Academic Year 2020-2021

Result Sheet

Sr.No	Name of the Studants	Class	Result
01	Shelar Vaibhavi Santosh	T.Y.B.A	Pass
02	Karale Gaurav Narayan	F.Y. B.com	Pass
03	Dhangar Puja Dasharath	SYBA	Pass
04	Kurhada Shubham Manak	T.Y.B.Sc.	Pass
05	PathareVivek Dnyaneshwar	T. Y. B. A	Pass
06	Bhoir Bhagyshri Bhagwan	T.Y.B.A	Pass
07	Tare Pankaj Budhaji	T.Y.B.A	Pass
08	Nadage MahendraVinayak	TYB.sc	Pass
09	Patil Ravina Gajanan	TYBA	Pass
10	Kore Madhura Vijay	TYBA	Pass
11	More Diksha Vijay	S. Y B.Com	Pass
12	Bhanushali Aastha Santosh	TYB.Sc	Pass

W. M. Sode.

V. M. Sode

W. M. Sode



To,  
The Principal,  
Art, Commerce & **Science** Collage,  
Onde, Vikramgad.  
Palghar, 401605.

**Sub : Conducting the Programs.....**

Respected Sir,

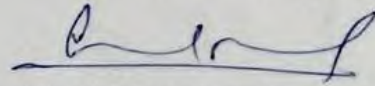
The Faculty of **Commerce** & Accountancy want to conduct following programs.

The Programs **are** as follows:

- 1) Assembly (**Conduct** by students)
- 2) Teach in **school**.
- 3) Prepared **Bank Model**.
- 4) Workshop **on Tax**.
- 5) Certificate **course** on Basic Computer Applications.(40 Hrs.)
- 6) Life skill **Development** Program..(30 Hrs.)

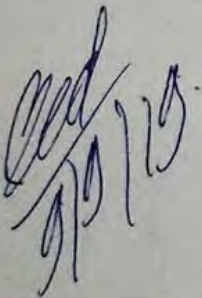
With Regards,  
Thanking You,

Yours Faithfully,



Vipul Manohar Tandei

From,  
Vipul Manohar **Tandei**  
Department of **Commerce** & Accountancy.  
Art, Commerce & **Science** Collage,  
Onde, Vikramgad.  
Palghar, 401605.



Date: 8<sup>th</sup> Feb. 2021

To,  
The Principal  
Arts, Commerce, and Science College  
Onde, Vikramgad.  
401605.

Sub: Granting permission to start Certificate Course.....

Respected Sir,

The Department of Commerce & Accountancy, which to start a certificate course entitled, "Certificate course on personality development" from the academic year 2020 – 2021. This course will defiantly help to the student in our college for developing their life skills, in this global era.

So, I kindly request you to give the permission to start the said course in the interest of the students, if permitted, I shall very much be obliged to you.

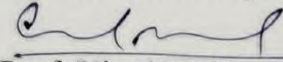
Note: The Course will be conducted Online / Offline.

Thank You.

Enclosure:

1) Copy of Syllabus of the Course.

Yours faithfully,



Prof. Vipul M. Tandel

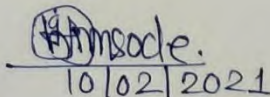
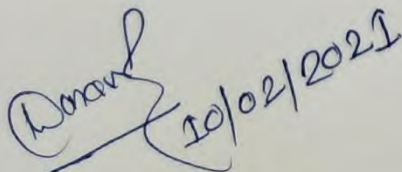
Dept. of Commerce & Accountancy

From,  
Prof. Vipul Manohar Tandel,  
Department of Commerce & Accountancy,  
Arts, Commerce & Science College, Onde,  
Vikramgad, Palghar: 401605.

Copy Forwarded to....

1. The Coordinator I.Q.A.C. A.C.S. College Onde.

Permission.







Sanjeevan Gramin Vaidyakiya and Samajik Sahayata Pratisathan's

## Arts, Commerce and Science College, Onda

*Tal. Vikramgad, Dist. Palghar 401605*

(Affiliated to the University of Mumbai)

NAAC Accredited Grade- C (CGPA-1.85);

ISO 9001:2015 Certified

Year of Establishment: 2002

### CERTIFICATE COURSE IN PERSONALITY DEVELOPMENT

**Eligibility: F.Y./S.Y./T.Y./B.A./B.COM./B.Sc. Students**

**Commencement of Course: March, 2021.**

**Course Duration - 30 Hours**

**Time: Every Friday 02:00 pm - 4:00 pm**

**No of Seats: 30**

**Registration: 26<sup>th</sup> February 2021 - 6<sup>st</sup> March 2021 (Online)**

**Registration Link: <https://forms.gle/LSnNhYj7Km6kr4mKA>**

**Admissions on First-Come-First Served Basis**

**Contact :**

**Prof. V. M. TANDEL**

**Department of Commerce & Accountancy**

**Mo. No. :- 9975351130**

**Prof. R. P. Bansode**

**Department of Economics**

**Mo. No. :- 7798112192**

**GOLDEN  
OPPORTUNITY**

**FREE  
COURSE**



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Year of Establishment: 2002

Department of Commerce & Accountancy

Organizes

### **"CERTIFICATE COURSE ON PERSONALITY DEVELOPMENT"**

No Admission Fees

- **About the Course:-**

*The purpose of this Course is to aware students about the self, critical thinking, creative thinking, analysis & decision-making.*

*In Higher Education, computer knowledge has a special value to improve life skills among the students. It contributes directly to the development of the students, society.*

Duration: 12<sup>th</sup> March 2021 To 30<sup>th</sup> April 2021

Time: 2.00 To 4.00

Evaluation: 100 Marks (Formative: 50 Marks & Summative: 50 Marks)

E-Certificate: Minimum 40 marks in the Examination.



**IN - CHARGE**

**PROF. TANDEL V. M.**

**DEPT. OF ACCOUNTANCY**

CONTACT NO - 9975351130

**I/C PRINCIPAL**

**DR. SONAVANE V. S.**

**ARTS COM & SCI COLLEGE**





*Sanjeevan Gramin Vidyakiya & Samajik Sahayata Pratishthan's*  
**Arts, Commerce & Science College, Onda**

*At/Post. Onda Tal. Vikramgad, Dist. Palghar (MS)-401605*

(Affiliated to the University of Mumbai)

NAAC Accredited Grade- C (CGPA-1.85);

ISO 9001:2015 Certified

Year of Establishment: 2002



Department of Commerce & Accountancy

**Registration No. of Participant Students for Personality Development**  
**"Certificate Course on Personality Development"**

Sr. No.	Registration No.	Name of the Student	Gender	Class
1	ACS/PD/2020/NO/001	KARALE GAURAV NARAYAN	Male	F. Y. B. Com.
2	ACS/PD/2020/NO/002	TUMBADA AVINASH BHAGWAN	Male	F. Y. B. Com.
3	ACS/PD/2020/NO/003	CHAUHAN SHIVAM RAMU	Male	S. Y. B. A.
4	ACS/PD/2020/NO/004	AUSARKAR RUCHIRA EKNATH	Female	S. Y. B. Com.
5	ACS/PD/2020/NO/005	CHAUDHARI MANIK MOHAN	Male	S. Y. B. Com.
6	ACS/PD/2020/NO/006	DONGARE RAHUL KISAN	Male	S. Y. B. Com.
7	ACS/PD/2020/NO/007	MALI MONALI RAVINDRA	Female	S. Y. B. Com.
8	ACS/PD/2020/NO/008	MORE DIKSHA VIJAY	Female	S. Y. B. Com.
9	ACS/PD/2020/NO/009	MORE SHUBHAM BHAU	Male	S. Y. B. Com.
10	ACS/PD/2020/NO/010	PADAGHA NEHA DILIP	Female	S. Y. B. Com.
11	ACS/PD/2020/NO/011	AUSARKAR RISHIKESH EKNATH	Male	T. Y. B. Com.
12	ACS/PD/2020/NO/012	MAHALE AMOL PRAKASH	Male	T. Y. B. Com.
13	ACS/PD/2020/NO/013	MALI TEJAS SITARAM	Male	T. Y. B. Com.
14	ACS/PD/2020/NO/014	PATIL MAYURI ASHOK	Female	T. Y. B. Com.
15	ACS/PD/2020/NO/015	PATIL RESHMA DASHARATH	Female	T. Y. B. Com.
16	ACS/PD/2020/NO/016	SATAVI RAHUL ROHIDAS	Male	T. Y. B. Com.



Sanjeevan Gramin Vidyakya & Samajik Sahayata Pratishtan's  
**Arts, Commerce & Science College, Onda**

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(Affiliated to the University of Mumbai)

NAAC Accredited Grade- C (CGPA-1.85);

ISO 9001:2015 Certified

Year of Establishment: 2002



Department of Commerce & Accountancy

**Syllabus**

**“Course on Personality Development”**

**Course Content**

<b>1. Self-awareness</b>	<b>3 Hrs.</b>
Getting to know yourself, Accepting yourself, Setting a goal for yourself, Working towards your goal.	
<b>2. Empathy</b>	<b>3 Hrs.</b>
To understand other peoples, Getting to know other's, Accepting others, care about other peoples.	
<b>3. Critical thinking</b>	<b>3 Hrs.</b>
Develop ability to analyze information and experiences.	
<b>4. Creative thinking</b>	<b>3 Hrs.</b>
To explore available alternatives and consequences of actions or non-actions	
<b>5. Decision making</b>	<b>3 Hrs.</b>
What is the best option for me? Making decisions under pressure, Stick to your decision.	
<b>6. Problem Solving</b>	<b>3 Hrs.</b>
Smiling to your problems - Do I have a problem or not? What if another problem arises when one problem is solved? Learn to live with your problems if there is no solution now.	
<b>7. Effective communication</b>	<b>3 Hrs.</b>
What to present and how? Multimedia presentation: Understanding the basics, Speaking in groups.	
<b>8. Interpersonal relationship</b>	<b>3 Hrs.</b>
Relationship with your family, Relationship with peers, Treat others the way you want to be treated, You need to tell, How do you tell?, How to resolve conflicts? Win strategy the secret weapon of negotiation, Principles of Persuasion.	
<b>9. Coping with stress</b>	<b>3 Hrs.</b>
Managing stress.	
<b>10. Coping with emotion</b>	<b>3 Hrs.</b>
Managing emotions.	



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Department of Commerce & Accountancy

Academic Year: 2020 – 2021

**“Certificate Course on Personality Development”**

**RESULT**

Sr. No.		Male	Female	Total
1	Enrolled	10	6	16
2	Appeared	10	6	16
3	Absent	0	0	0
4	Present	10	6	16
5	Pass	10	6	16
6	Failed	0	0	0
7	Pass Percentage			100%

**Grade wise Result**

Sr. No.	Grade	Male	Female	Total
1	A++	0	0	0
2	A+	2	2	4
3	A	2	1	3
4	B+	1	0	1
5	B	5	3	8
	Total	10	6	16

**LIST OF TOPPER STUDENTS**

Ranking	Registration No.	Name of Student	Gender	Class	Marks
1 <sup>st</sup>	ACS/PD/2020/NO/007	MALI MONALI RAVINDRA	Female	S. Y. B. Com.	84
2 <sup>nd</sup>	ACS/PD/2020/NO/006	DONGARE RAHUL KISAN	Male	S. Y. B. Com.	82
3 <sup>rd</sup>	ACS/PD/2020/NO/012	MAHALE AMOL PRAKASH	Male	T. Y. B. Com.	80

Registration Link: -

No	Application	Purpose	Link
1	Google Form	Registration	<a href="https://forms.gle/LSnNhYj7Km6kr4mKA">https://forms.gle/LSnNhYj7Km6kr4mKA</a>

Links of Study Material, Lecture & Exam Provided to the Students: -

No	Application	Code	Link
1	Google Class Room	3e3iqdc	<a href="https://classroom.google.com/c/Mjg0MzQwODg2ODYw?cjc=3e3iqdc">https://classroom.google.com/c/Mjg0MzQwODg2ODYw?cjc=3e3iqdc</a>
2	WhatsApp		<a href="https://chat.whatsapp.com/HftcNnygrLkBDpDOzt9XC">https://chat.whatsapp.com/HftcNnygrLkBDpDOzt9XC</a>

Online Lecture Notes Link: Application Google Class Room:

No	Topic	Link
1	Self-Awareness	1) <a href="https://classroom.google.com/c/Mjg0MzQwODg2ODYw/m/NDA3NTQ0NDUxMjY1/details">https://classroom.google.com/c/Mjg0MzQwODg2ODYw/m/NDA3NTQ0NDUxMjY1/details</a> 2) <a href="https://classroom.google.com/c/Mjg0MzQwODg2ODYw/m/MjI2OTQ4MzM0NjA0/details">https://classroom.google.com/c/Mjg0MzQwODg2ODYw/m/MjI2OTQ4MzM0NjA0/details</a> 3) <a href="https://classroom.google.com/c/Mjg0MzQwODg2ODYw/m/NDEwOTY0NjQ0OTU5/details">https://classroom.google.com/c/Mjg0MzQwODg2ODYw/m/NDEwOTY0NjQ0OTU5/details</a>
2	Empathy	1) <a href="https://classroom.google.com/c/Mjg0MzQwODg2ODYw/m/NDEwODkzODc1MTg2/details">https://classroom.google.com/c/Mjg0MzQwODg2ODYw/m/NDEwODkzODc1MTg2/details</a>

Online Lecture Notes Link: Application You Tube: -

No.	Topic	Link	No.	Topic	Link
1	Self-Awareness	1) <a href="https://www.youtube.com/watch?v=52S2r_7354U">https://www.youtube.com/watch?v=52S2r_7354U</a> 2) <a href="https://www.youtube.com/watch?v=Yn-KR65znDs">https://www.youtube.com/watch?v=Yn-KR65znDs</a> 3) <a href="https://www.youtube.com/watch?v=JWIZ8mNb5fl">https://www.youtube.com/watch?v=JWIZ8mNb5fl</a> 4) <a href="https://www.youtube.com/watch?v=AXxM3kpcX-4">https://www.youtube.com/watch?v=AXxM3kpcX-4</a>	6	Problem Solving	1) <a href="https://www.youtube.com/watch?v=NX0pIxLihn4">https://www.youtube.com/watch?v=NX0pIxLihn4</a> 2) <a href="https://www.youtube.com/watch?v=OhXvZDhYGJE">https://www.youtube.com/watch?v=OhXvZDhYGJE</a> 3) <a href="https://www.youtube.com/watch?v=-aNioUE8FYo">https://www.youtube.com/watch?v=-aNioUE8FYo</a>
2	Empathy	1) <a href="https://www.youtube.com/watch?v=WfH2ZFvVeiM">https://www.youtube.com/watch?v=WfH2ZFvVeiM</a> 2) <a href="https://www.youtube.com/watch?v=UzPMMSKfKZQ">https://www.youtube.com/watch?v=UzPMMSKfKZQ</a> 3) <a href="https://www.youtube.com/watch?v=fFqIZP4Yb64">https://www.youtube.com/watch?v=fFqIZP4Yb64</a> 4) <a href="https://www.youtube.com/watch?v=0HiMvhTImSI">https://www.youtube.com/watch?v=0HiMvhTImSI</a>	7	Effective Communication	1) <a href="https://www.youtube.com/watch?v=hE619apUvrk">https://www.youtube.com/watch?v=hE619apUvrk</a> 2) <a href="https://www.youtube.com/watch?v=VczVqHJW0gg">https://www.youtube.com/watch?v=VczVqHJW0gg</a> 3) <a href="https://www.youtube.com/watch?v=Ss1XWRfdM-0">https://www.youtube.com/watch?v=Ss1XWRfdM-0</a> 4) <a href="https://www.youtube.com/watch?v=QLqTYtk2Vg">https://www.youtube.com/watch?v=QLqTYtk2Vg</a>
3	Critical Thinking	1) <a href="https://www.youtube.com/watch?v=HnJ1bqXUnIM">https://www.youtube.com/watch?v=HnJ1bqXUnIM</a> 2) <a href="https://www.youtube.com/watch?v=HBQaCjwDHE4">https://www.youtube.com/watch?v=HBQaCjwDHE4</a> 3) <a href="https://www.youtube.com/watch?v=-eEBuqwY-nE">https://www.youtube.com/watch?v=-eEBuqwY-nE</a> 4) <a href="https://www.youtube.com/watch?v=C-dvWa-IIG4">https://www.youtube.com/watch?v=C-dvWa-IIG4</a> 5) <a href="https://www.youtube.com/watch?v=9TpelejUcQY">https://www.youtube.com/watch?v=9TpelejUcQY</a>	8	Interpersonal Relationship	1) <a href="https://www.youtube.com/watch?v=hyQUTgXAB2c">https://www.youtube.com/watch?v=hyQUTgXAB2c</a> 2) <a href="https://www.youtube.com/watch?v=0uLLuodEFHe">https://www.youtube.com/watch?v=0uLLuodEFHe</a> 3) <a href="https://www.youtube.com/watch?v=eBVdj_fr7fk">https://www.youtube.com/watch?v=eBVdj_fr7fk</a> 4) <a href="https://www.youtube.com/watch?v=2Vqz9YLvew">https://www.youtube.com/watch?v=2Vqz9YLvew</a>
4	Creative Thinking	1) <a href="https://www.youtube.com/watch?v=cYhgIIty4yY">https://www.youtube.com/watch?v=cYhgIIty4yY</a> 2) <a href="https://www.youtube.com/watch?v=XIsQuV32yEs">https://www.youtube.com/watch?v=XIsQuV32yEs</a> 3) <a href="https://www.youtube.com/watch?v=3kWrIKEGt9E">https://www.youtube.com/watch?v=3kWrIKEGt9E</a>	9	Coping With Stress	1) <a href="https://www.youtube.com/watch?v=vP0_3ZegQL4">https://www.youtube.com/watch?v=vP0_3ZegQL4</a> 2) <a href="https://www.youtube.com/watch?v=YhpU8VME8Gw">https://www.youtube.com/watch?v=YhpU8VME8Gw</a> 3) <a href="https://www.youtube.com/watch?v=SA17T53R1do">https://www.youtube.com/watch?v=SA17T53R1do</a> 4) <a href="https://www.youtube.com/watch?v=frvLQVMsx3c">https://www.youtube.com/watch?v=frvLQVMsx3c</a>
5	Decision Making	1) <a href="https://www.youtube.com/watch?v=-_HENohs6yYw">https://www.youtube.com/watch?v=-_HENohs6yYw</a> 2) <a href="https://www.youtube.com/watch?v=AH7k3P6W7V8">https://www.youtube.com/watch?v=AH7k3P6W7V8</a> 3) <a href="https://www.youtube.com/watch?v=2Yk9puTCHIQ">https://www.youtube.com/watch?v=2Yk9puTCHIQ</a> 4) <a href="https://www.youtube.com/watch?v=u3I2huOYYK8">https://www.youtube.com/watch?v=u3I2huOYYK8</a> 5) <a href="https://www.youtube.com/watch?v=zU75cu5Posg">https://www.youtube.com/watch?v=zU75cu5Posg</a> 6) <a href="https://www.youtube.com/watch?v=-GMv1TV2uEI">https://www.youtube.com/watch?v=-GMv1TV2uEI</a>	10	Coping With Emotion	1) <a href="https://www.youtube.com/watch?v=af3Dmfsofbc">https://www.youtube.com/watch?v=af3Dmfsofbc</a> 2) <a href="https://www.youtube.com/watch?v=mSgSuphgLo4">https://www.youtube.com/watch?v=mSgSuphgLo4</a> 3) <a href="https://www.youtube.com/watch?v=dXL3xF-NDaQ">https://www.youtube.com/watch?v=dXL3xF-NDaQ</a> 4) <a href="https://www.youtube.com/watch?v=5UxCv3HGhSQ">https://www.youtube.com/watch?v=5UxCv3HGhSQ</a>
6	Problem Solving	4) <a href="https://www.youtube.com/watch?v=VrTraTM5PBo">https://www.youtube.com/watch?v=VrTraTM5PBo</a> 5) <a href="https://www.youtube.com/watch?v=GStOOG2eNBe">https://www.youtube.com/watch?v=GStOOG2eNBe</a>	11	Sense of Humour	1) <a href="https://www.youtube.com/watch?v=5CoKwpezDFE">https://www.youtube.com/watch?v=5CoKwpezDFE</a>

Online Examination Link: Application Google Form: -

No	Date	Time	Link
1	01/12/2021	01:00 PM To 02.00 PM	<a href="https://forms.gle/jeuvaEbShqfnAJQK7">https://forms.gle/jeuvaEbShqfnAJQK7</a>
2	02/12/2021	01:00 PM To 02.00 PM	<a href="https://forms.gle/43z1pK8YfMwqSnUQ6">https://forms.gle/43z1pK8YfMwqSnUQ6</a>





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(Affiliated to the University of Mumbai)

NAAC Accredited Grade- C (CGPA-1.85)

ISO 9001:2015 Certified

Year of Establishment: 2002

Email: [ondacollege@yahoo.com](mailto:ondacollege@yahoo.com): [ondacollege401605@gmail.com](mailto:ondacollege401605@gmail.com)

Website: [www.acscollegeonda.ac.in](http://www.acscollegeonda.ac.in)



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Department of Commerce & Accountancy

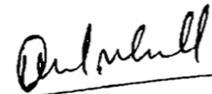
Report of

**“Certificate Course on Personality Development”**

Department of Commerce & Accountancy conducted certificate course entitled “Certificate Course on Personality Development” for the students of college in the academic year 2020 – 2021. The duration of the course was 30 Hrs.

16 students enrolled for the course. The course was completed online from 1<sup>st</sup> March 2021 To 30<sup>th</sup> April 2021. Prof. Tandel V. M. is an In – charge of the course. The examination of the course was conducted online.

After the completion of this course, participants are able to Solve **Problems occur in their life, Manage their Stress, Emotions, Thinking level is developed.**



In Charge

Prof. Tandel V. M.

Dept. of Commerce & Accountancy.

# Certificate Sample

Sanjeevan Gramin Vaidyakiya and Samajik Sahayata Pratisathan's  
**Arts, Commerce and Science College, Onde**

*Tal-Vikramgad, Dist-Palghar (MS) - 401 605*

Affiliated to the University of Mumbai

NAAC Accredited- Grade – "c" (CGPA - 1.85)

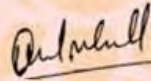
ISO-9001:2015 Certified

## CERTIFICATE

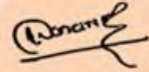
This is to certify that Mr./Ms. xxxxxxxxxxxxxxxxxxxxxx of xxxxx has successfully completed the course entitled "**Course on Personality Development**" with grade xx organized by Department of Commerce & Accountancy at Arts, Commerce & Science College, Onde in the academic year 2020 – 2021.



**Mr. R. P. Bansode**  
Coordinator  
(Department of Economics)



**Mr. V. M. Tandel**  
In Charge  
(Department of Accountancy)



**Dr. V. S. Sonavane**  
Principal  
(Principal, AC&S College)

Certificate ID: ACS – CC – PD – No: - 0001

GRADATION: - A++ = Above 90; A+ = 75 to 89; A = 60 to 74; B+ = 50 to 59; B = 40 to 49.

To,  
The Principal,  
Art, Commerce & **Science** Collage,  
Onde, Vikramgad.  
Palghar, 401605.

**Sub : Conducting the Programs.....**

Respected Sir,

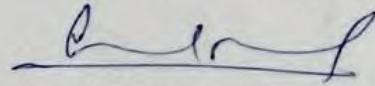
The Faculty of **Commerce** & Accountancy want to conduct following programs.

The Programs **are** as follows:

- 1) Assembly (**Conduct** by students)
- 2) Teach in **school**.
- 3) Prepared **Bank Model**.
- 4) Workshop **on Tax**.
- 5) Certificate **course** on Basic Computer Applications.(40 Hrs.)
- 6) Life skill **Development** Program..(30 Hrs.)

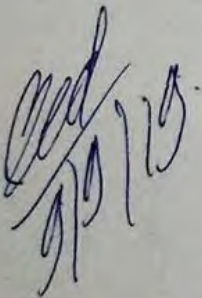
With Regards,  
Thanking You,

Yours Faithfully,



Vipul Manohar Tandei

From,  
Vipul Manohar **Tandei**  
Department of **Commerce** & Accountancy.  
Art, Commerce & **Science** Collage,  
Onde, Vikramgad.  
Palghar, 401605.







Sanjeevan Gramin Vaidyakiya and Samajik Sahayata Pratisathan's

# Arts, Commerce and Science College, Onda

Tal. Vikramgad, Dist. Palghar 401605

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ISO 9001:2015 Certified

Year of Establishment: 2002

Date: 2 Dec. 2019

To,  
The Principal  
Arts, Commerce, and Science College  
Onda, Vikramgad.  
401605.

Sub: Granting permission to start Certificate Course on Basic Computer  
Application ....

Respected Sir,

I, the undersigned, wish to start Certificate Course on Basic Computer Application for the Students in our College. The course will start from December onwards & the duration of the course is 40 hrs. Therefore, I kindly request you to give permission for the said Course.

Kindly consider my request,

If granted, we shall very much be obliged to you.

Thank You.

Yours faithfully,

Prof. Tandel Vipul Manohar

Enclosure: 1) Copy of Syllabus of the Course.

Copy forwarded to:

The Coordinator I.Q.A.C. A.C.S. College Onda.



Sanjeevan Gramin Vaidyakiya and Samajik Sahayata Pratisathan's

## Arts, Commerce and Science College, Onda

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Year of Establishment: 2002

### CERTIFICATE COURSE IN BASIC COMPUTER APPLICATION

**Eligibility: F.Y./S.Y./T.Y./B.A./B.COM./B.Sc. Students**

**Commencement of Course: February, 2021.**

**Course Duration- 30 Hours**

**Time: Every Thursday and Saturday 02:00 pm - 4:00 pm**

**No of Seats: 30**

**Registration: 6<sup>th</sup> February 2021 - 14<sup>th</sup> February 2021 (Online)**

**Registration Link: <https://forms.gle/kNCver6yZKMil2Mg9>**

**Admissions on First-Come-First Served Basis**

**Contact :**

**Prof. V. M. TANDEL**

**Department of Commerce & Accountancy**

**Mo. No. :- 9975351130**

**GOLDEN  
OPPORTUNITY**

**FREE  
COURSE**





Sanjeevan Gramin Vaidyakiya and Samajik Sahayata Pratisathan's

## Arts, Commerce and Science College, Onde

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Year of Establishment: 2002

Department of Commerce & Accountancy  
Organizes

### **\*CERTIFICATE COURSE ON BASIC COMPUTER APPLICATION\***

No Admission Fees

- About the Course:-

*The purpose of this Course is to aware students about the Basic Computer Applications. In this Course Computer Fundamental Applications will be highlighted. In Higher Education, computer knowledge has a special value to improve Soft skills among the students. It contributes directly to the development of the students.*

Duration: 1<sup>st</sup> March 2021 To 30<sup>th</sup> April 2021

Time: 2.00 To 4.00

Examination: 100 Marks

E-Certificate: Minimum 40 marks in the Examination.



#### **IN - CHARGE**

**PROF. TANDEL V. M.**

**DEPT. OF ACCOUNTANCY**

CONTACT NO - 9975351130

#### **I/C PRINCIPAL**

**DR. SONAYANE V. S.**

**ARTS COM & SCI COLLEGE**



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Department of Commerce & Accountancy



**Registration No. of Participant Students for Computer Course 2020-21**  
**"Certificate Course on Basic Computer Application"**

Sr. No.	Registration No.	Name of the Student	Gender	Class
1	ACS-BCA-2020-NO-001	ADHIKARI PRIYANKA VINOD	FEMALE	FYBCOM
2	ACS-BCA-2020-NO-002	AKRE SUMIT VASANT	MALE	FYBCOM
3	ACS-BCA-2020-NO-003	JADHAV MANIK SANJAY	MALE	FYBCOM
4	ACS-BCA-2020-NO-004	KARALE GAURAV NARAYAN	MALE	FYBCOM
5	ACS-BCA-2020-NO-005	MORE VASUDHA SHASHIKANT	FEMALE	FYBCOM
6	ACS-BCA-2020-NO-006	PATIL HARSHITA VINOD	FEMALE	FYBCOM
7	ACS-BCA-2020-NO-007	TANDEL SANJIVANI LAXMIKANT	FEMALE	FYBCOM
8	ACS-BCA-2020-NO-008	TOKARE RAJU SONYA	MALE	FYBCOM
9	ACS-BCA-2020-NO-009	TUMBADA AVINASH BHAGWAN	MALE	FYBCOM
10	ACS-BCA-2020-NO-010	AUSARKAR RUCHIRA EKNATH	FEMALE	SYBCOM
11	ACS-BCA-2020-NO-011	DONGARE RAHUL KISAN	MALE	SYBCOM
12	ACS-BCA-2020-NO-012	GIMBHAR AJIT YASHWANT	MALE	SYBCOM
13	ACS-BCA-2020-NO-013	GOTARNE RASIKA JAYVANT	FEMALE	SYBCOM
14	ACS-BCA-2020-NO-014	KHUTADE CHANDANA KASHINATH	FEMALE	SYBCOM
15	ACS-BCA-2020-NO-015	MALI MONALI RAVINDRA	FEMALE	SYBCOM
16	ACS-BCA-2020-NO-016	MORE DIKSHA VIJAY	FEMALE	SYBCOM
17	ACS-BCA-2020-NO-017	PADGHA NEHA DILIP	FEMALE	SYBCOM
18	ACS-BCA-2020-NO-018	PATIL JAGRUTI DILIP	FEMALE	SYBCOM
19	ACS-BCA-2020-NO-019	RAUT PRANALI GURUNATH	FEMALE	SYBCOM
20	ACS-BCA-2020-NO-020	THAKARE VISHAKHA BABAN	FEMALE	SYBCOM
21	ACS-BCA-2020-NO-021	GHARAT KAUSHAL LANKESH	MALE	TYBCOM
22	ACS-BCA-2020-NO-022	KHANIT MONIKA LAXMAN	FEMALE	TYBCOM
23	ACS-BCA-2020-NO-023	MAHALE AMOL PRAKASH	MALE	TYBCOM
24	ACS-BCA-2020-NO-024	BHOYE ANKITA KRISHNA	FEMALE	SYBCOM
25	ACS-BCA-2020-NO-025	PATIL TRUPTI DINESH	FEMALE	SYBCOM
26	ACS-BCA-2020-NO-026	THAKUR GUDEEYA NANDKUMAR	FEMALE	SYBCOM



*Sanjeevan Gramin Vidyakya & Samajik Sahayata Pratishthan's*  
**Arts, Commerce & Science College, Onda**

*At/Post. Onda Tal. Vikramgad, Dist. Palghar (MS)-401605*

(Affiliated to the University of Mumbai)

NAAC Accredited Grade- C (CGPA-1.85);

ISO 9001:2015 Certified

Year of Establishment: 2002

Department of Commerce & Accountancy

**Syllabus**

**“Certificate Course on Basic Computer Application”**

<b>1. Computer Fundamentals.</b>	<b>2 hours</b>
<ul style="list-style-type: none"><li>• Introduction to Computer</li><li>• Computer System<ul style="list-style-type: none"><li>• Essentials and part of computers to run the system</li><li>• Memory, Input-Output Devices</li></ul></li></ul>	
<b>2. Operating System.</b>	<b>2 hours</b>
<ul style="list-style-type: none"><li>• Introduction, Overview</li><li>• Windows Operating System</li></ul>	
<b>3. MS-Word.</b>	<b>6 hours</b>
<ul style="list-style-type: none"><li>• Introduction</li><li>• Document – Creation, Editing, Printing</li><li>• Making Tables</li><li>• Spell Check and Grammar Check</li><li>• Finding, Replacing and Proofing Text</li><li>• Bullets &amp; Numbering; Tabs</li><li>• Paragraph Formatting; Page Formatting</li><li>• Insertion of Page no; Header and Footer</li><li>• Security Features in MS Word</li><li>• Converting word document to web document, PDF Files</li></ul>	
<b>4. MS Excel.</b>	<b>18 hours</b>
<ul style="list-style-type: none"><li>• Introduction</li><li>• Creating a workbook</li><li>• Using sheets in a workbook</li><li>• Editing, Copying, Formatting Data</li><li>• Cell Referencing; Ranges; Application of Auto/Advance Filter, Sorting, Subtotal</li><li>• Mathematical, Logical, Statistical and Financial function</li><li>• Application of V/H look up and validation; Pivot Tables and Charts</li></ul>	
<b>5. MS PowerPoint.</b>	<b>8 hours</b>
<ul style="list-style-type: none"><li>• Introduction</li><li>• Opening a presentation; Adding Slides</li><li>• Fonts, Styles, Effect, Alignment, Text Direction</li><li>• Background Themes and Styles</li><li>• Tables, Charts, Graphs</li><li>• Project on preparation of Power point presentation</li></ul>	
<b>6. Web Technology.</b>	<b>4 hours</b>
<ul style="list-style-type: none"><li>• Basic Concept of Internet</li><li>• Types of Internet Connection, Address, Protocol, Browsers</li><li>• Difference between Internet, Intranet, Extranet, www</li></ul>	





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Department of Commerce & Accountancy

Academic Year: 2020 – 2021

**“Certificate Course on Basic Computer Application”**

**RESULT**



Sr. No.		Male	Female	Total
1	Enrolled	09	17	26
2	Appeared	09	17	26
3	Absent	01	01	02
4	Present	08	16	24
5	Pass	08	16	24
6	Failed	00	00	00
7	Percentage			100 %

**Grade wise Result**

Sr. No.	Grade	Male	Female	Total
1	A++	00	00	00
2	A+	03	08	11
3	A	00	04	04
4	B+	02	01	03
5	B	03	03	06
Total		08	16	24

**LIST OF TOPPER STUDENTS**

Ranking	Registration No.	Name of Student	Gender	Class	Marks
1 <sup>st</sup>	ACS-BCA-2020-NO-001	Adhikari Priyanka Vinod	Female	FYBCOM	82
	ACS-BCA-2020-NO-014	Khutade Chandana Kashinath	Female	SYBCOM	82
2 <sup>nd</sup>	ACS-BCA-2020-NO-004	Karale Gaurav Narayan	Male	FYBCOM	78
	ACS-BCA-2020-NO-006	Patil Harshita Vinod	Female	FYBCOM	78
	ACS-BCA-2020-NO-010	Ausarkar Ruchira Eknath	Female	SYBCOM	78
	ACS-BCA-2020-NO-021	Gharat Kaushal Lankesh	Male	TYBCOM	78
3 <sup>rd</sup>	ACS-BCA-2020-NO-005	More Vasudha Shashikant	Female	FYBCOM	76
	ACS-BCA-2020-NO-007	Tandel Sanjivani Laxmikant	Female	FYBCOM	76
	ACS-BCA-2020-NO-022	Khanit Monika Laxman	Female	TYBCOM	76
	ACS-BCA-2020-NO-023	Mahale Amol Prakash	Male	TYBCOM	76
	ACS-BCA-2020-NO-024	Bhoye Ankita Krishna	Female	SYBCOM	76



Registration Link: -

No	Application	Purpose	Link
1	Google Form	Registration	<a href="https://forms.gle/kNCver6vZKMiL2Mg9">https://forms.gle/kNCver6vZKMiL2Mg9</a>

Links of Study Material, Lecture & Exam Provided to the Students: -

No	Application	Code / Topic	Link
1	Google Class Room	ceq3jcx	<a href="https://classroom.google.com/c/Mjg0MzQwODg2Njc5?cjc=ceq3jcx">https://classroom.google.com/c/Mjg0MzQwODg2Njc5?cjc=ceq3jcx</a>
2	WhatsApp		<a href="https://chat.whatsapp.com/JrSk2HpZloO5guRVqurBwa">https://chat.whatsapp.com/JrSk2HpZloO5guRVqurBwa</a>

Online Lecture Notes Link: Application Google Classroom:

No	Topic	Link
1	Computer Fundamentals	1) <a href="https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/Mjk4MDg5Nzg2NjIx/details">https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/Mjk4MDg5Nzg2NjIx/details</a> 2) <a href="https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/Mjk4MDg5Nzg2NzY2/details">https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/Mjk4MDg5Nzg2NzY2/details</a> 3) <a href="https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/Mjk4MDg5Nzg2Nzc4/details">https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/Mjk4MDg5Nzg2Nzc4/details</a>
2	Operating System	1) <a href="https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTg0NDMwMTA5/details">https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTg0NDMwMTA5/details</a>
3	MS-Word	1) <a href="https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTg4MzcOTU4/details">https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTg4MzcOTU4/details</a> 2) <a href="https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTg3MjUxNzk3/details">https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTg3MjUxNzk3/details</a> 3) <a href="https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTg2ODE0ODI5/details">https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTg2ODE0ODI5/details</a>
4	MS-Excel	1) <a href="https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTgwOTIyMjMx/details">https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTgwOTIyMjMx/details</a> 2) <a href="https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTg4MTQ2MzIw/details">https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTg4MTQ2MzIw/details</a>
5	MS-PowerPoint	1) <a href="https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTg1NDc1MjIw/details">https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzQ3OTg1NDc1MjIw/details</a>
6	Web Technology	1) <a href="https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzU3Njc2NDcxODgy/details">https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzU3Njc2NDcxODgy/details</a> 2) <a href="https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzU3Njc2NDcxOTI4/details">https://classroom.google.com/c/Mjg0MzQwODg2Njc5/m/MzU3Njc2NDcxOTI4/details</a>

Online Lecture Notes Link: Application You Tube: -

No.	Topic	Link
1	Computer Fundamentals	1) <a href="https://www.youtube.com/watch?v=l4plCAriwSs">https://www.youtube.com/watch?v=l4plCAriwSs</a> 2) <a href="https://www.youtube.com/watch?v=ZGGKRg-Rf7w">https://www.youtube.com/watch?v=ZGGKRg-Rf7w</a>
2	Operating System	1) <a href="https://www.youtube.com/watch?v=QPz39_0zW1w">https://www.youtube.com/watch?v=QPz39_0zW1w</a>
3	MS-Word	1) <a href="https://www.youtube.com/watch?v=F4Eti8xl-ec">https://www.youtube.com/watch?v=F4Eti8xl-ec</a> 2) <a href="https://www.youtube.com/watch?v=z1SJA7zJ_7s">https://www.youtube.com/watch?v=z1SJA7zJ_7s</a>
4	MS-Excel	1) <a href="https://www.youtube.com/watch?v=sBpdL8YthcQ">https://www.youtube.com/watch?v=sBpdL8YthcQ</a> 2) <a href="https://www.youtube.com/watch?v=dW9XFKEeJ5g">https://www.youtube.com/watch?v=dW9XFKEeJ5g</a>
5	MS-PowerPoint	1) <a href="https://www.youtube.com/watch?v=tcj2BhhCMN4">https://www.youtube.com/watch?v=tcj2BhhCMN4</a> 2) <a href="https://www.youtube.com/watch?v=69J6wvqSgdk">https://www.youtube.com/watch?v=69J6wvqSgdk</a> 3) <a href="https://www.youtube.com/watch?v=tymXqDnyF6c">https://www.youtube.com/watch?v=tymXqDnyF6c</a>
6	Web Technology	1) <a href="https://www.youtube.com/watch?v=PZv8I8fHG4">https://www.youtube.com/watch?v=PZv8I8fHG4</a> 2) <a href="https://www.youtube.com/watch?v=FFcZ8MVYqRs">https://www.youtube.com/watch?v=FFcZ8MVYqRs</a>

Online Examination Link: Application Google Form: -

No	Date	Time	Link
1	24/05/2021	10:00 AM To 11.00 AM	<a href="https://forms.gle/Xm3di1SYibrQcVYH6">https://forms.gle/Xm3di1SYibrQcVYH6</a>
2	29/05/2021	10:00 AM To 11.00 AM	<a href="https://forms.gle/yR4vLLWvs5noAxoGA">https://forms.gle/yR4vLLWvs5noAxoGA</a>





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**Email:** [ondacollege@yahoo.com](mailto:ondacollege@yahoo.com); [ondacollege401605@gmail.com](mailto:ondacollege401605@gmail.com)

**Website:** [www.acscollegeonda.ac.in](http://www.acscollegeonda.ac.in)



Department of Commerce & Accountancy

Report of

**“Certificate Course on Basic Computer Application”**

Department of Commerce & Accountancy conducted certificate course entitled “Certificate Course on Basic Computer Application” for the students of college in the academic year 2020 – 2021. The duration of the course was 30 Hrs.

26 students enrolled for the course. The course was completed online from 1<sup>st</sup> March 2021 To 30<sup>th</sup> April 2021. Prof. Tandel V. M. is an In – charge of the course. The examination of the course was conducted online.

After the completion of this course, participants are able to handle **MS – Word, Excel, Power Point, Internet, etc.** computer applications.

In Charge

Prof. Tandel V. M.

Dept. of Commerce & Accountancy.

# Certificate Sample

Sanjeevan Gramin Vaidyakiya and Samajik Sahayata Pratisathan's  
**Arts, Commerce and Science College, Onde**

*Tal-Vikramgad, Dist-Palghar (MS) - 401 605*

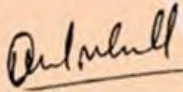
Affiliated to the University of Mumbai

NAAC Accredited- Grade – "c" (CGPA - 1.85)

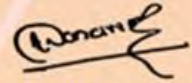
ISO-9001:2015 Certified

## CERTIFICATE

This is to certify that Mr./Ms. xxxxxxxxxxxxxxxxxxxxxx Registration No. xxxxxxxxx of xxxxx has successfully completed the course entitled "**Basic Computer Applications**" with grade xxx organized by Department of Commerce & Accountancy at Arts, Commerce & Science College, Onde in the academic year 2020 – 2021.



**Mr. V. M. Tandel**  
**In Charge**  
(Department of Accountancy)



**Dr. V. S. Sonavane**  
**Principal**  
(Principal, AC&S College)

Certificate ID: ACS – CC – BCA – No: - xxxxx

GRADATION: - A++ = Above 90; A+ = 75 to 89; A = 60 to 74; B+ = 50 to 59; B = 40 to 49.



**Sanjeevan Gramin Vaidyakiya and Samajik Sahayata Pratishthan's**  
**Arts, Com. and Sci. College, Onde Tal.-Vikramgad, Dist- Palghar, 401605.**

Department of English

English Speaking Course

Eligibility: F.Y./S.Y./T.Y./B.A./B.COM./B.Sc.

Commencement of Course : March, 2021.

Course Duration – 30 Hours.

Time: Every Friday 03:00 pm - 5:00 pm

No of Seats: 30

Registration: 22 February, 2021 – 28 February, 2021

Admissions on First-Come-First Served Basis

Contact :

Mob. No. :- 9923099356/ 9284371930

*Bansode*

**HEAD OF THE DEPARTMENT**  
Arts Commerce And Science College,  
Onde, Tal. Vikramgad, Dist. Palghar  
Pin - 401605

Prof. B. S. Bansode

*Dorend*

**I/C PRINCIPAL**  
**ARTS, COMMERCE & SCIENCE COLLEGE**  
**ONDE, TAL. VIKRAMGAD, DIST. PALGHAR,**  
**PIN - 401605**





Sanjeevan Gramin Vaidyakiya and Samajik Sahayata Pratisathan's  
Arts, Com. and Sci. College, Onda Tal.-Vikramgad,  
Dist- Palghar, 401605.

## SYLLABUS

### English Speaking Course

#### 1. Pronunciation:

English Sounds, Syllables, Word Stress and Intonation

#### 2. Communication Skills:

Tense

Vocabulary

How to greet on different occasions?

How to introduce yourself and others?

How to ask for permission and give permission?

How to give instruction and direction?

#### 3. Telephone Skills:

Telephone Communication

How to handle calls?

How to leave a message?

How to request?

How to give information?

#### 4. Listen and Speak:

Words, Phrases and Sentence



**Teaching Methodology:-**

Classroom Teaching,  
Practical Work,  
Role Play,  
Presentation.

**Evaluation Pattern:-**

Practical- 20  
Test - 10  
Total - 30

**Course Objectives:**

To improve the four skills of Listening, Speaking, Reading, and Writing

To give a base for necessary phonetics, vast vocabulary and good grammar

To use the language in specific situations

To improve learners' comprehension, interaction and fluency

To improve their communication skills

**Expected Learning Outcomes:**

Eliminating Mother Tongue Influences

Articulating Words

Maximizing on your natural style

Correct Grammar

Eliminating Redundancies

Using the right word at the right time

Softening a negative message

Presenting with Greater Clarity and Confidence





**Department of English**  
**Arts, Commerce and Science College, Onde Tal. Vikramgad Dist. Palghar**  
**English Speaking Course**  
**Academic year 2020- 2021**  
**Attendance Sheet**

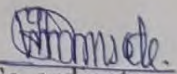
No.	Name Of Student	04/3	05/3	12/3	19/3	26/3	2/4	9/4	16/04	23/04	28/04	30/04	07/05	21/05	16/7	16/9
1	Adhikari Prasad Sudhir	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P
2	Bhadange Dipali Sunil	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
3	Dhangar Puja Dasharath	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	Ghatal Ajay Vasant	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
5	Gond Harshad Krushna	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P
6	Kasat Ajay Jayram	P	P	P	P	P	P	A	A	P	P	A	P	P	P	P
7	Khulat Avinash Ananta	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P
8	Kurhada Shubham Manak	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P
9	Nadage Bhushan Pundlik	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P
10	Patil Apeksha Gurunath	P	P	P	A	P	A	P	A	P	P	P	P	P	P	P
11	Patil Nehal Arun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	Thakare Nishant Nitin	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
13	Topale Vishal Laxman	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P
14	Varatha Vikas Arun	A	P	P	A	P	P	P	A	P	P	P	P	P	P	P

*(Signature)*  
Co-Ordinator



**Department of English**  
**Arts, Commerce and Science College, Onde Tal. Vikramgad Dist. Palghar**  
**English Speaking Course**  
**Academic year 2020- 2021**  
**Result Sheet**

Sr. No.	Name Of Student	Result
1	Adhikari Prasad Sudhir	Pass
2	Bhadange Dipali Sunil	Pass
3	Dhangar Puja Dasharath	Pass
4	Ghatal Ajay Vasant	Pass
5	Gond Harshad Krushna	Pass
6	Kasat Ajay Jayram	Pass
7	Khulat Avinash Ananta	Pass
8	Kurhada Shubham Manak	Pass
9	Nadage Bhushan Pundlik	Pass
10	Patil Apeksha Gurunath	Pass
11	Patil Nehal Arun	Pass
12	Thakare Nishant Nitin	Pass
13	Topale Vishal Laxman	Pass
14	Varatha Vikas Arun	Pass

  
Co-ordinator