



Sipna Shikshan Prasarak Mandal, Amravati's
Arts, Science and Commerce College

Chikhaldara, Dist. Amravati
Career Guidance Cell & IQAC
(2020-2021)

**ONLINE ADD-ON COURSE ON
'SOFT SKILLS DEVELOPMENT'**

DURATION: 26 TO 31 JULY, 2021

Daily Time: 11.30 am to 1.30 pm

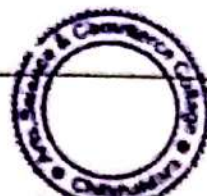
Career Guidance Cell & IQAC, Arts, Science and Commerce College, Chikhaldara is jointly organizing Add-on Course on "Soft Skills Development" for all the students of our college. This year due to COVID-19 situation we are organizing it online. Online mode has given us the opportunity to invite well known resource persons in this sector. So, we have utilized this opportunity and invited total ten resource persons for this course. This course is going to be life improving experience to all the participants.

The main objectives of the course are:

1. To develop personality of students
2. To inculcate positive thinking in students
3. To develop soft skills of students

Following topics will be covered in this course:

1. Motivation
2. Goal Setting
3. Verbal Communication



4. Non-Verbal Communication
5. Presentation Skill
6. Time Management
7. Group Discussion
8. Resume Writing
9. Interview Skills
10. Ethics, Integrity & Aptitude

About Society, College & Career Guidance Cell:

Sipna Shikshan Prasarak Mandal, Amravati is established with the specific goals and mission of overall development of the people in Melghat, a tribal, remote, hilly and back ward region in Amravati and Akola district of Maharashtra state. Melghat comprises of Chikhaldara and Dharni tahsil and part of Achalpur, Anjangaon Surji and Akot tahsil. Melghat is hilly terrain at the northern extreme of the Amravati district of Maharashtra. Melghat means 'meeting of the ghats', which describes the area as a large tract of unending hills and ravines scarred by jagged cliffs and steep climbs. It is renowned for 'Melghat Tiger Project' and 'Gugamal National Park' worldwide. Presently, the total area of the reserve is around 1677km². The forest is tropical dry deciduous in nature, dominated by teak (Tectonagrandis). Chikhaldara is a Hill Station, famous tourist destination and a municipal council in Melghat. Chikhaldara is the sole hill station known as the 'Nandanvan of Vidarbha'. Chikhaldara is situated at an altitude of 1118 mtrs with Vairat point at 1188 mtrs. Also, it has the added dimension of being the only coffee-growing area in Maharashtra. The place has a rich variety of flora and fauna with the nature's beautiful architecture spread all over the region.

Arts, Science and Commerce College, Chikhadara, Distt.: Amravati came into existence in 1996 with an intention to impart higher



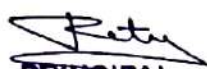
education to the tribal at their very door steps and ensure their well being, growth and safety. The college is assessed and accredited by NAAC, Bengaluru with B++ grade (CGPA2.77) in 3rd NAAC cycle.

The college offers degree courses like B. A., B. Sc., B. Com with traditional and advanced subjects and M. Sc. (Environmental Science). Whereas in UG science stream there are innovative subjects like Petrochemical Science, Food Science, Apiculture, Industrial Chemistry and Environmental Science. The college run recognized research centers for the subjects English, Physics, Botany, Mathematics, Chemistry, Environmental Science, Marathi, Hindi, Political Science and Sociology. Besides this, the college runs various add-on and certificate courses.

Career Guidance Cell established in 2003 is one of the active and student centric committee of the college, which has been continuously working for overall development of the students. Every year the cell organizes various activities and provides services like-

- General Knowledge Test
- Science Aptitude Test
- Essay Test
- Guest Lecture Series
- Add-on Course on Soft Skills Development
- Career Counseling is the regular activity of the cell.
- The cell also extends its expertise/services to other institutes.




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ASSESSMENTS & AWARDS

1. Continuous Assessment will be done and best participant will be awarded with Trophy and Cash Prize
2. Award for Best Presentation as Cash Prize

JOIN THE PROGRAM USING ZOOM LINK

Topic: Online Add-on Course on "Soft Skills Development"

Time: Jul 26, 2021 11:30 AM India

Every day, until Jul 31, 2021, 6 occurrence(s)

Jul 26, 2021 11:30 AM

Jul 27, 2021 11:30 AM

Jul 28, 2021 11:30 AM

Jul 29, 2021 11:30 AM

Jul 30, 2021 11:30 AM

Jul 31, 2021 11:30 AM

Please download and import the following iCalendar (.ics) files to your calendar system.

Daily: <https://us06web.zoom.us/meeting/tZYrf-CgrDgoG9Fik1SZJN0oZNDTGeUHDliF/ics?icsToken=98tyKuGqqDMjEtaWshiCRpwQBlqgXfzpzpZBjfp7tRS0MBp5TFP5DMxmBpV6JfD0>

<https://us06web.zoom.us/j/82689823215?pwd=NDRXQU5HUTJxM1QwYTBPak10Y3dPZz09>

Join Zoom Meeting

<https://us06web.zoom.us/j/82689823215?pwd=NDRXQU5HUTJxM1QwYTBPak10Y3dPZz09>

Meeting ID: 826 8982 3215

Passcode: 615371




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Sipna Shikshan Prasarak Mandal, Amravati
Arts, Science and Commerce College, Chikhaldara
Career Guidance Cell
(2020-2021)

ADD-ON COURSE ON SOFT SKILL DEVELOPMENT
(One Week Course)

COURSE CONTENT

- UNIT I: MOTIVATION**
- ✓ Importance of motivation
 - ✓ Internal and external motivation
 - ✓ Self talk
 - ✓ Growth mindset
- UNIT II: GOAL SETTING**
- ✓ Dreams and Goals
 - ✓ Setting Goals
 - ✓ Types of Goals (Short term, long term, life time)
 - ✓ Case Study
- UNIT-III: VERBAL COMMUNICATION**
- ✓ Listening, Watching & Speaking
 - ✓ Win-Win-Win Situation
 - ✓ Emphatic Communication
 - ✓ Preparation of Speech
 - ✓ Public Speaking
 - ✓ Current Affairs in Speech
- UNIT-IV: NON-VERBAL COMMUNICATION**
- ✓ Science of Body Language
 - ✓ First Impression
 - ✓ Reading Face and Eyes
 - ✓ Cross Cultural Body Language
- UNIT V: PRESENTATION SKILL**
- ✓ Grooming as a Speaker
 - ✓ Clarity of words, thoughts and Ideas
 - ✓ Gestures and manners
 - ✓ Speed, audibility, voice modulation
 - ✓ Audience Handling
- UNIT VI: TIME MANAGEMENT**
- ✓ Time as a resource
 - ✓ Identification of time wasting
 - ✓ Prioritizing work to be done
 - ✓ To Do List & Check List
- UNIT VII: GROUP DISCUSSION**
- ✓ Meaning of GD
 - ✓ Types of GD
 - ✓ Process and Treats of GD
 - ✓ Do's and Don'ts
 - ✓ Suggestive Latest Topics and Mock
- UNIT VIII: RESUME WRITING**
- ✓ Functions of Resume
 - ✓ Types of Resume
 - ✓ Formats & Section Heading
 - ✓ Sample Resume Course Specific
- UNIT IX: INTERVIEW SKILLS**
- ✓ Intents/Objectives
 - ✓ Types of Interview
 - ✓ Structure of Interview
 - ✓ Do's & Don'ts of Interview
- UNIT X: ETHICS, INTEGRITY & APTITUDE**
- ✓ Ethics & Integrity in public life (Various dimensions: Social, Economic, Environment, Science etc.)
 - ✓ Attitude & Aptitude in public life
 - ✓ Emotional Intelligence
 - ✓ Case study



Acting Principal
Art, Science & Commerce College
Chikhaldara, Dist Amravati



CO-ORDINATOR
CAREER GUIDANCE CELL
ESTD : 2003
Arts, Science and Commerce College
Chikhaldara



Sipna Shikshan Prasarak Mandal, Amravati's
Arts, Science and Commerce College, Chikhaldara

ONLINE ADD ON COURSE ON SOFT SKILLS DEVELOPMENT

Organized By

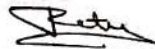
Career Guidance Cell (CGC) & Internal Quality Assurance Cell (IQAC)
(2020-2021)


Certificate of Participation


This is to certify that Mr./ Miss. _____ Class _____
has actively participated in the Online Add On Course On Soft Skills Development organized by
Career Guidance Cell (CGC) & Internal Quality Assurance Cell (IQAC) of Arts, Science and
Commerce College, Chikhaldara.

Duration: 26th to 31st July, 2021

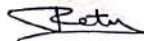
Total Time: 30 Hours


Dr. V.R. Patil
Principal(I/C)


Dr. V.D. Kapse
Coordinator, IQAC


Dr. D.S. Hedao
Coordinator, CGC




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Chikhaldara, Distt. Amravati



Ten Day's University Level Add on Course
on
“ Making of Bamboo Craft ”
16 to 25 July 2021

Entrepreneurship Development Cell in collaboration with **Sampurna Bamboo Kendra**, Lawada, Tq. Dharni Distt. Amravati (An NGO working in the field of Bamboo Craft) and IQAC of Arts, Science And Commerce College, Chikhaldara, Distt. Amravati is organizing ten days University level Add on Course on “ **Making of Bamboo Craft** ” for **Students** of affiliated colleges and the University Departments of Sant Gadge Baba Amravati University, Amravati. You are cordially requested to register & join for the same on ZOOM , YouTube and Google Classroom live on 16th to 25th July 2021 at 10.00 am everyday.

About The Society And College:

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Chief Patron



Hon'ble Shri. Jagdishji Gupta
President, S.S.P.M., Amravati
Former Minister of State and Guardian Minister
Amravati District



Hon'ble Dr. R. M. Kadu
Secretary, S.S.P.M., Amravati
Chairman, NCTE (West Zone),
Member, Senate, SGBAU

INAUGURAL FUNCTION

Chairperson



Principal Dr. R. S. Jaipurkar
Former -Pro-Vice-Chancellor,
SGBAU, Amravati

Inaugurator



Mrs. Nirupama Deshpande
President
Sampoorna bamboo Kendra.

Chief Guest



Mr. Syed Salim Ahmed
Assistant RFO (retired),
Amravati.

Chief Guest Valedictory programme



Hon'ble Shri. Ajaybhai Shroff
Vice President,
Sipna Shikshan Prasarak Mandal, Amravati





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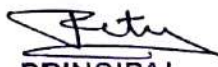


**Ten Day's University Level Add on Course
on
" Making of Bamboo Craft "16 to 25 July 2021**

Syllabus

Date	Topic	Resource Person/Anchoring
16/07/2021	Bamboo species and importance of bamboo	Shri . Sahadeva Shanware
17/07/2021	Bamboo farming and bamboo plantation .	Shri . Prakash Wajge
18/07/2021	Bamboo means of employment.	Shri . Prakash Wajge
19/07/2021	bamboo Friend of farmer.	Shri . Prakash Chauhan
20/07/2021	Bamboo is a boon .	Shri . Sunil Dhurve
21/07/2021	Bamboo and Burdkarigar.	Shri . Prabhudas Chauhan
22/07/2021	Bamboo forest medicine.	Shri . Prabhudas Chauhan
23/07/2021	Bamboo toolkit and bamboo handicrafts .	Shri . Ishwar Kachhwar
24/07/2021	Bamboo furniture and housing .	Shri . Ishwar Kachhwar
25/07/2021	Sales and marketing of bamboo products .	Shri . Sahadeva Shanware




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Sipna Shikshan Prasarak Mandal, Amravati's,
ARTS, SCIENCE & COMMERCE COLLEGE, CHIKHALDARA.

Dist. Amravati. Ph.No. 07220-230309



NAAC re-accredited at level 'B++' (CGPA 2.77) In III Cycle
Entrepreneurship Development Cell and IQAC

in collaboration with

Sampurna Bamboo Kendra, Lawada, Tq. Dharni Distt. Amravati

**TEN DAY'S UNIVERSITY LEVEL ADD ON COURSE ON
" MAKING OF BAMBOO CRAFT "**

CERTIFICATE

This is to Certify That

<<Name>>, College of <<Name of College>> has Actively Participated in Ten day's University level add on course on "Making of Bamboo Craft" Organized by Entrepreneurship Development Cell in collaboration with Sampurna Bamboo Kendra, Lawada, Tq. Dharni Distt. Amravati and IQAC of College on 16/07/2021 to 25/07/2021

Shri. S.L. Kottewar
Coordinator,
ED Cell

Dr. V.D. Kapse
I.Q.A.C.
Coordinator.

Smt. Nirupama S. Deshpande
President
Sampurna Bamboo Kendra

Dr. Vasudev R. Patil
Principal(I/C)
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Certificate Course In "Use Of Tally Software"

Session – 2020-21

Syllabus

Sr. No.	Topic	Hours
1	Basic & Computerized Accounting	03
2	Introduction to Tally and Company Information	03
3	Company Creation, Creating Single and Multiple ledger Account in Tally	03
4	Creating Single and Multiple groups in Tally	03
5	Voucher: Concepts, Types of voucher, Creation, Alteration and Deletion of voucher.	03
6	Voucher entry, Purchase Order, Sales Order, Invoice.	03
7	Inventory: Introduction Accounts Stock Group Creation.	03
8	Inventory enable Voucher Entry, Stock Item Creation.	03
9	Computation of GST in Tally.	03
10	Reports: Generation and Printing.	03




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Sipna Shikshan Prasarak Mandal, Amravati's
ARTS, SCIENCE & COMMERCE COLLEGE, CHIKHALDARA, DIST. AMRAVATI.
NAAC re-accredited at level 'B++' (CGPA 2.77) In III Cycle



And
Bhartiya Vidya Mandir, Amravati's
BHAGAWANTRAO SHIVAJI PATIL MAHAVIDYALAYA PARATWADA DIST. AMRAVATI.
NAAC Accrediated at level (CGPA 2.39) In II Cycle

UNIVERSITY LEVEL CERTIFICATE COURSE IN " USE OF TALLY SOFTWARE "
CERTIFICATE

Tally
POWER OF SIMPLICITY

This is to Certify That

Kale jayashri dinkar, College of Shri.kesharimal rajmal nawlkha, commerce
has Actively Participated in University level Certificate Course in "Use of
Tally Software" Organised by Department of Commerce of The College from
23/07/2021 to 01/08/2021.

Mr. V.M. Morey
Convener
A.S.C COLLEGE
Chikhaldara.

Dr. N.N. Dhondge
Convener
B.S.P. Mahavidyalaya,
Paratwada

Dr. R. A. Umekar
Principal
B.S.P. Mahavidyalaya,
Paratwada

Dr. V. R. Patil
Principal(I/C)
A.S.C. COLLEGE
Chikhaldara.



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Arts, Science and Commerce College Chikhaldara

Department of Sociology

Session: - 2020-21

Certificate course on Gender Study

Syllabus

Sex and Gender :- Meaning, Nature and Origin

Gender and Family: - Nature and Function of Family. Relation between Gender and Family

Gender and Society :- Nature and Function of Society Relation between Gender and Family

Gender and Modern Society :- Nature, Function and Characteristic of Modern Society and Gender

Gender and Violence: - Nature and Causes of Violence. Relation between Gender and Violence

Various dimensions of Gender and Modern Changes

Gender and Masculinity: - Dimension of Masculinity nature and reality

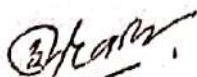
Gender and Sexuality: - Different kinds of Sexuality and changing nature

Gender and Paternity: - Nature, characteristics of paternity and Gender

Gender and Education: - Nature of education, Area of Education of men and women and priority equal education system.

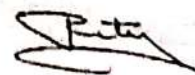
The role of Youth for Gender equality.

Gender equality a need of modern change



H. U. Petkar

Asst. Professor & H.O.D. (Sociology)
Arts, Science & Commerce College,
Chikhaldara



Acting Principal
Art, Science & Commerce College,
Chikhaldara, Dist. Amravati



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Sipna Shikshan Prasarak Mandal, Amravati
Arts, Science and Commerce College, Chikhaldara
Dist. Amravati

NAAC Re accredited with "B++" Grade (CGPA 2.77)

Certificate

{{Full Name}}

{{other identifier}}

Has Successfully Completed Certificate Course On Gender Study
Organised By

Department of Sociology, Arts Science and Commerce, College
Chikhaldara

From 22 March 2021 to 7 April 2021

Dr.H.U.Petkar
Associate Professor and Head
Department of Sociology



Dr. V.R. Patil
Principal (I/C)



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Chikhaldara

Arts, Science & Commerce College, Chikhaldara

University Level Add-on Course on "Proficiency in Accounting"

Title: Add-on Course on " Proficiency in Accounting"

Level: University Level

- Objectives:**
1. To inculcate the Accounting skills in Students.
 2. To make Students proficient in Accounting.
 3. To enable students to prepare Books of Accounts.
 4. To provide practical knowledge of Accounting to Students.

Syllabus/Course Content:

3 Hours Sessions in 10 days (Total Duration- 30 Hours)

Evaluation based on Online Assignments and MCQ Test.

Syllabus/ Course Content of the Add-on Course in "Proficiency in Accounting"

Unit 1- Basics of Accounting :-

Meaning of Book-keeping and Accountancy, Accounting Principles and standards, Objectives of Accounting, Branches of Accounting, Computerised accounting and use of IT in accounting area.

Unit 2- Accounting Transactions :-

Meaning of Accounting transaction, Classification of Accounts, Rules of Debit and Credit, Journal entires, Ledger posting, Balancing of Ledger accounts and Trial Balance.

Unit 3- Cash Book :-

Types of Cash Book, Preparing various types of cash books like simple cash book , double column cash book and petty cash book.

Unit 4- Sub-sidlary Books :-

Various Types of Sub-sidiary books, Preparing sub-sidiary books like Purchase book, Sales book, Purchase return book and Sales return book.

Unit 5- Final Accounts of Individual :-

Preparation of Manufacturing account, Trading account, Profit and loss account and Balance Sheet with adjustment.




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Sipna Shikhan Prasarak Mandal Amravati's
Arts, Science & Commerce College, Chikhaldara, Dist- Amravati

NAAC Reaccredited B++ Grade with CGPA- 2.77

Jagdamba Mahavidyalay, Achalpur, Dist- Amravati

NAAC Reaccredited B Grade with CGPA- 2.42

G. S. Tompe Arts, Science & Commerce College, Chadur Bazar Dist- Amravati

NAAC Reaccredited B++ Grade with CGPA- 2.89

Organised

University-Level Add-On Course on Proficiency in Accounting Certificate

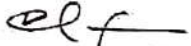
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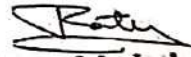
student of

has

successfully completed University level Online Add-On Course on Proficiency in Accounting organised from 12/07/2021 to 22/07/2021. He has satisfactorily participated in all sessions and passed the online test.


Dr. Rajendra Ramteke
Principal


Dr. P. G. Rohankar
Principal


Dr. V. R. Patil
Principall




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Sipna Shikshan Prasarak Mandal, Amravati's
Arts, Science and Commerce College
Chikhaldara, Dist. Amravati



ADD-ON COURSE ON
'ENGLISH COMMUNICATION SKILLS'

DATE : 12 TO 24 JULY 2021

The department of English, Arts, Science and Commerce College, Chikhaldara is organizing Add-on Course on "English Communication Skills" from 12 to 24 July 2021. The course aims at providing basics of English language, to achieve adequate linguistic skills, strengthen the process of listening, reading, writing and speaking, encourage students to speak in English with the help of grammar, acquaint them to make proper use of language to deal with the situations like public speaking, interviews, group discussions, boost their interest by reinforcing the basics of punctuation and help them to build their confidence. The students will be taught and trained to use English effectively in their day to day life. Most of the students from college are tribal, they shy away from English because of many linguistic difficulties. The course intends to wipe out the fear of English from their minds and promote them to acquire language skills and face the challenges in the modern world.

About the College :

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and Dharni tahsil and part of Achalpur, Anjangaon Surji and Akot tahsil. Melghat is hilly terrain at the northern extreme of the Amravati district of Maharashtra. Melghat means 'meeting of the ghats', which describes the area as a large tract of unending hills and ravines scarred by jagged cliffs and steep climbs. It is renowned for 'Melghat Tiger Project' and 'Gugamal National Park' worldwide. Presently, the total area of the reserve is around 1677 km². The forest is tropical dry deciduous in nature, dominated by teak (*Tectonagrandis*). Chikhaldara is a Hill Station, famous tourist destination and a municipal council in Melghat. Chikhaldara is the sole hill station known as the 'Nandanvan of Vidarbha'. Chikhaldara is situated at an altitude of 1118 mtrs with Vairat point at 1188 mtrs. Also, it has the added dimension of being the only coffee-growing area in Maharashtra. The place has a rich variety of flora and fauna with the nature's beautiful architecture spread all over the region.

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During the course, following topics were discussed;

Day 1st 12-07-2021 Inauguration and Introduction about the Course.

Dr. Amol Bute guided the students on Importance of communication in Today's Era.

Day 2nd 13-07-2021

Positive Attitude and Body Language

Day 3rd 14-07-2021

Communication Skills in 21st Century and ICT Tools, Means and Modes of Communication Skills for UG Students.

Day 4th 15-07-2021

Effective Conversation at home and workplace.

Day 5th & 6th 16-07-2021 & 17-07-2021

Remedial English Grammar.

Day 8th & 9th 19-07-2021 & 20-07-2021

Presentation Skills.

Day 10th & 11th 21-07-2021 & 22-07-2021

Effective Writing Skills.

Day 12th 23-07-2021

Art of Decoding Text: 'Words and Sentences'.

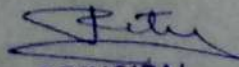
Day 13th 24-07-2021 Last Day of The Course;

Overall retrospection of the course contents.

Presentation of the students.

Valedictory programme.




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Sipna Shikshan Prasarak Mandal, Amravati.
ARTS, SCIENCE & COMMERCE COLLEGE, CHIKHALDARA
Distt. Amravati. Ph. 07220-230309
NAAC re-accredited at level 'B++' (CGPA 2.77)



CERTIFICATE

This is to Certify That

<<Salautation>><<Name>>, College of <<Name of College>> has
Actively Participated in Add-on Course on "English Communication Skills"
Organised by department of English of The College from 12/07/2021 to
24/07/2021.

Dr. Vivek H. Meshram
Convener

Dr. U.G. Tayde
Head and Associate Professor,
Department of English

Dr. V.R. Patil
I/C Principal



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