



Arunodaya Dnyan Prasarak Mandal's

**WOMEN'S COLLEGE OF ARTS, COMMERCE AND  
HOME SCIENCE, JALGAON**

**(NAA Reaccredited 'B' Grade)**

**(UGC 2 (f) and 12 B)**

**(Affiliated to SNDT Women's University, Mumbai)**

**Near Khwajamiya Road, Jalgaon**

**Brochure of Skill Based Short Term Courses**

**Admission Open  
(2016-17)**

- **Tailoring Training Course**  
(Mrs. Vrushali V. Kolhe – Course Coordinator Mob: 9403020702)
- **Communication Skills in English**  
(Mr. Madhavrao A. Patil – Course Coordinator Mob: 9822282770)
- **Communication Skill in Hindi**  
(Mrs. Dimpal S. Patil - Course Coordinator Mob: 7030172949)
- **Communication Skill in Marathi**  
(Mrs. Sugandha I. Patil - Course Coordinator Mob: 9422222988)
- **Pre-Marital Counselling Course**  
(Dr. Sadhana B. Jawale – Course Coordinator Mob: 9423190074)
- **Basic Computer Course**  
(Dr. Vinay B. Patil – Course Coordinator Mob: 9422279041)

**Eligibility:** HSC / 12 Pass

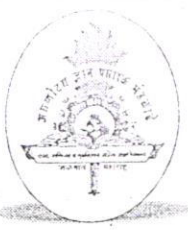
**Duration:** 30 Hours

**Skill Based Short Term Courses  
Chairman**

**Principal**



Principal  
A.D.P.M's Women's College of  
Art's, Com. & Home Sci. Jalgaon



स्थापना : १९८९

अरुणोदय ज्ञान प्रसारक मंडळ संचलित,

कला, वाणिज्य व गृहविज्ञान महिला महाविद्यालय, जळगाव.

नॅक पुनर्मूल्यांकित 'ब' श्रेणी

(एस.एन.डी.टी. महिला विद्यापीठ, मुंबई संलग्न)

मुलींच्या सर्वांगीण विकासाकरिता मागील २५ वर्षांपासून कार्यरत असलेले

महिला महाविद्यालय जे शहराच्या मध्यवर्ती ठिकाणी वसलेले आहे.

**प्रवेश देणे सुरू आहे.**

**कला शाखा - बी.ए. प्रथम वर्ष**

मुख्य विषय : १) मराठी

२) हिंदी

३) इंग्रजी

४) भूगोल

५) समाजशास्त्र

६) अर्थशास्त्र

ऐच्छिक विषय : १) बालसंगोपन

२) इतिहास

३) वाणिज्य मुलतत्वे

४) अर्थशास्त्र

५) मराठी

या शिवाय महाविद्यालयात व्यावसायिक स्तरावरील पदविका आणि प्रमाणपत्र  
असे अभ्यासक्रम सुरू करण्यात आले आहे.

\* **संवादकौशल्ये प्रमाणपत्र कोर्स (मराठी, हिंदी व इंग्रजी)**

\* **शिवणकला प्रशिक्षण प्रमाणपत्र कोर्स**

- संपर्क : प्रवेश समिती -

प्रा. संजय भामरे - ९४२०३८८६९९

प्रा. श्रीकांत चौधरी - ९४२९५२०५८४

प्रा. सोमनाथ लोकरे - ९८६०४७०४५७

प्रा.डॉ. सतीश जाधव - ९८२३९२६२६९

प्रा.सौ. वृषाली कोल्हे - ९४०३०२०७०२

प्रा.डॉ.सौ. गीता नेहते - ९३२५८७७९९७

प्रा. प्रकाश कांबळे - ८९५६५९८६४९

उपप्राचार्य

डॉ. किशोर एच. नेहते

प्राचार्य

डॉ. सं. ना. भारंबे

- पत्ता -

अरुणोदय ज्ञान प्रसारक मंडळ संचलित,

कला, वाणिज्य व गृहविज्ञान महिला महाविद्यालय, जळगाव.

के.सी.ई. इंजिनिअरिंग कॉलेज शेजारी, जळगाव - ४२५००९, फोन : ०२५७ - २२५०२०३



Principal  
A.D.P.M's Women's College of  
Art's, Com. & Home Sci. Jalgaon

**Arunodaya Dnyan Prasarak Mandals**  
**Women's College of Arts, Commerce and Home Science, Jalgaon**  
**Skill Based Short Courses Time Table**  
**2016-17**

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3.00 4.30	Communication Skill in English	Communication Skill in Marathi	Communication Skill in Hindi	Pre-marital Counseling	Tailoring Skill Course	Basic Computer Course

  
Principal



  
Principal  
A.D.P.M's Women's College of  
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Arunoday Dnyan Prasarak Mandals

## **Women's College of Arts , Commerce and Home science Jalgaon**

### **Skill based Basic Computer certificate Course**

**Objective:** The course is designed to aim at imparting a basic level appreciation programme for the student. After completing the course the incumbent is able to use the computer for basic purposes of preparing his personnel/business letters, viewing information on internet , sending mails etc. This would also aid the PC penetration program. This helps the small business communities, housewives to maintain their small account using the computers and enjoy in the world of Information Technology.

### **DETAILED SYLLABUS**

#### **1. KNOWING COMPUTER**

Introduction, Objectives, What is Computer?, Basic Applications of Computer, Components of Computer System, Central Processing Unit, Keyboard, mouse and VDU, Other Input devices, Other Output devices, Computer Memory, Concept of Hardware and Software, Hardware, Software, Application Software, Systems software, Concept of computing, data and information, Applications of IECT, Entertainment, Bringing computer to life, Connecting keyboard, mouse, monitor and printer to CPU.

#### **2. OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM**

Introduction, Objectives, Basics of Operating System, Operating system, Basics of popular operating system (LINUX, WINDOWS), The User Interface, Task Bar, Icons, Menu, Running an Application, Operating System Simple Setting, Changing System Date And Time, Changing Display Properties, To Add Or Remove A Windows Component, Changing Mouse Properties

#### **3. UNDERSTANDING WORD PROCESSING**

Introduction, Objectives, Word Processing Basics, Opening Word Processing Package, Menu Bar, Using The Help, Using The Icons Below Menu Bar, Opening and closing Documents, Opening Documents, Save and Save as, Page Setup, Print Preview, Printing of Documents, Text Creation and manipulation, Document Creation, Editing Text, Text Selection, Cut, Copy and Paste, Spell check, Thesaurus, Formatting the Text, Font and Size selection, Alignment of Text, Paragraph Indenting, Bullets and Numbering, Changing case, Table Manipulation, Draw Table, Changing cell width and height, Alignment of Text in cell, Delete / Insertion of row and column, Border and shading, Entering Text, Numbers and Dates, Creating Text, Number and Date Series.

#### **4. COMMUNICATION USING THE INTERNET**

Introduction, Objectives, Basic of Computer Networks, Local Area Network (LAN), Wide Area Network (WAN), Internet, Concept of Internet, Applications of Internet, Connecting to the Internet, Troubleshooting, Summary, Model answers.



A handwritten signature in blue ink, appearing to be 'J. K. ...'.

Principal  
A.D.P.M's Women's College of  
Arts, Com. & Home Sci. Jalgaon



## 5. COMMUNICATIONS AND COLLABORATION

Introduction, Basics of E-mail, What is an Electronic Mail, Email Addressing, Using E-mails, Opening Email account, Mailbox: Inbox and Outbox, Creating and Sending a new E-mail, Replying to an E-mail message,

Forwarding an E-mail message.

## 6. MAKING SMALL PRESENTATIONS

Introduction, Objectives, Basics, Using PowerPoint, Opening A PowerPoint Presentation, Saving A Presentation, Creation of Presentation, Creating a Presentation Using a Template, Creating a Blank Presentation, Entering and Editing Text, Inserting And Deleting Slides in a Presentation, Preparation of Slides, Presentation of Slides, Slide Show, Running a Slide Show, Automating a Slide Show.

### Reference Books:

1. Dynamic memory Computer course: Devendra Shiha Minhance
2. Notes for computer course: Vinay Devadikar
3. Notes for computer course: Kedar Fadake
4. Introduction to computer: N. Subramanian
5. Sanganakachi Hath Odhakh: Dr. Madhav Gaikavad
6. Internet and web: Neta Fadanvis



A handwritten signature in blue ink, appearing to be "A.D.P.M.", written over a horizontal line.

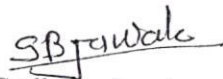
Principal

A.D.P.M's Women's College of  
Arts, Com. & Home Sci. Jyoti

**Arunodaya Dnyan Prasarak Mandal's  
Women's College of Arts Commerce and Home Science Jalgaon  
Skills Based Short Term Courses Committee  
Annual Planning of Short Term Courses: 2016-17**

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1. To Arrange Meeting with the Principal to finalize the plan.
2. To introduce 5 skills based courses [Tailoring, Communication Skills in Eng. Mar. and Hindi, Pre-Marital Counseling] for enrichment of students.
3. To prepare Schedule, Syllabus, Time Table, distribution of workload etc.
4. To monitor the progress of the courses.
5. To maintain the record of the courses.
6. To conduct oral and practical exam as per the need of the course.
6. To arrange meeting with the Principal to take review of the courses conducted.
6. To submit the report to the IQAC .

  
Dr. Sadhana Javale  
Chairman



  
Principal  
A.D.P.M's Women's College of  
Art's, Com. & Home Sci. Jalgaon





Arunodaya Dnyan Prasarak Mandals  
**Women's College of Arts, Commerce and  
Home Science, Jalgaon**  
**Basic Computer Certificate Course**  
**Academic Year 2016-17**

**Student List**

Sr. No.	Name
1	Chaitali R. Koli
2	Rohini B. Sapkale
3	Bhagyashri D. Wani
4	Vaishali B. Sapkale
5	Nirasha G. Nannaware
6	Jaivanti R. Vasawe
7	Varshr V. Sabale
8	Yogita S. Patil
9	Vandana M. Valve
10	Punam Gosavi
11	Nutan V. Survyavanshi
12	Sushma R. Sonawane
13	Hema G. Tadv
14	Moni A Sapkale
15	Dipali P. Mahajan

ICT Committee



Principal  
A.D.P.M's Women's College of  
Arts, Com. & Home Sci. Jalgaon

Arunodaya Dnyan Prasarak Mandal's  
Women's College of Arts Commerce and Home Science Jalgaon  
**Skill Based Short Term Courses Committee**  
**Report 2016-17**

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The skills based short term courses committee organized following activities and courses in the year 2016-17

**1. Tailoring Training Course:**

- I) Total Students Completed: : 35
- II) Instructor : Prof Dimpal Patil, Mrs. Archana Patil
- III) Coordinator : Prof. Vrushali Kolhe.

**2. Communication Skills in English:**

- I) Total Students Completed: 30
- II) Expert : Prof. Y. R. Shaikh, Dr. Somanath Lokare, Prof. Madhavrao Patil

**3. Communication Skills in Marathi**

- I) Total Students Completed: 30
- II) Instructor : Dr. Sugandha Patil. Dr. Prakash Kamle

**4. Communication Skills in Hindi:**

- I) Total Students Completed: 30
- II) Expert : Prof. Dimpal Patil,

The course helps students develop their basic skills of language through:

- 5. **Ear training:** to develop listening skills
- 6. **Speaking Skills:** to develop Speech, group discussion, facing interview, debate to develop speaking skills and build confidence and competence.
- 7. **Reading skills:** Through practice develop reading skills and comprehension.
- 8. **Writing skills:** to develop letter writing, report writing, short messages ect.

**5. Pre-marital Counseling:**

- I) Total Students Completed: 40
- II) Expert : Dr. J. M. Nemade, Mrs. Maya Kale, Dr. S. B. Javale, Prof. V. V. Kolhe
- II) Coordinator : Dr. Sadhana Jawale

Marriage is the essential and significant stage in an individual's life. It brings two families together. Each individual carves an images of a life partner before marriage. Today there is utter need of pre marital counseling. Nowadays many factor such as nuclear family system, self centered life style, greed for money and impact of media and fashions have made our life complex. Keeping these things in mind the college introduce the Pre-marital Counseling short term course. This year the college also organized one day workshop on Pre-marital Counseling on 18/12/2016

Objectives of the course:

- x) To create awareness about proper selection of life partner
- xi) To know the characteristics of a suitable life partner.
- xii) To educate the youth for adjustment with life partner.
- xiii) To educate the youth for proper selection of life partner.
- xiv) To make them cautious about the dangers of divorce and thereby avoid divorce



  
Principal

A.D.P.M's Women's College of  
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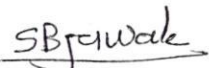


## 6.Computer Course


- I) Total Students Completed: 15
- II) Expert : Dr. Vinay Patil , Dr. Somanath Lokare



The Computer course is designed to aim at imparting a basic level appreciation programme for the students. It's include introduction of the computer, operating system, Basics word processing, using Internet, basics of E-mail ect. After completing the course the incumbent is able to the use the computer for basic purposes of preparing his personnel or business letters, viewing information on internet, sending mail ect. This would also aid the PC penetration program. This helps the small business communities. Housewives to maintain their small account using the computers and enjoy in the world of Information Technology.

  
Dr. Sadhana Jawale  
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(2017-18)**

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(Dr. Vinay B. Patil - Course Coordinator Mob: 9422279041)


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**Duration:** 30 Hours

**Skill Based Short Term Courses  
Chairman**

**Principal**



  
Principal  
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अरुणोदय ज्ञान प्रसारक मंडळ संचलित,  
**कला, वाणिज्य व गृहविज्ञान महिला महाविद्यालय, जळगाव.**

नॅक पुनर्मूल्यांकित 'ब' श्रेणी  
(एस.एन.डी.टी. महिला विद्यापीठ, मुंबई संलग्न)

मुलींच्या सर्वांगीण विकासाकरिता मागील २६ वर्षांपासून कार्यरत असलेले  
महिला महाविद्यालय जे शहराच्या मध्यवर्ती ठिकाणी वसलेले आहे.

## प्रवेश देणे सुरू आहे.

**कला शाखा - बी.ए. प्रथम वर्ष**

मुख्य विषय : १) मराठी  
(स्पेशल) २) हिंदी  
३) इंग्रजी  
४) भूगोल  
५) समाजशास्त्र  
६) अर्थशास्त्र

ऐच्छिक विषय : १) बालसंगोपन  
२) इतिहास  
३) वाणिज्य मुलतत्वे  
४) अर्थशास्त्र  
५) मराठी

या शिवाय महाविद्यालयात व्यावसायिक स्तरावरील पदविका आणि प्रमाणपत्र  
असे अभ्यासक्रम सुरू करण्यात आले आहे.

- \* संवादकौशल्ये प्रमाणपत्र कोर्स (मराठी, हिंदी व इंग्रजी)
- \* विवाहपूर्व समुपदेशन प्रमाणपत्र कोर्स
- \* शिवणकला प्रशिक्षण प्रमाणपत्र कोर्स
- \* मुलभूत संगणक प्रशिक्षण प्रमाणपत्र कोर्स

- संपर्क : प्रवेश समिती -

प्रा. संजय भामरे - ९४२०३८८६९९  
प्रा. श्रीकांत चौधरी - ९४२९५२०५८४  
प्रा. सोमनाथ लोकरे - ९८६०४७०४५७  
प्रा.डॉ. सतीश जाधव - ९८२३९२६२६९

प्रा.सौ. वृषाली कोल्हे - ९४०३०२०७०२  
प्रा.डॉ.सौ. गीता नेहते - ९३२५८७७९९७  
प्रा. प्रकाश कांबळे - ८९५६५९८६४९

उपप्राचार्य  
डॉ. किशोर एच. नेहते

प्र.प्राचार्य  
डॉ. एच. व्ही. चव्हाण  
मो. ९४२३९९५६४६

- पत्ता -

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के.सी.ई. इंजिनिअरिंग कॉलेज शेजारी, खोंजामिया दर्गा जवळ, जळगाव - ४२५००९. फोन : ०२५७ - २२५०२०३




Principal  
A.D.P.M's Women's College of  
Arts, Com. & Home Sci. Jalgaon

**Arunodaya Dnyan Prasarak Mandals**  
**Women's College of Arts, Commerce and Home Science, Jalgaon**  
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**2017-18**

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3.00 4.30	Communication Skill in English	Communication Skill in Marathi	Communication Skill in Hindi	Pre-marital Counseling	Tailoring Skill Course	Basic Computer Course

  
Principal



  
Principal  
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### **DETAILED SYLLABUS**

#### **1. KNOWING COMPUTER**

Introduction, Objectives, What is Computer?, Basic Applications of Computer, Components of Computer System, Central Processing Unit, Keyboard, mouse and VDU, Other Input devices, Other Output devices, Computer Memory, Concept of Hardware and Software, Hardware, Software, Application Software, Systems software, Concept of computing, data and information, Applications of IECT, Entertainment, Bringing computer to life, Connecting keyboard, mouse, monitor and printer to CPU.

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#### **4. COMMUNICATION USING THE INTERNET**

Introduction, Objectives, Basic of Computer Networks, Local Area Network (LAN), Wide Area Network (WAN), Internet, Concept of Internet, Applications of Internet, Connecting to the Internet, Troubleshooting, Summary, Model answers.



A handwritten signature in blue ink, appearing to be 'Om' followed by a flourish.

Principal  
A.D.P.M's Women's College of  
Art's, Com. & Home Sci. Jalgaon

## 5. COMMUNICATIONS AND COLLABORATION

Introduction, Basics of E-mail, What is an Electronic Mail, Email Addressing, Using E-mails, Opening Email account, Mailbox: Inbox and Outbox, Creating and Sending a new E-mail, Replying to an E-mail message,

Forwarding an E-mail message.

## 6. MAKING SMALL PRESENTATIONS

Introduction, Objectives, Basics, Using PowerPoint, Opening A PowerPoint Presentation, Saving A Presentation, Creation of Presentation, Creating a Presentation Using a Template, Creating a Blank Presentation, Entering and Editing Text, Inserting And Deleting Slides in a Presentation, Preparation of Slides, Presentation of Slides, Slide Show, Running a Slide Show, Automating a Slide Show.

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5. Sanganakachi Hath Odhakh: Dr. Madhav Gaikavad
6. Internet and web: Neta Fadanvis



A handwritten signature in blue ink, appearing to be "Omkar", written over the printed name of the Principal.


Principal

A.D.P.M's Women's College of  
Art's, Com. & Home Sci. Jalgaon

Arunodaya Dnyan Prasarak Mandal's  
Women's College of Arts Commerce and Home Science Jalgaon  
Skills Based Short Term Courses Committee  
Annual Planning of Short Term Courses: 2017-18

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Arunodaya Dnyan Prasarak Mandals  
**Women's College of Arts, Commerce and  
Home Science, Jalgaon**  
**Basic Computer Certificate Course**  
**Academic Year 2017-18**

**Student List**

Sr. No.	Name
1	Kajal S. Sapkale
2	Urmila Y. Sapkale
3	Neha S. Kale
4	Shalini R. Patil
5	Punam Nannaware
6	Nlima D. Dode
7	Ashwini Deore
8	Anushri R. Ambhore
9	Pallavi V. Bodade
10	Pallavi W. Patil
11	Monali R. Sonawane
12	Laxmi R. Pawar
13	Renuka A. Gujar
14	Dimpal K. Solanke
15	Pradnya S. Ghuge

ICT Committee



Principal

A.D.P.M's Women's College of  
Arts, Com. & Home Sci. Jalgaon

**Arunodaya Dnyan Prasarak Mandal's  
Women's College of Arts Commerce and Home Science Jalgaon  
Skill Based Short Term Courses Committee  
Report 2017-18**

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The skill based short term courses committee organized following activities and courses in the year 2017-18

**1. Tailoring Training Course:**

- I) Total Students Completed: : 35
- II) Instructor : Prof Dimpal Patil, Mrs. Archana Patil

**2. Communication Skills in English:**

- I) Total Students Completed: 30
- II) Expert : Prof. Y. R. Shaikh, Dr. Somanath Lokare, Prof. Madhavrao Patil

**3. Communication Skills in Marathi**

- I) Total Students Completed: 30
- II) Instructor : Dr. Sugandha Patil. Dr. Prakash Kamble
- II) Coordinator : Dr. H. V. Chavan

**4. Communication Skills in Hindi:**

- I) Total Students Completed: 30
- II) Expert : Prof. Dimpal Patil, Prof. Rajesh kharde

The above communication skills courses aims at improvement in language proficiency and students ability to use language in social, business and service. The course helps students develop their basic skills of language through:

**Ear training:** to develop listening skills

**Speaking Skills:** to develop Speech, group discussion, facing interview, debate to develop speaking skills and build confidence and competence.

**Reading skills:** Through practice develop reading skills and comprehension.


**Writing skills:** to develop letter writing, report writing, short messages ect.

**5. Pre-marital Counseling:**

- I) Total Students Completed: 40
- II) Expert : Dr. J. M. Nemade, Mrs. Maya Kale, Dr. S. B. Javale, Prof. V. V. Kolhe

Marriage is the essential and significant stage in an individual's life. It brings two families together. Each individual carves an images of a life partner before marriage. Today there is utter need of pre marital counseling. Nowadays many factor such as nuclear family system, self centered life style, greed for money and impact of media and



  
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fashions have made our life complex. Keeping these things in mind the college introduce the Pre-marital Counseling short term course. This year the college also organized one day workshop on Pre-marital Counseling on 18/12/2017

Objectives of the course:

- xv) To create awareness about proper selection of life partner
- xvi) To know the characteristics of a suitable life partner.
- xvii) To educate the youth for adjustment with life partner.
- xviii) To educate the youth for proper selection of life partner.
- xix) To make them cautious about the dangers of divorce and thereby avoid divorce.

## 6.Computer Course

I) Total Students Completed: 15

II) Expert : Dr. Vinay Patil , Dr. Somanath Lokare

The Computer course is designed to aim at imparting a basic level appreciation programme for the students. It's include introduction of the computer, operating system, Basics word processing, using Internet, basics of E-mail ect. After completing the course the incumbent is able to the use the computer for basic purposes of preparing his personnel or business letters, viewing information on internet, sending mail ect. This would also aid the PC penetration program. This helps the small business communities. Housewives to maintain their small account using the computers and enjoy in the world of Information Technology.



Dr. Sugandha I.Patil.

Chairman : Skill Based Short Term Courses Committee





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Arunodaya Dnyan Prasarak Mandal's

**WOMEN'S COLLEGE OF ARTS, COMMERCE AND**

**HOME SCIENCE, JALGAON**

**(NAA Reaccredited 'B' Grade)**

**(UGC 2 (f) and 12 B)**

**(Affiliated to SNDT Women's University, Mumbai)**

**Near Khwajamiya Road, Jalgaon**

## **Brochure of Skill Based Short Term Courses**

**Admission Open  
(2018-19)**

- **Tailoring Training Course**  
(Mrs. Dimpal S. Patil - Course Coordinator Mob: 7030172949)
- **Communication Skills in English**  
(Mr. Madhavrao A. Patil - Course Coordinator Mob: 9822282770)
- **Communication Skill in Hindi**  
(Mrs. Dimpal S. Patil - Course Coordinator Mob: 7030172949)
- **Communication Skill in Marathi**  
(Mrs. Sugandha I. Patil - Course Coordinator Mob: 9422222988)
- **Pre-Marital Counselling Course**  
(Dr. Sadhana B. Jawale - Course Coordinator Mob: 9423190074)
- **Basic Computer Course**  
(Dr. Vinay B. Patil - Course Coordinator Mob: 9422279041)

**Eligibility:** HSC / 12 Pass

**Duration:** 30 Hours

**Skill Based Short Term Courses  
Chairman**

**Principal**



  
Principal  
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Art's, Com. & Home Sci. Jalgaon



अरुणोदय ज्ञान प्रसारक मंडळ संचालित,

**कला, वाणिज्य व गृहविज्ञान महिला महाविद्यालय, जळगाव**

(यु.जी.सी. 2 (f) व 12-B मान्यताप्राप्त)

नॅक पुनर्मूल्यांकित 'ब' श्रेणी

**श्रीमती नाथीबाई दामोदर ठाकरसी (एस.एन.डी.टी.) महिला विद्यापीठ, मुंबईशी संलग्न**

के.सी.ई. इंजिनिअरिंग कॉलेज शेजारी, खाँजामिया रोड जवळ, जळगाव-४२५००१ फोन:०२५७-२२५०२०३

## प्रवेश देणे सुरू आहे...

उच्च शिक्षणाची गंगा सर्वस्तरातल्या विद्यार्थिनी पर्यंत पोहचली पाहिजे असा वसा घेऊन गेल्या तीस वर्षापासून कार्यरत असलेल्या महाराष्ट्र शासन अनुदानित महिला महाविद्यालयात प्रवेश देणे सुरू आहे.

### कला शाखा - बी.ए. प्रथम वर्ष

**मुख्य विषय** : मराठी, हिंदी, इंग्रजी, भूगोल, समाजशास्त्र, अर्थशास्त्र

**ऐच्छिक विषय** : बालसंगोपन, इतिहास, वाणिज्याची मुलतत्त्वे, अर्थशास्त्र, मराठी

### वाणिज्य शाखा - बी.कॉम. प्रथम वर्ष

**विषय** : इंग्रजी, अर्थशास्त्र, वाणिज्य, अकॉंटंटन्सी, कॉम्प्युटर ॲप्लीकेशन पेपर १ व २

### -: कौशल्याधिष्ठित उपक्रम :-

- मूलभूत संगणक प्रमाणपत्र कोर्स
- संवाद कौशल्य प्रमाणपत्र कोर्स (मराठी, हिंदी व इंग्रजी)
- विवाहपूर्व समुपदेशन प्रमाणपत्र कोर्स
- शिवणकला प्रशिक्षण कोर्स
- ब्युटीशियन प्रशिक्षण कोर्स (प्रधानमंत्री कौशल्य योजने अंतर्गत)

### -: महाविद्यालयाची वैशिष्ट्ये :-

- भारतातील प्रथम महिला विद्यापीठाशी संलग्न
- शहराच्या मध्यवर्ती निसर्गरम्य परिसरात
- मुलींसाठी सुरक्षित परिसर (सी.सी.टी.व्ही.च्या निगराणीत)
- प्रशस्त इमारत व सुसज्ज ग्रंथालय
- भूगोल विषयाची स्वतंत्र प्रयोगशाळा व रॉक म्युझियम
- भाषा प्रयोग शाळा
- इंटरनेट सुविधा उपलब्ध
- स्वतंत्र इनडोअर हॉलची सुविधा (बॅडमिंटन, कॅरम, चेस)
- खेळासाठी क्रीडांगण
- वसतिगृह सुविधा
- सामाजिक भान असलेले उच्चशिक्षित प्राध्यापक वृंद
- राष्ट्रीय सेवायोजना
- सर्वप्रकारच्या शिष्यवृत्तीची सुविधा
- विद्यार्थ्यांच्या सर्वांगीण विकासाकरिता अग्रेसर
- सहली व प्रकल्पभेटी
- तेजस्विनी या नाविन्यपूर्ण, सर्वोत्कृष्ट स्पर्धेचे शानदार आयोजन
- विद्यापीठ स्तरावरील गुणवंत विद्यार्थिनींची परंपरा
- खेळाडूंचा अश्वमेध विद्यापीठीय स्पर्धेत सहभाग
- विद्यापीठीय युवा महोत्सवात सक्रीय सहभाग
- 'फुलोरा' सांस्कृतिक महोत्सवाचे आयोजन
- थंड व शुद्ध (आर.ए.पी.) विषयाच्या पाण्याची व्यवस्था
- नाममात्र प्रवेश फी



(मागे पहा)  
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### प्रवेशासाठी लागणारे कागदपत्रे :

- प्रवेश अर्ज ऑनलाईन (ऑनलाईन प्रवेश वेबसाईट [www.sndtdigitaluniversity.ac.in](http://www.sndtdigitaluniversity.ac.in)) भरून त्याची प्रत व अर्जासोबत पुढील कागदपत्रे जोडणे आवश्यक आहे.
- इ. १० वी शाळा सोडल्याचा दाखला (L.C.) व गुणपत्रक (Marksheet) यांच्या छायांकित दोन प्रती.
- इ. १२ वी शाळा / महाविद्यालय सोडल्याचा दाखला. (मूळ प्रत आणि चार छायांकित प्रती)
- इ. १२ वी च्या गुणपत्रकाच्या छायांकित दोन प्रती.
- जातीच्या दाखल्याच्या छायांकित दोन प्रती.
- आधार कार्डच्या छायांकित दोन प्रती.
- पासपोर्ट फोटो चार व ई-मेल.
- विद्यार्थिनीचे राष्ट्रीयकृत बँक पास बुकची झेरोक्स.

### फी सवलती साठी लागणारे कागदपत्रे :

- माहितीपत्रकातील फी सवलती करिता लागणारा अर्ज
- फी सवलती साठी लागणारा ऑनलाईन अर्ज
- आधारकार्ड सत्यप्रत (झेरोक्स)
- डोमिसाईल सर्टिफिकेट (तहसील कचेरीतील) सत्यप्रत (झेरोक्स)
- उत्पन्नाचा दाखला ओरिजनल सन २०१८-१९ तहसील कचेरीतील
- जातीचा दाखला (तहसील कचेरीतील) सत्यप्रत (झेरोक्स)
- १० वी व १२ वी मार्कशीट सत्यप्रत (झेरोक्स)
- १० वी किंवा १२ वी शाळा सोडल्याचा दाखला सत्यप्रत (झेरोक्स)
- बँक पास बुक सत्यप्रत (झेरोक्स) (राष्ट्रीयकृत बँक)
- महाविद्यालयाची प्रवेश पावती सत्यप्रत (झेरोक्स)
- शैक्षणिक वर्षात गॅप असेल तर ओरिजनल गॅप सर्टिफिकेट (रु. १००/- चा स्टॅम्प)
- नावात किंवा आडनावत तफावत असल्यास रु. १००/- चा स्टॅम्प जोडावा.
- रेशन कार्ड सत्यप्रत (झेरोक्स)
- प्रतिज्ञापत्र
- वडील हयात नसल्यास मृत्युचा दाखला सत्यप्रत  
(प्रत्येक सत्यप्रतवर (झेरोक्स) Self Attested लिहून स्वतःची सही करावी.)

### संपर्क

प्रा. डॉ. हिरालाल चव्हाण (मो. ९४२३९१५६४६)

प्रा. डॉ. किशोर नेहते (मो. ९४२१६१३४८८)


प्रा. युनुस शेख (मो. ९४२०६०७२०५)

प्रा. डॉ. साधना जावळे (मो. ९४२०९४३८६०)

प्रा. डॉ. सुगंधा पाटील (मो. ७५८८००९८५४)

प्रा. डिंपल पाटील (मो. ७०३०१७७२९४९)



  
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प्राचार्या  
डॉ. जयश्री एम. नेमाडे




Arunodaya Dnyan Prasarak Mandals  
**Women's College of Arts, Commerce and Home Science, Jalgaon**  
Skill Based Short Courses Time Table  
2018-19

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Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>3.00 4.30</b>	Communication Skill in English	Communication Skill in Marathi	Communication Skill in Hindi	Pre-marital Counseling	Tailoring Skill Course	Basic Computer Course



  
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## Women's College of Arts , Commerce and Home science Jalgaon

### Skill based Basic Computer certificate Course

**Objective:** The course is designed to aim at imparting a basic level appreciation programme for the student. After completing the course the incumbent is able to use the computer for basic purposes of preparing his personnel/business letters, viewing information on internet , sending mails etc. This would also aid the PC penetration program. This helps the small business communities, housewives to maintain their small account using the computers and enjoy in the world of Information Technology.

#### DETAILED SYLLABUS

##### 1. KNOWING COMPUTER

Introduction, Objectives, What is Computer?, Basic Applications of Computer, Components of Computer System, Central Processing Unit, Keyboard, mouse and VDU, Other Input devices, Other Output devices, Computer Memory, Concept of Hardware and Software, Hardware, Software, Application Software, Systems software, Concept of computing, data and information, Applications of IECT, Entertainment, Bringing computer to life, Connecting keyboard, mouse, monitor and printer to CPU.

##### 2. OPERATING COMPUTER USING GUI BASED OPERATING SYSTEM

Introduction, Objectives, Basics of Operating System, Operating system, Basics of popular operating system (LINUX, WINDOWS), The User Interface, Task Bar, Icons, Menu, Running an Application, Operating System Simple Setting, Changing System Date And Time, Changing Display Properties, To Add Or Remove A Windows Component, Changing Mouse Properties


##### 3. UNDERSTANDING WORD PROCESSING

Introduction, Objectives, Word Processing Basics, Opening Word Processing Package, Menu Bar, Using The Help, Using The Icons Below Menu Bar, Opening and closing Documents, Opening Documents, Save and Save as, Page Setup, Print Preview, Printing of Documents, Text Creation and manipulation, Document Creation, Editing Text, Text Selection, Cut, Copy and Paste, Spell check, Thesaurus, Formatting the Text, Font and Size selection, Alignment of Text, Paragraph Indenting, Bullets and Numbering, Changing case, Table Manipulation, Draw Table, Changing cell width and height, Alignment of Text in cell, Delete / Insertion of row and column, Border and shading, Entering Text, Numbers and Dates, Creating Text, Number and Date Series.

##### 4. COMMUNICATION USING THE INTERNET

Introduction, Objectives, Basic of Computer Networks, Local Area Network (LAN), Wide Area Network (WAN), Internet, Concept of Internet, Applications of Internet, Connecting to the Internet, Troubleshooting, Summary, Model answers.



  
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## 5. COMMUNICATIONS AND COLLABORATION

Introduction, Basics of E-mail, What is an Electronic Mail, Email Addressing, Using E-mails, Opening Email account, Mailbox: Inbox and Outbox, Creating and Sending a new E-mail, Replying to an E-mail message.

Forwarding an E-mail message.

## 6. MAKING SMALL PRESENTATIONS

Introduction, Objectives, Basics, Using PowerPoint, Opening A PowerPoint Presentation, Saving A Presentation, Creation of Presentation, Creating a Presentation Using a Template, Creating a Blank Presentation, Entering and Editing Text, Inserting And Deleting Slides in a Presentation, Preparation of Slides, Presentation of Slides, Slide Show, Running a Slide Show, Automating a Slide Show.

### Reference Books:

1. Dynamic memory Computer course: Devendra Shiha Minhance
2. Notes for computer course: Vinay Devadikar
3. Notes for computer course: Kedar Fadake
4. Introduction to computer: N. Subramanian
5. Sanganakachi Hath Odhakh: Dr. Madhav Gaikavad
6. Internet and web: Neta Fadanvis



A handwritten signature in blue ink, appearing to be "Om", written over the printed name of the Principal.

Principal

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Arunoday Dnyan Prasarak Mandals  
Women's College of Arts, Commerce and Home science Jalgaon  
Skill Based Short Term Courses Committee  
Plan for the year 2018 - 2019

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- 1) First term committee meeting with principal : 29 - 06- 2018
- 2) Implementation of old, New and Value added course;
  - a) Basic computer certificate course
  - b) Stitchery training course (Shivankala ) *Tailoring*
  - c) Communication skill certificate course (Marathi, Hindi, English )
  - d) Marriage counseling certificate course
  - e) Beautician
- 3) Syllabus Framing , conducting , record maintain responsibilities
  - a. Basic computer certificate course: Dr. H. V. Chavan (Syllabus)
  - b. Stitchery training course (Shivankala ): Prof.Mrs Dempal Patil
  - c. Communication skill certificate course: Department of Marathi, Hindi, English
  - d. Marriage counseling certificate course: department of Child Development
  - e. Beautician : Pradhan Mantri Kaushalya Vikas Yojana ( jyoti Mahajan )
- 4) Capability enhancement & Development Schemes ( Soft Skill Development)
  - a) Basic computer certificate course
  - b) Provision of Internet Facility
  - c) Use of new teaching learning Methods
- 5) Co ordination responsibilities: Dr. H. V. Chavan
- 6) First term end meeting : 31 / 10 / 2018 or last week of October 2018
- 7) Second term meeting : 3 / 12 / 2018 or first week of December 2018
- 8) Last meeting of the year: last week of April 2019
- 9) Report submission : last week of April 2019

Mrs. Anita D. magre

*anitamagre*

Dr. Hiralal V. Chavan

*Chavan*

Mr. Yunus R. Shaikh

*YRShaikh*

Mrs. Dimpal S. Patil

*Patil*



*Principal*

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Arunodaya Dnyan Prasarak Mandals  
**Women's College of Arts, Commerce and  
Home Science, Jalgaon**  
**Basic Computer Certificate Course**  
**Academic Year 2018-19**

**Student List**

Sr. No.	Name
1	Khusahbu Patil
2	Komal Bhalerao
3	Komal C. Wagh
4	Kajal S. Fulmali
5	Puja R. Sonar
6	Priya R. Patil
7	Pornima R. Saonawane
8	Bharti B. Vairalkar
9	Dipali K Vanjari
10	Priyanka S. Patil
11	Sapna G. Dhole
12	Priyanka A. Sonawane
13	Manisha R. Nerpagar
14	Vaishali H. Thosare
15	Jayashri C. Sapkale

ICT Committee



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**Arunodaya Dnyan Prasarak Mandal's  
Women's College of Arts Commerce and Home Science Jalgaon  
Skill Based Short Term Courses Committee  
Report 2018-19**

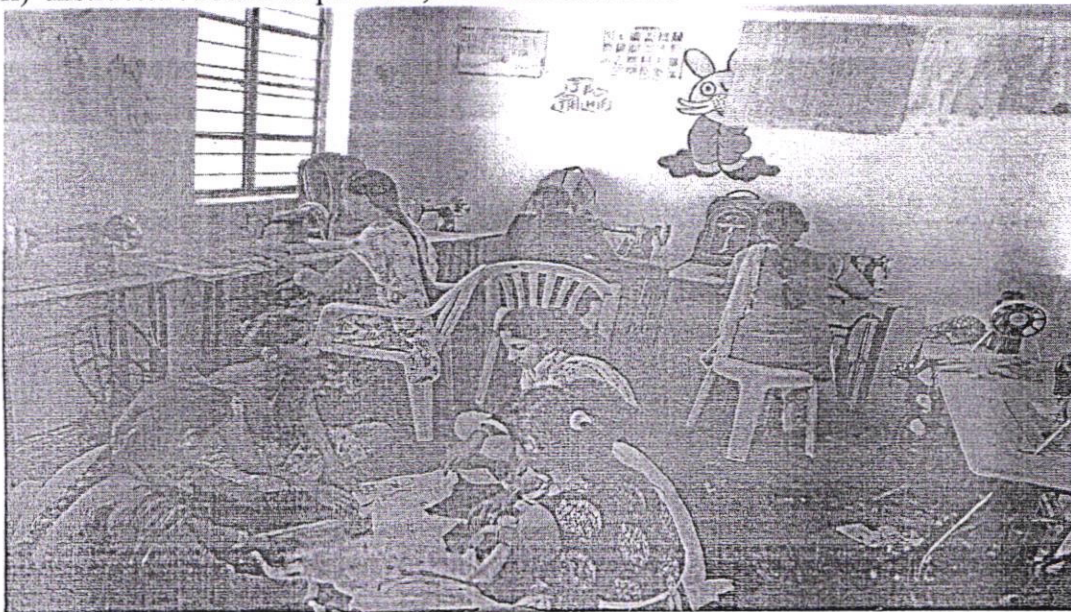
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The skill based short term courses committee organized following activities and courses in the year 2017-18

**1. Tailoring Training Course:**

I) Total Students Completed: : 35

II) Instructor : Prof Dimpal Patil, Mrs. Archana Patil



**2. Communication Skills in English:**

I) Total Students Completed: 30

II) Expert : Prof. Y. R. Shaikh, Dr. Somanath Lokare, Prof. Madhavrao Patil

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I) Total Students Completed: 30

II) Instructor : Dr. Sugandha Patil. Dr. Prakash Kamble

II) Coordinator : Dr. H. V. Chavan

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**Ear training:** to develop listening skills



  
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**Speaking Skills:** to develop Speech, group discussion, facing interview, debate to develop speaking skills and build confidence and competence.

**Reading skills:** Through practice develop reading skills and comprehension.

**Writing skills:** to develop letter writing, report writing, short messages ect.

### 5.Pre-marital Counseling:

I) Total Students Completed: 40

II) Expert : Dr. J. M. Nemade, Mrs. Maya Kale, Dr. S. B. Javale, Prof. V. V. Kolhe

Marriage is the essential and significant stage in an individual's life. It brings two families together. Each individual carves an images of a life partner before marriage. Today there is utter need of pre marital counseling. Nowadays many factor such as nuclear family system, self centered life style, greed for money and impact of media and fashions have made our life complex. Keeping these things in mind the college introduce the Pre-marital Counseling short term course. This year the college also organized one day workshop on Pre-marital Counseling on 18/12/2018

Objectives of the course:

- i) To create awareness about proper selection of life partner
- ii) To know the characteristics of a suitable life partner.
- iii) To educate the youth for adjustment with life partner.
- iv) To educate the youth for proper selection of life partner.
- v) To make them cautious about the dangers of divorce and thereby avoid divorce.




### 6.Computer Course

I) Total Students Completed: 15

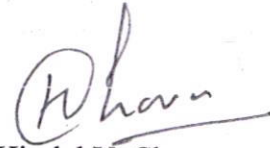
II) Expert : Dr. Vinay Patil , Dr. Somanath Lokare

The Computer course is designed to aim at imparting a basic level appreciation programme for the students. It's include introduction of the computer, operating system, Basics word processing, using Internet, basics of E-mail ect. After completing



  
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the course the incumbent is able to use the computer for basic purposes of preparing his personnel or business letters, viewing information on internet, sending mail ect. This would also aid the PC penetration program. This helps the small business communities. Housewives to maintain their small account using the computers and enjoy in the world of Information Technology.



Dr. Hiralal V. Chavan  
Chairman : Skill Based Short Term Courses Committee



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