

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's

New Arts, Commerce and Science College, Shevgaon



INTERNAL QUALITY ASSURANCE CELL

CRITERION- 1: Curricular Aspects



INTEGRATION OF CROSS-CUTTING ISSUES

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PRINCIPAL
New Arts Commerce & Science College
Shevgaon, Dist. Ahmednagar

Cross Cutting Issues in Add -on Certificate Courses

Department	Name of the Certificate Course	Professional Ethics	Gender	Human Values	Environment and Sustainability
Commerce	Certificate Course in Accounting in Tally ERP-9	Yes	No	Yes	No
Hindi	Certificate Course in Bhasha Anuvad	Yes	No	Yes	No
English	Certificate Course in professional Writing in English	Yes	No	Yes	No
BCS	Certificate Course in website using Word press	Yes	No	Yes	No
Botany	Certificate Course in food Processing and Preservation	Yes	No	Yes	Yes
Economics	Certificate Course in Financial Literacy	Yes	No	No	No
Chemistry	Certificate Course in Chromotology	Yes	No	No	No




PRINCIPAL
 New Arts Commerce & Science College
 Shevgaon, Dist. Ahmednagar

Syllabus of Add on / Certificate Courses

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अहमदनगर जिला मराठा विद्या प्रसारक समाज का

न्यू आर्ट्स कोमर्स एंड साइंस कॉलेज शेवगांव

हिंदी विभाग

पाठ्यचर्या :- पटकथा लेखन

कर्मांक (Credit) 02

उद्देश्य :-

- 1 छात्रों को स्क्रिप्ट लेखन, अर्थ, परिभाषा से अवगत करना
- 2 छात्रों को कथा पटकथा और संवाद लेखन से परिचित करना
- 3 छात्रों को ड्राफ्ट बनाने से परिचित करना

इकाई	पाठ्य विषय	तसिकाएँ
1	<p>पटकथा (स्क्रिप्ट)लेखन अर्थ, पारिभाषा और सामान्य परिचय ।</p> <p>पटकथा के तीन अंग :- कथा,पटकथा और संवाद . उदाहरन सहित संक्षिप्त जानकारी ।</p> <p>तीनों की परस्परावलाम्बिता और दृश्य श्रव्य माध्यम में महत्व ।</p> <p>पटकथा (स्क्रिप्ट)लेखन की प्रक्रिया ।</p> <p>विचार (आइडिया)वन लाइनर या लॉन्ग लाइन-सारांश (शीर्षक , कथावस्तु पत्रों की सूची ।)</p> <p>प्लॉट बनाना –पत्रों का परिचय और उन्हें स्थापित करना, पत्रों का विकास ।</p> <p>ड्राफ्ट बनाना – इनडोर/आउटडोर , समय, स्थान, संवाद पत्र की क्रिया और प्रतिक्रिया ।</p>	15
2	<p>दृश्य –श्राव्य माध्यम के विभिन्न प्रकारों के लिए</p>	15

	<p>स्क्रिप्ट लेखन (सामान्य दिशा निर्देश) वृत्तपत्र- टेलीफिल्म, विज्ञापन शॉर्ट फिल्म फिल्म – वाँक श्रू एवं अन्य चलचित्र । शॉर्ट फिल्म के लिए स्क्रिप्ट लेखन का विशेष परिचय । पटकथा के प्रारूप मुख्य सॉफ्टवेयरों की जानकारी ।</p>	
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Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
New Arts, Commerce and Science College, Shevgaon

Department of English

(Value Added Course: - 2020-21)

“A Certificate Course in Technical Writing”

(Two Credit Course (2×15=30 Hours))

1. Preamble:

The course aims at contributing to the enhancement of English writing skills of the students. It also aims at making undergraduate students to overcome the fear of English language. In this era of information technology merely knowing something is not sufficient, but rather one should be able to present what he or she knows in a systematic way. Effective writing is one of the ways of presenting the ideas and information. Therefore, the academia requires introducing courses at undergraduate level that would help students to enhance their writing skills. The present course in “Technical Writing” would particularly help them to write technical reports, Manuals, letters (both formal and informal), job application letter, Resume writing, project report writing, as well as presenting their research findings by using proper methodology.

Even, employability enhancement is yet another aspect that academia is concerned with. This course would help students to inculcate the skills required to get job in various companies as technical writer, content writer or back office helper. It is believed that proficiency in English language can be a source of earning a living, it is realized only when one is well equipped with writing skills in that particular language. Effective use of language is necessary for success in all walks of life. Hence the present course aims to enhance the linguistic as well as writing skills of the students. Apart from the professional and technical qualification, the present day employers generally look for certain technical skills which relates to efficiency of an employee. Hence the present course includes units on technical writings skills.

2. Objectives:

- To enhance employability of the students by developing their basic soft skills
- To enhance written communication skills of the students
- To minimize common errors of using English and maximize the technical skills in computer correspondence and communication
- To revise and reinforce the learning of some important areas of grammar for better linguistic competence.
- To improve contextual writing
- To expose the rural students to newer platforms of employability
- To bridge the gap between academia and industry

3. Suggestions to Teachers:

- The course aims at developing technical skills among the students

- Learning can be facilitated through regular practice and attending sessions
- The focus of teaching should be practical oriented
- Practical, exercises, activity monitoring, projects are some of the activities that the teachers are expected to encourage
- Flipped and Blended learning modules need to be encouraged
- Relevant and innovative ideas of both the students and teachers are always appreciable for a successful completion of this course.

4. Course Content:

Unit 1- What is Technical Writing?

- **Technical Writing:** Meaning and definitions, Scope and the Role of Technical Writer

Unit 2- Basics of Computer Literacy:

- **Computer Literacy and Documentation Process:** Basics of MS Word, Power Point Presentation, Excel, Email, Texting, Blog Writing and Making Files

Unit 3- English Grammar and Writing Skills

- **English Grammar:** Tenses, Sentence Structures, Punctuation Marks, Change the voice, Direct and Indirect sentences, and types of sentences.
- **Writing Skills:** Rules of Writing assigned tasks, Paragraph writing, Letter writing (Job application letter, Complaint letter, Request letter) Report Writing (formal and informal), Manual Writing (user manual), Research Project writing, Research Article writing, Notice writing, Agenda and Minutes of the meeting

Unit 4-Practicle Application

- Writing Project on the Course

5. Evaluation Pattern:

At the end of the course, an activity-based evaluation of the skills acquired is to be conducted using ANY ONE of the following evaluation modes.

- Submission of project report
- Facing mock interview
- Seminar presentation
- Written Examination
- Any other mode of evaluation relevant to the course content

CERTIFICATE COURSE

Department of Botany- (2021-22)

FOOD PROCESSING AND PRESERVATION

Theory Topics- 10L

1. Introduction
2. Types and Methods of Food Preservation
3. Canning
4. Dried Fruit chips
5. Fruit Pulp
6. Squash
7. Jam and Jellies With Pectin and Without Pectin
8. Preparation of Mango Pickles-Punjabi and Maharashtra
9. Preparation of Amla Supari
10. Methods of Vegetables dehydration.

Practical 20 Hr.

1. Preparation of Apple Jam.
2. Preparation of Stone apple Jelly
3. Preparation of Strawberry Jelly With Pectin
4. Preparation of Squash- Rose, Lemon, Orange
5. Preparation of Lemon Pickles
6. Processing of Peas
7. Preparation of Tomato Ketchup
8. Preparation of Butter and Buttermilk
9. Preparation of Mozzarella Cheese
10. Preparation of Pizza.
11. Preparation of Amla Candy

**Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
New Arts, Commerce and Science College, Shevgaon**

Department of Economics

Certificate Course on Financial Literacy

Syllabus

1. **Barter System:** Concept of Barter System, Need and Wants, Evolution of Trade, Problem of Barter System
2. **Understanding Basic Financial Concept:** Money, Currency, Bank, Account, Saving and Investment
3. **Banking System:** Evolution of Money, Origin of Bank, Bank and Their Importance, Types of Bank, Account Opening and Types.
4. **Reserve Bank of India - Role and Importance:** Implements monetary policies, Manages foreign exchange reserves, Acts as banker to the government, financial regulation and supervision.
5. **Security and Mode of Digital Payments:** About National Payments Corporation of India (NPCI), Introduction to Digital Banking, Understanding Digital Payments, Benefits of Digital Payments, Modes of Digital Payments – Card Based, Guidelines for the use of banking cards.
6. **E-commerce payment:** Automated Teller Machines (ATMs), Aadhaar Enabled Payment System (AePS), - Mobile Based Banking and Others- Internet Banking, National Electronic Fund Transfer (NEFT), Real-Time Gross Settlement (RTGS), Immediate Payment Service (IMPS), Unified Payments Interface (UPI).

**NEW ARTS, COMMERCE AND SCIENCE COLLEGE,
SHEVGAON**

**DEPARTMENT OF CHEMISTRY
CERTIFICATE COURSE IN CHROMATOGRAPHY
SYLLABUS
A.Y.- 2021-2022**

Name of Faculty – Miss. Phalke A. A.

Class – M.Sc. II (Analytical & Organic)

**(6) CHROMATOGRAPHIC TECHNIQUES FOR DESIGNING
FORENSIC AND INDUSTRIAL APPLICATIONS**

KEY COMPETENCIES: The course covers just a portion of analytical chemistry and aligns to a job role at Level 5 named "Research Associate- Analytical & Bioanalytical".

The course is designed exclusively for forensic and industrial application. It is related to more voluminous job role of "Quality Control Chemist" at Level 5.

ASSESSMENT: Assessment include continuous assessments which will comprise of following:

- ✓ 20 marks of theory component
- ✓ 20 marks of internal assessments
- ✓ 60 marks of skill assessment conducted by assessors of SSC

Course Structure: The course can be run in any of the 2 semesters in a year.

The course is designed exclusively for forensic and industrial application involving 60 hrs theory and related sophisticated techniques including practicals with hands on training as follows:

1) Thin layer chromatography (TLC) and High performance thin layer chromatography (HPTLC) (6hrs)

Fundamentals and Principles of Thin Layer Chromatography (TLC), High performance Thin Layer Chromatography (HPTLC), Mobile- Stationary phases, Normal- Reverse phases, Visualizing reagent (KMnO₄, Ninhydrin, DD and others), Applicability and Importance with examples.

Applications: TLC and HPTLC technique are applicable for the separation and identification of samples like poisons (like Pesticides/Herbicides/Organic volatile/and non-volatiles poisons/Plant poisons), Narcotic drugs and psychotropic substances, Alkaloids, Benzodiazepines, Hallucinogens, Barbiturates, Organic Explosive, Dyes, Oils, Food stuffs and substances etc.

2) Gas Chromatography (GC) 14 hrs

Fundamentals and Principles of Gas Chromatography (GC), Instrumentation, Sample preparation, Carrier gases, Injectors (split/splitless, PTV, Head Space, Pyrolyzer and others), Pack and Capillary Columns, Detectors (TCD, FID, ECD, NPD, TEA, Ion Mobility Scan), Applications and importance with examples, Limitations, Data processing and interpretation, Hands-on training

Applications: Gas Chromatography technique applicable to separate, identify and quantify samples like Petroleum products (Kerosene, Diesel, Petrol, Low boiling solvents etc. and their residues.) Poisons, Narcotic drugs and psychotropic substances, Explosives (RDX, TNT, PETN, CE etc.), Alcohol percentage in blood, Pharmaceutical drugs, Natural products, various organic solvents and chemicals, etc.

Gas Chromatography–Mass Spectrometry (GC-MS) (14 hrs)

Fundamentals and Principles of Gas chromatography–mass spectrometry (GC-MS), Instrumentation, Ionization, Detectors–Mass Selective Detector (MSD), Time of flight (TOF) and others, Data analysis, Applications with examples, Hands-on training

Applications: GC-MS technique applicable to identify and quantify samples like Narcotic drugs and psychotropic substances, Different class of poisons, Petroleum products and their residues, Miscellaneous drugs, Pharmaceutical drugs, etc.

3) High Performance Liquid Chromatography (HPLC) (16 hrs)

Fundamentals and Principles of High Performance Liquid Chromatography (HPLC), Instrumentation, Types of HPLC–Normal phase HPLC, Reverse Phase HPLC, Ion Exchange Chromatography (IEC), Size exclusion chromatography, Mobile phases, Sample preparation, Limitations of HPLC, HPLC injectors, HPLC pumps, HPLC columns, HPLC detectors (UV-Visible, fluorescence, PDA, RI and others), Elution systems–Isocratic and Gradient, Applications with examples, Hands-on training

Applications: High Performance Liquid Chromatography (HPLC) technique applicable for to Chromatographic Separation, Identifications and Quantifications of Thermostable samples, various drugs, pesticides explosive, snake venom and blood samples etc.

4) **Liquid Chromatography–Mass Spectrometry (LC–MS) (10 hrs)**

Fundamentals and Principles of Liquid Chromatography–Mass Spectrometry (LC–MS), Instrumentation, Ionization, MS analysis, Applications with examples, Hands-on training

Applications: LC-MS technique applicable to identify and quantify Thermoriable samples, Narcotic drugs and psychotropic substances, Different class of poisons, Petroleum products and their residues, Miscellaneous drugs, Pharmaceutical drugs, etc.

@pazng

Course Coordinator



• **Head**

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