



*Anand Charitable Sanstha Ashti's*

**ANANDRAO DHONDE ALIAS BABAJI MAHAVIDYALAYA, KADA  
TAL. ASHTI, DIST. BEED - 414202 (MS)**

Skill Development Certificate Course

**ORATORY SKILL-BASED COURSE**

**BROCHURE / PROSPECTUS**

Run by

DEPARTMENT OF MATATHI



***Dear students,***

*There is no reason to be discouraged by rising unemployment or lack of skills in service. Skill-based courses are prepared by the various departments of the college for your bright future. Through these courses you will be able to do self-employment, get job opportunities.*

*If you are in the service, you will get promotion opportunities due to the acquisition of skills. The said course is as per the guidelines given and approved by CDC and Management Council of the institution. After successful completion of this course the students will get college certificate.*

***Notice for the Students***

- 1. Read brochure carefully.*
- 2. Fill in the correct information in the application form.*
- 3. Application should be submitted within time.*
- 4. 75% attendance is mandatory.*
- 5. Course schedule will be as per decision of course coordinator.*

*For more information contact*

***Dr. G. P. Bodkhe***

*Course Coordinator*

*Department of Marathi*

*Anandrao Dhonde Alias Babaji*

*Mahavidyalaya, Kada*



## **Oratory Skill-Based Course: Programme Details** **(Implemented from the academic year 2020-2021)**

Oratory Skill-based Course aims at creating transformed, future-ready individuals who can take up any business challenge head-on, with a continuous emphasis on practical knowledge.

### **Oratory Skill-based Course: Programme & Syllabus**

Oratory Skill-based Course entails the professional approach towards subjects like Personality Development, Soft Skills, Presentation Skills, Use of Language, Leadership Qualities, etc. Students will be enabled to summarize the relevance of Communication to the social development of the country. The students are taught to express their knowledge and represent themselves as the leaders in the society.

Students are empowered to acquire communication skills. To communicate in the society with effective skills is the main objective of this course. Practical orientation is given to the students through organizing seminars and group discussions.

From writing skills, negotiation and dispute resolution, human resource management, business laws, marketing management, social media and digital marketing, all of the essential skills are imparted among the students through Theoretical study and Practical application.

### **Elective Course Subjects (Skill Enhancement Subjects)**

Elective courses aim to make the students to become an expert in their chosen specialization. The elective courses are offered through this course.

Oratory Skill-based Course:

- Communication Skills and Skill development subjects are acquired through this course.
- Communication Skills Subject examination will be held by concerned authority of the college.

Communication Skill Development subjects are inserted in the syllabus for the students to learn the communication skills and improve knowledge which broadens the scope of employment in teaching, counselling and other communication based jobs. Skill development subjects are updated according to society related curriculum.

Allocation of marks: Skill Development subject marks are to be allocated by the concerned teacher by forming an internal skill assessment **Committee/Department of English** under the supervision and approval of Principals.

### **Admission**

The admission policy and procedure shall be decided from time to time by the IQAC and the College guidelines.



### Eligibility for Admission

The candidate should have taken admission for any of the five years of Undergraduate or Post Graduate Course in the college.

### Student Discipline

Every student is required to observe utmost discipline and decorum both inside and outside the campus and not to indulge in any activity which may affect adversely the prestige/reputation of the Institution.

Any act of indiscipline of a student reported to the Principal and Head of the Departments will be referred to a Discipline Committee constituted for the purpose. The Committee will enquire into the charges and decide on a suitable punishment if the charges are substantiated.

### Attendance

The teacher handling a course must finalize, the attendance calendar three days before the last instructional day of the course.

A student has to obtain minimum 75% cumulative attendance for the course.

### Examination Assessment Procedure

This course shall have two components of assessment namely,

Internal Assessment: This assessment will be carried out throughout the course with an internal examination of 50 marks.

Introduction	Subject Knowledge	Use of Language	Presentation	Conclusion	Total
10 Marks	10 Marks	10 Marks	10 Marks	10 Marks	50 Marks

**Total: 50 Marks**

End Course Examination: This assessment will be carried out at the end of the Course.

<b>Theory exam</b>	<b>50 Marks</b>
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Total: 50 + 50 = 100 Marks

## Oratory Skill-based Course Syllabus (2017-2018)



### **Learning Outcomes:**

Students are enabled to:

- Understand concept of Oratory with reference to cultural, political and social dimensions.
- Recognize various types of Oratory.
- Estimate the importance of elements and components of Oratory.
- Analyze the growth of Oratory skill over the ages.
- Assess various orators around the world.
- Identify different factors necessary for the Oratory.
- Categorize and classify history of Oratory.
- Evaluate the impacts of Oratory with reference to the society.
- Promote Oratory Skill to the new generations.

### **Unit-I Introduction and History of Oratory**

- Introduction:
- Scope
- Importance
- Story of Oratory
- History of Oratory:
- History of Oratory in Ancient and Archaic-Western Countries
- History of Oratory in India

### **Unit-II Oratory is an Art or Skill**

- An Integral Part of Life
- Valuable Treasury
- Need for Passion and Practice
- Practice and Achievement

### **Unit-III Necessary Things to Practice Oratory and Types of Oratory**

- Stage Courage
- Command over Language
- Skill
- Sense of Humour




- Types of Oratory
- Lecture
- Public Speech
- Lecture Series

#### Unit-IV Emperors of Oratory from different Countries


- Aristotle
- Plato
- Abraham Lincon
- Wilton Churchill
- John F. Kennedy
- Martin Luther King
- Ronald Reagan
- Nelson Mandela
- Barack Obama
- Sane Guruji
- Vivekananda
- Subhash Chandra Bose
- Dr. Ambedkar
- Pt. Jawaharlal Nehru
- Mahatma Gandhi
- P. K. Atre
- Atal Bihari Vajpayee
- Shivajirao Bhosale

#### Suggested Co-curricular Activities:

1. Student seminars
2. Group discussion

  
HEAD  
DEPT. OF MARATHI  
Anandrao Dhonde Alias Babaji College  
Kada, Tal. Ashti, Dist. Beed

  
IQAC-Co-ordinator  
Anandrao Dhonde Alias Babaji Mahavidyalaya  
Kada, Tal. Ashti, Dist. Beed

  
PRINCIPAL  
Anandrao Dhonde Alias Babaji College  
Kada, Tal. Ashti, Dist. Beed



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**ANANDRAO DHONDE ALIAS BABAJI MAHAVIDYALAYA, KADA  
TAL. ASHTI, DIST. BEED - 414202 (MS)**

Skill Development / Add on

Certificate Course

**ORATORY SKILL-BASED COURSE**

**BROCHURE / PROSPECTUS**

Run by

DEPARTMENT OF ENGLISH



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*For more information contact*  
***Dr. S. B. Kuchekar***  
*Course Coordinator*  
*Department of English*  
*Anandrao Dhonde Alias Babaji*  
*Mahavidyalaya, Kada*



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Total: 50 + 50 = 100 Marks

## Oratory Skill-based Course Syllabus (2019-2020)



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- Dr. Ambedkar
- Pt. Jawaharlal Nehru
- Mahatma Gandhi
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- Atal Bihari Vajpayee
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#### Suggested Co-curricular Activities:

1. Student seminars
2. Group discussion

  
Head  
Dept. of English  
A.D. College, Kada

  
IQAC-Co-ordinator  
Anandrao Dhonde Alias Babaji Mahavidyalaya  
Kada, Tal. Ashti, Dist. Beed

  
PRINCIPAL  
Anandrao Dhonde Alias Babaji College  
Kada, Tal. Ashti, Dist. Beed



*Anand Charitable Sanstha Ashti's*  
**ANANDRAO DHONDE ALIAS BABAJI MAHAVIDYALAYA,**  
(Arts, commerce and Science)  
Kada. Ta. Ashti Dist. Beed



### **Skill Based Certificate Course**



### **Bandhani Painting Brochure**

*Run by*

*Department of Mathematics*



Dear students,

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**Course Objectives:**

1. To provide comprehensive knowledge about the concept of tie and dye.
2. To introduce the students to the basics of tie and dye.
3. This course explores preparation of apparel and fabric design prepared with tie and dyes
4. The course Provides necessary knowledge of procedures used for tie and dye.

**Learning Objectives:**

1. Student must have sufficient knowledge and skills about principles of tie and dyeing operation, materials, equipment's and process.

**Notice for Students:**

1. Eligibility of a candidate for admission to the course in Bandhani design is for the UG students.
2. Read brochure carefully.
3. Fill the correct information in application form
4. No necessary original Transfer Certificate.
5. Application should be submitted within time.
6. After confirmation of Admission take identity card and other necessary learning material from course coordinator.
7. 75% attendance is compulsory.
8. Course schedule will be as per decision of course coordinator

For more information contact  
**Dr. G. S. Jagtap**  
Course Coordinator  
Department of Mathematics  
Anand Rao Dhonde Alias Babaji  
Mahavidyalaya, Kada



*Anand Charitable Sanstha Ashti's*  
**ANANDRAO DHONDE ALIAS BABAJI MAHAVIDYALAYA,**  
**(Arts, commerce and Science)**  
**Kada. Ta. Ashti Dist. Beed**



**Syllabus of**  
**Skill Based Certificate Course**

**Bandhani Painting**

**Run By**

**Department of Mathematics**

*[Effective from 2019-20 and onwards]*



*Anand Charitable Sanstha Ashti's*  
**ANANDRAO DHONDE ALIAS BABAJI MAHAVIDYALAYA,**  
**(Arts, commerce and Science)**  
**Kada. Ta. Ashti Dist. Beed**

**Skill Based Certificate Course - Bandhani Painting**

**Name of Department : Mathematics**

**Name of Co-ordinator: Dr. Jagtap Gaytri Sadashiv**

**Duration : 06 Week**

**Theory : 15 Periods**

**Practical : 15 Practical**

Sr. No.	Name of the Chapter	Name of Articles
01	Introduction	History of Bandhani Painting
		Objectives of Bandhani Painting
		Principle in Bandhani Painting
		Things required for Bandhani Painting
02	Process and Design Patterns of Bandhani Painting	
03	Types of Bandhani Design	Single knot
		Three knot
		Four knot
		Mountain pattern
		Small dot with a dark centre (Boond)
		Teardrop shaped (kodi)
		Indian Sweets

**Reference:**

1. Technology of Dyeing, Printing and Bleaching by Dr. V. A. Shenai.
2. Fabric Science by Joseph J. Puzzuto.
3. Art of Dyeing by Chohan.
4. <https://en.wikipedia.org/wiki/Bandhani>
5. <https://yehaindia.com/tie-dye-techniques-in-india-bandhani-ikat-lehariya/>

**Syllabus Prepared by : Dr. G. S. Jagtap**

**Syllabus Approved by: CDC and Management Council**

(Anandrao Dhonde Alias Babaji Mahavidyalaya, Kada)

  
**IQAC-Co-ordinator**  
Anandrao Dhonde Alias Babaji Mahavidyalaya  
Kada, Tal. Ashti, Dist. Beed

  
**PRINCIPAL**  
Anandrao Dhonde Alias Babaji College  
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**TAL. ASHTI DIST. BEED -414202 (MS)**

**Skill Development / Add on**

**Certificate Course**

## **GOAT FARMING**

**BROCHURE / PROSPECTUS**



**Run by**

**DEPARTMENT OF ZOOLOGY**



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7. Course schedule will be as per decision of course coordinator

For more information contact  
**Dr. R. S. Ganjure**  
Course Coordinator  
Dept. of Zoology  
Anandrao Dhonde Alias Babaji  
Mahavidyalaya, Kada



## आनंदराव धोंडे ऊर्फ बाबाजी महाविद्यालय

कडा, ता. आष्टी जि. बीड

विषय : शेळी पालन (Goat Farming)

(कौशल्याधारित अभ्यासक्रम)

Effective from December 2021

(कालवधी दोन महिने)

१५ तासिका

१५ प्रात्यक्षिके

	तासिका (Hours)
1. प्रस्तावना (Introduction)	1 तास
2. महाराष्ट्र राज्यातील शेळीपालन व्यवसाय सध्या:थिती (Present status of Goat farming in Maharashtra)	1 तास
3. भारतातील व महाराष्ट्रातील शेळ्यांच्या विविध प्रजाती (Races of Goats in India and maharashtra)	1 तास
4. शेळी पालन व्यवसायाच्या पद्धती (Management system of Goat Farming in maharashtra)	2 तास
5. शेळीपालनासाठी जागेची निवड व शेळ्यांचा निवारा (Housing management of Goat)	2 तास
6. शेळ्यांची आहार व्यवस्थापन पद्धती (Feeding management of Goat)	2 तास
7. प्रजनन व पैदास व्यवस्थापन (Reproduction and management of Lams/ kids)	2 तास
8. शेळ्यांचे आजार व रोग प्रतिबंधात्मक उपाययोजना Common Diseases and Preventive Measures	2 तास
9. शेळ्यांची विक्री व वाहतुक (Transportation and Marketing of Goat)	1 तास
10. शेळी व शेळीपालनाचे महत्त्व Significance of Goats and Goat farming business	1
तास -----	


एकूण तासिका 15



### प्रात्यक्षिक (Practicals)

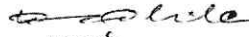
1. Study of various races of goats by models/ pictures	1
2. Demonstration of Housing management.	2
3. Methods of shed construction	2
4. Categories of Feed and Feeding management	2
5. Breeding patterns and management	2
6. Lams/kid management	2
7. Common Diseases and Preventive Measures	2
8. Visit to Goat farm	2


Total 15

  
IQAC-Co-ordinator  
Anandrao Dhonde Alias Babaji Mahavidyalaya  
Kada, Tal. Ashti, Dist. Beed



  
IQAC-Co-ordinator  
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**TAL. ASHTI DIST. BEED -414202 (MS)**

**Skill Development / Add on**

**Certificate Course**

**ENTREPRENEURSHIP DEVELOPMENT**



**BROCHURE / PROSPECTUS**

**Run by**

**DEPARTMENT OF COMMERCE**



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Course Coordinator  
Dept. of Commerce  
Anandrao Dhonde Alias Babaji  
Mahavidyalaya, Kada



Anand Charitable Sanstha's Ashti  
**Anandrao Dhonde Alias Babaji Mahavidyalaya, Kada.**  
**Tal. Ashti Dist. Beed. 414202**  
**Skill Based Certificate Course in Entrepreneurship**  
**Development Programme**  
**Syllabus**  
**Course Credit - 02**

**Unit I: Entrepreneurship:**

Concept, Meaning, Definition, characteristics & Importance of Entrepreneurship  
Challenges ISSUES & Barriers of Entrepreneurship

**Unit II: Emerging Trends in Entrepreneurship Development.**

1. Women Entrepreneurship: concept. Functions. Problems.
2. Rural Entrepreneurship: meaning, Nature. Need & importance. Problems
3. Traditional pattern to 'Entrepreneurship in India

**Unit III: Entrepreneurship Development programme**

1. Need for EDP
2. Objectives of EDP
3. Contents of EDP
4. Phases of EDP
5. Evaluation of EDP


**Unit IV: Project Identification & Resource Management**

1. Meaning of project
2. Project Identification
3. Project Selection
4. Resources of (Finance. Material. market man power Power. Land & Building )
5. Preparation of project



### Reference Books

1. Entrepreneurship Development : S. S. Klianka sultan chand & Co. Ltd
2. Fundamentals of Entrepreneurship : G. S. Sudha, Ramesh Book Depot
3. Entrepreneurship Development : E. Gordon & K. Natarajan Himalaya Publishing House
4. Small scale Industries and Entrepreneurship : vasant Desai Himalaya publishing House
5. Project planning & control : N. P. Agarwal & Dr. B . K. Mishra Indus valley publications. New Delhi

  
**HEAD**  
**Dept of Commerce**  
Anandrao Dhonde Alias Babaji  
College, Kada, Tal. Ashti, Dist. Beed

  
IQAC-Co-ordinator  
Anandrao Dhonde Alias Babaji Mahavidyalaya  
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**TAL. ASHTI DIST. BEED -414202 (MS)**



**Skill Development / Add on**

**Certificate Course**

**(Personality Development)**

**Run by**

**DEPARTMENT OF HISTORY**

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Course Coordinator  
Dept. of History  
Anandrao Dhonde Alias Babaji  
Mahavidyalaya, Kada

# आनंदराव धोंडे ऊर्फ बाबाजी महाविद्यालय

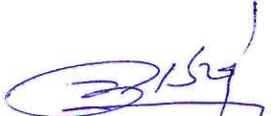
कडा, ता. आष्टी जि. बीड  
जलसंवर्धन व व्यवस्थापन पद्धती  
(कौशल्याधारित अभ्यासक्रम)

## अभ्यासक्रमाची उद्दिष्टे:

1. जल संसाधनाची गरज जाणून घेणे.
2. जलसाठे सुरक्षित करणे का महत्वाचे आहेत याबाबत सविस्तर माहिती मिळविणे.
3. जल प्रदूषण आणि जलप्रदूषणास कारणीभूत ठरणान्या प्रदूषकांचा अभ्यास करणे.
4. जल प्रदूषणावर उपाय जाणून घेणे.
5. जल साठ्यांमधील पाण्याची सुरक्षितता कशा प्रकारे वाढवता येईल याबाबत माहिती मिळविणे.
6. जलसंवर्धन करण्यासाठी वापरण्यात येणाऱ्या पारंपारिक पद्धतींचा अभ्यास करणे.

## घटक: जलसंवर्धन पद्धती व महत्व:

1. शेततळे
2. बांध बंदिस्ती
3. लुज बोल्टर स्टक्चर
4. सलग समपातळी चर
5. वनराई बंधारा

  
या. उ. आ. ज. बा. म. वि. बी. ड.

  
IQAC-Chairman  
Anandrao Dhonde Alias Babaji Mahavidyalaya  
Kada, Tal. Ashti, Dist. Beed

  
PRINCIPAL  
Anandrao Dhonde Alias Babaji  
College, Kada, Tal. Ashti, Dist. Beed



*Anand Charitable Sanstha Ashti's*

**ANANDRAO DHONDE ALIAS BABAJI MAHAVIDYALAYA, KADA  
TAL. ASHTI DIST. BEED -414202 (MS)**

Skill Development / Add on

Certificate Course

**TRAVEL AND TOURISM**

**BROCHURE / PROSPECTUS**

Run by

DEPARTMENT OF GEOGRAPHY



***Dear students,***

*There is no reason to be discouraged by rising unemployment or lack of skills in service. Skill based courses are prepared by the various departments of the college for your bright future. Through this course you will be able to do self-employment, get job opportunities.*

*If you are in the service, you will get promotion opportunities due to the acquisition of skills. The said course is as per the guidelines given by UGC and it is approved by CDC and Management Council of the institution. After successful completion of this course you will get college certificate.*

***Notice for Students***

- 1. Read brochure carefully.*
- 2. Fill the correct information in application form*
- 3. No necessary original Transfer Certificate.*
- 4. Application should be submitted within time.*
- 5. After confirmation of Admission take identity card and other necessary learning material from course coordinator.*
- 6. 75% attendance is compulsory.*
- 7. Courseschedule will be as per decision of course coordinator*

*For more information contact*

***Dr. M.G.Rajpange***

*(Course Coordinator)*

*AnandraoDhonde Alias*

*BabajiMahavidyalaya*

*Kada, Tal-Ashti Dist-Beed*



## **Tourism and Travel: Programme Details**

**(To be Implemented from 2021-22 Academic Year)**

The Tourism and Travel Management programme aims at creating transformed, future-ready individuals who can take up any business challenge head-on, with a continuous emphasis on practical knowledge.

### **Tourism & Travel: Programme & Syllabus**

The Tourism & Travel Programme entails an Professional approach towards subjects like Concepts of Tourism, Tourism resources, Travel and Tourism Management, Tourism Policy, Planning and Development and Tourism Marketing. Students will be enabled to summarize the relevance of Tourism Industry to the socio-economic development of the country. The students are taught to analyze the impact of Tourism on regional and infrastructural development and maintenance of sustainable environment.

Students are empowered to create the marketing tools for the Tourism industry such as Tourist itinerary, brochures, Tourist map, etc. Practical orientation is given to the students through organizing study tours and undergoing on-the-job training in the Travel related sectors.

From writing skills, negotiation and dispute resolution, human resource management, business laws, marketing management, social media and digital marketing, all of the essential skills are imparted to the students through Theoretical study and Practical application.

### **Elective course Subjects (Skill Enhancement subjects)**

Elective courses aim to make the student to become an expert in their chosen specialization. The elective courses are offered in the course of Travel & Tourism Skill Development

- Life skills and Skill development subjects are from this course.
- Life Skills Subject examination will be held by concern authority of the college.

Skill Development subjects are inserted in the syllabus for the students to learn the job skills and improve knowledge which broadens the scope of employment. Skill development subjects are updated according to industry related curriculum.

Allocation of marks : Skill Development subject marks are to be allocated by the concerned by forming an internal skill assessment **Committee/Department of Geography** under the supervision and approval of Principals.

### **Admission**

The admission policy and procedure shall be decided from time to time by the IQAC & College of the University based on the guidelines issued by the UGC/ Ministry of Human Resource Development (MHRD), Government of India.

### **Eligibility for Admission**

The Candidate should have qualified in 10+2 examination and should have obtained at least 40% Marks

### **Attendance**

The teacher handling a course must finalize, the attendance 3 calendar days before the last instructional day of the course.

A student has to obtain minimum 75% cumulative attendance for all the courses put together in a semester.

Irrespective of the reason for the shortfall of the attendance, a student with a cumulative attendance of less than 75%, will not be permitted to appear for the end the course examination.

Such students shall register for the courses of the TT in which has occurred, in the subsequent year by paying the prescribed fee.

Additional condensation may be considered in rare and genuine cases which includes, approved leave



for attending select NSS / Sports Camps, cases requiring prolonged medical treatment and critical illness involving hospitalization.

For medical cases, submission of complete medical history and records with prior information from the parent / guardian to Dean (Student Affairs) is mandatory. The assessment of such cases will be done by the attendance sub – committee on the merit of the case and put up recommendations to the Principal . Such condensation is permitted only twice for a student in the entire duration of the programme.

#### **Examination Assessment Procedure**

This course shall have two components of assessment namely,

Continuous Internal Assessment“ CIA”:This assessment will be carried out throughout the course as per the Academic Schedule with an internal examination of 20marks.

Attendance	Activities & events	Behaviour	Internal Total Marks
10marks	05marks	05marks	20 marks

**Total:20marks**

EndCourseExamination“ECE”:ThisassessmentwillbecarriedoutattheendoftheCourse as per the

Theory exam	30 Marks
-------------	----------

Academic Schedule.

**Total:20 +30=50marks**

.Model Format for Question Paper Recommendations to the paper setters

1. The paper setter may him/herself prepare a blue print assigning appropriate weightage to all learning outcomes as per Blooms Taxonomy and specified in the syllabus
2. All units may be fairly covered and even the learning out comes may be fairly distributed.
3. Action verbs specific to the learning out come to be tested may be used.
4. There may be no ambiguity in the question. The wording may be carefully framed.
5. Weightage to the difficulty level may also be determined in such a way that neither the paper is too difficult nor too easy. Even an average learner shall be able to pass the examination with minimum marks.

Tourism and Travel revised syllabus (2021-22)

**Learning Outcomes:** Students are enabled to:

- Understand concepts of Tourism within broader cultural, environmental, political and economic dimensions of the society
- Recognize the various types of Tourism
- Estimate the importance of elements and components of Tourism
- Analyze the growth of Tourism over the ages
- Assess the various sectors of Tourism
- Identify different modes of Transport and types of accommodation and appraise their significance to Tourism
- Categorize and classify different accommodation units
- Evaluate the impacts of Tourism on the society
- Promote Sustainable and responsible Tourism



#### Unit-I

- *History of Tourism as a new discipline-evolution of Tourism as an academic subject*
- *Definition of Tourism & its meaning, nature, scope, and importance*
- Components and elements of tourism and 'claries' of Tourism

#### Unit-II

- Types and typologies of tourism
- Travel and tourism through the ages : Early Travels , 'Renaissance' and Age of Grand Tours
- :Emergence of modern tourism, concept of **Paid Holiday**
- Linkages in Tourism industry

#### Unit-III

- Tourism motivations
- Growth and development of national and international Tourism- concerns and problems
- Impact of Industrialization on Tourism
- Impact of Technological advancements on tourism industry

#### Unit-IV

- Accommodation: Types ,procedure of categorization and classification of hotels
- Modes of Transport, relative significance, challenges and measures to be taken by the travel operators
- Concept of demand and supply in Tourism and unique features of tourist demand

#### References


1. Chottopadhyay , K.(1995):Economic Impact of Tourism Development; An Indian Experience, Kanishka Publishers, Delhi.
2. Cooper,C.Fletcher,J.Gilbert,DandWanhill,S.(2002);Tourism:Principles and Practice, Addison Wesley Longman Publishing, New York, USA
3. Kamra & Chand(2002):Basics of Tourism, Theory Operation and Practice, Kanishka Publishers, New Delhi - 02.
4. Kamra,Krishna,K(2001):EconomicsofTourism;Pricing,Impacts,Forecasting;KanishkaPublishers, New Delhi - 02.
- Mishra,S. N, SadualS, K (2008):Basics of Tourism Management, Excel Books, NewDelhi-28
5. Prasad, VVV and Sundari VBT (2009) :Travel and Tourism Management, Excel Books,New Delhi - 28.
6. RajK. (2002):Modern Dictionary of Tourism, Ivy Publishing House, Delhi-95.




7. Seth, P .N. Bhat, S.(1993):An Introduction to Travel and Tourism, Starling publishers, New Delhi.
8. Krishnan, K.K.(2001):Managing Tourist Destination; Development, planning, marketing, policies, Kanishka Publishers Distributors, New Delhi - 110002.
9. Bhatia, A.K. (1991) : Tourism Development : Principles and practices, Starling publishers Pvt. Ltd., New Delhi.
10. Negi, J. (2003) : Travel Agency Operation :Concepts and Principles, Kanishka Publishers Distributors, New Delhi - 110002.

**Suggested co-curricular activities:**

1. Student seminars
2. Group discussion
3. Field trip
4. Map pointing
5. Quiz
6. Photo exhibition
7. Collection of paper clippings

  
**Head**  
**Dept. of Geography**  
Anandrao Dhonde Alias  
Babaji College, Kada,  
Tal.Ashti, Dist.Beed

  
**IQAC-Co-ordinator**  
Anandrao Dhonde Alias Babaji Mahavidyalaya  
Kada, Tal. Ashti, Dist. Beed

  
**PRINCIPAL**  
Anandrao Dhonde Alias Babaji College  
Kada, Tal. Ashti, Dist. Beed



*Anand Charitable Sanstha Ashti's*

**ANANDRAO DHONDE ALIAS BABAJI MAHAVIDYALAYA,  
KADA**

TAL. ASHTI, DIST. BEED - 414202 (MS)

**Skill Development / Add on**

**Certificate Course**

**RANGOLI DESIGN SKILL BASED COURSE**

**BROCHURE**

Run by

**DEPARTMENT OF GEOGRAPHY**



## Skill Development Course

Skill development is the process of identifying your skill gaps and developing and sharpening these skills. It is important because your skills determine your ability we execute your plans with success.

Skills and knowledge are the motivating forces of the financial growth and community development of any country. They have become even more important, given the increasing pace of globalization and technological changes.

India is among the "young" countries in the world, with the proportion of the work force in the age group of 15-59 years, growing steadily. However, present status shows only 2% of the total employees in India have undergone skills development. Skill development is one of the essential ingredients for India's future economic growth, as the country transforms into a diversified and internationally-competitive economy.

Skill development is going to be the defining element in India's growth story. Firstly, we need to redefine the relationship of education, employment and skills development. Secondly, as a very large population, India would never be able to up skill all of its youth across the country through the conventional education framework.

Skill building can be viewed as a device to improve the efficacy and contribution of labor to overall production. Skill building could also be seen as an instrument to empower the individual and improve their social acceptance. Employability of the growing young demography is an important factor in the economic development of the country and the crisis of skill development has to be turned into opportunity for growth,

The three dimensions of the reform of the higher education are the access, equity and quality.

## Skill development courses developed under the Faculties of Arts.

- Designed to add value to conventional curriculum
- Designed to enrich skills for employability of the students
- Aligned with conventional course curriculum
- As per market demands/trends
- Maximum Practical oriented approach to impart skill
- Focus on soft skills development in addition to Art skill development in specific sector
- Short term course to give an impulse in the direction of training

*"Academic Qualification + Employability skills = Career Prospects"*



# National Policy for Skill Development



## Vision

"To create an ecosystem of empowerment by Skilling on a large Scale at Speed with high Standards and to promote a culture of innovation based entrepreneurship which can generate wealth and employment so as to ensure Sustainable livelihoods for all citizens in the country.

## Mission

The mission is to-

- Create a demand for skilling across the country;
- Correct and align skilling with required competencies;
- Connect the supply of skilled human resources with sectoral demands;
- Certify and assess in alignment with global and national standards.

Eligibility criteria: Students Passed 10 + 2 examination with conventional schooling/vocational background.

## Notice for the Students

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2. No need of original Transfer Certificate.
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5. 75% attendance is mandatory.
6. Course schedule will be as per decision of course coordinator.



# आनंदराव धोंडे उर्फ बाबाजी महाविद्यालय

कडा, ता-आष्टी. जि- बीड


विषय : रांगोळी डिजाईन (कौशल्याधारित अभ्यासक्रम )

अभ्यासक्रम

(कालावधी १५ दिवस)

- १) प्रस्तावना
- २) रांगोळीचा उद्देश
- ३) रांगोळीसाठी लागणारे साहित्य
- ४) महाराष्ट्रातील रांगोळीचा प्रकार
- ५) विविध प्रांतातील रांगोळी
- ६) रांगोळी मधील प्रमुख तत्वे
- ७) पाच बोट्यांची रांगोळी
  - अ) ठिपक्यांची रांगोळी
  - आ) बॉर्डर रांगोळी
  - इ) पोर्ट्रेट रांगोळी
  - ई) चैत्रांगण रांगोळी
  - उ) संस्कार भारती रांगोळी
  - ऊ) फुलांची, पानांची रांगोळी डिजाईन.

  
IQAC-Co-ordinator  
Anandrao Dhonde Alias Babaji Mahavidyalaya  
Kada, Tal. Ashti, Dist. Beed

  
PRINCIPAL  
Anandrao Dhonde Alias Babaji Mahavidyalaya  
Kada, Tal. Ashti, Dist. Beed



*Anand Charitable Sanstha Ashti's*

**ANANDRAO DHONDE ALIAS BABAJI MAHAVIDYALAYA, KADA**

TAL. ASHTI DIST. BEED -414202 (MS)

Skill Development / Add on

Certificate Course

(Personality Development)

**BROCHURE / PROSPECTUS**

Run by

DEPARTMENT OF SOCIOLOGY



Dear students,

There is no reason to be discouraged by rising unemployment or lack of skills in service. Skill based courses are prepared by the various departments of the college for your bright future. Through this course you will be able to do self-employment, get job opportunities.

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6. 75% attendance is compulsory.
7. Course schedule will be as per decision of course coordinator

For more information contact  
Dr. B. B. Avhad  
Course Coordinator  
Dept. of Sociology  
Anandrao Dhonde Alias Babaji  
Mahavidyalaya, Kada

## Skill Development Course OF

### PERSONALITY DEVELOPMENT SKILL

#### Syllabus:

#### Objectives:

- To understand the scope of personality and its development.
- To develop core skills for development of self.
- To cultivate interpersonal skills for successful life.

#### Syllabus:

##### UNIT I: Self-Development Skills

1. Introduction to Personality
2. Self-Esteem and Self-Confidence
3. Thinking and Problem Solving Skills
4. Stress Management
5. SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis and Goal- Setting

##### UNIT II: Interpersonal Skills

1. Hard Skills and Soft Skills
2. Effective Communication
3. Skills for successful interview
4. Leadership
5. Social Empathy

#### Reference Books:

- 1) 'Personality Development' Prof. Harish M. Chandarana, Paradise "Publishers Jaipur"
- 2) Success Mantra Personality Development & career Planning Dr. VipinTomar "Ritu Publication Jaipur"
- 3) Personality Development & career Management S.S. Khubani Prism Books Jaipur
- 4) व्यक्तिमत्व विकासाचे सोपे मार्ग प्रा. हेमंत गोखले विद्याभारती प्रकाशन लातूर
- 5) व्यक्तिमत्व विकासाचे प्रभावी मार्ग सुधीर सेवेकर साकेत प्रकाशन औरंगाबाद
- 6) व्यक्तिमत्व विकास : वंदना जोशी, चंद्रकला प्रकाशन पुणे

  
IQAC-Co-ordinator  
Anandrao Dhonde Alias Babaji Mahavidyalaya  
Kada, Tal. Ashti, Dist. Beed

  
PRINCIPAL  
Anandrao Dhonde Alias Babaji Mahavidyalaya  
Kada, Tal. Ashti, Dist. Beed



*Anand Charitable Sanstha Ashti's*

**ANANDRAO DHONDE ALIAS BABAJI MAHAVIDYALAYA,**

**(Arts, Commerce and Science)**

**KADA, TAL. ASHTI DIST. BEED -414202 (MS)**

**Skill Development / Add on Certificate Course**

**(Repair and Maintenance of Electrical Home Appliances)**

**BROCHURE / PROSPECTUS**

Run by

**DEPARTMENT OF PHYSICS**

**15 Dec. 2021 to 15 Feb. 2022**



**Dear students,**

There is no reason to be discouraged by rising unemployment or lack of skills in service. Skill based courses are prepared by the various departments of the college for your bright future. Through this course you will be able to do self-employment, get job opportunities.

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7. Course schedule will be as per decision of course coordinator

For more information contact  
Dr. R. G. Vidhate  
9422930120  
Course Coordinator  
Mr. K. H. Katke  
9272711987  
Course Co-coordinator  
Dept. of Physics  
Anandrao Dhonde Alias Babaji  
Mahavidyalaya, Kada



**Anand Charitable Sanstha, Ashti**  
**Anandrao Dhonde Alias Babaji Mahavidyalaya, Kada**  
**Department of Physics**

**Certificate Course Name: Skill based Repair and Maintenance of Electrical Home Appliances**  
**Syllabus**

**Code (Credit): 02 Duration: 2 Month**

**Course Objectives**

1. Understand key elements of electrical and electronics appliances.
2. Understand key elements of RAC (AC and Refrigerators).
3. Understand domestic wiring and layout
4. Basic safety practices.

**Learning Outcomes**

1. Repair maintenance of the basic electrical and electronics appliances.
2. Identification to protective devices
3. Repair and maintenance of the split AC and Refrigerators
4. Able to do domestic wiring and maintenance.

**Course Syllabus**

**Module 1: Basic safety practices (3hrs)**

Protective clothing: leather or asbestos gloves, flame proof aprons, flame proof overalls buttoned to neck, cuff less (without folds), trousers, reinforced footwear, helmets/hard hats, cap and shoulder covers, ear defenders/plugs, safety boots, knee pads, particle masks, glasses/goggles/visors  
Safe working practices: using protective clothing and equipment; putting up and reading safety signs; handle tools in the correct manner and store and maintain them properly; keep work area clear of clutter, spillage and unsafe object lying casually; while working with electricity take all electrical precautions like insulated clothing, adequate equipment insulation, use of control equipment, dry work area, switch off the power supply when not required, etc.; safe lifting and carrying practices; use equipment that is working properly and is well Maintained; take due measures for safety while working at heights, etc. Introduction to Electricity Electric Charge, Voltage, Electric Current, Ohm's Law, Electric Potential, Cell, Serial and Parallel Circuit, their effect on Voltage and Current Transformer, Use and Operation

**Mixer (06)**

Introduction, Working principle of mixer/juicer/grinder, Identification of various parts and their functionalities. functioning of motor and circuit breaker, Opening the packaged Mixer/Juicer/Grinder, assembly of component. Selection of the power socket, switch rating and place for installation, Steps to Install the Mixer/Juicer/Grinder. Demonstration of various functionalities of Mixer/Juicer/Grinder

**Session I, II, III Each 02= 06 hr Demo I, II each-1-1/2 = 03 hr**

**Exhaust fans (06)**

Introduction, Fan Model, Exhaust fan motor, Cubic Feet per Minute (CFM), Static Pressure (SP), and Loudness Limit (Sones), principle of operation of exhaust fan, Installation of exhaust fan and includes general topics about fans. Units and Measures, Ducts, Fans, Hoods, Air Cleaning Devices, Installation and Maintenance (general), Troubleshooting, Glossary of Common Terms

**Session I, II, III Each 02= 06 hr Demo I, II each-1-1/2 = 03 hr**

**Inverter (06)**

Importance of Inverter, How inverter works? Single Phase Inverter, Three Phase Inverter, 180 degree and 120 modes of operations, Power Circuit, Gate Drive Circuit & Control Circuit, Use of Fourier series for waveform analysis, Harmonics Analysis & THD (total harmonic distortion) calculation of various, waveforms, Different Voltage & Frequency Control Methods, Pulse Width Modulation Control Techniques including Sine PWM (Pulse Width Modulation)

**Session I, II, III Each 02= 06 hr Demo I, II each-1-1/2 = 03 hr**

**IQAC-Co-ordinator**

**Anandrao Dhonde Alias Babaji Mahavidyalaya**  
**Kada, Tal. Ashti, Dist. Beed**

**PRINCIPAL**

**Anandrao Dhonde Alias Babaji College**  
**Kada, Tal. Ashti, Dist. Beed**



*Anand Charitable Sanstha Ashti's*

**ANANDRAO DHONDE ALIAS BABAJI MAHAVIDYALAYA, KADA**

**TAL. ASHTI DIST. BEED -414202 (MS)**

**Skill Development / Add on**

**Certificate Course**

**(Water Conversation and Management)**

**BROCHURE / PROSPECTUS**

**Run by**

**DEPARTMENT OF HISTORY**

909

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,  
AURANGABAD.**



**DEPARTMENT OF ADULT, CONTINUING EDUCATION  
AND EXTENSION SERVICES**



**Certificate Course in Communicative English**

## **PROSPECTUS**

Please Contact for more details to :-

“ Department of Adult, Continuing Education and  
Extension Services ”

Dr. Babasaheb Ambedkar Marathwada University,  
Aurangabad - 431 004.

Office Phone No. : (0240) 2400431 to 2400437

Extension : 383, 563 and 566

**Price Rs. 10/-**

विद्यार्थी मित्रहो,

वाढत्या बेकारीमुळे किंवा सेवेत असूनही आपल्याजवळ कौशल्य नसल्याने हतबल होण्याचे कारण नाही. आपल्या उद्याच्या उज्ज्वल भविष्याकरिता विद्यापीठाच्या प्रौढ, निरंतर शिक्षण आणि विस्तार सेवा विभागाच्यावतीने निरंतर शिक्षणाचे अभ्यासक्रम तयार केलेले आहेत. ह्या अभ्यासक्रमाव्दारे आपणांस स्वतःचा उद्योग व्यवसाय करता येईल, नोकरीच्या संधी प्राप्त होतील. सेवेत असाल तर कौशल्य प्राप्त झाल्याने बढतीच्या संधी प्राप्त होऊ शकतील.

सदर अभ्यासक्रम हे विद्यापीठ अनुदान आयोगाने दिलेल्या मार्गदर्शक तत्वानुसार असून त्यास विद्यापरिषदेची व व्यवस्थापन परिषदेची मंजूरी आहे.

म्हणून हा अभ्यासक्रम यशस्वीपणे पूर्ण केल्यानंतर आपणांस विद्यापीठाचे प्रमाणपत्र मिळेल. आपले जीवनमान निश्चितच उंचावेल व देशाच्या प्रगतीमध्ये आपले योगदान लाभेल यात मुळीच शंका नाही.

अधिक माहितीकरिता आमच्या विभागाशी संपर्क साधावा.

संचालक,  
प्रौ. नि. शि. वि. सेवा विभाग  
डॉ. बाबासाहेब आंबेडकर  
मराठवाडा विद्यापीठ,  
औरंगाबाद

# **Dr. Babasaheb Ambedkar Marathwada University**

**Dept. of Adult, Continuing Education and Extension Services.**

1. **Title of the Course :** Communicative English

2. **Need of the Course :**

In the Contemporary world English is important for several reasons. It is a means of communication which opens up various opportunities of employment. In addition to that it also provides an access to the vast world of information. It is felt that knowledge of English would be an added advantage in the changing scenario of globalisation. Therefore, there is a need to provide a course in effective communication in English through continuing Education programme so that those who are outside the jurisdiction of formal education may be benefitted.

3. **Aims and Objectives :**

To enable the students to acquire the following language skills :

1) **Reading** : [a] Rapid reading of easy texts-for global and local comprehension

[b] Reading of texts of general interest

[c] Reading of complex texts in specialized context for global comprehension.

2) **Speaking** : [a] Use of English, with proper accent, in everyday situations.

[b] Use of English in public speeches.

[c] Use of English in group discussions.

3) **Writing** : [a] Use of English in formal letters/ applications.

[b] Essay-writing

[c] Story-writing.

## Course Content

### Section-I

**A. Importance of English in India : Present and Future** Time  
5 hours

**B. Remedial Grammar** 20 hours

- 1) Articles,
- 2) Types of verbs and their uses,
- 3) Concord,
- 4) Tenses,
- 5) Transformation of sentences.

### Section-II

**A. Spoken English :**

- 1) Identification of Phonemes
- 2) Word stress
- 3) Tone groups and Intonation.

Theory Practical  
25 + 10

### Section-III

**A. 1) Word classes** 100 hours

- 2) Phrases : Noun phrase, Verb phrase, Adverb phrase, Adjective phrase, Prepositional phrase.

**B. Sentence Structure** 100 hours

- 1) Simple sentence
- 2) Compound sentence
- 3) Complex sentence

### Section-IV

#### Reading :

70 hours

- A. Elements of Text-sentence connectors-paragraph ✓
- B. Organisation of Texts ✓
- C. Reading comprehension of passages as per the aims and objectives. ✓

### Section-V

#### Composition :

Theory Practical

60 + 10

- A. Paragraph writing ✓
- B. Formal Writing - letters and applications ✓
- C. Narrative - story writing ✓
- D. Essay writing. ✓

4. Duration of the course : 6 months  
380 teaching hours  
20 practicals
5. No. of participants : 60
6. Eligibility : Any person who has passed XIIth standard.
7. Course fees : Rs. 1000/-
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- १) प्रवेश अर्ज व माहितीपुस्तिका नीट वाचा. अर्जात नांव, पत्ता, इत्यादी माहिती पूर्ण, अचूक, स्वतःच्या सुवाच्या अक्षरात लिहा.
- २) प्रवेश अर्जासोबत आवश्यक प्रमाणपत्राच्या प्रमाणित सत्यप्रती जोडा, मूळ (Original) दाखले जोडू नका.
- ३) दिलेल्या मुदतीत प्रवेश अर्ज सादर करावा व त्याची पोच घ्यावी.
- ४) त्यानंतर विद्यार्थ्यांची अंतिम प्रवेश यादी व प्रतीक्षा यादी केंद्रकडून प्रसिध्द करण्यात येईल.
- ५) प्रवेश यादी जाहीर झाल्यानंतर प्रवेश शुल्क आपण दिलेल्या मुदतीत भरावयाचे आहे. मुदतीत शुल्क प्राप्त झाले नाही तर आपला प्रवेश रद्द होईल. प्रवेश रद्द झाल्यास कोणतेही शुल्क परत केले जाणार नाही व प्रतीक्षा यादीतील पुढील विद्यार्थ्यांस प्रवेश देण्यात येईल.
- ६) प्रवेश कायम झाल्यानंतर काही अपरिहार्य कारणांनी विद्यार्थ्यांस प्रवेश रद्द करावयाचा असेल तर त्याने तसा अर्ज सादर करावा मात्र त्यास भरलेल्या शुल्काचा परतावा मिळणार नाही.
- ७) कोणत्याही सामाजिक/आर्थिक गटातील विद्यार्थ्यांना शुल्कामध्ये सवलत मिळणार नाही.
- ८) आपला प्रवेश कायम झाल्यानंतर आपण महाविद्यालयातील केंद्राशी संपर्क साधून अध्ययन साहित्य, ओळखपत्र न्यावे, ओळखपत्रावर संचालकाची/केंद्र संयोजकांची स्वाक्षरी घ्यावी.
- ९) अभ्यास केंद्रावर येतांना तसेच परीक्षेच्या वेळी ओळखपत्र जवळ असणे आवश्यक आहे.
- १०) महाविद्यालयाने ठरविलेल्या परीक्षा केंद्रावर विद्यार्थ्यांस परीक्षा देणे बंधनकारक राहील.
- ११) अभ्यासकेंद्राच्या कार्यालयीन वेळेतच केंद्र प्रमुखांशी संपर्क साधावा.
- १२) केंद्र ठरवेल त्याप्रमाणे अभ्यासक्रमाची वेळ राहील.
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संचालक

(प्रौ. नि. शि. वि. केन्द्र)

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सध्याच्या बेकारीचा विचार करता, अनेक तरुण कामाच्या शोधात आहेत. पण कोणते काम करावे यासंबंधी त्यांच्या दिशा स्पष्ट नाहीत. या अभ्यासक्रमातून त्यांना दिशा मिळून हाताला काम आणि पोटाला भाकर मिळू शकेल. त्यासाठी दोन महिन्यांचा विक्री प्रतिनिधीच्या अभ्यासक्रमाचे नियोजन करण्यात आले आहे.

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संचालक

(आजीवन शिक्षण व विस्तार विभाग)

डॉ. बाबासाहेब आंबेडकर

मराठवाडा विद्यापीठ, औरंगाबाद

## ग्रंथालय व्यवस्थापन प्रमाणपत्र अभ्यासक्रम

- १ अभ्यासक्रमाचे शीर्षक : ग्रंथालय व्यवस्थापन प्रमाणपत्र अभ्यासक्रम.
- २ अभ्यासक्रमाची गरज : मराठवाड्यामध्ये शासकीय अनुदानाने चालणारी बरीच ग्रंथालये आहेत. काही ग्रामीण भागात आहेत तर काही शहरी व शाळा महाविद्यालयामध्ये आहेत. ग्रंथालयात काम करणाऱ्या कर्मचाऱ्यांना किंवा नव्याने ग्रंथालय स्थापन करणाऱ्या व्यक्तींना प्रशिक्षित कर्मचाऱ्यांची आवश्यकता असते. ह्या अभ्यासक्रमाची पूर्तता करण्याकरिता स्वायत्त संस्था किंवा सरकारी यंत्रणा पुरेशी उपलब्ध नाही. तसेच हा अभ्यासक्रम पूर्ण करणाऱ्या विद्यार्थ्यांना रोजगाराची संधी शाळा, महाविद्यालये व इतर संस्थांमध्ये प्राप्त होऊ शकतात. प्रशिक्षित विद्यार्थी, कर्मचारी हे ग्रंथपरिचर, ग्रंथालय लिपिक आणि कनिष्ठ सहायक ग्रंथपाल म्हणून काम करू शकतो.
- ३ अभ्यासक्रमाची ध्येय व उद्दिष्टे :
  - १ समाजामध्ये ग्रंथालयाच्या सेवेचे कार्य व उद्दिष्टे समजावून देणे.
  - २ ग्रंथालय सेवेचे लेखी व प्रात्यक्षिक मूलतत्वे आत्मसात करणे.
  - ३ ग्रंथालय पद्धतीविषयी व्यवस्थापन व तंत्रज्ञान आत्मसात करणे.
- ४ अभ्यासक्रम : महाराष्ट्र शासन व डॉ. बाबासाहेब आंबेडकर मराठवाडा विद्यापीठाने ठरवून दिल्याप्रमाणे अभ्यासक्रमाचे नियोजन करण्यात आले आहे. मूळ मराठीमध्ये मंजूर झालेला अभ्यासक्रम पुढीलप्रमाणे आहे.

प्रश्नपत्र १

गुण

८०+२०

ग्रंथालय संघटन :

- १ ग्रंथालय म्हणजे काय? ग्रंथालयाची वैशिष्ट्ये व ती साध्य करण्याचे मार्ग.
- २ ग्रंथालयशास्त्राची पांच सूत्रे.
- ३ ग्रंथालयाचे प्रमुख प्रकार (शैक्षणिक, सार्वजनिक, विशेष) व त्यांचे कार्य.
- ४ राष्ट्रीय ग्रंथालये, राज्य मध्यवर्ती ग्रंथालये, विभागीय ग्रंथालये व त्यांची उद्दिष्ट्ये व कार्ये.
- ५ महाराष्ट्र राज्य सार्वजनिक ग्रंथालय कायदा १९६७ वैशिष्ट्ये व तरतुदी.
- ६ महाराष्ट्र राज्य विभाग, जिल्हा ग्रंथालय संघ, त्यांची वैशिष्ट्ये व कार्ये.
- ७ ग्रंथालयाचे विस्तारित कार्यक्रम, ग्रंथालय सहाकार, ग्रंथालय सप्ताह, ग्रंथ प्रदर्शने, साखळी योजना, वाचक व्यासपीठ साक्षरता, बहिःशाल कार्यक्रम, सांस्कृतिक कार्यक्रम.

प्रश्नपत्र २

गुण

८०+२०

ग्रंथालय व्यवस्थापन :

- १ ग्रंथालयाचे विविध विभाग.
- २ ग्रंथ संग्रहाची उभारणी, ग्रंथनिवड, ग्रंथोपार्जन, ग्रंथनिवड समिती.
- ३ ग्रंथ दाखल नोंदवही, आवश्यकता व कार्य पध्दती.
- ४ ग्रंथ देवघेव पध्दतीचे प्रकार (नोंदवही, पध्दत-नेवार्क व ब्राऊन.)
- ५ नियतकालिक विभागाचे कार्य, निवड, नोंदणी, मांडणी व बांधणी.
- ६ ग्रंथालय समिती, आवश्यकता रचना व कार्य, ग्रंथक्रमाचे नियम.
- ७ ग्रंथालयाची निगा व बांधणी.
- ८ ग्रंथालयाचा वार्षिक अहवाल, हिशोब आकडेवारी, कायम सामान नोंदवही.

## ग्रंथ वर्गीकरण तात्त्विक :

- १ वर्गीकरण म्हणजे काय, ग्रंथ वर्गीकरणाचे उद्देश व आवश्यकता.
- २ ग्रंथ वर्गीकरणाची वैशिष्ट्ये अ) संकीर्ण वर्ग आ) स्वरूप वर्ग इ) स्वरूप विभाग ई) चिन्हांकन उ) निर्देश (सूची).
- ३ बोधांक/मागणी अंक, उपविभाग व उपयुक्तता.
- ४ दशांश वर्गीकरण पद्धती, मेलविल ज्युयी यांचे चरित्र, मुख्य वर्गाचा क्रम-व्याप्ती व रचना, चिन्हांकन, सूची.
- ५ द्विबिंदू वर्गीकरण पद्धती, डॉ. रंगनाथन यांचे चरित्र, मुख्य वर्गाचा क्रम, पाच मूलभूत पैलू, चिन्हांकन.
- ६ वर्गीकरण व तालिकीकरणाचा परस्पर संबंध.

## तालिकीकरण तात्त्विक :

- १ तालिका म्हणजे काय? - तालिकीकरणाची आवश्यकता व उद्देश.
- २ तालिकेचे बाह्य स्वरूप - ग्रंथरूप व पत्ररूप.
- ३ तालिकेचे आंतरिक स्वरूप - वर्गीकृत व कोश तालिका, त्याचे फायदे व तोटे आणि फरक.
- ४ नोंद म्हणजे काय ? नोंदीचे प्रकार, मुख्य नोंद व पुरक नोंदीचे प्रकार.
- ५ तालिका ग्रंथरूप सूची व स्थान यादी यांची वैशिष्ट्ये व फरक.
- ६ ग्रंथवर्णन : मुखपृष्ठ व ग्रंथनामपृष्ठ.
- ७ वर्गीकृत तालिका संहिता आकृती ५ यांची तोंड ओळख.

संदर्भ सेवा :

१. संदर्भ सेवा म्हणजे काय? संदर्भ सेवेची ग्रंथालयातील आवश्यकता व संदर्भ सेवेचे प्रकार.
२. संदर्भ ग्रंथाची वैशिष्ट्ये, साधा ग्रंथ, संदर्भ ग्रंथ यातील फरक संदर्भ ग्रंथाचे मूल्यमापन.
३. ग्रंथपालाचे कार्य व त्याचे अंगी असावे लागणारे गुण.
४. संदर्भ ग्रंथाचे प्रकार, शब्दकोष, विश्वकोष, स्थलवर्णन, वार्षिक दर्शिका, ग्रंथसूची, नकाशे, वेळापत्रके, पंचांग.
५. संदर्भ ग्रंथाची रचना, व्याप्ती व वैशिष्ट्ये यांचा स्थल परिचय मराठी विश्वकोष, एन्सायल्कोपडीया ब्रिटानिका, महाराष्ट्र ज्ञानकोष (केरेकर), भारतीय संस्कृती कोष, महाराष्ट्र शब्दकोष, शार्टर ऑक्सफोर्ड इंग्रजी डिक्शनरी, महाराष्ट्र वाक्यसंप्रदाय कोष, महाराष्ट्र वार्षिक (दास्ताने) इंडिया रेफरेन्स, अन्युएल, मराठी सारस्वत, भारत वर्षीय चरित्र कोष (भाग १ ते ३) संपादक सिध्देश्वर शास्त्रीचे नाव/मराठी दाते मराठी ग्रंथसूची, इंडियन नॅशनल बिब्लियोग्राफी, मराठी नियतकालिकांची सूची, डिस्ट्रिक्ट गॅझेटिअर्स ऑफ महाराष्ट्र, अॅटलास टेलिफोन डिरेक्टरी, संकेत कोष, रेल्वे टाईम टेबल, लिम्का व इयर बुक.

वर्गीकरण प्रात्यक्षिक :

दशांश वर्गीकरण पद्धती आकृती १८ वी किंवा द्विबिंदू वर्गीकरण पद्धती आकृती ६ नुसार विविध विषयांच्या ग्रंथाचे वर्गीकरण करून घेणे.

अंतर्गत गुणांसाठी

प्रात्यक्षिक वही तयार करण्यात यावी.

## तालिकीकरण प्रात्यक्षिक :

डॉ. एस.आर. रंगनाथन यांची वर्गीकृत तालिका आवृत्ती ५ वी किंवा ॲंग्लो अमेरिकन तालिका संहिता (A.A.C.R.) आवृत्ती २ प्रमाणे खालील किमान ५० ग्रंथांची तालिकीकरण करणे.

- १ साधा ग्रंथ - एक ग्रंथकार, दोन ग्रंथकार, दोन पेक्षा जास्त ग्रंथकार.
- २ साधा ग्रंथ - संपादक, अनुवादक, टोपणनाव.
- ३ माला नोंद.
- ४ समष्टी ग्रंथकार - संख्या शासन.

## अंतर्गत गुणांसाठी

वर नमूद केलेल्या ५० ग्रंथांचे तालिकीकरण करून सदर नोंदवही तयार करणे. प्रश्नपत्रिका १, २, ३, ४, ५, ६ व ७ मध्ये १०० गुणांपैकी २० गुण गृहपाठाच्या मूल्यमापनासाठी आहेत. गृहपाठ त्या त्या विषयांच्या शिक्षकांनी मूल्यमापन करून द्यावयाचे आहेत. त्यासाठी गृहपाठाच्या वह्या संबंधित विषयाच्या शिक्षकांना सादर करणे आवश्यक आहे.

अभ्यासक्रमाचे माध्यम	:	मराठी
प्रशिक्षणार्थीची संख्या	:	५०
अभ्यासक्रमाचा कालावधी	:	३ महिने
प्रवेश पात्रता	:	किमान १२ वी पास असणे आवश्यक
अभ्यासक्रम शुल्क	:	रुपये १०००/-
परीक्षा शुल्क	:	रुपये ४०/-

### मूल्यमापन (परीक्षा पद्धती) :

ग्रंथालय व्यवस्थापन प्रमाणपत्र अभ्यासक्रम ३ महिन्यांच्या कालावधीचा आहे. या अभ्यासक्रमाचे मूल्यमापन दोन प्रकारे करण्यात येईल.

- (अ) अंतर्गत मूल्यमापन (अध्ययनाच्या कालावधीत दिलेल्या गृहपाठाच्या साहाय्याने)  
(ब) अंतिम परीक्षा : अध्ययन पूर्ण झाल्यानंतर घेतलेल्या लेखी आणि प्रात्यक्षिक परीक्षेच्या साहाय्याने.

### गृहपाठाचे नियम :

अंतर्गत मूल्यमापनामध्ये गृहपाठज्ञांचा समावेश आहे. प्रत्येक गृहपाठ २० गुणांचा असेल. तात्विक आणि प्रात्यक्षिक भागासाठी स्वतंत्र गृहपाठ दिले जातील. गृहपाठात मिळालेल्या गुणांचे श्रेणीत रुपांतर करण्यात येईल. गृहपाठाच्या मूल्यमापनाचे अन्य नियम पुढीलप्रमाणे:

- १ ज्या विद्यार्थ्याने प्रवेश घेतल्यानंतर गृहपाठ केलेत परंतु त्यास अंतिम लेखी व प्रात्यक्षिक परीक्षा देता आली नाही अशा विद्यार्थ्यांचे गृहपाठाचे गुण पुढील लेखी परीक्षेच्या वेळी विचारात घेतले जातील.
- २ जो विद्यार्थी प्रवेश घेतल्यानंतर गृहपाठ पूर्ण करू शकणार नाही त्यास अंतिम लेखी व प्रात्यक्षिक परीक्षा देता येणार नाही.

### अंतिम परीक्षा :

अंतिम परीक्षा लेखी व प्रात्यक्षिक स्वरूपाची असेल. अंतर्गत मूल्यमापनात आणि अंतिम मिळालेल्या अभ्यासक्रमनिहाय श्रेणीचे संयुक्त रुपांतर करण्यात येईल.

### अनुत्तीर्णचे नियम :

प्रत्येक अभ्यासक्रमातील तात्विक भागात (अंतर्गत मूल्यमापनासह) संयुक्त श्रेणी किमान “सी” तसेच प्रात्यक्षिक भागात संयुक्त श्रेणी किमान “बी” मिळविणे अनिवार्य राहिल.

तात्विक भागात श्रेणी “डी” प्राप्त होणाऱ्या तसेच प्रात्यक्षिक भाग आणि गृहपाठात “सी” अथवा “डी” श्रेणी प्राप्त झालेल्या विद्यार्थ्यांना अनुत्तीर्ण समजण्यात येईल.

ग्रंथालय व्यवस्थापन प्रमाणपत्र अभ्यासक्रम यशस्वीरीत्या पूर्ण करण्यासाठी एकत्रित श्रेणी सरासरी (Cumulative Grade Point average) किमान ३५० असे अनिवार्य राहिल म्हणजेच संपूर्ण अभ्यासक्रमाची अंतिम श्रेणी “बी” असणे अनिवार्य असेल. ग्रंथालय व्यवस्थापन प्रमाणपत्र संचालक, आजीवन शिक्षण व विस्तार विभाग डॉ. बाबासाहेब आंबेडकर मराठवाडा विद्यापीठ, औरंगाबाद यांच्या संयुक्त स्वाक्षरीने दिले जाईल.

## विद्यार्थ्यांना सूचना

- १) प्रवेश अर्ज व माहितीपुस्तिका नीट वाचा. अर्जात नाव, पत्ता, इत्यादी माहिती पूर्ण, अचूक, स्वतःच्या सुवाच्य अक्षरात लिहा.
- २) प्रवेश अर्जासोबत आवश्यक प्रमाणपत्राच्या प्रमाणित सत्यप्रती जोडा. मूळ (Original) दाखले जोडू नका.
- ३) दिलेल्या मुदतीत प्रवेश अर्ज सादर करावा व त्याची पोच घ्यावी.
- ४) त्यानंतर विद्यार्थ्यांची अंतिम प्रवेश यादी व प्रतीक्षा यादी केंद्राकडून प्रसिध्द करण्यात येईल.
- ५) प्रवेश यादी जाहीर झाल्यानंतर प्रवेश शुल्क आपण दिलेल्या मुदतीत भरावयाचे आहे. मुदतीत शुल्क प्राप्त झाले नाही तर आपला प्रवेश रद्द होईल. प्रवेश रद्द झाल्यास कोणतेही शुल्क परत केले जाणार नाही व प्रतीक्षा यादीतील पुढील विद्यार्थ्यांस प्रवेश देण्यात येईल.
- ६) प्रवेश कायम झाल्यानंतर काही अपरिहार्य कारणांनी विद्यार्थ्यांस प्रवेश रद्द करावयाचा असेल तर त्याने तसा अर्ज सादर करावा मात्र त्यास भरलेल्या शुल्काचा परतावा मिळणार नाही.
- ७) कोणत्याही सामाजिक/ आर्थिक गटातील विद्यार्थ्यांना शुल्कामध्ये सवलत मिळणार नाही.
- ८) आपला प्रवेश कायम झाल्यानंतर आपण महाविद्यालयातील केन्द्राशी संपर्क साधून अध्ययन साहित्य, ओळखपत्र न्यावे. ओळखपत्रावर केन्द्र प्रमुख/केन्द्र संयोजकांची स्वाक्षरी घ्यावी.
- ९) अभ्यास केन्द्रावर येतांना तसेच परीक्षेच्या वेळी ओळखपत्र जवळ असणे आवश्यक आहे.
- १०) महाविद्यालयाने ठरविलेल्या परीक्षा केन्द्रावर विद्यार्थ्यांस परीक्षा देणे बंधनकारक राहिल.
- ११) अभ्यासकेन्द्राच्या कार्यालयीन वेळेतच केन्द्र प्रमुखांशी संपर्क साधावा.
- १२) सदर अभ्यासक्रमास विद्यार्थ्यांची ७५% उपस्थिती अनिवार्य आहे. त्याशिवाय त्यास परीक्षेस बसता येणार नाही.