



Est. June 2008

Gramin Vikas Shikshan Sanstha, Undale's

Arts & Commerce College, Undale

(NAAC Accredited B Grade with 2.3 CGPA)

Tal. Karad. Dist: Satara. Pin-415111 Tel. (02164) 256609

Email ID – undale375.cl@unishivaji.ac.in Website – www.accundale.in



Department of Marathi

Brief Report of Add on/Value added/Certificate/COC Course

2023-2024

- Name of the Course :- Certificate Course on Proof Reading
- Duration of the Course : 30 Hours
- Commencement of the course : 13 Dec 2023 to 18 Jan 2024
- No of students registered : 90
- No. of students completed : 90


I/C Principal
Arts & Commerce College
Undale, Tal. Karad, Dist. Satara



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Department of Marathi

Certificate Course on Proof Reading

2023-2024

Board of Studies in Certificate Course on Proof Reading

Date : 2/12/2023

NOTICE

The first Meeting of the Certificate Course on Proof Reading (Short term course) will be held at 11.15 a.m. on Monday, 04/12/2023 at the Principal Cabin. All the members of Marathi Department and IQAC Committee members are requested to attend the meeting.

AGENDA

- ❖ Formation of the Board of studies in short term course of Certificate Course on Proof Reading
- ❖ Formation of the syllabus of Certificate Course.
- ❖ Distribution of the workload of short term course.
- ❖ Finalize course period and Time Table
- ❖ Any other topics with the permission of the chair


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Department of Marathi

Certificate Course on Proof Reading

2023-2024

Board of Studies in Certificate Course on Proof Reading

Date : 7/12/2023

NOTICE

The Meeting of the Certificate Course in Proof Reading (Short term course) will be held at 11.15 a.m. on Friday, 9/12/2023 at the Principal Cabin. All the members of Marathi Department and IQAC Committee are requested to attend the meeting.

AGENDA

- ❖ The last meeting agenda was read and finalized by coordinator of course
- ❖ Welcome of the BOS members of Certificate Course
- ❖ Finalize and read the short term course syllabus by Course Coordinator
- ❖ Finalize the Time Table and Lecturer of short term course
- ❖ Any other topics with the permission of the chair

(Signature)
I/C Principal
Arts & Commerce College
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Department of Marathi
Certificate Course on Proof Reading
2023-2024

Board of Studies

Sr.No	Name of the Nominee	Designation
1.	I/C Prin. Salunkhe S.V	Chairman
2.	Asst Prof. Ghughare S.S	IQAC Coordinator
3.	Asst Prof. Mohite S.L	Course Coordinator
4.	Asst Prof. Shaikh J.S	Member and Subject Expert
5.	Asst Prof. Bhosale N.D	Member and Subject Expert
6.	Asst Prof. Patil S.P	Member
7.	Kakade Anuradha Mahadev	Student Representative

(Signature)

I/C Principal

Arts & Commerce College
Tal. Karad, Dist. Satara



ग्रामीण विकास शिक्षण संस्था उडाळेचे
कला व वाणिज्य महाविद्यालय, उंडाळे

ता. कराड , जि. सातारा

मराठी विभाग

मराठी शुद्धलेखन आणि मुद्रितशोधन प्रशिक्षण

अभ्यासक्रम

उद्दिष्टे :

१. मराठी भाषेची वर्णव्यवस्था समजून घेणे.
२. मराठी भाषेबद्दलची आवड विकसित करणे.
३. उद्योग व सेवा क्षेत्रात मराठी भाषेद्वारे अर्थार्जन प्राप्ती संदर्भात ज्ञान संपादन करणे.
४. मुद्रित शोधनाची पद्धत अभ्यासणे.
५. विद्यार्थ्यांमध्ये मुद्रित शोधन कौशल्य विकसित करणे.

अभ्यासक्रम

अ.नं.	घटक	अध्यापन तासिका
१	मराठीची वर्णमाला ■ मराठीची वर्णमाला, मराठी वर्णमाला, पारंपारिक स्वर व त्यांचे वर्गीकरण ■ स्वरांचे ध्वनिशास्त्रदृष्ट्या व उच्चारण स्थानानुसार विश्लेषण ■ स्वरांचे प्रकार ■ मराठीतील व्यंजन विचार	१५
२	मुद्रितशोधन ■ मुद्रितशोधन :संकल्पना, स्वरूप,प्रकार व महत्व ■ महाराष्ट्र शासनाचे प्रमाणलेखनविषयक १८ नियम, अपवाद, उदाहरणे, विरामचिन्हे ■ मुद्रित शोधनाची पद्धत: सांकेतिक खुणा, त्याचे स्पष्टीकरण, पहिले वाचन व पुढील मुद्रितशोधन, संगणकीय मुद्रितशोधन ■ मुद्रितशोधनाचे प्रात्यक्षिक कार्य: वर्तमानपत्र, नियतकालिक, ग्रंथ, छापील मजकूर, लेख इत्यादी.	१५

(Signature)
I/C Principal
Arts & Commerce College
Tal. Karad, Dist. Satara



ग्रामीण विकास शिक्षण संस्था उडाळेचे
कला व वाणिज्य महाविद्यालय, उडाळे

ता. कराड, जि. सातारा

मराठी विभाग

मराठी शुद्धलेखन आणि मुद्रितशोधन प्रशिक्षण

परीक्षा क्रमांक —

गुण—३०

प्रश्न १ खालील प्रश्नांचा योग्य पर्याय निवडा.

अ)भाषेच्या प्रमाण लेखनातील त्रुटी किंवा दोष दूर करून लेखन व्याकरणदृष्ट्या निर्दोष करणे म्हणजे....

अ)मुद्रित शोधन ब)मजकूर क)बातमी ड)अहवाल

ब)मुद्रित शोधकाने मजकूरातील..... काळजीपूर्वक तपासून निर्दोष केले पाहिजेत.

अ)शब्दसंघटन ब)मजकूर क)संदर्भ ड)मांडणी

क)लेखक व मुद्रक यामधील सांधा जोडण्याचे कार्य..... करित असतो.

अ)मुद्रित शोधक ब)संदर्भ क)पुस्तक ड)बोली

ड)मुद्रित शोधक हा भाषेचा..... असतो.

ड)दुवा अ)वाचक, ब)रक्षणकर्ता क)तत्वज्ञ

इ)मजकूराची छपाई करणारा.....

ड)वाचक अ)तत्वज्ञ ब)मुद्रक क)संगणक

प्रश्न २ पुढील खुण ओळखून कंसात त्याचा अर्थ लिहा.

१. ? — ()

२. ; — ()

३. : — ()

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Department of Marathi

Certificate Course on Proof Reading

2023-2024

NOTICE

9/12/2023

All the students are informed that our college has started Certificate Course on Proof Reading. This course is free of cost so interested students are give their name to course co-ordinator Asst. Prof. Mohite S. L. till date 12/12/2023.


I/C Principal
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Department of English

Brief Report of Add on/Value added/Certificate/COC Course 2023-2024

- Name of the Course :- Certificate Course in Interpersonal skill
- Duration of the Course : 45 Hours
- Commencement of the course : 3 Jan. 2024 to 27 Feb. 2024
- No of students registered : 42
- No.of students completed : 42

I/C Principal

**Arts & Commerce College
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Department of English

Certificate Course in Interpersonal skill

2023-2024

Board of Studies in Certificate Course in Interpersonal skill

Date : 18/12/2023

NOTICE

The first Meeting of the Certificate Course in Interpersonal skill

(Short term course) will be held at 11.15 a.m. on Monday, 20/12/2023 at the Principal Cabin. All the members of English Department and IQAC Committee members are requested to attend the meeting.

AGENDA

- ❖ Formation of the Board of studies in short term course of Certificate Course in Conversational English
- ❖ Formation of the syllabus of Certificate Course in Conversational English
- ❖ Distribution of the workload of short term course
- ❖ Finalize course period and Time Table
- ❖ Any other topics with the permission of the chair

ASundale

I/C Principal

Arts & Commerce College
Undale, Tal. Karad, Dist. Satara



Est. June 2008

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Department of English

Certificate Course in Interpersonal skill

2023-2024

Board of Studies in Certificate Course in Interpersonal skill

Date : 22/12/2023

NOTICE

The Meeting of the Certificate Course in Interpersonal skill (Short term course) will be held at 11.15 a.m. on Saturday, 24/12/2023 at the Principal Cabin. All the members of English Department and IQAC Committee members are requested to attend the meeting.

AGENDA

- ❖ The last meeting agenda was read and finalized by HOD English Department
- ❖ Welcome of the BOS members of Certificate Course in Conversational English
- ❖ Finalize and read the short term course syllabus by Course Coordinator
- ❖ Finalize the Time Table and Lecturer of short term course
- ❖ Any other topics with the permission of the chair

I/C Principal

**Arts & Commerce College
Undale, Tal. Karad, Dist. Satara**



Est. June 2008

Gramin Vikas Shikshan Sanstha, Undale's

Arts & Commerce College, Undale

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Tal. Karad. Dist: Satara. Pin-415111 Tel. (02164) 256609

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Department of English

Certificate Course in Interpersonal skill

2023-2024

Board of Studies in Certificate Course in Interpersonal Skill

Sr.No	Name of the Nominee	Designation
1.	I/C Prin. Shaikh J.S	Chairman
2.	Asst Prof. Chopade P.S	IQAC Coordinator
3.	Asst Prof. Ghugare S.S	HOD and Course Coordinator
4.	Asst Prof. Bhosale N.D	Member and Subject Expert
5.	Asst Prof. Mohite S.L	Member and Subject Expert
6.	Asst Prof. Gaikwad J.E	Member
7.	Mohite Sakshi Mohan	Student Representative

(Signature)

I/C Principal
Arts & Commerce College
Undale, Tal. Karad, Dist. Satara



Gramin Vikas Shikshan Sanstha's
Arts and Commerce College Undale
Tal. -Karad ,Dist.-Satara

Notice

Date 27-12-2023

This is for information of all concern that classes for Interpersonsl
Courese will commence on and from 03-01-2024.(Wednesday) to
27-02-2024 (Tuesday).The course comprise 60 contacts yours 60
minutes each. It will be conducted in the Department of English from
11:30 to 12:30 p.m. the students identified for the course have to
attend the classes compulsory.

Co-ordinator

I/C Principal

Arts & Commerce College
Undale, Tal. Karad, Dist. Satara

Gramin Vikas Shikshan Sanstha's
Arts and Commerce College Undale

Tal. -Karad ,Dist.-Satara



Soft Skill Developement Programme

Interpersonal Course

202~~3~~-24

Aim and Objectives

- Strengthen your ability to better understand others by developing your interpersonal skills.
- Gain a better understanding of your communication style and how it differs from others and learn to use that understanding to communicate effectively—verbally and nonverbally.
- To send and interpret verbal and nonverbal messages accurately and effectively. To evaluate listening habits and practice effective listening skills.
- To understand how and why relationships develop. To practice effective conflict management techniques.

I/C Principal
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Undale, Tal. Karad, Dist. Satara

Gramin Vikas Shikshan Sanstha's
Arts and Commerce College Undale

Tal .- Karad ,Dist.-Satara

(Affiliated to Shivaji University)

Department of English

Soft skill Development Programme

(2023-24)

Interpersonal skill

Student List

Sr.No	Students Name	Class
1	Yadav Sayali Ramchandra	B.A.III
2	Ghogare Sumit Sambhaji	B.A.III
3	Pawar Priyanka Dnyandev	B.A.III
4	Mohite Harshad Ananda	B.A.III
5	Patil Sanika Prakash	B.A.III
6	Khot Sandhya Babaso	B.Com III
7	Jadhav Yogita Sambhaji	B.com III
8	Maske Abhijeet Suryakant	B.com III
9	Shedage Prathamesh Maruti	B.com III
10	More Amruta Shankar	B.com III
11	Nalwade Meena Adhikrao	B.com III
12	Yadav Ankita Ananda	B.com III
13	Jadhav Pratiksha Sanjay	B.com III
14	More Jyoti Tanaji	B.A.III
15	Kurade Rahul Shivaji	B.A.III



Abhinav
I/C Principal
Arts & Commerce College
Undale, Tal. Karad, Dist. Satara

Add on course Syllabus

Interpersonal communication course

Learning Outcomes:

1. Students will be able to understand personal communicative skills.
2. Students will be able to understand professional communicative skills.



Unit:-1. Personal Communication (1 Credit, 15 Hours)

- a) Personal Communication
- b) Private Letters
- c) Telephone Communication
- d) E-communication
- e) Electronic Mail or Email
- f) E-mail Discussion Groups
- g) Email Pals
- h) Blogs

Unit:-2. Professional Communication (1 Credit, 15 Hours)

- a) Professional Communication
- b) Formal Communication
- c) Meeting
- d) E-Communication
- e) Report
- f) Memorandum or Memos

Reference:

1. AEC: Communicative English-I, Self Instructional Material developed

Further Reading:

1. Dr. Rao, Nageshwar & Dr. Das Rajendra P. *Communication Skills*, Delhi, Himalaya Publishing House, 2005.
2. Ganguly, Anand. *The Art of Business Communication*. Goodwill Publishing House, New Delhi.
3. Kariya, Rajesh. *Professional Communication*, Jaipur, Paradise Publishers, 2012.
4. Kaul, Asha. *Business Communication*. Prentice-Hall of India Private Limited, New Delhi. 2007.
5. Kumar, Varinder and Bodh Raj. *Business Communication*. Kalyani Publishers, New Delhi 2000.
6. Rai, Urmila and S. M. Rai. *Effective Communication*. Himalaya Publishing House, Mumbai 2001.
7. Mathew, M. J. *Business Communication: Theory and Practice*. RBSA Publishers, Jaipur. 2002

Evaluation Method

Total Marks	50
Duration	1 hour
Type of Questions	Multiple Choice (MCQs)

G. S. K. S.

VC Principal

Arts & Commerce College
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Department of History

Brief Report of Add on/Value added/Certificate/COC Course 2023-2024

- Name of the Course :- Certificate Course on Travel and Tourism
- Duration of the Course : 30 Hours (2 Hours per day)
- Commencement of the course : 27/02/2024 to 15/3/2024
- No of students registered : 86
- No. of students completed : 86


I/C Principal
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Department of History

Certificate Course on Travel and Tourism

2023-2024

Board of Studies in Certificate Course on Travel and Tourism

Date : 15/02/2024

NOTICE

The first Meeting of the Certificate Course on Travel and Tourism (Short term course) will be held at 11.15 a.m. on Friday, 16/2/2024 at the Principal Cabin. All the members of History Department and IQAC Committee members are requested to attend the meeting.

AGENDA

- ❖ Formation of the Board of studies in short term course of Certificate Course on Travel and Tourism
- ❖ Formation of the syllabus of Certificate Course.
- ❖ Distribution of the workload of short term course.
- ❖ Finalize course period and Time Table
- ❖ Any other topics with the permission of the chair

I/C Principal

Arts & Commerce College
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Department of History

Certificate Course on Travel and Tourism

2023-2024

Board of Studies in Certificate Course on Travel and Tourism

Date : 20/2/2024

NOTICE

The Meeting of the Certificate Course in Travel and Tourism (Short term course) will be held at 11.15 a.m. on Wednesday, 21/2/2024 at the Principal Cabin. All the members of History Department and IQAC Committee are requested to attend the meeting.

AGENDA

- ❖ The last meeting agenda was read and finalized by coordinator of course
- ❖ Welcome of the BOS members of Certificate Course
- ❖ Finalize and read the short term course syllabus by Course Coordinator
- ❖ Finalize the Time Table and Lecturer of short term course
- ❖ Any other topics with the permission of the chair


I/C Principal
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Department of History

Certificate Course on Travel and Tourism

2023-2024

Board of Studies

Sr.No	Name of the Nominee	Designation
1.	I/C Prin. Salunkhe S.V	Chairman
2.	Asst Prof. Ghughare S.S	IQAC Coordinator
3.	Asst Prof. Kapase V.Y	Course Coordinator
4.	Asst Prof. Bhise A.K	Member and Subject Expert
5.	Asst Prof. Chavan G.S	Member and Subject Expert
6.	Asst Prof. Bhosale N.D	Member
7.	Shewale Varsha Kisan	Student Representative

I/C Principal

**Arts & Commerce College
Undale, Tal. Karad, Dist. Satara**



Gramin Vkias Shikshan Sansta's
Arts and Commerce College, Undale
Tal- karad, Dist -Satara
Department of History

Certificate Course in Travel and Tourism (2023-24)

Unit.No	Contents	Periods
01	Introduction of Travel and Tourism 1.1) Definition Nature and scope	02
02	Tourism in India and Government Policies 2.1) Traditions and Culture, Festivals according to the provinces of India 2.2) Features of Tourism Programs related to Tourism 2.3) Information about Natural Tourist Destinations Purpose of travel 2.4) Tourism is a Developing Business Government of India and Maharashtra Government 2.5) Tourism Policy 2.6) Domestic and Foreign Tourism	10
03	Indian art and Architecture Indian Architecture 3.1) Buddhist and Jain architecture Origin and Development of Hindu Architecture I) North India II) South India-Dravidian III) Chalukya 3.2) Islamic architecture I) Mughal East II) Mughal south 3.3) Indian Sculpture Sanchi , Ajantha Verul , Mount Abu Badami , Hampi, Vellor, Kanchipuram, Thanjavur Madurai, Chidambaram , Helbid, Khujraho, Ranakpur, Gwalior	10
04	Painting , Music and Dance 4.1) Prehistoric Painting I) Jain Painting II) Mughal Painting III) Rajasthan Painting IV) Pahari Painting 4.2) Indian Music, Dance and Others Art I) Classical Music and Folk Music II) Classical and Folk Dance	08

(Signature)

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Department of History

Certificate Course on Travel and Tourism

2023-2024

NOTICE

23/2/2024

All the students are informed that our college has started Certificate Course on Travel and Tourism. This course is free of cost so interested students are give their name to course co-ordinator Asst. Prof. Kapase V. Y. till date 26/2/2024.


I/C Principal
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Department of English

Brief Report of Add on/Value added/Certificate/COC Course

2023-2024

- Name of the Course :- Certificate Course in Conversational English
- Duration of the Course : 50 Hours (25 Days per day 2 Hours)
- Commencement of the course : 2 Sep 2023 to 4 Oct 2023
- No of students registered : 98
- No.of students completed : 98

Ashtikha

I/C Principal
Arts & Commerce College
Undale, Tal. Karad, Dist.



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Department of English

Certificate Course in Conversational English

2023-2024

Board of Studies in Certificate Course in Conversational English

Date : 17/8/2023

NOTICE

The Meeting of the Certificate Course in Conversational English

(Short term course) will be held at 11.15 a.m. on Saturday, 19/8/2023 at the Principal Cabin. All the members of English Department and IQAC Committee are requested to attend the meeting.

AGENDA

- Formation of the Board of studies in short term course of Certificate Course in Conversational English
- Formation of the syllabus of Certificate Course in Conversational English
- Distribution of the workload of short term course
- Finalize course period and Time Table
- Any other topics with the permission of the chair.

Abhinav

I/C Principal

Arts & Commerce College
Undale, Tal. Karad. Dist. Satara



Est. June 2008

Gramin Vikas Shikshan Sanstha, Undale's

Arts and Commerce College, Undale

Tal. Karad. Dist: Satara. Pin- 415111 Tel. (02164) 256609

Email : undale375.cl@unishivaji.ac Website : accundale.in



Department of English

Certificate Course in Conversational English

2023-2024

Board of Studies in Certificate Course in Conversational English

Date : 22/8/2023

NOTICE

The Meeting of the Certificate Course in Conversational English (Short term course) will be held at 11.15 a.m. on Friday, 25 /8/2023 at the Principal Cabin. All the members of English Department and IQAC Committee members are requested to attend the meeting.

AGENDA

- The last meeting agenda was read and finalized by HOD English Department
- Welcome of the BOS members of Certificate Course in Conversational English
- Finalize and read the short term course syllabus by Course Coordinator
- Finalize the Time Table and Lecturer of short term course
- Any other topics with the permission of the chair

G. B. M. K. S.

I/C Principal

Arts & Commerce College
Undale, Tal. Karad, Dist. Satara



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Department of English

Certificate Course in Conversational English

2023-2024

Board of Studies in Certificate Course in Conversational English

Sr.No	Name of the Nominee	Designation
1.	I/C Prin. Shaikh J.S	Chairman
2.	Asst Prof. Ghughare S.S	IQAC Coordinator
3.	Asst Prof. Patil S.P	Course Coordinator
4.	Asst Prof. Bhosale N.D	Member and Subject Expert
5.	Asst Prof. Mohite S.L	Member and Subject Expert
6.	Mohite Sakshi Prakash	Student Representative

I/C Principal

Arts & Commerce College
Undale, Tal. Karad, Dist. Satara

Certificate Course in Conversational English

Syllabus

Duration: 14 weeks (50 Hours)



Credits: 4

Unit No:	Description	Contact Hours
Unit I	Unit I Phonetics Sounds of English - Vowels, Consonants and Diphthongs	10
Unit II	Vocabulary Words used for day today communication	10
Unit III	Common Communication Functions Module I - Greetings and Introducing oneself Module II - Personal Information Module III - Hobbies and Interest Module IV - Everyday Activities Module V - Directions and Instructions Module VI - Job Interviews Module VII - Visiting places Module VIII - Enquiring Module IX - Thanking people and responding to thanks Module X - Apologizing and responding to sorry Module XI - Permission to do something	20
Unit -IV	Grammar Important parts of speech, Auxiliary verbs, Tenses, Active & Passive voice, Direct and reported speech	10
Total		50

Abhinav K. S.

I/C Principal
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Department of Commerce

Brief Report of Add on/Value added/Certificate/COC Course

2023-2024

- Name of the Course :- Certificate Course in Goods and Service Tax
- Duration of the Course : 30 Hours
- Commencement of the course : 1 Dec 2023 to 31 Dec 2023
- No of students registered : 85
- No.of students completed : 85


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Department of Commerce

Certificate Course in Goods and Service Tax

2023-2024

Board of Studies in Certificate Course in Goods and Service Tax

Date : 26/11/2023

NOTICE

The meeting of the Certificate Course in Goods and Service Tax (Short term course) will be held at 11.15 a.m. on 27/11/2023 at the Principal Cabin. All the members of Commerce Department and IQAC Committee are requested to attend the meeting.

AGENDA

- Formation of the Board of studies in short term course of Certificate Course in Event Management
- Formation of the syllabus of Certificate Course in Event Management
- Distribution of the workload of short term course
- Finalize course period and Time Table
- Any other topics with the permission of the chair

(Signature)

I/C Principal
Arts & Commerce College
Undale, Tal. Karad, Dist. Satara



Est. June 2008

Gramin Vikas Shikshan Sanstha, Undale's

Arts and Commerce College, Undale

Tal. Karad. Dist: Satara. Pin- 415111 Tel. (02164) 256609

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Department of Commerce

Certificate Course in Goods and Service Tax

2023-2024

Board of Studies in Certificate Course in Goods and Service Tax

Date : 28/11/2023

NOTICE

The meeting of the Certificate Course in Event Management (Short term course) will be held at 11.15 a.m. on 29/11/2023 at the Principal Cabin. All the members of Commerce Department and IQAC Committee are requested to attend the meeting.

AGENDA

- The last meeting agenda was read and finalized by HOD commerce Department
- Welcome of the BOS members of Certificate Course in Event Management
- Finalize and read the short term course syllabus by Course Coordinator
- Finalize the Time Table and Lecturer of short term course
- Any other topics with the permission of the chair

I/C Principal
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Undale, Tal. Karad, Dist. Satara



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Department of Commerce

Certificate Course in Goods and Service Tax

2023-2024

Board of Studies in Certificate Course in Goods and Service Tax

Sr.No	Name of the Nominee	Designation
1.	I/C Prin. Salunkhe S.V	Chairman
2.	Asst Prof. Ghugare S.S	IQAC Coordinator
3.	Asst Prof. Jadhav M.T	HOD and Course Coordinator
4.	Asst Prof. Sonavane S.U	Member and Subject Expert
5.	Asst Prof. Bhosale N.D	Member and Subject Expert
6.	Asst Prof. Patel J. K.	Member
7.	Gurav Omkar Vitthal	Student Representative

Salunkhe

I/C Principal

Arts & Commerce College
Undale, Tal. Karad, Dist. Satara

Gramin vikas
Shikshan Sanstha
Arts and Commerce
College Undale
Tal: Karan, Dist:
Satara
Department of
Commerce
Short term course
*Good service
tax(GST)*

Gramin vikas Shikshan Sanstha
Arts and Commerce College Undale
Tal: Karan, Dist: Satara
Department of Commerce
Short term course
Good service tax(GST)
Notice

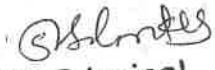
Date:24/11/2023

All student of Arts and Commerce College undale are informed that our college to start short term course in titled good service tax(GST) aur deep current academic year 2023-2024 for the dated on 1st December 30 December 2023. On the students should be take admission as earlier.

Jadhav M. T

Co-ordinator

Short term course in GST


I/C Principal
Arts & Commerce College
Undale, Tal. Karad, Dist. Satara

Syllabus

1. Meaning and of GST
2. Feature of GST
3. Benefits of GST
4. Need of GST
5. Constitutional of GST
6. Levy and collection of GST
7. Introduction of CGST
8. Introduction of SGST
9. Introduction of IGST
10. Introduction of UGST

S. S. Limbale
I/C Principal
Arts & Commerce College
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Department of Commerce

Brief Report of Add on/Value added/Certificate/COC Course

2023-2024

- Name of the Course :- Certificate Course in Event Management
- Duration of the Course : 30 Hours
- Commencement of the course : 17 Aug 2023 to 21 Sep 2023
- No of students registered : 105
- No.of students completed : 105

(Signature)

I/C Principal

Arts & Commerce College
Undale, Tal. Karad, Dist. Satara



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Department of Commerce

Certificate Course in Event Management

2023-2024

Board of Studies in Certificate Course in Event Management

Date : 2/08/2023

NOTICE

The meeting of the Certificate Course in Event Management (Short term course) will be held at 11.15 a.m. on Friday, 4/8/2023 at the Principal Cabin. All the members of Commerce Department and IQAC Committee are requested to attend the meeting.

AGENDA

- Formation of the Board of studies in short term course of Certificate Course in Event Management
- Formation of the syllabus of Certificate Course in Event Management
- Distribution of the workload of short term course
- Finalize course period and Time Table
- Any other topics with the permission of the chair

I/C Principal

Arts & Commerce College
Undale, Tal. Karad, Dist. Satara



Est. June 2008

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Department of Commerce

Certificate Course in Event Management

2023-2024

Board of Studies in Certificate Course in Event Management

Date : 8/8/2023

NOTICE

The meeting of the Certificate Course in Event Management (Short term course) will be held at 11.15 a.m. on Wednesday, 10/8/2023 at the Principal Cabin. All the members of Commerce Department and IQAC Committee are requested to attend the meeting.

AGENDA

- The last meeting agenda was read and finalized by HOD commerce Department
- Welcome of the BOS members of Certificate Course in Event Management
- Finalize and read the short term course syllabus by Course Coordinator
- Finalize the Time Table and Lecturer of short term course
- Any other topics with the permission of the chair

I/C Principal

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Department of Commerce

Certificate Course in Event Management

2023-2024

Board of Studies in Certificate Course in Event Management

Sr.No	Name of the Nominee	Designation
1.	I/C Prin. Shaikh J.S	Chairman
2.	Asst Prof. Ghugare S.S	IQAC Coordinator
3.	Asst Prof. Jadhav M.T	HOD and Course Coordinator
4.	Asst Prof. Sonavane S.U	Member and Subject Expert
5.	Asst Prof. Bhosale N.D	Member and Subject Expert
6.	Asst Prof. Patel J. K.	Member
7.	Patil Omkar Lalaso	Student Representative

[Signature]

I/C Principal

**Arts & Commerce College
Undale, Tal. Karad, Dist. Satara**

Certificate Course in Event Management
Syllabus



Subject: Event Management

OBJECTIVES:

- To help the students to gain insights into marketing aspects of Event Management.
- To equip the students to develop and implement Marketing strategies through events.
- To prepare students for careers in event management.

Module: 1

What are Events - Events defined, Event management, Types of events, Key Elements of Events

(brief description): Event infrastructure, clients, event organizers, venue, media. Event marketing, 5 C's of Events, Event designing.

Why Events - Event as a marketing tool.

Module: 2

Concept of market in events, segmentation and targeting of the market for events, positioning in events and the concept of event property. event hierarchy.

MODULE: 3

Concept of pricing in events - Risk rating.

Concept of promotion in events - networking components.

MODULE: 4

Event management - Planning, organizing, staffing, leading, coordinating and controlling. Strategic market planning: Event Life Cycle -- Meaning, Process

MODULE: 5

Evaluation of event performance - Evaluation process.

Shinde R.Y
(Shinde R.Y)

Shinde R.Y
I/C Principal
Arts & Commerce College
Undale, Tal. Karad, Dist. Satara

Shinde R.Y
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