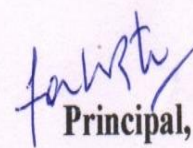


Rayat Shikshan Sanstha's
Arts, Science and Commerce College Ramanandnagar (Burli)

Skill Oriented Courses
2018-19
Committee Constitution

- | | | |
|---|----------------------|------------------|
| ❖ | Mr. J. B. Thorat - | Coordinator |
| ❖ | Dr. N. J. Dahale - | IQAC Coordinator |
| ❖ | Dr. R. R. Sonawale - | Member |
| ❖ | Dr. B. A. Sonar - | Member |
| ❖ | Ms. S. J. Mane - | Member |
| ❖ | Ms. S. S. Nadaf- | Member |


Principal,

A. S. C. College Ramanandnagar (Burli)

RayatShikshanSanstha's
Arts, Science and Commerce College, Ramanandnagar (Burl)
Tal.:-Palus; Dist.:- Sangli

Skill Development Centre :2018-19

**Skill Development Committee
Evaluation Report**

Date: 16/03/2019

Our college runs the value added, Short Term, Skill based and COC courses through Skill Development Centre. All these courses allotted among the all departments of the college. The head of the department forms the committee to run the course which includes one to two student members. The teachers and Guest lecturers engage the classes to complete the course successfully. The heads of the department observe the attendance and the actual soft skills developed among the students in case of value added courses. Respective department provides the certificates to the students those who have completed the course successfully and achieved good soft skills.

The head of the department forms the committee for short term course which includes one to two student membersto run the course. Our faculty members and Guest lecturers engage the lectures to complete the course successfully. At the end of course departments arrange the examination as per guideline and schedule given by authorities of Adult and Continuing Education Centre of Shivaji University, Kolhapur. We submit their answer sheets to the Adult and Continuing Education Centre of Shivaji University, Kolhapur. Assessment of the answer sheet is carried out in the said centre as per the schedule. The result and certificate of the courses occurred from the said centre. We distribute result and Certificates to the students.

The Career Oriented Course is applied specially to the students of B. Sc. I ('B' Group). This course run by the department of Botany. The head of the department of Botany formed the committee for Career Oriented Course- 'Food Processing' which includes two student members to run the course. Our faculty members and Guest lecturers engage the lectures to complete the course successfully. At the end of course departments arrange the examination (Theory and Practical) as per guidelines and schedule given by authorities of College Examination Committee. The departmental faculties assess the answer sheets and prepare result and display it on notice board. The students who have completed the course successfully awarded by Marklist.

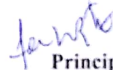
The college runs some skill based courses under the guidance of Skill Development Centre, which run under the head of Principal of the college. In this academic year the following courses are successfully carried out by these coordinators.

- | | |
|--|-------------------|
| a. Fashion designing | Ms. S. J. Mane |
| b. Cookery | Mrs. N. S. Patil |
| c. Beautification | Mrs. N. S. Borade |
| d. Spoken English | Ms. S. S. Nadaf |
| e. Communication Skill and Personality development | Ms. S. S. Nadaf |

The respective coordinators formed the committees to run the said courses. the trainers are appointed to conduct the courses successfully. The coordinator of the courses observe the attendance and the actual soft skills developed among the students in case of skill based courses. Respective Coordinator provides the college certificates to the students those who have completed the skill based course successfully and achieved good soft skills.



Co-ordinator,
Skill Development Center



Principal,
A. S. C. College Ramanandnagar (Burli)

Rayat Shikshan Sanstha's
Arts, Science and Commerce College, Ramanandnagar (Burli)
Tal.: - Palus; Dist.: - Sangli
Skill Development Committee :2018-19

Meeting Notice








Date: 06/08/2018


All members of Skill Development Committee are hereby informed that, the 1st meeting in academic year 2018-19 will be held on 07/08/2018 at 11:30 am in the Skill Development Centre under the guidance of Hon. Prin. S. T. Salunkhe and IQAC Co-ordinator Dr. N. J. Dahale. Please attend the meeting in time.

Agenda:

1. Review of previous meeting will be taken and minutes will be finalized.
2. Discussion about starting of the Skill Development courses, Value added Courses, Short Term Courses and COC courses for the academic year 2018-19.
3. To discuss about the class to which course will be applied.
4. To discuss about fee structure of the courses.
5. To discuss about the affiliation of the respective authorities for each course.

Member of the Committee:

- | | | |
|-----------------------------|-------------------|---|
| 1. Prin. Dr. S. T. Salunkhe | Chairman |  |
| 2. Dr. N. J. Dahale | IQAC Co-ordinator |  |
| 3. Mr. J. B. Thorat | Co-ordinator |  |
| 4. Dr. B. A. Sonar | Member |  |
| 5. Dr. R. R. Sonawale | Member |  |
| 6. Ms. S. J. Mane | Member |  |
| 7. Ms. S. S. Nadaf | Member |  |


Co-ordinator

Skill Development Committee


Principal,

A. S. C. College Ramanandnagar (Burli)

Rayat Shikshan Sanstha's
Arts, Science and Commerce College, Ramanandnagar (Burli)

Tal.:-Palus; Dist.:- Sangli



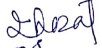



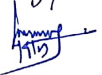
Skill Development Committee :2018-19

Minutes of Meeting

Date: 07/08/2018

The 1st meeting of Skill Development Committee in academic year 2018-19 was organized on 07/08/2018 at 11:30 am in the Skill Development Centre under the guidance of Hon. Prin. S. T. Salunkhe and IQAC Co-ordinator Dr. N. J. Dahale. The following members were present for the meeting,

Member of the Committee present for the meeting:

1. Prin. Dr. S. T. Salunkhe	Chairman	
2. Dr. N. J. Dahale	IQAC Co-ordinator	
3. Mr. J. B. Thorat	Co-ordinator	
4. Dr. B. A. Sonar	Member	
5. Dr. R. R. Sonawale	Member	
6. Ms. S. J. Mane	Member	
7. Ms. S. S. Nadaf	Member	

Minutes of the Meeting:

The following transactions were made in the committee meeting-


1. The minutes of the last meeting put forth the members of the meeting the by Co-ordinator and was finalized with the satisfaction of all members.
2. The committee members are decided to start the 5 Skill Development courses, 43 Value added Courses, 5 Short Term Courses and one COC course in the academic year 2018-19. It is also decided to run the same Value added, Short term and COC courses which was conducted in previous academic year 2017-18 but skill based 5 courses which will be start in this academic year as follows
 - a. Fashion designing
 - b. Cookery
 - c. Beautification
 - d. Spoken English

- e. Communication Skill and Personality development

To run the above skill based courses following Co-ordinators are appointed.

- | | |
|--|-------------------|
| a. Fashion designing | Ms. S. J. Mane |
| b. Cookery | Mrs. N. S. Patil |
| c. Beautification | Mrs. N. S. Borade |
| d. Spoken English | Ms. S. S. Nadaf |
| e. Communication Skill and Personality development | Ms. S. S. Nadaf |

3. The 43 Value added Courses, 5 Short Term Courses and one COC course is applied to the classes as per previous academic year. The 5 Skill Development courses are applied to the students in all classes as per willingness of the students. The strength of these courses and admission will be decided by the respective co-ordinators.
4. For value added and skill based courses it is decided to take admission fee Rs. 200/- for each course.
5. It is decided to start the above 5 Skill Development courses, 43 Value added Courses, 5 Short Term Courses and one COC course by the permission of IQAC, CDC and Principal through Skill development Centre to respective departments.
6. All above transactions made unanimously and sanctioned by all committee members. Meeting had been concluded by the permission of chairman.


Co-ordinator,

Skill Development Committee


Principal,

A. S. C. College Ramanandnagar (Burli)

Rayat Shikshan Sanstha's
Arts, Science and Commerce College, Ramanandnagar (Burli)
Tal.:-Palus; Dist.:- Sangli

Skill Development Committee :2018-19

Notice

Date: 10/08/2018

All Heads of the Department are hereby inform that, the following courses are allotted to your departments for the academic year 2018-19. Please conduct the courses carefully.

Sr. No.	Department	Name of the Value Added Course
1	English	i) How to refer to a dictionary
		ii) Understanding of Fast English
		iii) Acquaintance with Christian Festivals and Americal Days
2	Marathi	i) GraminPatrakaritavaSanwadKaushalya
		ii) Correct Marathi Writing
		iii) Official Marathi Writing
3	Hindi	i) Hindi Translation (Hindi Anuwad)
		ii) BhashakaMahtva
		iii) Prayojanamulak Hindi
4	Economics	i) E-Banking
		ii) How to prepare BIBLIOGRAPHY for research
5	History	i) Introduction to Historical Places
		ii) Introduction to Archaeology
		iii) Tourism in History
6	Geography	i) Fundamentals of computer & its application in Geog. study
		ii) Geoinformatics
		iii) Introduction to Cartography
7	Political science	i) Rural Journalism
		ii) Panchayat Raj
		iii) Local Self Government
8	Physical Education	i) Physical Training for Army/ Police
		ii) Nutrition Diet
		iii) Basic Information in Yoga
9	Library Science	i) E- Resources Searching
		ii) Library Management System
10	Commerce	i) Guidance of Investment plans and preparation of 16 A
		ii) Accounting and Statistics for Managers
		iii) Consumer Protection
11	B.C.A.	i) Hardware Maintenance
		ii) Introduction to Digitalization
		iii) Acquaintance with Cyber Security

12	Physics	i) How to handle Electric Appliances
		ii) How to test Domestic Appliances
		iii) Repairing of Electric Home Appliances
13	Botany	i) Mushroom Cultivation
		ii) Horticulture Technique
		iii) Nursery Technique
14	Zoology	i) Goat Farming
		ii) Identification of Snakes
15	Statistics	i) Data Entry and Analysis
		ii) Data Analysis
16	Mathematics	i) Magic in Mathematics
17	Chemistry	i) Preparation of House Hold Chemicals

Sr. No	Department	Name of the Short term Course	Course Duration
1	Zoology	Vermicomposting	3 Months
2	Physics	Repairing and Maintenance of Electric home Appliances	3 Months
3	Political Science	PanchayatRajya	6 Months
4	Commerce	Business Administration	6 Months
5	Chemistry	Preparation of Household Chemicals	3 Months
Sr. No	Department	Name of the Career Oriented Course	Course Duration
1	Botany	Food Processing and Preservation	8 Months
Sr. No	Co-coordinator	Name of the Skill Development Course	Course Duration
1.	Ms. S. J. Mane	Fashion designing	3 Months
2.	Mrs. N. S. Patil	Cookery	3 Months
3.	Mrs. N. S. Borade	Beautification	1 Months
4.	Ms. S. S. Nadaf	Spoken English	3 Months
5.	Ms. S. S. Nadaf	Communication Skill and Personality development	3 Months

Signatures:-

- 1) Head, Department of English
- 2) Head, Department of Marathi
- 3) Head, Department of Hindi
- 4) Head, Department of Economics
- 5) Head, Department of History
- 6) Head, Department of Geography
- 7) Head, Department of Political Science
- 8) Phy. Director, Department of Physical Education
- 9) Librarian, Department of Library Science
- 10) Head, Department of Commerce
- 11) Head, Department of B.C.A.
- 12) Head, Department of Physics

- 13) Head, Department of Botany
- 14) Head, Department of Zoology
- 15) Head, Department of Statistics
- 16) Head, Department of Mathematics
- 17) Head, Department of Chemistry

----- *Bot*
----- *Zoo*
----- *Stat*
----- *Math*
----- *Chem*

[Signature]
Co-ordinator,

Skill Development Committee

[Signature]
Principal,

A. S. C. College Ramanandnagar (Burli)

Rayat Shikshan Sanstha's
Arts, Science and Commerce College, Ramanandnagar (Burli)
Tal.:-Palus; Dist.:- Sangli

Skill Development Committee :2018-19

Meeting Notice



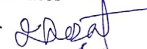




Date: 21/02/2019

All members of Skill Development Committee are hereby informed that, the IInd meeting in academic year 2018-19 will be held on 22/02/2019 at 11:30 am in the Skill Development Centre under the guidance of Hon. Prin. S. T. Salunkhe and IQAC Co-ordinator Dr. N. J. Dahale. Please attend the meeting in time.

Agenda:


1. Review of previous meeting will be taken and minutes will be finalized.
2. Discussion about the Submission of documents and record keeping to the departments.
3. To Discuss about the examinations of the courses and results.

Member of the Committee:

1. Prin. Dr. S. T. Salunkhe	Chairman	
2. Dr. N. J. Dahale	IQAC Co-ordinator	
3. Mr. J. B. Thorat	Co-ordinator	
4. Dr. B. A. Sonar	Member	
5. Dr. R. R. Sonawale	Member	
6. Ms. S. J. Mane	Member	
7. Ms. S. S. Nadaf	Member	


Co-ordinator

Skill Development Committee


Principal,
A. S. C. College Ramanandnagar (Burli)

Rayat Shikshan Sanstha's
Arts, Science and Commerce College, Ramanandnagar (Burli)
Tal.: Palus; Dist.: Sangli







Skill Development Committee :2018-19

Minutes of Meeting

Date: 22/02/2018

The IInd meeting of Skill Development Committee in academic year 2018-19 was organized on 22/02/2019 at 11:30 am in the Skill Development Centre under the guidance of Hon. Prin. S. T. Salunkhe and IQAC Co-ordinator Dr. N. J. Dahale. The following members were present for the meeting,

Member of the Committee present for the meeting:

- | | | |
|-----------------------------|-------------------|---|
| 1. Prin. Dr. S. T. Salunkhe | Chairman |  |
| 2. Dr. N. J. Dahale | IQAC Co-ordinator |  |
| 3. Mr. J. B. Thorat | Co-ordinator | |
| 4. Dr. B. A. Sonar | Member |  |
| 5. Dr. R. R. Sonawale | Member |  |
| 6. Ms. S. J. Mane | Member |  |
| 7. Ms. S. S. Nadaf | Member |  |

Minutes of the Meeting:

The following transactions were made in the committee meeting-

1. The minutes of the last meeting put forth the members of the meeting the by Co-ordinator and was finalized with the satisfaction of all members.
2. All the members of committee are decided to collect the following documents of the 5 Skill Development courses, 43 Value added Courses, 5 Short Term Courses and one COC course in the academic year 2018-19 at the Skill Development Centre and also decided to maintain all detailed documents at the respective departments.
 - 1) Objectives of the course.
 - 2) Syllabus of the course. (30 hours)
 - 3) Time table. (30 hours)
 - 4) Students list and Attendance.
 - 5) Teacher attendance.

- 6) Feedback form.
 - 7) Action taken on feedback.
 - 8) Implementation of action in next year.
 - 9) Certificate format.
 - 10) Departmental Committee for conducting course.(Teacher+students)
 - 11) Departmental meeting record for conducting course.
- (Signed by IQAC and Head of department)
3. It is decided to conduct the examinations of the said courses at department level and maintain record of examination allot the certificates.
 4. All above transactions made unanimously and sanctioned by all committee members. Meeting had been concluded by the permission of chairman.



Co-ordinator,

Skill Development Committee



Principal,

A. S. C. College Ramanandnagar (Burli)

Rayat Shikshan Sanstha's
Arts, Science and Commerce College, Ramanandnagar (Burli)
Tal.:-Palus, Dist.:- Sangli

Skill Development Committee :2018-19

Notice

Date: 23/02/2019

All Heads of the Department are hereby inform that, the following information related to value added courses conducted by your department for academic year 2018-19 shall submit to Prof. Thorat J. B. before 28th Feb. 2019. The detailed documents maintained at the department level as well as provide the certificates to the students those who have completed the course successfully.

- 1) Objectives of the course.
- 2) Syllabus of the course. (30 hours)
- 3) Time table. (30 hours)
- 4) Students list and Attendance.
- 5) Teacher attendance.
- 6) Feedback form.
- 7) Action taken on feedback.
- 8) Implementation of action in next year.
- 9) Certificate format.
- 10) Departmental Committee for conducting course.(Teacher+students)
- 11) Departmental meeting record for conducting course.
(Signed by IQAC and Head of department)



Co-ordinator,
















Skill Development Committee



Principal,

A. S. C. College Ramanandnagar (Burli)

Signatures:-

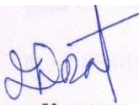
- 1) Head, Department of English ----- 
- 2) Head, Department of Marathi ----- 
- 3) Head, Department of Hindi ----- 
- 4) Head, Department of Economics ----- 
- 5) Head, Department of History ----- 
- 6) Head, Department of Geography ----- 
- 7) Head, Department of Political Science ----- 
- 8) Phy. Director, Department of Physical Education ----- 
- 9) Librarian , Department of Library Sciences ----- 
- 10) Head, Department of Commerce ----- 
- 11) Head, Department of B.C.A. ----- 
- 12) Head, Department of Physics ----- 
- 13) Head, Department of Botany ----- 
- 14) Head, Department of Zoology ----- 
- 15) Head, Department of Statistics ----- 
- 16) Head, Department of Mathematics -----
- 17) Head, Department of Chemistry -----

Rayat Shikshan Sanstha's
Arts, Science and Commerce College Ramanandnagar (Burli)

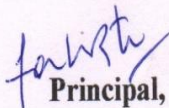
Skill Oriented Courses

2018-19

Sr. No.	Name of Course	Name of Coordinator and Department	Students Enrolled
1.	Spoken English	Ms. Nadaf S. S. (English)	33
2.	Communication Skill and Personality Development	Ms. Nadaf S. S. (English)	33
3.	Fashion designing	Ms. Borade N. S. (BCA)	12
4.	Cookery	Ms. Patil N. S. (Statistics)	24


Co-ordinator

Skill Development Committee


Principal,

A. S. C. College Ramanandnagar (Burli)