



Nevjabai Bhaiya Hitkarini Education Society's

Nevjabai Hitkarini College, Bramhapuri

Dist. Chandrapur, (M.S.)-441206

Affiliated to Gondwana University, Gadchiroli

Re-Accredited By NAAC B++ (2.87 CGPA)

Annual Quality Assurance Report AQAR: 2021-22

CRITERIA - I CURRICULAR ASPECTS

Metric Number: 1.2.2. & 1.2.3.

Metric Name: Number of Add on /Certificate programs offered during the year & Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

Principal

Nevjabai Hitkarini College Bramhapuri



Email: nhcb Bramhapuri@rediffmail.com

Web: nhcb.in/

Phone: 07177273293

INDEX

Course Content

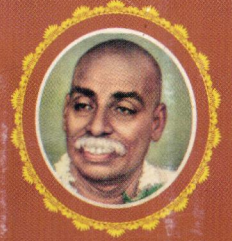
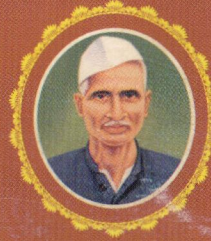
SR No	Particulars	Page No.
1	Information brochur	1-2
2	Course detail of Certificate Course in Tribal Tourism	3-5
3	Course detail Certificate Course in Fashion Designing	6-10
4	Course detail Certificate Course in Yoga and Meditation	11-12
5	Course detail Historical Study of tourist places in Chandrapur- Gadchiroli	13
6	Course detail Certificate Course in Budget	14-15
7	Course detail Certificate Course in Maintenance and Repairing of Domestic Electrical and Electronics Appliances	16
8	Course detail Add on course in Vermicomposting	17-19
9	Course detail Certificate Course in Human Rights	20-22
10	Course detail Certificate Course in Fundamentals of Research	23
11	Course detail Certificate Course in Applied Mathematics-	24
12	Course detail Certificate Course in Solar Technology	25-26
13	Course detail Certificate Course in Leadership Skill	27-31
14	Course detail Certificate Course in Taxation	32-34
15	Course detail Certificate Course in Secretarial practice	35-39
16	Course detail Add on course on Busy	40-41
17	Course detail Certificate Course in Banking practice	42
18	Course detail Certificate Course in Marketing Management	43-47
19	Course detail Certificate course in functional English	48-49
20	Course detail Certificate Course in English Vocabulary Building	50-54
21	Course detail Certificate Course in Spoken English	55-57
22	Course detail Certificate Course in Communicative English	58
23	Course detail Certificate Course in Analytical Chemistry	59-62
24	Course detail Certificate Course in Fertilizers and Pesticides	63-64

25	Course detail Certificate Course in Perfume Extraction	65-66
26	Course detail Certificate Course in Food Adultaration	67-70
27	Course detail Certificate Course inVyavharik Marathi Swarup ani Bhumika Abhyaskram	71-72
28	Course detail Certificate Course in Marathi Bhashetil vakrutwa Shailee	73
29	Course detail Certificate Course in Prasar Madhyamasathi Vruttalekhan Abhyaskram	74
30	Course detail Certificate Course in Gardening	75-79

INFORMATION BROCHURE 2021-22



Institute of Higher Learning, Research and Specialized Studies (IHLR&SS)
Post Graduate, Under Graduate, Junior College in Arts, Commerce & Science
H.S.C. Vocational (MCVC) & Bifocal Vocational Courses
Skill Based Certificate Courses (SBCC)



Nevjabai Bhaiya Hitkarini Education Society's **NEVJABAI HITKARINI COLLEGE**

BRAMHAPURI - 441 206 Distt. CHANDRAPUR (M.S.)
website: www.nhcb.in

NAAC : B++ Grade With CGPA 2.87 (III Cycle)
UGC Recognized 2(F) & 12(B), Permanently Affiliated to
Gondwana University, Gadchiroli

ISO Certified : 9001 : 2015



**"Education is the most powerful weapon
which you can use to change the world."**

SENIOR COLLEGE (College Code - 328)

All UG & PG courses are affiliated to Gondwana University, Gadchiroli & they are based on Semester pattern Choice based Credit System. Syllabi and Exam. patterns are as per Gondwana University, Gadchiroli. Syllabi, Directions and Rules are available on Gondwana University website (www.gondwana.digitaluniversity.ac, www.gondwanauniversity.org.)

COURSES AVAILABLE

Arts Faculty (Marathi Medium) On grant basis 220 Seats +200 on No Grant.

B. A. - Sem. I, II **Compulsory (AECC) Subjects** - (i) English (ii) Marathi

Core Subjects—Any three of the following

- 1) Economics / Home Economics 2) Political Science / Sociology
- 3) History/Geography 4) English Literature/Marathi Literature 5) Music plus SEC-I (Environmental Science) & SEC-II (Democracy, Election & Good Governance) courses.

B. A. - Sem. III, IV The core subjects offered in Sem. I, II

B. A. - Sem. V, VI The optional subjects offered earlier + SEC III & SEC IV Subjects

M. A. - Sem. I, II, III, IV *No Grant Basis (80 seats each)* CBCS based.

- 1) Geography 2) Home Economics 3) Economics 4) History
- 5) Sociology 6) Political Science 7) English 8) Marathi

Science Faculty (English Medium)/ 120 Granted + 100 Seat on No Grant basis.

B.Sc. - Sem. I, II **Compulsory Subjects (AECC Subjects)**— (i) English (ii) Marathi

Core Subjects—Any one of the following groups

- 1) Chemistry, Botany, Zoology
- 2) Chemistry, Zoology, Micro-biology
- 3) Chemistry, Physics, Mathematics
- 4) Physics, Electronics, Mathematics
- 5) Physics, Computer Science, Mathematics

B.Sc. - Sem. III, IV The Core subjects of Sem. I, plus SEC-I (Environmental Science) & SEC-II (Democracy, Election & Good Governance) courses.

B.Sc. - Sem. V, VI The Optional subjects offered earlier plus SEC III & SEC IV one course respectively.

The Students of Sem V & Sem VI have to choice of one SEC Course in each Semester from pool of courses of 3 core subjects.

M. Sc. - Sem. I, II, III, IV *No Grant Basis (22 Seats each)* CBCS based.

- 1) Physics 2) Chemistry 3) Botany 4) Zoology

Six Skilled Based Certificate Courses : Gondwana University approved Vocational Certificate Courses from the Academic session 2019-20 with nominal fees. The Students of Degree Courses (BA/B.Com./B.Sc.) can join these courses simultaneity and acquire the University recognized course **Certificate along with BA/B.Com./B.Sc.**

Skill Based Certificate Courses

Certificate Course in :

- 1) Mashroom Cultivation (Botany Department)
- 2) Sericulture (Zoology Department)
- 3) Triable Tourism (Geography Department)
- 4) Solar Technology (Physics Department)
- 5) Soil Analysis (Chemistry Department)
- 6) Tax Consultant (Commerce Department)

Admissions open for Ph.D. in

Zoology, Physics, Geography, Botany, Chemistry, English, Marathi, History and Economics.

Note : For details, contact concerned Head of the Department

Commerce Faculty (English & Marathi Medium) (120 seats each)

B.Com. Sem. I, II - ENG, MAR, BE, PM, FA, STBM, HRD

B.Com. Sem. III, IV - ENG, MAR, CL, ME-I, Cost Acc., Corporate Acc., HRD (OB)

Plus SEC-I (Environmental Science) & SEC-II (Democracy, Election & Good Governance) courses.

B.Com. Sem. V, VI - Auditing, IE, AA-I, BC-I, CL, HRD (IR) + SEC III & SEC IV are Subject in each Sem.

M.Com Sem. I - AFA, IFS, ME, MM

M.Com Sem. II - RM, ACA, CRD, HRM

M.Com Sem. III - ST, TTP, CAC, SSM

M.Com. Sem. IV - AMA, IBE, ED, Project

Library & Information Science No Grant Basis (40 Seats each)

B. Lib. & Information Science

M. Lib. & Information Science

General Notes:

- (i) Once a student has opted for a subject or a group of subjects, he/she cannot change the subjects without permission from the Principal.
- (ii) A candidate is not allowed to appear in university examination in any subject other than the subjects taught in the college or in any other medium of instruction not available in the college.

FEE STRUCTURE:

For Senior College for details of fees structure, please refer table no. F1 (for granted) & F3 (for non granted)

Following fees (in Rupees) are to be deposited at the time of admission for the First term. The second installment of Tuition Fees, if applicable (Rs. 400/- for UG & Rs. 500 for M.Com.), should be paid in the first week of second term.

- NOTE:**
- 1) All the II year UG students have to pay Rs. 150/- for compulsory six months course in Environment Studies.
 - 2) The final year student has to pay Rs. 300/- as fee for University Degree at the time of submission of examination forms and Rs.100/- as Alumni Member
 - 3) The amount of fees and items of fees may change without notice if University changes the fee structure.
 - 4) **EBC/ PTC/ STC concessions are not applicable to PG Non-Grant courses.**
 - 5) **Students coming from professional courses are not eligible for any type of concession or scholarship.**

Caution Money Refund : Students are advised to collect caution money within 3 years from the date of leaving the college. Otherwise their claim stand forfeited and it will be used to enhance the books in the library and apparatus, equipments, chemicals etc. for various laboratory.

P. G. Department of Geography
N. H. College Bramhapuri, Dist: Chandrapur-441206
Three months Certificate course in Tribal Tourism

Total Marks – 75

Total credit – 6

Internal Assessment- Marks – 15

(Four questions carrying 15 marks each taking one question from each unit)

Unit – I: The nature and concept of tourism

- The nature and concept of tourism
- Tourism: Definition, meaning, nature, and scope.
- Tourist, travellers, visitors, excursionist- definition and differentiation.
- Concept of tourism resource, attraction, product, market, industry, in the context of tourism

Unit- II: Infrastructure in Tourism

- Tourism Infrastructure- Types, Forms, and Significance
- Accommodation: Forms and Types
- Other Support Infrastructure required for tourism

Unit- III: Tourism Demand and Supply

- Concept of demand and supply in tourism
- Constraints in creating ideal destination.

Unit- IV: Significance of Tourism Industry

- Economics Impact of tourism: Income and employment, multipliers
- Socio culture Impacts and cultural exchange

Referred Books

1. Kamra & Chand (2002) : Basic of tourism, Theory operation and practice
2. Pran Nath Seth and Sushma Seth Bat An introduction to travel and tourism
3. Suddhendu Narayan Mishra Basis of Tourism Management

1) Practical on Computer Application in Tourism:

Total Marks – 75

Total credit – 6

Internal Assessment- Marks – 15

Unit-I Introduction

Introduction to computer, Basic understanding of Hardware and software, operating system and database.

Unit-II Introduction to windows

Introduction to windows- MS word, Excel and PowerPoint

Unit-III Internet

Introduction to Internet, Accessing Web-sites, e-mail, Sending and receiving e-mails, Online Messages etc.

Unit-IV Designing of Tourist Itinerary

Project work on preparation of tourist itinerary/tourist broacher/information with the help of incorporating the important destinations.

Head

Department Of Geogarphy
Department of Geography
N. H. College, Bramhapuri

Off. Principal
Nevjabai Hitkarini College
Bramhapuri, Distt. Chandrapur

N. H. COLLEGE, BRAMHAPURI
Department of Geography
Three Month Certificate Course in Tribal Tourism
Course Code: UCGE001 (2021-22)

Report (2021-22)

A certificate course of 64 hours/90 Days in Tribal Tourism was conducted for the Student of Geography. This course is designed for imparting knowledge of tribal tourism and promoting students to get employment in tourism industry.

A Certificate course in tribal tourism was Organized during 01/01/2022 to 31/03/2022 in our College, total 25 Students Participated in the Programme one Hour Class i.e. 2.00 to 3.00 pm. was taken on daily Basis on 30 March 2022 a Concluding Programme was Conducted Where Principal Dr. N. S. Kokode Acted as a Chairperson of the Programme Dr. D. H. Gahane Dr. Archana Takte Dr. A. V. Sakharkar, Dr. V. M. Karambe, Dr. Y. S. Kar, Dr. P. B. Kadhao were Present-on the dais Students were given the Certificate.

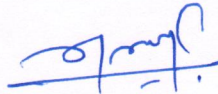
Aims & Objectives:-

This Course focused on

- 1) To Promote Local Tribal Tourism.
- 2) To Gain Basic Knowledge of Tribal Tourism.
- 3) To impart skills and knowledge and maximize career opportunities in the tourism industry.
- 4) To promote for self-employment

Outcomes:-

- 1) Students learnt basics of tourism.
- 2) Students learnt the custom & tradition of culture.
- 3) Students learnt how to promote tribal tourism in tourism industry.
- 4) Students get Career opportunities in local tourism sector / industry.



Dr. R. K. Dange
Course co-ordinator
Department of Geography
N. H. College, Bramhapuri



Principal
N. H. College, Bramhapuri
Off. Principal
Nevjabai Hitkarini College
Bramhapuri, Distt. Chandrapur

N.H. College Bramhapuri

Certificate Course in

FASHION DESIGNING

A) Objective

- To create interest in fashion designing
- To create awareness in fashion designing
- To create basic skill to students about fashion designing
- To create interest in being responsible fashion designing

B) Duration of the course

30 days (1 month)

C) Minimum qualification for admission

Applicant must be HSSC passed

D) Course contain

- PART (A) Theory
- PART (B) Practical
- PART (C) Project

Scheme of examination total mark of 100

<u>EXAM</u> -	Total marks -	100
	Theory -	40
	Practical -	40
	Folder -	20

सुचना

ने. हि. महाविद्यालय ब्रम्हपुरी

समावेशक प्रमाणपत्र अभ्यासक्रम

Fashion Designing course

महाविद्यालयाच्या सर्व विद्यार्थ्यांना सुचित करण्यात येते की, महाविद्यालयात गृहअर्थशास्त्र विभागातर्फे एक महिन्याचा फॅशन डिजायनिंग कोर्स समावेशक प्रमाणपत्र अभ्यासक्रम यावर्षी सुरू करण्यात येत आहे. हा अभ्यासक्रम दि.२१/०२/२०२२ पासून सुरू होत आहे. तरि इच्छुक विद्यार्थ्यांनी आपली नावे दि.१९/०२/२०२२ पर्यंत गृहअर्थशास्त्र विभागात नोंदणी परिपत्रक भरून करावी.

- १) या अभ्यासक्रमाचे नोंदणी शुल्क २००/- रू आहे.
- २) जास्तीत-जास्त ४० विद्यार्थ्यांसाठी मर्यादित आहे.
- ३) अभ्यासक्रमपूर्ण झाल्यावर परिक्षेनंतर प्रमाणपत्र देण्यात येईल.
- ४) अभ्यासक्रमाच्या प्रात्यक्षिकाला लागणारे साहित्य स्वतःचे आणावे लागेल.

वैशिष्टे :- १) सुसज्ज प्रयोगशाळा व उपकरणे

२) प्रात्यक्षिक कार्यावर भर

३) प्रकल्प कार्य व भेट पद्धतीला महत्व

● अधिक माहितीसाठी व नाव नोंदणीसाठी संपर्क

१) प्रा. शितल पांचाळ (8275748172)

२) प्रा. अस्मा खान (Mo.No.8788655896)

दिनांक - १०/०२/२०२२



संयोजक

गृहअर्थशास्त्र विभाग



प्राचार्य

ने. ही. महाविद्यालय

PRINCIPAL

Nevjabai Hitkarini College

Bramhapuri Dist Chandrapur-441206

PART (A) THEORY

- Unit I** Introduction of fashion designing
Fashion cycle
Fashion development and history
Different fashions
- Unit II** Introduction of sewing machine
Sewing machine and its part
Sewing machine and their uses
Maintenance of machine
Sewing machine faults and their rectification
- Unit III** Tools and equipment's for cloth cutting
Importance of paper pattern
Characteristics of cloth
Trimmings for tailoring
- Unit IV** Methods of correct measuring
Measuring of old cloth
Alteration in blouse
Measurement of body

PART (B) PRACTICAL

- Unit I** 1) Sample making - Tucks, Dart, Pico, lace design, patch work
2) Best out of waste - Reuse of old fabric,
(Batwa, Khan Purse, Mobile pouch)
- Unit II** Frock One piece long gown
(Designer party wear long gown)
- Unit III** Kurti Simple Kurti
Princess cut Kurti
Salwar Simple Salwar
Patiala Salwar
Ladies Pant (Sigaro pant)
- Unit IV** Blouse Katori blouse
Single dart
Princess cut blouse

PART (C) PROJECT

- 1) Visit
- 2) Folder making

Department of Home Economics
Two Month Certificate Course in Fashion Designing
2021-22

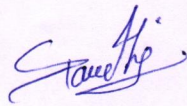
Meeting was held on 07/02/2022 at 11:00 am. in the department of Home Economics under the In charge of Prof. Sonali Pardhi, Coordinator of Two Month Certificate Course in Fashion Designing on the following agenda.

- Agenda :**
- 1) To fix the date of the Certificate Twomonth Course in Fashion Designing for the students.
 - 2) To start the circulate notice about the classes of the certificate course in Fashion Designing from 21 Feb. 2022.
 - 3) to take the practical and theory exam on the syllabus completed.
 - 4) To appoint a qualified guest teacher for the TwoMonth Certificate Course in Fashion Designing.

Minutes of the Meeting taken unanimously.

- 1) It was unanimously decided to circulate notice for classes of the Two Month Certificate Course in Fashion Designing to conduct from 21/02/2022 to 21/04/2022.
- 2) It was decided to impart personal counselling to all the students who will turn up for the same.
- 3) In was decided to hold the practical & Theory classes and exam probably.
- 4) It was decided to appoint Shital Panchal as a teacher to guide student.

Date : 07/02/2022


In charge
Home Economics Department
वि. वि. महाविद्यालय, ब्रह्मपुरी

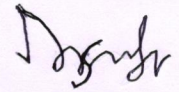
Certificate Course in Fashion Designing
REPORT 2021-22

The classes of Two month **Certificate Course in Fashion Designing** were held from 21/02/2022 to 21/04/2022 i.e. 60 days. The classes were engaged 2 hr daily and thus the course was conducted for 120 hrs Sonali Pardhi Incharge Home Economics and the Coordinator of this course, and guest teacher Shital Panchal has conducted the classes. Total 24 students were enrolled for the course. All the students appeared for the exam held during and end of the course. A formal concluding programme for the course was also organized by the students on 21/02/2022. It was presided over by Dr. N.S.Kokode, Principal. Pro.G.N.Kela member of N.H.Education sosity Dr.Gahane, Vice Principal, and the Coordinator of this course, Sonali Pardhi, Incharge of the course and guest teacher Shital Panchal were prominently present on the dais. All the students passed in the course as follows:-

1. No. of students who secured A+ grade (above 90%)	-	03
2. No. of students who secured A grade (above 80%)	-	05
3. No. of students who secured B+ grade (above 70%)	-	03
4. No. of students who secured B grade (above 60%)	-	08
5. No. of students who secured C+ grade (above 50%)	-	04
6. No. of students who secured C grade (above 49%)	-	01

Date- 29/04/22

Sonali Pardhi
Course Coordinator



(Dr.N.S.Kokode)
Course Director

PRINCIPAL
Nevjabai Hitkarini College
Bramhapuri Dist Chandrapur-441206

Nejjabai Hitkarini College Bramhapuri
Department Of Physical Education & Sports

Two Week Certificate Course on Basic Yoga and Meditation Techniques
01-02-2022 to 14-02-2022

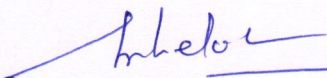
Department of Physical Education and sports of N.H College, Bramhapuri *Two Week Certificate Course on Basic Yoga and Meditation Techniques* course from 2021-22

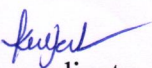
The Aim of the course spreading awareness of yoga and meditation practice in daily life for happy and healthy living.

Health and wealth ,Yoga helps us to shape our health in this rapid modern life style Yoga is not only for Physical Health is about inner peace, emotional balance and spiritual growth, Social harmony is also created through regular practice of yoga way of life bring all round growth in our life.

The syllabus For Basic Yoga and Meditation Techniques.

1. Concept of yoga
2. Why Yoga
3. Basics Of Yoga
4. Streams Of yoga Karma, Raja , Bhakti Yoga
5. Yoga Therapy
6. Cleansing techniques- shat Kriyas
7. Yogic games
8. Pranayams, Meditation techniques, Suryanamaskar
9. Laughter yoga
10. Yogic Anatomy, Physiology
11. Important of yoga for human life.
12. Practices & Presentation, Group Discussion. Examination etc.


Co-ordinator
Head
Department of Physical Education
Nejjabai Hitkarini College
Bramhapuri, Dist. Chandrapur


Co-ordinator
Dr.K.M Sharma


PRINCIPAL
Principal
Nejjabai Hitkarini College
N.H. College, Bramhapuri
Bramhapuri Dist Chandrapur-441206



Nevjabai Hitkarini Education Society's

Nevjabai Hitkarini College, Bramhapuri Dist.Chandrapur
(Affiliated To Gondwana University, Gadchiroli)

Syllabus for Certificate course in Basic Yoga and Meditation.

The examination certificate course in **Basic Yoga and Mediation** shall comprise Theory and Practical carrying 80 marks and Internal Assessment Carrying 20 Marks respectively. Teaching work load four Periods per Week.

Duration of the course: Two week

Sr.No	Theory	Theory/Practical Marks	Internal Marks	Total Marks
Paper-I	Yoga Parichaya	80	20	100
Paper -II	Anatomy, Physiology for Yogic Practice	80	20	100
Paper -III	Teaching methodology of Yogic Practice	80	20	100
Paper -IV	Traditional Yoga	80	20	100
Practical -I	Practical demonstration & Viva Voce	80	20	100
Practical -II	Practical of teaching & Viva Voce	80	20	100
	Total	480	120	600


Co-ordinator

Head
Department of Physical Education
Nevjabai Hitkarini College
Bramhapuri, Dist. Chandrapur


Co-ordinator

Dr. S.M. Shekokar


Principal

Nevjabai Hitkarini College
Bramhapuri Dist Chandrapur-441206

Nevjabai Hitkarini, College, Bramhapuri
Post Graduate Department of History
Certificate Course
in
“Historical Study of tourist places in Chandrapur-Gadchiroli Area”
Course Highlights

- Course level : Certificate
- Duration : 30 Hours
- Examination Type : Objective
- Eligibility : Qualified 10+2 examination in any relevant stream.
- Admission process : First come First basis
- Course Fee : 100/- Rs
- Opportunities : Through this coursework, history students will be
Provided employment and finance as tourist guides.
- Job Position : Tourist guide, Historical Researcher

DEPARTMENT OF ECONOMICS

N. H. COLLEGE BRAMHAPURI

Certificate Course In BUDGET

Class B. A. IV Semester

2021-22

Duration :- 05/05/2022 To 28/05/2022

Syllabus

Unit 1

- Meaning and concept of BUDGET
- Type of BUDGET
- Features of BUDGET
- Objectives of BUDGET

Unit 2

- Importance of BUDGET
- Impact of BUDGET on the Indian Economy
- Need of BUDGET on the Indian Economy
- Indian Budget -2021-22

Outcome :


- 1) Students will be able to learn Budget.
- 2) Students will be know type of Budget.
- 3) Students will be know a feature of Budget .
- 4) Awareness about Budget will be created among the student.

N. H. COLLEGE, BRAMHAPURI
Department of Electronics
Certificate Course
Certificate Course Code : CCELE01

Syllabus

“Maintenance and Repairing of Electrical and Electronics Equipment”

1. **Introduction of testing Equipment** : Multimeter, Tester, Series Lamp.
2. **Introduction of Electrical & Electronics Component**: Resistor, Capacitor, Transistor, Diode, Inductor, Switches, LCB, Main Switch, Regulators, Socket etc.
3. **Power Supplies (Identification & Testing)** : AC Power Supplies and DC Power Supplies, Inverter, Batteries, Solar Panel.
4. **Circuit Fundamental**: Series and Parallel Circuit, Rectifier Circuit.
5. **Domestic Electrical Wiring**: Wiring Connection, Testing, Safety Precautions.
6. **Testing of Electrical Equipment (Primary Level)** : Electric Press, Greaser, Cooler, Fan, Television, Tube light, Heater, Freezer, LED Lamp, Battery Charger, Mobile Charger, Adaptor etc.



Head

Department of Electronics

N. H. COLLEGE, BRAMHAPURI

Department of Electronics

Certificate Course : 2021-22

Duration : 30Hrs.

“Maintenance and Repairing of Domestic Electrical and Electronics Appliances”

Certificate Course Syllabus

1. Introduction of testing Equipment & Tools :

Multimeter, Tester, Series Lamp etc.

2. Introduction of Electrical & Electronics Component and their Testing:

Resistor, Capacitor, Transistor, Diode, Inductor, Switches, LCB, Main Switch, Regulators, Socket etc.

3. Power Supplies (Identification & Testing) :

AC Power Supplies and DC Power Supplies, Inverter, Batteries, Solar Panel.

4. Circuit Fundamental:

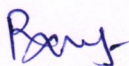
Series and Parallel Circuit, Rectifier Circuit.

5. Domestic Electrical Wiring:

Wiring Connection, Testing, Safety Precautions

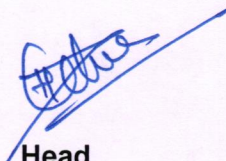
6. Testing of Electrical Equipment (Primary Level) :

Electric Press, Greaser, Cooler, Fan, Television, Tube light, Heater, Freezer, LED Lamp, Battery Charger, Mobile Charger, Adaptor etc.



Course Co-ordinator

R. D. Wakodikar



Head

Department of Electronics

Head

Department of Electronics

N. H. College, Bramhapuri

Dist. Chandrapur

Add on Course Vermicompost

Syllabus:

1. Year of Implementation-2021-22

2. Intake Capacity- 20 students

3. General Objectives of the Course:

- ❖ Students will be able to compost in a limited space and describe the decomposing process.
- ❖ The interested students will get the knowledge of composting,
- ❖ Students will get the Employment,
- ❖ They can generate Employments,
- ❖ They will also turn towards organic farming,
- ❖ Will help to maintain the environment pollution free and Will get the knowledge of biodiversity of local earthworms

4. Duration Of Course

The duration of the course is 3 months and the lectures will be delivered thrice a week, two hours from --- pm to --- pm. These timings will be suitable for students.

5. Course pattern: Candidates will be required to undergo learning in theory, practical, development and workshop subjects during the course. Candidates also will be exposed to industrial visit.

6. Fee Structure -

Nil - Free for all eligible students

7. Medium of Instruction- Marathi/ Hindi/ English

8. Available infrastructure: Well equipped laboratory, small & large scale vermiculture units

9. Teaching Staff: Qualified, Experienced Guest Lecturers & eminent professors will be invited.

10. Non teaching staff: 1 lab attendant.

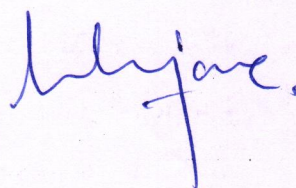
Sr. No	<p style="text-align: center;">Unit-I General Vermiculture/ Vermicompost</p>
1	Introduction to vermiculture. Definition, meaning, history, economic important, their value in maintenance of soil structure, role as four R's of Recycling Reduce, Reuses, Recycle, Restore.
2	Choosing the right worm. Useful species of earthworms. Local species of earthworms. Exotic species of earthworms. Complementary activities of Auto evaluation.
	<p style="text-align: center;">Unit-II Earthworm Biology and Rearing</p>
3	Key to identify the species of earthworms.
4	<p>Basic Biology of <i>Eisenia foetida</i>.</p> <p>a) Vital cycle of <i>Eisenia foetida</i>: fecundity, annual reproducer potential and limit factors (gases, diet, humidity, temperature, PH, light, and climatic factors).</p>
	<p style="text-align: center;">Unit-III Vermicompost Technology (Methods and Products)</p>
7	<p>a) Small Scale Earthworm farming for home gardens</p> <p>b) Conventional commercial composting,</p>
9	Earthworm Farming (Vermiculture), Extraction (harvest), vermicomposting harvest and processing. Vermiwash collection, composition & use
10	Enemies of Earthworms, Sickness and worm's enemies. Frequent problems. How to prevent and fix them.
	<p style="text-align: center;">Unit-IV Applied vermiculture.</p>
11	a) Social aspects of this activity (Garbage Management)
12	c) Economical aspects of this activity

Practical Syllabus

Sr. NO	Practical's
1	Key to identify different types of earthworms
2	Field trip- Collection of native earthworms & their identification
3	Study of Life stages & development of <i>Eisenia foetida</i>
4	Study of Vermiculture, Vermiwash & Vermicompost equipments, devices
5	Preparation vermibeds, maintenance of vermicompost & climatic conditions
6	Harvesting, packaging, transport and storage of Vermicompost and separation

Reference books:

1. Bhatt J.V. & S.R. Khambata (1959) "Role of Earthworms in Agriculture" Indian Council of Agricultural Research, New Delhi
2. Dash, M.C., B.K.Senapati, P.C. Mishra (1980) " Verms and Vermicomposting" Proceedings of the National Seminar on Organic Waste Utilization and Vermicomposting Dec. 5-8, 1984, (Part B), School of Life Sciences, Sambalpur University, Jyoti Vihar, Orissa.
3. Edwards, C.A. and J.R. Lofty (1977). "Biology of Earthworms" Chapman and Hall Ltd., London.
4. Lee, K.E. (1985) "Earthworms: Their ecology and Relationship with Soils and Land Use" Academic Press, Sydney.
5. Kevin, A and K.E.Lee (1989) " Earthworm for Gardeners and Fisherman" (CSIRO, Australia, Division of Soils)
6. Rahudakar V.B. (2004). Gandul khatashivay Naisargeek Paryay, Atul Book Agency, Pune.
7. Satchel, J.E. (1983) "Earthworm Ecology" Chapman Hall, London.
8. Wallwork, J.A. (1983) "Earthworm Biology" Edward Arnold (Publishers) Ltd. London.



N. H. College, Bramhpuri
Department of Political Science
Certificate Course
Human Rights
Syllabus

Paper I – Human Rights and Duties

Sociology of Human Rights

Society and Human Rights: Promotion and Protection

Concept of Human Rights and Duties . and duties

Human Rights and International Norms

Certificate Course in Human Rights: Course Highlights

Course level	Certificate
Duration	30 Hours
Examination Type	Objective
Eligibility	Qualified 10+2 examination in any relevant stream or BPP with minimum aggregate marks
Admission process	First come First serve basis
Course Fee	50 rupees
Opportunities	
Top Recruiting Companies	Non-Governmental Organizations, Department of Law, Multinational Companies, Business Firms, etc.
Job Positions	Human Rights Manager, Human Rights Activist, Human Rights Researcher, Human Rights Defender, etc.

Certificate Course in Human Rights: Career Prospects

Certificate Course in Human Rights renders the students with the capacity to fight for the rights of individuals and needy. Through the study of the program, they gain an insight into the workings of the field as well as the nuances involved in it. Students are entrusted with the duties of framing reports, conducting research and development activities and solving the issues of injustice imparted to the public.

After the successful completion of the program, candidates are proficient to take up jobs in the areas of non-governmental organizations, department of human rights in local bodies, multinational companies, department of law and order and other such. They can become Human Rights Activist, Human Right Fundraiser, Human Rights Analyst, Human Rights Advocate after taking up higher studies in the field and so on.

Human Rights Fundraiser	Work to raise funds for carrying out works of campaigns, programs to safeguard the rights of individuals.	1 to 3 Lacs
Human Rights Activist	Identifying human rights violation, gathering information and facts, interviewing the victim and violators and monitoring the workings.	2 to 4 Lacs
Human Rights Teacher	Imparting the public about the rights of humans listed under the UN, the duties and implications.	2 to 4 Lacs
Human Rights Researcher	Gathering of information, analyzing facts, framing statistics, suggesting measures.	3 to 5 Lacs
Human Rights Manager	Managing the workings of the organization to ensure no injustice takes place and in case of violations, proper measures are taken to rectify them.	8 to 10 Lacs
Human Rights Defender	Work includes educating masses about the general rights and defending the rights of the public so as they are not violated.	2 to 4 Lacs
Human Rights Campaigner	Creating campaigns and programmes to spread the awareness of rights.	3 to 5 Lacs

N H College Bramhapuri
Department of Sociology

Certificate Course in Fundamentals of Research

Session 2021-22

Course Code - CCSOC

Syllabus

Duration : 15 Days (30 Hours)

Objectives:

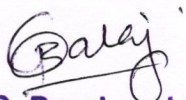
1. To make students oriented to the basic of research.
2. To give students an understanding about the research process in Social Sciences.
3. To develop research attitude and create interest about research, which will help students in their Project work and subject understanding.

Unit I. Nature of Social Research

- A. Meaning and Characteristics of social research
- B. Steps in Social Research
- C. Importance of Social Research.
- D. Essential Qualities of a Social Researcher.

Unit II Concepts and Techniques

- A. Hypothesis: Its characteristics, uses in social research
- B. Research Design: Meaning and Types
- C. Sampling: Meaning and Types
- D. Data Collection: Observation, Questionnaire, Interview,
- E. Interpretation of Data
- F. Research Report Writing.


Balaji G. Damkondwar
Asst. Prof. & Head
Dept. of Sociology
N. H. College, Bramhapuri


Off. Principal
Nejrabai Hitkarini College
Bramhapuri, Distt. Chandrapur

Nevjabai Hitkarini College, Bramhapuri

Department of Mathematics

CERTIFICATE COURSE IN APPLIED MATHEMATICS

SYLLABUS (course code CCMAT)

With effect from 2017-18

PAPER: CALCULUS

1. Function, Limits & Continuity:

- 1.1 Definition of function, types of function, domain & Range of function
- 1.2 Definition of limit, left hand & Right hand limits Properties, Standard limit
- 1.3 Definition of Continuity, Types of discontinuity.

2. Differentiation:

- 2.1 Definition of derivatives, some elementary function Result for derivatives,
Method of differentiation- Sum Difference, product and quotient (without proof)

3. Integration:

- 3.1 Definition of integration, some elementary functions, result for Integration, method of integration.
- 3.2 Definite Integral: Definition of definite integral, Properties of definite Integral

4. Partial Differentiation:

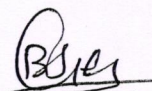
- 4.1 Definition of Partial derivatives, Total differential.
- 4.2 Maxima and Minima.

5. Ordinary Differential Equations:

- 5.1 Definition of ordinary differential Equation, method of ordinary differential equations of first order and second order differential equations.
- 5.2 Homogenous linear ordinary differential equations.

6. Partial Differential Equations:

- 6.1 Definition of Partial differential equation, method of partial differential equation.
- 6.2 Homogenous and Non Homogenous Partial differential Equations.



B. S. Gedam

Head

**Department of Mathematics
N. H. College Bramhapuri**

3) Conceptual framework of solar Technology Course code:-UCPHY

Course Overview

To promote the extra curriculum activity, Electronics and computer sciences department has launched a certificate course solar implementation and application as per direction of Gondwana university, Gadchiroli. It is need of time to conduct the such certificate course Which helps to enhance the knowledge, research activity and grab the job in public /private sector. Recently most industrialist and houses uses solar energy and day by day its uses is increases .National and international company open for it After completion of this course. Student can grab the opportunity in the company which provide servicing, installation and maintenance of solar panel.

The course is designed to meet the need of industries Course comprises the basic semiconductor theory, concept of solar cell and energy, installation technique, energy storage, measurement, wiring safety and precaution.

SYLLABUS

S. N	TOPIC	HOURS/DAY
1	Basic of Electronics and Electricity Voltage, Current, DC Power, AC Power, Source of energy .Harmonics, Solar Radiation, Net Metering Need of Solar Energy. Its advantage and disadvantage	
2	Solar Photovoltaic Solar Cell and its function, Solar Technologies, Solar Cell Parameters, Efficiency of Solar Cell, Solar PV Module, Rating of Solar PV Module PV Module Parameters, Efficiency of PV Module, and Measuring Module Parameters	
3	Solar Photovoltaic Module Array Connection of PV Module in Series and Parallel, Estimation and Measurement of PV Module Power, Selection of PV Module.	
4	Batteries Battery function, Types of Batteries, Battery parameters, Selection of Battery, Series Parallel combination of Batteries, Batteries for Photo voltaic System, Application of Batteries in Solar PV system, Battery Maintenance and Measurements, Battery Fault Detection and Test, Battery Installation for PV system.	
5	Charge Controller, MPPT and Inverter Power MOSFET and IGBT, Opto coupler, Buck and Boost Converter, Fly Back Converter, Full Bridge Inverter, Voltage and Current Feedback DC to DC power Converter, DC to AC Converter, AC to DC Converter, Battery Charge controller, Maximum Power Point Tracking Specification of Inverter and charger.	
6	Electrical Wiring Types of Wire, Wire Sizing, Junction Box, DC cabling, AC cabling Array Combiner Box . AC Distribution Box, Energy Metering, Electrical Grounding Earth Resistance and Insulation Resistance Measurements.	

7	Solar PV System Design and Integration Solar Radiation Energy Measurements Estimating Energy requirement Types of Solar PV System, Design methodology for SPV system, Design of Off Grid Solar Power Plant, Case studies of 3KWp Off grid Solar PV Power Plant Design and Development of Solar Street Light and Solar Lantern, of Grid Solar power Plant.	
8	Installation, Trouble Shooting, Maintenance and Safety Installation and Trouble Shooting of Standalone Solar PV System Maintenance of Solar PV System, Safety in installation of Solar PV System Maintenance of Solar PV System	
9	Project Installation, Commissioning, Trouble shooting of Solar Power Plant. Check List for Solar PV Plant Installation and Commissioning.	

Course of Outcome

After completion of this course, student will be able to understand the

1. Importance of energy and its generation.
2. Basic concept of solar cell and its application.
3. Installation of solar panel and its wiring.
4. Energy conversion and Measurement.
5. Testing and Maintenance of solar equipment.

Benefit of the students

In solar sector there is a big demand of solar technician so Students can do the job as a service Engineer / technician either in the solar panel industries or open the self business in the solar sector. Also he can make the career in the sale of solar panel.

Batch Capacity: 22 Students

Duration of Course: 3 Month

4) Identification for placement:

1. Self- employment
2. Employments are available in public and private sector.

N.H. Education Society's

N. H. COLLEGE, BRAMHAPURI

POST GRADUATE DEPARTMENT OF COMMERCE

Skill Orientation & Innovative Courses Unit

Certificate Course in **Leadership Skills**


Notice

All the students of UG. Commerce are hereby informed that Certificate course in Leadership Skills from 19/02/2022 Interested Students Can register their names on or before 19/02/2022 with Dr. R. B. Meshram

Course Highlights

- 15 days Course
- Certificate will be awarded at the end of the Duly Completed Course
- Maximum 30 Students will be selected On First come first Basis
- Computer Lab facility can be availed by the students to learn Leadership Skills
- Free Course, without any fees

Note:- No Registration Fees


Dr. R. B. Meshram
Coordinator




Off. Principal
N. H. College, Bramhapuri
Nevjabai Pr. College
Bramhapuri, Dist. Chandrapur

Syllabus : Leadership Skills (Course code-CCCOM01)

Unit 1. Communication

As a leader, you need to be able to clearly and succinctly explain to your employees everything from organizational goals to specific tasks. Leaders must master all forms of communication, including one-on-one, departmental, and full-staff conversations, as well as communication via the phone, email, and social media.

A large part of communication involves listening. Therefore, leaders should establish a steady flow of communication between themselves and their staff or team members, either through an open-door policy or regular conversations with workers. Leaders should make themselves regularly available to discuss issues and concerns with employees. Other skills related to communication include:

- Active listening
- Articulating
- Business storytelling
- Clarity
- Concision

Unit 2. Motivation

Leaders need to inspire their workers to go the extra mile for their organizations; just paying a fair salary to employees is typically not enough inspiration (although it is important too). There are a number of ways to motivate your workers: you may build employee self-esteem through recognition and rewards, or by giving employees new responsibilities to increase their investment in the company.

Leaders must learn what motivators work best for their employees or team members to encourage productivity and passion. Skills related to effective motivation include:

- Allowing employee autonomy
- Asking for input
- Assessing the interests of staff
- Convincing

Unit 3. Delegating

Leaders who try to take on too many tasks by themselves will struggle to get anything done. These leaders often fear that delegating tasks is a sign of weakness, when in fact it is a sign of a strong leader.

Therefore, you need to identify the skills of each of your employees, and assign duties to each employee based on his or her skill set. By delegating tasks to staff members, you can focus on other important tasks. Some skills that make a good delegator include:

- Accepting feedback from employees
- Allotting resources for employees

- Assessing employee strengths and weaknesses
- Defining expectations

Unit 4. Positivity

A positive attitude can go a long way in an office. You should be able to laugh at yourself when something doesn't go quite as planned; this helps create a happy and healthy work environment, even during busy, stressful periods.

Simple acts like asking employees about their vacation plans will develop a positive atmosphere in the office, and raise morale among staff members.

If employees feel that they work in a positive environment, they will be more likely to want to be at work, and will therefore be more willing to put in the long hours when needed. Some skills that help make for a positive atmosphere in the workplace include:

- Caring
- Conflict management
- Developing rapport
- Diplomacy

Certificate in Leadership Skills: Course Highlights

Course Level	Diploma/Certification
Duration of the Course	15 days
Examination Type	/Final exams at the end of session
Eligibility	10+2 pass out students with a minimum of 50% in class 12th board or equivalent any recognized board or institute.
Admission Process	On First come first Basis
Course Fee	Free of Cost
Average Starting Salary	Rs.5000 to 10000
Top Recruiting Areas	MNCs, Government departments, Banks, Secretariat, Judiciary, Police departments
Job Positions	Office assistant, Clerk, Personal assistant, Data Entry operator, Desk Manager, Front Desk manager etc

N.H. Education Society's

N. H. COLLEGE, BRAMHAPURI

POST GRADUATE DEPARTMENT OF COMMERCE

Skill Orientation & innovative courses |

Commerce



Certificate Course in Leadership Skills

1- Infrastructure Facility:-

- A. Computer With Internet Facility
- B. Video camera
- C. L.C.D. Projector

2- Computer Lab:-

- A. Office Room
- B. Computers

3- Conceptual Framework:-

Total Marka:- 50

Total Credit:- 3

Theory:- 25

Practical:- 25

Time:- 45 Minute

(Five Questions Carrying 10 Marks Each taking One Question from each unit)

N.H. Education Society's
N. H. COLLEGE, BRAMHAPURI
POST GRADUATE DEPARTMENT OF
COMMERCE & MANAGEMENT

Skill Orientation & innovative courses Unit

Certificate Course in Taxation (Direct Tax)
(Course code CC COM 02)
Notice

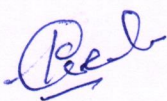
Date 10-02-2022

All the students of UG. Arts & Commerce are hereby informed that Certificate course in Taxation (Direct Tax) from 01-03-2022. Interested Students Can register their names on or before 25-02-2022 with Dr. T.K.Gedam

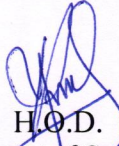
Course Highlights

- 15 days (Per Day Two Hour) Course
- Certificate will be awarded at the end of the Duly Completed Course
- Maximum 30 Students will be selected On First come first Basis
- Computer Lab facility can be availed by the students to learn Taxation
- Special Emphasis on Practical

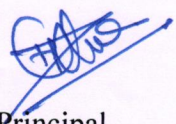
Note:- Registration Fees of Rs. 50/- will have to be paid at the time of Admission.



Dr. T.K.Gedam (Professor)
(Co-ordinator)
Certificate course in Taxation
(Direct Tax)
N.H.College, Bramhapuri



H.O.D.
Department of Commerce
& Management
N.H.College, Bramhapuri



Principal
N.H.College, Bramhapuri
PRINCIPAL
Nevjabai Hitkarini College
Bramhapuri Dist Chandrapur 441206

Taxation (Direct Tax)

This course includes the information about the present tax system in India also it give the practical training of calculation and e-filling of income tax

Course Contents :- (Based on Theory and Practical Training)

Unit-I Tax Terminology :

1. Terminology related with Taxation.
2. Terminology related with computation of income tax.
3. Calculation of Taxable income of an Individual.
4. Computation of Income Tax of an Individual Special reference to Salaried & Business Owner (Theory & Practical Training)

Unit- II : Provisions, Rebates and Deductions :

1. Provisions as per the different sections & clauses of Income Tax Act of India.
2. Rebates and Deductions under the income Tax of India Regarding an Individual special reference to salaried & Business Owner.

Unit –III : E- Filling of Income Taxes :

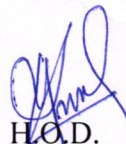
1. Introduction of E-Filling Website of Income Tax Department of India.
2. E-Filling of Income Tax of an Individual Special reference to salaried & Business Owner (Theory Plus Practical Training)

Unit IV : Documentation of Taxes :

1. Necessary Paper work and documents required while calculation of Individual Income Tax E- Filling of Income Tax.
2. Documentation for future reference and legal formalities. (Theory Plus Practical Training)



Dr. T.K.Gedam (Professor)
(Co- ordinator)
Certificate course in Taxation
(Direct Tax)
N.H.College, Bramhapuri



H.O.D.
Department of Commerce
& Management
N.H.College, Bramhapuri



Principal
N.H.College, Bramhapuri
for PRINCIPAL
Nevjabai Hitkarini College
Bramhapuri Dist Chandrapur 441206

Referred Books:

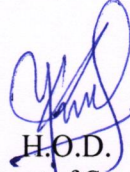
१. आयकर INCOME TAX कर वर्ष २०१७-२०१८ घोरपडे प्रदीप डी.
- 2- INCOME TAX : LAW & PRACTICE _ AGRAWAL N.P.
- 3- PROBLEMS AND SOLUTION IN INCOME TAX _ MEHROTRA H.C.
४. जी.एस.टी. वस्तु आणि सेवा कर कायदा एक परिचय- प्रविण कामथे

4) Identification for Placement

1. Self Employment
2. Employment in Government and non- Government sector



Dr. T.K.Gedam (Professor)
(Co-ordinator)
Certificate course in Taxation
(Direct Tax)
N.H.College, Bramhapuri



H.O.D.
Department of Commerce
& Management
N.H.College, Bramhapuri



Principal
N.H.College, Bramhapuri
Pr **PRINCIPAL**
Nevjabai Hitkarini College
Bramhapuri Dist Chandrapur-441206

Commerce

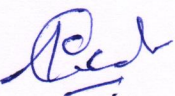
N.H. Education Society's
N. H. COLLEGE, BRAMHAPURI
POST GRADUATE DEPARTMENT OF
COMMERCE & MANAGEMENT
Skill Orientation & innovative courses Unit
Certificate Course in Taxation
(Direct Tax)





- 1) Infrastructure Facility
 - A. Computer with Internet Facility
 - B. Video Camera
 - C. LCD Projector
- 2) Computer Lab :
 - A. Office Room
 - B. Computer
- 3) Conceptual Framework :

Total Marks :- 100
Total Credit :- 06
Theory :- 50
Practical :- 50
Time :- 03 Hours

(Five Questions carrying 20 marks each taking one question From each unit)


Dr. T.K.Gedam (Professor)
(Co-ordinator)
Certificate course in Taxation
(Direct Tax)
N.H.College, Bramhapuri


H.O.D.
Department of Commerce
& Management
N.H.College, Bramhapuri


Principal
N.H.College, Bramhapuri
PRINCIPAL
Nevjabai Hitkarini College
Bramhapuri, Dist. Chh.

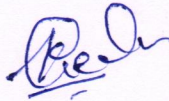
N.H.College, Bramhapuri
Certificate Course in Taxation(Direct Tax)
Course Code :- ccom02

Report (16th March 2022)

A certificate course in Income Tax (Direct Tax) was organized during 1 march to 15 march 2022 in our college. Total 30 student participated in the programme. Two hours class i.e. 11.30 am to 1.30 pm was taken on daily basis. On 15 march 2022, a concluding programme was conducted where principal, Dr. N.S.Kokode acted as a Chairperson of the programme Dr.R.B.Meshram, Dr. B.L.Lengure ,Prof.A.S.Meshram, Dr. A.V.Khajgiwale and Dr. V.V. Nagbhidkar were present on the dais. Students were given certificate

Programme Outcomes

1. To Collect the basis concepts and definition of income Tax Act 1961
2. To learn tax planning concepts and apply the same
3. Equip with skills and knowledge to excel in their future careers
4. Develop critical thinking skills in students
5. Enter master programmes like M.Com, MBA and pursue professional programmes like C.A, CMA, C.S, etc.
6. File Income tax return and compute the tax liability of individuals
7. To know the residential status of assessee and incomes exempted from tax
8. To familiar with the computation of income from salary
9. To familiar with the computation of income from house property
10. To familiar with the computation of income from business and profession
11. To familiar with the computation of income from other sources
12. To know about the aggregation of income and deduction u/s 80C to 80U
13. To aware about the income tax authorities and their powers and duties.
14. To Understanding about the assessment procedures, TDS and advance payment of tax and application in various situations



Dr. T.K.Gedam (Professor)
(Co-ordinator)
Certificate course in Taxation
(Direct Tax)
N.H.College, Bramhapuri



H.O.D.
Department of Commerce
& Management
N.H.College, Bramhapuri



Principal
N.H.College, Bramhapuri
PRINCIPAL
Nevjabai Hitkarini College
Bramhapuri Dist Chandrapur 441206

1.2.2

N.H. Education Society's

N. H. COLLEGE, BRAMHAPURI

POST GRADUATE DEPARTMENT OF COMMERCE

Skill Orientation & innovative courses Unit

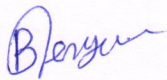
Certificate Course in Secretarial practice (~~CCCOM03~~)
(course code CCCOM03)
Notice

All the students of UG. Arts are hereby informed that Certificate course in Secretarial Practice from 1-02-2022. Interested Students Can registers their names on or before 27-01-2022 with Dr. B. L. Lengure.

Course Highlights

- 30 days Course
- Certificate will be awarded at the end of the Duly Completed Course
- Maximum 30 Students will be selected On First come first Basis
- Computer Lab facility can be availed by the students to learn Secretarial Practice
- Special Emphasis on Practicals

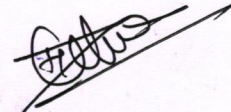
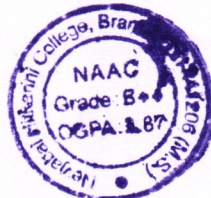
Note:- No Registration Fee



Dr. B. L. Lengure
Coordinator



H.O.D, Commerce & Mngt
N. H. College, Bramhpuri



Off. Principal
Newjabai Hindu College
Bramhapuri, Distt. Chandrapur

PAPER – II : SECRETARIAL PRACTICE

Unit 1 Company :

Definition, nature and kinds, Company formation and incorporation, promoter, capital subscription, company and association, memorandum and articles, prospectus and statements, meetings and Company Act.

Unit 2 Secretary :

Definition, need and importance, appointment and dismissal, work, duties, rights and liabilities, memorandum of association and secretary, articles of association and secretary, prospectus and secretary.

Unit 3 Company management and administration :

Definition, importance and kinds, directors : qualification and number, appointment, removal, powers, duties and liabilities, remuneration, prevention of oppression and mismanagement, compromise, arrangement, reconstruction and amalgamation, winding up and dissolution of companies, jurisdiction, consequences, petition, liquidator.

Unit 4 Finance :

Share and debentures, application, allotment, transfer and transmission, calls and forfeiture, dividend and interest, account and audit, taxes.

Diploma in Secretarial Practice: Course Highlights

Course Level	Diploma/Certification
Duration of the Course	30 days
Examination Type	/Final exams at the end of session
Eligibility	10+2 pass out students with a minimum of 50% in class 12th board or equivalent any recognized board or institute.
Admission Process	On First come first Basis
Course Fee	Free of Cost
Average Starting Salary	Rs.5000 to 10000
Top Recruiting Areas	MNCs, Government departments, Banks, Secretariat, Judiciary, Police departments
Job Positions	Office assistant, Clerk, Personal assistant, Data Entry operator, Desk Manager, Front Desk manager etc

N.H. Education Society's

N. H. COLLEGE, BRAMHAPURI

POST GRADUATE DEPARTMENT OF COMMERCE

Skill Orientation & innovative courses |

Commerce



Certificate Course in Secretarial Practice

1- Infrastructure Facility:-

- A. Computer With Internet Facility
- B. Video camera
- C. L.C.D. Projector

2- Computer Lab:-

- A. Office Room
- B. Computers

3- Conceptual Framework:-

Total Marka:- 50

Total Credit:- 3

Theory:- 25

Practical:- 25

Time:- 120 Minute

(Five Questions Carrying 10 Marks Each taking One Question from each unit)

Nevjabai Hitkarini College, Bramhapuri
Post Graduate Department of Commerce
Add-on-Courses

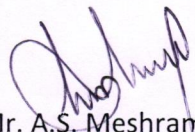
Date: 01/1/2022

Notice

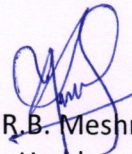
All the Students of UG commerce are hereby informed that **Add-on-Course : BUSY** is commencing from 08/01/2022. Interested students can register their names on or before 05/01/2022 with Mr. A. S. Meshram.

Course Highlights

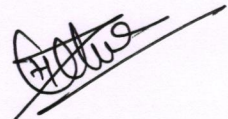
- Three Months Course
- Certificate will be awarded at the end of the duly completed course
- Maximum 33 students will be selected on first come first basis in a batch
- Computer Lab facility can be availed by the students to learn computerized accounting
- Special emphasis on practical



Mr. A.S. Meshram
Co-ordinator
Add-on-Courses, PGDC



Dr. R.B. Meshram
Head
PGDC, N.H. College



Off. Principal
Nevjabai Hitkarini College
Bramhapuri, Dist. Chandrapur
Nevjabai Hitkarini College
Off. Principal

DEPARTMENT OF Commerce

N. H. COLLEGE BRAMHAPURI

Certificate Course In Banking Practice

Class B. Com. I Semester 2021-22

(Course code:- CCOM05)

Syllabus

- **Bank:** Meaning, Definition and Concept
- **Operations:** Saving Bank Account, Current Account, Recurring Deposit Account and Fixed Deposit Account.
- **Cheque Collection:** Procedure of Cheque Collection and Endorsement, Demand Draft, NEFT, RTGS
- **Loans and Advances:** Short Term Loan, Medium Term Loan and Long Term Loan, Concept of Overdue, Calculation of Overdue, Concept of NPA

Outcome:

Commerce department of the institution is actively involved in certificate course of Banking Practice. Regular banking transaction is the need of modern age. So learning of banking practice is mandatory for every student. The institution motivates students to learn this certificate course and develop their skills. This certificate course is helpful for the career development of an individual. Some outcomes of the course are as follows:

1. To understand the concept of banking.
2. To learn mechanism about banking.
3. To understand regular banking transactions.
4. To analyze online banking transactions.

1-2-2

N.H. Education Society's

N. H. COLLEGE, BRAMHAPURI

POST GRADUATE DEPARTMENT OF COMMERCE

Skill Orientation & innovative courses Unit

Certificate Course in Marketing Management

(Course code CCOM06)

Notice

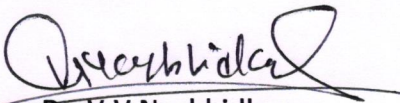
Date-05/02/2022

All the students of UG. Commerce are hereby informed that Certificate course in Marketing Management from 19-02-2022. Interested Students Can register their names on or before 16-02-2022 with Dr. V.V Nagbhidkar.

Course Highlights

- 30 hours Course
- Certificate will be awarded at the end of the Duly Completed Course
- Maximum 50 Students will be selected On First come first Basis
- Computer Lab facility can be availed by the students to learn marketing management.

Note: - Registration Fees of Rs. 50/- will have to be paid at the time of Admission along with Admission form.



Dr. V.V Nagbhidkar
Coordinator



HOD
Commerce & Mgmt



Off. Principal
Nevjabai Hitkarini College
Bramhapuri, Dist. Chandrapur

12.7

N.H. Education Society's

N. H. COLLEGE, BRAHMHAPURI

POST GRADUATE DEPARTMENT OF COMMERCE

Skill Orientation & Innovative courses Unit

Certificate Course in Marketing Management (Course code: CCOM06)

Notice

Date-02/02/2022


All the students of UG Commerce are hereby informed that Certificate course in Marketing Management from 19-02-2022. Interested students can register their names on or before 18-02-2022 with Dr. V.V. Nagbhalakar.

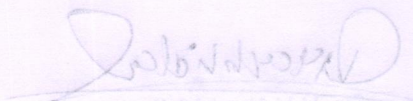
Course Highlights


- 30 hours Course
- Certificate will be awarded at the end of the Duly Completed Course
- Maximum 50 Students will be selected On First come first Basis
- Computer Lab facility can be availed by the students to learn marketing management.

Hotel - Registration Fees of Rs. 20/- will have to be paid at the time of Admission along with

Admission form.


Head of Department
Commerce & Management


Dr. V. V. Nagbhalakar
Coordinator


On. Principal
N.H. Education Society's College
Brahmapuri, Dist. Channarayana



Course Contents

- **Unit 1- Introduction to Marketing Management**
-
- **Unit 2- The marketing process**
-
- **Unit 3- Marketing Environment**
-
- **Unit 4-Understanding the Marketing-Information Systems**
-
- **Unit 5- consumer buying behaviour**
-
- **Unit 6- Business Buyer Behaviour**
-
- **Unit 7- Segmentation, Targeting and Positioning**
-
- **Unit 8-Product Management**
-
- **Unit 9-Pricing**
-
- **Unit 10-Distribution Management**
-
- **Unit 11- Promotion Management-Managing Non-Personal Communication Channels**
-
- **Unit 12-Personal Communication Channels**
-
- **Unit 13-Customer Relationship Management and Other Contemporary Issues**
-
- **Unit 14-International Marketing Management**

NEVJABAI HITKARINI COLLEGE BRAMHAPURI

POST GRADUATE DEPARTMENT OF COMMERCE

Skill Orientation & innovative courses Unit

**CERTIFICATE COURSE IN MARKETING
MANAGEMENT**

Course Code: CCCM06

Course Description:

Planning alternative marketing strategies is crucial to successfully managing a business enterprise. Students have the opportunity to learn marketing management techniques currently being used in the business environment which enables students to make better marketing management decisions.

Report

A certificate course in Marketing Management was organized during 19 Feb.2022 to 5 March 2022 in our college total 50 student participated in the program two hours class i.e. 11.30 am to 1.30 pm was taken on daily basis. On 5 march 2022, a concluding programme was conducted where principal, Dr. N.S.Kokode acted as a Chairperson of the program Dr.R.B.Meshram, Dr. T.K.Gedam, Dr.B.L.Lengure, Prof.A.S.Meshram and Dr. Dr. A.V.Khajgiwale were present on the dais. Students were given certificate

Program Outcomes

The marketing management concentration is designed to prepare students who are interested in a marketing and/or marketing management career. The Student of the marketing management concentration will be able to:

- Understand fundamental marketing concepts, theories and principles in areas of marketing policy; of market and consumer behavior; of product, distribution, promotion and pricing decisions.
- Understand the role of marketing as a fundamental organizational policy process.
- Analyze the interaction of marketing and environmental forces through an understanding of marketing decisions and practices with social, technological, economic, and political forces
- Apply the knowledge, concepts, tools necessary to understand challenges and issues of marketing in a growing international and global context.
- Appreciate the importance of cultural adaptation of international business and marketing through appraisal and critical analysis of the social, technological, political, legal and economic forces that affect business performance

Nevjabai Hitkarini College Bramhapuri

Department of English
Course Code:- UC ENG 01)
(2021-22)


Date : 06-04-22

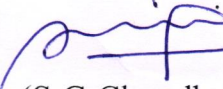
Notice

All the first-year students of UG (Arts and Commerce) are hereby informed that **“Certificate Course in Functional English”** is commencing from **11-04-22**. Interested students can register their names on or before **09-04-22** with Dr.S.G.Chowdhari, Dr.Y.N.Meshram or Prof.Vinayak Raut.

Course Highlights

- 60 Hour Course.
- **Certificate will be awarded at the end of the duly completed course.**
- Maximum 60 students will be selected on first come first basis.
- Language Lab facility can be availed by the students to learn communication skills and soft skills.
- Special emphasis on Spoken English.


(Dr.M.A.Sheikh)
Course Coordinator


(S.G.Choudhari)
Course Joint Coordinator

Principal

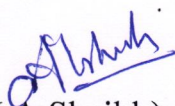
Nevjabai Hitkarini College, Bramhapuri
Certificate Course in Functional English

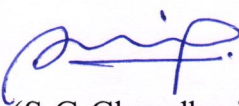
REPORT 2021-22

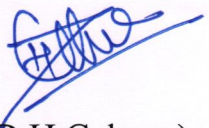
The classes of **Certificate Course in Functional English** were held from 11/04/22 to 18/05/22. The classes were engaged 02 hrs daily excluding holidays and thus the course was conducted for 60 hrs. Total 71 students were enrolled for the course. All the students appeared for the exam held during and at the end of the course. Mr M.A.Sheikh, Mr. S G Chaudhari, Mr. M.A.Pathade, Mr.Y.N.Meshram, Mr.Rumakant Tumde and Mr.Vinayak Raut engaged the classes. All the students passed in the course as follows :-

1. No. of students who secured A+ grade	=	05
2. No. of students who secured A grade	=	21
3. No. of students who secured B+ grade	=	45

Total	71
--------------	-----------


(M.A.Sheikh)
Course Co-ordinator


(S.G.Choudhari)
Course Jt.Coordinator


(Dr.D.H.Gahane)
Offg. Principal

Off. Principal
Nevjabai Hitkarini College
Bramhapuri, Distt. Chandrapur

NEVJABAI HITKARINI COLLEGE BRAMHAPURI

DEPARTMENT OF ENGLISH

CERTIFICATE COURSE IN ENGLISH VOCABULARY
BUILDING

(Course code :- CCENG02)

Course Description

Are you interested in building your vocabulary? Do you feel that your writing or your speaking vocabulary is below average? The purpose of "Vocabulary Building" is to gripe up your everyday vocabulary with words that you could use in everyday conversation.

A strong vocabulary will not only give you the tools to say and write exactly what you mean it can also help you on a job interview, communicate better with a doctor or your lawyer and certainly help you with school work. A good vocabulary makes you sound smarter, feel more assured and practically guarantees you'll be a better writer and speaker. The purpose of this vocabulary class is to gripe up your everyday vocabulary with words that you could use in everyday conversation. The class is not a beginning or advanced vocabulary course. It's that "in between" course where so many people's vocabulary skills fit. So if you're interested in expanding your vocabulary skills in a self-paced, no stress format where an instructor actually reviews and corrects your sentence writing, why not give it a try? Enrich your life by enriching your vocabulary.

Communication is how we use words to interact with each other. In order to become a successful communicator and to get ahead in life, you probably need to improve your vocabulary to sound composed and professional. Having the proper vocabulary makes you sound smarter and feel more assured, because the ability to say exactly what you mean, using and pronouncing essential words correctly, gives you power and status.

Most people don't want to think about memorizing boring vocabulary lists; and how are you supposed to remember 1,000 words in alphabetical order? And don't we all hate the idea of flash cards? How can anyone guess the words you most need to know? That would really be impossible. The words in this course are the kind of words that upper-middle school and high school teachers incorrectly assume that students already know. They are not too hard, not too easy.

Making an effort to improve your vocabulary can pay off in a number of important ways:

- Strengthening your writing skills

- Improving your public speaking presence
- You'll sound smarter
- Your confidence will soar
- Your horizons will be broadened

As long as you have middle to high school reading level and an earnest desire and commitment to learn, by the time you complete this course, you'll have a broader vocabulary and greater confidence in your written and verbal skills.

Across a total of 15 comprehensive lessons (complete with links, resources and other reading materials) you'll add nearly 200 new words to your working vocabulary. More than that, though, you'll be provided with a simple and effective way to add even more words by learning the essentials of reading in context.

In the end, your results are five-fold:

- To learn nearly 200 new words or phrases
- To unearth the secret of reading in context
- To know and use the words both in general conversation and in written sentences
- To establish a pattern of memorizing any new words you'll come across
- Increasing your confidence and comfort level when using new words.

Certificate Course in English Vocabulary Building

Syllabus

- Lesson 1: Read, Read & Read
- Lesson 2: Synonyms
- Lesson 3: Synonyms continued
- Lesson 4: Homonyms, Homophones & Homographs
- Lesson 5: Homonyms, Homophones & Homographs continued
- Lesson 6: Misleading Words
- Lesson 7: Misleading Words continued
- Lesson 8: Power Words
- Lesson 9: Power Words continued
- Lesson 10: Knowing Antonyms
- Lesson 11: Knowing Antonyms continued
- Lesson 12: Verbal Analogies
- Lesson 13: Verbal Analogies continued
- Lesson 14: More Vocabulary Building Exercises
- Lesson 15: More Vocabulary Building Exercises continued

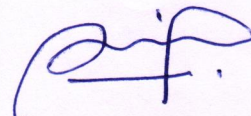
N H College Bramhapuri

Department of English

Certificate Course in English Vocabulary Building

Learning Outcomes:

- i) Students will be able to describe the best practices to build vocabulary
- ii) Students will be able to define and use synonyms
- iii) Students will be able to define and use homonyms and homographs
- iv) Students will be able to define and use words of foreign origin
- v) Students will be able to recognize misleading words
- vi) Students will be able to define and use power words
- vii) Students will be able to define and use antonyms
- viii) Students will be able to define and use verbal analogies
- ix) Students will be able to summarize vocabulary building exercises to use daily
- x) Students will be able to demonstrate mastery of lesson content at levels of 70% or higher.



Dr Sunil G Chaudhari
Course Co-ordinator

Nevjabai Hitkarini College, Bramhapuri

Certificate Course in English Vocabulary Building

REPORT 2021-22

It is a matter of immense pleasure that Certificate Course in English Vocabulary Building was introduced in the college from 2019-20 with the purpose to enhance students' vocabulary development skills and make them employable and competent enough in this ever-growing competitive era. This course was for all first-year students from any streams. The classes were held from 10/01/2022 to 27/01/2022 i.e. 15 days. The classes were engaged 1.5 hrs daily and thus the course was conducted for 23 hrs. Dr S G Chaudhari, Associate Professor in English and the Coordinator of this course has conducted the classes. Total 55 students were enrolled for the course. All the students appeared for the exam held during and at the end of the course. A formal concluding programme for the course was also organized by the students on 27/01/2022. It was presided over by Dr N S Kokode, Principal. Dr D H Gahane, Vice-Principal, Dr M A Sheikh, Head Department of English, Prof M A Pathade, Dr Y N Meshram, Dr Sunil Chaudhari, Coordinator of this course were prominently present on the dais. It was found that many students acquired vocabulary skill. Many of them used difficult and alternative words while writing their assignments and test papers. All the students passed in the course as follows:-

1. No. of students who secured A+ grade (above 90%)	-	05
2. No. of students who secured A grade (above 80%)	-	28
3. No. of students who secured B+ grade (above 70%)	-	18
4. No. of students who secured B grade (above 60%)	-	04
5. No. of students who secured C+ grade (above 50%)	-	00
Total		55

(Dr S. G. Chaudhari)

Course Co-ordinator


Dr D H Gahane

Principal
Nevjabai Hitkarini College
Bramhapuri, Distt. Chandrapur

N H College, Bramahpuri

2021-22

Department of English

Certificate Course in Spoken English

Course Code: CCENG03

Spoken English Course helps you lift your career, makes you successful in studies and gives you confidence in social and professional conditions. Spoken English Communicative approach is an idea that to learn English successfully. Students should have to communicate in language, in meaningful situation. Spoken English is the method and practice which is helpful in learning language. The course helps the students to communicate effectively with people using language functions. It is a thirty hours certificate course for the graduation students. This certificate course will develop students' awareness of practices in language use and their application to various contexts.

After completing this certificate student is able to make economical development through giving tuition classes, marketing based job as well as in call center. Spoken English helps in many fields like colleges, Universities, Language departments, Translation department, Tourism department, and Offices. This certificate course builds bridge between theory and practice of the methodology of English language. This course aims to develop writing, reading skills and English vocabulary. It is a systematic method for acquiring language proficiency. Business Communication in English is helpful to economical development as well as career building.

Out comes:

- a) Spoken English Course is the student centric activity.
- b) Spoken English course fills confidence in students.
- c) Students will learn language successfully.
- d) Language proficiency brings job opportunity.
- e) Communicative English is useful in making career.
- f) Spoken English Course helps to become good speaker.
- g) Appear interviews confidently.
- h) Communicate freely in different conditions.

Syllabus:

Grammar: Basic Grammar

Uses of Articles

Uses of Prepositions

Tenses: Present Tense, Past Tense, Future Tense

Transformation of sentences

Communicative Skills: Listening skills

Speaking skills

Reading skills

Writing skills

Situational Conversational skills

Vocabulary Building

N H College, Bramhapuri

Certificate Course in Spoken English

(Department of English)

Academic Year 2021-22

Annual Report


Department of English conducted Certificate Course in Spoken English. The Certificate Course in Spoken English is conducted during 3rd January 2022 to 19th January 2022. 30 students of B A III year class were enrolled for the course. . At the beginning of the session, notice for certificate course was displayed. After registration in the given time, students attended the course regularly.

This course focused on the grammar, sentence construction, transformation of sentences and pronunciation. Students have taken active participation in the grammar, pronunciation exercise session of the course. The assessment of the students has done according to the grading system. The examination was based on the grammar exercise and sentence construction.

In the objective examination and oral exam 20 students of the course obtained 'A' Grade and remaining have 'B' Grade, After successful completion of the course, Certificate of the course have been awarded to the students.

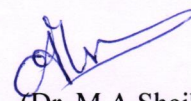
This Course was successfully conducted under the supervision of Prof. M A Sheikh , Head of the English Department . Principal Dr. N S Kokode guided for the completion of the course. Dr. Sunil Chaudhari, Dr. Yuvraj Meshram supported for its success.

Course Convener



(Milind Pathade)

Head



(Dr, M A Sheikh)



Off. Principal
Nejrabai Hitkarini College
Bramhapuri, Distt. Chandrapur

N H College, Bramhapuri
Certificate Course in Communicative English
Course Code – CCENG04
2021-22

Communicative approach is an idea that to learn English successfully. Students should have to communicate in language, in meaningful situation. Communicative approach is the method and practice which is helpful in learning language. The course helps the students to communicate effectively with people using language functions. It is a thirty hours certificate course for the graduation students. This certificate course will develop students' awareness of practices in language use and their application to various contexts. After completing this certificate course in Communicative English, candidates may work in fields like colleges, Universities, Language departments, Translation department, tourism department, offices. This certificate course builds bridge between theory and practice of the methodology of English language. This course aims to develop writing, reading skills and English vocabulary. Communicative approach is a systematic method for acquiring language proficiency. Communicative approach is helpful to economical development as well as career building. Communicative approach covers spoken and written form of language.

Out comes:

- I) Communicative approach is the student centric activity.
- II) Communicative English fills confidence in students.
- III) Students will learn language successfully.

- IV) Language proficiency brings job opportunity.
- V) Communicative English is useful in making career.
- VI) Communicative approach to become good speaker.

Syllabus:

Grammar: Basic Grammar

- i) Uses of Articles
- ii) Uses of Prepositions
- iii) Tenses : Present Tense, Past Tense, Future Tense
- iv) Transformation of sentences


Communicative Skills: Listening, Speaking, Reading, writing

Pronunciation: Basic spoken forms

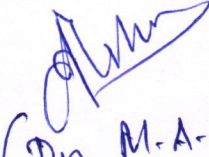
Pronunciation

Consonants

Vowels


(Dr. Y. N. Meshram)




(Dr. M. A. Sheikh)


Off. Principal
Nevjabai Hitkarini College
Bramhapuri, Dist. Chandrapur

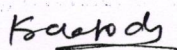
Minutes of the meeting and action taken

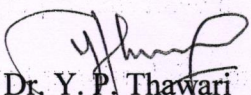
Following staff members were present for the meeting scheduled on 18th April 2022 at 10.00 am. aimed to discussed over various agenda related practical demonstration in **Certificate Course in Analytical Chemistry**.

Following decisions were taken and all the members present have accepted those decision,


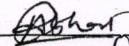
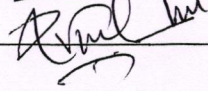
1. As per syllabus it was decided to carry out practical demonstration and it was decided to show the students all the instruments available in the department.
2. It was decided unanimously that at the end of the course there will be assessment examination on the basis of which grading will be given to the student.
3. It was also decided to provide certificate to the student who have passed the certificate course.
4. Minimum criteria for the passing certificate were kept 40% score in the final examination.

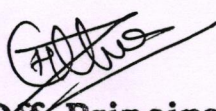
As there was no matter for further discussion, meeting comes to an end with vote of thanks.


Dr. K. S. Naktode
Course Coordinator


Dr. Y. P. Thawari
Head
Department of Chemistry
N. H. College, Bramhapuri

Name-

- 1) Dr. D. N. Urade ----- 
- 2) Mr. A. P. Pawar --- 
- 3) Mr. Alok Meshram--- 


Off. Principal
Nevjabai Hitkarini College
Bramhapuri, Distt. Chandrapur

Minutes of the meeting and action taken

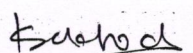
Following staff members were present for the meeting scheduled on 26th February 2022 at 2.30 pm. aimed to discussed over various agenda related to Certificate course which will be run by the department in the academic session 2021-22 .

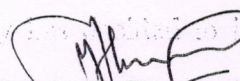
Following decisions were taken unanimously and accepted by present members below,

1. As per the demand of high-quality education present scenario changing toward skill-based courses, to fulfil this department of chemistry has decided to introduce new courses in this academic session.
2. In overview that courses related to enhancement of chemistry knowledge with that of curriculum, course has been decided to start.
3. The suggestions come from faculty members to conduct following courses in analytical chemistry,
4. The duration for course decided and it will be of 30 hours.
5. Interested students has to register for the course. After registration students will be allowed to classes as per time table allocated to respected teachers.
6. At the end of the course qualifying examination will be taken by respective coordinator.

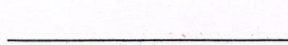
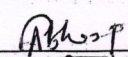
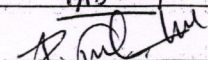
Following decisions were taken unanimously and accepted by present members below,


1. As per the demand of high-quality education present scenario changing toward skill-


Dr. K. S. Naktode
Course Coordinator
Department of Chemistry
N. H. College, Bramhapuri


Dr. Y. P. Thawari
Head
Department of Chemistry
N. H. College Bramhapuri

Name-

- 1) Dr. D. N. Urade ----- 
- 2) Mr. A. P. Pawar --- 
- 3) Mr. Alok Meshram--- 


Off. Principal
Nevjabai Hitkarini College
Bramhapuri, Dist. Chandrapur

Nevjabai Hitkarini College Bramhapuri

Department of Chemistry

Certificate Course

Analytical Chemistry

Syllabus

Unit I:

Basic Concept of Chemical Analysis

- Concept of elements, atom, molecules, Law of chemical combination, Dalton's atom. Atomic and molecular masses, mole concept & molar mass, percentage composition based on stereochemistry.
- Determination of normality and molarity of unknown solutions.
- Titrations, Indicator used in various titrations, Acid-Base titration, Complexometric titration, Precipitation and redox titration.

12L

Unit II:

A. Isolation & Purification Techniques, Experimental Methods, Vapour pressure, Distillation, Fractional distillation, Distillation under reduced pressure, Steam distillation, Drying of liquid substance.

B. Analytical Separation Techniques

Thin layer Chromatography, Paper Chromatography, Column Chromatography, Solvent extraction and ion exchange.

12L

Unit III:

Instrumentation

Electronic Melting Point apparatus, p^H Meter, Conductivitymeter, Potentiometer, Colorimeter, Spectrophotometer, G.C., HPLC.

12L

Unit IV:

A. Isolation & Purification Techniques, Experimental Methods, Vapour pressure, Distillation, Fractional distillation, Distillation under reduced pressure, Steam distillation, Drying of liquid substance.

B. Analytical Separation Techniques

Thin layer Chromatography, Paper Chromatography, Column Chromatography, Solvent extraction and ion exchange.

12L

N.H.COLLEGE, BRAMHAPURI
DEPARTMENT OF CHEMISTRY
CERTIFICATE COURSE IN
FERTILIZER AND PESTICIDES
SYLLABUS

UNIT-I

Fertilizers

1. Introduction
2. Fertilizers
3. Classification of Fertilizers
4. Use of Fertilizers

UNIT-II

1. Effects of fertilizers on soil
2. fertilizers as pollutants
3. Prevention and control

UNIT-III

Pesticide

1. Introduction
2. pesticides
3. Types of Pesticide
4. Use of Pesticide

UNIT-IV

1. Effects of pesticides on soil
2. Pesticides as pollutants
3. Prevention and control

REFERENCES:

1. Comprehensive Industrial Chemistry by Dr. P. More
2. Fundamental concepts of Applied Chemistry by J. Ghosh
3. Fundamental concepts of Environmental Chemistry, Dr. G.S. Sodhi, Alpha Science International Ltd,
4. Environmental Chemistry by Baird Published by W. H. Freeman
5. Environmental Chemistry by Stanley E. Mahanan Published by Lewis Publishers
6. Soil Pollution by Dinesh Mani S. G. Misra, A.P.H Publishing

PRACTICAL

1. To Study the presence of insecticides or pesticides (Nitrogen Containing) in various fruits and vegetables
2. Estimation of calcium in calcium ammonium nitrate fertilizer

REFENCES:

1. Engineering Chemistry By B.K.Sharma , Goel Publication
2. Engineering Chemistry By S.Nagarajan, Vikas Publication
3. Industries Chemistry BY E.Stocchi, Ellis Horwood Ltd.UK

OBJECTIVE:

1. Learn about fertilizers and its adverse effects on soil due to its excessive use.
2. Gain knowledge of the pesticides and its effects on soil and environment.
3. Analyze the prevention and control measures of using fertilizers and pesticides.

DISTRIBUTION OF MARKS FOR PRACTICAL AND THEORY:

1. THEORY	
Que. A. MCQ -----	20 Marks
Que. B. Descriptive.....	10 Marks
Total30 Marks
2. Practical	
Practical	20 Marks

**N. H. COLLEGE, BRAMHAPURI
DEPARTMENT OF CHEMISTRY**

**CERTIFICATE COURSE IN
PERFUME EXTRACTION**

SYLLABUS

[15 Hours]

UNIT-I

1. Introduction
2. Types of raw materials (naturals, isolates, synthetics)
3. Fragrance vocabulary & Olfactive descriptors
4. Smelling session (blind test –by contrast)

UNIT-II

1. Classification of perfume
2. Substances that can be used for Perfume extraction
3. Fundamentals of perfumery practice from ingredients to production
4. Perfume preparation with Alcohol and Oil base and from Essential Oils & Flowers

UNIT-III

1. Perfume Extraction Method
2. Basic Alcoholic Perfumes
3. Functional perfumes
4. Use of Perfumes

UNIT-IV

1. Fragrance selection, stability and Testing
2. Environmental safety and industrial network
3. Manufacturing and Packaging processes of Perfumes
4. Marketing Strategies

REFERENCES:

1. Perfumes, fragrances and flavors: Their formulation and preparation with an introduction to the physical aspects of odour and selected syntheses of aromatic chemicals. Whiting, NJ: Novox.
2. A formulary of perfumes preparations. New York: Chemical Publishing company.
3. A compact history of face powder containers. Winchester: Mike Ashton. Soil Pollution by Dinesh Mani S. G. Misra, A.P.H Publishing
4. The artifice of beauty: A history and practical guide to perfumes and cosmetics. Phoenix Mill, Gloucestershire: Sutton Publishing.
5. Perfumes, cosmetics and soaps with special reference to synthetics (7th ed., Vols. 1-3). London: Chapman & Hall Ltd.
6. Analysis of Taste and Aroma by John F
7. Perfume Packaging & Labeling Rules and Regulations Handbook
8. The definitive guide to strategic content marketing by Lazar Dzamic and Justin Kirby
9. Essence and Alchemy: A Natural History of Perfume Paperback by Mandy Aftel

PRACTICAL

[15 Hours]

1. Distillation of alcohols
2. Distillation of essential oil
3. Aromatic Plants- Production & Developments Extraction of oil at field distillation unit.
4. Analysis of essential oil
5. Fragrance & Flavour – Raw materials & classifications
6. Nose test and Tongue Test
7. Familiarization with fragrant raw materials
 - i) Natural origin
 - ii) Synthetic origin

REFERENCES:

1. Essential oil vol I by Guanter
2. Perfumes soaps & cosmetics by Poucher.
3. Perfumes, flavours & Essential oils, Industries SBP Board
4. Manufacture of perfumes, cosmetics and detergents by Prasad.
5. Cosmetics Science & Technology by Sagarin.

OBJECTIVE:

1. To identify the major raw materials used in perfume-making.
2. To learn about outline the fragrance families and classification.
3. To understand and apply the chemistry of the aromatic compounds in perfume-making
4. To gain the knowledge of perfumes and its marketing value.

DISTRIBUTION OF MARKS FOR PRACTICAL AND THEORY:

1. THEORY	
Multiple Choice Questions	30 Marks
2. Practical	
Practical	20 Marks
Total	50 Marks

Nevjabai Hitkarini College, Bramhapuri
Department of Chemistry
Certificate course in Food Adulteration

SYLLABUS

UNIT – I

3 hours

1. Food adulteration – Introduction of Food adulteration, definition. New adulterants in foods.
2. Historical Food legislation in India; Central food laboratory, Municipal laboratories.

UNIT-II

FOOD ADDITIVES :

6 hours

Classification, nature and characteristics and use of additives in food such as antioxidants, chelating agents, coloring agents, curing agents, emulsions, flavors and flavor enhancers, flour improvers, humectants and anti caking agents, nutrient supplements, non-nutritive sweeteners, pH control agents, stabilizers and thickeners. Raising agents – types and their role in food processing. artificial colors Artificial flavors

UNIT-II

ADULTERATION

6 hours

Definition Types of adulterants- intentional and incidental adulterants, methods of detection. Health hazards and risks. Detection of common food adulterants in (theoretical aspects) i. Spices ii. Grains iii. Coffee iv. Tea v. Oil fats vi. Food colours vii. Milk. Aspects of food safety- HACCP, GMP, role of FDA, Agmark, ISI

PRACTICAL

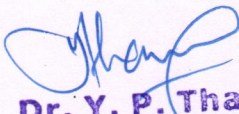
15 hours

1. To test the presence of adulterant in given sample of sugar.
3. To test the purity of given sample of oil or fat.
4. To test the presence of vanaspati ghee and starchy matter in given sample of pure ghee.
5. Food adulteration: Substance adulteration test for coffee, edible oils, ghee, soji, cumin, cinnamon, milk
6. Determination of common food adulterants by simple tests.
7. Study of common food adulteration in turmeric powder and chili powder.
8. To test the presence of water and starch in given sample of milk.

CERTIFICATE COURSE ON "FOOD ADULTERATION"

Course Highlights

Course Level	: Certificate Course
Duration	: 30 Hours
Examination Type	: Objective
Eligibility	: Qualified 10+2 examination in any relevant stream
Admission Process	: First come first serve basis
Opportunities	: Despite the fact that food processing industry in India is at developing stage, it offers exponential career opportunities to trained professionals in food processing as there are nearly 500 million middle and upper class consumers and food processing companies do not want to miss the opportunity. Moreover, the Ministry of Food Processing Industries has ambitious plan to set up more than 500 food parks across India in every parliamentary constituency so that a real food revolution can be brought about and employment can be generated. With aptitude to work and requisite skills one can find employment in companies, food research laboratories, catering companies, food wholesalers, hospitals, restaurants etc. Higher education and special qualification helps in getting attractive position within the food processing sector. Qualification in home science and specializations in food technology, nutrition or food services management can help you climb up the ladder in the industry. Similarly, certification in dietetics, applied nutrition, food science and preservation helps candidates advance in career.
Top Recruiting Companies	: Amul, ITC Limited, Parle Products Pvt Ltd, Godrej Industrial Limited, Dabur India Ltd, PepsiCo India Holdings, Hindustan Lever Limited, Gits Food Products Pvt Ltd, Haldiram, Balaji food products, Mother dairy etc.
Job Position	: Food Analyst, Research Scientists, Quality Control Food technologists etc.


Dr. Y. P. Thawari
Head
Department of Chemistry
N. H. College, Bramhapuri

Nevjabai Hitkarini College, Bramhapuri

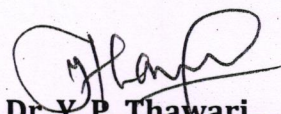
Department of Chemistry

Certificate Course in Food Adulteration

Course Outcomes

After completion of this course students are able

1. To understand the basic concept of Food Adulteration.
2. To know the effect of adulterant on food quality and its impact on human health.
3. To understand use of additives in food such as antioxidants, chelating agents, colouring agents, curing agents, emulsions, flavours and flavour enhancers, flour improvers in food types and their role in food processing.
4. To understand the different Types of adulterants like intentional and incidental adulterants and methods of detection. etc.
5. To test the presence of adulterant in given sample of sugar, oil or fat, coffee, edible oils, ghee, soji, cumin, cinnamon, milk etc.


Dr. Y. P. Thawari
Course Coordinator
Department of Chemistry
N. H. College, Bramhapuri

Nevjabai Hitkarini College, Bramhapuri

Certificate Course for BSc.I Students

Dept. of Marathi

Subject- Marathi

Course Code : CCMAR01

Session 2021-22

Course name :- व्यावहारीक मराठी स्वरूप व भूमिका अभ्यासक्रम

Certificate Course & objective :-

बी.एस्सी. प्रथम वर्षातील विद्यार्थ्यांना अभ्यासात मराठी विषयाचे सखोल व्यावहारीक ज्ञान मिळण्याच्या हेतूने या कोर्सची निर्मिती करण्यात आली. विद्यार्थ्यांतील आत्मविश्वास वाढवून साहित्याची त्यांच्यात आवड निर्माण व्हावी. यासाठी दुसऱ्या सत्रात प्रमाणपत्र कोर्सचे आयोजन करण्यात आले.

Design :-

बी.एस्सी प्रथम वर्षातील विद्यार्थ्यांत अभ्यासात प्रगती हेतूने 15 दिवसीय कोर्सची निर्मिती करण्यात आली. या 15 दिवसात सर्टिफीकेट कोर्समध्ये एकूण 30 तासांचे मार्गदर्शनाचे आयोजन करण्यात आले. अभ्यासात सामान्य गती असणाऱ्या एकूण 30 विद्यार्थ्यांना प्रगती पथावर आणण्याच्या हेतूने या कोर्सच्या अभ्यासक्रमाची निर्मिती करण्यात आली.

Syllabus :- बी.एस्सी प्रथम वर्षातील विद्यार्थ्यांसाठी व्यावहारीक मराठी स्वरूप व भूमिका अभ्यासक्रम

- 1] व्यावहारीक मराठी 2] व्यावहारीक मराठी : स्वरूप
- 3] व्यावहारीक मराठी : भूमिका 4] व्यावहारीक अभ्यासक्रमाची गरज
- 5] मराठीची व्यवहारक्षेत्रे 6] बातमीलेखन, अग्रलेख, वृत्तांतलेखन, प्रासंगिक लेखन
- 7] जाहीरातलेखन, सारलेखन, भाषांतरलेखन 8] कार्यालयीन कामकाजात मराठीला वाव 9] भाषा प्रभावी संवाद माध्यम 10] भाषिक संवाद व्यवहार 11] भाषिक संवाद व्यवहाराची माध्यम
- 12] माध्यमे— लेखन, वाचन 13] माध्यमे— श्रवण, भाषण 14] मराठी शुद्धलेखन
- 15] व्यावहारीक मराठीची उपयोगिता

Pankhade
Dr. P. D. Wankhade

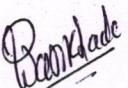
Nevjabai Hitkarini College, Bramhapuri
Certificate Course in Functional Marathi

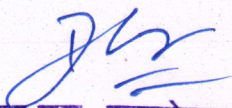
(Under UGC Sponsored Career Oriented Programme)

REPORT 2021-22

The classes of Certificate Course in Functional Marathi were started from 02/02/2022 to 18/02/2022 i.e. 15 days. The classes were engaged 2 hrs daily and thus the course was conducted for 30 hrs. P.D.Wankhade, Assistant Professor in Marathi and the Coordinator of this course has conducted the classes. Total 50 students appeared for the exam held during and at the end of the course. It was presided over by Dr. D.H.Gahane, Off.Principal, Dr.D.L.Khanorkar and Prof. P.D.Wankhade, Coordinator of this course were prominently present on the dais. At the end of the program students shared their views on how they get benefitted through this course. All the students passed in the course as follows:-

1. No. of students who secured A+ grade (above 90%)	-	30
2. No. of students who secured A grade (above 80%)	-	10
3. No. of students who secured B+ grade (above 70%)	-	08
4. No. of students who secured B grade (above 60%)	-	02
5. No. of students who secured C+ grade (above 50%)	-	<u>00</u>
Total		<u>50</u>


(Dr. P.D. Wankhade)


प्रा.धनराज एल. खानोरकर
मराठी विभाग
नेवजाबाई हितकारिणी महाविद्यालय
ब्रम्हपुरी. जि. चंद्रपूर. (म.रा.)


Off. Principal
Nevjabai Hitkarini College
Bramhapuri, Distt. Chandrapur

प्रमाणपत्र अभ्यासक्रम (Course Certificate)

बी. ए. द्वितीय वर्ष 2021-22

विषय : मराठी भाषेतील वकृत्व शैली

अहवाल

नेवजाबाई हितकारिणी महाविद्यालय, ब्रम्हपुरी बी. ए. द्वितीय वर्षातील विद्यार्थ्यांकरिता मराठी भाषेतील वकृत्व शैली या विषयावर प्रमाणपत्र अभ्यासक्रमदिनांक - ०२/०२/२०२२ ते १८/०२/२०२२ या दरम्यान तयार करून ३० तासिकांमध्ये विभागी करून विद्यार्थ्यांकरिता वकृत्व शैली विकसित करण्यासाठी सदर अभ्यासक्रमाची निवड करण्यात आली. या अभ्यासक्रमात ५० विद्यार्थ्यांची नोंदणी करण्यात आली. सदर अभ्यासक्रम हा नियमित अभ्यासक्रमां व्यतिरिक्त विद्यार्थ्यांच्या व्यक्तिमत्व विकासाकरिता व विद्यार्थ्यांच्या सुप्त कला गुणांना वाव देवून निर्भीडपणे आपल्या विचारांना व्यक्त करण्याची संधी या अभ्यासक्रमाद्वारे झाली आहे.

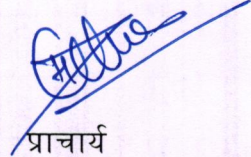
या अभ्यासक्रमात सहभागी झालेल्या विद्यार्थ्यांचे अभिप्राय घेतले असता अशा अभ्यासक्रमाची गरज दिसून आली. विद्यार्थ्यांमध्ये व्यक्तिमत्व कौशल्य गुण विकसित करण्यासाठी श्रवण-वाचन-लेखन व भाषण हे कौशल्य विकसित करण्यासाठी "मराठी भाषेतील वकृत्व शैली" या प्रमाणपत्र अभ्यासक्रमाचा विद्यार्थ्यांना फायदा नक्की झालेला आहे. विद्यार्थी अभ्यासक्रमात आवडीने सहभागी होऊन आकलन व आत्मसात करीत होते, त्यामुळे या परीक्षेत विद्यार्थी A श्रेणी ते B श्रेणीत अधिक विद्यार्थी उत्तीर्ण झाले. काही विद्यार्थी C श्रेणीमध्ये काही विद्यार्थी उत्तीर्ण केलेत, या प्रमाणपत्र अभ्यासक्रमात विद्यार्थ्यांना वकृत्व शैली प्रभावीपणे विकसित करण्यासाठी फायदा झालेला आहे असे दिसून येते.

धन्यवाद !



प्रमाणपत्र अभ्यासक्रम संयोजक

(डॉ. प्रकाश पी. वट्टी)



प्राचार्य

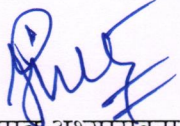
ने. हि. महा. ब्रम्हपुरी

Off. Principal

Nejabai Hitkarini College
Bramhapuri, Dist. Chandrapur

Outcome Course:-

1. बी.ए द्वितीय वर्षातील विद्यार्थ्यांना मराठी भाषेतील वकृत्व शैली अवगत होते.
2. विद्यार्थी प्रभावी वकृत्व शैली यांच्यात पारंगत होतात.
3. विद्यार्थ्यांना वकृत्व शैली बदलचा ज्ञान प्राप्त होतो.
4. विद्यार्थी समारंभात प्रभावी व निर्भीडपणाने बोलण्यास शिकतो.



प्रमाणपत्र अभ्यासक्रम संयोजक
(डॉ. प्रकाश पी. वट्टी)



Off. Principal
ने. वि. महा. ब्राम्हपुरी
Bramhapuri, Dist. Chandrapur

Nevjabai Hitkarini College, Bramhapuri

DEPARTMENT OF BOTANY

Web Site: [http://sites.google.com/view/department of botany](http://sites.google.com/view/department%20of%20botany)

Email: botany.nh@gmail.com

MS. Nilima U. Rangari, Assistant Professor & Head

SESSION 2021-22

CERTIFICATE COURSE IN GARDENING

Course code- CCBOT01

COURSE OBJECTIVES

- To provide basic and practical knowledge on management of nursery.
- To impart hands on training on the commercial methods of propagation.
- To equip the students on management of commercial nurseries.

DURATION:

Three months (30 hours) (Class room/ lecture / practical/ field visits)

Total Marks – 50 Passing Marks- 20

MEDIUM OF INSTRUCTION:English

ELIGIBILITY:

Minimum qualifications of class XII pass and above.

Learning Outcome:

After completion of the course student will be able to-

- Understand the process of sowing seeds / propagation techniques to grow a plant.
- List the various basic materials & resources required for the development of a plant.
- Distinguish among the different methods of growing plants.
- Analyse the process of Vegetative propagation.
- Appreciate the diversity of plants and selection of gardening.
- To be able to cultivate different vegetables as microgreens & select oxygen donors of indoor

SYLLABUS CERTIFICATE COURSE IN GARDENING

Unit I

1. Gardening: Definition, objectives and scope and art of growing plants. Understanding plants and their needs
2. Soil types & requirements, mineral nutrition, mineral deficiencies, Types of fertilisers /manures, watering methods, gardening tools.
3. **Practicals:** Soil analysis– pH, Water holding capacity, composition, by mechanical methods. Identification of various gardening tools, enlisting simple fertilisers & manures used in gardening.

Unit II

1. Methods of propagation by seeds: Structure and types-Seed dormancy, causes and methods of breaking dormancy.
Seed storage- Seed banks, factors affecting seed viability, sowing of seeds and raising seedlings. Transplanting of seedlings-methods & precautions.
2. Vegetative propagation as a method for garden plants – air-layering, cutting, selection of cutting, collecting season, treatment of cutting, rooting medium and planting of cuttings.
3. Hardening of plants – technique & applications. green house -mist chamber, shed root, shade house & glasshouse.
4. **Practicals:** Kitchen Gardening, Seed germination methods

Unit III

1. Gardening: definition, objectives and scope Plant Components of a garden with appropriate locations – Herbs, Shrubs, Climbers, Trees, Seasonal flowers and bulbous plants, Trees, shrubs, climbers & creepers, Hanging plants, ferns, orchids and bromeliads, Cacti and other succulents etc.

Practicals – Understanding & application of Indoor gardening.

Unit IV

Different types of gardening- landscape and home gardening-parks and its components– Edges, Hedges, Topiaries, Arches, Pergolas, Lawn, Water bodies and aquatic plants, plant materials and design.

Practical: Introduction to computer applications in landscaping.

Garden planning on paper– Public Garden/ Private Garden

Suggested Readings:

1. Complete Gardening India - K.S.s Gopaldaswamiengar
2. Gardening in India - Bose T. K. and Mukherjee
3. Design Elements of Landscape Gardening - Nambisan K.M.P.
4. Text-Book of Horticulture - Rao K. M.
5. Fruits-topical and sub-tropical - Bose, T.K. and Mitra, S. K.
6. Vegetables - Chaudhary, B.
7. Floriculture in India - Randhawa, G.S. & Mukhopadhay. A.

ASSESSMENT MECHANISM

Continuous Evaluation, Theory and Practical (Virtual or InLab) and Assignments

- ❖ **Total duration of Course - 30 hrs**
- ❖ **Lecture/ Practical / videos - 24 hrs**
- ❖ **Internal Evaluations - 2 hrs (30min/unit)**
- ❖ **Assignments to students/expt. At home - 4hrs.**

Nevjabai Hitkarini College, Bramhapuri

DEPARTMENT OF BOTANY

Web Site: <http://sites.google.com/view/departmentofbotany>

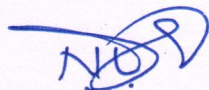
Email: botany.nh@gmail.com

SESSION 2021-22

CERTIFICATE COURSE IN GARDENING

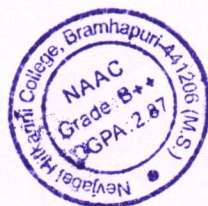
REPORT 2021-22 (Course code- CCBOT01)

It is a matter of immense pleasure that Certificate Course in Gardening was introduced in this college from 2021-22. Nursery is a place where planting material, such as seedlings, saplings, cuttings, etc., are raised, propagated and multiplied under favourable conditions for transplanting in prepared beds. This course was for all UG and PG student from any Faculty. The classes were held from 1/03/2022 to 01/04/2022 i.e. 15 days. The classes were engaged 90 min. daily and thus the course was conducted for 30 hrs. Prof. Nilima U. Rangari, Assistant Professor & Head, Department of Botany the Coordinator of this course has conducted the classes and practicals. One day excursion tour organised by Botany Department in "Om Nursery" at Pardgaon for exploring knowledge in field of gardening. Total 30 Students were enrolled for the course and all enrolled students appeared for the exam held during and at the end of the course. A formal concluding programme for the course was also organized by the students on 5/04/2022. It was presided over by Dr. N. S. Kokode Principal, Prof. G. N. Kela Member of N. H. Bhaiya education Society, Vice Principal. Prof. D. H. Gahane, Prof. Nilima U. Rangari, were prominently present on the dais. It was found that their performance was really satisfying and student learnt lots of details from the course and decided do much more in this field.



(Ms. Nilima U. Rangari)

Course Co-ordinator



Principal

N. S. Kokode Principal
Nevjabai Hitkarini College
Bramhapuri, Distt. Chandrapur