



ESTD. 1983



Rayat Shikshan Sanstha's

Shripatrao Kadam Mahavidyalay, Shirwal

Dr. Patangrao Kadam Educational Complex

Reaccredited at the 'B' level with CGPA of 2.73

Tal. Khandala, Dist.Satara.Phone : (02169) 245229

Email : skmshirwal@yahoo.com, Website : www.skmshirwal.in

SHORT TERM COURSES



Tally

Power of Simplicity



PROSPECTUS

Features of the College :

- Highly qualified and well experienced teaching Staff.
- Language laboratory.
- Competitive Examination guidance centre.
- National Cadet Corps (N.C.C.).
- Ladies Hostel.
- Green and attractive campus.
- Well equipped Gymnasium.
- Various skill-based short-term courses.
- Economic Assistance to poor and needy students.



SHORT TERM COURSES - INDEX

Sr. No.	Title of the Course	Duration	Contact Hours	Fees	Target Group
1.	Spoken English	3 Months	120	1000	B.A. & B.Com. Part 1
	Information Technology	3 Months	120	1000	B.A. & B.Com. Part 1
2.	Human Rights Foundation Course	3 Months	120	500	B.A. Part 2
	Creative Writing	2 Months	40	500	B.A. Part 3 English
	Modern Banking	2 Months	40	500	B.A. Part 3 Economics
3.	Translation	3 Months	40	500	B.A. Part 3 Hindi
	Modi Script Certificate Course	2 Months	20	500	B.A. part 3 History
	Orthography and Proofreading	2 Months	50	500	B.A. Part 3 Marathi
4.	Smart Tally	3 Months	100	2300	B.Com. Part 2 4 250
	Tally Professional	6 Months	180	4600	B.Com. Part 2
5.	Logistic Management	6 Months	120	1000	B.Com. Part 3

LOGISTIC MANAGEMENT

Duration : 6 Months

Objectives : The Student should understand the importance of inventory management in relation with supply chain and logistics management and the domestic logistics operations.

Syllabus **Unit 1. Introduction to logistic management concept**, Significance, Types of logistics, Goods, Services and Information, Principles of Logistics Excellence.

Unit 2. Supply chain Management - Nature, concept and Importance of understanding the supply chain, need of supply chain, role of Manager in supply chain.

Unit 3. Inventory Management - Concept, types of inventory, cost of inventory Record, Inventory control techniques.

Unit 4. Domestic Logistics -Road Transportation, types of vehicles, types of loads, vehicle running cost, vehicle standing cost, overhead cost, and costing the transport operation.

Target Group : B.Com. Part 3

Fee : Rs. 1000/-



CREATIVE WRITING

Duration : 2 Months

Timetable : Wednesday, 1 Lecture in week (12.00 to 2.00)

Syllabus : Forms of Literature

1. Novel
2. Short story
3. Drama
- a. Theory
- b. Practical
4. Script writing & film making.
5. Street play, one-act play etc.
6. Script writing for anchors.
7. Script writing for radio jockey.
8. Visit to FTII

Objective : 1. To make acquaint with forms of Literature
2. To make able to construct concerned forms.
3. To develop the creativity among the students.

Target Group : B.A. III Dept. of English

Fee : Rs. 500/-



HUMAN RIGHTS FOUNDATION COURSE

Objectives : To impart to the Students a general idea of the principal aspects of Human Rights and duties.
To inculcate Human Values among the students.
To Sensitize the Students about Human Rights and duties.

Syllabus : **Unit-I** Conceptual Background of Human Rights and Duties. Philosophical and Historical Perspectives. International Human Rights Standards.

Unit-II Evolution : Independence movement, making of the constitution

Unit-III Indian Constitution

Unit-IV Enforcement and Protection mechanism of Human Rights in India.

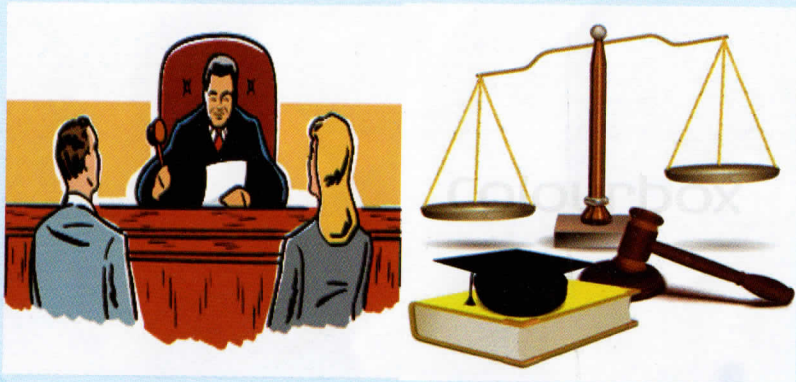
Information Media Woman Children and Disadvantaged Groups.

Importance of Internalizing human Rights and Duties.

Importance of Human Rights Values, Urgent need of Human Right and Needs, Self inculcation, other rights Respects and Human dignity.

Duration : 3 Months / 120 contact Hours
(Lectures - 90, Field work - 10, Project work - 10, Group Discussion - 5, Evaluation - 5)

Fee : Rs. 500/-



CERTIFICATE COURSE IN SPOKEN ENGLISH (COC)

Duration : 3 Months

Schedule : Monday, Wednesday, Friday
Two hours (11.45 am. to 1.45 pm.)

Syllabus : **Paper-I Phonology of English -**

1. Phonemes : Consonants, Vowels and Diphthongs.
2. Phonetics transcription of words and sentences.
3. Syllables and CVC pattern.
4. Rules for word accounts.
5. Weak forms and strong forms.
6. Account patterns in connected speech.
7. Intonation : Rising tone. Falling tone etc.

Paper II Conversation in English

A) Patterns :

- 1) Greeting
- 2) Introducing our self
- 3) Invitation
- 4) Making Request
- 5) Expressing gratitude
- 6) Complimenting and Congratulating
- 7) Expressing Sympathy
- 8) Apologizing
- 9) Asking for information
- 10) Speaking permission
- 11) Complaining and expressing regret

Paper III Basic English Grammar

- 1) Parts of speech and their uses.
- 2) Word formation
- 3) Tenses and their Uses
- 4) Articles and their uses
- 5) Types of sentences and sentence patterns.
- 6) Synonyms and their uses.

- Objectives**
- 1) To acquaint the students with the phonological structure of modern English.
 - 2) To improve communicative competence of the Students.
 - 3) To enable the Students to converse in their life situation.
 - 4) To train the students to use English for the practical purpose.
 - 5) To acquaint learner with the modern English Usage.

Target Group : B.Com Part-I & B.A. Part-I

Fee : Rs. 1000/-

A) Smart Tally - Module 1 and 2
B) Tally Professional - Module 1, 2, 3, and 4

Duration : 3 Months / 6 Months

Objectives : 1. To make aware with Tally as a accounting software widely used in business world.
2. To get the job in Accounts Department in any institution and Organization.

Syllabus : **Module 1- Non Trading Organization**

business organizations - accounting on computers-Tally fundamentals- Processing transactions in Tally-ERP 9-Taxation in Tally-ERP 9

Module 2 - Trading Organizations

Purchases and sales - Overview of Tally - ERP 9 - Advanced Accounting Features - Advanced Inventory Features - Taxation in tally - ERP 9 - Accounting, Inventory and statutory reports.
Module 3 - Manufacturing Organizations
Purchase and sales - getting functional with Tally - ERP 9- advanced stock transactions- statutory features - technical advantages of Tally - ERP 9

Module 4 - Display and Reporting

Management and control systems - Reports and generations - system administration and utilities - technical advantages of tally - ERP 9 - printing in Tally - ERP 9 - Finalisation of accounts.

Target Group : B.Com. Part - 3

Fee : Smart Tally - Rs. 2300/-

Tally Professional - Rs. 4600/-

Tally

Power of Simplicity

MODI SCRIPT CERTIFICATE COURSE

Duration : 2 Months

Objectives : 1. To make students familiar with Modi script.
2. To make students familiar with Modi script documents.
3. To enable students to read and write Modi

Syllabus 1. Modi Alphabets
2. Sentence Building
3. Translation
4. Letter Writing

Target Group : B.A. Part 3

Fee Rs. 500/-



शुद्धलेखन व मुद्रित शोधन

कालावधी २ महिने सकाळी (११.४५ ते १२.४५)

उपयोगिता १. प्रमाण मराठी भाषेचे महत्त्व पटवून देणे.

२. प्रमाण मराठी भाषेचा प्रचार व प्रसार करणे.

३. भाषा अभ्यासाचे महत्त्व पटवून देणे.

४. शब्द संपत्तीची वृद्धी व संवर्धन करणे.

५. प्रमाण मराठीचा दर्जा टिकवून लेखन आणि संवादासाठी प्रयत्न करणे.

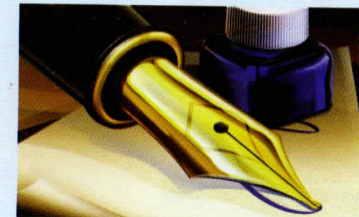
पाठ्यक्रम : १. शुद्धलेखनाचे नियम.

२. मुद्रित शोधन.

३. शुद्ध-अशुद्ध शब्द शोधणे.

वर्ग बी.ए. भाग ३

फी रु. ५००/-



MODERN BANKING

Duration 2 Months (1st Aug. to 30th Sept. 2016)
Contact Hours - 40

Objectives

1. Student should know the theory and banking operating after completing the course.
2. They will get the sufficient practical knowledge of banking transaction so as to get job opportunities.

Syllabus

1. Introduction - Meaning and definition of banking - function of Bank.
2. Banking principles, Liquidity, profitability and security, New trends in Banking, E-Banking, CPRE Banking, ATM, Credit, Card Kisan, Credit card and Dmat, Account.

Applied Banking Opening, Operating and Closing of the Bank account, Bank and customer relations, D.D., T.T., M.T., Transactions

Target Group : B.A. Part - 3
Fee : Rs. 500/-



अनुवाद लघु पदविका कोर्स

कालावधि : ३ महिने, आठवड्यातून ३ व्याख्याने

उपयोगिता : मुलांना नोकरी व व्यवसायाठी उपयुक्त

पाठ्यक्रम

१. अनुवाद महत्त्व एवं उपयोगिता
२. अनुवाद का अर्थ परिभाषा एवं स्वरूप
३. अनुवाद की प्रक्रिया
४. अनुवाद के प्रकार
५. अनुवाद के तत्त्व
६. अनुवाद के साधन
७. अनुवादक के गुण
८. अनुवाद की समस्याएँ

वर्ग : बी.ए. भाग - ३ (हिंदी विभाग)

फी : रु. ५००/-

Facilities Available :

- Library
- Book Bank Scheme
- Computer Centre
- Canteen and cafeteria
- Health Centre
- Parking (free of cost)
- Auditorium
- Remedial Coaching
- Earn and Learn Scheme
- U.G.C. Career Oriented Courses
- Placement Cell
- Parent Teacher Scheme



Rayat Shikshan Sanstha's
Shripatrao Kadam Mahavidyalaya, Shirwal
Year wise Statistics for Certificate Courses

S.N.	Name of the Course	2015-16	2016-17	2017-18	2018-19	2019-20	Total
1	Grammar and Orthography	24	10	14	8	9	65
2	Soft Skills	49	58	154	294	62	617
3	Modern Banking	20	17	10	10	11	68
4	Tally	48	83	59	25	76	291
5	Computer Hardware and Networking (BCA-I)	28	10	23	45	19	125
6	Cyber Law and Security (BCA-II)	14	22	8	21	24	89
7	Web Technology (BCA-III)	12	10	20	10	16	68
8	Spoken English	139	107	70	128	42	486
9	Logistic Management	48	58	40	47	63	256
10	Creative Writing	15	8	10	16	10	59
11	Anuwad	28	25	28	25	0	106
12	Modi	51	7	12	8	0	78
13	Human Rights	18	19	0	0	0	37
14	Value Education	0	70	0	0	0	70
15	Tourism in History	0	0	0	0	12	12
16	Anchoring (Nivedan Kala- Translation)	0	0	0	0	30	30
Total		494	504	448	637	374	2457