

Chanda Shikshan Prasarak Mandal's

Janata Mahavidyalaya, Chandrapur

1.1.2

**Syllabus copy of certificate/Diploma Program
Yearly Report and List of students**

Department	Name of the Certificate/Diploma introduced in last five years	Year of introduction
English Commerce	1. Short term course in Spoken English	2014-15
	2. Certificate course in Banking and Insurance	
English Commerce	1. Short term course in Spoken English	2015-16
	2. Certificate course in Banking and Insurance	
English Commerce	1. Short term course in Spoken English	2016-17
	2. Certificate course in Banking and Insurance	
English Commerce	1. Short term course in Spoken English	2017-18
	2. Certificate course in Banking and Insurance	
Computer Sci. Physics Chemistry Home Economics Botany Zoology	1. Certificate course in Digital Design	
	2. Introduction to Radio Therapy and its Applications	
	3. Certificate course in Analytical Chemistry	
	4. Short term course in Mehendi Classes	
	5. Short term certificate in Nursery and Gardening	
English Commerce Computer Science Physics Chemistry Home Economics Zoology	6. Short term certificate Course in Aquarium development and Techniques	2018-19
	1. Short term course in Spoken English	
	2. Certificate course in Banking and Insurance	
	3. Certificate course in Digital Design	
	4. Certificate Course in IT (MS-Word, MS-Excel and Internet)	
	5. Introduction to Radio Therapy and its Applications	
	6. Certificate course in Analytical Chemistry	
	7. Short term course in Mehendi Classes	
Zoology	8. Short term certificate in Nursery and Gardening	2018-19
	9. Short term certificate in Course in Aquarium construction and Maintenance	
Hindi	10. Certificate Course in Prayojan Mulak Hindi	2018-19
For all Programs	11. LPO (DHFL)	2018-19
Physics (Prof. H.C.Verma BSc online course for Science students)	12. Short term course in Basics of special theory of Relativity https://www.successcurve.in/online-course-on-basics-of-special-theory-of-relativity-by-hc-verma-sir/	2018-19

SHORT TERM COURSE IN SPOKEN ENGLISH

Chanda Shikshak Prasarak Mandal's
JANATA MAHAVIDYALAYA, CHANDRAPUR

DEPARTMENT OF ENGLISH

CERTIFICATE COURSE IN SPOKEN ENGLISH

Duration: 3 months

Eligibility: Std.12th passed. Course is open to all college students

Class Timing: 12:30 to 2:30pm

Course Fee: Rs. 500.00

Objective:

- To develop language Skills for life situations
- To develop communication and presentation skills.
- To expand vocabulary
- To be a quick learner and read mails and other written communication without any confusion
- To reduce English phobia through 'learning by doing' technique.

Curriculum Design:

Module 1 – Basics of English Grammar

Module 2 - Speech Sounds


Module 3 - English in everyday use

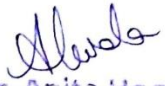
Module 4 - Vocabulary Building

Module 5 - Evaluation and Assessment

Course Outcome:

By using variety of grammar and sentence structures with various vocabularies, students will get rid of hesitation of speaking in English. Students will get confident about their grammar and pronunciation and will become efficient communicator in English with desired confidence.


Dr. J. S. Konde
Coordinator


Dr. Anita Hooda
H.O.D.
Department of English
J. M. V. Chandrapur


Principal
Janata Mahavidyalaya
Chandrapur



Chanda Shikshak Prasarak Mandal's
JANATA MAHAVIDYALAYA, CHANDRAPUR

DEPARTMENT OF ENGLISH

CERTIFICATE COURSE IN SPOKEN ENGLISH

REPORT


Three month Short Term Certificate course was conducted by the Department of English in the session 2018-19. It started on 5th February 2019.

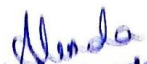
Students come from different levels of English knowledge. Some know a little English and are able to speak a little. But most are unable to do so. To enable students and make them ready to face the present professional world this course is run by the department.

This course aims at developing oral and written competence and also focuses on presentation skills. Students with special needs receive personal attention from the faculty.

By recognizing the potential of every student syllabus is framed by the department. Syllabus is divided into 4 modules focusing on basic grammar, speech sounds, vocabulary and English in every day use. A total of 27 students took admission in this course in this session and 18 students completed it during the last session (2017-2018). Academic Experts like Mrs. Dipika Santoshwar, principal, Bajaj Vidya Bhavan, Chandrapur, Mr. Pandey, Motivational speaker and Mr. Swapnil Bhagat, Assistant professor College, Chandrapur guided and motivated students during the course.

This course will make them quick learner, more confident about use of grammar and pronunciation. They will become efficient communicator in English with desired confidence.


Dr. E. S. Konda
Coordinator


Dr. Anita Hooda
H.O.D.
Department of English
J. M. V. Chandrapur


Principal
Janata Mahavidyalaya
Chandrapur


Principal
Janata Mahavidyalaya
Chandrapur




LIST OF STUDENTS


Chanda Shikshan Prasarak Mandal's
Janata Mahavidyalaya, Chandrapur
Department of English

Academic Session 2018-19

List of Students (Spoken English Classes)

Name of the teacher:			
Sr. No.	Name of the student	Class	Mobile No.
1	Sachin B. Pidurkar	B.A. Part II	9604677096
2	Divya K. Kawade	B.A. Part I	9834656360
3	Amrapali K. Dhoke	B.A. Part I	7263061477
4	Nikita C. Meshram	B.A. Part I	9890909435
5	Pornima M. Tekam	B.A. Part I	9834656360
6	Amisha S. Sahu	B.A. Part I	8329185228
7	Tejashwini D. Salokar	B.A. Part I	7798141680
8	Priyanka A. Madavi	B.A. Part I	9421929382
9	Wasim M. Sheikh	B.A. Part I	7083588654
10	Vaishali R. Nagarkar	B.A. Part I	9112147776
11	Sahil A. Upare	B.A. Part I	9823454280
12	Shiva S. Maraskolhe	B.A. Part I	9527492960
13	Rakesh A. Zunghare	B.A. Part I	8806761527
14	Suprashil G. Gedam	B.A. Part I	8788433911
15	Roshan Pendor	B.A. Part I	8340818052
16	Anuradha Gowardipe	B.A. Part I	9067432966
17	Sonali S. Kawade	B.A. Part I	72640088516
18	Priyanka A Todase	B.A. Part I	9689674253
19	Harshvardhan V. Tayde	B.A. Part I	9823981404
20	Amardip D Dhurve	B.A. Part I	7057943367
21	Shital S. Vaidya	B.A. Part I	7030291094
22	Prachi S. Borikar	B.A. Part I	9637703113
23	Pradip M. Karmenge	B.A. Part I	7767879934
24	Chaitali E. Duratkar	B.A. Part I	7304069551
25	Shubhangi H. Dodke	B.A. Part I	9021198273
26	Dilip B. Gedam	B.A. Part I	9011291039
27	Maresh K. Nawaghare	B.A. Part I	9156517766


Dr. I. S. Kondra
Coordinator

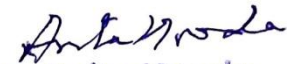

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JANATA MAHAVIDYALAYA, CHANDRAPUR
DEPARTMENT OF ENGLISH
SHORT TERM CERTIFICATE COURSE
STUDENTS LIST 2017- 2018

Sr. No.	Students Name	Contact number
1	Ku. Akansha N. Ramteke	9156482132
2	Akshay S. Yemulwar	7350429111
3	Ku. Ankita S. Bhoyar	8530961512
4	Ku. Ankita S. Borkar	9112804583
5	Ku. Bhagyashri D. Wankar	7768802550
6	Ku. Depika P. Choudhary	8275832886
7	Ku. Kajal P. Paunkar	8605546952
8	Ku. Monali S. Tajane	9765782736
9	Ku. Minal R. Dodke	7261990317
10	Ku. Pragati G. Dange	9769996909
11	Ku. Pranjali B. Pise	9175596574
12	Ku. Rakhi S. Nandigramwar	7278656816
13	Roshan R. Pachbhai	9763840080
14	Satish S. Talekar	8390716630
15	Ku. Shital B. Bahare	8975996902
16	Ku. Shraddha J. Mohurle	7798057914
17	Ku. Shruti M. Kanchrlawar	7083375202
18	Ku. Shushma Kalwala	7083534378


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JANATA MAHAVIDYALAYA, CHANDRAPUR

DEPARTMENT OF ENGLISH

SHORT TERM CERTIFICATE COURSE

STUDENTS LIST 2016- 2017

Sr. No.	Students Name	Contact number
1	Ku. Dolly R. Pabnani	8975517667
2	Ku. Farah P. Abdul	9637208132
3	Ku. Gyatri A. Shende	7798601255
4	Ku. Manish B. Pimpalkar	9850993555
5	Omkar A. Wadhai	8626026040
6	Ku. Praghati S. Taru	9021934080
7	Ku. Priya S. Ramteke	9404872892
8	Ku. Priyanka D. Sakharkar	9767179260
9	Ku. Priti A. Pachare	9975863933
10	Ku. Pooja U. Lambat	7083572011
11	Rakesh R. Gautre	9673360857
12	Ku. Roshni R. Dwivedi	9881016211
13	Ku. Shraddha V. Lode	7743813560
14	Ku. Shraddha R. Watkar	9922827178
15	Ku. Shraddha R. Verma	9156631052
16	Ku. Sneha N. Pendhare	7218154403
17	Ku. Sarla T. Mangani	9096432341


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JANATA MAHAVIDYALAYA, CHANDRAPUR
DEPARTMENT OF ENGLISH
SHORT TERM CERTIFICATE COURSE
STUDENTS LIST 2015- 2016

Sr. No.	Students Name	Contact number
1	Ku. Apeksha R. Labhane	7066339577
2	Bonu G. Udupure	7517812148
3	Kishankumar S. Rajak	7768832019
4	Piyush R. Aole	7798323838
5	Shubham S. Gharote	9604441523
6	Sanket V. Nalamwar	8552861110
7	Suraj S. Ekare	9850722319
8	Ku. Supriya M. Durgam	8411983213
9	Ku. Vimani Chawla	8530472684

Anita Hooda
Dr. Anita Hooda
H.O.D.
Department of English
J. M. V. Chandrapur

JANATA MAHAVIDYALAYA, CHANDRAPUR
DEPARTMENT OF ENGLISH
SHORT TERM CERTIFICATE COURSE
STUDENTS LIST 2014- 2015

Sr. No.	Students Name	Contact number
1	Abhilash S. Junarkar	9604337180
2	Aniket P. Webhande	9404564683
3	Ku. Asmita R. Ladse	9850617301
4	Chaitany D. Dhanorkar	8605816766
5	Ku. Madhuri S. Thete	8975933554
6	Pranali B. Zade	9767181163
7	Ku. Sangita B. Ahir	7385050435

Anita Hooda
Head
Deptt. Of English
Janata Mahavidyalaya
Chandrapur

[Signature]
Principal
Janata Mahavidyalaya
Chandrapur



SHORT TERM CERTIFICATE COURSE IN BANKING AND INSURANCE

JANATA MAHAVIDYALAYA, CHANDRAPUR

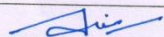
DEPARTMENT OF COMMERCE

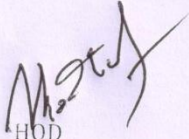
Information of Short Term Courses

Name of College	Janata Mahavidyalaya, Chandrapur
Name of the Department	Commerce Department
Name of the Course	Banking & Insurance
Type (Certificate/Diploma/Degree) (Value added/Skill Oriented Course)	Certificate Course
Duration	The duration of the course will be 3 months.
Eligibility	12 th pass with Commerce stream
Timing	11:30 To 12:30
Fees	Rs. 200/-
Intake Capacity	20 Students
Introduction / Course Objectives	<ol style="list-style-type: none"> 1. The main objectives of this course is to introduce the students to the basic concept of banking. 2. To understand essence of banking and insurance. 3. To examine latest trends and regulations in Banking and Insurance area. 4. To make aware about the electronic transactions.
Course Outcomes/Benefits of the Course	After going through this course, the students are expected to develop a clear understanding and knowledge about the functioning of banks and insurance companies.
Curriculum Design	Curriculum is designed according to changes in the banking and insurance sector.
Syllabus	<p style="text-align: center;"><u>BANKING</u> <u>(SYLLABUS)</u></p> <p><u>UNIT - I :- INTRODUCTION TO BANKING OPERATIONS</u></p> <ul style="list-style-type: none"> ➤ The Changing Nature of Banking Operations. ➤ Importance of Customers Relationship Management in Banks. ➤ Different Types of Products and Services Offered to Customers. ➤ Role of Technology in Banking Operations. ➤ Bookkeeping and Maintenance of Accounts.


Principal
Janata Mahavidyalaya
Chandrapur



	Portals ➤ The Digital Age of Banking UNIT - IV :- <u>PAYMENT AND SETTLEMENT SYSTEMS</u> ➤ Payment Methods ➤ Electronic Fund Transfers ➤ Automatic Teller Machines ➤ Electronic Clearing Services ➤ Electronic Data Interchange ➤ Financial Networks in India ➤ Real - Time Gross Settlement Systems ➤ Digital Certificates Unit UNIT - V :- <u>INTRODUCTION</u> ➤ History of insurance ➤ Composition of Authority ➤ Duties, powers and functions of IRDAI UNIT - VI:- <u>PRODUCT OF INSURANCE</u> ➤ Life Insurance ➤ General Insurance ➤ Health Insurance UNIT - VII :- <u>INSURANCE LAWS</u> ➤ Rules and Regulation of insurance ➤ RTI Act, 2005 ➤ Appointed Actuaries UNIT - VIII:- <u>INSURANCE COUNCIL</u> ➤ Life insurance Council ➤ General Insurance Council ➤ Council of Ombudsman <i>* Examination and Evaluation</i>
Name of Course Coordinator	Dr. F. W. Niranjane 


HOD
Vice Principal
Janata Mahavidyalaya, Chandrapur
Dept. of Commerce
Janata Mahavidyalaya, Chandrapur

Principal
Janata Mahavidyalaya, Chandrapur


Principal
Janata Mahavidyalaya
Chandrapur



LIST OF STUDENTS COMMERCE DEPARTMENT

CHANDA SHIKSHAN PRASARAK MANDAL'S JANATA MAHAVIDYALAYA, CHANDRAPUR

DEPARTMENT OF COMMERCE
SHORT TERM CERTIFICATE COURSE

Banking & Insurance

LIST OF STUDENTS

Sr. No.	2014-15	2015-16	2016-17	2017-18	2018-19
1.	Vivek N. Ambatkar	Nitesh S. Ambatkar	Amit G. Channawar	Chandan S. Jogi	Alisha S. Khan
2.	Mayuri N. Asutkar	Pallavi M. Atram	Ashik A. Shende	Chapal B. Roy	Almaz Sheikh
3.	Nikhil T. Balki	Ashwini P. Bombate	Vishranti D. Balki	Indu G. Kharkate	Gulnaz Khan
4.	Harshada V. Bobade	Dinesh A. Bawane	Punit S. Nikam	Jatin K. Tekade	Divyani B. Yewojwar
5.	Sourabh P. Jagtap	Maroti D. Bhandekar	Nisha S. Mohurle	Anuja S. Darlikar	Swapnil Santpute
6.	Swati S. Ghate	Snehal B. Chandel	Akash D. Ade	Ankush P. Bodkhe	Komal Ragit
7.	Bhushan S. Katole	Nilesh D. dabare	Aruna Kinikar	Minakshi P. Detha	Pinley Chaudhari
8.	Yogita A. Hande	Pallavi R. deogade	Shruti P. Kudsue	Nikita B. Sayshe	Pallavi Gajbhiye
9.	Sujit M. Randine	Shubham M. Gokhare	Pooja R. Kamble	Pallavi D. Datar	Kajal Khahdole
10.	Raju S. Yadav	Chetan B. Kambale	Amit C. Bendle	Kamal R. Tumram	Kajal Dabare
11.	Ganesh R. Yergude	Pooja H. Khartad	Shubham S. Ade	Kamini A. Janule	Ankita Ramgirwar
12.	Chetan S. Taru	Akash S. Katewar	Umesh A. Rath	Pranay M. Ramteke	Rupali Urkade
13.	Shankar K. Upare	Pranali D. Landge	Parag S. Barikar	Shweta B. Gond	Bhagashri Nimkorele
14.	Avinash V. Morey	Adinath R. Longadge	Toyim N. Beg	Ankita S. Giri	Pragati Bokade
15.	Smita V. Bosuane	Mayur B. Mandaokar	Archana M. Watekar	Dhanashri R. Choudhari	Swati Kondotiwar
16.	Rahul S. Dhage	Rajat V. Masram	Sheetal G. Garmade	Kapil S. Akubaar	Nikita Tonge
17.	Nehal A. Gedam	Pranali A. Narule	Priti D. Atram	Amarjeet B. Chandel	Riya Worke
18.	Punam A. Borikar	Nitesh N. Ninawe	Mohanprabhu K.	Kishor N. Gadage	Reuati Kalemate
19.	Ajay D. Ghume	Manisha P. Pandey	Rohit M. Raipure	Shrikant S. Sidam	Shubham Manoj Balki
20.	Vivek V. Kasare	Umesh A. Rath	Pallavi B. Belekar	Pornima Balki	Piyush Bhogekar

Coordinator
Dr. F. W. Niranjan

Vice Principal
Dept. of Commerce
Janata Mahavidyalaya, Chandrapur

Principal
Janata Mahavidyalaya
Chandrapur

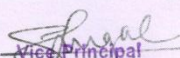


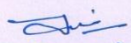
**CHANDA SHIKSHAN PRASARK MANDAL'S
JANATA MAHAVIDYALAYA, CHANDRAPUR
DEPARTMENT OF COMMERCE
CERTIFICATE COURSE : BANKING AND ISURANCE
REPORT**

Three Months Short term course was conducted by the department of commerce in the session 2014-15.

The course started on 28th July 2014. By recognizing the potential of students, syllabus is framed by the department. Syllabus is divided into 8 Units. 20 students took admission and completed the course by qualifying the MCQ examination conducted at the end of the course.

Academic experts Dr S. G. Naranje, Dr. F.W. Niranjane and Mr. V. S. Bodhale guided and motivated the students during the course students acquired basic knowledge of banking and insurance which will help them to get job in banking and insurance sector.


Vice Principal
Dept. of Commerce
Janata Mahavidyalaya, Chandrapur

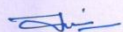

Dr. F.W. Niranjane
(Course Coordinator)

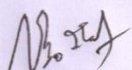
**CHANDA SHIKSHAN PRASARK MANDAL'S
JANATA MAHAVIDYALAYA, CHANDRAPUR
DEPARTMENT OF COMMERCE
CERTIFICATE COURSE: BANKING AND ISURANCE
REPORT**

Three Months Short term course was conducted by the department of commerce in the session 2018-19.

The course started on 30th July 2018. By recognizing the potential of students, syllabus is framed by the department. Syllabus is divided into 8 Units. 20 students took admission and completed the course by qualifying the MCQ examination conducted at the end of the course.

Academic experts Dr S. G. Naranje, Dr. F.W. Niranjane and Mr. V. S. Bodhale guided and motivated the students during the course students acquired basic knowledge of banking and insurance which will help them to get job in banking and insurance sector.


Dr. F.W. Niranjane
(Course Coordinator)


Vice Principal
Dept. of Commerce
Janata Mahavidyalaya, Chandrapur


Principal
Janata Mahavidyalaya
Chandrapur



CERTIFICATE COURSE IN DIGITAL DESIGN
(Department of Computer Science)

Description of the Course

Course Name: Digital Design

Course Objectives:

- Student can present their work in a clear and convincing manner, to design and non-design audiences.
- Student can document their work effectively
- Student can apply design knowledge, skills, and process beyond the classroom
- Apply the principles of color, composition, hierarchy, typography as they relate in the various media digital, print, motion, 3-D, etc. that exist in design.

Learning Outcomes:

- Be able to apply basic design principles to present ideas, information, products, and services in a creative visual manner
- Have fundamental technical skills, knowledge, and abilities in graphic design
- Demonstrate skills to professional graphic design industry standards.

Structure: Weekly 4Hrs. (Friday & Saturday) 2 PM to 4 PM

Course Fee: Rs. 500/-

Duration: 3 Months

Syllabus

Adobe Photoshop CC

Introduction, GUI, Color Theory, Selection Tools, Refine Edge, Slice, Crop, Transform Tool, Layers & Layer Blending Modes, Color Modes, Color Corrections, Converting B/W image to Color, Brushes, Brush Blending modes, Brush Presets, Healing Brush, Clone, History Brush, Pattern Stamp, Color Replacement, Gradient tool, Blur, Smudge, Sharpen, Dodge, Burn, Sponge, Text Tool, Warp Text, Pen Tool, Path, How to Make Clipart, How to create Logo, Quick Mask, Layer Mask, Vector Mask, Color Range, Editing Channels, Smart Filters, Filter Gallery, Vanishing Point, Actions, Composition, Matte Painting, Photo Manipulation.

Practical Assignments

1. Create Collage
2. Create Magazine Cover
3. Create Movie Poster
4. Create Photo Manipulation


Conduct of Exam and Evaluation of students.



Dr. Aslam Suriya




Principal
Janata Mahavidyalaya
Chandrapur



DR. MANISH L. JIVTODE
HEAD
DEPT. OF COMPUTER SCIENCE
Janata Mahavidyalaya, Chandrapur

Certificate Course in Digital Design

Sr. No	Name of Student (2017-18)	Class	Name of students (2018-19)	Class
1	Ayushi Bisen	B.Sc. – I	Shivani Kadu	M.Sc. - I
2	Manasi Tajane	B.Sc. – I	Sonali Aasutkar	M.Sc. – I
3	Ankita Kolse	B.Sc. – I	Harsha Upre	M.Sc. – I
4	Khushboo Pachbhai	B.Sc. – I	Manisha Paunkar	M.Sc. – I
5	Tejal Bajpai	B.Sc. – I	Harshali Kite	M.Sc. - I
6	Sneha Vairagade	B.Sc. – I	Mayuri Hinge	M.Sc. – I
7	Anjali Gurnule	B.Sc. – I	Pranjali Nibrad	M.Sc. – I
8	Deepak Bobade	B.Sc. – I	Anjali Hajare	M.Sc. – I
9	Snehal Bodhe	B.Sc. – I	Punam Rajurkar	M.Sc. – I
10	Dipali Bolgodwar	B.Sc. – I	Manisha Yadav	M.Sc. – I
11	Rinal Lende	B.Sc. – I	Sapna Khaire	M.Sc. – I
12	Anjali Choudhari	B.Sc. – I	Shubham Dakhore	M.Sc. – I
13	Arati Dhole	B.Sc. – I	Sachin Ramteke	M.Sc. – I
14	Nandini Upadhyay	B.Sc. – I	Vishal Utane	M.Sc. – I
15	Mrunali Dhuke	B.Sc. – I	Sumer Sheikh	M.Sc. – I
16	Sankalp Kamble	B.Sc. – I	Ragini Jiwatode	M.Sc. – I
17	Apeksha Birade	B.Sc. – I	Tejaswini Dakhare	M.Sc. – I
18	Akash Chaudhari	B.Sc. – I	Yash Gundawar	M.Sc. – I
19	Deepali Sonak	B.Sc. – I	Chetana Pidurkar	M.Sc. - II
20	Nikhil Wankhede	B.Sc. – I	Pradnya Gaikwad	M.Sc. – II
21	Sakshi Chandelkar	B.Sc. – I	Aarti Prajapati	M.Sc. – II
22	Vrushabh Pal	B.Sc. – I	Mayuri Raipure	M.Sc. – II
23	Damini Tonge	B.Sc. – I	Vasanti Selote	M.Sc. – II
24	Himanshu Ingale	B.Sc. – I	Amar Pimpalkar	M.Sc. – II
25	Rohit Nasare	B.Sc. – I	Ganesh Mishra	M.Sc. – II
26	Surya Hikare	B.Sc. – I	Nikita Ghengare	M.Sc. – II
27	Prajakta Sunkurwar	B.Sc. – II	Nitin Bansod	M.Sc. – II
28	Nilima Singh	B.Sc. – II	-	-


DR. MANISH L. JIVTODE
 HEAD
 DEPT. OF COMPUTER SCIENCE
 Janata Mahavidyalaya, Chandrapur


 Principal
 Janata Mahavidyalaya
 Chandrapur



Certificate Course in IT (MS-Word, MS-Excel and Internet)

Description of the course

Course name: MS word, powerpoint and Internet

Course objectives:

It offers various tools to easily create professional quality documents and share the information by print , email.

Students can add color, use clip art , writ in a variety of fints and sizes and use tables , borders and bullet formatting .

Power point presentation: PowerPoint was originally designed to provide visuals for group presentations within business organizations.

Learning Outcomes:

Students can create a simple word document like letters reports. It helps to create numerous other documents like calendar and greeting cards.

Students able to create electronic slide shows which contains texts, charts, graphs, drawing , speaker notes, sound , animation and clip art graphics.

Structure: Weekly 2 hours(Saturday) 10 AM to 12 PM

Course fee: Rs. 50/-

Duration: #3 months(September , October and December)

DR. MANISH L. JIVTODE
HEAD

DEPT. OF COMPUTER SCIENCE
Janata Mahavidyalaya, Chandrapur



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Janata Mahavidyalaya
Chandrapur



Syllabus

Word Processing: Introduction to word processing, features of word processing, Creating documents, opening documents, Protecting documents, Printing documents, various utility options like copy , paste , cut , select, find, replace, goto, Formatting text with font, Paragraph, Alignment, linespacing , working with tables, Spelling and grammer check, Mail merge.

Working with MS Excel/Spreadsheets: Introduction to spreadsheets, Features, Starting excel, Parts of excel screen, Basics of MS excel, creating new workbook, Working with cells, various excel operations, creating formulas in excel, working with numbers and numeric formatting, text alignment, merging cells, preparing tables in worksheet, work with basic operations in MS- Excel. Entering data in worksheet,

Mathematical operations like calculating average, high score, total score of player, sum function, sorting of the records in ascending and descending order.

Creation of charts, Editing and formatting chart and database in MS excel.

Practical assignments:

1. Create and Edit Documents
2. Create Tables
3. Performing Operations on tables
4. Create salary sheet of employee.
5. Create mail-id.



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Janata Mahavidyalaya, Chandrapur




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Number of students admitted

sr.no	Name of students
1	Amisha sahu
2	amit varma
3	Amrapali Dhoke
4	amardeep dhruve
5	dilip gedam
6	divya kawade
7	ganesh lengure
8	Harshwardhan tayde
9	kalyani wetti
10	Payal Gayakwad
11	pooja kayarkar
12	puja chandekar
13	praful rangari
14	prachi borikar
15	Pornima tekam
16	pradeep karmnge
17	vinod pendore
18	sapna ganphade
19	Sahil upare
20	sheetal vaidya
21	vaishnavi telange
22	Vishal kamde
23	Vaishali nagarkar
24	nita ganfade
25	sakshi pardhe
26	reshma pendore
27	sonali kawade
28	suprashil gedam
29	vasim sheikh


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HEAD
DEPTT. OF COMPUTER SCIENCE
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Chandrapur





Janata Mahavidyalaya

Civil Lines, Chandrapur

Department of Computer Science

Summary Report

Three months Short Term certificate course of “Digital Design” was conducted from August 2017 to October 2017. The course instructor was Mr. Abhishek Acharya, M. D. of DizViz Productions, Nagpur. Overall 28 students from computer department were enrolled in it.

The evaluation was conducted by taking the exam of the students on 16th October 2017. After the examination the certificates are distributed.

Dr. A.Y.Suriya
Coordinator

DR. MANISH L. JIVTODE
HEAD
DEPT. OF COMPUTER SCIENCE
Janata Mahavidyalaya, Chandrapur

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Janata Mahavidyalaya
Chandrapur





Janata Mahavidyalaya

Civil Lines, Chandrapur

Department of Computer Science

Summary Report

Three months Short Term certificate course of “Digital Design” was conducted from February 2019 to April 2019. The course instructor was Mr. Abhishek Acharya, M. D. of DizViz Productions, Nagpur. Overall 27 students from computer department were enrolled in it.

The evaluation was conducted by taking the exam of the students on 22nd April 2019. After the examination the certificates are distributed.

Three months Short Term certificate course of “MS- Word, MS- Excel and Internet” was conducted in September, October, and December 2018. The course instructor was Ms. Vasanti Selote. Overall 29 students from Arts Faculty were enrolled in it.

The evaluation was conducted by taking the exam of the students on 24th December 2018. After the examination the certificates are distributed.

Dr. A.Y.Suriya
Coordinator

DR. MANISH L. JIVTODE
HEAD
DEPT. OF COMPUTER SCIENCE
Janata Mahavidyalaya, Chandrapur

Principal
Janata Mahavidyalaya
Chandrapur



“Introduction to Radio Therapy and its Applications”

**Chanda Shikshan Prasarak Mandal's
Janata Mahavidyalaya, Chandrapur**

Department of Physics

Certificate Course

In

Introduction to Radiotherapy and its Applications

Duration: 30 Hrs

Type: Certificate

Eligibility: This course is applicable to students of science faculty and applicants could be pursuing either an under graduation or a post graduation science degree with physics or chemistry as one of the subjects.

Timing: 12.30 p.m.

Fees: Rs.500 /-

Commencement: End of July of concerned academic year

Introduction: Radiotherapy, also called radiation therapy, is the treatment of cancer and other diseases with ionizing radiation. Ionizing radiation deposits energy that injures or destroys cells in the area being treated (the ‘target tissue’) by damaging their genetic material, making it impossible for these cells to continue to grow. Radiotherapy may be used to treat localized solid tumors, such as cancers of the skin, tongue, larynx, brain, breast, or uterine cervix. It can also be used to treat leukemia and lymphoma (cancers of the blood-forming cells and lymphatic system, respectively). This is an introductory course and provides motivation and many job options after its completion along with further studies.

Curriculum design

Module I: Introduction to Radiotherapy

Module II: Radiography Careers

Module III: Interaction of charged particle with matter


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Chandrapur**



Module IV: Radiation Physics and dosimetry

Module V: Biological basis of clinical particle physics

Module VI: Radiation measuring instruments

Module VII: Radiotherapy treatment techniques


Module VIII: Expert guidance Lecture

Module IX: Visit to cancer hospital Nagpur

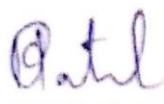
Module X: Evaluation of students and certificate distribution

Benefits of the course: The participants will get useful information about treatment of cancer. This is an application of physics to medical science. They can opt for higher studies in Radiotherapy. They may get motivated for further studies like two years job oriented PGD course in Radiotherapy.

Contact details:


Course Coordinator
Department of Physics
Dr. Nahida R. Hajare
Chandrapur
Coordinator, IQAC

Asst. Professor, Dept. of Physics
Janata Mahavidyalaya, Chandrapur
Ph.9923753129, nahidacjz@gmail.com


Dr. K.C. Patil
Head, Dept. of Physics
Janata Mahavidyalaya, Chandrapur


Principal
Janata Mahavidyalaya
Chandrapur



Short Term Certificate Course
 "Introduction to Radiotherapy and its Applications"
 Janata Mahavidyalaya, Chandrapur
 Department of Physics
 Session 2017-18
 List of Students Admitted

Sr. No.	Name of participant	Qualification	Mobile No.	e-mail id
01.	Mr. Adarsh D.Dakhane	M.Sc.II(appearing)	8554839809	dakhane.adarsh17@gmail.com
02.	Ku. Vandana S. Singh	M.Sc.II(appearing)	9130778063	singhvandana.patna@gmail.com
03.	Ku. Archita Sardar	M.Sc.II(appearing)	7066700902	architasardar7066@gmail.com
04.	Ku. Mayuri C. Deogade	M.Sc. I(appearing)	9145261127	mayuri11deogade@gmail.com
05.	Ku. Rohini L. Rohankar	M.Sc. I(appearing)	9689693172	rohankarrohini2709@gmail.com
06.	Ku. Swati B. Mohurle	M.Sc. I(appearing)	8605564062	swatimohurle1995@gmail.com
07.	Ku. Mrunali B. Isankar	M.Sc. I(appearing)	8928140170	cb.mroonali@gmail.com
08.	Ku. Priyanka B. Manusmare	M.Sc. I(appearing)	9075751408	priyankamanusmare@gmail.com
09.	Megha Parsodkar	M.Sc. I(appearing)		
10.	Shweta G. Dahule	M.Sc. I(appearing)		

Nati

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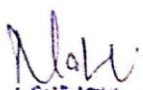
Chanda Shikshan Prasarak Mandal's
JANATA MAHAVIDYALAYA, CHANDRAPUR

LIST OF APPLICANTS FOR

SHORT TERM COURSE IN PHYSICS

SESSION 2018-2019

Sr No.	Name of Applicant	Email id	Phone No.
1.	Akanksha S. Ghotkar	akankshaghotkar25@gmail.com	7264958449
2.	Aishwarya A. Dhote	aishwaryadhote08@gmail.com	8007830513
3.	Dipali V. Bolgodwar	bolgodwardipali@gmail.com	8956244132
4.	Vaishnavi V. Khengar		7517872402
5.	Sakshi R. Chandelkar	sakshichandelkar443@gmail.com	7020789936
6.	Deepali S. Sonak	deepalisonak@gmail.com	8698100084
7.	Sankalp G. Kamble	sankalpkamble@gmail.com	7350713053
8.	Rinal S. Lende	rinallende@gmail.com	7030168048
9.	Saurao M. Upare	sauroupare@gmail.com	9545589869
10.	Nandini K. Upadhyay	nandiniupadhyay2101@gmail.com	9370105749
11.	Ayushi G. Bisen	ayushibisen11@gmail.com	9834491972
12.	Shreeya V. Wankhede	shreeya.wankhede.7@gmail.com	9284729985
13.	Neelam R. Yadav	nilamyadav9822@gmail.com	8551873354
14.	Surya M. Hikare	surya.hikare1999@gmail.com	8975579027
15.	Mrunali N. Dhuke	mrnali.dhuke@gmail.com	7769882685
16.	Tejal S. Bajpai	tejal9924@gmail.com	7264900540
17.	Vaibhavi K. Mohurle	ksm10yash@gmail.com	9822368911
18.	Priyanka D. Yadav		7378902983
19.	Akash C. Chaudhari	akashchaudhari187@gmail.com	8625816384
20.	Manasi A. Tajane	manasi.tajane245@gmail.com	8788472604
21.	Tushar B. Gaukar	tushar.bg0833@gmail.com	8805628895
22.	Khushboo R. Pachbhai	khushboopachbhaidadu@gmail.com	8208264375
23.	Soniya T. Deshkar		9284314939
24.	Pragati M. Katore	katorepragati@gmail.com	9421431023
25.	Surbhi T. Bhongle	bhonglesurbhi00@gmail.com	7218666874
26.	Apeksha A. Pimple	apekshaaapimple31@gmail.com	8975824534
27.	Bharti B. Makode	bhartimakode19@gmail.com	9421814466
28.	Sakshi D. Kurmelkar	Sakshikurmelkar56@gmail.com	7218087667
29.	Deepak D. Bobade	madcollegeboy@gmail.com	7775809134
30.	Ashwini S. Warkhade	Ashwiniwarkhade99@gmail.com	9309503760
31.	Harpreet Kaur K. Sandhu		9604855527
32.	Arati P. Dhole	Aratidhole99@gmail.com	9156551417
33.	Anjali B. Gurnule		8308917330


Lecturer
Department of Physics
J. M. V. Chandrapur


Principal
Janata Mahavidyalaya
Chandrapur




Department of Physics
Short Term Certificate Course
Report
2017-18

Department of Physics conducted short term certificate course in “Introduction to Radiotherapy and its Applications” in the span from 13/11/2017 to 25/01/2018

The department aims to help students succeed in Higher education by ensuring they receive excellent information and guidance that prepares them for future endeavors .Keeping this in view, the syllabus of the course is designed in ten modules. The last Module includes Evaluation of students by conducting MCQ examinations and certificate distribution. Exam was conducted on 25/01/2018. During the course students were enlightened by the Expert guidance lectures and a visit to National Cancer Hospital, Nagpur. In all ten students actively & successfully participated in the course.

This course gave useful information about cancer treatment and also motivated students to opt for higher studies in Radiotherapy.


Lecturer
Department of Physics
J. M. V. Chandrapur


Dr. K.C. Patil
Head, Dept. of Physics
Janata Mahavidyalaya, Chandrapur


Principal
Janata Mahavidyalaya
Chandrapur



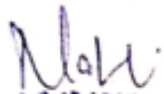
Department of Physics
Short Term Certificate Course
Report
2018-19

In the session 2018-19, the department conducted short term certificate course in “Introduction to Radiotherapy and its Applications” in the month of February and March.

Total 33 students enrolled for the course. The course is available on MOODLE site now. Most of the lectures were through YouTube videos. Link for the moodle site:
www.janatacollegephysics.moodlecloud.com

The last Module includes Evaluation of students by conducting online MCQ examinations and certificate distribution. Exam was conducted on 22/03/2019.

This course gave useful information about cancer treatment and also motivated students to opt for higher studies in Radiotherapy.


Lecturer
Department of Physics
J. M. V Chandrapur


Dr. K. C. Patil
Head, Dept. of Physics
Janata Mahavidyalaya, Chandrapur


Principal
Janata Mahavidyalaya
Chandrapur



CERTIFICATE COURSE IN ANALYTICAL CHEMISTRY

Chanda Shikshan Prasarak Mandal's

JANATA MAHAVIDYALAYA, CHANDRAPUR

DEPARTMENT OF CHEMISTRY

"Certificate Course in Analytical Chemistry"

Module I: Ionic Bonding, solvation, solvation energy, solubility of ionic compounds, covalent bonding, polarity of covalent bond, polarization, intermolecular forces, hydrogen bonding.

Properties of liquid, viscosity, surface tension, refractive index, optical activity, molecular weights of high polymers by viscosity method.

Module II: Electrolytes, nonelectrolytes, Ionic equilibrium, Ostwald's dilution law, common ion effect, solubility product, Acids-Bases, Arrhenius concept, hydrolysis of salts, pH concept, pH of solutions, Buffers.

Module III:A) Analytical Chemistry-Introduction to analytical, laboratory note book, selecting and Handling of reagents, data analysis, significant figures, errors, precision and accuracy, method of expressing accuracy and precision.

B) Important concentrations terms, standard solution, primary standards substance.

C) Common laboratory apparatus-analytical balance, apparatus for volumetric analysis, calibration of burette, pipette and volumetric flask.

Module IV: A) Titrimetric analysis- Acid-Base titration, Stoichiometry, Equivalent weights of acid and bases, acidimetry and alkalimetry, Acid-Base indicators.

B) Redox Titrations: Redox reactions, electrode potential, Use of KMnO_4 , $\text{K}_2\text{Cr}_2\text{O}_7$, Iodine in redox titrations, Equivalent Weights of oxidants and reductant, Indicator in redox titrations.

Module V: Instrumental Technique in analytical chemistry- Beer-Lamberts law, spectrophotometer, principle of spectrophotometer, atomic absorption spectrophotometer, IR spectrophotometer, chromatography, HPLC, gas chromatography, flame photometer, polarography.

* Evaluation of students and distribution of certificates.

Head of
The Department of Chemistry
Janata Mahavidyalaya,
Chandrapur

Principal
Janata Mahavidyalaya
Chandrapur



Practical:

- 1) Calibration of Fractional Weights and volumetric apparatus i.e. burette, pipette and volumetric flasks.
- 2) Preparation of standard solutions of primary standard substance and their subsequent dilutions.
- 3) To determine strength of HCl by titration with NaOH solution.
- 4) To determine the strength of oxalic acid solution by titration with KMnO_4 solution.
- 5) To determine the strength of ferrous ammonium sulphate solution by titration with potassium dichromate solution using an internal indicator.
- 6) To determine percentage purity of FAS.
- 7) To determine alkalinity of soda ash.
- 8) To determine acetic acid in vinegar.
- 9) To determine acid neutralization capacity of antacid tablet/suspension
- 10) To determine chlorine available in bleaching powder.
- 11) To determine saponification value of oil.
- 12) To determine refractive index of liquids.
- 13) To determine melting point and boiling point of organic compounds.
- 14) Crystallization of organic compounds using water and alcohol.
- 15) To determine pH of solution by pH-meter.
- 16) To determine conductance of solution by conductometer.

Head of
The Department of Chemistry
Janata Mahavidyalaya,
Chandrapur

Principal
Janata Mahavidyalaya
Chandrapur



JANATA MAHAVIDYALAYA, CHANDRAPUR
CHEMISTRY DEPARTMENT
SESSION 2018-19
SHORT TERM COURSE

Sr.No.	Name of Student	Fees	Signature of Student
1.	Alandi R. Tajne	500 /-	<i>Alandi R. Tajne</i>
2.	Laxmi A. Wankhede	500 /	<i>Laxmi A. Wankhede</i>
3.	Ashwini A. Zade	500 /	<i>Ashwini A. Zade</i>
4.	Shweta S. Pidhekar	500 /	<i>Shweta S. Pidhekar</i>
5.	Pratik R. Bodhe	500 /	<i>Pratik R. Bodhe</i>
6.	Ganesh V. Bobade	500 /	<i>Ganesh V. Bobade</i>
7.	Nausheen A. Khan	500 /	<i>Nausheen A. Khan</i>
8.	Madhavi I. Debnath	500 /	<i>Madhavi I. Debnath</i>
9.	Payal S. Jambhulkar	500 /	<i>Payal S. Jambhulkar</i>
10.	Suchita B. Zade	500 /	<i>Suchita B. Zade</i>
11.	Pratibha D. Chaple	500 /	<i>Pratibha D. Chaple</i>
12.	Vaishnavi P. Wasade	500 /	<i>Vaishnavi P. Wasade</i>
13.	Vaishnavi R. Parshatwar	500 /	<i>Vaishnavi R. Parshatwar</i>
14.	Sneha R. Parkhi	500 /	<i>Sneha R. Parkhi</i>
15.	Minal J. Jenekar	500 /	<i>Minal J. Jenekar</i>
16.	Pratik M. Dohe	500 /	<i>Pratik M. Dohe</i>
17.	Maya R. Lakhara	500 /	<i>Maya R. Lakhara</i>

[Signature]
Head of
The Department of Chemistry
Janata Mahavidyalaya,

Sr.No.	Name of Student	Fees	Signature of Student
18.	Seema R. Kaurase	500 /	<i>Seema R. Kaurase</i>
19.	Jayshree S. Mohitkar	500 /	<i>Jayshree S. Mohitkar</i>
20.	Pratiksha V. Jivtode	500 /	<i>Pratiksha V. Jivtode</i>
21.	Chetna S. Lakhe	500 /	<i>Chetna S. Lakhe</i>
22.	Namrata N. Channawar	500 /	<i>Namrata N. Channawar</i>
23.	Samidha S. Danekar	500 /	<i>Samidha S. Danekar</i>
24.	Payal C. Thombare	500 /	<i>Payal C. Thombare</i>

[Signature]
Head of
The Department of Chemistry
Janata Mahavidyalaya,
Chandrapur

[Signature]
Principal
Janata Mahavidyalaya
Chandrapur



Chanda Shikshan Prasarak Mandal's

JANATA MAHAVIDYALAYA, CHANDRAPUR


DEPARTMENT OF CHEMISTRY

"Certificate Course in Analytical Chemistry"

Session: 2018-19

Course Outcome Report of the Course at the End

The department of chemistry has successfully completed short term course "**Certificate Course in Analytical Chemistry**", which was organized to develop analytical skills of chemistry students. The course was exclusively for **B.Sc. final** and **M.Sc. students**. There were **24** students enrolled for this course. We collected rupees 500/- from each student. We constructed syllabus which can enhance student's knowledge to meet the skills which are required in today industrial world. As per the framework, we organized theory classes and practical work in college itself and for instrumental work we visited two reputed laboratories **CIPET (Central Institution of Plastic Engineering and Technology)** and **Deenee Chemicals Pvt. Ltd.**, through which students experienced the fieldwork. After the completion of 30 days of short term course, we conducted multiple choice questions examination to check the knowledge of students. We distributed certificate to every students. We also took feedback from students to make improvements in future to meet the expectations of students. As per student expectations we organized two guest lectures on the topic **Polarography** and **Green Chemistry**.


(P.V. Peti/park)

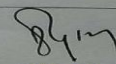

**Head of
The Department of Chemistry
Janata Mahavidyalaya,
Chandrapur**


**Principal
Janata Mahavidyalaya
Chandrapur**

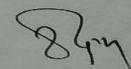


JANATA MAHAVIDYALAYA, CHANDRAPUR
CHEMISTRY DEPARTMENT
SESSION 2017-18
SHORT TERM COURSE
LIST OF STUDENTS ADMITTED

SR. NO.	NAME OF STUDENTS
1.	KU. AWARI K. K.
2.	KU. BHALERAOP. B.
3.	KU. DEBNATH G. A.
4.	KU. GEDAM N. S.
5.	KU. GONGALE A. M.
6.	KU. GUNDALWAR P. G.
7.	KU. GUNDAWAR P. R.
8.	KU. JENEKAR K. A.
9.	KU. KHAN N. A.
10.	KU. NAUKARKAR D. P.
11.	KU. PATIL K. B.
12.	KU. SAHARE T. G.
13.	SARDAR G. T.
14.	SARDAR M. N.
15.	KU. SHEIKH N. M.
16.	KU. UKEY P. T.
17.	KU. ADHAU A. N.


Head of
The Department of Chemistry
Janata Mahavidyalaya,
Chandrapur

SR. NO.	NAME OF STUDENTS
18.	KU. DESHPANDE S.V.
19.	KU. DHANDE J. S.
20.	KU. DODKE B. N.
21.	GHUTKE Y. V.
22.	KU. JARILE J. G.
23.	KU. KASARLAWAR S. V.
24.	KU. PAWADE M. P.
25.	KU. QUAZI A. Y.
26.	KU. SHEIKH S. W.
27.	KU. SURYAWANSHI G. M.
28.	KU. GUNDO S. R.
29.	KU. PANGHATE N. S.
30.	KU. WASADE V.P.
31.	KU. PANDEY S.A.
32.	BOBADE G. V.
33.	KU. KASHYAP S. S.
34.	MADAVI K. D.
35.	URKUDE B. S.


Head of
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Chandrapur



Chanda Shikshan Prasarak Mandal's
JANATA MAHAVIDYALAYA, CHANDRAPUR
DEPARTMENT OF CHEMISTRY
"Certificate Course in Analytical Chemistry"
Session : 2017-18
Course Outcome report of the course at the end

The department of chemistry has successfully completed short term course "**Certificate Course in Analytical Chemistry**", which was organized to develop analytical skills of chemistry students. The course was exclusively for B.Sc. final and M.Sc. students. We constructed syllabus which can enhance student's knowledge to meet the skills which are required in today industrial world. As per the framework, we organized theory classes in college itself and for the practical work we visited two reputed companies **Deenee Chemicals Pvt. Ltd** and **Multi Organics Private Limited Chandrapur**, through which students experienced the fieldwork. After the completion of 30 days short term course, we conducted multiple choice questions examination to check the knowledge of students. Every students participated in the course did well and got 'A' grade, which met our expectations. We distributed certificate to every students. We also took feedback from students to make improvements in future to meet the expectations of students.


(P. V. Patil)


Head of
The Department of Chemistry
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Chandrapur


Principal
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Chandrapur




B.A. (HOME ECONOMICS) SHORT TERM COURSE IN MEHENDI DESIGNS

JANATA MAHAVIDYALAYA, CHANDRAPUR Information of Short Term Courses

Name of College	Janata Mahavidyalaya, Chandrapur
Name of the department	Home Economics
Name of the Course	The Art of Mehendi Designs
Type (Certificate /diploma/Degree) (Value added/ Skill Oriented Course)	Value Added Certificate Course
Duration	32 hours
Eligibility	Nil (Anyone can join this course)
Timing	12.30 pm to 1.30 pm (2 hours every week)
Fees	500/-
Year of Introduction of Course	2017-18
Commencement	From month of September every year.
Intake Capacity	40 Students per Batch
Introduction/ Course Objectives	<ul style="list-style-type: none">• Making students self- Employed.• Developing hidden talent.• Giving them an opportunity to earn and learn.
Course Outcomes/ benefits of the course	<ul style="list-style-type: none">• After completion of this course students will be able to become self employed.• They will be able to develop Mehendi designing skills.• They will also be able to run Mehendi classes.
Curriculum Design	The curriculum is designed in Eight modules.
Syllabus	<ul style="list-style-type: none">• Drawing different forms of lines and symbols.• Information about making cones and preparing Mehendi paste.• Information about the designs and removal of Mehendi.• Demonstrate of different patterns of designs.• Simple Mehendi design.• Arabic designs.• Bridal Mehendi design.• Practice• Exam
Name of Course Coordinator	Dr. Kirti Anand Varma

HOD


Dr. Kirti Anand Varma
Home Economics Dept.
Janata Mahavidyalaya,
Chandrapur.

Principal

Janata Mahavidyalaya,
Chandrapur


Principal
Janata Mahavidyalaya
Chandrapur



JANATA MAHAVIDYALAYA, CHANDRAPUR

DEPARTMENT OF HOME-ECONOMICS

SHORT TERM CERTIFICATE COURSE

"MEHANDI CLASSES"

STUDENT'S LIST 2017- 2018

Sr. No.	Students Name	Contact number	Signature
1	Ku. Pooja Dilip Khule	9767339408	Pooja
2	Ku. Komal Krishna Meshram	7798193860	Komal
3	Ku. Pooja Shesharavji Kayarkar	8552849218	Pooja
4	Ku. Mahima Ajay Kamble	9822923554	Mahima
5	Ku. Pranali Dhanraj Sawsakade	9049284696	Pranali
6	Ku. Kalpana Jangu kove	7517015714	Kalpana
7	Ku. Samiksha Shiv Yadav	7038612187	Samiksha
8	Ku. Varsha Dhanraj Waghmare	7721862369	Varsha
9	Ku. Kajal Pramod Paunkar	8605546952	Kajal
10	Ku. Jaishree Barat Nikure	9881101723	Jaishree
11	Ku. Ranuka Devanand Sao	8308036215	Ranuka
12	Ku. Kalyani Ankush Atram	9766507409	Kalyani
13	Ku. Gayatri Dattatray Tong	8888024158	Gayatri
14	Ku. Vaishali chandrabhan Chide	7057708778	Vaishali
15	Ku. Shruti Mohan kanchrlawar	7083375202	Shruti
16	Ku. Kajal Hanuman Pendor	9421719488	Kajal
17	Ku. Rashmi Santosh Ray	9860027309	Rashmi

Dr. Mrs. K. A. Varma
Head of Dept.
Home Economics
J. M. V. Chandrapur

Principal
Janata Mahavidyalaya
Chandrapur



Chanda Shikshan Prasarak Mandal's

JANATA MAHAVIDYALAYA, CHANDRAPUR

Dept. Home Economics

Information of Short Term Courses

2017-18

Department of Home Economics organized Short term course for the students of all Faculty. The course was conducted from 6th September 2017.

17 students were admitted from that 15 student were actively participated during the course. This short term course "Mehendi" was organized to help & make the students self-employed. Self employment helps students to improve their confidence & make them self sufficient.

After completion of the course a short competition was conducted to evaluate and assess them, feedback was taken and certificates were distributed.

This short term course will motivate the students of Art faculty to become 'Self employment'.



**Principal
Janata Mahavidyalaya
Chandrapur**



**Dr. Mrs. K. A. Varma
Head of Dept.
Home Economics
J. M. V. Chandrapur**



**Principal
Janata Mahavidyalaya
Chandrapur**



JANATA MAHAVIDYALAYA, CHANDRAPUR

DEPARTMENT OF HOME-ECONOMICS

SHORT TERM CERTIFICATE COURSE

"MEHANDI CLASSES"

STUDENT LIST 2018- 2019

Sr. No.	Name of the Students	Contact number	Sign
1	Ku. Aarti D. Pote	7620116552	Aarti
2	Ku. Asmita R. Mutthalkar	7741913607	A.R.mutthalkar
3	Ku. Arti S. Dhole	7350936149	Arti
4	Ku. Anuradha Gowardipe	9067432966	Anuradha
5	Ku. Ankita A. Raut	9075546122	Ankita
6	Ku. Diksha C. Wadgure	8806720227	Diksha
7	Ku. Darshana R. Ghaywankar	9156485214	Darshana
8	Ku. Gaytree W. Musale	8390699537	Gaytree
9	Ku. Krutuja R. Ambadkar	9623593720	Krutuja
10	Ku. Komal A. Upare	7414926737	Komal
11	Ku. Laxami M. Khadaskar	9637689355	Laxami
12	Ku. Mounika N. Manshetti	9404529362	Mounika
13	Ku. Pragati R. Baviskar	7517899603	Pragati
14	Ku. Priyanka A. Kamble	7038889428	Priyanka
15	Ku. Priyanka N. Jugnahake	9370052065	Priyanka
16	Ku. Puja R. Zingare	7875967100	Puja
17	Ku. Priti M- Ganfade	7620158211	Priti
18	Ku. Rani M. Hanumante	7350385406	Rani
19	Ku. Swati P. Rajurkar	7972500989	Swati
20	Ku. Shubhange V. Trivedi	9511824139	Shubhange

Dr. Mrs. K. A. Varma
Head of Dept.
Home Economics
J. M. V. Chandrapur

Principal
Janata Mahavidyalaya
Chandrapur



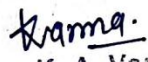
JANATA MAHAVIDYALAYA, CHANDRAPUR
Dept. Home Economics
Information of Short Term Courses
2018-19

Department of Home Economics organized Short term course for the students of all Faculty. The course began from 6th September 2018.

23 students took admission, from that 16 student actively participated during the course. This short term course "Mehendi" was organized to help & make the students self-employed. Self employment helps students to improve their confidence & make them self sufficient.

The course was concluded with "Mehendi competition." The winner students were felicitated with IST, IInd & IIIrd prize. Certificates of Participation were distributed after completion of the course. This short term course will motivate the students of Art faculty to become 'Self employer'.


Principal
Janata Mahavidyalaya
Chandrapur


Dr. Mrs. K. A. Varma
Head of Dept.
Home Economics
J. M. V. Chandrapur


Principal
Janata Mahavidyalaya
Chandrapur



SHORT TERM CERTIFICATE IN NURSERY AND GARDENING

CHANDASHIKSHAN PRASARK MANDAL'S
JANATA MAHAVIDYALAYA, CHANDRAPUR

DEPARTMENT OF BOTANY

SHORT TERM CERTIFICATE COURSE ON NURSERY & GARDENING

2017-18

Name of the Department :- Department of Botany
Name of the course :- Nursery & Gardening
Duration :- 32 period (3 Months)
Fee :- 300/- (Three Hundred Only)
Maximum Participant :- 49 students
Objective :- Learn and earn through this skill oriented course
Syllabus :-

Unit-I

- D) Garden operation- Procurement of material, preparation of soil, drainage, digging and trenching soil enrichment, organic manures, inorganic manures.
- E) Garden types- Roof garden, small garden, Exotic garden, Kitchen garden, Vegetable, Fruit, herb garden.
- F) Role of Nursery and Garden for beatification and economic importance.

Unit-II

- D) Lawn and hedges- Flower, herbaceous border and Roses, Chrysanthemums, carnations, Bulbous plant, Climber, trees, shrubs, orchids, ferns and palms, cacti and other succulents.
- E) Plant propagation- Sexual and vegetative methods, short and long term storage of propagation of seeds, fruits, bulbs, rhizomes.
- F) Bonsai and Indoor plants- Plant Protection: control measure of the plant diseases.

References

1. Trivedi P.P (1987) Home Gardening ICAR New Delhi.
2. Deena Beverley and Barty Phillips (2002) Encyclopedia of Gardening, paragon Book UK.
3. Beautiful trees and shrubs of Calcutta. Course out comes :-


Principal
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Chandrapur



JANATA MAHAVIDYALAYA, CHANDRAPUR
DEPARTMENT OF BOTANY
LIST OF STUDENTS ADMITTED TO NURSERY AND
GARDENING SHORT TERM COURSE

List of student Admitted 2017-18

Sr.No.	Name of the Students	Class	Remark
01	Miss. Ashwini R. Urkude	M.Sc. II	<u>Ashwini</u>
02	Miss. Tejal Kondpartiwar	M.Sc. II	<u>Tejal</u>
03	Miss. Ravina R. Lakkawar	M.Sc. II	<u>Ravina</u>
04	Miss. Nisha Mistry	M.Sc. II	<u>Nisha</u>
05	Miss. Manisha Uike	M.Sc. II	<u>M. Uike</u>
06	Miss. Priyadarshani Bonde	M.Sc. II	<u>Priya</u>
07	Miss. Rupali Dhanorkar	M.Sc. II	<u>Rupali</u>
08	Miss. Vidhya Gaurkar	M.Sc. II	<u>Vidhya</u>
09	Miss. Shubhangi Mahadole	M.Sc. II	<u>S. Mahadole</u>
10	Miss. Aarti Taru	M.Sc. II	<u>A. Taru</u>
11	Miss. Ashwini D. Turale	M.Sc. I	<u>A. D. Turale</u>
12	Miss. Anushree Kukudkar	M.Sc. I	<u>Anushree</u>
13	Miss. Renuka U. Kamdi	M.Sc. I	<u>Renuka</u>
14	Miss. Mamta R. Raut	M.Sc. I	<u>M. Raut</u>
15	Miss. Nikita G. Surkar	M.Sc. I	<u>N. G. Surkar</u>
16	Miss. Shubhangi S. Bodhe	M.Sc. I	<u>S. Bodhe</u>
17	Miss. Minal M. Gaherwar	M.Sc. I	<u>Maharwal</u>
18	Miss. Vaishnavi E. Tapase	M.Sc. I	<u>V. E. Tapase</u>
19	Miss. Pranita K. Girde	M.Sc. I	<u>P. Girde</u>
20	Miss. Pooja V. Kohle	M.Sc. I	<u>P. Kohle</u>
21	Miss. Bharti R. Wararkar	M.Sc. I	<u>B. R. Wararkar</u>
22	Miss. Dipali A. Poday	M.Sc. I	<u>D. Poday</u>
23	Mr. Jivan G. Gadge	M.Sc. I	<u>J. G. Gadge</u>
24	Miss. Madhavi G. Thengne	M.Sc. I	<u>M. Thengne</u>
25	Miss. Harsha Kaleshwarwar	M.Sc. I	<u>Harsha</u>
26	Miss. Jayshree B. Nannaware	B.Sc. I	<u>J. B. Nannaware</u>
27	Miss. Sonali S. Mahulkar	B.Sc. I	<u>S. S. Mahulkar</u>
28	Miss. Ankita K. Khandke	B.Sc. I	<u>A. K. Khandke</u>
29	Miss. Suchita Garat	B.Sc. I	<u>Suchita</u>
30	Miss. Payal A. Ganvir	B.Sc. I	<u>P. Ganvir</u>
31	Miss. Nikita K. Panghate	B.Sc. I	<u>N. Panghate</u>
32	Miss. Shivani S. Gadge	B.Sc. II	<u>S. S. Gadge</u>
33	Mr. Shubham D. Pawar	B.Sc. II	<u>S. D. Pawar</u>



34	Miss. Tanuja L. Verma	B.Sc. II	Tanuja
35	Mr. Sankalp A. Dudhe	B.Sc. II	Dudhe
36	Miss. Sukhada Bozawar	B.Sc. II	Sukhada
37	Mr. Shubham C. Mohurle	B.Sc. II	Shubham Mohurle


Course Co-ordinator

(Dr. M. B. Shende)

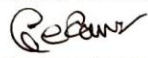

Head


(Dr. Y. B. Gedam)

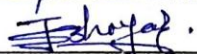
Principal

(Dr. M. Subhas)

Signature of Teachers

- 1) 

- 2) 

- 3) 

Date:


Principal
Janata Mahavidyalaya
Chandrapur



JANATA MAHAVIDYALAYA, CHANDRAPUR
DEPARTMENT OF BOTANY
LIST OF STUDENTS ADMITTED TO NURSERY AND
GARDENING SHORT TERM COURSE
2018 -19

Sr. No.	Name of the Students	Class	Signature
01	Miss. Minal M. Gahirwar	M.Sc. II	
02	Miss. Pranita K. Girde	M.Sc. II	
03	Miss. Mamta R. Raut	M.Sc. II	
04	Miss. Renuka U. Kamdi	M.Sc. II	
05	Miss. Shubhangi S. Bodhe	M.Sc. II	
06	Miss. Anushree B. Kukudkar	M.Sc. II	
07	Miss. Nikita G. Surkar	M.Sc. II	
08	Miss. Vaishnavi E. Tapase	M.Sc. II	
09	Miss. Ashwini D. Turale	M.Sc. II	
10	Miss. Pooja V. Kolhe	M.Sc. II	
11	Miss. Madhavi G. Thengane	M.Sc. II	
12	Miss. Harsha V. Kaleshwarwar	M.Sc. II	
13	Miss. Bharti R. Wararkar	M.Sc. II	
14	Miss. Dipali A. Podey	M.Sc. II	
15	Mr. Jivan Gadge	M.Sc. II	
16	Miss. Shilpa A. Biswas	M.Sc. I	
17	Miss. Snehal D. Bhoyar	M.Sc. I	
18	Miss. Puja R. Dhengle	M.Sc. I	
19	Miss. Ujwala C. Bhoyar	M.Sc. I	
20	Miss. Mohini M. Zade	M.Sc. I	
21	Miss. Sneha R. Nagarale	M.Sc. I	
22	Miss. Sonali K. Wararkar	M.Sc. I	
23	Miss. Monu S. Gore	M.Sc. I	
24	Miss. Anjali G. Urkude	M.Sc. I	
25	Miss. Mrunali P. Jeurkar	M.Sc. I	
26	Miss. Ashwini A. Bike	M.Sc. I	
27	Miss. Vasundhara Y. Dhawas	M.Sc. I	


Principal
Janata Mahavidyalaya
Chandrapur



28	Miss. Pallavi N. Lode	M.Sc. I	
29	Miss. Madhuri D. Gohokar	M.Sc. I	
30	Miss. Ashwini P. Sonule	M.Sc. I	
31	Miss. Suleha D. Datla	M.Sc. I	
32	Mr. Nilesh A. Madavi	M.Sc. I	
33	Mr. Rohit M. Kumara	M.Sc. I	
34	Mr. Kartik R. Darne	M.Sc. I	
35	Miss. Amruta R. Nichat	M.Sc. I	
36	Miss. Sneha S. Junghare	M.Sc. I	
37	Miss. Kiran A. Durgamwar	M.Sc. I	
38	Miss. Samiksha V. Chalkh	M.Sc. I	
39	Miss. Sonali S. Mahakulkar	B.Sc.	
40	Miss. Ankita K. Khadke	B.Sc.	
41	Miss. Suchita Garat	B.Sc.	
42	Miss. Payal A. Ganvir	B.Sc.	
43	Miss. Rajni H. Kuchankar	B.Sc.	
44	Miss. Prabodhi Khobragade	B.Sc.	
45	Miss. Sonu Shettiyar	B.Sc.	
46	Miss. Jayshree B. Nannaware	B.Sc.	
47	Miss. Nikita K. Panghole	B.Sc.	
48	Mr. Kuldeep S. Fodge	B.Sc.	
49	Miss. Harshita N. Kukde	B.Sc.	

Shende
 Dr. M. B. Shende
 Course co-ordinator
 Janata Mahavidyalaya
 Chandrapur.

Gedam
 Dr. Y. B. Gedam
 Head
 Deptt. of Botany
 JMV, Chandrapur

[Signature]
 Principal
 Janata Mahavidyalaya
 Chandrapur

REPORT OF COURSE CONDUCTED

Department of Botany conducted Short term course in the sessions 2017-18 and 2018-19 in "Nursery and Gardening". Total number of students benefitted is 86. Students learnt about plant protection and different gardening techniques through theory, practical and field visits.

Shende
 Dr. M. B. Shende
 Course co-ordinator
 Janata Mahavidyalaya
 Chandrapur.

[Signature]
 Principal
 Janata Mahavidyalaya
 Chandrapur



**SHORT TERM CERTIFICATE COURSE IN
AQUARIUM DEVELOPMENT AND TECHNIQUES**

JANATA MAHAVIDYALAYA, CHANDRAPUR

DEPARTMENT OF ZOOLOGY

Short Term Course on Aquarium Preparation Maintenance 2017-18

Department of Zoology Janata Mahavidyalaya Chandrapur organized 33 Hour short term course on Aquarium Preparation and Maintenance for B.Sc. /M.Sc. students.

Objective:


In this course we give theoretical practical knowledge about fabrication construction of aquarium in which they learn cutting of glass, selection of ornamental fishes, fish diseases and necessary accessories required for them and its maintenance.

Method:

We give practical as well as theoretical knowledge to students related to fabrication and maintenance as well as part covers in syllabus. After completion of course students are evaluated by conducting exam and viva and certificates are distributed.

Course outcome:

After completion of course students get practical and theoretical knowledge of construction and maintenance of aquarium which help them for earning and learning and also help to generate employment.


Assistant Professor
Department of Zoology
Janata Mahavidyalaya,
Chandrapur


Principal
Janata Mahavidyalaya
Chandrapur



Syllabus

Aquarium Development and Techniques

1. History of Aquarium: History about ancient Indian and world aquarium. (4)
2. Aquarium Fishes :Indian and exotic Aquarium fishes.....(6)
3. Construction: Fabrication of Fresh water Aquarium, gravel, aquarium plants ,aerator and filter(6)
4. Maintaince of Aquarium : Cleaning ,water quality and maintenance(5)
5. Fish disease and treatment. (4)
6. **Practical work and Handling** : I. Identification of Aquarium fishes (9)
II. Cutting of Glass
III. Fabrication and Assembling

TOTAL CLASSES: 33 (15 days)
445.

S.

S. K. M.
Assistant Professor
Department of Zoology
Janata Mahavidyalaya
JOS Chandrapur. (M.S.)

[Signature]
Principal
Janata Mahavidyalaya
Chandrapur



**Short term Course on
Fish Aquarium Development and Techniques 2017-18
Department of Zoology
Janata Mahavidyalaya Chandrapur**

Sr. No.	Name of student	Class
1.	Ku.Ashwini More	M.Sc II
2.	Mr.Dhanraj Zanjad	M.Sc II
3.	Ku.Pinky Roy	M.Sc I
4.	Ku.Amruta Naukarkar	--do--
5.	Ku.Rajashree Bhalerao	--do--
6.	Ku.Nisha Adhikari	--do--
7.	Mr.Vaibhav Ukinkar	B.Sc III

Sachin
Dr. S.D. MISAR

JANATA MAHAVIDYALAYA, CHANDRAPUR

DEPARTMENT OF ZOOLOGY

Report on Short Term Course on Aquarium Development and Techniques 2017-18

Department of Zoology Janata Mahavidyalaya Chandrapur organised 33 hours short term course on Aquarium construction and maintenance for this course total 7 students were registered and admitted from 15.08.2017 to 01.09.2017 after completion of course the exam was conducted, viva was taken and certificates were distributed. Above course is beneficial to student to get practical and theoretical knowledge of aquarium construction and maintenance which help them for learning and earning and also to help to generate employment

Sachin
Assistant Professor
Department of Zoology
Janata Mahavidyalaya,
Chandrapur

Principal
Janata Mahavidyalaya
Chandrapur



Short term Course on
Fish Aquarium Development and Techniques 2018-19
Department of Zoology, Janata Mahavidyalaya Chandrapur

Sr. No.	Name of Student	Class
1.	Jay Bhoyar	BSc .I
2.	Shirish Durge	BSc .I
3.	Dinesh Mandal	BSc .I
4.	Tejas Shah	BSc .I
5.	Rohit Giradkar	BSc .I
6.	Sheshrao Kale	MSc. II
7.	Rita Hanumante	MSc. II
8.	Rajneesh waghmare	MSc .II
9.	Nitin Tumade	M.Sc. I.
10.	Akshay Patale	M.Sc. I.
11.	Vishal Meshram	M.Sc. I.
12.	Ashwini Zade	M.Sc. I.
13.	Pranali Shinde	M.Sc. I.
14.	Priyanka Gadewar	M.Sc. I.
15.	Priyanka Kawadkar	M.Sc. I.
16.	Pranali Chincholkar	M.Sc. I.
17.	Smita Gore	M.Sc. I.
18.	Roshni Chauhan	M.Sc. I.
19.	Yugandhara Katekhaye	M.Sc. I.
20.	Pritija Dhagadi	M.Sc. I.
21.	Murali Khade	M.Sc. I.
22.	Shital Dhande	M.Sc. I.
23.	Leena Sur	M.Sc. I.
24.	Ashwini Gahukar	M.Sc. I.
25.	Rashmi Chauhan	M.Sc. I.
26.	Dhanshree Tajane	M.Sc. I.
27.	Pooja Kardekar	M.Sc. II.
28.	Neelima Dakhore	MSc. II
29.	Vanita Hepat	MSc. II
30.	Sneha chahande	MSc .II
31.	Ishwari Kodape	MSc. II
32.	Bhagyashree Korde	MSc. II

Suchu
 Dr S. D MISAR

Principal
 Janata Mahavidyalaya
 Chandrapur



JANATA MAHAVIDYALAYA, CHANDRAPUR

DEPARTMENT OF ZOOLOGY

Report on Short Term Course on Aquarium Construction and Maintenance 2018-19

Department of Zoology Janata Mahavidyalaya Chandrapur organised 33 hours short term course on Aquarium construction and maintenance for this course total **32** students ~~were~~ registered and admitted from 27.09.2018 to 19.10.2018 after completion of course the exam was conducted, viva was taken and certificates were distributed. Above course is beneficial to student to get practical and theoretical knowledge of aquarium construction and maintenance which help them for learning and earning and also to help to generate employment



Assistant Professor
Department of Zoology
Janata Mahavidyalaya,
Chandrapur



Principal
Janata Mahavidyalaya
Chandrapur



SYLLABUS OF B.A. (HINDI) CERTIFICATE COURSE IN PRAYOJAN MULAK HINDI

JANATA MAHAVIDYALAYA CHANDRAPUR

Information of Short Term Courses

Name of the College :-	Janata Mahavidyalaya Chandrapur
Name of the department :-	Hindi
Name of the courses :-	प्रयोजन मुलक हिन्दी.
Type (certificate/ Diploma /Degree/ :-	Value added/certificate courses
Value added/Skill oriented courses)	
Duration:-	30 Hrs
Eligibility :-	12 th Pass (छात्र)
Time :-	12.00 to 1.00 pm one hour a day
Year of Introduction Course :-	2018-19
Commencement :-	From the month of December 2018
Intake Capacity:-	50

Introduction/ Course Objectives :- प्रयोजन मुलक हिन्दी अभ्यासक्रम के अंतर्गत विविध विधाओंकर संयोजन किया गया। प्रयोजन मुलक के माध्यम से विद्यार्थियों को विविध विधाओंसे अवगत कराना हमारा उद्देश है। प्रत्येक विधा से विद्यार्थी अलग अलग ज्ञान हासिल करेंगे, जो हमारे अभ्यास क्रम में संलग्नी है। जैसे मसोदा लेखन, टिप्पण, प्रारूपण, संघनन, अनुवाद, पत्राचार, विज्ञापण आदि.

Course Outcomes/Benefits of the course :- 1. संगनक का उपयोग करना सिखेंगे 2. अलंकार से नाटक कहानी कविता में अच्छा कार्य करेंगे भाषा प्रबल होगी 3. विज्ञापण के जरिये दूरदर्शन रेडियो, समाचार पत्रों में विज्ञापण लेखन और विज्ञापण देना सिखेंगे सफल अनुवादक बनेंगे 5. पत्राचार द्वारा कार्यालय मंत्रालय विभिन्न सरकारी कार्यालय में काम करना सिखेंगे।

पाठ्य क्रम प्रारूप:- (Syllabus) प्रयोजन मुलक हिन्दी

Name of the Coordinator :- - Dr. Sarita M Tiwari

Dr. Sarita M Tiwari
H O D (Hindi)
Janata Mahavidyalaya
Chandrapur

Principal
Janata Mahavidyalaya
Chandrapur


Principal
Janata Mahavidyalaya
Chandrapur



JANATA MAHAVIDYALAYA, CHANDRAPUR
SHORT TERM COURSE
DEPT. OF HINDI
STUDENT LIST

Sr. No.	Name of Student	Contact Number	Class	Signature
01	Mangesh Kailas Duratar	7030452342	B.A.-I	Mangesh
02	Harshvardhan V. Tayade	9823981404	B.A.-I	H. V. Tayade
03	Aditya Anil Rathod	7058247884	B.A.-I	A. V. Tayade
04	Kajal S. Biswas	9730862604	B.A.-I	Kajal
05	Sujit S. Sarkar	9545195716	B.A.-I	Sujit
06	Kajal A. Rathod	7057942602	B.A.-I	Kajal
07	Madhav M. Halbandge	8669380772	B.A.-II	Madhav
08	Pritam A. Padvekar	7773984661	B.A.-II	Pritam
09	Shubham R. Chaudhari	9763735641	B.A.-II	Shubham
10	Ashitosh P. Salve	9921727585	B.A.-II	Ashitosh
11	Shivkant M Bellale	7517039078	B.A.-II	Shivkant
12	Monika A. Makkar	8308877947	B.A.-I	Monika
13	Pragati S. Lande	7350380147	B.A.-I	Pragati
14	Kunal Navnath Puaradkar	7447887456	B.A.-I	Kunal
15	Nasrin Munna Sheikh	9890246967	B.A.-III	N.m. Sheikh
16	Pranali Vilas Bhagat	7385238126	B.A.-III	Pranali
17	Shainaj Maksud Sheikh	9623325063	B.A.-III	S.M. Sheikh
18	Smita Vasant Bobade	9309193498	B.A.-III	Smita
19	Swati Ajit Kandotiwar	9764895462	B.Com.-II	Swati
20	Pragati Dilip Thakare	7038723159	B.Com.-II	Pragati
21	Neha Baldeo Karlekar	8421025423	B.Com.-II	Neha
22	Rupa Arvind Prasad	7387325332	B.Com.-II	Rupa
23	Pratiksha Sujit Hiwrale	9766222675	B.Com.-II	P.S Hiwrale

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SYLLABUS OF LPO (DHFL)



BSC/N2311

Verify and forward loan applications

National Occupational Standard	Unit Code	BSC/N2311
	Unit Title (Task)	Verify and forward loan applications
	Description	This OS unit is about verifying the loan application related documents and the form as filled by the loan applicant, and deciding to forward the application to sanctioning officer
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Coordinate with the customer and the colleague who referred the customer Check the loan application form and the support documentation Decide on forwarding the loan application for sanction <p>Range: Computer, MS Office, Document Management System</p>
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Coordinating with the customer and the colleague who referred the customer	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. verify the conduct of customer's account in case of old customers</p> <p>PC2. verify details of the customer with the referring colleague</p> <p>PC3. check customer details such as name, age, income, purpose of loan, amount requested, etc., in the form</p> <p>PC4. ensure that the customers' queries are politely addressed</p>
	Checking the loan application form and the support documentation	<p>To be competent, the user/ individual must be able to:</p> <p>PC5. ensure that the appropriate loan application form is filled</p> <p>PC6. check whether all supporting documents and KYC proofs are attached with application</p> <p>PC7. ensure all details are correctly entered in the form</p> <p>PC8. ensure the required financial statements or IT Returns or Salary Slips are attached</p> <p>PC9. Ensure the validity of the statements mentioned in the documents by taking appropriate measures, e.g., collecting title deed for the land as mentioned in the form, etc.</p> <p>PC10. take customer signatures at all required places</p> <p>PC11. ensure that a clear photograph of customer is attached to the form</p> <p>PC12. conduct any other due-diligence as recommended by senior officer</p>
	Deciding on forwarding the loan application form for sanction	<p>To be competent, the user/ individual must be able to:</p> <p>PC13. ensure that all customer details are correctly captured in the form</p> <p>PC14. ensure that the customer has a capacity to repay</p> <p>PC15. ensure that the details pertaining to collateral are being properly documented</p> <p>PC16. check the CIBIL score for retail borrower or calculate</p> <p>PC17. forward the application for sanction, if the customer seems to qualify the basic requirements</p> <p>PC18. maintain a record of customer applications</p>
	Knowledge and Understanding (K)	

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LIST OF STUDENTS

Sr No	Trade	Trainee Name	Contact No.	Highest Qualification
1	LPO	Shubhangi Trivedi	9657978499	12th
2	LPO	Priti Ganfade	7620158211	12th
3	LPO	Sapna Ganfade	7498031063	12th
4	LPO	Payal Mandade	8806598508	12th
5	LPO	Sejal Chandekar	7350420239	12th
6	LPO	Nita Ganfade	9112350043	12th
7	LPO	Akshay Patle	9011048806	12th
8	LPO	Nitin Tumbde	9175369876	12th
9	LPO	Vishal Meshram	7218754944	12th
10	LPO	Ashwini Gahukar	9145421794	12th
11	LPO	Bharat Wankhede	8624969212	12th
12	LPO	Pragati Titara	7218024551	B.com III
13	LPO	Pranali Shelke	9119445056	b.com III
14	LPO	Sneha Rahulwar	9588619328	B.A II
15	LPO	Suvarna Wasekar	7507788294	B.com III
16	LPO	Anuja Dorlikar	9518527215	B.com II
17	LPO	Pratiksha Kodmalwar	7888146192	B.com III
18	LPO	Pralini Gedam	9518938181	B.com III
19	LPO	Dhanashri Dandekar	8552984860	B.com III
20	LPO	Komal Tumram	7083896078	B.com II
21	LPO	Nita More	7350074836	B.com III
22	LPO	Rupa Prasad		B.com I
23	LPO	Bhagyashri Nimkarde	9604818714	B.com I
24	LPO	Swati Kandotiwar	9764695462	B.com I
25	LPO	Pragati Thakre	7038723159	12th
26	LPO	Pallavi Jambhulkar	9767950418	B.A II
27	LPO	Akhil Dudare	9075926440	B.com I
28	LPO	Swapnil Chitade	8830088930	B.com I
29	LPO	Alisha Khan	7020775698	B.A I
30	LPO	Haritalika Gotefode	9146861631	B.com I
31	LPO	Pallavi Gajbhiye	7796169822	B.com I
32	LPO	Manisha Maroti Bhoyar	8605224482	12th
33	LPO	Khushbu Rajendra Chilke	9518790431	12th



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Sr. No	Name of Student
1	Saurao Madhukar Upare
2	Shyama Pandey


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