



SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED

**Public Administration**  
**B.A. Second Year Semester - III**

**Skill Enhancement Course**  
**E-Administration Paper No:-SECPA - I**  
(Effective From June 2020)

Credits : 02  
Marks : 50


Periods : 45

**Course Objectives:**

1. The Course would introduce and Provide Knowledge of E-Administration to the students.
2. To familiarize the students with the concept of E-Administration .
3. It will acquaint the students the way ICT ( Information and Communication technology) would be applied on Administration .
4. It would help the students understand the need & significance of of e-devices in Public Administration

**Course Outcomes:**

1. The course will help to the students learn about the basic elements of E-Administration.
2. It will provide knowledge of E-devices in Public Administration.
3. Awareness of the basic E- administrative system as well as various issues in E-administration .

  
**Principal**  
Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)



SWAMI RAMANAND TEERTH MARATHIWADA UNIVERSITY, NANDED

Public Administration

B.A. Second Year

Semester - IV

Skill Enhancement Course - II

Application of E-Governance and E-Devices In Administration

(Effective from June - 2017)

Credits : 02

Periods : 45

Marks : 50

Course Introduction:

The E-Governance is basically associated with carrying out the functions and achieving the result of governance through the utilization of ICT (Information and Communications Technology). World Bank explained the "E-Governance as the use by Government agencies of information technology that have the ability to transform relations with citizens." In India, main trust for E-governance was provided by the launching of NICNET in 1987 by the national satellite based computer network. It is established that E-Governance is the application of information and Communication technology to transform the efficiency, effectiveness, transparency and accountability in the government. The course mainly aims at creating new skill in students for Application of E-Governance and Digital Devices in administrative service delivery.

Course Objectives:

1. To familiarize the students with concept of E-Governance and digital technology in service delivery.
2. To understand how to use of E-Governance in various administrative departments.
3. To know the application of E-Governance and various issues.

Course Content:

Course Content:	Periods	Marks
<b>Unit-I E-Governance</b>	<b>15</b>	<b>20</b>
1. E-Governance - Meaning and Importance		
2. Digital Service Delivery Devices		
3. Use of E-devices in Higher Education		
<b>Unit-II Application of E-Governance</b>	<b>15</b>	<b>20</b>
1. E-Seva		
2. E-Panchayat		
3. E-Scholarship		
4. Social Networking Apps		
<b>Unit-III Various Issues in E-Governance</b>	<b>15</b>	<b>10</b>
1. Lack of E-Literacy		
2. People Participation		
3. IT Security		

Note : It is obligatory to conduct 45 Periods in one semester for Skill Enhancement Course, per week 3 periods, one for theory and practical's.

Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)





SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED

Public Administration

B.A. Third Year

Semester - V

Skill Enhancement Course Paper No:-SECPA - III

Disaster Management

(Effective From June 2018)

Course Rational

Disaster Management is very significant to survive in the case of a natural or a man made disaster. and can be defined as the organization and management of resources and responsibilities for dealing with all humanitarian aspects of emergencies in particular preparedness response and recovery.

Utility of the course

In the recent years the branch of Disaster Management has attained unique importance. The course will teach the students the utility of the disaster management.

Course Objectives:

- 1) The Course Introduce and Provides Knowledge of Disaster Management
2) To understand the role of various factors in Disaster Management.

Table with 3 columns: Course Content, Periods, Marks. Rows include Unit I (Disaster Management), Unit II (Disaster Management Act 2005), and Unit III (Responsibilities and Role of Various Factors in Disaster Management).

Principal signature

Principal
Shivaji College, Hingoli
Tq. Dist. Hingoli (MS)

Principal Hingoli stamp



SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY NANDED

**Public Administration**

**B.A. Third Year Semester - VI**

**Skill Enhancement Course**

**Paper No :- SECPA :- IV**

**Administration of Non-Government Organizations**

(Effective from Nov. 2021)

Credits : 02

Periods : 45

Marks : 50

**Course Rational**

The development process in a democratic form of government can only succeed when the citizens not only associate themselves with planning development programmes but also participate fully in their implementation. Citizens participation through NGOs make the administration responsive to the needs of the peoples. The focus of the course is on the NGOs , their functions and responsibilities.

**Utility of the course**

In the country like India, the role of NGO is very significant. The purpose of the course is to make the students to analyze the work of NGOs and to inspire them to undertake such project according to his potential and skills.

**Course Objectives:**

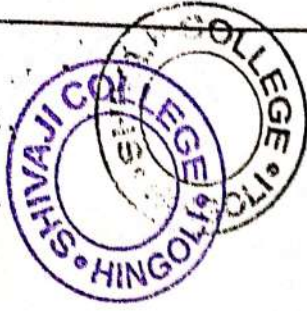
- 1) To Provides Knowledge of Non Government Organization and their Administration.
- 2) To understand the work of N.G.Os in Nation building.
- 3) The ability of Students to understand the Non Government organization and its works.

**Course Content**

	Periods	Marks
<b>Unit: - I Non Government Organization</b>		
Meaning, Importance, Process of Formation of NGO	15	20
Government organization and Non-Government-Organization: Affinity and Difference		
<b>Unit :- II Administration of N.G.O.</b>	15	15
Meaning, Definition, Nature and Scope of NGOs administration.		

*[Signature]*  
Principal  
Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)





Swami Ramanand Teerth Marathwada University, Nanded

( With Effect from 2020-2021 )  
**B.A. Second Year - Semester - III**  
Economics  
**Skill Enhancement Course**  
**Cashless Transaction (SEC- I)**

Credit -02

Period -45

Marks = 50

**CASHLESS TRANSACTIONS**

**Course Outline:**

An introduction to Money and Banking and the role of banks in the economy, not only the students learn about traditional modes of payments but they are also able to know about the modern modes of payments which help in making cashless economy.

**Aims and objectives of course :**

- The specific aims of this course are :
- To enable the students to understand various aspects of Cashless Transactions.
- To provide basic knowledge of Money and Banking systems.
- To identify key issues and problems in cash economy.
- To introduce the key economic concepts, required to analyse cashless transactions.
- To illustrate how the new modes of payments (cashless) can be made easy in cashless transaction.

**Learning outcomes of course :**

completed the essential reading and activities students should:

- Discuss Banking systems inexistence and how they are structured
- Explain the relative importance of new modes of payments (cashless) in transactions.
- Discuss the main types of cashless instruments and the main techniques employed by banks.



Swami Ramanand Teerth Marathwada University, Nanded

(With Effect from 2020-2021)

**B.A. Second Year - Semester - IV**

**Economics**

**Skill Enhancement Course**

**Data Collection (SEC- II)**

Credit -02

Period -45

Marks = 50

Theory ( ESE) 25 Marks + Interanal (CA) 25 Marks = 50 Marks

### **Data Collection**

#### **Course outline :**

The course will be given in the form of lectures and practical work.

Lectures will focus on research, especially with regard to sampling methods, data collection and data preparation. The course will focus on the practical implementation of diverse sample techniques. Students are expected to collect and classify the data.

#### **Aims and objectives of course:**

- To develop the understanding of the basic concept of research
- To develop the understanding of the basic framework of sampling and data collection.
- To develop the understanding of various sampling methods and techniques.
- To identify various sources of information for data collection.
- To develop the understanding of the conducting survey on various issues.

#### **Learning outcomes of course:**

On completion of the course, the student shall be able to

- Demonstrate his/her understanding of sampling methods and the ability to use collection of data
- Identify the appropriate sample techniques for different kinds of research questions
- Identify the appropriate source of data in relation to the collection of research data.
- Able to classify and present the collected data in the form of graph, bar diagram, chart etc.

**Principal**

Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)





RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

With Effect From 2021-22

B.A. Third Year

ECONOMICS

SEMESTER - V

SKILL ENHANCEMENT COURSE

FINANCIAL INCLUSION AND FINANCIAL LITERACY - SEC-III

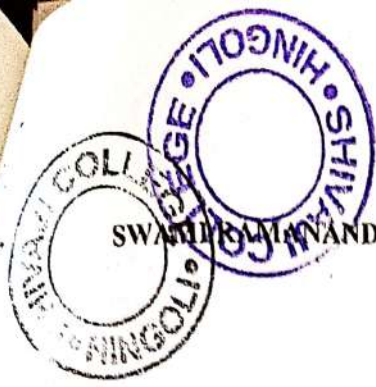
Credits: 02

Periods: 45

Marks: 50

	<b>Marks: 50 = ( CA ) 25 + ( ESE ) 25</b>	
	<b>Financial Inclusion and Financial Literacy</b>	
	<p><b>Course Outline:</b></p> <p>The course will be given in the form of lectures and practical work. Financial inclusion and financial literacy is the base of Cashless Transactions. As the majority of population is still not included in the inclusive growth. The Growth of financial inclusion becomes a challenge for the Indian Economy. Financial literacy is considered as important adjunct for promoting financial inclusion, consumer protection and ultimately financial stability. The aims of the Skill Enhancement Course are to focus on financial inclusion and financial literacy for the Indian formal sector.</p> <p><b>Course Objectives:</b></p> <p>The Specific Objectives of this course are :</p> <ul style="list-style-type: none"> <li>✓ To develop the understanding of the basic concept of financial inclusion and financial literacy.</li> <li>✓ To develop the awareness of saving and investment.</li> <li>✓ To develop the financial activities of students.</li> <li>✓ To develop the financial literacy of students</li> <li>✓ To include each and every citizens in process of financial inclusion.</li> </ul> <p><b>Course Utility :</b></p> <p>Completed the essential reading and activities students Should able to :</p> <ul style="list-style-type: none"> <li>✓ Student will be able to create their own financial plan.</li> <li>✓ Student will be able to create their own budget.</li> <li>✓ Student will propose a personal saving and Investment plan.</li> <li>✓ Student will be examining how their choice of carrier and lifestyles will affect their financial plan.</li> <li>✓ Student will be aware about financial inclusion and financial literacy.</li> <li>✓ Student face a challenging economical future.</li> </ul>	

*[Signature]*  
**Principal**  
 Shivaji College, Hingoli  
 Tq, Dist. Hingoli (MS)



SWAMI VIVEKANAND TEERTH MARATHIWADA UNIVERSITY, NANDED  
With Effect From 2021-22

B.A. Third Year

ECONOMICS

SEMESTER - VI

SKILL ENHANCEMENT COURSE

ENTREPRENEURSHIP DEVELOPMENT- SEC-IV

Credits: 02

Periods: 45

Marks: 50

Marks: 50 = ( CA ) 25 + ( ESE ) 25

Entrepreneurship Development 23/10/21 1974

**Course outline:**

The course is designed to provide the knowledge, skills and attitudes in entrepreneurship development that will meet the needs of a developing economy. On completion of this syllabus the students will gain knowledge and comprehension for the development and application of ideas for entrepreneurship.

**Course Objectives:**

The Specific objective of the course is:

- ✓ Acquiring entrepreneurship spirit and resourcefulness.
- ✓ Familiarization with various uses of human resource for earning dignified means of living.
- ✓ Understanding the concept and process of entrepreneurship- its contribution and role in the growth and development of individuals and the nation.
- ✓ Acquiring entrepreneurial quality, competency and motivation.
- ✓ Learning the process and skills of creation and management of entrepreneurial venture.

**Course Utility :**

On completion of the course, the student shall be able to :

- ✓ Understand the concept of entrepreneurship and its functions. The student will also be able to describe the process of entrepreneurship.
- ✓ Explain the competencies of an entrepreneur.
- ✓ Understand the meaning and ways of generating ideas and able to prepare a business plan.
- ✓ Understand the reasons for success and failure of a business plan.
- ✓ Identify the various support structure available for promoting entrepreneurship

26

  
Principal

Shivaji College, Hingoli

Tq. Dist. Hingoli (MS)

  
Principal  
Shivaji College  
Hingoli, Dist. Hingoli

Principal  
Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)





B. A. Second Year

(With effects from the Academic year 2017-18)

Semester - IV

SEC-II



**Curative Therapies**

उपचारत्मक चिकित्साक पध्दती

Credits: 2

Marks: 50

Per week : 3 Periods  
Periods: 45



Unit I : Massage

- Concept & types of massage
- Techniques of massage
- Massage for body relaxation
- Massage for disabled people
- Benefits of massage

Time table

8-11	संज्ञा
11-2	वर्णना
2-5	व्याख्या

Unit II : Yoga Trainer

- Training for Pranayama
- Training for Asana
- Training for Different yogic practices
- Yoga for patient
- Yoga for bad posture

Unit III : Acupressure

- Types of acupressure
- Points of acupressure
- Acupressure for upper body extremities
- Acupressure for lower body extremities
- Precautions of acupressure
- Benefit of acupressure

Internal Evaluation

5 test  
5 test  
15 seminars - with proj. paper, photo book  
25

14

Principal

Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)

PRINCIPAL  
Shivaji College  
Hingoli, Dist. Hingoli

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED  
CBCS- Paper pattern for the subject of Physical Education

**B. A. Second Year**  
(With effects from the Academic year 2017-18)  
Semester - III

**SEC-I**  
**Fitness and wellness**

Credits: 2 = 30 marks

Marks: 50

Per week - 3 periods

Periods : 45



Unit -I: Fitness Trainer

- Conditioning Exercise
- Aerobic Exercise — videos दखवा, ताल, adapt. मोजक्या
- Anaerobic Exercise
- Isometric-Isotonic and Isokinetic Exercise
- Therapeutics Exercise

Unit-II : Gym Trainer

- Warm up and Cooling Down
- Weight Training
- Station Training
- Set training
- Strength Training
- Isokinetic Training
- Stretching and its type

Unit-III: Life Guard

- Nature and Duties of Life Guard
- Life Jackets
- Deep Water Rescue
- Shallow water rescue
- Two persons Removal Water
- General Procedures for Water Emergency

(Note - 25 Marks internal Evaluation examination i.e. Test theory : 45  
Test ~~20~~ 5, Assignment: 15 and Attendance 5 Marks.)

25  
25  
50

References

Merley, William P. - "Health and Physical Fitness" - 1982 CBS College Publishing.  
An Interactive Approach, Jones and Bartlett Publisher, Sndbury, Massachusetts, USA.

Bishop, J.G. (2004) Fitness through Aerobics, Benjamin Cummings, USA. Brown, K.M.  
(2002) Physical Activity and Health:

Department of Physical Education and Sports Sciences, University of Delhi (2007), Draft  
Resource Material - Fitness, Aerobics and Gym-Operations.

Activities

Demo - Gym - Pic

Principal  
Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)

Principal  
Shivaji College  
Hingoli, Dist. Hingoli.



SWAMI RAMANAND TEERTH MARATHIWADA UNIVERSITY, NANDED  
CBCS- Paper pattern for the subject of Physical Education

**B. A. Third Year**

(With effects from the Academic year 2021-22)

Semester - V

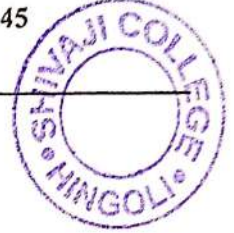
**SEC-III**

**Yogic Therapies and Sports Physiotherapy**

Credits: 2

Marks: 50

Per week : 3 P  
Periods: 45



Unit- I

- NEW 1. Basics of Yoga .  
2. Yoga for Diabetic patients.  
3. Yoga for Hyper and Hypotension.  
4. Yoga for Obesity

Unit -II

1. Yoga for Pain Management.
2. Yoga for Postural Deformities.
3. Yoga for Cardiac patients
4. Yoga for Kids and Children

Unit- III

1. Basics of Sports Physiotherapy.
2. Needs of Sports Physiotherapy.
3. Types of Physiotherapy.
4. Physiotherapy for disable person

Unit -IV

1. Rehabilitation and Physiotherapy.
2. Physiotherapy for injured Athletes (Men and women).
- NEW 3. Physiotherapy for disable person

Internal

10 - Test

15 - Seminars

  
PRINCIPAL  
Shivaji College  
Hingoli, Dist. Hingoli.

  
Principal  
Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED  
CBCS- Paper pattern for the subject of Physical Education

**B. A. Third Year**

(With effects from the Academic year 2021-22)

**Semester - VI**

**SEC-IV**

**Officiating and Coaching**

Credits: 2

Marks: 50

Per week : 3 Periods  
Periods: 45



- Unit- I**
- Officiating in Kabaddi
  - Officiating in Kho-Kho
  - Officiating in Volley Ball
  - Officiating in Cricket
  - Officiating in Track and Field
- Unit -II**
- Ground Management in Kabaddi
  - Ground Management in Kho-Kho
  - Ground Management in Volley Ball
  - Ground Management in Cricket
- Unit- III**
- Coaching of Basic Skills in Kabaddi
  - Coaching of Basic Skills in Kho-Kho
  - Coaching of Basic Skills in Volley Ball

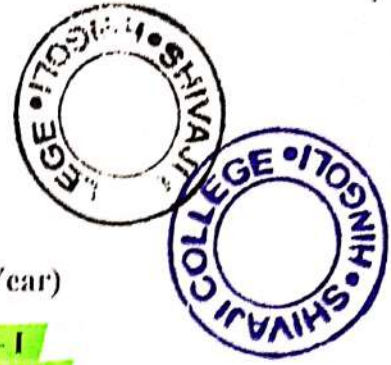
Internal marks 15 - Seminar  
10 - Test

  
**Principal**

Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)







## Sociology

SEMESTER – III B.A. Hnd (Year)

**Skill Enhancement Course – I**  
**Rural Society and Development**  
Effective from June – 2017

Credits : 02

Periods : 45

Marks : 50

### Course Introduction :


In human history has such a high percentage of the words population lived in villages. Rural Community life is not new in human evolution. Main aim of the course is to create awareness of rural society and Development in the students. In the present era rural development programmers improvement of the living standards and providing them opportunities for rural peoples.

### Course Objectives :

- 1 To understand Rural Society
- 2 To Know the various Rural Development Programmes.
- 3 To understand issues in process of implementation of rural development programmes.

### Cours Contents

		Periods	Marks
<b>Unit – I</b>	<b>Rural Society</b>	15	20
1	Meaning of Rural Society		
2	Characteristics of Rural Society		
3	Changing nature of Rural Society.		
<b>Unit- II</b>	<b>Rural Development Programmes</b>	15	20
1	Women Self help Group Bachat Gut		
2	Clean Indai Mission Swatch Bharat Mission		
3	Mahatma Gandhi Tanta Muktti Abhiyan		
<b>Unit - III</b>	<b>Issue in rural development.</b>	15	10
1	Lake of Literacy		
2	Rural Migration		
3	Lake of Effective implication		

  
**PRINCIPAL**  
SHIVAJI COLLEGE  
Hingoli Dist. Hingoli

  
**PRINCIPAL**  
Shivaji College  
Hingoli, Dist. Hingoli





## Sociology

SEMESTER – IV B.A. Hnd (Year)

**Skill Enhancement Course – II**

**Problem of Slum**

Effective from June – 2017



Credits : 02

Periods : 45

Marks : 50

### **Course Introduction :**

Slum up grading is an urban renewal Strategy which consist physical, social, economic, Organizational and environmental Improvements to slums Undertaken cooperatively and locally Among Citizens, Community groups business and local authorities the aim of these syllabus to Alleviate the poor living standards of slum dwellers

### **Course Objectives :**

- 1 To understand problem faced by people living in slums
- 2 To Know slum people and their living conditions
- 3 To Know various programmes related to problems of slum

### **Cours Contents**

	<b>Periods</b>	<b>Marks</b>
<b>Unit – I Introduction</b>	15	20
1 Meaning of Slum		
2 Characteristics of Slum		
3 Causes of Slum		
<b>Unit- II Issues raised in Slum</b>	15	20
1 Problems of Education		
2 Issues of Health		
3 Issues of Crime		
<b>Unit- III Programme for slum</b>	15	10
1 National Policies for slum upgrading in India		
2 Pradhan Mantri Awas Yojana ( PMAY)		
3 Programmes related to eradication of Addiction		

  
**PRINCIPAL**  
Shivaji College  
Hingoli, Dist. Hingoli

  
**PRINCIPAL**  
SHIVAJI COLLEGE  
Hingoli Dist. Hingoli





SOCIOLOGY – CBCS Pattern

B.A. Third Year Syllabus

Semester V<sup>th</sup>

**SEC – III : Social Counseling – 1**  
(With Effect from June 2018)

Credits: 02

Lecture: 45

Marks: 50

**Outline:**

Counseling is the activity of counselor. Counselor counsels people. This paper focuses on some of the different factors. The success of counseling largely depends on the goals. The good counselor need on a professional basis to resolve especially personal, social or psychological problems and difficulties of the concerned. Counseling means “Listening to someone and giving that person advice about their problems or issue.”

**Objectives:**

This course would be play very vital roles in the different field of counseling. To introduce social counseling in sociology has very different kinds of Significance; social counseling has many challenges and issues in front of sociologist. In the contemporary era, sociology has very vital role in field of counseling to the individuals of the society for social progress and development. This course consists of important and primary methods of counseling such as case work, group work and community work. The aim of this course is to provide tools and techniques to the students for social counseling.

**Utility :**

“How should I live my life? and what should I do next?” These are the philosophical moral question, and the social counseling is designed to address in active and constructive ways. Good counseling helps student to build skill, they can use in solving their problems. Counseling is important because it gives the opportunity and offer a positive benefits which can enhance person life.

  
PRINCIPAL  
Shivaji College  
Hingoli, Dist. Hingoli

  
PRINCIPAL  
SHIVAJI COLLEGE  
Hingoli Dist. Hingoli  
Page 13 of 27



**SOCIOLOGY – CBCS Pattern**

**B.A. Third Year Syllabus**

**Semester VI<sup>th</sup>**

**SEC – III : Social Counseling – 2**

*(Effective from June 2018)*

---

**Credits: 02**

**Lecture: 45**

**Marks: 50**

---

**Outline:**

Counseling is the activity of counselor. Counselor counsels people. This paper focuses on some of the different factors. The success of counseling largely depends on the goals. The good counselor need on a professional basis to resolve especially personal, social or psychological problems and difficulties of the concerned. Counseling means “Listening to someone and giving that person advice about their problems or issue.”


**Objectives:**

This course has aim to introduce moral ethics and values which would be helpful for the sustainable development of the human society. Since beginning sociologists had given importance on the values, moral, ethics, culture of the human society. For the same, this course has importance in the course to the different actors of the society. This course has field work and field visit camp to provide opportunities to students to understands issues and problem for solutions and adopt the counseling skills.

**Utility :**

“How should I live my life? and what should I do next?” These are the philosophical moral question, and the social counseling is designed to address in active and constructive ways. Good counseling helps student to build skill, they can use in solving their problems. Counseling is important because it gives the opportunity and offer a positive benefits which can enhance person life.

  
**PRINCIPAL**  
Shivaji College  
Hingoli, Dist. Hingoli

  
**PRINCIPAL**  
SHIVAJI COLLEGE  
Hingoli Dist. Hingoli





Swami Ramanand Teerth Marathwada University, Nanded

SOCIOLOGY

B.A. Second Year (Semester - III<sup>rd</sup>) (CBCS Pattern Syllabus)

**(SEC-I) Personality Development**

(With effect from June 2020-21)

Credits : 03	Periods : 45	Marks : 50
--------------	--------------	------------

**Objectives :**

Personality Development essentially aim to enhance and groom one's outer and inner self about a positive change in students life. The course aims to basic awariness about significance skill Enhansment such objectives are. To help the student Be positive, Increase and improve self confidence, learn to lead and face the challenges and Be a good human being.

**Contents :**


Personality of a person is defined on the amalgamation of qualities and attributes wich contribute to the persons character and image few of contents are process of personality development, Responsibilities, Confidance, Manners, Time Management, Importance of Self - inspiration and Development of creativity.

**Outcomes :**

Personality Development course will polish students persentation and communication skill and proper to successful career. Apply the understanding of communication skill into everyday practice and understanding the importance of human life.

	Lecture	Marks
<b>Chapter I Personality Development</b>	8	10
a) Concept and Meaning,		
b) Process of Personality development,		
c) Responsible factors : Birth, Behaviour, Thought, Education, Surrounding, Language, Heriditory.		
<b>Chapter II Remedies of Personality Development</b>	8	10
a) Responsibilities,		
b) Confidance,		
c) Manners,		
d) Time Management.		
<b>Chapter III Technique of Personality Development and Emotions</b>	8	10
a) Importance of Self- inspiration,		

  
**PRINCIPAL**  
Shivaji College  
Hingoli. Dist. Hingoli

  
**PRINCIPAL**  
SHIVAJI COLLEGE  
Hingoli Dist. Hingoli  
Page 12 to 22



Swami Ramanand Teerth Marathwada University, Nanded

SOCIOLOGY

B.A. Second Year (Semester - IV<sup>th</sup>) (CBCS Pattern Syllabus)

**(SEC-II) Time Management**

(With effect from June 2020-21)

Credits : 03

Periods : 45

Marks : 50

**Objectives :**

According to the Wikipedia "Time Management is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency and productivity." Time Management course students will learn achieve better results. Through effective planning and clarifying objectives and Importance of Goal in Life

**Course Contents :**


Students should understand the value of time for him to succeed in all aspects of life. Time Management course includes, Techniques of time management, Importance of time management, Importance of self confidence and element of how achieve the Goal by set your priority.

**Learning Outcomes :**

When you are aware of what you need to do, you are able to better manage things. Students understanding the how to set SMART (specific, measurable, actionoriented, realistic and timely) goals and work toward accomplishing those goals by self-reflection and self - monitoring.

	Lecture	Marks
<b>Chapter I Time Management</b>	8	10
a) Concept and Meaning,		
b) Characteristics of Time Management,		
c) Techniques of Time Management,		
d) Importance of Time Management.		
<b>Chapter II Wastage of Time and Saving of Time</b>	8	10
a) Unsuccessfulness and Time Management,		
b) Importance of self confidence,		
c) Written Notes about work and Time Saving,		
d) Time Saving.		
<b>Chapter III Needful elements of Time Management</b>	8	10
a) Scheme and Design,		
b) Importance of Goal,		
c) Set your priority,		
d) Making list of work.		

  
PRINCIPAL  
Shivaji College  
Hingoli, Dist. Hingoli

  
PRINCIPAL  
SHIVAJI COLLEGE  
Hingoli Dist. Hingoli

Page 21 to 22





स्वामी रामानंद तीर्थ मराठवाडा विद्यापीठ, नांदेड

विषय : मराठी (भाषिक कौशल्य विकास)

पदवी - द्वितीय वर्ष - सत्र पध्दती व ऐच्छिक निवड

श्रेयांक पध्दत (CBCS)

जून 2017 पासून लागू

सत्र	अभ्यासपत्रिका क्रमांक	अभ्यासपत्रिकेचे नाव	आठवड्याच्या त्तसिका	एकूण त्तसिका	अंतर्गत मूल्यांकन गुण CA	सत्र गुण ESC	एकूण गुण	श्रेयांक
III	I	मराठी भाषिक कौशल्य विकास	03	45	25	25	50	02
IV	II	मराठी भाषिक कौशल्य विकास	03	45	25	25	50	02

(1)

CA

Principal

Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)

Principal

SHIVAJI COLLEGE  
Hingoli Dist. Hingoli



# श्री. रामानंद तीर्थ मराठवाडा विद्यापीठ, नांदेड

पदवी तृतीय वर्षासाठी - श्रेयांक (CBCS) पद्धतीनुसार

विषय : मराठी कौशल्य विकास अभ्यासक्रम (Skill Enhancement Course)

जून - २०२१ पासून लागू

सत्र - पाचवे

अभ्यासपत्रिकेचे शीर्षक - मराठी भाषिक : कौशल्ये विकास भाग- एक

अभ्यासपत्रिका संकेतांक - SEC-III

उद्दिष्टे :

- १) विद्यार्थ्यांच्या भाषिक क्षमतांचा अभ्यास करणे.
- २) मराठी भाषिक कौशल्ये विकसित करणे.
- ३) मराठी भाषेचे उपयोजन व विविध क्षेत्रांतील व्यवसायाच्या संधींची माहिती करून देणे.
- ४) मराठी भाषेतील ग्रंथ प्रकाशनाचे एकूण स्वरूप समजून देणे.
- ५) मराठी भाषेची उपयुक्तता आणि वैशिष्ट्यांची ओळख करून देणे.

उपयोगिता :

- १) मराठी भाषिक क्षमतांच्या वाढीस मदत.
- २) मराठी भाषिक कौशल्ये विकासाला वाव.
- ३) विविध क्षेत्रांतील व्यावसायिक संधी.
- ४) मराठी भाषेतील ग्रंथ प्रकाशनाचे स्वरूप समजून घेण्यास मदत.

अभ्यासघटक :

प्रकरण -	१ मराठी भाषा कौशल्ये आणि व्यवसायाच्या संधी	१५ तासिका
	अ) मराठी भाषिक कौशल्ये - वाचन, लेखन, भाषण, संभाषण	
	ब) पटकथा, ब्लॉग लेखन वृत्तांत, अहवाल, टिप्पणी	
	इ. लेखनाचे स्वरूप	०५ तासिका
	क) विविध क्षेत्रांत व्यवसायाच्या संधी (पत्रकारिता, प्रसारमाध्यमातील कार्य)	
	ड) प्रात्यक्षिक कार्य	१० तासिका

  
Principal  
Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)







# स्वाधी रामानंद तीर्थ मराठवाडा विद्यापीठ, नांदेड

पदवी तृतीय वर्षासाठी - श्रेयांक (CBCS) पद्धतीनुसार

विषय - मराठी कौशल्य विकास अभ्यासक्रम (Skill Enhancement Course)

जून - २०२१ पासून लागू

सत्र - सहावे

अभ्यासपत्रिकेचे शीर्षक - मराठी भाषिक कौशल्ये विकास

भाग - दोन

अभ्यासपत्रिका संकेतांक - SEC-IV

उद्दिष्टे :

- १) कार्यक्रम आयोजनातील अडथळे लक्षात आणून देणे.
- २) देहबोलीचे महत्त्व समजावून सांगणे.
- ३) देहबोलीचा संभाषणात कसा वापर करावा, याबद्दलची माहिती देणे.
- ४) मुद्रितशोधनाचे स्वरूप आणि संकल्पना समजावून सांगणे.
- ५) प्रमाण मराठी लेखनाच्या नियमाबद्दल ज्ञानात्मक जाणीव निर्माण करणे.
- ६) मुद्रितशोधनाचे प्रात्यक्षिक कार्य अनुभवणे.

उपयोगिता :

- १) विविध प्रकारच्या कार्यक्रमांचे आयोजन.
- २) विविध क्षेत्रांतील व्यवसायांच्या संधी.
- ३) देहबोलीच्या वापरातून प्रभावी संभाषण.
- ४) मुद्रितशोधनासाठीचे कौशल्ये विकसन.
- ५) प्रमाण मराठीच्या नियमांचा लेखनामध्ये उपयोजन.

अभ्यासघटक :

प्रकरण - १	कार्यक्रमाचे आयोजन	१५	तासिका		
अ)	वाङ्मयीन	ब)	सांस्कृतिक		
क)	सामाजिक	क)	शैक्षणिक	०५	तासिका
इ)	प्रात्यक्षिक कार्य	१०	तासिका		

  
Principal  
Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)







Swami Ramanand Teerth Marathwada University, Nanded.

Philosophy

B.A. Second Year

Semester IV

SKILL ENHANCEMENT COURSE

Unit II - Yoga and Human Life

Credits 2

Periods 45

Marks 50

Course Objectives:

1. To familiarize the students with the concept of yoga as Indian way of life.
2. To understand the various types of Yoga and its application to real life.
3. To understand the stress management and Yoga as a tool of stress management.

	Periods	Marks
Chapter -1. Yoga in Jainism, Yoga in Buddhism (Vipassana) and Patanjali's Astangik Yoga	20	20
Chapter -2. Yoga and physical health	10	10
Chapter -3. Asanas in Yoga and their importance. Types of Asanas	15	20

Recommended Readings:

- 1) भारतीय तत्त्वज्ञान - श्री.ह. दिक्षीत
- 2) भारतीय तत्त्वज्ञान - वेदप्रकाश डोणगावकर
- 3) भारतीय दर्शन - डॉ. धर शर्मा
- 4) भारतीय दर्शन - शोभा निगम
- 5) योगासानामृत: योग व आरोग्य - वाजीराव.वि.पाटील
- 6) योग व आरोग्य - धनंजय गुंडे
- 7) आरोग्य योग - बी.के.एस.अय्यंगर
8. Indian Philosophy and History - Vol II S.P. Dubey
9. Health through yoga - Meera Mehata
10. Yoga for Healthy Feet: Practice from the Ground Up -Donald Moyer
11. The Science of Yoga: The Risks and the Rewards- William Broad
12. Yoga: The Path to Holistic Health- B.K.S. Ayengar

Note: It is obligatory to conduct 45 periods in one semester for Skill Enhancement Course. Per week three periods- one for theory and two for practical's.

Internal Practical (25 Marks):

1. Write an assignment -10 marks
2. Concern teacher should take test of total 5 marks.
3. Concern teacher should take a practical on Asanas- 10 marks.

External Practical (25 Marks):

External practical should be conducted by University at the end of semester.

PRINCIPAL  
Shivaji College  
Hingoli, Dist. Hingoli

PRINCIPAL  
Shivaji College  
Hingoli, Dist. Hingoli

PRINCIPAL  
Shivaji College  
Hingoli, Dist. Hingoli



Swami Ramanand Teerth Marathwada University, Nanded.

Philosophy  
B.A. Third Year  
Semster V

**SKILL ENHANCEMENT COURSE- III**  
Ethics and application



Credits 2

Periods 30

Marks 50

**Course Objectives:**

1. To familiarize the students with basic concepts of applied ethics.
2. To familiarize the students with bad consequences of these problems on society.
3. Try to guide students how to solve these problems.

	Periods	Marks
1) Ethics	06	10
a) Definition and Nature of ethics		
b) Branches of ethics		
2) Genetic Ethics	12	20
a) Cloning and Embryo test		
b) Organ transplantation		
c) Surrogacy		
3) End of human life and Morality	12	20
a) Suicide		
b) Capital Punishment		
c) Death permission, Mercy killing		

**Books for Reading and Reference :**

- (1) Ethics for today - Harold Titus.
- (2) Practical ethics - Peter Singer.
- (3) Applied ethics - Peter Singer.
- (4) A companion to applied ethics - Ed by R.G. Frey and Wellmen Blackwell.
- (5) A companion to the Philosophy and Education - Ed by Randall Current Blackwell Publishing USA.
- (6) Encyclopedia of Applied ethics - Ed by Chadwick Ruth Academic Press, California.
- (7) Arguing in applied ethics - Lamb David.

८. मराठी तत्त्वज्ञान महाकोश- (संप.) दे. द. वाडेकर, खंड १, २, ३

९. नीतिशास्त्र - सुनील साळुंके

१०. अनुप्रयुक्त नीतिशास्त्र - एम. पी. चौरसिया.

११. उपयोजित नीतिशास्त्र - सुनील साळुंके

१२. उपयोजित नीतिशास्त्र - माधवी कवी

**Note:** It is obligatory to conduct 30 periods in one semester for Skill Enhancement Course. Per week two periods- Two for theory and one for practical.

**Internal Practical (25 Marks):**

1. Write an assignment - 10 marks
2. Concern teacher should take test of total 5 marks.
3. Concern teacher should take a practical - 10 marks.

**External Practical (25 Marks):**

External practical should be conducted by University at the end of semester.

  
PRINCIPAL  
Shivaji College  
Hingoli, Dist. Hingoli.

  
PRINCIPAL  
Shivaji College  
Hingoli, Dist. Hingoli.

  
PRINCIPAL  
Shivaji College  
Hingoli, Dist. Hingoli.





W. Ramananand Teerth Marathwada University, Nanded.

Philosophy  
B.A. Third Year (Semester VI)  
SKILL ENHANCEMENT COURSE- IV  
Environmental Ethics

Credits 2

Periods 30

Marks 50

Course Objectives:

1. To familiarize the students with basic concepts of applied ethics.
2. To familiarize the students with bad consequences of these problems on society.
3. Try to guide students how to solve these problems.

	Periods	Marks
1) Various environmental problems		
2) Solution to solve environmental problems	08	14
3) Animal Cruelty and Animal rights	08	14
4) Problem of E-Wastage and solution	08	14
	06	08

Books for Reading and Reference :

- (1) Ethics for today - Harold Titus.
- (2) Practical ethics - Peter Singer.
- (3) Applied ethics - Peter Singer.
- (4) A companion to applied ethics - Ed by R.G. Frey and Wellmen Blackwell
- (5) A companion to the Philosophy and Education - Ed by Randall Current
- (6) Encyclopedia of Applied ethics - Ed by Chadwick Ruth
- (7) Arguing in applied ethics - Lamb David.
८. मराठी तत्त्वज्ञान महाकोश- (संप.) दे. द. वाडेकर, खंड १, २, ३
९. नीतिशास्त्र - सुनील साळुंके
१०. अनुप्रयुक्त नीतिशास्त्र - एम. पी. चौरासिया.
११. उपयोजित नीतिशास्त्र - सुनील साळुंके
१२. उपयोजित नीतिशास्त्र - माधवी कवी

Note: It is obligatory to conduct 30 periods in one semester for Skill Enhancement Course. Per week three periods- Two for theory and one for practical.

Internal Practical (25 Marks):

1. Write an assignment -10 marks
2. Concern teacher should take test of total 5 marks.
3. Concern teacher should take a practical - 10 marks.

External Practical (25 Marks):

External practical should be conducted by University at the end of semester.

PRINCIPAL  
Shivaji College  
Hingoli, Dist. Hingoli.

PRINCIPAL  
Shivaji College  
Hingoli, Dist. Hingoli.

PRINCIPAL  
Shivaji College  
Hingoli, Dist. Hingoli.







MANAND TEERTH MARATHWADA UNIVERSITY, NANDED  
POLITICAL SCIENCE

Skill Enhancement Course  
Effective from June 2020

B.A. Second Year (CBCS Pattern)

Semester - III

SEC - Basic Information and Preparation Skills for Competitive Examination - I

Credits-02

Periods-45

Marks-50

### Course Rational:

This is an introductory paper for the basic information and preparation skill for competitive examinations. It tries to explain the evolution and uses of competitive examinations. Civil services are also known as 'administrative services'. In modern times, the responsibility of administrative officers in civil services is being increased today to create a Welfare State. While decision making and policy formation, the suggestions of these civil servants has played a vital role and they have also implements these policies and strategies in the Welfare of the State. They make some rules and regulations to implement legislature laws known as delegated legislation. They have the rights to make these rules and regulations which helps to run administration smoothly, ultimately, the aim of administrative service is getting fulfilled. There fore civil services posts are filled by competitive examination, the exams syllabus has been taken in the curriculum where competitive exams, selection, public service commission and civil services have incorporated adequately and it is useful to every graduate to develop his/her new Skills. Acquisition of a knowledge is a matter of a vast study and voracious reading. This course will help to study the various aspects of competitive examinations in present situation.

### Course Objectives :

1. To eradicate fear of civil services examination.
2. To motivate and prepare for civil services examination and other competitive exams.
3. To help the students to know the basic ideas of civil services recruitment.
4. To study the methods and functions of public service commission.
5. To study the basic responsibility of administrative officers in Indian Democracy.

### Course Utility:

1. It will help students to eradicate fear of competitive examinations.
2. Pupils will develop skills to pass the competitive examination.
3. Students will know that acquisition of knowledge is a matter of vast study and voracious reading.
4. Students will understand the difference and co-ordination between legislature and bureaucracy.

Students will known that while they prepare for such competitive examinations, they need to explore their general knowledge and awareness by which they can survive in such kinds of examination.

  
Principal  
Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)







MANAND TEERTH MARATHWADA UNIVERSITY,  
NANDED

POLITICAL SCIENCE  
Skill Enhancement Course  
Effective from June 2020

**B.A. Second Year (CBCS Pattern)**

Semester - IV

**SEC - Basic Information and Preparation Skills for Competitive  
Examination - II**

Credits-02

Periods-45

Marks-50

**Course Rational :**

This is an introductory paper for the basic information and preparation skill for competitive examinations. It tries to explain the evolution and uses of competitive examinations. Civil services are also known as 'administrative services'. In modern times, the responsibility of administrative officers in civil services is being increased today to create a Welfare State. While decision making and policy formation, the suggestions of these civil servants has played a vital role and they have also implements these policies and strategies in the Welfare of the State. They make some rules and regulations to implement legislature laws known as delegated legislation. They have the rights to make these rules and regulations which helps to run administration smoothly, ultimately, the aim of administrative service is getting fulfilled. There fore civil services posts are filled by competitive examination, the exams syllabus has been taken in the curriculum where competitive exams, selection, public service commission and civil services have incorporated adequately and it is useful to every graduate to develop his/her new Skills. Acquisition of a knowledge is a matter of a vast study and voracious reading. This course will help to study the various aspects of competitive examinations in present situation.

**Course Objectives :**

1. To eradicate fear of civil services examination.
2. To motivate and prepare for civil services examination and other competitive exams.
3. To help the students to know the basic ideas of civil services recruitment.
4. To study the methods and functions of public service commission.
5. To study the basic responsibility of administrative officers in Indian Democracy.

**Course Utility:**

1. It will help students to eradicate fear of competitive examinations.
2. Pupils will develop skills to pass the competitive examination.
3. Students will know that acquisition of knowledge is a matter of vast study and voracious reading.
4. Students will understand the difference and co-ordination between legislature and bureaucracy.

Students will known that while they prepare for such competitive examinations, they need to explore their general knowledge and awareness by which they can survive in such kinds of examination.

  
Principal  
Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)

  
PRINCIPAL







AMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

**POLITICAL SCIENCE**

Effective from June 2021

**B. A. THIRD YEAR**

(CBCS Pattern)

Semester - V

**SEC - III - INDIAN PARLIAMENTARY PROCEDURE**

Credit : 02

Periods : 45

Marks : 50

**Course Rationale**

This Skill Enhancement oriented course attempts to fill the void and presents some basic facts, and authentic information about our parliament. It seeks to briefly narrate the structure and functioning of the Indian Parliament while it exists in the session.

**Utility of the Course**

This paper will help and encourage students to know the actual working of the houses the sittings, the role of the presiding officers, the Question Hour.

**Learning Objective**

The main purpose of this course is to encourage learner for absorbing the skill to solve issues, problems in their day to day life as parliament do for the sake of save and strength then democracy.

**Course Content**

**1. Structure of Indian Parliament-**

- 1.1 The President
- 1.2 Rajya Sabha
- 1.3 Lok Sabha

**2. Functions of Parliament-**

- 2.1 Political and Financial Control
- 2.2 Surveillance of Administration
- 2.3 Informational (Right to Information)
- 2.4 Representational, Grievance Ventilation, Educational and Advisory
- 2.5 Conflict – Resolution and National International
- 2.6 Law Making, Developmental, Social Engineering and Legitimation
- 2.7 Constituent (Amending the Constitution)
- 2.8 Leadership (Recruitment and Training)

14

  
**Principal**  
Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)







VAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

POLITICAL SCIENCE  
Effective from June 2021

**B. A. THIRD YEAR**

(CBCS Pattern)

**Semester - VI**

**SEC - IV - INDIAN DEMOCRACY & GOOD GOVERNANCE**

Credit : 02

Periods : 45

Marks : 50

**Course Rationale :**

This Paper Provide the Conceptual Framework of the Democracy and Good Governance. It delves deep into meaning, origin, forms of Democracy and Good Governance in General.

**Utility of the Course :**

This Course will helpful and encourage students to Acknowledge Democratic Process in India.

**Learning Objectives :**

An intention of this paper is to understand origin, development and challenges before Good Governance in India.

**Course Content**

**1. Democracy**

- 1.1 Meaning & Definition
- 1.2 Characteristics of Democracy
- 1.3 Types of Democracy
- 1.4 Merits and Demerits
- 1.5 Obstacles in the way of Democracy

**2. Good Governance**

- 2.1 Meaning and Definitions
- 2.2 Silent Features of Good Governance
- 2.3 Elements of Good Governance
- 2.4 Obstacles in the way of Good Governance

  
Principal  
Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)

  
PRINCIPAL  
Shivaji College





SWAMI RAMANAND TEERTH MARATAWADA  
UNIVERSITY, NANDED

**POLITICAL SCIENCE**

Effective from June 2017

B.A. Second Year (CBCS Pattern)

Semester - III

**SEC - I - Election management**

Credits – 02

Periods - 45

Marks- 50

**Objectives of Course:**

This course will give introduction to the students of the debates, principles & practices of Election Management. Election, electoral, voting behavior, political participation, public opinion of the context of Democracies with special reference to India. It will familiarize the students with how to conceptualize & measures of election management using quantitative methods, with particular attending being paid to development basic skills pertaining to the collection, analyze and utilization of data.

**Course Content :**

**1) Election Management-**

-15-

-20

- 1.1 Meaning & Definition of Election Management
- 1.2 Election Commission: Structure, Power & Function
- 1.3 Code of conduct for Election
- 1.4 Electoral Reform

**2) Election Process -**

-10 -

-10-

- 2.1 Voter Registration System
- 2.2 Documental Proof for Voting
- 2.3 Process of Nomination of Candidates in Election
- 2.4 Terms & Conditions for Recognition to Political Parties

**3) Election Campaign & Methods -**

-10 -

-10-

- 3.1 Direct Voting & Indirect Voting
- 3.2 Management of Election Propaganda: Campaign, Use of Information Technology in Election, Visit to Voters
- 3.3 Management & Structure of Pooling Booth
- 3.4 Voter Awareness Campaign

  
Principal

Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)

Page 10 of 17







SWAMI RAMANAND TEERTH MARATAWADA  
UNIVERSITY, NANDED

POLITICAL SCIENCE

Effective from June 2017

B.A. Second Year (CBCS Pattern)

Semester - IV

SEC II - Political Journalism

Credit -2

periods -45

marks -50

### Objectives of Course:

This course will give introduction to the students of political journalism aims to provide voters with the information to formulate their own opinion and participate in community, local to global matter that will effect them. Political journalism is provided through different mediums in print, broadcast, online reporting, instant coverage of campaign, politics, event news, government status, election updates etc.

### Course Content:

- |   |      |      |
|---|------|------|
| <b>1) Political Journalism</b>  | -20- | -20- |
| 1.1 Political Journalism: Meaning, Definition, Nature, Scope & Significance |      |      |
| 1.2 Sources of Political Journalism   |      |      |
| 1.3 Code of Conduct for Political Journalist                                |      |      |
| <b>2) Methods of political journalism</b>                                   | -10- | -10- |
| 2.1 Commentary of Legislation   |      |      |
| 2.2 Political Interview   |      |      |
| 2.3 Press Conference  |      |      |
| 2.4 Political Analysis  |      |      |
| 2.5 Reporting of Political Events   |      |      |
| <b>3) Politics and media</b>  | -08- | -11- |
| 3.1 Influence of Media on Decision Making Process                           |      |      |
| 3.2 Role of Media in Leadership Development                                 |      |      |
| 3.3 Role of Media in Awareness  |      |      |

Principal

Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)





स्वामी रामानंद तीर्थ मराठवाडा विश्वविद्यालय, नांदेड



बी. ए. द्वितीय वर्ष

हिंदी कौशल विकास प्रश्नपत्र I

तृतीय सत्र

लिखित प्रश्नपत्र - अंक २५  
प्रात्यक्षिक - अंक २५

कुल अंक - ५०

अध्यापन तासिकाएँ १५

प्रात्यक्षिक तासिकाएँ ३०

कुल तासिकाएँ ४५

अ) पत्र लेखन

१. आवेदन पत्र २. पारिवारिक पत्र ३. मांग पत्र  
४. शिकायत पत्र ५. सरकारी पत्र  
अध्यापन तासिकाएँ ०५  
प्रात्यक्षिक तासिकाएँ १०

ब) कम्प्यूटर प्रयोग

१. कम्प्यूटर सामान्य परिचय २. ई-मेल आय.डी. पंजीकरण  
३. ई-मेल भेजने की विधि ४. वेब सर्चिंग (सामग्री की खोज)

अध्यापन तासिकाएँ ०५

प्रात्यक्षिक तासिकाएँ १०

Principal

Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)

Principal  
Shivaji College  
Hingoli, Dist. Hingoli  
Principal  
Shivaji College  
Hingoli, Dist. Hingoli







स्वामी रामानंद तीर्थ मराठवाडा विश्वविद्यालय, नांदेड

बी. ए. द्वितीय वर्ष

हिंदी कौशल विकास प्रश्नपत्र II

चतुर्थ सत्र



लिखित प्रश्नपत्र - अंक २५

प्रात्यक्षिक - अंक २५

कुल अंक - ५०

अध्यापन तासिकाएँ १५

प्रात्यक्षिक तासिकाएँ ३०

कुल तासिकाएँ ४५

अ) पटकथा संकल्पना और स्वरूप - संदर्भ पटकथा मनोहर शाम जोशी - राजकमल प्रकाशन, नई दिल्ली.

अध्यापन तासिकाएँ ०५

प्रात्यक्षिक तासिकाएँ १०

ब) समाचार लेखन

१. समाचार पत्र के लिए समाचार लेखन

२. दूरदर्शन के लिए समाचार लेखन

३. आकशवाणी के लिए समाचार लेखन

Principal

Shivaji College, Hingoli

Tq. Dist. Hingoli (MS)

अध्यापन तासिकाएँ ०५

PRINCIPAL  
Shivaji College  
Hingoli, Dist. Hingoli.

PRINCIPAL  
Shivaji College  
Hingoli, Dist. Hingoli.





Under Graduate Third Year Syllabus & Work Load Distribution

Semester Pattern effective from June 2018

Subject : Hindi (Optional ) & S.E.C.

	Paper No.	Lecturers/ week	Total No. of Lecturers	CA	ESE	Total Marks	Credits	
Semester V वर्षीय संबंधित व्यापक	DSE HIN I Elective	Hindi (Optional) IX	4	55	35	40	75	3
	DSG HIN I Generic	Hindi (Optional)	4	55	35	40	75	3
	SEC III	हिंदी कौशल विकास	3	45	25	25	50	2
	Total V		11	155	95	105	200	8
Semester VI	DSE HIN II Elective	Hindi (Optional) X	4	55	35	40	75	3
	DSG HIN II Generic	Hindi (Optional)	4	55	35	40	75	3
	SEC IV	हिंदी कौशल विकास	3	45	25	25	50	2
	Total VI		11	155	95	105	200	8
	Total V,VI		22	310	190	210	400	16

  
Principal  
Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)

  
PRINCIPAL  
SHIVAJI COLLEGE  
Hingoli Dist. Hingoli





Swami Ramanand Teerth Marathwada University, Nanded.  
 Choice Based Credit System (CBCS)  
 Faculty of Social Sciences  
 Under Graduate Programmes (UG)  
 Syllabus for **B. A. S.Y. Third Semester**  
**Skill Enhancement Course**  
**Paper: - Applied Psychology Part-I**  
 With effective from 2017-18.

Credit : 02                                  Periods-45                                  (Marks - 50)

**Objectives:**  
 1. To train student how psychological principles can help them to face life's challenges.  
 2. To enables students to relate what they are learning in class to issues that they encounter in their everyday life, such as stress, health, work, personal relationships, communication and self-esteem.  
 3. To enable student to make the connection between psychology and its practical application to everyday life.

- Chapter - I - DEVELOPING AN ASSERTIVE COMMUNICATION      **10**  
*115* *बिगुनिपान संकेपनीय प्रकृति*  
 (a) The nature of assertiveness  
 (b) Steps in assertiveness training  
 (c) Application: - Measurement of Assertiveness
  
- Chapter -II - OVERCOMING LONELINESS      **13**  
*130* *Social Psychology*  
 (a) The nature of loneliness  
 (b) *प्रेवालेन्स* Prevalence of loneliness  
 (c) The roots of loneliness  
 (d) Correlates of loneliness  
 (e) Application: - Measurement of Loneliness
  
- Chapter - III - UNDERSTANDING INTIMATE VIOLENCE      **10**  
*302*  
 (a) Partner abuse  
 (b) Child abuse  
 (c) Application: - Measurement of Aggression
  
- Chapter t -IV - GETTING AHEAD IN THE JOB GAME      **12**  
*302*  
 (a) Putting together a resume  
 (b) Finding companies you want to work for  
 (c) Landing an interview  
 (d) Polishing your interview technique  
 (e) Application: - Measurement of Job Satisfaction

INTERNAL ASSESSMENT: - Any two Psychological Tests for 25 Marks

*Principal*  
**Principal**  
 Shwaji College, Hingoli  
 Tq,Dist.Hingoli (MS)  
**PRINCIPAL**  
 Shivaji College  
 Hingoli,Dist.Hingoli.



Swami Ramanand Teerth Marathwada University, Nanded.

Choice Based Credit System (CBCS)

Faculty of Social Sciences

Under Graduate Programmes (UG)

Syllabus for B. A. S.Y. Forth Semester

**CORE COURSE PSYCHOLOGY (CCPSY)-III**

Section - A

**Paper: - Applied Psychology Part-II**

With effective from 2017-18.

Credit : 02

Periods-45

(Marks - 50)

Objectives:

- To train student how psychological principles can help them to face life's challenges.
- To enables students to relate what they are learning in class to issues that they encounter in their everyday life, such as stress, health, work, personal relationships, communication and self-esteem.
- To enable student to make the connection between psychology and its practical application to everyday life.

Chapter - I - BUILDING SELF-ESTEEM

Periods

13

- Recognize that you Control yours Self-image
- Don't Let Others Set Your Goals
- Recognize Unrealistic Goals
- Modify Negative Self-Talk
- Emphasize Your Strengths
- Application: - Measurement of Self-Esteem

आपला स्वतःचा प्रतिमा नियंत्रित करणे हे उद्देश्य आहे.  
 इतरांना आपले लक्ष वेधून घेऊ नये.  
 स्वतःची नकारात्मक चालणे बंद करा.  
 आपला साध्यात्मिक जोर द्या.

Chapter - II - MONITORING YOUR STRESS

10

- Problems with the SRRS
- The life experiences survey
- A Cautionary Note
- Application: - Measurement of Stress

Chapter - III - ACHIEVING SELF-CONTROL

10

- Specifying your target behavior
- Gathering baseline data
- Designing your program
- Executing and evaluation your program
- Ending your program
- Application: - Measurement of Self-Concept

उत्प्रेरित

Chapter - IV - UNDERSTANDING THE EFFECTS OF DRUGS

12

- Drug-related concepts
- Narcotics
- Stimulants
- Hallucinogens
- Application:- Measurement of Anxiety

मार्क ड्रग्स  
 सामान्य पदार्थ  
 इलेक्ट्रॉनिक - अमनोनिर्माण उच्चारे अक्षर  
 हल्युसिनोज - अमनोनिर्माण उच्चारे अक्षर

INTERNAL ASSESSMENT: - Any two Psychological Tests for 25 Marks

*[Signature]*  
 Principal  
 Shivaji College, Hingoli  
 Telangana (MS)

*[Signature]*  
 Principal  
 Shivaji College  
 Hingoli, Dist. Hingoli.

P.T.O.





Swami Ramanand Teerth Marathwada University, Nanded.

Choice Based Credit System (CBCS)

Faculty of Humanities

Under Graduate Programmes (UG)

**SKILL ENHANCEMENT COURSE-III**

**Syllabus for B. A. T. Y. Fifth Semester**

**Paper Name- Skills in Psychology-I**

With effective from 2021-22.

Credit : 02 (Marks – 50)

**Objectives:**

1. To inculcate psychological skills among students.
2. To enable students to relate learning outcomes with the issues they encounter in their everyday life, such as motivation, academic performance and personality etc.
3. To impart knowledge and skills needed for Psychological assessment.

**UNIT- I- UNDERSTANDING MOTIVATION**

- a) Understanding Your Needs
- b) Psychosocial Motives
- c) Achievement Motivation
- d) Measurement of Achievement Motivation

**UNIT- II- IMPROVING ACADEMIC PERFORMANCE**

- a) Developing Sound Study Habits
- b) Improving Your Reading – SQ3R Method
- c) Getting More Out of Lectures
- d) Measurement of Study habit

**UNIT- III- ASSESSING YOUR PERSONALITY**

- a) Key Concepts in Psychological Testing
- b) Self Report Inventories
- c) Projective Tests
- d) Measurement of Personality

  
**Principal**

Shivaji College, Hingoli  
Tq.Dist.Hingoli (MS)

  
**PRINCIPAL**  
Shivaji College  
Hingoli, Dist. Hingoli





Swami Ramanand Teerth Marathwada University, Nanded.

Choice Based Credit System (CBCS)

Faculty of Humanities

Under Graduate Programmes (UG)

**SKILL ENHANCEMENT COURSE-IV**

**Syllabus for B. A. T. Y. Sixth Semester**

**Paper Name – Skills in Psychology-II**

With effective from 2021-22.

Credit : 02 (Marks – 50)

**Objectives:**

1. To inculcate psychological skills among students.
2. To enable students to relate learning outcomes with the issues they encounter in their everyday life, such as anxiety, parenting and shyness etc.
3. To impart knowledge and skills needed for Psychological assessment.

**UNIT- I- ANXIETY DISORDER**


- a) Generalized Anxiety Disorder
- b) Types of Anxiety Disorder
- c) Etiology of Anxiety Disorder
- d) Measurement of Anxiety

**UNIT- II- BECOMING AN EFFECTIVE PARENT**

- a) Parenting Styles
- b) Towards Effective Parenting
- c) Using Punishment Effectively
- d) Measurement of parenting/parent-child relationship

**UNIT- III- MEETING PEOPLE**

- a) First Impression
- b) Mistaken Impression
- c) Shyness
- d) Measurement of Shyness - How Shy are you?

  
Principal  
Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)

  
PRINCIPAL  
Shivaji College  
Hingoli, Dist. Hingoli





Swami Ramanand Teerth Marathwada University

B.A. Third Year- Skill Enhancement Course

Semester V

Paper -III

Appreciation of Art

Credits - 02

Lectures - 45

Marks - 50

Internal Marks - Test-10, Seminar-15 = 25, Theory Exam- 25 = Total Marks -50



Units	Lectures
1. Introduction of Indian Art	12
a) Meaning & Nature of Art	
b) Definition	
c) Development	
d) Characteristics of Indian Art	
2. Pre Historic & Proto Historic Art	14
a) Stone Age - i) Rock Painting (U.P.)	

Swami Ramanand Teerth Marathwada University, Nanded

B.A. Third Year- Skill Enhancement Course

Semester V

Paper -III

Appreciation of Art

Credits - 02

Lectures - 45

Marks - 50

Internal Marks - Test-10, Seminar-15 = 25, Theory Exam- 25 = Total Marks -50



Units	Lectures
1. Introduction of Indian Art	12
a) Meaning & Nature of Art	
b) Definition	
c) Development	
d) Characteristics of Indian Art	
2. Pre Historic & Proto Historic Art	

Principal  
14  
College

Scanned with OKEN Scanner

Swami Ramanand Teerth Marathwada University, Nanded

B.A. Third Year - Skill Enhancement Course

Semester VI

Paper -IV

Appreciation of Art

Credits - 02

Lectures - 45

Marks - 50

Internal Marks - Test-10, Seminar-15 = 25, Theory Exam- 25 = Total Marks -50

Unit	Lectures
1) World Heritage sites in India	12
a) Elephanta Caves	
b) Khajuraho Temples	
c) Hampi	
d) Ellora Caves	
2) Medieval Indian Art & Architecture	18
a) Sultanate Period - Kuwaat Ul Islam, Qutub Minar, Adhai Din Ka Zopda	
b) Mughal Period - Fatehpur Sikri, Taj Mahal, Bibi Ka Makbara	
c) Maratha Period - Vadas, Temples, Forts	
3) Conservation of Indian Art	15
a) Role of Archaeology Department	
b) Role of Researcher & Students	
c) Role of Museums	

*[Handwritten Signature]*  
 SHIVA & CO. LEAS  
 Hingoli Dist. Hingoli



1-52  
5/10  
5/10



Swami Ramanand  
Marathwada University

**Skill Enhancement Course**

Semester III

**B.A. Second Year**

**TOURISM**

Paper I & II

Internal Marks - Test - 10, Seminar - 15 = 25, Theory Exam - 25 = Total Marks - 50

Features: -

- 1) This paper gives basic information about Tourism.
- 2) This makes interest among students about Tour for various places.
- 3) Student will understand the types and management of Tourism.
- 4) It gives light on historical sites of Tourism

Utility: -

- 1) To enhance the views regarding the Indian Tourism.
- 2) To enrich the understanding of the students with reference to creative sites for Tourist.
- 3) To enable the students for their vocational careers.
- 4) To get jobs in Tourism Department and Tourism Industries.
- 5) To conserve the historical Monuments and places in their local areas.

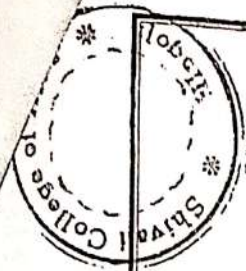
Objectives: -

- 1) To introduce the students to the Indian art.
- 2) To appreciate the various contexts of lot of things about Tourism.
- 3) To give wide exposer to the Tourism through site visits and visual effects.
- 4) To create awakening to conserve the heritage by way of establishing Tourist places.

Pre Requisites: -

- 1) Students already know about religious tourist places.

*[Signature]*  
**PRINCIPAL**  
 SHIVAJI COLLEGE  
 Hingoli Dist. Hingoli



Swami Ramanand Teerth Marathwada University, Nanded

Skill Enhancement Course  
B.A. Second Year

Semester III

TOURISM

Paper I

10

Credits - 02

Lectures - 45

Marks - 50

Internal Marks - Test - 10, Seminar - 15 = 25,

Theory Exam - 25 = Total Marks - 50

Units

Periods

1. Introduction of Tourism		
a) Definition		10
b) Historical Background		
c) Types		
d) Nature and scope of Tourism		
2. Development of Tourism		
a) Purpose and Importance		14
b) Sargent Committee		
c) Indian Tourism Development Corporation		
d) Maharashtra Tourism Development Corporation		
3. Transport and Accommodation		
a) Transport - Nature		12
b) Travel Agencies		
c) Accommodation - Nature and Types		
d) Importance of Transport and Accommodation		
4. Impact of Tourism		
a) Role of History in Tourism		09
b) Social Impact		
c) Cultural Impact		
d) Environmental Impact		

PRINCIPAL  
SHIVAJI COLLEGE  
Nanded



Swami Ramanand Teerth Marathwada University

Skill Enhancement Course

B.A. Second Year

Semester IV



Paper II

**TOURISM**

Credits – 02

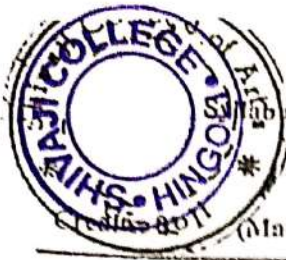
Lectures – 45

Marks – 50

Internal Marks - Test - 10, Seminar - 15 = 25, Theory Exam – 25 = Total Marks - 50

Units	Periods
1) Caves and Temples	11
a) Caves- Ajanta, Ellora, Shiur, Mahur.	
b) Temples- Hottal, Aundha Nagnath, Parli Vaijanath	
2) Forts in Marathwada	14
a) Devgiri	
b) Kandhar	
c) Mahur	
d) Udgir	
3) Memorials	10
a) Memorials- Bibi ka Makabara, Gurudwara	
4) Museums in Marathwada	10
a) Ter	
b) Bahadarpura, Kandhar	
c) Mahur	
d) Aurangabad	

  
PRINCIPAL  
SHIVAJI COLLEGE  
Hingoli, Dist. Hingoli



for Skill Enhancement Course (SEC) - Second Year

Title of the course: Skills for Employability-II

(Course/Paper Code-SEC-ENG-I)

Semester-IV

(Marks: 50)

Periods: 45

(ESE - 25 Marks)

(CA- 25 Marks)

Salient Features of the Course:

1. The course enables the student to acquire employability skills in a systematic way
2. The practice of participative learning has a scope to be implemented

Utility of the Course:

1. Developing a course that meets requirements of the 21st century learners
2. Building vocabulary comprising spelling and pronunciation in English
3. Developing dialogues for conversation skills
4. Developing activities for written communication
5. Developing strategies for professional skills and soft skills.

Objectives of the Course:

1. To provide sound knowledge and training of Employability Skills to learners
2. To expose learners to a variety of self-instructional, learner-friendly modes of communication for improving their employability
3. To expose learners to a variety of sub-skills in order to hone their skills as required in the present job market
4. To develop a work culture among learners for upcoming job opportunities

Prerequisites for the Course:

1. Handouts, course material and activity sheets
2. Progress chart of learners for evaluation of their performance.
3. The following facilities would be of additional help.

LCD projector and screen, computer system with a DVD ROM and printer, Public addressing system with a cordless microphone, Power point presentations on all the modules

UNIT: I – The Art of Communication [25Marks] Periods: 25

1. Introducing oneself
2. Group dynamics
3. Conversation skills:
  - a) Questioning skills
  - b) Telephone etiquettes
  - c) Interview techniques
4. Verbal and non-verbal communication

**Principal**  
Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)

**PRINCIPAL**  
3 Shivaji College  
Hingoli, Dist. Hingoli





Institute for Skill Enhancement Course (SEC) - Second Year

Title of the Course - Skills for Employability-I

(Course/Paper Code-SEC-ENG-I)

Semester-III

Marks: 50 No of Classes: 45 (ESE - 25 Marks) (CA- 25 Marks)

Salient Features of the Course:

1. The course enables the student to acquire employability skills in a systematic way
2. The practice of participative learning has a scope to be implemented

Utility of the Course:

1. Developing a course that meets requirements of the 21st century learners
2. Building vocabulary comprising spelling and pronunciation in English
3. Developing dialogues for conversation skills
4. Developing activities for written communication
5. Developing strategies for professional skills and soft skills.

Objectives of the Course:

1. To provide sound knowledge and training of Employability Skills to learners
2. To expose learners to a variety of self-instructional, learner-friendly modes of communication for improving their employability
3. To expose learners to a variety of sub-skills in order to hone their skills as required in the present job market
4. To develop a work culture among learners for upcoming job opportunities

Prerequisites for the Course:

1. Handouts, course material and activity sheets
2. Progress chart of learners for evaluation of their performance.
3. The following facilities would be of additional help:

LCD projector and screen, computer system with a DVD ROM and printer, Public addressing system with a cordless microphone, Power point presentations on all the modules

UNIT: I – Preparing for Employment [Marks 25] Periods: 25

1. Self-discovery and Career Planning
2. English – the language for global communication
3. Adapting to the work culture:
  - a) Govt./Private/Corporate culture
  - b) Opportunities in Govt./Private/Corporate sectors
  - c) Manners and etiquettes to be adopted in Govt./Private/Corporate sectors
4. Vocabulary Building for Career readiness

UNIT II– Continuous Assessment (CA) [Marks: 25] Periods 20

Note: Continuous Assessment may be done on the basis of following criteria

- 1) Interview, Seminar, Topic Presentation during the semester for 05 Marks each. [15 Marks]
- 2) One (1) Assignment /Project work for 10 Marks.

(Continuous assessment can be carried on the basis of text-book prescribed for the syllabus-*An Introduction to the Skills for Employability*).

CA → 15 Marks Topic presentation + interview + seminar  
10 Marks - 2 Assignment

**Principal**  
Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)

  
**PRINCIPAL**  
Shivaji College  
Hingoli, Dist. Hingoli



Syllabus for Skill Enhancement Course (SEC) - Third Year

Title of the course: **Life Skills -I- Semester V**

Course/Paper code: **SEC-ENG-III**

Credits: 02 (Marks: 50) Periods: 45  
(ESE - 25 Marks) (CA- 25 Marks)



#### Salient Features of the Course

1. The course prepares the learners for a smooth entry in to the world of work
2. Self-awareness and social awareness are developed
3. Skill necessary for digital lifestyle are introduced

#### Utility of the Course:

- 1) Developing personal and social skills in the learners
- 2) Creating gender awareness
- 3) Developing skills for individual and group activities

#### Objectives:

- 1) To assist the learners for a smooth transition from student life into the world of work.
- 2) To develop the skills necessary for understanding oneself and the sociocultural group.
- 3) To help the learners choose the best ways of utilizing their time, efforts and mental energies.
- 4) To provide training in skills required to find, understand, evaluate, create, and communicate digital information in a wide variety of formats.
- 5) To make the learners able to use diverse technologies appropriately and effectively to retrieve information, interpret results, and judge the quality of that information.

#### Prerequisites for the Course:

1. Handouts, course material and activity sheets
2. Progress chart of learners for evaluation of their performance.
3. The following facilities would be of additional help:  
Computer System with internet connectivity, LCD Projector and Screen

#### Unit I: Acquisition of Personal and Social Skills

- 1) Critical and Lateral thinking
- 2) Civic skills and social responsibility
- 3) Self-awareness, mindfulness and self-esteem:
  - a) Decision making
  - b) Time management
  - c) Goal setting
- 4) Gender Sensitization

#### UNIT: II- Continuous Assessment (CA) [Marks: 25] Periods 20

Note: Continuous Assessment may be done on the basis of following criteria

1. Interview, Seminar, Topic Presentation during the semester for 05 Marks each. [15 Marks]
2. One (1) Assignment for 10 Marks.

(Continuous assessment can be carried on the basis of the text-book prescribed for the syllabus -  
*An Introduction to Life Skills*)

**Principal**  
Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)

10  
**PRINCIPAL**  
Shivaji College  
Hingoli, Dist. Hingoli.







Syllabus For Skill Enhancement Course (SEC) - Third Year  
Title of the course: **Life Skills -II - Semester VI**  
Course/Paper code: **SEC-ENG- IV**  
Credits: 02(Marks: 50) Periods: 45  
(ESE – 25 Marks and CA- 25 Marks)

**Unit I- Acquiring Digital Literacy:**

- 1) Importance of Digital Literacy
- 2) Online Transactions and Search Skills
- 3) I C T tools:
  - a) Massive Open Online Courses (MOOC) and their utility
  - b) Generic tools
  - c) P2P Networking and its uses
- 4) Cyber security and Network Safety

**UNIT: II– Continuous Assessment (CA) [Marks: 25] Periods 20**

Note: Continuous Assessment may be done on the basis of following criteria

1. Interview, Seminar, and Topic Presentation during the semester for 05 Marks each. [15 Marks]
2. One Assignment for 10 Marks.

(Continuous assessment can be carried on the basis of textual assignment given in the text-book prescribed for the syllabus -*An Introduction to Life Skills*)

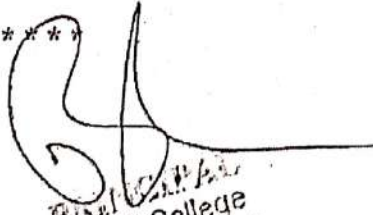
**Question paper pattern**

End Semester examination for Semester V & VI will be conducted annually  
(25+25=50 Marks)

**Question Paper Pattern: For Semester V & VI each-**

- |                                 |            |
|---------------------------------|------------|
| 1. Skill Work Report Submission | - 10 Marks |
| 2. Overall Skill Judgment       | - 10 Marks |
| 3. Skill Work Presentation      | - 05 Marks |

**Principal**  
Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)

\*\*\*\*\*  
  
Principal  
Shivaji College  
Hingoli, Dist. Hingoli.

SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

B.A. (Second Year)

Skill Enhancement Courses

Semester +CBCS Pattern Structure

W.E.F. June 2020

Semester – III Paper - I

Translation (SEC-I)



Credits -02

(Theory ESE-25 C.A.25= Total 50 Marks)

[A] Unit.1

Detailed study:

1. Tarjume ki taareef aur fan
2. Tarjume ki qismen(Azad aur lafzi tarjuma)
3. Urdu mein tarjume ki Riwayat
4. Tarjume ki zaroorat –o- ahmiyat
5. Tarjume ke Usool
6. Tarjume ke masayel
7. Translation a paragraph from Urdu to English and English to Urdu

[B] Unit 2

C.A. (Continuous Assessment)

- 1) Class test during the third semester for 15 Marks each.
- 2) Presentation 10 Marks

Prescribed Books:

- 1) Functional Urdu

Dr.Hameedullah Khan, Meraj Publication Parbhani

- 2) Tarjume ka fun aur riwayat by Dr.Qamer Rayees

Published by Educational Book House, Aligarh

Principal

Shivaji College, Hingoli  
Tq.Dist.Hingoli (MS)

PRINCIPAL  
SHIVAJI COLLEGE  
Hingoli Dist. Hingoli

(14)







SWAMI RAMANAND TEERTH MARATHWADA UNIVERSITY, NANDED

B.A. (Second Year)

Skill Enhancement Courses

Semester +CBCS Pattern Structure

W.E.F. June 2020

Semester – IV Paper - II

Interview and Press Conference (SEC-II)

Credits -02

(Theory ESE-25 .C.A.25= Total 50 Marks)

[A] Unit.1 Interview

Topic for Discussion

1. Interview ka taaruf
2. Interview ki quismen
3. Interview ki technique
4. Interview ki tahreer

[B] Press Conference

Topic for Discussion

1. Press Conference ka taaruf
2. Press conference ki zaroorat –o- ahmiyat
3. Press conference me nama nigar ki zimmedariya

[C] Unit 2 C.A. (Continuous Assessment)

- 1) Class Test during the third semester for 05 Marks each.
- 2) Presentation 10 Marks

Prescribed Books:

- 1) Functional Urdu  
Dr.Hameedullah Khan, Meraj Publication Parbhani
- 2) Rahbar-e-akhbar nawesi  
By Syed Iqbal Quadri

  
**Principal**  
Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)  
Shivaji College  
Hingoli, Dist. Hingoli.



SWAMI RAMANAND TEERTH  
MARATHWADA UNIVERSITY, NANDED

سوامی رمانند تیرتھ مراٹھواڑہ یونیورسٹی نانڈیڈ

B.A. (Third Year)

Skill Enhancement Courses

Semester +CBCS Pattern Structure

Semester – V Paper - III

Mass media aur Urdu Inpage (SEC-III)



Credits -02

Total periods : 45

C.A- Two written test 10 marks each , one assignment ,15marks Total =25

ESE Practical = 25 Marks

(Two Questions 5+5=10 marks,Skill work Report =10,overall Judgement = 5 ,=25)

1.Mass media

Topic for Discussion

1.Sahafat ki tareef, ahmiyat aur qismeen

2. Print Media

3.Radio aur TV

4.Social Media

2.Urdu Inpage

1. Inpage Urdu ka Ta'rruf

2. File settings

3. Tools settings

4. Composing

Prescribed Book:

Mass media aur Urdu inpage

Edited by

Dr.Hamid Ashraf

Dr. Iqbal Jawed

۱۔ ماس میڈیا

موضوعات بحث

۱۔ صحافت : تعریف ، اہمیت اور قسمیں

۲۔ پرنٹ میڈیا

۳۔ ریڈیو اور ٹی وی

۴۔ سوشل میڈیا

۲۔ ان پیج اردو

۱۔ ان پیج اردو کا تعارف

۲۔ فائل ترتیبات

۳۔ ٹولز ترتیبات

۴۔ کمپوزنگ

کتاب : ماس میڈیا اور اردو ان پیج

مترجمین : ڈاکٹر حامد اشرف

ڈاکٹر محمد اقبال جاوید

Principal

Shivaji College, Hingoli

Tq. Dist. Hingoli (MS)

PRINCIPAL  
SHIVAJI COLLEGE  
Hingoli Dist. Hingoli

Page 11





SWAMI RAMANAND TEERTH  
MARATHWADA UNIVERSITY, NANDED

سوامی رمانند تیرتھ مراٹھواڑہ یونیورسٹی، نانڈیڑ

B.A. (Third Year)

Skill Enhancement Courses

Semester +CBCS Pattern Structure

Semester – VI Paper - 177

Ishtihar Sazi aur Namanigari (SEC-IV)



Credits -02

Total periods : 45

C.A- Marks-25

(Two written test 5+5 Marks = 10 Assignment = 15 Total =25)

ESE Practical = 25 Marks

(Two Questions Marks 5+5= 10 ,Skill work Report =10 , Judgement = 5 Total =25)

1. Ishtihar Sazi

۱۔ اشتہار سازی

Topic for Discussion:

موضوعات بحث:

1. Ishtihar ki tareef, zarurat aur  
Ahmiyat

۱۔ اشتہار کی تعریف، ضرورت اور اہمیت

2. Ishtihar ki Zaban aur fan

۲۔ اشتہار کی زبان

3. Ishtihar ke Qismen aur Zarae  
( Akhbar, Radio, TV)

۳۔ اشتہار کی قسمیں اور ذرائع

4. Ishtihar ke usool

(اخبار، ریڈیو اور ٹی وی)

2.Namanigari

۴۔ اشتہار کے اصول

1.Namanigari ki tareef, zarurat o  
ahmiyat

۲۔ نامہ نگاری:

2.Namanigar ki khususiyat aur  
firasat

۱۔ نامہ نگاری کی تعریف، ضرورت و اہمیت

3.Namanigari ke bunyadi usool

۲۔ نامہ نگاری کی خصوصیات اور فراست

4. Namanigari ki

۳۔ نامہ نگاری کے بنیادی اصول

Qismen (Taqaarir, Police aur  
Akhbar, Khelkud, Adabi o saqafati)

۴۔ نامہ نگاری کی قسمیں (تقااریر، پولیس اور اخبارات، کھیل

Prescribed Book:

کوڈ، ادبی و ثقافتی نامہ نگاری)

Rahnuma e Ishtihar Sazi aur Nama  
nigari edited by

کتاب: رہنمائے اشتہار سازی اور نامہ نگاری

Dr. Mohd. Maqbool Ahmed

مرتبین: ڈاکٹر محمد مقبول احمد، ڈاکٹر شیخ محبوب

Dr. Shaikh Maheboob

  
Principal

Shivaji College, Hingoli  
Dist. Hingoli (MS)

Page 12

PRINCIPAL  
SHIVAJI COLLEGE  
Hingoli Dist. Hingoli



Course Name:- Self Employed Tailoring  
2023-24

Sr.No	Student Name
1	Mehak Tabbasum Faiyaj Khan Pathan
2	Jyoti Dattarao Kirawale
3	Sofiya Begum Shaikh Khaled
4	Sumaiya Begam Iftekhar Pathan
5	Rubina Shaikh Anis
6	Nurjaha Begem Alim Shah
7	Durga Nivruti Hagvane
8	Shivrani Panjab Lohate

  
**Principal**  
Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)





कौशल गुणवत्ता प्रगति



अपैरल, मेड-अप्स एंड होम फर्निशिंग सेक्टर स्किल  
काउंसिल  
Apparel, Madeups & Home Furnishing Sector Skill  
Council

राष्ट्रीय व्यावसायिक शिक्षा एवं प्रशिक्षण परिषद द्वारा मान्यता प्राप्त  
Recognised by NCVET  
कौशल योग्यता प्रमाणपत्र  
Certificate for Skill Competency



प्रमाणपत्रसंख्या

Certificate No:

ADMHA000206556-658103

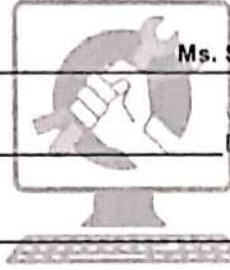
प्रमाणित किया जाता है कि श्री/शुभी/एमएक्स

This is to certify that Mr./Ms./Mx \_\_\_\_\_

सुपुत्री

Daughter of \_\_\_\_\_

Panjab



Ms. Shivrani Panjab Lohate

जन्म तिथि

Date of Birth

07/03/2008

नामांकन संख्या

Enrolment No

CAN\_26725570

ने लॉब रोल/जर्ता का आकलन सफलतापूर्वक

has successfully cleared the assessment in the job role/qualification \_\_\_\_\_

Self Employed Tailor

अवधि

of Duration

420 Hrs

अर्जित किया

having earned

14

क्रेडिट एनटीआरएफ/एनएसक्यूएफ स्तर

Credits at NCrF/NSQF Level

3

प्रशिक्षण केंद्र

Training Centre

SHIVAJI COLLEGE HINGOLI

जिला

District

HINGOLI

राज्य

State

MAHARASHTRA

प्रतिशत/श्रेणी के साथ उत्तीर्ण किया।

with **B** %/Grade

Skill India  
कौशल भारत - कुशल भारत

जारी करने का स्थान

Place of Issue

Delhi

जारी करने की तिथि

Date of Issue:

26.06.2024

PMKVY

प्रधानमंत्री कौशल विकास योजना



नाम Name:

Dr. A. Sakthivel

पद Designation:

Chairperson

हस्ताक्षर Signature:

Principal

Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)



e-Verification link:

<https://admin.skillindia.digital.gov.in/documentverification.nsdindia>

Digitally Generated Certificate

NCrF - National Credit Framework

NSQF - National Skills Qualification Framework



अपैरल, मेड-अप्स एंड होम फर्निशिंग सेक्टर स्किल  
काउंसिल  
Apparel, Madeups & Home Furnishing Sector Skill  
Council

राष्ट्रीय व्यावसायिक शिक्षा एवं प्रशिक्षण परिषद द्वारा मान्यता प्राप्त  
Recognised by NCVET  
कौशल योग्यता प्रमाणपत्र  
Certificate for Skill Competency



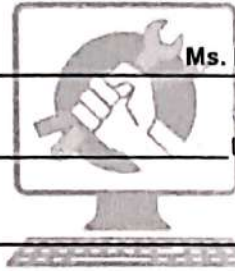
प्रमाणपत्रसंख्या

Certificate No:

ADMHA000206556-658102

प्रमाणित किया जाता है कि श्री/शुभी/एमएक्स

This is to certify that Mr./Ms./Mx \_\_\_\_\_



Ms. Durga Nivruti Hagvane

सुपुत्री

Daughter of \_\_\_\_\_

Nirutti

जन्म तिथि

Date of Birth

04/10/2008

नामांकन संख्या

Enrolment No

CAN\_26654268

ने जॉब रोल/अहर्ता का आंकलन सफलतापूर्वक

has successfully cleared the assessment in the job role/qualification \_\_\_\_\_

Self Employed Tailor

अवधि

of Duration

420 Hrs

अर्जित किया

having earned

14

क्रेडिट एनसीआरएफ/एनएसक्यूएफ स्तर

Credits at NCrF/NSQF Level

3

प्रशिक्षण केन्द्र

Training Centre

SHIVAJI COLLEGE HINGOLI

जिला

District

HINGOLI

राज्य

State

MAHARASHTRA

प्रतिशत/श्रेणी के साथ उत्तीर्ण किया।

with B %/Grade

जारी करने का स्थान

Place of Issue:

Delhi

जारी करने की तिथि

Date of Issue:

26.06.2024

PMKVY  
प्रधानमंत्री कौशल विकास योजना



नाम Name:

Dr. A. Sakthivel

पद Designation:

Chairperson

हस्ताक्षर Signature:

Principal  
Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)



e-Verification link:

<https://admin.skillindia.digital.gov.in/documentverification.nsdindia>

Digitally Generated Certificate

NCrF - National Credit Framework

NSQF - National Skills Qualification Framework





कौशल गुणवत्ता प्रगति



अपैरल, मेड-अप्स एंड होम फर्निशिंग सेक्टर स्किल  
काउंसिल  
Apparel, Madeups & Home Furnishing Sector Skill  
Council

राष्ट्रीय व्यावसायिक शिक्षा एवं प्रशिक्षण परिषद द्वारा मान्यता प्राप्त  
Recognised by NCVET  
कौशल योग्यता प्रमाणपत्र  
Certificate for Skill Competency

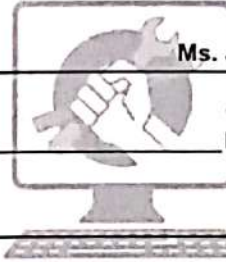


प्रमाणपत्रसंख्या

Certificate No:

ADMHA000206556-650595

प्रमाणित किया जाता है कि श्री/सुश्री/एमएक्स  
This is to certify that Mr./Ms./Mx



Ms. Jyoti Dattarao Kirawale

सुपुत्री  
Daughter of \_\_\_\_\_ Dattarao \_\_\_\_\_  
जन्म तिथि  
Date of Birth \_\_\_\_\_ 07/01/2009 \_\_\_\_\_  
नामांकन संख्या  
Enrolment No \_\_\_\_\_ CAN\_27709401 \_\_\_\_\_

ने जॉब रोल/अहर्ता का आंकलन सफलतापूर्वक  
has successfully cleared the assessment in the job role/qualification \_\_\_\_\_  
Self Employed Tailor

अवधि  
of Duration \_\_\_\_\_ 420 Hrs \_\_\_\_\_  
अर्जित किया  
having earned \_\_\_\_\_ 14 \_\_\_\_\_  
क्रेडिट एनसीआरएफ/एनएसक्यूएफ स्तर  
Credits at NCF/NSQF Level \_\_\_\_\_ 3 \_\_\_\_\_

प्रशिक्षण केन्द्र  
Training Centre \_\_\_\_\_ SHIVAJI COLLEGE HINGOLI \_\_\_\_\_  
जिला  
District \_\_\_\_\_ HINGOLI \_\_\_\_\_  
राज्य  
State \_\_\_\_\_ MAHARASHTRA \_\_\_\_\_

प्रतिशत/श्रेणी के साथ उत्तीर्ण किया।  
with \_\_\_\_\_ B \_\_\_\_\_ %/Grade

Skill India  
कौशल भारत - कुशल भारत

जारी करने का स्थान  
Place of Issue \_\_\_\_\_ Delhi \_\_\_\_\_

जारी करने की तिथि  
Date of Issue: \_\_\_\_\_ 21.06.2024 \_\_\_\_\_

PMKVY  
प्रमाणिकी कौशल विकास योजना



नाम Name:  
Dr. A. Sakthivel  
पद Designation:  
Chairperson  
हस्ताक्षर Signature:

Principal  
Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)



ई-सत्यापन लिंक  
e-Verification link  
https://admin.skillindiadigital.gov.in/documentverification.nsdciindia  
Digitally Generated Certificate  
NCF - National Credit Framework  
NSQF - National Skills Qualification Framework



अपैरल, मेड-अप्स एंड होम फर्निशिंग सेक्टर स्किल  
काउंसिल  
Apparel, Madeups & Home Furnishing Sector Skill  
Council

राष्ट्रीय व्यावसायिक शिक्षा एवं प्रशिक्षण परिषद द्वारा मान्यता प्राप्त  
Recognised by NCVET  
कौशल योग्यता प्रमाणपत्र  
Certificate for Skill Competency



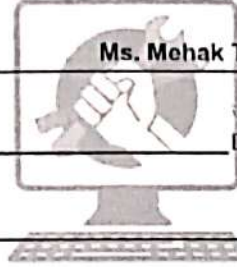
प्रमाणपत्रसंख्या

Certificate No:

ADMHA000206556-650591

प्रमाणित किया जाता है कि श्री/सुश्री/एमएक्स  
This is to certify that Mr./Ms./Mx

सुपुत्री  
Daughter of Fayyaj Pathan



Ms. Mehak Tabbasum Faiyaj Khan Pathan

जन्म तिथि 24/01/2006 नामांकन संख्या CAN\_26468549  
Date of Birth 24/01/2006 Enrolment No CAN\_26468549

ने जॉब रोल/अहता का आकलन सफलतापूर्वक  
has successfully cleared the assessment in the job role/qualification Self Employed Tailor

अवधि 420 Hrs अर्जित किया 14 क्रेडिट एनसीआरएफ/एनएसक्यूएफ स्तर 3  
of Duration 420 Hrs having earned 14 Credits at NCrF/NSQF Level 3

प्रशिक्षण केंद्र SHIVAJI COLLEGE HINGOLI जिला HINGOLI राज्य MAHARASHTRA  
Training Centre SHIVAJI COLLEGE HINGOLI District HINGOLI State MAHARASHTRA

प्रतिशत/श्रेणी क साथ उत्तीर्ण किया।  
with B %/Grade

जारी करने का स्थान Delhi  
Place of Issue Delhi

जारी करने की तिथि 21.06.2024  
Date of Issue 21.06.2024



नाम Name:  
Dr. A. Sakthivel  
पद Designation:  
Chairperson  
हस्ताक्षर Signature:

Principal  
Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)



QR-Code का  
e-Verification Link:  
<https://admin.skillindia.digital.gov.in/documentverification.nsdondia>  
Digitally Generated Certificate

NCrF - National Credit Framework

NSQF - National Skills Qualification Framework





कोशल युगवता प्रगति



अपैरल, मेड-अप्स एंड होम फर्निशिंग सेक्टर स्किल  
काउंसिल  
Apparel, Madeups & Home Furnishing Sector Skill  
Council

राष्ट्रीय व्यावसायिक शिक्षा एवं प्रशिक्षण परिषद द्वारा मान्यता प्राप्त  
Recognised by NCVET

कौशल योग्यता प्रमाणपत्र  
Certificate for Skill Competency



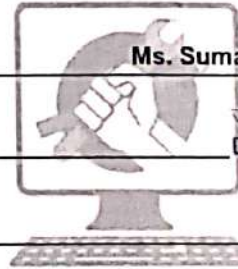
प्रमाणपत्रसंख्या

Certificate No:

ADMHA000206556-653514

प्रमाणित किया जाता है कि श्री/सुश्री/एमएक्स

This is to certify that Mr./Ms./Mx



Ms. Sumaiya Begam Iftexhar Pathan

सुपुत्री  
Daughter of Iftexhar Pathan

जन्म तिथि 01/01/1981  
Date of Birth Enrolment No CAN\_27611057

ने जॉब रोल/अहर्ता का आंकलन सफलतापूर्वक  
has successfully cleared the assessment in the job role/qualification Self Employed Tailor

अवधि 420 Hrs अर्जित किया 14  
of Duration having earned Credits at NCRF/NSQF Level 3

प्रशिक्षण केन्द्र SHIVAJI COLLEGE HINGOLI जिला HINGOLI राज्य MAHARASHTRA  
Training Centre District State

प्रतिशत/श्रेणी के साथ उत्तीर्ण किया।  
with B %/Grade

जारी करने का स्थान  
Place of Issue: Delhi

जारी करने की तिथि  
Date of Issue: 22.06.2024

PMKVY  
पञ्चमंश्री कौशल विकास योजना



नाम Name:  
Dr. A. Sakthivel  
पद Designation:  
Chairperson  
हस्ताक्षर Signature:

*(Signature)*  
Principal  
Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)



ई-वैधता लिंक  
e-Verification link  
https://admin.skillindia.digital.gov.in/documentverification.nsdcindia  
Digitally Generated Certificate

NCRF - National Credit Framework

NSQF - National Skills Qualification Framework



अपैरल, मेड-अप्स एंड होम फर्निशिंग सेक्टर स्किल  
काउंसिल  
Apparel, Madeups & Home Furnishing Sector Skill  
Council

राष्ट्रीय व्यावसायिक शिक्षा एवं प्रशिक्षण परिषद द्वारा मान्यता प्राप्त  
Recognised by NCVET  
कौशल योग्यता प्रमाणपत्र  
Certificate for Skill Competency



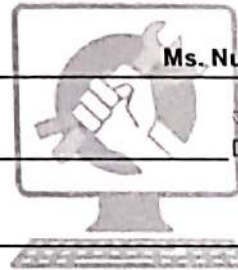
प्रमाणपत्रसंख्या

Certificate No:

ADMHA000206556-653509

प्रमाणित किया जाता है कि श्री/सुश्री/एमएक्स

This is to certify that Mr./Ms./Mx



Ms. Nurjaha Begem Alim Shah

सुपुत्री

Daughter of

Alim

जन्म तिथि

Date of Birth

01/01/1995

नामांकन संख्या

Enrolment No

CAN\_2665551

ने जॉब रोल/अहर्ता का आंकलन सफलतापूर्वक

has successfully cleared the assessment in the job role/qualification

Self Employed Tailor

अवधि

of Duration

420 Hrs

अर्जित किया

having earned

14

क्रेडिट एनसीआरएफ/एनएसक्यूएफ स्तर

Credits at NCrF/NSQF Level

3

प्रशिक्षण केन्द्र

Training Centre

SHIVAJI COLLEGE HINGOLI

जिला

Distnct

HINGOLI

राज्य

State

MAHARASHTRA

प्रतिशत/श्रेणी के साथ उत्तीर्ण किया।

with B %/Grade

Skill India  
कौशल भारत - कुशल भारत

जारी करने का स्थान

Place of Issue:

Delhi

जारी करने की तिथि

Date of Issue:

22.06.2024

PMKVY

प्रवर्धनीय कौशल विकास योजना



नाम Name:

Dr. A. Sakthivel

पद Designation:

Chairperson

हस्ताक्षर Signature:

Principal

Shivaji College, Hingoli,  
Tq. Dist. Hingoli (MS)



ई-वैधता लिंक

e-Verification link:

<https://admin.skillindia.digital.gov.in/documentverification.nsdindia>

Digitally Generated Certificate

NCrF - National Credit Framework

NSQF - National Skills Qualification Framework





कोशल गुणवत्ता प्रगति



अपैरल, मेड-अप्स एंड होम फर्निशिंग सेक्टर स्किल  
काउंसिल  
Apparel, Madeups & Home Furnishing Sector Skill  
Council

राष्ट्रीय व्यावसायिक शिक्षा एवं प्रशिक्षण परिषद द्वारा मान्यता प्राप्त  
Recognised by NCVET  
कौशल योग्यता प्रमाणपत्र  
Certificate for Skill Competency



प्रमाणपत्रसंख्या

Certificate No:

ADMHA000206556-653501

प्रमाणित किया जाता है कि श्री/शुश्री/एमएक्स  
This is to certify that Mr./Ms./Mx \_\_\_\_\_

सुपुत्री  
Daughter of \_\_\_\_\_ Shaikh Khaled

ने जॉब रोल/अहता का आंकलन सफलतापूर्वक  
has successfully cleared the assessment in the job role/qualification \_\_\_\_\_

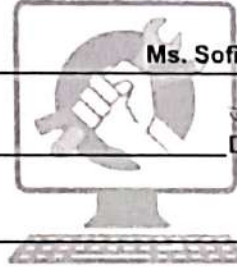
अवधि  
of Duration \_\_\_\_\_ 420 Hrs \_\_\_\_\_ अर्जित किया  
having earned \_\_\_\_\_ 14

प्रशिक्षण केन्द्र  
Training Centre \_\_\_\_\_ SHIVAJI COLLEGE HINGOLI

प्रतिशत/श्रेणी के साथ उत्तीर्ण किया।  
with \_\_\_\_\_ B \_\_\_\_\_ %/Grade

जारी करने का स्थान  
Place of Issue: \_\_\_\_\_ Delhi

जारी करने की तिथि  
Date of Issue: \_\_\_\_\_ 22.06.2024



Ms. Sofiya Begum Shaikh Khaled

जन्म तिथि  
Date of Birth \_\_\_\_\_ 11/04/2008 \_\_\_\_\_ नामांकन संख्या  
Enrolment No \_\_\_\_\_ CAN\_26114151

Self Employed Tailor

क्रेडिट एनसीआरएफ/एनएसक्यूएफ स्तर  
Credits at NCrF/NSQF Level \_\_\_\_\_ 3

जिला  
District \_\_\_\_\_ HINGOLI \_\_\_\_\_ राज्य  
State \_\_\_\_\_ MAHARASHTRA

Skill India  
कौशल भारत - कुशल भारत



नाम Name  
Dr. A. Sakthivel  
पद Designation:  
Chairperson  
हस्ताक्षर Signature:

*(Signature)*

*(Signature)*  
Principal  
Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)



ई-प्रमाणित लिंक  
e-Verification Link:  
<https://admin.skillindia.digital.gov.in/documentverification.nsdindia>  
Digitally Generated Certificate

NCrF - National Credit Framework

NSQF - National Skills Qualification Framework



कौशल गुणवत्ता प्रगति



अपैरल, मेड-अप्स एंड होम फर्निशिंग सेक्टर स्किल

काउंसिल

Apparel, Madeups & Home Furnishing Sector Skill Council

राष्ट्रीय व्यावसायिक शिक्षा एवं प्रशिक्षण परिषद द्वारा मान्यता प्राप्त  
Recognised by NCVET

कौशल योग्यता प्रमाणपत्र  
Certificate for Skill Competency



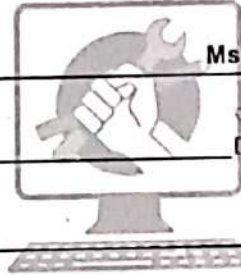
प्रमाणपत्रसंख्या

Certificate No:

ADMHA000206556-653520

प्रमाणित किया जाता है कि श्री/सुश्री/एमएस

This is to certify that Mr./Ms./Mx



Ms. Rubina Shaikh Anis

सुपुत्री  
Daughter of Shaikh Anis

जन्म तिथि  
Date of Birth

01/01/1996

ने जॉब रोल/अहर्ता का आंकलन सफलतापूर्वक  
has successfully cleared the assessment in the job role/qualification

अवधि  
of Duration 420 Hrs

अर्जित किया  
having earned

14

प्रशिक्षण केन्द्र  
Training Centre SHIVAJI COLLEGE HINGOLI

जिला  
District

HINGOLI

राज्य  
State

MAHARASHTRA

प्रतिशत/क्षेत्री के साथ उत्तीर्ण किया।  
with B %/Grade

जारी करने का स्थान  
Place of Issue: Delhi

जारी करने की तिथि  
Date of Issue: 22.06.2024

Skill India  
कौशल भारत - कुशल भारत



प्रधानमंत्री कौशल शिक्षा योजना



नाम Name:  
Dr. A. Sakthivel  
पद Designation:  
Chairperson  
हस्ताक्षर Signature:

*(Signature)*  
Principal  
Shivaji College, Hingoli  
Tq. Dist. Hingoli (MS)



डिजिटल प्रमाणित किया गया  
e-Verification Link:  
<https://admin.skillindia.digital.gov.in/documentverification.nsdciindia>  
Digitally Generated Certificate

NCrF - National Credit Framework  
NSQF - National Skills Qualification Framework