

Adivasi Seva Samittee, Nashik
Arts, Commerce & Science College, Manur
Tal - Kalwan, Dist - Nashik. - 423501



CERTIFICATE COURSE IN
ENGLISH COMMUNICATION SKILL (2021-022)

SYLLABUS (30 Hours)

02 Credits

1. Basic language Skills: Grammar.

10 Clock Hours

- 1) Parts of Speech.
- 2) Articles, prepositions, Conjunctions.
- 3) Tenses
- 4) Subject-verb agreement.
- 5) Type of Sentences
- 6) Direct and Indirect Speech.
- 7) Voice

2) writing Skills:

7 Clock Hours

- 1) paragraph writing
- 2) Essay writing: Narrative and descriptive writing
- 3) Letter writing: Formal correspondence.

3. Reading Comprehension:

6 Clock Hours

- 1) Reacting with fluency and speed
- 2) Skimming and scanning.
- (3) Identifying relevant information

4) Speaking Skills :

7 Clock Hours

- 1) Narration of incidents, Stories, anecdotes.
- 2) Current News Awareness.

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REFERANCES:

1. **Literary Gleam. (An Anthology of Prose and Poetry)**
Board of Editors - Ashok Chasker, Sanjay pagare,
Umesh jagdale , Gautami Pawar,Pandurang Bhabad.
2. **Success Avenue**
Board of Editors - Ashok Chasker , Anand Kulkarni
Sharad Gadekar , Veena nare, Sangita ghodake
3. **A Course in Communication Skills – *Foundation Books***
P. Kiranmai Dutt. Geetha Rajeevan, CLN Prakash.
4. **English Grammer and Composition.**
SULTAN CHAND AND SONS.
Rajendra pal and Prem Lata Suri

Pattern of Examination:

ENG- 1:Paper I	Theory Exam: (Multiple choice Question)	Marks- 25
ENG-2: Paper II	Internal exam: (Viva Voice)	Marks- 25
		Total Marks- 50



Grading System for Marks

Grading System for Marks				50
Min	Max	Grade	Remark	Percent
46	50	O	Outstanding	100
41	45	A+	Excellent	90
36	40	A	Very Good	80
31	35	B+	Good	70
26	30	B	Above Average	60
23	25	C	Average	55
20	22	P	Pass	50
0	19	F	Fail	32

Jadhav

Coordinator

(Prof. V.T. Jadhav)

Khairnar

VicePrincipal

(Dr. K. K. Khairnar)

Bhamre

Principal

(Dr. R. P. Bhamre)
PRINCIPAL

Arts, Comm. & Science College
Manur Tal Kalwan (Nashik)

M.A. Bhardwaj

DEAN

(Dr. M.A. Bhardwaj)

(Arts and Mental – Moral Faculties)

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CERTIFICATE COURSE IN
DIGITAL FINANCIAL LITERACY (2021-022)

SYLLABUS (30 Hours)

02 Credit

Sr. No.	Topic	Content	Duration
1	Financial Literacy	Banking structure in India and Role of RBI in India, Awareness about Investment and Savings, Personal Finance,	8
2	Digital Literacy	MS Office, MS Excel, MS PowerPoint, Basics of Internet. Mobile Phones, Tabs, Laptop, Computer Etc.	8
3	Digital Financial Literacy	NEFT, IMPS, Mobile Banking, Net Banking, Online Banking.	8
4	Types of Financial Digital Applications	Mobile Banking, UPI, BHIM UPI, Google Pay, Phone Pay, Master Card, Rupay Card, DEBIT Card, Credit Card Etc.	6

REFERANCES:

1. Majumdar N. C., „Fundamentals of Modern Banking“
2. Gopinath M. N., (1st Edition, 2008) „Banking Principles and Operations“,
3. Kaptan S S & Choubey N S, “E-Indian Banking in Electronic Era”, Sarup & Sons, New Delhi
4. Agarwal O.P., (4th Edition, 2017), ‘Banking and Insurance’, Himalaya Publishing House.
5. MKCL Guide for MS-CIT
6. Book For Course on Computer Concepts of NIELIT Delhi.

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Pattern of Examination:

COM- I:Paper I	Theory Exam: (Multiple choice Question)	Marks- 40
	Internal exam: (Multiple choice Question)	Marks- 10
		Total Marks- 50

Grading System for Marks

Grading System for Marks				50
Min	Max	Grade	Remark	Percent
46	50	O	Outstanding	100
41	45	A+	Excellent	90
36	40	A	Very Good	80
31	35	B+	Good	70
26	30	B	Above Average	60
23	25	C	Average	55
20	22	P	Pass	50
0	19	F	Fail	32

S. L. Pawar

Coordinator

(Prof. S. L. Pawar)

Dr. K. K. Khairnar

VicePrincipal

(Dr. K. K. Khairnar)

Dr. R. P. Bhamre

Principal

(Dr. R. P. Bhamre)

PRINCIPAL

Arts, Comm. & Science College
Manur Tal Kalwan (Nashik)

Approved

Dr. Arif Anjum
DEAN

(Dr. Arif Anjum)

(Commerce and other Faculties)



**Adivasi Seva Samittee,
Arts, Commerce and Science College, Manur
Tal. Kalwan, Dist. Nashik**

CERTIFICATE COURSE IN GARDENING (2021-022)

SYLLABUS	(20 Hours)
CHAPTER 1: Introduction	03L
1.1. Definition of garden and gardening.	
1.2. Importance of garden.	
1.3. Special types of gardens-	
i) Rock garden. ii) Water garden. iii) Roof garden. iv) Terrace garden.	
CHAPTER 2: Planning of Gardens	04L
2.1. Consideration of following in planning-	
Originality in planning, color scheme, fragrance, privacy	
2.2. Study of physical, structural and biological features of the gardens such as-	
a) Fences b) Hedges c) Borders d) Pathse) Avenues f) Green house	
CHAPTER 3: Garden Tools and Implements	02 L
3.1. Sickle, Trowel, Rake, Hoe, Secateurs, Pruning shears, Grafting and Budding knife.	
CHAPTER 4: Study of Ornamental Plants	04 L
4.1. With reference to botanical name, cultivation practices, ornamental value and place of choice with at least 2 examples each of:-	
a) Annuals b) Shrubs c) Climbers	
CHAPTER 5: Indoor Gardening	04L
5.1. Definition of Indoor gardening.	
5.2. Characters of Indoor plants.	
5.3. Environmental factors.	
5.4. Selection of indoor plants.	
5.5. Hanging basket.	

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CHAPTER 6: Pot Culture

- 61 . Detinition of pot culture.
- 62 Importance of pot culture.
- 63 Potting compost.
- 64 Potting.
- 65 Watering.

REFERENCE BOOKS:-

1. S.C.DEY (2010) Indoor Gardening. Agrobios, Jodhpur, India.
2. S.C.DEY (2012) Complete Home Gardening. Agrobios, Jodhpur, India.
3. Bose, T.K. and Mukharjee D. (1997) Gardening in India.
4. K.S. Gopalswamiengar (4. Edition 1991) Messrs. Nagaraj& co. Madras.
5. Khan M.R. (1995) Horticulture and Gardening, NiraliPrakashan Pune India.
6. V.L. Sheela (2011) Horticulture, MIP Publishers Chennai.
7. I. Parey Lancaster (1997) Gardening in India. Oxford and I.B.H. Publishing Co. Pvt. Ltd. New Delhi.

**CERTIFICATE COURSE IN GARDENING
(2021-022)
PRACTICAL SYLLABUS**



(10 hour)

Practical 1 . Techniques of pot-culture.

Practical 2. Observation, listing and uses of various garden tools (Any four). Study of different indoor plants (Any four).

Practical 3. Study of ornamental plants such as

- a) Annual b) Shrub c) Climber

w.r.t. Botanical name, ornamental value and place of choice (Only two examples of each).

Practical 4. Preparation of hanging basket.

Practical 5. Visit to suitable garden to study various salient features such as:

Layout, components, list of plants and special features (if any).

Course Outcomes:

1. To know the concept of garden.
2. To study the special types of gardens.
3. To study different features of garden.
4. To study the different ornamental garden plants.
5. To understand technique of pot culture, Bonsai, Topiary & Lawn

Pattern of Examination:

GARD- 1: Paper I	Theory Course: 30 (Multiple choice Question)	Marks- 30
GARD- 2: Paper II	Practical Course: 20 (Theory-Written)	Marks- 20
		Total Marks- 50



Grading System for Marks

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PRINCIPAL

**Arts, Comm. & Science College
Manur Tal Kalwan (Nashik)**

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(Dr. A. V. Patil)

Science and Vocational Faculties

