Notification

No.96 /2021 Date: 8/10 /2021

Subject: Implementation of Syllabi of Short Term Certificate Courses. (3 Months Certificate Course), (6 Months Diploma Course), (1 Year Advanced Diploma Course) From the Session 2021 – 2022 & onward.

It is notified for general information of all concerned that, the authorities of the University have accepted & approved name of Short Term Certificate Courses (3 Months Certificate Course,6 Months Diploma Course & 1 Year Advanced Diploma Course mentioned in column no.2 with **Appendix - A** and which is to implemented from the session 2021 – 2022 & onward and syllabi of Short Term Certificate Courses with **Appendix –B** as show in column no. 3 of the following table.

It is further notified that, the eligibility criteria and other details along with the scheme of examinations shall be provided by Direction no. 48/2021 Dt. 09/09/2021.

TABLE

Sr. No.	Course / Subject	Appendices of the New Syllabi
1	2	3
1.	Name of Short Term Certificate Courses, Diploma Courses & Advance Diploma Courses shown in **Appendix -A**	The Syllabi Prescribed for the subject Short Term Certificate Course which is appended herewith as **Appendix-B**.

Sd/-
(T.R. Deshmukh)
Registrar
Sant Gadga Baba Amravati University

Appendix -A

Sant Gadge Baba Amravati University
Dept. of Lifelong Learning & Extension
Short Term Certificate Courses

Sr. No.	Name of Certificate Course	Duration
1	Certificate Course in Retail Sales Associate	3 Month
2	Certificate Course in Cashier	3 Month
3	Certificate Course in Food and Beverage Service	3 Month
4	Certificate Course in Housekeeping	3 Month
5	Certificate Course in Desk Top Publishing	3 Month
6	Certificate Course in Tally	3 Month
7	Certificate Course in Soil Testing	3 Month
8	Certificate Course in Textile Quality Inspection	3 Month
9	Certificate Course in Textile Weaving	3 Month
10	Certificate Course in Textile Spinning	3 Month
11	Certificate Course in Chemical Processing	3 Month
12	Certificate Course in Soft Skill & Personality Development	3 Month
13	Certificate Course in Research Methodology	3 Month
14	Certificate Course in Garden Management	3 Month
15	Certificate Course in Agriculture Based & Entrepreneurship Production Industries	3 Month
16	Certificate Course in Sugam Sangeet	3 Month
17	Certificate Course in Western Zumbaa Dance	3 Month
18	Certificate Course in Loknrutya Garba	3 Month
19	Certificate Course in Shastriya Nrutya Hip Hop Dance	3 Month
20	Certificate Course in Loknrutya Lawani	3 Month
21	Certificate Course in Advance Welding Technology	3 Month
22	Certificate Course in Renewable Energy	3 Month
23	Certificate Course in CNC Technology	3Month
24	Certificate Course in Farm Manager	3 Month
25	Certificate Course in Business Workplace English Communication	3 Month
26	Certificate Course in Basic Bamboo Handicraft	3 Month
27	Certificate Course in Advance Bamboo Handicraft	3 Month
28	Certificate Course in Hospital Management	3 Month
29	Diploma in Shastriy Nrutya ODSI Dance	6 Month
30	Diploma in Shastriy Nrutya Kathak Dance	6 Month
31	Diploma in Astronomy	6 Month
32	Diploma in Sericulture	6 Month
33	Diploma in Japanees Language and Culture	6 Month
34	Diploma in Medicinal Plants Propogation	6 Month
35	Diploma in Naturopathy & Yoga Therapy	6 Month
36	Diploma in Computerized Accounting	6 Month
37	Diploma in Mahanubhav Sahitya and Philosophical Studies	6 Month
38	Advance Diploma in Television Production	1 Year
39	Advance Diploma in Dramatic	1 Year

Appendix-B

Sant Gadge Baba Amravati University

Departement of Lifelong Learning & Extension
Short Terme Certificate Courses
(3 Months)
Syllabus
For
Certificate Course in Retail Sales Associate / Cashier

1. Knowledge required to effectively display stock to promote sales.	2 Maintenance of cleanliness and management of the equipment, material and extra products correctly and safely
3. Identification of the purpose, content and style of the display.	4 .Ensure that the features of merchandise and props shown in the design brief are those most likely to attract customers' attention.
5. Identification of the purpose, content and style of the display.	6. Create new and effective ways of improving the visual effect, within limits of design brief, company's visual design policies.
7. Ensure that all information on the label is clear, accurate and legal before starting to label stock.	8. Create new and effective ways of improving the visual effect, within limits of design brief, company's visual design policies
9. Check that the display meets requirements for easy access, safety and security.	10. Knowledge required to effectively dismantle and store visual merchandising displays
11. Identify damaged items, missing items and dangers and risks to health and safety, and report these promptly to the right person.	12. Use safe work methods and follow manufacturers' instructions when putting products together.
13. Learn the skills and knowledge required to promote loyalty schemes to customers.	14. Follow the procedures required to maintain health and safety
15. Follow company procedures and legal requirements for reducing health and 16 Provide information and advice to meet the needs of customers and sort out their complaints	16. Provide information and advice to meet the needs of customers and sort out their complaints.
17. Communicate with customer in a way that makes them feel valued and	18. Respond promptly to a customer seeking assistance.
19. Display courteous and helpful behavior at all time learner	20. Meet all reasonable requests for assistance within acceptable workplace timeframes.

This program is aimed at training of candidates for the jobs "Store Sales Assistant /Retail Sales Associates" in retail sector and retail wholesels farms.

Course Code	Title of the Module	Key Learning Outcomes
CSA 1	Fundamentals of Display and Visual Merchandising	'Understand and identify need for the display in relations to stock, space, position of the display and dates' Set up and dismantle the display safely, in line with plans and within the time allowed. Make it a habit to keep clean and tidy the display area and safe for use. Understand the requirements and importance for labelling stock. Check That information on the label is clear, accurate and legal before starting to label stock. Identify the equipment, materials, merchandise and props you need to create and install the display and the dates for completing it. Create new and effective ways of improving the visual effect, within limits of design brief, company's visual design policies and authority you have. Know how to update stock records to account for merchandise on display. Create displays that achieve the visual effect you need and are consistent with the company's visual design policy. Learn to Position merchandise, graphics & signs according to guidelines and in ways that attract attention & interest information they need. Dismantle displays safely and-return the parts of the display to the appropriate place promptly and, if needed, in saleable condition. Check that storage facilities and items in storage are clean, safe, secure and accessible only to those with a right to them.
CSA 2	Prepare-Products for Sale	Understand to use safe work methods and fellow manufactures' instructions when putting products' together. Check that products have been assembled correctly and can be used safely. Learn how to safely handle the product in protective manner. Clean and keep tidy your work area when you have finished.
CSA 3	Maintain Security, Health and Safety	Follow company procedures for reporting security risks. Notice where stock may have been stolen and tell the right person about it. Keep your work area clean and tidy, utilize your time & resources correctly and efficiently. Work in line with your organization's policies and procedures. Follow company policy and procedure for precenting further injury while waiting for help to arrive. Take suitable safety measures before lifting to protect yourself and other people. Store the cleaning equipment and materials correctly and promptly when you have finished cleaning. Wear protective clothing that is clean and suitable for the work you need to do. Use effective practices and techniques for keeping your hair, skin and nails clean enough for the work you do.
CSA 4	Customers Loyalty Schemes	Explain clearly and accurately to customers how joining the scheme would benefit them, including any current special offers relating to the scheme. Treat the customer politely at all times and in a way that promotes goodwill. Fill in the membership application accurately with the customer, using the information

		they provide and give them proof of membership. Follow company policy and procedures to check that customer's details, as shown on the membership documentation, are correct. Understand how to use that health, safety measures and accident reporting procedures and the importance of these Learn to Use approved lifting and handling techniques* followed by suitable safety measures before lifting goods to protect yourself and other people. Use lifting and handling equipment in line with company guidelines and manufacturers' instructions.
CSA 5	Inform Customers	Identify the customer's needs for information and advice. Provide information and advice to customers that are relevant, complete, accurate and up to date. Acknowledge the complaint clearly and accurately and apologize to the customer. Follow legal requirements and company policies and procedures for dealing with complaints.
CSA 6	Create Positive Image of Self & Organization in the Customers Mind	Identify the customer's needs for information and advice. Provide information and advice to customers that are relevant. Acknowledge the complaint clearly and accurately and apologize to the customer. Follow legal requirements and company policies and procedures for dealing with complaints.
CSA 7	Work Effectively	Work with colleagues to integrate your work effectively with theirs. Make your presence adequate as required by the workplace, job role and level of customer contact. Follow organization's policies and procedures for working with colleagues. Provide different types of information that colleagues might need and know the importance of providing this information when it is required. Set priorities to complete the task according to required timeframe. Know the importance of understanding problems from your colleague's perspective and how to provide support. Know the importance of understanding problems from your colleague's perspective and how to provide support, Give clear, accurate and relevant information and advice relating to tasks and procedures.
CSA 8	On the Job Training	On the job skill by working with a retails organization Acquire basic experience and knowledge of various activities in retails operations.

Books Recommended:

1) Visual Merchandising and display- Martin M. Pegler
2) Customer Loyalty programme – S. A. Bulscher
3) Relationship Marketing and Customer Relation Management- A. Brink
4) Sales Promotion- Julian Cummins
5) Retails Management- U.C. Mathur.

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Sant Gadge Baba Amravati University

Departement of Lifelong Learning & Extension

Short Terme Certificate Courses

(3 Months)

Syllabus

For

Certificate Course in Retail Cashier / Cashier

1. Knowledge required to effectively display stock to promote sales.	2 Maintenance of cleanliness and management of the equipment, material and extra products correctly and safely.
3. Identification of the purpose, content and style of the display.	4 .Ensure that the features of merchandise and props shown in the design brief are those most likely to attract customers' attention.
5 Identification of the purpose, content and style of the display.	6 Create new and effective ways of improving the visual effect, within limits of design brief, company's visual design policies.
7. Ensure that all information on the label is clear, accurate and legal before starting to label stock.	8. Create new and effective ways of improving the visual effect, within limits of design brief, company's visual design policies
9. Check that the display meets requirements for easy access, safety and security.	10. Knowledge required effectively dismantling and storing visual merchandising displays.
11. Identify damaged items, missing items and dangers and risks to health and safety, and report these promptly to the right person.	12. Use safe work methods and follow manufacturers' instructions when putting products together.
13. Learn the skills and knowledge required to promote loyalty schemes to customers.	14. Follow the procedures required to maintain health and safety.
15. Follow company procedures and legal requirements for reducing health and 16 Provide information and advice to meet the needs of customers and sort out their complaints.	16. Provide information and advice to meet the needs of customers and sort out their complaints.
17. Communicate with customer in a way that makes them feel valued and	18. Respond promptly to a customer seeking assistance.
19. Display courteous and helpful behavior at all time learner.	20. Meet all reasonable requests for assistance within acceptable workplace timeframes.

This program is aimed at training candidates for the job of "Store Sales Assistant / Retail Sales Associate are" in retail sector and aims at building the following key competencies amongst the learner:

Course Code	Title of the Module	Key Learning Outcomes
CFC 1	Service Cash Point/POS	Understanding of setting up and operating cash points correctly. Ability to promptly sort out any problems with routine cash point operations and transactions. Ability to check that staff are handling cash and cash equivalents efficiently and in line with approved procedures. Knowledge to accurately and prompt theorize any refunds, cheques and credit card payments which need authorization. Knowledge of cash point security procedures and developing effective plans to cope with unexpected problems at the cash point, Knowledge of approved procedures for handling cash and cash equivalents and how to follow these efficiently. Writing skills, reading skills, oral communication skills and professional skills relevant to the job.
CFC 2	Follow Point-of Sale Procedures for Age-Restricted Products	Knowledge of legal requirements and company policies and procedures for asking proof of age. Knowledge of legal requirements and company policies and procedures for refusing sales. Ability to explain clearly and accurately to customers what proof of age is needed and follow company procedures for telling customers how to get proof of age. Ability to tell customers the correct amount to pay and check accurately the amount and means of payment. Ability to process the payment in line3 with company procedures, if payment is acceptable tell the customer tactfully when payment cannot be approved. Knowledge to record payments accurately and store payments securely. Knowledge to offer additional services to the customer, treat customer politely and balance the need to give attention to individual customers with the need to acknowledge customers who are waiting for help. Knowledge of checking for and identifying counterfeit payments and checking for stolen cheques, credit cards, charge cards or debit cards. Writing skills, reading skills, oral communication skills and professional skills relevant to the job.
CFC 3	Process Customer Orders for Goods	Knowledge of identifying customer needs and the goods that will meet customer's needs. Ability to locate the source of supply the goods needed and give customers' clear, accurate and complete formation about the availability of goods and the terms of supply. Knowledge of legal and company procedures for checking the customer's identity and credit status and company policy for offering to order goods needed by the customer.

		Ability to prepare accurate, clear and complete information about the order and pass this information to people responsible for fulfilment. Knowledge of legal and company requirements relating to customer confidentiality and who is entitled to "see customer information and in what situations Writing skills, reading skills, oral communication skills and professional skills relevant to the job."
CFC 4	Process Part Exchange Sale Transactions	Ability to thoroughly inspect the items being offered and protect the item from damage while handling it. Knowledge to identify accurately any repairs and cleaning needed, and the costs involved and work out the exchange value of the item accurately withing company guidelines. Ability to explain to the customer clearly and accurately the part-exchange value of, the item and the benefits of a exchange arrangement. ability to tell the customer politely that the items is not acceptable for part-exchange, when applicable. Knowledge of company policies and procedures for checking who owns and to work out accurately the balance the customer is required to pay. Ability to accept or refuse the customer's offers according to company policies and discretions and end the transactions politely. Knowledge to assess correct amount to pay and check accurately the amount and means of payment offered by the customer. Ability to process the payment in line with company procedures, if payment is acceptable or tell the customer tactfully, when payment cannot be approved. Knowledge to record payments accurately and store payments securely. Writing skills, reading skills, oral communications skills and professional skills relevant to the job.
CFC 5	Process Payments and Cash and Credit Transactions	Ability to accurately identify the price of purchases and promptly sort out any pricing problems by referring to pricing information. Ability to get advice promptly from right person and work out accurately the amount the customer should pay. Knowledge of relevant rights, duties and responsibilities relating to the goods sold. Technical knowledge of common methods of working out payments including point-of-sale technology, electronics calculators and Electronics Data capture (EDC) Machines etc. Knowledge of company guidelines for setting customer credit limits. Ability to periodically check customer accounts accurately to ensure that payments are up to date. Knowledge to investigate reasons for

		and accurately record findings. Ability to identify customers who go over their credit limits and act promptly within company guidelines to deal with such customers and report to the right person the results of the actions to be taken to deal with such customers. Ability to check that payments from customers are valid and accurate and record payments promptly and accurately. Ability to record to reasons why payments are overdue and identify problems accurately and sort them out promptly. Knowledge to check that charges and credits made to the customer account are correct and identify and sort out problems with customer accounts. Knowledge of legal rights and obligations of customers and retailers in relations to credits. Writing skills, reading skills, oral communication skills and professional skills relevant to the job.
CFC 6	Process Returned Goods	Ability to check clearly and politely with the customers what goods they want to return and their reasons. Knowledge of legal and company requirements for offering replacements and refund and to explain clearly and politely these to the customer including the proposed actions and any charges applicable. Knowledge of company procedures for the replacements goods to be sent out to explain to the customer the arrangements for returning the unwanted goods. Knowledge to check accurately the type, quantity and conditions of returned goods and give complete information the persons who can raise a credit note or refund the payment. Knowledge of stock control system Writing skills, reading skills, oral communication skills and professional skills relevant to the job.
CFC 7	Maintain Health and Safety	Ability to notice and correctly identify accidents and emergencies. Knowledge of company policy and procedures for.
CFC 8	Creating Positive Image of Self and Organization in the Customer Mind	Ability to meet organization's stands of appearance and behavior. Ability to great your customer respectfully and communicate in a way that makes them feel valued and respected. Ability to identify and confirm your customer's expectations and treat them courteously and helpfully at all times. Ability to keep your customer informed and reassured. Knowledge to respond promptly to a customer seeking assistance and select the most appropriate way of communication with them. Ability to give your customer the information they need about the services or products offered by the organization. Writing skills, reading skills, oral communication skills and professional skills relevant to the job.

CFC 9	Work Effectively in Retail Team and Organization	Ability to display courteous and helpful behavior at all times. Ability to complete allocated tasks as required and seek assistance when difficulties arise. Ability to use questioning techniques to clarify instructions or responsibilities. Knowledge of appropriate dress code and presentation as well as personal hygiene procedures. Ability to interpret, confirm and act on legal requirements in regard to anti-discrimination, sexual harassment and bullying. Knowledge of employee rights and obligations. Ability to share work fairly with colleagues and make realistic commitments to colleagues. Ability to encourage and support colleagues. Knowledge of company's health and safety procedures, Knowledge and skills to achieve goals and regularly checking the progress and obtaining feedback on progress. Ability to give clear, accurate and relevant information and explain and demonstrate procedures clearly, accurately and in a logical sequence. Knowledge of team's purpose, aims, targets and responsibilities. Writing's skills, reading skills, oral communications skills and professional skills relevant to the job.
CFC 10	One the Job Training	On the job skill by working with a retail's organization. Acquire basic experience and knowledge for various activities in retail operations.

Note: For a PASS-A Student would require to secure 50% for both Theory and Practical/ Training.

Books Recommended: -

1) Life of a Cashier-L. Benoil
2) Balance of Payments adjustment-Sidney Dell, Roger Lawrance
3) Health & Safety at work-Jeremy Stranks.

Sant Gadge Baba Amravati University

Dept. of Lifelong Learning & Extension

Short Term Certificate Courses

(3 Month)

Syllabus

For

Certificate Course in Food and Beverage Service

This Program is aimed for training of candidates for the job "Food and Beverage Associate" in various food and beverage outlets and aims at building the following the key competencies amongst the learner:

Chap terNo	Chapter Name	Key Learning Outcomes
FB 1	Introduction to Service Sector, Hospitality Industry and Scope in India	• Introduction to the Sectorand subsectors • Introduction to the food andbeverage department
FB 2	Attributes of Food and Beverage Service Personnel	• Importance and role of afood and beverage associate • Importance of Hygiene andGrooming
FB 3	Hierarchy in Food and Beverage Department	• Understanding the structureof the department • Knowing where to report anissue • Handling disputes
FB 4	Handling Cutlery, Crockery and Glassware	Carrying, caring and storage forthe inventory to maximize the lifespan
FB 5	Mise En Place and Mise En Scene	Learning the preparation that has to take place before and after anevent
FB 6	Carrying the Food Service Tray	Various types of food service trays and their functions and howto carry one
FB 7	Arrangement and Preparation of Side Board	Understanding the function of a sideboard in a restaurant and preparing one before an event

FB 8	Napkin Folding	Learning the various napkin foldsand their function
FB 9	Types of Food Service	Distinguishing between A' la cate, Table d' hotel and buffet
FB 10	Table Service	• Setting up the table Taking order • Placing the order in kitchen • Sequence of service • Clearing and relayingthe table
FB 11	Service at Breakfast, Lunchand Dinner	Learning how to set the table andhow to offer customized service atvarious meal timings
FB 12	Knowledge of LocallyPopular Cuisines	• Regional • Indian • Chinese Western
FB 13	Knowledge of Various Beverages and the Correct Serving Style	• Alcoholic • Non alcoholic
FB 14	Basic Equipment's and Glassware Used in Bar	Understand the equipment's, theirfunction and cleaning
FB 16	Waste Disposal	Sort out and segregate waste according to type, making sure itis handled safely
FB 17	Safety at Work and BasicFirst Aid	• Identify any hazards or potential hazards and dealwith these correctly • Report any accidents or near accidents quickly and accurately to the concerned authority • Follow safety procedures atthe workplace Use protective equipmentwhen required
FB 18	Entrepreneurship in Foodand Beverage Industry	• Ideas for setting up anoutlet Basic compliances for setting up an outlet

Books Recommended: -

1) Food and Beverage Service - Vijay Dhawan
2) Introduction to FCS Hospitality Services – Pearson Publication
3) MISE EN Scene – John Gibbs
4) Home Staging - Christine Rae
5) Complete book of napkin and napkin folding- Rick Beach
6) Family table Service – D.D. Davis
7) Water Treatment and Disposal – Ronald Hester
8) Haute Cuisine – A.B. Trubek
9) Hospitality – John Walker

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Sant Gadge Baba Amravati University

Dept. of Lifelong Learning & Extension
Short Term Certificate Courses
(3 Month)
Syllabus
For

Certificate Course in Housekeeping

This Program is aimed at training candidates for the job of "Housekeeping Associate" in hotels, restaurants and various lodging establishments and aims at building the following the key competencies amongst the learner:

Chapter No.	Chapter Name	Key Learning Outcomes
HK 1	Introduction to Service Sector	• Introduction to the Sectorand subsectors • Introduction to the housekeeping department
HK 2	Attributes of HousekeepingService Personnel	• Importance and role of aHousekeeping Attendant • Importance of Hygiene andGrooming
HK 3	Evolution of LodgingIndustry	History and development of various forms of accommodations
HK 4	Hierarchy in Housekeeping Department	• Understanding the structureof the department • Knowing where to report anissue • Handling disputes
HK 5	Cleaning Equipments and Cleaning Agents	Choosing the appropriateequipment and materials
HK 6	Ceramics, Glass, Plastics, Linen and Uniforms	Identify the types of surfaces to becleaned
HK 7	Bed and Bedding	• Understanding the various items and their functions in abedding: pillow, pillow cases,pillow covers, Duvet, DuvetCovers, Mattress, MattressProtector • Learning the Maitre Fold • Making the bed
HK 8	Carpet cleaning	dure for cleaning and
		shampooing carpets

HK 9	Cleaning Sanitary Fittings	• Follow the procedures forentering the toilets and washrooms • Using the correct cleaning agents so that the fittings do not incur damage
HK 10	Interdepartmental Co-ordination	Importance of co-ordination • between Front Office, Maintenanceand Security departments
HK 11	Safety at Work	• Identify any hazards or potential hazards and dealwith these correctly • Report any accidents or near accidents quickly and accurately to the concerned authority • Follow safety procedures atthe workplace Use protective equipmentwhen required
HK 12	Pest Control	Ensuring that the workplace wellprotected from pest and rodent infestation
HK 13	Flower Arrangements	Knowledge about commonly used flowers and other decorative items

Books Recommended: -

1) Housekeeping - M. Robinson
2) Introduction to Management in Hospitality – C.W. Barrows
3) Handbook of Critical cleaning – Barbara kanegsberg
4) Make your bed – Leslee Evans
5) Carpet Cleaning – Shane Daley
6) Cleaning Surfaces Prior to Sanitary Service – A.H. Tuthill
7) Front Office Management – S.K. Bhatnagar
8) Pest Control – William Olkowski
9) Flower Arrangements - Ella Griffin

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Sant Gadge Baba Amravati University

Department of Lifelong Learning & Extension

Short Term Certificate Courses

(3 Month)

Syllabus

For

Certificate Course in Desk Top Publishing

Unit -I

- Introduction to Desktop Publishing introduction to Desktop (DTP) history, Defmatio, need and area of Application, Disserence betweena word processor and publication software.
- Use and importance of DTP in Publication and newspaper printing
- Introduction to offset printing Technology printers formatting of text.
- Typography, fonts Font Size, spacing breaks, Measurements etc.
- Types of printing : lithography, stenography — Gravure, Screen printing ,offset printing, working of offset printing, term used in offset printing, CMYK, impression importance of DTP in for publication, laser printers used types, advantage of laser printer in Publication.

Unit -II

- Adobe PageMaker -Introduction to PageMaker, Adobe PageMaker, pervious and current version of PageMaker, PageMaker is DTP, Software at tribute setting tools styles, minnows, alignment, grids etc. keyboard shortcuts , page layout margins and page orientations with various pages sizes, text editing and manipulation, fitters, import and export options, placing of text and images, autoflow and history editor, different layouts views, table settings columns and gutters, use of style palettes and colors find option and document setup

Unit -III

- Adobe PageMaker-page and document setup, working with ruters, setting the unit measurement, buttes, column balancing, brakes, text wrapping, windows and orphar lines, revert command and he use, using caps and various style format editing of graphic and framers ole and embedding, plugins, mathematics equation, table editor and its use

Unit IV

- Introduction to Adobe Photoshop, Photoshop documents and Graphic files, vector image and raster images definitions, features area of application etc. Advantage and disadvantage of vector and raster graphics, bitmap graphics, Pixels application programs to work vector graphic and raster graphics various color made and models : HSB,RHB,CMYK, Bitmap, grayscale dutone models

Unit-V

- Introduction to various versions, concepts and application of Photoshop understanding design principles and solour theory Understanding the use of various fonts and typo issues with web design understanding designing standards, print layour design andcreative visualization for intuitive layout.
- Photoshop history & introduction, the file menu the tools, Drawing likes & shapes working with Photoshop tools working with layers. WEB & WEB GALLERY using internet explorer in Photoshop creating animations using image ready creating animations using image ready creating animations & presentations.

Tips and Tricks in Photoshop

Working with Images in Photoshop, working with paletters, i.e. layers palette, navigator palette, inso palette color palette, swatches palette, styles palette, History palette, Actions Palette Tool preset Palette channels palette and path palette, working with layers photo editing.
Image adjustment options- Labels, Auto Labels, Auto contrast, curves, colors balance, Brightness/ Contrast pasteurize valuations,
preparing the file and work area, creating different shapes,
creating three Dimensional effects using layers working with the magic wand tool and lasso tool creating images using symbol sprayer tool.

Books Recommended:-

1) The Ultimate DTP Book-Bill Rosoman
2) Computer Fundamentals- P.K. Shinha
3) Adobe PageMaker 7.0 Development by Staff of Adobe
4) Adobe Photoshop develop by Staff of Adobe
5) The Essential book for MS-Office by-Bill Bruck.

Sant Gadge Baba Amravati University

Department of Lifelong Learning & Extension

Short Term Certificate Courses

(3 Month)

Syllabus

Certificate Course in Tally

Unit: I

Basics of Accounting:

Type of Accounts, Golden Rule of Accounting, Accounting Principles, Concepts & Principals, Double Entry System of Book Keeping, Mode of Accounting, Financial Statement, Transaction, Recording Transaction.

Unit II:

Fundamentals of Tally ERP 9

- Getting Functional with Tally ERP 9
- Creation/Setting up of Company in Tally ERP 9

Unit III:

Accounting Masters in Tally ERP 9

- Fl 1-Features
- F12 - Configuration
- Setting up Accounts Heads

Unit IV :

Inventory in Tally ERP 9

Stock Group, Stock Categories, Do downs/Locations, Unit of Measure Stock Item

Unit V :

Voucher Entry in Tally

- Accounting Voucher Inventory Voucher Invoicing

Unit VI:

Advance Accounting in Tally ERP 9

Bill wise Details, Cost Centre & Cost Categories, Multiple Currency, Bank Reconciliation, Interest Calculation, Budget & Controls Seenario Management.

Unit VII:

Advance Inventory in Tally ERP 9

Order Processing, Reorder Levels, Tracking Numbers, Batch wise Details, Bill of Materials (Bom), Price levels & price List Stock Vallrtion, zero valued entries, different Actual & Billed Quantities.

Unit VIII:

Technological Advantage of Tally ERP 9 :

Tally Vault, Securty Control, Tall Audit, Back up, Restore Split company Data, Export &Inport of Data. Printing of Reports & cheques.

Unit IX :

Payroll Accounting & compliance pay Heads,

Employers Group, Employees configuring payroll in Tally ERP 9, Salary details, Unit, Attendances, Processing Payroll in Tally ERP 9, Accountting for Employer PF contribution. Est. Contribution. Payment of Professional Tax., Generating Reports.

Unit X :

Printing configuration

Select Printer Print Preue : Tax for Printof the Report Print

Unit XI:

Taxation in Tally.

CST, VAT, TDS, TCS, Service Tax, Basic Concept, Configuring in Tally, Creating Masters, Entering Transition & Report pointing. GST- Concept, Activating Tally in GST, Setting up GST, Understanding SGST,CGST, IGST, Creating GST Master Purchase voucher with GST, Sales Voucher with GST, TDS - Concept, Creating TDS Masters, TDS Payment, Tax Reports & Tax form.

Unit XII:

Finalization Entries & Finalization Process, Depractation Entries, Creating General Reserves, Provision for Taxation, Bad debit Reservers, Partnership firm, Tranforing Profit, outstanding Expenses & Account Income, Changing Financial Year.

Books Recommended:

1) Tally 9.0 in Simple Steps by - Kogent solutions
2) Text Book of Financial Accounting by - Daniel M. Kimuda
3) TDS by Chandan Gupta
4) Value added Tax-Alan A. Tail
5) Service Tax -Shubham Shinha
6) Payroll Management - Steven Bragg
7) Tally ERP 9 - Nadkani

Sant Gadge Baba Amravati University

Department of Lifelong Learning & Extension

Short Term Certificate Courses

(3 Month)

Syllabus

For

Certificate Course in Textile - Quality Inspection

Unit-1:

Introduction Textile Testing

Textile Testing: Introduction, object of testing and quality inspection. Sampling methods: Random sampling, sampling method forcible from row cotton, sliver, roving and yarn. sampling method for yarn from various types of package and cloth, sampling method for cloth

Unit- 2:

Testing methods

Fiber testing methods: Length, strength, fineness, maturity. Yarn testing methods: Single yarn strength, lea strength, count, evenness, yam faults, twist, direction of twist for single and ply yarns. Fabric testing methods: EPI, PPI, length, width, thickness, crease recovery, air permeability.

Unit 3:

Fabric Inspection

Fabric defects: warp way defects, weft way defects, various knitted fabric defects, severity of defects. Inspection system of fabric: cloth construction, inspecting the fabric on four-point inspection system.

Unit 4:

Quality Inspection &Discipline

Data collection, data arrangement, data analysis. Reporting the observation in a suitable format, importance of disciplines at work, work culture and ethics

Unit 5:

Safety and Security

Importance of cleanliness and personal safety, fire-fighting and first aid, safety gadgets in textile factory, precaution to be taken while working. Communication skills and reporting skills.

PRACTICALS

1. Sampling methods for fiber,
2. Sampling methods for yarn.
3. Sampling methods for fabric.
4. Testing related to fiber,
5. Testing related to yarn
6. Testing related to fabric
7. Checking the roll weight of fabric and the construction details
8. Inspecting the fabric and marking the defects found by stickers
9. Putting a tag at the side for objectionable defects
10. Reporting the observation in a suitable format.

Books Recommended:

1. Process control in Textile manufacturing
2. Quality Assurance for Textile
3. An Introduction to quality Control for apparel Industry
4. Textile Quality: Physical methods of Products and Process Control

Practical

1) Sampling methods for fiber, yarn & cloth
2) Testing of fiber, yarn & cloth
3) Checking the roll weigh of fabric and the construction details.
4) Inspecting the fabric and marking the defects found by stickers.
5) Putting a tag at the side for objectionable defects
6) Reporting the observation in a suitable format.
7) Practicing considering safety and health aspects.
8) Mock drill for fire fighting and first aid.

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Sant Gadge Baba Amravati University

Department of Lifelong Learning & Extension

Short Term Certificate Courses

(3 Month)

Syllabus

For

Certificate Course in Textile Weaving

Unit-I :

Introduction: Sectional Warping

Details of Sectional Warping machine, Creeling pattern and the quality requirements, Importance of Sectional, warping, creeling the cones as per pattern setting the length per section andsection width, Importance of maintaining uniform tension all the time.

Unit-II :

Beam Warping:

Knowledge of colour codification, Knowledge of yarn count, cone weight and the weaver's knot.

Unit - III:

Knotting & Tying

Basics of Beam knotting, gaiting and dressing, Basics of knotting machine and its operations, Basics of beam gaiting and its operations, Knowledge about the working of the machines in a safe and hygienic manner, Knowledge about the working of the Knotter in a safe and hygienic manner, Precautions for using a Knotter for new sort introduction.

Unit-IV :

Air Jet Looms

Knowledge about the working of Air Jet Looms, Knowledge about the shade differences and the weave of the fabric, Basic motions of Air-jet Looms, Study of Let-off, Take-up, Weft selector and warp stop motions, Dobby motions, selvedge motions, air-pressure controls, relay nozzles, main nozzle, profile reed, etc, Fabric defects, their causes and remedial measures.

Unit - V:

Safety, Security & Discipline

Importance of cleanliness and personal safety, Firefighting and First aid, Safety gadgets in a spinning factory, Precautions to be taken while working, importance of disciplines atwork.

PRACTICALS

1. Understanding the Warping machine and its creel.
2. Understanding the pattern and creeling the cones in their respective places.
3. Winding the required number of sections.
4. Attending the breaks and putting weaver's knot.
5. Understanding the salient features of super high speed warping machine and its Controls.
6. Understanding the pattern and creeling the cones in their respective places.
7. Understanding the requirements of the beam and loom to be gaited.
8. Practicing the safety systems by wearing head cover and masks
9. Collecting the hard wastes.
10. Auditing the parts needed and indenting them.
11. Understand shedding picking and beat up on loom.
12. Understand let off and take up on loom.

Books Recommended;

1) Handbook of Weaving by- Sabit Adanur
2) The Everything Knots book for time and Knot - Randy Penn
3) The Course of Loom development by- Teruo Ishida
4) Industrial Safety by- Chetan Prakashan

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Sant Gadge Baba Amravati University

Department of Lifelong Learning & Extension

Short Term Certificate Courses

(3 Month)

Syllabus

For

Certificate Course in Textile Spinning

Unit -1:

Introduction:

A) Importance of ginning. Bale storage, identification and management. Machine sequence in blow room, its function and controlling. Functioning of the condensers, Different signal lamps used in machines, knowing the different control buttons and operating them on need basis. Knowledge about humidity conditions in blow room.

Unit-2:

Carding & Draw Frame Tenting:

A) Importance of carding, various parts in a card and their functions, Precautions to be taken while working, Knowledge about humidity conditions and the working of cards, Normal defects in card web and actions needed to correct them.

B) Importance of draw frame, various parts in a draw frame and their functions, Precautions to be taken while working, Knowledge about humidity conditions and the working of cards, Normal defects in draw frame sliver and actions needed to correct them, Importance of cleanliness and personal safety.

Unit-3:

Speed Frame & Ring Frame Operation

A) Details of working of a speed frame, doffing the bobbins and restarting the machine, Importance of speed frames, taking the doff and the quality requirements, Precautions to be taken while running, doffing and restarting the machines, Importance of cleanliness and personal safety.

B) Importance of ring frames & taking doff and precautions to be taking while working, Details of working of a Ringframe, Precautions to be taken while doffing and restarting the machines.

Unit - IV:

Automatic Winding & Yarn Packing

A) Importance and details of automatic winding machine. Knowledge about various faults and Stop motions. Importance of maintaining uniform tension all the time. Knowledge of yarn count, cone parameters, cone weight. Various types of knots and splices. Importance of length measurements in winding.

B) Details of packing cones in Cartons, the mandatory markings, Importance of Packing and the mandatory requirements, Importance of maintaining clean and good aesthetics of packing , Knowledge of color codification, Concepts of length measured cones and the tolerance for

Unit - V:

Safety, Security & Discipline

A) Importance of cleanliness and personal safety, Fire fighting and First aid, Safety gadgets in aspinning factory, Precautions to be taken while working, importance of disciplines at work.

PRACTICALS

1) Understanding the Process and material flow in Textile mill
2) Understanding the importance of fibers, types of sliver, sliver hank, importance ofsliver quality.
3) Understanding the importance of roving quality, types of yarn, yam count,
4) Understanding the functions of different machines in blow room department.
5) Understanding the importance and function of different signal lamps in blow room.
6) Understanding the different control buttons in blow room machines,
7) Understanding the functions and methodology equipments.
8) Understanding the types of contaminations and importance of segregating contaminations.

Books Recommended :

1. Process control in speed frame - R. Senthil kumar
2. Practical guide to Ring Spining by- Werner Klin
3. Packaging Prototypes - Edward Danison, Rechard Cawthroy
4. Industrial Safety by- Chetan Prakashan

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Sant Gadge Baba Amravati University

Department of Lifelong Learning & Extension

Short Term Certificate Course

(3 Month)

Syllabus

For

Certificate Course in Chemical Processing

(Introduction to Chemical Processing)

Unit-1:

Introduction: Sizing, Desizing & Singeing

Basic knowledge about various aspects of Desizing, Chemicals and enzymes, function and operation of the machines to get optimum production., Importance of Desizing of fabrics, Details of the machine, Knowledge of chemicals used. Basic knowledge about various aspects of Singeing machine function and operation to get optimum production, Importance of Singeing of fabrics.

Unit-2:

Fabric scouring, Bleaching and Mercerizing

Basic knowledge about various aspects of Scouring, Bleaching and Mercerization processes. Machine function and operation to get optimum production, Importance of Mercerizing of fabrics, Details of the machine, knowledge of chemicals and machines used during these processes.

Unit-3:

Yarn and Fabric Dyeing

Basic knowledge about various aspects of dyeing. Importance of dyeing of yams cheese form, and Beam form, Details of the machines, Knowledge of colours, chemicals and machines (Jigger, Jet dyeing machine) used for fabric dyeing.

Unit-4:

Printing

Basic knowledge about various aspects of fabric Printing. Ingredients used in printing paste. Styles of printing (Direct, Resist, Discharge). Printing machines- Roller printing, screen printing, rotary screen printing, transfer printing,

Unit - V:

Stenters and Finishing

Basic knowledge about various aspects of Stenter machine, function and operation to get optimum production. Importance of finishing, various types of finishing processes viz. Sanforising, anticrease and calendaring. Details of the machine, Knowledge of chemicals used.

PRACTICALS

1. Understanding the Process and material flow in Textile mill
2. Understanding the importance of fibers, types of yarn, yam count.
3. Preparation of desizing solution.
4. Scouring of cotton material.
5. Bleaching of fabric.
6. pH control by using chemicals.
7. Preparation of dye bath for soluble dyes.
8. Preparation of dye bath for insoluble dyes.
9. Dyeing of cellulosic fabric.
10. Dyeing of synthetic fabric.
11. Study of dyeing faults.
12. To study screen printing.

Books Recommended :

1) Technology of bleaching and mercerization by V. A. Shenai.
2) Technology of dyeing by V. A. Shenai.
3) Technology of printing by V. A. Shenai.
4) Textile Processing and Properties : Preparation, Dyeing, finishing and performance —Tyrone L. Vigo, Elsevier

Sant Gadge Baba Amravati University

Dept. of Lifelong Learning & Extension
Short Term Certificate Course
(3 Month)
Syllabus
For

Certificate Course in Soil Testing

(Section A)
Introduction to Soil Science

Unit – I:

Introduction:

Definition of Soil, Concept of Lithosphere, Soil as a natural body, Soil Components: Air, Water, inorganic and organic solids, Formation of Soil, Types of Soils & Basic Concepts.

Unit – II:

Properties of Soil:

Introduction to properties of Soil:

A) Physical Properties:-

Soil Separates, Texture, Aggregation and Structure, Temperature, Colour, Properties of Soil Mixture, Pore Space, Bulk Density, Particle Density, Aeration and Drainage, Compaction, Surface area, Soil water relationships.

B) Chemical Properties:-

Morphology of Colloids, Chemistry of Clays, Ionic Exchange, Acidity, Alkalinity, pH, Salinity, Reactions in Liming and Acidification.

C) Biological Properties:-

Soil Organic Matter, C: N Relationships, N-Transformation, Soil Organisms, Sulfur Transformation.

Unit – III:

Fertility Status of Soils

Fertility status of soils, soil deficiency with respect to macro and micro nutrient components, brief study of micronutrient & macronutrient sources & Importance, remedial measures to overcome deficiency.

Unit – IV:

Soil Profile & Classification

Soil profile, Soil forming factors, soil survey methods, soil survey reports, soil distribution, classification system.

Unit – V:

Conservation and Management

Drainage, Soil erosion, types of Irrigation, Land use Classification, Plant &Animal waste, Municipal & Industrial by products & their impact, nutrient loading, tillage system, wetlands.

Books Recommended:

1. Soils and soil fertility, Troch, F.R. And Thompson, L.M. Oxford Press.
2. Fundamentals of soil science, foth, H.D. Wiley Books.
3. Soil Science and Management, Plaster, Edward J., Delmar Publishers.
4. Principles of Soil Chemistry (2Wed.) Marcel Dekker Inc., New York.
5. Handbook of Agricultural Sciences, S.S.Singh, P.Gupta, A.k.Gupta, Kalyani Publication.

(Section-B)

Soil Testing and Analysis

Unit – I:

Importance of Soil Testing and Analysis

Unit – II:

Sample Collection

Sample Collection and Processing Purpose of Soil testing and analysis, selection of field, Method of Soil Sample collection Methods of soil sample processing, precautions during soil collection & processing, Preservation labeling and Storage of soil samples, various types of boys used for collection.

Unit – III:

Study of Instruments

Brief study of instruments : PH Meter, Conductivity meter, spectrometer, UV-Spectrophotometer, (Calibration, Instrumentation, applications only) use of soil testingkit and mobile soil testing van. Kjeldahl's Assembly for determination of nitrogen.

Unit – IV:

Study of Laboratory Setup

Laboratory Layout, Built up area, Laboratory requirements, working pattern, budget requirement, trained manpower, various funding schemes and agencies.

Unit – V:

Soil Test Report & Fertilizer Recommendation :

Preparation of Soil analysis and test report, Fertilizer recommendation, preparation of soil test summaries and fertilitymaps.

PRACTICALS

Soil Analysis & Testing Methods

1. Visit to Soil Testing Laboratory & Report writing.
2. Visit to Farmers Fields for Collection of Soil Samples, identification of nutrientdeficiency Symptoms in Crop.
3. Preparation of Various Chemical reagents required for soil testing.
4. Processing of Soil Sampling for analysis
5. Determination of PH of soil sample using PH meter
6. Determination of Electrical Conductivity of Soil Sample using ElectricalConductivity meter.
7. Determination of Organic Carbon by wet Oxidation method.
8. Determination of available Nitrogen from Soil Sample.
9. Determination of available phosphorus from soil sample.
10. Determination of available Potassium from soil sample.
11. Determination of Calcium Carbonate from soil sample.
12. Determination of micronutrients from soil sample.
13. Determination of lime requirement of deiclic soil.
14. Determination of Gypsum requirement of Soil.
15. Preparation of soil test report, Interpretation of result and fertilizerrecommendation.
16. Preparation of soil test summaries and fertility maps.
17. Preparation of Soil Health Card.
18. Use of Various soil testing kits and working of mobile soil testing van.

Books Recommended (Books suggested for Reading):

1. Soil Sampling, Preparation and analysis, Marcell Dekker, Inc, New York.
2. Soil Sampling and methods of analysis, carter M.R. and E.G.Gregorich, 2007, 2nd Ed..
3. Methods of soil analysis, Part, American society of Agronomy Inc., Kuete,A.Et.at., 1986.
4. Introduction to soil laboratory manual -J.J.Harsett stipes.
5. Introduction to soil science laboratory manual, Palmer and troch - Lowa state.

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Sant Gadge Baba Amravati University

Department of Lifelong Learning & Extension
Short Term Certificate Course
(3 Month)
Syllabus
for
Certificate Course in Soft Skill & Personality Development

Unit I:

KNOW YOURSELF

SWOT Analysis; Importance of attitude, self-esteem, courage, confidence, reading and reflection; Dreams to Reality stories; Purpose of life; Case study; Related activities

Unit II:

MOTIVATION

Importance of motivation; Internal and external motivation; Self talk; Growth mindset; Case Study; Related activities

Unit III:

GOAL SETTING

Dreams and Goals; Setting Goals; Types of Goals (Short term, long terms, life time); Case Study; Related activities

Unit IV:

TIME MANAGEMENT

Time as a resource; Identification of time wasting; Prioritizing work to be done to do list; Check list; Case study; Related activities

Unit V:

PRESENTATION SKILL

Correctness of language; Clarity of words, thoughts and ideas; Gestures and manners Speed, audibility, voice modulation; Eye contact, body posture and facial expression; Case study; Related activities

Unit VI:

STRESS MANAGEMENT

Causes of Stress; Important of stress; How to manage stress? Mediation andits application; Case study; Related activities

Unit VII:

GROUP DISCUSSION

What is group discussion? Types of group discussion; Skills for group discussion; Case study ; Related activities

Unit VIII:

INTERVIEW SKILL

What is interview? Preparation of interviews; Conventional interviews; Modern Interviews-eg Telephonic interview, interview using internet etc; Case study; Related activities

Unit IX:

EFFECTIVE COMMUNICATION SKILL

Self-communication; Communication with others; Verbal communication; Nonverbal communication; Case Study; Related activities;

Unit X:

ICT

Working with computer; Making PPT and presenting it; Communication- email, Facebook, WhatsApp, etc; Social media benefits and drawbacks; Case Study; Related Activities

Books Recommended: -

Sant Gadge Baba Amravati University

Department of Lifelong Learning & Extension

Short Term Certificate Courses

(3 Month)

Syllabus

For

Certificate Course in Research Methodology

Unit I: Introduction Research Methodology

Unit II: Developing the Research Problem

Unit III: Survey of Related Literature

Unit IV: Methods of Research

Unit V: Organization of Thesis/Dissertation / Research Reports

Books Recommended:

1. Manual for Writing of Applied – Turabian, Kate. I.A., Chicago Papers Thesis and Dissertation University of Chicago Press, 1967.
2. Research in and Education- Best, John, W. Chiffs N.J., Prentice.
3. Education Research Principals – Smith, H. L. Bloomington, Indian and Practices Educational Pub.
4. Yogic Therapy Its Basic Principals & Methods Central Health Education & Bureau Govt. of India. New Delhi-1963
5. Research Methods Applied Education and recreation 2nd D.C., Press, 1967-Scott, G.M.(Ed.) Health, Physical.
6. Research in Education Prentice Hall Inc. 1964- Best. John, W. Chiffs. N. J.
7. Introduction to Research- Hilway, Tyrus Bostn, Houhton Mifflin co, 1956.
8. The Elements of Research-Whiteney, F.I. New Yourk Prenctice Hall Inc.1961.
9. Research Methods in Physical Activity (Find Edition)- Jerry R. Thomas, Jack K. Neisomnd Stephen J. silverma.
10. Research Methods in Physical Education.- Dr. Suresh Kutty K.

Sant Gadge Baba Amravati University

Department of Lifelong Learning & Extension

Short Term Certificate Courses

(3 Month)

Syllabus

For

Certificate Course in Garden Management

Unit I:

Introduction

Garden Identification, Importance and Need for Management: Garden Concept Types of Parks Importance of Parks Identification of Park Structure, for Parks Objectives, garden management needs and importance of selected area garden creation.

Unit II:

Study of essential elements of the garden:

Land Type Available Land Size Classification Miscellaneous Plants, Flower Plants Lawn Grass, Water Sources, Water Management, Irrigation System, Water-Quality, Labor Availability, Safe, Shades, Greenhouse, Stand Facility, Government Approval & License, Storage Room, Darshani Gate

Unit III:

Tools required for the garden:

The tools required for the work to be done in the weapons park. Identification, handling information and maintenance 1) Shovel 2) Spade 3) Hole 4) Durability 5) Spade 6) Shovel 7) Soil 8) Matak 9) Travel 10) Bed marker 11) Garden rake 12) Dibbler 13) Twelve 14) Digging fork 15) Knife (16) Jhari 17) Ghameli 18) Pahar 19) Scatter 20) Other small tools Hand sawing, sheller tree male ladder, spade, sickle, sickle, hammer, plow, sieve, bucket, duster lawn moor push cart, Small tractors, hose pipes etc.

Unit VI:

Practical Activity

Important activities to be done in the garden: Excavation, steam preparation, soil, composting, manure and soil filling methods, weeding, seed germination, transplanting seedlings, spraying of pesticides, fertilizers, nutrients, fertilizers, planting and irrigation as required To do this, plan King Prevention Measures, purchase materials as required, keep account of accumulated expenses, check power supply, prune and plant trees as required, create and maintain bonsai.

Unit V:

Parking and management of the park:

Plants, vines, green flowers, etc. Cultivation of waterfalls, reservoirs, pruning of plants, vines at facades and other entrances, planting of flowering trees, seating facilities for visiting, waste management, waste management, compost management, drinking water system, animal and animal safety, garden schedule and rule boards, division of labor.

Books Recommended: -

Sant Gadge Baba Amravati University

Department of Lifelong Learning & Extension

Short Term Certificate Course

(3 Month)

Syllabus

For

Certificate Course in Agriculture Based And Entrepreneurship Production Industries

Unit –1 :

Agriculture based business

1. Food grain storage house
2. Daal Mill
3. Seed treatment – Food grain cleaning / Packaging center
4. Anima; husbandry and dairy science
5. Goat / sheep farming
6. Poultry farming
7. Shad Net / poly house construction
8. Oil Mill
9. Cold storage
10. Fruit Processing
11. Plantation Fruit crop
12. Protected floriculture / Vegetable production
13. Organic farming
14. Agro-tourism
15. Nursery Management
16. Providing farm implements and machinery on hire basis
17. Farmers Group farming
18. Food grain exhibition planning
19. Fish farming

Unit-2:

Agri business establishment

1. Market survey
2. Market availability
3. Market demand, Market Rate, Storage
4. Subsidy/ Finance helping scheme

Unit-3:

Preparation of Project report:

1. Project Mandate and objectives
2. Project content
3. Financial Assistant for Project
4. Repayment of Capital Loan
5. Cost : Benefit

Unit-4:

Institute for Agri-business Finance:

1. State and Central Scheme
2. Cooperative/Nationalize Bank
3. National Horticulture Board
4. Khadi and Village Industry Board
5. Load providing Institute other than bank
6. ATMA (Agricultural Technology Management agency)
7. Maharashtra Industrial Development corporation
8. Contact farming Institute textile and sugar Industry

Unit-5:

Selling, Packing, Advertising and Marketing of farm produce on basis of market demand

1. Direct selling of Agriculture produce to malls and Agriculture exhibition.
2. Purchasing according to contact farming and Repayment of Loan guarantee.

Unit-6:

Training Progamme:

1. Finance supply Institute.
2. Subsidy / Financial Assistance Institute.,
3. Working Summary, Beneficiary eligibility.
4. Computer knowledge for banking facility.

Unit-7 :

Practical's Activity

1. Actual Experience
2. Visit to Government Institute.
3. Market Survey.
4. Online Project/ Training for online application.
5. Preparation for Agriculture project / Industrial Study.

Books Recommended:

1)

Sant sGadge Baba Amravati University

Dept. of Lifelong Learning & Extension

Short Term Certificate Courses

(3 Month)

Syllabus

For

Certificate Course in Sugam Sangit

Unit 1:

1. Abhyaskramavar adharit vividh gaan shaili antargat raganche prarbhik adhyan
2. Sugam sangatichi aavaj sadhana

Unit 2:

1. Bhartiya Ani Pashrtyat Sangeetatil Swar saptkache prarmbhik Adhyaan.
2. Vividh Tallanche Bhartiy ani Pashrtyat padhatine prarmbhik adhyan,
   1) Dadara
   2) Karda
   3) Rupak
   4) Zapatal
   5) Kappali
   6) Trital
   7) Ektal

Unit 3:

1) Sugam Sangeetatil Gaan Shailinche Adhyaan,

A)Bhavgeet B)BhaktiGeet(Bhajan Abhang etc)

C)Gazal D)Kavvali E)Chitrapat Geet(Hindi,Marathi)

2) Geetatil Kavyanche sangikik v Saudaryatmk Drustine Adhyayan

Unit 4:

1.Microphone Ani Dwani Tantradhnyan

2.Karaoke Gayan

3.Sadarikaran

A)Ekal Ani Yugal Geet

B)Samuh Gaaan Sagayan (koras,Kvayar)Kaushalya

Books Recommended:-

Sant Gadge Baba Amravati University

Dept. of Lifelong Learning & Extension

Short Term Certificate Courses

(3 Month)

Syllabus

For

Certificate Course in Western Zumba Dance

Unit 1 :- Zumbaa Dance	Hour's
• Zumbaa Fitness Exercise	60

Note :

For all oral examination & art performance External Examiner should be mandatory. Internal Examiner will assist the external examiner.

Books Recommended:-

Sant Gadge Baba Amravati University

Dept. of Lifelong Learning & Extension

Short Term Certificate Course

(3 Month)

Syllabus

for

Certificate Course in Loknrutya Garba

Unit 1:- Garba	Hour's
Basic Foot Work	10
Hand Movements + Basic Steps	15
Posture + Expression	15
Chakkar	10
Foundation of all units on Music	10

Books Recommended:-

Sant Gadge Baba Amravati University

Department of Lifelong Learning & Extension
Short Term Certificate Course
(3 Month)
Syllabus
For

Certificate Course in Shastriyass Nrutya Hip Hop Dance

Unit 1 :- Hip Hop	**Hour's**
▪ Theory	05
▪ Fitness Warm-up	05
▪ C-Walks (Footwork)	15
▪ Old School (Hip Hop Original Basic Dance Moves)	10
▪ Breaking	25

A. Top Rock (uprock 20 Steps)

B. Foot Work (down rock)

C. Freezes (10 Types of Freezes)

D. Power Moves

E. Acrobatics

Books Recommended:-

Sant Gadge Baba Amravati University

Department of Lifelong Learning & Extension
Short Term Certificate Courses
(3 Month)
Syllabus
For

Certificate Course in Loknrutysa Lawani

Unit 1 :-	Hour's
Theory History about Lawani	07
Basic Footwork (Padanyas)	20
Hand Movement (Mudar)	15
Expression + Foundation (Abhinay)	15
Thai + Chakra	03

Note:- **Foundation of all units on songs**

Books Recommended:-

Sant Gadge Baba Amravati University

Department of Lifelong Learning & Extension

Short Term Certificate Courses

(3 Month)

Syllabus

For

Certificate Course in Advance Welding Technology

Sr. No.	Trade Practical	Trade Theory
1	Induction training Familiarizations with the institute Importance of Trade Training Machinery used in the trade Introduction to safety equipment and their uses etc. Setting up of flame. String and arc.	General discipline in the Institute Elementary First Aid Importance of Welding in Industry - safety in Oxy Acetylene Welding and Cutting Marking toolsMaterials Preparation method.
2	Arc Welding Butt joint, Tee joint, Lap joint, Cornerjoint	Principle of Arc Welding Necessity of Welding Machine types of Machines-Construction Advantages and disadvantages of each machine-Care and maintenance. Arc and its characteristics-Arc length-types Uses Advantage and disadvantages. Polarity-types Method of identification Uses of each type Importance and indication of wrong polarity.
3	Introduction of Gas Welding Oxy-Acetylene Plant.	Regulators Types Construction and uses. Care andMaintenance Welding Blow Pipes Types Description Operation Construction Uses Care and Maintenance Difference between H.P & L.P.System
4	Introduction of TIG Welding	
5	Introduction of MIG Welding	
6	Introduction of Spot Welding	

Books Recommended:-

Sant Gadge Baba Amravati University

Department of Lifelong Learning & Extension

Short Term Certificate Course

(3 Month)

Syllabus

For

Certificate Course in Renewable Energy

Paper -1

Introduction to Renewable and Solar Energy

- Renewable Energy and its prospects various RE sources
- Introduction to Solar Energy and Solar Radiation, its importance, Differentiate Solar PV and Solar thermal Energy.
- Solar Resource Measurement, Instrumentation and its applications.

Introduction of Photovoltaic Technology and its applications

Basics of Light to Energy Conversion Brier History of Solar / PV cells

Physics of Energy Conversion in Solar Cell (Current and Voltage) Understanding basic terminologies of a PV cell (1-V Curve, Efficiency, FF)

Solar Cells to Module, Module name plate specifications, Module to Array and Basic Structure of PV module

Classification of PV Modules based upon technology Brief on PV Cell/Module manufacturing process

STC and NOCT test conditions and Characterization of PV Modules

Factors affecting output of a PV module (Temperature, Irradiance, Tilt angle, cell area shadowing, dust mismatch, PV module configurations, MPPT operation etc.)

PV module defects and degradation in the field (Techniques for identification of effects) PV module testing and Certifications Standards

Applications of PV, different configurations of PV power system: Stand along, Grid, Hybrid system etc

Components of a PV System; Battery, inverter and Charge controllers

- Basics of standalone PV system, Balance of System (BOS)
- Introduction: Batteries, type of batteries, operation and structure
- Basic Terminologies of a Battery, Charging & Discharging Characteristics
- Factors affecting Battery operation and Selection Criteria
- Testing standards for batteries
- Introduction : Inverter, type of inverters, operation, make and specifications
- Basic Terminologies of a Inverter and Characteristics
- Factors affecting inverter operation and Selection Criteria
- Testing standards for inverters
- Basics of Charger Controllers, operation and specifications. DC-DC converte
- Types of charge controllers and selection criteria
- Components of a grid connected SPV system (ACB, DB and cabling)
- Types of wires and selection criteria, wire sizing.
- Other components like : Junction Box, Lighting arresters, grounding etc.

Fundamentals of PV system sizing

- What is sizing, significance and steps involved in sizing?
- Load Estimation, analysis and basics on energy efficiency
- Site survey and assessment, Shading analysis, Customer profiling and Role play.
- Inverter, Batter sizing an its aspects.
- Module sizing and aspects. Lay out diagrams, Spacing of PV strings and placing of each component. Selection of modules, batteries and inverters from the market specifications.
- Various steps involved in sizing of grid connected PV systems.
- Introduction to single line diagram and its significance.
- Listing of various components required for a grid connected and stand alone Solar power plant.(A check list of Each and every component)
- Understanding of various costs (Project heads) involved in the solar projects.

Trouble shooting of PV Modules

- Introduction to instruments used for monitoring performance of PV module.
- Quality assessment of the PV modules delivered at the site.
- Methods/Techniques in identifying various defects in a PV module.
- Measurement of various parameters in a PV module / V string.
- Interpretation of performance data, and troubleshooting of possible defects in PV modu

Troubleshooting of Batteries, Inverters and Charge controllers

- Quality assessment of the batteries inverters and charge controllers delivered at the site.
- Introduction to tools required for batter and inverter maintenance.
- Trouble shooting of Batteries, all types of batteries, Complaints and servicing.
- Trouble shooting of inverters, Complaints and servicing.
- Trouble shooting of Charges 'controllers: Complaints and servicing
- Trouble shooting of other balance of systems: wires, connections, casings, Fuses and relays

Paper - II

Importance of Tools and its applications

- Introduction to various tools used in the power plant installation. Its usage.
- Safe handling of tools

Check list preparations and Pre-requirements of installation.

- Solar PV plant installations check list
- Qualitative and Quantitative assessment of various components in the system
- Safe handling of each component, in the site, during transportation and stocking.
- Essential documentation required for site installations.

Structure Erection and Civil Works

- Brief on civil foundation and erection of supporting structures.
- Fixing the foundation of the structure and, the grounding considerations
- Installation of mechanicals structure
- Foundation: Reinforcement and shutting other balance of systems
- Mechanical safety aspects

- **Installation of Solar Power plant**

  Preparation and general considerations for installation.
- Installation of Array support structure and mounting of PV module.
- Interconnection of modules, strings and Combiner boxes.
- Installation of other System components, i.e. Inverter, battery etc.
- Installation of 'AC and DC power distribution boxes.
- General safety consideration in the installation phase of solar power plant

Cable Tray and Cable Laying: SCADA and Control System

- Details of various cable tray and materials used for the same. Precaution on the cable laying procedures.
- Guidelines for DC and AC cable layout and connections.
- Introduction to SCADA Control System, and their relevance.
- The basic understanding of fault identification scenario on SCADA system.

Commissioning and Testing

- The procedures involved in the commissioning of the power plants.
- Preparation and verification of various check list for commissioning and testing.
- Electrical Testing of PV arrays, inverters and other system components
- Complete System Testing, functional testing and trouble shooting

Books Recommended:-

Sant Gadge Baba Amravati University

Department of Lifelong Learning & Extension

Short Term Certificate Courses

(3 Month)

Syllabus

For

Certificate Course in CNC Technology

Subject: Lathe Machine Basics

Sr. No	Trade Practical	Trade Theory
1	Importance of trade training, List of tools & Machinery used in the trade. Health & Safety: Introduction to safety equipment's and their uses.	Importance of safety and general precautions observed in the in the industry/shop floor.
2	Measuring instrument Vernier caliper, Micrometar, Bevel protractor	Vernier caliper-its construction, principal graduation and reading, least count etc. Digital Vernier caliper. Outside micrometer-different parts,
3	Introduction of Lathe machine	Types of lathe drivers, merit and demerit. Description in details-head stock cone pulley type- all geared type-construction & function. Tumbler gear set. Reducing speed-necessary & uses. Back Gear Unit - its construction use.
4	Lathe operation Facing, Turning, Drilling, Boring, Knurling,Threading	Lathe cutting tool-different types, shapes and different angles (clearances and rake),specification of lathe tools Drills-different parts, types, size etc., different cutting angles, cutting speed for different material. Boring tool. Lubricant and coolant-types, necessity, system of distribution, selection of coolant for differentmaterial: Handling and care. Knurling meaning, necessity, types, grade, cutting speed for knurling. Lathe mandrel different types and their uses
5	Introduction of milling machine	

Subject: Advance CNC technology

1	Introduction and history of CNC	Introduction to CNC technology -CNC machines & controls. History & development of CNC technology. Conventional Vs. non-conventional machine tool. Numerical control on CNC machine tools. CNC Control and types of CNC control. Calculation of technological data for CNC machining. CNC clamping system. Implementation of JH for CNC. Basic health and safety. CNC programming basics. Introduction to manual NC programming. Manual NC programming for lathe & milling machines. Application Numerical Control, Advantages, & Disadvantages, Adoptive Control System. Practical training & workshop for above sub topics on CNC Machine
2	CNC programming	Introduction to CNC programming, Introduction and demonstration of line programs CNC programming for lathe & milling machine using ISO codes into the CNC simulator. NC programming for lathe and milling machines using different machining cycles into the CNC simulator. Procedures Associated with part programming, Cutting process parameter selection, Process planning issues and path planning, G & M Codes, Interpolations, Canned Cycles and Subprograms, Tool compensations. Exposure for programming and simulator of FANUC, HAAS Controls through post processors. Programming exercise. Machining of programmed exercise on CNC lathe & milling machines
3	CNC programming-Lathe	Plan and optimize programs for CNC turning operations. Calculate parameters like speed feed etc. and set references for the various operations. Prepare operation and operation sequence for the lathe operations like turning, grooving etc. Prepare & set CNC lathe operations and test run programmed. Execute program and inspect simple geometrical forms / Standard parts.
4	CNC programming-Milling	Plan and optimize programs for CNC Milling operations. Calculate parameters like speed feed, depth of cut etc. and set a reference for the various operations. Various methods of work process like edge finding block center etc. Prepare & set CNC Milling operations and test run programmed. Execute program and inspect simple geometrical forms / standard parts.

Books Recommended: -

Sant Gadge Baba Amravati University

Department of Lifelong Learning & Extension

Short Term Certificate Course

(3 Month)

Syllabus

For

Certificate Course in Farm Manager

Unit I :

Management Skill

1) Group farming
2) Soil testing - Water analysis report
3) Cropping pattern on the basis of market sarvey
4) Seed Fertilizer and chemical purchases management
5) Planning for mix cropping
6) Green manuring (Boru / Dhaincha)
7) Labour Management
8) Crop harvesting and storage
9) Management of fooder crop for cattles.

Unit II :

Production Skill

1) Identification of crop and cultivation

   a) Food grain - Tur, Udid, Mug, gram, Maize, Wheat, Jowar
   b) Fiber Crop - Cotton
   c) Oilseed - Soybean, Sunflower, Castor, Linseed, Seasamun
   d) Tubers -Termaric, ginger, Potato, Sweet Patato
   e) Vagetables - Tomato, Chilli, Spinach, Bitter Gourd, Cabbage
   f) Flouriculture - Marigold, Aster, Eubrose Rose

2) Shed net and green house
3) Forestry - Banboo, Chandan, Nilgiri, Saag
4) Aromatic plant cultivation

Unit III:

Agrobased Business Skill

1) Cattle, Sheep and Poultry farming
2) Fodder / Silage preparation
3) First and treatment

4) Vaccination
5) Hydroponics, Farming
6) Fish farming / fishi culture
7) Apiculture
8) Serculture
9) Mushroom production/ Vermicopusting/ Pearl farming

Unit IV:

Harvesting and Storage Skill:

1. Crop harvesting and storage
2. Different harvesting infrements
3. Cold Storage
4. Ripering Chamber
5. Fruit Pulp extraction

Unit V:

Machinery Management:

1) Information of different
2) Tractor & infremant
3) Spraying Pumps.
4) Fodder cutting machinery
5) Electric motor starter
6) Information about modern machinery
7) Drip irrigation use and maintenance
8) Filter care and maintenance
9) Selection of laterds according to crops.
10) Care and management of laterals
11) Cold storage.

Unit VI:

Manage of Agricultural produce and Agriculture Economics.

1) Selling / Marketing skill
2) Export of Agree produce & their transport
3) Preparation of crop report.
4) Cash book and Accounting.
5) Cost Benefit ratio (Balance sheet)
6) Proper use of bank loan.
7) Agriculture produce morgues scheme

Books Recommended:-

Sant Gadge Baba Amravati University

Department of Lifelong Learning & Extension

Short Term Certificate Course

(3 Month)

Syllabus

For

Certificate Course in Business & Workplace English Communicate

The LSRW Program-An acclaimed technique of English-language Assessment around the world

The program is a global standard English language assessment techniques that evaluates and assesses students on all possible parts of the language and gives a reliable, comprehensive and comparable score This score has the potential to act guideline for employers and educators to make better informed decisions on hiring promotions, admissions and assigning the best people to roles where English skills matter the most. The 1SAW program assesses candidates across the four key English skills of testing, Speaking, Reading and Writing with speech to the academic as well as workplace scenarios Scores from these tests can also provide meaningful information to help develop the skills your employees need to succeed, while demonstrating the effectiveness of your language training program and the ROI 4 generates. With this program, you can strengthen your talent pool with meaningful data and build a more willed workforce for your organization

Assess to progress

In an increasingly globalized world, having proven English-language skills presents a significant advantage to anyone with international career aspirations. Individuals who can demonstrate their ability to communicate in English will discover employment opportunities that may otherwise have not been available, while organizations with an English language proficient workforce can gain access to a new world of business passibilities and international collaborations.

The LSRW Exam Syllabus:

1. Listening Section
2. Speaking Section
3. Reading Section
4. Writing Section

BWEC Theory Part:

Section	Task	Learning
Reading	▪ Read and answer related questions (text completion) ▪ Reading comprehension academic text	▪ Vocabulary ▪ Tone of Voice different media ▪ Grammer
Writing	▪ Response .Type (Advertisements/Application/E mail/invite/etc ▪ Picture based memory/story ▪ 250 words essay on an issue or argument	▪ Sentence Composition ▪ Subject-Verb Agreement ▪ Grammer ▪ Writing Etiquetters

BWEC Practical Part:

Section	Task	Learning
Listing	▪ Monologues in an academic set up ▪ Conversation between two or more people in an academic setup ▪ Conversation In a Bussiness ▪ Day to day conversation	▪ Listining Abilities ▪ Answer the right questions ▪ Language Understanding
Speaking	▪ Familiar question (Interview Type) ▪ Describe a picture ▪ Obtained Questions ▪ Intergrated learning (Reading/Listing/Speaking)	▪ Pronunciation ▪ Intonation and stress ▪ Grammar ▪ Vocabulary ▪ Relevance of content

About Proficient Test Prep

Proficient Test Prep is an Admission Test Preparation and Counselling Platform for ambitious students wanting to pursue higher education abroad. We are based in Amravati India and coach students for international exams like, GRE, GMAT, IELTS, TOEFL, FRENCH, GERMAN, etc. We also provide counselling services to our students (particularly those of Vidarbha region, Maharashtra, India) and assist them in their pursuit for abroad education. At 'Proficient, we not only coach and counsel students for overseas education but also conduct abroad education awareness seminars in colleges and universities.

Directors and Other Staff-Proficient Test Prep

We are a small team of alumnus from the University of Illinois, Chicago and Northern Illinois University who set up Proficient Test Prep with an objective help students achieve their dreams to pursue their masters abroad in the best possible University/Program.

Our Directors Ashwin Alsi and Prajakta Kale graduated from reputed USA universities, worked in the US for 6 years and then came back to India to start 'Proficient Test Prep in August 2018 to serve the students of their region.

Prof. Nadeem Khan, our faculty-in-charge has served for more than 40 years as an expert English tutor. He has headed the dept. of English at Shri Shivaji Arts College, Amt, and was the director of IIMC, Amravati.

Mrs. Deeksha Keole, an Alumni of Amity University as well as IIMC, Amravati has an experience of about 4-6 years in Media Communication as well as English language tutoring. Mr. Hardik Kakkad, after graduating in Blotechnology from Pune University, started an experimental learning school- 'Neevam' in Amravati. He has been the director of the school and is actively training the teachers in effective English Communication from past 6-7 years, Should you require any further information, feel free to write to us.

Books Recommended:-

Sant Gadge Baba Amravati University

Department of Lifelong Learning & Extension

Short Term Certificate Course

(3 Month)

Syllabus

For

Certificate Course in Basic Bamboo Handicraft

Theory:

100 hours. (20Marks)

- Bamboo Species and its Distribution.
- Selection of Bamboo Clum
- Sizing of Bamboo
- Bamboo Treatment.
- Slicing and machinery mechanisms.
- Knot removing mechanisms
- Finishing and Painting

Practical:-

350 hours.(80 Marks).

- Preparation of Bamboo Dustbins.
- Preparation of Bamboo Furniture items:
- Memento Preparation.
- Bamboo Jewelry Art.
- Bamboo Frantes. 6. Bamboo Stands Preparation

Books Recommended:-

Sant Gadge Baba Amravati University

Department of Lifelong Learning & Extension

Short Term Certificate Course

(3 Month)

Syllabus

For

Certificate Course in Advance Bamboo Handicraft

Theory:

100 hours. (20 Marks)

- Bamboo Treatment Clum..
- Selection of Bamboo
- Sizing of Bamboo as per structure based design.
- Bamboo structures design and creativity.
- Introduction to machineries.
- Bamboo Structures Base creation technology.

Practical:

350 hours. (80 Marks)

- Preparation of Bamboo Structure Base.
- Preparation Bamboo advanced Furniture.
- Bamboo decorative Items.
- Bamboo Art items.
- Bamboo Frames,
- Bamboo Stands Preparation

Books Recommended:-

Sant Gadge Baba Amravati University

Department of Lifelong Learning & Extension
Short Term Certificate Course
(3 Month)
Syllabus
For

Certificate Course in Hospital Management

Paper 1 :-

Introduction of Medical Terminology

01. Fundamentals of Medical Terminology

1. Word Root
2. Prefix
3. Suffix
4. Abbreviations & Symbols

02. Introduction to Anatomy & Physiology

Organs & Systems

1. Gastrointestinal
2. Respiratory
3. Circulatory
4. Renal
5. Reproductive
6. Nervous
7. Endocrine
8. Musculoskeletal

03. Common Diseases & Procedures – Gastro Intentinal

01. Cholecystitis and Cholelithiasis
02. Appendicities
03. Intestinal Obstruction
04. Hernia
05. Peritonitis
06. Gastroscopy
07. Colonoscopy
08. Laparoscopy
09. Loparotomy

04. Common Diseases & Procedures – Respriratory

1. Tuberculosis
2. Bronchial Asthma
3. Respiratory Failure
4. Pulmonary Embolism
5. Pneumonia
6. Bronchosopy
7. Pulmonary – Function Tests
8. Cardio – Pulmonary Resuscitation (CPR)

05. Circulatory

1. Hypertension
2. Coronary Artey Disease
3. Cardiac Arrest
4. Shock
5. Deep Vein Thrombosis (DVT)
6. ECG
7. 2D Echo Cardiogram
8. Coronary Angiography and Angioplasty
9. Cardiac Catheterization
10. Stress Test (TMT)
11. Pacemaker

06. Renal

1. Urinary Tract Infection
2. Renal Failure
3. Renal / Bladder Stones
4. Intravenous Pyelography
5. Cystoscopy
6. Urinalysis
7. Hemodialysis
8. Dialysis

07. Reproductive

Female

1. Menstrual Disorders
2. Fibroids
3. Malignancy – Breast Cancer & Self – examination
4. Infertility and IVF
5. Mammography
6. Ultra Sound
7. Laproscopy
8. Tubectomy
9. D & C

Male

1. Prostat Enlargement
2. Hydrocele
3. Transurethral Resection of Prostate (TURP)

08. Nervous

1. Stroke (Cerebrovascular accident – CVA)
2. Brain Tumor
3. Brain Injuries
4. Spinal Cord Injuries
5. Lumbar Puncture
6. Myelography
7. CT Scan
8. MRI
9. EEG
10. EMG

09. Endocrine

1. Thyroid disorders
2. Diabetes mellitus

10. Musculoskeletal

1) Osteoporosis
2) Fracture and treatments
3) Implants

11. Oncology

1) Investigations
2) FNAC
3) Histopathalogy and frozon section
4) Application of nuclear medicine in oncology

Book Recommended:-

1) Pricipal of Anatomy & Physiology – By Gerard J. Yortora
2) Anatomy & Physiology in Health & Illness – By Anne Waugh Churchil Lovingstone
3) Anatomy & Physiology for Nurse – By Evelyn Pearce – Indian Edition – Jaypee Brothers, New Delhi
4) Dorland's Pocket Medical Dictionary
5) Taber's Cyclopedic Medical Dictionars- Fadavis Phiuladephin
6) Medical Manual of Anatomy – By Sampath Madhyastha – CBS Publication.

Paper - II

(Hospital Administration)

1. **History of hospital as organization and its structure**
2. **Department of hospital**
   1) Outpatient department and front office
   2) Nursing services
   3) Radiology and Imaging services
   4) Pathology and Clinical Laboratory services
   5) ICU/CCU/NICU/PICU/
   6) Cardic Catheterization services
   7) Emergency Medical services
   8) Blood bank services
   9) Surgical and Medical ward
   10) Obstetric and Gynecologic ward and Labor room suite
   11) Central Sterile Supply Department
   12) Medicolegal service
   13) Laundry and Line service
   14) Housekeeping service
   15) Biomedical waste disponal
   16) Kitchen and Catering
   17) Medical Record Department
   18) Account and Billing department
3. **Routine Admission / Discharge Procedures/Discharge Summary**
4. **Daily Reports/Return**
   1) Hospital Census
   2) Matron's Report
   3) Medical Officer's Reports
   4) Casulty Report, Medico-Legal Cases
   5) Report from ICU/ICCU
   6) Security Report
   7) Maintenance Department Report
   8) OT List

5. **Patient's Complaints**
6. **Medical Certificates**
7. **Hospital Committees**

   Role, Composition, Frequency of Meetings, Minutes of the Meeting, Follow up Actions.
8. **Patient Relation Management**

   Interviews, Questionnaires, Observation, Exit Interviews, Reporting and Compliance
9. **Duties and Responsibilities of the Hospital Administrator/CEO**
   1. In profit making hospitals
   2. In Non profit making hospitals
10. **Marketing of Hospital**
    1) Guest Lectures, Seminars, Workshops
    2) Continuous Medical Education
    3) Organization of Camps
    4) Public Participation
    5) International Marketing and medical tourism
11. **Hospital Security**
    1. Staff
    2. Patients
    3. New born babies
    4. Stores
12. **Hospital waste Management**
13. **Methods of Infection Control**

14.National Health Programmess

1) Tuberculosis's for control Programme, Dots
2) Programme for control of Blindness
3) Family welfare of Blindness
4) Family welfare Programme
5) AISD control Programme, role & function of National AIDS Control Organisaton (NACO)

15. Disaster Management/Disaster Plan

1) Fire fighting
2) Dealing with crisis situation
3) Natural disasters-floods, earthquakes etc.
4) Mob violence against medical establishment
5) Bomb threat
6) Terrorist strike
7) Political agitation

Mass casualties

Books Recommended

1. Sana's Guidline for hospital infection control - by Mohd. S. Khan Jaypee Brothers, New Delhi.
2. Hospital Waste Managements & it's Monitoring - by Madhuri Sharma Jaypee Brothers, New Delhi.
3. Medical Store Management - By Shakti Gupta & Sunil Kant - Jaypee Brothers, New Delhi.
4. Medical Records Organisation & Management- By G.P. Mogli- Jaypee Brothers, New Delhi.
5. Guidline on Effective Hospital Aministration - Dr. P.V. Bokil.
6. Emergency Medical Service & Disaster Management - By D. K. Dave & Shakti Gupta Jaypee Brothers, New Delhi.
7. Hospital Waste Managements - By A. G. Chandorkar - paras Medical publisher.
8. Hospital Infection Control - By S. A. Tabish - Academy, New Delhi

The Following Department should be studies:

1. O.P.D. amd Front officer
2. Clinical Laboratories
3. Radiology and Imaging Departments
4. Casualty/EMS
5. Store
6. Marketing Services
7. Operation Theater
8. Critical care areas
9. CSSD
10. 10.Wards
11. Maintenance Departments
12. Physiotherapy
13. Bio-Medical Departments
14. Human Recourses Departments
15. Catering and Kichen Service
16. Pharmacy

Strict monitoring is essential to ensure originality of the materialsubmitted in the journal

Viva Voce: Conducted by the institute During viva voce examination questions pertaining to subject taught in the course will be included.
Examination will assess student for 100 marks.

Evaluation:

20 marks for classroom performance, attendance & tutorials.
80 marks for examination conducted by the respective institute

Sant Gadge Baba Amravati University

Department of Lifelong Learning & Extension

Diploma Course

(6 Month)

Syllabus

For

Diploma in Shastriyas Nrutya ODSI

Units	Chapters	Topies	Classes
Unit-1	Introduction	Information and Basic body Positions and Bhumi Pranam	2
Unit-2	Basics	Asanyukta Hasta Mudras (Single Hand gestures)	3
		Sanyukta Hasta Mudras (Two hands Gestures)	3
		Shiro Bhedas (Head positions)	1
		Drishti Bhedas (Positions of eyes)	F
		Griva Bhedas (Positions of neck)	1-
		Pada Bhedas (Positions of feet)	3
		Bhramari Bhedas (Various round moves)	2
		Mandala Bhedas (Various Positions of Moving round	1
		Chari Bhedas (different walking styles	2
		Taal Ektali (Basic Rhythm)	1
Unit-3	Foot work	Chauka Steps (10 Steps in Chauka/square bending position)	20
		Tribhandi Steps (10 Steps in Chauka/square bending position)	25
Unit-4	Item	Mangalacharan (A beginning presentation of Odissi performance)	25
		Total Classes	**90**

Books Recommended:-

Sant Gadge Baba Amravati University

Department of Lifelong Learning & Extension

Diploma Courses

(6 Month)

Syllabus

For

Diploma in Shastriya Nrutya Kathak Dance

Units 1:-	**Hour's**
• **Theory : Introduction of Kathak**	**15**
Vandana	**15**

a) Ganesh Vandana
b) Guru Vandana

That and Sadha Toda

a) 2 Types of That
b) 5 Types of Toda

• **Footwork (Tatkar)**	**30**

Chakaradhar Toda
Paran

Books Recommended: -

Sant Gadge Baba Amravati University

Department of Lifelong Learning & Extension

Diploma Courses

(6 Month)

Syllabus

For

Diploma in Astronomy

(Theory)s

Unit I:

History of Astronomy **(10 Marks)**

1. Pre historic astronomy
2. Early ideas of heavens
3. Astronomy as tool in everyday life and basis for religion.
4. Contributions by ancient Hindu, Arabic and Greek astronomers or thinkers like Ptolemy, Aryabhatta, Varahmir, Nicolas Copernicus, Johannes Kepler, Galileo Galili, Tycho Brahe, Issac Newton etc.

Unit II:

Sky and Coordinate system in Astronomy **(10 Marks)**

1. Aspect of sky at a given place
2. Sky conditions for astronomical observations
3. Identification of some prominent stars in the night sky
4. Spherical coordinate system.
5. Latitude and longitude at a place on the earth.
6. Celestial coordinate system (RA and Dec).
7. Concept of celestial equator, elliptic and equinoxes.
8. Precession of equinoxes.
9. Astronomical definition of time.
10. Visual magnitude system for stars and planets.

Unit III:

Sky observations at night **(10 Marks)**

1. Ideal sky for astronomical observations.
2. Constellation including Zodiac belt.
3. Sky charts.
4. Motion of moon.
5. Apparent motion of sun.
6. Motion of planets.

Unit IV:

Astronomical Instruments **(10 Marks)**

1. Sextant: Principle of working and its application for measurement ofcoordinates of stars and planets.
2. Introductions about lenses and mirrors.
3. Types of Telescope, Constructions Working, Handling the Telescope,Binocular, Telescope with mobile camera.

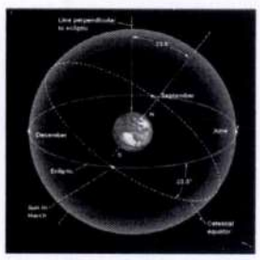
Practical Work : (60 marks)

The distribution of marks for practical examination will be as follows:

- Students must be performing **Astronomical Related Projects**. (15 marks)
- Students must be Submitted **project report**. (In project report, every student should be asked to submit the detailed report on one of project he or she has performed.) (05 marks)
- Students must be Submitted **visit report**. (Planetarium or any other astronomical relatedplace/ institutions) (10 marks)
- Students give Seminars **any topics related to syllabus**(10 marks)
- Students must be Submitted detailed report on **Night Sky Observations** in every lectureduring the whole Course. (20 marks)

Tentative Project List:

- Phases of the Moon
- Measuring the Diameter of the Sun
- Planets and Planetary Systems
- Nebulas and Galaxy
- Mechanism of the Seasons
- Constellation including Zodiac belt
- Solar & Lunar eclipse
- Telescope Making
- Spacecraft
- Rocket Launcher
- Artificial Satellite



Books Recommended:-

Sant Gadge Baba Amravati University

Department of Lifelong Learning & Extension

Diploma Courses

(6 Month)

Syllabus

For

Diploma in Sericulture

UNIT I:

History of Sericulture **(08 Marks)**

1. Introduction to sericulture:
2. Cultivation of food plants.
3. Bioecology of mulberry silkworms.

Unit II:

Rearing of silkworms **(08 Marks)**

1. Rearing of silkworms.
2. Equipment's or requirements for rearing.
3. Favourable Climatic conditions for rearing.

Unit III:

Harvesting

(08 Marks)

1. Harvesting and processing of cocoons.Stifling and
2. Reeling Reeling's selling to Textile mills through Government sanctioned rates.
3. Government Subsidies and Schemes for Sericulture farming.Reeling appliances

Unit IV:

Diseases n Preventions **(08 Marks)**

1. Diseases of Bombyx mori
2. Preventive measures for disease free cocoon production.

4.2 Predators and parasitoids of silkworm and their management

UNIT V: 4. Non-Mulberry sericulture: **(08 Marks)**

1. Tasar sericulture:
2. Muga sericulture;
3. Eri sericulture:

.....

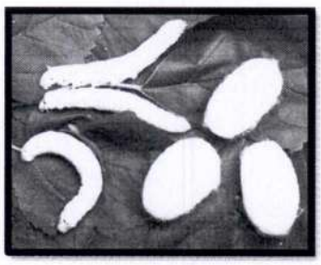
Practical Work: (60 marks)

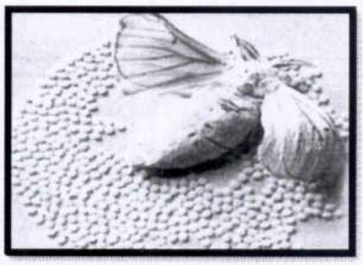
The distribution of marks for practical examination will be as follows:

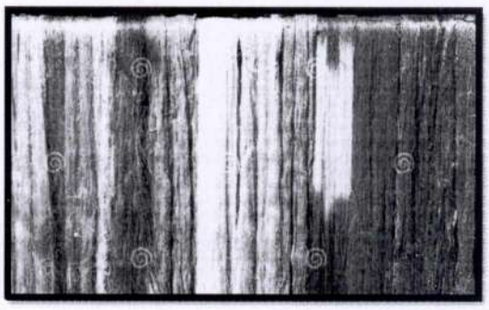
- **Sericulture Related Projects submission by students.** **(15 marks)**
- Students must be Submitted **project reports as Project assignments.** **(05 marks)**
- Students must be Submitted **Field visit report**. (Visits to different sericulture rearing centers and farms also visiting the Reeling centers and textile mills.) **(10 marks)**
- Students give Seminars **any topics related to syllabus** **(10 marks)**
- Students have to submit detail report on the following:
  Rearing and Management of Sericulture / The technical part:
  Reeling of silk, Stifling, Yarn making, Textile work etc. during the entire Course.
  (20 marks)

Project List:

- Introduction to sericulture:
- Bioecology of mulberry silkworms
- Rearing of silkworms.
- Equipment's or requirements for rearing of Silkworm.
- Diseases of Bombyx mori of cocoons
- Predators and parasitoids of silkworm
- Prevention and Disease management
- Sericulture and the technical part of silk reeling, stifling and yarn making.
- Tasar sericulture: Life cycle
- Muga sericulture: Life cycle
- Eri sericulture: Life cycle







Books Recommended:-

Sant Gadge Baba Amravati University

Dept. of Lifelong Learning & Extension

Short Term Certificate Course

(6 Month)

Syllabus

For

Diploma in Japnees Language

Theory : 60 Marks **Practical : 40 Marks**

Unit 1:- **10 Marks**

1) Why Japanese language? Daily basic conversation. Greetings (ai Satsu).
2) Practice of Kore Sore and Are with the help of materials available in the class roo and introduction of room itself.
3) Pronunciation and introduction of Alphabets. Different kind of script i.e. Hiragana, Katakana, kanji.
   Audio Visual session to recognize picture and Japanese words.
4) Practice to know Hirangana script.
5) Practice to recognize KATAKANA. Lesson from Genki 1 chapter one, introducing oneself and others.
6) Creation of small sentences like Kore wan an desu ka? Kore Sore, are. Kok Soko Asoko. I am, You are, he is she is, this is, WHAT.

Unit 2:- **10 Marks**

1) Reviews of last month vocabulary. Listening practice of last year original tape of JLPT n5.
2) A day in Japan, culture show. Either by VDO or organizing the day with the help of Japanese schools or embassy.
3) Counting system of Japan, To know the season, day, month and sing the song of SEASON : KITA GUNI BO HARU and O muite aruko O.
4) Review of vocabulary. Composing sentences with those vocabulary.
5) Conversation among students.
6) DOKO DESU KA/Practicing where is this/

Unit 3:- **10 Marks**

1) Comparative study of WH question of English and equivalent words in Japanese to ask a question.
2) I am, you are, yes, No, Past form, SONG: Saita saita chulip no hana ga.
3) Introduction of adjective, and Colors.
4) Sentences and introduction of verb.
   i.e.desu, deshita,desho, ikimasu, demasu, issoni. Followed by VDO. GENKI

ichi.

5) How to say time, nan ji desu ka, jikan kyo ashita, assate, kino.
6) Review WH questions and praction among students.
7) Class test
8) Agemasu, use of honorable works to give and present.
9) Use of post position Wa Ga ha Where to use ga, where to use wa.

Unit 3:- **10 Marks**

1) Verb and three kind of verbs, introduction. KURU & SURU.
2) V2 and TE form.
3) Review of grammar and learn basic kanji 1 to 10.
4) Use of NAI form and Arimasen.
5) Grammer from lesson 3 genki ichi.
6) Listening practice of last year JLPT VDO N5.
7) Test followed by VDOs of song Body parts. Head shoulder, knee.
8) Visit near shopping center and mall to practical use of words remembered till now.
9) Write a report using small sentences and after this after that, asking about routines of their own.

Unit 4:- **10 Marks**

1) Noun clause, noun modifier.
2) Adjective clauses.
3) Review of clauses and compose sentences.
4) Clauses in continuation, about predicates introduction.
5) Test, Grammar and listening VDOs.
6) Cultural activities. Visit of shrines and temples.

Unit 5:- **10 Marks**

1) Song NAGASAKI WA KYO MO AME DATTA. Review the grammar and season on the base of song.
2) Review ARU/IRU/Ba/ba yokatta desu. Review counting people and other animals, amall, round thing.
3) Long short, opposite words in use.
4) Hazudesu. Hoga ii desu.Kamoshiremasen.
5) KARA-MADE. Time and Distance. Osoi/hayayi.
6) Review koko, soko, asoko, doko, kono sono, ano, dono, hore sore are, dore, kotaga aru, kureta arigaou, location words.
7) Use the words migi, hidari, mai, ue, ushiro, naka, ue, shita, shoba, tonari, Teresa song: Kawano nagare.
8) Song Toki no nagare …Explanation of words.
9) Use of particles de. Hashi De/Kuruma de.
10) Use of masen ka, imasen, masho, masho ka, mitai desu, n-desu, lkemasen,

nanika, nani mo, ni nau.

11) Ni imasu, ni iku, e iku, no as pronoun, node, noun plus mo,
12) Use of de, ni, ni, e, o, ne, oo, to, wa.suki/kirai. Tachi.

Unit 6: **10 Marks**

1) Review time reference, te yo katta desu, review of kanji numbers, sun, moon, star, land, kanji of week, month, year, this year, water related kanji, dare no.
2) Words in use at coffee shop. Visit a coffee shop and practice.
3) Review of hiragana, Katakana and kanji.
4) Reading practices HIRAGANA, KATAKANA.
5) Similarity and differences netween Hirangana and Katakana, Review on VISUAL.
6) Writing practices of hiragana and katakana. Present to the Best hand writings.
7) Reviews of Grammar portion of GENKI 1
8) WISH., a hoshuu, kuruma ga hoshii, so desu, so desu ka, te miru, te oku, tara na kutte mo ii desu, nagara, te aru.
9) Listening practice of last year VDOs.
10) Reviews of vocabulary of previous year JLPT n5.
11) Reviews of JLPT n5 Kanji
12) Reviews of JLPT N5 Grammar
13) Review of Vocabulary of previous years JLPT n5
14) Review of JLPT n5 KANJI
15) Reviews of JLPT n5 grammar.
16) Reviews by Guest teachers

Practical (40 Marks)

1) GENKI 1 and 11
2) Basic Japanese by ven Ravi Medhankar
3) Minna no nihongo
4) Nihongo no Kiso 1 and 11.
5) V.D.O.s by YouTube and other providers

Sant Gadge Baba Amravati University

Department of Lifelong Learning & Extension

Diploma Course

(6 month)

Syllabus

for

Diploma in Medicinal Plants Propagation

Unit 1:-

Introduction to Ethnobotany-

Definition, history of ethno botany. Indian scenario of ethno botany role of e ethno botany in medicinal plants knowledge and Ayurveda ,.important of ethno botany

Unit 2:-

Introduction to Medicinal Plants-

System of Classification of Plants – Bentham and Hookers System for classification plants bionomical system, Identification of plants by flora.

Unit 3:-

Plant Methodology -

Morphology of root, leaf, flower, seeds. Modification of roots, Stem, leaf, flower

Unit 4:-

Medicinal Plants Preparation method –

Definition Scope, Traditional and advance method of plant preparation merits and demerits vegetative method for plants propagation Merits and Demerits vegetative method for propagation preparation by seeds managements practices

Unit 5:-

Application of medicinal plants –

Study of local forest medicinal plants, uses of medicinal plants. Role of medicinal plants in Ayurveda Production of drugs from plants marketing of medicinal plants products.

Practical course:

1. Study of morphology medicinal plants by using the state flora.
2. Identification of the local medicinal plants.
3. Study of vegetative plants Propagation techniques in the field.
4. Study of tuberous medicinal plants
5. Preparation of Herbarium of medicinal plants of local area.
6. Collection of medicinal plants seeds from local forest area

Books Recommended:-

Sant Gadge Baba Amravati University

Department of Lifelong Learning & Extension

Diploma Course

(6 Month)

Syllabus

Diploma in Naturopathy & Yoga Therapy

Paper 1

(Yog Therapy)

Unit I: Astang Yog — Theory 12 mark
Patanjali Yog Sutra — Practical 8 mark

Unit II: Yogasan — Theory 12 mark

Trikonasan, Bhadrasan, Usntrasan, Shashankasan, Vakrasan, Bhujangasan, Shalbhasan, Setubandhasan, Pawan Muktasan, Dhanurasan, Naukasan, Uttanpassan, Chakrassan. — Practical 8 mark

Unit III: Shudhhi Kriya — Theory 12 mark
Six Karmas
Shankha Prakshanlana — Practical 8 mark

Unit VI: Surya Namskar — Theory 12 mark
Benefits of surya namaskar
Efficiency & care while performing surya namaskar
Treatment By surya namaskar — Practical 8 mark

Unit VI: Yog And Mental Health — Theory 12 mark
Mental health with Rajyoga
Tratak, Benefits of Tratak — Practical 8 mark

Paper 2
(Naturopathy)

Unit I: Treatment through Naturopathy	Theory 12 mark Practical 8 mark
Unit II: Mud Therapy 1) Selection of Mud 2)Procedure of Making Mudpack 3)Benefits of Mud plaster	Theory 12 mark Practical 8 mark
Unit III: Massage Therapy Principle of Massage Treatment Modalities of massage Benefits and Care	Theory 12 mark Practical 8 mark
Unit VI: Diet Therapy Moderate food (mitanor) Wrong procedure of Diet Procedure of Making Nutritious Diet	Theory 12 mark Practical 8 mark
Unit V: Diet Therapy Fasting Therapy Type of Fasting Benefits of Fasting	Theory 12 mark Practical 8 mark

Books Recommended: -

1. Health Care Medicine- Madhav Choudhari
2. Yoga Health Protect Key's- Dr. Arun Khodskar
3. Naturopathy System-Dr. Gala
4. Diwas Nature Guide-Dr. Dawas
5. Therapeutics is Health- Madhav Choudhari
6. Therapeutics Treatment-Lila Mandiwale
7. Naturopathy Treatment-Dr. Bakhru. s

Sant Gadge Baba Amravati University

Department of Lifelong Learning & Extension

Diploma Course

(6 Month)

Syllabus

For

Diploma in Computerized Accounting

Marks-100 [External- 80, Internal-20]

Sr. No.	Theory	Marks
1	Brief study - Accounting Introductions	
	Definition- objectives of accounting, Branches of accounting, accounting process- Accounting cycle- concept and conventions, principles of accounting,advantages of accounting	**10**
2	Recording transactions and ledger posting Golden rules of Accounting- Double Entry System- Single Entry System, Journal, Ledger, Balancing the Ledgeraccounts Subsidiary Books, Rectification of Errors	**10**
3	A) Trial Balance: - Definition, objectives, limitations,preparation. B) Final accounts: - Preparation of Trading accounts, Profitand Loss Accounts, Balance sheet with Adjustment Entries. C) Corporate Banking: - Introduction, Bank Pass Book, Negotiable Instruments, Bank Reconciliation Statement,Internet Banking- RTGS-NEFT	**30**
4	Taxation Fundamentals: [Basic Concept] -Direct and Indirect Taxations, Value Added tax, Income Tax andTDS, Goods and Service Tax.	**15**
5	Analysis of Financial Statement: - Basic Concept Analytical Tools, Ratio Analysis, Fund Flow Statement, Cash Flow Statement, Inventory and Costing	**15**
	Total Marks	**80**
	Internal Assessment	**Marks**
1	Assignment on above Syllabus	**10**
2.	Seminars on above syllabus	**10**
	Total Marks	**20**
	Total Marks [Internal and External]	**100**

Practical: -

Marks-100 [External- 80, Internal-20]

Sr. No.	Practical	Marks
1	**Accounting software tally 9.0/ higher:**	20
	Introduction, Features, Company Info Menu, Gateway of Tally, Button Bar, Calculator	
2	**Working in Tally:**	30
	Company Creation: - Accounts only and Accounts withInventory **Groups: -** Concepts, Creation of Group, Display alterationand Deletion of Groups **Ledgers: -** Concepts, Single ledgers Creation, Displayalteration and deletion **Vouchers: -** Concept, Types of Vouchers, features andconfiguration of Accounting Vouchers **Transaction: -** Accounting Vouchers, Inventory	
3	**Report and Advanced Features in Tally**	30
	Reports Display Printing: - Balance sheet, Profit and loss accounts Ratio analysis, Stock summary, Trial Balance, PayBook and Account Book. **Data Export and Import: -** ODBC, Outward and Inward,Connectivity, Data Import and Exports, Email, Upload, Backup, Restore.	
	Total Marks	80
	Internal Assessment	**Marks**
1 -	Practical Book	10
2	Viva	10
	Total Marks	20
	Total Marks- [External, Internal-]	100

Books Recommended: -

1. Financial Accounting Mr. R. L. Gupta.
2. Accounting for Business by Genesis.
3. Information technology and business data.
4. Processing-II By S. M. Kolte, Pimpalpure and Co Nagpur.
5. Company Accounts By Dr. Sanjay Kale, Jyoti Publication.
6. Company Accounts By A.S. Ukhalkar, Pimpalpure and Co Nagpur.
7. Financial Accounting By M.C. Shukla, Mayur Paper Back, Noida.
8. Financial Accounting By V. R. Mohota, Payal Publication, Nagpur
9. Advance Accounting By M.C. Shukla
10. Financial Accounting By Mr. R. L. Gupta
11. Accounting for Business By Genesis.

Sant Gadge Baba Amravati University

Department of Lifelong Learning & Extension

Diploma Courses

(6 Month)

Syllabus

for

Diploma in Mahanubhav Sahityaand Philosophical Studies

Paper 1

(Mahanubhav Literature)

(Selected Leela's In Leela Charitra)

1) Philosophy and background of mahanubhav literature history of leela charitra creations, language, and composition.

2) The social life philosophy social appearance festivals behaviour of a life behaviour of religion in leela charitra

3) The personality of shri chakradhar swami narrative is characterized by dialogue and social harmony.

4) The value of life as express in leela charitra is nonviolence, equality dialogue, true festivals and non-acquisition.

Paper 2

(Philosophy)

Selected Topics and Formulas (Sutras)

1. Incarnation concept, pancha krishna incarnation (avatar) and teacher-discipal traditions (guru shishya parampara)

2. Introduction to the concept of advaita philosophy.(four component criticism
   a) Organism (creature) ,
   b) Goddess,
   c) Phenomenon (prapanch),
   d) God.

3. The teaching of the formulas (sutras) which is a part of the social values.

Books Recommended: -

1) Lilacharitra-Prof. Purushottam Nagpure
2) Lilacharitra-Madhavraj Panjabi
3) Govindprabhu Charitra-Dr. V.B. Kolate, Shehvardhan, Pune.
4) Smrutistal, V. N. Deshpande, Vinas Prakashan, Pune.
5) Mahanubhavanchi Ananvaystale-Dr. Ramesh Awalangaonkar, Chandrakala Prakashan, Pune.
6) Mahanubhav Tatvadhyan-Dr. V. B. Kolate, Raul, Prakashan, Aurangabad.
7) Rahshyatra Prabod, Dr. Lasurkar Mahanubhav, Nashik.
8) Sutratha Prakash, Prof. Purushottam Nagpure, Amravati.
9) Vachanmala-Part-1 & 2, B. B. Shatri, Chintan Prakashan, Aurangabad.

Sant Gadge Baba Amravati University

Department of Lifelong Learning & Extension

Advance Diploma Courses

(1 Year)

Syllabus For

ADVANCED DIPLOMA IN FILM & TV PRODUCTION

PAPER – I

Introduction to Films/Cinema

History of films
Types of films
Process of filmmaking
Various departments in films
Pre-production
Actual Production/ Shooting of films
Post- Production
Film Language (Shot, Scene, Camera movements)
Film appreciation – Screenings of Short, Documentary & Feature films and analisys

PAPER – II

Script Writing, Direction & Acting

Basic Thought
Developing a Story
Screenplay & Basic Structure of
Screenplay Basic Scene Cut Techniques
Shooting Script

Direction – Introduction
Duties of director
Types of directors & duties of each
Break Downs, Revisualization (Shot Division, Story Boarding)
Project Designing & Planning
Scheduling (Creating grid, arranging scenes, characters & crew needed, Budgeting.)

Acting – Introduction -
Basic concepts, Navrasas, Acting for films, serials and
theatre, Practicals, mime, skit, Streetplays, One Act Plays
Production, TV anchoring, Video jockey, Radio Jockey etc.

PAPER – III
Camera, Sound Recording & Editing

Camera – Photography And Cinematography -
Types of cameras, Intro to cameras & their
functions Types of lenses
Lighting for films
Basic lighting techniques &
equipments Types of lights
Light accessories
Interior & Exterior lighting , creative
cinematography Characterization through Camera

Sound/Audio – Introduction –
Work of Sound recordist & boom operator
Recording equipments, types of microphones & headphones, their qualities,
mictechniques Terminologies & aspects of audiography
Sound recording/Dubbing & voice over techniques

Editing – Introduction –
Editing basics, Equipments, creating rough cut, Fine cutting,
Applying transitions, synchronization of scenes, color correction,
titling,
Digital Intigration, Creating Final output For Cinema Theatres &Tv.

PAPER – IV
Make Up, Costume & Art Direction

Basics of Make up & Costume for films -
Make up & Costume accessories and
products Characterization through make
up & Costume

Art Direction –
Introduction - Production
designing
Basic concept & techniques
Dressing a Set & arranging
property Location alternating

Final Practical Projects

1. Advertisement 2. Documentary 3. Short Films 4. Video Song 5. News

Reference Books For Study Filmmaking And TV Production :

1. The Filmmakers Handbook – By Stevev sascher
2. Shot By Shot – By Steven Katz
3. Making Movies - By Sudney Lumet.
4. On Directing Film – By David Mamet
5. Rebel without a Crew – By Robert Rodriguez
6. The Television Handbook – Patricia Holland
7. Studio Television Production – By Andrew Utterback

Sant Gadge Baba Amravati University

Department of Lifelong Learning & Extension

Advance Diploma Courses

(1 Year)

Syllabus For

ADVANCED DIPLOMA IN DRAMATICS

PAPER – I

PHILOSOPHY & INTER RELATIONSHIP OF ARTS (INDIAN)

Purpose, sources and evolution of aesthetic concepts.
Relation of aesthetics to science, philosophy and art.
Oriental aesthetics and it's scope.
Concept of Rasa-Sutra and commentaries on Rasa Sutra.

Inter relationship of Arts
Literature, visual arts and performing arts.
Indian Aesthetic concepts and work of arts.
Gayan, Vadan and Nartan.
Music on Marathi Stage.

Performing Arts
Introduction to Indian Theatre ; Pre-Bharat and Bharat
Introduction to Indian Folk Theatre Forms :Jatra, Bhavai, Tamasha, Nautanki, Vidhinatakam, Kudiyattam, Yakashagana.

Study of the Technique involved in the following Art form:
Dramatic performance and Acting Technique.
Dance and Choreography.
Television and Cinema.
Poetry and Painting.

PAPER – II
THEATRE (DRAMA)

Drama as an Integrated and interdisciplinary Art form – Drama and Society, Drama and Religion, Drama and Other Art Forms.
Contemporary Indian Theatre.
History of Marathi Drama – Professional and Amateur Theatre.
Folk Theatre forms of Maharashtra.

Classical Indian Theatre – Natyashastra :
Origin of Sanskrit Drama.
Dasharupakas.
Poorvarangvidhi
Natyashastra of Bharatamuni
Brief study of plays of Bhasa, Kalidas and Sudraka.
Bharata's Rasa Siddhant.

Creative Theatre :
Children Theatre.
Street Theatre.
Radio Plays and T. V. Plays.
Puppet Theatre forms of India.
Theatre and Media.
Geet Nataka or Musical Plays with reference to Marathi Theatre of Maharashtra.

PAPER – III
CREATIVE WRITING, DIRECTION & ACTING

Creative Writing :
Writing scripts for different media – stage, film, Radio, T. V. etc.
Role of an Art Critique.

Art of Direction :
Role of Director.
Selection Play.
Play Analysis : Mythological, Historical, Social, Absurd.
Styles of play Production – Classical, Realistic and Non-realistic
Study of Plays from Director's point of view.
Analysis of structure : Division into units.
Interpretation of the Play : Themes and Ideas.
Study of the characters.
Preparation of a production script.
Directing a play of mins 20 min. duration. Such four performances in a year,

Process of play production
(a) Tryouts and casting,
(b) Rehearsal Process various stages,
(c) Performance.

Directing following
At least 4 skits
Dramatization of given characters
Dramatization of title
Dramatization of given situation
Dramatization of theatre song.
Dramatization of given poetry.

Art of Acting :
Types of Acting according to Bharata.
Elements of acting.
Miming and Improvisation.
Knowing Theories of Acting, definition , Tools of an Actor, Role Analysis
Preparing for Role – Interpretation of the character,
Observation,
Imagination Concentration,
Emotion Memory,
Given Circumstances
Adaptation, Communion, Through Line of Action, between the lines,Super Objective.

Angika
a) Body Exercises – Limbering and Calisthenics
b) Yogic Respiration – Yoga – 10 Postures
c) Physical Exercises – with Music and Without Music
d) Improvisation – Group/ Individual

Vachika
a) Recitation of Slokas and Poems – Asta rasa sloka Minimum 5 each.
b) Rendering of Verse–Rhythmic Prose and Poetry
c) Dialect
d) Elocution
e) Tonal Variations
f) Singing
g) Voice-Projection-Use of voice

h) PitchandVolume
i) Pronunciations, Intonation, Pauses, Emphasis
j) Dialogue Delivery – Rising and falling Infection
k) Tongue twisting exercises
l) Breathing Exercises
m) Speech-Narration, Commentary, News Reading,Story Telling, Poetry Recitation.
n) Voice – Modulation – Weeping, coughing, shouting, Yelling
o) Practice of passages from classical Indian Plays.
p) Acting for Mime
Skits
Soleloques
Street Play

PAPER – IV

THEATRE PRODUCTION MANAGEMENT & SETTING UP A STAGE

Theatre Production Management :
Stage manager and his duties.
Budgeting a play.
Role of the stage designer.

Set Design
Glossary of stage terms
Introduction to set designing – Simple sketches, Play and Elevation, Making set model for the production.
Set Design with reference to a play
Types of stage setting- preparation of set Model for the production Drawing ground play, Elevation, Sketches.

Lighting
Types & Technics of lighting
Relation Between set and lighting.
Lighting Equipments & Accesories
Preparation of Lighting Cue-Sheet

Sound
Sound Equipments – Sound Cue sheet.
Planning music for productions.

Section of play, Theme, Theme Music, Bridge Music, Musical Instruments.
Vocal Rendering : choir Music ,Impact of music on the play.

Costume
a. Principles of Costume Designing
b. Concept of color, Line, texture, Color symbolism.

Make-up
a.Basic accessories
b. Straight and Character Make up
c. Role of Make up in play production.
d. Relationship Between – Make up – costume, – light

Study & analisys of the Following Plays :
Ekach Pyala – Ram Ganesh Gadkari.
Ghasiram Kotwal – Vijay Tendulkar.
Wada Chirebandi – Mahesh Elkunchwar.
Natasmart – V. V. Shirwadkar
Ek Shoonya Bajirao – G. T. Khanolkar.

FINAL PRACTICAL PROJECTS

Joint Productions & Presentations
a. Solo performance
b. Mime
c. Skits
d. Street Plays
e. One Act Play

Reference Books For Acting And Dramatics :

a. Natyashastra Of Bharat Muni - Bhartamini
b. Vaachik Abhinay – By ShriramLagu
c. Abhinay Saadhana Ani Swadhyaay – Shivaji Deshmukh
d. An Actor Prepares – Konstantin Stanislavaski
e. The Art Of Acting – By Stella Adler
f. Acting In Film – By Michel Caine
g. On the Technique Of Acting - By Michael Chek