Environment and Sustainability

Environmental Awareness Association

Co-ordinator : Abha Gatne

Activities Conducted by Association for Academic Year 2021-22:

United Nations International Certificate Course was conducted in association with IARF (Center of Excellence for United Nations Global Goals) on `Water as a tool for Sustainable Development' which proved instrumental for students to get global perspective on water resource & its allied problems with ways & means to address it at local level.



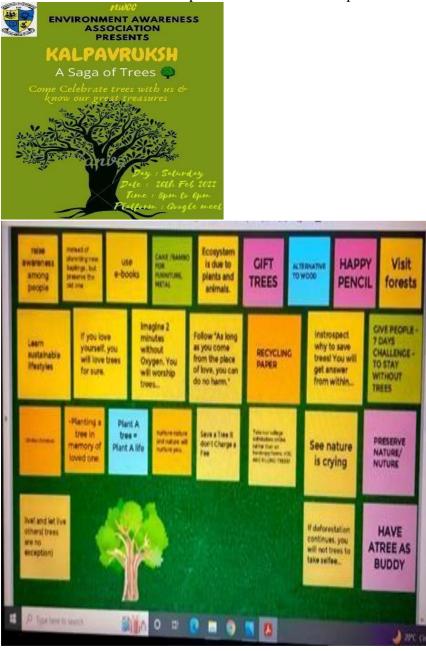
★ A webinar on` Birds around us' was conducted on 18th Jan 2022.Mr.Umesh Waghela was the resource person. The webinar thus contributed to create awareness about our feathered friends.



σ Jeevan Dayini – My river My valentine – A program was conducted on 16th Feb 2022 in
association with WE FORUM on the theme of `Rivers in India' which included screening of
documentaries showcasing the plight of rivers, followed by the discussion on `Role of Individuals in
river protection'



Kalpavruksha – A Saga of tree program was conducted on 26th Feb 2022 to create awareness about floral world and their importance in urban landscapes.



Re-Mantra – An Eco Tantra was conducted on 10th March 2022 which helped the participants to get an insight into the 3R principle and the fundamentals of circular economy.

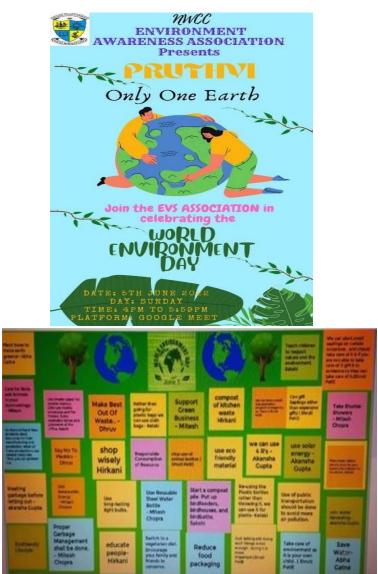


Rang-Ja – (**Virtual Holi**)-was conducted on th March 2022, through this program students developed a perspective on ways and means to celebrate Holi in eco friendly way & significance of colors in various spheres of life from food to nature.



Pruthvi -5th June 2022 is celebrated as World Environment Day.

To mark this day, we at Environmental Awareness Association have had taken a step forward towards creating awareness about various pressing issues that our Planet is witnessing and discuss ways & means to address it, through our specially curated sessions.

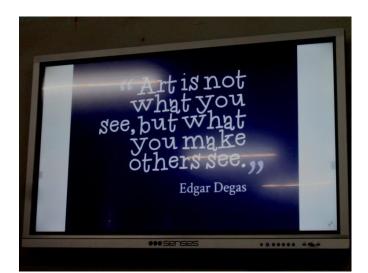


ENVIRORNMENTAL AWARENESS ASSOCIATION

GREEN FEST 2020

22nd & 23rd Jan 2020

`Art is not what you see but what you make others see' were the words of famous French Artist Edgar Degas.





Principal Dr .Girija Shankar felicitating Jugde at Poetry Session Dr.Shakir Shaikh. We at Ness Wadia College believe in the above quote & therefore Environmental awareness Association had organized `Green Fest2020-An art for a Cause' which created a platform where students gave a message on environment protection through various forms of art.

The fest was organized on 22nd & 23rd Jan 2020.

Day 1 (22nd Jan 2020)

Fest was inaugurated by **Principal Dr .Girija Shankar ,she highlighted the importance of environment protection in today's scenario**.

This was followed by **Session-I on `Poetry 'which was judged by Dr.Shakir Shaikh from Poona College**. Students enthusiastically participated & presented their self composed poems giving message on environment protection.





Participant reciting poem made by her.

The session was followed by Session –II on Drama, this was judged by Mr.Mahesh Pawar & his team ,various group dramas & monologues on various environmental issues were presented.



Mr.Mahesh Pawar & team being felicitated by Principal Dr.Girija Shankar







Students presenting their Dramas

Day 2 (23rd Jan 2020)

It started with **Session-III** –**Essay Writing** where students penned down their thoughts & innovative ideas on **Water Conservation** which was the theme for essay writing.



Students penning down their ideas at Essay Writing.

The essay writing were evaluated by Dr. Rajashree Deshmukh.

This was followed by the last Session- IV which was on Drawing/

Poster Making on Global Warming. Students displayed the various possible impacts & measures to prevent the problem of global warming through drawings made by them .



Dr.Girija Shankar observing drawings at drawing competition.



Students engrossed in drawing.



Judges being felicitated by EVS teacher Ms.Abha Gatne

Drawings made by students were evaluated by Prof. More- Madhale

On 22^{nd} February 2020 Prize Distribution of Green Fest was organized .

Dr.Prakash Chaudhary Vice – Principal was the Chief Guest for the function.



Vice Principal Dr.Chaudhary addressing the audience.

Dr.Chaudhary in his speech stated giving examples as how art can be used as an effective tool to sensitize people on various issues of environment and also in capacity building for environment protection.

The winners from various categories of competitions and participants were presented with trophies & certificate by Dr.Chaudhary



Winner team being presented trophy by Dr.Chaudhary



Winners & Participants proudly displaying their trophies & certificates at prize distribution ceremony.

WASTE PAPER RECYCLING PROJECT

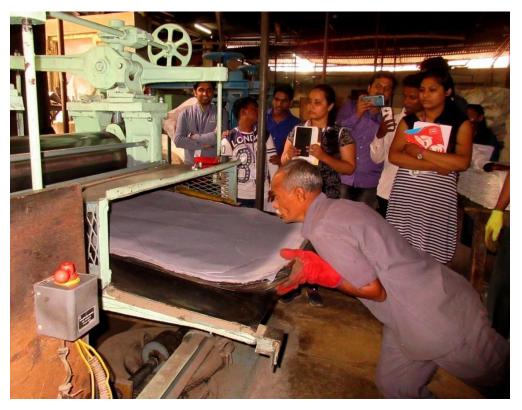
A **`Waste Paper Recycling Project'** was undertaken, under which 5260 kgs of old waste papers were given for recycling to the Govt. of Maharashtra Paper Manufacturing Institute, in return college got recycled paper & a Certificate of appreciation by the Govt. of Maharshtra (Maharshtra State Khadi &Village Industries Board) for green practices implemented in college and reducing carbon & ecological footprint and effectively heading towards sustainable development.



Old papers being dispatched by College for Recycling

VISIT TO HAND MADE PAPER INSTITUTE

Visit to Handmade Paper Institute Shivajinagar was conducted for S.Y.B.Com EVS & Junior College students on 7th July 2018 where students could see for themselves & learn the process of making recycled paper out of waste, this visit proved instrumental in practically learning the principle of recycle & reuse.



Students observing the technique of making handemade paper



Students during visit to handmade paper institute

GUEST LECTURE ON 'BIRDS & THEIR CHARACTERISTICS'

A Guest lecture along with Slide Show on' Birds Around Us' by a renowned Ornithologist Mr.Umesh Vaghela was organized for S.Y.B.Com EVS students on 19th Sept 2018. This lecture helped students to understand the world of Birds and their importance in natural ecosystem.



Guest Lecture on Birds Around Us by Mr.Umesh Waghela

BEST OUT OF WASTE

A Session on `Best out of Waste` was conducted during Soft Skill Development Program for students of S.Y.B.Com on 22nd Sept 2018 under this students were taught to make Paper bags out of old newspaper for everyday usage and different decorative articles out old plastic bottles which can be used for various festive occasions, thus students learnt the technique of value addition to the waste. This session also paved the way towards developing themselves as an green entrepreneur



Students making Paper Bags out of Old newspapers during session on `Best Out of Waste'

WORKSHOP ON HONEY BEEE KEEPING

As a part of Golden Jubilee Activity a Three days workshop was organized on Honey Bee Keeping this activity was jointly organized by Dept. of EVS & Dept.of Business Administration in association with Khadi Gram Udyog and Central Bee Research & Training Institute on 6th,7th & 8th February 2019. This workshop paved a way towards developing oneself as a 'Green Enterprenuer'

A three days training program on bee keeping was organized for students of S.Y. & T.Y.B.Com. on 6^{th} , 7^{th} & 8^{th} February 2019.

This was jointly organized by the Dept. of EVS & Dept. of Business Administration in association with central bee research & training institute Pune.

Day 1: 6th Feb 2019 (Resource Person – Dr .Daisy Thomas)

The inauguration was done by Dr. Thomas CBRTI. She said in her speech that bee are important element in nature, these insects if they vanish, will erode all are food thus letting to extinction of humans from earth.

This was followed by 1st session which was `Introduction to different types of bees' in this students were acquainted with different types of bees found in India their characteristic features which are used in commercial as well as domestic bee keeping .in this session students were also explained about the hierarchy in bee colonies, different types of members of bee colonies & their importance.



Resource Person Dr. Daisy Thomas conducting session

In the 2nd session of the day students were explained about site selection for bee keeping & the type of flora required around for successful bee keeping.

She explained about importance of bees in pollination and alsocited the case studies whre bee keeping led to increase in agricultural productivity.

Thus on first day students understood the importance of bees ,their types, species and the kind of flora required to start bee keeping.

Days 2: 7th Feb 2019 (Resource Person – Dr. Wakode)

The first session of the day started with the screening of a documentary on `Role of Khadi Village Industries Commission (KVIC) in honey bee keeping ' the above documentary highlighted that how bee keeping in tribal areas of Melghat & Wardha led to income generation and improved the quality of life along with helping agricultural department to increase their forest yield.

The next session was on scientific non destructive method of Honey extraction developed by Central bee research institute & other products of commercial importance obtained from bees like bee wax, royal jelly etc.



Resource person Dr Wakode conducting a session

Thus on second day students came to know about scientific method of honey extraction & other products obtained from bees.

Day 3: Visit to Central Bee research & Training institute.

On the third day visit was organized for all participants to CBRTI.



Visit to Central Bee Research Institute

In the 1st session of the students were briefed by Mr.Pokhare training Coordinator who explained students about the organization, its establishment & various activities under taken by the institute, this was followed by screening of documentary on bee keeping.



Students observing equipments used for Honey Extraction.

 2^{nd} session of the day was the visit to CBRTI museum where students were shown & explained about bee keeping methods, their evolution, different products obtained from bees & various equipments used for extraction of honey & bee keeping

This was followed by last session which was practical demonstration in bee keeping & handling. Students were briefed about precautionary measures that need to be taken while handling of bees, all of the above session were highly appreciated by students



Practical Demonstration in Bee keeping been given to students.



Students learning the art of handling bees.

Thus three days training program proved instrumental in developing an insight towards bee keeping & also paved a way towards developing themselves as a green entrepreneur in bee keeping.

Tree Plantation Drive on Wadia College Ground.

To help our planet become little more greener a tree plantation drive was carried out in college **as per the guidelines of Ministry of Environment and Forest Department of Government of Maharshtra.**

S.Y.B.Com students of EVS participated in the plantation drive during second week of July 2017 and planted various trees of environmental significance on the Wadia College Ground.

<u>A One Day Work shop on Introduction to the Floral Biodiversity of India &</u> <u>Nursery Management.</u>

Today `Trees` acquire utmost importance in the changing environmental conditions from sequestering carbon to providing food & fiber trees form an integral part of our day to day living.

To help our students understand the world of our green friends & ways of their propagation a one day workshop was organized for our S.Y.B.Com EVS students in association with Pune Mucipal Corporation at Rajiv Gandhi Zoologial Park & Research Centre on 14th September 2017.



Participants at the workshop on Floral Biodiversity & Nursery Management

In the introductory session of the workshop a short documentary **`Our Planet**` was showcased **showing different ecosystems found on the earth which helped students to understand them in much better way.**

In the First session Ms.Ashwini Yadav Educational officer at Pune Municipal Corporation introduced the students to the world of trees in her session on the `Floral Biodiversity of India` she explained about different type of plants found in India-their botanical classification as terrestrial to aquatic and from parasitic to insectivores to those found in dry land along with their special characteristics and utility through a colorful slide show. She also explained about the ecological importance of these trees along with the threats caused to them & steps taken for their conservation. This session helped the students get a better insight into the world of trees.

This session was followed by the second session in which `Tree Walk` was organized for students .this session was conducted by Mr. Umesh Awasarkar from Biodiversity Board of Maharashtra ,during this session students were taken around the campus of Zoological Park and were introduced to the different trees found on the campus and were explained about their special characteristics.

The third session was on `Nursery Management` students were taken to the Nursery section of the Park where Mr.Ganesh Shinde conducted the above session. Here students were first explained about the role and objectives of setting up of nursery.



Mr.Ganesh Shinde Nursery Incharge & PMC Environment Education Officer Ms.Ashwini Yadav along with students explaining objective of Nursrey

Later they **demonstrated the technique of preparing plants through `Polybag Method` students were also told about the soil selection and water to be given for plants**.



Mr. Ganesh Shinde demonstrating students on technique of plant propogation.

Students practiced the above technique and prepared plant sapling through polybag method which were kept in nursery for sale.





Students trying their hand at taking plant cuttings for preparing polybag



Mr. Ganesh Shinde instructing students about important tips of nursery management during practical performed by students in nursery

This session was highly appreciated by the students who prepared saplings by themselves and learnt the art of preparing plants for commercial sale.



Students preparing plants for sale through polybag method during the workshop.

In the concluding session of the workshop **students were presented with certificates from Pune Muncipal Corporation for having successfully completed the workshop**.



Plants prepared ready for sale.

Thus the above **workshop proved instrumental in not only making students understand the world of plants around us but also helped them in introducing to a new arena of becoming a green entrepreneur through nursery management.**

<u>A Guest lecture along with slide show on `Globalization & It`s Impact on</u> <u>Natural Wealth of India`</u>

India is blessed with bountiful of Natural resources may that be forest, soil, water, minerals etc which makes it the most prospering land in the continent but with changing times unsustainable development has led to over exploitation of these resources causing adverse impact to our environment. to help our students get a better understanding into the above issue a Guest Lecture on Globalization & It's Impact on Natural Wealth of India was organized for S.Y.B.Com EVS students on 29th December 2017. Prof.Nilima from Lokayat was the guest speaker.

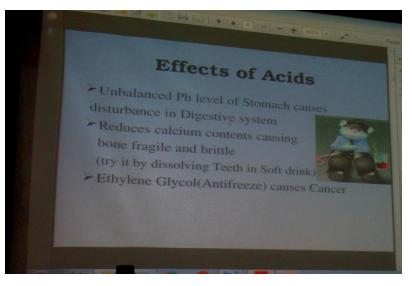


Inauguration of Guest lecture on globalization &it's impact on natural resources seen on dais Vice Principal Prof.Chaudhary, EVS Co-cordinator Prof.AshaJadhav & EVS Teacher Prof.Abha Gatne along with guest speaker Ms.Nilima.



Audience listening with utmost attention.

In her lectuer she emphasized specially on the **health effects of cola drinks and** various ingrediants used in making of these cola drinks and there possible adverse health impacts through a slide show.

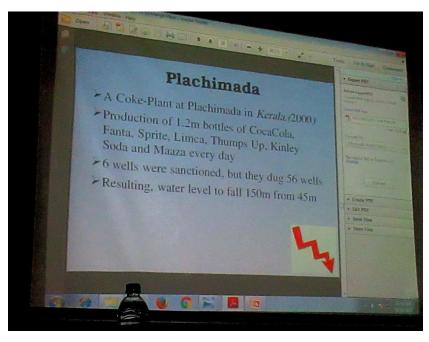


A still from the slide show showcasing adverse health impacts of Cola Drinks.



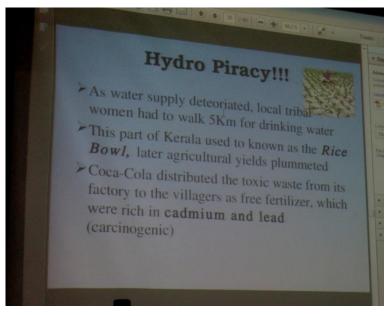
Guest Speaker Ms.Nilima delivering her lecture.

She also explained as to how some of the cola manufacturing companies were responsible for **severe depletion of underground water table and polluting the fertile agricultural fields by highlighting the case study on `Plachimada village in Kerala**`.



A Case study on Plachimada being presented

Later in during her lecture as screening of **short documentary film on `Plachimada Village & Its Plight ` was screened.**



A still from the slide show

In her concluding session she focused on ways & means by which we can have a sustainable development without harming our environment. She also explained by giving examples were by sustainable development ecology and economy both are flourishing hand in hand.

The above lecture proved helpful for the students to better understand the concept of sustainable development which is the need of an hour.

Kriloskar Vasundhara Environmental Film Festival 2017-18

Global warming is an important issue facing the world. Global Warming takes its toll on everything right from ecology to economy and to health &all the spheres of living and non living world.

To help our students have a better understanding of the above problem A One Day Kriloskar Vasundhara Environmental Film Festival on the theme of Global Warming was organized on 5th January 2018.



Inauguration of Environmnetal Film Festival 2107-18 seen on dais Vice Principal Prof. Chaudhary, Expert from Vasundhara Eco Club Mr.Nikhil Ranjankar and EVS Teacher Prof.Abha Gatne.

During the film festival films like

• Climates first orphans – a documentary by B.B.C on Satbhaya Village of Odisha Coast was screened.

This was followed by a talk from expert **Mr. Nikhil Ranjankar** associated with **Vasundhara Eco Club** on **Adverse impact of global warming** especially those that are seen at present and those that are likely to be seen in future on Indian Sub Continent.



Mr.Nikhil Ranjankar delivering his talk on Impacts of Global Warming seen on Indian Sub Continent during Film Festival.

Later another film` Wake up take a grip` was screened on ways & means by which we can reduce our carbon footprint.

In the concluding session of film festival the **forum was opened for discussion where students gave their ideas on how possibly we can reduce our carbon footprint.**



Students gave in their ideas to reduce carbon footprint during the film festival.



<u>Students actively participated in the discussion on Global Warming during open forum of film</u> <u>festival</u>

Later the expert summarized and explained in details means of reducing our carbon footprint.

Thus this film festival widen the canvas of exposure of students to the problem of global warming & it`s possible solutions.

<u>Tree Plantation – 1st July, 2021</u>





Tree plantation drive held on 1st July, 2021 were all the NSS volunteers planted a sapling in the Ness Wadia College Campus.

Pre Independence Cleanliness Drive at Wadia Campus - 14th August 2021



NSS successfully conducted Pre Independence Cleanliness Drive at Wadia Campus on Independence Day Eve i.e. 14th August 2021.

Plastic Free Drive at Wadia Campus - 15th December 2021.





NSS Programme Officer and Student Volunteers successfully conducted a Plastic Free Cleanliness Drive at Wadia Campus on 15th December 2021. Heritage Conservation at J.J. Garden - 4th February 2022.



NSS Unit cleaned the vicinity of JJ Garden. Around 6 bags of 4kgs (approx.) each i.e., 20kgs trash was collected by our team (Including Beer Bottles.)

Heritage Conservation at Shaniwar Wada - 6th February 2022.





Heritage Conservation and cleanliness drive was organised at Shaniwar Wada - 6th February 2022.

My River My Valentine: River Cleaning – 13th February 2022



During the valentine week our NSS student volunteers along with NSS Programme Officer Ms. Afsha Siddique went to cleaning the river "Mula Mutha".



Society Cleanliness Drive - 14th February 2022.

NSS Programme Officer along with Student Volunteers on the occasion of Society's Foundation Day, conducted a cleanliness drive at college campus with zeal and enthusiasm on 14th February 2022.

<u>Tree Plantation – 26th February 2022</u>



Tree plantation drive in College Campus by the Trustee Prof. (Dr.) M. K. Sanap, Principal Prof. (Dr.) Vrishali Randhir, college staff, NSS unit attend the same.

Plogging – 14th March 2022



The NSS unit of Ness Wadia College of Commerce comprising of NSS organized plogging the entire college campus.

Sapling Distribution – 26th March 2022





Our NSS student volunteer Ms. Shruti Patil distributed approximately 50 tulsi saplings to the teaching, non-teaching staff and the students on the death anniversary of her grandfather.

Tree Plantation - 4th July, 2020

As on 4th July, 2020 the COVID – 19 pandemic was on the rise. So to make sure that the activity is carried out smoothly without get in contact the virus. All the 250 NSS volunteers planted a sapling in their near by area as per their convince and made a firm decision to look after the same. Dr. B. V. Rathod, Programme Officer planted sapling at the Biodiversity Park, Baner, Dist. – Pune.





Tree Plantation Drive









सावित्रीबाई फुले पुणे विद्यापीठ विद्यार्थी विकास मंडळ

राष्ट्रपिता महात्मा गांधी जयंती : विविध उपक्रम/ कार्यक्रम अहवाल 2018-2019

वि.वि.मं.नोंदणी क्रमांक	:	PC24	
आयोजक महाविद्यालय / संस्थेचे नांव		Modern Education Society Ness Wadia Addr: 19 V K Joag path Tal: Pune (corporation Area) Dist: Pune Pincode: 411001	
मा. प्राचार्य / संचालक	:	Girija Shankar	
विद्यार्थी विकास अधिकारी	:	सोनवणे रामदास बाबुराव	
उपक्रमात सहभागी विद्यार्थी संख्या	:	992	
उपक्रमात सहमागी सिक्षक आणि शिक्षकेतर सहमागी संख्या	:	51	

अ.क्र.	दिनांक	उपक्रम	संकल्पना	आयोजनाचे स्वरूप	ठिकाण	सहभागी विद्यार्थी संख्या	शिक्षक आणि शिक्षकेतर सहभागी संख्या
1	24/09/2018	जाणीव जागृती	स्वच्छता हीच सेवा	स्ति , गल्ली व परिसर साफसफाई	महाविद्यालय परिसर	250	5
2	25/09/2018	व्यापक प्रसिद्धी	वर्तवणूक परिवर्तन स्वच्छतेचा आदर	गल्लोगल्ली व घरोघरी संपर्क अभियान	ताडीवाला रोड झोपडपट्टी ला भेट	100	4
3	26/09/2018	খিবকলা	स्वच्छता	विद्यापीठापातळ ीवरील स्पर्धेत सहभाग : भिंतीवर उदबोधक विचार व चित्रमालिका रेखाटन स्पर्धा	महाविद्यालय	43	5
4	27/09/2018	प्लास्टिक मुक्त परिसर	पर्यावरण संवर्धन	दत्तक गावे किंवा महाविद्यालयीन परिसर	महाविद्यालयीन परिसर	250	5
5	28/09/2018	स्पर्धा	महात्मा गांधीजींचे जीवन व कार्य	वाद विवाद वक्तूत्व स्पर्धा	महाविद्यालय	100	5
6	29/09/2018	व्याख्यानमाला	अहिंसा	सुप्रतिष्टित संसाधन व्यक्तींची व्याख्याने	महाविद्यालय	96	10

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1 of 5

NSS College campus cleanliness drive ness drive on 27/09/2018





NSS Volunteers participated in Water Management Workshop organized by NSS,SPPU,Pune on 16/12/2018



Note: - 1. Select Any One Course for every semester

1. The above mentioned courses are from the list of add on courses. SPPU affiliated colleges can select any one course for 2 credits for one Semester. As per the need of students and college - 30% flexibility is offered for changing the course content.

List of Skill Enhancement Co	ourse (30 h	nours)- for	2 credits			
& Ability Enhancement Compulsory Courses (AECC),						
		Course	Evaluation			
Basic Managerial Skills	2	SEC	50	Grade		
Communication Skills for	2	SEC	50	Grade		
Managers						
Tally and Computer Based	2	SEC	50	Grade		
Accounting						
Course in Analysis and	2	SEC	50	Grade		
Presentation of Data						
Introductory Course in	2	SEC	50	Grade		
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-	2	SEC	50	Grade		
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	& Ability Enhancement Comput Course Title Basic Managerial Skills Communication Skills for Managers Tally and Computer Based Accounting Course in Analysis and Presentation of Data	&Ability Enhancement Compusory CourseCourse TitleCreditsBasic Managerial Skills2Communication Skills for Managers2Tally and Computer Based Accounting2Course in Analysis and Presentation of Data2Introductory Course in Disaster Management2Personality and Soft Skills Development2International Etiquettes and Mannerisms2Foreign Language Sports Management2Yoga and Meditation Sports Management2Value Education and Gender Equality2UGC / SPPU Approved online courses (Minimum 4 weeks or 30 Hours)2	&Ability Enhancement Compusory Courses (AEC)Course TitleCreditsCourse TitleCreditsCourse TitleCreditsBasic Managerial Skills2SECCommunication Skills for2Managers2Tally and Computer Based2Accounting2Course in Analysis and2Presentation of Data2Introductory Course in Disaster Management2Personality and Soft Skills2SECand Mannerisms2Foreign Language2Yoga and Meditation2Sports Management2Value Education and Gender Equality2Value Education and Online courses (Minimum 4 weeks or 30 Hours)2College Course Under2SECSec	Ability Enhancement Compulsory Courses (AECC),Course TitleCreditsCore CourseInternal EvaluationBasic Managerial Skills2SEC50Communication Skills for Managers2SEC50Tally and Computer Based Accounting2SEC50Course in Analysis and Presentation of Data2SEC50Introductory Course in Disaster Management2SEC50Personality and Soft Skills Prevelopment2SEC50International Etiquettes and Mannerisms2SEC50Foreign Language Portign Language2SEC50Yoga and Meditation Sports Management2SEC50Value Education and Quest (Minimum 4SEC50Value Education and centification2SEC50UGC / SPPU Approved online courses (Minimum 4SEC50Volge Course Under2SEC50Course Sono College Course Under2SEC50		

AECC	Ability Enhan	cement	Compuls	ory Course	s (AECC), i.e.,	
	Environmental Science.					
	Duration: 30 hours and Credits: 2 (Select Any One Course) for BBA,BBA(IB) and BBA(CA)					
Course	Course Title	Credi	Semeste	Internal	SPPU	
Code		ts	r	Evaluation		
М	BasicCourseinEnvironmental Awareness	2	III	50	Grade	
N	Advanced Course in Environmental Awareness	2	III	50	Grade	

Annexure II

Savitribai Phule Pune University Syllabus for BBA, BBA (IB) (CBCS 2019 Pattern) Details for Skill Enhancement (Add-On) Courses

A. Course title: - Basic Managerial Skills (A)

Credit -2 & Hours -30

Objective of the course: -

- 1. To develop leadership abilities.
- 2. To develop ability to contribute to value creation in the respective organisation
- 3. To develop negotiations and team building skills .

Course Content

- 1. Team Building(Essentials of team skills Team building)
- 2. Cooperativeness & Positive attitude
- 3. Assertiveness –(Importance & Steps to develop)
- 4. Stress management (Causes of stress Importance of stress management stress relief techniques)
- 5. Ownership & accountability for the work (Work ethics)
- 6. Techniques to improve attention & observation skills.
- 7. Negotiations skills
- 8. Leadership & decision making skills
- 9. Listening skills

Methodology

Faculty can conduct Workshops, Online training lectures, Role-play, interactive sessions of experts. Class assignments, Chart presentation etc.

Evaluation of the course: Continuous evaluation of the student through oral, necessary writing assignments, participation in activities and presentations etc.

Certification: A Course Completion Certificate will be provided by the college to every student who has passed in the continuous evaluation and the Grade as per his / her performance in the evaluation will appear on the Certificate.

Note: - Select Any One Course for every semester

B. Course title: - Communication skills for managers (B)

Credit -2 & Hours -30

Objective of the course: - Students need to know how words take on new meanings according to context. With this course students will develop the capability to understand Information that is presented in any format. This course will help in developing communication skills to enable the students to put their thoughts in a fashion which is comprehensible by the reader.

Course Content:

- Improving vocabulary and common Errors
- Sentence construction and types of sentences
- Comprehension and expansion of Ideas
- Drafting a speech
- Interview skills and resume writing
- Social conversation skill
- Telephone conversation skills
- Office conversation skills
- Report writing
- Email writing

Evaluation of the course: Continuous evaluation of the student through oral, necessary writing assignments and presentations.

Certification: A Course Completion Certificate will be provided by the college to every student who has passed in the continuous evaluation and the Grade as per his / her performance in the evaluation will appear on the Certificate.

C. Course Title - Tally and computer based accounting (C) Credit 2 & Hours -30

Objectives of the course: This course trains the students with the most required industrial features of Tally Software in day-to-day Accounting work like Accounting, Invoicing, Inventory management, Finalization Adjustments, Preparing various Financial Reports, etc. Students should be able to handle all these business accounting requirements most efficiently.

Syllabus Content: Tally

- Tally Fundamentals
- Accounts Masters Create Groups, Ledgers, Display, Alter
- Accounting Voucher Types Contra, Payment, Receipt, Journal, Sale, Purchase, Debit Note, Credit Note
- Data Export / Import,
- Finalization Adjustment entries

Syllabus Content: Computer Based Accounting

- Inventory Masters Stock Groups, Unit of Measure, Godowns, Stock Items Create, Display, Alter
- Invoicing Enter Purchases / Sales / Debit Note / Credit Note in Invoice Mode Accounting Invoice, Item Invoice, Additional expenses, Tax ledgers in Invoices
- Bank Reconciliation,
- Data Backup/Restore

Evaluation of the course: Practical Exercise in the Computer Lab and Examination.

Certification: A Course Completion Certificate will be provided by the college to every student who has passed the Practical Exam and the Grade as per his / her performance in the evaluation will appear on the Certificate.

Note: - Select Any One Course for every semester

D Course Title : Course in Analysis and Presentation of Data –(D)

Total Hours : 30 & Credits - 2

Objectives of the course: This course trains the students with the most required industrial features of Data Analysis and its Presentation in day-to-day work like Preparing statements like Cash Flow, Funds Flow, Ratio Analysis in MS-Excel using various functions, Conditional formatting, Advance Sorting & Filtering, Charts & Pivot Tables, What-if Analysis, managing Slides, Setup Slide Show, etc. so that students can able to handle all these business requirements most efficiently.

Syllabus :

- MS-Excel Overview,
- Data Analysis MIS Approach (Preparing statements like Cash Flow, Funds Flow, Ratio Analysis in MS-Excel using various functions)
- Conditional Formatting
- Advance Sorting & Filtering
- Charts
- Pivot Tables, Pivot Charts
- What-If Analysis
- Formula Auditing
- Worksheet / Workbook Protection
- Inserting & Managing Hyperlinks
- Macros Recording & Use
- MS PowerPoint Overview
- Managing Slides
- Hyperlinks in PowerPoint
- Slide Designs & Templates
- Animation & Transition of Slides
- Setup Slide Show, Custom Show, etc.

Daily: 2 Hours (Theory and Lab session simultaneously)

Computer Software Requirements - MS-Excel & MS-PowerPoint

Evaluation of the course: Students have to solve 1 Practical Paper of 50 marks in the Computer Lab.

Certification: A Course Completion Certificate will be provided by the college to every student who has passed in the continuous evaluation and the Grade as per his / her performance in the evaluation will appear on the Certificate.

Note: - Select Any One Course for every semester E. Course Title: - Disaster Management (E) Credit -2 & Hours -30

Course Objectives:

The course is intended to provide a general concept in the dimensions of disasters caused by nature beyond the human control as well as the disasters and environmental hazards induced by human activities with emphasis on disaster preparedness, response and recovery.

Introduction on Disaster Different Types of Disaster :

A) Natural Disaster: such as Flood, Cyclone, Earthquakes, Landslides etc B) Man-made Disaster: such as Fire, Industrial Pollution, Nuclear Disaster, Biological Disasters, Accidents (Air, Sea, Rail & Road), Structural failures(Building and Bridge), War & Terrorism etc. Causes, effects and practical examples for all disasters.

B) Disaster Preparedness and Response Preparedness

- 1. Disaster Preparedness: Concept and Nature
 - 2. Disaster Preparedness Plan
 - 3. Prediction, Early Warnings and Safety Measures of Disaster.
 - 4. Role of Information, Education, Communication, and Training,
 - 5. Role of Government, International and NGO Bodies.
 - 6. Role of IT in Disaster Preparedness
 - 7. Role of Engineers on Disaster Management.

C. Response and Recovery.

- 1. Disaster Response : Introduction
- 2. Communication, Participation, and Activation of Emergency Preparedness Plan
- 3.. Search, Rescue, Evacuation and Logistic Management
- 4. Role of Government, International and NGO Bodies
- 6. Psychological Response and Management (Trauma, Stress, Rumor and Panic)
- 7. Relief and Recovery
- 8. Medical Health Response to Different Disasters

Evaluation of the course: Continuous evaluation of the student through oral, necessary writing assignments / Quiz and presentations.

Certification: A Course Completion Certificate will be provided by the college to every student who has passed in the continuous evaluation and the Grade as per his / her performance in the evaluation will appear on the Certificate.

Savitribai Phule Pune University BBA, BBA (IB) (CBCS 2019 Pattern) Details for Skill Enhancement (Add-On) Courses Note: - Select Any One Course for every semester

F. Course Title: - Personality and Soft Skills Development (F)

Credit -2 & Hours -30 Objective of the course: -

1) The Course aims at enhancing the ability of a student to work in any situation with ease and grace. This will help to carry their personality in the corporate world with competency and consistent performance.

2) Increase fluency in expression and speech and make students confident speakers.

3) Application of Corporate Etiquettes in various corporate engagements

Course content for Personality and Soft Skills Development

S.No	Content			
1	Body Language			
2	Public Speaking			
3	Non -Verbal communication Skills			
4	GD -PI and Resume Writing			
5	Email Writing			
6	Interpersonal Skills			
7	Corporate Etiquettes			
8	Attitude Building			
9	Forming and Inculcating Good Habits			

Evaluation of the course: Continuous evaluation of the student through oral, necessary writing assignments and presentations.

Certification: A Course Completion Certificate will be provided by the college to every student who has passed in the continuous evaluation and the Grade as per his / her performance in the evaluation will appear on the Certificate.

Savitribai Phule Pune University Syllabus for Skill Enhancement Courses BBA, BBA (IB) (New syllabus 2019 pattern)

Note: - Select Any One Course for every semester

G. Course title: - International Etiquettes & Mannerisms (G)

Credit -2 & Hours -30

Objective of the course: -

- 1. To prepare the students to manage the transition from national to international
- 2. To overcome the cross cultural barriers.
- 3. To understand about professional skills required in global corporate world.

Course content

- 1. Grooming for corporate
- 2. Email etiquette & Telephone etiquette.
- 3. Meeting etiquettes
- 4. Proximity
- 5. Body language
- 6. Social Conversation skills & GD
- 7. Table manners
- 8. Time management & procrastination
- 9. Listening skills
- 10. Presentation skills

Methodology

Faculty can conduct Workshops, Online training lectures, Role-play, interactive sessions of experts. Class assignments, Chart presentation etc.

Evaluation of the course: Continuous evaluation of the student through oral, necessary writing assignments and presentations.

Certification: A Course Completion Certificate will be provided by the college to every student who has passed in the continuous evaluation and the Grade as per his / her performance in the evaluation will appear on the Certificate.

Note: - Select Any One Course for every semester H. Course Title: - Foreign Language – (H) Credit -2 & Hours -30

Foreign Language

Colleges can select any foreign language as per interest and demand of the students. The content of the foreign language syllabus must cover the following topics in the chosen foreign language.

After completion of the course in foreign language it is desirable that the students should able to fulfil the basic requirements of knowledge required for appearing elementary grade examination provided that the students wish to appear for it.

Guidelines for conducting the course:

1. The course content will focus on imparting introductory skills such as listening, reading, speaking and writing in the chosen foreign language.

Objective of the course:

1. To develop multilingualism and provide competitive edge in global career choices.

2. To encourage students to explore new linguistic territories.

Study material:

Study material Recognised and standard institute should be used.

College may use relevant online lectures as per the requirement.

Evaluation of the course: Continuous evaluation of the student through oral, necessary writing assignments / Quiz and presentations. Oral and written skills of the students must be evaluated He/She should be able to read and speak 5 to 10 sentences in the form of a presentation.

Certification: A Course Completion Certificate will be provided by the college to every student who has passed in the continuous evaluation and the Grade as per his / her performance in the evaluation will appear on the Certificate.

Savitribai Phule Pune University

Course Content for BBA, BBA (IB) (CBCS 2019 Pattern) Details for Skill Enhancement (Add-On) Courses Note: - Select Any One Course for every semester

H 1. Course Title: - Advance Foreign Language (H1)

Credit -2 & Hours -30

The College can select advance foreign language after completing basic course in forging language (code no H) as per interest and demand of the students. The content of the advance foreign language syllabus must cover the following topics in the chosen foreign language.

After completion of advance course in foreign language it is desirable that the students should able to fulfil the requirements of knowledge required for appearing **Level One or Grade A** examination by SPPU or any other recognize institution provided that the students wish to appear for it.

Guidelines for conducting the course:

1. The course content will focus on imparting enhanced skills like listening, reading, speaking and writing in the chosen foreign language. Students shall be able to understand the sentences spoken and be able to answer accordingly, level one speech on any topic, selfintroduction and conversation in group, etc

Objective of the course:

1. To develop multilingualism and provide competitive edge in global career choices at advance level.

2. To encourage students to explore new avenues with the help of linguistic skills.

Study material:

Study material Recognised and standard institute should be used.

College may conduct workshops and make use of available online lectures as per the requirement.

Evaluation of the course: Continuous evaluation of the student through oral, necessary writing assignments / Quiz and presentations. Oral and written skills of the students must be evaluated Student shall be able to read large paragraphs and speak on the topic or self-introduction in the form of a classroom presentation or video presentation.

Certification: After completion of this advance Course, Certificate will be provided by the college to every student who has passed in the continuous evaluation and the Grade as per his / her performance in the evaluation will appear on the Certificate so that they can appear for Level One or Grade A certification from recognized institutions.

Savitribai Phule Pune University

Syllabus for BBA, BBA (IB) (CBCS 2019 Pattern) Details for Skill Enhancement (Add-On) Courses

Note: - Select Any One Course for every semester

I. Course Title: - Yoga and Meditation –(I) Credit -2 & Hours -30

Need of the Course and Overview

Yoga is a mental, spiritual and physical practice that helps one attain inner peace. In today's hectic world, more and more people are becoming health conscious. In recent years Yoga has gained immense popularity not only in India but also abroad.

Today, people can choose to either learn Yoga or pursue a career in Yoga. A Yoga instructor can be one of the most rewarding careers. This job falls under the broader career category of Aerobics Instructors and Fitness Trainers. Realising the holistic benefits of Yoga, more and more private companies, schools, hospitals, fitness centres etc. are hiring yoga instructors. Also, the Government aims at creating numerous vacancies for Yoga trainers in the coming years.

Yoga not only relaxes an individual but also keeps the human body fit. Apart from physical fitness, yoga is also beneficial for reducing respiratory disorders, hypertension, and helps in the management of diseases like diabetes, depression, stress etc.

Being a yoga teacher gives one the benefit of taking his/her career wherever he/she travels. However, having said that, being a Yoga teacher is not easy. One needs to be patient and dedicated, have perseverance, and needs a lot of practice.

There is a rise in need of Yoga teachers/instructors, and opting for Yoga as a career can be a great option as it is less stressful and can promise a decent salary. A Yoga instructor has the option of working in gyms, health clubs, and schools or can choose to run their own yoga centre. Furthermore, apart from teaching, there is also the scope of yoga in fields like management, academics, consultation, research, and hospitals to name a few.

Benefits of Asana

Increased heart rate, increased strength, improved blood circulation, increased flexibility, balance, mobility, enhanced breathing technique, and sharpened focus.

- Provides improved strength and fitness, enhances health, and contributes to a higher state of happiness and calm.
- Improve concentration, meditation, improved breath control, selfpurification, better control of the senses, improved posture, increased strength and stability, enhanced focus, and heightened spirituality and self-awareness.

Asanas

Number of Hours - 6

- The twelve basic postures in depth
- Types of Yoga -
- Surya Namaskar
- Padmasan
- Basic yoga postures
- Postural alignment
- Deep relaxation with autosuggestion

Raja Yoga

- Ashtanga: the eight limbs of yoga
- Antahkarana: functions of the mind
- Concentration and meditation

Jnana Yoga

- Basic concepts of Vedanta philosophy
- The seven bhoomikas or planes of consciousness
- Space, time, causation
- The three bodies
- The three levels of the mind
- Conquest of death

Course Outcome

- Boost immunity levels and improve the general state of wellbeing.
- Believing we are all full of intrinsic happiness and aiming to help students soften their heart and experience grace through their physical practice.
- Combines physical improvement with spiritual up-liftment, and aims to even out imbalances within the body and mind.
- Helps to lower stress levels and increases the body's relaxation levels. It eliminates negativity from the mind and increases self-awareness.

Pranayama

Number of Hours - 6

- Practice of kapalabhati
- Daily practice of anuloma viloma
- Aumkar
- Simple Pranayam
- Bhramari

Course Outcome-

- Expanding the capacity of lungs
- Awakening the inner spiritual energy
- Kapalabhati (lung cleansing exercise)
- Relaxing the nervous system
- Balancing the two hemispheres of the brain
- Anuloma Viloma (alternate nostril breathing)

Meditation

- Body Meditation
- Concentration Meditation'
- Mindfulness Meditation

Course Outcome:

- Reduces Stress
- Anxiety Control
- Attention Span
- Promotes Mental state of mind
- Increases Self Awareness
- Reduce Age related memory loss
- Controls or eliminates Addiction

Evaluation of the course: Continuous evaluation of the student through oral, necessary writing assignments / Quiz and presentations.

Certification: A Course Completion Certificate will be provided by the college to every student who has passed in the continuous evaluation and the Grade as per his / her performance in the evaluation will appear on the Certificate.

Savitribai Phule Pune University Syllabus for BBA, BBA (IB) (CBCS 2019 Pattern) Details for Skill Enhancement (Add-On) Courses Note: - Select Any One Course for every semester

J Course Title: - Introductory Course in Sports Management – (J) Credit -2 & Hours -30

Course Objectives

- The program aims to develop human resources for the sports industry with an essential industry knowledge and leadership skills and puts a special focus on the understanding required to pursue a successful career in this sector.
- Understand sport management and the evolution of this discipline as a profession.

UNIT – I

Introduction to Sports Training

• Meaning and definition of Sports Training. Aims and Tasks of Sports Training. Characteristics of Sports Training. Training Methods. Training of Load- Over Load : Meaning ,Causes, Symptoms and Tackling of Overload.

UNIT - II

Advertising, Public Relations and Sponsorships in Sports

- Objectives of Advertising in Sports. Business of Advertising Advertiser, Advertising Agency and World of Media, Brand Manager, Duties and responsibilities of a Brand manager, Sports Personalities as Brand Endorser, Public Relations in promoting sporting events.
- Sponsorship in Sports Meaning and Objectives of Sponsorship, Advertising and Sponsorship, Developing Sponsorship proposal.

UNIT III - :

Sports Facilities Planning and Management:

- Planning and Management Infrastructure Facilities like Courts, tracks, Gallery, provision for Drinking Water, Lighting, Sitting Arrangements etc.
- Developments & Maintenance of Sports Arena, Grounds, Indoor Stadium, Tents, Camps etc. Responsibilities of facilities managers, essential knowledge and skills required for operating a sport facility: Soft Skills (interpersonal and PR skills), First aid and emergency arrangement.

• Sports Management Companies - Introduction, Role, Scope of Work, Service rendered to the clients, Ways of Functioning- Team work, Departments etc. Career Opportunity in Sports Management Companies

Evaluation of the course: Continuous evaluation of the student through oral, necessary writing assignments / Quiz and presentations.

Certification: A Course Completion Certificate will be provided by the college to every student who has passed in the continuous evaluation and the Grade as per his / her performance in the evaluation will appear on the Certificate.

Savitribai Phule Pune University Syllabus for Skill Enhancement Courses BBA, BBA (IB) (New syllabus 2019 pattern CBCS)

Note: - Select Any One Course for every semester

K . Course title: - Value Education and Gender Equality- (K)

Credit -2 & Hours -30

Objective of the course: -

- 1. To spread the importance of gender equality
- 2. To cultivating values for better social and personal life
- 3. To understand contribution of the world leaders in the area of gender equality

Syllabus

UNIT – I: Introduction, Concept ,Role and Importance of Value Education , Concept of Human Value, Values Towards National Development, Social Values, Professional Values ,Religious Values, Aesthetic values

UNIT II - Components of Value Education - Respect to age, experience, family members, neighbours, co-workers. Character Formation towards Positive Personality Truthfulness, Constructively, Sacrifice, Sincerity, Self Control, Altruism, Tolerance, Scientific Vision.

Unit III : Introduction to Gender - Concept, Definition of Gender, Difference between Gender and Sex, Social Construction of Gender, Types of Gender Roles, Exploring Attitudes towards Gender, Sensitization towards Gender

UNIT IV: Gender Equality- Concept and importance, Role of colleges in reinforcing gender equality, Role of peers in reinforcing gender equality, Role of teachers in reinforcing gender equality, Role of curriculum and textbook in reinforcing gender equality, Gender roles in society through variety of institutions, Family, Caste, Religion, Culture, Media , Issues related to Women in India .

UNIT V: Gender Equality- Concept and importance – Global Perspective , Study of various world leaders –(Minimum 3 Male , 3 Female) - and their role in sensitising gender equality

Methodology

Faculty can conduct Workshops, lectures, Role-play, interactive sessions of experts. Class assignments, Chart presentation etc.

Evaluation of the course: Continuous evaluation of the student through oral, necessary writing assignments, book review and presentations.

Certification: A Course Completion Certificate will be provided by the college to every student who has passed in the continuous evaluation and the Grade as per his / her performance in the evaluation will appear on the Certificate.

L. SEC – Course Title: - Tentative list of Online courses –(L) Credit -2 & Hours -30

List of Websites which offers online certification courses

- 1. Swayam- https://swayam.gov.in /
- 2. NPTEL- https://onlinecourses.nptel.ac.in /
- 3. Mooc- http://mooc.org /
- 4. Edx <u>https://www.edx.org</u> /
- 5. Coursera- https://www.coursera.org /
- 6. Udacity <u>https://in.udacity.com</u>/
- 7. Udemy <u>https://www.udemy.com</u>/
- 8. Khanacademy https://www.khanacademy.org /
- 9. Skillsahre https://www.skillshare.com/
- 10. Harvard University https://online-learning.harvard.edu /
- 11. Ted <u>https://ed.ted.com</u>/
- 12. Alison https://alison.com/
- 13. Futurelearn https://www.futurelearn.com/
- 14. Web Development https://digitaldefynd.com/best-free-web-development-courses-

tutorials-certification/

- 15. Digital Marketing https://digitaldefynd.com/best-free-digital-marketing-certifications/
- 16. ios app development https://digitaldefynd.com/best-ios-app-development-course-

tutorial/

- 17. Open Learn http://www.open.edu/openlearn/
- 18. Future Learn <u>https://www.futurelearn.com/</u>
- 19. Tuts Plus https://tutsplus.com/
- 20. Open Culture http://www.openculture.com

And Many More Courses Most of these courses are free to learn.

Note - The duration of the course should be more than 4 weeks or it should be of 30 hours. 2 (two) Credits for Online course will be given only after he/she submits the Passing Certificate of the course in the same academic year.

Savitribai Phule Pune University Syllabus for BBA, BBA (IB) (CBCS 2019 Pattern) Details for Skill Enhancement (Add-On) Courses <u>O - SEC - Course Title - College Course Under Specific Schemes. (O)</u> Credit - 2 & Hours - 30

The college can design its own course under various schemes which will benefit the students and society at large.

The College designed course must be under various schemes supported by UGC, ICSSR, HRD, TISS or similar agency projects for the interest of student development. The Project/s should be socially relevant, locally need-based, nationally important and globally significant. The Project/s can be trans-disciplinary OR inter disciplinary.

The Colleges that wish to design the course under such schemes can write to the Dean of Commerce and Management, SPPU with supportive and relevant documents of the projects along with the details of the course. The designed course should not be less than 30 hours and 2 credits.

The College designed course must include

- College details
- Scheme details and scansion letter with duration of the project
- Designed Course details ..
 - Objective of the course
 - Course Content
 - Duration of the course
 - Period of execution
 - Expected Number of students
 - Evaluation and certification method.

Note: - Select Any One Course for every semester

M. AECC - Course Title: - Basic Course in Environmental Awareness – (M) Credit -2 & Hours -30

Objectives:

- 1) To provide an opportunities to acquire the knowledge, values, attitudes, commitment, and skills needed to protect and improve the environment
- 2) To develop conscious towards a cleaner and better managed environment

Course content

1 Introduction - Environmental studies Definition, scope importance and need for public awareness. (Multidisciplinary nature of environmental studies)

2 Environmental Pollution -Definition, Causes, effects on human, water, soil, air (Mother Earth)

- Air pollution
- Water pollution
- Soil pollution
- Marine pollution
- Noise pollution
- Thermal pollution
- Nuclear hazards

3 Various Government initiatives for conservation of Environment. Controlling measures)

- Solid waste Management: Causes, effects and control measures of urban and industrial wastes.
- Role of an individual in prevention of pollution. Pollution case studies.
- Disaster management: floods, earthquake, cyclone and landslides.

4 Field work Visit / Project Report preparation

- •Visit to a local area to document environmental assets river / forest / grassland / hill / mountain.
- Visit to a local polluted site-Urban/Rural/Industrial/Agricultural
- Effects on plants, insects, birds As Elements of ecosystem

Evaluation of the course: Continuous evaluation of the student through oral, necessary writing assignments / Quiz and presentations.

Certification: A Course Completion Certificate will be provided by the college to every student who has passed in the continuous evaluation and the Grade as per his / her performance in the evaluation will appear on the Certificate.

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Note: - Select Any One Course for every semester

N. AECC - Course Title: - Advance Course in Environmental Awareness – (N) Credit -2 & Hours -30

Course Objectives

- Understand current concern about our impact on the environment.
- Recognise the things they do affect the environment.
- Promote green practices at home and at work.
- Describe what is being done and what we all can do to help prevent harm to the environment.

Course Contents

• Environmental and Ecosystem Management:

Concept and scope, Systems of approaches, Standards – International and National, Ecomark, Environmental accounting and auditing, Green funding and taxes, Trade and environmental management. Ecosystem analysis, Modelling, Monitoring and Planning, Ecotourism and Heritage management, Eco restoration,

• Management of solid waste

Different types of solid wastes, Methods of disposal and management of Municipal and thermal power plant generated solid wastes, Bio medical wastes and Hazardous wastes, Recycling of wastes, Power generation and waste minimization techniques.

Sanction and enforcement bodies of environmental laws in India.

Legal, administrative and constitutional provisions for environmental protection in India; Role of Supreme Court and Green Bench of High Court; Public awareness and Government measures; Role of Pressure Groups and NGOs; Concepts and Aspects of Public Interest Litigation (PIL); Public Interest Litigation in India on different Environmental Issues.

• National and Regional Environmental Issues Resource and its conservation;

Ecological refugees; Conservation strategies of the environment: Mines, rivers , forest, soil and wild life

Current Environmental Movements in India. Silent Valley, Chipko, Narmada dam, Appiko, Tehri Garwal Dam, Uttara Kannada and Almatti dam movements.

• Environmental Ethics and Global Imperatives.

Concepts and aspects of Environmental ethics, Anthropocentrism and Eco-centrism; Deep ecology.

Global environmental problems. Green house effect, global warming and climate change, ozone layer depletion, acid rain, deforestation and loss of biodiversity, unplanned urbanization.

Evaluation of the course: Continuous evaluation of the student through oral, necessary writing assignments / Quiz and presentations.

Certification: A Course Completion Certificate will be provided by the college to every student who has passed in the continuous evaluation and the Grade as per his / her performance in the evaluation will appear on the Certificate.
