

To
The principal
Shree Mallikarjun College of Arts and Commerce.
Delem Canacona Goa

02/01/2017

Sub: Proposal for 06 hours Course in Tourism Management.


Respected Sir,

I would like to inform you that, the Department of Economics proposes to introduce a 06 hours certificate course in **Tourism Management** for the academic year 2016-17 for the students of our institution. The proposal in prescribed format is attached herewith for your kind consideration and approval.



Kindly consider the same for the necessary action.

Thanking you,


Yours Sincerely


Course Co-Coordinator




RS

21/1/2017

06 HOURS CERTIFICATE COURSE

SUMMARY OUTCOME REPORT

Title of the course: TOURISM MANAGEMENT

Course Code: CG 03

Year :2016-17

Total number of students enrolled: 40

Duration of Course:06 HOURS

Academic Year: 2016-17

Time Table Summary: 06 lectures of 1 hour each

Evaluation/Assessment Mode: Assignmenet

Feedback:

1. The course is useful to the students to take up career in tourism industry.

Outcome of the course:

1. Students learn and understand the various dimensions of the tourism industry.

Recommendation of the course faculty:

There is a scope to bring change in the course structure to give field experience to the students. The course can be continued in the next academic year depending on the response received from the students.


Course Co Ordinator





MINUTES

Meeting of IQAC was held to discuss the matter related to the introduction of 06 hours course titled TOURISM MANAGEMENT on date 11th July 2017 at time 11:30am. The following members were present for the same:

- 1) IQAC CO ORDINATOR
- 2) PRINCIPAL
- 3) COURSE COORDINATOR
- 4) MEMBERS

IQAC Coordinator welcomed all the principal and all other members for the meeting. The concerned Coordinator of the course was asked to proceed with the matter. Unanimously decided to grant permission for the said course.

Vote of thanks was given by the IQAC Coordinator and meeting was concluded at 12:00pm


COURSE CO ORDINATOR





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Course Co Ordinator



DPM'S SHREE MALLIKARJUN COLLEGE OF ARTS AND COMMERCE,

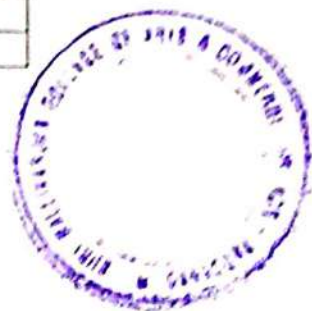
CANACONA- GOA

LIST OF STUDENTS ENROLLED FOR THE CERTIFICATE COURSE ON TOURISM MANAGEMENT

ACADEMIC YEAR 2016-17

SR NUMBER	NAME OF THE STUDENT ENROLLED
1	Barretto Pricilia Mary
2	Bhagat Sacel Divakar
3	Braganza Shane
4	Desai Gauresh Dilkush
5	Desai Manjita Anil
6	Devidas Mandar Ashok
7	D'silva Melinda Danelin
8	D'silva Mishal
9	Fal Dessai sailee Sharad
10	Fernandes Hazel
11	Fernandes Hilda Blossom
12	Fernandes Melancia
13	Gaonkar Akshata Madhukar
14	Gaonkar Chandresh Arjun
15	Gaonkar Deepak Tukaram
16	Gaonkar Dilesh Fondu
17	Gaonkar Gauresh Ulhas
18	Gaonkar Jantesh Mangesh
19	Gaonkar Kishori Prabhakar
20	Gaonkar Krupali Kushali
21	Gaonkar Mallesh Molu
22	Gaonkar Mangal Mhablu
23	Gaonkar Pratiksha krishna
24	Gaonkar Rakshama Katu
25	Gaonkar Ramita Rama
26	Gaonkar Sunali Kushali
27	Gaonkar Surendra Gaonkaru
28	Gaonkar Suvita Kuro
29	Gaonkar Ulhas krishna
30	Gaonkar Yeshwant Krishna
31	Gosavi Divya Ramesh
32	Haldankar sampada Arvind
33	Mahale Diksha Ramnath
34	Naik Desai Manila Madhu
35	Naik Dhareesh Mahadev

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CERTIFICATE

This is to certify that
Fernandes Hilda Blossom

Participated and Successfully completed 06 hours certificate course in *Tourism Management* during the academic year 2016-17 conducted by the department of Economics of Shree Mallikarjun College of Arts and Commerce Delem Canacona- Goa


Course Coordinator




Principal



CERTIFICATE

This is to certify that

Gaonkar Deepak Tukaram

Participated and Successfully completed 06 hours certificate course in *Tourism Management* during the academic year 2016-17 conducted by the department of Economics of Shree Mallikarjun College of Arts and Commerce Delem Canacona- Goa


Course Coordinator




NOTICE

10/01/2017

This is to inform all the students that Department of ECONOMICS is going to conduct TOURISM MANAGEMENT a 06 hours certificate course from the date 01/02/2017 to 06/02/2017.

Interested students kindly register your name with Head of the Dept or Course faculty by before 15/01/2017.


Dr. Geeta.S.Walvekar
Course Co-Ordinator


Dr. F.M. Nadaf
Principal

PRINCIPAL
Jayan Prabodhini Mander
SHREE MALLIKARJUN
COLLEGE OF ARTS & COMMERCE
CANAGANA - GOA



**TIME TABLE- CERTIFICATE COURSE IN ECONOMICS
ACADEMIC YEAR 2016-17**

Sr. No	Date	Time	Topic
1.	01/02/2017	3.00-4.00 p.m.	Introduction to Tourism: The Concept of Tourism, Definition and Meaning of Tourism. International and Domestic Tourist
2.	02/02/2017	3.00-4.00 p.m	Types of tourism: – Eco Tourism, green tourism, alternate tourism, heritage tourism, sustainable tourism, cultural tourism, monsoon tourism
3.	03/02/2017	3.00-4.00 p.m.	Geographical regions of India: Geographical regions of India and nature of tourism in each geographical area.
4.	04/02/2017	3.00-4.00 p.m	Detailed study of attractions of Golden Triangle, Diamond Triangle and Southern Triangle. Himachal Pradesh – Shimla, Kullu, Manali, Pragpur.
5.	05/02/2017	3.00-4.00 p.m	Economic benefits of tourism industry- employment opportunities, income generation, foreign exchange earnings.
6.	06/02/2017	3.00-4.00 p.m	Benefits and drawbacks of tourism industry- Assignment submission by the enrolled students.



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DPM'S SHREE MALLIKARJUNCOLLEGE OF ARTS AND COMMERCE,
CANACONA- GOA

06 Hours Certificate Course in Tourism Management Syllabus

Year of Introduction: 2016-17

Course Details

This is a non-credit course introduced to fulfill NAAC requirement. The course will be of 06 lectures of one-hour duration to be taught in one academic year. Any Student studying in First Year, Second Year and Third Year of any stream is eligible to undergo this Certificate Course. A Student is required to maintain 75 % of the Attendance. A teacher of any discipline may teach the course as Tourism Management (TM) is multi-disciplinary and draws its knowledge base from a range of disciplines. Assessment of the Course will be conducted in the month of March. Minimum passing percentage is 40%.

Objectives of the Course

Certificate Course in Tourism Management is aimed at providing students with the basic knowledge of tourism and it's Management.

1. To provide basic conceptual understanding of Tourism management
2. To gain understand of Tourism Resources.
3. Course will be taught using a combination of following learning styles and methods: Bloom's Taxonomy, Learn by Doing, Resource Based Learning, Observation-Based Learning, Cooperative Learning, Collaborative Learning, and Inquiry Based & Computer Assisted Learning Methods.

UN IT No	Topic
1.	Introduction to Tourism: The Concept of Tourism, Definition and Meaning of Tourism. International and Domestic Tourist
2.	Types of tourism: – Eco Tourism, green tourism, alternate tourism, heritage tourism, sustainable tourism, cultural tourism, monsoon tourism
3.	Geographical regions of India: Geographical regions of India and nature of tourism in each geographical area.



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4.	Detailed study of attractions of Golden Triangle, Diamond Triangle and Southern Triangle. Himachal Pradesh - Shimla, Kullu, Manali, Pragpur.
5.	Economic benefits of tourism industry- employment opportunities, income generation, foreign exchange earnings.
6.	Benefits and drawbacks of tourism industry- Assignment submission by the enrolled students.

Above is the Content

Course Outcome

After learning, the course the students should be able to:

1. Concept of Tourism
2. Distinguish between Traveler, Visitor, International and Domestic Tourist
3. Understand different tourist attractions of India

References

- 1) A.K. Shastri (2012) Tourism Development Principles & Practices Sterling Publishers Pvt. Ltd
- 2) K.K .Kamra, Mohinder Chand (2004) Basics of Tourism, Kanishka Publishers and Distributors
- 3) Ratandeep Singh (2006) Dynamics of Modern tourism, Kanishka Publishers and Distributors
- 4) S.P. Tewari (1994) Tourism Dimensions, Atma Ram & Sons,




MINUTES

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COURSE CO ORDINATOR



NOTICE
TOUCH TYPING CERTIFICATE COURSE
ACADEMIC YEAR: 2016-17

Date: 5/1/2017

This is to inform all the students BA, B.COM that Dept of English has organized the 6 hours certificate course in touch typing from 6-03-2017 to 8-3-2017.

Interested students kindly give your names to HOD by before 1/3/2017.

BA/BCOM students can apply for the same.

Vivid Pawaskar

VIVID PAWASKAR
HOD English



Dr.F.M. Nadaf
Principal

COURSE STRUCTURE

AIM

- To enhance the skill of typing and make students competent for a job.
- How to type fast and save you hours of valuable work time, increasing your productivity.

Course Description

Today, knowing how to type fast is almost a necessity in the business world. More and more corporate-world employees are being asked to create reports, sales letters, business plans, blogs, web content, forecasts and more. Knowing how to type can save hours of valuable work time, increasing your productivity.

This course is entirely self-teaching. Each lesson is short, simple, and easy to master, with easy-to-understand text and custom-designed typing drills.

Learning Objective

1. Test the typing skills with various speed tests
2. Test the typing Skills on Computer using word document in customized software
3. Test the typing skills with various speed tests on computer

Learning Outcomes

By successfully completing this course, students will be able to:

- Identify and use Home Row keys.
- Identify and use Top-Row Keys.
- Identify and use Bottom-Row Keys.
- Identify and use Fourth-Row Number and Symbol Keys.
- Identify and use Shift Keys.
- Identify and use Enter and Backspace Keys.
- Master proper finger to key usage.
- Type and format business letters, business memos, personal notes, and emails.



- Demonstrate mastery of lesson content at levels of 70% or higher.

ASSESSMENT PROCEDURE

Lesson 1	Assignment A: Practice Exercise 1	2 points
Lesson 1	Assignment B: Practice Exercise 2	2 points
Lesson 1	Exam	9 points
Lesson 2	Assignment A: Practice Exercise 1	2 points
Lesson 2	Assignment B: Practice Exercise 2	2 points
Lesson 2	Exam	9 points
Lesson 3	Assignment A: Practice Exercise 1	2 points
Lesson 3	Assignment B: Practice Exercise 2	2 points
Lesson 4	Assignment A: Business Notes Writing	2 points
Lesson 5	Exam	10 points

Here are some features you will like about this course:

1. Cumulative Reviews: At the end of each lesson, you will be quizzed on the most important points to remember. This will help to reinforce your understanding of those keys before you go on to the new ones.
2. Accuracy and Speed-Building practice: Learning how to type faster means nothing without the accuracy that goes along with it. We've created special practice drills that will help you master both.
3. Learn Business Correspondence Formats: This course helps you learn and understand the correct format and etiquette for the most common letters, documents and notes used when communicating in the business world.
4. Speed and Accuracy Tests: We've provided tests that allow you to see how your words per minute (wpm) rate and your accuracy have improved over the course of the class.



5. Online Typing Aids: To help you continue to practice, we've provided links to several websites offering free typing games and tests.

CONTENT OF SYLLABUS

1.1

1.1.1 Practice of Typing Words Drill for 30 W.P.M. 07 Marks

1.1.2 Sentence Writing /Typing Practice for 30 W.P.M. 07 Marks

1.1.3 Passage Typing Practice for 30 W.P.M. Speed 06 Marks

Total (1.1.1+1.1.2+1.1.3) -

20 Marks

1.2 Letter /Curriculum Vitae /Statement Page and Type Setting & Practice. 20Marks

1.3 Statement / Mark Sheet Setting and Practice.

10 Marks

1.4 E-Mail / Fax Etiquettes 05 Marks Total (1.2+1.3+1.4) -

30 Marks

Total 06 Days

50



LESSON /EXERCISES

Leave five spaces before beginning of the paragraph, two spaces after full stop,
Question mark, exclamation mark and one space after all other punctuation marks.

EXERCISE: Type following paragraph five times.

He came to me yesterday. He brought pens, pencil, books and bags with him. Did you see him? I did not. What a wonderful boy he was! He was nice. EXERCISE 10: Type following sentences at least 5 times each.

- 1) Laws die books never.
- 2) Every man has his price.
- 3) The belly teaches all arts.
- 4) Honesty is the best policy.
- 5) Diet cures more than a doctor.
- 6) Rome was not built in a day.
- 7) Common sense is not a common.
- 8) Empty vessels make much noise. 9) A beggar can never be bankrupt.
- 10) Every cloud has a silver lining.
- 11) Without labour nothing prospers.
- 12) Cracked bell can never sound well.
- 13) The best sauce for food is always hunger.
- 14) Typewriter was invented by Henry Mill.

Pg 13

- 15) The mob has many heads, but no brains.
- 16) In quarreling the truth is always lost.
- 17) In every art, it is good to have a master.
- 18) One enemy can do more harm than ten friends.
- 19) A soldier is the man who is trained to die.
- 20) There is no room for two kings in one country.
- 21) Every man is the architect of his own fortune.
- 22) Hope for the best, but prepare for the worst.
- 23) The paleness of the pilot is a sign of a storm.
- 24) A blind man will not thank you for a looking-glass.
- 25) When all men say you are an ass, it is time to bray.
- 26) Where an opinion is general, it is usually correct.



- 27) Assassination has never changed the history of the world.
28) The eyes believe themselves; the ears believe other people.
29) The best physicians are Dr. Diet, Dr. Quiet and Dr. Merry man.
30) Early to bed, early to rise, makes a man healthy, wealthy and wise.

Type following paragraphs five times each.

1) Of all things desired by man, peace of mind is the most important. Neither health nor wealth, neither fame nor can status be a substitute for this most valuable asset. Many people are apparently in good health and yet they feel miserable because their mind is not at peace. A man may accumulate an immense fortune but, in the absence of mental peace, he cannot enjoy it. Yoga exercises solve this problem.

2) Living is an art. It is the most complicated art as it based upon the scientific application of the good principles of living, which govern the behavior and attitude of a human being. Life has various aims for various people; to some it is just empty dream, to others it is zeal, pleasure and duty. Some live for enjoyment. They would like to eat, drink and be merry without caring for tomorrow, which they think may not come. For them, life is not a serious Journey through years. In actual life, however, there are very few people who can themselves enjoy so easily, for life is not just a bed of roses, it has many thorns around.

3) Practice various speed passages.



Wawash

TIME TABLE FOR TOUCH TYPING

BY ENGLISH DEPARTMENT

6 HOURS COURSE

6/3/2016 TO 8/3/2016

SR.NO	TOPIC	DATES
1	Lesson 1 Assignment A: Practice Exercise 1 2 points Lesson 1 Assignment B: Practice Exercise 2 2 points Lesson 1 Exam 9 points Lesson 2 Assignment A: Practice Exercise 1 2 points Lesson 2 Assignment B: Practice Exercise 2 2 points Lesson 2 Exam 9 points Lesson 5 Exam	3 HOURS 6/3/2016
2	Lesson 3 Assignment A: Practice Exercise 1 2 points Lesson 3 Assignment B: Practice Exercise 2 2 points Lesson 4 Assignment A: Business Notes Writing 2 points	2 HOURS 6/3/2016
3	Lesson 5 Exam	1 HOUR 8/3/2016



**TIME TABLE FOR DISASTER MANAGEMENT
6 HOURS COURSE**

2016-17

12/7/2016 TO 20/7/2016

SR NO	SR.NO	TOPIC	TIME
1	12/7/2016	UNIT 1	1 HOUR 2PM TO 3 PM
2	13/7/2016	UNIT 2	1 HOUR 2PM TO 3 PM
3	14/7/2016	UNIT 3	1 HOUR 2PM TO 3 PM
4	15/7/2016	UNIT 4	1 HOUR 2PM TO 3 PM
5	16/7/2016	REVISION/ VIDEOS	1 HOUR 2PM TO 3 PM
6	20/7/2016	EXAM TEST	1 HOUR 2PM TO 3 PM



ACADEMIC YEAR: 2016-17

Date: 9/1/2017

This is to inform all the students BA, B.COM that Dept of English has organized the 6 hours certificate course in touch typing from 6-03-2017 to 8-3-2017.

Interested students kindly give your names to HOD by before 1/3/2017.

BA/BCOM students can apply for the same.

VIVID PAWASKAR
HOD English Principal

Dr.F.M.Nadaf





This is to certify that

_____ has

**Participated and Successfully completed 06 hours certificate course on Public Speaking
organized by Department of English from "23/08/2016 to 27/08/2016"**

Wridh Pawaskar
Course Coordinator

Dr. F.M Nadaf
Principal



COURSE STRUCTURE

Name of the Program: Public Speaking CENG01

Year: 2016-17

Date: 23/8/2016 to 27/8/2016

Aims and objectives:

Objective:

To enable participants to develop competencies to improve themselves.

To build self-confidence, enhance self-esteem.

Aims:

Grooming the participants through sensitizing them about proper behaviour, socially and professionally in formal and informal circumstances.

To cause basic awareness about the significance of soft skills in professional and interpersonal communications.

Eligibility: 12th Pass

Medium of Instruction: English.

Duration: 6 Hours

Course Outcome:

Upon completion of the course students should be able to employ verbal and nonverbal presentation skills for confidently and effectively delivering oral messages.

Employ strategies and skills to manage communication anxiety.

Create and present effective presentations using digital and non- digital presentation tools.

Evaluation: Diagnostic, Formative and Summative

Pedagogy: Experiential learning, Diggory, Heutagogy

Suggested Text:

Certificate: yes

Minutes:

List of students: 47

Notice to Students: Yes



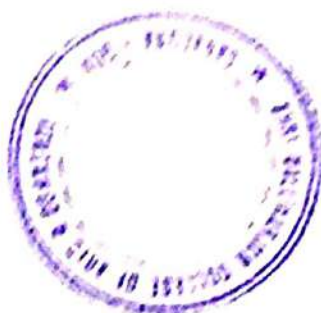
TIME TABLE FOR PUBLIC SPEAKING

6 HOURS COURSE

2016-17

23/8/2016 TO 27/8/2016

SRLNO	TOPIC	TIME	DATES
1	Introduction - Briefing of Public speaking	2 HOURS	23/8/2016
2	Speech design, Dev and dem'te, Speech Preparation	2 HOURS	25/8/2016
3	3 Mins Speech Presentation and assessment based on it.	2 HOURS	27/8/2016



3



Dnyan Prabodhini Mandal's
**SHREE MALLIKARJUN COLLEGE OF
ARTS AND COMMERCE DELEM CANACONA
GOA**



CERTIFICATE

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organized by Department of English from "23/08/2016 to 27/08/2016"**

Vividh Pawaskar
Course Coordinator



Dr. F.M Nadaf
Principal

TIME TABLE FOR DISASTER MANGEMENT
6 HOURS COURSE
2016-17
12/7/2016 TO 20/7/2016

SR NO	SR.NO	TOPIC	TIME
1	12/7/2016	UNIT 1	1 HOUR 2PM TO 3 PM
2	13/7/2016	UNIT 2	1 HOUR 2PM TO 3 PM
3	14/7/2016	UNIT 3	1 HOUR 2PM TO 3 PM
4	15/7/2016	UNIT 4	1 HOUR 2PM TO 3 PM
5	16/7/2016	REVISION/ VIDEOS	1 HOUR 2PM TO 3 PM
6	20/7/2016	EXAM TEST	1 HOUR 2PM TO 3 PM

**PERMISSION TO INTRODUCE THE CERTIFICATE COURSE IN MACHINE
TYPING**

Respected Sir

Dept of Hindi of SHREE MALIKARJUNI BAHAR HIGHER SECONDARY SCHOOL, BAHAR, DISTRICT OF PUNE
Commerce and Science has planned to introduce a THREE CERTIFICATE COURSE IN MACHINE
Typing Certificate Course from date 30/11/2017 to 31/12/2017 for the college students.

Kindly grant the permission for the same.

Thanking you



Yours Sincerely

Course Coordinator

Dr. Rupa Chari



OUTCOME SUMMARY REPORT

2016-17

COURSE TITLE: Devnagari Typing

NAME OF THE CORDINATOR: Dr.Rupa Chari

Course entitled: Devnagari Typing

Certificate Course Code: CHO1

Time duration: 6 Hours

Date: 30/4/2017 to 5/5/2017


Total 28 students participated in the course and feedback was collected from the all.

Participants benefitted and learned through the course:

- 1. How to type in Devnagari font.**
- 2. Acquire knowledge about different fonts that can be used for typing in Devnagari.**
- 3. Learned about different styles of typing.**

The course was conducted by the Coordinator Dr.Rupa Chari.

The certificate was given to the participants. Based on the positive feedback received it is suggested to conduct once again.



CORDINATOR

Dr.Rupa Chari



PROPOSED CURRICULUM
FOR THE
POSTGRADUATE DIPLOMA IN
TEACHING HINDI

Duration - Fourteen Semesters
Medium -
English
Examination -
Internal & External

Participation of the Centre inquiry & form submission Centre Certificate inquiry at school Eligibility exam	Availability of language laboratory & medium and a library resource very important to availability of books for students access The Panel / Committee constituted for change with great	For 1st Semester marked as
Medium of Instruction Learning Orientation	Hindi/ English Introduction of V.T. Learning Language, literature, grammar Vocabulary	
Pedagogy Evaluation Course Semester	Interaction/ Communication/ Functional Practical Exam 1. Language Laboratory & Film 2. Study at school 3. Study centre for research 4. Study from library 5. Language laboratory 6. Study from school at language centre	21
	6. Fieldwork	21



ज्ञान प्रबोधिनी मण्डल
संचालित
श्री मल्लिकार्जुन कला और वाणिज्य महाविद्यालय
काणकोण -गोवा

प्रोग्राम : देवनागरी टंकलेखन
 पाठ्यक्रम :
 गुणसंख्या : 02
 शैक्षणिक वर्ष : 2015-2016

Perquisites of the Course पाठ्यक्रम के लिए पूर्वपेक्षित	विद्यार्थियों को देवनागरी टंकलेखन के सामान्य ज्ञान से परिचित करवाना	No. of Hours निर्धारित घंटे
Course Objective पाठ्यक्रम का उद्देश्य	प्रस्तुत पाठ्यक्रम से विद्यार्थियों को रोजगार की उपलब्धि कराना	
Eligibility पात्रता	XII Pass / Students enrolled in College बारहवीं उत्तीर्ण	
Medium of Instruction	Hindi/ English	
Learning Outcomes	Introduction of ICT/ Learning Devnagri software/ Practical Knowledge	
Pedagogy	Interaction/Presentation/ Practical	
Evaluation	Practical Exam	
Content विषयवस्तु	1. देवनागरी टंकलेखन के लिए कुंजियों का ज्ञान 2. विविध फोण्ट्स की जानकारी 3. गूगल भाषा इंडिकेटर्स 4. देवनागरी सॉफ्टवेयर 5. इंग्लिश कीबोर्ड पर देवनागरी टाइप	15
	6. प्रैक्टिकल	15



Time Table
2015-2016

Time	Monday	Tuesday	Thursday	Friday
2:15pm - 3:15pm	Batch - I	Batch - II	Batch - I	Batch - II

Suggested Texts : <http://devanagarifonts.net>



विद्यार्थी प्रमाणपत्र

प्रमाणपत्र

विद्यार्थी प्रमाणपत्र का प्रयोग केवल प्रमाणपत्र के लिए ही किया जा सकता है

प्रमाणपत्र

विद्यार्थी - विद्यार्थी प्रमाणपत्र

प्रमाणपत्र

प्रमाणपत्र - (1)

प्रमाणपत्र का प्रयोग - 2017-2018

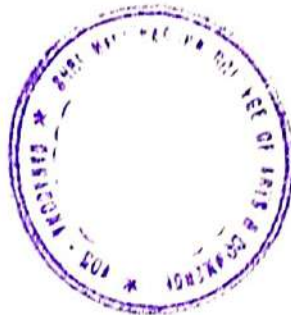
Prerequisites of the Course	विद्यार्थी के विद्यार्थी प्रमाणपत्र के माध्यम से ही प्रमाणपत्र प्राप्त किया जा सकता है	विद्यार्थी प्रमाणपत्र
विद्यार्थी के विद्यार्थी प्रमाणपत्र		
Course Objective	विद्यार्थी प्रमाणपत्र के माध्यम से ही प्रमाणपत्र प्राप्त किया जा सकता है	
विद्यार्थी का प्रमाणपत्र		
Eligibility	XII Pass / Students enrolled in College	
माध्यम	माध्यम	
Medium of Instruction	Hindi/ English	
Learning Outcomes	Introduction of IT Learning through various Practical Knowledge	
Pedagogy	Interaction/Presentation/Practical	
Evaluation	Practical Exam	
Content	1. विद्यार्थी प्रमाणपत्र के माध्यम से ही प्रमाणपत्र प्राप्त किया जा सकता है	
विद्यार्थी प्रमाणपत्र	2. विद्यार्थी प्रमाणपत्र के माध्यम से ही प्रमाणपत्र प्राप्त किया जा सकता है	
	3. विद्यार्थी प्रमाणपत्र के माध्यम से ही प्रमाणपत्र प्राप्त किया जा सकता है	
	4. विद्यार्थी प्रमाणपत्र के माध्यम से ही प्रमाणपत्र प्राप्त किया जा सकता है	
	5. विद्यार्थी प्रमाणपत्र के माध्यम से ही प्रमाणपत्र प्राप्त किया जा सकता है	
	6. विद्यार्थी प्रमाणपत्र के माध्यम से ही प्रमाणपत्र प्राप्त किया जा सकता है	



Time Table

Time	Monday	Tuesday	Thursday	Friday
2:00pm - 3:00pm	Batch - I	Batch- II	Batch - I	Batch- II

Suggested Texts : <https://devanagarifonts.net>





Dnyan Prabodhini Mandal's

SHREE MALLIKARJUN COLLEGE of ARTS & COMMERCE
Canacona Goa

This Certificate is presented to

Miss. Deepti Uday Phal Desai

Participated and Successfully completed 06 hours certificate course on Hindi Devnagari Typing

Course organized by Department of Hindi from 2016-2017



Dr.Rupa Chari
COURSE COORDINATOR

Dr F.M.Nadaf
PRINCIPAL
(officiating)

RETAIL MANAGEMENT COURSE FOR THE ACADEMIC YEAR 2015-16

DnyanPrabodhini Mandal's

SHREE MALLIKARJUN COLLEGE OF ARTS & COMMERCE

DELEMI-CANACONA

6 Hours Add on Course in Retail Management

Syllabus

Year of Introduction: 2014-15

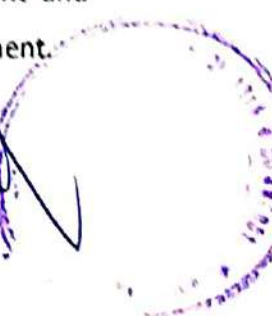
Course Details :

Retailing encompasses the business activities involved in selling goods and services to consumers for their personal, family, or household use. While retailing can be defined as including every sale to the final consumer (ranging from cars to apparel to meals at restaurants), it focus on those businesses that sell "merchandise generally without transformation, while rendering services incidental to the sale of merchandise

This course looks at how retailing has developed, how retail outlets operate and how retailers apply retail marketing techniques. This is a non-credit course. Introduced to fulfil NAAC requirement. The course will be of 6 lectures of one-hour duration. Any students studying in First Year, Second Year and Third Year of commerce are eligible to undergo this Certificate Course. A Student is required to maintain 75 % of the Attendance.

Objectives of the Course ::

- To provide adequate basic understanding about Retail Management among the students
- To develop appropriate skills in the students so as to make them competent and provide themselves with basic ideas and knowledge in the field of retail management.

Signature


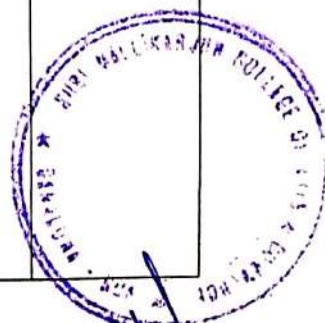
- To prepare students to exploit opportunities being newly created in the Retail Management by governing them through said course.

Learning Styles and Methods:

The Course will be taught using a combination of following learning styles and methods:

Bloom's Taxonomy, Learn by Doing, Resource Based Learning, Cooperative Learning.

Units		Topics	No. of Hours	Marks
I	An Overview of Retailing	Concept, features, objectives of retailing, , role of retailer, classification of retail sectors, reason for the growth of retail sector in India.	2 Hours	10
II	Retail Formats	Functions of Retailing, Classification Retail Formats, Types of retail stores-a) Form of ownership- Independent retailer, chain retailer, franchising, lease department, consumer co-operative. b) Merchandise offered- convenience stores, super markets, hyper markets, specialty	4 Hours	20



		market stores, departmental stores off price retailer's factory outlets, catalog showrooms. c) Non-store retailing – direct selling, mail order, telemarketing Automated vending, airport retailing. d) - Forms of Non- store retailing		
		TOTAL	6 HRS.	30

Course Outcome:

- ❖ At the end of the Course, the student should have the ability to understand the background of retail management, its prospects and also able to analyze the current situation and aspects of said subject.

References:

1. Retail Management- Principle & practice, by Dr.K.N.Barik.
2. Retail Management –Suja Nair – Himalayan Publicity House.
3. Retail Management – Concept & Techniques, by Prof. Mukesh Bhatia, Regional Publication, New Delhi.
4. Retail Management – Text and Cases, Swapna Pradhan, Tata McGraw Hill Publishing Co.Ltd. 7, West Patel Nagar, New Delhi 08.




5. Retailing Management – Michael Levy and Barton A Weiz, Tata McGraw Hill Publishing Co.Ltd. New Delhi

6.Fundamentals of Retailing - Madaan, Tata McGraw Hill.

Course Faculty : Dr. Sucheta Naik , Associate Professor in Commerce

Mrs. Kshama Desai, Associate Professor in Commerce

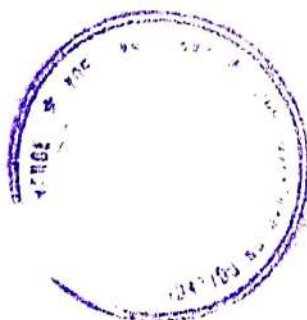

Mrs. Kshama Desai
H.O.D. Commerce

NAAC Coordinator

IQAC Co-ordinator


Dr.F.M.Nadaf

Principal



Evaluation

Type of Evaluation	Tentative Dates	Weightage (%)
Group Discussions/Role Play/ Oral Questions during sessions.	26/1/2016	25
Total		25

Time Table :

Date	Timing
22/1/2016	2:00 pm to 5:00pm
23/1/2016	2:00 pm to 5:00pm




DnyanPrabodhini Mandal's

SHREE MALLIKARJUN COLLEGE OF ARTS & COMMERCE

DELEM-CANACONA


Date : 4/1/2016

NOTICE

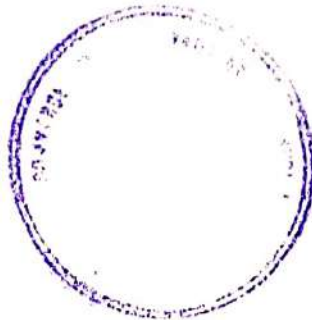
All students studying in commerce are hereby informed that there will be a 6 Hours add on Certificate course in Retail Management organized by Department of Commerce on 22/1/2016 & 23/1/2016. Interested students can give their names to Dr. Sucheta Naik , Course coordinator on or before 15th January 2016.


Dr. Sucheta Naik

Course Coordinator


Dr. F. M. Nadaf.

Principal



DnyanPrabodhini Mandal

SHREE MALLIKARJUN COLLEGE OF ARTS
&COMMERCE

DELEM -CANACONA

Roll No.	Name of the students	22/1/2016	23/1/2016
801	Prabhu Gaonkar Anant Vishwas	p	p
802	/Fernandes Meelita	p	p
803	/Fernandes Acacia	p	P
804	/Fernandes Pascy	p	P
805	/Kenkre Sonali Dilip	p	P
806	/Naik Desai Diksha Chandrakant	p	P
807	/Fernandes Monika Vincent	p	P
808	/Bhandari Shilpa Shirish	p	p
809	/Komarpant Ankita Eknath	p	P
810	/Gaonkar Deepa Tolu	p	P
811	Varik Santoost Sadanand	p	p
812	/Sawant Ashvita Anant	p	P
813	/Fernandes Meliissa	p	P
814	/Fernandes Menoska	p	P
815	/Oli Sushila Dhanbahadur	p	P
816	/Velip Yadavi Krishna	p	P
817	/Naik Anusha Anant	p	P
818	/Gaintonde Shreya Narahari	p	P
819	Gaonkar Deepak Chimut	p	P
820	/Mokhardkar Kajal Tulshidas	p	P
821	Gaonkar Shailesh Tolu	p	P
822	Velip Narendra Narayan	p	P
823	/Pagi Sonali Sandeep	p	P
824	Fernandes Belanti Mates	p	p
825	Pagi Shabnesh Shashikant	p	p
826	Rivonkar Nehal Umesh	p	p
827	Komarpant Aniket Achut	p	p
828	/Velip Sunita Janu	p	p
829	/Fernandes Alisha Chelsi	p	P

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830	/Bhandari Rashmi Prakash	p	P
831	/Gaonkar Bharati Tulsidas	P	P
832	/Naik Dipti Kamalakar	P	P
833	Gadkar Rajat Gurudas	P	P
834	Pagui Ashvek Kamlakar	P	P
835	Komarpant Shubham Sudhakar	P	P



RETAIL MANAGEMENT COURSE FOR THE ACADEMIC YEAR 2015-16

DnyanPrabodhini Mandal's

SHREE MALLIKARJUN COLLEGE OF ARTS & COMMERCE

DELEM-CANACONA

6 Hours Add on Course in Retail Management

Syllabus

Year of Introduction: 2014-15

Course Details :

Retailing encompasses the business activities involved in selling goods and services to consumers for their personal, family, or household use. While retailing can be defined as including every sale to the final consumer (ranging from cars to apparel to meals at restaurants), it focus on those businesses that sell "merchandise generally without transformation, while rendering services incidental to the sale of merchandise

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Objectives of the Course .:

- To provide adequate basic understanding about Retail Management among the students
- To develop appropriate skills in the students so as to make them competent and provide themselves with basic ideas and knowledge in the field of retail management.



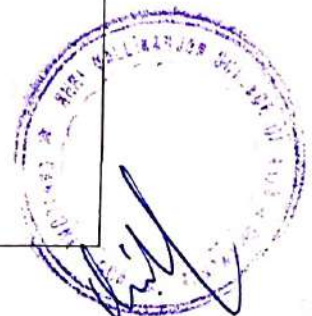
- To prepare students to exploit opportunities being newly created in the Retail Management by governing them through said course.

Learning Styles and Methods:

The Course will be taught using a combination of following learning styles and methods:

Bloom's Taxonomy, Learn by Doing, Resource Based Learning, Cooperative Learning.

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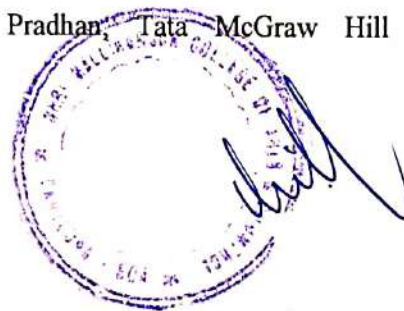
		market stores, departmental stores off price retailer's factory outlets, catalog showrooms. c) Non-store retailing – direct selling, mail order, telemarketing Automated vending, airport retailing. d) - Forms of Non- store retailing		
		TOTAL	6 HRS.	30

Course Outcome:

- ❖ At the end of the Course, the student should have the ability to understand the background of retail management, its prospects and also able to analyze the current situation and aspects of said subject.

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Course Faculty : Dr. Sucheta Naik , Associate Professor in Commerce

Mrs. Kshama Desai, Associate Professor in Commerce


Mrs. Kshama Desai
H.O.D. Commerce


NAAC Coordinator

IQAC Co-ordinator



Dr.F.M.Nadaf

Principal



Evaluation

Type of Evaluation	Tentative Dates	Weightage (%)
Group Discussions/Role Play/ Oral Questions during sessions.	26/1/2016	25
Total		25

Time Table :

Date	Timing
22/1/2016	2:00 pm to 5:00pm
23/1/2016	2:00 pm to 5:00pm



DnyanPrabodhini Mandal's

SHREE MALLIKARJUN COLLEGE OF ARTS & COMMERCE

DELEM-CANACONA

Date : 4/1/2016

NOTICE

All students studying in commerce are hereby informed that there will be a 6 Hours add on Certificate course in Retail Management organized by Department of Commerce on 22/1/2016 & 23/1/2016. Interested students can give their names to Dr. Sucheta Naik , Course coordinator on or before 15th January 2016.


Dr. Sucheta Naik

Course Coordinator


Dr. F. M. Nadaf.

Principal



DnyanPrabodhini Mandal

SHREE MALLIKARJUN COLLEGE OF ARTS

&COMMERCE

DELEM -CANACONA

Roll No.	Name of the students	22/1/2016	23/1/2016
801	Prabhu Gaonkar Anant Vishwas	p	p
802	/Fernandes Meelita	p	p
803	/Fernandes Acacia	p	P
804	/Fernandes Pascy	p	P
805	/Kenkre Sonali Dilip	p	P
806	/Naik Desai Diksha Chandrakant	p	P
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809	/Komarpant Ankita Eknath	p	P
810	/Gaonkar Deepa Tolu	p	P
811	Varik Santoost Sadanand	p	p
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832	/Naik Dipti Kamalakar	p	P
833	Gadkar Rajat Gurudas	P	P
834	Pagui Ashvek Kamlakar	P	P
835	Komarpant Shubham Sudhakar	P	P





Dnyan Prabodhini Mandal's
**SHREE MALLIKARJUN COLLEGE OF
ARTS AND COMMERCE DELEM CANACONA
GOA**



CERTIFICATE

This is to certify that

_____ has
Participated and Successfully completed 06 hours certificate
course on 'Retail Management' organized by Department of
Commerce from "27/01/2017 to 28/01/2017"


Mrs. Kshama Desai
Course Coordinator



Dr. F.M. Nadaf
Principal

Dnyan Prabodhini Mandal's
SHREE MALLIKARJUN COLLEGE OF ARTS & COMMERCE
DELEM-CANACONA

WOMEN EMPOWERMENT 6 HOURS CERTIFICATE COURSE
FOR THE ACADEMIC YEAR 2016-17

Course Details:

The certificate course aims to sensitize students on gender issues and impart necessary expertise to enable learners to function as specialists on women's issues. The programme also imparts necessary expertise to enable learners to function as trainers and community organizers in addressing gender issues.

The course will be of 3 lectures of two-hour duration. Any students studying in First Year, Second Year and Third Year of Arts are eligible to undergo this Certificate Course. A Student is required to maintain 75 % of the Attendance.

Objectives of the Course:

- To deliver adequate basic understanding about Women Empowerment among the students.
- To cultivate appropriate skills in the students so as to make them knowledgeable and provide them with basic ideas and knowledge in the field of Women Empowerment.
- To enable learners to function as trainers and community organizers in addressing gender issues as gender champions.

Learning Styles and Methods:

The Course will be taught using a combination of following learning styles and methods:
Bloom's Taxonomy, Learn by Doing, Resource Based Learning, and Cooperative Learning.



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Syllabus:

Units	Topics	Resource Person	No. of Hours	Marks
I	"Rights and Responsibilities of Women"	Ms. Suvidha Komarpant	2 Hours	10
II	"Health Issues Related to Women"	Smt. Mala Nayak	2 Hours	10
III	"Gender Issues and Society"	Dr. Arvind Haldankar	2 Hours	10

Course Outcome:

On successful completion of course, the students will able to:

- ✓ Learn a range of analytical skills, gender perspective concepts which will equip them for professional careers and Technological knowledge to get empowerment.

References:

1. Amy S. Wharton. (2005). "The Sociology of Gender: An Introduction to Theory and Research".(Key Themes in Sociology) Blackwell Publishing, UK, Indian Reprint, Kilaso Books, New Delhi.
2. Devaki Jain and Pam Raj put (Ed). (2003). "Narratives from the Women's Studies Family: Recreating Knowledge, Sage, and New Delhi.
3. Jasbir Jain (Ed). (2005). "Women in Patriarchy: Cross Cultural". Rawat Publications, JaipKumkumSangari and SudeshVaid."Recasting Women: Essay in Colonial History".
4. Gerda. (1986). "The Creation of Patriarchy". Oxford University Press, New Delhi.
5. Maithreyi Krishna Raj. (1986). "Women Studies in India: Some Perspectives". Popular Prakasham, Bombay.
6. .Mala Khullar, (Ed). (2005). "Writing the Women's Movement: A Reader". Zubaan, Kali forWomen, New Delhi.




Signature

Evaluation:

Type of Evaluation	Tentative Dates	Weightage (%)
Group Discussions/Role Play/ Oral Questions during sessions.	27-30 Jan 2017	50
Written Examination	31/01/2017	50
Total		100

Time Table:

Date	Timing
27/01/2017	2:00 pm – 04:00 pm
28/01/2017	2:00 pm – 04:00 pm
30/05/2017	2:00 pm – 04:00 pm

Course Faculty:


Ms. Suvidha Komarpant

Department of Sociology



Dr. Arvind N. Haldankar

Course Coordinator

Approved by:


Dr. Rupa Chari

NAAC Coordinator



Dr. F.M. Nadaf

Principal



Dryum Prabodhini Mandal's

SHREE MALLIKARJUN COLLEGE OF ARTS & COMMERCE

DELEM-CANACONA

Date: 21/01/2017

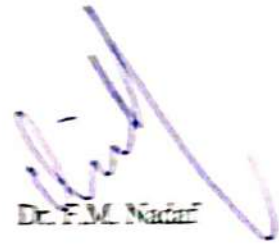
NOTICE

All students are hereby informed that there will be a 6 Hours add on Certificate course in Women Empowerment offered by Department of Sociology on 27/01/2017, 28/01/2017 & 30/01/2017. Interested students can give their names to Ms. Savitha Kumarapant, Course faculty on or before 25/01/2017.



Dr. Arvind N. Haldankar

HOD Department of Sociology



Dr. F.M. Nadar

Principal



Dnyan Prabodhini Mandal

SHREE MALLIKARJUN COLLEGE OF ARTS

&COMMERCE DELEM -CANACONA

ATTENDENCE

Sr. No.	Name of the Students	27/01/2017	28/01/2017	30/01/2017
1.	Navjyot Naik Gaonkar	P	P	P
2.	Drusilla Fernandes	P	P	P
3.	Cleston Viegas	P	P	P
4.	Suvidha Pagi	P	P	P
5.	Rupesh Varak	P	P	P
6.	Brijesh Pagi	P	P	P
7.	Malaica Barretto	A	P	P
8.	Pearl Femandes	P	A	P
9.	Pritam Chawan	P	P	P
10.	Desouza Dezio	A	P	P
11.	Velip Sanjay Ram	A	P	P
12.	Shaikh Almas	P	P	P
13.	Pagi Suvil Sudesh	P	A	P
14.	Barreto Nikita	P	P	A
15.	Shawn Fernandes	P	A	P
16.	Barretto Pricilia	P	P	A
17.	D'silva Melinda	P	P	P
18.	Fernandes Hilda	P	P	P
19.	Tulshi Velip	P	P	A
20.	Anusha Gaonkar	P	P	P
21.	Manjita R. Lamani	P	P	P
22.	Haldankar Sampada	P	P	P
23.	Naik Tejashvi	P	P	P
24.	Sanjay K. Gaonkar	A	P	P
25.	Almas Shaikh	P	A	P
26.	Shukla Komarpant	P	P	P
27.	Akshay Gaonkar	P	P	A
28.	Pagi Prakruti Uday	P	P	A
29.	Pagi Sushmita	P	P	P
30.	Paingankar Mruga	A	P	P
31.	Velip Sonali Ghatu	P	A	P
32.	Velip Prashant Tolu	P	P	P
33.	Velip Manisha	A	P	P

Dr. Arvind N. Haldankar
Department of Sociology



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Dr. Arvind N. Haldankar
**SHREE MALLIKARJUN COLLEGE OF ARTS &
COMMERCE
DELEM-CANACONA**

Certificate of Course Completion

This is to certify that Mr. Navjyot Naik Gaonkar has successfully completed the 6 hour course entitled **"WOMEN EMPOWERMENT"** offered by the Department of Sociology during 27,28 & 30 January 2017 and was placed in Grade A+

Score	Grade	Percentage	Grade	Percentage
A+		91 to 100	B+	61 to 70
A		81 to 90	B	51 to 60
A-		71 to 80	B-	41 to 50

[Signature]
Dr. F.M. Nadaf
Principal

Dr. Arvind N. Haldankar
Course Coordinator






**SHREE MALLIKARJUN COLLEGE OF ARTS &
COMMERCE
DELEM-CANACONA**

Certificate of Course Completion

**This is to certify that Mr. Drusilla Fernandes has
successfully completed the 6 hour course entitled
"WOMEN EMPOWERMENT" offered by the Department
of Sociology during 27,28 & 30 January 2017 and was
placed in Grade A**

Score	Grade	Percentage	Grade	Percentage
A+		91 to 100	B+	61 to 70
A		81 to 90	B	51 to 60
A-		71 to 80	B-	41 to 50


Dr. FM Nadaf
Principal

Dr. Arvind N. Haldankar
Course Coordinator



Women Empowerment Course outcome achieved

The Women Empowerment certificate course was introduced by the department of Sociology for the academic year 2016-17. All together 33 students had registered for the course and all 33 students successfully completed the course.

Through this course the students were able to learn about the laws related to women and were able to share the legal information about women's rights in the community. The participants also learned about gender sensitisation. Overall students learned about the women's issues related to all spheres of life. The course was successful in achieving its objective and was recommend to be continued for the next academic year i.e. 2017-18 by the academic council.



Dr. Arvind N. Haldankar

Department of Sociology



RETAIL MANAGEMENT COURSE FOR THE ACADEMIC YEAR 2016-17

DnyanPrabodhini Mandal's

SHREE MALLIKARJUN COLLGE OF ARTS & COMMERCE

DELEM-CANACONA

6 Hours Add on Course in Retail Management

Syllabus

Year of Introduction: 2014-15

Course Details :

Retailing encompasses the business activities involved in selling goods and services to consumers for their personal, family, or household use. While retailing can be defined as including every sale to the final consumer (ranging from cars to apparel to meals at restaurants), it focus on those businesses that sell "merchandise generally without transformation, while rendering services incidental to the sale of merchandise

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Objectives of the Course .:

- To provide adequate basic understanding about Retail Management among the students
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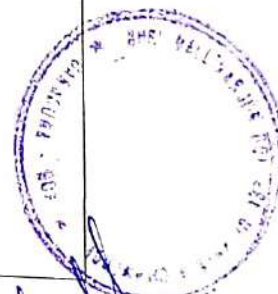
- To prepare students to exploit opportunities being newly created in the Retail Management by governing them through said course.

Learning Styles and Methods:

The Course will be taught using a combination of following learning styles and methods:

Bloom's Taxonomy, Learn by Doing, Resource Based Learning, Cooperative Learning.

Units		Topics	No. of Hours	Marks
I	An Overview of Retailing	Concept, features, objectives of retailing, , role of retailer, classification of retail sectors, reason for the growth of retail sector in India.	2 Hours	10
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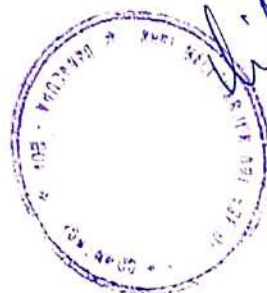
		outlets, catalog showrooms. c) Non-store retailing – direct selling, mail order, telemarketing Automated vending, airport retailing. d) - Forms of Non- store retailing		
		TOTAL	6 HRS.	30

Course Outcome:

- ❖ At the end of the Course, the student should have the ability to understand the background of retail management, its prospects and also able to analyze the current situation and aspects of said subject.

References:

1. Retail Management- Principle & practice, by Dr.K.N.Barik.
2. Retail Management –Suja Nair – Himalayan Publicity House.
3. Retail Management – Concept & Techniques, by Prof. Mukesh Bhatia, Regional Publication, New Delhi.
4. Retail Management – Text and Cases, Swapna Pradhan, Tata McGraw Hill Publishing Co.Ltd. 7, West Patel Nagar, New Delhi 08.
5. Retailing Management – Michael Levy and Barton A Weiz, Tata McGraw Hill Publishing Co.Ltd. New Delhi
- 6.Fundamentals of Retailing - Madaan, Tata McGraw Hill.



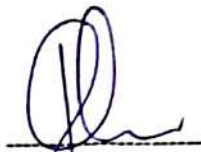
Course Faculty :Dr. Sucheta Naik , Associate Professor in Commerce

Mrs. Kshama Desai, Associate Professor in Commerce 



Mrs. Kshama Desai

H.O.D. Commerce



NAAC Coordinator



Dr.F.M.Nadaf

Principal

IQAC Co-ordinator

Evaluation

Type of Evaluation	Tentative Dates	Weightage (%)
Group Discussions/Role Play/ Oral Questions during sessions.	29/1/2017	25
Total		25

Time Table :

Date	Timing
27/1/2017	2:00 pm to 5:00pm
28/1/2017	2:00 pm to 5:00pm

A handwritten signature in blue ink is written over a circular purple stamp. The stamp has some illegible text around its perimeter.

DnyanPrabodhini Mandal's

SHREE MALLIKARJUN COLLEGE OF ARTS & COMMERCE

DELEM-CANACONA

Date : 4/1/2017

NOTICE

All students studying in commerce are hereby informed that there will be a 6 Hours add on Certificate course in Retail Management organized by Department of Commerce on 27/1/2017 & 28/1/2017. Interested students can give their names to Mrs. Kshama Desai , Course coordinator on or before 15th January 2017.



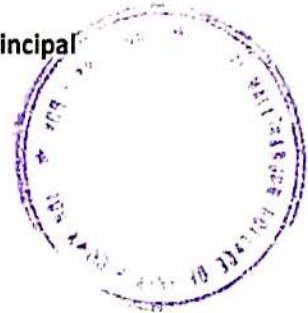
Mrs. Kshama Desai

Course Coordinator



Dr.F.M.Nadaf.

Principal



Attendance of Students Participated:

Roll No.s	Name of the Students	27/1/2017	28/1/2017
901	Bhagat Sanjyoti Ramesh	P	P
902	Farashi Nuresaba Imtiyaz	P	P
903	Fernandes Shawna	P	P
904	Gaonkar Priya Rajesh	P	P
905	Gaunkar Priya Bhiva	P	P
906	Mascarenhas Mingxia	P	P
907	Naik Deepali Shantaram	P	P
908	Pagi Guruprashant Sudhakar	P	P
909	Pagi Rangila Ramesh	P	P
910	Pai Nagesh Alias sarvesh Gajanan	P	P
911	Pai Sarvadnya Gajanan	P	P
912	Raikar Mohili Bhanudas	P	P
913	Dessai Pavina Putu	P	P
914	Dsouza Trezila Valeny	P	P
915	Komarpant Sahil Dhaku	P	P
916	Pagi Nisha Uday	P	P
917	Pagi Deepesh Deu	P	P
918	Velip Ravichandra Vithoba	P	P
919	ShetDessai Sourabh Sadanand	P	P
920	Kelaskar Neha Suresh	P	P
921	Barreto Priya	P	P
922	Phaldessai Rajat Putu	P	P
923	Dessai Sahil Babu	P	P
924	Fernandes Daryl	P	P
925	Fernandes Tywin	P	P
926	Naik Atish Pandhari	P	P





Beauty



Strength

Dnyan Prabodhini Mandal's
SHREE MALLIKARJUN COLLEGE
Canacona Goa

A VOCATIONAL COURSE IN BASICS OF FILM PRODUCTION

1. INTRODUCTION

1.1 Purpose of Module/Course

The role of Entertainment is important in our lives. The Film Industry is a thriving industry with multi-million rupees of turn-over. This profession is lucrative and accommodates creates talents across the spectrum from scrip-writing, cinematography, direction, production, lighting, editing, PR, etc.

The purpose of this course is to introduce the learners to the exciting, innovative world of film production so as to empower them to avail opportunities in this field. The competency of these learners will give them the confidence to go forth and utilize their talents. The **Entertainment Society of Goa** is the core body behind the National & State Festivals. **International Film Festival of India** is, incidentally hosted, by the state of Goa and the **Course Coordinator** has been actively involved in the same. Thus, his experience, expertise and networking will increase the net worth of this course.

1.2 Higher Education Qualification Level and Credit Value

It is expected that the learner will have passed the qualification exam of HSSC to be eligible for this course which is run by the college specifically for college students. A **Proficiency Test** will be conducted to assess the educational level so as to make the entry of everyone possible. A **Bridge Course** will be devised to facilitate those with lower proficiency to gain access to the advantages of this course.

The Credits assigned to this course of **30-hours duration** would be **TWO**. However, it is advisable for the learners to pursue this course for the



opportunities for gainful employment it offers rather than the credits one can acquire.

A multi-lingual participant in this course would have the added advantage of being exposed to media in different languages as well as the learning resources.

1.3 Assumptions of Prior Learning (or Learning assumed to be in place)

Prior Learning for this course would involve knowledge of Computer Basics, basic familiarity with Photo-Editing, Video-Editing tools, exposure to wide variety of audio-visual formats etc.

2. OUTCOMES

2.1 Specific Intended Outcomes

As a result of active engagement with the course materials and processes, the learning outcomes include:

Knowledge of Audio & Video Editing, the role of lighting in films, editing and script-writing, casting, film-making techniques and tools, different software available for audio and video editing etc.

2.2 Critical Cross-Field Outcomes

The Critical Cross-Field Outcomes include:

- ❖ work in a team
- ❖ organize and manage themselves
- ❖ communicate effectively
- ❖ use science and technology
- ❖ reflect on and explore effective learning strategies
- ❖ be culturally and aesthetically sensitive
- ❖ explore education and career opportunities
- ❖ develop entrepreneurial opportunities

3. TEACHING METHODS

The teaching methods, aids, approaches would include:

Theoretical Background through Lectures backed by Books in Print and Digital Form, Guest Lectures from Industry

Practical Exposure through Video Clips, Video and Audio Editing,

Use of LCD/DLP Projectors, Video Camera, Digital Camera etc.

Visits to Recording and Editing Studios etc.



Discussions and Film Appreciation Workshops etc.
Links to important aspects of the course on You-tube.

4. COURSE/ MODULE CONTENT

This section is about making explicit what 'knowledge' your students need in order to achieve the outcomes you have specified. You could provide a list of topics/subject areas to be covered with a brief explanation (one or two sentences) of each. It is important to consider the most appropriate sequence for introducing topics and how much time should be spent on each topic. If a course is broken down into a number of smaller modules, you could indicate the approximate credit value of each module.

INTRODUCTION TO BASICS OF FILM PRODUCTION

Fineanswers (Open Forum)

1. Forms of films: Documentary, Short Films, Newscasting, Educational & Socio-Cultural Value-based Awareness Films, Ad-Films, etc. 5 Hours
2. Preparing text, scripts, screen-play, dialogues, story-board. 5 Hours
3. Cinematography, lights, camera-techniques, editing. 5 Hours
4. Direction, Art Direction, Assistance. 5 Hours
5. Basics of Production. 5 Hours
6. PRACTICAL ASSIGNMENT: A film creation (Short film, Documentary, ad film news-based etc.). 5 Hours

5. RESOURCES

The Departmental Website contains a link to digital resources and a list of Reference Books available in college library. A list of further readings is also made available on the website.





6. ASSESSMENT OF STUDENT LEARNING

Specific outcomes 1 Basics of Film Production 2 Video Editing 3 Script Writing 4	Assessment tasks Essay Type Question Editing of a pre-designed video of 3 minutes as per directions given	Assessment criteria Minimum 3 basics covered Reduction of Noise, Picture Clarity, Sound
Critical Cross-Field Outcomes 1 2 3 4		



7. EVALUATION OF MODULE AND/OR TEACHING

The completed assignments would be viewed by the Participants as well as general public. The feedback from them would be discussed in open forum for appreciation and improvement. Selected works would be uploaded on College You-Tube Channel for mass viewing and critical appreciation. Feedback on the teaching-learning process would be obtained from experts in the industry for improvement.

8. CAREER OPPORTUNITIES:

Local TV Channels require Newsreaders, scriptwriters, technicians etc. This void can be filled by those who undertake this course. A minimum of 3 feature films per year are produced in Goa, apart from short films and documentaries. Goa is also a preferred shooting location for Bollywood and others. This opens up opportunities for the deserving, talented and those who have a sound background of this industry. Our products will be valued by these people. Critical Cross Field Applications are when the learners are gainfully employed in other fields but can utilize their experience and expertise to be better in their chosen endeavors. A teacher, for instance, can use the knowledge acquired in this course for enhancing quality of teaching-learning by creation of audio-visuals to support learning. The support of the Government through various schemes can be garnered by those with experience and expertise or at least a sound background in the industry. Our participants stand a better chance of being ENTREPRENEURS in the film industry.

