



सावित्रीबाई फुले पुणे विद्यापीठ  
गणेशखिंड, पुणे - ४११ ००७.  
Savitribai Phule Pune University  
Ganeshkhind, Pune - 411007.



स्वातंत्र्याचा अमृत महोत्सव

दूरध्वनी क्रमांक : ०२०-२५६२११५६/५७/६०

Telephone : 020-25621156/57/60

ईमेल / Email : [boards@unipune.ac.in](mailto:boards@unipune.ac.in)

शैक्षणिक विभाग (मान्यता कक्ष)

Academic Section (Approval Cell)

वेबसाइट / Website: [www.unipune.ac.in](http://www.unipune.ac.in)

Ref. No. : CB/789

Date : 28/07/2023

To,  
The Principal/Director  
Vasantdada Patil Pratishthan Guruvaraya  
Sadanand Maharaj Arts and Commerce  
College Addr: Kondhawa Budruk Pune Tal:  
Pune (corporation Area) Dist: Pune Pincode:  
411048

**Subject :** Regarding Continuation for Value Added Courses ....

Sir/Madam,

With reference to your application regarding Value Added Course/Courses, you are hereby informed that, as per the decision taken by the University Authorities continuation of approval for the following Course/Courses is/are granted.

Sr.No.	Faculty	Course Name	Approved For A.Y.
1	Humanities	"Certificate Course in English Grammar for Competitive Examinations"	2023-2024
2	Humanities	Certificate Course in Gandhi Vichar	2023-2024
3	Humanities	Marathi Bhasheche Shuddhalekhan Ani Karyalayeen Upyojan Pramanpatra Abhyaskram	2023-2024
4	Commerce and Management	Certificate Course In Communication Skills	2023-2024
5	Commerce and Management	Certificate Course In Entrepreneurship Development	2023-2024
6	Commerce and Management	Certificate Course in Personality Development	2023-2024
7	Commerce and Management	Certificate Course in Taxation	2023-2024
8	Commerce and Management	Personality Development	2023-2024

(Dr. M. V. Rasve)  
Deputy Registrar

**Guruvarya SadanandMaharaj Arts and Commerce College,  
Kondhwa Bk, Pune-411048**

**Certificate Course In Communication Skill**

**Objectives of Course**

- Building Awareness
- Providing Information or Educating
- Creating Interest
- Motivating People/Audiences
- Increasing Efficiency

**SYLLABUS**

Total Lectures- 30

Medium- Marathi/English

**Unit-1) Communication: An Introduction**

- 1.1- Definition, Nature and Scope of communication
- 1.2- Importance and Purpose of communication
- 1.3- Process & Types of communication

**Unit-2) Non-Verbal Communication**

- 2.1- Personal Appearance
- 2.2- Body language
- 2.3- Tips for Improving Non-Verbal Communication

**Unit-3) Effective Communication**

- 3.1- Essentials of Effective Communication
- 3.2- Communication Techniques
- 3.3- Barriers of Communication

**Method-**

- 1) Lectures by Regular Faculties
- 2) Guest Lectures
- 3) Documentaries & Other Visual Sources

**Evaluation Scheme-**

- 1) Written Examination  
(Objective type Questions) -60 Marks
  - 2) Participatory Sessions - 20 Marks
  - 3) Written Assignment - 20 Marks
- (Certificate will Issue to all participants after completing the course)

**Reference Books-**

- 1) Sanjay Kumar, Pushp Lata - Communication Skills.
- 2) Barun Mitra - Personality Development and Soft Skills
- 3) RUTHERFOORD, BASIC COMMUNICATION SKILLS FOR TECHNOLOGY



*[Signature]*  
Co-ordinator

*[Signature]*  
H.O.D.

*[Signature]*  
PRINCIPAL  
V.P.'s GURUVARYA SADANAND MAHARA-  
ARTS & COMMERCE COLLEGE  
Kondhwa Bk., Pune-411048

Vasantdada Patil Pratishthan's  
**Guruvarya Sadanand Maharaj Arts and Commerce College**  
**Kondhwa Bk, Pune-48**

---

**"Certificate Course in English Grammar for Competitive Examinations"**

(30 Clock hours)

External- 60 marks

Internal- 40 marks

**Objectives of the Course:**

1. To enable students to prepare for the competitive exams of various kinds Especially, meant for testing ability in English language.
2. To introduce students with the common question types asked in competitive Examinations concerning English- grammar, vocabulary, comprehension, and other significant topics.
3. To encourage students to appear and prepare for the competitive exams.
4. To help the students to overcome the fear about English as a compulsory Subject in various competitive exams.

**A) Grammar:**

(16 Clock hours)

- a) Parts of Speech
- b) Articles
- c) Active-Passive Voice
- d) Direct-Indirect Speech

**B) Vocabulary:**

(06 Clock hours)

- a) Synonyms-Antonyms, .
- b) Paronyms-Homonyms
- c) One-word substitution
- d) Spelling Test

**C) Comprehension:**

(04 Clock hours)

Reading Comprehension (Comprehension of given passages)

**D) Essay Writing and Developing Story**

(04 Clock hours)

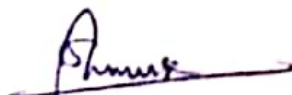


## Inter Assessment

1. 20 Marks for Internal test
2. 10 Marks for Tutorial
3. 10 Marks for Attendance and Behaviour

### Recommended Reading:

1. Agarwal R S & Vikas Agrawal. Quick Learning Objective General English. S Chand Publishing. 2017
2. Agarwal, R.S. & S Chand. Objective General English. S. Chand Publishing. 2017
3. Bakshi, S.P. Objective General English. Meerut: Arihant Publications, 2018
4. UPSC Portal. English Language Comprehension Skills (CSAT) Series. BookKalinjar Publications, 2011.
5. Gupta, S.C. Comprehensive English Grammar & Composition. Meerut: Arihant Publications Pvt. Ltd. 2018
6. Gupta, S.C. General English for All Competitive Examinations (English) 1st Edition Meerut: Arihant Publications (I) Pvt Ltd, 2016.
7. Gupta, S.C. English Grammar & Composition Second edition. Arihant Publications. 2014.
8. Jha, Sachchidanand. English Language Comprehension Skills. UPSC Portal. 2015.
9. Lewis, Norman. Word Power Made Easy (English Vocabulary). Goyal Publishers. 2014.
10. Prasad, Hari Mohan and Uma Rani Sinha. Objective English for Competitive Examinations (English) 4th Edition. Tata McGraw - Hill Education. 2014.
11. R Vidya & Kalpana Rajaram. Objective English for All Competitive Examinations. Spectrum Books, 2013.
12. Sharma, Richa and S.P Bakshi. Descriptive General English. Arihant Publishers. 2012.
13. Solomon, Philip Sunil. English for Success in Competitive Exams. OUP, 2015.
14. Thankur K.P. A Practical Guide to English Grammar. Bharati Bhawan Publishers & Distributors 2017.
15. Wren and Martin. High School English Grammar and Composition. S.Chand Publications, 1995.

  
Coordinator

Prof. Sahabrao Borase



  
Principal  
PRINCIPAL  
VPD's GURUVARYA SADANAND MAHARA  
ARTS & COMMERCE COLLEGE  
Kondhwa Bk., Pune-411048





#### **Unit-4) Organization Assistance**

- 4.1 Importance of assistance to Entrepreneurship
- 4.2 Financial assistance by different agencies
- 4.3 Training assistance by different agencies

#### **Unit-5) Business Environment-**

- 5.1 Meaning- Business Environment
- 5.2 Internal & External Environment
- 5.3 Social Responsibility of Business

#### **Methods-**

- 1) Lectures by regular Faculties
- 2) Guest Lectures
- 3) Documentaries & Other Visual Sources

#### **Evaluation Scheme-**

- 1) Written Examination-  
(Objective Type Question)- 60 Marks
- 2) Participatory Sessions- 20 Marks
- 3) Written Assignment- 20 Marks

#### **Reference Book-**

- 1) Dynamics of Entrepreneurship Development & Management- V. Desai
- 2) Innovation & Entrepreneurship- Peter Drucker
- 3) Entrepreneurship Development- Nuzhath Khatoon

Co-Ordinator

Dr. Yogita P. Kurjir.

(Prof. Rajendra Dote)  
H.O.D.



Principal  
**PRINCIPAL**  
VPD GURUVARYA SADANAND MAHARA  
ARTS & COMMERCE COLLEGE  
Kondhwa Bk., Pune-411048

**Guruvarya Sadanand Maharaj Arts and Commerce College,  
Kondhwa Bk; Pune-411048**

**Certificate Course In Personality Development**

**Objectives of Course-**

- To Understand the scope of personality
- To develop core skills for development of self
- To cultivate Interpersonal skills of successful life

**SYLLABUS**

Total Lectures- 30

**Unit-1) Self Development Skills**

- 1.1- Introduction of Personality
- 1.2- Self Esteem & Self Confidence
- 1.3- Thinking & Problem Solving Skills

**Unit-2) Stress Management & Goal Setting Skills**

- 2.1- Stress Management
- 2.2- SWOT Analysis & Goal Setting
- 2.3- Hard Skills & Soft Skills

**Unit-3) Interpersonal Skills**

- 3.1- Effective Communication
- 3.2- Skills for Successful Interview
- 3.3- Leadership

**Method-**

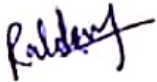
- 1) Lectures by Regular Faculties
- 2) Guest Lectures
- 3) Documentaries & Other Visual Sources

**Evaluation Scheme-**

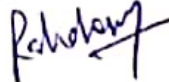
- 1) Written Examination  
(Objective type Questions) -60 Marks
  - 2) Participatory Sessions -20 Marks
  - 3) Written Assignment -20 Marks
- (Certificate will Issue to all Participants after Completing the course)

**Reference Books-**

- 1) Personality Development & Soft Skill- by Barun Mitra
- 2) Personality Development- by Swami Vivekanand
- 3) The Power of your Subconscious Mind- by Joseph Murphy



Co-Ordinator



H.O.D.





PRINCIPAL

V.P.'s GURUVARYA SADANAND MAHARAJ  
ARTS & COMMERCE COLLEGE  
Kondhwa Bk., Pune-411048

**Vasantdada Patil Pratishthan's**  
**GURUVARYA SADANAND MAHARAJ ARTS AND COMMERCE COLLEGE**  
**KONDHWA BK, PUNE**  
**Certificate Course in Taxation**

**Objectives of Course:**

1. To get knowledge about Income Tax Act 1961.
2. To understand the basic concepts and to acquire knowledge about Computation of Income
3. To understand concept Advance Tax, and Tax deducted at Source, under the Income Tax Act, 1961.
- 4 To get knowledge about E- Filling and E- Provisions

**Syllabus**

**Total Lectures – 30**

**Medium- English/ Marathi**

**1. Income Tax Act, 1961**

- 1.1. Introduction of Income Tax Act, 1961
- 1.2. Definition: Income, Person, Assessee, Assessment Year, Previous Year, Agriculture Income
- 1.3. Residential Status of an Assessee

**2. Sources and Computation of Taxable Income**

- 2.1. Income from Salary
- 2.2. Income from House Property
- 2.3. Income from Business & Profession
- 2.4. Income from Capital Gain
- 2.5. Income from Other Sources

**3. E-Filling and E-Provisions**

- 3.1. Due Dates of filling returns
- 3.2. E-Filling of Income Tax Returns and forms used
- 3.3. Advanced Tax and TDS (Tax Deduct at Source)

**Methods-**

1. Lecture by Regular Faculties
2. Guest Lecture
3. Documentaries and other Visual Sources

**Evaluation Scheme-**

1. Written Examination (Objective Type Question)- 60 Marks
2. Participatory sessions – 20 Marks
3. Written Assignment – 20 Marks

**Reference Books-**

1. Indian Income Tax -: Dr.Vinod Singhania
2. Income Tax- -: Ahuja and Gupta
3. Indian Income Tax Act -: H.C.Malhotra
4. Income Tax -: Manoharem 10. Student guide to Income Tax -: Dr.Vinod Singh

  
Coordinator

Prof. N.B. Goyal



  
Principal

VPP's GURUVARYA SADANAND MAHARA-  
ARTS & COMMERCE COLLEGE  
Kondhwa Bk., Pune-411048



वसंतदादा पार्टील प्रतिष्ठानचे  
गुरुवर्य सदानंद महाराज कला व वाणिज्य महाविद्यालय  
कोंढ्या बु., पुणे - ४८

“ गांधी विचार प्रमाणपत्र अभ्यासक्रम ”

अभ्यासक्रमाची उद्दिष्टे:

१. महात्मा गांधीच्या जीवनचरित्राच्या विविध पैलूंचा विद्यार्थ्यांना परिचय करून देणे.
२. महात्मा गांधीच्या विचारांचा विद्यार्थ्यांना परिचय करून देणे.
३. आजच्या काळातही महात्मा गांधीचे विचार कसे उपयुक्त व मार्गदर्शक आहेत याचे विश्लेषण करणे करणे.
४. गांधी विचारांच्या माध्यमातून नैतिक, आध्यात्मिक आणि सामूहिक प्रगतीचे महत्त्व विद्यार्थ्यांना पटवून देणे.
५. अहिंसा, सहकार, विश्वमन वृत्ती, अहिंस्यग्रह यांमार्फत गांधीजींनी मांडलेल्या विविध तत्वांची ओळख करून देणे, त्यांचे महत्त्व पटवून देणे.
६. अहिंसा, सहकार, विश्वमन वृत्ती, अहिंस्यग्रह यांमार्फत गांधीजींनी मांडलेल्या विविध तत्वांचे व्यक्तिगत व सामाजिक जीवनात आचरण करण्याविषयी मनोभूमिका निर्माण करणे.

अभ्यासक्रम  
एकूण ३० तासिका  
माध्यम - मराठी

म. गांधी आणि पंचायतराज

एकूण १० तासिका

- १) स्वातंत्र्यपूर्व काळातील पंचायती
- २) ग्रामसुधारणेची चळवळ
- ३) ग्रामस्वराज्य

म. गांधी आणि समाजविकास कार्यक्रम

एकूण १० तासिका

- १) जातीय ऐक्य आणि अस्पृश्यता निवारण
- २) प्रौढ आणि स्त्री शिक्षण
- ३) आरोग्य आणि स्वच्छतेचे महत्त्व

म. गांधी आणि आधुनिक भारत

एकूण १० तासिका

- १) स्वदेशी आणि खादी
- २) सत्याग्रह - आत्मबल
- ३) आर्थिक समानता

अध्ययन पद्धती

- १) नियमित तासिका
- २) माहितीपट
- ३) तज्ज्ञांची व्याख्याने
- ४) गांधी केंद्र अथवा गांधी आश्रमास भेट



## मूल्यापन पद्धती

- १) एका वाक्यातील प्रश्नांचा आधारित परीक्षा - ६० गुण
- २) विविध उपक्रमातील सहभाग - २० गुण
- ३) गृहपाठ - २० गुण

## संदर्भ ग्रंथ :

- १) लुईस फिश्चर (लेखक), व्ही. आर. जोगळेकर (भाषांतर) : महात्मा गांधी : जीवन आणि कार्यकाळ
- २) सुरेश द्वादर्जीवार, गांधीजी आणि न्याचे टीकाकार

*Dhambre*  
समन्वयक  
(श. दीपक कांतळे)

*Prav*  
विभागप्रमुख



*Prav*  
प्राचार्य

यशवंतराव चवण प्रतिष्ठानचे  
मुख्य सदानंद महाराज कला व व्यापिक महाविद्यालय  
कोडा वु. पुणे-४११०४८

Guruvarya Sadanand Maharaj Arts and Commerce College

Kondhwa Bk., Pune- 411048

## मराठी भाषेचे शुद्धलेखन आणि कार्यालयीन उपयोजन प्रमाणपत्र अभ्यासक्रम

### अभ्यासक्रम

एकूण ३० तासिका

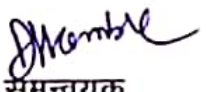
१) मराठी भाषेचे लेखनविषयक नियम	६ तासिका
२) स्वपरिचय पत्र, नोकरीसाठी अर्जलेखन व कार्यालयीन पत्रव्यवहार	६ तासिका
३) जाहिरात व सन्मानपत्र लेखन	६ तासिका
४) स्पर्धा परीक्षांसाठी मराठी व्याकरण व लेखन	६ तासिका
५) मुद्रित-शोधन	६ तासिका

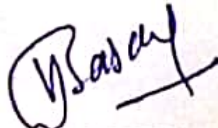
### परीक्षा पद्धती

- १) सर्व घटकांवर आधारित एका वाक्यात उत्तरे - २० गुण
- २) सर्व घटकांवर आधारित प्रात्यक्षिक लेखन - ८० गुण


### संदर्भ ग्रंथ

- १) मो. रा. वाल्मिके - सुगम मराठी व्याकरण व लेखन
- २) संदीप सांगळे - व्यावहारिक उपयोजित मराठी व प्रसारमाध्यमांची कार्यशैली
- ३) ल. रा. नासिरावादकर - व्यावहारिक मराठी, फडके प्रकाशन

  
समन्वयक  
( प्रा. दीपक श्रंतले )

  
विभागप्रमुख



  
प्रमुख  
वसंतदादा पाटील प्रतिष्ठानचे  
गुरुव्यास सदानंद महाराज कला व वाणिज्य महाविद्यालय  
कोन्धवा बु. पुणे-४११०४८

शैक्षणिक विभाग (मान्यता कक्षा)  
गणेशखिंद, पुणे-४११००७  
दूरध्वनी क्र. ०२०-२५६२११६०  
ई-मेल boards@pun.unipune.ac.in  
वेबसाइट: www.unipune.ac.in



सावित्रीबाई फुले पुणे विद्यापीठ  
(पूर्वीचे पुणे विद्यापीठ)  
Savitribai Phule Pune University  
(Formerly University of Pune)

Academic Section (Approval Cell)  
Ganeshkhind, Pune-411007  
Phone: 020-25621160  
E-mail boards@pun.unipune.ac.in  
Website: www.unipune.ac.in

194  
17/6/2022

Ref. No. : CB/298

Date : 21/03/2022

To,  
The Principal Director  
Vasantdada Patil Pratishthan Guravaraya  
Sadanand Maharaj Arts and Commerce  
College Addr: Kondhawa Budruk Pune  
Tal: Pune (corporation Area) Dist: Pune  
Pincode: 411048

Subject : Regarding Approval for Value Added Courses ....

Sir/Madam,

With reference to your Value added Course/Courses application , University Authority approved following Value Added Course/Courses for academic year 2021-2022 .

Sr.No.	Faculty	Course Name
1	Commerce and Management	Certificate Course in Personality Development
2	Commerce and Management	Certificate Course in Taxation
3	Commerce and Management	Certificate Course In Entrepreneurship Development
4	Commerce and Management	Personality Development
5	Commerce and Management	Certificate Course In Communication Skills
6	Commerce and Management	Certificate Course in Communication Skills
7	Humanities	गांधी विचार प्रमाणपत्र अभ्यासक्रम
8	Humanities	Marathi Bhasheche Shuddhalekhan Ani Karyalayeen Upyojan Pramanpatra Abhyaskram
9	Humanities	"Certificate Course in English Grammar for Competitive Examinations"

(Dr. M. V. Rasve)  
Deputy Registrar  
Academic Section