

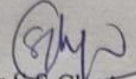
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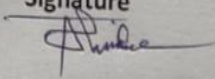
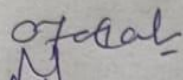
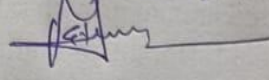

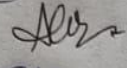






## NOTICE

The meeting of College Development Council (CDC) is arranged in Staff room on Wednesday, 03/04/2019. All teaching staff are requested to attend meeting at 10 am.

### Agenda:

- Formation of various committee for the session 2019-20
- Implementation of various activities for NAAC
- Formation of planning board
- Any other matter with the permission of principal

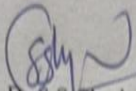
  
Dr. S. S. Charjan

Name of Teachers	Signature
1) Dr. A. K. Tilke	
2) Dr. A. P. Gawde	
3) Dr. G. L. Makkarane	
4) Dr. R. H. Gumbly	
5) Dr. A. N. Darvekar	
6) Dr. V. S. Borkar	
7) Dr. A. M. Shirsare	
8) Dr. S. A. Husale	
9) Dr. U. B. Maheshme	
10) Dr. S. C. Gedam	
11) Dr. A. R. Biswe	

Date: 5/04/2019

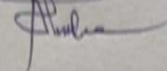
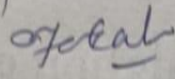
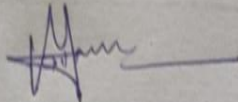

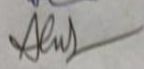

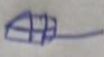




NOTICE

This is to inform you that, the schedule meeting (3/4/2019) of College Development Council (CDC) has been cancelled and it is reschedule dated on 8/04/2019. All teaching staff are requested to attend meeting at 9.30 am.

  
Dr. S. S. Charjan

Name of Teachers

Signature

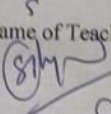
- 1) Dr. A. K. Titke 
- 2) Dr. A. P. Ganodkar 
- 3) Dr. G. L. Makhekar 
- 4) Dr. R. K. Gung 
- 5) Dr. A. N. Darwekar 
- 6) Dr. V. S. Borkar 
- 7) Dr. S. R. Nivale 
- 8) Dr. U. B. Mahatme 
- 9) Dr. A. M. Shrivastava 
- 10) Dr. S. C. Gedam 
- 11) Dr. A. R. Biswe 

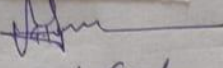
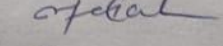
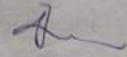
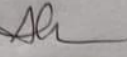
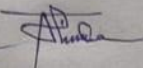


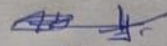



### Minutes of Meeting

The meeting of College Development Council (CDC) was organised in Staff room on Monday, 08/04/2019 at 9.30 am. The following staff members were present in the meeting.

Name of Teachers

Signature

1)   
Dr. S.S. Chavhan

- 2)   
Dr. G.L. Makasore
- 3)   
Dr. A.P. Ganorkar
- 4)   
Dr. R.H. Gunraj
- 5)   
Dr. A.N. Desai
- 6)   
Dr. A.K. Tilche
- 7)   
Dr. V.S. Borkar
- 8)   
Dr. A.M. Shrivastava
- 9)   
Dr. S.R. Murali
- 10)   
Dr. W.B. Mahapatra
- 11)   
Dr. S.C. Gedam
- 12)   
Dr. A.R. Bijwe



- Subject.1. Formation of various committee for the session 2019-20

**Resolution:** The college Principal Dr.A.K.Tikhe informed that for smooth functioning of the college, the various committees are necessary for academic session 2019-20.All the teachers took part in discussion and various committees formed as follows.

IQAC COMMITTEE[for 2019-2020]	
Sr. No.	COMMITTEE & MEMBERS
1	Prospectus & Admission Committee Dr. A.K. Tikhe, Dr. S.C. Gedam, Dr. S.S. Charjan, Dr. S.R. Hiwale, Prof. D.B. Gadigone
2	Student Council Dr. S.C. Gedam, Dr. G.L. Makkasare
3	Research, Project & Teacher API Committee Dr. S.C. Gedam
4	Time Table & Workload Committee Dr. S.R. Hiwale, Dr. R.H. Gupta
5	Students, Feedback committee Dr. S.R. Hiwale, Dr. A.M. Shirame
6	Discipline & Students Monitoring Committee Dr. G.L. Makkasare, Dr. U.B. Mahatme, Dr. A.N. Darvekar, Dr. S.R. Hiwale, Shri. D.B. Gadigone
7	NSS & Community Service Committee Dr. A.M. Shirame, Dr. V.S. Borkar, Mr. D.B. Gadigone
8	Games, Sports & Gymkhana Committee Dr. G.L. Makkasare, Dr. V.S. Borkar, Mr. D.B. Gadigone
9	Co-curricular & Extracurricular Activities Committee Dr. U.B. Mahatme, Dr. V.S. Borkar, Dr. A.R. Bijwe
10	Career Guidance & Counselling Committee Dr. V.S. Borkar, Dr. R.H. Gupta
11	Planning & management Committee/College development cell Academic calender of Institution & department Dr. A.P. Ganorkar, Dr. A.K. Tikhe, Dr. S.C. Gedam, Dr. U.B. Mahatme, Dr. S.S. Charjan
12	Cultural Committee Dr. A.N. Darvekar, Dr. A.R. Bijwe, Dr. S.C. Gedam, Dr. V.S. Borkar
13	Examination Committee Dr. U.B. Mahatme, Shri A.M. Shirame, Dr. S.S. Charjan
14	Purchase, Maintenance & Renovation Committee Dr. A.P. Ganorkar, Dr. U.B. Mahatme, Dr. S.R. Hiwale, Dr. A.K. Tikhe, Shri. A.G. Shrikhande
15	Grievance Redressal Cell Dr. U.B. Mahatme, Dr. A.N. Darvekar
16	Right to Information Committee Dr. A.P. Ganorkar, Dr. A.K. Tikhe, Shri A.G. Shrikhande
17	Green Audit & Academic Audit Committee Dr. A.N. Darvekar, Shri A.M. Shirame
18	Information Technology Website Committee Dr. S.C. Gedam, Mr. D.B. Gadigone, Dr. U.B. Mahatme
19	Women Empowerment & Sexual Harrashment Cell, Tobacco & Product Pratihition Committee, Magazine, Wallpaper & Publication Committee Dr. A.R. Bijwe, Dr. A.N. Darvekar, Dr. U.B. Mahatme
20	Stock Verification Committee Dr. R.H. Gupta, Dr. U.B. Mahatme, Dr. S.R. Hiwale
21	Alumni & Parents Association & Feedback Committee Dr. S.S. Charjan, Dr. R.H. Gupta, Dr. S.R. Hiwale
22	IQAC & NAAC Dr. A.P. Ganorkar, Dr. A.K. Tikhe, Dr. S.C. Gedam, Dr. A.N. Darvekar
23	All India Survey of Higher Education (AISHE) & Management Information System (MIS) Committee Dr. S.C. Gedam
24	Library Advisory committee Dr. V.S. Borkar, Dr. A.P. Ganorkar, Dr. A.K. Tikhe, Dr. U.B. Mahatme, Dr. A.N. Darvekar, Dr. S.R. Hiwale
25	Continuous Internal Evaluation Dr. A.K. Tikhe, Dr. U.B. Mahatme, Dr. A.N. Darvekar

Contd.

- **Subject 2.** Implementation of various activities for NAAC

**Resolution:** Principal informed that we have to start various certificate course and short term courses like

- Personality development
- Soft skill developPment
- Yoga
- Water analysis etc.

So that, our student can be benefitted .All the teachers took part in the discussion and finally decided to organized above program from the next academic session .Principal Dr.Tikhe informed to all the teachers to submit the syllabus of short term course or project to office upto 30/04/2019.

- **Subject 3.** Formation of planning board

**Resolution:** Principal informed that, According to guidelines of XII<sup>th</sup> plane we have to form planning board to approve the proposal for development of the College. All the teachers took part in discussion and planning board formed as follows.



## Planning Board :-

01. Principal : Chairman
02. Co-ordinator IQAC : Member  
( Dr.A.P.Ganorkar )
03. Senior Teacher :
- i) Dr. U.B.Mahatme : Member
- ii) Dr. S.C.Gedam : Member
- iii) Dr. S.R.Hiwale : Member
- iv) Dr. G.L.Makkasare : Member
- v) Dr.(Mrs) A.N.Darvekar : Member
04. Dr. V.S.Borkar - Librarian : Member
05. Shri. A.G.Shrikhande : Member ( Senior person from account Deptt.)

Subject □ Counselling of Students

Principal Tpkhe s/o informed that as per instructions given by our Sonsha president Mr. N.K. Shrikhande s/o counselling of student must be done for overall development of the student. All the teachers took part in the discussion and finally decided that to form a group of 20 students and counselling is done for all students of the college.

## Subject V Green Audit

The objective of Carrying Green Audit is

- \* Securing the environment and cut down the threats caused to human health.
- \* To make Rules and regulations for the students for the awareness of environmental hazard.
- \* To recognise, diagnosis and resolve the environmental problems such as water analysis.
- \* To suggest the protocols for the sustainable developments
- \* To analyze the scope of environmental pollution. For this planitation of green belt around the college campus is decided.

Various issues were discussed such as computer literacy programme Rain water harvesting wifi Wi-Fi and so on. AT last in charge of College development council S.S. Charan proposed vote of thanks and the meeting was ended with tea for all staff members.

9-4-19





Dr. Anand Tikhe  
Principal  
Mob. No. 9823745562

Accredited as 'B' by NAAC

Dr. Bhabha Vidnyan Lokshikshan Sanstha's

**K. Z. S. SCIENCE COLLEGE , BRAMHANI**

Tah. Kalmeshwar Distt. Nagpur Pin 441501

Website – [http:// www.kzssclege.edu.in](http://www.kzssclege.edu.in)

E-Mail ID : principal\_kzs@rediffmail.com

J.D. Office College Code 08/31/0033



Uni College code:311  
Uni. Town Code : 12  
Phone No.07118-271167

#### NOTICE

The meeting of College Staff Council is arranged in staff room on Friday, 19/04/2019. All teaching staff are requested to attend meeting at 11:30 am.

#### Agenda:

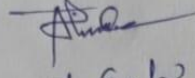
1. To confirm the minutes of last meeting.
2. Formation of Board of Studies for various short term courses.
3. To discuss framework for various short term courses.
4. Any other matter with the permission of chairperson.

Principal  
Principal  
K.Z.S. Science College  
Bramhani-Kalmeshwar,

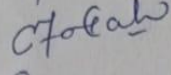


**Copy To:**

Dr. A. K. Tikhe



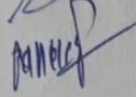
Dr. A. P. Ganorkar



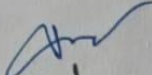
Dr. S. S. Charjan



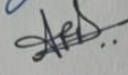
Dr. U. B. Mahatme



Dr. R. H. Gupta



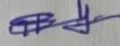
Dr. A. R. Bijwe



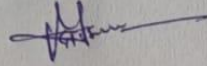
Dr. S. C. Gedam



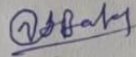
Dr. S. R. Hiwale



Dr. G. L. Makkasare



Dr. V. S. Borkar



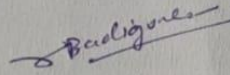
Dr. A. M. Shirame



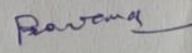
Dr. (Mrs.) A. N. Darvekar



Mr. D. B. Gadigone



Ms. B. R. Warulkar



## Minutes of meeting of College Staff Council

The Meeting of meeting of College Staff Council was organized on Friday, 19<sup>th</sup> April 2019 at 11.30 am in the staff room. The following members were present in the meeting.

Dr. A. K. Tikhe

Dr. A. P. Ganorkar

Dr. S. S. Charjan

Dr. U. B. Mahatme

Dr. R. H. Gupta

Dr. A. R. Bijwe

Dr. S. C. Gedam

Dr. S. R. Hiwale

Dr. G. L. Makkasare

Dr. V. S. Borkar

Dr. A. M. Shirame

Dr. (Mrs.) A. N. Darvekar

Mr. D. B. Gadigone

Ms. B. W. Warulkar

**Item number 1:** To read out and confirm the minutes of last meeting.

**Resolution:** The minutes of last meeting held on 8<sup>th</sup> April 2019 were read out by Principal, Dr A. K. Tikhe and confirmed unanimously after discussion.

**Item number 2:** Formation of Board of Studies for various short term courses.

**Resolution 2:** Dr. A. K. Tikhe addressed the meeting that various Short terms, Skill based, Value added and Certificate courses are to be started from this session. For that Board of studies is to be constituted which will take care of complete composition and formation courses. After discussion the board of studies is constituted for 2019-2024 as below.





**COMPOSITION OF BOARD OF STUDIES FOR CERTIFICATE, SHORT TERM,  
SKILL BASES AND VALUE ADDED COURSES  
(2019-2024)**

<b>Chairperson: Head of Institution</b>	Dr. A. K. Tikhe
<b>Course Coordinator</b>	Dr. G. L. Makkasare
<b>Members</b>	Dr. A. P. Ganorkar Dr. U. B. Mahatme Dr. S. S. Charjan Dr. S. C. Gedam Dr. V. S. Borkar Dr. A. M. Shrirame Dr. (Mrs.) A. N. Darvekar

The resolution is unanimously approved.

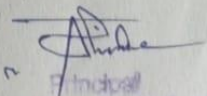
**Item number 3:** To discuss framework for various short term courses.

**Resolution 3:** Dr. A. K. Tikhe addressed the meeting that newly formed BOS to introduce the courses, design the syllabus, working hours, marking scheme, duration of course, examination pattern, POs and COs of the course. He also advised to prepare and submit the syllabus for various courses by respective course coordinator and get approved. The resolution is unanimously approved.

**Item No 4:** Any other matter with the permission of the chairman.

**Resolution 4:** No matter was raised in the meeting with the permission of the chairman and the meeting ended with a vote of thanks.



  
Principal  
K.Z.S. Science College  
Bramhani-Kalmeshwar.



Dr. Anand Tikhe  
Principal  
Mob. No. 9823745562

Accredited as 'B' by NAAC

Dr. Bhabha Vidnyan Lokshikshan Sanstha's

**K. Z. S. SCIENCE COLLEGE , BRAMHANI**

Tah. Kalmeshwar Distt. Nagpur Pin 441501

Website – [http:// www.kzsscollege.edu.in](http://www.kzsscollege.edu.in)

E-Mail ID : principal \_kzs@rediffmail.com

J.D. Office College Code 08/31/0033



Uni College code:311  
Uni. Town Code : 12  
Phone No.07118-271167

Date: 19/04/2019

**COMPOSITION OF BOARD OF STUDIES FOR CERTIFICATE, SHORT  
TERM, SKILL BASES AND VALUE ADDED COURSES  
(2019-2024)**

**Chairperson: Head of Institution**

Dr. A. K. Tikhe

**Course Coordinator**

Dr. G. L. Makkasare

**Members**

Dr. A. P. Ganorkar

Dr. U. B. Mahatme

Dr. S. S. Charjan

Dr. S. C. Gedam

Dr. V. S. Borkar

Dr. A. M. Shrirame

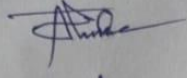
Dr. (Mrs.) A. N. Darvekar

Principal  
Principal  
K.Z.S. Science College  
Bramhani-Kalmeshwar,

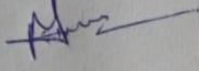


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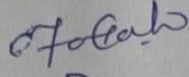
Dr. A. K. Tikhe



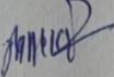
Dr. G. L. Makkasare



Dr. A. P. Ganorkar



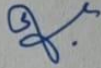
Dr. U. B. Mahatme



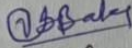
Dr. S. S. Charjan



Dr. S. C. Gedam



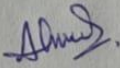
Dr. V. S. Borkar



Dr. A. M. Shrirame



Dr. (Mrs.) A. N. Darvekar





Accredited as 'B' by NAAC

Dr. Bhabha Vidyan Lokshikshan Sanstha's

**K. Z. S. SCIENCE COLLEGE, BRAMHANI**

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J.D. Office College Code 08/31/0033



Dr. Anand Tikhe  
Principal

Mob. No. 9823745562

Uni College code:311

Uni. Town Code : 12

Phone No.07118-271167

### Certificate Courses

As per the meeting of Board of studies for Certificate /Short term /Skill bases and Value added courses the following teachers were appointed as a coordinator for the following courses to design the syllabus and to run the course.

Course Name	Co-ordinator
1. Apiculture	Dr.A.N.Darvekar
2.Soft Skill Development	Dr.A.H.Rangari
3.Home Based Nursery Business	Dr.A.M.Shrirame
4.Development of Quantitative Aptitude	Dr.S.S.Charjan
5. Basic Computer literacy	Dr.V.S.Borkar



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**SYLLABUS OF  
CERTIFICATE COURSE IN SOFT SKILLS  
DEVELOPMENT  
For Academic Session 2022-23**

**Program Objectives**

- ❑ Aims to increase learners' computer knowledge and unique soft skills so as to develop attributes that enhance an individual's interactions, earning power, and job performance.
- ❑ The objective of the program is to inculcate potential skills in the learners to prepare them to deal with the external world in a collaborative manner, communicate effectively, take initiative, solve problems, and demonstrate a positive work ethic so as to hold a good impression and positive impact.

**Detailed Syllabus:**

The syllabus covers soft skills and basic IT skills.

The key areas addressed in Soft skills are Communication skills, Body language and Etiquette, Group discussion skills, Interview skills, Presentation skills, and Emotional Intelligence, Time Management Skills, Preparation of CV and Life skills.

IT skills focuses on the basic principles of a computer, including the internal hardware, the operating system like Microsoft Word, Excel and PowerPoint, social and ethical issues around the Internet, and Management Information System.

**Instructional Methods:** Personal contact program, lectures, practical's, activities, assignments

**Unit I :**

Introduction to Soft Skills - Communication Skills, Presentation Skills  
Time Management Skills, Body Language & Etiquettes, Group Discussion & Interview Skills  
Preparation of CV

**Unit II :**

Emotional Intelligence Skills, Life Skills, Presentation on Soft Skills, Activities related to Soft Skills.

**Unit III :**

Introduction to Computer, Windows, MIS : Basic Concepts,  
MIS Application in Organization, MIS Issues & Challenges, Starting MS Word, Working with symbols and pictures  
Working with tables, Working with headers, footers, and other controls, Working with shortcuts.

**Unit IV :**

Starting MS Excel, Working with Graphics, Formatting a worksheet, Working with Charts and other controls  
Starting MS Power point, Working with textboxes and slides, Features of  
Power Point (Part -1), Features of PowerPoint (Part-2) Sharing a presentation, Internet and its applications.



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Syllabus of Certificate course in Apiculture

Sr. No.	Topics	Sub-topics		Theory periods	Practical periods	Total periods
1	Introduction to apiculture	1.1	Different species of Honey bees	1	1	2
		1.2	General morphology of honey bee	1	1	2
		1.3	Colony organization	1	1	2
		1.4	Division of Labour	1	1	2
		1.5	Life cycle of honey bee	1	1	2
		1.6	Communication system of bees	1	-	1
				6	5	11
2	Bee keeping	2.1	Bee hive equipment	1	1	2
		2.2	Selection of apiary site	1	-	1
		2.3	Selection of bee species with respect to area	1	-	1
		2.4	Examination of bee colony	1	1	2
		2.5	Setting up a bee hive	1	2	3
		2.6	Maintenance of apiary records	1	1	2
				6	5	11
3	Introduction to Bee Flora	3.1	Plants as bee flora	1	1	2
		3.2	Important plants with pollen nectar	1	1	2
		3.3	Important crops in Vidharbh area	1	2	3
		3.4	Important fruits & vegetable plants	1	1	2
		3.5	Bee Management	1	-	1
		3.6	Swarming control	1	-	1
				6	5	11
4	Miscellaneous management of bee hive	4.1	Bee keeping economics	1	-	1
		4.2	Bee enemies	1	2	3
		4.3	Bee diseases	1	3	4
		4.4	Shifting bee colonies	1	-	1
		4.5	Queen management	1	-	1
		4.6	Migration of Bees	1	-	1
				6	5	11
GRAND TOTAL				24	20	44



  
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## Syllabus of Certificate course in Basic computer Literacy

### Unit 1:

Overview of computers, Uses of computer, How to start a computer, Using mouse and keyboard

Understanding Input, Process and Output, Computer Hardware and Software, Overview of Operating System.

Basic Operations: How to connect a headset to computer Personalizing Desktop, Changing the Desktop Background, Applying a Screen Saver, Applying Themes

### Unit 2:

File and Folder Management: How to better manage files and folders, Using Accessories

Creating pictures with MS Paint, Using Notepad to create a text document

Using WordPad to decorate a document, Windows Media Player, Calculator, Games

Math Input Panel, Language Settings, How to set other languages on computer

Protecting your computer against viruses

### Unit 3: Basic Operations

Overview of Internet and Internet Concepts, Working with browsers and Know about WWW, URL, Search Engines, Creating and operating an Email account, Managing email account password, Interacting with peoples using social media

Sending short messages to mobile, How to do Voice Typing, Google Talk, Using Picasa

, VLC Media Player, Real Media Player Zip and unzip files to optimize the size, Digital

Communication, Digital Access and Online Services, Searching and downloading

information, Searching information on Wikipedia, Subscribing and reading newspapers

online, Typing text in the regional language Using Google Maps, Online Ticket Booking

, Listening music and watching videos, Apply for PAN Card/Passport /Aadhar Card online

, Pay electricity bill and service tax online, Booking gas refill online, Downloading eBooks.

### Unit 4:

Basic Operations, Creating and Editing documents, Formatting documents, Enhancing

documents Applying Page Setup, Working with various objects like shapes, SmartArt,

Pictures and Tables, Inserting Header and Footers, Linking and embedding documents,

Previewing and Printing documents

### Unit 5:

Creating PDF documents, Proofreading of a document, Using track changes, Using Table of

Contents, Using Mail Merge, Protecting a document, Sharing document online, Creating a

web page

### Unit 6:

Creating and editing workbook, Organizing and formatting worksheets, Data analysis and

management, Using formulas and functions, Previewing and printing worksheets,

Advanced Spreadsheet, Managing multiple worksheets

**Unit 7:** Producing and designing charts, Creating Pivot tables and pivot charts, Importing

and exporting data between spreadsheets and other applications, Using advanced functions,

Applying conditional formatting, Using data validation Using sort and filter


### Unit 8:

Creating and Editing Presentations, Designing and Enhancing Presentation, Delivering

Presentation, Creating videos of presentations, Saving presentation in various formats,

Importing and exporting presentations, Using templates, Working with slide master



  
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**Certificate course in “Development of Quantitative Aptitude”**

**Syllabus:**


**Unit I:** Basic mathematics through ancient approach numbers, algebraic operations, square, cubes, square roots, cube roots, average.

**Unit II:** School Mathematics :- HCF, LCM of numbers, Number system (Binary, chemical and their conversion), problems on ages, Ratio-proportion, time and distance

**Unit III:** Business mathematics- simple interest, compound interest, profit and loss, maximization, logarithms, partnership, time and work

**Unit IV:** Statistics and data interpretation: mean, mode, median, correlation, standard deviation, tabulation, Bar graph, Pie charts and Line graphs



  
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## Certificate course in Home Based Nursery Business

### Syllabus

#### UNIT-I

1. Plant identification and Culture. How plants are named, scientific and common names, watering, weed control, when and how to use a glasshouse/shade house.
2. Plant Propagation. Overview of propagation techniques, propagating mixes, pots, hormones, propagating structures and aids.

#### UNIT-II

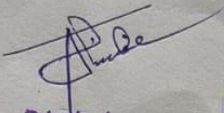
3. Soils and Nutrition. Soil structure, soil additives, major nutrients, minor nutrients, nutrient deficiencies, salt toxicity, soil mixes, fertilisers.
4. Seed Propagation and Nursery Business. Handling seed, pre-germination treatments, handling seedlings, propagating selected species.

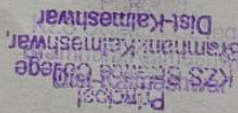
#### UNIT-III

5. Cutting Propagation. Stem cuttings, leaf cuttings, leaf bud cuttings, propagating selected species by cuttings.
6. Pest and Disease. Identifying a problem, insects, fungal diseases, nursery hygiene.


#### UNIT-IV

7. Organic farming, biofertilizers and vermicompose

  
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Dept. of Botany  
Late K. Z. S. Science College,  
Bramhani, Kalmeshwar.

  
Course coordinator

