



**CSIBER TRUST'S
COLLEGE OF NON-CONVENTIONAL VOCATIONAL
COURSES FOR WOMEN (CNCVCW)
University Road, Kolhapur – 416 004**

CODE OF CONDUCT

PRINCIPAL,
College of Non-Conventional
Vocational Courses For Women
Kolhapur

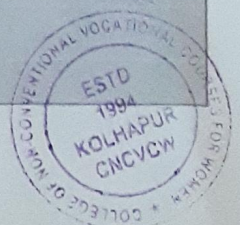


TABLE OF CONTENT

Sr. No.	Contents	Page No.
1	PREAMBLE	1
2	JURISDICTIONS	1
3	ETHICS AND CONDUCT	2-4
4	BREACH OF CODE OF CONDUCT	5
5	APPEALS	6
6	ACADEMIC INTEGRITY	6-9
7	ANTI-RAGGING	10
8	SEXUAL HARASSMENT	11
9	STUDENT GRIEVANCE PROCEDURE	12-14
10	STUDENT PARTICIPATION IN GOVERNANCE	14
ENCLOSURES		
Sr. No.	Contents	Page No.
1	LIBRARY RULES AND REGULATIONS	15
2	COMPUTER LAB RULES AND REGULATIONS	16-17
3	STUDENT CODE OF CONDUCT FOR LABORATORY AND WORKSHOP CLASSES	18



1. PREAMBLE

This Handbook indicates the standard procedures and practices of College of Non Conventional Vocational Courses for Women (CNCVCW), Kolhapur for all students enrolling with the College for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code'). So from here after these responsibilities and restrictions flowing from it is to be abided by students as well as teaching and non-teaching staff. All are requested to be well aware with this Code.

2. JURISDICTION

The College shall have the jurisdiction over the conduct of the students associated /enrolled with the College and to take notice of all acts of misconduct including incidents of ragging or otherwise which are taking place on the College campus or in connection with the College related activities and functions.

College may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include:

- a) Any violations of the Sexual Harassment Policy of the College against other students of the College.
- b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the College
- c) Possession or use of weapons, explosives, or destructive devices off campus
- d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
- e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

3. ETHICS AND CONDUCT

This Code shall apply to all kinds of conduct of students that occurs on the College premises and any off-campus conduct that has or may have serious consequences or adverse impact on the College's Interests or reputation.

- 1) At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that
 - She shall be regular and must complete his/her studies in the College.



- h. Rash driving on the campus that may cause any inconvenience to others
 - i. Not disclosing a pre-existing health condition, either physical or psychological which may cause hindrance to the academic progress.
 - j. Theft or unauthorized access to others resources
 - k. Misbehaviour at the time of student body elections or during any activity of the College.
- 9) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the College.
- 10) Students are expected not to interact, on behalf of the College, with media representatives or invite media persons on to the campus without the permission of the College authorities.
- 11) Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
- 12) Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- 13) Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the College on the social media or indulging in any such related activities having grave ramifications on the reputation of the College.
- 14) Theft or abuse of the College computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry use, tamper, etc. of College property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
- 15) Damage to, or destruction of, any property of the College, or any property of others on the College premises.
- 16) Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
- 17) Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender,



gender identity, marital status, ancestry, physical or mental disability, and medical condition.

4. BREACH OF CODE OF CONDUCT

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action that shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. . The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

- 1) **WARNING-** Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
- 2) **RESTRICTIONS** -Reprimanding and restricting access to various facilities on the campus for a specified period of time.
- 3) **COMMUNITY SERVICE** - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.
- 4) **EXPULSION** - Expulsion of a student from the College permanently. Indicating prohibition from entering the College premises or participating in any student related activities or campus residences etc.
- 5) **MONETARY PENALTY-** May also include suspension or forfeiture of scholarship/fellowship for a specific time period.
- 6) **SUSPENSION-** A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various College facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.
- 7) Ineligibility to reapply for admission to the College for a period of three years, and
- 8) Withholding the mark sheets or certificate for the courses studied or work carried out.



5. APPEALS:

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, she may appeal to the Principal. The Principal may decide on one of the following:

- 1) Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct,
- 2) Refer the case back to the committee for reconsideration. In any case the Chairman's decision is final and binding in all the cases where there is a possible misconduct by a student.

6. ACADEMIC INTEGRITY

As an College runs all professional programs it values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of professionalism and entrepreneurship. The College believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the College and its reputation.

1. Scope and Purpose

- a) This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the College and is required to adhere to the said policy. The purpose of the Policy is twofold:
 - To clarify the principles of academic integrity, and
 - To provide examples of dishonest conduct and violations of academic integrity
- b) Failure to uphold these principles of academic integrity threatens both the reputation of the Institution and the value of the degrees awarded to its students. Every member of the Institution community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.
- c) The principles of academic integrity require that a student.
 - Properly acknowledges and cites use of the ideas, results, material or words of others.
 - Properly acknowledges all contributors to a given piece of work.



- Makes sure that all work submitted as her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
- Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

2. Violations of this policy include, but are not limited to:

- Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself. Examples of plagiarism include:
 - Reproducing, in whole or part, text/sentences from a report, book, project, publication or the internet.
 - Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
 - Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or project without proper attribution.
 - Self plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
 - Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
 - Paraphrasing or changing an author's words or style without citation.
- Cheating .Cheating includes, but is not limited to:
 - Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
 - Allowing or facilitating copying, or writing a report or taking examination for someone else.



- Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
 - Fabricating (making up) or falsifying (manipulating) data and reporting them in project and publications.
 - Creating sources, or citations that do not exist
 - Altering previously evaluated and re-submitting the work for re-evaluation
 - Signing another student's name on an assignment, report, research paper, project or attendance sheet
- c) Conflict of Interest: A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, and publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest. Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy. promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.
- d) Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:
- Use proper methodology for experiments and computational work. Accurately describe and compile data.
 - Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.
 - Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as “cherry picking”).



- Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.
- Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and project.
- Give due credit to previous reports, methods, computer programs, etc. With appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

3. Individual and Collective Responsibility: The responsibility varies with the role one plays.

- Student roles:** Before submitting a project to the department, the student is responsible for checking the project for plagiarism using software that is available on the web (see resources below). In addition, the student should undertake that he/she is aware of the academic guidelines of the College, has checked the document for plagiarism, and that the project is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy she is strongly encouraged to report the misconduct in a timely manner.
- Faculty roles:** Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the College’s academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.

7. ANTI-RAGGING

The College has a coherent and an effective anti-ragging policy in place which is based on the ‘UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the ‘UGC Regulations’]’. The UGC Regulations have been framed in view of the directions issued by the Hon’ble Supreme Court of India to prevent and



3. A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a. Suspension from attending classes and academic privileges.
- b. Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c. Forfeiting campus placement opportunities/recommendations.
- d. Debarring from appearing in any test/ examination or other evaluation process.
- e. Withholding results.
- f. Debarring from representing the college in any regional, national or international meet, tournament youth festival etc.
- g. Cancellation of admission.
- h. Suspension/ expulsion from the hostels and mess.
- i. Rustication from the college for a period, ranging from one to three years
- j. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- k. Fine of Rs. 25,000/-.
- l. In cases where the persons committing or abetting the act of ragging are not identified, the College shall resort to collective punishment.
- m. If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the College with the local police authorities.

The Anti-Ragging Committee of the College shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

4. An Appeal against the any of the orders of punishment enumerated hereinabove shall lie to:

In case of an order of an institution, affiliated to or constituent part, of the College, to the Principal of the College

8. SEXUAL HARASSMENT

Sexual harassment is gender-based verbal or physical conduct (male/female, female/male, or same sex) that has the purpose or effect of either unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment.



prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the College and the students are requested kindly to

1. Ragging constitutes one or more of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) Exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- f) Any act of financial extortion or forceful expenditure burden put on a student by other students;
- g) Any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;
- i) Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

2. ANTI-RAGGING COMMITTEE:

The Anti-Ragging Committee, as constituted by the Principal and headed by Committee members shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by Principal, anti-ragging committee coordinator, Police Department representative, media representative, teaching and non-teaching committee member with student representative and active participation of all HODs of concern department.



Acts amounting to Sexual Harassment

- Unwanted physical contact and advance. Standing too close/ogling/suggestive gestures.
- A demand or request for sexual favours / unwelcome comments / sexual epithets
- Exposing the victim to pornographic material: audio or visual or BOTH or print
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Medium of conducting Sexual Harassment

A person can be guilty of sexual harassment if any unwelcome sexually determined behaviour is committed through any of the following ways:

- Comments
- Remarks
- Jokes
- Letters
- Phone calls
- Emails
- Chats on any electronic medium like whatsapp, twitter, facebook, etc.
- Gestures
- Remarks
- Lurid stares
- Molestation
- Sounds or display of a derogatory nature
- Any other understandable medium

Sexual Exploitation

Sexual exploitation is when someone takes non-consensual or abusive sexual advantage of another for her own advantage or benefit or to benefit anyone other than the one being exploited. Examples include non-consensual electronically recording, photographing or transmitting intimate or sexual utterances, sounds or images without the knowledge and consent of all parties involved and voyeurism (spying on others who are in intimate or sexual situations).

ASSISTANCE BY COLLEGE

In order to foster a fearless environment, the COLLEGE shall take proactive steps in preventing sexual harassment and resolving disputes of the above said nature.

- To provide counselling services to the complainant



- To undertake workshops and training programmes at regular intervals.
- Sensitizing the students, faculty members and employees regarding the sexual harassment guidelines
- To pursue the complaint and the safety of the complainant
- To assure confidentiality of the case
- To form the Internal Complaints Committee to deal with the cases relating to Sexual Harassment
- To inform the members about the Internal Complaints Committee by displaying the same at conspicuous place
- Provide necessary facilities to the Internal Committee as the case may be, for dealing with the complaint and conducting inquiry;
- Assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;
- Make available such information to the Internal Committee as the case may be, as it may Require

Redressal Process

- Any employee/student who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Committee in writing with her signature within 10 days of occurrence of incident.
- The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.
- The Committee will hold a meeting with the complainant within five days of the receipt of the complaint, but not later than a week in any case.
- At the first meeting, the Committee members shall hear the complainant and record her allegations. The complainant can also submit any corroborative material with a documentary proof, oral or written material etc. to substantiate her complaint.
- Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him to give an explanation, where after, an "Enquiry" shall be conducted.
- In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.



- In case the complaint is found to be false, the complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

9. STUDENT GRIEVANCE PROCEDURE

Any student of the College aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at the College. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

10. STUDENT PARTICIPATION IN GOVERNANCE

As Students are members of the College, they have a substantial interest in the governance of the College. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, being encouraged to put forth their views and advice, for an informed decision making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the College and who are going to be enrolled in the College are advised to uphold the policy and inform the College of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.



Annexure A -LIBRARY RULES AND REGULATIONS

- 1) All library users are required to enter their names and sign the register provided at the entrance.
- 2) Students can borrow certain number of books, periodicals (other than the current issue), CDs for a certain period of time as stipulated and communicated by the Librarian.
- 3) Students can borrow one book for internal use, subject to the condition that they return the book on the same day of issue.
- 4) Library books are required to be returned by the student on or before the due date. A fine will be levied after the expiry of the due date. All issued books must be returned and library fines (if any) must be settled on time.
- 5) Borrowers shall replace lost or damaged library materials with new versions of the same.
- 6) Renewal of library book and of the educational materials are generally allowed if no reservation has been made for the same.
- 7) Personal items, for example books, folders, files, blazer, jerkins, overcoats, etc. are not allowed in the library.
- 8) Case studies and project reports will not be issued to students and are for library reference purpose only.
- 9) Library users are expected to maintain silence at all times in the library. Cell phones and their use prohibited.
- 10) Library users should present their identity card for the borrowing or renewal of library material. The Librarian reserves the right to deny the issuance or renewal of library materials where the identity card is not presented by the student.
- 11) Marking of any kind, underlining, writing on books, and defacing any publication are strictly prohibited and if defaced, the item must be replaced with a new one.
- 12) Smoking anywhere inside the library premises is prohibited as is the consumption of food and refreshments.
- 13) The membership of the library is not transferable.
- 14) Books or journals removed from the shelves should not be replaced on the shelves but should be left on the table.
- 15) All library users are expected to read the notice board or browse the library website for library timings and other services.
- 16) The librarian reserves the right to refuse admission to any student violating the rules and regulations of the library.
- 17) Students are requested to maintain the dress code of the Institution while they are in the library.
- 18) Students should return all the borrowed items from the library, clear all fines and return the library ID card before leaving the Institution.



Annexure B -COMPUTER LAB RULES AND REGULATIONS

A. Entry/Exit

- I. Only students, faculty and staff of Institution are allowed inside the computer lab.
- II. Visitors are allowed inside the lab only and with prior permission from the appropriate authorities.
- III. Students are required to sign the register at the time of entry and exit from the computer lab.
- IV. Students should be dressed in a formal attire (as per the dress code stipulation of the Institution) to gain entry into the lab during working hours.
- V. Any kind of footwear inside the lab is strictly prohibited.
- VI. Students shall not carry any storage device such as CDs without prior permission from authorized personnel, and the details of the contents in the pen drive, the CDs or any other storage device is required to be registered with the staff at the lab. Failure to observe this rule will result in the student being barred from using the lab for the remaining part of the course.

B. Inside the Lab

- i. Students have to maintain silence at all times in the lab.
- ii. Students will occupy the computer systems as identified by the lab-in-charge.
- iii. Students will login with their username and password.
- iv. Where the students have carried storage devices such as pen drives CDs the same will be tested for any presence of computer viruses or any other undesirable content.
- v. Students should not attempt to access IT servers.
- vi. Students shall not indulge in the hacking or retrieval of sensitive information; destruction of data or Computer programs from computers and IT servers located in the Computer lab, or anywhere else on the educational campus machines as well as server.
- vii. The Internet facility at the Institution is provided purely for academic purposes and knowledge acquisition. Students will not use this facility for sending unproductive, provocative or illegal electronic mails or indulge in undesirable Web chatting.
- viii. Whenever a student has copied any data or Computer program from the Computer system, the same should be shown to the lab-in-charge for verification or approval.



Annexure C - STUDENT CODE OF CONDUCT FOR LABORATORY AND WORKSHOP CLASSES

- a) Students are to report for the required laboratory and workshop sessions on time.
- b) Students are required to wear laboratory/workshop uniforms as prescribed by the institution. Care should be taken by the students to wear heavy duty shoes to prevent accidents in the workshop.
- c) All Laboratory equipment /appliances need to be handled with care by the students.
- d) Students must intimate the faculty laboratory assistant/workshop assistant of any breakages or malfunctioning equipment immediately and as and when it is noticed.
- e) Any damage caused to equipments/appliances will be recovered by the Institution from the concerned student/students.
- f) Students should adhere to the instructions given by the faculty/laboratory technician/workshop technician during the laboratory class.
- g) Students are required to report to the laboratory/workshop sessions with their record notebooks and must proceed to work silently on their experiments, either individually or in designated groups. Any unruly behaviour such as, unnecessary talking in the laboratory/ Workshop is strictly prohibited.
- h) All materials used in the laboratory/workshop are the property of the Institution and should not be taken out of the laboratory/workshop except under the guidance of a faculty member in charge and with the permission of the Head of the Department.
- i) Students absenting themselves from laboratory/workshop session cannot claim to be permitted to re-do the experiments as a matter of right. The discretion/decision of the Head of the Department will be final in this case.

- ix. The lab-in-charge, system administrators inside the Computer lab or the Institution is not responsible for the loss of any personal property of the students.
- x. Beverages and food are prohibited inside the Computer lab.
 - i. Mobile phones are prohibited in the Computer lab. The violation of the rule will result in the confiscation of the instrument and the expulsion of the student from the lab. The instrument will be returned of the student only at the end of the course.
- xi. Chatting and talking is prohibited in all the Computer labs of the Institution.
- xii. Students are prohibited from visiting any sites that do not add learning value or are illegal.
- xiii. Students should use the computer lab only for academic learning. Activities of the students on the campus network tracked using monitoring software for regulation purposes.



BEST PRACTICES-1

TITLE OF THE PRACTICE:

Renewable Energy Resources (on – grid solar power plant)

CONTEXT:

Solar energy is renewable source of energy as it can be used to produce electricity as long as the sun exists. India holds an important place in the global education industry.

India has one of the largest networks of higher educational institutions in the world. Gross Enrolment Ratio in higher education reached 25.8 percent in 2017 – 18. This presents a very good opportunity for solar rooftop in educational institutions.

It also helps house renewable energy to bring down energy cost. Setting up a solar photovoltaic (PV) power plant, will not only contribute towards reduction in overall costs of energy for the premises but also to contribute to a greener or sustainable environment.

OBJECTIVES OF THE PRACTICE:

- To install solar power plant on the roof terrace and generate solar energy.
- Offsetting of green house gases.
- To utilize the generated solar power for institution as substitute to conventional power supply.
- To export the excess generated solar power to national grid.
- To impart practical knowledge among students from this working.
- To augment long term research in the field of solar power.
- To become a role model among the public in going green.

THE PRACTICE:

Considering the growing energy demand from various sectors our college has decided to go for use of nonconventional energy resources for all its internal consumptions by installing roof top solar panels.

For the last five years, energy usage, our annual requirement is about 16824 units. We have installed 46 numbers of solar panels with the install capacity of 20kw with capital cost of Rs. 547676/- in the month of November 2018. Solar system has given excellent results which have generated 37372 units of solar energy for November 2018 to July 2020. On an average the system generates about 50 units of energy per day. That is about 18000 units per year against our requirement of 16825 units. Thus, making college self-sufficient to export the surplus energy to national grid.

Generation of solar energy has given number of environmental benefits in terms of offsetting green house gases. Such as solar energy generated is equivalent to creation of 41.6 hectare of forest land, saves 482278 kg of carbon dioxide which reduces pollution made by 6 passenger cars emitting carbon dioxide, over 106.32 hours. Reduction of 236.64 kg of nitrous oxide which is equivalent to requirement of power to 2094 computer for a year. And also reduces 1393 kg of sulphur oxide which equivalent to emission of carbon dioxide by TV over 103005 hours.



OBSTACLES FACED IF ANY AND STRATEGIES ADOPTED TO OVERCOME THEM:

- Poor service from suppliers after installation
- Daily cleaning of panels is necessary to improve efficient power generation. Care should be taken of obstacles falling on the panels like tree shadows. So, daily maintenance and accordingly the man power are required for the same.
- Strategies adopted
- Local experts are contacted and taken service on need basis.

IMPACT OF THE PRACTICE:

- Sustainable and Renewable Energy Sources
- Builds good will with the community
- Good learning opportunities
- Utilization of terrace for installation of solar panels resulting in the accumulation of truly renewable energy source.

RESOURCE REQUIRED:

In house experts and local agencies.



BEST PRACTICES-1

TITLE OF THE PRACTICE-

Add-on courses

THE CONTEXT:

Prevailing system of higher education in the region focuses mainly on academic aspects and performance at the expense of other innate talents in the students. Being an affiliated college curriculum is designed by the parent university. It's very difficult to change the syllabus frequently. The present education system is student centric and need to be focused on their employability. There is a dynamic change in the requirement of recruiters which may not be 100% met through the existing curriculum. Therefore, there is a need for introduction of add-on courses to bridge this gap to make our students more employable and develop entrepreneurship skills.

So, add-on courses enable the teacher to act like motivator to the students gain maximum academic benefit.

OBJECTIVES OF THE PRACTICE

In line with the institutional vision add-on courses is been adopted as a best practice by the institution with the following objectives:

Make our students more employable and develop entrepreneurship skills.

Project an institution that moulds and provides all round development in the student's educational phase.

Develop holistic academic growth along with social and professional development.

THE PRACTICE:

During this academic year college has introduced six add-on courses including three foreign languages (French, German, Japanese) and three add-on courses in respective functional areas. Depending upon the course requirement, content of the course is developed with a weightage of 2 to 4 credits (one credit = 15 contact hours). For developing the course content committee of experts with head of the departments as a chairman is appointed by Principal. The guidelines of add-on courses are charted by Principal in consultation with the management which is included in the annual academic calendar. The various activities conducted are highlighted as follows:

- **Assessment of performance:** Motivating students to participate in form of oral, theoretical, practical and site experiences in the time schedule framed for the course.
- **Organizing competition:** These competitions are organized with the intent of knowledge dissimulation to develop effective language skills to enable simultaneous improvement in academics.
- **Organizing field visits:** These activities are conducted to enable students appreciate as they are able to link actual class room teaching with practical working.
- **Awarding Certificate:** Certificates are awarded to students on successfully



completion of course.

OBSTACLES FACED IF ANY AND STRATEGIES ADOPTED TO OVER COME THEM:

The tight schedule involved in the University Laid-down semester system is a major obstacle faced by the college.

- **Strategy Adopted:** To overcome time constraints, the college drafts an Annual Academic Calendar incorporating all academic as well as add-on courses framework with effective time management and to ensure success of the programme. Such add-on courses activities are slotted keeping in mind that the normal class routines are not affected. The college has been able to cope the issues of time factor due to the effective participation and cooperation from the students as well as the management.

IMPACT OF THE PRACTICE:

The positive outcome of the practice can be highlighted as:

- Healthy Participation of the students.
- An increase in the confidence level of the students as they are exposed to new and important aspects of their respective curriculum courses.
- Such activities as framed for short term generates interest and curiosity among the students to show their personal skills.
- Improvement in the personality and confidence level and also teamwork culture is developed among the students.

RESOURCE REQUIRED

Professional personals are required to impart their inputs.

Field personals are also required to impart practical knowledge.





Alliance Française

ADULTS COURSES CURRICULUM OVERVIEW

A1 LEVEL (Beginner)

LEVEL	Learning goals	Grammar topics
A1.1 Textbook: Texto 1 Dossiers 0, 1, 2.	<ul style="list-style-type: none">• Greetings in French• Understand days of the week and months of the year.• Count (numbers)• Spell words• Introduce yourself (give your age, your job, talk about your family, say where you are from, where you live, say the languages you speak)• Ask questions (1)• Learn basic vocabulary	<ul style="list-style-type: none">• Auxiliary verbs (<i>to be/to have</i>)• Genders (<i>masculine/feminine</i>)• Definite and indefinite articles• Plural form• Possessive adjectives (<i>my, your, his/her...</i>)• Regular verbs at present tense (<i>-er verbs</i>)
A1.2 Dossiers 3, Dossier 4 (leçon 13)	<ul style="list-style-type: none">• Understand a menu/Order at a restaurant• Ask questions (2)• Understand and give directions (1)• Speak about the weather• Say the time• Suggest an outing• Buy in shops	<ul style="list-style-type: none">• Plural of nouns• "on" pronoun• Negation• Prepositions of location (<i>in, on, next to, in front of...</i>)• Use « Quel », « Est-ce que » and « Qu'est-ce que » in a question• Demonstrative adjectives (<i>this, that</i>)



Add. Course Chairman
Committee

Add. Course - co-ordinator
Committee

College of Non-Conventional Vocational Courses for Women,

SIBER Trust, Kolhapur

Attendance of Certificate Course in French Language

B.Sc. (FTM) / B.A. (DMFC) / B.I.D. / B.Sc. (Env. Sc.) / B.Com. (Bank Mgt.) 2021-22

Name of Faculty:-

Mrs. Shravani Kulkarni

Roll No.	Name of Student	Dept.	Date	08/01	04/01																Total
			Time	3.30																	
1	Babar Rohini Satish	B.A. (DMFC) II																			
2	Bagade Shweta Ajit	B.A. (DMFC) I																			
3	Bakare Vaishnavi Ravindra	B.A. (DMFC) II																			
4	Bongale Anjali Mukund	B.A. (DMFC) I																			
	Chindake Shravani Vidyadhar	B.A. (DMFC) I																			
6	Dhobale Rakshita Vikas	B.A. (DMFC) I																			
7	Dhumal Chitralekha Shashikant	B.A. (DMFC) I																			
8	Gursali Disha Vinod	B.A. (DMFC) II																			
9	Howlader Yogita Vivekanand	B.A. (DMFC) I																			
10	Jadhav Shreya Dhanaji	B.A. (DMFC) I																			
11	Jangate Sayali Subhash	B.A. (DMFC) I																			
12	Kale Sanika Deepak	B.A. (DMFC) I																			
13	Kamble Diksha Prashant	B.A. (DMFC) I																			
14	Mali Prerana Prakash	B.A. (DMFC) I																			
15	Mane Rutuja Rajendra	B.A. (DMFC) I																			
16	Markad Sakshi Sudhir	B.A. (DMFC) I																			
17	Medsing Rajashri Dilip	B.A. (DMFC) I																			
18	More Nikita Ramesh	B.A. (DMFC) I																			
19	More Varsha Sitaram	B.A. (DMFC) I																			
20	Nerlikar Vaishnavi Rajendra	B.A. (DMFC) I																			
21	Pandage Prajakata Prabhakar	B.A. (DMFC) I																			
22	Patane Sakshi Prabhakar	B.A. (DMFC) I																			
23	Patil Chetana Tanaji	B.A. (DMFC) I																			
24	Patil Mrudula Yuvraj	B.A. (DMFC) I																			
25	Patil Rutuja Damodar	B.A. (DMFC) I																			
26	Patil Shambhavi Madhav	B.A. (DMFC) I																			
27	Pawale Prashasti Tanaji	B.A. (DMFC) I																			
28	Phulpagar Supriya Anil Phulpagar	B.A. (DMFC) I																			
29	Sankpal Seemran Santosh	B.A. (DMFC) I																			
30	Shete Sayali Rajesh	B.A. (DMFC) I																			
31	Solankure Vaibhavi Anil	B.A. (DMFC) I																			
32	Ursutte Namrata Milind	B.A. (DMFC) I																			
33	Biraje Jyotshna Jaykumar	B.Sc. (FTM) I																			
34	Chougale Sayali Babaso	B.Sc. (FTM) I																			
35	Ingale Aishwarya Mansing	B.Sc. (FTM) I																			



College of Non-Conventional Vocational Courses for Women,

SIBER Trust, Kolhapur

Attendance of Certificate Course in Foreign Language

B.Sc. (FTM) / B.A. (DMFC) / B.I.D. / B.Sc. (Envt. Sc.) / B.Com. (Bank Mgt.) 2020-21

French Language

Roll No.	Name of Student	Date	30/11	06/12	20/12	27/12	3/1/21	04/01	Total
		Time	3.30	3.30					
1	Adake Manali Sachin								
2	Ambekar Samruddhi Dinesh								
3	Bagale Manisha Nivrutti								
4	Belvalkar Samruddhi Uday								
5	Bobale Pooja Ashok								
6	Bolake Sarika Dasharath								
7	Bongale Anjali Mukund								
8	Chavan Shweta Dattatray								
9	Chile Samruddhi Sanjay								
10	Chougule Shreya Malagonda								
11	Dakave Maitreyee Uday								
12	Devale Manasvi Shrikant								
13	Dhanawade Siddhlaxmi								
14	Gavali Sakshi								
15	Ghatage Akanksha Madan								
16	Jadhav Ashlesha Anil								
17	Jadhav Siddhi Manohar								
18	Jadhav Siddhi Manohar								
19	Jadhav Supriya Satish								
20	Jadhav Tejaswini Dhanajirao								
21	Kadam Indrayani Chandrakant								
22	Kamble Snehal Maheshkumar								
23	Kavathekar Mahek Riyaj								
24	Khandagale Mrunal Shrikant								
25	Khandke Vaishnavi Uday								
26	Khot Akanksha Ramchandra								
27	Kolar Sakshi								
28	Kothare Neha Appasaheb								
29	Kulkarni Vaishnavi Rajendra								
30	Kumbhar Dipti Madhukar								
31	Mahajan Rutuja Shivaji								
32	Mane Pradnya								
33	Matade Apoorva Anil								
34	Mengane Sayali Hambirrao								
35	More Ankita Uttam								



**College of Non-Conventional Vocational Courses for Women,
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French Language

Roll No.	Name of Student	Dept.	Date Time	30/11	06/12	20/12	27/12	28/12	Total
				3-30	3-30	3-30	-	-	
1	Aragu Srushti Sunil	BID I		Srs	Srs	Srs	Srs	Srs	
2	Babar Rohini Satish	B.A. (DMFC) II		A	A	-	-	-	
3	Bagade Shweta Ajit	B.A. (DMFC) I		Shweta	Shweta	-	-	-	
4	Bakare Vaishnavi Ravindra	B.A. (DMFC) II		Bakare	A	-	-	-	
5	Biraje Jyotshna Jaykumar	B.Sc. (FTM) I		Biraje	Biraje	Biraje	Biraje	Biraje	
6	Bongale Anjali Mukund	B.A. (DMFC) I		A	A	-	-	-	
7	Chindake Shravani Vidyadhar	B.A. (DMFC) I		Chindake	Chindake	Chindake	Chindake	Chindake	
8	Chougale Sayali Babaso	B.Sc. (FTM) I		Chougale	Chougale	Chougale	Chougale	Chougale	
9	Dhobale Rakshita Vikas	B.A. (DMFC) I		Rakshita	Rakshita	Rakshita	Rakshita	Rakshita	
10	Dhumal Chitralekha Shashikant	B.A. (DMFC) I		Dhumal	Dhumal	Dhumal	-	-	
11	Doiphode Nikita Omkar	PGDND		A	A	-	-	-	
12	Ghule Vishakha Vinod	PGDND		A	A	-	-	-	
13	Gursali Disha Vinod	B.A. (DMFC) II		Gursali	Gursali	-	-	-	
14	Howlader Yogita Vivekanand	B.A. (DMFC) I		Yogita	Yogita	-	-	Yogita	
15	Ingale Aishwarya Mansing	B.Sc. (FTM) I		A	A	-	-	-	
16	Ingale Poonam Sachin	B.Sc. (FTM) I		P.S. Ingale	P.S. Ingale	-	P.S. Ingale	P.S. Ingale	
17	Jadhav Shreya Dhanaji	B.A. (DMFC) I		Shreya	Shreya	Shreya	Shreya	Shreya	
18	Jangam Shruti Mangesh	BID I		Shruti	A	-	-	Shruti	
19	Jangate Sayali Subhash	B.A. (DMFC) I		S.S. Jangate	S.S. Jangate	-	S.S. Jangate	S.S. Jangate	
20	Kadam Prachi Dhananjay	BID I		Prachi	Prachi	-	-	-	
21	Kakade Samruddhi Sandeep	PGDND		A	A	-	-	-	
22	Kale Sanika Deepak	B.A. (DMFC) I		Kale	Kale	-	-	Kale	
23	Kamble Diksha Prashant	B.A. (DMFC) I		Kamble	Kamble	Kamble	Kamble	Kamble	
24	Kamble Mansi Dilip	B.Sc. (FTM) I		Mansi	Mansi	Mansi	Mansi	Mansi	
25	Kamble Pratiksha Sunil	B.Sc. (FTM) I		Kamble	Kamble	Kamble	Kamble	Kamble	
26	Kanugade Rutuja Bapuso	B.Sc. (FTM) I		Rutuja	Rutuja	-	Rutuja	Rutuja	
27	Kashid Padmashri Deepak	BID I		A	A	-	-	-	
28	Kokate Sujata Sambhaji	B.Sc. (FTM) I		Sujata	Sujata	Sujata	Sujata	Sujata	
29	Maladkar Maladkar Prashant	BID I		Maladkar	Maladkar	-	-	-	
30	Mali Prerana Prakash	B.A. (DMFC) I		Mali	Mali	Mali	-	-	
31	Mali Shreya Rajendra	BID I		Mali	Mali	-	-	-	
32	Mane Aishwarya Balkrishna	BID I		Mane	Mane	Mane	Mane	Mane	
33	Mane Rutuja Rajendra	B.A. (DMFC) I		Rutuja	Rutuja	-	Rutuja	Rutuja	
34	Mankapure Sanika Pandurang	B.Sc. (FTM) I		Sanika	Sanika	-	-	Sanika	
35	Markad Sakshi Sudhir	B.A. (DMFC) I		Markad	A	-	-	Markad	



CNCVCW, SIBER COLLEGE, KOLHAUR

Syllabus for Year 2021-22 F.Y. &S.Y. (All branches)

Course Name: Japanese Language.

Course Description:

This course is designed to introduce students to the everyday language of Japan. Lessons will be organized around natural conversational topics, leading students from fundamental aspects of grammar to readings in simple texts.

Course Learning Outcomes:

After successful completion of the course, students will be able to,

1. To get the students acquainted with foreign language.
2. To gain knowledge of basic Japanese grammar.
3. To acquire basic Japanese language skills (listening, speaking, writing, and reading).
4. To enable students demonstrate an awareness of the relevance of Japanese language to professions and careers.
5. To make students understand the cultures and civilizations of the country of Japan.
6. To enable the students to function in an environment where Japanese is used exclusively.

Prerequisite:

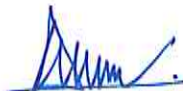
A student, who is going to enroll for this course, should have following abilities:

- 1) Knowledge of basic grammar of English Language.
- 2) Communicate moderately using English Language.


COMPILATION OF THE COURSE

Details of the content:

- 1). Introduction.
- i) Geographical features, culture of Japan.


Add. Course
Committee chairman.




Add. on. Course
Committee - Co-ordinator

- ii) The origin of the script of Japanese language.
- iii) Introduction of Basic script, Hiragana. (46 Characters)

2).

- i) Greetings in Japanese Language –
Good Morning, Good afternoon, Good evening, Good Night, etc.
- ii) Writing Hiragana Letters from あ to ぞ and related words

3).

- i) Writing Hiragana Letters from た to ぼ and related words .
- ii) Writing Hiragana Letters from ま to ん and related words.

4) .

- i) Self introduction in Japanese.
- ii) Numerals from 1 to 100

5).

- i) Contracted consonant letters (Hiragana script).
- ii) Doubling of consonants with the use of っ in half case (Hiragana script).

6).

- i) Classroom vocabulary.
Ex. Book, homework, question, answer, practice etc.
- ii) Introduction of pictorial script Kanji
人、上、山、下、川、日本語。

7).

- i) Multiples of 1000
- ii) Multiples of 10,000

8)

- i) To express time in Japanese Language.
9 o'clock, half past nine etc.

9).

- i) Introduction of date and month.
- ii) Days of week.

10).

- i) Introduction of Time Phrase
This month, last month, last week, today, tomorrow etc.

11).

- i) Colors in Japanese
- ii) Fruits, flowers in Japanese.



12).

i) Body parts.

13).

i) Writing Katakana letters from ア to ワ

ii) Writing Katakana letters from タ to ャ.

14) .

i) Expressing nationality of a particular country.

15) .

i) Contracted consonant letters (Katakana script)

ii) Doubling of consonants with the use of ヱ in half case (Katakana script).

***Note:** Words written phonetically using the Latin alphabet (*romaji*) will be only used in the very initial stage to aid learning pronunciations.

References –

Text Book:

1. Minna No Nihongo I (3A Corporation, Japan)
Publications : Goyal publishers.

2. Nihongo shouhou
Publication : JALTAP

Other reference material, practice papers & CDs for listening practice.

Evaluation Method : In every session student will be assessed.

Snehal Shetye.
Japanese Language Trainer.
9421220069



College of Non-Conventional Vocational Courses for Women,

SIBER Trust, Kolhapur

Attendance of Certificate Course in Japanese Language

B.Sc. (FTM) / B.A. (DMFC) / B.I.D. / B.Sc. (Envt. Sc.) / B.Com. (Bank Mgt.) 2021-22

Name of the Faculty:- Mrs. Snehal Shetye
U-1-54 28/12

Roll No.	Name of Student	Dept.	Date	03/01	04/01															Total
			Time	8:30	3:30															
1	Achantani Payal Dinesh	B.A. (DMFC) I	A	Payal	Payal															
2	Amrutsagar Sanika Deepak	B.A. (DMFC) I	A	Sanika	Sanika															
3	Attar Muskan Mehboob	B.A. (DMFC) I	A	Muskan	Muskan															
4	Bharati Unamani Santosh	B.A. (DMFC) I	A	Bharati	Bharati															
5	Jadhav Madhuri Shivaji	B.A. (DMFC) I	A	Madhuri	Madhuri															
6	Joshi Rucha Mahesh	B.A. (DMFC) I	A	Rucha	Rucha															
7	Kale Rutika Sanjay	B.A. (DMFC) II	A	Rutika	Rutika															
8	Kamble Sayli Sanjay	B.A. (DMFC) I	A	Sayli	Sayli															
9	Kamble Shalan Vilas	B.A. (DMFC) I	A	Shalan	Shalan															
10	Matkar Shruti Bhrat	B.A. (DMFC) II	A	Shruti	Shruti															
11	Mulla Anjum Dilawar	B.A. (DMFC) II	A	Anjum	Anjum															
12	Mulla Suhana Shakil	B.A. (DMFC) I	A	Suhana	Suhana															
13	Mursal Alize Wahid-Iqbal	B.A. (DMFC) I	A	Alize	Alize															
14	Patel Janhavi Harilal	B.A. (DMFC) I	A	Janhavi	Janhavi															
15	Patil Akanksha Shashikant	B.A. (DMFC) I	A	Akanksha	Akanksha															
16	Patil Priya Balasaheb	B.A. (DMFC) I	A	Priya	Priya															
17	Pawar Arthi Ashok	B.A. (DMFC) I	A	Arthi	Arthi															
18	Rajput Shital Ajitsing	B.A. (DMFC) I	A	Shital	Shital															
19	Salokhe Sai Santosh	B.A. (DMFC) I	A	Sai	Sai															
20	Salunkhe Mohini Vijay	B.A. (DMFC) I	A	Mohini	Mohini															
21	Sangar Dhanashri Jitendra	B.A. (DMFC) I	A	Dhanashri	Dhanashri															
22	Bhingude Sharayu Udaykumar	B.Com (BM) I	A	Sharayu	Sharayu															
23	Bhogan Arati Vitthal	B.Com (BM) I	A	Arati	Arati															
24	Chavan Vaishnavi Deepak	B.Com (BM) I	A	Vaishnavi	Vaishnavi															
25	Choudhari Priyanka Manoj	B.Com (BM) I	A	Priyanka	Priyanka															
26	Dangat Prajakta Dhanaji	B.Com (BM) I	A	Prajakta	Prajakta															
27	Joshi Prajakta Laxman	B.Com (BM) I	A	Prajakta	Prajakta															
28	Mane Namrata Pandurang	B.Com (BM) I	A	Namrata	Namrata															
29	Murdekar Sanika Shivaji	B.Com (BM) I	A	Sanika	Sanika															
30	Pujari Asmita Surendra	B.Com (BM) I	A	Asmita	Asmita															
31	Suryawanshi Neha subhash	B.Com (BM) I	A	Neha	Neha															
32	Tamhankar Manasi Ravindra	B.Com (BM) I	A	Manasi	Manasi															
33	Bhosale Prajakta Gajanan	B.Sc. (FTM) I	A	Prajakta	Prajakta															
34	Chougule Shreya Sanjay	B.Sc. (FTM) I	A	Shreya	Shreya															
35	Hajare Shital Sahebrao	B.Sc. (FTM) I	A	Shital	Shital															



**College of Non-Conventional Vocational Courses for Women,
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Attendance of Certificate Course in Foreign Language
B.Sc. (FTM) / B.A. (DMFC) / B.I.D. / B.Sc. (Envt. Sc.) / B.Com. (Bank Mgt.) 2021-22**

Japanese Language

22/11 29/11

27/12

Roll No.	Name of Student	Dept.	Date	24/11	30/11	06/12	07/12	20/12	21/12	21/12	Total
			Time	3:30	3:30	3:30	3:30	3:30	3:30	3:30	
1	Amrutsagar Sanika Deepak	B.A. (DMFC) I		A	A	A	A	A	A	A	
2	Attar Muskan Mehboob	B.A. (DMFC) I		A	A	A	A	A	A	A	
3	Bartakke Sanika Harish	BID I		A	A	A	A	A	A	A	
4	Bharati Unamani Santosh	B.A. (DMFC) I		A	A	A	A	A	A	A	
5	Bhavsar Sakshi Arun	BID I		A	A	A	A	A	A	A	
6	Bhingude Sharayu Udaykumar	B.Com (BM) I		A	A	A	A	A	A	A	
7	Bhogan Arati Vitthal	B.Com (BM) I		A	A	A	A	A	A	A	
8	Bhosale Prajakta Gajanan	B.Sc. (FTM) I		A	A	A	A	A	A	A	
9	Chavan Vaishnavi Deepak	B.Com (BM) I		A	A	A	A	A	A	A	
10	Choudhari Priyanka Manoj	B.Com (BM) I		A	A	A	A	A	A	A	
11	Chougule Shreya Sanjay	B.Sc. (FTM) I		A	A	A	A	A	A	A	
12	Dangat Prajka Dhanaji	B.Com (BM) I		A	A	A	A	A	A	A	
13	Danole Sakshi Mahavir	B.Sc. (FTM) I		A	A	A	A	A	A	A	
14	Dixit Payal Rajendra	PGDND		A	A	A	A	A	A	A	
15	INDULKAR SHREYA ARUN	B.Sc. (FTM) I		A	A	A	A	A	A	A	
16	Jadhav Madhuri Shivaji	B.A. (DMFC) I		A	A	A	A	A	A	A	
17	Jadhav Sakshi Santosh	BID I		A	A	A	A	A	A	A	
18	Jadhav Seema Mahadev	BID I		A	A	A	A	A	A	A	
19	Joshi Prajakta Laxman	B.Com (BM) I		A	A	A	A	A	A	A	
20	Joshi Rucha Mahesh	B.A. (DMFC) I		A	A	A	A	A	A	A	
21	Kalel Rutika Sanjay	B.A. (DMFC) I		A	A	A	A	A	A	A	
22	Kamble Sayli Sanjay	B.A. (DMFC) I		A	A	A	A	A	A	A	
23	Kamble Shelan Vilas	B.A. (DMFC) I		A	A	A	A	A	A	A	
24	Khardekar Amruta Arun	PGDND		A	A	A	A	A	A	A	
25	Khot Jyotsna Uttam	PGDND		A	A	A	A	A	A	A	
26	Khot Sandhya Ashok	BID I		A	A	A	A	A	A	A	
27	Khot Sanjana Sunil	BID I		A	A	A	A	A	A	A	
28	Kubade Rutika Rajendra	B.Sc. (FTM) I		A	A	A	A	A	A	A	
29	Kulkarni Shravani Shrikant	B.Sc. (FTM) I		A	A	A	A	A	A	A	
30	Kumbhar Tejashri Milind	B.Sc. (FTM) I		A	A	A	A	A	A	A	
31	Mane Dhanvantari Abhijeet	BID I		A	A	A	A	A	A	A	
32	Mane Namrata Pandurang	B.Com (BM) I		A	A	A	A	A	A	A	
33	Matkar Shruti Bhrat	B.A. (DMFC) I		A	A	A	A	A	A	A	
34	Mudhale Rutuja Raghunath	PGDND		A	A	A	A	A	A	A	
35	Mulla Anjum Dilawar	B.A. (DMFC) I		A	A	A	A	A	A	A	



**College of Non-Conventional Vocational Courses for Women,
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B.Sc. (FTM) / B.A. (DMFC) / B.I.D. / B.Sc. (Env. Sc.) / B.Com. (Bank Mgt.) 2020-21

Japanese Language

Roll No.	Name of Student	Date	22/11	24/11	30/11	06/12	07/12	20/12	21/12	27/12	Total
		Time	3:30	3:30	3:30	8:30	8:30	3:30	3:30		
1	Bidkar Tanisha Shivaji		A	A	A	A	A	A	A		
2	Chougule Nayana Nivas		A	A	A	A	A	A	A		
3	Katkar Tejaswi Sahebrao		A	A	A	A	A	A	A		
4	Kumthekar Vaishnavi		BIDA	A	A	A	A	A	A	Vikram	
5	Lingayat Shivani Eknath		A	A	A	A	A	A	A		
6	Mane Pratiksha Baburao		A	A	A	A	A	A	A		
7	Patil Anuja Amar		BIDA	A	A	A	A	A	A		
8	Pednekar Aditi Prashant		A	A	A	A	A	A	A		
9	Powar Shrutika Ananda		A	A	A	A	A	A	A		
10	Mulla Anjam Dilawar					A					
11											
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25											
26											
Total											
Topic Covered											

Sign of Faculty



College of Non-Conventional and Vocational Courses for Women

First Year (BFT/BID/BDFC/B. Com/PGDND)

• Syllabus for German as a Foreign Language •

Unit no :1

Content:

- Introduction (Name, country, living place, languages etc.) Asking the persons Information and Greeting.
- German alphabets, Numbers, Giving and asking information related to number (age, telephone number, mobile number etc.)
- Difference between formal and informal, personal pronouns, Verb Conjugations
- European Countries, languages and capital cities

Unit no: 2

Content:

- Hobbies, free time activities
- Conjugation of Strong verbs
- Days, Months, Seasons
- Articles
- Professions: Talking about and asking for the professions.
- Conjugation of the Verb **haben** and **sein**.


Unit no: 3

Content:


- Vocabulary related Eatables. (Students will be able to talk regarding Food, purchasing in Supermarket.)
- Sentence Structure.
- Akkusative Case and Akkusative Verbs
- Modalverbs
- Timings.

Unit no: 4

Content:


Add. Course Committee Chairman.




Add. Course Committee Co-ordinator

- Intercultural Training

• Note :

1. Syllabus is according to the Book- Netzwerk A1
2. This Syllabus has been designed keeping the goal of International Exam for German.
3. Extra practice material will be provided.



College of Non-Conventional Vocational Courses for Women,

SIBER Trust, Kolhapur

Attendance of Certificate Course in German Language

B.Sc. (FTM) / B.A. (DMFC) / B.I.D. / B.Sc. (Env. Sc.) / B.Com. (Bank Mgt.) 2021-22

Name of the Faculty:- Mrs Apurva Deshpande.

Roll No.	Name of Student	Dept.	Date Time																	Total
1	Alase Devika Dilip	B.A. (DMFC) I	D.D. Alase																	
2	Bhavar Priyanka Mahadev	B.A. (DMFC) I	Bhavar																	
3	Bobade Tanuja Tatyaba	B.A. (DMFC) I	Bobade																	
4	Jadhav Vidya Jayshing	B.A. (DMFC) I	Jadhav																	
5	Kshirsagar Monika Nashiket	B.A. (DMFC) II																		
6	Patil Renu Sanjay	B.A. (DMFC) I	Patil																	
7	Patil Pratiksha Pradip	B.A. (DMFC) I	Patil																	
8	Patil Tanishqa Umesh	B.A. (DMFC) I																		
9	Shevale Sakshi Dhanaji	B.A. (DMFC) I	Sakshi																	
10	Ugale Vaishnavi Krushna	B.A. (DMFC) I	V.K. Ugale																	
11	Purohit Bhagyashree Mukesh	B.Com (BM) I																		
12	Shiyekar Sayali Vinayak	B.Com (BM) I																		
13	Tipugade Samruddhi Milind	B.Com (BM) I																		
14	Chavan Nikhita Dattaram	B.Sc. (FTM) I	Nikhita																	
15	Devalkar Vishakha Nivruti	B.Sc. (FTM) I	Devalkar																	
16	Joshi Aakanksha Gajanan	B.Sc. (FTM) I	Joshi																	
17	Kamat Vaishnavi Sattyawant	B.Sc. (FTM) I	Kamat																	
18	Kazi Aliya Altaf	B.Sc. (FTM) I	A.A. Kazi																	
19	Kazi Sadiya Altaf	B.Sc. (FTM) I																		
20	Kengar Shreya Manohar	B.Sc. (FTM) I																		
21	Khochage Sonali Kumar	B.Sc. (FTM) I	Khochage																	
22	Mali Shruti Sanjay	B.Sc. (FTM) I	Mali																	
23	Malvekar Manasi Piraji	B.Sc. (FTM) I	Malvekar																	
24	Mandavakar Priya Pandit	B.Sc. (FTM) I	Mandavakar																	
25	Parmani Priya Mukesh	B.Sc. (FTM) I	Parmani																	
26	Patil Manasi Mahadev	B.Sc. (FTM) I	Patil																	
27	Patil Sayali Ganpati	B.Sc. (FTM) I																		
28	Pawar Samruddhi Sanjay	B.Sc. (FTM) I	Pawar																	
29	Sale Rohini Mahadev	B.Sc. (FTM) I	Sale																	
30	Salokhe Tanvi Vijaykumar	B.Sc. (FTM) I	Salokhe																	
31	Sawant Samruddhi Satyajeet	B.Sc. (FTM) I	Sawant																	
32	Bhandare Namrata yuvraj	BID I	N.Y.B.																	
33	Bobhate Shraddha Nandkumar	BID I																		
34	Desai Nishigandha Shankar	BID I																		
35	Desai Srushti Pradeep	BID I	Desai																	



College of Non-Conventional Vocational Courses for Women,

SIBER Trust, Kolhapur

Attendance of Certificate Course in Foreign Language

B.Sc. (FTM) / B.A. (DMFC) / B.I.D. / B.Sc. (Env. Sc.) / B.Com. (Bank Mgt.) 2021-22

German Language

Roll No.	Name of Student	Dept.	Date Time	29/11	30/11	6/12	7/12	13/12	27/12	Total
1	Achantani Payal Dinesh	B.A. (DMFC) I		A	A	A	A	A		6
2	Alase Devika Dilip	B.A. (DMFC) I		A	A	A	A	A		6
3	Bamane Payal Anil	PGDND		A	A	A	A			
4	Bhandare Namrata yuvraj	BID I		A	A	A	A			
5	Bhandare Namrata Yuvraj	BID I		A	A	A	A	A		
6	Bhavar Priyanka Mahadev	B.A. (DMFC) I		A	A	A	A	A		
7	Bobade Tanuja Tatyaba	B.A. (DMFC) I		A	A	A	A	A		
8	Bobhate Shraddha Nandkumar	BID I		A	A	A	A	A		
9	Bunandre Priyanka Rahul	PGDND		A	A	A	A			
10	Chakote Ashwini Shantiprasad	PGDND		A	A	A	A			
11	Chandak Nikita Bajaranglal	PGDND		A	A	A	A			
12	Chavan Nikhita Dattaram	B.Sc. (FTM) I		A	A	A	A	A		
13	Desai Nishigandha Shankar	BID I		A	A	A	A	A		
14	Desai Srushti Pradeep	BID I		A	A	A	A	A		
15	Gosavi Sanskruti Gorakh	PGDND		A	A	A	A	A		
16	Harge Sakshi Sachin	BID I		A	A	A	A	A		
17	Jadhav Prema Sachin	BID I		A	A	A	A	A		
18	Jadhav Vedika Abhijit	BID I		A	A	A	A	A		
19	Jadhav Vidya Jayshing	B.A. (DMFC) I		A	A	A	A	A		
20	Jitkar Pooja Krishnat	PGDND		A	A	A	A	A		
21	Joshi Aakanksha Gajanan	B.Sc. (FTM) I		A	A	A	A	A		
22	Kadarn Priyanka Pandit Patil	PGDND		A	A	A	A	A		
23	Kadilage Snehal Mahadev	BID I		A	A	A	A	A		
24	Kamat Vaishnavi Sattyawant	B.Sc. (FTM) I		A	A	A	A	A		
25	Kazi Aliya Altaf	B.Sc. (FTM) I		A	A	A	A	A		
26	Kazi Sadiya Altaf	B.Sc. (FTM) I		A	A	A	A	A		
27	Kengar Shreya Manohar	B.Sc. (FTM) I		A	A	A	A	A		
28	Khochage Sonali Kumar	B.Sc. (FTM) I		A	A	A	A	A		
29	Kshirsagar Monika Nashiket	B.A. (DMFC) I		A	A	A	A	A		
30	Lambore Gouri Anil	BID I		A	A	A	A	A		
31	Magar Shwetali Subhash	BID I		A	A	A	A	A		
32	Mali(rasal) Dhanshri Deepak	PGDND		A	A	A	A	A		
33	Malvekar Manasi Piraji	B.Sc. (FTM) I		A	A	A	A	A		
34	Mandavakar Priya Pandit	B.Sc. (FTM) I		A	A	A	A	A		
35	Mane Vidya Randhir	BID I		A	A	A	A	A		



**College of Non-Conventional Vocational Courses for Women,
SIBER Trust, Kolhapur
Attendance of Certificate Course in Foreign Language
B.Sc. (FTM) / B.A. (DMFC) / B.I.D. / B.Sc. (Envt. Sc.) / B.Com. (Bank Mgt.) 2021-22**

German Language

Roll No.	Name of Student	Dept.	Date	22/11																Total
1	Achantani Payal Dinesh	B.A. (DMFC) I	4	P																
2	Alase Devika Dilip	B.A. (DMFC) I		P																
3	Bamane Payal Anil	PGDND																		
4	Bhandare Namrata yuvraj	BID I		P																
5	Bhandare Namrata Yuvraj	BID I																		
6	Bhavar Priyanka Mahadev	B.A. (DMFC) I		P																
7	Bobade Tanuja Tatyaba	B.A. (DMFC) I		P																
8	Bobhate Shraddha Nandkumar	BID I		P																
9	Bunandre Priyanka Rahul	PGDND																		
10	Chakote Ashwini Shantiprasad	PGDND																		
11	Chandak Nikita Bajaranglal	PGDND																		
12	Chavan Nikhita Dattaram	B.Sc. (FTM) I																		
13	Desai Nishigandha Shankar	BID I		P																
14	Desai Srushti Pradeep	BID I		P																
15	Gosavi Sanskruti Gorakh	PGDND		P																
16	Harge Sakshi Sachin	BID I		P																
17	Jadhav Prerna Sachin	BID I		P																
18	Jadhav Vedika Abhijit	BID I		P																
19	Jadhav Vidya Jayshing	B.A. (DMFC) I		P																
20	Jitkar Pooja Krishnat	PGDND																		
21	Joshi Aakanksha Gajanan	B.Sc. (FTM) I		P																
22	Kadam Priyanka Pandit Patil	PGDND																		
23	Kadilage Snehal Mahadev	BID I		P																
24	Kengar Shreya Manohar	B.Sc. (FTM) I		P																
25	Kshirsagar Monika Nashiket	B.A. (DMFC) II																		
26	Lambore Gouri Anil	BID I		P																
27	Magar Shwetali Subhash	BID I		P																
28	Mali(rasal) Dhanshri Deepak	PGDND																		
29	Malvekar Manasi Piraji	B.Sc. (FTM) I		P																
30	Mandavakar Priya Pandit	B.Sc. (FTM) I		P																
31	Mane Vidya Randhir	BID I		P																
32	More Divya Ramdas	PGDND																		
33	Mote Kaushalya Anil	BID I		P																
34	Mule Sanjivani Suresh	PGDND																		
35	Naik Aishwarya Shantesh	PGDND																		

