



**K.L.E. Society's
BASAVAPRABHU KORE ARTS, SCIENCE AND COMMERCE COLLEGE, CHIKODI**

(Accredited at 'A' Grade by NAAC with CGPA of 3.26 in 3rd Cycle)

College with Potential for Excellence (CPE)

DEPARTMENT OF KANNADA

**COURSE STRUCTURE AND SYLLABUS
Of
CERTIFICATE COURSE**

2020-21

ಪತ್ರಲೇಖನ ಕಲೆ - ವ್ಯವಹಾರಿಕ ಕನ್ನಡ

List of Staff Members:-

Sl. No	Name	Designation	Qualification
1	Dr S.M Panbude	Asso.Professor	M.A, Ph.D,B.Ed.
2	Shri.J.L Kadam	Asso.Professor	M.A, M.Phil B.Ed.
3	Mr.S.K Naik	Lecturer	M.A, M.A, B.Ed.

Subject Experts:-

Sl. No	Name	Designation	Address
1	Dr S.M Panbude	Asso.Professor	B.K College Chikodi
2	Shri.J.L Kadam	Asso.Professor	B.K College Chikodi
3	Mr.S.K Naik	Lecturer	B.K College Chikodi

Preamble:

Writing is a very important and powerful tool used in everyday life. Writing is used to store information, make a permanent record, and for communication. The Letter writing skills will help the students in their future after the completion of their graduation. They can use the letter writing skills flawlessly in any sectors of the society.

Objectives of Certificate Course:

The following are the well defined objectives of the Department.

1. To motivate the students to learn letter writing skills in Kannada.
2. To make the students to realize the importance of learning Kannada.
3. To improve the students letter writing skills.
4. Letter writing skills can be used flawlessly in any sectors of the society.
5. To open up more career opportunities after the graduation.

Facilities Available:

1. Experienced Teaching Faculty.
2. Individual care of the students is taken by the teachers.
3. To develop the skills of the students.

Structure:

Sl. No	Particulars	Time
01	Teaching Hours	30 Hours
02	Duration of the course	2 Months

Title of the Paper	No. of hours per week	Exam Hours Theory	Marks
Letter Writing	06	1Hr	50

Pattern of Evaluation:-

- 'A'- Grade: 41-50 Marks
'B'- Grade: 31-40 Marks
'C'- Grade: 21-30 Marks

Syllabus

30 Hrs 50 Marks

Letter Writing

UNIT- I: Business Letter	05 Hrs
1. Types	
2. Vision	
3. Style	
4. Composition	
UNIT- II: Recovery Letter	05 Hrs
1. Letter of Enquiry.	
2. Acknowledgment letters	
3. Sales Letters	
UNIT –III: Job Advertisement	05 Hrs
1. Application letters	
2. Reports	
UNIT–IV: Bank and Insurance letters	05 Hrs
UNIT –V: Personal letters	05 Hrs
1. Letters to parents	
2. Letters to families and friends	
UNIT –VI: Official Letters	05 Hrs
1. Circular Letter	
2. Letter of Enquiry.	
3. Order Letter.	
4. Letter of Complaint.	
5. Reply to a Letter of Complaint.	
6. Sales Letters.	

17/11/2020
Chikodi



HOD



PRINCIPAL
S.L.Arts, Science & Commerce College,
CHIKODI—581 201

Certificate course o Tourism and Heritage ,One paper carrying 100 Marks,teaching hours-30

Deptment of History-2020-21
SYLLABUS

Unit-I

06 hours

Introduction

- I. Definition and Sources of Tourism
- II. Sources of Tourism
- III. Historical Evolution of Tourism

Unit-II

10 hours

- I. Types of Tourism- Historical, Cultural Tourism, Eco-Tourism etc.
- II. Tourism Services-Travel agency ,
- III. Tour Operators, Guides and Escorts
- IV. Transport-Road, Rail, Air &Water

Unit-III

10 hours

- I. Tourist Destination and Fairs-Festivals
- II. Important Tourist Destinations of Southern and Northern India, Incredible
- III. Tourism in Karnataka and its prospective " one state many Worlds"
- IV. Tourism in Karnataka- Historical Sites, Hill Stations, Beaches, Bird and Wild life Sanctuaries.

Unit ,IV

04 hours

- I. Map Topics:
- II. Study Tour to World Heritage sites in India any 1 or 2 sits .
- III. Map questions- Important Tourist Places. 1. Ajmer 2.Tirupati 3.Amritsar 4. Banaras 5. Goa 6. Nagarhole 7. Hampi 8. Agra 9.Delhi10. Calcutta 12.Bombay 13. Khajuraho.

Books for reference

1. History and Tourism ,K.S.Vijayalakshmi.
2. IGNOU study Materials.
3. Tourism products in India. T.C.Gupta.
4. Bhartiyapravasodyama. Dr. S.N. Shivarudra Swami


HOD


Principal
Basavaprabhu Kore College
Chikodi



K.L.E. Society's
BASAVAPRABHU KORE ARTS, SCIENCE AND COMMERCE COLLEGE, CHIKODI
(Accredited at 'A' Grade by NAAC with CGPA of 3.26 in 3rd Cycle)
College with Potential for Excellence (CPE)

DEPARTMENT OF COMPUTER SCIENCE

**COURSE STRUCTURE AND SYLLABUS
OF
CERTIFICATE COURSE**

01-01-2021 TO 31-03-2021

Certificate course

on

"BASICS OF HTML"

With effect from academic year 2020-21 onwards

List of Staff Members:

Sl. No.	Name	Designation	Qualification
1	Shri. Shivkumar B. N	H.O.D	M.Sc, M.Tech
2	Miss. Sunanda Hegale	Lecturer	M.Sc, B.Ed
3	Shri. Vinayak Bagi	Lecturer	M.C.A
4	Miss V. K. Badiger	Lecturer	M.C.A

Subject Expert:

SL. No	Name	Designation	Address
1	Miss. Vijayalaxmi K Badiger	Lecturer	B.K. College, Chikodi

Preamble:

The course is designed to aim at imparting a basic level web designing programme for the common Students. After completing the course the incumbent is able to the design and develop different kinds of web sites. Main purpose of HTML is to create web pages for websites.HTML gives the user to add graphical interface just as video, rich text format and many more.

- HTML(Hypertext Mark-Up Language) is the primary language for formatting web pages. With HTML you describe what a page should look like, what types of fonts to use, what color text should be, location of paragraph marks, and many more aspects of the document.
- HTML files are plain text files, simply saved with a .htm or .html extension(ex. webpage.htm, webpage.html). HTML editors include simple text editors to word processing applications(Microsoft Word and Corel WordPerfect).
- HTML is viewed by an application called Browsers, such as Netscape Navigator or Microsoft Internet Explorer, which are in essence decoders rather than programs. When you tell the browser to open a document, it reads the document first, and then lets the document dictate how the screen will be filled. When the browser reads the document, it looks at how the text and graphics should be displayed.

- It is the job of the browser that requests the HTML file to format the page according to the various tags included in the HTML. Because there are so many different browser vendors, and that each vendor has their own way of interpreting what a HTML tag should accomplish, a web page will look different in different browsers. As a result, it is incumbent upon the author to ensure that their pages render somewhat similarly in all browsers.

Course Objectives:

- The students will be able to define the principle of Web page design.
- Visualize the basic concept of HTML.
- Recognize the elements of HTML.
- Become familiar with graphic design principles that relate to web design and learn how to implement theories into practice.
- Understand the principles of creating an effective web page, including an in-depth consideration of information architecture.

Facilities Available:

- 1) Experience teaching faculty.
- 2) ICT Class rooms.
- 3) Computer Lab.

Structure:

S.NO.	PARTICULAR	INFORMATION FURNISHED
1	Aim Of "Basics of HTML" Certificate Course	<ul style="list-style-type: none"> ➤ To develop the skill & knowledge of Web page design. ➤ Students will understand how and can function either as an entrepreneur or can take up jobs in the multimedia and Web site development studio and other information technology sectors..
2	Duration	3 Months
3	Teaching Hours	30 hours(Theory and Practical)
4	No. of Teaching Hrs /Week	03
5	Intake for the Course	20

6	Eligibility for the Enrollment	B.Sc
7	Medium of Instruction	English
8	Fees	400

Pattern of Evaluation:

- Exam Hours – 1½ Hours
- Marks -- 50 Marks

The Examination criteria mode is evaluated as per grade system.

'A' – Grade : 30- 50 Marks

'B' – Grade : 20- 29 Marks

'C' – Grade : 15- 19 Marks

Theory and Practical Syllabus:

Total = 30Hours

HTML-Introduction

5hrs

- History of HTML
- What you need to do to get going and make your first HTML page
- What are HTML Tags and Attributes?
- HTML Tag vs. Element.
- HTML Attributes

HTML-Headers

5hrs

- <html>
- <title>
- <head>
- <body>
- Link
- Styles

HTML-Basic Formatting Tags

10hrs

- HTML Basic Tags
- HTML Formatting Tags
- HTML Color Coding
- Unordered Lists
- Ordered Lists
- Definition list
- HTML image
- Div and Span Tags for Grouping

HTML-Table

5hrs

- `<table>`
- `<th >`
- `<tr >`
- `<td >`
- `<caption >`
- `<thead >`
- `<tbody >`
- `<col >`

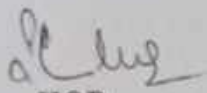
HTML-Form

5hrs

- `<input >`
- `<textarea >`
- `<button >`
- `<select >`
- `<label >`

References:

1. Robert W Sebesta, Programming the World Wide Web, 4th Edition, Pearson Education.
2. www.W3schools.com, HTML Tutorials
3. Chris Bates, Web Programming, Wiley Student edition


HOD


PRINCIPAL
B.K. Arts Science & Commerce College
CHIKODI-591201





K.L.E. Society's
BASAVAPRABHU KORE ARTS, SCIENCE AND COMMERCE COLLEGE,
CHIKODI

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College with Potential for Excellence (CFE)

DEPARTMENT OF ECONOMICS
COURSE STRUCTURE AND SYLLABUS
OF
ECONOMICS VALUE ADDED CERTIFICATE COURSE

Value Added Certificate course in
"Rural Development"

With effect from academic year 2020-21 onwards

List of staff members:

Sl No	Name	Designation	Qualification
01	Prof. J. S. Barangiyavar.	Assistant Professor	M.A. MPhil.
02	Dr. Suvama S Madar	Assistant Professor	M.A. Ph.D
03	Prof. M. A. Wadeyar	Lecturer	M.A. SLET

Subject Expert:

Sl. No	Name	Designation	Qualification
01	Prof. J. S. Barangiyavar	Assistant Professor	M.A. Mphil.
02	Dr. Suvama S Madar	Assistant Professor	M.A. Ph.D
03	Prof. M. A. Wadeyar	Lecturer	M.A. SLET

Preamble:**Proposal for the Introduction of New Certificate Course in Economics**

Rural development has assumed considerable significance, particularly in the seventies. It is a strategy designed to improve the socio-economic life of rural people, with special emphasis on the rural poor. It covers output, employment, health, education, transport, commerce, power supply, water control, political and social tensions. It has therefore been accorded top priority in recent plans. The emphasis is on the development of agriculture, allied activities and rural industries and arts and crafts. Rural development is the process of improving the quality of life and economic well-being of people living in rural areas often relatively isolated and sparsely populated areas. Rural development has traditionally centered on the exploration of land intensive natural resources such as agriculture.

In view of the above the development of Economics is introducing a 3-month certificate course in the field of Rural Development to improve the standard of living in rural areas.

Course Objectives:

1. To improve the standard of living of rural areas.
2. To bring about the greater Socio-Economic equity.
3. To provide gainful employment in rural areas.
4. To expose them to new technology in production, both in agriculture and rural areas.
5. To help the rural families to emerge from poverty within a short period of time.

DETAILS OF COURSE IS PROPOSED AS BELOW ::

1. Title of the Certificate Course : Rural Development.
2. Duration of the Course : Three Months.
3. Teaching Hours : 30 Hours
4. Eligibility for the Enrolment : B.A. III Semesters
5. Intake for the Course : 50 (Min 20 Seats Reserved for Women).
6. Procedure for Selection : Direct selection based on merit.
7. Medium of instruction for Course : Course is offered both in Kannada and English
8. Syllabus for the Course : Syllabus will be framed with the consultation With the experts from the field.
9. Course fees : 100/-

Facilities Available:

1) Experience teaching faculty.

Eligibility:

Any B.A. Students are eligible apply for this value added certificate course.

Structure:

Content	Hours
Theory	25
Field Work	05
Total	30

Title of the paper	No. of Hours per week	Exam Hours	Marks
Rural Development	02	Theory : 1.30 hours	Theory : 40 Marks
Socio-Economic Fieldwork	One day	Field work one day	Fieldwork : 10 Marks
		Total - 1.30 Hours	Total : 50 Marks

Pattern of Evaluation:

The examination criteria for both theory and Fieldwork are evaluated as per grade System.

'A' - Grade : 41 - 50 Marks
 'B' - Grade : 31 - 40 Marks
 'C' - Grade : 21 - 30 Marks

Syllabus:

Theory Syllabus : CERTIFICATE COURSE /VALUE ADDED COURSE RURAL DEVELOPMENT

Syllabus	No of Hours
Unit-I Nature and scope of rural development Need for RD, Concept, objectives and Indicators of RD, Rural-Urban linkages 2 disparities.	07
Unit -2 Poverty in rural area ,Rural poverty Concept, definitions of poverty Measurement, causes for poverty in rural area	05

Unit-3 Unemployment in rural area, Rural unemployment Concept, definitions of Unemployment, Measurement, Causes for Unemployment in rural area, Alleviation Programmes for poverty and unemployment	07
Unit-4 Rural Industrialisation Importance, programmes and problems of small scale and cottage industry, measures	03
Unit -5 Infrastructure for rural development meaning, Types Classification, importance, problems.	03

Fieldwork Syllabus:

Socio-Economic Fieldwork Basavanala Gaddi Village

Total

05 Hours

References:

1. Biradar.R.R.- Rural Non-agri employment in India
2. Chadha.G.K. and A.N Sharma Growth, poverty and Employment
3. Maheshwari.S.R.- Rural Development in India


HOD, Economics

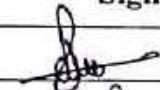
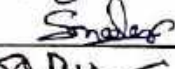


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DEPARTMENT OF ECONOMICS
Value added Course (2020-21)
Rural Development
Notice for BA IIIrd Sem Students

The faculty of the department have decided to start value added course for the benefit of BA IIIrd sem students Thirty hours theory classes information to be thought under the course entitled "Rural Development" will lead to the development of creative and divergent competencies.

This course will be enriching the curriculum. We the faculty understand that holistic development of student is the main purpose of curriculum. In an attempt to prescribe dynamic and updated curricular inputs. The department has decided to introduce the above said value added course. This course is expected to sensitize the students to a cross-cutting issue relevant to the current concerns.

Name of the Faculty	Class time and week	Signature
Prof.J.S.Barangiyavar.	Saturday	
Dr.Suvarna S. Madar	12 to 1 & 3.30 to 4.30	
Prof.M.A.Wadeyar		


H.O.D. of Economics


PRINCIPAL
K. Arts, Science & Commerce College
CHIKODI - 591201.

19 OCT 2020

Value Added Course in Mushroom Cultivation **(Introduced w.e.f 2020 – 21 for B.Sc Third year students)**

Following faculty of the department have contributed for designing the syllabus

Sl. No.	Name	Designation	Teaching experience
1.	Dr. N. R. Birasal	Associate Professor	30 years
2.	Dr. S. I. Puranik	Assistant Professor	15 years
3.	Miss. Trupti Khidrapure	Lecturer	02 years

PREAMBLE

Mushroom cultivation can help to reduce vulnerability to poverty and strengthens livelihoods through the generation of a fast yielding and nutritious source of food. Now-a-days it is proved that reliable subsidiary source of income. As it does not require access to land, the cultivation is viable and attractive. Mushroom cultivation is not only a source for nutritious protein-rich food; it can also contribute to the production of effective medicinal products. It is an eco-friendly agricultural practice in the efficient utilization of agricultural and industrial waste. It can also play a significant role in generating self-employment opportunity. Considering the significance of mushroom cultivation, the Department of Zoology is offering a value added course in mushroom cultivation for the benefit of BSc third year students.

COURSE OBJECTIVES

- To develop the skills and knowledge of mushroom cultivation
- Course aims to provide preliminary knowledge of Biology of mushrooms, mushroom Ecology, Edible mushrooms and Health benefits of mushrooms
- It provides experiential learning while preparing the bed for mushroom cultivation and spawn production
- Helps the students to understand that this course is a way for self employment and income generation

COURSE OUTCOMES

- The course helps to develop the skills of Mushroom cultivation
- Allow the students for overall management of the diseases and pests of mushrooms.
- Student learn to find a way of self-employment and income generation

ELIGIBILITY: Any student perusing B.Sc with Life Science subject or any graduate student

COURSE STRUCTURE

Title of the Course	Duration	Number of hours per week	Duration of Examination in Hours	Marks
Value added course in Mushroom Cultivation	30 hours	02	03	100

PATTERN OF EVALUATION: 100 Marks theory examination is conducted at the end of sixth semester and evaluated as per grade system

SYLLABUS

Unit 1. Introduction **2 Hours**
History of Mushrooms and scope of Mushroom Cultivation. Mushrooms in India.

Unit 2. Biology of Mushrooms **3 Hours**
General characters of mushrooms with reference to general morphology and distinguishing characteristics and Life cycle. Key to differentiate Edible and Poisonous mushrooms.

Unit 3. Mushroom Ecology **2 Hours**
Occurrence - Epigenous and Hypogenous, Natural Habitats - Humicolous, Lignicolous and Coprophilous. Wild mushroom collection, Spore print, Drying and preservation techniques.

Unit 4. Common edible mushrooms **2 Hours**
Button mushroom (*Agaricus bisporus*), Milky mushroom (*Calocybe indica*), Oyster mushroom (*Pleurotus sajorcaju*) and paddy straw mushroom (*Volvariella volvcea*).

Unit 5. Health benefits of mushrooms **2 Hours**
Nutritional and medicinal values of mushrooms. Mushrooms as therapeutics.

Unit 6. Mushroom Cultivation**8 Hours**

Structure and construction of mushroom house. Sterilization of substrates. Spawn production and Culture media preparation: Production of pure culture, mother spawn, and multiplication of spawn. Composting technology mushroom bed preparation. Spawning, spawn running and harvesting. Problems in cultivation - diseases, pests and nematodes, weed moulds and their management strategies.

Unit 7. Post harvest technology**3 Hours**

Preservation of mushrooms - freezing, dry freezing, drying, canning, quality assurance and entrepreneurship. Value added products of mushrooms.

Unit 8. Demonstrations / preparations**8 Hours**

Demonstration of preparation of mother culture, media preparation, inoculation, incubation and spawn production. Cultivation of oyster or paddy straw mushroom.

References

1. **Nita Bhal (2000):** Handbook on Mushrooms. 2nd ed. Vol. I and II. Oxford and IBH Publishing Co. Pvt. Ltd., New Delhi.
2. **Pandey R.K and S. K Ghosh (1996):** A Hand Book on Mushroom Cultivation. Emkey Publications.
3. **Tewari Pankaj Kapoor S C (1988):** Mushroom Cultivation. Mittal Publication, New Delhi.
4. **Tripathi, D P (2005):** Mushroom Cultivation, Oxford & IBH Publishing Co. Pvt Ltd, New Delhi.
5. **V N Pathak, Nagendra Yadav and Maneesha Gaur (2000):** Mushroom Production and Processing Technology. Vedams Ebooks Pvt Ltd., New Delhi
6. **Cotter, Tradd (2014).** Organic Mushroom Farming and Mycoremediation: Simple to Advanced and Experimental Techniques for Indoor and Outdoor Cultivation. White River Junction, Vermont: Chelsea Green Publishing. ISBN 978-1603584555.
7. **Oss, O. T. (1991):** Magic Mushroom Grower's Guide: A Handbook for Psilocybin Enthusiasts. San Francisco. Quick American Pub. ISBN 978-0932551061.
8. **Stamets, Paul (1983):** The Mushroom Cultivator: A Practical Guide to Growing Mushrooms at Home. Olympia, Wash. Seattle, Agarikon Press Western distribution by Homestead Book Co. ISBN 0-9610798-0-0.
9. **Marrone, Teresa (2016):** Mushrooms of the Northeast: A Simple Guide to Common Mushrooms. Cambridge. Adventure Publications. ISBN 978-1591935919


Miss Trupti P Khidrapure
Dr Sridevi I Puranik
Dr N R Birasal

19 OCT 2020

HEAD
DEPARTMENT OF ZOOLOGY

19 OCT 2020

Certificate Course in Food Technology (Introduced w.e.f 2020 – 21 for BSc First year students)

Following faculty of the department have contributed for designing the syllabus

Sl. No.	Name	Designation	Teaching experience
1.	Dr. N. R. Birasal	Associate Professor	30 years
2.	Dr. S. I. Puranik	Assistant Professor	15 years
3.	Miss. Trupti Khidrapure	Lecturer	02 years

PREAMBLE: Food has become a high-profit industry by reason of the scope it offers for value addition, particularly with the food processing industry getting recognized in India as a high-priority area. In order to achieve the expected returns on investment through good quality and right value addition, application of technology has become imperative, leading to an unprecedented demand for scientists, technologists and other professionals who can manage the emerging challenges of the food processing industry effectively. This certificate course in Food technology is enormous. In simple words "There is a huge requirement for Food Technology professionals in India and abroad". The department of Zoology is organizing this course for the undergraduate student as a certificate course along with their curriculum.

COURSE OBJECTIVES	
1	To introduce the fundamentals of Food Technology
2	Facilitating the students to understand food composition, its nutritional value and health importance
3	Familiarizes the students about the processing and preservation techniques of different food items
4	To impart the knowledge about food additives and food adulteration
5	To emphasize on the importance of fermented food, bakery food, milk and milk products

COURSE OUTCOMES	
1	Course content focuses on the relationship between food, nutrition and health which helps the beneficiary to understand the concept of balanced diets
2	Describes the principles of baking, fermentation of food and nutritive value of milk products
3	Helps to understand techniques of food preservation methods
4	To identify food adulterants
5	The course as career option motivates the student to emerge as entrepreneur, small scale industrialist or food technologist

ELIGIBILITY: Any students perusing B.Sc with Life Science subject or any graduate student

COURSE STRUCTURE

Title of the Course	Duration	Number of hours per week	Duration of Examination in Hours	Marks
Certificate course "Food Technology"	30 hours	02	03	100

PATTERN OF EVALUATION: 100 Marks theory examination is conducted at the end of second semester and evaluated as per grade system

SYLLABUS

- 1. Introduction:** **3 Hours**
 Introduction to food technology, objectives of food processing, essential nutrients and their classification. Recommended daily allowance (RDA). Caloric value of carbohydrates, lipids, proteins and vitamins. Balanced Diet
- 2. Food additives & safety:** **4 Hours**
 Permitted colors and odors, stabilizers, emulsifiers, antioxidants. Flavoring agents - Glutamic acid, Glycin salts and carotenoids. Coloring agents - Turmeric, caramel coloring, saffron, betanin, brilliant blue FCF, indigo tinc, tartazine. Nutraceuticals

3. **Fermented foods:** **2 Hours**
Introduction to fermentation process. Vegetables (Sauerkraut), meat (Sausages), soy sauce, temphand pickles.
4. **Processing of milk & milk products:** **3 Hours**
Nutritive value of milk, pasteurization of milk. Fermented dairy products – cheese, yoghurt, butter milk, kefir and koumiss
5. **Bakery Foods:** **3 Hours**
Principle of baking, classification of baked foods, Bread, Cake and Biscuit making
6. **Food Adulteration:** Different methods of food adulteration **3 Hours**
7. **Food Preservation:** **4 Hours**
Physical – temperature (low and high), high osmotic pressure (pickling, salting, curing), dehydration, canning and bolting, vacuum packing. *Chemical* - Natural (vinegar, alcohol, & diatomaceous earth) and synthetic (Benzoates, calcium propionate, sodium nitrate, sodium nitrite, sulfite). Microbial - Colchicines, bacteriocins.
8. **Preparations:** **8 Hours**
Preparation of fruit jam, Preparation of pickles. Preparation of cake / Bread. Tests for food adulteration.

References

1. **Frazier William C. and Westhoff, Dennis C. (2004):** Food Microbiology, Tata McGraw-Hill Education, New Delhi.
2. **Toledo Romeo T (1999):** Fundamentals of Food Process Engineering, Aspen Publishers.
3. **Paine FA and Paine HY (1992):** Handbook of Food Packaging, Thomson Press India Pvt Ltd, New Delhi
4. **Potter NH (1998):** Food Science, CBS Publication, New Delhi
5. **Banwart, G. (2012):** Basic Food Microbiology. Springer Science & Business Media.
6. **Desai (2000):** Handbook of Nutrition and Diet. ISBN 9780367398279. 816 Pages CRC Press
7. **Graham G. Stewart, Inge Russell and Anne Anstruther (2018):** Handbook of Brewing. ISBN 9781498751919. 797 Pages. CRC Press.

1. Dr. S. S. Kurank

T. P. Khedapure

19/10/2020
Dr. N. R. Bivasal
HEAD
DEPARTMENT OF ZOOLOGY

7 g OCT 2020

Add-on Course – “Waste Management”

(Introduced w.e.f 2020 – 21 for BSc Second year students)

Following faculty of the department have contributed for designing the syllabus

Sl. No.	Name	Designation	Teaching experience
1.	Dr. N. R. Birasal	Associate Professor	30 years
2.	Dr. S. I. Puranik	Assistant Professor	15 years
3.	Miss. Trupti Khidrapure	Lecturer	02 years

PREAMBLE

Waste handling is a complex activity which keeps our environment clean and healthy. Society never approached this subject with pride and importance which it deserved. With the enactment of Waste Management Rule 2016 by Government of India, waste management has now fundamentally changed into closed-cycle management in which waste generation and waste management are carried out with particular attention to the sparing use of natural resources and protection of people and the environment. In particular, people have to acquire competence in the fields of waste prevention, waste utilization, and waste treatment. This programme is envisaged to provide integrated knowledge and training in waste management and technology. Tackling the problem of waste is a challenge the world over. There is development of innovative research in specific areas under waste management technology. Creation of awareness among the public is a challenge to the local administration. The Department of Zoology has come up with an addition to its curriculum in the form of Add-on course in Waste Management.

OBJECTIVES

- To know the types of wastes and their impact on environment
- To learn the advanced techniques in waste management
- To understand the impact of waste on health in general and on environment in particular

OUTCOMES

- At the end of the course, students will learn to manage the domestic waste
- Every one learn the concept of ‘Reduce, Reuse and Recycle’ and educate others
- Learn different methods of municipal, solid, industrial, hazardous and e-waste management

COURSE STRUCTURE

Title of the Course	Duration	Number of hours per week	Duration of Examination in Hours	Marks
Add-on course "Waste Management"	30 hours	01	03	100

PATTERN OF EVALUATION: 100 Marks theory examination is conducted at the end of fourth semester and evaluated as per grade system

SYLLABUS

Unit I. Introduction: An Overview of waste management, Problems and issues of waste management. Need for waste management. Functional elements such as waste generation, storage, collection, transfer and transport, processing, recovery and disposal. **3 Hours**

Unit II. Generation and characteristics of waste: Sources, Types, composition, quantity, characteristics of waste and factors affecting generation of wastes. **2 Hours**

Unit III. Liquid waste management: Types of liquid waste: Municipal, Domestic and Industrial waste water. Waste water Treatment: Primary, secondary and tertiary treatments. Water reuse: Water reclamation technologies, Public health and environmental issues in water reuse, Agricultural and landscape irrigation, ground water recharge with reclaimed water ground water recharge guidelines, Risk assessment for water reuse, Industrial water reuse. **8 Hours**

Unit IV. Solid waste management: Types of solid wastes: municipal solid waste, industrial wastes, hazardous wastes, hospital solid wastes. Collection and storage of municipal solid waste, Methods of collection - House to House collection - collection routes; on site storage methods-materials used for containers -Recycling and Reuse of waste. Processing techniques-biological and chemical conversion technologies – composting and its methods, Vermicomposting, mechanical composting, incineration, pyrolysis, gasification. **8 Hours**


Unit V. Hazardous waste: Definition, sources, hazardous characteristics, management, treatment and disposal **3 Hours**

Unit VI. Electronic waste: Waste characteristics, generation, collection, transport and disposal. Methods of recycling e-waste **3 Hours**

Unit VII. Biomedical waste: Definition, sources, classification, collection, segregation- Color coding, treatment and disposal. **3 Hours**

References

1. **Abbasi, S. A. (1998):** Environmental Pollution and its Control. Cogent International, Pondicherry.
2. **Abbasi S A and Ramasamy E V (1999):** Biotechnological Methods of Pollution Control. Universities Press (India) Limited, Hyderabad.
3. **George, T. and Frank, K. (2002):** Handbook of solid waste management: (Second Edition). McGraw Hills.
4. **Scragg, A. (1999):** Environmental Biotechnology, Addison Wesley Longman, Singapore.
5. **Kanthi, L. S. (2000):** Basics of Solids and hazardous waste management Technologies. Prentice Hall.
6. **Biomedical waste (Management and Handling) Rules, Ministry of Environment and Forestry (1998).**
7. **Charles, A. W. (1995):** Hazardous waste management, Mc Graw-Hill.
8. **Thomas C. Kinnaman, Kenji Takeuchi (2014):** Handbook On Waste Management. Publisher: Edward Elgar Publications
9. **Ashok K. Rathoure (2019):** Zero Waste: Management Practices For Environmental Sustainability: Management Practices For Environmental Sustainability. CRC press


Miss Trupti P Khidrapure


Dr Sridevi I Puranik


Dr N R Birasal

HEAD
DEPARTMENT OF ZOOLOGY
19 OCT 2020



K.L.E. SOCIETY'S
BASAVAPRABHU KORE ARTS, SCIENCE AND COMMERCE
COLLEGE, CHIKODI – 591201.
Re-accredited with "A" grade by NAAC

Department of Physics

2020-21

Add- On certificate Course I

“Identification of Electronic Components and Use of e-Instruments”

Syllabus

Total 30 Hrs (Theory 18 Hrs + Practical 12 Hrs)

Theory (18 Hrs)

Unit-I Introduction of Electric Components.

Resistor, types of resistors, color code of resistor and equivalent resistors for series and parallel combination, Capacitor, types of capacitors, color code of capacitor and equivalent capacitors for series and parallel combination, Inductor and transformer types of transformer.

06Hrs

Unit- II Multimeter:

Use of Multimeter measuring AC/ DC current, Voltage, as a ohm meter, to check the circuit continuity.

04Hrs

Unit-III Catode Ray Tube(CRO):

Block diagram of CRO, To study the front panel controls of CRO, Use of CRO for the measurement of AC/DC voltage, Time period, frequency, Phase shift. Audio frequency oscillator (AFO): Block diagram of AFO, To study the front panel controls of AFO. LCR Meter: Use of LCR meter to measure the inductance, capacitance and resistance. 08Hrs

Practical: (12 Hrs)

1. Identification of components like R, L and C
2. Study of Ohm's Law.
3. Use of breadboard.
4. Measurement of R,C and L by using L-C-R Meter.
5. Study of Multi meter
6. Study of CRO.
7. Study of AFO.

Staff Incharge

Head of the
Department of Physics
B. K. College, CHIKODI

Principal
Basavaprabhu Kore College
Chikodi



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Department of Physics

2020-21

Add- On certificate Course II
"Study of Solid State Electronic Devices"

Syllabus

Total 30 Hrs (Theory 18 Hrs + Practical 12 Hrs)

Theory (18 Hrs)

Unit-I: Introduction Solid State Electronic devices

Classification of conductors - insulators Semi-conductors on basis of Band theory of solid, semiconductor, Type of semiconductor, Semiconductor diode and its Characteristics, Transistors and its Characteristics 04 Hrs

Unit-II D.C. Power supply:

Block diagram Rectifier, types of rectifier, Filters, types of filter and regulator 06 Hrs

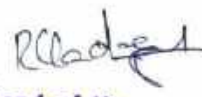
Unit-III Semiconductor Devices:

Diode, construction working, Diode forward bias, diode reverse bias, Zener diode construction working, Characteristics, Zener diode as a voltage regulator Transistors construction, Transistors working and types FET construction FET working and types. 08 Hrs

Practical: (12 Hrs)

1. Study V-I Characteristic of Semiconductor diode
2. Study of transistor characteristics
3. Study of FET characteristics
4. Study of Zener diode characteristics.
5. Study of Zener diode as a voltage regulator
6. Power Supply with C-Filter


Staff Incharge


Head of the
Department of Physics
K. L. College, CHIKODI


Principal
Basavaprabhu Kore College
CHIKODI



**K.L.E. Society's
BASAVAPRABHU KORE ARTS, SCIENCE AND COMMERCE COLLEGE, CHIKODI**

(Accredited at 'A' Grade by NAAC with CGPA of 3.26 in 3rd Cycle)

College with Potential for Excellence (CPE)

DEPARTMENT OF SOCIOLOGY

**COURSE STRUCTURE AND SYLLABUS
Of
SOCIOLOGY CERTIFICATE COURSE**

Certificate course
on
“Research Methodology”

With effect from academic year 2020-21 onwards

List of Staff Members:

Sl. No.	Name	Designation	Qualification
1	Dr.Bapugouda M. Patil	Assistant Professor	MA., Ph.D., KSET
2	Dr.Siddu Mattepanavr	Assistant Professor	M.Sc., Ph.D
3	Dr.Laxmikant Nayaka	Assistant Professor	M.Com., Ph.D
4	Prof. Vinayak Bagi	Lecturer	M.C.A
5	Miss. Sunanda Hegale	Lecturer	M.Sc., B.Ed

Subject Expert:

SL. No	Name	Designation	Address
1	Dr.Bapugouda M. Patil	Assistant Professor	B.K. College, Chikodi

Preamble:

The research methodology starts with definitions of the key terms used in the study. This is followed by the problem statement, objectives, and hypotheses. It details with the sampling and data collection techniques including the data analysis methods.

It also explains the term 'E-recruitment' for this study. It also explains the methods that are carried out with the help of exploratory and confirmatory factor analysis. The focus while choosing the research design and methods was to achieve the research objectives in the best possible manner within the scope of the study and limitation.

Course Objectives:

- To understand the Importance of Social Research in Social Science
- To know about the Research Procedure
- Make the students to understand, Report Writing and Application of Basic Statistics
- To understand the Application of Computers in Social Research

Facilities Available:

- 1) Experience teaching faculty.
- 2) ICT Class rooms available.

Eligibility:

Any B.A students are eligible apply for this value added certificate course.

Structure:

S.NO.	PARTICULAR	INFORMATION FURNISHED
1.	Research Methodology	1) It is used to create Research methods can be used alone to solve a problem, or explore a question as part of a piece of work. 2) A piece of research is usually included in any advanced degree course, and may also be integral to undergraduate degrees. Basic research, such as issuing questionnaires, may be undertaken in social science classes at College.
2.	Duration of the Course	3 Months
3.	Teaching Hours	30 hours(Theory)
4.	No. of Teaching Hrs /week	02
5.	Intake for the Course	50
6.	Eligibility for the Enrollment	B.A
7.	Medium of Instruction	English and Kannada
8.	Fees	100

Pattern of Evaluation:

- Exam Hours - 3 Hours
- Marks - 100 Marks

The Examination criteria mode is evaluated as per grade system.

'A' – Grade : 60- 100 Marks

'B' – Grade : 40- 59 Marks

'C' – Grade : 35- 40 Marks

Theory Syllabus:

Total = 30Hours

Unit- I Research Procedure

10 Hours

1. Stages of Social Research
2. Research Design
3. Report Writing
4. Reference and Bibliography

Unit- II Data Collection

10 Hours

1. Primary Data: Questionnaire, Interview
2. Secondary Data
3. Qualitative and Quantitative Data

Unit- III Computer Application in Social Research

1. Characteristics of Computers
2. Use of Computers in Social Research
3. Microsoft Office: Word, Excel and Power Point Presentation (PPT)
4. Need of Internet: e-Library, Websites and Web Browsers

References:

1. Kothari, C. R. (2008). *Research Methodology – Methods and Techniques*, Wiley Eastern Ltd., New Delhi
2. Young, Pauline V. (1982). *Scientific Social Science & Research*. Prentice Hall, New
3. Agarwal, Y. P. (1995). *Statistical Methods: Concepts, Applications and Computation*. Sterling Publishers, New Delhi.
4. F. D. Freeman; *Methods in Social Research*. By William J. Goode and Paul K. Hatt. New York: McGraw-Hill Book Co., 1952.
5. Ram Ahuja (2001): *Research Methods*, Rawat Pub., Jaipur.
6. Rajaram, V. *Fundamentals of Computers*. Prentice-Hall, New Delhi.



HOD

HEAD

Dept. of Sociology
B.K. College, Chikodi

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B. K. Arts, Science & Commerce College
CHIKODI - 591 201.



**K.L.E. SOCIETY'S
BASAVAPRABHU KORE ARTS, SCIENCE AND COMMERCE
COLLEGE, CHIKODI – 591 201.**

(Accredited at 'A' with 3.26 CGPA in 3rd Cycle of A & A)

Website: www.klesbkcollegethikodi.edu.in

e-mail: kles_bkcc@rediffmail.com

☎ : 08338 – 272176

PG DEPARTMENT OF COMMERCE AND MANAGEMENT

Value Added Course: Employability Skills (2020-21)

Preamble: Employability skills are personal qualities that make a person “Employable”. They are sometimes called “Soft skills” or “Transferable skills” because they are separate from technical knowledge and work experience and can be applied to almost any job, in any industry.

In today's competitive job market, it is important to stand out. Employability skills can help the students to do that. While having a good degree in relevant subject it is certainly important to acquire some soft skills to find a good job and having successful career.

In the view of above, P.G. Department of Commerce & Management is introducing Value Added Course on “Employability Skills” to the students.

Objectives

1. To introduce the concept of career planning, & appraising the students about recruitment & selection process.
2. To prepare students for entrepreneurship & employment.

Expected Outcomes

1. The students will be equipped to take decisions relating to employment or entrepreneurship.
2. Students will be able to face any interview with full of confidence.

Details of Course:

Title of the Course	: Employability Skills
Duration of the Course	: Three months
Teaching Hours	: 30 Hours
Eligibility for the Enrolment	: M.Com. All Semesters Students
Intake for the Course	: 50
Procedure for selection	: Direct selection based on merit
Medium of instruction for Course	: English and Kannada
Syllabus Preparation	: Syllabus is framed with the consultation of subject experts
Course fees:	: Rs. 100

Syllabus

Module 1: Career Planning & Aptitude Test
Interest profiling, career options (entrepreneurship & employment) and progression, recruitment process. Data interpretation, quantitative aptitude, general awareness, Test of reasoning, fundamental concepts of management and strategy.
Module 2: Resume Writing
Types of resume, objective, defending resume, common errors, Networking and reference seeking from corporate world, Social Networking profile (Big data analysis)
Module 3: Group Discussion & Personal Interview
Meaning, objectives, taking initiative, making a point, making impact, coordinating with the group, opinion formation, summarizing. Personal Interview - Meaning, types and objectives, dress code, basic mannerism and etiquettes, understanding self and job profile.

References

- 1.M. S. Rao : Soft Skills Enhancing Employability connecting campus with Corporate.- I.K. International Publishing House Pvt. Ltd. New Delhi.
2. Dr. K. Alex; Soft Skills (Know Yourself & Know the world)- S Chand & Company Ltd. New Delhi.

Activities

1. List out the industries and sectors where you would like to work along with the positions currently available.
2. Build a bank of job openings in the sector of your choice.
3. Write your Resume in at least 2 different formats and choose the best suitable for you.
4. Form groups of 6 students each and conduct Group Discussions on given Topics.
5. Interview your peers for a given company and record the observations.

Teaching Hours

Module Titles	No. of Hours
Career Planning & Aptitude Test	08
Resume Writing	08
Group Discussion & Personal Interview	08
Mock Group discussion and Personal Interview for Students	06
Total	30

Time Table

Days	Time
Monday	9.30-10.30
Tuesday	9.30-10.30
Wednesday	9.30-10.30

Course Co-ordinators

SI. No.	Name	Designation	Qualification
01	Sri. S. M. Bhosage	Lecturer	M.Com, K-SET, NET
02	Sri. V. S. Khot	Lecturer	M.Com, K-SET

Scheme of Examination:


At the end of course there shall be an examination. Total marks for the course shall be 50. (40 Marks for Theory Exam & 10 Marks for Activities).

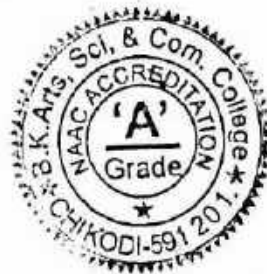
Pattern of Evaluation:

Marks Obtained	Grade
41- 50	A
31-40	B
21-30	C
Below 20	Fail

1.  2. 
COURSE CO-ORDINATORS


DEPT. CO-ORDINATOR
P.G. Department of Commerce
B.K. College Chikodi


PRINCIPAL
PRINCIPAL
B. K. Arts, Science & Commerce College
CHIKODI - 591 201





K.L.E. Society's
**BASAVAPRABHU KORE ARTS, SCIENCE AND
COMMERCE COLLEGE, CHIKODI – 591 201.**

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Website: www.klesbkcollegechikodi.edu.in e-mail: kles_bkcc@rediffmail.com Ph: 08338 – 272176

हिन्दी विभाग

हिन्दी अनुवाद प्रमाण पत्र की संरचना तथा पाठ्यक्रम

हिन्दी अनुवाद कोर्स में
प्रमाण पत्र

संकाय सदस्यों की सूची

1. श्रीमती. पद्मश्री.श्री.चौगला हिन्दी विभागाध्यक्ष, एम.ए, बी.एड एम. फिल
2. श्रीमती. वैशाली .म. जाधव लेक्चरर एम.ए, बी.एड ट्रांस्लेशन डिप्लोमा इन हिन्दी

विषय विशेषज्ञ -

3.	1)श्रीमती. पद्मश्री.श्री.चौगले	लेक्चरर	एम.ए, एम. फिल , बी.एड
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प्रस्तावना---

आधुनिक युग में हिन्दी भाषा महज भारत में ही नहीं अपितु पूरे विश्व में मानक भाषा मानी जाती. अनुवाद का भी अपना महत्व अपनी जगह बढ़ता जा रहा है। हिन्दी भाषा में का क्षेत्र विस्तृत रूप से बढ़ता जा रहा है। हिन्दी अनुवाद का क्षेत्र सरकारी कार्यालयों अपना महत्व रखता है। रेल्वे, बीमा विभाग, राष्ट्रीय बैंकों में अनुवाद के कार्य निरंतर विकास और प्रगति होती जा रही है। अतः आज के विद्यार्थियों को अनुवाद का ज्ञान होना आवश्यक है। अनुवाद का कोर्स अच्छे भविष्य की संभावनायें उपलब्ध कराता।

उद्देश्य---

शिक्षा का क्षेत्र सम्मान और गौरव जीवन प्रदान करता है।

- 1) अनुवाद का क्षेत्र विद्यार्थी को सम्मान का ओहदा देता है साथ ही गौरवान्वित जीवन शैली देता है।
- 2) अनूदित पुस्तकों की कृतियाँ सरकार से पुरस्कृत होती है।
- 3) हिन्दी राज भाषा होने के कारण दुभाषि जैसे सम्मान का ओहदा प्राप्त हो सकता है।
- 4) अनुवादक का ओहदा ।

सुविधायें-----

- 1) आनुभाविक संकाय
- 2) स्तरीय ग्रंथालय
- 3) यू ट्यूब, आंतरजाल
- 4) अत्याधुनिक संगणक

संरचना

क्र. संख्या	ब्यौरे (पर्टीकुलर्स)	सुव्यवस्थित माहिती
1.	अनुवाद विज्ञान(सभी डिग्री विद्यार्थियों के लिये)	<ol style="list-style-type: none">1) अनेक भाषा का ज्ञान होना एक बड़ी उपलब्धि होती है।2) अनुवाद क क्षेत्र विस्तृत होता है, जहाँ विद्यार्थी अपना गौरवान्वित भविष्य बना सकता है।3) रेल्वे, राष्ट्रीय बैंक, बीमा विभाग आदि सरकारी कार्यालयों में समान का ओहदा प्राप्त हो सकता है।4) एक भाषा से दूसरे भाषा में अनुवाद का कार्य कर, अनुवाद का क्षेत्र दो साहित्यिक भाषायें समृद्ध होती है। अनूदित पुस्तको का कार्य और मांग

		आधुनिक युग में बढ़ रही है। 5) अनुवाद का कोर्स आय का बड़ा स्रोत बन सकता है।
2	कोर्स की अवधि	3 महीने
3	पढाने की अवधि	30 घंटे
4	कोर्स दाखिला की सीमा	70
5	नामांकन के लिये योग्यता	बी.ए , बी. एस.सी , बी.कॉम.
6	शुल्क	100

पेपर का शीर्षक	समय सारणी	कक्षा की अवधि	अंक
अनुवाद विज्ञान	2	1,1/2	50

मूल्यांकन की पद्धति

'ए' - ग्रेड 41-50

'बी' - ग्रेड 31-40

'सी' - ग्रेड 21-30

पाठ्यक्रम--- 30 घंटे 50 अंक

अनुवाद की प्रस्तावना

युनिट 1 परिभाषा तथा व्याख्या

8 घंटे

1. अनुवाद शब्द का अर्थ
2. अनुवाद की परिभाषा
3. विभिन्न विद्वानों का मत
4. अनुवाद की व्याख्या

युनिट 1 अनुवाद विज्ञान है या कला?

8 घंटे

अनुवाद विज्ञान

- 1 अनुवाद कला
- 2 निष्कर्ष

युनिट 3 अनुवाद का उद्देश्य

7 घंटे

- 1) अनुवाद का क्षेत्र विद्यार्थी को सम्मान का ओहदा देता है साथ ही गौरवान्वित जीवन शैली देता है।
- 2) अनूदित पुस्तकों की कृतियाँ सरकार से पुरस्कृत होती हैं।
- 3) हिन्दी राज भाषा होने के कारण दुभाषि का सम्मान का ओहदा प्राप्त हो सकता है।
- 4) अनुवादक का ओहदा
- 5) रेल्वे, राष्ट्रीय बैंक, बीमा विभाग आदि सरकारी कार्यालयों में समान का ओहदा प्राप्त हो सकता है।

युनिट 4 पारिभाषिक शब्दावली

7 घंटे

अनुवाद क्षेत्र की उपयोगिता तथा सम्भावनायें---

योग्यता

किसी भी कोर्स का विद्यार्थी I(कला,वाणिज्य और विज्ञान)अनुवाद प्रमाण पत्र कोर्स के लिये दाखिला ले सकता है

पाथक्रम—

अनुवाद विज्ञान-

- 1) अनुवाद का उद्देश्य,
- 2) अनुवाद परिभाषा,स्वरूप, एवं महत्व
- 3) व्याप्ति की जानकारी

पेपर का नाम	प्रत्येक सप्ताह अवधि	परीक्षा की अवधि
अनुवाद विज्ञान	03	डेढ़ घंटा

अवधि30 घंटे अनुवाद विज्ञान सिद्धान्त

विषय वस्तु--

संदर्भ पुस्तकें -----

- 1) भोलानाथ तिवारी -किताब घर प्रकाशन
- 2) कैलाश नाथ भाटिया
- 3) अनुवाद विज्ञान, सिद्धन्त एवं प्रविधि-किताब घर प्रकाशन

अनुवाद विज्ञान की भूमिका-किशन कुमार गोस्वामी



निहालप्रकाश

Dept. of Hindi
B.K. College, Chikodi



प्राचार्य

PRINCIPAL
B.K.Arts, Science & Commerce College
CHIKODI - 591201.



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College with Potential for Excellence (CPE)

DEPARTMENT OF COMMERCE

COURSE STRUCTURE AND SYLLABUS

Value Added course
in
“E-filing – Income Tax Returns for Individuals”

With effect from academic year 2020-21 onwards

Index

No	Content	Page no.
1	Preamble	1
2	Course objective	1
3	Learning outcomes	1
4	Details of the course	2
5	Teaching pedagogy	2
6	Pre requirements	2
7	Scheme of examination and evaluation	2
8	Course structure and content	3
9	Practical excersises	3
10	Suggested readings	4

Staff Members contributed in curriculum design

Sl. No.	Name	Designation
01	Prof. N. B. Patil	Assistant Professor
02	Dr. Lakshmikant Nayaka TO	Assistant Professor
03	Smt. S. M. Mirje	Lecturer
04	Miss. S. C. Hitni	Lecturer
05	Smt. S. S. Arabole	Lecturer

1. Preamble:

Mere conceptual knowledge will not lead the B.Com graduates to become employed or self-employed in their areas of study. As the students are not given any implant training, most of them remain unemployed. They are not employable from the viewpoint of the employers because they seldom possess the skill to perform the Job. There arises, therefore, the need to conceive a course which imparts skill oriented education and with the help of which one can become employed in their areas of interest. This 'Value added course in E Filling – Income Tax Returns for Individuals' is a course in that direction. Consultancy services in the area of Tax provides ample opening to the graduates. An in-depth knowledge of legislations and procedures pertaining to direct tax laws especially in Filling of ITR, Assessment and Apples is imperative to tax practitioners, accountants, entrepreneurs, tax assessors and assesses as well. The present curriculum at the graduate level does not accommodate a practical study in this sphere. Hence the practicing accountants, tax administration authorities and the business class in general have felt the need for a separate Skill based course in Taxation.

2. Course Objective:

The course aims to provide knowledge of the various provisions of income-tax law in India in relation to ITR filling and enable the learners to apply such provisions for E filling of ITR of individuals. It also aims to enable learners to understand the provisions relating to digital signature.

3. Learning outcomes: After the completion of the course, learners will be able to:

1. File Income Tax Return and payment of taxes of Individuals
2. Explain different types of ITR form used and the procedure of ITR filing,
3. Calculate the tax liability of an individual.
4. Comprehend the provisions relating to filing of return of income.
5. Apply for PAN and Digital Signature Certificate.

4. Details of the course

Title of the Certificate Course	E-filing - Income Tax Return for Individuals
Duration of the Course	2.5 months (40 hours)
Teaching Hours	40 hours (4 hours per week)
Eligibility for the Enrollment	Candidate, who is pursuing B. Com. Course in KLE's B. K. College, Chikodi.
Intake for the Course	50
Procedure for Selection	Based on marks secured by students in their previous class.
Medium of instruction for Course	English
Course fees	Rs. 200/-

5. Teaching Pedagogy:

The Course consists of Lectures, practical sessions inside the classroom.

6. Pre-requirements:

- Books relating to e-filing.
- Computer with Internet.
- Pan card, other related infrastructure.

7. Scheme of examination and evaluation

Total marks for the course shall be 100. At the end of course there shall be a written examination for 100 marks and periodical tests, assignments and oral examinations, shall be conducted. There shall be 4 unit wise tests and 1 oral examination will be conducted for total of 50 marks.

Final result will be announced by aggregating 80% of marks secured by student in course end examination and 20% marks secured in Tests and oral examinations.

Declaration of results is as follows.

Marks	Grade
80 - 100	A
60 - 79	B
40 - 59	C
0 - 39	Fail

8. Course Structure and Content

Unit	Content	Teaching Hours*	Weightage of marks (%)
1	Introduction Overview of Income Tax, Meaning of ITR, Need of Filing ITR, Liability to File ITR, Types of Return Forms, Due Dates of Return, Consequences of Non-filing, Types of ITR and Audit Requirement.	12	30
2	E filling Overview of ITR Filling Process, Meaning of E filling, Prerequisites for ITR Filing by Individual Assessee – PAN, GTI, Form 16, Form 16A, Form 26AS. Overview of IT Portal, Services Offered by IT Portal, E filling process – Registration of Individual Assessee on IT Portal, Select Relevant Form, Filing of ITR, Payment of Taxes, Acknowledgement and Verification. Meaning of TDS, TCS and Self Assessment Tax.	12	30
3	Assessment Procedure, Income Tax Authorities and Appeal Income Tax Authorities, Assessment – Meaning, Procedure and Types - Self assessment, Summary Assessment, Scrutiny Assessment, Best Judgment Assessment, Re-assessment. Correspondence with Tax Officer and Appeals.	8	20
4	Digital Signature Certificate DSC – meaning and types. Operating of DSC – Cryptography: Encryption and Decryption. Concept of Public and Private Key. Creation of DSC. Digital Certificate.	8	20

*Teaching hours includes Practical Sessions.

9. Practical Exercises:

1. Identify five individuals above the age of 18 years without PAN Card. Educate them about the relevance of getting a PAN card issued by IT Department of India and help them fill the online application form for generating their PAN card.
2. Educate people about the significance of filling return and help them fill the same online. Prepare and present a report of the key learnings from the exercise.
3. File income tax return of Individuals.
4. Visit the websites of Income Tax Department and fill the online ITR form with hypothetical data.

10. Suggested readings:

Tax Audit and E-filing,

By CA, Kamal Garg, Bharat Law House Pvt. Ltd.

Hand Book on Income Tax,

By Raj K Agarwal Bharat Law House Pvt. Ltd.

Principles of Income Tax Law and Practice,

By Naveen Mittal Cengage India publications


Tax Audit and E-filing (New edition)

By CA, Kamal Garg, Bharat Law House Pvt. Ltd.

Simplified Approach to Income Tax

By Ahuja, G & Gupta R. (2020), New Delhi Flair Publications Pvt., Ltd.

Study material of ICAI Intermediate Paper 4A: Income Tax Law.


Course Co-ordinator
(N. B. Patil)


Head of Department
HEAD
Department of Commerce


PRINCIPAL
K Arts, Science & Commerce College
CHIKODI - 591201.



K. L. E. Society's
**BASAVAPRABHU KORE ARTS, SCIENCE AND COMMERCE COLLEGE,
CHIKODI**

(Accredited at 'A' Grade by NAAC with CGPA of 3.26 in 3rd Cycle)

College with Potential for Excellence (CPE)

DEPARTMENT OF COMMERCE

COURSE STRUCTURE AND SYLLABUS

***Certificate Course on
"Human Resource Management"***

With effect from academic year 2020-21 onwards

INDEX

No	Content	Page no.
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3	Learning outcomes	1
4	Details of the course	2
5	Teaching pedagogy	2
6	Pre requirements	2
7	Scheme of examination and evaluation	2
8	Course structure and content	3
9	Practical exercises	3
10	Suggested readings	3

Staff Members contributed in curriculum design

Sl. No.	Name	Designation
01	Dr. Lakshmikant Nayaka TO	Assistant Professor
02	Prof. N B Patil	Assistant Professor
03	Smt. S. M. Mirje	Lecturer
04	Miss. S. C. Hitni	Lecturer
05	Smt. S. S. Arabole	Lecturer

1. Preamble:

The main objectives of HRM are to help the students to acquire and develop skill to design rationale decisions in the human resource management. An efficient HR manager must guide the work force, influence their behavior and motivate them to conduct maximum towards the achievement of organizational goals. This course focuses on issues and strategies required to select and develop manpower resources. The course aims to equip students to develop themselves into a critically reflective and capable HR manager who can facilitate the learning of others. The major objective of this course is to explain and demonstrate the contribution of HRM in an organization and enable to students to develop an ability to decide learning and training needs.

2. Course Objectives

- The course aims to enhance the knowledge of students through theoretical aspects of HRM.
- To acquaint the learners with the techniques and principles to manage human resources of an organization.
- To integrate the knowledge of HR concepts to take correct business decisions.
- To develop necessary skill set for application of various HR issues.

3. Learning outcomes: After the completion of the course, learners will be able to:

1. Develop necessary skills to prepare an HR policy to enable the employees attain work life balance;
2. Organize an induction program in an organization.
3. Have an understanding and use of different kinds of training and development strategies in real life scenarios;
4. Create HR policies related to grievances redressal, employee health, safety, welfare and their social security in an organization.

4. Details of the course

Title of the Certificate Course	Human Resource Management
Duration of the Course	2.5 months (36 hours)
Teaching Hours	36 hours (3 hours per week)
Eligibility for the Enrollment	Candidate, who is pursuing B. Com. Course in KLE's B. K. College, Chikodi.
Intake for the Course	50
Procedure for Selection	Based on marks secured by students in their previous class.
Medium of instruction for Course	English
Course fees	Rs. 200/-

5. Teaching Pedagogy:

The Course consists of Lectures, practical sessions inside the classroom.

6. Pre-requirements:

- a. Books relating to HRM.

7. Scheme of examination and evaluation

Total marks for the course shall be 100. At the end of course there shall be a written examination for 100 marks and periodical tests, assignments and oral examinations, shall be conducted. There shall be 4 unit wise tests and 1 oral examination will be conducted for total of 50 marks.

Final result will be announced by aggregating 80% of marks secured by student in course end examination and 20% marks secured in Tests and oral examinations.

Declaration of results is as follows.

Marks	Grade
80 - 100	A
60 - 79	B
40 - 59	C
0 - 39	Fail

8. Course Structure and Content

Unit	Content	Teaching Hours*	Weightage of marks (%)
1	Introduction Concept and functions, Role and significance of HRM. Personnel management, difference between personnel management and Human resource Management and Human resource Development. Essential elements of Human resource Management, HRM planning- methods and techniques, measurement in Human resource planning.	10	30
2	Recruitment and Selection Meaning, Definition, objectives and sources, Selection-meaning, importance, preliminary requirements, Steps in selection process, Tele interview, exit interview, moon lighting, Dual career options. Induction and placement – meaning and importance, transfer, Promotion	13	35
3	Training and development Concept and importance; Role specific and competency- based training; Training and development methods – Apprenticeship, understudy, job rotation, vestibule training, case study, role playing, sensitivity training, In-basket, management games, conferences and seminars, coaching and mentoring.	13	35

*Teaching hours includes Practical Sessions.

9. Practical Exercises:

1. Draft an HR policy to combat work life issues assuming themselves as an HR manager.
2. Develop a human resource plan for a select organization.
3. Design an induction program and perform role play for select organization.
4. Develop case study on applicability and use of different kinds of training and development strategies by various companies in real life scenario.
5. Participate in role play on employee counseling.


10. Suggested readings:

- Human Resource Management by Satrapi Tata McGrew Hill, New Delhi
- Human Resource Management by Chhabra T.N Dhanpat Rai & Co, New Delhi
- Human Resource Management by Gupta C.B. Sultan Chand And Sons, New Delhi
- Fundamentals of Human Resource Management by Decenzo. D A


Course Co-ordinator


HEAD

Department of Commerce


PRINCIPAL
B. K. Arts, Science & Commerce College
CHIKODI - 581 201.



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College with Potential for Excellence (CPE)

DEPARTMENT OF COMMERCE

COURSE STRUCTURE AND SYLLABUS

Certificate course

on

“Customer Relationship Management”

With effect from academic year 2020-21 onwards

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Staff Members contributed in curriculum design

Sl. No.	Name	Designation
01	Dr. Lakshmikant Nayaka TO	Assistant Professor
02	Prof. N. B. Patil	Assistant Professor
03	Miss. S. C. Hitni	Lecturer
04	Smt. S.M Mirje	Lecturer
05	Smt. S.A Arbole	Lecturer

1. Preamble:

Customer Relationship Management,(CRM), helps businesses successfully implement strategies, practices and technologies aimed at winning and retaining customers profitably. The objective of this course is to equip CRM practice successfully for long-term profitability. Businesses aim to win and keep customers, their competitors also seek to do the same. Even the most successful firms, with excellent marketing programs for attracting customers, have trouble with customer retention. In this course, students will learn how to shift from a short term customer transaction-based mode of operation to a long-term relationship mode and understand the benefits of having strong customer relations.

2. Course Objectives

- To make the students understand the organizational need, benefits and process of creating long term value for individual customers.
- To enable the students understand the technological and human issues relating to implementation of CRM in the organizations.

3. Learning outcomes: On completion of this course the students will be able to;

- Understand the basic concepts of CRM
- Learn basics of analytical CRM
- To understand marketing aspects of CRM
- To understand basics of operational CRM

4. Teaching Pedagogy:

The Course consists of Lectures, practical sessions outside the classroom.

5. Details of the course

Title of the Certificate Course	Customer Relationship Management
Duration of the Course	2.5 months (30 hours)
Teaching Hours	30 hours (3 hours per week)
Eligibility for the Enrollment	Candidate, who is pursuing B. Com. Course in KLE's B. K. College, Chikodi.
Intake for the Course	50
Procedure for Selection	Based on marks secured by students in their previous class.
Medium of instruction for Course	English
Course fees	Rs. 100/-

6. Scheme of examination and evaluation

Total marks for the course shall be 100. At the end of course there shall be a written examination for 100 marks and periodical tests, assignments and oral examinations, shall be conducted. There shall be 4 unit wise tests and 1 oral examination will be conducted for total of 50 marks.

Final result will be announced by aggregating 80% of marks secured by student in course end examination and 20% marks secured in Tests and oral examinations.

Declaration of results is as follows.

Marks	Grade
80 - 100	A
60 - 79	B
40 - 59	C
0 - 39	Fail

7. Course Structure and Content

Unit	Content	Teaching Hours*	Weightage of marks (%)
1	Introduction to CRM: Definition and Concepts of CRM, Components of CRM, Understanding the goal of CRM and customer touch points.	05	30
2	Marketing Aspects of CRM: Customer knowledge: Value of customer knowledge, the utilization of data as an asset. Introduction to Relationship policy: Relationship policy per segment CRM.	10	20
3	Customer Relationship management Process: Introduction and objectives of a CRM process; an Insight into CRM and e-CRTA / online CRM, The CRM cycle i.e. Assessment phase; Planning phase; The executive phase; Modules in CRM, 4C's (Elements) of CRM Process; CRM Process for marketing organization.	10	30
4	CRM in Services Status of Customer Relationship management in service industry in India; Relevance of CRM for Hospital Services; CRM in Banking and financial services CRM in Insurance sector.	05	20


*Teaching hours includes Practical Sessions.

8. Practical Exercises:


1. Reflective listening
2. Product Demonstration
3. Call review
4. Customer Service Training Presentations
5. Corporate Culture Training
6. Crisis Communication

9. Suggested readings:

- *Principles of management- Philip Kotler*
- *Customer relationship management: A Strategic approach to marketing-by Kaushik Mukerjee*
- *Marketing Management : S. A. Sherlekar*


Course coordinator


Head, Department of Commerce
HEAD
Department of Commerce


PRINCIPAL
L.P.S. Jyoti, Jyoti, Jyoti
K. Arts, Science & Commerce College
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College with Potential for Excellence (CPE)

DEPARTMENT OF COMMERCE

COURSE STRUCTURE AND SYLLABUS

Certificate Course in Tally.ERP9 with GST

With effect from academic year 2020-21 onwards

Staff Members contributed in curriculum design

Sl. No.	Name	Designation
01	Prof. N. B. Patil	Assistant Professor
02	Smt. S. S. Arbole	Lecturer

1. Preamble:

With the Fast –moving technological world and in IT era, all sorts of tasks are being automated which were performed manually earlier irrespective of domain e.g healthcare , documentation, shopping , employee management, shopping almost everything. To meet the pace of the growing world, the accounting system have also been computerized and automated as one single entry manages both accounting and inventory needs. Tally is the most popular accounting packages used across over country and needs a lot of trained manpower to meet the requirements.

2. Course objectives

- i. To train individuals in the computerized Accounting using tally and pursue the career in this sector.
- ii. Tally is designed to impart knowledge regarding concepts of financial accounting.
- iii. Tally is an accounting package that is used for learning to maintain accounts.

3. Learning outcome: After the completion of the course, learners will be able to:

- i. Use Tally.ERP9 software.
- ii. Create a company in a program
- iii. Create ledgers record all the transaction for that account
- iv. Understand the purpose of vouchers
- v. Record transaction required for business by creating and maintains masters, vouchers, and generating reports.
- vi. Enter vouchers with and without GST
- vii. Generate the reports in Tally.ERP9

4. Details of the course

Title of the Certificate Course	Tally.ERP9 with GST
Duration of the Course	3.5 months (50 hours)
Teaching Hours	50 hours (4 hours per week)
Eligibility for the Enrollment	Candidate, who is pursuing B. Com. Course in KLE's B. K. College, Chikodi.
Intake for the Course	60
Procedure for Selection	Based on marks secured by students in their previous class.
Medium of instruction for Course	English
Course fees	Rs. 200/-

5. Teaching Pedagogy:

The Course consists of Lectures, practical sessions inside the classroom.

6. Pre-requirements:

- Books relating to TallyERP9.
- Computer with Internet.

7. Scheme of examination and evaluation

Total marks for the course shall be 100. At the end of course there shall be a written examination for 100 marks and periodical tests, assignments and oral examinations, shall be conducted. There shall be 4 unit wise tests and 1 oral examination will be conducted for total of 50 marks.

Final result will be announced by aggregating 80% of marks secured by student in course end examination and 20% marks secured in Tests and oral examinations.

Declaration of results is as follows.

Marks	Grade
80 - 100	A
60 - 79	B
40 - 59	C
0 - 39	Fail

8. Course Structure and Content

Unit	Content	Teaching Hours*	Weightage of marks (%)
1	Accounting Information System Introduction, Basics of Accounting, and Introduction to Computerized Accounting Information Systems. Difference between Manual and Computerized Accounting Information Systems,	10	15
2	Tally ERP9 Introduction, features of tally 9.1 versions, configuration of tally, tally screens and menus, creation of company, creation of group, Editing and deleting groups, creation of ledgers, Editing and deleting ledgers. Introduction to vouchers, voucher entry, payment voucher, receipt voucher, contra voucher, journal voucher, Editing and deleting vouchers.	10	20
3	Introduction to Inventories Creation of stock categories, Creation of stock groups, Creation of stock items, configuration and features of stock items, Editing and deleting stocks, usage of stocks in voucher entry. Purchase order-stock vouchers, sales order. Introduction to cost, creation of cost category,	10	20

4	Tally ERP9 with GST GST Classifications, GST Revenue Sharing Ratios, Enabling GST features, Recording GST Transactions in Tally.ERP9, GST Tax Invoice Configuration – Voucher Numbering, Recording GST Transactions with Auto Billing, GST Tax Invoice, Bank Details, Customer Seal Signature, Jurisdiction – Printing Configuration, Rate Inclusive of Tax Item Description, Recording GST Transactions – Services, Assets with and without ITC, Expenses with and without ITC, Sales with additional information. Return filing – GTSR 3B, GSTR1.	10	20
5	Generation of Reports Day books- Balance sheet, Trial balance, Profit & loss account, ratio analysis, cash flow statement, fund flow statement, cost center report, inventory report, and bank reconciliation statement.	10	15

*Teaching hours includes Practical Sessions.

9. Practical Exercises:


1. Creation of company, groups and ledgers.
2. Voucher entry – Receipt, Payment, Contra and Journal.
3. Creation of stock category and usage of stocks in voucher entry.
4. Recording GST transactions.
5. Generation of various reports.

10. Suggested readings:

Computer Application in Business – V by Patil and Biaradar

Computer Application in Business – V by Sanaki

Tally.ERP9 Theory and Practical by Vidhu P. Singh


Course Co-ordinator


Head of Department
HEAD
Department of Commerce


Principal
PRINCIPAL
K. Arts, Science & Commerce College
CHIKODI - 591201.



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College with Potential for Excellence (CPE)

DEPARTMENT OF COMMERCE

COURSE STRUCTURE AND SYLLABUS

Certificate course in Consumer Behaviour

With effect from academic year 2020-21 onwards

1. Relevance of the Course

Consumer behaviour is the study of individuals, groups or organizations .It is a complex multi dimensional process and all marketing decisions are based on assumptions about consumer behaviour, consumer decision making is often complex and far from rational. This course focuses on understanding and predicting consumer behaviour by integrating theories from psychology, sociology anthropology and economics. Topics include the importance of consumer behaviour. The course will introduce the learner to behavioural perspectives in marketing that will provide conceptual perspective to any participant working in retailing/advertizing/brand management/sales management marketing research etc.

2. Course objectives

- i. To understand what consumer is and different types of consumers
- ii. To identify the key terms, concepts and theories of consumer behaviour
- iii. To analyze current trends in consumer behaviour.
- iv. To understand the relationship between consumer behaviour and marketing concept

3. Learning outcomes

- i. The students will be able to identify the key terms concepts and theories of consumer behaviour and types of consumers.
- ii. Students will be able to apply the current trends in consumer behaviour.
- iii. Student will be able to find the relationship between consumer behaviour and marketing concept.

4. Details of Course

Title of the Course	: Consumer Behaviour
Duration of the Course	: Three months
Teaching Hours	: 30 Hours (3 hours/week)
Eligibility for the Enrolment	: B.Com. All Semesters Students
Intake for the Course	: 50
Procedure for selection	: Direct selection based on merit
Medium of instruction for Course	: English
Syllabus Preparation	: Syllabus is designed by consultation of subject expert
Course fees	: Rs. 100

5. Course Co-ordinator

Sl. No.	Name	Designation	Qualification
01	Dr. Laxmikantha Nayaka T O	Assistant professor	M.Com, Ph.D

6. Syllabus

Module 1: Introduction	Hours
Introduction, Types of consumer, market strategy, consumer behaviour, factors affecting on consumer behaviour, stages of consumer buying process, the buyer decision process for new products and the organizational buying process.	10
Module 2: motivation and consumer behaviour	08
Introduction to Motives and motivation, characteristics of motivation, customer motives:- personal, social motives, theories of buyer behaviour	
Module 3: consumer protection act 1986	12
Object and scope of consumer protection act,1986-consumer rights- district Forum state consumer protection council-central consumer protection council-jurisdiction of protection councils transfer of cases	

7. References

- Marketing management by Philip Kotler.
- Marketing management by S A sherlekar
- Consumer behaviour by Sonataki

8. Scheme of Examination:

At the end of course there shall be an examination. Total marks for the course shall be 100. (80 Marks for Course end Exam & 20 Marks for Tests, Assignments, Activities).

9. Pattern of Evaluation:

Marks Obtained	Grade
80 - 100	A
60 - 79	B
40 - 59	C
Below 40	Fail


Course co-ordinator & HOD
HEAD
Department of Commerce


PRINCIPAL
J.K.Arts, Science & Commerce College,
CHIKODI - 591201.

Thermoelectrics - Conversion of Waste Heat in to Electrical Energy

Sl. no.	Syllabus	Time Alloted (hrs)
01	<p>Unit 1:</p> <p>Seebeck effect (brief explanation, experiment and temperature dependence), Thermoelectric series, Neutral temperature, Laws of thermoelectricity (qualitative), Peltier effect, Peltier coefficient (qualitative analysis), Thomson effect, Thomson coefficient (qualitative analysis)</p>	10
02	<p>Unit 2:</p> <p>Derivation of the relation $\pi = Tde/dT$ and $\sigma_a - \sigma_b = Td^2e/dT^2$. Thermoelectric (Tait) diagram, its application to determine 1) Total emf 2) peltier emf 3) Thomson emf 4) Neutral temperature and 5) temperature of inversion</p>	10
03	<p>Unit 3:</p> <p>Top down and Bottom up approach for the synthesis of Nano particles. Top down: Ball milling method (qualitative)</p> <p>Bottom up approach: Environmental Green Method and Solgel method. (qualitative)</p> <p>Demonstration of nano materials synthesis</p>	10
Total Hours		30

Time Table

Day	Time	
	10 -11 am	11- 12 pm
Sunday	Theory I	Theory II

R. Lakshmi

**Head of the
Department of Physics
& E. College, CHIKODI**



B. K. Arts

PRINCIPAL
B.K.Arts, Science & Commerce College
CHIKODI - 591201.



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Website: www.klesbkcollegechikodi.edu.in

e-mail: kles_bkcc@rediffmail.com

☎ : 08338 – 272176

Date: 30-10-2020

DEPARTMENT OF COMPUTER SCIENCE

2020-2021 Batch

COURSE STRUCTURE AND SYLLABUS of CERTIFICATE COURSE

Title of the Course

“Python for Data Science”

Commences from 03/01/2021 Sunday

Total Students: 25

Preamble:

Python is a high-level, general-purpose and a very popular programming language. Python programming language is being used in Data Science, Machine Learning applications, along with all cutting edge technology in Software Industry. Python Programming Language is very well suited for Beginners, in this course, students will learn python and how to perform data analysis using python.

Prerequisites:

This course is intended for beginners as well as learners who have a basic knowledge of programming in any language (Java, C, C++, Pascal, Fortran, Javascript, PHP, python, etc.), Students should have learned these basic programming skills on their own or taken a course in programming in high school or college.

Course Objectives:

1. The course is designed to provide Basic knowledge of Python..
2. This course helps to get a job as python programmer.
3. After completing this course students will can pursue higer education in Data science.

Facilities Available:

- 1) Highly quillified and Experience teaching faculty.
- 2) Well equiped Lab
- 3) All the requirerd facilities are available to run this certificate course

Eligibility:

B.Sc3rd and 5th semester students are eligible apply for this CertificateCourse.

Structure:

Content	Hours
Theory	24
Practicals	06

Title of the Paper	No. of hours per week
Python for Data Science	02 (Th/Pr)

Python for Data Science

Structure:

Every 25 Sunday 2hr theory

Content	Hours
Theory	24
Practicals	06
Total	30


Title of the Paper	No. of hours per week
Python for Data Science	02(Theory or Practical)

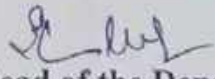
Python for Data Science

Sl. no.	Syllabus	Time Alloted (hrs)
01	<p><u>Unit 1: Getting Started</u></p> <p>History & need of Python Application of Python</p> <ul style="list-style-type: none"> • Advantages of Python • Disadvantages of Python • Installing Python • Program structure • Interactive Shell • Executable or script files • User Interface or IDE 	06+02
02	<p><u>Unit 2: PYTHON FUNDAMENTALS</u></p> <ul style="list-style-type: none"> • Working with Interactive mode Working with Script mode • Python Character Set • Python Tokens, Keywords, • Identifiers, Literals, Operators Variables and Assignments • Input and Output in Python • Operators 	06+02
03	<p><u>Unit 3: DATA HANDLING</u></p> <ul style="list-style-type: none"> • Data Types: Numbers, Strings, Lists, Tuples, Dictionary, Set, Mutable and Immutable • Conditional Statements: The if Statement, The if-else Statement, The if-elif Statement, Nested if Statements, Python Indentation, Looping and Iteration • The For Loop, The While Loop, Loop else Statement, Nested Loops, Break and Continue, The Range Function • Introduction to range(), Types of range() function, Use of range() function, 	07+02
04	<p><u>Unit 4: INTRODUCTION TO DATA ANALYTICS</u></p> <ul style="list-style-type: none"> • Why Analytics? • Traditional Data Management • Analytical tools • Types of Analytics • Hind sight, ore sight and insight • Dimensions and measures • Why learn Python for data • analysis? Using the IPython notebook 	05
Total Hours		30

Time Table

Day	Time	
	12 -1 PM	1PM-2 pm
Sunday	Theory I	Theory II
Sunday	LAB	


Staff in Charge


Head of the Department
Dept. of Computer Science
B. X. College, Chikodi.


Principal



KLE Society's

**Basavaprabhu Kore College of Arts, Science and Commerce,
Chikodi-591 201**

**Syllabus, Scheme of Examination, pattern of question
paper for
Certificate course
in
*Medicinal Plant Cultivation Techniques***

Post Graduate Department of Botany

To be introduced from the

Academic year 2020-21

Certificate Course in Medicinal Plant Cultivation Techniques

AIMS AND OBJECTIVES OF THE COURSE:

It has been observed and felt that the students of post graduate course that evince interest to undertake certificate course in Medicinal plant cultivation techniques along with their regular studies.

This is because Medicinal plant cultivation has application in several fields and there is considerable need to train cultivation techniques of medicinal plants for students. Post Graduates with knowledge of cultivation of medicinal plants would become self reliant. Keeping this in view the post graduate department of Botany, Chikodi is introducing certificate course in Medicinal plant cultivation.

Objectives:

- To impart vocational skills to the students so that then can take up few enterprises on their own. (Self employment).
- To make the students to become techno agents /techno crafts so that they can transfer the skills/knowledge to the growers/ needy.
- This course has immense potentiality in creating jobs.

Certificate Course: Medicinal Plant Cultivation Techniques

Syllabus

Duration: 01 hour/week

20 hours

INTRODUCTION: Medicinal plants and significance of medicinal plants.

4 hours

BASIC REQUIREMENTS FOR CULTIVATION OF MEDICIANL PLANTS:

6 hours

Soils: Types, black, red and sandy soils. Physical and chemical properties of soil. Acidic soils, salt affected soils (saline and alkaline soils). Water and wind erosion.

Climate: Types-humid, arid and semiarid. Temperature, relative humidity and rainfall.

Manure and Fertilizers: Farm yard manure, composting, vermi composting, biofertilizer and chemical fertilizer.

Plant propagation: Meaning and types. Seed propagation, vegetative propagation, cutting, layering, grafting, budding and micro propagation.

4 hours

Pests and diseases: Diseases of Medicinal plants and their management. 6 hours

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B. K. College, Chikodi.

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Practical Syllabus

06 Practicals

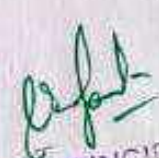
2 hours per week

1. Identification of manures, fertilizers, bio-fertilizers, saline and acidic soils.
2. Plant propagation methods
3. Tools and equipments used in Cultivation of Medicinal plants.
4. Preparation of media for nursery.
5. Field visits.

References:

1. Elements of the Nature and Properties of soils 4th Edition. C. Brady, Nyle Brady, Raymond Weil and Raymond Weil. Pearson publisher, 330, Hudson Street, NY 10013.
2. Plant Propagation and Nursery Management. Arun Kumar Singh and Abhinav Kumar. 2020 edition.
3. Indian Medicinal Plants: Uses and Propagation aspects. Srinath Rao and Akula Ramakrishna, 2020, CRC Press.
4. Agro-techniques of Selected Medicinal Plants. Vol. 2. National Medicinal Plants Board Department of AYUSH, Ministry of Health & Family Welfare, rd Government of India, Room No. 309, 3 Floor, AYUSH Bhawan, B-Block, GPO Complex, INA, New Delhi – 110 023


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P. G. Department of Botany
B. K. College, Sivakasi.


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THEORY QUESTION PAPER PATTERN

TIME: 3HOURS

MAX MARKS: 50

I. Explain or define the following:

1X3=3

1.

2.

3.

II Write short notes on any FOUR (out of six):

3X4=12

4.

5.

6.

7.

III Write notes on any THREE (out of five):

5X3=15

8.

9.

10.

11.

12.

IV Give a detailed account of any TWO (out of three):

10X2=20

13.

14.

15.

PRACTICAL QUESTION PAPER PATTERN

TIME: 2 HOURS

MAX MARKS: 20

1. Identify/ demonstrate A, B, C and D 4X2=8
2. Major experiment /preparation bed of E and F 2X3=6
3. Critical comments on propagation methods/Photographs/instruments of G and H 2x3=6


Co-ordinator

THE CO-ORDINATOR
P. G. Department of Botany
B. K. College, Chikodi.


Principal

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**K.L.E. Society's
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CHIKODI**

(Accredited at 'A' Grade by NAAC with CGPA of 3.26 in 3rd Cycle)

College with Potential for Excellence (CPE)

DEPARTMENT OF CHEMISTRY

COURSE STRUCTURE AND SYLLABUS

Certificate Course

in

“Sugar Technology”

With effect from academic year 2020-21

Sl. No.	Contents	Page No.
1	Preamble	01
2	Course Objectives	01
3	Details of the course	02
4	Teaching pedagogy	02
5	Facilities Available	02
6	Structure	02
7	Pattern of Evaluation	03
8	Syllabus	03
9	References	04

List of staff Members:

Sl. No.	Name	Designation	Qualification
1	Prof. U. R. Rajput	Principal	M.Sc
2	Prof. S. B. Vanjire	Associate Professor	M.Sc
3	Prof. Raju	Associate Professor	M.Sc.
4	Prof. S. M. Patil	Assistant Professor	M.Sc, Ph.D, B.Ed
5	Prof. P. M. Palankar	Lecturer	M.Sc. B. Ed
6	Prof. G. B. Jambagi	Lecturer	M.Sc. B. Ed
7	Prof. S. D. Kotabagi	Lecturer	M.Sc. B. Ed
8	Prof. S. S. Latthe	Lecturer	M.Sc. B. Ed

Subject Expert:

SL. No	Name	Designation	Address
1	Dr. Sunil M. Patil	Assistant Professor	B.K. College, Chikodi
2	Mr. Shantinath Latthe	Lecturer	B.K. College, Chikodi

1. Preamble:

Karnataka is one of the major producer of sugar in India. It has 71 sugar mills and the number is increasing every year. Our institution is located in the district which has 22 sugar mills and also number of Jaggery manufacturing plants established by the farmers. Every year about 5-10% of students joining sugar industries after their B. Sc Chemistry course. Our students with rich Chemistry background efficiently managing their assignments after training by the seniors. However training by the senior staff confined to a narrow section and lacks broader and deeper coverage of entire sugar industry processes. This clearly indicates that, students need of proper training before they join the industry. To fill this gap a “SUGAR CHEMISTRY” course can enable our students to meet the industry expectations in more proficient manner.

Many rural students of our institute with agricultural background have passion for sugar cane agriculture and the industries associated with it. The Sugar Chemistry course will boost their knowledge and also make them more employable in sugar industries. Through the parent University, Chemistry syllabus, they learn many basic concepts related to sugar industries such as pH, Refractive index, viscosity, TDS, manufacture of alcohol, hardness of water, environmental pollution, carbohydrate chemistry, purification of substances, etc. However the students lack the exposure to the instruments being employed to measure the parameters in UG level. This course enables them to be familiar in handling the instruments used in sugar industries.

2. Course Objectives:

1. To train the students to meet the expectations of sugar industries.
2. To give in-depth knowledge of sugar science.
3. To make the students familiar with the various instruments used in sugar industries.
4. To make the students more employable in sugar industries.
5. To encourage the students to set up small scale sugar industries using advanced sugar processing methods.
6. To promote to become successful entrepreneurs.

3. Details of the course

Title of the certificate course	Sugar Technology
Duration of the course	2.5 months
Teaching Hours	30 hours
Eligibility for the enrollment	Candidates who studied Chemistry in PUC
Intake for the course	30
Selection Procedure	Based on the marks obtained in the previous class examination and interest
Medium of instruction for course	English
Course fees	200/-

4. Teaching Pedagogy

The course consists of theory classes and practical classes in sugar industries.

5. Facilities Available:

- 1) Experience teaching faculty.
- 2) MoU with Chidanand Basaprabhu Kore Sahakari Sakkare Karkane Niyamit, Chikodi

6. Structure:

Content	Hours
Theory	18
Practical	12
Total	30

Title of the Paper	No. of hours per week	Exam Hours	Marks
Sugar Technology	4	Theory : 1.5 Hour	Theory :30 Marks
		Practical :3 Hour	Practical:20 Marks
		Total : 4.5 Hours	Total : 50 Marks

7. Pattern of Evaluation:

Total marks for the course shall be 100. At the end of course there shall be a written examination for 100 marks and periodical tests, assignments and oral examinations shall be conducted. There shall be 4 unit wise tests and 1 oral examination will be conducted for total 50 marks.

Final results will be announced by aggregating 80% of marks secured by student in course end examination and 20% marks secured in tests and oral examinations.

The Examination criteria for both Theory and practical mode is evaluated as per grade system.

'A' – Grade : 40-50 Marks

'B' – Grade : 30-39 Marks

'C' – Grade : 20-29 Marks

'Fail' – 0 – 19

8. Syllabus

Total: 30 Hours

Theory Syllabus:

Total = 18 Hours

Introduction : General Terminology in sugar process industry; Sucrose, Sugar, Purity, Colour (ICUMSA), Ash content, Conductivity ash, Invert sugar, Dextran, Starch, Moisture, Raw sugar, Reducing sugars, Brown Sugar, Binding Material, Extraneous Matter, Pol, Brix, Recovery, Juice, Bagasse, Maceration, Imbibition Water, Bagasse, Syrup, Masecuite, Molasses, Steam, Vapour, Vacuum, Condensate, Boiler Water, Effluent, Spent Wash, Distillation, Fermentation.

05 Hours

Juice purification: Lime and sulphur treatment. Preparation of milk of lime and its processing. Effect of lime on the different constituents of juice, effect of pH, effect of heating. sulphur burner methodology, Properties of SO₂ gas., Juice sulphiter – working & construction.

10 Hours

Quality of sugar: Coloured impurities, SO₂ content, crystal size.

03 Hours

Practical Syllabus:

Total = 12 Hours

Experiment No. 1: Use of polarimeter for Pol reading

3 Hours

Experiment No. 2: Brix Analysis by brix hydrometer Use of polarimeter for Pol reading

3 Hours

Experiment No.3: Calibration of pH meter and analysis of juice for pH

3 Hours

9. References:

1. Principles of sugar technology, Honig Pieter, Elsevier publishing company Amsterdam
2. Hand book of Cane Sugar Engineering, Hugot e., Elsevier Science publishing Co.Inc. New York.
3. Sugar Technology for Administrators in the Indian sugar factories; Manohar Rao,P.J.; Jayajirao Shinde Editor Bharatiya Sugar Jeevan Darshan Laxmi Rd. Pune.
4. Training manual for sugar mills.; Mangal Singh; Somaiya publications Pvt.Ltd. Mumbai.



HOD
Head of the
Department of Chemistry
B. K. College, CHIKODI - 591 201



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Website: klesbkcollegethikodi.edu.in

e-mail: kles_bkcc@rediffmail.com

☎ : 08338 – 272176

Department of English

COURSE STRUCTURE AND SYLLABUS
OF
CERTIFICATE COURSE

**Certificate Course in English
In
“Phonetics For Beginners”**

With effect from academic year 2020-2021 onwards

List of Staff Members

Sl. No	Name	Designation	Qualification
1	Dr.Smt.Geetanjali G. Doddamani	Assistant Professor	M.A, M.Phil, Ph.D,B.Ed
2	Miss.Sujata Kadapure	Lecturer	M.A, B.Ed,K-Set
3	Mr.Ajit Karigar	Lecturer	M.A, B.Ed, K-Set

Subject Experts:-

Sl. No	Name	Designation	Address
1	Miss.Sujata Kadapure	Lecturer	B.K.College Chikodi
2	Mr.Ajit Karigar	Lecturer	B.K.College Chikodi

Preamble:

English is the Global Language and plays a vital role today in order to compete with the expectations of the world. Phonetics is a branch of linguistics that studies how humans make and perceive sounds. Phonetics is the branch of linguistics that examines sounds in a language. Phonetics describes these sounds using the symbols of the International Phonetic Alphabet (IPA).

Objectives of Certificate Course:

The following are the well defined objectives of the Department.

1. To motivate the students to learn English language.
2. To make the students to realize the importance of learning English.
3. To improve the students' Communication Skills to face global challenges.
4. To highlight increased importance of English language as the one link language of the world and its role in the context of globalization.
5. To open up more career opportunities by taking the knowledge of English language and Literature closer to the real life and serve the society at large.

Facilities Available :

1. Experienced Teaching Faculty.
2. ICT Classes to convey the course more efficiently and interestingly.

Structure:

Sl. No	Particulars	Information Furnished
01	Phonetics for Beginners	<ol style="list-style-type: none">1. It is helpful for studying a language, especially languages that use letters that are silent or have multiple pronunciations.2. Languages like Kannada and Hindi are consistent in their spelling and pronunciation each letter represents a single sound which rarely varies.3. English is different. It has many letters with two or more sounds and many letters that are silent.
02	Teaching Hours	30 Hours
03	Duration of the course	2 Months

Title of the Paper	No. of hours per week	Exam Hours Theory	Marks
Phonetics For Beginners	04	1Hr	50

Pattern of Evaluation:-

- 'A'- Grade: 41-50 Marks
- 'B'- Grade: 31-40 Marks
- 'C'- Grade: 21-30 Marks

Syllabus

30 Hrs 50 Marks

Introduction to Phonetics.

UNIT- I : Identification of English Sounds

10 Hrs

1. Speech Organs
2. The Alveolar Ridge
3. The Hard Palate
4. The Velum and Glottis
5. The Vocal Cords
6. Parts of the Tongue
 - 6.1 The Tip
 - 6.2 The Blade
 - 6.3 The Front of the Tongue
 - 6.4 The Back of the Tongue

UNIT- II: Manner of Articulation of Consonant Sound

05 Hrs

1. Plosives
2. Fricatives
3. Affricates
4. Nasals
5. Lateral Sound

UNIT -III: The Vowels

05 Hrs

1. Definition
2. Classification of Vowels

UNIT-IV: Transcription of Words

05 Hrs

UNIT -V: Words Stress, Syllable and Intonation

05 Hrs

References:

- A Textbook Of English Phonetics : For Indian Students by T Balasubramanian .
- Cambridge English Pronouncing Dictionary : Daniel Jones
- Internet Sources

C. D. Dhanraj
HOD
Head
Department of English



[Signature]
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DEPARTMENT OF COMMERCE

COURSE STRUCTURE AND SYLLABUS

Certificate Course
“Accounting and Taxation”

With effect from academic year 2020-21 onwards

Staff Members contributed in curriculum design

Sl. No.	Name	Designation
01	Prof. N. B. Patil	Assistant Professor
02	Dr. Lakshmikant Nayaka TO	Assistant Professor
03	Smt. S. M. Mirje	Lecturer
04	Miss. S. C. Hitni	Lecturer
05	Smt. S. S. Arabole	Lecturer

1. Preamble:

Accounting and taxation plays a vital role in economy of the country and in successful running of every business/company because it helps to track income and expenditures, financial position, ensure statutory/tax compliance, and provide investors, management and government with quantitative financial information which can be used in policy making, decision making, planning and controlling processes within a business. Accounting has many real life application, general awareness in finance and accounting which helps people to handle many day to day activities.

Accounting and taxation course is always of high demand as a person with great knowledge in account and tax plays a key role in all business sectors. Accounting knowledge plays key role in our day to day life as well. Personnel with good knowledge in accounting and taxation are the assets of every business. The major problem faced by industries today is the lack of efficient and quality accountants with tax knowledge as per their requirements, even though lot of professionals are prevailing currently in these sectors. The main reason for this problem is the lack of practical knowledge and skills of recording transactions, preparation of accounts, filling of income tax returns, GST returns and other statutory compliances. The field of accounting is always remains in demand as it is the backbone of every business entity. Accountant is needed in every industry.

This course delivers perfect training, provides practical and updated knowledge and skills in accounting and taxation with the aim of molding professionally talented accountants with tax knowledge to the industry.

2. Objectives of the course:

- To impart knowledge of computerized accounting and taxation.
- To train aspirants to record transactions and prepare final accounts electronically.
- To enable the learners to calculate tax and GST liability.
- To paves way for students gain a deeper perspective about the accounting and taxation.
- To enable the students to be employed in accounting and taxation field.

3. Course/Learning outcomes:

After studying this course students will be able;

- To understand the fundamentals and principles of accounting and taxation.
- To record financial transactions, prepare and analyze final accounts electronically.
- To compute taxable income.
- To apply for further education and training in the field.

4. Details of the course

Title of the Certificate Course	Accounting and Taxation certificate course
Duration of the Course	2.5 months (40 hours)
Teaching Hours	40 hours (4 hours per week)
Eligibility for the Enrollment	Candidate, who is pursuing B. Com. Course in KLE's B. K. College, Chikodi.
Intake for the Course	40
Procedure for Selection	Based on marks secured by students in their previous class.
Medium of instruction	English

5. Teaching Pedagogy:

The Course consists of Lectures, practical sessions inside the classroom.

6. Scheme of examination and evaluation

Total marks for the course shall be 100. At the end of course there shall be a written examination for 100 marks.

Declaration of results is as follows.

Marks	Grade
80 - 100	A
60 - 79	B
40 - 59	C
0 - 39	Fail

7. Course Structure and Content

Unit	Content	Teaching Hours*
1	Unit 1: Introduction to accounting Need for Accounting – Definition – Objectives, Advantages – Book keeping and Accounting–Accounting concepts and conventions - Accounting Cycle - Classification of Accounts and its rules - Double Entry System - Journalization - Posting to Ledgers, Balancing of ledger Accounts (Simple problems). Subsidiary Books: Types of Subsidiary Books - Cash Book, Three-column Cash Book- Petty cash Book (Simple Problems). Preparation of trial balance.	10
2	Unit 2: Final Accounts Preparation of Final Accounts: Trading account – Profit and Loss account – Balance Sheet – Final Accounts with adjustments (Simple Problems).	10
3	Unit 3: Introduction to Income Tax Basic Concepts; Residential Status and Incidence of Tax-Exempted Incomes. Income from salary; Computation of Income under the Head Salaries-Allowances-Deduction from Gross Salary.	10
4	Unit 4: Income from House property and Profits and gains from Business and Profession. Income from House Property; Concept -Computation of Annual Values. Deductions from income from House Property. Profits and gains from business or profession.	10

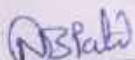
*Teaching hours includes Practical Sessions.

8. Practical Exercises:


1. Examine the balance sheets of business Organizations to study how these are prepared.
2. Examine the accounting policies and revenue recognition policies by collecting necessary data from small business firms.
3. Prepare financial statements manually and using appropriate software.
4. Collect data from your college and prepare Receipt and Payment Account, Income and Expenditure Account and Balance Sheet.
5. Compute income under different heads of an individual.

9. Suggested readings:

- R L Gupta & V. K Gupta, Principles and Practice of Accounting, Sultan Chand & Sons
- K. Arunjyothi, Fundamentals of Accounting; Maruthi Publications
- Dr. H. C. Mehrotra : Income Tax Law & Accounts
- Shri. T. N. Manoharn: Direct Taxes, Snow White Publications
- Dr. R. V. Diwan, Dr. R. G. Allagi & Shri. G. S. Bhat: Income Tax – I & II
- Navale: Income Tax


Course Coordinator


Head of Department
HEAD
Department of Commerce


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