

## AVAILABLE COURSES

### B.A. Three years Degree Course


1. Marathi (6 Units)
2. Hindi (6 Units)
3. History (6 Units)

### B.Com. Three Years Degree Course

Accountancy

## Add-on COURSES

- Certificate Course in Communication Skills In English (6 Months)
- Certificate Course in Business Administration (6 Months)
- Certificate Course in Marathi (3 Months) -  
Marathiche Mudritshodhan Ani Lekhan Koushalya
- Certificate Course in Travel & Tourism Management (3 Months)

  
IQAC - Coordinator  
Shri- M. H. Khapane College of  
Arts & Commerce, Pachal.



Sahyadri Parisar Shikshan Prasarak Mandal's

## SHRI. MANOHAR HARI KHAPANE COLLEGE OF ARTS & COMMERCE, PACHAL - RAYPATAN

Permanently Affiliated to University of Mumbai  
Recognized under 2 (f) 12 (b) of UGC Act 1956  
NAAC Reaccredited Grade 'B'  
ISO 9001 : 2015 Certified

At / Post Raypatan, Tal. Rajapur, Dist. Ratnagiri - 416 704.

**PROSPECTUS**

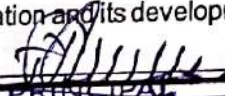
**2022-2023**

Pachal is a commercial centre and is situated on the State High Way No. 111 Oni-Pachal-Anuskura. It is connected by S. T. buses to all important places in the Taluka of Rajapur, Lanja, Shahuwadi and Vaibhavwadi. Pachal occupies a place of great importance in the educational, social and political life.

Shri Manohar Hari Khapane College of Arts and Commerce, Pachal is known for excellent educational services to the causes of Higher Education and the facilities it offers to the students. The college is full-fledged in situation affiliated to the University of Mumbai and provides instruction in courses of studies leading to the B. A. and B. Com.

### VISION:

The college has strong conviction that, it is its responsibility as well as privilege to render a high quality service to the students' community and the society at large in the field of education and its development.

  
PRINCIPAL  
SHRI MANOHAR HARI KHAPANE  
COLLEGE OF ARTS & COM. PACHAL  
A/P Raypatan, Tal- Rajapur, Dist- Ra. 416704

Estd. 1994

॥ विद्या अमृतम अश्नुते ॥



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**SHRI. MANOHAR HARI KHAPANE COLLEGE  
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At/Post – Raypatan, Tal – Rajapur, Dist – Ratnagiri – 416 704

First Time Affiliation No. AFF/Recog./5323 of 1994 Dated 18<sup>th</sup> October 1994

- ❖ Re-Accredited by NAAC with 'B' Grade ❖ Recognised under Section 2(f) & 12(b) of the UGC Act, 1956  
❖ Best NSS Unit Award at University Level for the year 2017-2018 ❖ ISO 9001:2015 Certified

Principal DR. M. A. Yellure  
M.A., M. Phil., Ph.D., DIHT  
Cell No. 9403392105

Telefax – 02353-299181  
E-Mail – [mhkcollegepachal@gmail.com](mailto:mhkcollegepachal@gmail.com)  
Web – [www.khapnecollege.com](http://www.khapnecollege.com)

Permanent Affiliation No.  
Aff-IL/ICD/2015-2016/1121  
dated 16<sup>th</sup> September 2015

Date: 05/07/2022

### NOTICE

All the students of the college are hereby informed that **English Speaking Course** will be started from 11/08/2022. Interested students can contact Prof. N. G. Devan for their enrollment for the course up to 22/07/2021. Please take note.

Prof. N. G. Devan  
Course Coordinator



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### Certificate Course in Spoken English

#### Part I – Phonology of English

Objective:-

- 1) To enable the students to acquire phonetic skills required for oral skills.
- 2) To give ear training to students to help them to listen sounds which are not there in their regional languages.
- 3) To acquaint the students with the phonological structure of modern English.
- 4) To orient the students to word accents and speech rhythm and spoken English.

This paper will cover the following components:-

- i) Vowels and consonants
- ii) Rules for word accent.
- iii) Weak forms & strong forms.
- iv) Accent patterns in connected speech.
- v) Rising tone, falling tone & intonation.
- vi) Transcription.
- vii) Pronunciation.

Books:-

- 1) Spoken English for India  
By – R.K. Bansal & J.B.Harrison ( Orient Longman, Mumbai, 2000)
- 2) An English Phonetic Reader  
By R.K. Bansal & Cive Brsneet (Orient Longman, Mumbai, 1976)
- 3) Better English Pronunciation  
By J.D.O. Connor. (Universal Book Stall, New Delhi, 1992)
- 4) Spoken English  
By V. Sasikumar & P.V.Dhamija (Tata Mc Grow Hill, New Delhi, 2001)
- 5) A Book of Structure and Function of Modern English  
By. Prof. Sarita Bobade – Mane (Phadake Prakashan, Kolhapur, 2006)
- 6) Oxford, Advanced Learner's Dictionary of Current English  
By. A.S. Hornby ( Oxford University Press, Calcutta Fourth Edition, 1989).
- 7) Better Spoken English  
By. S. Chaudhary (Vikas Publishing House, New Delhi, 2004)
- 8) A Textbook of English Phonetics For Indian Students By. T. Balsubramaniam (Macmillan, New Delhi, 1999).



## Part II – Conversational English

### Objectives:-

- 1) To improve communicative competence of the students.
- 2) To enable the students to converse in their life situations.
- 3) To train the students to use English for the practical purposes.

### Syllabus:-

#### a) Patterns:-

- i) Greeting
- ii) Introducing one self
- iii) Invitation :- Accepting – Declining
- iv) Making Request
- v) Expressing Gratitude
- vi) Complimenting and Congratulating
- vii) Expressing Sympathy
- viii) Apologizing
- ix) Asking for Information
- x) Seeking Permission
- xi) Complaining and Expressing Regret

#### b) Using English in Real life Situations:-

- i) At the Bank / post – office / College – office
- ii) At the Green Grocer
- iii) At the Temple
- iv) At the College Canteen or Restaurant
- v) At the Police – station
- vi) At the Railway – station / Bus – station
- vii) At the Medical Shop
- viii) At the Garage
- ix) At the Air Port
- x) At the Library
- xi) Interviews
- xii) Booking a Room In a Hotel
- xiii) At the Travel Agency

### Books:-

1. English for Practical purposes  
by. Z. N. Patil, Dr. Ashok (Macmillan Ind. Ltd.)
2. Spoken English for you  
By G. Radhakrishna , Pillai, K. Rajeevan.(EIEPL,  
Emerald Publication ),
3. English Conversational Practice by K. S .  
Sunita , Annie Pothen. S. (Sterling Publication  
Private Ltd )
4. Success with Spoken English for Undergraduates  
by Dr. Saraswati. (Commonwealth University Books).





### Part III – Basic English Grammar

#### Objectives:-

- 1) To acquaint the learner with the modern English usage.
- 2) To take remedial steps to correct the errors that enter the learner's Language system while learning English as a foreign language.
- 3) To make them aware of the peculiarities of English language.

#### Syllabus:-

- i) Parts of speech and their uses.
- ii) Word formation
- iii) Tenses and their uses.
- iv) Articles and their uses.
- v) Types of sentences and sentence patterns.
- vi) Synonyms and their uses.
- vii) Antonyms and their uses.
- viii) Antonyms and their uses.

#### Books :-

- 1) English Grammar for Today  
By Geoffrey Leech, Margaret Deushar and Robert Hoogenraad ( Pub. Palgrave)
- 2) Living English Structure  
By W.S. Allen ( Orient Longman 1997 )
- 3) A Remedial English Grammar for Foreign Students By F. T. Wood ( Macmillan ).
- 4) High school English Grammar and Composition  
By P.C. Wren and H. Martin ( S. Chand Co. Mumbai 2006 ).
- 5) A Practical English Grammar  
By Thomson and Martinet ( Oxford University Press, 1986).



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A/P Reypatan, Tal- Rajapur, Dist- Ratnagiri

## Certificate Course in Spoken English

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- Instruction:** 1) All Questions are compulsory.  
2) Numbers to the right side indicate marks.

### Q.1. Fill in the blanks.

10

1. Can I help you? -----.
2. What a beautiful flower.
3. Happy Birthday to you.
4. I get your cell phone for a moment.
5. Where are you from? -----.
6. May I introduce myself? -----.
7. How was your Hyderabad trip? -----.
8. You are looking -----.
9. I am very -- --.
10. You are looking -----!

### Q. 2. Match the following.

10

- | A                     | B                               |
|-----------------------|---------------------------------|
| 1. Good night         | 1) you are welcome              |
| 2. Congratulations    | 2) It was pleasure meeting you. |
| 3. How is everything? | 3) Thank you.                   |
| 4. Nice to meet you   | 4) Night                        |
| 5. Thank you          | 5) Fine, thanks.                |

### Q.3. Answer the following question (Any two)

20

- 1) You want to book room in Hotel Surya. Write the conversation between you and concerned officer.
- 2) Write a conversation between you and your friend meet at the Navi peth.
- 3) You want to get your 'Adhar card' from Municipal Corporation .Write the conversation you and concerned officer.

### Q.4. Answer the following questions (any four)

20

- 1) How you will ask for help in formal & informal situation. Write a request two differently.
- 2) Write a dialogue between you and your college librarian regarding book-bank scheme.
- 3) If somebody asks you about solapur city. What the Specialties' you will him/her.
- 4) Make a list of questions you will ask to the candidate in an interview for the post of junior clerk.
- 5) Write a dialogue between you and Railway Booking clerk about train Enquiry?
- 6) Write a dialogue between you and college office clerk about admission procedure?

### Q.5 write a Short notes (any four)

1. How to express apologizing?



20





**Certificate Course in Spoken English  
Question Paper**

**Instruction:** 1) All Questions are compulsory.  
2) Numbers to the right side indicate marks.

**Q. 1. Name the parts of speech to which the underlined words belong in the following sentence.** 10

- 1) Gathering was over last month.
- 2) She objected to my plan of a picnic.
- 3) He carefully arranged his life.
- 4) thank you very much, my boy.
- 5) I am not interested in your proposal.
- 6) The movie is based on the real life.
- 7) I wanted to be an actor, but my father opposed.
- 8) Hush! We are free at the end.
- 9) They are neighbours to the Thakurs.
- 10) He wants me to meet him urgently.

**Q.2 Match the following.** 10

- | A           | B                   |
|-------------|---------------------|
| 1) They     | 1) Relative Pronoun |
| 2) Love     | 2) Material noun    |
| 3) Kolhapur | 3) Pronoun          |
| 4) Silver   | 4) Proper noun      |
| 5) Whom     | 5) Abstract Noun    |

**Q.3 Answer in brief (Any two)** 20

1. Usage of simple future tense.
2. How to talk about Simple Present tense.
3. Usage to "To be".

**Q.4. Answer the following questions (Any five)** 20

- 1) Give five commands to your friend.
- 2) Usage of definite articles.
- 3) What is interrogative sentence?
- 4) What is exclamatory sentence?
- 5) Write any four sentences in simple present tense
- 6) Usage of indefinite articles

**Q.5 Answer the following questions (Any four)** 20

- 1) What is Bound morpheme?
- 2) Give two examples of Simple sentence
- 3) Give two examples of acronyms.
- 4) What is 'base' or 'root' word?
- 5) Write any four words with prefixes
- 6) Write any four words with Suffixes
- 7) Give two examples of exclamatory sentence
- 8) Give two antonyms of "Beautiful"
- 9) Give any two synonyms of "goal".
- 10) Give any two examples of definite articles.



## Certificate Course in Spoken English

---

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- 6) Write a dialogue between you and college office clerk about admission procedure?

**Q.5 write a Short notes (any four)**

1. How to express apologizing?



20



2. How to greet people in Formal & Informal situation?
3. How to asking for Information?
4. How to express gratitude?
5. How to invite your friend for New Year Celebration Party



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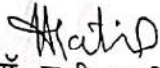


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## नोटीस

दि.02/08/2022

महाविद्यालयातील सर्व विद्यार्थ्यांना कळविण्यात येते की, इतिहास विभागामार्फत तीन महिन्यांचा सर्टिफिकेट कोर्स इन ट्रॅव्हल अँड टुरिझम मॅनेजमेंट चालवला जातो. या कोर्ससाठी प्रवेश घेऊ इच्छिणाऱ्या विद्यार्थ्यांनी 17 ऑगस्ट 2022 पूर्वी कोर्स समन्वयक डॉक्टर ए. डी. पाटील यांच्याशी संपर्क साधावा आणि आपला प्रवेश निश्चित करावा.

  
डॉ. ए.डी. पाटील  
कोर्स समन्वयक



  
डॉ पी.एस.मेश्राम

प्रिन्सिपल  
SHRI MANOHAR HARI KHAPANE  
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**DEPARTMENT OF HISTORY**

Name of the Course: **Certificate Course in Travel and Tourism Management**

Duration: **Three Months (35 Hours)**

Medium: **English/Marathi**

Course Coordinator: **Dr. Ashok Dnyandeo Patil**

**SYLLABUS OF COURSE**

**Topic 1. Introduction of Travel and Tourism –**  
 Definition, Nature and Scope of Tourism

**Topic 2. Types and Forms of Tourism-**  
 Domestic, Regional, National and International

**Topic 3. Tourism Industry in India –**  
 Basic Factors, Tourism Market and Hotel Industry & Management

**Topic 4. Tourism Resources-**  
 Religious, Cultural, Historical, Geographical and Fair Centers

**Topic 5. New Trends in Tourism-**  
 Ecofriendly, Agriculture, Adventure, Holyday, Rain Tour, Camel Safari etc.

**Topic 6. Travel Agency and Management**  
 History of travel agency, Types of Travel Agency, Travel Agents, Manegement

**REFERENCES**

1. A.K. Bhatia- Tourism Development
2. P.C. Sinha – Tourism Management
3. Jagmohan Negi- Travel Agency and Tour Operation
4. डॉ. एस. बी. शिंदे- पर्यटन भूगोल
5. डॉ. शैलेश वाघ- पर्यटन भूगोल
6. डॉ. कठारे- पुरातत्वविद्या आणि पर्यटन

*Dr. Ashok Dnyandeo Patil*  
**IQAC - Coordinator**  
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मराठीचे मुद्रित शोधन आणि लेखन कौशल्ये  
नोटीस दिनांक.२०/०७/२०२२

महाविद्यालयातील सर्व विद्यार्थ्यांना कळविण्यात येते की, मराठीचे मुद्रित शोधन व लेखन कौशल्ये या लघु अभ्यासक्रमासाठी प्रवेश घेऊ इच्छिणाऱ्या विद्यार्थ्यांनी आपला प्रवेश अर्ज दिनांक २९/०७/२०२२ पर्यंत डॉ. विकास पाटील यांच्याकडे जमा करावेत. प्रवेश मर्यादित असल्याने निर्धारित वेळेत आपला प्रवेश निश्चित करावा.

*वि.व.व.*

अभ्यासक्रम समन्वयक

मराठीचे मुद्रित शोधन आणि लेखन कौशल्ये

*Pr. Khapane*

प्र. प्राचार्य

श्री. मनोहर हरी खापणे कॉलेज ऑफ  
आर्ट्स अँड कॉमर्स, पाचल  
मु. पो. रायपाटण, ता. राजपूर, जि. रत्नागिरी - ४१६७०४

मराठीचे मुद्रित शोधन आणि लेखन कौशल्ये  
नोटीस दिनांक.२०/०७/२०२२

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अभ्यासक्रम समन्वयक

मराठीचे मुद्रित शोधन आणि लेखन कौशल्ये

*Pr. Khapane*

प्र. प्राचार्य

श्री. मनोहर हरी खापणे कॉलेज ऑफ  
आर्ट्स अँड कॉमर्स, पाचल  
मु. पो. रायपाटण, ता. राजपूर, जि. रत्नागिरी - ४१६७०४

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# मराठीचे मुद्रितशोधन आणि लेखन कौशल्ये

(कालावधी ३ महिने)

## मुद्रित शोधन

- १) मराठी शुध्दलेखनाची पार्श्वभूमी
- २) शुध्दलेखन : स्वरूप व आवश्यकता
- ३) शुध्दलेखनाचे नियम
  - अ) अनुस्वार
  - ब) ऱ्हस्व -दीर्घ
  - क) किरकोळ नियम
  - ड) जोडाक्षरांचे लेखन
- ४) मुद्रित शोधनाच्या खुणांचा तक्ता

## लेखनकौशल्ये

- १) वृत्तपत्रासाठी मराठीतून बातमीलेखन
  - अ) वृत्तपत्रांचे विविध स्तर आणि बातमीदार
  - ब) बातमी : व्याख्या, रचना आणि लेखन
  - क) वृत्तसंकलन व बातमीदाराचे गुणविशेष
  - ड) मुख्य वार्ताहार : कामे व जबाबदाऱ्या

## संदर्भ ग्रंथ

- १) व्यावहारिक मराठी - प्रकाश परब - मिथून प्रकाशन, पहिली आवृत्ती मु. ३० रु. // //
- २) व्यावहारिक मराठी - ल.रा.नसिराबादकर - फडके प्रकाशन -दहावी आवृत्ती मु. १३५ रु
- ३) उपयोजित मराठी - प्रकाश मेददकर, विद्याबुक पब्लिशर्स, औरंगाबाद, सु.आ.मु. १०० रु.
- ४) मराठी लेखन मार्गदर्शिका-यास्मिन शेख, राज्य मराठी विकास संस्था मू. ७५ रु.



- ५) भारतातील प्रसारमाध्यमे काल आणि आज - अनुवाद-जयमती दळवी, डायमंड पब्लिकेशन्स पुणे  
प्रथम आवृत्ती २००८ मूल्य २५० रु.
- ६) वृत्तपत्रव्यवसाय व पत्रकारिता - चंद्रकांत ताम्हाणे, डॉ. भगवान कोठकर, नागनाथ फटाले प्रथम  
प्रकाशन जुलै २००६, नाशिक.

**एकूण तासिका**

- १) मुद्रित शोधन - २० तासिका (प्रात्यक्षिकासह)  
२) लेखन कौशल्ये - २४ तासिका (प्रात्यक्षिकासह)  
= ४४ तासिका

विद्यार्थी प्रवेश संख्या - १०

कोर्स फी - ५० रु.



  
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## सूचना

दि. ०५/०८/२०२२

महाविद्यालयातील सर्व विद्यार्थ्यांना कळविण्यात येते की, शैक्षणिक वर्ष २०२२-२०२३ साठी महाविद्यालयाच्या वाणिज्य विभागामार्फत महाविद्यालयातील विद्यार्थ्यांसाठी 'सर्टिफिकेट कोर्स इन बिझनेस एडमिनिस्ट्रेशन' या लघुकालीन अभ्यासक्रमाचे प्रशिक्षण दिले जाणार आहे. तरी जास्तीत जास्त विद्यार्थ्यांनी या कोर्ससाठी प्रा.एस.जी.चव्हाण यांच्याकडे नावनोंदणी करावी.

*(Signature)*  
विभाग प्रमुख  
(डा.कु.सुहेल चव्हाण)



*(Signature)*  
प्राचार्य  
PRINCIPAL  
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4



**SHRI. MANOHAR HARI KHAPANE COLLEGE  
OF ARTS & COMMERCE. PACHAL**

At\Post – Raypatan, Tal – Rajapur, Dist Ratnagiri -416704

➤ Course : Certificate Course In Business Administration

❖ Objective of the Course :

A. To Introduce Students to –

- i. Basic Principles of Business Administration at the Conceptual Level.
- ii. To equip such students with up to date techniques of Business Communications & Correspondence

B. To acquaint Students with day to day requirements in the field for accounts finance and marketing.

C. In general to develop students as vital business inputs assisting the main managerial system in its day to day functioning –

❖ Duration : Duration will be six month and instruction session two days per week.

❖ Medium : Medium will be English or Marathi.

❖ Eligibility : HSC

❖ Intake Capacity : 20

❖ Course Fess : 100/-

❖ Grade System :

- |                 |   |   |
|-----------------|---|---|
| a. 70 % & Above | - | O |
| b. 60 to 69 %   | - | A |
| c. 45 to 59 %   | - | B |
| d. 35 to 44 %   | - | C |



❖ For Passing Minimum % required is 35%

❖ Note : If a candidate fails to appear for the examination, Or fails in the examination, he/she will be given one more chance to complete the course. If he/she will be given one more chance to complete the course. If he/she fails in the examination in this attempt also. he/she will have to join the course a fresh, Complete it and appear for examination.



*Principals*  
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COLLEGE OF ARTS & COM. PACHAL  
A/P Reypatan, Tal- Rajapur, Dist- Ratnagiri

*[Signature]*  
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*[Signature]*  
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A/P Reypatan, Tal- Rajapur, Dist- Ratnagiri





## SYLLABUS

### Section First

50 Marks

#### Unit 1

Meaning of Business Administration, Concept, Function & Scope. Objectives of Business. Economic & Social, Business Environment concept & Importance. Components of Business Environment – Internal & External.

15 Lect.

#### Unit 2.

Business Management – Concept. Administration & Management meaning & Definition. Characteristics of Administration, Features of Management. Management is an Art & Science. Importance of Management. Planning meaning & concept. Characteristics, Importance, Types of planning.

15 Lect.

#### Unit 3

Production Concept, Modern Technology. Business – Structure, Raw Material, Production Control.

05 Lect.

#### Unit 4

Marketing-meaning-Types- Concept, Function. Advertising – Importance, Sales . Management.


05 Lect.


#### Reference Books:

- 1) Business Management: Dr. C.J.Joshi, A.c.Joshi
- 2) Business & Service Sector Introduction: M.H Liman, D. P. Raverkar, Seth Publication
- 3) Business Administration & Management : Saxena S.C., Sahitya Bhavan, Agra
- 4) Marketing & Human Resource Management : Prof. M.H. Liman, Prof. D.P. Raverkar – Seth Publicaiton.

  
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## Section Second



50 Marks

### Unit 1

Business Correspondence meaning, Importance, type. Internal Correspondence i.e. memos, circulars, notices. External i.e. Business inquiries, business replies, correspondence with the government, correspondence with trade association correspondence vis-à-vis media

15 Lect.

### Unit 2

Meaning of communication – methods of communication, Importance of communication. Traditional communication and Modern communication

05 Lect.

### Unit 3

Human Resource – meaning, Recruitment and selection process – Training. Importance, work classification.

08 Lect.

### Unit 4

Basic Accounts – Accounting Process – Trial Balance and Preparation of financial statement. Raising of Capital – Sources of capital i.e. Internal & External – Financial Institution.

12 Lect.

### Reference Books

- 1) Business communication – Dr. Mamata Muthal & others
- 2) Communication skills in English – Aspih. Doctor.
- 3) A comprehensive course in communication skills in English – Prin. Dr. S.K.Shinde.
- 4) Marketing & Human Resource Management : Prof. D.P. Raverkar.
- 5) Book – Keeping & Accountancy : L.N.Chopade, D.H.Choudhari.



*P. Pachal*  
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*[Signature]*  
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*[Signature]*  
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## AVAILABLE COURSES

### B.A. Three years Degree Course


1. Marathi (8 Units)
2. Hindi (8 Units)
3. History (8 Units)

### B.Com. Three Years Degree Course

Accountancy

## Add-on COURSES

- Certificate Course in Communication Skills in English (6 Months)
- Certificate Course in Business Administration (6 Months)
- Certificate Course in Marathi (3 Months) -  
Marathiche Mudritahodhan Ani Lekhan Koushalya
- Certificate Course in Travel & Tourism Management (3 Months)

  
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॥ विद्या अमृतम् अश्नुते ॥

## Sahyadri Parisar Shikshan Prasarak Mandal's SHRI. MANOHAR HARI KHAPANE COLLEGE OF ARTS & COMMERCE, PACHAL - RAYPATAN

Permanently Affiliated to University of Mumbai  
Recognized under 2 (f) 12 (b) of UGC Act 1956  
NAAC Reaccredited Grade 'B'  
ISO 9001 : 2015 Certified

At / Post Raypatan, Tal. Rajapur, Dist. Ratnagiri - 416 704.

**PROSPECTUS**

**2021-2022**

Pachal is a commercial centre and is situated on the State High Way No. 111 Oni-Pachal-Anuskura. It is connected by S. T. buses to all important places in the Taluka of Rajapur, Lanja, Shahuwadi and Vaibhavwadi. Pachal occupies a place of great importance in the educational, social and political life.

Shri Manohar Hari Khapane College of Arts and Commerce, Pachal is known for excellent educational services to the causes of Higher Education and the facilities it offers to the students. The college is full-fledged in situation affiliated to the University of Mumbai and provides instruction in courses of studies leading to the B. A. and B. Com.

### VISION:

The college has strong conviction that, it is its responsibility as well as privilege to render a high quality service to the students' community and the society at large in the field of education and its development.

  
PRINCIPAL

SHRI MANOHAR HARI KHAPANE  
COLLEGE OF ARTS & COM. PACHAL  
A/P Raypatan, Tal- Rajapur, Dist- Ratnagiri

Estd. 1994



॥ विद्या अमृतम अश्नुते ॥

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**SHRI. MANOHAR HARI KHAPANE COLLEGE  
OF ARTS & COMMERCE, PACHAL**

At/Post – Raypatan, Tal – Rajapur, Dist – Ratnagiri – 416 704

First Time Affiliation No. AFF/Recog./5323 of 1994 Dated 18<sup>th</sup> October 1994

- ❖ Re-Accredited by NAAC with 'B' Grade ❖ Recognised under Section 2(f) & 12(b) of the UGC Act, 1956  
❖ Best NSS Unit Award at University Level for the year 2017-2018 ❖ ISO 9001:2015 Certified

Principal DR. M. A. Yellure  
M.A., M. Phil., Ph.D., DIHT  
Cell No. 9403392105

Telefax – 02353-299181  
E-Mail – [mhkcollegepachal@gmail.com](mailto:mhkcollegepachal@gmail.com)  
Web – [www.khapnecollege.com](http://www.khapnecollege.com)

Permanent Affiliation No.  
Aff-II./ICD/2015-2016/1121  
dated 16<sup>th</sup> September 2015

Date: 13/07/2021

### NOTICE

All the students of the college are hereby informed that **English Speaking Course** will be started from 10/08/2021. Interested students can contact Prof. N. G. Devan for their enrollment for the course upto 30/07/2021. Please take note.

Prof. N. G. Devan  
Course Coordinator



Principal  
SHRI MANOHAR HARI KHAPANE  
COLLEGE OF ARTS & COM. PACHAL  
A/P Raypatan, Tal- Rajapur, Dist- Ratnagiri





Estd.1994

॥ विद्या अमृतम अश्नुते ॥

Sahyadri Parisar Shikshan Prasarak Mandal's

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❖ Best NSS Unit Award at University Level for the year 2017-2018 ❖ ISO 9001:2015 Certified

### Certificate Course in Spoken English

#### Part I – Phonology of English

Objective:-

- 1) To enable the students to acquire phonetic skills required for oral skills.
- 2) To give ear training to students to help them to listen sounds which are not there in their regional languages.
- 3) To acquaint the students with the phonological structure of modern English.
- 4) To orient the students to word accents and speech rhythm and spoken English.

This paper will cover the following components:-

- i) Vowels and consonants
- ii) Rules for word accent.
- iii) Weak forms & strong forms.
- iv) Accent patterns in connected speech.
- v) Rising tone, falling tone & intonation.
- vi) Transcription.
- vii) Pronunciation.

Books:-

- 1) Spoken English for India  
By – R.K. Bansal & J.B.Harrison ( Orient Longman, Mumbai, 2000)
- 2) An English Phonetic Reader  
By R.K. Bansal & Cive Brsneet (Orient Longman, Mumbai, 1976)
- 3) Better English Pronunciation  
By J.D.O. Connor. (Universal Book Staff, New Delhi, 1992)
- 4) Spoken English  
By V. Sasikumar & P.V.Dhamija (Tata Mc Grow Hill, New Delhi, 2001)
- 5) A Book of Structure and Function of Modern English  
By. Prof. Sarita Bobade – Mane (Phadake Prakashan, Kolhapur, 2006)
- 6) Oxford, Advanced Learner's Dictionary of Current English  
By. A.S. Hornby ( Oxford University Press, Calcutta Fourth Edition, 1989).
- 7) Better Spoken English  
By. S. Chaudhary (Vikas Publishing House, New Delhi, 2004)
- 8) A Textbook of English Phonetics For Indian Students By. T. Balsubramaniam (Macmillan, New Delhi, 1999).



## Part II – Conversational English

### Objectives:-

- 1) To improve communicative competence of the students.
- 2) To enable the students to converse in their life situations.
- 3) To train the students to use English for the practical purposes.

### Syllabus:-

#### a) Patterns:-

- i) Greeting
- ii) Introducing one self
- iii) Invitation :- Accepting – Declining
- iv) Making Request
- v) Expressing Gratitude
- vi) Complimenting and Congratulating
- vii) Expressing Sympathy
- viii) Apologizing
- ix) Asking for Information
- x) Seeking Permission
- xi) Complaining and Expressing Regret

#### b) Using English in Real life Situations:-

- i) At the Bank / post – office / College – office
- ii) At the Green Grocer
- iii) At the Temple
- iv) At the College Canteen or Restaurant
- v) At the Police – station
- vi) At the Railway – station / Bus – station
- vii) At the Medical Shop
- viii) At the Garage
- ix) At the Air Port
- x) At the Library
- xi) Interviews
- xii) Booking a Room In a Hotel
- xiii) At the Travel Agency

### Books:-

1. English for Practical purposes  
by. Z. N. Patil, Dr. Ashok (Macmillan Ind. Ltd.)
2. Spoken English for you  
By G. Radhakrishna , Pillai, K. Rajeevan.(EIEPL,  
Emerald Publication ),
3. English Conversational Practice by K. S .  
Sunita , Annie Pothan. S. (Sterling Publication  
Private Ltd )
4. Success with Spoken English for Undergraduates  
by Dr. Saraswati. (Commonwealth University Books).





### Part III – Basic English Grammar

#### Objectives:-

- 1) To acquaint the learner with the modern English usage.
- 2) To take remedial steps to correct the errors that enter the learner's Language system while learning English as a foreign language.
- 3) To make them aware of the peculiarities of English language.

#### Syllabus:-

- i) Parts of speech and their uses.
- ii) Word formation
- iii) Tenses and their uses.
- iv) Articles and their uses.
- v) Types of sentences and sentence patterns.
- vi) Synonyms and their uses.
- vii) Antonyms and their uses.
- viii) Antonyms and their uses.

#### Books :-

- 1) English Grammar for Today  
By Geoffrey Leech, Margaret Deushar and Robert Hoogenraad ( Pub. Palgrave)
- 2) Living English Structure  
By W.S. Allen ( Orient Longman 1997 )
- 3) A Remedial English Grammar for Foreign Students By F. T. Wood ( Macmillan ).
- 4) High school English Grammar and Composition  
By P.C. Wren and H. Martin ( S. Chand Co. Mumbai 2006 ).
- 5) A Practical English Grammar  
By Thomson and Martinet ( Oxford University Press, 1986).

  
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M. H. Khapane College of  
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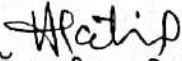


  
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## नोटीस

दि.3/9/2021

महाविद्यालयातील सर्व विद्यार्थ्यांना कळविण्यात येते की, शैक्षणिक वर्ष 2021 2022 मध्ये इतिहास विभागामार्फत तीन महिन्यांचा सर्टिफिकेट कोर्स इन ट्रॅव्हल अँड टुरिझम मॅनेजमेंट हा अभ्यासक्रम घेतला जाणार आहे. तरी ज्या विद्यार्थ्यांना या अभ्यासक्रमासाठी प्रवेश घ्यावयाचा आहे त्यांनी आपली नाव नोंदणी कोर्स समन्वयक डॉक्टर ए. डी. पाटील यांच्याकडे दिनांक 16/09/ 2021 पर्यंत करावी.

  
डॉ. ए.डी. पाटील  
कोर्स समन्वयक



  
डॉ पी.एस.मेश्राम

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**DEPARTMENT OF HISTORY**

Name of the Course: **Certificate Course in Travel and Tourism Management**

Duration: **Three Months (35 Hours)**

Medium: **English/Marathi**

Course Coordinator: **Dr. Ashok Dnyandeo Patil**

**SYLLABUS OF COURSE**

**Topic 1. Introduction of Travel and Tourism –**  
 Definition, Nature and Scope of Tourism

**Topic 2. Types and Forms of Tourism-**  
 Domestic, Regional, National and International

**Topic 3. Tourism Industry in India –**  
 Basic Factors, Tourism Market and Hotel Industry & Management

**Topic 4. Tourism Resources-**  
 Religious, Cultural, Historical, Geographical and Fair Centers

**Topic 5. New Trends in Tourism-**  
 Ecofriendly, Agriculture, Adventure, Holyday, Rain Tour, Camel Safari etc.

**Topic 6. Travel Agency and Management**  
 History of travel agency, Types of Travel Agency, Travel Agents, Management

**REFERENCES**

1. A.K. Bhatia- Tourism Development
2. P.C. Sinha – Tourism Management
3. Jagmohan Negi- Travel Agency and Tour Operation
4. डॉ. एस. बी. शिंदे- पर्यटन भूगोल
5. डॉ. शैलेश वाघ- पर्यटन भूगोल
6. डॉ. कठारे- पुरातत्वविद्या आणि पर्यटन



*(Signature)*  
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मराठीचे मुद्रित शोधन आणि लेखन कौशल्ये

नोटीस

दिनांक.१६/०७/२०२१

महाविद्यालयातील सर्व विद्यार्थ्यांना कळविण्यात येते की, मराठीचे मुद्रित शोधन व लेखन कौशल्ये या लघु अभ्यासक्रमासाठी प्रवेश घेऊ इच्छिणाऱ्या विद्यार्थ्यांनी आपला प्रवेश अर्ज दिनांक २६/०७/२०२१ पर्यंत डॉ. विकास पाटील यांच्याकडे जमा करावेत. प्रवेश मर्यादित असल्याने निर्धारित वेळेत आपला प्रवेश निश्चित करावा.

अभ्यासक्रम समन्वयक

मराठीचे मुद्रित शोधन आणि लेखन कौशल्ये

प्र. प्राचार्य

श्री. मनोहर हरी खापणे कॉलेज ऑफ  
आर्ट्स अँड कॉमर्स, पाचल  
पु.पो. रायपटण, ता. राजापूर, जि. रत्नागिरी - ४१६७०५

मराठीचे मुद्रित शोधन आणि लेखन कौशल्ये

नोटीस

दिनांक.१६/०७/२०२१

महाविद्यालयातील सर्व विद्यार्थ्यांना कळविण्यात येते की, मराठीचे मुद्रित शोधन व लेखन कौशल्ये या लघु अभ्यासक्रमासाठी प्रवेश घेऊ इच्छिणाऱ्या विद्यार्थ्यांनी आपला प्रवेश अर्ज दिनांक २६/०७/२०२१ पर्यंत डॉ. विकास पाटील यांच्याकडे जमा करावेत. प्रवेश मर्यादित असल्याने निर्धारित वेळेत आपला प्रवेश निश्चित करावा.

अभ्यासक्रम समन्वयक

मराठीचे मुद्रित शोधन आणि लेखन कौशल्ये

प्र. प्राचार्य

श्री. मनोहर हरी खापणे कॉलेज ऑफ  
आर्ट्स अँड कॉमर्स, पाचल  
पु.पो. रायपटण, ता. राजापूर, जि. रत्नागिरी - ४१६७०५

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# मराठीचे मुद्रितशोधन आणि लेखन कौशल्ये

(कालावधी ३ महिने)



## मुद्रित शोधन

- १) मराठी शुध्दलेखनाची पार्श्वभूमी
- २) शुध्दलेखन : स्वरूप व आवश्यकता
- ३) शुध्दलेखनाचे नियम
  - अ) अनुस्वार
  - ब) ऱ्हस्व -दीर्घ
  - क) किरकोळ नियम
  - ड) जोडाक्षरांचे लेखन
- ४) मुद्रित शोधनाच्या खुणांचा तक्ता

## लेखनकौशल्ये

- १) वृत्तपत्रासाठी मराठीतून बातमीलेखन
  - अ) वृत्तपत्रांचे विविध स्तर आणि बातमीदार
  - ब) बातमी : व्याख्या, रचना आणि लेखन
  - क) वृत्तसंकलन व बातमीदाराचे गुणविशेष
  - ड) मुख्य वार्ताहार : कामे व जबाबदाऱ्या

## संदर्भ ग्रंथ

- १) व्यावहारिक मराठी - प्रकाश परब - मिथून प्रकाशन, पहिली आवृत्ती मु. ३० रु.
- २) व्यावहारिक मराठी - ल.रा.नसिराबादकर - फडके प्रकाशन -दहावी आवृत्ती मु. १३५ रु
- ३) उपयोजित मराठी - प्रकाश मेददकर, विद्याबुक पब्लिशर्स, औरंगाबाद, सु.आ.मु. १०० रु.
- ४) मराठी लेखन मार्गदर्शिका-यास्मिन शेख, राज्य मराठी विकास संस्था मू. ७५ रु.



- ५) भारतातील प्रसारमाध्यमे काल आणि आज - अनुवाद-जयमती दळवी, डायमंड पब्लिकेशन्स पुणे  
प्रथम आवृत्ती २००८ मूल्य २५० रु.
- ६) वृत्तपत्रव्यवसाय व पत्रकारिता - चंद्रकांत ताम्हाणे, डॉ. भगवान कोठकर, नागनाथ फटाले प्रथम  
प्रकाशन जुलै २००६, नाशिक.

**एकूण तासिका**

- १) मुद्रित शोधन - २० तासिका (प्रात्यक्षिकासह)  
२) लेखन कौशल्ये - २४ तासिका (प्रात्यक्षिकासह)  
= ४४ तासिका

विद्यार्थी प्रवेश संख्या - १०

कोर्स फी - ५० रु.

  
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## सूचना

दि. १७/०८/२०२१

महाविद्यालयातील सर्व विद्यार्थ्यांना कळविण्यात येते की, शैक्षणिक वर्ष २०२१-२०२२ साठी महाविद्यालयाच्या वाणिज्य विभागामार्फत महाविद्यालयातील विद्यार्थ्यांसाठी 'सर्टिफिकेट कोर्स इन बिझनेस एडमिनिस्ट्रेशन' या लघुकालीन अभ्यासक्रमाचे प्रशिक्षण दिले जाणार आहे. तरी जास्तीत जास्त विद्यार्थ्यांनी या कोर्ससाठी प्रा. बी. ए. कश्यप यांच्याकडे नावनोंदणी करावी.

(Bk)

विभाग प्रमुख

(प्रा. बी. ए. कश्यप)



to PRINCIPAL  
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SHRI. MANOHAR HARI KHAPANE COLLEGE  
OF ARTS & COMMERCE. PACHAL

At Post – Raypatan, Tal – Rajapur, Dist Ratnagiri -416704

➤ Course : Certificate Course In Business Administration

❖ Objective of the Course :

A. To Introduce Students to –

i. Basic Principles of Business Administration at the Conceptual Level.

ii. To equip such students with up to date techniques of Business Communications & Correspondence

B. To acquaint Students with day to day requirements in the field for accounts finance and marketing.

C. In general to develop students as vital business inputs assisting the main managerial system in its day to day functioning –

❖ Duration : Duration will be six month and instruction session two days per week.

❖ Medium : Medium will be English or Marathi.

❖ Eligibility : HSC

❖ Intake Capacity : 20

❖ Course Fess : 100/-

❖ Grade System :

a. 70 % & Above - O

b. 60 to 69 % - A

c. 45 to 59 % - B

d. 35 to 44 % - C







- ❖ For Passing Minimum % required is 35%
- ❖ Note : If a candidate fails to appear for the examination, Or fails in the examination, he/she will be given one more chance to complete the course. If he/she will be given one more chance to complete the course. If he/she fails in the examination in this attempt also. he/she will have to join the course a fresh, Complete it and appear for examination.



*[Signature]*  
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Syllabus - C C B A

विभाग पहिला



गुण - ५०

व्यवसायाची ओळख व्यवस्थापन व प्रशासन

युनिट - १

संकल्पना, कार्य, व्याप्ती, महत्व, व्यवसायाची पारंपारिक व आधुनिक संकल्पना, व्यवसायाची उद्दिष्टांचे वर्गीकरण, आर्थिक व सामाजिक व्यवसाय पर्यावरण संकल्पना व महत्व. व्यावसायिक पर्यावरणाचे घटक, अंतर्गत व बाह्य पर्यावरण

युनिट - २

व्यवसाय व्यवस्थापन - संकल्पना, प्रशासन आणि व्यवस्थापन - अर्थव्यवस्थापन एक कला - शास्त्र व्यवस्थापनाचे महत्व नियोजन - अर्थ-संकल्पना, नियोजनाची वैशिष्ट्ये - महत्व, प्रकार निर्णय - संकल्पना - निर्णय घेणे महत्व, निर्णय घेण्याची प्रक्रिया.

युनिट - ३ उत्पादन संकल्पना - उत्पादन व आधुनिक तंत्रज्ञान - व्यवसाय ठिकाण - त्याची रचना कच्चमाल - कर्मचारी उपयुक्तता - उत्पादन नियंत्रण.

युनिट - ४ विपणन अर्थ - विपणनाचे प्रकार - संकल्पना - कार्य जाहिरातीचे महत्व, विक्री व्यवस्थापन.

संदर्भ - व्यवसाय व्यवस्थापन - लेखन डॉ. सी. जे. जोशी, एसी. जोशी, व्यवसाय व सेवा क्षेत्राची ओळख - लेखक एम. एच. लिमन प्रा. डी. पी. रावेरकर विपणन आणि मानवी संसाधन व्यवस्थापन - लेखक - प्रा. एम. एच. लिमन प्रा. डी. पी. रावेरकर उत्पादन व विपणन कार्य - प्रा. भास्कर नाफडे, प्रा. डॉ. शिरीष गवळी .



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६

विभाग दुसरा

५० मार्क

विषय - व्यवसाय पत्रव्यवहार,संप्रेषण आणि माहिती तंत्रज्ञान

युनिट - : १ व्यवसाय पत्रव्यवहार - अर्थ -महत्त्व,प्रकार अंतर्गत पत्रव्यवहार उदा.मेमो,परिपत्रक,नोटीस ई बहिर्गत पत्रव्यवहार उदा.परवाना,चौकशी सरकारशी पत्रव्यवहार,समव्यवसायीकाशी,बँकेशी, माध्येमाशी ई.

युनिट - : २ संप्रेषणाचा अर्थ - संप्रेषणाच्या पध्दती,संप्रेषणाचे महत्त्व,प्रभावी संप्रेषण, संप्रेषणाची पारंपारीक माध्यमे व आधुनिक माध्यम.

युनिट - : ३ उद्योग व्यवसाय व सेवा व्यवसायातील संप्रेषण,सेवांचे वर्गीकरण व संप्रेषण

युनिट - : ४ मनुष्यबळ अर्थ,भरती - निवड प्रक्रिया - प्रशिक्षण - महत्त्व .कामाची विभागणी, कामगार कल्याण

संदर्भ - विपणन व मानवी संसाधन व्यवस्थापन - लेखक प्रा. एम.एस.लिमन प्रा. डी.पी.रावेरकर

व्यावहारीक मराठी- लेखक ल.रा. नसिराबादकर

Communication Skills in English –Aspi H Doctor A Comprehensive Communication Skills in English – Prin. Dr. S. K. Shinde.



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## SYLLABUS

### Section First

50 Marks

#### Unit 1

Meaning of Business Administration, Concept, Function & Scope. Objectives of Business. Economic & Social, Business Environment concept & Importance. Components of Business Environment – Internal & External.

15 Lect.

#### Unit 2.

Business Management – Concept. Administration & Management meaning & Definition. Characteristics of Administration, Features of Management. Management is an Art & Science. Importance of Management. Planning meaning & concept. Characteristics, Importance, Types of planning.

15 Lect.

#### Unit 3

Production Concept, Modern Technology. Business – Structure, Raw Material, Production Control.

05 Lect.

#### Unit 4

Marketing-meaning-Types- Concept, Function. Advertising – Importance, Sales . Management.

05 Lect.

#### Reference Books:

- 1) Business Management: Dr. C.J.Joshi, A.c.Joshi
- 2) Business & Service Sector Introduction: M.H Liman, D. P. Raverkar, Seth Publication
- 3) Business Administration & Management : Saxena S.C., Sahitya Bhavan, Agra
- 4) Marketing & Human Resource Management : Prof. M.H. Liman, Prof. D.P. Raverkar – Seth Publication.

  
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## Section Second

50 Marks

### Unit 1

Business Correspondence meaning, Importance, type. Internal Correspondence i.e. memos, circulars, notices. External i.e. Business inquiries, business replies, correspondence with the government, correspondence with trade association correspondence vis-à-vis media

15 Lect.

### Unit 2

Meaning of communication – methods of communication, Importance of communication. Traditional communication and Modern communication

05 Lect.

### Unit 3

Human Resource – meaning, Recruitment and selection process – Training. Importance, work classification.

08 Lect.

### Unit 4

Basic Accounts – Accounting Process – Trial Balance and Preparation of financial statement. Raising of Capital – Sources of capital i.e. Internal & External – Financial Institution.

12 Lect.

### Reference Books

- 1) Business communication – Dr. Mamata Muthal & others
- 2) Communication skills in English –Aspih. Doctor.
- 3) A comprehensive course in communication skills in English – Prin. Dr. S.K.Shinde.
- 4) Marking & Human Resource Management : Prof. D.P. Raverkar.
- 5) Book – Keeping & Accountancy : L.N.Chopade, D.H.Choudhari.



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Sahyadri Parisar Shikshan Prasarak Mandal's

**SHRI. MANOHAR HARI KHAPANE  
COLLEGE OF ARTS & COMMERCE,  
PACHAL - RAYPATAN**

Permanently Affiliated to University of Mumbai  
Recognized under 2 (f) 12 (b) of UGC Act 1956  
NAAC Reaccredited Grade 'B'

A/Post Raypatan, Tal. Rajapur, Dist. Ratnagiri - 416 704.

**PROSPECTUS**

**2019-2020**

Pachal is a commercial center and is situated on the State High Way No. 111 Oni-Pachal-Anuskura. It is connected by S. T. buses to all important places in the Taluka of Rajapur, Lanja, Shahuwadi and Vaibhavwadi. Pachal occupies a place of great importance in the educational, social and political life.

Shri Manohar Hari Khapane College of Arts and Commerce, Pachal is known for excellent educational services to the causes of Higher Education and the facilities it offers to the students. The college is full-fledged in situation affiliated to the University of Mumbai and provides instruction in courses of studies leading to the B. A. and B. Com.

**VISION:**

The college has strong conviction that, it is its responsibility as well as privilege to render a high quality service to the students' community and the society at large in the field of education and its development.

*(Signature)*  
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COLLEGE OF ARTS & COM. PACHAL  
A/P Raypatan, Tal- Rajapur, Dist- Ratnagiri

**AVAILABLE COURSES**

**B.A. Three years Degree Course**

1. Marathi (6 Units)
2. Hindi (6 Units)
3. History (6 Units)

**B.Com. Three Years Degree Course  
Accountancy**

**Add-on COURSES**

- Certificate Course in Communication Skills in English (6 Months)
- Certificate Course in Business Administration (8 Months)
- Certificate Course in Marathi (3 Months) -  
Marathiche Mudritshodhan Ani Lekhan Kaushalya
- Certificate Course in Travels & Tourism Management (3 Months)

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Estd. 1994

॥ विद्या अमृतम अश्नुते ॥



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OF ARTS & COMMERCE, PACHAL**

At/Post – Raypatan, Tal – Rajapur, Dist – Ratnagiri – 416 704

First Time Affiliation No. AFF/Recog./5323 of 1994 Dated 18<sup>th</sup> October 1994

❖ Re-Accredited by NAAC with 'B' Grade ❖ Recognised under Section 2(f) & 12(b) of the UGC Act, 1956

❖ Best NSS Unit Award at University Level for the year 2017-2018 ❖ ISO 9001:2015 Certified

Principal DR. M. A. Yellure  
M.A., M. Phil., Ph.D., DIHT  
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E-Mail – [mhkcollegepachal@gmail.com](mailto:mhkcollegepachal@gmail.com)  
Web – [www.khapnecollege.com](http://www.khapnecollege.com)

Permanent Affiliation No.  
Aff-IL/ICD/2015-2016/1121  
dated 16<sup>th</sup> September 2015

Date: 08/07/2019

## NOTICE

All the students of the college are hereby informed that **English Speaking Course** will be started from 06/08/2019. Interested students can contact Prof. N. G. Devan for their enrollment for the course upto 25/07/2019. Please take note.

Prof. N. G. Devan  
Course Coordinator



Principal  
SHRI MANOHAR HARI KHAPANE  
COLLEGE OF ARTS & COM. PACHAL  
A/P Raypatan, Tal- Rajapur, Dist- Ratnagiri



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## Certificate Course in Spoken English

### Part I – Phonology of English

#### Objective:-

- 1) To enable the students to acquire phonetic skills required for oral skills.
- 2) To give ear training to students to help them to listen sounds which are not there in their regional languages.
- 3) To acquaint the students with the phonological structure of modern English.
- 4) To orient the students to word accents and speech rhythm and spoken English.

This paper will cover the following components:-

- i) Vowels and consonants
- ii) Rules for word accent.
- iii) Weak forms & strong forms.
- iv) Accent patterns in connected speech.
- v) Rising tone, falling tone & intonation.
- vi) Transcription.
- vii) Pronunciation.

#### Books:-

- 1) Spoken English for India  
By – R.K. Bansal & J.B.Harrison ( Orient Longman, Mumbai, 2000)
- 2) An English Phonetic Reader  
By R.K. Bansal & Cive Brsneet (Orient Longman, Mumbai, 1976)
- 3) Better English Pronunciation  
By J.D.O. Connor. (Universal Book Stall, New Delhi, 1992)
- 4) Spoken English  
By V. Sasikumar & P.V.Dhamija (Tata Mc Grow Hill, New Delhi, 2001)
- 5) A Book of Structure and Function of Modern English  
By. Prof. Sarita Bobade – Mane (Phadake Prakashan, Kolhapur, 2006)
- 6) Oxford, Advanced Learner's Dictionary of Current English  
By. A.S. Hornby ( Oxford University Press, Calcutta Fourth Edition, 1989).
- 7) Better Spoken English  
By. S. Chaudhary (Vikas Publishing House, New Delhi, 2004)
- 8) A Textbook of English Phonetics For Indian Students By. T. Balsubramaniam (Macmillan, New Delhi, 1999).





## Part II – Conversational English

### Objectives:-

- 1) To improve communicative competence of the students.
- 2) To enable the students to converse in their life situations.
- 3) To train the students to use English for the practical purposes.

### Syllabus:-

#### a) Patterns:-

- i) Greeting
- ii) Introducing one self
- iii) Invitation :- Accepting – Declining
- iv) Making Request
- v) Expressing Gratitude
- vi) Complimenting and Congratulating
- vii) Expressing Sympathy
- viii) Apologizing
- ix) Asking for Information
- x) Seeking Permission
- xi) Complaining and Expressing Regret

#### b) Using English in Real life Situations:-

- i) At the Bank / post – office / College – office
- ii) At the Green Grocer
- iii) At the Temple
- iv) At the College Canteen or Restaurant
- v) At the Police – station
- vi) At the Railway – station / Bus – station
- vii) At the Medical Shop
- viii) At the Garage
- ix) At the Air Port
- x) At the Library
- xi) Interviews
- xii) Booking a Room In a Hotel
- xiii) At the Travel Agency

### Books:-

1. English for Practical purposes  
by. Z. N. Patil, Dr. Ashok (Macmillan Ind. Ltd.)
2. Spoken English for you  
By G. Radhakrishna , Pillai, K. Rajeevan.(EIEPL,  
Emerald Publication ),
3. English Conversational Practice by K. S .  
Sunita , Annie Pothan. S. (Sterling Publication  
Private Ltd )
4. Success with Spoken English for Undergraduates  
by Dr. Saraswati. (Commonwealth University Books).



### Part III – Basic English Grammar

#### Objectives:-

- 1) To acquaint the learner with the modern English usage.
- 2) To take remedial steps to correct the errors that enter the learner's Language system while learning English as a foreign language.
- 3) To make them aware of the peculiarities of English language.

#### Syllabus:-

- i) Parts of speech and their uses.
- ii) Word formation
- iii) Tenses and their uses.
- iv) Articles and their uses.
- v) Types of sentences and sentence patterns.
- vi) Synonyms and their uses.
- vii) Antonyms and their uses.
- viii) Antonyms and their uses.

#### Books :-

- 1) English Grammar for Today  
By Geoffrey Leech, Margaret Deushar and Robert Hoogenraad ( Pub. Palgrave)
- 2) Living English Structure  
By W.S. Allen ( Orient Longman 1997 )
- 3) A Remedial English Grammar for Foreign Students By F. T. Wood ( Macmillan ).
- 4) High school English Grammar and Composition  
By P.C. Wren and H. Martin ( S. Chand Co. Mumbai 2006 ).
- 5) A Practical English Grammar  
By Thomson and Martinet ( Oxford University Press, 1986).



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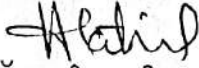
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## नोटीस

दि.10/10/2019

महाविद्यालयातील सर्व विद्यार्थ्यांना कळविण्यात येते की इतिहास विभागामार्फत दरवर्षी सर्टिफिकेट कोर्स इन ट्रेडिंग अँड टुरिझम मॅनेजमेंट हा तीन महिन्यांचा अभ्यासक्रम चालवला जातो. ज्या विद्यार्थ्यांना या अभ्यासक्रमासाठी प्रवेश घ्यावयाचा आहे, त्यांनी कोर्स समन्वयक डॉ. ए. डी. पाटील यांच्याशी संपर्क साधावा. ज्या विद्यार्थ्यांना या अभ्यासक्रमासाठी प्रवेश घ्यावयाचा आहे त्यांनी 31/10/2019 पर्यंत आपली नावे कोर्स प्रमुखाकडे नोंदवावीत.

  
डॉ. ए.डी. पाटील  
कोर्स समन्वयक



  
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Sahyadri Parisar Shikshan Prasarak Mandal's  
**SHRI. MANOHAR HARI KHAPANE COLLEGE  
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First Time Affiliation No. AFF/Recog./5323 of 1994 Dated 18<sup>th</sup> October 1994

❖ Re-Accredited by NAAC with 'B' Grade ❖ Recognised under Section 2(f) & 12(b) of the UGC Act, 1956

**DEPARTMENT OF HISTORY**

Name of the Course: Certificate Course in Travel and Tourism Management

Duration: Three Months (35 Hours)

Medium: English/Marathi

Course Coordinator: Dr. Ashok Dnyandeo Patil

**SYLLABUS OF COURSE**

- Topic 1. Introduction of Travel and Tourism –**  
Definition, Nature and Scope of Tourism
- Topic 2. Types and Forms of Tourism-**  
Domestic, Regional, National and International
- Topic 3. Tourism Industry in India –**  
Basic Factors, Tourism Market and Hotel Industry & Management
- Topic 4. Tourism Resources-**  
Religious, Cultural, Historical, Geographical and Fair Centers
- Topic 5. New Trends in Tourism-**  
Ecofriendly, Agriculture, Adventure, Holyday, Rain Tour, Camel Safari etc.
- Topic 6. Travel Agency and Management**  
History of travel agency, Types of Travel Agency, Travel Agents, Management

**REFERENCES**

1. A.K. Bhatia- Tourism Development
2. P.C. Sinha – Tourism Management
3. Jagmohan Negi- Travel Agency and Tour Operation
4. डॉ. एस. वी. शिंदे- पर्यटन भूगोल
5. डॉ. शैलेश वाघ- पर्यटन भूगोल
6. डॉ. कठारे- पुरातत्वविद्या आणि पर्यटन



  
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2018-2019.

## "मराठीचे मुद्रितशोधन व लेखन कौशल्य" नोटीस

दिनांक - ११/०७/२०१९

महाविद्यालयातील सर्व विद्यार्थ्यांना कळविण्यात येते की, "मराठीचे मुद्रितशोधन व लेखन कौशल्य" या लघु अभ्यासक्रमासाठी प्रवेश घेऊ इच्छिणाऱ्या विद्यार्थ्यांनी आपला प्रवेश अर्ज १६ जुलै २०१९ पर्यंत प्रा. विकास पाटील व प्रा.डॉ.बी.टी.दाभाडे यांच्याकडे द्यावेत व आपला प्रवेश निश्चित करावा.

विभाग  
मराठी विभाग



प्राचार्य,  
श्री. मनोहर हरि खापणे कॉलेज ऑफ  
आर्ट्स अँड कॉमर्स, पाचल,  
ने राजपटान, ताल. राजापूर, जि. रातनागरी. ५९१ ५०५

  
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# मराठीचे मुद्रितशोधन आणि लेखन कौशल्ये

(कालावधी ३ महिने)

## मुद्रित शोधन

- १) मराठी शुध्दलेखनाची पार्श्वभूमी
- २) शुध्दलेखन : स्वरूप व आवश्यकता
- ३) शुध्दलेखनाचे नियम
  - अ) अनुस्वार
  - ब) ऱ्हस्व -दीर्घ
  - क) किरकोळ नियम
  - ड) जोडाक्षरांचे लेखन
- ४) मुद्रित शोधनाच्या खुणांचा तक्ता

## लेखनकौशल्ये

- १) वृत्तपत्रासाठी मराठीतून बातमीलेखन
  - अ) वृत्तपत्रांचे विविध स्तर आणि बातमीदार
  - ब) बातमी : व्याख्या, रचना आणि लेखन
  - क) वृत्तसंकलन व बातमीदाराचे गुणविशेष
  - ड) मुख्य वार्ताहार : कामे व जबाबदाऱ्या

## संदर्भ ग्रंथ

- १) व्यावहारिक मराठी - प्रकाश परब - मिथून प्रकाशन, पहिली आवृत्ती मु. ३० रु.
- २) व्यावहारिक मराठी - ल.रा.नसिराबादकर - फडके प्रकाशन -दहावी आवृत्ती मु. १३५ रु
- ३) उपयोजित मराठी - प्रकाश मेददकर, विद्याबुक पब्लिशर्स, औरंगाबाद, सु.आ.मु. १०० रु.
- ४) मराठी लेखन मार्गदर्शिका-यास्मिन शेख, राज्य मराठी विकास संस्था मू. ७५ रु.





- ॡ) डरतलतल डुरसरडलधुडे कल आणल अऑ - अनुवलद-ऑडडती दळवी, डलडडंड डडुलकेशनुस डुणे  
डुरथडआवृती २००ॢ डूलुड २ॡ० रू.  
द) वृतुडडुरवुडवसलड व डुरतुरकलरलतल - ऑदुरकलंत तलडुहलणे, डुऑ.डुगवलन कुठकर, नलगनलथ डुडलले डुरथड  
डुरकलशन ऑुलै २००द, नलशलक.

एकुण तलसलकल

- १) डुदुरलत शोधन - २० तलसलकल (डुरलतुडकुशलकलसह)  
२) लेखन कुशलुडे - २ॡ तलसलकल (डुरलतुडकुशलकलसह)  
= ॡॡ तलसलकल

वलदुडलरुथी डुरवुेश संखुडल - १०

कुर्स डुी - ॡ० रू.

  
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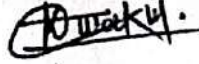
## सूचना

दि. ०६/०८/२०१९

महाविद्यालयातील सर्व विद्यार्थ्यांना कळविण्यात येते की, शैक्षणिक वर्ष २०१९-२०२० साठी महाविद्यालयाच्या वाणिज्य विभागामार्फत महाविद्यालयातील विद्यार्थ्यांसाठी 'सर्टिफिकेट कोर्स इन बिझनेस एंडमिनिस्ट्रेशन' या लघुकालीन अभ्यासक्रमाचे प्रशिक्षण दिले जाणार आहे. तरी जास्तीत जास्त विद्यार्थ्यांनी या कोर्ससाठी प्रा.बी.ए. कश्यप यांच्याकडे नावनोंदणी करावी.

  
 विभाग प्रमुख  
 (प्रा.बी.ए. कश्यप)





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# Syllabus - C C B A

विभाग पहिला

गुण - ५०

## व्यवसायाची ओळख व्यवस्थापन व प्रशासन

### युनिट - १

संकल्पना, कार्य, व्याप्ती, महत्व, व्यवसायाची पारंपारिक व आधुनिक संकल्पना, व्यवसायाची उद्दिष्टांचे वर्गीकरण, आर्थिक व सामाजिक व्यवसाय पर्यावरण संकल्पना व महत्व, व्यावसायिक पर्यावरणाचे घटक, अंतर्गत व बाह्य पर्यावरण

### युनिट - २


व्यवसाय व्यवस्थापन - संकल्पना, प्रशासन आणि व्यवस्थापन - अर्थव्यवस्थापन एक कला - शास्त्र व्यवस्थापनाचे महत्व नियोजन - अर्थ-संकल्पना, नियोजनाची वैशिष्ट्ये - महत्व, प्रकार निर्णय - संकल्पना - निर्णय घेणे महत्व, निर्णय घेण्याची प्रक्रिया.

युनिट - ३ उत्पादन संकल्पना - उत्पादन व आधुनिक तंत्रज्ञान - व्यवसाय ठिकाण - त्याची रचना कच्चा माल - कर्मचारी उपयुक्तता - उत्पादन नियंत्रण.

युनिट - ४ विपणन अर्थ - विपणनाचे प्रकार - संकल्पना - कार्य जाहिरातीचे महत्व, विक्री व्यवस्थापन.

संदर्भ - व्यवसाय व्यवस्थापन - लेखन डॉ. सी. जे. जोशी, एसी. जोशी, व्यवसाय व सेवा क्षेत्राची ओळख - लेखक एम. एच. लिमन प्रा. डी. पी. रावेरकर विपणन आणि मानवी संसाधन व्यवस्थापन - लेखक - प्रा. एम. एच. लिमन प्रा. डी. पी. रावेरकर उत्पादन व विपणन कार्य - प्रा. भास्कर नाफडे, प्रा. डॉ. शिरीष गवळी .



  
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विषय - व्यवसाय पत्रव्यवहार,संप्रेषण आणि माहिती तंत्रज्ञान

युनिट - : १ व्यवसाय पत्रव्यवहार - अर्थ -महत्त्व प्रकर अंतर्गत पत्रव्यवहार उदा.मेमो,परिपत्रक,नोटीस ई बहिर्गत पत्रव्यवहार उदा. परवाना,चौकशी सरकारशी पत्रव्यवहार,समव्यवसायीकाशी,बँकेशी, माध्यमेमाशी ई.

युनिट - : २ संप्रेषणाचा अर्थ - संप्रेषणाच्या पध्दती,संप्रेषणाचे महत्त्व,प्रभावी संप्रेषण, संप्रेषणाची पारंपारीक माध्यमे व आधुनिक माध्यम.

युनिट - : ३ उद्योग व्यवसाय व सेवा व्यवसायातील संप्रेषण,सेवांचे वर्गीकरण व संप्रेषण

युनिट - : ४ मनुष्यबळ अर्थ,भरती - निवड प्रक्रिया - प्रशिक्षण - महत्त्व .कामाची विभागणी, कामगार कल्याण

संदर्भ - विपणन व मानवी संसाधन व्यवस्थापन - लेखक प्रा. एम.एस.लिमन प्रा. डी.पी.रावैरकर

व्यावहारीक मराठी- लेखक ल.रा. नसिराबादकर

Communication Skills in English –Aspi H Doctor A Comprehensive Communication Skills in English – Prin. Dr. S. K. Shinde.



  
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## SYLLABUS

### Section First

50 Marks

#### Unit 1

Meaning of Business Administration, Concept, Function & Scope. Objectives of Business. Economic & Social, Business Environment concept & Importance. Components of Business Environment – Internal & External.

15 Lect.

#### Unit 2.

Business Management – Concept. Administration & Management meaning & Definition. Characteristics of Administration, Features of Management. Management is an Art & Science. Importance of Management. Planning meaning & concept. Characteristics, Importance, Types of planning.

15 Lect.

#### Unit 3

Production Concept, Modern Technology. Business – Structure, Raw Material, Production Control.

05 Lect.

#### Unit 4

Marketing-meaning-Types- Concept, Function. Advertising – Importance, Sales . Management.

05 Lect.

#### Reference Books:

- 1) Business Management: Dr. C.J.Joshi, A.c.Joshi
- 2) Business & Service Sector Introduction: M.H Liman, D. P. Raverkar, Seth Publication
- 3) Business Administration & Management : Saxena S.C., Sahitya Bhavan, Agra
- 4) Marketing & Human Resource Management : Prof. M.H. Liman, Prof. D.P. Raverkar – Seth Publicaiton.



  
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## Section Second

50 Marks

### Unit 1

Business Correspondence meaning, Importance, type. Internal Correspondence i.e. memos, circulars, notices. External i.e. Business inquiries, business replies, correspondence with the government, correspondence with trade association correspondence vis-à-vis media

15 Lect.

### Unit 2

Meaning of communication – methods of communication, Importance of communication. Traditional communication and Modern communication

05 Lect.

### Unit 3

Human Resource – meaning, Recruitment and selection process – Training. Importance, work classification.

08 Lect.

### Unit 4

Basic Accounts – Accounting Process – Trial Balance and Preparation of financial statement. Raising of Capital – Sources of capital i.e. Internal & External – Financial Institution.

12 Lect.

### Reference Books

- 1) Business communication – Dr. Mamata Muthal & others
- 2) Communication skills in English –Aspih. Doctor.
- 3) A comprehensive course in communication skills in English – Prin. Dr. S.K.Shinde.
- 4) Marketing & Human Resource Management : Prof. D.P. Raverkar.
- 5) Book – Keeping & Accountancy : L.N.Chopade, D.H.Choudhari.

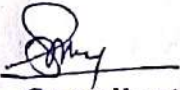


  
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❖ For Passing Minimum % required is 35%

❖ Note : If a candidate fails to appear for the examination, Or fails in the examination, he/she will be given one more chance to complete the course. If he/she will be given one more chance to complete the course. If he/she fails in the examination in this attempt also. he/she will have to join the course a fresh, Complete it and appear for examination.



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SHRI. MANOHAR HARI KHAPANE COLLEGE  
OF ARTS & COMMERCE. PACHAL

At Post – Raypatan, Tal – Rajapur, Dist Ratnagiri -416704

➤ Course : Certificate Course In Business Administration

❖ Objective of the Course :

A. To Introduce Students to –

i. Basic Principles of Business Administration at the Conceptual Level.

ii. To equip such students with up to date techniques of Business Communications & Correspondence

B. To acquaint Students with day to day requirements in the field for accounts finance and marketing.

C. In general to develop students as vital business inputs assisting the main managerial system in its day to day functioning –

❖ Duration : Duration will be six month and instruction session two days per week.

❖ Medium : Medium will be English or Marathi.

❖ Eligibility : HSC

❖ Intake Capacity : 20

❖ Course Fess : 100/-

❖ Grade System :

- |                 |   |   |
|-----------------|---|---|
| a. 70 % & Above | - | O |
| b. 60 to 69 %   | - | A |
| c. 45 to 59 %   | - | B |
| d. 35 to 44 %   | - | C |



❖ For Passing Minimum % required is 35%

❖ Note : If a candidate fails to appear for the examination, Or fails in the examination, he/she will be given one more chance to complete the course. If he/she will be given one more chance to complete the course. If he/she fails in the examination in this attempt also. he/she will have to join the course a fresh, Complete it and appear for examination.



*M. Khapane*  
PRINCIPAL

SHRI MANOHAR HARI KHAPANE  
COLLEGE OF ARTS & COM. PACHAL  
A/P Raypatan, Tal- Rejapur, Dist- Ratnagiri

## AVAILABLE COURSES


### B.A. Three years Degree Course

1. Marathi (6 Units)
2. Hindi (6 Units)
3. History (6 Units)

### B.Com. Three Years Degree Course Accountancy

## Add-on COURSES

- Certificate Course in Communication Skills In English (6 Months)
- Certificate Course in Business Administration (6 Months)
- Certificate Course in Marathi (3 Months) -  
Marathiche Mudritshodhan Ani Lokhan Kaushalya
- Certificate Course in Travels & Tourism Management (3 Months)

  
IQAC - Coordinator

Shri. M. H. Khapane College of  
Arts & Commerce, Pachal



Sahyadri Parisar Shikshan Prasarak Mandal's

## SHRI. MANOHAR HARI KHAPANE COLLEGE OF ARTS & COMMERCE, PACHAL - RAYPATAN

Permanently Affiliated to University of Mumbai  
Recognized under 2 (f) 12 (b) of UGC Act 1956  
NAAC Reaccredited Grade 'B'

A/Post Raypatan, Tal. Rajapur, Dist. Ratnagiri - 416 704.

**PROSPECTUS**  
**2018-2019**

Pachal is a commercial center and is situated on the State High Way No. 111 Oni-Pachal-Anuskura. It is connected by S. T. buses to all important places in the Taluka of Rajapur, Lanja, Shahuwadi and Vaibhavwadi. Pachal occupies a place of great importance in the educational, social and political life.

Shri Manohar Hari Khapane College of Arts and Commerce, Pachal is known for excellent educational services to the causes of Higher Education and the facilities it offers to the students. The college is full-fledged in situation affiliated to the University of Mumbai and provides instruction in courses of studies leading to the B. A. and B. Com.

### VISION:

The college has strong conviction that, it is its responsibility as well as privilege to render a high quality service to the students' community and the society at large in the field of education and its development.

  
PRINCIPAL

SHRI MANOHAR HARI KHAPANE  
COLLEGE OF ARTS & COM. PACHAL  
A/P Raypatan, Tal- Rajapur, Dist- Ratnagiri



Estd. 1994

॥ विद्या अमृतम अश्नुते ॥



Sahyadri Parisar Shikshan Prasarak Mandal's  
**SHRI. MANOHAR HARI KHAPANE COLLEGE  
OF ARTS & COMMERCE, PACHAL**

At/Post – Raypatan, Tal – Rajapur, Dist – Ratnagiri – 416 704

First Time Affiliation No. AFF/Recog./5323 of 1994 Dated 18<sup>th</sup> October 1994

- ❖ Re-Accredited by NAAC with 'B' Grade ❖ Recognised under Section 2(f) & 12(b) of the UGC Act, 1956  
❖ Best NSS Unit Award at University Level for the year 2017-2018 ❖ ISO 9001:2015 Certified

Principal DR. M. A. Yellure  
M.A., M. Phil., Ph.D., DIHT  
Cell No. 9403392105

Telefax – 02353-299181  
E-Mail – [mhkcollegepachal@gmail.com](mailto:mhkcollegepachal@gmail.com)  
Web – [www.khapnecollege.com](http://www.khapnecollege.com)

Permanent Affiliation No.  
Aff-II/ICD/2015-2016/1121  
dated 16<sup>th</sup> September 2015

Date: 10/07/2018

### NOTICE

All the students of the college are hereby informed that **English Speaking Course** will be started from 06/08/2018. Interested students can contact Prof. N. G. Devan for their enrollment for the course. Please take note.

Prof. N. G. Devan  
Course Coordinator



Principal  
SHRI MANOHAR HARI KHAPANE  
COLLEGE OF ARTS & COM. PACHAL  
A/P Raypatan, Tal- Rajapur, Dist- Ratnagiri

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### Certificate Course in Spoken English

#### Part I – Phonology of English

##### Objective:-

- 1) To enable the students to acquire phonetic skills required for oral skills.
- 2) To give ear training to students to help them to listen sounds which are not there in their regional languages.
- 3) To acquaint the students with the phonological structure of modern English.
- 4) To orient the students to word accents and speech rhythm and spoken English.

This paper will cover the following components:-

- i) Vowels and consonants
- ii) Rules for word accent.
- iii) Weak forms & strong forms.
- iv) Accent patterns in connected speech.
- v) Rising tone, falling tone & intonation.
- vi) Transcription.
- vii) Pronunciation.

##### Books:-

- 1) Spoken English for India  
By – R.K. Bansal & J.B.Harrison ( Orient Longman, Mumbai, 2000)
- 2) An English Phonetic Reader  
By R.K. Bansal & Cive Brsneet (Orient Longman, Mumbai, 1976)
- 3) Better English Pronunciation  
By J.D.O. Connor. (Universal Book Stall, New Delhi, 1992)
- 4) Spoken English  
By V. Sasikumar & P.V.Dhamija (Tata Mc Grow Hill, New Delhi, 2001)
- 5) A Book of Structure and Function of Modern English  
By. Prof. Sarita Bobade – Mane (Phadake Prakashan, Kolhapur, 2006)
- 6) Oxford, Advanced Learner's Dictionary of Current English  
By. A.S. Hornby ( Oxford University Press, Calcutta Fourth Edition, 1989).
- 7) Better Spoken English  
By. S. Chaudhary (Vikas Publishing House, New Delhi, 2004)
- 8) A Textbook of English Phonetics For Indian Students By. T. Balsubramaniam (Macmillan, New Delhi, 1999).





## Part II – Conversational English

### Objectives:-

- 1) To improve communicative competence of the students.
- 2) To enable the students to converse in their life situations.
- 3) To train the students to use English for the practical purposes.

### Syllabus:-

#### a) Patterns:-

- i) Greeting
- ii) Introducing one self
- iii) Invitation :- Accepting – Declining
- iv) Making Request
- v) Expressing Gratitude
- vi) Complimenting and Congratulating
- vii) Expressing Sympathy
- viii) Apologizing
- ix) Asking for Information
- x) Seeking Permission
- xi) Complaining and Expressing Regret

#### b) Using English in Real life Situations:-

- i) At the Bank / post – office / College – office
- ii) At the Green Grocer
- iii) At the Temple
- iv) At the College Canteen or Restaurant
- v) At the Police – station
- vi) At the Railway – station / Bus – station
- vii) At the Medical Shop
- viii) At the Garage
- ix) At the Air Port
- x) At the Library
- xi) Interviews
- xii) Booking a Room In a Hotel
- xiii) At the Travel Agency

### Books:-

1. English for Practical purposes  
by. Z. N. Patil, Dr. Ashok (Macmillan Ind. Ltd.)
2. Spoken English for you  
By G. Radhakrishna , Pillai, K. Rajeevan.(EIEPL,  
Emerald Publication ),
3. English Conversational Practice by K. S .  
Sunita , Annie Pothen. S. (Sterling Publication  
Private Ltd )
4. Success with Spoken English for Undergraduates  
by Dr. Saraswati. (Commonwealth University Books).



### Part III – Basic English Grammar

#### Objectives:-

- 1) To acquaint the learner with the modern English usage.
- 2) To take remedial steps to correct the errors that enter the learner's Language system while learning English as a foreign language.
- 3) To make them aware of the peculiarities of English language.

#### Syllabus:-

- i) Parts of speech and their uses.
- ii) Word formation
- iii) Tenses and their uses.
- iv) Articles and their uses.
- v) Types of sentences and sentence patterns.
- vi) Synonyms and their uses.
- vii) Antonyms and their uses.
- viii) Antonyms and their uses.

#### Books :-

- 1) English Grammar for Today  
By Geoffrey Leech, Margaret Deushar and Robert Hoogenraad ( Pub. Palgrave)
- 2) Living English Structure  
By W.S. Allen ( Orient Longman 1997 )
- 3) A Remedial English Grammar for Foreign Students By F. T. Wood ( Macmillan ).
- 4) High school English Grammar and Composition  
By P.C. Wren and H. Martin ( S. Chand Co. Mumbai 2006 ).
- 5) A Practical English Grammar  
By Thomson and Martinet ( Oxford University Press, 1986).

  
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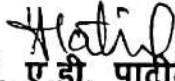
  
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A/P Raypetan, Tal- Rajapur, Dist- Ratnagiri



## नोटीस

दिनांक 1/9/2018

महाविद्यालयातील सर्व विद्यार्थ्यांना कळविण्यात येते की, इतिहास विभागामार्फत दरवर्षी सर्टिफिकेट कोर्स इन ट्रॅव्हल अँड टुरिझम मॅनेजमेंट हा तीन महिन्याचा अभ्यासक्रम चालवला जातो. ज्या विद्यार्थ्यांना या अभ्यासक्रमासाठी प्रवेश घ्यावयाचा आहे त्यांनी कोर्स समन्वयक डॉ. ए. डी. पाटील यांच्याशी संपर्क साधावा. ज्या विद्यार्थ्यांना या अभ्यासक्रमासाठी प्रवेश घ्यावयाचा आहे त्यांनी दिनांक 10 सप्टेंबर 2018 पर्यंत आपली नावे कोर्स प्रमुखाकडे नोंदवावीत.

  
डॉ. ए.डी. पाटील

कोर्स समन्वयक

  
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**DEPARTMENT OF HISTORY**

Name of the Course: **Certificate Course in Travel and Tourism Management**

Duration: **Three Months (35 Hours)**

Medium: **English/Marathi**

Course Coordinator: **Dr. Ashok Dnyandeo Patil**

**SYLLABUS OF COURSE**

**Topic 1. Introduction of Travel and Tourism –**  
 Definition, Nature and Scope of Tourism

**Topic 2. Types and Forms of Tourism-**  
 Domestic, Regional, National and International

**Topic 3. Tourism Industry in India –**  
 Basic Factors, Tourism Market and Hotel Industry & Management

**Topic 4. Tourism Resources-**  
 Religious, Cultural, Historical, Geographical and Fair Centers

**Topic 5. New Trends in Tourism-**  
 Ecofriendly, Agriculture, Adventure, Holyday, Rain Tour, Camel Safari etc.

**Topic 6. Travel Agency and Management**  
 History of travel agency, Types of Travel Agency, Travel Agents, Manegement

**REFERENCES**

1. A.K. Bhatia- Tourism Development
2. P.C. Sinha – Tourism Management
3. Jagmohan Negi- Travel Agency and Tour Operation
4. डॉ. एस. बी. शिंदे- पर्यटन भूगोल
5. डॉ. शैलेश वाघ- पर्यटन भूगोल
6. डॉ. कठारे- पुरातत्वविद्या आणि पर्यटन



*(Signature)*  
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2019-2020

## "मराठीचे मुद्रितशोधन व लेखन कौशल्य" नोटीस

दिनांक - ११/०७/२०१८

महाविद्यालयातील सर्व विद्यार्थ्यांना कळविण्यात येते की, "मराठीचे मुद्रितशोधन व लेखन कौशल्य" या लघु अभ्यासक्रमासाठी प्रवेश घेऊ इच्छिणाऱ्या विद्यार्थ्यांनी आपला प्रवेश अर्ज १६ जुलै २०१८ पर्यंत प्रा. विकास पाटील व प्रा. डॉ. बी. टी. दाभाडे यांच्याकडे द्यावेत व आपला प्रवेश निश्चित करावा.



  
प्रधान

श्री. मनोहर हरी खपाने कॉलेज ऑफ  
आर्ट्स & कॉमर्स, पाचल,  
रायपटण तालुका राजापूर जिल्हा रत्नेगिरी



  
IQAC - Coordinator  
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PRINCIPAL  
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A/P Raypatan, Tal- Rajapur, Dist- Ratnagiri

# मराठीचे मुद्रितशोधन आणि लेखन कौशल्ये

(कालावधी ३ महिने)

## मुद्रित शोधन

- १) मराठी शुध्दलेखनाची पार्श्वभूमी
- २) शुध्दलेखन : स्वरूप व आवश्यकता
- ३) शुध्दलेखनाचे नियम
  - अ) अनुस्वार
  - ब) ऱ्हस्व - दीर्घ
  - क) किरकोळ नियम
  - ड) जोडाक्षरांचे लेखन
- ४) मुद्रित शोधनाच्या खुणांचा तक्ता

## लेखनकौशल्ये

- १) वृत्तपत्रासाठी मराठीतून बातमीलेखन
  - अ) वृत्तपत्रांचे विविध स्तर आणि बातमीदार
  - ब) बातमी : व्याख्या, रचना आणि लेखन
  - क) वृत्तसंकलन व बातमीदाराचे गुणविशेष
  - ड) मुख्य वार्ताहार : कामे व जबाबदाऱ्या

## संदर्भ ग्रंथ

- १) व्यावहारिक मराठी - प्रकाश परब - मिथून प्रकाशन, पहिली आवृत्ती मु. ३० रु.
- २) व्यावहारिक मराठी - ल.रा.नसिराबादकर - फडके प्रकाशन - दहावी आवृत्ती मु. १३५ रु.
- ३) उपयोजित मराठी - प्रकाश मेददकर, विद्याबुक पब्लिशर्स, औरंगाबाद, सु.आ.मु. १०० रु.
- ४) मराठी लेखन मार्गदर्शिका-यास्मिन शेख, राज्य मराठी विकास संस्था मू. ७५ रु.





- ५) भारतातील प्रसारमाध्यमे काल आणि आज - अनुवाद-जयमती दळवी, डायमंड पब्लिकेशन्स पुणे  
प्रथम आवृत्ती २००८ मूल्य २५० रु.
- ६) वृत्तपत्रव्यवसाय व पत्रकारिता - चंद्रकांत ताम्हाणे, डॉ. भगवान कोठकर, नागनाथ फटाले प्रथम  
प्रकाशन जुलै २००६, नाशिक.

**एकूण तासिका**

- १) मुद्रित शोधन - २० तासिका (प्रात्यक्षिकासह)  
२) लेखन कौशल्ये - २४ तासिका (प्रात्यक्षिकासह)  
= ४४ तासिका

विद्यार्थी प्रवेश संख्या - १०

कोर्स फी - ५० रु.

  
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## सूचना

दि. १०/०८/२०१८

महाविद्यालयातील सर्व विद्यार्थ्यांना कळविण्यात येते की, शैक्षणिक वर्ष २०१८-२०१९ साठी महाविद्यालयाच्या वाणिज्य विभागामार्फत महाविद्यालयातील विद्यार्थ्यांसाठी 'सर्टिफिकेट कोर्स इन बिझनेस एंडमिनिस्ट्रेशन' या लघुकालीन अभ्यासक्रमाचे प्रशिक्षण दिले जाणार आहे. तरी जास्तीत जास्त विद्यार्थ्यांनी या कोर्ससाठी प्रा.बी.ए. कश्यप यांच्याकडे नावनोंदणी करावी.

(३५)

विभाग प्रमुख

(ज. बी. ए. कश्यप)



(३५)

प्राचार्य PACHAL

SHRI MANOHAR HARI KHAPANE  
COLLEGE OF ARTS & COM. PACHAL  
A/P Raypatan, Tal- Rajapur, Dist- Ratnagiri





SHRI. MANOHAR HARI KHAPANE COLLEGE  
OF ARTS & COMMERCE. PACHAL

At\Post – Raypatan, Tal – Rajapur, Dist Ratnagiri -416704

➤ Course : Certificate Course In Business Administration

❖ Objective of the Course :

A. To Introduce Students to –

i. Basic Principles of Business Administration at the Conceptual Level.

ii. To equip such students with up to date techniques of Business Communications & Correspondence

B. To acquaint Students with day to day requirements in the field for accounts finance and marketing.

C. In general to develop students as vital business inputs assisting the main managerial system in its day to day functioning –

❖ Duration : Duration will be six month and instruction session two days per week.

❖ Medium : Medium will be English or Marathi.

❖ Eligibility : HSC

❖ Intake Capacity : 20

❖ Course Fess : 100/-

❖ Grade System :

a. 70 % & Above - O

b. 60 to 69 % - A

c. 45 to 59 % - B

d. 35 to 44 % - C

- ❖ For Passing Minimum % required is 35%
- ❖ Note : If a candidate fails to appear for the examination, Or fails in the examination, he/she will be given one more chance to complete the course. If he/she will be given one more chance to complete the course. If he/she fails in the examination in this attempt also. he/she will have to join the course a fresh, Complete it and appear for examination.



*Shri Manohar Hari Khapane*  
PRINCIPAL  
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A/P Raypatan, Tal- Rajapur, Dist- Ratnagiri



**SYLLABUS**

Section First

50 Marks

**Unit 1**

Meaning of Business Administration, Concept, Function & Scope. Objectives of Business. Economic & Social, Business Environment concept & Importance. Components of Business Environment – Internal & External.

15 Lect.

**Unit 2.**

Business Management – Concept. Administration & Management meaning & Definition. Characteristics of Administration, Features of Management. Management is an Art & Science. Importance of Management. Planning meaning & concept. Characteristics, Importance, Types of planning.

15 Lect.

**Unit 3**

Production Concept, Modern Technology. Business – Structure, Raw Material, Production Control.

05 Lect.

**Unit 4**

Marketing-meaning-Types- Concept, Function. Advertising – Importance, Sales . Management.

05 Lect.

**Reference Books:**

- 1) Business Management: Dr. C.J.Joshi, A.c.Joshi
- 2) Business & Service Sector Introduction: M.H Liman, D. P. Raverkar, Seth Publication
- 3) Business Administration & Management : Saxena S.C., Sahitya Bhavan, Agra
- 4) Marketing & Human Resource Management : Prof. M.H. Liman, Prof. D.P. Raverkar – Seth Publicaiton.

## Section Second

50 Marks

### Unit 1

Business Correspondence meaning, Importance, type. Internal Correspondence i.e. memos, circulars, notices. External i.e. Business inquiries, business replies, correspondence with the government, correspondence with trade association correspondence vis-à-vis media

15 Lect.

### Unit 2

Meaning of communication – methods of communication, Importance of communication. Traditional communication and Modern communication

05 Lect.

### Unit 3

Human Resource – meaning, Recruitment and selection process – Training. Importance, work classification.

08 Lect.

### Unit 4

Basic Accounts – Accounting Process – Trial Balance and Preparation of financial statement. Raising of Capital – Sources of capital i.e. Internal & External – Financial Institution.

12 Lect.

### Reference Books

- 1) Business communication – Dr. Mamata Muthal & others
- 2) Communication skills in English –Aspih. Doctor.
- 3) A comprehensive course in communication skills in English – Prin. Dr. S.K.Shinde.
- 4) Marking & Human Resource Management : Prof. D.P. Raverkar.
- 5) Book – Keeping & Accountancy : L.N.Chopade, D.H.Choudhari.



*Asmhm*  
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Syllabus - C C B A

विभाग पहिला



गुण - ५०

व्यवसायाची ओळख व्यवस्थापन व प्रशासन

युनिट - १

संरूपना, कार्य, व्याप्ती, महत्व, व्यवसायाची पारंपारिक व आधुनिक संरूपना, व्यवसायाची उद्दिष्टांचे वर्गीकरण, आर्थिक व सामाजिक व्यवसाय पर्यावरण संरूपना व महत्व, व्यावसायिक पर्यावरणाचे घटक, अंतर्गत व बाह्य पर्यावरण

युनिट - २

व्यवसाय व्यवस्थापन - संरूपना, प्रशासन आणि व्यवस्थापन - अर्थव्यवस्थापन एक कला - शास्त्र व्यवस्थापनाचे महत्व नियोजन - अर्थ-संरूपना, नियोजनाची वैशिष्ट्ये - महत्व, प्रकार निर्णय - संरूपना - निर्णय घेणे महत्व, निर्णय घेण्याची प्रक्रिया.

युनिट - ३ उत्पादन संरूपना - उत्पादन व आधुनिक तंत्रज्ञान - व्यवसाय ठिकाण - त्याची रचना कच्चमाल - कर्मचारी उपयुक्तता - उत्पादन नियंत्रण.

युनिट - ४ विपणन अर्थ - विपणनाचे प्रकार - संरूपना - कार्य जाहिरातीचे महत्व, विक्री व्यवस्थापन.

संदर्भ - व्यवसाय व्यवस्थापन - लेखन डॉ. सी.जे. जोशी, एसी. जोशी, व्यवसाय व सेवा क्षेत्राची ओळख - लेखक एम.एच.लिमन प्रा. डी.पी. रावेरकर विपणन आणि मानवी संसाधन व्यवस्थापन - लेखक - प्रा.एम.एच.लिमन प्रा. डी.पी. रावेरकर उत्पादन व विपणन कार्य - प्रा. भास्कर नाफडे, प्रा.डॉ.शिरीष गवळी .



  
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विभाग दुसरा



40 मार्क

विषय - व्यवसाय पत्रव्यवहार,संप्रेषण आणि माहिती तंत्रज्ञान

युनिट - : १ व्यवसाय पत्रव्यवहार - अर्थ -महत्त्व प्रकार अंतर्गत पत्रव्यवहार उदा.मेमो;परिपत्रक,नोटीस ई बहिर्गत पत्रव्यवहार उदा. परवाना,चौकशी सरकारशी पत्रव्यवहार,समव्यवसायीकाशी,बँकेशी, माध्येमाशी ई.

युनिट - : २ संप्रेषणाचा अर्थ - संप्रेषणाच्या पध्दती,संप्रेषणाचे महत्त्व,प्रभावी संप्रेषण, संप्रेषणाची पारंपारीक माध्यमे व आधुनिक माध्यम.

युनिट - : ३ उद्योग व्यवसाय व सेवा व्यवसायातील संप्रेषण,सेवांचे वर्गीकरण व संप्रेषण

युनिट - : ४ मनुष्यबळ अर्थ,भरती - निवड प्रक्रिया - प्रशिक्षण - महत्त्व .कामाची विभागणी, कामगार कल्याण

संदर्भ - विपणन व मानवी संसाधन व्यवस्थापन - लेखक प्रा. एम.एस.लिमन प्रा. डी.पी.रावेरकर

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