

Loksewa Mandal's

**Dadasaheb Dhanaji Nana Choudhari
Samajkarya Mahavidyalaya**


Malkapur, Dist. - Buldana

College Code - 328 Office - Mukatainagar Road, MALKAPUR - 443101, (M.H.),P.B.No.35, Ph. 07267 - 223212

Outward No./ D.D.N.C./ SKM/ J-2/2/ 2021

Date 14/12/2021

Criteria 1.2.2:	Number of Add on /Certificate programs offered during the last five years.
Findings of DVV	Provide Summary report of Community Health Counselling Computer Literacy for 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21 along with duration and list of students enrolled.
Response/ Clarification	1) Summary report of Community Health Counselling Computer Literacy for 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21 along with duration and list of students enrolled is attached. (Appendix-I)


IQAC Coordinator
NAAC - Coordinator,
D.D.N.C. College of Social Work,
Malkapur, Dist. Buldana.




Principal
Officiating Principal,
D. N. C. College of Social Work
Malkapur: Dist. - Buldana.

Appendix-I

Academic Year

2016-17

Date : 22 / 07 / 2016

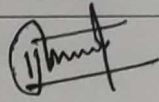

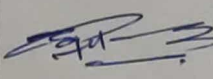
To,
The Principal,
D.D.N.C. Social Work College, Malkapur,
Dist. Buldana

Subject: Application for seeking permission to run Computer Literacy Value-Added Program / Certificate Courses.

Respected Sir,

With reference to the subject mentioned above, our institution has taken an initiative to run a Value-Added Program / Certificate Courses entitled below in academic year from the current academic year i.e. 2016-2017 & 2017-2018 to all classes. The objectives of the courses are to give value addition to the students apart from regular curriculum. The duration of course will be 30-40 hours which will be completed without hampering the regular academic of the institute.

It is kind request to you, please grant the permission to run these programs / courses.

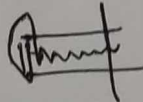
Sr. No.	Name of the Value-Added Program	Name of the Program Coordinator	Class	Sign of VAP Coordinator
1	Community Health	Shri.Devidas M.Daregave (Assistant Professor)	BSW Part I -	
2	Counselling	Shri.Vijay K. Pingle (Associate Professor.)	BSW Part II-	
3	Computer Literacy	Shri. Anil C. Sawale (Associate Professor.)	BSW Part III	

Start the course from Aug 2016

Yours Sincerely,

Program Coordinators

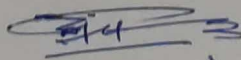
1. Prof. Devidas M.Daregave

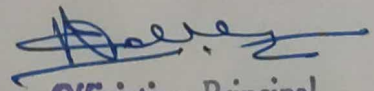


2. Prof. . Vijay K. Pingle



3. Prof. Anil C. Sawale




Officiating Principal,
D. D. N. C. College of Social Work
Malkapur; Dist. - Buldana

Dadasaheb Dhanaji Nana Choudhari Social work college, Malkapur, Dist Buldana

Affiliated to Sant Gadge Baba Amravati University Amravati

(07267) 223212

Email ID: ddnc.sw.c.mlk@gmail.com

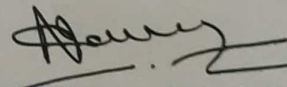
Notice

आपल्या महाविद्यालयातील सर्व विद्यार्थ्यांना सुचित करण्यात येते कि, आपल्या महाविद्यालयामध्ये मुल्यवर्धित प्रमाणपत्र कार्यक्रम (Value added programme) सत्र २०१६-२०१७ ते २०१७-२०१८ या वर्षाकरीता सुरु करण्यात आला आहे. सर्व प्रवेश निशुल्क असणार आहेत. खालील प्रमाणे वर्गनिहाय कार्यक्रम व संबंधीत कार्यक्रम समन्वयक असणार आहेत. वेळा पत्रक व सविस्तर माहिती वर्ग समन्वयक देतील. हा अभ्यासक्रम पुर्ण केल्यानंतर प्रमाणपत्र मिळणार आहे. सर्व विद्यार्थ्यांनी संधीचा फायदा घ्यावा.

Sr. No.	Name of the Program	Name of the Program Coordinator	Class
1	Community Health	Shri.Devidas M.Daregave Assistant Professor	BSW Part I
2	Counselling	Shri.Vijay K. Pingle Associate Professor	BSW Part II
3	Computer Literacy	Shri. Anil C. Sawale Associate Professor	BSW Part III

Date : 26 / 07 / 2016

16 जोगळ पावून वरील
अभ्यासक्रम सुरु करण्यात
आवा.
26/07/16


Officiating Principal,
D. D. N. C. College of Social Work
Malkapur; Dist. - Buldana.

Name of the Value Added Program: - Certificate Course in Community Health
Syllabus

Academic Year: 2016-2017

Objectives:

- To Create Health awareness among the students.
- Introduce Students to various Diseases.
- Introduce Students to First Aid kit.

UNIT- I: Concept of Diseases

- Definition of Diseases
- Causes of Diseases
- Classification of Diseases
- Concept of Community Health

UNIT- II: Communicable Diseases

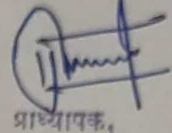
- Definition of Communicable Diseases
- Types of Communicable Diseases
- Causes of Communicable Diseases
- Concept of Immunity Power
- Types of Immunity Power
- Balanced Diet and Health
- Role of Social Worker

UNIT- III: Immunization

- Information of Immunization
- Techniques of Immunization
- Mission of Immunization
- Special Immunization Drives & Programme

UNIT-IV: Need of First Aid

- General Principals of First Aid
- First Aid Kit
- Essential qualities of a First Aid Worker
- First Aid Rules and Principles
- Importance of First Aid



प्राध्यापक,

दादासाहेब धनाजी नान्य चौधरी समाजकार्य
महाविद्यालय, मलकापूर, जि. हळदवाणा

Lokseva Mandal Narvel's

Dadasaheb Dhanaji Nana Choudhari Social Work College, Malkapur, Dist Buldana

Affiliated to Sant Gadge Baba Amravati University, Amravati

College Code 328

(07267) 223212

Email ID: ddne.sw.e.mlk@gmail.com

Name of the Value Added Program: - Certificate Course in Community Health

Academic Year: - 2016 - 2017

Duration: - 30 Hrs.

Class - B.S.W. I

Program Co-ordinator :- Mr. D. M. Daregave, Assistant Professor

SYLLABUS / COURSE CONTENT

Sr. No.	Course Content	Number of Hours
1.	UNIT- I: Concept of Diseases	05:00 Hrs,
2.	UNIT- II: Communicable Diseases	13:00 Hrs.
3.	UNIT- III: Immunization	06:00 Hrs.
4.	UNIT-IV: Need of First Aid	06:00 Hrs.

Asst. प्राध्यापक,
दादासाहेब धनाजी नाना चौधरी समाजकार्य
महाविद्यालय, मलकापूर, जि. बुलडाणा.

SCHEDULE

Date	Day	Time	Course Content
07/8/2016	1st	1 Hrs.	Definition of Diseases
07/8/2016	1 st	1 Hrs.	Causes of Diseases
07/8/2016	1 st	1 Hrs.	Classification of Diseases
14/8/2016	2nd	1 Hrs.	Classification of Diseases
14/8/2016	2 nd	1 Hrs.	Concept of Community Health
14/8/2016	2 nd	1 Hrs.	Definition of Communicable Diseases
21/8/2016	3rd	1 Hrs.	Types of Communicable Diseases
21/8/2016	3 rd	1 Hrs.	Causes of Communicable Diseases
21/8/2016	3 rd	1 Hrs.	Types of Communicable Diseases
28/8/2016	4th	1 Hrs.	Types of Communicable Diseases
28/8/2016	4 th	1 Hrs.	Causes of Communicable Diseases
28/8/2016	4 th	1 Hrs.	Concept of Immunity Power
04/9/2016	5th	1 Hrs.	Types of Immunity Power
04/9/2016	5 th	1 Hrs.	Concept of Immunity Power
04/9/2016	5 th	1 Hrs.	Balanced Diet and Health
11/9/2016	6th	1 Hrs.	Balanced Diet and Health
11/9/2016	6 th	1 Hrs.	Role of Social Worker
11/9/2016	6 th	1 Hrs.	Balanced Diet and Health
18/9/2016	7th	1 Hrs.	Information of Immunization
18/9/2016	7 th	1 Hrs.	Techniques of Immunization
18/9/2016	7 th	1 Hrs.	Mission of Immunization

SCHEDULE

Date	Day	Time	Course Content
25/9/2016	8 th	1 Hrs.	Special Immunisation Drives & Programme
25/9/2016	8 th	1 Hrs.	Mission of Immunization
25/9/2016	8 th	1 Hrs.	Special Immunisation Drives & Programme
9/10/2016	9 th	1 Hrs.	General Principals of First Aid
9/10/2016	9 th	1 Hrs.	First Aid Kit
9/10/2016	9 th	1 Hrs.	Essential qualities of a First Aid Workers
16/10/2016	10 th	1 Hrs.	Essential qualities of a First Aid Workers
16/10/2016	10 th	1 Hrs.	First Aid Rules and Principles
16/10/2016	10 th	1 Hrs.	Importance of First Aid



प्राध्यापक,
सदानंद वघनाजी नाना चौधरी समाजकार्य
महाविद्यालय, मलकापूर, जि. हलदाणा.

Dadasaheb Dhanaji Nana Choudhari Social Work College Malkapur, Dist Buldana

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TIME- TABLE

NAME OF THE VALUE ADDED PROGRAM: - CERTIFICATE COURSE IN COMMUNITY HEALTH ACADEMIC YEAR: 2016-2017

Day	Date	Time	Content	Name of the Teacher
1 st	07/8/2016	09:00 to 10:00 am	Definition of Diseases	Prof. V.K. Pingle
1 st	07/8/2016	10:10 to 11:10 am	Causes of Diseases	Prof. T.B. Dhurandhar
1 st	07/8/2016	11:20 to 12:20 pm	Classification of Diseases	Prof. R.W.Dixit
2 nd	14/8/2016	09:00 to 10:00 am	Classification of Diseases	Prof. D.M. Daregave
2 nd	14/8/2016	10:10 to 11:10 am	Concept of Community Health	Prof. S.S. Vasatkar
2 nd	14/8/2016	11:20 to 12:20 pm	Definition of Communicable Diseases	Prof. A.C. Sawle
3 rd	21/8/2016	09:00 to 10:00 am	Types of Communicable Diseases	Prof. S.S. Vasatkar
3 rd	21/8/2016	10:10 to 11:10 am	Causes of Communicable Diseases	Prof. J.T. Ghate
3 rd	21/8/2016	11:20 to 12:20 pm	Types of Communicable Diseases	Prof. D.S.Savant
4 th	28/8/2016	09:00 to 10:00 am	Types of Communicable Diseases	Prof. V.K. Pingle
4 th	28/8/2016	10:10 to 11:10 am	Causes of Communicable Diseases	Prof.D.M.. Daregave
4 th	28/8/2016	11:20 to 12:20 pm	Concept of Immunity Power	Prof. T.B. Dhurandhar
5 th	04/9/2016	09:00 to 10:00 am	Types of Immunity Power	Prof. R.W. Dixit
5 th	04/9/2016	10:10 to 11:10 am	Concept of Immunity Power	Prof. D.S. Savant
5 th	04/9/2016	11:20 to 12:20 pm	Balanced Diet and Health	Prof. J.T. Ghate

Day	Date	Time	Content	Name of the Teacher
6 th	11/9/2016	09:00 to 10:00 am	Balanced Diet and Health	Prof. S.S. Vasatkar
6 th	11/9/2016	10:10 to 11:10 am	Role of Social Worker	Prof. V. R. Jadhav
6 th	11/9/2016	11:20 to 12:20 pm	Balanced Diet and Health	Prof. T.B. Dhurandhar
7 th	18/9/2016	09:00 to 10:00 am	Information of Immunization	Prof. V.K. Pingle
7 th	18/9/2016	10:10 to 11:10 am	Techniques of Immunization	Prof. D.M. Daregave
7 th	18/9/2016	11:20 to 12:20 pm	Mission of Immunization	Prof. J.T. Ghate
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8 th	25/9/2016	11:20 to 12:20 pm	Special Immunization Drives & Programme	Prof. V.R. Jadhav
9 th	9/10/2016	09:00 to 10:00 am	General Principals of First Aid	Prof. V.K. Pingle
9 th	9/10/2016	10:10 to 11:10 am	First Aid Kit	Prof. S.S. Vasatkar
9 th	9/10/2016	11:20 to 12:20 pm	Essential qualities of a First Aid Workers	Prof. J.T. Ghate
10 th	16/10/2016	09:00 to 10:00 am	Essential qualities of a First Aid Workers	Prof. D.M. Daregave
10 th	16/10/2016	10:10 to 11:10 am	First Aid Rules and Principles	Prof. R.W. Dixit
10 th	16/10/2016	11:20 to 12:20 pm	Importance of First Aid	Prof. T.B. Dhurandhar



शाखापक,

राधासाहेब घनाडी नाना चौधरी समाजकार्य
महाविद्यालय, मलकापुर, जि. इलहाबाद.

Date : 22 / 07 / 2016

To,
The Principal,
D.D.N.C. Social Work College, Malkapur,
Dist. Buldana

Subject: Application for seeking permission to run Computer Literacy Value-Added Program / Certificate Courses.

Respected Sir,

With reference to the subject mentioned above, our institution has taken an initiative to run a Value-Added Program / Certificate Courses entitled below in academic year from the current academic year i.e. 2016-2017 & 2017-2018 to all classes. The objectives of the courses are to give value addition to the students apart from regular curriculum. The duration of course will be 30-40 hours which will be completed without hampering the regular academic of the institute.

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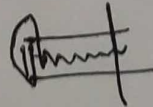
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3	Computer Literacy	Shri. Anil C. Sawale (Associate Professor.)	BSW Part III	

Start the course from Aug. 2016

Yours Sincerely,

Program Coordinators

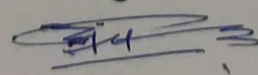
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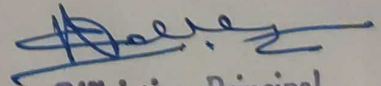


2. Prof. . Vijay K. Pingle



3. Prof. Anil C. Sawale




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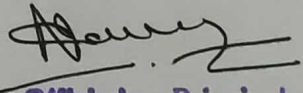
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Sr. No.	Name of the Program	Name of the Program Coordinator	Class
1	Community Health	Shri.Devidas M.Daregave Assistant Professor	BSW Part I
2	Counselling	Shri.Vijay K. Pingle Associate Professor	BSW Part II
3	Computer Literacy	Shri. Anil C. Sawale Associate Professor	BSW Part III

Date : 26 / 07 / 2016

16 जॉगळ पाकुन वरील
अभ्यासक्रम सुरु करण्यात
आवा.
26/07/16


Officiating Principal,
D. D. N. C. College of Social Work
Malkapur; Dist. - Buldana.

**Name of the Value Added Program: - Certificate Course in Counselling
Syllabus**

Academic Year: 2016-2017

Objectives:

At the end of this Course the Students will be able to:

- **Develop an Understanding of the Concept of Basic Counselling.**
- **Know about the Counselling: Principles, Process and Phases.**
- **Develop the knowledge about different Area & Fields of Counselling.**

UNIT- I: Concept of Counselling

- Counselling : Nature, Definition & Meaning
- Difference between Guidance & Counselling
- Goals of Counselling
- Importance of Counselling, Limitation of Counselling
- Types of Counselling

UNIT- II: Counselling: Process and Phases

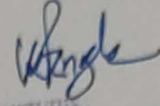
- Ethical Principles of Counsellor –
 - Responsibility, Competence, Moral and Legal Standard,
 - Public Statement, Confidentiality, Research with Human Participant,
 - Fully Concentrate and Attention of Client, Welfare of Client,
 - Professional Relationship and Assessment Techniques Tele Counselling
- Steps in the Counselling Process, Case History
- Phases of Counselling

UNIT- III: Areas of Counselling

- Individual Counselling, Group & Family Counselling, Child Counselling
- Educational Counselling (School & College), Carrier Counselling
- Counselling for Abnormal People
- Counselling for Senior Citizens
- Interviewing Techniques of Counselling
- Counselling for the Suffering from Chronic diseases (Like AIDS & Cancer)
- Psychoanalytic Approach or Therapy

UNIT-IV: Field of Counselling

- Marriage and Family Counselling.
- Educational Counselling.
- Rehabilitation Counselling.
- Mental Health Counselling.
- Substance Abuse Counselling



प्राध्यापक,
दादासाहेब घनाजी नाना चौधरी समाजकार्य
महाविद्यालय, मलकापुर, जि. इलहाबाद

Lokseva Mandal Narvel's

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Name of the Value Added Program: - Certificate Course in Counselling

Academic Year: 2016 - 2017

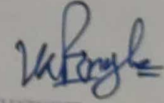
Duration: - 30 Hrs.

Class - B.S.W. II

Program Co-ordinator : - Mr. V. K. Pingle, Associate Professor

SYLLABUS / COURSE CONTENT

Sr. No.	Course Content	Number of Hours
1.	UNIT- I: Concept of Counselling	07:00 Hrs.
2.	UNIT- II: Counselling: Principles, Process and Phases	08:00 Hrs.
3.	UNIT- III: Areas of Counselling	10:00 Hrs.
4.	UNIT-IV: Field of Counselling	05:00 Hrs.

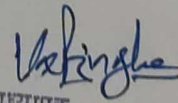


भाष्यवक,

दादासाहेब धनाजी नाना चौधरी समाजकारण
महाविद्यालय, मलकापूर, जि. बुलढाना

SCHEDULE

Date	Day	Time	Course Content
07/08/2016	1 st	1 Hrs.	Counselling : Nature, Definition & Meaning
07/08/2019	1 st	1 Hrs.	Difference between Guidance & Counselling
07/08/2019	1 st	1 Hrs.	Goals of Counselling
14/08/2016	2 nd	1 Hrs.	Goals of Counselling
14/08/2016	2 nd	1 Hrs.	Importance of Counselling
14/08/2016	2 nd	1 Hrs.	Limitation of Counselling
21/08/2016	3 rd	1 Hrs.	Types of Counselling
21/08/2016	3 rd	1 Hrs.	Ethical Principles of Counsellor
21/08/2016	3 rd	1 Hrs.	Ethical Principles of Counsellor
28/08/2016	4 th	1 Hrs.	Ethical Principles of Counsellor
28/08/2016	4 th	1 Hrs.	Steps in the Counselling Process
28/08/2016	4 th	1 Hrs.	Steps in the Counselling Process
04/09/2016	5 th	1 Hrs.	Case History
04/09/2016	5 th	1 Hrs.	Phases of Counselling
04/09/2016	5 th	1 Hrs.	Phases of Counselling
11/09/2016	6 th	1 Hrs.	Individual Counselling
11/09/2016	6 th	1 Hrs.	Group & Family Counselling
11/09/2016	6 th	1 Hrs.	Child Counselling
18/09/2016	7 th	1 Hrs.	Educational Counselling (School & College)
18/09/2016	7 th	1 Hrs.	Carrier Counselling
18/09/2016	7 th	1 Hrs.	Counselling for Abnormal People

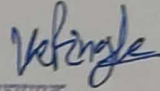


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महाविद्यालय, म. न. उ. र. ज. वलहाणा

SCHEDULE

Date	Day	Time	Course Content
25/09/2016	8 th	1 Hrs.	Counselling for Senior Citizens
25/09/2016	8 th	1 Hrs.	Interviewing Techniques of Counselling
25/09/2016	8 th	1 Hrs.	Counselling for the Suffering from Chronic diseases (Like AIDS & Cancer)
09/10/2016	9 th	1 Hrs.	Psychoanalytic Approach or Therapy
09/10/2016	9 th	1 Hrs.	Marriage and Family Counselling.
09/10/2016	9 th	1 Hrs.	Educational Counselling.
16/10/2016	10 th	1 Hrs.	Rehabilitation Counselling.
16/10/2016	10 th	1 Hrs.	Mental Health Counselling.
16/10/2016	10 th	1 Hrs.	Substance Abuse Counselling



प्राध्यापक,

दादासाहेब धनाजी नाना चौधरी समाजकार्य

महाविद्यालय, मलकापुर, जि. उस्मानाबाद

Lokseva Mandal Narvel's
Dadasaheb Dhanaji Nana Choudhari Social Work College Malkapur, Dist Buldana
Affiliated to Sant Gadge Baba Amravati University, Amravati

College Code 328

Email ID: ddnc.sw.e.mlk@gmail.com

(07267) 223212

TIME- TABLE
NAME OF THE VALUE ADDED PROGRAM: - CERTIFICATE COURSE IN COUNSELLING
ACADEMIC YEAR: 2016-2017

Day	Date	Time	Content	Name of the Teacher
1 st	07/08/2016	09:00 to 10:00 am	Counselling : Nature, Definition & Meaning	Mr. R.W.Dixit
1 st	07/08/2016	10:10 to 11:10 am	Goals of Counselling	Mr. S.S.Vasatkar
1 st	07/08/2016	11:20 to 12:20 pm	Difference between Guidance & Counselling	Mr. T.B.Dhurandhar
2 nd	14/08/2016	09:00 to 10:00 am	Goals of Counselling	Mr. S.S.Vasatkar
2 nd	14/08/2016	10:10 to 11:10 am	Importance of Counselling	Mr. V.K.Pingle
2 nd	14/08/2016	11:20 to 12:20 pm	Limitation of Counselling	Mr. D.M.Daregave
3 rd	21/08/2016	09:00 to 10:00 am	Types of Counselling	Mr. D.M.Daregave
3 rd	21/08/2016	10:10 to 11:10 am	Ethical Principles of Counsellor	Mr. V.K.Pingle
3 rd	21/08/2016	11:20 to 12:20 pm	Steps in the Counselling Process	Ku. J.T.Ghate
4 th	28/08/2016	09:00 to 10:00 am	Ethical Principles of Counsellor	Mr. T.B.Dhurandhar
4 th	28/08/2016	10:10 to 11:10 am	Steps in the Counselling Process	Ku. J.T.Ghate



प्रमुख,
दादासाहेब धनाजी नाना चौधरी सामाजिक
कलेज, मलकपूर, बुलढाना जिल्हा.

Day	Date	Time	Content	Name of the Teacher
4 th	28/08/2016	11:20 to 12:20 pm	Phases of Counselling	Mr. D.S.Savant
5 th	04/09/2016	09:00 to 10:00 am	Case History	Mr. A.C.Sawle
5 th	04/09/2016	10:10 to 11:10 am	Phases of Counselling	Mr. V.R.Jadhav
5 th	04/09/2016	11:20 to 12:20 pm	Ethical Principles of Counsellor	Mr. V.K.Pingle
6 th	11/09/2016	09:00 to 10:00 am	Individual Counselling	Mr. D.M.Daregave
6 th	11/09/2016	10:10 to 11:10 am	Group & Family Counselling	Mr. R.W.Dixit
6 th	11/09/2016	11:20 to 12:20 pm	Child Counselling	Mr. V.K.Pingle
7 th	18/09/2016	09:00 to 10:00 am	Educational Counselling (School & College)	Mr. T.B.Dhurandhar
7 th	18/09/2016	10:10 to 11:10 am	Carrier Counselling	Mr. S.S.Vasatkar
7 th	18/09/2016	11:20 to 12:20 pm	Counselling for Abnormal People	Mr. D.S.Savant
8 th	25/09/2016	09:00 to 10:00 am	Counselling for Senior Citizens	Mr. S.S.Vasatkar
8 th	25/09/2016	10:10 to 11:10 am	Interviewing Techniques of Counselling	Mr. V.R.Jadhav
8 th	25/09/2016	11:20 to 12:20 pm	Counselling for the Suffering from Chronic diseases (Like AIDS & Cancer)	Ku. J.T.Ghate
9 th	09/10/2016	09:00 to 10:00 am	Psychoanalytic Approach or Therapy	Mr. S.S.Vasatkar
9 th	09/10/2016	10:10 to 11:10 am	Marriage and Family Counselling.	Mr. D.M.Daregave
9 th	09/10/2016	11:20 to 12:20 pm	Educational Counselling.	Mr. V.R.Jadhav
10 th	16/10/2016	09:00 to 10:00 am	Rehabilitation Counselling.	Mr. T.B.Dhurandhar
10 th	16/10/2016	10:10 to 11:10 am	Mental Health Counselling.	Mr. S.S.Vasatkar
10 th	16/10/2016	11:20 to 12:20 pm	Substance Abuse Counselling	Mr. V.R.Jadhav



शास्त्राचार्य,
दादासाहेब घनशंकर मराठवाडे
महाविद्यालय, मंगळगुहा, तालुका, जिल्हा, अहमदनगर.

Date : 22 / 07 / 2016

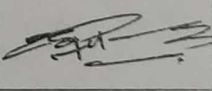
To,
The Principal,
D.D.N.C. Social Work College, Malkapur,
Dist. Buldana

Subject: Application for seeking permission to run Computer Literacy Value-Added Program / Certificate Courses.

Respected Sir,

With reference to the subject mentioned above, our institution has taken an initiative to run a Value-Added Program / Certificate Courses entitled below in academic year from the current academic year i.e. 2016-2017 & 2017-2018 to all classes. The objectives of the courses are to give value addition to the students apart from regular curriculum. The duration of course will be 30-40 hours which will be completed without hampering the regular academic of the institute.

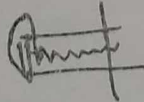
It is kind request to you, please grant the permission to run these programs / courses.

Sr. No.	Name of the Value-Added Program	Name of the Program Coordinator	Class	Sign of VAP Coordinator
1	Community Health	Shri.Devidas M.Daregave (Assistant Professor)	BSW Part I -	
2	Counselling	Shri.Vijay K. Pingle (Associate Professor.)	BSW Part II-	
3	Computer Literacy	Shri. Anil C. Sawale (Associate Professor.)	BSW Part III	

Yours Sincerely,

Program Coordinators

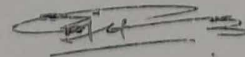
1. Prof. Devidas M.Daregave

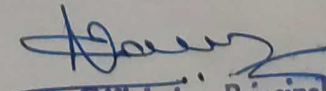


2. Prof. . Vijay K. Pingle



3. Prof. Anil C. Sawale




Officiating Principal,
D. D. N. C. College of Social Work
Malkapur; Dist. - Buldana,

Dadasaheb Dhanaji Nana Choudhari Social work college, Malkapur, Dist Buldana

Affiliated to Sant Gadge Baba Amravati University Amravati

☎ (07267) 223212

Email ID: ddnc.sw.c.mlk@gmail.com

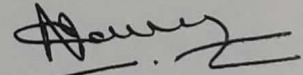
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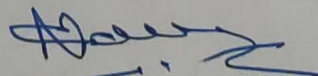
आपल्या महाविद्यालयातील सर्व विद्यार्थ्यांना सुचित करण्यात येते कि, आपल्या महाविद्यालयामध्ये मुल्यवर्धीत प्रमाणपत्र कार्यक्रम (Value added programme) सत्र २०१६-२०१७ ते २०१७-२०१८ या वर्षाकरीता सुरु करण्यात आला आहे. सर्व प्रवेश निशुल्क असणार आहेत. खालील प्रमाणे वर्गनिहाय कार्यक्रम व संबंधीत कार्यक्रम समन्वयक असणार आहेत. वेळ पत्रक व सविस्तर माहिती वर्ग समन्वयक देतील. हा अभ्यासक्रम पुर्ण केल्यानंतर प्रमाणपत्र मिळणार आहे. सर्व विद्यार्थ्यांनी संधीचा फायदा घ्यावा.

Sr. No.	Name of the Program	Name of the Program Coordinator	Class
1	Community Health	Shri.Devidas M.Daregave Assistant Professor	BSW Part I
2	Counselling	Shri.Vijay K. Pingle Associate Professor	BSW Part II
3	Computer Literacy	Shri. Anil C. Sawale Associate Professor	BSW Part III

Date : 26 / 07 / 2016

16 जॉगळ पाकुन वरील
अभ्यासक्रम सुरु करण्यात
आवा.
AD
26/07/16


Officiating Principal,
D. D. N. C. College of Social Work
Malkapur; Dist. - Buldana.

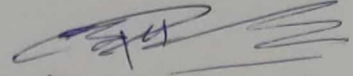

Officiating Principal,
D. D. N. C. College of Social Work
Malkapur; Dist. - Buldana.

Name of the Value-Added Program / Certificate Course: - COMPUTER LITERACY

Session:- 2016-2017 Class - B.S.W. III

OBJECTIVE:

- > Student knows how to work on a computer, basic Computer Operations, uses.
- > Promotes student uses and knowledge of computer and information Technology.
- > Support for their Group research Project Analysis and Data manipulation.
- > Student can Find Specific Information out of Vast entity with trillions of web pages available for searching
- > Helps enhance efficiency, workflow and Overall experience within future education and jobs.



Asso. प्राध्यापक,
दादासाहेब धनाजी नाना चौधरी समाजकार्य
महाविद्यालय, मलकापूर, जि. हलदाणा.

Name of the Value-Added Program / Certificate Course : - COMPUTER LITERACY

Session :- 2016-2017 Class - B.S.W III

Syllabus

Unit-1. Introduction to Computer –

- 1.1 History 1.2 What is Computer?
- 1.2 Generation of Computer
- 1.3 Central Processing
- 1.3 Keyboard, mouse and VDU 1.3 Other Input , Out Put devices
- 1.4 Computer Memory and Types of Memory

Unit- 2. Basic Applications of Computer

- 2.1 Ex- medical field, government Job,
- 2.2 entertainment, Banking Business,
- 2.3 Arts, Science, research areas
- 2.4 Education, SPSS Software etc.

Unit-3. Concept of Hardware and Software

- 3.1 Concept of Hardware
- 3.2 Concept of Software and types of Software

Unit-4. Basics of Operating System, File and Directory Management

- 4.1 Operating system
- 4.2 Basics of popular operating system (LINUX, WINDOWS)
- 4.3 Creating and renaming of files and directories 4.4 Common utilities

Unit-5. UNDERSTANDING WORD PROCESSING System

- 5.1. Opening MS Word Processing Software, Menu Bar Using the Help, Opening and closing Documents.
- 5.2. Document Creation and editing - Save and Save as, Page Setup, Print Preview, Printing of Documents.
- 5.3. Formatting of document -Document Creation, Editing Text, Text Selection, Cut, Copy and Paste, Spell check, Thesaurus.
- 5.4 Formatting the Text, Font and Size selection, Alignment of Text, Paragraph Indenting, Bullets and Numbering, Changing case .

5.5 Table Manipulation -Draw Table, changing cell width and height, Alignment of Text in cell, Delete /Insertion of row and column, Border and shading.

Unit-6. USING SPREAD SHEET

6.1. Elements of Electronic Spread Sheet - Opening of Spread Sheet, Addressing of Cells, Printing of Spread Sheet, Saving Workbooks

6.2. Manipulation of Cells - Entering Text, Numbers and Dates, Creating Text, Number and Date Series, Editing Worksheet Data, Inserting and Deleting Rows, Column, Changing Cell Height and Width.

6.3. Formulas and Function -Using Formulas, Function

6.4 Graph Creation --

6.5. Graph editing, saving, importing data

Unit-7. MAKING SMALL PRESENTATIONS

7.1. Basic of MS PowerPoint – Using PowerPoint, Opening A PowerPoint Presentation, Saving A Presentation.

7.2. Creation of Presentation - Creating a Presentation Using a Template, creating a Blank Presentation, Entering and Editing Text, Inserting and Deleting Slides in a Presentation.

7.3. Preparation of Slides - Inserting Word Table or An Excel Worksheet. Adding Clip Art Pictures, Inserting Other Objects, Resizing and Scaling an Object .

7.4. Presentation of Slides - Viewing A Presentation, Choosing a Set Up for Presentation, Printing Slides.

7.5. Slide Show- Running a Slide Show, Transition and Slide Timings, Automating a Slide Show.

Unit-8. INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS

8.1 Concept of Internet

8.2 Applications of Internet

8.3 Connecting to the Internet

8.4 Troubleshooting, World Wide Web (WWW)

8.5 Web Browsing Software's

Unit-9. Basics of E-mail

9.1 What is an Electronic Mail

9.2 Email Addressing

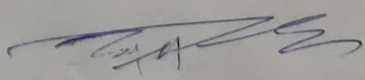
9.3 Opening Email account, Mailbox: Inbox and Outbox

9.4 Creating and Sending a new E-mail

9.5 Replying to an E-mail message, Forwarding an E-mail message

Unit-10. Social Media, Google Drive, Various Google Application

04/09/2016	5	11.20 to 12.20am	5.5 Table Manipulation - Draw Table, changing cell width and height, Alignment of Text in cell, Delete /Insertion of row and column, Border and shading.
11/09/2016	6	9.00 to 10.00am	6.1. Elements of Electronic Spread Sheet - Opening of Spread Sheet, Addressing of Cells, Printing of Spread Sheet, Saving Workbooks
11/09/2016	6	10.10 to 11.10am	6.2. Manipulation of Cells - Entering Text, Numbers and Dates, Creating Text, Number and Date Series, Editing Worksheet Data, Inserting and Deleting Rows, Column, Changing Cell Height and Width
11/09/2016	6	11.20 to 12.20am	6.3. Formulas and Function - Using Formulas, Function
18/09/2016	7	9.00 to 10.00am	6.4 Graph Creation, 6.5. Graph editing, saving, importing data
18/09/2016	7	10.10 to 11.10am	7.1. Basic of MS PowerPoint -- Using PowerPoint, Opening A PowerPoint Presentation, Saving A Presentation.
18/09/2016	7	11.20 to 12.20am	7.2. Creation of Presentation - Creating a Presentation Using a Template, creating a Blank Presentation, Entering and Editing Text, Inserting and Deleting Slides in a Presentation.
25/09/2016	8	9.00 to 10.00am	7.3. Preparation of Slides - Inserting Word Table or An Excel Worksheet. Adding Clip Art Pictures, Inserting Other Objects, Resizing and Scaling an Object.
25/09/2016	8	10.10 to 11.10am	7.4. Presentation of Slides - Viewing A Presentation, Choosing a Set Up for Presentation, Printing Slides.
25/09/2016	8	11.20 to 12.20am	7.5. Slide Show- Running a Slide Show, Transition and Slide Timings, Automating a Slide Show.
09/10/2016	9	9.00 to 10.00am	8.1 Concept of Internet 8.2 Applications of Internet 8.3 Connecting to the Internet.
09/10/2016	9	10.10 to 11.10am	8.4 Troubleshooting, World Wide Web (WWW) 8.5 Web Browsing Software's
09/10/2016	9	11.20 to 12.20am	9.1 What is an Electronic Mail, 9.2 Email Addressing
16/10/2016	10	9.00 to 10.00am	9.3 Opening Email account, Mailbox: Inbox and Outbox
16/10/2016	10	10.10 to 11.10am	9.4 Creating and Sending a new E-mail 9.5 Replying to an E-mail message, Forwarding an E-mail message
16/10/2016	10	11.20 to 12.20am	10 Social Media, Google Drive, Various Google Application


 प्राध्यापक,
 दादासाहेब घनाजी नाना चौधरी समाजकार्य
 महाविद्यालय, मलकापूर, जि. हुलडाणा.

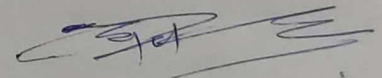
Name of the Value Added Program :- **COMPUTER LITERACY**

Session :- 2016-2017 Duration :- 30 Hrs. Class - B.S.W. III

Program Co-ordinator :- Mr. A.C. Sawale, Associate Professor

SYLLABUS/ COURSE CONTENT

Sr No.	Course Content	Number of Hours
1	Introduction to Computer	3
2	Basic Applications of Computer	2
3	Concept of Hardware and Software	2
4	Basics of Operating System, File and Directory Management	3
5	Understanding MS Word	5
6	Using Spread Sheet MS Excel	4
7	Understanding MS PowerPoint	5
8	Introduction to Internet WWW and WEB Browsers	2
9	Basics of E-mail	3
10	Social Media, Google Drive, Various Google Application	1



Asso. प्राध्यापक,
दादासाहेब धनाजी नाना चौधरी समाजकार्य
महाविद्यालय, मलकापूर, जि. बुलढाणा

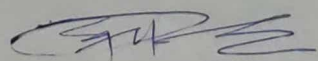
Name of the Value Added Program :- **COMPUTER LITERACY**

Session :- 2016-2017 Duration :- 30 Hrs. Class - B.S.W. III

Program Co-ordinator :- Mr. A.C. Sawale, Associate Professor

SCHEDULE

Date	Day	Time	Course Content
07/08/2016	1	9 0 to 10.00am	1.1 What is Computer?, History, Generation of Computer
07/08/2016	1	10 10 to 11.10am	1.3 Central Processing, 1.3 Keyboard, mouse and VDU, Other Input, Out Put device:
07/08/2016	1	11.20 to 12.20am	1.4 Computer Memory and Types of Memory
14/08/2016	2	9 00 to 10.00am	Basic Applications of Computer- 2.1 Ex- medical field, government Job, 2.2 entertainment, Banking Business,
14/08/2016	2	10 10 to 11.10am	Basic Applications of Computer- 2.3 Arts, Science, research areas 2.4 Education , SPSS Software etc.
14/08/2016	2	11.20 to 12.20am	3.1 Concept of Hardware
21/08/2016	3	9 00 to 10.00am	3.2 Concept of Software and types of Software
21/08/2016	3	10 10 to 11.10am	4.1 Operating system
21/08/2016	3	11.20 to 12.20am	4.2 Basics of popular operating system (LINUX, WINDOWS)
28/08/2016	4	9 00 to 10.00am	4.3 Creating and renaming of files and directories 4.4 Common utilities
28/08/2016	4	10 10 to 11.10am	5.1. Opening MS Word Processing Software, Menu Bar, Using the Help, Opening and closing Documents
28/08/2016	4	11.20 to 12.20am	5.2. Document Creation and editing - Save and Save as, Page Setup, Print Preview, Printing of Documents.
04/09/2016	5	9 00 to 10.00am	5.3. Formatting of documents -Document Creation, Editing Text, Text Selection, Cut, Copy and Paste, Spell check, Thesaurus.
04/09/2016	5	10.10 to 11.10am	5.4 Formatting the Text, Font and Size selection, Alignment of Text, Paragraph Indenting, Bullets and Numbering, Changing case.


 Assot प्राध्यापक,
 दादासाहेब धनाजी नाना चौधरी समाजकार्य
 महाविद्यालय, मलकापूर, जि. बुलढाना.

Academic Year

2017-18

Dadasaheb Dhanaji Nana Choudhari Social work college, Malkapur, Dist Buldana

Affiliated to Sant Gadge Baba Amravati University Amravati

(07267) 223212

Email ID: ddnc.sw.c.mlk@gmail.com

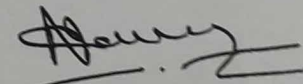
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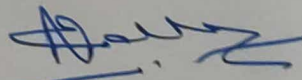
आपल्या महाविद्यालयातील सर्व विद्यार्थ्यांना सुचित करण्यात येते कि, आपल्या महाविद्यालयामध्ये मुल्यवर्धीत प्रमाणपत्र कार्यक्रम (Value added programme) सत्र २०१६-२०१७ ते २०१७-२०१८ या वर्षाकरीता सुरु करण्यात आला आहे. सर्व प्रवेश निशुःल्क असणार आहेत. खालील प्रमाणे वर्गनिहाय कार्यक्रम व संबंधीत कार्यक्रम समन्वयक असणार आहेत. वेळा पत्रक व सविस्तर माहिती वर्ग समन्वयक देतील. हा अभ्यासक्रम पुर्ण केल्यानंतर प्रमाणपत्र मिळणार आहे. सर्व विद्यार्थ्यांनी संधीचा फायदा घ्यावा.

Sr. No.	Name of the Program	Name of the Program Coordinator	Class
1	Community Health	Shri.Devidas M.Daregave Assistant Professor	BSW Part I
2	Counselling	Shri.Vijay K. Pingle Associate Professor	BSW Part II
3	Computer Literacy	Shri. Anil C. Sawale Associate Professor	BSW Part III

Date : 26 / 07 / 2016

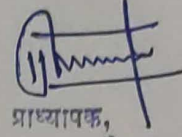
16 जून 2016 पासून घरी ल
अभ्यासक्रम सुरु करण्यात
आवा.
26/07/16


Officiating Principal,
D. D. N. C. College of Social Work
Malkapur; Dist. - Buldana.


Officiating Principal,
D. D. N. C. College of Social Work
Malkapur; Dist. - Buldana.

UNIT-IV: Need of First Aid

- General Principals of First Aid
- First Aid Kit
- Essential qualities of a First Aid Worker
- First Aid Rules and Principles
- Importance of First Aid



प्राध्यापक,

दादासाहेब धनाजी नाना चौधरी समाजकार्य
महाविद्यालय, मलकापूर, जि. इलहाबाद

Lokseva Mandal Narvel's

Dadasaheb Dhanaji Nana Choudhari Social Work College, Malkapur, Dist Buldana

Affiliated to Sant Gadge Baba Amravati University, Amravati

College Code 328

(07267) 223212

Email ID: ddnc.sw.c.mlk@gmail.com

Name of the Value Added Program: - Certificate Course in Community Health

Academic Year: - 2017- 2018

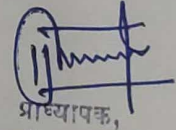
Duration: - 30 Hrs.

Class - B.S.W. I

Program Co-ordinator :- Mr. D. M. Daregave, Assistant Professor

SYLLABUS / COURSE CONTENT

Sr. No.	Course Content	Number of Hours
1.	UNIT- I: Concept of Diseases	05:00 Hrs,
2.	UNIT- II: Communicable Diseases	13:00 Hrs.
3.	UNIT- III: Immunization	06:00 Hrs.
4.	UNIT-IV: Need of First Aid	06:00 Hrs.



प्राध्यापक,

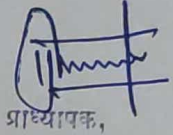
दादासाहेब धनाजी नाना चौधरी समाजकार्य
महाविद्यालय, मलकापूर, जि. बुलडाना

SCHEDULE

Date	Day	Time	Course Content
06/8/2017	1st	1 Hrs.	Definition of Diseases
06/8/2017	1 st	1 Hrs.	Causes of Diseases
06/8/2017	1 st	1 Hrs.	Classification of Diseases
13/8/2017	2nd	1 Hrs.	Classification of Diseases
13/8/2017	2 nd	1 Hrs.	Concept of Community Health
13/8/2017	2 nd	1 Hrs.	Definition of Communicable Diseases
20/8/2017	3rd	1 Hrs.	Types of Communicable Diseases
20/8/2017	3 rd	1 Hrs.	Causes of Communicable Diseases
20/8/2017	3 rd	1 Hrs.	Types of Communicable Diseases
27/8/2017	4th	1 Hrs.	Types of Communicable Diseases
27/8/2017	4 th	1 Hrs.	Causes of Communicable Diseases
27/8/2017	4 th	1 Hrs.	Concept of Immunity Power
03/9/2017	5th	1 Hrs.	Types of Immunity Power
03/9/2017	5 th	1 Hrs.	Concept of Immunity Power
03/9/2017	5 th	1 Hrs.	Balanced Diet and Health
10/9/2017	6th	1 Hrs.	Balanced Diet and Health
10/9/2017	6 th	1 Hrs.	Role of Social Worker
10/9/2017	6 th	1 Hrs.	Balanced Diet and Health
17/9/2017	7th	1 Hrs.	Information of Immunization
17/9/2017	7 th	1 Hrs.	Techniques of Immunization
17/9/2017	7 th	1 Hrs.	Mission of Immunization

SCHEDULE

Date	Day	Time	Course Content
24/9/2017	8 th	1 Hrs.	Special Immunisation Drives & Programme
24/9/2017	8 th	1 Hrs.	Mission of Immunization
24/9/2017	8 th	1 Hrs.	Special Immunisation Drives & Programme
1/10/2017	9 th	1 Hrs.	General Principals of First Aid
1/10/2017	9 th	1 Hrs.	First Aid Kit
1/10/2017	9 th	1 Hrs.	Essential qualities of a First Aid Workers
8/10/2017	10 th	1 Hrs.	Essential qualities of a First Aid Workers
8/10/2017	10 th	1 Hrs.	First Aid Rules and Principles
8/10/2017	10 th	1 Hrs.	Importance of First Aid



प्राध्यापक,

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महाविद्यालय, मलकापूर, जि. हलडगाणा.

Lokseva Mandal Narvel's

Dadasaheb Dhanaji Nana Choudhari Social Work College Malkapur, Dist Buldana

Affiliated to Sant Gadge Baba Amravati University, Amravati

College Code 328

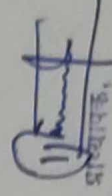
(07267) 223212

Email ID: ddnc.sw.c.mlk@gmail.com

TIME- TABLE VALUE ADDED PROGRAM/ CERTIFICATE COURSE IN COMMUNITY HEALTH ACADEMIC YEAR: 2017-2018

Day	Date	Time	Content	Name of the Teacher
1 st	06/8/2017	09:00 to 10:00 am	Definition of Diseases	Prof. D.S. Savant
1 st	06/8/2017	10:10 to 11:10 am	Causes of Diseases	Prof. T.B. Dhurandhar
1 st	06/8/2017	11:20 to 12:20 pm	Classification of Diseases	Prof. V.K. Pingle
2 nd	13/8/2017	09:00 to 10:00 am	Classification of Diseases	Prof. R.W. Dixit
2 nd	13/8/2017	10:10 to 11:10 am	Concept of Community Health	Prof. S.S. Vasatkar
2 nd	13/8/2017	11:20 to 12:20 pm	Definition of Communicable Diseases	Prof. D.S. Savant
3 rd	20/8/2017	09:00 to 10:00 am	Types of Communicable Diseases	Prof. V.K. Pingle
3 rd	20/8/2017	10:10 to 11:10 am	Causes of Communicable Diseases	Prof. D.M. Daregave
3 rd	20/8/2017	11:20 to 12:20 pm	Types of Communicable Diseases	Prof. D.S. Savant
4 th	27/8/2017	09:00 to 10:00 am	Types of Communicable Diseases	Prof. A.C. Sawle
4 th	27/8/2017	10:10 to 11:10 am	Causes of Communicable Diseases	Prof. R.W. Dixit
4 th	27/8/2017	11:20 to 12:20 pm	Concept of Immunity Power	Prof. T.B. Dhurandhar

Day	Date	Time	Content	Name of the Teacher
5 th	03/9/2017	09:00 to 10:00 am	Types of Immunity Power	Prof. V.K. Pingle
5 th	03/9/2017	10:10 to 11:10 am	Concept of Immunity Power	Prof. A.S. Deore
5 th	03/9/2017	11:20 to 12:20 pm	Balanced Diet and Health	Prof. D.S. Sawant
6 th	10/9/2017	09:00 to 10:00 am	Balanced Diet and Health	Prof. A.C. Sawle
6 th	10/9/2017	10:10 to 11:10 am	Role of Social Worker	Prof. D.S. Savant
6 th	10/9/2017	11:20 to 12:20 pm	Balanced Diet and Health	Prof. S.S. Vasatkar
7 th	17/9/2017	09:00 to 10:00 am	Information of Immunization	Prof. A.S. Deore
7 th	17/9/2017	10:10 to 11:10 am	Techniques of Immunization	Prof. T.B. Dhurandhar
7 th	17/9/2017	11:20 to 12:20 pm	Mission of Immunization	Prof. D.M. Daregave
8 th	24/9/2017	09:00 to 10:00 am	Special Immunization Drives & Programme	Prof. A.C. Sawle
8 th	24/9/2017	10:10 to 11:10 am	Mission of Immunization	Prof. V.K. Pingle
8 th	24/9/2017	11:20 to 12:20 pm	Special Immunization Drives & Programme	Prof. T.B. Dhurandhar
9 th	1/10/2017	09:00 to 10:00 am	General Principals of First Aid	Prof. D.S. Savant
9 th	1/10/2017	10:10 to 11:10 am	First Aid Kit	Prof. T.B. Dhurandhar
9 th	1/10/2017	11:20 to 12:20 pm	Essential qualities of a First Aid Workers	Prof. A.S. Deore
10 th	8/10/2017	09:00 to 10:00 am	Essential qualities of a First Aid Workers	Prof. D.M. Daregave
10 th	8/10/2017	10:10 to 11:10 am	First Aid Rules and Principles	Prof. V.K. Pingle
10 th	8/10/2017	11:20 to 12:20 pm	Importance of First Aid	Prof. D.S. Savant



श्रीध्यायक,
 राधासाहेब घलाजी नाना चौखरी समाजकार्य
 महाविद्यालय, मलगावूर, जि. 5लडागाव.

Name of the Value Added Program: - Certificate Course in Counselling
Syllabus

Academic Year: 2017 - 2018

Objectives:

At the end of this Course the Students will be able to:

- Develop an Understanding of the Concept of Basic Counselling.
- Know about the Counselling: Principles, Process and Phases.
- Develop the knowledge about different Area & Fields of Counselling.

UNIT- I: Concept of Counselling

- Counselling : Nature, Definition & Meaning
- Difference between Guidance & Counselling
- Goals of Counselling
- Importance of Counselling, Limitation of Counselling
- Types of Counselling

UNIT- II: Counselling: Process and Phases

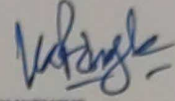
- Ethical Principles of Counsellor –
 - Responsibility, Competence, Moral and Legal Standard,
 - Public Statement, Confidentiality, Research with Human Participant,
 - Fully Concentrate and Attention of Client, Welfare of Client,
 - Professional Relationship and Assessment Techniques Tele Counselling
- Steps in the Counselling Process, Case History
- Phases of Counselling

UNIT- III: Areas of Counselling

- Individual Counselling, Group & Family Counselling, Child Counselling
- Educational Counselling (School & College), Career Counselling
- Counselling for Abnormal People
- Counselling for Senior Citizens
- Interviewing Techniques of Counselling
- Counselling for the Suffering from Chronic diseases (Like AIDS & Cancer)
- Psychoanalytic Approach or Therapy

UNIT-IV: Field of Counselling

- Marriage and Family Counselling.
- Educational Counselling.
- Rehabilitation Counselling.
- Mental Health Counselling.
- Substance Abuse Counselling



प्राध्यापक,

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Email ID: ddnc.sw.c.mlk@gmail.com

Name of the Value Added Program: - Certificate Course in Counselling

Academic Year: 2017 - 2018

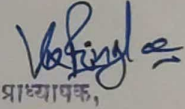
Duration: - 30 Hrs.

Class - B.S.W. II

Program Co-ordinator : - Mr. V. K. Pingle, Associate Professor

SYLLABUS / COURSE CONTENT

Sr. No.	Course Content	Number of Hours
1.	UNIT- I: Concept of Counselling	07:00 Hrs.
2.	UNIT- II: Counselling: Principles, Process and Phases	08:00 Hrs.
3.	UNIT- III: Areas of Counselling	10:00 Hrs.
4.	UNIT-IV: Field of Counselling	05:00 Hrs.

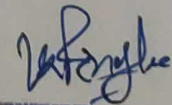


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महाविद्यालय, मलकापुर, जि. बुलढाणा

SCHEDULE

Date	Day	Time	Course Content
06/08/2017	1 st	1 Hrs.	Counselling : Nature, Definition & Meaning
06/08/2017	1 st	1 Hrs.	Difference between Guidance & Counselling
06/08/2017	1 st	1 Hrs.	Goals of Counselling
13/08/2017	2 nd	1 Hrs.	Goals of Counselling
13/08/2017	2 nd	1 Hrs.	Importance of Counselling
13/08/2017	2 nd	1 Hrs.	Limitation of Counselling
20/08/2017	3 rd	1 Hrs.	Types of Counselling
20/08/2017	3 rd	1 Hrs.	Ethical Principles of Counsellor
20/08/2017	3 rd	1 Hrs.	Ethical Principles of Counsellor
27/08/2017	4 th	1 Hrs.	Ethical Principles of Counsellor
27/08/2017	4 th	1 Hrs.	Steps in the Counselling Process
27/08/2017	4 th	1 Hrs.	Steps in the Counselling Process
03/09/2017	5 th	1 Hrs.	Case History
03/09/2017	5 th	1 Hrs.	Phases of Counselling
03/09/2017	5 th	1 Hrs.	Phases of Counselling
10/09/2017	6 th	1 Hrs.	Individual Counselling
10/09/2017	6 th	1 Hrs.	Group & Family Counselling
10/09/2017	6 th	1 Hrs.	Child Counselling
17/09/2017	7 th	1 Hrs.	Educational Counselling (School & College)
17/09/2017	7 th	1 Hrs.	Carrier Counselling
17/09/2017	7 th	1 Hrs.	Counselling for Abnormal People



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दादासाहेब धनाजी नाना चौधरी समाजकार्य
महाविद्यालय, मलकापूर, जि. बुलढाणा

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College Code 328

(07267) 223212

Email ID: ddnc.sw.c.mlk@gmail.com

TIME- TABLE

NAME OF THE VALUE ADDED PROGRAM: - CERTIFICATE COURSE IN COUNSELLING ACADEMIC YEAR: 2017 - 2018

Day	Date	Time	Content	Name of the Teacher
1 st	06/08/2017	09:00 to 10:00 am	Counselling : Nature, Definition & Meaning	Mr. V.K.Pingle
1 st	06/08/2017	10:10 to 11:10 am	Goals of Counselling	Mr. D.M.Daregave
1 st	06/08/2017	11:20 to 12:20 pm	Difference between Guidance & Counselling	Mr. S.S.Vasatkar
2 nd	13/08/2017	09:00 to 10:00 am	Goals of Counselling	Mr. S.S.Vasatkar
2 nd	13/08/2017	10:10 to 11:10 am	Importance of Counselling	Mr. D.M.Daregave
2 nd	13/08/2017	11:20 to 12:20 pm	Limitation of Counselling	Mr. V.K.Pingle
3 rd	20/08/2017	09:00 to 10:00 am	Types of Counselling	Mr. D.M.Daregave
3 rd	20/08/2017	10:10 to 11:10 am	Ethical Principles of Counsellor	Mr. S.S.Vasatkar
3 rd	20/08/2017	11:20 to 12:20 pm	Steps in the Counselling Process	Mr. V.K.Pingle
4 th	27/08/2017	09:00 to 10:00 am	Ethical Principles of Counsellor	Mr. S.S.Vasatkar
4 th	27/08/2017	10:10 to 11:10 am	Steps in the Counselling Process	Mr. D.M.Daregave

Day	Date	Time	Content	Name of the Teacher
4 th	27/08/2017	11:20 to 12:20 pm	Phases of Counselling	Mr. D.S.Savant
5 th	03/09/2017	09:00 to 10:00 am	Case History	Mr. R.W.Dixit
5 th	03/09/2017	10:10 to 11:10 am	Phases of Counselling	Mr. T.B.Dhurandhar
5 th	03/09/2017	11:20 to 12:20 pm	Ethical Principles of Counsellor	Mr. S.S.Vasatkar
6 th	10/09/2017	09:00 to 10:00 am	Individual Counselling	Mr. V.K.Pingle
6 th	10/09/2017	10:10 to 11:10 am	Group & Family Counselling	Mr. S.S.Vasatkar
6 th	10/09/2017	11:20 to 12:20 pm	Child Counselling	Mr. T.B.Dhurandhar
7 th	17/09/2017	09:00 to 10:00 am	Educational Counselling (School & College)	Mr. D.M.Daregave
7 th	17/09/2017	10:10 to 11:10 am	Carrier Counselling	Mr. S.S.Vasatkar
7 th	17/09/2017	11:20 to 12:20 pm	Counselling for Abnormal People	Mr. D.S.Savant
8 th	24/09/2017	09:00 to 10:00 am	Counselling for Senior Citizens	Mr. V.K.Pingle
8 th	24/09/2017	10:10 to 11:10 am	Interviewing Techniques of Counselling	Mr. D.S.Savant
8 th	24/09/2017	11:20 to 12:20 pm	Counselling for the Suffering from Chronic diseases (Like AIDS & Cancer)	Mr. S.S.Vasatkar
9 th	01/10/2017	09:00 to 10:00 am	Psychoanalytic Approach or Therapy	Mr. T.B.Dhurandhar
9 th	01/10/2017	10:10 to 11:10 am	Marriage and Family Counselling.	Mr. S.S.Vasatkar
9 th	01/10/2017	11:20 to 12:20 pm	Educational Counselling.	Mr. D.S.Savant
10 th	08/10/2017	09:00 to 10:00 am	Rehabilitation Counselling.	Mr. V.K.Pingle
10 th	08/10/2017	10:10 to 11:10 am	Mental Health Counselling.	Mr. D.S.Savant
10 th	08/10/2017	11:20 to 12:20 pm	Substance Abuse Counselling	Mr. S.S.Vasatkar

V.K.Pingle

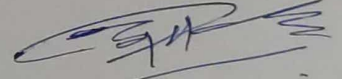
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महाविद्यालय, महाकापूर, जि. इलाहाबाद

Name of the Value-Added Program / Certificate Course: - COMPUTER LITERACY

Session:- 2017-2018 Class - B.S.W. III

OBJECTIVE:

- > Student knows how to work on a computer, basic Computer Operations, uses.
- > Promotes student uses and knowledge of computer and information Technology.
- > Support for their Group research Project Analysis and Data manipulation.
- > Student can Find Specific Information out of Vast entity with trillions of web pages available for searching
- > Helps enhance efficiency, workflow and Overall experience within future education and jobs.



Asso^t. प्राध्यापक,
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महाविद्यालय, मलकापूर, जि. बुलडाना

Name of the Value-Added Program / Certificate Course : -COMPUTER LITERACY

Session :- 2017-2018 Class - B.S.W. III

Syllabus

Unit-1. Introduction to Computer –

- 1.1 History 1.1 What is Computer?
- 1.2 Generation of Computer
- 1.3 Central Processing
- 1.3 Keyboard, mouse and VDU 1.3 Other Input , Out Put devices
- 1.4 Computer Memory and Types of Memory

Unit- 2. Basic Applications of Computer

- 2.1 Ex- medical field, government Job,
- 2.2 entertainment, Banking Business,
- 2.3 Arts, Science, research areas
- 2.4 Education, SPSS Software etc.

Unit-3. Concept of Hardware and Software

- 3.1 Concept of Hardware
- 3.2 Concept of Software and types of Software

Unit-4. Basics of Operating System, File and Directory Management

- 4.1 Operating system
- 4.2 Basics of popular operating system (LINUX, WINDOWS)
- 4.3 Creating and renaming of files and directories 4.4 Common utilities

Unit-5. UNDERSTANDING WORD PROCESSING System

- 5.1. Opening MS Word Processing Software, Menu Bar Using the Help, Opening and closing Documents.
- 5.2. Document Creation and editing - Save and Save as, Page Setup, Print Preview, Printing of Documents.
- 5.3. Formatting of document -Document Creation, Editing Text, Text Selection, Cut, Copy and Paste, Spell check, Thesaurus.
- 5.4 Formatting the Text, Font and Size selection, Alignment of Text, Paragraph Indenting, Bullets and Numbering, Changing case .

5.5 Table Manipulation -Draw Table, changing cell width and height, Alignment of Text in cell, Delete /Insertion of row and column, Border and shading.

Unit-6. USING SPREAD SHEET

- 6.1. Elements of Electronic Spread Sheet - Opening of Spread Sheet, Addressing of Cells, Printing of Spread Sheet, Saving Workbooks
- 6.2. Manipulation of Cells - Entering Text, Numbers and Dates, Creating Text, Number and Date Series, Editing Worksheet Data, Inserting and Deleting Rows, Column, Changing Cell Height and Width.
- 6.3. Formulas and Function -Using Formulas, Function
- 6.4 Graph Creation --
- 6.5. Graph editing, saving, importing data

Unit-7. MAKING SMALL PRESENTATIONS

- 7.1. Basic of MS PowerPoint – Using PowerPoint, Opening A PowerPoint Presentation, Saving A Presentation.
- 7.2. Creation of Presentation - Creating a Presentation Using a Template, creating a Blank Presentation, Entering and Editing Text, Inserting and Deleting Slides in a Presentation.
- 7.3. Preparation of Slides - Inserting Word Table or An Excel Worksheet. Adding Clip Art Pictures, Inserting Other Objects, Resizing and Scaling an Object .
- 7.4. Presentation of Slides - Viewing A Presentation, Choosing a Set Up for Presentation, Printing Slides.
- 7.5. Slide Show- Running a Slide Show, Transition and Slide Timings, Automating a Slide Show.

Unit-8. INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS

- 8.1 Concept of Internet
- 8.2 Applications of Internet
- 8.3 Connecting to the Internet
- 8.4 Troubleshooting, World Wide Web (WWW)
- 8.5 Web Browsing Software's

Unit-9. Basics of E-mail

- 9.1 What is an Electronic Mail
- 9.2 Email Addressing
- 9.3 Opening Email account, Mailbox: Inbox and Outbox
- 9.4 Creating and Sending a new E-mail
- 9.5 Replying to an E-mail message, Forwarding an E-mail message

Unit-10. Social Media, Google Drive, Various Google Application



Asstt प्राध्यापक,
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महाविद्यालय, मलकापूर, जि. हलडगाणा.

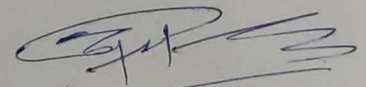
Name of the Value Added Program :- COMPUTER LITERACY

Session :- 2017-2018 Duration :- 30 Hrs. Class - B.S.W. III

Program Co-ordinator :- Mr. A.C. Sawale, Associate Professor

SYLLABUS/ COURSE CONTENT

Sr. No.	Course Content	Number of Hours
1	Introduction to Computer	3
2	Basic Applications of Computer	2
3	Concept of Hardware and Software	2
4	Basics of Operating System, File and Directory Management	3
5	Understanding MS Word	5
6	Using Spread Sheet MS Excel	4
7	Understanding MS PowerPoint	5
8	Introduction to Internet WWW and WEB Browsers	2
9	Basics of E-mail	3
10.	Social Media, Google Drive, Various Google Application	1



Assoc. प्राध्यापक,

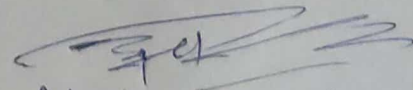
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महाविद्यालय, मलकापूर, जि. इस्लामाबाद

Name of the Value Added Program :- COMPUTER LITERACY
Session :- 2017-2018 Duration :- 30 Hrs. Class - B.S.W. III
Program Co-ordinator :- Mr. A.C. Sawale, Associate Professor

SCHEDULE

Date	Day	Time	Course Content
07/08/2016	1	9.00 to 10.00am	1.1 What is Computer?, History, Generation of Computer
07/08/2016	1	10.10 to 11.10am	1.3 Central Processing, 1.3 Keyboard, mouse and VDU, Other Input, Out Put devices
07/08/2016	1	11.20 to 12.20am	1.4 Computer Memory and Types of Memory
14/08/2016	2	9.00 to 10.00am	Basic Applications of Computer- 2.1 Ex- medical field, government Job, 2.2 entertainment, Banking Business,
14/08/2016	2	10.10 to 11.10am	Basic Applications of Computer- 2.3 Arts, Science, research areas 2.4 Education, SPSS Software etc.
14/08/2016	2	11.20 to 12.20am	3.1 Concept of Hardware
21/08/2016	3	9.00 to 10.00am	3.2 Concept of Software and types of Software
21/08/2016	3	10.10 to 11.10am	4.1 Operating system
21/08/2016	3	11.20 to 12.20am	4.2 Basics of popular operating system (LINUX, WINDOWS)
28/08/2016	4	9.00 to 10.00am	4.3 Creating and renaming of files and directories 4.4 Common utilities
28/08/2016	4	10.10 to 11.10am	5.1. Opening MS Word Processing Software, Menu Bar, Using the Help, Opening and closing Documents
28/08/2016	4	11.20 to 12.20am	5.2. Document Creation and editing - Save and Save as, Page Setup, Print Preview, Printing of Documents.
04/09/2016	5	9.00 to 10.00am	5.3. Formatting of document - Document Creation, Editing Text, Text Selection, Cut, Copy and Paste, Spell check, Thesaurus.
04/09/2016	5	10.10 to 11.10am	5.4 Formatting the Text, Font and Size selection, Alignment of Text, Paragraph Indenting, Bullets and Numbering, Changing case.

04/09/2016	5	11.20 to 12.20am	5.5 Table Manipulation -Draw Table, changing cell width and height, Alignment of Text in cell, Delete /Insertion of row and column, Border and shading.
11/09/2016	6	9.00 to 10.00am	6.1. Elements of Electronic spread Sheet - Opening of Spread Sheet, Addressing of Cells, Printing of Spread Sheet, Saving Workbooks
11/09/2016	6	10.10 to 11.10am	6.2. Manipulation of Cells - Entering Text, Numbers and Dates, Creating Text, Number and Date Series, Editing Worksheet Data, Inserting and Deleting Rows, Column, Changing Cell Height and Width
11/09/2016	6	11.20 to 12.20am	6.3. Formulas and Function -Using Formulas, Function
18/09/2016	7	9.00 to 10.00am	6.4 Graph Creation, 6.5. Graph editing, saving, importing data
18/09/2016	7	10.10 to 11.10am	7.1. Basic of MS PowerPoint – Using PowerPoint, Opening A PowerPoint Presentation, Saving A Presentation.
18/09/2016	7	11.20 to 12.20am	7.2. Creation of Presentation - Creating a Presentation Using a Template, creating a Blank Presentation, Entering and Editing Text, Inserting and Deleting Slides in a Presentation.
25/09/2016	8	9.00 to 10.00am	7.3. Preparation of Slides - Inserting Word Table or An Excel Worksheet. Adding Clip Art Pictures, Inserting Other Objects, Resizing and Scaling an Object.
25/09/2016	8	10.10 to 11.10am	7.4. Presentation of Slides - Viewing A Presentation, Choosing a Set Up for Presentation, Printing Slides.
25/09/2016	8	11.20 to 12.20am	7.5. Slide Show- Running a Slide Show, Transition and Slide Timings, Automating a Slide Show.
09/10/2016	9	9.00 to 10.00am	8.1 Concept of Internet 8.2 Applications of Internet 8.3 Connecting to the Internet.
09/10/2016	9	10.10 to 11.10am	8.4 Troubleshooting, World Wide Web (WWW) 8.5 Web Browsing Software's
09/10/2016	9	11.20 to 12.20am	9.1 What is an Electronic Mail, 9.2 Email Addressing
16/10/2016	10	9.00 to 10.00am	9.3 Opening Email account, Mailbox: Inbox and Outbox
16/10/2016	10	10.10 to 11.10am	9.4 Creating and Sending a new E-mail 9.5 Replying to an E-mail message, Forwarding an E-mail message
16/10/2016	10	11.20 to 12.20am	10 Social Media, Google Drive, Various Google Application


 Asst. प्राध्यापक,
 दादासाहेब धनाजी नाना चौधरी समाजकार्य
 महाविद्यालय, मलकापूर, जि. हलडंगा

Academic Year

2018-19

Date : 24 / 07 / 2018


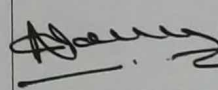
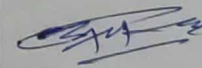
To,
The Principal,
D.D.N.C. Social Work College, Malkapur,
Dist. Buldana

Subject: Application for seeking permission to run Computer Literacy Value-Added Program / Certificate Courses.

Respected Sir,

With reference to the subject mentioned above, our institution has taken an initiative to run a Value-Added Program / Certificate Courses entitled below in academic year from the current academic year i.e.2018-2019 & 2020-2021 to all classes. The objectives of the courses are to give value addition to the students apart from regular curriculum. The duration of course will be 30-40 hours which will be completed without hampering the regular academic of the institute.

It is kind request to you, please grant the permission to run these programs / courses.

Sr. No.	Name of the Value-Added Program	Name of the Program Coordinator	Class	Sign of VAP Coordinator
1	Community Health	Shri.Devidas M.Daregave (Assistant Professor)	BSW Part I –	
2	Counselling	Shri.Narendra W. Kalbande (Associate Professor.)	BSW Part II-	
3	Computer Literacy	Shri. Anil C. Sawale (Associate Professor.)	BSW Part III	

Start the course from 2018

Yours Sincerely,

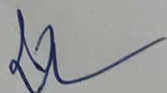
Program Coordinators

1. Prof. Devidas M.Daregave

2. Prof. .Narendra W. Kalbande

3. Prof. Anil C. Sawale

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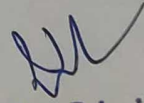

Officiating Principal,
D. D. N. C. College of Social Work
Malkapur; Dist. - Buldana.

Notice

आपल्या महाविद्यालयातील सर्व विद्यार्थ्यांना सुचित करण्यात येते कि, आपल्या महाविद्यालयामध्ये मुल्यवर्धीत प्रमाणपत्र कार्यक्रम (Value added programme) सत्र २०१८-२०१९ ते २०२०-२०२१ या वर्षाकरीता सुरु करण्यात आला आहे. सर्व प्रवेश निशुल्क असणार आहेत. खालील प्रमाणे वर्गनिहाय कार्यक्रम व संबंधीत कार्यक्रम समन्वयक असणार आहेत. वेळा पत्रक व सविस्तर माहिती वर्ग समन्वयक देतील. हा अभ्यासक्रम पुर्ण केल्यानंतर प्रमाणपत्र मिळणार आहे. सर्व विद्यार्थ्यांनी संधीचा फायदा घ्यावा.

Sr. No.	Name of the Program	Name of the Program Coordinator	Class
1	Community Health	Shri.Devidas M.Daregave Assistant Professor	BSW Part I
2	Counselling	Shri.Narendra W. Kalbande Associate Professor	BSW Part II
3	Computer Literacy	Shri. Anil C. Sawale Associate Professor	BSW Part III

Date : 01 / 08 / 2018


Officially Principal,
D. D. N. C. College of Social Work
Malkapur; Dist. - Buldana.

**Name of the Value Added Program: - Certificate Course in Community Health
Syllabus**

Academic Year: 2018 – 2019

Objectives:

- To Create Health awareness among the students.
- Introduce Students to various Diseases.
- Introduce Students to First Aid kit.

UNIT- I: Concept of Diseases

- Definition of Diseases
- Causes of Diseases
- Classification of Diseases
- Concept of Community Health

UNIT- II: Communicable Diseases

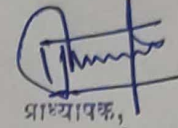
- Definition of Communicable Diseases
- Types of Communicable Diseases
- Causes of Communicable Diseases
- Concept of Immunity Power
- Types of Immunity Power
- Balanced Diet and Health
- Role of Social Worker

UNIT- III: Immunization

- Information of Immunization
- Techniques of Immunization
- Mission of Immunization
- Special Immunization Drives & Programme

UNIT-IV: Need of First Aid

- General Principals of First Aid
- First Aid Kit
- Essential qualities of a First Aid Worker
- First Aid Rules and Principles
- Importance of First Aid



प्राध्यापक,

दादासाहेब धनाजी नाना चौधरी समाजकार्य
महाविद्यालय, मलकापूर, जि. छलडाणा.

Name of the Value Added Program: - Certificate Course in Community Health

Academic Year: - 2018 - 2019

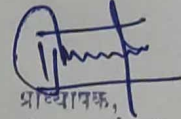
Duration: - 30 Hrs.

Class - B.S.W. I

Program Co-ordinator :- Mr. D. M. Daregave, Assistant Professor

SYLLABUS / COURSE CONTENT

Sr. No.	Course Content	Number of Hours
1.	UNIT- I: Concept of Diseases	05:00 Hrs,
2.	UNIT- II: Communicable Diseases	13:00 Hrs.
3.	UNIT- III: Immunization	06:00 Hrs.
4.	UNIT-IV: Need of First Aid	06:00 Hrs.



प्राध्यापक,

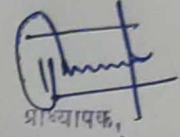
दादासाहेब धनाजी नाना चौधरी समाजकार्य
महाविद्यालय, मलकापूर, जि. हलडंगा

SCHEDULE

Date	Day	Time	Course Content
05/8/2018	1st	1 Hrs.	Definition of Diseases
05/8/2018	1 st	1 Hrs.	Causes of Diseases
05/8/2018	1 st	1 Hrs.	Classification of Diseases
12/8/2018	2nd	1 Hrs.	Classification of Diseases
12/8/2018	2 nd	1 Hrs.	Concept of Community Health
12/8/2018	2 nd	1 Hrs.	Definition of Communicable Diseases
19/8/2018	3rd	1 Hrs.	Types of Communicable Diseases
19/8/2018	3 rd	1 Hrs.	Causes of Communicable Diseases
19/8/2018	3 rd	1 Hrs.	Types of Communicable Diseases
26/8/2018	4th	1 Hrs.	Types of Communicable Diseases
26/8/2018	4 th	1 Hrs.	Causes of Communicable Diseases
26/8/2018	4 th	1 Hrs.	Concept of Immunity Power
02/9/2018	5th	1 Hrs.	Types of Immunity Power
02/9/2018	5 th	1 Hrs.	Concept of Immunity Power
02/9/2018	5 th	1 Hrs.	Balanced Diet and Health
09/9/2018	6th	1 Hrs.	Balanced Diet and Health
09/9/2018	6 th	1 Hrs.	Role of Social Worker
09/9/2018	6 th	1 Hrs.	Balanced Diet and Health
16/9/2018	7th	1 Hrs.	Information of Immunization
16/9/2018	7 th	1 Hrs.	Techniques of Immunization
16/9/2018	7 th	1 Hrs.	Mission of Immunization

SCHEDULE

Date	Day	Time	Course Content
23/9/2018	8 th	1 Hrs.	Special Immunisation Drives & Programme
23/9/2018	8 th	1 Hrs.	Mission of Immunization
23/9/2018	8 th	1 Hrs.	Special Immunisation Drives & Programme
30/9/2018	9 th	1 Hrs.	General Principals of First Aid
30/9/2018	9 th	1 Hrs.	First Aid Kit
30/9/2018	9 th	1 Hrs.	Essential qualities of a First Aid Workers
07/10/2018	10 th	1 Hrs.	Essential qualities of a First Aid Workers
07/10/2018	10 th	1 Hrs.	First Aid Rules and Principles
07/10/2018	10 th	1 Hrs.	Importance of First Aid



प्राध्यापक,

दादासाहेब धनाजी नाना चौधरी समाजकार्य
महाविद्यालय, मलकापूर, जि. हलडणगा

Lokseva Mandal Narvel's

Dadasaheb Dhanaji Nana Choudhari Social Work College, Malkapur, Dist Buldana

Affiliated to Sant Gadge Baba Amravati University, Amravati

College Code 328

(07267) 223212

Email ID: ddnc.sw.c.mlk@gmail.com

TIME- TABLE VALUE ADDED PROGRAM/ CERTIFICATE COURSE IN COMMUNITY HEALTH ACADEMIC YEAR: 2018-2019

Day	Date	Time	Content	Name of the Teacher
1 st	05/8/2018	09:00 to 10:00 am	Definition of Diseases	Prof. S.S.Vasatkar
1 st	05/8/2018	10:10 to 11:10 am	Causes of Diseases	Prof. A.S.Deore
1 st	05/8/2018	11:20 to 12:20 pm	Classification of Diseases	Prof. J.M.Thakare
2 nd	12/8/2018	09:00 to 10:00 am	Classification of Diseases	Prof. J.M.Thakare
2 nd	12/8/2018	10:10 to 11:10 am	Concept of Community Health	Prof. N.W.Kalbande
2 nd	12/8/2018	11:20 to 12:20 pm	Definition of Communicable Diseases	Prof. A.S.Deore
3 rd	19/8/2018	09:00 to 10:00 am	Types of Communicable Diseases	Prof. V.K.Pingle
3 rd	19/8/2018	10:10 to 11:10 am	Causes of Communicable Diseases	Prof. N.W.Kalbande
3 rd	19/8/2018	11:20 to 12:20 pm	Types of Communicable Diseases	Prof. T.B.Dhurandhar
4 th	26/8/2018	09:00 to 10:00 am	Types of Communicable Diseases	Prof. J.M.Thakare
4 th	26/8/2018	10:10 to 11:10 am	Causes of Communicable Diseases	Prof. S.S.Vasatkar
4 th	26/8/2018	11:20 to 12:20 pm	Concept of Immunity Power	Prof. D.M.Daregave

Day	Date	Time	Content	Name of the Teacher
5 th	02/9/2018	09:00 to 10:00 am	Types of Immunity Power	Prof. V.K.Pingle
5 th	02/9/2018	10:10 to 11:10 am	Concept of Immunity Power	Prof. R.A.Patil
5 th	02/9/2018	11:20 to 12:20 pm	Balanced Diet and Health	Prof. J.M.Thakare
6 th	09/9/2018	09:00 to 10:00 am	Balanced Diet and Health	Prof. V.K.Pingle
6 th	09/9/2018	10:10 to 11:10 am	Role of Social Worker	Prof. S.S.Vasatkar
6 th	09/9/2018	11:20 to 12:20 pm	Balanced Diet and Health	Prof. A.S.Deore
7 th	16/9/2018	09:00 to 10:00 am	Information of Immunization	Prof. T.B.Dhurandhar
7 th	16/9/2018	10:10 to 11:10 am	Techniques of Immunization	Prof. N.W.Kalbande
7 th	16/9/2018	11:20 to 12:20 pm	Mission of Immunization	Prof. V.K.Pingle
8 th	23/9/2018	09:00 to 10:00 am	Special Immunization Drives & Programme	Prof. R.A.Patil
8 th	23/9/2018	10:10 to 11:10 am	Mission of Immunization	Prof. J.M.Thakare
8 th	23/9/2018	11:20 to 12:20 pm	Special Immunization Drives & Programme	Prof. S.S. Vasatkar
9 th	30/9/2018	09:00 to 10:00 am	General Principals of First Aid	Prof. D.M.Daregave
9 th	30/9/2018	10:10 to 11:10 am	First Aid Kit	Prof. V.K.Pingle
9 th	30/9/2018	11:20 to 12:20 pm	Essential qualities of a First Aid Workers	Prof. T.B.Dhurandhar
10 th	07/10/2018	09:00 to 10:00 am	Essential qualities of a First Aid Workers	Prof. N.W.Kalbande
10 th	07/10/2018	10:10 to 11:10 am	First Aid Rules and Principles	Prof. S.S.Vasatkar
10 th	07/10/2018	11:20 to 12:20 pm	Importance of First Aid	Prof. V.K.Pingle



शाखापक
 शिवासाहेब धनाजी तात्या चौधरी समाजकार्य
 महाविद्यालय, मलवापूर, जि. दुळहाणा

Lokseva Mandal Narvel's
Dadasaheb Dhanaji Nana Choudhari Social work college, Malkapur, Dist Buldana

College Code- 328 ☎ (07267) 223212 Website :- WWW.ddnc.in, EmailID: ddnc.sw.c.mlk@gmail.com

Date : 24 / 07 / 2018

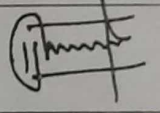
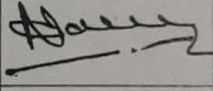
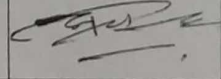
To,
The Principal,
D.D.N.C. Social Work College, Malkapur,
Dist. Buldana

Subject: Application for seeking permission to run Computer Literacy Value-Added Program / Certificate Courses.

Respected Sir,

With reference to the subject mentioned above, our institution has taken an initiative to run a Value-Added Program / Certificate Courses entitled below in academic year from the current academic year i.e.2018-2019 & 2020-2021 to all classes. The objectives of the courses are to give value addition to the students apart from regular curriculum. The duration of course will be 30-40 hours which will be completed without hampering the regular academic of the institute.

It is kind request to you, please grant the permission to run these programs / courses.

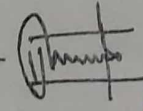
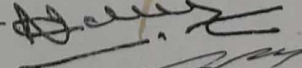
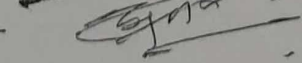
Sr. No.	Name of the Value-Added Program	Name of the Program Coordinator	Class	Sign of VAP Coordinator
1	Community Health	Shri.Devidas M.Daregave (Assistant Professor)	BSW Part I -	
2	Counselling	Shri.Narendra W. Kalbande (Associate Professor.)	BSW Part II-	
3	Computer Literacy	Shri. Anil C. Sawale (Associate Professor.)	BSW Part III	

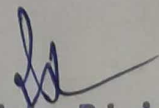
Start the course from Aug. 2018

Yours Sincerely,

Program Coordinators

1. Prof. Devidas M.Daregave
2. Prof. .Narendra W. Kalbande
3. Prof. Anil C. Sawale


Officiating Principal,
D. D. N. C. College of Social Work
Malkapur; Dist. - Buldana.

**Name of the Value Added Program: - Certificate Course in Counselling
Syllabus**

Academic Year: 2018 - 2019

Objectives:

At the end of this Course the Students will be able to:

- Develop an Understanding of the Concept of Basic Counselling.
- Know about the Counselling: Principles, Process and Phases.
- Develop the knowledge about different Area & Fields of Counselling.

UNIT- I: Concept of Counselling

- Counselling : Nature, Definition & Meaning
- Difference between Guidance & Counselling
- Goals of Counselling
- Importance of Counselling, Limitation of Counselling
- Types of Counselling

UNIT- II: Counselling: Process and Phases

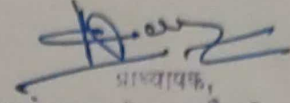
- Ethical Principles of Counsellor –
 - Responsibility, Competence, Moral and Legal Standard,
 - Public Statement, Confidentiality, Research with Human Participant,
 - Fully Concentrate and Attention of Client, Welfare of Client,
 - Professional Relationship and Assessment Techniques Tele Counselling
- Steps in the Counselling Process, Case History
- Phases of Counselling

UNIT- III: Areas of Counselling

- Individual Counselling, Group & Family Counselling, Child Counselling
- Educational Counselling (School & College), Career Counselling
- Counselling for Abnormal People
- Counselling for Senior Citizens
- Interviewing Techniques of Counselling
- Counselling for the Suffering from Chronic diseases (Like AIDS & Cancer)
- Psychoanalytic Approach or Therapy

UNIT-IV: Field of Counselling

- Marriage and Family Counselling.
- Educational Counselling.
- Rehabilitation Counselling.
- Mental Health Counselling.
- Substance Abuse Counselling



प्राध्यापक,

दादासाहेब घनाजी नाना चौधरी समाजकार्य
महाविद्यालय, मलकापूर, जि. हळदगावा

Lokseva Mandal Narvel's

Dadasaheb Dhanaji Nana Choudhari Social Work College Malkapur, Dist Buldana

Affiliated to Sant Gadge Baba Amravati University, Amravati

College Code 328

(07267) 223212

Email ID: ddnc.sw.c.mlk@gmail.com

Name of the Value Added Program: - Certificate Course in Counselling

Academic Year: 2018 - 2019

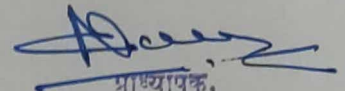
Duration: - 30 Hrs.

Class - B.S.W. II

Program Co-ordinator : - Mr. N. W. Kalbande, Associate Professor

SYLLABUS / COURSE CONTENT

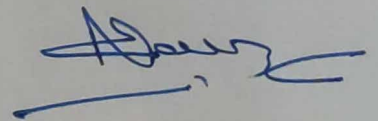
Sr. No.	Course Content	Number of Hours
1.	UNIT- I: Concept of Counselling	07:00 Hrs.
2.	UNIT- II: Counselling: Principles, Process and Phases	08:00 Hrs.
3.	UNIT- III: Areas of Counselling	10:00 Hrs.
4.	UNIT-IV: Field of Counselling	05:00 Hrs.



प्राध्यापक,
दादासाहेब धनाजी नाना चौधरी समाजकार्य
महाविद्यालय, मलकापूर, जि. हलडगाणा

SCHEDULE

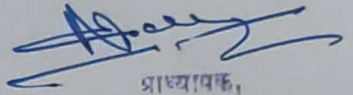
Date	Day	Time	Course Content
05/08/2018	1 st	1 Hrs.	Counselling : Nature, Definition & Meaning
05/08/2018	1 st	1 Hrs.	Difference between Guidance & Counselling
05/08/2018	1 st	1 Hrs.	Goals of Counselling
12/08/2018	2 nd	1 Hrs.	Goals of Counselling
12/08/2018	2 nd	1 Hrs.	Importance of Counselling
12/08/2018	2 nd	1 Hrs.	Limitation of Counselling
19/08/2018	3 rd	1 Hrs.	Types of Counselling
19/08/2018	3 rd	1 Hrs.	Ethical Principles of Counsellor
19/08/2018	3 rd	1 Hrs.	Ethical Principles of Counsellor
26/08/2018	4 th	1 Hrs.	Ethical Principles of Counsellor
26/08/2018	4 th	1 Hrs.	Steps in the Counselling Process
26/08/2018	4 th	1 Hrs.	Steps in the Counselling Process
02/09/2018	5 th	1 Hrs.	Case History
02/09/2018	5 th	1 Hrs.	Phases of Counselling
02/09/2018	5 th	1 Hrs.	Phases of Counselling
09/09/2018	6 th	1 Hrs.	Individual Counselling
09/09/2018	6 th	1 Hrs.	Group & Family Counselling
09/09/2018	6 th	1 Hrs.	Child Counselling
16/09/2018	7 th	1 Hrs.	Educational Counselling (School & College)
16/09/2018	7 th	1 Hrs.	Carrier Counselling
16/09/2018	7 th	1 Hrs.	Counselling for Abnormal People



प्राध्यापक,
दादासाहेब धनाजी नाना चौधरी समाजकार्य
महाविद्यालय, मलकापूर, जि. इलहाबाद

SCHEDULE

Date	Day	Time	Course Content
23/09/2018	8 th	1 Hrs.	Counselling for Senior Citizens
23/09/2018	8 th	1 Hrs.	Interviewing Techniques of Counselling
23/09/2018	8 th	1 Hrs.	Counselling for the Suffering from Chronic diseases (Like AIDS & Cancer)
30/09/2018	9 th	1 Hrs.	Psychoanalytic Approach or Therapy
30/09/2018	9 th	1 Hrs.	Marriage and Family Counselling.
30/09/2018	9 th	1 Hrs.	Educational Counselling.
07/10/2018	10 th	1 Hrs.	Rehabilitation Counselling.
07/10/2018	10 th	1 Hrs.	Mental Health Counselling.
07/10/2018	10 th	1 Hrs.	Substance Abuse Counselling


प्राध्यापक,
दादासाहेब धनाजी नाना चौधरी समाजकार्य
महाविद्यालय, मलकापूर, जि. हलदाणा.

Lokseva Mandal Narvel's

Dadasaheb Dhanaji Nana Choudhari Social Work College Malkapur, Dist Buldana

Affiliated to Sant Gadge Baba Amravati University, Amravati

Email ID: ddnc-sw.c.mlk@gmail.com

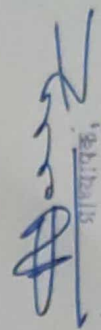
(07267) 223212

College Code 328

TIME- TABLE
NAME OF THE VALUE ADDED PROGRAM: - CERTIFICATE COURSE IN COUNSELLING
ACADEMIC YEAR: 2018 - 2019

Day	Date	Time	Content	Name of the Teacher
1 st	05/08/2018	09:00 to 10:00 am	Counselling : Nature, Definition & Meaning	Mr. N.W.Kalbande
1 st	05/08/2018	10:10 to 11:10 am	Goals of Counselling	Mr. D.M.Daregave
1 st	05/08/2018	11:20 to 12:20 pm	Difference between Guidance & Counselling	Mr. S.S.Vasatkar
2 nd	12/08/2018	09:00 to 10:00 am	Goals of Counselling	Mr. S.S.Vasatkar
2 nd	12/08/2018	10:10 to 11:10 am	Importance of Counselling	Mr. D.M.Daregave
2 nd	12/08/2018	11:20 to 12:20 pm	Limitation of Counselling	Mr. T.B.Dhurandhar
3 rd	19/08/2018	09:00 to 10:00 am	Types of Counselling	Mr. D.M.Daregave
3 rd	19/08/2018	10:10 to 11:10 am	Ethical Principles of Counsellor	Mr. S.S.Vasatkar
3 rd	19/08/2018	11:20 to 12:20 pm	Steps in the Counselling Process	Mr. J.M.Thakare
4 th	26/08/2018	09:00 to 10:00 am	Ethical Principles of Counsellor	Mr. V.K.Pingle
4 th	26/08/2018	10:10 to 11:10 am	Steps in the Counselling Process	Mr. N.W.Kalbande

Day	Date	Time	Content	Name of the Teacher
4 th	26/08/2018	11:20 to 12:20 pm	Phases of Counselling	Mr. V.K.Pingle
5 th	02/09/2018	09:00 to 10:00 am	Case History	Mr. D.M.Daregave
5 th	02/09/2018	10:10 to 11:10 am	Phases of Counselling	Mr. J.M.Thakare
5 th	02/09/2018	11:20 to 12:20 pm	Ethical Principles of Counsellor	Mr. T.B.Dhurandhar
6 th	09/09/2018	09:00 to 10:00 am	Individual Counselling	Mr. N.W.Kalbande
6 th	09/09/2018	10:10 to 11:10 am	Group & Family Counselling	Mr. D.M.Daregave
6 th	09/09/2018	11:20 to 12:20 pm	Child Counselling	Mr. J.M.Thakare
7 th	16/09/2018	09:00 to 10:00 am	Educational Counselling (School & College)	Mr. S.S.Vasatkar
7 th	16/09/2018	10:10 to 11:10 am	Carrier Counselling	Mr. A.S.Deore
7 th	16/09/2018	11:20 to 12:20 pm	Counselling for Abnormal People	Mr. R.A.Patil
8 th	23/09/2018	09:00 to 10:00 am	Counselling for Senior Citizens	Mr. A.S.Deore
8 th	23/09/2018	10:10 to 11:10 am	Interviewing Techniques of Counselling	Mr. S.S.Vasatkar
8 th	23/09/2018	11:20 to 12:20 pm	Counselling for the Suffering from Chronic diseases (Like AIDS & Cancer)	Mr. N.W.Kalbande
9 th	30/09/2018	09:00 to 10:00 am	Psychoanalytic Approach or Therapy	Mr. V.K.Pingle
9 th	30/09/2018	10:10 to 11:10 am	Marriage and Family Counselling.	Mr. S.S.Vasatkar
9 th	30/09/2018	11:20 to 12:20 pm	Educational Counselling.	Mr. J.M.Thakare
10 th	07/10/2018	09:00 to 10:00 am	Rehabilitation Counselling.	Mr. S.S.Vasatkar
10 th	07/10/2018	10:10 to 11:10 am	Mental Health Counselling.	Mr. V.K.Pingle
10 th	07/10/2018	11:20 to 12:20 pm	Substance Abuse Counselling	Mr. N.W.Kalbande



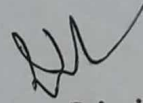
शाखापक,
 राधासाहेब घनाजी नाथ चौधरी समाजकार्य
 महाविद्यालय, मलदापूर, जि. दलहाणा

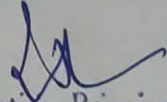
Notice

आपल्या महाविद्यालयातील सर्व विद्यार्थ्यांना सुचित करण्यात येते कि, आपल्या महाविद्यालयामध्ये मुल्यवर्धीत प्रमाणपत्र कार्यक्रम (Value added programme) सत्र २०१८-२०१९ ते २०२०-२०२१ या वर्षाकरीता सुरु करण्यात आला आहे. सर्व प्रवेश निशुल्क असणार आहेत. खालील प्रमाणे वर्गनिहाय कार्यक्रम व संबंधीत कार्यक्रम समन्वयक असणार आहेत. वेळा पत्रक व सविस्तर माहिती वर्ग समन्वयक देतील. हा अभ्यासक्रम पूर्ण केल्यानंतर प्रमाणपत्र मिळणार आहे. सर्व विद्यार्थ्यांनी संधीचा फायदा घ्यावा.

Sr. No.	Name of the Program	Name of the Program Coordinator	Class
1	Community Health	Shri.Devidas M.Daregave Assistant Professor	BSW Part I
2	Counselling	Shri.Narendra W. Kalbande Associate Professor	BSW Part II
3	Computer Literacy	Shri. Anil C. Sawale Associate Professor	BSW Part III

Date : 01 / 08 / 2018


Officiating Principal,
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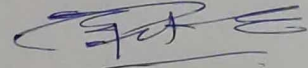

Officiating Principal,
D. D. N. C. College of Social Work
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Name of the Value-Added Program / Certificate Course : - COMPUTER LITERACY

Session :- 2018-19 Class - B.S.W. III

OBJECTIVE:

- > Student knows how to work on a computer, basic Computer Operations, uses. .
- > Promotes student uses and knowledge of computer and information Technology.
- > Support for their Group research Project Analysis and Data manipulation..
- > Student can Find Specific Information out of Vast entity with trillions of web pages available for searching
- > Helps enhance efficiency, workflow and Overall experience within future education and jobs.



Asst प्राध्यापक,
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महाविद्यालय, मलकापूर, जि. बुलढाना

Name of the Value-Added Program / Certificate Course : -COMPUTER LITERACY
Session :- 2018-19 Class - B.S.W. III

Syllabus

Unit-1. Introduction to Computer –

- 1.1 History 1.1 What is Computer?
- 1.2 Generation of Computer
- 1.3 Central Processing
- 1.3 Keyboard, mouse and VDU 1.3 Other Input, Out Put devices
- 1.4 Computer Memory and Types of Memory

Unit- 2. Basic Applications of Computer

- 2.1 Ex- medical field, government Job,
- 2.2 entertainment, Banking Business,
- 2.3 Arts, Science, research areas
- 2.4 Education, SPSS Software etc.

Unit-3. Concept of Hardware and Software

- 3.1 Concept of Hardware
- 3.2 Concept of Software and types of Software

Unit-4. Basics of Operating System, File and Directory Management

- 4.1 Operating system
- 4.2 Basics of popular operating system (LINUX, WINDOWS)
- 4.3 Creating and renaming of files and directories 4.4 Common utilities

Unit-5. UNDERSTANDING WORD PROCESSING System

- 5.1. Opening MS Word Processing Software, Menu Bar, Using the Help, Opening and closing Documents.
- 5.2. Document Creation and editing - Save and Save as, Page Setup, Print Preview, Printing of Documents.
- 5.3. Formatting of document -Document Creation, Editing Text, Text Selection, Cut, Copy and Paste, Spell check, Thesaurus.
- 5.4 Formatting the Text, Font and Size selection, Alignment of Text, Paragraph Indenting, Bullets and Numbering, Changing case .
- 5.5 Table Manipulation -Draw Table, changing cell width and height, Alignment of Text in cell, Delete /Insertion of row and column, Border and shading.

Unit-6. USING SPREAD SHEET

- 6.1. Elements of Electronic Spread Sheet - Opening of Spread Sheet, Addressing of Cells, Printing of Spread Sheet, Saving Workbooks
- 6.2. Manipulation of Cells - Entering Text, Numbers and Dates, Creating Text, Number and Date Series, Editing Worksheet Data, Inserting and Deleting Rows, Column, Changing Cell Height and Width
- 6.3. Formulas and Function - Using Formulas, Function
- 6.4. Graph Creation -
- 6.5. Graph editing, saving, importing data

Unit-7. MAKING SMALL PRESENTATIONS

- 7.1. Basic of MS PowerPoint - Using PowerPoint, Opening A PowerPoint Presentation, Saving A Presentation.
- 7.2. Creation of Presentation - Creating a Presentation Using a Template, creating a Blank Presentation, Entering and Editing Text, Inserting and Deleting Slides in a Presentation.
- 7.3. Preparation of Slides - Inserting Word Table or An Excel Worksheet. Adding Clip Art Pictures, Inserting Other Objects, Resizing and Scaling an Object.
- 7.4. Presentation of Slides - Viewing A Presentation, Choosing a Set Up for Presentation, Printing Slides.
- 7.5. Slide Show- Running a Slide Show, Transition and Slide Timings, Automating a Slide Show.


Unit-8. INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS

- 8.1 Concept of Internet
- 8.2 Applications of Internet
- 8.3 Connecting to the Internet
- 8.4 Troubleshooting, World Wide Web (WWW)
- 8.5 Web Browsing Software's

Unit-9. Basics of E-mail

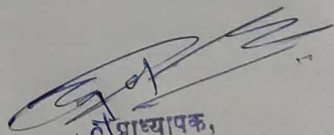
- 9.1 What is an Electronic Mail
- 9.2 Email Addressing
- 9.3 Opening Email account, Mailbox: Inbox and Outbox
- 9.4 Creating and Sending a new E-mail
- 9.5 Replying to an E-mail message, Forwarding an E-mail message

Unit-10. Social Media, Google Drive, Various Google Application


Asst. प्राध्यापक,
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महाविद्यालय, मलकापूर, जि. हलदगा

Name of the Value Added Program :- COMPUTER LITERACY**Session :- 2018-2019 Duration :- 30 Hrs. Class - B.S.W. III****Program Co-ordinator :- Mr. A.C. Sawale, Associate Professor****SYLLABUS/ COURSE CONTENT**

Sr. No.	Course Content	Number of Hours
1.	Introduction to Computer	3
2.	Basic Applications of Computer	2
3.	Concept of Hardware and Software	2
4.	Basics of Operating System, File and Directory Management	3
5.	Understanding MS Word	5
6.	Using Spread Sheet MS Excel	4
7.	Understanding MS PowerPoint	5
8.	Introduction to Internet WWW and WEB Browsers	2
9.	Basics of E-mail	3
10.	Social Media, Google Drive, Various Google Application	1


 प्राध्यापक,
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 महाविद्यालय, मलकापूर, जि. = म्हा

Name of the Value Added Program :- **COMPUTER LITERACY**

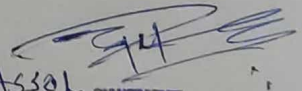
Session :- 2018-2019 Duration :- 30 Hrs. Class - B.S.W. III

Program Co-ordinator :- Mr. A.C.Sawale, Assot.Prof.

SCHEDULE

Date	Day	Time	Course Content
05/08/2018	1	9.0 o 10.00am	1.1 What is Computer? , History, Generation of Computer
05/08/2018	1	10.10 to 11.10am	1.3 Central Processing, 1.3 Keyboard, mouse and VDU , Other Input , Out Put devices
05/08/2018	1	11.20 to 12.20am	1.4 Computer Memory and Types of Memory
12/08/2018	2	9.00 to 10.00am	Basic Applications of Computer- 2.1 Ex- medical field, government Job, 2.2 entertainment, Banking Business,
12/08/2018	2	10.10 to 11.10am	Basic Applications of Computer- 2.3 Arts, Science, research areas 2.4 Education, SPSS Software etc.
12/08/2018	2	11.20 to 12.20am	3.1 Concept of Hardware
19/08/2018	3	9.00 to 10.00am	3.2 Concept of Software and types of Software
19/08/2018	3	10.10 to 11.10am	4.1 Operating system
19/08/2018	3	11.20 to 12.20am	4.2 Basics of popular operating system (LINUX, WINDOWS)
26/08/2018	4	9.00 to 10.00am	4.3 Creating and renaming of files and directories 4.4 Common utilities
26/08/2018	4	10.10 to 11.10am	5.1. Opening MS Word Processing Software, Menu Bar, Using the Help, Opening and closing Documents
26/08/2018	4	11.20 to 12.20am	5.2. Document Creation and editing - Save and Save as, Page Setup, Print Preview, Printing of Documents.
02/09/2018	5	9.00 to 10.00am	5.3. Formatting of document -Document Creation, Editing Text, Text Selection, Cut, Copy and Paste, Spell check, Thesaurus.
02/09/2018	5	10.10 to 11.10am	5.4 Formatting the Text, Font and Size selection, Alignment of Text, Paragraph Indenting, Bullets and Numbering, Changing case .
02/09/2018	5	11.20 to 12.20am	5.5 Table Manipulation -Draw Table, changing cell width and height, Alignment of Text in cell, Delete /Insertion of row and column, Border and shading.
09/09/2018	6	9.00 to 10.00am	6.1.Elements of Electronic Spread Sheet - Opening of Spread Sheet, Addressing of Cells, Printing of Spread Sheet, Saving Workbooks
09/09/2018	6	10.10 to 11.10am	6.2. Manipulation of Cells - Entering Text, Numbers and Dates, Creating Text, Number and Date Series, Editing

			Worksheet Data, Inserting and Deleting Rows, Column, Changing Cell Height and Width
09/09/2018	6	11.20 to 12.20am	6.3. Formulas and Function -Using Formulas, Function
16/09/2018	7	9.00 to 10.00am	6.4 Graph Creation, 6.5. Graph editing, saving, importing data
16/09/2018	7	10.10 to 11.10am	7.1. Basic of MS PowerPoint – Using PowerPoint, Opening A PowerPoint Presentation, Saving A Presentation.
16/09/2018	7	11.20 to 12.20am	7.2. Creation of Presentation - Creating a Presentation Using a Template, creating a Blank Presentation, Entering and Editing Text, Inserting and Deleting Slides in a Presentation.
23/09/2018	8	9.00 to 10.00am	7.3. Preparation of Slides - Inserting Word Table or An Excel Worksheet. Adding Clip Art Pictures, Inserting Other Objects, Resizing and Scaling an Object .
23/09/2018	8	10.10 to 11.10am	7.4. Presentation of Slides - Viewing A Presentation, Choosing a Set Up for Presentation, Printing Slides.
23/09/2018	8	11.20 to 12.20am	7.5. Slide Show- Running a Slide Show, Transition and Slide Timings, Automating a Slide Show.
30/09/2018	9	9.00 to 10.00am	8.1 Concept of Internet 8.2 Applications of Internet 8.3 Connecting to the Internet.
30/09/2018	9	10.10 to 11.10am	8.4 Troubleshooting, World Wide Web (WWW) 8.5 Web Browsing Software's
30/09/2018	9	11.20 to 12.20am	9.1 What is an Electronic Mail, 9.2 Email Addressing
07/10/2018	10	9.00 to 10.00am	9.3 Opening Email account, Mailbox: Inbox and Outbox
07/10/2018	10	10.10 to 11.10am	9.4 Creating and Sending a new E-mail 9.5 Replying to an E-mail message, Forwarding an E-mail message
07/10/2018	10	11.20 to 12.20am	10 Social Media, Google Drive, Various Google Application


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Website: - WWW.ddnc.in

Email ID: ddnc.sw.c.mlk@gmail.com

College Code 328

TIME- TABLE

Name of the Value-Added Program / Certificate Course : - COMPUTER LITERACY

Session :- 2018-2019 Class - B.S.W. III

Day	Date	Time	Content	Name of the Teacher
1 st	05/08/2018	9.00 to 10.00am	1.1 What is Computer?, History, Generation of Computer	Mr.A.C.Sawale
1 st	05/08/2018	10.10 to 11.10am	1.3 Central Processing, 1.3 Keyboard, mouse and VDU , Other Input , Out Put devices	Ku.Radhika V. Supe
1 st	05/08/2018	11.20 to 12.20am	1.4 Computer Memory and Types of Memory	Ku.Dr.Pratibha Warade
2 nd	12/08/2018	9.00 to 10.00am	Basic Applications of Computer- 2.1 Ex- medical field, government Job, 2.2 entertainment, Banking Business,	Mr.Ravindra Patil
2 nd	12/08/2018	10.10 to 11.10am	Basic Applications of Computer- 2.3 Arts, Science, research areas 2.4 Education, SPSS Software etc.	Mr.Amol Deore
2 nd	12/08/2018	11.20 to 12.20am	3.1 Concept of Hardware	Mr.A.C.Sawale
3 rd	19/08/2018	9.00 to 10.00am	3.2 Concept of Software and types of Software	Ku.Radhika V. Supe
3 rd	19/08/2018	10.10 to 11.10am	4.1 Operating system	Mr.A.C.Sawale
3 rd	19/08/2018	11.20 to 12.20am	4.2 Basics of popular operating system (LINUX, WINDOWS)	Mr.Ravindra Patil
4 th	26/08/2018	9.00 to 10.00am	4.3 Creating and renaming of files and directories 4.4 Common utilities	Ku.Dr.Pratibha Warade
4 th	26/08/2018	10.10 to 11.10am	5.1. Opening MS Word Processing Software, Menu Bar, Using the Help, Opening and closing Documents	Mr.Amol Deore

Asst. प्राध्यापक,

राधासाहेब धनाजी नाना चौधरी समाजकार्य
महाविद्यालय, मलकापूर, जि. बुलढाना

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College Code 328

TIME- TABLE

Name of the Value-Added Program / Certificate Course : - COMPUTER LITERACY

Session :- 2018-2019 Class - B.S.W. III

Day	Date	Time	Content	Name of the Teacher
4 th	26/08/2018	11.20 to 12.20am	5.2. Document Creation and editing - Save and Save as, Page Setup, Print Preview, Printing of Documents.	Mr.Ravindra Patil
5 th	02/09/2018	9.00 to 10.00am	5.3. Formatting of document - Document Creation, Editing Text, Text Selection, Cut, Copy and Paste, Spell check, Thesaurus.	Mr.A.C.Sawale
5 th	02/09/2018	10.10 to 11.10am	5.4 Formatting the Text, Font and Size selection, Alignment of Text, Paragraph Indenting, Bullets and Numbering, Changing case .	Ku.Dr.Pratibha Warade
5 th	02/09/2018	10.10 to 11.10am	5.5 Table Manipulation - Draw Table, changing cell width and height, Alignment of Text in cell, Delete / Insertion of row and column, Border and shading.	Ku.Radhika V. Supe
6 th	09/09/2018	9.00 to 10.00am	6.1.Elements of Electronic Spread Sheet - Opening of Spread Sheet, Addressing of Cells, Printing of Spread Sheet, Saving Workbooks	Ku.Dr.Pratibha Warade
6 th	09/09/2018	10.10 to 11.10am	6.2. Manipulation of Cells - Entering Text, Numbers and Dates, Creating Text, Number and Date Series, Editing Worksheet Data, Inserting and Deleting Rows, Column, Changing Cell Height and Width	Mr.A.C.Sawale
6 th	09/09/2018	11.20 to 12.20am	6.3. Formulas and Function - Using Formulas, Function	Ku.Radhika V. Supe
7 th	16/09/2018	9.00 to 10.00am	6.4 Graph Creation, 6.5. Graph editing, saving, importing data	Mr.Amol Deore
7 th	16/09/2018	10.10 to 11.10am	7.1. Basic of MS PowerPoint - Using PowerPoint, Opening A PowerPoint Presentation, Saving A Presentation.	Ku.Dr.Pratibha Warade

Asst. Principal,
राधासाहेब धनाजी नाना चौधरी समाज कार्य
महाविद्यालय, मलकापूर, जि. बुलढाना.

Lokseva Mandal Narvel's

Dadasaheb Dhanaji Nana Choudhari Social Work College, Malkapur, Dist. Buldana

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Website: - WWW.ddnc.in

College Code 328

Email ID: ddnc.sw.c.mlk@gmail.com

TIME - TABLE

Name of the Value-Added Program / Certificate Course : - COMPUTER LITERACY

Session :- 2018-2019 Class - B.S.W. III

Day	Date	Time	Content	Name of the Teacher
7 th	16/09/2018	11.20 to 12.20am	7.2. Creation of Presentation - Creating a Presentation Using a Template, creating a Blank Presentation, Entering and Editing Text, Inserting and Deleting Slides in a Presentation.	Ku.Radhika V. Supe
8 th	23/09/2018	9.00 to 10.00am	7.3. Preparation of Slides - Inserting Word Table or An Excel Worksheet. Adding Clip Art Pictures, Inserting Other Objects, Resizing and Scaling an Object .	Ku.Dr.Pratibha Warade
8 th	23/09/2018	10.10 to 11.10am	7.4. Presentation of Slides - Viewing A Presentation, Choosing a Set Up for Presentation, Printing Slides.	Mr.Ravindra Patil
8 th	23/09/2018	11.20 to 12.20am	7.5. Slide Show- Running a Slide Show, Transition and Slide Timings, Automating a Slide Show.	Mr.Amol Deore
9 th	30/09/2018	9.00 to 10.00am	8.1 Concept of Internet 8.2 Applications of Internet 8.3 Connecting to the Internet.	Ku.Radhika V. Supe
9 th	30/09/2018	10.10 to 11.10am	8.4 Troubleshooting, World Wide Web (WWW) 8.5 Web Browsing Software's	Mr.Amol Deore
9 th	30/09/2018	11.20 to 12.20am	9.1 What is an Electronic Mail, 9.2 Email Addressing	Mr.Ravindra Patil
10 th	07/10/2018	9.00 to 10.00am	9.3 Opening Email account, Mailbox: Inbox and Outbox	Ku.Dr.Pratibha Warade
10 th	07/10/2018	10.10 to 11.10am	9.4 Creating and Sending a new E-mail 9.5 Replying to an E-mail message, Forwarding an E-mail message	Ku.Radhika V. Supe
10 th	07/10/2018	11.20 to 12.20am	10 Social Media, Google Drive, Various Google Application	Mr.A.C.Sawale



Asst. Principal

Principal
Sant Gadge Baba Amravati University
Amravati

Academic Year

2019-20

Date : 24 / 07 / 2018

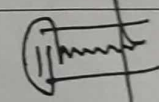
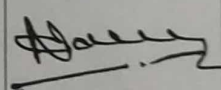
To,
The Principal,
D.D.N.C. Social Work College, Malkapur,
Dist. Buldana

Subject: Application for seeking permission to run Computer Literacy Value-Added Program / Certificate Courses.

Respected Sir,

With reference to the subject mentioned above, our institution has taken an initiative to run a Value-Added Program / Certificate Courses entitled below in academic year from the current academic year i.e.2018-2019 & 2020-2021 to all classes. The objectives of the courses are to give value addition to the students apart from regular curriculum. The duration of course will be 30-40 hours which will be completed without hampering the regular academic of the institute.

It is kind request to you, please grant the permission to run these programs / courses.

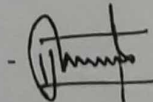
Sr. No.	Name of the Value-Added Program	Name of the Program Coordinator	Class	Sign of VAP Coordinator
1	Community Health	Shri.Devidas M.Daregave (Assistant Professor)	BSW Part I -	
2	Counselling	Shri.Narendra W. Kalbande (Associate Professor.)	BSW Part II-	
3	Computer Literacy	Shri. Anil C. Sawale (Associate Professor.)	BSW Part III	

Start the course from Aug. 2018

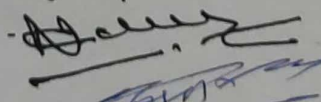
Yours Sincerely,

Program Coordinators

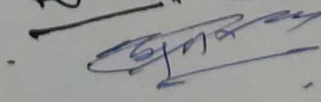
1. Prof. Devidas M.Daregave

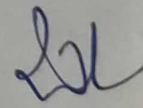


2. Prof. .Narendra W. Kalbande



3. Prof. Anil C. Sawale




Officiating Principal,
D. D. N. C. College of Social Work
Malkapur; Dist. - Buldana.

**Name of the Value Added Program: - Certificate Course in Community Health
Syllabus**

Academic Year: 2019 - 2020

Objectives:

- To Create Health awareness among the students.
- Introduce Students to various Diseases.
- Introduce Students to First Aid kit.

UNIT- I: Concept of Diseases

- Definition of Diseases
- Causes of Diseases
- Classification of Diseases
- Concept of Community Health

UNIT- II: Communicable Diseases

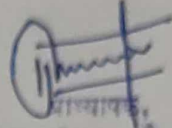
- Definition of Communicable Diseases
- Types of Communicable Diseases
- Causes of Communicable Diseases
- Concept of Immunity Power
- Types of Immunity Power
- Balanced Diet and Health
- Role of Social Worker

UNIT- III: Immunization

- Information of Immunization
- Techniques of Immunization
- Mission of Immunization
- Special Immunization Drives & Programme

UNIT-IV: Need of First Aid

- General Principals of First Aid
- First Aid Kit
- Essential qualities of a First Aid Worker
- First Aid Rules and Principles
- Importance of First Aid



दादासाहेब धनार्जुनाचार्य चौधरी समाजकार्य
महाविद्यालय, मलकापूर, जि. इलहाबाद

Lokseva Mandal Narvel's

Dadasaheb Dhanaji Nana Choudhari Social Work College, Malkapur, Dist Buldana

Affiliated to Sant Gadge Baba Amravati University, Amravati

College Code 328

(07267) 223212

Email ID: ddnc.sw.c.mlk@gmail.com

Name of the Value Added Program: - Certificate Course in Community Health

Academic Year: - 2019 - 2020

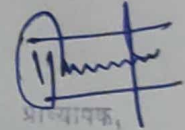
Duration: - 30 Hrs.

Class - B.S.W. I

Program Co-ordinator :- Mr. D. M. Daregave, Assistant Professor

SYLLABUS / COURSE CONTENT

Sr. No.	Course Content	Number of Hours
1.	UNIT- I: Concept of Diseases	05:00 Hrs,
2.	UNIT- II: Communicable Diseases	13:00 Hrs.
3.	UNIT- III: Immunization	06:00 Hrs.
4.	UNIT-IV: Need of First Aid	06:00 Hrs.



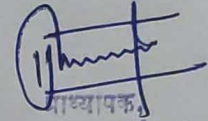
प्राध्यापक,
दादासाहेब धनाजी नाना चौधरी समाजकार्य
महाविद्यालय, मलकापूर, जि. बुलढाणा.

SCHEDULE

Date	Day	Time	Course Content
04/08/2019	1st	1 Hrs.	Definition of Diseases
04/08/2019	1 st	1 Hrs.	Causes of Diseases
04/08/2019	1 st	1 Hrs.	Classification of Diseases
11/08/2019	2nd	1 Hrs.	Classification of Diseases
11/08/2019	2 nd	1 Hrs.	Concept of Community Health
11/08/2019	2 nd	1 Hrs.	Definition of Communicable Diseases
18/08/2019	3rd	1 Hrs.	Types of Communicable Diseases
18/08/2019	3 rd	1 Hrs.	Causes of Communicable Diseases
18/08/2019	3 rd	1 Hrs.	Types of Communicable Diseases
25/08/2019	4th	1 Hrs.	Types of Communicable Diseases
25/08/2019	4 th	1 Hrs.	Causes of Communicable Diseases
25/08/2019	4 th	1 Hrs.	Concept of Immunity Power
01/09/2019	5th	1 Hrs.	Types of Immunity Power
01/09/2019	5 th	1 Hrs.	Concept of Immunity Power
01/09/2019	5 th	1 Hrs.	Balanced Diet and Health
08/09/2019	6th	1 Hrs.	Balanced Diet and Health
08/09/2019	6 th	1 Hrs.	Role of Social Worker
08/09/2019	6 th	1 Hrs.	Balanced Diet and Health
15/09/2019	7th	1 Hrs.	Information of Immunization
15/09/2019	7 th	1 Hrs.	Techniques of Immunization
15/09/2019	7 th	1 Hrs.	Mission of Immunization

SCHEDULE

Date	Day	Time	Course Content
22/09/2019	8 th	1 Hrs.	Special Immunisation Drives & Programme
22/09/2019	8 th	1 Hrs.	Mission of Immunization
22/09/2019	8 th	1 Hrs.	Special Immunisation Drives & Programme
29/09/2019	9 th	1 Hrs.	General Principals of First Aid
29/09/2019	9 th	1 Hrs.	First Aid Kit
29/09/2019	9 th	1 Hrs.	Essential qualities of a First Aid Workers
06/10/2019	10 th	1 Hrs.	Essential qualities of a First Aid Workers
06/10/2019	10 th	1 Hrs.	First Aid Rules and Principles
06/10/2019	10 th	1 Hrs.	Importance of First Aid



साध्यापक,
दादासाहेब धनाजी नाना चौधरी समाजकार्य
महाविद्यालय, मलकापूर, जि. इलहाबाद

● Lokseva Mandal Narvel's ●

Dadasaheb Dhanaji Nana Choudhari Social Work College Malkapur, Dist Buldana

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College Code 328

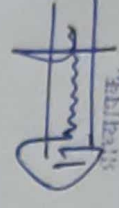
☎ (07267) 223212

Email ID: ddnc.sw.c.mlk@gmail.com

TIME- TABLE VALUE ADDED PROGRAM/ CERTIFICATE COURSE IN COMMUNITY HEALTH ACADEMIC YEAR: 2019 - 2020

Day	Date	Time	Content	Name of the Teacher
1 st	04/08/2019	09:00 to 10:00 am	Definition of Diseases	Prof. A.S. Deore
1 st	04/08/2019	10:10 to 11:10 am	Causes of Diseases	Prof. S.S. Vasatkar
1 st	04/08/2019	11:20 to 12:20 pm	Classification of Diseases	Prof. J.M.Thakare
2 nd	11/08/2019	09:00 to 10:00 am	Classification of Diseases	Prof. T.B.Dhurandhar
2 nd	11/08/2019	10:10 to 11:10 am	Concept of Community Health	Prof. V.K.Pingle
2 nd	11/08/2019	11:20 to 12:20 pm	Definition of Communicable Diseases	Prof. S.S. Vasatkar
3 rd	18/08/2019	09:00 to 10:00 am	Types of Communicable Diseases	Prof. J.M.Thakare
3 rd	18/08/2019	10:10 to 11:10 am	Causes of Communicable Diseases	Prof. N.W.Kalbande
3 rd	18/08/2019	11:20 to 12:20 pm	Types of Communicable Diseases	Prof. T.B.Dhurandhar
4 th	25/08/2019	09:00 to 10:00 am	Types of Communicable Diseases	Prof. S.S. Vasatkar
4 th	25/08/2019	10:10 to 11:10 am	Causes of Communicable Diseases	Prof. J.M.Thakare
4 th	25/08/2019	11:20 to 12:20 pm	Concept of Immunity Power	Prof. V.K.Pingle

Day	Date	Time	Content	Name of the Teacher
5 th	01/09/2019	09:00 to 10:00 am	Types of Immunity Power	Prof. N.W.Kalbande
5 th	01/09/2019	10:10 to 11:10 am	Concept of Immunity Power	Prof. D.M.Daregave
5 th	01/09/2019	11:20 to 12:20 pm	Balanced Diet and Health	Prof. S.S.Vasatkar
6 th	08/09/2019	09:00 to 10:00 am	Balanced Diet and Health	Prof. J.M.Thakare
6 th	08/09/2019	10:10 to 11:10 am	Role of Social Worker	Prof. V.K.Pingle
6 th	08/09/2019	11:20 to 12:20 pm	Balanced Diet and Health	Prof. T.B.Dhurandhar
7 th	15/09/2019	09:00 to 10:00 am	Information of Immunization	Prof. A.S.Deore
7 th	15/09/2019	10:10 to 11:10 am	Techniques of Immunization	Prof. R.A.Patil
7 th	15/09/2019	11:20 to 12:20 pm	Mission of Immunization	Prof. S.S.Vasatkar
8 th	22/09/2019	09:00 to 10:00 am	Special Immunization Drives & Programme	Prof. N.W.Kalbande
8 th	22/09/2019	10:10 to 11:10 am	Mission of Immunization	Prof. J.M.Thakare
8 th	22/09/2019	11:20 to 12:20 pm	Special Immunization Drives & Programme	Prof. T.B.Dhurandhar
9 th	29/09/2019	09:00 to 10:00 am	General Principals of First Aid	Prof. J.M.Thakare
9 th	29/09/2019	10:10 to 11:10 am	First Aid Kit	Prof. D.M.Daregave
9 th	29/09/2019	11:20 to 12:20 pm	Essential qualities of a First Aid Workers	Prof. T.B.Dhurandhar
10 th	06/10/2019	09:00 to 10:00 am	Essential qualities of a First Aid Workers	Prof. R.A.Patil
10 th	06/10/2019	10:10 to 11:10 am	First Aid Rules and Principles	Prof. A.S.Deore
10 th	06/10/2019	11:20 to 12:20 pm	Importance of First Aid	Prof. D.M.Daregave



भारतीय
 डॉ.दादासाहेब फुलजी नाना चौधरी समाजकार्य
 महाविद्यालय, मडकापूर, जि. इडहाणा

NAME OF THE VALUE ADDED PROGRAM: - CERTIFICATE COURSE IN COUNSELLING
SYLLABUS

ACADEMIC YEAR: 2019-2020

Objectives:

At the end of this Course the Students will be able to:

- Develop an Understanding of the Concept of Basic Counselling.
- Know about the Counselling: Principles, Process and Phases.
- Develop the knowledge about different Area & Fields of Counselling.

UNIT- I: Concept of Counselling

- Counselling : Nature, Definition & Meaning
- Difference between Guidance & Counselling
- Goals of Counselling
- Importance of Counselling, Limitation of Counselling
- Types of Counselling

UNIT- II: Counselling: Principles, Process and Phases

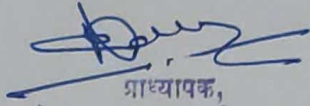
- Ethical Principles of Counsellor –
 - Responsibility, Competence, Moral and Legal Standard,
 - Public Statement, Confidentiality, Research with Human Participant,
 - Fully Concentrate and Attention of Client, Welfare of Client,
 - Professional Relationship and Assessment Techniques Tele Counselling
- Steps in the Counselling Process, Case History
- Phases of Counselling

UNIT- III: Areas of Counselling

- Individual Counselling, Group & Family Counselling, Child Counselling
- Educational Counselling (School & College), Carrier Counselling
- Counselling for Abnormal People
- Counselling for Senior Citizens
- Interviewing Techniques of Counselling
- Counselling for the Suffering from Chronic diseases (Like AIDS & Cancer)
- Psychoanalytic Approach or Therapy

UNIT-IV: Field of Counselling

- Marriage and Family Counselling.
- Educational Counselling.
- Rehabilitation Counselling.
- Mental Health Counselling.
- Substance Abuse Counselling


प्राध्यापक,
दादासाहेब धनाजी नाना चौधरी समाजकर्म
महाविद्यालय, मलकापूर, जि. हलदाणा

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College Code 328

(07267) 223212

Email ID: - ddnc.sw.c.mlk@gmail.com

Name of the Value Added Program: - Certificate Course in Counselling

Academic Year: 2019 - 2020

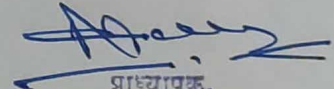
Duration: - 30 Hrs.

Class - B.S.W. II

Program Co-ordinator : - Mr. N. W. Kalbande, Associate Professor

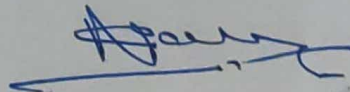
SYLLABUS / COURSE CONTENT

Sr. No.	Course Content	Number of Hours
1.	UNIT- I: Concept of Counselling	07:00 Hrs.
2.	UNIT- II: Counselling: Principles, Process and Phases	08:00 Hrs.
3.	UNIT- III: Areas of Counselling	10:00 Hrs.
4.	UNIT-IV: Field of Counselling	05:00 Hrs.


प्राध्यापक,
दादासाहेब धनाजी नाना चौधरी समाजकार्य
महाविद्यालय, मलकापूर, जि. बुलढाणा.

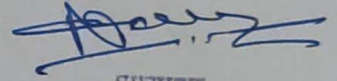
SCHEDULE

Date	Day	Time	Course Content
04/08/2019	1 st	1 Hrs.	Counselling : Nature, Definition & Meaning
04/08/2019	1 st	1 Hrs.	Difference between Guidance & Counselling
04/08/2019	1 st	1 Hrs.	Goals of Counselling
11/08/2019	2 nd	1 Hrs.	Goals of Counselling
11/08/2019	2 nd	1 Hrs.	Importance of Counselling
11/08/2019	2 nd	1 Hrs.	Limitation of Counselling
18/08/2019	3 rd	1 Hrs.	Types of Counselling
18/08/2019	3 rd	1 Hrs.	Ethical Principles of Counsellor
18/08/2019	3 rd	1 Hrs.	Ethical Principles of Counsellor
25/08/2019	4 th	1 Hrs.	Ethical Principles of Counsellor
25/08/2019	4 th	1 Hrs.	Steps in the Counselling Process
25/08/2019	4 th	1 Hrs.	Steps in the Counselling Process
01/09/2019	5 th	1 Hrs.	Case History
01/09/2019	5 th	1 Hrs.	Phases of Counselling
01/09/2019	5 th	1 Hrs.	Phases of Counselling
08/09/2019	6 th	1 Hrs.	Individual Counselling
08/09/2019	6 th	1 Hrs.	Group & Family Counselling
08/09/2019	6 th	1 Hrs.	Child Counselling
15/09/2019	7 th	1 Hrs.	Educational Counselling (School & College)
15/09/2019	7 th	1 Hrs.	Carrier Counselling
15/09/2019	7 th	1 Hrs.	Counselling for Abnormal People


प्राध्यापक,
महात्मा ज्योतिबा फुले प्रतिष्ठान, जिल्हा शाळा, मुंबई
महात्मा ज्योतिबा फुले प्रतिष्ठान, जिल्हा शाळा, मुंबई

SCHEDULE

Date	Day	Time	Course Content
22/09/2019	8 th	1 Hrs.	Counselling for Senior Citizens
22/09/2019	8 th	1 Hrs.	Interviewing Techniques of Counselling
22/09/2019	8 th	1 Hrs.	Counselling for the Suffering from Chronic diseases (Like AIDS & Cancer)
29/09/2019	9 th	1 Hrs.	Psychoanalytic Approach or Therapy
29/09/2019	9 th	1 Hrs.	Marriage and Family Counselling.
29/09/2019	9 th	1 Hrs.	Educational Counselling.
06/10/2019	10 th	1 Hrs.	Rehabilitation Counselling.
06/10/2019	10 th	1 Hrs.	Mental Health Counselling.
06/10/2019	10 th	1 Hrs.	Substance Abuse Counselling



प्राध्यापक,
दादासाहेब धनाजी नाना चौधरी समाजकार्य
महाविद्यालय, मलकापूर, जि. हलडगाणा

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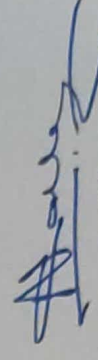
☎ (07267) 223212

Email ID: ddnc.sw.c.mlk@gmail.com

TIME- TABLE
NAME OF THE VALUE ADDED PROGRAM: - CERTIFICATE COURSE IN COUNSELLING
ACADEMIC YEAR: 2019 - 2020

Day	Date	Time	Content	Name of the Teacher
1 st	04/08/2019	09:00 to 10:00 am	Counselling : Nature, Definition & Meaning	Mr. N.W.Kalbande
1 st	04/08/2019	10:10 to 11:10 am	Goals of Counselling	Mr. D.M.Daregave
1 st	04/08/2019	11:20 to 12:20 pm	Difference between Guidance & Counselling	Mr. T.B.Dhurandhar
2 nd	11/08/2019	09:00 to 10:00 am	Goals of Counselling	Mr. S.S.Vasatkar
2 nd	11/08/2019	10:10 to 11:10 am	Importance of Counselling	Mr. J.M.Thakare
2 nd	11/08/2019	11:20 to 12:20 pm	Limitation of Counselling	Mr. D.M.Daregave
3 rd	18/08/2019	09:00 to 10:00 am	Types of Counselling	Mr. T.B.Dhurandhar
3 rd	18/08/2019	10:10 to 11:10 am	Ethical Principles of Counsellor	Mr. V.K.Pingle
3 rd	18/08/2019	11:20 to 12:20 pm	Steps in the Counselling Process	Mr. N.W.Kalbande
4 th	25/08/2019	09:00 to 10:00 am	Ethical Principles of Counsellor	Mr. V.K.Pingle
4 th	25/08/2019	10:10 to 11:10 am	Steps in the Counselling Process	Mr. D.M.Daregave

Day	Date	Time	Content	Name of the Teacher
4 th	25/08/2019	11:20 to 12:20 pm	Phases of Counselling	Mr. R.A.Patil
5 th	01/09/2019	09:00 to 10:00 am	Case History	Mr. D.M.Daregave
5 th	01/09/2019	10:10 to 11:10 am	Phases of Counselling	Mr. A.C.Sawle
5 th	01/09/2019	11:20 to 12:20 pm	Ethical Principles of Counsellor	Mr. T.B.Dhurandhar
6 th	08/09/2019	09:00 to 10:00 am	Individual Counselling	Mr. N.W.Kalbande
6 th	08/09/2019	10:10 to 11:10 am	Group & Family Counselling	Mr. S.S.Vasatkar
6 th	08/09/2019	11:20 to 12:20 pm	Child Counselling	Mr. A.S.Deore
7 th	15/09/2019	09:00 to 10:00 am	Educational Counselling (School & College)	Mr. J.M.Thakare
7 th	15/09/2019	10:10 to 11:10 am	Carrier Counselling	Mr. S.S.Vasatkar
7 th	15/09/2019	11:20 to 12:20 pm	Counselling for Abnormal People	Mr. T.B.Dhurandhar
8 th	22/09/2019	09:00 to 10:00 am	Counselling for Senior Citizens	Mr. S.S.Vasatkar
8 th	22/09/2019	10:10 to 11:10 am	Interviewing Techniques of Counselling	Mr. R.A.Patil
8 th	22/09/2019	11:20 to 12:20 pm	Counselling for the Suffering from Chronic diseases (Like AIDS & Cancer)	Mr. A.S.Deore
9 th	29/09/2019	09:00 to 10:00 am	Psychoanalytic Approach or Therapy	Mr. A.S.Deore
9 th	29/09/2019	10:10 to 11:10 am	Marriage and Family Counselling.	Mr. N.W.Kalbande
9 th	29/09/2019	11:20 to 12:20 pm	Educational Counselling.	Mr. V.K.Pingle
10 th	06/10/2019	09:00 to 10:00 am	Rehabilitation Counselling.	Mr. T.B.Dhurandhar
10 th	06/10/2019	10:10 to 11:10 am	Mental Health Counselling.	Mr. V.K.Pingle
10 th	06/10/2019	11:20 to 12:20 pm	Substance Abuse Counselling	Mr. N.W.Kalbande



प्राध्यापक,
 शास्त्राचार्य वनाजी नाना चौधरी समाजकाली
 महाविद्यालय, मडकापूर, जि. इडहाण

Dadasaheb Dhanaji Nana Choudhari Social work college, Malkapur, Dist Buldana

Affiliated to Sant Gadge Baba Amravati University Amravati

College Code- 328 Website :- WWW.ddnc.in Email ID: ddnc.sw.e.mlk@gmail.com

Name of the Value-Added Program / Certificate Course : - COMPUTER LITERACY

Session :- 2019-2020 Class - B.S.W. III Semester - VI

Programme Co-ordinator : Mr. A.C. Sawale, Associate Professor

OBJECTIVE:

- > Student knows how to work with a computer and basic information about computer.
- > Promotes student uses and knowledge of computer and information Technology.
- > Support for their Group research Project Analysis and Data manipulation.
- > Student can Find Specific Information out of Vast entity with trillions of web pages available for searching
- > Helps enhance efficiency, workflow and Overall experience within future education and jobs.

SYLLABUS

Unit-1. Introduction to Computer –

- 1.1 What is Computer? , History
- 1.2 Parts Of Computer

Unit- 2. Basic Applications of Computer

- 2.1 Ex- medical field, government Job, entertainment, Banking Business,
- 2.2 Arts, Science, research areas, Education, SPSS Software etc.

Unit-3. Concept of Hardware and Software

- 3.1 Concept of Hardware
- 3.2 Concept of Software and types of Software

Unit-4. Basics of Operating System

- 4.1 Operating system
- 4.2 Basics of popular operating system (LINUX, WINDOWS)

Unit-5. File and Directory Management

- 5.1 Creating and renaming of files and directories

Unit-6. Under Standing Word Processing System

- 6.1. Opening MS Word Processing Software, Menu Bar, Using the Help, Opening and closing Documents
- 6.2. Document Creation and editing - Save and Save as, Page Setup, Print Preview, Printing of Documents
- 6.3. Formatting of document -Document Creation, Editing Text, Text Selection, Cut, Copy and Paste, Spell check, Thesaurus
- 6.4 Formatting the Text, Font and Size selection, Alignment of Text, Paragraph Indenting Bullets and Numbering, Changing case
- 6.5 Table Manipulation -Draw Table, changing cell width and height, Alignment of Text in cell, Delete /Insertion of row and column, Border and shading

Unit-7. Using Spread Sheet

- 7.1.Elements of Electronic Spread Sheet - Opening of Spread Sheet, Addressing of Cells, Printing of Spread Sheet, Saving Workbooks
- 7.2. Manipulation of Cells - Entering Text, Numbers and Dates, Creating Text, Number and Date Series, Editing Worksheet Data, Inserting and Deleting Rows, Column, Changing Cell Height and Width
- 7.3. Formulas and Function -Using Formulas, Function
- 7.4 Graph Creation -

Unit-8. Making Small Presentations.

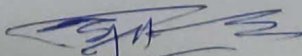
- 8.1. Basic of MS PowerPoint – Using PowerPoint, Opening A PowerPoint Presentation, Saving A Presentation.
- 8.2. Creation of Presentation - Creating a Presentation Using a Template, creating a Blank Presentation, Entering and Editing Text, Inserting and Deleting Slides in a Presentation.
- 8.3. Preparation of Slides - Inserting Word Table or An Excel Worksheet. Adding Clip Art Pictures, Inserting Other Objects, Resizing and Scaling an Object .
- 8.4. Presentation of Slides - Viewing A Presentation, Choosing a Set Up for Presentation, Printing Slides, Slide Show- Running a Slide Show, Transition and Slide Timings, Automating a Slide Show.

Unit-9. INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS

- 9.1 Concept of Internet.
- 9.2 Connecting to the Internet.
- 9.3 World Wide Web (WWW).

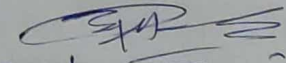
Unit-10. Basics of E-mail and Various Application of Google

- 10.1 What is an Electronic Mail.
- 10.2 Creating and Sending a new E-mail.
- 10.3 Google Classroom, Google Forms, Google Doc, Google Spreadsheet.


Asstt प्राध्यापक,
दादासाहेब धनाजी नाग पोषटी समाजकार्य मंडळ, जि. यशवंतराव चव्हाण प्रतिष्ठान, मुंबई
महाविद्यालय, मलकापूर, जि. इलहाबाद

Name of the Value Added Program :- COMPUTER LITERACY**Session :- 2019-2020 Duration :- 30 Hrs. Class - B.S.W. III Semester - VI****Program Co-ordinator :- Mr. A.C.Sawale ,Asso.Prof.****SYLLABUS/ COURSE CONTENT**

Sr. No.	Course Content	Number of Hours
1.	Introduction to Computer	2
2.	Basic Applications of Computer	2
3.	Concept of Hardware and Software	2
4.	Basics of Operating System, File and Directory Management	2
5.	File and Directory Management	1
6.	Understanding MS Word	5
7.	Using Spread Sheet MS Excel	5
8.	Understanding MS PowerPoint	5
9.	Introduction to Internet WWW and WEB Browsers	3
10.	Basics of E-mail and Various Application of Google	3


 Assot प्राध्यापक,
 दादासाहेब धनाजी नाना चौधरी समाजकार्य
 महाविद्यालय, मलकापूर, जि. बुलढाना

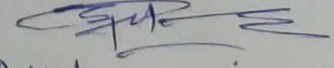
Name of the Value Added Program :- **COMPUTER LITERACY**

Session :- 2019-2020 Duration :- 30 Hrs. Class - B.S.W. III Semester - VI

Program Co-ordinator :- Mr. A.C.Sawale, Asso.Prof.

SCHEDULE

Date	Day	Time	Course Content
04/08/2019	1	9.00 to 10.00am	1.1 What is Computer? , History
04/08/2019	1	10.10 to 11.10am	1.2 Parts Of Computer
04/08/2019	1	11.20 to 12.20am	Application of Computer - 2.1 Ex- medical field, government Job, entertainment, Banking Business,
11/08/2019	2	9.00 to 10.00am	Application of Computer - 2.2Arts, Science, research areas, Education, SPSS Software etc.
11/08/2019	2	10.10 to 11.10am	3.1 Concept of Hardware
11/08/2019	2	11.20 to 12.20am	3.1 Concept of Software and types of Software
18/08/2019	3	9.00 to 10.00am	4.1 Basic of Operating system
18/08/2019	3	10.10 to 11.10am	4.2 Basics of popular operating system (LINUX, WINDOWS)
18/08/2019	3	11.20 to 12.20am	File and Directory Management 5.1 Creating and renaming of files and directories
25/08/2019	4	9.00 to 10.00am	6.1. Opening MS Word Processing Software, Menu Bar, Using the Help, Opening and closing Documents
25/08/2019	4	10.10 to 11.10am	6.2. Document Creation and editing - Save and Save as, Page Setup, Print Preview, Printing of Documents
25/08/2019	4	11.20 to 12.20am	6.3. Formatting of document -Document Creation, Editing Text, Text Selection, Cut, Copy and Paste, Spell check, Thesaurus
01/09/2019	5	9.00 to 10.00am	6.4 Formatting the Text, Font and Size selection, Alignment of Text, Paragraph Indenting Bullets and Numbering, Changing case
01/09/2019	5	10.10 to 11.10am	6.5 Table Manipulation -Draw Table, changing cell width and height, Alignment of Text in cell, Delete /Insertion of row and column, Border and shading
01/09/2019	5	11.20 to 12.20am	7.1.Elements of Electronic Spread Sheet - Opening of Spread Sheet, Addressing of Cells, Printing of Spread Sheet, Saving Workbooks


 A. C. Sawale प्राध्यापक,
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 महाविद्यालय, मलकापूर, जि. बुलढाना

Name of the Value Added Program :- COMPUTER LITERACY**Session :- 2019-2020 Duration :- 30 Hrs. Class - B.S.W. III Semester - VI****Program Co-ordinator :- Mr. A.C.Sawale, Asso.Prof.****SCHEDULE**

Date	Day	Time	Course Content
08/09/2019	6	9.00 to 10.00am	7.2. Manipulation of Cells - Entering Text, Numbers and Dates, Creating Text, Number and Date Series,
08/09/2019	6	10.10 to 11.10am	7.2. Manipulation of Cells - Editing Worksheet Data, Inserting and Deleting Rows, Column, Changing Cell Height and Width
08/09/2019	6	11.20 to 12.20am	7.3. Formulas and Function -Using Formulas, Function
15/09/2021	7	9.00 to 10.00am	7.4. Graph Creation -
15/09/2021	7	10.10 to 11.10am	8.1. Basic of MS PowerPoint - Using PowerPoint, Opening A PowerPoint Presentation, Saving A Presentation
15/09/2021	7	11.20 to 12.20am	8.2. Creation of Presentation -Creating a Presentation Using a Template, creating a Blank Presentation,
22/09/2021	8	9.00 to 10.00am	8.2. Creation of Presentation - Entering and Editing Text, Inserting and Deleting Slides in a Presentation.
22/09/2021	8	10.10 to 11.10am	8.3. Preparation of Slides - Inserting Word Table or An Excel Worksheet. Adding Clip Art Pictures, Inserting Other Objects, Resizing and Scaling an Object .
22/09/2021	8	11.20 to 12.20am	8.4. Presentation of Slides - Viewing A Presentation, Choosing a Set Up for Presentation, Printing Slides, Slide Show- Running a Slide Show, Transition and Slide Timings, Automating a Slide Show.
29/09/2021	9	9.00 to 10.00am	9.1 Concept of Internet
29/09/2021	9	10.10 to 11.10am	9.2 Connecting to the Internet
29/09/2021	9	11.20 to 12.20am	9.3 World Wide Web (WWW)
06/10/2021	10	9.00 to 10.00am	10.1 What is an Electronic Mail.
06/10/2021	10	10.10 to 11.10am	10.2 Creating and Sending a new E-mail
06/10/2021	10	11.20 to 12.20am	10.3 Google Classroom, Google Forms, Google Doc, Google Spreadsheet.

Asso. प्राध्यापक,
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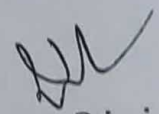
Academic Year
2020-21

Notice

आपल्या महाविद्यालयातील सर्व विद्यार्थ्यांना सुचित करण्यात येते कि, आपला महाविद्यालयामध्ये मुल्यवर्धीत प्रमाणपत्र कार्यक्रम (Value added programme) २०१८-२०१९ ते २०२०-२०२१ या वर्षाकरीता सुरु करण्यात आला आहे. सर्व प्रमाणपत्रे निशुल्क असणार आहेत. खालील प्रमाणे वर्गनिहाय कार्यक्रम व संबंधित कार्यक्रमाचे समन्वयक असणार आहेत. वेळ पत्रक व सविस्तर माहिती वर्ग समन्वयक देतील. हा अभ्यासक्रम केल्यानंतर प्रमाणपत्र मिळणार आहे. सर्व विद्यार्थ्यांनी संधीचा फायदा घ्यावा.

Sr. No.	Name of the Program	Name of the Program Coordinator	Class
1	Community Health	Shri.Devidas M.Daregave Assistant Professor	BSW Part I
2	Counselling	Shri.Narendra W. Kalbande Associate Professor	BSW Part II
3	Computer Literacy	Shri. Anil C. Sawale Associate Professor	BSW Part III

Date : 01 / 08 / 2018


Official Principal,
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Malkapur; Dist. - Buldana.


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Certificate in Community Health

Syllabus

Objectives:

At the end of Course the Students will be able to:

- To Create health awareness among the Students .
- Introduce Students to Various Health Related System.
- Inform of Preventive Measures for Students .

Unit –I:- Concepts of Community Health

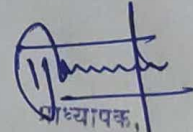
- Introduction to Community Health .
- Concepts of Community Health .
- Definitions of Community Health.
- Introduction to Public Health
- Health Care Planning and Organization of Health
- Care at various levels Environmental Health and Sanitation.
- Bio- Medical Waste Management and Infection Control.

Unit –II:- Various Diseases

- Malaria ,Tuberculosis, Leprosy, Dengue, Covid-19 ,
Rabies, Anxiety,AIDS .

Unit –III:- Health Control

- Health Planning in India including various Committees and National Health policy and Health Goals Setup from time to time .
- Health Setup in Panchayat raj
- NGO
- Community Health Center
- WHO
- Alternative System of Medicine



दादासाहेब धनाजी नाना चौधरी समाजकार्य
महाविद्यालय, मलकापूर, जि. तुळडाणा

Name of the Value Added Program: - Certificate Course in Community Health

Session: - 2020 - 2021

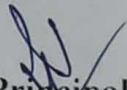
Duration: - 30 Hrs. Class - B.S.W. I Sem - II

Program Co-ordinator :- Mr. D.M.Daregave, Assistant.Prof.

SYLLABUS / COURSE CONTENT

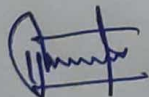
Sr. No.	Course Content	Number of Hours
1.	Concept of Community Health	08:00 Hrs
2.	Various Diseases	13:33 Hrs
3.	Health Control	12:00 Hrs


Program Co-ordinator


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Malkapur; Dist. - Buldana,

SCHEDULE

Date	Day	Time	Course Content
18/09/2021	1 st	40:00 min.	Introduction To Community Health
18/09/2021	1 st	40:00 min.	Definitions of Community Health
18/09/2021	1 st	40:00 min.	Introduction to Public Health
18/09/2021	1 st	40:00 min.	Health Care Planning and Organization of Health
18/09/2021	1 st	40:00 min.	Concepts Of Community Health
20/09/2021	2 nd	40:00 min.	Health Care Planning and Organization of Health
20/09/2021	2 nd	40:00 min.	Care at Various Levels Environmental Health & Sanitation
20/09/2021	2 nd	40:00 min.	Biomedical Waste Management and Infection Control
20/09/2021	2 nd	40:00 min.	Care at Various Levels Environmental Health & Sanitation
20/09/2021	2 nd	40:00 min.	Biomedical Waste Management and Infection Control
21/09/2021	3 rd	40:00 min.	Malaria
21/09/2021	3 rd	40:00 min.	Dengue
21/09/2021	3 rd	40:00 min.	Leprosy
21/09/2021	3 rd	40:00 min.	Care at Various Levels Environmental Health & Sanitation
21/09/2021	3 rd	40:00 min.	Biomedical Waste Management and Infection Control
22/09/2021	4 th	40:00 min.	Malaria
22/09/2021	4 th	40:00 min.	Dengue
22/09/2021	4 th	40:00 min.	Tuberculosis
22/09/2021	4 th	40:00 min.	Leprosy
22/09/2021	4 th	40:00 min.	Covid-19
23/09/2021	5 th	40:00 min.	Leprosy
23/09/2021	5 th	40:00 min.	Covid-19
23/09/2021	5 th	40:00 min.	Rabies



Program Co-ordinator



Principal
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Malapur; Dist. - Buldana.

SCHEDULE

Date	Day	Time	Course Content
23/09/2021	5 th	40:00 min.	Covid-19
23/09/2021	5 th	40:00 min.	Anxiety
24/09/2021	6 th	40:00 min.	Rabies
24/09/2021	6 th	40:00 min.	AIDS
24/09/2021	6 th	40:00 min.	T.B.
24/09/2021	6 th	40:00 min.	Anxiety
24/09/2021	6 th	40:00 min.	T.B.
25/09/2021	7 th	40:00 min.	Anxiety
25/09/2021	7 th	40:00 min.	AIDS
25/09/2021	7 th	40:00 min.	Health Planning in India
25/09/2021	7 th	40:00 min.	WHO
25/09/2021	7 th	40:00 min.	Health Planning in India
26/09/2021	8 th	40:00 min.	Health Planning in India
26/09/2021	8 th	40:00 min.	Health Setup Panchayatraj
26/09/2021	8 th	40:00 min.	WHO
26/09/2021	8 th	40:00 min.	Health Setup Panchayatraj
26/09/2021	8 th	40:00 min.	WHO
27/09/2021	9 th	40:00 min.	Health Setup Panchayatraj
27/09/2021	9 th	40:00 min.	Community Health Center
27/09/2021	9 th	40:00 min.	NGO
27/09/2021	9 th	40:00 min.	Community Health Center
27/09/2021	9 th	40:00 min.	Alternative System of Medicine
28/09/2021	10 th	40:00 min.	Alternative System of Medicine
28/09/2021	10 th	40:00 min.	NGO
28/09/2021	10 th	40:00 min.	Community Health Center
28/09/2021	10 th	40:00 min.	Alternative System of Medicine
28/09/2021	10 th	40:00 min.	NGO


Program Co-ordinator


Principal

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DADASAHEB DHANAJI NANA CHAUDHARI SOCIAL WORK COLLEGE, MALKAPUR

TIME- TABLE

CERTIFICATE COURSE IN COMMUNITY HEALTH

YEAR: 2020-2021

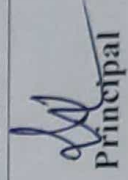
Day	Date	Time	Content	Name of the Teacher
1 st	18/09/2021	09:00 to 09:40 am	Introduction To Community Health	Mr. D. M. Daregave
1 st	18/09/2021	09:50 to 10:30 am	Definitions of Community Health	Mr. R. A. Patil
1 st	18/09/2021	10:40 to 11:20 am	Introduction to Public Health	Mr. T. B. Dhurandhar
1 st	18/09/2021	11:40 to 12:20 pm	Health Care Planning and Organization of Health	Mr. A. S. Deore
1 st	18/09/2021	12:30 to 01:10 pm	Concepts Of Community Health	Mr. D. M. Daregave
2 nd	20/09/2021	09:00 to 09:40 am	Health Care Planning and Organization of Health	Mr. A. S. Deore
2 nd	20/09/2021	09:50 to 10:30 am	Care at Various Levels Environmental Health & Sanitation	Mr. A. A. Rajput
2 nd	20/09/2021	10:40 to 11:20 am	Biomedical Waste Manggement and Infection Control	Mr. R. A. Patil
2 nd	20/09/2021	11:40 to 12:20 pm	Care at Various Levels Environmental Health & Sanitation	Mr. A. A. Rajput
2 nd	20/09/2021	12:30 to 01:10 pm	Biomedical Waste Manggement and Infection Control	Mr. R. A. Patil
3 rd	21/09/2021	09:00 to 09:40 am	Maleriya	Mr. D. M. Daregave
3 rd	21/09/2021	09:50 to 10:30 am	Dengue	Mr. T. B. Dhurandhar
3 rd	21/09/2021	10:40 to 11:20 am	Laprosy	Mr. A. C. Sawle
3 rd	21/09/2021	11:40 to 12:20 pm	Care at Various Levels Environmental Health & Sanitation	Mr. A. A. Rajput
3 rd	21/09/2021	12:30 to 01:10 pm	Biomedical Waste Manggement and Infection Control	Mr. R. A. Patil



Mr. D.M. Daregave

Assistant Prof.

Program Co-ordinator



Principal

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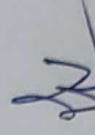
DADASAHEB DHANAJI NANA CHAUDHARI SOCIAL WORK COLLEGE, MALKAPUR
TIME- TABLE

CERTIFICATE COURSE IN COMMUNITY HEALTH
YEAR: 2020-2021

Day	Date	Time	Content	Name of the Teacher
4 th	22/09/2021	09:00 to 09:40 am	Malaria	Mr. D.M.Daregave
4 th	22/09/2021	09:50 to 10:30 am	Dengue	Mr. T.B.Dhurandhar
4 th	22/09/2021	10:40 to 11:20 am	Tuberculosis	Mr. A.A.Rajput
4 th	22/09/2021	11:40 to 12:20 pm	Leprosy	Mr. A.C.Sawle
4 th	22/09/2021	12:30 to 01:10 pm	Covid-19	Mr. A.A.Rajput
5 th	23/09/2021	09:00 to 09:40 am	Leprosy	Mr. A.C.Sawle
5 th	23/09/2021	09:50 to 10:30 am	Covid-19	Mr. A.A.Rajput
5 th	23/09/2021	10:40 to 11:20 am	Rabies	Mr. V.K.Pingle
5 th	23/09/2021	11:40 to 12:20 pm	Covid-19	Mr. A.A.Rajput
5 th	23/09/2021	12:30 to 01:10 pm	Anxiety	Mr. A.S.Deore
6 th	24/09/2021	09:00 to 09:40 am	Rabies	Mr. V.K.Pingle
6 th	24/09/2021	09:50 to 10:30 am	AIDS	Mr. N.W.Kalbande
6 th	24/09/2021	10:40 to 11:20 am	T.B.	Mr. A.C.Sawle
6 th	24/09/2021	11:40 to 12:20 pm	Anxiety	Mr. A.S.Deore
6 th	24/09/2021	12:30 to 01:10 pm	T.B.	Mr. A.C.Sawle



Mr. D.M.Daregave
 Assistant Prof.
 Program Co-ordinator



Principal
 D.D.N.C. Social Work College, Malkapur
 Officiating Principal,
 J. D. N. C. College of Social Work
 Malkapur; Dist. - Buldana.

DADASAHEB DHANAJI NANA CHAUDHARI SOCIAL WORK COLLEGE, MALKAPUR

TIME- TABLE
CERTIFICATE COURSE IN COMMUNITY HEALTH
YEAR: 2020-2021

Day	Date	Time	Content	Name of the Teacher
7 th	25/09/2021	09:00 to 09:40 am	Anxiety	Mr. A.S.Deore
7 th	25/09/2021	09:50 to 10:30 am	AIDS	Mr. N.W.Kalbande
7 th	25/09/2021	10:40 to 11:30 am	Health Planning in India	Mr. A.C.Sawle
7 th	25/09/2021	11:40 to 12:20 pm	WHO	Mr. V.K.Pingle
7 th	25/09/2021	12:30 to 01:10 pm	Health Planning in India	Mr. A.C.Sawle
8 th	26/09/2021	09:00 to 09:40 am	Health Planning in India	Mr. A.C.Sawle
8 th	26/09/2021	09:50 to 10:30 am	Health Setup Panchayatraj	Mr. A.S.Deore
8 th	26/09/2021	10:40 to 11:30 am	WHO	Mr. V.K.Pingle
8 th	26/09/2021	11:40 to 12:20 pm	Health Setup Panchayatraj	Mr. A.S.Deore
8 th	26/09/2021	12:30 to 01:10 pm	WHO	Mr. V.K.Pingle
9 th	27/09/2021	09:00 to 09:40 am	Health Setup Panchayatraj	Mr. A.S.Deore
9 th	27/09/2021	09:50 to 10:30 am	Community Health Center	Mr. D.M.Daregave
9 th	27/09/2021	10:40 to 11:30 am	NGO	Mr. N.W.Kalbande
9 th	27/09/2021	11:40 to 12:20 pm	Community Health Center	Mr. D.M.Daregave
9 th	27/09/2021	12:30 to 01:10 pm	Alternative System of Medicine	Mr. A.C.Sawle


Mr. D.M.Daregave

Assistant Prof.
Program Co-ordinator


Principal

D.D.N.C. Social Work College, Malkapur
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O. D. N. C. College of Social Work
Malkapur; Dist. - Buldana.

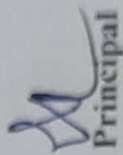
DADASAHEB DHANAJI NANA CHAUDHARI SOCIAL WORK COLLEGE, MALKAPUR
TIME- TABLE

CERTIFICATE COURSE IN COMMUNITY HEALTH
YEAR: 2020-2021

Day	Date	Time	Content	Name of the Teacher
10 th	28/09/2021	09:00 to 09:40 am	Alternative System of Medicine	Mr. A.C.Sawle
10 th	28/09/2021	09:50 to 10:30 am	NGO	Mr. N. W. Kalbande
10 th	28/09/2021	10:40 to 11:30 am	Community Health Center	Mr. D.M.Daregave
10 th	28/09/2021	11:40 to 12:20 pm	Alternative System of Medicine	Mr. A.C.Sawle
10 th	28/09/2021	12:30 to 01:10 pm	NGO	Mr. N. W. Kalbande



Mr. D.M.Daregave
Assistant Prof.
Program Co-ordinator



D.D.N.C. Social Work College, Malkapur
Officiating Principal,
D. D. N. C. College of Social Work
Malkapur Dist. - Buldana.

NAME OF THE VALUE ADDED PROGRAM: - CERTIFICATE COURSE IN COUNSELLING

SYLLABUS

ACADEMIC YEAR: 2020-2021

Objectives:

At the end of this Course the Students will be able to:

- Develop an Understanding of the Concept of Basic Counselling.
- Develop the knowledge about Counselling in Indian Context.
- Know about the Counselling: Principles, Process and Phases.
- Develop the knowledge about different Areas & Fields of Counselling.
- Acquire the Skills necessary for Counsellor.
- Know about the necessity of Career Counselling.

UNIT- I: Concept of Counselling

- Counselling : Nature, Definition & Meaning
- Difference between Guidance & Counselling
- Goals of Counselling
- Importance of Counselling in Pandemic, Limitation of Counselling
- Types of Counselling

UNIT- II: Counselling in Indian Context

- Nature of Counselling Needs & Available Service in India
- Modern Counselling Approaches in Indian Context
- Yoga and Meditation therapy

UNIT- III: Counselling: Principles, Process and Phases

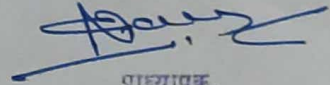
- Ethical Principles of Counsellor –
 - Responsibility, Competence, Moral and Legal Standard,
 - Public Statement, Confidentiality, Research with Human Participant,
 - Fully Concentrate and Attention of Client, Welfare of Client,
 - Professional Relationship and Assessment Techniques Tele Counselling
- Steps in the Counselling Process, Case History
- Phases of Counselling

UNIT- IV: Areas of Counselling

- Individual Counselling, Group & Family Counselling, Child Counselling
- Educational Counselling (School & College), Health Counselling
- Counselling for Differently abled and Abnormal People
- Counselling for the Suffering from Anxiety Disorder, Mood Disorder and Personality Disorder People
- Counselling for the Suffering from Covid-19
- Counselling for the Suffering from Chronic diseases (Like AIDS & Cancer)
- Fields of Counselling
- Psychoanalytic Approach or Therapy
- Psychosocial & Psychosexual Development, Behavioral Approach

UNIT- V: Skills of Counsellor

- Characteristics of an Effective Counsellor, Problem Solving
- Effective Communication and Listening Skill
- Attending Skills of Interview
- Interview Techniques of Counselling
- Decision Making, Patience and Honesty
- Crises Management & Intervention
- Counselling through Rehabilitation



प्राध्यापक,
शादासाहेब धनाजी नाना चौधरी समाजकार्य
महाविद्यालय, मलकापूर, जि. हुलडाणा

NAME OF THE VALUE ADDED PROGRAM: - CERTIFICATE COURSE IN COUNSELLING

Session: 2020 - 2021

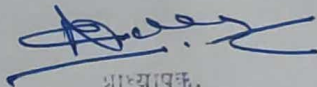
Duration: - 30 Hrs.

Class - B.S.W. II Sem - IV

Program Co-ordinator : - Mr. N. W. Kalbande, Associate Professor

SYLLABUS / COURSE CONTENT

Sr. No.	Course Content	Number of Hours
1.	Unit- I: Concept of Counselling	05:33 Hrs.
2.	Unit- II: Counselling in Indian Context	02:67 Hrs.
3.	Unit- III: Counselling: Principles, Process & Phases	04:00 Hrs.
4.	Unit- IV: Areas of Counselling	10:67 Hrs.
5.	Unit- V: Skills of Counsellor	07:33 Hrs.

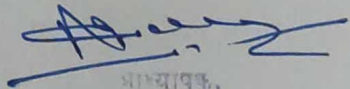

प्राध्यापक,
दादासाहेब धनाजी नाना चौधरी समाजकार्य
महाविद्यालय, मलकापूर, जि. हलडाना

SCHEDULE

Date	Day	Time	Course Content
18/09/2021	1 st	40:00 min.	Introduction about Certificate Course in Counselling
18/09/2021	1 st	40:00 min.	Concept of Counselling
18/09/2021	1 st	40:00 min.	Counselling : Nature, Definition & Meaning
18/09/2021	1 st	40:00 min.	Difference between Guidance & Counselling
18/09/2021	1 st	40:00 min.	Goals of Counselling
20/19/2021	2 nd	40:00 min.	Importance of Counselling in Pandemic
20/19/2021	2 nd	40:00 min.	Limitation of Counselling
20/19/2021	2 nd	40:00 min.	Types of Counselling
20/19/2021	2 nd	40:00 min.	Counselling in Indian Context
20/19/2021	2 nd	40:00 min.	Nature of Counselling Needs & Available Service in India
21/09/2021	3 rd	40:00 min.	Modern Counselling Approaches in Indian Context
21/09/2021	3 rd	40:00 min.	Yoga and Meditation therapy
21/09/2021	3 rd	40:00 min.	Ethical Principles of Counsellor – Responsibility, Competence, Moral & Legal Standard, Public Statement & Confidentiality
21/09/2021	3 rd	40:00 min.	Steps in the Counselling Process
21/09/2021	3 rd	40:00 min.	Case History
22/09/2021	4 th	40:00 min.	Ethical Principles of Counsellor – Research with Human Participant, Fully Concentrate and Attention of Client
22/09/2021	4 th	40:00 min.	Phases of Counselling
22/09/2021	4 th	40:00 min.	Areas of Counselling
22/09/2021	4 th	40:00 min.	Individual Counselling
22/09/2021	4 th	40:00 min.	Group & Family Counselling
23/09/2021	5 th	40:00 min.	Child Counselling
23/09/2021	5 th	40:00 min.	Educational Counselling (School & College)
23/09/2021	5 th	40:00 min.	Health Counselling
23/09/2021	5 th	40:00 min.	Counselling for Differently abled people
23/09/2021	5 th	40:00 min.	Ethical Principles of Counsellor – Welfare of Client, Professional Relationship, Assessment Techniques Tele Counselling

SCHEDULE

Date	Day	Time	Course Content
24/09/2021	6 th	40:00 min.	Counselling for Abnormal People
24/09/2021	6 th	40:00 min.	Counselling for the suffering from Anxiety Disorder
24/09/2021	6 th	40:00 min.	Counselling for the suffering from Mood & Personality Disorder
24/09/2021	6 th	40:00 min.	Fields of Counselling
24/09/2021	6 th	40:00 min.	Counselling for the Suffering from Covid-19
25/09/2021	7 th	40:00 min.	Counselling for the Suffering from Chronic diseases (Like AIDS & Cancer)
25/09/2021	7 th	40:00 min.	Psychoanalytic Approach or Therapy
25/09/2021	7 th	40:00 min.	Psychosocial & Psychosexual Development
25/09/2021	7 th	40:00 min.	Behavioral Approach
25/09/2021	7 th	40:00 min.	Skills of Counsellor
26/09/2021	8 th	40:00 min.	Characteristics of an Effective Counsellor
26/09/2021	8 th	40:00 min.	Problem Solving
26/09/2021	8 th	40:00 min.	Effective Communication Skill
26/09/2021	8 th	40:00 min.	Effective Listening
26/09/2021	8 th	40:00 min.	Attending Skills of Interview
27/09/2021	9 th	40:00 min.	Interview Techniques of Counselling
27/09/2021	9 th	40:00 min.	Decision Making
27/09/2021	9 th	40:00 min.	Patience and Honesty
27/09/2021	9 th	40:00 min.	Crises Management & Intervention
27/09/2021	9 th	40:00 min.	Counselling through Rehabilitation


प्राध्यापक,
शाहासाहेब घमाडी नाना चौधरी समाजकार्य
महाविद्यालय, मलकापूर, जि. हलडाना

● Lokseva Mandal Narvel's ●

Dadasaheb Dhanaji Nana Choudhari Social Work College, Malkapur, Dist Buldana
 Affiliated to the Sant Gadge Baba Amravati University

Email ID: ddnc.sw.c.mlk@gmail.com

Website: www.ddnc.in

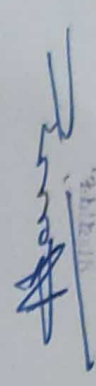
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College Code 328

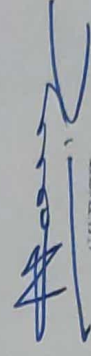
TIME- TABLE
NAME OF THE VALUE ADDED PROGRAM: - CERTIFICATE COURSE IN COUNSELLING
YEAR: 2020-2021

Day	Date	Time	Content	Name of the Teacher
1 st	18/09/2021	09:00 to 09:40 am	Introduction about Certificate Course in Counselling	Mr. N.W.Kalbande
1 st	18/09/2021	09:50 to 10:30 am	Concept of Counselling	Mr. D.M.Daregave
1 st	18/09/2021	10:40 to 11:20 am	Counselling : Nature, Definition & Meaning	Mr. R.A.Patil
1 st	18/09/2021	11:40 to 12:20 pm	Difference between Guidance & Counselling	Mr. T.B.Dhurandhar
1 st	18/09/2021	12:30 to 01:10 pm	Goals of Counselling	Mr. A.A.Rajput
2 nd	20/09/2021	09:00 to 09:40 am	Importance of Counselling in Pandemic	Mr. D.M.Daregave
2 nd	20/09/2021	09:50 to 10:30 am	Limitation of Counselling	Mr. T.B.Dhurandhar
2 nd	20/09/2021	10:40 to 11:20 am	Types of Counselling	Mr. A.A.Rajput
2 nd	20/09/2021	11:40 to 12:20 pm	Counselling in Indian Context	Mr. R.A.Patil
2 nd	20/09/2021	12:30 to 01:10 pm	Nature of Counselling Needs & Available Service in India	Mr. A.S.Deore
3 rd	21/09/2021	09:00 to 09:40 am	Modern Counselling Approaches in Indian Context	Mr. T.B.Dhurandhar
3 rd	21/09/2021	09:50 to 10:30 am	Yoga and Meditation therapy	Mr. D.M.Daregave

Day	Date	Time	Content	Name of the Teacher
3 rd	21/09/2021	10:40 to 11:20 am	Ethical Principles of Counsellor	Mr. R.A.Patil
3 rd	21/09/2021	11:40 to 12:20 pm	Steps in the Counselling Process	Mr. A.S.Deore
3 rd	21/09/2021	12:30 to 01:10 pm	Case History	Mr. V.K.Pingle
4 th	22/09/2021	09:00 to 09:40 am	Ethical Principles of Counsellor	Mr. T.B.Dhurandhar
4 th	22/09/2021	09:50 to 10:30 am	Phases of Counselling	Mr. D.M.Daregave
4 th	22/09/2021	10:40 to 11:20 am	Areas of Counselling	Mr. V.K.Pingle
4 th	22/09/2021	11:40 to 12:20 pm	Individual Counselling	Mr. A.S.Deore
4 th	22/09/2021	12:30 to 01:10 pm	Group & Family Counselling	Mr. A.C.Sawale
5 th	23/09/2021	09:00 to 09:40 am	Child Counselling	Mr. D.M.Daregave
5 th	23/09/2021	09:50 to 10:30 am	Educational Counselling (School & College)	Mr. T.B.Dhurandhar
5 th	23/09/2021	10:40 to 11:20 am	Health Counselling	Mr. R.A.Patil
5 th	23/09/2021	11:40 to 12:20 pm	Counselling for Differently abled people	Mr. A.S.Deore
5 th	23/09/2021	12:30 to 01:10 pm	Ethical Principles of Counsellor	Mr. A.A.Rajput
6 th	24/09/2021	09:00 to 09:40 am	Counselling for Abnormal People	Mr. D.M.Daregave
6 th	24/09/2021	09:50 to 10:30 am	Counselling for the suffering from Anxiety Disorder	Mr. T.B.Dhurandhar
6 th	24/09/2021	10:40 to 11:20 am	Counselling for the suffering from Mood & Personality Disorder	Mr. R.A.Patil
6 th	24/09/2021	11:40 to 12:20 pm	Fields of Counselling	Mr. A.A.Rajput
6 th	24/09/2021	12:30 to 01:10 pm	Counselling for the Suffering from Covid-19	Mr. A.S.Deore
7 th	25/09/2021	09:00 to 09:40 am	Counselling for the Suffering from Chronic diseases (Like AIDS & Cancer)	Mr. D.M.Daregave
7 th	25/09/2021	09:50 to 10:30 am	Psychoanalytic Approach or Therapy	Mr. T.B.Dhurandhar


 प्राचार्यक,
 शा.भा.सा.वे.व.स.ना.को.ना.ना.चा.प.टी.समाजकार्य
 महाविद्यालय, भालकापुर, जि. इलाहाबाद

Day	Date	Time	Content	Name of the Teacher
7 th	25/09/2021	10:40 to 11:30 am	Psychosocial & Psychosexual Development	Mr. R.A.Patil
7 th	25/09/2021	11:40 to 12:20 pm	Behavioral Approach	Mr. A.A.Rajput
7 th	25/09/2021	12:30 to 01:10 pm	Skills of Counsellor	Mr. A.S.Deore
8 th	26/09/2021	09:00 to 09:40 am	Characteristics of an Effective Counsellor	Mr. D.M.Daregave
8 th	26/09/2021	09:50 to 10:30 am	Problem Solving	Mr. T.B.Dhurandhar
8 th	26/09/2021	10:40 to 11:30 am	Effective Communication Skill	Mr. R.A.Patil
8 th	26/09/2021	11:40 to 12:20 pm	Effective Listening	Mr. A.A.Rajput
8 th	26/09/2021	12:30 to 01:10 pm	Attending Skills of Interview	Mr. A.S.Deore
9 th	27/09/2021	09:00 to 09:40 am	Interview Techniques of Counselling	Mr. D.M.Daregave
9 th	27/09/2021	09:50 to 10:30 am	Decision Making	Mr. T.B.Dhurandhar
9 th	27/09/2021	10:40 to 11:30 am	Patience and Honesty	Mr. R.A.Patil
9 th	27/09/2021	11:40 to 12:20 pm	Crises Management & Intervention	Mr. A.A.Rajput
9 th	27/09/2021	12:30 to 01:10 pm	Counselling through Rehabilitation	Mr. N.W.Kalbande



प्राध्यापक,
 द.दा.साहेब धर्माजी नातू चौधरी समाजकाय
 महाविद्यालय, मलकापूर, जि. इलहाबाद

Name of the Value Added Program/ Certificate Course :- COMPUTER LITERACY

Session :- 2020 - 2021 Duration :- 30 Hrs. Class - B.S.W. III Sem - VI

Program Co-ordinator :- Mr. A.C.Sawale, Associate Professor

OBJECTIVE:

- > Student knows how to work with a computer and basic information about computer.
- > Promotes student ^{to use} uses and knowledge of computer and ^I Information Technology.
- > Support ^S for their Group research Project Analysis and Data manipulation.
- > Student can ^F Find Specific Information out of Vast entity with trillions of web pages available for searching .
- > Helps enhance efficiency, workflow and Overall experience within future education and jobs.

Syllabus

Unit-1. Introduction to Computer –

- 1.1 History 1.1 What is Computer?
- 1.2 Central Processing 1.2 Keyboard, mouse and VDU
- 1.3 Other Input devices 1.3 Other Output devices
- 1.4 Computer Memory

Unit- 2. Basic Applications of Computer

- 2.1 Ex- medical field, government Job,
- 2.2 entertainment, Banking Business,
- 2.3 Arts, Science, research aeras
- 2.4 Education, SPSS Software etc.

Unit-3. Concept of Hardware and Software

- 3.1 Hardware
- 3.2 Software
- 3.3 Application Software
- 3.4 Systems software

Unit-4. Basics of Operating System, File and Directory Management

- 4.1 Operating system

4.2 Basics of popular operating system (LINUX, WINDOWS)

4.3 Creating and renaming of files and directories

4.4 Common utilities

Unit-5. Understanding Word Processing System

5.1. Opening MS Word Processing Software, Menu Bar, Using the Help, Opening and closing Documents

5.2. Document Creation and editing - Save and Save as, Page Setup, Print Preview, Printing of Documents

5.3. Formatting of document - Document Creation, Editing Text, Text Selection, Cut, Copy and Paste, Spell check, Thesaurus

5.4 Formatting the Text, Font and Size selection, Alignment of Text, Paragraph Indenting, Bullets and Numbering, Changing case

5.5 Table Manipulation - Draw Table, changing cell width and height, Alignment of Text in cell, Delete / Insertion of row and column, Border and shading

Unit-6. Using Spread Sheet

6.1. Elements of Electronic Spread Sheet - Opening of Spread Sheet, Addressing of Cells, Printing of Spread Sheet, Saving Workbooks

6.2. Manipulation of Cells - Entering Text, Numbers and Dates, Creating Text, Number and Date Series, Editing Worksheet Data, Inserting and Deleting Rows, Column, Changing Cell Height and Width

6.3. Formulas and Function - Using Formulas, Function

6.4 Graph Creation –

6.5. Graph editing, saving, importing data

Unit-7. Making Small Presentations.

7.1. Basic of MS PowerPoint - Using PowerPoint, Opening A PowerPoint Presentation, Saving A Presentation

7.2. Creation of Presentation - Creating a Presentation Using a Template, creating a Blank Presentation, Entering and Editing Text, Inserting and Deleting Slides in a Presentation

7.3. Preparation of Slides - Inserting Word Table or An Excel Worksheet. Adding Clip Art Pictures, Inserting Other Objects, Resizing and Scaling an Object

7.4. Presentation of Slides - Viewing A Presentation, Choosing a Set Up for Presentation, Printing Slides and Handouts

7.5. Slide Show - Running a Slide Show, Transition and Slide Timings, Automating a Slide Show

Unit-8. Introduction to Internet, WWW and Web Browsers.

8.1 Concept of Internet

- 8.2 Applications of Internet
- 8.3 Connecting to the Internet
- 8.4 Troubleshooting, World Wide Web (WWW)
- 8.5 Web Browsing Software's

Unit-9. Basics of E-mail

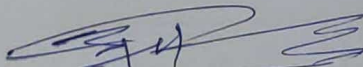
- 9.1 What is an Electronic Mail
- 9.2 Email Addressing
- 9.3 Opening Email account, Mailbox: Inbox and Outbox
- 9.4 Creating and Sending a new E-mail
- 9.5 Replying to an E-mail message, Forwarding an E-mail message

Unit-10. Various Application of Google

- 10.1 Google Classroom
- 10.2 On line learning method's
- 10.3 On line learning method's (zoom, meet etc.)
- 10.4 Google Forms

SYLLABUS / COURSE CONTENT

Sr. No.	Course Content	Number of Hours
1.	Introduction to Computer	4
2.	Basic Applications of Computer	4
3.	Concept of Hardware and Software	4
4.	Basics of Operating System, File and Directory Management	4
5.	Understanding MS Word	5
6.	Using Spread Sheet MS Excel	5
7.	Understanding MS PowerPoint	5
8.	Introduction to Internet WWW and WEB Browsers	5
9.	Basics of E-mail	5
10.	Various Application of Google	4


Program Coordinator


Principal
Officiating Principal,
D. D. N. C. College of Social Work
Malkepur; Dist. - Buldana.

Name of the Value Added Program/ Certificate Course :- **COMPUTER LITERACY**

Session :- 2020 - 2021 Duration :- 30 Hrs. Class - B.S.W. III Sem - VI

Program Co-ordinator :- Mr. A.C.Sawale, Associate Professor

SCHEDULE

Date	Day	Time	Course Content
18/09/2021	1	9.00 to 9.40 am	1.1 History, 1.1 What is Computer?
18/09/2021	1	9.50 to 10.30 am	1.2 Central Processing, 1.2 Keyboard, mouse and VDU
18/09/2021	1	10.40 to 11.20 am	1.3 Other Input devices, 1.3 Other Output devices
18/09/2021	1	11.40 to 12.20 pm	1.4 Computer Memory
20/09/2021	2	9.00 to 9.40 am	2.1 Ex- medical field, government Job,
20/09/2021	2	9.50 to 10.30 am	2.2 entertainment, Banking Business,
20/09/2021	2	10.40 to 11.20 am	2.3 Arts, Science, research aeras
20/09/2021	2	11.40 to 12.20 pm	2.4 Education, SPSS Software etc.
21/09/2021	3	9.00 to 9.40 am	3.1 Hardware
21/09/2021	3	9.50 to 10.30 am	3.2 Software
21/09/2021	3	10.40 to 11.20 am	3.3 Application Software
21/09/2021	3	11.40 to 12.20 pm	3.4 Systems software
22/09/2021	4	9.00 to 9.40 am	4.1 Operating system
22/09/2021	4	9.50 to 10.30 am	4.2 Basics of popular operating system (LINUX, WINDOWS)
22/09/2021	4	10.40 to 11.20 am	4.3 Creating and renaming of files and directories
22/09/2021	4	11.40 to 12.20 pm	4.4 Common utilities
23/09/2021	5	9.00 to 9.40 am	5.1. Opening MS Word Processing Software, Menu Bar, Using the Help, Opening and closing Documents
23/09/2021	5	9.50 to 10.30 am	5.2. Document Creation and editing - Save and Save as, Page Setup, Print Preview, Printing of Documents
23/09/2021	5	10.40 to 11.20 am	5.3. Formatting of document - Document Creation, Editing Text, Text Selection, Cut, Copy and Paste, Spell check, Thesaurus
23/09/2021	5	11.40 to 12.20 pm	5.4 Formatting the Text, Font and Size selection, Alignment of Text, Paragraph Indenting, Bullets and Numbering, Changing case
23/09/2021	5	12.30 to 1.10 pm	5.5 Table Manipulation - Draw Table, changing cell width and height, Alignment of Text in cell, Delete / Insertion of row and column, Border and shading
24/09/2021	6	9.00 to 9.40 am	6.1. Elements of Electronic Spread Sheet - Opening of Spread Sheet, Addressing of Cells, Printing of Spread sheet, Saving Workbooks
24/09/2021	6	9.50 to 10.30 am	6.2. Manipulation of Cells - Entering Text, Numbers and Dates, Creating Text, Number and Date Series, Editing Worksheet Data, Inserting and Deleting Rows, Column, Changing Cell Height and Width

Date	Day	Time	Course Content
24/09/2021	6	10.40 to 11.20 am	6.3. Formulas and Function - Using Formulas, Function
24/09/2021	6	11.40 to 12.20 pm	6.4 Graph Creation -
24/09/2021	6	12.30 to 1.10 pm	6.5. Graph editing, saving, importing data
25/09/2021	7	9.00 to 9.40 am	7.1. Basic of MS PowerPoint - Using PowerPoint, Opening A PowerPoint Presentation, Saving A Presentation
25/09/2021	7	9.50 to 10.30 am	7.2. Creation of Presentation - Creating a Presentation Using a Template, creating a Blank Presentation, Entering and Editing Text, Inserting and Deleting Slides in a Presentation
25/09/2021	7	10.40 to 11.20 am	7.3. Preparation of Slides - Inserting Word Table or An Excel Worksheet. Adding Clip Art Pictures, Inserting Other Objects, Resizing and Scaling an Object
25/09/2021	7	11.40 to 12.20 pm	7.4. Presentation of Slides - Viewing A Presentation, Choosing a Set Up for Presentation, Printing Slides and Handouts
25/09/2021	7	12.30 to 1.10 pm	7.5. Slide Show - Running a Slide Show, Transition and Slide Timings, Automating a Slide Show
26/09/2021	8	9.00 to 9.40 am	8.1 Concept of Internet
26/09/2021	8	9.50 to 10.30 am	8.2 Applications of Internet
26/09/2021	8	10.40 to 11.20 am	8.3 Connecting to the Internet
26/09/2021	8	11.40 to 12.20 pm	8.4 Troubleshooting, World Wide Web (WWW)
26/09/2021	8	12.30 to 1.10 pm	8.5 Web Browsing Software's
27/09/2021	9	9.00 to 9.40am	9.1 What is an Electronic Mail
27/09/2021	9	9.50 to 10.30am	9.2 Email Addressing
27/09/2021	9	10.40 to 11.20am	9.3 Opening Email account, Mailbox: Inbox and Outbox
27/09/2021	9	11.40 to 12.20pm	9.4 Creating and Sending a new E-mail
27/09/2021	9	12.30 to 1.10pm	9.5 Replying to an E-mail message, Forwarding an E-mail message
28/09/2021	10	9.50 to 10.30am	10.1 Google Classroom
28/09/2021	10	10.40 to 11.20am	10.2 On line learning method's
28/09/2021	10	11.40 to 12.20pm	10.3 On line learning method's (zoom, meet etc.)
28/09/2021	10	12.30 to 1.10pm	10.4 Google Forms


Program Coordinator


Principal

Officiating Principal,
D. D. N. C. College of Social Work
Malkapur; Dist. - Buldana.

Lokseva Mandal Narvel's

Dadasaheb Dhanaji Nana Choudhari Social Work College, Malkapur, Dist. Buldana

Affiliated to Sant Gadge Baba Amravati University Amravati

College Code 328

Website: - WWW.ddnc.in

Email ID: ddnc.sw.c.mlk@gmail.com

TIME- TABLE

Name of the Value-Added Program / Certificate Course : - COMPUTER LITERACY

Session :- 2020-2021 Class - B.S.W. III Semester - VI

Day	Date	Time	Content	Name of the Teacher
1 st	18/09/2021	09:00 to 09:40 am	1.1 History, 1.1 What is Computer?	Mr.A.C.Sawale
1 st	18/09/2021	09:50 to 10:30 am	1.2 Central Processing, 1.2 Keyboard, mouse and VDU	Ku.Radhika V. Supe
1 st	18/09/2021	10:40 to 11:20 am	1.3 Other Input devices, 1.3 Other Output devices	Mr.A.A.Rajput
1 st	18/09/2021	11:40 to 12:20 pm	1.4 Computer Memory	Mr.R.A.Patil
2 nd	20/09/2021	09:00 to 09:40 am	2.1 Ex- medical field, government Job,	Mr.R.A.Patil
2 nd	20/09/2021	09:50 to 10:30 am	2.2 entertainment, Banking Business,	Mr.A.C.Sawale
2 nd	20/09/2021	10:40 to 11:20 am	2.3 Arts, Science, research aeras	Mr. A.S.Deore
2 nd	20/09/2021	11:40 to 12:20 pm	2.4 Education, SPSS Software etc.	Ku.Radhika V. Supe
3 rd	21/09/2021	09:00 to 09:40 am	3.1 Hardware	Mr.R.A.Patil
3 rd	21/09/2021	09:50 to 10:30 am	3.2 Software	Mr.A.C.Sawale
3 rd	21/09/2021	10:40 to 11:20 am	3.3 Application Software	Mr. A.S.Deore
3 rd	21/09/2021	11:40 to 12:20 pm	3.4 Systems software	Ku.Radhika V. Supe
4 th	22/09/2021	09:00 to 09:40 am	4.1 Operating system	Mr.R.A.Patil
4 th	22/09/2021	09:50 to 10:30 am	4.2 Basics of popular operating system (LINUX, WINDOWS)	Mr. A.S.Deore
4 th	22/09/2021	10:40 to 11:20 am	4.3 Creating and renaming of files and directories	Ku.Radhika V. Supe
4 th	22/09/2021	11:40 to 12:20 pm	4.4 Common utilities	Mr.A.A.Rajput

5 th	23/09/2021	09:00 to 09:40 am	5.1. Opening MS Word Processing Software, Menu Bar, Using the Help, Opening and closing Documents	Mr.A.A.Rajput
5 th	23/09/2021	09:50 to 10:30 am	5.2. Document Creation and editing - Save and Save as, Page Setup, Print Preview, Printing of Documents	Mr.A.C.Sawale
5 th	23/09/2021	10:40 to 11:20 am	5.3. Formatting of document - Document Creation, Editing Text, Text Selection, Cut, Copy and Paste, Spell check, Thesaurus	Mr. A.S.Deore
5 th	23/09/2021	11:40 to 12:20 pm	5.4 Formatting the Text, Font and Size selection, Alignment of Text, Paragraph Indenting, Bullets and Numbering, Changing case	Mr.R.A.Patil
5 th	23/09/2021	12:30 to 01:10 pm	5.5 Table Manipulation - Draw Table, changing cell width and height, Alignment of Text in cell, Delete / Insertion of row and column, Border and shading	Ku.Radhika V. Supe
6 th	24/09/2021	09:00 to 09:40 am	6.1. Elements of Electronic Spread Sheet - Opening of Spread Sheet, Addressing of Cells, Printing of Spread sheet, Saving Workbooks	Mr.A.C.Sawale
6 th	24/09/2021	09:50 to 10:30 am	6.2. Manipulation of Cells - Entering Text, Numbers and Dates, Creating Text, Number and Date Series, Editing Worksheet Data, Inserting and Deleting Rows, Column, Changing Cell Height and Width	Mr. A.S.Deore
6 th	24/09/2021	10:40 to 11:20 am	6.3. Formulas and Function - Using Formulas, Function	Ku.Radhika V. Supe
6 th	24/09/2021	11:40 to 12:20 pm	6.4 Graph Creation -	Mr.R.A.Patil
6 th	24/09/2021	12:30 to 01:10 pm	6.5. Graph editing, saving, importing data	Mr.A.A.Rajput
7 th	25/09/2021	09:00 to 09:40 am	7.1. Basic of MS PowerPoint - Using PowerPoint, Opening A PowerPoint Presentation, Saving A Presentation	Mr.A.C.Sawale
7 th	25/09/2021	09:50 to 10:30 am	7.2. Creation of Presentation - Creating a Presentation Using a Template, creating a Blank Presentation, Entering and Editing Text, Inserting and Deleting Slides in a Presentation	Mr. A.S.Deore
7 th	25/09/2021	10:40 to 11:30 am	7.3. Preparation of Slides - Inserting Word Table or An Excel Worksheet. Adding Clip Art Pictures, Inserting Other Objects, Resizing and Scaling an Object	Mr.A.A.Rajput
7 th	25/09/2021	11:40 to 12:20 pm	7.4. Presentation of Slides - Viewing A Presentation, Choosing a Set Up for Presentation, Printing Slides and Handouts	Mr.R.A.Patil
7 th	25/09/2021	12:30 to 01:10 pm	7.5. Slide Show - Running a Slide Show, Transition and Slide Timings, Automating a Slide Show	Ku.Radhika V. Supe
8 th	26/09/2021	09:00 to 09:40 am	8.1 Concept of Internet	Mr. A.S.Deore
8 th	26/09/2021	09:50 to 10:30 am	8.2 Applications of Internet	Mr.A.C.Sawale
8 th	26/09/2021	10:40 to 11:30 am	8.3 Connecting to the Internet	Mr.A.A.Rajput
8 th	26/09/2021	11:40 to 12:20 pm	8.4 Troubleshooting, World Wide Web (WWW)	Ku.Radhika V. Supe
8 th	26/09/2021	12:30 to 01:10 pm	8.5 Web Browsing Software's	Mr.R.A.Patil

9 th	27/09/2021	09:00 to 09:40 am	9.1 What is an Electronic Mail	Mr.A.C.Sawale
9 th	27/09/2021	09:50 to 10:30 am	9.2 Email Addressing	Mr. A.S.Deore
9 th	27/09/2021	10:40 to 11:30 am	9.3 Opening Email account, Mailbox: Inbox and Outbox	Ku.Radhika V. Supe
9 th	27/09/2021	11:40 to 12:20 pm	9.4 Creating and Sending a new E-mail	Mr.R.A.Patil
9 th	27/09/2021	12:30 to 01:10 pm	9.5 Replying to an E-mail message, Forwarding an E-mail message	Mr.A.A.Rajput
10 th	28/09/2021	09:00 to 09:40 am	10.1 Google Classroom	Mr.A.A.Rajput
10 th	28/09/2021	09:50 to 10:30 am	10.2 On line learning method's	Mr.A.C.Sawale
10 th	28/09/2021	10:40 to 11:30 am	10.3 On line learning method's (zoom, meet etc.)	Ku.Radhika V. Supe
10 th	28/09/2021	11:40 to 12:20 pm	10.4 Google Forms	Mr. A.S.Deore



Assst. प्राध्यापक,
 श्री दी साहू व धनाजी नाना चौधरी समाजकार्य
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