



॥ अंतरी पठ्यु ज्ञानज्योत ॥

कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ, जळगाव  
Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

विकास विभाग

ना.क्र. कवचौउमवि/११ए/अध्यादेश १८१/४२/२०२२

दिनांक - १६/०२/२०२२.

प्रति,

कार्योत्तरां संलग्ना अध्यादेश १८१ अंतर्गत प्रमाणपत्र, पदविका,  
उन्नत पदविका व पदव्युत्तर पदविका हे करिअर ऑरिएंटेड कॉस  
चालविषान्या सर्व महाविद्यालयांचे मा. प्राचार्य व परिंस्थ्यांचे मा. संचालक

विषय :- अध्यादेश १८१ अंतर्गत विविध महाविद्यालयांमध्ये शैक्षणिक वर्ष २०२०-२१ मध्ये सुरु  
असलेल्या करिअर ऑरिएंटेड कोर्सेसच्या परिचालनाव्यात माहिती सादर करणेबाबत

महोदय/महोदया,

आपणास विदितच आहे की, अध्यादेश १८१ अंतर्गत विविध महाविद्यालयांमध्ये सुरु असलेल्या करिअर  
ऑरिएंटेड कोर्सेसच्या अभ्यासक्रमांचे रेकॉर्ड तपासण्यासाठी COCC समिती दरवर्षी आपल्या महाविद्यालयाला भेट देवून  
रेकॉर्डची तपासणी करित असते.

त्या अनुषंगाने अध्यादेश - १८१ अंतर्गत मा. समितीने खालीलप्रमाणे ठराव पारित केलेला आहे.

दि. १६ जुलै, २०२१ रोजी झालेल्या COCC समितीच्या सनंतील ठराव क्र. २ वर चर्चा करण्यात आली.  
विद्यार्थ्यांची संलग्नित असलेल्या महाविद्यालय / परिंस्थ्यांमध्ये शै. वर्ष २०२०-२१ मध्ये सुरु असलेल्या करिअर  
ऑरिएंटेड कोर्सेसची तपासणी करणेसाठी प्रत्यक्ष भेट देण्याबाबत विचारविनिमय करण्यात आला. परंतु या वर्षी सर्व  
कोर्सेस ऑनलाईन पध्दतीने घेण्यात आले तसेच परीक्षाही ऑनलाईन घेण्यात आल्यामुळे मागील वर्षीप्रमाणेच  
महाविद्यालयांकडून माहिती मागविण्यात यावी असे ठरले.

वासदरमार्त प्राप्त आदेशान्वये आपणास कळविण्यात येते की, वरील ठरावाच्या अनुषंगाने आपल्या सारावर  
पुढील योग्य ती कार्यवाही करावी. ही विनंती, तसेच या पत्रासोबत जोडलेल्या विहिते नमुन्यात योग्य ती माहिती भरून  
विद्यार्थ्यांसाठी सादरचा अहवाल दि. १५ मार्च, २०२२ पर्यंत सादर करण्यात यावा, जेणेकरून गठीत समितीपुढे  
आपल्याकडून प्राप्त होणारे अहवाल सादर करणे सुलभ होईल. ही विनंती.

कळावे,

सूचित:- अहवालाचा नमुना

प्रत सविनय सादर :-

मा. प्र-कुलगुरु महोदय यांचे कार्यालय, कवचौउमवि, जळगाव.

आपला विश्वासू

कक्षाधिकारी, विकास विभाग



॥ अतरो पेटथु ज्ञानज्योत ॥

कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ, जळगाव  
Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

विकास विभाग

कबचौउमवि/११ए/अध्या.१८१/जन.१९-७/७५/२०२०

दिनांक : २५/०८/२०२०

प्रति,

मा. प्राचार्य,  
बी.एम.सी.चे समाजकार्य  
महाविद्यालय,  
चोपडा, जि. जळगाव

विषय : अध्यादेश १८१ अंतर्गत शैक्षणिक वर्ष २०२०-२१ ते २०२२-२३ या त्रैवार्षिक कालावधीसाठी  
**Career Oriented Courses** ला संलग्नता सातत्य / नवीन संलग्नता मान्य करणेबाबत ..

संदर्भ :- १) विद्यापीठ जा.क्र. कबचौउमवि/११ए/अध्या.१८१/जन.१९-७/१३/२०२०, दि. १७.०१.२०२०.  
२) आपला जा.क्र. ३५१/२०१९-२०, दि. २२/०२/२०२० चा प्रस्ताव.

महोदय/महोदया,

उपरोक्त संदर्भिय परिपत्रकानुसार, आपण शैक्षणिक वर्ष २०२०-२१ ते २०२२-२३ या त्रैवार्षिक कालावधीसाठी  
अध्यादेश १८१ अंतर्गत करिअर ओरिएंटेड कोर्ससला संलग्नता सातत्य / नवीन संलग्नता मिळणेकरीता प्रस्ताव मादर  
केलेला आहे.

त्यास अनुसरून मा. विद्यापीठ अधिकार मंडळाने घेतलेल्या निर्णयानुसार अध्यादेश १८१ अंतर्गत  
खालीलप्रमाणे **Career Oriented Course/Courses** ला शैक्षणिक वर्ष २०२०-२१ ते २०२२-२३ या  
त्रैवार्षिक कालावधीसाठी संलग्नता सातत्य / नवीन संलग्नता देण्यात येत आहे.

१) संलग्नता सातत्य देण्यात आलेले कोर्सस :-

| अ.क्र. | करिअर ओरिएंटेड कोर्सचे नाव/नावे           |
|--------|---|
| 1.     | Certificate Course in N.G.O.'s Management |
| 2.     | Certificate Course in Counseling          |

२) यू.जी.सी. नवी दिल्ली यांचेकडून COP अंतर्गत प्राप्त झालेल्या अनुदानातून नव्याने सुरु करावयाचे  
कोर्सस:-

| अ.क्र. | करिअर ओरिएंटेड कोर्सचे नाव/नावे |
|--------|---------------------------------|
|        | -----                           |

३) महाविद्यालयाने स्वयंनिर्वाही तत्वावर नव्याने सुरु करावयाचे कोर्सस:-

| अ.क्र. | करिअर ओरिएंटेड कोर्सचे नाव/नावे                       |
|--------|---|
| 1.     | Certificate Course in Communication Skills in English |
| 2.     | P.G. Diploma in Management & Public Administration    |

Bhagini Mangal Chopra's  
College of Social Work, Chooda  
Inword No 68 Dt 11-09-2020

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॥ अंतरी पेटवू ज्ञानज्योत ॥

# कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ, जळगाव Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

विकास विभाग

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तेव्हा, आपण आपल्या महाविद्यालयास / परिसंस्थेस संलग्नता सातत्य / नवीन संलग्नता मिळालेल्या अभ्यासक्रमास अध्यादेश - १८१ मधील तरतुदीप्रमाणेच पात्र ( आपल्या महाविद्यालयात तसेच कवचौडमविशी संलग्नित महाविद्यालयात प्रवेश घेतलेल्या ) विद्यार्थ्यांना प्रवेश द्यावेत. शैक्षणिक वर्ष २०२०-२१ साठी प्रवेश दिलेल्या विद्यार्थ्यांची यादी विहित नमुन्यातच भरून महाविद्यालय सुरु झाल्यापासून १ महिन्याच्या आत पाठवावी व पुढील दोन वर्षांची (शैक्षणिक वर्ष २०२१-२२ व २०२२-२३) यादी दिनांक ३० सप्टेंबरपूर्वी विद्यापीठाच्या विकास विभागात संबंधित फॉर्सचं समन्वयक अथवा जबाबदार माहितगार प्रतिनिधीच्या हस्ते प्रत्यक्ष सादर करण्यात याव्यात. टपालाने प्राप्त होणाऱ्या तसेच विहित नमुन्यात नसलेल्या याद्यांवर कोणतीही कार्यवाही होणार नाही. त्यामुळे विद्यार्थ्यांच्या होणाऱ्या शैक्षणिक नुकसानास संबंधित महाविद्यालय /परिसंस्था जबाबदार राहिल याची कृपया नोंद घ्यावी.

कळावं,

सोबत:- प्रवेशित विद्यार्थ्यांच्या यादीसाठीचा विहित नमुना.

आपला विश्वासू

( व्ही. व्ही. तळेले )

सहा. कुलसचिव, विकास विभाग

प्रत:-

मा. उपकुलसचिव,

संलग्नता विभाग,

कवचौडमवि, जळगाव



॥ अंतरी पेटवु जानव्योत ॥

कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ, जळगाव  
Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

विकास विभाग

जा.क्र. कवचौउमवि/११ए/अघ्या.१८१/जन.१९-७/९९/२०२०

दिनांक: १९/१०/२०२०

प्रति,

- १) कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठाणी संलग्नित महाविद्यालयांचे मा. प्राचार्य व परिमंस्था यांचे मा. संचालक यांना -
- २) कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठांतर्गत प्रशाळा / विभाग यांचे मा. संचालक / विभागप्रमुख यांना -

विषय :- अध्यादेश १८१ अंतर्गत विविध अभ्यासक्रमांची संलग्नता घेतलेल्या महाविद्यालयांची व कोर्सची यादीबाबत.

महोदय / महोदया,

उपरोक्त विषयास अनुसरून अध्यादेश - १८१ अंतर्गत विविध अभ्यासक्रमांची संलग्नता घेतलेल्या महाविद्यालयांची व कोर्सची यादी सोबत जोडलेली आहे.

तेव्हा वरील अभ्यासक्रमांमंदर्भात आपल्या अधिनस्त अध्यापक तथा संबंधित विद्यार्थ्यांच्या निदर्शनास आणून विद्यापीठास सहकार्य करावे, ही विनंती.

कळावे.

सोबत - वरीलप्रमाणे.

आपला विश्वासू,

( डॉ. व्ही. तळेल )

सहा. कुलसचिव, विकास विभाग

2/11/2020

सुधीसमस्त  
परेकवि

कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ  
सहा. कुलसचिव, विकास विभाग  
जळगाव

|    |   |  |         |         |
|----|---|--|---------|---------|
| 16 | Shram Safalya Edn.Society's, Pt.Jawaharlal Nehru College of Social Work, AMALNER. | 1. Certificate Course in Counseling  | 2018-19 | 2020-21 |
|    |   | 2. C.C. in Participatory Rural Appraisal and Community Action Planning (CAP)     | 2018-19 | 2020-21 |
|    |   | 3. C.C. in Community Health and Social Work Interventions.                       | 2018-19 | 2020-21 |
|    |   | 4. P.G. Diploma in Advanced Trends in Social Work Research                       | 2020-21 | 2022-23 |
| 17 | C.H. Chaudhari Arts, Commerce & Science College, TALODA.                          | 1. Certificate Course in Bee Keeping   | 2019-20 | 2021-22 |
|    |   | 2. C.C. in Spoken English & Personality Development                              | 2019-20 | 2021-22 |
| 18 | D.M.E.S.S's Dhandai Arts and Science College, AMALNER, Dist. Jalgaon              | 1. Certificate Course in Gender Sensitization                                    | 2019-20 | 2021-22 |
|    |   | 2. C.C. in Photoshop and its use in Photography                                  | 2019-20 | 2021-22 |
|    |   | 3. C. C. in Tourism and Travel Management  | 2019-20 | 2021-22 |
|    |   | 4. Certificate Course in Spoken English and Communication Skills.                | 2020-21 | 2022-23 |
|    |   | 5. Certificate Course in Administration and Leadership in Local Self Government. | 2020-21 | 2022-23 |
|    |   | 6. C. C. in Library and Information Science                                      | 2020-21 | 2022-23 |
|    |   | 7. C. C. in Tourism with Historical Perspective                                  | 2020-21 | 2022-23 |
|    |   | 8. Cer. Course in Road Safety and Traffic Rules                                  | 2020-21 | 2022-23 |
|    |   | 9. Certificate Course in Functional Language Skills ( Marathi )                  | 2020-21 | 2022-23 |
| 19 | NTVS's G.T. Patil College, NANDURBAR.   | 1. Certificate Course in Goods and Service Tax                                   | 2018-19 | 2020-21 |
|    |   | 2. Certificate Course in Communication Skill in English                          | 2020-21 | 2022-23 |
| 20 | A.R.B. Garud Arts, Commerce & Science College, SHENDURNI.                         | 1. Certificate Course in Digital Banking   | 2018-19 | 2020-21 |
|    |   | 2. Certificate Course in Tally ERP-9 with GST                                    | 2018-19 | 2020-21 |
|    |   | 3. Certificate Course in Basic Communication Skills and Soft Skills              | 2018-19 | 2020-21 |
| 21 | G.F.'s Dr. Ulhas Patil Law College, JALGAON.                                      | 1. P.G.D.C. in Forensic Science  | 2018-19 | 2020-21 |
|    |   | 2. P.G.D.C. in Human Right and Values in Education                               | 2018-19 | 2020-21 |
|    |   | 3. P.G.D. Course in Cyber Law  | 2018-19 | 2020-21 |
| 22 | R.C.P. E.T's Institute of Mgt Research & Dev., SHIRPUR                            | 1. Certificate Course in Banking Operations.                                     | 2018-19 | 2020-21 |
|    |   | 2. Cer. Course in Fundamentals of Insurance                                      | 2018-19 | 2020-21 |
|    |   | 3. Certificate Course in Goods and Service Tax                                   | 2018-19 | 2020-21 |
|    |   | 4. Certificate Course in Entrepreneurship Development                            | 2020-21 | 2022-23 |
|    |   | 5. C. C. in Professional Communication Skills                                    | 2020-21 | 2022-23 |
| 23 | B.M.C. College of Social Work, CHOPDA.  | 1. Certificate Course in N.G.O.'s Management                                     | 2020-21 | 2022-23 |
|    |   | 2. Certificate Course in Counseling  | 2020-21 | 2022-23 |
|    |   | 3. C. C. in Communication Skills in English                                      | 2020-21 | 2022-23 |
|    |   | 4. P.G. Diploma in Management & Public Administration                            | 2020-21 | 2022-23 |

Coordinator,  
Internal Quality Assurance Cell  
BMC's, College of Social Work  
Chopda, Dist. Jalgaon

North Maharashtra University, Jalgaon Affiliated



Bhagini Mandal Chopdas'

# **College of Social Work, Chopda,**

**Tal-Chopda, Dist- Jalgaon**

## **Prospectus**

(North Maharashtra University, Jalgaon Recognized)

**Certificate course in Counseling**

**-: Contact :-**

Dr. Vishnu R. Gunjal

(co-ordinator)

9822499798

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**Bhagini Mandal Chopda's College of Social Work,**

Sundargadhi, Chunchale Road,

Tal- Chopda Dist - Jalgaon

Phone no. 02586-223017

[www.bmcswchopda.org](http://www.bmcswchopda.org)

Email - [bmcsw.chopda@gmail.com](mailto:bmcsw.chopda@gmail.com)



College Name :- Bhagini Mandal Chopda's  
College of Social Work, Chopda,  
Dist-Jalgaon

Title of the Course :- Certificate Course in Counseling

**Aims and Objectives:-**

1. To Introduction and provide opportunities to the learners to various settings require in guidance and counseling skills
2. To inculcate the knowledge and develop guidance, skill in counseling Services among the students.  
To Introduce them to career information and techniques of counseling for practice
3. To provide an opportunity of clear and concise accounts of different aspects of counseling and guidance among the students.
4. To Introduce them to career information and techniques of counseling for practice

**Duration of the course :-**Six Month Oct to March

**Fee Structure : 1200/- per course**

- Course Structures :-**
1. Paper -I Counseling Psychology,
  2. Paper-II Counseling Service (theory & Practical)
  3. Paper -III Practice in Counseling in service (Field work)

**Eligibility for admission:-** Any 12<sup>th</sup> std passed or students already enrolled for master degree programmes under North Maharashtra University, Jalgaon. Admission will be directly given to the candidates on priority basis.

| Sr. No | Paper     | Name of the Subject   | Theory/ Practical | Teaching Hours | Maximum Marks allotted |          |       | Passing  |          |       | Credit |
|--------|-----------|-----------------------|-------------------|----------------|------------------------|----------|-------|----------|----------|-------|--------|
|        |           |                       |                   |                | External               | Internal | Total | External | Internal | Total |        |
| 1      | Paper-I   | Counseling Psychology | Theory            | 90             | 60                     | 40       | 100   | 24       | 16       | 40    | 06     |
| 2      | Paper-II  | Counseling Services   | Theory            | 90             | 60                     | 40       | 100   | 24       | 16       | 40    | 06     |
| 3      | Paper-III | Practical             | Practical         | 120            | 60                     | 40       | 100   | 24       | 16       | 40    | 08     |

**Minimum Staff:- 04**

**Mode of examination :- Internal / External**

**Detail syllabus :- Enclosed herewith**



## **Certificate Course in Counseling**

### **Introduction :-**

Introduce about the Technique, Skill & Opportunities & Methodology of Counseling. This course make professional attitude regarding practice of counseling very easier. The certificate course counseling is designed to provide various opportunities to students to develop and in hence professional practice skill. Learning is aided through observation analysis of social realities and experience of designing experimenting and providing counseling Service to problem of Individual, family and groups. Hence, this Six Month certificate course has been designed by the North Maharashtra University, Jalgaon for those students who have either completed their 12<sup>th</sup> std or those who are enrolled for master degree programme, with the following aims and objective

The above shall be separate heads of passing failure in any one of the above heads shall be considered failure at the Certificate Course in counseling Services.

### **Aims and Objectives:-**

1. To Introduction and provide opportunities to the learners to various settings require in guidance and counseling skills
2. To inculcate the knowledge and develop guidance, skill in counseling Services among the students.  
To Introduce them in career information and techniques of counseling for practice
3. To provide an opportunity of clear and concise accounts of different aspects of counseling and guidance among the students.
4. To Introduce them to career information and techniques of counseling for practice

### **Duration :- 6 Month**

**Course Structures :-** There shall be two written theory subject of 100 marks each during Six Month certificate course and practical for 100 Marks in the same period. Which will be conducted by the college at the end of the course work.

Certificate Course in counseling Service will consist of following courses.

1. Paper –I Counseling Psychology
2. Paper-II Counseling Service (theory & Practical)
3. Paper –III Practice in Counseling in service (Field work)

**Intake Capacity:-** 25 Students.





**Eligibility for admission:-** Any Any 12<sup>th</sup> passed or students already enrolled for master degree programmes under North Maharashtra University, Jalgaon. Admission will be directly given to the candidates on priority basis.

| Sr No | Paper     | Name of the Subject   | Theory/ Practical | Teaching Hours | Maximum Marks allotted |          |       | Passing  |          |       | Credit |
|-------|-----------|-----------------------|-------------------|----------------|------------------------|----------|-------|----------|----------|-------|--------|
|       |           |                       |                   |                | External               | Internal | Total | External | Internal | Total |        |
| 1     | Paper-I   | Counseling Psychology | Theory            | 90             | 60                     | 40       | 100   | 24       | 16       | 40    | 06     |
| 2     | Paper-II  | Counseling Services   | Theory            | 90             | 60                     | 40       | 100   | 24       | 16       | 40    | 06     |
| 3     | Paper-III | Practical             | Practical         | 120            | 60                     | 40       | 100   | 24       | 16       | 40    | 08     |

**Mode of examination :-**

1. There shall be annual examination of Certificate course in counseling service which will be held by the college in the month of April/ May every year respectively.
2. Annual examination paper will be set by the panel of paper setters appointed by the college and answer book will be assessed internally.
3. The question paper will be set by the paper setters on the syllabus of each subject. For 100 marks. And written examination will be of the duration of three hours.

**\* Minimum requirements for passing:-**

- 1) 40% marks in each written theory paper.
- 2) 40% marks for passing in Field Work.

**Award of Class:-**

- 1) 70% marks & above – First class with distinction
- 2) 60% marks & above – First class
- 3) 50-59% marks & above – Second class with B-
- 4) 40% marks & above - Pass class



### **Field Work Practice:-**

- 1) There shall be a practical field work in counseling services for minimum of four hours a week for which one day during the week will be exclusively scheduled for field Work practice.
- 2) Minimum 80% attendance shall be essential for field work.
- 3) Field Work of every student shall be supervised by faculty. Who will conduct at least two individual and one group conference related to field work in each month.
- 4) Field Work will be evaluated internally by college every course.
- 5) Field Work evaluation shall be considered field work reports, Dairy, individual & Group conference and attendance in the class room.

### **Minimum Staff:-** One Co-ordinator (among the faculty )

- ◆ Co-ordinator will be paid Honorarium of Rs. 4000 every year.
- ◆ One Clerk (for admission & record maintenance) and He will be paid Honorarium of Rs. 2000/- per year.

◆ **Teaching staff** – Two Teachers will be assigned two theory course to teach in the class and same teachers will be responsible for field work practicum, and evaluation of field work of all the students. Each teacher will be paid Rs. 3000/- as Honorarium for conducting theory classes in class room and field work practice of students.

### **Admission Fee:-**

- ◆ Admission fees per student 1200/- for the course.
- ◆ There shall be separate University fees for eligibility, Examination, Certificate etc.

Bhagini Mandal College of Social Work, Chopda, Dist Jalgaon  
North Maharashtra University, Jalgaon Recognized



**Certificate Course In Counseling**

Registration No :-

|    |    |      |     |     |      |
|----|----|------|-----|-----|------|
| SC | ST | VJNT | SBC | OBC | OPEN |
|----|----|------|-----|-----|------|

Receipt No :-

Roll No :-

Date :-

(for office use only)

**ADMISSION FORM**

Principal  
Bhagini Mandal's College of  
Social Work Chopda, Dist – Jalgaon

Foto

Sir

I wish to apply myself for admission to the Certificate course in Counseling conducted by College of Social Work, Chopda.

1. Name of the Applicant -----

(in block letter)                      Surname                      First Name                      Last Name

2. Father/Husbands Name -----

3. Address for Correspondence with phone no. / Mobile no. & E-mail Id  
-----  
-----

4. Cast :- SC / ST / VJNT / SBC / OBC / OPEN /

5. Religion :-

Date of Birth :-

6. Sex :- Male / Female

Marital Status :- Unmarried / Married

7. Mobile No :-

8. Class :-



Educational Qualification :-

| Degree                  | Year of passing | Marks Obtained | Percentage/ Grade | Special Subject | Board / University | Experience if any |
|-------------------------|-----------------|----------------|-------------------|-----------------|--------------------|-------------------|
| 12 <sup>th</sup> Stand. |                 |                |                   |                 |                    |                   |
| B.A./B.Com/<br>B.Sc/BSW |                 |                |                   |                 |                    |                   |
| M.A./M.Com<br>/M.Sc/MSW |                 |                |                   |                 |                    |                   |
| Other                   |                 |                |                   |                 |                    |                   |

**Declaration by Student**

I hereby declare that I have read the rules related to admission and the information filled in by me in this form is accurate and true to the best of my knowledge. I will be responsible for any discrepancy, arising out of the form signed by me and I undertake that, in absence of any document the final admission will not be granted and/or admission will stand cancel.

Place :-

Date :-

Signature of Applicant

**Recommendation by the Principal**

This is to certify that Mr /Mrs \_\_\_\_\_ has recommended by me to take admission for certificate course in Counseling during academic year 2021-22.

Place :-

Date :-

Course co-ordinator

Principal

North Maharashtra University, Jalgaon Affiliated



Bhagini Mandal Chopdas'

# College of Social Work, Chopda,

Tal-Chopda, Dist- Jalgaon

## Prospectus

(North Maharashtra University, Jalgaon Recognized)

❖ **Certificate course in NGO Management**

**-: Contact :-**

Prof. Anant V. Deshmukh

(co-ordinator)

9405059121

Dr. Ishwar M. Saundankar

(Principal)

9423903747

---

**Bhagini Mandal Chopda's College of Social Work,**

Sundargadhi, Chunchale Road,

Tal- Chopda Dist - Jalgaon

Phone no. 02586-223017

[www.bmcswchopda.org](http://www.bmcswchopda.org)

Email - [bmcsw.chopda@gmail.com](mailto:bmcsw.chopda@gmail.com)

**Bhagini Mandal College of Social Work, Chopda, Dist. Jalgaon**  
North Maharashtra University, Jalgaon Recognized



**Certificate Course In NGO's Management**

Registration No :-

|    |    |      |     |     |      |
|----|----|------|-----|-----|------|
| SC | ST | VJNT | SBC | OBC | OPEN |
|----|----|------|-----|-----|------|

Receipt No :-

Roll No :-

Date :-

(for office use only)

**ADMISSION FORM**

Principal  
Bhagini Mandal's College of  
Social Work Chopda, Dist – Jalgaon

Photo

Sir

I wish to apply myself for admission to the Certificate course in NGO's management conducted by College of Social Work, Chopda.

1. Name of the Applicant -----

(in block letter)                      Surname                      First Name                      Last Name

2. Father/Husbands Name -----

3. Address for Correspondence

-----  
-----

4. Cast :- SC / ST / VJNT / SBC / OBC / OPEN /

5. Religion :-

Date of Birth :-

6. Sex :- Male / Female

Marital Status :- Unmarried / Married

7. Mobile No :-



8. Educational Qualification :-

| Degree                  | Year of passing | Marks Obtained | Percentage/ Grade | Special Subject | Board / University | Experience if any |
|-------------------------|-----------------|----------------|-------------------|-----------------|--------------------|-------------------|
| 12 <sup>th</sup> Stand. |                 |                |                   |                 |                    |                   |
| B.A./B.Com/<br>B.Sc/BSW |                 |                |                   |                 |                    |                   |
| M.A./M.Com<br>/M.Sc/MSW |                 |                |                   |                 |                    |                   |
| Other                   |                 |                |                   |                 |                    |                   |

**Declaration by Student**

I hereby declare that I have read the rules related to admission and the information filled in by me in this form is accurate and true to the best of my knowledge. I will be responsible for any discrepancy, arising out of the form signed by me and I undertake that, in absence of any document the final admission will not be granted and/or admission will stand cancel.

Place :-

Date :-

Signature of Applicant

**Recommendation by the Principal**

This is to certify that Mr/Mrs ----- has recommended by me to take admission for certificate course in NGO's Management during academic year 2021 -2022

Place :-

Date :-

Course co-ordinator

Principal

**North Maharashtra University, Jalgaon**  
**Ordinance 181**



College Name :- Bhagini Mandal Chopda's  
College of Social Work, Chopda, Dist-Jalgaon

Title of the Course :- Certificate Course in NGo's Management

Aims/ Objective of the Course :-

1. To develop an understanding of various concepts associated with NGO's.
2. To enhance a critical understanding of the history and development of NGO's with it's different types.
3. To develop an various issues in management of NGO's.
4. To make the micro-macro connection between the range complex issue in practice.
5. To develop skill in working with NGO's their formation & management and administration.
6. To develop attitudes conducive to participatory activities for a civic society.

Duration of Course :- 6 Month

Fee Structure :- 1200/- Rs.

Course Structure :- 1. Paper-I Introduction to NGo's  
2. Paper-II HRM in NGo's Management  
3. Practical Course :-Field Work

Eligibility for Admission :- Any 12<sup>th</sup> std. Passed or students already enrolled for master degree programmes under North Maharashtra University, Jalgaon Or Working with NGO's. Admission will be directly given to the candidates on priority basis.

**Skeleton of Course**

| Sr No | Paper      | Name of the Subject           | Theory /Practical | Teaching Hours | Maximum Marks allotted |          |       | Passing  |          |       | Credit |
|-------|------------|-------------------------------|-------------------|----------------|------------------------|----------|-------|----------|----------|-------|--------|
|       |            |                               |                   |                | External               | Internal | Total | External | Internal | Total |        |
| 1     | Paper -I   | Paper-I Introduction to NGo's | Theory            | 90             | 60                     | 40       | 100   | 24       | 16       | 40    | 6      |
| 2     | Paper -II  | HRM in NGO Management         | Theory            | 90             | 60                     | 40       | 100   | 24       | 16       | 40    | 6      |
| 3     | Paper -III | Field Work                    | Practical         | 120            | 60                     | 40       | 100   | 24       | 16       | 40    | 8      |

Minimum Staff : 04

Mode of Examination : Internal / External

Detail Syllabus : Enclosed herewith





## NGO Management

### 1) Title of the course – NGO Management.

**2) Rationale –** Since the last two decades not only have members of NGO's mushroomed. But so have the funds they handle and diversity of the task engaged in. In such a scenario building of human resources and their practices are should becomes national activity among NGO to improve performance and enhance impact skillful professional's strengths NGO's ability to work technically to break the culture of silence of marginalized section of society. Professional social work engage in NGO sector as a front summer to the veritable development initiatives of NGO's are expected to be convert with the functioning and management. The proposed curriculum strongly ensured and enhancement of professional knowledge, attitude & skills of social worker (unskilled, untrained) working in NGO's environment.

### 3) Objectives –

1. To develop an understanding of various concepts associated with NGO's.
2. To enhance a critical understanding of the history and development of NGO's with it's different types.
3. To develop an various issues in management of NGO's
4. To make the micro-macro connection between the range complex issue in practice.
5. To develop skill in working with NGO's their formation & management and administration.
6. To develop attitudes conducive to participatory activities for a civic society.

### 5) Duration: 6 month

- **Course Structures :-** There shall be two written theory subject of 100 marks each during Seven Month Certificate course and practical for 100 Marks in the same year. Which will be conducted by the college at the end of the year.
- Certificate Course in counseling Service will consist of following courses.
  1. Paper I- Introduction to NGO's
  2. Paper II- HRM in NGO's Management
  3. Paper III- Field Work.

The above shall be separate heads of passing failure in any one of the above heads shall be considered failure at the Certificate Course

**Intake Capacity:-** 25 Students.

**Eligibility for admission:-** Any 12<sup>th</sup> std. Passed or students already enrolled for master degree

programmes under North Maharashtra University, Jalgaon Or Working with NGO's Admission will be directly given to the candidates on priority basis.



| Sr. No | Paper     | Name of the Subject     | Theory / Practical | Teaching Hours | Maximum Marks allotted |          |       | Passing  |          |       | Credit |
|--------|-----------|-------------------------|--------------------|----------------|------------------------|----------|-------|----------|----------|-------|--------|
|        |           |                         |                    |                | External               | Internal | Total | External | Internal | Total |        |
|        | Paper-I   | Introduction to NGO's   | Theory             | 90             | 60                     | 40       | 100   | 24       | 16       | 40    | 06     |
|        | Paper-II  | HRM in NGO's Management | Theory             | 90             | 60                     | 40       | 100   | 24       | 16       | 40    | 06     |
|        | Paper-III | Field Work              | Practical          | 120            | 60                     | 40       | 100   | 24       | 16       | 40    | 08     |

**Mode of examination:-**

1. There shall be annual examination of Certificate course in counseling service which will be held by the college in the month of July/August every year respectively.
2. Annual examination paper will be set by the panel of paper setters appointed by the college and answer book will be assessed internally.
3. The question paper will be set by the paper setters on the syllabus of each subject. For 100 marks. And written examination will be of the duration of three hours.

**° Minimum requirements for passing:-**

- 2) 40% marks in each written theory paper.
- 3) 40% marks for passing in Field Work.

**Award of Class:-**

- 1) 70% marks & above – First class with distinction
- 2) 60% marks & above – First class
- 3) 50-59% marks & above – Second class with B+
- 4) 40% marks & above - Pass class



### **Field Work Practice:-**

- 1) There shall a practical field work for minimum of four hours a week for which one day during the week will be exclusively scheduled for field Work practice.
- 2) Minimum 80% attendance shall be essential for field work.
- 3) Field Work of every students shall be supervised by faculty, Who will conduct at least two individual and one group conference related to field work in each month.
- 4) Field Work will be evaluated by the internally by college every year.
- 5) Field Work evaluation shall be consider field work reports, Dairy, individual & Group conference and attendance in the class room.

### **Minimum Staff:-** One Co-ordinator (among the faculty )

- ◆ Co-ordinator will be paid Honorarium of Rs. 4000 every course.
- ◆ One Clerk (for admission & record maintenance) and He will be paid Honorarium of Rs. 2000/- per course.

◆ **Teaching staff** – Two Teachers will be assigned two theory course to teach in the class and same teachers will be responsible for field work practicum, and evaluation of field work of all the students. Each teacher will be paid Rs. 3000/- as Honorarium for conducting theory classes in class room and field work practice of students.

### **Admission Fee:-**

- ◆ Admission fees per students 1200/- for the course.
- ◆ There shall be separate University fees for eligibility, Examination, Certificate etc.

Kavayitri Bahinabai Chaudhari  
North Maharashtra University, Jalgaon Affiliated



Bhagini Mandal Chopdas'

**College of Social Work, Chopda,**

**Tal-Chopda, Dist- Jalgaon**

**Prospectus**

**P.G. Diploma in Management &  
Public Administration**

**-: Contact :-**

**Prof.Ashish S.Gujarathi**

**(co-rdinator)**

**9422783439**

**Dr. Ishwar M. Saundankar**

**(Principal)**

**9423903747**

**Bhagini Mandal Chopda's  
College of Social Work, Chopda  
Sundargadi, Chunchale Road, Chopda  
Dist-Jalgaon**

**Bhagini Mandal Chopda's**  
**College of Social Work, Chopda, Dist- Jalgaon**  
**P.G. Diploma in Management & Public Administration**



Registration No :-

|    |    |      |     |     |      |
|----|----|------|-----|-----|------|
| SC | ST | VJNT | SBC | OBC | OPEN |
|----|----|------|-----|-----|------|

Receipt No :-

Roll No :-

Date :-

Class :-

(for office use only)

**ADMISSION FORM**

Principal  
Bhagini Mandal's  
College of Social Work Chopda, Dist – Jalgaon  
Sir



I wish to apply myself for admission to the P.G. Diploma in Management & Public Administration conducted by College of Social Work, Chopda.

1. Name of the Applicant -----

(in block letter)                      Surname              First Name              Last Name

2. Father/Husbands Name -----

3. Address for Correspondence

-----  
-----

4. Cast :- SC / ST / VJNT / SBC / OBC / OPEN /

5. Religion :-

6. Date of Birth :-

7. Sex :- Male / Female

8. Marital Status :-

9. Mobile No :-

Unmarried / Married



10 Educational Qualification :-

| Degree                            | Year of passing | Marks Obtained | Percentage/ Grade | Special Subject | Board / University | Experience if any |
|-----------------------------------|-----------------|----------------|-------------------|-----------------|--------------------|-------------------|
| B.A./B.Com/<br>B.Sc/BSW/<br>Other |                 |                |                   |                 |                    |                   |

**Declaration by Student**

I hereby declare that I have read the rules related to admission and the information filled in by me in this form is accurate and true to the best of my knowledge. I will be responsible for any discrepancy, arising out of the form signed by me and I undertake that, in absence of any document the final admission will not be granted and/or admission will stand cancel.

Place :- Chopda

Date :- / /202

Signature of Applicant

**Recommendation by the Principal**

This is to certify that Mr /Mrs -----  
has recommended by me to take admission for P.G.Diploma course in  
Management & Public Administration during academic year 202 -202

Place :- Chopda

Date :- / /202

Course co-ordinator

Principal

Dr. Meenu Patil  
Prasanna Chopda



North Maharashtra University, Jalgaon Affiliated

Bhagini Mandal Chopdas'

# College of Social Work, Chopda,

Tal-Chopda, Dist- Jalgaon

## Prospectus

(North Maharashtra University, Jalgaon Recognized)

### Communication Skill in English

#### -: Contact :-

Dr. Vinod A. Raipure  
(co-ordinator)  
9850063734

Dr. Ishwar M. Saundankar  
(Principal)  
9423903747

**Bhagini Mandal Chopda's College of Social Work,**  
Sundargadhi, Chunchale Road,  
Tal- Chopda Dist - Jalgaon  
Phone no. 02586-223017

[www.bmeswchopda.org](http://www.bmeswchopda.org)

Email - [bmesw.chopda@gmail.com](mailto:bmesw.chopda@gmail.com)

**Bhagini Mandal College of Social Work, Chopda, Dist- Jalgaon**  
North Maharashtra University, Jalgaon Recognized



**Communication Skill in English**

Registration No :-

|    |    |      |     |     |      |
|----|----|------|-----|-----|------|
| SC | ST | VJNT | SBC | OBC | OPEN |
|----|----|------|-----|-----|------|

Receipt No :-

Roll No :-

Date :-

(for office use only)

**ADMISSION FORM**

Principal  
Bhagini Mandal's College of  
Social Work Chopda, Dist – Jalgaon

Sir



I wish to apply myself for admission to the Certificate course in Communication Skill in English conducted by College of Social Work, Chopda.

1. Name of the Applicant -----

(in block letter)                      Surname                      First Name                      Last Name

2. Father/Husbands Name -----

3. Address for Correspondence

-----

-----

4. Cast :- SC / ST / VJNT / SBC / OBC / OPEN /

5. Religion :-

Date of Birth :-

6. Sex :- Male / Female

Marital Status :- Unmarried / Married

7. Mobile No :-





8. Educational Qualification :-

| Degree                  | Year of passing | Marks Obtained | Percentage/ Grade | Special Subject | Board / University | Experience if any |
|-------------------------|-----------------|----------------|-------------------|-----------------|--------------------|-------------------|
| 12 <sup>th</sup> Stand. |                 |                |                   |                 |                    |                   |
| B.A./B.Com/<br>B.Sc/BSW |                 |                |                   |                 |                    |                   |
| M.A./M.Com<br>/M.Sc/MSW |                 |                |                   |                 |                    |                   |
| Other                   |                 |                |                   |                 |                    |                   |

**Declaration by Student**

I hereby declare that I have read the rules related to admission and the information filled in by me in this form is accurate and true to the best of my knowledge. I will be responsible for any discrepancy, arising out of the form signed by me and I undertake that, in absence of any document the final admission will not be granted and/or admission will stand cancel.

Place :-

Date :-

Signature of Applicant

**Recommendation by the Principal**

This is to certify that Mr /Mrs ----- has recommended by me to take admission for certificate course in Communication Skill in English during academic year 2020 -2021

Place :-

Date :-

Course co-ordinator

Principal

**Paper – I**  
**COUNSELING AND HEALTH PSYCHOLOGY**

**Block – I**

Introduction: Definition – Development and goals – preparation – Counselor-counsee relationship – counseling process: Steps – purpose of counseling – Approaches to Counseling: Directive, Non Directive, Psychoanalytic, Humanistic, Reciprocal inhibition technique, Eclectic approach.

**Block – II**

Special areas: Family counseling, students counseling, Parental counseling, educational, vocational and career counseling, pastoral counseling – Counseling Interview: Communication, verbal, nonverbal, interview, techniques of interview, relationship technique, problem identification and exploration, sharing, transference, counter transference.

**Block – III**

Health & Stress: Concepts of stress - Models of stress – Stressors – Reactions to life stress – Coping behaviour – Task oriented reaction pattern – effect of stress – Stress related disorders: Respiratory, Gastrointestinal, Cardiovascular, Migraine and Genitourinary diseases – Relation to Mental health – Psychological disorders – Stress prevention – Treatment of stress.

**Block – IV**

Pain and its management: Definition – Psychology of pain – Gate theory of pain – Measurement of pain – Acute Vs chronic pain – Pain control techniques – Prevention & Health promotion – Lifestyle risk factors affecting prevention – barriers – Approaches

**Block – V**

Effects of fear communication – common sense model of illness & their effects – behaviour modification and cognitive approaches to prevention – Smoking – Cancer risk- Worksite health promotion – AIDS.

**References :**

1. An introduction to Health Psychology, 2<sup>nd</sup> Edition Robert J. Gatchel, Andrew Baum & David S. Krantz, Mc Graw Hill, NY, 1989.
2. Text book of Rehabilitation – 2<sup>nd</sup> Edition S.Sunder, Jaypee Brothers, New Delhi, 2002
3. Fundamentals of Counseling, Shertzer and Stone, Houghton Mifflin Co.,
4. गुणवत्ता सामाजिक समस्या आणि जेष्ठाने समुपदेशन- हसन / जोशी, म.पिपलपुरे आणि कंपनी, नागपुरे
5. समुपदेशन मानसशास्त्र – पवार / जोशी, प्रभात म., पुणे
6. वैयक्तिक व व्यवसायिक मार्गदर्शन आणि समुपदेशन – दिवाय नृगन प्रकाशन पुणे

  
Co-Ordinator,  
Internal Quality Assurance Cell  
BMC's, College of Social Work  
Chopda, Dist. Jalgaon



**Paper – II**  
**COUNSELING TECHNIQUES AND ASSESSMENT**

**Block – I**

Professional Preparation & Training: Selection, skills, counseling as a profession, desirable characteristics – Modern Trends: Career guidance, functions of counselor, values – Assessment: Physical setting, room, length of session, group counseling, stages of counseling – Techniques: Egan's Model, Interviews, testing

**Block – II**

Group Counseling – Definitions – Group Guidance – theoretical considerations – values of group Counseling – Group therapy T & Sensitivity groups – Group process and group dynamics – Establishment – selection – identification – productivity and realization – termination – multicultural issues.

**Block – III**

Other methods of assessment – Observations, Rating scales – checklists – interview schedules – other measures: anecdotal reports – Autobiography, dairies and daily schedules – group assessment techniques: Sociometry – Ethical and Legal guidelines – Case study preparation and report writing.

**Block – IV**

Introduction to Psychological Tests – Concept and evolution – Principal characteristics of psychological tests – Purpose – Uses of Psychological tests – Varieties of tests – Criteria of Good test – How to evaluate a test – characteristics of a test. Reliability & Validity – Cautions for the use of Psychological tests.

**Block – V**

Intelligence Testing – Theories of intelligence – classifications of intelligence tests – individual & Group tests – Performance tests – Culture fair intelligence tests – Caution in the use of intelligence test scores – Aptitude Testing – Techniques of testing personality – Observation – Situational Test – Interest Testing – Interest inventories and preference records.

**References :**

1. Counseling Psychology, S.Narayana Rao, Tata Mc Graw Hill Pub, 1981.
2. Psychological Testing, Anne Anastasia.
3. Theory and Practice of Psychological Testing by Freeman.
4. Introduction to Counseling and Guidance, Gibson & Mitchell, PHI India Ltd.
5. समुदायन सिद्धांत आणि व्यवहार - प्रविण कुमार - यश प्रकाशन, नागपुर



**PAPER – III**  
**Field Work (Practical)**

**Course Content**

**Total Marks:- 100**

**Total Hours:-120**

|   | Hours | Marks |
|---|-------|-------|
| 1) Basic Orientation about the field work (Practical)     | 06    | 10    |
| -Techniques & Tools- Observation, Group Discussion.       |       |       |
| -Corner meeting, Approaches, Home Visits, Cases Studies   |       |       |
| 2) <b>Observation/ Exposure visits</b>                    | 14    | 10    |
| - To understand the structure & the work of the agencies. |       |       |
| - Visit to various agencies worked in counseling Service. |       |       |
| 3) Placement in Community/Agency for practical work.      | 64    | 40    |
| 4) Classroom Seminar                                      |       |       |
| a) Paper Reading& Seminar                                 | 04    | 10    |
| b) Role Play  | 04    | 10    |
| 5) Book/Article Review                                    | 20    | 10    |
| 6) Viva-Voce  |       |       |
| -Based on field Work, Project & Theory                    | 10    | 10    |

  
Co-Ordinator  
Internal Quality Assurance Cell  
BMC's, College of Education  
Chopda, Dist. Jalgaon





**Paper - I**  
**Introduction to NGO's Management**

Total Marks = 100  
Total Period = 90  
Duration = Six Months

**Unit – I**

- 1) Basic concept, meaning, Definition, Characteristics and objectives, types of NGO's  
15 Period  
15 Marks

**Unit – II**

- 1) Legal framework to start NGO's  
a. Statuary laws for registration  
b. Registration procedure  
c. Purpose of Registration  
d. Format of Memorandum  
25 Period  
30 Marks

**Unit – III**

- Role of Charity Commissioners  
a) Registration of NGO's  
b) Power and duties of Charity Commissioner  
c) Meeting of NGO's with Charity Commissioner  
15 Period  
15 Marks

**Unit – IV**

- Records, Reporting & fiscal fundamental  
• Need of record, types of record  
• How to keep various records  
• Audit & Budget Fund Raising  
15 Period  
15 marks


**Unit – V**

**Methods & tips of writing the proposal**

- a) Project proposal  
b) Programme proposal  
c) Proposal development  
20 Period  
25 Marks

**Ref:**

1. बनसोडे मिराव, एन. जी. ओ. का सुवसुवाट, सु गावा प्र. शन, पु. 1
2. सर. एन. ओ. गाव, एन. जी. ओ. चे लोबलायडेशन, रावत पब्लिी शन, दिल्ली
3. दातार श्री. वा - संस्था नोंद ही अधिनियम, 1960  
परामर्श व मा दिरण, चौधरी लॉ पब्लिशर्स, जक एव 2006
4. तेलसुखडे आनंद, बलिंत चक्रवर्तीचे एन.जी.ओ. र 1, सु गावा प्र. शन, पु. 1
5. Lewis / Ravichandran, NGO & Social Welfare, Rawat Publication, Delhi
6. Soorya Moorthy / Gangorbo, NGO in India, Rawat Publication, Delhi
7. Kapoor R. A., Rural Development through NGO, Rawat Publication, Delhi
8. डॉ. सफारी मणीरल्लाह, The Role of NGO in Education and Empowering Women in Iran, डायमंड पब्लिी शन, पु. 1

  
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Chhapra, Bihar



**Paper – II**  
**Human Resource Management in NGO's**

|              |   |          |
|--------------|---|----------|
| Total Marks  | = | 100      |
| Total Period | = | 90 Hours |
| Duration     | = | 6 Month  |

**Unit – I**

**Introduction to HRM**

- 1) Introduction, Meaning & Concept of HRM, Group of HRM in NGO's & need.
- 2) HR planning & management, job analysis, job induction, disciplinary procedure.

15 Hours  
15 marks

**Unit – II**

**Management & Meeting & Supervision**

- 1) Strategic management process
- 2) Duties & Responsibilities for Staff, HRM
- 3) Procedure of meeting

20 Hours

- 4) Administration care & supervision

25 Marks

**Unit – III**

**Fund Raising**

- a) Learning procedure for fund Raising
- b) Design for fund Raising programme
- c) Step and Approaches of fund Raising
- d) Role of Volunteers in fuel Raising

20 Hours  
25 Marks

**Unit – IV**

**Introduction to various aspects of financial management**

- 1) Maintenance of Accounts, Internal control, Budgetary control, Statuary Audit
- 2) Tax and Exemption
- 3) Audit & Accounting

15 Hours  
20 marks

**References :**

1. *Aswathappa K, Organizational Behaviour, Himalaya Publishing House/ Pune*
2. *Balkrishnan/Sivadhya, Human Resource Development, Himalaya Publishing House/ Pune*
3. *Barker Alan, How to Manage Meetings, Kogan Page, New Delhi*
4. *Chandra Mohan A, Leadership & Management, Himalaya Publishing House/ Pune*
5. *बोधन व सुविध, मानवी संसाधनांचे व्यवस्थापन, श्री सार्धनाथ प्र. शास्त्र, नागपुर*
6. *वेदभूषण / प्रभा. र., मानवी संसाधनांचे व्यवस्थापन, विद्यार्थी प्र. शास्त्र, नागपुर*

*(Signature)*  
Principal  
College, Dist. Nagpur



**PAPER – III**  
**Field Work (Practical)**

**Course Content**  
**100**

**Total Marks:-**

**Total Hours:-120**

|   | Hours | Marks |
|---|-------|-------|
| 1) Basic Orientation about the field work (Practical)<br>-Techniques & Tools- Observation, Group Discussion.<br>-Corner meeting, Approaches, Home Visits, Cases Studies | 06    | 10    |
| 2) <b>Observation/ Exposure visits</b><br>- To understand the structure & the work of the agencies.<br>- Visit to various agencies worked in counseling Service.        | 14    | 10    |
| 3) Placement in Community/Agency for practical work.  | 64    | 40    |
| 4) Classroom Seminar  |       |       |
| a) Paper Reading& Seminar   | 04    | 10    |
| b) Role Play  | 04    | 10    |
| 5) Book/Article Review  | 20    | 10    |
| 6) Viva-Voce<br>-Based on field Work, Project & Theory  | 10    | 10    |





## Paper-I

### ENGLISH GRAMMAR

| Sr. No. | Topic                            | Sub Topics   | Time Needed |
|---------|----------------------------------|--|-------------|
| 1       | The Sentences                    | Assertive Sentence.  | 10 hours    |
|         |                                  | Interrogative Sentence   |             |
|         |                                  | Imperative Sentence  |             |
|         |                                  | Exclamatory Sentence   |             |
| 2       | Parts of Speech                  | Noun, Pronoun, Verb, Adjective, Adverb, Preposition, Conjunction, Interjection | 10 hours    |
| 3       | Auxiliaries and Modals           | Principal Auxiliaries  | 10 hours    |
|         |                                  | Modal Auxiliaries  |             |
| 4       | Article                          | A, An, The   | 4 hours     |
| 5       | Verb forms                       | V1, V2, V3, V4   | 2 hour      |
| 6       | Tense                            | Present, Past, Future  | 20 hours    |
| 7       | Present                          | Simple, Continuous, Perfect, Perfect Continuous                                | 4 hours     |
|         | Past                             |  |             |
|         | Future                           |  |             |
| 8       | Be and Have                      | Is, am, are, was, were, have, has, had, do, does, did                          | 10 hours    |
| 9       | Vocabulary Enrichment (Synonyms) | Different spellings..... things, body parts, occupations, appliances           | 10 hours    |
| 10      | Voice                            | Active Voice   | 10 hours    |
|         |                                  | Passive Voice  |             |

  
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## Paper-II

### Oral and Written Communication in English (Spoken Communication in English)

| Sr. No. | Content   | Suggested No. of hours |
|---------|---|------------------------|
| 1       | i. Giving personal information  | 50hours                |
|         | ii. Talking about people, animals, places   |                        |
|         | iii. Giving instructions and seeking clarification                                  |                        |
|         | iv. Making request and responding to request  |                        |
|         | v. Asking for directions/ giving directions   |                        |
|         | vi. Thanking someone/ responding to thanks  |                        |
|         | vii. Paying compliments/ showing appreciation offering encouragement and responding |                        |

### Written Communication

|   |                             |          |
|---|-----------------------------|----------|
| 2 | i. Letter Writing           | 40 hours |
|   | ii. Applications            |          |
|   | iii. Writing social reports |          |

  
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### Paper-III

#### Practical in English Communication

Total Mark :- 100

Total Hours :- 120

| Sr. No. | Content   | Hours | Marks |
|---------|---|-------|-------|
| 1)      | Basic Orientation about<br>Communication in English | 20    | 20    |
| 2)      | Converation   | 40    | 30    |
| 3)      | Uses of tenses in Communication                     | 20    | 20    |
| 4)      | Individual & Group Demo                             | 20    | 20    |
| 5)      | Appeal & Slogan Making                              | 20    | 10    |

  
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## Prospectus

Paper – I

Syllabus

### Sub- Relation of public Administration with other Humanities

Total Mark 60

|                      |   |    |
|----------------------|---|----|
| Unit I <sup>st</sup> | - Introduction to Public Administration         | 25 |
|                      | - Scope   |    |
|                      | - Definition                                    |    |
|                      | - Significance                                  |    |
|                      | - Principles                                    |    |
| II                   | - Financial Administration in India             | 25 |
|                      | - Definition                                    |    |
|                      | - Scope   |    |
|                      | - Principles                                    |    |
|                      | - Significance                                  |    |
|                      | - Agencies involved in Financial Administration |    |
| III                  | - Panchayat raj System                          | 25 |
|                      | - Development of Panchayat raj                  |    |
|                      | - Grampanchayat                                 |    |
|                      | - Panchayat Samithi                             |    |
|                      | - Zilla Parishad                                |    |
| IV                   | - Personal Administration                       | 25 |
|                      | - Introduction                                  |    |
|                      | - Meaning                                       |    |
|                      | - Importance and Features                       |    |
|                      | - Civil Services, Meaning and History           |    |
|                      | - Features and Functions.                       |    |

#### Books Reference-

1. दर्शनकर अजुंन - लोकप्रशासन
2. डॉ. भोगले शांताराम - लोकप्रशासन सिध्दांत व कार्यपध्दती

|                          |   |  |
|--------------------------|---|--|
| 3. पाटील बी.बी.          | - | लोकप्रशासन                                       |
| 4. डॉ. गुंजाळ वि.आर.     | - | ग्रामीण विकास व सरपंच (पंचायतराज)                |
| 5. प्रा.के.आर. बंग       | - | कर्मचारी वर्ग प्रशासन आणि वित्तीय प्रशासन        |
| 6. पाटील वा.भा.          | - | पंचायत राज                                       |
| 7. डॉ.भागे विजय          | - | पंचायत राज ग्रामीण विकास आणि परिवर्तन            |
| 8. डॉ.खापरडे सुदर्शन डी. | - | ग्रामपंचायतीचे प्रशासन                           |
| 9. माहेश्वरी श्रीराम     | - | भारतीय प्रशासन                                   |
| 10. के.सागर              | - | समग्र लोकप्रशासन                                 |
| 11. जोशी पी.जी.          | - | भारताचा इतिहास                                   |
| 12. खोखले श्रीकांत       | - | गव्हर्नन्स इन इंडिया                             |
| 13. Mukharjee            | - | Indian Public Finance and Finical Administration |



### Subject Objective

1. It will enhance abilities among students to be Responsible Citizens in the form of Democratic system.
2. It may enable students to acquire job Oriented knowledge and skill
3. Syllabus is framed Covering Competitive Exam.
4. Students will understand administration of Panchayat raj Institute.

  
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Paper - II  
Syllabus

Sub- Human Resource Management

Total Mark 60

Unit I<sup>st</sup>

- **Human Resource Management** 25
- Historical background of Human Resource Management, Concept of Human Resource Management, Meaning, Definition, Importance and need of Human Resource Management
- II - Functions of Human Resource Management** 25
- Planning, Decision Making, Organizing, Staffing Directing, Controlling, Co-ordinating.
- III - Mechanism of Human Resource Management** 25
- National and International Human resource Management.
  - Consultant – Client relationship
- IV - Organizational behavior .** 25
- Concept, Scope and nature of behaviour Personality, Perception, Learning, Attitude, Motivation, Interpersonal behaviour, leadership, Communication, Stress, organizational Change.

**Books Reference-**

1. मित्र माधवी, शहाणं नाना (2003). - मनुष्यबल व्यवस्थापन व औद्योगिक संबंध, राजहंस प्रकाशन, पुणे.
2. कवडेकर श्री.वि., रावळ सी.एस. - व्यावसायिक व्यवस्थापन ए डायमंड पब्लिकेशन कोटाचंदे रावड (2005) पुणे 30
3. चोपनकर सुधोर, अल्लोणी विवेक - मानव संसाधनांचे व्यवस्थापन, साईनाथ प्रकाशन(2000) नागपूर -10
4. Rao, P. Subba - Human Resource Management, Himalaya Publishing House, Himalaya Publishing house PVT. LTD, Mumbai
5. Kothari Prakash, Joshi - Human Resource Management and Shrinivas(2008) Organisational behaviour, Diamand publications, Pune
6. कप्तान संजय, फुले किशोर - जनसंपर्क, डायमंड पब्लिकेशन, पुणे

**Paper - III**  
**Syllabus**  
**Sub- Field Work (Practical)**



**Total Mark 100**

**Total Hours- 120**

| <b>Course Content</b> |  | <b>Hours</b> | <b>Marks</b> |
|-----------------------|--|--------------|--------------|
| I                     | Basic Orientation about the Administrative Agency (Skill Lab at classroom)   | 10           | 10           |
| II                    | Observation and field Visit<br>To Understand the Structure, Function, Staffing Pattern, funding resources, role of agency for Society. | 20           | 20           |
| III                   | Placement in Agency the Practical work   | 70           | 40           |
| IV                    | Report Writing   | 20           | 10           |
| V                     | Viva Voce<br>(Viva – Voce based field practical with Presentation)   |              | 20           |

  
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**College of Social Work Chopda, Dist-Jalgaon**  
**Time-Table (2017-18)**

***Certificate Course in counselling***

| <b>Time</b>         | <b>Monday</b>                       | <b>Tuesday</b>                      | <b>Friday</b>               | <b>Saturday</b>             |
|---------------------|-------------------------------------|-------------------------------------|-----------------------------|-----------------------------|
| <b>1.00 to 1.40</b> | Coun.Psy.<br>(Prof. Upasani)        | Coun.Psy.<br>(Prof. Upasani)        | Field Work<br>(Prof. Valvi) | Field Work<br>(Prof. Valvi) |
| <b>1.40 to 2.20</b> | Coun.Services<br>(Prof. R.Y. Nikam) | Coun.Services<br>(Prof. R.Y. Nikam) | Field Work<br>(Prof. Valvi) | Field Work<br>(Prof. Valvi) |




  
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**Bhagini Mandal Chopda's  
College of Social Work, Chopda  
Certificate Course in Counselling  
Exam Time Table (2017-18)**



| Day & Date            | Time    | Sub                       | Exam Centre  |
|-----------------------|---------|---------------------------|--|
| 07/05/2018<br>Monday  | 9 to 11 | Counselling<br>Psychology | Bhagini Mandal's<br>College of Social<br>Work, Chopda Dist-<br>Jalgaon |
| 08/05/2018<br>Tuesday | 9 to 11 | Counseling Service        |  |

  
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**College of Social Work Chopda, Dist-Jalgaon**  
**Time-Table (2017-18)**

***Certificate Course in NGO's Management***



| <b>Time</b>         | <b>Monday</b>                            | <b>Tuesday</b>                           | <b>Friday</b>                   | <b>Saturday</b>                 |
|---------------------|--|--|---------------------------------|---------------------------------|
| <b>1.00 to 1.40</b> | HRM in NGO<br>(Prof.M.N.Gaikwad)         | Intro.to NGO Mang.<br>(Dr.U.J.Sonkamble) | Field Work<br>(Prof. Deshpande) | Field Work<br>(Prof. Deshpande) |
| <b>1.40 to 2.20</b> | Intro.to NGO Mang.<br>(Dr.U.J.Sonkamble) | HRM in NGO<br>(Prof.M.N.Gaikwad)         | Field Work<br>(Prof. Deshpande) | Field Work<br>(Prof. Deshpande) |

  
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**Bhagini Mandal Chopda's  
College of Social Work, Chopda  
Certificate Course in NGO's Management**

**Exam Time Table (2017-18)**



| Day & Date            | Time    | Sub                | Exam Centre  |
|-----------------------|---------|--------------------|--|
| 07/05/2018<br>Monday  | 9 to 11 | Intro.to NGO Mang. | Bhagini Mandal's College of<br>Social Work,Chopda Dist-<br>Jalgaon |
| 08/05/2018<br>Tuesday | 9 to 11 | HRM in NGO         |  |
|                       |         |                    |  |

  
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College of Social Work Chopda, Dist-Jalgaon

Time-Table (2018-19)

***Certificate Course in counselling***



| Time                | Monday                              | Tuesday                             | Friday                      | Saturday                    |
|---------------------|-------------------------------------|-------------------------------------|-----------------------------|-----------------------------|
| <b>2.15 to 2.55</b> | Coun.Psy.<br>(Prof. Upasani)        | Coun.Psy.<br>(Prof. Upasani)        | Field Work<br>(Prof. Valvi) | Field Work<br>(Prof. Valvi) |
| <b>2.55 to 3.35</b> | Coun.Services<br>(Prof. R.Y. Nikam) | Coun.Services<br>(Prof. R.Y. Nikam) | Field Work<br>(Prof. Valvi) | Field Work<br>(Prof. Valvi) |

  
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**Bhagini Mandal Chopda's  
College of Social Work, Chopda  
Certificate Course in Counselling  
Exam Time Table (2018-19)**



| Day & Date            | Time           | Subject                | Exam Centre   |
|-----------------------|----------------|------------------------|---|
| 13/05/2019<br>Monday  | 09:00 to 11:00 | Counselling Psychology | <b>Bhagini Mandal's College of Social<br/>Work, Chopda Dist-Jalgaon</b> |
| 14/05/2019<br>Tuesday | 09:00 to 11:00 | Counseling Service     |   |

  
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Time-Table (2018-19)

***Certificate Course in NGO's Management***



| Time                | Monday                                   | Tuesday                                  | Friday                          | Saturday                        |
|---------------------|--|--|---------------------------------|---------------------------------|
| <b>2.15 to 2.55</b> | HRM in NGO<br>(Prof.M.N.Gaikwad)         | Intro.to NGO Mang.<br>(Dr.U.J.Sonkamble) | Field Work<br>(Prof. Deshpande) | Field Work<br>(Prof. Deshpande) |
| <b>2.55 to 3.35</b> | Intro.to NGO Mang.<br>(Dr.U.J.Sonkamble) | HRM in NGO<br>(Prof.M.N.Gaikwad)         | Field Work<br>(Prof. Deshpande) | Field Work<br>(Prof. Deshpande) |

  
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**Bhagini Mandal Chopda's  
College of Social Work, Chopda  
Certificate Course in NGO's Management  
Exam Time Table (2018-19)**



| Day & Date            | Time           | Sub                | Exam Centre   |
|-----------------------|----------------|--------------------|---|
| 13/05/2019<br>Monday  | 09:00 to 11:00 | Intro.to NGO Mang. | Bhagini Mandal's College of Social<br>Work, Chopda Dist-Jalgaon |
| 14/05/2019<br>Tuesday | 09:00 to 11:00 | HRM in NGO         |   |

  
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**College of Social Work Chopda, Dist-Jalgaon**  
**Time-Table (2019-20)**

***Certificate Course in NGO's Management***



| Time                | Monday                                   | Tuesday                                  | Friday                          | Saturday                        |
|---------------------|--|--|---------------------------------|---------------------------------|
| <b>2.15 to 2.55</b> | HRM in NGO<br>(Prof.M.N.Gaikwad)         | Intro.to NGO Mang.<br>(Dr.U.J.Sonkamble) | Field Work<br>(Prof. Deshpande) | Field Work<br>(Prof. Deshpande) |
| <b>2.55 to 3.35</b> | Intro.to NGO Mang.<br>(Dr.U.J.Sonkamble) | HRM in NGO<br>(Prof.M.N.Gaikwad)         | Field Work<br>(Prof. Deshpande) | Field Work<br>(Prof. Deshpande) |

  
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Date. 30/08/2021



**Bhagini Mandal Chopda's  
College of Social Work, Chopda  
Certificate Course in NGO's Management  
Exam Time Table (2019-20)**

| Online Exam             |               |                                     |
|-------------------------|---------------|-------------------------------------|
| Day & Date              | Time          | Sub                                 |
| 20/09/2021<br>Monday    | 9.00 to 11.00 | Introduction to NGO's<br>Management |
| 21/09/2021<br>Tuesday   | 9.00 to 11.00 | HRM in NGO's                        |
| 23/09/2021<br>Wednesday | 9.00 to 11.00 | Viva-Voce in Field work             |

  
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**College of Social Work Chopda, Dist-Jalgaon**  
**Time-Table (2019-20)**

***Certificate Course in counselling***

| <b>Time</b>         | <b>Monday</b>                       | <b>Tuesday</b>                      | <b>Friday</b>               | <b>Saturday</b>             |
|---------------------|-------------------------------------|-------------------------------------|-----------------------------|-----------------------------|
| <b>2.15 to 2.55</b> | Coun.Psy.<br>(Prof. Upasani)        | Coun.Psy.<br>(Prof. Upasani)        | Field Work<br>(Prof. Valvi) | Field Work<br>(Prof. Valvi) |
| <b>2.55 to 3.35</b> | Coun.Services<br>(Prof. R.Y. Nikam) | Coun.Services<br>(Prof. R.Y. Nikam) | Field Work<br>(Prof. Valvi) | Field Work<br>(Prof. Valvi) |



  
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**Bhagini Mandal Chopda's  
College of Social Work, Chopda  
Certificate Course in Counselling  
Exam Time Table (2019-20)**



| Online Exam            |                |                         |
|------------------------|----------------|-------------------------|
| Day & Date             | Time           | Sub                     |
| 12/12/2020<br>Saturday | 10.00 to 12.00 | Viva-Voce on Field work |
| 13/12/2020<br>Sunday   | 10.00 to 11.30 | Counseling Psychology   |
|                        | 12.00 to 01.30 | Counseling Service      |

  
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**College of Social Work Chopda, Dist-Jalgaon**

**Time-Table (2020-21)**

***P.G.Diploma in Management***

| Time            | Monday  | Tuesday   | Friday                | Saturday              |
|-----------------|---|---|-----------------------|-----------------------|
| 2.15 to<br>2.55 | Relation of Public<br>Administration with<br>other Humanities | Human Resource<br>Management                                  | Field Work            | Field Work            |
|                 | (Prof. S.B.Patil)   | (Dr. S.M.Deshpande)   | (Prof. A.S.Gujarathi) | (Prof. A.S.Gujarathi) |
| 2.55 to<br>3.35 | Human Resource<br>Management                                  | Relation of Public<br>Administration with<br>other Humanities | Field Work            | Field Work            |
|                 | (Dr. S.M.Deshpande)   | (Prof. S.B.Patil)   | (Prof. A.S.Gujarathi) | (Prof. A.S.Gujarathi) |

  
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Date-30/08/2021

**Bhagini Mandal Chopda's**  
**College of Social Work, Chopda**  
**P.D. Diploma in Management & Public Administration**  
**Exam Time Table (2020-21)**  
**Online Exam**

| Day & Date              | Time          | Sub   |
|-------------------------|---------------|---|
| 20/09/2021<br>Monday    | 9.00 to 11.00 | Relation of Public Administration with other Humanities |
| 21/09/2021<br>Tuesday   | 9.00 to 11.00 | Human Resource Management                               |
| 22/09/2021<br>Wednesday | 9.00 to 11.00 | Viva-Voce Filed work                                    |

  
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**College of Social Work Chopda, Dist-Jalgaon**  
**Time-Table (2020-21)**

***Certificate Course in NGO's Management***

| <b>Time</b>         | <b>Monday</b>                            | <b>Tuesday</b>                           | <b>Friday</b>                   | <b>Saturday</b>                 |
|---------------------|--|--|---------------------------------|---------------------------------|
| <b>2.15 to 2.55</b> | HRM in NGO<br>(Prof.M.N.Gaikwad)         | Intro.to NGO Mang.<br>(Dr.U.J.Sonkamble) | Field Work<br>(Prof. Deshpande) | Field Work<br>(Prof. Deshpande) |
| <b>2.55 to 3.35</b> | Intro.to NGO Mang.<br>(Dr.U.J.Sonkamble) | HRM in NGO<br>(Prof.M.N.Gaikwad)         | Field Work<br>(Prof. Deshpande) | Field Work<br>(Prof. Deshpande) |

  
Co-Ordinator,  
Internal Quality Assurance Cell  
BMC's, College of Social Work  
Chopda, Dist. Jalgaon




Date-30/08/2021

**Bhagini Mandal Chopda's  
College of Social Work, Chopda  
Certificate Course in NGO's Management  
Exam Time Table (2020-21)**

**Online Exam**

| <b>Date &amp; Day</b> | <b>Time</b>   | <b>Sub</b>                     |
|-----------------------|---------------|--------------------------------|
| 20/09/2021 Monday     | 9.00 to 11.00 | Introduction to NGO Management |
| 21/09/2021 Tuesday    | 9.00 to 11.00 | HRM in NGO                     |
| 22/09/2021 Wednesday  | 9.00 to 11.00 | Viva-Voce Filed work           |

  
Co-Ordinator,  
Internal Quality Assurance Cell  
BMC's, College of Social Work  
Chopda, Dist. Jaipur.



**College of Social Work Chopda, Dist-Jalgaon**  
**Time-Table (2020-21)**

***Certificate Course in counseling***

| <b>Time</b>         | <b>Monday</b>                       | <b>Tuesday</b>                      | <b>Friday</b>               | <b>Saturday</b>             |
|---------------------|-------------------------------------|-------------------------------------|-----------------------------|-----------------------------|
| <b>2.15 to 2.55</b> | Coun.Psy.<br>(Prof. Upasani)        | Coun.Psy.<br>(Prof. Upasani)        | Field Work<br>(Prof. Valvi) | Field Work<br>(Prof. Valvi) |
| <b>2.55 to 3.35</b> | Coun.Services<br>(Prof. R.Y. Nikam) | Coun.Services<br>(Prof. R.Y. Nikam) | Field Work<br>(Prof. Valvi) | Field Work<br>(Prof. Valvi) |

  
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BMC's College of Social Work  
Chopda, Dist. Jalgaon



Date.30/08/2021

**Bhagini Mandal Chopda's  
College of Social Work, Chopda  
Certificate Course in Counseling  
Exam Time Table (2020-21)  
Online Exam**

| <b>Date &amp; Day</b>   | <b>Time</b>   | <b>Sub</b>              |
|-------------------------|---------------|-------------------------|
| 20/09/2021<br>Monday    | 9.00 to 11.00 | Counselling Psychology  |
| 21/09/2021<br>Tuesday   | 9.00 to 11.00 | Counseling Service      |
| 22/09/2021<br>Wednesday | 9.00 to 11.00 | Viva-Voce in Field work |

  
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Internal Quality Assurance Cell  
BMC's, College of Social Work  
Chopda, Dist. Jalgaon





**College of Social Work Chopda, Dist-Jalgaon**  
**Time-Table (2020-21)**

***Communication Skill in English***

| Time            | Monday  | Tuesday   | Friday                           | Saturday                         |
|-----------------|---|---|----------------------------------|----------------------------------|
| 2.15 to<br>2.55 | ENGLISH GRAMMAR<br>(Prof. Prashant Chavan)                              | ENGLISH GRAMMAR<br>(Prof. Prashant Chavan)                              | Practical<br>(Prof. Mehul Patil) | Practical<br>(Prof. Mehul Patil) |
| 2.55 to<br>3.35 | Oral and Written<br>Communication in English<br>(Prof. Prashant Chavan) | Oral and Written<br>Communication in English<br>(Prof. Prashant Chavan) | Practical<br>(Prof. Mehul Patil) | Practical<br>(Prof. Mehul Patil) |


  
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Chopda, Dist. Jalgaon



Date-30/08/2021

**Bhagini Mandal Chopda's  
College of Social Work, Chopda  
Communication Skill in English  
Exam Time Table (2020-21)  
Online Exam**

| Day & Date              | Time          | Sub  |
|-------------------------|---------------|--|
| 20/09/2021<br>Monday    | 9.00 to 11.00 | ENGLISH GRAMMAR  |
| 21/09/2021<br>Tuesday   | 9.00 to 11.00 | Oral and Written Communication in English<br>(Spoken Communication in English) |
| 22/09/2021<br>Wednesday | 9.00 to 11.00 | Practical  |

  
Co-ordinator

Co-ordinator,  
Internal Quality Assurance Cell  
BMC's, College of Social Work,  
Chopda, Dist. Jalgaon



Principal



भगिनी मंडळ चोपडा संवलिप्त,  
समाजकार्य महाविद्यालय चोपडा जि.जळगांव

वेळ:-२ तास

External Examination  
Class - Certificate Course in Counseling  
Sub - Counseling Psychology



सुचना - सर्व प्रश्नांना समान गुण आहेत.  
सर्व प्रश्न सोडविणे अनिवार्य आहे.

- प्रश्न १ ला दिर्घोत्तरी प्रश्न २०  
समुपदेशनाची व्याख्या सांगून त्याची घ्येय विशद करा ?  
किंवा  
समुपदेशनात कौटूंबिक समुपदेशनाचे महत्व विशद करा ?
- प्रश्न २ रा दिर्घोत्तरी प्रश्न २०  
ताण म्हणजे काय ? ताणाची कारणे विशद करा ?  
किंवा  
प्रमावी समुपदेशनास आवश्यक असणारी कौशल्ये विशद करा ?
- प्रश्न २ रा टिपा लिहा. (कोणत्याही -२) २०  
अ) सप्रेशन ब) अशिल आणि समुपदेशक यातील संबंध  
क) विद्यार्थी समुपदेशक

  
Co-Ordinator,  
Internal Quality Assurance Cell  
BMC's College of Social Work  
Chopda Dist. Jalgaon



मगिनी मंडळ चोपडा संचलित,  
समाजकार्य महाविद्यालय चोपडा जि.जळगांव

वेळ:-२ तास

External Examination  
Class - Certificate Course in Counseling  
Sub - Counseling Services

सुचना - सर्व प्रश्नांना समान गुण आहेत.  
सर्व प्रश्न सोडविणे अनिवार्य आहे.

- प्रश्न १ ला दिर्घोत्तरी प्रश्न २०  
सल्ला समुपदेशनाचा अर्थ, व्याख्या, व्याप्ती आणि गरज सविस्तर स्पष्ट करा.  
किंवा  
सल्ला समुपदेशनातील निरीक्षण तंत्राचा अर्थ सांगून निरीक्षण तंत्राची वैशिष्ट्ये स्पष्ट करा .
- प्रश्न २ रा दिर्घोत्तरी प्रश्न २०  
'सल्ला समुपदेशन एक व्यवसाय' यावर निबंध लिहा  
किंवा  
सल्ला समुपदेशनातील कुटुंब उपचार पध्दती, उद्देश आणि कार्य सविस्तर लिहा
- प्रश्न २ रा टिपा लिहा. (कोणत्याही -२) २०  
अ) सल्ला समुपदेशनातील तंत्र आणि कौशल्य ब) समुह समुपदेशन  
क) सल्ला समुपदेशन प्रकीया

  
Co-Ordinator,  
Internal Quality Assurance Cell  
BMC's, College of Social Work  
Chopda, Dist. Jalgaon



महिनी मंडळ चोपडा संवलिंत,  
समाजकार्य महाविद्यालय चोपडा जि.जळगांव  
External Examination  
Class - Certificate Course in NGO'S Management  
Sub - Introduction to NGO Management

वेळ-२ तास

- सुचना - सर्व प्रश्नांना समान गुण आहेत.  
सर्व प्रश्न सोडविणे अनिवार्य आहे.
- प्रश्न १ ला स्वयंसेवी (NGO) संस्थेची व्याख्या, अर्थ, आणि उद्देश लिहा २०  
किंवा
- संस्था नोंदणीची (NGO) प्रक्रीया लिहा
- प्रश्न २ रा नोंदणी (Record) ची गरज आणि प्रकार लिहा २०  
किंवा
- Funding (निधी) मिळवण्याचे माध्यम (Source) लिहा
- प्रश्न २ रा टिपा लिहा. (कोणत्याही -२) २०
- अ) NGO ची कार्ये व) Budget (अंदाज पत्रक)  
क) Charity Commissioner (धर्मादाय आयुक्तचे अधिकार)

  
Internal Quality Assessor  
BMC's College of Social Work  
Choppda, Tal. Jalgaon

भगिनी मंडळ चोपडा संचलित,  
समाजकार्य महाविद्यालय चोपडा जि.जळगाव

वेळ-२ तास

External Examination

Class - Certificate Course in NGO'S Management

Sub - Human resource Management in NGO's



सुचना - सर्व प्रश्नांना समान गुण आहेत.

सर्व प्रश्न सोडविणे अनिवार्य आहे.

प्रश्न १ ला

दिर्घोत्तरी प्रश्न

मानव संसाधन गट म्हणजे काय ? मानवसंसाधनाची गरज स्पष्ट करा

२०

किंवा

निधी उभारणी करीताच्या आवश्यक पायऱ्या सांगा

प्रश्न २ रा

दिर्घोत्तरी प्रश्न

मानव संसाधन व्यवस्थापनामध्ये कर्मचाऱ्यांची भूमिका स्पष्ट करा

२०

किंवा

आर्थिक व्यवस्थापन यावर चर्चा करा

प्रश्न २ रा


टिपा लिहा. (कोणत्याही -२)

२०

अ) पर्यवेक्षण

ब) लेखापरिक्षण नियंत्रण

क) कर

  
Co-Ordinator,  
Internal Quality Assurance Cell  
B.M.C.'s, College of Social Work,  
Chopda, Dist. Jalgaon

॥ अंतरी पेटतु ज्ञानज्योत ॥

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon



Jalgaon (M.S.), INDIA

We, the Board of Deans, Kavayitri Bahinabai Chaudhari  
North Maharashtra University, Jalgaon

&

The Principal

BMC's College of Social Work, chopda.  
do, hereby, certify that,

Mr./Ms. Borase Harshal Ravindra

has pursued a course of study approved by the Kavayitri Bahinabai  
Chaudhari North Maharashtra University, Jalgaon  
and has passed the requisite examination held in Dece. 2020  
with A grade and found duly qualified for the award of

## Certificate in Counseling

Which is conferred on him / her on October 1<sup>st</sup>, 2021

In testimony whereof is set the seal and signatures of authorities.

  
Principal

Bhagini Mandai Choppda's  
College of Social Work, Chopda



  
Dean



**Bhagini Mandal Chopda's**  
**College of Social Work, Chopda, Dist-Jalgaon**  
**North Maharashtra University Jalgaon Affiliated**  
**Certificate Course in Counseling**



**MARK STATEMENT**  
**EXAMINATION -MAY 2020**

**SEAT NO** :- Coun -03

**CENTRE** :-140052

**COLLEGE** :- **BMC's COLLEGE OF SOCIAL WORK, CHOPDA**

**NAME** :- BORASE HARSHAL RAVINDRA

| SUBJECT      | SUBJECT NAME          | RESULT | CREDIT | GRADE | GXC       |
|--------------|-----------------------|--------|--------|-------|-----------|
| PAPER-I      | COUNSELING PSYCHOLOGY | P      | 6      | 5.0   | 30        |
| PAPER-II     | COUNSELING SERVICES   | P      | 6      | 5.5   | 33        |
| PAPER-III    | FIELD WORK            | P      | 8      | 4.5   | 36        |
| <b>TOTAL</b> |                       |        |        |       | <b>99</b> |

PASS EXAM CGPA :  $99 / 20 = 4.95$

CGPA:4.95

GRADE: A

RESULT: PASS

DATE : 26/12/2020



  
**PRINCIPAL**  
Bhagini Mandal Chopda's  
College of Social Work, Chopda





MAHARAJA JYOTIBHAI PHULE UNIVERSITY  
 Graduate Course in NGO's Management

**MARK STATEMENT**  
**EXAMINATION -MAY 2018**

SEAT NO : NGO-01

CENTRE : 140052

COLLEGE : JYU - COLLEGE OF SOCIAL WORK, CHOPDA

NAME : CHAUDHARI SAPNA PRALHAD

| SUBJECT   | SUBJECT NAME                    | RESULT | CREDIT | GRADE | GXC |
|-----------|---------------------------------|--------|--------|-------|-----|
| PAPER-I   | INTRODUCTION TO NGO'S MANGEMENT | P      | 6      | 3.0   | 18  |
| PAPER-II  | HRM IN NGO'S MANAGEMENT         | P      | 6      | 2.5   | 15  |
| PAPER-III | FIELD WORK                      | P      | 8      | 5.5   | 44  |
|           |                                 |        |        | TOTAL | 77  |

PASS EXAM CGPA :  $77 / 20 = 3.85$

CGPA : 3.85

GRADE : B

RESULT : PASS

DATE : 12/05/2018

Co-ordinator,  
 Internal Quality Assurance Cell  
 JYU's College of Social Work,  
 Chopda, Dist. Junagadh



PRINCIPAL

Principal,  
 College of Social Work, Chopda



BRANCH : Social Work  
COURSE : B.A. / B.S.W.  
NORTH CAMPUS : Bhagini Mandar, Jalgaon, Affiliated  
to Gujarat University  
Certificate Course in NGO's Management

**MARK STATEMENT**  
**EXAMINATION -MAY 2018**

SCRT NO : NGO-02

ROLL NO : -140752

COLLEGE : BMC'S COLLEGE OF SOCIAL WORK, CHOPDA

NAME : CHAVARE PUJA SHANTARAM

| SUBJECT   | SUBJECT NAME                    | RESULT | CREDIT | GRADE | GXC |
|-----------|---------------------------------|--------|--------|-------|-----|
| PAPER-I   | INTRODUCTION TO NGO'S MANGEMENT | P      | 6      | 2.0   | 12  |
| PAPER-II  | HRM IN NGO'S MANAGEMENT         | P      | 6      | 2.5   | 15  |
| PAPER-III | FIELD WORK                      | P      | 8      | 5.0   | 40  |
|           |                                 |        |        | TOTAL | 67  |

PASS EXAM CGPA :  $67 / 20 = 3.35$

CGPA : 3.35

GRADE : B

RESULT : PASS

DATE : 12/05/2018

  
Co-ordinator,  
Internal Query Assistance Cell,  
BMC's, College of Social Work,  
Chopda, Dist. Jalgaon.



  
PRINCIPAL  
Bhagini Mandar Campus, Sonchhi,  
College of Social Work, Chopda