



DOMBIVLI SHIKSHAN PRASARAK MANDAL'S

**K.V. PENDHARKAR COLLEGE OF ARTS, SCIENCE AND COMMERCE
(AUTONOMOUS)**

Re accredited with 'A' grade (3.14 CGPA) by NAAC (3rd cycle 2017)



Faculty of Commerce
DEPARTMENT OF MANAGEMENT STUDIES

PROPOSED SYLLABUS FOR

*Diploma in Human Resource
Management*

(with effect from the Academic Year: 2023-2024)

About the Course:

Diploma in Human Resource Management is a **1-year** diploma course in the domain of human resource and its management.

A diploma course in Human Resource Management is aimed at providing that basic skills and knowledge to the candidates so, that they turn out to be an effective HR (Human Resource) management, professionals

Programme Outcome :

Diploma in Human Resource Management equips students with basic knowledge and managerial skills in relation to the effective management of human as a resource.

Students can enhance their knowledge base and managerial skills in the respective domain by going for Bachelor's and Master's level course in the long run

Scope:

Pass outs can look for a variety of options in terms of their career such as HR trainee, Domain expert, Performance analyst, etc.. However, it is observed that most of the students prefer to go for higher studies in the discipline before entering the job market.

The average starting **salary at this level** ranges from 2-4 Lakhs P.A.

Eligibility:

10+2 pass out students with a minimum of 50% in class 12th board examination from any recognized centre or state board

Batch Size:

60 Students

Note: After completion of this course successfully students will get certificate issued by our institution under autonomy.

Course Structure

DHRM

Semester I	Lectures	Marks	Credit Points	Semester II	Lectures	Marks	Credit Points
Principles of Management	45	100	3	Industrial Relations and Labour Law	45	100	3
Business Communication	45	100	3	Information Technology for Management	45	100	3
Effective H.R. Training and Development Strategy	45	100	3	Wages and Salary Administration	45	100	3
Human Resource Management	45	100	3	Organizational Behavior	45	100	3
Total	180	400	12	Total	180	400	12

Examination:

- The examination of Sem-I & Sem-II will be conducted twice in an academic year i.e. In ***November & April***
- A student can pass a year with a maximum of 2 supplementary exams

Passing Standard :

- The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination.
- The learners shall obtain minimum of 40% marks (i.e. 16 out of 40) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 24 Out of 60) separately, to pass the course and minimum of Grade E to pass a particular semester.
- A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination together.

Evaluation Scheme:

- Internal Exam : 40 Marks
- External Exam: 60 Marks

Paper Pattern:

- **Internal Exam : 40 Marks**

1. 20 Marks Practical Assignment will be given in consultation with Industry Expert.

2. 20 Marks written examination will be conducted I following Pattern:-

5 Marks Objective questions

5 Marks 5 concept based question

10 Marks Short notes (2 out of 3)

- **External Exam: 60 Marks**

1. 60 Marks Online MCQ examination will be conducted in Institutes Computer Lab. (*Total 40 MCQ of 1.5 Marks will be provided in the paper.*)

Thank you

Dombivli Shikshan Prasarak Mandal's
K.V. Pendharkar College of Arts, Science & Commerce, Dombivli East
(Autonomous)

Department of Biotechnology
Certificate Course in Sewage Treatment Plant Process

Date: 04-05-2024

The Department of Biotechnology of DSPM's K.V. Pendharkar College of Arts, Science & Commerce (Autonomous), in the academic year 2020-21, had introduced a Skill Development Certificate course in Sewage Treatment Plant (STP). The students enrolled in the First year of Degree course at Undergraduate level of Life Sciences (Biotechnology, Botany, Zoology) and Chemistry were eligible to undertake this certificate course. The enrollment procedure for the forth batch began in the month of December, 2023. The total no. of students who got enrolled for this course in the academic year 2023-24 was 36.

List of student detail given in Annexure 1.

The fees for this certificate course was Rs.1200/- per student.

Total fee collected under this course: Rs. 43,200/-

An introductory lecture for the students was conducted on 8th February, 2024 wherein the students were briefed about this certificate course. The Certificate course began in the second week of February and got completed by the last week of March. A total of 30 hours of teaching which included 18 lectures and 4 practical of 3 periods each was taken to cover the syllabus of this course.

Sr. No.	Name of the Faculty	Lectures (hours)	Practical (2 Batches) (hours)	Total workload (hours)
1.	Dr. Suman Satyarum	03	06	09
2.	Dr. Seema Agashe	02	-	02
3.	Ms. Sandeeptha Rathindran	03	-	03
4.	Ms. Sneha Pande	03	06	09
5.	Ms. Seema Dalvi	03	06	09
6.	Ms. Divya More	-	06	06
7.	Ms. Revati Joshi	03	-	03
	TOTAL	17	24	41

The evaluation part of this certificate course consisted of Assignment submission of 20 marks and Sewage treatment process course book of 30 marks. The students were judged on the basis of their understanding of concept. The student evaluation was held on 2nd April, 2024 from 8.00am to 11.00 am.

Seema Dalvi
04/05/2024

Report made by
Ms. Seema Dalvi
Course Coordinator
Dept. of Biotechnology

Annexure 1

List of students enrolled:

Sr. No.	Name of the student	Class	Sr. No.	Name of the student	Class
1	Amravatiwala Haider Mustafa	F.Y. Biotech	19	Patil Shravani Bajirao	F.Y. Biotech
2	Bhagat Asmi Sunil	F.Y. Biotech	20	Pawar Prachi Deepak	F.Y. Biotech
3	Chaudhuri Roshni Ranjan	F.Y. Biotech	21	Rampurawala Rashida Mohammad	F.Y. Biotech
4	Chikhale Aachal Uttam	F.Y. Biotech	22	Samanta Chirashri Chiranjib	F.Y. Biotech
5	Dabhekar Siddhi Baban	F.Y. Biotech	23	Saruk Sumit Shriram	F.Y. Biotech
6	Gawand Shreyash Jayesh	F.Y. Biotech	24	Sarwagod Isha Bhagwan	F.Y. Biotech
7	Ghode Rutuja Raghunath	F.Y. Biotech	25	Shahu Kajal Anil	F.Y. Biotech
8	Gorde Pratik Dattu	F.Y. Biotech	26	Siddhi Suresh Bini	F.Y. Biotech
9	Gujar Tanvi Vijendra	F.Y. Biotech	27	Singh Aditya Ajeet	F.Y. Biotech
10	Gupta Anchal Ajaykumar	F.Y. Biotech	28	Sunka Akanksha Anand	F.Y. Biotech
11	Jogdand Pranjali Datta	F.Y. Biotech	29	Upadhyay Shalini Sunil	F.Y. Biotech
12	Joshi Sanika Nitesh	F.Y. Biotech	30	Upadhyay Suman Sanjay	F.Y. Biotech
13	Karanjkar Manali Manohar	F.Y. Biotech	31	Walekar Shrushti Vithal	F.Y. Biotech
14	Kene Tasmay Mahesh	F.Y. Biotech	32	Yelve Aryan Dhiraj	F.Y. Biotech
15	More Harsha Santosh	F.Y. Biotech	33	Patil Sanskruti Subhash	F.Y. Biotech
16	Nikam Omkar Appa	F.Y. Biotech	34	Pawar Utkarsh Milind	F.Y. Biotech
17	Parkhi Yutika Abhijit	F.Y. Biotech	35	Sawant Sneha Kishor	F.Y. Biotech
18	Patil Amruta Madhukar	F.Y. Biotech	36	Tawre Shravani	F.Y. Biotech

Academic Council dated 20th May, 2021 as per Item Number: 2.03



**DOMBIVLI SHIKSHAN PRASARAK MANDAL'S,
K.V. PENDHARKAR COLLEGE OF ARTS, SCIENCE AND
COMMERCE, (AUTONOMOUS) DOMBIVLI (EAST), DIST. THANE
(Affiliated to University of Mumbai)**

Faculty of Science

DEPARTMENT OF BIOTECHNOLOGY

(Programme: Certificate Course in Sewage Treatment Plant Process)

SYLLABUS FOR

Certificate Course in Sewage Treatment Plant Process

(With effect from the Academic Year: 2020-2021)

Preamble

Water is one of the most important substances on earth. Without water, there would be no life on earth. Population of the world is increasing exponentially. Nearly 1.2 billion people lack access to clean drinking water. Water scarcity is driven by three factors which include increasing use of freshwater, depletion of usable freshwater resources and poor management of sufficiently available water. With the increase in shortage of drinking water it has become very important for mankind to have proper waste water management plans. Disposal of sewage, effluent wastes and wastewater without proper effective treatment pose a major threat to mankind and environment.

This Certificate course in Sewage Treatment Plant Process is for Life Science discipline only which would provide a basic knowledge to Life science students about the significance of setting up a Sewage Treatment Plant and making sewage water acceptable for reuse or for returning to the environment, usually a standard set by the Environmental Agency.

Essential elements of the syllabus

1.	Title of the Course	Certificate Course in Sewage Treatment Plant Process
2.	Course Code	PCUSBT20-01
3.	Course Description	This course is designed to provide an overview of the different treatment stages involved in a Sewage treatment plant. Basic unit operations and chemical, biological unit processes involved in the sewage treatment chain will be described. There will be an emphasis on the significance of setting up a Sewage Treatment Plant, Assessment and Applications of treated Sewage water.
4.	Eligibility	The students enrolled in the First year of Degree course at Undergraduate level of Life Sciences (Biotechnology, Botany, Zoology) and Chemistry are eligible to undertake this certificate course.
5.	Intake capacity	30 students
6.	Fee structure	Rs.1200/-
7.	Duration of the course	30 hours
8.	Learning outcomes	<ul style="list-style-type: none"> • Student can apply as a technician/supervisor for STP plant. • Explain the importance of sewage treatment. • Describe the function of the process units involved in sewage water treatment technologies. • Describe the physical, chemical and biological processes involved in the sewage treatment process. • Outline the various bioremediation techniques of sewage treatment. • Find solution to create green and clean environment.
9.	Component of Assessment	The student will have to submit an assignment and make a PowerPoint presentation on any topics related to the Sewage treatment plant process.

Syllabus for Certificate Course in Sewage Treatment Plant Process

Credits: 2

Course Duration: 30 hours

Theory (18 hours)

Module	Title	No. of hours
Module 1 Introduction to Sewage & Basic Unit Operations in Sewage wastewater treatment	Introduction to Sewage: Definition, Sources, characteristics of Sewage Impact of untreated sewage wastewater on environment Basic Unit Operations in Sewage wastewater treatment: Primary treatment Secondary treatment Tertiary treatment	06 hours
Module 2 Sludge management & Designing of Sewage treatment plant	Sludge management: Stages of sludge treatment Final disposal of sludge Designing of Sewage treatment plant: Steps involved in Setting up of STP Layout of STP	06 hours
Module 3 Bioremediation of Sewage & Significance of assessment and applications of treated sewage water	Bioremediation of Sewage: Ex situ and In situ Bioremediation Genetically engineered microbes for Bioremediation Significance of assessment and applications of treated sewage water: Analysis of Physicochemical parameters Applications of treated sewage	06 hours

Practical (12 hours)

Sr. No.	Experiments	No. of hours
1.	Microbiological analysis of treated sewage	12
2.	Analysis of Physicochemical parameters of treated sewage a. Determination of TSS and Turbidity b. Determination of pH and BOD c. Determination of Colour and COD	

Evaluation Scheme

The student will have to submit an assignment and make a PowerPoint presentation on any topics related to the Sewage treatment plant process.

Grading pattern: Total evaluation marks: 50 Marks

The assignment could be around 10-15 pages with appropriate referencing and formatting.

Marks distribution for the assignment and presentation would be as follows:

- 20M documentation, 10M slide preparation, 10M presentation, 10 M viva

The student will have to secure a minimum of 40% marks to be successful in completing the course.



Dombivli Shikshan Prasarak Mandal's
K.V. Pendharkar College of Arts, Science & Commerce, Dombivli (E)
(Autonomous)



**GET
ENROLLED
TODAY**

DEPARTMENT OF BIOTECHNOLOGY

CERTIFICATE COURSE IN SEWAGE TREATMENT PLANT PROCESS

WHAT YOU'LL LEARN

- PROCESS UNITS INVOLVED IN SEWAGE WATER TREATMENT TECHNOLOGIES
- DESIGNING OF SEWAGE TREATMENT PLANT
- BIOREMEDIATION TECHNIQUES OF SEWAGE TREATMENT
- FIND SOLUTION TO CREATE GREEN AND CLEAN ENVIRONMENT

Course Duration: 30 hours

No. of credits: 02

Who can join?
Undergraduate Life Science students

Course fees: INR 1200/-

For any queries, write to us at:
biotech.kvpc@gmail.com



Water is Life

**Let's recycle and reuse water
by giving it a New Life!!**



Ms. Seema Dalvi
Course Coordinator
Faculty, Department of Biotechnology

Prof. (Dr.) K. R. Jagdeo
I/C Principal



Dombivli Shikshan Prasarak Mandal's
K. V. Pendharkar College of Arts, Science and Commerce
(Autonomous)



Reaccredited with 'A' Grade (3.14 CGPA) by NAAC (3rd Cycle 2017)

2024-25

Now Admissions are open for
Diploma
in
Human Resource Management

*Diploma in Human Resource Management is a 1-year course in the domain of human resource and its management. The course can be pursued after completion of 10+2 level education in any stream from recognized central or state board. The procedure for **admissions** into the course is based on merit, i.e., the percentage of marks obtained by the candidate in class 12th board examinations.*

Eligibility:

10+2 pass out students with a minimum of 50% in class 12th board examination from any recognized center or state board.

Batch Size:

60 Students

Examination:

- The examination of Sem-I & Sem-II will be conducted twice in an academic year i.e. In November & April
- A student can pass a year with a maximum of 2 supplementary exams

Note: After completion of this course successfully students will get certificate issues by our institution under autonomy.

"For more details Contact in BMS Department in Staffroom"

Sr. No.	Date	Class	Student Name
1	8/14/2023	T.Y.B.Com Accounting & Finance	BLAYEE ABEENA RAJU
2	8/12/2023	T.Y.B.Com Accounting & Finance	GUPTA MAYURESH SANJAY MANISHA
3	8/16/2023	T.Y.B.Com Accounting & Finance	KADAM OMKAR VINAYAK
4	8/19/2023	T.Y.B.Com.	KUBDE MANSI JITENDRA
5	8/19/2023	T.Y.B.Com.	MAHAJAN SHREYA SOPAN
6	8/12/2023	T.Y.B.Com Accounting & Finance	MANE SAHIL PANDURANG
7	8/12/2023	T.Y.B.Com Accounting & Finance	MANE SOHAM UPENDRA SHIVANI
8	8/14/2023	T.Y.B.Com Accounting & Finance	MASAL ASHWINI SHRIMANT
9	8/12/2023	T.Y.B.Com Accounting & Finance	MHASKE PRACHI HIRU
10	8/16/2023	T.Y.B.Com.	MHATRE TRUSHITA KISHOR
11	8/16/2023	T.Y.B.Com Accounting & Finance	MIRGAL ATHARVA RAVINDRA
12	8/12/2023	T.Y.B.Com.	NALAWADE UNNATI PRAKASH
13	8/14/2023	T.Y.B.A. (English)	PADALE JAYESH RAJU USHA
14	8/12/2023	T.Y.B.Com.	PADAWALE SAMRUDDHI DEVRAM
15	8/19/2023	T.Y.B.Com Accounting & Finance	PAL RUTIKA VIJAYSHANKAR
16	8/14/2023	T.Y.B.Com.	PATIL HARSHADA SANDIP
17	8/12/2023	T.Y.B.Com Accounting & Finance	PATKAR PANDURANG RAJAN RAVINA
18	8/18/2023	T.Y.B.Com.	SAKHARKAR AASTHA DNYANESH
19	8/14/2023	T.Y.B.Com Accounting & Finance	SARODE AKSHADA TUSHAR
20	8/17/2023	T.Y.B.Com Accounting & Finance	SHINDE TANVI POPAT
21	8/16/2023	T.Y.B.Com Accounting & Finance	SINGH PRAVEEN PREMCHAND
22	8/14/2023	T.Y.B.Com Accounting & Finance	TAMBOLI JAYESH RAJARAM
23	8/14/2023	T.Y.B.Com Accounting & Finance	TANNU CHAITRA SACHIN
24	8/14/2023	T.Y.B.Com Accounting & Finance	THAKARE JAYASHREE SHANKAR
25	8/16/2023	T.Y.B.Com Accounting & Finance	YADAV PRIYA JATASHANKAR



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K. V. Pendharkar College of Arts, Science and Commerce
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"For more details Contact in BMS Department in Staffroom"



Dombivli Shikshan Prasarak Mandal's
K. V. Pendharkar College of Arts, Science and Commerce (Autonomous)
Re-accredited with 'A' Grade (3.14 CGPA) by NAAC (3rd Cycle 2017)



Ref: *KVPC/2022/23/140*

14th March, 2023

MEETING NOTICE

The 2nd **Board of Studies** meeting of Department of **Bachelor of Management Studies (BMS)** of Dombivli Shikshan Prasarak Mandal's K. V. Pendharkar College, Autonomous for the Academic Year **2022-2023** is convened on **21st March, 2023 at 11.30 a.m.** via online mode. You are requested to please make yourself free to attend the same. The agenda of the meeting is attached herewith.

Zoom link for the meeting will be sent at respective email Id's of members.



[Signature]
14/03/2023
Dr. R. Jagdeo
I/C Principal

I/C Principal
DSPM's K.V. Pendharkar College
Dombivli

Copy to:

1. All members of the Board of Studies
2. The Honourable Chairman, Dombivli Shikshan Prasarak Mandal

Address: Opposite MIDC Office, Dombivli East, Maharashtra – 421 203 | Contact: 02512473282
+91 8691022339 Email ID: dkvpcollege@gmail.com

Dorabivli Shikshan Prasarak Mandal's
K. V. Pendharkar College of Arts, Science and Commerce (Autonomous)

Re-accredited with 'A' Grade (3.14 CGPA) by NAAC (3rd Cycle 2017)



Agenda:

1. To review the Minutes and action taken report of previous meeting.
2. To consider and approve the proposed syllabus of Third Year BMS to be implemented from the academic year 2023-24.
3. To consider and approve internal and external evaluation system.
4. Certificate Course reporting.
5. Any other point/topic.

Dombivli Shikshan Prasarak Mandal's
K.V. Pendharkar College of Arts, Science and Commerce (Autonomous)

BMS Department
Minutes of Board of Studies (BoS) Meeting

Date : 21st March, 2023.

Time : 11.30 a.m.

Mode of meeting : Online (Zoom platform)

Agenda of the meeting :

- Item 1.01: To review the minutes and Action Taken report of previous meeting.
Item 1.02: To consider and approve the proposed syllabus of Third Year BMS to be implemented from the academic year 2023-24.
Item 1.03: To consider and approve internal and external evaluation system.
Item 1.04: Certificate Course reporting.
Item 1.05 : To discuss about proposal of Diploma in HRM
Item 1.06: Vote of Thanks

Members attended the meeting :

Experts in the subject from outside the college to be nominated by the Academic Council :

1. **Mr. Atul Sathe**
H.R. College of Commerce and Economics
(HSNC University)
2. **Dr. Aparna Jain**
Ph.D. Guide in Commerce and Business Studies under Somaiya Vidyavihar University,
BBA Hons and BBM Programme Co-ordinator,
S.K. Somaiya College of Arts, Commerce & Science (Somaiya University)

One expert to be nominated by the vice-chancellor from a panel of six recommended by the college Principal.

3. **Dr. Archana Prabhudesai**
K.G. Joshi & N.G. Bedekar college of Arts and Commerce

Industry Expert :

4. Mr. Shailendra Mishra
5. Mr. Nishant Shirsat
6. Mrs. Sushma Jadhav
7. Dr. Nikita Aurange

Discussed points :

1. The previous Board of Studies meeting was held on 15th November, 2022 to review curriculum implemented in the academic year 2021-22, discussion on new evaluation scheme, additional credit and International collaboration.

2. The TYBMS new revised syllabus was proposed to the committee. Each and every individual subjects syllabus was discussed and after some suggestions and modifications it was approved by the committee.
3. It was resolved in the meeting that the new modified external evaluation pattern is going to be implemented from next academic year i.e. 2023-24 for all classes i.e. FYBMS, SYBMS, TYBMS.
4. The update regarding the successful accomplishment of first batch of departmental certificate course ie "Personality Development and Soft Skill" was given in the meeting.
5. A new Diploma course in Human Resource Management was proposed in the meeting and after discussion on different aspects of the said course it was resolved to proceed ahead with the same.
6. Vote of Thanks was proposed.

Shailendra Mishra
23/03/23

Shailendra Mishra
Chairman,
Board of Studies,
BMS Department