

Bhairavnath Shikshan Mandal's
Popatrao Kisanrao Thorat College
Khutbav Tal-Daund Dist -Pune, 412203

2.3.1.

Student centric methods such as experiential learning, Participative learning and problem solving methodologies are used for enhancing learning experiences.

Sr.No	Content
1	Policy document by IQAC
2	Internship
3	Flipped Classroom



[Signature]
Principal
Popatrao Kisanrao Thorat College
Khutbav, Tal.-Daund, Dist.-Pune.



Bhairavnath Shikshan Mandal's,
Popatrao Kisanrao Thorat College
Khutbav,

Affiliated to Savitribai Phule Pune University, Pune
Maharashtra

Internal Quality Assurance Cell

NAAC Accredited with Grade "B" (CGPA 2.22-First Cycle)

2(f) 12B Status by UGC

Website: www.pktck.in

**Curriculum Delivery
Policy and Procedures**



Content

Introduction

1. Policy Statement

2. Graduate Attributes

3. Learning Objectives

4. Curriculum Delivery Strategies

4.1 Academic Planning

4.2 Role of Teacher

4.3 Initiatives by the institution

5. Teaching Approaches

5.1 Traditional Lecture methods

5.2 Participative learning

5.3 Cooperative learning

5.4 Inquiry-based instruction

5.5 Experiential Learning and Field Work

5.6 Technology in the classroom and laboratories

6. Support Services

6.1 Support to the teachers

6.2 Support to the Students

7. Assessment and Evaluation Strategy

7.1 Assessment

7.2 Evaluation by Feedback

8. Feedback from Stakeholders



Introduction:

Curriculum normally refers to the knowledge and skills students are expected to learn through interactions, experiences, planned and unplanned activities, events. It is concerned with both content and process. Content refers to what are students expected to learn. Process refers to an arrangement of instructional material provided to the students. The process includes the units and lessons that teachers teach; the assignments and projects given to students; books, reading materials, audio-visual materials provided in a course; and the different assessment methods used to evaluate student learning. This must be set in such a way that learners gain knowledge and understanding, develop skills, and alter attitudes.

Curriculum delivery is a strategy by which a curriculum enables students to achieve their learning goals. The processes involved in curriculum delivery are teaching, learning support, advice, guidance, interaction, mentorship, participative and collaborative learning. Along with this cultivation of reasoning skills, feedback, assessment and counseling are also varied processes involved in curriculum delivery. Curriculum used in Popatrao Kisanrao Thorat College Khutbav designed by Savitribai Phule Pune University, Pune. Our teachers are actively involved in curriculum design for various Certificate courses and Value Added Courses. The college has designed its policy and procedure to implement University curriculum for student learning.

1. Policy Statement:

Popatrao Kisanrao Thorat College Khutbav has a rational, sequenced policy for curriculum delivery that ensures consistent teaching and learning outcomes and a clear reference for observing learning across the year levels. The policy has been developed on the basis of evidence-based teaching practices and to which assessment and reporting procedures are aligned.

The college has commitment to:

1. The learner centric approach in curriculum delivery from teaching, learning and assessment (TLA). It provides support, guidance to progression to work and/or Higher Education.
2. Providing TLA support which extends equality of opportunity to all.
3. Assure empowerment to the learners appropriately so they meet curriculum expectations and fulfill their individual potential. This is done through clear, unambiguous and unbiased advice and guidance by faculty via assessing the skills, knowledge, aspirations and potential of each individual.
4. Personalization of TLA which is based upon learners' qualities such as skills, knowledge and prior experiences and provide an instruction, coaching and support which ensures the progress effectively towards their personal goals.
5. Provide different learning method that suit learners' abilities.
6. Ensure that learners are provided with a programme of study which best fulfills their current, and future necessities.
7. Actual assessment of learners' initial abilities and planning appropriate strategies accordingly For advanced learners and slow learners.
8. Assessment to judge learners' progress through frequent use of a variety of valid, trustworthy, adequate, fair assessment methods generating formative, and summative methods.
9. Formulation of mechanism for constructive feedback on assessment which will enable teachers to see whether learning outcomes achieved or not.
10. Based on feedback provide effective guidance to needy learners that enables them to improve knowledge, competence, and the professional skills necessary to support independent learning.
11. Keep accurate and sufficient assessment records. This helps in planning of delivery and reporting of progress to learners as well as other stakeholders.



2. Graduate Attributes:

Our graduates have the knowledge, skills and attitudes as we collaborate closely with industry and other stakeholders. Hence students therefore they succeed in their profession and are able to become leaders in their field.

Academic Excellence:

- In-depth and extensive knowledge, understanding and skills in their chosen discipline and understanding of the interconnectedness of different disciplines.
- Attempt to contribute in the creation of new knowledge and understanding through research and inquiry.
- Ability to apply knowledge to the real world problems.
- Capacity to participate in collaborative learning and to deal with unfamiliar problems
- Employ up-to-date and relevant knowledge and skills
- Use creativity, critical thinking, analysis and research skills to solve theoretical and real-world problems
- Work collaboratively as part of a team, negotiate, and resolve conflict;
- Display initiative and drive, and use their organization skills to plan and manage their workload
- Take pride in their professional and personal integrity

Communication:

- An ability to communicate effectively for different purposes and in different situations.
- An ability to participate in constructive discussions and debates.
- An ability to use appropriate style, methods and resources in communication.

Personality and Leadership:

- An awareness of personal strengths and weaknesses
- A capacity for self-reflection, self-discovery and personal development
- An awareness of self-discipline in everyday aspects of life and work.
- Confidence in taking risks and challenges
- An ability to initiate and implement constructive change in their communities, including professions and workplaces.
- An ability to engage in meaningful public discourse, with a profound awareness of community needs.

Global Citizenship:

We support students to gain the knowledge and confidence to be global citizens.

- An understanding of social and civic responsibilities and readiness to accept them
- An awareness and appreciation of social and cultural diversity and secularism
- An awareness and appreciation of human rights, equity and ethics. Thus the graduates from our institute can:
 - Think comprehensively about issues in their profession;
 - Implement a balanced approach across professional and international boundaries
 - Understand issues in their profession from the perspective of other cultures;
 - Communicate effectively in diverse cultural and common settings;
 - Make resourceful use of technology in their learning and professional lives;
 - Imbibe moral and ethical behavior in their professional and personal lives.



3. Learning Objectives:

The college has stated learning objectives as follows.

As graduates of Popatrao Kisanrao Thorat College, students will be able to:

1. *Demonstrate the ability to lead and work with others effectively.*
2. *Use computer and new technologies efficiently to gather, process, and communicate information.*
3. *Acquire and demonstrate analytical and problem solving skills using critical and creative thinking and scientific reasoning within various disciplines.*
4. *Recognize ethical issues in organizations and its application to issues in society.*

4. Curriculum Delivery Strategies:

Curriculum is the formal mechanism through which intended educational means are achieved. Popatrao Kisanrao Thorat College Khutbav implements the curriculum designed by Savitribai Phule Pune University, Pune. Application is an interaction between those who have created the programme and those who are in charge of its delivery. The coordination and involvement of different individuals is essential for the successful implementation of the curriculum programme. The college has a clear, sequenced plan for curriculum delivery that ensures consistent teaching, learning and assessment procedures which has a clear reference for monitoring learning. Among the key players identified are: teachers, students, Principal, etc. To facilitate the implementation process, following measures are taken.

4.1 Academic Planning

Faculty Meetings:

In staff council meetings entire teaching staff comes together and discusses. This provides a precious opportunity for enhancing instructional capacity of the students. The Principal organizes faculty meetings at the commencement of every semester. The Principal is the facilitator of the activities. He or she leads the meeting and promotes the participation of all teachers through discussions. In the meeting detailed discussions are held regarding the academic calendar, the changes in the curricula if any, workload distribution as well as the measures to be taken for the effective implementation of the curricula. Sometimes, critical decisions require input from the entire staff of the college. Head of the departments and faculty members are free to express their view. Fruitful suggestions given by them are incorporated in the planning. Distribution of committees among staff members is facilitated in the first meeting of first semester. Through these meetings the college gets a vivid idea about the changes in the curricula and accordingly the Principal gives instructions to the Librarian for the expansion of the library in relation with the curricula.

At the end of each semester, the faculty meeting is arranged in which there is a detailed discussion of execution of teaching learning activities.

Departmental Meetings:

Heads of the Departments organize faculty meetings at department level. In these meetings distribution of workload and its effective implementation are discussed. Workload distribution is submitted to the principal as well as timetable committee. Regular discussions are held between Head and staff of the department. In these discussions strategies are decided to attain program specific outcomes and course outcomes.

Time Table:

The timetable is a necessary instrument for the efficient working of a college. It reflects the entire educational programme of the college. Timetable provides the framework within which the work of the college proceeds. It is the tool through which the purpose of the college is to function. Proper

timetable helps in following:

1. Time table helps to plan everything in advance. It ensures smooth and orderly working of curricular activities. Teachers and students know in advance their roles as well as the time they are to devote to each activity. The timetable places proper persons at their proper places, at the given time and in the proper manner.
2. The timetable guides students and teachers what is to be done at a particular time which prevents wastage of time and energy. This enables both learner and the teacher to pay attention on one thing at a time. It ensures that the activity and energy of an individual is directed in a particular direction. It help the student and teacher to prevent confusion, duplication, overlapping and unnecessary repetition of the work.
3. The timetable helps to distribute workload to each teacher according to guidelines. With the help of the timetable, the Principal can keep track of the working of each teacher.
4. The timetable helps college to adjust curricular activities according to needs of students. This helps students to plan their study as well as their activities. This is very essential for the all-round development of the students.
5. The timetable ensures equitable distribution of time to different subjects and activities.
6. The timetable directly aids discipline in the college to a great extent.

Thus a good timetable not only facilitates work, but also adds efficacy in various spheres.

In order to setup good timetable college has timetable committee. The committee objective is "Smooth and efficient management of academic programme through the year"

Working of timetable committee:

- 1) To prepare the Academic Calendar and get it approved from the Principal.
- 2) Collect the information of classes, courses and the number of lectures allotted for each course.
- 3) Collect Individual faculty's teaching load in the department from head of the department.
- 4) Lab-wise subject allotment.
- 5) To prepare the following timetables at the beginning of each semester.
 - (a) Consolidated timetable for the whole college
 - (b) Faculty wise time table (Science, Commerce, Arts,etc.)
 - (c) Class timetable
 - (d) Individual Teacher's timetable
- 6) Assign classrooms and tutorial rooms according to requirement of each department.
- 7) Ensure optimal use of infrastructure required for curriculum delivery.
- 8) Using class timetables, prepare the timetables of individual faculty and labs.
- 9) Make the class timetables available on the notice board for students' reference.
- 10) With regard to the individual faculty and lab timetables, provide signed copy to HOD, Principal and the concerned faculty member/ lab in charge.
- 11) Ensure that the functioning of the college is going according to time table. The timetables are prepared by time table committee.

Induction Program:

Every year each staff member along with Principal of the college address students who are new entrants in their first year of study. Principal's address is arranged faculty wise to new students. In this address Principal gives information of vision and mission of the college, curriculum delivery policies and processes, facilities available in the college. He also motivates students to participate in co-curricular and extracurricular activities which are arranged in the college every year. In the same meeting the Office Superintendent gives information of different scholarships available to the students and how to take benefit of these scholarships.



4.2 Role of Teacher:

Teachers are central figures who translate curriculum into specific learning experiences. The Code of Conduct and the Declaration of Rights and Responsibilities for Teachers identify them as major promoters for the educational welfare of students. The teacher introduces many aspects of variance into the instructional system. The level of intelligence, content knowledge, communication competence, and experience are important aspects of teacher. All these elements influence the teacher's choices of verbal and non-verbal communication behaviours in instruction.

The college has well defined code of conduct for teachers. Any two teachers may not communicate exactly the same way. Teacher communication behaviour introduces considerable variance into the instructional process. What teachers say and what they do non-verbally constitute a continuous stream of messages which impact meanings which simulated in students' minds. Typically, individual teachers tend to have consistent communication behaviour patterns which are observable by students. Sometimes students have perceptions of teacher even before they take a given class with that teacher. The perception may be based on information received from other sources. However, students will begin to develop perceptions of the teachers as soon as they begin to be exposed to him or her. These perceptions may be weak and stereotypical at first, but they become stronger as exposure continues. These perceptions will be generally primarily on the basis of the teacher's verbal and non-verbal behaviours.

College Advices teachers on:

- Improving teaching skills
- Making lectures interactive and student centric
- Using technology in instructional transactions
- Promoting group work among the students
- Arranging co-curricular activities
- Improving assessment methods
- Making students aware of importance of feedback

4.3 Initiatives by the institution:

Though the curriculum is designed and revised by the University, the college strives for the effective curriculum delivery by taking specific measures. The college has taken the following initiatives:

Initiatives Taken up by the College:

- The college promotes the faculty to upgrade themselves by sending them to complete Short Term Course, FDP, the Orientation and Refresher Courses.
- The college inspires the faculty to attend Syllabus Revision Workshops in order to upgrade them with the changed syllabi.
- The college organizes Syllabus Revision Workshops in different subjects in order to update the faculty with the new curricula.
- In addition to the regular subject classes, the college also organizes expert talks by inviting experts from various fields to share their knowledge with the students.
- All departments organize study tours and field visits which enable students to relate the theoretical knowledge with its practical application.
- For effective curriculum delivery, the college has got the provision of special/remedial teaching for slow learners.
- The faculty members are encouraged to use ICT for effective teaching.
- Students' feedback is obtained and the necessary steps are taken to improve teaching Performance of the teachers to benefit the learners.
- Project work and assignments are taken to promote self-learning.



Contributions Made by the College:

- The college provides the following resources for the effective delivery and transaction on the curricula:
 1. Library with sufficient number of books, e-journals, N-list and periodicals
 2. Computers in all departments with Internet facility and requisite software
 3. English language Lab (proposed)
 4. Smart Classrooms
- Teacher Training programmes conducted regularly in ICT in which the faculty was provided training in developing ICT teaching materials.
- The college provides grants to teachers for attending workshops, seminars, conferences and symposiums.

Thus the initiatives taken by the college play a major role in the effective curriculum delivery.

5. Teaching Approaches:

Teaching learning approaches are based on following:

- Student learning
- Teaching
- Teacher's thinking and acting
- Instructional media and methods
- Assessment
- Evaluation

The classroom is a dynamic environment, bringing together students from different socio-economic and educational backgrounds. These students have various abilities and personalities. For effective learning by student the implementation of creative and innovative teaching strategies are necessary to meet students' individual needs.

5.1 Traditional Lecture methods:

A traditional lecture is aimed at transmission of course content whereby the focus is on the delivery of the material by the lecturer. Students are passive learners in this case. However, teachers are advised to make these lectures effective by discussion with students while lecturing making them engaged in the classroom. For this purpose teachers are advised to improve their verbal and non-verbal skills. This will change students' perception of teacher and make traditional lectures interesting.

5.2 Participative learning:

Participatory learning is the approach which enables and empower learner to share, analyze and enhance their knowledge of their life and conditions, and to plan, act, monitor, evaluate and reflect. This includes range of activities enabling learner to play an active and influential part in decisions that affect their learning. The college arranges following activities for participatory learning:

- College every year organizes Commerce Festival, Sport Week, Organ Donation Week, Social Annual Gathering, and visits to industries. The activities arranged in these events are based on their curriculum. Students participate in activities and make their contributions; Science exhibitions are arranged for the students in which students present their experiments; Seminars are organized for the students;
- Expert talks from distinguished personalities on different topics of curriculum are arranged;
- Students are inspired to prepare PowerPoint presentations on diverse topics of courses.



5.3 Cooperative learning:

Cooperative learning is the approach which aims to organize classroom activities into academic and social learning experience. This is a teaching method where students of mixed levels of ability are arranged into groups. Activities are provided to these groups and rewarded according to the group's success, rather than the success of an individual member.

Following are cooperative learning experiences practiced in the college:

- Classroom activity that makes students dependent on each other to succeed;
- Assignments that involve group problem-solving and decision making;
- Laboratory or experiment assignments as group activities;

5.4 Inquiry-based instruction:

Inquiry-based learning is a form of active learning in which questions, problems or scenarios are provided to learners rather than simply presenting established facts or portraying a smooth path to knowledge. This provides opportunities for students to build on their experiences, apply their skills, and express their knowledge and ideas-these are habits of lifelong learners.

Following are the inquiry-based learning activities are practiced in the college:

- Case studies that will motivate students to inquire and learn
- Group projects
- Case studies
- Fieldwork, especially for science lessons
- Unique exercises for students' to search for its answers

5.5 Experiential Learning and Field Work:

Experiential learning is the process of learning through experience, whereby students "learn by doing" and by reflecting on the experience. Experiential learning focuses on the learning process for the individual. According to Kolb, learner will get genuine from an experience when he or she has four abilities:

- The student is willingly and actively involved in the experience;
 - The student must be able to reflect on the experience;
 - The student must possess and use analytical skills to conceptualize the experience; and
 - The student must possess decision making and problem solving skills in order to use new ideas gained from the experience.
- Experiential learning is supported in different departments and learning environments.

Following are some activities carried out in the college for experiential learning:

- Activities such as workshops, museum and botanical places tours;
- Visits to surrounding areas to engage in community services, visit to scientific institutions.
- Activities such as field trips, project etc.
- Industrial visits and visits to scientific places and exhibitions

5.6 Technology in the classroom and laboratories:

In this present age use of technology in the classroom and laboratories make learning student centric.

- Computer and internet facility for downloading of learning materials
- Projectors for presentations, display of images and videos to visualize academic concepts
- Teaching learning soft wares like Wordsworth Language Lab, Tally.. are made available To the students.
- Communication through email, Google Classroom and WhatsApp with students are used to send them online feedbacks, distribution of class notes, presentations etc.
- E-resources such as Infibnet are made available to the teachers as well as students,



research scholars.
Online test through Google Classroom and WhatsApp groups are used by teachers to communicate with students.
Different strategies are used by different teachers depending on their skills and abilities.

6. Support Services:

6.1 Support to the teachers:

Procedural Support:

- Teachers are directed through faculty meetings. The concerns regarding the distribution of workload, organization of programmes, workshops, students' activities are deliberated for the effective delivery of the curricula. Taking into account the results of the previous exams and academic status of the newly enrolled students teaching strategies to be adopted are seriously discussed. Organization of guest lectures, remedial teaching and counseling are the measures taken up.
- The college purchases new textbooks, reference books and equipment according to the requirements of syllabus.
- Time table committee of the college prepares master time table with adequate number of lectures and practicals for each course/programme.
- Teacher diaries are provided to the teachers to prepare teaching plans and to document their academic, research and extension activities.
- The college provides e-classrooms, seminar halls, computers, internet facility to the teachers.

Practical Support:

- The college also encourages teachers to participate in the orientation/refresher courses/workshops/seminars organized by the affiliating University to update the knowledge and to improve the teaching practices.
- The college encourages the faculty to attend the Syllabus Revision Workshops for keeping them informed with the new revised syllabus.
- Chemicals, charts, models, specimens, instruments, slides and class work materials are made available to the teachers for effective implementation of the curricula.
- Internet facility is provided to every department and in the central library for the teachers.
- The college promotes the use of ICT facilities, viz smart boards, LCD projectors, etc.
- The college has purchased Computer Interface Experiments in Science Faculty to enhance the teaching methodology.
- The college regularly upgrades laboratory and library facilities.
- The college has also provided an e-library facility to the teachers by taking the membership of DELNET, INFLIBNET and parent university library for every teacher.

6.2 Support to the Students:

The college has formed communication channels among all the stakeholders to ensure that the stated objectives of the curriculum are achieved in the course of implementation. The college takes the following measures:

Academic support:

1. To develop the communicative skills/technical skills/laboratory skills/field skills of students and thereby develop their proficiency in the respective subjects, the college organizes seminars, essay competitions, field visits and study tours etc. which are duly monitored by Heads of the Departments.
2. To develop competence among the students for self-learning, the students are encouraged to perform extra practicals, projects etc.
3. The students are encouraged by the faculty to read the various types of texts on their own and discuss them among peers. Students' seminars are organized in which students are



4. encouraged to present research papers on various topics related to the curricula. Class tests, tutorials, students' seminars are conducted in order to identify the students' difficulties, problem areas and then the faculty tries to solve the students' problems by revising the topics.
5. Remedial teaching is arranged for slow learners.
6. ICT teaching-learning tools are made available to the teachers and students.
7. Library facility, book bank scheme, reading room is made available for the students.

Mentorship

The college has a mentor-mentee system. To monitor the overall performance of the students each faculty member has been assigned the mentorship of some students. The mentor records the profile of all the assigned students with regards to their academic performance and participation in club activities and any other initiative. Students can contact their mentor for any academic or non-academic support. The actual role of the faculty or staff mentor is one of nurturing and providing support for a student during the difficult transition period.

A group of students is allotted to each teacher. List of students with their mobile numbers, email id are made available to mentor. The mentor contacts his/her mentee and identifies their interests of learning, their difficulties etc. Mentor also keeps track of students' attendance in the classroom by taking information from other teachers about class attendance. Defaulter students are called by mentor and their difficulties are identified and solutions suggested.

Thus the college strives to ensure that the stated objectives of the Curricula are accomplished in the course of its implementation.

7. Assessment and Evaluation Strategy:

7.1 Assessment:

Assessment of student learning at its best enables teachers to identify learners strengths and weaknesses. It also helps to determine the kinds of information students need to correct their learning deficiencies and misconceptions. We strongly believe that assessment is much more than grades. It enables us to get data for improvement of teaching methods and guiding students to be actively involved in their own learning (Anne Fox and Hackerman, 2003).

A well-structured curriculum is provided by Savitribai Phule Pune University, Pune. This curriculum enables the college to follow a procedure of teaching intervention, incorporating assessment, programme planning and evaluation. Student assessment and evaluation are an integral part of curriculum development and delivery. It should not be something external or added on at the end of a learning sequences imply to satisfy administrative or reporting needs. Popatrao Kisanrao Thorat College Khutbav designed strategy to assess students throughout the learning process in addition to the assessment through semester end examinations conducted by University. The internal assessment is an integral part of effective learning which helps to provide feedback to the students on their progress.

Purposes of Assessments:

A variety of assessment strategies are used to

- Facilitate the teaching/learning process
- Identify areas of a student's learning strengths and weaknesses
- Make decisions about a student's progress and specific learning outcomes have or have not achieved
- Help teacher plan and/or revise educational activities for the students;
- Identify interventions needed by the college administration;

Process in Assessment:

The action plan for the effective implementation of the curricula is deployed by the teachers in the following way. Internal assessment is done through internal tests, assignments, tutorials, term end examinations, interviews or observation of students engaged in activities. Regular internal assessment tests, orals are conducted by the teachers. These tests are screened and analysed. Detailed report is



prepared and on the basis of this evaluation internal marks are assigned to the students. The assessment results reflect the student's strengths and weaknesses. These assessment methods help teacher to measure the student's specific skills and abilities. On the basis of the analysis a remedial teaching programme is conducted for the students. The motto behind the organization of the remedial programme is to help students to understand the problem area of the subject if any. The students are given home assignments on the varied topics from the syllabi. Students' seminars are arranged to judge their verbal abilities. Internal assessment is set according to course outcomes and programme outcomes.

7.2 Evaluation by Feedback:

In the final step, it is important for the teacher to evaluate the actual effectiveness of instruction. Evaluation is feedback from the instructor to the student about the student's learning. It uses methods and measures to judge student learning and understanding of the material for purposes of grading and reporting. To get the total picture, teacher must evaluate the entire instructional process. The evaluative process may take place in a variety of formal and informal ways including group discussions, exit interviews, distribution and collection of assessment instruments, and semester end examinations. Gathering the data regarding instructional effectiveness will provide a basis for subsequent basis for subsequent revision to the curriculum itself.

8. Feedback from Stakeholders:

Feedback from Faculty, Students, Alumni, Employers and Academic Peers is important to judge effectiveness of curriculum. The college will collect feedback from all these stakeholders. The feedback on respective courses and programs will be analyzed by the concerned departments. The detailed reports will be made and wherever necessary conveyed to Board of Studies members in workshops conducted for revision of curriculum. The outcome of parents-teacher meetings as well as the report from the administration will also be taken into consideration while forwarding suggestions to the BOS.

The policy ensures the following:

- ✓ stakeholders have the opportunity to provide feedback, including: current students, current staff, alumni, industry partners, academic peers, community groups and other interest groups;
- ✓ feedback can be provided by individuals on their initiative or in response to requests by the College;
- ✓ feedback processes will be systematic, rigorous and respectful of the rights of students, staff and other stakeholders;
- ✓ feedback responses will be considered and, where appropriate, enacted in a timely manner;
- ✓ protection of privacy and reputation of all stakeholders involved.



(Asst.Prof. Dhumal V.D.)

**I.Q.A.C. Coordinator
IQAC Coordinator**

**Popatrao Kisanrao Thorat College
Khutbav, Tal.-Daund, Dist.-Pune.**



(Dr. Salunke R.J.)

**Principal
Principal**

**Popatrao Kisanrao Thorat College
Khutbav, Tal.-Daund, Dist.-Pune.**



POPATRAO KISANRAO THORAT COLLEGE

Khutbav, Tal.- Daund, Dist.- Pune - 412203, Ph. No. 02119-284012

NAAC Accreditation 'B' Grade

(Affiliated To Savitribai Phule Pune University)

ID No: PU/PN/5/391/2009

College Code : 0923

Establishment Year - 2008

Hon.Ex.M.L.A. Rameshappa Thorat
Chairman, P.D.C.C. Bank Pune

Dr. Rekha Salunko
M.sc, Ph.d

Ref. No. 584

Date: 8/12/2023

To,

The Manager (HR)

P.D.C.C. Bank

Subject: Request for inclusion of student of our college for Internship Programme.

Dear Sir / Madam,

The Savitribai Phule Pune University, Pune has introduced 'Internship Programme' for Third Year B. Com. students in its revised syllabus.

The purpose of the Internship Programme is to provide hand-on training and experience to the student about various aspects of business and commercial activities. The Internship will also enhance employability skills of the student.

The student details are as follow:

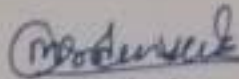
Name: Vishwasrao Sneha .D. Roll No: - Div: T.Y. BCOM

Subject: Banking and Finance Mobile No: 9503892108

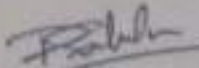
Email Id: Vishwasraoanita10@gmail.com

We are very much thankful if you provide an opportunity to our student to know various areas of Internship in your esteemed organization.

Thank You


Co-ordinator,
Internship Programme




Principal
Principal

Popatrao Kisanrao Thorat College
Khutbav, Tal.-Daund, Dist.-Pune.

For The Pune Dist. Central Co-op. Bank Ltd.
Pimpalgaon (Daund) Sr.(Code No. 159)

Cashier Development Officer Br. Manager



पुणे जिल्हा मध्यवर्ती सहकारी बँक मर्यादित, पुणे

मुख्य कचेरी : ४ ब, बी.जे. रोड, पुणे - ४११००१.

PDCC
BANK

* पो. बॉक्स नं. १०९ * दुरध्वनी क्र.: २६१३३८३३, २६१३९३००. ई-मेल: punedcc@gmail.com

जा. क्र.वि.प्र./३२३/दोंड/४५३५

दि. ०५/१२/२०२३

शाखा अधिकारी,
खुटवार शाखा.

पुणे जिल्हा मध्यवर्ती सहकारी बँक मर्यादित
दोंड शाखा (बी.जे. रोड)
ब्रांच - 1591.542
दिनांक - 08/12/23

विषय :- महाविद्यालयातील विद्यार्थ्यांच्या इंटर्नशिप बाबत.

संदर्भ :- १) जा.क्र.प्रशासन मु.क्र./२४५०, दि. १७/०३/२०२२ चे पत्र.

२) मा. कार्यकारी समिती सभा ठराव क्र. ८, दि. १४/०३/२०२२.

३) जा.क्र./पिंपळगाव / १५९/५४९ दि. ०२.१२.२०२३

वरील संदर्भित विषयास अनुसरून कु. स्नेहा ज्ञानेश्वर विश्वासराव, रा.पिंपळगाव, यांनी बँकेकडे पोपटराव किसन थोरात कॉलेज यांच्या मार्फत इंटर्नशिप उपक्रमा अंतर्गत इंटर्नशिप प्रशिक्षणाधीन म्हणून अर्ज केलेला आहे. त्यास अनुसरून वरील विद्यार्थ्यांस आपल्या शाखेमध्ये इंटर्नशिप करण्यास खालील अटीन वर मान्यता देण्यात येत आहे.

- १) विद्यार्थ्यांचे/कुटुंबातील सदस्यांचे आपल्या बँकेमधील कोणत्याही शाखेमध्ये खाते असणे आवश्यक आहे.
- २) इंटर्नशिप कालावधीमध्ये बँकेचा व्यवसाय वृद्धी, वाढ होण्यासाठी सदर विद्यार्थ्यांनी त्यांचे नातेवाईक, मित्र मंडळी व इतर परिचित व्यक्तींची खाती उघडण्यासाठी आपल्या स्तरावरून सुचना देण्यात याव्यात.
- ३) इंटर्नशिप पूर्ण झाल्याचे प्रमाणपत्र संबंधित ब्रँच मॅनेजर यांनी शाखा स्तरावरून संबंधित विद्यार्थ्यांस देण्यात यावे.
- ४) सदर इंटर्नशिप आलेल्या विद्यार्थ्यांची शाखा दतरी कोणत्याही स्वरूपाची स्वाक्षरी घेण्यात येऊ नये तसेच शाखेच्या दैनंदिन कामाकाजा मध्ये त्याला सहभागी करून घेण्यात येऊ नये.
- ५) सदर विद्यार्थ्यांस फक्त बँकेच्या आवश्यक त्या कामाकाजाची माहिती देण्यात यावी. इतर गोपनीय माहिती देण्यात येणार नाही याची शाखा स्तरावर दक्षता घेऊन कार्यवाही करावी.



(Signature)

विभागीय अधिकारी
दोंड विभाग

प्रत माहितीसाठी -

मा. उपसंरक्षकस्थापक सो.,
प्रशासन व मनुष्यबळ विभाग, मुख्य कचेरी पुणे ०१.

UNDERTAKING FROM STUDENT

To,

The Manager (HR)

श्री. सीताराम सुब्बास्वामी शिंदे

खुर्बाव (Place)

Subject: Banking and Finance III and II

Respected Madam / Sir,

I am a student of Papatrav Kisanrao Thorat College. I am studying in semester VI of T.Y.B.Com. I am going to join your esteemed organisation for my sixty hours internship programme during 17/12/23 to 5/01/2024

I assure that I will follow all the rules and instruction issued by you. I will be solely responsible for my behaviour and performance during the internship period.

I will not disclose any information that is made available to me to anyone during or after the internship period.

I assure you that I will do my best and the Internship opportunity provided to me will be a mutually rewarding experience.

Thank you.

Yours sincerely,

S.O. Vishwastao
(Name & signature of the student)

Date : 5/01/2024

Place : खुर्बाव



UNDERTAKING FROM STUDENT

1. Name of the Student : Sneha Dnyaneshwar Vishwasrao
2. Class : T.Y.B.Com.
3. Division and Roll Number :
4. Present address : At Post - Pimpalgaon Tel - Daund Dist - Pune
5. Permanent address : At Pimpalgaon T. Daund P - Pune
6. Contact Number : 9503892208
7. Contact Number (Parent) : 9657225768
8. Email ID : Vishwasraoanita@gmail.com

To,
The Principal,
P.K.T.C.K College, डॉ. रेखा साळुंखे मैडम
Subject: Banking and Finance III and IV

Respected Madam / Sir,

I am studying in semester V of T.Y.B.Com. I am going to join P.O.C.C. Bank Khutbav
(Name of the organisation) for my sixty hours internship programme during 17/12/2023
--to 5/01/2024 --

I assure that I will follow all the rules and instruction issued by the internship providing organisation. I will be responsible for my behaviour and performance during the internship period.

Thank you.

Sneha
Dnyaneshwar Vikram Vishwasrao
(Name & Signature of parent)

Date :



Yours obediently,

S.D. Vishwasrao
(Name & signature of the student)

UTBAV-17

- Name Of the Student: 8- Sneha Dnyaneshwar Vishwasrao
- Name Of the College: 8- Popatrao Kisanrao Thorat, College. Khutbav
- Division and Roll Number
- Address: A. P. Pimpalgaon, T. Daund, D. Pune
- Contact number: 9503892108
- Email ID: Vishwasraoanita@gmail.com
- Special Subject: Banking and Finance II, III
- Internship Start Date: 17/12/2023
- Internship End Date: 5/01/2024

Log sheet Of Work Performed During INTERNSHIP

Date	Time		Total Hours	Detail Of work done	Officer signature	Student signature
	From	To				
16/12/2023	2:00	5:00	3	बँकेची संपूर्ण माहिती		S.D. Vishwasrao
18/12/2023	2:00	5:00	3	विविध चलनाचे प्रकार व त्यांची माहिती		S.D. Vishwasrao
19/12/2023	2:00	5:00	3	बँकेत देवघान येणाऱ्या विंगर शेतती कजाची माहिती		S.D. Vishwasrao
20/12/2023	1:00	4:00	3	बँकेत RTGS/D.D./NEFT यांची माहिती घेतली		S.D. Vishwasrao
21/12/2023	2:00	5:00	3	FD बँकेत, माहिती (मुदत देव, पुढे गुंतववूक, मारिक देव)		S.D. Vishwasrao
22/12/2023	12:00	3:00	3	सोन तारण माहिती		S.D. Vishwasrao
23/12/2023	12:00	3:00	3	FD, तरती देवघान येणाऱ्या कजाची माहिती (00 कजे)		S.D. Vishwasrao



फोन नं. २६३०४१००, २६१३०६३७ ते २६१३९३००, २६१३८०७०, २६१३८०७३, २६१३३८३३, २६१३८०१०

पोस्ट बॉक्स १०९ व ५११ फॅक्स २६१३२८९९/२६१३२९७१७

E-mail: ho@pdccbank.com, Website: www.pdccb.com

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
25/12/23	12.00	4.00	5	अकाउंट ओपन करायचे याची माहिती घेतली		S.D. Vishwasrao
26/12/23	1.00	4.00	3	बचत बँकावर देव्यात येणाऱ्या कर्जाची माहिती		S.D. Vishwasrao
27/12/23	1.00	5.00	5	दुष्काळी वाहनांवर देव्यात येणाऱ्या कर्जाची माहिती		S.D. Vishwasrao
28/12/23	1.00	5.00	5	शैक्षणिक कर्जाची माहिती		S.D. Vishwasrao
29/12/23	2.00	5.00	3	ऑनलाईन मोबाईल बँकिंग, सामान्य बँकेच्या सुविधांची माहिती		S.D. Vishwasrao
30/12/23	12.00	3.00	3	बँकेत असणाऱ्या लॉकर सुविधांची माहिती		S.D. Vishwasrao
1/01/24	12.00	3.00	3	बँकेमधील वीतक्यांदा देव्यात येणाऱ्या विविध कर्जांची माहिती.		S.D. Vishwasrao
2/01/24	12.00	3.00	3	टेलीवर दिल्या जाणाऱ्या व्याजदरांची माहिती		S.D. Vishwasrao
3/01/24	1.00	4.00	3	लॉकर देव्यात येणाऱ्या कर्जाची माहिती		S.D. Vishwasrao
4/01/24	1.00	4.00	3	Cash Credit वर दिल्या जाणाऱ्या कर्जाची माहिती		S.D. Vishwasrao
5/01/24	1.00	4.00	3	बँकेच्या Audit विषयी माहिती घेतली.		S.D. Vishwasrao
Total Hours			60			

Certified that _____ (Name of the student) has satisfactorily completed the internship programme assigned to him.

Name & Signature of supervisor

Name & signature of manager

Name & signature of section in charge



Date :

INTERNSHIP PROGRAMME MANUAL



IUTBAV-17

Date: 13/01/2024

To
The Principal Sir/Madam,
Rekha Sakunke,
Place Khutbav.

Subject :- Internship Completion Certificate

Dear Madam/Sir

I am happy to inform you that following student of your college have
successfully completed the sixty hours internship programme in this organization.

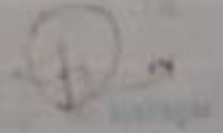
Name Of the Student	Roll No.	Adhar No.	Special Subject
Sneha Dnyaneshwar Vishwasrao		545570957389	Banking and Finance, <u>IT, W</u>

This student have been provided with adequate exposure and necessary hands
on training pertaining their special subject.

I am confident that this student will perform effectively in simillar type of
organozations.

I wish him/her every success in future endeavors.

Thank you



फोन नं. २६३०४१००, २६९३०६३७ से २६९३९३००, २६९३८०७०, २६९३८०७३, २६९३३८३३, २६९३८०९०

पोस्ट बॉक्स १०९ व ५११ फॅक्स २६९३२८९९/२६९३२९७९७

E-mail: ho@pdccbank.com, Website: www.pdccbanc.com

FEEDBACK FROM INTERNSHIP

Dear Madam/ Sir,

Please provide your valuable feedback about the performance of the student on following parameters. Your feedback will enable us to make necessary changes in the internship process. Thank you.

Coordinator- Internship Programme

Internship Programme feedback form

Sr. No.	Particulars	Details
1)	Name of the Supervisor/ Officer	: S.M. Shinde
2)	Department	: Bank - Account Section
3)	Designation	: Branch manager.
4)	Name of the Student	: Sneha D. Ganeshwar Vishwasrao
5)	Name of the College	: Popatrao Kisanrao Tharal College, Khutbav
6)	Roll Number	: -
7)	Special Subject	: Banking vs Finance.

Part - A - Individual Ranking (Please Tick the suitable checkbox)

No.	Parameter for feedback	Excellent	Very Good	Good	Satisfactory	Needs improvement
1)	Domain Knowledge		✓			
2)	Communication Skills			✓		
3)	Punctuality & Dedication				✓	
4)	Ability to work in teams		✓			
5)	Problem solving skills	✓				
6)	Quality of work done				✓	
7)	Effectiveness		✓			
8)	Efficiency			✓		
9)	Ability to take initiative	✓				
10)	Positive attitude		✓			
11)	Appearance			✓		
12)	Using full potential at work			✓		
13)	Work habits		✓			
14)	Honesty & Integrity			✓		
15)	Creativity		✓			

Please turn over



Part B - SWOC analysis of the student (Please mention below the strengths and weaknesses of the student and the areas for improvement)

Strengths = ① व्यवसायिक लेखन लेखना गोंडी अवगत करणे
② व्यावसायिक connectivity संगणक कौशल्य वाढले आहे

Weaknesses = ① Computer skill कमी आहे.
②
③

Part C - Suggestions to make the internship programme more productive and effective.

1. दररोज क्युजपेपर वाचून लेखना इति प्राण करणे
2. लेखना इतिक्स दर्शन शिकणे
3. लेखना इतिक्स शिकणे
- 4.
- 5.

Part D - Changes required in the curriculum to improve employability of students.

1. Positive Attitudes ठेवणे
- 2.
- 3.
- 4.
- 5.

S.M. Shinde - Branch Manager -
Name, Designation and Signature of the Supervisor / Reviewing Officer

Place of Review :

Date of Review :



For The Pune Dist. Central Co-op. Bank Ltd
KHUTBAY BRANCH (Co-op No. 174)

Cashier Development Officer Br. Manager



Please mention your suggestions and feedback about this manual here.
You can also mail them to y.mithare@gmail.com (Dr. Yashodhan Mithare, Associate Dean, Faculty of Commerce & Management, Savitribai Phule Pune University, Pune 411007)

1. कर्मचारी बँकेच्या वेळेपेक्षा जास्त वेळ काम करत असतात.
2. कर्मचारी उच्च दर्जाचे काम करत असतात.
3. कर्मचाऱ्यांकडून कदाचित एखादी चूक घडते.
4. बँकेमधील कर्मचारी एकमेकांना मदत करतात.
5. बँकेमधील कर्मचाऱ्यांना अनेक नवनवीन जबाबदाऱ्या येत राहतात.
6. कर्मचाऱ्यांचे सनाबत वाढवणे आवश्यक आहे.
7. कर्मचाऱ्यांच्या कामगिरीत बदल झाला पाहिजे.
8. _____
9. _____
10. _____



P. Salunke
Principal
Popsirao Kisanrao Thorat College
Khutbay, Tal.-Daund, Dist.-Pune.



Bharamathi Shikshan Mandal's

POPATRAO KISANRAO THORAT COLLEGE

Khutbav, Tal. - Daund, Dist. - Pune - 412203, Ph. No. 02119-284012

NAAC Accreditation 'B' Grade

(Affiliated To Savitribai Phule Pune University)

ID No: PU/PN/S/391/2009

College Code : 0923

Hon. E. M. L. A. Rameshappa Thorat
Chairman, P.D.C.C. Bank Pune

Principal
Dr. Rekha Salunke
M.sc, Ph.d

Ref. No.: 684

Date: 9/12/23

To,

The Manager (HR)

Santosh Mustidhae shinde.

Subject: Request for inclusion of student of our college for Internship Programme.

Dear Sir / Madam,

The Savitribai Phule Pune University, Pune has introduced 'Internship Programme' for Third Year B. Com. students in its revised syllabus.

The purpose of the Internship Programme is to provide hand-on training and experience to the student about various aspects of business and commercial activities. The Internship will also enhance employability skills of the student.

The student details are as follow:

Name: Akanksha Kailas Kapare Roll No: 8025 Div: -

Subject: Banking and Finance II & III Mobile No: 9022085199

Email Id: akanksha.kapare.12@gmail.com

We are very much thankful if you provide an opportunity to our student to know various areas of Internship in your esteemed organization.

Thank You

For The Pune Dist. Central Co-op. Bank Ltd
KHUTBAV BRANCH (Code No. 174)

Manager Development Officer Dr. Manager

M. Salunke

Co-ordinator,
Internship Programme



Rekha

Principal
Principal

Popatrao Kisanrao Thorat College
Khutbav, Tal. Daund, Dist. - Pune.

खुटबाव-१७४

To

Date

The Principal Sir/Madam,

DE. Rekha Salunke Madam

Place KhutbaV.

Subject :- Internship Completion Certificate

Dear Madam/Sir,

I am happy to inform you that following student of your college have successfully completed the sixty hours internship programme in this organization.

Name Of the Student	Roll No.	Adhar No.	Special Subject
श्री आनिका कवितार कपडगे.	8025	774970273868	Banking & Finance II & III

This student have been provided with adequate exposure and necessary hands on training pertaining their special subject.

I am confident that this student will perform effectively in similar type of organizations.

I wish him/her every success in future endeavors.

Thank you



For The Pune Dist. Central Co-op. Bank Ltd
KHUTBAV BRANCH (Code No. 174)

Development Officer & Manager
Name Signature of
Manager.

फोन नं. २६३०४१००, २६१३०६३४ ते २६१३९३००, २६१३८०७०, २६१३८०७३, २६१३३८३३, २६१३८०१०

पोस्ट बॉक्स १०९ व ५११ पिनस २६१३२८११/२६१३२९७७

E-mail: ho@pdccbank.com, Website: www.pdccbanc.com

खुटबाव-१७४

1. Name Of the Student :- Akanksha Kailas Kapare.
2. Name Of the College :- P. P. Patil Kisanrao Thorat college.
3. Division and Roll Number :- 8025.
4. Address :- A/P Pimpalgaon Tal - Daund Dist - Pune
5. Contact number :- 9022085139
6. Email ID :- akanksha.kapare12@gmail.com.
7. Special Subject :- Banking and Finance II and III
8. Internship Start Date :- 11/12/2023
9. Internship End Date :- 8/1/2024

Log sheet Of Work Performed During INTERNSHIP

Date	Time		Total hours	Detail of work done	Officer signature	Student signatur
	From	To				
11/12/2023	1	4	3	सुदत डेव. आवर्ती डेवी		
13/12/2023	1	4	3	बकि तील विविध डेवीची माहिती		A.k.kapare
14/12/2023						
14/12/2023	1	4	3	Demand draft RTGS NEFT ची माहिती घेतली		A.k.kapare
15/12/2023	1	4	3	ऑनलाईन सीबॉर्बल बँकि ची सुविधाची माहिती.		A.k.kapare
18/12/2023	1	4	3	ATM च्या सुविधाची माहिती		A.k.kapare
19/12/2023	1	4	3	विविध चलणाची माहिती		A.k.kapare
20/12/2023	1	4	3	विविध प्रकारच्या कर्जाची माहिती		A.k.kapare




The Pune Dist. Central Co-op. Bank Ltd
KHUTBAV BRANCH (Code No. 174)


Development Officer & Manager
Signature of
Manager


फोन नं. २६३०४१००, २६९३०६३७ ते २६९३९३००, २६९३८०७०, २६९३८०७३, २६९३८३३३, २६९३८०१०
पोस्ट बॉक्स १०९ व ५११ फॅक्स २६९३२८९९/२६९३२९७९७
E-mail: ho@pdccbank.com, Website: www.pdccb.com

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
21/12/2023	1	4	3	A/c opening Form	A	A.k.kapoor
22/12/2023	1	4	3	बँकेची संपूर्ण माहिती	A	A.k.kapoor
23/12/2023	1	4	3	सीनेतारण माहिती सोबत सह्यावर व्याज किती टक्के दिले जाते.	A	A.k.kapoor
26/12/2023	1	4	3	विविध प्रकारची कर्जाची सुविधा.	A	A.k.kapoor
28/12/2023	1	4	3	बँकेतील लॉकरची सुविधा.	A	A.k.kapoor
28/12/2023	1	4	3	बचत बट कर्ज योजना वातन कर्ज, बीपी कर्ज.	A	A.k.kapoor
29/12/2023	1	4	3	सीने तारण कर्ज इ माहिती	A	A.k.kapoor
1/1/2024	1	4	3	नात्काल कर्ज अल्पकालीन कर्ज	A	A.k.kapoor
2/1/2024	1	4	3	ATM काढण्यासाठी लागणारे कागदपत्राची माहिती.	A	A.k.kapoor
3/1/2024	1	4	3	आणमधून पैसे कसे काढायचे.	A	A.k.kapoor
4/1/2024	1	4	3	Current A/c बदल माहिती	A	A.k.kapoor
5/1/2024	1	4	3	विविध फॉर्मची सोबत व विविध अर्जाची माहिती.	A	A.k.kapoor
6/1/2024	1	4	3	रिखांकित दणदेसाठी माहिती.	A	A.k.kapoor
8/1/2024	1	4	3	बँकेतील सुरक्षा विभागक उपकरणाची माहिती.	A	A.k.kapoor
Total Hours						

Certified that _____ (Name of the student) has satisfactorily completed the internship programme assigned to him.


Name & Signature of
Supervisor


Name & signature
of manager


Name & signature of
section in charge



Date :

UNDERTAKING FROM STUDENT

1. Name of the Student : Akanksha Kailas Kapare
2. Class : T.Y.B.Com.
3. Division and Roll Number :
4. Present address : Pimpalgaon
5. Permanent address : Pimpalgaon
6. Contact Number : 9022085139
7. Contact Number (Parent) : 9022085139
8. Email ID : akankshakapare19@gmail.com

To,
The Principal, डॉ. रेखा साळुंखे मैडम
PKTCK College, khutbar.

Subject : Undertaking ... for my Behaviour.

Respected Madam / Sir,

I am studying in semester V of T.Y.B.Com. I am going to join PCC Bank khutbar
(Name of the organisation) for my sixty hours internship programme during -----
--to

I assure that I will follow all the rules and instruction issued by the internship providing organisation. I will be responsible for my behaviour and performance during the internship period.

Thank you.

Yours obediently,

कैलास शिवजी कापारे

Kailas Shivaji Kapare.
(Name & Signature of parent)

Date :

A.K. Kapare.
Akanksha Kailas Kapare.
(Name & signature of the student)

STUDENT FEEDBACK FORM

1. Name of the Student : Akanksha Kailas Kapase.
2. Class : T.Y.B.Com.
3. Division and Roll Number : 8025
4. Present address : Pimpalgaon.
5. Contact Number : 9022085139
6. Email ID : akanksha.kapase12@gmail.com

Please provide your rating about following aspects pertaining to your Internship Experience on the scale of 10; where 10 means strongly agree and 0 means do not agree at all.

Sr. No.	Parameter	Response
1.	The pre- internship training provided by the college was very useful	10
2.	I was properly introduced to the task assigned to me in the organisation	10
3.	I was given proper guidance to carry out my responsibility	10
4.	My supervisor / officer was very cooperative and supportive	10
5.	I found my task interesting and worth learning	10
6.	My supervisor / officer addressed to my queries/ doubts quickly	10
7.	I received due respect from my colleagues in the organisation	10
8.	The contents of the syllabus match with the practical work	10
9.	The knowledge that I gained in the college was useful to carry out internship programme in a satisfactory manner	10
10.	The Internship Programme is very useful to enrich my knowledge	10

Please give your suggestions to make the internship programme more productive and effective.

1. Increase the time of Internship Programme.
2. _____
3. _____

Please give your overall feedback about your experience during the internship (Not mentioned above).

The Internship is very useful for the future.

A.K. Kapase.
 Akanksha Kailas Kapase.
 Signature & Name of the student with date

Part B - SWOC analysis of the student (Please mention below the strengths and weaknesses of the student and the areas for improvement)

- 1) Improving communication skill.
- 2) Handwriting.
- 3) soft. teaches Independent learning Skill that helps one throughout their life.

Part C - Suggestions to make the internship programme more productive and effective.

1. Handling communication.
2. communication skill set
3. computer knowledge
4. quality attendance.
5. concentration.

Part D - Changes required in the curriculum to improve employability of students.

1. consider picking up a part time job.
2. pick up a hobby.
3. start reading
4. Improve your online presence
5. craft the perfect C.V.

S.M. Shinde

Santosh muridhar Shinde

Name, Designation and Signature of the Supervisor / Reviewing Officer

Place of Review :

Date of Review :



Bhairavnath Shikshan Mandal's
Popatrao Kisanrao Thorat College

Tal.Daund, Dist.Pune-412203

Department of English

Flipped Classroom Activity



Department of English of Popatrao Kisanrao Thorat College has conducted the Flipped Classroom Activity for all the English subject learning classes' students the activity carried as below:

Before class: Students watch pre-recorded online resources at home.

In class: Students apply the information they learned at home through activities, discussions, and research. The instructor acts as a facilitator, guiding students and encouraging collaboration.

The flipped classroom model can help students as:

- Learn at their own pace
- Take responsibility for their learning
- Engage in higher-level learning
- Reflect and revisit concepts
- Revise content
- Interact with peers

Head of Department

**I.Q.A.C. Coordinator
IQAC Coordinator**

Popatrao Kisanrao Thorat College
Khutbav, Tal.-Daund, Dist.-Pune.

**Principal
Principal**

Popatrao Kisanrao Thorat College
Khutbav, Tal.-Daund, Dist.-Pune.



Selective Photos of Flipped Classroom Activity:







[Handwritten Signature]

Head of Department

[Handwritten Signature]

**I.Q.A.C. Coordinator
IQAC Coordinator
Popatrao Kisanrao Thorat College
Khutbav, Tal.-Daund, Dist.-Pune.**

[Handwritten Signature]

**Principal
Principal
Popatrao Kisanrao Thorat College
Khutbav, Tal.-Daund, Dist.-Pune.**

Bhairavnath Shikshan Mandal's

Popatrao Kisanrao Thorat College, Khutbav

Tal. Daund, Dist. Pune - 412203

Department of English (2024-25)

Innovative Teaching Method – Flipped Classroom

Class: T.Y.B.Com. Attendance Sheet

Date: 15-10-2024



Sr. No.	Student Name	Sign.
1	Dixit sai vikas T.Y.B.Com	Dixit
2	Abhishek manohar Chavon	Abhishek
3	Vivaj Baban Thorat	Vivaj
4	Abane Atharva manojkumar	Abane
5	Aditya Navanath phojage	Aditya
6	Jadhav Yogesh Vishnu	Jadhav
7	Pratik Dnyaneshwar Pawar	P.D. Pawar
8	Sahil Usman Shaikh	Sahil
9	Ajay Balu Karande	Ajay
10	Aditya umakant Patil	Aditya
11	Krushna Ramesh Mahe	K.R. Mahe
12	Abhijeet Sampat Natu	Abhijeet
13	Rohit Mahadev Natu	Rohit
14	Pranav Abasa Bahirat	Pranav
15	Rohan Ganesh Shinde	Shinde
16	Jeevan Bhanudas Khedekar	Jeevan
17	Jaydeep Baban Khedekar	Jaydeep
18	Shinde Sahil Manik	Shinde
19	Kolape Kiran Baburao	K.B. Kolape
20	Bhandiwalkar Abhijeet Shivaji	Abhijeet
21	Vishwakarma Rohit Tarashankar	Rohit
22	Rushikesh Shankar Hirgal	Rushikesh

Head of Department

IQAC Coordinator

IQAC Coordinator
Popatrao Kisanrao Thorat College
Khutbav, Tal. Daund, Dist. Pune.

Principal

Principal
Popatrao Kisanrao Thorat College
Khutbav, Tal.-Daund, Dist.-Pune.

Popatrao Kisanrao Thorat College, Khutbav

Tal. Daund, Dist. Pune - 412203

Department of English (2024-25)

Innovative Teaching Method – Flipped Classroom

Class: T.Y.B.Com. Attendance Sheet

Date: 15-10-2024



Sr. No.	Student Name	Sign.
1	Chandgude Petyanka Dilip	<i>[Signature]</i>
2	Nawale Vaishnavi Baburao	<i>[Signature]</i>
3	Nawale Akanksha Manoj.	<i>[Signature]</i>
4	Punekar Kitar Amol	<i>[Signature]</i>
5	Avachat Sukanya Ramesh	<i>[Signature]</i>
6	Kolpe Snehal Namdev	<i>[Signature]</i>
7	Gadade Gitanjali Dattatray	<i>[Signature]</i>
8	Navale Tejal Balasa	<i>[Signature]</i>
9	Kalle Chandani Manik	<i>[Signature]</i>
10	Neerajada Gopinath Sallunke	<i>[Signature]</i>
11	Bhakti Dyandev tikhole	<i>[Signature]</i>
12	Akanksha Chandev Badhe	<i>[Signature]</i>
13	Bhagyashri Bandu Boshade	<i>[Signature]</i>
14	Shitole Manasi Rajendra	<i>[Signature]</i>
15	Laxmi Vaishnavi Sandip	<i>[Signature]</i>
16	Kapare Saloni Naagyan	<i>[Signature]</i>
17	Borkar Salashi Anil	<i>[Signature]</i>
18	Khenat Sanika Arun	<i>[Signature]</i>
19	Karishma shabbir Shaikh	<i>[Signature]</i>
20	Ankita Ankush Kadam	<i>[Signature]</i>
21	Anuya Santoshi Dosage	<i>[Signature]</i>

[Signature]
Head of Department

[Signature]
IQAC Coordinator
IQAC Co ordinator
Popatrao Kisanrao Thorat College
Khutbav, Tal. Daund, Dist. Pune.

[Signature]
Principal
Principal
Popatrao Kisanrao Thorat College
Khutbav, Tal.-Daund, Dist.-Pune.

