



# ST. WILFRED'S COLLEGE OF ARTS, COMMERCE & SCIENCE

(Affiliated to Mumbai University)

Opp. Ayush Resort, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel, Navi Mumbai-410206  
Ph. No. +91-8655678500, 9699625148 • College Code 1033 • E-mail: stwilfred.acs@gmail.com • website : www.stwilfreds.org

## Value Added Course “Certification Course in Digital Photography“

December 3, 2019 to January 10, 2020

Conducted by- Department of Information Technology & Computer  
Science

Faculty Name- Ms. Manisha Kasar



St. Wilfred's College of Arts, Commerce & Science



*Principal*  
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Ref. No.

Date: 30/11/2019

## NOTICE

It is to inform all the members of Program Academic Advisory Cell (PAAC) that there will be a meeting on 30/11/2019 at 12.00 PM in Seminar Room to discuss about the various academic activities for the upcoming session. All concerned are requested to attend the meeting on time and be prepared to contribute to the discussion.

**Principal**



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## Meeting Minutes

Date: 30/11/2019

Time: 12:00 PM

Place: Seminar Room

### Attendees:

No.	Name	Signature	Signature

### Agenda:

1. To organize Alumni, meet and farewell for the final year students.
2. To conduct student exit survey.
3. To discuss important questions for examination.
4. Soft skills training for placement and internship.
5. Analysis of slow learner and their mentoring.
6. To discuss about the conduction of practical examination.
7. Submission of dissertation and projects by students.
8. To organize seminars by final year students.



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9. To conduct remedial classes for weak learners on difficult topics on Saturdays.
10. To organize science exhibition, Panache, departmental quizzes, Industrial trips, surveys etc.
11. To organize Value added courses for Semester 2<sup>nd</sup> Students

## Minutes:

The meeting was called to order by Principal at 12.PM in Seminar Room. The attendees were welcomed, and the agenda for the meeting was presented.

1. **To organize Alumni, meet and farewell for the final year students:** The Principal proposed organizing an Alumni meet to facilitate interactions between current students and successful graduates. The event will serve as an opportunity for networking, mentorship, and sharing experiences. Additionally, a farewell program will be arranged to bid farewell to the final year students and celebrate their achievements. The specific dates and details of these events will be decided in consultation with the concerned faculty members and student representatives.
2. **To conduct student exit survey:** The Principal suggested conducting a student exit survey to gather feedback from graduating students. The survey will focus on their overall college experience, including academic programs, infrastructure, faculty support, extracurricular activities, and placement opportunities. The feedback received will help in assessing the college's strengths and areas for improvement.
3. **To discuss important questions for examination:** The Principal highlighted the need to discuss and finalize the important questions for the upcoming University examination. Faculty members were encouraged to collaborate and share their expertise in determining the key topics and questions that students should focus on during their exam preparation. This will ensure that students are well-prepared for the examination.
4. **Soft skills training for placement and internship:** To enhance students' employability and prepare them for the professional world, the Principal proposed conducting soft skills training programs. These programs will focus on improving students' communication skills, teamwork abilities, time management, and overall personality development. The training will specifically target placement and internship opportunities, equipping students with the necessary skills to succeed in their future careers.
5. **Analysis of slow learners and their mentoring:** The Principal emphasized the importance of identifying and addressing the needs of slow learners. It was suggested to analyze the performance and progress of such students and provide them with personalized mentoring and support. Faculty members were requested to closely monitor the academic progress of slow learners and implement strategies to help them overcome their challenges.
6. **To discuss the conduction of practical examination:** The Principal proposed a discussion on the conduction of practical examinations. The logistics, evaluation criteria, and assessment procedures for



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the practical exams will be determined and communicated to the faculty members. It was emphasized that the practical examinations should provide a fair and comprehensive assessment of students' practical knowledge and skills.

7. **Submission of dissertations and projects by students:** The Principal reminded the faculty members about the submission deadline for dissertations and projects by the students. Clear instructions and guidelines regarding the format, content, and submission process should be provided to the students to ensure a smooth submission process.
8. **To organize seminars by final year students:** To showcase the research and academic achievements of the final year students, the Principal suggested organizing seminars where they can present their findings and share their knowledge with the college community. This will provide a platform for intellectual exchange and foster a culture of academic engagement.
9. **To conduct remedial classes for weak learners on difficult topics on Saturdays:** The Principal recommended organizing remedial classes on Saturdays to provide additional support to weak learners. These classes will focus on addressing difficult topics and concepts, helping students overcome their challenges and improve their understanding. Faculty members were encouraged to volunteer and contribute to these remedial classes.
10. **To organize science exhibition, Panache, departmental quizzes, industrial trips, surveys, etc.:** The Principal proposed organizing various extracurricular activities and events, such as science exhibitions, cultural events like Panache, departmental quizzes, industrial trips, and surveys. These activities will provide students with opportunities for practical learning, creative expression, and holistic development.
11. **To organize Value added courses for Semester 2<sup>nd</sup> Students**  
The Principal elaborated on the importance of providing value-added courses to enhance the academic experience and skill set of students. Various suggestions were put forth regarding the types of value-added courses that could be beneficial for Semester 2<sup>nd</sup> students. Suggestions included courses related to communication skills, coding, financial literacy, and career development.

## Action Items:

1. The Principal will coordinate with faculty members and student representatives to finalize the dates and details of the Alumni meet and farewell program.
2. Faculty members will develop and conduct the student exit survey, ensuring comprehensive feedback is collected.
3. Faculty members will collaborate to finalize important questions for the upcoming examination.
4. The administration will organize soft skills training programs, focusing on placement and internship opportunities.
5. Faculty members will identify slow learners, provide personalized mentoring, and monitor their progress.



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6. Faculty members will discuss and plan the conduction of practical examinations, ensuring fairness and thorough assessment.
7. The administration will remind students about the submission deadline for dissertations and projects, providing clear guidelines.
8. The administration will facilitate the organization of seminars by final year students, allowing them to showcase their research and knowledge.
9. Faculty members will schedule remedial classes for weak learners on Saturdays, focusing on difficult topics.
10. The administration will coordinate the organization of science exhibitions, Panache, departmental quizzes, industrial trips, surveys, and other extracurricular activities.
11. The Academic Committee will compile a list of potential value-added courses based on the suggestions provided during the meeting.

These action items will be followed up on in subsequent meetings to track progress and ensure the successful implementation of the proposed agendas.

### **Closing:**

Principal expressed gratitude to the staff members for their active participation and valuable input during the meeting. It was emphasized that their collaboration and dedication are essential in implementing the discussed agendas successfully. The staff members were encouraged to further develop and refine these proposals and work collectively towards the holistic development of the students.

The meeting concluded at 02.00 PM. The next meeting will be scheduled and communicated to the committee members accordingly.

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Date- 30/11/2019

## Notice

We are pleased to inform all the students that the Value Added Course (VAC)- **Digital Photography Course** classes will commence from **December 03, 2019**. This course is designed to provide additional skills and knowledge beyond the regular curriculum, enhancing your learning experience and improving your career prospects.

### Details of the VAC Classes:

Start Date: **December 03, 2019**

Timings: 3:00 PM to 4:00 PM (Monday to Saturday)

Faculty Coordinator- Ms. Manisha Kasar

**Principal**

CC-

HOD of all departments



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Date- 30/11/2019

## Circular

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### Details of the VAC Classes:

Start Date: **December 03, 2019**

Timings: 3:00 PM to 4:00 PM (Monday to Saturday)

Faculty Coordinator- Ms. Manisha Kasar

**Principal**

CC-

HOD of all departments



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## Value Added Course: Digital Photography Course

### Expected Outcomes:

#### On completion of the course, student will be able to-

- Participants will gain proficiency in advanced camera settings and techniques, including manual exposure control, advanced focusing methods.
- Participants will develop a distinctive creative vision and style, exploring advanced composition principles, conceptual photography, storytelling techniques.
- Participants will master professional image editing software such as Adobe Photoshop and Light room, learning advanced retouching techniques.
- The course may offer specialization tracks in niche areas such as fashion photography, portrait photography.
- Participants will build a comprehensive professional portfolio showcasing their advanced technical skills, creative vision.
- Participants will learn industry standards, best practices, and professional workflows for various photography genres and specializations.
- Participants will acquire essential business and marketing skills for photographers, including branding, marketing strategies.
- The course may facilitate opportunities for participants to network with industry professionals, attend industry events.
- Participants will be equipped with the skills, knowledge, and resources to pursue continued professional development independently.
- Upon successful completion of the course and assessment requirements, participants will receive a recognized certification or accreditation, validating their advanced skills and expertise in photography and enhancing their credibility and marketability in the industry.



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## Value Added Course: Digital Photography Course

### COURSE OUTCOMES

Subject	<b>Digital Photography Course</b>
CO1	Participants should achieve a high level of proficiency in the subject matter covered by the course
CO2	Advanced certification courses often provide networking
CO3	Participants are encouraged to engage in lifelong learning and professional development activities



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## Value Added Course Digital Photography Course

(December 3, 2019 to January 10, 2020)

### Syllabus

Topic	Week Days
<ul style="list-style-type: none"><li>• Manual exposure control: mastering exposure triangle, metering modes, and dynamic range.</li><li>• Advanced focusing methods: hyperlocal distance, focus stacking</li><li>• Specialty techniques: long exposure</li></ul>	Monday-Saturday
<ul style="list-style-type: none"><li>• Developing a personal style: exploring creative vision</li><li>• Advanced composition techniques: visual storytelling</li><li>• Project development: conceptualizing and planning thematic photo projects.</li></ul>	Monday-Saturday
<ul style="list-style-type: none"><li>• Advanced image editing software: mastering Adobe Photoshop and Light room</li><li>• Advanced retouching techniques: frequency separation</li><li>• Compositing and special effects: blending multiple images</li></ul>	Monday-Saturday
<ul style="list-style-type: none"><li>• Specialization tracks: choosing a niche area such as portrait</li><li>• Specialized techniques: mastering lighting, posing</li><li>• Guest speakers: industry professionals sharing insights and experiences in specialized genres</li><li>• Branding and marketing strategies: defining a unique brand identity and creating effective marketing campaigns</li><li>• Pricing and negotiation: pricing strategies, quotes</li><li>• Negotiation techniques for commercial projects</li></ul>	Monday-Saturday



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## Syllabus: Certification Course in Digital Photography

### Unit-I

1. Manual exposure control: mastering exposure triangle, metering modes, and dynamic range.
2. Advanced focusing methods: hyperlocal distance, focus stacking
3. Specialty techniques: long exposure

### Unit-II

1. Developing a personal style: exploring creative vision
2. Advanced composition techniques: visual storytelling
3. Project development: conceptualizing and planning thematic photo projects.

### Unit-III

1. Advanced image editing software: mastering Adobe Photoshop and Light room
2. advanced retouching techniques: frequency separation
3. Compositing and special effects: blending multiple images

### Unit-IV

1. Specialization tracks: choosing a niche area such as portrait
2. Specialized techniques: mastering lighting, posing
3. Guest speakers: industry professionals sharing insights and experiences in specialized genres

### Unit-V

1. Branding and marketing strategies: defining a unique brand identity and creating effective marketing campaigns
2. Pricing and negotiation: pricing strategies, quotes
3. Negotiation techniques for commercial projects.



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## Time Table Digital Photography Course

Date: 03/12/2019

Days	Subject	Time
Monday	Advanced Certification Course	03:00-04:00PM
Tuesday	Advanced Certification Course	03:00-04:00PM
Wednesday	Advanced Certification Course	03:00-04:00PM
Thursday	Advanced Certification Course	03:00-04:00PM
Friday	Advanced Certification Course	03:00-04:00PM
Saturday	Advanced Certification Course	03:00-04:00PM

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Copy to:

- Vice Principal
- HOD's of all Departments



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## Lesson Plan

### Digital Photography Course

Unit	Topic	Weekdays	Allotment
Unit-I	Manual exposure control: mastering exposure triangle, metering modes, and dynamic range. Advanced focusing methods: hyperlocal distance, focus stacking.	Monday-Saturday	03:00-04:00PM
Unit-I	Specialty techniques: long exposure	Monday-Saturday	03:00-04:00PM
Unit-II	Developing a personal style: exploring creative vision Advanced composition techniques: visual storytelling	Monday-Saturday	03:00-04:00PM
Unit-II	Project development: conceptualizing and planning thematic photo projects.	Monday-Saturday	03:00-04:00PM
Unit-III	Advanced image editing software: mastering Adobe Photoshop and Light room advanced retouching techniques: frequency separation	Monday-Saturday	03:00-04:00PM
Unit-III	Compositing and special effects: blending multiple images	Monday-Saturday	03:00-04:00PM
Unit-IV	Specialization tracks: choosing a niche area such as portrait Specialized techniques: mastering lighting, Posting	Monday-Saturday	03:00-04:00PM
Unit-IV	Guest speakers: industry professionals sharing insights and experiences in specialized genres	Monday-Saturday	03:00-04:00PM
Unit-V	Branding and marketing strategies: defining a unique brand identity and creating effective marketing campaigns	Monday-Saturday	03:00-04:00PM
Unit-V	Pricing and negotiation: pricing strategies, quotes, and negotiation techniques for commercial projects.	Monday-Saturday	03:00-04:00PM



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## APPLICATION FORM

### Add On Course-"Digital Photography Course"

Student's Name : .....

Father's Name : .....

Class : .....

Percentage of Marks obtained in Last Qualifying Examination: .....

Date of Admission in this Institution: .....

Phone No. : .....

Mobile : .....

## DETAILS OF ADD ON COURSES

Parent's Signature: .....

Student's Signature: .....

Date:

Date:

## Reference

Signature of Counsellor: .....

Name of Counsellor : .....

Remarks of Counsellor : .....

Remarks of Principal : .....



*[Signature]*  
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## Certification Course in Digital Photography December 3, 2019 to January 10, 2020

### Enrolled List:-

S. No.	Class	Name
1.	B.A.	Khan Zaid Rashid
2.	B.A.	Mishra Utkarsh Sanjay
3.	B.A.	MohiteSwapnilMadhukar
4.	B.A.	NaikSushantSabaji
5.	B.A.	PapolaMallikarjunShriniwas
6.	B.A.	PatilSanket Santosh
7.	B.A.	Prasad Ashrita Anil Kumar
8.	B.A.	SarojDeepa Sunil
9.	B.A.	SohaniShatakshi Vinay
10.	B.A.	Yadav Veeralakshmi
11.	B.Com.	BagdeTrupti Prakash
12.	B.Com.	BaraiBinayJaiprasad
13.	B.Com.	Barmare Sidra Ishaque
14.	B.Com.	Bhanushali Jay Dayaram
15.	B.Com.	BhoirShreyashRajaram
16.	B.Com.	Chaudhari Pratik
17.	B.Com.	ChoudharyNileshMohanlal
18.	B.Com.	DawaleKunalRajendra
19.	B.Com.	DukareKomal Suresh
20.	B.Com.	Gaud DiptiGhanshyam
21.	B.Com.	GharatMayureshShamkant
22.	B.Com.	Gupta PrakharManoj
23.	B.Sc. (I.T.)	PatilJiwan Anil
24.	B.Sc. (I.T.)	PatilMayuriVasudev
25.	B.Sc. (I.T.)	PatilShreyashRaghunath
26.	B.Sc. (I.T.)	PatilSiddheshRamchandra
27.	B.Sc. (I.T.)	PawarRushabh Vinod
28.	B.Sc. (I.T.)	SakoskarRutika Krishna
29.	B.Sc. (I.T.)	Shaikh SaquibFarooque
30.	B.Sc. (I.T.)	Singh Ansh Dara
31.	B.Sc. (I.T.)	Zende Dinesh Bhagwan
32.	B.Sc. CS	Ahmed Firoz Jamil
33.	B.Sc. CS	Arya SurajAchhelal
34.	B.Sc. CS	JethwaHasti Ajay
35.	B.Sc. CS	Khan AdeebFiroz
36.	B.Sc. CS	PawarSaurabhKisan



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37.	B.Sc. CS	RautBhavesh Ramesh
38.	B.Sc. CS	Sharma Shivam Naveen
39.	B.Sc. CS	Singh UjjwalManoj
40.	B.Sc. CS	Srivastava Arpit Ashish
41.	B.Sc. CS	WaghmareTejashwini
42.	B.Sc	Gaikwad NinadTanaji
43.	B.Sc	Gaikwad SiddhantDhanaji
44.	B.Sc	Gupta Pooja Jagdish
45.	B.Sc	HusharMiteshRavindra
46.	B.Sc	Jadhav Neha Pravin
47.	B.Sc	JadhavNitesh Anil
48.	B.Sc	LaleKrutikaYashwant
49.	B.Sc	LoharGouriKishor
50.	B.Sc	Masaye Manish Pradeep



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