



Dr. BHANUBEN NANAVATI

CAREER DEVELOPMENT CENTRE

CONDUCTED BY

SCNWI

SHREE CHANDULAL NANAVATI
WOMEN'S INSTITUTE & GIRLS' HIGH SCHOOL

PROSPECTUS

Dr. BHANUBEN NANAVATI

CAREER DEVELOPMENT CENTRE

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OUR VISION

‘सा विद्या या विमुक्तये’

‘SA VIDYA YA VIMUKTAYE’

KNOWLEDGE IS THAT WHICH LIBERATES

Gandhiji's motto for education for Gujarat Vidyapeeth, Ahmedabad is the source of our inspiration. The college adopted this motto as its vision from its very inception in 1972.

OUR MISSION

**EMPOWERMENT OF WOMEN THROUGH ACCESS TO
HIGHER EDUCATION**

PRINCIPAL'S MESSAGE



Dear Learners

Connect. The most powerful word enables you to explore and avail endless opportunities in the digital world today. But more than that, on an emotional note, it brings people together to interact, share, exchange, help or support one another. Once connected well with resources- human or other- success and accomplishments are your easy takeaways.

Since 1982, Dr. Bhanuben Nanavati Career Development Centre (BNCDC) has been a

brand name in the field of offering vocational courses customized for the needs of the present day job markets. With a major thrust on internship, practical training, field work and on-the-job experience, the Centre offers a wide range of long term and short term certificate, diploma and advanced diploma courses in Fashion Designing, Interior Designing, Counseling, Early Childcare and Education, Banking and Insurance, Competitive Exams and others. The Centre establishes linkages with industries, corporate sectors, business houses, educational units, NGOs and other employment sectors to provide placement opportunities to students.

Self development, personal growth, and emotional/physical wellbeing are equally important today to survive in a world shaped by digital and virtual realities. The Centre offers courses in nutrition, wellness, fitness, dance, art-based therapy and other areas to foster and facilitate a healthy environment to students for all their all round personality development.

Surrounded by lush green trees and a natural environment, the well maintained campus offers you state-of-the-art-infrastructure, excellent learning environment, and the most modern amenities to grow, excel and achieve in your professional careers.

A home away from home where learning becomes an interesting and exciting activity, dear learner, you will find yourself comfortable among the faculty of well qualified teachers well connected to their respective industries.

So come and join us to be great leaders and successful professionals.

See you all soon in the corridors and classrooms!

Lots of love and warm wishes!

Prin. Dr. Rajshree Trivedi



OUR CAREER DEVELOPMENT CENTRE

We conduct various long-term and short-term courses for continuing education for our students and outsiders. These vocational courses range between one/two/ three years and some are for few weeks on part time basis.

MILESTONES

2022 Child Psychotherapies

2019 Arts Based Therapy

2014 Nutrition & Fitness

2013 Multiple Disabilities

2011 Learning Disability &
Remediation

2006 Counseling

2005 Early Childhood Care &
Education

1996 Interior Design

1990 Fashion Design

Why us?

The institution focuses on self independence and open learning which encourages the students to be free and confident in their work. Our faculty is made up of professionals and experts from industry who bring to the classroom latest information, trends and developments from the industry. Students work closely with their teachers to define and refine their skills. The institution guides and supports all students from various background to be vocationally independent. The courses are flexible and part time enabling the student to keep learning even while they are working or are housewives or pursuing education.

Reflection from our students

“ I have learnt lot of useful and hands on skills, which will help me to get a job. “

- Student of Nutrition & Fitness

“ The institution has very friendly and talented faculty. The faculty becomes like a mentor and gives personal attention to each and every student.”

- Student of
Early Childhood Care
& Education

What's best about us?

- One roof providing multiple opportunities to grow.
- Courses are part time.
- Courses for people with minimum qualification.
- A stepping stone to get more qualifications or start working.
- A way to learn new skills and improve on the ones you have.
- Small and friendly courses.
- Help to improve your confidence.

NUTRITION & FITNESS DIPLOMA (2 Years)

Ist Year

ELIGIBILITY	12 th Pass
DURATION	One Year, Part Time
SCHEDULE	Twice a week 2 hours
MEDIUM OF INSTRUCTION	English

Objectives

1. To understand the role of diet in health.
2. To understand basic nutrition & fitness.
3. To understand simple alternative therapies for holistic health.

Course Content

1. Basic Nutrition–

Basic 5 food groups, Balanced Diet, RDA.
Energy – Factors affecting energy requirements, functions, excess and lack of energy. Sources of energy.
Carbohydrates – functions, sources, deficiency and excess.

Protein – functions, sources and deficiency of proteins.

Fat – functions, sources and deficiency of fats.

Vitamins – Water and Fat soluble vitamins – A, B, C, D, E, K. Functions, sources and deficiency of all vitamins.

Minerals – Calcium, iron, iodine. Functions, sources and deficiency of all minerals.

2. Fitness –

Importance of Fitness

Types of Fitness

Components of Fitness

Maintaining Fitness

Practicals

Visits

Examination Pattern

1. Assignment / Internal Test
2. Projects / Presentation / Evaluation
3. Final Examination

IInd Year

ELIGIBILITY	1 st year in Nutrition and Fitness
DURATION	One Year, Part Time
SCHEDULE	Twice a week 2 hours
MEDIUM OF INSTRUCTION	English

Objectives

1. To understand assessing fitness.
2. To know various fitness exercises and their use.
3. To understand importance of yoga, stress management and holistic health management.

Course Content

1. Nutritional assessment
2. Assessing fitness.
3. Different types of aerobic and anaerobic exercises
4. Basics of Yoga.
5. Stress Management.

Examination Pattern

1. Assignment / Internal Test
2. Projects / Presentation / Evaluation
3. Final Examination

EARLY CHILDHOOD CARE & EDUCATION DIPLOMA

DIPLOMA

ELIGIBILITY H.S.C.
preferable second class

DURATION One Year,
Part Time

SCHEDULE Twice a week
2 hours

**MEDIUM OF
INSTRUCTION** English

OBJECTIVES

At the end of the course the students will be able to –

1. Explain the different aspects of child growth and development.
2. Describe the approaches to Early Childhood Education.
3. Demonstrate activities pertaining to different areas of Curriculum in ECE
4. Explain the importance of Preschool organisation and management.
5. Discuss the importance of assessment and use different assessment techniques.
6. Recognize the importance of Parental involvement and plan strategies to involve parents.
7. Learn safety and hygiene measures to be followed in a preschool.

COURSE CONTENT

Term 1

1. Child Growth and Development-1.
2. Lesson Planning and Activities.
3. Nutrition, Health, Hygiene and Safety.
4. Approaches in Early Childhood Education.
5. Practical.

Term 2

1. Child Growth and Development-2.
2. Curriculum Planning and Assessment.
3. Preschool Organisation and Management.
4. Working with Parents.
5. Practical

COUNSELING

DIPLOMA (1 Year)

ELIGIBILITY	12th Pass
DURATION	One Year, Part time
SCHEDULE	Twice a Week Two hours
MEDIUM OF INSTURCTION	English

OBJECTIVES

1. To introduce basic concepts of psychology.
2. To develop an understanding of mental illnesses.
3. To help students recognise maladaptive behaviours in self and others.
4. To understand the nature of counseling and it's importance.

COURSE CONTENT

- Module- 1** General psychology
Module- 2 Social psychology
Module- 3 Abnormal Psychology
Module- 4 Counseling

EXAMINATION PATTERN:

(THEORY + PRACTICAL)

1. Assignments/Proejcts
2. Written Test
3. Presentations
4. Case Study

Opportunity

Successful participants will be able to gain:

- Awareness towards mental health care importance and mental health conditions.
- Different types of psychological abnormalities.
- Improved interpersonal skills.
- Better acceptance of self and others.
- Greater sense of self and others behaviors and emotions.
- Connection between mind and body.

ADVANCE DIPLOMA IN CHILD PSYCHOTHERAPIES

ELIGIBILITY

B.A. (Psychology),
M.A. (Psychology),
Teachers, Professionals
working with children
holistic health care,
Professionals associated
with children mental
health care.

DURATION

One Year

SESSION

Lectures
Twice a week 2 hours

Field Work
Thrice a week 3 hours
or more than 3 hours or
Twice a week 4 hours as
per terms & conditions
of association

MEDIUM OF

INSTRUCTION English

OBJECTIVES

1. To understand child Psychology and child development.
2. To recognize and help for maladaptive behavior in children.
3. To develop an understanding of psychological / mental challenges in children.
4. To understand nature of counseling and its importance for child's mental health.
5. Gaining knowledge about different child Psychotherapies.
6. Gaining insight about holistic health through psychological, family and social aspects.

COURSE CONTENT

Module - 1

Introduction to Child Psychology

Topics

1. Introduction to Child Psychology
2. Stages of human development.
3. Abnormal behaviour / childhood disorders.
4. Role of Parents & Teachers

Module 2 : Counseling Skills

1. What is Child Counseling?
2. Skills required for the child counselor.
3. Counseling process.
4. Ethics in counseling.

Module 3 :

Psychotherapies for children:

1. Behavior Therapy.
2. Cognitive Behavior Therapy.
3. Rational Emotive Behavior Therapy.
4. Family Therapy.

Module 4 : Practicals

1. Taking Case History
2. Case Studies
3. Psychological Testing
4. Field Work (Schools & Center if Possible)

EXAMINATION PATTERN:

(THEORY + PRACTICAL)

1. Assignments/Projects
2. Written Tests
3. Practical Test
4. Presentations

Opportunity

Successful participants will be able to:

Practice under a professional counselor or a psychologist

- As an assistant child counselor
- As an assistant child psychotherapist
- Can be absorbed in the field of child care, emotional, social, psychological health care setup.
- Can work in school set up / NGO's / Holistic health care centers.
- Can work with centers providing platform for children who are differently abled.

LEARNING DISABILITY & REMEDICATION

CERTIFICATE/ADVANCE COURSE CERTIFICATE COURSE

ELIGIBILITY Students of Psychology, Teachers, Parents, Any other Professionals dealing with LD child

DURATION 25 sessions, Part Time

SCHEDULE Twice a Week

MEDIUM OF INSTRUCTION English & Hindi

OBJECTIVES

1. To bring about awareness on Learning Disability.
2. To equip participants in dealing with and guiding LD students.
3. To train participants in intervention techniques.

4. To provide practical learning experience.
5. To sensitize the society.

COURSE CONTENT

- Introduction to Learning Disability
- Types of Learning Disability
- Identification of LD student
- Causes
- Remedial techniques
- Group Discussion
- Case studies
- Practice sessions

BENEFITS OF THE COURSE

- Work as a guidance worker.
- Work as a shadow teacher.
- Provide help and guidance to any child suffering from Learning Disability.
- Guide parents and family members on how to deal effectively with a LD child.

MULTIPLE DISABILITIES

CERTIFICATE COURSE

ELIGIBILITY Parents, Tuition teachers, Remedial Educators, People having a strong desire to work with special children, students of psychology

DURATION 6 months, Part Time

SCHEDULE Every Saturday

MEDIUM OF INSTRUCTION English & Hindi

COURSE UTILITY

1. Will gain knowledge on various disabilities in children.
2. Will equip to view the disabilities from Psychological, neurological, Social and Emotional aspects.
3. Will equip to work and handle children with special needs.

4. Will help you to understand & interpret terminologies used in the medical and psychological reports.
5. Will equip the participants to teach special children.
6. Will equip the participants to interact with the professionals in the field and ask related questions.
7. Will prepare the participant to accept the child's limitations and set realistic goals.

COURSE CONTENT

- Introduction to Disabilities.
- Remediation strategies.
- Internship & Practicals.

SCOPE AFTER THE COURSE

- Work as a shadow teacher in any school.
- Help parents & family members on how to deal effectively with their child.
- Work as a Remedial Educator under a registered professional in the field of rehabilitation.

POST GRADUATE DIPLOMA IN ARTS BASED THERAPY

Arts-Based Therapy (ABT) is an integrated use of different art forms to bring about healing, growth, and change. It uses a combination of music, drama, movement, dance, poetry, imagery, visual art, and storytelling to achieve individualized goals in a therapeutic setting.

The basis of ABT lies in the deep-seated wisdom of Indian mind studies, Eastern psychology, Philosophy, and Modern Science, which makes ABT a useful and meaningful therapeutic practice that caters well to the Indian population.

Arts-Based Therapy (ABT) is not only an effective therapeutic practice on its own, but it also helps to facilitate deeper healing when used in conjunction with other modalities of therapy.

ABT has been highly effective in bringing about a positive change in many different areas. Some of them are noted below -

For Children:

- **Children at-risk:** children with psycho-social needs, in orphanages, in cancer treatment or palliative care, in government institutions, living in at-risk economic or social zones, girls who are victims of trafficking, survivors of domestic violence, sexual abuse
- **Children with special needs:** Children in special schools, with a range of intellectual disability, cerebral palsy, physical disabilities, on the Autism spectrum, learning difficulties, ADHD and more
- **Children with emotional concerns:** children suffering from depression, anxiety, issues within the family, issues with concept of self and such

For Adults

- De-addiction and rehabilitation for substance abuse.
- Mental health issues such as depression, anxiety, schizophrenia and a whole range of emotional and psychological concerns

- LGBTQ communities and their concerns and issues
- Trauma and conflict affected communities such as victims of trafficking, women in at-risk situations and many more
- In Palliative care and pain management
- Geriatric populations

ABT addresses a wide range of issues such as learning disabilities, intellectual challenges, autism, problems in mental health, de-addiction, palliative care and pain management, in rehabilitation for people affected by trafficking, abuse, domestic violence, issues surrounding LGBTQ, and communities affected by conflict and trauma.

ELIGIBILITY:

Open for Professionals and Experts like- Psychologists, Therapists, Counsellors, Special Educators, Social workers, Caregivers, Psychiatrists, Doctors and other deserving candidates based on their experience and commitment.

DURATION : One year, part time

SCHEDULE : 16 contact classes i.e. two training workshops of 8 days – 9 am to 6 pm

CREDITS : 25 Credit hours, i.e. 375 hours of Theory and Practical work.

MEDIUM OF INSTRUCTION:

English

OBJECTIVES:

The student is certified as an ABT Practitioner when s/he is able to:

1. Demonstrate understanding and specific practice in the area of the arts and healing,
2. Design and implement ABT with a specific population group,
3. Expand consciousness through realizing capabilities of self, meaningful relationships, and purposeful living, and
4. Utilize the holistic approach of ABT to understand clients as human beings separate from the 'problem', and empower them to discover their inner resources for self-healing and growth.

COURSE CONTENT:

1. Workshop I (Time commitment: 72 hours) Eight days workshop.
2. Pilot Project and Assignments (Time commitment: 15 hours of sessions in 3 months post workshop I and assignments to be completed) The purpose of the pilot project is to be playful and get familiar with the new medium of communication, and to 'see' the client from an ABT perspective. Students must practice ABT with clients in their organization.
3. Supervision and Assessment: ABT supervisors guide and assess students' work.
4. Workshop II (Time commitment: 72 hours) Eight days workshop.
5. Action Research Project (Time commitment: 35 hours of sessions in 5 months and assignments to be completed post workshop II) These projects are a vital part of learning how to systematically apply ABT over a period of time. Students plan and conduct ABT sessions at their organizations or wherever they

volunteer. The research data is documented, analyzed, and presented in the form of a report.

6. Supervision and Assessment: ABT supervisors guide and assess students' action research.

OTHER COURSES:

1. Advance Diploma in Fashion Design
2. Diploma in Interior Design

RULES AND REGULATIONS

ADMISSION IS SUBJECT TO THE DISCRETION OF THE COLLEGE

RULES FOR FEES

1. The fees are charged only in the beginning of the year for both the terms.
2. Fees once charged are non refundable.
3. No Instalment Facility.

LIBRARY

TIMINGS

Monday to Friday
7.30 AM to 5.00 PM

Saturday
7.30 AM to 2.00 PM

College has a well equipped updated fully air conditioned library. It supports Junior / Senior / BMS / B.Com. (AFI), B.Design, MA, M.Com, P. G. Diploma in ECE and Extension Courses. All the library functions are automated with SLIM21 Library Management Software which helps the users to locate reading materials by Author, Title, Keywords & Subjects. Many useful and informative references are available in the library. N. List & J-gate databases subscribed by our college library for accessing e-resources.

SERVICES OFFERED

- Current Reading Facility
- Reading Room Facility
- Library Orientation and Literacy Programmes for Students.
- Free Internet Facility.
- OPAC Facility.
- Xeroxing, Printout & Scanning Facility.
- Guest Membership

NOTICE BOARD

No Notice will be circulated in the classroom. Students are expected to read the notices on the notice board every day, lest they may miss any information or notification.

IDENTITY CARD

Every student will be issued an Identity Card

No student will be allowed to enter the college premises or to take part in any of the college activities without an Identity Card.

ATTENDANCE RULES

1. Student should not remain absent from the college without the permission of the Principal / Teacher.
2. In case of absence due to any reason students must submit a leave application and in case of illness a medical certificate must be submitted along with the leave application.
3. 75% attendance is compulsory for all students. Students falling short of attendance will not be allowed to appear for the final examination.

DISCIPLINE

1. The college attaches great importance to discipline and expects that all rules are strictly observed by the students.
2. Each student is expected to be punctual and regular in her attendance in the class.
3. Each student is required to attend the practical classes, maintain the journal up-to-date and get it assessed for each practical, from the teacher concerned.
4. Each student should see that no damage is caused to the property of the Centre/College and/or in the Laboratory. In case of any damage either to the property or in the Laboratory, student/s are liable to be punished.
5. Each student should maintain discipline in the class and in the college premises, and any breach thereof will be subject to disciplinary action by the Teacher / the Head / Principal or the Management as is deemed fit in the circumstances.
6. No student should entertain any visitor in the college premises. Any personal mail at the college address is not permitted.

7. No student can collect any money as contribution for picnic, trip, educational visit to some place, get together, study notes, charity, or any other activity without the prior sanction of the Principal.
8. Students should not leave their books, valuables and other belongings in their classrooms whenever they go away from their class-rooms for any reason. They are advised to carry with them their books, valuables and their belongings whenever they leave their classrooms.
9. The college is not responsible for lost property. Students should deposit the lost property found by them in the office. The owner should claim it at the office counter with proper justification.
10. Students applying for certificates, testimonials etc. and those requiring the Principal's signature on any kind of document or application should first contact in the office of the college. No documents should be brought by students directly to the Principal for her signature.
11. Every student must display her Identity Card whenever she is present in the college premises.

12. Use of cell phone or charging of cell phone in the college campus is strictly prohibited. If caught a fine of Rs. 500/- will be imposed.
13. Students are not permitted to use lift, if caught a fine of Rs.100/- will be imposed. Physically Handicapped students should take prior permission from the Principal.
14. Ragging is strictly prohibited in the college campus. Students found guilty of ragging would be expelled.
15. Writing on the wall or benches will be considered as a serious offense and the entire class will be penalised.
16. Any student caught littering in the college campus will be fined and her I-Card confiscated.
17. The cigarettes and other tobacco products (prohibition of advertisements and regulation of trade and commerce, production, supply and distribution ACT, 2003) be enforced from the Ministry of HRD for strict compliance to ensure smoke free educational institution.
18. Students are required to wear decent cloth and remove bangles once entered in the college premises.
19. Matters not covered by the existing rules will rest at the absolute discretion of the Principal.

STUDENTS WELFARE

1. **Swayam**
The Counselling Centre
Counselling for emotional, behavioural, Personal and academic problems by professional Counselor.
2. Health Counselor
Lady Doctor appointed for health related problem & counsel about diet, gynec problem etc.

OTHER FACILITIES

1. Canteen
2. Common Room
3. Computer Laboratory
4. Amphitheatre
5. Library
6. Reading Room
7. Seminar Hall

ENRICHMENT ACTIVITIES

1. **The College Magazine Srishti:**
Wall Magazine Annual College magazine with articles contributed by students in Hindi, English & Gujarati.
2. **Students Council & Cultural Activities:** Best Student Award, Annual Day celebration.
3. **Educational Tours (Charged separately):** The college organises an overnight tour, educational tours and excursions which form a part of the curriculum are arranged by the respective departments.

COLLEGE OFFICE

1. Office timings: Monday to Saturday
9.00 a.m. to 4.00 p.m.
 2. Payments are accepted and made
between 9.30 a.m. to 12.30 p.m.
& 2.00 p.m. to 4.00 p.m.
(Monday to Friday)
 3. Fees will be accepted in
Cheque / Demand Draft / Online
 4. Forms must be presented personally by students concerned and filled carefully and completely to avoid delays.
 5. Courtesy is appreciated and will be reciprocated.
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Dr. BHANUBEN NANAVATI

CAREER DEVELOPMENT CENTRE

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