ACTIVITY REPORT

ACADEMIC SESSION	**2022-2023**
ORGANIZER	**Bhiwapur Mahavidyalaya in collaboration with Pradhan Mantri Kaushal Vikas Yojana (PMKVY) under Ministry of Skill Development and Entrepreneurship (MSDE) implemented by National Skill Development Corporation (NSDC), Government of India.**
NAME OF THE ACTIVITY	**Certificate Course in Domestic Data Entry Operator**
AREAS COVERED	• **Data Entry Skills** • **Typing Speed and Accuracy** • **Computer Basics** • **Data Management** • **Data Security and Privacy**
PROGRAMME SCHEDULE	From 28th March, 2022 to 28th September, 2022
VENUE	Computer Lab of Bhiwapur Mahavidyalaya, Bhiwapur
MODE OF ACTIVITY	Offline
ORGANIZING COMMITTEE	COMMITTEE FOR RUNNING B. VOC. DEGREE PROGRAMMES (Bachelor of Vocation), COMMUNITY COLLEGES, CAREER ORIENTED PROGRAMMES, ADVANCED DIPLOMA PROGRAMMES AND ONE STUDENT ONE SKILL PROGRAMME (OSOSP)

PROGRAMME COORDINATOR	**Asst. Prof. Dr. Anita V. Mahawadiwar**
COMMITTEE MEMBERS	1. **Asst. Prof. Dr. Ashwini M. Kadu** 2. **Asst. Prof. Amit Thakare** 3. **Asst. Prof. Sachin Kubade** 4. **Asst. Prof. Darshana Dhamdar**
KEYNOTE SPEAKER/RESOURCE PERSON (Furnish a Brief Report on the Keynote Speaker's Expertise)	**Asst. Prof. Shailesh T. Patil** **Educational Qualifications:** Master of Computer Management, R.T.M. Nagpur University, Nagpur **Languages :** C, C++, VB 6.0, VB Net, C#.Net **Frameworks:** DOT. Net, JavaScript Asst. Prof. Shailesh T. Patil is a renowned trainer in the field of Domestic Data Entry Operator. He worked in R.A.K. Softech Pvt. Ltd. as a Software Engineer. Alongside, he also worked at Chester Institute, Nagpur as a CVB Programming Instructor.
NODAL OFFICER	Asst. Prof. Dr. Vinita Virgandham
TARGET GROUP	**Candidates of Indian Nationality Who:** 1. Aged between 15-45 years. 2. Should possess an Aadhaar Card and an Aadhaar linked Bank Account. 3. Should possess 6th Class Certificate or any other Educational Degree or Certificate. 4. Should be unemployed or the participants should be dropout students.

NUMBER OF STUDENTS PARTICIPATED / BENEFICIARIES	Forty Participants
SYLLABUS AS PER THE MODULE	**UNIT – 1** **Introduction** Unit 1.1 - Introduction to IT/ITeS Industry Unit 1.2 –Understanding of Computers Unit 1.3 – M.S Office & Data Confidentiality Unit 1.4 –Enhance Typing Skills **UNIT-2** **Undertake Data Entry Services (SSC/N3022)** Unit 2.1 - Job Responsibilities of a Data Entry Operator Unit 2.2: Customer Orientation in Data Entry Roles Unit 2.3: Performance Measures **UNIT-3** **Manage Your Work to Meet Requirements (SSC/N9001)** Unit 3.1 -Time Management Unit 3.2 -Work Management and Prioritization Unit 3.3 -Quality and Standard Adherence **UNIT-4** **Maintain a Healthy, Safe and Secure Working Environment (SSC/N9003)** Unit 4.1 -Workplace Safety Unit 4.2 -Report Accidents and Emergencies Unit 4.3 -Protect Health and Safety at Work

	UNIT-5 **Employability and Entrepreneurship Skills** Unit 5.1 – Personal Strengths & Value System Unit 5.2 –Digital Literacy – A Recap Unit 5.3 – Money Matters Unit 5.4 – Preparing for Employment & Self Employment Unit 5.5 –Understanding Entrepreneurship Unit 5.6 – Preparing to be an Entrepreneur
BRIEF REPORT	**Pradhan Mantri Kaushal Vikas Yojana (PMKVY)** is one of the flagship Skill Development Programmes of Ministry of Skill Development and Entrepreneurship (MSDE) implemented by National Skill Development Corporation (NSDC), Government of India. Bhiwapur Mahavidyalaya, under the auspices of its IQAC Chapter, collaborated with National Skill Development Corporation (NSDC), Government of India and conducted six months Certificate Course in 'Domestic Data Entry Operator' for the dropouts and unemployed youth of Bhiwapur and its adjacent villages from 28th March, 2022 to 28th September, 2022. The main objective of this Skill Certification Programme is to enable the dropouts and unemployed youth to take up industry relevant Skill Training Courses that will help them in securing decent livelihood. **The objectives of the scheme were to:** 1. Provide support to youth for Skill Training and Certification.

2. Benefit youth through Skilling Certification.

Eligibility:

Candidate of Indian Nationality Who:

1. Aged between 15-45 years.
2. Should possess an Aadhaar Card and an Aadhaar linked Bank Account.
3. Should possess 6th Class Certificate or any Educational Degree or Certificate
4. Should be unemployed or the participants must be dropout students.

Accordingly, we made wide publicity through leaflets and Notices in Bhiwapur and its adjacent villages to encourage the unemployed and drop out local youths to take the maximum benefits of this special initiative of Government of India. In all, forty unemployed and dropout youths from Bhiwapur and its adjacent villages enrolled their names in the 'Certificate Course in Domestic Data Entry Operator'.

Dr. Jobi George, the Principal of Bhiwapur Mahavidyalaya, Associate Prof. Dr. Sunil Shinde, Associate Prof. Dr. Madhukar Nandanwar, Asst. Prof. Dr. Mangesh Kadu, the IQAC Coordinator, Asst. Prof. Dr. Vinita Virgandham, Nodal Officer of the Course, Asst. Prof. Dr. Anita Mahawadiwar, the Coordinator of 'One Student One Skill Programme', Asst. Prof. Ashwini Kadu, Asst. Prof. Amit Thakare, Asst. Prof. Sachin Kubade, Asst. Prof. Darshana Dhamdar and Asst. Prof. Someshwar Wasekar appreciated the participants for their

	active participation in the Course. Asst. Prof. Shailesh T. Patil, the Master Trainer of the 'Certificate Course in Domestic Data Entry Operator' coordinated and worked hard to make this Skill Oriented Course a grand success. Upon completion of the 'Certificate Course in Domestic Data Entry Operator', Certificates had been issued to all the participants.
PROGRAMME OBJECTIVES	• To impart practical data entry skills to students. • To enhance their Computer literacy. • To foster employment opportunities in the data entry sector. • To promote the One Student One Skill Programme. • The course often includes basic Computer literacy skills; ensuring that the students are comfortable with the application of Computers for data entry. • The course covers principles of professionalism and work ethics to prepare our students for the workplace**.** • To enable and mobilize a large number of youth to take up industry designed quality skill training. • To make our unemployed youth employable so as to enable them to earn their livelihood. • To increase the productivity of the existing work force. • To align skill training with the actual needs of the Industry. • To encourage standardization of the certification process

	and put in place the foundation for creating a registry of skills.
	• To make the youth competent to face the challenges in future.
	• To develop market based talent among the youth.
	• To reduce the unemployment ratio.
	• To develop the overall personality of youth.
	• To give wider exposure to youth in exploring their hidden talents.
	• To ensure the holistic development of unemployed youth.
PROBLEMS FACED, IF ANY	• Designing a comprehensive and up-to-date curriculum that covers relevant data entry skills and technologies was challenging.
	• Finding experienced instructors who could effectively teach data entry skills and keep the course engaging was a hurdle.
	• Ensuring access to necessary Hardware, Software, and facilities for practical training was costly and complex.
	• Attracting enough students to enroll their names in the course required effective marketing and outreach efforts.
	• Maintaining the quality and consistency of instruction and assessment throughout the course was challenging.
	• Ensuring that the certification process is fair and credible and that students meet the required standards for certification was challenging.
	• Keeping students engaged and motivated throughout the

	course, especially in a remote or online setting, was difficult.
PROGRAMME OUTCOMES	• **Data Entry Skills:** Students acquired proficiency in data entry techniques, including keyboarding skills, data input and accuracy in typing. • **Software Proficiency:** Students learnt how to use common data entry Software tools like Microsoft Excel, Word, and data entry Software systems. • **Speed and Efficiency:** Students were trained to improve their typing speed and data entry efficiency, allowing them to complete tasks quickly. • **Data Management:** Learnt how to organize and manage data effectively was the key outcome, including sorting, filtering, and basic data analysis. • **Error Detection and Correction:** Students were trained to identify and rectify errors in data entry, ensuring data quality. • **Documentation:** Students learnt how to maintain proper records and documentation of data entry work is essential. • Mobilized a large number of youth to take up industry designed quality skill training. • Succeeded to develop employable and market ready

workforce.

- Increased the productivity of the existing work force.

- Aligned skill training with the actual needs of the Industry.

- Encouraged standardization of the Certification process and put in place the foundation for creating a registry of skills.

- Forty candidates participated in the 'Certificate Course in Domestic Data Entry Operator'.

- Participants became competent to face the challenges in future.

- Reduced the unemployment ratio.

- Developed youths' interest in the 'Certificate Course in Domestic Data Entry Operator'.

- Built confidence among the participants.

- Developed the overall personality of participants.

- Gave wider exposure to the youth in exploring their hidden talents.

- Upon completion of the Course, the participants received Certificates.

FEEDBACK OBTAINED FROM STUDENTS/ BENEFICIARIES/ ACADEMIC PEERS	The overall response of the participants was excellent. Towards the end of the 'Certificate Course in Domestic Data Entry Operator', all the participants thanked the College Administration and made earnest request to the authorities concerned to conduct such programmes in the future also. Feedback from both the students and the Master Trainer was overwhelmingly positive. Students appreciated the practical

	nature of the course, while the Master Trainer commended the dedication and eagerness of the participants to learn.
PHOTO GALLERY WITH CAPTIONS	Asst. Prof. Shailesh T. Patil, the Master Trainer of the 'Certificate Course in Domestic Data Entry Operator' conducting the Class. Participants attending the class of the 'Certificate Course in Domestic Data Entry Operator'.

SCANNED COPY OF THE ATTENDANCE SHEET

BHIWAPUR MAHAVIDYALAYA BHIWAPUR DIST-NAGPUR

Domestic Data Entry Operator

S. N.	Id. No.	Name Of Student	Aadhar No.
1	CAN_15548154	NALU GAJANAN CHOUDHARI	4068 9257 2201
2	CAN_15550562	SALONI MANOHAR RAUT	4081 7918 9983
3	CAN_15550443	BHAWANA SANJAY KUMBHARE	9251 2252 6057
4	CAN_15550274	ADITYA SUBHASH SAHARE	7210 7770 7401
5	CAN_15548428	YASH DATTU CHAMBHARE	2109 7858 7207
6	CAN_15484211	ASHVINI GHANSHYAM CHOUDHARI	9022 6185 9190
7	CAN_15484565	SONALI WASUDEO SONTAKKE	9734 2698 0381
8	CAN_15463093	ASHWIN BHARAT PATIL	4010 3976 4288
9	CAN_15463076	ASHISH ASHOK SHRIRAME	6286 5425 6363
10	CAN_15666780	SURAJ PRAKASH SHAMBHARKAR	4664 1587 6031
11	CAN_15461421	SNEHA RAJKUMAR MESHRAM	5836 5764 9164
12	CAN_15461233	SANJU DILIP NAIK	6996 1976 0250
13	CAN_15461160	VINA ANANDRAO BHOYAR	5076 3218 3957
14	CAN_15451040	NIDHI SANJAY SABALE	3176 5946 6302
15	CAN_15448980	DAMINI DAMODHAR CHOUDHARI	6311 4215 0770
16	CAN_15448356	VISHAL DEWANAND KHANDALE	9440 1719 7190
17	CAN_15444858	KAJAL DIVARU SAHARE	2793 4899 8163
18	CAN_15577122	RAMESHWARI GOWARDHAN SHAHARE	7154 3736 9636
19	CAN_15577233	NISHA SANJAY DHANORKAR	3086 7498 1127
20	CAN_15577430	SHIVANI DASHRATH AHIRWAR	8394 5958 2692
21	CAN_15583104	RAJAN PUSHPRAJ KHANDALE	8401 7501 4778
22	CAN_15581363	PAYAL PRALHAD BHAJANKAR	9202 9321 8939
23	CAN_15579082	PRAJWAL RANGRAO BHOYAR	7078 6164 3868
24	CAN_15578726	DAMESHWAR SUBHASH SONBOIR	3897 7900 9093
25	CAN_15578641	NITYANAND DOMA MESHRAM	3128 4175 4579
26	CAN_15577836	MUSKAN PRAVIN WAGHMARE	2871 3736 5883
27	CAN_15577969	TUSHAR SURESH RAUT	7293 9124 7443
28	CAN_15578654	AAYUSH PREMCHAND WALDE	9927 6880 9868
29	CAN_15579097	BHARAT DEORAO NARNAWARE	3443 4665 7119
30	CAN_15579260	SAGAR SHANKAR FENDAR	8899 3098 1202

31	CAN_15580268	SHUBHAM BHAURAO DANDEKAR	5566 5454 8219
32	CAN_15580448	RAKESH DILIP GAJBHIYE	8205 8881 9331
33	CAN_15583216	VISHAL BANDU CHOUDHARI	8763 7723 1632
34	CAN_15579256	SHITAL RAJU KURUTKAR	9830 6825 9739
35	CAN_15583831	SMITA MADHUKAR SATPUTE	8644 5166 4381
36	CAN_15660223	HARSHA GULABRAO DHURVE	8065 9852 2639
37	CAN_15660447	ISHA ASHWIN WANKHEDE	322 89700 0065
38	CAN_15660645	TANMAY DUDHIRAM JANBANDHU	6549 4960 0974
39	CAN_15660704	SIMRAN NARESH DHANVIJAY	5062 6246 0381
40	CAN_15580976	PRIZAM MADHUKAR MANDAPE	5301 7690 6203

PRINCIPAL
Bhiwapur Mahavidyalaya
Bhiwapur, Dist. Nagpur

Letter of correspodence regarding the confirmation of our Institution to start Skill Hub Initiative at Bhiwapur Mahavidyalaya, Bhiwapur.

Backward Class Youth Relief Committee's

BHIWAPUR MAHAVIDYALAYA

Arts, Commerce & Science Faculties (Junior and Senior)
At. Po. Bhiwapur, Distt. Nagpur (MS) -441201
Accredited with Grade B (CGPA-2.54) by NAAC, Bengaluru
Ph. No. 07106-232349 : Fax No. 07106-232064 Web site : www.bgm.ac.in
Email: bmv_bhiwapur@yahoo.com

Dr. Jobi George	Smt. Sumanmala B. Mulak	Shri. Rajendra Mulak
M.A. (Eng.) M.Phil, Ph.D Principal	President B.C.Y.R.C. B.M.C.T. Khamla, Nagpur	M.Com. L.L.B. Ex. Minister of State Finance & Planning, Water Resources, Excise, Energy & Parliamentary Affairs (M.S.) Secretary B.C.Y.R.C., B.M.C.T. Khamla, Nagpur

Ref. No. BMV/SHI/2021-22/6673   Date 27/12/2021

To,

    Hon. Mriganka Sekhar Sarma
    Education Officer, University Grants Commission,
    New Delhi

Sub: Regarding confirmation of our Institution to start Skill Hub Initiative at
    Bhiwapur Mahavidyalaya, Bhiwapur from 1st January 2022.

Ref: Your Email dated 24/12/2021 and 27/12/2021 Skill Hub Initiative

Respected Sir,

With reference to your email regarding Skill Hub Initiative by UGC, I would like to inform your esteemed office the confirmation of our Institution **"Bhiwapur Mahavidyalaya"**, Bhiwapur, Near Telephone Exchange Office, Bhīma Devi Road, Bhiwapur, Bhiwapur Post, Nagpur District, Maharashtra State. Pin: 4412 01 **to start Skill Hub Initiative from 1st January 2022**. Hence, this email be treated as the official **CONFIRMATION** of our Institution to start **Skill Hub Initiative from 1st January 2022**. For your kind perusal, I have attached the chart of two Courses/Job Roles, which we are going to start from 1st January 2022. Though we have been trying to complete the accreditation and affiliation process via google form, we are unable to get access to the link as it is temporarily closed.

Thanking you,

                                      Yours Sincerely

                                      Principal

                               Bhiwapur Mahavidyalaya,

                               Bhiwapur

                               PRINCIPAL
                             Bhiwapur Mahavidyalay
                             Bhiwapur, Dist. Nagpur

Notice of the 'Certificate Course in 'Domestic Data Entry Operator' was circulated among the drop out and unemployed youth through WhatsApp.
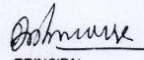
नोटीस

सर्व शिक्षक व शिक्षकेत्तर कर्मचा—यांना सूचित करण्यात येते की, NATIONAL Skill Development Corporation (NSDC) च्या माध्यमातुन Pradhan Mantri Kaushal Vikas Yojana 3.0 (PMKVY 3.0) भारत सरकार च्या वतीने The Skill Hub Initiative योजना राबविण्यात येत असुन, शाळाबाहय तरूणांना सुध्दा स्वतःचा व्यवसाय/स्वयंरोजगार करता यावा हया उद्देशाने ही योजना भिवापूर महाविद्यालय, भिवापूर येथे दिनांक—01/01/2022 पासून निशुल्क सुरु करण्यात येत असुन हया योजनेअंतर्गत खालील कोर्सेस सुरु करण्यात येत आहेत—

अ. क्र.	कोर्सेस चे नांव	प्रवेश क्षमता	कालावधी	वय	पात्रता
1	Self-employed Tailor (स्वतःचा टेलरींग व्यवसाय)	40 विद्यार्थी	6 Months to 1 year	15 ते 29 वर्षे	इयत्ता 6 वी नंतर कोणत्याही वर्गातुन शाळा सोडलेले विद्यार्थी (सध्या कोणतेही शिक्षण घेत नसलेले शाळाबाहय विद्यार्थी)
2	Domestic Data Entry Operator (कम्प्युटर डाटा एंट्री ऑपरेटर)	40 विद्यार्थी	6 Months to 1 year	15 ते 29 वर्षे	

सदर कोर्सेस ला प्रवेश घेणा—या विद्यार्थ्यांना दररोज वर्गात उपस्थित राहणे अनिवार्य असुन त्यांची हजेरी बायोमॅट्रीक मशिन मार्फत होणार आहे. तसेच सदर विद्यार्थ्यांचा अकाऊंट नंबर त्यांच्या आधार नंबरशी लिंक असावा.

सदर कोर्सेस पूर्ण करणा—या विद्यार्थ्यांना भारत सरकार (NSDC) कडून प्रमाणपत्र देण्यात येणार असून हे प्रमाणपत्र शासकीय योजनेचा लाभ घेऊन स्वतःचा व्यवसाय/स्वयंरोजगार करण्यासाठी सुध्दा फायदेशीर ठरणार आहे

करीता वरील कोर्स चे महत्व शाळाबाहय तरूणांना महत्व पटवून देऊन, सदर कोर्स ला प्रवेश घेण्याकरीता तरूणांना प्रोत्साहित करून प्रवेश घेणा—या तरूणांची यादी आपल्या मार्फत नोडल अधिकारी — डॉ. विनिता विरगंधम, प्रा. श्री. एस. व्ही. वासेकर यांच्याकडे अथवा महाविद्यालयाचे कार्यालयात सादर करावी.

PRINCIPAL
Bhiwapur Mahavidyalaya
Bhiwapur, Dist. Nagpur

विद्यार्थ्यांनी सोबत आणावयाची कागदपत्रे —

1) दोन पासपोर्ट साईज फोटो
2) आधार कार्ड झेरॉक्स
3) बॅंक पास—बुक झेरॉक्स
4) टी. सी./जन्म दाखला

CHART SHOWING NAMES OF TWO COURSES/JOB ROLES, WHICH OUR
INSTITUTION IS GOING TO START FROM 1ST JANUARY 2022

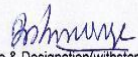| S.N	Sectors	Sr. No. of Job Roles	Job Roles
2	Apparels, Made ups and Home Finishing	11	Self-employed Tailor AMH/Q 1347
10	IT-ITeS	34	Domestic Data Entry Operator

SSC/Q2212

PRINCIPAL
Bhiwapur Mahavidyalay
Bhiwapur, Dist. Nagpur

Government of India
National Informatics Centre
Aadhaar Enabled Biometric Attendance System (PMKVY-SKILLHUB INITIATIVE) Appendix 'A' – Application format for Organization On-boarding
(https://skillhub.skillattendance.ac.in)

Organization Type	Educational Institutes
Organization Name (Training Center)	Bhiwapur Mahavidyalaya
Associated Training Partner's Name	Bhiwapur Mahavidyalaya
*Office (Training Center) Location	Bhiwapur Mahavidyalaya, Plot No.974, Building No.1, Near BSNL Telephone Exchange, Bhima Devi Gate, Bhiwapur Post, Nagpur District, Maharashtra State. Pin:441201
TC ID	TC162454
TP ID	TP104934
District	NAGPUR
State	MAHARASHTRA
Pin Code	441201
Do you want to auto activate employee/candidate just after registration ?	Yes
TC SPOC Name	Vinita Shivaji Virgandham
TC SPOC E-Mail	Bmv_Bhiwapur@Yahoo.Com
TC SPOC Mobile no.	9423602502
Subdomain:(To be allocated by NIC)	shmlocn

[√] We agree to abide by the policy decisions of Govt. of India for availing the software services and infrastructural facilities provided for Aadhaar Enabled Biometric Attendance System.

Date: Name & Designation(withstamp)

Training Center SPOC(Registered on Skill India Portal)

PRINCIPAL
Bhiwapur Mahavidyalaya
Bhiwapur

Correspondence through email regarding Organizing On-Boarding Registration.

Organization on-boarding Registration

From: noreply.attendance@gov.in (noreply.attendance@gov.in)

To: bmv_bhiwapur@yahoo.com

Date: Wednesday, March 23, 2022, 02:27 PM GMT+5:30

Dear Sir/Madam, Your organization on-boarding Registration submitted at skillhub.skillattendance.ac.in is Successfully Verified. Your Organization URL is : shmlocn.skillattendance.ac.in Your username is : shmlocn Your password is : 623ae0e8790fb

Principal
Bhiwapur Mahavidyalaya