BACKWARD CLASS YOUTH RELIEF COMMITTEE'S

# BHIWAPUR MAHAVIDYALAYA

BHIWAPUR DIST. NAGPUR- 441201

ACCREDITED WITH GRADE 'B' (CGPA-2.54) BY NAAC, BENGALURU

ISO-9001:2015

AFFILIATED TO RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR

E-mail: bmv_bhiwapur@yahoo.com;bgm.college1990@gmail.com Website: https: //www.bmb.ac.in

Tel: 07106-232349

## DETAILED REPORT OF THE ACTVITY

### 2023-2024

| ACADEMIC SESSION | 2023-2024 |
|---|---|
| NAME OF THE ACTIVITY | Certificate Course in "Basic Computer Skills" |
| ORGANIZING INSTITUTION/COLLABORATING INSTITUTIONS | Bhiwapur Mahavidyalaya |
| CORE AREAS COVERED | • Basic Knowledge of Computer Hardware and Software <br> • Basic Knowledge of Microsoft Office |
| SCHEDULE | From 12th February, 2024 to 10th April, 2024 (46 Hours) |
| VENUE | Computer Laboratory, Bhiwapur Mahavidyalaya |
| MODE OF ACTIVITY (ONLINE/OFFLINE (IF ONLINE, GIVE WEBLINK) | Offline |
| ORGANIZING COMMITTEE | 'Committee for Running B. Voc. Degree Programmes, Community Colleges, Career Oriented Programmes, Advanced Diploma Programmes and One Student One Skill Programme (OSOSP) |
| CHIEF COORDINATOR | Asst. Prof. Dr. A. V. Mahawadiwar <br><br> Asst. Prof. Dr. Yogesh More (Course Coordinator) |
| COMMITTEE MEMBERS | 1. Asst. Prof. Dr. Ashwini Kadu <br><br> 2. Asst. Prof. Dr. Ravikant Mishra <br><br> 3. Asst. Prof. Amit Thakare <br><br> 4. Asst. Prof. Sachin Kubade |
| KEYNOTE SPEAKER/RESOURCE PERSON/PERSONS (Furnish a Brief Report on the Keynote | Master Trainer- Mr. Khushwant Damke |

| | |
|---|---|
| **Speaker's Expertise)** | |
| **BENEFICIARIES/TARGET GROUP** | All the students of the College |
| **NUMBER OF STUDENTS/BENEFICIARIES** | 20 |
| **DETAILED REPORT OF THE ACTIVITY** | 'Certificate Course in Basic Computer Skills' was conducted under the banner of 'One Student One Skill Programme (OSOSP)' run by 'Committee for Running B. Voc. Degree programmes, Community Colleges, Career Oriented Programmes, Advanced Diploma Programmes and One Student One Skill Programme (OSOSP) for the Academic Session 2023-2024.<br><br>This Course was approved by Department of Lifelong Learning and Extension, Rashtrasant Tukadoji Maharaj Nagpur University (RTMNU), Nagpur under Jivan Shikshan Abhiyan. The Course is aimed to equip students with essential skills in Computer Applications, enhancing their employability and entrepreneurial capabilities. Twenty enthusiastic students enrolled their names for the Course which offered comprehensive training in acquiring Basic Computer Skills along with hands on training on MS Office Tools such as Microsoft Word, Microsoft Excel and Microsoft PowerPoint.<br><br>Mr. Khushwant Damke, a qualified and experienced trainer from Umred, was appointed as the Master Trainer for the Course. With over 10 years of experience in the field, Mr. Khushwant Damke brought a wealth of knowledge and practical expertise to the classroom. His interactive teaching style and hands-on approach ensured that students gained a thorough understanding of the subject matter and developed confidence in their skills over a period of 46 hours. The trainees actively participated in both Theoretical and Practical Sessions, with great enthusiasm and dedication, completing Assignments and Projects with commendable effort. This training encompasses skills related to basic knowledge of Computers, new technologies used in computer and internet concept. This holistic approach to the Computer training aimed to equip the trainee with a diverse skill set, thereby significantly improving their employment prospects in the related sectors. |

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| | Upon completion of the course, Examination of the Trainees was held on 1st May, 2024 under the invigilation of Asst. Prof. Dr. Ravikant Mishra. Successful trainees were awarded with the Certificates. |
| **PROGRAMME OBJECTIVES** | • To equip students with essential skills in Computer, MS Office and Internet.<br><br>• To improve students' job prospects in the Computer related fields.<br><br>• To foster entrepreneurial capabilities among students, enabling them to start their own Computer-related businesses.<br><br>• To provide hands-on training through Practical Sessions, allowing students to gain real-world experience and confidence in their skills.<br><br>• To offer expert guidance from a highly experienced and qualified trainer, ensuring high-quality education and mentorship.<br><br>• To provide a strong Theoretical foundation in the relevant field.<br><br>• To build students' confidence in their abilities through interactive teaching methods and successful completion of Assignments and Projects.<br><br>• To award Certificates upon successful completion of the course, formally recognizing the students' newly acquired skills and enhancing their resumes. |
| **PROBLEMS FACED, IF ANY** | **Challenges**:<br><br>• **Power failures**: There were occasional challenges of power failure. In spite of power backups, sometimes it led to rescheduling classes or adjusting the course timeline.<br><br>• **Scheduling Conflicts**: Some students faced conflicts with their regular academic schedules or personal commitments, leading to difficulties in attending all Sessions regularly. This affected their learning continuity and practice.<br><br>Despite these challenges, the Organizing Committee addressed the same through careful planning, effective communication and contingency strategies which ensured the smooth execution of the Course. |

| | |
|---|---|
| **IMPACT/OUTCOME ACHIEVED** | • Equipped students with essential skills in Computer, MS Office and Internet.<br>• Improved students' job prospects in the related fields by providing them with practical and marketable skills.<br><br>• Fostered entrepreneurial capabilities among students, enabling them to start their own Computer-related businesses.<br><br>• Provided hands-on training through Practical Sessions, allowing students to gain real-world experience and confidence in their skills.<br><br>• Offered expert guidance from a highly experienced and qualified trainer, ensuring high-quality education and mentorship.<br><br>• Provided a strong theoretical foundation in Computer applications and use of MS Office tools, complementing the practical training.<br><br>• Built students' confidence in their abilities through interactive teaching methods and successful completion of Assignments and Projects.<br><br>• Awarded Certificates upon successful completion of the course, formally recognizing the students' newly acquired skills and enhancing their resumes. |
| **ANALYSIS REPORT OF THE FEEDBACK OBTAINED FROM STUDENTS/ BENEFICIARIES/ ACADEMIC PEERS ETC.** | The Certificate Course in "Basic Computer Skills" successfully enhanced Knowledge and the Basic Skills of the students. It empowered them with the knowledge and confidence to face the challenges and to grab opportunities in the future. Students left the Course with a clearer vision of their educational pathways and a sense of enthusiasm for the future. |

Sample Copy of Feedback Form

| **GEOTAG PHOTO GALLERY WITH CAPTIONS (Only GEOTAG photos covering the entire gamut/ span of the activity will be accepted)** | <br><br>Asst. Prof. Dr. Yogesh More, the Coordinator of the Course, introducing the Master Trainer Mr. Khushwant Damke during the formal Inauguration of the Course. |
| --- | --- |
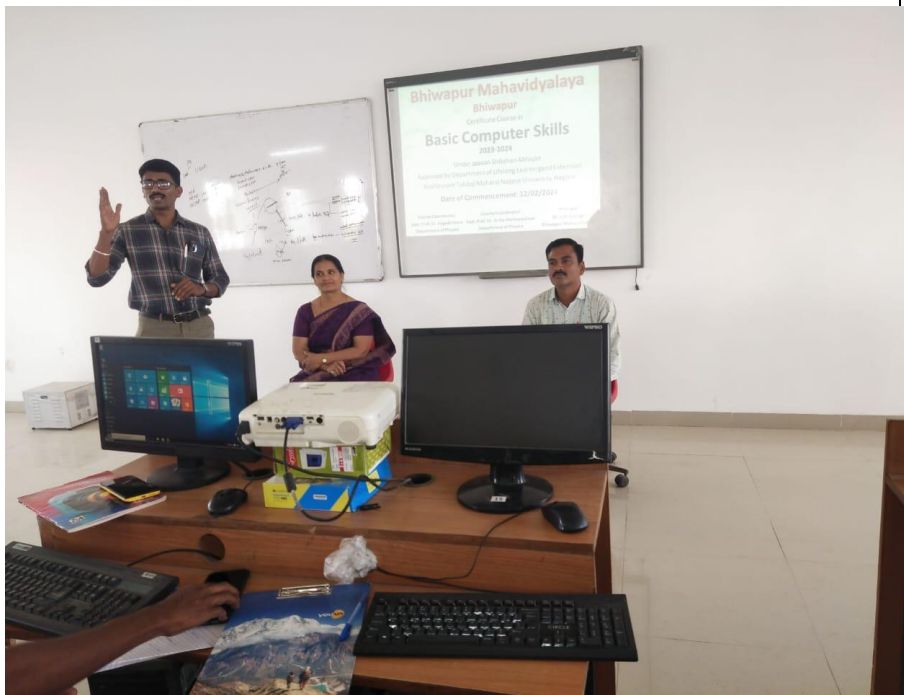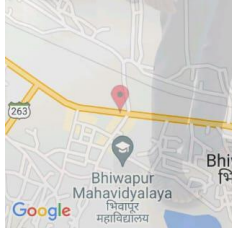
Mr. Khushwant Damke explaining the layout of MS Excel Spreadsheet during the Course.
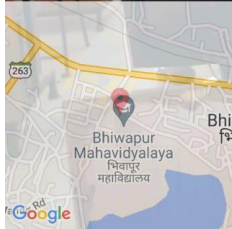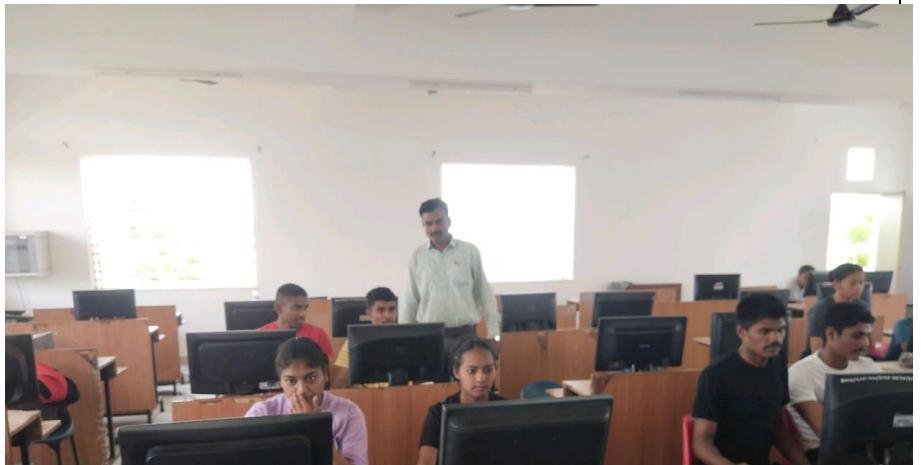


Mr. Khushwant Damke monitoring the Practical Session of the Course.
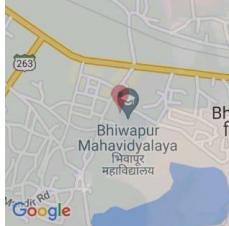
Asst. Prof. Ravikant Mishra invigilating during the Final Examination.



BHIWAPUR MAHAVIDYALAYA, BHIWAPUR

**CERTIFICATE COURSE IN BASIC COMPUTER SKILLS**

(Under Jeevan Shikshan Abhiyan (Approved by Department of Lifelong Learning and Extension Rashtrasant Tukdoji Maharaj Nagpur University)

**List of Enrolled Students**

**(2023-2024)**

| S.N. | Name of Students | Class |
|------|------------------|-------|
| 1 | Bhuvan Ratan Raut | B.Sc. III |
| 2 | Shweta Narayan Tarare | B. Sc. II |
| 3 | Akansha Ravindra Choudhari | B. Com II |
| 4 | Aditya Nitinrao Jadhav | B. Sc. II |
| 5 | Hemraj Shankar Manapure | B. Sc. I |
| 6 | Rupchand Sukaru Kurzekar | B. A. I |
| 7 | Rohit Digambar Khabalkar | B. Sc. I |
| 8 | Vivek Ravindra Bawane | B. Sc. I |
| 9 | Sanket Narayan Bawanthale | B. Com I |
| 10 | Kartik Hiralal Hatwar | B. Sc. I |
| 11 | Aditya Subhash Shahare | B. Sc. I |
| 12 | Akash Anil Palandurkar | B. Com I |
| 13 | Subrato Mangesh Manapure | B. Sc. I |
| 14 | Harish Devdas Hattimare | B. Com I |
| 15 | Sujal Pundalik Mahajan | B.A. I |
| 16 | Prachi Suresh Vaidya | B. Sc. II |
| 17 | Vivek Duryodhan Shrirame | B. Com II |
| 18 | Tushar Raju Gaikwad | B. Sc. II |
| 19 | Anshul Umaji Pardhi | B.A. I |
| 20 | Rohit Manik Wadhai | B. Sc. I |

Course Coordinator

Bhiwapur Mahavidyalaya, Bhiwapur

Principal
Bhiwapur Mahavidyalaya, Bhiwapur

**BHIWAPUR MAHAVIDYALAYA, BHIWAPUR**

**CERTIFICATE COURSE IN BASIC COMPUTER SKILLS**

(Under Jeevan Shikshan Abhiyan (Approved by Department of Lifelong Learning and Extension
Rashtrasant Tukdoji Maharaj Nagpur University)

**FINAL EXAMINATION (THEORY)**

**(2023-2024)**

**Time: 1hr (60 Min)**                                                                                   **Max. Marks: 50**

**Section A: Attempt the following Multiple Choice Questions**                          **10 Marks**

1. Which one is a Supercomputer?

a) Param & Anurag          b) Lotus                    c) Word star              d) None of these

2. Information is-

a) Meaningful data          b) Group of data          c) Data                    d) None of these

3. MS-Word is

a) Typing related software      b) Programming software      c) Computer disk      d) None of these

4. Who is known as father of modern computer

a) John Newton              b) Charles Babbage          c) Melton                d) None

5. Following is not a hardware

a) Printer                    b) Monitor                  c) Magnetic Tape          d) MS Word

6. Web site is a collection of

a) html documents            b) html protocol            c) html format            d) Web pages

7. Which numbers are used in binary system?

a) 0, 0                      b) 0, 1                    c) 1, 2                  d) None of these

8. Memory unit is a part of -

a) Input Device              b) Control Unit            c) Output Device          d) Central Processing Unit

9. DOS stands for

a) Disc Operating System    b) Digital Operating System    c) Digit Operating System    d) None of these

10. Computers connected to internet can be identified by

a) E-mail address            b) Street address              c) IP address            d) Logical address

**Bhiwapur Mahavidyalaya, Bhiwapur**

**Section B: Attempt any FOUR of the following** 40 Marks

1. Define the term "CPU" (Central Processing Unit). Explain its role in a computer system.

2. Explain the difference between relative and absolute cell references in Excel. Provide an example of each

3. Define the terms "URL" and "HTTP." Explain how a web browser interacts with a web server to display a webpage.

4. Discuss the importance of online security. Name and describe three common online security threats.

5. Describe the concept of cookies in the context of web browsing. What are their advantages and disadvantages?

course- coordinator.

Principal
Bhiwapur Mahavidyalaya
Bhiwapur

Koaulr
Trainer.

Bhiwapur Mahavidyalaya, Bhiwapur

Question Paper of Final Examination (Theory)

## BHIWAPUR MAHAVIDYALAYA, BHIWAPUR
### CERTIFICATE COURSE IN BASIC COMPUTER SKILLS
(Under Jeevan Shikshan Abhiyan (Approved by Department of Lifelong Learning and Extension Rashtrasant Tukdoji Maharaj Nagpur University)

### FINAL PRACTICAL EXAMINATION
### (2023-2024)

**Section A: Fundamental of Computers (10 Marks)**
1. Differentiate following components into hardware and software

(Mouse, Keyboard, Monitor, Microsoft Office, Microsoft Windows, Skype, Stylus, Joystick, Windows Defender, Firewall, Webcam, Browser, Internet Explorer.)

**Section B: Microsoft Word (10 Marks)**
1. Create a new document in Microsoft Word. Insert a bulleted list with at least five items. Format the list using different bullet styles.
2. Apply the following formatting to a paragraph: bold, italic, underline, and change font color.

**Section C: Microsoft Excel (10 Marks)**
1. Create a new Excel spreadsheet. Enter data for a hypothetical monthly budget, including income and expenses. Use appropriate formulas to calculate the total income, total expenses, and the remaining balance.
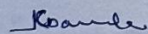
**Section D: Microsoft PowerPoint (10 Marks)**
1. Create a new PowerPoint presentation. Add a title slide and three content slides. Apply a different design theme to each slide.
2. Insert an image into one of the content slides. Apply an animation effect to the image.
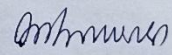
**Section E: Internet (10 Marks)**
1. Browse the Website of Rashrasant Tukdoji Maharaj Nagpur University, Visit the Student Section and Save the Webpage.

Principal
Bhiwapur Mahavidyalay
Bhiwapur

Course Coordinator

Bhiwapur Mahavidyalaya, Bhiwapur

| Question Paper of Final Examination (Practical) |
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| NEWS PAPER COVERAGE /MEDIA COVERAGE | Nil |
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<tr><td><strong>SCANNED COPY OF ATTENDANCE SHEET</strong></td><td>

**BHIWAPUR MAHAVIDYALAYA, BHIWAPUR**
**CERTIFICATE COURSE IN BASIC COMPUTER SKILLS**
(Under Jeevan Shikshan Abhiyan (Approved by Department of Lifelong Learning and Extension Rashtrasant Tukdoji Maharaj Nagpur University)
**Daily Attendance Sheet**
**(2023-2024)**

| S.N. | Name of Students | 12/02 | 13/02 | 14/02 | 15/02 | 16/02 | 17/02 | 20/02 | 21/02 | 22/02 | 23/02 | 24/02 | 26/02 | 27/02 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Bhuvan Ratan Raut | P | P | A | P | P | P | P | P | A | P | P | A | P |
| 2 | Shweta Narayan Tarare | P | P | P | P | A | P | P | P | P | A | P | P | P |
| 3 | Akansha Ravindra Choudhari | P | P | P | P | P | A | P | P | P | P | P | P | P |
| 4 | Aditya Nitinrao Jadhav | P | P | P | A | P | P | P | A | P | P | P | P | A |
| 5 | Hemraj Shankar Manapure | A | P | P | P | A | P | P | P | P | P | A | P | P |
| 6 | Rupchand Sukaru Kurzekar | P | P | P | P | P | P | A | P | P | A | P | P | A |
| 7 | Rohit Digambar Khabalkar | A | P | P | P | P | P | P | P | P | P | P | P | P |
| 8 | Vivek Ravindra Bawane | P | A | P | P | P | P | P | P | P | P | P | A | P |
| 9 | Sanket Narayan Bawanthale | A | P | P | A | P | A | P | P | P | A | P | P | P |
| 10 | Kartik Hiralal Hatwar | P | P | A | P | P | P | P | P | P | P | P | A | P |
| 11 | Aditya Subhash Shahare | P | P | P | P | A | P | P | P | A | P | P | P | P |
| 12 | Akash Anil Palandurkar | P | P | P | P | P | P | A | P | P | P | P | P | A |
| 13 | Subrato Mangesh Manapure | P | P | P | P | P | P | P | A | P | P | P | P | P |
| 14 | Harish Devdas Hattimare | P | A | P | A | P | A | A | P | P | P | P | P | P |
| 15 | Sujal Pundalik Mahajan | P | P | A | P | P | P | P | A | P | A | P | P | P |
| 16 | Prachi Suresh Vaidya | A | P | P | P | P | P | P | P | A | P | P | P | A |
| 17 | Vivek Duryodhan Shrirame | P | P | P | P | P | P | P | P | A | P | P | P | P |
| 18 | Tushar Raju Gaikwad | P | P | P | P | P | A | A | P | P | P | P | A | P |
| 19 | Anshul Umaji Pardhi | P | P | P | P | P | P | P | P | P | A | P | P | A |
| 20 | Rohit Manik Wadhai | P | A | P | P | P | P | P | P | A | P | P | P | P |

Signature of Trainer     Signature of Course Coordinator     Principal
Bhiwapur Mahavidyalaya, Bhiwapur

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**(2023-2024)**

| S.N. | Name of Students | 28/02 | 29/02 | 01/03 | 2/03 | 4/03 | 5/03 | 6/03 | 7/03 | 9/03 | 11/03 | 12/03 | 13/03 | 14/03 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Bhuvan Ratan Raut | P | P | P | A | P | P | P | A | P | P | P | A | P |
| 2 | Shweta Narayan Tarare | P | P | P | P | P | P | P | P | A | P | P | P | P |
| 3 | Akansha Ravindra Choudhari | P | P | P | P | A | P | P | P | P | P | P | P | P |
| 4 | Aditya Nitinrao Jadhav | A | P | P | P | A | P | P | P | P | P | P | P | P |
| 5 | Hemraj Shankar Manapure | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 6 | Rupchand Sukaru Kurzekar | A | P | P | P | P | A | A | P | P | A | P | A | P |
| 7 | Rohit Digambar Khabalkar | A | P | P | P | P | P | P | P | P | A | P | P | P |
| 8 | Vivek Ravindra Bawane | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 9 | Sanket Narayan Bawanthale | P | P | P | P | P | P | P | P | P | P | P | A | P |
| 10 | Kartik Hiralal Hatwar | P | P | P | P | P | P | P | A | A | P | P | P | P |
| 11 | Aditya Subhash Shahare | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 12 | Akash Anil Palandurkar | A | P | P | P | P | P | P | P | P | P | P | P | P |
| 13 | Subrato Mangesh Manapure | P | A | P | P | P | P | P | P | P | P | P | P | P |
| 14 | Harish Devdas Hattimare | P | P | A | P | P | P | P | P | P | A | P | P | P |
| 15 | Sujal Pundalik Mahajan | P | P | A | P | A | A | A | P | P | A | P | P | P |
| 16 | Prachi Suresh Vaidya | P | A | A | A | P | P | P | P | P | P | P | A | P |
| 17 | Vivek Duryodhan Shrirame | P | P | P | P | P | P | P | P | P | P | P | A | P |
| 18 | Tushar Raju Gaikwad | P | P | P | P | P | P | P | P | P | P | P | P | A |
| 19 | Anshul Umaji Pardhi | A | P | A | A | P | P | P | P | P | P | P | A | A |
| 20 | Rohit Manik Wadhai | A | P | P | P | P | P | P | A | A | P | P | P | P |

Signature of Trainer     Signature of Course Coordinator     Principal
Bhiwapur Mahavidyalaya, Bhiwapur

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**Daily Attendance Sheet**
**(2023-2024)**

| S.N. | Name of Students | 15/03 | 16/03 | 18/03 | 19/03 | 20/03 | 21/03 | 22/03 | 23/03 | 26/03 | 27/03 | 28/03 | 30/03 | 1/04 |
|------|------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|------|
| 1 | Bhuvan Ratan Raut | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 2 | Shweta Narayan Tarare | P | P | P | A | P | P | P | P | P | P | P | P | P |
| 3 | Akansha Ravindra Choudhari | P | P | P | A | P | A | P | P | P | P | P | P | P |
| 4 | Aditya Nitinrao Jadhav | P | A | P | P | P | P | A | P | P | P | P | P | P |
| 5 | Hemraj Shankar Manapure | P | A | P | P | P | P | P | A | P | P | P | P | P |
| 6 | Rupchand Sukaru Kurzekar | P | P | P | P | P | P | P | P | P | A | P | P | P |
| 7 | Rohit Digambar Khabalkar | P | P | P | P | P | P | P | P | P | P | P | P | A |
| 8 | Vivek Ravindra Bawane | P | P | P | P | P | P | P | P | P | P | P | P | P |
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| 15 | Sujal Pundalik Mahajan | A | P | P | P | A | P | P | P | P | P | P | P | P |
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| 19 | Anshul Umaji Pardhi | A | P | P | P | P | P | P | P | P | P | P | P | P |
| 20 | Rohit Manik Wadhai | A | P | P | P | P | P | P | P | A | A | P | P | P |

Signature of Trainer          Signature of Course Coordinator          Principal
                                                                        Bhiwapur Mahavidyalaya,
                                                                        Bhiwapur

**BHIWAPUR MAHAVIDYALAYA, BHIWAPUR**
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**Daily Attendance Sheet**
**(2023-2024)**

| S.N. | Name of Students | 2/04 | 3/04 | 4/04 | 5/04 | 6/04 | 8/04 | 10/04 | | | | |
|------|------------------|------|------|------|------|------|------|-------|--|--|--|--|
| 1 | Bhuvan Ratan Raut | P | P | P | P | P | A | P | | | | |
| 2 | Shweta Narayan Tarare | P | P | P | P | P | P | P | | | | |
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| 16 | Prachi Suresh Vaidya | P | P | P | P | P | P | P | | | | |
| 17 | Vivek Duryodhan Shrirame | P | P | P | P | P | P | P | | | | |
| 18 | Tushar Raju Gaikwad | P | P | P | P | P | P | P | | | | |
| 19 | Anshul Umaji Pardhi | P | P | P | P | P | P | P | | | | |
| 20 | Rohit Manik Wadhai | P | P | P | P | A | P | P | | | | |

Signature of Trainer          Signature of Course Coordinator          Principal
                                                                        Bhiwapur Mahavidyalaya,
                                                                        Bhiwapur

Principal
Bhiwapur Mahavidyalaya