


Shahid Virpatni Laxmi Mahavidyalaya, Titave

Program Report

Department of Science

Academic Year 2021-22

Certificate Course on "Basic computer"

| | | |
|--|--|-----------------------|
| Date of Activity | 16 th June 2021 to 24 th June 2021 | Time: 10.00am -2.30pm |
| Venue of Activity | (Offline) SVLM, Collage Titave. | |
| Objectives | Design, implement, and evaluate a computing based solution to meet a given set of computing requirements in the context of the program's discipline. | |
| Activity Coordinators | Mr.Rahul Kamble | |
| Name of Teacher | Miss.Pooja Chiturakar, Miss.Shubhangi Vaidya. | |
| Speaker | Mr.Pranav Gurav, Mr.Shrivijay Chavan | |
| Topics covered | Computer knowledge, Understanding word processing. Communication &collaboration. Introduction to internet, www& web Browser. | |
| Attendees | Faculty Members along with 22 Science students | |
| Value of "Basic Technique in computer science" | As we live in a digital age, most industries rely on data and software programs. Computer Science impacts everything, from scientific research to health development, transport, banking, communications, you name it. | |
| Photograph |  <p>Guest deliver some knowledge about Basic Computer operations.</p> | |



HOD

Head

Faculty Of Science



Principal

Shahid Virpatni Laxmi Mahavidyalaya
Titave, Tal. Radhanagari, Dist. Kolhapur.



Shahid Shikshan Prasarak Mandal, Titave's
SHAHID VIRPATNI LAXMI MAHAVIDYALAYA

Titave, Tal-Radhanagari Dist-Kolhapur

PH (0231) 254370

E-Mail-svlm.titave@gmail.com

Ref.-: 2021-22/science

DATE : 09 / 06 / 2021

To,
The Principal,
Shahid Virpatni Laxmi Mahavidyalaya,
Titave.

Subject: Permission to start Certificate Course in Department of
Science

Respected Sir,

We are planning to conduct a certificate course on
"Basic Computer". The course is scheduled from 16 June 2021 to 24 June
2021. I kindly request you to give permission for conducting this program.

Thanking You,

Yours faithfully,

Permitted.
Principal
SVL




HOD
Head
Faculty Of Science

SHAHID VIRPATNI LAXMI MAHAVIDYALAY

TITAVE

Department Of Science

Date- 13th June 2021

Notice

All students are hereby informed that the Department of Science is going to organize certificate course from 16 June 2021 to 24 June 2021 on the topic of "**Basic Computer.**" Kindly submit your entries to your class teachers.

Date: 16 June 2021 Onwards.

Time: 10.00 am to 2.30 pm.

B.Sc-IT : *(Signature)*



(Signature)
HOD
Head
Faculty Of Science



Shahid Shikshan Prasarak Mandal, Titave's
SHAHID VIRPATNI LAXMI MAHAVIDYALAYA

Titave, Tal-Radhanagari Dist-Kolhapur

PH (0231) 254370

E-Mail-svlm.titave@gmail.com

Ref.: 2021-22 /science /16(B)

DATE : 10 /06 /2021

To,
 Mr. Pranav Gurav
 Computer Technician
 Infotech Pvt. Ltd.
 Kolhapur.

Subject: Invitation to conduct a Certificate course on “**Basic Computer**”.

Respected Sir,

We are glad to inform you that our institute Shahid Virpatni Laxmi Mahavidyalaya, Titave is going to organize a Certificate Course on “**Basic Computer.**” The main focus of the course is understanding the basic notions of computer manipulation; managing computer files, word processing, using spreadsheets and databases and also to aware of the importance, usages, and setbacks of the above mentioned topics.

The course is scheduled from **16 June 2021 to 24 June 2021** at **10.00 am to 2.30 pm**. We are eagerly waiting for your confirmation.

Thanking you,

[Signature]
 HOD
 Faculty of Science
 Faculty of Science

[Signature]
 Principal
 Shahid Virpatni Laxmi Mahavidyalaya
 Titave, Tal. Radhanagari, Dist. Kolhapur.

Received
Pranav Gurav





Shahid Shikshan Prasarak Mandal, Titave's
SHAHID VIRPATNI LAXMI MAHAVIDYALAYA

Titave, Tal-Radhanagari Dist-Kolhapur

PH (0231) 254370

E-Mail-svlm.titave@gmail.com

Ref.: 2021-22/Science/16(A)

DATE : 10/06/2021

To,
 Mr. Shrivijay Chavan
 Assistant Professor
 Shahid Virpatni Laxmi Mahavidyalaya
 Titve.


Subject: Invitation to conduct a Certificate course on “**Basic Computer**”.

Respected Sir,

We are glad to inform you that our institute Shahid Virpatni Laxmi Mahavidyalaya, Titave is going to organize a Certificate Course on “**Basic Computer**.” The main focus of the course is understanding the basic notions of computer manipulation; managing computer files, word processing, using spreadsheets and databases and also to aware of the importance, usages, and setbacks of the above mentioned topics.

The course is scheduled from **16 June 2021 to 24 June 2021** at **10.00 am to 2.30 pm**. We are eagerly waiting for your confirmation.

Thanking you,


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 Head
 Faculty Of Science


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 Principal
 Shahid Virpatni Laxmi Mahavidyalaya
 Titave, Tal. Radhanagari, Dist. Kolhapur



**Shahid Shikshan Prasark Mondal Titave's
Shahid Virpatni Laxmi Mahavidyalay Titave
Student Registration
Department of Science
Certificate Course On Basic Computer
Class: BSc.TY 2021-22**

| Sr.No | Student Name | Sign |
|-------|---|------------------|
| 1 | BHOPALE PRADNYA PANDURANG | P.P.B. |
| 2 | CHAVHAN SNEHAL SHAMARAO | Snehal C |
| 3 | DOLTADE SAPANA TANAJI | SAPANA |
| 4 | KAMBLE PALLAVI PRAKASH | P.Kamble |
| 5 | GONUGADE PUNAM ASHOK | P.Gonugade. |
| 6 | JOSHI KOMAL TANAJI | Komal |
| 7 | KAMBLE ASHWINI EKNATH | A.Kamble |
| 8 | KAMBLE PRATIDNYA SHIVAJI | P.Kamble |
| 9 | KAMBLE SHIVANI ALIAS SUHANI BALAVANT | K.Shivani |
| 10 | KAMBLE SHWETA VINAYAK | Shweta |
| 11 | KAWADE NIKITA MAHADEV | N.M.Kawade |
| 12 | YOGITA | Y.B. |
| 13 | LAD RUTUJA VISHNU | L.Rutuja |
| 14 | MANE AISHWARYA RANJEET | A.R.Mane |
| 15 | MORE SHAILEJA VISHNU | S.MORE |
| 16 | PARIT SUSHMA SANTOSH | S.P.Sushma P. |
| 17 | PATIL DIPALI SHRIPATI | D.S.Patil |
| 18 | PATIL DIPALI KRISHNAT | D.K.Patil |
| 19 | PATIL MAYURI MADHUKAR | M.Patil |
| 20 | RAUT PRIYANKA BAJIRAO | P.Raut |
| 21 | SATHE SHITAL BALVANT | S.Shital |
| 22 | SURYAWANSHI DIPALI SHAMRAO | D.S.Suryawanishi |
| 23 | SURYAWANSHI MAYURI BHIMRAO | M.Suryani |
| 24 | RUTUJA | R.R. |
| 25 | KAMBLE TEJASHRI SURESH | T.Kamble |


**Head
Faculty Of Science**




Principal
Shahid Virpanni Laxmi Mahavidyalay
Titave, Tal.Radhanagari, Dist.Kolhapur

Shahid Virpatni Laxmi Mahavidyalaya, Titave.

Department of Science

“Course Schedule”

Academic Year 2021-2022

| Sr.No. | DATE | TIME | TOPIC TO DISCUSS |
|--------|-----------|-------------------|---|
| 1. | 16/6/2021 | 10:00am to 2:30pm | Computer knowledge Understanding Word Processing |
| 2. | 17/6/2021 | 10:00am to 2:30pm | |
| 3. | 18/6/2021 | 10:00am to 2:30pm | |
| 4. | 20/6/2021 | 10:00am to 2:30pm | |
| 5 | 21/6/2021 | 10:00am to 2:30pm | Spread Sheet Introduction To Internet, WWW and Web Browsers |
| 6. | 22/6/2021 | 10:00am to 2:30pm | |
| 7 | 23/6/2021 | 10:00am to 2:30pm | |
| 8 | 24/6/2021 | 10:00am to 2:30pm | Communications And Collaboration |



Shahid Virpatni Laxmi Mahavidyalay Titave

Department of science

Academic Year 2021-22

Certificate course on

“Basic Computer”

Schedule: 16 June 2021 to 24 June 2021, 10.00 am to 2.30 pm.

Syllabus

| Sr.No. | TOPIC |
|--------|--|
| 1. | COMPUTER KNOWLEDGE Basic Applications of Computer Components of Computer System Central Processing Unit Keyboard, mouse and VDU Other Input devices Computer Memory Applications of IECT: E-governance Entertainment |
| 2. | UNDERSTANDING WORD PROCESSING Word Processing Basics Using The Help Using The Icons Below Menu Bar Text Creation and manipulation Document Creation Editing Text Formatting the Text Font and Size selection |
| 3. | SPREAD SHEET Elements of Electronic Spread Sheet Opening of Spread Sheet Addressing of Cells Manipulation of Cells Entering Text ,Numbers and dates Creating text Number and date Series Formulas And function |
| 4. | Operating System Simple Setting Changing System Date And Time Changing Display Properties To Add Or Remove A Windows Component Changing Mouse Properties Adding and removing Printers File and Directory Management Creating and renaming of files and directories |



| | |
|----|---|
| 5. | INTRODUCTION TO INTERNET, WWW AND WEB BROWSERS Basic of Computer Networks Local Area Network (LAN) Wide Area Network World Wide Web (WWW) |
| 6. | SEARCH ENGINES Popular Search Engines / Search for content Accessing Web Browser Using Favorites Folder |
| 7. | COMMUNICATIONS AND COLLABORATION Using E-mails Opening Email account Mailbox: Inbox and Outbox Creating and Sending a new E-mail Replying to an E-mail message |
| 8. | Concept of Internet Applications of Internet Connecting to the Internet Troubleshooting Instant Messaging and Collaboration Using Instant messaging Instant messaging providers Netiquettes |
| 9. | MAKING SMALL PRESENTATIONS Using PowerPoint Opening a PowerPoint Presentation Saving a Presentation Creation of Presentation Creating a Presentation Using a Template Creating a Blank Presentation Entering and Editing Text Preparation of Slides Inserting Word Table or An Excel Worksheet Adding Clip Art Pictures Inserting Other Objects Resizing and Scaling an Object Presentation of Slides Viewing A Presentation Choosing a Set Up for Presentation |



Shahid Virpatni Laxmi Mahavidyalaya, Titave

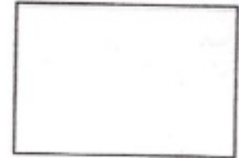
Department of Science

Academic Year 2021-22

Certificate Course On

“Basic Computer”

Exam



Date: 25th June 2021

Time: 09:00 Am to 10:00 Am

Instructions:

- A. All the questions are mandatory.
- B. Each question for 2 Marks.

1. How many digits of the data network identification code identify the country?

- A) First three B) First four C) First Five D) First Five

2. In specific if the system use separate protocols which one of the following device is used to link two system?

- A) Repeater B) Gateway C) Bridge D) Hub

3. Which of the through is share the data of two computer

- A) Library B) Network C) Graphing D) Integrated system

4. The term LAN stands for ...

- A) Local Area Net B) Local Area Network
C) Local Array Network D) Local array Net

5. The term WAN stands for

- A) Wide Area Net B) Wide Access Network
C) Wide Area Network D) Wide Access Net

6. When the mail server sends mail to other mail serves it becomes?

- A) SMTP client B) SMTP server C) Peer D) Master



7. Which of the following is not a network topology

- A) Star B) Ring C) Bus **D) Peer to Peer**

8. The term FTP stands for.....

- A) File Transfer Program B) File Transmission Protocol
C) **File Transfer Protocol** D) File Transfer Protection

9. Which of the following is the most common internet protocol

- A) HTML B) Net BEUI C) **TCP/IP** D) IPX/SPX

10. Which of the following best describes uploading information?

- A) Sorting data on a disk drive
B) **Sending information to host computer**
C) Receiving information from a host computer
D) Sorting data on a hard drive

11. Which of the following is a verbal email address?

- A) **Javat @ point .com** B) gmail.com C) tpoint@.com D) Javapoint@books

12. Which software prevents the external access to a system?

- A) **Fire wall** B) Gateway C) Router D) Viral checker

13. The term HTTP stands for?

- A) Hyper Terminal tracing programme B) Hypertext Tracing Protocol
C) **Hypertext transfer protocol** D) Hypertext transfer program

14. The location of resource on the internet is given by its?

- A) Protocol B) **URL** C) Email address D) ICQ

15. A location of hyperlinked document on the internet forms?

- A) **World Wide Web** B) Email System
C) Mailing List D) hypertext mark-up language



Assessment
Shahid Virpatni Laxmi Mahavidyalaya ,Titave
Department of Science
Academic Year 2021-22
Skill Based Program
Certificate Course On Basic Computer

| Sr.No | Student Name | Mark |
|-------|--------------------------------------|------|
| 1 | BHOPALE PRADNYA PANDURANG | 14 |
| 2 | CHAVHAN SNEHAL SHAMARAO | 22 |
| 3 | DOLTADE SAPANA TANAJI | 16 |
| 4 | KAMBLE PALLAVI PRAKASH | 20 |
| 5 | GONUGADE PUNAM ASHOK | 18 |
| 6 | JOSHI KOMAL TANAJI | 24 |
| 7 | KAMBLE ASHWINI EKNATH | AB |
| 8 | KAMBLE PRATIDNYA SHIVAJI | 22 |
| 9 | KAMBLE SHIVANI ALIAS SUHANI BALAVANT | 14 |
| 10 | KAMBLE SHWETA VINAYAK | 12 |
| 11 | KAWADE NIKITA MAHADEV | 20 |
| 12 | YOGITA | AB |
| 13 | LAD RUTUJA VISHNU | 18 |
| 14 | MANE AISHWARYA RANJEET | 20 |
| 15 | MORE SHAILEJA VISHNU | 16 |
| 16 | PARIT SUSHMA SANTOSH | 22 |
| 17 | PATIL DIPALI SHRIPATI | 18 |
| 18 | PATIL DIPALI KRISHNAT | 24 |
| 19 | PATIL MAYURI MADHUKAR | 12 |
| 20 | RAUT PRIYANKA BAJIRAO | 20 |
| 21 | SATHE SHITAL BALVANT | 18 |
| 22 | SURYAWANSHI DIPALI SHAMRAO | 18 |
| 23 | SURYAWANSHI MAYURI BHIMRAO | 22 |
| 24 | RUTUJA | 20 |
| 25 | KAMBLE TEJASHRI SURESH | 16 |



Shahid Shikshan Prasark Mandal Titave's
Shahid Virpatni Laxmi Mahavidyalaya Titave
 Academic Year 2021-22
 Attendance Sheet
 Certificate Course On Basic Computer
 Department of Science Class: TY B.Sc

| Sr. No. | Name Of Student | Sign | | | | | | | | |
|---------|--------------------------------------|-----------------|------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | | Date | 16/6/21 | 17/06/21 | 18/06/21 | 20/06/21 | 21/06/21 | 22/06/21 | 23/06/21 | 24/06/21 |
| 1 | BHOPALE PRADNYA PANDURANG | PRB | PRB | * | PRB | PRB | PRB | PRB | PRB | PRB |
| 2 | CHAVHAN SNEHAL SHAMARAO | SnehalC | SnehalC | SnehalC | SnehalC | SnehalC | SnehalC | SnehalC | SnehalC | SnehalC |
| 3 | DOLTADE SAPANA TANAJI | DST | DST | DST | DST | DST | DST | DST | DST | DST |
| 4 | KAMBLE PALLAVI PRAKASH | PKambb | PKambb | * | PKambb | * | PKambb | PKambb | PKambb | * |
| 5 | GONUGADE PUNAM ASHOK | P.Gonugade | P.Gonugade | P.Gonugade | P.Gonugade | P.Gonugade | P.Gonugade | P.Gonugade | P.Gonugade | P.Gonugade |
| 6 | JOSHI KOMAL TANAJI | Komal | Komal | Komal | Komal | Komal | Komal | Komal | Komal | Komal |
| 7 | KAMBLE ASHWINI EKNATH | | | | | | | | | |
| 8 | KAMBLE PRATIDNYA SHIVAJI | Kenbbs | Kenbbs | Kenbbs | Kenbbs | Kenbbs | Kenbbs | Kenbbs | Kenbbs | Kenbbs |
| 9 | KAMBLE SHIVANI ALIAS SUHANI BALAVANT | | | | | | | | | |
| 10 | KAMBLE SHWETA VINAYAK | Shweta | Shweta | Shweta | Shweta | Shweta | Shweta | Shweta | Shweta | Shweta |
| 11 | KAWADE NIKITA MAHADEV | NMkavade | NMkavade | NMkavade | NMkavade | NMkavade | NMkavade | NMkavade | NMkavade | NMkavade |
| 12 | YOGITA | | | * | | | | | | |
| 13 | LAD RUTUJA VISHNU | L.Rutuja | L.Rutuja | L.Rutuja | L.Rutuja | L.Rutuja | L.Rutuja | L.Rutuja | L.Rutuja | L.Rutuja |
| 14 | MANE AISHWARYA RANJEET | A.R.Mane | A.R.Mane | A.R.Mane | A.R.Mane | A.R.Mane | A.R.Mane | A.R.Mane | A.R.Mane | A.R.Mane |
| 15 | MORE SHAILEJA VISHNU | S.More | S.More | S.More | S.More | S.More | S.More | S.More | S.More | S.More |
| 16 | PARIT SUSHMA SANTOSH | SushmaP | SushmaP | SushmaP | SushmaP | SushmaP | * | SushmaP | SushmaP | SushmaP |
| 17 | PATIL DIPALI SHRIPATI | DSPatil | DSPatil | DSPatil | DSPatil | DSPatil | DSPatil | DSPatil | DSPatil | DSPatil |
| 18 | PATIL DIPALI KRISHNAT | D.K.Patil | D.K.Patil | D.K.Patil | * | D.K.Patil | D.K.Patil | D.K.Patil | D.K.Patil | D.K.Patil |
| 19 | PATIL MAYURI MADHUKAR | M.Patil | M.Patil | M.Patil | M.Patil | M.Patil | M.Patil | M.Patil | M.Patil | M.Patil |
| 20 | RAUT PRIYANKA BAJIRAO | PRaut | PRaut | PRaut | PRaut | PRaut | PRaut | PRaut | PRaut | PRaut |
| 21 | SATHE SHITAL BALVANT | Shitalb. | Shitalb. | Shitalb. | Shitalb. | Shitalb. | Shitalb. | * | Shitalb. | Shitalb. |
| 22 | SURYAWANSHI DIPALI SHAMRAO | D.S.Suryawanshi | * | D.S.Suryawanshi | D.S.Suryawanshi | D.S.Suryawanshi | D.S.Suryawanshi | D.S.Suryawanshi | D.S.Suryawanshi | D.S.Suryawanshi |
| 23 | SURYAWANSHI MAYURI BHIMRAO | M.Yuri | M.Yuri | M.Yuri | M.Yuri | M.Yuri | M.Yuri | M.Yuri | M.Yuri | M.Yuri |
| 24 | RUTUJA | Rutuja | Rutuja | Rutuja | Rutuja | Rutuja | Rutuja | Rutuja | Rutuja | Rutuja |
| 25 | KAMBLE TEJASHRI SURESH | TKamble | TKamble | TKamble | TKamble | TKamble | TKamble | TKamble | TKamble | TKamble |

[Signature]
Head
 Faculty Of Science



[Signature]
Principal
 Shahid Virpatni Laxmi Mahavidyalaya
 Titave, Tal. Radhanagari, Dist. Kolhapur.



Shahid Shikshan Prasarak Mandal, Titave's
SHAHID VIRPATNI LAXMI MAHAVIDYALAYA

Titave, Tal-Radhanagari Dist-Kolhapur

PH (0231) 254370

E-Mail-svlm.titave@gmail.com

Ref.-: 2021-22/Science/018(A)

DATE : 24/06/2021

To,
 Mr. Pranav Gurav
 Computer Technician
 Infotech .Pvt. Ltd.,
 Kolhapur.

Subject: Thanking letter for joining as Resource Person.

Ref: Certificate Course Conducted in our institute on "**Basic computer**" from 16 June 2021 to 24 June 2021

Respected Sir,

With reference to the above mentioned subject we are thankful for accepting the invitation and delivering valuable lectures for the certificate course titled "**Basic Computer**". We assure you that your expertise will definitely help our students in their future studies.

Thanking You.

HOD
Head

Faculty Of Science

Principal
Principal

Shahid Virpatni Laxmi Mahavidyalaya
 Titave, Tal. Radhanagari, Dist. Kolhapur.

Received

Pranav Gurav





Shahid Shikshan Prasarak Mandal, Titave's
SHAHID VIRPATNI LAXMI MAHAVIDYALAYA

Titave, Tal-Radhanagari Dist-Kolhapur

PH (0231) 254370

E-Mail-svlm.titave@gmail.com

Ref:- 2021-22/science/018(B)

DATE : 24/06/2021

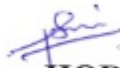
To,
Mr. Shrivijay Chavan
Assistant Professor
Shahid Virpatni Laxmi Mahavidyalaya,
Titave .

Subject: Thanking letter for joining as Resource Person.
Ref: Certificate Course Conducted in our institute on "**Basic Computer**". From 16 June 2021 to 24 June 2021

Respected Sir,

With reference to the above mentioned subject we are thankful for accepting the invitation and delivering valuable lectures for the certificate course titled "**Basic Computer**". We assure you that your expertise will definitely help our students in their future studies.

Thanking You,


HOD
Faculty Of Science




Principal
Shahid Virpatni Laxmi Mahavidyalaya
Titave, Tal. Radhanagari, Dist. Kolhapur.



Received





Shahid Shikshan Prasarak Mandal's, Titave
Shahid Veerpatni Laxmi Mahavidyalaya, Titave

CERTIFICATE

This is to Certify that Miss
Of class **T.Y. B.Sc...** has attended / participated / successfully completed Certificate course of
“Basic Computer” organized by **Department of Science, S.V.L.M., Titave.** Course Organized
academic year **2021-22...**



Program Co-ordinator


HOD
(Department of Science)
**Head
Faculty Of Science**


I/C Principal
Principal
Shahid Virpatni Laxmi Mahavidyalaya
Titave, Tal. Radhanagari, Dist. Kolhapur.