

3rd Cycle Assessment & Accreditation by NAAC

CRITERION – V STUDENT SUPPORT AND PROGRESSION

QnM - 5.1.2

Capacity building and skills enhancement initiatives taken by the institution include the following

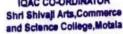
1. ICT/computing skills



Outward No. SSACSCM/.....

Declaration

This is to certify that the information, reports, true copies of the supporting documents, numerical data, etc. furnished in this file have been verified by the IQAC and the head of the institution. The data is found correct. Hence the certificate.





Shri Shivali

H.Buk

Index

| Sr. No. | Content | Year | Page No. | | |
|---------|--|---------|----------|--|--|
| | ICT/Computing Skills | | | | |
| 1. | Diploma Course in Information Technology and Web Designing | 2020-21 | 4-28 | | |
| 2. | Photos of Computer Lab and ICT Room | 2021-22 | 29-30 | | |
| 3. | Certificate course in "MS-Word" | 2019-20 | 31-57 | | |
| 4. | Certificate course in "MS-Excel" | 2018-19 | 58-88 | | |
| 5. | Certificate course in "MS-Word" | 2017-18 | 89-118 | | |

ICT/ Computing Skills 2020-21

Arts, Commerce and Science Mahavidyalaya Motala <acsm317@sgbau.ac.in>

pproval of fresh programmes / courses under NSQF for the year 2020-21

:qfugc2020@gmail.com <nsqfugc2020@gmail.com> : acsm317@sgbau.ac.in Thu, Oct 22, 2020 at 4:04 PM

Yours faithfully,

(Dr. Mriganka Sekhar Sarma) (Education Officer)

2021-22

Dear Sir/Madam,

ILULU

This is with reference to your application for skill-based programmes / courses. I am directed to convey that your institution may run the following fresh programmes / courses under National Skills Qualifications Framework (NSQF) during the academic session 2020 - 2021:

| Programme/s | Course/s | |
|-------------|---|--|
| Diploma | Information Technology and Web Designing | |
| Certificate | Organic Farming | |

The institution must adhere to the following terms and conditions:

- The institutions shall run the courses in accordance with the provisions of the UGC Guidelines for Providing Skillbased Education under National Skills Qualifications Framework.
- 2. The institution shall meet the requirements of infrastructure and laboratory facilities for running the skill-based courses.
- The institutions which are recommended for running skill courses in the fields like medical, law etc. shall meet the parameters specified by the respective regulatory bodies/professional councils before starting those courses.
- 4. The institutions shall run the courses on regular mode only and the courses shall not be run on online/distance education mode and through franchise agreement / arrangements.
- The institution shall furnish details regarding students admitted (course-wise) for the forthcoming academic session on the online portal by 30.11.2020. The link to the portal is https://nsqf.ugc.ac.in/

With regards,

Wo, LOIDS

Arts, Commerce & Science College At Post Tq Old Malkapur Road Motala

IQAC CO-ORDINATOR Shri Shivaji Arts,Commerce and Science College,Motala

Shri Shivaji Arts,Commerce & Science College Motala Distt.Buldana

s://mail.google.com/mail/u/1?ik=8cfc7c754f&view=pt&search=all&permthid=thread-f%3A1681247848638779956&simpl=msg-f%3A168124784863... 1/1

QnM 5.1.2

Shri Shivaji Education Society Amravati's,

Shri Shivaji Arts, Commerce and Science College, Motala, Dist. Buldana

Department of Computer Science

Report

Diploma Course in Information Technology and Web Designing

Department of Computer Science of the college organized a lecture series in Diploma Course in Information Technology and Web Designing under UGC-NSQF in the guidance of Hon'ble Principal Prof. Sunil Mamalkar from 15 to 18 November 2021. Two Sessions were conducted daily in online mode. Expert professors from many colleges guided the students in excellent manner. Emphasis was laid on practical along with syllabus subjects. Notable response was recorded for this lecture series from the students of the college. Apart from this, students were also made aware about the job and career opportunities in IT sector. Introduction of guest speakers, conduction of sessions, proposal of thanks and all the technical arrangements was handled by the interim Head of Department of Computer Science Mr. Pratik Gaiki.

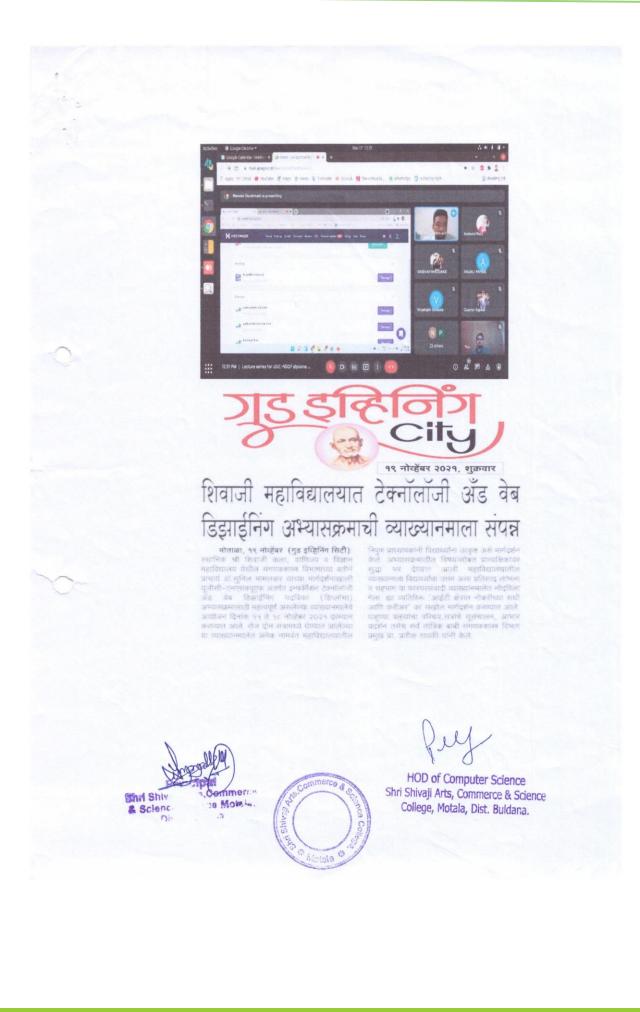
| Sr. No. | Name | Gender | Class |
|---------|----------------------------|--------|------------|
| 1. | Bhushan Gajanan Adhao | Male | B.Sc. III |
| 2. | Bhushan Dilip Wagh | Male | B.Sc. II |
| 3. | Prerana Gajanan Ingle | Female | B.Sc. III |
| 4. | Komal Gajanan Patil | Female | B.Sc. III |
| 5. | Anjali Arun Pande | Female | B.Sc. III |
| 6. | Sonali Palhad Sarode | Female | B.Sc. III |
| 7. | Kanta Shantaram Sonune | Female | B.Sc. II |
| 8. | Komal Raghunath Chaubhe | Female | B.Sc. II |
| 9. | Harshal Vijay Tidke | Male | Passed Out |
| 10. | Aarti Ganesh Pakhare | Female | B.Sc. III |
| 11. | Aparna Mahadeo Khandagale | Female | B.Sc. III |
| 12. | Punam Prakash Paraskar | Female | B.Sc. III |
| 13. | Sneha Ashok Sarkate | Female | B.Sc. III |
| 14. | Vishal Raghunath Chimkar | Male | B.Sc. III |
| 15. | Poonam Rajesh Suryawanshi | Female | B.Sc. II |
| 16. | Ashwini Sudhakar Shivnekar | Female | B.Sc. III |
| 17. | Dipali Vilas Shimbre | Female | B.Sc. II |
| 18. | Bhagyshri Vilas Tayde | Female | B.Sc. III |

List of Admitted Students

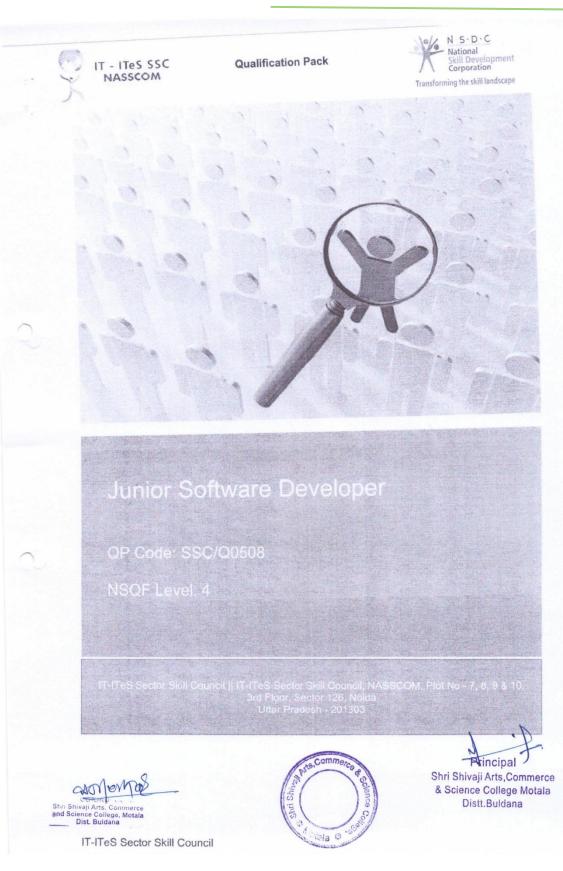


Principal

Shri Shivaji Arts,Commerce & Science College Motala Distt.Buldana



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QnM 5.1.2

N S.D.C **Qualification Pack** National Skill Development Corporation IT - ITeS SSC NASSCOM Transforming the skill landscape Contents Compulsory NOS SSC/N0506: Assist in performing software construction and software testing entry level tasks in the IT SSC/N9001: Manage you work to meet requirements......9 SSC/N9003: Maintain a healthy, safe and secure working environment17

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IT-ITeS Sector Skill Council



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Shri Shivaji Arts, Commerce & Science College Motala Distt.Buldana

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|----------------------|--|------------------------------------|
| Skill | erata viata overnment or india inclia internet or india a entretwineuraship | N.S.D.C National Corporation |
| ętro). | Shri Shivaji Education Soc | iety Amravati's |
| Shri Shivaj | | cience College, Motala, |
| | Dist. Buldana - 4 | 443103 |
| | Admission I | Form |
| DEPAR | TMENT OF COM | PUTER SCIENCE |
| | UGC Sponso | ored |
| NATIONAL SKIL | L QUALIFICATION FE | RAMEWORK (NSQF) Approv |
| DIPLOMA COURSI | IN INFORMATION TECH | HNOLOGY AND WEB DESIGNIN |
| Dillion and | COTAMAN ADUAS | |
| Name: <u>BHUSHAN</u> | GAJANAN ADHAO. | |
| Address: At-Post. | BORAKHEDT TO- MOTA | 1A 19 |
| Dist-BULDHAN | ۹. | (V) |
| Category: ORC | LINIDA) OI O | |
| Mabile Not an | KUNBT) Class: R | .С.Ш |
| Course Fees | 175909 Email: bhu | shanadhao Qgmail.com. |
| | Duration: | Months |
| Education Details: | | |
| Class | | |
| SSC | Board/University | Percentage Grade |
| HSC | Amravati | 70.40% |
| | Amravadi. | 62.31% |
| | | |
| | | |
| BHahao | | N . N |
| Student Signature | Coordinator Signat | ure Principal |
| 0 | 8 | reincipal |
| 0 | Arts. Com | |
| | Coordinator Signat | |

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Shri Shivaji Education Society Amravati's Shri Shivaji Arts, Commerce and Science College, Motala, Dist. Buldana <u>UGC-NSQF</u> Diploma Course in Information Technology and Web Designing

Qualification Pack: Junior Software Developer & Web Developer

| Sr. No. | Name of the Candidate | Contact no. | % Attendance |
|---------|----------------------------|-------------|--------------|
| 1. | Bhushan Gajanan Adhao | 9503475909 | 85 |
| 2. | Bhushan Dilip Wagh | 7083732015 | 96 |
| 3. | Prerana Gajanan Ingle | 902281207 | 75 |
| 4. | Komal Gajanan Patil | 8830542649 | 78 |
| 5. | Anjali Arun Pande | 9881923683 | 88 |
| 6. | Sonali Palhad Sarode | 7499750891 | 77 |
| 7. | Sneha Ashok Sarkate | 9767152130 | 78 |
| 8. | Vishal Raghunath Chimkar | 7558395104 | 96 |
| 9. | Poonam Rajesh Suryawanshi | 9421492906 | 85 |
| 10. | Ashwini Sudhakar Shivnekar | 9975404586 | 84 |
| 11. | Dipali Vilas Shimbre | 9067395262 | 94 |
| 12. | Bhagyshri Vilas Tayde | 9922389345 | 91 |
| 13. | Kanta Shantaram Sonune | 8459973691 | 76 |
| 14. | Komal Raghunath Chaubhe | 7666659508 | 88 |
| 15. | Harshal Vijay Tidke | 8983569449 | 90 |
| 16. | Aarti Ganesh Pakhare | 8459512004 | 76 |
| 17. | Aparna Mahadeo Khandagale | 8793786050 | 75 |
| 18. | Punam Prakash Paraskar | 8805291250 | 75 |

Attendance Sheet November 2021



Fincipa Shri Shivaji Arts, Commerce & Science College Motala Distt.Buldana

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SHRI SHIVAJI ARTS COMMERCE AND SCIENCE COLLEGE MOTALA

Shri Shivaji Education Society Amravati's Shri Shivaji Arts, Commerce and Science College, Motala, Dist. Buldana <u>UGC-NSQF</u> <u>Diploma Course in Information Technology and Web Designing</u>

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| 9. | Poonam Rajesh Suryawanshi | 9421492906 | 92 |
| 10. | Ashwini Sudhakar Shivnekar | 9975404586 | 91 |
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| 13. | Kanta Shantaram Sonune | 8459973691 | 77 |
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| 16. | Aarti Ganesh Pakhare | 8459512004 | 86 |
| 17. | Aparna Mahadeo Khandagale | 8793786050 | 90 |
| 18. | Punam Prakash Paraskar | 8805291250 | 89 |

Attendance Sheet October 2021

anno IQAC CO-ORDINATOR Shri Si and Sci Dist R

rincipal Shri Shivaji Arts, Commerce & Science College Motala Distt.Buldana

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Shri Shivaji Education Society Amravati's Shri Shivaji Arts, Commerce and Science College, Motala, Dist. Buldana <u>UGC-NSQF</u> <u>Diploma Course in Information Technology and Web Designing</u>

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| 17. | Aparna Mahadeo Khandagale | 8793786050 | 91 |
| 18. | Punam Prakash Paraskar | 8805291250 | 75 |

Attendance Sheet September 2021

0 10 01 IQAC CO-ORDINATOR Shri Shivaji Arts, Commerce and Science College, Motala Dist. Buldana

Principal .

Shri Shivaji Arts,Commerce & Science College Motala Distt.Buldana



Shri Shivaji Education Society Amravati's Shri Shivaji Arts, Commerce and Science College, Motala, Dist. Buldana <u>UGC-NSQF</u> <u>Diploma Course in Information Technology and Web Designing</u>

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| 16. | Aarti Ganesh Pakhare | 8459512004 | 79 |
| 17. | Aparna Mahadeo Khandagale | 8793786050 | 89 |
| 18. | Punam Prakash Paraskar | 8805291250 | 82 |

Attendance Sheet August 2021

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Shri Shivaji Arts,Commerce & Science College Motala Distt.Buldana



Shri Shivaji Education Society Amravati's Shri Shivaji Arts, Commerce and Science College, Motala, Dist. Buldana <u>UGC-NSQF</u> <u>Diploma Course in Information Technology and Web Designing</u>

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| 4. | Komal Gajanan Patil | 8830542649 | 89 |
| 5. | Anjali Arun Pande | 9881923683 | 80 |
| 6. | Sonali Palhad Sarode | 7499750891 | 83 |
| 7. | Sneha Ashok Sarkate | 9767152130 | 80 |
| 8. | Vishal Raghunath Chimkar | 7558395104 | 85 |
| 9. | Poonam Rajesh Suryawanshi | 9421492906 | 85 |
| 10. | Ashwini Sudhakar Shivnekar | 9975404586 | 78 |
| 11. | Dipali Vilas Shimbre | 9067395262 | 89 |
| 12. | Bhagyshri Vilas Tayde | 9922389345 | 76 |
| 13. | Kanta Shantaram Sonune | 8459973691 | 75 |
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| 15. | Harshal Vijay Tidke | 8983569449 | 79 |
| 16. | Aarti Ganesh Pakhare | 8459512004 | 80 |
| 17. | Aparna Mahadeo Khandagale | 8793786050 | 75 |
| 18. | Punam Prakash Paraskar | 8805291250 | 90 |

Attendance Sheet July 2021

AMentor IQAC CO-ORDINATOR Shri Shivaji Arts, Commerce and Science College, Motala Dist, Buldana

rincipa Shri Shivaji Arts, Commerce & Science College Motala Distt.Buldana



SHRI SHIVAJI ARTS COMMERCE AND SCIENCE COLLEGE MOTALA

Shri Shivaji Education Society Amravati's Shri Shivaji Arts, Commerce and Science College, Motala, Dist. Buldana <u>UGC-NSQF</u> <u>Diploma Course in Information Technology and Web Designing</u>

Qualification Pack: Junior Software Developer & Web Developer

| Sr. No. | Name of the Candidate | Contact no. | % Attendance |
|---------|----------------------------|-------------|--------------|
| 1. | Bhushan Gajanan Adhao | 9503475909 | 94 |
| 2. | Bhushan Dilip Wagh | 7083732015 | 90 |
| 3. | Prerana Gajanan Ingle | 902281207 | 81 |
| 4. | Komal Gajanan Patil | 8830542649 | 86 |
| 5. | Anjali Arun Pande | 9881923683 | 78 |
| 6. | Sonali Palhad Sarode | 7499750891 | 92 |
| 7. | Sneha Ashok Sarkate | 9767152130 | 79 |
| 8. | Vishal Raghunath Chimkar | 7558395104 | 80 |
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| 11. | Dipali Vilas Shimbre | 9067395262 | 89 |
| 12. | Bhagyshri Vilas Tayde | 9922389345 | 88 |
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| 16. | Aarti Ganesh Pakhare | 8459512004 | 85 |
| 17. | Aparna Mahadeo Khandagale | 8793786050 | 90 |
| 18. | Punam Prakash Paraskar | 8805291250 | 91 |

Attendance Sheet June 2021

IOAC NATO and Sci ge, Motala Dist. Bulda

Principal Shri Shivaji Arts, Commerce & Science College Motala Distt.Buldana

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Shri Shivaji Education Society Amravati's Shri Shivaji Arts, Commerce and Science College, Motala, Dist. Buldana <u>UGC-NSQF</u> <u>Diploma Course in Information Technology and Web Designing</u>

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| 12. | Bhagyshri Vilas Tayde | 9922389345 | 90 |
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| 17. | Aparna Mahadeo Khandagale | 8793786050 | 79 |
| 18. | Punam Prakash Paraskar | 8805291250 | 88 |

Attendance Sheet March 2021

apple CO-ORDINATOR

Principal Shri Shivaji Arts, Commerce & Science College Motala Distt.Buldana

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Shri Shivaji Education Society Amravati's Shri Shivaji Arts, Commerce and Science College, Motala, Dist. Buldana <u>UGC-NSQF</u> <u>Diploma Course in Information Technology and Web Designing</u>

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| 17. | Aparna Mahadeo Khandagale | 8793786050 | 90 |
| 18. | Punam Prakash Paraskar | 8805291250 | 81 |

Attendance Sheet February 2021

Shri Shivaji Arts, Co and Science College Dist. Buldana ege, Motala

rincipa Shri Shivaji Arts, Commerce & Science College Motala Distt.Buldana



Shri Shivaji Education Society Amravati's Shri Shivaji Arts, Commerce and Science College, Motala, Dist. Buldana <u>UGC-NSQF</u> <u>Diploma Course in Information Technology and Web Designing</u>

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| 17. | Aparna Mahadeo Khandagale | 8793786050 | 90 |
| 18. | Punam Prakash Paraskar | 8805291250 | 83 |

Attendance Sheet January 2021

anona IQAC CO-ORDINATOR Shri Shivaji Arts, Commerce and Science College, Motala Dist. Buldana

Principal Shri Shivaji Arts, Commerce & Science College Motala Distt.Buidana



QnM 5.1.2

CoCubes An Aon Company

FEEDBACK FORM-Training Centre

| Name of Training Centre: Show shiving Arts commune | 4 science | College |
|--|-----------|---------|
| Name of Assessor: Joyawat allowall | | |
| Job Role: JSD & UND. | | |
| Date of Assessment: 07/02/2022 | | |
| Batch ID: BVOHO & BVOHI | | |
| # of Candidates Appeared: (7 | | |

| Feedback | YES | NO |
|---|-----|----|
| 1. Did the assessor arrive on time? | 0 | 0 |
| 2. Did the assessor follow the procedure for conduct of assessment? | ø | 0 |
| 3. Was the viva conducted in cordial manner? | ø | 0 |
| 4. Did the overall process including theory and practical assessments happen in a fair manner? | 9 | 0 |
| 5. We hereby declare that we have not found any issues with the CoCubes Grounds team. | ø | 0 |
| | | |

We at CoCubes.com continuously endeavour to keep improving and giving candidates a good experience. Do share any feedback you have on improving the process?

IQAC CO-ORDINATOR Shri Shivaji Arts, Commerce and Science College, Motala Dist, Buldana

incipal

Shri Shivaji Arts,Commerce & Science College Motala Distt.Buldana Signature of Training Partner

For Puy (Mr. Pratik M. Craibi)

Principal Shri Shivaji Arts Commerce & Science Colleĝe,Motala Dist.Buldana

QnM 5.1.2

Enclosure IV: Malpractice Avoidance document

Any candidate/ Training Partner indulging in any sort of malpractice or unfair means or use of force to influence the assessment prior, during or after the assessment shall be barred from assessment and blacklisted. Every Training Partner shall sign a declaration confirming that he shall not indulge in any unfair practice. The declaration is to be signed prior to the assessment & shared with SSC NASSCOM's Assessment Provider's invigilator/ assessor/ proctor. Sample declaration is provided below:

To Whomsoever It May Concern

I hereby agree to the following:

- I (or my team) will provide required infrastructure & full cooperation to conduct assessment to the Assessment Provider (Agency (AP)
- I (or my team) will provide our full cooperation to the Assessment Provider in conducting the assessment
- 3. I (or my team) will not enter the assessment room and interfere in the assessment process of AP
- 4. I (or my team) will not indulge in any unfair practice or cheating before, during or after the assessment
- I (or my team) will not threaten or coerce the Invigilator/Proctor/ Assessor (or Technical Executive) from AP to help the trainees during the assessment or let the faculty help the students
- 6. I (or my team) will not influence the assessor by offering him any gifts or cash in return of favours before, during, or after the assessment
- 7. I (or my team) will not indulge in activity or means to leak or sabotage the assessment questions before, during or after the examination

I (and my team) hereby agree that for lack of compliance to any point mentioned above, we are liable to be reported to SSC NASSCOM by the Assessment Provider. We agree & are aware that the SSC can take a stringent action against the Training Partner and/or the center including but not limited to batch cancellation, black listing of center or training partner for our failure to comply with the points mentioned above.

If there are any issues or favors that Invigilator/Proctor/ Assessor seeks, same shall be immediately reported to:

IT-ITeS Sector Skills Council NASSCOM (SCC NASSCOM):

Mr Ishvinder Singh

Phone: 0120 4990130

Email: ishvinder@nasscom.in

Name of the Training Provider Owner/ Centre Manager: Centre Address & ID: motala, DB Buldana.

Stamp & Signature

Mrs. Prentile Mchailei

Principal Shri Shivaji Arts Cemmerce & Science College,Motala Dist.Buldana





QnM 5.1.2

CoCubes An Aon Company

| Sector Skills Council Name | IT-ITOS |
|-----------------------------|----------------|
| Batch ID | BVOTO & BVOTII |
| Date of Assessment | 07/02/22 |
| No. of Candidates Scheduled | 18 |
| No. of Candidates Present | 17 |

| Photos | Time & Geo Stamped Pics Required | Pics Taker (Y/N) |
|---|--|---------------------|
| Assessor in Front of Centre | 1 | V |
| Proctor in Front of Centre with proctor tag | 1 | ~ |
| Aadhaar card or alternate photo identity of proctor | 1 | V |
| Aadhar Card of the Assessor | 1 | V |
| Biometric Attendance sheet (Y/N) (If No Email is required from TP) | 1 | V |
| Attendance register of Training Partner (if Biometric is not available) | Entire records of the batch | V |
| Trainee Enrolment form of Training Partner | 5 Candidates | V |
| Counselling Room | 2 | V |
| Classroom | 2 | ~ |
| Candidate UID (Original) | For all the candidates appeared | v |
| PMKVY Banners – In front of Centre | 2 | ~ |
| PMKVY Banners - Inside the Classroom | 2 | ~ |
| PMKVY Banners - Inside the Counselling room | 2 | |
| Trainee Feedback form of Training Partner | 5 Candidates | V |
| Candidate Feedback Form (Annexure N) | For all the candidates appeared | r |
| Assessor Feedback Form | 1 | |
| Annexure M - Signed by Assessor & Stamped by Training Partner | 1 | V |
| Training Partner Feedback Form | 1 | |
| Theory Test | 5 | |
| /iva and Practical | 5 | V |
| Theory Video Recording (10 minutes' clip) – Y/N | 1 | ~ |
| /ideo Recording (2 minutes' clip of 5 candidates covering practical & iva) – Y/N | 1 | V |
| /ideo Recording (2 minutes' clip covering Infrastructure of Training Centre & Documentation maintained at training center) – Y/N | 1 | V |
| heory Attendance Sheet (Stamped & signed by Training Partner) | 1 | 11 |
| ractical Attendance Sheet (Stamped & signed by Training Partner) | 1 | 1 |
| Group Photo of Candidates with Assessor and Training Partner | 1 | |

All hard copies shall be couriered on next day in the name of Account Manager on below address: c/o CoCubes Technologies Pvt. Ltd. 1205-1206, 12th Floor, Welldone Tech Park

fur 102 (H.z. Pratik M. Craite) Principal

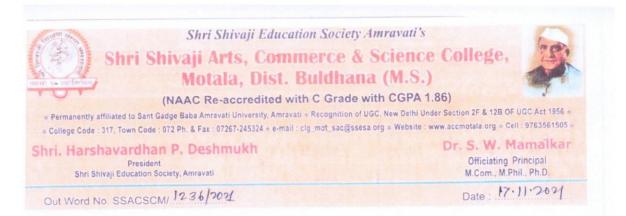
Shri Shivaji Arts Commerce & States



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| Name of the Training Center: Ship Ship Weight Weigh | ame of the Training Center: $Sh(P)$ Sh() Wast at real of the Training Provider: Socation < City/ state>: Buldang Superior (City/ state): City (City) $Superior (City/ state): City (City) Superior (City) ($ | Location <city state="">: Buldang Name of the Sector: ITTITES Job Role: J5D . and WB Date of Assessment: 7 Feb 2022 Language of the Assessment: English and Hindi Scale Quality of the Trainer (In terms of Friendliness, Clarity in Instructions given, etc.) Relevance, State of Counseling and Provided to the Clarity in Instructions given, etc.) Relevance, State of</city> | Name of the Training Center: Ship Ship dasi are and a find and the Training Provider: Location <city state="">: Buldiang Name of the Sector: TTTTES Job Role: JSD . and WB Date of Assessment: 7 Feb 2022 Language of the Assessment: English and Hindi Scale Quality of the Trainer (In terms of Friendliness, Clarity in Instructions Provided to the Candidates (in terms of No. of classrooms, of classrooms, usability, etc.) science (International Content of the Sector) and the trainer of the terms of the terms of the terms of the terms of the terms of the terms of terms of the terms of terms of</city> | Name of the Training Center: $Sh(P)$ Shifted if a first and $Sh(P)$ and $Sh(P$ | Name of the Training Center: Shp Shifted in terms of the Training Provider: Location <city state="">: $Buldanq$ Name of the Sector: $TTTTES$ Job Role: JSD and WB Date of Assessment: 7 Feb 2022 Language of the Assessment: $Englisb$ and Hindi Scale Quality of Training Present at the Training Counseling and Counseling and Training Support (in terms of the Training Center (in terms of terms of terms of terms of classrooms, usability, etc.) characterization of classrooms, usability, etc.) characterization of the terms of terms of terms of classrooms, usability, etc.) characterization of the terms of terms of classrooms, usability, etc.) characterization of classrooms, usability, etc.)</city> | lame of the Training Center: Ship Shipted Training Provider: Location <city state="">: Buldang Name of the Sector: ITITES Lob Role: JSD . and WB Date of Assessment: 7 Feb 2022 Language of the Assessment: English and Hindi Scale Quality of the Trainer (In terms of Friendliness, Clarity in Instructions V Clarity in Instructions V Clarity in Instructions V Clarity in Instructions V Counseling and V Counseling and Mentoring Center (in terms of No. of classrooms, usability, etc.) Counseling and Mentoring Support (in terms of No. of classrooms, usability, etc.) Counseling and Mentoring Support (in terms of No. of classrooms, usability, etc.)</city> | Name of the Training Center: $Sh(P)$ Shift U (Contended of the Training Provider: Location <city state="">: $Buldanq$ Name of the Sector: $TTITES$ Job Role: JSD and WB Date of Assessment: 7 Feb 2022 Language of the Assessment: $English$ and Hindi Scale Quality of the Trainer (in terms of Friendliness, Clarity in Instructions Training terms of terms of the Trainer terms of the Trainer terms of the Training terms of terms o</city> | Name of the Training Center: Ship Shipted, The reflection of the Training Provider: Location <city state="">: Buldang Name of the Sector: $TTTTES$ Job Role: JSD and WB Date of Assessment: 7 Feb 2022 Language of the Assessment: $English$ and Hindi Scale Quality of Training Training Training Training Content the Training Training Training Center (in terms of Friendliness, Clarity in Instructions Terms of terms of No. Clarity in Instructions terms of Clarity, etc.) gained, up childing to the clarity of the Training terms of terms of</city> | Name of the Training Center: Ship Shipted, The Training Provider: Location <city state="">: Buldang Name of the Training Provider: Location <city state="">: Buldang Name of the Sector: $TTTTES$ Job Role: JSD and WB Date of Assessment: 7 Feb 2022 Language of the Assessment: $English$ and Hindi Scale $\begin{array}{c} Parameters \\ Quality of \\ the Trainer \\ (in terms of Friendliness, Clarity in instructions \\ Clarity in instructions \\ retrms of terms of error of the terms of the terms of ter$</city></city> | Name of the Training Center: Ship Ship and Literate Original Structure Courseling and Overall Training Scale Outling of the Assessment: The Ship and Hindi Scale Outling of the Trainer Interns of Training Provided to the Candidates (in terms of the Training Support (in terms of the Training Courseling and Training Support (in terms of the Training Courseling and Training Support (in terms of terms | Name of the Training Center: $Sh(P)$ Shifteds? 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Certificate of Appreciation

This is certify that Dr. Yogesh S. Rode, Assistant Professor, Department of Computer Science, Jijamata Mahavidyalaya, Buldana has delivered an online lecture in "Lecture Series in UGC-NSQF diploma course in Information Technology and Web Designing" held on November 17, 2021. The Department of Computer Science and the college express sincere gratitude for the gesture. We wish you luck for all your future endeavors.

Date :- 17/11/2021



Shri. Sh uts, Commerce & Science College Motala.



QnM 5.1.2



Certificate of Appreciation

This is certify that Dr. Mandar K. Deshmukh, Assistant Professor, Department of Computer Science & Engineering, College of Engineering and Technology, Akola has delivered an online lecture in **"Lecture Series in UGC-NSQF diploma course in Information Technology and Web Designing"** held on **November 17, 2021**. The Department of Computer Science and the college express sincere gratitude for the gesture. We wish you luck for all your future endeavors.

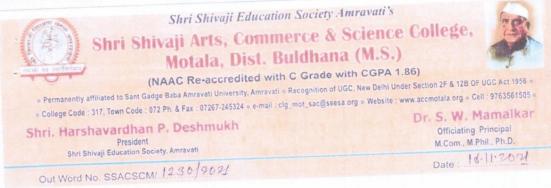
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Certificate of Appreciation

This is certify that Dr. Avinash B. Kadam, Assistant Professor, Shri Shivaji Science & Arts College Chikhli Dist Buldana has delivered an online lecture in "Lecture Series in UGC-NSQF diploma course in Information Technology and Web Designing" held on November 16, 2021. The Department of Computer Science and the college express sincere gratitude for the gesture. We wish you luck for all your future endeavors.

Date :- 16/11/2021

Shri. Shivaji Arts, Commerce & Science College Motala.

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Certificate of Appreciation

This is certify that Prof. Sachin Dandge, Assistant Professor, Department of Computer Science Engineering, PLIT, Buldana has delivered an online lecture in "Lecture Series in UGC-NSQF diploma course in Information Technology and Web Designing" held on November 16, 2021. The Department of Computer Science and the college express sincere gratitude for the gesture. We wish you luck for all your future endeavors.

Date :- 16/11/2021

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Certificate of Appreciation

This is certify that Prof. Gaurav Malode, Assistant Professor, Department of Computer Science Engineering, Indian Institute of Information Technology, Nagpur has delivered an online lecture in "Lecture Series in UGC-NSQF diploma course in Information Technology and Web Designing" held on November 15, 2021. The Department of Computer Science and the college express sincere gratitude for the gesture. We wish you luck for all your future endeavors.

Date :- 15/11/2021

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Certificate of Appreciation

Shri Shivaji Education Society Amravati's

Motala, Dist. Buldhana (M.S.) (NAAC Re-accredited with C Grade with CGPA 1.86)

This is certify that Prof. Ram Shelke, Assistant Professor, Department of Computer Science, Adarsh College, Hingoli has delivered an online lecture in "Lecture Series in UGC-NSQF diploma course in Information Technology and Web Designing" held on November 15, 2021. The Department of Computer Science and the college express sincere gratitude for the gesture. We wish you luck for all your future endeavors.

Date :- 15/11/2021

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Shri. Harshavardhan P. Deshmukh President Shri Shivaji Education Society, Amravati

Shri Shivaji Arts, Commerce & Science College, Permanently affiliated to Sant Gadge Baba Amravati University, Amravati Recognition of UGC, New Delhi Under Section 2F & 12B OF UGC Act 1956 © College Code : 317, Town Code : 072 Ph. & Fax : 07267-245324 ⊙ e-mail : clg_mot_sac@ssesa.org ⊙ Website : www.accmotala.org ⊙ Cell : 9763561505 ⊙ Dr. S. W. Mamaikar

Officiating Principal

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Criterion – V Student Support and Progression

COMPUTER LAB





NO1 C IQAC CO-ORDINATOR

IQAC CO-ORDINATOR Shri Shivaji Arts,Commerce and Science College,Motala





ICT ROOM





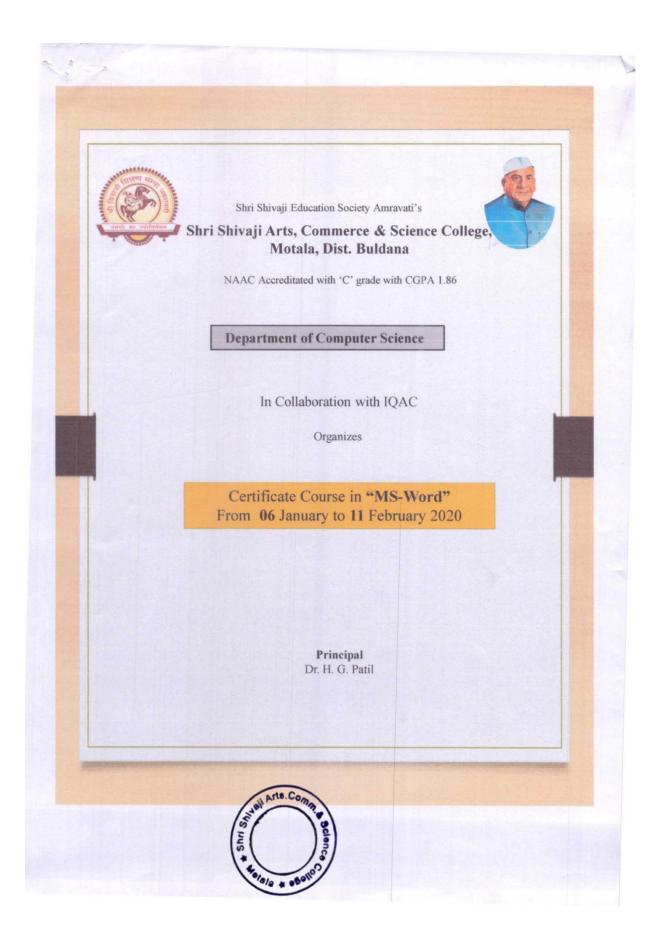
0 IQAC CO-ORDINATOR Shri Shivaji Arts,Commerce and Science College, Motala



Principal Shri Shivaji Arts, Commerce & Science College, Motala.Dist-Buldana

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ICT/ Computing Skills 2019-20



SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST.BULDANA (M.S.)

DEPARTMENT OF COMPUTER SCIENCE (2019-20) THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Word

NOTICE

All the students of **B.A. B.Com. And B.Sc.** are hereby notified that the Department of Computer Science has organized Thirty days certificate course on the topic MS Word <u>from 06 January to 11 February 2020.</u>

Interested and desirous students can enroll their name for the course. They should contact Prof. Ku. Manisha D. Tekade.

Participation certificate will be given at the end of course.

N. B. No Registration Fee.

Marchale

Course Co-Ordinator (Prof. Ku. M. D. Tekade)

Apatel

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Principal (Prof. Dr. H. G. Patil) Principal Shri Shivaji Arts,Commerce & Science College, Motala,Dist-Buldana



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IQAC CO-ORDINATOR Shri Shivaji Arts,Commerce and Science College,Motala

SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S

SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA, DIST.BULDANA (M.S.)

DEPARTMENT OF COMPUTER SCIENCE (Academic Year 2019-20)

To,

The Principal, Shri Shivaji Arts, Commerce and Science College, Motala, Dist. Buldana

Subject: Regarding to conduct a Thirty days certificate course on the topic MS Word from 06 January to 11 February 2020.

Respected Sir,

To encourage everyone to study MS Word and work diligently on computers, the college's Department of Computer Science is planning a thirty-day certificate course on the subject from 06 January to 11 February 2020. Therefore, we need your permission to do so.

Mitchase

Course & Dept. Coordinator,

Prof. Ku. Manisha D. Tekade

toterto IQAC CO-ORDINATOR

Shri Shivaji Arts,Commerce and Science College,Motala



CHPatil

Principal Shri Shivaji Arts,Commerce & Science College, Motala.Dist-Buldana

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SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST.BULDANA (M.S.)

DEPARTMENT OF COMPUTER SCIENCE (2019-20) THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Word

REGISTRATION FORM

Personal Information

| Full Name of Student (In Block Letters) | |
|--|--|
| Class | |
| Name of the College | |
| Mobile No. | |
| E-mail Address | |
| Address for Correspondence | |

No Registration Fee.

Date :....

Signature of the participant

IQAC CO-ORDINATOR Shri Shivaji Arts, Commerce and Science College, Motala Principal Shri Shivaji Arts, Commerce & Science College, Motala.Dist-Buldana



SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST. BULDANA (M.S.) DEPARTMENT OF COMPUTER SCIENCE (2019-20) THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Word

(Contents)

1. Introduction of MS Word

- What is MS Word?
- Where to find MS Word on your personal computer?
- What are the uses of MS Word?
- How to create an MS Word document?

2. Features of MS Word

- Home
 - 1. colour
 - 2. font size
 - 3. font style
 - 4. alignment
 - 5. bullets
 - 6. line spacing, etc.
- Insert
 - 1. Tables, shapes
 - 2. Images
 - 3. Charts
 - 4. Graphs
 - 5. Header
 - Footer
 Page number, etc.
 - 7. Fage numo
- Design
 Tompl
 - Template
 Themes
 - 3. Paragraph Spacing
 - 4. Page color
 - 5. Page Border
 - 6. Effects
- Page Layout
 - 1. Margin
 - 2. Orientation
 - 3. Page Size
 - 4. Column
 - 5. Lines
 - 6. Hyphenation

QnM 5.1.2

- 7. Indentation
- 8. Spacing, etc.
- References
 - 1. Citation
 - 2. Footnote
 - 3. Endnote
 - Table of contents
 Caption
 - 6. Bibliography, etc.
 - 6. Bibliography, e
- Review
 - Spell check
 Grammar check
 - 3. Thesaurus
 - 4. Word count
 - 5. Language
 - 6. Translation
 - 7. Comments, etc.

3. MS Word shortcut keys

- Ctrl+ A
- Ctrl+ B
- Ctrl+ C
- Ctrl+ D
- Ctrl+ P
- Ctrl+ X
- Ctrl+ V
- Ctrl+ U
 Ctrl+ Y
- Ctrl+ Z, etc.

4. The Conclusion

- Microsoft Word, a robust software that has stood the test of time and is considered the
 most widely-used word processing program, which meets the standards of the
 industry. This industry standard word processing, is commonly utilized for writing
 documents for usage on both business and personal levels.
- It features toolbar layouts that have customized application toolbars, facilitates using templates and customizing formatting of page. Word facilitates co-authoring in real time and it allows for image manipulation and integrated graphics drawing, database integration and mail merging of documents and sophisticated macro scripting support.
- You can easily produce straightforward word processing documents like letters and reports with Microsoft Word, which also lets you incorporate colour and clip art. Utilizing different fonts and font sizes, tables, borders, and bullet formatting decreases monotony and boosts efficiency. Reduce your workload and boost your productivity right now!

Arts,

IQACCO-ORDINATOR Shri Shivaji Arts, Commerce and Science College, Motala



Principal Principal Shri Shivaji Arts, Commerce & Science College, Motala, Dist-Buldana

SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST. BULDANA (M.S.) Department of Computer Science

Academic Year (2019-20)

THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Word

During 06 January to 11 February 2020 Time Table

The certificate course was conducted in offline mode for Thirty days as per the scheduled timetable. All the following lectures are conducted by the Department of Computer Science.

| TIME-TABLE | | | | |
|------------|------------|------------|------------|--|
| DAY | DAY | DAY | DAY | |
| Monday | Friday | Monday | Wednesday | |
| 06.01.2020 | 17.01.2020 | 27.01.2020 | 05.02.2020 | |
| Tuesday | Saturday | Tuesday | Thursday | |
| 07.01.2020 | 18.01.2020 | 28.01.2020 | 06.02.2020 | |
| Wednesday | Monday | Wednesday | Friday | |
| 08.01.2020 | 20.01.2020 | 29.01.2020 | 07.02.2020 | |
| Thursday | Tuesday | Thursday | Saturday | |
| 09.01.2020 | 21.01.2020 | 30.01.2020 | 08.02.2020 | |
| Friday | Wednesday | Friday | Monday | |
| 10.01.2020 | 22.01.2020 | 31.01.2020 | 10.02.2020 | |
| Saturday | Thursday | Saturday | Tuesday | |
| 11.01.2020 | 23.01.2020 | 01.02.2020 | 11.02.2020 | |
| Monday | Friday | Monday | | |
| 13.01.2020 | 24.01.2020 | 03.02.2020 | | |
| Thursday | Saturday | Tuesday | | |
| 16.01.2020 | 25.01.2020 | 04.02.2020 | | |

IQAC CO-ORDINATOR

Shri Shivaji Arts,Commerce and Science College,Motala

(M)Tchade

Course Co-Ordinator

Prof. Ku. M. D. Tekade

CO Co

apatil Principal

Dr. H. G. Patil

Principal Shri Shivaji Arts, Commerce & Science College, Motala, Dist-Buldana

SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST. BULDANA (M.S.) DEPARTMENT OF COMPUTER SCIENCE (2019-20) THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Word From 06 January to 11 February 2020

CONTENTS

| Days | Topic | Page No |
|------|-------------------------|---------|
| 1 | Introduction of MS Word | 1 |
| 2 | Features of MS Word | 1 |
| 3 | Home | 1 |
| 4 | Insert | 1 |
| 5 | Design | 1 |
| 6 | Page Layout | 2 |
| 7 | References | 2 |
| 8 | Review | 2 |
| 9 | MS Word shortcut keys | 2 |
| 10 | The Conclusion | 2 |



| SHRI SHIVAJI ARTS, COMMEJ DIST.J DEPARTMENT OF C THIRTY DAYS CERTI | BULDANA (M.S.) | |
|---|--------------------------|--|
| | | |
| THIRT PARS CERT | | |
| | MS Word | |
| From 06 Janua | ary to 11 Februa | ary 2020 |
| | | |
| FEEL | BACK FORM | |
| Dear Students, | | |
| Thank you for your participation in Th department would like you to complete f will enable us to improve our course and | following course eva | aluation feedback. Your feedback |
| Tick mark $()$ the appropriate option. | | |
| 1. How was the certificate course accou | rding to your opinio | on? |
| A. Excellent B. Very good | C. Good | D. Satisfactory |
| 2. Why it is important to the learn MS | Word? | |
| A. Easy reading and easy writing | B. Easily create | document |
| C. To be successful in life | D. To be good v | writer |
| 3. How was the teaching art of resourc | e person? | |
| A. Excellent B. Very Good | C. Good | D. Satisfactory |
| 4. What should be done to learn MS W | /ord? | |
| A. Use the MS Word program | B. Find out what | at you need to know |
| C. Read a lot of books on this. | D. All of the ab | pove. |
| 5. What should be the duration of such | a courses? | |
| A.7 days B.10 days | C.15 days | D. One month |
| Any | | |
| suggestion | | |
| Name of Student | | |
| Date Class | | Sign |
| | Allian | |
| IOAC CO-ORDINATOR Bhri Shivaji Arts, Commerce Ind Science College, Motala | minerce & science Couleg | Principal Shri Shivaji Arts,Commerce & Science College, Motala Dist-Buldana |

SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST.BULDANA (M.S.)

DEPARTMENT OF COMPUTER SCIENCE (2019-20) THIRTY DAYSCERTIFICATE COURSE ON THE TOPIC

MS WORD

CERTIFICATE

This is to certify that Mr./Ms._

a student of ______ has participated in and successfully completed the Thirty days Certificate Course on the topic <u>MS Word</u> organized by the Department of Computer Science, held from 06 January to 11 February 2020.

Hence, this certificate of participation & appreciation is being bestowed upon him/her.

IOA

Co-Ordinator (Prof.A.S.Meherkar)

Principal Shri Shivaji Arts,Commerce & Science College, Motala,Dist-Buldana

Arts, Com

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Apatel

(Prof. Dr. H. G. Patil)

IQAC CO-ORDINATOR Shri Shivaji Arts,Commerce and Science College,Motala

chate

Course Co-Ordinator

(Prof. Ku. M. D. Tekade)

SHRI SHIVAJI ARTS COMMERCE AND SCIENCE COLLEGE MOTALA

| SHRIS. | HIVAJI EDUCATION SOCIETY AMRAVATTS | |
|--|--|-------------------------------|
| SHRI SHIVAJI ART | IS, COMMERCE AND SCIENCE C | OLLEGE, |
| мот | ALA, DIST. BULDANA (M.S.) | |
| DEPART | MENT OF COMPUTER SCIENCE | |
| CE | RTIFICATE COURSE | |
| | ON | |
| | MS WORD | |
| | CERTIFICATE | |
| This is to certify that Mr./Ms | a st | udent of |
| has participated and successfully completed Thirty 9 | Days Certificate Course on the topic of <u>MS Wo</u> | rd organized by the Departmen |
| Computer Science, held from 06 January to 11 Fe | впиату 2020. | |
| Hence, this certificate of participation & app | | |
| steme, this certificate of participation & app | neemenn venng vestowen upon nim/ner. | H |
| | | apatel |
| Motchat | | |
| | | Principal Dr. H. G. Patil |

SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST. BULDANA (M.S.) DEPARTMENT OF COMPUTER SCIENCE CERTIFICATE COURSE ON MS WORD ACADEMIC YEAR 2019-20 LIST OF STUDENT ENROLLED

| SR. No | Name of the student | Class |
|------------------------------|------------------------------|--------|
| 1 | Ankita Prakash Borade | BSc I |
| 2 Ruchita Sudhakar Sawale | | BSc I |
| 3 | Akash Sarangdhar Udaykar | BSc I |
| 4 | Tejas Santosh Mahore | BSc I |
| 5 | Vaibhav Laxman Varade | BSc I |
| 6 | Vaishnavi Vinayak Hinge | BSc I |
| 7 | Vishakha Kailas Dhandare | BSc I |
| 8 | Vaishnavi Suresh Awachar | BSc I |
| 9 | Ashwini Rohidas Rathod | BSc I |
| 10 | Priyanka Ramesh Rathod | BSc I |
| 11 | Vaishnavi Vasudeo Dhurandhar | BSc 1 |
| 12 | Ashwini Madhukar More | BSc I |
| 13 | Rushikesh Devidas Mahore | BSc I |
| 14 | Mohini Ramdas Kharche | BSc I |
| 15 | Anjali Vinayak Hande | BSc II |
| 16 | Jyoti Anilsingh Rajput | BSc II |
| 17 Arpita Padmakar Bholankar | | B.A I |
| 18 Vaishnavi Vijay Warade | | B.A I |
| 19 Vikas Dnyandeo Suralkar | | B.A I |
| 20 | Snehal Anil Ganage | B.A I |
| 21 | Mayur Jagan Padwal | B.A I |
| 22 | Kundan Raju Ahire | B.A I |
| 23 | Bhagyashri Prakash Satav | B.A I |
| 24 | Priti Dilip Kakar | B.A I |
| 25 | Suraj Vilas Bhalerao | B.A I |
| 26 | Gita Sugdeo Ghogale | B.A I |
| 27 | Vaishnavi Ramkrushn Satav | B.A I |
| 28 | Tayade Radhabai Bhagwan | B.A II |
| 29 | Kayasth Sharda Prakash | B.A II |

| 30 | Kiran Pundlik Sarode | B.A II |
|----|--------------------------|----------|
| 31 | Shobha Pandurang Katkar | B.A II |
| 32 | Arati Ganesh Junare | B.A II |
| 33 | Mukta Panjabrav Vyawhare | B.A II |
| 34 | Shital Bhagwat Ghate | B.A II |
| 35 | Pavan Shravan Bhide | B.A II |
| 36 | Pranav Jagdish Dabhade | B.A II |
| 37 | Naval Prakash Dabhade | B.A II |
| 38 | Santosh Shriram Dabhade | B.A II |
| 39 | Ashwini Santosh Mapari | B.Com I |
| 40 | Arti Gajanan Borpi | B.Com I |
| 41 | Shubhangi Onkar Ghogale | B.Com I |
| 42 | Priyanka Subhash Sarode | B.Com I |
| 43 | Jayshri Subhash Junare | B.Com I |
| 44 | Laxmi Sunil Gavande | B.Com I |
| 45 | Swapna Sapurda Sapkal | B.Com I |
| 46 | Pooja Gajanan Gorad | B.Com I |
| 47 | Priti Prabhakar Junare | B.Com II |
| 48 | Rahul Jalamsing Mali | B.Com II |
| 49 | Savita Santosh Ghorpade | B.Com II |

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Shiri Shivëji Arts, Commerce & Science College, Motala, Dist-Buldana

SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST.BULDANA (M.S.)

DEPARTMENT OF COMPUTER SCIENCE (2019-20) THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Word

Report

Department of computer science of the college organized a thirty days certificate course in MS-Word in the guidance of Hon'ble Principal Dr. H. G. Patil from 06 January to 11 February 2020. One lecture was conducted daily in offline mode. Expert professors from department of computer science guided the student. Emphasis was laid on practical along with syllabus subjects. Notable response was attendance for this course from the students of the college. apart from these students were also made to learn to computer and MS-Word and Also students prepare their resume, documents, records and a letter to another person. conduction of session, proposal of thanks and all technical arrangements was handled by the interim Department of computer science professors.

List of Enroll Students

| SR. No | Name of the student | Class | |
|--------|--------------------------|-------|--|
| 1 | Ankita Prakash Borade | BSc I | |
| 2 | Ruchita Sudhakar Sawale | BSc I | |
| 3 | Akash Sarangdhar Udaykar | BSc I | |
| 4 | Tejas Santosh Mahore | BSc I | |
| 5 | Vaibhav Laxman Varade | BSc I | |
| 6 | Vaishnavi Vinayak Hinge | BSc I | |
| 7 | Vishakha Kailas Dhandare | BSc I | |
| 8 | Vaishnavi Suresh Awachar | BSc 1 | |
| 9 | Ashwini Rohidas Rathod | BSc I | |

| 10 | Priyanka Ramesh Rathod | BSc I |
|----|------------------------------|--------|
| 11 | Vaishnavi Vasudeo Dhurandhar | BSc I |
| 12 | Ashwini Madhukar More | BSc I |
| 13 | Rushikesh Devidas Mahore | BSc I |
| 14 | Mohini Ramdas Kharche | BSc I |
| 15 | Anjali Vinayak Hande | BSc II |
| 16 | Jyoti Anilsingh Rajput | BSc II |
| 17 | Arpita Padmakar Bholankar | B.A I |
| 18 | Vaishnavi Vijay Warade | B.A I |
| 19 | Vikas Dnyandeo Suralkar | B.A I |
| 20 | Snehal Anil Ganage | B.A I |
| 21 | Mayur Jagan Padwal | B.A I |
| 22 | Kundan Raju Ahire | B.A I |
| 23 | Bhagyashri Prakash Satav | B.A I |
| 24 | Priti Dilip Kakar | B.A I |
| 25 | Suraj Vilas Bhalerao | B.A I |
| 26 | Gita Sugdeo Ghogale | B.A I |
| 27 | Vaishnavi Ramkrushn Satav | B.A I |
| 28 | Tayade Radhabai Bhagwan | B.A II |
| 29 | Kayasth Sharda Prakash | B.A II |
| 30 | Kiran Pundlik Sarode | B.A II |
| 31 | Shobha Pandurang Katkar | B.A II |
| 32 | Arati Ganesh Junare | B.A II |
| 33 | Mukta Panjabrav Vyawhare | B.A II |
| 34 | Shital Bhagwat Ghate | B.A II |
| 35 | Pavan Shravan Bhide | B.A II |
| | | |

| 36 | Pranav Jagdish Dabhade | B.A II |
|----|-------------------------|----------|
| 37 | Naval Prakash Dabhade | B.A II |
| 38 | Santosh Shriram Dabhade | B.A II |
| 39 | Ashwini Santosh Mapari | B.Com I |
| 40 | Arti Gajanan Borpi | B.Com I |
| 41 | Shubhangi Onkar Ghogale | B.Com I |
| 42 | Priyanka Subhash Sarode | B.Com I |
| 43 | Jayshri Subhash Junare | B.Com I |
| 44 | Laxmi Sunil Gavande | B.Com I |
| 45 | Swapna Sapurda Sapkal | B.Com I |
| 46 | Pooja Gajanan Gorad | B.Com I |
| 47 | Priti Prabhakar Junare | B.Com II |
| 48 | Rahul Jalamsing Mali | B.Com II |



(H patt Principal Shri Shivaji Arts,Commerce & Science College, Motala,Dist-Buldana



SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST.BULDANA (M.S.)

DEPARTMENT OF COMPUTER SCIENCE (2019-20) THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Word

Teaching Faculty Profile

| Sr. No | Name of Teaching staff | |
|-----------|------------------------|--|
| 1 | Ku. Smita R. Kinge | |
| 2 | Ku. Manisha D. Tekade | |
| 3 | Mr. Ashwin P. Patil | |



QnM 5.1.2

SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST.BULDANA (M.S.)

DEPARTMENT OF COMPUTER SCIENCE (2019-20) THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Word

Unit Test (MCQ)

Marks: - 20

Date: - 11/02/2020

Student Name

Notice: - 1) All questions must be solved

2) Each question 02 marks

| 1. | | | nting area on a page? | |
|-----|------------------------|----------------------|------------------------------|--------------------|
| | (A) Clipart | (B) Margins | (C) Header | (D) Footer |
| 2. | Formatting is perfo | rmed on | | |
| | (A) Text | (B) Table | (C) Menu | (D) Both (a) & (b) |
| 3. | Select all the text in | | | |
| | (A) Ctrl +S | | | (D) Ctrl + V |
| 4. | Ctrl + N is used to | | | |
| | (A) Save the Docur | ment (| B) Open the Document | |
| | (C) Create a New I | Document (| D) Close the Document | |
| 5. | Ctrl + C is used to | | | |
| | (A) Copy text | (| B) Save text | |
| | (C) Move to text | ((| D) Paste text | |
| 6. | A word processor v | | | |
| | (A) Keep an account | nt of money spent | (B) Computer sea | |
| | (C) Maintain an inv | ventory | (D)Type a biograp | ohy |
| 7. | Ctrl + Z is used to | | | |
| | | | (C) Font Option | |
| 8. | | | ps to create a list in a doo | cument. |
| | (A) Word Art | | B) Scaling | |
| | (C) Bullets & Num | | D) Word Wrap | |
| 9. | Which is not in MS | | | |
| | (A) Italic | (B) Magic tool | (C) Font | (D) Bold |
| 10. | . Which of the follow | wing software is use | ed for making a resume? | |
| | (A) MS Excel | (B) MS Word | (C) Dev C | (D) Java |

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(patil Principal Shri Shivaji Arts, Commerce & Science College, Motala, Dist-Buldana

QnM 5.1.2

SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST.BULDANA (M.S.)

DEPARTMENT OF COMPUTER SCIENCE (2019-20) THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Word

Unit Test (MCQ)

Answer key

Motala

| 1. | В |
|-----|---|
| 2. | D |
| 3. | С |
| 4. | С |
| 5. | A |
| 6. | D |
| 7. | A |
| 8. | С |
| 9. | В |
| 10. | В |

appropriate IQAC CO-ORDINATOR Shri Shivaji Arts,Commerce and Science College,Motala

Apatu

Principal Shri Shivaji Arts, Commerce & Science College, Motala, Dist-Buldana

QnM 5.1.2

| | | | | SHKI | DEPAR | COMMERCE AND DIST. BULDAN TMENT OF COM | A (M.S.) PUTER SCIENCE | | | | | |
|--------|--|--------|--|-------------|------------|--|---------------------------|---------------|-------------|-------------|---|--------------|
| | | | | ICADEM | | ATE COURS | | | | | | |
| | 1 | | 1 | | | -20 (06 Januai | | 1 | | | | |
| SR. No | Name of the student | Class | 06.01.2020 | 07.01.2020 | 08.01.2020 | 09.01.2020 | 10.01.2020 | 11.01.2020 | 13.01.2020 | 16.01.2020 | 17.01.2020 | 18.01.2020 |
| 1 | Ankita Prakash Borade | BSc 1 | Borate | Borat | Borde | Boral | Borat | Borcek | Boand | Borret | Bozela | Boral |
| 2 | Ruchita Sudhakar Sawale | BSc I | R.S. Soquer | R.S. Sr.ml | RS: Grank | R.S. Shall | Ros. Same | R.S. GUANIC | A.S. Consed | Mapping 3.9 | CAS. Sauce | 10 R.S.SO |
| 3 | Akash Sarangdhar Udaykar | BSc I | A-Saudy to | A-So udyn | A so Uday | A SUCYA | A A soudyor | or A SQUCLYK | A Saudyor | e A.soudyo | A. 50 Udy | en A.600 |
| 4 | Tejas Santosh Mahore | BSc I | Full | Dulpak | Teroj | Doughte | Iguta | Tauh | Zula | 2014 | Tone | Izull |
| 5 | Vaibhav Laxman Varade | BSc I | V.L. Varan | 122 years | LAL 1613 | HU, LUARA | te U, Luai | de V.L. Love | | V, L, LORA | | |
| 6 | Vaishnavi Vinayak Hinge | BSc I | whing | Whinge | whenor | whinge | Whinge | whinge | whing | Assent | | Whingl |
| 7 | Vishakha Kailas Dhandare | BSc 1 | Nº12 | V.IL | V.12 | VIL | U.12 | v.k | UK | V.12 | V.12 | V.12 |
| 8 | Vaishnavi Suresh Awachar | BSc I | x.5.p | V.5.D | V.S.D | VIS.D | V.S.D | V.S.D | V-5.0 | V.5.0 | X.2.D | V.S.D |
| 9 | Ashwini Rohidas Rathod | BSc I | APP | A.P.R | A.R.R | A.R.P | ARR | A.R.R | FI-P.R | ARR | H.K.P | FI-15.1 |
| 10 | Priyanka Ramesh Rathod Vaishnavi Vasudeo Dhurandhar | BSc I | any | Ruly | pur | pus | pry | pary | any | huy | All | pre |
| 11 | Ashwini Madhukar More | BSc 1 | N.N.D | V.V.D | V.V.D | V.V.D | V.V.P | V.Y.D | V'Y.D | V.V.D' | N.N.D | V.V.D. |
| 12 | | BSc I | any | pul | Ame | onul | puy | puy | pry | pulle | Anika | frul |
| 13 | Rushikesh Devidas Mahore | BSc I | Renatore | RPyhore | pruhox | KACHOX | -RAOI in | RMuhor | RMADOX | Raybore | RACIPOX | RMuder |
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| 22 | Kundan Raju Ahire | BAI | RudAhine | KuclAhin | K.Anire | R. Anine | k. Ahire | K.Anike | KANINE | K.hABh. | RADie | A.Ano |
| 23 | Bhagyashri Prakash Satav | B.A.I | Bip-Satav | Bipsatav | Bipisatav | BiPsatav | Billsatav | Bipsatau | B,PSalav | B.P.Satav | B.P.Satav | B, PSatal |
| 24 | Priti Dilip Kakar | BAI | P.D.Makap | P.D. Kakap | P.D. Kakar | P.D.Kakap | Pipkakak | PD-kakp | P.D. Kakar | PD·kakap | P.D.kakar | P.D.kakk |
| 25 | Suraj Vilas Bhalerao | BAI | lun.L. | L. Male | L.V. Alla | lupla | S.V Bldeso | 1 | & V. Billen | C. VALa | LVRI. | Sel. Dialand |
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| 28 | Tayade Radhabai Bhagwan | B.A II | RyBbar | TRham | T.Bhugued | Tabara | TRhad | TOL | TTBL | TBhase | 701 | TOL |
| 29 | Kayasth Sharda Prakash | B.A II | 12. progkas | 1 1 | . 0 | | - 1 | | - / | | | |
| 30 | Kiran Pundlik Sarode | B.A II | Kanode | Kanode | K.prakan | KSCITOJ P | neurole | 5-kapat | Pakans | panks | parsk | Par- |
| 31 | Shobha Pandurang Katkar | B.A II | | | SiPikatkan | | | SIP, katka | | 1×Surole | ASURAL | S.P.Ka |
| 32 | Arati Ganesh Junare | B.A.II | | | A.C. Junara | | | | | | | AGiJa |
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| 36 | Pranav Jagdish Dabhade | B.A II | PJ. Doblad | Palabhade | Pathade | P. Dabhade | PiDbhad | 1 | | PS-Dabrd | | |
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| 38 | Santosh Shriram Dabhade | B.A.II | 3. Dabhad | 1 | | -S-Dhode | | | Niphade | Naanel | | 1700 |
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| 40 | Arti Gajanan Borpi | B.Com 1 | FROTPi | BROYPI | Ren Q' | PROTP: | ABOTP. | ROSPI | | 00 | | Ampen |
| 41 | Shubhangi Onkar Ghogale | B.Com I | abset | 5. Ghean | schola | S. Ihaia | h | 1 1 | Aborfi | GBOTP. SPOLE | ABOSPI' | ABORP |
| 42 | Priyanka Subhash Sarode | B.Com I | Pasquode | PSONCE | Pisorde | 120 cp dr | psodt | 12-Sode | 2 | 1 | | Gu |
| 43 | Jayshri Subhash Junare | B.Com 1 | Thunge | TUNIN | Tunuk | 1 | Thinase | Tunur | Sopare | 1 s paro | Sanode | |
| 44 | Laxmi Sunil Gavande | B.Com 1 | Lewonde | 1 Crewona | 30 | Janeire | Lourede | Cavene | Louval | Laure Laure | 1 Gewarde | Tune |
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| 46 | Pooja Gajanan Gorad | B.Com I | 10010 1001 | | Saphan | K SO DOIK | | Supand | Spanda . | Sapaka | a number | shah |
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| 48 | Rahul Jalamsing Mali | B.Com II | R-J.Mali | RJ.Mali | R.J.Mali | R.J.Mall | R.J. Mali | R.J.Mali | R.J.Mali | - opini | R.J.Nell) | R.J.N |
| 49 | Savita Santosh Ghorpade | B.Com II | Sillareus | Autobaspus | Cut land | Sulley other | 1 | Sikeborn | Shikkor | | Suindonale | |

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| 1 | Ankita Prakash Borade | BSc 1 | a.s. sounde | R.S. Source | R.S. Succes | R.S. Surak | R.S.SKUM | | A.C.U | A.SU | A.S.V | Asi |
| 2 | Ruchita Sudhakar Sawale | BSc I | 1200 | 4. 2.0. | Pat AS.U. | A.SU | A-5.0) | A.S.U | 1 1 1 1 | 2gree) | TSull | Brile |
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| 4 | Tejas Santosh Mahore | BSc I | Left | Lil lour | No U.L.1 March | AO U.L. LAR | He U, L, Uan | the U, Liunk | | whinge | Whinge | whine |
| 5 | Vaibhav Laxman Varade | BSc 1 | U.L. Lapor | | whinge | whing | whinge | wheneve | whinge | VIL | V.12 | ML |
| 6 | Vaishnavi Vinayak Hinge | BSc I | whinge | whingp | V-128. | V.h | V.L | V-12 | V.K | V.5.A | V.S.A | V.5. |
| 7 | Vishakha Kailas Dhandare | BSc 1 | V.B. mar | v 12004 | NEA | V-S-A | V.S.A | V.S.A | V.S.A | | A.R.6 | A.R. |
| 8 | Vaishnavi Suresh Awachar | BSc I | V.S.A | V.S.A | 0.00 | ARR | D.D.R | A.R.P | A-P.R | A.P.C | Ru | pill |
| 9 | Ashwini Rohidas Rathod | BSc I | A.P.P. | H.K.13 | H.K.K | Rel | Bill | Riel | Pue | puy | N. V. D. | V.V.D |
| 10 | Priyanka Ramesh Rathod | BSc I | Pacif | pen | Buy | V.V.D | V. V. D. | V.Y.D. | V.V.D. | V.V.D | 1.1.2. | |
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| 11 | Ashwini Madhukar More | BSc 1 | prul | pul | prue | prue | | | prenox | RAULER | Remajor | prup |
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| 28 | Tayade Radhabai Bhagwan | BAII | - 91 - | | 22.01.2020 | 23.01.2020 | 24.01.2020 | 25.01.2020 | 27.01.2020 | 28.01.2020 | | 1 |
| 29 | Kayasth Sharda Prakash | BAII | [.ongwan | TayBhay | Ta Bhage | F. Bhow | IT Run | Bin | | | 29.01.2020 | 30.01.20 |
| 30 | Kiran Pundlik Sarode | BAII | | hk.sparke | + \$Pspan | 1-Sprak | To prique | | 7.Bhokon | F. Wagel | FORP | TiBhe |
| 31 | Shobha Pandurang Katkar | | Asciro 1 C | KScholp | KSarade | Kennia | In Caral | | Spran | | SPUNKE | SPOA |
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| 33 | Mukta Panjabrav Vyawhare | BAH | A.G.Tund | ATUNA | ATUnant | A 1 1 | a i | Sipitation | >>>>katka | Si P.kathar | SiPitathar | SiPikatk |
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| 37 | Naval Prakash Dabhade | B.A II | | | | | PJ-Dabhar | PJABAR | PLDabhat | PICAL | DEBNIC | PSiBhi |
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| 39 | Ashwini Santosh Mapari | | 5 . Dabhade | S Dabha | e so Dahade | sphale | S. Dheele | Nh l | | No puble | Noanda | Mdan |
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| 42 | Priyanka Subhash Sarode | B.Com I | 5-Ghogal | 5.Ghaa | Compale | coheel | BOTPI | ABOTPI 1 | Borpi F | Borpi 1 | 10 0 | PRORI |
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| 1 | Ankita Prakash Borade | BSc I | Bonlo | Borcok | Boardo | Boardo | Bosale | Borale | Bozak | Borok | Boxlo | Bora |
| 2 | Ruchita Sudhakar Sawale | BSc I | R.S. Spinde | R.S. Smark | R.C. Coph | R.C. Salad | RISSound | | Purch | | A.S. Sual | R.S. Sac |
| 3 | Akash Sarangdhar Udaykar | BSc 1 | Arsaudyark | ASALIdyk | A ca Udy | ASQUAY | Asauda | A standers | yo, A Udyo | | a A.SUdym | |
| 4 | Tejas Santosh Mahore | BSc 1 | Denus | Isrcher | Jourse | | Tharly | Isoul | Zaul | Bruhe | Ignulo | 50 rec |
| 5 | Vaibhav Laxman Varade | BSc I | U.L. Lavad | V.L. Lara | te UL Variad | | No U.L.Lan | a VILIAN | e u Lvapple | | 42, Lapole | 10 |
| 6 | Vaishnavi Vinayak Hinge | BSc I | Whise. | whinge. | whinge. | whiase | Whinge. | whinde | | utinge. | whinge | whinge |
| 7 | Vishakha Kailas Dhandare | BSc I | v.K | V.IL | V-12 | v.12 | Vite | VE | V.L | VIL | 11.12 | V-12 |
| 8 | Vaishnavi Suresh Awachar | BSc I | V.K.D | V.K.A | V.K.A | V.K.A | V.K.A | VIEA | V.K.A | V.K.A | Y.K.A | V.K.A |
| 9. | Ashwini Rohidas Rathod | BSc I | A.R.R | A-R.R | A.P.P | A.R.R | A.R.R | A.R.R. | A.R.R | A.R.Q | A. D.D | A.R. |
| 10 | Priyanka Ramesh Rathod | BSc 1 | pur | Rul | pice | piel | pin | pacy | Ruch | Rul | Ry | Dig |
| 11 | Vaishnavi Vasudeo Dhurandhar | BSc I | V.Y. D. | V.V.D. | V.V.D | V.Y.D. | V.V.D | VIVD | V.V.D | 1.2.2 | V.V.D. | V.V.D. |
| 12 | Ashwini Madhukar More | BSc 1 | Aun | Dul | Alle | Auce | Anue | Any | Duy | Au | our | Auce |
| 13 | Rushikesh Devidas Mahore | BSc I | Brohox | Brubox | Revehore | Renatore | Rmahor | Rmabou | Romahove | Renhar | Robert | prahe |
| 14 | Mohini Ramdas Kharche | BSc 1 | mat | mart | month | with | mu | mhat | mill | Duft | mal | mill |
| 15 | Anjali Vinayak Hande | BSc II | Alunal | Alune | Alunde | Alunde | | C. | VORI | Atunel | Vii | |
| 16 | Jyoti Anilsingh Rajput | BSc II | - 0.0 | - | 0 | 1 | Alunde | Atunel | Atunal | | Hunie | Hunde |
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| 17 | Vaishnavi Vijay Warade | B.A.I | A.Bholonk | | | | A Bholan | ABolanci | ABohel | ABrok | Deho | OBher |
| 18 | | B.A I | Naivajawan | Vivoarde | v.wand t | V. Y. Ward | V. YJWUre | v wanu | V.wurd | www. | Vau | Viwa |
| 19 | Vikas Dnyandeo Suralkar | BAI | V-Kassurkey | vc.sunaka | y-sunka | YSUDKA | N.SUL-Ka | VERUE | Vikand | 1-184res | vsurved | *Bur |
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| 22 | Kundan Raju Ahire | B.A.I | Winne | KAhim | KAhor | Kithire | KANINC | HAM'NY | KAhin | KAhir | KAhire | KAhit |
| 23 | Bhagyashri Prakash Satav | B.A.I | B.P.Satav. | BiPisatav | Bipsatav. | B.P.Satav | B.P.Satav | B.P.Satav | | | Bipsatav | Bipsala |
| 24 | Priti Dilip Kakar | BAI | P.D. Katar | PiDikakar | | P. D. Kakap | | | | | P.D. kakap | P.D. Kak |
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| 26 | | BA1 | Sul | auf | Gry | au | Sul | Guy | Sull | Suy | an | Cul |
| 27 | Vaishnavi Ramkrushn Satav | BA1 | N.R.S | Y.R.S | V.R.S | VAG | VR'S | V.p.s | V.R.S | V.R.S | V.R.S | N.R |
| | | 8 | Principal Shivaji Arts, Com Science Collegi Istala. Dist-Buldar | e, | (| Conmerce (| Ca Colleg | | Shri Shivaji A | RDINATOR Ints, Commerce College, Motala | | |

| | | | | | DEPARI CERTIFIC | DIST. BULDAN | SCIENCE COLLI A (M.S.) PUTER SCIENCE E ON MS WC ry to 11 Februar | ORD | | | | |
|--------|--------------------------|----------|---------------|--------------|--------------------|--------------|--|--------------|--------------|--------------|----------------|-----------|
| SR. No | Name of the student | Class | 31.01.2020 | 01.02.2020 | 03.02.2020 | 04.02.2020 | 05.02.2020 | 06.02.2020 | 07.02.2020 | 08.02.2020 | 10.02.2020 | 11.02.202 |
| 28 | Tayade Radhabai Bhagwan | B.A II | Roperte | T.Bhaylow | Tiwana | T. Bharfur | T. Bragwa | T APROGOD | T.Braw | T. Bhaca | FBrown | TRO |
| 29 | Kayasth Sharda Prakash | B.A II | K.S.PPakash | Kis Pretkash | KSPRAKash | ksiPhilash | k.S.Pratkash | KS1Pheakash |)2.5-prakash | R.S.Prakash | k.SPrakash | K,SPR |
| 30 | Kiran Pundlik Sarode | B.A II | Aurole | ksurode | 4Sarox | Ksarose | KSurode | Stovode | Leguyode | hounde | Karode | heard |
| 31 | Shobha Pandurang Katkar | B.A II | S.P. Katkar | SIPI Katakar | P katakar | S.P.Katatan | SiPi katakar | SiPikatkan | S. 14 katlan | S.P. katkar | 5. P. katkan | SiPiHan |
| 32 | Arati Ganesh Junare | B.A.II | A. jundar | Aindo | Ajunde | Ajynar | Ajunde | Akuare | Ajunder | Ajunde | Aijunde | A-jur |
| 33 | Mukta Panjabrav Vyawhare | B.A II | Ruspick | Respirant | antukur | Portemere | monue | Mulnup | Ethnulet | marine | populare | 6- CHANU |
| 34 | Shital Bhagwat Ghate | B.A II | Shake 1 | Sheete | Bruke | State | Stork | Shelfe | Shute | Shuke | Brute | Shelte |
| 35 | Pavan Shravan Bhide | B.A II | B. Bhide | .B.Bhide | P.S. Bhide | PS, Bhide | Prs. Bhite | PS, Bhile | PSBMac | PSiBNIC | 13BADE | PSIBh |
| 36 | Pranav Jagdish Dabhade | B.A II | Boobhat | Bashad | BAbbac | PS Dabhad | RIJAbhad | PJ.Dabhad | RJ Rabha | e P.S. Jabha | P. P.J. Dabhde | PJDab |
| 37 | Naval Prakash Dabhade | B.A II | N. Dahle- | N.P. Pap | N-Darall | N Das B | NAMES | Nande | No baba | en paneo | IN pan | 1 bar |
| 38 | Santosh Shriram Dabhade | B.A.II | | s. Danul | | s. baha | e s. pak | S. Dah | S. Daha | 5.2960 | / sophay | 8.Duc |
| 39 | Ashwini Santosh Mapari | B.Com 1 | Atund | Augari | Anapari | Malari | Anapuni | AMERAN | AMafari | Proporti | Ayafuri | Alopa |
| 40 | Arti Gajanan Borpi | B.Com I | PROTEI | ABOS P. | (BOTP) | AROTE. | Aborli | ABOTPI | APOTIPI | ABORPI | ABORPi | ABORP |
| 41 | Shubhangi Onkar Ghogale | B.Com 1 | 5 - h ulubana | s.choole | | sapholes | ohogene | 5 hogla | shold | ohole | g.Ghogal | Set |
| 42 | Priyanka Subhash Sarode | B.Com I | Pesarode | Pesara | P.505+ | Saborde | | 5. Spar | Stary | Saper | Sunec | L Sead |
| 43 | Jayshri Subhash Junare | B.Com I | Junere | Tunute | munure | Trunak | Tremare | Absent | BUNUNC | Junior | Junux | Jun |
| 44 | Laxmi Sunil Gavande | B.Com 1 | 1 Gewande | Grenna | Creweind | Leuvende | Genuna | 1 Genune | Lowne | Gerunde | lounc | Lleur |
| 45 | Swapna Sapurda Sapkal | B.Com 1 | S. Sapka | S.GUPKON | S.SUPKa | S.Sapks | SPakes | SBDak | 5-Pago | S. Parts | PSar | s.pan |
| 46 | Pooja Gajanan Gorad | B.Com 1 | poorud | posory | Pooord | piood | Popale | P.Sand | sanden | Saparo | 1 | |
| 47 | Priti Prabhakar Junare | B.Com II | p. Junan | P.Junape | PiJunara | P.Junaa | | | | P.Junan | | - |
| 48 | Rahul Jalamsing Mali | B.Com II | R.J. Mali | R.J.Mali | RJ.Mali | R.J. Mali | R.J.Mali | R.J.Mali | R.J.Mali | R J.Mal) | R.J.Mali | R.J.M |
| 49 | Savita Santosh Ghorpade | B.Com II | Svik V ohup | Sal Lamber | a chitchall | of Guilth | a gillinger | MAN HILLS ON | Since Shart | 9 situation | Silectorfall | Stikefte |

Principal Shri Shivaji Arts, Commerce & Science College, Motala.Dist-Buldana



IQAC CO-ORDINATOR Shri Shivaji Arts, Commerce and Science College, Motala

SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST. BULDANA (M.S.) DEPARTMENT OF COMPUTER SCIENCE CERTIFICATE COURSE ON MS WORD ACADEMIC YEAR 2019-20

QnM 5.1.2

Marks statement

| SR. No | Name of the student | Class | Marks out of 20 |
|--------|------------------------------|------------------|-----------------|
| 1 | Ankita Prakash Borade | BSc I | 18 |
| 2 | Ruchita Sudhakar Sawale | BSc I | 16 |
| 3 | Akash Sarangdhar Udaykar | BSc I | 18 |
| 4 | Tejas Santosh Mahore | BSc I | 16 |
| 5 | Vaibhav Laxman Varade | BSc I | 16 |
| 6 | Vaishnavi Vinayak Hinge | BSc I | 18 |
| 7 | Vishakha Kailas Dhandare | BSc I | 18 |
| 8 | Vaishnavi Suresh Awachar | BSc I | 20 |
| 9 | Ashwini Rohidas Rathod | BSc I | 20 |
| 10 | Priyanka Ramesh Rathod | BSc I | 18 |
| 11 | Vaishnavi Vasudeo Dhurandhar | BSc I | iy |
| 12 | Ashwini Madhukar More | BSc I | 14 |
| 13 | Rushikesh Devidas Mahore | BSc I | 18 |
| 14 | Mohini Ramdas Kharche | BSc I | 18 |
| 15 | Anjali Vinayak Hande | BSc II | 18 |
| 16 | Jyoti Anilsingh Rajput | BSc II | 16 |
| 17 | Arpita Padmakar Bholankar | B.A I | 18 |
| 18 | Vaishnavi Vijay Warade | B.A I | 16 18 14 |
| 19 | Vikas Dnyandeo Suralkar | B.A I | 14 |
| 20 | Snehal Anil Ganage | B.A I | 16 |
| 21 | Mayur Jagan Padwal | . B.A I | 14 |
| 22 | Kundan Raju Ahire | B.A I | 14 |
| 23 | Bhagyashri Prakash Satav | B.A I | 16 |
| 24 | Priti Dilip Kakar | B.A I | 18 |
| 25 | Suraj Vilas Bhalerao | B.A I | 18 |
| 26 | Gita Sugdeo Ghogale | B.A.I | R |
| 27 | Vaishnavi Ramkrushn Satav | B.A I | 18 |
| 28 | Tayade Radhabai Bhagwan | B.A II | 18 |
| 29 | Kayasth Sharda Prakash | B.A II | 16 |
| 30 | Kiran Pundlik Sarode | B.A II | 18 |
| 31 | Shobha Pandurang Katkar | B.A II | 16 |
| 32 | Arati Ganesh Junare | B.A II | 16 |
| 33 | Mukta Panjabrav Vyawhare | B.A II | 16 |
| 34 | Shital Bhagwat Ghate | B.A II | 14 |
| 35 | Pavan Shravan Bhide | B.A II | |
| 36 | Pranav Jagdish Dabhade | B.A II | 12 |
| 37 | Naval Prakash Dabhade | B.A II B.A II | 18 |
| 38 | Santosh Shriram Dabhade | B.A II B.A II | 0 |



| 39 | Ashwini Santosh Mapari | B.Com I | K |
|----|-------------------------|----------|----|
| 40 | Arti Gajanan Borpi | B.Com I | 18 |
| 41 | Shubhangi Onkar Ghogale | B.Com I | 16 |
| 42 | Priyanka Subhash Sarode | B.Com I | 16 |
| 43 | Jayshri Subhash Junare | B.Com I | 16 |
| 44 | Laxmi Sunil Gavande | B.Com I | 14 |
| 45 | Swapna Sapurda Sapkal | B.Com I | 16 |
| 46 | Pooja Gajanan Gorad | B.Com I | 16 |
| 47 | Priti Prabhakar Junare | B.Com II | 18 |
| 48 | Rahul Jalamsing Mali | B.Com II | 18 |
| 49 | Savita Santosh Ghorpade | B.Com II | B |

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Apatel Principal Shri Shivaji Arts,Commerce & Science College, Motala,Dist-Buldana

nerce a chivel Ano Motala

| DEPARTMENT OF COMP | ANA (M.S.) UTER SCIENCE (2019-2 | |
|---|---|--------------------|
| THIRTY DAYS CERTIFICAT | TE COURSE ON THE | TOPIC |
| MSV | Word | |
| Unit Test | (MCQ) | |
| Marks: - 20 | | Date: - 11/02/2020 |
| Student Name Snehal Anil Go | anoge | |
| Notice: - 1) All questions | must be solved | |
| 2) Each question | n 02 marks | |
| 1. What is the blank space outside the print | ting area on a page? | |
| (A) Clipart (B) Margins | (C) Header | (D) Footer |
| 2. Formatting is performed on (A) Text (B) Table | | (S.D.J.) AND |
| (A) Text (B) Table 3. Select all the text in MS Word documen | | (D) Both (a) & (b) |
| (A) $Ctrl + S$ (B) $Ctrl + 1$ | (Ctrl + A | (D) Ctrl + V |
| 4. Ctrl + N is used to (A) Save the Document (B) | On the D | |
| (D) Create a New Document (D) | Open the Document Close the Document | |
| 5. Ctrl + C is used to | | |
| | Save text Paste text | |
| 6. A word processor would most likely be i | ised to do. | |
| | (B) Computer search(D)Type a biography | in media centre |
| (A) Undo (B) Select text | (C) Font Option | (D) Size |
| 8. feature of MS Word helps (A) Word Art (B) | to create a list in a docum Scaling | ent. |
| (C) Bullets & Numbering (D) | Word Wrap | |
| 9. Which is not in MS Word? | _ | |
| (A) Italic (B) Magic tool | (C) Font | (D) Bold |
| 10. Which of the following software is used (A) MS Excel (B) MS Word | (C) Dev C | (D) Java |
| () III S WOLD | | (D) Java |

SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST.BULDANA (M.S.)

DEPARTMENT OF COMPUTER SCIENCE (2019-20) THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Word

REGISTRATION FORM

Personal Information

| Full Name of Student (In Block Letters) | VATSHNAVI VIJAY WARADE |
|--|--|
| Class | B.A.I |
| Name of the College | Shrishivaji Apts, Commerce and Science Collegie, Motala |
| Mobile No. | 7775916803 |
| E-mail Address | Waxade Valishnavia gmoil.com |
| Address for Correspondence | AT. Post. Taeoda |

No Registration Fee.

Date :03/01/2022

Vi Warade Signature of the participant



ICT/ Computing Skills 2018-19

| Shri Shivaji Education Society Amravati's Shri Shivaji Arts, Commerce & Science College, Motala, Dist. Buldana NAAC Accreditated with 'C' grade with CGPA 1.86 |
|---|
| Department of Computer Science |
| In Collaboration with IQAC Organizes |
| Certificate Course in "MS-Excel" From 07 January to 13 February 2019 |
| Principal Dr. H. G. Patil |
| |
| HIS + Halala + 960100 |

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SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST.BULDANA (M.S.)

DEPARTMENT OF COMPUTER SCIENCE (2018-19) THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Excel

NOTICE

All the students of **B.A. B.Com. And B.Sc.** are hereby notified that the Department of Computer Science has organized thirty days certificate course on the topic MS Excel <u>from 07 January to 13 February 2019.</u>

Interested and desirous students can enroll their name for the course. They should contact Prof. Ku. Smita R. Kinge.

Participation certificate will be given at the end of course.

N. B. No Registration Fee.

Kinge

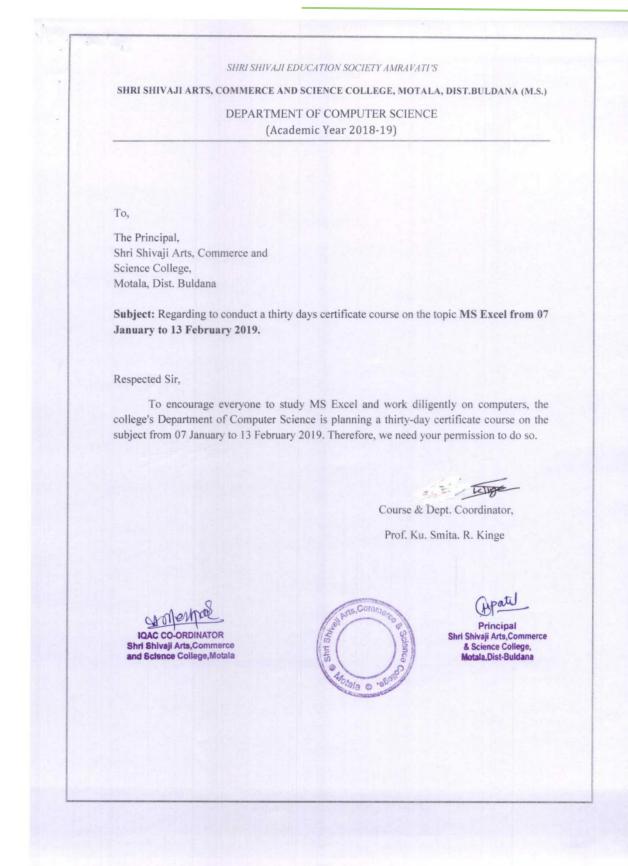
Course Co-Ordinator (Prof. Ku. S. R. Kinge)



(Prof. Dr. H. G. Patil) Principal Shrl Shivaji Arts,Commerce & Science College, Motala,Dist-Buldana

IQAC CO-ORDINATOR Shri Shivaji Arts, Commerce and Science College, Motala





SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST.BULDANA (M.S.)

DEPARTMENT OF COMPUTER SCIENCE (2018-19) THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Excel

REGISTRATION FORM

Personal Information

| Full Name of Student (In Block Letters) | |
|--|--|
| Class | |
| Name of the College | |
| Mobile No. | |
| E-mail Address | |
| Address for Correspondence | |

No Registration Fee.

Date :....

Signature of the participant

anterho IOAC CO-ORDINATOR Shri Shivaji Arts, Commerce and Science College, Motala



Principal Shri Shivaji Arts, Commerce & Science College, Motala, Dist-Buldana

SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST. BULDANA (M.S.) DEPARTMENT OF COMPUTER SCIENCE (2018-19) THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Excel

(Contents)

1. Introduction of MS Excel

- What is MS Excel?
- Where to find MS Excel on your personal computer?
- What are the uses of MS Excel?
- How to create an MS Excel document?
- What is a Cell?
- What is Cell Address?

2. Features of MS Excel

- Home
 - 1. Font size
 - 2. Font styles
 - 3. Font colour
 - 4. Background colour
 - 5. Alignment
 - 6. Formatting options and styles
 - 7. Insertion and deletion of cells and editing options
- Insert
 - 1. Table format and style
 - 2. Inserting images and figures
 - 3. Adding graphs
 - 4. Charts and sparklines
 - 5. Header and footer option
 - 6. Equation and symbols
- Page Layout
 - 1. Themes
 - 2. Margin
 - 3. Orientation
 - 4. Page Size
- Formulas
 - 1. Function Library
 - 2. Defined Names
 - 3. Formula Auditing
 - 4. Calculation

QnM 5.1.2

- Data
 - 1. Adding external data (from the web)
 - 2. Filtering options
 - 3. Data tools
 - Review
 - 1. Spell check
 - 2. Grammar check
 - 3. Language
 - 4. Comments, etc.
 - View
 - 1. Normal page
 - Page Break Preview
 Page Layout

4. The Conclusion

Microsoft Excel is a program that gets mainly used for calculations and data entry. It is immensely essential that one acquires relevant knowledge on the basics of the program before settling down to use it. This helps to avoid mistakes and hence feeding or retrieving the wrong information. It also calls for a lot of seriousness and cares to avoid mistakes that could lead to distortion of the required information.

A spreadsheet as a collection of information distributed in columns and rows enhances the possibility of making calculations in a faster and more accurate way. Numbers, text, and formulas can be put together and presented in a fancy and attractive manner so it could be easy to understand the meaning behind the numbers.

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Aplesha IQAC CO-ORDINATOR Shri Shivaji Arts,Commerce and Science College,Motala

(pati)

Principal Shri Shivaji Arts, Commerce & Science College, Motala.Dist-Buldana

SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST. BULDANA (M.S.) **Department of Computer Science**

Academic Year (2018-19)

THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Excel

During 07 January to 13 February 2019 **Time Table**

The certificate course was conducted in offline mode for thirty days as per the scheduled timetable. All the following lectures are conducted by the Department of Computer Science. TIME TADLE

| DAY | DAY | DAY | DAY |
|------------|------------|------------|------------|
| Monday | Friday | Tuesday | Thursday |
| 07.01.2019 | 18.01.2019 | 29.01.2019 | 07.02.2019 |
| Tuesday | Saturday | Wednesday | Friday |
| 08.01.2019 | 19.01.2019 | 30.01.2019 | 08.02.2019 |
| Wednesday | Monday | Thursday | Saturday |
| 09.01.2019 | 21.01.2019 | 31.01.2019 | 09.02.2019 |
| Thursday | Tuesday | Friday | Monday |
| 10.01.2019 | 22.01.2019 | 01.02.2019 | 11.02.2019 |
| Friday | Wednesday | Saturday | Tuesday |
| 11.01.2019 | 23.01.2019 | 02.02.2019 | 12.02.2019 |
| Saturday | Thursday | Monday | Wednesday |
| 12.01.2019 | 24.01.2019 | 04.02.2019 | 13.02.2019 |
| Wednesday | Friday | Tuesday | |
| 16.01.2019 | 25.01.2019 | 05.02.2019 | |
| Thursday | Monday | Wednesday | |
| 17.01.2019 | 28.01.2019 | 06.02.2019 | |

Trange

Course Co-Ordinator

Prof. Ku. S. R. Kinge

Principal

Dr. H. G. Patil

Anonator IQAC CO-ORDINATOR Shri Shivaji Arts, Commerce and Science College, Motala

Apott! Principal Shri Shivaji Arts,Commerce & Science College, Motala,Dist-Buldana

SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST. BULDANA (M.S.) DEPARTMENT OF COMPUTER SCIENCE (2018-19) THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Excel

From 07 January to 13 February 2019

CONTENTS

| Days | Topic | Page No |
|------|--------------------------|---------|
| 1 | Introduction of MS Excel | 1 |
| 2 | Features of MS Excel | 1 |
| 3 | Home | 1 |
| 4 | Insert | 1 |
| 5 | Page Layout | 1 |
| 6 | Formulas | 1 |
| 7 | Data | 2 |
| 8 | Review | 2 |
| 9 | The Conclusion | 2 |

| 1 | Comp | Motala,Dist-Buldana | |
|-----------|----------------|---------------------|--|
| Shri Shin | tala e voluero | | |
| | | | |

| | SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S |
|----------|---|
| SHRI SHI | VAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTAL |
| | DIST.BULDANA (M.S.) |
| | DEPARTMENT OF COMPUTER SCIENCE (2018-19) |
| | THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC |

MS Excel From 07 January to 13 February 2019

FEEDBACK FORM

Dear Students,

Thank you for your participation in thirty days certificate course on The MS Excel. The department would like you to complete following course evaluation feedback. Your feedback will enable us to improve our course and fulfill your needs in future.

| A. Excellent | certificate course acco B. Very good | | D. Satisfactory |
|------------------------------------|---|--------------------------|--|
| | ortant to the learn MS | | |
| | te & organize data. | B. Easily create | Worksheet |
| C. To be success | | D. To be good calculator | |
| 3. How was the | teaching art of resour | | |
| A. Excellent | B. Very Good | C. Good | D. Satisfactory |
| 4. What should | be done to learn MS E | Excel? | |
| A. Use the MS E | xcel program | B. Find out what | t you need to know |
| C. Read a lot of books on this. | | D. All of the above | |
| 5. What should | be the duration of suc | h courses? | |
| A.7 days | B.10 days | C.15 days | D. One month |
| Any suggestion | | | |
| Name of Studen | t | | |
| Date | Class | | Sign |
| QLO IQAC CO-O Shri Shivaji A | perfect 55 | Hell Arts. Company | Principal Shri Shivaji Arts, Commerce & Science College, Motala, Dist-Buldana |

Apatil Principal

(Prof. Dr. H. G. Patil)

Principal

Shri Shivaji Arts,Commerce & Science College, Motala,Dist-Buldana

SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA **DIST.BULDANA (M.S.)**

DEPARTMENT OF COMPUTER SCIENCE (2018-19) THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS EXCEL

CERTIFICATE

This is to certify that Mr./Ms._

has participated in and successfully completed the Thirty Days a student of _ Certificate Course on the topic MS Excel organized by the Department of Computer Science, held from 07 January to 13 February 2019.

Hence, this certificate of participation & appreciation is being bestowed upon him/her.



(Prof.A.S.Meherkar)

IQAC CO-ORDINATOR Shri Shivaji Arts,Commerce and Science College,Motala

icitye

Course Co-Ordinator

(Prof. Ku. S. R. Kinge)



SHRI SHIVAJI ARTS COMMERCE AND SCIENCE COLLEGE MOTALA

| SHRI SHIVAJI AR | SHIVAJI EDUCATION SOCIETY AMRAVATUS TS, COMMERCE AND SCIENCE ALA, DIST. BULDANA (M.S.) | e college, |
|---|--|---------------|
| ESTD. | TMENT OF COMPUTER SCIENCE | E |
| CH | ERTIFICATE COURSE | |
| | ON | |
| | MS EXCEL | |
| | CERTIFICATE | |
| | | |
| This is to certify that Mr./Ms. | | _a student of |
| has participated and successfully completed Thirty | | |
| | <u> February 2019.</u> | |
| has participated and successfully completed Thirty Computer Science, held from <u>07 January to 13 4</u> | <u> February 2019.</u> | |

SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST.BULDANA (M.S.)

DEPARTMENT OF COMPUTER SCIENCE (2018-19) THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Excel

Report

From January 7 to February 13, 2019, the college's department of computer science offered a 30-day certificate course in MS-Excel under the direction of Honorable Principal Dr. H. G. Patil. Daily offline lectures consisted of one hour. The student was assisted by knowledgeable professors from the computer science department. Together with syllabus subjects, emphasis was placed on practical. The college students' participation in this course was a notable response. In addition to these, pupils were required to learn how to use a computer and MS-Excel and explained and demonstrated to students how to solve basic math problems, format documents, create analysis tables, store all data in one location, etc. The interim professors from the Department of Computer Science were in charge of leading the session, making the proposal of thanks, and making all technological arrangements.

| SR. No | Name of the student | Class |
|--------|-----------------------------|-------|
| 1 | Shweta Shivaji Chahakar | BSc I |
| 2 | Komal Gajanan Sushir | BSc I |
| 3 | Anjali Vinayak Hande | BSc I |
| 4 | Mohini Shankar Shelke | BSc I |
| 5 | Shubham Mahendra Jaware | BSc I |
| 6 | Suruchi Kanhaiyasinh Rajput | BSc I |
| 7 | Jayashri Parmeshwar Sushir | BSc I |
| 8 | Shraddha Shrikrishna Nikam | BSc I |

List of Enroll Students

| 9 | Dhanashri Avinash Kinge | BSc I |
|----|------------------------------|---------|
| 10 | Gayatri Anil Kinge | BSc I |
| 11 | Vishakha Dilip Kinge | BSc I |
| 12 | Kavita Dilip Ingle | BSc I |
| 13 | Radha Santosh Raut | BSc 1 |
| 14 | Sonal Prakash Gawai | BSc I |
| 15 | Parmeshwar Gajanan Mankar | BSc I |
| 16 | Diksha Ashok Ingle | BSc I |
| 17 | Shital Shantram Atole | BSc II |
| 18 | Pooja Shivaji Solanke | BSc II |
| 19 | Priyanka Ashok Dongare | BSc II |
| 20 | Shital Gajanan Katyare | BSc II |
| 21 | Aloksingh Dineshsingh Thakur | BSc II |
| 22 | Poonam Gopal Kukade | BSc II |
| 23 | Punam Ashok Solanke | BSc II |
| 24 | Dipali Ratan Sarkate | BSc II |
| 25 | Datta Sadashiv Thakare | BSc III |
| 26 | Pavan Vasudeo Jumade | BSc III |
| 27 | Farooque Khan Bhikan Khan | BSc III |
| 28 | Gopal Ramesh Tayde | BSc III |
| 29 | Mohd. Shoeb Abdul Hameed | BSc III |
| 30 | Shital Rajendra Mahakal | BSc III |
| 31 | Komal Vasanta Wagh | BSc III |
| 32 | Snehal Sanjay Narkhede | BSc III |
| 33 | Bharti Mangal Badhe | B.A III |
| 34 | Bharti Yashwant Jadhao | B.A III |

| 35 | Bhushan Gopalrao Deshmukh | B.A III |
|----|-----------------------------|-----------|
| 36 | Diksha Devidas Wale | B.A III |
| 37 | Diksha Onkarlal Jaiswal | B.A III |
| 38 | Dipak Eknath Bonde | B.A III |
| 39 | Dipali Ajitsingh Rajput | B.A III |
| 40 | Dipali Kisan Suralkar | B.A III |
| 41 | Dipali Santaji Mankar | B.A III |
| 42 | Avinash Rajendra Gaikwad | B.Com III |
| 43 | Pradip Bhavsing Bhelke | B.Com III |
| 44 | Jitendra Sheshrao Nimbalkar | B.Com III |
| 45 | Gopal Maroti Ubale | B.Com III |
| 46 | Akshay Janrao Jadhao | B.Com III |
| 47 | Vishal Panjabrao Jadhao | B.Com III |
| 48 | Akshay Vasant Borkar | B.Com III |
| 49 | Komal Madan Khade | B.Com III |
| 50 | Mohan Dnyaneshwar Edakhe | B.Com III |
| 51 | Yogesh Gajanan Diwane | B.Com II |
| 52 | Ganesh Kailas Ghate | B.Com II |
| 53 | Manisha Ananta Shimbre | B.Com II |
| 54 | Gaurav Ashok Ingle | B.Com II |
| 55 | Bharti Shaligram Amle | B.A I |
| 56 | Vaishnavi Gopal Datey | B.A I |
| 57 | Sachin Gajanan Sawale | B.A II |



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Principal Principal Shri Shivaji Arts, Commerce & Science College, Motala, Dist-Buldana

SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST. BULDANA (M.S.) DEPARTMENT OF COMPUTER SCIENCE CERTIFICATE COURSE ON MS EXCEL ACADEMIC YEAR 2018-19 LIST OF STUDENT ENROLLED

| SR. No | Name of the student | Class |
|--------|------------------------------|---------|
| 1 | Shweta Shivaji Chahakar | BSc I |
| 2 | Komal Gajanan Sushir | BSc I |
| 3 | Anjali Vinayak Hande | BSc I |
| 4 | Mohini Shankar Shelke | BSc I |
| 5 | Shubham Mahendra Jaware | BSc I |
| 6 | Suruchi Kanhaiyasinh Rajput | BSc I |
| 7 | Jayashri Parmeshwar Sushir | BSc I |
| 8 | Shraddha Shrikrishna Nikam | BSc I |
| 9 | Dhanashri Avinash Kinge | BSc I |
| 10 | Gayatri Anil Kinge | BSc I |
| 11 | Vishakha Dilip Kinge | BSc I |
| 12 | Kavita Dilip Ingle | BSc I |
| 13 | Radha Santosh Raut | BSc I |
| 14 | Sonal Prakash Gawai | BSc I |
| 15 | Parmeshwar Gajanan Mankar | BSc I |
| 16 | Diksha Ashok Ingle | BSc 1 |
| 17 | Shital Shantram Atole | BSc II |
| 18 | Pooja Shivaji Solanke | BSc II |
| 19 | Priyanka Ashok Dongare | BSc II |
| 20 | Shital Gajanan Katyare | BSc II |
| 21 | Aloksingh Dineshsingh Thakur | BSc II |
| 22 | Poonam Gopal Kukade | BSc II |
| 23 | Punam Ashok Solanke | BSc II |
| 24 | Dipali Ratan Sarkate | BSc II |
| 25 | Datta Sadashiv Thakare | BSc III |
| 26 | Pavan Vasudeo Jumade | BSc III |
| 27 | Farooque Khan Bhikan Khan | BSc III |
| 28 | Gopal Ramesh Tayde | BSc III |
| 29 | Mohd. Shoeb Abdul Hameed | BSc III |

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SHRI SHIVAJI ARTS COMMERCE AND SCIENCE COLLEGE MOTALA

| 30 | Shital Rajendra Mahakal | BSc III |
|----|-----------------------------|-----------|
| 31 | Komal Vasanta Wagh | BSc III |
| 32 | Snehal Sanjay Narkhede | BSc III |
| 33 | Bharti Mangal Badhe | B.A III |
| 34 | Bharti Yashwant Jadhao | B.A III |
| 35 | Bhushan Gopalrao Deshmukh | B.A III |
| 36 | Diksha Devidas Wale | B.A III |
| 37 | Diksha Onkarlal Jaiswal | B.A III |
| 38 | Dipak Eknath Bonde | B.A III |
| 39 | Dipali Ajitsingh Rajput | B.A III |
| 40 | Dipali Kisan Suralkar | B.A III |
| 41 | Dipali Santaji Mankar | B.A III |
| 42 | Avinash Rajendra Gaikwad | B.Com III |
| 43 | Pradip Bhavsing Bhelke | B.Com III |
| 44 | Jitendra Sheshrao Nimbalkar | B.Com III |
| 45 | Gopal Maroti Ubale | B.Com III |
| 46 | Akshay Janrao Jadhao | B.Com III |
| 47 | Vishal Panjabrao Jadhao | B.Com III |
| 48 | Akshay Vasant Borkar | B.Com III |
| 49 | Komal Madan Khade | B.Com III |
| 50 | Mohan Dnyaneshwar Edakhe | B.Com III |
| 51 | Yogesh Gajanan Diwane | B.Com II |
| 52 | Ganesh Kailas Ghate | B.Com II |
| 53 | Manisha Ananta Shimbre | B.Com II |
| 54 | Gaurav Ashok Ingle | B.Com II |
| 55 | Bharti Shaligram Amle | B.A I |
| 56 | Vaishnavi Gopal Datey | B.A I |
| 57 | Sachin Gajanan Sawale | B.A II |
| | | |

IQAC CO-ORDINATOR Shri Shivaji Arts, Commerce and Science College, Motala



Principal Shri Shivaji Arts, Commerce & Science College, Motala, Dist-Buldana

$\label{eq:criterion} Criterion-V \ Student \ Support \ and \ Progression$

SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST.BULDANA (M.S.)

QnM 5.1.2

DEPARTMENT OF COMPUTER SCIENCE (2018-19) THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Excel

Teaching Faculty Profile

| Sr. No | Name of Teaching staff |
|-----------|------------------------|
| 1 | Ku. Smita R. Kinge |
| 2 | Ku. Smita G. Rane |
| 3 | Ku. Manisha D. Tekade |
| 4 | Mr. Ashwin P. Patil |

IQAC CO-ORDINATOR Shri Shivaji Arts, Commerce and Science College, Motale

Apatt Principal Shri Shivaji Arts,Commerce & Science College, Motala,Dist-Buldana



SHRI SHIVAJI ARTS COMMERCE AND SCIENCE COLLEGE MOTALA

$\label{eq:criterion} Criterion-V \ Student \ Support \ and \ Progression$

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|--------|------------------------------|---------|---|---|--------------|---|-------------|--|------------|--|---|----------|
| SR. No | Name of the student | Class | 07.01.2019 | 08.01.2019 | 09.01.2019 | 10.01.2019 | 11.01.2019 | 12.01.2019 | 16.01.2019 | 17.01.2019 | 18.01.2019 | 19.01.20 |
| 1 | Shweta Shivaji Chahakar | BSc 1 | Sschur | Sscherry | Sscher | Sschar | sschar | sschur | sechar | SSChur | sschar | SScher |
| 2 | Komal Gajanan Sushir | BSc I | Hetie | KGAN'E | Paris | Hettis | Let E | Deffee | pertit | HEARIE | Keshir . | 12HA |
| 3 | Anjali Vinayak Hande | BSc I | A.V. Hanne | | A.V.Hande | | | | | | | |
| 4 | Mohini Shankar Shelke | BSc I | and the second se | The second se | mushike | and the second division of the second division of the | | and the second design of the s | | a de las de | and the second se | |
| 5 | Shubham Mahendra Jaware | BSc I | | | son. Dawes | | | | | | | |
| 6 | Suruchi Kanhaiyasinh Rajput | BSc I | | | 5. k. Rajput | | | | | | | |
| 7 | Jayashri Parmeshwar Sushir | BSc I | Futters. | | 9917923' | | | Juyasei | | | Envaler 1 | JUNE S |
| 8 | Shraddha Shrikrishna Nikam | BSc I | 5.5 Nivan | | S.S.Ni kam | | | | | SS-Nikam | 55 Nikam | 55. Nit |
| 9 | Dhanashri Avinash Kinge | BSc I | Aking | | DAKINE | | | DAKings. | | DAMAG. | DAKINGR- | DAKIN |
| 10 | Gayatri Anil Kinge | BSc I | CALinge | | G1. A.kime | | | | | | (n.A.Line | InArio |
| 11 | Vishakha Dilip Kinge | BSc I | VOKINGO | Dringe | VOKING-E | Whange. | Dener | Alsid | Vaxage | Daves | Des | IDRU |
| 12 | Kavita Dilip Ingle | BSc I | KIDERGIE- | | KOMAIE | | TOPOR | Panque | ROZAN | LOZAL | Unerdie | kno |
| 13 | Radha Santosh Raut | BSc I | | Refaut | R.S. Paut | | | | | | | |
| 14 | Sonal Prakash Gawai | BSc I | | pacarel | Spant | | sogaety | Spaces | 390000 | spect | spacy | par |
| 15 | Parmeshwar Gajanan Mankar | BSc I | | 10-0 | Branka | 1-41-51 | | hard and | - | | | Born |
| 16 | Diksha Ashok Ingle | BSc I | SAFRE | | opingel | | JAIN92 | | DATOTA | DAINCE | Barny | Pape |
| 17 | Shital Shantram Atole | BSc II | CODALE | | SCALOR | | | | | | | SCAL |
| 18 | Pooja Shivaji Solanke | BSc II | Bolowik | osolow | BSOlane | Opalas | PSCHIPH | Denhanz | DEGINON | Presting | Accolone | DRAID |
| 19 | Priyanka Ashok Dongare | BSc II | | an more | (PSSC)CIA | Doord | TADAL | - Decomo | Deneral | OPport | DADDO | - |
| 20 | Shital Gajanan Katyare | BSc II | Sarah | Groups | papagre | Altor How. | gray | SHELLY | about | 2 glant | anaut | Stepto |
| 21 | Aloksingh Dineshsingh Thakur | BSc II | Anthalux | Abrilin | A. Drhakar | Acotheter | Anthur | A.Othur | Anthia | (A-D.Thok | Portaki | A.onh |
| 22 | Poonam Gopal Kukade | BSc II | Office 1 | Oglady | parter | Mart | Panles | Pokalat. | Deht | paka | FEAN | Para |
| 23 | Punam Ashok Solanke | BSc II | Dosle | Posono | Pasaloer | Respon | 10- | Anecos | Daole | PARcue | PAssece | 10 |
| 24 | Dipali Ratan Sarkate | BSc II | DR. Sarkale | DRScrikale | DR. Sankale | D.R. Sartato | DR. Sarkate | D.R. Sankake | | DR Sorkel | | |
| 25 | Datta Sadashiy Thakare | BSc III | | | astabe | | | | | | | |

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|--------|-----------------------------|-----------|-------------------|------------|--|--|------------|------------|-------------|-------------|------------|-----------|
| SR. No | Name of the student | Class | 07.01.2019 | 08.01.2019 | 09.01.2019 | 10.01.2019 | 11.01.2019 | 12.01.2019 | 16.01.2019 | 17.01.2019 | 18.01.2019 | 19.01.201 |
| 26 | Pavan Vasudeo Jumade | BSc III | pyund | PUTUNU | PITLAN | OVINDAD | RITUN | PUTUMO | Atunte | atum | Prungo | puter |
| 27 | Farooque Khan Bhikan Khan | BSc III | Peran | Shon | Richam | | Plenan | ohien | Richan | 1 2 2 | | Paran |
| 28 | Gopal Ramesh Tayde | BSc III | ARTANJE | infrande | | The second secon | OTRITANDE | GIRIONIE | | | (n RTAY) | |
| 29 | Mohd. Shoeb Abdul Hameed | BSc III | mong | MArbmel | MAHONE | manante | MAHON | Mato | mmed | MUM | mar | minh |
| 30 | Shital Rajendra Mahakal | BSc III | a Rumant | Sam | Shon_ | shm | SRM | Sha | SPM | 8Rm | SAM | Spor |
| 31 | Komal Vasanta Wagh | BSc III | the second second | K.ULIO9h | | HUWOTH | 1 | | K.V. Wooh | KNWAR | | K.V.Car |
| 32 | Snehal Sanjay Narkhede | BSc III | 300 | SSV | SSNC | SSE | ST | SSA | Krv agn | (ALL AND) | Siller | SAN |
| 33 | Bharti Mangal Badhe | B.A III | Ponthado | Booghade | embhad | Bmohud | a solo | | Amphale | Ombhad | Ombre 10 | Amber |
| 34 | Bharti Yashwant Jadhao | B.A III | | | ByJadhao | Burntha | Ryandhar | oundho | Q. V Talkan | DJ entr | O. Veralla | a um |
| 35 | Bhushan Gopalrao Deshmukh | B.A III | DED | 690 | BED | ROD | 09D | GID | 8962 | det | BAD | P.D. |
| 36 | Diksha Devidas Wale | B.A III | Durallo | Dasolla | Awelle | Danio | Dabilo | A wrella | | Marilo | Rhould | Querella |
| 37 | Diksha Onkarlal Jaiswal | B.A III | | | DoTaisud | | | | | | | 0.07015 |
| 38 | Dipak Eknath Bonde | B.A III | DEA | DAD | DER- | DEB | | Dtp_ | | Delos asway | DT | DEP |
| 39 | Dipali Ajitsingh Rajput ./ | B.A III | | PAROJA107 | MROPUNT | DAPAD | PARIEY | DARODY | ALC AND A | OHROPI | Dear | JAPEL |
| 40 | Dipali Kisan Suralkar | B.A III | | | DKovaller | | | | | A L | kanalkas | |
| 41 | Dipali Santaji Mankar | B.A III | Semonary | Osmoner | Demonie | Domance | | | | Osmouser | Deman | Domin |
| 42 | Avinash Rajendra Gaikwad | B.Com III | ARGAL | (DAgalaul | Alacal | ADday | pagaal_ | Demane | DDanie | ARgan | | APAR |
| 43 | Pradip Bhavsing Bhelke | B.Com III | A CT | 6303 | ADCT_ | | ATOD | DUI | (A)CA (| | ATON | DUT |
| 44 | Jitendra Sheshrao Nimbalkar | B.Com III | AN. | Th | GLI | ON | GN | AN | AN | and | AN (| Th |
| 45 | Gopal Maroti Ubale | B.Com III | gmubart | genuter | ginital | gouboy | smut | dinub> | mubal | grubo | donal | amut |
| 46 | Akshay Janrao Jadhao | B.Com III | GAU | Gmu | Camu. | Om | Gamu | anu | ODMU | amy. | EDMU | Gm |
| 47 | Vishal Panjabrao Jadhao | B.Com III | Deer | Dalee | titles | 1000 | GLEE | alle | Thei | Deer | nee | () ge |
| 48 | Akshay Vasant Borkar | B.Com III | AVADOR | | Alborte | | AVRONT | AURORIZ | | AUBORY | AVBORT | AVATOR |
| 49 | Komal Madan Khade | B.Com III | AJA | AND | AVA | AVB- | | | AVA | AVB | AVB | AVA |
| 50 | Mohan Dnyaneshwar Edakhe | B.Com III | Ne | ne - | NP. | nE | hb | ne | ne | ne | ane | Ne |

Principal Shivaji Arts, Comm Science College la Dist-Bul



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| | Name of the student | | 01.2019 08.01.2019 | | y to 13 Feb 10.01.2019 | | | 16.01.2019 | 17.01.2019 | 18.01.2019 |
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| 51 | Yogesh Gajanan Diwane | B.Com II | (4) | () | (ip | ap (| 00 | P. | ND (| up (|
| 53 | Ganesh Kailas Ghate | B.Com II | | L' gg | 4 99 | sige . | 1. gg | T gg | 199 | nger |
| 54 | Manisha Ananta Shimbre | B.Com II | inter mshing | me Ashimer | mshime | msmore | Astimo | mshim | e rostina | motion |
| 55 | Gaurav Ashok Ingle Bharti Shaligram Amle | | Inez gette | 11 | game | HOTOG! | gatrat | | gALDO - | |
| 56 | Vaishnavi Gopal Datey | BAI BAI | | BSD | BSA | PSQ | BSA | BSA | | 85A |
| 57 | Sachin Gajanan Sawale | B.A.II S.C | | V92 | Vapy | vga | vga_ | Ver | UDD | USE |
| | Jouenni Gajanan Sawale | B.A II S.C | <u>33 565</u> | S.G.S. | S.G.S | SGS. | 2.92 | 5.5.2 | S.G.S | SGS |
| | 6.5 | Principal ivaji Arts,Commerce Science College, ala.Dist-Buldana | | Shiveli | Othog | | | and Science | Arts,Commerce College,Motale | |
| | 6.5 | cience College | | Mote | Collago | | | and Science | College, Motale | |
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SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA. DIST. BULDANA (M.S.) DEPARTMENT OF COMPUTER SCIENCE CERTIFICATE COURSE ON MS EXCEL

| | | | ACADEMI | C YEAR 20 | 18-19 (07 J | anuary to 1 | 3 February | 2019) | | | 1 | |
|--------|------------------------------|---------|-------------|--|--|--------------|--|--------------|--------------|--------------|--|------------|
| SR. No | Name of the student | Class | 21.01.2019 | 22.01.2019 | 23.01.2019 | 24.01.2019 | 25.01.2019 | 28.01.2019 | 29.01.2019 | 30.01.2019 | 31.01.2019 | 01.02.2019 |
| 1 | Shweta Shivaji Chahakar | BSc 1 | Secher | sechar | sechar | section | ssehar | sschar | sechar | sschur | SSChery | Sschar |
| 2 | Komal Gajanan Sushir | BSc I | pohote | \$28the | patop | Hostore | Ketst | HEATEC | HELIAE | PESTRE | Kastie | reishe |
| 3 | Anjali Vinayak Hande | BSc I | A.v. Hande | A.V.Hande | A.V. Hande | A.v. Hande | Avitlande | A.V. Hande | A.V.Hande | A.V.Hande | A.V.Hande | A.V.Hande |
| 4 | Mohini Shankar Shelke | BSc I | M.V Shelk | m.v.shdl | en.ushclkc | M-Vshelke | M.N. shelk | -M.V. Shelk | -m.U. shelke | M.V. shelk | M.U. Shelka | M.v. shel |
| 5 | Shubham Mahendra Jaware | BSc I | Simouwase | S.m. Jawas | c m. Thur | S.m.T.F | Con Pulsere | SumBurge | Smithing | SMISANO | SANTAWER | S.m Jac |
| 6 | Suruchi Kanhaiyasinh Rajput | BSc 1 | S.K. Raiput | | | | | | | | | |
| 7 | Jayashri Parmeshwar Sushir | BSc I | Jarsta | | सम्बद्ध | Jaren B. | Stowersen | | | Taytasaa | Zaythet, | |
| 8 | Shraddha Shrikrishna Nikam | BSc I | 5.SNikam | S.S.N.Vam | SS-Nikam | SS.Nika | C.G. Nikam | 5.5.Nikam | 6.5. Nivam | S.S.Nikam | S-GN kan | a c Niko |
| 9 | Dhanashri Avinash Kinge | BSc I | | DAKINGE | | DAKINGE | | | | | | DAMIN |
| 10 | Gayatri Anil Kinge | BSc I | CI.A.Kimpe | CI.A.Kone | | | | | | | | CITA KING |
| 11 | Vishakha Dilip Kinge | BSc I | Vakinge | | | | | VIKING | VDEINGE | VOKINGP | DEMAY | thang |
| 12 | Kavita Dilip Ingle | BSc I | KDIng le | KOIMP | kn2nglo | KOZORD | KADAIO | Kozade | Voznalo | koznalie | kOzna-10 | knong |
| 13 | Radha Santosh Raut | BSc 1 | R. S.Rabut | REPON | A.C. Pitut | Rickonut | RSPORT | B. SRahut | R.S.Rohat | R.S.Rahut | REROWL | RSROW |
| 14 | Sonal Prakash Gawai | BSc I | | SPADEL | | SP200/ | | | | | grany | SAGORE |
| 15 | Parmeshwar Gajanan Mankar | BSc I | Bmanker | (Portato) | | | the second s | | | | Part of the second seco | |
| 16 | Diksha Ashok Ingle | BSc I | BALARDA . | Hannal | Deroda | DATTLE | Salade | OAInga | minge | Dango | SAINT | Dingoy |
| 17 | Shital Shantram Atole | BSc II | CGATOLE. | COLOR | CALDE | SALOR | or Alaba | CATALO | CC ALAD | | | |
| 18 | Pooja Shivaji Solanke | BSc II | | | | Pissohn | | | | | | |
| 19 | Privanka Ashok Dongare | BSc II | Bosch | Poona | Dance | P.A Donge | Danade | PADmas | DADmer | DADD | DADOMS | DADOU |
| 20 | Shital Gajanan Katyare | BSc II | Bakoyla | saburg | COMONT | though? | Selective | Saltan | Saltas | - Hant | stilled | alle |
| 21 | Aloksingh Dineshsingh Thakur | BSc II | ADTHAL | | | | | | ANTLAN | archur | CO.Dohdu | Anthak |
| 22 | Poonam Gopal Kukade | BSc II | OB BALL | Chakal | | Chattan. | PETRICAL | patablat | PERS | Planter | October. | Pepate |
| 23 | Punam Ashok Solanke | BSc II | and Suma | PAGALANNE | 1.0 | 1000 | 1. Unine | 1000 | 1 Marine | 000-000 | P.C. | Dutan |
| 24 | Dipali Ratan Sarkate | BSc II | DR. Sorkate | DRSarkate | DP. Sortate | D.R. Sorbate | OR Sontate | D.R. Santato | D.R. Sarkale | D.R. Sorkale | DK Sortalo | DR. Sort |
| 25 | Datta Sadashiy Thakare | BSc III | DELatee | and the second sec | and the second sec | | | | | | | |

Apatt.

Principal Shri Shivaji Arta, Comme & Science College, Motala.Dist-Buldana



IQAC CO-ORDINATOR hrl Shivaji Arts, Commerce

| | | SHRI SHIV | AJI ARTS, CO | MMERCE A | ND SCIENCE | COLLEGE, | MOTALA. DE | ST. BULDAN | A (M.S.) | | | |
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| | | | | DEPARTM | IENT OF COL | MPUTER SCI | IENCE | | | | | |
| | | | | | TE COUR | | | | | | | |
| | | | ACADEMI | C YEAR 20 | 18-19 (07 | January to | 13 February | (2019) | | | | |
| SR. No | Name of the student | Class | 21.01.2019 | 22.01.2019 | 23.01.2019 | 24.01.2019 | 25.01.2019 | 28.01.2019 | 29.01.2019 | 30.01.2019 | 31.01.2019 | 01.02.20 |
| 26 | Pavan Vasudeo Jumade | BSc III | RUJUNAL | asunt | PUTUM | PUTurnadu | PUJUMAK | PVJUM | PUTONA | artunte | Privide | PUTAM |
| 27 | Farooque Khan Bhikan Khan | BSc III | Flenam | Planan | 10 | Fizen | | 1 | | | 1 | 1 |
| 28 | Gopal Ramesh Tavde | BSc III | art | OIRT: | CIRT | GIRE | Eknon | GRI | Exhan | | Ekhan | flynou |
| 29 | Mohd, Shoeb Abdul Hameed | BSc III | MAHomel | | | MALIN | | MAtome | MALLONG | MARKE | CIRT | GIRT |
| 30 | Shital Rajendra Mahakal | BSc III | SQm_ | | FQm_ | 500 | Shoe. | | | | MADD- | raver |
| 31 | Komal Vasanta Wagh | BSc III | KVW | Kul | Ash | RU | But | 50m | SPM | SAM | spm- | Sam |
| 32 | Snehal Sanjay Narkhede | BSc III | SOM | SSN | SEN | - A | 1000 | Ku | But | They (| But | BW |
| 33 | Bharti Mangal Badhe | B.A III | Bertonhe - | 4000 | | | | 2111 | aut | 220 | 221 | |
| | Bharti Yashwant Jadhao | B.A III | BI | B.YT. | BYI | ByIT | Burghad | BYT | approve | Bonbenle | Brochael | BO PA |
| 35 | Bhushan Gopalrao Deshmukh | B.A III | RED | 680 | 202 | AP- | ARD - | nyan | S.F. | BYT | BYT | 200 |
| | Diksha Devidas Wale | | Durcele | | E Com | A | 0 | Dala | Date | NO. | 1 | 5 |
| | Diksha Onkarlal Jaiswal | B.A III | DOT | Ducile | Ducle | | | | Dwelle | | | Durdie |
| | Dipak Eknath Bonde | B.A III | | DEG | DOL | D.O.T. | D.OT | DOIL | 0.05 | DOT | Dos | DOJ |
| | Dipali Ajitsingh Rajput | B.A III | DAROLEY | PARONA | DRD. | DED | DER | | DED | | DEB | DEB- |
| | Dipali Kisan Suralkar | B.A III | | DE | 02 | De | | CAROPUS | CHERNE | 01202- | DAROPI- | PAPE |
| | Dipali Santaji Mankar | (| Dromken | meme | - | | es. | 1S | DS. | B | 00- | DC, |
| | Avinash Rajendra Gaikwad | B.Com III | ARGORY | ARGADE | ARGEN | ARGUN | ABON | and and | Down! | Doman e | | Donoula |
| | Pradip Bhaysing Bhelke | B.Com III | P.B.PDL | PBPD | PB.D | P.BB | PB.D | | P.B.B. | | BRACY | Apol |
| | Jitendra Sheshrao Nimbalkar | B.Com III | FN - | FD | ETN. | TN | 412.10 | | - 15 B | P.BB | POBB | PBP |
| | Gopal Maroti Ubale | B.Com III | gradent | amina | Fraim | alada | ghubel | anutal | aptubol | alter | Soubay | aunuba |
| | Akshay Janrao Jadhao | B.Com III | CIU | STU | GU | | Cou | Giu | No | | | The |
| | Vishal Panjabrao Jadhao | B.Com III | Thear | er. | and a | Ra | | X | GU | QU (| yu . | GN |
| | Akshay Vasant Borkar | | | AVIORN | VIVADIE | AVERAL | AVEDER | Allowial | ANDODAL | Daniel | yer 1 | ALBOAL |
| | Komal Madan Khade | | | | | | ACOrla | AVBOOKE | TMPUDEL | AVEDIN | AVBORN | and the second second second |
| | Mohan Dnyaneshwar Edakhe | B.Com III | AN Boston | DRO | H-1208401 | HANDONHON | niv (305to) | 17. 1300 KA | 192 Barken | ANBORTAN | AL.Collor | H.2.0 |





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| SR. No | Name of the student | Class | 21.01.2019 | | | January to 24.01.2019 | 1 | | 29 01 2019 | 30.01.2010 | 31 01 201 |
|--------|---|----------|--------------|--------|------------------|-----------------------|---------------|------------|------------|------------|------------------|
| 51 | Yogesh Gajanan Diwane | B.Com II | D | 00 | ish | | (An- | 20.01.2017 | 29.01.2019 | 50.01.2019 | 51.01.201 |
| 52 | Ganesh Kailas Ghate | B.Com II | lag_ | Ba | Par | (0)0- | (Par | MP_ | ap | UP (| AD. |
| 53 | Manisha Ananta Shimbre | B.Com II | - of | ashim | | 10 | 1 | a de | 12 | 1 the | T legg |
| 54 | Gaurav Ashok Ingle | B.Com II | ashimme gabo | approx | - Shim | atting | office office | PATras | ashina | nehinse | mahin |
| 55 | Bharti Shaligram Amle | B.A I | BOA | 8sh | DAD | gruis | | | ghama | GATON | gard) |
| 56 | Vaishnavi Gopal Datey | B.A.I | AND - | Sig . | 192 | BSH | 105A | ASA | 050 | BS | BSD |
| 57 | Sachin Gajanan Sawale | B.A II | SGIS | S.Gc | 2.02 | | | 5.05 | S.GS | 8.65 | SGS |
| | Cupetit Principa Shri Shivaji Aris, C | I | • | | Jarce & St | | | | | | |
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SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA. DIST. BULDANA (M.S.)

DEPARTMENT OF COMPUTER SCIENCE CERTIFICATE COURSE ON MS EXCEL

| SR. No | Name of the student | Class | 02.02.2019 | 04.02.2019 | 05.02.2019 | 06.02.2019 | 07.02.2019 | 08.02.2019 | 09.02.2019 | 11.02.2019 | 12.02.2019 | 13.02.2019 |
|--------|------------------------------|---------|--------------|----------------------------|------------|------------|---------------|---------------|-------------|--|-------------|------------|
| 1 | Shweta Shivaji Chahakar | BSc I | ssom | sechy | SECHEN | ssom | section | sschory | Scher | Schor | sschort | sschut |
| 2 | Komal Gajanan Sushir | BSc 1 | boti | pertie | RESULE | Kestie | Leris | with | Katic | | KAKE | heren |
| 3 | Anjali Vinayak Hande | BSc I | Avnde | Authole | forthat | | | Achide | | | | ALide |
| 4 | Mohini Shankar Shelke | BSc I | | | | | | M.v.shelke | | | | |
| 5 | Shubham Mahendra Jaware | BSc I | | | | | | SmJaubre | | | | |
| 6 | Suruchi Kanhaiyasinh Rajput | BSc I | S.K. Raiput | S.K. Raip | S.K. Palut | S.k. Raipu | S.L. Ariut | S-k. Rajput | S.t. Driait | C+ Pai Att | C. F. Daiph | Sik Pair |
| 7 | Jayashri Parmeshwar Sushir | BSc I | BUNGE . | | 2007550 | | | Zuntetzi | | Jewasse . | | Jayase |
| 8 | Shraddha Shrikrishna Nikam | BSc I | S.S.Nikam | G.S. Nikan | SSNikan | | | | | | | S-S-Niton |
| 9 | Dhanashri Avinash Kinge | BSc I | DEALINGR | | | | | DAtunge | | | | DAlung |
| 10 | Gayatri Anil Kinge | BSc I | | all and a second | | | | c.A.kime | | | | |
| 11 | Vishakha Dilip Kinge | BSc I | Wange | Waknel | DEADE | VDCINGQ | DEnao. | DELONE- | Dandy | | | |
| 12 | Kavita Dilip Ingle | BSc I | | and the local distances of | | | | kongre. | | And and an and a state of the s | | |
| 13 | Radha Santosh Raut | BSc I | R.S. Rahar | D.C. P.L.H | Q & Balie | Po Pahitt | P. Chlut | N = Dabut | RECENT | Pentit | De Di Lit | P-c Bih |
| 14 | Sonal Prakash Gawai | BSc I | (pgaae) | Spany | Spanent | mana | Smoth | Spania | SPONT | Sapri | Small | Salaru |
| 15 | Parmeshwar Gajanan Mankar | BSc I | | | Roman | Den not | Ama | Browner | Recent | Bank | O | Part |
| | Diksha Ashok Ingle | BSc I | SAINA | OPTODA | Derinad | Dorinal | Derride | Dalma | Delate | manka | AMOINK | DITON |
| 17 | Shital Shantram Atole | BSc II | SSADIO | | | | | | | | | |
| 18 | Pooja Shivaji Solanke | BSc II | | | | | | | | | | |
| | Priyanka Ashok Dongare | BSc II | Pastan. | poppind . | polana | Richann | Slenke | po a tanke | polarke 1 | palanke | polanke | Solan |
| 20 | Shital Gajanan Katyare | BSc II | dent | SAN | Egni | erning | Paron | PAPOMIS | Prioria | H. Dough | marrey | Alant |
| | Aloksingh Dineshsingh Thakur | BSc II | 0.0 dus | | | | | | | | | |
| | Poonam Gopal Kukade | BSc II | Delakey | Pekeiko | Pating | H.U.DOM | PEDOC | 6A.O.dave | PERMI | HUTHARTO | POLAN | Pater? |
| | Punam Ashok Solanke | BSc II | A U | PASOlanke | | | | | | | 10 | |
| | Dipali Ratan Sarkate | BSc II | D.R. Sankale | Die Serte tel | DP Sochala | D. Sortal | peter Solante | D.D. Sanlando | P.A.comke | PP Surledo | 1.716010n1e | h h Solo |
| | Datta Sadashiy Thakare | BSc III | DELAER | | | | | | | | | Chitor |

Principal Shri Shivaji Arta, Commerce & Science College, Motela. Dist-Buldana

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| | | | DEP | ARTMENT C | OF COMPUTI | ER SCIENCE | | | | | | |
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| | 1 | ACAD | EMIC YEA | R 2018-19 | (07 Janua | ry to 13 Fe | bruary 201 | 9) | | | | |
| SR. No | Name of the student | Class | 02.02.2019 | 04.02.2019 | 05.02.2019 | 06.02.2019 | 07.02.2019 | 08.02.2019 | 09.02.2019 | 11.02.2019 | 12.02.2019 | 13.02.2 |
| 26 | Pavan Vasudeo Jumade | BSc III | Absut | | PUTUma | | Pound | and the second se | | PUTUTA | | PYTUN |
| 27 | Farooque Khan Bhikan Khan | BSc III | Fichan | Flexnan | Aleha | Elehan | Eknan | Emers | | | Fkhen | El |
| 28 | Gopal Ramesh Tayde | BSc III | | Calind | Drude | | OI. RIOY de | Proll | Pralle | A Roule | Amile | CART |
| 29 | Mohd. Shoeb Abdul Hameed | BSc III | mAllame | Attes | ASA | ADDItiona | MAHamel | | | | | NUM29 |
| 30 | Shital Rajendra Mahakal | BSc III | 9Dm | Sem | SAM | SPP | | SQM | | SRM. | - Alter | |
| 31 | Komal Vasanta Wagh | BSc III | | | | inal which | KN wash | An web | San watch | | KNUMAN | S-RM Keyel |
| 32 | Snehal Sanjay Narkhede | BSc III | Stanta | Sontante | STOTAL | a want | Sale | Sal - | SSA | SN | SAV | SSIV |
| 33 | Bharti Mangal Badhe | B.A III | | | Brokhomle | Book 1 | | | | | | |
| 34 | Bharti Yashwant Jadhao | B.A III | RNB | BUM | RYD | BYRZ | BYRD. | BYO - | BYR | | embro | Bombr |
| 35 | Bhushan Gopalrao Deshmukh | B.A III | Basedy | | BEDM | | OSEN | | BAD | BYD | BYD | OYO |
| | Diksha Devidas Wale | B.A III | Dwalle | 1900 | 0 | | | | -M | Bar | | the second |
| 37 | Diksha Onkarlal Jaiswal | B.A III | | | | L'Huschle | Durile | phone | Bable | Dwale | Durile | pendle |
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| | Dipali Ajitsingh Rajput | B.A III . | DARAND | | OPRN | | | ARRAY- | DADAY | MAGOU | BED | BED. |
| 40 | Dipali Kisan Suralkar | B.A III | DKS | pts | | Ove | | | | C. P. alle | OKO- | |
| . 41 | Dipali Santaji Mankar | B.A III | Demander | | | | | 1 | pkg . | Dre | in the second se | Dre |
| 42 | Avinash Rajendra Gaikwad | B.Com III | PBCAR | | ARA | RAD | Bolater | RATION | CAPSO | Osmunz Onder | APOLA | ABR |
| 43 | Pradip Bhaysing Bhelke | B.Com III | | PBB | 660 | DAB | Ro | OFB | 830 | All | - | 933 |
| . 44 | Jitendra Sheshrao Nimbalkar | B.Com III | GN | GN | Anl | AT | AL | A | Ant | Ad | BB | ai |
| 45 | Gopal Maroti Ubale | | | anu | ambo | ample | dinubor- | anuto | anuto | Into | ADL- | and |
| 46 | Akshay Janrao Jadhao | | ACT | AL | AT | Gumus | DT | | At (| A | A | and a |
| •47 | Vishal Panjabrao Jadhao | B.Com III | 0 | AL | and 8 | Dur | an | One | Que | Der | DI I | Tat |
| 48 | Akshay Vasant Borkar | | AVEDAL | AVBOOP | FIVEOR | AVECOM | Alboart | Allecard | AVRONT | | ARBO | Que |
| 49 | Komal Madan Khade | | AVB | ANB | AVA | | | AV.B | ANB | AUBORD | | AVED |
| 50 | Mohan Dnyaneshwar Edakhe | B.Com III | NE | N | ne | NE | NE | NU - | TIVIS | NE | AXB | AND |



IQAC CO-ORDINATOR Shri Shivaji Arts, Commerce and Science College, Motala

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Principal Shri Shivaji Arts,Comme & Science College, Motala,Dist-Buldana



SHRI SHIVAJI ARTS COMMERCE AND SCIENCE COLLEGE MOTALA

SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST. BULDANA (M.S.) DEPARTMENT OF COMPUTER SCIENCE CERTIFICATE COURSE ON MS EXCEL ACADEMIC YEAR 2018-19 Marks statement

| SR. No | Name of the student | Class | Marks out of 20 |
|--------|------------------------------|---------|-----------------|
| 1 | Shweta Shivaji Chahakar | BSc I | 18 |
| 2 | Komal Gajanan Sushir | BSc I | 18 |
| 3 | Anjali Vinayak Hande | BSc I | 16 |
| 4 | Mohini Shankar Shelke | BSc I | 16 |
| 5 | Shubham Mahendra Jaware | BSc I | 18 |
| 6 | Suruchi Kanhaiyasinh Rajput | BSc I | 18 |
| 7 | Jayashri Parmeshwar Sushir | BSc I | 18 |
| 8 | Shraddha Shrikrishna Nikam | BSc I | 16 |
| 9 | Dhanashri Avinash Kinge | BSc I | 14 |
| 10 | Gayatri Anil Kinge | BSc I | 20 |
| 11 | Vishakha Dilip Kinge | BSc I | 18 |
| 12 | Kavita Dilip Ingle | BSc I | 20 |
| 13 | Radha Santosh Raut | BSc I | 14 |
| 14 | Sonal Prakash Gawai | BSc I | 18 |
| 15 | Parmeshwar Gajanan Mankar | BSc I | 14 |
| 16 | Diksha Ashok Ingle | BSc I | 18 |
| 17 | Shital Shantram Atole | BSc II | 18 |
| 18 | Pooja Shivaji Solanke | BSc II | 18 |
| 19 | Priyanka Ashok Dongare | BSc II | 14 |
| 20 | Shital Gajanan Katyare | BSc II | 14 |
| 21 | Aloksingh Dineshsingh Thakur | BSc II | 16 |
| 22 | Poonam Gopal Kukade | BSc II | 16 |
| 23 | Punam Ashok Solanke | BSc II | 18 |
| 24 | Dipali Ratan Sarkate | BSc II | 18 |
| 25 | Datta Sadashiv Thakare | BSc III | 16 |
| 26 | Pavan Vasudeo Jumade | BSc III | 18 |
| 27 | Farooque Khan Bhikan Khan | BSc III | 16 |
| 28 | Gopal Ramesh Tayde | BSc III | 1.6 |
| 29 | Mohd. Shoeb Abdul Hameed | BSc III | 14 |
| 30 | Shital Rajendra Mahakal | BSc III | 14 |
| 31 | Komal Vasanta Wagh | BSc III | 18 |
| 32 | Snehal Sanjay Narkhede | BSc III | 16 |
| 33 | Bharti Mangal Badhe | B.A III | 16 |



| 34 | Bharti Yashwant Jadhao | B.A III | 16 |
|----|-----------------------------|-----------|----|
| 35 | Bhushan Gopalrao Deshmukh | B.A III | 8 |
| 36 | Diksha Devidas Wale | B.A III | 20 |
| 37 | Diksha Onkarlal Jaiswal | B.A III | 20 |
| 38 | Dipak Eknath Bonde | B.A III | 18 |
| 39 | Dipali Ajitsingh Rajput | B.A III | 18 |
| 40 | Dipali Kisan Suralkar | B.A III | 18 |
| 41 | Dipali Santaji Mankar | B.A III | 16 |
| 42 | Avinash Rajendra Gaikwad | B.Com III | 18 |
| 43 | Pradip Bhavsing Bhelke | B.Com III | 16 |
| 44 | Jitendra Sheshrao Nimbalkar | B.Com III | 14 |
| 45 | Gopal Maroti Ubale | B.Com III | 16 |
| 46 | Akshay Janrao Jadhao | B.Com III | 18 |
| 47 | Vishal Panjabrao Jadhao | B.Com III | 18 |
| 48 | Akshay Vasant Borkar | B.Com III | 20 |
| 49 | Komal Madan Khade | B.Com III | 14 |
| 50 | Mohan Dnyaneshwar Edakhe | B.Com III | 18 |
| 51 | Yogesh Gajanan Diwane | B.Com II | 18 |
| 52 | Ganesh Kailas Ghate | B.Com II | 18 |
| 53 | Manisha Ananta Shimbre | B.Com II | 16 |
| 54 | Gaurav Ashok Ingle | B.Com II | 14 |
| 55 | Bharti Shaligram Amle | B.A I | 14 |
| 56 | Vaishnavi Gopal Datey | B.A I | 12 |
| 57 | Sachin Gajanan Sawale | B.A II | 14 |

IQAC CO-ORDINATOR Shri Shivaji Arts, Commerce and Science College, Motala



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Principal Shri Shivaji Arts, Commerce & Science College, Motala, Dist-Buldana

SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST.BULDANA (M.S.)

DEPARTMENT OF COMPUTER SCIENCE (2018-19) THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Excel

Unit Test (MCQ)

Marks: - 20

Student Name

Date: - 13/02/2019

QnM 5.1.2

Notice: -1) All questions must be solved 2) Each question 02 marks 1. This is not a function category in Excel. (A) Logical (B) Text (C) Financial (D) Data series 2. Which bar show the used formula of selected active cell? (A) Formula bar (B) Ribbon (C) Menu bar (D) Scroll bar 3. Excel documents are stored as files called (A) Workgroups (B) Worktables (C) Worksheets (D) Workforce 4. Formulas in Excel are made up of (A) Arithmetical operators and functions (B) Only arithmetic operators (D) Only functions (C) Only symbols 5. Which of the following is the comparison operator? (B) ^ (A) * (C) =(D) +6. On an Excel sheet, the active cell is indicated by (B) A dotted border (A) A dark wide border (C) A blinking border (D) None of the above

| 7 | . Which sign indicate | to multiplication? | | |
|---|--------------------------|--------------------------|------------------|-------------------|
| | (A) Asterisk | (B) Caret | (C) Percent sign | (D) Forward slash |
| 8 | Workbook is a colle | ection of | | |
| | (A) Worksheets | (B) Page set-up | (C) Buttons | (D) Diagrams |
| 9 | . The worksheet name | es appear on tabs at the | of the workboo | ok window. |
| | (A) Bottom right | (B) Bottom left | (C) Top left | (D) Top right |
| 1 | 0. The default file exte | ension of MS-Excel is | | |
| | (A) xlr | (B) xls | (C) exe | (D) exl |

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Principal Principal Shri Shivaji Arts, Commerce & Science College, Hetzda, Dist-Buldana

QnM 5.1.2

SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST.BULDANA (M.S.)

DEPARTMENT OF COMPUTER SCIENCE (2018-19) THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Excel

Unit Test (MCQ)

Answer key

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| 1. | D |
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| 2. | А |
| 3. | С |
| 4. | A |
| 5. | С |
| 6. | A |
| 7. | A |
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IQAC CO-ORDINATOR Shri Shivaji Arts,Commerce and Science College,Motala

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Principal Shri Shivaji Arts, Commerce & Science College, Motala, Dist-Buldana

SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST.BULDANA (M.S.)

DEPARTMENT OF COMPUTER SCIENCE (2018-19) THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Excel

REGISTRATION FORM

Personal Information

| Full Name of Student (In Block Letters) | PREYANKA ASHOK DONGARE |
|--|---|
| Class | BisciII |
| Name of the College | shrishivaji Apts, commence and Science College, motala |
| Mobile No. | 7798037238 |
| E-mail Address | dongareppiyan kapgmall.com |
| Address for Correspondence | ATT. Post. Jaipure |

No Registration Fee. Date 04/01/2013

P.A. Dongare Signature of the participant

SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST.BULDANA (M.S.)

DEPARTMENT OF COMPUTER SCIENCE (2018-19) THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Excel

Unit Test (MCQ)

Marks: - 20

Date: - 13/02/2019

QnM 5.1.2

Datta Sudashiv Thakape Student Name

Notice: - 1) All questions must be solved

2) Each question 02 marks

| A. This is not a function | n category in Excel. | | |
|---|--------------------------|---------------------|-------------------|
| (A) Logical | (B) Text | Financial | (D) Data series |
| 2. Which bar show the | used formula of selec | ted active cell? | |
| | (B) Ribbon | | (D) Scroll bar |
| | e stored as files called | | |
| (A) Workgroups | (B) Worktables | (C) Worksheets | (D) Workforce |
| 4. Formulas in Excel an | | | |
| (A) Arithmetical ope | | (B) Only arithmetic | c operators |
| (C) Only symbols | | | |
| 5. Which of the follow | ing is the comparison | | |
| (A) * | (B) ^ | -(C) = | (D) + |
| 6. On an Excel sheet, th | | | |
| | der (B) | | |
| | er (D) 1 | None of the above | |
| 74 Which sign indicate | | _ | |
| (A) Asterisk | | -(C) Percent sign | (D) Forward slash |
| 8. Workbook is a collec | | | |
| (A) Worksheets | (B) Page set-up | (C) Buttons | (D) Diagrams |
| 9. The worksheet name | | | |
| and the second | | (C) Top left | (D) Top right |
| 10. The default file exter | / | | |
| (A) xlr | (B) xls | (C) exe | (D) exl |

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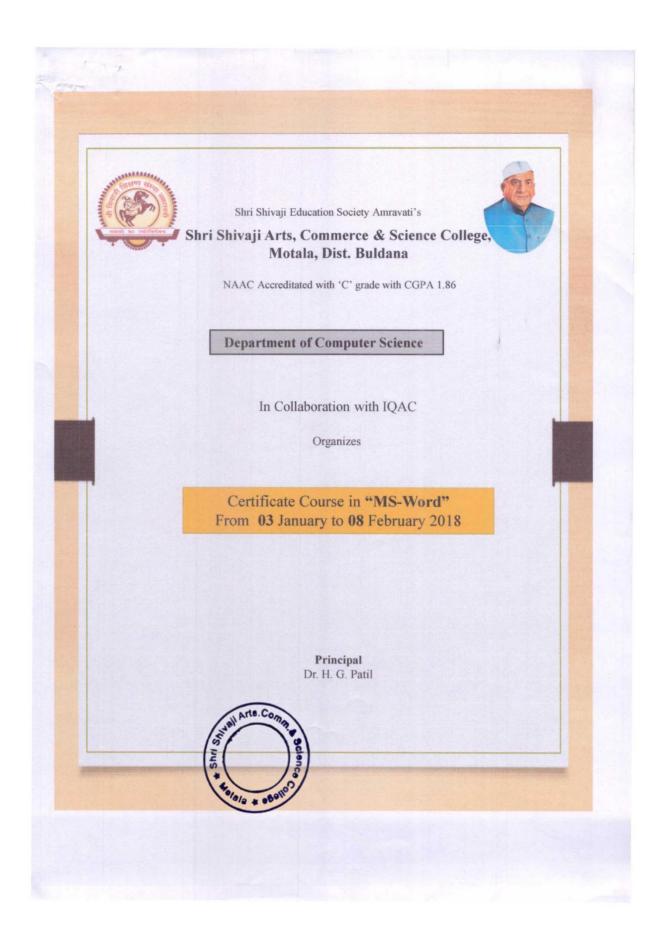
Principal Shri Shivaji Arts,Commerce & Science College, Motala.Dist-Buldana

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ICT/ Computing Skills 2017-18



SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST.BULDANA (M.S.)

DEPARTMENT OF COMPUTER SCIENCE (2017-18) THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Word

NOTICE

All the students of **B.A. B.Com. And B.Sc.** are hereby notified that the Department of Computer Science has organized Thirty days certificate course on the topic MS Word <u>from 03 January to 08 February 2018.</u>

Interested and desirous students can enroll their name for the course. They should contact Prof. Ashwin P. Patil.

Participation certificate will be given at the end of course.

N. B. No Registration Fee.

Z

Course Co-Ordinator (Prof. A. P. Patil)

CHPalk Principal

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(Prof. Dr. H. G. Patil)

Principal Shrl Shivaji Arts,Commerce & Science College, Motala.Dist-Buldana



IQAC CO-ORDINATOR Shri Shivaji Arts, Commerce and Science College, Motala

SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S

SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA, DIST.BULDANA (M.S.)

DEPARTMENT OF COMPUTER SCIENCE (Academic Year 2017-18)

To,

The Principal, Shri Shivaji Arts, Commerce and Science College, Motala, Dist. Buldana

Subject: Regarding to conduct a Thirty days certificate course on the topic MS Word from 03 January to 08 February 2018.

Respected Sir,

To encourage everyone to study MS Word and work diligently on computers, the college's Department of Computer Science is planning a thirty-day certificate course on the subject from 03 January to 08 February 2018. Therefore, we need your permission to do so.

Course & Dept. Coordinator,

Prof. Ashwin P. Patil

Holow IQAC CO-ORDINATOR

Shri Shivaji Arts,Commerce and Science College,Motala



Principal Shri Shivaji Arts, Commerce & Science College, Motala, Dist-Buldana

SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST.BULDANA (M.S.)

DEPARTMENT OF COMPUTER SCIENCE (2017-18) THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Word

REGISTRATION FORM

Personal Information

| Full Name of Student (In Block Letters) | |
|--|--|
| Class | |
| Name of the College | |
| Mobile No. | |
| E-mail Address | |
| Address for Correspondence | |

No Registration Fee.

Date :....

Signature of the participant

Apalit 00 olonta Principal Shri Shivaji Arte,Commerce IQAC CO-ORDINATOR & Science College, Motala.Dist-Buldana Shri Shivaji Arts,Commerce and Science College,Motala BI Arts, Com 0 101

SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST. BULDANA (M.S.) DEPARTMENT OF COMPUTER SCIENCE (2017-18) THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Word

(Contents)

1. Introduction of MS Word

- What is MS Word?
- Where to find MS Word on your personal computer?
- What are the uses of MS Word?
- How to create an MS Word document?

2. Features of MS Word

- Home
 - 1. colour
 - 2. font size
 - 3. font style
 - 4. alignment
 - 5. bullets
 - 6. line spacing, etc.
- Insert
 - 1. Tables, shapes
 - 2. Images
 - 3. Charts
 - 4. Graphs
 - 5. Header
 - 6. Footer
 - 7. Page number, etc.
- Design
 - 1. Template
 - 2. Themes
 - 3. Paragraph Spacing
 - 4. Page color
 - 5. Page Border
 - 6. Effects
 - Page Layout
 - 1. Margin
 - 2. Orientation
 - 3. Page Size
 - Column
 Lines
 - 6. Hyphenation



QnM 5.1.2

- 7. Indentation
- 8. Spacing, etc.
- References
 - 1. Citation
 - Footnote
 Endnote
 - Enclide
 Table of contents
 - 4. Table of conte
 - 5. Caption
- 6. Bibliography, etc.
- Review
 - 1. Spell check
 - 2. Grammar check
 - 3. Thesaurus
 - 4. Word count
 - 5. Language
 - 6. Translation
 - 7. Comments, etc.

3. MS Word shortcut keys

- Ctrl+ A
- Ctrl+ B
- Ctrl+ C
- Ctrl+ D
- Ctrl+ P
- Ctrl+ X
- Ctrl+ V
- Ctrl+ U
- Ctrl+ Y
- Ctrl+ Z, etc.

4. The Conclusion

- Microsoft Word, a robust software that has stood the test of time and is considered the
 most widely-used word processing program, which meets the standards of the
 industry. This industry standard word processing, is commonly utilized for writing
 documents for usage on both business and personal levels.
- It features toolbar layouts that have customized application toolbars, facilitates using templates and customizing formatting of page. Word facilitates co-authoring in real time and it allows for image manipulation and integrated graphics drawing, database integration and mail merging of documents and sophisticated macro scripting support.
- You can easily produce straightforward word processing documents like letters and reports with Microsoft Word, which also lets you incorporate colour and clip art. Utilizing different fonts and font sizes, tables, borders, and bullet formatting decreases

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IQAC CO-ORDINATOR

Shri Shivaji Arts, Commerce

d Science College, Motala

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Principal

Shri Shivaji Arts, Commerce

& Science College, Motala, Dist-Buldana

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SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST. BULDANA (M.S.)

Department of Computer Science Academic Year (2017-18)

THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Word During 03 January to 08 February 2018

Time Table

The certificate course was conducted in offline mode for Thirty days as per the scheduled timetable. All the following lectures are conducted by the Department of Computer Science

| TIME-TABLE | | | | |
|------------|------------|------------|------------|--|
| DAY | DAY | DAY | DAY | |
| Wednesday | Friday | Tuesday | Friday | |
| 03.01.2018 | 12.01.2018 | 23.01.2018 | 02.02.2018 | |
| Thursday | Saturday | Wednesday | Saturday | |
| 04.01.2018 | 13.01.2018 | 24.01.2018 | 03.02.2018 | |
| Friday | Tuesday | Thursday | Monday | |
| 05.01.2018 | 16.01.2018 | 25.01.2018 | 05.02.2018 | |
| Saturday | Wednesday | Saturday | Tuesday | |
| 06.01.2018 | 17.01.2018 | 27.01.2018 | 06.02.2018 | |
| Monday | Thursday | Monday | Wednesday | |
| 08.01.2018 | 18.01.2018 | 29.01.2018 | 07.02.2018 | |
| Tuesday | Friday | Tuesday | Thursday | |
| 09.01.2018 | 19.01.2018 | 30.01.2018 | 08.02.2018 | |
| Wednesday | Saturday | Wednesday | | |
| 10.01.2018 | 20.01.2018 | 31.01.2018 | | |
| Thursday | Monday | Thursday | | |
| 11.01.2018 | 22.01.2018 | 01.02.2018 | | |

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Course Co-Ordinator

Prof. A. P. Patil

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anterpol IQAC CO-ORDINATOR Shri Shivaji Arts,Commerce and Science College,Motala

Ppate

Principal

Dr. H. G. Patil Principal Shrl Shivaji Arts,Commerce & Science College, Motala,Dist-Buldana

SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST. BULDANA (M.S.) DEPARTMENT OF COMPUTER SCIENCE (2017-18) THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

| | | MS | N | or | d | |
|------|----|---------|----|----|-------------|----|
| From | 03 | January | to | 08 | February 20 | 18 |

CONTENTS

| Days | Topic | Page No |
|------|-------------------------|---------|
| 1 | Introduction of MS Word | 1 |
| 2 | Features of MS Word | 1 |
| 3 | Home | 1 |
| 4 | Insert | 1 |
| 5 | Design | 1 |
| 6 | Page Layout | 2 |
| 7 | References | 2 |
| 8 | Review | 2 |
| 9 | MS Word shortcut keys | 2 |
| 10 | The Conclusion | 2 |



| | SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S |
|-----------|--|
| SHRI SHIV | AJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA |
| | DIST.BULDANA (M.S.) |
| I | DEPARTMENT OF COMPUTER SCIENCE (2017-18) |
| Т | HIRTY DAYS CERTIFICATE COURSE ON THE TOPIC |

MS Word From 03 January to 08 February 2018

FEEDBACK FORM

Dear Students,

Thank you for your participation in Thirty days certificate course on The MS Word. The department would like you to complete following course evaluation feedback. Your feedback will enable us to improve our course and fulfill your needs in future.

Tick mark $(\sqrt{})$ the appropriate option.

| 1. How was the o | certificate course acco | rding to your opin | nion? | |
|----------------------|--|---------------------|---|--|
| A. Excellent | B. Very good | C. Good | D. Satisfactory | |
| 2. Why it is impo | ortant to the learn MS | Word? | | |
| A. Easy reading a | and easy writing | B. Easily creat | te document | |
| C. To be successf | ful in life | D. To be good | writer | |
| 3. How was the t | eaching art of resourc | e person? | | |
| A. Excellent | B. Very Good | C. Good | D. Satisfactory | |
| 4. What should l | be done to learn MS W | vord? | | |
| A. Use the MS W | ord program | B. Find out wh | nat you need to know | |
| C. Read a lot of b | ooks on this. | D. All of the a | D. All of the above | |
| 5. What should h | be the duration of such | 1 courses? | | |
| A.7 days | B.10 days | C.15 days | D. One month | |
| Any suggestion | | | | |
| Name of Student | | | | |
| Date | Class | | Sign | |
| Shri Shiva & Scie | rincipal ji Arts,Commerce mce College, Dist-Buldana | Commance a received | IOAC CO-ORDINATOR Shri Shivaji Arts,Commerce and Science College,Motala | |

SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST.BULDANA (M.S.)

DEPARTMENT OF COMPUTER SCIENCE (2017-18) THIRTY DAYSCERTIFICATE COURSE ON THE TOPIC

MS WORD

CERTIFICATE

This is to certify that Mr./Ms._

a student of ______ has participated in and successfully completed the Thirty days Certificate Course on the topic <u>MS Word</u> organized by the Department of Computer Science, held from <u>03 January to 08 February 2018.</u>

Hence, this certificate of participation & appreciation is being bestowed upon him/her.

anen IOAC

Co-Ordinator (Prof.A.S.Meherkar) IQAC CO-ORDINATOR Shri Shivaji Arts,Commerce and Science College,Motala

Course Co-Ordinator

(Prof. A. P. Patil)



apate

Principal (Prof. Dr. H. G. Patil) Principal Shrl Shivaji Arts,Commerce & Science College, Motala,Dist-Buldana

SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST.BULDANA (M.S.)

DEPARTMENT OF COMPUTER SCIENCE (2017-18) THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Word

Report

Under the direction of Honorable Principal Dr. H. G. Patil, the college's department of computer science held a 30-day certificate course in MS-Word from 3 January to 8 February 2018. Daily offline lectures consisted of one hour. The student was assisted by knowledgeable professors from the computer science department. Together with syllabus subjects, emphasis was placed on practical. The college students' participation in this course was a notable response. Students were also required to learn how to use a computer and MS-Word aside from these. Also, students prepare their resume, documents, records and a letter to another person. The interim professors from the Department of Computer Science were in charge of leading the session, making the proposal of thanks, and making all technological arrangements.

| List | of | Enroll | Students |
|------|----|--------|-------------------------------------|
| | | | and the second second second second |

| SR. No | Name of the student | Class |
|--------|-------------------------|-------|
| 1 | Vidya Santosh Dange | BSc I |
| 2 | Roshani Wasudeo Mapari | BSc I |
| 3 | Aarti Madhukar Mapari | BSc I |
| 4 | Komal Vijay Shinde | BSc I |
| 5 | Shailesh Bhagwan Dandge | BSc I |
| 6 | Bharti Vinod Pachpande | BSc I |
| 7 | Atul Avinash Wale | BSc I |
| 8 | Prerana Gajanan Ingle | BSc I |
| 9 | Punam Prakash Paraskar | BSc I |



| 10 | Sneha Ashok Sarkate | BSc I |
|----|----------------------------|---------|
| 11 | Sarita Ramesh Patil | BSc I |
| 12 | Sonali Pralhad Sarode | BSc I |
| 13 | Rohini Hari Sarode | BSc I |
| 14 | Aarti Ganesh Pakhare | BSc I |
| 15 | Pratik Arun Wakode | BSc II |
| 16 | Dipak Ganesh Itnare | BSc II |
| 17 | Pradnya Anil Kinge | BSc II |
| 18 | Priti Vijay Kinge | BSc II |
| 19 | Vaishnavi Sanjay Naphade | BSc II |
| 20 | Sujata Arun Rane | BSc II |
| 21 | Roshani Vijay Kinge | BSc II |
| 22 | Nikita Aniruddha Naphade | BSc II |
| 23 | Jaya Bhaurao Shiral | BSc III |
| 24 | Shahrukh Farukh Shaikh | BSc III |
| 25 | Durga Rambhau Mirge | BSc III |
| 26 | Suvarna Panjabrao Mapari | BSc III |
| 27 | Suvarna Pundlik Bajode | BSc III |
| 28 | Preeti Prabhakar Ujjainkar | BSc III |
| 29 | Renuka Santosh Dhon | BSc III |
| 30 | Shraddha Rajesh Satao | BSc III |
| 31 | Ashvini Kaduba Pokale | B.A I |
| 32 | Shital Subhash Dalavi | B.A I |
| 33 | Suresh Dinkar Ingle | B.A I |
| 34 | Akash Chandrabhan Ingle | B.A I |
| 35 | Arti Sanjay Lokhande | B.A I |
| | Arts. Comp. Bellenco | |

| 36 | Ashwini Gajanan Shingote | B.A I |
|-------|--|--|
| 37 | Shital Sheshrao Ingle | B.A I |
| 38 | Nikhil Santosh Ingle | B.A I |
| 39 | Roshani Vinayak More | B.A I |
| 40 | Prashant Bhimrao Gurchavale | B.A II |
| 41 | Sandesh Ishwar Waghode | B.A II |
| 42 | Rushikesh Sanjay Wankhede | B.A II |
| 43 | Amrapali Nandkishor Kharate | B.A II |
| 44 | Vaishali Prakash Kharate | B.A II |
| 45 | Radha Eknath Katkar | B.A III |
| 46 | Karuna Arun Wale | B.A III |
| 47 | Ganesh Shivhari Mapari | B.A III |
| 48 | Vikas Bharat Landge | B.A III |
| 49 | Gajanan Purushottam Datey | B.A III |
| 50 | Gayatri Purushottam Shinde | B.Com I |
| 51 | Jayashri Bhagwan Allhat | B.Com I |
| 52 | Kanchan Sunil Kharche | B.Com I |
| 53 | Ashwini Dnyandev Kharche | B.Com II |
| Ohd C | C COLORDINATOR iniveji Arts, Commerce ctence College, Motala | Principal Shri Shivaji Arts, Commerce & Science College, Motata, Dist-Buldana |

SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, **MOTALA DIST.BULDANA (M.S.)**

DEPARTMENT OF COMPUTER SCIENCE (2017-18) THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Word

Teaching Faculty Profile

| Sr. No | Name of Teaching staff | |
|-----------|------------------------------|--|
| 1 | Ku. Smita R. Kinge | |
| 2 | Ku. Smita G. Rane | |
| 3 | Ku. Bhagyashri. B. Chaudhari | |
| 4 | Mr. Ashwin P. Patil | |

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Apatul Principal Shri Shivaji Arts,Commerce & Science College, Motala,Dist-Buldana



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SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST. BULDANA (M.S.) DEPARTMENT OF COMPUTER SCIENCE CERTIFICATE COURSE ON MS WORD ACADEMIC YEAR 2017-18

QnM 5.1.2

| SR. No | Name of the student | Class |
|--------|----------------------------|---------|
| 1 | Vidya Santosh Dange | BSc 1 |
| 2 | Roshani Wasudeo Mapari | BSc I |
| 3 | Aarti Madhukar Mapari | BSc 1 |
| 4 | Komal Vijay Shinde | BSc I |
| 5 | Shailesh Bhagwan Dandge | BSc I |
| 6 | Bharti Vinod Pachpande | BSc I |
| 7 | Atul Avinash Wale | BSc 1 |
| 8 | Prerana Gajanan Ingle | BSc I |
| 9 | Punam Prakash Paraskar | BSc I |
| 10 | Sneha Ashok Sarkate | BSc I |
| 11 | Sarita Ramesh Patil | BSc I |
| 12 | Sonali Pralhad Sarode | BSc I |
| 13 | Rohini Hari Sarode | BSc I |
| 14 | Aarti Ganesh Pakhare | BSc I |
| 15 | Pratik Arun Wakode | BSc II |
| 16 | Dipak Ganesh Itnare | BSc II |
| 17 | Pradnya Anil Kinge | BSc II |
| 18 | Priti Vijay Kinge | BSc II |
| 19 | Vaishnavi Sanjay Naphade | BSc II |
| 20 | Sujata Arun Rane | BSc II |
| 21 | Roshani Vijay Kinge | BSc II |
| 22 | Nikita Aniruddha Naphade | BSc II |
| 23 | Jaya Bhaurao Shiral | BSc III |
| 24 | Shahrukh Farukh Shaikh | BSc III |
| 25 | Durga Rambhau Mirge | BSc III |
| 26 | Suvarna Panjabrao Mapari | BSc III |
| 27 | Suvarna Pundlik Bajode | BSc III |
| 28 | Preeti Prabhakar Ujjainkar | BSc III |
| | Renuka Santosh Dhon | |



SHRI SHIVAJI ARTS COMMERCE AND SCIENCE COLLEGE MOTALA

QnM 5.1.2

| 30 | Shraddha Rajesh Satao | BSc III |
|----|-----------------------------|----------|
| 31 | Ashvini Kaduba Pokale | B.A I |
| 32 | Shital Subhash Dalavi | B.A I |
| 33 | Suresh Dinkar Ingle | B.A I |
| 34 | Akash Chandrabhan Ingle | B.A I |
| 35 | Arti Sanjay Lokhande | B.A I |
| 36 | Ashwini Gajanan Shingote | B.A I |
| 37 | Shital Sheshrao Ingle | B.A I |
| 38 | Nikhil Santosh Ingle | B.A I |
| 39 | Roshani Vinayak More | B.A I |
| 40 | Prashant Bhimrao Gurchavale | B.A II |
| 41 | Sandesh Ishwar Waghode | B.A II |
| 42 | Rushikesh Sanjay Wankhede | B.A II |
| 43 | Amrapali Nandkishor Kharate | B.A II |
| 44 | Vaishali Prakash Kharate | B.A II |
| 45 | Radha Eknath Katkar | B.A III |
| 46 | Karuna Arun Wale | B.A III |
| 47 | Ganesh Shivhari Mapari | B.A III |
| 48 | Vikas Bharat Landge | B.A III |
| 49 | Gajanan Purushottam Datey | B.A III |
| 50 | Gayatri Purushottam Shinde | B.Com I |
| 51 | Jayashri Bhagwan Allhat | B.Com I |
| 52 | Kanchan Sunil Kharche | B.Com I |
| 53 | Ashwini Dnyandev Kharche | B.Com II |

IQAC CO-ORDINATOR Shri Shivaji Arts, Commerce and Science College, Motala

Principal Principal Shri Shivaji Arts, Commerce & Science College, Motala, Dist-Buldana

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SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST. BULDANA (M.S.) DEPARTMENT OF COMPUTER SCIENCE CERTIFICATE COURSE ON MS WORD ACADEMIC YEAR 2017-18

QnM 5.1.2

Marks statement

| SR. No | Name of the student | Class | Marks out of 20 |
|--------|----------------------------|---------|-----------------|
| 1 | Vidya Santosh Dange | BSc I | 18 |
| 2 | Roshani Wasudeo Mapari | BSc I | 16 |
| 3 | Aarti Madhukar Mapari | BSc I | 18 |
| 4 | Komal Vijay Shinde | BSc I | 18 |
| 5 | Shailesh Bhagwan Dandge | BSc I | 14 |
| 6 | Bharti Vinod Pachpande | BSc I | 12 |
| 7 | Atul Avinash Wale | BSc I | 14 |
| 8 | Prerana Gajanan Ingle | BSc I | 18 |
| 9 | Punam Prakash Paraskar | BSc I | 20 |
| 10 | Sneha Ashok Sarkate | BSc I | 18 |
| 11 | Sarita Ramesh Patil | BSc I | 14 |
| 12 | Sonali Pralhad Sarode | BSc I | 16 |
| 13 | Rohini Hari Sarode | BSc I | 16 |
| 14 | Aarti Ganesh Pakhare | BSc I | 14 |
| 15 | Pratik Arun Wakode | BSc II | 16 |
| 16 | Dipak Ganesh Itnare | BSc II | 16 |
| 17 | Pradnya Anil Kinge | BSc II | 18 |
| 18 | Priti Vijay Kinge | BSc II | 14 |
| 19 | Vaishnavi Sanjay Naphade | BSc II | 14 |
| 20 | Sujata Arun Rane | BSc II | 14 |
| 21 | Roshani Vijay Kinge | BSc II | 18 |
| 22 | Nikita Aniruddha Naphade | BSc II | 16 |
| 23 | Jaya Bhaurao Shiral | BSc III | 16 |
| 24 | Shahrukh Farukh Shaikh | BSc III | 14 |
| 25 | Durga Rambhau Mirge | BSc III | 14 |
| 26 | Suvarna Panjabrao Mapari | BSc III | 16 |
| 27 | Suvarna Pundlik Bajode | BSc III | 14 |
| 28 | Preeti Prabhakar Ujjainkar | BSc III | 16 |
| 29 | Renuka Santosh Dhon | BSc III | 12 |
| 30 | Shraddha Rajesh Satao | BSc III | 12 |
| 31 | Ashvini Kaduba Pokale | B.A I | 14 |
| 32 | Shital Subhash Dalavi | B.A I | 18 |
| 33 | Suresh Dinkar Ingle | B.A I | 16 |
| 34 | Akash Chandrabhan Ingle | B.A I | 12 |
| 35 | Arti Sanjay Lokhande | B.A I | 14 |
| 36 | Ashwini Gajanan Shingote | B.A I | 16 |
| 37 | Shital Sheshrao Ingle | B.A I | 18 |



| 38 | Nikhil Santosh Ingle | B.A I | 16 |
|----|-----------------------------|----------|----|
| 39 | Roshani Vinayak More | B.A I | 18 |
| 40 | Prashant Bhimrao Gurchavale | B.A II | 12 |
| 41 | Sandesh Ishwar Waghode | B.A II | 14 |
| 42 | Rushikesh Sanjay Wankhede | B.A II | 16 |
| 43 | Amrapali Nandkishor Kharate | B.A II | 18 |
| 44 | Vaishali Prakash Kharate | B.A II | 18 |
| 45 | Radha Eknath Katkar | B.A III | 16 |
| 46 | Karuna Arun Wale | B.A III | 16 |
| 47 | Ganesh Shivhari Mapari | B.A III | 16 |
| 48 | Vikas Bharat Landge | B.A III | 18 |
| 49 | Gajanan Purushottam Datey | B.A III | 12 |
| 50 | Gayatri Purushottam Shinde | B.Com I | 14 |
| 51 | Jayashri Bhagwan Allhat | B.Com I | 14 |
| 52 | Kanchan Sunil Kharche | B.Com I | 16 |
| 53 | Ashwini Dnyandev Kharche | B.Com II | 14 |

IQAC CO-ORDINATOR Shri Shivaji Arts, Commerce and Science College, Motala

Apath

Principal Shri Shivaji Arts, Commerce & Science College, Motala, Dist-Buldana



| GB, | | | of | Principal Dr. H. G. Patil Shraji Ars. Commerce & Science College, Modal Dist Buldana | |
|---|-------------------------------------|-------------|--------------------------------|---|----------------------|
| SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA, DIST. BULDANA (M.S.) DEPARTMENT OF COMPUTER SCIENCE | CERTIFICATE COURSE ON MS WORD | CERTIFICATE | This is to certify that Mr./Ms | Hence, this certificate of participation & appreciation being bestowed upon him/her. Course Co-Ordinator Prof. A. P. Patil Index co-ORDINATOR Shirshivali Arts. Commerce and Science College, Motala | Arts. His Hasia * |

SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA **DIST.BULDANA (M.S.)**

DEPARTMENT OF COMPUTER SCIENCE (2017-18) THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Word

Unit Test (MCQ)

Marks: - 20

Date: - 08/02/2018

Student Name

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Principal Shri Shivaji Arts,Comme Arts,Comme Shivaji Arts,Com

QnM 5.1.2

1) All questions must be solved Notice: -

2) Each question 02 marks

| | hich is not in MS | | | (D) Dald |
|-------|----------------------|----------------------|-------------------------------|-------------------|
| 1. |) Italic | | | (D) Bold |
| | | | inting area on a page? | |
| (A | .) Clipart | (B) Margins | (C) Header | (D) Footer |
| 3. Fo | ormatting is perfe | ormed on | | |
| (A |) Text | (B) Table | (C) Menu | (D) Both (a) & (b |
| 4. W | hich of the follo | wing software is use | ed for making a resume? | |
| (A |) MS Excel | (B) MS Word | (C) Dev C | (D) Java |
| 5. Se | elect all the text i | n MS Word docume | ent by | |
| | | (B) Ctrl + 1 | (C) $Ctrl + A$ | (D) $Ctrl + V$ |
| | rl + N is used to | | | |
| | | | B) Open the Document | |
| 1 |) Create a New | Document (| D) Close the Document | |
| | rl + C is used to | , | D) Caus taut | |
| |) Copy text | | B) Save text D) Paste text | |
| | c) Move to text | would most likely b | | |
| | | | (B) Computer searc | h in media centre |
| |) Maintain an in | | (D)Type a biograph | ıy |
| | trl + Z is used to | | | |
| (A |) Undo | (B) Select text | (C) Font Option | (D) Size |
| 10. | feat | ure of MS Word hel | ps to create a list in a docu | iment. |
| | A) Word Art | | B) Scaling | |
| (C | C) Bullets & Nun | nbering (| D) Word Wrap | |
| | | | | |
| | | | (A) | patt |
| | | | De | incipal |
| | | | Shri Shivai | i Arts,Commerce |
| | 0 | Scommerc | & Scier | nce College, |
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Motala

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SHRI SHIVAJI ARTS COMMERCE AND SCIENCE COLLEGE MOTALA

QnM 5.1.2

SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST.BULDANA (M.S.)

DEPARTMENT OF COMPUTER SCIENCE (2017-18) THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Word

Unit Test (MCQ)

Answer key

| 1. | В |
|-----|---|
| 2. | В |
| 3. | D |
| 4. | В |
| 5. | С |
| 6. | С |
| 7. | Α |
| 8. | D |
| 9. | A |
| 10. | С |

Cholenter

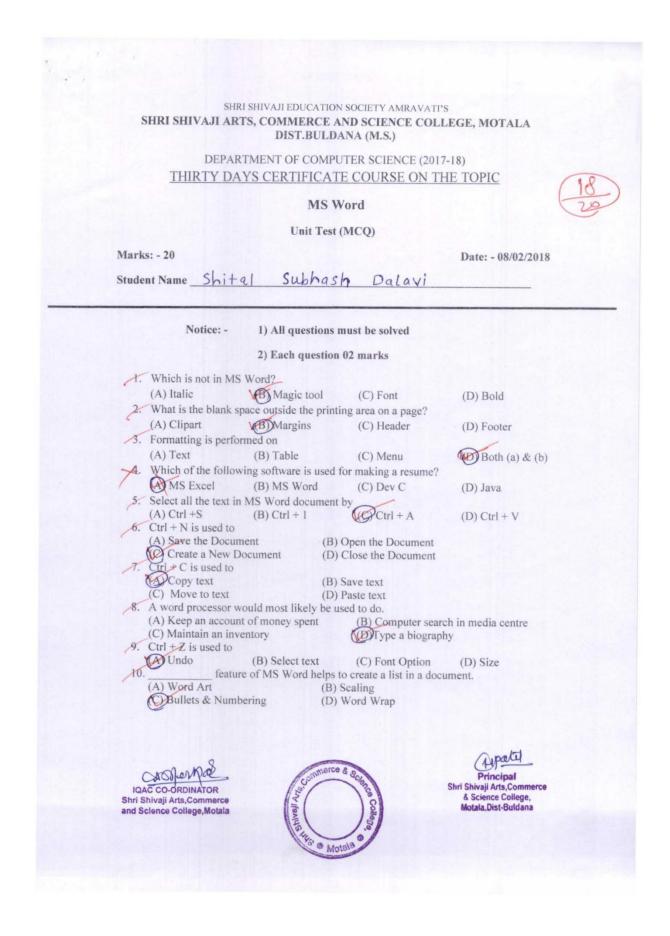
IQAC CO-ORDINATOR Shri Shivaji Arts,Commerce and Science College,Motala



Principal Shri Shivaji Arts, Commerce & Science College, Motala, Dist-Buldana



QnM 5.1.2



SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST.BULDANA (M.S.) DEPARTMENT OF COMPUTER SCIENCE (2017-18)

QnM 5.1.2

THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Word

Unit Test (MCQ)

Marks: - 20

Date: - 08/02/2018

Student Name Protik Arun Wakode

Notice: -1) All questions must be solved 2) Each question 02 marks 1. Which is not in MS Word? (D) Bold (A) Italic Magic tool (C) Font 2. What is the blank space outside the printing area on a page? (A) Clipart Margins (C) Header (D) Footer 3. Formatting is performed on (C) Menu (D) Both (a) & (b) (A) Text (B) Table 4. Which of the following software is used for making a resume? (B)MS Word (A) MS Excel (C) Dev C (D) Java 5. Select all the text in MS Word document by (D) Ctrl + V(A) Ctrl +S (B) Ctrl + 1 C)Ctrl + A 6. Ctrl + N is used to (A) Save the Document Create a New Document (B) Open the Document (D) Close the Document 7. Ctrl + e is used to (B) Save text ACopy text (C) Move to text (D) Paste text 8. A word processor would most likely be used to do. Computer search in media centre (A) Keep an account of money spent (C) Maintain an inventory (D)Type a biography 9. Ctrl + Z is used to Font Option (D) Size (A) Undo (B) Select text feature of MS Word helps to create a list in a document. 10.

(B) Scaling

(D) Word Wrap

(A) Word Art

Bullets & Numbering

QnM 5.1.2

| SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST.BULDANA (M.S.) DEPARTMENT OF COMPUTER SCIENCE (2017-18) |
|--|
| THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC |
| MS Word |
| Unit Test (MCQ) |
| Marks: - 20 Date: - 08/02/2018 |
| Student Name Amzapali Nandkishoz Khazate |
| Notice: - 1) All questions must be solved |
| 2) Each question 02 marks |
| Which is not in MS Word? (A) Italic (B) Magic tool (C) Font (D) Bold What is the blank space outside the printing area on a page? |
| (A) Clipart(B) Margins(C) Header(D) Footer3. Formatting is performed on (A) Text(B) Table(C) Menu(D) Both (a) & (b) |
| 4. Which of the following software is used for making a resume? (A) MS Excel (B) MS Word (C) Dev C (D) Java 5. Select all the text in MS Word document by (D) Circle M |
| (A) Ctrl +S (B) Ctrl + 1 (Ctrl + N is used to (A) Save the Document (B) Open the Document (D) Close the Document |
| 7. Ctrl + C is used to (D) Close the Document (D) Close the Document |
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SHRI SHIVAJI EDUCATION SOCIETY AMRAVATI'S SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA DIST.BULDANA (M.S.)

DEPARTMENT OF COMPUTER SCIENCE (2017-18) THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

MS Word

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V.S. Dange. Signature of the participant



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DEPARTMENT OF COMPUTER SCIENCE (2017-18) THIRTY DAYS CERTIFICATE COURSE ON THE TOPIC

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Date : 01/1/2018.

5.5. Dalavi Signature of the participant



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| | | | ACADEMIC | | | | | | | | 1 | - |
| SR. No | Name of the student | Class | 03.01.2018 | 04.01.2018 | 05.01.2018 | 06.01.2018 | 08.01.2018 | 09.01.2018 | 10.01.2018 | 11.01.2018 | 12.01.2018 | 13.01. |
| 1 | Vidya Santosh Dange | BSc I | V-S-Dang | VI.S.Darge | V.S. Dange | V.S. Dange | V.S.Dange | V.S.Dange | V.S. Jange | V.S. Dange | V.B. Dang. | V.SD |
| 2 | Roshani Wasudeo Mapari | BSc 1 | Q Magnei | R. Magie | P. Mappei | RMERI | KMARABI | Rimataki | Romaliaei | R. Maraei | Romalde | Rink |
| 3 | Aarti Madhukar Mapari | BSc 1 | AMATORIE | A.M. Melfet | A.M.M.A.P. | A.M.MORE | A.M.Mar | AM Mara | A.M. MdB | A.Marcher | Andrei | AiMe |
| 4 | Komal Vijay Shinde | BSc I | k.J.shinde | K.J. shink | K.J.shinde | k.J. shind | k.V.Shind | K.V.Shind | k.V.Shind | k.J. shind | k.J.shind | K.J.S |
| 5 | Shailesh Bhagwan Dandge | BSc 1 | 5.8.0 0000 | 9. B. Danda | S. B. Danda | S.B.Danda | 5 8 Danda | S & Danda | S.B. Dandge | S-B-Danda | S.B. Danda | SBC |
| 6 | Bharti Vinod Pachpande | BSc 1 | B. V. Pach Rea | B.J. PachPath | B.J. Puch Par | B. J. PachPan | Bal Perch Par | B.J. PachPa | B. V. Pactipa | B.J. Peretipy | needs. J. Hachilan | AB.JP |
| 7 | Atul Avinash Wale | BSc I | Apude | BALLORE | Bawalk | AAUDIE | Aluble | BAUDIE | DAWAR | Aude | ABWOLK | GAL |
| 8 | Prerana Gajanan Ingle | BSc I | P.G. Ingle | P.G. Ingle | P.G. Ingl | P.G. Ingle | P.G. Ingle | P.G. Ingle | P.G.Ingk | | P.G. Tayle | |
| 9 | Punam Prakash Paraskar | BSc 1 | P. Paraska | P. Paraslies | P. Paras Ker | p. anda Kep | P. Paraster | p. Pazaska | g Garaska | Playaske | 8 Paserster | PAR |
| 10 | Sneha Ashok Sarkate | BSc I | 5. A. Salekat | S-A-SAPKA | S-A-SODKOK | S-A-SUPKA | 5.A.P.100 | E S. A.Sapta | S-A-SODKO | S-A.Saptu | 5.A-50100 | 1 .S. 0 |
| 11 | Sarita Ramesh Patil | BSc I | Brohn | PRAS | SBEULI | golda Lil | GROUTH | Stalil, | SPRudit | Stall | Solaly | 3h |
| 12 | Sonali Pralhad Sarode | BSc I | Brend | Reela | Ascide | Jor Failed | Belal | FELDOCE | Col Scool | Sychack | Span | SPS |
| 13 | Rohini Hari Sarode | BSc 1 | R.H. Sarede | R.H.Sarede | | | | | | | R.H.Sared | |
| 14 | Aarti Ganesh Pakhare | BSc I | A.G. Pakhan | A.G. Pakhase | A.G. Pather | A G. Pakhar | AGI, Rakhar | A. Gr. Aukhan | A culakhan | ALIPAKI | A.G. Pakhar | A.G.k |
| 15 | Pratik Arun Wakode | BSc II | assupled e | Providence | Brunckale | Proskolp | Pitambolo | Malumode | Burled | Rhydbol | Bunchele | Budu |
| 16 | Dipak Ganesh Itnare | BSc II | | Dentre | | Thom | | | | | Dineb | |
| 17 | Pradnya Anil Kinge | BSc II | P.A. Kinge | P.A. Kinge | P.A.kinge | P.A.Kinje | P.A.kinge | P.A.King | P.A.king | P.A-king | P.A. King | P.A.H |
| 18 | Priti Vijay Kingo | BSc II | P-V-King | P.V.Kinge | Perkinge | P.V. Kinol | R-V-Kirpe | P-Y-KIDEC | P.V.KIDA | P.V-Kipe | e P.V.Kinx | P.Y. |
| 19 | Vaishnavi Sanjay Naphade | BSc II | N:5. Naphad | V.S.Naphad | Y.S.Napha | VS. Naphad | V.S.Noph | KYS. Nupra | levis. Naph | evis.Naphet | KY19. Naphia | ev.5,1 |
| 20 | Sujata Arun Rane | BSc II | S.A .Ran | S.A.Rano | S.A.Rune | S.A. Rune | S.A.Rune | s.A.Rune | S.A.Rane | S.A.Ranz | S.A. Rune | S.A.6 |
| 21 | Roshani Vijay Kinge | BSc II | Alinal | Runge | Banke | Rainge | RAME | Akinge | WRinge | HEAMLE | Addringe | RV Bir |
| 22 | Nikita Aniruddha Naphade | BSc II | 04 ciplan | TON/ OPLICE | Dahad | tah phat | Abaphat | antep de | Shappybe | | Dhadda | de la serie |
| 23 | Jaya Bhaurao Shiral | BSc III | J.B. Shiph | J.B.Shipe | | | | J-B.Ship | J-B-shipa | | PJ-B-Spin | T.B. |
| 24 | Shahrukh Farukh Shaikh | BSc III | Shaikh | 58-bailto | | Schinth | | Contraction of | | | bissbary | 100 |
| 25 | Durga Rambhau Mirge | BSc III | | \$PANTAge | AMAGE | B Bringe | | RMAGE | | pomisge | P . 11-11 - | EM70 |
| 26 | Suvarna Panjabrao Mapari | BSc III | S.P. Davod | S.P. Mapan | S.R. makat | S.P.mater | S.P.mapa | S-P-MARI | S.P. maka | P S.P. Mak | DS.P. MaRa | 5-9-1 |

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SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA. DIST. BULDANA (M.S.) DEPARTMENT OF COMPUTER SCIENCE CERTIFICATE COURSE ON MS WORD

| R. No | Name of the student | Class | 03.01.2018 | 04.01.2018 | 05.01.2018 | 06.01.2018 | 08.01.2018 | 09.01.2018 | 10.01.2018 | 11.01.2018 | 12.01.2018 | 13.01.2018 |
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| 28 | Preeti Prabhakar Ujjainkar | BSc III | Refferences | Pts paneno | Prochanter | | Partealle | Reparting | (Print all) | Aliperin | paninto | On de lon |
| 29 | Renuka Santosh Dhon | BSc III | Rohon | pphas | Rhon | BPhon | pphon | (| BPhor7 | A BOL BALL | BPho2 | BDhor |
| 30 | Shraddha Raiesh Satao | BSc III | S.R. sata | S-R-Sola | S.R. Salac | C.RSalan | S-R-Salton | S-R-Salan | S-R-Saltan | SIRASAMO | S.R. Sala | S-R Sata |
| 31 | Ashvini Kaduba Pokale | B.A I | A.k. Pokale | A.L. Pokale | Aik Pokale | A.K.Pokle | A.K. Pokale | A.K.Pokale | A.K. Pokak | A. K. Pokale | Ark Pokale | A.K.Pokal |
| 32 | Shital Subhash Dalavi | B.A I | 5-5- Dalari | | o C Dalavi | in intro. | S. S. Dakty | S.S. Dalan | SIS PONONI | SIS DOLAN | SS Odlaw | S.S.Della |
| 33 | Suresh Dinkar Ingle | B.A.I | | S.D.Ingle | S.D. Ingl | 5. D. Ingle | S.D. Ing | Absert | S.D. Ing | e Absert | S.D.Ing | 1 Abor |
| 34 | Akash Chandrabhan Ingle | B.A I | A.C.JD2P | | A-C-ITO P | A.C.INOIC | 0-CTD3)C | A-C-INSK | P.C. INOIC | A.C. Inor | Ac.That | D.C.In: |
| 35 | Arti Sanjay Lokhande | B.A I | | | A.S.Lokhum | A S.Lokhang | A.S. Lokhand | A.S.Lokhand | A.6.1akhange | | | A.S. lokha |
| 36 | Ashwini Gajanan Shingote | B.A I | Ashingha | Ahinght | Ophingto | Dohne | eaching | Rebindet | 1 Shind | IAShing | Blingla | |
| 37 | Shital Sheshrao Ingle | B.A I | strate | Style | Frie | SIME | SPrele | ande | | | SAMP | Stude |
| 38 | Nikhil Santosh Ingle | B.A I | Nanake | Male | NEndle | Aprile | OFAL | Norke | NEME | atrike | Or not | DED |
| 39 | Roshani Vinavak More | B.A.I | Coromo | Rinbre | Botomon | D. N. more | Reveman | p.y.more | R-V-MOPS | RN. more | R-Y MORE | R.Y.Map |
| 40 | Prashant Bhimrao Gurchavale | B.A II | Perantelle | Planta | Beaute | Alan | Comen | 1.00m | Mask | Vallage. | TARCE | 100mm |
| 41 | Sandesh Ishwar Waghode | B.A II | Burghal | Bridghak | Seragho | Deverghe | 1 augh | Budgh | 18 Bargha | Selhat | Seagho | |
| 42 | Rushikesh Sanjay Wankhede | B.A II | R-S Lunk | ele R.C. W | DURICR-Show | Rus winkt | R -S Rion He | R.S. Wankp | RES KIMIN | Resellanka | Reschian | Varas- War |
| 43 | Amrapali Nandkishor Kharate | B.A II | Alkharak | WKharat | Windrat | Alchouje | ANKhazat | Alghank | AVKAdoch | AMMINIK | K A-Juhan | ANKhalla |
| 44 | Vaishali Prakash Kharate | B.A II | OKhurele | Whenat | PKbaret | PKhuroke | PKhalate | phoneste | Akhurate | PRharat | Monhele | WKAUTCH |
| 45 | Radha Eknath Katkar | B.A III | Day Un to | Umamy | Brand | Regner | Philasta | Blacks | Bergton | 1-11-11 | Bla Hathley | pp parte |
| 46 | Karuna Arun Wale | B.A III | K.A. halale | KA Jula | K.A. Wal | K.A. Wale | K.A.Lal | K.A. Wal | KAWak | K.A. Wale | Assist | K.A. Jukce |
| 47 | Ganesh Shivhari Mapari | B.A III | G-Small | C. C. allan | as mark | a a malani | and music | mic.ma | the smal and | CO'S POR | piens make | n 10.5. Mg |
| 48 | Vikas Bharat Landge | B.A III | Blandge | Blanda | Randy | Black | Plandse | Blandg | Blundg | 1 Blomik | Bundy | Arstanon |
| 49 | Gajanan Purushottam Datey | B.A III | G.P. Onter | Co-P. Date | G-P- pate | TO P. DALE | G.P. DAK | G.P. Pule | 1 Co. P. pate | o.P. Date | G.P. Date | 1 Care par |
| 50 | Gavatri Purushottam Shinde | B.Com 1 | ashbite | Schlaste | apple | Casse | | Cherthonte | Cospie | Epelink | Colorma 2 | Colla mark |
| 51 | Jayashri Bhagwan Allhat | B.Com I | stanne | Bung | Athat | - Jorha | Ment | MAND | dolins | Masot | 67119 | Signa |
| 52 | Kanchan Sunil Kharche | B.Com 1 | K skharbe | kicakhurh | kskhard | hek-skhare | Hek.skhan | on Kalkhed | eks khard | helsslahall | 4.Skhard | re kiskha |
| 53 | Ashwini Dnyandev Kharche | B.Com II | P-D-Krap | P. D. KhaP | A A A know | No D.D.LM | the A-Okha | Che A. PKRU | D-khak | A+P+Kmp | R.A.D.Kn | app. D. Kh |
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| SR. No | Name of the student | Class | | 17.01.2018 | T | | | | 23.01.2018 | 24.01.2018 | 25.01.2018 | 27.01 |
| 1 | Vidya Santosh Dange | BSc 1 | V.S. Dange | V.S. Dange | V'S. Dange | V-S. Dange | V-SDanye | VS. Dame | V.S. Donye | VS Danje | V.S.DONNI | |
| 2 | Roshani Wasudeo Mapari | BSc I | R-MORTON | R . Maron | R. MARITI | Rimani | R. main | RIMARPI | R. MaRoj | R·mara | RIMARD | R·M |
| 3 | Aarti Madhukar Mapari | BSc 1 | AM MARON | A.M.Mako | A MMARM | A M-MORIN | A.M. Makis | A.M. MUR | A.M. MURI | A M.Mar | MA-M-MAR | m.H.r |
| 4 | Komal Vijay Shinde | BSc I | 1. Moting | K.V.Shind | 6 K Vahinde | KN-Shink | Kulshing | e K.V.Shin | ek.V.Shin | e K.V. Shin | le Kil Shi | PGK-1 |
| 5 | Shailesh Bhagwan Dandge | BSc I | 6 00 1 | C D Dunk | CD Dud | CADING | SRAIN | DC. ADIA | oS.R. Ma | 0 S.R. DI | Noe SR. D | inda S |
| 6 | Bharti Vinod Pachpande | BSc I | B. J. Pachpara | B.J. Perchilin | B.J. Pachpe | B.J. Peler | B. V. Pachpain | B.J. PachPa | B.J.Pachpo | B.B.J. Perh | 2 B.J. Pachpa | B.J |
| 7 | Atul Avinash Wale | BSc I | Aule | DAUDUR | Alente | Alecele | Aude | Malade | Duck | Audie | Auelle | DAL |
| 8 | Prerana Gajanan Ingle | BSc I | Palnuk | P.G.Ingle | D.G.Inak | P.G. Inde | P.G.Indle | P.G. Inal | P.G.Ingk | P.G.Ingk | P.G. Ingl | PLA |
| 9 | Punam Prakash Paraskar | BSc I | o paracka | x P. Parasky | x O. Dr. York | a D. Datocka | P.Porack | P. Parosk | P. Phyaska | Parto ka | P. Parast | P.S |
| 10 | Sneha Ashok Sarkate | BSc I | S. A. Conto | C. A.SODH | A S.A. SADA | es. A. Sapki | S.A.Sapk | S-A-SORK | S.D.Sapt | S-A-SONAL | S-ACODA | 1 .S-A |
| 11 | Sarita Ramesh Patil | BSc 1 | SHAPPAIL | GR huhl | GRP. W. | CBOylil. | Philil | Stylel. | Huli , | 98/011 | Realit | JA. |
| 12 | Sonali Pralhad Sarode | BSc 1 | Panal | Parock | State | parod | Brow | Bard | SISIN | Ballo | Sigrad | - PS |
| 13 | Rohini Hari Sarode | BSc 1 | P.H. card | P.H. Salech | P.H. SaYorl | P.H. Sarod | R.H. Scatel | R.HSara | R.H.Sala | PH SQUA | AR.H.Sura | de RoH |
| 14 | Aarti Ganesh Pakhare | BSc I | A. G. Achini | AG, Pakhare | - ACA Pakhar | A Gr. Pakhon | A.G. Pakter | A.G. Pakhon | A G. Pakha | AG. Alkho | n A.G. Rekhan | e AG |
| 15 | Pratik Arun Wakode | BSc II | Bhakedo | Dhu kule | B harden l | a angle 6 | ANA/w//al | Butilia | AM Halled | 1 Wallston | - HEALPH | (MTC) |
| 16 | Dipak Ganesh Itnare | BSc II | PHINDRE | OH note | DEndo | DAMAR | DAnda | DITON | DEmpio | DELIDE | - Offarche | 7124 |
| 17 | Pradnya Anil Kinge | BSc II | 0.4 kinse | P.A. kinge | o.A.tonse | P.A.kinge | P.A.Kinge | P.A.king | P.A.King | P.A.kinge | P.A.King | ep.A. |
| 18 | Priti Vijay Kinge | BSc II | Pavakin | Puking | P-Neking | P-V-kinz | P.V.KINSE | P.V.KINSC | P.Y-KIDS | 2 Povekins | X P.Y.KID | EP.V |
| 19 | Vaishnavi Sanjay Naphade | BSc II | Ves.Napha | V SNAPHAN | Wis NoPhie | 1 V.S. Mapha | + VSalapha | V.S.Napher | U.S. Napha | AVIS-Naphak | der is dephas | evis. |
| 20 | Sujata Arun Rane | BSc II | S.A.Rune | S.A. Rune | S.A.Rune | S.A.Ranc | S.A.Rane | S.A.Ran | E.A. Rane | S.A.Ran | - S.A.Ran | CS.A. |
| 21 | Roshani Vijay Kinge | BSc II | NKINAC | * Ange | ALLINA C | Belleringe | RAINE | - RAPinfe | AdRinge | - ARINGE | Rikking | RA |
| 22 | Nikita Aniruddha Naphade | BSc II | Phappad | michel | Shappy | Aparalla | Phalad | mahl | andfile | Dociphon | Whappe | 4 Q |
| 23 | Jaya Bhaurao Shiral | BSc III | J.B. shida | J.B. shira | J.B. shin | J.B. shira | J.B. shire | J.B. shin | J.B. shire | J.B. shire | J.B. shir | J.B. |
| 24 | Shahrukh Farukh Shaikh | BSc III | Shikh | Drikh | Spelina | Bhikk | BANK | F8hikh | 120-10KD | S ANKK | 2 STALK | ary |
| 25 | Durga Rambhau Mirge | BSc III | BAVIOGE | DRANGE | DAMD42 | Amige | BAMATHE | BUMBELE | | | PRMirte | 127 |
| 26 | Suvarna Panjabrao Mapari | BSc III | CO matter | is P. MARH | S-P.MARI | S.P. Mapi | S.P. MAR | ens-p.mater | S- PATCHRU | Di S.P. Mat | n S.P. mil | m 5.1 |
| 27 | Suvarna Pundlik Bajode | BSc III | 9. P. Pala | 65. P. Balack | SPBach | des. P.Bala | 13.P.130.10 | S.P.Bih | 6 S. P. Bala | HS. P.Quja | 12SIPizavi | desip |

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SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA. DIST. BULDANA (M.S.) DEPARTMENT OF COMPUTER SCIENCE CERTIFICATE COURSE ON MS WORD

| R No | Name of the student | Class | 16.01.2018 | 17.01.2018 | 18.01.2018 | 19.01.2018 | 20.01.2018 | 22.01.2018 | 23.01.2018 | 24.01.2018 | 25.01.2018 | 27.01.2018 |
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| 28 | Preeti Prabhakar Ujjainkar | BSc III | MALIMAY | 601.0 | () () | (obl. O | 00 | allon | phan | Robon | @phon_ | APPON |
| 29 | Renuka Santosh Dhon | BSc III | (Behal) | Reption - | RHAN) | | (Bappar) | | | | | CATT |
| 30 | Shraddha Rajesh Satao | BSc III | 5.R. 50140 | S.R. Sala | S.R.Suduo | S.R.Sata | S.R. sata | S.R.Sala | 5.R.Sake | S.R. Sala | AL Cal-la | AL Daka |
| 31 | Ashvini Kaduba Pokale | B.A I | A.k. Pokak | A.K.Bkak | A.K. Pokale | A.K. Pokak | Aikipokat | H.K. HOKala | H.R apkak | PHILAPOKa | Nikironale | THEN I CALL |
| 32 | Shital Subhash Dalavi | B.A I | 5.5-Palan | S-S. Dalan | 5.5-Dani | 5-5-Dalari | SS-Datas | s.s. Dalan | SAS Delan | S-C-DIKIM | 5-5-Dd 10 | S S S DEIKI |
| 33 | Suresh Dinkar Ingle | B.A I | S.D.Ingle | S.D. Ingle | S.D.Ingle | S.D.Ing | S.D.Ingl | S.D.Ingle | S.D.Ingle | S-D-Ingk | S.B.Ing | es. B. In |
| 34 | Akash Chandrabhan Ingle | B.A I | | 0 | 0.000 | D C. Faile | A. TOOK | Q.C.There | D.C. Insk | D-C · IO-DIC | 1 G .C . 10.91 | 112 June |
| 35 | Arti Sanjay Lokhande | B.A I | | | 1 5 1 11 | 1 m + 1 11. | Lo Clabber | and clauber | LY CIAL NUMBER | V.D.C. albert | 6 D OL OK DI | A NOILOK |
| 36 | Ashwini Gajanan Shingote | B.A I | 1011 10 | PM Santo | 1 Mahan He | 109-hunde | 1 Lishnals | 1-P-1110K | A Bhille | 1 HEDUALS | THULL | PT AN LY |
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| 40 | Prashant Bhimrao Gurchavale | B.A II | Raunfle | Mandla | Vount | DOU Metho | Decount | Pomall | 9 Palant | Mange | Manue | xinang |
| 41 | Sandesh Ishwar Waghode | B.A 11 | Samphat | souppet | 2 sedan | terghat | sught | 186gbo | Sexpel | P toght | P sobgh | a cog |
| 42 | Rushikesh Sanjay Wankhede | B.A II | P-5- WHOR | AL A | | P.C. LIMPAN | Rechanks | NO OCHIERVE | ac htser | RSillanki | no. Thsud | R.S. KANK |
| 43 | Amrapali Nandkishor Kharate | B.A II | | | AKhuru | | A. khara | Ach khan | Akharut | A. Khuny | e Absin | Alkhara |
| 44 | Vaishali Prakash Kharate | B.A II | Pharate | Philate | Prohotel | Akhazat | | | | Photost | PKharel | Anda |
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| SHRI SHIVAJI EDUCATION SOCIETY AMRAVATTS SHRI SHIVAJI ARTS, COMMERCE AND SCIENCE COLLEGE, MOTALA, DIST. BULDANA (M.S.) DEPARTMENT OF COMPUTER SCIENCE | CERTIFICATE COURSE ON MS WORD | CERTIFICATE | <u>tri Mapari</u> a student of <u>B.A. III</u> has <u>ord</u> organized by the Department of Comp | clation being bestowed upon him/ner. | Shri Sh |
| SHRI SHIVAJI ARTS, MOTAL MOTAL DEPARTM | CER | | This is to certify that Mr./Ms. <u>Ganesh Shivhari Mapari</u> a student of <u>B.A. III</u> has participated and successfully completed Thirty Days Certificate Course on the topic of <u>MS Word</u> organized by the Department of Computer Science, held from <u>03 January to</u> <u>08 February 2018.</u> | Hence, this certificate of participation & appreciation being bestowed upon him/ner. Course Co-Ordinator Prof. A. P. Patil | HS # W |