

The Berar General Education Society, Akolas'
Shri. Kisanlal Nathmal Goenka Arts and Commerce College
Karanja (Lad), Dist. Washim



Department of Library

Proposal For
Certificate Course
On

'BASIC MS-OFFICE, INTERNET & COMPUTER LITERACY PROGRAMME' being conducted
from 1st April to 30th April 2023

(2023-24)



ग्रंथपाल

श्री कि.न.गो. कला व वाणिज्य
महाविद्यालय, कारंजा (लाड)

परवानगी पत्र
'BASIC MS-OFFICE, INTERNET & COMPUTER LITERACY PROGRAMME'
being conducted from 1st April to 30th April 2023

सत्र : २०२३-२४

प्रति,

मा. प्राचार्य,
श्री. कि.न.गो. कला व वाणिज्य महाविद्यालय,
कारंजा लाड, जि. वाशिम

विषय :- 'BASIC MS-OFFICE, INTERNET & COMPUTER LITERACY PROGRAMME'
आयोजित करण्याची परवानगी मिळणेबाबत

महोदय,

उपरोक्त वरील संदर्भीय विषयानुसार मी प्रा. प्रशांत एस. शिरसाट (ग्रंथपाल) विनंती करतो की ग्रंथालय विभागांतर्गत सन २०२३-२४ मध्ये 'BASIC MS-OFFICE, INTERNET & COMPUTER LITERACY PROGRAMME' being conducted from 1st April to 30th April 2023 आयोजित करावयाचा आहे. तरी आपण आम्हाला उपरोक्त Certificate Course आयोजित करण्याची परवानगी द्यावी, ही नम्र विनंती.

दिनांक :-


Officiating Principal
Shri K. Goenka College
Karanja Lad




आपला विश्वासु
प्रा.प्रशांत एस. शिरसाट
ग्रंथपाल
श्री कि.न.गो. कला व वाणिज्य
महाविद्यालय, कारंजा (लाड)

To,

Mr. Prashant S. Shirsat
Librarian
Shri. K.N.G. College, Karanja (Lad)

Subject - Appointment as a Co-ordinator

Sir,

I am pleased to appoint you a Course Co-Ordinator for **BASIC MS-OFFICE, INTERNET & COMPUTER LITERACY PROGRAMME** being conducted from 1st April to 30th April 2023 for Senior College students sponsored by Department of Library Shri.K.N.Goenka arts and Commerce College.

You are also directed to refer to the guidelines in this regard for effective implementation of the course.

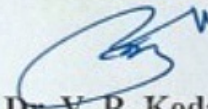
Hope you would accept this additional responsibility for betterment of students fraternity.

Wish you all the very Best.

Karanja (Lad)

Dt- 20th March 2023


ग्रंथपाल
श्री कि.न.गो. कला व वाणिज्य
महाविद्यालय, कारंजा (लाड)


Dr. V. R. Kodape
Officiating Principal
Shri K. N. G. Goenka College
Karanja Lad



The Berar General Education Society's Akola
SHRI. KISANLAL NATHMAL GOENKA ARTS AND COMMERCE COLLEGE
KARANJA (LAD), DIST. WASHIM

DEPARTMENT OF LIBRARY

Name of Course : Certificate Course in Basic MS-Office, Internet & Computer Literacy Programme

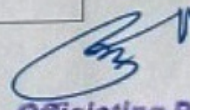
Date from - 1st April to 30th April 2023

सत्र - २०२३-२४

सर्व विद्यार्थी यांना सूचित करण्यात येत आहे की, ग्रंथालय विभागांतर्गत विद्यार्थ्यांचे संगणककौशल्य वाढवावे या दृष्टीने महाविद्यालयात दिनांक 1 एप्रिल ते ३० एप्रिल २०२३ (1 महिना) "BASIC MS-OFFICE, INTERNET & COMPUTER LITERACY PROGRAMME" या विषयावर Certificate Course चे आयोजन करण्यात आले आहे. तरी महाविद्यालयातील जास्तीत जास्त विद्यार्थ्यांनी यामध्ये सहभाग घ्यावा.

SYLLABUS	
CHAPTER 1 ➤ BASIC COMPUTER (Theory and Practical) ➤ Introductory ➤ History of Computer ➤ Definition ➤ Characteristics of Computer ➤ Uses of Computer ➤ Types of computer ➤ Software & hardware ➤ Input & output devices ➤ Storage devices	CHAPTER II ➤ MS-WORD - All Menu Cover in this Chapter (Theory and Practical) ➤ Home ➤ Insert ➤ Page Layout ➤ References ➤ Mailings ➤ Review ➤ View
CHAPTER 3 ➤ Basic MS- EXCLE CHAPTER 4 ➤ MS-Power Point Presentation ➤ Theory and Practical ➤ Home ➤ Insert ➤ Design ➤ Transitions	CHAPTER 5 ➤ INTERNET ➤ Introductory ➤ History of Internet ➤ Definition ➤ Characteristics of Internet ➤ Uses of Internet ➤ Search Engines

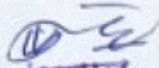



Officiating P
Shri K. N. Goen
Karanja
ग्रंथपाल
श्री कि.न.गो. कला व वाणिज्य
महाविद्यालय, कारंजा (लाड)

➤ Animations ➤ Slide Show ➤ Review ➤ View ➤ Format	➤ Various cables ➤ Types of networks CHAPTER 6 ➤ E- Resources ➤ E-BOOKS- ➤ Definition, Characteristics, Advantages ➤ E-JOURNALS- ➤ Definition, Characteristics, Advantages
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Officiating Principal
Shri K. S. Goenka College
Karanja Lad




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महाविद्यालय, कारंजा (लाड)

The Berar General Education Society's Akola

SHRI. KISANLAL NATHMAL GOENKA ARTS AND COMMERCE COLLEGE

KARANJA (LAD), DIST. WASHIM

DEPARTMENT OF LIBRARY

Name of Course : Certificate Course in Basic MS-Office, Internet & Computer Literacy Programme

Date from - 1st April to 30th April 2023

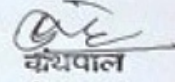
महत्वाची सूचना

वरीष्ठ महाविद्यालयातील सर्व विद्यार्थ्यांना सूचित करण्यात येते की, ग्रंथालय विभागाच्या वतीने दि 1 ते ३० एप्रिल २०२३ (एक महिना) "Certificate Course in Basic MS-Office, Internet & Computer Literacy Programme" या विषयावर कोर्सवर्कचे आयोजन करण्यात आले आहे. तरी ज्या विद्यार्थ्यांना यामध्ये सहभाग घ्यायचा आहे. त्यांनी ग्रंथालय विभागात आपले नाव व प्रति विद्यार्थी २००/-फीस जमा करावी.

दिनांक : २७ मार्च २०२३

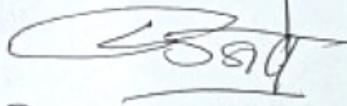

प्रिन्सिपल

श्री कि.न.गो. कला व वाणिज्य
महाविद्यालय, कारंजा (लाड)

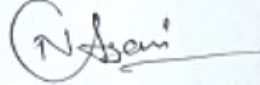

प्रिन्सिपल

श्री कि. न. गो. कला व वाणिज्य
महाविद्यालय, कारंजा (लाड)

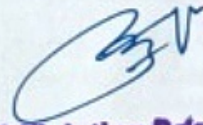
B. A. II



B. A. I






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Karanja (Lad), Dist. Washim
Library Section

"BASIC MS-OFFICE, INTERNET & COMPUTER LITERACY PROGRAMME"

Date 30th April 2023 Exam Time: 11.00 a.m.

Total Marks-40

PRACTICAL PAPER

Q1. Create Your Own Bio-Data Using Ms-Word

Marks-10

Like (Name, Address, Sex, Nationality, Email Id, Mob. No., Edu. Qualification, Other Qualification)

With Font =Times New Roman, Size=12, Title=Bold, Alignment=Justified, & Paper Size=A4, Line Spacing=1.5

Q2 Insert a Table Using Ms-Excel

Marks-10

Like (Roll No. Student Name, No. Of Sub. (6), Percentage)

With Column=9, Row=11, Rename Sheet Like (Aryan)

Q3. Insert 10 Slide Using Ms-PowerPoint

Marks-10

Write Your Name, Class, Address in Each Slide

Set Font=Century, Size=20, Font Color=Blue, Insert Date & Slide Numbers, Design=Foundry, Animation=Dissolve, Transition Sound=Chime, Animation Automatically After=2 Second

Q4. Search in Google 'William Shakespeare Poems.pdf' And Save It.

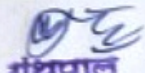
Marks-10

Send Mail to skngcklibrary03@gmail.com

Like (Good Morning Sir, Have A Nice Day.)


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Karanja Lad




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 KARANJA (LAD), DIST. WASHIM

DEPARTMENT OF LIBRARY

Name of Course : Certificate Course in Basic MS-Office, Internet & Computer Literacy Programme

Date from - 1st April to 30th April 2023

ADMISSION FORM - 2023

1	Full name of Student	Yogesh Prakash Rathod	
2	Father name	Prakash Sitaram Rathod	
3	Class	B.A-I	
4	Date of Birth	21/05/1996	
5	Gender	Male ☒	Female ☐
6	Cast/Category :	VJNT	
7	Residential Address	At. Rudhala po. Dapara Td. Manasa Dist. Washim	
8	Email ID	Yogeshrathodp@gmail.com	
9	Mobile Number	9021388441	
10	Mobile WhatsApp	9021388441	
11	Aadhar Card Number	3688 0617 7937	

Declaration:

I hereby declare that the information given above is true to the best of my knowledge and belief. I understand that concealment of any information as described above may result in disqualification for the course applied. I further understand that under such circumstances the fees paid shall not be refunded. I have gone through terms and conditions for the admission and I promise to abide by the same.

Place: Karanja (Lad)

Date: 28/03/2023

Documents enclosed:

- 1) College Admission Receipt
- 2) History Card



Rathod
 Signature of Student

[Signature]
 Head/Librarian, Dept. of Library
 श्री कि.न.गी. कला व वाणिज्य
 महाविद्यालय, कारंजा (लाड)

The Berar General Education Society's Akola
SHRI. KISANLAL NATHMAL GOENKA ARTS AND COMMERCE COLLEGE
KARANJA (LAD), DIST. WASHIM



DEPARTMENT OF LIBRARY

Date from - 1st April to 30th April 2023

Name of Course: Certificate Course in Basic MS-Office, Internet & Computer Literacy Program

Lecturer Name डॉ. एन. राम. होंगाणी Date: 10/4/2023 Time: 11 to 12

Daily Attendance Report

Sr. No	Full Name of Students	Class	Signature
1	Rathod Yogesh Prakash	B.A.I	<u>Rathod</u>
2	Chavhan Pravin Kishor	B.A.I	
3	Sandip Bharat Gayakwad	B.A.I	
4	Seema Salim Naurangabadi	B.A.II	<u>Seema</u>
5	Ku. Achal Girdhar Bolke	B.A.II	<u>(R. Bolke)</u>
6	Ku. Komal Babarao Papadkar	B.A.II	<u>Komal</u>
7	Ku. Nikita Santosh Wanjare	B.A.II	<u>N.s. Wanjare</u>
8	Shubham Raju Dhote	B.A.II	<u>Shubham</u>
9	Komal Manohar Bhagat	B.A.II	<u>Manohar</u>
10	Ku. Sweeti Niranjana Range	B.A.II	<u>Sweeti</u>
11	Ashvini Subhish Bhoyar	B.A.II	
12	Museb Naim Chaudhari	B.A.II	<u>Museb</u>
13	Taufik Hasan Chaudhari	B.A.II	<u>Taufik</u>
14	Neha Ram Kodale	B.A.I	
15	Arbaj Salim Garwe	B.A.II	
16	Kiran Bharat Jawanjale	B.A.II	<u>Kiran</u>
17	Faraha Mohommod Bhuriwale	B.A.II	<u>F. Bhuriwale</u>
18	Nilofar Mohommod Bhuriwale	B.A.III	<u>N. Bhuriwale</u>
19	Vicky Devidas Pawar	B.Com.I	
20	Ku. Swati Vilas Dongare	B.Com.I	
21	Praful Raju Bansod	B.Com.I	

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Shri Kisanlal Nathmal Goenka Arts & Commerce College
Karanja (Lad), Dist - Washim

CENTRAL LIBRARY

Certificate of Appreciation

This certificate is presented to

Has successfully completed the

"BASIC MS-OFFICE, INTERNET & COMPUTER LITERACY PROGRAMME"

Conducted during the period 1st to 30th April 2023. His / her performance was
good and he obtained grade "A"

Mr. P. S. Shirsat
Librarian

Dr. V. R. Kodape
Principal