Rayat Shikshan Sanstha's

Annasaheb Awate Arts, Commerce & Hutatma Babu Genu Science College, Manchar

Department of Geography

Short Term Course

Certificate course in Information Technology

Annual Report 2022-23

Department of Geography had started certificate course in Information Technology from academic year 2021-22. Above course was started for the students of first year to inculcate the skill of information technology among them.

To fulfill the aims and objectives of course, in academic year 2022-23 twenty students were admitted for course. Out of that seven girls and thirteen boys were admitted. After success completion of course eleven students were appeared for exam. Certificates have been given to all passed students.

Course coordinator

Head
Department of Geography
Annasaheb Awate College,
Manchar, Tal. Ambegaon, Dist. Pune

Department of Geography-2021-22

"Certificate Course in Information Technology"

Credits -2

Objective of the Course:

- The course is designed to aim at imparting a basic level appreciation programme for the student.
- After completing the course student is able to use the computer for basic purposes of preparing his personnel/business letters, viewing information on internet, sending mails etc.
- This allows a student to be also a part of computer users list.
- This helps the small business communities, housewives to maintain their small account using the computers and enjoy in the world of Information Technology.

The Member of the Board of Studies:-

Prin. Dr. K.G. Kanade.
Principal
Annasaheb Awate College, Manchar
Tal:- Ambegaon, Dist-Pune

Dr. Bhujbal Vikas
Head
Department of BCA
Arts, Commerce and Science College, Narayangaon, Tal: Junnar, Dist-Pune

Prof.Smt. A.S.Tanpure.
Head
Department of BCA
HRM, Rajgurunagar Tal:- Khed, Dist- Pune

Prof. S. D. Ugale
Head
Department of Geography
Annasaheb Awate College, Manchar
Tal:- Ambegaon, Dist-Pune

Mr. V. R. Mindhe
Course Co-ordinator
Annasaheb Awate College, Manchar

Department of Geography-2021-22

Syllabus for Certificate Course

"Certificate Course in Information Technology"

Sr. No.	Topic	Sub-Topics	Lectures
1	Knowing computer	• Introduction • Components of computer system • Concept of hardware and software • Concept of computing, data and information • Applications of ICT	04
2	Operating computer using GUI based operating system	• Introduction • Basics of operating system • The user interface • Operating system simple setting • Common utilities	04
3	Understanding word processing	• Introduction • Word processing basics • Opening and closing documents • Text creation and manipulation • Formatting the text • Table manipulation	04
4	Using spread sheet	• Introduction • Elements of electronic spared sheet • Manipulation of cells • Formulas and function	04
5	Communication using the internet	• Introduction • Basics of computer networks • Internet	04
6	WWW and Web browser	• Introduction • World Wide Web (WWW) • Web browsing software's • Search engines • Understanding URL • Surfing the web	04
7	Communication and collaboration	• Introduction • Basic of e-mail • Using e-mails • Document collaboration • Instant messaging and collaboration	04
8	Making small presentations	• Introduction • Basics • Creation of presentation • Preparation of slides • Presentation of slides • Slide show	04
9	Antivirus technique	• Introduction • Virus • Antivirus software • Hacker and Cracker	04

Rayat Shikshan Sanstha's

Annasaheb Awate Art's, Commerce & Hutatma Babu Genu Science College, Manchar

Tal- Ambegao Dist- Pune

Short Term Course 2022-23

Notice

Allotment of students for short term courses during the academic year 2022-23

Sr.	Name of the Course	Department	Allotted Roll No.
1	Certificate Course in Communication Skills	English	~~1-20~~ All optional English Students
2	पत्रकारिता प्रमाणपत्र कोर्स	Marathi	21-40
3	Certificate Course in Modi Lipi	History	41-60
4	Certificate Course in Human Rights	Political Science	61-80
5	Certificate Course in Personality Development	Psychology	81-100
6	Certificate Course in E-Banking Practices	Economics	101-120
7	Certificate Course in Information Technology	Geography	121-141

Chairman 10/12/22

Short Term Course

Principal

Annasaheb Awate Art's Commerce & Hutatama Babu Genu Science College Manchar,Tal.Ambegaon,Dist.Pune.

रयत शिक्षण संस्थेचे

अण्णासाहेब आवटे कॉलेज मंचर, पुणे

भूगोल विभाग 2022-23

नोटीस

दि. 25/02/2023

महाविद्यालयातील एफ. वाय. बी. ए. मधील ज्या विद्यार्थ्यानी Certificate Course In Information Technology या कोर्समध्ये प्रवेश घेतला आहे. लेक्चर दिनांक 01/03/23 पासून सकाळी 10 ते 11 या वेळेत हॉल नंबर A08 मध्ये होणार आहेत तरी लेक्चरला उपस्थित राहावे.

Co-Ordinatar

Head
Department of Geography
Annasaheb Awate College,

Rayat Shikshan Sanstha's,

Annasaheb Awate Arts, Commerce & Hutatma Babu Genu Science College, Manchar

Department of Geography

Certificate Course In Information Technology

TIME-TABLE 2022-23

TIME	MON	TUE	WED	THURS	FRI	SAT
10.00 to 11.00	MVR (A08)	MVR (A08)	USD (A08)	USD (A08)	KMH (A08)	KMH (A08)

Duration: 01/03/2023- 15/04/2023

MVR: Mr. Mindhe V.R., Smt.USD: Ugale S.D., KMH: Dr. Kathe M.H.

Co-Ordinator

Head
Department of Geography
Annasaheb Awate College,
Manchar, Tal.Ambegaon Dist Pune

Estd.1966

"Education through self help is our Motto." KARMAVEER

Rayat Shikshan Sanstha's

ANNASAHEB AWATE ARTS, COMMERCE, HUTATMA BABU GENU SCIENCE COLLEGE & SOU. KUSUMBEN KANTILAL SHAH ARTS, COMMERCE, SCIENCE JUNIOR COLLEGE

Manchar, Tal. Ambegaon, Distt. Pune (Maharashtra) - 410 503.

ACCREDITED 'A' BY NAAC

ID. No. - PU/PN/ASC/017/1966 Junior College No. - J11.01.001

A.I.S.H.E. - C - 41221

* PRINCIPAL *
Dr. Kanade K. G.
M.Sc., M.Phil., Ph.D.



* FOUNDER *
Padmabhushan
Dr. Karmaveer
Bhaurao Patil, D. Litt.

Ref. No. 1297/2021-22

Date : 17/03/2022

To,
Dr. Vikas Bhujbal,
Head,
Department of BCA,
Arts, Commerce and Science College,
Narayangaon, Tal:- Junnar, Dist-Pune.

Subject: Invitation as a member of Board of Studies...

Respected Sir,

Our college has started a short term course, certificate in "Information Technology", for this course you have been selected as a member of Board of Study for the academic year 2021-22. This course is related to Information Technology and we have made your choice based on your knowledge and experience. However, your experience and knowledge will benefit our students for their bright future.

Thank you,

Yours Faithfully

Principal
Annasaheb Awate College,
Manchar, (Pune)

Phone No. - S.T.D. (02133) Office : 223160 Principal : 225721 Computer : 223860 Resi.: 223312 Fax : 223160
Website : aacmanchar.com E-mail : annasahebawate2007@yahoo.com / aac.manchar@gmail.com skype : aac.manchar1

Rayat Shikshan Santha's

Annasaheb Awate Arts, Commerce & Hutatma Babu Genu Science College,

Manchar

Department of Geography

FYBA- Short Term Course : Information Technology List A.Y. 2022-2023

Sr. No.	Roll No.	Name of Student	Gender	Category	Mobile
1	1121	DOKE TEJAS CHANDRAKANT	Male	OBC	9309369370
2	1122	GAWARI SUPRIYA SAMBHAJI	Female	ST	9112295145
3	1123	JOSHI VIMAL NATHA	Female	ST	9322366422
4	1124	KALE ANIRUDDHA SANTOSH	Male	OPEN	8010577944
5	1125	MEMANE SAVITA SAKHARAM	Female	ST	8625020730
6	1126	MILKHE SAGAR SAKHARAM	Male	ST	9049525329
7	1127	MISKIN DNYANESHWAR VISHNU	Male	OBC	9561312924
8	1128	NIGHOT ROHAN TUKARAM	Male	OPEN	7758016663
9	1129	PAWAR ANIKET SHANKAR	Male	NT(C)	7249249881
10	1131	SHELAKE VARSHA VIJAY	Female	ST	8999696897
11	1132	SHINDE GANESH NAVNATH	Male	OPEN	8652604536
12	1133	SHINDE ROHAN SANJAY	Male	OPEN	7028903191
13	1134	WAJE SNEHAL RAMDAS	Female	ST	9359612242
14	1135	GAIKWAD BHUSHAN ASHOK	Male	OPEN	7666529764
15	1136	ASAWALE VISHAL VIJAY	Male	ST	8010365194
16	1137	BADHE SAKSHI DILIP	Female	OPEN	8600334702
17	1138	INAMDAR MOHAMMAD ARAMAN MUSARA	Male	OPEN	9156872812
18	1139	JADHAV SHIVANI VAMAN	Male	NT(C)	7397830912
19	1140	THORAT DNYANESH VILAS	Male	OPEN	8459940996
20	1141	MARABHAL KAILAS VISHVAS	Male	ST	8308872891

Co-Ordinator

Head
Department of Geography
Annasaheb Awate College,
Manchar, Tal.Ambegaon Dist Pune

Annasaheb Awate College
Department of Geography
Ambegaon, (Pune)

Rayat Shikshan Santha'S

Annasaheb Awate Arts, Commerce & Hutatma Babu Genu Science College, Manchar

ATTENDANCE : FYBA- Short Term Course : Information Technology List A.Y. 2022-2023

Sr. No.	R.N.	NAME OF STUDENT	1/03/2023	2/03/2023	03/03/2023	04/3/2023	06/3/2023	8/03/2023	9/03/2023	10/03/2023	11/03/2023	13/03/2023
1	1121	DOKE TEJAS CHANDRAKANT	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
2	1122	GAWARI SUPRIYA SAMBHAJI	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
3	1123	JOSHI VIMAL NATHA	V.N.Joshi	V.N.Joshi	V.N.Joshi	V.N.Joshi	V.N.Joshi	V.N.Joshi	V.N.Joshi	V.N.Joshi	V.N.Joshi	V.N.Joshi
4	1124	KALE ANIRUDDHA SANTOSH	Aniruddh	Aniruddh	Aniruddh	Aniruddh	Aniruddh	Aniruddh	Aniruddh	Aniruddh	Aniruddh	Aniruddh
5	1125	MEMANE SAVITA SAKHARAM	Smemane	Smemane	Smemane	Smemane	Smemane	Smemane	Smemane	Smemane	Smemane	Smemane
6	1126	MILKHE SAGAR SAKHARAM	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
7	1127	MISKIN DNYANESHWAR VISHNU	Miskin	Miskin	Miskin	Miskin	Miskin	Miskin	Miskin	Miskin	Miskin	Miskin
8	1128	NIGHOT ROHAN TUKARAM	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
9	1129	PAWAR ANIKET SHANKAR	Aniket	Aniket	Aniket	Aniket	Aniket	Aniket	Aniket	Aniket	Aniket	Aniket
10	1131	SHELAKE VARSHA VIJAY	Varsha	Varsha	Varsha	Varsha	Varsha	Varsha	Varsha	Varsha	Varsha	Varsha
11	1132	SHINDE GANESH NAVNATH	G.Shinde	G.Shinde	G.Shinde	G.Shinde	G.Shinde	G.Shinde	G.Shinde	G.Shinde	G.Shinde	G.Shinde
12	1133	SHINDE ROHAN SANJAY	Rohan	Rohan	Rohan	Rohan	Rohan	Rohan	Rohan	Rohan	Rohan	Rohan
13	1134	WAJE SNEHAL RAMDAS	Swaje	Swaje	Swaje	Swaje	Swaje	Swaje	Swaje	Swaje	Swaje	Swaje
14	1135	GAIKWAD BHUSHAN ASHOK	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
15	1136	ASAWALE VISHAL VIJAY	Vishal	Vishal	Vishal	Vishal	Vishal	Vishal	Vishal	Vishal	Vishal	Vishal
16	1137	BADHE SAKSHI DILIP	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi
17	1138	INAMDAR MO. ARAMAN MUSARAT ALI	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
18	1139	JADHAV SHIVANI VAMAN	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
19	1140	THORAT DNYANESH VILAS	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
20	1141	MARABHAL KAILAS VISHVAS	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB

Co-Ordinator

Head
Department of Geography
Annasaheb Awate College.
Manchar, Tal.Ambegaon Dist Pune

Rayat Shikshan Santha'S

Annasaheb Awate Arts, Commerce & Hutatma Babu Genu Science College, Manchar

ATTENDANCE : FYBA- Short Term Course : Information Technology List A.Y. 2022-2023

Sr. No.	R.N.	NAME OF STUDENT	15/03/2023	15/03/2023	16/03/2023	17/03/2023	18/03/2023	20/03/2023	21/03/2023	23/03/2023	24/03/2023	25/03/2023
1	1121	DOKE TEJAS CHANDRAKANT	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
2	1122	GAWARI SUPRIYA SAMBHAJI	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
3	1123	JOSHI VIMAL NATHA	V.N.Joshi	V.N.Joshi	V.N.Joshi	V.N.Joshi	V.N.Joshi	V.N.Joshi	V.N.Joshi	V.N.Joshi	V.N.Joshi	V.N.Joshi
4	1124	KALE ANIRUDDHA SANTOSH	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh	Anirudh
5	1125	MEMANE SAVITA SAKHARAM	Smemane	Smemane	Smemane	Smemane	Smemane	Smemane	Smemane	Smemane	Smemane	Smemane
6	1126	MILKHE SAGAR SAKHARAM	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
7	1127	MISKIN DNYANESHWAR VISHNU	Misal	Misal	Misal	Misal	Misal	Misal	Misal	Misal	Misal	Misal
8	1128	NIGHOT ROHAN TUKARAM	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
9	1129	PAWAR ANIKET SHANKAR	Aniket	Aniket	Aniket	Aniket	Aniket	Aniket	Aniket	Aniket	Aniket	Aniket
10	1131	SHELAKE VARSHA VIJAY	Varsha	Varsha	Varsha	Varsha	Varsha	Varsha	Varsha	Varsha	Varsha	Varsha
11	1132	SHINDE GANESH NAVNATH	G.Shinde	G.Shinde	G.Shinde	G.Shinde	G.Shinde	G.Shinde	G.Shinde	G.Shinde	G.Shinde	G.Shinde
12	1133	SHINDE ROHAN SANJAY	Rohan	Rohan	Rohan	Rohan	Rohan	Rohan	Rohan	Rohan	Rohan	Rohan
13	1134	WAJE SNEHAL RAMDAS	Sawale	Sawale	Sawale	Sawale	Sawale	Sawale	Sawale	Sawale	Sawale	Sawale
14	1135	GAIKWAD BHUSHAN ASHOK	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
15	1136	ASAWALE VISHAL VIJAY	Vishal	Vishal	Vishal	Vishal	Vishal	Vishal	Vishal	Vishal	Vishal	Vishal
16	1137	BADHE SAKSHI DILIP	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi	Sakshi
17	1138	INAMDAR MO. ARAMAN MUSARAT ALI	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
18	1139	JADHAV SHIVANI VAMAN	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
19	1140	THORAT DNYANESH VILAS	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
20	1141	MARABHAL KAILAS VISHVAS	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB

Co-Ordinator

Annasaheb Awate College, Department of Geography, Manchar, Ambegaon (Pune)

Head
Department of Geography
Annasaheb Awate College,
Manchar, Tal.Ambegaon Dist Pune

Rayat Shikshan Santha'S

Annasaheb Awate Arts, Commerce & Hutatma Babu Genu Science College, Manchar

ATTENDANCE : FYBA- Short Term Course : Information Technology List A.Y. 2022-2023

Sr. No.	R.N.	NAME OF STUDENT	27/03/2023	28/03/2023	29/03/2023	31/03/2023	01/04/2023	03/04/2023	05/04/2023	06/04/2023	08/04/2023	10/04/2023
1	1121	DOKE TEJAS CHANDRAKANT	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
2	1122	GAWARI SUPRIYA SAMBHAJI	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
3	1123	JOSHI VIMAL NATHA	V.N.Joshi	V.N.Joshi	V.N.Joshi	V.N.Joshi	V.N.Joshi	V.N.Joshi	V.N.Joshi	V.N.Joshi	V.N.Joshi	V.N.Joshi
4	1124	KALE ANIRUDDHA SANTOSH	Abhirdh	Abhirdh	Abhirdh	Abhirdh	Abhirdh	Abhirdh	Abhirdh	Abhirdh	Abhirdh	Abhirdh
5	1125	MEMANE SAVITA SAKHARAM	Smemane	Smemane	Smemane	Smemane	Smemane	Smemane	Smemane	Smemane	Smemane	Smemane
6	1126	MILKHE SAGAR SAKHARAM	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
7	1127	MISKIN DNYANESHWAR VISHNU										
8	1128	NIGHOT ROHAN TUKARAM	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
9	1129	PAWAR ANIKET SHANKAR										
10	1131	SHELAKE VARSHA VIJAY										
11	1132	SHINDE GANESH NAVNATH										
12	1133	SHINDE ROHAN SANJAY										
13	1134	WAJE SNEHAL RAMDAS	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
14	1135	GAIKWAD BHUSHAN ASHOK										
15	1136	ASAWALE VISHAL VIJAY										
16	1137	BADHE SAKSHI DILIP										
17	1138	INAMDAR MO. ARAMAN MUSARAT ALI	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
18	1139	JADHAV SHIVANI VAMAN	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
19	1140	THORAT DNYANESH VILAS	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
20	1141	MARABHAL KAILAS VISHVAS	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB

Co-Ordinator

Annasaheb Awate College Manchar

Head
Department of Geography
Annasaheb Awate College
Manchar, Tal.Ambegaon Dist Pune

Rayat Shikshan Santha's

Annasaheb Awate Arts, Commerce & Hutatma Babu Genu Science College, Manchar

Department of Geography

FYBA- Short Term Course : Information Technology List A.Y. 2022-2023

Mark Sheet

Sr. No.	Roll No	Name of Student	Theory Exam (30)	Practical(20)	Total Marks (50)
1	1121	DOKE TEJAS CHANDRAKANT	AB	AB	AB
2	1122	GAWARI SUPRIYA SAMBHAJI	AB	AB	AB
3	1123	JOSHI VIMAL NATHA	23	18	41
4	1124	KALE ANIRUDDHA SANTOSH	18	14	32
5	1125	MEMANE SAVITA SAKHARAM	22	16	38
6	1126	MILKHE SAGAR SAKHARAM	AB	AB	AB
7	1127	MISKIN DNYANESHWAR VISHNU	16	15	31
8	1128	NIGHOT ROHAN TUKARAM	AB	AB	AB
9	1129	PAWAR ANIKET SHANKAR	24	17	41
10	1131	SHELAKE VARSHA VIJAY	26	18	44
11	1132	SHINDE GANESH NAVNATH	24	17	41
12	1133	SHINDE ROHAN SANJAY	21	18	39
13	1134	WAJE SNEHAL RAMDAS	23	19	42
14	1135	GAIKWAD BHUSHAN ASHOK	AB	AB	AB
15	1136	ASAWALE VISHAL VIJAY	28	12	40
16	1137	BADHE SAKSHI DILIP	24	14	38
17	1138	INAMDAR MO. ARAMAN MUSARAT ALI	AB	AB	AB
18	1139	JADHAV SHIVANI VAMAN	AB	AB	AB
19	1140	THORAT DNYANESH VILAS	AB	AB	AB
20	1141	MARABHAL KAILAS VISHVAS	AB	AB	AB

Annasaheb Awate College Department of Geography Manchar

Co-Ordinator

Head
Department of Geography
Annasaheb Awate College,
Manchar, Tal.Ambegaon, Dist.Pune

Rayat Shikshan Santha's

Annasaheb Awate Arts, Commerce & Hutatma Babu Genu Science College, Manchar

Department of Geography

FYBA- Short Term Course : Information Technology List A.Y. 2022-2023

Mark Sheet

Sr. No.	Roll No	Name of Student	Theory Exam (30)	Practical(20)	Total Marks (50)
1	1121	DOKE TEJAS CHANDRAKANT	AB	AB	AB
2	1122	GAWARI SUPRIYA SAMBHAJI	AB	AB	AB
3	1123	JOSHI VIMAL NATHA	23	18	41
4	1124	KALE ANIRUDDHA SANTOSH	18	14	32
5	1125	MEMANE SAVITA SAKHARAM	22	16	38
6	1126	MILKHE SAGAR SAKHARAM	AB	AB	AB
7	1127	MISKIN DNYANESHWAR VISHNU	16	15	31
8	1128	NIGHOT ROHAN TUKARAM	AB	AB	AB
9	1129	PAWAR ANIKET SHANKAR	24	17	41
10	1131	SHELAKE VARSHA VIJAY	26	18	44
11	1132	SHINDE GANESH NAVNATH	24	17	41
12	1133	SHINDE ROHAN SANJAY	21	18	39
13	1134	WAJE SNEHAL RAMDAS	23	19	42
14	1135	GAIKWAD BHUSHAN ASHOK	AB	AB	AB
15	1136	ASAWALE VISHAL VIJAY	28	12	40
16	1137	BADHE SAKSHI DILIP	24	14	38
17	1138	INAMDAR MO. ARAMAN MUSARAT ALI	AB	AB	AB
18	1139	JADHAV SHIVANI VAMAN	AB	AB	AB
19	1140	THORAT DNYANESH VILAS	AB	AB	AB
20	1141	MARABHAL KAILAS VISHVAS	AB	AB	AB

Co-Ordinator

Annasaheb Awate College Department of Geography Ambegaon (Pune)

Head
Department of Geography
Annasaheb Awate College,



"Education through self help is our Motto." KARMAVEER

Rayat Shikshan Sanstha's

Annasaheb Awate Arts, Commerce & Hutatma Babu Genu Science College

Manchar, Tal. Ambegoan, Dist. Pune. 410503.

CERTIFICATE

This is to certify that

Mr. / Ms. / Mrs. Joshi Vimal Natha

of class F.Y. B.A has successfully completed the certificate

Course in Information Technology with _____ Grade

Conducted by 2022-23

during academic year 20 - 20

Course Co-ordinator

Chairman
Short Term Course Committee

Head
Department of Geography
Annasaheb Awate College,
Manchar, Tal.Ambegaon Dist Pune

Principal