CRITERION I

Curricular Aspects

KEY INDICATOR 1.2:- ACADEMIC FLEXIBILITY

METRIC 1.2.1

Number of add on/Certificate/Value added programs offered during last five years

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Basic of Computer(2018-19)

Syllabus
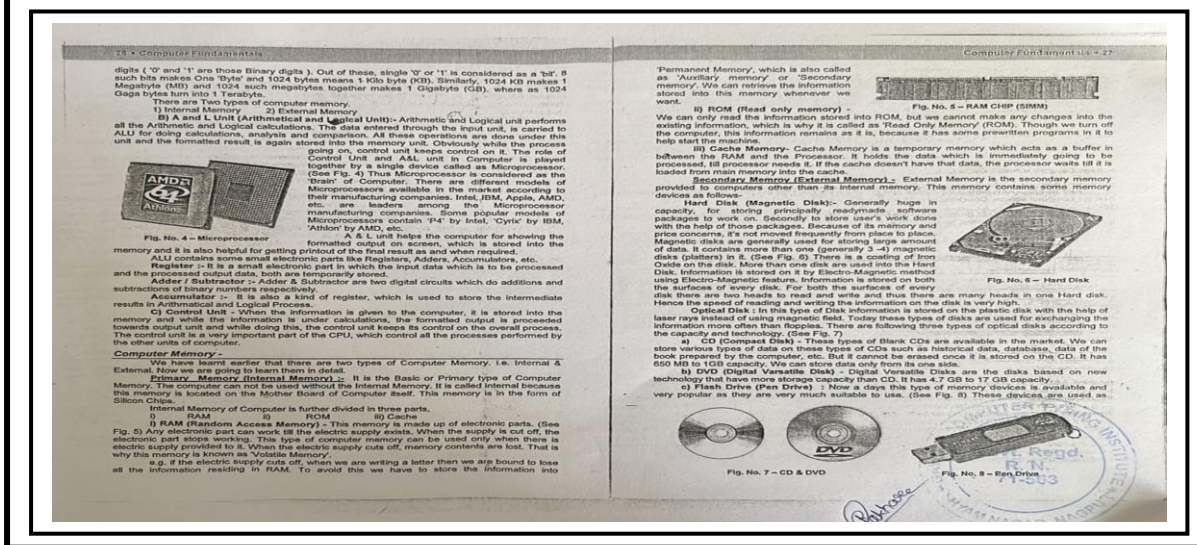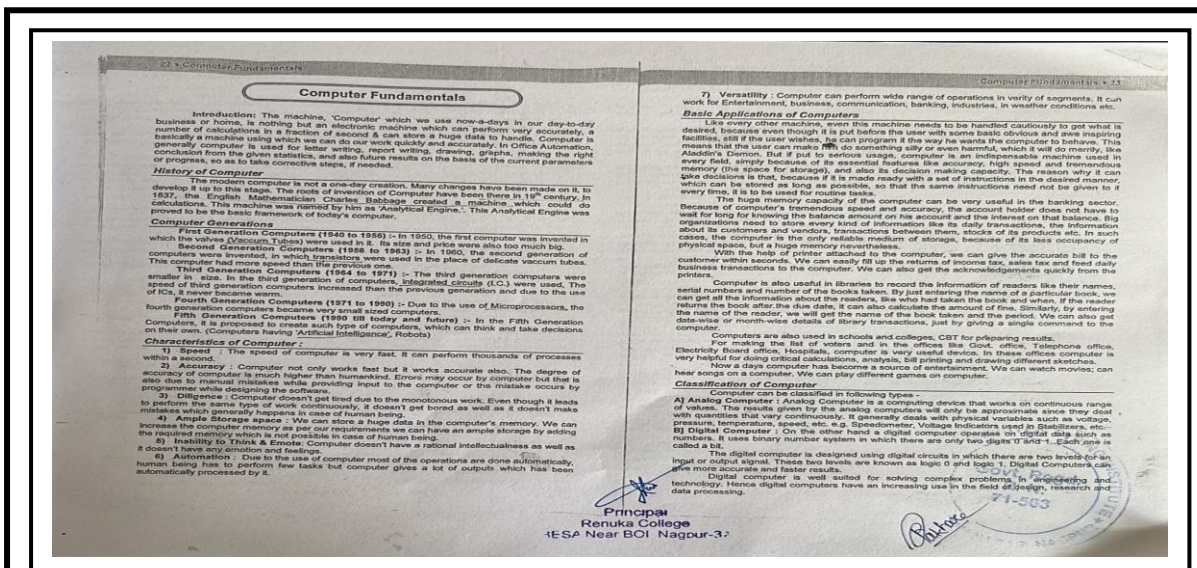
Computer Fundamentals

Fig. No. 4 – Microprocessor

Fig. No. 5 – RAM CHIP (SIMM)

Fig. No. 6 – Hard Disk

Fig. No. 7 – CD & DVD

Fig. No. 8 – Pen Drive

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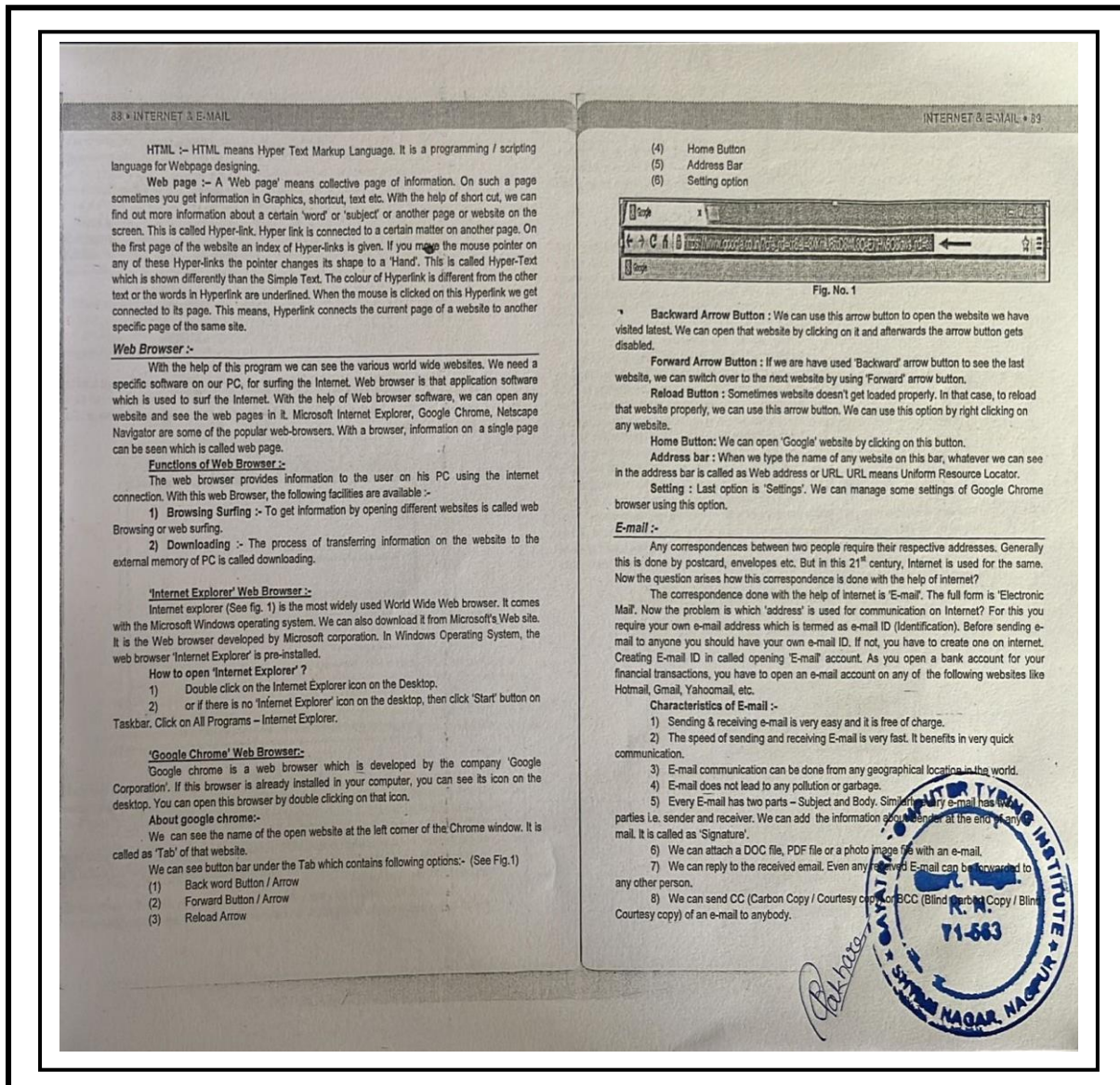| President: - Shri Himanshu E Gedam | Principal: - Dr. JyotiPatil |
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Syllabus : Basics of Computer

HTML :– HTML means Hyper Text Markup Language. It is a programming / scripting language for Webpage designing.

Web page :– A 'Web page' means collective page of information. On such a page sometimes you get information in Graphics, shortcut, text etc. With the help of short cut, we can find out more information about a certain 'word' or 'subject' or another page or website on the screen. This is called Hyper-link. Hyper link is connected to a certain matter on another page. On the first page of the website an index of Hyper-links is given. If you move the mouse pointer on any of these Hyper-links the pointer changes its shape to a 'Hand'. This is called Hyper-Text which is shown differently than the Simple Text. The colour of Hyperlink is different from the other text or the words in Hyperlink are underlined. When the mouse is clicked on this Hyperlink we get connected to its page. This means, Hyperlink connects the current page of a website to another specific page of the same site.

Web Browser :-

With the help of this program we can see the various world wide websites. We need a specific software on our PC, for surfing the Internet. Web browser is that application software which is used to surf the Internet. With the help of Web browser software, we can open any website and see the web pages in it. Microsoft Internet Explorer, Google Chrome, Netscape Navigator are some of the popular web-browsers. With a browser, information on a single page can be seen which is called web page.

Functions of Web Browser :-

The web browser provides information to the user on his PC using the internet connection. With this web Browser, the following facilities are available :-

1) Browsing Surfing :- To get information by opening different websites is called web Browsing or web surfing.

2) Downloading :- The process of transferring information on the website to the external memory of PC is called downloading.

'Internet Explorer' Web Browser :-

Internet explorer (See fig. 1) is the most widely used World Wide Web browser. It comes with the Microsoft Windows operating system. We can also download it from Microsoft's Web site. It is the Web browser developed by Microsoft corporation. In Windows Operating System, the web browser 'Internet Explorer' is pre-installed.

How to open 'Internet Explorer' ?

1)   Double click on the Internet Explorer icon on the Desktop.

2)   or if there is no 'Internet Explorer' icon on the desktop, then click 'Start' button on Taskbar. Click on All Programs – Internet Explorer.

'Google Chrome' Web Browser:-

'Google chrome is a web browser which is developed by the company 'Google Corporation'. If this browser is already installed in your computer, you can see its icon on the desktop. You can open this browser by double clicking on that icon.

About google chrome:-

We can see the name of the open website at the left corner of the Chrome window. It is called as 'Tab' of that website.

We can see button bar under the Tab which contains following options:- (See Fig.1)

(1)   Back word Button / Arrow

(2)   Forward Button / Arrow

(3)   Reload Arrow

(4)   Home Button

(5)   Address Bar

(6)   Setting option

Fig. No. 1

Backward Arrow Button : We can use this arrow button to open the website we have visited latest. We can open that website by clicking on it and afterwards the arrow button gets disabled.

Forward Arrow Button : If we are have used 'Backward' arrow button to see the last website, we can switch over to the next website by using 'Forward' arrow button.

Reload Button : Sometimes website doesn't get loaded properly. In that case, to reload that website properly, we can use this arrow button. We can use this option by right clicking on any website.

Home Button: We can open 'Google' website by clicking on this button.

Address bar : When we type the name of any website on this bar, whatever we can see in the address bar is called as Web address or URL. URL means Uniform Resource Locator.

Setting : Last option is 'Settings'. We can manage some settings of Google Chrome browser using this option.

E-mail :-

Any correspondences between two people require their respective addresses. Generally this is done by postcard, envelopes etc. But in this 21st century, Internet is used for the same. Now the question arises how this correspondence is done with the help of internet?

The correspondence done with the help of internet is 'E-mail'. The full form is 'Electronic Mail'. Now the problem is which 'address' is used for communication on Internet? For this you require your own e-mail address which is termed as e-mail ID (Identification). Before sending e-mail to anyone you should have your own e-mail ID. If not, you have to create one on internet. Creating E-mail ID in called opening 'E-mail' account. As you open a bank account for your financial transactions, you have to open an e-mail account on any of the following websites like Hotmail, Gmail, Yahoomail, etc.

Characteristics of E-mail :-

1)   Sending & receiving e-mail is very easy and it is free of charge.

2)   The speed of sending and receiving E-mail is very fast. It benefits in very quick communication.

3)   E-mail communication can be done from any geographical location in the world.

4)   E-mail does not lead to any pollution or garbage.

5)   Every E-mail has two parts – Subject and Body. Similarly every e-mail has two parties i.e. sender and receiver. We can add the information about sender at the end of any mail. It is called as 'Signature'.

6)   We can attach a DOC file, PDF file or a photo image file with an e-mail.

7)   We can reply to the received email. Even any received E-mail can be forwarded to any other person.

8)   We can send CC (Carbon Copy / Courtesy copy) or BCC (Blind Carbon Copy / Blind Courtesy copy) of an e-mail to anybody.

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Brief Report of the Programme organized under MoU with Gayatri Computer Institute, Nagpur

Two Week   Basic Computer Training Programme from -23rd March 2019 to 9th April 2019.

        Renuka College and Gayatri Computer Institute, Nagpur organized Two Week   Basic Computer Training Programme from23rd March2019 to 9th April 2019.Under this programme , 12 students got themselves enrolled for the programme. They were taught fundamentals of computers.

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Attendance Sheet : Basics of Computer

Renuka College
Besa, Nagpur
Computer Classes Attendance Sheet 2018-19.

Sr. No	Name of Students	23/03/19	25/03/19	26/03/19	27/03/19	28/02/19	29/03/19	30/03/19
1	Rohit S. Bawane	Rohit Bew	Rohit Bawan	Rohit B	Rohit B	Rohit B	Rohit B	Rohit B
2	Pooja U. Dabarase	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	
3	Muskan M.Sori	Muskan	Muskan	Muskan	Muskan	Muskan	Muskan	Muskan
4	Atharva S.Tambaskar	Atharva	Atharva	Atharva	Atharva	Atharva	Atharva	Atharva
5	Anup Ganvir	Anup	Anup	Anup	Anup	Anup	Anup	Anup
6	Yash Shendre	yash	yash	yash	yash	yash	yash	yash
7	Sejal Punje	S.R.Punje	S.R.Punje	S.R.Punje	S.R.Punje	+6	+6	+6
8	Aryan Bhure	+6	Ar	Ar	Ar	Ar	Ar	Ar
9	Nikita Malewar	N. malew	N. malew	N. malew	N. mal	N. malew	N. malew	N. M
10	Smita Aachar	Smita B Aache	smita	Smita	+6	smita	smita	+6
11	Gamisha R. Chaudhari	Gamisha	Gamisha	Gamisha	Gamisha	Gamisha	Gamisha	Gamisha
12	Priyanka .M.Umre	PU	PU	PU	PU	PU	PU	PU

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Attendance Sheet : Basics of Computer

Renuka College
Besa, Nagpur
Computer Classes Attendance Sheet 2018-19.

Sr. No	Name of Students	1/04/19	2/04/19	3/04/19	4/04/19	5/04/19	8/04/19	9/04/19
1	Rohit S. Bawane	Rohit Bawane	Rohit	Rohit	Rohit	Rohit	Rohit	Rohit
2	Pooja U. Dabarase	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja
3	Muskan M.Sori	Muskan.	Muskan	Muskan	Muskan	Muskan	Muskan	Muskan
4	Atharva S.Tambaskar	Atharva	Atharva	Atharva	Atharva	Atharva	Atharva	Atharva
5.	Anup Ganvir	Anup	Anup	Anup	Anup	Anup	Anup	Anup
6.	Yash Shendre	Yash	Yash	Yash	Yash	Yash	Yash	Yash
7.	Sejal Punje	Sejal	Sejal	Sejal	Sejal	Sejal	Sejal	Sejal
8.	Aryan Bhure	Bhure	Bhure	Bhure	Bhure	Bhure	Bhure	Bhure
9.	Nikita Malewar	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita
10.	Smita Aachar	Smita	Smita	Smita	Smita	Smita	Smita	Smita
11.	Gamisha R. Chaudhari	Gamisha	Gamisha	Gamisha	Gamisha	Gamisha	Gamisha	Gamisha
12.	Priyanka .M.Umre	PU	PU	PU	PU	PU	PU	PU

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Basics of Computer
Session : 2018-19

Programme Outcome-

1. Students will appreciate how to improve our lives and our world.

2. Students will be able to defend their own points of view.

3. Basics of computer have gone on to employment in a range of professional roles in both business and public sectors ,such as banking, National governments in many parts of the world, Organizations and development agencies, non- governmental organizations etc.

4. To provide conducive atmosphere to the students.

5. To give ample practices to get proficiency in Computer.

6. To groom the personality of the students.

7. To develop the soft skills of the students.

8. To make them competent in Computer so as to help them to purse higher studies

9. To develop their overall personality for better catering to the real life situations.

10. To make them fit for employability.

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Certificate : Basics of Computer

Govt. Registered No. 715630212409

GAYATRI COMPUTER INSTITUTE

Near St. Paul School, Shyam Nagar, Hudkeshwar Road, Nagpur - 440034

In collaboration with Renuka College, Besa Nagpu

CERTIFICATE

This to certify that

Shri/Smt./Miss. _____ has Successfully

Completed the Certificate Course in Basics of Computer in the year _____

_____
Principal
Renuka College, Besa
Nagpur

_____
Principal
Gayatri Computer
Institute

IQAC Coordinator
Renuka College,
Besa. Nagpur-37

Principal
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