



Renuka Shikshan Prasarak Mandal's
RENUKA COLLEGE



Near Bank of India, Besa, Nagpur

Accredited with 'B' grade by NAAC, Bengaluru

Permanently Affiliated to RTM Nagpur University

Telephone No. 07103281455 Email: - renukamv.ngp@gmail.com

Website: www.renukacollege.org

President: - Shri Himanshu E Gedam

Principal: - Dr. JyotiPatil

Contact no. : 8149051026

Contact no. : - 9422807224

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


IQAC Coordinator
Renuka College,
Besa, Nagpur-37




Principal
Renuka College
BESA Near BOI Nagpur-37



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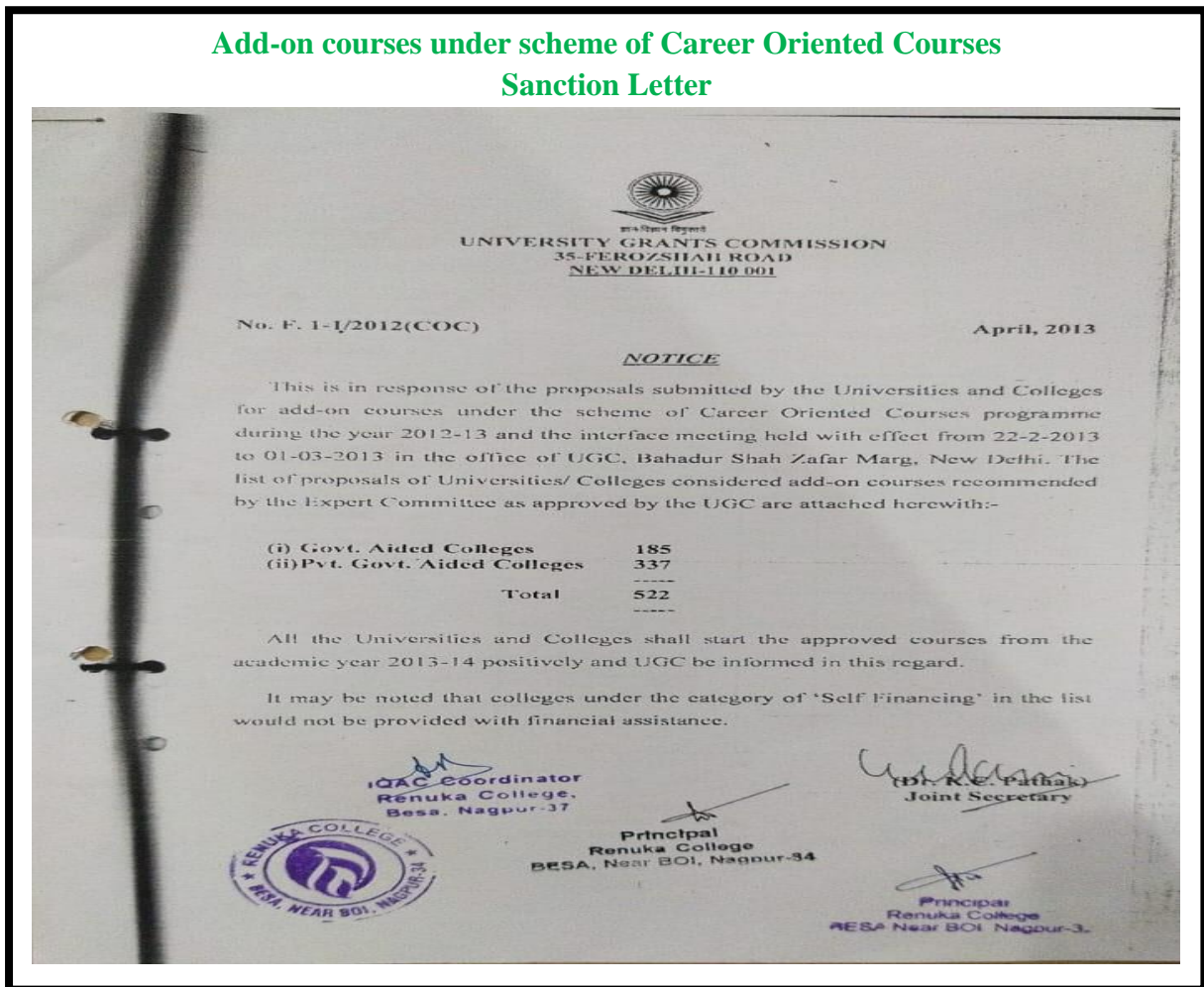
Contact no. : - 9422807224

ACADEMIC FLEXIBILITY

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

Basics of Computer (Advance Diploma Course -2017-18)

**Add-on courses under scheme of Career Oriented Courses
Sanction Letter**



[Signature]
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[Signature]
 Principal
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Add-on courses under scheme of Career Oriented Courses Sanction Letter

NO 422/14/2013(COC)

129	442	Renuka Kala Mahavidyalaya, Besa, Near Bank of India, Dist. Nagpur, Maharashtra- 440034	West	Arts/Social Science 1. Communication Skills and Personality Development Science Basic Computer	1.	17.00 lakh	15,30,000/-	Pvt. Govt. Aided
130	443	Mahatma Gandhi Shikshan Mandal's Arts, Science & Commerce College, Chopda, Tal: Chopda, Dist. Jalgaon, State Maharashtra, Pin-425107	West	Commerce 1. E- Commerce		7.00 lakh	6,30,000/-	Pvt. Govt. Aided
131	444	S.S.V.P.S.'s Sanstha's L.K. Dr. P.R. Ghogray Science College, Dist. Dhule-424005 (Maharashtra)	West	Science Computer Application	1.	10.00 lakh	9,00,000/-	Pvt. Govt. Aided
132	448	Dr. Annasaheb G.D. Bendale Mahila Mahavidyalaya, Jalgaon (M.S.), Dist. Jalgaon, Maharashtra- 425001	West	Arts/Social Science 1. Beauty Therapy and Hair dressing Science Animation	1.	17.00 lakh	15,30,000/-	Pvt. Govt. Aided
133	449	C.E. Society's Bhagirathibai Purnapatre Arts, Sitabai Mangilal Agrawal Science, Kasturbai Khandu Chaudhary Commerce College, Chalisgaon, Dist. Algaon, Maharashtra- 424101	West	Arts/Social Science 1. Guidance and Counselling		7.00 lakh	6,30,000/-	Pvt. Govt. Aided
134	451	Kisan Vidya Prasarak Sansthas, Kisan Arts Commerce and Science College, Parola, Dist. Jalgaon-425111(Maharashtra)	West	Arts/Social Science 1. Business Communication skills in English		7.00 lakh	6,30,000/-	Pvt. Govt. Aided
135	452	A.S. Mandal's Arts & Commerce College Trust's C.H.C. Arts, S.G.P. Commerce & B.B.J.P. Science College, Taloda, Dist. Nandurbar- 425413 (Maharashtra)	West	Arts/ Social Science 1. Spoken English and Personality Development Science Bee Keeping	1.	17.00 lakh	15,30,000/-	Pvt. Govt. Aided

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Basics of Computer (Advance Diploma Course -2017-18)

Permission Letter

RENUKA SHIKSHAN PRASARAK MANDAL'S
RENUKA COLLEGE
Manewada Road, Besa, Near Bank of India, Nagpur

Telephone No. 0712-2700990 Email :- renukamv.ngp@gmail.com Website: www.renukecollege.org
President :- Shri Eknath H. Gedam Principal:- Dr. Jyoti Patil
Contact no. :- 9881170680 Contact no. :- 9422807224
Ref no:RM/ UGC /BCUD / 1933 /14 Dated: 28/11/2014

To:

The Director,
BCUD, RTM Nagpur University,
Amravati Road, University Campus,
Nagpur (MS)

Sub: Furnishing information regarding release of grants for Add-on-courses under Career Oriented Courses
Ref: 1. UGC sanction letter No.F-4-314/2013(COFC) dt 15/09/14
2. Our office letter no RM/UGC-COP/compliance/1768/14 dt 27/03/14

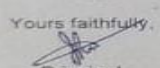
Res Sir,


With reference to UGC letter cited above, I am furnishing herewith the details as per requirements regarding the two add-on courses sanctioned by the UGC.

1. Basics of Computer
2. Communication Skills and Personality Development

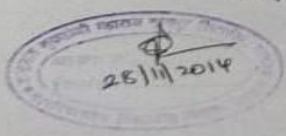


Seed money sanctioned: INR17,00,000/-
Amount Released: INR 15,30,000/-

I wish to bring to kind notice that these courses are being conducted from the session 2013-14. I'm herewith attaching the syllabi of both the courses which was sent to the UGC as well as Academic section of RTM Nagpur University for your kind perusal.
Thanking you in anticipation

Yours faithfully,

Principal
(Dr. Jyoti Patil)
Renuka College
BESA, Near BOI, Nagpur-37


IQAC Coordinator
Renuka College,
Besa, Nagpur-37


1. UGC Letter of sanction
2. Syllabi of both the courses


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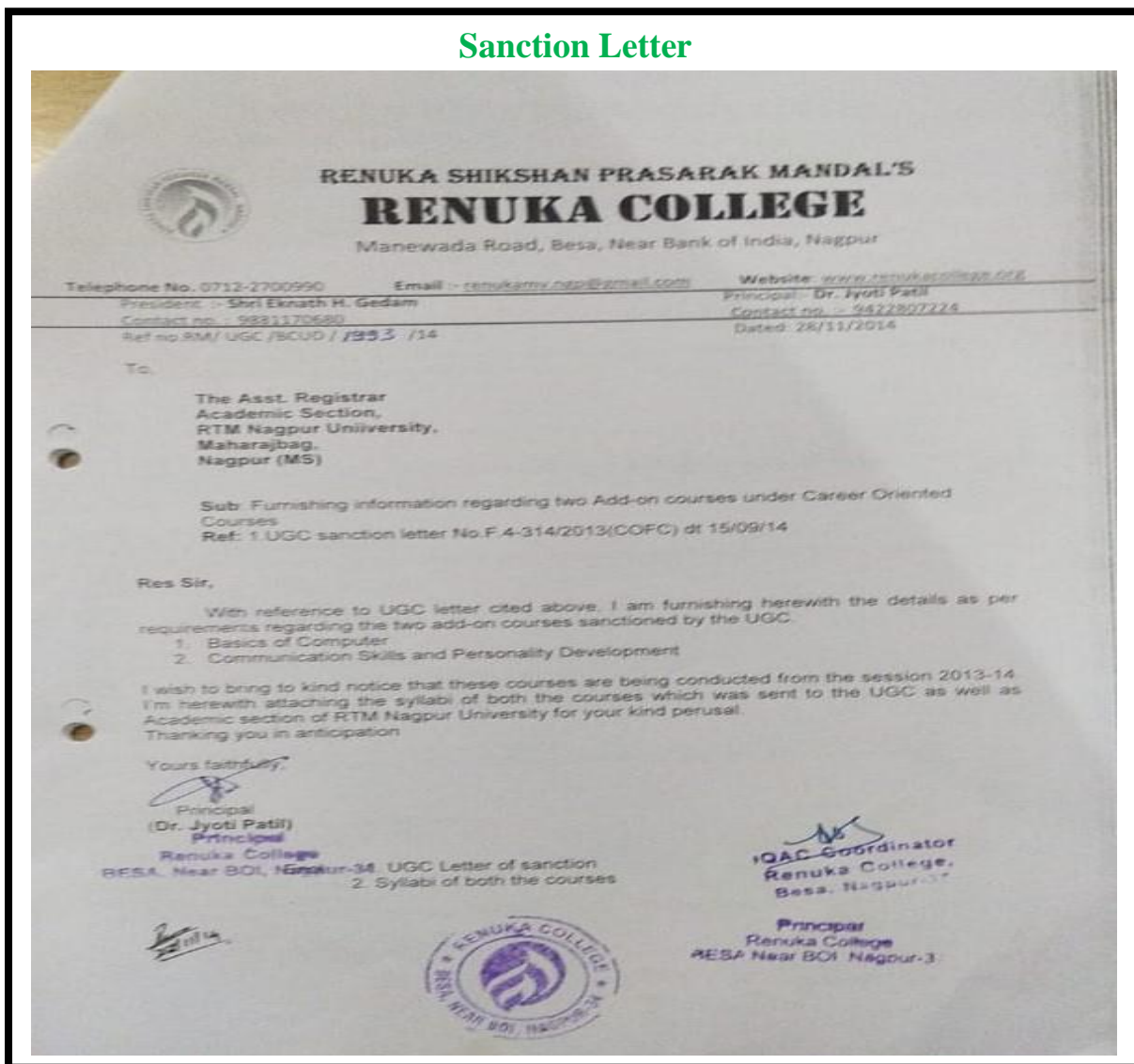
Principal: - Dr. Jyoti Patil

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Basics of Computer (Advance Diploma Course -2017-18)

Sanction Letter



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Basics of Computer (Advance Diploma Course -2017-18)

Syllabus

Renuka Kala Mahavidyalaya
Adm. Off.: Luv-kush Nagar, Manewada ring road, Nagpur
Campus: Besa, Near Bank of India, Manewada Road, Nagpur
Telephone No. 2700990 Email:- renukamv.ngp@gmail.com Website: www.renuka.college.org

President :- Shri Eknath H. Gedam Contact no. :- 9881170680
Principal :- Dr. Jyoti Patil Contact no :- 9422807224

Basic Computer Course
Advance Diploma Course (20 Credits)

Objective: Understand the basic Elements of Computer. This Course is a part of Faculty of Commerce approved by Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

Fees. 750/-
Syllabus :

Unit-I(4credits) Block diagram of computer
functioning of computer, generation of computer, and classification of computer, characteristics, advantage & limitation of computer. Computer organization: Central processing Unit-speed of processor, computer memory: primary & secondary, type of primary memory, register. Storage devices: floppy disk, Hard disk, magnetic tapes, optical disk(CD/DVD).

Unit-II(4credits)
Software and programming languages.
Introduction, types of software, characteristics of good program, development of programming languages-machine language.
Computer Communication, need of network,
Type of network- LAN, WAN, MAN,
Type of topologies, advantage & limitations

Unit-III(4credits)
Introduction of Disk Operating System(DOS)
Directory commands : DIR, MD, CD, RD, TREE, PATH, SUBST etc.
Commands to related to file management – COPY, DEL, ERASE, REN, XCOPY, BACKUP and RESTORE commands.
General commands : TYPE, DATE, TIME, PROMPT, etc.

Practical
Introduction of Disk Operating System (DOS) (Credit 4)
Directory commands: DIR, MD, CD, RD, TREE, PATH, SUBST etc.
Commands to related to file management – COPY, DEL, ERASE, REN, XCOPY, BACKUP and RESTORE commands.

Spreadsheet Package (Credit 4)
General commands: TYPE, DATE, TIME, PROMPT, etc.

Word Processing
Formatting: Editing, Cut, Copy, Paste
Check Spelling & Grammar, Mailing
Inserting: Clip Art, Picture, Word Art & Smart Art,
Page Layout: New Page, Page brake, Page Size, Orientation.

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UGC Granted Career Oriented Course Basics of Computer Advanced Diploma Course Session : 2017-18 REPORT

Academic Year	2017-18
Name of Activity	UGC Granted Career Oriented Course Basics of Computer (Advanced Diploma Course)
Course Co-ordinator	Dr. Atul M. Mahajan
Date of Activity	1 st Aug. 2017 to 31 st Oct. 2017
Organized by	Renuka College, Nagpur
Number of Student	08
Brief Report	UGC Granted Career Oriented Course on Basics of Computer (Advanced Diploma Course) was organized by Renuka College, Nagpur in the session 2017-18. A total of 08 students registered in this course. This course was conducted from 1st August to 31st October 2017 (Three Month). 60 + 25 + 15 = 100 marks (Exam + Practical + Viva) were the structure of the course. Finally, the students completed the course and passed the examination and were awarded certificates by the Principal Dr. JyotiPatil.


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UGC Granted Career Oriented Course Basics of Computer (Advanced Diploma Course) Session : 2017-18

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 pursue 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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Basics of Computer (Advance Diploma Course -2017-18)

Notice

दिनांक : 19/07/2017

सूचना

महाविद्यालयातील सर्व विद्यार्थ्यांना सचित करण्यात येते की, महाविद्यालयात विश्वविद्यालय अनुदान आयोग (UGC) द्वारा पुरस्कृत

1. Basics of Computer
2. Communication Skill & Personality Development

या दोन अभ्यासक्रमाचे वर्ग दिनांक 1 ऑगस्ट 2017 पासून सुरू होत आहे. ज्या विद्यार्थ्यांना या अभ्यासक्रमात प्रवेश घ्यावयाचा आहे त्यांनी आपली नावे दिनांक 21 ऑगस्ट पर्यंत प्रा. अतुल महाजन व डॉ. संतोष मेंडेकर यांच्याकडे नांदावावी.

डॉ. अतुल महाजन
समन्वयक, Basics of Computer

डॉ. संतोष मेंडेकर
समन्वयक, Communication Skill
& Personality Development

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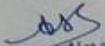
Results

RENUKA COLLEGE
Besa, Near Bank of India, Nagpur.
Report of the Candidates in Basics of Computer
Advance Diploma Course
(Career Orientation Courses Under UGC Scheme)
(2017-18)

Sr. No	Name of the Students	Theory Marks out of 60	Practical Marks out of 25	Viva Marks out of 15	Total score out of 100	Grade	Result
1	Ku. Sushma O. Uprikar	41	18	10	69	A	PASS
2	Ku. Rina M. Kashyap	37	18	10	65	A	PASS
3	Ku. Priyanka B. Moharle	35	14	11	60	A	PASS
4	Mr. Bharat M. Bhure	35	16	10	61	A	PASS
5	Ku. Pooja R. Shah	40	16	10	66	A	PASS
6	Ku. Priya K. Moharle	35	15	10	60	A	PASS
7	Mr. Rahul R. Maraskolhe	41	15	11	66	A	PASS
8	Mr. Rajat N. Thakre	35	14	11	60	A	PASS



 Dr. Atul Mahajan
 Course Co-ordinator
 Renuka College
 Nagpur
 Asst. Professor
 Renuka College
 Besa near BOI, Nagpur-37


 Dr. Jyoti Patil
 Principal
 Renuka College
 Nagpur
 Principal
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Basics of Computer (Advance Diploma Course -2017-18)

Attendance Sheet September-2017

College Orientation					Month <u>Sept-17</u> Year <u>2017-18</u>																	Class <u>Basics of Computer</u>													
Add No.	Name	Concession	Date of Add	Date of Birth	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	Ms. Sushma D. Upadhyay				P		P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	
	Ms. Rina M. Kashyap				P		P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	
	Ms. Poojanka B. Mahale				P		P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	
	Ms. Bhojat M. Bhule				P		P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
	Ms. Pooja R. Shah				P		A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	
	Ms. Pooja K. Mahale				A		P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
	Ms. Rohini R. Mahastrotkar				P		P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
	Ms. Rajat N. Thakre				P		P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	

Principal
Renuka College
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Asst. Professor
Renuka College
Besa near BOI, Nagpur-37



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