



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
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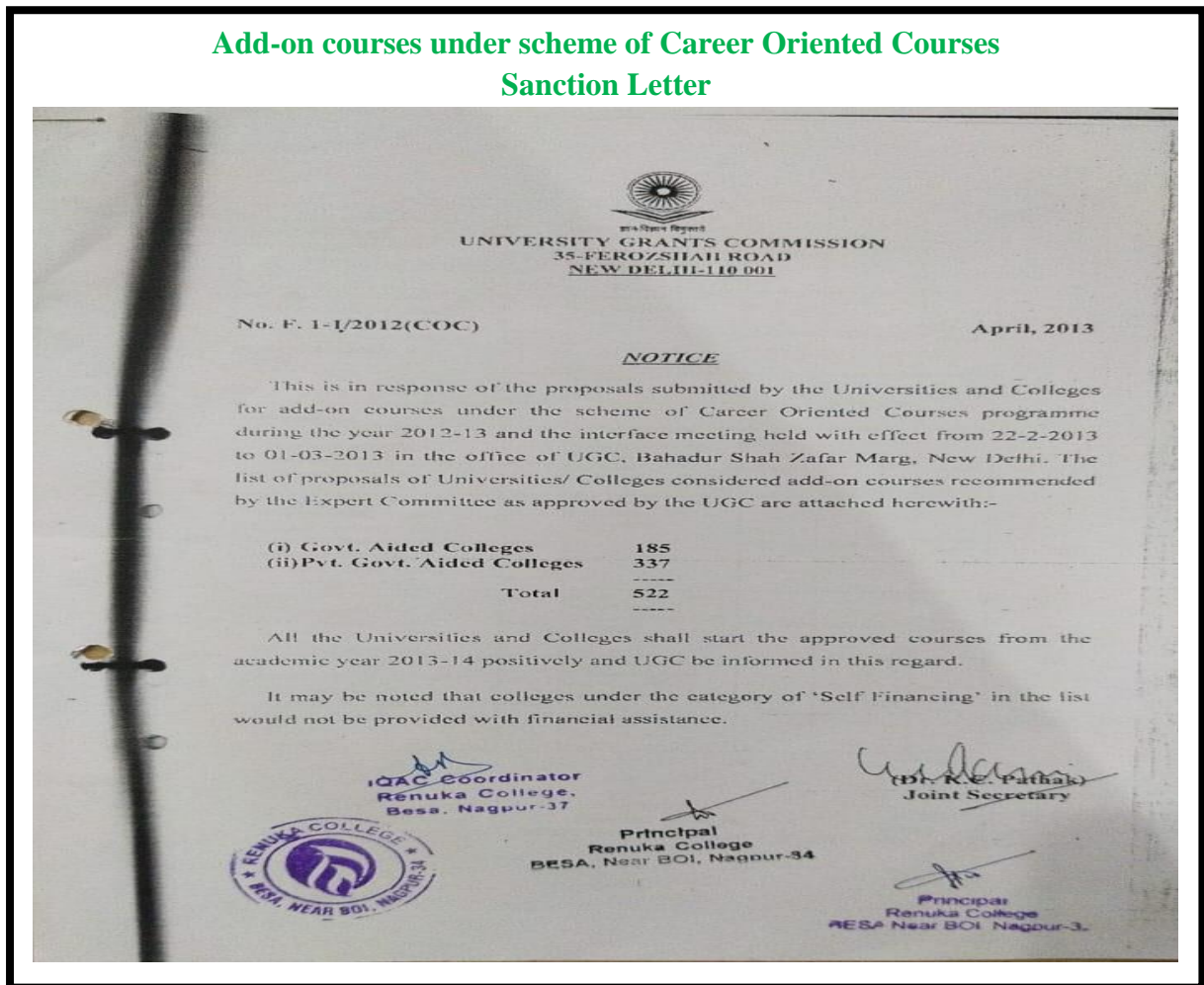
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1.2 ACADEMIC FLEXIBILITY

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


Basics of Computer (Certificate Course -2017-18)

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




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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, Kastrubai KhanduChaudhary 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 (Certificate 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,

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

(Signature)
IQAC Coordinator
Renuka College,
Besa, Nagpur-37

(Signature)
Principal
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28/11/2014

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(Signature)
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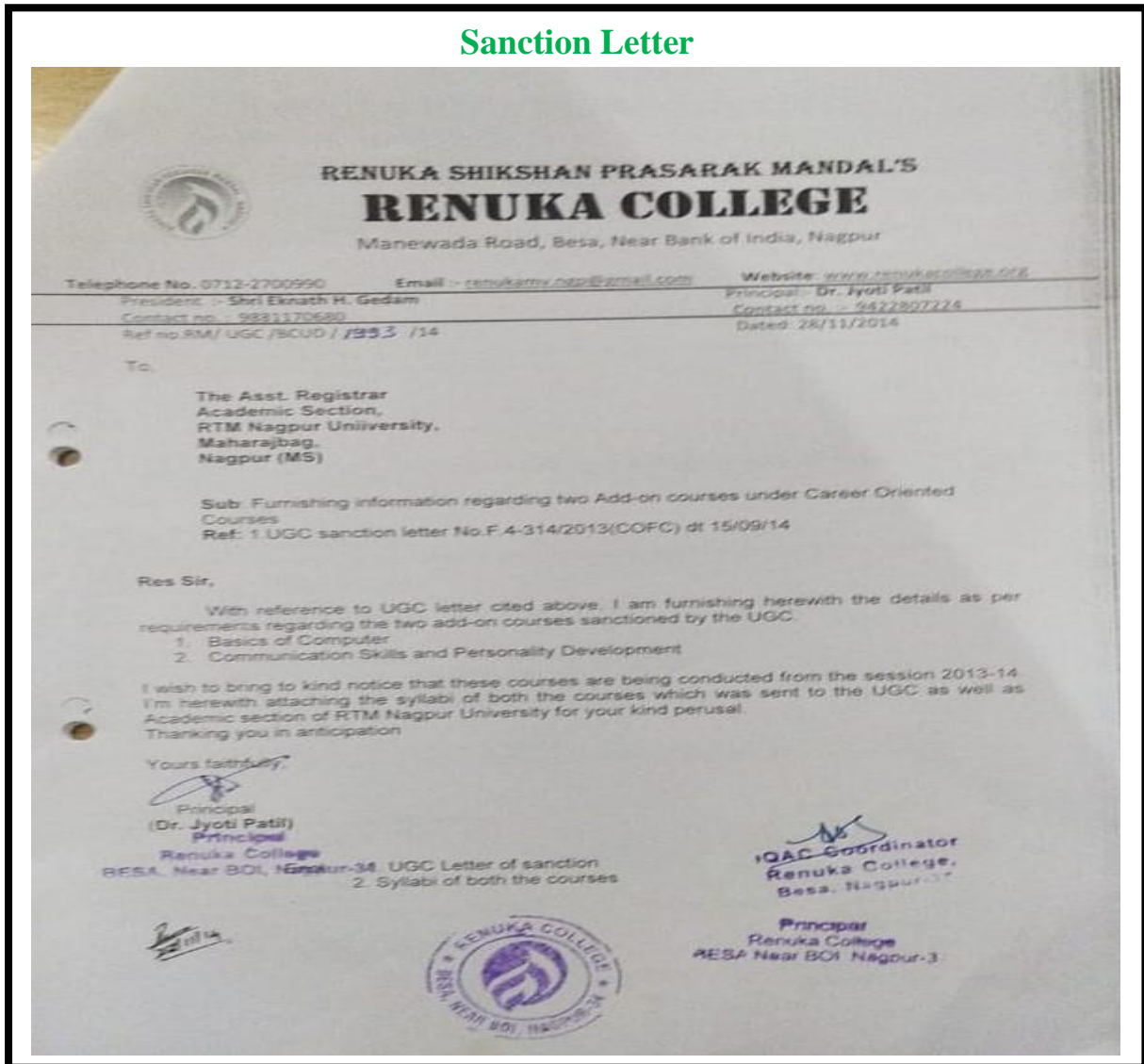
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Basics of Computer (Certificate Course -2017-18)

Sanction Letter



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Basics of Computer (Certificate 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 नांदवावी.

डॉ. अतुल महाजन
समन्वयक, Basics of Computer

डॉ. संतोष मेंडेकर
समन्वयक, Communication Skill
& Personality Development

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Basics of Computer (Certificate 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.renukecollege.org

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

Basic Computer Course

Certificate course (20 credits)

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

Fees. 500/-

Syllabus :

Unit I Introduction Word Processing (4 Credits)
Introduction, starting word, Creating document, Structure of Ms-word window and its application, Mouse & Keyboard operations, designing a document.

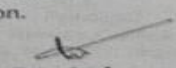
Unit II Introduction Spreadsheet Package(4 Credits)
Introduction to Ms-Excel, Navigating, Excel Toolbars and Operations, Formatting Features, Copying Data Between Worksheets.


Unit III Introduction PowerPoint Presentation (4Credits)
Working with PowerPoint windows, Standard Toolbar, ,Formatting Toolbar, Drawing Toolbar, Moving the Frame, Inserting Clip Art.


Unit IV Introduction Ms-Access (4credits)
Introduction to database management system, DBMS vs RDBMS, Database Administrator (DBA) and its role.

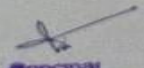
Practical (8 credits)

Word Processing:	Resume, Application, Time-Table, Greeting-Card.
Spreadsheet Package:	Salary-Sheet, Mark-sheet, Sales Report
PowerPoint Presentation:	Slide Show, Animation, Transition.
Introduction Ms-Access	Reports, Queries , Tables


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

Academic Year	2017-18
Name of Activity	UGC Granted Career Oriented Course Basics of Computer (Certificate 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	33
Brief Report	UGC Granted Career Oriented Course on Basics of Computer (Certificate Course) was organized by Renuka College, Nagpur in the session 2017-18. A total of 33 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. JyojiPatil.


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UGC Granted Career Oriented Course Basics of Computer (Certificate 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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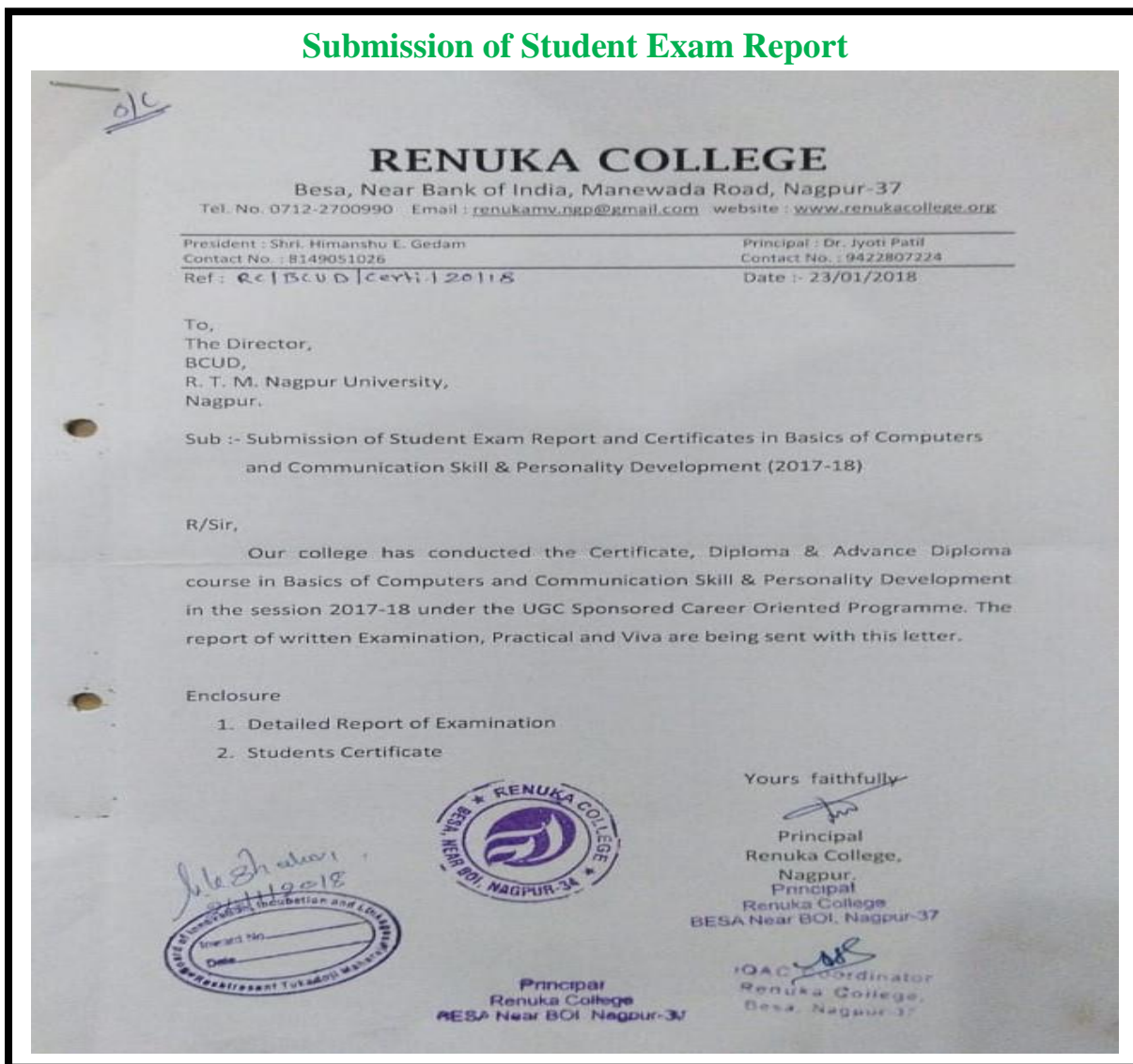
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Basics of Computer (Certificate Course -2017-18)

Submission of Student Exam Report



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Basics of Computer (Certificate Course -2017-18)

Results Sheet

RENUKA COLLEGE
Besa, Near Bank of India, Nagpur.

**Report of the Candidates in Basics of Computer
Certificate 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. Manjusha Sawarbandhe	40	15	10	65	A	PASS
2	Ku. Pooja S. Shahu	40	17	12	69	A	PASS
3	Ku. Sakshi R. Meshram	39	18	11	68	A	PASS
4	Ku. Nikita L. Kannake	35	16	10	61	A	PASS
5	Mr. Ritiksing Bais	40	21	10	71	A	PASS
6	Mr. Yash V. Chandhekar	40	20	12	72	A	PASS
7	Mr. Gaurav. P. Sawant	41	15	11	66	A	PASS
8	Rupam Y. Kamble	40	16	13	69	A	PASS
9	Ku. Simran A. Sonkar	40	19	12	71	A	PASS
10	Mr. Kunal V. Adhau	37	18	10	65	A	PASS
11	Ku. Devkanya R. Lande	40	16	10	66	A	PASS
12	Mr. Palash B. Dhote	38	17	12	67	A	PASS
13	Mr. Rushikesh M. Chavhan	42	18	11	71	A	PASS
14	Ku. Shivani P. Meshram	39	16	12	67	A	PASS
15	Ku. Gayatri H. Machhirke	40	15	12	67	A	PASS
16	Ku Pragati B. Palkar	35	14	11	60	A	PASS
17	Mr. Himanshu N. Ugle	41	18	10	69	A	PASS
18	Ku. Shakshi B. Pali	44	19	11	74	A	PASS
19	Ku. Lidrya R. Pal	41	17	12	70	A	PASS
20	Ku. Shivani K. Kherde	42	16	13	71	A	PASS
21	Mr. Arpit N. Chourasiya	39	15	11	65	A	PASS
22	Mr. Aman H. Jabalpure	39	12	11	62	A	PASS
23	Mr. Akshay R. Dhanvijay	42	13	10	65	A	PASS
24	Mr. Pratik P. Karve	38	14	10	62	A	PASS
25	Mr. Dhiraj K. Wanjari	37	14	12	63	A	PASS
26	Mr. Mayur P. Watane	35	15	12	62	A	PASS
27	Ku. Kalpana B. Chaudhari	40	12	11	63	A	PASS
28	Ankita A. Jambhulkar	39	14	11	64	A	PASS
29	Ku. Harsha S. Shripakwas	42	12	12	66	A	PASS
30	Ku. Snehal P. Sawant	41	13	12	66	A	PASS
31	Ku. Punam S. Lingare	39	19	12	70	A	PASS
32	Ku. Aswini P. Barekar	42	19	13	74	A	PASS
33	Mr. Sanidhya Soni	40	19	12	71	A	PASS


 Dr. Atul Mahajan
 Course Coordinator
 Renuka College
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Attendance Sheet (October – 2017)

Sr. No.	Add No.	Name	Concession	Date of Add	Date of Birth
31		Kv. Puram S. Lingare			
32		Kv. Ashwini P. Bosekot			
33		Ms. Sanidhy Soni			

Month Oct-17		Year 2017-18		Class Basics of Computer		Total Attendance													
1	2	3	4	5	6														
A	P	P	A	P	P	18	19	20	21	22	23	24	25	26	27	28	29	30	31
P	A	P	P	A	P	P	P	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	P	P	P	P	P

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