

A Summery Report on
ONE WEEK ICT TRAINING PROGRAM
FOR NON-TEACHING STAFF

December 1st to 7th, 2018



Organized by
DEPARTMENT OF COMPUTER SCIENCE
Shri. Dnyaneshwar Maskuji Burungale
Science and Arts College, Shegaon
2018

APPLICATION

Date : 22/11/2018

To,

The Principal
Shri. Dnyaneshwar Maskuji Burungale
Science and Arts College, Shegaon

Subject:- Permission to organize one week ICT training programme for Non-Teaching staff.

Respected sir,

With respect to above subject, Department of Computer Science has planning to organize one week training programme on **ICT** from **01st December 2018** to **07th December 2018**. This program is open for all non-teaching of our college only.

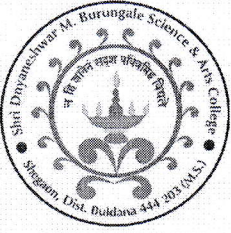
So you are kindly requested, please grant a permission to organize the said training programme.

Thanking you!

Permitted
22.11.2018
Principal

Principal
Shri Dnyaneshwar Maskuji Burungale
Science & Arts College, Shegaon
Dist. Buldana, Pin - 444203

V. V. Agarkar
V. V. Agarkar
Head
Dept. of Computer Science
Assistant Professor & Head
Department of Computer Science
Shri Dnyaneshwar Maskuji Burungale
Science & Arts College, Shegaon



Late Reverend Father Shri. Maskuji Biruji Burungale Education Society, Shegaon (R.No. F-422)

SHRI. DNYANESHWAR MASKUJI BURUNGALE SCIENCE & ARTS COLLEGE

AKOT ROAD, SHEGAON - 444 203 DIST - BULDANA (M.S.)

Ph. No. 07265 - 253959, Fax - 07265 - 254939

(Affiliated to Sant Gadge Baba Amravati University, College Code No.: 333)

Website - www.sdmbcsc.org

E-mail: sdmbshEGAON@gmail.com, sdmbcsc333@sgbau.ac.in

(NAAC Accredited with B+ Grade , C.G.P.A. 2.65)

Shri. Ramvijay Dnyaneshwar Burungale
President

Dr. R. E. Khadsan
Principal

Cell - 9767317055, E-mail - dr.khadsan@gmail.com

No. : SDMBCS/ICT-1/2018

Date : 26-11-2018

-: Notice :-

ICT Training Program for Non-Teaching (01/12/2018 to 07/12/2018)

All the Non-Teaching staff members of our college are hereby informed that, the Computer Science Department has organized 7-Days ICT Training Programme from 1st Dec. 2018 to 7th Dec. 2018.

Venue : Department of Computer Science Laboratory

Time : 10.00 am to 12.00 pm & 02.00 pm To 04.00 pm.

Coordinator : V. V. Agarkar

The detail of schedule of program will be display on notice board.

Principal

Principal

Shri Dnyaneshwar Maskuji Burungale
Science & Arts College, Shegaon
Dist. Buldana, Pin - 444203



Shri Dnyaneshwar Maskuji Burungale Science & Arts College, Shegaon

DEPARTMENT OF COMPUTER SCIENCE

ONE WEEK ICT TRAINING PROGRAMME

for NON-TEACHING STAFF

PROGRAMME PERSPECTIVE:

In the education system, besides the teachers and students, the use of ICT is necessary for administrative use. Administrative staff uses office tools such as MS-Office, Tally etc. to handle financial work, maintain communication, and keep records and process documents. By using ICT, Administrative staff can maintain pay sheet, balance sheet, audit reports, non salary grants and other financial work. Also they can maintain student presently report, student evaluation report and overall students record. When ICT is used for administration purpose, it can reduce office cost, time and man power and increase efficiency, correctness and reusability.

OBJECTIVES

- To explore various components of ICT in administration.
- To understand the role of ICT in the administration.
- To use ICT in administrative work.

PROGRAMME DURATION

The duration of this training programme is 7 days (one week). On every day a combination 2 hours of theory/demonstration and 02 hours of practical hands on training.

CONTENTS

- Fundamentals of Computer
- Skills of MS-Word
- Basic skills of MS-Excel
- Advanced skills of MS-Excel
- Role of ICT in Administration

CONTACT

PROF. V. V. AGARKAR

Coordinator, Training Programme

Assistant Professor & Head

Department of Computer Science

Assistant Professor & Head
Department of Computer Science
Shri Dnyaneshwar Maskuji Burungale
Science & Arts College, Shegaon

Shri Dnyaneshwar Maskuji Burungale Science and Arts College, Shegaon

DEPARTMENT OF COMPUTER SCIENCE

ICT TRAINING PROGRAM FOR NON-TEACHING STAFF

(1st to 7th December 2018)

Syllabus / Modules

Sr. No.	Module/Syllabus	Faculty
1	Module-1: Basics of IT Introduction to Computers, Hardware, Software, Operating System, Internet, Networking.	Prof. S. S. Thakare
2	Module-2: MS-Word skills Intro to MS-Word, Basic editing, Page setting, Tables, Inserting images, shapes, clip arts, Mail-Merge.	Prof. S. S. Thakare
3	Module-3: Basic MS-Excel skills Intro to MS-Excel, formulas, charts, sorting & Filtering, printing workbooks.	Prof. S. S. Thakare
4	Module-4: Advanced MS-Excel skills Logical functions, Macros, Data validation, Lookup function.	Prof. V. V. Agarkar
5	Module-5: Role of ICT in effective communication Google Apps – Gmail, Google Drive, Google Forms. Zoom.	Prof. V. V. Agarkar



V. V. Agarkar

Coordinator

Assistant Professor & Head
Department of Computer Science
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DEPARTMENT OF COMPUTER SCIENCE

ICT TRAINING PROGRAM FOR NON-TEACHING STAFF

(1st to 7th December 2018)

Program Schedule

Date	Morning Session (Theory/Demo)	Noon Session (Hands-on)
01-12-2018	11:30 am – Inauguration	2:00 pm – 4:00 pm
02-12-2018	10:00 am – 12.00 noon	2:00 pm – 4:00 pm
03-12-2018	10:00 am – 12.00 noon	2:00 pm – 4:00 pm
04-12-2018	10:00 am – 12.00 noon	2:00 pm – 4:00 pm
05-12-2018	10:00 am – 12.00 noon	2:00 pm – 4:00 pm
06-12-2018	10:00 am – 12.00 noon	2:00 pm – 4:00 pm
07-12-2018	10:00 am – 12.00 noon	2:00 pm – Valedictory



V. V. Agarkar

Coordinator

Assistant Professor & Head
Department of Computer Science
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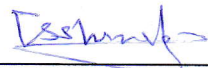

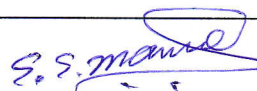

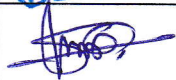

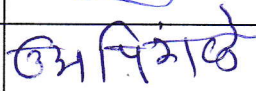
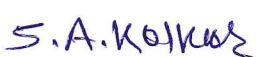



Shri Dnyaneshwar Maskuji Burungale Science and Arts College, Shegaon


DEPARTMENT OF COMPUTER SCIENCE

ICT TRAINING PROGRAM FOR NON-TEACHING STAFF

(1st to 7th December 2018)

Registration Sheet

Sr. No.	Name of the Employee	Designation	Signature
1	Mr. C. S. Shinde	Head Clerk	
2	Mr. J. O. Malthane	Sr. Clerk	
3	Mr. S. S. Mane	Jr. Clerk	
4	Mr. N. R. Kare	Lab. Assistant	
5	Mr. S. S. Prajapat	Lab. Attendant	
6	Mr. P. B. Kharat	Lab. Attendant	
7	Mr. U. A. Pingale	Lab. Attendant	
8	Mr. S. A. Kolkar	Lab. Attendant	
9	Mr. S. T. Badhe	Lib. Attendant	
10	Mr. R. S. Thorat	Peon	
11	Mr. Abdul Rashid Abdul Kadar	Peon	


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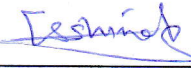



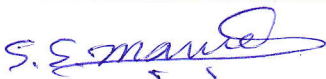
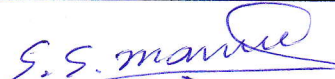






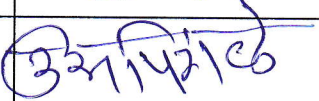
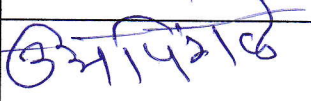
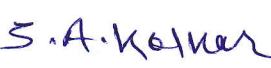

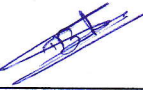


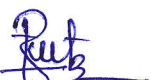


DEPARTMENT OF COMPUTER SCIENCE


ICT TRAINING PROGRAM FOR NON-TEACHING STAFF

(1st to 7th December 2018)

Attendance Sheet

Date :- 01/12/2018

Sr. No.	Name of the Employee	1 st Session (10.00 am – 12.00 pm)	2 nd Session (02.00 pm – 04.00 pm)
1	Mr. C. S. Shinde		
2	Mr. J. O. Malthane		
3	Mr. S. S. Mane		
4	Mr. N. R. Kare		
5	Mr. S. S. Prajapat		
6	Mr. P. B. Kharat		
7	Mr. U. A. Pingale		
8	Mr. S. A. Kolkar		
9	Mr. S. T. Badhe		
10	Mr. R. S. Thorat		
11	Mr. Abdul Rashid Abdul Kadar		


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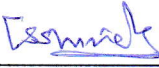
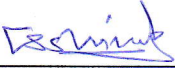








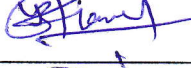


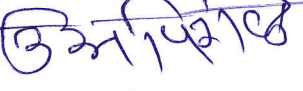








DEPARTMENT OF COMPUTER SCIENCE


ICT TRAINING PROGRAM FOR NON-TEACHING STAFF

(1st to 7th December 2018)

Attendance Sheet

Date :- 02/12/2018

Sr. No.	Name of the Employee	1 st Session (10.00 am – 12.00 pm)	2 nd Session (02.00 pm – 04.00 pm)
1	Mr. C. S. Shinde		
2	Mr. J. O. Malthane		
3	Mr. S. S. Mane		
4	Mr. N. R. Kare		
5	Mr. S. S. Prajapat		
6	Mr. P. B. Kharat		
7	Mr. U. A. Pingale		
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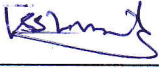
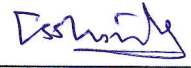


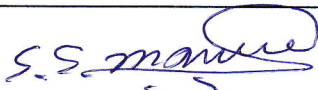
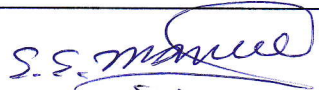


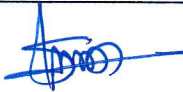
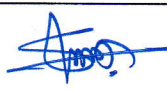


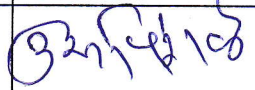
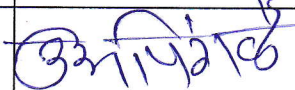








DEPARTMENT OF COMPUTER SCIENCE


ICT TRAINING PROGRAM FOR NON-TEACHING STAFF

(1st to 7th December 2018)

Attendance Sheet

Date :- 03 / 12 / 2018

Sr. No.	Name of the Employee	1 st Session (10.00 am – 12.00 pm)	2 nd Session (02.00 pm – 04.00 pm)
1	Mr. C. S. Shinde		
2	Mr. J. O. Malthane		
3	Mr. S. S. Mane		
4	Mr. N. R. Kare		
5	Mr. S. S. Prajapat		
6	Mr. P. B. Kharat		
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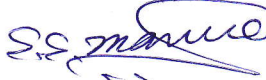







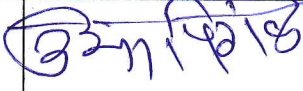




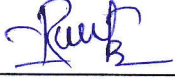
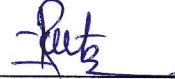


DEPARTMENT OF COMPUTER SCIENCE

ICT TRAINING PROGRAM FOR NON-TEACHING STAFF

(1st to 7th December 2018)

Attendance Sheet

Date :- 04/12/2018

Sr. No.	Name of the Employee	1 st Session (10.00 am – 12.00 pm)	2 nd Session (02.00 pm – 04.00 pm)
1	Mr. C. S. Shinde		
2	Mr. J. O. Malthane		
3	Mr. S. S. Mane		
4	Mr. N. R. Kare		
5	Mr. S. S. Prajapat		
6	Mr. P. B. Kharat		
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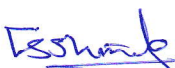



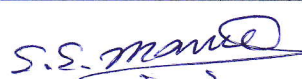
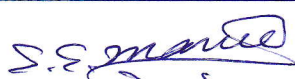







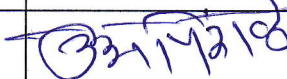






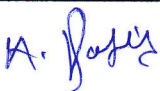
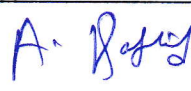
DEPARTMENT OF COMPUTER SCIENCE


ICT TRAINING PROGRAM FOR NON-TEACHING STAFF

(1st to 7th December 2018)

Attendance Sheet

Date :- 05/12/2018

Sr. No.	Name of the Employee	1 st Session (10.00 am – 12.00 pm)	2 nd Session (02.00 pm – 04.00 pm)
1	Mr. C. S. Shinde		
2	Mr. J. O. Malthane		
3	Mr. S. S. Mane		
4	Mr. N. R. Kare		
5	Mr. S. S. Prajapat		
6	Mr. P. B. Kharat		
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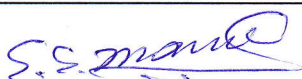
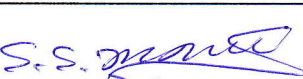







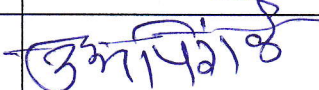




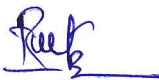
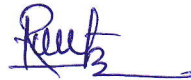


DEPARTMENT OF COMPUTER SCIENCE

ICT TRAINING PROGRAM FOR NON-TEACHING STAFF

(1st to 7th December 2018)

Attendance Sheet

Date :- 6 / 12 / 2018

Sr. No.	Name of the Employee	1 st Session (10.00 am – 12.00 pm)	2 nd Session (02.00 pm – 04.00 pm)
1	Mr. C. S. Shinde		
2	Mr. J. O. Malthane		
3	Mr. S. S. Mane		
4	Mr. N. R. Kare		
5	Mr. S. S. Prajapat		
6	Mr. P. B. Kharat		
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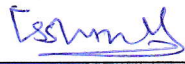











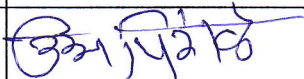





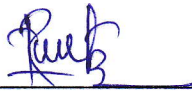
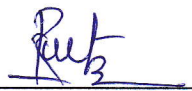


DEPARTMENT OF COMPUTER SCIENCE


ICT TRAINING PROGRAM FOR NON-TEACHING STAFF

(1st to 7th December 2018)

Attendance Sheet

Date :- 07 / 12 / 2018

Sr. No.	Name of the Employee	1 st Session (10.00 am – 12.00 pm)	2 nd Session (02.00 pm – 04.00 pm)
1	Mr. C. S. Shinde		
2	Mr. J. O. Malthane		
3	Mr. S. S. Mane		
4	Mr. N. R. Kare		
5	Mr. S. S. Prajapat		
6	Mr. P. B. Kharat		
7	Mr. U. A. Pingale		
8	Mr. S. A. Kolkar		
9	Mr. S. T. Badhe		
10	Mr. R. S. Thorat		
11	Mr. Abdul Rashid Abdul Kadar		


Assistant Professor & Head
Department of Computer Science
Shri Dnyaneshwar Maskuji Burungale
Science & Arts College, Shegaon

Shri Dnyaneshwar Maskuji Burungale Science and Arts College, Shegaon

DEPARTMENT OF COMPUTER SCIENCE

ICT TRAINING PROGRAM FOR NON-TEACHING STAFF

(1st to 7th December 2018)

FEEDBACK FORM

Name : Chandrasekhar Srinivas Shinde Designation : Head Clerk

INSTRUCTIONS

Please check (✓) your response to the items. Rate aspects of the training on a 1 to 5 scale:

Description	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1) The trainer was well prepared.	✓				
2) The trainer demonstrated the use of tools and softwares to conduct the training.	✓				
3) The time allotted for the training was sufficient.		✓			
4) Classes are conducted regularly and on time.	✓				
5) Adequate time is provided for questions, discussion and clearing doubts.	✓				
6) This training experience will be useful in my work.	✓				
7) The training room/Lab and facilities were adequate and comfortable.	✓				

Comments (if any): _____

Date : 07 / 12 / 2018

Chandrasekhar Srinivas Shinde
Trainee's Signature

Shri Dnyaneshwar Maskuji Burungale Science and Arts College, Shegaon

DEPARTMENT OF COMPUTER SCIENCE

ICT TRAINING PROGRAM FOR NON-TEACHING STAFF

(1st to 7th December 2018)

FEEDBACK FORM

Name : Nilesh. Ratan Kaze Designation : Lab. Assistant

INSTRUCTIONS

Please check (✓) your response to the items. Rate aspects of the training on a 1 to 5 scale:

Description	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1) The trainer was well prepared.	✓				
2) The trainer demonstrated the use of tools and softwares to conduct the training.	✓				
3) The time allotted for the training was sufficient.	✓				
4) Classes are conducted regularly and on time.	✓				
5) Adequate time is provided for questions, discussion and clearing doubts.	✓				
6) This training experience will be useful in my work.	✓				
7) The training room/Lab and facilities were adequate and comfortable.	✓				

Comments (if any): _____

Date : 07 / 12 / 2018


Trainee's Signature

Shri Dnyaneshwar Maskuji Burungale Science and Arts College, Shegaon

DEPARTMENT OF COMPUTER SCIENCE

ICT TRAINING PROGRAM FOR NON-TEACHING STAFF

(1st to 7th December 2018)

FEEDBACK FORM

Name : Ratam. S. Thorat. Designation : Peon.

INSTRUCTIONS

Please check (✓) your response to the items. Rate aspects of the training on a 1 to 5 scale:

Description	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1) The trainer was well prepared.	✓				
2) The trainer demonstrated the use of tools and softwares to conduct the training.		✓			
3) The time allotted for the training was sufficient.	✓				
4) Classes are conducted regularly and on time.		✓			
5) Adequate time is provided for questions, discussion and clearing doubts.	✓				
6) This training experience will be useful in my work.	✓				
7) The training room/Lab and facilities were adequate and comfortable.		✓			

Comments (if any): _____

Date : 7 / 12 / 2018


Trainee's Signature

**A brief Report on Training Program on
ICT TRAINING FOR NON-TEACHING STAFF**

Held during 1st December to 7th December, 2018

Organized by Department of Computer Science

Department of Computer Science, Shri Dnyaneshwar Maskuji Burungale Science and Arts College, Shegaon organized One Week training Programme on ICT Training for non-teaching staff from 1st December 2018 to 7th December 2018 under the guidance of Hon'ble Shri Ramvijayji Burungale, President of the education society and Dr. R. E. Khadsan, Principal of the college.

The training programme inaugural session was started by Principal Dr. R. E. Khadsan, emphasized on the importance of computer knowledge in day to day administrative work. He also informed the participants that the programme is a regular practice for non-teaching staff. The training programme was scheduled in two sessions daily. Theory lectures and demonstrations are conducted in the morning session and practical/hands-on are conducted in the afternoon session. The content covered in the training was basic skills of IT, basic skills of MS-Word, basic and advanced skills of MS-Excel and role of ICT in effective communication and administration.

All the sessions were very effective. Outcomes of the programme are as follows:

- The participants learned how to handle the data of number of students like fees, roll numbers, internal assessment, admission etc.
- By learning the advanced tools of excel they learned how to do data analysis.
- Exposing to the apps like Google meet, Google form, Zoom they can now communicate and collect data during vacations.

Eleven non-teaching staff members were registered and completed the training. A Feedback at the end of the programme was taken and certificate of participation was distributed to the participants. The participants commented that all sessions were informative and its application will surely reduce the work burden of the staff in their routine activities.

The valedictory function was conducted under the chairmanship of Principal Dr. R. E. Khadsan. He assured for conducting more such training session about in future to enhance the knowledge of non-teaching staff members. Programme Coordinator Prof. V. V. Agarkar delivered thanks to President, Principal, departmental staff and all participants for their support and cooperation. All teaching and non teaching staff of Computer Science department was the members of organizing committee.



Late Reverend Father Shri. Maskuji Biruji Burungale Education Society's
**SHRI DNYANESHWAR MASKUJI BURUNGALE
SCIENCE AND ARTS COLLEGE, SHEGAON-444203, Dist. Buldana**


(Affiliated to Sant Gadge Baba Amravati University, Amravati)
(Accredited by NAAC with B+ Grade with CGPA 2.65)


DEPARTMENT OF COMPUTER SCIENCE

CERTIFICATE OF PARTICIPATION

This is to certify that, Mr. C. S. Shinde

has actively participated in **One Week ICT Training Programme** for Non-Teaching staff organized by Department of Computer Science, Shri. Dnyaneshwar Maskuji Burungale Science and Arts College, Shegaon during 01st December 2018 to 07th December 2018.


Mr. V. V. Agarkar
Coordinator


Dr. R. E. Khadsan
Principal



Late Reverend Father Shri. Maskuji Biruji Burungale Education Society's
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DEPARTMENT OF COMPUTER SCIENCE

CERTIFICATE OF PARTICIPATION

This is to certify that, Mr. N. R. Kare

has actively participated in **One Week ICT Training Programme** for Non-Teaching staff organized by Department of Computer Science, Shri. Dnyaneshwar Maskuji Burungale Science and Arts College, Shegaon during 01st December 2018 to 07th December 2018.


Mr. V. V. Agarkar
Coordinator


Dr. R. E. Khadsan
Principal



Late Reverend Father Shri. Maskuji Biruji Burungale Education Society's

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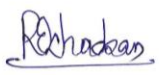
DEPARTMENT OF COMPUTER SCIENCE

CERTIFICATE OF PARTICIPATION

This is to certify that, Mr. S. S. Prajapat

has actively participated in **One Week ICT Training Programme** for Non-Teaching staff organized by Department of Computer Science, Shri. Dnyaneshwar Maskuji Burungale Science and Arts College, Shegaon during 01st December 2018 to 07th December 2018.


Mr. V. V. Agarkar
Coordinator


Dr. R. E. Khadsan
Principal



Late Reverend Father Shri. Maskuji Biruji Burungale Education Society's

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DEPARTMENT OF COMPUTER SCIENCE

CERTIFICATE OF PARTICIPATION

This is to certify that, Mr. R. S. Thorat

has actively participated in **One Week ICT Training Programme** for Non-Teaching staff organized by Department of Computer Science, Shri. Dnyaneshwar Maskuji Burungale Science and Arts College, Shegaon during 01st December 2018 to 07th December 2018.


Mr. V. V. Agarkar
Coordinator


Dr. R. E. Khadsan
Principal





A. B. Wadekar

Dr. A. B. Wadekar

NAAC/NAC Co-ordinator

Shri D. M. Burungale Science & Arts College,

SHEGAON 444203 Dist. Buldana

BACK ID-MHCOGN274059

R. E. Khadsan

Dr. R. E. Khadsan

Principal

Shri Dnyaneshwar Maskuji Burungale

Science & Arts College, Shegaon

Dist. Buldana, Pin - 444203

