# **A Summery Report on**

# ONE WEEK ICT TRAINING PROGRAM FOR NON-TEACHING STAFF

December 1<sup>st</sup> to 7<sup>th</sup>, 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 01<sup>st</sup> December 2018 to 07<sup>th</sup> 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!

Resmitted 22.11. Jois Psincipal

Principa) Shrl Dnyaneshwar Maskuji Burungale Science & Arts College, Shegaon Dist. Buldana, Pin - 444203

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.sdmbsc.org E-mail: sdmbshegaon@gmail.com, sdmbsc333@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/エビナー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 1<sup>st</sup> Dec. 2018 to 7<sup>th</sup> 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 Shrl 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

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### ICT TRAINING PROGRAM FOR NON-TEACHING STAFF

(1<sup>st</sup> to 7<sup>th</sup> December 2018)

## Syllabus / Modules

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

A que

V. V. Agarkar

## Coordinator

### ICT TRAINING PROGRAM FOR NON-TEACHING STAFF

(1<sup>st</sup> to 7<sup>th</sup> December 2018)

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

## **Program Schedule**

V. V. Agarkar

## ICT TRAINING PROGRAM FOR NON-TEACHING STAFF

(1<sup>st</sup> to 7<sup>th</sup> December 2018)

## **Registration Sheet**

Sr. No.	Name of the Employee	Designation	Signature
1	Mr. C. S. Shinde	Head Clerk	Escharthere Emaithere
2	Mr. J. O. Malthane	Sr. Clerk	mathere
3	Mr. S. S. Mane	Jr. Clerk	S.S. manuel
4	Mr. N. R. Kare	Lab. Assistant	Marin
5	Mr. S. S. Prajapat	Lab. Attendant	-
6	Mr. P. B. Kharat	Lab. Attendant	Alter
7	Mr. U. A. Pingale	Lab. Attendant	631 मित्राक
8	Mr. S. A. Kolkar	Lab. Attendant	5.A.KOlkusz
9	Mr. S. T. Badhe	Lib. Attendant	- Deter
10	Mr. R. S. Thorat	Peon	Faut
11	Mr. Abdul Rashid Abdul Kadar	Peon	A Rovid

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# ICT TRAINING PROGRAM FOR NON-TEACHING STAFF

(1<sup>st</sup> to 7<sup>th</sup> December 2018)

## **Attendance Sheet**

Date :- 01/12/2018

Sr. No.	Name of the Employee	1 <sup>st</sup> Session (10.00 am – 12.00 pm)	2 <sup>nd</sup> Session (02.00 pm – 04.00 pm)
1	Mr. C. S. Shinde	Testinat	(525) pin o not pin)
2	Mr. J. O. Malthane	maithone.	gmeither Co
3	Mr. S. S. Mane	S. Emance	5.5. mande
4	Mr. N. R. Kare	Rou	Press
5	Mr. S. S. Prajapat	Amo	April -
6	Mr. P. B. Kharat	Alemy	BE formed
7	Mr. U. A. Pingale	327/14/2106 -	3714216
8	Mr. S. A. Kolkar	5.A. Kother	S.A.Kolker
9	Mr. S. T. Badhe		Allahan
10	Mr. R. S. Thorat	Rut	Rutz
11	Mr. Abdul Rashid Abdul Kadar	A. Rofij	A. Rosent

Assistant Professor & Head

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

### **ICT TRAINING PROGRAM FOR NON-TEACHING STAFF**

(1<sup>st</sup> to 7<sup>th</sup> December 2018)

## **Attendance Sheet**

Date :- 02/12/2018

Sr. No.	Name of the Employee	1 <sup>st</sup> Session (10.00 am – 12.00 pm)	2 <sup>nd</sup> Session (02.00 pm – 04.00 pm)
1	Mr. C. S. Shinde	Essemmely	Techning
2	Mr. J. O. Malthane	Amauthore	marthore
3	Mr. S. S. Mane	5.5 monul	5.5 marce
4	Mr. N. R. Kare	Rona	Ptr-
5	Mr. S. S. Prajapat	Ano	- (Frinto)
6	Mr. P. B. Kharat	Stient (	Biene
7	Mr. U. A. Pingale	32/14218	3212210
8	Mr. S. A. Kolkar	S. A. Mollar	S.A. KolMar
9	Mr. S. T. Badhe		and the second s
10	Mr. R. S. Thorat	Runz	Rub
11	Mr. Abdul Rashid Abdul Kadar	A. Jajid	A Based

## ICT TRAINING PROGRAM FOR NON-TEACHING STAFF

(1<sup>st</sup> to 7<sup>th</sup> December 2018)

## **Attendance Sheet**

Date :- <u>03 / 12 / 2018</u>

Sr. No.	Name of the Employee	1 <sup>st</sup> Session (10.00 am – 12.00 pm)	2 <sup>nd</sup> Session (02.00 pm – 04.00 pm)
1	Mr. C. S. Shinde	Kern J	Esstundy
2	Mr. J. O. Malthane	mathal	Amauthere.
3	Mr. S. S. Mane	5.5 mandre	S.S. manue
4	Mr. N. R. Kare	Prove	Phone
5	Mr. S. S. Prajapat	(Original States)	Ano
6	Mr. P. B. Kharat	Athany	Alant
7	Mr. U. A. Pingale	321/4/03 -	32/14/2708
8	Mr. S. A. Kolkar	s.A. Kother	S.A. Notker
9	Mr. S. T. Badhe		- Alexandre
10	Mr. R. S. Thorat	fut	Ruf
11	Mr. Abdul Rashid Abdul Kadar	A. Sogij	A. Rosed

## **ICT TRAINING PROGRAM FOR NON-TEACHING STAFF**

(1<sup>st</sup> to 7<sup>th</sup> December 2018)

## **Attendance Sheet**

Date :- 04/12/2018

Sr. No.	Name of the Employee	1 <sup>st</sup> Session (10.00 am – 12.00 pm)	2 <sup>nd</sup> Session (02.00 pm – 04.00 pm)
1	Mr. C. S. Shinde	Teshank	Destinde
2	Mr. J. O. Malthane	Smallhane.	Incuthance
3	Mr. S. S. Mane	5.5 monto	S.S. marine
4	Mr. N. R. Kare	Detors	Proce
5	Mr. S. S. Prajapat	Ano-	- theo -
6	Mr. P. B. Kharat	Sthow	Hang
7	Mr. U. A. Pingale	3217718 (	327 (7218
8	Mr. S. A. Kolkar	S.A. Kolkuz	S.A. Kelher
9	Mr. S. T. Badhe		
10	Mr. R. S. Thorat	Runk	-feitz
11	Mr. Abdul Rashid Abdul Kadar	A. Begid	A-Bory

### **ICT TRAINING PROGRAM FOR NON-TEACHING STAFF**

(1<sup>st</sup> to 7<sup>th</sup> December 2018)

## **Attendance Sheet**

Date :- 05/12/2018

Sr. No.	Name of the Employee	1 <sup>st</sup> Session (10.00 am – 12.00 pm)	2 <sup>nd</sup> Session (02.00 pm – 04.00 pm)
1	Mr. C. S. Shinde	tisting	Soundes
2	Mr. J. O. Malthane	malthane	Gmuthane.
3	Mr. S. S. Mane	S.S. mance	S.E. martie
4	Mr. N. R. Kare	Prom	PKars .
5	Mr. S. S. Prajapat	4000-	Asso -
6	Mr. P. B. Kharat	Stant-	Then
7	Mr. U. A. Pingale	331142108 -	33117318
8	Mr. S. A. Kolkar	S. A. KOIKer	S. A. Kolker
9	Mr. S. T. Badhe	AT B	6g
10	Mr. R. S. Thorat	Rute	Rutz
11	Mr. Abdul Rashid Abdul Kadar	A. Jufiz	A. Refuz

## ICT TRAINING PROGRAM FOR NON-TEACHING STAFF

(1<sup>st</sup> to 7<sup>th</sup> December 2018)

## **Attendance Sheet**

Date :- <u>6 / 12 / 2018</u>

Sr. No.	Name of the Employee	1 <sup>st</sup> Session (10.00 am – 12.00 pm)	2 <sup>nd</sup> Session (02.00 pm – 04.00 pm)
1	Mr. C. S. Shinde	Essimut	Dorunty
2	Mr. J. O. Malthane	malthan	maithane
3	Mr. S. S. Mane	S.S. manie	S.S. marce
4	Mr. N. R. Kare	Phone	Alex
5	Mr. S. S. Prajapat	toro	( The second sec
6	Mr. P. B. Kharat	Alem	Low
7	Mr. U. A. Pingale	33-114286 -	33714213
8	Mr. S. A. Kolkar	5. A. KONKOM	S.A. Kolher
9	Mr. S. T. Badhe	and the second s	
10	Mr. R. S. Thorat	Rub	Rufz
11	Mr. Abdul Rashid Abdul Kadar	A Rogis	A. Bogy

## ICT TRAINING PROGRAM FOR NON-TEACHING STAFF

(1<sup>st</sup> to 7<sup>th</sup> December 2018)

## **Attendance Sheet**

Date :- <u>07 / 12 / 2018</u>

Sr. No.	Name of the Employee	1 <sup>st</sup> Session (10.00 am – 12.00 pm)	2 <sup>nd</sup> Session (02.00 pm – 04.00 pm)
1	Mr. C. S. Shinde	tsound	Esstud,
2	Mr. J. O. Malthane	Esolumy Amarthane	Amaithone.
3	Mr. S. S. Mane	S.S. marce	5.S. marco
4	Mr. N. R. Kare	Reven	Brock
5	Mr. S. S. Prajapat	-	400
6	Mr. P. B. Kharat	Blowy	Stang
7	Mr. U. A. Pingale	331, 1275 -	337 M219
8	Mr. S. A. Kolkar	S.A. Notkar	S. A. Kelher
9	Mr. S. T. Badhe	A COL	
10	Mr. R. S. Thorat	funk	Rutz
11	Mr. Abdul Rashid Abdul Kadar	A Roseid	A Bogiz

## ICT TRAINING PROGRAM FOR NON-TEACHING STAFF

(1<sup>st</sup> to 7<sup>th</sup> December 2018)

## FEEDBACK FORM

Name :	Chendverkand	Sharay	Shindle	Designation : <u></u>	al clock
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#### INSTRUCTIONS

Please check ( $\checkmark$ ) 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.	$\checkmark$				
2) The trainer demonstrated the use of tools and softwares to conduct the training.	$\checkmark$				
3) The time allotted for the training was sufficient.		1			
4) Classes are conducted regularly and on time.		-			
5) Adequate time is provided for questions, discussion and clearing doubts.	$\checkmark$				
6) This training experience will be useful in my work.	$\checkmark$				
7) The training room/Lab and facilities were adequate and comfortable.		~			

Comments (if any):

Trainee's Signature

Date : <u>07 / 12 / 2018</u>

#### **ICT TRAINING PROGRAM FOR NON-TEACHING STAFF**

(1<sup>st</sup> to 7<sup>th</sup> December 2018)

## FEEDBACK FORM

Name: Nilesh. Rotan Kare Designation: 106. Assistant

#### INSTRUCTIONS

Please check ( $\checkmark$ ) 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.	$\checkmark$	5			
2) The trainer demonstrated the use of tools and softwares to conduct the training.	~				
3) The time allotted for the training was sufficient.	$\sim$				
4) Classes are conducted regularly and on time.	~				
5) Adequate time is provided for questions, discussion and clearing doubts.	V				
6) This training experience will be useful in my work.	V				
7) The training room/Lab and facilities were adequate and comfortable.	$\sim$				

Comments (if any):

Trainee's Signature

Date : 07/12/2018

### ICT TRAINING PROGRAM FOR NON-TEACHING STAFF

(1<sup>st</sup> to 7<sup>th</sup> December 2018)

## FEEDBACK FORM

Name	
Iname	

on. S. thoraf. Designation: Peur

#### INSTRUCTIONS

Please check ( $\checkmark$ ) 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.	L		S.		
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.	1				
6) This training experience will be useful in my work.	$\sim$				
7) The training room/Lab and facilities were adequate and comfortable.		1			

Comments (if any): \_\_\_\_\_

Signature

Date : 7 / 12 / 2018

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

Held during 1<sup>st</sup> December to 7<sup>th</sup> 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 1<sup>st</sup> December 2018 to 7<sup>th</sup> 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.

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Late Reverend Father Shri. Maskuji Biruji Burunga	le Education Society's		
SHRI DNYANESHWAR MASKUJI			
SCIENCE AND ARTS COLLEGE, SHEGAON			
(Affiliated to Sant Gadge Baba Amravati Univers (Accredited by NAAC with B+ Grade with CO			
DEPARTMENT OF COMPUTER			
	SCIENCE		
<u>CERTIFICATE OF PARTICIE</u>			
CERTIFICATE OF PARTICIP	ATION		
This is to certify that, Mr. <u>C. S. Shinde</u>			
has actively participated in One Week ICT Training Program organized by Department of Computer Science, Shri. Dnyaneshw and Arts College, Shegaon during 01 <sup>st</sup> December 2018 to 07 <sup>th</sup> December Mr. V. V. Agarkar Coordinator	me for Non-Teaching staff		
organized by Department of Computer Science, Shri. Dnyaneshwar Maskuji Burungale Science			
and Arts College, Shegaon during 01 <sup>st</sup> December 2018 to 07 <sup>th</sup> December 2018.			
	No. 1		
<u>S</u>			
H Ca	Dr. R. E. Khadsan Principal		
Mr. V. V. Agarkar	Dr. R. E. Khadsan		
Coordinator	Principal		
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Late Reverend Father Shri. Maskuji Biruji Burungale	Education Society's			
SHRI DNYANESHWAR MASKUJI BURUNGALE				
SCIENCE AND ARTS COLLEGE, SHEGAON-44				
(Affiliated to Sant Gadge Baba Amravati University, (Accredited by NAAC with B+ Grade with CGPA				
DEPARTMENT OF COMPUTER SC				
CERTIFICATE OF PARTICIPA	MTON 8			
CERTIFICATE OF PARTICIPA	TION			
This is to certify that, Mr. <u>S. S. Prajapat</u>				
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 01 <sup>st</sup> December 2018 to 07 <sup>th</sup> December 2018.				
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8				
	Kenadaan			
Mr. V. V. Agarkar	Dr. R. E. Khadsan Principal			
Coordinator	Principal			
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Dr. A. B. Wadekar MAC/IQAC Co-ordinator Stat.D.M.Burungale Science & Arts College. SHEGAON 444203 Dist.Buldam MBACK ID-MHCOGM27465



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

