



MGV's Arts, Science and Commerce College Surgana
Internal Quality Assurance Cell (IQAC)
Computer Training workshop 2020-21

Internal Quality Assurance Cell has organized the computer literacy programme during 8th Sep. 2020 to 12th Sep. 2020. Windows, Microsoft Word and Excel are the three basic Microsoft office applications required by every employee to understand and carry out their tasks no matter the individual's designation. So in this training workshop special emphasis was given on these three applications.

❖ **Windows:**

Starting a computer may be a very tricky thing to one who has never seen or touch one. Using the mouse, managing various windows, alternating between the use of keyboard and mouse, minimizing windows, opening and closing files, etc. can be daunting tasks for the uninitiated ones. However, familiarization with the parts and functions of the computer was critical to the capacity building process at the initial stage. Below is the summary of the main issues dealt with in the training manual under this topic:

- Definition of the word information technology
- Definition of a computer
- Key words related to the definition of a computer.
- Types of computers
- Definition of a computer system and their types.
- Knowledge about Computer generations
- Some uses of computers
- Advantages & Disadvantages of using a computer
- Elements of computer • Relationship between Hard ware and Soft ware
- Detail knowledge about the Central Processing Unit (CPU) or Processor
- Direct Input devices (Keyboard) and functions of the various keys.
- Indirect input devices (Mouse) • Output devices (e.g. Monitors, printers etc.)
- About printers and their types • Computer output on microfilms (COM)
- Knowledge about disk drives



- Storage devices and their types
- Rules of handling diskette
- The anatomy of the computer virus
- The cause, effects, preventive measures and types of computer virus
- Application of system soft ware
- Functions of the operating system
- How data and programs are represented in the computer
- Knowledge about computer language
- Booting a computer from the Hard and Floppy disk
- How to open and save a file in editor screen
- How to create a document in editor screen
- How to exit from editor screen
- Copy and Paste option
- Cut and Paste option
- How to Copy a file from one drive to another

❖ **Microsoft word:**

This is the most basic of all skills. It involves typing basically, but when using computers it deviates a little from the common typewriter. There is the enter key replacing the career movement and there are commands (simple ones) for paragraph, indent, spacing and so on. The best of word processing is that you can modify with ease any part of the text you entered. The word processing is the minimum one should know because it will be used in each and every application of computers. Below is the summary of the practical issues dealt with regards Microsoft word:

- Definition of Microsoft word
- Three ways in starting Microsoft word
- Exploring the word screen environment
- Understanding some unique features in Microsoft word
- How to work with Microsoft word (set a working folder; create a new document, opening an existing document, insertion of text, save your document, saving your document with a new name etc.)



- Inserting symbols and special character
- Inserting the date and time functions
- Adding bullets and Numbering
- How to insert Paragraph spacing
- How to align text
- How to cut & paste/ Drag & drop a document
- How to close your document
- How to exit Microsoft word
- How to apply keyboard short cut
- How to change (e.g. Upper & Lower cases)
- How to do line spacing (e.g. Double line or single line spacing)
- How to insert pictures
- How to insert Header & Footer
- How to divide the document into column
- How to insert tables

❖ **Microsoft excel:**

One will also need to use a spreadsheet of excel sheet for computing and chalking out financial plans. This is a must in any presentation and knowing the basics on how to use and read a spreadsheet will be extremely helpful to any young executive. As with others, this too will require a lot of hands-on practice and a little theory to master. Below is the summary of the main issues dealt with in the training manual during the process:

- Introduction to MS excel (Spread sheet)
- How to add a work sheet
- How to hide and unhide workbook & worksheet
- How to group a sheet
- How to ungroup a sheet
- Understanding the functions of the worksheet special keys
- How to select cell rows & columns
- How to protect work book or work sheet
- How to use formula operators



- Understanding errors that affect a cell
- How to centralize labels
- How to add comment to a cell
- How to enter data in a spread sheet
- How to work with charts
- Procedures to create a chart
- Understanding the types of chart and their functions
- How to work with data base entries
- How to manage the data base
- Introduction to MS Excel applications
- Understanding the advantage of using an electronic spreadsheet

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MGV's Arts, Science and Commerce College Surgana
Internal Quality Assurance Cell (IQAC)
Online Classes workshop 2020-21

Online education is the need of time due to pandemic situations. Considering the present situation Internal Quality Assurance Cell has organized the Training workshop for conduction of Online Classes (Google Classroom and Learning Management System) on 26th June to 27th June 2020.

Our in-house faculty members Mr.S.A.Ahire and Mr. Sanjay Mahajan were appointed as resource persons of this training workshop. This workshop was especially organized for all teaching staff members. Resource persons taught techniques of online class conduction with the help of ZOOM, Googlemeet, Google Classroom and various Learning Management Systems.


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‘फिट इंडिया’ कार्यक्रम - २०२० अहवाल

शुक्रवार दिनांक २५ सप्टेंबर २०२० रोजी कला, विज्ञान व वाणिज्य महाविद्यालय सुरगाणा जिमखाना विभाग यांच्या विद्यमाने कोव्हीड१९ सर्व नियम पाळून महाविद्यालयात फिट इंडिया कार्यक्रम साजरा करण्यात आला. मा.प्राचार्य डॉ.ए.व्ही. पाटील यांच्या मार्गदर्शनाखाली क्रीडा संचालक प्रा.पी.ए.वाघमारे यांनी महाविद्यालयातील सर्व प्राध्यापक वृंद आणि शिक्षकेत्तर कर्मचारी यांच्याकडून महाविद्यालय परिसरात ०५ किमी. पायी चालणे हा उपक्रम यशस्वी करून घेतला. क्रीडा संचालक प्रा.पी.ए.वाघमारे यांनी कार्यक्रमाचे प्रास्ताविक करतांना ‘फिट इंडिया’ कार्यक्रमाची सुरुवात मा. पंतप्रधान नरेंद्र मोदी यांनी सप्टेंबर २०१९ पासून केली असे मत व्यक्त केले. आपल्या देशातील लोकांचे आरोग्य उत्तम राहावे याबद्दल लोकांमध्ये जागृती निर्माण करणे हा उद्देश आहे असे स्पष्ट केले. तसेच प्रत्येक व्यक्तीने दररोज अर्धा तास वेळ काढून व्यायाम केला पाहिजे व दररोज साधारणपणे ०५ किमी. चालणे गरजेचे आहे. कार्यक्रमाचे अध्यक्ष मा.प्राचार्य डॉ.ए.व्ही.पाटील यांनी उपस्थितांना संबोधित करतांना शारीरिक फिटनेस बरोबर मानसिक फिटनेस गरजेचे आहे असे स्पष्ट केले. आपल्या देशात फिटनेसबद्दल लोकांची मानसिकता बदलत आहे आणि आता योग हा जीवनाचा एक भाग बनला आहे. फिटनेस टिकवण्यासाठी प्रत्येकाने सकस आहार घेणे गरजेचे आहे. फिटनेसमुळे आत्मविश्वास निर्माण होऊन मन प्रसन्न बनते आणि कार्यास स्फूर्ती मिळते. कोव्हीड१९ या जागतिक महामारीपासून मुक्तता मिळवण्यासाठी फिट इंडिया चळवळीपासून बळ मिळाले अशा प्रकारे फिट इंडिया कार्यक्रम व आरोग्य याचे महत्त्व सांगून कार्यक्रमास शुभेच्छा दिल्या. सदर कार्यक्रमाचे आभार प्रा.सुरेश भोये यांनी मानले.



P. V. N. N. N.

क्रीडासंचालक

प्रा. पी. ए. वाघमारे

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प्राचार्य

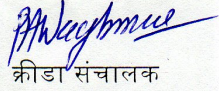
कला, विज्ञान व वाणिज्य महाविद्यालय, सुरगाणा



आंतरराष्ट्रीय योग दिन अहवाल

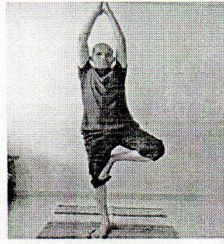
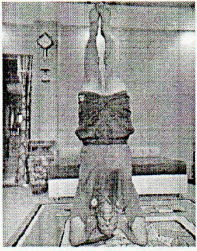
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सर्वात प्रथम उपस्थितांकडून वार्मअपमध्ये हळूवार चालणे, जलद चालणे, जागेवर उड्या मारणे अशा पद्धतीने शारीरिक व्यायाम करून घेतले. त्यानंतर क्रमाक्रमाने सूर्यनमस्कार, पद्मासन, पश्चिमोत्तानासन, वज्रासन, ताडासन, त्रिकोणासन, गरुडासन, परिवृत्त त्रिकोणासन, धर्तुरासन, हालासन, मत्स्यासासन आणि वृक्षासन इ.प्रकाराचे योगासने करून घेतली. सदर कार्यक्रमाचे आभार प्रा. सुरेश भोये यांनी मानले.



क्रीडा संचालक

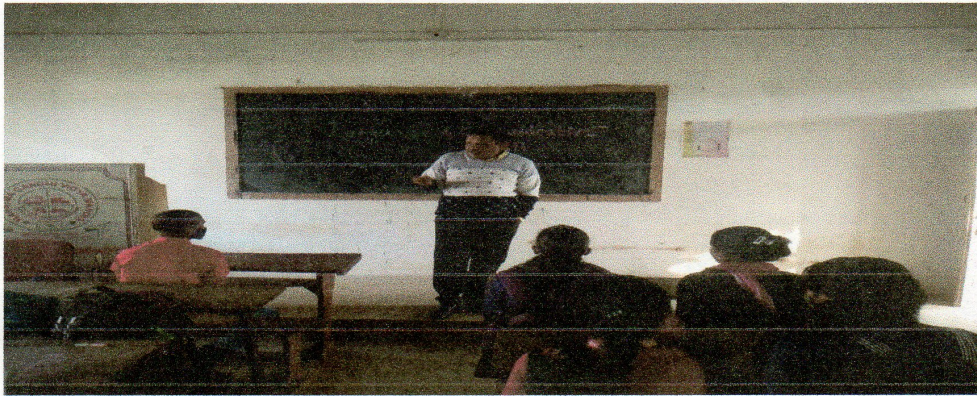
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Language and Communication Skill Report -2020-21

Our college is affiliated to university of Pune. From last year university prescribed communicative skill in compulsory English for F. Y B. A. And S. Y. B. A. We conduct one day workshop on 3-08-2020 for communicative English. New syllabus is introduced for T.Y.B.A. English paper .All students were is guided for communicative English part of syllabus. In this academic year we conducted offline classes regularly. In this workshop Prof. A. D. Baviskar guided the students in this practical session. Students are actively participated in various activities conducted in the workshop. For communicative skills groups were formed and group discussion is conducted in English language. Students are motivated for using ICT based educational facilities. Use of mobiles in communication skill is guided. How to use computers and internet in communicative English is guided in the workshop.



Baviskar

Head Dept. Of English
Prof. A. D. Baviskar

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