

# Shri Shivaji Arts & Commerce College, Amravati

## Faculty of Commerce & Management

### Proforma for Preparation of Activity Report

**Title of the Program :** Capacity Building Programme  
One week workshop on application of ICT tools

**Date :** 22-08-2022 to 29-08-2022

**Time :** 10 A.M. Onwards Batch Wise

**Resource Person :** Dr. Sanjay Katait & Others

**Chairman :** Dr. R. M. Bhise

#### Objective of the Program:

- To impart the basic knowledge of computer to students of Arts & Commerce
- To develop presentation skills with the help of various softwares
- To bring about the holistic development of the students.
- To impart the fundamental knowledge of Computer.

#### Photos:



**No. of Students Benefitted:** 195

**Outcome of the Program:**

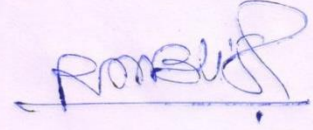
1. Get information about evolution and application of computer & its development.
2. Know about different elements of computer system.
3. Aware about different types of memory.
4. Get to know about different input devices and output devices.
5. Learn to prepare a text document with complete formatting and page setting. .
6. Create e-mail account and compose e-mail message.
7. Create table, utilizing existing Template provided by Microsoft and add customization on Template according to user needs.
8. Develop the skill of power point programs.
9. Insert various graphical objects on slide.
10. Add different Transition, Animation, Sound and Timing effect to Slide.
11. Run a presentation on computer screen.
12. Learn to be safe from viruses/malware and online financial fraud.



Head of the Department  
**Prof. Manoj v. Jagtap**  
Head of Department  
Commerce & Management  
Shri Shivaji Arts & Commerce  
College, Amravati.



Convenor




Principal  
**Principal**  
Shri Shivaji Arts &  
Comm. College, Amravati.


# Shri Shivaji Arts & Commerce College, Amravati


## Capacity Building Programme One week Workshop on Application of ICT tools

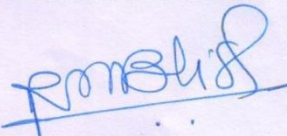
Organised by  
Department of Commerce & Management  
(22-08-2022 To 29-08-2022)

Sr. No.	Date	Time	Topic	Resource Person
1	22-08-2022 Monday	10 A.M.	Introduction of Computer <ul style="list-style-type: none"><li>• What is computer?</li><li>• Application of computer</li><li>• Components of computer systems. Hardware/Software</li><li>• Computer Memory</li><li>• Input &amp; Output Devices.</li><li>• Introduction of Operating System</li></ul>	Dr. S.K. Katait / Mr. Saket Deshmukh
2	23-08-2022 Tuesday	10 A.M.	Introduction to MS-Word <ul style="list-style-type: none"><li>• Introduction of MS-Word Window</li></ul>	Dr. B.S. Zare Mr. Chetan Khodke
3	24-08-2022 Wednesday	10 A.M.	Word Processing <ul style="list-style-type: none"><li>• Creating &amp; Saving Document</li><li>• Formatting Text &amp; Paragraph</li><li>• Inserting: Header, footer, number, clipboard &amp; pictures, Tables, Etc.</li><li>• Page Setup &amp; Printing</li></ul>	Dr. S.K. Katait / Dr. Sudarshan Lohkare
4	25-08-2022 Thursday	10 A.M.	MS-Excel <ul style="list-style-type: none"><li>• Introduction of MS-Excel window</li><li>• Creating &amp; Saving Worksheet</li><li>• Formulas in excel</li><li>• Inserting, saving &amp; Deleting chart in excel</li><li>• Page setup &amp; printing</li></ul>	Dr. S.K. Katait / Miss. Rasika Deshmukh
5	26-08-2022 Friday	10 A.M.	MS-PowerPoint <ul style="list-style-type: none"><li>• Creating &amp; Saving slide</li><li>• Insert &amp; Format text, shapes &amp; Images, etc.</li><li>• Apply transition &amp; Animation of slides</li><li>• How to setup presentation</li></ul>	Dr. S.K. Katait / Miss. Daya Deshmukh
6	27-08-2022 Saturday	10 A.M.	Internet <ul style="list-style-type: none"><li>• Introduction of Network &amp; internet</li><li>• Introduction to Electronic Mail (E-mail)</li><li>• Web Browser &amp; Its types (Uploading, Downloading)</li><li>• Search Engine &amp; Some popular search engine.</li><li>• Introduction &amp; How to setup Google Form &amp; Google drive</li></ul>	Dr. S.K. Katait / Dr. Darshana Chaudhari
7	29-08-2022 Monday	10 A.M.	Cyber Security <ul style="list-style-type: none"><li>• Precautions while using Websites/ apps</li><li>• How to identify secured &amp; non-secured sites</li><li>• How to setup Password</li></ul>	Dr. S.K. Katait / Dr. Yogesh Ingale / Mr. Vinay Burange

  
Dr. Sanjay K. Katait  
Course Co-ordinator

  
Dr. B.S. Zare  
Co-ordinator

  
Dr. M.V. Jagtap  
Head of Department  
Commerce & Management

  
Dr. R. M. Bhise  
Principal

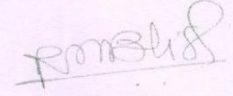
# श्री शिवाजी कला व वाणिज्य महाविद्यालय, अमरावती.

## सुचना

सर्व विद्यार्थ्यांना सुचित करण्यात Capacity Building Programme अंतर्गत Application of ICT tools या विषयावर दि.२२/०८/२०२२ ते २९/०८/२०२२ पर्यंत कार्यशाळेचे आयोजन करण्यात येत आहे. तरी ज्या विद्यार्थ्यांना कार्यशाळेमध्ये सहभाग घ्यायचा असेल त्यांनी सोबत दिलेल्या गुगल फॉर्म लिंक वर जाऊन आपली नोंदणी दि.१५/०८/२०२२ ते १८/०८/२०२२ पर्यंत करावी.

उपरोक्त कार्यशाळा ही संगणक मुलभूत अभ्यासक्रमावर आधारीत आहे.

दि.१२/०८/२०२२



डॉ.आर. एम. भिसे  
प्राचार्य

अधिक माहिती करीता संपर्क :-  
डॉ. एस.के. कटाईट (9421819070 / 9730266244 )  
(वाणिज्य विभाग)

## Student List (B.Com.)

Sr	Name
1	Ku. Arti Gajanan Parise
2	Ku. Gayatri Dipak Gawande
3	Ku. Khushi Ganesh Mahore
4	Ku. Komal Pundlikrao Wankhade
5	Ku. Monali Umesh Chaudhari
6	Ku. Nita Mohanrao Athilkar
7	Ku. Pallavi Vijay Kurwade
8	Ku. Payal Pravin Kalbande
9	Ku. Pooja Dueyodhn Sonone
10	Ku. Pooja Duryodhan Sonone
11	Ku. Prachi Kishor Gawai
12	Ku. Pratiksha Rajendra Tayade
13	Ku. Purva Sanjay Belsare
14	Ku. Rohini Dinkarao Raut
15	Ku. Rutuja Sunil Jaysingpure
16	Ku. Sakshi Avinash Athawale
17	Ku. Sakshi Avinash Athwale
18	Ku. Saloni Naresh Chavhan
19	Ku. Shreya Shivanand Thakare
20	Ku. Snehal Gopalrao Vikhe
21	Ku. Tejaswini Prabhudas Khetri
22	Ku. Vaishanavi Shivdas Kadu
23	Ku. Vaishanvi Shivdas Kadu
24	Ku. Vaishnavi Nandkishor Deshmukh
25	Mr. Ayush Rajendra Bhojar
26	Mr. Gaurav Vinodrao Japulkar
27	Mr. Om Shankar Borwar
28	Mr. Ritesh Sahebrao Chude
29	Mr. Rohan Gajanan Surjuse
30	Mr. Rohit Kambale
31	Mr. Sagar Subhash Dhandekar
32	Mr. Shantan Avinash Mahalle
33	Mr. Shantanu Avinash Mahalle
34	Mr. Shreyash Balu Khandare
35	Mr. Suraj Santosh Rathod
36	Mr. Vivek Babarao Deshbhratar
37	Mr. Yash Ravindra Raut
38	Ku. Anushri S. Nandane
39	Ku. Trupti G. Dhole
40	Ku. Nikita D. Landge
41	Ku. Achal Avinash Bobade
42	Ku. Anishka Mahadev Wankhade
43	Ku. Anushka Rajesh Dabhade
44	Ku. Arpita Santosh Gade
45	Ku. Ashwini Rajesh Chopade
46	Ku. Asma Akram Sayyad
47	Ku. Chaitali Vijay Bobade
48	Ku. Dhanashri Padmakar Dikey
49	Ku. Divyanka Dinesh Ghatore
50	Ku. Dnyaneshwari Sanjay Bhore

Sr	Name
51	Ku. Gauri Hiragir Giri
52	Ku. Ishwari M . Ulhe
53	Ku. Khushi Ramkishor Kothar
54	Ku. Komal Ganesh Kadu
55	Ku. Kshitija Kailas Thakare
56	Ku. Madhavi Harihar Bhore
57	Ku. Mahewish Pathan
58	Ku. Manali Murlidhar Thakare
59	Ku. Nikita Rajaram Chavhan
60	Ku. Prachi Jitendra Patil
61	Ku. Prachi Vinod Gaikwad
62	Ku. Pragati Anil Jalamkar
63	Ku. Pranjali Ravindra Sangole
64	Ku. Pratiksha Panjabrao Pokale
65	Ku. Prerana Gorakhanath Wankhade
66	Ku. Punam Pundlik Rathod
67	Ku. Roshani Arvind Pawar
68	Ku. Roshani Shelar
69	Ku. Rutuja Narendra Thakare
70	Ku. Shrushti Parmeshwar Vairagade
71	Ku. Shweta Dhanraj Kadam
72	Ku. Shweta Dipak Dhamankar
73	Ku. Snehal Santoshrao Ghan
74	Ku. Tanishka Dashrat Sirsat
75	Ku. Vaishnavi Pramod Metekar
76	Ku. Vaishnavi Vinod Bhonge
77	Ku. Vaishnavi Deshmukh
78	Ku. Vaishnavi Jagdish Chapake
79	Ku. Vruti Gajanan Ghodsad
80	Mr. Aditya Sanjayrao Yawalikar
81	Mr. Chetan Nagorav Ingale
82	Mr. Durgesh Balakram Dahikar
83	Ku. Achal Avinash Bobade
84	Ku. Anishka Mahadev Wankhade
85	Ku. Anushka Rajesh Dabhade
86	Ku. Arpita Santosh Gade
87	Ku. Ashwini Rajesh Chopade
88	Ku. Asma Akram Sayyad
89	Ku. Chaitali Vijay Bobade
90	Ku. Dhanashri Padmakar Dikey
91	Ku. Divyanka Dinesh Ghatore
92	Ku. Dnyaneshwari Sanjay Bhore
93	Ku. Gauri Hiragir Giri
94	Ku. Ishwari M . Ulhe
95	Ku. Khushi Ramkishor Kothar
96	Ku. Komal Ganesh Kadu
97	Ku. Kshitija Kailas Thakare
98	Ku. Madhavi Harihar Bhore
99	Ku. Mahewish Pathan
100	Ku. Manali Murlidhar Thakare

Sr	Name	Sr	Name
101	Ku. Nikita Rajaram Chavhan	123	Mr. Chetan Nagorav Ingale
102	Ku. Prachi Jitendra Patil	124	Mr. Durgesh Balakram Dahikar
103	Ku. Prachi Vinod Gaikwad	125	Mr. Gopal Vijay Waykar
104	Ku. Pragati Anil Jalamkar	126	Mr. Harsh Olivkar
105	Ku. Pranjali Ravindra Sangole	127	Mr. Jayant Sanjay Ingle
106	Ku. Pratiksha Panjabrao Pokale	128	Mr. Keshav Vinod Sahu
107	Ku. Prerana Gorakhanath Wankhade	129	Mr. Mahadev Ashok Kakad
108	Ku. Punam Pundlik Rathod	130	Mr. Om Ajay Nachankar
109	Ku. Roshani Arvind Pawar	131	Mr. Pranil Chadrakishor Thakare
110	Ku. Roshani Shelar	132	Mr. Pranil Chandrakishor Thakare
111	Ku. Rutuja Narendra Thakare	133	Mr. Prathamesh Rameshwar Shengokar
112	Ku. Shrushti Parmeshwar Vairagade	134	Mr. Ravishekhar Subhash Lanjewar
113	Ku. Shweta Dhanraj Kadam	135	Mr. Rudraksh Raosaheb Pathare
114	Ku. Shweta Dipak Dhamankar	136	Mr. Snehal Harichandra Gathe
115	Ku. Snehal Santoshrao Ghan	137	Mr. Suraj Bharat Gedam
116	Ku. Tanishka Dashrat Sirsat	138	Ku. Khushi R. Wayale
117	Ku. Vaishnavi Pramod Metekar	139	Ku. Kalyani P. Madkuade
118	Ku. Vaishnavi Vinod Bhonge	140	Ku. Shivani M. Yadav
119	Ku. Vaishnavi Deshmukh	141	Ku. Shreya S. Bharati
120	Ku. Vaishnavi Jagdish Chapake	142	Ku. Sanjivani P. Gajbhiye
121	Ku. Vrutuja Gajanan Ghodsad	143	Ku. Trupti R. Gauhale
122	Mr. Aditya Sanjayrao Yawalikar		

### Student List (B.A.)

Sr	Name	Sr	Name
1	Ku. Aachal Dilip Pradhan	27	Mr. Avinash Tanu Mavaskar
2	Ku. Aditi Rajabhau Kakade	28	Mr. Gaurav Nana Pare
3	Ku. Ashwini Vishnu Wankhade	29	Mr. Gurudev Bharat Bhosale
4	Ku. Challavi Dharamdas Patil	30	Mr. Harshwardhan Ravindra Meshram
5	Ku. Chanchal Raju Dahapute	31	Mr. Hemant Dinesh Kuttarmare
6	Ku. Chhakuli Ravindra Uikey	32	Mr. Jivan Sureshrao Aurangpure
7	Ku. Dhanashri Ishwardas Bhadke	33	Mr. Kartik. Arvind. Rathod
8	Ku. Munazza Fatema Mohammad Asif	34	Mr. Keshav Sajjulal Bethekar
9	Ku. Namrata Gajanan Dandage	35	Mr. Meet Sanjay Ingale
10	Ku. Neha Ramesh Manohare	36	Mr. Nilesh Shankrlal Mavskar
11	Ku. Nilam Devraoji Kurwade	37	Mr. Nishant Rajesh Ingle
12	Ku. Payal Sunil Rajurkar	38	Mr. Roshan Nandu Jumale
13	Ku. Prachi Santosh Wandhare	39	Mr. Sandesh Vinayakrao Burghate
14	Ku. Ritu Subhashrao Gaikwad	40	Mr. Sanket Vilas Sahare
15	Ku. Sakshi Sanjayrao Bhangre	41	Mr. Tejas Dnyaneshwar Durge
16	Ku. Sargam Pramod Borkar	42	Mr. Yash Ganesh Ingole
17	Ku. Sejal Vijayrao Ambulkar	43	Ku. Samiksha S. Ingale
18	Ku. Snehal Rajurkar	44	Ku. Suhani S. Mohod
19	Ku. Suhani Suresh Bhende	45	Ku. Monali B. Wankhade
20	Ku. Susmita Aranjank Bankar	46	Ku. Sakshi A. Kushwaha
21	Ku. Vaishnavi Manoj Doifode	47	Ku. Chanchal G. Pawade
22	Ku. Vedanti Kawalkar	48	Ku. Shraddha G. Pawar
23	Ku. Vedanti Prashant Kawalkar	49	Ku. Niharika R. Umekar
24	Mr. Abhijit Kinkar	50	Ku. Sakshi S. Madane
25	Mr. Abhijit Namdeo Banasure	51	Ku. Janvhi Gudadhe
26	Mr. Aniket Dnyaneshwar Vitiwale	52	Ku. Latika Chauhan



Shri Shivaji Education Society, Amravati's.

Shri Shivaji Arts & Commerce College, Amravati.



PARTICIPATION

One Week Workshop on  
Application of

## Capacity Building Programme

# ICT TOOLS

Organised by \_\_\_\_\_  
Department of Commerce & Management

This is to certify that ,

Mr./Mrs./Miss Mr. Aniket Dnyaneshwar Vitiwale

Student of B. A./ B. Com. participated satisfactorily in One Week Workshop on Application  
of ICT tools under the Capacity Building Programme from 22 To 29 AUG. 2022

CERTIFICATE

22- 29 AUG.2022

Dr. Sanjay K. Katait  
Course Co-ordinator

Dr. B.S. Zare  
Co-ordinator

Dr. M.V. Jagtap  
Head of Department  
Commerce & Management

Dr. R.M. Bhise  
Principal



Shri Shivaji Education Society, Amravati's.

**Shri Shivaji Arts & Commerce College, Amravati.**



CERTIFICATE

## Capacity Building Programme

One Week Workshop on  
**Application of**

# ICT TOOLS

Organised by

**Department of Commerce & Management**

This is to certify that,

Mr./Mrs./Miss \_\_\_\_\_ Faculty of

Department of Commerce & Management delivered lecture on \_\_\_\_\_

One Week Workshop on Application of ICT tools under the Capacity Building Programme .

22- 29 AUG.2022

**Dr. Sanjay K.Katait**  
Course Co-ordinator

**Dr. B.S. Zare**  
Co-ordinator

**Dr.M.V.Jagtap**  
Head of Department  
Commerce & Management

**Dr. R.M.Bhise**  
Principal