



**Shri Shivaji Education Society, Amravati's  
Shri Shivaji Science & Arts College  
Chikhli, Dist. Buldana  
Accredited by NAAC B++ Grade (CGPA 2.82)**



# **Department of Computer Science**

## **Action taken report on**

**Certificate Course in MS-Office Suite & Introduction to Internet  
Academic Year 2020-21**

**Date: 06/09/2021 to 18/09/2021**

### **Action Taken Report**

**Activity:** The course for undergraduate and postgraduate students for science, arts and commerce faculty on Awareness and able the claim with proficiency and advanced tricks and ideas in MS-Office Suite.

**Aim:** - To aware Our students in MS-Office course helping the students in their job marketability, improve academic performance and enhanced confidence and productivity in the workplace.

**Notice:** - Leaflet is attached with this action taken report

**Date:** -06/09/2021 to 18/09/2021

**Name of Organizer:** - Dr. O.S. Deshmukh, Principal, Shri Shivaji Science College, Chikhli.

**Convener:** - Dr. A.B.Kadam, HOD of Computer Science

**Organizing Secretary:** -Dr.M.E.Jadhav

**Coordinator:** -Dr. S.S.Gaikwad

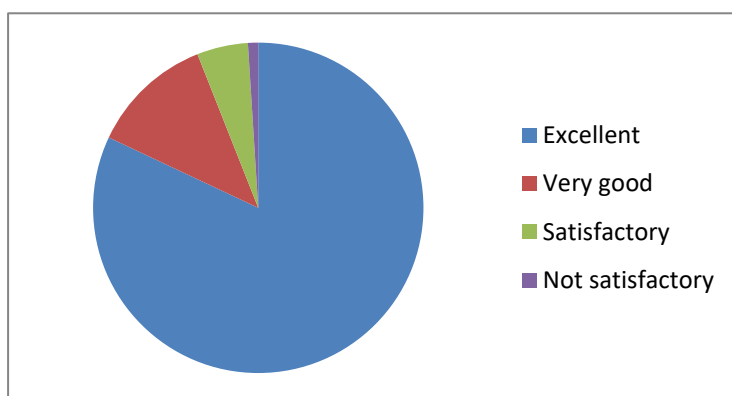
**Number of student participants:** 43

**Action Taken:** -Department of Computer Science of Shri Shivaji Science College Chikhli, organized on Certificate Course in MS-Office Suite and Introduction to Internet on 06<sup>th</sup> September 2021 to 18 September 2021. About 43 Undergraduate and Postgraduates students from our colleges are registered for this program. The first session of the program starts at 12:00 P.M. and President of the program was Dr. O.S. Deshmukh, Principal, Shri Shivaji Science College Chikhli, Dist-Buldana. In Inauguration, Introductory speech by Dr. A.B. Kadam explained the importance of the course awareness and proficiency and advanced tricks and ideas in MS-Office Suite. Our MS-Office course helping the students in their job marketability, improve academic performance and enhanced confidence and productivity in the workplace. President also shared their point of view with students and focused on the awareness and importance about the course. At the end of the inauguration program Dr. M.E.Jadhav had given the vote of thanks.

During the certificate course work which started from 06 September 2021 to 18 September 2021 students learned MS-Word, MS-Excel, MS-PowerPoint from MS-Office Suite and gained the knowledge about Introduction to Internet. Overall, all in one package program was done by all students/participants in which they have submitted assignments and successfully completed the examination with good marks.

On 18 September 2021 at 12.00 P.M. Valedictory program was started by department of computer science where HOD Dr.A.B.Kadam had given whole summery of the certificate course and motivate students to complete the course by explaining its importance and future outcome. At last Vote of thanks given by Dr. S. S. Gaikwad.

**Feedback:** -Overall feedback about the Certificate Course in MS-Office Suite and Introduction to Internet on 06<sup>th</sup> September 2021 to 18<sup>th</sup> September 2021 of the participants as follows.

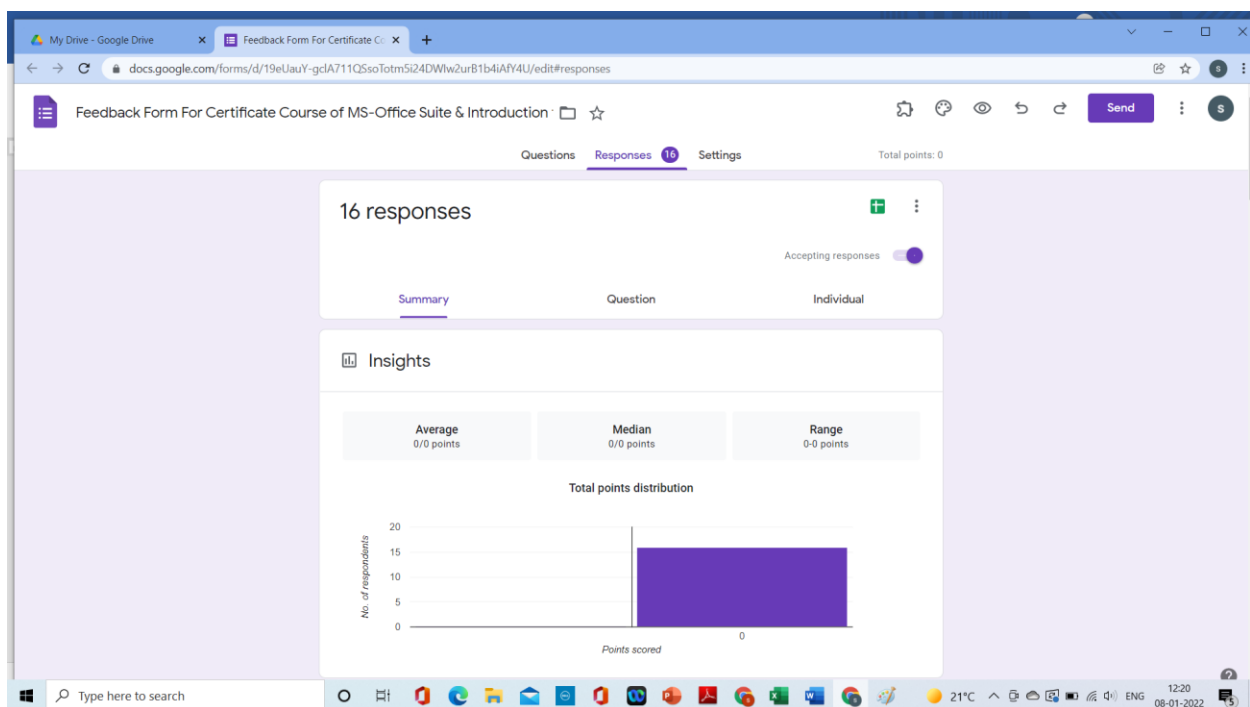


## **Feedback Analysis of Certificate Course of MS-Office Suite & Introduction to Internet 2021-22**

After completion of Certificate Course of MS-Office Suite & Introduction to Internet 2021-22 feedback from all participant was collected through Google form. After the analysis of feedback form following observations were noted prominently.

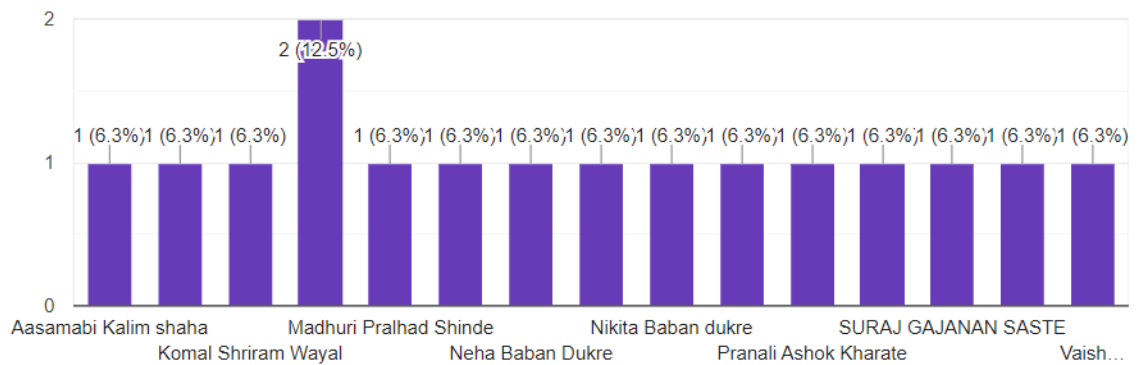
Response for the Feedback Form from the participants side is **16**

The screenshot shows the Google Forms editor interface. At the top, the form title is 'Feedback Form For Certificate Course of MS-Office Suite & Introduction to Internet'. Below the title, the form description reads: 'Shri Shivaji Education Society Amravati's, Shri Shivaji Science & Arts College, Chikhli, Dist Buldana. Department of Computer Science, Certificate Course in MS-Office Suite & Introduction to Internet, Academic Year 2020-21'. The interface includes tabs for 'Questions', 'Responses' (with a count of 16), and 'Settings'. A 'Send' button is visible in the top right corner.



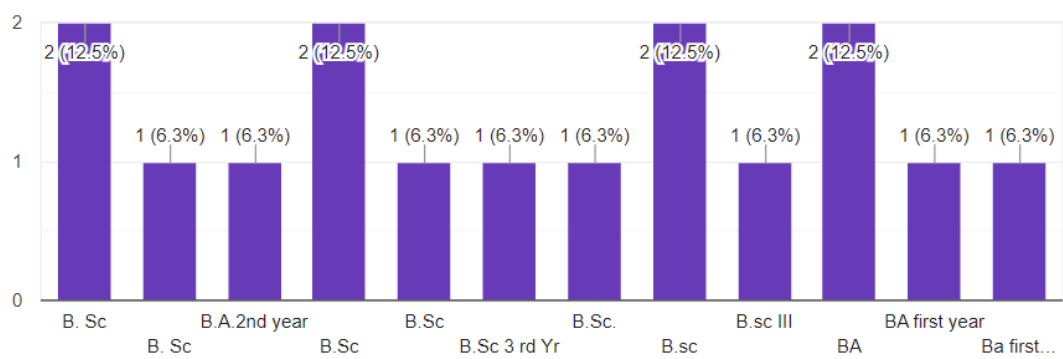
### Full Name (This name will be print on your Certificate)

16 responses



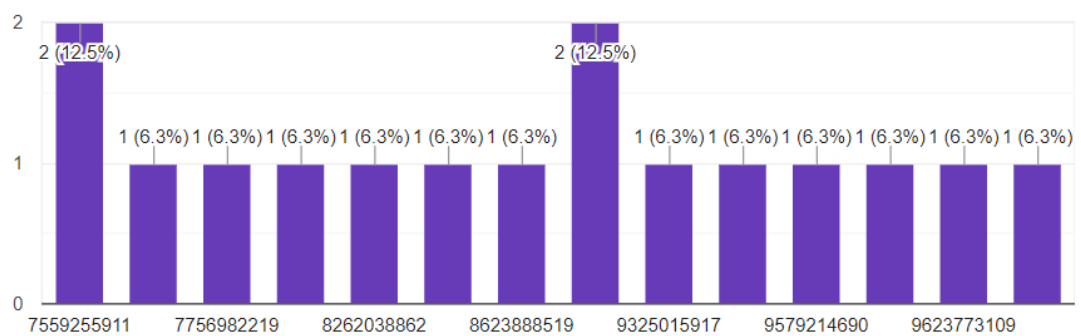
### Studying in (B.A. /B.Com / B.Sc/M.A./M.Com./M.Sc.)

16 responses



### Mobile No.

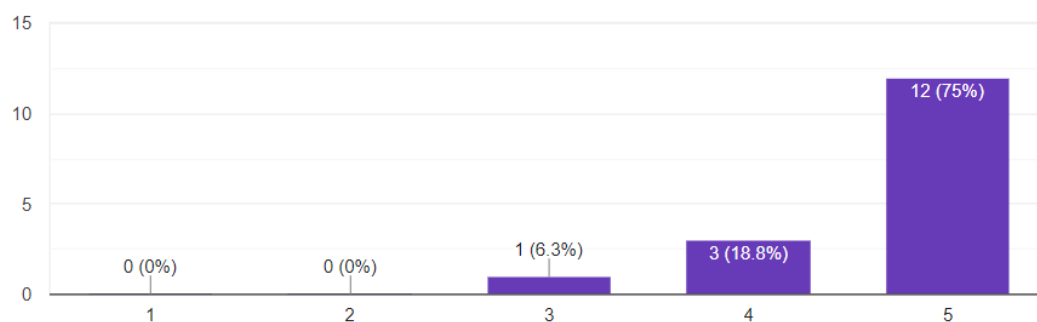
16 responses



### 1. How satisfied were you with the event?

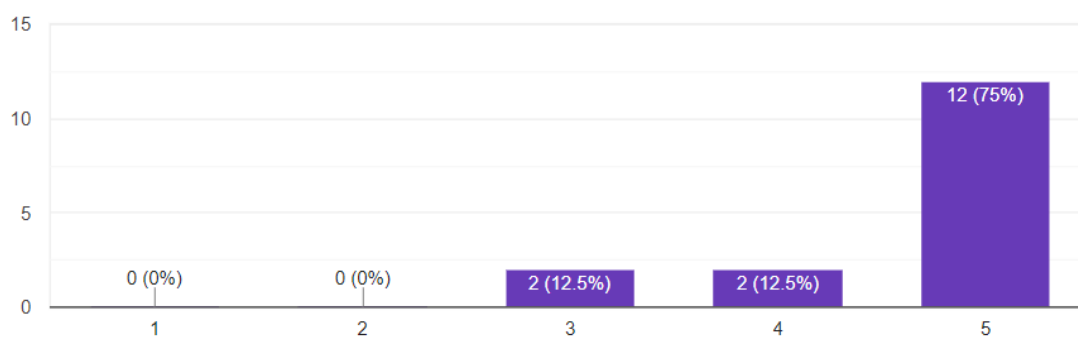


16 responses



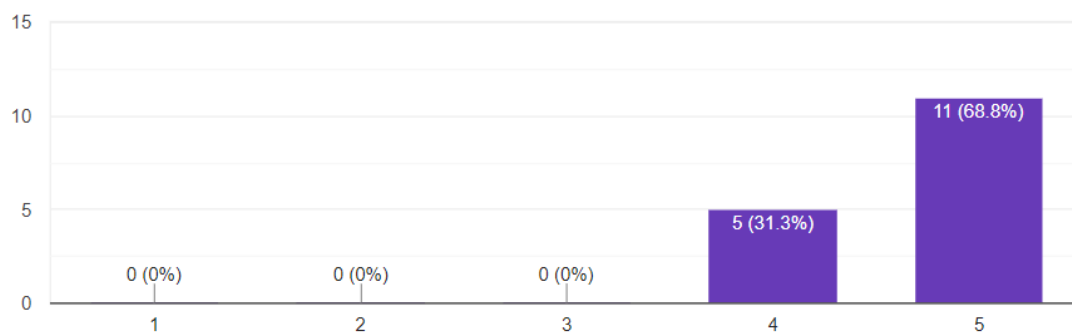
### 2. How relevant and helpful did you?

16 responses



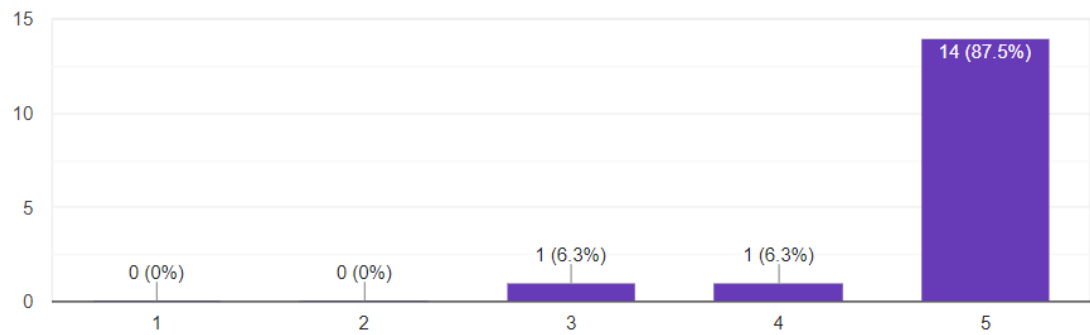
### 3. How satisfied were you with the event content?

16 responses



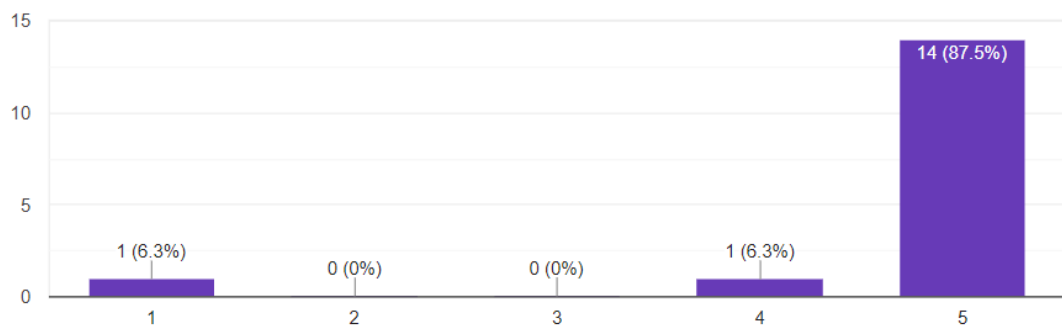
#### 4. Overall Experience?

16 responses



#### 5. Any Suggestions?

16 responses



## **Action taken on Feedback Analysis**

### **Suggestions, comments and Action taken:**

- 1) We are improving our other certificate course content of as per participant's feedback.
- 2) As per participants feedbacks, we have to plan organize such type events in future.
- 3) As per participants request, we have share PPT with the participants.
- 4) As per participants suggestion we will organize such certificate course on offline mode with practical approach.

**Convener**

**Dr. A.B.Kadam,**

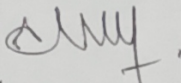
**Principal**

**Dr. Omraj S. Deshmukh**

## Action taken on Feedback Analysis

### Suggestions, comments and Action taken:

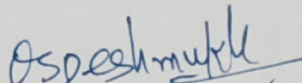
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Convener

Dr. A.B.Kadam,

Head

Dept. Of Computer Science  
Shri Shivaji Sci. & Arts College  
Chikhli, Dist :- BULDANA. (M.S.)

  
Principal

Dr. Omraj S. Deshmukh

PRINCIPAL

Shri Shivaji Science & Arts  
College, Chikhli, Dist. Buldana





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## **Department of Computer Science**

### **Organized By**

# **Certificate Course of MS-Office Suite & Introduction to Internet 2021-22**

**06 September 2021 to 18 September 2021**

Registration Link :- <https://forms.gle/koEYbkSXENey4j1e7>

**For more details Contact  
following**

**Dr. O. S. Deshmukh – 9422125738**

**Dr. A. B. Kadam – 8796336088**

**Dr. M. E. Jadhav – 9921274072**

**Dr. S.S. Gaikwad – 9422206128**

### **Who Can Attend?**

Graduate Arts, Commerce  
and Science Students.

**Registration Fee: NIL**

**Registration Start from:  
03/09/2021**

**Last Day For Registration:  
05/09/2021**

**Phone No.07264-242088**

**Course E-mail:- [sssac.cs.cert.21@gmail.com](mailto:sssac.cs.cert.21@gmail.com)**

**College Website:-<https://www.shivajichk.com>**