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Shri Shivaji Education Society, Amravati's
Shivaji Science & Arts College Shivaji Science & Arts College Chikhli, Dist. Buldhana
NAAC: B⁺⁺Grade (CGPA 3.00). SQAAC: A⁺ Grade College
PM-USA: Component-3.0 Grants (To Strengthen College),
ISO 9001:2015, Career Katta.

PM-USA Soft Component

Hands on Training on MS Office Suite and Introduction to Internet
Sponsored by PM-USA Scheme-Strengthening College 3.0

Organized by
Department of Computer Science
(2025-26)

Date:- 06-02-2026 to 09-02-2026

Shri Shivaji Science & Arts College, Chikhli

Department of Computer Science

Hands on Training on MS office suite and Introduction to Internet

Academic Year 2025-26

06/02/2026 to 09/02/2026

Index

Sr. No.	Content
1	Organizing Meeting
2	Flyer
3	Syllabus
4	Schedule
5	Attendance Record
6	MCQ Exam Record
7	Feedback Form
8	Certificate
9	Report
10	Geo Tag photos

Notice

This is to inform all eligible students that the Computer Science Department is offering a Certificate Course Hands-on Training on MS-Office Suite & Introduction to Internet.

The course details are as follows:

Certificate Course Name: Hands on Training on MS-Office Suite & Introduction to Internet.

Duration: 03 Days

Last Date for Admission: 05-02-2026

For additional information, please contact the Department of Computer Science.

Date: - 03-02-2026


Coordinator


Convener

Shri Shivaji Education Society Amravati's
Shri Shivaji Science & Arts College, Chikhli, Dist Buldana.

Department of Computer Science

Academic Year 2025-26

Hands-on Training Program on MS Office Suite and Introduction

Program Organization

All faculty members are hereby informed that the Department of Computer Science will organize a Hands-on Training Program on MS Office Suite and Introduction to the Internet from 06th to 09th February 2026. To ensure effective planning and smooth execution, specific duties have been assigned to the concerned faculty members. All are requested to extend their full cooperation and carry out their responsibilities diligently for the successful conduct of the program.

Name of Faculty	Assigned work	Signature
Dr. A. B. Kadam	As Head of the Department and Convener, overall program coordination and publicity management.	
Dr. S. S Gaikwad	As the Program Coordinator effectively managed overall planning, execution, supervision, seamless coordination of all activities to ensure the successful conduct of the program	
Dr. M. E. Jadhav	As the Organizing Secretary planned, coordinated, and supervised all program activities to ensure its smooth, systematic, and successful execution	


Coordinator


Convener



**Shri Shivaji Education Society, Amravati's
Shri Shivaji Science & Arts College
Chikhli, Dist. Buldhana**



NAAC: B⁺ Grade (CGPA 3.00). SQAAC: A⁺ Grade College
PM-USHA: Component-3.0 Grants (To Strengthen College),
ISO 9001:2015, Career Katta.
PM-USHA Soft Component

Hands on Training on MS Office Suite and Introduction to Internet

Sponsored by PM-USHA Scheme-Strengthening College 3.0

Organized by

Department of Computer Science (2025-26)

06-02-2026 to 09-02-2026



Who Can Attend?

Graduate Arts, Commerce and Science Students.

Registration Fee: NIL

Registration Start from: -27/01/2026

Last Date for Registration: -05/02/2026

Glance Within.....
Three Days
Transformation

For more details Contact following

Dr. A. B. Kadam – 8796336088

Dr. M. E. Jadhav – 9921274072

Dr. S. S. Gaikwad – 9422206128

Shri Shivaji Education Society Amravati's
Shri Shivaji Science & Arts College, Chikhli, Dist Buldana.

Department of Computer Science

Syllabus for Certificate Course Hands on Training on MS-Office Suite &
Introduction to Internet

Academic Year 2025-26

Sr.No.	Subject	Content
1	Introductions to Computers	Characteristics, Generation & classification of computers, block diagram of computer, Memory and their types: Primary and secondary, Flash & Serial access memory, Peripheral devices: Keyboard, Mouse, scanner, Printers: Impact, Non-Impact, DMP, inkjet, Laser.
2	MS WORD	Creating, editing, saving and printing text documents Font and paragraph formatting, Simple character formatting, inserting tables, smart art, page breaks, using lists and styles Working with images, Using Spelling and Grammar check, Understanding document properties, Mail Merge.
3	MS EXCEL	Spreadsheet basics, Creating, editing, saving and printing spreadsheets, working with functions & formulas, modifying worksheets with colour & autoformats, graphically representing data: Charts & Graphs, speeding data entry: Using Data Forms Analyzing data: Data Menu, Subtotal, Filtering Data, formatting worksheets, Securing & Protecting spreadsheets.
4	MS POWERPOINT	Opening, viewing, creating, and printing slides, applying auto layouts, adding custom animation Using slide transitions, graphically representing data: Charts & Graphs Creating Professional Slide for Presentation.
5	Introduction to Internet	Web browser: Internet Explorer, Netscape navigator, search engines, E-mail address.

Sonali
Coordinator

eddy
Convener

Shri Shivaji Education Society Amravati's
Shri Shivaji Science & Arts College, Chikhli, Dist. Buldhana.
Department of Computer Science

**Certificate Course Hands-on Training on MS-Office Suite &
Introduction to Internet.
Academic Year (2025-26)**

CO, PO, PSOs of MS-Office Suite and Introduction to internet

Based on certificate courses, here are the **Course Outcomes (COs)**, **Program Outcomes (POs)**, and **Program Specific Outcomes (PSOs)** for a course in **MS Office Suite and Introduction to Internet**.

1. Course Outcomes (CO)

Upon completion of the MS Office and Internet course, students will be able to:

- **CO1:** Understand the basic components of a computer system, file management, and operating system basics.
- **CO2:** Create, format, edit, and print professional documents using **MS Word**.
- **CO3:** Perform data entry, complex calculations, data analysis, and visualization using formulas, functions, and charts in **MS Excel**.
- **CO4:** Design effective, engaging presentations using **MS PowerPoint**.
- **CO5:** Utilize **Internet** browsers, search engines, and web services for research and information gathering.
- **CO6:** Apply essential digital literacy skills for employability, higher education, and daily productivity.

2. Program Outcomes (POs)

Generally, this course aligns with POs related to professional communication, modern tool usage, and lifelong learning:

- **PO1: Critical Thinking:** Ability to analyze data and use software tools to solve problems.
- **PO2: Modern Tool Usage:** Ability to select and apply appropriate techniques, resources, and IT tools (MS Office) to complex activities.
- **PO3: Communication:** Ability to create effective documents, reports, and presentations for professional environments.
- **PO4: Self-directed Learning:** Capacity for independent, lifelong learning to adapt to evolving technology.
- **PO5: Ethics:** Understanding of professional responsibilities regarding data security and internet etiquette.

3. Program Specific Outcomes (PSOs)

These define what a graduate specializing in this area can specifically do:

- **PSO1:** Proficiency in using MS Office suite (Word, Excel, PowerPoint) to improve productivity and efficiency in office administration.
- **PSO2:** Ability to use internet and web-based applications for data collection, research, and communication.
- **PSO3:** Competence in creating and managing digital documents and data, strengthening employability in IT-enabled services.

Summary of Component Applications

- **MS Word:** Document creation, formatting.
- **MS Excel:** Data analysis, spreadsheets.
- **MS PowerPoint:** Presentations.
- **Internet/Web:** Browsing, Email, Search Engines.

Shri Shivaji Science & Arts College, Chikhli

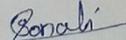
Department of Computer Science

Hands on Training on MS office suite and Introduction to Internet

Time Table

Academic Year 2025-26

Sr. No.	Class	Date	Subject	Teachers Name	Time
1	B.Sc. B.Com. B.A.	06-02-2026	Inauguration & Introduction Related to Course	Principal Dr. P. R. Padole Dr. A. B. Kadam	08:00 AM to 08:30 AM
			MS Word	Dr. A. B. Kadam	08:30 AM to 10:00 AM
			MS Excel	Dr. S. S. Gaikwad	10:00 AM to 11:00 AM
			MS PowerPoint	Dr. M. E. Jadhav	05:00 PM to 06:30 PM
2	B.Sc. B.Com. B.A.	07-02-2026	MS PowerPoint	Dr. M. E. Jadhav	08:00 AM to 09:00 AM
			MS Excel	Dr. S. S. Gaikwad	09:00 AM to 10:00 AM
			MS Word	Dr. A. B. Kadam	10:00 AM to 11:00 AM
			Practical Session [Hands on]	Dr. A. B. Kadam	05:00 PM to 06:30 PM
3	B.Sc. B.Com. B.A.	07-02-2026	MS Word	Dr. A. B. Kadam	08:00 AM to 09:00 AM
			MS Excel	Dr. S. S. Gaikwad	09:00 AM to 10:00 AM
			MS PowerPoint	Dr. M. E. Jadhav	10:00 AM to 11:00 AM
			Practical Session [Hands on]	Dr. M. E. Jadhav	05:00 PM to 06:30 PM
			Valedictory program		06:35 PM


Coordinator


Convener

Shri Shivaji Education Society Amravati's
Shri Shivaji Science & Arts College, Chikhli, Dist Buldhana.
Department of Computer Science
Hands on Training on MS office suite and Introduction to Internet
Academic Year 2025-26

Admitted Students list for Hands on Training on MS office suite and Introduction to Internet

Sr.No.	Name of the Student	Class	Sign
1	Dipak Mahadeo Kshirsagar	B.Sc. Ist Year	Dipak Mahadeo
2	Dnyaneshwar Samadhan Khodake	B.Sc. Ist Year	Khodake
3	Gauri Dilip Gawate	B.Sc. Ist Year	G. d. gawate
4	Ketan Kundan Deshmukh	B.Sc. Ist Year	K. d. Deshmukh.
5	Pavan Rameshwar Kokate	B.Sc. Ist Year	P. R. kokate.
6	Pranav Gajanan Jadhao	B.Sc. Ist Year	Pranav Jadhao
7	Pratik Vijay Solanki	B.Sc. Ist Year	P. V. Solanki
8	Rohan Babalu Hivrale	B.Sc. Ist Year	R. B. Hivrale.
9	Sakshi Santosh Solanki	B.Sc. Ist Year	S. S. Solanki
10	Sanket Sanjay Shinde	B.Sc. Ist Year	S. S. Shinde
11	Shaikh Miran Shaikh Hafiz	B.Sc. Ist Year	M. S. Shaikh
12	Shivam Bhagwan Dagadghate	B.Sc. Ist Year	S. B. Dagadghate
13	Snehal Gajanan Pawar	B.Sc. Ist Year	S. G. Pawar
14	Sushant Vikas Gunjalkar	B.Sc. Ist Year	S. V. Gunjalkar
15	Utkarsha Ravi Joshi	B.Sc. Ist Year	U. R. Joshi
16	Vedant Dnyaneshwar Upase	B.Sc. Ist Year	V. D. Upase
17	Vivek Gulabrao Tarmale	B.Sc. Ist Year	V. G. Tarmale
18	Aditya Dipak Dhadwe	B.Sc. Ist Year	A. D. Dhadwe.
19	Krushnali Dharamsing Jadhao	B.Sc. Ist Year	K. D. Jadhao.

Shri Shivaji Education Society Amravati's
Shri Shivaji Science & Arts College, Chikhli, Dist Buldhana.
Department of Computer Science
Hands on Training on MS office suite and Introduction to Internet
Academic Year 2025-26

Admitted Students list for Hands on Training on MS office suite and Introduction to Internet

Sr.No.	Name of the Student	Class	Sign
20	Nisha Santosh Ahir	B.Sc. Ist Year	N.Ahir
21	Payal Ratan Gawai	B.Sc. Ist Year	P.gawai
22	Srushti Suresh Khandagale	B.Sc. Ist Year	S.S. Khandagale
23	Mohini Vishal Jadhav	B.Sc. Ist Year	M.v.jadhav
24	Vinayak Pandurang Bidve	B.Sc. Ist Year	V.bidve
25	Abhishek Vasudev Wankhede	B.Sc. Ist Year	A.wankhede
26	Anand Bhart Kharat	B.Sc. Ist Year	A.kharat
27	Anuja Gajanan Kulkarni	B.Sc. Ist Year	A.kulkarni
28	Devkanya Rameshwar Parihar	B.Sc. Ist Year	D.parihar
29	Dipika Gajanan Deshmukh	B.Sc. Ist Year	D.deshmukh
30	Janhavi Vilas Jagtap	B.Sc. Ist Year	J.jagtap
31	Abhay Santosh Shinde	B.A. I st Year	A.S.shinde
32	Abhishek Dipak Khandare	B.A. I st Year	A.khandare
33	Aditya Ganesh Tunalait	B.A. I st Year	A.G.Tunalait
34	Aditya Rameshwar Shinde	B.A. I st Year	A.shinde
35	Aditya Sandip Jadhao	B.A. I st Year	A.S.Jadhao
36	Ajay Vijay Chavan	B.A. I st Year	A.chavan
37	Akash Raju Hiwale	B.A. I st Year	A.hiwale
38	Akash Sudhakar Jadhao	B.A. I st Year	A.jadhao

Shri Shivaji Education Society Amravati's
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Department of Computer Science
Hands on Training on MS office suite and Introduction to Internet
Academic Year 2025-26

Admitted Students list for Hands on Training on MS office suite and Introduction to Internet

Sr.No.	Name of the Student	Class	Sign
39	Akshay Pandit Shinde	B.A. I st Year	A.P. shinde.
40	Akshay Shamlal Pathe	B.A. I st Year	A.Pathe
41	Om Gajanan Haramkar	B.Com. Ist Year	O.G. Hasamkar
42	Om Nandusing Golait	B.Com. Ist Year	O.N. Golait.
43	Omraj Shantaram Khandare	B.Com. Ist Year	O.Khandare
44	Pravin Jagannath Mhaske	B.Com. Ist Year	P.Mhaske
45	Rushikesh Gajanan Gadekar	B.Com. Ist Year	R.Gadekar
46	Saiyyad Thoid Saiyyad Chand	B.Com. Ist Year	S.Chand.
47	Samruddhi Vijay Chakote	B.Com. Ist Year	S.Chakote
48	Sanika Santosh Gaware	B.Com. Ist Year	S.Gaware
49	Sanket Indrasing Ingle	B.Com. Ist Year	S.Ingle
50	Shivani Dhananjay Parihar	B.Com. Ist Year	S.Parihar

Shri Shivaji Education Society Amravati's
Shri Shivaji Science & Arts College, Chikhli, Dist Buldhana.
 Department of Computer Science
Hands on Training on MS office suite and Introduction to Internet
 Academic Year 2025-26

Attendance Sheet for Hands on Training on MS office suite and Introduction to Internet

Sr. No.	Name of the Student	Class	06-02-2026	07-02-2026	09-02-2026
1	Dipak Mahadeo Kshirsagar	B.Sc. Ist Year	<i>Dmkshirsagar</i>	<i>Dmkshirsagar</i>	<i>Dmkshirsagar</i>
2	Dnyaneshwar Samadhan Khodake	B.Sc. Ist Year	<i>Dkhodake</i>	<i>Dkhodake</i>	<i>Dkhodake</i>
3	Gauri Dilip Gawate	B.Sc. Ist Year	<i>G.d.gawate</i>	<i>G.d.gawate</i>	<i>G.d.gawate</i>
4	Ketan Kundan Deshmukh	B.Sc. Ist Year	<i>Kedeshmukh</i>	<i>Kedeshmukh</i>	<i>Kedeshmukh</i>
5	Pavan Rameshwar Kokate	B.Sc. Ist Year	<i>Rkokate</i>	<i>Rkokate</i>	<i>Rkokate</i>
6	Pranav Gajanan Jadhao	B.Sc. Ist Year	<i>Pjadhao</i>	<i>Pjadhao</i>	<i>Pjadhao</i>
7	Pratik Vijay Solanki	B.Sc. Ist Year	<i>Psolanki</i>	<i>Psolanki</i>	<i>Psolanki</i>
8	Rohan Babalu Hivrale	B.Sc. Ist Year	<i>Rbhivrale</i>	<i>Rbhivrale</i>	<i>Rbhivrale</i>
9	Sakshi Santosh Solanki	B.Sc. Ist Year	<i>s.s.solanki</i>	<i>s.s.solanki</i>	<i>s.s.solanki</i>
10	Sanket Sanjay Shinde	B.Sc. Ist Year	<i>Sshinde</i>	<i>Sshinde</i>	<i>Sshinde</i>
11	Shaikh Miran Shaikh Hafiz	B.Sc. Ist Year	<i>Smshafiz</i>	<i>Smshafiz</i>	<i>Smshafiz</i>
12	Shivam Bhagwan Dagadghate	B.Sc. Ist Year	<i>Sbdagadghate</i>	<i>Sbdagadghate</i>	<i>Sbdagadghate</i>
13	Snehal Gajanan Pawar	B.Sc. Ist Year	<i>Spawar</i>	<i>Spawar</i>	<i>Spawar</i>
14	Sushant Vikas Gunjalkar	B.Sc. Ist Year	<i>Sgunjalkar</i>	<i>Sgunjalkar</i>	<i>Sgunjalkar</i>
15	Utkarsha Ravi Joshi	B.Sc. Ist Year	<i>U.R.Joshi</i>	<i>U.R.Joshi</i>	<i>U.R.Joshi</i>
16	Vedant Dnyaneshwar Upase	B.Sc. Ist Year	<i>Vupase</i>	<i>Vupase</i>	<i>Vupase</i>
17	Vivek Gulabrao Tarmale	B.Sc. Ist Year	<i>Vtarmale</i>	<i>Vtarmale</i>	<i>Vtarmale</i>
18	Aditya Dipak Dhadwe	B.Sc. Ist Year	<i>Adhadwe</i>	<i>Adhadwe</i>	<i>Adhadwe</i>

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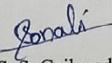
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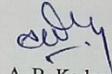
Sr. No.	Name of the Student	Class	06-02-2026	07-02-2026	09-02-2026
19	Krushnali Dharamsing Jadhao	B.Sc. Ist Year	Kjadhao	Kjadhao	Kjadhao
20	Nisha Santosh Ahir	B.Sc. Ist Year	Nahir	Nahir	Nahir
21	Payal Ratan Gawai	B.Sc. Ist Year	Pgawai	Pgawai	Pgawai
22	Srushti Suresh Khandagale	B.Sc. Ist Year	S.S.khandagale	S.S.khandagale	S.S.khandagale
23	Mohini Vishal Jadhav	B.Sc. Ist Year	Mjadhav	Mjadhav	Mjadhav
24	Vinayak Pandurang Bidve	B.Sc. Ist Year	Vbidve	Vbidve	Vbidve
25	Abhishek Vasudev Wankhede	B.Sc. Ist Year	Awankhede	Awankhede	Awankhede
26	Anand Bhart Kharat	B.Sc. Ist Year	Arkharat	Arkharat	Arkharat
27	Anuja Gajanan Kulkarni	B.Sc. Ist Year	Akulkarni	Akulkarni	Akulkarni
28	Devkanya Rameshwar Parihar	B.Sc. Ist Year	Dparihar	Dparihar	Dparihar
29	Dipika Gajanan Deshmukh	B.Sc. Ist Year	Ddeshmukh	Ddeshmukh	Ddeshmukh
30	Janhavi Vilas Jagtap	B.Sc. Ist Year	Jjagtap	Jjagtap	Jjagtap
31	Abhay Santosh Shinde	B.A. Ist Year	A.sshinde	A.sshinde	A.sshinde
32	Abhishek Dipak Khandare	B.A. Ist Year	Arkhandare	Arkhandare	Arkhandare
33	Aditya Ganesh Tunalait	B.A. Ist Year	AG.Tunalait	AG.Tunalait	AG.Tunalait
34	Aditya Rameshwar Shinde	B.A. Ist Year	Ashinde	Ashinde	Ashinde
35	Aditya Sandip Jadhao	B.A. Ist Year	A.S.Jadhav	A.S.Jadhav	A.S.Jadhav
36	Ajay Vijay Chavan	B.A. Ist Year	Achavan	Achavan	Achavan

Shri Shivaji Education Society Amravati's
 Shri Shivaji Science & Arts College, Chikhli, Dist Buldhana.
 Department of Computer Science
 Hands on Training on MS office suite and Introduction to Internet
 Academic Year 2025-26

Attendance Sheet for Hands on Training on MS office suite and Introduction to Internet

Sr. No.	Name of the Student	Class	06-02-2026	07-02-2026	09-02-2026
37	Akash Raju Hiwale	B.A. Ist Year	Ahiwale	Ahiwale	Ahiwale
38	Akash Sudhakar Jadhao	B.A. Ist Year	Ajadhao	Ajadhao	Ajadhao
39	Akshay Pandit Shinde	B.A. Ist Year	A.P.Shinde	A.P.Shinde	A.P.Shinde
40	Akshay Shamlal Patthe	B.A. Ist Year	Apatthe	Apatthe	Apatthe
41	Om Gajanan Haramkar	B.Com. Ist Year	O.G. Haramkar	O.G. Haramkar	O.G. Haramkar
42	Om Nandusing Golait	B.Com. Ist Year	Ogolait	Ogolait	Ogolait
43	Omraj Shantaram Khandare	B.Com. Ist Year	Okhandare	Okhandare	Okhandare
44	Pravin Jagannath Mhaske	B.Com. Ist Year	Pjhaske	Pjhaske	Pjhaske
45	Rushikesh Gajanan Gadekar	B.Com. Ist Year	Rgadekar	Rgadekar	Rgadekar
46	Saiyyad Thoid Saiyyad Chand	B.Com. Ist Year	Stchand	Stchand	Stchand
47	Samruddhi Vijay Chakote	B.Com. Ist Year	Schakote	Schakote	Schakote
48	Sanika Santosh Gaware	B.Com. Ist Year	Sgaware	Sgaware	Sgaware
49	Sanket Indrasing Ingle	B.Com. Ist Year	Single	Single	Single
50	Shivani Dhananjay Parihar	B.Com. Ist Year	Sparihar	Sparihar	Sparihar


 Dr. S. S. Gaikwad
 Coordinator


 Dr. A. B. Kadam
 Convener

Shri Shivaji Education Society Amravati's
Shri Shivaji Science & Arts College, Chikhli, Dist Buldhana.
Department of Computer Science
Hands on Training on MS office suite and Introduction to Internet
Academic Year 2025-26
Mark List of students for the Hands on Training on MS office suite and
Introduction to Internet

Marking Based on MCQ+Practical Exam+Oral

Total Marks-50

Sr.No.	Name of the Student	Class	Marks Obtained
1	Dipak Mahadeo Kshirsagar	B.Sc. Ist Year	44
2	Dnyaneshwar Samadhan Khodake	B.Sc. Ist Year	45
3	Gauri Dilip Gawate	B.Sc. Ist Year	47
4	Ketan Kundan Deshmukh	B.Sc. Ist Year	46
5	Pavan Rameshwar Kokate	B.Sc. Ist Year	45
6	Pranav Gajanan Jadhao	B.Sc. Ist Year	44
7	Pratik Vijay Solanki	B.Sc. Ist Year	47
8	Rohan Babalu Hivrale	B.Sc. Ist Year	42
9	Sakshi Santosh Solanki	B.Sc. Ist Year	41
10	Sanket Sanjay Shinde	B.Sc. Ist Year	48
11	Shaikh Miran Shaikh Hafiz	B.Sc. Ist Year	47
12	Shivam Bhagwan Dagadghate	B.Sc. Ist Year	48
13	Snehal Gajanan Pawar	B.Sc. Ist Year	49
14	Sushant Vikas Gunjalkar	B.Sc. Ist Year	47
15	Utkarsha Ravi Joshi	B.Sc. Ist Year	46
16	Vedant Dnyaneshwar Upase	B.Sc. Ist Year	44
17	Vivek Gulabrao Tarmale	B.Sc. Ist Year	47
18	Aditya Dipak Dhadwe	B.Sc. Ist Year	46

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Shri Shivaji Science & Arts College, Chikhli, Dist Buldhana.
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Mark List of students for the Hands on Training on MS office suite and
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Marking Based on MCQ+Practical Exam+Oral

Total Marks-50

Sr.No.	Name of the Student	Class	Marks Obtained
19	Krushnali Dharamsing Jadhao	B.Sc. Ist Year	48
20	Nisha Santosh Ahir	B.Sc. Ist Year	47
21	Payal Ratan Gawai	B.Sc. Ist Year	45
22	Srushti Suresh Khandagale	B.Sc. Ist Year	47
23	Mohini Vishal Jadhav	B.Sc. Ist Year	46
24	Vinayak Pandurang Bidve	B.Sc. Ist Year	45
25	Abhishek Vasudev Wankhede	B.Sc. Ist Year	47
26	Anand Bhart Kharat	B.Sc. Ist Year	41
27	Anuja Gajanan Kulkarni	B.Sc. Ist Year	45
28	Devkanya Rameshwar Parihar	B.Sc. Ist Year	42
29	Dipika Gajanan Deshmukh	B.Sc. Ist Year	47
30	Janhavi Vilas Jagtap	B.Sc. Ist Year	48
31	Abhay Santosh Shinde	B.A. I st Year	42
32	Abhishek Dipak Khandare	B.A. I st Year	46
33	Aditya Ganesh Tunalait	B.A. I st Year	45
34	Aditya Rameshwar Shinde	B.A. I st Year	42
35	Aditya Sandip Jadhao	B.A. I st Year	43
36	Ajay Vijay Chavan	B.A. I st Year	46

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Shri Shivaji Science & Arts College, Chikhli, Dist Buldhana.
Department of Computer Science

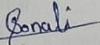
Hands on Training on MS office suite and Introduction to Internet
Academic Year 2025-26

Mark List of students for the Hands on Training on MS office suite and
Introduction to Internet

Marking Based on MCQ+Practical Exam+Oral

Total Marks-50

Sr.No.	Name of the Student	Class	Marks Obtained
37	Akash Raju Hiwale	B.A. I st Year	45
38	Akash Sudhakar Jadhao	B.A. I st Year	47
39	Akshay Pandit Shinde	B.A. I st Year	45
40	Akshay Shamlal Patthe	B.A. I st Year	46
41	Om Gajanan Haramkar	B.Com. Ist Year	45
42	Om Nandusing Golait	B.Com. Ist Year	44
43	Omraj Shantaram Khandare	B.Com. Ist Year	42
44	Pravin Jagannath Mhaske	B.Com. Ist Year	44
45	Rushikesh Gajanan Gadekar	B.Com. Ist Year	43
46	Saiyyad Thoid Saiyyad Chand	B.Com. Ist Year	44
47	Samruddhi Vijay Chakote	B.Com. Ist Year	42
48	Sanika Santosh Gaware	B.Com. Ist Year	47
49	Sanket Indrasing Ingle	B.Com. Ist Year	45
50	Shivani Dhananjay Parihar	B.Com. Ist Year	44


Coordinator


Convener

Shri Shivaji Education Society Amravati's
Shri Shivaji Science & Arts College, Chikhli, Dist. Buldhana.
Department of Computer Science
Hands on Training on MS-Office Suite & Introduction to Internet
Academic Year – 2025-2026

Question Paper for Hands on Training on MS-Office Suite & Introduction to Internet

Time: - 30 Minutes

Marks: - 20

Name of Student: - Dipak Mahadeo Kshirsagar

Class: - B.Sc. I

Multiple Choice Question

$\frac{20}{20}$ *Zorali*

20 Marks

1. Which of the following is a primary memory?

- A) Hard Disk
- B) CD-ROM
- C) RAM
- D) Pen Drive

2. Which type of printer uses a ribbon to print characters?

- A) Laser Printer
- B) Inkjet Printer
- C) Dot Matrix Printer
- D) Thermal Printer

3. Flash memory is mainly used in:

- A) CPU
- B) Pen Drive
- C) Monitor
- D) Keyboard

4. Which option is used to combine letters with a list of addresses in MS Word?

- A) Spell Check
- B) Mail Merge
- C) SmartArt
- D) Page Layout

5. In MS Excel, formulas always start with:

- A) @
- B) #
- C) =
- D) &

6. Which Excel feature is used to display data graphically?

- A) Tables
- B) Charts
- C) Mail Merge
- D) Filtering

7. Which menu in Excel is used for filtering and sorting data?

- A) Home
- B) Insert
- C) Data
- D) Review

8. Which feature is used in PowerPoint to move from one slide to another with effects?

- A) Animation
- B) Slide Transition
- C) SmartArt
- D) Layout

9. Which of the following is a non-impact printer?

- A) Dot Matrix Printer
- B) Daisy Wheel Printer
- C) Inkjet Printer
- D) Line Printer

10. Which of the following is an example of a web browser?

- A) Google
- B) Yahoo
- C) Internet Explorer
- D) Gmail

Shri Shivaji Education Society Amravati's
Shri Shivaji Science & Arts College, Chikhli, Dist. Buldhana.
Department of Computer Science
Hands on Training on MS-Office Suite & Introduction to Internet

Academic Year – 2025-2026

Question Paper with Answers for Hands on Training on MS-Office Suite &
Introduction to Internet

Time: - 30 Minutes

Marks: - 20

Multiple Choice Question

20 Marks

1. Which of the following is a primary memory?

- A) Hard Disk
- B) CD-ROM
- C) RAM
- D) Pen Drive

Answer: C) RAM

2. Which type of printer uses a ribbon to print characters?

- A) Laser Printer
- B) Inkjet Printer
- C) Dot Matrix Printer
- D) Thermal Printer

Answer: C) Dot Matrix Printer

3. Flash memory is mainly used in:

- A) CPU
- B) Pen Drive
- C) Monitor
- D) Keyboard

Answer: B) Pen Drive

4. Which option is used to combine letters with a list of addresses in MS Word?

- A) Spell Check
- B) Mail Merge
- C) SmartArt
- D) Page Layout

Answer: B) Mail Merge

5. In MS Excel, formulas always start with:

- A) @
- B) #
- C) =
- D) &

Answer: C) =

6. Which Excel feature is used to display data graphically?

- A) Tables
- B) Charts
- C) Mail Merge
- D) Filtering

Answer: B) Charts

7. Which menu in Excel is used for filtering and sorting data?

- A) Home
- B) Insert
- C) Data
- D) Review

Answer: C) Data

8. Which feature is used in PowerPoint to move from one slide to another with effects?

- A) Animation
- B) Slide Transition
- C) SmartArt
- D) Layout

Answer: B) Slide Transition

9. Which of the following is a non-impact printer?

- A) Dot Matrix Printer
- B) Daisy Wheel Printer
- C) Inkjet Printer
- D) Line Printer

Answer: C) Inkjet Printer

10. Which of the following is an example of a web browser?

- A) Google
- B) Yahoo
- C) Internet Explorer
- D) Gmail

Answer: C) Internet Explorer



Shri Shivaji Education Society, Amravati's
 Shivaji Science & Arts College Shri Shivaji Science & Arts College Chikhli, Dist. Buldhana
 NAAC: B⁺⁺ Grade (CGPA 3.00), SQAAR: A⁺ Grade College
 PM-USHA: Component-3.0 Grants (To Strengthen College),
 ISO 9001:2015, Career Katta.

PM-USHA Soft Component

Hands on Training on MS Office Suite and Introduction to Internet

Sponsored by PM-USHA Scheme-Strengthening College 3.0

Organized by

Department of Computer Science

Date:- 06-02-2026 to 09-02-2026

FEEDBACK- FORM

Name of Student: - Dipak Mahadeo kshiesagar

Class B.Sc - I

1. Is the Hands-on Training on MS Office Suite and Introduction to Internet is benefitted to you? Yes No

	Excellent	Good	Adequate	Poor
2. How relevant and helpful did you find the Hands on training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. How satisfied were you with the platform?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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4. Overall Experience of the Trainer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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5. Do you feel the Hands-on Training on MS Office Suite and Introduction to Internet met its aim and objectives? Yes No

6. Any other Suggestions. No suggestions

Dipak Mahadeo
Signature

Shri Shivaji Science & Arts College, Chikhli

Department of Computer Science

Hands on Training on MS office suite and Introduction to Internet

Academic Year (2025-26)

Feedback Analysis of Hands-on Training on MS office suite and Introduction to Internet

Feedback/Response:

Qualitative Analysis of Feedback

Feedback collected from all participants reflects the successful execution of the Hands-on Training on MS Office Suite and Introduction to the Internet. The responses highlight the overall effectiveness of the program, commend the systematic organization and harmonious arrangements, and appreciate the competence and efficiency of the trainers. The feedback indicates a high level of satisfaction among participants regarding the planning, coordination, and quality of instruction delivered throughout the training program.

1. Organization and Planning

Approximately 90% of the participants rated the Hands-on Training on MS Office Suite and Introduction to the Internet as "Excellent," reflecting the program's meticulous planning, effective execution, and high overall quality. The well-structured schedule, systematically organized sessions, and seamless conduct of the course were particularly appreciated by the attendees, demonstrating a strong alignment between the planned objectives and their successful implementation.

The remaining 6% of participants rated the program as "Good," indicating a high level of satisfaction while also suggesting scope for minor enhancements, potentially related to certain management aspects or the duration of specific sessions. Overall, the feedback underscores the program's success and its positive impact on the participants.

2. Quality of Trainers

With 87% of respondents rating the trainer as "Excellent" and 10% as "Good," it is evident that the resource persons demonstrated exceptional subject expertise, thorough preparation, and a highly engaging delivery style. Participants expressed strong appreciation for the clarity, coherence, and practical relevance of the sessions, particularly highlighting the actionable guidance on applying advanced techniques and contemporary concepts in real-world scenarios.

The interactive format of the program was especially commended, as it fostered meaningful engagement and provided participants with ample opportunity to seek clarifications, discuss challenges, and receive well-informed responses. Overall, the feedback reflects a high level of satisfaction with the quality, effectiveness, and professional standard of the training delivered.

3. Platform

Additionally, 89% of the respondents rated the Hands-on Training Program on MS Office Suite and Introduction to the Internet as "Excellent," while 5% rated it as "Good." The hardware components and tools provided were of high quality, which significantly enhanced the overall learning experience. Only 6% of the respondents rated the program as "Adequate," indicating that certain aspects of the organization and service delivery may require further refinement and improvement.

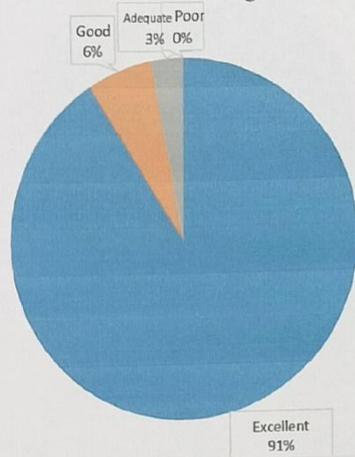
Overall Impression

The Hands-on Training on MS Office Suite and Introduction to the Internet was successfully conducted and effectively achieved its intended objectives. Participants expressed a high level of appreciation for the well-structured sessions, practical hands-on activities, systematic planning, and the overall quality of the arrangements.

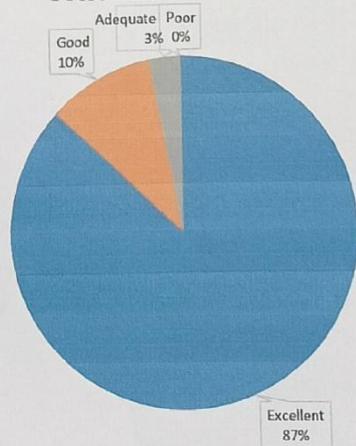
The feedback indicates a strong level of satisfaction among the attendees, while also highlighting a few minor areas for improvement to further enhance the quality and effectiveness of future programs.

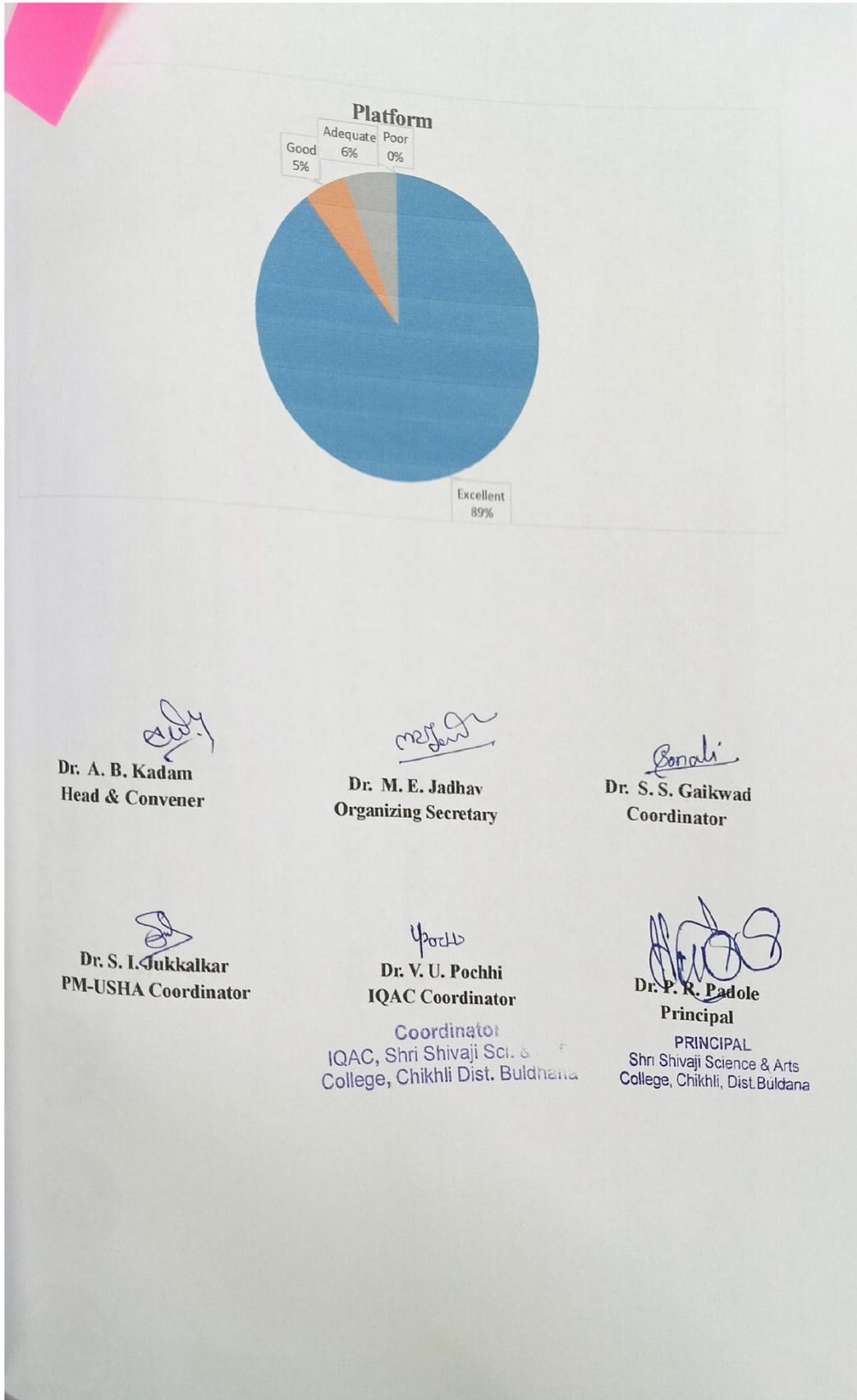
Quantitative Analysis of Feedback

Overall Rating



Presenters Performance





[Handwritten Signature]

Dr. A. B. Kadam
Head & Convener

[Handwritten Signature]

Dr. M. E. Jadhav
Organizing Secretary

[Handwritten Signature]

Dr. S. S. Gaikwad
Coordinator

[Handwritten Signature]

Dr. S. I. Jukkalkar
PM-USHA Coordinator

[Handwritten Signature]

Dr. V. U. Pochhi
IQAC Coordinator
Coordinator
IQAC, Shri Shivaji Sci. & Arts
College, Chikhli Dist. Buldhana

[Handwritten Signature]

Dr. P. R. Padole
Principal
PRINCIPAL
Shri Shivaji Science & Arts
College, Chikhli, Dist. Buldana



**Shri Shivaji Education Society, Amravati's
Shri Shivaji Science & Arts College**

Chikhli, Dist. Buldhana

NAAC: B⁺⁺ Grade (CGPA 3.00). SQAAF: A⁺ Grade College
PM-USA: Component-3.0 Grants (To Strengthen College),
ISO 9001:2015, Career Katta.

PM-USA Soft Component

Hands on Training on MS Office Suite and Introduction to Internet

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Organized by

Department of Computer Science (2025-26)

CERTIFICATE OF PARTICIPATION

This is to certify that **Mr./MS. Dipak Mahadeo Kshirsagar** studying in class **B.Sc.I** from **Shri Shivaji Science & Arts College, Chikhli**, has successfully completed the **Hands on Training on MS Office Suite and Introduction to Internet** during on **06/02/2026 to 09/02/2026**.


Dr. A. B. Kadam
Head & Convener


Dr. S. S. Gaikwad
Coordinator


Dr. M. E. Jadhav
Organizing Secretary


Dr. S. I. Jadhav
PAF-USA Coordinator


Dr. V. U. Pochhi
IQAC Coordinator


Principal
PRINCIPAL

Coordinator
Shri Shivaji Science & Arts
IQAC, Shri Shivaji Sci. & College, Chikhli, Dist Buldhana
College, Chikhli Dist. Buldhana



Shri Shivaji Education Society, Amravati's
Shivaji Science & Arts College Shri Shivaji Science & Arts College Chikhli, Dist. Buldhana
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Organized by

Department of Computer Science

(2025-26)

Date:- 06-02-2026 to 09-02-2026

Action Taken Report

Activity: The course is designed for undergraduate students in the fields of science, arts, and commerce. It focuses on awareness and how to use the MS-Office Suite effectively.

Aim: - To develop essential MS-Office skills that enhance students' employability, academic efficiency, and professional competence.

Date: - 06/02/2026 to 09/02/2026

Name of Organizer: - Dr. P. R. Padole, Principal, Shri Shivaji Science and Arts College, Chikhli.

IQAC Coordinator: - Dr. V. U. Pochhi

PM-USHA Coordinator: - Dr. S. I. Jukkalkar

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

Organizing Secretary: - Dr. M. E. Jadhav

Coordinator: - Dr. S. S. Gaikwad

Number of student participants: 50

Action Taken: - The Department of Computer Science at Shri Shivaji Science and Arts College successfully organized a dynamic Hands-on Training Programme on MS Office Suite and Introduction to the Internet from 06th to 09th February 2026, witnessing the enthusiastic participation of nearly 50 undergraduate students.

The programme commenced with an inspiring inaugural ceremony presided over by Dr. P. R. Padole, Principal, in the esteemed presence of Dr. V. U. Pochhi, IQAC Coordinator, and Dr. S. I. Jukkalkar, PM-USHA Coordinator. During the opening address, Dr. A. B. Kadam presented a comprehensive overview of the course, underscoring its strategic importance in strengthening students' technical capabilities, enhancing digital literacy, and fostering employability-oriented competencies essential in today's technology-driven environment. The inaugural session concluded with a heartfelt vote of thanks delivered by Dr. M. E. Jadhav.

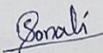
Throughout the programme, participants engaged in intensive practical sessions covering MS Word, MS Excel, and MS PowerPoint, complemented by foundational exposure to Internet applications. The training emphasized experiential learning, enabling students to apply concepts in real-time through guided assignments, structured exercises, and evaluative assessments. This systematic approach ensured measurable skill development and strengthened their confidence in using essential digital tools.

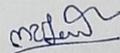
The Valedictory Programme was held on 09th February 2026, marking the successful culmination of the initiative. On this occasion, Dr. A. B. Kadam reflected on the academic relevance and long-term professional value of the training, encouraging students to continuously upgrade their digital competencies. The programme concluded formally with a gracious vote of thanks delivered by Dr. S. S. Gaikwad, bringing the enriching three-day learning experience to a memorable close.

Action Taken Report

- Department of computer science organize a three-day Hands-on Training Program on the MS Office Suite and Introduction to the Internet for Workplace and Business Applications. The program was conducted from 06 February 2026 to 08 February 2026.
- A detailed brochure outlining the objectives, schedule, and registration procedure was prepared and circulated through the official WhatsApp groups of all classes. Students were directed to complete the registration formalities in person at the Department of Computer Science within the specified registration period.
- The training sessions were conducted daily from 8:00 AM to 10:00 AM. Practical sessions were held each day from 5:00 PM to 6:30 PM, excluding institutional holidays.
- All lectures and practical sessions were conducted in the Computer Laboratory of the Department of Computer Science, equipped with the necessary hardware, software, and internet facilities.
- Continuous assessments were conducted during the hands-on sessions to evaluate participants' understanding and practical performance.
- A total of fifty (50) students successfully completed the hands-on training program.
- Certificates of completion were awarded to all participants upon successful completion of the course at the concluding session

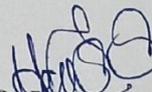

Dr. A. B. Kadam
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Shri Shivaji Science & Arts College, Chikhli

Department of Computer Science

Hands on Training on MS office suite and Introduction to Internet

Academic Year 2025-26

Photographic Record of Activities (Geo-Tagged)



Teaching session conducted using audiovisual presentation tools



Active and Dynamic Interactive Hands-on Learning Session