



Shri Sant Gulabbaba Education Society's
Randhirsingh Bhadoriya Mahavidyalaya
Umred, Dist. Nagpur

(Recognized by Govt. of Maharashtra & Affiliated to RTM Nagpur University Nagpur)

☎ : 07116-244950 | College Code : 393 | Website : www.rbcollgeumred.org | e-mail : rbcollgeumred@gmail.com

NAAC 2020/ Metrics Level Deviations/Cr1-3

Date:- 24/01/2021

Criteria 1.2.2:	Number of Add on /Certificate programs offered during the last five years
Findings of DVV	Provide details of each program such as: 1. Name of the program, duration, list of students enrolled, curriculum, assessment procedures year-wise 2. Summary report of each program year-wise along with their outcome. 3. Consider only Add on/Certificate programs of minimum 30 hours duration.
Response/ Clarification	1) Breakup of Add-on/ Certificate Programs and Number of students in each of the programs is given. (Appendix-I) 2) Name of the Program, Summary, Curriculum/ Syllabus, Assessment Procedures, Names of the students enrolled, program Wise, Year wise is attached. (Appendix-II)


Cr-I Coordinator


IQAC Coordinator


Principal

IQAC Coordinator
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist Nagpur

Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur



Appendix-I



Shri Sant Gulabbaba Education Society's
Randhirsingh Bhadoriya Mahavidyalaya
 Umred, Dist. Nagpur

(Recognized by Govt. of Maharashtra & Affiliated to RTM Nagpur University Nagpur)

☎ : 07116-244950 | College Code : 393 | Website : www.rbcollgeumred.org | e-mail : rbcollgeumred@gmail.com

Year-2015-16						
Name of Add on /Certificate programs offered	Course Code (if any)	Year of offering	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
DTP	RBC-D	2015-16	1	60Hrs	15	15
Year 16-17						
Name of Add on /Certificate programs offered	Course Code (if any)	Year of offering	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
Personality Development	RBC-PD	2016-17	1	40 Hrs	14	14
Communication in English	RBC-CE	2016-17	1	30Hrs	14	14
DTP	RBC-D	2016-17	1	60 Hrs	12	12
Year 17-18						
Name of Add on /Certificate programs offered	Course Code (if any)	Year of offering	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
Communication in English	RBC-CE	2017-18	1	34Hrs	16	16
DTP	RBC-D	2017-18	1	60 Hrs	22	22


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 Umred Dist Nagpur




 Officiating Principal
 Randhirsingh Bhadoriya Mahavidyalaya
 Umred Dist. Nagpur

Advance Computer	RBC-AC	2017-18	1	36 Hrs	14	14
Year 2018-19						
Name of Add on /Certificate programs offered	Course Code (if any)	Year of offering	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
Computer Hardware	RBC-CH	2018-19	1	30 Hrs	10	10
Tally using GST	RBC-TG	2018-19	1	60 Hrs	13	13
Year 19-20						
Name of Add on /Certificate programs offered	Course Code (if any)	Year of offering	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
Tally using GST	RBC-TG	2019-20	1	60 Hrs	60	60


IQAC Coordinator
 Randhirsingh Bhadoriya Mahavidyalaya
 Umred Dist Nagpur




Officiating Principal
 Randhirsingh Bhadoriya Mahavidyalaya
 Umred Dist. Nagpur

Appendix-II

Academic Year 2015-16

Shri Sant Gulabhaba Education Society's

Randhirsingh Bhadoriya Mahavidyalaya
Umred, Dist. Nagpur

College Code : 951, e-mail:rbcollegeumrer@gmail.com Ph. 07116-244950

Ref. No. RBC/2d5-16

Date : 17/08/2015

To,

Prof S.P.Junghare

HOD of BCCA Department

Randhirsingh Bhadoriya Mahavidyalaya,

Th: - Umred Dist:-Nagpur.

Subject: - Permission to run certificate course in the academic year 2015-2016

With reference to the application received from you, dated 11/08/2015, I hereby grant the permission to run the certificate course on the topic "Desktop Publishing (DTP)" in the academic year 2015-2016. Moreover, care should be taken that the activities of certificate course should not hamper the regular teaching classes.

Date: 17/08/2015

Received
Prof. S.P. Junghare
17/08/2015



Shri Sant Gulabbaba Education Society's
Randhirsingh Bhadoriya Mahavidyalaya
Umred, Dist. Nagpur

College Code : 951, e-mail: rbcollgeumrer@gmail.com Ph. 07116-244950

Ref. No. RBC/2015-2016

Date : 18/8/2015

Notice

All the students of B.COM (C.A.) year hereby informed that Ranghirsingh Bhadoriya College is offering a certificate course in "Desktop Publishing (DTP)" from date .Interested student can register for the course date 19/08/2015 before starting of program.

Name of course Coordinator: Prof. S.P. Junghare.

Date: 18/8/2015.



Atwar
Official Principal
Randhirsingh Bhadoriya Mahavidyalaya
Nagpur

Shri Sant Gulabbaba Education Society's
Randhirsingh Bhadoriya Mahavidyalaya
Umred, Dist. Nagpur

College Code : 951, e-mail:rbcollegeumrer@gmail.com Ph. 07116-244950

Ref. No. *RBC / 2015-2016*

Date : *19 / 8 / 2015*

Time Table

Add on course:- Desktop Publishing (DTP)

Those students who have registered for an add on course "Desktop Publishing (DTP)". Your class time is 9:00am to 10:00am. So all student should note this time.

Date: 19/08/2015



A. Sawari
Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya

Desktop Publishing (DTP)

Session: - 2015-16

- **Program Name: - Desktop Publishing (DTP)**
- **Duration:-20/08/2015 to 04/11/2015**
- **Hrs. - 60Hrs**

● **List of Students**

Sr. No	Student Name
1	Ruchita Vinod Meshram
2	Ritu Patiram Awachat
3	Pragati Natthuji Pote
4	Kapil Anil Mohinkar
5	Gayatri Alakh Arekar
6	Priyanka Ramu Rathod
7	Dipali Shantaram Buradkar
8	Shehal S.Girde
9	Karishma A.Narule
10	Karishma Ramdas Lanjewar
11	Vanita Hemraj Balpnde
12	Durga Keshav Wakde
13	Dipali S.Patil
14	Yogini I.Meshram
15	Harshal Y.Chandankhede


Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

- Curriculum

[illegible]

		<p>11. Work with keyboard shortcut commands.</p> <p>12. Print and scan document using different commands.</p> <p>13. Install Windows operating system.</p> <p>14. Install necessary application software for Windows i.e. Office Package, PDF Reader, Media Player etc.</p> <p>15. Install Drivers for printer, scanner, webcam and DVD etc</p> <p>16. Burn data, video and audio files on CD/DVD using application software.</p>	<p>(04hrs)</p> <p>(06hrs)</p> <p>(06hrs)</p>	<ul style="list-style-type: none"> • Basic Hardware and software issues and their Solutions. • Usage of Application software and Antivirus. <p>Introduction to different basic Accessories under MSWindow</p> <ul style="list-style-type: none"> • Introduction of the basic Windows Accessories. • Define text file and document file. • Introduction of the basic features of document file. • Discuss the difference between document file and text file. • Give the basic idea about image file including BMP and other format. 	<p>(5hrs)</p>
		Total	40	Total	20


Officiating Principal
 Randhirsingh Bhadoniya Mahavidyalaya
 Umred Dist. Nagpur

Assessment



Time: 2:00 Hour

Randhirsingh Bhadoriya Mahavidyalaya,

Umred Dist: Nagpur

Add-On Course 2015-2016

DESKTOP PUBLISHING (DTP)

Total Marks: 50

Part A [5*10= 50 marks]

N.B. Each question carries equal marks.

- Q-1) Explain block diagram of computer system.
- Q-2) Explain Hardware and Software components in detail.
- Q-3) Explain various input devices and their features.
- Q-4) Explain various output devices and their features.
- Q-5) Difference between Document File and Text File.
- Q-6) What is the Memory Unit? Explain their types.
- Q-7) Explain different basic Accessories in MS Window.
- Q-8) What is the virus? Explain Antivirus in detail.
- Q-9) Explain Hardware and Software issues and their solution.
- Q-10) Explain various shortcut commands.




Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

• **Summary Report:-**

In this year we have one add on course .the course name is Desktop Publishing (DTP).In this program we have 15 students enrolled .The course duration is 20/08/2015 to 04/11/2015. The course is 60 hrs. Similarly in this course we have conducting 50 marks on theory paper and 50 marks on practical and for that we are providing sample paper (assessment) as above.

Desktop Publishing (DTP) is the creation of electronic forms of information such as documents, presentations, brochures, books, or even website content using computer programs. DTP has evolved to be an important component of creating and disseminating information as it allows an amalgamation of various tasks that are generally performed independently at printing presses such as layouts, typesetting, graphic design, etc.

Outcome

- 1) Handles far more graphical elements than a word processor. Word processing software certainly has its place
- 2) Frame-based
- 3) Easy import. ...
- 5) Automatic restructuring.
- 6) Work in columns, frames and pages
- 1) Expensive tools
- 2) Lack of large scalability.


Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

Academic Year 2016-17

Shri Sant Gulabbaba Education Society's
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Umred, Dist. Nagpur

College Code : 951, e-mail: rbcollegeumrer@gmail.com Ph. 07116-244950

Ref. No. R13C/2016-2017

Date : 6/8/2016

To,

The Principal

Randhirsingh Bhadoriya Mahavidyalaya,

Th: - Umred Dist:-Nagpur.

Subject:- Grant the permission to run course entitled "Personality Development"

With reference to the subject mentioned above our institution has taken an initiative to run a certificate course entitled "Personality Development" in the current academic year (2016-2017). The objective of the course is to aware the students about to build self-confidence, enhance self-esteem and improve overall personality of the participants. The duration of course will be 40 Hrs which will be completed without hampering the regular academic activities.

It is kind request to you, please grant me the permission to run this course.

Date:-06/8/2016




Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

Shri Sant Gulabbaba Education Society's
Randhirsingh Bhadoriya Mahavidyalaya
Umred, Dist. Nagpur

College Code : 951, e-mail: rbcollgeumrer@gmail.com Ph. 07116-244950

Ref. No. RBC / 2016-2017

Date : 10/8/2016

To,

Prof A.G. Paade

HOD of BCCA Department

Randhirsingh Bhadoriya Mahavidyalaya,

Th: - Umred Dist:-Nagpur.

Subject: - Permission to run certificate course in the academic year 2016-2017

With reference to the application received from you, dated 2/8/2016. I hereby grant the permission to run the certificate course on the topic "Personality Development" in the academic year 2016-2017. Moreover, care should be taken that the activities of certificate course should not hamper the regular teaching classes.

Date: 10/08/2016

Received
Prof. A.G. Paade
10/08/16

Shri Sant Gulabbaba Education Society's

Randhirsingh Bhadoriya Mahavidyalaya

Umred, Dist. Nagpur

College Code : 951, e-mail:rbcollegeumrer@gmail.com Ph. 07116-244950

Ref. No. RBC/2016-2017

Date : 10/8/2016

Notice

All the students of B.COM (C.A.) year hereby informed that Randhirsingh Bhadoriya College is offering a certificate course in "Personality Development". Interested student can register for the course date 11/08/2016 before starting of program.

Name of course Coordinator: Prof. A.G.Parde.

Date: 10/08/2016.



A. H. Saini
Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

Shri Sant Gulabbaba Education Society's

Randhirsingh Bhadoriya Mahavidyalaya

Umréd, Dist. Nagpur

College Code : 951, e-mail:rbcollegeumrer@gmail.com Ph. 07116-244950

Ref. No. RBC/2016-2017

Date : 11/03/2016

Time Table

Add on course: - Personality Development

Those students who have registered for an add on course "Personality Development" Your class time is 9:00am to 10:30am. So all student should note this time.

Date: 11/03/2016



A. H. Wairi
Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umréd Dist. Nagpur

Personality Development

Session 2016-2017

- **Program Name:** - Personality Development
- **Duration:**-12/08/2016 to 20/9/2016
- **Hrs. – 40 Hrs.**

● List of Students

Sr.No	Students Name
1.	Asmita Haridas Borkar
2.	Harmik Dhiren Chavhan
3.	Shailesh Ramesh Kolhe
4.	Kajal DharmPal Patil
5.	Pupal G. Dalal
6.	Savita Bhagwan Lashkari
7.	Nilima Arun Moudekar
8.	Bhagyeshri Sanjay Lende
9.	Swapnil Manik Irpate
10.	Nikita Sanjay Chirutkar
11.	Prajakta Moreshwar Waghmare
12.	Pratibha Vilas Bhise
13.	Mayuri Baburao Zilpe
14.	Shivani Prabhakar Itule


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Umred Dist. Nagpur

- **Curriculum**

UNIT I Introduction to Personality Development

The concept of personality - Dimensions of personality – Theories of Freud & Erickson-Significance of personality development. The concept of success and failure: What is success? - Hurdles in achieving success - Overcoming hurdles - Factors responsible for success – What is failure - Causes of failure. SWOT analysis.

UNIT II Attitude & Motivation

Attitude - Concept - Significance - Factors affecting attitudes - Positive attitude – Advantages –Negative attitude- Disadvantages - Ways to develop positive attitude - Differences between personalities having positive and negative attitude. Concept of motivation - Significance – Internal and external motives - Importance of self- motivation- Factors leading to de-motivation

UNIT III Self-esteem Term

self-esteem - Symptoms - Advantages - Do's and Don'ts to develop positive self-esteem – Low selfesteem - Symptoms - Personality having low self esteem - Positive and negative self esteem. Interpersonal Relationships – Defining the difference between aggressive, submissive and assertive behaviours - Lateral thinking.

UNIT IV Other Aspects of Personality Development

Body language - Problem-solving - Conflict and Stress Management - Decision-making skills - Leadership and qualities of a successful leader – Character building -Team-work – Time management - Work ethics –Good manners and etiquette.

UNIT V Employability Quotient

Resume building- The art of participating in Group Discussion – Facing the Personal (HR & Technical) Interview -Frequently Asked Questions - Psychometric Analysis - Mock Interview Sessions. Total: 45 Periods

Total: 40 Periods


Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

Assessment



Randhirsingh Bhadoriya Mahavidyalaya,
Umred Dist:-Nagpur
Session- 2016-17
Add on Course
Personality Development

Time: 2:00 hours

Marks: 50

Note: a) Draw well labeled diagram wherever necessary.
b) All questions are compulsory.

Part- A

Note: 1. Each question carries two marks,
2. Answers should not more than five lines. 5*10=50

- Q1. Define the concept of personality in detail?
- Q2. What are Factors responsible for success?
- Q3. What is Attitude? Explain its significance?
- Q4. Differentiate between personalities having positive and negative attitude?
- Q5. What is the Concept of motivation? Explain the Importance of self- motivation?
- Q6. Explain the term self-esteem and its advantages?
- Q7. Defining the difference between aggressive, submissive and assertive behaviors?
- Q8. Which are the essential Decision-making skills?
- Q9. What is mean by Team-work and Time Management?
- Q10. What do you mean by Psychometric Analysis?



Atiwari
Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

• **Summary Report:-**

In this year we have one add on course .the course name is personality development. In this program we have 14 students enrolled .The course duration is 12/08/2016 to 20/09/2016. The course is 40 hrs.

The programme is to build self-confidence, enhance self-esteem and improve overall personality of the participants. The programme aims at grooming the participants through sensitizing them about proper behavior, socially and professionally, in formal and informal circumstances.

- **Outcome**

1. To producing better organizational performance and effectiveness.
2. To improve self-awareness.
3. To improve personal communication with others.
4. To improve personal relationships with others.


Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

Shri Sant Gulabbaba Education Society's
Randhirsingh Bhadoriya Mahavidyalaya
Umred, Dist. Nagpur

College Code : 951, e-mail:rbcollegeumrer@gmail.com Ph. 07116-244950

Ref. No. RBC/2016-2017

Date: 27/9/2016

To,

The Principal

Randhirsingh Bhadoriya Mahavidyalaya,

Th: - Umred Dist:-Nagpur.

Subject:- Grant the permission to run course entitled "Communication in English".

With reference to the subject mentioned above our institution has taken an initiative to run a certificate course entitled "Communication in English" in the current academic year (2016-2017). The objective of the course is to aware the students about It helps in the clearing of specific meanings and the transmitting of information as well. . The duration of course will be 30Hrs which will be completed without hampering the regular academic activities.

It is kind request to you; please grant me the permission to run this course.

Date:-27/09/2016



Atwari
Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred, Dist. Nagpur

Shri Sant Gulabbaba Education Society's

Randhirsingh Bhadoriya Mahavidyalaya

Umred, Dist. Nagpur

College Code : 951, e-mail:rbcollegeumrer@gmail.com Ph. 07116-244950

Ref. No. RBC/2016-2017

Date: 29/9/2016

To,

Prof A.G.Pande

HOD of BCCA Department

Randhirsingh Bhadoriya Mahavidyalaya,

Th: - Umred Dist:-Nagpur.

Subject: - Permission to run certificate course in the academic year 2016-2017

With reference to the application received from you, dated 28/09/2016, I hereby grant the permission to run the certificate course on the topic "Communication in English" in the academic year 2016-2017. Moreover, care should be taken that the activities of certificate course should not hamper the regular teaching classes.

Date: 29/09/2016

Received
A.G. Pande
29/09/2016

Shri Sant Gatabbaha Education Society's

Randhirsingh Bhadoriya Mahavidyalaya

Umred, Dist. Nagpur

College Code : 951, e-mail: rbcollgeumrer@gmail.com Ph. 07116-244950

Ref. No. RBC/2016-2017

Date : 01/09/2016

Notice

All the students of B.COM (C.A.) year hereby informed that Ranghirsingh Bhadoriya College is offering a certificate course in "Communication in English" from date .Interested student can register for the course date 02/10/2016 before starting of program.

Name of course Coordinator: Prof. A.G.Pande.

Date: 01/09/2016.




Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

Shri Sant Gulabbaba Education Society's

Randhirsingh Bhadoriya Mahavidyalaya

Umred, Dist. Nagpur

College Code : 951, e-mail:rbcollegeumrer@gmail.com Ph. 07116-244950

Ref. No. RBC/2016-2017

Date : 2/10/2016

Time Table

Add on course:- Communication in English

Those students who have registered for an add on course "Communication in English". Your class time is 9:00am to 10:00am. So all student should note this time.

Date: 02/10/2016




Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

Communication in English

Session 2016-2017

- **Program Name: - Communication in English**
- **Duration:-03/10/2016 to 26/11/2016**
- **Hrs. – 30 Hrs.**

● List of Students

Sr.No	Students Name
1.	Pallavi Nandkishor Chirutkar
2.	Praful Rama Sahare
3.	Payal Raju Patil
4.	Ritu Rama Awachat
5.	Suraj Ramesh Jibhkate
6.	Juhi Dilip Ingole
7.	Shital Purushottam Gadpayale
8.	Kajal Rajesh Pillewan
9.	Pooja P.Deogade
10.	Puja S. Patil
11.	Shital Baburao Ukey
12.	Kalyani Damuji Mate
13.	Poonam Prakash Dahiware
14.	Laxman Vitthal Fating


Officiating Principal
Randhirsingh Bhadoniya Mahavidyalaya
Umred Dist. Nagpur

- **Curriculum**

LISTENING AND ORAL COMMUNICATION SKILLS

BLOCK-01 LISTENING-I(Listen and respond I)

Unit-01 Introduction to Listening, Listen for gist and respond

Unit-02 Listen for details and key words to understand specific meaning

Unit-03 Listen and respond to questions and requests for personal information

Unit-04 Listen to simple conversations in everyday contexts and respond

Unit-05 Listening to intonation

BLOCK-02 LISTENING-II (Listen and respond II)

Unit-05 Listen to accuracy in language use: stress, intonation and problem sounds

Unit-06 Practice production of stress, intonation and problem sounds

BLOCK 03 LISTENING –II (Listen and respond III)

Unit-07 Listen to lectures, presentations and other suitable listening materials from electronic media, and take notes

Unit-08 Listen to telephone calls and respond; keep notes while listening

BLOCK-04 ORAL COMMUNICATION-I

Unit-09 Use conversation starters: introducing oneself; introducing others; small talk: family, friends, hobbies, profession, studies etc

Unit-10 Pronunciation practice: Stress and syllables; word stress; contracted forms; utterance stress; uses of a dictionary for pronunciation practice

Unit-11 Summarize academic readings and lectures, and make presentations

Unit-12 Pronunciation practice: Problem sounds

Unit-13 Use appropriate language to request and respond to requests

BLOCK-05 ORAL COMMUNICATION-II

Unit-14 Pronunciation practice: Speech rhythms, breaking larger utterances into meaning chunks; Intonation patterns and their use

Unit-15 Describe graphs, tables, and charts

Unit-16 Describe machines and their functions, e.g. computers and hardware; describing processes, eg. how to download apps in mobile handsets

Unit-17 Ask for and give information; seek clarification, Offer and respond to offers

BLOCK-06 ORAL COMMUNICATION -III

Unit-18 Ask questions and respond to questions politely

Unit-19 Congratulate people on their success, Apologize

Unit-20 Negotiate in difficult situations

Unit-21 Give feedback in listening contexts

Unit-22 Use telephone etiquette in telephone conversation

READING SKILLS (01 BASIC READING SKILLS)

Unit-01 Skimming through reading texts and determine two or more main ideas or themes

Unit-02 Scanning through reading texts to understand and explain how key details support the main ideas or themes

Total: 30 Periods


Officiating Principal
Randhirsingh Bhadaniya Mahavidyalaya
Umred Dist. Nagpur

Assessment



Randhirsingh Bhadoriya Mahavidyalaya,
Umred Dist:-Nagpur
Session – 2016-17
Add on Course
Communication in English

Time: 2:00 hours

Marks: 50

Note: a) Draw well labeled diagram wherever necessary.
b) All questions are compulsory.

Part- A

Note: 1. Each question carries two marks.
2. Answers should not more than five lines. **5*10=50**

- Q1. What do you mean by Listening and Listen for gist and respond?
Q2. Explain the key words to understand specific meaning?
Q3. How we can improve listen to accuracy in language use?
Q4. Which are the use conversation starters?
Q5. What are steps to follow while listen to telephone calls and respond?
Q6 How can summarize academic readings and lectures and presentations?
Q7. What are the steps to keep notes while listening?
Q8. What do you mean by Speech rhythms in briefly?
Q9. Describe machines and their functions in detail?
Q10. What do you mean by seek clarification explain in detail?



(Signature)
Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

- **Summary Report:-**

In this year we have one add on course .the course name is communication in English. In this program we have 14 students enrolled .The course duration is 03/10/2016 to 26/11/2016. The course is 30 hrs.

- **Outcomes:**

It will assist you in communicating more meticulously with your colleagues.

It helps you by delivering presentations and speeches.

Proper pronunciation always makes a great first impression.

It gives you an upper edge in other jobs as well.


Officiating Principal
Randhirsingh Bhadaniya Mahavidyalaya
Umred Dist. Nagpur

Shri Sant Gulabbaba Education Society's
Randhirsingh Bhadoriya Mahavidyalaya
Umred, Dist. Nagpur

College Code : 951, e-mail:rbcollegeumrer@gmail.com Ph. 07116-244950

Ref. No. RBC/2016-17

Date : 26/12/2016

To,

The Principal

Randhirsingh Bhadoriya Mahavidyalaya,

Th: - Umred Dist:-Nagpur.

Subject:- Grant the permission to run course entitled "Desktop Publishing" (DTP).

With reference to the subject mentioned above our institution has taken an initiative to run a certificate course entitled "Desktop Publishing" (DTP) in the current academic year (2016-2017). The objective of the course is to aware the students about Desktop publishing software can generate layouts and produce typographic-quality text and images comparable to traditional typography and printing. The duration of course will be 60 Hrs which will be completed without hampering the regular academic activities.

It is kind request to you; please grant me the permission to run this course.

Date:-26/12/2016



Atiwari
Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

Shri Sant Gulabbaba Education Society's
Randhirsingh Bhadoriya Mahavidyalaya
Umred, Dist. Nagpur

College Code : 951, e-mail:rbcollegeumrer@gmail.com Ph. 07116-244950

Ref. No. RBC/2016-17

Date : 28/12/2016

To,

Prof S.P. Janghate

HOD of BCCA Department

Randhirsingh Bhadoriya Mahavidyalaya,

Umred Dist. Nagpur.

Subject:- Permission to run certificate course in the academic year 2016-2017

With reference to the application received from you, dated 26/12/2016. I hereby grant the permission to run the certificate course on the topic "Desktop Publishing (DTP)" in the academic year 2016-2017. Moreover, care should be taken that the activities of certificate course should not hamper the regular teaching classes.

Date: 28/12/2016

Received
28/12/2016



Atwari
Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

Shri Sant Gulabbaba Education Society's

Randhirsingh Bhadoriya Mahavidyalaya

Umred, Dist. Nagpur

College Code : 951, e-mail:rbcollegeumrer@gmail.com Ph. 07116-244950

Ref. No. RBC/2016-17

Date : 29/12/2016

Notice

All the students of B.COM (C.A.) year hereby informed that Ranghirsingh Bhadoriya College is offering a certificate course in "Desktop Publishing (DTP)" from date .Interested student can register for the course date 30/12/2016 before starting of program.

Name of course Coordinator: Prof. S.P. Junghare.

Date: 29/12/2016.




Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

Shri Sant Gulabbaba Education Society's
Randhirsingh Bhadoriya Mahavidyalaya
Umred, Dist. Nagpur

College Code : 951, e-mail:rbcollegenmrer@gmail.com Ph. 07116-244950

Ref. No. RBC/2016-17

Date : 02/01/2017

Time Table

Add on course:- Desktop Publishing (DTP)

Those students who have registered for an add on course "Desktop Publishing (DTP)". Your class time is 10:00am to 11:00am. So all student should note this time.

Date: 02/01/2017



Ahuja
Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

Desktop Publishing (DTP)

Session 2016-2017

- **Program Name: - Desktop Publishing**
- **Duration:-30/01/2017 to 16/03/2017**
- **Hrs. – 60 Hrs.**

● **List of Students**

Sr.No	Students Name
1.	Divya S. Patel
2.	Deepak Nikhad
3.	Firdous Hassain Sheikh
4.	Ashbiya A. Kannoje
5.	Pravin Sukhdeo Tidke
6.	Majid B. Sheikh
7.	Roshan Rahul Gaikwad
8.	Sahil Suresh Fulzale
9.	Vivek D.Bhoyar
10.	Sudarshan B. Mandhare
11.	Naziya A. Kazi
12.	Shivani Prabhakar Itule


Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

Curriculum

SYLLABUS FOR DESKTOP PUBLISHING

DURATION: ONE YEAR

[illegible]

		<p>12. Print and scan document using different commands.</p> <p>13. Install Windows operating system.</p> <p>14. Install necessary application software for Windows i.e. Office Package, PDF Reader, Media Player etc.</p> <p>15. Install Drivers for printer, scanner, webcam and DVD etc</p> <p>16. Burn data, video and audio files on CD/DVD using application software.</p>	<p>(06hrs)</p> <p>(06hrs)</p>	<p>software and Antivirus.</p> <p>Introduction to different basic Accessories under MSWindow</p> <ul style="list-style-type: none"> • Introduction of the basic Windows Accessories. • Define text file and document file. • Introduction of the basic features of document file. • Discuss the difference between document file and text file. • Give the basic idea about image file including BMP and other format. 	<p>(5hrs)</p>
		Total	40	Total	20

Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

Assessment



Randhirsingh Bhadoriya Mahavidyalaya,

Umred Dist: Nagpur

Add-On Course 2016-2017

Time: 2:00 Hour

DESKTOP PUBLISHING (DTP)

Total Marks: 50

Part A [5*10= 50 marks]

N.B. Each question carries equal marks.

- Q-1) Explain block diagram of computer system.
- Q-2) Explain Hardware and Software components in detail.
- Q-3) Explain various input devices and their features.
- Q-4) Explain various output devices and their features.
- Q-5) Difference between Document File and Text File.
- Q-6) What is the Memory Unit? Explain their types.
- Q-7) Explain different basic Accessories in MS Window.
- Q-8) What is the virus? Explain Antivirus in detail.
- Q-9) Explain Hardware and Software issues and their solution.
- Q-10) Explain various shortcut commands.



Atwari
Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

- **Summary Report:-**

In this year we have one add on course .the course name is Desktop Publishing (DTP).In this program we have 12 students enrolled .The course duration is 30/01/2017 to 16/03/2017

. The course is 60 hrs. Similarly in this course we have conducting 50 marks on theory paper and 50 marks on practical and for that we are providing sample paper (assessment) as follows.

- **Desktop Publishing (DTP)** is the creation of electronic forms of information such as documents, presentations, brochures, books, or even website content using computer programs. DTP has evolved to be an important component of creating and disseminating information as it allows an amalgamation of various tasks that are generally performed independently at printing presses such as layouts, typesetting, graphic design, etc.

- **Outcome**

- 1) Handles far more graphical elements than a word processor. Word processing software certainly has its place
- 2) Frame-based
- 3) Easy import. ...
- 5) Automatic restructuring.
- 6) Work in columns, frames and pages
- 1) Expensive tools
- 2) Lack of large scalability.


Officiating Principal
Randhirsingh Bhadaniya Mahavidyalaya
Umred Dist. Nagpur

Academic Year 2017-18

Shri Sant Gulabbaba Education Society's
Randhirsingh Bhadoriya Mahavidyalaya
Umred, Dist. Nagpur

College Code : 951, e-mail: rbcollgeumrer@gmail.com Ph. 07116-244950

Ref. No. RBC/2017-2018

Date : 2/9/2017

To,

The Principal

Randhirsingh Bhadoriya Mahavidyalaya,

Th: - Umred Dist:-Nagpur.

Subject:- Grant the permission to run course entitled "Communication in English".

With reference to the subject mentioned above our institution has taken an initiative to run a certificate course entitled "Communication in English" in the current academic year (2017-2018). The objective of the course is to aware the students about it helps in the clearing of specific meanings and the transmitting of information as well. The duration of course will be 34Hrs which will be completed without hampering the regular academic activities.

It is kind request to you; please grant me the permission to run this course.

Date:-01/09/2017



Atwar
Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

Shri Sant Gulabbaba Education Society's
Randhirsingh Bhadoriya Mahavidyalaya
Umred, Dist. Nagpur

College Code : 951, e-mail:rbcollegeumrer@gmail.com Ph. 07116-244950

Ref. No. RBC/2017-2018

Date : 4/9/2017

Notice

All the students of B.COM (C.A.) year hereby informed that Ranghirsingh Bhadoriya College is offering a certificate course in "Communication in English" from date .Interested student can register for the course date 05/09/2017 before starting of program.

Name of course Coordinator: Prof. A.G.Pande.

Date: 04/09/2017.




Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

Shri Sant Gulabhaba Education Society's
Randhirsingh Bhadoriya Mahavidyalaya
Umred, Dist. Nagpur

College Code : 951, e-mail:rbcollegeumrer@gmail.com Ph. 07116-244950

Ref. No. RBC/2017-2018

Date : 5/9/2017

Time Table

Add on course:- Communication in English

Those students who have registered for an add on course "Communication in English". Your class time is 9:00am to 10:00am. So all student should note this time.

Date: 05/09/2017



Atiwal
Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

Communication in English

Session 2017-2018

- **Program Name: - Communication in English**
- **Duration:-06/09/2017 to 18/10/2017**
- **Hrs. – 34 Hrs.**

● List of Students

Sr. No	Student Name
1	Pranjali Anil Wankhede
2	Vaishnavi R.Shivarkar
3	Ravina D.Thombare
4	Sonum H.Bunkar
5	Megha H. Pal
6	Begi M.Gautam
7	Pranali K.Waghe
8	Pranali N.Waghmare
9	Pradip R.Meshram
10	Tejasvi A.Pise
11	Mirgali I.Das
12	Pratik d.Kaleshwar
13	Swapnil M.Irpate
14	Prajakta M.Waghmare
15	Bhagyashri S.Lende
16	Pratibha V.Bhise


Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

• Curriculum

LISTENING AND ORAL COMMUNICATION SKILLS

BLOCK-01 LISTENING-I(Listen and respond I)

Unit-01 Introduction to Listening, Listen for gist and respond

Unit-02 Listen for details and key words to understand specific meaning

Unit-03 Listen and respond to questions and requests for personal information

Unit-04 Listen to simple conversations in everyday contexts and respond

Unit-05 Listening to intonation

BLOCK-02 LISTENING-II (Listen and respond II)

Unit-05 Listen to accuracy in language use: stress, intonation and problem sounds

Unit-06 Practice production of stress, intonation and problem sounds

BLOCK 03 LISTENING –II (Listen and respond III)

Unit-07 Listen to lectures, presentations and other suitable listening materials from electronic media, and take notes

Unit-08 Listen to telephone calls and respond; keep notes while listening

BLOCK-04 ORAL COMMUNICATION-I

Unit-09 Use conversation starters: introducing oneself; introducing others; small talk: family, friends, hobbies, profession, studies etc

Unit-10 Pronunciation practice: Stress and syllables; word stress; contracted forms; utterance stress; uses of a dictionary for pronunciation practice

Unit-11 Summarize academic readings and lectures, and make presentations

Unit-12 Pronunciation practice: Problem sounds

Unit-13 Use appropriate language to request and respond to requests

BLOCK-05 ORAL COMMUNICATION-II

Unit-14 Pronunciation practice: Speech rhythms, breaking larger utterances into meaning chunks; Intonation patterns and their use

Unit-15 Describe graphs, tables, and charts

Unit-16 Describe machines and their functions, e.g. computers and hardware; describing processes, eg. how to download apps in mobile handsets

Unit-17 Ask for and give information; seek clarification, Offer and respond to offers

BLOCK-06 ORAL COMMUNICATION -III

Unit-18 Ask questions and respond to questions politely

Unit-19 Congratulate people on their success, Apologize

Unit-20 Negotiate in difficult situations

Unit-21 Give feedback in listening contexts

Unit-22 Use telephone etiquette in telephone conversation

READING SKILLS (01 BASIC READING SKILLS)

Unit-01 Skimming through reading texts and determine two or more main ideas or themes

Unit-02 Scanning through reading texts to understand and explain how key details support the main ideas or themes

BLOCK-02 UNDERSTANDING TEXT STRUCTURES

Unit-03 Understanding text structures (Reading texts to have these structures: sequencing, comparing and contrasting, relating cause and effect, problems and problem solving)

Unit-04 Noticing and discussing rhetorical and cultural aspects depicted in texts Unit-05 Learning the structure of paragraphs and cohesive devices used in reading texts

Total: 34 Periods


Officiating Principal
Randhirsingh Bhadoniya Mahavidyalaya
Umred Dist. Nagpur

Assessment



**Randhirsingh Bhadoriya Mahavidyalaya,
Umred Dist:-Nagpur
Session – 2017-18
Add on Course
Communication in English**

Time: 2:00 hours

Marks: 50

Note: a) Draw well labeled diagram wherever necessary.
b) All questions are compulsory.

Part- A

Note: 1. Each question carries two marks.
2. Answers should not more than five lines.

5*10=50

- Q1. Explain the key words to understand specific meaning?
- Q2. What do you mean by Listening and Listen for gist and respond?
- Q3. How we can improve listen to accuracy in language use?
- Q4. What are steps to follow while listen to telephone calls and respond?
- Q5. Which are the use conversation starters?
- Q6 How can summarize academic readings and lectures and presentations?
- Q7. What are the steps to keep notes while listening?
- Q8. What do you mean by seek clarification explain in detail?
- Q9. Describe machines and their functions in detail?
- Q10. What do you mean by Speech rhythms in briefly?



A. K. Jaiswal
Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

- **Summary Report:-**

In this year we have one add on course .the course name is communication in English. In this program we have 16 students enrolled .The course duration is 06/9/2017 to 18/10/2017. The course is 34 hrs.

- **Outcomes:**

It will assist you in communicating more meticulous with your colleagues.

It helps you by delivering presentations and speeches.

Proper pronunciation always makes a great first impression.

It gives you an upper edge in other jobs as well.


Officiating Principal
Randhirsingh Bhadoniya Mahavidyalaya
Umred Dist. Nagpur

Shri Sant Gulabbaba Education Society's
Randhirsingh Bhadoriya Mahavidyalaya
Umred, Dist. Nagpur

College Code : 951, e-mail: rbcollgeumrer@gmail.com Ph. 07116-244950

Ref. No. RBC/2017 - 2018

Date: 5/2/2018

To,

The Principal

Randhirsingh Bhadoriya Mahavidyalaya,

Th: - Umred Dist:-Nagpur.

Subject:- Grant the permission to run course entitled "Advanced Computer".

With reference to the subject mentioned above our institution has taken an initiative to run a certificate course entitled "Advanced Computer" in the current academic year (2017-2018). The objective of the course is to aware the students about It helps in the clearing of specific meanings and the transmitting of information as well. . The duration of course will be 36Hrs which will be completed without hampering the regular academic activities.

It is kind request to you; please grant me the permission to run this course.

Date:-05/02/2018



A. Anwar
Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

Shri Sant Gulabbaba Education Society's

Randhirsingh Bhadoriya Mahavidyalaya

Umred, Dist. Nagpur

College Code : 951, e-mail: rbccollegeumrer@gmail.com Ph. 07116-244950

Ref. No. RBC/2017-2018

Date: 12/3/2018

To,

The Principal

Randhirsingh Bhadoriya Mahavidyalaya,

Th: - Umred Dist:-Nagpur.

Subject:- Grant the permission to run course entitled "Desktop Publishing" (DTP).

With reference to the subject mentioned above our institution has taken an initiative to run a certificate course entitled "Desktop Publishing" (DTP) in the current academic year (2017-2018). The objective of the course is to aware the students about Desktop publishing software can generate layouts and produce typographic-quality text and images comparable to traditional typography and printing. The duration of course will be 60 Hrs which will be completed without hampering the regular academic activities.

It is kind request to you; please grant me the permission to run this course.

Date:-12/03/2018



Atul
Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

Shri Sant Gulabbaba Education Society's
Randhirsingh Bhadoriya Mahavidyalaya
Umred, Dist. Nagpur

College Code : 951, e-mail: rbcollgeumrer@gmail.com Ph. 07116-244950

Ref. No. RBC/2017-2018

Date : 16/3/2018

To,

Prof P.D. Meshram

HOD of BCCA Department

Randhirsingh Bhadoriya Mahavidyalaya,

Th: - Umred Dist:-Nagpur.

Subject: - Permission to run certificate course in the academic year 2017-2018

With reference to the application received from you, dated 12/03/2018. I hereby grant the permission to run the certificate course on the topic "Desktop Publishing (DTP)" in the academic year 2017-2018. Moreover, care should be taken that the activities of certificate course should not hamper the regular teaching classes.

Date: 16/03/2018

Received
[Signature]
16/03/2018
Prof. P. D. Meshram



Shri Sant Gulabbaba Education Society's
Randhirsingh Bhadoriya Mahavidyalaya
Umred, Dist. Nagpur

College Code : 951, e-mail: rbcollgeumrer@gmail.com Ph. 07116-244950

Ref. No. RBC/2018-2018

Date : 16/3/2018

Notice

All the students of B.COM (C.A.) year hereby informed that Ranghirsingh Bhadoriya College is offering a certificate course in "Desktop Publishing (DTP)" from date .Interested student can register for the course date 17/03/2018 before starting of program.

Name of course Coordinator: Prof. P.D.Meshram.

Date:16/3/2018.



Atiwari
Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

Shri Sant Gulabbaba Education Society's
Randhirsingh Bhadoriya Mahavidyalaya
Umred, Dist. Nagpur

College Code : 951, e-mail: rbcollgeumrer@gmail.com Ph. 07116-244950

Ref. No. RBC/2017-2018

Time Table

Date : 17/03/2018

Add on course:-DTP

Those students who have registered for an add on course "DTP". Your class time is 9:30am to 10:30am. So all student should note this time.

Date : 17/03/2018




Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

Desktop Publishing

Session 2017-2018

- **Program Name: - Desktop Publishing**
- **Duration:-07/02/2018 to 23/04/2018**
- **Hrs. – 60 Hrs.**

● **List of Students**

Sr. No	Student Name
1	Ashwini V.Larokar
2	Gauri K.Bhute
3	Pragati A.Kapase
4	Ritikesh G.Bhusari
5	Pranali B.Jambhule
6	Komal T.Sapat
7	Sahil M.Dhote
8	Juhi D.Ingole
9	Saurabh C.Damdoo
10	Sarita B.Lashkari
11	Sudarshan B.Mandhare
12	Kajal A.Singh
13	Pratik d.Kaleshwar
14	Pradip R.Meshram
15	Pranali N.Waghmare
16	Pranali K.Waghe
17	Tejasvi A.Pise
18	Komal s.Chaudhari
19	Begi M.Gautam
20	Sonum H.Bunkar
21	Ravina D.Thombare
22	Mirgali I.Das


Officiating Principal
Ranjitsingh Bhaskarya Mahavidyalaya
Unwed Dist. Nagpur

- **Curriculum**

SYLLABUS FOR DESKTOP PUBLISHING					
DURATION: ONE YEAR					
Duration	Reference Learning Outcome	Professional Skills (Practical) With Hours	Hours	Professional Knowledge (Theory)	Hours
Professional Skill 40 Hrs.; Professional Knowledge 20 Hrs.	Install and set up operating system and related software in a computer following safety precautions	1. Identify computer peripherals and internal components of a disassembled desktop computer.	(05hrs)	Introduction to computer components • Introduction to computer system. Concepts of hardware and software. • Function of motherboard components and various processors. • Various Input/ Output devices in use and their features.	(06 hrs)
		2. Assemble components of desktop computer. Safe working practices	(04hrs)		
		3 .Types and working of fire extinguishers. Introduction to computer components 4Introduction to computer system. Concepts of hardware and software.	(04hrs)		
		5 .Function of motherboard components and various processors. 6.Variou Input/ Output devices in use and their features.			
		7. Practice on Windows interface and navigating windows.	(5hrs)	introduction Windows Operating System • Introduction to operating System • Main features of Windows OS • Concept of various shortcut commands.	(06 hrs)
		8. Practice on managing files and folders using removable drives.	(6hrs)		
		9. Customize the		• Introduction to the	(03hrs)

		desktop settings and manage user accounts. 10. View system properties and control panel details.		booting process. • Introduction to various types of memories and their features.	
		11. Work with keyboard shortcut commands. 12. Print and scan document using different commands. 13. Install Windows operating system. 14. Install necessary application software for Windows i.e. Office Package, PDF Reader, Media Player etc. 15. Install Drivers for printer, scanner, webcam and DVD etc 16. Burn data, video and audio files on CD/DVD using application software.	(04hrs) (06hrs) (06hrs)	• Basic Hardware and software issues and their Solutions. • Usage of Application software and Antivirus. Introduction to different basic Accessories under MSWindow • Introduction of the basic Windows Accessories. • Define text file and document file. • Introduction of the basic features of document file. • Discuss the difference between document file and text file. • Give the basic idea about image file including BMP and other format.	(5hrs)
		Total	40	Total	20

Assessment



Time: 2:00 Hour

Randhirsingh Bhadoriya Mahavidyalaya,

Umred Dist: Nagpur

Add-On Course 2017-2018

DESKTOP PUBLISHING (DTP)

Total Marks: 50

Part A [5*10= 50 marks]

N.B. Each question carries equal marks.

- Q-1) Explain block diagram of computer system.
- Q-2) Explain Hardware and Software components in detail.
- Q-3) Explain various input devices and their features.
- Q-4) Explain various output devices and their features.
- Q-5) Difference between Document File and Text File.
- Q-6) What is the Memory Unit? Explain their types.
- Q-7) Explain different basic Accessories in MS Window.
- Q-8) What is the virus? Explain Antivirus in detail.
- Q-9) Explain Hardware and Software issues and their solution.
- Q-10) Explain various shortcut commands.



A. Wari
Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

- **Summary Report:-**

In this year we have one add on course .the course name is Desktop Publishing (DTP).In this program we have 22 students enrolled .The course duration is 07/02/2018 to 23/04/2018. The course is 60 hrs. Similarly in this course we have conducting 50 marks on theory paper and 50 marks on practical and for that we are providing sample paper (assessment) as above.

Desktop Publishing (DTP) is the creation of electronic forms of information such as documents, presentations, brochures, books, or even website content using computer programs. DTP has evolved to be an important component of creating and disseminating information as it allows an amalgamation of various tasks that are generally performed independently at printing presses such as layouts, typesetting, graphic design, etc.

- **Outcome**

- 1) Handles far more graphical elements than a word processor. Word processing software certainly has its place
- 2) Frame-based
- 3) Easy import. ...
- 5) Automatic restructuring.
- 6) Work in columns, frames and pages
- 1) Expensive tools
- 2) Lack of large scalability.


Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

Shri Sant Gulabbaba Education Society's
Randhirsingh Bhadoriya Mahavidyalaya
Umred, Dist. Nagpur

College Code : 951, e-mail: rbcollgeumrer@gmail.com Ph. 07116-244950

Ref. No. RBC/2017 - 2018

Date: 5/2/2018

To,

The Principal

Randhirsingh Bhadoriya Mahavidyalaya,

Th: - Umred Dist:-Nagpur.

Subject:- Grant the permission to run course entitled "Advanced Computer".

With reference to the subject mentioned above our institution has taken an initiative to run a certificate course entitled "Advanced Computer" in the current academic year (2017-2018). The objective of the course is to aware the students about It helps in the clearing of specific meanings and the transmitting of information as well. . The duration of course will be 36Hrs which will be completed without hampering the regular academic activities.

It is kind request to you; please grant me the permission to run this course.

Date:-05/02/2018



A. Anwar
Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

Shri Sant Gulabbaba Education Society's
Randhirsingh Bhadoriya Mahavidyalaya
Umred, Dist. Nagpur

College Code : 951, e-mail: rbcollgeumrer@gmail.com PB. 07116-244950

Ref. No. RBC/2017-2018

Date: 7/2/2018

To,

Prof P.D. Meshram

HOD of BCCA Department


Randhirsingh Bhadoriya Mahavidyalaya,

Th: - Umred Dist:-Nagpur.

Subject: - Permission to run certificate course in the academic year 2017-2018

With reference to the application received from you, dated 05/02/2018. I hereby grant the permission to run the certificate course on the topic "Advanced Computer" in the academic year 2017-2018. Moreover, care should be taken that the activities of certificate course should not hamper the regular teaching classes.

Date: 07/02/2018

Received

07/02/2018
Prof. P. D. Meshram,

Shri Sant Gulabbaba Education Society's

Randhirsingh Bhadoriya Mahavidyalaya

Umred, Dist. Nagpur

College Code : 951, e-mail: rbccollegeumrer@gmail.com Ph. 07116-244950

Ref. No. RBC/2017-2018

Date: 08/2/2018

Notice

All the students of B.COM (C.A.) year hereby informed that Randhirsingh Bhadoriya College is offering a certificate course in "Advanced Computer". Interested student can register for the course date 09/02/2018 before starting of program.

Name of course Coordinator: Prof. Mr.P.D.Meshram

Date: 08/02/2018




Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

Shri Sant Gulabbaba Education Society's

Randhirsingh Bhadoriya Mahavidyalaya

Umred, Dist. Nagpur

College Code : 951, e-mail: rbc@collegeumred@gmail.com Ph. 07116-244950

Ref. No. RBC/2017-2018

Date: 10/2/2018

Time Table

Add on course:- Advanced Computer

Those students who have registered for an add on course "Advanced Computer". Your class time is 9:30am to 10:30am. So all student should note this time.

Date: 10/02/2018




Initiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

Advance Computer

Session 2017-2018

- **Program Name: - Advance Computer**
- **Duration:-12/02/2018 to 28/03/2018**
- **Hrs. – 36 Hrs.**

● **List of Students**

Sr. No	Student Name
1	Juhi D.Ingole
2	Ritu P.Awachat
3	Akash V.Yesansure
4	Ruchita V.Meshram
5	Neha R.Chaudhari
6	Rani N. Borkar
7	Pragati R.Sahare
8	Pallavi N.Chirutkar
9	Avinash M.Dongare
10	Rutuja V.Meshram
11	Sagar G.Gaikwad
12	Chetan M.Rathod
13	Damini A.Wankhede
14	Nilam S.Das


Officiating Principal
Randhirsingh Bhadaniya Mahavidyalaya
Umred Dist. Nagpur

- Curriculum

Advanced Computer Applications (ACA)

The persons who are good at maths and interested in computer technology can go on to Computer Application. This course gives the advance knowledge of computer applications. There is demand for skilled person for handling Computer Applications.

ADVANCED COMPUTER APPLICATIONS INCLUDES FOLLOWING TOPIC

- Work-Sheets
- Docs-Word
- Slides-PowerPoint
- Forms, Database
- Operating System
- Basic Concepts of Accounts
- Maintaining Ledgers, Cash Book
- Balance Sheet, Profit & Loss
- Financial Accounting (Tally)
- FRONT PAGE
- Complete Internet
- Photo Editing Softwares
- Computer Fundamentals
- Basics of Computer Hardware
- Software Installation

Total: 36 Periods


Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

Assessment



Time: 2:00 Hour

Randhirsingh Bhadoriya Mahavidyalaya,

Umred Dist: Nagpur

Add-On Course 2017-2018

Advance Computer Application

Total Marks: 50

Part A [5*10= 50 marks]
N.B. Each question carries equal marks.

- Q-1) Write a procedure to create a worksheet.
- Q-2) Write a procedure to create a word document.
- Q-3) Write a procedure to create slideshow in power point.
- Q-4) Write a procedure to design a form in MS Access.
- Q-5) What is the Database?
- Q-6) Explain Computer Hardware in detail
- Q-7) Explain operating system in detail.
- Q-8) Create five ledgers with procedure.
- Q-9) Write a short note on financial accounting.
- Q-10) Explain Balance Sheet in detail.



Atward
Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

- **Summary Report: Summary Report:-**

In this year we have one add on course .the course name is Advance Computer Application. In this program we have 14 students enrolled .The course duration is 12/02/2018 to 28/03/2018. The course is 36 hrs. Similarly in this course we have conducting 50 marks on theory paper and 50 marks on practical and for that we are providing sample paper (assessment) as above.

Outcome:

To increase productivity and to do on the software running on the computer with a good understanding.


Officiating Principal
Randhirsingh Bhadoniy Mahavidyalaya
Unmed Dist. Nagpur

Academic Year 2018-19



Shri Sant Gulabbaba Education Society's
Randhirsingh Bhadoriya Mahavidyalaya
Umred, Dist. Nagpur

(Recognized by Govt. of Maharashtra & Affiliated to RTM Nagpur University Nagpur)

☎ : 07116-244950 | College Code : 951 | Website : www.rbcollgeumred.org | e-mail : rbcollgeumred@gmail.com

Ref. No. RBC/2018-2019

Date : 13/8/2018

To,

The Principal

Randhirsingh Bhadoriya Mahavidyalaya,

Th: - Umred Dist:-Nagpur.

Subject:- Grant the permission to run course entitled "Computer Hardware".

With reference to the subject mentioned above our institution has taken an initiative to run a certificate course entitled "Computer Hardware" in the current academic year (2018-2019). The objective of the course is to aware the students about It helps Identify the names and distinguishing features of different kinds of input and output devices. The duration of course will be 30Hrs which will be completed without hampering the regular academic activities.

It is kind request to you; please grant me the permission to run this course.

Date:-13/08/2018




Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur



Shri Sant Gulabbaba Education Society's
Randhirsingh Bhadoriya Mahavidyalaya
Umred, Dist. Nagpur

(Recognized by Govt. of Maharashtra & Affiliated to RTM Nagpur University Nagpur)

☎ : 07116-244950 | College Code : 393 | Website : www.rhcollegeumred.org | e-mail : rhcollegeumred@gmail.com

Ref. No. RBC/2018-2019

Date : 18/8/2018

To,

Prof P.D.Meshram


HOD of BCCA Department

Randhirsingh Bhadoriya Mahavidyalaya,

Th: - Umred Dist:-Nagpur.

Subject: - Permission to run certificate course in the academic year 2018-2019

With reference to the application received from you, dated 18/08/2018. I hereby grant the permission to run the certificate course on the topic "Compute Hardware" in the academic year 2018-2019. Moreover, care should be taken that the activities of certificate course should not hamper the regular teaching classes.

Received by

Prof. P.D. Meshram,
18/08/2018.



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Ref. No. RBC/2018-2019 -

Date : 18/8/2018

Notice

All the students of B.COM (C.A.) year hereby informed that Ranghirsingh Bhadoriya College is offering a certificate course in "Computer Hardware" from date. Interested student can register for the course date 19/08/2018 before starting of program.

Name of course Coordinator: Prof. Mr.P.D.Meshram

Date: 18/08/2018.



Atwari
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Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur



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Ref. No. RBC/2018-2019

Date : 18/8/2018

Time Table

Add on course:- Computer Hardware

Those students who have registered for an add on course "Computer Hardware". Your class time is 10:00am to 11:00am. So all student should note this time.

Date: 18/08/2018




Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

Computer Hardware

Session 2018-2019

- **Program Name: - Computer Hardware**
- **Duration:-20/08/2018 to 26/09/2018**
- **Hrs. – 30 Hrs.**

● **List of Students**

Sr. No	Student Name
1	Karan Hitendra Agase
2	Ku.Dolly Pravin Kankariya
3	Devansh santosh Bankar
4	Ku.Shivani sanjay Ledade
5	Ku.Dipali suresh Vaidya
6	Praful A.Dighore
7	Prashik Dada Kale
8	Ku.Ugata Bhavanprasad Joshi
9	Akash Vilas Yesansure
10	Suraj Ramesh Jibhakate


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Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

- Curriculum

About Computer Hardware Courses

Computer hardware is an intriguing field of computer science and candidates who seek application careers in this field will have to pursue hardware and networking courses. There are various short-term and long-term courses in this field that candidates can pursue after passing class 12.

These courses comprise various courses related to computer organization, electrical and electronics circuits. Candidates pursuing these courses also learn about the different parts of computers and how they function. The course enables them to figure out and fix hardware and network issues related to computers and other such devices.

Computer Hardware Courses Syllabus

Popular Subjects:

Fundamentals of Information Theory and Operating Systems	Computer Networks	Hardware Lab and Theory Implementation
Windows server Administration	Basic Electronics and Microprocessor	Linux Administration
Communication and Soft Skills	Database Administration	PC Assembling and Troubleshooting
Software Implementation and Lab	Programming in C	

Total: 30 Periods


Officiating Principal
 Randhirsingh Bhadoriya Mahavidyalaya
 Umred Dist. Nagpur

Assessment



Randhirsingh Bhadoriya Mahavidyalaya,
Umred Dist:-Nagpur
Session- 2018-19
Add on Course
Computer Hardware

Time: 2:00 hours

Marks: 50

Note: a) Draw well labeled diagram wherever necessary.
b) All questions are compulsory.

Part- A

Note: 1. Each question carries two marks.
2. Answers should not more than five lines.

5*10=50

- Q1. Explain the block diagram of computer System?
- Q2. What are components of hardware?
- Q3. What is networking explain in detail?
- Q4. What is an operating system explain its types?
- Q5. Define the term Windows server Administration?
- Q6. Explain Microprocessor in detail?
- Q7. Define the term Database Administration in detail?
- Q8. What is the procedure of PC Assembling and Troubleshooting?
- Q9. What do you know about Software Implementation?
- Q10. Define Programming in C in detail?



Atiware
Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

Summary Report:

- In this year we have one add on course .the course name is Computer Hardware. In this program we have 10 students enrolled .The course duration is 20/08/2018 to 26/09/2018 and the course is 30 Hrs. Similarly in this course we have conducting 50 marks on theory paper and 50 marks on practical and for that we are providing sample paper (assessment) as above.

Outcome:

To identify the names and distinguishing feature of different kind of input and output device. and units for measuring different kind memory and storage devices.


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Umred Dist. Nagpur



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☎ : 07116-244950 | College Code : 393 | Website : www.rbcollegeumred.org | e-mail : rbcollegeumred@gmail.com

Ref. No. *RBC/2018-2019*

Date : *25/9/2018*

To,

Prof S.P. Junghare

HOD of BCCA Department

Randhirsingh Bhadoriya Mahavidyalaya,

Th: - Umred Dist:-Nagpur.

Subject: - Permission to run certificate course in the academic year 2018-2019

With reference to the application received from you, dated 27/09/2018. I hereby grant the permission to run the certificate course on the topic "Tally Using G.S.T" in the academic year 2018-2019. Moreover, care should be taken that the activities of certificate course should not hamper the regular teaching classes.

Date: 25/09/2018

Received
[Signature]
25/09/2018



Shri Sant Gulabbaba Education Society's
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Umred, Dist. Nagpur

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☎ : 07116-244950 | College Code : 393 | Website : www.rbcollgeumred.org | e-mail : rbcollegenured@gmail.com

Ref. No. RBC/2018-2019

Date : 28/9/2018

Notice

All the students of B.COM (C.A.) year hereby informed that Ranghirsingh Bhadoriya College is offering a certificate course in "Tally Using G.S.T" from date. Interested student can register for the course date 29/09/2018 before starting of program.

Name of course Coordinator: Prof. S.P.Junghare

Date: 28/09/2018.




Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur



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Ref. No. RBC/2018-2019

Date : 30/9/2018

Time Table

Add on course:- "Tally Using G.S.T". Those students who have registered for an add on course "Tally Using G.S.T". Your class time is 10:00am to 11:00am. So all student should note this time.

Date: 30/09/2018




Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

Tally Using GST

Session 2018-2019

- **Program Name: - Tally Using GST**
- **Duration:-06/09/2018 to 28/11/2018**
- **Hrs. – 60 Hrs.**

● List of Students

Sr. No	Student Name
1	Ku.Achal Sevakji Kakde
2	Ku.Payal Raju Patil
3	Ku.Mayuri Babanrao Zilpe
4	Ku. Fariza Mushtaq Sheikh
5	Ku.Vaishali Ganesh Randive
6	Ku.Komal Shankar Chaudhari
7	Devansh Santosh Bankar
8	Ku.Dolly Pravin Kankariya
9	Ku.Ugata Bhavanprasad Joshi
10	Praful Ashok Dighore
11	Ku.Dipali Suresh Vaidya
12	Prashik Dada Kale
13	Ku.Neha Rambhau Chaudhari


Officiating Principal
Randharsingh Shindeyaya Mahavidyalaya
Unwed Dist. Nagpur


- **Curriculum**

- Tally ERP 9 (with GST)
- 1. Tally Introduction
- 2. Accounts Information- Ledgers, Groups
- 3. Inventory Information- Stock Groups, Stock Items, Units of Measure
- 4. Accounting Vouchers- Receipts Vouchers, Payment Vouchers, Purchase Vouchers Sales Vouchers, Contra Vouchers, Journal Vouchers Debit Note, Credit Note, Memorandum Vouchers
- 5. Godowns
- 6. Date Management- More than one year company creation, Change Period
- 7. Payroll System 8. Discount Management- Cash Discount, Trade Discount, Vouchers Types, Back up, Restore
- 9. Display- Trial Balance, Day Book, Account books, Statement of Accounts, Inventory Books Statements of Inventory, Cash/fund flow, Payroll Reports, List of Accounts Exception Reports, Print Management
- 10. Various Types of Company- Traders, Processional, Opening Balance with New Company Other Options
- 11. GST- CGST, SGST, IGST 12. Printout Management 13. Others Options

Total: 60 Periods


Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

Assessment

 **Randhirsingh Bhadoriya Mahavidyalaya,**
Unmad Dist: Nagpur
Add-On Course 2018-2019
Tally Using GST

Time: 2:00 Hour

Total Marks: 50

Part A [5*10= 50 marks]
N.B. Each question carries equal marks.

Q-1) Explain Tally in brief.

Q-2) What is Vouchers? Explain any two types of vouchers.

Q-3) Explain GST in brief.

Q-4) What is inventory?

Q-5) What is Godown? Write a procedure of different location of godown.



Q-6) What is Cash/Fund Flow? Explain details of book account.

Q-7) Explain date management in detail.

Q-8) Explain payroll systems in detail.

Q-9) Explain discount management in detail.

Q-10) Write a procedure to create company in different format.

 
College Code
393
Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya

Summary Report:

In this year we have one add on course .the course name is Tally Using GST. In this program we have 13 students enrolled .The course duration is 06/09/2018 to 28/11/2018. The course is 60 hrs. Similarly in this course we have conducting 50 marks on theory paper and 50 marks on practical and for that we are providing sample paper (assessment) as above.

Outcome:

GST is used to consolidates all indirect tax levies into a single tax, replacing multiple tax levies ,overcoming the limitation of existing indirect tax structure and creating efficiencies in tax administration .


Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

Academic Year 2019-20



Shri Sant Gulabbaba Education Society's

Randhirsingh Bhadoriya Mahavidyalaya Umred, Dist. Nagpur

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☎ : 07116-244950 | College Code : 393 | Website : www.rhcollegeumred.org | e-mail : rhcollegeumred@gmail.com

Ref. No. RBC/2019-2020

Date : 23/11/2019

To,

The Principal

Randhirsingh Bhadoriya Mahavidyalaya,

Th: - Umred Dist:-Nagpur.

Subject:- Grant the permission to run course entitled " Tally Using G.S.T".

With reference to the subject mentioned above our institution has taken an initiative to run a certificate course entitled "Tally Using G.S.T" in the current academic year (2019-2020). The objective of the course is to aware the students about It helps to gives a chance to small businesses to file their tax returns every quarter via an easy online mechanism. . The duration of course will be 60Hrs which will be completed without hampering the regular academic activities.

It is kind request to you; please grant me the permission to run this course.

Date:-23/11/2019



Atinail
Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur



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Ref. No. *RBC/2019-2020*

Date : *25/11/2019*

To,

Prof S.P. Junghare

HOD of BCCA Department

Randhirsingh Bhadoriya Mahavidyalaya,

Th: - Umred Dist:-Nagpur.

Subject: - Permission to run certificate course in the academic year 2019-2020

With reference to the application received from you, dated 27/11/2019, I hereby grant the permission to run the certificate course on the topic "Tally Using G.S.T" in the academic year 2018-2019. Moreover, care should be taken that the activities of certificate course should not hamper the regular teaching classes.

Date: 25/11/2019

Received
[Signature]
25/11/2019



Shri Sant Gulabbaba Education Society's

Randhirsingh Bhadoriya Mahavidyalaya

Umred, Dist. Nagpur

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☎ : 07116-244950 | College Code : 393 | Website : www.rbcollegenmred.org | e-mail : rbcollegenmred@gmail.com

Ref. No. RBC/2019-2020

Date : 28/11/2019

Notice

All the students of B.COM (C.A.) year hereby informed that Ranghirsingh Bhadoriya College is offering a certificate course in "Tally Using G.S.T" from date. Interested student can register for the course date 29/11/2019 before starting of program.

Name of course Coordinator: Prof. S.P.Junghare

Date: 28/11/2019.



Atiwari
Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur



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☎ : 07116-244950 | College Code : 393 | Website : www.rbcollegeumred.org | e-mail : rbcollegeumred@gmail.com

Ref. No. RBC/2019-2020

Date : 30/11/2019

Time Table

Add on course:- "Tally Using G.S.T". Those students who have registered for an add on course "Tally Using G.S.T". Your class time is 10:00am to 11:00am. So all student should note this time.

Date: 30/11/2019




Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

Tally Using GST


Session 2019-2020

- **Program Name: - Tally Using GST**
- **Duration:- 01/12/2019 to 31/01/2020**
- **Hrs. – 60 Hrs.**

● List of Students

Sr.No	Students Name
1)	Hema B Hajare
2)	Rakesh D. Nandanwar
3)	Suraj Nehare
4)	Khusali S. Mule
5)	Sagar Arun Mnadavkar
6)	Vaishali Randive
7)	Vaishnavi Waghmare
8)	Shrutika Mohankar
9)	Mayur Subhash Padole
10)	Asmita M.Raut
11)	Anjali R. Lakde
12)	Pratiksha D. Nannaware
13)	Purva P.Shinde
14)	Aarti B. Ambekar
15)	Karan Agase
16)	Rahul Wanjari
17)	Ajit M.Zade
18)	Krutika L.Rathod
19)	Divya V.Bhoyar
20)	Bharti K.Lande
21)	Bhushan S.Nandurkar
22)	Ganesh K. Dare
23)	Dolly Kankariya
24)	Bharti K Lande
25)	Tejal D.Talankar
26)	Pranali K.Waghe
27)	Rahul Shivshankar Hedao
28)	Pradip R.Meshram
29)	Devansh Bankar
30)	Tejasvi A.Pise
31)	Saurabh Y.Motghare
32)	Sagar Dahaghane
33)	Avanti V.Deshmukh

34)	Prashik D.Kale
35)	Begi M. Gautam
36)	Ashtagatha M.Raut
37)	Shital Mankar
38)	Rilika Bante
39)	Puja J.Zade
40)	Mayuri R. Timande
41)	Vrushali P.Bokde
42)	Vrushali K.Nandurkar
43)	Vaishnavi R.Shivarkar
44)	Nikhil L.Aade
45)	Tejal D.Talankar
46)	Achal A.Nagarkar
47)	Aarti M.Kamble
48)	Praful A.Dighore
49)	Achal V.Nimje
50)	Rushab Zode
51)	Praful J.Khadase
52)	Aishwarya R.Khandarkar
53)	Sham A.Hate
54)	Dhanraj Majarikar
55)	Pranali N.Waghmare
56)	Ujwala B.Dharane
57)	Gitesh Kund
58)	Mansi N.Dhore
59)	Anjali Deshmukh
60)	Komal Nagpure


Officiating Principal
 Randhirsingh Bhadoriya Mahavidyalaya
 Umred Dist. Nagpur

- Curriculum

Tally ERP 9 (with GST)

1. Tally Introduction
2. Accounts Information- Ledgers, Groups
3. Inventory Information- Stock Groups, Stock Items, Units of Measure
4. Accounting Vouchers- Receipts Vouchers, Payment Vouchers, Purchase Vouchers Sales Vouchers, Contra Vouchers, Journal Vouchers Debit Note, Credit Note, Memorandum Vouchers
5. Godowns

6. Date Management- More than one year company creation, Change Period
7. Payroll System 8. Discount Management- Cash Discount, Trade Discount, Vouchers Types, Back up, Restore
9. Display- Trial Balance, Day Book, Account books, Statement of Accounts, Inventory Books Statements of Inventory, Cash/fund flow, Payroll Reports, List of Accounts Exception Reports, Print Management
10. Various Types of Company- Traders, Proccessional, Opening Balance with New Company Other Options
11. GST- CGST, SGST, IGST 12. Printout Management 13. Others Options

Total: 60 Periods


Officiating Principal
Randhirsingh Shadoniya Mahavidyalaya
Umred Dist. Nagpur

Assessment



Randhirsingh Bhadoriya Mahavidyalaya,

Umred Dist: Nagpur

Add-On Course 2019-2020

Tally Using GST

Time: 2:00 Hour

Total Marks: 50

Part A [5*10= 50 marks]

N.B. Each question carries equal marks.

- Q-1) Explain Tally in brief.
- Q-2) What is Vouchers? Explain any two types of vouchers.
- Q-3) Explain GST in brief.
- Q-4) What is inventory?
- Q-5) What is Godown? Write a procedure of different location of godown.
- Q-6) What is Cash/Fund Flow? Explain details of book account.
- Q-7) Explain date management in detail.
- Q-8) Explain payroll systems in detail.
- Q-9) Explain discount management in detail.
- Q-10) Write a procedure to create company in different format.



Atiyail
Officiating Principal
Randhirsingh Bhadoriya Mahavidyalaya
Umred Dist. Nagpur

Summary Report:

- In this year we have one add on course .the course name is Tally using GST. In this program we have 60 students enrolled .The course duration is 01/12/2019 to 31/01/2020.
The course is 60 hrs. Similarly in this course we have conducting 50 marks on theory paper and 50 marks on practical and for that we are providing sample paper (assessment) as above.

Outcome:

GST is used to consolidates all indirect tax levies into a single tax, replacing multiple tax levies ,overcoming the limitation of existing indirect tax structure and creating efficiencies in tax administration .


Officiating Principal
Randharsingh Bhadaniya Mahavidyalaya
Umred Dist. Nagpur