

Date: - 04/07/2021

To,  
Principal,  
Pravara Medical Trust's,  
Arts, Commerce and Science College,  
Shevgaon.

**Subject: - Give the permission for "Basic Data Entry" course  
Syllabus Framing Workshop.....**

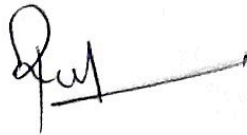
Respected Sir,

With above mentioned subject, our college Department of Commerce has been organize Academic Year 2021-22 Certificate course on " Basic data Entry " for BCA Department Students. This Course duration is 30 hours will theory. So give the permission for said course syllabus framing workshop on 08July 2021.

**Syllabus Framing Committee as follows:**

Sr. No.	Name of Person	Designation
1	Miss. Sarita S. Raut	HoD
2	Mr. Mahesh Udage	Subject Expert
3	Miss. Sonam M. Ghevari	Subject Expert
4	Mr. Sandeep M. Funde	Member
5	Mr.Parathwagh M.B	Courses Coordinator

Permission



  
HEAD  
Dept. of B.C.A. (Science)  
Pravara Medical Trust's  
Arts, Commerce and Science  
Shevgaon, Dist. Amravati



# Arts, Commerce and Science College, Shevgaon

Tal: Shevgaon Dist: Ahmednagar 414502 Maharashtra, India

Tel: 02429 223031 Fax: 02429 223399 Email: pmt\_acsc@gmail.com



College Code: 1481

College ID: PU/AN/Sci/136/2013

Website: www.pmtacsccollege.com

Outward No. :

Date: 06/07/2021

To,  
Mr. Mahesh Udage  
Head of dept.  
IT engineer  
PMT Campus Shevgaon.

**Subject: About the Workshop of 'Certificate Course on Basic Data Entry Operator'...**

Respected Sir,

With the above reference subject, Department of B.C.A. (Science) of our college would like to run a 'Certificate Course on Basic Data Entry Operator' in the Academic Year 2021-22. The said Certificate course will be having 45 Hours' Theory and Practical lecture sessions during the month of July to October.

You are nominated as a **Subject Expert-Member** for the Syllabus Framing Committee of the said course. Department of B.C.A. (Science) organizes a Syllabus Framing Workshop of 'Certificate Course on B.C.A. (Science) in Use' on 08 July 2021.

We request you to attend the said Workshop and help us to frame the syllabus.

**Syllabus framing committee as follows:**

Sr. No.	Name of Person	Designation
1	Miss. Sarita S. Raut	HoD
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4	Miss. Sonam M. Ghevari	Subject Expert
5	Mr. Sandeep M. Funde	Member
6	Mr. Parathwagh M.B	Courses Coordinator

Received  
Mudage



Your Faithfully

*[Signature]*

Principal

Arts, Com. College  
Shevgaon, Dist. Ahmednagar



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College Code: 1481

College ID: PU/AN/Sci/136/2013

Website: www.pmtacscollge.com

Date: 06/07/2021

To,

Miss. Sonam M.Ghevani  
New Arts Commerce and Science College,  
Shevgaon

**Subject: About the Workshop of 'Certificate Course on Basic Data Entry Operator'...**

Respected Sir,

With the above reference subject, Department of B.C.A. (Science) of our college would like to run a 'Certificate Course on Basic Data Entry Operator' in the Academic Year 2021-22. The said Certificate course will be having 45 Hours' Theory and Practical lecture sessions during the month of July to October.

You are nominated as a **Subject Expert-Member** for the Syllabus Framing Committee of the said course. Department of B.C.A. (Science) organizes a Syllabus Framing Workshop of 'Certificate Course on B.C.A. (Science) in Use' on 08 July 2021.

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2	Mr. Mahesh Udage	Subject Expert
4	Miss. Sonam M. Ghevani	Subject Expert
5	Mr. Sandeep M. Funde	Member
7	Mr.Parathwagh M.B	Courses Coordinator

Received



Your Faithfully

**Principal**  
Arts, Comm. & Sci. College  
Shevgaon, Dist Ahmednagar



Pravara Medical Trust's

# Arts, Commerce and Science College, Shevgaon

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College ID: PU/AN/Sci/136/2013

Website: www.pmtacscollege.com

Date:-08 /07/2021

To,  
Mr. Mahesh Udage  
Head of dept.  
IT engineer  
PMT Campus Shevgaon.

**Subject: Thanking Letter...**

Respected Sir,

With the above mentioned subject, our college has organized "Syllabus Framing Workshop of Certificate Course on Basic Data Entry Operator" for the Graduate Students of Department of BCA (Science) on 08 July 2021. We are thankful to you that you have attended the said workshop and help us to frame syllabus.

We wish you best wishes for future.

Thanking You!

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*Mudage*



*R...*

**Principal**  
Arts, Comm. & Sci. College  
Shevgaon, Dist Ahmednagar



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Date:-08 /07/2021

To,  
Miss. Sonam M. Ghevari  
New Arts Commerce and Science College,  
Shevgaon

Subject: Thanking Letter...

Respected Sir,

With the above mentioned subject, our college has organized "Syllabus Framing Workshop of Certificate Course on Basic Data Entry Operator" for the Graduate Students of Department of BCA (Science) on. 08 July 2021 we are thankful to you that you have attended the said workshop and help us to frame syllabus.

We wish you best wishes for future.

Thanking You!

Received



Principal  
Arts, Comm. & Sci. College  
Shevgaon, Dist Ahmednagar

**Pravara Medical Trust's  
Arts, Commerce and Science College, Shevgaon  
Department of B.C.A (Science)**


**Proposed Syllabus**

Sr. No.	Unit No	Hours
1	Unit-1:- Computer Basics/Fundamentals	5
2	Unit -2:- Typing Skills	5
3	Unit- 3:- English Language	3
4	Unit -4:- Basic Mathematics	3
5	Unit- 5:- MS Office	5
6	Unit- 6:- Database Operations	5
7	Unit- 7:- Data Management	9
8	Unit-8:- Internet and Email	3
9	Unit-9:- Data Security	7

**Note: - Syllabus will be finalized in the syllabus framing workshop**

  
**COORDINATOR**



  
**HEAD**  
Dept. of B.C.A. (Science)  
Pravara Medical Trust's  
Arts, Commerce and Science College  
Shevgaon, Dist. Ahmednagar



# Syllabus

## Unit -1] - Computer Basics/Fundamentals (5 Hours)

- Understanding computer hardware, software and operating systems.

## Unit - 2] Typing Skills (5 Hours)

- Proficiency in typing and data entry with accuracy and speed.

## Unit - 3] English Language (3 Hours)

- Good grasp of English grammar, vocabulary, and comprehension.

## Unit- 4] Basic Mathematics (3Hours)

- Knowledge of basic arithmetic operations, percentages, ratio, and proportions.

## Unit- 5] MS Office (5 Hours)

- Knowledge of Microsoft Word, Excel, PowerPoint, and Outlook for data entry and office management

## Unit- 6] Database Operations (5 Hours)

- Understanding of database concepts, data validation, and data organization.

## Unit- 7] Data Management (9 Hours)

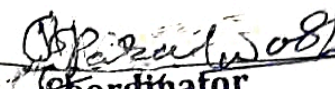
- Data analysis, Optimization of data, Validation of data and reporting and presentation of data.

## Unit- 8] Internet and Email (3 Hours)


- Familiarity with internet browsing, online research and email communication.

## Unit- 9] Data Security (7 Hours )

- Understanding of data protection, backup, and security measures.

  
Coordinator  
Skill Development Centre  
PMT's ACSC, Shevgaon



  
HEAD  
Dept. of B.C.A. (Science)  
Pravara Medical Trust's  
Arts, Commerce and Science College  
Shevgaon, Dist. Ahmednagar

# Report

## Basic Data Entry Operator Syllabus Framing Workshop on 08 July 2021

### Main Objective of syllabus framing workshop

- A) Typing skill – Proficiency in typing and data entry with accuracy and speed
- B) Basic Mathematics – Knowledge of basic arithmetic operations, Percentages, Ratio, Proportions,
- C) Language Skill (English) - Good grasp of English. Grammar, vocabulary and Comprehension.

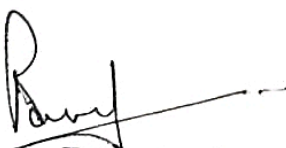
With the view of developing skill based students, a skill based course called Data Entry Operator was started in the academic year 2021-22 in the college. In this course, the main objective of the course design was to expert the students with this skill. Curriculum diagrams all the components mentioned above were included in the curriculum. The workshop consisted of five main members.

### Syllabus Framing Committee


Sr. No.	Name of Person	Designation
1	Miss. Sarita S. Raut	HoD / Coordinator
2	Mr. Mahesh Udage	Subject Expert
3	Miss. Sonam M. Ghevari	Subject Expert
4	Mr. Sandeep M. Funde	Member
5	Mr. Parathwagh M.B	Courses Coordinator

The introduction of this curriculum workshop was done by Coordinator of Skill Development Center Prof. Parthavagh M.B. Also Mr. Mahesh Udage, Prof. Ghewari S.M, Mr.Sandeep Funde were present for this curriculum, Prof. Raut S.S put a vote of thanks.



  
Principal  
Arts, Comm. & Sci. College  
Shevgaon, Dist Ahmednagar

  
COORDINATOR

  
HEAD  
Dept. of B.C.A. (Science)  
Pravara Medical Trust's  
Arts, Commerce and Science College  
Shevgaon, Dist. Ahmednagar





Time: 07-08-2021 11:57  
 Note: Basic data entry

Powered by NoteCam

Syllabus framing Workshop for "Certificate Course on Basic Data Entry operator"



Time: 07-08-2021 10:30

*[Signature]*

**Principal**  
 Arts, Comm. & Sci. College  
 Shevgaon, Dist. Ahmednagar



Date: - 30/10/2021

## Report Certificate course on Basic Of Data Entry Operator 2021-22

Department of B.C.A (Science) course in Computer literacy program, in the Academic year 2021-22. The main objectives of this Certificate course is to give Practical knowledge and to make every student computer literate.

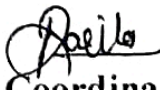
This year, college has run "Certificate course on Basic of data Entry Operator" Total 12 No of Participant students are admitted .The Particular course has run between July to October 2021 for 45 days. Prof. Raut S.S worked as a trainer for this Couse. They gave Practical as well as theory knowledge of the course, Department has organized exam of this students under the guideline of subject experts. 100% Students passed the exam.

Department has organized 'Certificate Distribution Ceremony' on 30<sup>th</sup> October 2021 Dr. O.J Rasal, Principal and Prof. Raut S.S , Head of department B.C.A. (Science) of the college was the president of the program. Prof. Shingare P.S deliver an introduction speech while as Prof. Raut S.S put a vote of thanks. Mr. Somnath Dhamal compared the program.

Students along with certificate holder and teaching staff of the college were presented for the program

  
COORDINATOR



  
Coordinator  
HEAD  
Department (Science)  
Pravara Medical Trust's  
Arts, Commerce and Science College  
Shevgaon, Dist. Ahmednagar





Pravara Medical Trust's,  
**Arts, Commerce and Science College Shevgaon**  
Ayurved College Campus, Tal- Shevgaon, Dist- Ahmednagar  
**Skill Development Centre Organized**

**One Day Workshop on  
Syllabus Framing for Certificate Course 2021-22**



**This certificate is awarded to**

Mr. Mahesh Udage We appreciate your participation and rich  
Contribution in designing of the syllabus for Certificate Course -Entitled Certificate  
Course on Basic Data Entry Operator on 08<sup>th</sup> July 2021

P. B. E. W. D.  
Co-ordinator  
(Skill Development Centre)

[Signature]  
IQAC  
(Co-ordinator)

[Signature]  
Principal





Pravara Medical Trust's,  
**Arts, Commerce and Science College Shevgaon**  
Ayurved College Campus, Tal- Shevgaon, Dist- Ahmednagar  
**Skill Development Centre Organized**

**One Day Workshop on  
Syllabus Framing for Certificate Course 2021-22**



**This certificate is awarded to**

Miss. Sonam M. Ghevani We appreciate your participation and rich  
Contribution in designing of the syllabus for Certificate Course -Entitled Certificate  
Course on Basic Data Entry Operator on 08th July 2021

  
Co-ordinator  
(Skill Development Centre)

  
IQAC  
(Co-ordinator)

  
Principal