

**Shri . Sharda Bhavan |Education Society's**

**Indira Gandhi (Sr.) College,  
CIDCO, Nanded**

**COMPUTER LITERACY PROGRAMME**

**Annual Report (2021-2022)**

**Submitted by**

**Dr. Lokhande M.V.,**

**Department of Zoology,**

**Submitted to**

**Principal**

**Indira Gandhi (Sr.) College, CIDCO, Nanded**

## **Introduction**



The computer literacy committee college focus on providing literacy in computer and internet. Computer literacy means Computer literacy is “the knowledge and ability to use computers and existing technologies or applications efficiently” covering different skills like elementary use of computer to learn about Ms. Office, excel, Whatsapp, You tube, goggle classroom, Google forms, power point presentation, Zoom meeting app , Google meet and use of internet for aday to day life. Shri Sharda Bhavan Education Society’s Indira Gandhi sr. college CIDCO, Nanded conducted the computer literacy programme.

During this year as per the guidelines of State of Maharashtra and Swami Ramanand Teerth Marathawada University, Nanded has directed to the colleges taking online classes for UG and PG level. So in this year the theory periods of Computer literacy programme was conducted on online mode. This year students not aware to the online teaching tools so the students are involving for understanding the different tools is need for the online classes like, whatsapp . Zoom meeting app, You tube, Google forms, Google classroom, Emails, download the files, download the video this syllabus is included in the year 2020.

### **Computer Literacy Committee during the year 2021-2022 :**

1. Dr. Lokhande M.V. – Coordinator
2. Dr. Shinde A. T. – Member
3. Dr. Pawale R. G. – Member
4. Dr. Bais U.E. – Member
5. Dr. Solunke K.R.-. Member

### **Syllabus of Computer Literacy Programme:**

The computer literacy programmes include the basic syllabus of computer science like Ms office, Ms power point and use of computer for internet related day to day activities with addition whatsapp . Zoom meeting app, You tube, Google forms, Google classroom. The programme is completed in to total 20 periods of theory as well as practical of 50 minutes in both first semester and second semester.



| Sr. No | Units   | Theory | Practical |
|--------|---|--------|-----------|
| 1      | <b>Use of internet</b>  | 03     | 03        |
|        | 1.1 Operating the internet on Desktop, Laptop and mobiles     |        |           |
| 2      | <b>Google Classroom</b>                                       | 03     | 03        |
|        | 2.1 Need of Google classroom                                  |        |           |
|        | 2.2 Joining the Google classroom                              |        |           |
|        | 2.3 Download the content from Google Classroom                |        |           |
| 3      | <b>Power point Presentation</b>                               | 03     | 03        |
|        | 3.1 Installation of the Microsoft office in different devices |        |           |
|        | 3.2 Use of design and size of the slide                       |        |           |
|        | 3.3 how to make the animation of the slide and text           |        |           |
| 4.     | <b>ICT Tools</b>  | 05     | 05        |
|        | 4.1 Download and operating                                    |        |           |
|        | 4.2 Download the different tools on your mobile and desktop   |        |           |
|        | 4.3 how to operate the tools                                  |        |           |
|        | 4.4 How to use in the classroom                               |        |           |
| 5      | <b>OBS Studio</b>   | 03     | 03        |
|        | 5.1 Download the application on mobile and desktop            |        |           |
|        | 5.2. How to use the app                                       |        |           |
|        | 5.3 How to recording the video                                |        |           |
|        | 5.4 use of different function of OBS                          |        |           |
| 6      | <b>Screen Recording</b>                                       | 03     | 03        |
|        | 6.1 download the screen recorder on mobile and desktop        |        |           |
|        | 6.2 how to use for recording the video                        |        |           |
| 7.     | <b>Google forms for quiz</b>                                  | 03     | 03        |



|   |                                   |    |    |
|---|-----------------------------------|----|----|
|   | 7.1 open the Google form          |    |    |
|   | 7.2 setting of the quiz           |    |    |
|   | 7.3 insert the question           |    |    |
|   | 7.4 make a Google Spreadsheet     |    |    |
|   | 7.5 Collection of the google form |    |    |
|   | 7.6 Preparation of Results        |    |    |
| 8 | <b>Google forms for Unit Test</b> | 03 | 03 |
|   | 8.1 open the Google form          |    |    |
|   | 8.2 setting of the quiz           |    |    |
|   | 8.3 insert the question           |    |    |
|   | 8.4 make a Google Spreadsheet     |    |    |
|   | 8.5 Collection of the google form |    |    |
|   | 8.6 Preparation of Results        |    |    |

### Annual plan year 2021-2022:

At the beginning of the academic year the committee made the annual plane for execution of programme regarding the distribution of total periods, syllabus and practical sessions.

### Teaching faculty and distribution of work load

In the computer literacy programme Four teaching faculty had give the total workload. The time table designed for the computer literacy programme was as follows. The periods were conducted the available time of the students as per time table continuously for three weeks.

### Syllabus distribution and time table year 2021-2022:

| Sr. No | Units   | Name of teacher         |
|--------|---|-------------------------|
| 1      | <b>Use of internet</b>                                    | <b>Dr. Bais .U. E.</b>  |
|        | 1.1 Operating the internet on Desktop, Laptop and mobiles |                         |
| 2      | <b>Google Classroom</b>                                   | <b>Dr. K.R. Solunke</b> |
|        | 2.1 Need of Google classroom                              |                         |
|        | 2.2 Joining the Google classroom                          |                         |
|        | 2.3 Download the content from Google                      |                         |



|    |   |   |
|----|---|---|
|    | Classroom   |   |
| 3  | <b>Power point Presentation</b>                               | <b>Dr. Bais .U. E.</b>                                |
|    | 3.1 Installation of the Microsoft office in different devices |   |
|    | 3.2 Use of design and size of the slide                       |   |
|    | 3.3 how to make the animation of the slide and text           |   |
| 4. | <b>ICT Tools</b>  | <b>Dr. A. T. Shinde<br/>And<br/>Dr. Lokhande M.V.</b> |
|    | 4.1 Download and operating                                    |   |
|    | 4.2 Download the different tools on your mobile and desktop   |   |
|    | 4.3 how to operate the tools                                  |   |
|    | 4.4 How to use in the classroom                               |   |
| 5  | <b>OBS Studio</b>   | <b>Dr. Lokhande M.V.</b>                              |
|    | 5.1 Download the application on mobile and desktop            |   |
|    | 5.2. How to use the app                                       |   |
|    | 5.3 How to recording the video                                |   |
|    | 5.4 use of different function of OBS                          |   |
| 6  | <b>Screen Recording</b>                                       | <b>Dr. A. T. Shinde</b>                               |
|    | 6.1 download the screen recorder on mobile and desktop        |   |
|    | 6.2 how to use for recording the video                        | <b>Dr. A. T. Shinde</b>                               |
| 7. | <b>Google forms for quiz</b>                                  |   |
|    | 7.1 open the Google form                                      |   |
|    | 7.2 setting of the quiz                                       |   |
|    | 7.3 insert the question                                       |   |
|    | 7.4 make a Google Spreadsheet                                 |   |
|    | 7.5 Collection of the google form                             |   |
|    | 7.6 Preparation of Results                                    |   |



|   |                                   |                          |
|---|-----------------------------------|--------------------------|
| 8 | <b>Google forms for Unit Test</b> | <b>Dr. Lokhande M.V.</b> |
|   | 8.1 open the Google form          |                          |
|   | 8.2 setting of the quiz           |                          |
|   | 8.3 insert the question           |                          |
|   | 8.4 make a Google Spreadsheet     |                          |
|   | 8.5 Collection of the google form |                          |
|   | 8.6 Preparation of Results        |                          |

## **Implementation of the Programme during the Year for Semester – I and Semester-II.**

During this year Total 74 participants were enrolled for this course, out of the 36 faculty members and 38 students of B.A. and B.Sc. I, II, and III are enrolled for the Computer literacy Programme.

### **Outcomes of the pogrammes**

Due to the regular classes under the scheme of computer literacy programme in college the awareness of computer among the students was increased. They got the confidence in handling and using the computers. These critical computer and Internet skills are valued in today's academic and professional environments. This leads to success in education and employment since computer skills are integral to all areas of study and work.

Computer learning programs give students the opportunity to expand their horizons to learn skills they would not have the opportunity to acquire in the traditional classroom. Learning outcomes are user-friendly statements that tell students what they will be able to do at the end of a period of time.

### **Following are the major Outcomes of the programme :**

1. Being computer literate supports entrepreneurship.
2. It helps for Communication technology.
3. Enhance your employment opportunities.
4. Address the gap in your knowledge.
5. Computers Reconstruct Business Processes.
6. Business Essentials is Africa's premium networking and business directory.

## Photographs of Computer Literacy Programme Class Conducted



**Photo: Programme conducted in Presence of Chief Guest Dr. S. Deshmukh, Resource Person Dr. A. T. Shinde and Dr. Lokhande.**



**Photo: Faculty of the college conducted the computer literacy classes**



**Photo : Resource person Dr. Lokhande delivered the Lecture on Use of OBS studio in classroom**



**Photo : Resource person Dr. A. T. Shinde delivered the Lecture on Use of ICT tools in classroom**





**Photo : Resource person Dr. Bais .E. delivered the Lecture on Use of Power Point Presentation (PPT)**



**Photo : Resource person Dr. Solunke K.R. delivered the Lecture on Use of Google classroom**





**Photo: Students attained the Computer Literacy Programme**



**Photo : Mr. Balaji Jadhav expressed his remark about the Computer Literacy Programme**



**Photo: Vote of thanks by Mrs. Waghmare Madam Department of Hindi.**

# Indira Gandhi (Sr) College, CIDCO, Nanded

Organized One day Computer Literacy Programme for the Faculty

Subject: Use of ICT Tools in Online Teaching Learning Process

Date: 12/01/2022

Resource Person: 1) Dr. Lokhande M.V., Department of Zoology (Time: 11:00 to 12:00)

2) Dr. Shinde A.T., Department of Sociology (Time: 12:00 to 01:00)

| Sr. No. | Name of Faculty              | Department         | Signature |
|---------|------------------------------|--------------------|-----------|
| 1       | HADGUNDESANTOSH.K.           | MARATHI            |           |
| 2       | Dr Abhijeet.v.Khadkcar       | Physical Education |           |
| 3       | Dr. Shinde G.G.              | Political science  |           |
| 4       | Shinde S.K                   | history            |           |
| 5       | Pawar Hrishikesh N.          | chemistry          |           |
| 6       | Yadav Saiganesh.R            | Mathematics        |           |
| 7       | Boiware B.M.                 | Geography          |           |
| 8       | Mr. Bhosale G.M.             | Botany             |           |
| 9       | Mr. Mansare Abhay U.         | Economics          |           |
| 10      | Mr. Jadhav Balaji U.         | Geography          |           |
| 11      | Metkar Satish Kishan Rao     | Geography          |           |
| 12      | Waghmare M.P.                | Hindi              |           |
| 13      | Dr. Sharma.P.S               | Hindi              |           |
| 14      | Adhav sandhya shivhae        | Geography          |           |
| 15      | Badhale Kavita Kesha         | Geography          |           |
| 16      | Kurde V.A.                   | Pub Adm.           |           |
| 17      | Dr. Akhine Ranjana Vilhatrao | Phy. Educ          |           |
| 18      |                              |                    |           |

Co-ordinator



Principal  
Indira Gandhi Sr. College  
CIDCO NEW NANDED

INDIRA GANDHI (S) COLLEGE, CIDCO, NANDED

Organized Two days Computer Literacy Programme for the Faculty


Subject: Use of ICT Tools in Online Teaching Learning Process

Date: 12/01/2022 & 13/01/2022


Resource Person: 1) Dr. Lokhande M.V., Department of Zoology (Time: 11:00 to 12:00)

2) Dr. Shinde A.T., Department of Sociology (Time: 12:00 to 01:00)

| Sr. No. | Name of Faculty          | Department        | Signature |
|---------|--------------------------|-------------------|-----------|
| 1       | Adhav Sandhya Shivhar    | Geography         | Adhav     |
| 2       | Pawde Akshay Ashokadao   | Sanskrit          | Pawde     |
| 3       | Waghmare M. P.           | Hindi             | Waghmare  |
| 4       | Bodhale K. K.            | Geography         | Bodhale   |
| 5       | Karale V. A.             | Pub. Adm.         | Karale    |
| 6       | Dr. Akhane R. V.         | Phy. Edu          | Akhane    |
| 7       | Dr. Akhane R. V.         | Phy. Edu          | Akhane    |
| 8       | Karale V. A.             | R.A.              | Karale    |
| 9       | Dr. Shinde G. G.         | Political Science | Shinde    |
| 10      | Yadav Saigamesh R.       | Mathematics       | Yadav     |
| 11      | Bambharde Bhojrao        | Geography         | Bambharde |
| 12      | Murthy Abhay             | Eco               | Murthy    |
| 13      | Ketkar Satish Kishan Das | Geo               | Ketkar    |
| 14      | Jadhav Balaji U.         | Geo               | Jadhav    |
| 15      | Pawar H. N.              | Chemistry         | Pawar     |
| 16      |                          |                   |           |
| 17      |                          |                   |           |
| 18      |                          |                   |           |

  
Co-ordinator



  
Principal  
Indira Gandhi Sr. College  
CIDCO, NEW NANDED

# Indira Gandhi (Sr) College, CIDCO, Nanded

Organized Two days Computer Literacy Programme for the Faculty

Subject: Use of ICT Tools in Online Teaching Learning Process

Date: 12/01/2022 & 13/01/2022

Resource Person: 1) Dr. Lokhande M.V., Department of Zoology (Time: 11:00 to 12:00)

2) Dr. Shinde A.T., Department of Sociology (Time: 12:00 to 01:00)

Topic: Google Form for Quiz or Unit test

| Sr. No. | Name of Faculty          | Department | Signature   |
|---------|--------------------------|------------|-------------|
| 1       | Dr. Punam S. Sharma.     | Jindri     | [Signature] |
| 2       | Badhale Kavita K.        | Geography  | [Signature] |
| 3       | Dr. Adkine R.V.          | Phy. Edu.  | [Signature] |
| 4       | Adhav sandhya shivhar    | Geography  | [Signature] |
| 5       | Waghmare mamisha Ramdhan | Himeli     | [Signature] |
| 6       | Jadhav Balaji            | Geography  | [Signature] |
| 7       |                          |            |             |
| 8       |                          |            |             |
| 9       |                          |            |             |
| 10      |                          |            |             |
| 11      |                          |            |             |
| 12      |                          |            |             |
| 13      |                          |            |             |
| 14      |                          |            |             |
| 15      |                          |            |             |
| 16      |                          |            |             |
| 17      |                          |            |             |

[Signature]  
co-ordinator



[Signature]  
Principal  
Indira Gandhi Sr. College  
CIDCO, NEW NANDED

INDIRA GANDHI SR. COLLEGE, CIDCO, NANDED

Organized Three days Computer Literacy Programme for the Students  
Subject: Use of ICT Tools in Online Teaching Learning Process

Date: 04/05/2022 & 06/01/2022

Resource Person: 1) Dr. Bais U.E., Department of Zoology (Time: 12:00 to 01:00)


**Topic: Power Point Presentation**

| Sr. No. | Name of Students           | Class                        | Signature |
|---------|----------------------------|------------------------------|-----------|
| 1       | Bhondare Sakshi Sahebrao   | B.Sc III <sup>rd</sup> yr    | Bhondare  |
| 2       | Kambie Tejaswini Shiveam   | B.Sc III <sup>rd</sup> yr    | Tejaswini |
| 3       | Bagul Shivani Raju         | B.Sc III <sup>rd</sup> year  | Bagul     |
| 4       | Hambarde Vishnu Baliram    | B.Sc-II <sup>nd</sup> year   | Hambarde  |
| 5       | Narsane Disha Datta        | B.Sc I <sup>st</sup> year    | Disha     |
| 6       | Kawtikwar Sejal Sainath    | B.Sc. II <sup>nd</sup> year  | Sejal     |
| 7       | Shivani Madhukar Srisat    | B.Sc. II <sup>nd</sup> years | Shivani   |
| 8       | Kale Sneha Govindrao       | B.Sc II <sup>nd</sup> yr.    | Sneha     |
| 9       | Ghodajkar Pratiksha Madhav | B.Sc III <sup>rd</sup> yr    | Pratiksha |
| 10      | Panchal Shweta Prakash     | B.Sc III <sup>rd</sup> yr    | Panchal   |
| 11      | Godbole Mayuri Jnanardhan  | B.Sc III <sup>rd</sup> yr    | Godbole   |
| 12      | Godbole Rushikesh A.       | B.Sc III <sup>rd</sup> yr    | Rushikesh |
| 13      |                            |                              |           |
| 14      |                            |                              |           |
| 15      |                            |                              |           |
| 16      |                            |                              |           |
| 17      |                            |                              |           |
| 18      |                            |                              |           |
| 19      |                            |                              |           |
| 20      |                            |                              |           |
| 21      |                            |                              |           |
| 22      |                            |                              |           |
| 23      |                            |                              |           |
| 24      |                            |                              |           |

(Name of Lecturer)  
Dr. Bais U.E.

(Name of Co-ordinator)  
Dr. Lokhande U.V.



  
Principal  
Indira Gandhi Sr. College  
CIDCO, NEW NANDED




Organized Three days Computer Literacy Programme for the Students  
Subject: Use of ICT Tools in Online Teaching Learning Process

Date: 04/05/2022 & 06/01/2022

Resource Person: 1) Dr. Solumke K.R., Department of Environmental Science (Time: 12:00 to 01:00)


**Topic: Google Classroom**

| Sr. No. | Name of <del>Faculty</del> Students | Department Class              | Signature  |
|---------|-------------------------------------|-------------------------------|------------|
| 1       | more Gitanjali subhashrao           | B.Sc III <sup>rd</sup> year   | Gmore      |
| 2       | Lomte Vaibhavi Suhrao               | B.Sc. III <sup>rd</sup> yr.   | V          |
| 3       | Kalyankar Manjusha -Sudhakar        | B.Sc. III <sup>rd</sup> yr.   | Manjusha   |
| 4       | Vaishnavi -shashikant Kulkarni      | B.Sc. III <sup>rd</sup> yr.   | Vaishnavi  |
| 5       | Godbole Mayuri Jangadhar            | B.Sc. III <sup>rd</sup> yr.   | Mayuribale |
| 6       | Ghodajkar Pratiksha Madhav          | B.Sc. III <sup>rd</sup> yr.   | Pratiksha  |
| 7       | chittele Ravina Vyankati            | B.Sc. - III <sup>rd</sup> yr. | Ravina     |
| 8       | Govdekar Tejaswini Sunil            | B.Sc. - III <sup>rd</sup> yr. | Tejaswini  |
| 9       | Narsane Disha Datta                 | B.Sc. - I <sup>st</sup> yr.   | Disha      |
| 10      | Menka Ravindra Hazare               | B.Sc. III <sup>rd</sup> yr.   | Menka      |
| 11      | Doibale Jyoti Rajendra              | B.Sc. III <sup>rd</sup> yr.   | Doibale    |
| 12      | Priti Sudhakar Gaikwad              | B.Sc. I <sup>st</sup> yr.     | Priti      |
| 13      | Govde Anusaya Nagarao               | B.Sc. III <sup>rd</sup> yr.   | Govde      |
| 14      | Dhage Sandhya Sahebrao              | B.Sc. III <sup>rd</sup> year  | Sandhya    |
| 15      | Swami Nikita Rajanan                | B.Sc. III <sup>rd</sup> year  | Nikita     |
| 16      | mane shilpa Babarao                 | B.Sc. III <sup>rd</sup> year  | Mane       |
| 17      | kale Sumata Tukaram                 | B.A. III year                 | Sumata     |
| 18      | Kamble Shradha Chandu               | B.A. III year                 | Shradha    |
| 19      | Padse Ashvini Shankar               | B.A. III year                 | Ashvini    |
| 20      | Godbole Sandhya Nagarao             | B.A. III year                 | S.N.G.     |
| 21      | MAHALINGE POOJA                     | B.A. II year                  | Pooja      |
| 22      | More Vaishnavi                      | B.Sc. II year                 | V. More    |
| 23      | Maya Rama Waghmare                  | B.Sc. II <sup>nd</sup> year   | Maya       |
| 24      | Govale Rushikesh A.                 | B.Sc. III year                | Rushikesh  |

  
Dr. K.R. Solumke

  
(Co-ordinator)



  
Principal  
Indira Gandhi Sr. College  
CIDCO, NEW NANDED



**Co-ordinator**

Dr. Lokhande M.V.

Department of Zoology,

Indira Gandhi (Sr.) College, CIDCO, Nanded