

SAMAJ SEVA SHIKSHAN SANSTHA'S

# SHRI SHARADCHANDRAJI PAWAR SENIOR COLLEGE, NARANGWADI

(Arts & Science)

TQ. OMERGA DIST. OSMANABAD



Affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad (M.S.)

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Ref.No. *SSPSCN/60/2019-20/50*

Date : *09/03/2020*

## Memorandum of Understanding (MOU)

Between:

Shree Computer, Narangwadi Tq. Omerga Dist. Osmanabad

And

Shri Sharadchandraji Pawar Senior College, Narangwadi. Tq. Omerga Dist.  
Osmanabad

### Objective :

This Memorandum of Understanding (MOU) aims to establish a collaborative relationship between Shree Computer, Narangwadi, and Shri Sharadchandraji Pawar Senior College, Narangwadi, to enhance students' computing skills and promote technological proficiency among the student community.

### Terms and Conditions :

#### 1. Scope of Collaboration:

a. Shree Computer agrees to provide training sessions, workshops, and access to relevant resources to students of Shri Sharadchandraji Pawar Senior College in computing skills, including but not limited to training students

Ye in MSCIT course and computer literacy.

b. Shri Sharadchandraji Pawar Senior College agrees to facilitate the participation of its students in the training sessions and workshops provided by Shree Computer.

#### 2. Duration:

This MOU shall be effective for a period of 09/03/2020 and remain in effect until  
End Date: 01/03/2025 unless terminated earlier by mutual agreement or breach of terms.

*Ganesh*  
SHREE COMPUTER'S NARANGWADI  
TQ. OMERGA DIST. OSMANABAD  
ALC CODE - 36210167  
Prop- Shinde Ganesh  
Mob- 9527176363

*Bhavans*  
PRINCIPAL  
S.S.P Sr College, Narangwadi  
Tq. Omerga Dist. Osmanabad

### 3. Responsibilities:

#### a. Shree Computer, Narangwadi :

i. Design and deliver training programs tailored to the needs of students at Shri Sharadchandraji Pawar Senior College.

ii. Provide qualified instructors and necessary resources for the training sessions.

iii. Evaluate the progress of students and provide feedback for improvement.

#### b. Shri Sharadchandraji Pawar Senior College, Narangwadi:

i. Promote and encourage student participation in the training programs offered by Shree Computer.

ii. Provide necessary facilities for hosting workshops and training sessions, including classrooms and computer labs.

iii. Appoint a liaison officer to coordinate communication and logistics between the college and Shree Computer.

### 4. Financial Arrangements:

a. The training programs and workshops offered by Shree Computer shall be provided to students of Shri Sharadchandraji Pawar Senior College at a discounted rate of [insert discount percentage].

b. Any additional costs incurred, such as venue rental or materials, shall be borne by the respective party incurring such expenses, unless otherwise agreed upon in writing.

### 5. Confidentiality:

Both parties agree to maintain the confidentiality of any proprietary information shared during the course of collaboration and not to disclose such information to third parties without prior written consent.

### 6. Amendments:

Any amendments or modifications to this MOU shall be made in writing and duly signed by authorized representatives of both parties.

  
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Narangwadi, Tq. Omerga  
Tq. Omerga Dist. Osmanabad

# **Computing Skills**

## **Basic Computer Operations**

Title : Basic Computer Operations Workshop

Date : 13.08.2022

Venue : Narangwadi

Objective :

The workshop aimed to provide participants with an understanding of the fundamental components of a computer system and basic operations, including turning the computer on and off.

Resource Person :

Mr. Manoj pawar, an experienced IT trainer, conducted the workshop. mr. pawar has extensive experience in teaching computer basics to beginners.

Outcome :

Participants gained a clear understanding of the essential components of a computer system, including the monitor, keyboard, mouse, and CPU. They learned how to power on and shut down the computer properly, ensuring safe operation and prolonging the lifespan of the equipment.

Brief Report :

The Basic Computer Operations workshop was well-received by participants. Through hands-on demonstrations and interactive sessions, mr. pawar effectively explained the functionalities of each computer component and demonstrated the proper procedure for turning the computer on and off.

Participants actively engaged in the workshop, asking questions and seeking clarification where needed. Feedback from participants indicated a better understanding of computer basics and increased confidence in operating computers independently.

Overall, the workshop successfully achieved its objectives of familiarizing participants with basic computer operations and empowering them to use computers more effectively in their daily lives.



# **File Management**

## **File Management Training Session**

Date : 23.09.2022

Venue : Narangwadi

### **Objective :**

The training session aimed to equip participants with the skills necessary for effective file management on a computer's operating system.

### **Resource Person :**

Mr. Manoj Pawar, an IT professional with expertise in file management, led the training session.

Mr. Pawar has extensive experience in teaching file organization and management techniques.

### **Outcome :**

Participants learned how to create, save, rename, and organize files and folders on the computer's operating system. They gained practical skills for managing their digital files efficiently, enhancing productivity and workflow.

### **Brief Report :**

The File Management training session was highly beneficial for participants, providing them with essential skills for organizing and managing their digital files effectively. Mr. Pawar demonstrated various file management techniques and provided hands-on practice opportunities for participants to apply what they learned.

Participants actively participated in the training session, experimenting with different file organization methods and asking questions to clarify their doubts. Feedback from participants indicated a significant improvement in their file management abilities and a better understanding of organizing digital content.

# Word Processing

## Word Processing Skills Workshop

Date : 07.10.2022

Venue : Narangwadi

### **Objective :**

The workshop aimed to familiarize participants with word processing software and develop their skills in creating, editing, formatting, and saving documents.

### **Resource Person :**

Mr. manoj pawar, a certified Microsoft Office trainer, conducted the workshop. mr. pawar has extensive experience in teaching word processing skills to beginners.

### **Outcome :**

Participants gained proficiency in using word processing software to create various types of documents, including letters, essays, and reports. They learned how to format text, insert images, and apply styles to enhance the appearance of their documents.

### **Brief Report :**

The Word Processing Skills workshop was highly engaging and informative for participants. Mr. pawar provided step-by-step instructions and practical demonstrations to guide participants through the various features and functionalities of word processing software.

Participants actively practiced creating and formatting documents, receiving personalized feedback and tips from mr. pawar to improve their skills. Feedback from participants indicated a significant improvement in their word processing abilities and a newfound confidence in using word processing software.

Overall, the workshop successfully achieved its objectives of equipping participants with essential word processing skills that they can apply in their academic and professional endeavors.

# **Internet Basics**

## **Internet Basics Seminar**

Date : 28.12.2022

Venue : Narangwadi

Objective :

The seminar aimed to introduce participants to the basics of using the internet, including web browsing, searching for information, and navigating websites safely.

Resource Person :

Mr. Manoj Pawar, an IT consultant and internet expert, conducted the seminar. Mr. Manoj Pawar has extensive experience in teaching internet basics to beginners.

Outcome :

Participants gained a fundamental understanding of internet usage, including how to use a web browser to access websites, perform online searches, and evaluate the credibility of online information. They learned about internet safety practices to protect themselves from online threats.

Brief Report :

The Internet Basics seminar was well-received by participants, who found the information provided to be practical and relevant to their needs. Mr. Manoj Pawar explained complex concepts in a clear and accessible manner, making it easy for participants to understand.

Participants actively engaged in the seminar, asking questions and seeking clarification on topics such as internet privacy and security. Feedback from participants indicated a greater confidence in using the internet effectively and responsibly.

Overall, the seminar successfully achieved its objectives of introducing participants to internet basics and empowering them to navigate the online world safely and efficiently.

# **Email Skills**

## **Email Skills Training Workshop**

Date : 9 january 2023

Venue: Narangwadi

Objective:

The workshop aimed to teach participants how to set up and use email accounts, compose and send emails, attach files, and manage email contacts effectively.

Resource Person :

Mr. Manoj Pawar, an experienced IT professional, conducted the workshop. Mr. Manoj Pawar has extensive experience in teaching email skills to beginners.

Outcome :

Participants gained practical skills in setting up and using email accounts, composing professional emails, and managing email contacts efficiently. They learned how to attach files to emails and send them securely.

Brief Report :

The Email Skills Training workshop was highly interactive and engaging for participants. Mr. manoj pawar provided step-by-step instructions and demonstrations to guide participants through the process of setting up and using email accounts effectively.

Participants actively practiced composing and sending emails, receiving personalized feedback and tips from mr. manoj pawar to improve their email communication skills. Feedback from participants indicated a significant improvement in their email skills and a newfound confidence in using email for communication.

Overall, the workshop successfully achieved its objectives of equipping participants with essential email skills that they can apply in their academic, professional, and personal lives.



# **Online Communication**

## **Title : Online Communication Workshop**

Date : 10.01.2023

Venue : Narangwadi

### **Objective :**

The workshop aimed to introduce participants to basic online communication tools, such as instant messaging and video conferencing, and teach them how to use these tools effectively for connecting with others.

Resource Person :

Mr. Manoj pawar, an IT professional specializing in online communication tools, conducted the workshop. Mr. Manoj pawar has extensive experience in teaching online communication skills to beginners.

### **Outcome :**

Participants gained practical skills in using basic online communication tools to connect with others, collaborate on projects, and share information effectively. They learned how to communicate professionally and respectfully in online environments.

### **Brief Report :**

The Online Communication workshop was highly interactive and hands-on for participants. Mr. Manoj pawar provided demonstrations and guided participants through the process of using various online communication tools.

Participants actively practiced using instant messaging and video conferencing tools, receiving personalized feedback and tips from Mr. Manoj pawar to improve their online communication skills. Feedback from participants indicated a significant improvement in their ability to communicate effectively online.

Overall, the workshop successfully achieved its objectives of introducing participants to basic online communication tools and empowering them to connect with others in virtual environments.

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# **Report on Spreadsheets Workshop**

## **Introduction to Spreadsheets : Basic Budgeting and Data Organization**

Date : 13.02.2023

Venue : Narangwadi

### **Objective :**

The workshop aimed to introduce participants to spreadsheet software and equip them with skills to create simple budgets, organize data, and perform basic calculations.

### **Outcome :**

Participants were introduced to spreadsheet software, such as Microsoft Excel or Google Sheets, and learned the fundamentals of creating and formatting spreadsheets. They gained hands-on experience in creating simple budgets, organizing data into tables, and performing basic calculations using formulas and functions.

The workshop covered essential spreadsheet concepts, including:

1. Cell referencing: Participants learned how to reference cells to perform calculations and create formulas.
2. Formatting: They learned how to format cells, rows, and columns to make data more readable and visually appealing.
3. Data organization: Participants practiced organizing data into tables and using features like sorting and filtering to manage large datasets efficiently.
4. Basic calculations: They learned how to use built-in functions like SUM, AVERAGE, and MAX to perform calculations and analyze data.

Participants actively engaged in practical exercises and case studies, applying spreadsheet techniques to real-life scenarios. By the end of the workshop, participants had developed a basic understanding of spreadsheet software and its applications in budgeting, data organization, and analysis.

The workshop concluded with a recap of key concepts and resources for further learning. Participants left the workshop with newfound confidence in their ability to use spreadsheets for various tasks and a solid foundation for future exploration of more advanced spreadsheet functionalities.

Overall, the Introduction to Spreadsheets workshop was successful in achieving its objectives and empowering participants with valuable spreadsheet skills.

# **Report on Online Safety and Security Workshop**

## **Importance of Online Safety Practices**

Date : 10.03.2023

Venue : Narangwadi

### **Objective :**

The workshop aimed to raise awareness about the importance of online safety practices and provide participants with tools and strategies to protect themselves from online threats.

Outcome:

Participants gained a deeper understanding of online safety practices, including creating strong passwords, recognizing phishing attempts, and avoiding malware. The workshop covered the following key topics :

1. Password security: Participants learned the importance of creating strong, unique passwords for each online account and how to use password managers to securely store and manage passwords.
2. Phishing awareness: They learned how to recognize common phishing scams, such as fraudulent emails and websites, and how to avoid falling victim to them.
3. Malware prevention: Participants learned about different types of malware, such as viruses, spyware, and ransomware, and how to protect their devices by installing antivirus software and keeping their operating systems and software up to date.

The workshop included interactive discussions, case studies, and practical tips for staying safe online. Participants were encouraged to apply the knowledge gained in the workshop to their everyday online activities and share the information with their peers and family members.

By the end of the workshop, participants had a better understanding of the potential risks of the online world and felt more empowered to protect themselves and their personal information online.

# **Report on Troubleshooting Workshop**

## **Developing Basic Troubleshooting Skills**

Date : 07.02.2023

Venue : Narangwadi

### **Objective :**

The workshop aimed to equip participants with basic troubleshooting skills to address common computer problems such as frozen screens, printer issues, and internet connectivity problems.

### **Outcome :**

Participants learned essential troubleshooting techniques and strategies to identify and resolve common computer problems. The workshop covered the following key areas:

1. System diagnostics: Participants learned how to diagnose common hardware and software issues by observing error messages, checking connections, and using built-in diagnostic tools.
2. Software troubleshooting: They learned how to troubleshoot software-related issues such as application crashes, slow performance, and software conflicts.
3. Hardware troubleshooting: Participants learned how to troubleshoot hardware problems such as malfunctioning peripherals, overheating, and hardware failures.
4. Internet connectivity: They learned how to troubleshoot internet connectivity issues such as slow or intermittent connections, router problems, and DNS configuration issues.

The workshop included hands-on exercises and case studies, allowing participants to practice troubleshooting techniques in a simulated environment. Participants were encouraged to approach troubleshooting systematically, starting with simple solutions and gradually escalating to more complex troubleshooting steps if necessary.

By the end of the workshop, participants had developed confidence in their ability to troubleshoot common computer problems and were better equipped to resolve issues independently.