LBRD Arts & Commerce Mahila Mahavidyalaya, Nashik Road
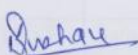
Digital Literacy Course Time Table

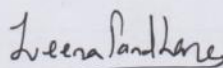## 2015-16

Date	Name of the Resource Person	Topic	Time
6/10/15	Sameer Kulkarni and Nilesh Tikale	How to opterate Elements of computer MS office – file opening, saving	3.00 to 5.00
7/10/15	Sameer Kulkarni and Nilesh Tikale	Perform operations on the computer	3.00 to 5.00
8/10/15	Sameer Kulkarni and Nilesh Tikale	Practical session	12.30 to 2.30
8/10/15	Sameer Kulkarni and Nilesh Tikale	Internet, use a search engine, searching info.	3.00 to 5.00
9/10/15	Sameer Kulkarni and Nilesh Tikale	Practical session	12.30 to 2.30
9/10/15	Sameer Kulkarni and Nilesh Tikale	Register for a web based e-mail account t,using it and opening mail and access emails	3.00 to 5.00
10/10/15	Sameer Kulkarni and Nilesh Tikale	Practical session	12.30 to 2.30
10/10/15	Sameer Kulkarni and Nilesh Tikale	Financial literacy, Bank, types of bank account opening, types of accounts, types of cheques, Banking services including remittance loan, e-banking	3.00 to 5.00
12/10/15	Sameer Kulkarni and Nilesh Tikale	Practical session	12.30 to 2.30
12/10/15	Sameer Kulkarni and Nilesh Tikale	how to use -ATM, Password, Mobile banking. Cyber Security	3.00 to 5.00
14/10/15	Sameer Kulkarni and Nilesh Tikale	Practical session	12.30 to 2.30
14/10/15	Sameer Kulkarni and Nilesh Tikale	Online banking – bill Payment, money transaction, booking of train, bus airline tickets,	3.00 to 5.00
15/10/15	Sameer Kulkarni and Nilesh Tikale	Practical session	12.30 to 2.30
15/10/15	Sameer Kulkarni and Nilesh Tikale	Agricultural operation land record through	3.00 to 5.00

		internet, cost of agri.product in various markets,	
16/10/15	Sameer Kulkarni and Nilesh Tikale	Practical session	12.30 to 2.30
16/10/15	Sameer Kulkarni and Nilesh Tikale	Various office info collect through internet,	3.00 to 5.00
17/10/15	Sameer Kulkarni and Nilesh Tikale	Practical session	12.30 to 2.30
17/10/15	Sameer Kulkarni and Nilesh Tikale	Creating word document, Editing, formatting of text and printing of word document	3.00 to 5.00

During the course day one hour practice session is conducted.

Coordinator

Dr. K.D.Kusahre

Principal

LBRD Arts & Commerce Mahila Mahavidyalaya, Nashik Road

Digital Literacy Course Time Table

2015-16

Date	Name of the Resource Person	Topic	Time
14/10/15	Sandeep Warungse	How to opterate Elements of computer MS office – file opening, saving	3.00 to 5.00
15/10/15	Sandeep Warungse	Perform operations on the computer	3.00 to 5.00
16/10/15	Sandeep Warungse	Internet, use a search engine, searching info.	3.00 to 5.00
17/10/15	Sandeep Warungse	Practical session	12.30 to 2.30
17/10/15	Sandeep Warungse	Register for a web based e-mail account t,using it and opening mail and access emails	3.00 to 5.00
20/10/15	Sameer Kulkarni and Nilesh Tikale	Practical session	12.30 to 2.30
20/10/15	Sameer Kulkarni and Nilesh Tikale	Financial literacy, Bank, types of bank account opening, types of accounts, types of cheques, Banking services including remittance loan, e-banking how to use -ATM, Password, Mobile banking. Cyber Security	3.00 to 5.00
21/10/15	Sameer Kulkarni and Nilesh Tikale	Practical session	12.30 to 2.30
21/10/15	Sameer Kulkarni and Nilesh Tikale	Online banking – bill Payment, money transaction, booking of train, bus airline tickets,	3.00 to 5.00
22/10/15	Sameer Kulkarni and Nilesh Tikale	Practical session	12.30 to 2.30
22/10/15	Sameer Kulkarni and Nilesh Tikale	Agricultural operation land record through internet, cost of agri.product in various markets,	3.00 to 5.00

24/10/15	Sameer Kulkarni and Nilesh Tikale	Practical session	12.30 to 2.30
24/10/15	Sameer Kulkarni and Nilesh Tikale	Various office info collect through internet,	3.00 to 5.00
26/10/15	Sameer Kulkarni and Nilesh Tikale	Practical session	12.30 to 2.30
26/10/15	Sameer Kulkarni and Nilesh Tikale	Various office info collect through internet,	3.00 to 5.00
28/10/15	Sameer Kulkarni and Nilesh Tikale	Practical session	12.30 to 2.30
28/10/15	Sameer Kulkarni and Nilesh Tikale	Practical session	3.00 to 5.00

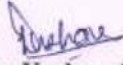**Coordinator**

Dr. K.D.Kusahre

Principal

Nashik Shikshan Prasarak Mandal's

Late.Bindu Ramrao Deshmukh, Arts & Commerce
Mahila Mahavidyalaya
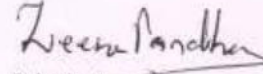
Sane Guruji Nagar, Nashik Road, Nashik -422101
url:http://nspm.mahilacollege.in,email.nspmacmm@yahoo.co.in, Tel.:0253-2465967
(ID.No.PU/NS/AC/54/1998)

Certificate

This is to certify that the 'Digital Literacy' Programme has been conducted in our college from the academic year 2015-16. Below is given the description of the programme.

Sr.No	Year	Duration (10 Days)	Time	No of Students	No of Resource Persons
01	2015-2016	06/10/2015 to 17/10/2015	3.00 to 05.00	45	2
02	2015-2016	14/10/2015 to 28/10/2015	3.00 to 05.00	35	2

Dr. Kushare Karuna
Coordinator

Principal

PRINCIPAL
N.S.P.M's Late Bindu Ramrao Deshmukh
Arts & Commerce Mahila Mahavidyalaya,
Jail Road, Nasik Road-422 101

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इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग (डीईआईटीवाई)
संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
की योजना के अन्तर्गत
Under the scheme of
Department of Electronics & Information Technology (DeitY)
Ministry of Communications & Information Technology, Government of India

डिजिटल साक्षरता अभियान (दिशा)
National Digital Literacy Mission

डिजिटल साक्षरता का अधिमूल्यन
APPRECIATION OF DIGITAL LITERACY

प्रमाणपत्र
CERTIFICATE

आधार संख्या Aadhaar No	:770422953504
नाम Name	:ROSHANI PRAVIN BARVE
माता का नाम Mother's Name	:JYOTI
पिता का नाम Father's Name	:PRAVIN
संरक्षक का नाम Guardian's Name	:

यह प्रमाणित किया जाता है कि उपर्युक्त अभ्यर्थी ने राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग (डीईआईटीवाई) संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार की योजना "राष्ट्रीय डिजिटल साक्षरता मिशन" के अंतर्गत, राष्ट्रीय इलेक्ट्रॉनिकी एव सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं) द्वारा DECEMBER-2015 में आयोजित "डिजिटल साक्षरता का अधिमूल्यन" की परीक्षा को सफलतापूर्वक उत्तीर्ण किया है।

This is to certify that above mentioned candidate has successfully passed "APPRECIATION OF DIGITAL LITERACY" examination conducted by National Institute of Electronics and Information Technology (NIELIT) during DECEMBER-2015 under the scheme "National Digital Literacy Mission" of Department of Electronics & Information Technology (DeitY), Ministry of Communications & Information Technology, Government of India.

Document certified by ANURAG SHAH <anurag@nielit.gov.in>.

IQAC Coordinator
NSPM's Late Bindu Ramrao Deshmukh
Arts & Commerce Mahila Mahavidyalaya,
Nashik Road-422

Digitally signed by ANURAG SHAH
Date: 2015.12.18 02:56:40 IST
Reason: Issuance of computer system generated Digitally Signed
Certificate for NDLM Level 1 exams.
Location: New Delhi

निर्गमन दिनांक
DATE OF ISSUE 17-12-2015

PRINCIPAL
N.S.P.M's Late Bindu Ramrao Deshmukh
Arts & Commerce Mahila Mahavidyalaya,
Jail Road, Nasik Road-422 101

परीक्षा नियंत्रक (रा.इ.सू.प्रौ.स)
CONTROLLER OF EXAMINATIONS (NIELIT)

स्थान नई दिल्ली
PLACE NEW DELHI

Syllabus of Digital India

AWARENESS IN COMPUTER CONCEPTS (ACC)

OBJECTIVE:

By undergoing the Awareness in Computer Concepts (ACC), one should be able to acquire basic knowledge on computer & its usage by understanding the following skills:

- How to operate the elements of a computer
- Perform operations on the computer
- Access the Internet and finding information of interest
- Register for a web-based e-mail account and using it, Opening of e-mail attachments
- Understanding Financial Literacy
- Digital Literacy to understand the concept of Online Banking
- Create, edit and format documents using a word processor

The module on financial literacy will enable the individuals to understand the various financial services and be aware of the various schemes of Government of India.

COURSE DURATION:

20 hours

ELIGIBILITY:

No minimum qualification is required for applying and appearing for the examination in Awareness of Computer Concepts (ACC).
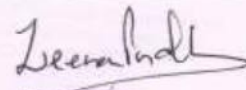
Certificate could be awarded to the candidates after completion of the course.

SYLLABUS OUTLINE

Module 1 - How to operate the elements of a computer:
Operate the elements of a computer including power chord, power switch, network connecting cable, USB ports, Mouse (click , click and drag, double click, right click (for the context menu)), Keyboard (some of the more common letters, enter, backspace, shift, tab and arrows), interface icons, GUI Elements (use the menu, resize a window, minimize a window, maximize a window, move a window, locate items in Start Menu, using the scrollbar) Editing Options (copy, paste, cut, undo, redo, spell check)
Module 2 - Perform operations on the computer:
Perform operations including switching on the computer, logging in, locating a file, opening a file, printing a document, storing a file with proper extension, creating a folder/ sub folder in a volume on hard disk and desk top, shifting files from one folder to another, shutting off the computer under Windows O.S.
Module 3 - Access the Internet and finding information of interest:
Access the Internet, use a search engine, and find information on a topic of interest
Module 4 - Register for a web-based e-mail account and using it, Opening of e-mail attachments:
Register for a web-based e-mail account, log in and log out of an e-mail account, access email with

1

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Arts & Commerce Mahila Mahavidyalaya,
Jail Road, Nasik Road-422 101

attachments, Opening an attachment and saving it, reply to an e-mail, forward an e-mail and delete an e-mail message

Module 5 - Understanding Financial Literacy:

Why savings are needed, Why save in a bank, Banking products-ATM card, Banking Instruments-Cheque, Demand Draft (DD), Banking Services Delivery Channels, Know Your Customer (KYC), Opening of bank account and documents required, Types of bank accounts, Bank's services including remittances, loan, mobile banking, Overdraft, Pension etc., Pradhan Mantri Jan Dhan Yojana (PMJDY), password security and ATM withdrawal, Insurance, Social Security Schemes-Atal Pension Yojana (APY), Pradhan Mantri Suraksha Bima Yojana (PMSBY), Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY), Pradhan Mantri Mudra Yojana (PMMY).

Module 6 – Digital Literacy to understand the concept of Online Banking

Make bill payments, Make money transaction through online banking, book train and bus tickets, pension transactions, seek information on agricultural operations and land records, and interact with employment exchange, municipalities, gram panchayats, police and passport offices
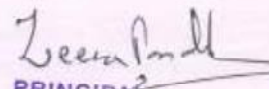
Module 7 - Create, edit and format documents using a word processor:

Word Processing Basics, Creating, Editing and Formatting of text, Saving and Printing of word document

ALLOCATION OF TOTAL HOURS FOR EACH CHAPTER

Module	Chapter	Allocated Hours
1	How to operate the elements of a computer	3
2	Perform operations on the computer	3
3	Access the Internet and finding information of interest	2
4	Register for a web-based e-mail account and using it, Opening of e-mail attachments	3
5	Understanding Financial Literacy	2
6	Digital Literacy to understand the concept of Online Banking	3
7	Create, edit and format documents using a word processor	4
	Total Hours	20

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Nashik Road-422 101

PRINCIPAL
N.S.P.M's Late Bindu Ramrao Deshmukh
Arts & Commerce Mahila Mahavidyalaya,
Jail Road, Nasik Road-422 101

2

क्रम संख्या/Sl. No. ......N00900000414199........

डिजिटल साक्षरता अभियान

डिजिटल साक्षरता अभियान (दिशा)
National Digital Literacy Mission (NDLM)

राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
National Institute of Open Schooling (NIOS)
(An Autonomous Institution under MHRD, Govt. of India)

नामांकन संख्या/Enrollment No. 358836163620

डिजिटल साक्षरता का अधिमूल्यन
APPRECIATION OF DIGITAL LITERACY

प्रमाणपत्र
CERTIFICATE

नाम/*Name* : POOJA ARUN BHALERAO

माता का नाम/*Mother's Name* : SUNITA ARUN BHALERAO

पिता का नाम/*Father's Name* : ARUN SHAMSUNDAR BHALERAO

संरक्षक का नाम/*Guardian's Name* :

आधार संख्या/*Aadhaar No* : 358836163620

यह प्रमाणित किया जाता है कि उपर्युक्त शिक्षार्थी ने राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी विभाग (डीआईटीवाई) संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार की योजना "राष्ट्रीय डिजिटल साक्षरता मिशन" के अंतर्गत, राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान (एनआईओएस) द्वारा ....20-Feb-16........ में आयोजित "डिजिटल साक्षरता का अधिमूल्यन" की परीक्षा को सफलतापूर्वक पूरा किया।

This is to certify that above mentioned learner has successfully completed "APPRECIATION OF DIGITAL LITERACY" examination conducted by The National Institute of Open Schooling (NIOS) during ....20-Feb-16........ under the scheme "National Digital Literacy Mission" of Department of Electronics & Information Technology (DeitY), Ministry of Communications & Information Technology, Government of India

Signature valid

Digitally signed by C D ... UMAN
Date: 2016.04... 21... ... IST
Reason: Digital ... Certificate for NDLM/DISHA
Location: NOIDA

मुख्य कार्यकारी अधिकारी, सीएससी
Chief Executive Officer, CSC

निदेशक (मूल्यांकन), एनआईओएस
Director (Evaluation), NIOS

दिनांक/Date:

This is a computer generated digitally signed certificate issued with the particulars filed in the examination form by the learner themselves.

क्रम संख्या/Sl. No. ...... N00000000089820........

राष्ट्रीय एवं सूचना प्रौद्योगिकी विभाग (डीआईटीवाई) अन्तर्गत सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार की योजना के अंतर्गत
Under the scheme of Department of Electronics & Information Technology (DeitY) Ministry of Communications & Information Technology,
Government of India

डिजिटल साक्षरता अभियान
डिजिटल साक्षरता अभियान (दिशा)
National Digital Literacy Mission (NDLM)

राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
National Institute of Open Schooling (NIOS)
(An Autonomous Institution under MHRD, Govt. of India)

नामांकन संख्या/Enrollment No. 810787896848

डिजिटल साक्षरता का अधिमूल्यन
APPRECIATION OF DIGITAL LITERACY

प्रमाणपत्र
CERTIFICATE

नाम/*Name*	:	PRERANA PRADEEP KULKARNI
माता का नाम/*Mother's Name*	:	PRANJALI PRADEEP KULKARNI
पिता का नाम/*Father's Name*	:	PRADEEP KULKARNI
संरक्षक का नाम/*Guardian's Name*	:	
आधार संख्या/*Aadhaar No*	:	810787896848

यह प्रमाणित किया जाता है कि उपर्युक्त शिक्षार्थी ने राष्ट्रीय इलेक्ट्रोनिकी एवं सूचना प्रौद्योगिकी विभाग (डीईआईटीवाई) संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार की योजना "राष्ट्रीय डिजिटल साक्षरता मिशन" के अंतर्गत, राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान (एनआईओएस) द्वारा .... 9-Dec-15 .... में आयोजित "डिजिटल साक्षरता का अधिमूल्यन" की परीक्षा को सफलतापूर्वक पूरा किया।

This is to certify that above mentioned learner has successfully completed "APPRECIATION OF DIGITAL LITERACY" examination conducted by The National Institute of Open Schooling (NIOS) during........ 9-Dec-15 .... under the scheme "National Digital Literacy Mission" of Department of Electronics & Information Technology (DeitY), Ministry of Communications & Information Technology, Government of India

Signature valid

Digitally signed by C D ... UMAN
Date: 2016.04.0 ... 03: ... 04 IST
Reason: Digital ... Certificate for
NDLM/DISHA
Location: NOIDA

मुख्य कार्यकारी अधिकारी, सीएससी
Chief Executive Officer, CSC

निदेशक (मूल्यांकन), एनआईओएस
Director (Evaluation), NIOS

दिनांक/Date:

This is a computer generated digitally signed certificate issued with the particulars filled in the examination form by the learners themselves.

IQAC Coordinator
NSPM's Late Bindu Ramrao Deshmukh
Arts & Commerce Mahila Mahavidyalaya,
Nashik Road-422 101

PRINCIPAL
N.S.P.M's Late Bindu Ramrao Deshmukh
Arts & Commerce Mahila Mahavidyalaya,
Jail Road, Nashik ...