Ested 1969

I/C Principal
Prof. Dr. V. A. Kalantre
M.Sc. Ph. D.

Koyana Education Society's
BALASAHEB DESAI COLLEGE, PATAN
Arts, Commerce, Science (UG & PG), B.C.A., B. Com. IT, Junior & Vocational
बाळासाहेब देसाई कॉलेज, पाटण
कला, वाणिज्य, विज्ञान (पदवी व पदव्युत्तर), बी.सी.ए., बी.कॉम आय.टी. कनिष्ठ आणि व्यवसाय अभ्यासक्रम
Patan - 415206, Dist- Satara (Maharastra)
Phone: (02372) 283047, E-Mail- str_bdcp@rediffmail.com, Website: www.bdcp.edu.in
NAAC 'A+' 'Grade' (CGPA 3.35), DST-FIST (O Level), DBT STAR College

A+ NAAC CGPA 3.35

ISO

Ref No 46 /2026-27

Date: 01/05/26

महत्वाची सूचना

ग्रंथालय विभाग

महाविद्यालयातील **Skill Enhancement Course (SEC)- "MS-Word Certificate course "** मध्ये सहभागी होणाऱ्या विद्यार्थ्यांना कळवणेत येते की, सदर कोर्सचे उद्घाटन **सोमवार दि. 04/05/2026** रोजी **सकाळी 11.00** वाजता **Multimedia Center** मध्ये होणार आहे. तरी सर्व सहभागी विद्यार्थ्यांनी उद्घाटन कार्यक्रमासाठी उपस्थित राहावे.

उद्घाटनानंतर रोज मल्टिमीडिया सेंटर मध्ये सकाळी 10 ते 11 या वेळेत नियमित तास सुरु राहतील. सर्व विद्यार्थ्यांनी कोर्ससाठी उपस्थित राहावे.

Balasaheb Desai College, Patan * Estd. 1969

PRINCIPAL
Balasaheb Desai Collage Patan
Tal. Patan Dist.Satara 415206 (MH)

Ested 1969

I/C Principal
Prof. Dr. V. A. Kalantre
M.Sc. Ph. D.

Koyana Education Society's
BALASAHEB DESAI COLLEGE , PATAN
Arts, Commerce, Science (UG & PG), B.C.A., B. Com. IT, Junior & Vocational
बाळासाहेब देसाई कॉलेज, पाटण
कला , वाणिज्य, विज्ञान (पदवी व पदव्युत्तर) , बी.सी.ए. , बी.कॉम आय.टी. कनिष्ठ आणि व्यवसाय अभ्यासक्रम
Patan - 415206 , Dist- Satara (Maharastra)
Phone : (02372) 283047, E-Mail- str_bdcp@rediffmail.com, Website: www.bdcp.edu.in
NAAC 'A+' 'Grade' (CGPA 3.35), DST-FIST (O Level), DBT STAR College

A+ NAAC CGPA 3.35
ISO

जा.क्र. 47/2026-27

दिनांक – 27-03-2026

सूचना

ग्रंथालय विभाग

महाविद्यालयातील सर्व विद्यार्थ्यांना कळवण्यात येते की , ग्रंथालय विभागाच्या वतीने **कौशल्य वृद्धींगत अभ्यासक्रम** (SEC)अंतर्गत "**एमएस-वर्ड सर्टिफिकेट कोर्स**" हा कोर्स दि. 04 May 2026 पासून सुरु केला जाणार आहे.

ज्यांना या अभ्यासक्रमात सहभागी व्हायचे आहे. त्यांनी आपली नावे ग्रंथपाल प्रा. अनिल पाटील यांचेकडे दि. 27 April 2026 पर्यंत नोंदवावीत.

या SEC कोर्सच्या माध्यमातून विद्यार्थ्यांना ग्रंथालय संगणकीकरण व आधुनिक तंत्रज्ञानाचे प्रशिक्षण व मार्गदर्शन केले जाणार आहे. हा कोर्स एक महिना कालावधीत पूर्ण होणार आहे.तरी जास्तीत- जास्त विद्यार्थ्यांनी यामध्ये सहभाग घ्यावा.

Balasaheb Desai College Patan

I/C PRINCIPAL
Balasaheb Desai Collage Patan
Tal. Patan Dist.Satara 415206 (MH)

Koyana Education Society's

Balasaheb Desai College, Patan.

Department of Library

(2026-27)

Skill Enhancement Course (SEC)

"MS-Word Certificate course"

Inauguration Function



Introduction - **Mr. A.S.Patil**

Chief Guest - **Dr. B.J.Raskar**

Chair Person - **Prin. Dr.V. S. Kalantre**

Chief of Presence - **Mr. Kadam M.M.**

Vote of Thanks - **Ku.Ghadge A.P.**

Day & Date - **04/05/2026**

Venue - **Multimedia Center**

Librarian
Balasaheb Desai College, Patan
Dist. Satara 415206 (Maharashtra)

Balasaheb Desai College, Patan Dist. Satara Estd. 1969

PRINCIPAL
Balasaheb Desai Collage Patan
Tal. Patan Dist.Satara 415206 (MH)

Ested 1969

I/C Principal
Prof. Dr. V. A. Kalantre
M.Sc. Ph. D.

Koyana Education Society's
BALASAHEB DESAI COLLEGE, PATAN
Arts, Commerce, Science (UG & PG), B.C.A., B. Com. IT, Junior & Vocational
बाळासाहेब देसाई कॉलेज, पाटण
कला, वाणिज्य, विज्ञान (पदवी व पदव्युत्तर), बी.सी.ए., बी.कॉम आय.टी. कनिष्ठ आणि व्यवसाय अभ्यासक्रम
Patan - 415206, Dist- Satara (Maharastra)
Phone: (02372) 283047, E-Mail- str_bdcp@rediffmail.com, Website: www.bdcp.edu.in
NAAC 'A+' 'Grade' (CGPA 3.35), DST-FIST (O Level), DBT STAR College

A+ NAAC CGPA 3.35
ISO

जा.क्र. 42/2026-27

दिनांक – 01-05-2026

Skill Enhancement Courses (SEC)

कौशल्य वृद्धिंगत अभ्यासक्रम

2026-27

B.D.C. ग्रंथालय विभाग

कोर्स – MS-Word Certificate course

कालावधी – 04 May 2026 ते 30 May 2026

अ.न.	अभ्यासक्रमाचे विषय	अध्यपक	गुण
1	**INRTODUCTIONS OF MS WORD**	Mr. Kadam M.M.	10
2	**HOME & INSERT TOOLBARS**	Ku. Ghadage A.P.	10
3	**FORMAT & PAGE LAYOUT TOOLBARS**	Mr. Patil A.S.	10
4	**MAILINGS TOOLBARS**	Mr. Kadam M.M.	10
5	**SHORTCUT KEYS**	Mr. Patil A.S.	10
			50

Pattern of Question paper

प्रश्न	प्रश्न स्वरूप	एकूण गुण
01 ते 25	बहुपर्यायी वस्तुनिष्ठ प्रश्न (MCQ) योग्य पर्याय निवडा (प्रत्येकी ०२ गुणाचे २५ प्रश्न)	50

Librarian
Balasaheb Desai College, Patan
Dist. Satara 415206 (Maharashtra)

I/C PRINCIPAL
Balasaheb Desai College Patan
Tal. Patan Dist. Satara 415206 (MH)

B.D.C. ग्रंथालय विभाग

Skill Enhancement Courses (SEC)

कौशल्य वृद्धिंगत अभ्यासक्रम **2026-27**

कोर्स – MS-Word Certificate course

Time Table

कालावध – 04 May 2026 ते 30 May 2026

स्थळ - Multimedia Center

वेळ – दररोज **10.00 pm** ते **11.00 pm**

अ.न.	अभ्यासक्रमाचे विषय	अध्यपक	Date	गुण
1	**INRTODUCTIONS OF MS WORD**	Mr. Kadam M.M.	**1st Week**	10
2	**HOME & INSERT TOOLBARS**	Ku. Ghadage A.P.	**2nd Week**	10
3	**FORMAT & PAGE LAYOUT TOOLBARS**	Mr. Patil A.S.	**3rdWeek**	10
4	**MAILINGS TOOLBARS**	Mr. Kadam M.M.	**4th Week**	10
5	**SHORTCUT KEYS**	Mr. Patil A.S.	**4th Week**	10
Exam 30/05/2026				
05/06/2026 Certificate Distribution Ceremony				

Balasaheb Desai College, Patan Est. 1989

Librarian
Balasaheb Desai College, Patan
Dist. Satara 415206 (Maharashtra)

PRINCIPAL
Balasaheb Desai Collage Patan
Tal. Patan Dist.Satara 415206 (MH)

Koyana Education Society's

Balasaheb Desai College, Patan.

Inauguration Function

Department of Library

2026-27

Name of the Activity - " Skill Enhancement Course (SEC) "

" MS-Word Certificate course "

Date – 04/05/2026

Venue - Multimedia Center



Prin. Dr. S. D. Pawar, Prof. Anil Patil, Dr.Kate H.V., Mr. Nalawade Rajendra, Mr. M.M.Kadam, Kum.Asmita Ghadge

Objective of Activity- Providing information and training to student about the working of librarianship.

Outcomes of Activity The student acquired the skills of librarianship

Name of The Guest- Dr.Kate H.V

Chair Person of Activity- Prin. Dr. S. D. Pawar

Vote Of Thanks- Mr.Kadam M.M.

Librarian
Balasaheb Desai College, Patan
Dist. Satara 415206 (Maharashtra)

Balasaheb Desai College, Patan Estd. 1959 Dist. Satara

I/c PRINCIPAL
Balasaheb Desai Collage Patan
Tal. Patan Dist.Satara 415206 (MH)

Koyana Education Society's

Balasaheb Desai College, Patan.

Lecher Report

Department of Library

2026-27

Name of the Activity - " Skill Enhancement Course (SEC) "

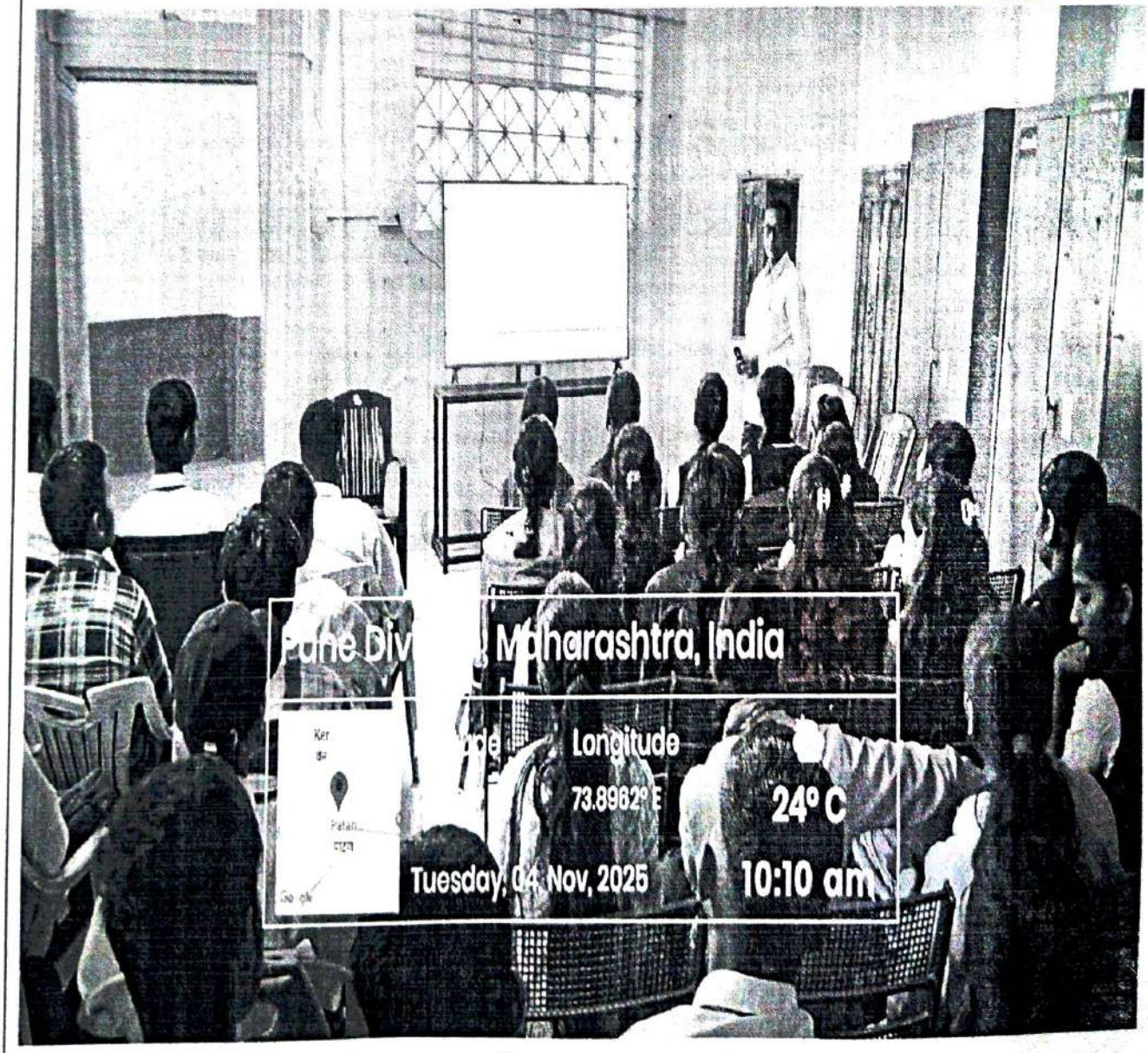
"MS-Word Certificate course"

Mr. Kadam M.M.

INRTODUCTIONS OF MS WORD

Venue - Multimedia Centre

Balasaheb Desai College, Patan. Estd. 1989



Koyana Education Society's

Balasaheb Desai College, Patan.

Lecher Report

Department of Library

2026-27

Name of the Activity - " Skill Enhancement Course (SEC) "

"MS-Word Certificate course"

Ku. Ghadage A.P.

HOME & INSERT TOOLBARS

Venue - Multimedia Centre



Koyana Education Society's

Balasaheb Desai College, Patan.

Lecher Report

Department of Library

2026-27

Name of the Activity - " Skill Enhancement Course (SEC) "

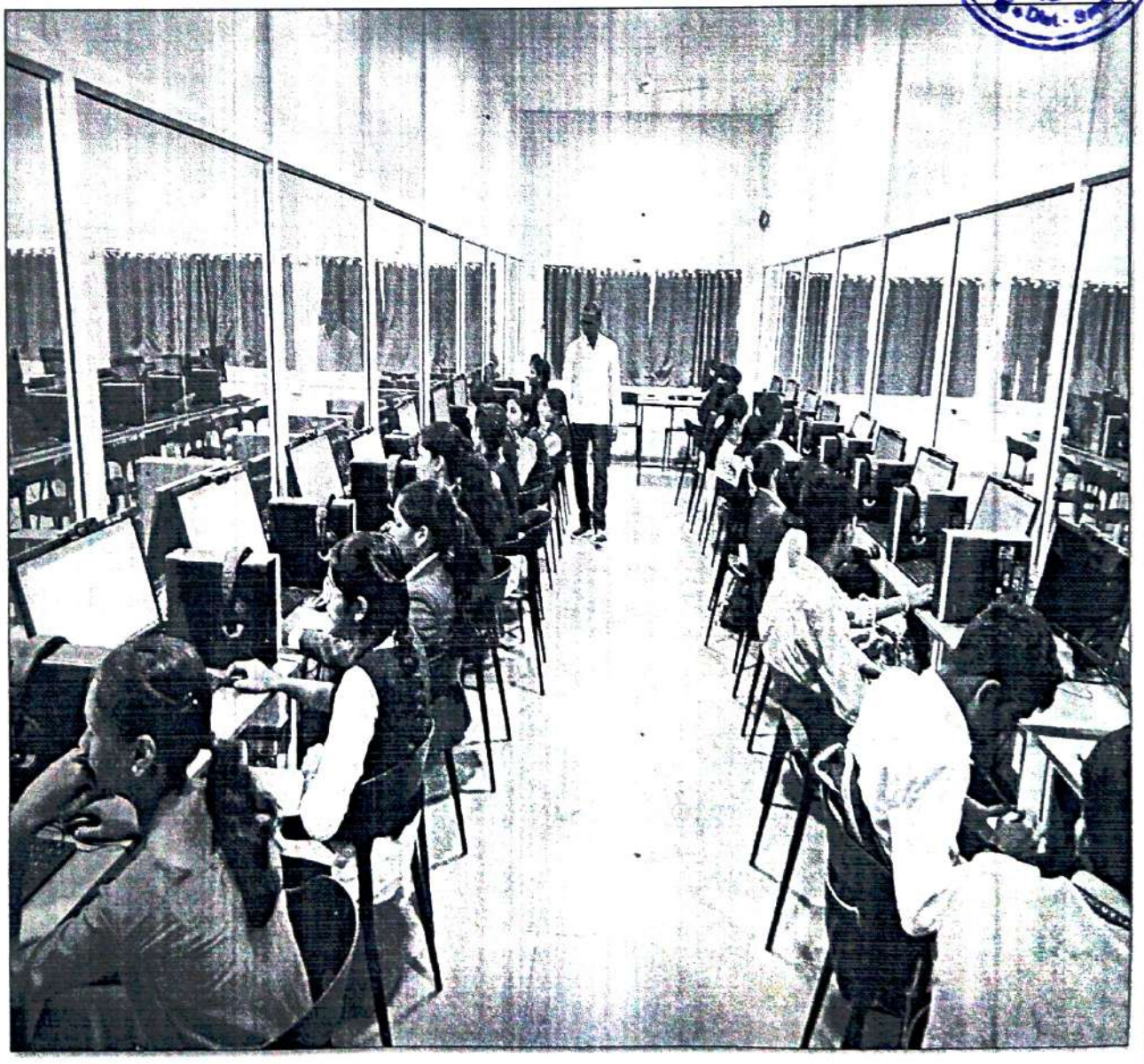
"MS-Word Certificate course"

Mr. Kadam M.M.

MAILINGS TOOLBARS & SHORTCUT KEYS

Venue - MS-CIT Centre

Balasaheb Desai College, Patan Estd. 1969



Koyana Education Society's

Balasaheb Desai College, Patan.

Exam Report

Department of Library

2026-27

Name of the Activity - "Skill Enhancement Course (SEC)"

"MS-Word Certificate course"

Mr.Patil A.S.

Topic - FORMAT & PAGE LAYOUT TOOLBARS

Venue - Multimedia Centre



Librarian
Balasaheb Desai College, Patan
Dist. Satara 415206 (Maharashtra)

Estd. 1969

PRINCIPAL
Balasaheb Desai Collage Patan
Tal. Patan Dist.Satara 415206 (MH)

Koyana Education Society's

Balasaheb Desai College, Patan.

Lecher Report

Department of Library

2026-27

Name of the Activity - " Skill Enhancement Course (SEC) "

"MS-Word Certificate course"

Mr. Kadam M.M.

Online Exam

Venue - MS-CIT Centre



Librarian
Balasaheb Desai College, Patan
Dist. Satara 415206 (Maharashtra)

Balasaheb Desai College Patan

PRINCIPAL
Balasaheb Desai Collage Patan
Tal. Patan Dist.Satara 415206 (MH)

Koyana Education Society's
Balasaheb Desai College, Patan

Library

Name of the activity- "Skill Enhancement Course (SEC)"

"Ms-word Certificate course"

Date- 04/05/2026 to 30/05/2026 Place- Multimedia Center

Time- 10.00pm to 11.00pm

Chief Guest- B.J. Rsakar B.C.m, IT

President - Prin. Dr. V.S. Kalantre (Principal B.D.C.Patan)

Chief Attendance – Mr. Kadam M.M.

Pro. Anil Patil (Librarian)

Feedback

Sr.No.	Name	Excellent	Very Good	Good	Fair	Sign
01	AREKAR ADITYA DEEPAK	✓				
02	PAWAR LAXMI SHITARAM	✓				
03	CHAVAN ANUJA SURESH	✓				
04	SURVE SUMIT KRUSHNAT	✓				
05	KUMBHAR ANAMIKA YASHWANT	✓				
06	PATANKAR SANJANA SANTOSH	✓				
07	BHALEKAR SASMIT RAJARAM	✓				
08	PARIT ADITI AMAR	✓				
09	JOY JOHNSON COYTO	✓				

Excellent	Very Good	Good	Fair	Total
09	–	–	–	09

Librarian
Balasaheb Desai College, Patan
Dist. Satara 415206 (Maharashtra)

Balasaheb Desai College Patan Estd. 1989

PRINCIPAL
Balasaheb Desai Collage Patan
Tal. Patan Dist.Satara 415206 (MH)

B.D.C. ग्रंथालय विभाग

Skill Enhancement Courses (SEC) कौशल्य वृद्धिंगत अभ्यासक्रम 2026-27

कोर्स– MS-Word Certificate course

विद्यार्थी हजेरी पत्रक कालावध – 04 May 2026 to 30 May 2026

प्राध्यापक हजेरी पत्रक

S.no.	Professor Name	Date & Time	Date & Time	Date & Time	Date & Time	Date & Time	Date & Time
1	Mr. Patil A.S.	4/5/26	5/5/26	6/5/26	7/5/26	8/5/26	9/5/26
2	Ku.Ghadge A.P.	10/5/26	11/5/26	12/5/26	13/5/26	14/5/26	15/5/26
3	Mr. Patil A.S.	17/5/26	18/5/26	19/5/26	20/5/26	21/5/26	22/5/26
4	Mr. Kadam M.M.	24/5/26	25/5/26	26/5/26	27/5/26	28/5/26	29/5/26
		Exam	30/5/26	Certificate Distribution		05/06/2026	

Librarian
Balasaheb Desai College, Patan
Dist. Satara 415206 (Maharashtra)

Balasaheb Desai College, Patan Dist. Satara Estd. 1959

PRINCIPAL
Balasaheb Desai Collage Patan
Tal. Patan Dist.Satara 415206 (MH)

B.D.C. ग्रंथालय विभाग

Skill Enhancement Courses (SEC) कौशल्य वृद्धिंगत अभ्यासक्रम 2026-27

विद्यार्थी हजेरी पत्रक कोर्स– MS-Word Certificate course

S.no.	Students Name	4/5/26	5/5/26	6/5/26	7/5/26	8/5/26	9/5/26	10/5/26	11/5/26	12/5/26	13/5/26	14/5/26	14/5/26	16/5/26	17/5/26
1	AREKAR ADITYA DEEPAK														
2	PAWAR LAXMI SHITARAM														
3	CHAVAN ANUJA SURESH														
4	SURVE SUMIT KRUSHNAT														
5	KUMBHAR ANAMIKA YASHWANT					A		A							
6	PATANKAR SANJANA SANTOSH														
7	BHALEKAR SASMIT RAJARAM														
8	PARIT ADITI AMAR														
9	JOY JOHNSON COYTO														

S.no.	Students Name	18/5/26	19/5/26	20/5/26	21/5/26	22/5/26	23/5/26	24/5/26	25/5/26	26/5/26	27/5/26	28/5/26	29/5/26	30/5/26
1	AREKAR ADITYA DEEPAK													
2	PAWAR LAXMI SHITARAM													
3	CHAVAN ANUJA SURESH													
4	SURVE SUMIT KRUSHNAT													
5	KUMBHAR ANAMIKA YASHWANT					—								
6	PATANKAR SANJANA SANTOSH													
7	BHALEKAR SASMIT RAJARAM													
8	PARIT ADITI AMAR													
9	JOY JOHNSON COYTO													

Librarian
Balasaheb Desai College, Patan
Dist. Satara 415206 (Maharashtra)

Balasaheb Desai College Patan Estd. 1969

PRINCIPAL
Balasaheb Desai College Patan
Tal. Patan Dist.Satara 415206 (Mi

B.D.C. ग्रंथालय विभाग

Skill Enhancement Courses (SEC)

कौशल्य वृद्धिंगत अभ्यासक्रम 2026-27

MS-Word Certificate course

गुणनोंद पत्रक

S.no.	Students Name	Faculty	Class	50 / Marks
1	AREKAR ADITYA DEEPAK	Arts	B.A.II	44
2	PAWAR LAXMI SHITARAM	Arts	M.A.III	40
3	CHAVAN ANUJA SURESH	Arts	B.A.III	44
4	SURVE SUMIT KRUSHNAT	Arts	B.A.III	48
5	KUMBHAR ANAMIKA YASHWANT	B.C.A.	BCA III	48
6	PATANKAR SANJANA SANTOSH	Arts	B.A.I	46
7	BHALEKAR SASMIT RAJARAM	Arts	B.A.I	40
8	PARIT ADITI AMAR	Commers	B.Com.I	42
9	JOY JOHNSON COYTO	Commers	B.Com IT II	48

Librarian
Balasaheb Desai College, Patan
Dist. Satara 415206 (Maharashtr...

Balasaheb Desai College, Patan Dist. Satara Estd. 1969

PRINCIPAL
Balasaheb Desai College Patan
Tal. Patan Dist.Satara 415206 (MH)