



## Criteria 1

### Criterion 1 – Curricular Aspects (100)

#### Key Indicator- 1.2 Academic Flexibility (30)

1.2.1 Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

## A Certificate Courses Conducted

### LIST OF COURSES

#### AY 2022-23

Sr. No	List of the Certificate Course conducted in 2022-2023
1	AY 2022-2023 <ul style="list-style-type: none"><li>Autodesk Revit for Architecture and Design</li><li>Autodesk 3d Max</li><li>Microsoft Office</li></ul>



  
**PRINCIPAL**  
Pravara Rural College of  
Architecture, Loni



## Criteria 1

### Criterion 1 – Curricular Aspects (100)

#### Key Indicator- 1.2 Academic Flexibility (30)

1.2.1 Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

## A Certificate Courses Conducted

### LIST OF COURSES

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Sr. No	List of the Certificate Course conducted in 2022-2023
1	AY 2022-2023 <ul style="list-style-type: none"><li>Autodesk Revit for Architecture and Design</li><li>Autodesk 3d Max</li><li>Microsoft Office</li></ul>



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Pravara Rural College of  
Architecture, Loni



LOKNETE DR. BALASAHEB VIKHE PATIL  
(PADMA BHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY'S  
**PRAVARA RURAL COLLEGE  
OF ARCHITECTURE**  
**LONI**

# PRAVARA RURAL COLLEGE OF ARCHITECTURE, LONI



*Join*  
**CERTIFICATE  
COURSE  
OF "REVIT"**

**DATE**

01.08.2022

**TIME**

4:00pm to 5:30pm



**MORE  
INFORMATION**

Contact : Prof. Suraj Ubale

**PRINCIPAL**  
Pravara Rural College of  
Architecture, Loni



## Criteria 1

### Criterion 1 – Curricular Aspects (100)

#### Key Indicator- 1.2 Academic Flexibility (30)

1.2.1 Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

## A Certificate Courses Conducted

AY 2022-23

### 3.NOTICE/ CIRCULAR

Sr. No	Notice of the Certificate Course
1	AY 2022-2023 Revit



  
**PRINCIPAL**  
Pravara Rural College of  
Architecture, Loni



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(PADMA BHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY'S  
**PRAVARA RURAL COLLEGE  
OF ARCHITECTURE LONI**

Sadatpur Road, Loni Kd., Tal.: Rahata, Dist.: Ahmednagar 413 736, (M.S.)  
Ph:(02422)274295 Email: [principalprca@yahoo.co.in](mailto:principalprca@yahoo.co.in) Web: [www.pravaracoaloni.in](http://www.pravaracoaloni.in)  
Affiliated to Savitribai Phule Pune University, Pune Id No. PU/AN/ARCH/51/1996  
& Council of Architecture, New Delhi

Date –22/07/2022

## **NOTICE**

All the students of Pravara Rural College of Architecture, Loni are hereby informed that we are conducting a Revit Course dated from 1<sup>st</sup> to 31<sup>st</sup> August 2022 in our college computer lab at 4:00 pm -5.30 pm. Those who wish to join are required to register with your class representative before 30th July 2022.



**Ar. Tejashree Thangaokar**

**Principal**

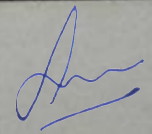
P.R.C.A, Loni

**PRINCIPAL  
Pravara Rural College of  
Architecture, Loni**

PRAVARA RURAL EDUCATION SOCIETY'S  
**PRAVARA RURAL COLLEGE OF ARCHITECTURE, LONI**  
 Attendance sheet of REVIT COURSE-2022-23  
 Third Year 2022-23

ROLL NO	NAME OF THE STUDENT	1-Aug-2022	2-Aug-2022	3-Aug-2022	4-Aug-2022	5-Aug-2022	8-Aug-2022	10-Aug-2022	11-Aug-2022	12-Aug-2022	13-Aug-2022	17-Aug-2022	18-Aug-2022	19-Aug-2022	22-Aug-2022	23-Aug-2022	24-Aug-2022	25-Aug-2022	26-Aug-2022	27-Aug-2022	28-Aug-2022	Toatal Attendance	STUDENT SIGNATURE
1	Abhang Anushka Laxman	P	P	P	P	P	P	P	P	A	A	P	P	P	A	P	P	P	P	P	P	15	Anushka
2	Anap Pratik Balasaheb	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	19	Anap
3	Bahir Shraddha Ramesh	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	18	Shraddha
4	Bhor Vaishnavi Raju	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	19	Vaishnavi
5	Chauhan Prerna Manoj	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	19	Prerna
6	Chavanke Saurabh Vishvanath	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	18	Saurabh
7	Deshmukh Rachana Santosh	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	17	Rachana
8	Deshmukh Ritesh Rajendra	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	19	Ritesh
9	Deshmukh Yashraj Shashikant	P	A	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	16	Yashraj
10	Dighe Rutuja Balasaheb	A	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	17	Rutuja
11	Dighe Vishal Sanjay	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P	A	P	P	P	P	17	Vishal
12	Dhum Niraj Purushottam	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	18	Niraj
13	Gadekar Amey Vishwanath	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	19	Amey
14	Kandekar Rutuja Sanjay	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	19	Rutuja
15	Kapile Sakshi Sunil	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	18	Sakshi
16	Lavange Pratiksha Somnath	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	A	P	17	Pratiksha
17	Nerkar Onkar Sanjay	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	18	Onkar
18	Nibe Pranali Sandeep	P	P	P	A	P	P	A	P	A	A	P	P	P	P	P	A	P	P	P	P	16	Pranali
19	Phatangare Pratiksha Rambhau	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	19	Pratiksha
20	Rathi Prathamesh Dilip	P	P	P	P	A	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	17	Prathamesh
21	Shaikh Awais shaikh Azam	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	18	Awais
22	Shelke Samrudhi Shivaji	P	P	P	P	P	P	A	P	A	P	P	A	P	P	P	P	P	P	P	P	17	Shelke



  
**PRINCIPAL**  
 Pravara Rural College of  
 Architecture, Loni

23	Sinare Rutuja Dilip	P	P	P	P	P	A	P	A	P	P	P	P	P	A	P	P	P	P	P	P	17	<i>Rituja Sinare</i>
24	Tikande Pratiksha Jaydev	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	19	<i>Pratiksha</i>
25	Tirkey Nitesh	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	18	<i>Nitesh</i>
26	Ubale Anjali Bhagwat	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	18	<i>Anjali</i>
27	Walunj Rutuja Pramod	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	17	<i>Rutuja</i>



*[Signature]*  
**PRINCIPAL**  
 Pravara Rural College of  
 Architecture, Loni

PRAVARA RURAL EDUCATION SOCIETY'S			
PRAVARA RURAL COLLEGE OF ARCHITECTURE, LONI			
Evaluation sheet of REVIT COURSE-2022-23			
Third Year 2022-23			
ROLL NO	NAME OF THE STUDENT	Toatal Marks	Marks obtained
1	Abhang Anushka Laxman	50	44
2	Anap Pratik Balasaheb	50	44
3	Bahir Shraddha Ramesh	50	42
4	Bhor Vaishnavi Raju	50	40
5	Chauhan Prerna Manoj	50	40
6	Chavanke Saurabh Vishvanath	50	40
7	Deshmukh Rachana Santosh	50	40
8	Deshmukh Ritesh Rajendra	50	42
9	Deshmukh Yashraj Shashikant	50	44
10	Dighe Rutuja Balasaheb	50	44
11	Dighe Vishal Sanjay	50	48
12	Dhum Niraj Purushottam	50	40
13	Gadekar Amey Vishwanath	50	40
14	Kandekar Rutuja Sanjay	50	40
15	Kapile Sakshi Sunil	50	44
16	Lavange Pratiksha Somnath	50	44
17	Nerkar Onkar Sanjay	50	40
18	Nibe Pranali Sandeep	50	46
19	Phatangare Pratiksha Rambhau	50	44
20	Rathi Prathamesh Dilip	50	44
21	Shaikh Awais shaikh Azam	50	44
22	Shelke Samrudhi Shivaji	50	46
23	Sinare Rutuja Dilip	50	48
24	Tikande Pratiksha Jaydev	50	44
25	Tirkey Nitesh	50	48
26	Ubale Anjali Bhagwat	50	44
27	Walunj Rutuja Pramod	50	40

Sign of Faculty

*Ubale*



*Signature*

**PRINCIPAL**  
Pravara Rural College of  
Architecture, Loni





LOKNETE. DR. BALASAHEB VIKHE PATIL  
(PADMA BHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY

**PRAVARA RURAL COLLEGE OF ARCHITECTURE**

**LONI**

**CERTIFICATE COURSE ON**  
**AUTODESK REVIT FOR ARCHITECTURE AND DESIGN**  
Academic Year 2022-23

**CERTIFICATE**

This certificate is presented to

*Nibe Pranali Sandeep*

for successfully completed the training of

**AUTODESK REVIT FOR ARCHITECTURE AND DESIGN**

Conducted by Pravara Rural College of Architecture, Loni, District- Ahmednagar, Maharashtra State (IN)



**PRINCIPAL**

Pravara Rural College of Architecture  
Loni



LOKNETE. DR. BALASAHEB VIKHE PATIL  
(PADMA BHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY

**PRAVARA RURAL COLLEGE OF ARCHITECTURE**

**LONI**

**CERTIFICATE COURSE ON**  
**AUTODESK REVIT FOR ARCHITECTURE AND DESIGN**  
Academic Year 2022-23

**CERTIFICATE**

This certificate is presented to

*Rathi Prathamesh Dilip*

for successfully completed the training of

**AUTODESK REVIT FOR ARCHITECTURE AND DESIGN**

Conducted by Pravara Rural College of Architecture, Loni, District- Ahmednagar, Maharashtra State (IN)



**PRINCIPAL**

Pravara Rural College of Architecture  
Loni



LOKNETE DR. BALASAHEB VIKHE PATIL  
(PADMA BHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY'S  
**PRAVARA RURAL COLLEGE  
OF ARCHITECTURE**  
**LONI**

# Pravara Rural College of Architecture, Loni

## **CERTIFICATE COURSE OF AUTODESK 3D MAX**

**Date**

01.09.2022

**Time**

4:00pm to 5:50pm



**CONTACT**

Prof. Suraj Ubale

  
**PRINCIPAL**  
Pravara Rural College of  
Architecture, Loni





## Criteria 1

### Criterion 1 – Curricular Aspects (100)

#### Key Indicator- 1.2 Academic Flexibility (30)

1.2.1 Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

## A Certificate Courses Conducted

AY 2022-23

### 3.NOTICE/ CIRCULAR

Sr. No	Notice of the Certificate Course
1	AY 2022-2023 3d Max



  
**PRINCIPAL**  
Pravara Rural College of  
Architecture, Loni



LOKNETE, DR. BALASAHEB VIKHE PATIL  
(PADMA BHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY'S  
**PRAVARA RURAL COLLEGE  
OF ARCHITECTURE LONI**

Sadatpur Road, Loni Kd., Tal.: Rahata, Dist.: Ahmednagar 413 736, (M.S.)  
Ph:(02422)274295 Email: [principalprca@yahoo.co.in](mailto:principalprca@yahoo.co.in) Web: [www.pravaracoaloni.in](http://www.pravaracoaloni.in)  
Affiliated to Savitribai Phule Pune University, Pune Id No. PU/AN/ARCH/51/1996  
& Council of Architecture, New Delhi

Date –10/08/2022

## **NOTICE**

All the students of Pravara Rural College of Architecture, Loni are hereby informed that we are conducting a **3Ds max Course** dated from 1<sup>st</sup> to 30<sup>th</sup> September 2022 in our college campus at 4:00pm-5:30pm. Those who want to join shall register to your class representative before 23<sup>rd</sup> August 2022.



**Ar. Tejashree Thangaokar**

**Principal**

P.R.C.A, Loni

**PRINCIPAL  
Pravara Rural College of  
Architecture, Loni**

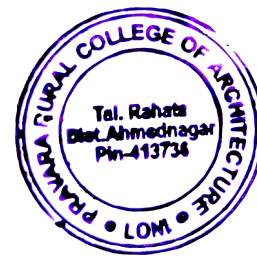
PRAVARA RURAL EDUCATION SOCIETY'S

PRAVARA RURAL COLLEGE OF ARCHITECTURE, LONI

Attendance sheet of AUTODESK 3D MAX 2022-23

Second Year 2022-23

ROL L NO	NAME OF THE STUDENT	01/09/2022	02/09/2022	05/09/2022	06/09/2022	07/09/2022	08/09/2022	09/09/2022	10/09/2022	12/09/2022	13/09/2022	14/09/2022	15/09/2022	16/09/2022	19/09/2022	20/09/2022	21/09/2022	22/09/2022	23/09/2022	24/09/2022	26/09/2022	Toatal Attendance	STUDENT SIGNATURE
1	Amrao Sahil Pravin	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	19	<i>[Signature]</i>
2	Binnar Pranali Popat	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	18	<i>[Signature]</i>
3	Burhade Shravani Dipak	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26	<i>[Signature]</i>
4	Chaudhari Tanmay Vikas	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	20	<i>[Signature]</i>
5	Chavan Shruti Rajendra	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	19	<i>[Signature]</i>
6	Datir Yash Suresh	P	P	P	P	P	P	P	P	P	P	P	A	P	A	P	P	A	P	P	P	18	<i>[Signature]</i>
7	Dawkhar Laxmi Chandrakant	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	18	<i>[Signature]</i>
8	Ferang Pravin Rameshwar	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	18	<i>[Signature]</i>
9	Takalkar Omkar Sandeep	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	17	<i>[Signature]</i>
10	Take Pranavi Navnath	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	20	<i>[Signature]</i>
11	Thombare Atharva Ashok	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	20	<i>[Signature]</i>
12	Wagh Gaurav Santosh	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	19	<i>[Signature]</i>



*[Signature]*  
 PRINCIPAL  
 Pravara Rural College of  
 Architecture, Loni

PRAVARA RURAL EDUCATION SOCIETY'S			
PRAVARA RURAL COLLEGE OF ARCHITECTURE, LONI			
Evaluation sheet of AUTODESK 3D MAX 2022-23			
Second Year 2022-23			
ROL L NO	NAME OF THE STUDENT	Toatal Marks	Marks obtained
1	Amrao Sahil Pravin	50	44
2	Binnar Pranali Popat	50	40
3	Burhade Shravani Dipak	50	46
4	Chaudhari Tanmay Vikas	50	44
5	Chavan Shruti Rajendra	50	48
6	Datir Yash Suresh	50	44
7	Dawkhar Laxmi Chandrakant	50	44
8	Ferang Pravin Rameshwar	50	42
9	Takalkar Omkar Sandeep	50	38
10	Take Pranavi Navnath	50	44
11	Thombare Atharva Ashok	50	44
12	Wagh Gaurav Santosh	50	46

Sign of Faculty

*Inbale*



*[Signature]*

**PRINCIPAL**  
Pravara Rural College of  
Architecture, Loni



LOKNETE. DR. BALASAHEB VIKHE PATIL  
(PADMA BHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY

**PRAVARA RURAL COLLEGE OF ARCHITECTURE**

**LONI**

**CERTIFICATE COURSE ON**  
**AUTODESK REVIT FOR ARCHITECTURE AND DESIGN**  
Academic Year 2022-23

**CERTIFICATE**

This certificate is presented to

*Dhum Niraj Purushottam*

for successfully completed the training of

**AUTODESK REVIT FOR ARCHITECTURE AND DESIGN**

Conducted by Pravara Rural College of Architecture, Loni, District- Ahmednagar, Maharashtra State (IN)



**PRINCIPAL**

Pravara Rural College of Architecture  
Loni





LOKNETE. DR. BALASAHEB VIKHE PATIL  
(PADMA BHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY

**PRAVARA RURAL COLLEGE OF ARCHITECTURE**

**LONI**

**CERTIFICATE COURSE ON**  
**AUTODESK 3DS MAX DESIGN ESSENTIALS TRAINING**  
**Academic Year 2022-2023**

**CERTIFICATE**

This certificate is presented to

*Chaudhari Tanmay Vikas*

for successfully completed the training of

**AUTODESK 3DS MAX DESIGN ESSENTIALS**

Conducted by Pravara Rural College of Architecture, Loni, District-Ahemdnagar, Maharashtra State (IN)



**PRINCIPAL**

Pravara Rural College of Architecture  
Loni



LOKNETE. DR. BALASAHEB VIKHE PATIL  
(PADMA BHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY'S  
**PRAVARA RURAL COLLEGE  
OF ARCHITECTURE LONI**

Sadatpur Road, Loni Kd., Tal.: Rahata, Dist.: Ahmednagar 413 736, (M.S.)  
Ph:(02422)274295 Email: [principalprca@yahoo.co.in](mailto:principalprca@yahoo.co.in) Web: [www.pravaracoaloni.in](http://www.pravaracoaloni.in)  
Affiliated to Savitribai Phule Pune University, Pune Id No. PU/AN/ARCH/51/1996  
& Council of Architecture, New Delhi

Date: 18.08.2022

To,  
Principal  
Pravara Rural College of Architecture  
Loni.

Sub: - Permission to conduct Microsoft Office Certificate course

Respected Madam,

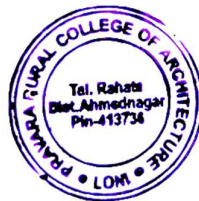
With reference to above cited subject, I Ar. Kapil Burhade would like to request you allow me to conduct a certificate course on Microsoft Office. The students of 4th year need to compile their portfolio and apply for internship. MS Office course trains students how to use MS Office applications used in office work such as creating professional-quality documents; store, organize and analyze information; arithmetic operations and functions; and create dynamic slide presentations with animation, narration, images, and much more, digitally and effectively. Students have discussed the issue of learning Microsoft Office with the faculty.

I would like to take the responsibility for conducting the Microsoft Office certificate course. Further, if you permit, I would prepare the syllabus for the same and send for your kind approval.

Yours Faithfully,

Ar. Kapil Burhade

Approved.



**PRINCIPAL  
Pravara Rural College of  
Architecture, Loni**

**Pravara Rural Education Society's  
Pravara Rural College Of Architecture, Loni  
M.S.OFFICE SYLLABUS**

Total Duration: 30 Hours

## **Introduction**

MS Office course trains students how to use MS Office applications used in office work such as creating professional-quality documents; store, organize and analyze information; arithmetic operations and functions; and create dynamic slide presentations with animation, narration, images, and much more, digitally and effectively.

## **Objective**

- To enhance the computing skills of the students

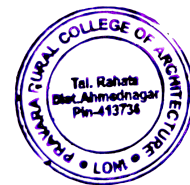
## **Course syllabus**

### **MS. Word**

- Creating, editing, saving and printing text documents
- Font and paragraph formatting
- Simple character formatting
- Inserting tables, smart art, page breaks
- Using lists and styles
- Working with images
- Using Spelling and Grammar check
- Understanding document properties
- Mail Merge

### **MS. Excel**

- Spreadsheet basics
- Creating, editing, saving and printing spreadsheets
- Working with functions & formulas
- Modifying worksheets with color & auto formats
- Graphically representing data : Charts & Graphs
- Speeding data entry : Using Data Forms
- Analyzing data : Data Menu, Subtotal, Filtering Data
- Formatting worksheets
- Securing & Protecting spreadsheets



## MS. Power Point

- Opening, viewing, creating, and printing slides
- Applying auto layouts
- Adding custom animation
- Using slide transitions
- Graphically representing data: Charts & Graphs
- Creating Professional Slide for Presentation.

## Internet

- Understanding how to search/Google
- bookmarking and Going to a specific website
- Copy and paste Internet content into your word file and emails
- Understanding social media platforms such as Facebook & Many more
- learn with best practices



Prepared By: Ar. Kapil Burhade – Associate Professor

Checked By: Ar. Sonali Chasker – Professor

Principal

Ar. Tejashree Thangaokar

**PRINCIPAL**  
**Pravara Rural College of**  
**Architecture, Loni**

# CERTIFICATE COURSE OF MS OFFICE

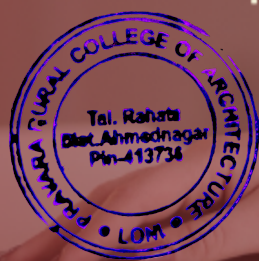
APPLY NOW!

CONTACT

Pro. Kapil Burhade

Date

▶ From - 1st Septeber 2022



LOKNETE DR. BALASAHEB VIKHE PATIL  
(PADMA BHUSHAN AWARDEE)

**PRAVARA**  
RURAL EDUCATION  
SOCIETY

  
PRINCIPAL  
Pravara Rural College of  
Architecture, Loni

PRAVARA RURAL COLLEGE  
OF ARCHITECTURE, LONI



## Criteria 1

### Criterion 1 – Curricular Aspects (100)

#### Key Indicator- 1.2 Academic Flexibility (30)

1.2.1 Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

## A Certificate Courses Conducted

AY 2022-23

### 3.NOTICE/ CIRCULAR

Sr. No	Notice of the Certificate Course
1	AY 2022-2023 MS Office



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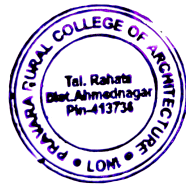
LOKNETE, DR. BALASAHEB VIKHE PATIL  
(PADMA BHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY'S  
**PRAVARA RURAL COLLEGE**  
**OF ARCHITECTURE** **LONI**

Sadatpur Road, Loni Kd., Tal.: Rahata, Dist.: Ahmednagar 413 736, (M.S.)  
Ph:(02422)274295 Email: [principalprca@yahoo.co.in](mailto:principalprca@yahoo.co.in) Web: [www.pravaracoaloni.in](http://www.pravaracoaloni.in)  
Affiliated to Savitribai Phule Pune University, Pune Id No. PU/AN/ARCH/51/1996  
& Council of Architecture, New Delhi

Date –17/08/2022

## **NOTICE**

All the students of Pravara Rural College of Architecture, Loni are hereby informed that we are conducting a **Microsoft Office Course** dated from 1<sup>st</sup> September to 31<sup>st</sup> September 2022 in our college campus at 4:00pm-5:30pm. Those who want to join shall register to your class representative before 29<sup>rd</sup> August 2022.



**Ar. Tejashree Thangaokar**

**Principal**

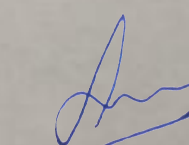
**P.R.C.A, Loni**

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**Architecture, Loni**

**PRAVARA RURAL EDUCATION SOCIETY'S  
PRAVARA RURAL COLLEGE OF ARCHITECTURE, LONI  
MS Office Course Attendance list (2022-2023) (4th. Y. B.ARCH)**

Sr. No	Name of students	22/9/22	23/9/22	24/9/22	25/9/22	26/9/22	27/9/22	28/9/22	29/9/22	30/9/22	01/10/22	02/10/22	03/10/22	04/10/22	05/10/22	06/10/22	07/10/22	08/10/22	09/10/22	10/10/22	11/10/22	12/10/22	13/10/22	14/10/22	15/10/22	16/10/22	17/10/22	18/10/22	19/10/22	20/10/22	21/10/22	22/10/22	23/10/22	24/10/22	25/10/22	Sign					
1	Adhav Rutuja Pratap	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Rutuja				
2	Agase Pratiksha Dnyaneshwar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Pratiksha			
3	Budhwant Isha Sampat	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Isha				
4	Chavan Namrata Vasant	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Namrata				
5	Chirmade Dhanshri Vikas	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Dhanshri				
6	Dawkhari Prerna Vikasrao	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Prerna				
7	Foke Ritu Shahaji	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Ritu				
8	Gagare Atharv Balasaheb	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Atharv				
9	Gaikwad Pratik Sanjay	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Pratik				
10	Gharate Mukul Pralhad	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Mukul				
11	Gondkar Kaveri Rangnath	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Kaveri				
12	Kataria Priti Babalal	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Priti				
13	Mundhe Pooja Balu	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Pooja				
14	Nehe Nilesh Ramnath	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Nilesh				
15	Pandule Namita Navnath	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Namita				
16	Patil Krishna Premraj	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Patil				
17	Prajapati Santosh Ramnjagir	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Santosh				
18	Prasad Jyoti Kumarchandra	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Jyoti				
19	Rabade Anuj Dnyanadeo	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Anuj				
20	Shendkar Samruddhi Sakharam	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Samruddhi				
21	Shinde Sakshi Kailas	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sakshi				
22	Sonawane Gaurav Sakhahari	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Gaurav				
23	Sonawane Pradnya Sanjay	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Pradnya				
24	Tambe Vaishnavi Dilip	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Vaishnavi				
25	Tanpure Sakshi Sunil	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sakshi				
26	Tanpure Sonal Ramesh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Sonal				
27	Thokal Ashwini Dadasaheb	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Ashwini				
28	Thorat Swati Suresh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Swati				
29	Varpe Roshan Vilas	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Roshan				
30	Waghmare Divya Nandu	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Divya				
31	Zirape Abhijeet Parmeshwar	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	Abhijeet				
		22	23	24	25	26	27	28	29	30	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	Signature Of Teacher																																								



  
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 Architecture, Loni



**Subject: M.S.OFFICE**

**Notes: All Questions are compulsory**

**PART A (MS WORD)**

**Q.1 Answer the following questions; each correct answer carries 5 marks.**

Q.1 What are the steps to create a Microsoft word document with the following contents of format?

- a) Insert a table giving a number of theory and practical sessions per block.
- b) Demonstrate the Auto Text feature of MS-WORD.

Q.2. Create a list of 10 best friends. Create a Thank You letter. Use the Mail Merge feature of MS-WORD to create a Thank You letter for each of your friends from the above two files.

Q.3 Manager of the Big Apple (P) Ltd Company wants to call a meeting with the dealers to take stock of pending collections. Write down a fax using FAX wizard of MS WORD to urgently call all the dealers.

Q.4 Research laboratory head needs the following items to be purchased from M/S Raj InfoTech Ltd,

- a) Samsung make TFT 17" Monitor, qty 15, Rs 10000/- each as per Quotation
- b) Hard Disk (SATA) 160 GB, qty 15, Rs 6000/- each
- c) Logitech Make Web Cam, qty 15, Rs 1000/- each.

In this quotation M/S Raj InfoTech Ltd has ensured 5 % discount on total bill amount. The sales tax is 2%. Full payment is made at the time of placing the order. All the items should carry a warranty of three years from the date of purchase order. Prepare purchase order containing item details, condition mentioned.

Q.5 Write a macro that is run using the shortcut Ctrl+F for formatting the files as

- a. Change the left margin of entire files as 2.0 inches.
- b. Change the line spacing to 2 (Double).
- c. Change the format of the file in 3 columns.

Q.6 Answer the following in brief

- a. What are the advantages of MS Word?
- b. Which is the current version of MS Word?
- c. What are the main features of MS Excel?
- d. What is the use of formulas in Excel?
- e. What is the shortcut key for creating a hyperlink in MS word?



**PART –B (MS EXCEL)**

Q.2 Create a File in MS EXCEL to store following records.

**10 marks**

Name	Sex	Post	Salary	Telephone
Ram Prasad	M	m.d.	20000	4333178
Lokendra bhatta	M	Director	15000	4330375
Pratibha parajuli	F	d. director	14000	5525417
Shanti gurung	F	Manager	12000	4254588
Manoj karna	M	Officer	10000	6524587

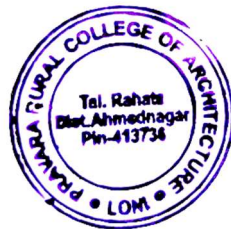
Create two queries; one to display the salary of female staff and another for male staff.

**PART –C (POWER POINT)**

Q.3 Show the performance in terms of profit and turnover of soft drinking manufacturing company for following data and plot on XY scatter curve

**10 marks**

1	2	3	4	5	6	7	8	9
48	67	50	46	66	55	45	67	68



  
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PRAVARA RURAL COLLEGE OF ARCHITECTURE, LONI			
Evaluation sheet of MS OFFICE-2022-23			
Fourth Year 2022-23			
ROLL NO	NAME OF THE STUDENT	Toatal Marks	Marks obtained
1	Adhav Rutuja Pratap	50	44
2	Agase Pratiksha Dnyaneshwar	50	44
3	Budhwant Isha Sampat	50	42
4	Chavan Namrata Vasant	50	40
5	Chirmade Dhanshri Vikas	50	40
6	Dawkhar Prerna Vikasrao	50	40
7	Foke Ritu Shahaji	50	40
8	Gagare Atharv Balasaheb	50	42
9	Gaikwad Pratik Sanjay	50	44
10	Gharate Mukul Pralhad	50	44
11	Gondkar Kaveri Rangnath	50	48
12	Kataria Priti Babalal	50	40
13	Mundhe Pooja Balu	50	40
14	Nehe Nilesh Ramnath	50	40
15	Pandule Namita Navnath	50	44
16	Patil Krishna Premraj	50	44
17	Prajapati Santosh Ramnjagir	50	40
18	Prasad Jyoti Kumarchandra	50	46
19	Rabade Anuj Dnyanadeo	50	44
20	Shendkar Samruddhi Sakharam	50	44
21	Shinde Sakshi Kailas	50	44
22	Sonawane Gaurav Sakhahari	50	46
23	Sonawane Pradnya Sanjay	50	48
24	Tambe Vaishnavi Dilip	50	44
25	Tanpure Sakshi Sunil	50	48
26	Tanpure Sonal Ramesh	50	44
27	Thokal Ashwini Dadasaheb	50	40
28	Thorat Swati Suresh	50	38
29	Varpe Roshan Vilas	50	42
30	Waghmare Divya Nandu	50	38
31	Zirape Abhijeet Parmeshwar	50	44

Sign of Faculty




  
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PRAVARA RURAL EDUCATION SOCIETY

**PRAVARA RURAL COLLEGE OF ARCHITECTURE**

**LONI**

**CERTIFICATE COURSE ON  
MICROSOFT OFFICE  
Academic Year 2022-23**

**CERTIFICATE**

This certificate is presented to

*Budhwant Isha Sampat*

for having successfully completed the training of

**MICROSOFT OFFICE**

Conducted by Pravara Rural College of Architecture, Loni, District- Ahmednagar, Maharashtra State (IN)



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Pravara Rural College of Architecture  
Loni



LOKNETE. DR. BALASAHEB VIKHE PATIL  
(PADMA BHUSHAN AWARDEE)  
PRAVARA RURAL EDUCATION SOCIETY

**PRAVARA RURAL COLLEGE OF ARCHITECTURE**

**LONI**

**CERTIFICATE COURSE ON  
MICROSOFT OFFICE  
Academic Year 2022-23**

**CERTIFICATE**

This certificate is presented to

*Chirmade Dhanshri Vikas*

for having successfully completed the training of

**MICROSOFT OFFICE**

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