Anekant Education Society's

ANEKANT INSTITUTE OF MANAGEMENT STUDIES (AIMS)

Baramati, District-Pune, State-Maharashtra, India-413 102

RELIGIOUS MINORITY INSTITUTION

AICTE Approved; DTE Code: 6731

NAAC Accredited

Affiliated to Savitribai Phule Pune University, Pune

Website : www.aimsbaramati.org

Email ID : director.aimsbaramati@gmail.com

Academic Year :

Academic Year 2023 - 24
Term -1 (June 2023 – December 2023)

MBA First Year- Semester I (Batch of 2024-26)

Course Code   : Add on Course – 01

Course Name   : Information Technology

Course Teacher : Dr. Manisha A. Vhora

Anekant Education Society's
Anekant Institute of Management Studies (AIMS), Baramati
Anekant Education Society Campus, Baramati, Dist.Pune

Academic Year 2023-24
MBA –First Year, Batch 2023-25
SEMESTER I
Course Code & Title: (Add on Course 01) Information Technology

Index

AIMS – Baramati

Vision:

To develop multidimensional business leaders through the blend of value based, techno-powered and skill intensive management education

Mission:

To inculcate life skills in students through proactive involvement of all stakeholders to lead in the dynamic business environment

Objectives:

- To provide world class technological and academic infrastructure to facilitate intellectual transactions and enhanced technology know how.

- To establish the collaborations with national and international Corporates, NGO's, Academic Institutions and Government establishments for student grooming.

- To develop business research acumen in students to cater real-time solutions.

- To instil contemporary skills in students to lead the businesses with sustainability approach

- To inculcate universal values in students for social wellbeing.

Programme Educational Objectives (PEOs)

1. PEO1: Graduates of the MBA program will successfully integrate core, cross-functional and inter-disciplinary aspects of management theories, models and frameworks with the real world practices and the sector specific nuances to provide solutions to real world business, policy and social issues in a dynamic and complex world.

2. PEO2: Graduates of the MBA program will possess excellent communication skills, excel in cross-functional, multidisciplinary, multi-cultural teams, and have an appreciation for local, domestic and global contexts so as to manage continuity, change, risk, ambiguity and complexity.

3. PEO3: Graduates of the MBA program will be appreciative of the significance of Indian ethos and values in managerial decision making and exhibit value centered leadership.

4. PEO4: Graduates of the MBA program will be ready to engage in successful career pursuits covering a broad spectrum of areas in corporate, non-profit organizations, public policy, entrepreneurial ventures and engage in lifelong learning.

5. PEO5: Graduates of the MBA program will be recognized in their chosen fields for their managerial competence, creativity & innovation, integrity & sensitivity to local and global issues of social relevance and earn the trust & respect of others as inspiring, effective and ethical leaders, managers, entrepreneurs, intrapreneurs and change agents.

Academic Policy 2023-2024

The Curricular Delivery is the mainstay of the institute's Academic and Administrative process. Anekant Institute of Management Studies (AIMS) is a teaching institute affiliated to Savitribai Phule Pune University, Pune and follows its legal framework for legitimizing its academic and administrative processes.

Planning:

1. Institute plans for the academic committee meeting, scheduled before the start of the session. The syllabus review, course allocation, workload allocation, course file content, comprehensive concurrent evaluation plan, academic calendar. The important points related to Programme Educational Objectives (PEOs), Programme Outcomes (POs), Programme Specific Outcomes (PSOs), Course Outcomes (COs), comprises the points of discussion of the meeting.

2. The main focus is on the preparation of teaching plans for the allotted courses. The teaching plan contains methodology of teaching, detailing regular sessions and presentations on reading materials, assignments and class tests.

3. Institute plan for an orientation program for newly admitted students at the start of the actual academic session. The program helps students familiarize with institute academic culture, administrative practices, syllabus review, Outcome Based Education (OBE) system, curriculum plan, examination pattern, code of conduct, industry requirement.

4. Planning for industrial Visits (local and out of state), expert talks, events and activities in which experts from industry and academics participate in our curriculum delivery process to bridge the gap between industry and academia.

5. Planning for allotment of mentors to students and development of Mentor-Mentee system for student competency development and Guide allocation for Project internships, issues in academics, as well as administration, is practiced.

Implementation:

University has designed Choice Based Credit System (CBCS) and Grading System Outcome Based Education pattern which Institute follows in its curriculum.

1. Institute follows a cafeteria approach by providing Generic Core/Elective subjects every semester. The students have the flexibility to choose any one specialization from specializations offered in the university syllabus. The students are well explained in the orientation program about the specialization offered.

2. The delivery of course sessions carried out as per time table. Faculty adopts the advanced teaching methodology in delivery of course sessions. Faculty focuses on quality delivery and encourages student's active participation in the entire curriculum, curricular and extracurricular activities. This is reflected in the course files as evidence of institute teaching pedagogy.
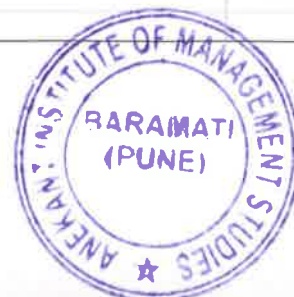
Anekant Institute of Management Studies, Baramati

Approved by DTE, Gov. of Maharashtra, AICTE & Affiliated to SPPU

Academic Calendar-SEM-I (A. Y. 2023-24)

August

Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

	Activities	Coordinator
12th	Celebration of Librarian Days	PDH
15th	Independence Day Celebration-Sanyukta Club	SSB
17th	Commencement of SEM-I	DPM
19th	Library Orientation	PDH
23rd	Local Industrial Visit	TVC
26th	Induction Program	DPM & TVC
28th-31st	Learner Level Assessment	Course Teachers
31st	Academic Review Meeting	DPM

September

Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

	Activities	Coordinator
8th	Vasundhara Club Activity: World Clean-up Day	SSB
9th	Intercollegiate Collage Competition	SSJ
4th-8th	Comprehensive Concurrent Evaluation-I Submission	Course Teachers
15th	Competitive Examination Session	PDH
16th	Career Counselling Session, IQAC Initiative-Guest	SSJ
23rd	Extension and outreach programs	SVK
25th	Incubation Centre Activity	MAV
27th to 29th	Sales & Marketing Workshop-Kaushalya Club	SSK
30th	Academic Review Meeting	DPM

October

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

	Activities	Coordinator
3rd	Commencement of Semester-III	DPM
3rd-7th	Comprehensive Concurrent Evaluation-II Submission	Course Teachers
14st	Local Industrial Visit	SSJ
15th	Reading Day	PDH
16th	Incubation Centre Activity	MAV
23rd-28th	Comprehensive Concurrent Evaluation-III Submission	Course Teachers
28th	Guest Lecture	SSJ
31st	Academic Review Meeting	DPM

November

Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

	Activities	Coordinator
4th	Sanskruti Club Activity	PDH
4th	Conclusion of Semester-I	DPM
13th-23rd	Internal Examinations	CEO
24th	Preparatory Leave	NA
30th	Academic Review Meeting	DPM

December

Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

	Activities	Coordinator
December	SPPU Examinations	CEO

Colour	Activities
	Academic Activities
	Co-Curricular Activities
	Clubs Activities
	Training, Placement & Student Support

Dr. D. P. More
Program Coordinator

Dr. M. A. Lahori
Director

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Anekant Institute of Management Studies (AIMS), Baramati

Anekant Education Society Campus, Baramati, Dist.Pune

Date: 16/08/2023

NOTICE

Academic Year 2023-24

MBA – First Year, Batch XIII (2023-25)

SEMESTER I

All MBA First year students are hereby informed that, Institute is starting Certificate Course in Information Technology from Saturday 19th August 2023. The course is institute based and comes under the umbrella of Add on Course. The last date for registration of course is Friday, 18 August 2023. The course is free of cost. Kindly contact the undersigned for the registration of the course.

Dr. M. A. Vhora

Course Teacher

Academic Year 2023-24

MBA –First Year, Batch 2023-25

SEMESTER I

Course Code & Title: (Add on Course 01) Information Technology

Syllabus

Course Description

The course is primarily student professionals looking to add research skills to their skills profile. The course will also be of utility for learners who may do research tasks as part of their jobs such as business developers, and entrepreneurs, or for people looking to explore research as a career change option. This course provides graduates with a competitive edge in the analytical skills.

Course Objectives

1) To understand all the hard work and process of conducting internal, secondary, and primary research.
2) To know the techniques of analyzing all the data and are able to formulate insights and recommendations based on your research proposal.
3) To learn the best way to present findings and be able to make a decision. Researcher will choose the most effective analytical method for delivering insights and the best presentation method for given audience. It will help to incorporate data visualization best practices and use tips and tricks when presenting to r various levels of decision makers.

Course Outcomes

Upon satisfactory completion of this course, the student should be able to:

➤ Describe and analyze the hardware, software, components of a network and the interrelations.
➤ Develop solutions for networking and security problems, balancing business concerns, technical issues and security.
➤ Explain concepts and theories of networking and apply them to various situations, classifying networks, analyzing performance and implementing new technologies.
➤ Explain the concepts of confidentiality, availability and integrity in Information Assurance, including physical, software, devices, policies and people. Analyze these factors in an existing system and design implementations.

1

Teaching Pedagogy

Lectures: The basic concepts and theories of the course content are introduced in lectures. Case studies and practical Examples are provided.

Practical: Actual problem given in the practical sessions and resolved during the sessions. Interaction with various survey are made them confident about research issues.

Course Evaluation:

This course is of 100 marks out of which Internal Descriptive Examination will be conducted for 50 marks and concurrent evaluation will be carried out for 50 marks. On successful completion of course, the marks will be converted in to grades based on following criteria.

Sr. No	Marks out of 100	Grade
1	Less than 40	F
2	40-50	D
3	50-60	C
4	60-70	B
5	70-80	A
6	80 & Above	O

101 - INFORMATION TECHNOLOGY

1. Introduction to Computers: Hardware - Software - Systems Software, Application Software and Packages - Introduction to Embedded Software. Fundamentals of operating system- Windows, Unix/Linux. Introduction to World Wide Web -

Internet operations. Emerging communication technologies

2. Software Packages

2.1 Microsoft Word – Mail merge	(2)
2.2 Microsoft Excel – Formulas, Graphs, Basis statistical formulae.	(4)
2.3 Microsoft Power Point – Creating effective presentations	(4)
2.4 Microsoft Access - Introduction to DBMS concepts, Creating a database, Basic queries.	(6)
2.5 Tally – Journal Entry, Ledger posting, Preparation of Balance Sheet	(6)

3. HTML – Home page designing for each student using Microsoft FrontPage. (4)

Note: Chapters 2 and 3 must be conducted as practical with hands on exposure.

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Books Recommended:-

1. Rajaraman, V. (2004). Introduction to Information Technology. PHI.

2. Turban, Rainer and Potter (2003). Introduction to information technology. John Wiley and sons.

3. Sinha, P.K., Priti Sinha (2002). Foundation of computing. BPB Publications.

4. Ram, B. (2003). Computer Fundamentals. New Age Publications

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Academic Year 2023-24

MBA –First Year, Batch 2023-25

SEMESTER I

Course Code & Title: (Add on Course 01) Information Technology

Lesson Plan

1. Type of Course: Add on Course
2. Name of Faculty: Dr. M. A, Vhora
3. Session Allotment: 2:0:2   (1 Hour a Session and 2 Sessions Per Week)
4. Methodology of Teaching: Regular Sessions and Practical

Month	Unit /Sub Unit	L:T:P	Particular	No. of Sessions allotted
August	1.1	L	Hardware - Software - Systems Software	1
	1.2	L	Application Software and Packages	1
	1.3	L	Fundamentals of operating system- Windows, Unix/Linux.	1
	1.4	L	Introduction to World Wide Web	1
	1.5	L	Internet operations. Emerging communication technologies	1
September	2.1	P	Microsoft Word – Mail merge	2
	2.2	P	Microsoft Excel – Formulas, Graphs, Basis statistical formulae.	4
	2.3	P	Microsoft Power Point – Creating effective presentations	4
October	2.4	P	Microsoft Access - Introduction to DBMS concepts, Creating a database, Basic queries.	4
	2.5	P	Tally – Journal Entry, Ledger posting, Preparation of Balance Sheet	6
November	3.1	P	**HTML** – Home page designing for each student using Microsoft FrontPage	5
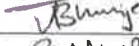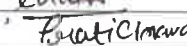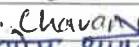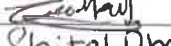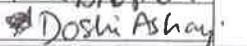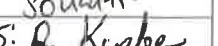
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Anekant Education Society's
Anekant Institute of Management Studies (AIMS) Baramati, Pune

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Academic Year 2023-24
MBA –First Year, Batch 2023-25

SEMESTER I
Course Code & Title: (Add on Course 01) Information Technology

List of Enrolled Students

All MBA First year students are hereby informed that, Institute is starting Certificate Course in Information Technology from Saturday 19th August 2023. Following students are registered for the same.

Sr. No	Name of the Student	Signature
AO2310101	ABNAVE RUTUJA SUNIL	
AO2310102	AGAWANE RUSHIKESH SANJAY	
AO2310103	ATTAR MUJEMIL ASHFAQ	
AO2310104	BANKAR DHIRAJ RAMDAS	
AO2310105	BANKAR PRERANA PANDURANG	
AO2310106	BHAGAT NIKITA RAJARAM	
AO2310107	BHOSALE SHRADDHA DADADO	
AO2310108	BHUNJE VAISHNAVI RAJENDRA	
AO2310109	BORATE SIDDHI SATISH	
AO2310110	BULBULE KARTIKEY RAMAKANT	
AO2310111	CHAKHALE ASHISH KANTILAL	
AO2310112	CHAVAN PRATIKSHA NITIN	
AO2310113	CHAVAN PRIYANKA SANDESH	
AO2310114	DHAPATE OM JANARDHAN	
AO2310115	DHAVALE RAHUL MARUTI	
AO2310116	DHAWAN SHITAL PRAMOD	
AO2310117	DHOTRE ADITYA ASHOK	
AO2310118	DHUMAL PRATHAMESH SUNIL	
AO2310119	DOSHI ASHAY RAJKUMAR	
AO2310120	KSHIRSAGAR SONAL PRAKASH	
AO2310121	KUDALE SAGAR RAJARAM	
AO2310122	KSHIRSAGAR SONAL PRAKASH	
AO2310123	KUDALE SAGAR RAJARAM	

Dr. M. A. Vhora
Course Teacher

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Anekant Education Society's

ANEKANT INSTITUTE OF MANAGEMENT STUDIES

Anekant Education Society Campus, Baramati, Dist-Pune-413102.

Academic Year: 2023-2024	Class: MBA First Year	Semester: I

ADD on Course Name : Information Technology

Name of the Faculty : Dr. Manisha Vhora

Batch : XIII 2023-25

ATTANDANCE SHEET

Sr.No.	Roll No.	Name of the Student / Date & Lect.No.	19/8/23 1	21/8/23 2	26/8/23 3	28/8/23 4	2/9/23 5	4/9/23 6	9/9/23 7	11/9/23 8	16/9/23 9	18/9/23 10
1	AO2310101	ABNAVE RUTUJA SUNIL	ARani	ARani	ARani	ARani	A B	ARani	ARani	ARani	A B	ARani
2	AO2310102	AGAWANE RUSHIKESH	ARush	ARushi	A.B.	ARushi	A B	ARush.	A B	ARush.	A D	ARush.
3	AO2310103	ATTAR MUJEMIL	faru	faru	faru	faru	faru	faru	A B	faru	faru	faru
4	AO2310104	BANKAR DHIRAJ	A B	BDhiraj	A B	BDhiraj	A B	BDhiraj	BDhiraj	A B	BDhiraj	BDhiraj
5	AO2310105	BANKAR PRERANA	Bankar	Bankar	Bankar	Bankar	Bankar	AB	Bankar	A B	Bankar	A B
6	AO2310106	BHAGAT NIKITA	BhagatN	BhagatN	A B	BhagatN	A B	BhagatN	AD	BhagatN	A B	BhagatN
7	AO2310107	BHOSALE SHRADDHA	AB	A B	A B	A B	AB	AB	AB	A B	AB	A B
8	AO2310108	BHUNJE VAISHNAVI	AB	VBhunje	VBhunje	AB	VBhunje	VBhunje	AB	VBhunje	A B	VBhunje
9	AO2310109	BORATE SIDDHI SATISH	V.Borate	A B	S.Borate	S.Borate	A B	V.Borate	V.Borate	A B	S.Borate	S.Borate
10	AO2310110	BULBULE KARTIKEY	A B	A B	A D	A B	A B	A B	A B	A D	A B	A B
11	AO2310111	CHAKHALE ASHISH	A.Chakhale	A D	A.Chakhale	A.Chakhale	A B	A.Chakhale	A.Chakhale	A.Chakhale	A.Chakhale	A B
12	AO2310112	CHAVAN PRATIKSHA	A B	Pratiksha	Pratiksha	A P	Pratiksha	A B	Pratiksha	Pratiksha	A B	Pratiksha
13	AO2310113	CHAVAN PRIYANKA	P.chavan	A B	P.chavan	P.chavan	A B	P.chavan	P.chavan	A B	P.chavan	A B
14	AO2310114	DHAPATE OM	OmD.	OmD.	OmD.	OmD.	A B	OmD.	A B	OmD.	A D	OmD.
15	AO2310115	DHAVALE RAHUL	AB	RahulD.	AB	RahulD.	A B	RahulD.	RahulD.	AB	RahulD.	A B
16	AO2310116	DHAWAN SHITAL	A B	ShitalD.	ShitalD	A B	ShitalD	A B	ShitalD.	ShitalD	ShitalD	ShitalD.
17	AO2310117	DHOTRE ADITYA	A.Dhotre	A B	A.Dhotre	A.Dhotre	A B	A.Dhotre	A B	A.Dhotre	A.Dhotre	A B
18	AO2310118	DHUMAL PRATHAMESH	A B	DPrath	A B	DPrath	A B	DPrath	DPrath	DPrath	A B	DPrath
19	AO2310119	DOSHI ASHAY	A.Doshi	A.Doshi	A B	A.Doshi	A.Doshi	AB	A.Doshi	A.Doshi	A B	A.Doshi
20	AO2310120	KSHIRSAGAR SONAL	SonalK	SonalK	SonalK	SonalK	SonalK	SonalK	SonalK	A B	SonalK	A B
21	AO2310121	KUDALE SAGAR R	AB	AB	S.kudale	S.kudale	S.kudale	S.kudale	S.kudale	S.kudale	S.kudale	A B
22	AO2310122	KSHIRSAGAR SONAL	KSonal	KSonal	KSonal	A B	KSonal	A B	KSonal	A B	KSonal	A B
23	AO2310123	KUDALE SAGAR S.	S.Kudale	S.Kudale	S.Kudale	S.Kudale	S.Kudale	S.Kudale	S.Kudale	S.Kudale	S.Kudale	
		Total No. of Present Students:	13	17	17	20	10	18	18	18	13	18

Anekant Education Society's

ANEKANT INSTITUTE OF MANAGEMENT STUDIES

Anekant Education Society Campus, Baramati, Dist-Pune-413102.

(2)

Academic Year: 2023-2024 **Class: MBA First Year** **Semester: I**

ADD on Course Name : Information Technology

Name of the Faculty : Dr. Manisha Vhora **Batch : XIII 2023-25**

ATTANDANCE SHEET

Sr.No.	Roll No.	Name of the Student / Date & Lect.No.	23/9/23 11	25/9/23 12	30/9/23 13	3/10/23 14	7/10/23 15	9/10/23 16	14/10/23 17	16/10/23 18	21/10/23 19	23/10/23 20
1	AO2310101	ABNAVE RUTUJA SUNIL	Abeal	Abnd	Abrul	Abrul		Abeal	Abeal	AB	Abrad	Abeal
2	AO2310102	AGAWANE RUSHIKESH	RAgawane	RAgawan	RAgawan	RAgawane	Aganawan	Agawan	RAganawan	RAganawn	RAganawan	RAganawan
3	AO2310103	ATTAR MUJEMIL	Saul	Saul	Saul	Saul	Saul	Saul	Saul	Saul	AB	Saul
4	AO2310104	BANKAR DHIRAJ	B.Dhiraj	B.Dhiraj	B.Dhiraj	B.Dhiraj	B.Dhiraj	B.Dhiraj	B.Dhiraj	B.Dhiraj	B.Dhiraj	B.Dhiraj
5	AO2310105	BANKAR PRERANA	Bankar	Bankar	AB	Bankar	AB	Bankar	Bankar	Bankar	AB	Bankar
6	AO2310106	BHAGAT NIKITA	AP	Nikita	AP	Nikita	Nikita	AB	Nikita	AB	Nikita	AB
7	AO2310107	BHOSALE SHRADDHA	Shraddhb	Shraddhb	AB	Shraddhb	Shraddhb	AB	AB	Shraddhb	Shraddhb	Shraddhb
8	AO2310108	BHUNJE VAISHNAVI	VBhunje	VBhunje	VBhunje	AB	VBhunje	VBhunje	AP.	VBhunje	VBhunje	VBhunje
9	AO2310109	BORATE SIDDHI SATISH	Seard	Searu	AB	Camul	Searu	AB	Foarul	Foarul	Foarul	AB
10	AO2310110	BULBULE KARTIKEY	K.Bube	AB	K.Bube	AB	K.Bube	K.Bube	AB	K.Bube	K.Bube	AB
11	AO2310111	CHAKHALE ASHISH	AB	AB	AB	AB	AB	AB	AD	AB	AB	AB
12	AO2310112	CHAVAN PRATIKSHA	C.Pratiksha	C.Pratiksha	AB	C.Pratiksha	AB	C.Pratiksha	C.Pratiksha	C.Pratiksha	AB	C.Pratiksha
13	AO2310113	CHAVAN PRIYANKA	Pri	Pri	Pri	Pri	AB	Pri	Pri	Pri	Pri	Pri
14	AO2310114	DHAPATE OM	OmD	OmD	OmD.	OmD.	OmD.	OmD.	OmD.	OmP.	OmP.	AB
15	AO2310115	DHAVALE RAHUL	Rahul.D	Rahul.D	Rahul.D	Rahul.D	AB	AB	Rahul.D	AB	Rahul.D	AD
16	AO2310116	DHAWAN SHITAL	S.Dhawan	D.Dhawan	AB	AB	S.Dhawan	AB	S.Dhawan	S.Dhawan	AB	S.Dhawan
17	AO2310117	DHOTRE ADITYA	AB	AD	AB	AB	AB	AB	AB	AB	AB	AB
18	AO2310118	DHUMAL PRATHAMESH	P.Dhumal	AB	P.Dhumal	P.Dhumal	AB	P.Dhumal	AB	P.Dhumal	P.Dhumal	AB
19	AO2310119	DOSHI ASHAY	AB	AB	AB	AB	AB	AB	AD	AB	AB	AB
20	AO2310120	KSHIRSAGAR SONAL	S.Khirsa	AB	S.Kshirsa	S.Kshirsa	AB	S.Kshirsa	S.Khirsa	AB	S.Khirsa	S.Khirsa
21	AO2310121	KUDALE SAGAR	Sagar	S.Kuar	AB	C.Kudale	AB	C.kudale	C.kudale	AB	C.kudale	AB
22	AO2310122	KSHIRSAGAR SONAL	Sonalk	Sonalk	AB	Sonalk	AB	Sonalk	AB	Sonalk	AB	Sonalk
23	AO2310123	KUDALE SAGAR	S.Kudale	S.Kudale	AB	S.Kudale	AB	S.Kudale	S.Kudale	AB	S.Kudale	
		Total No. of Present Students:	20	18	10	18	12	17	15	15	15	

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ANEKANT INSTITUTE OF MANAGEMENT STUDIES

Anekant Education Society Campus, Baramati, Dist-Pune-413102.
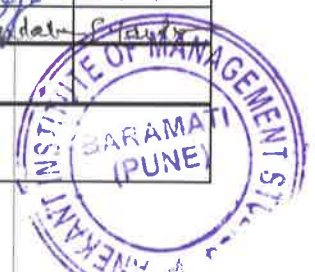
Academic Year: 2023-2024　　　**Class: MBA First Year**　　　**Semester: I**

ADD on Course Name : Information Technology

Name of the Faculty : Dr. Manisha Vhora　　　　　　　**Batch : XIII 2023-25**

ATTANDANCE SHEET

Sr.No.	Roll No.	Name of the Student / Date & Lect.No.	28/10/23 21	30/10/23 22	31/10/23 23	4/11/23 24	6/11/23 25	11/11/23 26	18/11/23 27	20/11/23 28	24/11/23 29	25/11/23 30
1	AO2310101	ABNAVE RUTUJA SUNIL	Absent	Absent	Absent	AB	Absent	Absent	Absent		Absent	Absent
2	AO2310102	AGAWANE RUSHIKESH	Rushi	Rushi	Rushi	Rushi	AB	AB	AB	Rushi	AB	AB
3	AO2310103	ATTAR MUJEMIL	Jeel	Jeel	Jeel	Jeel	Jeel		Jeel	Jeel	Jeel	AB
4	AO2310104	BANKAR DHIRAJ	Petru	Petru	AB	AB	AB	Petru	Petru	Petru	AB	AB
5	AO2310105	BANKAR PRERANA	Bankar	Bankar	Bankar	Bankar	Bankar	Bankar	AB	Bankar	AN	Bankar
6	AO2310106	BHAGAT NIKITA	NB	NB	NB	NB	NB	NB	NB	AB	AB	AB
7	AO2310107	BHOSALE SHRADDHA	Bhosal	AB	Bhosale	Bhosale	AD	Bhosale	Bhosale	—	Bhosale	AB
8	AO2310108	BHUNJE VAISHNAVI	AB	AB	AB	Vaish	Vaish	Vaish	Vaish	Vaish	Vaish	AB
9	AO2310109	BORATE SIDDHI SATISH	Jeel	Jeel	Jeel	Jeel		Jeel	Jeel	Jeel		Jeel
10	AO2310110	BULBULE KARTIKEY			AB		AB		AB		AB	
11	AO2310111	CHAKHALE ASHISH	A.Chakhal	A.Chakhal	AB	A.Chakhal	AB	A.Chakhal	AB	A.Chakhal	A.Chakhal	AB
12	AO2310112	CHAVAN PRATIKSHA	AB	AB	PRer	PRC	PRC	PRC	AB	PRC	AB	AB
13	AO2310113	CHAVAN PRIYANKA	P.chavan	P.chavan	AB	P.chavan	P.chavan	AB	P.chavan	P.chavan		P.chavan
14	AO2310114	DHAPATE OM	AB	OM	OM	OM	OM	AB	AB	OM	OM	OM
15	AO2310115	DHAVALE RAHUL	AB	V	MI	MI	MI	MI	MI	MI	MI	MI
16	AO2310116	DHAWAN SHITAL	S.Dhawan	S.Dhawan	AB	S.Dhawan	S.Dhawan		S.Dhawan	S.Dhawan	MI	S.Dhawan
17	AO2310117	DHOTRE ADITYA	AB	AD	AD			AB	AD	AB	MI	MI
18	AO2310118	DHUMAL PRATHAMESH	P.Dhumal	P.Dhumal	P.Dhumal	P.Dhumal	P.Dhumal	P.Dhumal	P.Dhumal	P.Dhumal	P.Dhumal	P.Dhumal
19	AO2310119	DOSHI ASHAY	Doshi.A	Doshi.A	AB	Doshi.A	AB	Doshi.A	AB	Doshi.A	Doshi.A	AB
20	AO2310120	KSHIRSAGAR SONAL	AB	AB	AB	AB	AB	AB	AB	AB	AD	AB
21	AO2310121	KUDALE SAGAR	Kudale	Kudale	Sakale	Sakale	Sakale	Sakale	Sakale	AB	Sakale	AB
22	AO2310122	KSHIRSAGAR SONAL	Shirsa	Shirsa	AD	S.Shirsa	AB	S.Kshirsa	S.Kshirsa	AB	S.Kshirsa	AD
23	AO2310123	KUDALE SAGAR	S.Kudale	S.Kudale	S.Kudale	S.Kudale	AB	S.Kudale	S.Kudale	AB	T.Kudale	

Total No. of Present Students:

Anekant Education Society's
ANEKANT INSTITUTE OF MANAGEMNET STUDIES (AIMS)
Baramati, Pune

Academic Year 2023-24

MBA –First Year, Batch 2023-25

SEMESTER I

Course Code & Title: (Add on Course 01) Information Technology

Course Completion Report

1. Type of Course: Add on Course
2. Name of Faculty: Dr. M. A, Vhora
3. Session Allotment: 2:0:2   (1 Hour a Session and 2 Sessions Per Week)
4. Methodology of Teaching: Regular Sessions and Practical

Session No	Date	Time	Content	No of Students
1	19/08/2023	4.30-5.30 PM	Hardware - Software - Systems Software	18
2	21/08/2023	4.30-5.30 PM	Application Software and Packages	18
3	26/08/2023	4.30-5.30 PM	Fundamentals of operating system- Windows, Unix/Linux.	20
4	28/08/2023	4.30-5.30 PM	Introduction to World Wide Web	18
5	02/09/2023	4.30-5.30 PM	Internet operations. Emerging communication technologies	18
6	04/09/2023	4.30-5.30 PM	Microsoft Word – Mail merge	17
7	09/09/2023	4.30-5.30 PM	Microsoft Word – Mail merge	21
8	11/09/2023	4.30-5.30 PM	Microsoft Excel – Formulas, Graphs, Basis statistical formulae.	17
9	16/09/2023	4.30-5.30 PM	Microsoft Excel – Formulas, Graphs, Basis statistical formulae.	21
10	18/09/2023	4.30-5.30 PM	Microsoft Excel – Formulas, Graphs, Basis statistical formulae.	18
11	23/09/2023	4.30-5.30 PM	Microsoft Excel – Formulas, Graphs, Basis statistical formulae.	18
12	25/09/2023	4.30-5.30 PM	Microsoft Power Point – Creating effective presentations	18
13	30/09/2023	4.30-5.30 PM	Microsoft Power Point – Creating effective presentations	14

14

14	03/10/2023	4.30-5.30 PM	Microsoft Power Point – Creating effective presentations	17
15	07/10/2023	4.30-5.30 PM	Microsoft Power Point – Creating effective presentations	17
16	09/10/2023	4.30-5.30 PM	Microsoft Access - Introduction to DBMS concepts, Creating a database, Basic queries.	18
17	14/10/2023	4.30-5.30 PM	Microsoft Access - Introduction to DBMS concepts, Creating a database, Basic queries.	18
18	16/10/2023	4.30-5.30 PM	Microsoft Access - Introduction to DBMS concepts, Creating a database, Basic queries.	18
19	21/10/2023	4.30-5.30 PM	Microsoft Access - Introduction to DBMS concepts, Creating a database, Basic queries.	15
20	23/10/2023	4.30-5.30 PM	Tally – Journal Entry, Ledger posting, Preparation of Balance Sheet	16
21	28/10/2023	4.30-5.30 PM	Tally – Journal Entry, Ledger posting, Preparation of Balance Sheet	18
22	30/10/2023	4.30-5.30 PM	Tally – Journal Entry, Ledger posting, Preparation of Balance Sheet	18
23	31/10/2023	4.30-5.30 PM	Tally – Journal Entry, Ledger posting, Preparation of Balance Sheet	17
24	04/11/2023	4.30-5.30 PM	Tally – Journal Entry, Ledger posting, Preparation of Balance Sheet	18
25	06/11/2023	4.30-5.30 PM	Tally – Journal Entry, Ledger posting, Preparation of Balance Sheet	18
26	11/11/2023	4.30-5.30 PM	**HTML** – Home page designing for each student using Microsoft FrontPage	19
27	18/11/2023	4.30-5.30 PM	**HTML** – Home page designing for each student using Microsoft FrontPage	18
28	20/11/2023	4.30-5.30 PM	**HTML** – Home page designing for each student using Microsoft FrontPage	17
29	24/11/2023	4.30-5.30 PM	**HTML** – Home page designing for each student using Microsoft FrontPage	18
30	25/11/2023	4.30-5.30 PM	**HTML** – Home page designing for each student using Microsoft FrontPage	19

15

Academic Year 2023-24
MBA –First Year, Batch 2023-25
SEMESTER I
Course Code & Title: (Add on Course 01) Information Technology

QUESTION PAPER

WORD, EXCEL, POWERPOINT, MS ACCESS

Fill in the blanks

1. Using ---------- it is possible to sent mails to more than one person. (MailMerge)

2. In Excel --------- automatically creates sum (Autosum)

3. To cancel the last editing, we use the ------- button (Undo)

4. Calculations can be performed through----------- (Excel)

5. A cell with dark border around it is called -------- cell (Active)

6. The Mail merge option is in -------- menu (Tools)

7. The short cut key for slide show is--------- (F5)

8. In Excel, the intersection of row and column is known as ------- (cell)

9. ---------- is the background on which different windows appear (Wall paper)

10. -------- shows the name of the application, document, groups or directory (Folder)

11. --------- is a quick and easy way for mass production of letters, envelops, mail labels etc.. (Mailmerge)

12. The ---------features helps you to avoid making typing mistakes and speed up your typing. (Spelling and grammar)

13. The extension of a Power Point is --------- (ppt)

14. --------- function will return the largest value in the selected range of cells (MAX)

15. The ------- option issued to undo the previous action (Undo).

16. ---------- positions the text according to the margins (Ruler)

17. A set of programming statements is called--------- (macro)

18. Ctrl+S is the shortcut key for ---------(save)

19. --------- checks whether a condition is met and returns on value 'if' TRUE and another 'if' FALSE (SUMIF)

20. In Power Point F5 is used for------- (View show)

16

21. The short cut key for spell check in MS Word is ---------- (F7)

22. Ctrl+V is the shortcut for---------- operation (Paste)

23. Extension file of MS Access is --------- (.mdb)

24. An individual page in a Power Point presentation is called -------- (Slide)

25. A-------- is used to set the page margins, change paragraph alignment and spacing (Indent)

26. Ctrl+V is the shortcut for ------ (Paste)

27. The shortcut for italics is ---------- (Ctrl+I)

28. --------- is an example for copy is ---------(Ctrl+C)

29. In Excel replace option is in ------- menu (Edit)

30. The key for spell check in MS Word is -------(F7)

31. In Power point short cut key is insert new slide is -------(Ctrl+M)

32. In Excel, the intersection of row and column is known as -------- (cell)

33. -------- is an example for Data base Management system (MS Access)

34. -------- displays the location of the active cell and the value or formula used in the active cell (fx)

35. -------- function will return the largest value in the selected range of cells (MAX)

36. A set of programming statements is called ------ (Macro)

37. Go to option is in --------- menu (Edit)

38. ----------- adds the cells specified by a given condition or criteria (IF)

39. In MS Word, Change Case is in -------- menu (Format)

40. In MS Excel, Macro is in -------- menu (Tools)

41. In MS Excel, an individual file is known as ------- (Workbook)

42. MS Excel is an example for -------- program (Spreadsheet)

43. In MS Word, print is in ------- menu (File)

44. ------- acts a document with preset text and formatting using which a new document can be made (Template)

45. -------- can be used to copy character and paragraph formatting from one place to another. (Format Painter)

46. -------- is a text alignment type (Justify)

47. ------- define the left and right side margin of a paragraph (justify)

48. MS Excel ------ helps you to fill rows or columns with a series of data (Auto fill)

49. In Excel ------ function return smallest value in a selected range of cells. (MIN)

50. -------- is a data type in MS Access. (Currency)

51. Formula in MS Excel begin with ------ sign (=)

52. You can customize the range of Sheets to be displayed in startup as 1 to ---- (10)

53. In Access------ formats the printed information (Report)

54. --------- is a complete collection of data displayed in rows & columns. (Tables)

55. ------ is a program that helps to create slide presentations quickly (Power Point)

56. Delete slide option is in ------- menu (Edit)

57. Clip art is a collection of ------- files (graphic)

58. Picture option is in ------ menu (Insert)

59. In MS Word merge cell is in ------ menu (Table)

60. Maximum number of columns in Excel is ------ (256)

61. Maximum number of rows in Excel is ------- (65536)

TRUE OR FALSE

1. A word processor is a software package that helps to create and edit a document (True)

2. In word Print preview option is in File menu (True)

3. Page setup option is in Table menu in MS Word (False)

4. Select all the text and graphics in the working document or press Ctrl+ A (True)

5. Header & Footer option is in view menu (True)

6. Maximum width of a cell is 12.75 (True)

7. F1 is the shortcut for Help (True)

8. Increase decimal buttons in Formatting toolbar is used to format no. of decimal places in a cell containing numeric data (True)

9. Hold down Ctrl key while selecting non adjacent cells (True)

10. Merge and centre button on formatting toolbar joins selected range of cells and centres the text in the upper left cell to it (True)

11. In MS Excel a sheet name can contain 256no. of maximum characters (False)

12. Data menu command will generate a form with each fields vertically for a selected list of data (True)

13. Upper function converts the first character of each word in a cell of capital letters (True)

14. Sub Total is an example for MS Excel Add –In (False)

15. Wrap Text option breaks a long line of text into multiple lines to fit within the cell (True)

16. Copy function Tool bar button on standard toolbar is used to insert a function (False)

17. In MS Excel Header & Footer are displayed in Page Break Preview (True)

18. The key board shortcut to insert hyperlink command is Ctrl+ K (True)

19. Replace command will search for some given text in your document and replace it with another (True)

20. Sort command in Table menu is used to arrange the data in table in ascending order (True)

21. Use Print Preview to display the document exactly it will be printed (True)

22. Drop Cap command decorates the first letter of the active paragraph with large bold format (True)

23. Maximum zoom percentage in word document is 500 (True)

24. To close MS Word, Shift+F4 keyboard combination is used (True)

25. Power Point is a graphical software (True)

26. The shortcut key for Help is F2 (False)

27. Arithmetic calculations can be done in Excel (True)

28. Charts can be embedded in Excel sheet (True)

29. Sound can be embedded in a Power Point presentation (True)

30. In MS Access, every table must have a primary key (False)

31. Spread sheets are made up of columns and rows (True)

32. In Power point every slide contains text place holder (True)

33. Word documents cannot be saved on floppies (False)

34. Pie is an Excel chart (True)

35. It is not possible to print a slide from a Power Point presentation (False)

36. Text can be converted to table (True)

37. Shortcut key for Font Dialog is Ctrl+ D (True)

38. Tables can be created in MS Word (True)

39. Chart option is in Insert menu (True)

40. Protect document option is in tools menu (True)

41. Book mark is in Insert menu (True)

42. Maximum number of rows in MS Excel is 65536 (True)

43. The total number of columns in Excel is 257 (False)

44. Header and Footer is in view menu (True)

45. Word count is in Windows menu (False)

46. The Undo command in the Edit menu issued to reverse actions (True)

47. Change case option is in the format menu (True)

48. MS Power Point is a Spread sheet program (False)

49. We cannot find and replace a particular word from MS Excel (False)

50. Word documents cannot be saved on floppies (False)

51. It is possible to protect an Excel sheet using password (True)

52. Auto filter is a feature in Excel (True)

53. It is not possible to insert an Excel sheet in a word document (False)

54. It is not possible to animate different parts of a slide (False)

55. In MS Word 'Formula' option is in Table menu (True)

56. Worksheet can be inserted in a word file (True)

57. In MS Word Merge cells is in Table menu(True)

58. Insert page number is in Insert menu (True)

59. Clear option is to clear the selected text or object (True)

60. Paste special option is in Edit menu (True)

SHORT QUESTIONS

1. What are the major features of Power Point?

2. Explain Auto Content Wizard.

3. Explain the various options available in word for formatting paragraphs

4. Briefly explain different options available in the format menu of MS Word.

5. Write steps for inserting and deleting tab

6. Explain any four functions available in MS Excel.

7. Explain the steps for creating slide in a Power Point

8. How will you create a table in MS Access?

9. What is a primary key? What is its use?

10. What is mail merge?

11. Explain different paragraph formatting options available in MS Word

12. How can we create charts using MS Excel?

13. What are the major features of MS Word ?

14. What is Book mark?

15. What is the uses of MS Excel?

16. What are the features of MS Excel?

17. What is Query?

18. What are the features of MS Access?

19. Explain the steps for creating Header and Footer in MS Word

20. How we can create charts using MS Excel

21. Write short notes on mail merge

22. What are the advantages of MS Office packages?

23. Explain the following

   a) SUM b) Product

24. Explain Format – cells command

25. Write Notes on (a) Scenarios (b) Data – subtotals

26. Write notes on Bullets and numbering

27.   „   Boarders and shading

28.   "   Format – Font

29.   „   Tools – Auto correct

30. Short note on Spell check

31. Different views in MS Word

32. Explain inserting a Table

33. How we can modify the Table

34. Write short notes on changing row height and column width

35. How we can insert today's Date and time in MS Excel

36. Write steps for saving a query

37. What are the uses of 'Forms' in Ms Access?

38. Write steps for create a table using Design view

39. Steps for creating a form wizard

40. What is Reports? What the steps are for create a report using an Auto report?

41. Write steps for printing a query

42. Define Validation

43. Write steps for create a pivot table

44. What is protection? Write steps for protect your document

45. What is Find and Replace and what are the steps to Find and Replace

46. What is Go to command?

47. What is 'Comment' and what are the steps for inserting comments?

48. Write short note on symbol and write steps for inserting symbol

50. What is Undo and Redo?

51. Write short note on Header and Footer

52. How you can change the text alignment and what are its steps

53. Explain frames

54. What is sort? Write steps for sorting

55. Write short note on subtotals? What are the steps for it

56. Write steps to save and close a slide presentation in Power Point

57. In Power Point write changing bullets and numbering

58. Write steps for line spacing in Power Point presentation

59. Write the steps for printing document

60. How you can add page number

ESSAYS

1. What is Mail merge? Explain

2. Briefly explain the steps for creating a Power Point presentation

3. How will you create a table in MS Access?

4. What is Query? What are the different options in creating a query?

5. Explain Macro? Write down the steps to record a new macro

6. What are the different views in Power Point Presentation?

7. Briefly explain table menu in MS Word

8. What are the features of MS Excel?

9. What are the uses of MS Excel?

10. Explain Formatting text in Power Point presentation

11. Explain some functions in Excel

12. What is a chart and explain different steps for inserting a chart in Excel

13. In Access briefly explain Reports

14. Explain creating a table using Design view and Form wizard view

15. Explain Custom animation and slide transition

16. Write features of MS Access

17. Explain Edit menu in MS Word

18. Explain Paragraph menu in MS Word

19. Explain Macro in briefly

20. Write all options in slide presentation

21. Explain entering and editing text in Power Point presentation

22. Explain Format menu in MS Excel

23. Explain Tools menu in MS Word

24. What are the two types of text alignment?

25. Explain Hyperlink

Information Technology

Time: 60 Minutes

Record : 10
Skill Test : 20
Total Marks : 30

MS-WORD

1. Create a document with a heading and using formatting features underline, boldface and change the font.

2. Enter a list of at least 10 things you have to do this week. Select the list and turn on Numbering. Select the list again and turn on Bullets.

3. Select the same list change the bullet character to some symbols.

4. Create a document on student using Find & Replace All, replace the word **student** in the document with **citizen**

5. Take any document check for spelling and grammar.

6. Write letter to HR Managers of five different companies requesting them to allow you to do a summer project in their companies using Mail Merge.

7. Create and print an envelope with your return address.

8. Type a letter and create an envelope for it that you add to your document. Preview it in Print Preview.

9. Create a document that contains several paragraphs of text. Select the text and convert it into two columns. Balance the column length. Add a line between the columns, also add a title that spans both the columns.

10. Create a Table **Student** using Table Handling feature, include five columns and five rows taking your own data.

11. Select any table create the following

i) delete a row and a column

ii) insert a row and a column.

12. Using Student table apply auto formatting.

13. Create any document and use suffixes and prefixes, insert currency symbols etc.

24

MS-EXCEL

14. Create a worksheet named Patient to include the following

Patient No	Patient Name	In-Patient or Out-Patient	Doctor attended	Date

Add 5 rows .

15. Create a worksheet with the days of the week at the top and time from 9.00

To 17.00 in intervals of 30 minutes (9.00, 9.30, 10.00,,,,,,,,,,,,,,,,,,, 17.00) use Auto fill feature to create this worksheet

16. Create the following **Student** worksheet

SNo	Name	Mark1	Marks2	Mark3	Mark4	Mark5	Total

Using Auto Sum calculate the total marks.

17. In above table find Maximum and Minimum marks in columns mark1, mark2, mark3, mark4 and total.

18. Prepare a worksheet showing employee code, employee name and designation of the software engineers working in a company XYZ. The employee code starts with increments by one for engineer and ends with 1007. Use series fill option and fill code. Also insert today's date on the top of the worksheet.

19. Select student worksheet, sort the data in the descending order of total using sort option. Using filter option, filter irrelevant data.

Create the following worksheet Salary (Enter at least 5 records)

Name	Basic	HRA	TA	Deductions	Gross Pay	Tax	Net Pay

Calculations are done as follows:

HRA - 50% of Basic; TA – 10% of Basic;

Assume your deductions

Gross Pay is Basic + HRA+TA-Deductions

Tax is 30% of Gross Pay

Net Pay is Gross Pay –Tax

20. In above table find the average (or mean) salary, count of employees getting less than average salary.

21. create a bar graph for the above data

22. Create an exploded pie chart with 3-D visual effect using above data.

23. Create a column chart of employees Net Pay.

24. Create the following worksheet that shows the number of planes arriving in an airport in the morning (AM) arrivals and in the afternoon (PM).

Day	AM Arrivals	PM Arrivals
Monday	80	40
Tuesday	65	45
Wednesday	50	75
Thursday	58	60
Friday	150	80
Saturday	40	68
Sunday	30	100

Prepare a line graph showing the daily arrivals for both AM and PM.

25. Prepare two pie charts showing the relative distribution of arrivals in the morning and the afternoon.

26. Prepare a component bar chart showing the AM and PM arrivals versus the day of the week.

MS-POWERPOINT

27. Create a Presentation with 5 slides about various events that take place in of your college.

28. Use Auto Content wizard to create a presentation of your choice and add a note to one of the slides.

26

29. Select any presentation having a number of slides, using slide sorter to change and view the order of slides changed.

30. Create a presentation with at least 5 slides, change the colour scheme and change the fill for a single scheme.

31. In a presentation – change the font and font colour, replace the body text font with another font.

32. Create a presentation – insert a clip Art on a single slide and then re colour the single slide.

33. Create a presentation – insert a table from MS-WORD.

34. In a presentation – insert a sound file and replay.

35. In an existing presentation – select one or more slides – apply a new transition, change the speed of the transition.

36. In an existing presentation select one or more slides and apply preset animations from animation affects.

37. In any existing presentation – hide one or more slides.

38. To any existing presentation apply custom animation.

MS-ACCESS

39. Create a database College and table student with following details

Student No	Name	Department	Year of Admission	Date of Birth	Gender	% Marks

i) enter min 10 records

ii) Identify the primary key.

40. Create the above table using the design view.

41. Create a database Company and table employee with following details

Eno	Name	Designation	Department	Basic Pay	Dob	Appraised (Yes/No)

i) Enter 5 Records

ii)Display those employees who are appraised.

42. Select a table from an existing database and create tabular and datasheet auto forms.

43. Select employee table arrange the data in descending order of DOB using Sort.

44. Create a database **Hardware** mart and table **spares** with the following structure

Items	Price per unit	Qty	Total cost
Laptops	15,000	5	
Scanners	10,500	4	
Servers	45,600	3	
Printers	8,500	2	
Windows Software	2000	1	

Do the following operations

   i)   Calculate the total cost and replace in field total cost.

   ii) Sort the data using quantity

   iii) Prepare report with title

45. Create a database **Book Store** and table Books with the following details

Book no	Title	Author	No of Copies Available	Publisher	Date of Publishing

Perform the following queries

   i)   List the data author wise

   ii) List Title, Author, Publisher, No of copies

   iii) List all the books of a particular author

   iv) Create a label of 4 lines title, author, publisher, date of publishing and no of copies available.

28

46. Create a sales man table in a data base business containing following fields

Sales Man No	Name	Region (N/S/E/W)	Target set	Actual

  i)   Calculate the difference between and actual and create a new field and enter the value.

  ii) Create a report of the data.

47. In the above perform following queries

i) List those salesman who have achieved the target

ii) list sales for a particular region

   iii) List name, region who have not achieved the target

48. Create a database XYZ company containing the tables

Personal(Empno, name, Dob, address, City, state, email, phone)

Business(Empno, date of joining, Dept.id, designation)

Department(Deptid, Name, Description)

  i)   Define Primary and Foreign keys for the above table

49. In above exercise

 i) Create Forms for all the tables and add data using forms

ii) Create Reports for all three tables.

50. In the above database modify the following

 i) Add the following fields

Personal ---- Country

Business -------Salary

Department ----- Dept. Phone no, Email Id

_____End_____

Anekant Education Society's
Anekant Institute of Management Studies (AIMS) Baramati, Pune

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Academic Year 2023-24
MBA –First Year, Batch 2023-25
SEMESTER I
Course Code & Title: (Add on Course 01) Information Technology
Internal Evaluation Report

Roll No	Name of the Student	Parameters for Internal Evaluation					Total 50
		MCQ	Practical	Test	Presentations	Attendance	
AO2310101	ABNAVE RUTUJA SUNIL	7	6	8	5	5	31
AO2310102	AGAWANE RUSHIKESH SANJAY	8	5	5	6	7	31
AO2310103	ATTAR MUJEMIL ASHFAQ	7	7	5	5	7	31
AO2310104	BANKAR DHIRAJ RAMDAS	5	5	6	5	8	29
AO2310105	BANKAR PRERANA PANDURANG	7	7	5	8	6	33
AO2310106	BHAGAT NIKITA RAJARAM	6	8	7	8	8	37
AO2310107	BHOSALE SHRADDHA DADADO	AB	AB	AB	AB	AB	AB
AO2310108	BHUNJE VAISHNAVI RAJENDRA	7	8	5	7	7	34
AO2310109	BORATE SIDDHI SATISH	5	5	6	6	5	27
AO2310110	BULBULE KARTIKEY RAMAKANT	6	8	6	5	6	31
AO2310111	CHAKHALE ASHISH KANTILAL	6	8	7	4	6	31
AO2310112	CHAVAN PRATIKSHA NITIN	5	6	6	7	5	29
AO2310113	CHAVAN PRIYANKA SANDESH	7	9	8	8	7	39
AO2310114	DHAPATE OM JANARDHAN	8	6	7	8	8	37
AO2310115	DHAVALE RAHUL MARUTI	AB	AB	AB	AB	AB	AB
AO2310116	DHAWAN SHITAL PRAMOD	8	8	7	8	8	39
AO2310117	DHOTRE ADITYA ASHOK	8	6	6	5	6	31
AO2310118	DHUMAL PRATHAMESH SUNIL	5	6	8	7	7	33
AO2310119	DOSHI ASHAY RAJKUMAR	6	5	7	5	6	29
AO2310120	KSHIRSAGAR SONAL PRAKASH	8	7	7	8	8	38
AO2310121	KUDALE SAGAR RAJARAM	AB	AB	AB	AB	AB	AB
AO2310122	KSHIRSAGAR SONAL PRAKASH	8	9	9	8	8	42
AO2310123	KUDALE SAGAR RAJARAM	7	9	8	8		39

Name of Faculty: Dr. M. A, Vhora

Academic Year 2023-24

MBA –First Year, Batch 2023-25

SEMESTER I

Course Code & Title: (Add on Course 01) Information Technology

Result Sheet

Internal Evaluation Max Marks: 50

Roll No	Name of the Student	Total 50
AO2310101	ABNAVE RUTUJA SUNIL	31
AO2310102	AGAWANE RUSHIKESH SANJAY	31
AO2310103	ATTAR MUJEMIL ASHFAQ	31
AO2310104	BANKAR DHIRAJ RAMDAS	29
AO2310105	BANKAR PRERANA PANDURANG	33
AO2310106	BHAGAT NIKITA RAJARAM	37
AO2310107	BHOSALE SHRADDHA DADADO	AB
AO2310108	BHUNJE VAISHNAVI RAJENDRA	34
AO2310109	BORATE SIDDHI SATISH	27
AO2310110	BULBULE KARTIKEY RAMAKANT	31
AO2310111	CHAKHALE ASHISH KANTILAL	31
AO2310112	CHAVAN PRATIKSHA NITIN	29
AO2310113	CHAVAN PRIYANKA SANDESH	39
AO2310114	DHAPATE OM JANARDHAN	37
AO2310115	DHAVALE RAHUL MARUTI	AB
AO2310116	DHAWAN SHITAL PRAMOD	39
AO2310117	DHOTRE ADITYA ASHOK	31
AO2310118	DHUMAL PRATHAMESH SUNIL	33
AO2310119	DOSHI ASHAY RAJKUMAR	29
AO2310120	KSHIRSAGAR SONAL PRAKASH	38
AO2310121	KUDALE SAGAR RAJARAM	AB
AO2310122	KSHIRSAGAR SONAL PRAKASH	42
AO2310123	KUDALE SAGAR RAJARAM	39

Name of Faculty: Dr. M. A, Vhora

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Anekant Education Society's
Anekant Institute of Managements Studies (AIMS) Baramati, Pune

Academic Year 2023-24
MBA –First Year, Batch 2023-25
SEMESTER I
Course Code & Title: (Add on Course 01) Information Technology
Final Grade Sheet

Sr. No	Name of the Student	Internal Evaluation	Internal Exam	Total Marks (100)	Grade
AO2310101	ABNAVE RUTUJA SUNIL	31	35	66	B
AO2310102	AGAWANE RUSHIKESH SANJAY	31	33	64	B
AO2310103	ATTAR MUJEMIL ASHFAQ	31	40	71	A
AO2310104	BANKAR DHIRAJ RAMDAS	29	32	61	B
AO2310105	BANKAR PRERANA PANDURANG	33	37	70	B
AO2310106	BHAGAT NIKITA RAJARAM	37	40	77	A
AO2310107	BHOSALE SHRADDHA DADADO	AB	AB	AB	AB
AO2310108	BHUNJE VAISHNAVI RAJENDRA	34	40	74	B
AO2310109	BORATE SIDDHI SATISH	27	28	55	B
AO2310110	BULBULE KARTIKEY RAMAKANT	31	32	63	B
AO2310111	CHAKHALE ASHISH KANTILAL	31	33	64	B
AO2310112	CHAVAN PRATIKSHA NITIN	29	38	67	B
AO2310113	CHAVAN PRIYANKA SANDESH	39	40	79	B
AO2310114	DHAPATE OM JANARDHAN	37	42	79	O
AO2310115	DHAVALE RAHUL MARUTI	AB	AB	AB	AB
AO2310116	DHAWAN SHITAL PRAMOD	39	38	77	A
AO2310117	DHOTRE ADITYA ASHOK	31	35	66	A
AO2310118	DHUMAL PRATHAMESH SUNIL	33	25	58	C
AO2310119	DOSHI ASHAY RAJKUMAR	29	32	61	B
AO2310120	KSHIRSAGAR SONAL PRAKASH	38	35	73	B
AO2310121	KUDALE SAGAR RAJARAM	AB	35	35	A
AO2310122	KSHIRSAGAR SONAL PRAKASH	42	35	77	A
AO2310123	KUDALE SAGAR RAJARAM	39	40	79	O

Name of Faculty: Dr. M. A, Vhora

32

Anekant Education Society's
Anekant Institute of Managements Studies (Aims) Baramati, Pune

Academic Year 2023-24
MBA –First Year, Batch 2023-25
SEMESTER I
Course Code & Title: (Add on Course 01) Information Technology
Feedback Analysis

Sr. No	Parameters	Average	Rank
1	Syllabus contents	4.3	6
2	Usefulness to Management Students	4.5	4
3	Number of units and its sequence	4.4	5
4	Recent trends and concepts in the syllabus	4.1	7
5	Size of syllabus in terms of the load on the student	4.5	4
6	The evaluation scheme designed for each of the course	4.3	6
7	Objectives stated	4.6	3
8	Practical's/ Tutorial conducted	4.8	1
9	Course Relevance	4.7	2
10	Comprehensiveness	4.0	8
	Overall Ratings	**4.6**	

Students registered and attended gave a favourable response for this course. This can be seen as the average calculated for the variables range from Poor to Excellent (5- Excellent; 4- Good; 3- Neutral; 2- Satisfactory; 1-Poor). All Averages are above than 4. Students opined that course duration should be shortened.

Name of Faculty: Dr. M. A. Vhora

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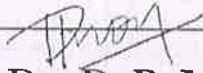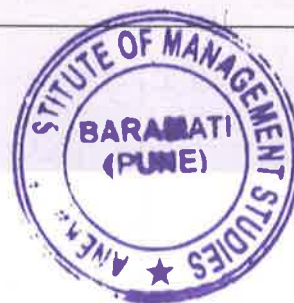
CERTIFICATE OF COMPLETION

This is to certify that

Mr. /Ms AGAWANE RUSHIKESH SANJAY

has successfully completed **Add on Course in Information
Technology** from 19/08/2023 to 5/12/2024

Dr. D. P. More
Academic Coordinator

BARAMATI
PUNE
6731

Dr. M. A. Lahori
Director

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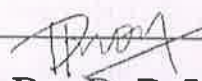AES Campus, T C College Road, Baramati, Dist Pune (MH) Phone No. 02112-227299 | www.aimsbaramati.org

CERTIFICATE OF COMPLETION

This is to certify that

Mr. /Ms ABNAVE RUTUJA SUNIL

has successfully completed **Add on Course in Information**

Technology from 19/08/2023 to 5/12/2024

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Academic Coordinator

Dr. M. A. Lahori
Director

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PUNE
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This is to certify that

Mr. /Ms KUDALE SAGAR RAJARAM

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Mr. /Ms KSHIRSAGAR SONAL PRAKASH

has successfully completed **Add on Course in Information**

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Mr. /Ms DOSHI ASHAY RAJKUMAR

has successfully completed **Add on Course in Information**

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Mr. /Ms DHUMAL PRATHAMESH SUNIL

has successfully completed **Add on Course in Information Technology** from 19/08/2023 to 5/12/2024

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Academic Coordinator

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Director

CERTIFICATE OF COMPLETION

This is to certify that

Mr. /Ms DHAPATE OM JANARDHAN

has successfully completed **Add on Course in Information**

Technology from 19/08/2023 to 5/12/2024

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Academic Coordinator

Dr. M. A. Lahori
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This is to certify that

Mr. /Ms DHAWAN SHITAL PRAMOD

has successfully completed **Add on Course in Information**

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Dr. M. A. Lahori
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CERTIFICATE OF COMPLETION

This is to certify that

Mr. /Ms DHOTRE ADITYA ASHOK

has successfully completed **Add on Course in Information**

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Academic Coordinator

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CERTIFICATE OF COMPLETION

This is to certify that

Mr. /Ms CHAVAN PRATIKSHA NITIN

has successfully completed **Add on Course in Information**

Technology from 19/08/2023 to 5/12/2024

Dr. D. P. More
Academic Coordinator

Dr. M. A. Lahori
Director

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CERTIFICATE OF COMPLETION

This is to certify that

Mr. /Ms CHAVAN PRIYANKA SANDESH

has successfully completed **Add on Course in Information**

Technology from 19/08/2023 to 5/12/2024

Dr. D. P. More
Academic Coordinator

Dr. M. A. Lahori
Director

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CERTIFICATE OF COMPLETION

This is to certify that

Mr. /Ms CHAKHALE ASHISH KANTILAL

has successfully completed **Add on Course in Information**

Technology from 19/08/2023 to 5/12/2024

Dr. D. P. More
Academic Coordinator

Dr. M. A. Lahori
Director

CERTIFICATE OF COMPLETION

This is to certify that

Mr. /Ms BULBULE KARTIKEY RAMAKANT

has successfully completed **Add on Course in Information**

Technology from 19/08/2023 to 5/12/2024

Dr. D. P. More
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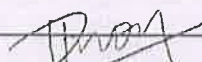
CERTIFICATE OF COMPLETION

This is to certify that

Mr. /Ms BORATE SIDDHI SATISH

has successfully completed **Add on Course in Information**

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Director

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Mr. /Ms BANKAR DHIRAJ RAMDAS

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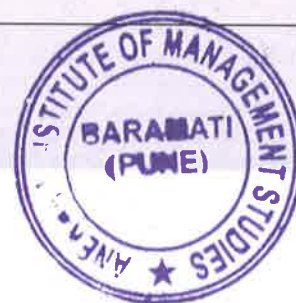
CERTIFICATE OF COMPLETION

This is to certify that

Mr. /Ms BHUNJE VAISHNAVI RAJENDRA

has successfully completed **Add on Course in Information**

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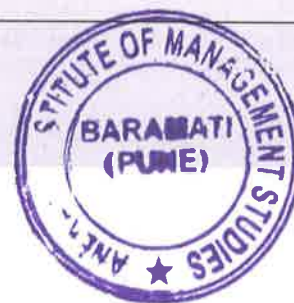
CERTIFICATE OF COMPLETION

This is to certify that

Mr. /Ms ATTAR MUJEMIL ASHFAQ

has successfully completed **Add on Course in Information**

Technology from 19/08/2023 to 5/12/2024

Dr. D. P. More
Academic Coordinator

Dr. M. A. Lahori
Director

Student Feedback

AIMS, Teaching and Educational Standards Syllabus Feedback Form.

AIMS values feedback from stakeholders regarding syllabus and other curriculum matters as part of its continuous improvement policy. To provide feedback please complete the following feedback survey form.

Student Feedback Sheet for Add on Course

1. Please give the following details:

Name:	Agaware Rushikesh Sanjay
Address:	Baramati
Mobile No:	92845-27432
Email Id:	rushiagawane1@gmail.com
Designation:	student

2. Following are the parameters of syllabus. Tick in the appropriate box on the basis of your opinion on syllabus.
The scale is given below:
I = Poor   II = Satisfactory   III = Good   IV = Very Good   V = Excellent

#	Parameters	I	II	III	IV	V
1.	Syllabus contents				✓	
2.	Course is in relation to the competencies expected out of the course.				✓	
3.	Number of units and its sequence for each course					✓
4.	Recent trends and concepts in the syllabus					✓
5.	Size of syllabus in terms of the load on the student			✓		
6.	The evaluation scheme designed for each of the course				✓	
7.	Objectives stated				✓	
8.	Practical's/ Tutorial conducted					✓
9.	Course Relevance					✓
10.	Comprehensiveness					✓

3. Kindly write the area/subject/concept to be included/ updated in the syllabus.

................No...

4. Enter your detailed feedback/suggestion.

............Good, learned Excel, PPT.............................
....
....
....
....

Anekant Institute of Management Studies (AIMS)

Religious Minority Institution, Anekant Education Society Campus
Baramati, Dist-Pune, Maharashtra, PIN-413102
Phone:(02112) 227299 Fax :(02112) 227299 www.aimsbaramati.org

REGISTRATION FORM FOR ADD ON COURSE

SECTION A *(STUDENT'S INFORMATION)*

NAME OF THE STUDENT: Malusare Priti Sadashiv

ROLL NUMBER: 673123079

MBILE NO.: 7774844502

EMAIL: pritimalusare495@gmail.com

SECTION B *(ADD-ON COURSE DETAILS)*

NAME OF THE COURSE: elemenatry information tech - nology

BATCH: MBA-I

COURSE TEACHER: Dr. M.A. Vhora

DATE OF ADMISSION: 15-10-2023

ACADEMIC YEAR: 2023-2024

Signature of Student

Signature of Course Teacher

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Anekant Education Society's

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Baramati, Dist-Pune, Maharashtra, PIN-413102
Phone:(02112) 227299 Fax :(02112) 227299 www.aimsbaramati.org

REGISTRATION FORM FOR ADD ON COURSE

SECTION A (STUDENT'S INFORMATION)

NAME OF THE STUDENT: Samruddhi Manoj Katambale

ROLL NUMBER: 62

MBILE NO.: 9359375768

EMAIL: samruddhikatamble @gmail.com

SECTION B (ADD-ON COURSE DETAILS)

NAME OF THE COURSE: Elementary Information technology

COURSE TEACHER: Dr. M.A Vhora

ACADEMIC YEAR: 2023 – 2025

BATCH: MBA - I

DATE OF ADMISSION: 15|9|2023

Signature of Student

Signature of Course Teacher

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Phone:(02112) 227299 Fax :(02112) 227299 www.aimsbaramati.org

REGISTRATION FORM FOR ADD ON COURSE

SECTION A (STUDENT'S INFORMATION)

NAME OF THE STUDENT: Siddhi Satish Borate

ROLL NUMBER: 13

MBILE NO.: 8862078160

EMAIL: siddhiborate01022003@gmail.com

SECTION B (ADD-ON COURSE DETAILS)

NAME OF THE COURSE: Elementary Information technology

COURSE TEACHER: Dr. M. A. Vhora

ACADEMIC YEAR: 2023-2025

BATCH: MBA-I

DATE OF ADMISSION: 15/09/2023

Signature of Student

Signature of Course Teacher

56

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Baramati, Dist-Pune, Maharashtra, PIN-413102
Phone:(02112) 227299 Fax :(02112) 227299 www.aimsbaramati.org

REGISTRATION FORM FOR ADD ON COURSE

SECTION A (STUDENT'S INFORMATION)

NAME OF THE STUDENT: Charan Siddhi Rajendra

ROLL NUMBER: 20

MBILE NO.: 7498312009

EMAIL: siddhicharan2009@gmail.com

SECTION B (ADD-ON COURSE DETAILS)

NAME OF THE COURSE: Elementary Information Technology

COURSE TEACHER: Dr. M.A. Vhora

ACADEMIC YEAR: 2023-25

BATCH: MBA - I

DATE OF ADMISSION: 15/09/2023

Signature of Student

Signature of Course Teacher

57

Defining Information

- What is Information?

Information is any knowledge that comes to our attention. That could be voice, image, text and video

- What is data?

Data is information when dealing with the machine
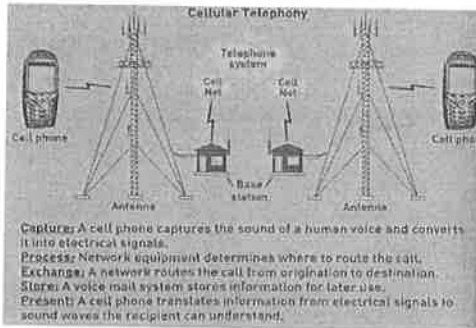
Introduction To Information Technology

Methods for conveying information

What Counts as information

IT Example: Cellular Telephony

Capture: A cell phone captures the sound of a human voice and converts it into electrical signals.
Process: Network equipment determines where to route the call.
Exchange: A network routes the call from origination to destination.
Store: A voice mail system stores information for later use.
Present: A cell phone translates information from electrical signals to sound waves the recipient can understand.
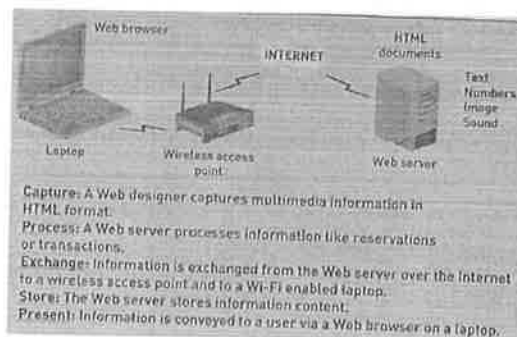
Defining Information Technology

* Information Technologies are systems of hardware and/or software that capture, process, exchange, store and/or present information using electrical, magnetic and/or electromagnetic energy.

IT in Society (people)

* Personal Communication
  - Conversations (phone, cell)
  - Messaging (E-mail, SMS)
  - Video Coms
* Entertainment
  - Web surfing
  - Downloading video and audio files
  - Interactive gaming
* Day-to-Day living
  - Buying airline tecket
  - Ordering books
  - Electronic banking/ stock market

IT Example: Wireless Internet

Capture: A Web designer captures multimedia information in HTML format.
Process: A Web server processes information like reservations or transactions.
Exchange: Information is exchanged from the Web server over the Internet to a wireless access point and to a Wi-Fi enabled laptop.
Store: The Web server stores information content.
Present: Information is conveyed to a user via a Web browser on a laptop.

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Examples on IT Careers

- Information Security Jobs
  - Address information security
- IT Analyst
  - Translate business requirement into technical specification
- Network Administration
  - Configure and operate computer network
- Management Consulting
  - Provide consulting for government and organizations
- Database Administration
  - Managing corporate database
- Computer Forensics Expert
  - Extracts computer evidence for detecting/preventing /prosecuting crimes
- IT Sales:
  - people on frontline to sell products
- Software development:
  - develop software solutions

IT in Society (business)

- Internal Communication
  - Computer network
  - Corporate website
  - Video teleconferencing
  - Messaging (SMS, email)
- Electronic Commerce
  - Call Centres
  - Electronic transactions
  - Online sales
- Business operations
  - Factory operation systems
  - Databases