

**SHAHID VIRPATNI LAXMI MAHAVIDYALAYA,  
TITAVE**

**Department Of Computer Science**

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**Notice**

Date: 29-11-2019

All the students are hereby informed that Department of Computer Science is going to organize an 8 days Workshop regarding to the topic "**Office Automation**". All the students were attending the Workshop on 1<sup>st</sup> Dec 2019 to 8<sup>th</sup> Dec 2019 at 8:30 am. to 1.30 pm.

  
Head  
H.O.D.  
Department Of  
Computer Science



  
Principal  
Shahid Virpatni Laxmi Mahavidyalaya,  
Titave, Tal. Radhanagari, Dist. Kolhapur.

**Shahid Virpatni Laxmi Mahavidyalaya, Titave**  
Tal. Radhanagari Dist. Kolhapur

**Workshop On**  
**Department Of Computer Science**

**“Office Automation”**  
2019-2020

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|                                    |                                                                                                                                                                                              |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name of the Event and Guest</b> | “Office Automation”,<br>Mr. S.P. Chougale<br>(Assistant Prof. Department of Computer Science, Svln Titave)<br>Ms.S.S. Patil<br>(Assistant Prof. Department of Computer Science, Svln Titave) |
| <b>Organizing Dept./ Committee</b> | Department of Computer Science                                                                                                                                                               |
| <b>Name of the Teacher</b>         | Mrs. Ahilya P. Patil<br>Program Coordinator                                                                                                                                                  |
| <b>Day and Date</b>                | 1 <sup>st</sup> Dec to 8 <sup>th</sup> Dec 2019                                                                                                                                              |
| <b>No. of Participants</b>         | 25                                                                                                                                                                                           |
| <b>Time</b>                        | 8:30 am to 1:30 pm                                                                                                                                                                           |



**Photos –**



- **Some moments from the session.**

**Detail Report:**

Shahid Virpatni Laxmi Mahavidyalaya, Titave organized 30 hours Office Automation Workshop from 1st to 8<sup>th</sup> December 2019. This workshop is about to office automation tools like Microsoft – Office Word, Excel, Power point.

This workshop is specially arranged for Non-teaching staff of the institute. It is mandatory for everyone to use computer based system while working in office. Therefore, this workshop was organized with the aim that the staff should have at least basic knowledge such as MS office, Excel, Power Point.



*[Signature]*  
Principal  
Principal

Shahid Virpatni Laxmi Mahavidyalaya  
Titave, Tal. Radhanagari, Dist. Kolhapur.

Shahid Shikshan Prasarak Mandal Titave's  
**Shahid Virpatni Laxmi Mahavidyalaya Titave**  
 Academic Year 2019-20  
 Attendance Sheet  
 Department of Computer Science

| Sr. No. | Name Of Student             | Sign        |             |             |             |             |             |             |             |             |             |             |
|---------|-----------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
|         |                             | 1/12/2019   | 2/12/2019   | 3/12/2019   | 4/12/2019   | 5/12/2019   | 6/12/2019   | 7/12/2019   | 8/12/2019   |             |             |             |
| 1       | Jadhav Sanika Vilas         | Sfadhav     | Sfadhav     | Sfadhav     | Sfadhav     | Sfadhav     | Sfadhav     | Sfadhav     | Sfadhav     | Sfadhav     | Sfadhav     | Sfadhav     |
| 2       | Jathar Rajnandini Shivaji   | RS          | RS          | RS          | RS          | RS          | RS          | RS          | RS          | RS          | RS          | RS          |
| 3       | Kambale Uma Ramesh          | Ukambale    | Ukambale    | Ukambale    | Ukambale    | Ukambale    | Ukambale    | Ukambale    | Ukambale    | Ukambale    | Ukambale    | Ukambale    |
| 4       | Kesarkar Pallavi Govind     | RKesarkar   | RKesarkar   | RKesarkar   | RKesarkar   | RKesarkar   | RKesarkar   | RKesarkar   | RKesarkar   | RKesarkar   | RKesarkar   | RKesarkar   |
| 5       | Koothavale Shrusiti Dipak   | SKoothavale | SKoothavale | SKoothavale | SKoothavale | SKoothavale | SKoothavale | SKoothavale | SKoothavale | SKoothavale | SKoothavale | SKoothavale |
| 6       | Lad Aarati Prakash          | ALad        | ALad        | ALad        | ALad        | ALad        | ALad        | ALad        | ALad        | ALad        | ALad        | ALad        |
| 7       | Malungekar Aarati Balavan   | Amalungekar | Amalungekar | Amalungekar | Amalungekar | Amalungekar | Amalungekar | Amalungekar | Amalungekar | Amalungekar | Amalungekar | Amalungekar |
| 8       | Parit Sanika Yuvraj         | SParit      | SParit      | SParit      | SParit      | SParit      | SParit      | SParit      | SParit      | SParit      | SParit      | SParit      |
| 9       | Patil Amruta Ramadas        | APatil      | APatil      | APatil      | APatil      | APatil      | APatil      | APatil      | APatil      | APatil      | APatil      | APatil      |
| 10      | Patil Saloni Dilip          | SPatil      | SPatil      | SPatil      | SPatil      | SPatil      | SPatil      | SPatil      | SPatil      | SPatil      | SPatil      | SPatil      |
| 11      | Patil Suhani Kundlik        | SPatil      | SPatil      | SPatil      | SPatil      | SPatil      | SPatil      | SPatil      | SPatil      | SPatil      | SPatil      | SPatil      |
| 12      | Patil vaishnavi shahaji     | VP          | VP          | VP          | VP          | VP          | VP          | VP          | VP          | VP          | VP          | VP          |
| 13      | Patil Vaishnavi Vijay       | VP          | VP          | VP          | VP          | VP          | VP          | VP          | VP          | VP          | VP          | VP          |
| 14      | Potdar Neha Dhanaji         | PPotdar     | PPotdar     | PPotdar     | PPotdar     | PPotdar     | PPotdar     | PPotdar     | PPotdar     | PPotdar     | PPotdar     | PPotdar     |
| 15      | Sathe Jyoti Danaji          | J.D.S       | J.D.S       | J.D.S       | J.D.S       | J.D.S       | J.D.S       | J.D.S       | J.D.S       | J.D.S       | J.D.S       | J.D.S       |
| 16      | Shirgaonkar Gautami Subhash | Gautami     | Gautami     | Gautami     | Gautami     | Gautami     | Gautami     | Gautami     | Gautami     | Gautami     | Gautami     | Gautami     |
| 17      | Sonalkar Shivani Sukhadev   | SSonalkar   | SSonalkar   | SSonalkar   | SSonalkar   | SSonalkar   | SSonalkar   | SSonalkar   | SSonalkar   | SSonalkar   | SSonalkar   | SSonalkar   |
| 18      | Sutar Payal Prakash         | SP          | SP          | SP          | SP          | SP          | SP          | SP          | SP          | SP          | SP          | SP          |
| 19      | Sutar Sakshi Krushnat       | Sakshis     | Sakshis     | Sakshis     | Sakshis     | Sakshis     | Sakshis     | Sakshis     | Sakshis     | Sakshis     | Sakshis     | Sakshis     |
| 20      | Barage Dipti Dayanand       | DBarage     | DBarage     | DBarage     | DBarage     | DBarage     | DBarage     | DBarage     | DBarage     | DBarage     | DBarage     | DBarage     |
| 21      | Bhore Siddhika Ganapati     | SBhore      | SBhore      | SBhore      | SBhore      | SBhore      | SBhore      | SBhore      | SBhore      | SBhore      | SBhore      | SBhore      |
| 22      | Bhosale Sanika Sunil        | SBhosale    | SBhosale    | SBhosale    | SBhosale    | SBhosale    | SBhosale    | SBhosale    | SBhosale    | SBhosale    | SBhosale    | SBhosale    |
| 23      | Gayakwad Sanjivani Tanaji   | SGayakwad   | SGayakwad   | SGayakwad   | SGayakwad   | SGayakwad   | SGayakwad   | SGayakwad   | SGayakwad   | SGayakwad   | SGayakwad   | SGayakwad   |



|    |                      |                           |                           |                           |                           |                           |                           |                           |                           |
|----|----------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| 24 | Gurav Sakshi Shivaji | S.S. Gurav<br>R.S. Hujare | S.S. Gurav<br>R.S. Hujare | S.S. Gurav<br>R.S. Hujare | S.S. Gurav<br>R.S. Hujare | S.S. Gurav<br>R.S. Hujare | S.S. Gurav<br>R.S. Hujare | S.S. Gurav<br>R.S. Hujare | S.S. Gurav<br>R.S. Hujare |
| 25 | Hujare Rutuja Sandip |                           |                           |                           |                           |                           |                           |                           |                           |

Total = 23 + 2 = 25

  
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Shahid Shikshan Prasarak Mandal's  
**Shahid Virpatni Laxmi Mahavidyalaya, Titave**



# CERTIFICATE

This is to certify that Miss \_\_\_\_\_

Has attended / participated / successfully completed one day workshop Training of  
"Office Automation Tools" organized by Department of BCA, S.V.L.M., Titave.

Course organized academic year.....

Program Coordinator

HOD (Department of BCA)

Head

Department of  
Computer Science

Principal



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