

SHAHID VIRPATNI LAXMI MAHAVIDYALAYA, TITAVE

DEPARTMENT OF B.A.Mass Media

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

2018-2019				
Sr. No.	Name of Add on/ Certificate course / Short term programs offered	Duration of course	Number of students enrolled in the year	Beneficiaries
1.	Work Smart: Office Automation Techniques	6 Days	24	22


HOD

Head
Department Of
Mass Media



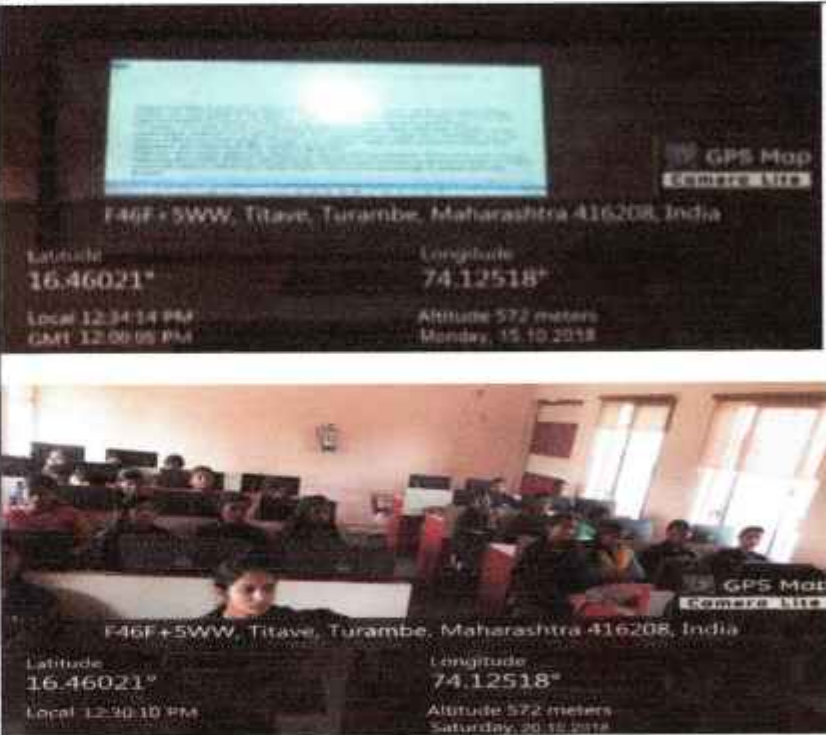

Principal
Principal

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

Shahid Virpatni Laxmi Mahavidyalaya, Titave
Tal. Radhanagari, Dist. Kolhapur
Department of B.A. Mass Media
Academic Year 2018-19

Event Report

“Work smart: Office Automation Techniques”

Date of Activity	15/10/2018 to 22/10/2018	Time : 11.00am-5:00 Pm
Venue of Activity	Offline	
Objectives	1. To enhance and upgrade the existing system by increasing its efficiency and effectiveness. 2. Easy to Workflow Designer	
Activity Coordinators	Ms. Poorva Godase	
Name of Teacher	Ms. Shubhangi Kirokar	
Speaker	Ms. Ahilya Patil, Ms. Shital Patil, Mr., Sagar Chougale	
Topics covered	<ul style="list-style-type: none"> > Essentials of Office Automation > Mobile compatibility > Integration with other software > Reports and analytics 	
Attendees	22	
Photographs	 <p style="text-align: center;">Using Word, Add pictures, Tables & Charts</p>	

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HOD

**Head
Department Of
Mass Media**



[Signature]
Principal

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



Shahid Shikshan Prasarak Mandal, Titave's
SHAHID VIRPATNI LAXMI MAHAVIDYALAYA

Titave, Tal-Radhanagari Dist-Kolhapur

PH (0231) 254370

E-Mail-svlm.titave@gmail.com

Ref.-: 2018-19/BAMM/4

DATE: 06 / 11 / 2018

To,
The Principal,
Shahid Virpatni Laxmi Mahavidyalaya,
Titave.

Sub: Seeking Permission for Conducting Add-On Program.

Respected Sir,

We are planning to conduct an Add-On Program on "Work smart: Office Automation Techniques." The program is scheduled from 15th Nov. 2018 to 22nd Nov. 2018. I kindly request you to give permission for conducting this program.

Thanking You.

Yours faithfully,

Permitted
06/11/2018



Deshay
HOD
Head
Department Of
Mass Media

Shahid Virpatni Laxmi Mahavidyalay,

Titave

Department of B.A. Mass Media

Date-10th Nov. 2018

Notice

All students are hereby informed that the Department of B.A. Mass Media is going to organize an Add-On Program On **“Work Smart: Office Automation Techniques”** The program will be conducted from **15th Nov. 2018 to 22nd Nov. 2018**. Kindly submit your entries to your class teachers.

Time: 11.00 am to 05.00 pm

FY Palase



**HOD,
Head**

**Department Of
Mass Media**



Principal

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



Shahid Shikshan Prasarak Mandal, Titave's

SHAHID VIRPATNI LAXMI MAHAVIDYALAYA

Titave, Tal-Radhanagari Dist-Kolhapur

PH (0231) 254370

E-Mail-svlm.titave@gmail.com

Ref.: 2018-19/BAMM/07

DATE: 12/11/2018

To,
Mrs. Ahilya P. Patil,
 Assistant Professor,
 Department of computer science,
 Shahid Virpatni Laxmi Mahavidyalaya,
 Titave.

Subject: Invitation to conduct a program on "Work Smart: Office Automation Techniques"

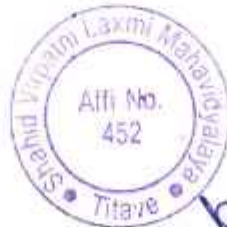
Dear Madam,

We are very happy to inform you that our institute, Shahid Virpatni Laxmi Mahavidyalaya, Titave, is going to organize an Add-on Program on "Work smart: Office Automation Techniques". The main focus of the program is **Microsoft Office** and also to aware of the importance, usages, and setbacks of topics related to MS office.

The program is scheduled from **15th Nov. 2018 to 22nd Nov. 2018**, at 11:00 am to **05.00** pm. We are eagerly waiting for your confirmation.

Thanks and regards.


HOD
 Head
 Department Of
 Mass Media



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 Review


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



Shahid Shikshan Prasarak Mandal, Titave's
SHAHID VIRPATNI LAXMI MAHAVIDYALAYA

Titave, Tal-Radhanagari Dist-Kolhapur

PH (0231) 254370

E-Mail-svlm.titave@gmail.com

Ref.:- 2018-19/BAMM/06

DATE: 12/11/2018

To,
Ms. Shital Patil,
 Assistant Professor,
 Department of computer science,
 Shahid Virpatni Laxmi Mahavidyalaya,
 Titave.

Subject: Invitation to conduct a program on "Work Smart: Office Automation Techniques"

Respected Madam,

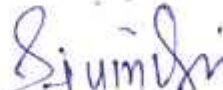
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Thanks and regards.


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 Titave, Tal. Radhanagari, Dist. Kolhapur.





Shahid Shikshan Prasarak Mandal, Titave's
SHAHID VIRPATNI LAXMI MAHAVIDYALAYA

Titave, Tal-Radhanagari Dist-Kolhapur

PH (0231) 254370

E-Mail-svlm.titave@gmail.com

Ref.: 2018-19/BAMM/05

DATE: 12/11/2018

To,
Mr. Sagar Chaugale,
 Assistant Professor,
 Department of computer science,
 Shahid Virpatni Laxmi Mahavidyalaya,
 Titave.

Subject: Invitation to conduct a program on "Work Smart: Office Automation Techniques"

Respected Sir,

We are very happy to inform you that our institute, Shahid Virpatni Laxmi Mahavidyalaya, Titave, is going to organize an Add-on Program on "Work smart: Office Automation Techniques". The main focus of the program is **Microsoft Office** and also to aware of the importance, usages, and setbacks of topics related to MS office.

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Thanks and regards.

[Signature]
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[Signature]
Received

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

Shahid Virpatni Laxmi Mahavidyalaya, Titave

Department of B.A. Mass Media

Academic Year 2018-19

Add-on Program on

“Work smart: Office Automation Techniques”

Registration

Sr.NO.	Student Name	Sign
1	CHALUGAOL ASHWINI SUBHASH	A.S.chalugool
2	CHOUGALE SHITAL DINKAR	<u>Shital</u>
3	DAVARI NITA EKANATH	NEDavari
4	DAVARI SHUBHANGI EKNATH	<u>SEDavari</u>
5	DAVARI SNEHAL SHIVRAM	<u>SDavari</u>
6	DONGARE PRIYANKA SHANKARRAO	<u>PDongare</u>
7	KAMBALE DHANASHRI SATAPPA	<u>DKamble</u>
8	KAMBLE VARSHA DINKAR	<u>V.D.kamble</u>
9	KAMBLE ADITI KRUSHNAT	<u>AKamble</u>
10	KAMBLE ANKITA SHAHSHIKANT	<u>ASK</u>
11	KAMBLE ASHWINI PARASHRAM	AB
12	KAMBLE ASMITA BALASO	<u>ABKamble</u>
13	KAMBLE DIPALI BAJIRAO	<u>DBK</u>
14	KAMBLE KOMAL SATAPPA	<u>K.S.kamble</u>
15	KAMBLE RESHMA SHIVAJI	<u>RSamble</u>
16	KAMBLE SANDHYA SITARAM	AB

17	KAMBLE SAVITA BALAVANT	<u>S.B. Kamble</u>
18	KAMBLE VIDYA DATTATRAY	<u>V. Kamble</u>
19	KAVADE AISHWARYA SHIVAJI	<u>K. Kavade</u>
20	PARIT KOMAL HINDURAV	<u>B. Parit</u>
21	PATEL HARSHA VASANT	<u>H. Patel</u>
22	PATIL PRANALI VISHNU	<u>P. Patil</u>
23	PATIL SAMRUDDHI YUVRAJ	<u>S. Patil</u>
24	SAKATE ANITA BHAGAVAN	<u>A. Sakate</u>

D. S. Joshi
Head
Department Of
Mass Media



S. S. Joshi
Principal
Shaheed Virpatni Laxmi Mahavidyalaya
Titave, Tal. Radhanagari, Dist. Kolhapur

Shahid Virpatni Laxmi Mahavidyalaya, Titave

Department of B.A. Mass Media

Academic Year 2018-19

Add-on Program on

“Work smart: Office Automation Techniques”

Schedule: 15th Nov. 2018 to 22nd Nov. 2018, 11:00 am to 5:00 pm

S.N	DATE	TIME	TOPIC TO DISCUSS
1.	15/11/2018	11:00 am to 2:00 pm	MS WORD Text Basics <ul style="list-style-type: none">• Typing the text, Alignment of text• Editing Text: Cut, Copy, Paste, Select All, Clear• Find & Replace Text Formatting and saving file <ul style="list-style-type: none">• New, Open, Close, Save, Save As• Formatting Text: Font Size, Font Style• Font Color, Use the Bold, Italic, and Underline• Change the Text Case• Line spacing, Paragraph spacing• Shading text and paragraph• Working with Tabs and Indents
		3:00 pm to 5:00 pm	MS WORD Module 3: Working with Objects <ul style="list-style-type: none">• Shapes, Clipart and Picture, Word Art, Smart Art• Columns and Orderings - To Add Columns to a Document• Change the Order of Objects• Page Number, Date & Time• Inserting Text boxes• Inserting Word art• Inserting symbols• Inserting Chart Module 4: Header & Footers <ul style="list-style-type: none">.Inserting custom Header and Footer.Inserting objects in the header and footer.Add section break to a document

			<p>Module 5: Working with bullets and numbered lists</p> <ul style="list-style-type: none"> • Multilevel numbering and Bulleting • Creating List • Customizing List style • Page bordering • Page background
2.	16/11/2018	11:00 am to 2:00 pm	<p>MS WORD</p> <ul style="list-style-type: none"> • Working with Tables, Table Formatting • Table Styles • Alignment option • Merge and split option <p>Module 7: Styles and Content</p> <ul style="list-style-type: none"> • Using Build- in Styles, Modifying Styles • Creating Styles, Creating a list style • Table of contents and references • Adding internal references • Adding a Footnote • Adding Endnote <p>Module 8: Merging Documents</p> <ul style="list-style-type: none"> • Typing new address list • Importing address list from Excel file • Write and insert field • Merging with outlook contact • Preview Result • Merging to envelopes • Merging to label • Setting rules for merges • Finish & Merge options Tables • Styles and Content
		3:00 pm to 5:00 pm	<p>MS WORD</p> <p>Module 9: Sharing and Maintaining Document</p> <ul style="list-style-type: none"> • Changing Word Options • Changing the Proofing Tools • Managing Templates • Restricting Document Access • Using Protected View • Working with Templates

			<ul style="list-style-type: none"> Managing Templates <p>Module 10: Proofing the document</p> <ul style="list-style-type: none"> Check Spelling As You Type. Mark Grammar Errors As You Type.
3.	17/11/2018	11:00 am to 2:00 pm	<p>MS EXCEL</p> <p>Module 12: Introduction to Excel</p> <ul style="list-style-type: none"> Introduction to Excel interface Understanding rows and columns, Naming Cells Working with excel workbook and sheets <p>Module 13: Formatting excel workbook:</p> <ul style="list-style-type: none"> New, Open, Close, Save, Save As Formatting Text: Font Size, Font Style Font Color, Use the Bold, Italic, and Underline Wrap text, Merge and Centre Currency, Accounting and other for.nats Modifying Columns, Rows & Cells <p>Module 14: Perform Calculations with Functions</p> <ul style="list-style-type: none"> Creating Simple Formulas Setting up your own formula Date and Time Functions, Financial Functions Logical Functions, Lookup and Reference Functions Mathematical Functions Statistical Functions, Text Functions.
		3:00 pm to 5:00 pm	<p>MS EXCEL</p> <p>Module 15: Sort and Filter Data with Excel</p> <ul style="list-style-type: none"> Sort and filtering data Using number filter, Text filter Custom filtering Removing filters from columns Conditional formatting <p>Module 16: Create Effective Charts to Present Data Visually</p> <ul style="list-style-type: none"> Inserting Column, Pie chart etc. Create an effective chart with Chart Tool Design, Format, and Layout options Adding chart title Changing layouts Chart styles Editing chart data range Editing data series Changing chart

4.	19/11/2018	11:00 am to 2:00 pm	<p>MS EXCEL</p> <p>Module 17: Analyze Data Using PivotTables and Pivot Charts</p> <ul style="list-style-type: none"> • Understand PivotTables, Create a PivotTable • Framework Using the PivotTable and PivotChart • Create Pivot Chart from pivot Table. • Inserting slicer • Creating Calculated fields <p>Module 18: Protecting and Sharing the workbook</p> <ul style="list-style-type: none"> • Protecting a workbook with a password • Allow user to edit ranges • Track changes • Working with Comments • Insert Excel Objects and Charts in Word Document and PowerPoint Presentation
		3:00 pm to 5:00 pm	<p>MS EXCEL</p> <p>Module 19: Use Macros to Automate Tasks</p> <ul style="list-style-type: none"> • Creating and Recording Macros • Assigning Macros to the worksheets • Saving Macro enabled workbook <p>Module 20: Proofing and Printing</p> <ul style="list-style-type: none"> • Page setup, Setting print area, Print titles • Inserting custom Header and Footer • Inserting objects in the header and footer • Page Setup, Setting margins, Print Preview, Print • Enable background error checking • Setting AutoCorrect Options
5.	21/11/2018	11:00 am to 2:00 pm	<p>MS POWERPOINT</p> <p>Module 21: Setting Up PowerPoint Environment:</p> <ul style="list-style-type: none"> • New, Open, Close, Save, Save As • Typing the text, Alignment of text • Formatting Text: Font Size, Font Style • Font Color, Use the Bold, Italic, and Underline • Cut, Copy, Paste, Select All, Clear text • Find & Replace • Working with Tabs and Indents

			<p>Module 22: Creating slides and applying themes</p> <ul style="list-style-type: none"> • Inserting new slide • Changing layout of slides • Duplicating slides • Copying and pasting slide • Applying themes to the slide layout • Changing theme color • Slide background • Formatting slide background • Using slide views <p>Module 23: Working with bullets and numbering</p> <ul style="list-style-type: none"> • Multilevel numbering and Bulleting • Creating List • Page bordering • Page background • Aligning text • Text directions • Columns option
		3:00 pm to 5:00 pm	<p>Module 24: Working with Objects</p> <ul style="list-style-type: none"> • Shapes, Clipart and Picture, Word Art, Smart Art • Change the Order of Objects • Inserting slide header and footer • Inserting Text boxes • Inserting shapes, using quick styles • Inserting Word art • Inserting symbols • Inserting Chart <p>Module 25: Hyperlinks and Action Buttons</p> <ul style="list-style-type: none"> • Inserting Hyperlinks and Action Buttons • Edit Hyperlinks and Action Button • Word Art and Shapes
6.	22/11/2018	11:00 am to 2:00 pm	<p>MS POWERPOINT</p> <p>Module 26: Working With Movies and Sounds</p> <ul style="list-style-type: none"> • Inserting Movie From a Computer File • Inserting Audio file • Audio Video playback and format options • Video options, Adjust options • Reshaping and bordering Video

			<p>Module 27: Using SmartArt and Tables</p> <ul style="list-style-type: none"> • Working with Tables, Table Formatting • Table Styles • Alignment option • Merge and split option • Converting text to smart art <p>Module 28: Animation and Slide Transition</p> <ul style="list-style-type: none"> • Default Animation, Custom Animation • Modify a Default or Custom Animation • Reorder Animation Using Transitions • Apply a Slide Transition, Modifying a • Transition, Advancing to the Next Slide
		3:00 pm to 5:00 pm	<p>Module 29: Using slide Master</p> <ul style="list-style-type: none"> • Using slide master • Inserting layout option • Creating custom layout • Inserting placeholders • Formatting placeholders <p>Module 30: Slide show option</p> <ul style="list-style-type: none"> • Start slide show • Start show from the current slide • Rehearse timing • Creating custom slide show

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Head

Department Of
Mass Media



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Principal

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Titave, Tal. Radhanagari, Dist. Kolhapur.

Shahid Virpatni Laxmi Mahavidyalaya, Titave

Department of B.A. Mass Media

Academic Year 2018-19

Add-on Program on

“Work smart: Office Automation Techniques”

Question Paper

Date: 24th Nov. 2018 Time: 11:00 Am to 11:30 Am

Instructions: All the questions are mandatory.

A. Each question is for 2 marks.

1. Which of the following is not font style?

- A) Bold
- B) Italic
- C) Superscript**
- D) None of the Above

2. You can detect spelling & grammar by

- A) Press shift +F7
- B) Press F7**
- C) Press ctrl+F7
- D) Press Alt+F7

3. You don't like the Style which word 2010 uses as defaults it possible to change it?

- A) Yes**
- B) No
- C) Only on windows 7
- D) Depends on the edition

4. Which of the following is not document types which the mail merge wizard will work with?

- A) Letter
- B) Directory Email Message
- C) Catalogue**
- D) Insert Merge Field

5. How do you resize a shape?

- A) Drag the shape
- B) Select the shape & drag the Boundary**
- C) Select the shape & drag the Green dot which appears linked above the Shape
- D) Right click the shape & select the move

6. What view must be used when inserting a subdocument?

- A) Print Layout
- B) Web layout
- C) Outline**
- D) Full screen reading

7. PowerPoint is best described a

- A) Presentation software.
- B) PowerPoint is best described as**
- C) Database software
- D) Desktop publishing software

8. Which of the following can be inserted into a Word 2010 document as a table directly?

- A) Impress Presentation
- B) Calc Spreadsheet
- C) Excel Spreadsheet**
- D) Assembly source file

9. When a document file is opened from a hard disk, the information making up the file moves from?

- A) Hard Disk to RAM**
- B) RAM to Hard Disk
- C) ROM to RAM
- D) Hard Disk to ROM

10. Which bar is usually located below the title bar that provides characteristics by that

- A) Status Bar
- B) Menu Bar**
- C) Tool Bar

D) Scroll Bar

11. With Which Chart Types is the “Depth Gridlines” Option available?

- A) Bubble Chart
- B) Line Chart**
- C) True 3D chart
- D) All of the Above

12. An Excel Workbook is a collection of?

- A) Worksheets
- B) Worksheets & charts**
- C) Workbooks
- D) Charts

13. What is the purpose of using headers and footers in a document?

- A) They Enhance the Overall Appearance of the document
- B) To make large audience
- C) They allow page headers & footers to appear on document when it is printed**
- D) To mark starting & Ending the page

14. Which among the following chart types do not have axes?

- A) Doughnut Charts**
- B) Xy (Scatter) Charts
- C) Bar Charts
- D) Area Charts

15. You learned in the practice that ##### means:

- A) You have entered a Number Wrong
- B) The cell is not wide enough**
- C) You have misspelt something
- D) None of the above

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Titave, Tal. Radhanagar, Dist. Kolhapur.

Shahid Virpatni Laxmi Mahavidyalaya, Titave

Department of B.A. Mass Media

Add on course on

Work smart: Office Automation Techniques

Academic Year: 2018-19

Assessment

Sr.NO.	Student Name	Marks
1	CHALUGAOL ASHWINI SUBHASH	AB
2	CHOUGALE SHITAL DINKAR	20
3	DAVARI NITA EKANATH	22
4	DAVARI SHUBHANGI EKNATH	20
5	DAVARI SNEHAL SHIVRAM	AB
6	DONGARE PRIYANKA SHANKARRAO	22
7	KAMBALE DHANASHRI SATAPPA	24
8	KAMBLE VARSHA DINKAR	26
9	KAMBLE ADITI KRUSHNAT	24
10	KAMBLE ANKITA SHAHSHIKANT	26
11	KAMBLE ASHWINI PARASHRAM	24
12	KAMBLE ASMITA BALASO	24
13	KAMBLE DIPALI BAJIRAO	22
14	KAMBLE KOMAL SATAPPA	26
15	KAMBLE RESHMA SHIVAJI	22
16	KAMBLE SANDHYA SITARAM	24
17	KAMBLE SAVITA BALAVANT	26

18	KAMBLE VIDYA DATTATRAY	22
19	KAVADE AISHWARYA SHIVAJI	28
20	PARIT KOMAL HINDURAV	24
21	PATEL HARSHA VASANT	24
22	PATIL PRANALI VISHNU	20
23	PATIL SAMRUDDHI YUVRAJ	28
24	SAKATE ANITA BHAGAVAN	26


Head
Department Of
Mass Media




Principal
Shahid Virpatni Laxmi Mahavidyalaya
Tilave, Tal. Radhanagar, Dist. Raichur

**Shahid Shikshan Prasark Mandal Titave's
Shahid Virpatni Laxmi Mahavidyalaya Titave**

Academic Year 2018-19

Attendance Sheet

"Work smart: Office Automation Techniques"

Department of B.A.Mass Media

Class: FY B.A.M.M.

Sr. No.	Name Of Student	Sign					
		Date	15/11/2018	16/11/2018	17/11/2018	18/11/2018	21/11/2018
1	CHALUGAOL ASHWINI SUBHASH	<u>Aschalgol</u>	<u>Aschalgol</u>	<u>Aschalgol</u>	<u>Aschalgol</u>	<u>Aschalgol</u>	<u>Aschalgol</u>
2	CHOUGALE SHITAL DINKAR	<u>shital</u>	<u>shital</u>	<u>shital</u>	<u>shital</u>	<u>shital</u>	<u>shital</u>
3	DAVARI NITA EKANATH	<u>NEDavari</u>	<u>NEDavari</u>	<u>NEDavari</u>	<u>NEDavari</u>	<u>NEDavari</u>	<u>NEDavari</u>
4	DAVARI SHUBHANGI EKNATH	<u>SEDavari</u>	<u>SEDavari</u>	<u>SEDavari</u>	<u>SEDavari</u>	<u>SEDavari</u>	<u>SEDavari</u>
5	DAVARI SNEHAL SHIVRAM	<u>SSDavari</u>	<u>SSDavari</u>	<u>SSDavari</u>	<u>SSDavari</u>	<u>SSDavari</u>	<u>SSDavari</u>
6	DONGARE PRIYANKA SHANKARRAO	<u>PSDongare</u>	<u>PSDongare</u>	<u>PSDongare</u>	<u>PSDongare</u>	<u>PSDongare</u>	<u>PSDongare</u>
7	KAMBALE DHANASHRI SATAPPA	<u>Dskamble</u>	<u>Dskamble</u>	<u>Dskamble</u>	<u>Dskamble</u>	<u>Dskamble</u>	<u>Dskamble</u>
8	KAMBLE VARSHA DINKAR	<u>VBK</u>	<u>VBK</u>	<u>VBK</u>	<u>VBK</u>	<u>VBK</u>	<u>VBK</u>
9	KAMBLE ADITI KRUSHNAT	<u>Akamble</u>	<u>Akamble</u>	<u>Akamble</u>	<u>Akamble</u>	<u>Akamble</u>	<u>Akamble</u>
10	KAMBLE ANKITA SHAHSHIKANT	<u>ABK</u>	<u>ABK</u>	<u>ABK</u>	<u>ABK</u>	<u>ABK</u>	<u>ABK</u>
11	KAMBLE ASHWINI PARASHRAM	<u>AB</u>	<u>AB</u>	<u>AB</u>	<u>AB</u>	<u>AB</u>	<u>AB</u>
12	KAMBLE ASMITA BALASO	<u>ABkamble</u>	<u>ABkamble</u>	<u>ABkamble</u>	<u>ABkamble</u>	<u>ABkamble</u>	<u>ABkamble</u>
13	KAMBLE DIPALI BAJIRAO	<u>DBK</u>	<u>DBK</u>	<u>DBK</u>	<u>DBK</u>	<u>DBK</u>	<u>DBK</u>
14	KAMBLE KOMAL SATAPPA	<u>Kskamble</u>	<u>Kskamble</u>	<u>Kskamble</u>	<u>Kskamble</u>	<u>Kskamble</u>	<u>Kskamble</u>
15	KAMBLE RESHMA SHIVAJI	<u>Rskamble</u>	<u>Rskamble</u>	<u>Rskamble</u>	<u>Rskamble</u>	<u>Rskamble</u>	<u>Rskamble</u>
16	KAMBLE SANDHYA SITARAM	<u>AB</u>	<u>AB</u>	<u>AB</u>	<u>AB</u>	<u>AB</u>	<u>AB</u>
17	KAMBLE SAVITA BALAVANT	<u>Sbkamble</u>	<u>Sbkamble</u>	<u>Sbkamble</u>	<u>Sbkamble</u>	<u>Sbkamble</u>	<u>Sbkamble</u>
18	KAMBLE VIDYA DATTATRAY	<u>Vkamble</u>	<u>Vkamble</u>	<u>Vkamble</u>	<u>Vkamble</u>	<u>Vkamble</u>	<u>Vkamble</u>
19	KAVADE AISHWARYA SHIVAJI	<u>Akamble</u>	<u>Akamble</u>	<u>Akamble</u>	<u>Akamble</u>	<u>Akamble</u>	<u>Akamble</u>
20	PARIT KOMAL HINDURAV	<u>PSipare</u>	<u>PSipare</u>	<u>PSipare</u>	<u>PSipare</u>	<u>PSipare</u>	<u>PSipare</u>
21	PATEL HARSHA VASANT	<u>HPatel</u>	<u>HPatel</u>	<u>HPatel</u>	<u>HPatel</u>	<u>HPatel</u>	<u>HPatel</u>
22	PATIL PRANALI VISHNU	<u>Pvati</u>	<u>Pvati</u>	<u>Pvati</u>	<u>Pvati</u>	<u>Pvati</u>	<u>Pvati</u>
23	PATIL SAMRUDDHI YUVRAJ	<u>Patil</u>	<u>Patil</u>	<u>Patil</u>	<u>Patil</u>	<u>Patil</u>	<u>Patil</u>
24	SAKATE ANITA BHAGAVAN	<u>ABS</u>	<u>ABS</u>	<u>ABS</u>	<u>ABS</u>	<u>ABS</u>	<u>ABS</u>

[Signature]
Head
Department Of
Mass Media



[Signature]
Principal
Shahid Virpatni Laxmi Mahavidyalaya
Titave, Falga Road, Nageri, Dist. Kolhapur



Shahid Shikshan Prasarak Mandal, Titave's
SHAHID VIRPATNI LAXMI MAHAVIDYALAYA

Titave, Tal-Radhanagari Dist-Kolhapur

PH (0231) 254370

E-Mail-svlm.titave@gmail.com

Ref.: 2018-19/BAMM/13

DATE: 22/11/2018

To,
 Mrs. Ahilya P. Patil,
 Assistant Professor,
 Department of computer science,
 Shahid Virpatni Laxmi Mahavidyalaya,
 Titave.

Subject: Thanking letter for joining as a Resource Person.

Ref : Add-on Program Conducted in our institute on "**Work smart: Office Automation Techniques**" from 15th Nov. 2018 to 22nd Nov. 2018.

Respected Madam,

With reference to the above-mentioned subject, we are thankful for accepting the invitation and delivering valuable lectures for the Add-on program title "**Work smart: Office Automation Techniques.**" We assure you that your expertise will definitely help our students in their future studies.

With best regards,

Thanking You.


HOD
Head
Department Of
Mass Media



Patil
 Received


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



Shahid Shiksha Prasarak Mandal, Titave's
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Ref.: 2018-19/BAMM/12

DATE: 22/11/2018

To,
Ms. Shital Patil,
 Assistant Professor,
 Department of computer science,
 Shahid Virpatni Laxmi Mahavidyalaya,
 Titave.

Subject: Thanking letter for joining as a Resource Person.

Ref : Add-on Program Conducted in our institute on **“Work smart: Office Automation Techniques”** from 15th Nov. 2018 to 22nd Nov. 2018.

Respected Madam, -

With reference to the above-mentioned subject, we are thankful for accepting the invitation and delivering valuable lectures for the Add-on program title **“Work smart: Office Automation Techniques.”** We assure you that your expertise will definitely help our students in their future studies.

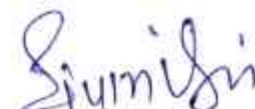
With best regards,

Thanking You.


HOD
Head
Department Of
Mass Media




 Recieved


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



Shahid Shikshan Prasarak Mandal, Titave's

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PH (0231) 254370

E-Mail-svlm.titave@gmail.com

Ref.: 2018-19/BAMM/11

DATE: 22/11/2018

To,
Mr. Sagar Chaugale,
 Assistant Professor,
 Department of computer science,
 Shahid Virpatni Laxmi Mahavidyalaya,
 Titave

Subject: Thanking letter for joining as a Resource Person.

Ref : Add-on Program Conducted in our institute on **“Work smart: Office Automation Techniques”** from 15th Nov. 2018 to 22nd Nov. 2018.

Respected Sir,

With reference to the above-mentioned subject, we are thankful for accepting the invitation and delivering valuable lectures for the Add-on program titled **“Work smart: Office Automation Techniques.”** We assure you that your expertise will definitely help our students in their future studies.

With best regards,

Thanking You.


HOD
Head
Department Of
Mass Media




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



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

CERTIFICATE

This is to Certify that Miss Harsha Vasant Patel
Of class F.Y.B.A.M. has attended / participated / successfully completed six days Add on Program / Short
Term Program / Certificate Course Program of **“Work Smart: Office Automation Techniques”**
organized by **B.A.Mass Media Department, S.V.L.M., Titave.** Course organized academic
year... 2018-19.....



Program Co-Ordinator

Preelase
HOD (B.A.Mass Media Department)

Department of

Siumyis
I/C Principal
Principal

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