

# 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

2021-2022				
Sr. No.	Name of Add on/ Certificate course / Short term programs offered	Duration of course	Number of students enrolled in the year	Beneficiaries
1.	From Click To Print: Camera Handling Techniques	15 Days	13	12
2.	Work Smart: Office Automation Techniques	6 Days	17	15
3.	Design Delight: Adobe Photoshop Magic	15 Days	13	11

  
HOD

Head  
Department Of  
Mass Media

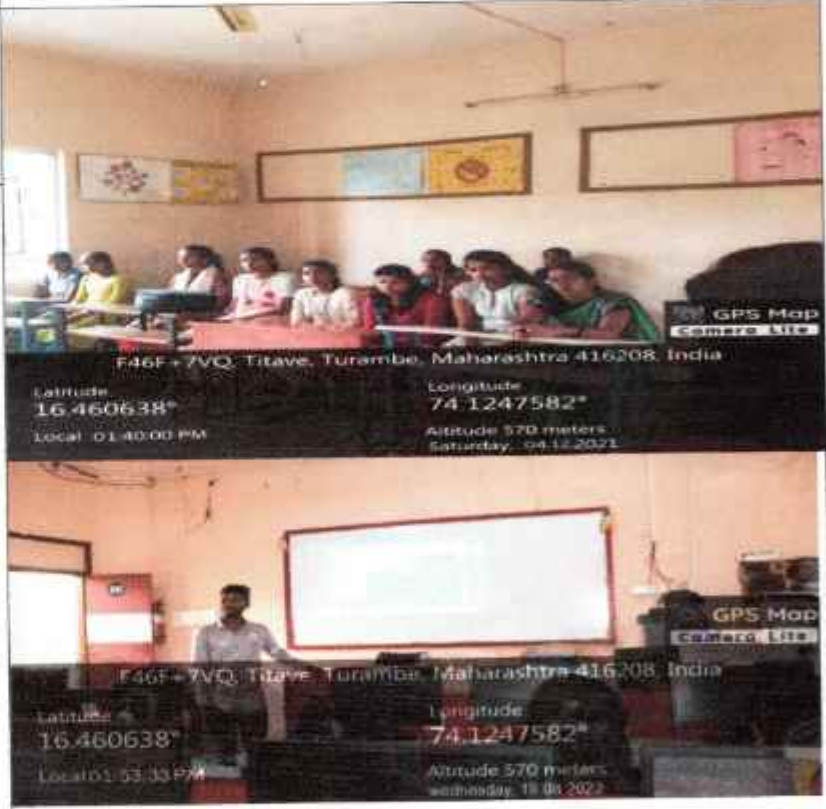
  
Principal

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



Shahid Virpatni Laxmi Mahavidyalaya, Titave  
Tal. Radhanagari, Dist. Kolhapur  
Department of B.A. Mass Media  
Academic Year 2021-22

**Event Report**  
**“From Click to Print: Camera Handling Techniques”**

<b>Date of Activity</b>	1/12/2021 to 17/12/2021	Time : 1.00pm-3:00 Pm
<b>Venue of Activity</b>	Offline	
<b>Objectives</b>	To make students understand the techniques of handling camera.	
<b>Activity Coordinators</b>	Ms. Shubhangi G. Bhandigare	
<b>Name of Teacher</b>	Mr. Digvijay D. Kumbhar, Ms. Tejaswini J. Parabkar	
<b>Speaker</b>	Mr. Vikram Khot, Rushikesh kumbhar, Pramod More	
<b>Topics covered</b>	<ul style="list-style-type: none"> <li>&gt; Digital Capture</li> <li>&gt; Digital Camera</li> <li>&gt; Image Editing</li> <li>&gt; Photo copying</li> </ul>	
<b>Attendees</b>	12	
<b>Photographs</b>	 <p style="text-align: center;"><b>Teaching the techniques of Camera Handling</b></p>	

*[Signature]*  
HOD

**Head**  
**Department Of**  
**Mass Media**



*[Signature]*  
Principal

**Principal**  
Shahid Virpatni Laxmi Mahavidyalaya  
Titave, Tal. R.



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.: 2021-22/BAMM/40

DATE: 23 / 11/2021

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

Respected Sir,

**Sub: Seeking Permission for Conducting Certificate Add On Program.**

We are planning to conduct a Add On Program on "From Click To Print :Camera Handling Techniques." The program is scheduled from 1 December 2021 to 17 December 2021. I kindly request you to give permission for conducting this program.

Thanking You.

Your's faithfully,

Permitted.  
23/11/2021



H.O.D.  
Head  
Department Of  
Mass Media

# Shahid Virpatni Laxmi Mahavidyalay

Titave

Department of B.A. Mass Media

Date- 25 November 2021

## Notice

All the students are hereby informed that, Department of B.A. Mass Media is going to organize Add on Program on **"From Click To Print: Camera Handling Techniques."** The program will conducted from **1<sup>st</sup> December 2021 to 17 December 2021**. Kindly submit your entries to your class teachers.

Time – 1.00 pm to 03.00 pm

Sy [Signature]

[Signature]  
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.: 2021-22/BAMM/41

DATE: 30/11/2021

To,  
**Mr. Vikram Khot**  
 Assistant Professor,  
 K.S.Chougale ITI Collage,  
 Kotoli.

**Subject:** Invitation for conduct Program on "From Click To Print: Camera Handling Techniques".

Respected Sir,

We are very happy to inform you that our Institute Shahid Virpatni Laxmi Mahavidyalaya, Titave is Going To organize Add on program on "**From Click To Print: Camera Handling Techniques**". The main focus of the topic is **Shutter Speed, ISO & Aperture** and also to aware about the importance, usages, and setbacks of the above-mentioned topic.

The program is scheduled from **1December 2021 to 17 December 2021**, at **1.00 pm to 03.00 pm**. We are eagerly waiting for your confirmation.

Thanks and regards.

*[Signature]*  
**H.O.D.**  
**Head**

**Department Of**  
**Mass Media**



*[Signature]*  
**Principal**  
**Principal**

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

*[Signature]*  
**Received**



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.-: 2021-22/BAMM/42

DATE : 30/11/2021

To,  
**Mr.Rushikesh Kumbhar,**  
**Professional Photographer**  
**Mauli photo & vedio ,**  
**Shiroli.**

**Subject:** Invitation for conduct Program on "From Click To Print :Camera Handling Techniques"

Respected Sir,

We are very happy to inform you that our Institute Shahid Virpatni Laxmi Mahavidyalaya, Titave is going To organize Add on program on "**Camera Handling Techniques**". The main focus of the topic is **Shutter Speed,ISO & Apecture** and also to aware about the importance, usages, and setbacks of the above-mentioned topic.

The program is scheduled from **1December 2021 to 17 December 2021**, at **1.00 pm to 03.00 pm**. We are eagerly waiting for your confirmation.

Thanks and regards.

  
**H.O.D.**  
**Head**

**Department Of**  
**Mass Media**



  
**Principal**  
**Principal**

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

*Recieved*  
*Rushikesh*



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:- 2021-22/BAMM/43

DATE : 30/11/2021

To,  
**Mr.Pramod More,**  
**Professional Photographer,**  
**Om vedio edititing studio,**  
**Sarawade.**

**Subject:** Invitation for conduct Program on "From Click To Print :Camera Handling Techniques".

Respected Sir,

We are very happy to inform you that our Institute Shahid Virpatni Laxmi Mahavidyalaya, Titave is going to organize Add on program on "Camera Handling Techniques". The main focus of the topic is **Shutter Speed, ISO & Aperture** and also to aware about the importance, usages, and setbacks of the above-mentioned topic.

The program is scheduled from **1December 2021 to 17 December 2021**, at **1.00 pm to 03.00 pm**. We are eagerly waiting for your confirmation.

Thanks and regards.

  
**H.O.D.**  
**Head**  
**Department Of**  
**Mass Media**



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

*Received*  
*Prin*

**Shahid Virpatni Laxmi Mahavidyalaya, Titave**  
**Department of B.A. Mass Media**  
**Academic Year 2021-22**  
**Add on Program on**  
**“From Click to Print: Camera Handling Techniques”**

**Registration**

Sr. No.	Student Name	Sign
1.	BARAGE NEHA GULAB	<u>NEHABARAGE</u>
2.	CHOUGULE POURNIMA VIJAY	<u>ABKAMBLE</u>
3.	KALE KOMAL SURESH	<u>ABKAMBLE</u>
4.	KAMBLE AKANKSHA ARIJUN	<u>AKAMBLE</u>
5.	KAMBLE MRUNALI SUNIL	<u>MRKAMBLE</u>
6.	KAMBLE NIKITA ANANDA	<u>NIKITA</u>
7.	KAMBLE PRADNYA PRAKASH	<u>PPKAMBLE</u>
8.	KAMBLE PRIYANKA YASHWANT	<u>PYKAMBLE</u>
9.	KAMBLE YOGITA SHIVAJI	<u>SYKAMBLE</u>
10.	KILLEDAR DHANASHREE ASHOK	<u>DKILLEDAR</u>
11.	PATIL RESHMA RAJARAM	<u>R.R.P</u>
12.	SAMANT PRACHI RAHUL	<u>AB</u>
13.	SUTAR SAMRUDHI BHAGWAN	<u>SSUTAR</u>

  
**Head**  
**Department Of**  
**Mass Media**



  
**Principal**  
**Shahid Virpatni Laxmi Mahavidyalaya**  
**Titave, Tal. Radhanagar**



# Shahid Virpatni Laxmi Mahavidyalaya, Titave

## Department of B.A. Mass Media

Academic Year 2021-22

Add on Program on

**“From Click To Print:Camera Handling Techniques”**

**Schedule:** 1December 2021 to 17December 2021 Time: 1.00 pm to 3.00pm

### Syllabus

Sr.No.	DATE	TOPIC TO DISCUSS
1.	1/12/2021	<b>Introduction to Digital Photography:</b> Understanding film and paper photography Learning about the digital revolution
2.	2/12/2021	<b>Advantages and disadvantages of digital photography over film photography</b> Computers as photographic tools How photos are used today.
3.	3/12/2021	<b>Digital Basics:</b> Digital image method of storing and processing digital image: Raster and Vector method
4.	4/12/2021	<b>Representation of digital image:</b> Resolution – Pixel Depth, Pixel Aspect Ratio – Dynamic Color Range – File Size – Color Models – Image Compression – File Formats – Calculating image resolution for outputs.

5.	6/12/2021	<b>Digital Platform:</b> Hardware and System Software Windows Operating System
6.	7/12/2021	<b>Concept of Internet :</b> Image transportation through floppy, CD, zip and Internet
7.	8/12/2021	<b>Digital Capture:</b> Digital Image formation – Image Sensors – Different Capturing Method: Digital camera – Scanner – Frame Grabber
8.	9/12/2021	<b>DIGITAL CAMERA:</b> Understanding how digital cameras work – Digital camera types: Floppy Disc type, Flash Card type, Hard Disc type – Overview of current digital
9.	10/12/2021	<b>IMAGE EDITING:</b> Image editing through image editing software's like Adobe Photoshop – Adjustment of Brightness, Contrast, Tonal and Color Values – Experimenting with Level and Curve.
10.	11/12/2021	<b>Digital Retouching &amp; Image Enhancement:</b> Image size – Resolution – Selection tools and techniques– Retouching tools – Layers – Photo mounting techniques – Incorporation of text into picture.
11.	13/12/2021	<b>Digital Manipulation:</b> Applying selective effects to images and filters with masks and different digital darkroom effects.
12	14/12/2021	<b>Digital Output Placing photos in other documents –</b> Using photos on the web.  How can a digital image be printed

13.	15/12/2021	<b>SPECIAL FILTERS:</b> Color sensitivity of film, types of filter, filter factors, contrast and density of filters and its definitions.
14	16/12/2021	<b>OBJECT LIGHTING:</b> Type of object lighting: Daylight, Artificial light and their combination — ANGLE
15	17/7/2021	<b>PHOTO COPYING</b> 4.1 Copying technique, Photo Copying Techniques, Stand, lighting, cameras, specification and uses.

  
 Head  
 Department Of  
 Mass Media



  
 Principal  
 Shahid Virpami Laxmi Mahavidyalaya  
 Titave, Tal. Kadhanegad, Dist. Kolhapur

**Shahid Virpatni Laxmi Mahavidyalaya, Titave**  
**Department of B.A. Mass Media**

**Academic Year 2021-22**

**Add on Program on**

**“From Click to Print: Camera Handling Techniques”**

**Exam**

Marks

**Date: 18<sup>th</sup> December 2021**

**Time: 11:00 am to 12:00 pm**

All the questions are mandatory.

A. Each question for 2 Marks.

**1. Who is credited with building the first portable camera?**

- A) Mr. Robert Boyle
- B) Robert Hooke
- C) Mr. Johann Zahn**
- D) Mr. Roger Bacon

**2. In which century was the portable camera introduced?**

- A) 18th century**
- B) 17th century
- C) 19th century
- D) 20th century

**3. What is the principle behind the working of old portable cameras?**

- A) Pin hole camera principle
- B) Solar power
- C) Film photography**
- D) Digital technology

**4. Which of the following is a common practice to maintain a digital camera?**

- A) Cleaning the camera lens regularly**
- B) Dropping the camera frequently
- C) Keeping the camera in a humid environment
- D) Using a rechargeable battery for more than 500 cycles

**5. Which type of camera lens requires better maintenance?**

- A) Mirror less camera lens
- B) Digital point-and-shoot camera lens
- C) Digital SLR camera lens**
- D) Film camera lens

**6. When did digital photography become popular?**

- A) 1950s
- B) 1990s**
- C) 1880s
- D) 1851

**7. What is the purpose of a sensor in a digital camera?**

- A) To process images
- B) To capture light**
- C) To adjust focus
- D) To control exposure

**8. Who is credited with the invention of digital photography?**

- A) Steve Jobs
- B) George Eastman
- C) Thomas Edison
- D) Ansel Adams**

**9. Which device is used in digital photography to capture images?**

- A) Film camera
- B) Digital camera**
- C) Analog camera
- D) Polaroid camera

**10. What are the essential elements of art that photographers use to create interesting compositions in their images?**

- A) Contrast, Saturation, Sharpness
- B) Line, Shape, Color**
- C) ISO, Aperture, White balance
- D) Exposure, Focus, Shutter speed

11. \_\_\_ is the size of the iris which controls the amount of light entering the camera.

- A) Aperture
- B) Shutter speed
- C) ISO
- D) Megapixels

12. What shot is used to represent a character as having power?

- A) High Angle Shot
- B) Low Angle Shot**
- C) Establishing Shot
- D) Canted Shot

13. A special sort of camera incorporates by a scanner which is made up of

- A) Charged couple device
- B) Laser light**
- C) Establishing Shot
- D) Canted Shot

14. A web user who owns or writes a blog

- A) Vlogger
- B) Blogger**
- C) podcaster
- D) Webcaster

15. \_\_\_\_\_ is run and updated by an individual.

- A) personal blog
- B) government blog
- C) filter blog**
- D) none

  
**Head**  
**Department Of**  
**Mass Media**



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

# Shahid Virpatni Laxmi Mahavidyalaya, Titave

## Department of B.A. Mass Media

Academic Year 2021-22

Add on Program on

“From Click to Print: Camera Handling Workshop”

### Assessment

Sr. No.	Student Name	Marks
1.	BARAGE NEHA GULAB	24
2.	CHOUGULE POURNIMA VIJAY	22
3.	KALE KOMAL SURESH	18
4.	KAMBLE AKANKSHA ARJUN	26
5.	KAMBLE MRUNALI SUNIL	20
6.	KAMBLE NIKITA ANANDA	20
7.	KAMBLE PRADNYA PRAKASH	22
8.	KAMBLE PRIYANKA YASHWANT	24
9.	KAMBLE YOGITA SHIVAJI	28
10.	KILLEDAR DHANASHREE ASHOK	22
11.	PATIL RESHMA RAJARAM	26
12.	SAMANT PRACHI RAHUL	AB
13.	SUTAR SAMRUDHI BHAGWAN	22

  
Head

Department Of  
Mass Media



  
Principal

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

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

Academic Year 2021-22

Attendance Sheet

" From One Click To Print: Camera Handling Techniques"

Department of B.A.Mass Media

Class: SY B.A.M.M.

Sr. No.	Name Of Student	Sign								
		Date	1/12/2021	2/12/2021	3/12/2021	4/12/2021	5/12/2021	6/12/2021	7/12/2021	8/12/2021
1	BARAGE NEHA GULAB		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
2	CHOUGULE POURNIMA VIJAY		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
3	KALE KOMAL SURESH		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
4	KAMBLE AKANKSHA ARJUN		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
5	KAMBLE MRUNALI SUNIL		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
6	KAMBLE NIKITA ANANDA		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
7	KAMBLE PRADNYA PRAKASH		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
8	KAMBLE PRIYANKA YASHWANT		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
9	KAMBLE YOGITA SHIVAJI		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
10	KILLENDAR DHANASHREE ASHOK		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
11	PATIL RESHMA RAJARAM		R.R.P.	R.R.P.	R.R.P.	R.R.P.	R.R.P.	R.R.P.	R.R.P.	R.R.P.
12	SAMANT PRACHI RAHUL		Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
13	SUTAR SAMRUDHI BHAGWAN		SBS	SBS	SBS	SBS	SBS	SBS	SBS	SBS

*[Signature]*  
Head  
Department Of  
Mass Media



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



**Shahid Shikshan Prasark Mandal Titave's  
Shahid Virpatni Laxmi Mahavidyalaya Titave  
Academic Year 2021-22**

**Attendance Sheet**

**" From One Click To Print: Camera Handling Techniques"**

**Department of B.A.Mass Media**

**Class: SY B.A.M.M.**

Sr. No.	Name Of Student	Sign							
		Date	10/12/2021	11/12/2021	13/12/2021	14/12/2021	15/12/2021	16/12/2021	17/12/2021
1	BARAGE NEHA GULAB								
2	CHOUGULE POURNIMA VIJAY								
3	KALE KOMAL SURESH								
4	KAMBLE AKANKSHA ARJUN								
5	KAMBLE MRUNALI SUNIL								
6	KAMBLE NIKITA ANANDA								
7	KAMBLE PRADNYA PRAKASH								
8	KAMBLE PRIYANKA YASHWANT								
9	KAMBLE YOGITA SHIVAJI								
10	KILLEDAR DHANASHREE ASHOK								
11	PATIL RESHMA RAJARAM								
12	SAMANT PRACHI RAHUL								
13	SUTAR SAMRUDHI BHAGWAN								

*[Signature]*

**Head  
Department Of  
Mass Media**



*[Signature]*

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



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.: 2021-22/BAMM/47

DATE: 17 / 12 / 20 21

To,  
**Mr. Vikram Khot**  
 Assistant Professor,  
 K.S.Chougale ITI Collage,  
 Kotoli

**Subject:** Thanking letter for joining as Resource Person.

**Ref:** Add on Program Conducted in our institute on "From Click To Print: Camera Handling Techniques" from On 1 December 2021 to 17 December 2021.

Respected Sir,

With reference to above mentioned subject we are thankful for accepting invitation and delivering valuable lectures for Add on program titled "From Click To Print: Camera Handling 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, Titave's  
**SHAHID VIRPATNI LAXMI MAHAVIDYALAYA**

Titave, Tal-Radhanagari Dist-Kolhapur

PH (0231) 254370

E-Mail-svlm.titave@gmail.com

Ref:- 2021-22/BAMM/48

DATE : 17 / 12 / 2021

To,

Mr.Rushikesh Kumbhar,  
 Professional Photographer  
 Mauli photo & vedio ,  
 Shirol.

**Subject:** Thanking letter for joining as Resource Person.

**Ref :** Add on Program Conducted in our institute on **"From Click To Print: Camera Handling Techniques** from On 1 December 2021 to 17 December 2021.

Respected Sir,


With reference to above mentioned subject we are thankful for accepting invitation and delivering valuable lectures for Add on program titled **"From Click To Print: Camera Handling Techniques."** We assure you that your expertise will definitely help our students in their future studies.

With best regards,

Thanking You.

  
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 Mass Media



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



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.-: 2021-22/BAMM/29

DATE : 17 / 12 / 2021

To,  
**Mr.Pramod More,**  
**Professional Photographer**  
**Om vedio editing studio,**  
**Sarawade.**

**Subject:** Thanking letter for joining as Resource Person.

**Ref :** Add on Program Conducted in our institute on **"From Click To**

**Print:Camera Handling Techniques** from On **1 December 2021 to 17**  
**December 2021.**

Respected Sir,

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With best regards,

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**Department Of**  
**Mass Media**



  
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 Titave, Tal. Radhanagari, Dist. Kolhapur.

Received  




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

# CERTIFICATE

This is to Certify that Miss .....  
Of class ..... has attended / participated / successfully completed Fifteen days Add  
on Program / Short Term Program / Certificate Course Program of **"From Click To Print:  
Camera Handling Techniques"** organized by **B. A. Mass Media Department,**  
**S.V.L.M., Titave.** Course organized academic year **.2021.-22**

*Bodigera*  
Program Co-Ordinator

*Desh*  
HOD (B.A. Mass Media Department)  
Head  
Department Of  
Mass Media



*Princip*  
I/C Principal  
Principal  
Shahid Virpatni Laxmi Mahavidyalaya  
Titave, Tal. Radhanagiri, Dist. Kolhapur

Shahid Virpatni Laxmi Mahavidyalaya, Titave

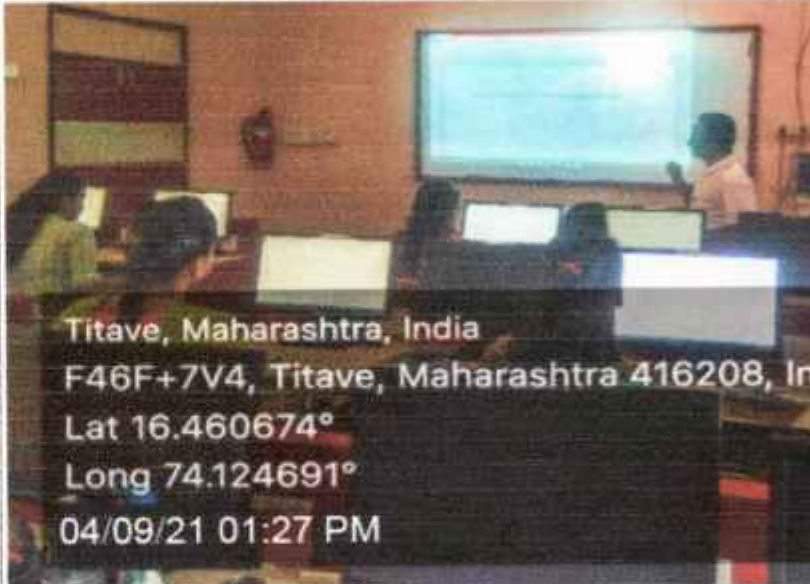
Tal. Radhanagari, Dist. Kolhapur

Department of B.A. Mass Media

Academic Year 2021-22

Event Report

“Work smart: Office Automation Techniques”

Date of Activity	3/9/2021 to 9/9/2021	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	Mr. Digvijay Kumbhar	
Name of Teacher	Mrs. Shubhangi Bhandigare, Ms.Harsha Patel	
Speaker	Ms.Rutuja Ranmale , Mr.Vaibhav Kumbhar,Mr. Rahul Kambale	
Topics covered	<ul style="list-style-type: none"><li>&gt; Essentials of Office Automation</li><li>&gt; Mobile compatibility</li><li>&gt; Integration with other software</li><li>&gt; Reports and analytics</li></ul>	
Attendees	15	
Photographs		
photo	<p>Titave, Maharashtra, India F46F+7V4, Titave, Maharashtra 416208, In Lat 16.460674° Long 74.124691° 04/09/21 01:27 PM</p> <p>Teaching Menu &amp; status Bar</p>	

*Diabhi*

HOD

Head

Department Of  
Mass Media

*Principal*

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.-: 2021-22/BAMM/25

DATE: 23/08/2021

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

**Subject:** 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: 3<sup>rd</sup> to 9<sup>th</sup> September 2021. I kindly request you to give permission for conducting this program.

Thanks and regards.

Your's faithfully,

Permitted  
23/8



  
HOD  
Head  
Department Of  
Mass Media

Shahid Virpatni Laxmi Mahavidyalay,

Titave

Department of B.A. Mass Media

Date-25<sup>th</sup> August 2021

### 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: 3<sup>rd</sup> to 9<sup>rd</sup> September 2021. Kindly submit your entries to your class teachers.

Time: 11.00 am to 05.00 pm

F7 *Salinas*

*[Signature]*  
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.: 2021-22/BAMM/28

DATE: 04/05/2021

To,  
**Miss. Rutuja Ranamale**  
 Assi. Prof. Department of computer science,  
 Shahid Virpatni Laxmi Mahavidyalaya,  
 Titave.

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

Respected 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 the above-mentioned topics.

The program is scheduled from: **3<sup>rd</sup> to 9<sup>th</sup> September 2021**, at 11.00 am to 05.00 pm. We are eagerly waiting for your confirmation.

Thanks and regards.

*Rutuja*  
**HOD**  
 Head  
 Department Of  
 Mass Media



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

*Ranjana*  
 Received



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.-: 202/-22/BAMM/29

DATE: 01/09/2021

To,  
**Mr. Vaibhav. B. Kumbhar**  
 Assis. Prof. 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 the above-mentioned topics.

The program is scheduled: **3<sup>rd</sup> to 9<sup>th</sup> September 2021**, at 11.00 am to 05.00 pm. We are eagerly waiting for your confirmation.

Thanks and regards.

*Deshkar*  
**HOD**  
**Head**  
**Department Of**  
**Mass Media**



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

*Received*  
*[Signature]*



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.: 2021-22/BAMM/30

DATE: 01/09/2021

To,  
**Mr. Rahul .S. Kamble**  
 Assi. Prof. Department of 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 **Microsoft Office** and also to aware of the importance, usages, and setbacks of the above-mentioned topics.

The program is scheduled from: **3<sup>rd</sup> to 9<sup>th</sup> September 2021**, at 11.00 am to 05.00 pm. We are eagerly waiting for your confirmation.

Thanks and regards.

*Rahul S. Kamble*  
**HOD**  
**Head**  
 Department Of  
 Mass Media



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

*Received*  
*Rahul S. Kamble*

**Shahid Virpatni Laxmi Mahavidyalaya, Titave**  
**Department of B.A. Mass Media**  
**Academic Year 2021-22**  
Add-on Program on  
**“Work smart: Office Automation Techniques”**

**Registration**

Sr.NO.	Student Name	Sign
1	BARAGE SANIKA DILIP	Ab
2	GAIKWAD SNEHALATA VIJAY	Ab
3	KAMBLE ARCHANA PANDURANG	A.P.K.
4	KAMBLE JYOTI BABURAO	<u>JKamble</u>
5	KAMBLE PRADNYA BAJIRAO	<u>PKamble</u>
6	KAMBLE SEEMA SITARAM	<u>SSk</u>
7	KHOCHARE ADITI SANJAY	<u>Aditi</u>
8	LOHAR SANIKA SANTOSH	<u>SLohar</u>
9	MAHEKAR RUTUJA SADASHIV	<u>Ram</u>
10	PARIT INDRAYANI SATAPPA	<u>Parit</u>
11	PATIL AKSHATA MARUTI	R.M.Patil.
12	PATIL NAMRATA MARUTI	<u>NPatil</u>
13	PATIL SAKSHI SANJAY	<u>SPatil</u>
14	PATIL SANIKA NETAJI	<u>SN-Patil</u>
15	POWAR SARIKA VITTHAL	<u>SP</u>
16	POWAR TRUPTI BHAGAWAN	<u>TPowar</u>
17	TAVADE SANIKA BALASO	<u>SBT</u>

*Dusky*  
Head  
Department Of  
Mass Media



*Pravin*  
Principal  
Shahid Virpatni Laxmi Mahavidyalaya  
Titave, Tal:Radhanagari, Dist.K. 11

**Shahid Virpatni Laxmi Mahavidyalaya, Titave**

**Department of B.A. Mass Media**

**Academic Year 2021-2022**

Add-on Program on

**“Work smart: Office Automation Techniques”**

**Schedule: 3<sup>rd</sup> to 9<sup>rd</sup> September 2021, 11:00 am to 5:00 pm**

S.N	DATE	TIME	TOPIC TO DISCUSS
1.	03/09/2021	11:00 am to 2:00 pm	<b>MS WORD</b> <b>Text Basics</b>  .Typing the text, Alignment of text .Editing Text: Cut, Copy, Paste, Select All, Clear .Find & Replace  <b>Text Formatting and saving file</b> .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	<b>MS WORD</b> <b>Module 3: Working with Objects</b>  .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  <b>Module 4: Header &amp; Footers</b>  .Inserting custom Header and Footer .Inserting objects in the header and footer .Add section break to a document

			<p><b>Module 5: Working with bullets and numbered lists</b></p> <ul style="list-style-type: none"> <li>.Multilevel numbering and Bulleting</li> <li>.Creating List</li> <li>.Customizing List style</li> <li>.Page bordering</li> <li>.Page background</li> </ul>
2.	04/09/2021	11:00 am to 2:00 pm	<p><b>MS WORD</b></p> <ul style="list-style-type: none"> <li>.Working with Tables, Table Formatting</li> <li>.Table Styles</li> <li>.Alignment option</li> <li>.Merge and split option</li> </ul> <p><b>Module 7: Styles and Content</b></p> <ul style="list-style-type: none"> <li>.Using Build- in Styles, Modifying Styles</li> <li>.Creating Styles, Creating a list style</li> <li>.Table of contents and references</li> <li>.Adding internal references</li> <li>.Adding a Footnote</li> <li>.Adding Endnote</li> </ul> <p><b>Module 8: Merging Documents</b></p> <ul style="list-style-type: none"> <li>.Typing new address list</li> <li>.Importing address list from Excel file</li> <li>.Write and insert field</li> <li>.Merging with outlook contact</li> <li>.Preview Result</li> <li>.Merging to envelopes</li> <li>.Merging to label</li> <li>.Setting rules for merges</li> <li>.Finish &amp; Merge options <b>Tables</b></li> <li>.<b>Styles and Content</b></li> <li>.<b>Merging Documents</b></li> </ul>
		3:00 pm to 5:00 pm	<p><b>MS WORD</b></p> <p><b>Module 9: Sharing and Maintaining Document</b></p> <ul style="list-style-type: none"> <li>.Changing Word Options</li> <li>.Changing the Proofing Tools</li> <li>.Managing Templates</li> <li>.Restricting Document Access</li> <li>.Using Protected View</li> <li>.Working with Templates</li> <li>.Managing Templates</li> <li>.Understanding building blocks</li> </ul>

			<p><b>Module 10: Proofing the document</b></p> <ul style="list-style-type: none"> <li>.Check Spelling As You Type.</li> <li>.Mark Grammar Errors As You Type.</li> </ul>
3.	06/09/2021	11:00 am to 2:00 pm	<p><b>MS EXCEL</b></p> <p><b>Module 12: Introduction to Excel</b></p> <p>Introduction to Excel interface</p> <ul style="list-style-type: none"> <li>• Understanding rows and columns, Naming Cells</li> <li>• Working with excel workbook and sheets</li> </ul> <p><b>Module 13: Formatting excel workbook:</b></p> <p>New, Open, Close, Save, Save As</p> <ul style="list-style-type: none"> <li>• Formatting Text: Font Size, Font Style</li> <li>• Font Color, Use the Bold, Italic, and Underline</li> <li>• Wrap text, Merge and Centre</li> <li>• Currency, Accounting and other formats</li> <li>• Modifying Columns, Rows &amp; Cells</li> </ul> <p><b>Module 14: Perform Calculations with Functions</b></p> <p>Creating Simple Formulas</p> <ul style="list-style-type: none"> <li>• Setting up your own formula</li> <li>• Date and Time Functions, Financial Functions</li> <li>• Logical Functions, Lookup and Reference</li> <li>• Functions Mathematical Functions</li> <li>• Statistical Functions, Text Functions.</li> </ul>
		3:00 pm to 5:00 pm	<p><b>MS EXCEL</b></p> <p><b>Module 15: Sort and Filter Data with Excel</b></p> <p>Sort and filtering data</p> <ul style="list-style-type: none"> <li>• Using number filter, Text filter</li> <li>• Custom filtering</li> <li>• Removing filters from columns</li> </ul> <p>Conditional formatting</p> <p><b>Module 16: Create Effective Charts to Present Data Visually</b></p> <p>Inserting Column, Pie chart etc.</p> <ul style="list-style-type: none"> <li>• Create an effective chart with Chart Tool</li> <li>• Design, Format, and Layout options</li> <li>• Adding chart title</li> <li>• Changing layouts</li> <li>• Chart styles</li> <li>• Editing chart data range</li> <li>• Editing data series</li> </ul>

			<ul style="list-style-type: none"> <li>• Changing chart</li> </ul>
4.	07/09/2021	11:00 am to 2:00 pm	<p><b>MS EXCEL</b></p> <p><b>Module 17: Analyze Data Using PivotTables and Pivot Charts</b></p> <ul style="list-style-type: none"> <li>• Understand PivotTables, Create a PivotTable</li> <li>• Framework Using the PivotTable and PivotChart</li> <li>• Create Pivot Chart from pivot Table.</li> <li>• Inserting slicer</li> <li>• Creating Calculated fields</li> </ul> <p><b>Module 18: Protecting and Sharing the workbook</b></p> <ul style="list-style-type: none"> <li>• Protecting a workbook with a password</li> <li>• Allow user to edit ranges</li> <li>• Track changes</li> <li>• Working with Comments</li> </ul> <p>Insert Excel Objects and Charts in Word Document and PowerPoint Presentation</p>
		3:00 pm to 5:00 pm	<p><b>MS EXCEL</b></p> <p><b>Module 19: Use Macros to Automate Tasks</b></p> <ul style="list-style-type: none"> <li>• Creating and Recording Macros</li> <li>• Assigning Macros to the worksheets</li> <li>• Saving Macro enabled workbook</li> </ul> <p><b>Module 20: Proofing and Printing</b></p> <ul style="list-style-type: none"> <li>• Page setup, Setting print area, Print titles</li> <li>• Inserting custom Header and Footer</li> <li>• Inserting objects in the header and footer</li> <li>• Page Setup, Setting margins, Print Preview, Print</li> <li>• Enable background error checking</li> </ul> <p>Setting AutoCorrect Options</p>
5.	08/09/2021	11:00 am to 2:00 pm	<p><b>MS POWERPOINT</b></p> <p><b>Module 21: Setting Up PowerPoint Environment:</b></p> <ul style="list-style-type: none"> <li>• New, Open, Close, Save, Save As</li> <li>• Typing the text, Alignment of text</li> <li>• Formatting Text: Font Size, Font Style</li> <li>• Font Color, Use the Bold, Italic, and Underline</li> <li>• Cut, Copy, Paste, Select All, Clear text</li> <li>• Find &amp; Replace</li> <li>• Working with Tabs and Indents</li> </ul>



			<p><b>Module 22: Creating slides and applying themes</b></p> <ul style="list-style-type: none"> <li>• Inserting new slide</li> <li>• Changing layout of slides</li> <li>• Duplicating slides</li> <li>• Copying and pasting slide</li> <li>• Applying themes to the slide layout</li> <li>• Changing theme color</li> <li>• Slide background</li> <li>• Formatting slide background</li> <li>• Using slide views</li> </ul> <p><b>Module 23: Working with bullets and numbering</b></p> <p>Multilevel numbering and Bulleting</p> <ul style="list-style-type: none"> <li>• Creating List</li> <li>• Page bordering</li> <li>• Page background</li> <li>• Aligning text</li> <li>• Text directions</li> <li>• Columns option</li> </ul>
		3:00 am to 5:00 pm	<p><b>Module 24: Working with Objects</b></p> <p>Shapes, Clipart and Picture, Word Art, Smart Art</p> <ul style="list-style-type: none"> <li>• Change the Order of Objects</li> <li>• Inserting slide header and footer</li> <li>• Inserting Text boxes</li> <li>• Inserting shapes, using quick styles</li> <li>• Inserting Word art</li> <li>• Inserting symbols</li> <li>• Inserting Chart</li> </ul> <p><b>Module 25: Hyperlinks and Action Buttons</b></p> <p>Inserting Hyperlinks and Action Buttons</p> <ul style="list-style-type: none"> <li>• Edit Hyperlinks and Action Button</li> </ul> <p>Word Art and Shapes</p>
6.	09/09/2021	11:00 am to 2:00 pm	<p>MS POWERPOINT</p> <p><b>Module 26: Working With Movies and Sounds</b></p> <p>Inserting Movie From a Computer File</p> <ul style="list-style-type: none"> <li>• Inserting Audio file</li> <li>• Audio Video playback and format options</li> <li>• Video options, Adjust options</li> </ul>

			<ul style="list-style-type: none"> <li>• Reshaping and bordering Video</li> </ul> <p><b>Module 27: Using SmartArt and Tables</b></p> <p>Working with Tables, Table Formatting</p> <ul style="list-style-type: none"> <li>• Table Styles</li> <li>• Alignment option</li> <li>• Merge and split option</li> </ul> <p>Converting text to smart art</p> <p><b>Module 28: Animation and Slide Transition</b></p> <p>Default Animation, Custom Animation</p> <ul style="list-style-type: none"> <li>• Modify a Default or Custom Animation</li> <li>• Reorder Animation Using Transitions</li> <li>• Apply a Slide Transition, Modifying a Transition, Advancing to the Next Slide</li> </ul>
	3:00 am to 5:00 pm		<p>MS POWERPOINT</p> <p><b>Module 29: Using slide Master</b></p> <p>Using slide master</p> <ul style="list-style-type: none"> <li>• Inserting layout option</li> <li>• Creating custom layout</li> <li>• Inserting placeholders</li> </ul> <p>Formatting placeholders</p> <p><b>Module 30: Slide show option</b></p> <p>Start slide show</p> <ul style="list-style-type: none"> <li>• Start show from the current slide</li> <li>• Rehearse timing</li> <li>• Creating custom slide show</li> </ul> <p><b>Module 31: Proofing and Printing</b></p> <p>Check Spelling As You Type</p> <ul style="list-style-type: none"> <li>• Setting AutoCorrect Options</li> <li>• Save as video</li> <li>• Save as JPEG files</li> <li>• Save as PowerPoint Show file</li> </ul> <p>Print Preview, Print</p>

*Dash*  
 Head  
 Department Of  
 Mass Media



*Princip*  
 Principal  
 Shahid Virpatni Laxmi Mahavidyalaya  
 Haveli, Tal. Bhuswanti, Dist. Koppur.

**Shahid Virpatni Laxmi Mahavidyalay, Titave**

**Department of B.A. Mass Media**

**Academic Year 2021-22**

Add-on Program on

**“Work smart: Office Automation Techniques”**

**Exam**

Date: 9th September 2021 Time: 11:00 am to 11:30 am



Instructions:

- A. All the questions are mandatory.
- B. 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 is the following can be interested into 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 that title bar that Provides catacrised 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

  
Head  
Department Of  
Mass Media



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

**Shahid Virpatni Laxmi Mahavidyalaya, Titave**

**Department of B.A. Mass Media**

**Academic Year 2021-2022**

**Add-on Program on**

**“Worksmart: Office Automation Techniques”**

**Assessment**

Sr.NO.	Student Name	Marks
1	BARAGE SANIKA DILIP	AB
2	GAIKWAD SNEHALATA VIJAY	AB
3	KAMBLE ARCHANA PANDURANG	20
4	KAMBLE JYOTI BABURAO	22
5	KAMBLE PRADNYA BAJIRAO	22
6	KAMBLE SEEMA SITARAM	24
7	KHOCHARE ADITI SANJAY	26
8	LOHAR SANIKA SANTOSH	26
9	MAHEKAR RUTUJA SADASHIV	24
10	PARIT INDRAYANI SATAPPA	22
11	PATIL AKSHATA MARUTI	20
12	PATIL NAMRATA MARUTI	18
13	PATIL SAKSHI SANJAY	26
14	PATIL SANIKA NETAJI	24
15	POWAR SARIKA VITTHAL	22
16	POWAR TRUPTI BHAGAWAN	24
17	TAVADE SANIKA BALASO	22

*[Signature]*  
Head

Department Of  
Mass Media



*[Signature]*  
Shahid Virpatni Laxmi Mahavidyalaya  
Titave, Tal. Radhanagar, Dist. Kolhapur.

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

Academic Year 2021-22

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	3/9/2021	4/9/2021	6/9/2021	7/9/2021	8/9/2021
1	BARAGE SANIKA DILIP	Ab	Ab	Ab	Ab	Ab	Ab
2	GAIKWAD SNEHALATA VIJAY	Ab	Ab	Ab	Ab	Ab	Ab
3	KAMBLE ARCHANA PANDURANG	A.P.R	A.P.R	A.P.R	A.P.R	A.P.R	A.P.R
4	KAMBLE JYOTI BABURAO	JBKamble	JBKamble	JBKamble	JBKamble	JBKamble	JBKamble
5	KAMBLE PRADNYA BAJIRAO	PBKamble	PBKamble	PBKamble	PBKamble	PBKamble	PBKamble
6	KAMBLE SEEMA SITARAM	SKR	SKR	SKR	SKR	SKR	SKR
7	KHOCHARE ADITI SANJAY	kelit	kelit	kelit	kelit	kelit	kelit
8	LOHAR SANIKA SANTOSH	SLohar	SLohar	SLohar	SLohar	SLohar	SLohar
9	MAHEKAR RUTUJA SADASHIV	RMh	RMh	RMh	RMh	RMh	RMh
10	PARIT INDRAYANI SATAPPA	ISPattit	ISPattit	ISPattit	ISPattit	ISPattit	ISPattit
11	PATIL AKSHATA MARUTI	A.M.Patil	A.M.Patil	A.M.Patil	A.M.Patil	A.M.Patil	A.M.Patil
12	PATIL NAMRATA MARUTI	NPatit	NPatit	NPatit	NPatit	NPatit	NPatit
13	PATIL SAKSHI SANJAY	SPatit	SPatit	SPatit	SPatit	SPatit	SPatit
14	PATIL SANIKA NETAJI	S.N.Patit	S.N.Patit	S.N.Patit	S.N.Patit	S.N.Patit	S.N.Patit
15	POWAR SARIKA VITTHAL	SP	SP	SP	SP	SP	SP
16	POWAR TRUPTI BHAGAWAN	TPowar	TPowar	TPowar	TPowar	TPowar	TPowar
17	TAVADE SANIKA BALASO	SBT	SBT	SBT	SBT	SBT	SBT

  
**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.: 2021+22/BAMM/34

DATE: 09/09/2021

To,  
**Miss. Rutuja Ranamale**  
 Assi. Prof. 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 3<sup>rd</sup> to 9<sup>rd</sup> September 2021.

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 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.

*Ranjana*  
**HOD**  
**Head**  
 Department Of  
 Mass Media



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

*Recieved  
 Ranamale*





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.: 2021-22/BAMIM/35

DATE : 09 / 09 / 2021

To,  
**Mr. Vaibhav. B. Kumbhar**  
 Assi. Prof. 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 3<sup>rd</sup> to 9<sup>rd</sup> September 2021.

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.

*[Handwritten Signature]*

**HOD  
Head**

**Department Of  
Mass Media**



*[Handwritten Signature]*  
**Principal  
Principal**

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

*[Handwritten Signature]*  
**Reviewed  
Principal**



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.: 2021-22/BAMM/36

DATE : 09 / 09 / 20 21

To,  
**Mr. Rahul .S. Kamble**  
 Assis. Prof. Department of 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 3<sup>rd</sup> to 9<sup>rd</sup> September 2021.

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 **“Worksmart: Office Automation Techniques.”** We assure you that your expertise will definitely help our students in their future studies.

With best regards,

Thanking You.

*Rahul*  
**HOD**  
**Head**  
**Department Of**  
**Mass Media**



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

*Received*  
*Asst. Prof. Kamble*



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

# CERTIFICATE


This is to Certify that Miss .....

Of class ..... 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...2021-22...

  
Program Co-Ordinator

  
HOD (B.A.Mass Media Department)  
Head  
Department Of  
Mass Media



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



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

Department of B.A. Mass Media

Academic Year 2021-2022

Event Report

“Design Delight: Adobe Photoshop Magic”

<b>Date of Activity</b>	20/8/2021 to 7/9/2021	Time : 11.00am-1:00 Pm
<b>Venue of Activity</b>	Offline	
<b>Objectives</b>	<p>1.To Demonstrate knowledge of image resolution, image size, and image file format for web, video, and print..</p> <p>2. Demonstrate knowledge of design principles, elements, and image composition.</p>	
<b>Activity Coordinators</b>	Mr. Digvijay Kumbhar	
<b>Name of Teacher</b>	Mrs. Shubhangi Bhandigare, Ms.Tejaswini Parabkar	
<b>Speaker</b>	Ms.Aishwarya Tendulkar, Ms.Pranali Patil	
<b>Topics covered</b>	<ul style="list-style-type: none"> <li>➤ Work with image editing and graphic design features .</li> <li>➤ Use the more advanced features of Adobe Photoshop CS .</li> <li>➤ Use basic Photoshop skills and concepts to develop effective graphics for both web and print media.</li> </ul>	
<b>Attendees</b>	11	
<b>Photographs</b>	 <p>F46F+5WW, Titave, Turambe, Maharashtra-416208, India Latitude: 16.46021° Longitude: 74.12518° Local tt: 15:40 AM Altitude: 572 meters Friday, 20/08/2021</p>  <p>F46F+5WW, Titave, Turambe, Maharashtra-416208, India Latitude: 16.46021° Longitude: 74.12518° Local tt: 30:40 AM Altitude: 572 meters Monday, 30/08/2021</p>	
	<b>Photoshop Skills</b>	

HOD

*[Signature]*

Department Of  
Mass Media



Principal

*[Signature]*

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.-: 2021-22/BAMM/08

DATE: 14/08/2021

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 "**Design Delight: Adobe Photoshop Magic**". The program is scheduled from **20<sup>th</sup> August 2021 to 7<sup>th</sup> September 2021**. I kindly request you to give permission for conducting this program.

Thanking You.

Your's faithfully,

Permitted  
14/8



  
**HOD**  
**Head**  
**Department Of**  
**Mass Media**

Shahid Virpatni Laxmi Mahavidyalaya,

Titave

Department Of B.A. Mass Media

Date- 17<sup>th</sup> August 2021

### Notice

All students are hereby informed that the Department of B.A. Mass Media is going to organize an Add-On Program On “**Design Delight: Adobe Photoshop Magic**” The program will be conducted from **20<sup>th</sup> August 2021 to 7<sup>th</sup> September 2021**. Kindly submit your entries to your class teachers.

Time: 11.00 pm to 01.00 pm

Ty *[Handwritten Signature]*



*[Handwritten Signature]*  
HOD

Head  
Department Of  
Mass Media



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.: 2021-22/ B/A/M / 22

DATE : 18/08/2021

To,  
**Ms. Aishwarya Tendulkar**  
 Senior Designer,  
 Mind It Sanvad

**Subject:** Invitation to conduct a program on **“Design Delight: Adobe Photoshop Magic”**

Respected 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 **“Design Delight: Adobe Photoshop Magic”**. The main focus of the program is **Capture Photo** and also to aware of the importance, usages, and setbacks of the above-mentioned topics.

The program is scheduled **20<sup>th</sup> August 2021 to 7<sup>th</sup> September 2021**, at **11.00 am to 1.00 pm**. We are eagerly waiting for your confirmation.

Thanks and regards.

  
**HOD**  
 Head  
 Department Of  
 Arts Media



  
**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.: 2021-22/BA/MM/13

DATE : 18 / 08 / 2021

To,  
 Ms. Pranali Patil,  
 Graphic Designer

**Subject:** Invitation to conduct a program on “**Design Delight: Adobe Photoshop Magic**”

Respected 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 “**Design Delight: Adobe Photoshop Magic**”. The main focus of the program is **Image Composition** and also to aware of the importance, usages, and setbacks of the above-mentioned topics.

The program is scheduled **20<sup>th</sup> August 2021 to 7<sup>th</sup> September 2021**, at **11.00 am to 1.00 pm**. We are eagerly waiting for your confirmation.

Thanks and regards.

**HOD**  
**Head**  
**Department Of**  
**Mass Media**



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

*P. V. Patil*  
 Resident



**Shahid Virpatni Laxmi Mahavidyalaya, Titave**  
**Department of B.A. Mass Media**

**Academic Year 2021-22**

**Add-on Program on**

**“Design Delight: Adobe Photoshop Magic”**

**Registration**

Sr.NO.	Student Name	Sign
1	TEJASHRI SHIVAJI BARAGE	Barage
2	SAKSHI SURESH BHANDIGARE	Sakshi B
3	GITA VISHNU BHOSALE	AB
4	CHOUGALE SONALI SAMBHAJI	AB
5	GHONGADE SHUBHANGI SAMBHAJI	SSGI
6	JADHAV AISHVARYA EKNATH	Jadhav
7	KAMBLE DIVYA KASHINATH	Kamble
8	RAJESHWARI SHIVAJI KAVADE	Kavade
9	DEEPALI KAKASO LOHAR	Kakaso
10	PARABKAR TEJASWINI JAYSING	Parabkar
11	PRANALI DHANAJI PATIL	Patil
12	ARATI ASHOK SUTAR	Arati
13	VAROTE APARNA TUKARAM	Varote

*Handwritten Signature*  
**Department of**  
**Mass Media**



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

**Shahid Virpatni Laxmi Mahavidyalaya, Titave**  
**Department of B.A. Mass Media**

**Academic Year 2021-22**

**Add-on Program on**

**“Design Delight: Adobe Photoshop Magic”**

**Schedule: 20<sup>th</sup> August 2021 to 7<sup>th</sup> September 2021, 11:00 am to 1:00 pm**

Sr. No	DATE	TOPIC TO DISCUSS
1.	20/8/2021	<b>Unit I: Introduction Variations in Photoshop applications</b> <ul style="list-style-type: none"><li>• History of Photoshop</li><li>• Adobe Photoshop cs</li><li>• Adobe Photoshop cs</li><li>• Adobe Photoshop cs</li><li>• Adobe Photoshop cs</li><li>• Adobe Photoshop cs</li><li>• Adobe Photoshop cc.</li></ul>
2.	21/8/2021	<b>Unit II : About Photoshop, Photoshop Features</b> <ul style="list-style-type: none"><li>• advertisement creation,</li><li>• wallpapers</li><li>• websites</li><li>• jewelry creation</li><li>• fashion designing</li><li>• animations &amp; 3d effects</li><li>• software development</li><li>• and designs</li><li>• Photo modification purpose</li></ul>

3.	23/8/2021	<p><b>Unit III : Editing Photo in camera raw</b></p> <ul style="list-style-type: none"> <li>• photo lightings</li> <li>• temperature and</li> <li>• color options for background shades</li> </ul>
4.	24/8/2021	<p><b>Unit IV : Creating Web Galleries, PDF converts</b></p> <ul style="list-style-type: none"> <li>• PDF Presentation</li> <li>• slide show presentation Moving a selected area.</li> </ul>
5.	25/8/2021	<p><b>Unit V : Opening and Importing images, Creating Documents with different sizes</b></p> <ul style="list-style-type: none"> <li>• New document properties</li> <li>• inserting of images</li> </ul>
6.	26/8/2021	<p><b>Unit VI Rectangular Marquee Tool &amp; Elliptical marquee tool &amp; single row marquee tool ,single column</b></p> <ul style="list-style-type: none"> <li>•selections on your image</li> <li>• This changes the area of your image</li> <li>• tools or actions to be within the defined shap</li> </ul>
7.	27/8/2021	<p><b>Unit VII Move tool, magic wand tool, quick selection tool, lasso tool, polygonal lasso tool, magnetic lasso tool</b></p> <ul style="list-style-type: none"> <li>• Use this to select a color range</li> <li>• Tolerance to make your selections more/less precise</li> <li>• the movements to vertical/horizontal</li> </ul>

8.	28/8/2021	<p><b>Unit VIII Crop tool, slice tool, slice select tool, eyedropper tool, color sampler tool, ruler tool, note tool, count tool</b></p> <ul style="list-style-type: none"> <li>• The Crop Tool works similarly to the Rectangular Marquee tool</li> <li>• it crops your image to the size of the box</li> <li>• This is used mostly for building websites</li> <li>• splitting up one image into smaller ones when saving out</li> </ul>
9	30/8/2021	<p><b>Unit IX Spot healing brush tool, healing brush tool, patch tool, red eye tool, brush tool, pencil tool, color replacement tool, mixer brush too</b></p> <ul style="list-style-type: none"> <li>• You can use this tool to repair scratches and specs and stuff like that on images</li> <li>• basically copies the info from the first area to the second</li> <li>• It paints one your image, in whatever color you have selected</li> </ul>
10	31/8/2021	<p><b>Unit X Clone stamp tool, pattern tool, history brush tool, art history tool</b></p> <ul style="list-style-type: none"> <li>• This is very similar to the Healing Brush Tool</li> <li>• This tool works just like the Brush Tool information that it paints with is from the original</li> <li>• The History Brush tool paints with the information</li> </ul>
11	1/8/2021	<p><b>Unit XI Eraser tool, background eraser tool magic eraser, gradient tool paint bucket tool</b></p> <ul style="list-style-type: none"> <li>• This is the anti -Brush tool</li> <li>• erases with whatever secondary color</li> <li>• use this to make a gradiation of colors</li> <li>• foreground color and background color</li> </ul>
12	2/8/2021	<p><b>Unit XII Pen tool, freeform pen tool, add anchor point tool, delete anchor point tool, convert to point tool, horizontal type tool, vertical type tool, horizontal type mask tool, vertical type mask tool</b></p> <ul style="list-style-type: none"> <li>• Paths can be used in a few different ways</li> <li>• shape the path for accurate selections</li> <li>• There's a lot of options for the Type Tool</li> </ul>

13	3/8/2021	<p><b>Unit XIII</b> Path selection tool, direct selection tool, custom shape tools, hand tool, zoom tool</p> <ul style="list-style-type: none"> <li>• You use this tool when working with paths</li> <li>• related to the Pen Tool</li> <li>• So if you're zoomed in and your image</li> <li>• It allows you to zoom into your image</li> </ul>
14	4/8/2021	<p><b>Unit XIV</b> Blur tool, sharpen tool, smudge tool, dodge tool, burn tool, sponge tool</p> <ul style="list-style-type: none"> <li>• It makes things blurry</li> <li>• long as it is not absolute black. Absolute black won't lighten</li> </ul>
15	6/8/2021	<p><b>Unit XV</b> About color information, Color Modes</p> <ul style="list-style-type: none"> <li>•Bitmap</li> <li>• RGB</li> <li>• CMYK</li> <li>• Grayscale</li> </ul>

  
 Head  
 Department Of  
 Mass Media



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

**Shahid Virpatni Laxmi Mahavidyalaya, Titave**

**Department of B.A. Mass Media**

**Academic Year 2021-22**

**Add-on Program on**

**“Design Delight: Adobe Photoshop Magic”**

**Exam**



**Date:** 7<sup>th</sup> September 2021 **Time:** 11:00 am to 12:00 pm

**Instructions:**

- A. All the questions are mandatory.
- B. Each question is for 2 marks.

1. \_\_\_\_ editing software Photoshop uses raster-based images to edit photos.
  - A. Photo
  - B. Video
  - C. Both A and B
  - D. None of the above
2. . Several graphical and digital artworks can be \_\_\_\_ using Photoshop.
  - A. Created
  - B. Edited
  - C. Manipulated
  - D. All of the above
3. Adobe Systems develops Photoshop, which is available for \_\_\_\_.
  - A. Windows
  - B. Mac OS
  - C. Both A and B
  - D. None of the above
4. Photoshop files are usually saved as \_\_\_\_ files.
  - A. JPG
  - B. PDF
  - C. PNG
  - D. PSD
5. What does PSD stand for?

- A. Photoshop Shopping document
- B. Photoshop Document
- C. Photoshop Digital
- D. Photoshop Shopping Digital**

6. Which of the following is/are the feature(s) of Photoshop?

- A. Smart Objects
- B. Slice Tool
- C. Shapes
- D. All of the above**

7. Working with \_\_\_\_ allows you to create independent pieces of paper that can be edited independently and later added to.

- A. Layers**
- B. Smart Objects
- C. Slice Tool
- D. Shapes

8. Layer Palettes in Photoshop have a variety of features to help you work with them, such as \_\_\_\_, and locking.

- A. Opacity (transparency)
- B. Layer Masks
- C. Blending Modes
- D. All of the above**

9. Photoshop's workspace represents its \_\_\_\_.

- A. Backend
- B. User Interface**
- C. Website
- D. Space

10. \_\_\_\_ is the name of the default Photoshop workspace.

- A. Enumeration
- B. Essentials**
- C. Establishment
- D. Estrange

D. None

**11. Shortcut key to change the cancel to reset -**

- A. Ctrl
- B. Alt**
- C. Shift
- D. None

**12. Working with \_\_\_\_ allows you to create independent pieces of paper that can be edited independently and later added to.**

- A. Layers**
- B. Smart Objects
- C. Slice Tool
- D. Shapes

**13. Layer Palettes in Photoshop have a variety of features to help you work with them, such as \_\_\_\_, and locking.**

- A. Opacity (transparency)
- B. Layer Masks
- C. Blending Modes
- D. All of the above**

**14. Photoshop's workspace represents its \_\_\_\_.**

- A. Backend
- B. User Interface**
- C. Website
- D. Space

**15. Non-destructive editing relies on the \_\_\_\_.**

- A. Type layer
- B. Layer style
- C. Layer mask**
- D. None

  
**Head**  
**Department Of**  
**Mass Media**



  
**Principal**  
Shri. Virpami Laxmi Mahavidyalaya  
Titave, Tal. Rindur, Dist. Solapur.



**Shahid Virpatni Laxmi Mahavidyalaya, Titave**  
**Department of B.A. Mass Media**  
**Academic Year 2021-22**  
**Add-on Program on**  
**“Design Delight: Adobe Photoshop Magic”**

**Assessment**

Sr.NO.	Student Name	Marks
1	TEJASHRI SHIVAJI BARAGE	24
2	SAKSHI SURESH BHANDIGARE	25
3	GITA VISHNU BHOSALE	AB
4	CHOUGALE SONALI SAMBHAJI	AB
5	GHONGADE SHUBHANGI SAMBHAJI	23
6	JADHAV AISHVARYA EKNATH	22
7	KAMBLE DIVYA KASHINATH	25
8	RAJESHWARI SHIVAJI KAVADE	24
9	DEEPALI KAKASO LOHAR	28
10	PARABKAR TEJASWINI JAYSING	27
11	PRANALI DHANAJI PATIL	25
12	ARATI ASHOK SUTAR	26
13	VAROTE APARNA TUKARAM	22

  
Head

**Department Of**  
**Mass Media**



  
Principal

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

**Shahid Shikshan Prasark Mandal's Titave  
Shahid Virpatni Laxmi Mahavidyalaya Titave  
Academic Year 2021-22  
Attendance Sheet**

**"Design Delight: Adobe Photope Magic"  
Department of B.A.Mass Media Class: TY B.A.M.M.**

Sr. No.	Name Of Student	Sign						
		Date	20/8/2021	21/8/2021	23/8/2021	24/8/2021	25/8/2021	26/8/2021
1	TEJASHRI SHIVAJI BARAGE	<u>Barage</u>	<u>Barage</u>	<u>Barage</u>	<u>Barage</u>	<u>Barage</u>	<u>Barage</u>	<u>Barage</u>
2	SAKSHI SURESH BHANDIGARE	<u>SakshiB</u>	<u>SakshiB</u>	<u>SakshiB</u>	<u>SakshiB</u>	<u>SakshiB</u>	<u>SakshiB</u>	<u>SakshiB</u>
3	GITA VISHNU BHOSALE	A.B	A.B	A.B	A.B	A.B	A.B	A.B
4	CHOUGALE SONALI SAMBHAJI	A.B	A.B	A.B	A.B	A.B	A.B	A.B
5	GHONGADE SHUBHANGI SAMBHAJI	<u>SGG</u>	<u>SGG</u>	<u>SGG</u>	<u>SGG</u>	<u>SGG</u>	<u>SGG</u>	<u>SGG</u>
6	JADHAV AISHVARYA EKNATH	<u>Jeevada</u>	<u>Jeevada</u>	<u>Jeevada</u>	<u>Jeevada</u>	<u>Jeevada</u>	<u>Jeevada</u>	<u>Jeevada</u>
7	KAMBLE DIVYA KASHINATH	<u>Kamble</u>	<u>Kamble</u>	<u>Kamble</u>	<u>Kamble</u>	<u>Kamble</u>	<u>Kamble</u>	<u>Kamble</u>
8	RAJESHWARI SHIVAJI KAVADE	<u>Kavade</u>	<u>Kavade</u>	<u>Kavade</u>	<u>Kavade</u>	<u>Kavade</u>	<u>Kavade</u>	<u>Kavade</u>
9	DEEPALI KAKASO LOHAR	<u>DkloharE</u>	<u>DkloharE</u>	<u>DkloharE</u>	<u>DkloharE</u>	<u>DkloharE</u>	<u>DkloharE</u>	<u>DkloharE</u>
10	PARABKAR TEJASWINI JAYSING	<u>SParabkar</u>	<u>SParabkar</u>	<u>SParabkar</u>	<u>SParabkar</u>	<u>SParabkar</u>	<u>SParabkar</u>	<u>SParabkar</u>
11	PRANALI DHANAJI PATIL	<u>Patil</u>	<u>Patil</u>	<u>Patil</u>	<u>Patil</u>	<u>Patil</u>	<u>Patil</u>	<u>Patil</u>
12	ARATI ASHOK SUTAR	<u>A.atti</u>	<u>A.atti</u>	<u>A.atti</u>	<u>A.atti</u>	<u>A.atti</u>	<u>A.atti</u>	<u>A.atti</u>
13	VAROTE APARNA TUKARAM	<u>Avarote</u>	<u>Avarote</u>	<u>Avarote</u>	<u>Avarote</u>	<u>Avarote</u>	<u>Avarote</u>	<u>Avarote</u>

*[Signature]*  
**Head  
Department Of  
Mass Media**



*[Signature]*  
**Principal**  
Shahid Virpatni Laxmi Mahavidyalaya  
Titave, Tal. Radhanagar, Dist. A.

**Shahid Shikshan Prasark Mandal's Titave**  
**Shahid Virpatni Laxmi Mahavidyalaya Titave**  
**Academic Year 2021-22**  
**Attendance Sheet**  
**"Design Delight: Adobe Photope Magic"**  
**Department of B.A.Mass Media**                      **Class: TY B.A.M.M.**

Sr. No.	Name Of Student	Sign								
		Date	28/8/2021	30/8/2021	31/8/2021	1/9/2021	2/9/2021	3/9/2021	4/9/2021	7/9/2021
1	TEJASHRI SHIVAJI BARAGE									
2	SAKSHI SURESH BHANDIGARE									
3	GITA VISHNU BHOSALE									
4	CHOUGALE SONALI SAMBHAJI									
5	GHONGADE SHUBHANGI SAMBHAJI									
6	JADHAV AISHVARYA EKNATH									
7	KAMBLE DIVYA KASHINATH									
8	RAJESHWARI SHIVAJI KAVADE									
9	DEEPALI KAKASO LOHAR									
10	PARABKAR TEJASWINI JAYSING									
11	PRANALI DHANAJI PATIL									
12	ARATI ASHOK SUTAR									
13	VAROTE APARNA TUKARAM									

**Head**  
**Department Of**  
**Mass Media**



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



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.-: 2021-22/BAMM/17

DATE : 07/09/2021

To,  
**Ms. Aishwarya Tendulkar,**  
**Senior Designer,**  
**Mindit Sanvad**

**Subject:** Thanking letter for joining as a Resource Person.

**Ref:** Add-on Program Conducted in our institute on "**Design Delight: Adobe Photoshop Magic.**" from 20<sup>th</sup> August 2021 to 7<sup>th</sup> September 2021.

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 "**Design Delight: Adobe Photoshop Magic.**" We assure you that your expertise will definitely help our students in their future studies.

With best regards,

Thanking You.

*Deshy*

**HOD**

head

**Department Of  
 Mass Media**



*Mullu*  
**Principal**  
 Principal

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

*Aishwarya  
 Received*



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.-: 2021-22/PA/MM/18

DATE : 07 / 09 / 20 21

To,  
 Ms. Pranali Patil,  
 Graphic Designer.

**Subject:** Thanking letter for joining as a Resource Person.

**Ref:** Add-on Program Conducted in our institute on "**Design Delight: Adobe Photoshop Magic.**" from 20<sup>th</sup> August 2021 to 7<sup>th</sup> September 2021.

Respected Sir,

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With best regards,

Thanking You.

**HOD  
 Head**

**Department Of  
 Mass Media**



**Principal  
 Principal**

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

*Pr. Patil*  
*Received*



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

# CERTIFICATE

This is to Certify that Miss .....

Of class ..... has attended / participated / successfully completed six days Add on Program / Short Term Program / Certificate Course Program of **“Design Delight: Adobe Photoshop Magic”** organized by **B.A.Mass Media Department , S.V.L.M., Titave.** Course organized academic year..2021..22..

  
Program Co-Ordinator

  
HOD (B.A.Mass Media Department)  
Head  
Department Of  
Mass Media



  
I/C Principal  
Principal  
Shahid Virpatni Laxmi Mahavidyalaya  
Titave, Tal. Rodhanagari, Dist. Kolhapur