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

	2022-2023			
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	19	17
2.	Design Delight: Adobe Photoshop Magic	15 Days	12	11
3.	From Click To Print:Camera Handling Techniques	15 Days	10	10

HOD

Head
Department Of
Mass Media

Principal

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

Affi No.
452
Titave

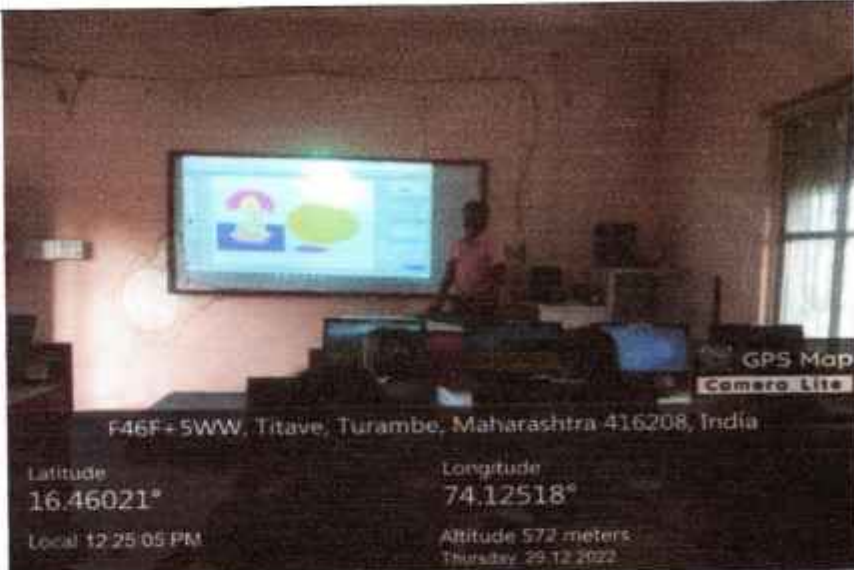# Shahid Virpatni Laxmi Mahavidyalaya, Titave

Tal. Radhanagari, Dist. Kolhapur

Department of B.A. Mass Media

Academic Year 2022-23

Event Report

"Work smart: Office Automation Techniques"

Date of Activity	26/12/2022 to 31/12/2022	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. Mr. Digvijay Kumbhar	
Name of Teacher	Mrs. Shubhangi Bhandigare, Ms.Tejaswini Parabkar	
Speaker	Ms.Sanyogita Warake, Mr.Vaibhav Kumbhar,Mr.,Sagar Shetage	
Topics covered	➤ Essentials of Office Automation ➤ Mobile compatibility ➤ Integration with other software ➤ Reports and analytics	
Attendees	17	
Photographs	 **Condition Formatting**	

HOD

Head
Department Of
Mass Media

Affi No. 452

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.-: 2022-23 |BAMM |39

DATE : 17 / 12/2022

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 **26th December 2022 to 31 December 2022**. . I kindly request you to give permission for conducting this program.

Thanking You.

Your's faithfully,

Permitted.
17/12/2022

HOD
Head
Department Of
Mass Media

Shahid Virpatni Laxmi Mahavidyalay,

Titave

Department of B.A. Mass Media

Date- 20th December 2022

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 **26th December2022 to 31 December 2022** Kindly submit your entries to your class teachers.

Time:11.00 am to 05.00 am

FY feligare

HOD
Head
Department Of
Mass Media

Affi No.
452

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

Reg.No.Maha/24101/kop

ESTD-20/08/2009

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.-: 2022-23|BAMM/47

DATE : 23 / 12 / 2022

To,
Mr. Sagar V. Shetage
Assi. 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 from **26th December 2022 to 31 December 2022**, at 11.**00 am to 05.00** pm. We are eagerly waiting for your confirmation.

Thanks and regards.

HOD
Head
Department Of
Mass Media

Affi No.
452

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.-: 2022-23/BAMM/42

DATE : 23/ 12/2022

To,

Mrs. Sanyogita S.Warake
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 **26th December 2022 to 31 December 2022**, at 11.**00 am to 05.00** pm. We are eagerly waiting for your confirmation.

Thanks and regards.

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Titave, Tal. Radhanagari, Dist. Kolhapur.

Recieved

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.–: 2022-23/BAMM/43

DATE : 23 / 12/2022

To,
Mr. Vaibhav B. Kumbhar
Assi. 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 from **26th December 2022 to 31 December 2022**, at 11.**00 am to 05.00** pm. We are eagerly waiting for your confirmation.

Thanks and regards.

HOD
Head
Department Of
Mass Media

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

Shahid Virpatni Laxmi Mahavidyalaya, Titave
Department of B.A. Mass Media
Academic Year 2022-23
Add-on Program on
"Work smart: Office Automation Techniques"
Registration

Sr.NO.	Student Name	sign
1	AGALE KUMUD TANAJI	
2	BHAVAD VEDIKA TANAJI	Ab
3	BHORE PRATIKSHA GANAPATI	PBhore
4	BHOSALE GOPIKA GAJANAN	Ab
5	BHOSALE GONDHALI VARSHA	BGvarsha
6	CHOUGALE TANUJA CHANDRAKANT	TCchougale
7	KAMBLE TRUPTI UTTAM	TUkamble
8	KUMBHAR SHITAL GORAKHNATH	SGkumbhar
9	PARIT KOMAL HINDURAV	KHparit
10	PARIT SAU ANANDA	Parit
11	PARIT SURAKSHA NANDAKUMAR	Parit
12	PATIL POURNIMA ASHOK	PPatil
13	PATIL SUREKHA VILAS	Patil
14	SALOKHE RUTUJA VISHNU	RVSalokhe
15	SALOKHE SIDDHI SATAPPA	SSsalokhe
16	SATHE KIRAN DILIP	KDsathe
17	SATPUTE NISHA SHIVAJI	NSatpute
18	TAHASILDAR POONAM BALIRAM	Baldar
19	TIRUKE PRAJAKTA KRISHNAT	

Head
Department Of
Mass Media

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

Shahid Virpatni Laxmi Mahavidyalay, Titave
Department of B.A. Mass Media
Academic Year 2022-23
Add-on Program on
"Work smart: Office Automation Techniques"

Schedule: 26th December 2022 to 31 December 2022, at 11.00 am to 05.00pm

S.N	DATE	TIME	TOPIC TO DISCUSS
1.	26/12/2022	11:00 am to 2:00 pm	**MS WORD** **Text Basics** .Typing the text, Alignment of text .Editing Text: Cut, Copy, Paste, Select All, Clear .Find & Replace **Text Formatting and saving file** .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** .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** .Inserting custom Header and Footer .Inserting objects in the header and footer .Add section break to a document **Module 5: Working with bullets and**

			numbered lists
			.Multilevel numbering and Bulleting .Creating List .Customizing List style .Page bordering .Page background
2.	27/12/2022	11:00 am to 2:00 pm	**MS WORD** .Working with Tables, Table Formatting .Table Styles .Alignment option .Merge and split option **Module 7: Styles and Content** .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 **Module 8: Merging Documents** .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** **.Merging Documents**
		3:00 pm to 5:00 pm	**MS WORD** **Module 9: Sharing and Maintaining Document** .Changing Word Options .Changing the Proofing Tools .Managing Templates .Restricting Document Access .Using Protected View .Working with Templates .Managing Templates .Understanding building blocks **Module 10: Proofing the document**

				.Check Spelling As You Type. .Mark Grammar Errors As You Type.
3.	28/12/2022		11:00 am to 2:00 pm	**MS EXCEL** **Module 12: Introduction to Excel** Introduction to Excel interface • Understanding rows and columns, Naming Cells • Working with excel workbook and sheets **Module 13:Formatting excel workbook:** 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 formats • Modifying Columns, Rows & Cells **Module 14: Perform Calculations with Functions** 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	**MS EXCEL** **Module 15: Sort and Filter Data with Excel** Sort and filtering data • Using number filter, Text filter • Custom filtering • Removing filters from columns Conditional formatting **Module 16: Create Effective Charts to Present Data Visually** 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.	29/12/2022	11:00 am to 2:00 pm	**MS EXCEL** **Module 17: Analyze Data Using PivotTables and Pivot Charts** • Understand PivotTables, Create a PivotTable • Framework Using the PivotTable and PivotChart • Create Pivot Chart from pivot Table. • Inserting slicer • Creating Calculated fields **Module 18: Protecting and Sharing the workbook** • 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	**MS EXCEL** **Module 19: Use Macros to Automate Tasks** • Creating and Recording Macros • Assigning Macros to the worksheets • Saving Macro enabled workbook **Module 20: Proofing and Printing** • 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.	30/12/2022	11:00 am to 2:00 pm	**MS POWERPOINT** **Module 21: Setting Up PowerPoint Environment:** • 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 **Module 22:Creating slides and applying themes**

				• 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 **Module 23: Working with bullets and numbering** Multilevel numbering and Bulleting • Creating List • Page bordering • Page background • Aligning text • Text directions • Columns option
			3:00 pm to 5:00 pm	**Module 24: Working with Objects** 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 **Module 25: Hyperlinks and Action Buttons** Inserting Hyperlinks and Action Buttons • Edit Hyperlinks and Action Button Word Art and Shapes
6.	31/12/2022		11:00 am to 2:00 pm	MS POWERPOINT **Module 26: Working With Movies and Sounds** Inserting Movie From a Computer File • Inserting Audio file • Audio Video playback and format options • Video options, Adjust options • Reshaping and bordering Video **Module 27: Using SmartArt and Tables**

Working with Tables, Table Formatting
- Table Styles
- Alignment option
- Merge and split option

Converting text to smart art

Module 28: Animation and Slide Transition

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

MS POWERPOINT

Module 29: Using slide Master

Using slide master
- Inserting layout option
- Creating custom layout
- Inserting placeholders

Formatting placeholders

Module 30: Slide show option

3:00 pm to
5:00 pm

Start slide show
- Start show from the current slide
- Rehearse timing
- Creating custom slide show

Module 31: Proofing and Printing

Check Spelling As You Type
- Setting AutoCorrect Options
- Save as video
- Save as JPEG files
- Save as PowerPoint Show file
  Print Preview, Print

Head
Department Of
Mass Media

Affi No
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Principal
Shahid Virpatni Laxmi Mahavidyalaya
Titave, Tal. Radhanagari, Dist. Kolhapur.

Shahid Virpatni Laxmi Mahavidyalaya, Titave

Department of B.A. Mass Media
Academic Year 2022-23
Add-on Program on
"Work smart: Office Automation Techniques"
Exam

Date: 31ˢᵗ December 2023   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 tittle bar that Provides catactrised 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

Shahid Virpatni Laxmi Mahavidyalaya, Titave
Department of B.A. Mass Media
Academic Year 2022-2023
Add-on Program on
"Worksmart: OfficeAutomation Techniques"
Assessment

Sr.NO.	Student Name	Marks
1	AGALE KUMUD TANAJI	22
2	BHAVAD VEDIKA TANAJI	AB
3	BHORE PRATIKSHA GANAPATI	24
4	BHOSALE GOPIKA GAJANAN	AB
5	BHOSALE GONDHALI VARSHA VISHWANATH	22
6	CHOUGALE TANUJA CHANDRAKANT	20
7	KAMBLE TRUPTI UTTAM	22
8	KUMBHAR SHITAL GORAKHNATH	24
9	PARIT KOMAL HINDURAV	22
10	PARIT SAU ANANDA	20
11	PARIT SURAKSHA NANDAKUMAR	22
12	PATIL POURNIMA ASHOK	26
13	PATIL SUREKHA VILAS	24
14	SALOKHE RUTUJA VISHNU	22
15	SALOKHE SIDDHI SATAPPA	24
16	SATHE KIRAN DILIP	20
17	SATPUTE NISHA SHIVAJI	20
18	TAHASILDAR POONAM BALIRAM	18
19	TIRUKE PRAJAKTA KRISHNAT	22

Head
Department Of
Mass Media

Affi No. 452

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

Shahid Shikshan Prasark Mandal Titave's
Shahid Virpatni Laxmi Mahavidyalaya Titave
Acadimic Year 2022-23
Attendance Sheet
Work smart: Office Automation Workshop
Department of B.A.Mass Media **Class: FY B.A.M.M.**

Sr. No.	Name Of Student	Sign					
	Date	26/12/2022	27/12/2022	28/12/2022	29/12/2022	30/12/2022	31/12/2022
1	AGALE KUMUD TANAJI	KTA	KTA	KTA	KTA	KTA	KTA
2	BHAVAD VEDIKA TANAJI	Ab	Ab	Ab	Ab	Ab	Ab
3	BHORE PRATIKSHA GANAPATI	PGBhore	PGBhore	PGBhore	PGBhore	PGBhore	PGBhore
4	BHOSALE GOPIKA GAJANAN	Ab	Ab	Ab	Ab	Ab	Ab
5	BHOSALE GONDHALI VARSHA	BGwarsha	BGwarsha	BGwarsha	BGwarsha	BGwarsha	BGwarsha
6	VISHWANATH						
7	CHOUGALE TANUJA CHANDRAKANT	TChougale	TChougale	TChougale	TChougale	TChougale	TChougale
8	KAMBLE TRUPTI UTTAM	TUkamble	TUkamble	TUkamble	TUkamble	TUkamble	TUkamble
9	KUMBHAR SHITAL GORAKHNATH	SGKumbhar	SGKumbhar	SGKumbhar	SGKumbhar	SGKumbhar	SGKumbhar
10	PARIT KOMAL HINDURAV	KHPatil	KHPatil	KHPatil	KHPatil	KHPatil	KHPatil
11	PARIT SAU ANANDA	SAparil	SAparil	SAparil	SAparil	SAparil	SAparil
12	PARIT SURAKSHA NANDAKUMAR	SNPatil	SNPatil	SNPatil	SNPatil	SNPatil	SNPatil
13	PATIL POURNIMA ASHOK	PPatil	PPatil	PPatil	PPatil	PPatil	PPatil
14	PATIL SUREKHA VILAS	SVPatil	SVPatil	SVPatil	SVPatil	SVPatil	SVPatil
15	SALOKHE RUTUJA VISHNU	RVsalokhe	RVsalokhe	RVsalokhe	RVsalokhe	RVsalokhe	RVsalokhe
16	SALOKHE SIDDHI SATAPPA	Ssalokhe	Ssalokhe	Ssalokhe	Ssalokhe	Ssalokhe	Ssalokhe
17	SATHE KIRAN DILIP	KDsathe	KDsathe	KDsathe	KDsathe	KDsathe	KDsathe
18	SATPUTE NISHA SHIVAJI	NSsatpute	NSsatpute	NSsatpute	NSsatpute	NSsatpute	NSsatpute
19	TAHASILDAR POONAM BALIRAM	Baildar	Baildar	Baildar	Baildar	Baildar	Baildar

Head
Department Of
Mass Media

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Principal
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Titave, Tal.Radhanageri Dist...

Shahid Shikshan Prasarak Mandal, Titave's
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PH (0231) 254370

E-Mail-svlm.titave@gmail.com

Ref.-: 2022-23/BAMM/47

DATE : 31 / 12/20 22

To,
Mr. Sagar V. Shetage
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 26th December 2022 to 31 December 2022..

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

Reived

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.-: 2022-23/BAMM/48   DATE : 31/12/2022

To
Mrs. Sanyogita S.Warake
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 26th December 2022 to 31
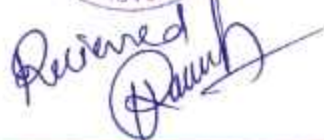> December 2022.

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.

HOD
Head
Department Of
Mass Media

Alff No.
452

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

Recieved

Ref.-: 2022-23/BAMM/49   DATE : 31 / 12 /2022

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 **26th December 2022 to 31 December 2022.**.

Respected Sir,

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With best regards,

Thanking You.

HOD
Head
Department Of
Mass Media

Affi No.
452

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

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.. 2022-23

Program Co-Ordinator

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

Affi No.
452

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 2022-2023
Event Report
"Design Delight: Adobe Photoshop Magic"

Date of Activity	20/8/2023 to 6/9/2023	Time : 11.00am-1:00 Pm
Venue of Activity	Offline	
Objectives	1. To Demonstrate knowledge of image resolution, image size, and image file format for web, video, and print.. 2. Demonstrate knowledge of design principles, elements, and image composition.	
Activity Coordinators	Mr. Digvijay Kumbhar	
Name of Teacher	Mrs. Shubhangi Bhandigare, Ms.Tejaswini Parabkar	
Speaker	Ms.Aishwarya Tendulkar, Ms.Pranali Patil	
Topics covered	➢ Work with image editing and graphic design features. ➢ Use the more advanced features of Adobe Photoshop CS. ➢ Use basic Photoshop skills and concepts to develop effective graphics for both web and print media.	
Attendees	11	
Photographs	**Photoshop Workspace& Tools**	

HOD

Head
Department Of
Mass Media

Affi No. 452

Principal

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

Ref.-: 2022-23/BAMM/04

DATE : 16/05/2023

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 **20th May2023 to 6th**
June2023. I kindly request you to give permission for conducting this program.

Thanking You.

Your's faithfully,

HOD
Head
Department Of
Mass Media

Permitted
16/5/2023

Affi No.
452

22-23

Department Of B.A. Mass Media

Date- 18th May2023

Notice:

All students are hereby informed that the Department of B.A. Mass Media is going to organize an Add-On Program On "will be conducted from **20th May2023 to 6rth June2023.** Kindly submit your entries **Design Delight : Adobe Photoshop Magic"** The program to your class teachers.

Time:11.00 am to 01.00 pm

TY

HOD
head
Department Of
Mass Media

Affi No.
452

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.-: 2022-23/BAMM/05

DATE : 19 / 05/2023

To,
Ms. Aishwarya Tendulkar
Senior Desiner,
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 and also to aware of the importance, usages, and setbacks of the above-mentioned topics.

The program is scheduled from **20th May2023 to 6th June2023**, at **11.00 am to 01.00** pm. We are eagerly waiting for your confirmation.

Thanks and regards.

HOD
Head
Department Of
Mass Media

Affi No.
452
Titave

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

Recieved
.

SHAHID VIRPATNI LAXMI MAHAVIDYALAYA

Shahid Shikshan Prasarak Mandal, Titave's

Titave, Tal-Radhanagari Dist-Kolhapur

PH (0231) 254370

E-Mail-svlm.titave@gmail.com

Ref.-: 2022-23/BAMM/06

DATE : 19/05/2023

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 **Ms Excel** and also to aware of the importance, usages, and setbacks of the above-mentioned topics.

The program is scheduled from **20th May 2023 to 6rth June2023**, at 11.**00 am to 01.00** pm. We are eagerly waiting for your confirmation.

Thanks and regards.

HOD
Head
Department Of
Mass Media

Affi No.
452

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

P.v.patil
Recieved

Shahid Virpatni Laxmi Mahavidyalaya, Titave
Department of B.A. Mass Media
Academic Year 2022-23
Add-on Program on
"Design Delight: Adobe Photoshop Magic"

Registration

Sr.NO.	Student Name	Sign
1	BARAGE NEHA GULAB	DBPascoe
2	KALE KOMAL SURESH	Ab
3	**KAMBLE AKANKSHA ARJUN**	AJerre
4	KAMBLE MRUNALI SUNIL	MPKamble
5	KAMBLE NIKITA ANANDA	Nikita
6	KAMBLE PRADNYA PRAKASH	PPKamble
7	KAMBLE PRIYANKA YASHWANT	Pskamble
8	KAMBLE YOGITA SHIVAJI	Sykamble
9	KILLEDAR DHANASHREE ASHOK	@AKilledar
10	PATIL RESHMA RAJARAM	R.R.P.
11	SAMANT PRACHI RAHUL	PRsamant
12	SUTAR SAMRUDHI BHAGWAN	S.B SUTAR

Head
Department Of
Mass Media

Affi No.
452

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

Shahid Virpatni Laxmi Mahavidyalaya, Titave
Department of B.A. Mass Media
Academic Year 2022-23
Add-on Program on
"Design Delight: Adobe Photoshop Magic"
Schedule: 20th May 2023 to 6th June2023, 11:00 am to 1:00 pm

Sr. No	DATE	TOPIC TO DISCUSS
1.	20/8/2021	**Unit I: Introduction Variations in Photoshop applications** • History of Photoshop • Adobe Photoshop cs • Adobe Photoshop cs • Adobe Photoshop cs • Adobe Photoshop cs • Adobe Photoshop cs • Adobe Photoshop cc.
2.	21/8/2021	**Unit II: About Photoshop, Photoshop Features** •advertisement creation, • wallpapers • websites • jewelry creation • fashion designing • animations& 3d effects • software development • and designs • Photo modification purpose

3.	23/8/2021	**Unit III :** **Editing Photo in camera raw** • photo lightings • temperature and • color options for background shades
4.	24/8/2021	**Unit IV :** **Creating Web Galleries, PDF converts** • PDF Presentation • slide show presentation Moving a selected area.
5.	25/8/2021	**Unit V : Opening and Importing images, Creating Documents with different sizes** • New document properties • inserting of images
6.	26/8/2021	**Unit VI Rectangular Marquee Tool & Elliptical marquee tool & single row marquee tool ,single column** •selections on your image • This changes the area of your image • tools or actions to be within the defined shap
7.	27/8/2021	**Unit VII Move tool, magic wand tool, quick selection tool, lasso tool, polygonal lasso tool, magnetic lasso tool** • Use this to select a color range • Tolerance to make your selections more/less precise • the movements to vertical/horizontal

8.	28/8/2021	**Unit VIII Crop tool, slice tool, slice select tool, eyedropper tool, color sampler tool, ruler tool, note tool, count tool** • The Crop Tool works similarly to the Rectangular Marquee tool • it crops your image to the size of the box • This is used mostly for building websites • splitting up one image into smaller ones when saving out
9	30/8/2021	**Unit IX Spot healing brush tool, healing brush tool, patch tool, red eye tool, brush tool, pencil tool, color replacement tool, mixer brush too** • You can use this tool to repair scratches and specs and stuff like that on images • basically copies the info from the first area to the second • It paints one your image, in whatever color you have selected
10	31/8/2021	**Unit X Clone stamp tool, pattern tool, history brush tool, art history tool** • This is very similar to the Healing Brush Tool • This tool works just like the Brush Tool information that it paints with is from the original • The History Brush tool paints with the information
11	1/8/2021	**Unit XI Eraser tool, background eraser tool magic eraser, gradient tool paint bucket tool** •This is the anti -Brush tool • erases with whatever secondary color • use this to make a gradiation of colors • foreground color and background color
12	2/8/2021	**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** • Paths can be used in a few different ways • shape the path for accurate selections • There's a lot of options for the Type Tool

13	3/8/2021	**Unit XIII** Path selection tool, direct selection tool, custom shape tools, hand tool, zoom tool • You use this tool when working with paths • related to the Pen Tool • So if you're zoomed in and your image • It allows you to zoom into your image
14	4/8/2021	**Unit XIV** Blur tool, sharpen tool, smudge tool, dodge tool, burn tool, sponge tool • It makes things blurry • long as it is not absolute black. Absolute black won't lighten
15	6/8/2021	**Unit XV About color information, Color Modes** •Bitmap • RGB • CMYK • Grayscale

Shahid Virpatni Laxmi Mahavidyalaya, Titave

Department of B.A. Mass Media

Academic Year 2022-23

Add-on Program on

"Design Delight:Adobe Photoshop Magic"

Exam

Date: 6th June 2023 Time: 11:00 am to 12:00 pm

Instructions:

A. All the questions are mandatory.

B. Each question is for 2 marks.

1.A Photoshop document can be searched using the _____ key combination.

A. Ctrl + S

B. Ctrl + O

C. Ctrl + F

D. Ctrl + T

2.Shortcut key to start help -

A. F1

B. F2

C. F3

D. F4

3. Shortcut key to copy a selection -

A. F4

B. F3

C. F5

D. F6

4.Shortcut key to paste a cut/copied content -

A. F4

B. F5

C. F6

D. F7

5.Shortcut key to show/hide layers panel -
   A. F5
   B. F6
   C. F7
   D. F8

5.Shortcut key to activate an inverse selection -
   A. Shift + F5
   B. Shift + F6
   C. **Shift + F7**
   D. Shift + F8

6.Shortcut key to activate the magic wand tool -
   A. M
   B. L
   C. **W**
   D. C

7.Shortcut key to activate the Path Selection tool –
   A. **A**
   B. B
   C. C
   D. D

8.Shortcut key to toggle between Standard and Quick Mask mode -
   A. S
   B. **Q**
   C. M
   D. T

9.Shortcut key to cancel completely -
   A. Delete
   B. Backspace
   C. **Esc**
   D. Tab

10.Select and mask workspaces are opened by pressing _____.
   A. Ctrl + R
   B. Ctrl + Alt
   C. **Ctrl + Alt + R**

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

Shahid Virpatni Laxmi Mahavidyalaya, Titave
Department of B.A. Mass Media
Academic Year 2022-23
Add-on Program on
"Design Delight: Adobe Photoshop Magic"

Assessment

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

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
Acadimic Year 2022-23
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	20/5/2023	22/5/2023	23/5/2023	24/5/2023	25/5/2023	26/5/2023	27/5/2023	29/5/2023
1	BARAGE NEHA GULAB	DBBarca	DBBarca	DBBarca	DBBarca	DBBarca	DBBarca	DBBarca	DBBarca
2	KALE KOMAL SURESH	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab
3	KAMBLE AKANKSHA ARJUN	AKamble	AKamble	AKamble	AKamble	AKamble	AKamble	AKamble	AKamble
4	KAMBLE MRUNALI SUNIL	MKamble	MKamble	MKamble	MKamble	MKamble	MKamble	MKamble	MKamble
5	KAMBLE NIKITA ANANDA	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita
6	KAMBLE PRADNYA PRAKASH	PPkamble	PPkamble	PPkamble	PPkamble	PPkamble	PPkamble	PPkamble	PPkamble
7	KAMBLE PRIYANKA YASHWANT	Rjkamble	Rjkamble	Rjkamble	Rjkamble	Rjkamble	Rjkamble	Rjkamble	Rjkamble
8	KAMBLE YOGITA SHIVAJI	YSkamble	YSkamble	YSkamble	YSkamble	YSkamble	YSkamble	YSkamble	YSkamble
9	KILLEDAR DHANASHREE ASHOK	Killedae	Killedae	Killedae	Killedae	Killedae	Killedae	Killedae	Killedae
10	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
11	SAMANT PRACHI RAHUL	Psamant	Psamant	Psamant	Psamant	Psamant	Psamant	Psamant	Psamant
12	SUTAR SAMRUDHI BHAGWAN	SBS	SBS	SBS	SBS	SBS	SBS	SBS	SBS

Head
Department Of
Mass Media

Affi No.
452

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

Shahid Shikshan Prasark Mandal Titave's
Shahid Virpatni Laxmi Mahavidyalaya Titave
Acadimic Year 2022-23
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	30/5/2022	31/5/2023	1/6/2023	2/6/2023	3/6/2023	5/6/2023	6/6/2023
1	BARAGE NEHA GULAB	DBBarge	DBBarge	DBBarge	DBBarge	DBBarge	DBBarge	DBBarge
2	KALE KOMAL SURESH	Ab	Ab	Ab	Ab	Ab	Ab	Ab
3	KAMBLE AKANKSHA ARJUN	AJeme	AJeme	AJeme	AJeme	AJeme	AJeme	AJeme
4	KAMBLE MRUNALI SUNIL	MKamble	MKamble	MKamble	MKamble	MKamble	MKamble	MKamble
5	KAMBLE NIKITA ANANDA	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita	Nikita
6	KAMBLE PRADNYA PRAKASH	PPkamble	PPkamble	PPkamble	PPkamble	PPkamble	PPkamble	PPkamble
7	KAMBLE PRIYANKA YASHWANT	PPkamble	Pykamble	Pykamble	Pykamble	Pykamble	Pykamble	Pykamble
8	KAMBLE YOGITA SHIVAJI	YSkamble	YSkamble	YSkamble	Yskamble	YSkamble	YSkamble	YSkamble
9	KILLEDAR DHANASHREE ASHOK	killedar	killedar	killedar	killedar	killedar	killedar	killedar
10	PATIL RESHMA RAJARAM	R.R.P	R.R.P	R.R.P	R.R.P	R.R.P	R.R.P	R.R.P
11	SAMANT PRACHI RAHUL	Psamant	Psamant	Psamant	Psamant	Psamant	Psamant	Psamant
12	SUTAR SAMRUDHI BHAGWAN	SBS	SBS	SBS	SBS	SBS	SBS	SBS

Head
Department Of Mass Media

Affi No.
452

Principal
Shahid Virpatni Laxmi Mahavidyalaya
Titave, Tal.Radhanaguri, Dist.

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.-: 2022-23/BAMM/10

DATE: 06/06/2023

To,
Ms. Aishwarya Tendulkar
Senior Desiner,
Mind It 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 **20th August 2023 to 6rth June2023.**

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.

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.-: 2022-23/BAMM/11   DATE: 06/06/2023

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 **20th May2023 to 6rth June2023**.

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.

HOD
Head
Department Of
Mass Media

Affi No.
452

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

P. Patil
Received

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..... 2022-23

Program Co-Ordinator

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

Affi No.
452

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 2022-23
Event Report
"From Click to Print: Camera Handling Techniques"

Date of Activity	7/8/2023 to 25/8/2023	Time : 1.00pm-3:00 Pm
Venue of Activity	Offline	
Objectives	To make students understand the techneques of handeing camera.	
Activity Coordinators	Ms. Shubhangi G. Bhandigare	
Name of Teacher	Mr. Digvijay D. Kumbhar, Ms. Tejaswini J. Parabkar	
Speaker	Mr.Vikram Khot,,Rushikesh kumbhar ,Swapnil Taundkar	
Topics covered	➢ Digital Capture ➢ Digital Camera ➢ Image Editing ➢ Photo copying	
Attendees	**10**	
Photographs	 **Photo Capture**	

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.-:2022-23/SAMM/18

DATE :02 /08/2023

To,

The Principal,

Shahid Virpatni Laxmi Mahavidyalaya,

Titave.

Sub: Seeking Permission for Conducting Certificate Add On Program.

Respected Sir,

We are planning to conduct a Add On Program on **"From Click To Print :Camera Handling Techniques."** The program is scheduled from **7th August 2023 to 25th August 2023.** I kindly request you to give permission for conducting this program.

Thanking You.

Yours faithfully,

Permitted.

Affi No. 452

H.O.D.
Head
Department Of
Mass Media

Shahid Virpatni Laxmi Mahavidyalay,

Titave

Department of B.A. Mass Media

Date- 5th August 2023

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 **7th August 2023 to 25th August 2023.** Kindly submit your entries to your class teachers.

Time – 1.00 pm to 03.00 pm

HOD
Head
Department Of
Mass Media

Affi No.
452

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

SHAHID VIRPATNI LAXMI MAHAVIDYALAYA

Shahid Shikshan Prasarak Mandal, Titave's

Titave, Tal-Radhanagari Dist-Kolhapur

PH (0231) 254370   E-Mail-svlm.titave@gmail.com

Ref.-: 2022-23 /BAMM/20   DATE: 06/08/2023

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".

Dear 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 & Apeture** and also to aware about the importance, usages, and setbacks of the above-mentioned topic.

The program is scheduled from **7th August 2023 to 25th August 2023, 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

Affi No.
452

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

Recived

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.-: 202273/BAMM/27   DATE : 06/08/2023

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

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

Dear 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 **7th August 2023 to 25th August 2023, 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.

Ref.-: 2022-23/BAMM/22   DATE : 06 / 08/2023

To,
Mr.Swapnil Taundkar,
Professional Photographer,
Swapnil photo & vedio ,
Bidri.

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

Dear 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 **7th August 2023 to 25th August 2023, 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

Affi No.
452

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

Shahid Virpatni Laxmi Mahavidyalaya, Titave

Department of B.A. Mass Media

Academic Year 2022-23

Add on Program on

"From Click to Print: Camera Handling Techniques"

Registration

Sr. No.	Student Name	Sign
1.	BARAGE SANIKA DILIP	
2.	KAMBLE ARCHANA PANDURANG	A.P.K
3.	KAMBLE SEEMA SITARAM	SSR
4.	KHOCHARE ADITI SANJAY	Adit.
5.	MAHEKAR RUTUJA SADASHIV	Qam
6.	PARIT INDRAYANI SATAPPA	ISPatil
7.	PATIL AKSHATA MARUTI	A·M·Potil
8.	PATIL NAMRATA MARUTI	NPatil
9.	PATIL SANIKA NETAJI	SNPatil
10.	POWAR SARIKA VITTHAL	SVP

Head
Department Of
Mass Media

Affi No.
452

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

Shahid Virpatni Laxmi Mahavidyalaya, Titave

Department of B.A. Mass Media

Academic Year 2022-23

Add on Program on

"From Click To Print :Camera Handling Techniques"

Date: 7th August 2023 to 25th August 2023   Time: 1.00 pm to 3.00 pm

Syllabus

Sr.No.	DATE	TOPIC TO DISCUSS
1.	7/8/2023	**Introduction to Digital Photography:** Understanding film and paper photography Learning about the digital revolution
2.	8/8/2023	Advantages and disadvantages of digital photography over film photography Computers as photographic tools How photos are used today.
3.	9/8/2023	**Digital Basics:** Digital image method of storing and processing digital image: Raster and Vector method
4.	10/8/2023	**Representation of digital image:** Resolution – Pixel Depth, Pixel Aspect Ratio – Dynamic Color Range – File Size – Color Models – Image Compression – File Formats – Calculating image resolution for outputs.
5.	11/8/2023	**Digital Platform:**

		Hardware and System Software Windows Operating System
6.	12/8/2023	**Concept of Internet :** Image transportation through floppy, CD, zip and Internet
7.	14/8/2023	**Digital Capture:** Digital Image formation – Image Sensors – Different Capturing Method: Digital camera – Scanner – Frame Grabber
8.	17/8/2023	**DIGITAL CAMERA:** Understanding how digital cameras work – Digital camera types: Floppy Disc type, Flash Card type, Hard Disc type – Overview of current digital
9.	18/8/2023	**IMAGE EDITING:** Image editing through image editing software's like Adobe Photoshop – Adjustment of Brightness, Contrast, Tonal and Color Values – Experimenting with Level and Curve.
10.	19/8/2023	**Digital Retouching & Image Enhancement:** Image size – Resolution – Selection tools and techniques– Retouching tools – Layers – Photo mounting techniques – Incorporation of text into picture.
11.	21/8/2023	**Digital Manipulation:** Applying selective effects to images and filters with masks and different digital darkroom effects.
12	222/8/2023	Digital Output Placing photos in other documents – Using photos on the web. How can a digital image be printed

13.	23/8/2023	**SPECIAL FILTERS:** Color sensitivity of film, types of filter, filter factors, contrast and density of filters and its definitions.
14	24/8/2023	**OBJECT LIGHTING:** Type of object lighting: Daylight, Artificial light and their combination — ANGLE
15	25/8/2023	**PHOTO COPYING**: 4.1 Copying technique, Photo Copying Techniques, Stand, lighting, cameras, specification and uses.

Shahid Virpatni Laxmi Mahavidyalaya, Titave

Department of B.A. Mass Media
Academic Year 2022-23
Add on Program on
"From Click to Print: Camera Handling Techniques"
Exam

Date: 25th August 2023 Time: 11:00 pm to 11:30 am

All the questions are mandatory.
A. Each question for 2 Marks.sss

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

Shahid Virpatni Laxmi Mahavidyalaya, Titave

Department of B.A. Mass Media
Academic Year 2022-23
Add on Program on
"From Click to Print: Camera Handling Techniques"

Assessment

Sr. No.	Student Name	Marks
1.	BARAGE SANIKA DILIP	22
2.	KAMBLE ARCHANA PANDURANG	24
3.	KAMBLE SEEMA SITARAM	26
4.	KHOCHARE ADITI SANJAY	20
5.	MAHEKAR RUTUJA SADASHIV	- AB
6.	PARIT INDRAYANI SATAPPA	22
7.	PATIL AKSHATA MARUTI	24
8.	PATIL NAMRATA MARUTI	24
9.	PATIL SANIKA NETAJI	26
10.	POWAR SARIKA VITTHAL	-AB

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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	7/8/2023	8/9/2023	9/8/2023	10/8/2023	12/8/2023	14/8/2023	16/8/2023	17/8/2023
1	BARAGE SANIKA DILIP	baloy c	frunny c	barcij e	fetraye	fertaye	Barnye	fanaye	fetroye
2	KAMBLE ARCHANA PANDURANG	A.P.K	A.P.K	A.P.K	A.P.K	A.P.K	A.P.K	A.P.K	A.P.K
3	KAMBLE SEEMA SITARAM	SSB	SSB	SSB	SSB	SSB	SSB	SSB	SSB
4	KHOCHARE ADITI SANJAY	lalit	lalit	lalit	lalit	lalit	lalit	lalit	lalit
5	MAHEKAR RUTUJA SADASHIV	Rem	Rem	Rem	Rem	Rem	Rem	Rem	Rem
6	PARIT INDRAYANI SATAPPA	ISPAil	ISPAil	ISPAil	ISPAil	ISPAil	ISPAil	ISPAil	ISPAil
7	PATIL AKSHATA MARUTI	A.M.Patil	A.M.Patil	A.M.Patil	A.M.Patil	A.M.Patil	A.M.Patil	A.M.Patil	A.M.Patil
8	PATIL NAMRATA MARUTI	MPatil	MPatil	MPatil	MPatil	MPatil	MPatil	MPatil	MPatil
9	PATIL SANIKA NETAJI	S.N.Patil	S.N.Patil	S.N.Patil	S.N.Patil	S.N.Patil	S.N.Patil	S.N.Patil	S.N.Patil
10	POWAR SARIKA VITTHAL	SNB	SNB	SNB	SNB	SNB	SNB	SNB	SNB

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Titave Tal.Radhanagari,Dist.Kolhapur

Shahid Shikshan Prasark Mandal Titave's
Shahid Virpatni Laxmi Mahavidyalaya Titave
Acadimic Year 2022-23
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	8/8/2023	14/8/23	21/8/2023	22/8/2023	23/8/2023	24/8/2023	25/8/2023
1	BARAGE SANIKA DILIP	Barage	Barage	Barage	Barage	Barage	Barage	Barage
2	KAMBLE ARCHANA PANDURANG	A.P.k	A.P.k	A.P.k	A.P.k	A.P.k	A.P.k	A.P.k
3	KAMBLE SEEMA SITARAM	SSk	SSk	SSk	SSk	SSk	SSk	SSk
4	KHOCHARE ADITI SANJAY	lelit	lelit	lelit	lelit	lelit	lelit	lelit
5	MAHEKAR RUTUJA SADASHIV	Rekm	Rekm	Rekm	Rekm	Rekm	Rekm	Rekm
6	PARIT INDRAYANI SATAPPA	ISPatil	ISPatil	ISPatil	ISPatil	ISPatil	ISPatil	ISPatil
7	PATIL AKSHATA MARUTI	A.M.Patil	A.M.Patil	A.M.Patil	A.M.Patil	A.M.Patil	A.M.Patil	A.M.Patil
8	PATIL NAMRATA MARUTI	NPatil	NPatil	NPatil	NPatil	NPatil	NPatil	NPatil
9	PATIL SANIKA NETAJI	S.N.Patil	S.N.Patil	S.N.Patil	S.N.Patil	S.N.Patil	S.N.Patil	S.N.Patil
10	POWAR SARIKA VITTHAL	SVP	SVP	SVP	SVP	SVP	SVP	SVP

Head
Department Of
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Principal
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Titave, Tal.Radhanageri, 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.-:2022-23/BAMM/31

DATE : 25/08/2023

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 7th **August 2023 to 25th August 2023.**

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

Affi No.
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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.-: 2022-23/BAMM/30   DATE : 25/08/2023

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

.

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 7th August 2023 to 25th August 2023.

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With best regards,

Thanking You,

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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.-: 2022-23/BAMM/32   DATE : 25/08/2023

To,
Mr.Swapnil Taundkar,
Professional Photographer,
Swapnil photo & vedio ,
Bidri.

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 7th **August 2023 to 25th August 2023.**

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Thanking You,

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

Recived

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 / ShortTerm 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 : 2022.- 23

Program Co-Ordinator

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

Aff No.
452

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