

# 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

2019-2020				
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	18	16
2.	From Click To Print: Camera Handling Techniques	15 Days	13	12

  
HOD

Head  
Department Of  
Mass Media

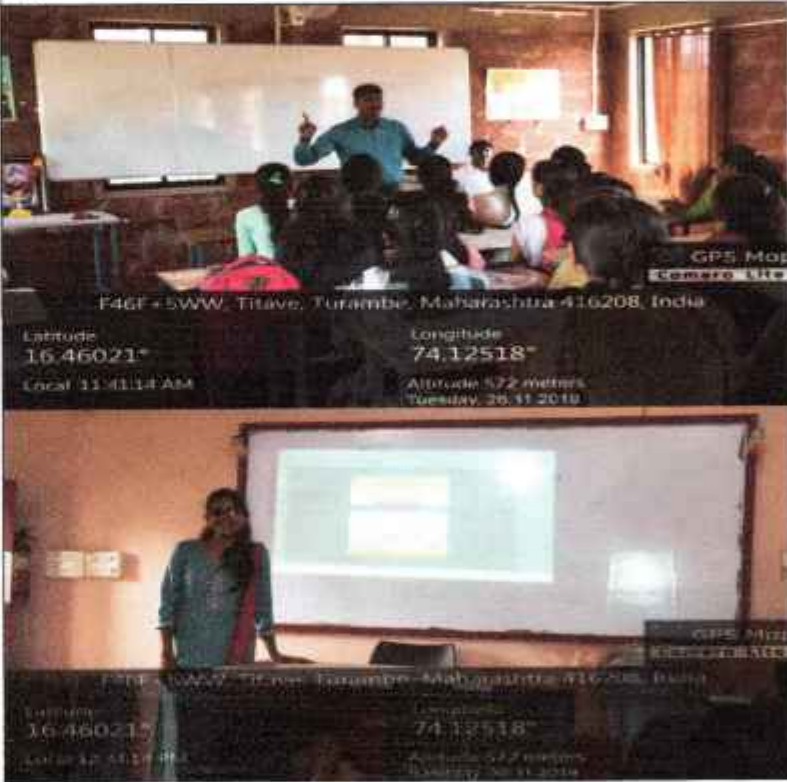


  
Principal  
Principal

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

Shahid Virpatni Laxmi Mahavidyalaya, Titave  
Tal. Radhanagari, Dist. Kolhapur  
Department of B.A. Mass Media  
Academic Year 2019-20

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

<b>Date of Activity</b>	25/11/2019 to 30/11/2019	Time : 11.00am-5:00 Pm
<b>Venue of Activity</b>	Offline	
<b>Objectives</b>	1. To enhance and upgrade the existing system by increasing its efficiency and effectiveness. 2. Easy to Workflow Designer	
<b>Activity Coordinators</b>	Ms. Poorva Godase	
<b>Name of Teacher</b>	Ms. Rohini Salunkhe, Mr. Digvijay Kumbhar	
<b>Speaker</b>	Ms. Ahilya Patil, Ms. Shital Patil, Mr., Sagar Chougale	
<b>Topics covered</b>	<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>	
<b>Attendees</b>	16	
<b>Photographs</b>		
<b>photo</b>		
	<b>Teaching the Office automation Tools</b>	

  
**HOD**  
 Head  
 Department of  
 Mass Media



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



Shahid Shikshan Prasarak Mandal, Titave's

**SHAHID VIRPATNI LAXMI MAHAVIDYALAYA**

Titave, Tal-Radhanagari Dist-Kolhapur

PH (0231) 254370

E-Mail-svnm.titave@gmail.com

Ref.: B019-20/BAmM/23

DATE : 15/11/2019

The Principal,  
Shahid Virpatni Laxmi Mahavidyalay,  
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 **25<sup>th</sup> Nov2019 to 30<sup>th</sup> Nov2019**. I kindly request you to give permission for conducting this program.

Thanking You.

Your's faithfully,



  
HOD  
Head  
Department Of  
Mass Media

Shahid Virpatni Laxmi Mahavidyalay,

Titave

Department of B.A. Mass Media

Date- 17<sup>th</sup> Nov 2019

**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 **25<sup>th</sup> Nov2019 to 30<sup>th</sup>Nov2019**. Kindly submit your entries to your class teachers.

**Time: 11.00 am to 05.00 pm**

#y *Sebagus*

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



*Sumin*  
**Principal**  
**Principal**  
Shahid Virpatni Laxmi Mahavidyalaya  
Titave, Tal. Radhanagar, 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.:- 2019-20/BAMM/30

DATE: 23/11/2019

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

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

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 **25<sup>th</sup> Nov2019 to 30<sup>th</sup> Nov2019**, 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**  
 Shahid Virpatni Laxmi Mahavidyalaya  
 Titave, Tal. Radhanagari, Dist. Kolhapur.

  
**Recipient**



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

Titave, Tal-Radhanagari Dist-Kolhapur

PH (0231) 254370

E-Mail-svirm.titave@gmail.com

Ref.:-

2019-20 (BAMM) 29

DATE : 23 / 11 / 2019

To,  
**Ms. Shital Patil,**  
 Assistant Professor,  
 Department of computer science,  
 Shahid Virpatni Laxmi Mahavidyalay,  
 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 **25<sup>th</sup> Nov2019 to 30<sup>th</sup> nov2019** at 11.00 am to 05.00 pm. We are eagerly waiting for your confirmation.

Thanks and regards.

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



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

*Received Shital*



Shahid Shikshan Prasarak Mandal, Titave's

# SHAHID VIRPATNI LAXMI MAHAVIDYALAYA

Titave, Tal-Radhanagari Dist-Kolhapur

PH (0231) 254370

E-Mail-svirm.titave@gmail.com

Ref.:-

2019-20/BAMM/28

DATE: 23 / 11 / 2019

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

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

Respected Sir,


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

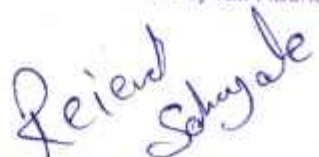
The program is scheduled from 25<sup>th</sup> Nov2019 to 30<sup>th</sup> nov2019, at 11.00 am to 05.00 pm. We are eagerly waiting for your confirmation.

Thanks and regards.

  
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 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 2019-20

Add-on Program on

Registration

Sr.NO.	Student Name	Sign
1	TEJASHRI SHIVAJI BARAGE	<u>Barage</u>
2	SAKSHI SURESH BHANDIGARE	<u>Sakshib</u>
3	GITA VISHNU BHOSALE	<u>AB</u>
4	CHOUGALE SIDDHI ASHOK	<u>siddhi</u>
5	CHOUGALE SONALI SAMBHAJI	<u>AB</u>
6	GHONGADE SHUBHANGI SAMBHAJI	<u>SSGH</u>
7	JADHAV AISHVARYA EKNATH	<u>Jadhav</u>
8	KAMBLE DIVYA KASHINATH	<u>Kamble</u>
9	KAMBLE NUTAN PRAKASH	<u>Nekamble</u>
10	RAJESHWARI SHIVAJI KAVADE	<u>Kavade</u>
11	DEEPALI KAKASO LOHAR	<u>Deekalohar</u>
12	MORE REVA VINAYAK	<u>RM</u>
13	PARABKAR TEJASWINI JAYSING	<u>Sarabkar</u>
14	CHHAYATAI BABURAO PATIL	<u>Chhayati</u>
15	PRANALI DHANAJI PATIL	<u>Patil</u>
16	SAVARDEKAR DEEPALI ASHOK	<u>Dasavardkar</u>
17	ARATI ASHOK SUTAR	<u>Arati</u>
18	VAROTE APARNA TUKARAM	<u>Varote</u>

  
Head  
Department Of  
Mass Media



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



# Shahid Virpatni Laxmi Mahavidyalaya, Titave

## Department of B.A. Mass Media

Academic Year 2019-20

Add-on Program on

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

**Schedule: 25<sup>th</sup> Nov2019 to 30<sup>th</sup> nov2019 11:00 am to 5:00 pm**

Sr.No.	DATE	TIME	TOPIC TO DISCUSS
1.	25/11/2019	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.	26/11/2019	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 Too's</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> <p>.Check Spelling As You Type. .Mark Grammar Errors As You Type.</p>
3.	27/11/2019	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.	28/11/2019	11:00 am to 2:00 pm	<b>MS EXCEL</b> <b>Module 17: Analyze Data Using PivotTables and Pivot Charts</b> <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> <b>Module 18: Protecting and Sharing the workbook</b> <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> Insert Excel Objects and Charts in Word Document and PowerPoint Presentation
		3:00 pm to 5:00 pm	<b>MS EXCEL</b> <b>Module 19: Use Macros to Automate Tasks</b> <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> <b>Module 20: Proofing and Printing</b> <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> Setting AutoCorrect Options
5.	29/11/2019	11:00 am to 2:00 pm	<b>MS POWERPOINT</b> <b>Module 21: Setting Up PowerPoint Environment:</b> <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 pm 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.	30/11/2019	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>
		<p>3:00 pm to 5:00 pm</p>	<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>

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



*[Signature]*  
**Principal**  
 Shri. Virpatti Laxmi Mahavidyalaya  
 Titave, Tal. Radhanagari, Dist. Kolhapur.

**Shahid Virpatni Laxmi Mahavidyalaya, Titave**

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

**Academic Year 2019-20**

Add-on Program on

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

**Exam**

Date: 30<sup>th</sup> July 2019 Time: 1:00 PM to 3:00 Pm



Instructions: All the questions are mandatory.

A. Each question is for 2 marks.

1. Which of the following is not font style?

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

2. You can detect spelling & grammar by

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

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

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

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

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

**5. How do you resize a shape?**

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

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

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

**7. PowerPoint is best described a**

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

**8. Which 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 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

  
Head  
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# Shahid Virpatni Laxmi Mahavidyalaya, Titave

## Department of B.A. Mass Media

Add on course on

“Work Smart: Office Automation Techniques” Academic Year: 2019-20

Assessment

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

*Deshmukh*  
Head

Department Of  
Mass Media



*S. S. S. S.*  
Principal

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

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

Academic Year 2019- 20

Attendance Sheet

"Work smart: Office Automation Techniques "

Department of B.A.Mass Media

Class: FY B.A.M.M.

Name Of Student	sign					
Date	25/11/2019	26/11/2019	27/11/2019	28/11/2019	29/11/2019	30/11/2019
TEJASHRI SHIVAJI BARAGE	<u>TEJASHRI BARAGE</u>	<u>TEJASHRI BARAGE</u>	<u>TEJASHRI BARAGE</u>	<u>TEJASHRI BARAGE</u>	<u>TEJASHRI BARAGE</u>	<u>TEJASHRI BARAGE</u>
SAKSHI SURESH BHANDIGARE	<u>SAKSHI BHANDIGARE</u>	<u>SAKSHI BHANDIGARE</u>	<u>SAKSHI BHANDIGARE</u>	<u>SAKSHI BHANDIGARE</u>	<u>SAKSHI BHANDIGARE</u>	<u>SAKSHI BHANDIGARE</u>
GITA VISHNU BHOSALE	<u>AB</u>	<u>AB</u>	<u>AB</u>	<u>AB</u>	<u>AB</u>	<u>AB</u>
CHOUGALE SIDDHI ASHOK	<u>SIDDHI CHOUGALE</u>	<u>SIDDHI CHOUGALE</u>	<u>SIDDHI CHOUGALE</u>	<u>SIDDHI CHOUGALE</u>	<u>SIDDHI CHOUGALE</u>	<u>SIDDHI CHOUGALE</u>
CHOUGALE SONALI SAMBHAJI	<u>AB</u>	<u>AB</u>	<u>AB</u>	<u>AB</u>	<u>AB</u>	<u>AB</u>
GHONGADE SHUBHANGI SAMBHAJI	<u>SSGI</u>	<u>SSGI</u>	<u>SSGI</u>	<u>SSGI</u>	<u>SSGI</u>	<u>SSGI</u>
JADHAV AISHVARYA EKNATH	<u>JADHAV AISHVARYA EKNATH</u>	<u>JADHAV AISHVARYA EKNATH</u>	<u>JADHAV AISHVARYA EKNATH</u>	<u>JADHAV AISHVARYA EKNATH</u>	<u>JADHAV AISHVARYA EKNATH</u>	<u>JADHAV AISHVARYA EKNATH</u>
KAMBLE DIVYA KASHINATH	<u>KAMBLE</u>	<u>KAMBLE</u>	<u>KAMBLE</u>	<u>KAMBLE</u>	<u>KAMBLE</u>	<u>KAMBLE</u>
KAMBLE NUTAN PRAKASH	<u>NUTAN KAMBLE</u>	<u>NUTAN KAMBLE</u>	<u>NUTAN KAMBLE</u>	<u>NUTAN KAMBLE</u>	<u>NUTAN KAMBLE</u>	<u>NUTAN KAMBLE</u>
RAJESHWARI SHIVAJI KAVADE	<u>RAJESHWARI KAVADE</u>	<u>RAJESHWARI KAVADE</u>	<u>RAJESHWARI KAVADE</u>	<u>RAJESHWARI KAVADE</u>	<u>RAJESHWARI KAVADE</u>	<u>RAJESHWARI KAVADE</u>
DEEPALI KAKASO LOHAR	<u>DEEPA KAKASO LOHAR</u>	<u>DEEPA KAKASO LOHAR</u>	<u>DEEPA KAKASO LOHAR</u>	<u>DEEPA KAKASO LOHAR</u>	<u>DEEPA KAKASO LOHAR</u>	<u>DEEPA KAKASO LOHAR</u>
MORE REVA VINAYAK	<u>REVA MORE</u>	<u>REVA MORE</u>	<u>REVA MORE</u>	<u>REVA MORE</u>	<u>REVA MORE</u>	<u>REVA MORE</u>
PARABKAR TEJASWINI JAYSING	<u>TEJASWINI PARABKAR</u>	<u>TEJASWINI PARABKAR</u>	<u>TEJASWINI PARABKAR</u>	<u>TEJASWINI PARABKAR</u>	<u>TEJASWINI PARABKAR</u>	<u>TEJASWINI PARABKAR</u>
CHHAYATAI BABURAO PATIL	<u>CHHAYATAI PATIL</u>	<u>CHHAYATAI PATIL</u>	<u>CHHAYATAI PATIL</u>	<u>CHHAYATAI PATIL</u>	<u>CHHAYATAI PATIL</u>	<u>CHHAYATAI PATIL</u>
PRANALI DHANAJI PATIL	<u>PATIL</u>	<u>PATIL</u>	<u>PATIL</u>	<u>PATIL</u>	<u>PATIL</u>	<u>PATIL</u>
SAVARDEKAR DEEPA ASHOK	<u>DEEPA SAVARDEKAR</u>	<u>DEEPA SAVARDEKAR</u>	<u>DEEPA SAVARDEKAR</u>	<u>DEEPA SAVARDEKAR</u>	<u>DEEPA SAVARDEKAR</u>	<u>DEEPA SAVARDEKAR</u>
ARATI ASHOK SUTAR	<u>ARATI SUTAR</u>	<u>ARATI SUTAR</u>	<u>ARATI SUTAR</u>	<u>ARATI SUTAR</u>	<u>ARATI SUTAR</u>	<u>ARATI SUTAR</u>
VAROTE APARNA TUKARAM	<u>VAROTE</u>	<u>VAROTE</u>	<u>VAROTE</u>	<u>VAROTE</u>	<u>VAROTE</u>	<u>VAROTE</u>

*Head*  
**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-svim.titave@gmail.com

Ref.: 2019-20/BAM/m) 35

DATE: 30/11/2019

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

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

**Ref :** Add-on Program Conducted in our institute on **"Work smart: Office Automation Techniques"** from 25<sup>th</sup> Nov 2019 to 30<sup>th</sup> Nov 2019 .

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.

*[Signature]*

**HOD  
Head**

**Department Of  
Mass Media**



*[Signature]*

**Principal  
Principal**

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

*[Signature]*  
*[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.: 2019-20/Bamm/34

DATE 30/11/2019

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

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

**Ref :** Add-on Program Conducted in our institute on **"Work smart: Office Automation Techniques."** from 25<sup>th</sup> Nov2019 to 30<sup>th</sup> nov2019.

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.

*D. S. Patil*  
**HOD**  
**Head**  
**Department Of**  
**Mass Media**



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

*Received*  
*Shital*



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.:- 2019-20/BAMM/33

DATE: 30/11/2019

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

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

**Ref :** Add-on Program Conducted in our institute on **“Work smart: Office Automation Techniques”** from **25<sup>th</sup> Nov2019 to 30<sup>th</sup> nov2019**

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.

*Dushy*  
**HOD**  
**Head**

**Department Of**  
**Media**



*Saumya*  
**Principal**  
**Principal**

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

*Received*  
*Saugale*



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

# CERTIFICATE

This is to Certify that Miss Tejaswini Jaysing Parabkar

Of class F.Y.B.A.M.M has attended / participated / successfully completed six days Add on Program / Short Term Program / Certificate Course Program of **“Work Smart: Office Automation Techniques”** organized by **B.A.Mass Media Department, S.V.L.M., Titave**. Course organized academic year..2019-20.....

Program Co-Ordinator

HOD (B.A.Mass Media Department)

Head  
Department Of




S. J. S.  
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 2019-20

**Event Report**

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

<b>Date of Activity</b>	8/7/2019 to 23/7/2019	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. Shashikant Kumbhar, Prasad Warke	
<b>Topics covered</b>	<ul style="list-style-type: none"> <li>&gt; Parts of Camera</li> <li>&gt; Camera Angles</li> <li>&gt; Importance of Light</li> <li>&gt; ISO, Focal Length, Shutter Speed</li> <li>&gt; Orientation, Zoom, Pan, Tilt.</li> </ul>	
<b>Attendees</b>	12	
<b>Photographs</b>	 	
	<b>Camera Angles &amp; Shots</b>	

*Handwritten Signature*  
**HOD**  
**Head**  
**Department Of**  
**Mass Media**



*Handwritten Signature*  
**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-svln.titave@gmail.com

Ref.: 2019-20/Bamm/05

DATE: 02/07/2019

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

**Sub: Seeking Permission for Conducting Add on Program.**

Respected Sir,

We are planning to conduct Add on Program on "From Click to Print: Camera Handling Techniques". The program is scheduled from 8<sup>th</sup> July 2019 to 23<sup>rd</sup> July 2019. I kindly request you to give permission for conducting this program.

Thanking You.

Your's faithfully,

PERMITTED  
02/07/2019



*[Signature]*  
HOD  
Head

Department Of  
Mass Media

Shahid Virpatni Laxmi Mahavidyalay,

Titave

Department of B.A. Mass Media

Date- 4<sup>th</sup> July 2019

### 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 8<sup>th</sup> July 2019 to 23<sup>rd</sup> July 2019. Kindly submit your entries to your class teachers.

Time – 1.00 pm to 03.00 pm

*SY Palkase*

*[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.: 2019-20/BATmm/08

DATE: 06/07/2019

To,  
**Mr. Shashikant Kumbhar,**  
**Founder Director,**  
**ASK Motion Picture,**  
**Kolhapur.**

**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 Mahavidyalay, 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 form **8<sup>th</sup> July 2019 to 23<sup>rd</sup> July 2019**, at **1.00 pm to 03.00 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.

*Recievd  
 Kumbhar*



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.: 2019-20/Bamm/119

DATE: 06/07/2019

To,  
 Mr. Prasad Warke,  
 Assis. professor,  
 Shahid Virpatni Laxmi Mahavidyalay,  
 Titave.

**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 Mahavidyalay, 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 form 8<sup>th</sup> July 2019 to 23<sup>rd</sup> July 2019, at 1.00 pm to 03.00 pm. We are eagerly waiting for your confirmation.

Thanks and regards.

*[Signature]*  
 HOD  
 Head  
 Department Of  
 Mass Media



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

*Received  
 Print*

# Shahid Virpatni Laxmi Mahavidyalay, Titave

## Department of B.A. Mass Media

Academic Year 2019-20

Add on Program on

“From Click to Print: Camera Handling Techniques

### Registration

Sr.NO.	Student Name	Sign
1	CHALUGAOL ASHWINI SUBHASH	A.S.Chalugaol
2	DAVARI NITA EKANATH	N.Davari
3	KAMBALE DHANASHRI SATAPPA	Dhambale
4	KAMBLE ASHWINI PARASHRAM	AB
5	KAMBLE DIPALI BAJIRAO	DBK
6	KAMBLE KOMAL SATAPPA	K.S.Kamble
7	KAMBLE SAVITA BALAVANT	S.B.Kamble
8	KAMBLE VIDYA DATTATRAY	Kamble
9	KAVADE AISHWARYA SHIVAJI	Kavade
10	PATEL HARSHA VASANT	Patel
11	PATIL PRANALI VISHNU	Patil
12	PATIL SAMRUDDHI YUVRAJ	Patil
13	SAKATE ANITA BHAGAVAN	ABS

  
Head  
Department Of  
Mass Media



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

# Shahid Virpatni Laxmi Mahavidyalaya, Titave

## Department of B.A. Mass Media

Academic Year 2019-20

Add on Program on

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

**Schedule:** 8<sup>th</sup> to 23<sup>rd</sup> July 2019, 1:00 Pm to 3:00 Pm

### Syllabus

Sr.No.	DATE	TOPIC TO DISCUSS
1.	8/7/2019	<b>Introduction to Digital Photography:</b> Understanding film and paper photography Learning about the digital revolution
2.	9/7/2019	Advantages and disadvantages of digital photography over film photography Computers as photographic tools How photos are used today.
3.	10/7/2019	<b>Digital Basics:</b> Digital image method of storing and processing digital image: Raster and Vector method
4.	11/7/2019	<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.	12/7/2019	<b>Digital Platform:</b> Hardware and System Software Windows Operating System

6.	13/7/2019	<b>Concept of Internet :</b> Image transportation through floppy, CD, zip and Internet
7.	15/7/2019	<b>Digital Capture:</b> Digital Image formation – Image Sensors – Different Capturing Method: Digital camera – Scanner – Frame Grabber
8.	16/7/2019	<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.	17/7/2019	<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.	18/7/2019	<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.	19/7/2019	<b>Digital Manipulation:</b> Applying selective effects to images and filters with masks and different digital darkroom effects.
12.	20/7/2019	Digital Output Placing photos in other documents – Using photos on the web. How can a digital image be printed
13.	21/7/2019	<b>SPECIAL FILTERS:</b> Color sensitivity of film, types of filter, filter factors, contrast and density of filters and its definitions.
14.	22/7/2019	<b>OBJECT LIGHTING:</b> Type of object lighting: Daylight, Artificial light and their combination — ANGLE
15.	23/7/2019	<b>PHOTO COPYING:</b> 4.1 Copying technique, Photo Copying Techniques, Stand, lighting, cameras, specification and uses.

*Dash*  
Head

Department Of  
Mass Media



*Srinidhi*

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

**Shahid Virpatni Laxmi Mahavidyalaya, Titave**

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

**Academic Year 2019-20**

Add on Program on

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

**Exam**

Date : 23<sup>rd</sup> July 2019

Time: 1:00 Pm to 3:00 Pm

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Instructions:

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

1. **Which control changes the volume of light entering the camera?**

- A. Shutter
- B. Aperture
- C. ISO**
- D. Focus

2. **Role of Prism Block is:**

- A. Highly Sen Stative to camera
  - B. May cause damage to whole camera
  - C. consist of sensor associated with
  - D. All of the above**
- 



3. The amount of light or darkness on a photograph is known as the:

A. Exposure

B. **Shutter Speed**

C. Contrast

D. Sharpness

4. What is a shot with camera on a crane over the action called?

A. Two Shot

B. Eye Level

C. **Crane Shot**

D. Dissolve

5. An eye-level shot has what effect on the viewer?

A. Makes the viewer feel overpowered by the subject

B. Makes the viewer feel like they are looking down on the

C. **Makes the viewer feel like they are looking up at the**

D. Makes the viewer feel like they are in the same space as the subject

6. What Shot is used to show the emotions on a character's face?

A. **Extreme Close Up**

B. Long Shot

C. Aerial Shot

D. Close Up Shot

7. What shot would be used to establish the full costume of a character in TV drama

A. Two Shot

B. Eye Level

C. **Crane Shot**

D. Dissolve

8. Which device in the camera turns light energy into electrical energy?

A. Aperture

B. View finder

C. **ISO**

D. D. Image Sensor

**9. A director would commonly use an establishing shot as the first shot in a new scene. He/She would choose to use it in**

- A. An extreme close up shot
- B. birds-eye view shot
- C. A centered angle shot
- D. An establishing shot**

**10. A director would commonly use an establishing shot as the first shot in a new scene. He/She would choose to use it in**

- A. Show the audience a fast piece of action
- B. Show the audience the protagonist of the film**
- C. Show the audience where the action is
- D. Show the audience the climax of the film

**11. What is a medium shot of a subject?**

- A. A shot from the knees up**
- B. A Shot from the feet up
- C. A shot from the chest up
- D. A shot from the hip up

**12. Which is the best type of screen shot to use to show a conversation between 2 people?**

- A. Long Shot
- B. Over the shoulder shot**
- C. Extreme Close Up Shot
- D. Aerial Shot

**13. Capturing**

- A. Composing
- B. exposing**
- C. Cloning
- D. making image sharper

**14. Depth Of Field**

- A. Area in front & behind of subject**
- B. Zooming capacity of lens
- C. Frame of the lens
- D. View finder Dimension

15. A ..... camera is a video camera

A.Sensor

B.Lens

C.ShutterD.Flash

**D. CCD**

  
Head  
Department Of  
Mass Media



  
Principal  
Shahid Virpatni Laxmi Mahavidyalaya  
Tal. Radhanagar, Dist. Kar...

# Shahid Virpatni Laxmi Mahavidyalaya, Titave

## Department of B.A. Mass Media

Academic Year 2019-20

Add on Program on

“From Click to Print: Camera Handling Techniques”

### Assessment

Sr.NO.	Student Name	Marks
1	CHALUGAOL ASHWINI SUBHASH	20
2	DAVARI NITA EKANATH	22
3	KAMBALE DHANASHRI SATAPPA	AB
4	KAMBLE ASHWINI PARASHRAM	24
5	KAMBLE DIPALI BAJIRAO	22
6	KAMBLE KOMAL SATAPPA	20
7	KAMBLE SAVITA BALAVANT	24
8	KAMBLE VIDYA DATTATRAY	26
9	KAVADE AISHWARYA SHIVAJI	24
10	PATEL HARSHA VASANT	28
11	PATIL PRANALI VISHNU	28
12	PATIL SAMRUDDHI YUVRAJ	26
13	SAKATE ANITA BHAGAVAN	22

*D. D. D.*  
Head

Department Of  
Mass Media



*S. P. S.*  
Principal

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

**Shahid Shikshan Prasark Mandal Titave's**  
**Shahid Virpatni Laxmi Mahavidyalaya Titave**  
 Acadimic Year 2019-20  
 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						
		8/7/2019	9/7/2019	10/7/2019	11/7/2019	12/7/2019	13/7/2019	14/7/2019
1	CHALUGAOL ASHWINI SUBHASH	As.chalugaol	As.chalugaol	As.chalugaol	As.chalugaol	As.chalugaol	As.chalugaol	As.chalugaol
2	DAVARI NITA EKANATH	NK.Davari	NK.Davari	NK.Davari	NK.Davari	NK.Davari	NK.Davari	NK.Davari
3	KAMBALE DHANASHRI SATAPPA	D.Kambe	D.Kambe	D.Kambe	D.Kambe	D.Kambe	D.Kambe	D.Kambe
4	KAMBLE ASHWINI PARASHRAM	AB	AB	AB	AB	AB	AB	AB
5	KAMBLE DIPALI BAJIRAO	DBK	DBK	DBK	DBK	DBK	DBK	DBK
6	KAMBLE KOMAL SATAPPA	Ks.kambe	Ks.kambe	Ks.kambe	Ks.kambe	Ks.kambe	Ks.kambe	Ks.kambe
7	KAMBLE SAVITA BALAVANT	S.B.kambe	S.B.kambe	S.B.kambe	S.B.kambe	S.B.kambe	S.B.kambe	S.B.kambe
8	KAMBLE VIDYA DATTATRAY	V.kambe	V.kambe	V.kambe	V.kambe	V.kambe	V.kambe	V.kambe
9	KAVADE AISHWARYA SHIVAJI	A.Kavade	A.Kavade	A.Kavade	A.Kavade	A.Kavade	A.Kavade	A.Kavade
10	PATEL HARSHA VASANT	H.Patel	H.Patel	H.Patel	H.Patel	H.Patel	H.Patel	H.Patel
11	PATIL PRANALI VISHNU	P.Patil	P.Patil	P.Patil	P.Patil	P.Patil	P.Patil	P.Patil
12	PATIL SAMRUDDHI YUVRAJ	S.Patil	S.Patil	S.Patil	S.Patil	S.Patil	S.Patil	S.Patil
13	SAKATE ANITA BHAGAVAN	ABS	ABS	ABS	ABS	ABS	ABS	ABS

*(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 2019-20  
 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							
		16/12/20	17/12/20	18/12/20	19/12/20	20/12/20	21/12/20	23/12/20	24/12/20
1	CHALUGAOL ASHWINI SUBHASHI	Aschalugol	Aschalugol	Aschalugol	Aschalugol	Aschalugol	Aschalugol	Aschalugol	Aschalugol
2	DAVARI NITA EKANATH	NEDavari	NEDavari	NEDavari	NEDavari	NEDavari	NEDavari	NEDavari	NEDavari
3	KAMBALE DHANASHRI SATAPPA	DKamble	DKamble	DKamble	DKamble	DKamble	DKamble	DKamble	DKamble
4	KAMBLE ASHWINI PARASHRAM	AB	AB	AB	AB	AB	AB	AB	AB
5	KAMBLE DIPALI BAJIRAO	DBK	DBK	DBK	DBK	DBK	DBK	DBK	DBK
6	KAMBLE KOMAL SATAPPA	K.S.kambe	K.S.kambe	K.S.kambe	K.S.kambe	K.S.kambe	K.S.kambe	K.S.kambe	K.S.kambe
7	KAMBLE SAVITA BALAVANT	S.B.kambe	S.B.kambe	S.B.kambe	S.B.kambe	S.B.kambe	S.B.kambe	S.B.kambe	S.B.kambe
8	KAMBLE VIDYA DATTATRAY	V.kambe	V.kambe	V.kambe	V.kambe	V.kambe	V.kambe	V.kambe	V.kambe
9	KAVADE AISHWARYA SHIVAJI	A.K.vade	A.K.vade	A.K.vade	A.K.vade	A.K.vade	A.K.vade	A.K.vade	A.K.vade
10	PATEL HARSHA VASANT	H.Patel	H.Patel	H.Patel	H.Patel	H.Patel	H.Patel	H.Patel	H.Patel
11	PATIL PRANALI VISHNU	P.Patil	P.Patil	P.Patil	P.Patil	P.Patil	P.Patil	P.Patil	P.Patil
12	PATIL SAMRUDDHI YUVRAJ	S.Patil	S.Patil	S.Patil	S.Patil	S.Patil	S.Patil	S.Patil	S.Patil
13	SAKATE ANITA BHAGAVAN	Ab	Ab	Ab	Ab	Ab	Ab	Ab	Ab

*(Signature)*  
 Head  
 Department of  
 Mass Media



*(Signature)*  
 Shahid Virpatni Laxmi Mahavidyalaya  
 Titave, Tal. Titave



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.-: 2019-20/BAMM/11

DATE: 23/07/2019

To,  
**Mr. Shashikant Kumbhar.**  
 Founder Director,  
 ASK Motion Picture,  
 Kolhapur.

**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 8<sup>th</sup> July 2019 to 23<sup>rd</sup> July 2019.

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.

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



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

*Received*  
*Kumbhar*



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.-: 2019-20/BAMM/12

DATE : 23/07/2019

To,  
**Mr. Prasad Warke,**  
 Assis. professor,  
**Shahid Virpatni Laxmi Mahavidyalaya,**  
**Titave.**

**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 8<sup>th</sup> July 2019 to 23<sup>rd</sup> July 2019.

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.

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



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

*Prasad*  
*Received*





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

# CERTIFICATE

This is to Certify that Miss .....*Patil Pranali vishnu*.....

Of class *S.V.L.M.* has attended / participated / successfully completed six days Add on Program / Short Term Program / Certificate Course Program of "One Click to Print: Camera Handling Techniques" organized by **B.A.Mass Media Department, S.V.L.M., Titave.** Course organized academic year...*2018-19*...

*Salinger*  
Program Co-Ordinator

*Dushk*  
HOD (B.A.Mass Media Department)

*Murli*  
I/C Principal

*Head*  
Department Of

Principal  
Shahid Virpatni Laxmi Mahavidyalaya

