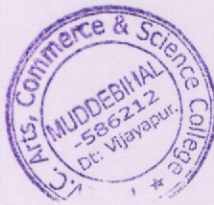


**6.3.3 Provided event Brochure and Report of Eight Days
Administrative Programme on MS- Word for the year 2020-21**



A handwritten signature in green ink, consisting of stylized loops and a long horizontal stroke.

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**M. G. V. C. Arts, Com. & Science College
MUDDEBIHAL - 586212.**



S. G. V. C. Vidya Prasarak Trust's,

**Matoshri Gangamma Veerappa Chiniwar
Arts, Commerce & Science College,**

MUDDEBIHAL-586212. Dist. Vijayapur (Karnataka)

(Accredited with CGPA of 2.58 on seven point scale at 'B+' Grade)

☎ : 08356220329

FAX : 08356220329

* email : princmgvc@gmail.com * www.mgvcmbi.in *

Ref. No. :

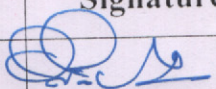
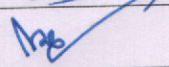
Date :

Resolution

The meeting of Teaching and Non-Teaching staff members was held at Room No: 14 on 20-10-2021 at 10.30 am to discuss about the conduct of "**Eight Days Administrative Programme on MS- Word**". Dr. B.A. Guli IQAC Coordinator along with Principal Prof. S.N. Poleshi, NAAC Coordinator Prof. S.V. Gurumath and with other staff members discussed to organize "**Eight Days Administrative Programme on MS- Word**". It has been resolved to :

1. Organize "**Eight Days Administrative Programme on MS- Ward**"
2. Organize on 29-10-2020 to 05-11-2020 at 11.30 am.
3. Invite Dr. B.A. Guli as a chief guest.
4. Invite Shri. M.G. Kyadi as a Resource Person.

Members Present:

Sl.No	Name	Designation	Signature
01	Prof. S.N. Poleshi	Principal	
02	Prof. S.V. Gurumath	NAAC Coordinator	
03	Prof. A.B. Kulkarni	Administrator	



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IQAC INITIATIVE

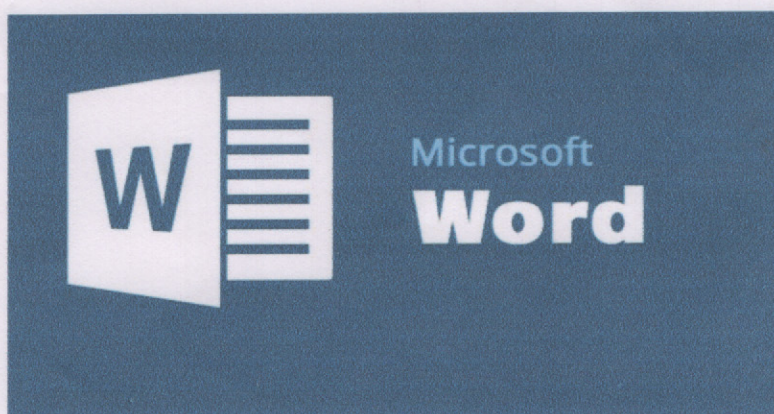


EIGHT DAYS

ADMINISTRATIVE PROGRAMME

ON

M S WORD



VENUE: CONFERENCE HALL

DATE: 29.10.2020 to 5.11.2020

TIME: 11.30AM

WEL COME YOU ALL



BROCHURE

S.G.V.C Vidya Prasarak Trust's



MGVC Arts, Commerce and Science College, Muddebihal

IQAC INITIATIVE

“Eight Days Administrative Programme” On MS-WORD

President: Prof. S.N. Poleshi, Principal

Chief Guest: Dr. B.A. Guli, IQAC Coordinator

Resource Person: Prof. M.G. Khyadi

Prof. S.V. Gurumath NAAC Coordinator

Venue: Conference Hall

Date: 29-10-2020 to 05-11-2020

Time: 11.30am



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**EIGHT DAYS PROFESSIONAL DEVELOPMENT PROGRAMME ON MS – WORD FOR
NON – TEACHING STAFF**

PROGRAMME CHART

Day	Topic	Time
Day 1	Introduction to MS – Word Uses, Applications Office Button Options like – New, Open, Save and Save As	3.30 pm to 4.30 pm
Day 2	Font Tab options like – Font Size, Font Face, Bold, Italic, Underline and Font and Background Colour	3.30 pm to 4.30 pm
Day 3	Performing Cut, Copy, Paste and Correcting Spelling and Grammatical Mistakes in Document.	3.30 pm to 4.30 pm
Day 4	Paragraph Options like – Alignments, Bullets and Numbering, line and Paragraph Spacing Options	3.30 pm to 4.30 pm
Day 5	Find, Replace and Select Options and Using styles in MS – Word	3.30 pm to 4.30 pm
Day 6	Tables : Inserting Table in MS – Word, Design and Layout options	3.30 pm to 4.30 pm
Day 7	Inserting Pictures, Shapes, Charts, Hyperlinks and Symbols in MS – Word	3.30 pm to 4.30 pm
Day 8	Page Layout Options : Margins, Orientation, Paper Size, Inserting Columns and Water marks and Taking Printing Documents.	3.30 pm to 4.30 pm

Chart Prepared by : Shri. M.G. Khyadi, Faculty in Computer Application

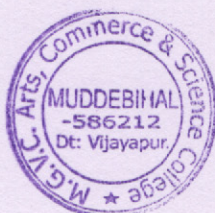
(Signature)

Chart Approved by IQAC Co-Ordinator : Dr. B.A. Guli, HOD, Department Economics

(Signature)

Principal,

**M. G. V. C. Arts, Com. & Science College
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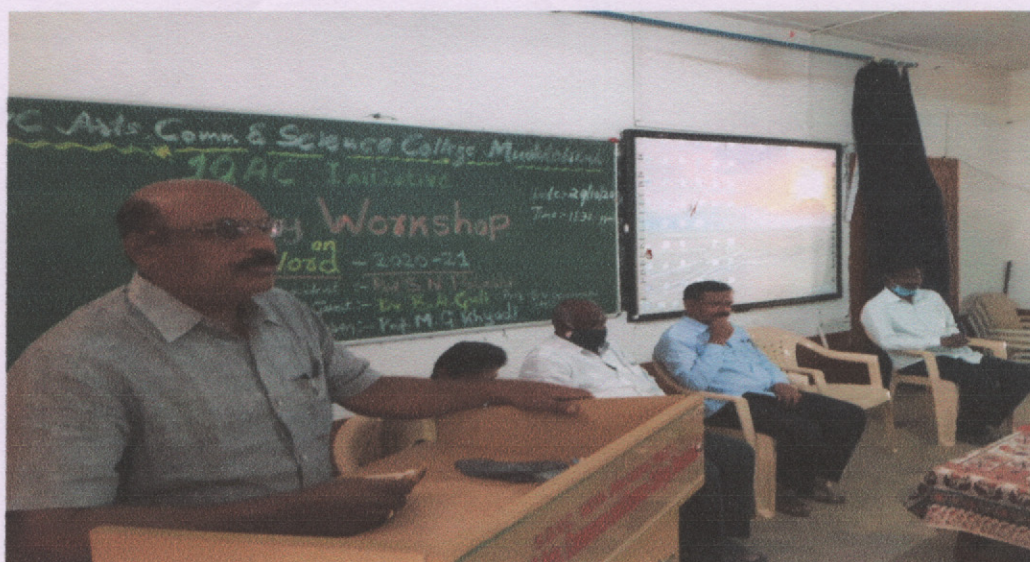
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M. G.V.C. ARTS, COMMERCE AND SCIENCE COLLEGE MUDDEBIHAL

IQAC INITIATIVE

EIGHT DAYS ADMINISTRATIVE PROGRAMME

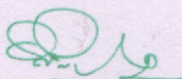
ON M S WORD

Resource Person Prof.M.G.Khydi Principal Prof.S.N.Poleshi, IQAC Co ordinator Dr.B.A.Guli and
NAAC Co ordinator Prof S.V.Gurumath Inaugurate the programme 29-10-2020



Wel come speech by NAAC Co ordinator Prof S.V.Gurumath 29-10-2020



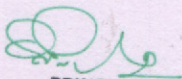

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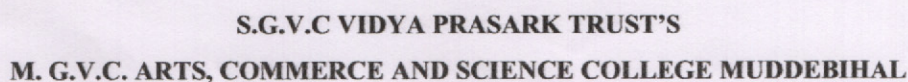
Resource Person Prof.M.G.Khydi address to faculty Dated 29-10-2020



Teaching and Non teaching staff members dated 29-10-2020




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EIGHT DAYS ADMINISTRATIVE PROGRAMME

ON M S WORD

29.10.2020 to 5.11.2020

ATTENDANCE REPORT

Sl N o	Name	Date 29.10 2020	Date 30.10 2020	Date 31.10 2020	Date 1.11. 2020	Date 2.11. 2020	Date 3.11. 2020	Date 4.11. 2020	Date 5.11. 2020
	Prof.S.N.Poleshi								
	Prof.S.N.Bidarkundi								
	Prof.S.S.Hugar								
	Prof.R.G.Vastard								
	Prof.S.V.Gurumath								
	Prof.S.M.Nimbalgundi								
	Prof.C.S.Katageri								
	Prof.N.S.Patil								
	Prof.A.S.Bagawan								
	Prof.M.A.Biradar								
	Prof.SmtK.G.Hiremath								
	Dr.S.S.Patil								
	Dr.P.H.Uppaldinni								
	Dr.B.A.Guli								
	Dr.S.C.Angadi								
	Dr.R.H.Sajjan								
	Prof.H.G.Patil								
	Prof.M.I.Biradar								
	Dr.Prakash.Naragund								
	Dr.A.A.Mulla.								
	Prof.V.S.Lamani								
	Dr.Sunuta.Jadhav.								
	Prof: B.N.Chawadapur								
	Prof: S.S.Murty								
	Prof: R.D.Nandeppanavr								



Prof: M.G.Khyadi									
Prof: D.S.Talikoti	DST	DST	DST	DST	DST	DST	DST	DST	DST
Prof: Rajashree.M.B	P.B	P.B	P.B	P.B	P.B	P.B	P.B	P.B	P.B
Prof: S.R.Hatti	SH	SH	SH	SH	SH	SH	SH	SH	SH
Prof: L.S.Hadapad	Len	Len	Len	Len	Len	Len	Len	Len	Len
Prof: J.B.Hansi	JBH	JBH	JBH	JBH	JBH	JBH	JBH	JBH	JBH
Prof: I.V.Rodagi	Rin	Rin	Rin	Rin	Rin	Rin	Rin	Rin	Rin
Prof: B.M.Math	BM	BM	BM	BM	BM	BM	BM	BM	BM
Prof: A.D.Talgeri	ADT	ADT	ADT	ADT	ADT	ADT	ADT	ADT	ADT
Prof: M.V.Patil	MP	MP	MP	MP	MP	MP	MP	MP	MP
Prof: M.J.Gouli	MJG	MJG	MJG	MJG	MJG	MJG	MJG	MJG	MJG
Prof: J.C.Hosamani	JCH	JCH	JCH	JCH	JCH	JCH	JCH	JCH	JCH
Prof: U.A.Halyal	UAH	UAH	UAH	UAH	UAH	UAH	UAH	UAH	UAH
Sri.C.B.Patil	CBP	CBP	CBP	CBP	CBP	CBP	CBP	CBP	CBP
Sri.M.C.Gastigar	MCG	MCG	MCG	MCG	MCG	MCG	MCG	MCG	MCG
Smt. Shailaja.G	SG	SG	SG	SG	SG	SG	SG	SG	SG
Sri.S.T.Bajantri	STB	STB	STB	STB	STB	STB	STB	STB	STB
Sri.M.D.Pattar	MDP	MDP	MDP	MDP	MDP	MDP	MDP	MDP	MDP
Sri.M.M.Salimath	MS	MS	MS	MS	MS	MS	MS	MS	MS
Sri.S.B.Shivayogimath	SSBS	SSBS	SSBS	SSBS	SSBS	SSBS	SSBS	SSBS	SSBS
Sri.S.S.Biradar	SSB	SSB	SSB	SSB	SSB	SSB	SSB	SSB	SSB
Sri.M.I.Naik	MIN	MIN	MIN	MIN	MIN	MIN	MIN	MIN	MIN
Sri.R.A.Tondihal	RAT	RAT	RAT	RAT	RAT	RAT	RAT	RAT	RAT

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