

Maniben M. P. Shah Mahila Arts College, Kadi

Circular

Date: 30/06/2021

This is to inform all the students that the IQAC of the college is going to Organize **“Skill Enhancement Course”** on **“Computing Skills- MS Word”** during 01/07/2021 to 07/07/2021. Please do registration on or before the last date for registration 30/06/2021.



Principal
Maniben M. P. Shah Mahila Arts College
Kadi - (N.G.) - 382 715.



Skill Enhancement Course

in

Computing Skill – MS Word

Organized by,

Internal Quality Assurance Cell (IQAC)

Maniben M. P. Shah Mahila Arts College, Kadi
(NAAC Accredited “B” Grade (2.48 CGPA))

Managed By

M. P. Shah Education Society, Kadi

Date: 01st July to 07th July 2021

Last Date of Registration: 30th June, 2021

Fees: No any Registration Fee

All Participants will get Certificate

*Those students who are interested to do this Workshop Kindly
Contact College Admin Office



IQAC Coordinator

J. C. A. Singh



Prin. Dr.Hina M. Patel
(M) 9925032421
Tel. (O) (02764) 242072
Fax. 02764-242072

Maniben M.P. Shah Mahila Arts College, Kadi

Kalol Road, Nr. Petrol Pump, Highway, KADI-384 440 (North Gujarat) India

(Managed by M.P.Shah Education Society,Kadi)

Website : www.mahilaartskadi.org

Email : mmsmac@yahoo.com

Email : prinhhmpatel@gmail.com

NAAC ACCREDITED "B" GRADE (2.48 CGPA)

Ref. No. P/2021-22

Date : 08/07/2022

Skill Enhancement Course Report: Computing Skill - MS Word

Duration: 1st July to 7th July, 2021

Introduction:

The Skill Enhancement Course on Computing Skill - MS Word, Program was organized by IQAC, Maniben M. P. Shah Mahila Arts College during July 1 to July 7, 2021, aimed to equip students with essential skills in using Microsoft Word for document processing and editing. Prof. Milan Kadikar, an experienced educator specializing in English, served as the resource person, guiding students through the functionalities and features of MS Word. Total 53 students have participated in this program.

Course Overview:

The course focused on familiarizing students with the basic and advanced features of Microsoft Word, enabling them to create, format, and edit documents efficiently. Through hands-on exercises and practical demonstrations, students were introduced to various tools and techniques essential for effective document management.

Objectives:

- To introduce students to the basic interface and functionalities of Microsoft Word.
- To teach students how to create and format documents using MS Word.
- To familiarize students with advanced features such as styles, templates, and mail merge.
- To enhance students' proficiency in document editing, proofreading, and collaboration using MS Word.

Session Highlights:

Introduction to MS Word: The Expert provided an overview of the MS Word interface, including the ribbon, toolbar, and navigation pane. Students learned basic navigation and file management techniques.

Document Formatting: Practical sessions were conducted to teach students how to format text, paragraphs, and pages using font styles, alignment options, and indents. The Expert demonstrated techniques for creating professional-looking documents.

Advanced Features: Students were introduced to advanced features such as styles, templates, and themes to streamline document creation and formatting. The Expert guided students in creating custom templates and applying consistent formatting throughout documents.

Document Editing and Collaboration: Practical exercises focused on document editing, proofreading, and collaboration using MS Word's track changes and commenting features. Students learned how to collaborate on documents in real-time and incorporate feedback from multiple users.

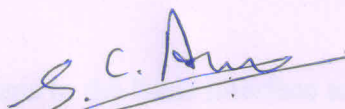
Outcome:

The Skill Enhancement Course on Computing Skill - MS Word equipped students with practical skills in using Microsoft Word for document processing and editing. Participants demonstrated increased proficiency in creating, formatting, and editing documents, enhancing their productivity and efficiency in academic and professional settings.

Conclusion:

The Skill Enhancement Course provided students with a solid foundation in using Microsoft Word for document management and editing tasks. Prof. Milan Kadikar's expertise and guidance were instrumental in helping student's master essential MS Word skills, preparing them for success in their academic and professional endeavors.

This report summarizes the Skill Enhancement Course on Computing Skill - MS Word, highlighting its objectives, session highlights, outcomes, and the significant role played by Prof. Milan Kadikar in facilitating students' proficiency in using Microsoft Word.

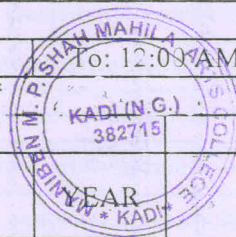

Co-ordinator
IQAC

Maniben M.P.Shah Mahila
Arts College, Kadi



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Skill Enhancement Course (Computing Skills- MS Word)	
Maniben M. P. Shah Mahila Arts College, Kadi	
Training Date: 01/07/2021 to 07/07/2021	
Training Time	From: 09:00 AM To: 12:00 PM



Details of Student					
Sr. No.	M/F	Name	ROLL NO.	Subject	YEAR
1	F	GOSWAMI RAVINABEN BHARATGIRI	9	Gujarati	FY
2	F	NADIYA KINJALBEN BABUBHAI	10	Gujarati	FY
3	F	PRAJAPATI RIYA BHARATBHAI	11	Gujarati	FY
4	F	PARMAR NEHALBEN HASMUKHBHAI	12	Gujarati	FY
5	F	PARMAR MEGHABEN JITENDRABHAI	13	Gujarati	FY
6	F	PATEL JAGRUTIBEN GAGAJIBHAI	14	Gujarati	FY
7	F	PATEL JANKIBEN RATILAL	15	Gujarati	FY
8	F	RAOL HEENABEN VIJAYSINH	16	Gujarati	FY
9	F	RAJAN RIYABEN PRAVINBHAI	17	Gujarati	FY
10	F	SIPAI ASHIFABANU HIMMATBHAI	18	Gujarati	FY
11	F	SOLANKI SONUBEN DASHARATHBHAI	19	Gujarati	FY
12	F	THAKOR BHAGYASHRIBEN RAMESHBHAI	20	Gujarati	FY
13	F	THAKOR NIKITABEN KAKUJI	21	Gujarati	FY
14	F	VAGHELA RADHIKABEN ARJUNSINH	22	Gujarati	FY
15	F	VARMA PRAGNABAHEN SHALIKRAM	23	Gujarati	FY
16	F	AJMERI HAFSA SALIMBHAI	41	Psychology	FY
17	F	CHAUHAN ANKITABEN NARENDRASINH	42	Psychology	FY
18	F	CHAUHAN SHRADDHABEN KHUMANSINH	43	Psychology	FY
19	F	CHAUHAN NEHALBEN KHUMANSINH	44	Psychology	FY
20	F	DABHI ANITABEN RAJENDRASINH	45	Psychology	FY
21	F	DABHI RUPALBEN VIKRAMJI	46	Psychology	FY
22	F	NADIYA JYOTSANABEN PRAVINBHAI	47	Psychology	FY
23	F	PRAJAPATI SHWETABEN MAHESHBHAI	48	Psychology	FY
24	F	PATEL NISHABEN KALUBHAI	49	Psychology	FY
25	F	PATEL ANISHABEN KIRTIBHAI	50	Psychology	FY
26	F	RAJAL VANITA GOVINDBHAI	51	Psychology	FY
27	F	SOLANKI JYOTIBEN JAGDISHBHAI	52	Psychology	FY
28	F	THAKOR ROMABEN NAVINBHAI	53	Psychology	FY
29	F	THAKOR SURYABEN MUKESHJI	54	Psychology	FY
30	F	THAKOR PRIYANKABEN MAHOTJI	55	Psychology	FY
31	F	THAKOR MEGHANABEN VISHNUJI	56	Psychology	FY
32	F	THAKOR JINALBEN BALAVANTJI	57	Psychology	FY
33	F	THAKOR ANISHABEN BACHUJI	58	Psychology	FY

34	F	THAKOR RAMESHWARIBEN BHARATJI	59	Psychology	FY
35	F	THAKOR ARTIBEN BUDHAJI	60	Psychology	FY
36	F	THAKOR MEENABEN KANUJI	61	Psychology	FY
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41	F	BRAHMBHATT GARGI JAYDIPBHAI	119	Economics	FY
42	F	BHANGI ARTIBEN ASHOKBHAI	120	Economics	FY
43	F	CHAUHAN KUNDANBEN VINODBHAI	121	Economics	FY
44	F	DUMANIYA VAISHALIBEN BHUDARBHAI	122	Economics	FY
45	F	GHANCHI SANIYABANU AHMADBHAI	123	Economics	FY
46	F	GHANCHI SANIYABEN MAHEBUBBHAI	124	Economics	FY
47	F	GHANCHI SABEENA AHMADHUSEN	125	Economics	FY
48	F	GOHIL ANKITABEN ASHOKBHAI	126	Economics	FY
49	F	GURJAR ZALAK SURESHKUMAR	127	Economics	FY
50	F	JADEJA MAHERABIBI KALUMIYA	128	Economics	FY
51	F	KHOKHAR RUKHSARBANU AIYUBKHAN	129	Economics	FY
52	F	PARMAR SANGITABEN MANSINH	130	Economics	FY
53	F	PARMAR ANIKABANU AIYUBBHAI	131	Economics	FY


Principal
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Kadi - (N.G.)-384440

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Maniben M. P. Shah Mahila Arts College, Kadi		
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Training Time	From: 09:00 AM	To: 12:00 AM

01/07/2021

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6	F	PATEL JAGRUTIBEN GAGAJIBHAI	14	Gujarati	FY	P
7	F	PATEL JANKIBEN RATILAL	15	Gujarati	FY	A
8	F	RAOL HEENABEN VIJAYSINH	16	Gujarati	FY	P
9	F	RAJAN RIYABEN PRAVINBHAI	17	Gujarati	FY	P
10	F	SIPAI ASHIFABANU HIMMATBHAI	18	Gujarati	FY	P
11	F	SOLANKI SONUBEN DASHARATHBHAI	19	Gujarati	FY	P
12	F	THAKOR BHAGYASHRIBEN RAMESHBHAI	20	Gujarati	FY	A
13	F	THAKOR NIKITABEN KAKUJI	21	Gujarati	FY	P
14	F	VAGHELA RADHIKABEN ARJUNSINH	22	Gujarati	FY	P
15	F	VARMA PRAGNABAHEEN SHALIKRAM	23	Gujarati	FY	P
16	F	AJMERI HAFSA SALIMBHAI	41	Psychology	FY	P
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Total Students	53
Present	50
Absent	3

Trainer's Name:

Signature:

M Kadikar

Maniben M. P. Shah
Principal
Maniben M. P. Shah Mahila Arts College
Kadi - (N.G.) - 382 745.

Skill Enhancement Course (Computing Skills- MS Word)		
Maniben M. P. Shah Mahila Arts College, Kadi		
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02/07/2021

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Total Students	53
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Trainer's Name:

Signature:

MKadikar

Principal

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03/07/21

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Trainer's Name:

Signature:

M. Kadikar

Maniben M. P. Shah

Principal
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Kadi - (N.G.) - 382 715.

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04/07/21

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Sr. No.	M/F	Name	ROLL NO.	Subject	YEAR	P/A
1	F	GOSWAMI RAVINABEN BHARATGIRI	9	Gujarati	FY	P
2	F	NADIYA KINJALBEN BABUBHAI	10	Gujarati	FY	P
3	F	PRAJAPATI RIYA BHARATBHAI	11	Gujarati	FY	P
4	F	PARMAR NEHALBEN HASMUKHBHAI	12	Gujarati	FY	P
5	F	PARMAR MEGHABEN JITENDRABHAI	13	Gujarati	FY	P
6	F	PATEL JAGRUTIBEN GAGAJIBHAI	14	Gujarati	FY	P
7	F	PATEL JANKIBEN RATILAL	15	Gujarati	FY	A
8	F	RAOL HEENABEN VIJAYSINH	16	Gujarati	FY	P
9	F	RAJAN RIYABEN PRAVINBHAI	17	Gujarati	FY	P
10	F	SIPAI ASHIFABANU HIMMATBHAI	18	Gujarati	FY	P
11	F	SOLANKI SONUBEN DASHARATHBHAI	19	Gujarati	FY	P
12	F	THAKOR BHAGYASHRIBEN RAMESHBHAI	20	Gujarati	FY	P
13	F	THAKOR NIKITABEN KAKUJI	21	Gujarati	FY	P
14	F	VAGHELA RADHIKABEN ARJUNSINH	22	Gujarati	FY	P
15	F	VARMA PRAGNABAHEN SHALIKRAM	23	Gujarati	FY	A
16	F	AJMERI HAFSA SALIMBHAI	41	Psychology	FY	P
17	F	CHAUHAN ANKITABEN NARENDRASINH	42	Psychology	FY	P
18	F	CHAUHAN SHRADDHABEN KHUMANSINH	43	Psychology	FY	P
19	F	CHAUHAN NEHALBEN KHUMANSINH	44	Psychology	FY	P
20	F	DABHI ANITABEN RAJENDRASINH	45	Psychology	FY	P
21	F	DABHI RUPALBEN VIKRAMJI	46	Psychology	FY	P
22	F	NADIYA JYOTSANABEN PRAVINBHAI	47	Psychology	FY	P
23	F	PRAJAPATI SHWETABEN MAHESHBHAI	48	Psychology	FY	P
24	F	PATEL NISHABEN KALUBHAI	49	Psychology	FY	P
25	F	PATEL ANISHABEN KIRTIBHAI	50	Psychology	FY	P
26	F	RAVAL VANITA GOVINDBHAI	51	Psychology	FY	A
27	F	SOLANKI JYOTIBEN JAGDISHBHAI	52	Psychology	FY	P
28	F	THAKOR ROMABEN NAVINBHAI	53	Psychology	FY	P
29	F	THAKOR SURYABEN MUKESHJI	54	Psychology	FY	P
30	F	THAKOR PRIYANKABEN MAHOTJI	55	Psychology	FY	P
31	F	THAKOR MEGHANABEN VISHNUJI	56	Psychology	FY	P
32	F	THAKOR JINALBEN BALAVANTJI	57	Psychology	FY	P
33	F	THAKOR ANISHABEN BACHUJI	58	Psychology	FY	P

34	F	THAKOR RAMESHWARIBEN BHARATJI	59	Psychology	FY	P
35	F	THAKOR ARTIBEN BUDHAJI	60	Psychology	FY	P
36	F	THAKOR MEENABEN KANUJI	61	Psychology	FY	P
37	F	THAKOR ALPABEN LAXMANJI	62	Psychology	FY	P
38	F	TURI MANSIBEN BIPINBHAI	63	Psychology	FY	P
39	F	ZALA MITALBA LAKHUBHA	64	Psychology	FY	P
40	F	ZALA SAPANABA LALSINH	65	Psychology	FY	P
41	F	BRAHMBHATT GARGI JAYDIPBHAI	119	Economics	FY	P
42	F	BHANGI ARTIBEN ASHOKBHAI	120	Economics	FY	P
43	F	CHAUHAN KUNDANBEN VINODBHAI	121	Economics	FY	P
44	F	DUMANIYA VAISHALIBEN BHUDARBHAI	122	Economics	FY	P
45	F	GHANCHI SANIYABANU AHMADBHAI	123	Economics	FY	P
46	F	GHANCHI SANIYABEN MAHEBUBBHAI	124	Economics	FY	P
47	F	GHANCHI SABEENA AHMADHUSEN	125	Economics	FY	P
48	F	GOHIL ANKITABEN ASHOKBHAI	126	Economics	FY	P
49	F	GURJAR ZALAK SURESHKUMAR	127	Economics	FY	P
50	F	JADEJA MAHERABIBI KALUMIYA	128	Economics	FY	P
51	F	KHOKHAR RUKHSARBANU AIYUBKHAN	129	Economics	FY	P
52	F	PARMAR SANGITABEN MANSINH	130	Economics	FY	P
53	F	PARMAR ANIKABANU AIYUBBHAI	131	Economics	FY	P

Total Students	53
Present	50
Absent	3

Trainer's Name:

Signature:

MKadikar

Maniben
Principal

Maniben M. P. Shah Mahila Arts College
Kadi - (N.G.) - 382 715.

Skill Enhancement Course (Computing Skills- MS Word)		
Maniben M. P. Shah Mahila Arts College, Kadi		
Training Date: 01/07/2021 to 07/07/2021		
Training Time	From: 09:00 AM	To: 12:00 AM

05/07/21

Details of Student						
Sr. No.	M/F	Name	ROLL NO.	Subject	YEAR	P/A
1	F	GOSWAMI RAVINABEN BHARATGIRI	9	Gujarati	FY	P
2	F	NADIYA KINJALBEN BABUBHAI	10	Gujarati	FY	P
3	F	PRAJAPATI RIYA BHARATBHAI	11	Gujarati	FY	P
4	F	PARMAR NEHALBEN HASMUKHBHAI	12	Gujarati	FY	P
5	F	PARMAR MEGHABEN JITENDRABHAI	13	Gujarati	FY	A
6	F	PATEL JAGRUTIBEN GAGAJIBHAI	14	Gujarati	FY	P
7	F	PATEL JANKIBEN RATILAL	15	Gujarati	FY	P
8	F	RAOL HEENABEN VIJAYSINH	16	Gujarati	FY	P
9	F	RAJAN RIYABEN PRAVINBHAI	17	Gujarati	FY	P
10	F	SIPAI ASHIFABANU HIMMATBHAI	18	Gujarati	FY	P
11	F	SOLANKI SONUBEN DASHARATHBHAI	19	Gujarati	FY	P
12	F	THAKOR BHAGYASHRIBEN RAMESHBHAI	20	Gujarati	FY	P
13	F	THAKOR NIKITABEN KAKUJI	21	Gujarati	FY	P
14	F	VAGHELA RADHIKABEN ARJUNSINH	22	Gujarati	FY	P
15	F	VARMA PRAGNABAHEN SHALIKRAM	23	Gujarati	FY	P
16	F	AJMERI HAFSA SALIMBHAI	41	Psychology	FY	A
17	F	CHAUHAN ANKITABEN NARENDRASINH	42	Psychology	FY	P
18	F	CHAUHAN SHRADDHABEN KHUMANSINH	43	Psychology	FY	P
19	F	CHAUHAN NEHALBEN KHUMANSINH	44	Psychology	FY	P
20	F	DABHI ANITABEN RAJENDRASINH	45	Psychology	FY	P
21	F	DABHI RUPALBEN VIKRAMJI	46	Psychology	FY	P
22	F	NADIYA JYOTSANABEN PRAVINBHAI	47	Psychology	FY	P
23	F	PRAJAPATI SHWETABEN MAHESHBHAI	48	Psychology	FY	P
24	F	PATEL NISHABEN KALUBHAI	49	Psychology	FY	P
25	F	PATEL ANISHABEN KIRTIBHAI	50	Psychology	FY	P
26	F	RAVAL VANITA GOVINDBHAI	51	Psychology	FY	P
27	F	SOLANKI JYOTIBEN JAGDISHBHAI	52	Psychology	FY	P
28	F	THAKOR ROMABEN NAVINBHAI	53	Psychology	FY	A
29	F	THAKOR SURYABEN MUKESHJI	54	Psychology	FY	P
30	F	THAKOR PRIYANKABEN MAHOTJI	55	Psychology	FY	P
31	F	THAKOR MEGHANABEN VISHNUJI	56	Psychology	FY	P
32	F	THAKOR JINALBEN BALAVANTJI	57	Psychology	FY	P
33	F	THAKOR ANISHABEN BACHUJI	58	Psychology	FY	P

34	F	THAKOR RAMESHWARIBEN BHARATJI	59	Psychology	FY	P
35	F	THAKOR ARTIBEN BUDHAJI	60	Psychology	FY	P
36	F	THAKOR MEENABEN KANUJI	61	Psychology	FY	P
37	F	THAKOR ALPABEN LAXMANJI	62	Psychology	FY	P
38	F	TURI MANSIBEN BIPINBHAI	63	Psychology	FY	P
39	F	ZALA MITALBA LAKHUBHA	64	Psychology	FY	P
40	F	ZALA SAPANABA LALSINH	65	Psychology	FY	P
41	F	BRAHMBHATT GARGI JAYDIPBHAI	119	Economics	FY	P
42	F	BHANGI ARTIBEN ASHOKBHAI	120	Economics	FY	P
43	F	CHAUHAN KUNDANBEN VINODBHAI	121	Economics	FY	P
44	F	DUMANIYA VAISHALIBEN BHUDARBHAI	122	Economics	FY	P
45	F	GHANCHI SANIYABANU AHMADBHAI	123	Economics	FY	P
46	F	GHANCHI SANIYABEN MAHEBUBBHAI	124	Economics	FY	P
47	F	GHANCHI SABEENA AHMADHUSEN	125	Economics	FY	P
48	F	GOHIL ANKITABEN ASHOKBHAI	126	Economics	FY	P
49	F	GURJAR ZALAK SURESHKUMAR	127	Economics	FY	P
50	F	JADEJA MAHERABIBI KALUMIYA	128	Economics	FY	P
51	F	KHOKHAR RUKHSARBANU AIYUBKHAN	129	Economics	FY	P
52	F	PARMAR SANGITABEN MANSINH	130	Economics	FY	P
53	F	PARMAR ANIKABANU AIYUBBHAI	131	Economics	FY	P

Total Students	53
Present	49
Absent	4

Trainer's Name:

Signature:

M. Kadikar

Maniben
Principal

Maniben M. P. Shah Mahila Arts College
Kadi - (N.G.) - 382 715.

Skill Enhancement Course (Computing Skills- MS Word)		
Maniben M. P. Shah Mahila Arts College, Kadi		
Training Date: 01/07/2021 to 07/07/2021		
Training Time	From: 09:00 AM	To: 12:00 AM

06/07/21

Details of Student						
Sr. No.	M/F	Name	ROLL NO.	Subject	YEAR	P/A
1	F	GOSWAMI RAVINABEN BHARATGIRI	9	Gujarati	FY	P
2	F	NADIYA KINJALBEN BABUBHAI	10	Gujarati	FY	P
3	F	PRAJAPATI RIYA BHARATBHAI	11	Gujarati	FY	P
4	F	PARMAR NEHALBEN HASMUKHBHAI	12	Gujarati	FY	P
5	F	PARMAR MEGHABEN JITENDRABHAI	13	Gujarati	FY	P
6	F	PATEL JAGRUTIBEN GAGAJIBHAI	14	Gujarati	FY	P
7	F	PATEL JANKIBEN RATILAL	15	Gujarati	FY	P
8	F	RAOL HEENABEN VIJAYSINH	16	Gujarati	FY	A
9	F	RAJAN RIYABEN PRAVINBHAI	17	Gujarati	FY	P
10	F	SIPAI ASHIFABANU HIMMATBHAI	18	Gujarati	FY	P
11	F	SOLANKI SONUBEN DASHARATHBHAI	19	Gujarati	FY	P
12	F	THAKOR BHAGYASHRIBEN RAMESHBHAI	20	Gujarati	FY	P
13	F	THAKOR NIKITABEN KAKUJI	21	Gujarati	FY	P
14	F	VAGHELA RADHIKABEN ARJUNSINH	22	Gujarati	FY	P
15	F	VARMA PRAGNABAHEN SHALIKRAM	23	Gujarati	FY	P
16	F	AJMERI HAFSA SALIMBHAI	41	Psychology	FY	A
17	F	CHAUHAN ANKITABEN NARENDRASINH	42	Psychology	FY	P
18	F	CHAUHAN SHRADDHABEN KHUMANSINH	43	Psychology	FY	P
19	F	CHAUHAN NEHALBEN KHUMANSINH	44	Psychology	FY	P
20	F	DABHI ANITABEN RAJENDRASINH	45	Psychology	FY	P
21	F	DABHI RUPALBEN VIKRAMJI	46	Psychology	FY	P
22	F	NADIYA JYOTSANABEN PRAVINBHAI	47	Psychology	FY	P
23	F	PRAJAPATI SHWETABEN MAHESHBHAI	48	Psychology	FY	P
24	F	PATEL NISHABEN KALUBHAI	49	Psychology	FY	P
25	F	PATEL ANISHABEN KIRTIBHAI	50	Psychology	FY	P
26	F	RAVAL VANITA GOVINDBHAI	51	Psychology	FY	P
27	F	SOLANKI JYOTIBEN JAGDISHBHAI	52	Psychology	FY	P
28	F	THAKOR ROMABEN NAVINBHAI	53	Psychology	FY	P
29	F	THAKOR SURYABEN MUKESHJI	54	Psychology	FY	P
30	F	THAKOR PRIYANKABEN MAHOTJI	55	Psychology	FY	P
31	F	THAKOR MEGHANABEN VISHNUJI	56	Psychology	FY	P
32	F	THAKOR JINALBEN BALAVANTJI	57	Psychology	FY	P
33	F	THAKOR ANISHABEN BACHUJI	58	Psychology	FY	A

34	F	THAKOR RAMESHWARIBEN BHARATJI	59	Psychology	FY	P
35	F	THAKOR ARTIBEN BUDHAJI	60	Psychology	FY	P
36	F	THAKOR MEENABEN KANUJI	61	Psychology	FY	P
37	F	THAKOR ALPABEN LAXMANJI	62	Psychology	FY	P
38	F	TURI MANSIBEN BIPINBHAI	63	Psychology	FY	P
39	F	ZALA MITALBA LAKHUBHA	64	Psychology	FY	P
40	F	ZALA SAPANABA LALSINH	65	Psychology	FY	P
41	F	BRAHMBHATT GARGI JAYDIPBHAI	119	Economics	FY	P
42	F	BHANGI ARTIBEN ASHOKBHAI	120	Economics	FY	P
43	F	CHAUHAN KUNDANBEN VINODBHAI	121	Economics	FY	P
44	F	DUMANIYA VAISHALIBEN BHUDARBHAI	122	Economics	FY	P
45	F	GHANCHI SANIYABANU AHMADBHAI	123	Economics	FY	P
46	F	GHANCHI SANIYABEN MAHEBUBBHAI	124	Economics	FY	P
47	F	GHANCHI SABEENA AHMADHUSEN	125	Economics	FY	P
48	F	GOHIL ANKITABEN ASHOKBHAI	126	Economics	FY	P
49	F	GURJAR ZALAK SURESHKUMAR	127	Economics	FY	P
50	F	JADEJA MAHERABIBI KALUMIYA	128	Economics	FY	P
51	F	KHOKHAR RUKHSARBANU AIYUBKHAN	129	Economics	FY	P
52	F	PARMAR SANGITABEN MANSINH	130	Economics	FY	P
53	F	PARMAR ANIKABANU AIYUBBHAI	131	Economics	FY	P

Total Students	53
Present	50
Absent	3

Trainer's Name:

Signature:

M. K. Dikar

Principal
Principal
Maniben M. P. Shah Mahila Arts College
Kadi - (N.G.) - 382 715.

Skill Enhancement Course (Computing Skills- MS Word)		
Maniben M. P. Shah Mahila Arts College, Kadi		
Training Date: 01/07/2021 to 07/07/2021		
Training Time	From: 09:00 AM	To: 12:00 AM

07/07/2021

Details of Student						
Sr. No.	M/F	Name	ROLL NO.	Subject	YEAR	P/A
1	F	GOSWAMI RAVINABEN BHARATGIRI	9	Gujarati	FY	P
2	F	NADIYA KINJALBEN BABUBHAI	10	Gujarati	FY	P
3	F	PRAJAPATI RIYA BHARATBHAI	11	Gujarati	FY	P
4	F	PARMAR NEHALBEN HASMUKHBHAI	12	Gujarati	FY	P
5	F	PARMAR MEGHABEN JITENDRABHAI	13	Gujarati	FY	P
6	F	PATEL JAGRUTIBEN GAGAJIBHAI	14	Gujarati	FY	P
7	F	PATEL JANKIBEN RATILAL	15	Gujarati	FY	P
8	F	RAOL HEENABEN VIJAYSINH	16	Gujarati	FY	P
9	F	RAJAN RIYABEN PRAVINBHAI	17	Gujarati	FY	P
10	F	SIPAI ASHIFABANU HIMMATBHAI	18	Gujarati	FY	P
11	F	SOLANKI SONUBEN DASHARATHBHAI	19	Gujarati	FY	P
12	F	THAKOR BHAGYASHRIBEN RAMESHBHAI	20	Gujarati	FY	P
13	F	THAKOR NIKITABEN KAKUJI	21	Gujarati	FY	P
14	F	VAGHELA RADHIKABEN ARJUNSINH	22	Gujarati	FY	P
15	F	VARMA PRAGNABAHEN SHALIKRAM	23	Gujarati	FY	P
16	F	AJMERI HAFSA SALIMBHAI	41	Psychology	FY	P
17	F	CHAUHAN ANKITABEN NARENDRASINH	42	Psychology	FY	P
18	F	CHAUHAN SHRADDHABEN KHUMANSINH	43	Psychology	FY	P
19	F	CHAUHAN NEHALBEN KHUMANSINH	44	Psychology	FY	P
20	F	DABHI ANITABEN RAJENDRASINH	45	Psychology	FY	P
21	F	DABHI RUPALBEN VIKRAMJI	46	Psychology	FY	P
22	F	NADIYA JYOTSANABEN PRAVINBHAI	47	Psychology	FY	P
23	F	PRAJAPATI SHWETABEN MAHESHBHAI	48	Psychology	FY	P
24	F	PATEL NISHABEN KALUBHAI	49	Psychology	FY	P
25	F	PATEL ANISHABEN KIRTIBHAI	50	Psychology	FY	P
26	F	RAVAL VANITA GOVINDBHAI	51	Psychology	FY	P
27	F	SOLANKI JYOTIBEN JAGDISHBHAI	52	Psychology	FY	P
28	F	THAKOR ROMABEN NAVINBHAI	53	Psychology	FY	P
29	F	THAKOR SURYABEN MUKESHJI	54	Psychology	FY	P
30	F	THAKOR PRIYANKABEN MAHOTJI	55	Psychology	FY	P
31	F	THAKOR MEGHANABEN VISHNUJI	56	Psychology	FY	P
32	F	THAKOR JINALBEN BALAVANTJI	57	Psychology	FY	P
33	F	THAKOR ANISHABEN BACHUJI	58	Psychology	FY	P

34	F	THAKOR RAMESHWARIBEN BHARATJI	59	Psychology	FY	P
35	F	THAKOR ARTIBEN BUDHAJI	60	Psychology	FY	P
36	F	THAKOR MEENABEN KANUJI	61	Psychology	FY	P
37	F	THAKOR ALPABEN LAXMANJI	62	Psychology	FY	P
38	F	TURI MANSIBEN BIPINBHAI	63	Psychology	FY	P
39	F	ZALA MITALBA LAKHUBHA	64	Psychology	FY	P
40	F	ZALA SAPANABA LALSINH	65	Psychology	FY	P
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42	F	BHANGI ARTIBEN ASHOKBHAI	120	Economics	FY	P
43	F	CHAUHAN KUNDANBEN VINODBHAI	121	Economics	FY	P
44	F	DUMANIYA VAISHALIBEN BHUDARBHAI	122	Economics	FY	P
45	F	GHANCHI SANIYABANU AHMADBHAI	123	Economics	FY	P
46	F	GHANCHI SANIYABEN MAHEBUBBHAI	124	Economics	FY	P
47	F	GHANCHI SABEENA AHMADHUSEN	125	Economics	FY	P
48	F	GOHIL ANKITABEN ASHOKBHAI	126	Economics	FY	P
49	F	GURJAR ZALAK SURESHKUMAR	127	Economics	FY	P
50	F	JADEJA MAHERABIBI KALUMIYA	128	Economics	FY	P
51	F	KHOKHAR RUKHSARBANU AIYUBKHAN	129	Economics	FY	P
52	F	PARMAR SANGITABEN MANSINH	130	Economics	FY	P
53	F	PARMAR ANIKABANU AIYUBBHAI	131	Economics	FY	P

Total Students	53
Present	50
Absent	3

Trainer's Name:

Signature:

M. Kadikar

Maniben M. P. Shah

Principal

Maniben M. P. Shah Mahila Arts College
Kadi - (N.G.) - 382 715.



Smt. M. M. Shah Mahila Arts College, Kadi
MANIBEN M. P. SHAH MAHILA ARTS COLLEGE - KADI
Managed by
Meghji Pethraj Education Society, Kadi



KNOWLEDGE IS SELF-REGENERATION

Certificate

This is to certify that Mum./Smt./Shri Golol Amritaben Ashokbhai
has successfully completed Computing Skills Course M.S. coord
from 01/07/2021 to 07/07/2021 with A grade.

Date : 07/07/2021
Place : Kadi


Programme Co-ordinator
Smt. M.M. Shah Mahila Arts College, Kadi


Principal
Smt. M.M. Shah Mahila Arts College, Kadi



Smt. M. M. Shah Mahila Arts College, Kadi
MANIBEN M. P. SHAH MAHILA ARTS COLLEGE - KADI
Managed by
Meghji Pethraj Education Society, Kadi



Certificate

This is to certify that Mum./Smt./Shri Zila Mitelba Lekhbhai
has successfully completed computing skills Course M.S word
from 07/07/2021 to 07/07/2021 with A grade.

Date : 07/07/2021
Place : Kadi


Programme Co-Ordinator
Smt. M.M. Shah Mahila Arts College, Kadi


Principal
Smt. M.M. Shah Mahila Arts College, Kadi



Smt. M. M. Shah Mahila Arts College, Kadi
MANIBEN M. P. SHAH MAHILA ARTS COLLEGE - KADI
Managed by
Meghji Pethraj Education Society, Kadi



Certificate

This is to certify that Mum./Smt./Shri Tyaji Madasiben Bipinabhai
has successfully completed COMPUTING SKILLS Course MS word
from 01/07/2021 to 07/07/2021 with A grade.

Date : 07/07/2021
Place : Kadi


Programme Co-Ordinator
Smt. M.M. Shah Mahila Arts College, Kadi


Principal
Smt. M.M. Shah Mahila Arts College, Kadi

Time Table				
NAME OF COLLEGE : MANIBEN M.P SHAH MAHILA ARTS COLLEGE,KADI				
Computing Skills- MS Word				
Prof. Milan Kadikar				
DATE- 01/07/2021 to 07/07/2021			TOTAL DAYS-7	
SR.NO	DATE	TIME	TOPIC NAME	TOTAL HOURS
1	01/07/2021	9.00 to 12.00	Create a blank document	03 Hours
2	02/07/2021	9.00 to 12.00	Practical	03 Hours
3	03/07/2021	9.00 to 12.00	Create a blank document using a template	03 Hours
4	04/07/2021	9.00 to 12.00	Practical	03 Hours
5	05/07/2021	9.00 to 12.00	Open a PDF in Word for editing	03 Hours
6	06/07/2021	9.00 to 12.00	Practical	03 Hours
7	07/07/2021	9.00 to 12.00	Insert text from a file or external source	03 Hours


 Principal
 Maniben M. P. Shah Mahila Arts College
 Kadi - (N.G.) - 382 715.