

**AHM's**  
**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL**

## **Crash Course on MSWord**

**Under the**  
**DEPARTMENT OF ECONOMICS**

**Academic Year 2022-23**

**Course Coordinator**  
**Dr.D.S.Prabhu**  
**Assistant Professor of Economics**

**AHM's**  
**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL**

The Institutional Board of Studies of the Department of Economics for Crash Course on MS Word for Arts Students held on 13/5/2023 in the principal chamber at 10:30 AM.

1. **Prof. Mushtaque K Shaikh**  
Principal, Chairman
2. **Prof. S.A. Indikar**  
IQAC Coordinator
3. **Dr. D.S.Prabhu**  
Course Co-Coordinator
4. **Prof. Umesh Mesta**  
Department of Computer Science

The Chairman of BoS: Prof. Mushtaque K Shaikh welcomed all the members and informed them about the necessity of Crash Course on MS Word for Arts Students. Course Co-ordinator Dr. D.S. Prabhu supported the views of the Principal and agreed to plan and execute the programme with the help of the department of Computer Science.

After that institutional BoS discussed and resolved the following points:

**1. Starting of the Crash Course on MS Word**

BoS discussed the point and resolved to start a course on **MS Word**

in order to improve the basic knowledge of MS Word mainly to Arts students coming from rural areas.

**2. Approval of the syllabus for add-on course**

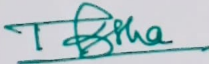



The BoS discussed and approved the syllabus for the add-on course on **MS Word**.

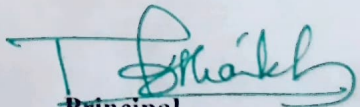
**3. Approval of admission criteria.**

The BoS discussed and approved the admission criteria and resolved that the students who are mainly coming from rural areas who are lacking computer knowledge to be enrolled for the course.

The meeting of the BoS was concluded with the vote of thanks by the Dr. D.S. Prabhu, Assistant Professor of Economics.

The following members were present in the meeting:

1. **Prof. Mushtaque K Shaikh**   
Principal, Chairman
2. **Prof. S.A. Indikar**   
IQAC Coordinator
3. **Dr. D.S.Prabhu**   
Course Co-Coordinator
4. **Prof. Umesh Mesta**   
Department of Computer Science

  
**Principal**  
**ANJUMAN ARTS, SCIENCE & COMMERCE COLLEGE**  
**& PG CENTRE**  
**BHATKAL - 581 320**

**From**

Dr.D.SPrabhu, Assistant Professor of Economics.  
Anjuman Arts, Science and Commerce College,  
Bhatkal

**To**

**The Principal**

Anjuman Arts, Science and Commerce College  
Bhatkal

**Subject: Request to grant the permission to start the Crash Course on MS Word for  
the academic year 2022-23**

**Respected Sir,**

We would like to start the Crash course on "MS Word" from 1/6/2023 for arts students who are mainly coming from rural areas lacking basic computer knowledge. Please permit us to use UG Computer lab to start the Crash course on MS Word for the academic year 2022-23.

Thanking You



Dr.D.S.Prabhu, Assistant Professor of Economics.




**AHM's  
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL**

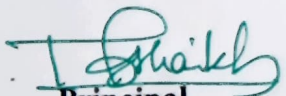
**NOTICE**

Date:15/5/2023

**Add-on Course on "MS Word"**

All the students are hereby informed that the Department of Economics is starting an add-on course on "MS Word" for B.A students, from 1/6/2023. Interested students can enroll their names on or before 25/5/2023 with Dr.D.S.Prabhu

  
**Course Coordinator  
(Dr.D.S.Prabhu)**

  
**Principal**  
**PRINCIPAL**  
Anjuman Arts, Science & Commerce College  
& PG Centre  
BHATKAL - 581 320

**AHM's**  
**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL**

**Add-on course on M.S Word**

**Time Table for the academic year 2022-23**

<b>Days</b>	<b>Timings</b>	<b>Room No.</b>
1/6/2023 TO 18/6/2023	2:30 P.M. to 4:30 P.M. (2 hrs)	UG Lab

*Dykh*

**Course Coordinator**

**IQAC Coordinator**

*T. Shrikh*

**Principal**

**PRINCIPAL**

**Anjuman Arts, Science & Commerce College  
& PG Centre  
BHATKAL - 581 320**


AHM's  
ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL

Add-on course on M.S Word 2022-23

Marks List

S/N	NAMES	GRADES OBTAINED
1	Mayoor R Shetty	A
2	Nagaraj M Gond	B+
3	Pradeep m Naik	A
4	Abhishek Moger	A
5	Surya S Moger	B+
6	ChandruMoger	A
7	Vinod D Naik	A
8	BhagyashreeNaik	A
9	Megha N Naik	A
10	Gahana G Naik	A
11	Lata G Devadiga	A
12	Lavanya M naik	A
13	PoornimaNaik	A
14	PremaMoger	A
15	VinutaMoger	A
16	Ambika A Gond	A
17	SudeepAchari	A
18	DevarayNaik	B+
19	Raghavendra R	A
20	VatsalaNaik	A
21	Jitendra	B+
22	NitishNaik	B+

  
Course coordinator

  
Principal  
ANJUMAN ARTS, SCIENCE & COMMERCE COLLEGE  
& PG CENTRE  
BHATKAL - 581 320



**AHM's**  
**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL**

**Report and Outcome Analysis**

**Name of the Course: MS Word**  
**Name of the Department: Economics**  
**Number of students enrolled : 22**  
**BoS meeting Date:13/5/2023**  
**Start Date of the Course:1/6/2023**  
**End Date of the Course:18/6/2023**

Department of Economics has conducted add-on course on MS Word for B.A Students who mainly coming from rural areas from 1/6/2023 to 18/6/2023

The course was about "to improve the basic knowledge of MS Word, advanced formatting techniques, document protection, and specialized features like footnotes and table of contents etc."

22 students were enrolled in this course and they benefited with the basic knowledge of MS Word.

Course concluded with final practical examination and certificate distribution. As per the overall performance of the practical learning, grades are awarded to the participants and certificates are issued.

**Outcomes of the Course:**

**Participated students learned about**

- Basics of the Word interface, text handling, formatting, and fundamental document operations like printing and emailing.
- Advanced formatting techniques, integration of images/videos, and an introduction to Mail Merge functionalities.
- Get into intricate form controls, template management, document protection, and specialized features like footnotes and table of contents.
- They also learned about English and Kannada typing

*By*  
(Course Co-ordinator)


*T. Shankh*  
PRINCIPAL  
Anjuman Arts, Science & Commerce College  
& PG Centre  
BHATKAL - 581 320





17	Sudeep. Achari	P	S	P	P	P	P	P	P	P	P	P	AB	P	P	P
18	Dhanraj Naik	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	Raghavendra R	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	Vatsala Naik	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P
21	Jitendra	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	Nitish Naik	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P
24																
25																

By  
 (Dr. D. S. Prabhu)  
 Course Co-ordinator

  
 PRINCIPAL  
 Anuman Arts, Science & Commerce College  
 & PG Centre  
 BHATKAL - 581 320

**A.H.M.s**


**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE**


Anjumanabad, Bhatkal 581320, Uttara Kannada, Karnataka

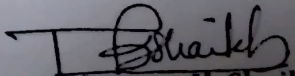
Accredited at 'B' Level by NAAC



This is to certify that Mr/Miss Abhishek Mogen  
with register No. VO2JK21A0004 has successfully completed Value Added Course on M.S  
Word during 01-06-2023 to 18-06-2023 and secured A grade.

  
Dr. D.S. Prabhu  
Course Co-Ordinator

  
Prof. S.A. Indikar  
IQAC Co-Ordinator

  
Prof. Mushtaque K. Shaikh  
Principal

**A.H.M.s**


**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE**

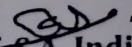
Anjumanabad, Bhatkal 581320, Uttara Kannada, Karnataka

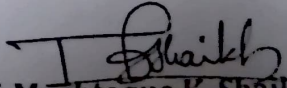
Accredited at 'B' Level by NAAC



This is to certify that Mr/Miss Lavanya M. Naik  
with register No. UOZJK21A0039 has successfully completed Value Added Course on M.S  
Word during 01-06-2023 to 18-06-2023 and secured A grade.

  
Dr. D.S. Prabhu  
Course Co-Ordinator

  
Prof. S.A. Indikar  
IQAC Co-Ordinator

  
Prof. Mushtaque K. Shaikh  
Principal