

## IQAC MEETING REPORT ON PROFESSIONAL/ADMINISTRATIVE PROGRAM FOR TEACHING/ NON-TEACHING STAFF

The meeting was held on 21-11-2022 at 3.30pm in Principal Chamber under the Chairmanship of Principal Prof. Mushtaque K. Shaikh Chairman IQAC.

The following IQAC members were present.

- 1) Prof. M.K. Shaikh
- 2) Prof. S.A. Indikar
- 3) Prof. B.H. Nadaf
- 4) Dr. D.S. Prabhu
- 5) Prof. R.S. Nayak
- 6) Mr. Kaleemulla
- 7) Mr. Afzal Jamadar
- 8) Prof. Damodar Naik
- 9) Mr. Syed Qamar

Principal/IQAC Chairman

Member

Member

Member

Member

Member

Member

Member

Member

IQAC Coordinator Prof. S.A. Indikar welcomed all the members and briefed them about the academic activities & suggested to organize one-week professional training program for teaching & non teaching staff. Principal & IQAC members expressed their appreciation & satisfaction about the activities of IQAC.

In the meeting the following resolutions were formed.

- 1) Organize one week professional development crash course in Microsoft Power Point for teaching staff and crash course on MS excel for non-teaching staff in the first & second week of December-2022. In association with KEONICS Yuva.com Bhatkal.
- 2) Syllabus for both the program was discussed & finalized with the help of Computer Department.
- 3) Discussed and approved that all the junior staff & interested Teaching staff who did not know Microsoft Power Point can compulsory attend the program.
- 4) All non-teaching staff of our college & sister institution staff are to be informed to attend the MS excel crash course.

The meeting ended with vote of thanks by Prof. B.H. Nadaf.

IQAC & NAAC CO-ORDINATOR

Anjuman Arts, Science,  
Commerce College & P.G. Centre  
Bhatkal



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Anjuman Arts, Science & Commerce College  
& P.G. Centre  
BHATKAL-581 320

# M/S GEMINI INFOWAYS

KEONICS ಯುವ.ಕಾಂ

Computer Training Centre

II Floor, Victor Gomes Building, Near Govt. Hospital, Bhatkal. Cell :9964719251

Ref: Other/02/2022-2023

26-11-2022

From  
Sudarshan  
Centre Head  
KEONICS Yuva.com  
Bhatkal-581320

To  
The Principal  
Anjuman Arts, Science & Commerce College  
Bhatkal-581320

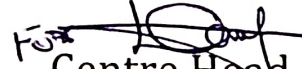
Subject: Conduct of Professional Development Program.

Sir,

With regard to the above subject and your official request we are pleased to conduct Professional Development Program on MS Power Point for teaching staff and administrative training program on MS excel for non-teaching staff in your reputed institution on 2-12-2022 to 08-12-2022 and 12-12-2022 to 18-12-2022 respectively.

Thanks for inviting us.

Many Thanks and regards.

  
Centre Head/Manager

**KEONICS ಯುವ.ಕಾಂ**

II Floor, Victor Gomes Building  
Near Govt. Hospital, Bhatkal - 581 320  
Cell : 9964719251

## **Microsoft Office Specialist: PowerPoint**

### **1. Manage Presentations**

#### **1.1. Modify slide masters, handout masters, and note masters**

##### **1.1.1. Change the slide master theme or background**

##### **1.1.2. Modify slide master content**

##### **1.1.3. Create slide layouts**

##### **1.1.4. Modify slide layouts**

##### **1.1.5. Modify the handout master**

##### **1.1.6. Modify the notes master**

#### **1.2. Change presentation options and views**

##### **1.2.1. Change slide size**

##### **1.2.2. Display presentations in different views**

##### **1.2.3. Set basic file properties**

#### **1.3. Configure print settings for presentations**

##### **1.3.1. Print all or part of a presentation**

##### **1.3.2. Print notes pages**

##### **1.3.3. Print handouts**

##### **1.3.4. Print in color, grayscale, or black and white**

#### **1.4. Configure and present slide shows**

##### **1.4.1. Create custom slide shows**

##### **1.4.2. Configure slide show options**

##### **1.4.3. Rehearse slide show timing**

##### **1.4.4. Set up slide show recording options**

##### **1.4.5. Present slide shows by using Presenter View**

#### **1.5. Prepare presentations for collaboration**

##### **1.5.1. Mark presentations as final**

##### **1.5.2. Protect presentations by using passwords**

##### **1.5.3. Inspect presentations for issues**

##### **1.5.4. Add and manage comments**





1.5.5. Preserve presentation content

1.5.6. Export presentations to other formats

2. Manage Slides

2.1. Insert Slides

2.1.1. Import Word document outlines

2.1.2. Insert slides from another presentation

2.1.3. Insert slides and select slide layouts

2.1.4. Insert Summary Zoom slides

2.1.5. Duplicate slides

2.2. Modify slides

2.2.1. Hide and unhide slides

2.2.2. Modify individual slide backgrounds

2.2.3. Insert slide headers, footers, and page numbers

2.3. Order and group slides

2.3.1. Create sections

2.3.2. Modify slide order

2.3.3. Rename sections

3. Insert and Format Text, Shapes, and Images

3.1. Format text

3.1.1. Apply formatting and styles to text

3.1.2. Format text in multiple columns

3.1.3. Create bulleted and

3.1.4. numbered lists

3.2. Insert links

3.2.1. Insert hyperlinks

3.2.2. Insert Section Zoom links and Slide Zoom links

3.3. Insert and format images

3.3.1.1. Resize and crop images

3.3.1.2. Apply built-in styles and effects to images



3.3.1.3. Insert screenshots and screen clippings

3.4. Insert and format graphic elements

3.4.1. Insert and change shapes

3.4.2. Draw by using digital ink

3.4.3. Add text to shapes and text boxes

3.4.4. Resize shapes and text boxes

3.4.5. Format shapes and text boxes

3.4.6. Apply built-in styles to shapes and text boxes

3.4.7. Add alt text to graphic elements for accessibility

3.5. Order and group objects on slides

3.5.1. Order shapes, images, and text boxes

3.5.2. Align shapes, images, and text boxes

3.5.3. Group shapes and images

3.5.4. Display alignment tools

4. Insert Tables, Charts, SmartArt, 3D Models, and Media

4.1. Insert and format tables

4.1.1. Create and insert tables

4.1.2. Insert and delete table rows and columns

4.1.3. Apply built-in table styles

4.2. Insert and modify charts

4.2.1. Create and insert charts

4.2.2. Modify charts

4.3. Insert and format SmartArt graphics

4.3.1. Insert SmartArt graphics

4.3.2. Convert lists to SmartArt graphics

4.3.3. Add and modify SmartArt graphic content

4.4. Insert and modify 3D models

4.4.1. Insert 3D models

4.4.2. Modify 3D models

4.5. Insert and manage media





- 4.5.1. Insert audio and video clips
- 4.5.2. Create and insert screen recordings
- 4.5.3. Configure media playback options
- 5. Apply Transitions and Animations
  - 5.1. Apply and configure slide transitions
    - 5.1.1. Apply basic and 3D slide transitions
    - 5.1.2. Configure transition effects
  - 5.2. Animate slide content
    - 5.2.1. Animate text and graphic elements
    - 5.2.2. Animate 3D models
    - 5.2.3. Configure animation effects
    - 5.2.4. Configure animation paths
    - 5.2.5. Reorder animations on a slide
  - 5.3. Set timing for transitions
    - 5.3.1. Set transition effect duration
    - 5.3.2. Configure transition start and finish options



  
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**AHM's**  
**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL**  
**Department of Computer Science**

Professional Development programme on M.S. PowerPoint  
**Time Table for the academic year 2022-23**

| Days | Timings            | Room No.          |
|------|--------------------|-------------------|
| 06   | 03:00pm to 05:00pm | P.G. Computer Lab |

  
**Course Coordinator**

  
**IQAC Coordinator**

  
**Principal**  
Anjuman Arts, Science & Commerce College  
& P.G. Centre  
BHATKAL-581 320



## PROFILE OF RESOURCE PERSON

Mrs. Shobha Damodar Naik,  
W/o. Damodar Naik  
Honnavar Taluk. (UK)  
At: Kulimane, Po: Idagunji,  
E-mail: shobhanaik@gmail.com  
Cell No: +91 9663893645

### Education Qualification:

- BBA At: Govt. First Grade College Bhatkal
- Diploma in Computer Financial Accounting Course at: Keonics Yuva.Com Bhatkal
- Completed **Client Server Programming (CSP)** from APTECH Computer Education, Bhatkal.

### Computer Skills:

|                               |                                                                                                          |
|-------------------------------|----------------------------------------------------------------------------------------------------------|
| <b>Operating System known</b> | : M.S DOS, M.S Windows, LINUX                                                                            |
| <b>Basics of computers</b>    | : Computer Fundamentals, M S OFFICE (M S Word, MS Excel, M S PowerPoint, M S Access), Internet & E-mail. |
| <b>Designing</b>              | : PageMaker, Photoshop, Corel-DRAW                                                                       |
| <b>Accountings</b>            | : Basic of Accounts, Tally                                                                               |
| <b>Programming Known</b>      | : C, Visual Basic                                                                                        |
| <b>Kannada Software's</b>     | : Nudi, Baraha and shreelipi etc.                                                                        |
| <b>Hardware</b>               | : System Assembling, Software Installation, Trouble -<br>- Shooting & Networking solutions.              |

### Experience: 7 Years of Working Experience in Teaching

- Presently working at Keonics Yuva.Com, Bhatkal, as a Centre Incharge cum Faculty.

### Hobbies:

Playing games like Carom, Chess, Cricket etc., Listening FM & Music, Watching TV, Reading Books, Novels & Computer Designing Work Etc,

ANJUMAN ARTS, SCIENCE & COMMERCE COLLEGE, BHATKAL  
Professional Development Programme -2022-23  
Course Name : Crash Course on M.S. Powerpoint

| Sl. No. | Name of faculty         | 02-12-2022 | 03-12-2022 | 04-12-2022 | 05-12-2022 | 07-12-2022 | 08-12-2022 |
|---------|-------------------------|------------|------------|------------|------------|------------|------------|
| 1       | Mr. Manjunath Prabhu    |            |            |            |            |            |            |
| 2       | Mr. Aftab G.M           |            |            |            |            |            |            |
| 3       | Mr. Abdul Rehman Muneeb |            |            |            |            |            |            |
| 4       | Mr. Radhakrishna        |            |            |            |            |            |            |
| 5       | Mr. Damodar Naik        |            |            |            |            |            |            |
| 6       | Mr. Mohammad Hibban     |            |            |            |            |            |            |
| 7       | Miss Pavitra R. Naik    |            |            |            |            |            |            |
| 8       | Mr. Mirza Mulla         |            |            |            |            |            |            |
| 9       | Mr.R.H.Savanur          |            |            |            |            |            |            |
| 10      | Mr. Mohammed Ganim      |            |            |            |            |            |            |
| 11      | Miss Niha               |            |            |            |            |            |            |
| 12      | Dr. Vinayak Anand Kamat |            |            |            |            |            |            |
| 13      | Mr. Shazeer Hussain     |            |            |            |            |            |            |
| 14      | Miss. M. Poornima       |            |            |            |            |            |            |
| 15      | Dr. Shantashri          |            |            |            |            |            |            |
| 16      | Mr. Vivekanand L. Nayak |            |            |            |            |            |            |

IQAC & NAAC CO-ORDINATOR  
Anjuman Arts, Science,  
Commerce College & P.G. Centre  
Bhatkal



Principal

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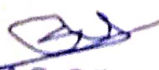
**ANJUMAN ARTS, SCIENCE AND COMMERCE COLLEGE, BHATKAL**  
**DEPARTMENT OF COMPUTER SCIENCE**

Name of the Course: FDP crash course in MS power point for teaching staff  
Name of the Department: Computer Science  
Number of staff enrolled: 16  
IQAC Meeting Date: 21-11-2022  
Start Date of the Course: 02-12-2022  
End date of the Course: 08-12-2022

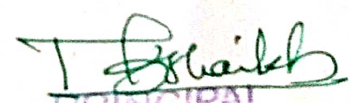
In association with KEONICS the department of Computer Science has conducted 6-days professional development crash course in Microsoft Power-Point. The faculty members actively participated in the said program from 02-12-2022 to 08-12-2022. The training session were engaged daily between 3:00 p.m. to 5:00 p.m. Total 16 Teaching staff participated and were benefited to use ICT facilities in their teaching. The program ended with the distribution of certificate to the participants. ,

**Course Outcome:**

- The Course helps the staff to develop the presentation skill in teaching by using power point.
- It provides quick access to display of graphs, diagrams, equations etc. which are required for teaching.
- The novel method of teaching is an advantage over the primitive method of using some physical models of teaching aids.
- The faculty members make use of the power point effectively in their regular teaching.

  
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Anjuman Arts, Science,  
Commerce College & P.G. Centre  
Bhatkal



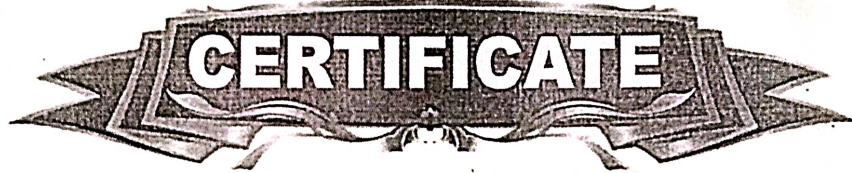
  
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BHATKAL-581 320

**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 Aftab C.M of Anjuman A.S.C, college, Bhatkal  
with register No. 02 has successfully completed Professional Devemopment Course on  
M.S. PowerPoint in Co-ordination with Keonics, Bhatkal, during 02-12-2022 to 08-12-2022.

*Smrity*  
Miss Shobha Damodar Naik  
Dept. of Computer Science

*SA*  
IQAC & NAAC CO-ORDINATOR  
Prof. S.A. Indikar  
Anjuman Arts, Science,  
IQAC Co-Ordinator  
Bhatkal

*I. Shaikh*  
Prof. Mushtaque K. Shaikh  
Principal  
Anjuman Arts, Science & Commerce College  
& P.G. Centre  
BHATKAL 581320

**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 Radhakrishna of Anjuman A.S.C. college, Bhatkal  
with register No. 04 has successfully completed Professional Devemopment Course on  
M.S. PowerPoint in Co-ordination with Keonics, Bhatkal, during 02-12-2022 to 08-12-2022.*

*Shobha*

Miss Shobha Damodar Naik  
Dept. of Computer Science

*S.A. Indikar*

Prof. S.A. Indikar  
IQAC Co-Ordinator



*Mushtaque K. Shaikh*

Prof. Mushtaque K. Shaikh  
Principal

