



**DAKSH: An In house programme for Capacity Building of Faculty, Technicians, Office Staff and Students**

**An Initiative of Internal Quality Assurance Cell**

**ANNOUNCEMENT:**

Daksh Announces it's second in series in house capacity Building Programme for Faculty, Lab Technicians and office staff. The programme will run in synchronised mode as well as will be run in small group of Faculty, Lab Technicians and Office staff, keeping in place COVID precautions of Social distancing, masking and hand sanitization.

Capacity building programme will be organized by Department of Computer Science Govt. Madhav Science P.G.College Ujjain, and is available only for in house Faculty and Technical, Office staff members.

Register and get benefitted.

Dr. Rajendra Kumar Tiwari  
Coordinator DAKSH

Supported By:

Dr. Kalpana Singh  
Coordinator IQAC  
And  
Internal Quality Assurance Cell

Approved By:

Dr. Arpan Bhardwaj  
Principal & Chairperson IQAC



## **CAPACITY BUILDING PROGRAMME FOR FACULTY, LAB TECHNICIANS AND OFFICE STAFF.**

**Code MVMCBP002**

### **SYLLABUS**

Introduction of MS-Word, creating, saving, deleting, printing documents, Features of MS-Word: standard toolbar, drawing toolbar, tables. Features of MS-Word: menu bar, toolbar, status bar, current status bar. Insertion of file, pictures, chart, graphs, Clip art. Find and replace, adding headers & footers, Page setup, Date and time setting. Control panel settings, Introduction of MS-Excel: workbook, worksheet. Entering information in a worksheet-numbers, formula, Editing cells, command and function, moving and copying. Inserting and deleting rows and columns, creating charts and graphs. Introduction of MS-power point. Creating power point presentation. Slide show, formatting, inserting clip art, adding object. Applying slide transitions, animation effects. Adding tables, Charts and use of Templates. Use of Internet, Google Access. Search engine. Emails sign up , sign in. Process of sending and receiving Emails. Attaching files and photos in Emails.

#### **EXPERTS:**

Ms.Shikha Shivaliya  
Ms.Anshu Joshi  
Mr.Anil Prajapati

} Faculty Computer Science

#### **MODE:**

Synchronized, Small on campus Groups



S. NO.	DATE	SYLLABUS
1	1/10/2020	Introduction of MS-Word, creating, saving , deleting , printing documents.
2	3/10/2020	Features of MS-Word: standard toolbar, drawing toolbar, tables.
3	/10/2020	Features of MS-Word: menu bar , toolbar, status bar, current status bar.
4	6/10/2020	Insertion of file, pictures, chart, graphs, Clip art.
5	7/10/2020	Find and replace , adding headers & footers
6	8/10/2020	Page setup, Date and time setting.
7	/10/2020	Control panel settings.
8	10/10/2020	Introduction of MS-Excel: workbook, worksheet.
9	12/10/2020	Entering information in a worksheet-numbers, formula.
10	13/10/2020	Editing cells, command and function, moving and copying.
11	14/10/2020	Inserting and deleting rows and columns, creating charts and graphs.
12	15/10/2020	Introduction of MS-power point. Creating power point presentation.
13	16/10/2020	Slide show ,formatting , inserting clip art, adding object.
14	17/10/2020	Applying slide transitions, animation effects.
15	19/10/2020	Adding tables , Charts and use of Templates.
16	20/10/2020	Use of Internet, Google Access. Search engine.
17	21/10/2020	Emails sign up , sign in.
18	22/10/2020	Process of sending and receiving Emails.
19	23/10/2020	Attaching files and photos in Emails.
20	27/10/2020	Feedback and Test.
21	28/10/2020	Feedback and Test
22	30/10/2020	Feedback and Test

Dr. Rajendra Kumar Tiwari  
Coordinator DAKSH

## INTERNAL QUALITY ASSURANCE CELL

GOVT. MADHAV SCIENCE P.G. COLLEGE

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[madhavsciencecollegeujjain@gmail.com](mailto:madhavsciencecollegeujjain@gmail.com)

### DAKSH

S.r. No.	Name of Students	Enrolment No.	Class
1.	Aastha Singh Bais	V14R166050613	B.Sc. I sem.
2.	AAYUSH MANDAWRA	V13R166050216	B.Sc. V sem.
3.	Aayushi Bhatt	V14R166050631	B.Sc. I sem.
4.	ABHISHEK BHADHORIYA	V13R166050213	B.Sc. V sem.
5.	ABHISHEK KHATRI	V13R166050203	B.Sc. V sem.
6.	Akhlesh Kumar	V15R166050309	B.Sc. I sem.
7.	AKSHAY KUMAWAT	V13R166050212	B.Sc. V sem.
8.	Anand Meena	V14R166050627	B.Sc. I sem.
9.	ANIL GOYAL	V13R166050615	BCA III sem.
10.	Ankita Mor	V14R166050188	B.Sc. I sem.
11.	Arpan Chouhan	V15R166050313	B.Sc. I sem.
12.	ASHISH CHOUDHARY	V13R166050566	B.Sc. V sem.
13.	Ashutosh Shivam Soni	V14R166050197	B.Sc. I sem.
14.	Balram	V15R166050306	B.Sc. I sem.
15.	BHANU PRATAP CHOUHAN	V13R166050612	B.Sc. V sem.
16.	Bhavna Taak	V15R166050305	B.Sc. I sem.
17.	Chandrapal Singh	V14R166050195	B.Sc. I sem.
18.	Chandrasekhar Sen	V14R166050184	B.Sc. I sem.
19.	Chetan Singh Solanki	V14R166050626	B.Sc. I sem.
20.	DEEPAK TIWARI	V13R166050613	B.Sc. V sem.
21.	DEVESH TIWARI	V13R166050565	B.Sc. V sem.
22.	Diksha	V15R166050292	B.Sc. I sem.
23.	DOLLY RAIKWAR	V13R166050205	B.Sc. V sem.
24.	GOLDY MEHAR	V13R166050569	BCA III sem.
25.	Gopal Solanki	V14R166050189	B.Sc. I sem.
26.	Hanskunwar Chouhan	V15R166050303	B.Sc. I sem.
27.	Harish Malviya	V15R166050300	B.Sc. I sem.
28.	Harshverdhan Chouhan	V14R166050628	B.Sc. I sem.
29.	Hemant Malviya	V15R166050301	B.Sc. I sem.
30.	Himanshu Kumrawat	V14R166050088	B.Sc. I sem.
31.	Himmat Singh	V15R166050298	B.Sc. I sem.
32.	Hirdesh	V14R166050622	B.Sc. I sem.
33.	HITENDRA SINGH SOLANKI	V13R166050217	B.Sc. V sem.

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34.	HITESH JETHWANI	V13R166050207	B.Sc. V sem.
35.	JITENDRA SINGH RAJPUT	V13R166050200	B.Sc. V sem.
36.	Karan Bhuriya	V14R166050081	B.Sc. I sem.
37.	KARAN SONI	V13R166050657	BCA III sem.
38.	Kavita Parmar	V14R166050076	B.Sc. I sem.
39.	KRISHNAPAL SINGH CHOUHAN	V15R166050699	B.Sc. I sem.
40.	Lavendra Singh Chouhan	V15R166050308	B.Sc. I sem.
41.	Manisha Solanki	V14R166050619	BCA III sem.
42.	MANOJ BANWARI	V13R166050211	B.Sc. V sem.
43.	Mithun Singh Panwar	V14R166050625	B.Sc. I sem.
44.	Mohan Songara	V14R166050075	B.Sc. I sem.
45.	MURLI KUMAR MERODHYA	V13R166050202	B.Sc. V sem.
46.	Neha Baberiya	V14R166050620	BCA III sem.
47.	Nilesh Patidar	V14R166050187	B.Sc. I sem.
48.	NILESH RATHORE	V13R166050570	BCA III sem.
49.	NITIN YADAV	V13R166050210	B.Sc. V sem.
50.	OMPRAKASH MEENA	V13R166050571	BCA III sem.
51.	Poonam Kumawatt	V15R166050294	B.Sc. I sem.
52.	PRASHANT BHILALA	V13R166050527	BCA III sem.
53.	Pritesh Rathore	V14R166050078	B.Sc. I sem.
54.	Puskar Raj Parmar	V14R166050614	B.Sc. I sem.
55.	RAHUL BIDUA	V13R166050198	B.Sc. V sem.
56.	RAHUL PARMAR	V13R166050574	BCA III sem.
57.	Rahul Rayakwar	V14R166050611	B.Sc. I sem.
58.	Rajesh Goyal	V14R166050669	B.Sc. I sem.
59.	Ranjana Goyal	V15R166050297	B.Sc. I sem.
60.	RAVINDRA MALVIYA	V13R166050576	BCA III sem.
61.	RAVINDRA YADAV	V13R166050206	B.Sc. V sem.
62.	Reena Bhuriya	V15R166050304	B.Sc. I sem.
63.	Rituraj Singh Rajawat	V14R166050087	B.Sc. I sem.
64.	Rohit Choudhary	V14R166050190	B.Sc. I sem.
65.	Saddam Husain Mansuri	V15R166050312	B.Sc. I sem.
66.	SALMAN KHAN MEW	V13R166050614	B.Sc. V sem.
67.	Sandeep	V14R166050185	B.Sc. I sem.
68.	SANGEETA BHABOR	V13R166050572	BCA III sem.

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69.	Shakti Mehta	V15R166050700	B.Sc. I sem.
70.	SHER SINGH CHOUHAN	V13R166050274	BCA III sem.
71.	Shivam Chaturvedi	V14R166050198	B.Sc. I sem.
72.	Shivam Parmar	V14R166050196	B.Sc. I sem.
73.	SHWETA NANDESHWAR	V13R166050215	B.Sc. V sem.
74.	Shyamsunder Singh Panwar	V14R166050191	B.Sc. I sem.
75.	Snigdha Ganguly	V14R166050192	B.Sc. I sem.
76.	Sohail Khan	V14R166050633	B.Sc. I sem.
77.	Sohail Mansuri	V14R166050624	B.Sc. I sem.
78.	Sohan Singh Yadav	V15R166050299	B.Sc. I sem.
79.	SUNIL PRAJAPAT	V13R166050567	BCA III sem.
80.	Surendra Vashishtha	V14R166050186	B.Sc. I sem.
81.	SURESH YADAV	V13R166050529	BCA III sem.
82.	Tanwar Singh Prajapati	V15R166050311	B.Sc. I sem.
83.	Tripal Singh Panwar	V14R166050616	BCA III sem.
84.	VAIBHAV KHAMORA	V13R166050575	BCA III sem.
85.	Vaishali Solanki	V14R166050618	BCA III sem.
86.	Vidhi Bhawsar	V14R166050617	BCA III sem.
87.	VIKRAM SINGH MAKVANA	V13R166050573	BCA III sem.
88.	VINAY RATHORE	V13R166050208	B.Sc. V sem.
89.	Dinkar Das Bairagi	V15R166050002	B.Sc.
90.	Deepak Gujriya	V15R166050003	B.Sc.
91.	Ganesh	V15R166050004	B.Sc.
92.	Pinky	V15R166050005	B.Sc.
93.	Sonali Tiwari	V15R166050006	B.Sc.
94.	Anjali Silawat	V15R166050007	B.Sc.
95.	Ankit Choudhary	V15R166050008	B.Sc.
96.	V16R166050265	Manisha Gupta	B.Sc. V sem.
97.	V16R166050184	Mohit Palwar	B.Sc. V sem.
98.	V16R166050206	Mohit Sharma	B.Sc. V sem.
99.	V16R166050212	Moinuddin Khan	B.Sc. V sem.
100.	V16R166050188	Naveen Parmar	B.Sc. V sem.
101.	V16R166050271	Nilesh Tirkey	B.Sc. V sem.
102.	Bhawna	V15R166050009	B.Sc.
103.	Akshay Samele	V15R166050010	B.Sc.
104.	Shubham Kurel	V15R166050011	B.Sc.

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106.	Bharat Kumar	V15R166050014	B.Sc.