

ESTD: 1967

P.B.No: 03



**V.M.V.SANGHA'S  
VIJAY MAHANTESH KRUPAPOSHIT**

**S.R.VASTRAD ARTS, SCIENCE & VIJAY SHANKARAPPA BELLIHAI COMMERCE  
COLLEGE, HUNGUND 587118**

Tq:Hungund

Dist:Baglkot

Ph.No : 202244-08351

Affiliated by  
Rani Channamma University, Belagavi College Code: 6217

Fax No : 08351-202244

Nationally Accredited with Grade "B" by NAAC

<https://vmsrvcollege.com/>

[vmsrv\\_hnd@yahoo.com](mailto:vmsrv_hnd@yahoo.com)

**From,**  
Smt. M. S. Bagalkoti  
V. M. K. S. R. Vastrad Arts, Science &  
V. S. Bellihal Commerce College,  
Hungund



**To,**  
The Principal  
V. M. K. S. R. Vastrad Arts, Science &  
V. S. Bellihal Commerce College,  
Hungund

Respected madam,

**Sub:** Requesting to conduct typing course for B.A./B.Sc./B.Com. Students.

With reference to above, I request you to permit to conduct typing course of 15 days duration for B.A./B.Sc./B.Com. students from 01/12/2019 to 15/12/2019.

Thanking you madam,

Yours' faithfully

*Bagalkoti*

Date: 23/11/2019

*Ves*  
Coordinator  
IQAC  
Vijaya Mahantesh Krupapohit S.R.Vastrad  
Arts,Science & Vijay Shankarappa Bellihal  
Commerce College, Hungund-587118  
Dist:Bagalkote State:Karnataka

*SKA*  
Principal  
Vijaya Mahantesh Krupapohit  
S.R.Vastrad Art, Science & V.S.Bellihal  
Commerce College,Hungund-587118



**VMVV SANGHA'S**

**VMKSR VASTRAD ARTS SCIENCE & V S  
BELLIHAI COMMERCIAL COLLEGE, HUNGUND**

**BROCHURE**

**ENGLISH TYPING COURSE**

**DATE: 01/12/2019 TO 15/12/2019**

**VENUE: COMPUTER LAB**

**Dr. S. R. GOLAGOND  
IQAC CO-ORDINATOR**

**Smt. S. K. MATH  
PRINCIPAL**

**ALL ARE CORDIALLY INVITED**



ESTD : 1967

V. M. V. V. Sangha's

Post Box No.. 3

**Vijaya Mahantesh Krupapohit S. R. Vastrad Arts,  
Science and V. S. Bellihal Commerce College, Hungund**

Prof.(Smt) S. K. Math  
Principal

Affiliated to Rani Channamma University Belagavi  
College Code: 6217

: 260224(08351)  
Fax No:08351-260224  
Email ID: vmsrv\_hnd@yahoo.com



**Circular**

All the students are hereby informed that college is conducting yoga & meditation course from 01<sup>st</sup>December to 15<sup>th</sup>December 2019 for B.A./B.Sc./B. Com students. Interested students enrol your names at course coordinators Smt. M. S. Bagalkoti & Shri. A. J. Hiremath.

Date: 26/11/2019

CLASS	SIGNATURE
BA - 1	
BA - 2	
BA - 3	
B.COM - 1	
B.COM - 2	
B.COM - 3	
B.Sc - 1	
B.Sc - 2	
B.Sc - 3	

Coordinator  
IQAC  
Vijaya Mahantesh Krupapohit S.R.Vastrad  
Arts,Science & Vijay Shankarappa Bellihal  
Commerce College, Hungund-587118  
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Principal  
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S.R Vastrad Art, Science & V.S.Bellihal  
Commerce College,Hungund-587118

**V. M. V. V. SANGHA'S**  
**VIJAYA MAHANTESH KRUPAPOSHIT S. R. VASTRAD ARTS,**  
**SCIENCE AND V. S. BELLIHAL COMMERCE COLLEGE, HUNGUND**

**ENGLISH TYPING COURSE**

**OBJECTIVE:**

**The course covers typing accuracy, speed, special keyboard functions and transcription techniques.**

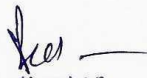
**COURSE LEARNING OUTCOMES:**


*After successful completion of the course, student will be able to;*

- Increased typing speed and efficiency.
- Improved accuracy, error reduction.
- Reduced strain and fatigue.
- Enhanced focus and productivity.
- Boosted confidence and professionalism



  
**Smt. M. S. Bagalkoti**  
Coordinator

  
**Dr. S. R. Math**  
IOAC Coordinator  
Vijaya Mahantesh Krupaposhit S.R. Vastrad  
Arts, Science & Vijay Shankarappa Bellihal  
Commerce College, Hungund-587118  
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**Smt. S. K. Math**  
Principal  
Vijaya Mahantesh Krupaposhit  
S.R. Vastrad Art, Science & V.S. Bellihal  
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## SyllabusOfEnglishTypingCourse



Lesson No.	Description of Lesson	Practice Time	Working Day
Lesson 1	English Typing Basics	1 Hrs.	01 Day
Lesson 2	Home Row Keys Practice	1 Hrs.	01 Day
Lesson 3	Shift Key + Home Row Keys Practice	1 Hrs.	01 Day
Lesson 4	Upper Row Keys Practice	1 Hrs.	01 Day
Lesson 5	Shift Key + Upper Row Keys Practice	1 Hrs.	01 Day
Lesson 6	Simple Word Practice by Home & Upper Row Keys	1 Hrs.	01 Day
Lesson 7	Bottom-Row Keys Practice	1 Hrs.	01 Day
Lesson 8	Shift Key + Bottom-Row Keys Practice	1 Hrs.	01 Day
Lesson 9	Simple Word Practice by all rows characters	1 Hrs.	01 Day
Lesson 10	Fourth Row Number and Symbol Keys	1 Hrs.	01 Day
Lesson 11	Shift Key + Fourth Row Number and Symbol Keys	1 Hrs.	01 Day
Lesson 12	Paragraph Practice	1 Hrs.	01 Day
Lesson 13	Application / Letters Writing	1 Hrs.	02 Days
<b>Total Working Days</b>			<b>15 Days</b>

*bagalkote*  
Smt. M. S. Bagalkoti  
Coordinator

*jel*  
Coordinator  
Dr. S. R. Bellihal  
IQAC Coordinator  
Vijaya Mahantesh Krupaposhit S.R. Vastrad  
Arts, Science & Vijay Shankarappa Bellihal  
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STUDENT ATTENDANCE  
FROM 01<sup>ST</sup> DECEMBER TO 15<sup>TH</sup> DECEMBER 2019

SL NO	NAME OF THE STUDENT	01/12/19	02/12/19	03/12/19	04/12/19	05/12/19	06/12/19	07/12/19	08/12/19	09/12/19	10/12/19	11/12/19	12/12/19	13/12/19	14/12/19	15/12/19
01	Ms N.N. Agni	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
02	Mr M.M. Colar	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
03	Mr N.A. Nandha	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
04	Mr Y. R. Chatter	YR	YR	YR	YR	YR	YR	YR	YR	YR	YR	YR	YR	YR	YR	YR
05	Ms Y. A. Rati	YR	YR	YR	YR	YR	YR	YR	YR	YR	YR	YR	YR	YR	YR	YR
06	Mr R.S. Karach	RS	RS	RS	RS	RS	RS	RS	RS	RS	RS	RS	RS	RS	RS	RS
07	Ms S.H. Madga	SH	SH	SH	SH	SH	SH	SH	SH	SH	SH	SH	SH	SH	SH	SH
08	Mr B.M. Negal	BM	BM	BM	BM	BM	BM	BM	BM	BM	BM	BM	BM	BM	BM	BM
09	Mr B.S. Bhanu	BS	BS	BS	BS	BS	BS	BS	BS	BS	BS	BS	BS	BS	BS	BS
10	Ms C.G. Singade	CG	CG	CG	CG	CG	CG	CG	CG	CG	CG	CG	CG	CG	CG	CG
11	Mr J.H. Watkar	JH	JH	JH	JH	JH	JH	JH	JH	JH	JH	JH	JH	JH	JH	JH
12	Ms A.A. Tariwal	AA	AA	AA	AA	AA	AA	AA	AA	AA	AA	AA	AA	AA	AA	AA
13	Ms S.A. Shilavp	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA
14	Ms Renukamma	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
15	Mr Maibucab.M.Y	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
16	Mr D.R. Pajur	DP	DP	DP	DP	DP	DP	DP	DP	DP	DP	DP	DP	DP	DP	DP
17	Ms Shivaleela S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
18	Mr A.G. Hurrak	AG	AG	AG	AG	AG	AG	AG	AG	AG	AG	AG	AG	AG	AG	AG
19	Mr M.A. Chalager	MA	MA	MA	MA	MA	MA	MA	MA	MA	MA	MA	MA	MA	MA	MA
20	Ms M.N. Cobara	MN	MN	MN	MN	MN	MN	MN	MN	MN	MN	MN	MN	MN	MN	MN
21	Mr R.S. Kalakeri	R	R	AB	R	R	R	R	R	AB	R	R	R	R	R	R
22	Mr G.S. Hadaps	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
23	Ms S.R. Badiger	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
24	Ms S.N. Walikar	SN	SN	SN	SN	SN	SN	SN	SN	SN	SN	SN	SN	SN	SN	SN
25	Ms I.S. Muga	IS	IS	IS	IS	IS	IS	IS	IS	IS	IS	IS	IS	IS	IS	IS
26	Ms Y.B. Badnur	YB	YB	YB	YB	YB	YB	YB	YB	YB	YB	YB	YB	YB	YB	YB
27	Ms S.D. Patkar	S	S	AB	S	S	S	S	S	S	S	S	S	S	S	S
28	Ms S.C. Balutagi	SC	SC	SC	SC	SC	SC	SC	SC	SC	SC	SC	SC	SC	SC	SC
29	Ms S.G. Hadh	SG	SG	SG	SG	SG	SG	SG	SG	SG	SG	SG	SG	SG	SG	SG
30	Mr P.M. Pujan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
31	Mr R.N. Nayak	RN	RN	RN	RN	RN	RN	RN	RN	RN	RN	RN	RN	RN	RN	RN
32	Mr M.A. Dami	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M

Bagalkote  
Smt. M. S. Bagalkoti  
Coordinator

Coordinator  
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VIJAYA MAHANTESH KRUPAOSHIT S. R. VASTRAD ARTS, SCIENCE  
AND V. S. BELLIHAL COMMERCE COLLEGE, HUNGUND



COURSE ON "ENGLISH TYPING"

# Certificate

This is to certify that Mr/Miss. S. R. Dasappanavar.....Of

..... has participated in ENGLISH TYPING COURSE Organized by the IQAC from 01/12/2019 to  
15/12/2019 in our Institution.

  
Smt. M S Bagalakoti  
Coordinator

  
Dr. S. R. GOLAGOND  
Co-ordinator IQAC

  
Prof. S. K. MATH  
Principal



V. M. V. V. SANGHA'S  
VIJAYA MAHANTESH KRUPAPOSHIT S. R. VASTRAD ARTS, SCIENCE  
AND V. S. BELLHAL COMMERCE COLLEGE, HUNGUND



COURSE ON "ENGLISH TYPING"

# Certificate

This is to certify that Mr/Miss: ..... B. H. Madar ..... Of

..... has participated in ENGLISH TYPING COURSE Organized by the IQAC from 01/12/2019 to  
15/12/2019 in our Institution.

  
Smt. M S Bagalakoti  
Coordinator

  
Dr. S. R. GOLAGOND  
Co-ordinator IQAC

  
Prof. S. K. MATH  
Principal





V. M. V. V. SANGHA'S  
VIJAYA MAHANTESH KRUPAOSHIT S. R. VASTRAD ARTS, SCIENCE  
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
COURSE ON "ENGLISH TYPING"

# Certificate

This is to certify that Mr/Miss. L. S. Kuri .....Of

..... has participated in ENGLISH TYPING COURSE Organized by the IQAC from 01/12/2019 to 15/12/2019 in our Institution.

  
Smt. M S Bagalakoti  
Coordinator

  
Dr. S. R. GOLAGOND  
Co-ordinator IQAC

  
Prof. S. K. MATH  
Principal



V. M. V. V. SANGHA'S  
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AND V. S. BELLIHAI COMMERCIAL COLLEGE, HUNGUND




COURSE ON "ENGLISH TYPING"

# Certificate

This is to certify that Mr/Miss. M. M. Kolar .....Of

..... has participated in ENGLISH TYPING COURSE Organized by the IQAC from 01/12/2019 to  
15/12/2019 in our Institution.

  
Smt. M S Bagalakoti  
Coordinator

  
Dr. S. R. GOLAGOND  
Co-ordinator IQAC

  
Prof. S. K. MATH  
Principal



V. M. V. V. SANGHA'S  
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AND V. S. BELLIHAL COMMERCE COLLEGE, HUNGUND



COURSE ON "ENGLISH TYPING"

# Certificate

This is to certify that Mr/Miss. S. N. Nadagoudar.....Of

..... has participated in ENGLISH TYPING COURSE Organized by the IQAC from 01/12/2019 to  
15/12/2019 in our Institution.

  
Smt. M S Bagalakoti  
Coordinator

  
Dr. S. R. GOLAGOND  
Co-ordinator IQAC

  
Prof. S. K. MATH  
Principal