

ESTD: 1967

P.B.No: 03



V.M.V.SANGHA'S
VIJAY MAHANTESH KRUPAOSHIT

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

Tq: Hungund

Dist: Bagalkot

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

From,

Ms. Shamina Gaded
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 01/12/2022 to 15/12/2022.

Thanking you madam,

Yours' faithfully

S. A. Gaded.

(Sharmeenabane. Gaded)

Date: 22/11/2022

Coordinator
IQAC

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

Principal

Vijaya Mahantesh Krupapohit
S.R.Vastrad Arts, Science & V.S. Bellihal
Commerce College, Hungund-587118



VMVV SANGHA'S

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

BROCHURE

ENGLISH TYPING COURSE

DATE: 01/12/2022 TO 15/12/2022

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

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 01stDecember to 15thDecember 2022 for B.A./B.Sc./B. Com students. Interested students enrol your names at course coordinators Smt. Ms. Shamina Gaded & Mr. Manjunath Gotur.
Date: 22/11/2022

| 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
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Commerce College, Hungund-587118
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Principal

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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

ENGLISHTYPINGCOURSE

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

S. A-Gaded.
Ms. Shamina Gaded
Coordinator

Dr. S. R. Galagond
Dr. S. R. Galagond
IQAC Coordinator
IQAC
Vijaya Mahantesh Krupapohit S.R.Vastrad
Arts,Science & Vijay Shankarappa Bellihal
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Smt. S. K. Math
Principal
Vijaya Mahantesh Krupapohit
S.R.Vastrad Arts, Science & V.S. Bellihal
Commerce College, Hungund-587118

SyllabusOfEnglishTypingCourse

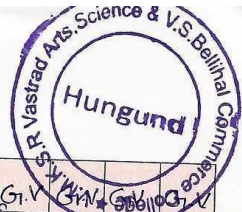


| Lesson No. | Description of Lesson | Practice Time | Working Day |
|---------------------------|---|---------------|----------------|
| Lesson 1 | English Typing Basics | 1 Hrs. | 01 Day |
| Lesson 2 | Home Row Keys Practice | 1 Hrs. | 01 Day |
| Lesson 3 | Shift Key + Home Row Keys Practice | 1 Hrs. | 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 |
| Total Working Days | | | 15 Days |

S. A. Gaded
Ms. Shamina Gaded
Coordinator

Dr. S. R. Golagond
Dr. S. R. Golagond
IQAC Coordinator
Coordinator
I Q A C
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Arts, Science & Vijay Shankarappa Bellihal
Commerce College, Hungund-587118
Dist: Bagalkote State: Karnataka

Smt. S. K. Math
Smt. S. K. Math
Principal
Principal
Vijaya Mahantesh Krupapohit
S.R.Vastrad Arts, Science & V.S. Bellihal
Commerce College, Hungund-587118



| | | | | | | | | | | | | | | | | | | | |
|----|----------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| 18 | GOUTAM VENKATESH | G.V | G.V | G.V | G.V | G.V | G.V | G.V | G.V | G.V | G.V | G.V | G.V | G.V | G.V | G.V | G.V | G.V | G.V |
| 19 | MAHANTESH GANGAPPA RAKKASAGI | Mahantesh | Mahantesh | Mahantesh | Mahantesh | Mahantesh | Mahantesh | Mahantesh | Mahantesh | Mahantesh | Mahantesh | Mahantesh | Mahantesh | Mahantesh | Mahantesh | Mahantesh | Mahantesh | Mahantesh | Mahantesh |
| 20 | VIJAY KUNTOJI | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V |
| 21 | NAGARATNA HANAMANTAGOUDA PATIL | N.H. Patil | N.H. Patil | N.H. Patil | N.H. Patil | N.H. Patil | N.H. Patil | N.H. Patil | N.H. Patil | N.H. Patil | N.H. Patil | N.H. Patil | N.H. Patil | N.H. Patil | N.H. Patil | N.H. Patil | N.H. Patil | N.H. Patil | N.H. Patil |
| 22 | SAVITA SHEKHAPPA SUDI | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S |
| 23 | ANUSHA BHEEMANAGOUDA PATIL | Anusha | Anusha | Anusha | Anusha | Anusha | Anusha | Anusha | Anusha | Anusha | Anusha | Anusha | Anusha | Anusha | Anusha | Anusha | Anusha | Anusha | Anusha |
| 24 | AISHWARYA GOVINDAPPA HAGEDAL | A.G.H | A.G.H | A.G.H | A.G.H | A.G.H | A.G.H | A.G.H | A.G.H | A.G.H | A.G.H | A.G.H | A.G.H | A.G.H | A.G.H | A.G.H | A.G.H | A.G.H | A.G.H |
| 25 | KAVITA BALAPPA KIRASUR | KBK | KBK | KBK | KBK | KBK | KBK | KBK | KBK | KBK | KBK | KBK | KBK | KBK | KBK | KBK | KBK | KBK | KBK |
| 26 | MAHANTESH C SAJJAN | M.S | M.S | M.S | M.S | M.S | M.S | M.S | M.S | M.S | M.S | M.S | M.S | M.S | M.S | M.S | M.S | M.S | M.S |
| 27 | CHENNAMMA MANJUNATH KANTI | C.M | C.M | C.M | C.M | C.M | C.M | C.M | C.M | C.M | C.M | C.M | C.M | C.M | C.M | C.M | C.M | C.M | C.M |
| 28 | SANGAMMA SANGANAGOUDA TAMMANAVAR | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S |
| 29 | MAHANTESH ANDANAGOUDA BELLIHAI | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M |
| 30 | GUNDAMMA AMBRESH NAGUR | G.A | G.A | G.A | G.A | G.A | G.A | G.A | G.A | G.A | G.A | G.A | G.A | G.A | G.A | G.A | G.A | G.A | G.A |
| 31 | SHILPA SHEKHARAGOUDA DADMI | Shilpa | Shilpa | Shilpa | Shilpa | Shilpa | Shilpa | Shilpa | Shilpa | Shilpa | Shilpa | Shilpa | Shilpa | Shilpa | Shilpa | Shilpa | Shilpa | Shilpa | Shilpa |
| 32 | SAHANA VEERANNA KARADI | S.K | S.K | S.K | S.K | S.K | S.K | S.K | S.K | S.K | S.K | S.K | S.K | S.K | S.K | S.K | S.K | S.K | S.K |

S. A. Gaded.
 Ms. Shamina Gaded
 Coordinator

[Signature]
 Coordinator
 Dr. S. R. Gogand
 Vijaya Mahantesh Krupanesht S.R. Vastrad
 Arts, Science & Vijay Shankarappa Bellihal
 Commerce College, Hungund-587118
 Dist: Bagalkote State: Karnataka

[Signature]
 Smt. S. K. Math
 Principal
 Principal
 Vijaya Mahantesh Krupanesht
 S.R. Vastrad Arts, 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**
COURSE ON "ENGLISH TYPING"



Certificate

This is to certify that Mr./Miss. A. A. Tariwal.....Of

..... has participated in ENGLISH TYPING COURSE Organized by the IQAC from 01/12/2022 to 15/12/2022 in our Institution.

S. A. Gaded
Ms. SHAMINA GADED
Coordinator

S. R. Golagond
Dr. S. R. GOLAGOND
Co-ordinator IQAC

S. K. Math
Prof. Smt. S. K. MATH
Principal



**V. M. V. V. Sangha's
Vijaya Mahantesh Krupaposhit S. R. Vastrad Arts, Science
and V. S. Bellihal Commerce College, Hungund**
COURSE ON "ENGLISH TYPING"



Certificate

This is to certify that Mr/Miss. B. M. Negali.....Of

..... has participated in ENGLISH TYPING COURSE Organized by the IQAC from 01/12/2022 to
15/12/2022 in our Institution.

S. A. Gaded
Ms. SHAMINA GADED
Coordinator

S.R.G.
Dr. S. R. GOLAGOND
Co-ordinator IQAC

S.K.M.
Prof.Smt. S. K. MATH
Principal



**V. M. V. V. Sangha's
Vijaya Mahantesh Krupaposhit S. R. Vastrad Arts, Science
and V. S. Bellihal Commerce College, Hungund**
COURSE ON "ENGLISH TYPING"



Certificate

This is to certify that Mr/Miss: N. A. Nandihal.....Of

..... has participated in ENGLISH TYPING COURSE Organized by the IQAC from 01/12/2022 to 15/12/2022 in our Institution.

S. A. Gaded
Ms. SHAMINA GADED
Coordinator

S.R. Golagond
Dr. S. R. GOLAGOND
Co-ordinator IQAC

S.K. Math
Prof.Smt. S. K. MATH
Principal



**V. M. V. V. Sangha's
Vijaya Mahantesh Krupaposhit S. R. Vastrad Arts, Science
and V. S. Bellihal Commerce College, Hungund**
COURSE ON "ENGLISH TYPING"



Certificate

This is to certify that Mr/Miss. N. N. Agni.....Of

..... has participated in ENGLISH TYPING COURSE Organized by the IQAC from 01/12/2022 to
15/12/2022 in our Institution.

S. A. Gaded
Ms. SHAMINA GADED
Coordinator

[Signature]
Dr. S. R. GOLAGOND
Co-ordinator IQAC

[Signature]
Prof. Smt. S. K. MATH
Principal



**V. M. V. V. Sangha's
Vijaya Mahantesh Krupaposhit S. R. Vastrad Arts, Science
and V. S. Bellihal Commerce College, Hungund**
COURSE ON "ENGLISH TYPING"




Certificate

This is to certify that Mr/Miss. Madhu Gachchinamath.....Of

B.Sc 3rd Sem

..... has participated in ENGLISH TYPING COURSE Organized by the IQAC from 01/12/2022 to
15/12/2022 in our Institution.

S. A. Gaded
Ms. SHAMINA GADED
Coordinator


Dr. S. R. GOLAGOND
Co-ordinator IQAC


Prof. Smt. S. K. MATH
Principal