



Department of Mathematics & Computers

Activity Report November 2025

Enhancing Digital Skills with Professional Templates

For: B.Sc. II Year — Major: Mathematics, CS & CA, All departments

Date: 28.11.2025

Time: 3:00 PM – 4:00 PM

Venue: Department of Mathematics/Room no 204

Attendance: 22

Lecture By: Ritu Ramrani Achharya

Activity Summary:

The session focused on enhancing students' practical skills in Microsoft Word.

Participants were introduced to make professional resume documents mail merge and page setting options.

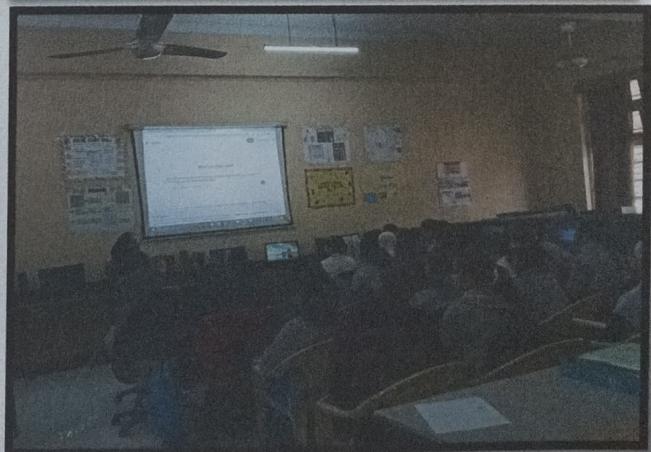
Topics Covered in the activity: -

- To understand the basics of creating a professional letter resume front page design and question paper.
- To improve skills in managing and handling documents.
- Use of mail merge making certificates and letter.

Outcome:

Upon completion of this activity, participants will be able to design a professional letter/resume front page, understanding the basics of creating a They will also learn the essential elements of designing a question paper, Furthermore, they will understand the concept of mail merge and apply it to create personalized certificates and letters.

(Signature)
H.O.D.





Department of Mathematics & Computers

NOTICE

Activity Theme

Enhancing Digital Skills with Professional Templates

Students are to be informed that Department of Mathematics & Computers

organizing departmental activity. Details are as follows: -

For: B.Sc. II Year — Major: Mathematics, CS & CA, All Departments.

Date: 26.11.2025

Time: 03:00 PM – 04:00 PM

Venue: Department of Mathematics/Room no 204

Attendance: Compulsory

Lecture By: Ritu Ram Rani Acharya

Activity Objectives:

- To enhance students' basic and essential computer skills.
- To train students in developing professional academic and departmental templates.
- To introduce formatting tools, page design, and layout skills.

******All students are instructed to be present on time.*

(Monhem)

H.O.D

SK
9.6.11.25
PRINCIPAL
Govt. M.H. College of Home Sc. & Sc
for Women, Jabalpur (M.P.)

Maths, CA, CS Departmental activity - 25-26

BSC. 2nd Year- All subjects.

26/11/2025

S.No.	Student Name	Signature	S.No.	Student Name	Signature
1	Burbhi Shourya	<u>Burbhi</u>	33		
2	Kanishka Kashyap	<u>Kanishka</u>	34		
3	Rishit Kothia	<u>Rishit</u>	35		
4	Khushi Kothia	<u>Khushi</u>	36		
5	Leerti Singh	<u>Leerti</u>	37		
6	Namrata Pandey	<u>Namrata Pandey</u>	38		
7	Rama - Bai	<u>Rama - Bai</u>	39		
8	Kashika Chadeep	<u>Kashika</u>	40		
9	Ravanya Lodhi	<u>Ravanya</u>	41		
10	Jana Shukla	<u>Jana</u>	42		
11	Priyanka Joshi	<u>Priyanka</u>	43		
12	Bhumi Dahi	<u>Bhumi</u>	44		
13	Akanksha Patel	<u>Akanksha</u>	45		
14	Kanchan Vigneshkumar	<u>Kanchan</u>	46		
15	Princy Patel	<u>Princy</u>	47		
16	Aastha Thakur	<u>Aastha</u>	48		
17	Shweta Tantwani	<u>Shweta</u>	49		
18	Kritika Patel	<u>Kritika</u>	50		
19	Kalyani Soni	<u>Kalyani</u>	51		
20	Anjali Thakur	<u>Anjali</u>	52		
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