

Government M. H. College of Home Science & Science for Women
Autonomous, Jabalpur (M.P.)
NAAC Reaccredited 2025: A Grade



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:

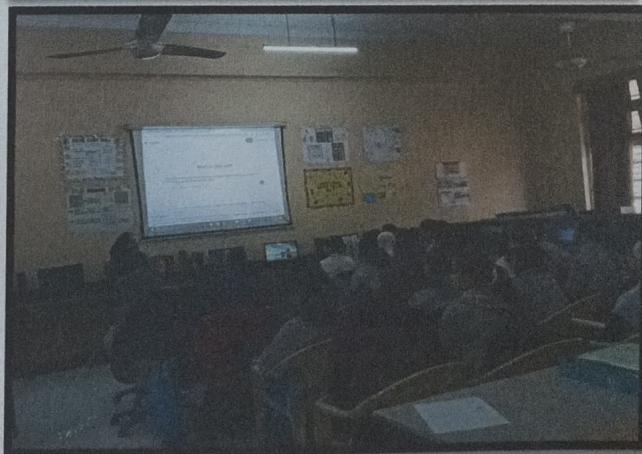
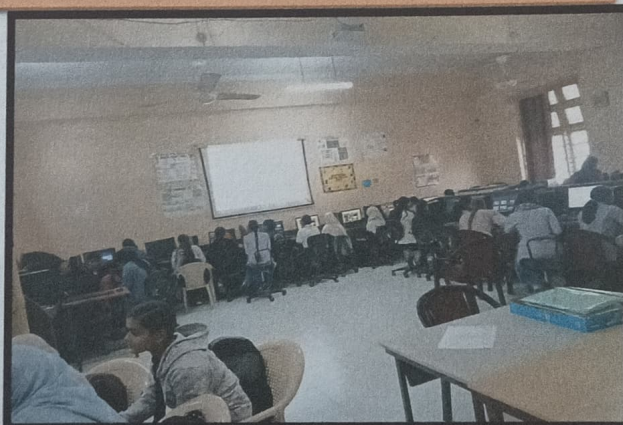
The session focused on enhancing students' practical skills in Microsoft **Word**. Participants were introduced to make professional resume documents mail merge and page setting options.

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.



H.O.D.

Principal
PRINCIPAL
Govt. M.H. College of Home Sc.



Government M. H. College of Home Science & Science for Women

Autonomous, Jabalpur (M.P.)

NAAC Reaccredited 2025: A Grade

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.

(Signature)

H.O.D

(Signature)
26.11.25

PRINCIPAL

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

26/11/2025

Maths, CA, CS Departmental activity - 25-26
BSc. 2nd year- All subjects.

S.No.	Student Name	Signature	S.No.	Student Name	Signature
1	Burbi Shrivastha	Burbi	33		
2	Kanishka Kashyap	Kanishka	34		
3	Rishita Koshita	Rishita Koshita	35		
4	Krushika Koshita	Krushika	36		
5	Keerti Singh	Keerti	37		
6	Namrata Pandey	Namrata Pandey	38		
7	Ranga - Rai	Ranga - Rai	39		
8	Kaathia Gradee	Kaathia	40		
9	Priyanka Jadhav	Priyanka	41		
10	Jeta Shukla	Jeta	42		
11	Priyanka Jadhav	Priyanka	43		
12	Bhumi Bahu	Bhumi	44		
13	Akanksha Patel	Akanksha	45		
14	Kanchan Vishwakarma	Kanchan	46		
15	Princi Patel	Princi	47		
16	Aarth Thakur	Aarth	48		
17	Shweta Tantiwar	Shweta	49		
18	Khatikar Patel	Khatikar	50		
19	Kalyani Sami	Kalyani	51		
20	Anjali Thakur	Anjali	52		
21			53		
22			54		
23			55		
24			56		
25			57		
26			58		
27			59		
28			60		
29			61		
30			62		
31			63		
32			64		