Date: 18/10/2022

To,

The Principal,

Tuljaram Chaturchand College of Arts, Science and Commerce,

Baramati.

Subject: Completion Report of Computer Office Automation Course for Students of Earn and Learn Scheme.
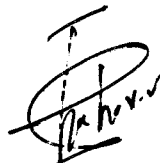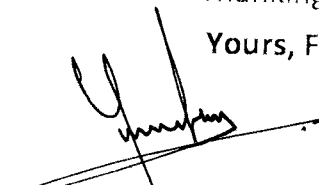
Respected Sir,

Firstly we would like to thank you for allowing us working as course coordinator of Computer Office Automation Course for Students of Earn and Learn Scheme. For this Course 60 Students from UG and PG all faculties were enrolled. Lectures of this course were conducted in online mode using Google meet during 02nd October 2022 to 16th October 2022 and practicals were conducted in offline mode in 2 batches (B1, B2). For this course WhatsApp group was created for communication and Google Classroom for posting course material. Google Classroom contents recorded lecture videos, Power Point Presentations, PDFs of notes which would be kept for student references. This course contents both theory as well as practical sessions. During this course different assignments were given to test the progress of students.

With this report I attached the list of students enrolled and completed the course. I also request you please allow the remuneration of course coordinators.
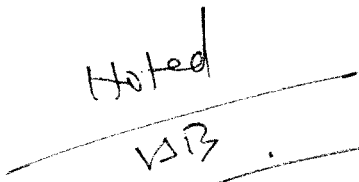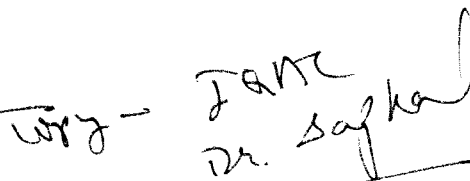
Thanking you,

Yours, Faithfully

Prof. V. V. Shah
Course
Coordinator

Prof. U. D. Choudhari
Head,
Computer Science

Dr. B.S. Mali
Officer
Student Development

Principal

Prof. S. C. Nakate
Course
Coordinator

Noted