



HYDERABAD KARNATAKA EDUCATION SOCIETY'S
12 POINT PROGRAMME CELL

27-06-2024

To,
The President,
HKE Society,
Kalaburagi.

**Sub: Meeting and training in Google Sheets data entry to Institution
12 Point Coordinators, reg.,**

Respected Sir,

With reference to the above subject, Sir, as per your oral instructions the 12 Point team has planned the online data collection through Google Forms and Sheets. We need to train the 12 Point Coordinators of each institution in the data entry of Google Sheets.

Hence, kindly permit me to conduct a meeting and training for all the Institution 12 Point Programme coordinators.

Agenda:

1. Training in Data entry in Google Sheets.
2. Creation of social media – Facebook and Instagram account.

Date: Tuesday, 2nd July, 2024

Time: 1:00 PM to 3:00 PM

Venue: Auditorium, Smt. V G College for Women, Kalaburagi.

Outstation coordinators may join online.

I request to depute Sri. Prashant Devani, IT Coordinator for training in creation of social media page for all institutions.

Light refreshments may be provided for the same.

Hence, kindly permit for the same and do the needful.

Thanking You,

Your's fathfully

Uma Reur
12 Point Programme
Coordinator

Copy to:

1. Administrative Officer, HKE Society
2. Principal, Smt. V G College for Women, Kalaburagi
3. Sri. Prashant. Devani, IT Coordinator, HKE Society