

Smt. NPS Government Degree college For Women, Chittoor

Department of Computer Science/Applications

2017-18

Conducted a two weeks certificate course for Non teaching Staff.

Course Name: MS-Office (Ms-Word, MS-Excel, MS-PowerPoint, MS-Accesses)

Number of Non teaching Staff attended:7

Duration:15 Days

1/11/2017 to 20/11/2017

S.No	Name of the Non teaching staff	Desegnation
1	P.Dorai Kann	Senior Assistant
2	C. Viswayswaran	Record Assistant
3	K.S.Prakash	Record Assistant
4	D.Ashok	Record Assistant
5	M.Udaya Kumar	Data Entry Operator
6	V.Sumitha	Computer operator
7	K.Jaya Chandran	Computer Hardware

MO. Coaching 2017-18
Smt. N.P.S. GOVERNMENT COLLEGE (W), CHITTOOR.

1. P. Dorai Kann
2. C. Viswajayaram
3. K. Prakash
4. D. Ashok
5. H. Udayakumar
6. V. Sumitha
7. K. Jayachandran

	1	2	3	4	5	6	7	8
1	X	Y	A	X	S	Y	X	Y
2	Y	X	Y	Y	U	Y	X	A
3	Y	Y	Y	Y	A	A	Y	X
4	Y	Y	Y	Y	D	Y	X	X
5	Y	Y	A	X	A	Y	X	X
6	Y	Y	Y	Y	Y	Y	A	X
7	X	Y	Y	X		Y	Y	Y

ATTENDANCE REGISTER FOR THE MONTH OF

16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
X	Y		S	A	Y	Y	A	X	S	X				
Y	A		O	Y	Y	Y	X	X	Y	C	A			
Y	Y		N	Y	Y	Y	Y	Y	Y	Y	Y			
Y	A		D	Y	Y	Y	Y	Y	Y	D	X			
Y	X		A	Y	Y	Y	Y	Y	Y	A	X			
A	Y		Y	Y	Y	Y	X	X	Y	Y	Y			



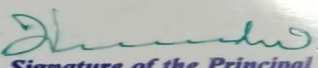
Smt. N.P. Savithramma Govt. College (W)
(Accredited at B+ by the NAAC)

CHITTOOR. (A.P.)
Affiliated to S.V. University, Tirupati.

CERTIFICATE COURSE

This is to certify that V. Sumitha
 has successfully completed a course titled MS-office - Fundamentals of Computer
 at Computer Application from Nov 11/17 to Nov 30/17
 her performance has been Excellent

Place: Chittoor
 Date: 30/11/17


 Signature of the Principal

Legend

Excellent - 75% and above	Very Good - 60% to 74%
Good - 50% to 59%	Satisfactory - 40% to 49%

Smt. NPS Government Degree college For Women, Chittoor

Department of Computer Science/Applications

2018-19

Conducted a two weeks certificate course for Non teaching Staff.

Course Name: ICT(Information Communication Technology)

Number of Non teaching Staff attended 8

Duration:15 Days

1/09/2018 to 15/09 /2018

S.No	Name of the Non teaching staff	Desegnation
1	P.Dorai Kann	Senior Assistant
2	C. Viswayswaran	Record Assistant
3	K.S.Prakash	Record Assistant
4	D.Ashok	Record Assistant
5	M.Udaya Kumar	Data Entry Operator
6	V.Sumitha	Computer operator
7	K.Shobha Rani	Computer Operator
8	K.Jaya Chandran	Computer Hardware

Smt. N.P.S. GOVERNMENT COLLEGE (W), CHITTOOR.											
Srno	Name	6	7	8	9	10	11	12	13	14	15
1.	P. Dossai Kant	Y	S	Y	Y	X	A	X	X	Y	Y
2.	C. Viswajayaraman	Y	U	Y	Y	X	Y	A	X	Y	Y
3.	K.S. Prakash	A	N	X	Y	X	Y	A	X	Y	Y
4.	D. Ashok	X	D	Y	Y	A	X	Y	X	Y	Y
5.	M. Uday Kumar	X	A	X	Y	X	Y	X	X	Y	Y
6.	V. Sumitha	X	Y	X	Y	A	X	Y	X	Y	Y
7.	K. Shobha Nani	X		A	A	Y	X	X	Y	Y	Y
8.	K. Jayachandran	A		X	Y	X	A	X	X	Y	Y

ATTENDANCE REGISTER						
16	17	18	19	20	21	
A	X	A	A	Y		
Y	X	A	A	Y		
X	X	A	Y	Y		
X	X	X	X	X		
X	X	Y	Y	Y		
X	A	X	Y	Y		
Y	X	Y	Y	Y		
X	Y	Y	Y	Y		



Smt. N.P. Savithramma Govt. College (W)
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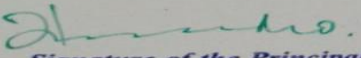
CHITTOOR. (A.P.)

Affiliated to S. V. University, Tirupati.

CERTIFICATE COURSE

This is to certify that C. Viswajayaraman
has successfully completed a course titled ICT
Information and Communication Technology
at Computer Application from 01/09/2018 to 14/11/2018
her performance has been Very good

Place: Chittoor
Date: 30/9/2018


Signature of the Principal
Principal
Smt. N.P.S. Govt. College for Women
CHITTOOR-517002. (A.P.).

Legend

Excellent - 75% and above	Very Good - 60% to 74%
Good - 50% to 59%	Satisfactory - 40% to 49%

Smt. NPS Govt College (W)

Chittoor



Staff Empowerment programme

For

Non-teaching staff

7-2-2019

On

HARDWARE BASICS

Date of event	7-2-2019
Name and type of event	Programme on Basic of Hardware
Number of participants	05
Name & Address of the resource person	Sri S. Vinay, IT Service Engineer, Indoteq, Chittoor

Objective:

To give orientation on Basics of Hardware to the Non-teaching faculty.

Programme:

The Department of Computer science has arranged an Awareness Programme on Basics of Hardware on 7-2-2019. The programme started at 10am by Sri S. Vinay, IT Service Engineer, Indoteq, Chittoor as resource person. As a part of skill enhancement, the College arranged training in Hardware Basics to the Non-Teaching staff. For their skill enhancement the college provided training in safety measures, concerns about internet connectivity. Resource person had also explained about Hardware Basics and how to resolve simple Hardware related issues in a college. It also included practical session.



Sri S. Vinay, IT Service Engineer, Indoteq, Chittoor.

Outcome:

The Non-teaching faculty learnt Basics of Hardware.



Smt. NPS Govt College (W)
Chittoor



Staff Empowerment Programme

For

Non-Teaching Staff

12-03-2020

On

COVID AWARENESS

Date of event	12-3-2020
Name and type of event	AWARENESS ON COVID
Number of participants	5
Name & Address of the resource person	Smt. N Sravani

Objective:

To give orientation on the awareness on COVID to Non-Teaching faculty.

Programme:

The Department of Microbiology has arranged a session to give awareness on COVID and on International Pandemics 12-3-2020. The programme started at 4pm by Smt. N. Sravani, Department of Microbiology, Smt. NPS Govt College (W), Chittoor. As a part of healthy life, the College arranged this session to the Non-teaching staff to teach few precautions to be taken during this Covid Pandemic, how to face such international viruses without spreading, various preventive methods, vaccination importance etc., This encouraged the teaching staff to further continue in the working environment boldly and help each other in the society.



Smt. N. Sravani, Department of Microbiology, Smt. NPS Govt College (W), Chittoor, Smt. NPS govt college (W), Chittoor.

Outcome:

The Non-Teaching faculty participated and got aware of such pandemic situations.

Smt. NPS Govt College (W)

Chittoor



Staff Empowerment programme

For

Non-teaching staff

22-2-2021

On

OFFICE AUTOMATION

Date of event	22-2-2021
Name and type of event	Programme on Office Automation
Number of participants	06
Name & Address of the resource person	Sri Y. Sreelatha , Assistant Professor, Department of Computers Science, Chittoor

Objective:

To give orientation on Office Automation to the Non-teaching faculty.

Programme:

The Department of Computer science has arranged an Awareness Programme on Office Automation on 22-2-2021. The programme started at 11am by Smt.Y.Sreelatha , Assistant Professor, Department of Computers Science, Smt NPS Govt College(W), Chittoor as resource person. As a part of skill enhancement, the College arranged training in office automation to the Non-Teaching staff. For their skill enhancement the college provided training in safety measures, concerns about internet connectivity. Resource person had also explained about Intranet application used to automate operations related to a typical office management in a college. This allows a user to log in and add details of fees accounts, payments. It also provides search of fees accounts, payments report and easy access to the databases. This is based on workflow technology, Office Automation System, and many other items can be integrated with the work.



Smt. Y. Sreelatha, Assistant Professor, Department of Computer Science,
Smt. NPS govt college (W), Chittoor.

Outcome:

The Non-teaching faculty learnt few things about Office Automation and
were able to think and operate Office Automation.



Smt. NPS Govt College (W)



Chittoor



Staff Empowerment Programme

For

Non-Teaching Staff

21-06-2022

On the eve of

YOGA MEDITATION

Date of event	21-6-2022
Name and type of event	YOGA MEDITATION
Number of participants	23
Name & Address of the resource person	Smt. CS Udaya

Objective:

To give orientation on the importance of YOGA & Meditation to Teaching faculty.

Programme:

The Department of Computer science has arranged a session for Yoga Meditation on the eve of International Yoga Day 21-6-2022. The programme started at 4pm by Smt. CS. Udaya, Assistant Professor, Department of Computers Science, Smt NPS Govt College(W), Chittoor. As a part of Stress Management and Healthy, the College arranged this session non-teaching staff. This encouraged the non-teaching staff to further continue in meditation for the benefit of themselves and the society.



Smt. CS. Udaya , Assistant Professor, Department of Computer Science,
Smt. NPS govt college (W), Chittoor.

Outcome:

The Non-Teaching faculty enthusiastically participated in the Yoga session.