



Department of Computer Science

05.12.2022.

Minutes of the meeting

The department meeting was organised on 05.12.2022 in the Computer Science department, chaired by the incharge to discuss the following agenda.

Agenda:

To organize a Capacity Building Programme on Microsoft Power Point for the students of first year computer science for a week from 12.12.2022 to 19.12.2022.

After a brief discussion on the agenda the following resolutions have been passed by the committee.

1. To seek permission from the Principal to organise Capacity Building Programme on Microsoft Power Point for the first year students of Computer Science
2. To prepare a circular and circulate it among the first year students of Computer Science.

Signatures:-

1. B. R. [Signature]
2. [Signature]

B. R. [Signature]
Lecturer In-Charge
Dept. Of Computer Science
Govt. Degree. College (Men)
SRIKAKULAM

Request Letter

Date: 6.12.2022,
Srikakulam.

From

Incharge
Department of Computer Science,
Govt. Degree College for Men,
Srikakulam.

To

The Principal,
Government Degree College for Men,
Srikakulam.

Madam/Sir,

The members of the department of Computer Science in its meeting held on 5.12.2022 in the Computer Science department passed a resolution to organise a Capacity Building Programme on Microsoft Power Point for the first year computer science students from 12.12.2022 to 19.12.2022. Hence we request you to kindly grant the permission to organise the programme for a week in the computer lab.

Thanking you madam,

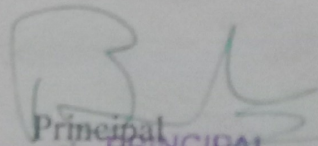
Yours Sincerely,

B. Lakshmi
Lecturer In-Charge
Dept. Of Computer Science
Govt. Degree. College (Men)
SRIKAKULAM

[Signature]
PRINCIPAL
Govt. Degree College (Men)
SRIKAKULAM

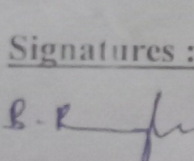
Circular

This is to inform all the students of first year Computer Science that the Department of Computer Science of our college is organising the Capacity Building Programme on Microsoft Power Point from 12-12-2022 to 19-12-2022 in the Computer Lab. So, all the students are informed to participate and get benefits of the program.


Principal
Govt. Degree College (Men),
SRIKAKULAM

Date: 07.12.2022
Station: Srikakulam.

Signatures :


Lecturer
Dept. Of Computer Science
Govt. Degree College (Men),
SRIKAKULAM

- 1) G. Lekhana [MPCS]
- 2) J. Nirmaji [MPCS]
- 3) G. Mounika [MPCS]
- 4) P. Dreeja [MPCS]
- 5) S. Chandrakala [HPCS]
- 6) A. Vijay Kumar [MPCS]
- 7) D. Neela Krishna [MPCS]
- 8) P. Tulasi Rao [MPCS]
- 9) G. Saiteja [MPCS]
- 10) D. Umasri [MPCS]
- 11) M. Nagesh [MPCS]

- 12) G. Likhitha [MPCS]
- 13) S. Anusha [MECS]
- 14) K. Vasavi Lakshmi [MECS]
- 15) K. Padmavathi [MECS]
- 16) P. Mounika Durga [MECS]
- 17) B. Sujatha [MECS]
- 18) A. Manikanta [MECS]
- 19) K. Harikrishna [MECS]
- 20) D. Ganadeep [MECS]
- 21) B. Jagadeesh [MECS]



Government Degree College (M), Srikakulam



**Capacity Building Programme
on
Microsoft Power Point**

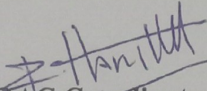
Event Organized Report

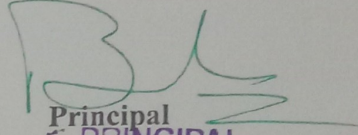
2022-23

Name of Department/ Cell	Computer Science
Name of Event Organized	Capacity Building Programme
Title of the Event	Microsoft Power Point
Date of Event Organized	12.12.2022 to 19.12.2022
Name of the coordinator of the Event	Sri. B. Raghuram, Lecturer in Computer Science
No. of Participants (Students)	21
Name of the Expert with designation	1. Sri. B. Raghuram, Lecturer in Computer Science 2. Ms. N.V.S. Sridevi Kella, Lecturer in Computer Science
Contact number & Address of the Expert	1. 8886003083 2. 9985135993
Objective of the Event	The primary goal of the event is to train the participants to how to use Microsoft Power Point for presentations.
Description of the event	On December 12, 2022, the departments of Computer Science organized have begun the one week Capacity Building Programmer (CBP) for the first year computer science students of Government Degree College for men, Srikakulam. During the CBP for one week, the subject experts Sri. B. Raghuram, Lecturer in Computer Science, and Ms. NVS Sridevi Kella, lecturer in Computer Science of the college have imparted knowledge and provided practical experience in the following topics:

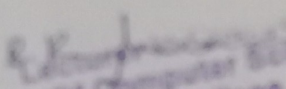
	<ol style="list-style-type: none"> 1. Introduction to Microsoft power point, the menus under Office Button (New, Open, Save, Save As, Print, and Close), and Practice session. 2. Home Menu (Clipboard, Slides, Font, Paragraph, Drawing, Editing), 3. Practice session on Home Menu (Clipboard, Slides, Font, Paragraph, Drawing, Editing), 4. Insert Menu(Tables, Illustrations, Text) 5. Practice session on Insert Menu(Tables, Illustrations, Text) 6. Design Menu (Page Setup, Themes). Practice Session on Design Menu. 7. Slide Show (start slide show). Practice Session on Slide show.
Outcome of the Event	The participants have learned the basics of Microsoft Power Point, and prepared power point presentations.

Dept. Of Computer
 Govt. Degree. College (Men)
 B. SRIKAKULAM
 Event Coordinator
 Lecturer
 Dept. Of Computer Science
 Govt. Degree. College (Men)
 SRIKAKULAM


 IQAC Coordinator


 Principal
 PRINCIPAL
 Govt. Degree College (Men)
 SRIKAKULAM

University Building Programme on Microsoft Power Point									
Participants Attendance									
Roll No.	Name	Sex	12-Nov-2022	13-Nov-2022	14-Nov-2022	15-Nov-2022	16-Nov-2022	17-Nov-2022	18-Nov-2022
1	Abhishek	M	✓	✓	✓	✓	✓	✓	✓
2	Adarsh	M	✓	✓	✓	✓	✓	✓	✓
3	Ashish	M	✓	✓	✓	✓	✓	✓	✓
4	Arjun	M	✓	✓	✓	✓	✓	✓	✓
5	Chaitanya	M	✓	✓	✓	✓	✓	✓	✓
6	Deepak	M	✓	✓	✓	✓	✓	✓	✓
7	Divya	F	✓	✓	✓	✓	✓	✓	✓
8	Harsh	M	✓	✓	✓	✓	✓	✓	✓
9	Harshita	F	✓	✓	✓	✓	✓	✓	✓
10	Heena	F	✓	✓	✓	✓	✓	✓	✓
11	Manish	M	✓	✓	✓	✓	✓	✓	✓
12	Manish	M	✓	✓	✓	✓	✓	✓	✓
13	Manish	M	✓	✓	✓	✓	✓	✓	✓
14	Manish	M	✓	✓	✓	✓	✓	✓	✓
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16	Manish	M	✓	✓	✓	✓	✓	✓	✓
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52	Manish	M	✓	✓	✓	✓	✓	✓	✓
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57	Manish	M	✓	✓	✓	✓	✓	✓	✓
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59	Manish	M	✓	✓	✓	✓	✓	✓	✓
60	Manish	M	✓	✓	✓	✓	✓	✓	✓
61	Manish	M	✓	✓	✓	✓	✓	✓	✓
62	Manish	M	✓	✓	✓	✓	✓	✓	✓
63	Manish	M	✓	✓	✓	✓	✓	✓	✓
64	Manish	M	✓	✓	✓	✓	✓	✓	✓
65	Manish	M	✓	✓	✓	✓	✓	✓	✓
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67	Manish	M	✓	✓	✓	✓	✓	✓	✓
68	Manish	M	✓	✓	✓	✓	✓	✓	✓
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72	Manish	M	✓	✓	✓	✓	✓	✓	✓
73	Manish	M	✓	✓	✓	✓	✓	✓	✓
74	Manish	M	✓	✓	✓	✓	✓	✓	✓
75	Manish	M	✓	✓	✓	✓	✓	✓	✓
76	Manish	M	✓	✓	✓	✓	✓	✓	✓
77	Manish	M	✓	✓	✓	✓	✓	✓	✓
78	Manish	M	✓	✓	✓	✓	✓	✓	✓
79	Manish	M	✓	✓	✓	✓	✓	✓	✓
80	Manish	M	✓	✓	✓	✓	✓	✓	✓
81	Manish	M	✓	✓	✓	✓	✓	✓	✓
82	Manish	M	✓	✓	✓	✓	✓	✓	✓
83	Manish	M	✓	✓	✓	✓	✓	✓	✓
84	Manish	M	✓	✓	✓	✓	✓	✓	✓
85	Manish	M	✓	✓	✓	✓	✓	✓	✓
86	Manish	M	✓	✓	✓	✓	✓	✓	✓
87	Manish	M	✓	✓	✓	✓	✓	✓	✓
88	Manish	M	✓	✓	✓	✓	✓	✓	✓
89	Manish	M	✓	✓	✓	✓	✓	✓	✓
90	Manish	M	✓	✓	✓	✓	✓	✓	✓
91	Manish	M	✓	✓	✓	✓	✓	✓	✓
92	Manish	M	✓	✓	✓	✓	✓	✓	✓
93	Manish	M	✓	✓	✓	✓	✓	✓	✓
94	Manish	M	✓	✓	✓	✓	✓	✓	✓
95	Manish	M	✓	✓	✓	✓	✓	✓	✓
96	Manish	M	✓	✓	✓	✓	✓	✓	✓
97	Manish	M	✓	✓	✓	✓	✓	✓	✓
98	Manish	M	✓	✓	✓	✓	✓	✓	✓
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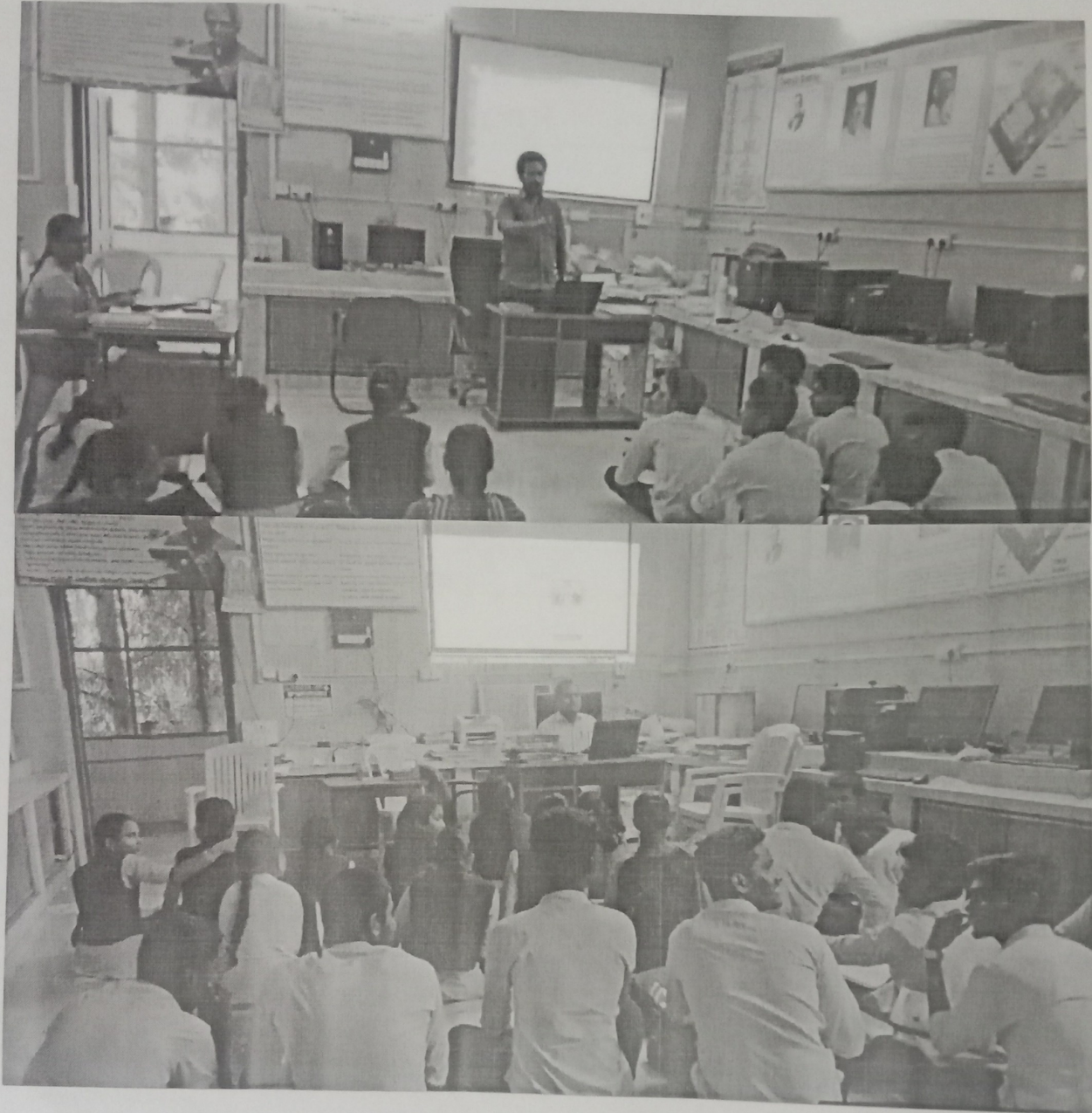

 Dept. Of Computer Science
 Govt. Degree College (Men)
 SRIKAKULAM



Government Degree College (M), Srikakulam



Event Photo Gallery





Feedback

Name of the event	CBP on microsoft powerpoint
Department	Computer Science
Date	12-12-2022 to 19-12-2022
Name of student	K. Vasavi Laxmi
Class	1 st Mecs
Mobile no.	9398055785

1. Did the event fulfil its objectives?

✓
Yes/ No

2. How useful was the event for you? (0 being Not useful and 5 Most useful)

0	1	2	3 ✓	4	5
---	---	---	-----	---	---

3. Rate the overall success of the event (0 being Not useful and 5 Most useful)

0	1	2	3 ✓	4	5
---	---	---	-----	---	---

4. List the key takeaway points from the events.

able to create powerpoint presentations
microsoft.

5. Suggestions if any

Nil

K. Vasavi Laxmi

Signature of the Student



Feedback

Name of the event	CBP on Microsoft powerpoint
Department	computer Science
Date	12-12-2022 to 19-12-2022
Name of student	S. Anusha
Class	1 st MECS
Mobile no.	8185910147

1. Did the event fulfil its objectives?



Yes/ No

2. How useful was the event for you? (0 being Not useful and 5 Most useful)

0	1	2	3	4	5
---	---	---	---	---	---

3. Rate the overall success of the event (0 being Not useful and 5 Most useful)

0	1	2	3	4	5
---	---	---	---	---	---

4. List the key takeaway points from the events.

able to create powerpoint Microsoft presentations

5. Suggestions if any

Nil

S. Anusha
Signature of the Student



Feedback

Name of the event	CBP on microsoft powerpoint
Department	Computer Science
Date	12.12.2022 to 19.12.2022
Name of student	K. padmavathi
Class	1 st mecs
Mobile no.	9866203570

1. Did the event fulfil it's objectives?

Yes/ No

2. How useful was the event for you? (0 being Not useful and 5 Most useful)

0	1	2	3	4 ✓	5
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3. Rate the overall success of the event (0 being Not useful and 5 Most useful)

0	1	2	3	4 ✓	5
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4. List the key takeaway points from the events.

Able to create powerpoint microsoft presentations

5. Suggestions if any

Nil

K. padmavathi

Signature of the Student



Consolidated Feedback

Total no. of Participants = 21

No. of participants from whom feedback is collected = 5

S.No		No. of participants graded "Yes"		No. of participants graded "No"		
		No. of participants graded - 1	No. of participants graded - 2	No. of participants graded - 3	No. of participants graded - 4	No. of participants graded - 5
1	Did the event fulfil it's objectives	6		NIL		
2		No. of participants graded - 1	No. of participants graded - 2	No. of participants graded - 3	No. of participants graded - 4	No. of participants graded - 5
3	How useful was the event for you	NIL	2	2	2	NIL
4	Rate the overall success of the event	NIL	1	2	3	NIL
5	key takeaway points from the event	Able to create powerpoint presentation				
6	Suggestions if any	NIL				

Lecturer in Charge
Coordinator
Dept. of Computer Science
Govt. Degree College (Men)
SRIKAKULAM