



Department of Computer Science

08.12.2021.

Minutes of the meeting

The department meeting was organised on 08.12.2021 in the Computer Science department, chaired by the incharge to discuss the following agenda.

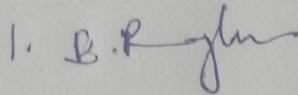
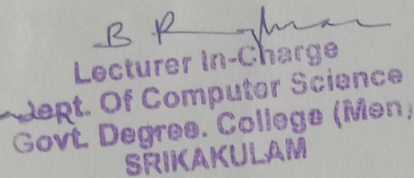
Agenda:

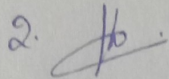
To organize a Capacity Building Programme on Microsoft Word for the students of first year computer science for a week from 13.12.2021 to 20.12.2021.

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 Word 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.  

2. 

Request Letter

Date: 09.12.2021,
Srikakulam.

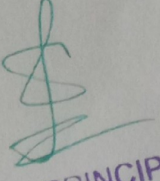
From

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

To

The Principal,
Government Degree College for Men,
Srikakulam.

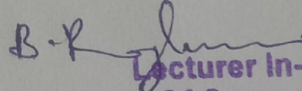
Madam/Sir,


PRINCIPAL
Govt. Degree College (Men)
SRIKAKULAM

The members of the department of Computer Science in its meeting held on 09.12.2021 in the Computer Science department passed a resolution to organise a Capacity Building Programme on Microsoft Word for the students of first year computer science from 13.12.2021 to 20.12.2021. Hence we request you to kindly grant the permission to organise the programme for a week in the computer lab.

Thanking you madam,

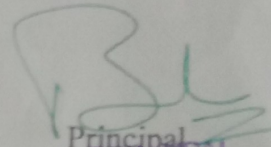
Yours Sincerely,


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

O/o The Principal,
Government Degree College (M),
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 Word from 13-12-2021 to 20-12-2021 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: 09.12.2021
Station: Srikakulam.

Signatures :

A. Tirumala Rao [MPCS]
A. Hanikanta [MPCS]
C. Soti Rajyalakshmi [MPCS]
N. Mamata [MPCS]
N. Neelachalam [MPCS]
N. SANDHYA RANI [MPCS]
P. MANASA [MPCS]
P. vivek. [MPCS]
P. DILEEP [MPCS]
S. Dhilleswari [MPCS]
S. Tejeswara Rao [MPCS]
Y. Vasuwanth kumar [MECS]

A. RAMPrasad [MECS]
A. Dileep kumar (MECS)
G. Syam [MECS]
K. Tharun Kumar (MECS)
L. pavani kumari (MECS)
N. Sai (MECS)
T. Chandu [MPCS]
S. Sameera [MPCS]



Government Degree College (M), Srikakulam



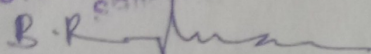
**Capacity Building Programme
on
Microsoft Word**

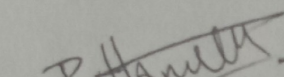
**Event Organized Report
2021-22**

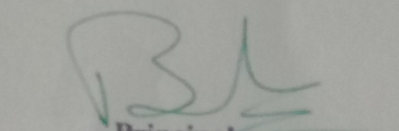
Name of Department/ Cell	Computer Science
Name of Event Organized	Capacity Building Programme
Title of the Event	Microsoft Word
Date of Event Organized	13.12.2021 to 20.12.2021
Name of the coordinator of the Event	Sri. B. Raghuram, Lecturer in Computer Science
No. of Participants (Students)	24
Name of 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 Word for Document preparation.
Description of the event	On December 13, 2021, the departments of Computer Science organized have begun the one week Capacity Building Programme (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:

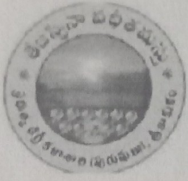
	1. Introduction to Microsoft Word, the menus under Office Button (New, Open, Save, Save As, Print, and Close), and Practice session. 2. Home Menu (Clipboard, Font, Paragraph, Styles and Editing), 3. Practice session on Home Menu (Clipboard, Slides, Font, Paragraph, Drawing, Editing), 4. Insert Menu(Pages, Tables, Illustrations, Header & Footer and Symbols) 5. Practice session on Insert Menu(Pages, Tables, Illustrations, Header & Footer and Symbols) 6. Page Layout Menu (Page Setup, Page Background and Paragraph).Practice Session on Page Layout Menu. 7. View Menu (Document Views, Zoom). Practice Session on View Menu.
Outcome of the Event	The participants have learned the basics of Microsoft Word, and prepared Documentations using MS Word.

Lecturer in-Charge
Dept. Of Computer Science
Govt. Degree. College (Men)


Event Coordinator


IQAC Coordinator

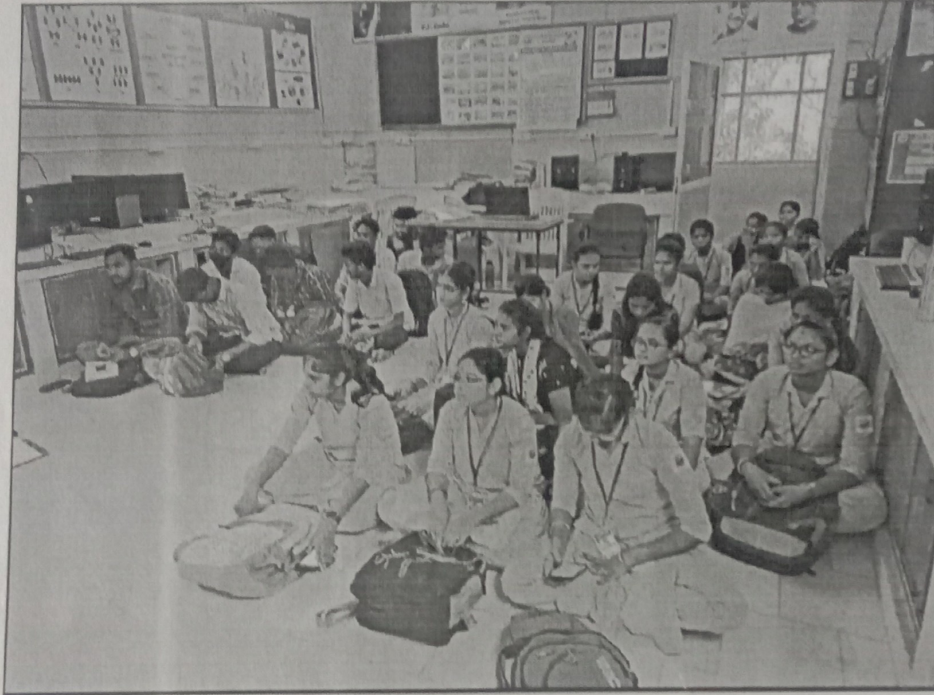

Principal
Govt. Degree College (Men)
SRIKAKULAM



Government Degree College (M), Srikakulam

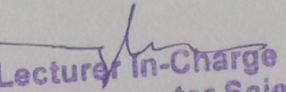


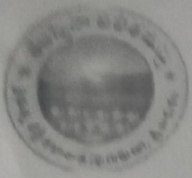
Event Photo Gallery



Government Degree College for Men
Capacity Building Programme on Microsoft Word
Participants Attendance

S.No	Name	Group	13.12.2021	14.12.2021	15.12.2021	16.12.2021	17.12.2021	18.12.2021	20.12.2021
1	ALLADA TIRUMALARAO	I BSc MPCs	P	P	P	A	P	P	P
2	ALLAMPALLI MANIKANTA	I BSc MPCs	P	A	P	P	P	P	P
3	CHODUDARI SRI RAJYALAKSHM	I BSc MPCs	P	P	A	P	P	P	P
4	NAIDU MAMATHA	I BSc MPCs	P	P	P	P	A	P	P
5	NARTHU NEELACHALAM	I BSc MPCs	P	P	P	P	A	P	P
6	NAVIRI SANDHYA RANI	I BSc MPCs	A	P	P	P	P	P	P
7	PAPPU MANASA	I BSc MPCs	P	A	P	P	P	P	P
8	PATRO VIVEK	I BSc MPCs	P	A	P	P	P	P	P
9	PEDDINTI DILEEP	I BSc MPCs	P	P	P	A	P	P	P
10	SADHU DHILLESWARI	I BSc MPCs	P	A	P	P	P	P	P
11	SAMPATHIRAO TEJESWARA RA	I BSc MPCs	P	P	P	P	P	P	P
12	YALLA YASWANTH KUMAR	I BSc MECs	P	P	P	P	P	P	A
13	AJAJANGI RAM PRASAD	I BSc MECs	P	P	P	P	P	P	A
14	ANNEPU DILEEP KUMAR	I BSc MECs	P	P	A	P	P	P	P
15	BOLAGANA DINESH	I BSc MECs	P	P	A	P	P	P	P
16	CHITTURU DILIPKUMAR	I BSc MECs	P	P	P	A	P	P	P
17	GEDELA SYAM	I BSc MECs	P	A	P	P	P	P	P
18	KOLLA THARUNKUMAR	I BSc MECs	A	P	P	P	P	P	P
19	LASA PAVANIKUMARI	I BSc MECs	P	P	P	A	P	P	P
20	LOCHARLA SAI	I BSc MECs	P	P	P	P	A	P	P
21	SHAIK TANISHA BEGUM	I BSc MECs	P	P	P	P	A	P	P
22	SIVVALA SAMEERA	I BSc MECs	P	P	P	P	A	P	P
23	TANGI SRAVANI	I BSc MECs	P	A	P	P	P	P	A
24	YENNI GOVIND RAJU	I BSc MECs	P	P	P	A	P	P	P

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



Government Degree College (M), Srikakulam



Feedback

Name of the event	Capacity building on microsoft word
Department	Computer science
Date	13.12.2021 to 20.12.2021
Name of student	P. Manasa
Class	1 st MPCS
Mobile no.	

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)

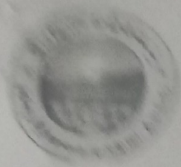
0	1	2	3	4	5 ✓
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4. List the key takeaway points from the events.

Able to use to type documents

5. Suggestions if any

P. Manasa
Signature of the Student



Feedback

Name of the event	capacity building on microsoft word
Department	computer science
Date	13-12-2021 to 20-12-2021
Name of student	y. govindasai
Class	Ist MECS
Mobile no.	

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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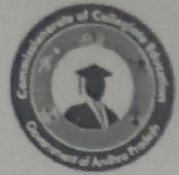
4. List the key takeaway points from the events.

5. Suggestions if any
Able to create documents using microsoft word.

y. govindasai
Signature of the Student



Government Degree College (M), Srikakulam



Feedback

Name of the event	capacity building on microsoft word
Department	computer science
Date	13.12.2021 to 20.12.2021
Name of student	N. Mamatha
Class	1st mpc.s
Mobile no.	

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.

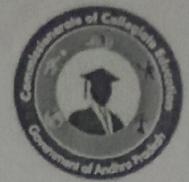
Abule to use to create word documents

5. Suggestions if any

N. Mamatha
Signature of the Student



Government Degree College (M), Srikakulam



Feedback

Name of the event	capacity building on microsoft word
Department	computer science
Date	13.12.2021 to 20.12.2021
Name of student	B. Dinesh
Class	1 st MECS
Mobile no.	

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 learn microsoft fundamentals.

5. Suggestions if any

B. Dinesh
Signature of the Student



Feedback

Name of the event	capacity building on microsoft word
Department	Computer Science
Date	13.12.2021 to 20.12.2021
Name of student	S. Sameera
Class	1 st MECS
Mobile no.	

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 word documents.

5. Suggestions if any

S. Sameera
Signature of the Student

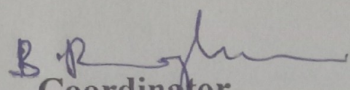


Consolidated Feedback

Total no. of Participants = 24

No. of participants from whom feedback is collected = 5

S.No		No. of participants graded "Yes"		No. of participants graded "No"		
1	Did the event fulfil its objectives	5				
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				1	4
4	Rate the overall success of the event					5
5	key takeaway points from the event	Able to use to type letters, reports and other documents.				
6	Suggestions if any					


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