

	Andhra Christian College, Guntur Affiliated to Acharya Nagarjuna University Sambasivapet main road, Guntur -522001, A. P. E mail: accollegeguntur@ymail.com website: www.accollegeguntur.com	Criterion: V
		Metric:5.1.2

5.1.2 Following Capacity development and skills enhancement activities are organized for improving students ICT/Computing skills.

2021-22

ICT/Computing skills

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		Metric: 5.1.2

A.C. College on behalf of JKC has conducted training for students in three batches during the academic year 2020-21 on DIGITAL SKILLS.

Duration & Strength details of the Batches conducted

Batch	Date of Commencement	Date Conclusion	Number of Students Attended
I	30-09-2021	14-10-2021	14
II	15-10-2021	29-10-2021	12
III	17-11-2021	31-11-2021	16




 PRINCIPAL
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 (Day, Evening & P.G)
 GUNTUR



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Metric: 5.1.2

Topics Coverage – Batch wise

JAWAHAR KNOWLEDGE CENTER					
Statement for the Month of September -2021(Batch I- 2020-21)					
S.NO	DATE	TIME			TOPIC COVERED
		FROM	TO	NO.OF HOURS	
1	30-9-2021	04.00 PM	06.00PM	2.0	Introduction to computers
2	1-10-2021	04.00 PM	06.00PM	2.0	Using keys of Key Board
3	2-10-2021	04.00AM	06.00Pm	2.0	Types of computers
4	3-10-2021	04.00AM	06.00Pm	2.0	Types of Printers
5	4-10-2021	04.00AM	06.00Pm	2.0	Types of scanners
6	5-10-2021	04.00 PM	06.00PM	2.0	Finding content and searching on web
7	6-10-2021	04.00 PM	06.00PM	2.0	MS word document creation
8	7-10-2021	04.00 PM	06.00PM	2.0	Excell sheet creation
9	8-10-2021	04.00 PM	06.00PM	2.0	Creation of PPT Slides
10	9-10-2021	04.00 PM	06.00PM	2.0	How to prepare videos
11	10-10-2021	04.00 PM	06.00PM	2.0	Naming a file,How to store data in a file
12	11-10-2021	04.00 PM	06.00PM	2.0	Practice secession on MS word
13	12-10-2021	04.00 PM	06.00PM	2.0	Practice secession on Excell sheet
14	13-10-2021	04.00 PM	06.00PM	2.0	Internet Browsing
15	14-10-2021	04.00 PM	06.00PM	2.0	How to send E-Mails
TOTAL = 30 hours					




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JAWAHAR KNOWLEDGE CENTER

Schedule for the Month of September 2021(Batch II- 2020-21)

S.No	DATE	TIME			TOPIC COVERED
		FROM	TO	No.of HOURS	
1	15-10-2021	04.00 PM	06.00PM	2.0	Key Board Usage
2	16-10-2021	04.00 PM	06.00PM	2.0	Creating tables with Query wizard
3	17-10-2021	04.00AM	06.00Pm	2.0	Blogs
4	18-10-2021	04.00AM	06.00Pm	2.0	Data Entry Form
5	19-10-2021	04.00AM	06.00Pm	2.0	Data Sorting and filters
6	20-10-2021	04.00 PM	06.00PM	2.0	Data Entry & Report Generation
7	21-10-2021	04.00 PM	06.00PM	2.0	Practical Session
8	22-10-2021	04.00 PM	06.00PM	2.0	Internet -introduction etc
9	23-10-2021	04.00 PM	06.00PM	2.0	Types of Softwares
10	24-10-2021	04.00 PM	06.00PM	2.0	Introduction to spreadsheet and data entry
11	25-10-2021	04.00 PM	06.00PM	2.0	Practical Session using DOS
12	26-10-2021	04.00 PM	06.00PM	2.0	How to down load videos and to store them
13	27-10-2021	04.00 PM	06.00PM	2.0	Practice on net browsing
14	28-10-2021	04.00 PM	06.00PM	2.0	Internet Browsing
15	29-10-2021	04.00 PM	06.00PM	2.0	How to send E-Mails
TOTAL HOURS				=	30




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Criterion: V

Metric: 5.1.2

JAWAHAR KNOWLEDGE CENTER

Schedule for the Month of November-2021 (Batch III -2020-21)

S.NO	DATE	TIME			TOPIC COVERED
		FROM	TO	NO.OF HOURS	
1	17-11-2021	04.00 PM	06.00PM	2.0	Introduction to computers
2	18-11-2021	04.00 PM	06.00PM	2.0	Using keys of Key Board
3	19-11-2021	04.00 PM	06.00PM	2.0	Types of computers
4	20-11-2021	04.00 PM	06.00PM	2.0	Types of Printers
5	21-11-2021	04.00 PM	06.00PM	2.0	Types of scanners
6	22-11-2021	04.00 PM	06.00PM	2.0	Finding content and searching on web
7	23-11-2021	04.00 PM	06.00PM	2.0	MS word document creation
8	24-11-2021	04.00 PM	06.00PM	2.0	Excell sheet creation
9	25-11-2021	04.00 PM	06.00PM	2.0	Creation of PPT Slides
10	26-11-2021	04.00 PM	06.00PM	2.0	How to prepare videos
11	27-11-2021	04.00 PM	06.00PM	2.0	Naming a file, How to store data in a file
12	28-11-2021	04.00 PM	06.00PM	2.0	Practice secession on MS word
13	29-11-2021	04.00 PM	06.00PM	2.0	Practice secession on Excell sheet
14	30-11-2021	04.00 PM	06.00PM	2.0	Practice secession on PPT
15	31-11-2021	04.00 PM	06.00PM	2.0	Data Storage methods
Total = 30 Hours					




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IInd Batch (M.P.Computers)

List of Students

S. No	Class No	Name of the student	Signature of the Student
1	1401	T Anand	T. Anand
2	1402	B Suvarna	B. Suvarna
3	1404	K Ashok	K. Ashok
4	1405	P Syam	P. Syam.
5	1407	B Ratnalar	B. Ratnalar
6	1408	R Kiran Gopi	R. Kiran Gopi
7	1410	D Nageswara Rao	D. Nageswara Rao.
8	1411	V Raraju	V. Raraju
9	1412	P Ramesh	P. Ramesh
10	1413	P Sai Kumar	P. Sai Kumar
11	1414	M Amarnadh Reddy	M. Amarnadh Reddy
12	1415	Sk Basheed	Sk. Basheed
13	1416	M Srinivas	M. Srinivas
14	1417	K Rahul Manohar	K. Rahul Manohar
15	1418	R Sri Hari	R. Sri Hari
16	1419	N Sandeep Chandra	N. Sandeep Chandra
17	1420	M Adarsh	M. Adarsh
18	1421	M Anvesh	M. Anvesh
19	1422	K Prem Chand	K. Premchand



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Criterion: V

Metric:5.1.2

Resource Person: P. Mahesh, Lecturer in computer science. Ist Batch (M.P.C)

List of Students

S.No			Signature of the Student
1	601	M Naga Sri Vaishnavi	
1	602	D Moshe Rani	D. Moshe Rani
2	604	Ch Mounika	Ch. Mounika
3	605	K Msily	K. Smily
4	607	M Suresh	Suresh
5	608	S Charles	S. Charles
6	609	P Bala Kalyan	P. Bala Kalyan
7	610	K Pawan Chand	K. Pawan Chand
8	611	S Siddu	S. Siddu
9	612	J Immanial Raju	J. Immanial Raju
10	613	S Lji	S. Lji
11	614	A Somayya	A. Somayya
12	615	M Ratna Babu	M. Ratna Babu
13	616	P Venkata Rao	P. Venkata Rao
14	617	K Praveen Kumar	K. Praveen Kumar
15	618	R Bhaktha Singh	R. Bhaktha Singh
16	620	Sk Hasan Ali	Sk. Hasan Ali
17	621	T Jaswanth Reddy	T. Jaswanth Reddy
18	622	P Bhagya Raju	P. Bhagya Raju
19	623	K Vamsi	K. Vamsi
20	624	J Jagadesh	J. Jagadesh
21	625	G Nani Babu	G. Nani Babu
22	626	T Siva Purna Chandra Babu	T. Siva Purna Chandra Babu
23	627	K Avinash Babu	K. Avinash Babu
24	628	M Siva Mahesh Naik Babu	M. Siva Mahesh Naik Babu
25	629	D Sai Kiran	D. Sai Kiran

IIIrd Batch (C.B.Z)

List of Students

S.No	Class No	Name of the student	Signature of the Student
1	931	K Manasa	K. Manasa
2	932	P Ameesh	P. Ameesh
3	933	B Nikhil Anand Vardhan	B. Nikhil
4	934	P Anusha	P. Anusha
5	935	N Elish Babu	N. Elish Babu
6	936	V Siddhu	V. Siddhu
7	937	V Manoj	V. Manoj
8	938	Y Sravani	Y. Sravani
9	939	B Samuel	B. Samuel
10	940	B Sahrudaya	B. Sahrudaya
11	941	T Asha	T. Asha
12	942	M Stevenson	M. Stevenson
13	943	D Hari Krishna Naik	D. H. K. Naik
14	944	G Charan Sundar Raj	G. Charan Sundar Raj
15	945	T Ashok Kumar	T. Ashok Kumar
16	946	P Vinay	P. Vinay
17	947	Ch Karunakar	Ch. Karunakar
18	949	M Adarsh	M. Adarsh
19	951	Y Swathi	Y. Swathi