

	<b>Andhra Christian College, Guntur</b> Affiliated to Acharya Nagarjuna University Sambasivapet main road, Guntur -522001, A. P.	<b>Criterion: V</b>
	E mail: <a href="mailto:accollegeguntur@ymail.com">accollegeguntur@ymail.com</a> website: <a href="http://www.accollegeguntur.com">www.accollegeguntur.com</a>	<b>Metric:5.1.2</b>

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

2019-20

**ICT/Computing skills**

# ANDHRA CHRISTIAN COLLEGE, GUNTUR

(Day, Evening, & P.G)

## NOTICE

13-9-2019

This is to inform to all the final year students of J.K.C, batches will commence as follows for the academic year 2019-20. Students those who are interested can contact J.K.C.Coordinator.

Batch	Starting date of Batch
I	14-09-2019
II	1-10-2019
III	11-11-2019



A handwritten signature in green ink, appearing to read "L. S. Srinivas" or similar.

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		<b>Metric: 5.1.2</b>

A.C. College on behalf of JKC has conducted training for students in three batches during the academic year 2019-20 on DIGITAL SKILLS.

**Duration & Strength details of the Batches conducted**

Batch	Date of Commencement	-	Date Conclusion	Number of Students Attended
I	14-09-2019		28-09-2019	27
II	1-10-2019		15-10-2019	26
III	11-11-2019		25-11-2019	21



  
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Metric: 5.1.2

## Topics Coverage – Batch wise

JAWAHAR KNOWLEDGE CENTER					
Statement for the Month of September -2019( Batch I- 2019-20)					
S.NO	DATE	TIME			TOPIC COVERED
		FROM	TO	NO.OF HOURS	
1	14-9-2019	04.00 PM	06.00PM	2.0	Introduction to computers
2	15-09-2019	04.00 PM	06.00PM	2.0	Using keys of Key Board
3	16-09-2019	04.00AM	06.00PM	2.0	Types of computers
4	17-09-2019	04.00AM	06.00PM	2.0	Types of Printers
5	18-09-2019	04.00AM	06.00PM	2.0	Types of scanners
6	19-09-2019	04.00 PM	06.00PM	2.0	Finding content and searching on web
7	20-09-2019	04.00 PM	06.00PM	2.0	MS word document creation
8	21-09-2019	04.00 PM	06.00PM	2.0	Excell sheet creation
9	22-09-2019	04.00 PM	06.00PM	2.0	Creation of PPT Slides
10	23-09-2019	04.00 PM	06.00PM	2.0	How to prepare videos
11	24-09-2019	04.00 PM	06.00PM	2.0	Naming a file,How to store data in a file
12	25-09-2019	04.00 PM	06.00PM	2.0	Practice secession on MS word
13	26-09-2019	04.00 PM	06.00PM	2.0	Practice secession on Excell sheet
14	27-09-2019	04.00 PM	06.00PM	2.0	Internet Browsing
15	28-09-2019	04.00 PM	06.00PM	2.0	How to send E-Mails
TOTAL = 30 hours					



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Criterion: V

Metric: 5.1.2

## JAWAHAR KNOWLEDGE CENTER

### Schedule for the Month of October 2021 (Batch II- 2019-20)

S.No	DATE	TIME			TOPIC COVERED
		FROM	TO	No.of HOURS	
1	1-10-2019	04.00 PM	06.00PM	2.0	Key Board Usage
2	2-10-2019	04.00 PM	06.00PM	2.0	Creating tables with Query wizard
3	3-10-2019	04.00AM	06.00PM	2.0	Blogs
4	4-10-2019	04.00AM	06.00PM	2.0	Data Entry Form
5	5-10-2019	04.00AM	06.00PM	2.0	Data Sorting and filters
6	6-10-2019	04.00 PM	06.00PM	2.0	Data Entry & Report Generation
7	7-10-2019	04.00 PM	06.00PM	2.0	Practical Session
8	8-10-2019	04.00 PM	06.00PM	2.0	Internet -introduction etc
9	9-10-2019	04.00 PM	06.00PM	2.0	Types of Softwares
10	10-10-2019	04.00 PM	06.00PM	2.0	Introduction to spreadsheet and data entry
11	11-10-2019	04.00 PM	06.00PM	2.0	Practical Session using DOS
12	12-10-2019	04.00 PM	06.00PM	2.0	How to down load videos and to store them
13	13-10-2019	04.00 PM	06.00PM	2.0	Practice on net browsing
14	14-10-2019	04.00 PM	06.00PM	2.0	Internet Browsing
15	15-10-2019	04.00 PM	06.00PM	2.0	How to send E-Mails
TOTAL HOURS				=	30



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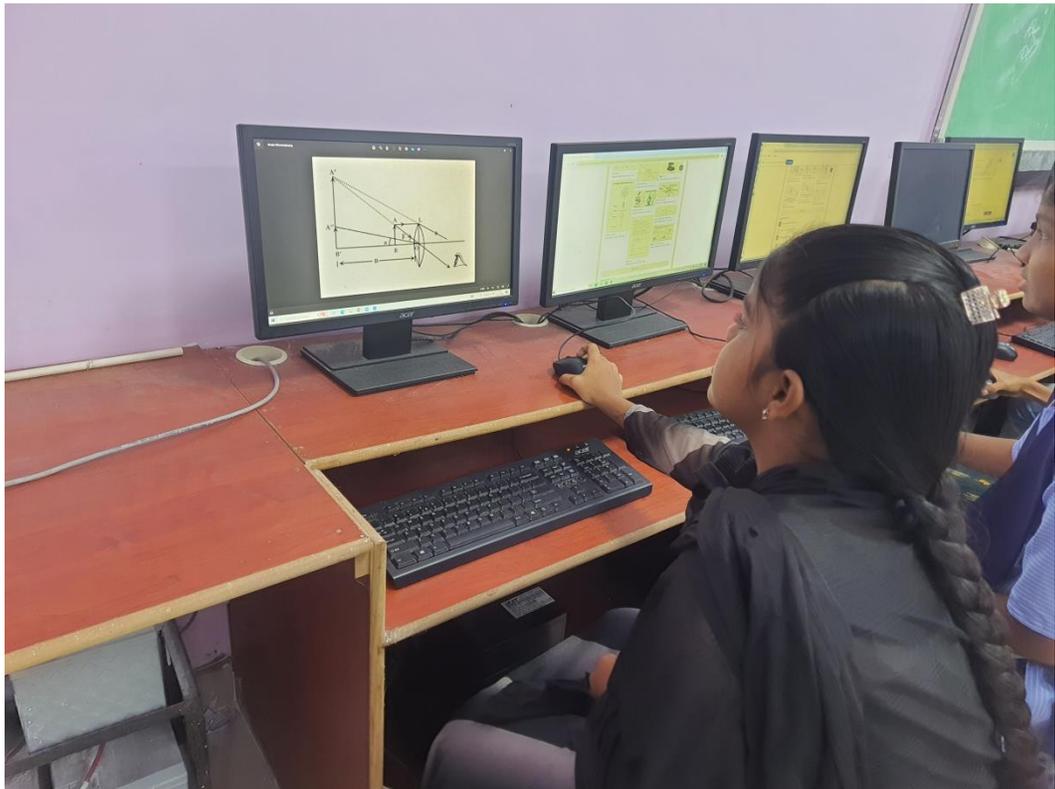
### JAWAHAR KNOWLEDGE CENTER

#### Schedule for the Month of November-2019 (Batch III -2019-20)

S.NO	DATE	TIME			TOPIC COVERED
		FROM	TO	NO.OF HOURS	
1	11-11-2019	04.00 PM	06.00PM	2.0	Introduction to computers
2	12-11-2019	04.00 PM	06.00PM	2.0	Using keys of Key Board
3	13-11-2019	04.00 PM	06.00PM	2.0	Types of computers
4	14-11-2019	04.00 PM	06.00PM	2.0	Types of Printers
5	15-11-2019	04.00 PM	06.00PM	2.0	Types of scanners
6	16-11-2019	04.00 PM	06.00PM	2.0	Finding content and searching on web
7	17-11-2019	04.00 PM	06.00PM	2.0	MS word document creation
8	18-11-2019	04.00 PM	06.00PM	2.0	Excell sheet creation
9	19-11-2019	04.00 PM	06.00PM	2.0	Creation of PPT Slides
10	20-11-2019	04.00 PM	06.00PM	2.0	How to prepare videos
11	21-11-2019	04.00 PM	06.00PM	2.0	Naming a file, How to store data in a file
12	22-11-2019	04.00 PM	06.00PM	2.0	Practice secession on MS word
13	23-11-2019	04.00 PM	06.00PM	2.0	Practice secession on Excell sheet
14	24-11-2019	04.00 PM	06.00PM	2.0	Practice secession on PPT
15	25-11-2019	04.00 PM	06.00PM	2.0	Data Storage methods
Total = 30 Hours					



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## II<sup>nd</sup> Batch (C.B.Z)

### List of Students

S.No	Class.No	Name of the Student	Signature of the Student
1	901	K. Pranitha	K. Pranitha
2	902	P. Hemeema	P. Hemeema
3	903	J. Keerthi	J. Keerthi
4	904	P. Arogya Mary	P. Arogya Mary
5	905	T. Mounika	T. Mounika
6	906	P. Sumathi	P. Sumathi
7	907	D. Saisri	D. Saisri
8	908	G. Madhurima	G. Madhurima
9	909	N. Sowmya	N. Sowmya
10	910	K. Krupa Nidhi	K. Krupa Nidhi
11	911	E. Surya	E. Surya
12	912	B. Vijaya Kumar	B. Vijaya Kumar
13	913	A. Baji Babu	A. Baji Babu
14	914	B. Sunil	B. Sunil
15	915	M. Harsha Vardhan	M. Harsha Vardhan
16	916	M. Pavan Kalyan	M. Pavan Kalyan
17	917	M. Bhanu Prakash	M. Bhanu Prakash
18	919	R. Krupa Rao	R. Krupa Rao
19	920	V. Ramanjaneyulu Naik	V. Ramanjaneyulu Naik
20	921	P.V. Durga Prasad	P.V. Durga Prasad
21	922	K. Sirisha Pal	K. Sirisha Pal
22	923	B. China Ram Babu	B. China Ram Babu
23	924	K. Mallika	K. Mallika
24	928	L.R. Mehdiyanazish	L.R. Mehdiyanazish
25	929	N. Prathibha	N. Prathibha
26	930	N. Madhuri	N. Madhuri

III<sup>rd</sup> Batch ( B.Com ) (T.M)

List of Students

S.No	Class No	Name of the student	Signature of the Student
1	502	V. Nagendram	V. Nagendram
2	503	P. Bhavani	P. Bhavani
3	511	L. Koteswara Rao	L. Koteswara Rao
4	512	M. Raj Kumar	M. Raj Kumar
5	513	P. Nasar Babu	P. Nasar Babu
6	514	N. Arun Kumar	N. Arun Kumar
7	515	I. Adinarayana	I. Adinarayana
8	516	D. Venkata Sai	D. Venkata Sai
9	518	P. Lakshmi Narayana	P. L. Narayana
10	519	K. Dasu	K. Dasu
11	521	J. Ramesh	J. Ramesh
12	522	M. Raju	M. Raju
13	523	N. Venkatapathi Raju	N. Venkatapathi Raju
14	524	K. Veera Swami	K. Veera Swami
15	525	B. Sunil	B. Sunil
16	526	L. Ravi Kumar	L. Ravi Kumar
17	527	D. Anji Kumar	D. Anji Kumar
18	528	B. Prasanth Kumar	B. Prasanth Kumar
19	529	P. Naga Malleswara Rao	P. N. Malleswara Rao
20	530	M. Rosaiah	M. Rosaiah
21	531	N. Madhu	N. Madhu



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Criterion: V

Metric: 5.1.2

Resource Person: P. Mahesh, Lecturer in computer science. I<sup>st</sup> Batch (M.P.C)

## List of Students

S.No	Class No	Name of the student	Signature of the Student
1	601	T. Divya Bharathi	T. Divya Bharathi
2	602	Sk. Shakeena	Sk. Shakeena
3	603	D. Priya Geeta Reddy	D. Priya Geeta Reddy
4	604	M. Anusha	M. Anusha
5	605	M. Nakshatram	M. Nakshatram*
6	606	D. Kiran Bedi	D. Kiran Bedi
7	607	B. Sharoni	B. Sharoni
8	608	K. Saibabu	K. Saibabu
9	609	K. Srikanth	K. Srikanth
10	610	K. Siva Sankar	K. Siva Sankar
11	611	I. Devasahayam	I. Devasahayam
12	612	D. Sunny Kumar	D. Sunny Kumar
13	613	P. Anil	P. Anil
14	614	D. Prasanth Kumar	D. Prasanth Kumar
15	615	J. Bujji	J. Bujji
16	616	D. Satish Babu	D. Satish Babu
17	618	G. Siva	G. Siva
18	619	T. Bharath	T. Bharath
19	620	D. Badri	D. Badri
20	621	V. Revanth Kumar	V. Revanth Kumar
21	622	M. Pitchaiah	M. Pitchaiah
22	624	D. Nageswara Rao	D. Nageswara Rao
23	625	B. Raju	B. Raju
24	626	B. Pavan Kumar	B. Pavan Kumar
25	628	K. Ramesh	K. Ramesh
26	629	P. Joji Babu	P. Joji Babu
27	630	Ch. Vinod Kumar	Ch. Vinod Kumar