

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

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

2022-23

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 2022-23 on DIGITAL SKILLS.

Duration & Strength details of the Batches conducted

Batch	Date of Commencement	-	Date Conclusion	Number of Students Attended
I	01-07-2022		31-07-2022	22
II	01-08-2022		31-08-2022	21
III	01-09-2022		30-09-2022	21




PRINCIPAL
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Topics Coverage – Batch wise

JAWAHAR KNOWLEDGE CENTER					
Statement for the Month of JULY -2022(Batch I- 2022-23)					
S.NO	DATE	TIME			TOPIC COVERED
		FROM	TO	NO.OF HOURS	
1	1-7-2022	04.00 PM	06.00PM	2.0	Introduction to computers
2	2-7-2022	04.00 PM	06.00PM	2.0	Using keys of Key Board
3	3-7-2022	04.00AM	06.00PM	2.0	Types of computers
4	4-7-2022	04.00AM	06.00PM	2.0	Types of Printers
5	5-7-2022	04.00AM	06.00PM	2.0	Types of scanners
6	6-7-2022	04.00 PM	06.00PM	2.0	Finding content and searching on web
7	7-7-2022	04.00 PM	06.00PM	2.0	MS word document creation
8	8-7-2022	04.00 PM	06.00PM	2.0	Excell sheet creation
9	9-7-2022	04.00 PM	06.00PM	2.0	Creation of PPT Slides
10	10-7-2022	04.00 PM	06.00PM	2.0	How to prepare videos
11	11-7-2022	04.00 PM	06.00PM	2.0	Naming a file,How to store data in a file
12	12-7-2022	04.00 PM	06.00PM	2.0	Practice secession on MS word
13	13-7-2022	04.00 PM	06.00PM	2.0	Practice secession on Excell sheet
14	14-7-2022	04.00 PM	06.00PM	2.0	Internet Browsing
15	15-7-2022	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 August 2022(Batch II- 2022-23)

S.No	DATE	TIME			TOPIC COVERED
		FROM	TO	No.of HOURS	
1	1-8-2022	04.00 PM	06.00PM	2.0	Key Board Usage
2	2-8-2022	04.00 PM	06.00PM	2.0	Creating tables with Query wizard
3	3-8-2022	04.00AM	06.00PM	2.0	Blogs
4	4-8-2022	04.00AM	06.00PM	2.0	Data Entry Form
5	5-8-2022	04.00AM	06.00PM	2.0	Data Sorting and filters
6	6-8-2022	04.00 PM	06.00PM	2.0	Data Entry & Report Generation
7	7-8-2022	04.00 PM	06.00PM	2.0	Practical Session
8	8-8-2022	04.00 PM	06.00PM	2.0	Internet -introduction etc
9	9-8-2022	04.00 PM	06.00PM	2.0	Types of Softwares
10	10-8-2022	04.00 PM	06.00PM	2.0	Introduction to spreadsheet and data entry
11	11-8-2022	04.00 PM	06.00PM	2.0	Practical Session using DOS
12	12-8-2022	04.00 PM	06.00PM	2.0	How to down load videos and to store them
13	13-8-2022	04.00 PM	06.00PM	2.0	Practice on net browsing
14	14-8-2022	04.00 PM	06.00PM	2.0	Internet Browsing
15	15-8-2022	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 SEPTEMBER-2022 (Batch III -2022-23)

S.NO	DATE	TIME			TOPIC COVERED
		FROM	TO	NO.OF HOURS	
1	1-9-2022	04.00 PM	06.00PM	2.0	Introduction to computers
2	2-9-2022	04.00 PM	06.00PM	2.0	Using keys of Key Board
3	3-9-2022	04.00 PM	06.00PM	2.0	Types of computers
4	4-9-2022	04.00 PM	06.00PM	2.0	Types of Printers
5	5-9-2022	04.00 PM	06.00PM	2.0	Types of scanners
6	6-9-2022	04.00 PM	06.00PM	2.0	Finding content and searching on web
7	7-9-2022	04.00 PM	06.00PM	2.0	MS word document creation
8	8-9-2022	04.00 PM	06.00PM	2.0	Excell sheet creation
9	9-9-2022	04.00 PM	06.00PM	2.0	Creation of PPT Slides
10	10-9-2022	04.00 PM	06.00PM	2.0	How to prepare videos
11	11-9-2022	04.00 PM	06.00PM	2.0	Naming a file, How to store data in a file
12	12-9-2022	04.00 PM	06.00PM	2.0	Practice secession on MS word
13	13-9-2022	04.00 PM	06.00PM	2.0	Practice secession on Excell sheet
14	14-9-2022	04.00 PM	06.00PM	2.0	Practice secession on PPT
15	15-9-2022	04.00 PM	06.00PM	2.0	Data Storage methods
Total = 30 Hours					




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Metric: 5.1.2

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

S.No	Class No	Name of the Student	Signature of the Student
1	601	B. Shyam Kumar	B. Shyam Kumar
2	602	B. Naveen Kumar	B. Naveen Kumar
3	603	G. Naga Raju	G. Naga Raju
4	604	B. Naresh	B. Naresh
5	605	M. Mahendra Babu	M. Mahendra Babu
6	606	N. Gopi Naik	N. Gopi Naik
7	608	N. Prem Babu	N. Prem Babu
8	609	S. Revanth Siva	S. Revanth Siva
9	610	M. Nageswara Rao	M. Nageswara Rao
10	611	Nithin Chandra Reddy	Nithin Chandra Reddy
11	613	Sk. Abid Hussain	Sk. Abid Hussain
12	614	B. Vijaya Varma	B. Vijaya Varma
13	618	K. Murali	K. Murali
14	620	M. Bharath Naik	M. Bharath Naik
15	621	Sk. Meeravali	Sk. Meeravali
16	622	T. Jagadeesh	T. Jagadeesh
17	623	K. Chaitanya	K. Chaitanya
18	624	P. Raju	P. Raju
19	625	Y. Prem Kumar	Y. Prem Kumar
20	626	R. Sai Kumar	R. Sai Kumar
21	627	V. Ganesh	V. Ganesh
22	628	T. Anil	T. Anil

IInd Batch (M.P.Computers)

S.No	Class No	Name of the student	Signature of the Student
1	1401	P. Thamas	P. Thamas
2	1402	K. Guravaiah	K. Guravaiah
3	1403	G. KinSingh	G. KinSingh
4	1404	M. Koteswar Rao	M. Koteswar Rao
5	1405	B. Kim Koushik	B. Kim Koushik
6	1407	B. John Pal	B. John Pal
7	1408	P. Sammera	P. Sammera
8	1409	A. Ravi Kumar	A. Ravi Kumar
9	1410	D. Harshini	D. Harshini
10	1411	S. Santhosh Kumar	S. Santhosh Kumar
11	1412	B. Yestheru Babu	B. Yestheru Babu
12	1415	N. Maheswar Reddy	N. Maheswar Reddy
13	1416	K. Devi Harshini	K. Devi Harshini
14	1417	K. Vyshnavi	K. Vyshnavi
15	1418	D. Durga Rao	D. Durga Rao
16	1419	V. Mahesh Babu	V. Mahesh Babu
17	1420	G. Srinu	G. Srinu
18	1421	T. Charan Tejeswar Reddy	T. Charan Tejeswar Reddy
19	1423	K. John Wesley	K. John Wesley
20	1424	M. Gopi Chand	M. Gopi Chand
21	1423	V. Pushparaju	V. Pushparaju

IIIrd Batch (C.B.Z)

S.No	Class No	Name of the student	Signature of the Student
1	901	N. Pravallika	N. Pravallika
2	903	M. Raj Kumar	Rajkumar
3	904	N. Sushanth	N. Sushanth
4	905	G. Pawan Kumar	G. Pawan Kumar.
5	907	B. Gowtham Kumar	B. Gowtham Kumar
6	908	Ch. Bharath kumar	Ch. Bharath. Kumar
7	909	K. Sandeep	Sandeep
8	911	V. Alex	V. Alex.
9	913	N. Jyothi Varshini	N. Jyothi. Varshini:
10	914	J. Gopi	J. Gopi
11	915	K. Sandeep	K. Sandeep
12	916	Sk. Shaheena	Sk. Shaheena
13	917	Z. Gurappadu	Z. Gurappadu.
14	918	Sk. Jani Basha	Sk. Jani Basha.
15	920	E. Ratna Kumar	E. Ratna Kumar.
16	921	D. Sudheer	D. Sudheer.