

	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.

2018-19

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 2018-19 on DIGITAL SKILLS.

Duration & Strength details of the Batches conducted

Batch	Date of Commencement	- Date Conclusion	Number of Students Attended
I	1-09-2018	15-09-2018	24
II	1-10-2018	15-10-2018	21
III	12-11-2019	26-11-2019	19




 PRINCIPAL
 ANDHRA CHRISTIAN COLLEGE
 (Day, Evening & P.G)
 GUNTUR

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Topics Coverage – Batch wise

JAWAHAR KNOWLEDGE CENTER					
Statement for the Month of September -2018 (Batch I- 2018-19)					
S.NO	DATE	TIME			TOPIC COVERED
		FROM	TO	NO.OF HOURS	
1	1-9-2018	04.00 PM	06.00PM	2.0	Introduction to computers
2	2-09-2018	04.00 PM	06.00PM	2.0	Using keys of Key Board
3	3-09-2018	04.00AM	06.00PM	2.0	Types of computers
4	4-09-2018	04.00AM	06.00PM	2.0	Types of Printers
5	5-09-2018	04.00AM	06.00PM	2.0	Types of scanners
6	6-09-2018	04.00 PM	06.00PM	2.0	Finding content and searching on web
7	7-09-2018	04.00 PM	06.00PM	2.0	MS word document creation
8	8-09-2018	04.00 PM	06.00PM	2.0	Excell sheet creation
9	9-09-2018	04.00 PM	06.00PM	2.0	Creation of PPT Slides
10	10-09-2018	04.00 PM	06.00PM	2.0	How to prepare videos
11	11-09-2018	04.00 PM	06.00PM	2.0	Naming a file,How to store data in a file
12	12-09-2018	04.00 PM	06.00PM	2.0	Practice secession on MS word
13	13-09-2018	04.00 PM	06.00PM	2.0	Practice secession on Excell sheet
14	14-09-2018	04.00 PM	06.00PM	2.0	Internet Browsing
15	15-09-2018	04.00 PM	06.00PM	2.0	How to send E-Mails
TOTAL = 30 hours					




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		Metric:5.1.2

JAWAHAR KNOWLEDGE CENTER					
Schedule for the Month of October2018(Batch II- 2018-19)					
S.No	DATE	TIME			TOPIC COVERED
		FROM	TO	No.of HOURS	
1	1-10-2018	04.00 PM	06.00PM	2.0	Key Board Usage
2	2-10-2018	04.00 PM	06.00PM	2.0	Creating tables with Quarry wizard
3	3-10-2018	04.00AM	06.00PM	2.0	Blogs
4	4-10-2018	04.00AM	06.00PM	2.0	Data Entry Form
5	5-10-2018	04.00AM	06.00PM	2.0	Data Sorting and filters
6	6-10-2018	04.00 PM	06.00PM	2.0	Data Entry & Report Generation
7	7-10-2018	04.00 PM	06.00PM	2.0	Practical Session
8	8-10-2018	04.00 PM	06.00PM	2.0	Internet -introduction etc
9	9-10-2018	04.00 PM	06.00PM	2.0	Types of Softwares
10	10-10-2018	04.00 PM	06.00PM	2.0	Introduction to spreadsheet and data entry
11	11-10-2018	04.00 PM	06.00PM	2.0	Practical Session using DOS
12	12-10-2018	04.00 PM	06.00PM	2.0	How to down load videos and to store them
13	13-10-2018	04.00 PM	06.00PM	2.0	Practice on net browsing
14	14-10-2018	04.00 PM	06.00PM	2.0	Internet Browsing
15	15-10-2018	04.00 PM	06.00PM	2.0	How to send E-Mails
TOTAL HOURS				=	30




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		Metric:5.1.2

JAWAHAR KNOWLEDGE CENTER					
Schedule for the Month of November-2018 (Batch III -2018-19)					
S.NO	DATE	TIME			TOPIC COVERED
		FROM	TO	NO.OF HOURS	
1	1-11-2018	04.00 PM	06.00PM	2.0	Introduction to computers
2	2-11-2018	04.00 PM	06.00PM	2.0	Using keys of Key Board
3	3-11-2018	04.00 PM	06.00PM	2.0	Types of computers
4	4-11-2018	04.00 PM	06.00PM	2.0	Types of Printers
5	5-11-2018	04.00 PM	06.00PM	2.0	Types of scanners
6	6-11-2018	04.00 PM	06.00PM	2.0	Finding content and searching on web
7	7-11-2018	04.00 PM	06.00PM	2.0	MS word document creation
8	8-11-2018	04.00 PM	06.00PM	2.0	Excell sheet creation
9	9-11-2018	04.00 PM	06.00PM	2.0	Creation of PPT Slides
10	10-11-2018	04.00 PM	06.00PM	2.0	How to prepare videos
11	11-11-2018	04.00 PM	06.00PM	2.0	Naming a file, How to store data in a file
12	12-11-2018	04.00 PM	06.00PM	2.0	Practice secession on MS word
13	13-11-2018	04.00 PM	06.00PM	2.0	Practice secession on Excell sheet
14	14-11-2018	04.00 PM	06.00PM	2.0	Practice secession on PPT
15	15-11-2018	04.00 PM	06.00PM	2.0	Data Storage methods
Total = 30 Hours					




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website: www.accollegeguntur.com

Criterion: V

Metric:5.1.2

2018-19

Resource Person: D. Mahesh, Lecturer in computer science. Ist Batch B.Com)

List of Students

S.No	Class No	Name of the student	Signature of the Student
1	401	M. Triveni	M. Triveni
2	402	D. Sirisha	D. Sirisha
3	403	P. Prity Priscilla	P. Prity Priscilla
4	404	N. Sri Lakshmi	N. Sri Lakshmi
5	405	V. Mariya	V. Mariya
6	406	P. Sudha Rani	P. Sudha Rani
7	407	D. Salman Raju	D. Salman Raju
8	409	P. Bala Durgaiah	P. Bala Durgaiah
9	410	K. Venkateswarlu	K. Venkateswarlu
10	412	K. Mahesh	K. Mahesh
11	413	P. Saloman Raju	P. Saloman Raju
12	414	P. Chandra Mohan	P. Chandra Mohan
13	415	J. Bhargav	J. Bhargav
14	416	E. Balu Naik	E. Balu Naik
15	417	B. Sudheer	B. Sudheer
16	418	G. Koteswara Rao	G. Koteswara Rao
17	419	P. Vijaya Babu	P. Vijaya Babu
18	420	Ch. Venkata Krishna	CH. VENKATA KRISHNA
19	421	R. Lakshmu Naidu	R. Lakshmu Naidu
21	422	Sk. Jakeer Hussain	Sk. Jakeer Hussain
22	423	V. Yesu Babu	V. Yesu Babu
23	424	V. Raja	V. Raja
24	425	M. Bharath	M. Bharath

IIIrd Batch B.Sc

List of Students

S.No	Class No	Name of the student	Signature of the Student
1	602	K. Bangaru Rani	K. Bangaru Rani
2	610	K. Amara Rama Krishna	K. Amara Rama Krishna
3	611	P. Raju	P. Raju
4	612	T. Naveen Kumar	T. Naveen Kumar
5	614	D. Dargavali	D. Dargavali
6	615	E. Trivikram	E. Trivikram
7	616	K. Gopi	K. Gopi
8	617	S. Gopinadh	S. Gopinadh
9	618	R. Janu Naik	R. Janu Naik
10	619	R. Vamsi	R. Vamsi
11	620	L. Chinnam Naidu	L. Chinnam Naidu
12	621	M. Naga Naik	M. Naga Naik
13	622	A. Vijay Kumar	A. Vijay Kumar
14	624	M. Gowtham Siddartha	M. Gowtham Siddartha
15	625	Y. Vara Kumar	Y. Vara Kumar
16	626	B. Mahesh Babu	B. Mahesh Babu
17	627	M. Rajesh	M. Rajesh
18	628	K. Mahesh Babu	K. Mahesh Babu
19	629	Y. Rama Krishna Reddy	Y. Rama Krishna Reddy

IInd Batch (B.Com) (T.M)

List of Students

S.No	Class No	Name of the Student	Signature of the Student
1	501	R. Nagamalleswara Rao	R. Nagamalleswara Rao
2	502	G. Anil	G. Anil
3	503	B. Poojitha	B. Poojitha
4	504	K. Koteswara Rao	K. Koteswara Rao
5	505	K. Mariya Kumar	K. Mariya Kumar
6	506	P. Sreenu	P. Sreenu
7	507	T. Lumbini	T. Lumbini
8	508	K. Hari Pothu Raju	K. Hari Pothu Raju
9	509	A. Sandhya Rani	A. Sandhya Rani
10	510	M. Venkata Lakshmi	M. Venkata Lakshmi
11	511	K. Hanuman Nayak	K. Hanuman Nayak
12	513	P. Ram Babu	P. Ram Babu
13	514	T. Venkata Lakshmi	T. Venkata Lakshmi
14	515	S. Anand	S. Anand
15	516	Ch. Priyanka	CH. PRIYANKA
16	517	S. Satish Kumar	S. Satish Kumar
17	518	M. Ram Babu	M. Ram Babu
18	519	V. Anvesh Babu	V. Anvesh Babu
19	520	A. Sambasiva Rao	A. Sambasiva Rao
20	521	P. Swarupa	P. Swarupa
21	522	B. Chandra Sekhar	B. Chandra Sekhar