SIVA SIVANI DEGREE COLLEGE

(Affiliated to Osmania University)

UG Block Vensai Projects, Kompally, Secunderabad, Telangana - 500100.

Celebrating 60 Years

Cycle-1 NAAC Accrediation 2023

Criteria 6 - Governance, Leadership and Management

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Submitted to

National Assessment and Accreditation Council

Development Program for Non teaching staff on 'Computer Skills- MS Office'

Lr.No: SSDC/2023/IQAC/FDP/1.4

Date:4/09/2023

CIRCULAR

A Faculty Development Programme for non-teaching staff is scheduled on 12th September 2023 on the topic ' **Computer Skills-MS office'.** The meeting is scheduled at Seminar Hall. All non- teaching faculty members are requested to assemble in the hall at 10 AM. Mr. Y.Anand Reddy, IQAC Coordinator will take the session .

PRINCIPAL
Siva Sivani Degree College
Kompally,Medchal-Malkajgiri(Dt)-500100

Copy to: -

1. To circulate among all students and staff groups.

2. Mr Anand Reddy Y, IQAC, Coordinator

3. File

PRINCIPAL
Siva Sivani Degree College
Kompally,Medchal-Malkajgiri(Dt)-500100

Siva Sivani Degree College, Kompally

Faculty Development Programme on Computer Skills

Sl.No	Name	Designation	Signature
1.	Mrs.Mamatha p	Principal	
2	Mr.Ananda Reddy Y	IQAC Coordinator	
3.	Mrs.Sindhuja	Office Staff	
4.	Ms.Sathya	Office Staff	
5	Mr.Khushro	Office Staff	
6	Mr.Monish	Office Staff	
7.	Ms.Sravani	Office Staff	
8	Mrs.Sarada	Office Staff	
9	Mr.Ajendar Singh	Office Staff	

PRINCIPAL
Siva Sivani Degree College
Kompally,Medchal-Malkajgiri(Dt)-500100

Report on Workshop on 8th September 2023, organized by IQAC

This report is an outline of the Non Teaching staff Development Programme that was conducted on 8^{h} September 2023. This Programme was arranged by IQAC especially for non-teaching staff. This Workshop was on the topic ' Computer Skills-MS office'.

Objective

The primary objective of this Faculty Development Programme for non-teaching faculty is to improve their computer knowledge and skills .This includes different sessions for developing their advanced computer skills.

Agenda

- Introduction to Computer skills
- Basic computer skills to be developed.
- Introduction to the tools that will be useful for office work.
- Role of Different Applications.
- New innovative ways to reduce work stress.

Mr. Y.Anand Reddy Y, IQAC Coordinator, provided an interesting session on 'Authoring and Publishing articles'.

Program Overview

- An account on Computer Skills
- Different computer skills to be developed for improving their work
- Several tools that will help in office work.
- New innovative ways to reduce work stress using computers .
- Benefits of having Computer knowledge in a college.

PRINCIPAL
Siva Sivani Degree College
Kompally,Medchal-Malkajgiri(Dt)-500100

Conclusion

This workshop focused on Computer Skills. This was an eye-opener for all non-teaching staff to perform more with the help of computer skills and knowledge. They were impressed by the session lead by Mr.Y.Anand Reddy.

PRINCIPAL
Siva Sivani Degree College
Kompally,Medchal-Malkajgiri(Dt)-500100