



SIVA SIVANI DEGREE COLLEGE

(Affiliated to Osmania University)

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



Cycle-1 NAAC Accreditation 2023

Criteria 5 – Student Support and Progression

5.1 Student Support

5.1.2: Capacity building and skills enhancement initiatives taken by the institution include the following

- 1. Soft skills*
- 2. Language and communication skills*
- 3. Life skills (Yoga, physical fitness, health and hygiene)*
- 4. ICT/computing skills*

Submitted to



National Assessment and Accreditation Council



S. P. Sampathy's Siva Sivani Educational Society (2906/97)

SIVA SIVANI DEGREE COLLEGE

(Affiliated to Osmania University)

COMPUTING SKILLS (2020-21)

SNO	Name of the capability development and skills enhancement program	Number of students enrolled	Name of the experts
1	Python Programming	107	Mr. Venkateswarlu, Dept. of Comp. Sci, SSDC, Kompally
2	MS-office Tools (MS-Word)	107	Mr. C. Santhosh Kumar Reddy, Dept. of Comp. Sci, SSDC, Kompally



H - 44, Kompally, Secunderabad - 500 100, Telangana, INDIA
Mobile: - +91-9247048112. Website: ssdc.ac.in

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



SIVA SIVANI DEGREE COLLEGE

Affiliated to the Osmania University, Hyderabad
Kompally, Secunderabad, Telangana 500100

Courses on

ICT/Computing Skills (Python Programming)

Conducted on

27-01-2021

Who can participate:

Registered III Year Students

Certificate will be provided for all
active participants.

RESOURCE PERSON

Mr. G.Venkateshwarlu
Dept. of Comp.Science
SSDC, Kompally

About College:

A brain child of the dynamic Sri. S.P.Sampathy, Siva Sivani Degree College (SSDC) was established in the year 2002. Affiliated to the Osmania University which has a rich legacy of imparting quality education. A part of the S.P. Sampathy's Siva Sivani Group of Institutions, whose founder late Sri. S.P.Sampathy and the cofounder Smt. S. Aarathy, presently the president and the chief executive of the group, have had the experience of establishing and running world class educational institutions for nearly 61 years, SSDC, has dutifully traversed on the path hitherto used by the other group institutions and has carved a niche for itself in the arena of under graduate education in a span of 21 years of timeless efforts.

Objectives of the program

- .The object of Python programming is to provide a versatile, easy-to-learn, and powerful language that meets the diverse needs of developers across different domains.



Mamata

PRINCIPAL

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



Date: 25-01-2021

CIRCULAR

The students of our college are hereby informed that we are planning to conduct a Program on Python Programming on 27-01-2021 at 10 AM by Mr.Venkateswarlu, Dept. of Comp.Sci,SSDC, Kompally, at Seminar Hall. All the students are informed to attend the program without fail.

Copy to:

1. All the HODs
2. Notice Board
3. File



Mamathap
Principal
PRINCIPAL
Siva Sivani Degree College
Kompally, Medchal-Malkajgiri(DI)-500100



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

SIVA SIVANI DEGREE COLLEGE, KOMPALLY**STUDENTS ATTENDANCE SHEET**

NAME OF THE ADD-ON/ VALUE ADDED COURSE: Python Programming

COURSE : BCOM COMP& B.COM TAX-III

No. OF STUDENTS ATTENDED : 107

S.No	HALLTICKET No.	NAME OF THE STUDENT
1	201217406022	JAYARAAJ RASHMIKA
2	201217406042	RATHLAWATH NAVEEN NAYAK
3	201218406001	KANUGANTI KARTHIK
4	201218406002	BANDARI CHAITHANYA YADAV
5	201218406003	MUNIGYALA BHANUTEJA
6	201218406004	PARSI GANA SHEKAR
7	201218406005	GALIGARI VARUN
8	201218406006	JAGDEEP KUMAR MALLAH
9	201218406007	BELLAMKONDA SREEKEERTHANA
10	201218406008	LAKAMARAJU HARSHITHA
11	201218406009	GANDHAM RUCHITHA
12	201218406010	KESHVANI ARMAN BAHADURBHAI
13	201218406011	KURAKULA PAVAN KUMAR
14	201218406012	MOHAMMED MUSTAQUE
15	201218406013	AYESHA SAMREEN
16	201218406014	T PREETHI
17	201218406015	VELUKUCHI SWETHA
18	201218406016	KUKKADUGU AISHWARYA
19	201218406017	K S ROHIT
20	201218406018	JURRU SWATHI YADAV
21	201218406019	YAMSANI PUNITH
22	201218406020	MANDA SANTHOSHI
23	201218406021	ADIMULAM CHANDRA SHEKHAR
24	201218406022	MAMIDI BHAVANA
25	201218406023	GANULA SOWMYA
26	201218406024	PRIYA SINGH
27	201218406025	SONY
28	201218406026	PULIGILLA NIKITHA
29	201218406027	MANCHI CHANDU
30	201218406028	K UDAY REDDY
31	201218406029	PONNAM SAIRAM
32	201218406031	DEVAMBHATLA SWATHI
33	201218406032	BOREDA SANJANA
34	201218406033	DHENUKA LAKSHMI CHITROJU
35	201218406034	SEELANKI CHANDINI
36	201218406035	THAKKELLAPATI JAYASRI LAKSHMI



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

S.No	HALLTICKET No.	NAME OF THE STUDENT
37	201218406036	PARUSHA VEENAKSHI
38	201218406038	PULI PAVAN KALYAN
39	201218406041	I VARSHA YADAV
40	201218406042	VARAKANTHAM VARSHA
41	201218406043	KOMPALLY MANISHA
42	201218406044	THOKALA SRAVANI
43	201218406045	MAMINDLA KAVYA
44	201218406046	BATHULA SRAVANI
45	201218406047	JIGNA CHOUDHARY
46	201218406048	SRIRANGAVARAM SHRAVYA
47	201218406049	BHARGAVI SANGWAI
48	201218406051	THURPATI MALLIKA
49	201218406052	ADIKE RADHIKA
50	201218406053	REHANA BANU
51	201218406054	POLISHETTY SOWMYA SARITHA
52	201218406055	BOMMA RAJITHA
53	201218406056	M OMKARI
54	201218406057	KAMADHULA TRIVENI
55	201218406058	DAPPILI KAVITHA
56	201218406059	NEELA KEERTHI
57	201218406060	SHIVAM SHARMA
58	201218405001	GURRALA SATYANARYANA YADAV
59	201218405002	T MANISHA
60	201218405003	ERUMBUKUZHAY RAJENDRAN GANESH
61	201218405004	MANTHENA VINAY KUMAR REDDY
62	201218405006	KUMMARI DHATRIKA
63	201218405007	PRIYA BAGRI
64	201218405008	P JYOTHIKA
65	201218405010	KUNTA JHANSI
66	201218405011	GADDAM VARSHITHA YADAV
67	201218405012	SHIV HARI PANDEY
68	201218405013	AMMAPALLY SHIVA PRASAD
69	201218405014	JENNA PALLY VINOD SAI
70	201218405015	K RISHI VARMA
71	201218405016	B AJAY KUMAR
72	201218405017	CHERLA PRASHANTH
73	201218405019	MOHAMMED AFROZ
74	201218405020	MD SIMRAN BEGUM
75	201218405021	KALLEM VAIBHAVI
76	201218405022	AKELLA VAIBHAVA LAKSHMI AKSHITA SARMA
77	201218405023	ALLURI SRI LAKSHMI LIKITHA
78	201218405024	REGOTI RAMYA SREE



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

S.No	HALLTICKET No.	NAME OF THE STUDENT
79	201218405025	PETERU BHAVANI
80	201218405026	NISHA SHARMA
81	201218405027	NEERUDI SANDHYA RANI
82	201218405028	AMBI BHARGAVI
83	201218405029	POGAKU RAMYA
84	201218405031	MACHARLA S SHIVA KUMAR
85	201218405032	KUMMARI SAIKIRAN
86	201218405033	KALYANKAR MAHESH KUMAR
87	201218405034	BAKKANNAGARI RAJU
88	201218405035	RAOPOLU PAVAN KUMAR
89	201218405036	TUDUM SRIKANTH
90	201218405037	SHANAM ANJAN KUMAR YADAV
91	201218405039	YEDLA SHASHI LIKITH RAO
92	201218405040	KOTAGIRI YASHWANTH
93	201218405041	BOLLI VIJAY KUMAR
94	201218405043	VADLA LIKITHA
95	201218405044	KUNAPARAJU LAKSHMI SATYA MOUNIKA
96	201218405045	ADUSUMILLI LAKSHMI SREE CHANDANA
97	201218405046	JAMALPUR SHIVANI
98	201218405047	K VAISHNAVI
99	201218405049	GOLLAMUDI PREETHI
100	201218405052	GANGAYOLLA PAVAN KUMAR
101	201218405053	POKALA BHARATH CHANDRA
102	201218405055	AKULA SAI KRISHNA
103	201218405056	CHAKKA ANUSHA
104	201218405057	PADAGA JNAPTHI
105	201218405058	SAMREEN BEGUM
106	201218405059	VADLAMANI SAI RAM MURTHY
107	201218405060	GUGLAVATH PRASANTHI

Manoj Kalyan
co-ordinator



Principal

Manoj Kalyan

PRINCIPAL

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

Manoj Kalyan
PRINCIPAL

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



Report of the Program

Python Programming

Name of the Resource Person : Mr. Venkateswarlu

Date : 27-01-2021

Venue : ONLINE

No. of Students Attended : 107

On 27-01-2021, a lecture on “Python Programming” was held at seminar hall for students of Siva Sivani Degree College. The lecture was delivered by the Resource person Mr. Venkateswarlu.

Python, a versatile and powerful programming language, has become a cornerstone in various fields of software development, data science, artificial intelligence, and beyond. This report explores the key features, applications, and significance of Python programming.

Certainly! Conducting a Python workshop can be a great way to introduce participants to the language and its applications. Below is an outline for a one-day Python workshop:

Objective:

To provide participants with a foundational understanding of Python programming and practical skills to start using Python for various applications.

1. Introduction to Python

- Welcome and Icebreaker
- Overview of Python: History, Uses, and Popularity
- Installing Python: A brief guide

2. Basics of Python Programming

- Variables and Data Types
- Operators and Expressions
- Control Flow (if statements, loops)

3. Hands-On Exercise 1

- Participants work on simple exercises to reinforce basic concepts
- Q&A session to address any doubts

4. Functions and Modules

- Defining Functions
- Understanding Parameters and Return Values
- Introduction to Python Modules and Libraries



Mamatha



S. P. Sampathy's Siva Sivani Educational Society (2906/97)

SIVA SIVANI DEGREE COLLEGE

(Affiliated to Osmania University)

5. Hands-On Exercise 2

- Participants engage in practical exercises involving functions and modules
- Peer collaboration and assistance encouraged

Materials Needed:

- Computers with Python installed (participants should have Python installed before the workshop)
- Projector and screen for presentations
- Whiteboard/flip chart and markers
- Handouts with key concepts and exercises
- Internet access for downloading resources if needed



[Signature]
Coordinator

[Signature]
Principal



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



NH - 44, Kompally, Secunderabad - 500 100, Telangana, INDIA
Mobile: - +91-9247048112, Website: ssdc.ac.in

[Signature]
PRINCIPAL
Siva Sivani Degree College
Kompally, Medchal-Malkajgiri(DT)-500100

FEED BACK FORM

Date	27/1/21
Student Name	K.S. Rohit
Presenter	Venkateshwardu

Instruction : Please indicate your level of agreement with the statements listed below

S.No	Attributes and Performance	Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree (1)
1	The conducted workshop effectively addresses the students' practical exposure needs in the given field.	/				
2	The workshop is meticulously organized and offers valuable information.		/			
3	The workshop facilitated learning effective collaboration with peers in a workshop setting.		/			
4	The presented information and/or skills proved to be relevant and beneficial.	/				
5	The resource person allocated sufficient time for queries and responded to them effectively.	/				
6	The resource person employed a student-centric approach to learning, proving highly effective.	/				
7	The workshop has expanded my knowledge and awareness of how to implement the discussed topics			/		
8	Both the information and activities conducted in the workshop were pertinent and beneficial.		/			

Please share any additional comments or suggestions you have regarding the works

Feed

K.S. RA
Student Signature



Mame
Siva Sivani Degree College
Kompally, Medchal-Malkajgiri (D)-500100

FEED BACK FORM

Date	27-1-21
Student Name	T. MANISHA
Presenter	VENKATESHWARLU

Instruction : Please indicate your level of agreement with the statements listed below

S.No	Attributes and Performance	Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree (1)
1	The conducted workshop effectively addresses the students' practical exposure needs in the given field.	/				
2	The workshop is meticulously organized and offers valuable information.		/			
3	The workshop facilitated learning effective collaboration with peers in a workshop setting.			/		
4	The presented information and/or skills proved to be relevant and beneficial.		/			
5	The resource person allocated sufficient time for queries and responded to them effectively.		/			
6	The resource person employed a student-centric approach to learning, proving highly effective.	/				
7	The workshop has expanded my knowledge and awareness of how to implement the discussed topics	/				
8	Both the information and activities conducted in the workshop were pertinent and beneficial.	/				

Please share any additional comments or suggestions you have regarding the works

good

Manish
Student Signature



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

FEED BACK FORM

Date	27/1/21
Student Name	K. Vaishnavi
Presenter	Venkateshwarlu

Instruction : Please indicate your level of agreement with the statements listed below

S.No	Attributes and Performance	Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree (1)
1	The conducted workshop effectively addresses the students' practical exposure needs in the given field.	/				
2	The workshop is meticulously organized and offers valuable information.	/				
3	The workshop facilitated learning effective collaboration with peers in a workshop setting.		/			
4	The presented information and/or skills proved to be relevant and beneficial.	/				
5	The resource person allocated sufficient time for queries and responded to them effectively.	/	/			
6	The resource person employed a student-centric approach to learning, proving highly effective.			/		
7	The workshop has expanded my knowledge and awareness of how to implement the discussed topics			/		
8	Both the information and activities conducted in the workshop were pertinent and beneficial.		/			

Please share any additional comments or suggestions you have regarding the works

Good

[Signature]
Student Signature



Mamallap
PRINCIPAL
Siva Sivani Degree College
Kompally, Medchal-Nalgajit (D-500100)



SIVA SIVANI DEGREE COLLEGE

Affiliated to the Osmania University, Hyderabad
Kompally, Secunderabad, Telangana 500100

Courses on

ICT/Computing Skills
(MS-office Tools (MS-Word))

Conducted on

08-01-2021

Who can participate:

Registered III Year Students

Certificate will be provided for all
active participants.

RESOURCE PERSON

**Mr. C.Santhosh Kumar
Reddy**

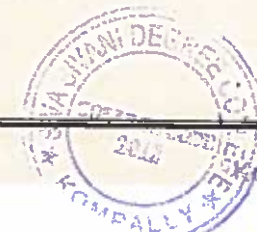
**Dept. of Computer Science
SSDC, Kompally**

About College:

A brain child of the dynamic Sri. S.P.Sampathy, Siva Sivani Degree College (SSDC) was established in the year 2002. Affiliated to the Osmania University which has a rich legacy of imparting quality education. A part of the S.P. Sampathy's Siva Sivani Group of Institutions, whose founder late Sri. S.P.Sampathy and the cofounder Smt. S. Aarathy, presently the president and the chief executive of the group, have had the experience of establishing and running world class educational institutions for nearly 61 years, SSDC, has dutifully traversed on the path hitherto used by the other group institutions and has carved a niche for itself in the arena of under graduate education in a span of 21 years of timeless efforts.

Objectives of the program

- .An MS Word workshop is to empower participants with the essential skills and knowledge needed to create, format, and manage documents effectively using Microsoft Word. The workshop aims to enhance participants' proficiency, promote best practices, and facilitate efficient document creation and collaboration.



Mamatha

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



S. P. Sampathy's Siva Sivani Educational Society (2906/97)

SIVA SIVANI DEGREE COLLEGE

(Affiliated to Osmania University)

Date: 07-01-2021

CIRCULAR

The students of our college are here by informed that we are planning to conduct a Program on MS-office Tools (MS-Word) on 08-01-2021 at 10 AM by **Mr.C.Santhosh Kumar Reddy**, Dept. of Comp.Sci, SSDC,Kompally at Seminar Hall. All the students are informed to attend the program without fail.

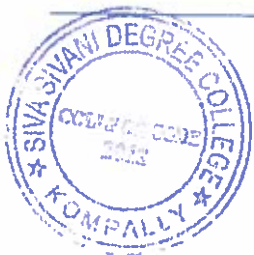
Copy to:

1. All the HODs
2. Notice Board
3. File



Mamathap
Principal

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



NH - 44, Kompally, Secunderabad - 500 100. Telangana, INDIA

Mobile: - +91-9247048112

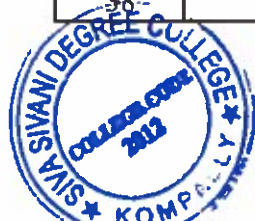
Website: ssdc.ac.in

Mamathap
Principal

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

SIVA SIVANI DEGREE COLLEGE, KOMPALLY**STUDENTS ATTENDANCE SHEET****NAME OF THE ADD-ON/ VALUE ADDED COURSE: MS-office Tools (MS-Word)****COURSE : BCOM COMP& B.COM TAX-III****No. OF STUDENTS ATTENDED : 107**

S.No	HALLTICKET No.	NAME OF THE STUDENT
1	201217406022	JAYARAAJ RASHMIKA
2	201217406042	R NAVEEN NAYAK
3	201218406001	KANUGANTI KARTHIK
4	201218406002	BANDARI CHAITHANYA YADAV
5	201218406003	MUNIGYALA BHANUTEJA
6	201218406004	PARSI GANA SHEKAR
7	201218406005	GALIGARI VARUN
8	201218406006	JAGDEEP KUMAR MALLAH
9	201218406007	BELLAMKONDA SREEKEERTHANA
10	201218406008	LAKAMARAJU HARSHITHA
11	201218406009	GANDHAM RUCHITHA
12	201218406010	KESHVANI ARMAN BAHADURBHAJ
13	201218406011	KURAKULA PAVAN KUMAR
14	201218406012	MOHAMMED MUSTAQUE
15	201218406013	AYESHA SAMREEN
16	201218406014	T PREETHI
17	201218406015	VELUKUCHI SWETHA
18	201218406016	KUKKADUGU AISHWARYA
19	201218406017	K S ROHIT
20	201218406018	JURRU SWATHI YADAV
21	201218406019	YAMSANI PUNITH
22	201218406020	MANDA SANTHOSHI
23	201218406021	ADIMULAM CHANDRA SHEKHAR
24	201218406022	MAMIDI BHAVANA
25	201218406023	GANULA SOWMYA
26	201218406024	PRIYA SINGH
27	201218406025	SONY
28	201218406026	PULIGILLA NIKITHA
29	201218406027	MANCHI CHANDU
30	201218406028	K UDAY REDDY
31	201218406029	PONNAM SAIRAM
32	201218406031	DEVAMBHATLA SWATHI
33	201218406032	BOREDA SANJANA
34	201218406033	DHENUKA LAKSHMI CHITROJU
35	201218406034	SEELANKI CHANDINI
36	201218406035	T JAYASRI LAKSHMI
37	201218406036	PARUSHA VEENAKSHI
38	201218406038	PULI PAVAN KALYAN



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

S.No	HALLTICKET No.	NAME OF THE STUDENT
39	201218406041	I VARSHA YADAV
40	201218406042	VARAKANTHAM VARSHA
41	201218406043	KOMPALLY MANISHA
42	201218406044	THOKALA SRAVANI
43	201218406045	MAMINDLA KAVYA
44	201218406046	BATHULA SRAVANI
45	201218406047	JIGNA CHOUDHARY
46	201218406048	SRIRANGAVARAM SHRAVYA
47	201218406049	BHARGAVI SANGWAI
48	201218406051	THURPATI MALLIKA
49	201218406052	ADIKE RADHIKA
50	201218406053	REHANA BANU
51	201218406054	P SOWMYA SARITHA
52	201218406055	BOMMA RAJITHA
53	201218406056	M OMKARI
54	201218406057	KAMADHULA TRIVENI
55	201218406058	DAPPILI KAVITHA
56	201218406059	NEELA KEERTHI
57	201218406060	SHIVAM SHARMA
58	201218405001	GURRALA SATYANARYANA YADAV
59	201218405002	T MANISHA
60	201218405003	E RAJENDRAN GANESH
61	201218405004	M VINAY KUMAR REDDY
62	201218405006	KUMMARI DHATRIKA
63	201218405007	PRIYA BAGRI
64	201218405008	P JYOTHIKA
65	201218405010	KUNTA JHANSI
66	201218405011	GADDAM VARSHITHA YADAV
67	201218405012	SHIV HARI PANDEY
68	201218405013	AMMAPALLY SHIVA PRASAD
69	201218405014	JENAPALLY VINOD SAI
70	201218405015	K RISHI VARMA
71	201218405016	B AJAY KUMAR
72	201218405017	CHERLA PRASHANTH
73	201218405019	MOHAMMED AFROZ
74	201218405020	MD SIMRAN BEGUM
75	201218405021	KALLEM VAIBHAVI
76	201218405022	A V LAKSHMI AKSHITA SARMA
77	201218405023	ALLURI SRI LAKSHMI LIKITHA
78	201218405024	REGOTI RAMYA SREE
79	201218405025	PETERU BHAVANI
80	201218405026	NISHA SHARMA



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

S.No	HALLTICKET No.	NAME OF THE STUDENT
81	201218405027	NEERUDI SANDHYA RANI
82	201218405028	AMBI BHARGAVI
83	201218405029	POGAKU RAMYA
84	201218405031	MACHARLA S SHIVA KUMAR
85	201218405032	KUMMARI SAIKIRAN
86	201218405033	KALYANKAR MAHESH KUMAR
87	201218405034	BAKKANNAGARI RAJU
88	201218405035	RAOPOLU PAVAN KUMAR
89	201218405036	TUDUM SRIKANTH
90	201218405037	SHANAM ANJAN KUMAR YADAV
91	201218405039	YEDLA SHASHI LIKITH RAO
92	201218405040	KOTAGIRI YASHWANTH
93	201218405041	BOLLI VIJAY KUMAR
94	201218405043	VADLA LIKITHA
95	201218405044	K LAKSHMI SATYA MOUNIKA
96	201218405045	A LAKSHMI SREE CHANDANA
97	201218405046	JAMALPUR SHIVANI
98	201218405047	K VAISHNAVI
99	201218405049	GOLLAMUDI PREETHI
100	201218405052	GANGAYOLLA PAVAN KUMAR
101	201218405053	POKALA BHARATH CHANDRA
102	201218405055	AKULA SAI KRISHNA
103	201218405056	CHAKKA ANUSHA
104	201218405057	PADAGA JNAPTHI
105	201218405058	SAMREEN BEGUM
106	201218405059	VADLAMANI SAI RAM MURTHY
107	201218405060	GUGLAVATH PRASANTHI


co-ordinator



Principal


PRINCIPAL

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




PRINCIPAL

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



Report of the Program

MS-office Tools (MS-Word)

Name of the Resource Person : Mr. C. Santhosh Kumar Reddy

Date : 08-01-2021

Venue : ONLINE

No. of Students Attended : 107

On 08-01-2021, a lecture on "MS-office Tools (MS-Word)" was held at seminar hall for students of Siva Sivani Degree College. The lecture was delivered by the Resource person Mr. C. Santhosh Kumar Reddy. Microsoft Word, a part of the Microsoft Office suite, is a powerful word processing tool that has become an industry standard for document creation and editing. This report explores the features, applications, and significance of Microsoft Word in various professional and personal contexts.

I. Introduction

- Brief overview of Microsoft Office Suite
- Importance of Microsoft Office tools in professional and personal settings

II. Microsoft Word

Overview:

- Introduction to Microsoft Word
- Purpose and common use cases

Key Features:

- Document creation and editing
- Formatting options (fonts, styles, headings)
- Collaboration features (track changes, comments)
- Integration with other Office tools

Advanced Features:

- Mail merge
- Macros and automation
- Document protection and security

Use Cases:

- Professional document creation
- Academic writing





- Collaborative editing

III. Microsoft Excel

Overview:

- Introduction to Microsoft Excel
- Importance in data analysis and management

Key Features:

- Spreadsheet creation and formatting
- Formulas and functions
- Data visualization (charts, graphs)
- PivotTables and PivotCharts

Advanced Features:

- Macros and VBA (Visual Basic for Applications)
- Data analysis tools
- Power Query and Power Pivot

Use Cases:

- Budgeting and financial analysis
- Data tracking and management
- Statistical analysis

IV. Microsoft PowerPoint

Overview:

- Introduction to Microsoft PowerPoint
- Role in creating presentations

Key Features:

- Slide creation and design
- Animation and transitions
- Speaker notes and presenter view
- Collaboration features

Advanced Features:

- Master slides
- Custom animations
- Integration with other media (audio, video)





Use Cases:

- Business presentations
- Academic lectures

- Training sessions

V. Microsoft Outlook

Overview:

- Introduction to Microsoft Outlook
- Email management and communication

Key Features:

- Email organization and folders
- Calendar and scheduling
- Contacts and address book
- Task management

Advanced Features:

- Rules and automation
- Integration with other Office tools
- Mail merge with Word

Use Cases:

- Professional email communication
- Meeting scheduling and coordination
- Task and project management

VI. Conclusion

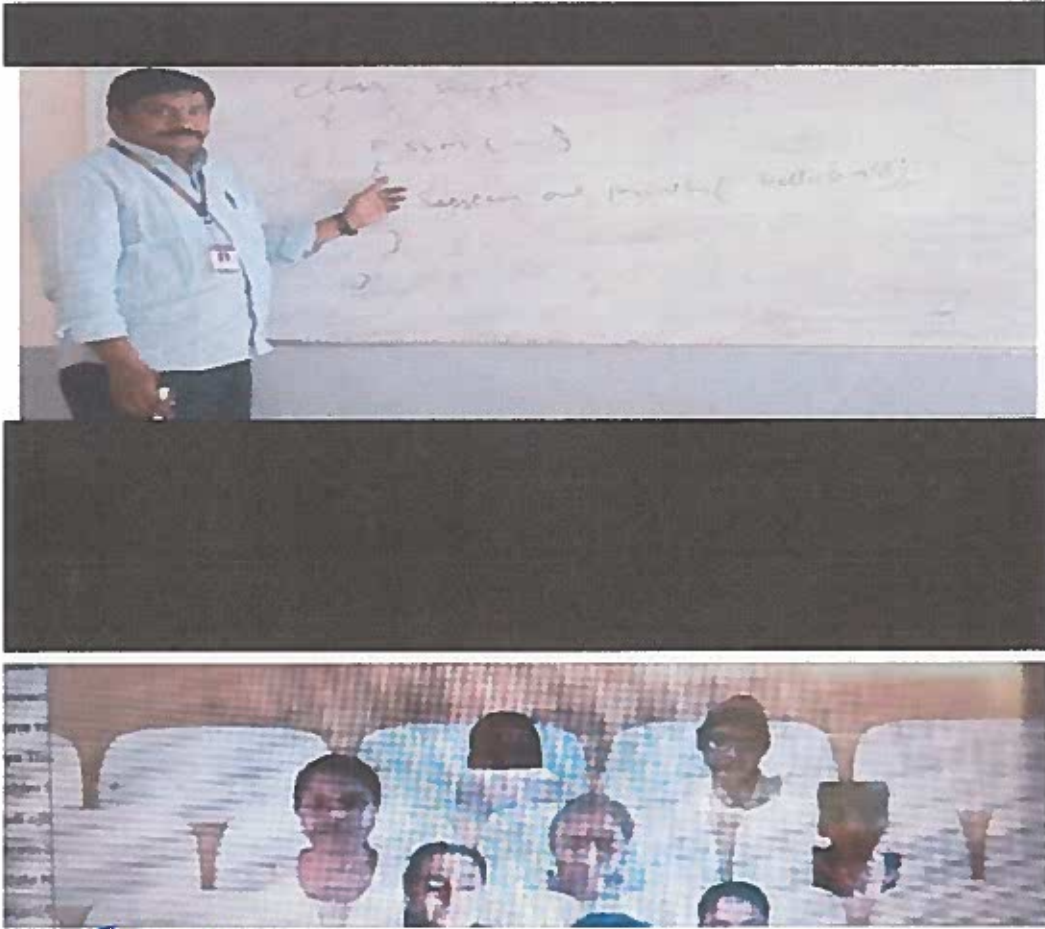
- Summary of the key points covered in the report
- The significance of Microsoft Office tools in modern work environments





S. P. Sampathy's Siva Sivani Educational Society (2906/97)
SIVA SIVANI DEGREE COLLEGE

(Affiliated to Osmania University)



Surya
Coordinator



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

NH - 44, Kompally, Secunderabad - 500 100. Telangana, INDIA
Mobile: - +91-9247048112. Website: ssdc.ac.in



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

FEED BACK FORM

20-21

Date	08/01/21
Student Name	K. Sai Kiran
Presenter	C. Santosh Kumar

Instruction : Please indicate your level of agreement with the statements listed below

S.No	Attributes and Performance	Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree (1)
1	The conducted workshop effectively addresses the students' practical exposure needs in the given field.	/				
2	The workshop is meticulously organized and offers valuable information.		/			
3	The workshop facilitated learning effective collaboration with peers in a workshop setting.	/				
4	The presented information and/or skills proved to be relevant and beneficial.	/	/			
5	The resource person allocated sufficient time for queries and responded to them effectively.			/		
6	The resource person employed a student-centric approach to learning, proving highly effective.	/				
7	The workshop has expanded my knowledge and awareness of how to implement the discussed topics		/			
8	Both the information and activities conducted in the workshop were pertinent and beneficial.	/				

Please share any additional comments or suggestions you have regarding the works

Good

Kiran
Student Signature



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

FEED BACK FORM

Date	08/01/2021
Student Name	P. Jyothika
Presenter	C. Santosh Kumar

Instruction : Please indicate your level of agreement with the statements listed below

S.No	Attributes and Performance	Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree (1)
1	The conducted workshop effectively addresses the students' practical exposure needs in the given field.	/				
2	The workshop is meticulously organized and offers valuable information.		/			
3	The workshop facilitated learning effective collaboration with peers in a workshop setting.	/				
4	The presented information and/or skills proved to be relevant and beneficial.		/			
5	The resource person allocated sufficient time for queries and responded to them effectively.			/		
6	The resource person employed a student-centric approach to learning, proving highly effective.	/				
7	The workshop has expanded my knowledge and awareness of how to implement the discussed topics			/		
8	Both the information and activities conducted in the workshop were pertinent and beneficial.		/			

Please share any additional comments or suggestions you have regarding the works

good

Student Signature
Jyothika



Mamola
PRINCIPAL
Siva Sivani Degree College
Kompally, Medchal-Malkajgiri (Dt-600100)

FEED BACK FORM

Date	8/1/21
Student Name	Priya Singh
Presenter	C. Santosh Kumar

Instruction : Please indicate your level of agreement with the statements listed below

S.No	Attributes and Performance	Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree (1)
1	The conducted workshop effectively addresses the students' practical exposure needs in the given field.	✓				
2	The workshop is meticulously organized and offers valuable information.		✓			
3	The workshop facilitated learning effective collaboration with peers in a workshop setting.	✓				
4	The presented information and/or skills proved to be relevant and beneficial.	✓				
5	The resource person allocated sufficient time for queries and responded to them effectively.		✓			
6	The resource person employed a student-centric approach to learning, proving highly effective.		✓			
7	The workshop has expanded my knowledge and awareness of how to implement the discussed topics			✓		
8	Both the information and activities conducted in the workshop were pertinent and beneficial.		✓			

Please share any additional comments or suggestions you have regarding the works

good

Student Signature
Priya




Mamata
 Siva Sivan Degree College
 Kompally, Medchal-Malkajgiri (Dy-600100)