D.V.S. COLLEGE OF ARTS AND SCIENCE, SHIVAMOGGA

Report on Ten Days Basic Computer Training On

"Office Management and Internet"

The Ten Days Basic Computer Training on Office Management and Internet was organized for the non-teaching, office staff of D.V.S Institutions from D.V.S. College of Arts and Science, under the banner of IQAC and in association with Gaurav Institute of Computers, Shivamogga. The objective of the training was to train the office faculty regarding the usage of computers and to provide them with some updates and upgrades in the computer applications.

The programme was inaugurated on 5-2-2024 by Sr. S.Rajashekar, Secretary, D.V.S. Committee and was presided by Sri.K.N.Rudrappa Kolale, President, D.V.S. Committee in the presence of Dr.M.Venkatesh, Principal of our college, Sri Rajeev, Office Superintendent and the resource person Mr.Girish of Gaurav Institute of Computers. The training was scheduled from 5-2-2024 to 14-2-2024 from 4-5 PM every day.

Around 28 members have actively participated in this training programme and have gained benefit from the content of the training programme. The concepts that were covered in the training are as follows:

1. Basics of Computers
2. MS-Office
3. MS-Word
4. MS-Excel
5. EMAIL
6. Internet
7. MS –Power Point

The programme was conducted in Maths Lab of our college with the use of projectors and computer systems available in the lab. The training was provided by Ms.Keerthi, Computer Trainer of the Gaurav Institute and was assisted by Ms. Vaishnavi. The theory sessions were followed by practical sessions where the participants performed the tasks assigned by the trainer and were also able to clear their doubts and interactions were followed.

The Valedictory programme was conducted on 14-2-2024 and the certificates were distributed to all the participants after collecting the feedback.

Principal
D.V.S. College of Arts & Science
Shivamogga.