

**SRI V.S.SIVALINGAM CHETTIAR GOVERNMENT DEGREE COLLEGE
SULLURPET, SPSR NELLOREDISTRICT, ANDHRA PRADESH**

23-01-2022

CIRCULAR

On January 25, 2022, a professional development programme for Microsoft Office will be held in the virtual classroom. All non-teaching staff members must be present.

Copy to

1. IQAC
2. All the Departments and office
3. What's app group of non-teaching staff



PRINCIPAL .

**Sri VSSC Govt. Degree College
SULLURPET - 524121,
Tirupathi Dt, (AP)**

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SULLURPET, SPSR NELLORE DISTRICT, ANDHRA PRADESH

REPORT ON PROFESSIONAL DEVELOPMENT PROGRAMME

MS OFFICE

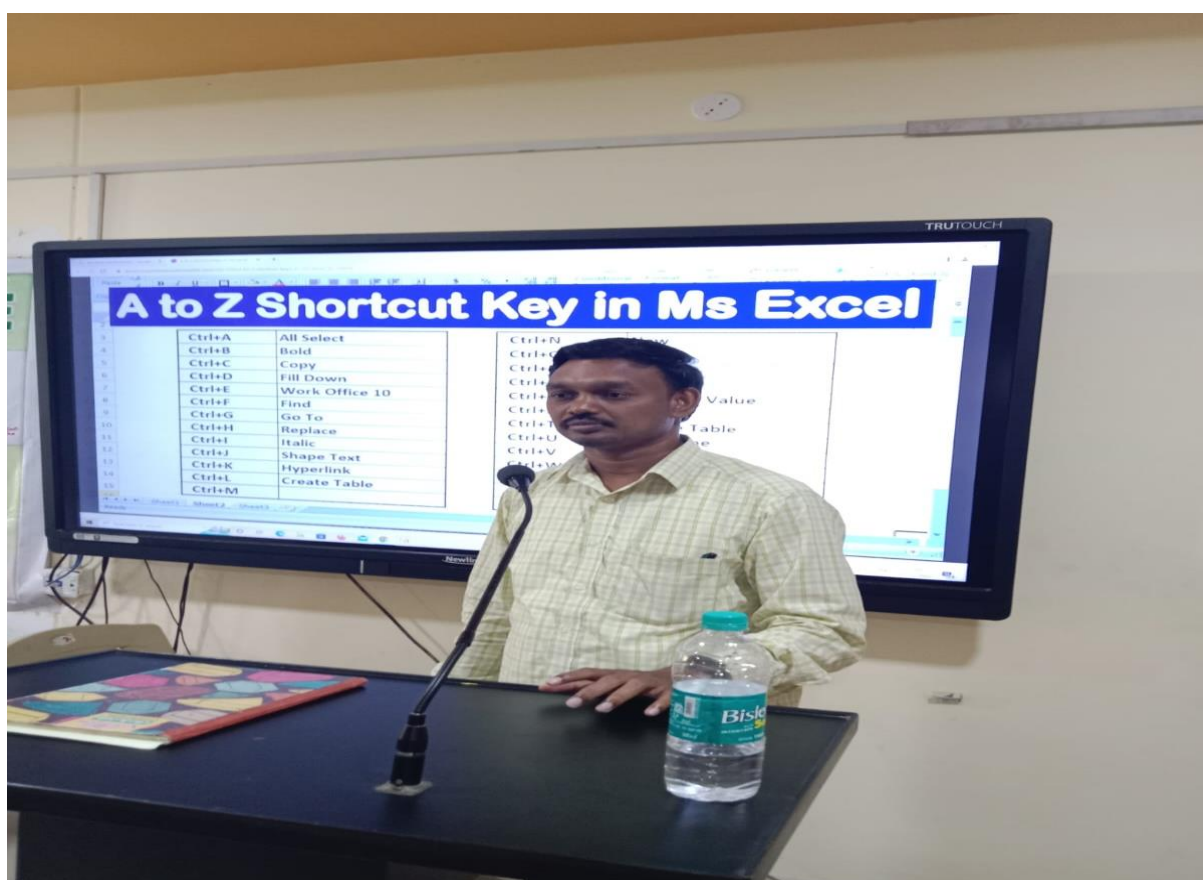
The non-teaching staff is responsible for keeping track of all electronic processes used by the college today, including those for admissions, scholarships, exams, salaries, staff, and student attendance, awarding certificates to students, keeping records, and collecting tuition and other fees. On January 25, 2022, the college's IQAC organized a workshop for the non-teaching staff to update their knowledge of MS Office. The college's principal, Dr. SLB Sankara Sarma, stressed the value of ensuring that all staff members are up to date on the most recent software in his inaugural address. He also gave a thorough breakdown of the keyboard shortcuts, which come in very handy when creating documents.

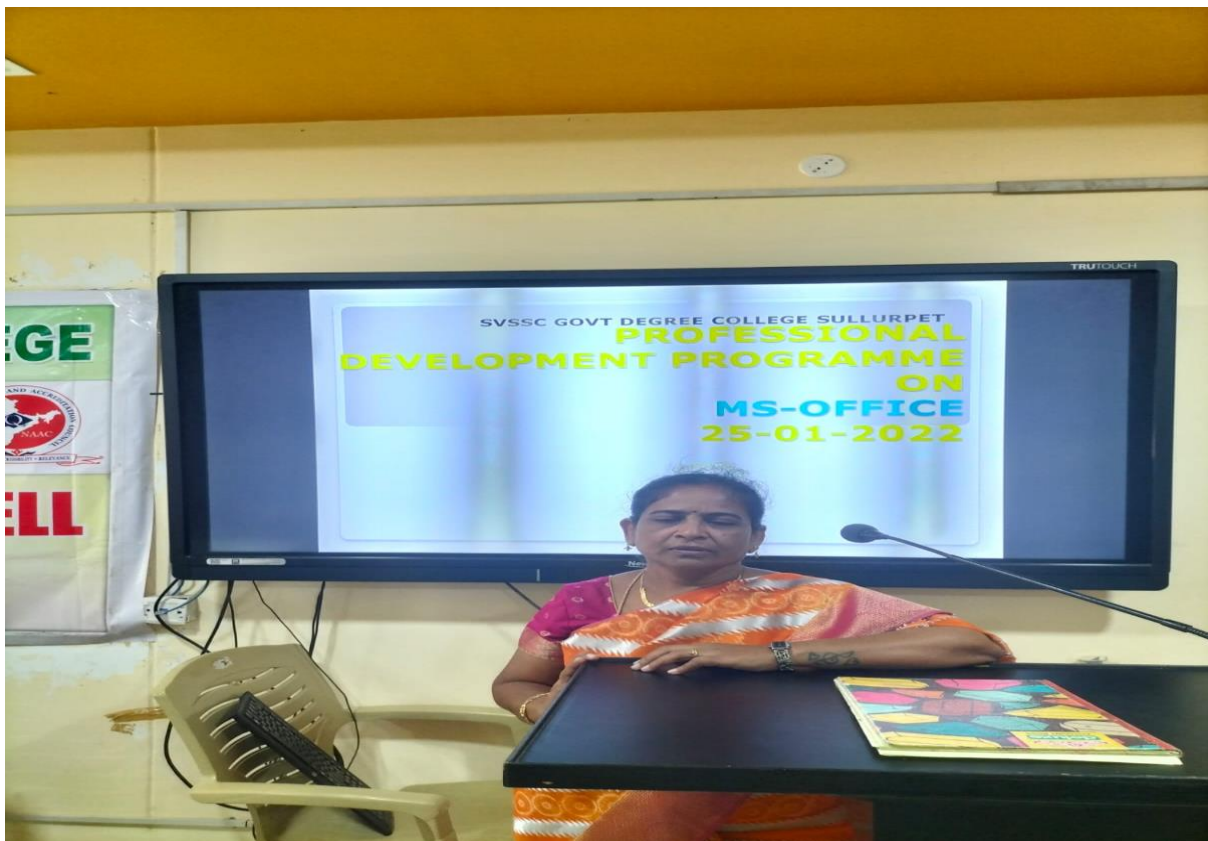
Sri Ch. Madhu Babu, the head of the computer science department, led a discussion on the value and features of Microsoft Word and Microsoft Excel during the first session. During training, he showed the staff how to use Microsoft Word in real-time. He helped the staff by answering their questions, and at the end of the session, the staff finished presenting the assignment.

In the second session, he discussed the value, necessity, and application of MS PowerPoint in the contemporary era. He instructed the staff in using different PowerPoint features and functions while outlining various dos and don'ts when creating PPTs. A vote of thanks was proposed by English lecturer Smt. E. Suneeta for the successful conclusion of the program.



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A handwritten signature in black ink, appearing to read "S. Suresh", is written above the printed name of the Principal.

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