



STSN GDC, KADIRI.

DEPARTMENT OF BOTANY



Kadiri, 15.04.2023

Minutes of the Meeting

Date: 15.04.2023

Time: 11.00 AM

Location: Department of Botany, STSN GDC, Kadiri

Agenda: Planning for conducting Certificate Course on "Digital Skilling" from 20.04.2023 to 31.05.2023, focusing on M.S office and other technical tools.

Attendees:

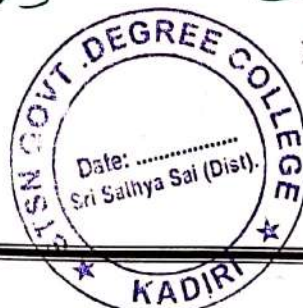
1. Dr. A. Narayana Swamy, Head of Department (HOD), Botany
2. Kum. V. Rojarani, Guest Faculty, Department of Botany.

Proceedings:

1. Opening Remarks: Dr. A. Narayana Swamy commenced the meeting, expressing the significance of the Certificate Course on "Digital Skilling" in enhancing technical skills for project work among III B.Sc students.
2. Objective of the Certificate Course: The primary objective of the course was discussed, emphasizing the practical application of various technical tools and software relevant to M.S office and other technical tools.
3. Duration and Schedule: It was decided that the Certificate Course will span from 20.04.2023 to 31.05.2023. (30 Hours). The course will be conducted every day evening 4 to 5 PM
4. Course Content: Kum. V. Rojarani, the Guest Faculty, provided insights into the course content, focusing on tools essential for M.Sc office tasks and project work. This includes software for data analysis, documentation, and project management.
5. Venue and Facilities: The availability of classrooms, laboratories, and necessary equipment for practical sessions was confirmed. Any additional requirements were discussed.

Meeting minutes prepared by:


PRINCIPAL 15/4/23
STSN Govt. DEGREE COLLEGE
KADIRI - 515 501
Sri Sathya Sai (Dist).




Dr. A. Narayana Swamy, 15/4/23
Head of Department (HOD),
Department of Botany.



STSN GDC, KADIRI.

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Kadiri, 17.04.2023

To
Dr. Smitha,
Principal,
S.T.S.N. GDC, Kadiri.

Sub: Permission to conduct certificate course on "Digital Skilling" for III B.Sc -V Sem Students (2022-23)

Respected Madam,

I am writing to you on behalf of the Department of Botany to request permission to conduct a certificate course on "Digital Skilling" for III B.Sc -V Sem Students (2022-23). The course will be conducted from April 20th to May 31st, 2023. (30 Hours)

The course will cover the following topics:

- Introduction to Digital Skills
- Computer Fundamentals
- Google Apps
- MS Office Tools
- Tools – Hands-on training

The course will be of 30 hours duration, and will be conducted every day from 4 pm to 5pm from April 20th to May 31st. We believe that this course will be of great benefit to the students, as it will help them to develop the digital skills that are essential in today's world. The course will also help them to prepare for their future careers.

We request you to kindly grant us permission to conduct this course. We assure you that the course will be conducted in a professional and efficient manner.

Thanking you Madam,

Yours sincerely,


Dr. A. Narayana Swamy,
Head, Department of Botany,
S.T.S.N. GDC KADIRI.





STSN GDC, KADIRI.

DEPARTMENT OF BOTANY



Circular

Dear Students,

Subject: Certificate Course on "Digital Skilling" for III B.Sc - V Sem Students (2022-23)

We are happy to inform you of a wonderful opportunity for III B.Sc BZC (VI Semester students) (2022-23), a certificate course on "Digital Skilling," is going to organize by the Department of Botany at STSN Government Degree College, Kadiri. This transformative course, designed to boost your digital skills, will be conducted from 20/04/2023 to 31/05/2023.

Course Details:

- **Course Title:** "Digital Skilling"
- **Duration:** April 20th to May 31st, 2023 (Total Hours:30)
- **Venue:** Department of Botany, STSN Government Degree College, Kadiri
- **Instructors:** Esteemed faculty members from the Department of Botany
- **Course Fee:** Free
- **Timings:** 4PM to 5PM

Course Highlights:

1. **Comprehensive Digital Training:** Immerse yourself in a comprehensive curriculum that covers essential digital skills and tools, equipping you for the demands of the digital age.
2. **Expert Faculty:** Benefit from the expertise of our dedicated faculty members from the Department of Botany, who will guide you through practical sessions and offer insights into the digital world.
3. **Hands-On Experience:** Engage in hands-on learning experiences, including interactive sessions, to develop practical skills in areas such as digital communication, data analysis, and information management.
4. **Certification:** Upon successful completion of the course, students will receive a Certificate of Proficiency in Digital Skills, a valuable asset for your academic and professional journey.

Registration:

To enroll in this course, kindly contact the faculty members of the Department of Botany. This course offers a unique opportunity to enhance your digital skills, a crucial asset in today's world. Whether you aim to excel academically or prepare for future career opportunities, the Digital Skilling Course will empower you with the knowledge and expertise you need.

We eagerly await your active participation and look forward to welcoming you to this enriching course.

With Regards,

Dr.A.Narayanaswamy,
Department of Botany,
S.T.S.N. GDC, Kadiri.



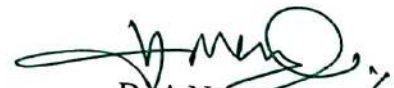
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Digital Skilling Course - Syllabus

No.	Topics	Details
1	Introduction	About the course
2	G Mail	Introduction, Interface, Sending mails
3	Google Calendar	Sharing Calendar, Sending meeting invites and reminder
4	Google Docs	Versions of documents / history, Table of contents, Formatting, Convert to pdf, Adding Header, Footer, Page number, Adding Tables.
5	MS Word	A document preparation, Adding Ruler, Wordcount.
6	Google Drive	Permissions, Sharing information, Other Basic Features.
7	MS Power point	Templates, Master slide, Fonts used in title and text box, Inserting audio, video, images, page number, graphs, tables, preparing presentations.
8	Google Forms	Creating a form - basic features, Adding Different Question Types in Google Form, Response sheets all in one book, Document upload, Various other settings.
9	Google Sheet / Excel -Basic	Introduction, Interface, Preparing Table, Filter, Sort, Charts / Graphs, Freezing of rows / columns, wrapping text, merging, justification.
10	Web Conferencing	Introduction, Google Meet, Demo, Functionality of zoom, live streaming.
11	Other useful Apps	Google Classroom, VFlat etc.,


Dr. A. Narayanaswamy,
Department of Botany,
S.T.S.N. GDC, Kadiri.

Digital Skilling Certificate Course - Objectives & Outcomes

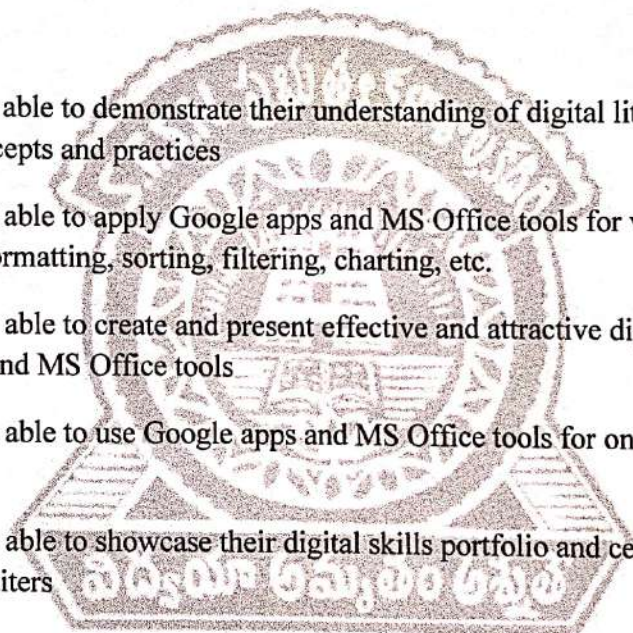
List of objectives and outcomes for the digital skilling certificate course:

Objectives:

- To introduce the students to the basics of digital literacy and online communication
- To familiarize the students with the features and functions of Google apps and MS Office tools
- To enable the students to use Google apps and MS Office tools for data analysis, visualization, and presentation
- To develop the students' skills in creating, editing, sharing, and collaborating on digital documents and projects
- To enhance the students' confidence and competence in using digital technologies for academic and professional purposes

Outcomes:

- The students will be able to demonstrate their understanding of digital literacy and online communication concepts and practices
- The students will be able to apply Google apps and MS Office tools for various tasks such as data entry, calculation, formatting, sorting, filtering, charting, etc.
- The students will be able to create and present effective and attractive digital documents and projects using Google apps and MS Office tools
- The students will be able to use Google apps and MS Office tools for online collaboration and teamwork
- The students will be able to showcase their digital skills portfolio and certificate to potential employers and recruiters



Time Table (Action Plan). (Day wise topics):

S.No.	Date	Topic
1	20.04.2023	Introduction about the course
2	21.04.2023	Introduction, Interface, Sending mails
3	24.04.2023	Google calendar - Sharing Calendar, Sending meeting invites and reminder
3	25.04.2023	Google Docs - Versions of documents / history, Table of contents,
4	26.04.2023	Formatting, Convert to pdf, Adding Header,
5	27.04.2023	Footer, Page number, Adding Tables.
6	28.04.2023	MS Word - A document preparation, Adding Ruler, Wordcount
7	29.04.2023	MS Word - A document preparation – Session 2
8	01.05.2023	Google drive - Permissions, Sharing information.
9	01.05.2023	Google drive - Other Basic Features
10	01.05.2023	MS Power point Templates, Master slide
11	02.05.2023	MS Power point Fonts used in title and text box.
12	04.05.2023	Inserting audio, video, images, page number, graphs, tables, preparing presentations.
13	05.05.2023	Google Forms - Creating a form - basic features
14	08.05.2023	Google Forms - Adding Different Question Types in Google Form
15	09.05.2023	Practice session - Response sheets all in one book,
16	12.05.2023	Google Forms - Document upload, Various other settings.
17	15.05.2023	Google Sheet / Excel –Basic Introduction, Interface
18	16.05.2023	MS Office tools Practice session 2
19	17.05.2023	Google Sheet - Preparing Table
20	18.05.2023	Google sheets - Filter, Sort, Charts / Graphs,
21	19.05.2023	Google sheets - Freezing of rows / columns, wrapping text, merging, justification
22	20.05.2023	Introduction, Google Meet, Demo
23	22.05.2023	MS Office tools Practice session 3
24	23.05.2023	Functionality of zoom, live streaming
25	24.05.2023	MS Office tools / Google Practice session 4
26	25.05.2023	MS Office tools Practice session 5
27	26.05.2023	Google Classroom
28	29.05.2023	Google Classroom
29	30.05.2023	Other useful Apps like VFlat etc.,
30	31..05.2023	Practice and Feedback session



Assessment:

STSN GOVERNMENT COLLEGE KADIRI
Model Question paper of theory
(Certificate Course: *Digital Skilling*)
EXTERNAL EXAM

Time: 1 H

Max. Marks:40

Assessment:

Theory	40 Marks (20 MCQS)
Practicals (Hands on Training)	10 Marks
Total Marks	50 Marks

Model Questions:

1. Microsoft word is ____ software.

(A) Application (B) Compiler (C) System (D) Programming Answer: A

2. Which is not in MS Word?

(A) Italic (B) Magic tool (C) Font (D) Bold Answer (B)

3. ____ cannot be used to work in MS Office.

(A) Joystick (B) Scanner (C) Light Pen (D) Mouse Answer (A)

4. The ____ works with the standard Copy and Paste commands.

(A) View tab (B) Paragraph dialog box (C) Office Clipboard (D) All of these Answer (C)

5. In MS PowerPoint presentations, the designs regulate the layout and formatting for the slide. These are commonly known as:

a. Blueprints b. Placeholders c. Templates d. Design Plates Answer: (c) Templates

6) What is a Microsoft PowerPoint?

a. Spreadsheet Program b. Presentation Program c. Database Program d. All of the above Answer: b.

7.) Which of the following is called as page to create a presentation in PowerPoint?

a. Sheet b. Slide c. Paper d. None of the above Answer: b

8. What is the extension of a Microsoft Excel file?

a. msxcl b. xcl c. xlsx d. xlsx Answer: c

9. Survey and Assessment Tool

a. Google form b. Gmail c. Google sheet d. Goggle drive Answer: a

10. What is Google Drive?

a) A social media platform b) A cloud-based storage and collaboration platform
c) A search engine d) A web browser Answer: b

Report - on Certificate Course "Digital Skilling"

A. Objective:

The primary objective of the Certificate Course on "Digital Skilling" conducted by the Department of Botany was to equip III B.Sc - V Semester students with essential digital skills and proficiency in widely-used digital tools, enabling them to excel academically and enhance their employability in the modern digital world. The course aimed to bridge the digital skills gap and empower students to navigate the digital landscape effectively.

B. Procedure:

The course ran from April 20th to May 31st, 2023, and comprised eleven modules covering a range of digital topics, including Gmail, Google Calendar, Google Docs, MS Word, Google Drive, MS PowerPoint, Google Forms, Google Sheets/Excel, web conferencing, and other useful apps. Each module included theoretical lessons, hands-on practical sessions, and assessments to ensure comprehensive learning. Faculty members from the Department of Botany and invited guest experts conducted the sessions, ensuring that students received expert guidance throughout the course. The department organized online and offline resources, such as video tutorials, reading materials, and practice exercises, to support the learning process.

C. Summary of the Event:

The Certificate Course on "Digital Skilling" was conducted successfully, with active participation from III B.Sc - V Semester students. The course aimed to enhance students' digital literacy, and by the end of the program, participants demonstrated improved digital proficiency in using a wide range of digital tools and applications.

Throughout the course, students engaged in interactive sessions, practical assignments, and collaborative projects. They gained hands-on experience with digital tools such as Gmail, Google Calendar, Google Docs, MS Word, and more. These skills were reinforced through practical applications in academic and professional contexts.

D. Feedback from Participants (Outcome):

Feedback from the participants was overwhelmingly positive. Students expressed their satisfaction with the course content, delivery, and the practical relevance of the skills acquired. Key outcomes and feedback from participants included:

1. **Improved Digital Proficiency:** Participants reported a significant improvement in their digital skills, with many stating that they now felt confident using digital tools for various tasks.
2. **Enhanced Academic Performance:** Several students mentioned that the course had a positive impact on their academic performance, as they were able to create more professional documents.
3. **Increased Employability:** Participants recognized that the digital skills acquired were highly valuable for future employment opportunities. They felt better prepared for the modern workplace.
4. **Positive Learning Experience:** The interactive and practical nature of the course received praise, with students noting that it made learning enjoyable and engaging.
5. **Request for Advanced Courses:** Many students expressed interest in advanced digital courses to further enhance their skills, highlighting the success of this introductory programme.

In conclusion, the Certificate Course on "Digital Skilling" achieved its objectives by empowering students with essential digital skills. The positive feedback and improvements in participants' digital proficiency underscored the success of the programme. The Department of Botany remains committed to providing valuable learning experiences to its students and will continue to explore opportunities for further skill development in the digital age.

Participants: List of the students

S.No	HallTicket No.	Name of Student	Signature
1	2042005049003	ANANDAM GIRIJA	A. Girija
2	2042005049004	BHUKYA DEVIKA BAI	B. Devika Bai
3	2042005049007	BOGGANNAGARI LAKSHMI PATHI	B. Lakshmi pathi
4	2042005049008	BUKKE NAGAVENI BAI	B. Nagaveni Bai
5	2042005049011	DAMPETLA LAKSHMI PATHY	D. Lakshmi pathi
6	2042005049012	DERANGULA HARISH KUMAR	D. Harish Kumar
7	2042005049013	DERANGULA SAIKUMAR	D. Sai Kumar
8	2042005049014	DESANAGARI NARESH	D. Naresh
9	2042005049015	DHARE PRANEETH	D. praneeth
10	2042005049016	DURGAM AASHA	A. Aasha
11	2042005049017	GATTI CHANDANA	G. CHANDANA
12	2042005049018	GIJINAMALA HYDAR BASHA	G. Hyder basha
13	2042005049019	GUDIBANDA MOHAMMED RIHAN	G. Mohammed Rihan
14	2042005049020	GUDISE LAKSHMI	G. Lakshmi
15	2042005049022	JARIPITI RAJESWARI	J. Rajeswari
16	2042005049023	KATHEM SOWJANYA	K. Sowjanya
17	2042005049024	KATIKAVARIPALLI ANILKUMAR	K. Anil Kumar
18	2042005049025	KAYALA GANGADRI	K. Gangadri
19	2042005049026	KOMERA DHARANI	K. Dharani
20	2042005049027	KOTTAM RAVICHANDRA	K. Ravichandra
21	2042005049028	KUTALA PAVAN KUMAR	K. Pavan Kumar
22	2042005049029	MANDOZI LUBNA IRAM	M. Lubna Iram
23	2042005049030	MORUKOANDA SWETHA	M. Swetha
24	2042005049031	M. RAMESH	M. Ramesh
25	2042005049032	MUTHANA JAGADEESH	M. Jagadeesh
26	2042005049033	NALLAGANGOLLA SURESH	N. Suresh
27	2042005049035	PATAN KARISHMA	P. Karishma
28	2042005049037	PILLALA SULOCHANA	P. Sulochana
29	2042005049038	POTHINENI NAGALAKSHMI	P. Nagalakshmi
30	2042005049039	SHAIK ALI	S. Ali
31	2042005049040	SHAIK AZEEZ BASHA	S. Azeez basha
32	2042005049042	SOMANABOYANA SREE VIDYA	S.B. Sree Vidya
33	2042005049044	TANAKANICHERUVU SHABANA	T. Shabana
34	2042005049045	TEPALLI DIVYA SREE	T. Divya Sree
35	2042005049048	VENKATESWARA REDDY	V. Venkateswara Reddy



Feedback form:

FEEDBACK FROM THE PARTICIPANTS

Name of the activity:

Date:

Name of the participant:

Class:

Phone No.

1. How would you rate the quality of the presentations and demonstrations during the event?

- ☐ Excellent
- ☐ Very Good
- ☐ Good
- ☐ Satisfactory

2. What was your level of satisfaction about the activity?

- ☐ Excellent
- ☐ Very Good
- ☐ Good
- ☐ Satisfactory

3. Please rate your overall knowledge level about the topics covered before attending the session.

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

4. Please rate your overall knowledge level about the topics covered after attending the session.

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

5. Please write your suggestions / observations for improvement of the programme

Photo Gallery:



Model Certificate:



S.T.S.N. Govt. Degree College

KADIRI - 515591

Sri Sathya Sai (Dist.) A.P.



Department of Botany

CERTIFICATE

This is to Certify that Mr / Miss. _____

S/o./D/o. _____ underwent training in Certificate

Course in

From _____ to _____.

LECTURER INCHARGE

PRINCIPAL

Certificate Course

REGISTER OF ATTENDANCE

FOR THE MONTH OF

2024 to 2025

Name of the Institute

S.T.S.N. Govt Degree College, Kadapa

Class

B.Sc (BCE)

Section

I

Sl. No.	Name	Roll No.	Present	Date of Birth	Remarks
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1	A. Gopinath	00	P	31/3/1000%	
2	B. Deekha Bai	ST	P	31/3/1000%	
3	B. Lakshmi Patti	BC-A	P	31/3/1000%	
4	B. Nagaraj Bai	ST	P	31/3/1000%	
5	D. Lakshmi Patti	BC-D	P	31/3/1000%	
6	D. Harish Kumar	BC-A	P	31/3/1000%	
7	D. Sai Kumar	BC-A	P	31/3/1000%	
8	D. Narek	SC	P	31/3/1000%	
9	D. Praveetha	SC	P	31/3/1000%	
10	D. Asha	BC-E	P	31/3/1000%	
11	G. Chandana	BC-A	P	31/3/1000%	
12	G. Hyder Basha	BC-E	P	31/3/1000%	
13	G. Mohammed Rishan	BC-E	P	31/3/1000%	
14	G. Lakshmi	BC-D	P	31/3/1000%	
15	J. Rajeshwari	BC-A	P	31/3/1000%	
16	K. Gopinath	BC-A	P	31/3/1000%	
17	K. Anil Kumar	SC	P	31/3/1000%	
18	K. Gangadhar	BC-A	P	31/3/1000%	
19	K. Dhani	BC-A	P	31/3/1000%	
20	K. Ravichandra	BC-A	P	31/3/1000%	
21	K. Ravin Kumar	BC-A	P	31/3/1000%	
22	M. Lubna Khan	BC-E	P	31/3/1000%	
23	M. Sathya	SC	P	31/3/1000%	
24	M. Pameela	BC-A	P	31/3/1000%	
25	M. Jagadeesh	BC-A	P	31/3/1000%	
26	N. Sudha	SC	P	31/3/1000%	
27	P. Kavitha	SC	P	31/3/1000%	
28	P. Anandhina	BC-A	P	31/3/1000%	
29	P. Nagalakshmi	BC-A	P	31/3/1000%	
30	S. Anil	BC-E	P	31/3/1000%	

NO. ON ROLL AT THE BEGINNING OF THE MONTH

No. of Boys Present A.M.

ADMITTED DURING THE MONTH

No. of Girls Present A.M.

LEFT NO. ON ROLL AT THE END OF THE YEAR

No. of Boys Present P.M.

ADMITTED DURING THE MONTH

No. of Girls Present P.M.

Dr. A. Nagarajana Swamy
Lecturer in Botany

STSN Govt. Degree College
KADAPPA-591, Sri Sathya Sai
During the month

2022-2023

Class

Section

7

Dr. M. Murgayana Sundarthy
Lecturer in Botany
STSN Govt. Degree College
KADIRP-515 551, Sri Sathya Sai Dt
31/05/200