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Sree Siddaganga College of Arts, Science and Commerce for Women

(Affiliated to Tumkur University)

Re-accredited with
Grade **B+**

B.H. Road, Tumkur-572102. Karnataka Ph: 0816-2272312 E-mail : sscasc.women@gmail.com Website : www.sscwtumkur.org



Sree Siddaganga College of Arts, Science and Commerce for Women

B.H. Road , Tumakuru

Re-Accredited by NAAC with "B+" Grade

AFFILIATED TO TUMKUR UNIVERSITY

APPROVED BY AICTE, NEW DELHI

DEPARTMENT OF COMPUTER SCIENCE

COMPUTER SKILLS AND ITS APPLICATIONS

Presided by

Dr. H M DakshinaMurthy

Principal, SSCASCW, Tumkur

Presence

Smt. Sheela K P

IQAC Coordinator, SSCASCW, Tumkur

Mahesha S

HOD, Dept of CS

DATE : 12.04.2026 , SUNDAY

TIME : 10:00 A.M

VENUE : SEMINAR HALL

WELCOME YOU ALL

Staff members, Department of Computer Science



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Sree Siddaganga Education Society (R.)


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B.H. Road, Tumkur-572102. Karnataka Ph: 0816-2272312 E-mail : sscasc.women@gmail.com Website : www.sscwtumkur.org

Date: 10 April 2026

To
The Principal
SSCASCW
TUMKUR

Subject: Request to Conduct a One-Day Workshop on Basic Computer skills and its Applications.


Respected Sir/Madam,


I kindly request permission to conduct a **One day workshop on Basic Computer skills and its Applications** for Non-Teaching Faculty . The workshop will be conducted on **12 April 2026**.


The workshop provided a platform for non-teaching faculty to upgrade their administrative and technical competencies. It encouraged a proactive approach toward institutional responsibilities and service excellence.

Thank you for your consideration.

Yours faithfully,


MAHESHA S
HOD


PROF. SHEELA K P
IQAC CO-ORDINATOR


DR. H M DAKSHINAMURTHY
PRINCIPAL

MAHESHA. S
HOD of Computer Science
Sree Siddaganga College of
Science and Commerce for Women
B.H. Road, Tumkur-572102

Co-ordinator
IQAC / NAAC
SSCASCW, Tumkur.

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Department of Computer Science

One day Workshop on " Basic Computer Skills and its Application "

For Non-Teaching Staff

Inauguration

Date: 12-04-2026

Time : 10:00AM

1. Welcome : Miss. Sheela B V
2. Lighting up of Lamp : Dr. H M DakshinaMurthy
3. Introductory Speech : Mr. Mahesha S
4. IQAC Coordinator Speech : Prof. Sheela K P
5. Presidential Inference : Dr. H M DakshinaMurthy
6. Vote of thanks : Miss. Shamitha S N
7. Master of Ceremony : Amulya J



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One Day Workshop on “Basic Computer Skills and its Application” for Non-Teaching staff – 2026-2027

A one-day workshop on basic computer skills for non-teaching staff is designed to improve their digital knowledge and efficiency in daily work. It introduces participants to the basic functions of a computer and its components, along with proper system operation such as starting, shutting down, and file management. The workshop covers internet usage, including browsing, downloading, and searching with AI tools, and trains participants to use ChatGPT for drafting content and quick information support. It also includes learning how to convert documents and images into PDF format for easy sharing. The session explains email usage, including creating accounts, sending messages, and attaching files, along with the use of Google Drive for storing and sharing documents. Participants receive training on UUCMS, including registration, seat allocation, document verification, fee receipt upload, and offline approval for admissions. The MS Word session focuses on page setup, table creation, image insertion, mail merge, and label creation for official work. The Excel session covers sheet creation, deletion, basic formulas, data filtering, sorting, and graph creation. Overall, the workshop helps non-teaching staff become more confident, efficient, and independent in handling digital and administrative tasks.

Overall, the workshop enhances the digital skills of non-teaching staff in a practical way. It helps them perform daily administrative tasks more efficiently and accurately. The training builds confidence in using modern computer tools and applications. It reduces dependency on others and promotes self-reliance in digital work. Finally, it contributes to a more organized, productive, and technology-friendly workplace.

Total Participants : 09


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IQAC in association with Computer Science

Organizes

One day workshop on "Basic Computer Skills and its Application" for Non-teaching staff

Date: 12/04/2026

Venue: Seminal Hall and Computer Lab

Time: 10.30 am

Enrollment List

Sl. No.	Name	Signature
1	Usha. C	Usha C
2	Rudreshaiah. K.J	Rudreshaiah
3	Nagaraju. K.S	Nagaraju
4	Pushpa latha. C. R.	Pushpa latha
5	Roopa. N	Roopa N
6	Bharathi. H.S	Bharathi H.S
7	Pankaja. S.R.	Pankaja S.R
8	Satheesha. K.G.	Satheesha K.G
9	Ashwini. N	Ashwini N
10		
11		
12		
13		
14		
15		

MAHESHA. S
HOD of Computer Science
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CERTIFICATES





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Photo Gallery



Presidential Address by Principal Dr . H M Dakshinamurthy





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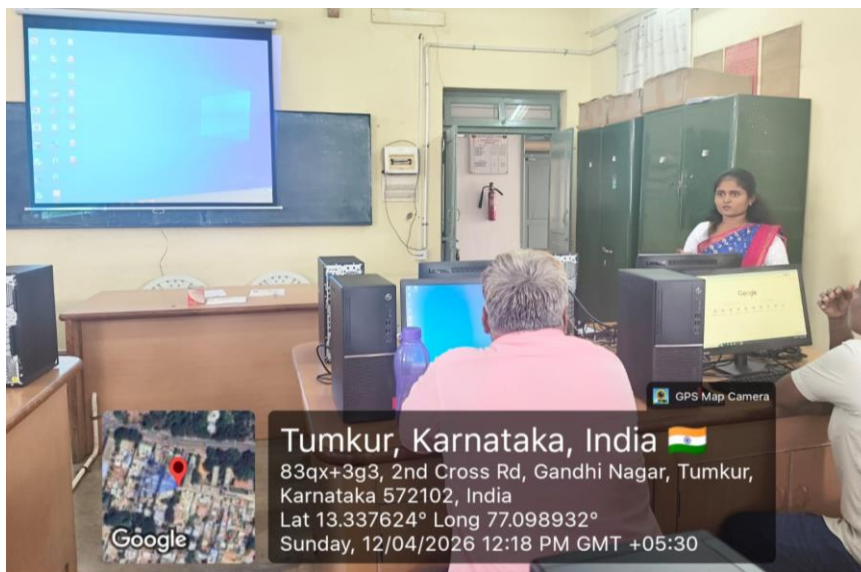
(Affiliated to Tumkur University)

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Interactive session during the Basic Computer Applications Workshop.





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Distributing Certificates for Participants





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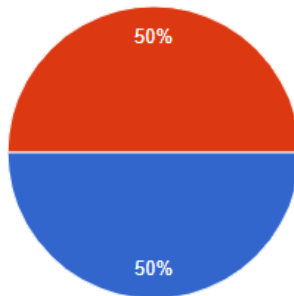


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Feedback Form

How useful do you find computer applications in your work?

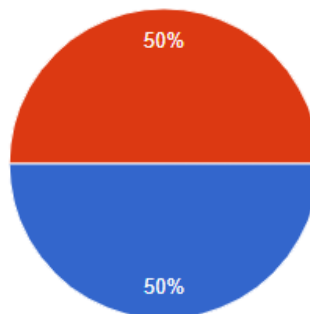
8 responses



- Very Useful
- Useful
- Somewhat Useful
- Not Useful

How relevant was the workshop content to your job role?

8 responses



- Highly Relevant
- Relevant
- Somewhat Relevant
- Not Relevant



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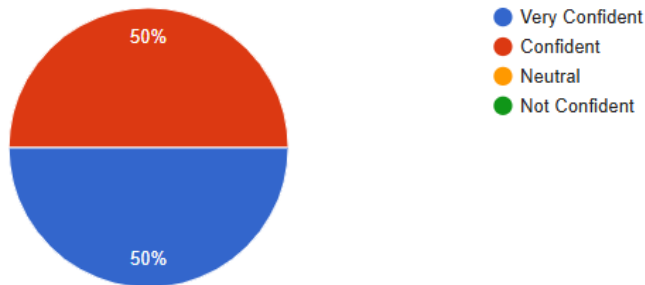
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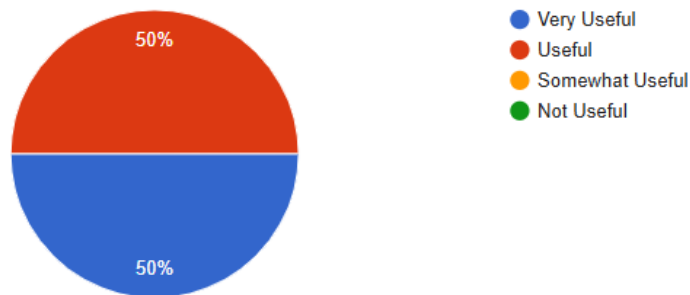
How confident do you feel in using computer applications after the workshop?


8 responses





How useful was the workshop on basic computer applications?

8 responses




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[Prof. Sheela K P]
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