



ST. ANN'S COLLEGE FOR WOMEN

(Affiliated to Acharya Nagarjuna University,
Recognized Under Section 2(f) of UGC Act 1956-New Delhi)
Amaravathi Road, Gorantla, Guntur – 522034 (A.P)

Email: st_anns_coll@yahoo.co.in Website: www.stannscollegeforswomen.org

Criterion: VI

Metric – 6.3.3



Criterion-VI Governance, Leadership & Management

6.3.3 Percentage of Teaching and non-teaching staff participating in Faculty Development Programs (FDP), Management Development Programs (MDP's), Professional Development /Administrative Training Programs during the last Five years.

Report of IQAC organizing FDPs

2023-2024



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REPORT ON FIVE DAYS TRAINING PROGRAM

On

“ADVANCED CONCEPTS in MS EXCEL”

From 29th April to 3rd May 2024

Principal Dr. Sr. Fatima Rani. P and the Management in collaboration with IQAC successfully organized Five Day Training Programme on **“ADVANCED CONCEPTS in MS EXCEL”** From 29th April to 3rd May 2024

The training program was conducted to reiterate and appreciate the usage of tools in MS-EXCEL. It also focused on Advanced Excel users to gather structure & present their data so that it looks impressive.

The session was an interactive one where advanced concepts in MS Excel were clearly demonstrated by the Resource Person Mrs. M.Usha Rani, HOD, Department of MCA.



Dr. Sr. Fatima Rani P

PRINCIPAL

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Date: 25-04-2024

From
The IQAC Co-Ordinator,
St. Ann's College for Women,
Gorantla, Guntur.

To
The Principal,
St. Ann's College for Women,
Gorantla, Guntur

Sub: Requisition to conduct five days Training Program to Administrative Staff – Reg.

Respected Sister,

The IQAC from St. Ann's College for Women would like to conduct Five-days Training program on the topic of "ADVANCED CONCEPTS in MS EXCEL" for our Administrative staff during the Academic year 2023-24. In this regard, we request you to kindly approve the above mentioned Training Program and do the needful.

Resource Person: Mrs. M.Usha Rani
HOD, Department of MCA
St. Ann's College for Women, Gorantla, Guntur

Thanking You

Yours Sincerely



Dr. S. Fatima Rani P

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FIVE DAYS TRAINING PROGRAM

On

“ADVANCED CONCEPTS in MS EXCEL”

From 29th April to 3rd May 2024

PARTICIPANTS LIST

S.No	Name	Designation
1	Sr.G. Margret Priyanka	Office Superintendent and Accountant
2	Sr. Allam Amitha Rani	Jr.Assistant
3	Mrs.Vemula Ratna Kumari	Sr.Assistant
4	Ravela Veeramma	Sr.Assistant
5	Tadigiri Kishore Babu	Computer Operator
6	P.Joseph Vijay Kumar Reddy	Record Assistant
7	Jonnada Venkateswara Rao	Jr. Assistant
8	Yerramsetti Anjana Devi	Lab Assistant
9	Govindu Mary Aswini	Lab Assistant
10	Yarla Badaraiah	Lab Assistant
11	Nelaturi Aneesha	Lab Assistant
12	Yamarthi Sundari	Lab Assistant
13	M.Premalatha	Lab Assistant
14	Nelaturi Geetha	Lab Assistant
15	Dodda Chitty	Lab Assistant
16	Y.Sekhar Babu	Lab Assistant
17	Ch.Manoj Kumar	Lab Assistant



Dr. S. Fatima Rana P

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Date: 27-04-2024

NOTICE

All the Administrative staff are informed that there will be a Training Program on **“ADVANCED CONCEPTS in MS EXCEL”** by **Mrs. M.Usha Rani, HOD, Department of MCA , St. Ann's College for Women, Gorantla, Guntur** from 29-04-2024 to 03-05-2024 at 04:00 PM to 5:00 PM All the Administrative staff are required to attend the Training program without fail.



Mrs. M. Usha Rani P

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From 29th April to 3rd May 2024

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10 .	Yarla Badaraiah	Lab Assistant
11 .	Nelaturi Aneesha	Lab Assistant
12 .	Yamarthi Sundari	Lab Assistant
13 .	M.Premalatha	Lab Assistant
14 .	Nelaturi Geetha	Lab Assistant
15 .	Dodda Chitty	Lab Assistant
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Dr. S. Fatima Rani P

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FIVE DAYS TRAINING PROGRAM

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From 29th April to 3rd May 2024

Attendance Sheet

S.No	Name	Designation	29 th April	30 th April	1 st May	2 nd May	3 rd May
1	Sr.G. Margret Priyanka	Office Superintendent and Accountant	HP	HP	HP	HP	HP
2	Sr. Allam Amitha Rani	Jr. Assistant	HP	HP	HP	HP	HP
3	Mrs.Vemula Ratna Kumari	Sr. Assistant	HP	HP	HP	HP	HP
4	Ravela Veeramma	Sr. Assistant	HP	HP	HP	HP	HP
5	Tadigiri Kishore Babu	Computer Operator	HP	HP	HP	HP	HP
6	P.Joseph Vijay Kumar Reddy	Record Assistant	PR	PR	PR	PR	PR
7	Jonnada Venkateswara Rao	Jr. Assistant	HP	HP	HP	HP	HP
8	Yerramsetti Anjana Devi	Lab Assistant	HP	HP	HP	HP	HP
9	Govindu Mary Aswini	Lab Assistant	HP	HP	HP	HP	HP
10	Yarla Badaraiyah	Lab Assistant	YBR	YBR	YBR	YBR	YBR
11	Nelaturi Aneesha	Lab Assistant	HP	HP	HP	HP	HP
12	Yamarthi Sundari	Lab Assistant	HP	HP	HP	HP	HP
13	M.Premalatha	Lab Assistant	HP	HP	HP	HP	HP
14	Nelaturi Geetha	Lab Assistant	HP	HP	HP	HP	HP
15	Dodda Chitty	Lab Assistant	HP	HP	HP	HP	HP
16	Y.Sekhar Babu	Lab Assistant	YBR	YBR	YBR	YBR	YBR
17	Ch.Manoj Kumar	Lab Assistant	MK	MK	MK	MK	MK



S.P. Fatima Rani P

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