

**M E S ASMABI COLLEGE, P. VEMBALLUR -680671**



**REPORT OF ADMINISTRATIVE TRAINING  
PROGRAMME FOR NON-TEACHING STAFF  
ON  
COMPUTER TRAINING ON OFFICE  
AUTOMATION**

**2020 - 2021**



# MES ASMABI COLLEGE

P.Vemballur, Kodungallur

FIVE DAY ONLINE ADMINISTRATIVE TRAINING  
PROGRAMME FOR NON-TEACHING STAFF

## COMPUTER TRAINING ON OFFICE AUTOMATION

3<sup>rd</sup> to 7<sup>th</sup> August 2020

DAY-1:

03-AUG-2020 TIME 10.A.M

Understanding the Various  
Concepts of Office Automation

DAY-2:

04-AUG-2020 TIME 10.A.M

Operating Computer using  
GUIbased OS

DAY-3:

05-AUG-2020 TIME 10.A.M

Networking and Software Installation

Dr. A Biju  
Principal

Dr. Shafeer P S  
IQAC Coordinator

Resource Person

**Sri. Sajeev Kumar**  
Senior Superintendant  
DDO Thrissur

DAY-4:

06-AUG-2020 TIME 10.A.M

Office Management Practices and  
Office Automation Techniques

DAY-5:

07-AUG-2020 TIME 10.A.M

Database Management Systems

ORGANIZED BY

INTERNAL QUALITY ASSURANCE CELL, MES ASMABI COLLEGE, P.VEMBALLUR  
AFFILIATED TO UNIVERSITY OF CALICUT, NAAC REACCREDITED WITH B++



## **HIGHLIGHTS:**

**Date: 3rd to 7th August 2020**  
**Total number of Participants: 31**

**Resource Person: Sri. Sajeev Kumar**

**Senior Superintendent DDO Thrissur**

## **OVERVIEW OF THE TRAINING PROGRAMME**

The 5 day online administrative training program for non-teaching staff, titled "Computer Training on Office Automation," took place from August 3rd to August 7th, 2020. The primary objective of this program was to provide non-teaching staff members with vital skills in office automation and computer technology, ultimately improving their effectiveness and productivity in administrative positions. The program included Mr. Sanjeev Kumar, Senior Superintendent and DDO of Thrissur, as the resource person. He shared valuable insights, helping participants grasp a range of office automation concepts and techniques.

### **Day 1 : 3rd Aug 2020**

**Focal areas discussion-based workshop:**  
**Understanding the Various Concepts of Office Automation.**

The program commenced promptly at 10:00 AM, with Dr. Shafeer P S, the IQAC Co-coordinator, extending a warm welcome to both the esteemed resource person and the enthusiastic participants. Principal Dr. A Biju took the stage to felicitate both the participants and the distinguished speaker . Over the subsequent five days, the participants embarked on a journey of acquiring comprehensive knowledge and practical guidance. The focus of the first day was on harnessing the power of office automation tools and techniques to streamline administrative processes. The sessions were designed to equip the participants with the skills and insights needed to enhance efficiency and productivity in their respective roles.

The event concluded with a heartfelt vote of thanks delivered by Dr.Sanand C Sadanandan (Joint Coordinator, IQAC).In his speech, Dr.Sanand expressed gratitude to all the participants.



## DAY 2 : 4th Aug 2020

### **Focal areas discussion-based workshop: Operating computer using GUI based OS.**

The program started at 10.00 AM. Dr Shafeer P S (IQAC Co-coordinator) welcomed the resource person and other participants.

On the second day, August 4th, 2020, participants received hands-on training on operating computers using GUI-based operating systems. This practical session aimed to familiarize them with the basic functions and features of modern computer interfaces, ensuring they are well-equipped to navigate digital environments efficiently.

The event concluded with a heartfelt vote of thanks delivered by Dr Jisha K C (Joint Coordinator, IQAC). In her speech, Dr. Jisha K C expressed gratitude to all the participants.

## DAY 3 : 5th Aug 2020

### **Focal areas discussion-based workshop: Networking and Software Installation.**

The program started at 10.00 AM. Dr Shafeer P S (IQAC Co-Ordinator) welcomed the resource person and other participants.

The program featured Mr. Sanjeev Kumar, Senior Superintendent and DDO of Thrissur, as the resource person, who imparted valuable insights into understanding various concepts of office automation. The third day of the program, conducted focused on networking and software installation. Networking is a vital aspect of modern office automation, and participants were introduced to the fundamentals of setting up and managing computer networks. They also learned about software installation procedures, essential for maintaining a smoothly functioning office environment.

The event concluded with a heartfelt vote of thanks delivered by Dr. Amitha P. Mani. The dedication of the organizing team, along with the valuable contributions of the resource person, Sri. Sajeev Kumar, made this program a resounding success.



## DAY 4 : 6th Aug 2020

### **Focal areas discussion-based workshop: Office Management Practices and Office Automation Techniques**

The program commenced with a warm welcome address by Dr. Shafeer PS, IQAC Coordinator, extending a gracious welcome to all participants.

August 4th, 2020, marked the fourth day of the training program, with a session at 10 A.M. dedicated to office management practices and automation techniques. Participants explored best practices for managing office tasks and gained insights into advanced automation techniques that streamline administrative workflows

The event concluded with a heartfelt vote of thanks delivered by Dr. Sanand C Sadanandan (Joint Coordinator, IQAC). In his speech, Dr. Sanand expressed gratitude to all the participants.

## DAY 5 : 7th Aug 2020

### **Focal areas discussion-based workshop: Database Management System**

Dr. Shafeer PS, the IQAC Coordinator, delivered a warm welcome speech, setting the tone for an enriching learning experience.

Serving as the resource person for the event was Sri. Sajeev Kumar, Senior Superintendent at DDO Thrissur, who brought his wealth of knowledge and experience to the training sessions. The concluding day of the program, August 5th, 2020, commenced at 10 A.M. with a focus on database management systems. Participants learned about the importance of databases in office automation and were introduced to the principles of database design and management.

The event concluded with a heartfelt vote of thanks delivered by Dr. Sanand C Sadanandan, Joint Coordinator, IQAC). In his speech, Dr. Sanand expressed gratitude to all the participants. The workshop was meaningfully utilized by the non-teaching staff.