

PVKN GOVT. COLLEGE (A), CHITTOOR
DEPARTMENT OF COMPUTER APPLICATIONS
BEST PRACTICE

2023-24

Report on Orientation Program: Using Computer Systems for Non-Teaching Staff

Date: 11.12.2023

Participants: Non-Teaching Staff of PVKN Govt College (A)



Objective:

To familiarize the non-teaching staff with basic computer skills, enabling them to efficiently use computer systems for their day-to-day tasks and contribute to the digital operations of the college.

Introduction:

On [11.12.2023], an orientation program was organized at PVKN Govt College (A), Chittoor, for the non-teaching staff to provide them with essential skills in using computer systems. The session aimed to empower the staff with the necessary technical knowledge to enhance their productivity and efficiency in handling administrative tasks.

Program Overview:

1. Introduction to Computer Basics:

- The session began with a brief introduction to the basic components of a computer system, including hardware like the monitor, keyboard, mouse, and CPU.
- Participants were introduced to the basic functions of these components and how they interact to perform various tasks.

2. Operating System and File Management:

- The non-teaching staff were guided through the use of the operating system, focusing on how to navigate the desktop, use the start menu, and manage files and folders.
- The importance of organizing files systematically for easy retrieval was emphasized.

3. Introduction to Common Software Applications:

- The program covered the use of essential software applications such as Microsoft Word for document creation, Excel for managing data and creating spreadsheets, and basic internet usage for communication and information retrieval.
- Hands-on practice sessions were conducted to ensure that the staff could apply what they learned during the orientation.

4. Email and Communication Tools:

- Participants were trained on how to set up and use email accounts, including composing, sending, and organizing emails.
- The session also covered the basics of using communication tools like Zoom and Google Meet, which are increasingly relevant in today's digital work environment.

5. Data Security and Best Practices:

- Emphasis was placed on the importance of data security, including safe browsing practices, password management, and the importance of regular backups.

- The staff were informed about common cybersecurity threats such as phishing and how to protect themselves against such risks.

Feedback and Interaction

- The session was interactive, with participants encouraged to ask questions and clarify doubts. The staff appreciated the practical approach of the program, which was tailored to their specific needs and skill levels. They expressed their willingness to continue learning and improving their computer skills.

Conclusion

The orientation program was successful in achieving its goal of equipping the non-teaching staff with basic computer skills. The participants left the session with greater confidence in using computers, which will enhance their efficiency in performing their duties. The session was well-received, and there was a strong interest in having more advanced training sessions in the future.

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