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**OFFICE OF THE PRINCIPAL  
NAYAGARH (AUTONOMOUS) COLLEGE**

**NAYAGARH-752069**

Website-www.ngrautocol.ac.in

E-mail – ngrautcol@yahoo.co.in

NAAC 2020/ Metrics Level Deviations/Cr6-3

Date:-

<b>Criteria 6.3.3:</b>	Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years.
<b>DVV Findings</b>	Please provide 1. tabulated list of professional development programs conducted by the College for faculty or non teaching staff showing sl. no., name of programs, year, from-to dates, number of participants, duration, for each year, for all the 5 assessment years, in the College letterhead, attested by Principal. 2. separate tabulated list for teachers and non teaching staff for each of the professional development programs conducted by the College, showing sl. no., name of teacher/non-teaching staff, department, name of program, dates and duration, resource person, subject of training/course for each year, for all the 5 assessment years, attested by Principal. 3. documents such as brochures, circulars, annual/periodic reports, for each year, for all the 5 assessment years attested by Principal. 4. Please provide geo tagged photographs with captions and dates/screenshot of events displayed in the College website. 5. Annual reports of the program conducted for teachers and non teaching for each year, attested by Principal. 6. link to College web site for the reports.
<b>Response/ Clarification</b>	1) List of professional development/ administrative trainings programs organized during the last 5 years is attached. <b>(Appendix-I)</b>  2) Documents such as brochures/ Notices/ Circulars, for each year, for all the 5 assessment years attested by Principal. <b>(Appendix-II)</b>  3) One page report on above listed activities including photographs, Name of the program, Outcome, Number of teaching & Non-teaching participation, Brief report is attached. <b>(Appendix-III)</b>

  
IQAC Coordinator

  
PRINCIPAL  
NAYAGARH AUTONOMOUS COLLEGE  
NAYAGARH

# Appendix I

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years (5)

<b>Dates (from-to) (DD-MM-YYYY)</b>	<b>Title of the professional development program organised for teaching staff</b>	<b>Title of the administrative training program organised for non-teaching staff</b>	<b>No. of participants</b>
14.09.2015		One day training programme on "ICT TOOLS"	12
21.12.2016	One day training programme on "COMMUNICATION SKILLS-VERBAL & NON-VERBAL"	One day training programme on "COMMUNICATION SKILLS-VERBAL & NON-VERBAL"	63
08.08.2016		One day training programme on "CAPA"	6
20.09.2017	Two days "MS Excel Training Program"	Two days "MS Excel Training Program"	57
10.07.2017	One day training programme "SAMS"	One day training programme "SAMS"	7
22.08.2018	One day FDP on "Workplace Ethics"	One day FDP on "Workplace Ethics"	45
21.09.2019 to 27.09.2019	Seven days training program on "Smart Class Room"	Seven days training program on "Smart Class Room"	103
08.11.2019	One day training program on "NAAC ORIENTATION"		108
15.07.2019	One day training program on "Academia Electus Software"	One day training program on "Academia Electus Software"	5

S.K. Bora  
 PRINCIPAL  
 NATASARAI AUTONOMOUS COLLEGE  
 NAYAGARH

# Appendix II



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## NAYAGARH (AUTONOMOUS) COLLEGE

**NAYAGARH-752069**

Website-www.ngrautocol.ac.in

E-mail – ngrautcol@yahoo.co.in

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### NOTICE

No

Date-08-09-2015

This is to inform to all the Non-Teaching Staff members of the institution that one-day training programme on "ICT TOOLS" is scheduled to be organized on 14/09//2015 in the Golden Jubilee at 10.30 am. So, all concerned members are instructed to attend the same positively.

Principal  
Nayagarh (Autonomous) College  
Nayagarh

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### NOTICE

No

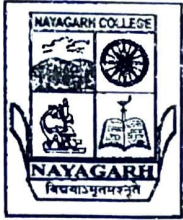
Date-15-12-2016

This is for the information of all Teaching & Non-Teaching Staff members of the institution that one-day training programme on “COMMUNICATION SKILLS-VERBAL & NON-VERBAL” is scheduled to be held on 21/12//2016in Golden Jubilee Conference Hall at 11.00 am. So, all the concerned staff members are instructed to be present in the said programme positively.

  
Principal  
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### NOTICE

No

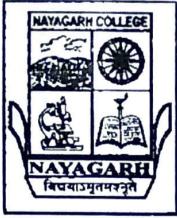
Date-01-08-2016

This is to inform to all the Non-Teaching Staff members of the institution that one-day training programme on “CAPA” is scheduled to be conducted on 08/08//2016 in Account section hall at 11.00 am. So, all Non-Teaching staff members are advised to attend the same positively.

  
Principal  
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### NOTICE

No

Date-15-09-2017

All the Teaching & Non-Teaching Staff members of the institution are hereby informed that a two-days “MS Excel Training Program” will be held on 20/09/2017 in Golden Jubilee Conference Hall at 11.00 am. All the concerned staff members are to attend the same without fail.

*[Handwritten Signature]*  
15/09/17

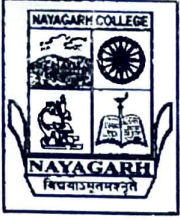
Principal  
Nayagarh (Autonomous) College  
Nayagarh

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D. Biswal





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### NOTICE

No

Date-04-07-2017

This is to inform all the Teaching and Non-teaching Staff members who have been assigned SAMS related work of the institution that one-day training programme on “SAMS” is going to be held on 10/07/2017 in SAMS Centre at 11.00 am. So all stated staff members are advised to attend the same positively.

  
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Nayagarh

Principal  
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### NOTICE

No

Date-16/08/2018

It is hereby informed to all the Teaching & Non-Teaching Staff members that one-day FDP on “Workplace Ethics” is scheduled to be conducted on 22/08/2018 in Golden Jubilee Conference Hall at 10.30 am. Sri Suresh Kumar Pradhan, Dept. of Physics will work as the resource person in this FDP. So, all of them are advised to make themselves available in the program.

*Pradhan*  
16.8.18  
Principal  
Nayagarh (Autonomous) College  
Nayagarh

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**OFFICE OF THE PRINCIPAL  
NAYAGARH AUTONOMOUS COLLEGE, NAYAGARH**

**NOTICE**

No-

Date-

We are going to organize a faculty development training programme for all staff members of *Nayagarh Autonomous College, Nayagarh* in smart class rooms (Virtual Class).

All staff members are requested to attend the training programme positively which will enable them to take classes in the said class rooms i.e. Room No-68 & 69.

Grouping & schedule of the training programme for the staff members are given below.

**GROUPS FOR TRAINING**

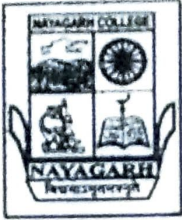
Group	NO OF STAFF MEMBERS OF DIFFERENT SUBJECTS						TOTAL
1	Eco-3	Edu-2	Eng-6	Hist-4	Phil -2	Soc-3	20
2	Odia-6	Pol.Sc-5	Sans-3	Psy-4	MSW-1	Voc-1	20
3	Bot-6	Chem-6	Math-4	CS & ITM-4	IT-1	--	21
4	Phy -10	Elec-1	Zool-4	Comm-5	--	--	20
5	All Demonstrators, Lab. Assistants, PET, N.G. & Asst. Librarians						26
6	All menial staff , Storekeeper & Artist-cum-Photographer						17

**SCHEDULE FOR TRAINING**

GROUP	DATE	TIME
1	20.09.2019	3.00p.m. - 4.00p.m.
2	21.09.2019	2.00 p.m.- 3.00p.m.
3	23.09.2019	1.40p.m. - 2.40p.m.
4	24.09.2019	1.40p.m. - 2.40p.m.
5	25.09.2019	1.40p.m. - 2.40p.m.
6	27.09.2019	12.00noon - 1.00p.m.

*17.9.19*  
**Principal**  
Nayagarh Autonomous College, Nayagarh

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### NOTICE

No

Date-01-11-2019

It is hereby informed to all the Faculty members of the institution that one day training program on “NAAC ORIENTATION” is scheduled to be held on 08/11/2019 in Golden Jubilee Conference Hall at 10.30 am. So, all the concerned members are advised to attend the same.

*upals*  
Principal 1.11.19  
Nayagarh (Autonomous) College  
Nayagarh

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### NOTICE

No

Date-08-07-2019

This is to inform to all Teaching & Non-Teaching Staff members of the institution that one-day training program on “**Academia Electus Software**” is scheduled to be held on 15/07/2019 in Autonomous Examination Cell at 11.00 am. Prof. Brajabandhu Behera, Deputy Controller, Autonomous Examination Cell is the resource person for the program.

*u.fah*  
Principal *8.7.19*  
Nayagarh (Autonomous) College  
Nayagarh

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### NOTICE

No

Date-11-11-2019

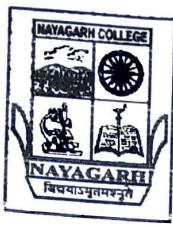
All the Non-Teaching Staff members of the institution are hereby informed that a three-days training program on “Basic Computer Knowledge” is scheduled to be held on 18/11/2019, 19/11/2019 & 23/11/2019 in SAMS centre. Mr. Tapan Kumar Mangaraj, Lecturer, Nayagarh Vocational School is the resource person for the said training programme. All the concerned staff members are advised to attend the same positively.

*UPALS*  
*11.11.19*  
Principal  
Nayagarh (Autonomous) College  
Nayagarh

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# Appendix III





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Website-www.ngrautocol.ac.in

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Date: 16/09//2015

Activity Report	
Academic Year	2015-16
Name of the Activity	One day training programme on "ICT TOOLS"
Participants	Non-Teaching Staff members.
Venue	Golden Jubilee
Date of the Activity	14/09//2015
Resource person	Sri Brajabandhu Behera, Dept. of Zoology
Objective	To effectively utilise ICT tools which include digital infrastructures like computers, laptops, printers, scanners, software programs, data projectors, and interactive teaching box.
Brief Report	One day training programme for all the non-teaching staff members on "ICT TOOLS" was organized on 14/09//2015. The resource person Sri Behera gave an overview of the most important new technologies and of the growing trend of integrating ICT in education. The participants also got to know the best apps, web platforms and ICT solutions for staff. From this training program, they also got a new perspective on ICT tools and learn new ways and best practices to integrate ICT into teaching and training.
Photographs/ News Paper Cutting of the event (2 Photos)	

*S. U. Dash*  
Principal

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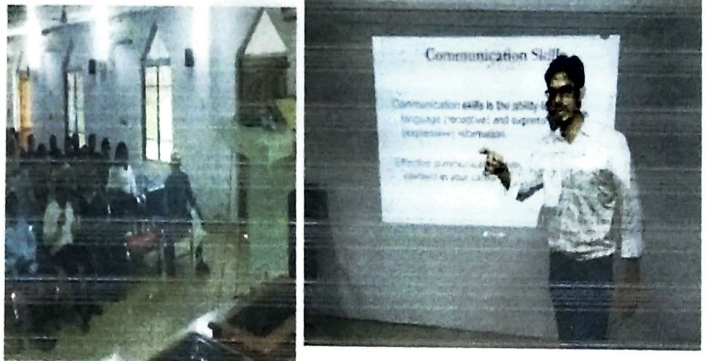
## NAYAGARH (AUTONOMOUS) COLLEGE

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Website-www.ngrautocol.ac.in

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Date: 22/12//2016

Activity Report	
<b>Academic Year</b>	2016-17
<b>Name of the Activity</b>	One day training programme on “COMMUNICATION SKILLS- VERBAL & NON-VERBAL”
<b>Participants</b>	Teaching & Non-Teaching Staff members.
<b>Venue</b>	Golden Jubilee Conference Hall
<b>Date of the Activity</b>	21/12//2016
<b>Resource person</b>	Sri Shishir Barik, Dept. of English
<b>Objective</b>	To develop both the verbal and non-verbal communication skills of all the Teaching & Non-Teaching Staff members of the institution.
<b>Brief Report</b>	One day training programme “Communication Skills- Verbal & Non-Verbal” for all the teaching & non-teaching staff members was conducted on 21/12//2016. The resource person Sri Shishir Barik gave emphasis on the importance of effective communication with superiors, colleagues, and other staff members in the institution. The training programme in many ways enabled the participants to communicate clearly and with impact, by improving their verbal and non-verbal communication style.
<b>Photographs/ News Paper Cutting of the event (2 Photos)</b>	

  
Principal

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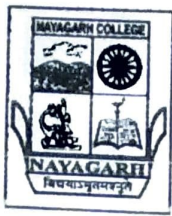
Date: 09/08/2016

Activity Report	
<b>Academic Year</b>	2016-17
<b>Name of the Activity</b>	One day training programme on "CAPA"
<b>Participants</b>	Non-Teaching Staff members
<b>Venue</b>	Account section hall
<b>Date of the Activity</b>	08/08/2016
<b>Resource person</b>	Dr. L. D. Sahoo, Dept. of Commerce
<b>Objective</b>	To maintain the day to day financial transactions and preparation of accounts related documents to meet audit requisites
<b>Brief Report</b>	One day training programme for all the non-teaching staff members on CAPA (College Accounting Procedure Automation) was organized on 08/08/2016. It was presided by Principal Sri Dadhi Bamana Sahu who urged the participants to make optimum use of the training programme. The resource person Dr. L. D. Sahoo demonstrated the changes made in the web based financial accounting system. The program concluded with very positive & constructive feedbacks from all the participants.
<b>Photographs/ News Paper Cutting of the event (2 Photos)</b>	

*S. U. Das*  
Principal

PRINCIPAL

NAYAGARH AUTONOMOUS COLLEGE  
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Date: 21/09/2017

Activity Report	
Academic Year	2017-18
Name of the Activity	Two days "MS Excel Training Program"
Participants	Teaching & Non-Teaching Staff members
Venue	Golden Jubilee Conference Hall
Date of the Activity	20/09/2017
Resource person	Sri Janmenjaya Sathua, Dept of Comp. Sc.
Objective	To learn the various functions of MS Excelsuch as organizing, formatting and calculating specific data.
Brief Report	Two days "MS Excel Training Program" for all the teaching & non-teaching staff members was conducted on 14/09/2017. Sri Sathua demonstrated as to how MS Excel is a spreadsheet program to save and analyse numerical data. Moreover he explained how one can record data in the form of tables. From this training programme, all the teaching & non-Teaching staff members present could understand how easy it is to analyse data in an Excel spreadsheet.
Photographs/ News Paper Cutting of the event (2 Photos)	

*S. U. Doshi*  
Principal

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NAYAGARH AUTONOMOUS COLLEGE  
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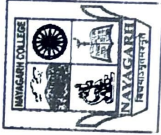
Website-www.ngrautocol.ac.in  
E-mail – ngrautcol@yahoo.co.in

Date: 11/07/2017

Activity Report	
Academic Year	2017-18
Name of the Activity	One day training programme "SAMS"
Participants	Teaching & Non-Teaching Staff members.
Venue	SAMS Centre
Date of the Activity	10/07/2017
Resource person	Sri Shibaprasad Dash, Dept of English
Objective	To learn the admission process and procedural changes to be made thereafter in the admission process in the website SAMS.
Brief Report	One day training programme "SAMS" for all the non-teaching staff members was conducted on 17/04/2017. The resource person Sri Shibaprasad Dash demonstrated at length about the use and functions of the website SAMS in the admission process.
Photographs/ News Paper event (2 Photos)	 

*S. K. Dash*  
Principal  
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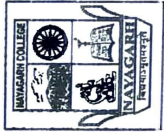
## NAYAGARH (AUTONOMOUS) COLLEGE, NAYAGARH-752069

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Activity Report	
<b>Academic Year</b>	2018-19
<b>Name of the Activity</b>	One day FDP on "Workplace Ethics"
<b>Participants</b>	Teaching & Non-Teaching Staff members.
<b>Venue</b>	Golden Jubilee Conference Hall
<b>Date of the Activity</b>	22/08/2018
<b>Resource person</b>	Sri Suresh Kumar Pradhan, Dept. of Physics
<b>Objective</b>	To enhance the human behaviors as well as the moral standards.
<b>Brief Report</b>	<p>One day Faculty Development Programme was conducted on "Workplace Ethics" on 08/02/2018. Sri Suresh Kumar Pradhan, the resource person on the said FDP stressed on work ethic as a belief that hard work and diligence have a moral benefit and an inherent value to strengthen character and individual abilities. Some of the queries of the participants were also cleared by Sri Pradhan. Overall the programme turned out to be an effective one.</p>
<b>Photographs/ News Paper Cutting of the event (2 Photos)</b>	

Date: 24/08/2018

*Sri. Pradip*  
PRADIP  
NAYAGARH AUTONOMOUS COLLEGE  
NAYAGARH

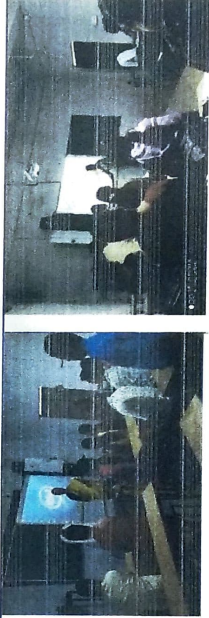


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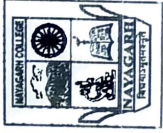
Date: 30/09/2019

Activity Report	
Academic Year	2019-20
Name of the Activity	Seven days training program on "Smart Class Room"
Participants	Teaching & Non-Teaching Staff members.
Venue	Room No-68 &69
Date of the Activity	21/09/2019-27/09/2019
Resource person	Mr. Prabhudashan Sahoo, Lecturer in Psychology
Objective	To acquaint teaching & non-teaching staff members with Smart Class Room.
Brief Report	Seven days training program on "Smart Class Room" was conducted from 21/09/2019 to 27/09/2019. It was presided by Principal Maj. Manjushree Pati. In this program, Mr. Prabhudashan Sahoo demonstrated about the ICT interactive board for effective teaching-learning process. He also made everyone understand the use of 'Life-size' software for recording and mass visualization along with linked colleges and get familiar with Portable Scanner for projecting notes/texts for display. The session was followed by QA session where faculty members asked queries related Smart Class Room. It was a fruitful session in which faculty members got to know about Smart Class Room and its uses.
Photographs/ News Paper Cutting of the event (2 Photos)	

*S. U. Patil*  
Principal

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Date: 09/11/2019

Activity Report	
Academic Year	2019-20
Name of the Activity	One day training program on "NAAC ORIENTATION" <sup>2</sup>
Participants	Faculty members
Venue	Golden Jubilee Conference Hall
Date of the Activity	08/11/2019
Resource person	Mr. Rajkumar Vyas
Objective	To make teaching and non- teaching staff members aware of the latest NAAC accreditation process and requisite formats
Brief Report	<p>One day NAAC Orientation Program was conducted on 08/11/2019 it was presided by Principal Maj. Manjushree Pati. The key note speech of the program was delivered by Mr. Rajkumar Vyas. In this program, Mr. Vyas focused on the quantitative as well as qualitative indicators of the NAAC accreditation process. Moreover, he talked about on the 650-350 format of NAAC with an emphasis on changes made in NAAC process for online documentation checking as well as physical peer team visit. The session was followed by QA session where faculty members asked queries related to Feedback, Student Survey, MOUs and Best Practices. It was a fruitful session with an insight to faculty members to initiate NAAC work.</p>
Photographs/ News Paper Cutting of the event (2 Photos)	

*S. U. Dabhi*  
Principal

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NAVAGARH AUTONOMOUS COLLEGE  
NAVAGARH

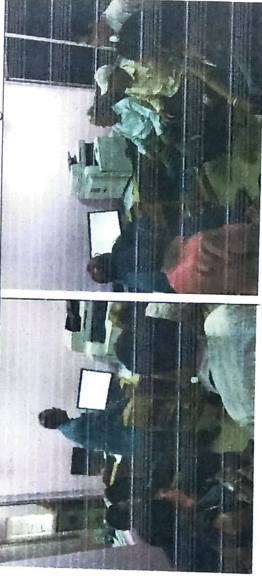


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# NAVAGARH (AUTONOMOUS) COLLEGE NAYAGARH-752069

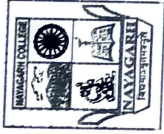
Website-www.ngrautocol.ac.in  
E-mail – ngrautocol@yahoo.co.in

Date: 17/07/2019

Activity Report	
<b>Academic Year</b>	2019-20
<b>Name of the Activity</b>	One day training program on “Academia Electus Software”
<b>Participants</b>	Teaching & Non-Teaching Staff members.
<b>Venue</b>	Autonomous Examination Cell
<b>Date of the Activity</b>	15/07/2019
<b>Resource person</b>	Prof. Brajabandhu Behera, Deputy Controller, Autonomous Examination Cell
<b>Objective</b>	To familiarize the Teaching & Non-teaching Staff members of the institution with the recent changes on “Academia Electus Software”
<b>Brief Report</b>	One day training was conducted on “Academia Electus Software” on 08/11/2019. It was presided by Principal Maj. Manjushree Pati. The keynote speech of the program was delivered by Prof. Brajabandhu Behera, Deputy Controller, Autonomous Examination Cell. Prof. Behera talked about “Academia Electus Software” and its recent changes.
<b>Photographs/ News Paper Cutting of the event (2 Photos)</b>	

  
Principal

PRINCIPAL  
NAVAGARH AUTONOMOUS COLLEGE  
NAYAGARH




☎ 06753 - 252234(O)  
252235(R)  
Fax- 06753 - 253480

## NAYAGARH (AUTONOMOUS) COLLEGE, NAYAGARH-752069

Website-[www.ngrautocol.ac.in](http://www.ngrautocol.ac.in)  
E-mail - [ngrautocol@yahoo.co.in](mailto:ngrautocol@yahoo.co.in)

Date: 24/11/2019

Activity Report	
<b>Academic Year</b>	2019-20
<b>Name of the Activity</b>	Three days training program on "Basic Computer Knowledge"
<b>Participants</b>	Non-Teaching Staff members.
<b>Venue</b>	SAMS Centre
<b>Date of the Activity</b>	18/11/2019, 19/11/2019 & 23/11/2019
<b>Resource person</b>	Mr. Tapan Kumar Mangaraj, Lecturer, Nayagarh Vocational School
<b>Objective</b>	To give brief introduction about basic computer use.
<b>Brief Report</b>	<p>Three days training program on "Basic Computer Knowledge" was conducted on 18/11/2019, 19/11/2019 &amp; 23/11/2019. In this program, Mr. Tapan Kumar Mangaraj stressed on how this basic computer knowledge is intended to make the participants feel more comfortable with modern technology. He demonstrated how to create digital spreadsheets, create documents using a word processor, operate basic filing software, and present information using presentation software as requirements in office environments. All the participants got to know about Virus Security, Keeping Computer Up and Running, Surfing the Web, Sending Messages, Using Internet Tools, Advanced Mail, Photos, Word Processing Techniques, and Finding Something.</p>
<b>Photographs/ News Paper Cutting of the event (2 Photos)</b>	

  
Principal  
NAYAGARH AUTONOMOUS COLLEGE  
NAYAGARH