Shaheed Himayun Muzzamil Memorial
Government Degree College, Anantnag
DEPARTMENT OF COMPUTER APPLICATIONS

No: CA-17A/07/25 Date: 12.07.2025

Notification:

Subject: Professional Development Programme

Pursuant to the order issued by the principal, it is for the information of all non-teaching staff of the college that the Department of Computer Applications is going to organize a **one day professional development programme** scheduled to be held on **July 22nd 2025** (Tuesday) at Department of Computer Applications, New Science Block. The Programme is designed to enhance the day to day administrative/technical skills among the non-teaching staff of the college.

Details of programme:

S.no	Topics	Timing
1	Basics of desktop publishing for office administration	11 am -12 pm
2	Basics of Internet and Email for office communication	12 pm-01 pm
3	Enhancement MS Excel Skills for office tabulation	02 pm -03 pm

For further details or enquiries, please contact **Prof. Tahir Hussain Bhat (9086490990).** We encourage active participation of the non-teaching staff to make the most of this valuable learning opportunity.

Head of the Department.

12/07/2025.

Copy to:

1. Principal for information.
2. Coordinator IQAC for information.
3. All concerned faculty members of the Department for information and necessary action.
4. All non-teaching members of the Department for compliance and making necessary arrangements for the programme.
5. Notice board/Office file.
6. Incharge website for necessary action.

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Attendance Sheet **Date:** 22.07.2025

Professional Development Course for Non-teaching/LFE staff of the College

S No.	Name of the Employee	Designation	Department	signature
01.	Sameer Khalil	Lab Bearer	Botany	
02.	Jasi Jan	Lab Bearer	Medical Lab Centre	
03.	IMRAN AMIN	-do-	Zoology.	
04.	M. AJAZ NAIK	-do-	IT	
05.	AIJAZ Ah Rather.	Lab Assistant.	EVS [illegible]	
06	AFROZA	Lab Assistant	Biotechnology	
07	Muneera	Statics	Lab Assistant	
08	Ishaq	Biotechnology	orderly	
09	MR Himayat	LFE	BCA	
10	Aiyamullah Shah	LAB ASSISTANT	BCA	
11	[illegible]	LFE	BCA	

HoD 22/07/25

Department of Computer Applications

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Afternoon

Attendance Sheet **Date:** 22.07.2025

Professional Development Course for Non-teaching/LFE staff of the College

S No.	Name of the Employee	Designation	Department	signature
1.	Jasi Ram	Lab. Bearer	Medical Aid Centre	
2.	Sameer Khalil	Lab Bearer	Botany	
3.	Aaijaz Ahmad	Lab Bearer	KVS Home Zoology	
4.	TAYBAH Amin.	-do-		
5.	Aiyutullah Shah	Lab Assistant	BCA.	
6.	Mir Ishmayel	LFE	BCA	
7.	Aljaaza	LAB. Assistant	Biotechnology	
8.	Mimeeda	Lab Assistant	Statistics	
9.	Ishad	Lab Attendant	Biotechnology	
10.	Ufat Jan	B.C.A	B.C.A	

HoD

22/7/2025

Department of Computer Applications

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Shaheed Himayun Muzzamil Memorial
Govt. Degree College, Anantnag

One-Day Professional Development Programme for Non-Teaching Staff
Organized by the Department of Computer Applications

Date: 22/7/2025

Venue: Department of Computer Applications, New Science Block

The Department of Computer Applications successfully conducted a one-day professional development programme for the non-teaching staff of Shaheed Himayun Muzzamil Memorial (SHMM) GDC Anantnag on 22/07/2025. The initiative aimed at enhancing digital literacy, improving administrative efficiency, and familiarizing staff with updated technological tools relevant to their roles.

Objectives of the Programme:

- To improve basic computer and internet skills.
- To train staff in using office productivity tools (MS Word, Excel, Email, etc.).
- To introduce digital documentation and record-keeping practices.
- To strengthen communication and coordination through online platforms.

Program Schedule:

The program began at 10:00 AM with a formal inauguration by the HoD, Prof. Ab Qayoom Sofi, who emphasized the importance of digital proficiency in the modern academic ecosystem.

The sessions were as follows:

Session 1: Basics of Internet and Email for office communication
Resource Person: Ms. Aanisa Ali, Assistant Professor.

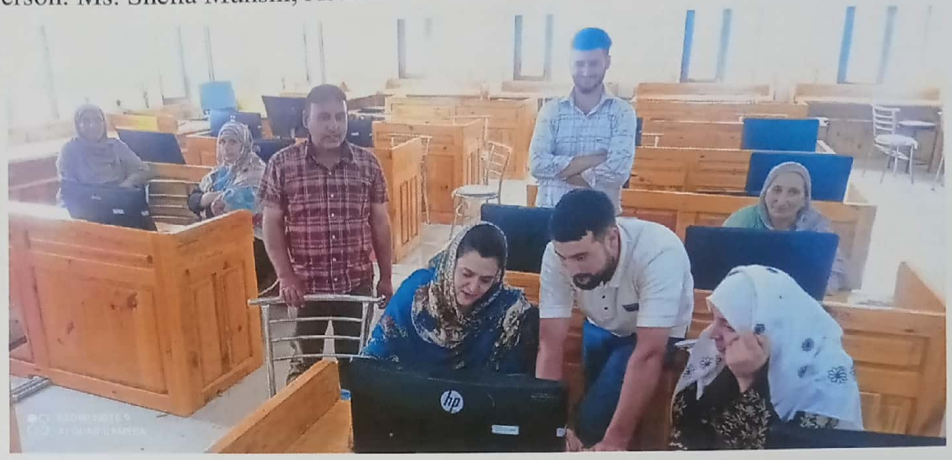


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Shaheed Himayun Muzzamil Memorial
Govt. Degree College, Anantnag

One-Day Professional Development Programme for Non-Teaching Staff
Organized by the Department of Computer Applications

Session 2: Basics of desktop publishing for office Administration
Resource Person: Ms. Shella Munshi, Assistant Professor.



Participation:

Non-teaching staff members from various departments actively participated in the program. They were engaged in practical exercises and were given the specific training on the tools they often need in their day to day work.

Feedback and Outcomes:

Participants found the sessions highly beneficial and requested more such programs in the future. Many reported feeling more confident in handling computers and online tools post-training. A feedback form collected at the end showed a satisfaction rate of over 90%. Participants appreciated the user-friendly and interactive format of the training.

Conclusion:

The one-day professional development program was a step forward in bridging the digital gap and empowering non-teaching staff with essential technological skills. The Department of Computer Applications plans to conduct follow-up workshops and more advanced sessions in the future.

24/7/2025.

Head of the Department.

Copy to:

1) Principal for Information.
2) Coordinator IQAC for Information.
3) All concerned for information and necessary action.
4) Office file/Record file.

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