

NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE

KALIYAKKAVILAI

DEPARTMENT OF COMPUTER SCIENCE

COMPUTER LITERACY PROGRAM REGISTER

2023 - 2024

NANJIL CATHOLIC COLLEGE OF ARTS & SCIENCE
KALIYAKKAVILAI

Computer Literacy Program







Meeting Register

1. The Minutes of the meeting held on 17/9/2023

Time : 2.00 pm

Venue : CS department

Members Present :

1. Mr. K.C. Abhilash Sam Paulstin 
2. Mrs. V. Suja Merlin 
3. Dr. L. Thomas Robinson 
4. Dr. W.C. Cincy 
5. Dr. D. Suja Mary 
6. Mrs. S.S. Beulah Benslet 


The computer literacy cell meeting was held on 17/9/2023. The purpose of the meeting was to provide basic idea about online payment, for that each student has their unique login ID and password were provided plan

- 1) How to go inside university website
 - 2) How to give information
 - 3) What are the information need while marketing: online payment
- are discussed in the meeting

The responsibilities of faculty member were shared as follows.

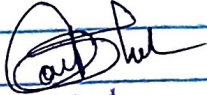
- | | |
|---------------------------------------|----------------------------------|
| 1) Explaining and implementing | - Dr. L. Thomas Robinson |
| | - Dr. D. Suja Mary |
| 2) Help the student to do the task | - Dr. W.C. Cincy |
| 3) Seating arrangement and discipline | Mrs. Suja Merlin, y |
| | Mrs. Beulah Benslet, S.S |
| 4) Overall Coordination | - Mr. K.C. Abhilash Sam Paulstin |

We planned to give the training for all first year non computer students. Because we provide such kind of class the students can able to pay their own exam fee themselves


 [Abbilash Sam Paulstink]
 CONVENOR,
 Computer Literacy Cell




 PRINCIPAL
 Nanjil Catholic College of Arts & Science
 Kaliyakkavilai - 629 153.


 Head
 Department of Computer Science
 Nanjil Catholic College of Arts & Science,
 Kaliyakkavilai - 629 153, Tamil Nadu.

The Minutes of the meeting held on 8/12/2023

Time : 2.00 pm

Venue : CS department

Members Present :

1. Mr. K.C. Abhilash Sam Paulstin
2. Mrs. Suja Merlin. V
3. Dr. Thomas Robinson. L
4. Dr. Cincy. W.C
5. Dr. Suja Mary. D
6. Mrs. Beulah Benslet S.S

(Handwritten signatures corresponding to the list above)

The computer literacy cell meeting was held on 8/12/2023. The purpose of the meeting is to provide the facilities to gather the information about computer. we planned to conduct basic computer classes for non computer students for fruitful content delivery, the duties and responsibilities were shared among the faculty members of our department

the responsibilities are as follows:

1. Content planning - Dr. L. Thomas Robinson
- Mrs. Beulah Benslet S.S
2. Explaining the content - Mrs. Suja Merlin v
Dr. W. Cincy
3. Practical Support - Dr. D. Suja Mary
4. Overall coordination - Mr. K.C. Abhilash Sam paulstin


In this meeting we planned to give the program for all second year non computer students.

We planned to cover the following areas :


- 1) Input Output devices
- 2) Parts of the Computer
- 3) Switch on and Proper Shutdown
- 4) files and folders
- 5) Documents typing

on the basis of above said area the syllabus was framed.




[Abhilash Sam Paulstun k.c.]
CONVENOR
Computer Literacy cell


PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.


Head
Department of Computer Science
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.