

Computer Training on Office Automation

for

Assistant Station Officers – Fire and Rescue Station, Pattimattom

Naipunnya
To reach the unreachable

Dates of event: 29-04-2024 to 04-05-2024

Faculty In-charge: Mr. Shaju P. M.



Pongam, Koratty East, Thrissur District, Kerala State, India. Pin-680308.

Phone +91 9605001987, 04802730340, 2730341, 2733573

www.naipunnya.ac.in, mail@naipunnya.ac.in

REPORT

Naipunnya Institute of Management & Information Technology organized Five-days Computer Training on Office Automation for Assistant Station Officers – Fire and Rescue Station, Pattimattom from 29-04-2024 to 04-05-2024. The aim of the programme was to impart computer skills for the promotion post of 12 assistant station officers. The training was given in Microsoft Windows, MS Word, MS Excel and MS PowerPoint. The dates of the training were 29-04-2024, 30-04-2024, 02-05-2024, 03-05-2024 and 04-05-2024 and the timing was 10.00 a.m. to 4.00 p.m.


The resource person of the programme was Mr. Shaju P. M., HoD, Department of IT, NIMIT.



Prepared & Verified by:

Mr. Shaju P. M.

HoD, IT Department



Approved by:

Rev.Fr. Dr. Paulachan. K. J.

Principal



BROCHURE



**NAIPUNNYA INSTITUTE OF MANAGEMENT
AND INFORMATION TECHNOLOGY (NIMIT)**

(Affiliated to the University of Calicut, Accredited by NAAC with B++, ISO 9001-2015 Certified)
Pongam, Koratty East, Thrissur District, Kerala State, India, Pincode - 680 308

**COMPUTER TRAINING ON
OFFICE AUTOMATION**

**For
Assistant Station Officers ,
Fire and Rescue Station,
Pattimattom**

**Dates : 29-04-2024 to 04-05-2024
Time : 10.00 am to 4.00 pm
Venue : Computer Lab, Main Block**

Resource Person:



**Mr. Shaju P. M.
HoD, Department of IT
NIMIT**



Pongam, Koratty East, Thrissur District, Kerala State, India. Pin-680308.

Phone +91 9605001987, 04802730340, 2730341, 2733573

www.naipunnnya.ac.in, mail@naipunnnya.ac.in



TRAINING REQUEST LETTER FROM STATION OFFICER,
FIRE AND RESCUE STATION, PATTIMATTOM



അഗ്നിരക്ഷാനിലയം പട്ടിമറ്റം

PIN-683562-എറണാകുളം

Email: plmt.frs@kerala.gov.in

9497920038, 0484-2687101, 2687115

Date : 25/04/2024

FROM

STATION OFFICER
FIRE & RESCUE STATION,
PATTIMATTOM.

TO


NAIPUNYA INSTITUTE OF MANAGEMENT & INFORMATION TECHNOLOGY
PONGAM,
KORATTY.

SIR,

SUBJECT : COMPUTER TRAINING FOR ASTO TRAINEES OF FRS PATTIMATTOM

KERALA FIRE AND RESCUE DEPARTMENT CONDUCTING ASSISTANT STATION OFFICER TRAINING PROGRAMME FOR 12 STAFFS AT FIRE AND RESCUE STATION PATTIMATTOM. IT IS VERY NECESSARY TO ACHIEVE COMPUTER SKILLS FOR THIS PROMOTION POST. SO KINDLY ALLOW 5 WORKING DAYS FROM 29/04/2024 FOR IMPARTING TRAINING TO 12 TRAINEES FROM THIS DEPARTMENT ON THE TOPIC "COMPUTER TRAINING ON OFFICE AUTOMATION" AS A PART OF THEIR 36TH BATCH ASSISTANT STATION OFFICER COURSE

YOURS FAITHFULLY


STATION OFFICER
FIRE AND RESCUE STATION
PATTIMATTOM



PHOTOGRAPHS



CERTIFICATE





അഗ്നിരക്ഷാനിലയം പട്ടിമറ്റം

PIN-683562-എറണാകുളം

Email: ptmt.frs@kerala.gov.in

9497920038 , 0484-2687101,2687115

Date : 25/04/2024

FROM

**STATION OFFICER
FIRE & RESCUE STATION,
PATTIMATTOM.**

TO

NAIPUNYA ISTITUTE OF MANAGEMENT & INFORMATION TECHNOLOGY
PONGAM,
KORATTY.

SIR,

SUBJECT : COMPUTER TRAINING FOR ASTO TRAINEES OF FRS PATTIMATTOM.

KERALA FIRE AND RSCUE DEPARTMENT CONDUCTING ASSISTANT STATION OFFICER TRAINING PROGRAMME FOR 12 STAFFS AT FIRE AND RESCUE STATION PATTIMATTOM. IT IS VERY NECESSARY TO ACHIVE COMPUTER SKILLS FOR THIS PROMOTION POST. SO KINDLY ALLOW 5 WORKING DAYS FROM 29/04/2024 FOR IMPARTING TRAINING TO 12 TRAINEES FROM THIS DEPARTMENT ON THE TOPIC "COMPUTER TRAINING ON OFFICE AUTOMATION" AS A PART OF THEIR 36TH BATCH ASSISTANT STATION OFFICER COURSE

YOURS FAITHFULLY



**STATION OFFICER
FIRE AND RESCUE STATION
PATTIMATTOM**



COMPUTER TRAINING FOR ASTO TRAINERS OF FRS PATTIMATTOM

Sl.No	Name	Signature				
		29/04/2024	30/4/2024	2/5/2024	3/5/2024	4/5/2024
1.	Binu. Av.					
2.	Aravindakshan. D.					
3.	Bijin Jacob.					
4.	Ajayakumar. CC					
5.	Joseph Jaison					
6.	AD. Priyadharan.					
7.	Shaju. P.S					
8.	Antony Joseph.					
9.	Zakkar Hussain. le					
10.	Benny Augustine					
11.	Benny Mathew					
12.	Madhu Soodan an.					

