

Affiliated to the University of Calicut, ISO 9001-2015 Certified Accredited by NAAC with B++ grade

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.





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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

ASOTOMKO:



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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









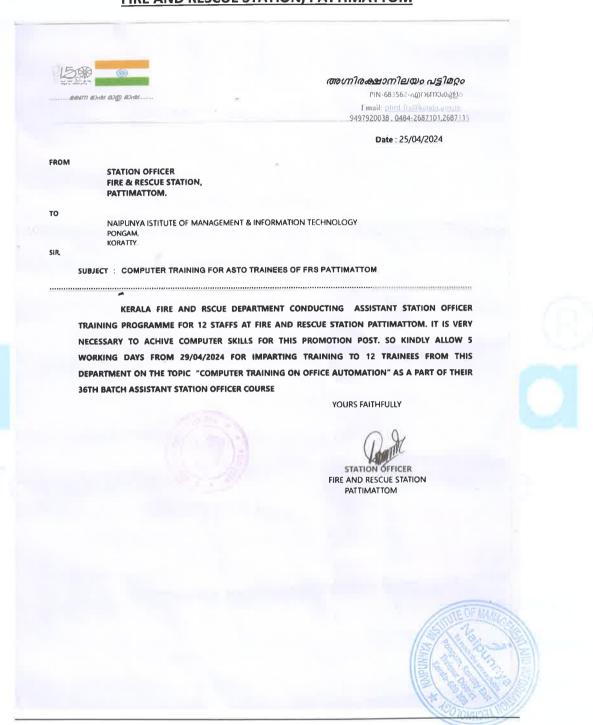






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TRAINING REQUEST LETTER FROM STATION OFFICER, FIRE AND RESCUE STATION, PATTIMATTOM



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



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PHOTOGRAPHS













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CERTIFICATE



This is to certify that

Mr. BINU A. V.

has participated
Five Days Computer Training on
Office Automation
held at Naipunnya Institute of Management
and Information Technology, Pongam
from 29-04-2024 to 04-05-2024.

Dr. Joy Joseph Puthussery Dean of Studies Fr. Dr. Paulachan K. J.
Principal & Executive Director



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.

то

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





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COMPUTER TRAINING FOR ASTO TRAINERS OF FRS PATTIMATTOM

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