# PROGRAMME REPORT

# SIR DIGITALIZATION 2025

# NSS UNIT 272

# INDEX

From,
Aboobacker k.
NSS Program Officer
CPA College of Global Studies, Puthanathani

To,
The Principal
CPA College of Global Studies
Puthanathani, Malappuram

**Subject:** Request for Permission to SIR DIGITALIZATION at Kurumbathur Village Office

Sir,

Our NSS Volunteers are interested to visit kurumbathur village office for SIR DIGITALIZATION. We look forward to your support and kind approval to organize the event meaningfully.

Thanking you,

Yours sincerely,
Aboobacker k.

# CPA COLLEGE OF GLOBAL STUDIES | PUTHANATHANI

Affiliated to University of Calicut, Recognized by Govt of Kerala and Run by Nice Educational Trust

CHELOOR, PUTHANATHANI, PUNNATHALA.P.O, MALAPPURAM- 676 552, KERALA, INDIA
Ph 0494-2973333, Mob 7510363333 | E-mail cpacollegeinfo@gmail.com | Website cpacollege.ac.in

## PROGRAMME APPROVAL FORM

Date : 25/11/25

Request From : Aboobacker. k

Designation : NSS programme officer Dept.: Management studies

*Kindly approve the Programme and sanction the budget.*

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|---|---|
| **Programme Description** | SIR Digitalization Drive |
| **Programme Objective** | To assist the BLO for entering the SIR Data |
| **Date** | November 26 and 27 2025    **Time**    10 am To 4.pm |
| **Staff In charge** | Aboobacker. k |
| **Student Coordinators** | Adhil |
| **Audience** | NSS volunteers |

**Expenditure Estimates**

1. Honorarium for the guest : 
2. Refreshment charges :
3. PA System :
4. Miscellaneous :

Total Budget Estimate :

**Venue:** ☐ Auditorium ☐ Open Stage ☐ Class Room ☑ Outside the Campus

If outside the campus please mention the venue: Kusumbathur village office

| Projector Required? | — | Laptop Required? | — | Camera Required? | — |
|---|---|---|---|---|---|

**Others if Any**

**Guest for the Programme**

Sign:

HOD:

Principal:

**Remarks**

System Admin :

FM:

Accountant:

Administrator :

Ref.No.: NSS/CPA/25/001
Date: 26/11/2025

## CIRCULAR

**Subject: Visit to Kurumbathur Village office for SIR Digitalization Work**

The NSS Unit of our college has organized a visit to the Kurumbathur Village Office on 26th & 27th November 2025, from 9:30 AM to 4:00 PM, for carrying out the SIR Digitalization activities.The purpose of this visit is to involve NSS volunteers in essential digitization procedures, support the Village Office staff, and contribute to improving public service efficiency.
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Aboobacker
**NSS Program officer**
CPA College of Global Studies, Puthanathani

**NSS UNIT-272**

# SIR DIGITALIZATION DRIVE

**IN ASSOCIATION WITH KURUMBATHUR VILLAGE OFFICE**

**NOVEMBER 26,27 2025** | **KURUMBATHUR VILLAGE OFFICE** 📍



## CPA
### COLLEGE OF GLOBAL STUDIES
Affiliated to University of Calicut & Recognized by Govt. of Kerala

Cheloor, Puthanathani, Malappuram Dt
cpacollegeinfo@gmail.com

# CPA
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### Cheloor, Puthanathani, Malappuram Dt
cpacollegeinfo@gmail.com

| Sl.No | NAME | Department | Sign |
|-------|------|------------|------|
| | Adil Kamal DP | | |
| 1 | Adil Kamal | Finance | |
| 2 | Faseeh | Finance | |
| 3 | Irshad | Finance | |
| 4 | Nadeem | Co-operation | |
| 5 | Anas | Finance | |
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# PROGRAMME REPORT

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**Title of the Programme**: SIR DIGITALIZATION DRIVE

**Date**: 26 and 27 November 2025

**NSS Program Officer :**Aboobacker k

**Objective of the Programme**:

- To Assist BLO Staff in the SIR Digitalization Task
- To promote digital literacy and community participation among student

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Report

The NSS Unit 272 of CPA College of Global Studies, Puthanathani, organized a two-day visit to the Kurumbathur Village Office on 26 and 27 November 2025 as part of the SIR Digitalization Program. The program aimed to provide volunteers with practical exposure to government digital processes. Students who participated were actively involved in document sorting, data verification, and supporting staff with digital entry tasks.

The welcome address was delivered by Mr. Aboobacker, NSS Programme Officer, who highlighted the importance of the programme and the role of students in supporting digital governance at the village level.

A technical session on digital documentation and data handling was facilitated by Village Office staff, who guided the volunteers throughout the process. Volunteers engaged in scanning documents, organizing files, updating entries, and assisting in the preparation of digital records.

The programme concluded successfully with valuable learning experiences for all volunteers, where they gained hands-on understanding of administrative digital work. The staff expressed gratitude for the efficient support provided by NSS volunteers

Kurumbathur, Kerala, India 🇮🇳
W284+8h4, Kurumbathur, Kerala 676301, India
Lat 10.913642° Long 76.010156°
Wednesday, 26/11/2025 12:19 PM GMT +05:30



Kurumbathur, Kerala, India 🇮🇳
W276+95r, Kurumbathur, Kerala 676301, India
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