

**GOVERNMENT DEGREE COLLEGE FOR WOMEN,  
BEGUMPET, HYDERABAD.  
(Autonomous)**

**PROFESSIONAL DEVELOPMENT/ADMINISTRATIVE TRAINING  
PROGRAMMES (2016-17)**

Every year, the institution conducts various Professional Development and Administrative training programs to upgrade the skills of Teaching and Non teaching staff members of the college. Programs to create awareness regarding Yoga, Basic Computer skills, e-filing of Income Tax returns, Health and Nutrition etc are planned and executed for the benefit of the staff members, which automatically ensures effective functioning of the institution. The programs conducted during the academic year 2016-17 are as follows:

**Workshop on Gender Sensitization course- “An initiative towards  
Creating a world of equals” (3rd & 4th June 2016)**

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**Social Media Awareness Program (04.11.2016)**

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**Workshop on “Legal Awareness Programme on Laws Related to Women”  
(3rd & 4th March 2017)**

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**International Yoga Day at GDCW Begumpet 21-06-2016**

All the four NSS Units of the college celebrated the International Yoga Day on 21.06.2016. This program was conducted in collaboration with ISHA Foundation, Hyd. The Principal, Vice Principal, Teaching, Non-teaching Staff and students have Participated in the programme. It was conducted in the conference hall at 11 am. The Principal elaborated on India’s role in the declaration of International Yoga Day on June 16th, and how India is the Spiritual Guru of the world. The ISHA Resource person spoke about the

importance of Yoga and how it helps for physical and psychological well being. Teaching and Non-teaching staff members actively participated in the programme.

**Objective of the programme:**

To enhance physical and psychological health through practice of yoga.

**Description:** Yoga teacher Sri Ramesh garu had taken physical class for staff by demonstrating them about various simple asanas in yoga in daily life.

**Outcome:** The staff were happy to learn about the simple asanas and the techniques to relax themselves in a busy schedule. The exercises can be done where it is possible and do not require any equipment.

**International Yoga Day celebrated at Gachibowli Stadium, Hyderabad**

Heartfulness Institute of Shri. Ram Chandra Mission organized International Day of Yoga in collaboration with NSS units of the college at Gachibowli Stadium on June 21<sup>st</sup> 2016 from 4 PM to 8 PM.

Chief Guest was Sri Sajjanargaru, IPS, IG, Police Department, Telangana State.

300 volunteers and 11 staff members from the college participated in the International Day of Yoga programme held at Gachibowli Stadium, Madhapur, in association with Heartfulness Institute –SAHAJ MARG MEDITATION. The speaker Sri Kamalesh Patel i enlightened the students about how to meditate and experience lightness and joy in our hearts through skype conference. Through this method one can reduce stress and anxiety, improve focus and overall wellness. Heartfulness provides a peaceful and balanced life guided by the heart.



## Basic Computer skills awareness programme(MS Office)

**Dt: 15-7-2016**

**Description:** Computer Science has conducted a training program for the Teaching and Non-teaching staff to enhance their skills of usage of Ms Office and its uses. It was conducted on Dt: 15-7-2016. . Introduction to various concepts and icons in MS Word and their applications are explained by Ms Jayalaxmi and Kalpana, Faculty in Dept. of computers.

**Objective:** The programme is conducted to bring awareness about various concepts of MS Office to the faculty.

1. Introduction about Ms Word
2. Various options available
3. The bar options available on the menu and their uses
4. The various field to be created edited and saved and other options creating and editing tables,
5. Formatting options
6. Different tools used to presentation of the document
7. Printing options and other things

**Outcome:** The staff members got the basic inputs regarding usage of Ms Word , The creation of files, editing and formatting techniques and presentation of the document.

No. of staff attended : 37



**PowerPoint Presentation:** for staff members to enable them for usage of MS PowerPoint and their usage in Presentations of their thesis or the subject to the students.

**Hands on experience on using Ms Excel Sheets** was given to the teaching and non teaching staff by the faculty of computers

The programme is focussed on bringing in the techniques of MS Excell into the academics for easy handling of the data of the student strength. The teaching staff learnt about the various methods of using the excel sheets in getting student strength, marks assigning and their individual data.

**PowerPoint Presentation** for staff members to enable them for usage of MS PowerPoint and their usage in Presentations of their thesis or the subject to the students.