



## Dr. BRR Govt. Degree College- Jadcherla

ACADEMIC YEAR 2020-2021

### FACULTY COMPUTER TRAINING PROGRAM

Department of Computer Science has conducted the Computer Training program on Basics of Computers as per the instructions of CCE, HYD, TS. This program is for one month from 15-03-2021 To 15-04-2021. In this program 7 of the faculty members from teaching and non- teaching are participated. The faculty members are trained basics of computers (Ms-Office, Internet Browsing) only.



*Principals*  
PRINCIPAL  
Dr BRR Govt. College  
Jadcherla-509 301

Dr. BRR Government Degree College- Jaddcherla

Attendance of Staff who are attending the Computer Basics Aass

S. No.	Name of the Faculty	Designation	Attendance of March-2021										Attendance of April-2021											
			15-03-2021	16-03-2021	17-03-2021	18-03-2021	19-03-2021	20-03-2021	22-03-2021	23-03-2021	24-03-2021	25-03-2021	26-03-2021	27-03-2021	30-03-2021	31-03-2021	01-04-2021	03-04-2021	06-04-2021	07-04-2021	08-04-2021	09-04-2021	12-04-2021	
1	M.Panna Krishna	Trainer Signature	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	Dr.K.Narasimha Rao	Assistant Professor of Hindi	P	P	P	A	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	A	P	A
3	SRI VENKAT REDDY	Lecturer in Commerce	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	Sri M.Chandra Sekhar	Store Keeper	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	Smt T.Chinnamma	Record Assistant	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A
6	Sri M.Chandra Sekhar	Record Assistant	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	A	P	P	P
7	Sri Khaja Padma	Record Assistant	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	A	P	P	P	P	P	P
8	Vijaya Laxmi Devi	Lecturer in Commerce	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

  
**PRINCIPAL**  
 Dr BRR Govt. College  
 Jaddcherla-509 301



**COMMISSIONER OF COLLEGIATE EDUCATION  
GOVERNMENT OF TELANGANA  
PRESENT: SRI.NAVIN MITTAL, IAS.**

**CIRCULAR**

Sub: Collegiate Education - Government Degree Colleges - One month In-house Training Program on Basic Computer Skills for Teaching and Non-Teaching Staff Members -Reg.

During the Virtual Meeting held on 15.03.2021 with Principals of GDCs in Telangana State, some of the Principals have informed the Commissioner of Collegiate Education that some of the Teaching and Non-teaching faculty members of GDCs do not have the basic Computer knowledge which ultimately leading to hindrance to the effective functioning of GDCs.

In order to efficiently maintain the Academic and Office Administration in all GDCs, it has been decided to conduct One Month (30 days) training program in Basic Computer Skills for the Teaching and Non-teaching faculty members of GDCs, who are not well-versed or not equipped with Basic Computer Skills.

The training would cover the following components of Computer Skills:

1. MS Word
2. MS Excel
3. MS Power Point
4. Internet Browsing and email usage
5. Usage of e-Office

Further, the Principals are instructed to identify the Teaching and Non-teaching staff for undergoing Training and ensure that they should be given proper training by the Computer Science/Applications Faculty member (Regular/Contract/Guest) of the respective colleges.

Prior to the identification of faculty members for imparting Computer training, the Principals should get the undertaking signed from the faculty members that they are aware of Basic Computer Skills and they would be able to work on the above said applications as a part of their regular Office/Academic duties.

In this connection, Principals are instructed to identify the Trainer and participants and are directed to commence the training program from today and complete the training program by 15 April, 2021 and ensure that all the

Staff members are Computer Literates and are able to work on the above said applications for effective and smooth functioning of the colleges. The training should be given before or after the regular college timings covering two hours per day and the Principals should ensure that those who are undergoing training should mark the Biometric attendance after 8 hours instead of the regular 6 hours of College timings.

In view of the above the Principals are informed to monitor the training program and issue certificates to the participants after successful completion of the training program and send compliance of the same to the O/o CCE by 15 April, 2021.

(Orders of CCE obtained in the note file)

Signature Not Verified

Digitally signed by Ghanshyam  
Date: 2021.03.16 14:39:02 IST  
Reason: Approved

For Commissioner of Collegiate Education

To Principals of All GDCs in Telangana State.



**ANNEXURE - A**  
**UNDERTAKING**

Name of the Faculty/Office Staff: E. VENKAT REDDY


Subject/Department: COMMERCE

Designation: contract Lecturer

No. of Years of Teaching/office Experience: 17

1. I hereby declare that, I do not have proper knowledge on Basic Computer skills and therefore I want to undergo training on Basic Computer Skills which is being imparted at college level for a period of one month.
2. Further, I am here with giving my undertaking that, I will equip myself with the Basic Computer and Internet knowledge and I will put my efforts to learn Basic Computer Skills, to undertake computer work/assignment assigned by the Principal.

Date: 16/3/2019

  
Signature  
(E. VENKAT REDDY)

**ANNEXURE - A**  
**UNDERTAKING**

Name of the Faculty/Office Staff: ✓ Dr. K. NARSIMHA RAO.


Subject/Department: HINDI

Designation: Asst. Professor of Hindi

No. of Years of Teaching/office-Experience: ✓ 8 years

1. I hereby declare that, I do not have proper knowledge on Basic Computer skills and therefore I want to undergo training on Basic Computer Skills which is being imparted at college level for a period of one month.
2. Further, I am here with giving my undertaking that, I will equip myself with the Basic Computer and Internet knowledge and I will put my efforts to learn Basic Computer Skills, to undertake computer work/assignment assigned by the Principal.

Date: 15/3/2021

  
Signature  
(Dr. K. NARSIMHA RAO)  
Asst. Prof. of Hindi



**ANNEXURE - A**  
**UNDERTAKING**

Name of the Faculty/Office Staff: *KHAJA PASHA*

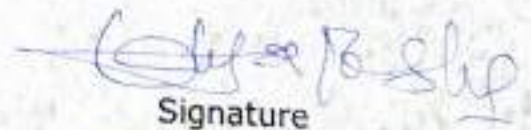
Subject/Department: *Exam Branch*

Designation: *Recd Asst*

No. of Years of Teaching/office Experience: *10 years*

1. I hereby declare that, I do not have proper knowledge on Basic Computer skills and therefore I want to undergo training on Basic Computer Skills which is being imparted at college level for a period of one month.
2. Further, I am here with giving my undertaking that, I will equip myself with the Basic Computer and Internet knowledge and I will put my efforts to learn Basic Computer Skills, to undertake computer work/assignment assigned by the Principal.

Date: *17/03/2024*



Signature

*KHAJA PASHA*

*(Recd Asst)*

**ANNEXURE - A**  
**UNDERTAKING**

Name of the Faculty/Office Staff: M. CHANDRA SHEKAR

Subject/Department: office staff

Designation: Store Keeper

No. of Years of Teaching/office Experience: 10. yer's

1. I hereby declare that, I do not have proper knowledge on Basic Computer skills and therefore I want to undergo training on Basic Computer Skills which is being imparted at college level for a period of one month.
2. Further, I am here with giving my undertaking that, I will equip myself with the Basic Computer and Internet knowledge and I will put my efforts to learn Basic Computer Skills, to undertake computer work/assignment assigned by the Principal.

Date: 15/6/2021

M. Chokkar

Signature

M. CHANDRASHEKAR  
(Store Keeper)



**ANNEXURE - A**  
**UNDERTAKING**

Name of the Faculty/Office Staff: *T. Chinmoy*

Subject/Department: *Non-Teaching*

Designation: *Record Assistant*

No. of Years of Teaching/office Experiences: *20 yrs*

1. I hereby declare that, I do not have proper knowledge on Basic Computer skills and therefore I want to undergo training on Basic Computer Skills which is being imparted at college level for a period of one month.
2. Further, I am here with giving my undertaking that, I will equip myself with the Basic Computer and Internet knowledge and I will put my efforts to learn Basic Computer Skills, to undertake computer work/assignment assigned by the Principal.

Date: *15/07/2021*

*T. Chinmoy*

*T. Chinmoy*

*7/2*

**ANNEXURE - A**  
**UNDERTAKING**

Name of the Faculty/Office Staff: M. Charanra Sherkar  
Subject/Department: Education  
Designation: Record Assistant  
No. of Years of Teaching/office Experience: 10

1. I hereby declare that, I do not have proper knowledge on Basic Computer skills and therefore I want to undergo training on Basic Computer Skills which is being imparted at college level for a period of one month.
2. Further, I am here with giving my undertaking that, I will equip myself with the Basic Computer and Internet knowledge and I will put my efforts to learn Basic Computer Skills, to undertake computer work/assignment assigned by the Principal.

Date: 16/3/2021

M. Charanra Sherkar  
Signature

M. Charanra Sherkar, EA