



Government Degree College

Falaknuma Hyderabad-53

(Email: gdefalaknuma@gmail.com)

Date: 4/02/2022

To
The Principal
Government Degree College
Falaknuma, Hyderabad-53

Sub: - Computer Department- Permission for conducting an Certificate
Course on M.S. Office. -Request- Regd.

Sir/Madam

The Computer Department is planning to conduct
Certificate Course on topic M.S. Office.

07/02/2022 from 07/02/2022 to 24/02/2022.
total 15 days and 30 hours.

I request you to permit us to conduct the course and sanction an amount

I shall be thankful to you for the same.

A. Manjula Varj
Yours Truly

Head of the Department
Department of Computer
GDC, Falaknuma, Hyd.

Government Degree College
Falaknuma, Hyderabad-53

Department:

Certificate Course:

Report


OBJECTIVE :- To train students in essential and advanced M.S. Office Skills.

The training program was conducted for 15 days, which included theory and practical. The basic objective of this program was to enable students to get hands-on experience on M.S. Office app which includes Word, Excel, Power-Point.

The students during this program have learnt to edit, and prepare effective Presentations.

Photos (4) Small Size




PRINCIPAL(FAC)
Principal
Govt. Degree College
Falaknuma, Hyderabad.

A. Manjula Vary
Organiser
Head of the Department
Department of Computer
GDC, Falaknuma, Hyd.

Government Degree College

Falaknuma, Hyderabad-53


Department: Computer

Certificate Course: M.S. Office.

From: 07/02/22 to 24/02/22.

Feedback of Students

S.No	Roll Number	Name	Feed Back
1	191119405014	A. Sai Teja	Informative
2	009	Akula Rahul Yadav	Nice.
3	030	Habeebunnissa	Good.
4	148	Nameera fatima	Excellent.
5	191120405173	Shaik Ibrahim.	Excellent
6	085	Ayesha Ul haq.	Very use ful classes
7	064	Md. kashif	informative
8	100	Mohammed Siddique Malibee	great to attended this class.
9	102	Mohd Atif	good
10	107	Mohd Abrar Mushtaq	Excellent.
11	191120405003	Paran Kalyan	Good
12	445012	P. Aravindth	Very very satisfied.
13	468041	Prashanth	Good
14	468016	Joshua Pokalkar	Classes Job oriented
15	352101	Mainika Kumari Verma	V. Good.
16	191121005062	K. Dhushyanth Kumar	greatfully privilige to attended this class
17	193	P. Crown	It was a Excellent. I had a good Experience.
18	223	Sayeeda Begum.	Excellent I learned so many thing it.
	290	Yasmeen Sultana	It's very nice. I had a very good Experience
	614001	Asraunnissa.	Today I learned new something in MS office.


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Certificate Course: M.S. Office

From: 07/02/2022 to 24/02/2022

Attendance of Students

S.No	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	A	15	16	17	18	19	20	Remarks
1	A Sai Teja	1	2	3	4	5	6	7	8	9	10	11	12	13	14	A	15	16	17	18	A		
2	Akula Ratul Yadav.	1	2	3	A	5	6	7	8	9	10	11	A	12	13	14	15	16	17	18	19		
3	Hakshunnisa	1	2	3	4	5	6	A	7	8	9	10	11	12	13	14	A	15	16	17	A		
4	Nameera-Fatima	1	2	3	4	5	6	7	8	A	9	10	11	A	12	13	14	15	16	17	18		
5	Shaik Ibrahim.	1	2	3	4	5	6	7	8	9	10	A	11	12	13	14	15	16	17	18	19		
6	Ayesha Ul Haq.	1	2	3	4	5	6	7	8	9	10	11	12	A	13	14	15	16	17	18	19		
7	Md Kasif.	1	2	3	4	A	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		
8	Mohammed Siddique Mohboob	1	2	3	4	5	6	7	8	A	9	10	11	12	13	A	14	15	16	17	18		
9	Mohd Aatif	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	A		
10	Mohd Abrar Muehlq	1	2	3	A	4	5	6	7	8	A	9	10	11	12	13	14	15	A	16	17	A	
11	Pavan Kalyan.	1	2	3	4	5	6	7	8	9	10	A	11	12	13	14	15	A	16	17	18		
12	P. Aravindh	1	2	3	4	A	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		
13	Prashanth	1	2	3	4	5	6	7	A	8	9	10	11	12	A	13	14	15	16	A	17		
14	Jadhna Pokalkar	1	2	3	4	5	6	7	8	9	A	10	11	12	13	14	15	16	17	18	19		
15	Manisha Kumari Verma	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
16	P. Dhananjay Kumar	1	2	3	4	5	6	A	7	8	9	10	11	12	13	14	15	16	17	A	18	19	
17	P. Gowri	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
18	Saeeda Begum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
19	Yasmeen Sultana	1	2	A	3	4	5	6	7	A	8	9	10	11	12	A	13	14	15	16	17		
20	Harsunnisa	1	A	2	3	4	A	5	6	A	7	8	9	10	11	12	A	13	14	15	16		


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Falaknuma, Hyderabad-53

Department: Computer From 01/02/22 to 24/02/22

Certificate Course: M.S. Office

List of Students

S.No	Name	Class	Roll No.	Signature
<u>1</u>	A. Sai Teja	B.Com III yr.	191119405014	A. Sai Teja
<u>2</u>	Akula Rahul Yadav.	B.Com III yr.	008	Rahul Yadav
<u>3</u>	Habeebunnisa	B.Com III yr.	030	Habeebunnisa
<u>4</u>	Nameera Fatima	B.Com III yr.	148	Nameera
<u>5</u>	Shaik Ibrahim.	B.Com II yr.	191120405173	Shaik Ibrahim
<u>6</u>	Ayesha Ul haq.	B.Com II yr.	025	Ayesha
<u>7</u>	Md. Kashif.	B.Com II yr.	064	Md. Kashif
<u>8</u>	Mohammed Siddique Mahboob	B.Com II yr.	106	Mohammed Siddique Mahboob
<u>9</u>	Mohd Aatif.	B.Com II yr.	102	Mohd Aatif
<u>10</u>	Mohd Abrar Mushtaq	B.Com II yr.	107	Mohd Abrar
<u>11</u>	Paran Kalyan.	B.Sc II yr.	191120441003	Paran Kalyan
<u>12</u>	P. Aravindh	B.Sc II yr.	445012	P. Aravindh
<u>13</u>	Prashanth	B.Sc II yr.	468004	Prashanth
<u>14</u>	Joshna Pokarkar.	B.Sc II yr.	468016	P. Joshna
<u>15</u>	Manisha Kumari Verma	B.A II yr.	352001	Manisha
<u>16</u>	K. Dhushyanthi Kumar	B.Com I yr.	191121405062	K. Dhushyanthi
<u>17</u>	P. Gowri.	B.Com I yr.	193	P. Gowri
<u>18</u>	Sayeeda Begum.	B.Com I yr.	223	Sayeeda
<u>19</u>	Xasmeen Sultana	B.Com I yr.	290	Xasmeen
<u>20</u>	Asraunnisa.	B.Sc I yr.	191121614001	Asra


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Organiser
Head of the Department
Department of Computer
GDC, Falaknuma, Hyd.



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(E mail: gdcfalaknuma@gmail.com)

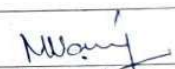

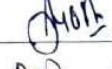
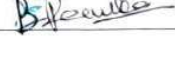
Notice

This is to inform all the students of B.Com, B.Sc I / II / III Year that
M.S. Office Certificate Course by
Computer Department conducted on
M.S. Office. from
07/02/2022 to 24/02/2022.

Students are instructed to participate in large number and get benefited from the career oriented certificate course. Those who are interested to participate can give their names to
Mrs. A. Manjula Vani, lecturer in
Computer.

A. Manjula Vani
Signature of In-charge
Department of Computer
Head of Department
GDC, Falaknuma, Hyd.


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SL.No	Name	Class	Signature
01	Mrs. A. Manjula Vani.	B.Com III yr.	
02	Mrs. G. Hemalatha.	B.Sc III yr.	
03	Mrs. C. Arun Jyothi.	B.Com II yr.	
04	Mrs. B. Renuka.	B.Com I yr.	
05			
06			
07			
08			
09			
10			