

A meeting is held in department of "Computer Science" on 01-12-2021 with Principal, IOAC coordinator, Teaching staff & non-teaching staff to resolve the following

① Resolve to continue a certificate course on "BASIC COMPUTER SKILLS" for a period of 15 days from the Academic year.


② Resolve to continue "BASIC COMPUTER SKILLS" course. The committee also discussed the following items.

→ Discussed about the importance of the computer in real life as well as in academic demand of the certificate course and discuss about the current value of the certificate course.

→ Discussed about the topics which we need to cover in this 15 days programme.

Head of the Dept.

IOAC coordinator


PRINCIPAL
GOVERNMENT DEGREE COLLEGE
BODHAN-501165

S.NO	HALL TICKET NO	STUDENT NAME	COURSE	SIGN
1	210550071992031	K. Mahender	B.A	Mahender
2	2032	L. Mahesh	"	mahesh
3	2035	M. Padma	"	padma
4	2036	M. Naveen	"	Naveen
5	2039	M. Nagaraju	"	Nagaraju
6	2041	N. Akash	"	Akash
7	2042	P. Sravind	"	Sravind
8	2044	P. Mahesh	"	Mahesh
9	2045	Ruslia Bigum	"	Ruslia
10	2046	S. Shiva Prasad	"	Shiva Prasad
11	2047	S. Sameer	"	Sameer
12	2051	T. Venkat Rao	"	Venkat Rao
13	2054	K. Ghanindra	"	Ghanindra
14	21055007552003	S. Lakshman	"	Lakshman
15	2004	T. Srikanth	"	Srikanth
16	1291002	B. YUNARAJ	"	YUNARAJ
17	1291006	B. RAJU	"	RAJU
18	1291010	D. BHUVANA	"	BHUVANA
19	1291015	G. VISHNU	"	VISHNU
20	1291016	G. MAHENDAR	"	MAHENDAR
21	1291018	H. VENKAT	"	VENKAT
22	1291019	K. ASITHKUMAR	"	ASITHKUMAR
23	1291021	K. KARTHIK	"	KARTHIK
24	1291023	M. RIZWAN	"	RIZWAN
25	1291028	P. LAVANYA	"	LAVANYA

S.No	Date	Name of the Topic	Student Present	Hours Taken	Sign of Trainer	Sign of Convener
1	6-12-21	MS-Word. Introduction (menus, shortcuts, etc)	25	2 1+1	<u>SDP</u>	
2	7-12-21	Working with documents (open, save, formatting, converting files, editing text, toolbar)	23	2 1+1	<u>SDP</u>	
3	8-12-21	Formatting Documents (setting font styles, setting page styles, setting document styles)	22	2	<u>SDP</u>	
4	9-12-21	Creating Tables (setting borders, alignment, insertion, deletion, merging, splitting, sorting)	20	2	<u>SDP</u>	
5	10-12-21	Drawing (Insert Pictures, files etc)	24	2	<u>SDP</u>	
6	13-12-21	Tools in word (spellcheck, macros, mailing, windows security)	24	2	<u>SDP</u>	
7	14-12-21	Printing documents	24	2	<u>SDP</u>	

S.No	Date	Name of the Topic	Student Present	Hours Taken	Sign of Trainer	Sign of Convener
8	15-12-21	Printing documents	24	2	<u>SDP</u>	
9	16-12-21	MS-Excel Introduction	25	2	<u>SDP</u>	
10	17-12-21	Working with spreadsheet	25	2	<u>SDP</u>	
11	18-12-21	Working with formatting spreadsheet	25	2	<u>SDP</u>	
12	20-12-21	Creating charts Printing work sheet	24	2	<u>SDP</u>	
13	21-12-21	MS-PowerPoint Introduction open new ppt	24	2	<u>SDP</u>	
14	22-12-21	Templates, background	25	2	<u>SDP</u>	
15	23-12-21	Creating presentation	25	2	<u>SDP</u>	

SNO	Student Name	Hall ticket No	Date				13-12-21	14-12-21	15-12-21	16-12-21	17-12-21	18-12-21	20-12-21	21-12-21	22-12-21	23-12-21
			6-12-21	7-12-21	8-12-21	9-12-21										
1	K. Mahender	21055007129203	P	P	P	P	P	P	P	P	P	P	P	P	P	
2	L. Mahesh	2032	P	P	P	A	P	P	P	P	P	P	P	P	P	
3	M. Padma	2035	P	P	P	P	P	P	P	P	P	P	P	P	P	
4	M. Naveen	2036	P	P	P	P	P	P	P	P	P	P	P	P	P	
5	M. Nagaraju	2039	P	P	A	P	P	P	P	P	P	P	P	P	P	
6	N. Akash	2041	P	P	P	P	P	P	P	P	P	P	P	P	P	
7	P. Aravind	2042	P	P	P	P	P	P	P	P	P	P	P	P	P	
8	R. Mahesh	2044	P	P	P	A	P	P	P	P	P	P	P	P	P	
9	R. Begum	2045	P	P	P	P	P	P	P	P	P	P	P	P	P	
10	S. Shiva Prasad.	2046	P	P	P	P	P	P	P	P	P	A	P	P	P	
11	S. Sameera	2047	P	P	P	P	P	P	P	P	P	P	P	P	P	
12	T. Venkat Rao	2051	P	P	A	P	P	P	P	P	P	P	P	P	P	
13	K. Phanindra	2054	P	P	P	P	P	P	P	P	P	P	P	P	P	
14	S. Lakshman	5552003	P	A	P	A	P	P	P	P	P	P	P	P	P	
15	T. Srikanth	2004	P	P	P	P	P	A	P	P	P	P	P	P	P	
16	B. Yuvasai	1291004	P	P	P	P	P	P	P	P	P	P	P	P	P	
17	D. Bhuvana Reddy	1010	P	P	P	A	P	P	P	P	P	P	P	P	P	
18	G. Vishnu	1015	P	P	P	P	P	P	P	P	P	P	P	P	P	
19	G. Mahender	1016	P	P	A	P	P	P	P	P	P	P	P	P	P	
20	H. Venkat	1018	P	P	P	P	P	P	P	P	P	P	P	P	P	
21	K. Ajithkumar	1019	P	P	P	P	P	A	P	P	P	P	P	P	P	
22	K. Karthik	1021	P	P	P	A	P	P	P	P	P	P	P	P	P	
23	M. Rizwan	1023	P	P	P	P	P	P	P	P	P	A	A	P	P	
24	P. Lavanya.	1028	P	P	P	P	P	A	P	P	P	P	P	P	P	
25	B. Raju	1006	P	A	P	P	P	P	P	P	P	P	P	P	P	