

Microsoft Office

A training programme was organized by IQAC in association with the department of Computer Science. The programme was conducted from 26.10.2021-30.10.2021.

Course : MS Office (Word/Excel/Powerpoint)

No.of hours per week : 06

No.of Participants : 19

Group of participants : Teaching & Non-Teaching staff

Trainer : smt. P.Lavanya, Faculty in Computer Science

The programme commenced on 26.10.2021 in the afternoon at 4 pm. All the staff of the college participated in the activity. The contents covered are as follows-

26.10.2021:

- Introduction to computers
- Basics of MS Office & Applications
- Introduction to MS word
- Home

27.10.2021

- Page layout& Margins
- Watermarks colours
- Page Borders
- Insert tables
- Charts

28.10.2021

- Introduction to Excel
- Home
- Page layout
- Charts

29.10.2021

- Tables
- View & Exercise

30.10.2021

- MS Power point
- Preparation of slides
- Animations
- Practice

The staff of the college actively participated and learnt the basic computer skills. The teachers practiced the preparation of slides and presentations. The office staff learnt the basic skills in MS Office

Out Come of the Programme:

The staff are provided with basic skilis in MS Office.

Calculation of Tax & Filing of income tax Return

Course : Calculation of Income Tax and basics of filing returns

Date : 04.02.2022

No.of hours per week : 01

No.of Participants : 19

Group of participants : Teaching & Non-Teaching staff

Trainer : Sri M.Ashok, Lecturer in Commerce

Sri M.Ashok, Lecturer in commerce, explained about the rules for the calculation of income tax. Various exemptions and other deductions admissible. He also explained the differences between the Old & New tax regime and explained the advantages of the both.

Outcome of the programme :

The staff learned how to calculate the advance tax. Basic rules and other important aspects of the income tax.

Documentation & Preparedness for NAAC

Course : Calculation of Income Tax and basics of filing returns

Date : 15.03.2022

No.of hours: 01

No.of Participants : 19

Group of participants : Teaching & Non-Teaching staff

Trainer : Sri A.Vishveswara Sharma, Assistant Professor of English, Tara Degree College
Sangareddy

Sri. A.Visweswara Sharma, IQAC Coordinator, TARA Government Degree College,(Autonomous) Sangareddy explained about the important records to be maintained at the college.

How to prepare Powerpoint slides and presentations.

Preparedness for the NAAC PEER team visit.

Outcome of the Programme :

The staff learned about the maintenance of the records. How to prepare presentations .