BROUCHER

To:
ThePrincipal
NTRGovernmentDegreeCollege(W) Mahabubnagar.

Sub: Requesting to conduct Certificate Course on **"ICT and Office Tools"** to all teaching non-teaching staff for the academic year 2022-2023- reg.

Ref:Resolution of the meeting conducted by the Dept. of computer science and applications held on 08.11.2023 and Almanac of Palamuru University.

Respected Sir,

With Reference to the above based on the resolution of the meeting conducted by the Dept. of computer science held on 08.11.2022 the department is decided to conduct a certificate course named "ICT and Office Tools" to alla teaching and non teaching for the academic year 2022-2023 in the month of November.

Hence,we here with a mattaching the complete schedule and syllabus. Requesting you to permit to conduct the certificate course and do the needful in this regard.

Thanking you,

Yours faithfully

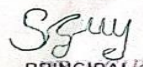Dept. of computer

science and

applications

NTRGOVTDEGREECOLLEGE(W),MAHABUBNAGAR
DEPARTMENT OF MATHEMATICS

Date:09.11.2022

NOTICE

It is hereby informed that the Department of Computer science and applications is going to conduct a certificate course on **"ICT and Office Tools"** from19.11.2022 to 01.12.2022 to all teaching and non-teaching staff for the academic year 2022-2023. The interested staff can register their names in the department of Computer science and applications.

Head of Dept/I.C

PRINCIPAL
N.T.R.G.D C (W)
Mahabubnagar

Objectivesof course:

Everyone can perform basic ICT operations,access digital resources and develop 21st century competencies(CC), design thinking skills and computational thinking skills.

Syllabus:

Basics of computer:

Applications of IECT

Operating system

Ms-office

Networks

www

E-mail

Google forms

Enrolment of the Staff:

S.No	Name of the staff	Mobile.no
1	N. KAVITHA	
2	K.KALAMMA	
3	N.NANDA KISHORE	
4	P. MEENA	
5	K.KESHAVARDHAN	
6	GULAM RABBANI	
7	S.RAGHAVENDER	
8	MANEKKA	
9	P.HIMANELA	
10	PRAVEEN KUMAR	
11	SUDHAKAR REDDY	
12	B.SUSHEELA DEVI	
13	ZAHERA BE	
14	MANJULA	
15	M.JAGADESHWARI	
16	K.SUNITHA	
17	SHABHANA	
18	I.SREEVANI	
19	B.SWETHA	
20	N.RAJESHWARI	

NTR GOVERNMENT DEGREE COLLEGE (W)–3030
(Re–accredidated with "B" Grade By NAAC)
Affiliated to Palamuru University
Mahabubnagar–509001, T.S.

Dept of Computer science and applications
CERTIFICATE

This is to certify that ***N.Kavitha*** has successfully completed the Certificate

course in" **ICT and Office Tools**" conducted from 19.11.2022 to 01.12.2022.

Head of Dept/I.C

PRINCIPAL
N.T.R.G.D.C (W)
Mahabubnagar

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