



**Government Degree College, Luxettipet
Dist. Mancherial**

**Administrative Training Programme on
Drafting Using MS Word**

Notice

Date: 06-09-2018

All the teaching and non teaching staff are informed that today there will be a training program conducted on "**Letter drafting using MS Word**" at 04:00pm by Mr. M. Mahesh Kumar, Lecturer in Computers. Hence all the teaching and non teaching staff members are informed to attend the programme without fail.

Principal

T.K.-ajl-

Principal

Govt. Degree College,

Luxettinet-504 215

Summary

A training programme on "Letter drafting using MS Word" was conducted on 06-09-2018 for all the teaching and non teaching staff at 04:00pm by Mr. M. Mahesh Kumar, Lecturer in Computers. In his session Mr. Mahesh elaborately explained all the text formatting features of MS Word and common rules of letter drafting. All the teaching and non teaching staff actively involved in the programme and the programme was wrapped up at 05:00pm.

Principal
Principal
Govt. Degree College,
Luxettioet-504 215



Government Degree College, Luxettipet
Dist. Mancherial

Administrative Training Programme on
DOST Admissions and Withdrawals

Notice

Date: 05-02-2019

All the teaching and non teaching staff are informed that today there will be a training program conducted on "**DOST Admissions and Withdrawals**" at 04:00pm by Mr. M. Mahesh Kumar. Hence all the teaching and non teaching staff members are informed to attend the programme without fail.

M.K.K.
Principal
Principal
Govt. Degree College,
Luxettinet-504 215

Summary

A training programme on “DOST Admission and withdrawals” was conducted for all the teaching and non teaching staff at 04:00pm by Mr. M. Mahesh Kumar on 05-02-2019. From academic year 2016-17 onwards the process of degree online admissions through DOST website was initiated by Honourable Commissioner of Collegiate Education, Sri. Naveen Mittal, IAS. In his session Mr. Mahesh elaborately explained about the DOST admission procedure. All the teaching and non teaching staff actively involved in the programme and the programme was wrapped up by 05:00pm.

M. K. J.
Principal

Principal
Govt. Degree College,
Luxettinet-504 215