

Commissioner ate of Collegiate Education
M.A.L.D. GOVT. DEGREE COLLEGE,
GADWAL - 509125,
 Jogulamba Gadwal Dist., Telangana State
 Affiliated by Palamuru University, Mahabubnagar
 Re-Accredited by NAAC "B" Grade



NOTICE

Date: 28-03-2018

All the Teaching and Non teaching staff are informed that TSKC of this college will be conducting 10 Day Training Programme for teaching and non teaching staff of this college as per the schedule given under. It is further informed that it is mandatory to undergo this training as it is conducted through DRC.

S.No	Date	Time	Topic	Participants
1	02/04/2018	11.00 to 1.00 PM	MS- Office	Both Teaching & Non Teaching
2	03/04/2018	11.00 to 1.00 PM	MS- Office	Both Teaching & Non Teaching
3	04/04/2018	11.00 to 1.00 PM	Excel	Both Teaching & Non Teaching
4	06/04/2018	11.00 to 1.00 PM	Excel	Both Teaching & Non Teaching
5	07/04/2018	11.00 to 1.00 PM	Internet	Both Teaching & Non Teaching
6	09/04/2018	11.00 to 1.00 PM	Internet	Both Teaching & Non Teaching
7	10/04/2018	11.00 to 1.00 PM	PPT	Teaching
8	11/04/2018	11.00 to 1.00 PM	PPT	Teaching
9	12/04/2018	11.00 to 1.00 PM	Exam	Non Teaching
10	13/04/2018	11.00 to 1.00 PM	Exam	Teaching

PRINCIPAL

Teaching staff

Non-Teaching staff

1. M
 2. S
 3. S
 4. G
 5. C
 6. K

[Signature]
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 GADWAL - 509 125

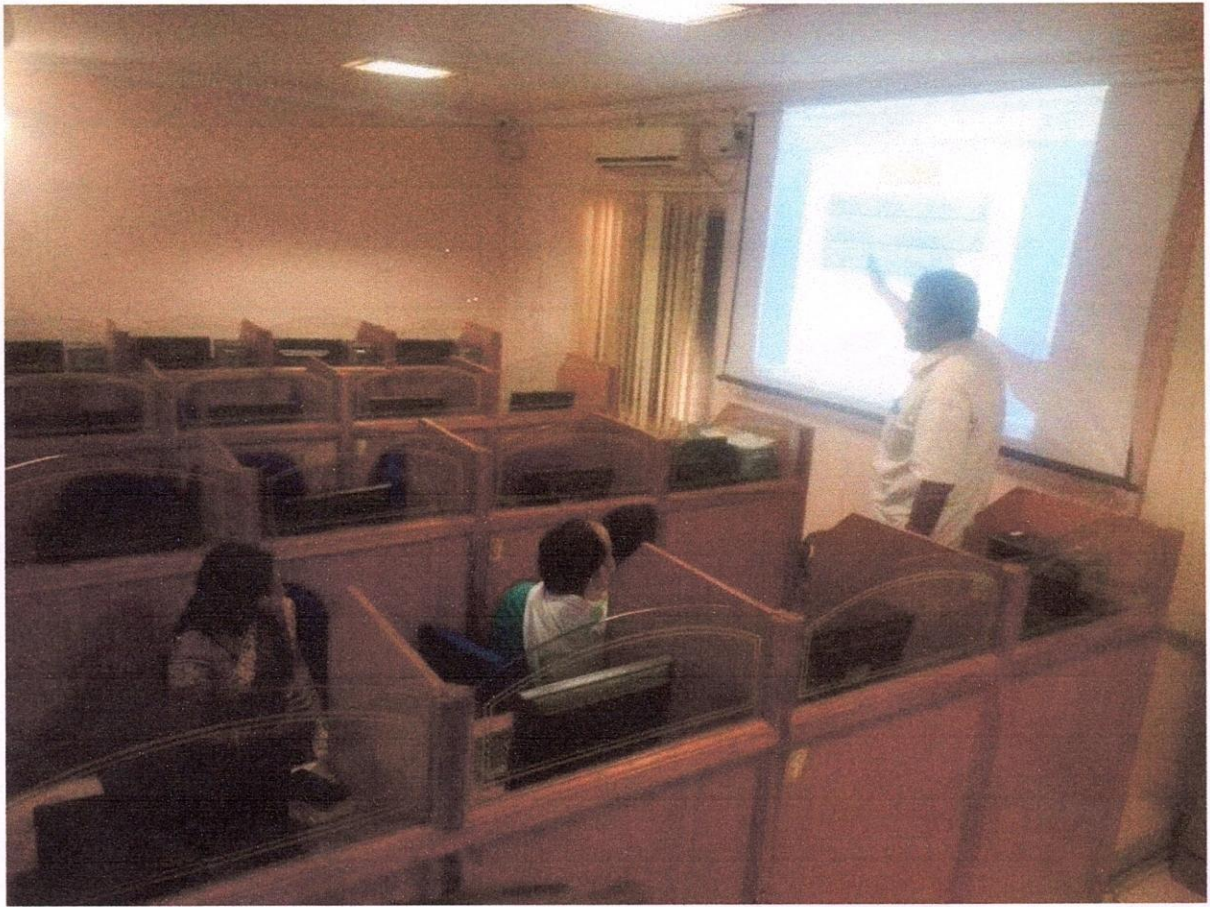
M.A.L.D. GOVT. DEGREE COLLEGE – GADWAL
JOGULAMBA GADWAL (DIST), TELANGANA STATE
AFFILIATED TO PALAMURU UNIVERSITY –
MAHABUBNAGAR
ACCREDITED BY NAAC “ B ” GRADE

10 day training Programme on
“Computer Skills” to all Teaching
and Non- Teaching Staff.

Date: From 02-04-2018 to 13-04-2018

Organized by
DISTRICT RESOURCE CENTER (DRC)


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C.G.Laxmi Prasad, Assistant Professor in English is giving training to the teaching and Non- Teaching staff on Computer Skills.

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10 day training Programme on “Computer Skills” to all Teaching and Non- Teaching Staff.
 DATE: 02-04-2018 to 13-04-2018

S.No	Teacher Name	Designation	Signature
1	Dr.Abdul Ansar	Principal	
2	Sri. S. Ganghadhar	Asst. Prof. of History	
3	Sri. C.G. Laxmi Prasad	Asst. Prof. of English	Resource person
4	Sri. P. Krishna Murthy	Asst. Prof. of English	
5	Dr.N. Amber Singh	Asst. Prof. of Telugu	
6	Sri. K. Mallikarjun	Asst. Prof. of Telugu	
7	Sri. M.E. Thirumala	Asst. Prof. of Telugu	
8	Sri. R. Sheshagiri	Asst. Prof. of Commerce	
9	Sri. V.Surendhar Reddy	Asst. Prof. of Commerce	
10	Sri. D. Shiva Reddy	PTL Commerce	
11	Dr. M. Rukmini	Asst. Prof. of Economics	
12	Sri. V.Nagaraju	Asst. Prof. of Pol.Sci	
13	Sri. V. Manoj Kumar	Asst. Prof. of Mathematics	
14	Sri. M. Sundhara Murthy	Asst. Prof. of Physics	
15	Smt. A. Radhika	Asst. Prof. of Physics	
16	Sri. K. Chandra Mohan	Asst. Prof. of Chemistry	
17	Dr.Venkata Shiva Narayana	Asst. Prof. of Zoology	
18	Sri. G. Rajendar	Asst. Prof. of Botany	
19	Sri.Y.Srinivas Reddy	Lecturer in Physical Director	
20	Sri. I.Anjaneyulu	Librarian	
21	M. Ravi Kumar	Lecturer in Botany	
22	D. Hari Babu	Lecturer in Computer Appl.	
23	Dr. MD. Shafiq Ahmed	Lectuer in Pub. Admn.	
24	P. Thirupathaiah	Lectuer in Economics	
25	Smt. Venkateshwaramma	Lectuer in Zoology	
26	B. Jagan Mohan	Lectuer in Mathematics	
27	Ch.Sreenivasu	Lectuer in Political sci	
28	K. Bhasker	Lectuer in Chemistry	
29	G. krishnaiah	Lectuer in Physics	
30	G. Ganesh	Lectuer in Botany	
31	K.Vinoda	Lectuer in Chemistry	

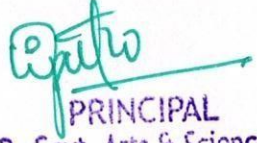
32	S.Shankar	Lectuer in Telugu	S. Shankar
33	E. Sarah Jayakumari	Lectuer in Computer Appl.	S. Jayakumari
34	Praveena	Lectuer in Commerce	Praveena
35	Sreelatha	Lectuer in Computer Appl.	Sreelatha
36	G.Chinna Bhagyamma	Lectuer in Commerce	G.Chinna Bhagyamma
37	Kumara Swamy	Lectuer in English	K. Swamy
38	Ajay Kumar	Lectuer in Bio Technology	A. Kumar
39	Yella Swamy	Lectuer in Zoology	Y. Swamy
40	L.Laxmi	Lectuer in Chemistry	L. Laxmi
41	C.Guru Prasad	Lectuer in Micro Biology	C. Guru Prasad
42	Mahesh	Lectuer in Chemistry	M. Mahesh
43	Shameena	Lectuer in Bio Technology	S. Shameena

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Aw areness on “ MARKS POSTING
THROUGH GOOGLE DRIVE”

Date: 29th & 30th
September, 2018

**EXAMINATION BRANCH
MALD GDC - GADWAL**



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GADWAL - 509 125



G. Rajendar, Academic Coordinator of Examination Branch of MALD GDC GADWAL Presentation about Marks Posting Through Google Drive



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LIST OF FACULTY PARTICIPATED IN AWARENESS PROGRAMME ON
"MARKS POSTING THROUGH GOOGLE DRIVE"

DATE: 29TH & 30TH

SEPTEMBER, 2018

S.No	Teacher Name	Designation	Signature
1	Dr. Abdul Ansar	Principal	
2	Sri. D. Sreepathi Naidu	Asst. Prof. of Pol. Sci	
3	Dr. S. J. Sampath Kumar	Asst. Prof. of History	
4	Dr. P. Laveena Manjulatha	Asst. Prof. of Physics	
5	Sri. K. Rama Obelesu	Asst. Prof. of Physics	
6	Sri. V. Manoj Kumar	Asst. Prof. of Mathematics	
7	Sri. K. Satyanna	Asst. Prof. of Mathematics	
8	Sri. G. Rajendar (Resource person)	Asst. Prof. of Botany	
9	Dr. P. Nageshwar	Asst. Prof. of Computer App.	
10	Sri. D. Shiva Reedy	PTL Commerce	
11	Sri. B. Hari Babu	Asst. Prof. of Chemistry	
12	M. Ravi Kumar	Lecturer in Botany	
13	D. Hari Babu	Lecturer in Computer Appl.	
14	Dr. MD. Shafiq Ahmed	Lectuer in Pub. Admn.	
15	P. Thirupathiah	Lectuer in Economics	
16	Smt. Venkateshwaramma	Lectuer in Zoology	
17	B. Jagan Mohan	Lectuer in Mathematics	
18	Ch. Sreenivasu	Lectuer in Political sci	
19	K. Bhasker	Lectuer in Chemistry	
20	G. krishnaiah	Lectuer in Physics	
21	G. Ganesh	Lectuer in Botany	
22	K. Vinoda	Lectuer in Chemistry	
23	N. Hari Nath	Lectuer in Zoology	
24	Y. Rama Krishna	Lectuer in English	
25	J. Ramulu	Lectuer in English	
26	A. Hari Charan	Lectuer in English	
27	Venkateswarlu	Lectuer in Telugu	

28	M.N. Kishore Kumar	Lectuer in Telugu	Kishore
29	S.Rajitha	Lectuer in Maths	Rajitha
30	Kavali Anjaneyulu	Lectuer in Physics	K. Anjaneyulu
31	G.Suresh Babu	Lectuer in Chemistry	G.Suresh Babu
32	Yella Swamy	Lectuer in Zoology	Yella Swamy
33	Kaneez Fathima	Lectuer in Micro Bilology	Kaneez Fathima
34	Dr. Prem Kumar	Lectuer in Bio Technology	Dr. Prem Kumar
35	Praveena	Lectuer in Commerce	Praveena
36	G.Chinna Bhagyamma	Lectuer in Commerce	G.Chinna Bhagyamma
37	Narayana	Lectuer in Commerce	Narayana
38	V. Pedda Venkatesh	Lectuer in Commerce	V. Pedda Venkatesh
39	P. Naresh Babu	Lectuer in Political Science	P. Naresh Babu
40	K. Janardhan	Lectuer in History	K. Janardhan
41	M.Vishnu Kumar	Lectuer in Economics	M.Vishnu Kumar
42	M. Naga Raju	Lectuer in Economics	M. Naga Raju
43	E. Sarah Jayakumari	Lectuer in Computer Appl.	E. Sarah Jayakumari
44	E.Mallikarjun Goud	Lectuer in English	E.Mallikarjun Goud
45	S.Shankar	Lectuer in Telugu	S. Shankar

(Signature)

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**TRAINING PROGRAMME
ON**

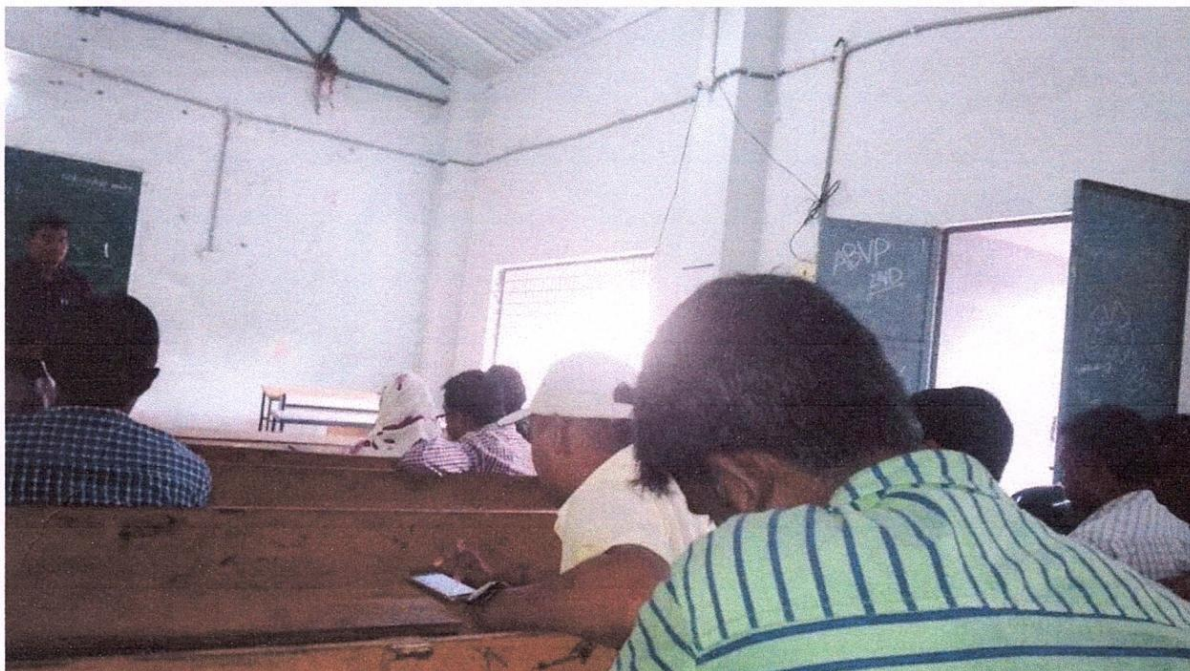
"QUALITY INITIATIVES IN HIGHER EDUCATION"

DATE: 08-10-2018

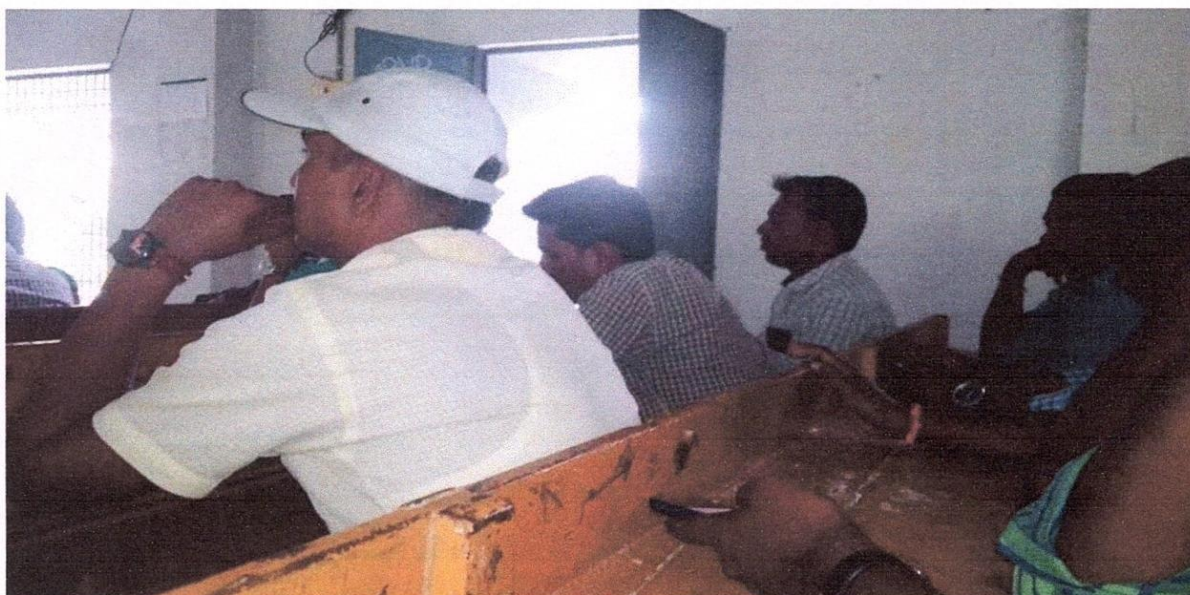


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Training Programme to the Teaching Faculty on “ Quality Initiatives in Higher Education” at MALD GDC GADWAL.



G. Rajendar. Assistant Professor of Botany, presenting his Lecture as part of the training programme.



Participating Teaching Faculty of MALD GDC Gadwal in the training Programme on “Quality Initiatives in Higher Education”

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LIST OF TEACHING FACULTY WHO PARTICIPATED IN TRAINING PROGRAMME ON “ QUALITY INITIATIVES IN HIGHER EDUCATION”

DATE: 08-10-2018 TO 10-10-2018

S.No	Teacher Name	Designation	Signature
1	Dr.Abdul Ansar	Principal	
2	Sri. M.E. Thirumala	Asst. Prof. of Telugu	
4	Sri. D. Shiva Reedy	PTL Commerce	
5	Sri. D.Sreepathi Naidu	Asst. Prof. of Pol.Sci	
6	Sri. V. Manoj Kumar	Asst. Prof. of Mathematics	
7	Sri. K. Satyanna	Asst. Prof. of Mathematics	
8	Sri. B. Hari Babu	Asst. Prof. of Chemistry	
9	Sri. G. Rajendar <i>Resource person</i>	Asst. Prof. of Botany	
10	Dr.P.Nageshwar	Asst. Prof. of Computer App.	
11	Dr.S.J. Sampath Klumar	Asst.Prof. of History	
12	Dr.P. Laveena Manjulatha	Asst.Prof. of Physics	
13	Sri. K. Rama Obelesu	Asst.Prof. of Physics	
14	M. Ravi Kumar	Lecturer in Botany	
15	D. Hari Babu	Lecturer in Computer Appl.	
16	Dr. MD. Shafiq Ahmed	Lectuer in Pub. Admn.	
17	P. Thirupathaiah	Lectuer in Economics	
18	Smt. Venkateshwaramma	Lectuer in Zoology	
19	B. Jagan Mohan	Lectuer in Mathematics	
20	Ch.Sreenivasu	Lectuer in Political sci	
21	K. Bhasker	Lectuer in Chemistry	
22	G. krishnaiah	Lectuer in Physics	
23	G. Ganesh	Lectuer in Botany	
24	K.Vinoda	Lectuer in Chemistry	
25	N. Hari Nath	Lectuer in Zoology	
26	Y. Rama Krishna	Lectuer in English	
27	U. Srinivas	Lectuer in Chemistry	
28	J.Venkatesham	Lectuer in Chemistry	
29	M. Hari Nagabhushnam	Lectuer in Telugu	
30	J.Ramulu	Lectuer in English	
31	E.Mallikarjun Goud	Lectuer in English	

32	S.Shankar	Lectuer in Telugu	S. Shankar
33	Venkateshwarlu	Lectuer in Telugu	Venkateshwarlu
34	M.N. Kishore Kumar	Lectuer in Telugu	Kishore
35	S.Rajitha	Lectuer in Maths	Rajitha
36	Kavali Anjaneyulu	Lectuer in Physics	K.A. Anjaneyulu
37	G.Suresh Babu	Lectuer in Chemistry	G. Suresh Babu
38	Yella Swamy	Lectuer in Zoology	Yella Swamy
39	Kaneez Fathima	Lectuer in Micro Bilology	Kaneez Fathima
40	Dr. Prem Kumar	Lectuer in Bio Technology	Dr. Prem Kumar
41	Praveena	Lectuer in Commerce	Praveena
42	G.Chinna Bhagyamma	Lectuer in Commerce	Chinna Bhagyamma
43	Narayana	Lectuer in Commerce	Narayana
44	V. Pedda Venkatesh	Lectuer in Commerce	V. Pedda Venkatesh
45	P. Naresh Babu	Lectuer in Political Science	P. Naresh Babu
46	K. Janardhan	Lectuer in History	K. Janardhan
47	M.Vishnu Kumar	Lectuer in Economics	M. Vishnu Kumar
48	M. Naga Raju	Lectuer in Economics	M. Naga Raju
49	E. Sarah Jayakumari	Lectuer in Computer Appl.	E. Sarah Jayakumari
50	G.Chandra Shekar Reddy	Lectuer in Political Science	G. Chandra Shekar Reddy
51	N.Suresh	Lectuer in Economics	N. Suresh
52	Pushpath Kumar	Lectuer in Botany	Pushpath Kumar
53	K. Mallikarjun	Lectuer in Telugu	K. Mallikarjun

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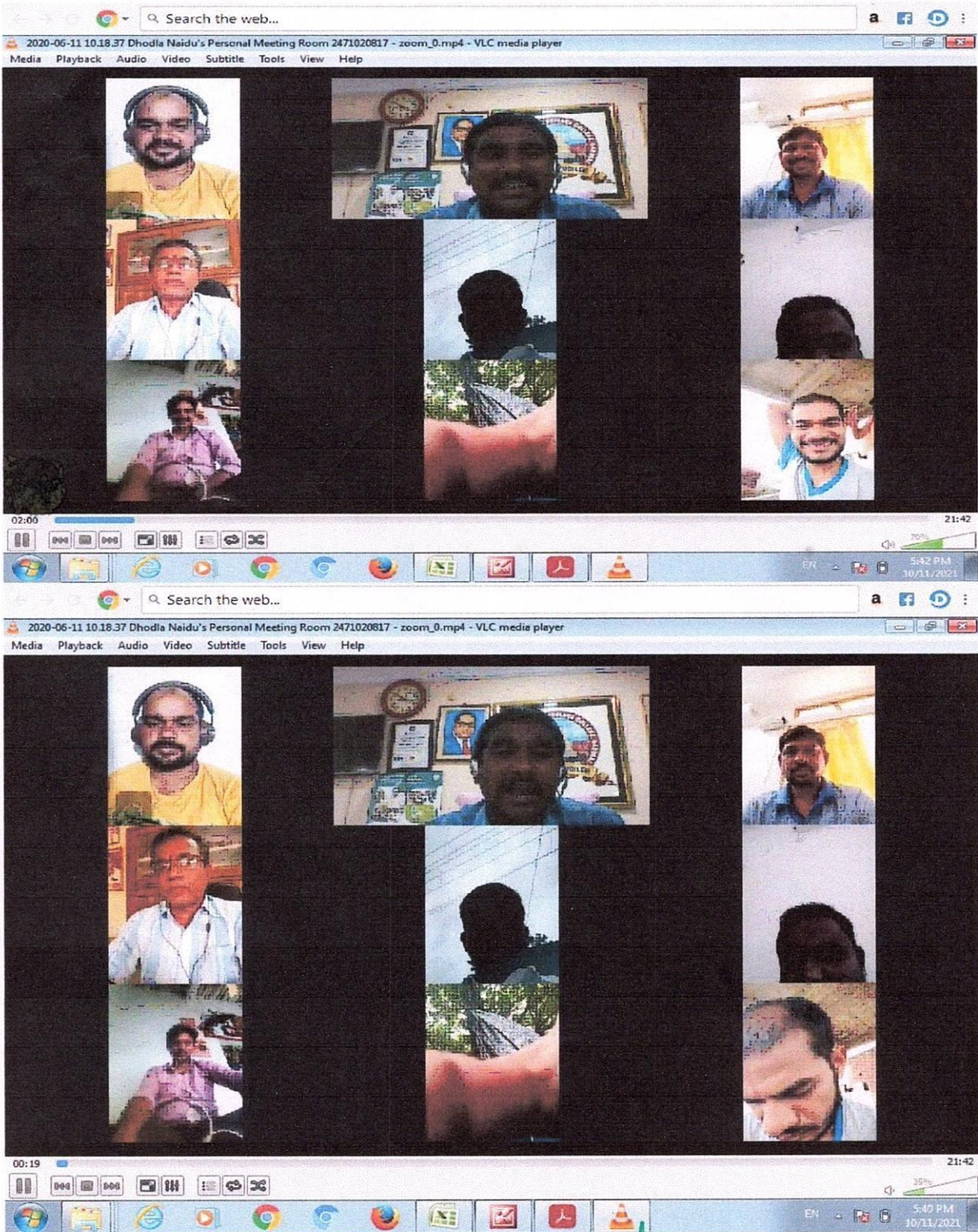
Training Programme on **“Online Teaching -
Oppurtunitis and Challenges
during Covid -19“**

DATE: 11-06-2020

Organized by
**Department of Computer Science,
MALD GDC – Gadwal**


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Training Programme on "Online Teaching -Oppurtunitis and Challenges during Covid -19"
Conducted by the Department of Computer Science



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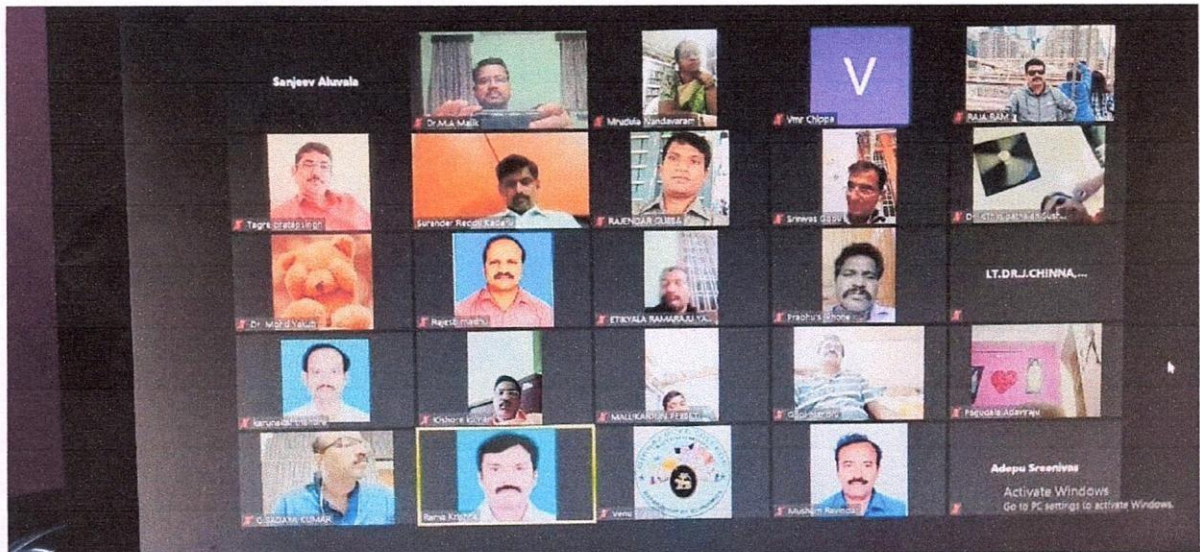
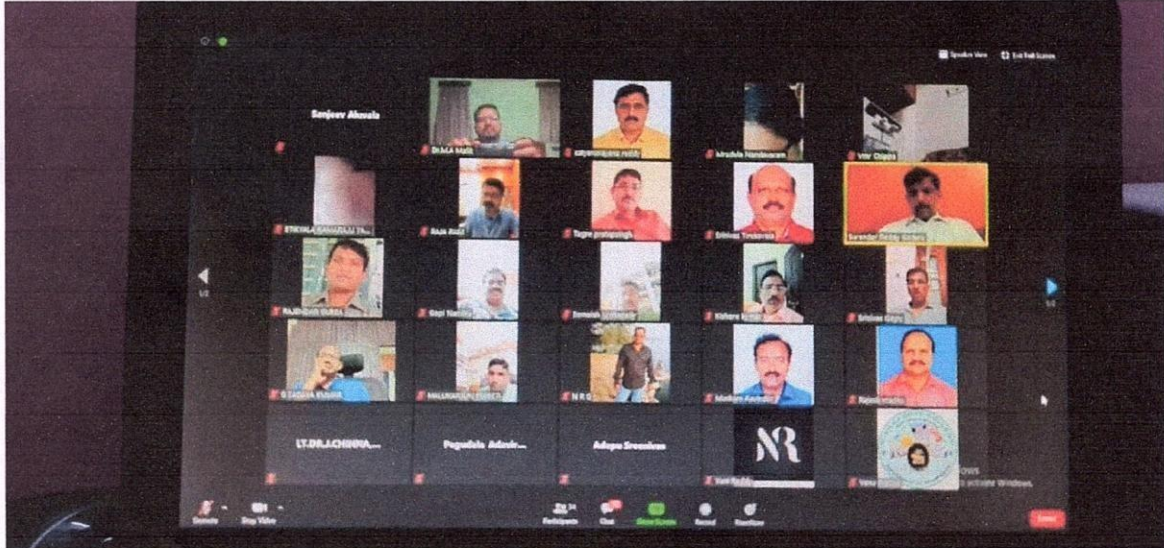
Online Awareness to the Faculty on "DOST
2020-21 and Improvement of Student
Admissions"

Date: 12/07/2020

Organized by
District Resource Center. (DRC)

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GADWAL - 509 125

G. Rajendhar, Convener DRC has conducted Online Awareness on “Dost 2020-2021 and Improvement of Student Admissions” and faculty of different Colleges has participated in the programme



Zoom meeting convened among the Degree faculty to improve admissions.

Signature

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RAJENDAR GUBBA



Rajesh madhu



Rama Krishna



satyanarayana reddy



Somaiah Mattapelly



Srinivas Gopu



Tagre pratapsingh



Vangur Nagaraju Yadav



Venu Prasad

Venu Prasad



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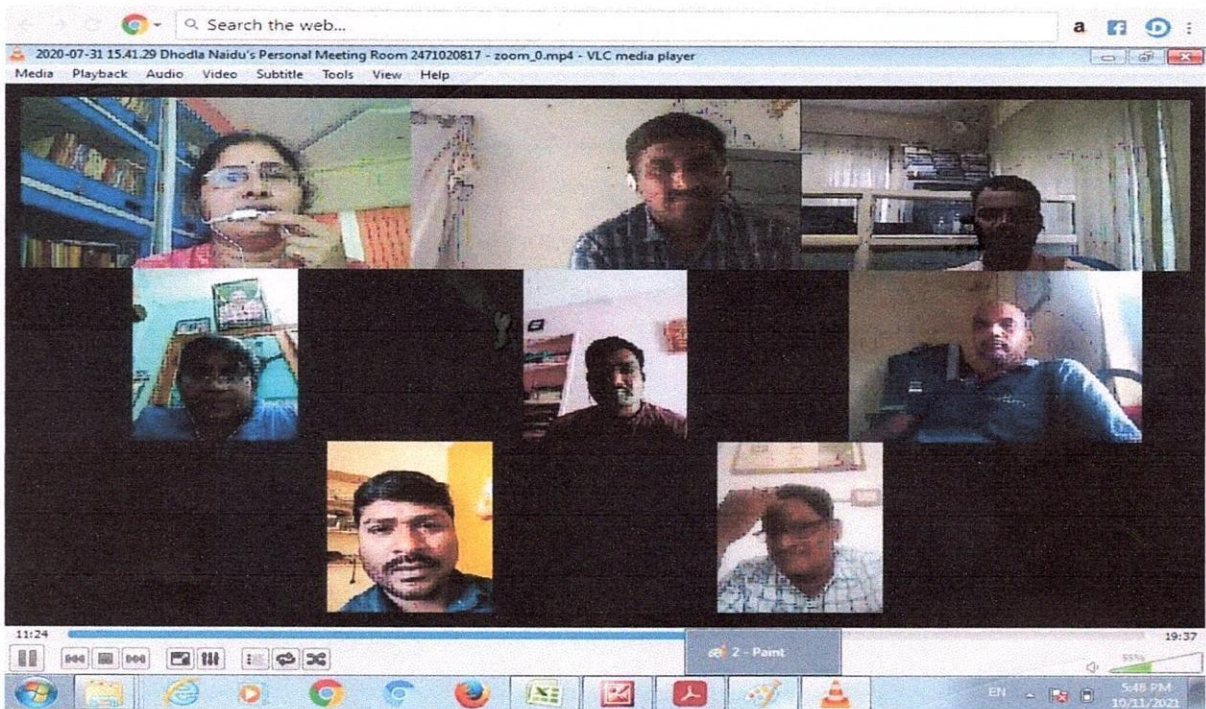
IQAC of the College and CCETS Hyd has conducted online Webinar on “SOP GUIDELINES & SUBMISSION OF SSR” to the Criteria Conveners

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Online Webinar on “SOP GUIDELINES &
SUBMISSION OF SSR”

Date:31-09-2020

Organized by
IQAC of the College & CCETS,
Hyderabad



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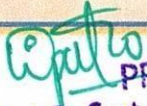
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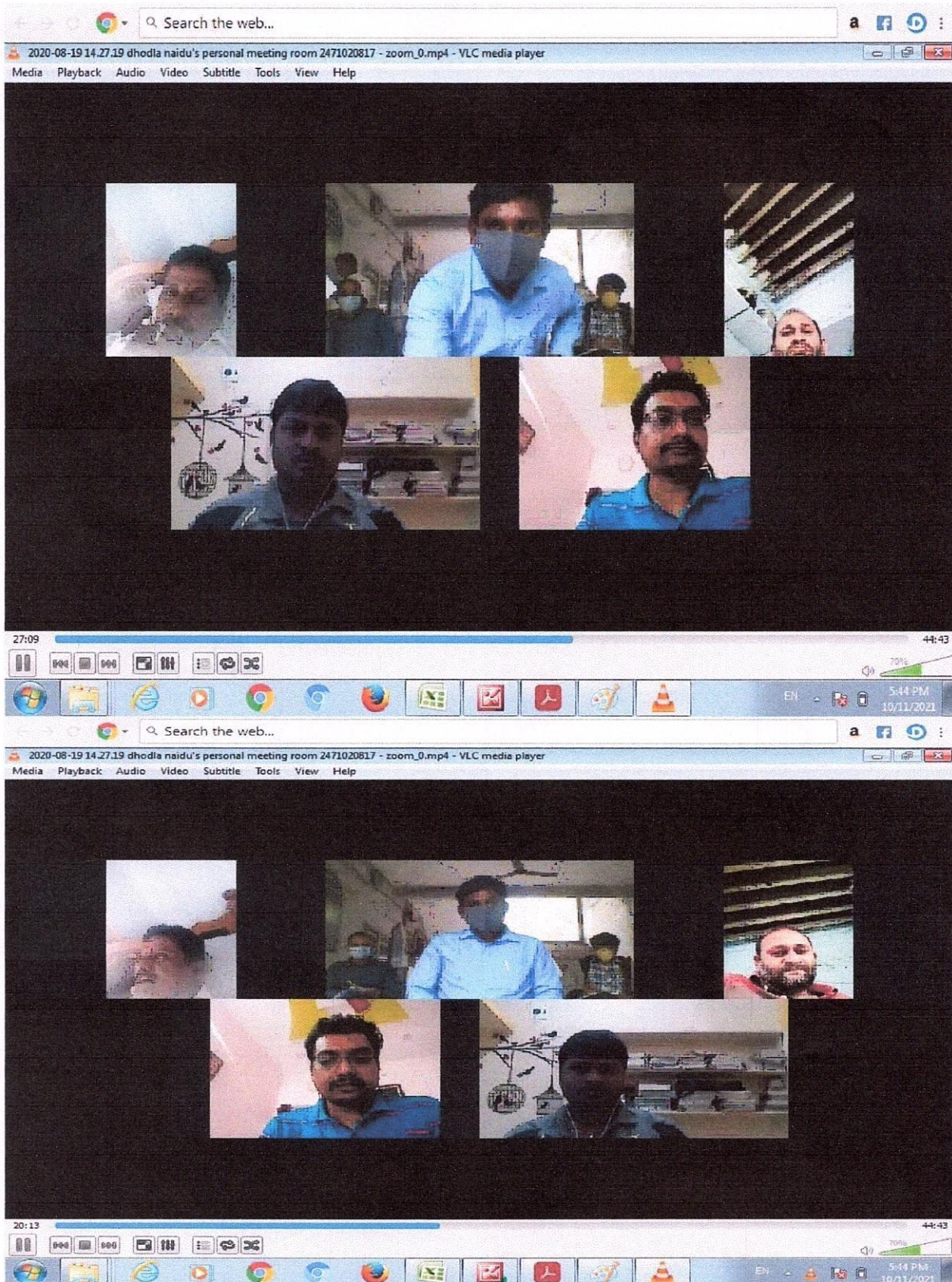
Online workshop on "7 Criteria's of NAAC &
Preparation of SSR"

Date: 19-08-2020

Organized by
IQAC of the College


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Online Workshop on “7 Criteria’s of NAAC & Preparation of SSR” Conducted by IQAC of the College.



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**Workshop on
“College Administration and Information
Management System “**

Date:08-04-2021

Organized by

TSKC, MALD GDC Gadwal



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**M.A.L.D. Govt. Arts & Science College
GADWAL - 509 125**

Teaching and Non- Teaching Staff of the College attending Workshop on "CAIMS" at Principal Chamber in the MALD Govt. Degree College – Gadwal



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**COMMISSIONER OF COLLEGIATE EDUCATION
GOVERNMENT OF TELANGANA
PRESENT: SRI.NAVIN MITTAL, IAS.**

CIRCULAR

Sub: Collegiate Education - Government Degree Colleges – One month In-house Training Program on Basic Computer Skills for Teaching and Non-Teaching Staff Members –Reg.

During the Virtual Meeting held on 15.03.2021 with Principals of GDCs in Telangana State, some of the Principals have informed the Commissioner of Collegiate Education that some of the Teaching and Non-teaching faculty members of GDCs do not have the basic Computer knowledge which ultimately leading to hindrance to the effective functioning of GDCs.

In order to efficiently maintain the Academic and Office Administration in all GDCs, it has been decided to conduct One Month (30 days) training program in Basic Computer Skills for the Teaching and Non-teaching faculty members of GDCs, who are not well-versed or not equipped with Basic Computer Skills.

The training would cover the following components of Computer Skills:

1. MS Word
2. MS Excel
3. MS Power Point
4. Internet Browsing and email usage
5. Usage of e-Office

Further, the Principals are instructed to identify the Teaching and Non-teaching staff for undergoing Training and ensure that they should be given proper training by the Computer Science/Applications Faculty member (Regular/Contract/Guest) of the respective colleges.

Prior to the identification of faculty members for imparting Computer training, the Principals should get the undertaking signed from the faculty members that they are aware of Basic Computer Skills and they would be able to work on the above said applications as a part of their regular Office/Academic duties.

In this connection, Principals are instructed to identify the Trainer and participants and are directed to commence the training program from today and complete the training program by 15 April, 2021 and ensure that all the

**ANNEXURE - A
UNDERTAKING**

Name of the Faculty/Office Staff:

Subject/Department:

Designation:

No. of Years of Teaching/office Experience:

1. I hereby declare that, I do not have proper knowledge on Basic Computer skills and therefore I want to undergo training on Basic Computer Skills which is being imparted at college level for a period of one month.
2. Further, I am here with giving my undertaking that, I will equip myself with the Basic Computer and Internet knowledge and I will put my efforts to learn Basic Computer Skills, to undertake computer work/assignment assigned by the Principal

Date:

Signature

ANNEXURE - B
UNDERTAKING

Name of the Faculty/Office Staff: E. Mallikarjun Gond.
Subject/Department: English
Designation: Lecturer
No. of Years of Teaching/office Experience: 4 years

1. I hereby declare that, I am having required knowledge on Basic Computer skills and therefore, I do not need to undergo training on Basic Computer Skills which is being imparted at college level for a period of one month.

2. Further, I am here with giving my undertaking that, I have equipped myself with the Basic Computer and Internet knowledge and can undertake any computer work/assignment being assigned by the Principal.

Date: 17/03/2021

Signature



E. Mallikarjun Gond.

M.L.D. GOVT.DEGREE COLLEGE ;;GADWAL : JOGULAMBA GADWAL DIST.

REGULAR TEACHING STAFF(Did you know Computer Operating Yes/No)

S.No.	Name of the employee	Designation	Subject	Yes/No	Signature
1	Dr.D.Sreepathi Naidu	Principal (FAC)	Pol.Sci.	Yes	<i>[Signature]</i>
2	Dr.S.J.Sampath Kumar	Asst.Prof.	History		
3	Dr.P.Laveena Manjulatha	Asst.Prof.	Physics	Yes	<i>[Signature]</i>
4	Sri K.Satyanna	Asst.Prof.	Maths	Yes	<i>[Signature]</i>
5	Sri V.Manoj Kumar	Asst.Prof.	Maths	Yes	<i>[Signature]</i>
6	Sri G.Rajender	Asst.Prof.	Botany	Yes	<i>[Signature]</i>
7	Sri B.Hari Babu	Asst.Prof.	Chemistry	Yes	<i>[Signature]</i>
8	Sri D.Shiva Reddy	PTL	Commerce	Yes	<i>[Signature]</i>



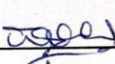

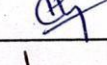

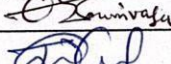
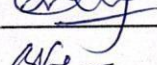
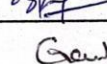
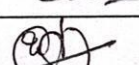

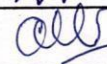
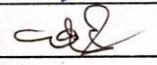

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REGULAR NON TEACHING STAFF (Did you know Computer Operating Yes/No)

S.No.	Name of the employee	Designation	Section	Yes/No	Signature
1	G.Maqbool Ahmed	A.O.	Salaries	Yes	<i>[Signature]</i>
2	M.Anjaneyulu	Supdt.	Estt.	Yes	<i>[Signature]</i>
3	T.Vishwanath Reddy	Sr.Asst.	Accounts	Yes	<i>[Signature]</i>
4	K.Srinivasulu	Jr.Asst.	Exams	Yes	<i>[Signature]</i>
5	G.Venkat Swamy	Typist	S'Ships	Yes	<i>[Signature]</i>
6	B.Balraju	S.K.	Inward, Outward, Postate.		
7	K.Anjaneyulu	R.A.,	Admissions	NO	<i>[Signature]</i>
8	Syed Mehraj	R.A.,	Zoology	NO	<i>[Signature]</i>
9	Lalitha	R.A.,	Library	NO	<i>[Signature]</i>

[Signature]
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 CONTRACT LECTURERS PATICULARS(Did you know Computer Operating Yes/No)

No.	Name of the employee	Designation	Subject	Yes/No	Signature
1	D.Haribabu	Cont.Lec	Computer	Yes	
2	Dr.Md.Shafiq Ahmed	Cont.Lec	Pub.Admn.	Yes	
3	P.Thirupathaiiah	Cont.Lec	Economics	Yes	
4	B.Jagan Mohan	Cont.Lec	Maths	Yes	
5	N.Harinath	Cont.Lec	Zoology	Yes	
6	Venkateshwaramma	Cont.Lec	Zoology	Yes	
7	CH.Srinivasu	Cont.Lec	Pol.Sci.	Yes	
8	J.Venkatesh	Cont.Lec	Chemistry	Yes	
9	K.Bhaskar	Cont.Lec	Chemistry	Yes	
10	G.Krishnaiah	Cont.Lec	Physics	Yes	
11	G.Ganesh	Cont.Lec	Botany	Yes	
12	K.Vinoda	Cont.Lec	Chemistry		
13	Harinagabhushanam	Cont.Lec	Telugu	Yes	
14	Beekya	Cont.Lec	History	Yes	



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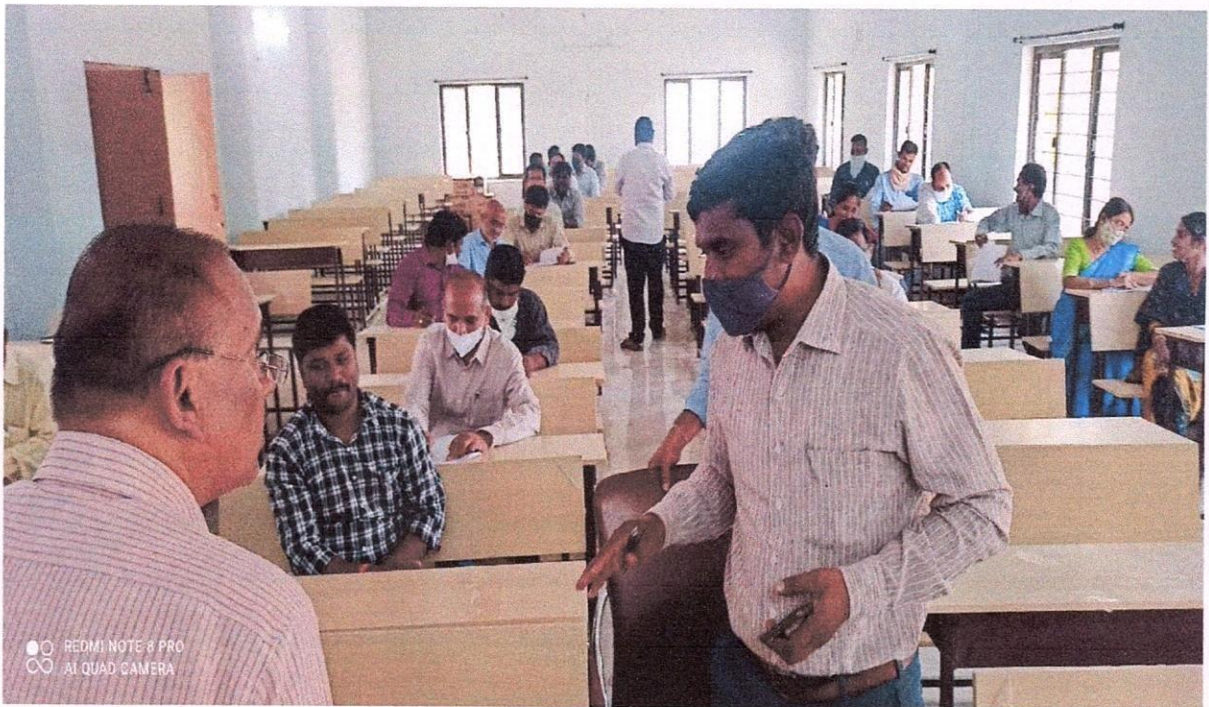
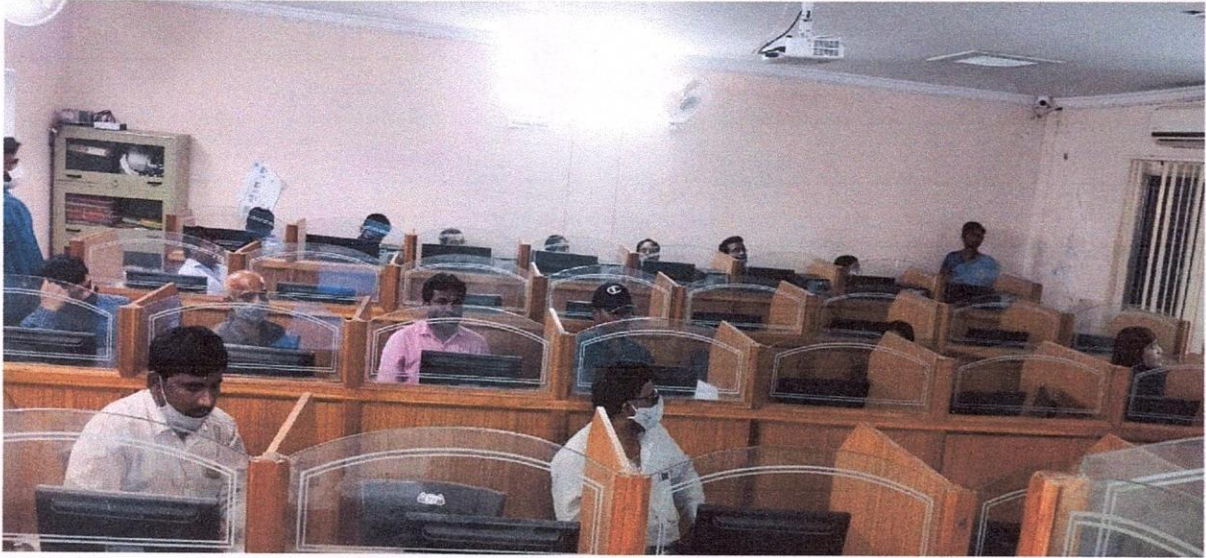
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GADWAL
JOGULAMBA GADWAL (DIST), TELANGANA
STATE
AFFILIATED TO PALAMURU UNIVERSITY
MAHABUBNAGAR
ACCREDITED WITH NAAC “B” GRADE**

**Training on "Basic Computer
Skills"**

**Date:16-03-2021 to 15-
04-2021**

**Organized by
IQAC of the College & CCETS,
Hyderabad**


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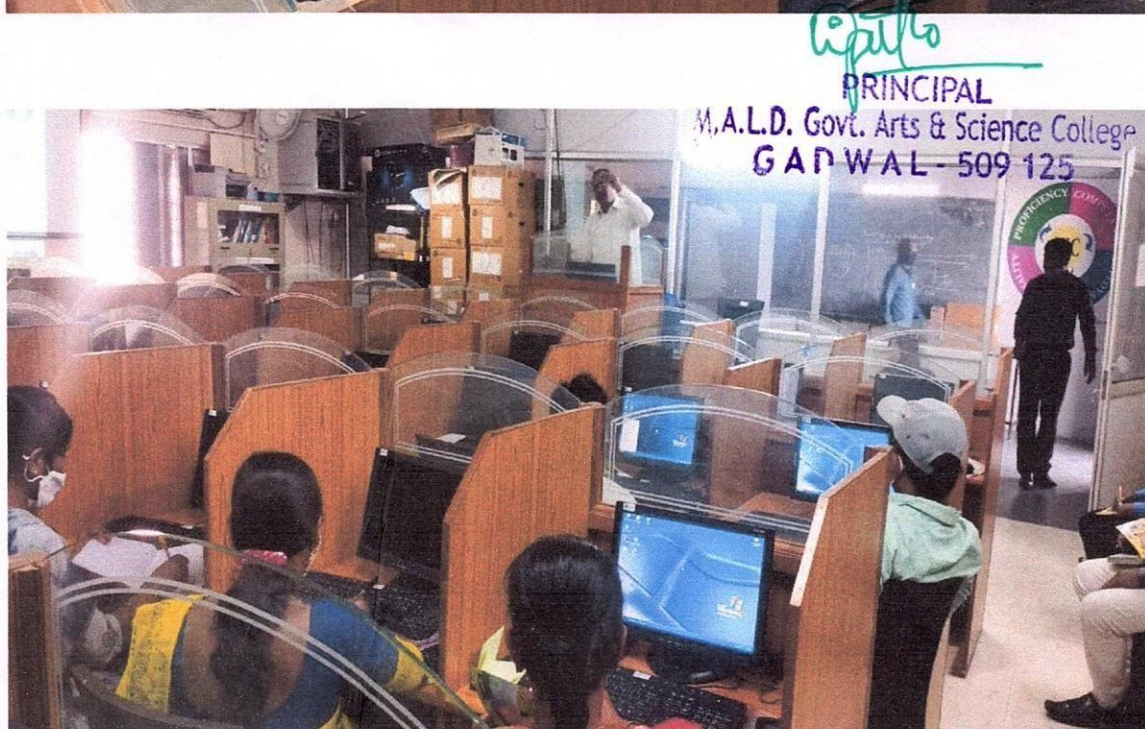


Testing of Computer Skills before starting of the training programme on “Basics of Computer Skills” at Virtual Class Room in MALD GDC Gadwal


Wpatro

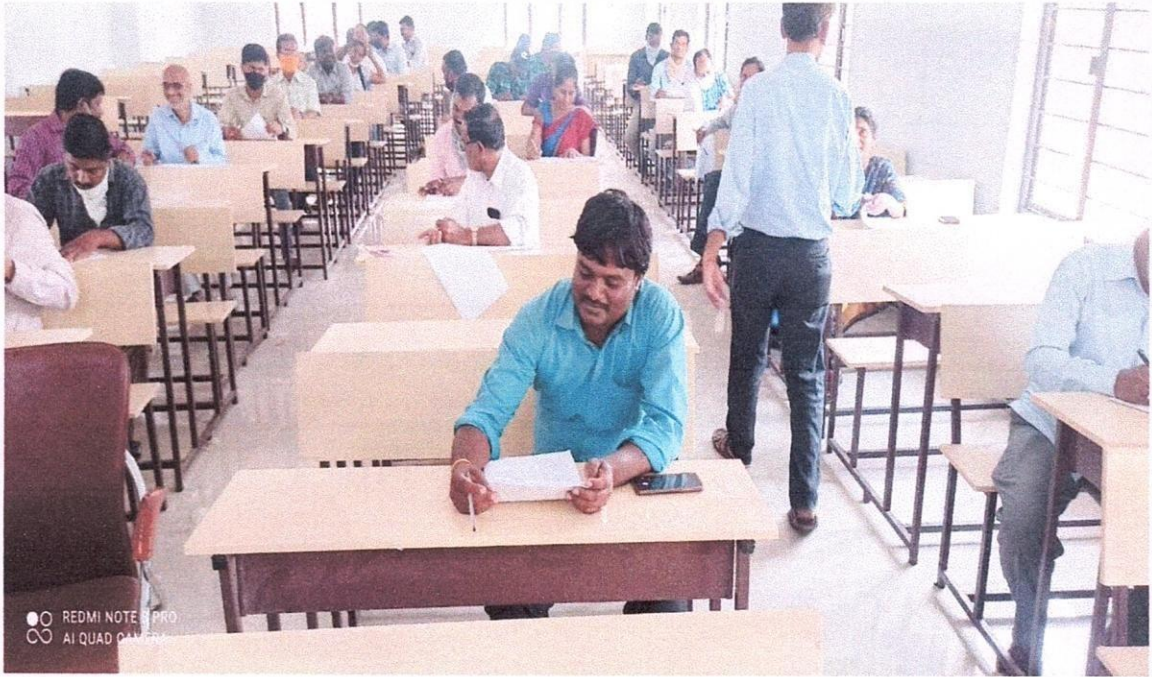
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Practical Session of “Basic Computer Skills” for the teaching and Non-teaching at TSKC Lab, MALD Govt. Degree College – Gadwal.



Lecture by D.Haribabu, Assistant Prof. of Computer Science at the TSKC Lab.


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22/12

E. Mall: Kayjun Gopal
Lec in English

M.A.L.D. GOVT. ARTS & SCIENCE COLLEGE

Basic Computer Skills Test

Choose the correct the answer:

Marks: 25

Date: -
Time :-45 Min

1. You can start the MS -WORD by using which button
A. New B. Start C.Line D.None of the above
2. To open a new file in MS WORD, the short cut key used is
A. Ctrl + N B.Ctrl + B C.Ctrl + A D.Ctrl + C
3. _____ shows the name of the application and the name of the file
A. Tool Bar B.Ribbon C.Tab D.Title Bar
4. Which of the following can be used to select the entire document
A. Ctrl + A B. Ctrl + B C. Ctrl + V D. Ctrl + C
5. Which of the following is used for making Resumes
A. MS Excel B. MS Word C.C D. JAVA
6. _____ is used for sending the mail to more than one person
A. Template B. Macro C. Mail Merge D. None of the above
7. Text styling Feature of MS WORD is
A. Word Color B. Word Font C. Word Art D. Word Fill
8. Ctrl + V is the short cut key for
A. Cut B. Copy C. Paste D. Save
9. The short cut key for saving the MS WORD document is
a. A. Ctrl + A B. Ctrl + S C. Ctrl + B D. Ctrl + E
10. What are the basic rectangular building blocks of a spreadsheet?
A. (A) Cells (B) Zoom slider (C) Help button (D) All of these
11. Which of the following is not a term pertaining to spreadsheets?
(A) Cell (B) Character (C) Browser (D) Formula
12. Another name for a pre-programmed formula in Excel is
(A) Cell (B) Graph (C) Function (D) Range
13. Excel is a program that is used to prepare ?
(A) Slide presentation (B) Spreadsheet (C) Text document (D) Database
14. In which tab wrap text feature is present in MS Excel 2007?
(A) Formulas (B) View (C) Insert (D) Home
15. Which of the following identifies a cell in Excel?
(A) Address (B) Formula (C) Name (D) Label
16. Which term is used to join the selected cells in to one cell?
(A) Filter (B) Wrap (C) Pivot (D) Merge
17. A formula in Excel always begins with an ____
(A) Equal sign (B) Colon (C) Comma (D) Space
18. What is the extension of saved file in MS Excel?
(A) .xls (B) .xks (C) .xos (D) .xbs
19. What is the total region surrounding the chart?
(A) Chart area (B) legend (C) Clipart area (D) Plot area
20. Internet's initial development was supported by
A.. ARPANET B.Microsoft C. Bill Rogers D. Billgats
21. Which of the following is an example of connectivity?
A. Internet B. Power Card C.Data D.Floopy disk

- Ans B ✓
- Ans A ✓
- Ans D ✓
- Ans A ✓
- Ans B ✓
- Ans C ✓
- Ans C ✓
- Ans C ✓
- Ans B ✓
- Ans A ✓
- Ans C ✓
- Ans D ✓
- Ans B ✓
- Ans D ✓
- Ans B ✓
- Ans D ✓
- Ans A ✓
- Ans A ✓
- Ans A ✓
- Ans B ✓
- Ans A ✓

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ACCREDITED With NAAC “B” GRADE

List of Teaching and Non – Teaching Faculty participated in Training Programme on " Basic Computer Skills" as per CCE Proceedings Dated :16-03-2021

From: 16-03-2021 to 15-04-2021

S.No	Teacher Name	Designation	Signature
1	Sri. Dr. D. Sreepathi Naidu	Principal	
2	Sri. D. Shiva Reedy	PTL Commerce	
	Sri. V. Manoj Kumar	Asst. Prof. of Mathematics	
4	Sri. K. Satyanna	Asst. Prof. of Mathematics	
5	Sri. B. Hari Babu	Asst. Prof. of Chemistry	
6	Sri. G. Rajendar	Asst. Prof. of Botany	
7	Dr.P.Nageshwar	Asst. Prof. of Computer App.	
8	Dr.S.J. Sampath Klumar	Asst.Prof. of History	
9	Dr.P. Laveena Manjulatha	Asst.Prof. of Physics	
10	Sri. K. Rama Obelesu	Asst.Prof. of Physics	
11	D. Hari Babu (RESOURCE PERSON)	Lecturer in Computer Appl.	
12	Dr. MD. Shafiq Ahmed	Lectuer in Pub. Admn.	
13	P. Thirupathaiah	Lectuer in Economics	
14	Smt. Venkateshwaramma	Lectuer in Zoology	
15	B. Jagan Mohan	Lectuer in Mathematics	
16	Ch.Sreenivasu	Lectuer in Political sci	
17	K. Bhasker	Lectuer in Chemistry	
18	G. krishnaiah	Lectuer in Physics	
19	G. Ganesh	Lectuer in Botany	
20	K.Vinoda	Lectuer in Chemistry	
21	N. Hari Nath	Lectuer in Zoology	
22	U. Srinivas	Lectuer in Chemistry	
23	J.Venkatesham	Lectuer in Chemistry	
24	M. ^{H.} Nagabhushnam	Lectuer in Telugu	
25	G.T. Padma	Lectuer in Economics	
26	J.Ramulu	Lectuer in English	
27	E.Mallikarjun Goud	Lectuer in English	
28	S.Shankar	Lectuer in Telugu	
29	Venkateswarlu	Lectuer in Telugu	
30	G.Suresh Babu	Lectuer in Chemistry	
31	Dr. Prem Kumar	Lectuer in Bio Technology	

32	Praveena		
33	Narayana		
34	P. Naresh Babu	Lectuer in Commerce	
35	K. Janardhan	Lectuer in Commerce	
36	M. Naga Raju	Lectuer in Political Science	Ponna
37	A. Mahesh Kumar	Lectuer in History	Narayana
38	K. Mallikarjun	Lectuer in Economics	Naga
39	Rahmathulla	Lectuer in Telugu	Janardhan
40	T. Parsharamudu	Lectuer in Telugu	Held
41	Haseena Bee	Lectuer in English	A. Pr.
42	V. Ravi	Lectuer in English	K. Mallikarjun
43	SK Gulafsha (Resource person)	Lectuer in History	Rambhadr
44	M. Rani	Lectuer in History	tp
45	M. Rama Devi	Lectuer in Computer App.	Hke
		Lectuer in Political Science	Raj
		Lectuer in Statistics	Shr
			M. Rama Devi