

# J.V.R. GOVERNEMENT COLLEGE

**SATHUPALLY- KHAMMAM DT. – TELANGANA**



**CERTIFICATE COURSE IN COMPUTER BASICS**

**2016 - 17**

**DEPARTMENT OF COMPUTERS**

**J.V.R.GOVERNEMNT COLLEGE, SATHUPALLY**  
**DEPARTMENT OF COMPUTER SCIENCE/ APPLICATIONS**  
**CERTIFICATE COURSE IN COMPUTER BASICS**  
**2016 - 17**

LIST OF STUDENTS

Sl.No.	HTNO.	Name of the Student	Class which studying	Remarks
1	032151301	BADISA SUVARTHA	III BA-HEPA	
2	032151303	BABDARU JYOTHI	III BA-HEPA	
3	032151306	CHANDRAVATH PRASANTH	III BA-HEPA	
4	032151310	GALI PADMA	III BA-HEPA	
5	032151313	GUGULOTHU GOPI	III BA-HEPA	
6	032151328	MADIVI YESU BABU	III BA-HEPA	
7	032151337	PENUBALLY JYOTHI	III BA-HEPA	
8	032151343	SOYAM ARUNA	III BA-HEPA	
9	032151106	CHILAKABATTE SRIKANTH	III BA - HEPS	
10	032151113	KALTI ADILAKSHMI	III BA - HEPS	
11	032151121	KUNJA RAJU	III BA - HEPS	
12	032151127	NALLAPATI DEVI PRASANNA	III BA - HEPS	
13	032151133	SOYAM SONIA	III BA - HEPS	
14	032151137	VUKA RUPA	III BA - HEPS	
15	032152005	BHANOTH VENKATESWAR RAO	III BCOM- GEN	
16	032152008	CHALLAM CHARLA VARA LAXMI	III BCOM- GEN	
17	032152010	DARAVATH SOWJANYA	III BCOM- GEN	
18	032152015	KAKA SANDHYA	III BCOM- GEN	
19	032152022	MIRIYALA SIRISHA	III BCOM- GEN	
20	032152031	TOLEM VARMA	III BCOM- GEN	
21	032152001	ANONTHOJI SARIKA	III BCOM- GEN	
22	032153005	GARLAPATI NAGIMANI	III BSC- BZC	
23	032153009	KARAM VIJAYA DURGA	III BSC- BZC	
24	032153013	KUNJA SWAPNA	III BSC- BZC	
25	032153016	PALGANI RADHA LATHA	III BSC- BZC	

  
**PRINCIPAL**  
**J.V.R. GOVT. COLLEGE**  
**SATHUPALLY. KMM DT**

# SYLLABUS

1. INTRODUCTION TO THE COMPUTER

2. MS- OFFICE

A) MS- WORD

B) MS- EXCEL

C) MS- POWER POINT

3. INTERNET CONCEPTS

**DURATION OF THE COURSE : 2 MONTHS**

**TIMINGS : EVENING – 4.00- TO 5.00 (MONDAY TO SATURDAY)**

**TEACHING PLAN :**

<b>S.NO.</b>	<b>NAME OF THE TOPIC</b>	<b>DURATION</b>
1	INTRODUCTION TO THE COMPUTER	10 days
2	MS- WORD	15 Days
3	MS- EXCEL	15 Days
4	MS- POWER POINT	10 Days
5	INTERNET CONCEPTS	10 days

Sl.No	Name of the Topic	Date	No. of Students Present	Covered / Not Covered	Remarks
1	INTRODUCTION TO THE COMPUTER	2-NOV-16	25	Covered	
2	INTRODUCTION TO THE COMPUTER	3-NOV-16	24	Covered	
3	INTRODUCTION TO THE COMPUTER	4-NOV-16	23	Covered	
4	INTRODUCTION TO THE COMPUTER	5-NOV-16	23	Covered	
5	INTRODUCTION TO THE COMPUTER	7-NOV-16	24	Covered	
6	INTRODUCTION TO THE COMPUTER	8-NOV-16	23	Covered	
7	INTRODUCTION TO THE COMPUTER	9-NOV-16	24	Covered	
8	INTRODUCTION TO THE COMPUTER	10-NOV-16	24	Covered	
9	INTRODUCTION TO THE COMPUTER	11-NOV-16	23	Covered	
10	INTRODUCTION TO THE COMPUTER	15-NOV-16	24	Covered	
1	MS- WORD	16-NOV-16	24	Covered	
2	MS- WORD	17-NOV-16	25	Covered	
3	MS- WORD	18-NOV-16	24	Covered	
4	MS- WORD	19-NOV-16	25	Covered	
5	MS- WORD	21-NOV-16	21	Covered	
6	MS- WORD	23-NOV-16	23	Covered	
7	MS- WORD	24-NOV-16	23	Covered	
8	MS- WORD	25-NOV-16	22	Covered	
9	MS- WORD	26-NOV-16	23	Covered	
10	MS- WORD	28-NOV-16	23	Covered	
11	MS- WORD	29-NOV-16	24	Covered	
12	MS- WORD	30-NOV-16	23	Covered	
13	MS- WORD	1-DEC-16	22	Covered	
14	MS- WORD	2-DEC-16	24	Covered	
15	MS- WORD	3-DEC-16	24	Covered	

Sl.No	Name of the Topic	Date	No. of Students Present	Covered / Not Covered	Remarks
1	MS- EXCEL	5-Dec-16	25	Covered	
2	MS- EXCEL	6-Dec-16	25	Covered	
3	MS- EXCEL	7-Dec-16	22	Covered	
4	MS- EXCEL	8-Dec-16	23	Covered	
5	MS- EXCEL	9-Dec-16	25	Covered	
6	MS- EXCEL	13-Dec-16	<del>24</del> 3	Covered	
7	MS- EXCEL	3-Jan-17	24	Covered	
8	MS- EXCEL	4-Jan-17	24	Covered	
9	MS- EXCEL	5-Jan-17	24	Covered	
10	MS- EXCEL	6-Jan-17	23	Covered	
11	MS- EXCEL	7-Jan-17	22	Covered	
12	MS- EXCEL	9-Jan-17	24	Covered	
13	MS- EXCEL	10-Jan-17	25	Covered	
14	MS- EXCEL	11-Jan-17	23	Covered	
15	MS- EXCEL	12-Jan-17	24	Covered	
1	MS- POWER POINT	13-Jan-17	25	Covered	
2	MS- POWER POINT	19-Jan-17	22	Covered	
3	MS- POWER POINT	20-Jan-17	24	Covered	
4	MS- POWER POINT	21-Jan-17	24	Covered	
5	MS- POWER POINT	23-Jan-17	23	Covered	
6	MS- POWER POINT	24-Jan-17	24	Covered	
7	MS- POWER POINT	25-Jan-17	24	Covered	
8	MS- POWER POINT	30-Jan-17	25	Covered	
9	MS- POWER POINT	31-Jan-17	24	Covered	
10	MS- POWER POINT	1-Feb-17	24	Covered	
1	INTERNET CONCEPTS	2-Feb-17	25	Covered	
2	INTERNET CONCEPTS	3-Feb-17	25	Covered	
3	INTERNET CONCEPTS	4-Feb-17	25	Covered	
4	INTERNET CONCEPTS	6-Feb-17	23	Covered	
5	INTERNET CONCEPTS	7-Feb-17	24	Covered	
6	INTERNET CONCEPTS	8-Feb-17	24	Covered	
7	INTERNET CONCEPTS	10-Feb-17	25	Covered	
8	INTERNET CONCEPTS	11-Feb-17	23	Covered	
9	INTERNET CONCEPTS	13-Feb-17	25	Covered	
10	INTERNET CONCEPTS	14-Feb-17	25	Covered	

  
 PRINCIPAL  
 J.V.R. GOVT. COLLEGE  
 SATHUPALLY. KMM DT

# J.V.R.GOVERNMENT COLLEGE

SATHUPALLY – Khammam Dist.

DEPARTMENT OF COMPUTER SCIENCE / APPLICATIONS

## APPLICATION FOR CERTIFICATE COURSE – 2016 - 2017

Name of the Student : ..... BADISA. SUVARTHA. .....

Hall Ticket No. .... 082151301 .....

Group BA [HEPA] Year ..... III .....

Address : ..... GANGARAM .....

.....  
.....  
.....

B. Suvatha,  
Signature of the Student

[Signature]  
Signature of the convener

[Signature]  
Principal  
**PRINCIPAL**  
**J.V.R. GOVT. COLLEGE**  
**SATHUPALLY. KMM DT**

# J.V.R.GOVERNMENT COLLEGE

SATHUPALLY – Khammam Dist.

DEPARTMENT OF COMPUTER SCIENCE / APPLICATIONS

## APPLICATION FOR CERTIFICATE COURSE – 2016 - 2017

Name of the Student :.....BANDARU. JHOTHI.....

Hall Ticket No.....082151303.....

Group BA. [HEPA] Year III.....

Address : .....SATHUPALLY.....

.....  
.....  
.....

B. Jhoti  
Signature of the student

[Signature]  
Signature of the convener

[Signature]  
Principal



# J.V.R.GOVERNMENT COLLEGE

SATHUPALLY – Khammam Dist.

DEPARTMENT OF COMPUTER SCIENCE / APPLICATIONS

## APPLICATION FOR CERTIFICATE COURSE – 2016 - 2017

Name of the Student :.....CHNDRAVATH: PRASAN H.....

Hall Ticket No.....032151306.....

Group .....BA:[HEPA]Year .....III.....

Address : .....GANDUGULAPALLY.....  
.....  
.....  
.....

C. Prasanth  
Signature of the Student

  
Signature of the convener

  
Principal



# J.V.R. GOVERNMENT COLLEGE

SATHUPALLY-KHAMMAM DT. - TELANGANA

# SPECIAL CORNER

## DEPARTMENT OF COMPUTERS CERTIFICATE

2016 - 2017

This is to certify that Mr./ Ms. C. padma.....

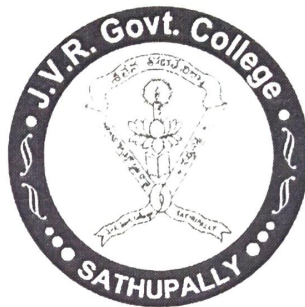
of III B.A - H.E.P.A Class has successfully completed the certificate course in  
Computer Basics..... conducted by the Department of Computers.

Convener  
Convener

Principal  
PRINCIPAL  
J.V.R. GOVT. COLLEGE  
SATHUPALLY, KHAMMAM DT.

# **J.V.R. GOVERNEMENT COLLEGE**

**SATHUPALLY- KHAMMAM DT. – TELANGANA**



**CERTIFICATE COURSE IN COMPUTER BASICS**

**2017 - 18**


**DEPARTMENT OF COMPUTERS**

# J.V.R.GOVERNEMNT COLLEGE, SATHUPALLY

ACADEMIC YEAR -2017-2018

## LIST OF STUDENTS

Sl.No.	Name of the Student	Ht.No.	Class which studying	Remarks
1	B.MANGA RAO	032161202	III BA-HEPA	
2	K. DAYANI	032161209	III BA-HEPA	
3	K. RAMESH	032161213	III BA-HEPA	
4	K. SUNITHA	032161219	III BA-HEPA	
5	M. VENKATESWARA RAO	032161223	III BA-HEPA	
6	A.ANJALI	032161002	III BA- HEPS	
7	B. VENKATESWARA RAO	032161007	III BA- HEPS	
8	G. RAMESH	032161012	III BA- HEPS	
9	G. NAGALAXMI	032161015	III BA- HEPS	
10	K. VEERA BABU	032161022	III BA- HEPS	
11	B. VENKATESH	032162003	III BCOM - GEN	
12	G. RAVI	032162012	III BCOM - GEN	
13	J. MANEESHA	032162017	III BCOM - GEN	
14	K. DURGA BHAVANI	032162018	III BCOM - GEN	
15	M. ANAND RAO	032162023	III BCOM - GEN	
16	M. KAVITHA	032162025	III BCOM - GEN	
17	P. RAGHU	032162033	III BCOM - GEN	
18	S. PRAMEELA	032162037	III BCOM - GEN	
19	S. JYOTHI	032162028	III BCOM - GEN	
20	G. KRISHNA VENI	032162013	III BCOM - GEN	
21	D. SRILEKHA	032163008	III BSC- BZC	
22	E. SWATHI	032163009	III BSC- BZC	
23	I. SIREESHA	032163017	III BSC- BZC	
24	L RAMA LAXMI	032163024	III BSC- BZC	
25	U. RAMBABU	032163038	III BSC- BZC	
26	D. BHAVANI	032163202	III BSC- BZC	
27	D. VKIRAM	032164103	III BSC- MPC	
28	J. VINOD KUMAR	032164105	III BSC- MPC	
29	K. SIVA KRISHNA	032164106	III BSC- MPC	
30	T. VENKATA LAXMI	032164115	III BSC- MPC	

  
PRINCIPAL  
J.V.R. GOVT. COLLEGE  
SATHUPALLY. KMM DT

# SYLLABUS

1. INTRODUCTION TO THE COMPUTER

2. MS- OFFICE

A) MS- WORD

B) MS- EXCEL

C) MS- POWER POINT

3. INTERNET CONCEPTS

3

**DURATION OF THE COURSE : 2 MONTHS**

**TIMINGS : EVENING – 4.00- TO 5.00 (MONDAY TO SATURDAY)**

**TEACHING PLAN :**

<b>S.NO.</b>	<b>NAME OF THE TOPIC</b>	<b>DURATION</b>
1	INTRODUCTION TO THE COMPUTER	10 days
2	MS- WORD	15 Days
3	MS- EXCEL	15 Days
4	MS- POWER POINT	10 Days
5	INTERNET CONCEPTS	10 days

Sl.No	Name of the Topic	Date	No. of Students Present	Covered / Not Covered	Remarks
1	INTRODUCTION TO THE COMPUTER	1-8-2017	30	Covered	
2	INTRODUCTION TO THE COMPUTER	2-8-2017	29	Covered	
3	INTRODUCTION TO THE COMPUTER	3-8-2017	25	Covered	
4	INTRODUCTION TO THE COMPUTER	4-8-2017	26	Covered	
5	INTRODUCTION TO THE COMPUTER	5-8-2017	27	Covered	
6	INTRODUCTION TO THE COMPUTER	8-8-2017	25	Covered	
7	INTRODUCTION TO THE COMPUTER	9-8-2017	29	Covered	
8	INTRODUCTION TO THE COMPUTER	10-8-2017	24	Covered	
9	INTRODUCTION TO THE COMPUTER	11-8-2017	28	Covered	
10	INTRODUCTION TO THE COMPUTER	16-8-2017	28	Covered	
1	MS- WORD	17-8-2017	30	Covered	
2	MS- WORD	18-8-2017	27	Covered	
3	MS- WORD	19-8-2017	29	Covered	
4	MS- WORD	21-8-2017	27	Covered	
5	MS- WORD	22-8-2017	29	covered	
6	MS- WORD	23-8-2017	29	covered	
7	MS- WORD	24-8-2017	30	Covered	
8	MS- WORD	26-8-2017	29	Covered	
9	MS- WORD	28-8-2017	29	Covered	
10	MS- WORD	29-8-2017	30	Covered	
11	MS- WORD	30-8-2017	26	covered	
12	MS- WORD	31-8-2017	28	Covered	
13	MS- WORD	1-9-2017	27	Covered	
14	MS- WORD	4-9-2017	28	Covered	
15	MS- WORD	5-9-2017	25	covered	

Sl.No	Name of the Topic	Date	No. of Students Present	Covered / Not Covered	Remarks
1	MS- EXCEL	6-9-2017	28	Covered	
2	MS- EXCEL	11-9-2017	27	Covered	
3	MS- EXCEL	12-9-2017	29	Covered	
4	MS- EXCEL	13-9-2017	30	Covered	
5	MS- EXCEL	14-9-2017	30	Covered	
6	MS- EXCEL	15-9-2017	30	Covered	
7	MS- EXCEL	16-9-2017	26	Covered	
8	MS- EXCEL	18-9-2017	25	Covered	
9	MS- EXCEL	20-10-2017	29	Covered	
10	MS- EXCEL	21-10-2017	27	Covered	
11	MS- EXCEL	23-10-2017	26	Covered	
12	MS- EXCEL	24-10-2017	28	Covered	
13	MS- EXCEL	25-10-2017	28	Covered	
14	MS- EXCEL	26-10-2017	30	Covered	
15	MS- EXCEL	27-10-2017	28	Covered	
1	MS- POWER POINT	28-10-2017	30	Covered	
2	MS- POWER POINT	30-10-2017	27	Covered	
3	MS- POWER POINT	31-10-2017	28	Covered	
4	MS- POWER POINT	1-11-2017	30	Covered	
5	MS- POWER POINT	2-11-2017	28	Covered	
6	MS- POWER POINT	3-11-2017	26	Covered	
7	MS- POWER POINT	6-11-2017	26	Covered	
8	MS- POWER POINT	8-11-2017	29	Covered	
9	MS- POWER POINT	9-11-2017	28	Covered	
10	MS- POWER POINT	10-11-2017	28	Covered	
1	INTERNET CONCEPTS	13-11-2017	29	Covered	
2	INTERNET CONCEPTS	14-11-2017	30	Covered	
3	INTERNET CONCEPTS	15-11-2017	26	Covered	
4	INTERNET CONCEPTS	16-11-2017	28	Covered	
5	INTERNET CONCEPTS	17-11-2017	28	Covered	
6	INTERNET CONCEPTS	18-11-2017	29	Covered	
7	INTERNET CONCEPTS	20-11-2017	30	Covered	
8	INTERNET CONCEPTS	21-11-2017	30	Covered	
9	INTERNET CONCEPTS	22-11-2017	24	Covered	
10	INTERNET CONCEPTS	23-11-2017	27	Covered	



PRINCIPAL  
J.V.R. GOVT. COLLEGE  
SATHUPALLY. KMM DT.



# J.V.R.GOVERNMENT COLLEGE

SATHUPALLY – Khammam Dist.

DEPARTMENT OF COMPUTER SCIENCE / APPLICATIONS

## APPLICATION FOR CERTIFICATE COURSE - 2017 - 2018

Name of the Student :.....BANDARU.MANGARAO.....

Father Name :.....S/o Muthyala Rao.....


Group .....BA [HEPA] Year .....III.....

Address : .....Sathupalli.....

.....  
.....  
.....

  
Signature of the Student

  
Signature of the convener

  
Principal  
PRINCIPAL  
J.V.R. GOVT. COLLEGE  
SATHUPALLY, KMM DT

# J.V.R.GOVERNMENT COLLEGE

SATHUPALLY – Khammam Dist.

DEPARTMENT OF COMPUTER SCIENCE / APPLICATIONS

## APPLICATION FOR CERTIFICATE COURSE - 2017 - 2018

Name of the Student :.....KAKA DAYANI.....

Father Name :.....RAMALAXMAN.....

Group ..BA (HEDA).....Year .....III.....

Address : .....Bethupalli.....

.....

.....

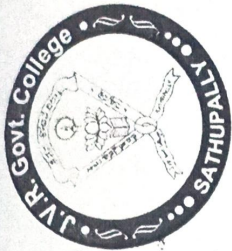
.....

KAKA DAYANI

Signature of the Student

Signature of the convener

Principal



# J.V.R. GOVERNMENT COLLEGE

SATHUPALLY-KHAMMAM DT. - TELANGANA

## DEPARTMENT OF COMPUTERS

### CERTIFICATE

2017-2018

**SPECIALLY**

This is to certify that Mr./ Ms. ....

*B. Manga Rao*

of III<sup>rd</sup> BA - H.E.P.A Class

has successfully completed the certificate course in

*Computer Basics*

.....conducted by the Department of Computers.

*Convener*  
Convener

*Principal*  
Principal

**PRINCIPAL**  
J.V.R. GOVT. COLLEGE  
SATHUPALLY, KHAMMAM DT

# J.V.R. GOVERNEMENT COLLEGE

**SATHUPALLY- KHAMMAM DT. - TELANGANA**



**CERTIFICATE COURSE IN COMPUTER BASICS**


**2018 - 19**

**DEPARTMENT OF COMPUTERS**

**J.V.R.GOVERNEMNT COLLEGE, SATHUPALLY**  
**DEPARTMENT OF COMPUTER SCIENCE/ APPLICATIONS**  
**CERTIFICATE COURSE IN COMPUTER BASICS**  
**2018 - 19**

LIST OF STUDENTS

Sl.No.	HTNO.	Name of the Student	Class which studying	Remarks
1	032172002	BANDARU MAHESWARI	III BCOM- GEN	
2	032172005	DANDU SRIRAMA MURTHY	III BCOM- GEN	
3	032172007	GADDAM SIVA	III BCOM- GEN	
4	032172008	GANAPA CHIRANJEEVI	III BCOM- GEN	
5	032172015	KUNSOTHU MANGA THAYARU	III BCOM- GEN	
6	032173007	DUGGIRALA KRISHNAVENI	III BZC	
7	032173010	GOWRA INDIRA	III BZC	
8	032173013	KANCHARLA RAVITEJA	III BZC	
9	032173019	KORSA MAMATHA	III BZC	
10	032173023	MADASU PRABHAKAR	III BZC	
11	032173024	MADDELA SONIYA	III BZC	
12	032174102	BHOGYAM VIJAYAKUMAR	III MPC	
13	032174106	KORRI SURESH	III MPC	
14	032172025	PITTALA MANASA	III BCOM- GEN	
15	032172029	SINGISALA MARESURANI	III BCOM- GEN	
16	032171308	GADDAM DHARMARAJU	III BA- HEPA	
17	032171302	BANNE NAGA RAJU	III BA- HEPA	
18	032171306	DONTHU GANESH	III BA- HEPA	
19	032171312	JONNALAGADDA NAGAMANI	III BA- HEPA	
20	032171317	KOKKERAGADDA MONOJ	III BA- HEPA	
21	032171328	MANELLI SRAVANI	III BA- HEPA	
22	032171335	PAYAM SAIBABU	III BA- HEPA	
23	032171340	SAVALAM SRINADH	III BA- HEPA	
24	032171344	THELLAM KRISHNAVENI	III BA- HEPA	
25	032171345	VAGGELA VEERABHADRAMMA	III BA- HEPA	

  
**PRINCIPAL**  
**J.V.R. GOVT. COLLEGE**  
**SATHUPALLY, KMM DT**

# SYLLABUS

1. INTRODUCTION TO THE COMPUTER
2. MS- OFFICE
  - A) MS- WORD
  - B) MS- EXCEL
  - C) MS- POWER POINT
3. INTERNET CONCEPTS

**DURATION OF THE COURSE : 2 MONTHS**

**TIMINGS : EVENING – 4.00- TO 5.00 (MONDAY TO SATURDAY)**


**TEACHING PLAN :**

<b>S.NO.</b>	<b>NAME OF THE TOPIC</b>	<b>DURATION</b>
1	INTRODUCTION TO THE COMPUTER	10 days
2	MS- WORD	15 Days
3	MS- EXCEL	15 Days
4	MS- POWER POINT	10 Days
5	INTERNET CONCEPTS	10 days

Sl.No	Name of the Topic	Date	No. of Students Present	Covered / Not Covered	Remarks
1	INTRODUCTION TO THE COMPUTER	29-12-2018	22	Covered	
2	INTRODUCTION TO THE COMPUTER	31-12-2018	21	Covered	
3	INTRODUCTION TO THE COMPUTER	2-1-2019	21	Covered	
4	INTRODUCTION TO THE COMPUTER	3-1-2019	22	Covered	
5	INTRODUCTION TO THE COMPUTER	4-1-2019	23	Covered	
6	INTRODUCTION TO THE COMPUTER	5-1-2019	22	Covered	
7	INTRODUCTION TO THE COMPUTER	8-1-2019	23	Covered	
8	INTRODUCTION TO THE COMPUTER	9-1-2019	23	Covered	
9	INTRODUCTION TO THE COMPUTER	10-1-2019	23	Covered	
10	INTRODUCTION TO THE COMPUTER	11-1-2019	25	Covered	
1	MS- WORD	18-1-2019	24	Covered	
2	MS- WORD	19-1-2019	23	Covered	
3	MS- WORD	21-1-2019	22	Covered	
4	MS- WORD	22-1-2019	24	Covered	
5	MS- WORD	23-1-2019	22	Covered	
6	MS- WORD	24-1-2019	23	Covered	
7	MS- WORD	25-1-2019	22	Covered	
8	MS- WORD	28-1-2019	24	Covered	
9	MS- WORD	29-1-2019	23	Covered	
10	MS- WORD	30-1-2019	23	Covered	
11	MS- WORD	31-1-2019	24	Covered	
12	MS- WORD	1-2-2019	23	Covered	
13	MS- WORD	2-2-2019	23	Covered	
14	MS- WORD	4-2-2019	24	Covered	
15	MS- WORD	5-2-2019	22	Covered	



Sl.No	Name of the Topic	Date	No. of Students Present	Covered / Not Covered	Remarks
1	MS- EXCEL	6-2-2019	22	Covered	
2	MS- EXCEL	7-2-2019	21	Covered	
3	MS- EXCEL	8-2-2019	22	Covered	
4	MS- EXCEL	9-2-2019	23	Covered	
5	MS- EXCEL	11-2-2019	20	Covered	
6	MS- EXCEL	12-2-2019	23	Covered	
7	MS- EXCEL	13-2-2019	23	Covered	
8	MS- EXCEL	14-2-2019	22	Covered	
9	MS- EXCEL	15-2-2019	25	Covered	
10	MS- EXCEL	16-2-2019	24	Covered	
11	MS- EXCEL	18-2-2019	24	Covered	
12	MS- EXCEL	19-2-2019	24	Covered	
13	MS- EXCEL	20-2-2019	23	Covered	
14	MS- EXCEL	21-2-2019	20	Covered	
15	MS- EXCEL	22-2-2019	22	Covered	
		<del>23-2-2019</del>			
1	MS- POWER POINT	23-2-2019	24	Covered	
2	MS- POWER POINT	25-2-2019	23	Covered	
3	MS- POWER POINT	26-2-2019	21	Covered	
4	MS- POWER POINT	27-2-2019	24	Covered	
5	MS- POWER POINT	1-3-2019	23	Covered	
6	MS- POWER POINT	2-3-2019	23	Covered	
7	MS- POWER POINT	6-3-2019	25	Covered	
8	MS- POWER POINT	7-3-2019	24	Covered	
9	MS- POWER POINT	9-3-2019	24	Covered	
10	MS- POWER POINT	11-3-2019	23	Covered	
		<del>12-3-2019</del>			
1	INTERNET CONCEPTS	12-3-2019	21	Covered	
2	INTERNET CONCEPTS	13-3-2019	19	Covered	
3	INTERNET CONCEPTS	14-3-2019	22	Covered	
4	INTERNET CONCEPTS	15-3-2019	24	Covered	
5	INTERNET CONCEPTS	16-3-2019	20	Covered	
6	INTERNET CONCEPTS	18-3-2019	23	Covered	
7	INTERNET CONCEPTS	19-3-2019	23	Covered	
8	INTERNET CONCEPTS	20-3-2019	22	Covered	
9	INTERNET CONCEPTS	21-3-2019	22	Covered	
10	INTERNET CONCEPTS	22-3-2019	23	Covered	

  
 PRINCIPAL  
 J.V.N. GOVT. COLLEGE  
 BATHUPALLY, KMM DT.

# J.V.R.GOVERNMENT COLLEGE

SATHUPALLY – Khammam Dist.

DEPARTMENT OF COMPUTER SCIENCE / APPLICATIONS

## APPLICATION FOR CERTIFICATE COURSE – 2018 - 2019

Name of the Student : BANDARU MAHESWARI

Hall Ticket No. 032172002

Group III B.Com-gen year 2018-19 - III

Address : SATHUPALLY

.....

.....

.....

B. Maheswari  
Signature of the Student

[Signature]  
Signature of the convener

[Signature]  
Principal  
**PRINCIPAL**  
**J.V.R. GOVT. COLLEGE**  
**SATHUPALLY. KMM DT.**

# J.V.R.GOVERNMENT COLLEGE

SATHUPALLY – Khammam Dist.

DEPARTMENT OF COMPUTER SCIENCE / APPLICATIONS

## APPLICATION FOR CERTIFICATE COURSE – 2018 - 2019

Name of the Student : DANDU SRIRAM MURTHY

Hall Ticket No...032172005

Group III BCOM-GEN Year 2018-19 - III

Address : BETHUPALLY

.....

.....

.....

D. Srikanth Murthy  
Signature of the Student

[Signature]  
Signature of the convener

[Signature]  
Principal



J.V.R. GOVERNMENT COLLEGE

SATHUPALLY- KHAMMAM DT. - TELANGANA



DEPARTMENT OF COMPUTERS  
CERTIFICATE

20 - 20

**Specimen Copy**

This is to certify that Mr./ Ms. Bandaru. Maheswari.....

of M.B.Com.General Class

has

successfully

completed

the certificate

course

in

CERTIFICATE COURSE IN COMPUTER BASICS.....

conducted by the Department of Computers.

  
Convener

  
Principal

PRINCIPAL  
J.V.R. GOVT. COLLEGE  
SATHUPALLY, KMM DT

Sl.No	Name of the Topic	Date	No. of Students Present	Covered / Not Covered	Remarks
1	INTRODUCTION TO THE COMPUTER	10-10-19	24	Covered	
2	INTRODUCTION TO THE COMPUTER	11-10-19	23	Covered	
3	INTRODUCTION TO THE COMPUTER	12-10-19	22	Covered	
4	INTRODUCTION TO THE COMPUTER	14-10-19	22	Covered	
5	INTRODUCTION TO THE COMPUTER	21-10-19	25	Covered	
6	INTRODUCTION TO THE COMPUTER	22-10-19	23	Covered	
7	INTRODUCTION TO THE COMPUTER	23-10-19	23	Covered	
8	INTRODUCTION TO THE COMPUTER	25-10-19	22	Covered	
9	INTRODUCTION TO THE COMPUTER	26-10-19	25	Covered	
10	INTRODUCTION TO THE COMPUTER	29-10-19	22	Covered	
1	MS- WORD	30-10-19	25	Covered	
2	MS- WORD	31-10-19	24	Covered	
3	MS- WORD	1-Nov-19	25	Covered	
4	MS- WORD	2-11-19	25	Covered	
5	MS- WORD	3-11-19	22	Covered	
6	MS- WORD	4-11-19	22	Covered	
7	MS- WORD	5-11-19	22	Covered	
8	MS- WORD	6-11-19	24	Covered	
9	MS- WORD	8-11-19	22	Covered	
10	MS- WORD	9-11-19	24	Covered	
11	MS- WORD	11-11-19	24	Covered	
12	MS- WORD	12-11-19	23	Covered	
13	MS- WORD	13-11-19	21	Covered	
14	MS- WORD	14-11-19	22	Covered	
15	MS- WORD	18-11-19	24	Covered	

Sl.No	Name of the Topic	Date	No. of Students Present	Covered / Not Covered	Remarks
1	MS- EXCEL	22-11-19	24	Covered	
2	MS- EXCEL	02-01-2020	25	Covered	
3	MS- EXCEL	3-1-20	24	Covered	
4	MS- EXCEL	4-1-20	23	Covered	
5	MS- EXCEL	6-1-20	23	Covered	
6	MS- EXCEL	7-1-20	23	Covered	
7	MS- EXCEL	8-1-20	24	Covered	
8	MS- EXCEL	9-1-20	25	Covered	
9	MS- EXCEL	10-1-20	25	Covered	
10	MS- EXCEL	11-1-20	22	Covered	
11	MS- EXCEL	17-1-20	21	Covered	
12	MS- EXCEL	18-1-20	25	Covered	
13	MS- EXCEL	20-1-20	25	Covered	
14	MS- EXCEL	21-1-20	25	Covered	
15	MS- EXCEL	23-1-20	25	Covered	
1	MS- POWER POINT	24-1-20	23	Covered	
2	MS- POWER POINT	25-1-20	23	Covered	
3	MS- POWER POINT	27-1-20	22	Covered	
4	MS- POWER POINT	28-1-20	24	Covered	
5	MS- POWER POINT	29-1-20	23	Covered	
6	MS- POWER POINT	31-1-20	24	Covered	
7	MS- POWER POINT	1-02-2020	23	Covered	
8	MS- POWER POINT	3-2-20	22	Covered	
9	MS- POWER POINT	4-2-20	24	Covered	
10	MS- POWER POINT	5-2-20	24	Covered	
1	INTERNET CONCEPTS	6-2-20	24	Covered	
2	INTERNET CONCEPTS	7-2-20	25	Covered	
3	INTERNET CONCEPTS	8-2-20	25	Covered	
4	INTERNET CONCEPTS	10-2-20	23	Covered	
5	INTERNET CONCEPTS	11-2-20	21	Covered	
6	INTERNET CONCEPTS	12-2-20	24	Covered	
7	INTERNET CONCEPTS	13-2-20	21	Covered	
8	INTERNET CONCEPTS	15-2-20	24	Covered	
9	INTERNET CONCEPTS	17-2-20	24	Covered	
10	INTERNET CONCEPTS	18-2-20	24	Covered	

  
 PRINCIPAL  
 J.V.R. GOVT. COLLEGE  
 SATHUPALLY. KMM DT

# J.V.R.GOVERNMENT COLLEGE

SATHUPALLY – Khammam Dist.

DEPARTMENT OF COMPUTER SCIENCE / APPLICATIONS

## APPLICATION FOR CERTIFICATE COURSE – 2019 - 2020

Name of the Student : JADA YALADI.....

Hall Ticket No. 03218306

Group BA - H.E.PA...Year III.....

Address : Maslapadu.....

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.....

.....

J. Yaladi,  
Signature of the Student

  
Signature of the convener

  
Principal  
**PRINCIPAL**  
J.V.R. GOVT. COLLEGE  
SATHUPALLY. KMM DT.

# J.V.R.GOVERNMENT COLLEGE

SATHUPALLY – Khammam Dist.

DEPARTMENT OF COMPUTER SCIENCE / APPLICATIONS

## APPLICATION FOR CERTIFICATE COURSE – 2019 - 2020

Name of the Student : GOLLAMUDI RAJA.....

Hall Ticket No. 032181304

Group BA - H.E.P.A. Year III.....

Address : Yems.0001.....

.....

.....

.....

G. Raja

Signature of the Student

Signature of the convener

Principal

PRINCIPAL  
J.V.R. GOVT. COLLEGE  
SATHUPALLY, KHAMMAM DT



# SYLLABUS

1. INTRODUCTION TO THE COMPUTER
2. MS- OFFICE
  - A) MS- WORD
  - B) MS- EXCEL
  - C) MS- POWER POINT
3. INTERNET CONCEPTS

# J.V.R. GOVERNEMENT COLLEGE

**SATHUPALLY- KHAMMAM DT. – TELANGANA**



**CERTIFICATE COURSE IN COMPUTER BASICS**

**2019 - 20**

**DEPARTMENT OF COMPUTERS**

**J.V.R.GOVERNEMNT COLLEGE, SATHUPALLY**  
**DEPARTMENT OF COMPUTER SCIENCE/ APPLICATIONS**  
**CERTIFICATE COURSE IN COMPUTER BASICS**  
**2019 - 20**

**LIST OF STUDENTS**

Sl.No.	HTNO.	Name of the Student	Class which studying	Remarks
1	032181304	GOLLAMUDI RAJA	III BA- HEPA	
2	032181306	JADA YALADRI	III BA- HEPA	
3	032181307	KANAKAM KIRAN KUMAR	III BA- HEPA	
4	032181311	KOLA SATISH KUMAR	III BA- HEPA	
5	032181315	KOTHAPALLI DINESH	III BA- HEPA	
6	032181325	PARSIKA SIRISHA	III BA- HEPA	
7	032181327	PAYAM VENKATA SUMALATHA	III BA- HEPA	
8	032181330	RAYALA NAGA RAJU	III BA- HEPA	
9	032181331	SADAM KARTHIK	III BA- HEPA	
10	032181342	SUNNAM NAGARAJU	III BA- HEPA	
11	032181343	SUNNAM SAIKIRAN	III BA- HEPA	
12	032181347	VADE MAHESH	III BA- HEPA	
13	032183001	ADAVELLI VENKATESWARARAO	III BSC- BZC	
14	032183002	BANDI GOPALA KRISHNA	III BSC- BZC	
15	032183008	GUGULOTH LAVANYA	III BSC- BZC	
16	032183010	KAMPELLI SAI	III BSC- BZC	
17	032183016	KUVVARAPU YAMUNA	III BSC- BZC	
18	032183017	LANKA TEJAVINITHA	III BSC- BZC	
19	032182004	KOTHAPALLY SIREESHA	III BCOM- GEN	
20	032182006	KURSAM DEVAMANI	III BCOM- GEN	
21	032182008	NARAM VENKATANAGNI	III BCOM- GEN	
22	032181108	JUJJARAPU DEEPA	III BA- HEPS	
23	032181110	KODEM NAGAMANI	III BA- HEPS	
24	032181111	KOLA PAWANKALYAN	III BA- HEPS	
25	032181116	KOTAGIRI NARENDRA	III BA- HEPS	

  
**PRINCIPAL**  
**J.V.R. GOVT. COLLEGE,**  
**SATHUPALLY, KMM DT**

DURATION OF THE COURSE : 2 MONTHS

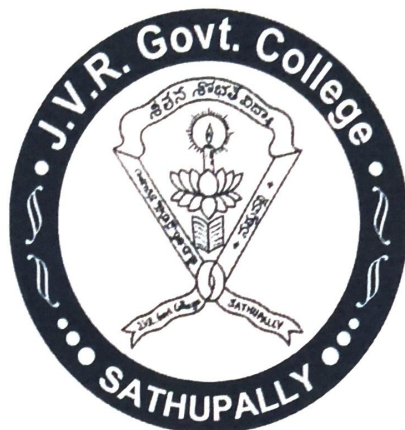
TIMINGS : EVENING – 4.00- TO 5.00 (MONDAY TO SATURDAY)

TEACHING PLAN :

S.NO.	NAME OF THE TOPIC	DURATION
1	INTRODUCTION TO THE COMPUTER	10 days
2	MS- WORD	15 Days
3	MS- EXCEL	15 Days
4	MS- POWER POINT	10 Days
5	INTERNET CONCEPTS	10 days

# JVR GOVERNMENT COLLEGE

SATHUPALLY-KHAMMAM DT-TELANGANA



TRAINING PROGRAM

ON

**BASIC COMPUTER SKILLS**

2020-21

DEPARTMENT OF COMPUTERS

**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



NH 5BB

Google

Sathupally, Telangana, India  
SH 42, Sathupally, Telangana 507303, India  
Lat N 17° 12' 43.8624"  
Long E 80° 49' 29.1972"  
17/03/21 03:57 PM



NH 5BB

Google

Sathupally, Telangana, India  
SH 42, Sathupally, Telangana 507303, India  
Lat N 17° 12' 43.8624"  
Long E 80° 49' 29.2116"  
17/03/21 04:00 PM

**JVR GOVERNMENT COLLEGE,SATHUPALLY**  
*DEPARTMENT OF COMPUTER SCIENCE/APPLICATIONS*

**TRAINING PROGRAM**  
**ON**  
**BASIC COMPUTER SKILLS**

**2020-21**

LIST OF EMPLOYEES PARTICIPATED IN THE PROGRAM

<b>SLNO</b>	<b>NAME OF THE EMPLOYEE</b>
<b>01</b>	<b>D.BANGARI</b>
<b>02</b>	<b>I.KIRAN KUMAR</b>
<b>03</b>	<b>K.MADHU</b>
<b>04</b>	<b>K.RAJYALAKSHMI</b>
<b>05</b>	<b>G.SUBHASHINI</b>
<b>06</b>	<b>K.RAMA RAO</b>
<b>07</b>	<b>G.AFZAL</b>
<b>08</b>	<b>S.V.R.N. RAJU</b>
<b>09</b>	<b>S.V. SRIDHAR RAO</b>
<b>10</b>	<b>M.PRASADA RAO</b>
<b>11</b>	<b>G.VEERESH</b>
<b>12</b>	<b>SK.MASTHAN</b>
<b>13</b>	<b>K.DHAMAYANTHI</b>
<b>14</b>	<b>E.VENKATALAXMI</b>



# **JVR GOVERNMENT COLLEGE, SATHUPALLY**

**DEPARTMENT OF COMPUTER SCIENCE / APPLICATIONS**

## **TRAINING PROGRAM ON BASIC COMPUTER SKILLS**

**2020-21**

### **SYLLABUS**

**01. INTRODUCTION TO COMPUTERS**

**02. MS-WORD**

**03. MS-EXCEL**

**04. MS-POWER POINT**

**05. INTERNET BROWSING AND E-MAIL USAGE**

**DURATION OF THE : TRAINING PROGRAM ON BASIC COMPUTER SKILLS  
FOR THE YEAR 2020-21**

**TIMINGS : EVENING 4.00 TO 5.00 (MONDAY –SATURDAY)  
ONEMONTH PROGRAM**

<b>SLNO</b>	<b>NAME OF THE TOPIC</b>	<b>DURATION</b>
<b>01.</b>	<b>INTRODUCTIONS TO COMPUTERS</b>	<b>02 ( DAYS)</b>
<b>02</b>	<b>MS-WORD</b>	<b>05 (DAYS)</b>
<b>03.</b>	<b>MS-EXCEL</b>	<b>05 (DAYS)</b>
<b>04.</b>	<b>MS-POWER POINT</b>	<b>05 (DAYS)</b>
<b>05.</b>	<b>INTERNET BROWING AND E-MAIL USAGE</b>	<b>05 (DAYS)</b>

SLNO	NAME OF THE TOPIC	DATE	NO OF EMPLOYEE PRESENT	COVERED /NOT COVERED	REMARKS
01	INTRODUCTION TO COMPUTERS	16-03-21	14	covered	
02	INTRODUCTION TO COMPUTERS	17-03-21	12	covered	
01	MS-WORD	18-03-21	11	covered	
02	MS-WORD	19-03-21		covered	
03	MS-WORD	20-03-21		covered	
04	MS-WORD	22-03-21		covered	
05	MS-WORD	23-03-21		covered	
01	MS-EXCEL	24-03-21		covered	
02	MS-EXCEL	25-03-21		covered	
03	MS-EXCEL	26-03-21		covered	
04	MS-EXCEL	27-03-21		covered	
05	MS-EXCEL	30-03-21		covered	
01	MS-POWER POINT	31-03-21		covered	
02	MS-POWER POINT	01-04-21		covered	
03	MS-POWER POINT	03-04-21		covered	

04	MS-POWER POINT	06-04-21		Covered	
05	MS-POWER POINT	07-04-21		Covered	
01	INTERNET BROWING AND E-MAIL USAGE	8-4-21		Covered	
02	INTERNET BROWING AND E-MAIL USAGE	9-4-21		covered	
03	INTERNET BROWING AND E-MAIL USAGE	12-4-21		covered	
04	INTERNET BROWING AND E-MAIL USAGE	15-4-21		covered	
05	INTERNET BROWING AND E-MAIL USAGE	16-4-21		covered	

**ANNEXURE - A**  
**UNDERTAKING**

Name of the Faculty/Office Staff: *Dakusi Bangari*  
Subject/Department: *English.*  
Designation: *Asst. prof. of English.*  
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: *17.03.2021*

*D. Bangari*  
Signature

**ANNEXURE - A**  
**UNDERTAKING**

Name of the Faculty/Office Staff: *I. Kiran Kumar*

Subject/Department: *Telugu*

Designation: *Asst Prof*

No. of Years of Teaching/office Experience: *09*

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: *17.03.2021.*

  
Signature

**ANNEXURE - A**  
**UNDERTAKING**

Name of the Faculty/Office Staff: MADHU KEERAKULA

Subject/Department: HINDI

Designation: ASSA - PROFESSOR

No. of Years of Teaching/office Experience: 5 years

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.

17/3/2021

Date:



Signature

**ANNEXURE - A**  
**UNDERTAKING**

Name of the Faculty/Office Staff: K. Rajyalaxmi

Subject/Department: Political Science

Designation: Contract Lecturer

No. of Years of Teaching/office Experience: 12 Years

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: 11/03/2021

  
Signature