


6.3.3 Total number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the years

Dates (from-to) (DD-MM-YYYY)	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants
11-12-2020 (01 Day)	Orientation to NAAC	CCE	40 Participants
17-03-2021 TO 16-04-2021	Training Program in Basic Computer Skills	CCE	5 Participants
30-03-2021	Workshop on Digital Dairy	For Teaching Staff by GDC Meak	15 Participants

Note: Classify the data and provide year wise




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6-3-3

Government Degree College, Medak

2020-21

Title of the Program : ORIENTATION PROGRAM ON NAAC

Date of the program : 11/12/2020

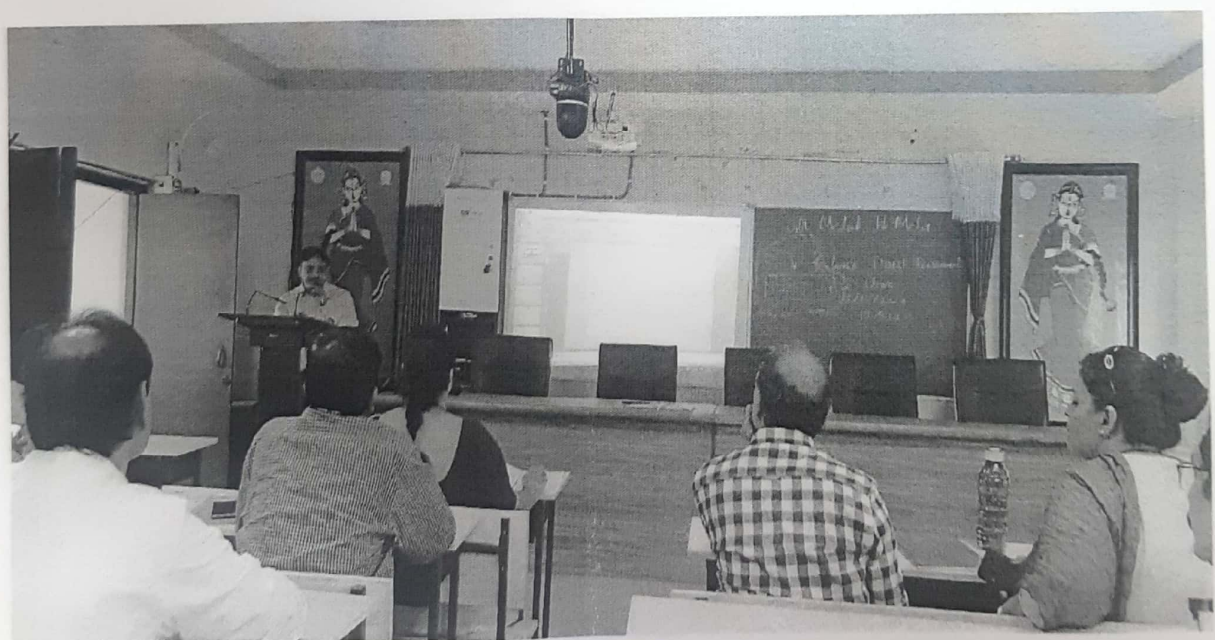
No. Of students participated: 40

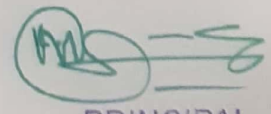
Resource Person : Soundarya from CCE

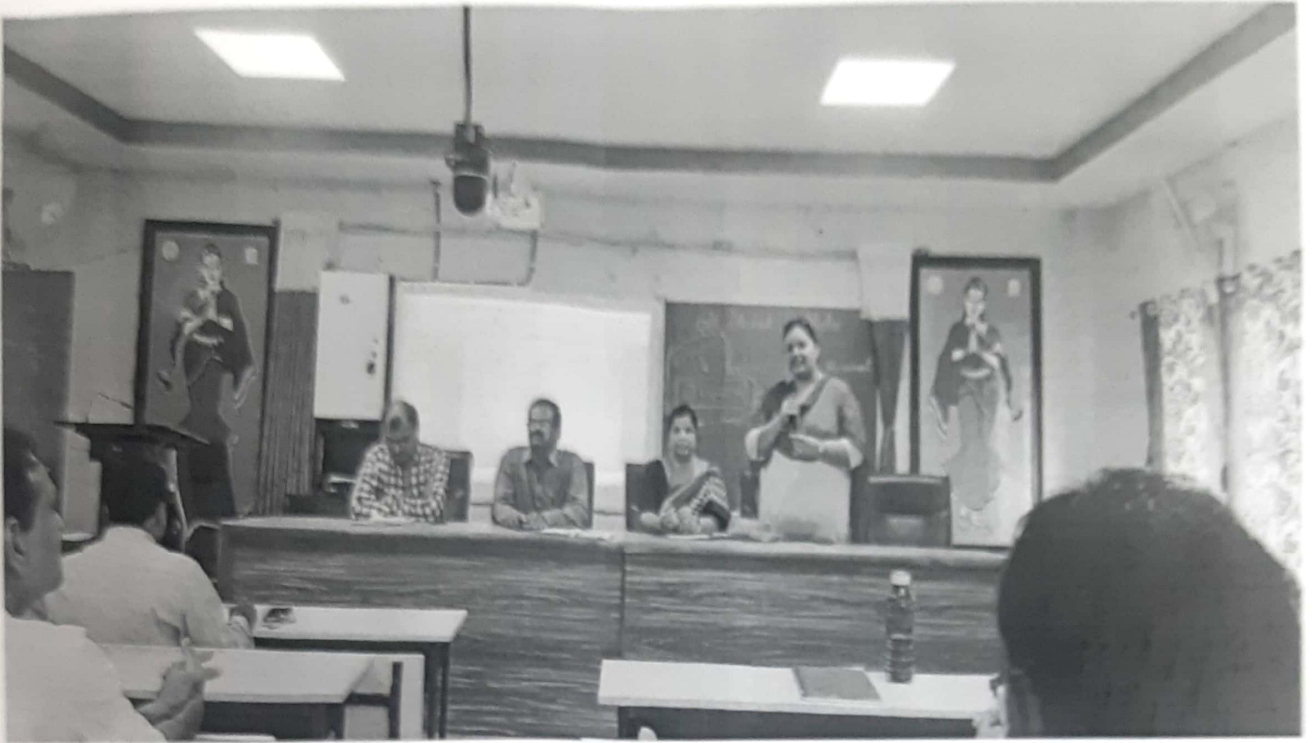
Brief Report:

It is an orientation program on NAAC, Organized by CCE, Resource Person Soundarya in our college 40 teaching staff participated. It is a One Day program in which we discussed about the NAAC .

Photos:




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

6.3.3

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

Staff members are Computer Literates and are able to work on the above said applications for effective and smooth functioning of the colleges. The training should be given before or after the regular college timings covering two hours per day and the Principals should ensure that those who are undergoing training should mark the Biometric attendance after 8 hours instead of the regular 6 hours of College timings.

In view of the above the Principals are informed to monitor the training program and issue certificates to the participants after successful completion of the training program and send compliance of the same to the O/o CCE by 15 April, 2021.

(Orders of CCE obtained in the note file)

Signature Not Verified

Digitally signed by Ghanshyam
Date: 2021.03.16 14:39:02 IST
Reason: Approved

For Commissioner of Collegiate Education

To Principals of All GDCs in Telangana State.



A handwritten signature in green ink, appearing to be "P. S. S.", written over a horizontal line.

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GOVERNMENT DEGREE COLLEGE, MEDAK**Workshop on Digital Diary**

Name of the Department : TSKC
Name of the Program : Workshop on Digital Diary
Convener of the Program : Dr.A.Sudhakar
Coordinator of the Program: Y.Praveen Kumar
Faculty attended : 15
Year : 2020-21
Date : 30-03-2021
No. Of days : 1 Day
Time : 3 Hours

Brief Report:

'Workshop on Digital Diary' was a one day program to our college faculty to get awareness on digital diary and to learn how to open and use it to upload the classes after completion.



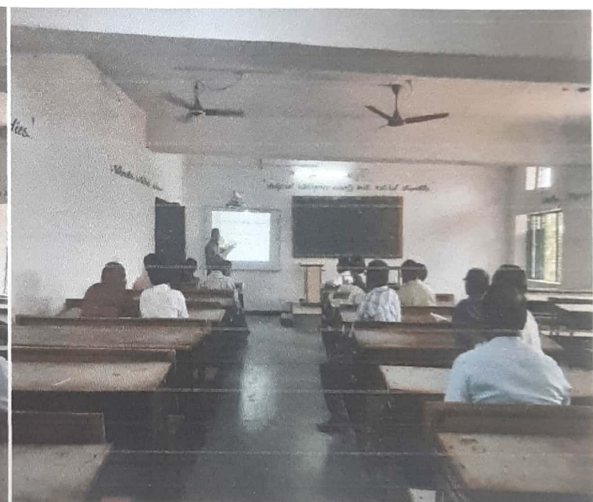
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Photos:

Introduction by our Coordinator Y.Praveen Kumar Sir



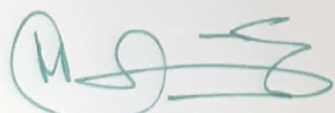
Explanation by our TSKC FTM V.Anjaiah




Convener of the Program

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Coordinator of the Program


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