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

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

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

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

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

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

SLN O	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: *Dakuri 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 andI will put my efforts to learnBasic Computer Skills, to undertake computer work/assignment assigned by the Principal.

D. Bangri
Signature

Date: *17. 03. 2021*

ANNEXURE - A

UNDERTAKING

Name of the Faculty/Office Staff: T. Kivan Kumar

Subject/Department: Teleugu

Designation: Axt 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 andI will put my efforts to learnBasic 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: ASST · 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 andI will put my efforts to learnBasic 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 andI will put my efforts to learnBasic Computer Skills, to undertake computer work/assignment assigned by the Principal.

Date: 11|08|2021

Signature