

# **REPORT ON DEMONSTRATION ON THE USAGE OF VIRTUAL CLASSROOM**

**Tara Government College (A),  
Sangareddy  
(Re- Accredited with "B" by NAAC)**

## **DEMONSTRATION OF VIRTUAL CLASSROOM**

A demonstration session was conducted on the usage of virtual classroom and tools of smart board, under the Chairmanship of Principal Smt. M Praveena mam, by inviting Mr. BBVS Sai Krishna, Senior Customer Support Engineer as a resource person from UNEECOPS for the faculty of Tara Government college (A) Sangareddy on 08.09.2020 at 11.00 am in the Virtual classroom. A total of 37 faculty members attended the session.

### **Objectives:**

To get acquainted with the concept of E- Learning using Virtual classroom

To know the accessories, usage and various features of virtual classroom

How to create, hold and participate in a virtual meeting/ Conference/ session to conduct online presentation through video conferencing

How virtual classroom sessions can be recorded and replayed.

How to use the interactive whiteboard tools to draw and write.

Technical limitations of the virtual classroom.



District Registrar  
Office Sangareddy

J33G+VQR, Prashanth Nagar Colony, Balaji Nagar, Ahmed Nagar, Sangareddy, Telangana 502001, India

Sangareddy  
Telangana  
India

26°C  
79°F

2021-09-08(Wed) 12:27(PM)

Dr.Lalitha fertility & Laparoscopic center

REVENUE COLONY



District Registrar  
Office Sangareddy

By pass Road BSNL office line opp. tara degree college 2 Gate, Prashanth Nagar Colony, Ahmed Nagar, Sangareddy, Telangana 502001, India

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Telangana  
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2021-09-08(Wed) 12:46(PM)

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REVENUE COLONY



**Mr. Sai Krishna explaining the tools of interactive smart board to the faculty**



Mr. Sai Krishna, has explained in detailed about the “**Lifesize software**”, how to schedule, hold online live sessions, webinars, conferences etc.

Further he demonstrated the usage of various digital tools for teaching – Learning process. How to start, hold and participate in virtual meeting through Lifesize app and how to record the live sessions. He talked about the technical issues such as bandwidth, speed of the connection or power failure while presentation is going on.

The session was concluded by proposing vote of thanks by D. Annapurna, In charge of Virtual classroom. She also thanked all the participants for utilising the opportunity and to make use of virtual classroom. A total of 37 faculty members participated in the session, and made it successful.

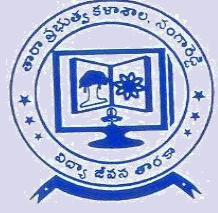
# Demo Class on Virtual Class Room 5

Dt: 08-09-2022

Resource Person:- Mr. Sai Krishna.

S.No	Name & Designation	Signature
1.	M. Praveena - Principal (FAC)	
2.		
3.		
4.	Dr S. Upender, Asst Prof. of Mathematics	
5.	R. Shiva Deepti, Asst. prof. chemistry	
6.	Shravani. N, Asst. Prof. chemistry	
7.	G. Hanidupa, Lecturer in chemistry	
8.	L. Vinodha Lect. In History	
9.	B. Sandhya Lect. in Telugu	
10.	M. Bhavana Lect. in Mathematics	
11.	P. R. Ratan Kumar " physics	
12.	V. Satya Prakash Asst Prof of Physics	
13.	K. Sreedhar Asst. Prof. of Chemistry	
14.	G. Nagaraju Asst. Prof of Physics	
15.	N. Ramulu Asst prof in pub. Administration	
16.	P. LINGASWAMY, LECTURER IN MATHEMATICS	
17.	N. Shyam Prasad Lect. in Commerce	
18.	M. Santhosh, Contract Lecturer, Physics, M. Gov	
19.	K. Anilkumar, Lecturer in Mathematics	
20.	Dr. S. Naga Prasad, Lecturer in Computers	
21.	N. V. Ramana Rao Asst. mentor.	
22.	D. Annapurna, Asst Prof. of Biotech	
23.	Sardar Jyothi Asst Prof of Hindi	
24.	P. Sawanya Contract lecturer in Commerce	
25.	Dr. S. VJAYA - Asst. Prof of Pathology	
26.	V. Manjamma Asst. professor of Chemistry	
27.	N. Siddulu Asst. Prof of Botany	
28.	A. Khijet. K Asst. professor of Chemistry	
29.	G. Jagadeeshwar Asst. prof of Economics	
30.	M. Rambabu Asst. in chemistry	
31.	Dr. S. Srinivasulu Reddy, Asst. Prof	





# TARA Government College Sangareddy (Autonomlous)

## One day workshop on QUALITY SUSTENANCE MEASURES IN AUTONOMOUS COLLEGES: THE WAY FORWARD (Organised by the IQAC )



Submitted by  
*Internal Quality Assurance Cell (IQAC)*  
TARA GOVERNMENT COLLEGE SANGAREDDY (A)  
(Re-Accredited 'B' by NAAC)  
DISTRICT: SANGAREDDY, TELANGANA  
PIN CODE: 502001, Ph: 08455-276507  
[tara.sangareddy@gmail.com](mailto:tara.sangareddy@gmail.com)





Tara Government College Sangareddy  
(Autonomous)

An ISO 9001: 2015 certified college

Internal Quality Assurance Cell



A brief report on

QUALITY SUSTENANCE MEASURES IN AUTONOMOUS  
COLLEGES: THE WAY FORWARD

BY

IQAC

ON 16 Nov 2020



# Tara Government College Sangareddy (Autonomous)

An ISO 9001: 2015 certified college

Internal Quality Assurance Cell



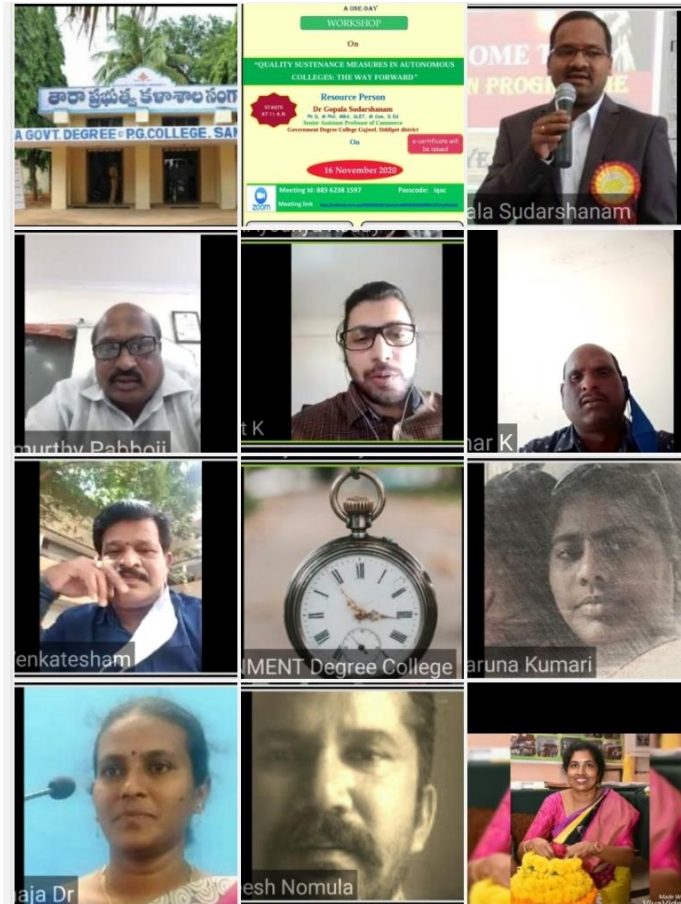
The online workshop on **QUALITY SUSTENANCE MEASURES IN AUTONOMOUS COLLEGES: THE WAY FORWARD** was organised with the following objectives

*Objectives :*

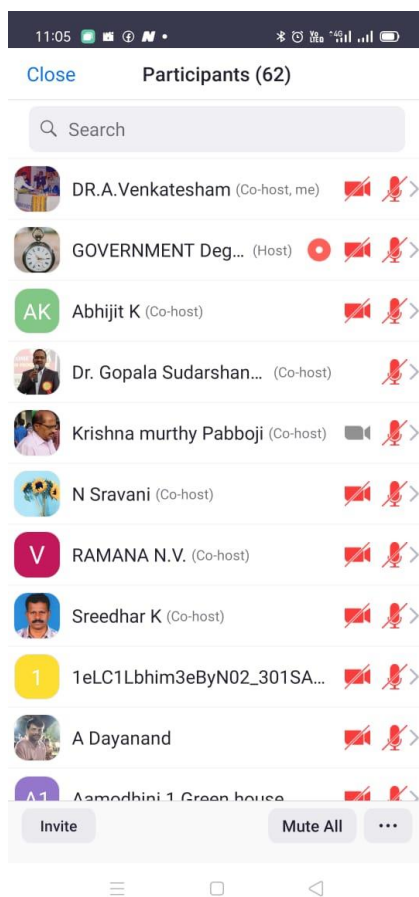
- To sensitise the participants about quality measures.
- To inform of the sustenance of quality in Higher Educational Institutions.
- To teach the latest know-how in the above points

## Introduction:

Internal Quality Assurance Cell (IQAC) of the college conducted an online workshop with Dr. Gopala Sudarshanam, Assistant Professor at GDC Gajwel as the resource person. Ninety seven participants attended the programme.



Inviting the guests for the session by Sri. A. V. Sharma, Asst Prof of English at TARA GC Sangareddy

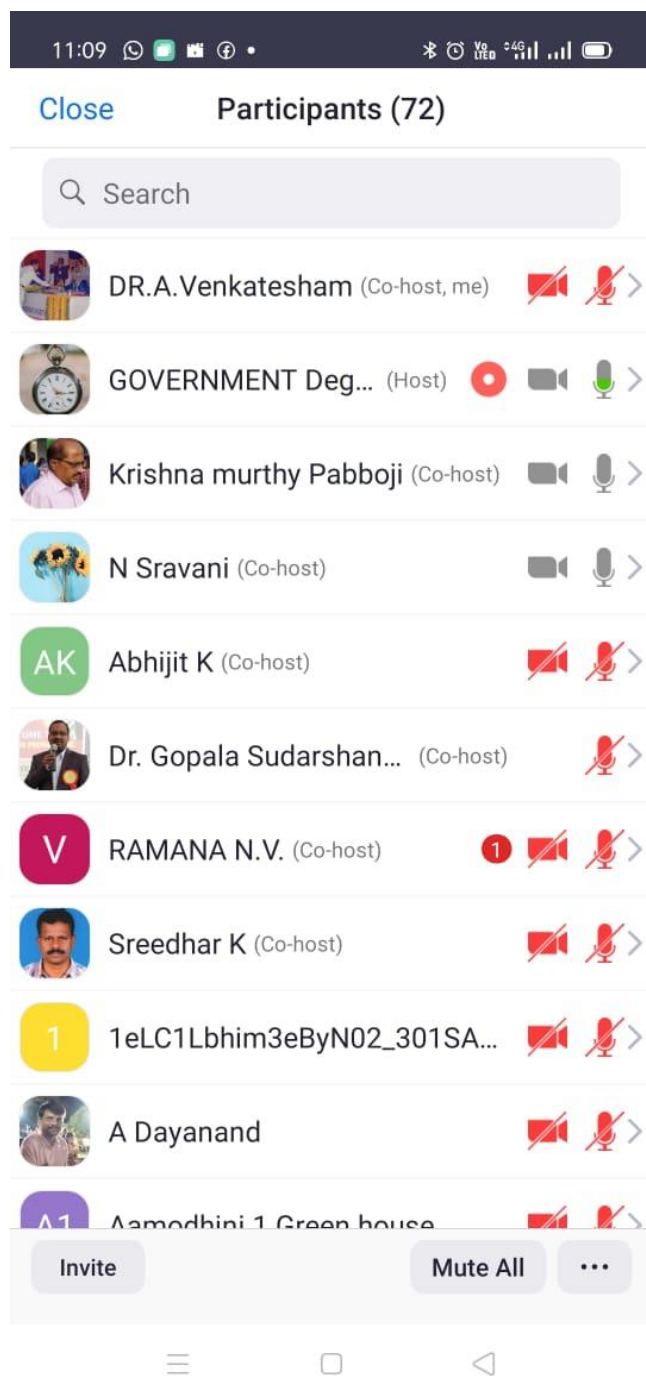


### Participants data

#### Inaugural session

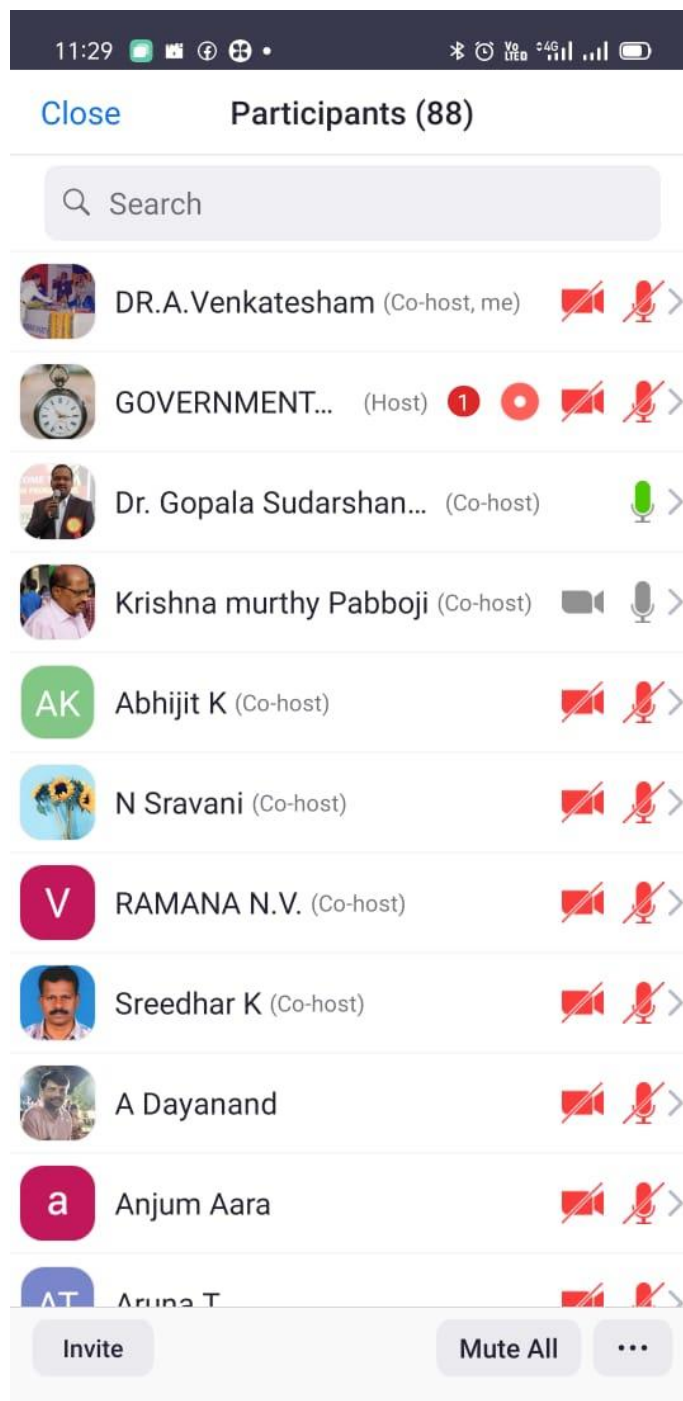
The session was chaired by the introduction by Sri A. V. Sharma. He introduced guest and requested the chairperson, Sri Krishna Murthy, Principal of the college to address the participants. The principal welcomed all the participants to the programme. He spoke about the need for quality sustenance measures in the institution. He then invited Sri K. Abhijit, Asst prof of Chemistry and coordinator IQAC to address the participants. Sri K. Abhijit thanked all the participants and the chief guest. He then exhorted about the importance of quality sustenance in HEIs.

He spoke about the objectives of the workshop. He wished that all participants make use of the workshop.



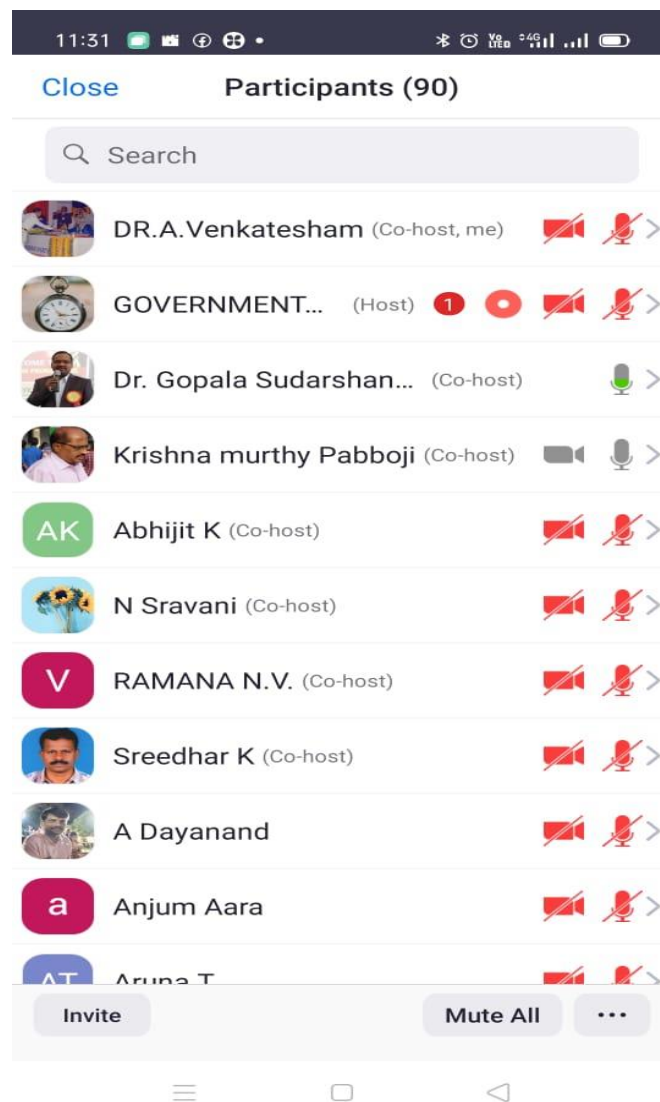
The principal and the chairperson invited Smt. N. Shravani, Assistant Prof of Chemistry, to read the bio note of Dr. Gopala Sudarshanam, resource person of the workshop. Smt N. Shravani thanked for the opportunity and informed to the participants various academic and research achievements of Dr. Gopala Sudarshanam.

The Principal then invited the resource person of the programme, Dr. Gopala Sudarshanam, to initiate the session.



Dr. Gopala Sudarshanam thanked the Chairperson, Organising secretary for inviting him and choosing him as the chairperson of the session and briefed about the part of his lecture. He then profusely thanked Smt. N. Shravani for briefing his

bio note and highlighting his achievements. He averred that he would invite any doubts even during his lecture.



The main points of focus of the lecture of the resource person are mentioned in the following pages in the form of the slides of his PPT.

# Outline of the Presentation

- . Conceptual frame work of Autonomous.
- . Need & Purpose behind the Autonomy.
- . Important features of the Autonomy.
- . Dimensions of Autonomy.
- . Regulatory Body of Autonomous Colleges.
- . Governance of Autonomous Colleges.
- . Core Guidelines of UGC.
- . Conclusion.

Dr. Gopala Sudarshanam, Senior Asst. Prof of Commerce

## Conceptual frame work of Autonomous

- **'Auto + Nomos'** two Greek words  
= **"Self +Laws"**
- Self governance and independent functioning.
- To improve the quality of education.
- To design need based curriculum.
- 1964-66, Education Committee (Kothari) recommendations.

11/16/2020

Dr. Gopala Sudarshanam, Senior Asst. Prof of Commerce



## **Need & Purpose behind Autonomy.**

- To free universities from examination Burden.
- To provide academic freedom to teachers.
- To entrust stakeholders with more responsibility.
- **'ONE PROGRAM MANY CERTIFICATES'**

11/16/2020

Dr. Gopala Sudarshanam, Senior Asst. Prof of Commerce

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11/16/2020

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## Important features of Autonomy.

- Decentralization of Management.
- Assignment of Responsibility with Accountability.
- **Attracts Fund Agencies. (UGC, RUSA, etc..)**
- To increase resources mobilization ability.
- Promotion of Innovative and Creative ambiance.
- **'CARE'** (Credibility, Accessibility, Reliability and Employability)

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## Dimensions of Autonomy

Academic  
Autonomy

Financial  
Autonomy

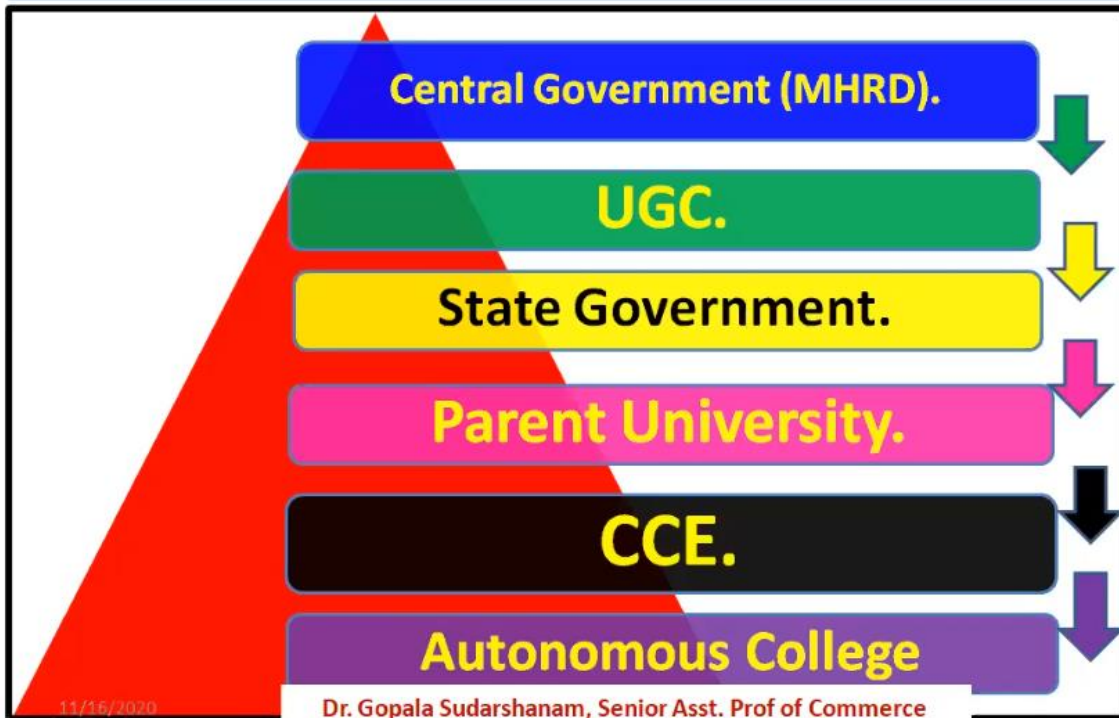
Managerial  
Autonomy

Administrative  
Autonomy

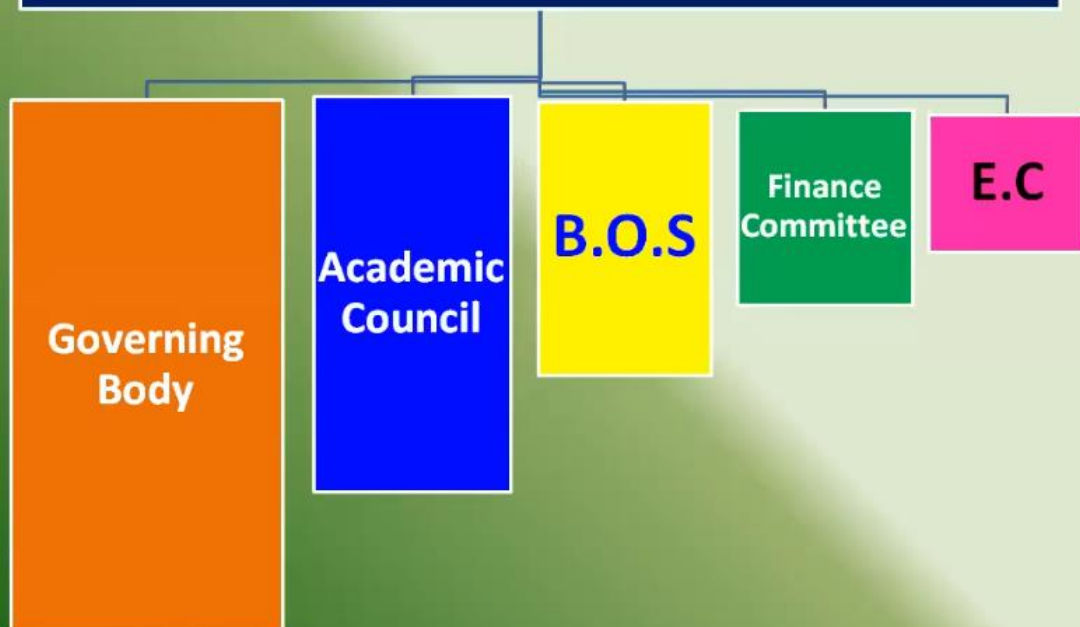
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## Regulatory Body of Autonomous Colleges



## Statutory Bodies



# Examination Cell (E.C)

Important mechanism of Students performance Evaluation.



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## Finance Committee

- It is the important advisory body to Governing Body on 'Financial Matters'.
- An internal Auditor for the '**Autonomous Budget**'.
- Its term is for 3 years.
- It should meet at least twice a year.

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# Finance Committee

- Discuss and Finalize **Budget Proposals**'.
- Prepares **'Budget Estimates'** to the grants received/ receivable from **'Funding Agencies'** and Fees Collected from students.
- Provides financial oversight for the College.
- Also responsible for:
  1. **Monitoring the College Budget.**
  2. **Corrective Action on overspending**

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## Responsibilities of Finance Committee

- To read & confirm the previous meeting **MINUTES**.
- To discuss and approve the **ACTION TAKEN** by the College based on previous report.
- To discuss and recommend payment of old bills.
- To note and recommend **'Audit Report'**
- To identify the **MINUTES** for the new meeting.
- To discuss and recommend new allocation of funds.

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## Responsibilities of Finance Committee

- To note and recommend the expenditure items which were not included in '**Previous Budget**' .
- To note and recommend '**Re-Appropriation**' of previously approved budget.
- To discuss and recommend 'Income & Expenditure statement', its audit report, and other related matters of 'Examination Branch' .
- To discuss and recommend various **RATES OF PAYMENTS** relating to the examination branch.

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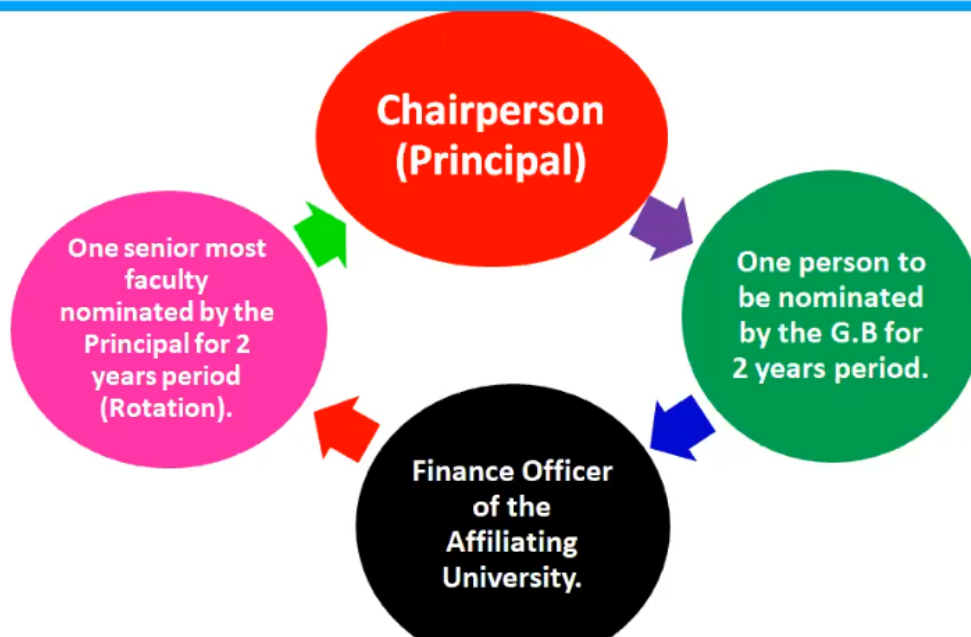
## Other important Responsibilities of Finance Committee

- Report on Financial irregularities and inefficiency.
- Work as Financial Control System (FCS).
- Protect College from illegal Complications, Challenges and Liabilities.
- To safeguard the College from illegal, unethical or incompetent activities by fiscal personnel.
- Protect from actual or apparent '**CONFLICT OF INTEREST**'.
- To carry out meticulous '**Pre-Audit check**'

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## Composition of Finance Committee



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## Ultimate obligation of Finance Committee

To ensure financial elements are in accordance with College 'VISION, MISSION and STRATEGIC PLAN'

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## Governing Body

- ✓ It is the Apex body in Autonomy Governance.
- ✓ Approves, Reviews and modifies '**Finance Committee**' recommendations.
- ✓ Approves, Reviews and modifies '**Academic Council**' recommendations.
- ✓ Approves, Reviews and modifies all **BOS** resolutions.

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## Governing Body

- ✓ It Guides the College.
- ✓ It acts as the Bridge between College and Funding Agencies.
- ✓ It can promote linkages with outside pioneer institutions.
- ✓ Eventually it will maintain correspondence with government and its agencies too.
- ✓ List is not exhaustive.....

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## Governing Body: Composition

Number	Category	Nature
<b>3 Members</b> (one will be Chairperson)	Educationist. Industrialist. Professional	<b>Nominated by the State Government</b>
<b>2 Members</b>	Faculty of the College	Nominated by the Principal on seniority by Rotation-2yrs
<b>1 Member</b>	Educationist or Industrialist	Nominated by the Principal for 2 Years
<b>1 Member</b>	<b>UGC Nominee</b>	<b>Nominated by the UGC</b>
<b>1 Member</b>	State Government Nominee	<b>Nominated by the State Government</b>
<b>1 Member</b>	Parent University Professor	Nominated by the University
<b>1 Member</b>	<b>Principal of the College</b>	Ex- Officio.

## Other Committees

*Planning and evaluation committee*  
*curriculum review committee*  
*Appeals and grievance committee*  
*Admission committee*  
*Examination committee*  
*Library committee*  
*Students welfare committee*  
*Academic audit committee*  
*Research committee*  
*Extra curricular activities committee*

## **Core Guidelines of UGC, Regarding Autonomous.**

- **Autonomy initially conferred for 6 years, then for next 6 years and then Full Autonomy.**
- **Autonomous Colleges can start Diploma and Certificate courses and issue certificates on its own seal.**
- **In staff composition, temporary staff should not be more than 10%**

11/16/2020

**Dr. Gopala Sudarshanam, Senior Asst. Prof of Commerce**

## **Core Guidelines of UGC, Regarding Autonomous.**

- **UGC may Revoke the Autonomous Status based on 'Expert Committee's' Adverse Report.**
- **Autonomous College may also surrender its Autonomous Status. But procedure is there....**
- **Need not to pay Affiliation Fee every year. Only on autonomous conferment year.**

11/16/2020

**Dr. Gopala Sudarshanam, Senior Asst. Prof of Commerce**

## Core Guidelines of UGC, Regarding Autonomous.

- **Annual Evaluation by the College 'Internal Expert Committee'. (Every Year SSR).**
- **After 6 years each Group Category will have Deans.**
- **No partial autonomy.**
- **Autonomous Extension is exclusively Based on 'External Expert Committee Report'.**

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## Criteria Expert Committee Report

1. Students intake.
2. Various Programmes.
3. Research Centres
4. Research Publications.
5. Research Projects
6. Organizing S/W/C
7. Attending S/W/C
8. Extension Activities
9. Consultancy...
10. Faculty Achievements
11. Infrastructure
12. Library.
13. Results
14. Placement & Others

11/16/2020

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# Conclusion

- Lion Role of IQAC.
- Autonomy Monitoring Committee.
- **Continuous visit of UGC-Plans, Schemes and ever changing Guidelines.**
- Frequent Check, Review and Evaluation of Institutional Activities.
- Timely completion of 'All Documents'.
- Promotion of **'TEAM WORK'**

11/16/2020

Dr. Gopala Sudarshanam, Senior Asst. Prof of Commerce

Dr. Gopala Sudarshanam thanked all for patient listening. The session was followed by a few doubts that were addressed.

The chairperson invited Dr. A. Venkatesham, Assistant Professor of Economics and vice-principal to offer vote of thanks. Dr. A. Venkatesham offered vote of thanks.

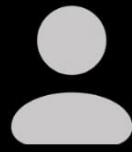
## Glimpses of audience



REC



graeshwar\_malli



Dinesh Shukla



Dr.K RANI, Dept.of Botany

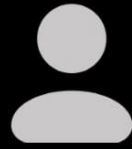


Padmaja, Dr.

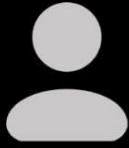
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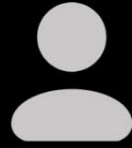
Dr. Gopala Sudarshanam



D Annapurna Taragdc srd



Shyam Prasad

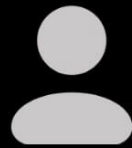


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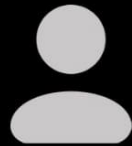
N Sravani



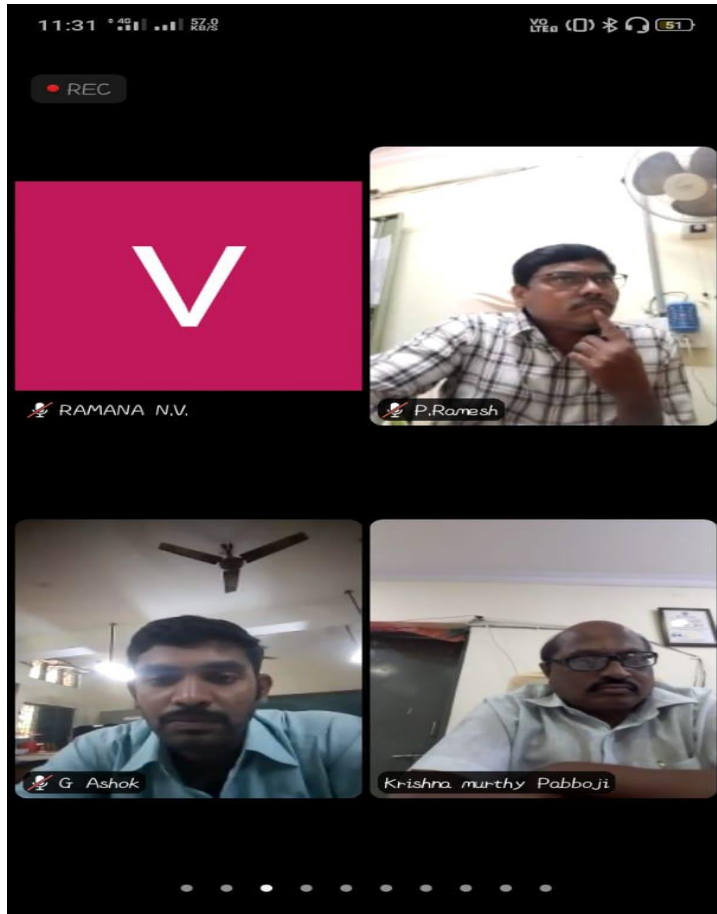
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HEMALATHA D



Abhijit K



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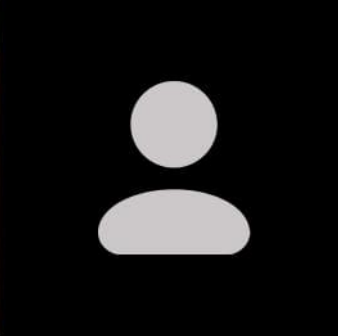
Dr. Gopala Sudarshanam



Manchala maheshwari



GOVERNMENT Degree College Dr.K.Jyothi



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**TARA GOVERNMENT COLLEGE SANGAREDDY**  
(Autonomous)



**SANGAREDDY (Dist.), T.S., India**

*(Accredited by NAAC with 'B' grade)*

An ISO 9001: 2015 Certified college

**ONE-DAY WORKSHOP**

**16-11-2020**

on

**QUALITY SUSTENANCE MEASURES IN AUTONOMOUS  
COLLEGES: THE WAY FORWARD**

**PROGRAMME SHEET**

1. Inviting Guests onto the dais : Sri. A.V. Sharma, Asst. Professor of English  
Member Secretary, TARA GC Sedy
2. Presidential Remarks : Sri P Krishna Murthy,  
Principal & Chairman
3. Organizing Secretary's message : Sri K Abhijit, Asst Prof of Chemistry and  
Coordinator, IQAC, TARA GC Sedy
4. Bio-note of the resource person : Smt N Shravani, Asst Prof of Chemistry  
Head, dept of Computers, TARA GC sedy
5. Resource person's lecture and interactive session: **Dr Gopala Sudarshanam**  
Asst Prof of Commerce  
GDC Gajwel, Siddipet district
6. Concluding Remarks by the President of the session
7. Vote of Thanks By : Dr A Venkatesham, Vice-Principal and  
In-charge, Dept of Economics

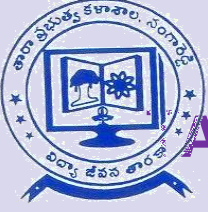
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**Passcode : iqac**





# TARA Government College Sangareddy (Autonomlous)

## One day workshop on QUALITY SUSTENANCE MEASURES IN AUTONOMOUS COLLEGES: THE WAY FORWARD (Organised by the IQAC )



Submitted by

*Internal Quality Assurance Cell (IQAC)*

**TARA GOVERNMENT COLLEGE SANGAREDDY (A)**

**(Re-Accredited 'B' by NAAC)**

**DISTRICT: SANGAREDDY, TELANGANA**

**PIN CODE: 502001, Ph: 08455-276507**

**[tara.sangareddy@gmail.com](mailto:tara.sangareddy@gmail.com)**

**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:

Subject/Department:

Designation:

No. of Years of Teaching/office Experience:

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:

Signature

# TARA GOVERNMENT COLLEGE (A), Sangareddy

## DEMONSTRATION OF E-OFFICE

(FACULTY FORUM)

*Resourse person : N. V. Ramana rao*



Faculty Forum Session Dt: 24<sup>th</sup> Mar. 2021  
On " Demonstration of e-Office "

The faculty forum of the Para Govt. college has organised a demo session on " Demonstration of e-Office Usage " by TSKC Mentor Sri. N.V. Ramana, of T&C (A), on this day at 2.00 pm in dept. of computer science, under the chairmanship of Principal.

This presentation is to create an awareness and knowledge on feature of e-office for regular teaching staff of the college.

~~Sri. N.V. Ramana~~  
Incharge

Sri. N.V. Ramana  
Speaker

Sri. N.V. Ramana  
Principal,

*Sri. N. V. Ramana, TSKC Mentor, explaining e-office, introduced by CCE to the faculty of GDC.*



Sl. No.	Name and Designation	Designation.	Feed back / Suggestion	: Sign.
1)	M. Prasad.	Principal (PAO).		20/10/21
2)	K. Vijay Kumar	Librarian	Very informative well presented.	[Signature]
3)	Rajendra Kumar	Asst. Prof of Hindi	Very informative and virtual Administration is helpful. good.	[Signature]
4)	V. Sankar	Asst. Prof of Commerce	Excellent	[Signature]
5)	Shantappa	Asst. Prof of English	Excellent Session	[Signature]
6)	V. Manjappa	Asst. Prof of Chemistry	wonderful	[Signature]
7)	V. Satya Prasad	Asst. Prof of Physics	Excellent session	[Signature]
8)	S. Srinivas	Asst. Prof of English	Very informative	[Signature]
9)	Dr. M. Manjappa	Asst. Prof of Telugu	సరైన సమాచారం	[Signature]
10)	Srinivas Jyothi	Asst. Prof of Hindi	సరైన సమాచారం	[Signature]
11)	C.H. Jyothi	Asst. Prof of Political Science	Excellent Very useful program	[Signature]
12)	K. Abhijit	Asst. Prof - Chemistry	Very useful Programme	[Signature]
			Very informative	[Signature]



S.No.	Name of the Faculty	Designation	Feed Back /suggestion	19
11)	D. K. Jyothi	Asst. Professor	Good	Sign K.D
12)	Dr. S. V. S. Rao	Asst. Prof - Botany	Very informative	Sign S.V.S.Rao
13)	K. Sugumarathi	Asst. Prof of Zoology	Very informative and very good session	Sign K.S
14)	R. Shiva Deepthi	Asst. prof. of chemistry	Very informative Good	Sign R.S
15)	P. R. Ratan kumar	Asst Prof. of physics	Very informative and useful	Sign P.R.R.K
16)	N. Ramulu	Asst professor	Excellent	Sign N.R
17)	S. Annapurna	Asst Professor of Biotech.	Very informative & useful session on office.	Sign S.A
18)	J. Ravi Kumar	Asst. Professor of Chem.	Useful session. Workshop on CAIMS & e-OBICA will be of great help	Sign J.R.K
19)	K. Sreedhar	Asst. Professor of Chem	Useful & informative class	Sign K.S
20)				
21)				

# TARA GOVERNMENT COLLEGE (A), Sangareddy

## E- RESOURCES OF TARA LIBRARY

(FACULTY FORUM)

*Resource person : K. Vidyasagar*



Smt. M. Praveena, Principal (FAC), addressing the session at Faculty forum along with vice principals, Dr. Upender and Dr. A. Venkatesham, convener Smt. Shravani and resource person Sri. K. Vidya Sagar



dt: 10-03-2021.

Faculty Forum

Session -

9

" e-Resources of Tara Library Resource Centre "

By Sri. K. Vidya Sagar, Asst. Prof. in Library Science

A session has been conducted on behalf of faculty forum, on " e-Resources of Tara Library ", by Sri. K. Vidya Sagar, on 10-03-21 at 12:00 pm in seminar hall, under the chairmanship of Principal, Smt. M. Praveena.

The session covers open source softwares, online journals, e-resources, ALLIST, website of tara library and mobile app.

Speaker

Convener

Principal

Principal.

S.No.	Name of the faculty	Designation	Feedback / Suggestions	Sl	Signature
1)	M. Praveena	PRINCIPAL (PAC) Asst. Prof of Eng.	orientation lecture was informative.		Asst. Prof
2)	Dr. CH. Jyothima	Asst. Prof of Political Science	informative and useful.		Dr. Jyothima
3)	B. S. VIJAYA	Asst. Prof of Botany	very informative		Dr. Vijaya
4)	B. Karuna Kumari	Asst. Prof of Zoology	wonderful		Dr. Karuna
5)	K. Sijumavathi	Asst. Prof. of Zoology	Very good, informative		Dr. Sijumavathi
6)	V. Sankuchi	Asst. Prof of Commerce	Informative and useful		Dr. Sankuchi
7)	Dr. S. Srinivasan	Asst. Professor of Chemistry	Very useful & informative class		Dr. Srinivasan
8)	K. Sreedhar	Asst. Prof of Botany	Informative		Dr. Sreedhar
9)	N. Siddulu	Asst. Prof of Botany	Very informative and useful session		Dr. Siddulu
10)	Dr. G. Jagadishwar	Asst. Prof of Economic	Very informative and useful session		Dr. Jagadishwar
11)	Rajendra Kumar	Asst. Prof of Hindi	the excellent overview. Happy to know that our library is thriving and has access to all digital resource.		Dr. Rajendra
12)	V. Satya Prakash	Asst. Prof of Physics	very informative		Dr. Satya
13)	Dr. A. Venkateshram	Vice - principal	Excellent presentation and resources of Tata library R. centre is also wonderful. Definitely this will be add to the high profile of institution in NAAC assessment.		Dr. Venkateshram
14)	V. Manojkumar	Asst. Professor Chemistry	Informative session		Dr. Manojkumar
15)	N. Ramulu	Asst. Prof of Pub. Admin	Very informative lecture		Dr. Ramulu
16)	J. Ravi Kumar	Asst. Prof. of Chemistry	Very much resourceful		Dr. Ravi Kumar
17)	Dr. D. S. Srinivasan	Asst. Professor of Religion	Very informative		Dr. Srinivasan
18)	P. R. Ratan Kumar	Asst. Prof of Physics	Very informative		Dr. Ratan Kumar
19)	A. V. Sharma	Asst. Prof of English	Informative & useful		Dr. Sharma

**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

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.

**TARA GOVERNMENT COLLEGE  
SANGAREDDY**



**DEPARTMENTAL ACTIVITY  
TRAINING PROGRAM  
ON  
COMPUTER SKILLS  
TO  
TEACHING AND NON-TEACHING STAFF  
2020-21**

**DEPARTMENT OF COMPUTER SCIENCE & APPLICATIONS**



The Department has organized a four week training program to teaching and non-teaching staff on “computer skills” from 26<sup>th</sup> March, 2021 to 17<sup>th</sup> April, 2021.

The following is the schedule for the program

<b>Week-1</b>			
S.No.	Topic	Hours	Timings
1	Fundamentals of a Computer	02	4pm – 5pm
2	MS-WORD	03	
	Features: File Management Editing and printing the document		
<b>Week-2</b>			
3	MS-EXCEL	04	4pm – 5pm
	Excel Foundation-Basics Work book management Printing the worksheet and Creation of charts and graphs		
<b>Week-3</b>			
4	MS-POWER POINT	04	4pm – 5pm
	Slide Creation, Slide layouts, slide presentation, slideshow and printing the slide		
<b>Week-4</b>			
5	Internet Concepts-Web browser- email ID creation.	02	4pm – 5pm
Practical Session			

The following are some images of training program.

