


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

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

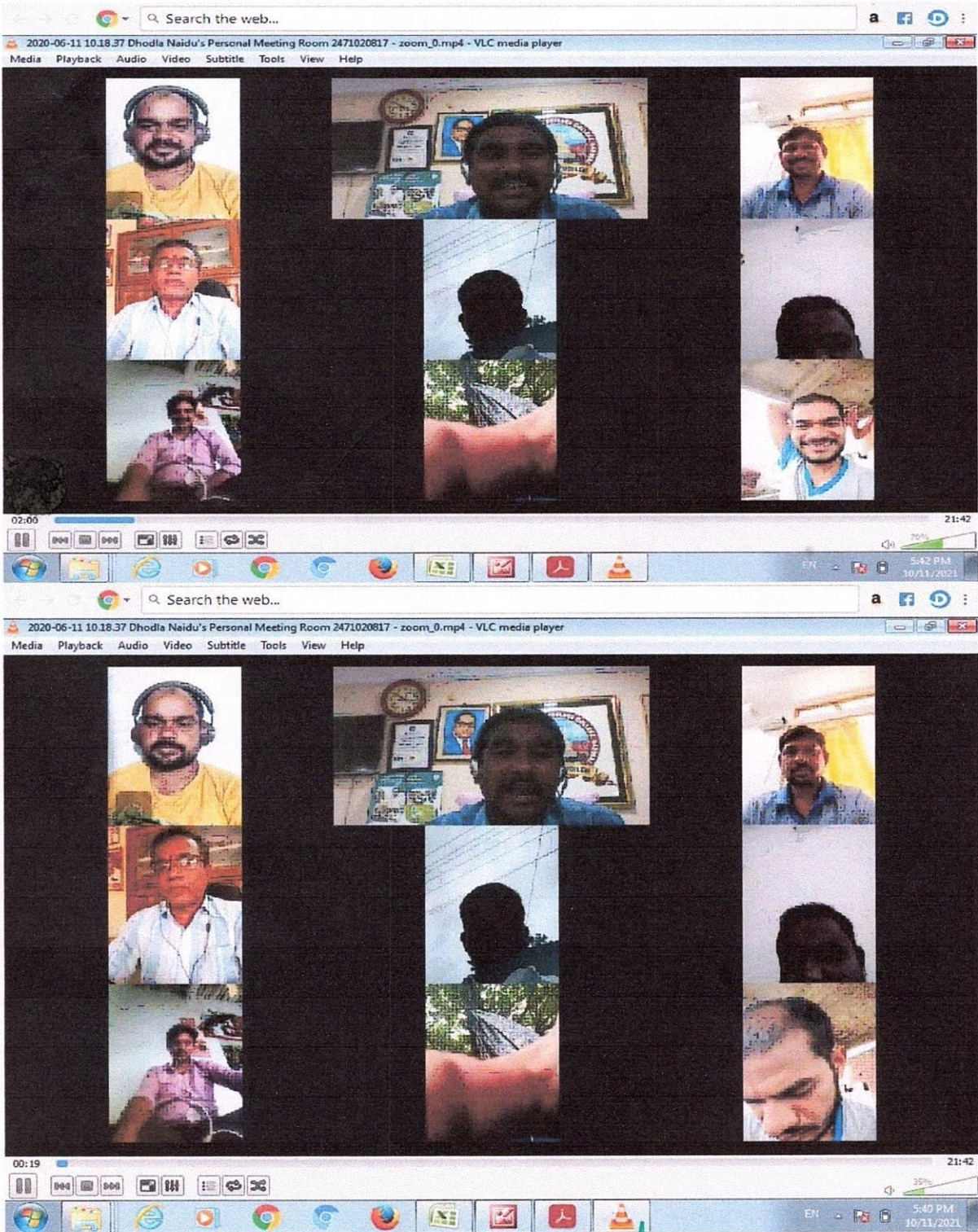
**DATE: 11-06-2020**

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

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



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



*(Handwritten signature)*

PRINCIPAL  
M.A.L.D. Govt. Arts & Science College  
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

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

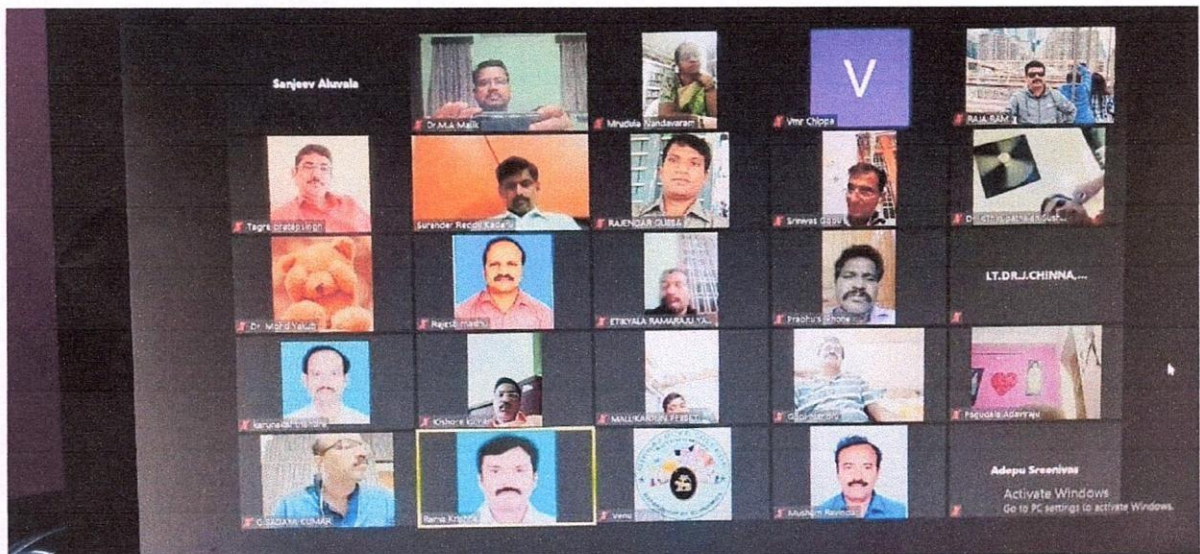
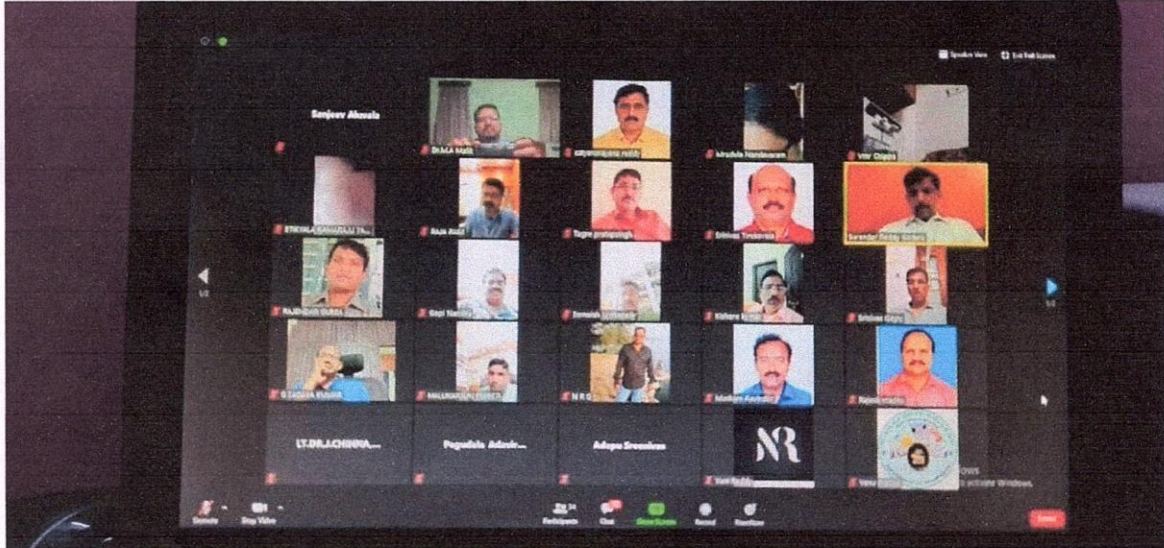
Date: 12/07/2020

Organized by  
District Resource Center. (DRC)

PRINCIPAL  
M.A.L.D. Govt. Arts & Science College  
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*

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





RAJENDAR GUBBA



Rajesh madhu



Rama Krishna



satyanarayana reddy



Somaiah Mattapelly



Srinivas Gopu



Tagre pratapsingh



Vangur Nagaraju Yadav



Venu Prasad

*Venu Prasad*



PRINCIPAL



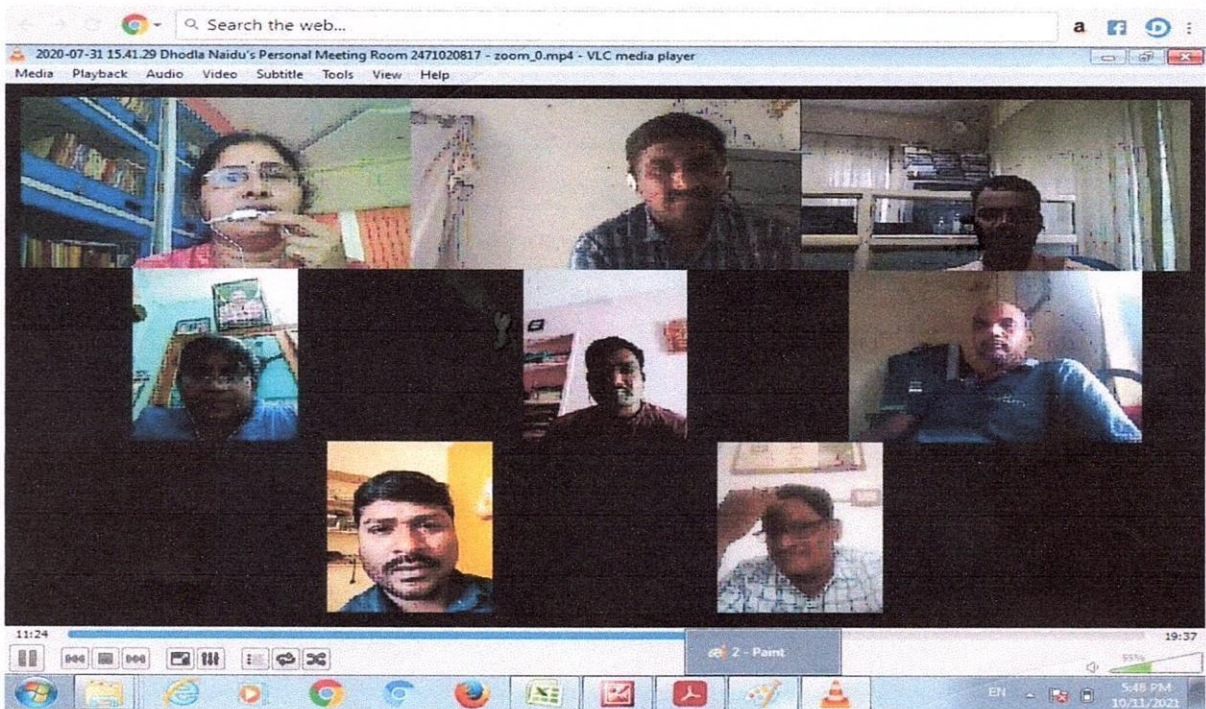
IQAC of the College and CCETS Hyd has conducted online Webinar on “SOP GUIDELINES & SUBMISSION OF SSR” to the Criteria Conveners

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

Online Webinar on “SOP GUIDELINES &  
SUBMISSION OF SSR”

Date:31-09-2020

Organized by  
IQAC of the College & CCETS,  
Hyderabad



*(Handwritten signature)*

PRINCIPAL  
M.A.L.D. Govt. Arts & Science College  
GADWAL

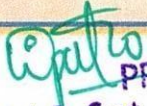


**M.A.L.D. GOVT. DEGREE COLLEGE - GADWAL  
JOGULAMBA GADWAL (DIST), TELANGANA STATE  
AFFILIATED TO PALAMURU UNIVERSITY -  
MAHABUBNAGAR  
ACCREDITED BY NAAC "B" GRADE**

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

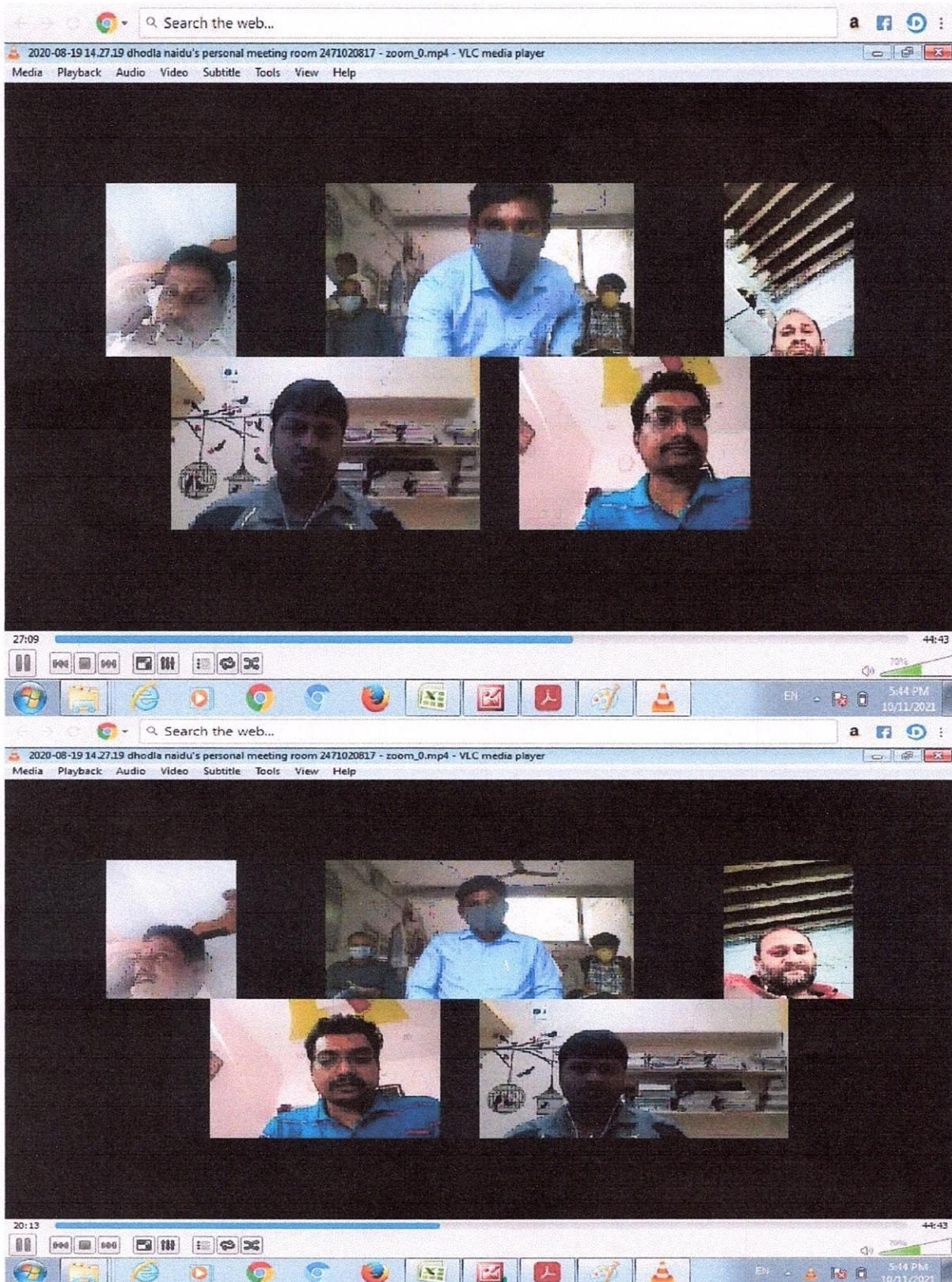
**Date: 19-08-2020**

Organized by  
**IQAC of the College**

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



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



*Wipro*  
PRINCIPAL  
M.A.L.D. Govt. Arts & Science College  
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

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

**Date:08-04-2021**

Organized by

**TSKC, MALD GDC Gadwal**



PRINCIPAL

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



*Pratibha*

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



**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>

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



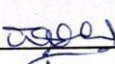

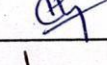

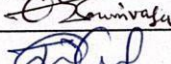
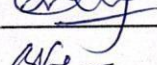
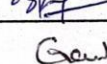
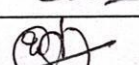

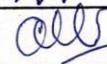
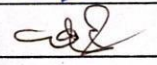

REGULAR NON TEACHING STAFF (Did you know Computer Operating Yes/No)


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.	<del>Yes</del>	<del><i>[Signature]</i></del>
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]*  
**PRINCIPAL**  
M.A.L.D. Govt. Arts & Science College  
GADWAL - 509 125



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

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




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

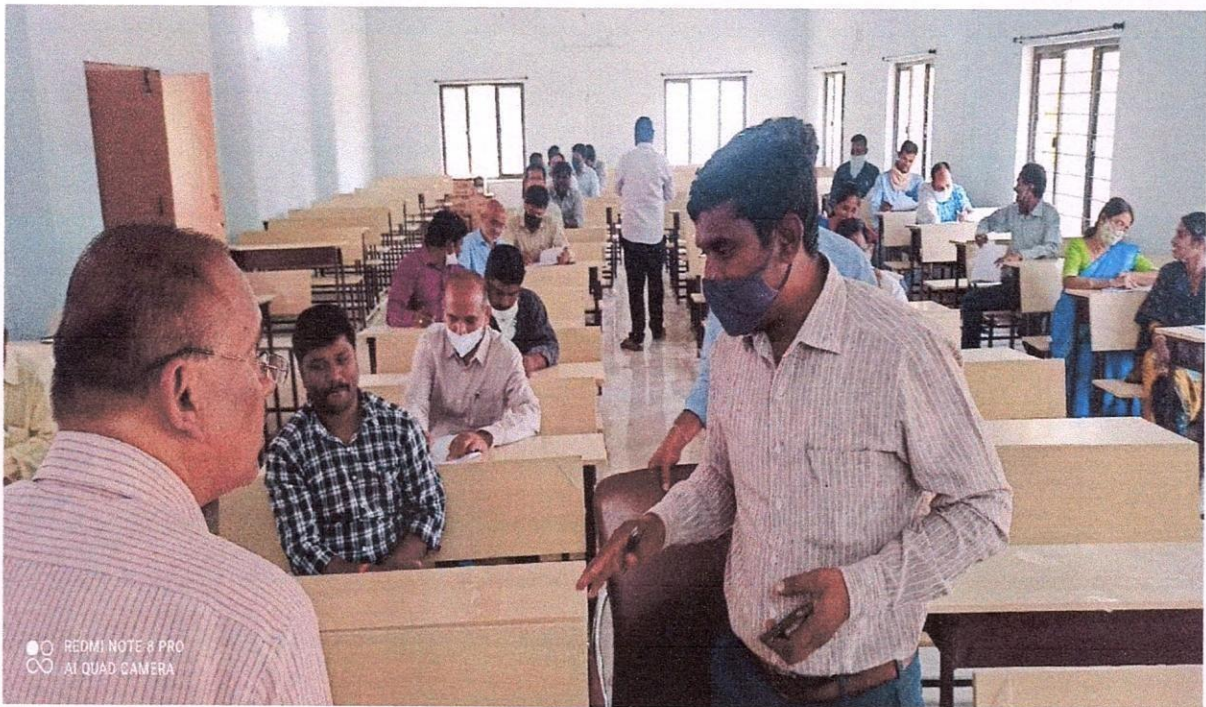
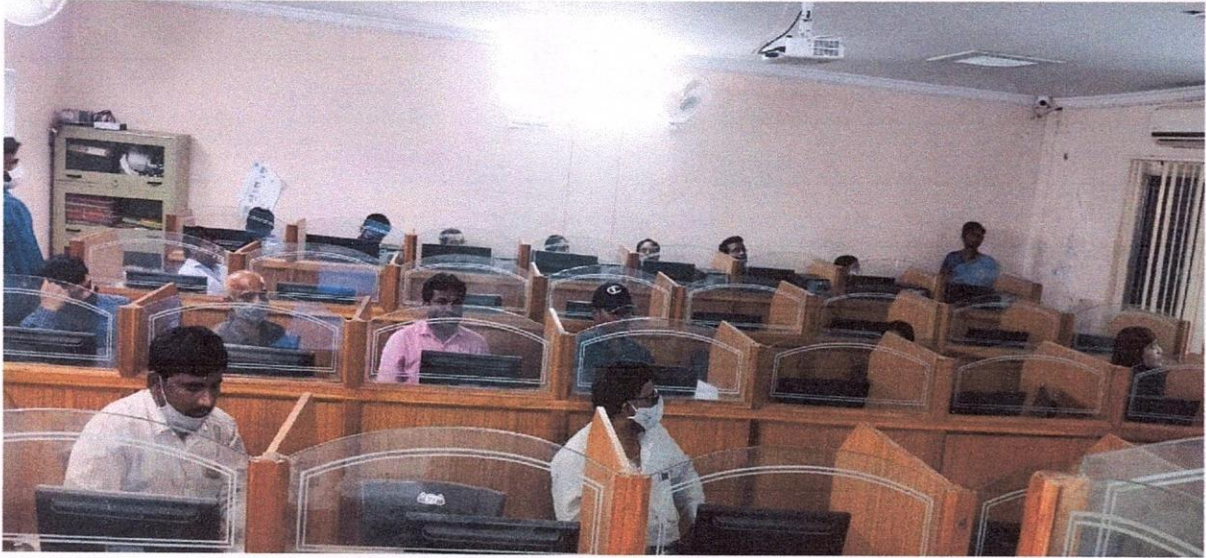
**Training on "Basic Computer  
Skills"**

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

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

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





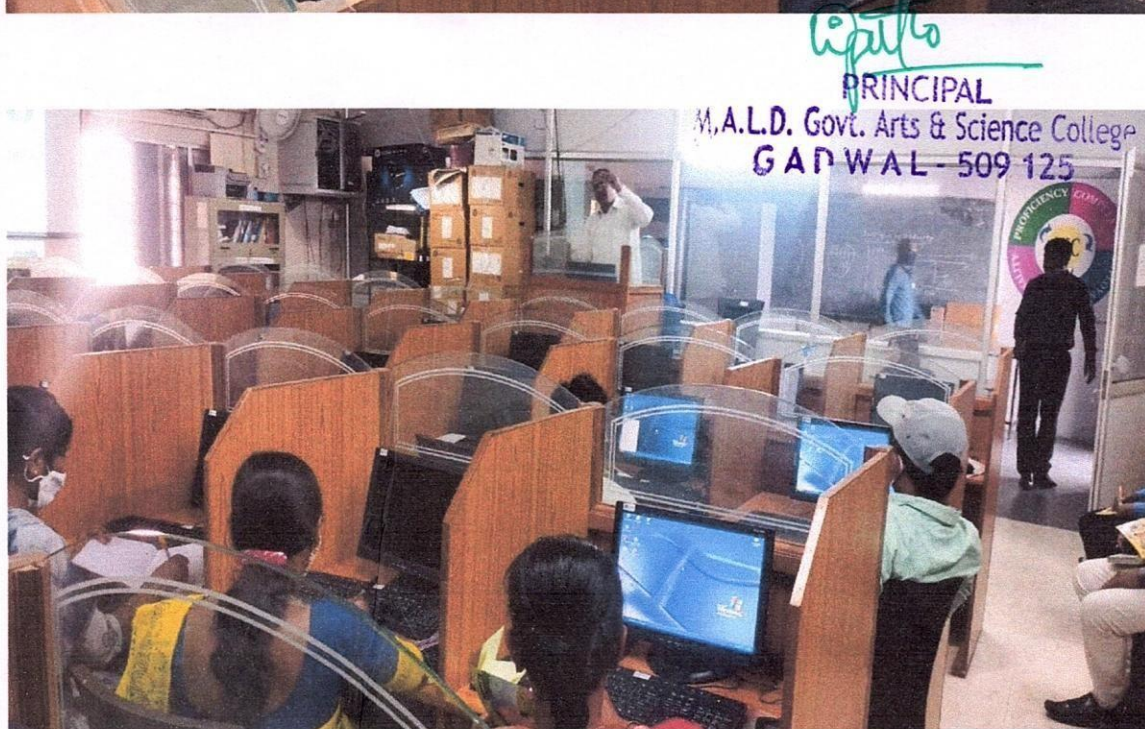
Testing of Computer Skills before starting of the training programme on “Basics of Computer Skills” at Virtual Class Room in MALD GDC Gadwal

*Wpatro*


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



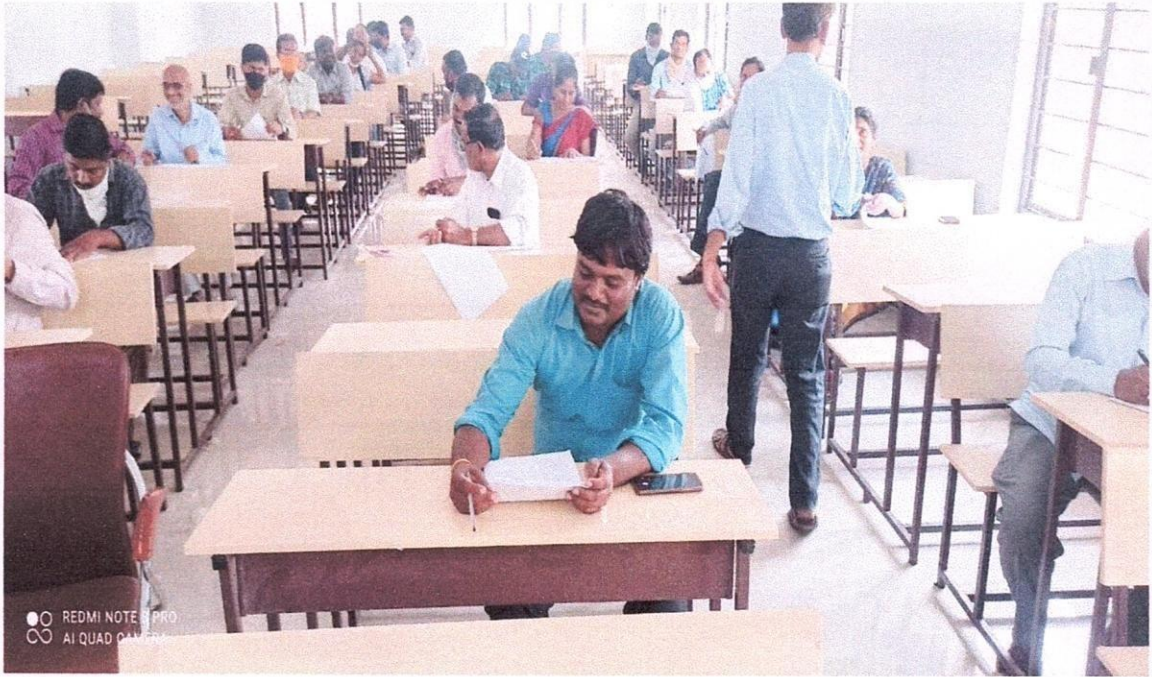
Practical Session of “Basic Computer Skills” for the teaching and Non-teaching at TSKC Lab, MALD Govt. Degree College – Gadwal.



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

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





*Opto*

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



22/12

E. Mall: Kayjun Gonal  
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 ✓



**M.A.L.D. GOVT. DEGREE COLLEGE – GADWAL**  
**JOGULAMBA GADWAL (DIST), TELANGANA STATE**  
**AFFILIATED TO PALAMURU UNIVERSITY –MAHABUBNAGAR**  
**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. <sup>H.</sup> 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