

**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 Gnanashyam
Date: 2021.03.16 14:39:02 IST
Reason: Approved

For Commissioner of Collegiate Education

To Principals of All GDCs in Telangana State.

ONE MONTH COMPUTER TRAINING COURSE

Basic computer training provides a foundation on which employees can build new skills on the job. Employees may need to learn how to use a software program in their job work. Learning how to operate software you've never worked with before can be much easier if you already have a solid foundation of computer experience on which to build. Without that, picking up new skills becomes more challenging.

Based on the proceedings of Honorable Commissioner of Collegiate Education, we conducted the Computer Training Program for the Teaching and Non- Teaching staff of this college behalf of the Department of Computer Science.

In our employee training session we covered the following topics

- 1) **MS Word:** This can be used to preparing lesson plan, letter drafting, making test papers, student's work sheets, and attendance list and so on.
- 2) **MS Power point:** It can be used to summarize a lecture, Enhanced presentation by using Graphics, sounds, video and images. Capture student's attention. It allows teacher to present information to the entire class.
- 3) **MS Excel:** It is a powerful data analysis tool and can be used to perform mathematical calculations, drawing graphs and charts, create efficient reports. Excel macro applications are quite useful to perform day-to-day.
- 4) **Internet concepts:**
 - Email sending and receiving
 - Browsing website
 - Downloading and saving internet information
- 5) **E office:** This software was given by CCE for administration work in office.
- 6) Google form creation and evaluation



Speech by Pricnipal about the program



Class is By E. Srinivasulu

Thony Attendance Register for
Computer Drawing

91¹
17/3/21

AM

Sno.	Name	Sign
1)	Arinisa Murugan	[Signature]
2)	K. Sudheer	[Signature]
3)	I. Sreevani	[Signature]
4)	S. Thriveni	[Signature]
5.	K. Swetha Rani	[Signature]
6	V. Pushpalatha	[Signature]
7.	M. Maddileti	[Signature]
8	S. Anand	[Signature]
9.	B. Madhu Sudhan Baby, Jor. Am	[Signature]
10.	G. Kusumavathy	[Signature]
11.	Gulam Rabbani	[Signature]
12	Rajkumar Dhotre	[Signature]
13	Zahara Bee	[Signature]
14.	N. Kavitha	[Signature]
15.	Vasanthi	[Signature]
16.	N. Gouthami	[Signature]
17.	B. Susheela devi	[Signature]
18.	CH. Vanaja Kumari	[Signature]
19,	shaheda	[Signature]
20	Dr. B. Nagalakshmi	[Signature]
21	P. vijayalaxmi	[Signature]

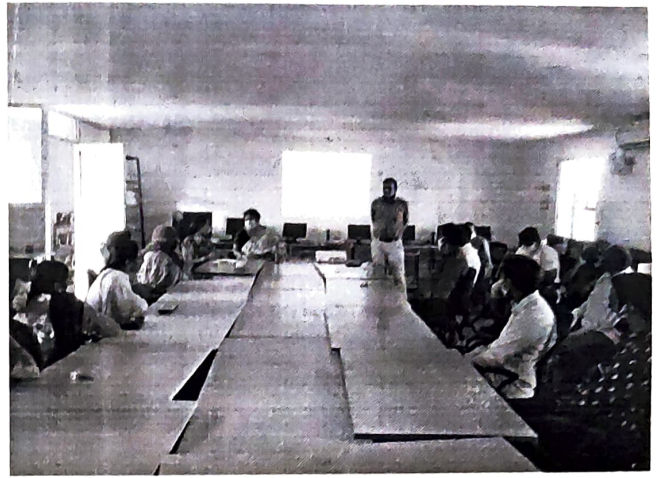
Afternoon.

LAB

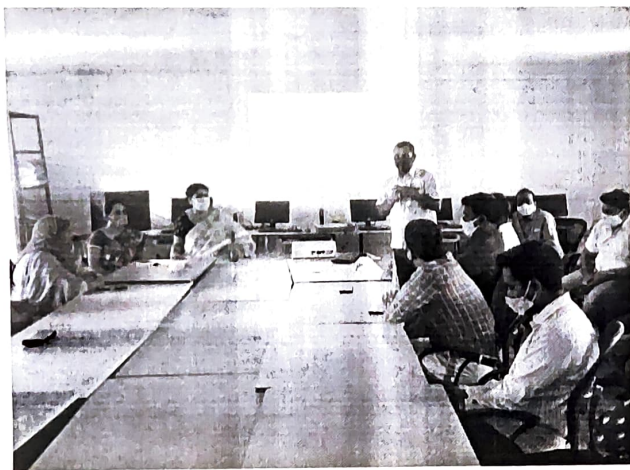
Sno	Name	Sign
1)	B. Madhu Sudhan	[Signature]
2	M. Maddileti	[Signature]
3.	Shabana	[Signature]
4	Dr. B. Nagalakshmi (History)	[Signature]
5.	P. vijayalaxmi	[Signature]
6.	M. Podarudhan	[Signature]
7)	B. yadaiab Selvi	[Signature]
8)	Dr. B. Nagalakshmi	[Signature]



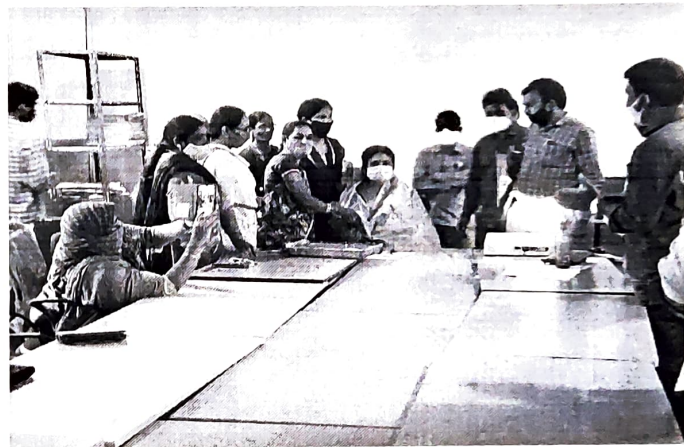
Class is by Hariprasad



Responding about classes by Rajender Ji, Lecturer in Physics



Responding about our classes by Anand kumar, Electrician




Felicitations to Principal Dr. Padmavathi madam



Felicitations to Computer Department HOD Dr. Nagalaxmi


(DR. NAGALAXMI B.B.)


Principal

NTR GOVERNMENT DEGREE COLLEGE FOR WOMEN
DEPARTMENT OF COMPUTERS

COMPUTER TRAINING FOR STAFF--- EXAMINATION - RESULTS

S.NO	Name of the staff Membe	Designation	Cell No	Email Id	Total score
1	Kamma	Lecturer In chemistry	8897262546	gkala8636@gmail.com	8.00 / 10
2	B. MADHUSUDHAN	Lec in Zoology	9494885967	mightynarain@gmail.com	7.00 / 10
3	S.Thriveni	Lecturer in Botany	9573332323	sriramtriveni123@gmail.com	6.00 / 10
4	Pittala Vijayalaxmi	Lecturer	9640268577	vijayakbb@gmail.com	6.00 / 10
5	G.Santosh Kumar	Lecturer In English	9182774342	galasantosh89@gmail.com	7.00 / 10
6	E. Kalyan Chakravarthy	Lecturer In English	9849300882	kalyan2912@gmail.com	8.00 / 10
7	V.Pushpalatha	Asst Prof	9573162399	Vitalapurampushpalatha@gmail.com	8.00 / 10
8	S. Anand	Mechanic	9441283408	shanthianand45@gmail.com	8.00 / 10
9	M.POOLAVRDHAN	Senior Assistant	9848068120	poolavardhan@gmail.com	7.00 / 10
10	ZAHARA BEE	Superintendent	9985931950	zaharabee5@gmail.com	7.00 / 10
11	B susheela devi	Record assistanty	9492956908	susheelabhimishetty@gmail.com	7.00 / 10
12	N.kavitha	Senior Assistant	9492570603	naveen2kav.kn@gmail.com	7.00 / 10
13	M.Maddileti	Lecturer in Political science	9866764251	maddileti.muddera@gmail.com	8.00 / 10
14	PUTTAPATI. SUDHAKAR REDDY	Lecturer in Economics	9951054952	sudhaputtapati@gmail.com	8.00 / 10
15	AMINA MUMTAZ JAHAN	Assistant professor of Botany	9502043568	aminajahan76@gmail.com	8.00 / 10
16	M.Praveen kumar	Lecturer in chemistry	9440537487	kumar.chemistry98498@gmail.com	8.00 / 10
17	Gulam RABBANI	Record assistant	9491043976	rabbanigulam7394@gmail.com	10.00 / 10
18	Rajkumar D	Record Assistance	9490204132	gkpradip@gmail.com	9.00 / 10
19	G KURUMURTHY	RECORD ASSISTANT	8374336546	gudla.kurumurthy@gmail.com	9.00 / 10
20	KADUDAS SUDHEER	LECTURER	9.19886E+11	sudhir75.k@gmail.com	9.00 / 10
21	K.Rajender ji	Lecturer	9490147460	rajuk.rani@gmail.com	10.00 / 10
22	G. SHANTHI KUMAR	Record Assistant	9441704686	gsk3971@gmail.com	8.00 / 10
23	Ch.Shivaprasad.	Contract Lecturer in Zoology	9393043374	chsprasad85@gmail.com	10.00 / 10
24	Dr. Nagalakshmi Bantu	Lecturer in History	9866985430	banttunagalakshmi@gmail.com	6.00 / 10
25	Himanela	Lecture in Political science	9701986624	himanela1@gmail.com	7.00 / 10
26	K KIRAN	Guest Faculty DL- English	9014303327	kattakiran25@gmail.com	8.00 / 10

Exam Written - Total	26
Top Scored (10/10)	k. Rajender Ji
	Gulam Rabbani
	Ch. Shiva Prasad
Paased	100%
fail	Nill

(Signature)

(Signature)
Principal

(DY. NAGALAXMI B. B)



NTR GOVERNMENT DEGREE COLLEGE FOR WOMEN
DEPARTMENT OF COMPUTERS

COMPUTER TRAINING FOR STAFF--- EXAMINATION - RESULTS

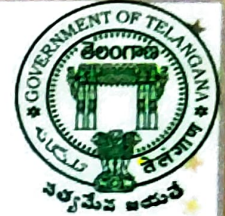
S.NO	Name of the staff Member	Designation	Cell No	Email Id	Total score
1	Kalamma	Lecturer in chemistry	8897262546	gkala8636@gmail.com	8.00 / 10
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4	Pittala Vijayalaxmi	Lecturer	9640268577	vjayakbb@gmail.com	6.00 / 10
5	G.Santosh Kumar	Lecturer in English	9182774342	galasaatosh89@gmail.com	7.00 / 10
6	L. Kalyan Chakravarthy	Lecturer in English	9849300832	kalyan2912@gmail.com	8.00 / 10
7	V.Pushpalatha	Asst Prof	9573162395	Vitalapurampushpalatha@gmail.com	8.00 / 10
8	S. Anand	Mechanic	9441283433	shantanand45@gmail.com	8.00 / 10
9	M POOLAVARDHAN	Senior Assistant	9848068170	poolavardhan@gmail.com	7.00 / 10
10	ZAHARA BEI	Superintendent	9985931950	zaharabeeb@gmail.com	7.00 / 10
11	B.susheela devi	Record assistanty	9492956908	susheelabhimishetty@gmail.com	7.00 / 10
12	N.kavitha	Senior Assistant	9492570603	naveeh2kav.kn@gmail.com	7.00 / 10
13	M.Maddileti	Lecturer in Political science	9866764251	maddileti.muddera@gmail.com	8.00 / 10
14	PUTTAPATI SUDHAKAR REDDY	Lecturer in Economics	9951054952	sudhaputtapati@gmail.com	3.00 / 10
15	AMINA MUMTAZ JAHAN	Assistant professor of Botany	9502043568	aminajahan76@gmail.com	8.00 / 10
16	M.Praveen kumar	Lecturer in chemistry	9440537487	kumar.chemistry98498@gmail.com	8.00 / 10
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19	G. KURUMURTHY	RECORD ASSISTANT	8374336546	gudla.kurumurthy@gmail.com	9.00 / 10
20	KADUDAS SUDHAR	LECTURER	9198861111	sudhar25.k@gmail.com	9.00 / 10
21	K.Rajender ji	Lecturer	9490147460	rajuk.rani@gmail.com	10.00 / 10
22	G. SHANTHI KUMAR	Record Assistant	9441704686	gsk3971@gmail.com	8.00 / 10
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26	K KIRAN	Guest Faculty DL English	9014303327	kattakiran25@gmail.com	8.00 / 10

97. Shateeda

Exam Written - Total	26
Top Scored (10/10)	k. Rajender Ji
	Gulam Rabbani
	Ch. Shiva Prasad
Paased	100%
fail	Nil



N.T.R GOVT. DEGREE COLLEGE (W),
MAHABUBNAGAR, T.S
 (RE- ACCREDITED BY NAAC WITH 'B' GRADE)
 AN ISO 9001: 2015 CERTIFIED INSTITUTION



CERTIFICATE

HEREBY CERTIFIES THAT

This is to certify that Sri./Smt./Dr./Ms. B. MADHUSUDHAN
 from NTRGDC (W), MBNR has successfully completed one month
 In- house Training Program on **"Basic Computer Skills for Teaching and
 Non- Teaching staff members"** from **15.03.2021 to 15.04.2021** organized
 by **Department of Computer science**, in collaboration with IQAC, NTR
 Govt. Degree College (W), Mahabubnagar, as per the File No. CCE.
 AC/gen/82/2021- Academic Cell, CCE- Hyderabad


 Smt. Nagalaxmi. B
 In charge Dept. of Computer science


 Dr. Aslam Farooqui
 IQAC Co- Ordinator


 Dr. K. Padmavathi
 Principal

