

GOVERNMENT DEGREE COLLEGE, YELLANDU

Bhadradri Kothagudem Dist.

(Affiliated to Kakatiya University)

Re-Accredited by NAAC with "B" Grade



COMPUTER EDUCATION TRAINING

PROGRAMME

ON THE JOB TRAINING PROGRAMME


TO


VOCATIONAL OFFICE ASSISTANCESHIP

Compliance Report

On The Job Training Program On Computer Education Training Programme Vocational Office AssistanceShip

- Our college has been conducted COMPUTER EDUCATION TRAINING PROGRAMM to the Vocational Students for both I and II year of the Government Junior College, Yellandu in the part of ON THE JOB TRAINING PROGRAMM from 03-01-2022 to 20-01-2022 for the academic year 2021-22. Which is the part of their practical curriculum designed by the Board of Intermediate Education, Telangana State, and Hyderabad under MOU with GJC Yellandu.
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- The Following students are participated in the Job Training Programme.
 1. I Year Vocational Office Assistantship.
 2. II Year Vocational Office Assistantship.
- Job Training Program Scheduled 02:30 Pm to 05:30PM Daily from 03-01-2022 to 20-01-2022, One and half Hour Theory class and One and half hour practical.
- Job Training Program is conducted by Department of Computer Science and Applications By the Computer Faculty S.Eswar.


Lecturer in Computers


Principal
Gov Degree College
Yellandu.

GOVERNMENT OF TELANGANA
INTERMEDIATE EDUCATION

FROM :
The Principal,
Government Junior College,
Yellandu,
Bhadradi Kothagudem Dist.

TO :
The Principal,
Government Degree College,
Yellandu,
Bhadradi Kothagudem Dist.

Rc.No. A/Vocational OJT/2021-22 Dated, 30/1/2021

Dear Madam,

Sub: Intermediate Vocational Education +2 Stage – O.A's-I & II year
Students – Computer Education Training Programme – for the
Academic Year 2021-2022 – Request – Regarding.

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Adverting to the Subject cited, I request you to Conduct and Provide
"COMPUTER EDUCATION TRAINING PROGRAMME " to our Vocational Office
Assistantship – I & II year Students in the part of ON THE JOB TRAINING PROGRAMME
for the Academic Year 2021-2022 at your College, which is the part of their Practical Curriculam
designed by the Board of Intermediate Education , Telangana State, Hyderabad.

Hence , your esteemed support is Very much needed to our Students and our Institution.

Thanking you,

Yours faithfully,

[Signature]

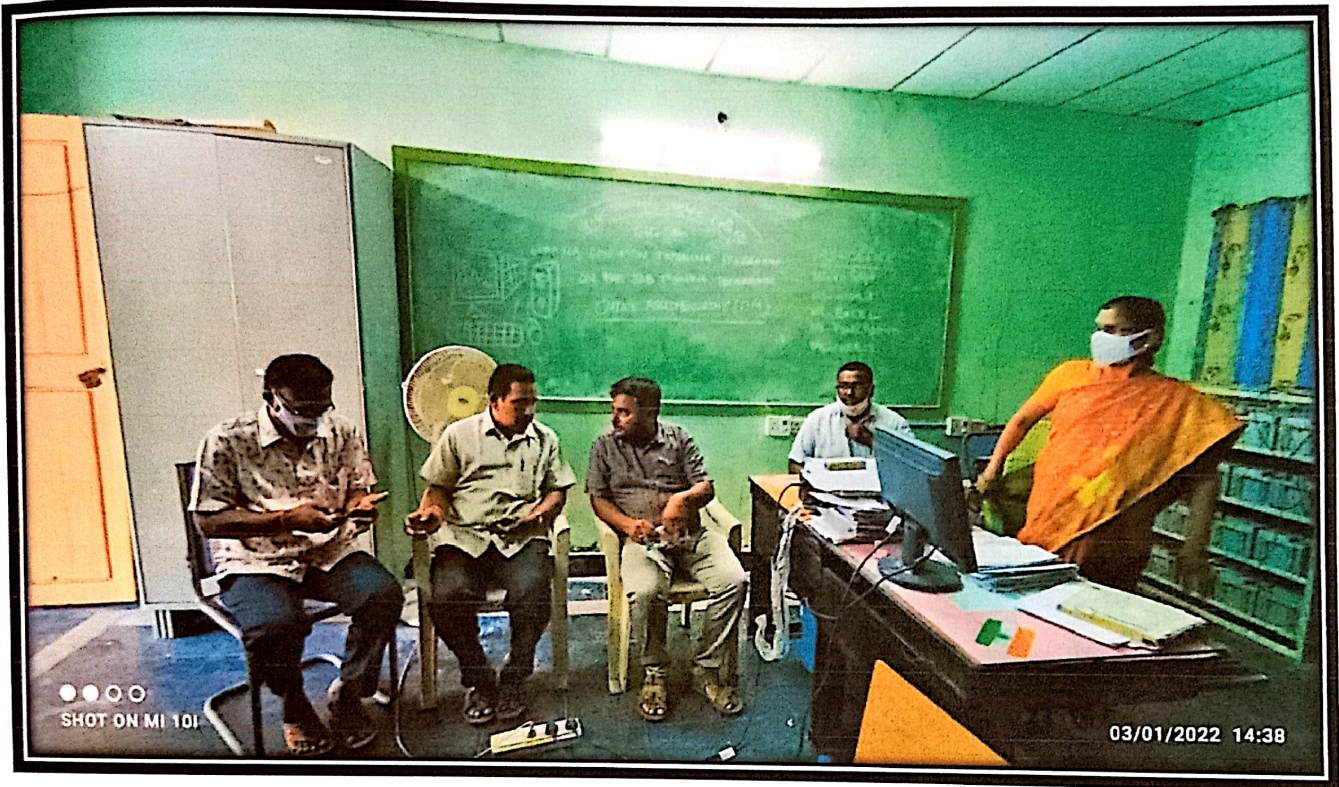
PRINCIPAL
Govt. Junior College
YELLANDU-507 123

*permitted
P. padma
3/1/2022*

P. padma
PRINCIPAL
Govt Degree College
Yellandu.

Pre – Inaugural Meet:-

Dr. Padma Principal of the Government Degree College, Sri. S.RamaLingeswara Rao principal of the Government Junior College, Sri. K.Kiran Kumar Asst. Prof of Physics & TSKC, Sri.CH. Someswara Rao, and CH. BhanuPrasad.



Digital Class Explanation





Training Programme:



ON THE JOB TRAINING PROGRAMME SYLLABUS:

- ❖ **Fundamental Knowledge about the Computer and its Pheripharals**
- ❖ **Ms office**
 - ☛ **Ms-Word**
 - ☛ **Ms- Excel**
 - ☛ **Ms-Powerpoint**
- ❖ **Designing Phamplete**
- ❖ **Designing Slideshow.**

WORD PROCESSING:

- ☛ Word Processing Basics; Opening and Closing of documents.
- ☛ Text creation and Manipulation.
- ☛ Formatting of text.
- ☛ Table handling.
- ☛ Spell check in MS-WORD.
- ☛ Printing of word document.
- ☛ Adding a TABLE and Table Formatting Techniques in MS-WORD.

MS-EXCEL (Spread Sheet):

- ☛ Basics of Spreadsheet.
- ☛ Manipulation of cells.
- ☛ Formulas and Functions.
- ☛ Editing of Spread Sheet.
- ☛ Printing of Spread Sheet.

MS-POWER POINT (Making Small Presentation):

- ☛ Basics of presentation software.
- ☛ Creating Presentation.
- ☛ Preparation and Presentation of Slides.
- ☛ Slide Show and Slide Transaction.
- ☛ Taking printouts of presentation / handouts.



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STUDENT ATTENDANCE LIST

SNO	HTNO	NAME	CLASS	SIGN
1	2244402201	T.YASWANTH	I YEAR	T. yaswanth
2	2244402205	SD. SADEEQ PASHA	I YEAR	sd sadeeq pasha
3	2244402209	KUNJA MANASA	I YEAR	kunjanmanasa
4	2244402212	Y. NAVASRI	I YEAR	Y. navasri
5	2244402217	JATHOTH NADHINI	I YEAR	Jathothnadhini
6	2244402221	E VISHNU VARDHAN	I YEAR	Eshwvvardhan
7	2244402224	SANGHAVI KORI	I YEAR	sanghavikori
8	2244402228	B SHIRISHA	I YEAR	B. shirisha
9	2244402233	CH AJAY	I YEAR	ch. ajay
10	2244402237	M SANTHOSH	I YEAR	m. santhosh
11	2244402240	J CHATHURYA	I YEAR	J. chathurya
12	2244402244	D KARUNA SRI	I YEAR	D. KARUNA SRI
13	2244402249	SINGU VINIL	I YEAR	singuvinil.
14	2244402252	S SIDDU	I YEAR	s. siddu
15	2244402256	LODH NISHA	I YEAR	LODH NISHA
16	2244402260	CH DHARANI	I YEAR	Ch. dharani
17	2244402265	G SUPRIYA	I YEAR	G. SUPRIYA
18	2244402268	SANAPA NADHINI	I YEAR	SANAPA NADHINI
19	2244402291	SHAIK YASMIN	I YEAR	SHAIK YASMIN
20	2244402293	LODH SONALI	I YEAR	LODH SONALI

M. Madhus
PRINCIPAL
Govt Degree College
Yellandu.

21	2244502261	M ARAVIND	II YEAR	m Aravind.
22	2244502265	T VINAY KUMAR	II YEAR	T. VINAY KUMAR
23	2244502270	CH SRAVANI	II YEAR	CH SRAVANI
24	2244502274	CH SANDYA	II YEAR	ch. sandya
25	2244502279	CH NAVYA SRI	II YEAR	Ch. navya sri
26	2244502286	ADEPU RISHIKA	II YEAR	ADEPU RISHIKA
27	2244502304	JOGA KALYANI	II YEAR	Joga. kalyani
28	2244502309	M USHASRI	II YEAR	M USHASRI
29	2244502325	M MANJULA	II YEAR	M manjula
30	2244502334	N VINEELA	II YEAR	N. VINEELA

S. Swa
Dept. In charge

12. Padma
PRINCIPAL
Principal
Govt Degree College
Yellandu

Certificate of Training and Completion

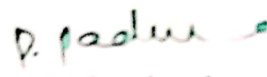
This certifies that

ADEPU RISHIKA

Has Successfully Completed the training course of
Computer Education Training Programme
Vocational Office AssistanceShip
From 03-01-2022 to 20-01-2022


Instructor




Principal

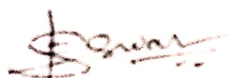


Certificate of Training and Completion

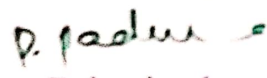
This certifies that

SHAIK YASMIN

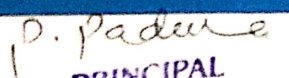
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Instructor




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