



File No.CCE-AC/GEN/82/2021-ACADEMIC CELL

**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

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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 14:39:07 IST  
Reason: Approved

For Commissioner of Collegiate Education

To Principals of All GDCs in Telangana State.

ANNEXURE - A  
UNDERTAKING

Name of the Faculty/Office Staff: P. Prasad Chand  
Subject/Department: Hindi  
Designation: Asst. Prof. of Hindi  
No. of Years of Teaching/office Experience: 26 yrs

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: 24/3/2021

  
Signature

ANNEXURE - A  
UNDERTAKING

Name of the Faculty/Office Staff: *Dr. P. D. Sujatha*  
Subject/Department: *English*  
Designation: *Asst Professor*  
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: *24/03/2021*

*[Signature]*  
Signature  
*P. D. Sujatha*

**ANNEXURE - A  
UNDERTAKING**

Name of the Faculty/Office Staff: *P. Srinivas Reddy*  
Subject/Department: *History*  
Designation: *cont. lecturer*  
No. of Years of Teaching/office Experience: *17 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 and I will put my efforts to learn Basic Computer Skills, to undertake computer work/assignment assigned by the Principal.

Date:

*P. Srinivas Reddy*  
Signature  
(*P. Srinivas Reddy*)

**ANNEXURE - A**  
**UNDERTAKING**

Name of the Faculty/Office Staff: Dr B. Suvama  
Subject/Department: English  
Designation: Asst. Professor  
No. of Years of Teaching/office Experience: 08

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: 22.03.21

  
Signature

**ANNEXURE - A**  
**UNDERTAKING**

Name of the Faculty/Office Staff: V. Swaroopa Rani

Subject/Department: Zoology

Designation: Asst. Professor of Zoology

No. of Years of Teaching/office Experience: 17 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 and I will put my efforts to learn Basic Computer Skills, to undertake computer work/assignment assigned by the Principal.

Date: 22/03/2021

  
Signature

**ANNEXURE - A**  
**UNDERTAKING**

Name of the Faculty/Office Staff: R. EASHWARAJAH

Subject/Department: TELUGU

Designation: Ass. Professor of Telugu

No. of Years of Teaching/office Experience: 4 years 5 months

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: 22/03/2021

  
Signature

( R. EASHWARAJAH )  
Ass. Professor of Telugu



**ANNEXURE - A**  
**UNDERTAKING**

Name of the Faculty/Office Staff: *M. Laxmi Mohan Reddy*

Subject/Department: *Economics*

Designation: *Assistant Professor*

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: *22/3/21*

*M. Laxmi Mohan Reddy*  
Signature

**ANNEXURE - A**  
**UNDERTAKING**

Name of the Faculty/Office Staff: A. Bheemas Rao  
Subject/Department: Library science  
Designation: Librarian  
No. of Years of Teaching/office Experience: 06

- 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.
- 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: 24/02/2024

  
Signature  
(A. Bheemas Rao)

**ANNEXURE - A**  
**UNDERTAKING**

Name of the Faculty/Office Staff: K. SUDHAKAR

Subject/Department: POLITICAL SCIENCE

Designation: Guest Faculty

No. of Years of Teaching/office Experience: 10 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 and I will put my efforts to learn Basic Computer Skills, to undertake computer work/assignment assigned by the Principal.

Date: 22/03/2021

K. Sudhakar  
Signature

**ANNEXURE - A**  
**UNDERTAKING**

Name of the Faculty/Office Staff: Dr. E. Ravi  
Subject/Department: Office management  
Designation: Contract Lecturer  
No. of Years of Teaching/office Experience: 21 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 and I will put my efforts to learn Basic Computer Skills, to undertake computer work/assignment assigned by the Principal.

Date:

  
Signature

**ANNEXURE - A**  
**UNDERTAKING**

Name of the Faculty/Office Staff: L. RAVINDAR  
Subject/Department: Mathematics  
Designation: Contract Lecturer  
No. of Years of Teaching/office Experience: 15 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 and I will put my efforts to learn Basic Computer Skills, to undertake computer work/assignment assigned by the Principal.

Date: 22-03-2021

  
Signature

**ANNEXURE - A**  
**UNDERTAKING**

Name of the Faculty/Office Staff: A. Srinivas Reddy  
Subject/Department: Chemistry  
Designation: Lecturer  
No. of Years of Teaching/office Experience: 10 yrs

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: 22/3/21

  
Signature  
(A. Srinivas Reddy)

ANNEXURE - B  
UNDERTAKING

Name of the Faculty/Office Staff: P. Ravi Prakash Rao.  
Subject/Department: Computer.  
Designation: Guest Lecturer in Computer Applications  
No. of Years of Teaching/office Experience: 14 YRS.

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: 25-03-2021

  
Signature

ANNEXURE - B  
UNDERTAKING

Name of the Faculty/Office Staff: Dr T. Sneelatha

Subject/Department: Botany

Designation: Asst professor.

No. of Years of Teaching/office Experience: 10 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: 25/3/21

  
Signature



ANNEXURE - A  
UNDERTAKING

Name of the Faculty/Office Staff: D. Avinash

Subject/Department: office

Designation: O.S

No. of Years of Teaching/office Experience: 01 year

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: 25-03-2021

Signature  
Avinash. (OS)

**ANNEXURE - A**  
**UNDERTAKING**

Name of the Faculty/Office Staff: Balguoi Maheshdaa Rao  
Subject/Department: Commerce  
Designation: Asst. prof. of Commerce  
No. of Years of Teaching/office Experience: 9 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 and I will put my efforts to learn Basic Computer Skills, to undertake computer work/assignment assigned by the Principal.

  
Signature

Date:





