GOVERNMENT DEGREE COLLEGE

NARAYANKHED, SANGAREDDY DIST.

ONE MONTH HOUSE TRAINING PROGRAM

ON

BASIC COMPUTER SKILLS

2020-21

DEPARTMENT OF COMPUTER SCIENCE

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.

GOVERNMENT DEGREE COLLEGE
NARAYANKHED, SANGAREDDY DIST

BASIC COMPUTER SKILLS (1 MONTH) IN HOUSE TRAINING PROGRAM

(Trainer : K.NARSIMHA REDDY Lec in Computer Science & App)

S.NO	Day's & Date	Topic
1	Day1 (16-03-2021)	MS-Office and MS-Word introduction, Opening new word file,Ribbon and all Tabs, Home tab commands.
2	Day2(17-03-2021)	Insert tab commands with practice
3	Day3(18-03-2021)	Page Layout tab commands with practice
4	Day4(19-03-2021)	References and Mailings tab commands with practice
5	Day5(20-03-2021)	Review and View tab commands with practice
6	Day6(22-03-2021)	Practical session on MS-Word
7	Day7(23-03-2021)	MS-EXCEL introduction, Work sheet and Work book in excel, creating new work sheet, Ribbon in Excel.
8	Day8(24-03-2021)	Home tab commands and Insert tab commands
9	Day9(25-03-2021)	Page Layout tab commands in Excel with practice
10	Day10(26-03-2021)	Formulas in Excel with practice
11	Day11(27-03-2021)	Data,Review and View tab commands
12	Day12(30-03-2021)	Practical session on MS-Excel
13	Day13(31-03-2021)	Practical on Salary Slips and Students Marks and Grades
14	Day14(01-04-2021)	Training on Google Classroom By Mithun Rathod
15	Day15(03-04-2021)	MS- Powerpoint Presentation Introduction, creating new ppt and Home tab commands
16	Day16(06-04-2021)	Insert tab and Design tab commands of MS-Power point
17	Day17(07-04-2021)	Animation tab commands with practice
18	Day18(08-04-2021)	Slide Show, Review and View tab commands with practice
19	Day19(09-04-2021)	Internet and usage of E-mail
20	Day20(12-04-2021)	E-office: Usage of e-office for documents creation
21	Day21(15-04-2021)	Documents creation, dispatch and status in E-office

PRINCIPAL
Govt. Degree College

Govrnment Degree College Narayankhed
Sangareddy District

S.No	Name of the Faculty	Designation
1	Mithun Kumar Rathod	Asst.Professor
2	M.Ramulu	Contract Lecturer
3	G.Poshetty	Contract Lecturer
4	D.Shiva	Contract Lecturer
5	G.Gopal	Contract Lecturer
6	P.Havappa	Contract Lecturer
7	N.Hari	Contract Lecturer
8	R.Arun Kumar	Guest Faculty
9	K.Narsimha Reddy	Guest Faculty
10	Ch.Srishailam	Guest Faculty

Regular (Non-Teaching)

1	Md.Muttayem Mahi Khan	Record Assistant

Out Sourcing (Non-Teaching)

1	A.Radha	Sr.Assistant
2	M.Pruthvi Raju	Jr.Assistant
3	R.Swapna	Store Keeper
4	M.Shanker	Herberium Keeper

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Narayankhed.

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NARAYANKHED, SANGAREDDY DIST
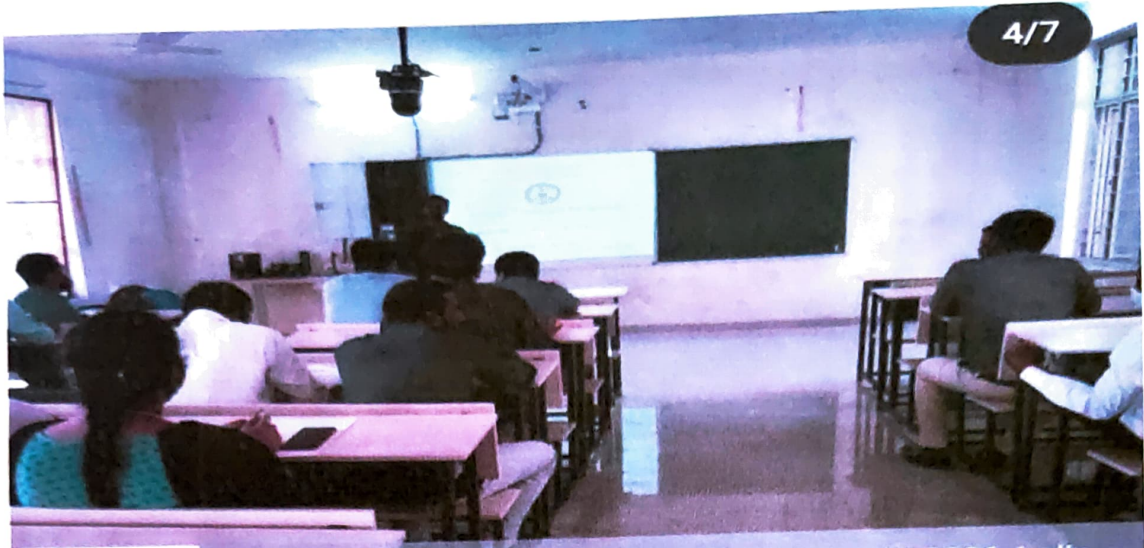
Basic Computer Skills

Training Programme – 2021
Trainer: K. Narsimha Reddy
Lecturer in Computer Science

Narayankhed Rd, Malharpoor, Telangana 502286, India
Malharpoor
Telangana
India
2021-03-17(Wed) 04:32(PM)

Narayankhed Rd, Malharpoor, Telangana 502286, India
Malharpoor
Telangana
India
2021-03-17(Wed)   04:33(PM)

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Govt Degree College
Narayankhed

GOVT. DEGREE COLLEGE

NARAYANKHED, SANGAREDDY. DIST

CERTIFICATE OF PARTICIPATION

On

One Month Basic Computer Skills

This is to certify that Mr./Mrs. _____,

_____, has successfully completed

From 16-March-2021 to 15-April-2021.

Program Coordinator

Principal