

EXTENSION & OUTREACH

OFFICE OF THE PRINCIPAL GOVERNMENT JUNIOR COLLEGE (B), KORUTLA

DISTRICT : JAGTIAL

Korutla

4/8/2021

TO

The Principal

Government Degree College,

Korutla.

Respected Madam,

Sub:- 3 day Power point training to faculty at GJC(B),Korutla –Request –Reg.

I,Ch.Sangeetha Madhuri, Principal, GJC(B),Korutla, want to enhance Powerpoint presentation skills of my staff , so that teaching becomes more effective and student's learning is enhanced .In this regard I request you to kindly arrange 3 day training to my staff in GJC(B),Korutla campus.

Kindly accept my request and do the needful at the earliest.

Thanking you

Yours Faithfully,


Principal

Principal
Govt. Junior College, Korutla.
Dist: Jagtial

OFFICE OF THE PRINCIPAL, GOVERNMENT DEGREE COLLEGE, KORATLA - 505 326
DISTRICT: JAGTIAL

12/08/21
Korutla

To
The Principal
Government Junior College (B)
Korutla
Jagtial district.

Respected Madam,

Sub: Acceptance of your proposal for 3day PPT training programme - Reg.

Ref: Your Letter dated 04/08/21

Anent to the subject & reference cited above, I am very happy for your interest to enhance the PPT skills of your staff. In this regard, I am willing to conduct 3 day PPT training programme to your staff in your college.

Ms.G.Neeraja, IQAC Co-Ordinator will handle the programme on behalf of Internal Quality Assurance Cell (IQAC) . Sri.K.Srikanth, Faculty in Computer Science & applications will train the staff & Sri.B. Srinivas, Faculty in Mathematics will provide assistance in this regard.

I am willing to conduct the programme from 16/08/21 -18/8/21 in the time frame 11:00 AM to 2:00 PM. I request you to kindly arrange a laptop with Windows 10 software attached to an Overhead projector with a screen for the trainer & working computers for the trainees to have hands on experience. UPS to avoid power failure.

Kindly intimate me your acceptance of the dates, timing and afore said requirements at the earliest. Looking forward for strengthening Government institution and a great teaching-learning experience.

Thanking You

Yours Faithfully,


12/8/2021

PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

OFFICE OF THE PRINCIPAL GOVERNMENT JUNIOR COLLEGE (B), KORUTLA
DISTRICT : JAGTIAL

Korutla
12/8/2021

TO
The Principal
Government Degree College,
Korutla.

Respected Madam,

Sub:- Acceptance of dates, time and facilities -3 day Power point training to faculty at
GJC(B),Korutla –Reg.

Ref: - Your letter dated: 12/08/2021.

With reference to the subject and reference cited above, I thank you wholeheartedly for
accepting my request to train my staff on using PPT. I accept the dates & timings proposed by you. I
will also provide the facilities as requested.

Thanking you


Yours Faithfully,


Principal
Principal
Govt. Junior College, Korutla.
Dist: Jagtial

3-DAY POWERPOINT PRESENTATION (PPT) TRAINING
ORGANISED BY
INTERNAL QUALITY ASSURANCE CELL (IQAC)
GOVERNMENT DEGREE COLLEGE, KORUTLA
FOR
FACULTY OF GOVERNMENT JUNIOR COLLEGE (B), KORUTLA

TEACHING PLAN:

SNO	DATE	TOPIC	TIME
1	16 - 08 - 2021	Preparation of PPT's on desktop Computer	11 AM TO 2 PM (Class: 2 Hours Practice: 1 Hour)
2	17 - 08 - 2021	Preparation of PPT's on Mobile	11 AM TO 2 PM (Class: 2 Hours Practice: 1 Hour)
3	18 - 08 - 2021	Converting PPT's into Videos and Sharing it on Online Education Portals	11 AM TO 2 PM (Class: 2 Hours Practice: 1 Hour)



(K. SRIKANTH)
Lecturer in Comp. Sc. & Appl.

3-DAY POWERPOINT PRESENTATION (PPT) TRAINING

ORGANISED BY
INTERNAL QUALITY ASSURANCE CELL (IQAC)
GOVERNMENT DEGREE COLLEGE, KORUTLA

FOR
FACULTY OF GOVERNMENT JUNIOR COLLEGE (B), KORUTLA
ATTENDANCE

SI.NO	NAME OF THE FACULTY Sri/Smt	DESIGNATION	Signature		
			16-08-2021	17-08-2021	18-08-2021
1	S. Santhosh Kumar	JL in Commerce			
2	J.Rajesh	JL in Hindi			
3	Habeeb Mohammed	JL in OA (MTS) Shorthand			
4	T. Ramesh	Librarian			
5	V. Sanjeeva Prasad	PTJL in MT (Voc)			
6	MD. Rahmat Ali	CF in Physics			
7	T. Vamshi Krishna	CF in English			
8	A.Srinivas	CF in Political Science			
9	Md.Enteshamuddin	CF in Zoology			
10	Md.Moizuddin	CF in Chemistry			
11	D.Prashanth	CJL in English			
12	Ahmed Mohiuddin	CJL in Mathematics			
13	D.Sandhya	CJL in MLT(Voc)			
14	B.Swaroop	CJL in MLT			
15	M.Raju	CF in Chemistry			
16	S.Subramanyam	CF in Telugu			
17	K.Shireesh	CF in Mathematics			


Sign of Principal
GIC(B), Korutla
Principal
Govt. Junior College, Korutla.
Dist: Jagtial

3-DAY POWERPOINT PRESENTATION (PPT) TRAINING

TO

FACULTY OF GOVERNMENT JUNIOR COLLEGE (B), KORUTLA


A REPORT


On the request of Smt.Ch.Sangeetha Madhuri,Principal,GJC(B),Korutla , IQAC GDC,Korutla has conducted 3-DAY POWERPOINT PRESENTATION (PPT) TRAINING to enhance Power Point presentation skills of faculty working in GJC(B),Korutla. Training was conducted for three days i.e from 16th – 18th of August ,2021 ,time 11:00 Am to 2 PM, in GJC(B),Korutla campus


The whole programme was conducted under the guidance of IQAC Co-ordinator G.Neeraja . Sri.K.Srikanth, Lecturer in Computer Science & Applications played a key role in demonstrating the actual process of PPT preparation. Assisting him during hands on practice were Smt.K.Susheela, Lecturer in Political Science, Smt.Syeda Talath Fathima, Lecturer in Economics, Smt.Humaira Sultana, Lecturer in History.

In the valedictory session, Smt.Ch.Sangeetha Madhuri, Principal, GJC(B), Korutla thanked Dr.N.Vasavi,Principal,GDC,Korutla and staff for conducting the programme successfully. Dr.N.Vasavi,Principal,GDC,Korutla addressing the gathering has appreciated the concern of Principal,GJC(B),Korutla to train staff for the benefit of her students.

Certificate of appreciation was awarded by Principal Smt.Ch.Sangeetha Madhuri of GJC(B),Korutla to Dr.N.Vasavi, Principal GDC,Korutla recognising outstanding dedication and commitment in conducting the training programme, after felicitation.


(G.NEERAJA)
IQAC Co-ordinator
GDC, Korutla.


PRINCIPAL
Principal
Govt. Junior College, Korutla.
Dist: Jagtial


PRINCIPAL
GOVT. DEGREE COLLEGE,
KORATLA, DIST: JAGTIAL