

SRI CHITTEM NARSI REDDY MEMORIAL GOVT DEGREE COLLEGE
NARAYAN PET-509210

CIRCULAR


Date: 10-2-2021

All the students are hereby informed that the **Department of COMPUTERS** is going to commence a certificate course in "**MS-OFFICE**" in the **15th feb 2021** in the afternoon session i.e. from 4 pm to 5 pm duration of the course one month only.

Further details for contact

Anil Kumar , lecturer in **COMPUTERS**,


Head of the Department


PRINCIPAL
PRINCIPAL
Sri Chittam Narsireddy
Memorial Govt. Degree College
Narayanpet-509210,
NARAYANPET-Dist T.S

COAURSEDURATION :: 30 DAYS

(15-02-2021 TO 15-03-2021)

DEPARTMENT OF COMPUTERS

MINUTES OF MEETING

Date: 10-2-2021

All the members of Department COMPUTERS assembled in the department on 15-02-2021 and resolved to start a certificate course title " MS-OFFICE " . The duration of the course is fixed as 30 days from

15-02-2021 to 15-03-2021.it also decided to take permission to start the course from the principal.

1. ANIL KUMAR – HOD of Computers



PRINCIPAL
PRINCIPAL

Sri Chittem Narsireddy
Memorial Govt. Degree College
Narayanpet-509210,
NARAYANPET-Dist. T.S

SRI CHITTEM NARSI REDDY MEMORIAL DEGREE COLLEGE

NARAYANPET



AFFILIATED TO PALAMURU UNIVERSITY

MAHABUB NAGAR

DEPARTMENT OF COMPUTERS

CERTIFICATE COURSE IN

MS-OFFICE

NAME OF THE COURSE CONVINOR: *ANIL KUMAR*

NAME OF THE RESOURCE PERSON :

SRI CHITTEM NARSI REDDY MEMORIAL DEGREE COLLEGE
NARAYANPET 509210

CERTIFICATE COURSE

ON

MS-OFFICE

UNIT 1:: MS-WORD

PREPARING LETTER, TYPE IN BOXES

UNIT 2::MS-EXCEL

PREPARING STUDENT DETAILES TABLE,

STUDENT MARKS LIST WITH LINE GRAPH, BAR GRAPH , PIE CHART

EMPLOYEE DETAILES

UNIT-3:: MS-POWERPOINT

CREATING SLIDES & ANIMATION


PRINCIPAL
Sri Chittem Narasireddy
Memorial Govt. Degree College
Narayanpet-509210.
NARAYANPET-Dist. T.S

**SRI CHITTEM NARSIREDDY MEMORIAL GOVT.DEGREE COLLEGE
NARAYANPET.DIST.NARAYANPET**



Certificate Of Course

HT. No.

This is to certify that Sri./Smt. P. Naveen

has Successfully completed the course in **MS - OFFICE** conducted B.com (Comp. App)

From 07. Oct-2020 to 30-Nov-2020


Faculty


Principal

PRINCIPAL
Sri Chittam Narsireddy
Memorial Govt. Degree College
Narayanpet-509 219
NARAYANPET.DIST.TS

Sl.No	Hall Ticket Number	Student Name	Sign	Remarks
1)	19033056405006	B. Chandana	B. Chandana	
2	19033056405007	B. Jyothi	B. Jyothi	
3)	19033056405533	P. Suresh	P. Suresh	
4)	19033056405017	G. Arjun	G. Arjun	
5)	19033056405012	D. Renuka	Renuka	
6)	19033056405026	K. Shishisha	K. Shishisha	
7)	19033056405035	M. Manika	Manika	
8)	19033056405525	L. Sai Kumar	L. Sai Kumar	
9)	19033056405520	K. Mounika	Mounika	
10)	19033056405050	Shwetha	Shwetha	
11)	19033056405518	J. Srikanth	J. Srikanth	
12)	19033056405532	Naveen Kumar Chowdhary	E. Naveen Kumar	
13)	19033056405031	Malleesh Yadav	Malleesh	
14)	19033056405516	G. Ravi Kumar	Ravi	
15)	19033056405010	C. Jagadeesh	Jagadeesh	
16)	19033056405508	Chakraborty Naveen	C. Naveen	
17)	19033056405028	L. Rajhendra Kumar	Rajhendra	
18)	19033056405004	A. Sundaram Meenakshi	Meenakshi	
19)	19033056405052	S. Priyanka	S. Priyanka	
20)	19033056405018	G. Mounika	G. Mounika	
21)	19033056405001	Sangeetha	Sangeetha	
22)	19033056405529	N. Anuradha	N. Anuradha	
23)	19033056405019	Avanthika	Avanthika	
24)	19033056405019	G. Shiva Kumar	G. Shiva Kumar	
25)	19033056405054	V. ABHISHEK	V. ABHISHEK	
26)	19033056405049	Savitika	Savitika	
27)	19033056405014	Kiran Kumar	Kiran Kumar	