



**S. R. Govt. Arts & Science College**

**ESTD: 1964**

**Kothagudem, Bhadradi**

**Kothagudem (Dist), Telangana, 507101**



**One month Course on  
Basic Computer Skills”  
For Teaching No- Teaching Staff**

**16<sup>th</sup> March-15<sup>th</sup> April, 2021**

**Organized by  
Department of Computers**

**Organized Committee**

**Features of Course**

- ✓ MS Word
- ✓ MS Excel
- ✓ MS Power point
- ✓ Internet of E-Office
- ✓ Usage of E-Office

**N.Krishna veni  
Lec. In Computer  
Applications  
Convener**

**Dr.B.Sridevi,  
Asst. Prof. Of Commerce  
I/C Of Dept. of Computers**

**Dr.J.Madhavi  
Principal(FAC)**





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**Affiliated to Kakatiya University,**  
**Re-Accredited with B Grade By NAAC**



**Lists of participants attended Professional development programs**

<b>Year</b>	<b>Name of the participants</b>
<b>2020-21</b>	<b>D. Ramsesh</b>
	<b>T. Rajender</b>
	<b>M. Savitri</b>
	<b>M. Gnaneshwar</b>

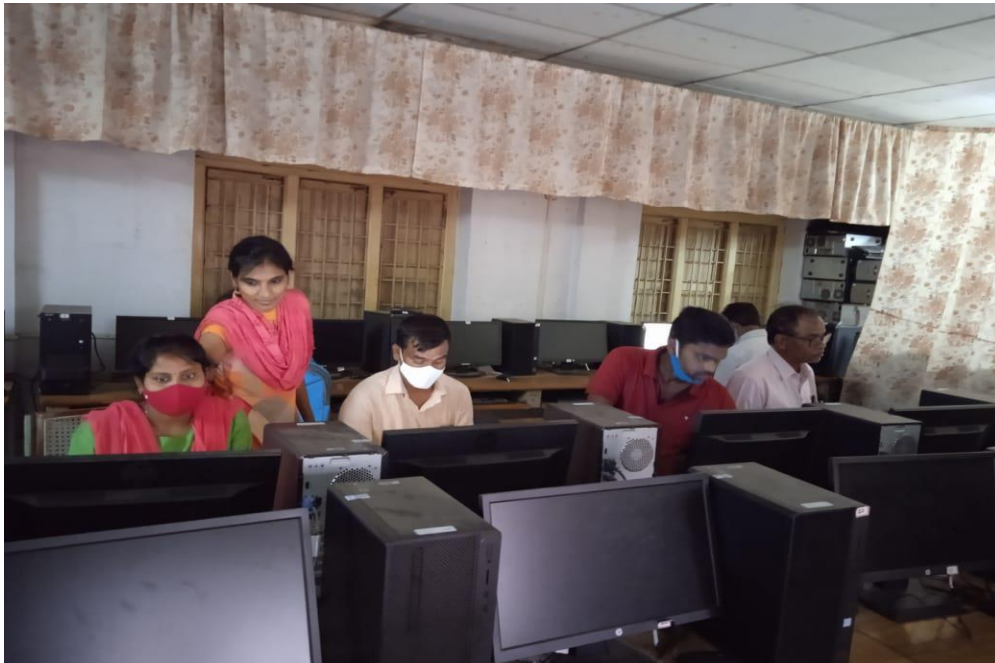


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### **Details of professional development programs**

In our college Dept of computers conducted a House training program for teaching and non teaching staff members on COMPUTER BASIC SKILLS. It's a one month program conducted from 16/03/2021 to 15/04/2021. Four staff members of our college participated and completed this training program. on the last day of the program an exam was conducted for the staff who had completed the House training program.



**“House training program on Basic Computer Skills 16-03-2021 to 15-04-2021”**