

**GOVERNMENT DEGREE COLLEGE FOR WOMEN**  
**BEGUMPET, HYDERABAD.**  
**(Autonomous)**

**PROFESSIONAL DEVELOPMENT/ADMINISTRATIVE PROGRAMS**  
**(2019-20)**

**Workshop on “USAGE OF ZOOM PLATFORM FOR ONLINE TEACHING”**

The pandemic has expedited the process of digital learning and usage of various online tools and apps for teaching learning process. In this context the institution has conducted various programs for professional and personal development of the Teaching and non-teaching staff.

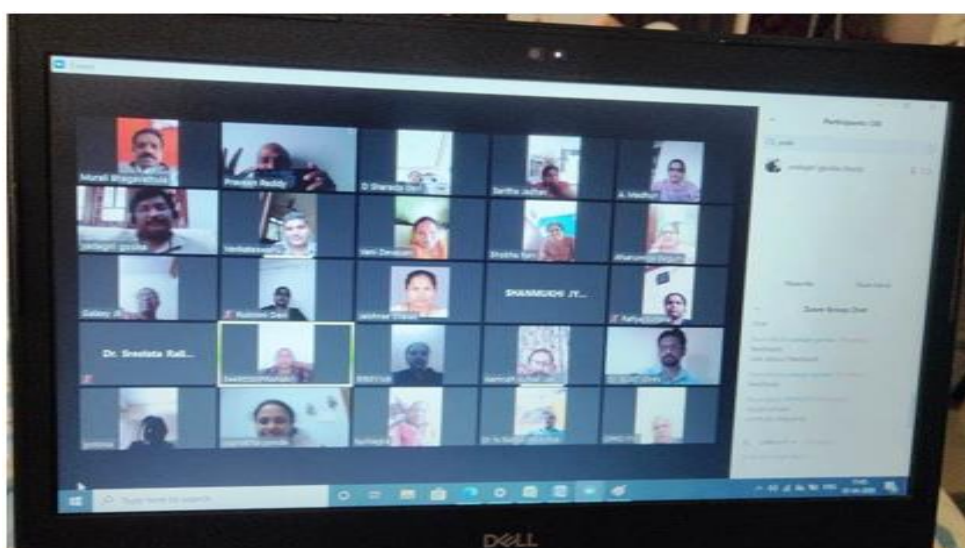
**Dt:5/5/2020**

**Description:** An Online programme was conducted for all the staff in use of Zoom platform in video conferencing and application in online teaching on 5/5/2020 (during work from home during lockdown period in covid pandemic)

**Resource Person :** Dr.Praveen Kumar Reddy Asst.Professor of Commerce .

**Out come:** The staff had learnt to create Zoom account, how to share the screen both in mobile and in laptop, sharing powerpoint presentations and taking attendance. This helped a lot in smooth conduct of online class work during lockdown period.

No. of Participants:54



## Extension Lecture on “Usage of Google Classroom for Evaluation work”

**Date: 7/5/2020**

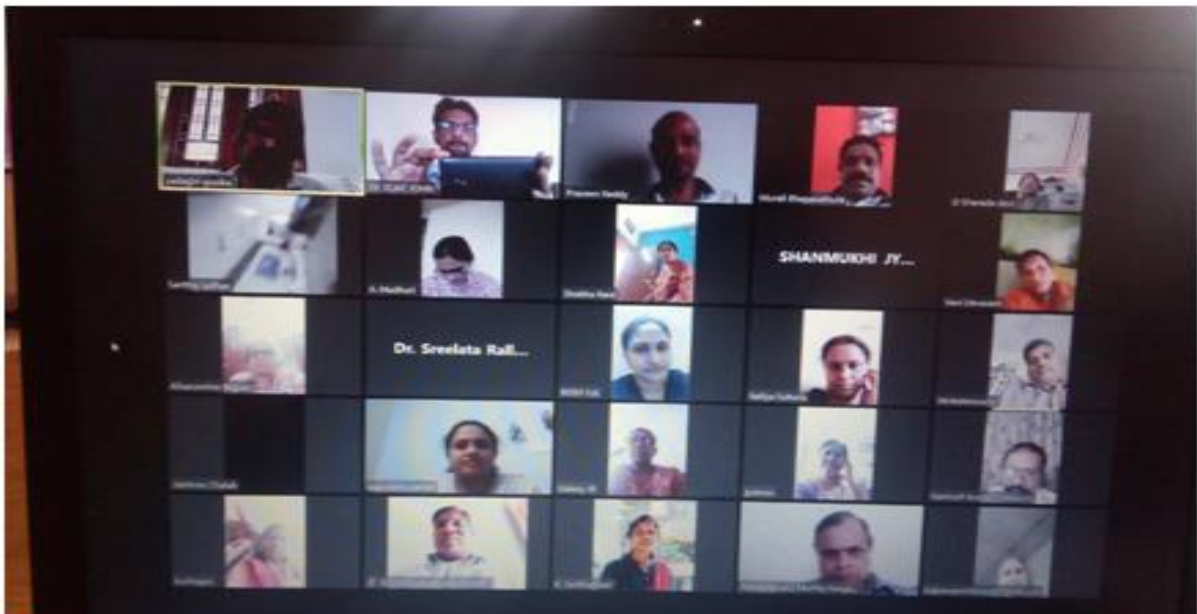
**Description:** Dr.M.J.Eliott, Assistant Professor of Commerce has conducted an online training session for the faculty members of GDCW,Begumpet to explain the usage of Google Classroom for Evaluation of Assignments, seminars and Answer Scripts.

**Objective :** A Zoom Meeting was conducted to use Google platform for application of google classroom online teaching.

**Resource Person:** Dr.J.Elliat Asst.Prof.Dept of Commerce GDCW,Begumpet.

**Out come :** This program helped the faculty members to learn about conducting assignments, and test, correction of the scripts and assigning work to students through Google platform, during the pandemic.

No. of Participants: 70

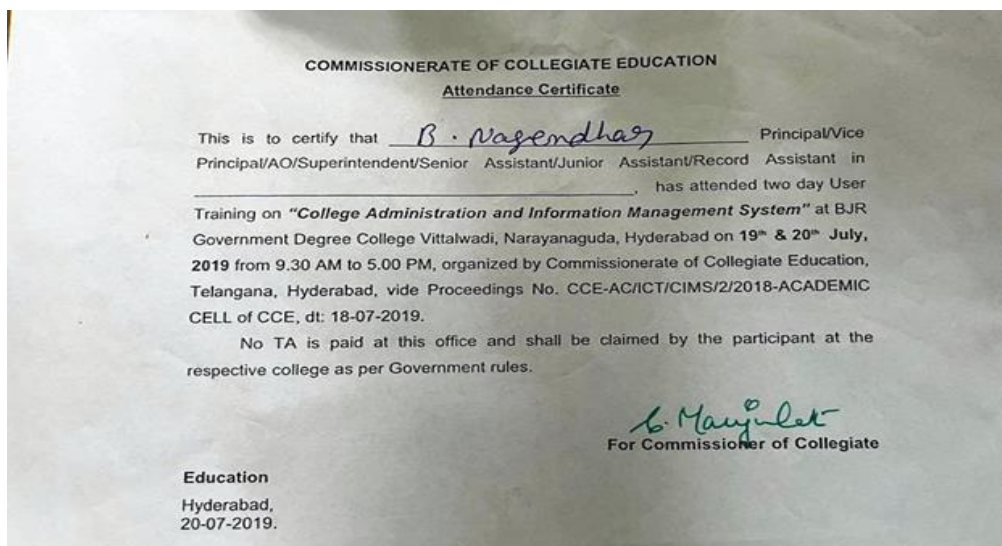


## Training Program on CAIMS (College Administrative & Information Management System)

Dt: 20/7/2019

**Description:** Commissionerate of Collegiate Education has introduced a centralized online management system in the All Government Degree Colleges for all the Financial transactions and student related works such as T.C, Bonafide Certificate issue from the academic year 2018-19. This program has helped to bring a lot of transparency, speed and accuracy into the system and it also reduced paper usage to a great extent. As a part of this initiative, training was given to the non teaching staff members on College Administration and Information Management System at BJR Government Degree College, Narayanaguda. B. Nagendar, Senior Assistant and Laxmi Superintendent have attended the programme.

**Outcome:** The program has given a detailed perception about the operational framework of CAIMS (College Administrative & Information Management System) to the Non teaching staff members and they were able to implement it in the colleges. E-Office also has been introduced for official correspondence with the Head office.



## **Program on E-Filing of Income tax returns**

**Dt: 27/8/2019.**

A program on income tax filing was organized for the Teaching and Non teaching staff Members to brief them about the process of E-Filing of Income Tax returns.

Resource Person: Dr.Praveen Kumar Reddy, Asst.Prof.of commerce has explained about Income tax.

**Objective:** To create awareness among the staff about the income tax returns. How to file the income tax and various technical things of income tax were explained and the step by step process of E-Filing was explained.

### **Description**

In the day-long programme all staff including teaching and non teaching participated. Morning session was theoretical with ppt presentations and the afternoon session was taken by hands on experience on computers in lab by the staff.

No of Participants: 70



### **Out come:**

Staff were able to utilize this programme in learning the techniques for e filing and the various points in assessing their income and creating the statements and finally the e-filing of the tax returns

## Program on Mental health and Emotional well being

Conducted by PRAN FOUNDATION

**Dt: 30 /12/2019**

**Resource Persons:** Mr.Jephthah J. Project Specialist and Mrs. Kommuri Spandana, Manager- Program and Operations, Praan Foundation

**Objective:** One's psychological well being plays a vital role in the all round development of a person. Mental health is the health of our mind and emotions just like physical health is the health of our bodies.

**Description:**A health programme has been organized in collaboration with PRAAN FOUNDATION to create consciousness regarding mental health, pay attention to emotions and take control of wellbeing.

Mental health includes our emotional, psychological, and social well-being. Mental health is important at every stage of life, from childhood and adolescence through adulthood. Student awareness for mental health reduces stigma. Mental health awareness increases the chances for early intervention, which can result in a fast recovery, promotes help seeking behaviors and emotional well-being practices, and prevent suicide through individual education and outreach events.

**Outcome:** The main concept was how to cope up with stress and avoid Mental Illness, which included Getting professional help if need be/ Connecting with others/ Staying positive/ Getting physically active/ Developing coping skills



## YOGA AWARENESS PROGRAM

### International Yoga Day Dt: 21/6/2019

Yoga day was conducted by NSS Units of the college and attended by staff and students. Yoga instructor Ramani has showed some of the simple asanas which help in leading a healthy life. This programme has succeeded to bring awareness towards Yoga and its benefits, and it also gave an idea about incorporation of Yoga in daily life.

