

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

**PROFESSIONAL DEVELOPMENT/ADMINISTRATIVE TRAINING
PROGRAMMES (2016-17)**

Every year, the institution conducts various Professional Development and Administrative training programs to upgrade the skills of Teaching and Non teaching staff members of the college. Programs to create awareness regarding Yoga, Basic Computer skills, e-filing of Income Tax returns, Health and Nutrition etc are planned and executed for the benefit of the staff members, which automatically ensures effective functioning of the institution. The programs conducted during the academic year 2016-17 are as follows:

**Workshop on Gender Sensitization course- “An initiative towards
Creating a world of equals” (3rd & 4th June 2016)**

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GOVERNMENT DEGREE COLLEGE FOR WOMEN, BEGUMPET.

Name of the Programme : Workshop on Gender Sensitization
 "An Initiative towards creating a world of Equals"

Date : 03.06.2016

S.No.	Name of the Participant	Department/Designation	Feedback	Signature
1	M.V. Mallick	Pub. Ad.	Excellent	M.V. Mallick
2	S. Nirmala	Statistics	Excellent	S.N.
3	J.D. Saraswati	Pub. Ad.	Excellent	J.D. Saraswati
4	C. Shanthi	Political Science	Excellent	C. Shanthi
5	Rama Lakshmi	TEWVO	Very good	Rama Lakshmi
6	Dr. Ch. Anuradha	Economics/Asst. Prof.	Very good	Dr. Anuradha
7	Dr. Satyanarayana	economics	good	Satyanarayana
8	P.P. S. Sanyal	Botany/Asst. Prof.	very good	P.P. S. Sanyal
9	V. Padma Anand	Maths	Very good	V. Padma Anand
10	P. Vedavathi	Statistics	good	P. Vedavathi
11	V. Rohini	Biotech.		V. Rohini
12	G.P. Jayalaxmi	Computers		G.P. Jayalaxmi
13	Dr. D. Mallikarjuna	Mathematics	very good	Dr. D. Mallikarjuna
14	M. Sanyal	Commerce/Asst. Prof. of Commerce	very good	M.S.
15	S. Praveena	Commerce	Good	S. Praveena
16	C. P. Uma	Commerce	Good	C. P. Uma
17	J.D. Saraswati	Pub. Ad.	V. Good	J.D. Saraswati
18	Khimabrida	Commerce	good	Khimabrida
19	C. KARUNYA	Commerce	good	C. Karunya
20	Laxmi Prasanna	Computers	good	Laxmi Prasanna
21	T. Aruna Kumari	Chemistry	Good	T. Aruna Kumari
22	S. Praveena	Commerce	Excellent	S. Praveena
23	B. C. Joy	English	Tanlaric	B. C. Joy
24	Paralleshwar	Zoology	good	Paralleshwar
25	N. Suresh Kumar			N. Suresh Kumar
26	Praveena	Journalism	Very impressive	Praveena
27	G. J. Jayalaxmi	Computer Applications	Excellent	G. J. Jayalaxmi
28	Dr. V. Vijayalakshmi	Chemistry/ Associate prof.	good	Dr. V. Vijayalakshmi
29				
30	M. Anusha	Statistics	Excellent	M. Anusha
31	A. Sathya	office	Excellent	A. Sathya
32	P.S. MEENA	Exam branch		P.S. MEENA
33	Debnati	Smuipr.		Debnati
34	Padma	Smuipr.		Padma
35	M. Ganesha	o/c.		M. Ganesha
36	B. Vijaya Devi	Botany	Excellent	B. Vijaya Devi

Social Media Awareness Program (04.11.2016)

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GOVERNMENT DEGREE COLLEGE FOR WOMEN, BEGUMPET.

Name of the Programme : Social Media Awareness program

Date : 04.11.2016

S.No.	Name of the Participant	Department/Designation	Feedback	Signature
1	Dr. V. Vijayalakshmi	chemistry / Associate prof	Very good	V Lakshmi
2	Dr. Ch. Anuradha	Economics / Asst. Prof	Very good	Ch Anuradha
3	T. Anurakumari	chemistry / Asst. prof	Very good	T Anuradha
4	B. Rukmini Devi	Botany & Asst. professor	wonderful	B. Rukmini Devi
5	S. Praveena	Commerce	Excellent	S Praveena
6	A. T. Jayalaxmi	Computer Application	Excellent	A T Jayalaxmi
7	I. R. Nandini	Sanskrit	Excellent	I R Nandini
8	B. C. Jayasudha	English	Thrilling	B C Jayasudha
9	K. Aritha	Computer Science	Excellent	K Aritha
10	Alokam Prasanna	computer science	Excellent	Alokam Prasanna
11	M. Anusha	Statistics	Good	M Anusha
12	Parameswari	Zoology	good	Parameswari
13	Dr. P. Vijaya	Botany	Very good	P Vijaya
14	B. Vijayalakshmi	Botany	Good	B Vijayalakshmi
15	C. Shanthi	Political Science	Excellent	C Shanthi
16	M. Sampath	Commerce	Excellent	M Sampath
17	V. Suresh	office.		V Suresh
18	Meeva	Journalism	Good	Meeva
19	A. Sathi	exam branch.	Good	A Sathi
20	P. S. MEENA	Exam br.		Meena
21	S. Nimala	Statistics	Excellent	S Nimala
22	Dr. D. Malleswari	Mathematics	Excellent	D Malleswari
23	P. Suresh	chemistry	good.	P Suresh
24	N. Sridevi	Zoology	Excellent	N Sridevi
25	V. Padma Anand	maths	Excellent	V Padma Anand
26	T. V. Sarada	Statistics	Excellent	T V Sarada
27	I. P. Tarun Lakshmi	Botany	Excellent	I P Tarun Lakshmi
28	S. Sangeetha	Attend.		S Sangeetha
29	Alma Tabassum	Library	V. Good	Alma Tabassum
30	Sumathi	Botany		Sumathi
31	T. Renuka	Zoology		Renuka
32	S. Radhika	sweeper.		Radhika
33	S. Radhika	office		Radhika
34	Padma			Padma
35	Porvathi	Attendees.		Porvathi
36	Dhanamma	"		Dhanamma
37		"		
38	A. Anand	"		A Anand

**Workshop on “Legal Awareness Programme on Laws Related to Women”
(3rd & 4th March 2017)**

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GOVERNMENT DEGREE COLLEGE FOR WOMEN

Name of the Programme: Legal Awareness Program On Laws Related to Women

Date: 3/3/2016

No. S.No	Name of the Participant	Department/Designation	Feedback	Signature
1	V.V. Malhotra	Pub. Ad.	Excellent	V.V. Malhotra
2	Nirmala	Statistics	Excellent	Nirmala
3	J.D. Saraswati	Pub. Ad.	Excellent	J.D. Saraswati
4	C. Shanthi	Political Science	Excellent	Shanthi
5	RAMA LAXMI	TELVU	Good	Rama Laxmi
6	Dr. Ch. Anuradha	Economics/Asst. Prof.	Very good	Ch. Anuradha
7	Dr. Sathyavanya	economics	good	Sathyavanya
8	P.P. V. Jaya	Botany/Asst. Prof	very good	P.P. V. Jaya
9	V. Parvathi	Maths	Very good	V. Parvathi
10	J. Veda Vathi	Statistics	good	J. Veda Vathi
11	V. Rohini	Biotech.		V. Rohini
12	G.I. Jayalaxmi	Computers		G.I. Jayalaxmi
13	Dr. D. Mallikarjuna	Mathematics	very good	Dr. D. Mallikarjuna
14	M. Sampetha	Commerce/Asst. Prof of Commerce	very good	M. Sampetha
15	S. Praveena	Commerce	Good	S. Praveena
16	C. P. Uma	Commerce	Good	C. P. Uma
17	J.D. Saraswati	Pub. Ad.	V. Good	J.D. Saraswati
18	Anirabindu	Commerce	good	Anirabindu
19	C. KARUNYA	Commerce	good	C. KARUNYA
20	Arani Praveena	Computers	good	Arani Praveena
21	T. Aruna Kumari	Chemistry	Good	T. Aruna Kumari
22	S. Praveena	Commerce	Excellent	S. Praveena
23	B. C. Joy Deepika	English	Fantastic	B. C. Joy Deepika
24	parameswari	Zoology	good	parameswari
25	N. Suresh Kumar	office	good	N. Suresh Kumar
26	Praveena Sath	Journalism	very impressive	Praveena Sath
27	G. T. Jayalaxmi	Computer Application	Excellent	G. T. Jayalaxmi
28	Dr. V. Vijayalakshmi	Chemistry/Asst. Prof	good	Dr. V. Vijayalakshmi
29	J. D. Saraswati	Pub Ad.	Good	J. D. Saraswati
30	M. Anusha	Statistics	Excellent	M. Anusha
31	A. Sathi	office	Excellent	A. Sathi
32	P.S. MEENA	Exam beach		P.S. MEENA
33	Daenathi	Commerce		Daenathi
34	Padma	Commerce		Padma
	M. Ganesha Kumar	etc.		M. Ganesha Kumar

International Yoga Day at GDCW Begumpet 21-06-2016

All the four NSS Units of the college celebrated the International Yoga Day on 21.06.2016. This program was conducted in collaboration with ISHA Foundation, Hyd. The Principal, Vice Principal, Teaching, Non-teaching Staff and students have Participated in the programme. It was conducted in the conference hall at 11 am. The Principal elaborated on India's role in the declaration of International Yoga Day on June 16th, and how India is the Spiritual Guru of the world. The ISHA Resource person spoke about the importance of Yoga and how it helps for physical and psychological well being. Teaching and Non-teaching staff members actively participated in the programme.

Objective of the programme:

To enhance physical and psychological health through practice of yoga.

Description: Yoga teacher Sri Ramesh garu had taken physical class for staff by demonstrating them about various simple asanas in yoga in daily life.

Outcome: The staff were happy to learn about the simple asanas and the techniques to relax themselves in a busy schedule. The exercises can be done where it is possible and do not require any equipment.

GOVERNMENT DEGREE COLLEGE FOR WOMEN

Name of the Programme: International Yoga Day at college

Date: 21/6/2016

Name of the Participant	Department/Designation	Feedback	Signature
V. V. Mallick	Pub. Ad.	Excellent	V. V. Mallick
S. Nirmala	Statistics	Excellent	S. Nirmala
J. D. Saraswati	Pub. Ad.	Excellent	J. D. Saraswati
C. Shanthi	Political Science	Excellent	C. Shanthi
RAMA LAXMI	Teaching	Very Good	Rama Laxmi
Dr. Ch. Anuradha	Economics/Asst. Prof.	Very good	Dr. Ch. Anuradha
Dr. S. Thyagaraj	economics	good	Dr. S. Thyagaraj
P. P. S. Jay	Botany/Asst. Prof.	very good	P. P. S. Jay
V. Parvathi	Maths	Very good	V. Parvathi
J. V. Venkatesh	Statistics	good	J. V. Venkatesh
V. Rohini	Biotech.	good	V. Rohini
G. J. JAYALAXMI	Computer	good	G. J. JAYALAXMI
Dr. D. Mallikarjuna	Mathematics	very good	Dr. D. Mallikarjuna
M. Sampath	Commerce/Asst. Prof of Commerce	very good	M. Sampath
S. Praveena	Commerce	Good	S. Praveena
C. P. Uma	Commerce	Good	C. P. Uma
J. D. Saraswati	Pub. Ad.	V. Good	J. D. Saraswati
Anirudh	Commerce	good	Anirudh
C. KARUNYA	Commerce	good	C. KARUNYA
Laxmi Prasanna	Computer	good	Laxmi Prasanna
T. Aruna Kumari	Chemistry	Good	T. Aruna Kumari
S. Praveena	Commerce	Excellent	S. Praveena
B. C. Joy + KERSJAN	English	Fantastic	B. C. Joy + KERSJAN
parameswari	Zoology	good	parameswari
X. Suresh	office	good	X. Suresh
Praveena	Journalism	Very impressive	Praveena
G. T. Jayalaxmi	Computer Application	Excellent	G. T. Jayalaxmi
Dr. V. Vijayalaxmi	Chemistry/Associate prof	good	Dr. V. Vijayalaxmi
J. D. Saraswati	Pub Ad.	V. Good	J. D. Saraswati
M. Anusha	Statistics	Excellent	M. Anusha
A. Sathi	office	Excellent	A. Sathi
P. S. MEENA	Exam branch	good	P. S. MEENA
Daehathi	exampr.	good	Daehathi
Padma	exampr.	good	Padma
Sureshwar	ofc.	good	Sureshwar
V. Liya Sasi	Botany	Excellent	V. Liya Sasi

International Yoga Day celebrated at Gachibowli Stadium, Hyderabad

Heartfulness Institute of Shri. Ram Chandra Mission organized International Day of Yoga in collaboration with NSS units of the college at Gachibowli Stadium on June 21st 2016 from 4 PM to 8 PM.

Chief Guest was Sri Sajjanargaru, IPS, IG, Police Department, Telangana State.

300 volunteers and 11 staff members from the college participated in the International Day of Yoga programme held at Gachibowli Stadium, Madhapur, in association with Heartfulness Institute –SAHAJ MARG MEDITATION. The speaker Sri Kamalesh Patel i enlightened the students about how to meditate and experience lightness and joy in our hearts through skype conference. Through this method one can reduce stress and anxiety, improve focus and overall wellness. Heartfulness provides a peaceful and balanced life guided by the heart.



GOVERNMENT DEGREE COLLEGE FOR WOMEN, BEGUMPET.

Name of the Programme : International Yoga day in Gachibowli Stadium

Date : 21-6-2016

S.No.	Name of the Participant	Department/Designation	Feedback	Signature
1	V.V. Mallika	Pub. Ad.	V. Good.	V.V. Mallika
2	M. Sampetha	Commerce/Ast. Prof of Commerce	Very good	M.S.
3	Dr K. Geeta	Sanskrit	V. Good	Dr K. Geeta
4	S. Praveena	Commerce	Good	S. Praveena
5	I.R. NANDINI	Sanskrit	V. Good.	I.R. NANDINI
6	Dr P. V. Jay	Botany/Ast. Prof	very good	Dr P. V. Jay
7	S. Banu	Commerce.	N. Good.	S. Banu
8	G. P. Padma	Economics.	Good.	G. P. Padma
9	C. Shanti	D. Service.	good.	C. Shanti
10	J.D. SARASWATI	Pub. Administration		
11				

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Basic Computer skills awareness programme(MS Office)

Dt: 15-7-2016

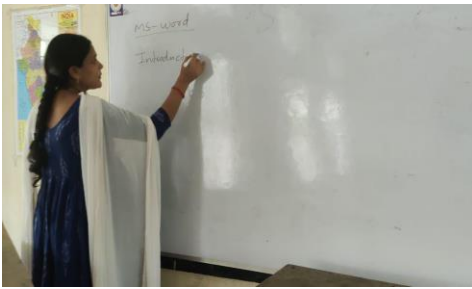
Description: Computer Science has conducted a training program for the Teaching and Non-teaching staff to enhance their skills of usage of Ms Office and its uses. It was conducted on Dt: 15-7-2016. . Introduction to various concepts and icons in MS Word and their applications are explained by Ms Jayalaxmi and Kalpana, Faculty in Dept. of computers.

Objective: The programme is conducted to bring awareness about various concepts of MS Office to the faculty.

1. Introduction about Ms Word
2. Various options available
3. The bar options available on the menu and their uses
4. The various field to be created edited and saved and other options creating and editing tables,
5. Formatting options
6. Different tools used to presentation of the document
7. Printing options and other things

Outcome: The staff members got the basic inputs regarding usage of Ms Word , The creation of files, editing and formatting techniques and presentation of the document.

No.of staff attended : 37



PowerPoint Presentation: for staff members to enable them for usage of MS PowerPoint and their usage in Presentations of their thesis or the subject to the students.

Hands on experience on using Ms Excel Sheets was given to the teaching and non teaching staff by the faculty of computers

The programme is focussed on bringing in the techniques of MS Excell into the academics for easy handling of the data of the student strength. The teaching staff learnt about the various methods of using the excel sheets in getting student strength, marks assigning and their individual data.

PowerPoint Presentation for staff members to enable them for usage of MS PowerPoint and their usage in Presentations of their thesis or the subject to the students.

GOVERNMENT DEGREE COLLEGE FOR WOMEN, BEGUMPET.

Name of the Programme : Basic Computer skills awareness programme

Date : 15/7/2016

	Name of the Participant	Department/Designation	Feedback	Signature
1	Dr. V. Vijaya Lakshmi	Chemistry/Associate prof of	Excellent	V. Lakshmi
2	Dr. Chidambaram	ECONOMICS / Asst. Prof	Very good	Chidambaram
3	M. Sampath	Commerce/Ast. Prof. of Commerce	Very good	M. Sampath
4	T. Anurakumari	chemistry / Asst. prof.	very good	T. Anurakumari
5	Dr. P. V. Jyoti	Botany / Asst. Prof.	very good	P. V. Jyoti
6	B. Vijayalakshmi	Botany	very good	B. Vijayalakshmi
7	C. Shanthi	Political Science	Excellent	Shanthi
8	A. D. Malleswari	Mathematics	very good	A. D. Malleswari
9	S. Nirmala	Statistics	Excellent	S. Nirmala
10	N. Sridevi	Zoology	Very good	N. Sridevi
11	D. Padma Anand	Maths.	Very good	D. Padma Anand
12	P. Suresh	chemistry	Very good	P. Suresh
13	C. Shanti	Political Science	Good.	Shanti
14	B. C. JOY HERSIBAH	ENGLISH	Excellent	B. C. JOY HERSIBAH
15	Parameswari	zoology	Good	Parameswari
16	P. S. MEENA	E. branch.	very good	P. S. MEENA
17	T. Vedavathi	Statistics	good	T. Vedavathi
18	Annamma	Commerce.	good	Annamma
19	C. KARUNYA	Commerce.	good.	C. KARUNYA
20	Arshi Prassanna	Computers.	good.	Arshi Prassanna
21	T. Aruna Kumari	Chemistry	Good	T. Aruna Kumari
22	S. Praveena	Commerce	Excellent	S. Praveena
23	B. C. JOY HERSIBAH	English	Fantastic	B. C. JOY HERSIBAH
24	parameswari	zoology	good	parameswari
25	S. Swarnalatha			S. Swarnalatha
26	Parween Saikh	Journalism	Very impressive	Parween Saikh
27	G. Jayalaxmi	Computer Applications	Excellent	G. Jayalaxmi
28	Dr. V. Vijaya Lakshmi	Chemistry/ Associate prof	good	V. Lakshmi
29	J. D. Saraswati	Pub Ad.	Very good.	J. D. Saraswati
30	M. Anusha	Statistics	Excellent	M. Anusha
31	P. S. MEENA	exam branch	good	P. S. MEENA
32	C. Shanthi	Political Science	EXcellent	Shanthi
33	M. Sampath	Commerce	Very good	M. Sampath
34	S. Nirmala	Statistics	Excellent	S. Nirmala
35	A. D. Malleswari	Mathematics	Very good	A. D. Malleswari

