

**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.

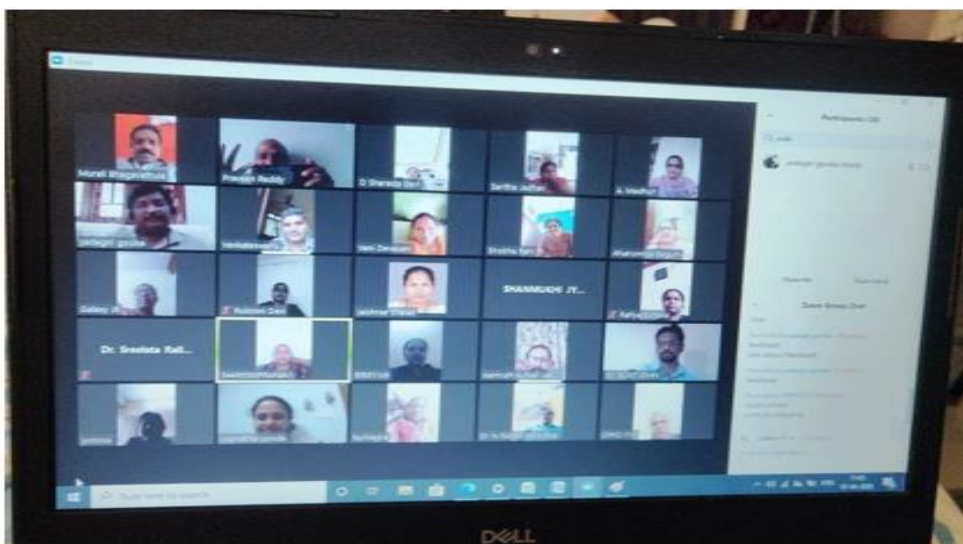
Dt:5/5/2020

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

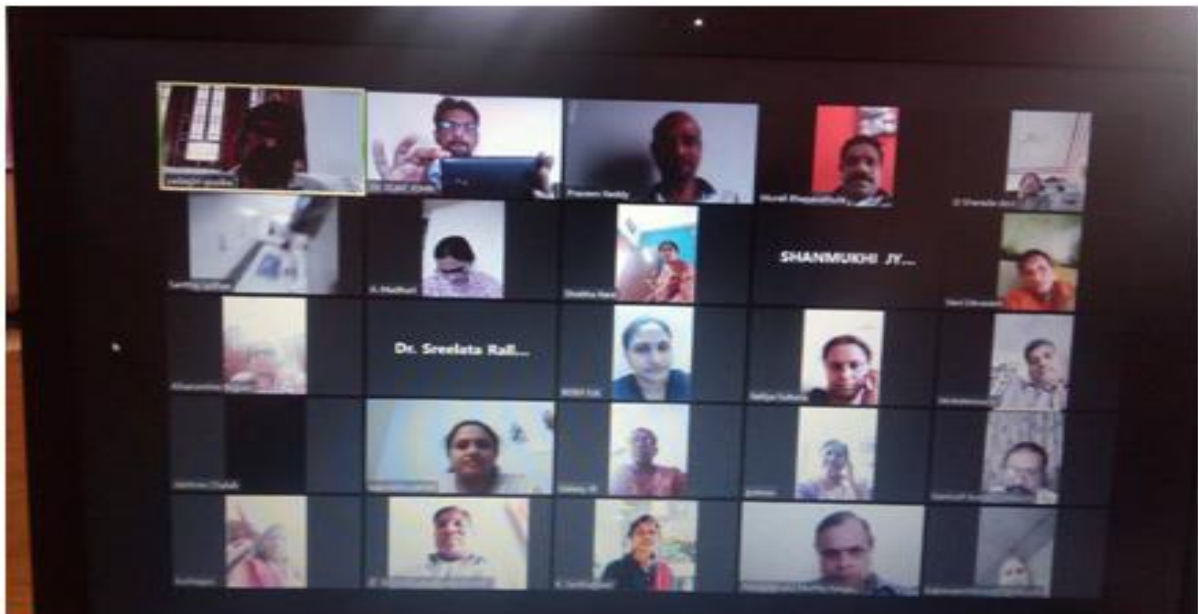
Description: Dr.M.J.Eliott, Assistant Professor of Commerce has conducted an online training session for the faculty members of GDCW,Begumpet to explain the usage of Google Classroom for Evaluation of Assignments, seminars and Answer Scripts.

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



GOVERNMENT DEGREE COLLEGE FOR WOMEN, BEGUMPET.

Name of the programme : Usage of Google classroom for Evaluation

Date :07/05/2020

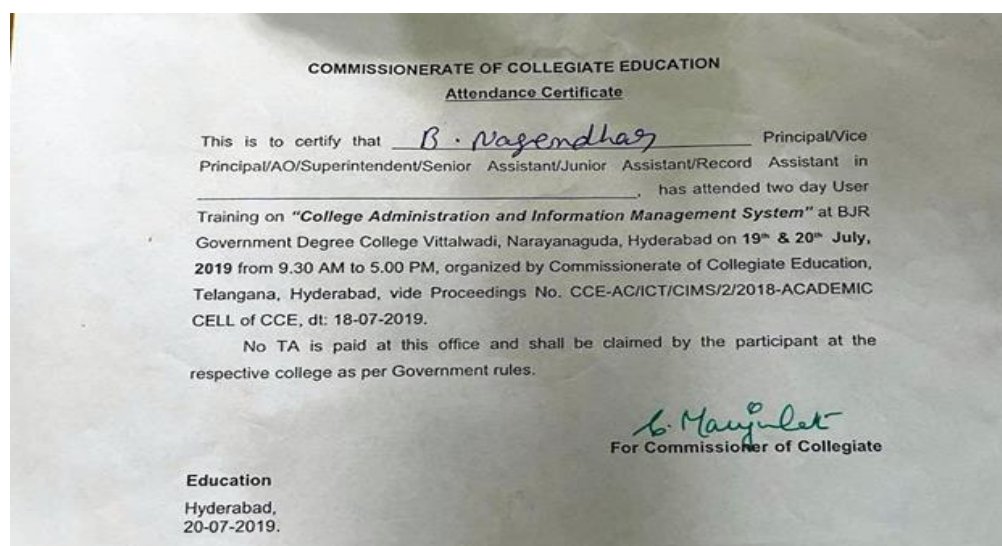
Name of the full-time teacher 2019-20	Dr K Venkateswarlu
	Dr.M.J.Eliat
	Mrs. N.Jayasree
Dr. G. Yadagiri	
Dr.Soundharya Joseph	B.VIJAYA NIRMALA
A.vasantha kumari	Dr. P. Indira
Dr.K.Geetha	Mr.Aamruth Kumar ✓
Dr.D.Padmaja	Mr. Rama Chandra Murthy
Dr.K.Jyosthna Prabha	B.C.Joy Hepsibha ✓
DrI.Sandhya Jyosthna	I.R.Nandini ✓
Dr.P.Satyanarayana	M.Anusha ✓
Dr.R.Praveen Kumar Reddy	J.Parameshwari
Dr. Sajidha Begum	Reshma Begum
C.Uma Maheshwari	B.Vijaya Laxmi ✓
Mrs.M.Prabhavathi	Mrs.B.A.Rajinikala
Dr.G.Pranitha	Mrs.S.Praveena ✓
Mrs.B.Rukmini Devi	Kalpna peddineni
Dr. R. Sreelatha	G.T.Jayalaxmi ✗
Mrs. Suprabha Panda	Ms.Dheera
Dr. A. Madhuri	Mary Suguna
K.shilpavalli	N.Sai Meghana
Dr. Rafiya Sultana	G.J.Dorise Grace
Mrs.K. Saritha Rani	T.Ravi Kumar
Mrs. B. Bheemamma	Chandini Rathode
Dr.M.Padma Kumari	Mrs.C. P. Uma
Dr. Afsarunnisa Begum	A.Laxmi Prasanna
Dr.. B. Murali	K.Ankitha
	M.Karishma
	M.Sravanthi
	Jaya Sree
	K.Yellappa
	R. Uma
	G. Preethi Grace
	Mrs.B.Sravanthi

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

GOVERNMENT DEGREE COLLEGE FOR WOMEN, BEGUMPET.

Name of the Programme : Awareness program on E-Filing of Income Tax Returns

Date : 27/8/2019

S.No.	Name of the Participant	Department/Designation	Feedback	Signature
1	D. J. Sankar	Asst prof - History	Excellent	[Signature]
2	Dr. G. Sunitha	Lect. in Statistics	Good	[Signature]
3	D. Sravan	Admn officer	Good	[Signature]
4	Paaveen	Journalism	Good	[Signature]
5	BC Joy Heptikali	English	Satisfactory	[Signature]
6	Ch. Vijaya	Kannada Record Asst	Very good	[Signature]
7	S. Praveen	Lect in Commerce	Good	[Signature]
8	CR. Nandini	lect in Sanskrit	Good	[Signature]
9	J. Nagarathna	Lec. in. pol. science	good	[Signature]
10	G. J. Jayalaxmi	lec. in computer Appln	very good	[Signature]
11	A. Bhargavilakshmi	Lecturer in Commerce	Good	[Signature]
12	L. Aganaythi	Zoology	good	[Signature]
13	C. P. Uma	Lecturer in Commerce	Good	[Signature]
14	B. Vijayalaxmi	Botany	Good	[Signature]
15	C. Uma Maludurai	Sub. prof. of Commerce	Good	[Signature]
16	S. S. S. S. S.	OIS		[Signature]
17	A. Venkatesh Kumar	English - Lecturer	Good	[Signature]
18	M. Anusha	lect in Statistics	Excellent	[Signature]
19	M. K. Venkatesh Kumar	Sanskrit	Good	[Signature]
20	Dr. P. Indira	Physios Asso. Prof	good	[Signature]
21	B. Vijaya Nirmala	Physics	Very good	[Signature]
22	Dr. V. Padma Lakshmi	Maths.	Excellent	[Signature]
23	Dr. M. S. Evar	Commerce	Good	[Signature]
24	A. Rama Devi	Biotechnology	Good	[Signature]
25	A. Sujatha	sweeper.		[Signature]
26	yswamolatha	sweeper/office		[Signature]
27	S. S. S. S. S.	Attende.		[Signature]
28	Dr. J. J. J.	english	v. Good.	[Signature]
29	V. Krishna	Room Attende.		[Signature]
30	K. Lakshmi	office		[Signature]
31	P. S. Meena	exam branch		[Signature]
32	Suprabha P	zoology		[Signature]
33	T. Jayalaxmi	computer	good.	[Signature]
34	Mr. Rama Chandra Murthy	Library	V. Good	[Signature]
35	Mrs. C. P. Uma	Commerce	Good	[Signature]
36	Mrs. Suguna	English	Good.	[Signature]
37	A. Lakshmi Prasanna	Computer	v. good	[Signature]
38	Ms. Dhanya	English	Excellent	[Signature]
39	R. Anitha	Computer	Nice	[Signature]
40	Mrs. Suguna	Attende	good	[Signature]
41	M. Karishma	maths	v. good.	[Signature]
42	D. Ravi Kumar	Commerce	nice	[Signature]
43	M. Saravathi	political science	good	[Signature]
44	G. J. Doris Grace			[Signature]
45	S. S. S. S. S.	Commerce	v. good.	[Signature]
46	T. Ravi Kumar	political science	good.	[Signature]
47	U. Yellappa	Telugu	v. good	[Signature]
48	Chandani Rathod	history &	good	[Signature]
49	Mrs. B. S. Uma	economics		[Signature]
50	P. Prathibha			[Signature]

GOVERNMENT DEGREE COLLEGE FOR WOMEN, BEGUMPET.

Name of the Programme : Awareness program on E-Filing of Income Tax Returns

Date : 27/8/2019

S.No.	Name of the Participant	Department/Designation	Feedback	Signature
1	A. Venkatesh Kumar	English	Good	[Signature]
2	Dr. Rajyashree	Chemistry	Information	[Signature]
3	Dr. B. Bharamma	Asst. Prof in Telugu	Very Good	[Signature]
4	B.C. Joy Heptibar	English	Excellent	[Signature]
5	V. Rohini	Asst. Prof in Biotechnology	Very good	[Signature]
6	K. Yellappa	Lect. in Telugu	very good	[Signature]
7	M. Parabhavathi	Asst. prof. of chemistry	very good	[Signature]
8	I.R. Nandini	Lecturer in Sanskrit	good	[Signature]
9	Ch. Vijaya Kumar	Record Asst	Very good	[Signature]
10	Dr. J. Sabitha	Associate Professor	good	[Signature]
11	A. Bhargavitha	Lecturer in Commerce	Good	[Signature]
12	C. Monamalakumari	Asst. Professor of Commerce	Very informative	[Signature]
13	M.K. Venkatesh	Asst. prof Sanskrit	Good	[Signature]
14	Dr. J. Sandhya	Asst. prof in History	Excellent	[Signature]
15	S. Praveena	Lect in commerce	Good	[Signature]
16	M. Anusha	Lect in statistics	Very nice	[Signature]
17	paramashree	Zoology	good	[Signature]
18	Dr. G. Sumitra	Lect. in statistics	Good	[Signature]
19	M. Sandhya	Lect in computers	Good	[Signature]
20	D. Sravani	Admn officer	Good	[Signature]
21	J. Nagarathna	Lec. in pol. science	Good.	[Signature]
22	Y. Srujanatha	Emerita.		[Signature]
23	K. Lakshmi	Zoology		[Signature]
24	D. Sarada Devi	Mathematics	Very good	[Signature]
25	S. S. Raju	O/S		[Signature]
26	Jayanti	Journa	Good	[Signature]
27	G. T. Jayalaxmi	Computer Application	very good	[Signature]
28	L. Anuradha	Zoology	Good	[Signature]
29	B. Vijaya Laxmi	Biology	very good	[Signature]
30	Dr. P. Indira	Physics	Very good	[Signature]
31	P. S. MEENA	Exam branch.	Good.	[Signature]
32	P. Govardhan	Attendee.		[Signature]
33	Suprabha P	Zoology	good	[Signature]
34	G. T. Jayalaxmi	COMPUTER	Good.	[Signature]

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

Parcipants Attendance [View Document](#)

GOVERNMENT DEGREE COLLEGE FOR WOMEN, BEGUMPET.

Name of the Programme : Mental Health and Emotional Well being by Pran Foundation

Date : 30/12/2019

S.No.	Name of the Participant	Department/Designation	Feedback	Signature
1	A. S. Sander	Asst prof in History	Excellent	[Signature]
2	J. Ananth Kumar	Zoology	Good	[Signature]
3	Dr. P. Indira	Physics	Very good	[Signature]
4	V. Rohini	Asst. Prof of Biotechnology	good	[Signature]
5	B.C. Joy Hepsi Bab	English	Fabulous	[Signature]
6	Ch. Vijaya Kumari	Record Asst	Very good	[Signature]
7	M. Parabharathi	Asst. prof. of Chemistry	Very good	[Signature]
8	I. R. Nandini	Lecturer in Sanskrit	Good	[Signature]
9	A. Varunthakumari	English - Lecturer	Good	[Signature]
10	J. N. Nagarajam	Lect. in pol. science	Good	[Signature]
11	G. T. Jayalaxmi	Lect. Computer App	very good	[Signature]
12	Suprabha P	Zoology	Very good	[Signature]
13	P. R. Reddy	Secretary	Very good	[Signature]
14	S. Praveena	Asst. Prof. Commerce	Good	[Signature]
15	M. K. Venkatesh	Asst. Prof. of Sanskrit	Good	[Signature]
16	Dr. G. Sunita	Lect. in Statistics	Good	[Signature]
17	B. Vijayalakshmi	Botany	Good	[Signature]
18	Dr. M. J. E. S.	Commerce	Good	[Signature]
19	Dr. D. Padma	Sanskrit	Very good	[Signature]
20	Dr. K. Geetha	sanskrit	Good.	[Signature]
21	Dr. K. Uma	Economics	Very good.	[Signature]
22	Y. Seematha	sweeper	Good	[Signature]
23	K. Lakshmi	Zoology	Very good	[Signature]
24	D. Sarada	Mathematics	Very good	[Signature]
25	M. D. E. Ana	mathematics	Very good	[Signature]
26	M. Sandhya	Lect. in Computers	Excellent	[Signature]
27	(Praveen)	Journalism	Good	[Signature]
28	P. S. Meena	Exam. branch.	Good.	[Signature]
29	N. Sree Devi	Attache.	good.	[Signature]
30	K. Uma Devi	Attache.	good.	[Signature]
31	P. Govardhan	Attache.	good.	[Signature]
32	Suprabha P	Zoology		[Signature]
33	P. Jayalaxmi	Computer	good.	[Signature]
34	Mr. Rama Chandra Murthy	Library	V. Good	[Signature]
35	Ms. C. P. Uma	Commerce	Good	[Signature]
36	Ms. Suguna	English	Good.	[Signature]



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.



GOVERNMENT DEGREE COLLEGE FOR WOMEN, BEGUMPET.

Name of the Programme : Yoga Awareness program

Date : 21/6/2019

S.No.	Name of the Participant	Department/Designation	Feedback	Signature
1	D. J. Sankar	Asst prof - History	Excellent	[Signature]
2	Dr. G. Sunitha	Asst. in Statistics	Good	[Signature]
3	D. Sravan	Admin officer	Good	[Signature]
4	Parveen	Journalism	Good	[Signature]
5	BC Jay Heptibali	English	Fantastic	[Signature]
6	Ch. Vijaya	Kanoni Record Asst	Very good	[Signature]
7	S. Praveen	Lect in Commerce	Good	[Signature]
8	R. Nandini	Asst in Sanskrit	Good	[Signature]
9	J. Nagarathna	Lect. in pol. science	good	[Signature]
10	G. J. Jayalaxmi	lect. in computer Appn	very good	[Signature]
11	A. Bhargavilakshmi	Lecturer in Commerce	Good	[Signature]
12	L. Aganayutha Kumari	Zoology	good	[Signature]
13	C. P. DMA	Lecturer in Commerce	Good	[Signature]
14	B. Vijayalakshmi	Botany	good	[Signature]
15	C. Uma Malavika	Asst. prof. of Commerce	Good	[Signature]
16	S. S. Srinivas	O/S		[Signature]
17	A. Venkatesh Kumar	English - Lecturer	Good	[Signature]
18	M. Anusha	Lect in Statistics	Excellent	[Signature]
19	Dr. Venkatesh Kumar	Sanskrit	Good	[Signature]
20	Dr. P. Indira	Physic Asso. Prof	good	[Signature]
21	B. Vijaya Nirmala	Physic	V. Good	[Signature]
22	Dr. V. Padma Lakshmi	Maths.	Excellent	[Signature]
23	Dr. M. S. Eswari	Commerce	Good	[Signature]
24	A. Rama Devi	Biotechnology	Good	[Signature]
25	A. Sujatha	sweeper.		[Signature]
26	Y. Sumanalatha	sweeper/office		[Signature]
27	S. Saigowathi	Attende.		[Signature]
28	Dr. J. Jayalaxmi	english	V. Good.	[Signature]
29	V. K. Rupa	Exam Attende.		[Signature]
30	K. Lakshmi	office		[Signature]
31	P. S. Meena	exam branch		[Signature]
32	Suprabha P	zoology		[Signature]
33	G. Jayalaxmi	computer	good.	[Signature]
34	Mr. Rama Chandra Murthy	Library	V. Good	[Signature]
35	Ms. C. P. Uma	Commerce	Good	[Signature]
36	Maey Sugena	English	Good.	[Signature]
37	A. Lakshmi Prudhanna	Computer	V. good	[Signature]

