



3.2.2

WORKSHOPS AND SEMINARS

2019-20

IQAC & DEPARTMENT OF COMPUTER SCIENCES

KAKATIYA GOVERNMENT COLLEGE, HANUMAKONDA

TELANGANA STATE

Seminars and Workshops

INTERNAL QUALITY ASSURANCE CELL

&

DEPARTMENT OF COMPUTER SCIENCE & APPLICATIONS

2019-20

Sl. No	Name of the Workshop/ Seminar	Number of Participants	Date From – To
1	Workshop on Data Entry Operations to faculty	18	10-07-2019 to 11-07-2019
2	Workshop on CAIMS	80	22.7.2019 to 23.7.2019
3	Drafting skills in English	72	09-08-2019 to 10-08-2019
4	Workshop on Ms-Excel for Teaching Staff	28	29-08-2019
5	Workshop on Ms-Excel for Non- Teaching Staff	14	30-08-2019
6	College Administration and Information Management System	84	30-01-2020 to 31-01-2020

Place: Hanumakonda

1. WORKSHOP ON DATA ENTRY OPERATION

FROM 10.07.2019 TO 11.07.2019

S.No	Dates (from-to) (DD-MM-YYYY)	Title of the administrative training program organized for non- teaching staff	No. of participants
1.	10-07-2019 to 11-07-2019	Workshop on Data entry Operation	18



K. Ramesh Lecturer in Computer Sciences, explaining the basic features of Data Entry Operations from 10.07.2019 to 11.07.2019

Objectives: To understand and use effectively data entry and home-based data entry.

NOTICE

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA

Dist: Warangal (Urban)

Date: 08-07-2019

NOTICE

All the Non-Teaching faculty members are informed that IQAC is going to organize Two days Workshop programme on "Data Entry Operations" on date: 10-07-2019 & 11-07-2019 in collaboration with the Department of Computer Science & Applications. Hence, all the non-teaching faculty are instructed to attend the workshop programme without fail.


PRINCIPAL
KAKATIYA GOVT COLLEGE
Hanamkonda

SYLLABUS: CONTENTS

1. Introduction to Data Entry

- i. What is Data Entry
- ii. Categories of Data Entry

2. Home-Based Data entry

- What is Home-based Data Entry
- Advantages of Data Entry Jobs
- How much Does a Home-Based Data Entry clerk Earn
- The Best Candidates for this Job

3. Qualification & Skills

- Qualifications
- Important Skills for Data Entry
- Computer Skills

4. Improving your Data Entry

5. Writing you Resume

- The Online Data Entry Resume
- Do's and Don'ts

6. Searching for Data Entry Jobs

- Where to Find
- Identifying Data Entry Scams

Day 1: 10-07-2019



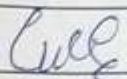

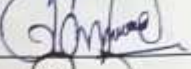
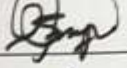


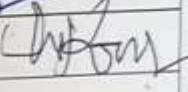
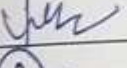


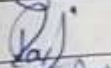

Day 2: 11-07-2019



Non Teaching staff members participating in the Workshop on “*Data entry Operations*” from 10.07.2019 to 11.07.2019

ATTENDANCE

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA
INTERNAL QUALITY ASSURANCE CELL (IQAC)
Workshop on Data Entry operations to Non - Teaching Staff
ATTENDANCE

S.No	Employee ID	Name of the Faculty	Signature
1	1520397	G. Anilma	
2	1525169	Y. pradhepa, Supalt.	
3	2101898	H. Rajitha	
4	2158076	Syed. Amjad	
5	2157794	K. Krishna	Krishna
6	9120465	K. Nirmana	
7	9120520	K. Saritha	Saritha
8	2136151	D. Swarupa	
9	2136147	Ch. KUMAR, D. Wani	
10	1061704	Dr. N. Sammaiah	N. Sammaiah
11	1963996	B. Srinivas	
12	21028	K. Sunitha	
13	21027	J. Ramana	
14	2032 21031	M. Subha	Subha
15	2137715	Md. Yakub A.G.	Yakub
16	21023	Ch. Rajkumar	
17	21029	B. Renuka	
18	21027	J. Ramana	
19			
20			
21			

FEEDBACK


KAKATIYA GOVERNMENT COLLEGE
HANAMKONDA, DIST. WARANGAL (URBAN)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

FEEDBACK FORM

Course Title: Workshop on Data Entry Operation

Date: 17-7-2019

Please fill the short questionnaire to make the course better.

- 1) Were objectives of the course clear to you? Y / N
- 2) The course contents met with your expectations
1. Strongly disagree 2. Average 3. Good 4. Strongly agree 3
- 3) The lecture sequence was well planned
1. Strongly disagree 2. Average 3. Good 4. Strongly agree 2
- 4) The contents were illustrated properly
1. Strongly disagree 2. Average 3. Good 4. Strongly agree 3
- 5) The course exposed you to new knowledge and practices
1. Strongly disagree 2. Average 3. Good 4. Strongly agree 4
- 6) The course material handed over to you was adequate
1. Strongly disagree 2. Average 3. Good 4. Strongly agree 3


KAKATIYA GOVERNMENT COLLEGE
HANAMKONDA, DIST. WARANGAL (URBAN)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

FEEDBACK FORM

Course Title: Workshop on Data Entry Operation
Date: 11-2-2019

Please fill the short questionnaire to make the course better.

- 1) Were objectives of the course clear to you? Y / N
- 2) The course contents met with your expectations
1. Strongly disagree 2. Average 3. Good 4. Strongly agree 3
- 3) The lecture sequence was well planned
1. Strongly disagree 2. Average 3. Good 4. Strongly agree 3
- 4) The contents were illustrated properly
1. Strongly disagree 2. Average 3. Good 4. Strongly agree 4
- 5) The course exposed you to new knowledge and practices
1. Strongly disagree 2. Average 3. Good 4. Strongly agree 3
- 6) The course material handed over to you was adequate
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KAKATIYA GOVERNMENT COLLEGE

HANAMKONDA, DIST. WARANGAL (URBAN)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

FEEDBACK FORM

Course Title:

Workshop On Data entry Operation

Date: 11-07-2019

Please fill the short questionnaire to make the course better.

- 1) Were objectives of the course clear to you? Y / N
- 2) The course contents met with your expectations
1. Strongly disagree 2. Average 3. Good 4. Strongly agree 3
- 3) The lecture sequence was well planned
1. Strongly disagree 2. Average 3. Good 4. Strongly agree 2
- 4) The contents were illustrated properly
1. Strongly disagree 2. Average 3. Good 4. Strongly agree 4
- 5) The course exposed you to new knowledge and practices
1. Strongly disagree 2. Average 3. Good 4. Strongly agree 3
- 6) The course material handed over to you was adequate
1. Strongly disagree 2. Average 3. Good 4. Strongly agree 3

2. WORKSHOP ON CAIMS

From 22.07.2019 to 23.07.2019

ప్రచురణార్థం

కాకతీయ ప్రభుత్వ కళాశాల, హన్మకొండ, జిల్లా వరంగల్ అర్బన్ లో

ముగిసిన ఈ-ఆఫీస్ వర్క్ షాప్

స్థానిక కాకతీయ ప్రభుత్వ కళాశాల హన్మకొండ లో కమిషనరేట్ అఫ్ కాలేజియేట్ ఎడ్యుకేషన్ తెలంగాణ , హైదరాబాద్ ఆధ్వర్యంలో కాలేజ్ అడ్మినిస్ట్రేషన్ మరియు ఇన్ఫర్మేషన్ మానేజ్మెంట్ సిస్టం ప్రయోగాత్మక శిక్షణకై రెండు రోజుల వర్క్ షాప్ మంగళ వారం ముగిసింది । ఈ కార్యక్రమానికి కళాశాల ప్రిన్సిపాల్ డాక్టర్ పాము వెంకటేశ్వర్లు అధ్యక్షత వహించగా, ఇంటర్నల్ క్వాలిటీ అసురన్సు డైరెక్టర్ డాక్టర్ ఈ.రాం భాస్కర్ రాజు, కాలేజీ వెబ్ కోఆర్డినేటర్ డాక్టర్ డి. సురేష్ బాబు మరియు వైస్ ప్రిన్సిపాల్ డాక్టర్ ఇందిరా దేవి । సమన్వయకులుగా వ్యవహరించారు । ప్రిన్సిపాల్ మాట్లాడుతూ ప్రతి ప్రభుత్వ కళాశాల లో ఆఫీస్ సిబ్బంది విధిగా ఈ ఆఫీస్ ఉపయోగించాలన్నారు । కమిషనరేట్ నుండి విషయం నిపుణులుగా వచ్చిన అకాడమిక్ ఆఫీసర్ నవీన్ చందర్ రాజు, సాఫ్ట్ వేర్ సాంకేతిక సహకారాన్ని అందిస్తున్న నాగేందర్ లు వర్క్ షాప్ పని సంస్కృతిపై మాట్లాడారు । స్టూడెంట్ అడ్మిషన్ మేనేజిమెంట్, స్టూడెంట్ ఇన్ఫర్మేషన్ మేనేజిమెంట్, సర్టిఫికేట్ మేనేజిమెంట్, అకౌంట్ మేనేజిమెంట్, అకాడమిక్ మేనేజిమెంట్ అను అంశాలపై ప్రయోగాత్మక శిక్షణ ను అందచేశారు । అన్ని విషయాలలో సందేహ నివృత్తి చేశారు । రాష్ట్ర స్థాయిలో నిర్వహిస్తున్న ఈ కార్యక్రమానికి సూర్యాపేట, యాదాద్రి, భద్రాద్రి, జనగాం, ఖమ్మం, మహబూబాబాద్ జిల్లాలలోని ప్రభుత్వ డిగ్రీ కాలేజీల్లో పనిచేస్తున్న ప్రిన్సిపాల్స్, ఐ. క్యూ. ఏ. సి కోఆర్డినేటర్స్ అడ్మినిస్ట్రేటివ్ ఆఫీసర్స్, superintendents సీనియర్ అసిస్టెంట్స్, జూనియర్ అసిస్టెంట్స్ మరియు రికార్డు అసిస్టెంట్స్ అందరికీ ఎలక్ట్రానిక్ ఆఫీస్ సిస్టం నిర్వహణలో రెండు రోజుల ప్రయోగాత్మక శిక్షణ ప్రయోజనాన్ని పొందారు । ఈ కార్యక్రంలో సుమారుగా వంద మంది బోధనేతర సిబ్బంది మరియు యాభై మంది బోధనా సిబ్బంది పాల్గొన్నారు । ఈ కార్యక్రమం ద్వారా ఇకపై రోజు వారి ఉత్తర ప్రతులు తర విధానం సులభ తరం అవడమే కాక అవసరాలను తీర్చే విధంగా వారికి సంబంధించిన అన్ని వివరాలను వెబ్ సైట్ లో పొందు పరిచే విధి విధానాలను నేర్చుకున్నారు । రెండు రోజుల పాటు నిర్వహించే ఈ కార్యక్రమం తెలంగాణ రాష్ట్రంలో మొదటి సరిగా ప్రభుత్వ డిగ్రీ కాలేజీల్లో అమలుకు తగు ఏర్పాట్లు చేస్తున్న కళాశాల విద్య శాఖ కమిషనర్ నవీన్ మిట్టల్ కు నిర్వాహకులు మరియు ప్రిన్సిపాల్స్ డాక్టర్ బి. చంద్రమౌళి, జి. వెంకటేశ్వర్లు సమత, లీల, పరిపాలన అధికారులు అనిత, బ్రహ్మయ్య, పర్యవేక్షకులు నవీన్, సహాయకులు కొప్పుల శ్రీనివాస్, మర్యల శ్రీనివాస్ మరియు బోధనా సిబ్బంది కృతజ్ఞతలు తెలిపారు ।




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Press Note of the Workshop held from 22.07.2019 to 23.07.2019

S.No	Dates (from-to) (DD-MM-YYYY)	Title of the professional development program organized for teaching staff	Title of the administrative training program organized for non-teaching staff	No. of participants
2.	22-07-2019 To 23-07-2019	Training Programme on CAIMS	Training Programme on CAIMS	85

Objective: To train the staff to use CAIMS for effective office administration



Dr. E. Rambhaskar Raju IQAC coordinator, as a Resource person in the workshop



Felicitation to the Chief Guest: Dr. Darjan, RJD Warangal

ATTENDANCE

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA Two Days Training Programme on CAIMS (22-07-2019 & 23-07-2019)

LIST OF ATTENDED STAFF				
S.No	Name of the Full-time teacher	Designation	Name of the Department	Remarks
1	A.Ramanarao	Asst Prof of Botany	Botany	
2	Dr. T. Annie Sheron	Asst Prof of Botany	Botany	
3	K.Buchaiah	Asst Prof of Botany	Botany	
4	Dr.B.Vijayapal Reddy	Asst Prof of Botany	Botany	
5	Dr.K.Omkar	Asst Prof of Botany	Botany	
6	Dr.M.Rambabu	Asst Prof of Botany	Botany	
7	S.Vishnu Charan	Asst Prof of English	English	
8	M.Manojkar Samley	Asst Prof of English	English	
9	Dr.E.Ram Bhaskar Raju	Asst Prof of English	English	
10	Dr.E.Satya narayana	Asst Prof of English	English	
11	Dr.Adi.Ramesh Babu	Asst Prof of English	English	
12	Dr.P.Indira Devi	Asst Prof of English	English	
13	Dr.P.Sailu	Asst Prof of Telugu	Telugu	
14	V.Sampath Reddy	Asst Prof of Telugu	Telugu	
15	M.Samson	Asst Prof of Telugu	Telugu	
16	G.Chandrakala	Asst Prof of Telugu	Telugu	
17	B.Balaiah	Asst Prof of Telugu	Telugu	
18	G.Leelavathi	Asst Prof of Hindi	Hindi	
19	Dr.B.Gayathri	Asst Prof of Hindi	Hindi	
20	D.Venkatesh	Asst Prof of Maths	Mathematics	
21	Dr.B.Prabhakar	Asst Prof of Maths	Mathematics	
22	D.Venkanna	Asst Prof of Maths	Mathematics	
23	M.Venu Gopal	Asst Prof of Maths	Mathematics	
24	M.Radhika	Asst Prof of Maths	Mathematics	
25	B.Raju	Asst Prof of Physics	Physics	
26	Dr.K.Narender Reddy	Asst Prof of Physics	Physics	
27	M.Masood Ahmed Mahamoodi	Asst Prof of Physics	Physics	
28	Mohd.Yousuf Hussain Ansari	Asst Prof of Physics	Physics	
29	B.Sreenivas	Asst Prof of Physics	Physics	
30	A.Sanjeeva Reddy	Asst Prof of Physics	Physics	
31	A.Ashok	Asst Prof of Chemistry	Chemistry	
32	K.Suneetha	Asst Prof of Chemistry	Chemistry	
33	P.Sumalatha	Asst Prof of Chemistry	Chemistry	
34	K.Vani	Asst Prof of Chemistry	Chemistry	
35	Dr.R.Mogili	Asst Prof of Chemistry	Chemistry	
36	K.Jagadeesh Babu	Asst Prof of Chemistry	Chemistry	
37	K.Satyana rayana	Asst Prof of Chemistry	Chemistry	
38	Dr.B.Ramesh Babu	Asst Prof of Chemistry	Chemistry	
39	Dr.B.Suresh Babu	Asst Prof of Chemistry	Chemistry	
40	Dr.T.Sujatha	Asst Prof of Microbiology	Micro Biology	

41	Dr.A.Sanjeevaiah	Asst Prof of Zoology	Zoology	
42	Dr.V.Anil Kumar	Asst Prof of Zoology	Zoology	
43	Dr.T.Bheemrao	Asst Prof of Zoology	Zoology	
44	Dr.K.Ganesh	Asst Prof of Zoology	Zoology	
45	Dr.Ch.Mallaiah	Asst Prof of Zoology	Zoology	
46	Dr.V.V.N.Hanumakumar	Asst Prof of Zoology	Zoology	
47	R.Shyamala Chandra	Asst Prof of Biotechnology	Biotechnology	
48	P.Shankaraiah	Lect.in. Library Science	Library Science	
49	Dr.J.Somanna	Lect.in. Physical Education	Physical Science	
50	Dr.D.Sureshbabu	Asst Prof of Comp.Science	Computer Science	
51	G.Jeevan Kumar	Asst Prof of Commerce	Commerce	
52	G.Sujatha	Asst Prof of Commerce	Commerce	
53	C.Lavanya	Asst Prof of Commerce	Commerce	
54	Smt.G.Pavani	Asst Prof of Commerce	Commerce	
55	Dr.A.Sarangapani	Asst Prof of Commerce	Commerce	
56	Dr. Sk. Ayesha	Asst Prof of Commerce	Commerce	
57	M.Somaiah	Asst Prof of Commerce	Commerce	
58	K.Lingareddy	Asst Prof of Commerce	Commerce	
59	J.Sarala Jhansi Rani	Asst Prof of Commerce	Commerce	
60	Dr.S.Vinodhar Rao	Asst Prof of Commerce	Commerce	
61	Sk.Khasim Shah	Asst Prof of Commerce	Commerce	
62	Dr.Indira Nayana Devi	Asst Prof of Economics	Economics	
63	Dr.G.Shyamu	Asst Prof of Economics	Economics	
64	Ch.Raju	Asst Prof of Economics	Economics	
65	K.Surya Rao	Asst Prof of Economics	Economics	
66	K.Mallesham	Asst Prof of Pol.Science	Political Science	
67	S.Kamalakar	Asst Prof of Pol.Science	Political Science	
68	A.Madhusudhan Reddy	Asst Prof of Pol.Science	Political Science	
69	Dr.B.Kavitha	Asst Prof of Pol.Science	Political Science	
70	A.Somanarasaiah	Asst Prof of Public Admn.	Public Administration	
71	B.Muralidhar	Asst Prof of Public Admn.	Public Administration	
72	S.Ganapathi Rao	Asst Prof of History	History	
73	Dr.K.Srinivas	Asst Prof of History	History	
74	Dr.M.Mallaiah	Asst Prof of History	History	
75	Dr.KUMARASWAMY	Asst Prof of History	History	
76	P.Bal Reddy	Asst Prof of Sociology	Sociology	
77	D.Rajkumar	Contract Lect.in.	Computer Science	
78	V.Ramesh	Contract Lect.in.	Computer Science	
79	T.Raghotham Reddy	Contract Lect.in.	Computer Science	
80	K.Ramesh	Contract Lect.in.	Computer Science	


PRINCIPAL
KAKATIYA GOVT COLLEGE
 Hanamkonda

3. WORKSHOP ON DRAFTING SKILL

From 09.08.2019 to 10.08.2019

KAKATIYA GOVERNMENT COLLEGE HANUMAKONDA, Dist. WARANGAL (U)

NOTICE

Date: 06-08-2019

All the non-teaching staff are hereby informed that IQAC of the college is going to conduct a workshop on **Drafting Skills** in the Seminar Hall from **09-08-2019 to 10-09-2019**.

Hence, you are instructed to attend the workshop without fail.

PRINCIPAL
KAKATIYA GOVT. COLLEGE
Hanumakonda.

M. H.
C. J.
R. S.
(Dr. B. R. Ramesh)
S. J.
S. J.
W. C.
S. J. (Dr. S. S. H. T. R. M.)
A. S.
S. J.
S. J.

S.No	Dates (from-to) (DD-MM-YYYY)	Title of the Professional development program organized for Non-teaching staff	No. of participants
3.	09-08-2019 To 10-08-2019	Drafting Skills in English	53

Objective: To train the administrative staff on the basics of drafting skills.

With **Workshop on Drafting Skills for Administrative Staff** the department intends to make the administrative staff of the college learn of the skills of drafting official letters. The staff will develop the practical communication skills and confidence they need to master workplace interactions.

This course helps improve all four skills: speaking, writing, reading and listening. You will also develop your vocabulary, grammar and pronunciation to help you express yourself accurately.

Topics include

- Writing official proposals and meeting reports,
- Note Writing
- Recording minutes
- Performance appraisals,
- Preparing projects, suggest solutions,
- Strategic reviews.

Outcomes of the Workshop

By the end of the workshop, they'll be able to...

- ✓ Evaluate their skill set and the kind of employment they would like.
- ✓ Improve English language performance in key areas of applications and interviews.
- ✓ Reflect on the factors involved in successful applications and interviews.
- ✓ Identify the elements of working together successfully.

Programme Schedule

Day 1	
Session 1:	
Inaugural programme A brief note on the workshop	10 AM
Session 2:	
Simple Grammar Rules Introduction to official Jargon	11AM – 12.30 Noon
Lunch:	
Practice- Writing Proposals, Reports	2PM- 4,30PM
Day 2	
Session 1:	
Recording Minutes Writing DPRs/ Note -Writing	12 Noon to 1.30 PM
Lunch	
Session 2	
Performance Appraisals Strategic Reviews Valedictory Programme	2 PM to 4.30 PM



Inaugural session



Staff attending the seminar



Training Session

ATTENDANCE

Dept. of English
Workshop on Drafting

KAKATIYA GOVERNMENT COLLEGE : HANAMKONDA,
NON-TEACHING STAFF LIST.

Attendance

OFFICE STAFF :		DESIGNATION	SIGNATURE
1	Smt.G.Anitha	Administrative Officer	<i>G.A.</i>
2	Smt.Y.Pradeepa	SUPERINTENDENT	<i>Y.P.</i>
3	Smt.K.Rajitha	SENIOR ASSISTANT	<i>K.R.</i>
4	S.Salmon	SENIOR ASSISTANT	<i>S.S.</i>
5	B.Gyaneshwar (Re-Dep)	SENIOR ASSISTANT	<i>B.G.</i>
6	E.Manaswitha	JUNIOR ASSISTANT	On leave
7	Md.Yakub Ali	TYPEST	<i>M.Y.A.</i>
8	Ch.Kumara Swamy	STORE KEEPER	<i>C.K.S.</i>
9	Smt.D.Swaroopu	HERBERIUM KEEPER	<i>D.S.</i>
10	P.Shyam Babu	RECORD ASSISTANT	<i>P.S.B.</i>
11	Sri.Syed Amjad	RECORD ASSISTANT	<i>S.S.A.</i>
12	K.Krishna	RECORD ASSISTANT	<i>K.K.</i>
13	Smt.K.Nirmala (Re-Dep)	RECORD ASSISTANT	<i>K.N.</i>
14	Smt.K.Saritha (Re-Dep)	RECORD ASSISTANT	<i>K.S.</i>
15	Y.Kistalah	Office Subordinate	<i>Y.K.</i>
16	D.Padma	Office Subordinate	<i>D.P.</i>
17	N.Sammalah	Office Subordinate	<i>N.S.</i>
18	CH. RAJKUMAR	Outsourcing Basis Office Subordinate	<i>C.R.</i>
19	J. RAMANA	Outsourcing Basis Office Subordinate	<i>J.R.</i>
20	B. RENUKA	Outsourcing Basis Office Subordinate	<i>B.R.</i>
21	K. SUNITHA	Outsourcing Basis Office Subordinate	<i>K.S.</i>
22	Smt. M Subhadra	Outsourcing Basis Office Subordinate	<i>M.S.</i>
23	Sri. K. Lechalah	Mechanic	Long Leave

DEPARTMENT OF ENGLISH
KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA
FEEDBACK OF THE PARTICIPANTS

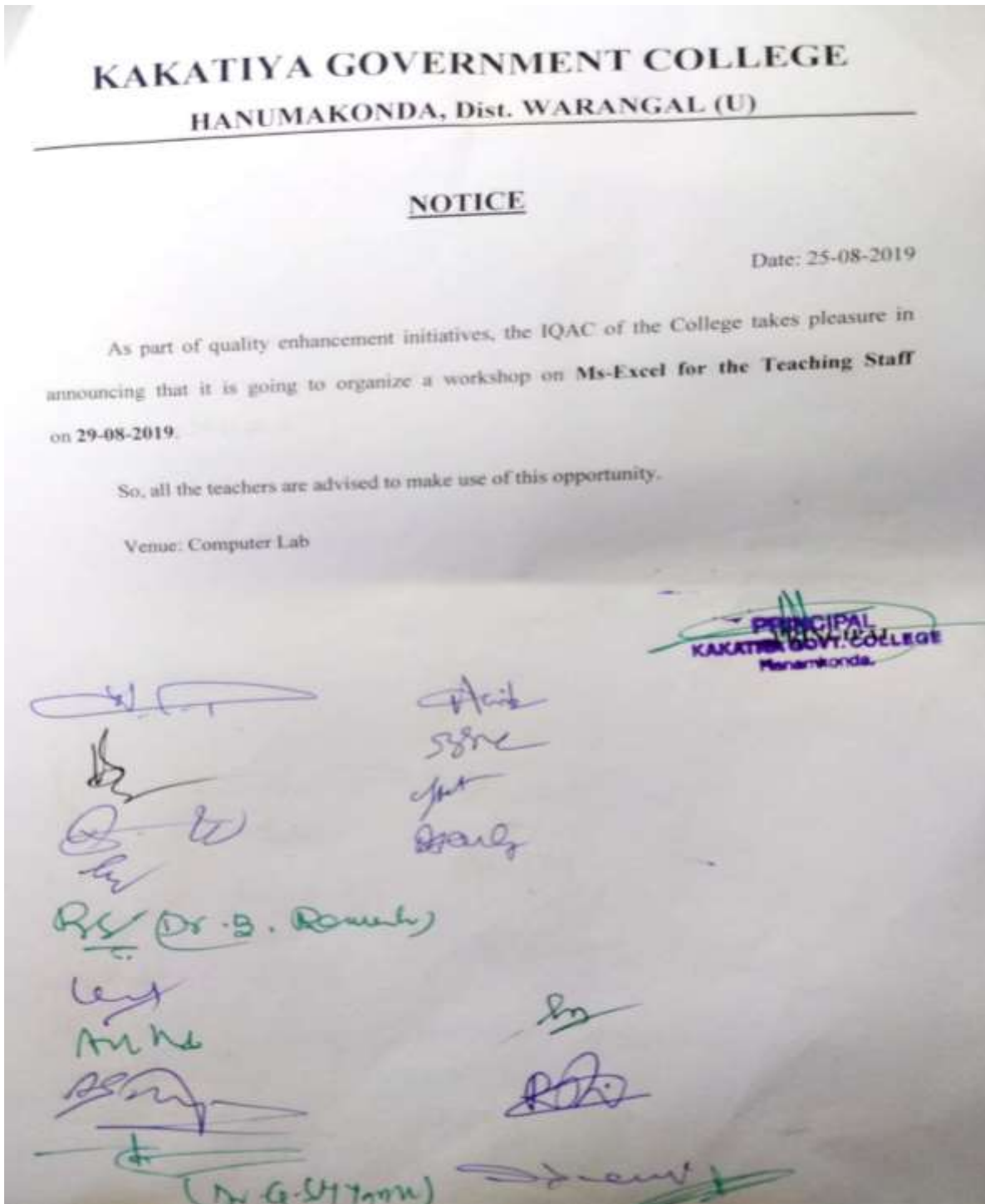
Name: _____ Date: _____

S.No	Areas	Poor	Average	Good	Very Good	Excellent
1.	How would you rate the content?					
2.	How would you rate the instructors?					
3.	How would you rate the activities?					
4.	How the presentation of the speakers?					
5.	Your overall impression on the programme					

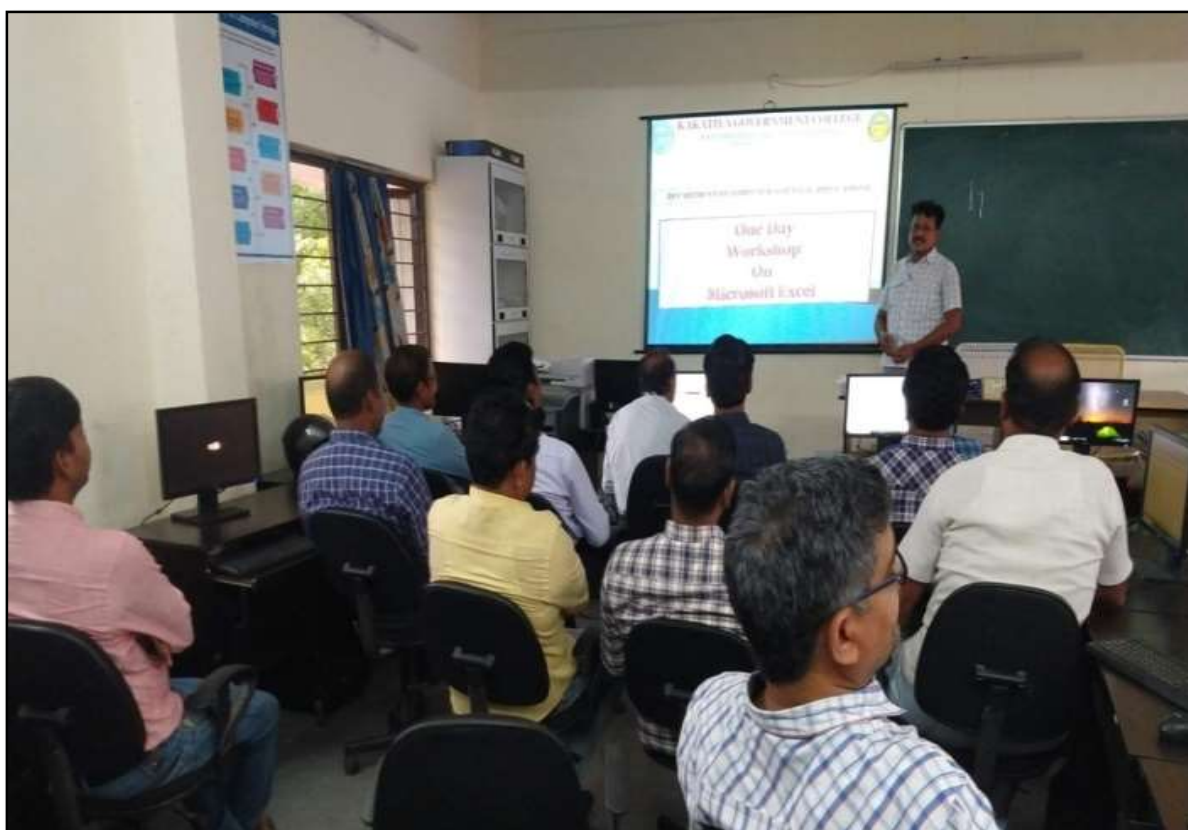
4. ONE DAY WORKSHOP ON MICROSOFT EXCEL TO TEACHING STAFF

29.08.2019

Notice



S.No	Dates (from-to) (DD-MM-YYYY)	Title of the professional development program organized for teaching staff	No. of participants
4.	29-08-2019	Workshop on Ms-Excel for Teaching Staff	28



V. Ramesh, Lecturer in Computer Sciences explaining basic features of MS – Excel in the Workshop on 29.08.2019

Objectives: To familiarize the staff on Ms-Excel and its effective usage

SYLLABUS

Introduction to Excel & Worksheet Operations:

Workbooks and Worksheets, Moving Around a Worksheet, Ribbon tabs, Types of commands on the Ribbon, Using Shortcut Menus, Working with Dialogue Boxes, Task Panes, Getting started on your worksheet, Creating a chart, Printing your worksheet, Saving your worksheet, Exploring Data Types, Modifying Cell Contents, Deleting, Replacing, Editing of a cell.

Tables and formatting:

Creating a Table, Changing the Look of a Table, Navigating in a Table, Selecting parts of a Table, Adding, Deleting new rows or columns, Moving a Table, Working with the Total Row, Removing duplicate rows from a table. Sorting and filtering a table, Converting Table into Range. Formatting tools on the Home tab, Mini Toolbar, Fonts, Text Alignment, Wrapping text to fit a cell, Colors and Shading, Borders, Data Sorting and Lines Naming Styles.

Printing your work:

Normal, Page Layout, Page Break View, Choosing your printer, Specifying what you want to print, Changing Page Orientation, Specifying paper size, Adjusting page margins, Inserting a page break, Removing manual page breaks, Printing Row and Column Titles, Scaling printed output, Header or Footer Options, Preventing certain cells, Objects from being printed, Creating Custom Views of your Worksheet.

PHOTO GALLERY



Faculty members practicing in the technical session of the workshop on
29.08.2019



Faculty Participation in the workshop

ATTENDANCE

		KAKATIYA GOVERNMENT COLLEGE -HANAMKONDA	
		DEPARTMENT OF COMPUTER SCIENCE & APPLICATIONS	
Resource Person : V. Ramesh		Date : 29-08-2019	
One Day Workshop on Microsoft Excel to Teaching Staff			
S.No	Employee ID	Attendance	
		Name of the Faculty	Signature
1.	1640410	Dr. T. Sujatha	T. Sujatha
2.	1530061	K. UMA KIRAN	K. Uma Kiran
3.	2154740	K. Madhavi	K. Madhavi
4.	1340006	S. Kiran	S. Kiran
5.	21012	E. KRISHNAAH.	E. Krishnaiah
6.	2102029	A. Somanaraju	A. Somanaraju
7.	2153131	Dr. I. V. Jayaram	I. V. Jayaram
8.	1617673	B. Sreenivas	B. Sreenivas
9.	2141490	Dr. K. Narinder	K. Narinder
10.	190180	Dr. J. Saranya	J. Saranya
11.	2102145	B. Raju	B. Raju
12.	2154705	M. Radhika	M. Radhika
13.	2120187	M MASOOD AHMED MAHMOODI	M Masood Ahmed Mahmoodi
14.	2137319	K. Ram Reddy	K. Ram Reddy
15.	1908248	M. Venkatesh	M. Venkatesh
16.	2113553	Dr. K. Ganesh	K. Ganesh
17.	2153137	Dr. M. Ramesh Babu	M. Ramesh Babu
18.	2112462	A. Ramakrishna Rao	A. Ramakrishna Rao
19.	1551875	Dr. R. Prabhakar	R. Prabhakar
20.	1551878	D. Venkatesh	D. Venkatesh
21.	2110678	B. Balakrishna	B. Balakrishna
22.	2144500	Dr. E. Srinivas	E. Srinivas
23.	0955080	Dr. K. Omkar	K. Omkar
24.	1551898	R. Shyamala Chandra	R. Shyamala Chandra
25.	9120452	Dr. K. Sreedevi	K. Sreedevi
26.	2122915	Sr. Kamalakar	Sr. Kamalakar
27.	2128695	D. Venkatesh	D. Venkatesh
28.	2322044	B. Muralidhar	B. Muralidhar

FEEDBACK



KAKATIYA GOVERNMENT COLLEGE HANAMKONDA, DIST. WARANGAL (URBAN) INTERNAL QUALITY ASSURANCE CELL (IQAC)

FEEDBACK FORM

Course Title: One day workshop on MS Excel

Date: 29-08-2019

Please fill the short questionnaire to make the course better.

- 1) Were objectives of the course clear to you? Y / N
- 2) The course contents met with your expectations
1. Strongly disagree 2. Average 3. Good 4. Strongly agree
- 3) The lecture sequence was well planned
1. Strongly disagree 2. Average 3. Good 4. Strongly agree
- 4) The contents were illustrated properly
1. Strongly disagree 2. Average 3. Good 4. Strongly agree
- 5) The course exposed you to new knowledge and practices
1. Strongly disagree 2. Average 3. Good 4. Strongly agree
- 6) The course material handed over to you was adequate
1. Strongly disagree 2. Average 3. Good 4. Strongly agree



KAKATIYA GOVERNMENT COLLEGE
HANAMKONDA, DIST. WARANGAL (URBAN)
INTERNAL QUALITY ASSURANCE CELL (IQAC)

FEEDBACK FORM

Course Title: One workshop on M.S. excel

Date: 29-08-2019

Please fill the short questionnaire to make the course better.

- 1) Were objectives of the course clear to you? Y / N
- 2) The course contents met with your expectations
1. Strongly disagree 2. Average 3. Good 4. Strongly agree 3
- 3) The lecture sequence was well planned
1. Strongly disagree 2. Average 3. Good 4. Strongly agree 4
- 4) The contents were illustrated properly
1. Strongly disagree 2. Average 3. Good 4. Strongly agree 3
- 5) The course exposed you to new knowledge and practices
1. Strongly disagree 2. Average 3. Good 4. Strongly agree 2
- 6) The course material handed over to you was adequate
1. Strongly disagree 2. Average 3. Good 4. Strongly agree 3



KAKATTYA GOVERNMENT COLLEGE
HANAMKONDA, DIST. WARANGAL (URBAN)
INTERNAL QUALITY ASSURANCE CELL (IQAC)

FEEDBACK FORM

Course Title:

One day workshop on MS-Excel

Date: 29-08-2019

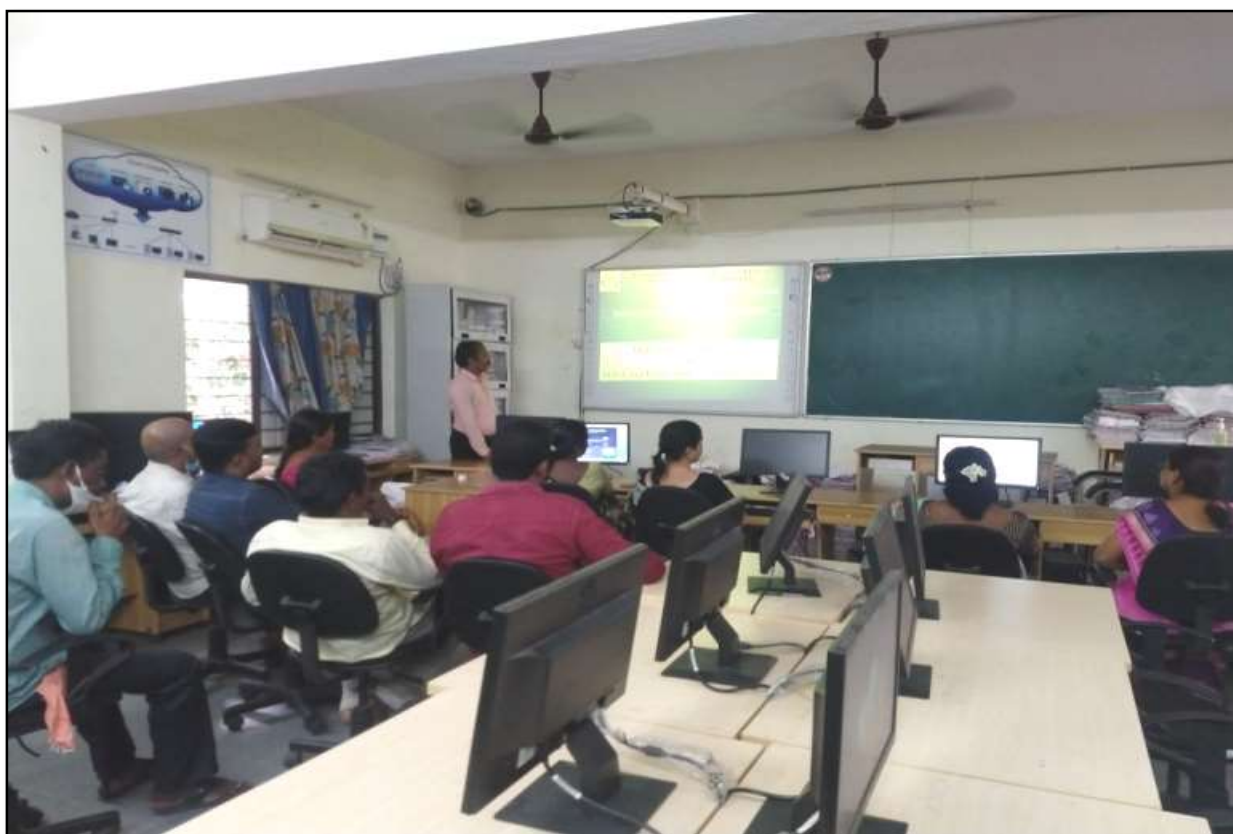
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- 1) Were objectives of the course clear to you? Y / N
- 2) The course contents met with your expectations
1. Strongly disagree 2. Average 3. Good 4. Strongly agree 2
- 3) The lecture sequence was well planned
1. Strongly disagree 2. Average 3. Good 4. Strongly agree 4
- 4) The contents were illustrated properly
1. Strongly disagree 2. Average 3. Good 4. Strongly agree 3
- 5) The course exposed you to new knowledge and practices
1. Strongly disagree 2. Average 3. Good 4. Strongly agree 3
- 6) The course material handed over to you was adequate
1. Strongly disagree 2. Average 3. Good 4. Strongly agree 2

5. ONE DAY WORKSHOP ON MICROSOFT EXCEL TO NON - TEACHING STAFF

30.08.2019

S.No	Dates (from-to) (DD-MM-YYYY)	Title of the administrative training program organized for non-teaching staff	No. of participants
5	30-08-2019	Workshop on Ms-Excel for Non-Teaching Staff	14



K. Ramesh Lecturer in Computer Sciences, providing inputs on MS Excel to the Non Teaching Staff of the college in the workshop on 30.08.2019

Objective: To familiarize the non-teaching staff on Ms-Excel and its effective usage

Notice

KAKATIYA GOVERNMENT COLLEGE

HANAMKONDA, DIST: WARANGAL (URBAN)

Date: 28-08-2019

NOTICE

All the Non-Teaching faculty members are informed that IQAC is going to conducting One day Workshop programme on "Microsoft Excel" on Date: 30-08-2019 in collaboration with the Department of Computer Science & Applications. Hence, all the Non-Teaching faculty are instructed to attend the workshop programme without fail.


PRINCIPAL
KAKATIYA GOVERNMENT COLLEGE
Hanamkonda

SYLLABUS

Introduction to Excel & Worksheet Operations:

Workbooks and Worksheets, Moving Around a Worksheet, Ribbon tabs, Types of commands on the Ribbon, Using Shortcut Menus, Working with Dialogue Boxes, Task Panes, Getting started on your worksheet, Creating a chart, Printing your worksheet, Saving your worksheet, Exploring Data Types, Modifying Cell Contents, Deleting, Replacing, Editing of a cell.

Tables and formatting:

Creating a Table, Changing the Look of a Table, Navigating in a Table, Selecting parts of a Table, Adding, Deleting new rows or columns, Moving a Table, Working with the Total Row, Removing duplicate rows from a table. Sorting and filtering a table, Converting Table into Range. Formatting tools on the Home tab, Mini Toolbar, Fonts, Text Alignment, Wrapping text to fit a cell, Colors and Shading, Borders, Data Sorting and Lines Naming Styles.

Printing your work:

Normal, Page Layout, Page Break View, Choosing your printer, Specifying what you want to print, Changing Page Orientation, Specifying paper size, Adjusting page margins, Inserting a page break, Removing manual page breaks, Printing Row and Column Titles, Scaling printed output, Header or Footer Options, Preventing certain cells, Objects from being printed, Creating Custom Views of your Worksheet, Creating PDF files.

PHOTOS



Participation of Non Teaching staff in the Workshop on 30.08.2019



Non teaching Staff at technical Session

ATTENDANCE

KAKATIYA GOVERNMENT COLLEGE -HANAMKONDA
Internal Quality Assurance Cell (IQAC)
One Day Workshop on Microsoft Excel to Non-Teaching Staff

ATTENDANCE

S.No	EMPID	Name of the Employee	Designation	Signature
1	1520397	G. Anitha	Administrative officer	<i>G. Anitha</i>
2	1525169	J. predeepsa	Superintendent	<i>J. predeepsa</i>
3	2101898	H. Rajitha	Senior Asst	<i>H. Rajitha</i>
4	9120515	B. Gyaneshwar	Senior Asst	<i>B. Gyaneshwar</i>
5	1061704	Dr. N. Sumanth	Office Superintendent	<i>N. Sumanth</i>
6	2158076	Syed. Amjad	Head Asst	<i>Syed. Amjad</i>
7	2157794	K. Krishna	Record Asst	<i>K. Krishna</i>
8	2136147	Ch. Kumara Bhanu	Store Keeper	<i>Ch. Kumara Bhanu</i>
9	2136151	D. Swaroopa	Herbarium Keeper	<i>D. Swaroopa</i>
10	2101904	S. Soloman	Senior Asst	<i>S. Soloman</i>
11	2110785	P. SHYAM BABU	Record Asst	<i>P. SHYAM BABU</i>
12	9120465	K. NIRMALA	Record Asst (Records)	<i>K. NIRMALA</i>
13	9120520	K. Saritha	"	<i>K. Saritha</i>
14	2110785	P. SHYAM BABU	Record Asst	<i>P. SHYAM BABU</i>

FEEDBACK



KAKATIYA GOVERNMENT COLLEGE HANAMKONDA, DIST. WARANGAL (Urban) Internal Quality Assurance Cell (IQAC)

FEEDBACK FORM

Course Title:

Workshop on MS-Excel to Non-Teaching

Date: 30-08-2019

Please fill the short questionnaire to make the course better.

- 1) Were objectives of the course clear to you? Y / N
- 2) The course contents met with your expectations
1. Strongly disagree 2. Average 3. Good 4. Strongly agree 3
- 3) The lecture sequence was well planned
1. Strongly disagree 2. Average 3. Good 4. Strongly agree 4
- 4) The contents were illustrated properly
1. Strongly disagree 2. Average 3. Good 4. Strongly agree 2
- 5) The course exposed you to new knowledge and practices
1. Strongly disagree 2. Average 3. Good 4. Strongly agree 3
- 6) The course material handed over to you was adequate
1. Strongly disagree 2. Average 3. Good 4. Strongly agree 3



KAKATIYA GOVERNMENT COLLEGE

HANAMKONDA, DIST. WARANGAL (Urban)

Internal Quality Assurance Cell (IQAC)

FEEDBACK FORM

Course Title:

one day workshop on Microsoft Excel to

Date: 30-08-2019

Non-Teaching staff

Please fill the short questionnaire to make the course better.

1) Were objectives of the course clear to you?

Y / N

2) The course contents met with your expectations

1. Strongly disagree 2. Average 3. Good

4. Strongly agree

3

3) The lecture sequence was well planned

1. Strongly disagree 2. Average 3. Good

4. Strongly agree

2

4) The contents were illustrated properly

1. Strongly disagree 2. Average 3. Good

4. Strongly agree

4

5) The course exposed you to new knowledge and practices

1. Strongly disagree 2. Average 3. Good

4. Strongly agree

3

6) The course material handed over to you was adequate

1. Strongly disagree 2. Average 3. Good

4. Strongly agree

3



KAKATIYA GOVERNMENT COLLEGE
HANAMKONDA, DIST. WARANGAL (Urban)
Internal Quality Assurance Cell (IQAC)

FEEDBACK FORM

Course Title:

One day workshop on Microsoft Excel to

Date: 30-03-2019

Non-teaching staff

Please fill the short questionnaire to make the course better.

- 1) Were objectives of the course clear to you? Y / N
- 2) The course contents met with your expectations
1. Strongly disagree 2. Average 3. Good 4. Strongly agree
- 3) The lecture sequence was well planned
1. Strongly disagree 2. Average 3. Good 4. Strongly agree
- 4) The contents were illustrated properly
1. Strongly disagree 2. Average 3. Good 4. Strongly agree
- 5) The course exposed you to new knowledge and practices
1. Strongly disagree 2. Average 3. Good 4. Strongly agree
- 6) The course material handed over to you was adequate
1. Strongly disagree 2. Average 3. Good 4. Strongly agree

6. COLLEGE ADMINISTRATION AND INFORMATION MANAGEMENT SYSTEM (E- Office Workshop)

30.01.2020 to 31.01.2020

KAKATIYA GOVERNMENT COLLEGE HANAMKONDA, Dist. WARANGAL (U)

NOTICE

25-01-2020

It is to inform you that IQAC of the college is going to organize a workshop on 'College Administration and Information Management System' on 30-01-2020 & 31-01-2020.

Therefore, all the members of teaching staff are requested to attend and make use of the programme.

Venue: Seminar Hall

[Handwritten signatures and initials]

B. K. ...
A. ...
B. ...
B. ...
A. ...
W. ...
(Dr. G. ...)
A. ...

PRINCIPAL
KAKATIYA GOVT. COLLEGE
HANAMKONDA

S.No	Dates (from-to) (DD-MM-YYYY)	Title of the professional development program organized for teaching staff	Title of the administrative training program organized for non-teaching staff	No. of participants
6.	30-01-2020 to 31.01.2020	College Administration and Information Management System	College Administration and Information Management System	84

Objective: To know on different systems like student management system, account management system, academic audit system and certificate management system.



Dr. Darjan, Regional Joint Director at inaugural Session in the Seminar on 30.01.2020



Dr. E. Rambhaskar Raju Assistant Professor of English as a Resource person in “*E-Office Workshop*”



TRAINING PROGRAMMES CONDUCTED BY THE INSTITUTION FOR TEACHING
AND NON-TEACHING STAFF

TRAINING PROGRAMME-1 CAIMS

PROCEEDINGS OF THE PRINCIPAL, KAKATIYA GOVERNMENT COLLEGE,
HANAMKONDA

The following CAIMS Committee are constituted for the academic year 2019-2020

- 1) Dr.Pamu Venkateshwarlu, Principal - Chairman,CAIMS
- 2) Smt.G.Anitha,Administrative Officer - Monitoring Officer
- 3) Sri.V.Naveen, Superintendent - Monitoring Officer
- 4) SIMS (Students Information Management System)
 - a) B.Gyaneshwar,Senior Asst.,
 - b) Md.Yakub Ali, Typist
- 5) AIMS (Accounts Management System)
 - a) Koppula Srinivas, Senior Assistant
 - b) Maryala Srinivas, Store Keeper
- 6) M.M.S (Marks Management System)
 - a) Dr.T.Bheem Rao (Exams Branch)
 - b) Md.Sirajuddin, Junior Assistant
- 7) C.M.S (Certificates management System)
(Admissions Register, T.C., & Bonofied.
 - a) E.Manaswitha, Junior Assistant
 - b) K.Shyam, Machanic
- 8) AAS (Academic Audit System)
 - a) Dr.E.Ram Bhaskar Raju & Dr.D.Suresh Babu
 - b) All Heads of Departments

Sd/-

Principal

ATTENDANCE

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA

College Administration and Information Management System

Date: 30-01-2020

LIST OF ATTENDED STAFF				
S.No	Name of the Full-time teacher	Designation	Name of the Department	Remarks
1	S.Vishnu Charan	Asst Prof of English	English	
2	M.Manojkar Samley	Asst Prof of English	English	
3	Dr.E.RamBhaskar Raju	Asst Prof of English	English	
4	Dr.E.Satyanarayana	Asst Prof of English	English	
5	Dr.P.Indira Devi	Asst Prof of English	English	
6	Dr.P.Sailu	Asst Prof of Telugu	Telugu	
7	V.Sampath Reddy	Asst Prof of Telugu	Telugu	
8	M.Sanson	Asst Prof of Telugu	Telugu	
9	G.Chandrakala	Asst Prof of Telugu	Telugu	
10	B.Balaiah	Asst Prof of Telugu	Telugu	
11	Y.Vijaya Lalitha	Assoc Prof of Telugu	Telugu	
12	Dr.B.Sunitha	Assoc Prof of Telugu	Telugu	
13	B.Sudhamadhuri	Asst Prof of Telugu	Telugu	
14	G.Leelavathi	Asst Prof of Hindi	Hindi	
15	Dr.B.Gayathri	Asst Prof of Hindi	Hindi	
16	Dr.V.Mamatha	Asst Prof of Hindi	Hindi	
17	D.Venkatesh	Asst Prof of Maths	Mathematics	
18	Dr.B.Prabhakar	Asst Prof of Maths	Mathematics	
19	D.Venkanna	Asst Prof of Maths	Mathematics	
20	M.Venu Gopal	Asst Prof of Maths	Mathematics	
21	M.Radhika	Asst Prof of Maths	Mathematics	
22	B.Raju	Asst Prof of Physics	Physics	
23	Dr.K.Narendar Reddy	Asst Prof of Physics	Physics	
24	M.Masood Ahmed Mahamoodi	Asst Prof of Physics	Physics	
25	Mohd.Yousuf Hussain Ansari	Asst Prof of Physics	Physics	
26	B.Sreenivas	Asst Prof of Physics	Physics	
27	A.Sanjeeva Reddy	Asst Prof of Physics	Physics	
28	A.Ashok	Asst Prof of Chemistry	Chemistry	
29	K.Sunetha	Asst Prof of Chemistry	Chemistry	
30	P.Sumalatha	Asst Prof of Chemistry	Chemistry	
31	K.Vani	Asst Prof of Chemistry	Chemistry	
32	Dr.R.Mogili	Asst Prof of Chemistry	Chemistry	
33	K.Jagadeesh Babu	Asst Prof of Chemistry	Chemistry	
34	K.Satyanarayana	Asst Prof of Chemistry	Chemistry	
35	Dr.B.Ramesh Babu	Asst Prof of Chemistry	Chemistry	
36	Dr.V.Srinivas	Asst Prof of Chemistry	Chemistry	
37	Dr.T.Sujatha	Asst Prof of Microbiology	Micro Biology	
38	A.Ramanarao	Asst Prof of Botany	Botany	
39	Dr. T. Annie Sheron	Asst Prof of Botany	Botany	
40	K.Buchaiah	Asst Prof of Botany	Botany	
41	Dr.B.Vijayapal Reddy	Asst Prof of Botany	Botany	
42	Dr.K.Onkar	Asst Prof of Botany	Botany	
43	Dr.M.Rambabu	Asst Prof of Botany	Botany	
44	Dr.A.Sanjevaiah	Asst Prof of Zoology	Zoology	

45	Dr.V.Anil Kumar	Asst Prof of Zoology	Zoology	
46	Dr.T.Bheemrao	Asst Prof of Zoology	Zoology	
47	Dr.K.Ganesh	Asst Prof of Zoology	Zoology	
48	Dr.T.D.Dinesh	Asst Prof of Zoology	Zoology	
49	Dr.Ch.Mallaiiah	Asst Prof of Zoology	Zoology	
50	R.Shyamala Chandra	Asst Prof of Biotechnology	Bio technology	
51	P.Shankaraiah	Lect.in. Library Science	Library Science	
52	Dr.J.Somanna	Lect.in. Physical Education	Physical Science	
53	Dr.D.Sureshbabu	Asst Prof of Comp.Science	Computer Science	
54	G.Jeevan Kumar	Asst Prof of Commerce	Commerce	
55	G.Sujatha	Asst Prof of Commerce	Commerce	
56	C.Lavanya	Asst Prof of Commerce	Commerce	
57	Smt.G.Pavani	Asst Prof of Commerce	Commerce	
58	Dr.A.Sarangapani	Asst Prof of Commerce	Commerce	
59	Dr.Sk.Ayesha	Asst Prof of Commerce	Commerce	
60	M.Somaiah	Asst Prof of Commerce	Commerce	
61	K.Lingareddy	Asst Prof of Commerce	Commerce	
62	J.Sarala Jhansi Rani	Asst Prof of Commerce	Commerce	
63	Dr.S.Vinodhar Rao	Asst Prof of Commerce	Commerce	
64	Dr.J.Chinna	Asst Prof of Commerce	Commerce	
65	Sk.Khasim Shah	Asst Prof of Commerce	Commerce	
66	Dr.Indira Nayana Devi	Asst Prof of Economics	Economics	
67	Dr.G.Shyamu	Asst Prof of Economics	Economics	
68	Ch.Raju	Asst Prof of Economics	Economics	
69	K.Surya Rao	Asst Prof of Economics	Economics	
70	K.Malleshham	Asst Prof of Pbl.Science	Political Science	
71	S.Kamalakar	Asst Prof of Pbl.Science	Political Science	
72	A.Madhusudhan Reddy	Asst Prof of Pbl.Science	Political Science	
73	Dr.B.Kavitha	Asst Prof of Pbl.Science	Political Science	
74	A.Somanarasaiah	Asst Prof of Public Admn.	Public Administration	
75	B.Muralidhar	Asst Prof of Public Admn.	Public Administration	
76	S.Ganapathi Rao	PRINCIPAL(FAC)	History	
77	Dr.K.Srinivas	Asst Prof of History	History	
78	Dr.M.Mallaiiah	Asst Prof of History	History	
79	Ram Reddy	Asst Prof of History	History	
80	P.Bal Reddy	Asst Prof of Sociology	Sociology	
81	D.Rajkumar	Contract Lect.in. Comp.Science	Computer Science	
82	V.Ramesh	Contract Lect.in.	Computer Science	
83	T.Raghotham Reddy	Contract Lect.in.	Computer Science	
84	K.Ramesh	Contract Lect.in.	Computer Science	


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ప్రచురణార్థం

కాకతీయ ప్రభుత్వ కళాశాల, హన్మకొండ, జిల్లా వరంగల్ అర్బన్ లో

ముగిసిన ఈ-ఆఫీస్ వర్క్ షాప్

స్థానిక కాకతీయ ప్రభుత్వ కళాశాల హన్మకొండ లో కమిషనరేట్ అఫ్ కాలేజియేట్ ఎడ్యుకేషన్ తెలంగాణ , హైదరాబాద్ ఆధ్వర్యంలో కాలేజ్ అడ్మినిస్ట్రేషన్ మరియు ఇన్ఫర్మేషన్ మానేజ్మెంట్ సిస్టం ప్రయోగాత్మక శిక్షణకై రెండు రోజుల వర్క్ షాప్ మంగళ వారం ముగిసింది । ఈ కార్యక్రమానికి కళాశాల ప్రిన్సిపాల్ డాక్టర్ పాము వెంకటేశ్వర్లు అధ్యక్షత వహించగా, ఇంటర్నల్ క్వాలిటీ అసురన్సు డైరెక్టర్ డాక్టర్ ఈ రాం భాస్కర్ రాజు, కాలేజీ వెబ్ కోఆర్డినేటర్ డాక్టర్ డి। సురేష్ బాబు మరియు వైస్ ప్రిన్సిపాల్ డాక్టర్ ఇందిరా దేవి । సమన్వయకులుగా వ్యవహరించారు । ప్రిన్సిపాల్ మాట్లాడుతూ ప్రతి ప్రభుత్వ కళాశాల లో ఆఫీస్ సిబ్బంది విధిగా ఈ ఆఫీస్ ఉపయోగించాలన్నారు । కమిషనరేట్ నుండి విషయం నిపుణులుగా వచ్చిన అకాడమిక్ ఆఫీసర్ నవీన్ చందర్ రాజు, సాఫ్ట్ వేర్ సాంకేతిక సహకారాన్ని అందిస్తున్న నాగేందర్ లు వర్క్ షాప్ పని సంస్కృతిపై మాట్లాడారు । స్టూడెంట్ అడ్మిషన్ మేనేజ్మెంట్, స్టూడెంట్ ఇన్ఫర్మేషన్ మేనేజ్మెంట్, సర్టిఫికేట్ మేనేజ్మెంట్, అకౌంట్ మేనేజ్మెంట్, అకాడమిక్ మేనేజ్మెంట్ అను అంశాలపై ప్రయోగాత్మక శిక్షణ ను అందచేశారు । అన్ని విషయాలలో సందేహ నివృత్తి చేసారు । రాష్ట్ర స్థాయిలో నిర్వహిస్తున్న ఈ కార్యక్రమానికి సూర్యాపేట, యాదాద్రి, భద్రాద్రి, జనగాం, ఖమ్మం, మహబూబాబాద్ జిల్లాలలోని ప్రభుత్వ డిగ్రీ కాలేజీల్లో పనిచేస్తున్న ప్రిన్సిపల్స్, ఐ। క్యూ, ఏ। సి కోఆర్డినేటర్స్, అడ్మినిస్ట్రేటివ్ ఆఫీసర్స్, superintendents సీనియర్ అసిస్టెంట్స్, జూనియర్ అసిస్టెంట్స్ మరియు రికార్డు అసిస్టెంట్స్ అందరికీ ఎలక్ట్రానిక్ ఆఫీస్ సిస్టం నిర్వహణలో రెండు రోజుల ప్రయోగాత్మక శిక్షణ ప్రయోజనాన్ని పొందారు । ఈ కార్యక్రంలో సుమారుగా వంద మంది బోధనేతర సిబ్బంది మరియు యాభై మంది బోధనా సిబ్బంది పాల్గొన్నారు । ఈ కార్యక్రమం ద్వారా ఇకపై రోజు వారి ఉత్తర ప్రతుయుత్తర విధానం సులభ తరం అవడమే కాక అవసరాలను తీర్చే విధంగా వారికి సంబంధించిన అన్ని వివరాలను వెబ్ సైట్ లో పొందు పరిచే విధి విధానాలను నేర్చుకున్నారు । రెండు రోజుల పాటు నిర్వహించే ఈ కార్యక్రమం తెలంగాణ రాష్ట్రంలో మొదటి సరిగా ప్రభుత్వ డిగ్రీ కాలేజీల్లో అమలుకు తగు ఏర్పాట్లు చేస్తున్న కళాశాల విద్య శాఖ కమిషనర్ నవీన్ మిట్టల్ కు నిర్వాహకులు మరియు ప్రిన్సిపల్స్ డాక్టర్ బి। చంద్రమౌళి, జి। వెంకటేశ్వర్లు సమత, లీల, పరిపాలన అధికారులు అనిత, బ్రహ్మయ్య, పర్యవేక్షకులు నవీన్, సహాయకులు కొప్పుల శ్రీనివాస్, మర్యాద శ్రీనివాస్ మరియు బోధనా సిబ్బంది కృతజ్ఞతలు తెలిపారు ।




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KAKATIYA GOVT. COLLEGE
Hanamkonda.

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Press note on Two days Workshop on “E Office Workshop”

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