



3.2.2

WORKSHOPS AND SEMINARS

2016-17

IQAC & DEPARTMENT OF COMPUTER SCIENCE

Kakatiya Government College Hanamkonda

Telangana State

Seminars and Workshops

2016-17

Sl.no	Name of the Workshop/ Seminar	Number of Participants	Date From – To
1	Two days workshop on Ms Office – (Ms Word & Ms Excel)	64	28-11-2016 & 29-11-2016
2	One day workshop on Ms Power point preparation	62	24-09-2016

1. TWO DAY WORKSHOP ON MS OFFICE – (MSWORD & MS EXCEL)

S.No	Dates (from-to) (DD-MM-YYYY)	Title of the professional development program organized for teaching staff	No. of participants
4.	28-11-2016 & 29-11-2016	Two days workshop on Ms Office – (Ms Word & Ms Excel)	64

First Day: 28-11-2016



Resource Person: D. RajKumar, Lecturer in Computer Sciences

OBJECTIVES :

To further familiarize the staff with latest versions on “**Microsoft Word and MS Excell**”

Notice


KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA

DIST: WARANGAL (URBAN)

Date: 25-11-2016

NOTICE

All the Teaching faculty members are informed that IQAC is going to organizing Two days workshop programme on "Microsoft Office" on date: 28-11-2016 & 29-11-2016 in collaboration with the Department of Computer Science & Applications. Hence, all the Teaching faculty are instructed to attend the workshop programme without fail.


P. PRANJWAL
KAKATIYA GOVT COLLEGE
HANAMKONDA

SYLLABUS

Module 1: Text Basics

Typing the text, Alignment of text Editing Text: Cut, Copy, Paste, Select All, Clear Find & Replace

Module 2: Text Formatting and saving file

New, Open, Close, Save, Save As Formatting Text: Font Size, Font Style Font Color, Use the Bold, Italic, and Underline Change the Text Case Line spacing, Paragraph spacing Shading text and paragraph Working with Tabs and Indents Inserting custom Header and Footer Inserting objects in the header and footer Add section break to a document

Module 3: Working with bullets and numbered lists

Multilevel numbering and Bulleting Creating List Customizing List style Page bordering Page background

Module 4: Tables

Working with Tables, Table Formatting Table Styles Alignment option Merge and split option

Module 5: Printing

Page Setup, Setting margins, Print Preview, Print

PHOTOS



Faculty members in Technical Session in the Workshop on 28.11.2016



Faculty members in Technical Session in the Workshop on 28.11.2016

ATTENDANCE

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA

Two days workshop on Ms-Office (Ms-word & Ms-Excel) 28-11-2016 & 29-11-2016

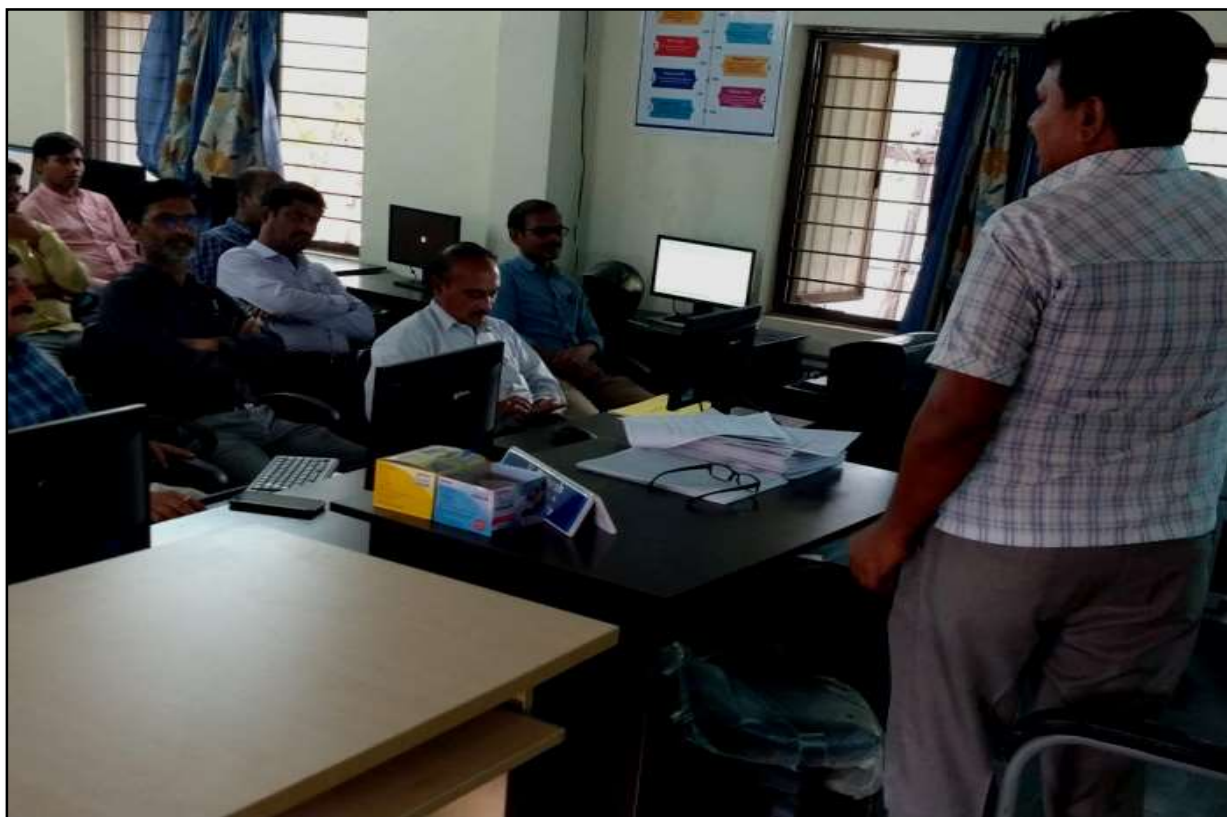
Resource Person: D. Rajkumar		Date: 28-11-2016		
LIST OF ATTENDED STAFF				
S.No	Name of the Faculty	Designation	Name of the Department	Remarks
1	Dr.M.Narasimharao	Asst Prof of Telugu	Telugu	
2	Dr.B.Laxman Naik	Asst Prof of Telugu	Telugu	
3	B.Ramulu	Asst Prof of Telugu	Telugu	
4	Dr.J.Raja Ram	Asst Prof of Telugu	Telugu	
5	B Balaiah	Asst Prof of Telugu	Telugu	
6	S.Vishnucharan	Asst Prof of English	English	
7	Dr.E.Srinivas Rao	Asst Prof of English	English	
8	Dr.E.Rambhaskar Raju	Asst Prof of English	English	
9	T.S.Praveen Kumar	Asst Prof of English	English	
10	C.Govardhan	Asst Prof of English	English	
11	P.Esther Sudha Rani	Contract Lecturer in English	English	
12	G.Leelavathi	Asst Prof of Hindi	Hindi	
13	Dr.T.Sumathi	Asst Prof of Hindi	Hindi	
14	Dr.B.Cayathri	Asst Prof of Hindi	Hindi	
15	T.Ramesh	Asst Prof of Mathematics	Mathematics	
16	V.Srinivas	Asst Prof of Mathematics	Mathematics	
17	Ss Tabassum	Contract Lecturer in Maths	Mathematics	
18	T.Jeevan Kumar	Asst Prof of Physics	Physics	
19	Y.Devadas	Asst Prof of Physics	Physics	
20	K.Rajini Latha	Asst Prof of Physics	Physics	
21	Dr.A.Pavan Kumar	Asst Prof of Physics	Physics	
22	J.Swamy	Asst Prof of Physics	Physics	
23	B.Satyanarayana	Asst Prof of Physics	Physics	
24	K.Vani	Asst Prof of Chemistry	Chemistry	
25	Dr.B.Suresh Babu	Asst Prof of Chemistry	Chemistry	
26	A.Srinivas Reddy	Asst Prof of Chemistry	Chemistry	
27	G.Ravikumar	Asst Prof of Chemistry	Chemistry	
28	Dr.K.Somi Reddy	Asst Prof of Chemistry	Chemistry	
29	V.Srinivas	Asst Prof of Chemistry	Chemistry	
30	M.Himabindu	Asst Prof of Chemistry	Chemistry	
31	K.Swapna Rani	Contract Lecturer Chemistry	Chemistry	
32	A.Ramanarao	Asst Prof of Botany	Botany	
33	Dr. T. Annie Sheron	Asst Prof of Botany	Botany	
34	Dr.D.V.Laxmi Satyavathi	Asst Prof of Botany	Botany	
35	Dr.G.Chandrakala	Asst Prof of Botany	Botany	
36	P.Neeraja	Asst Prof of Botany	Botany	
37	Dr.Sura Shyamprasad	Asst Prof of Botany	Botany	

38	Dr.P.Gowri	Asst Prof of Zoology	Zoology	
39	A.Sanjeevaiah	Asst Prof of Zoology	Zoology	
40	P.Ravinder Rao	Asst Prof of Zoology	Zoology	
41	Dr.Ch.Mallaiah	Asst Prof of Zoology	Zoology	
42	Dr.K.Ganesh	Asst Prof of Zoology	Zoology	
43	Dr.B.Leela	Asst Prof of Zoology	Zoology	
44	V.Rohini	Asst Prof of Bio-technology	Bio-technology	
45	G.Raghu	Asst Prof of Bio-technology	Bio-technology	
46	P.Shankaraiah	Asst Prof of Lib.Science	Lib.Science	
47	K.Madhusudhan	Asst Prof of Phy.Education	Phy.Education	
48	M.D. Yakub	Asst Prof of Commerce	Commerce	
49	Dr. Sk. Ayesha	Asst Prof of Commerce	Commerce	
50	M.Somaiah	Asst Prof of Commerce	Commerce	
51	K.Satyanarayana	Asst Prof of Commerce	Commerce	
52	Ch. Ramachandram	Asst Prof of Commerce	Commerce	
53	J. Chinna	Asst Prof of Commerce	Commerce	
54	Dr. Thiruvengala Chary	Asst Prof of Commerce	Commerce	
55	P.Lakshminarasimha Murthy	Asst Prof of Commerce	Commerce	
56	Ss Ajay Kumar	Contract Lecturer in Commerce	Commerce	
57	Dr.M Ravinder	Asst Prof of Economics	Economics	
58	Yedukondalu Narendra	Asst Prof of Economics	Economics	
59	Dr.A Venkataramana	Asst Prof of Economics	Economics	
60	K.Mallesham	Asst Prof of Political Sci.,	Political Sci.,	
61	T.Sambha Shivarao	Asst Prof of Political Sci.,	Political Sci.,	
62	B.Muralidhar	Asst Prof of Public.Admn.,	Public. Admn.	
63	G. Madhavi	Asst Prof of Public.Admn.,	Public. Admn.	
64	G.Poashaiah	Asst Prof of History	History	


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KAKATIYA GOVT COLLEGE
 Hanamantla

SECOND DAY OF THE WORKSHOP

29-11-2016



Resource Person: V. Ramesh

OBJECTIVES :

To further familiarize the staff with latest versions on “**Microsoft Excel**”.

“MICROSOFT EXCEL”

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.

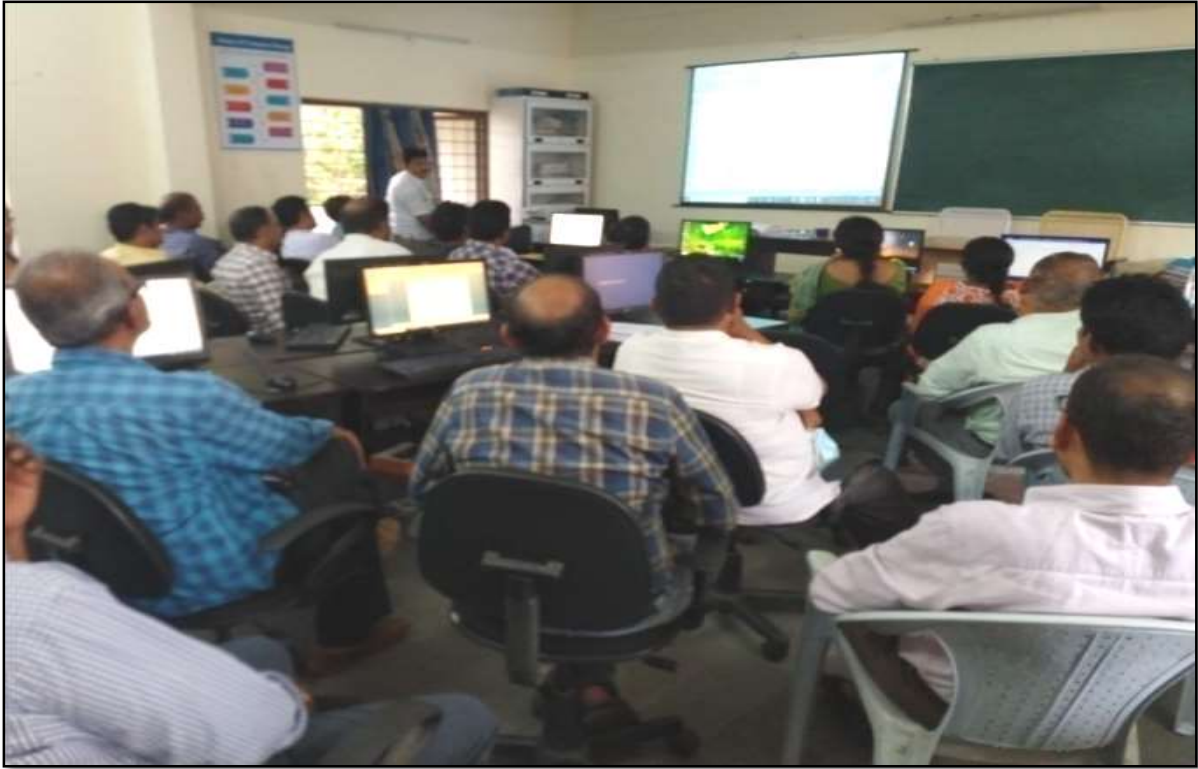
TABLES AND FORMATTING:

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.

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.

Faculty members in Technical Session



ATTENDANCE

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA

Two days workshop on Ms-Office (Ms-word & Ms-Excel) 28-11-2016 & 29-11-2016

Resource Person: V. Ramesh		Date: 29-11-2016		
LIST OF ATTENDED STAFF				
S.No	Name of the Faculty	Designation	Name of the Department	Remarks
1	Dr.M.Narasimharao	Asst Prof of Telugu	Telugu	
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19	Y.Devadas	Asst Prof of Physics	Physics	
20	K.Rajini Latha	Asst Prof of Physics	Physics	
21	Dr.A.Pavan Kumar	Asst Prof of Physics	Physics	
22	J.Swamy	Asst Prof of Physics	Physics	
23	B.Satyanarayana	Asst Prof of Physics	Physics	
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25	Dr.B.Suresh Babu	Asst Prof of Chemistry	Chemistry	
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61	T.Sambha Shivarao	Asst Prof of Political Sci.,	Political Sci.,	
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FEEDBACK

KAKATIYA GOVERNMENT COLLEGE
HANAMKONDA, DIST. WARANGAL (URBAN)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

FEEDBACK FORM

Course Title: Two days workshop on Ms.office (word & excel)

Date: 28-11-2016

Please fill the short questionnaire to make the course better.

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

KAKATIYA GOVERNMENT COLLEGE
HANAMKONDA, DIST. WARANGAL (URBAN)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

FEEDBACK FORM

Course Title: Two Days Workshop On Ms.office (word & excel)

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4) The contents were illustrated properly 1. Strongly disagree 2. Average 3. Good 4. Strongly agree	<input type="checkbox"/> 3
5) The course exposed you to new knowledge and practices 1. Strongly disagree 2. Average 3. Good 4. Strongly agree	<input type="checkbox"/> 3
6) The course material handed over to you was adequate 1. Strongly disagree 2. Average 3. Good 4. Strongly agree	<input type="checkbox"/> 3



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

FEEDBACK FORM

Course Title:

Two days workshop on MS-office

Date: 29-11-2016

(MS-Word) & (MS-Excel)

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 3
1. Strongly disagree 2. Average 3. Good 4. Strongly agree
- 3) The lecture sequence was well planned 2
1. Strongly disagree 2. Average 3. Good 4. Strongly agree
- 4) The contents were illustrated properly 3
1. Strongly disagree 2. Average 3. Good 4. Strongly agree
- 5) The course exposed you to new knowledge and practices 4
1. Strongly disagree 2. Average 3. Good 4. Strongly agree
- 6) The course material handed over to you was adequate 3
1. Strongly disagree 2. Average 3. Good 4. Strongly agree

2. ONE DAY WORKSHOP ON MS POWER POINT PREPARATION

S.No	Dates (from-to) (DD-MM-YYYY)	Title of the professional development program organised for teaching staff	No. of participants
5.	24-09-2016	One day workshop on Ms Power point preparation	62

Resource Person : D. Rajkumar, Lecturer in Computer sciences



OBJECTIVES :

To train the teaching staff on **“Microsoft Power Point preparation”**

Notice

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA

DIST: WARANGAL (URBAN)

Date: 23-09-2016

NOTICE

All the Teaching faculty members are informed that IQAC is going to organizing one day Awareness programme on "One day workshop on Ms - Powerpoint preparation" on date: 24-09-2016 in collaboration with the Department of Computer Science & Applications. Hence, all the teaching faculty are instructed to attend the workshop programme without fail.


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Hanamkonda.

SYLLABUS

1. Introduction to Power point

2. Power point Components

3. Create and Manage Presentations

4. Create a Presentaion

4.1. Create a Presentation

4.2. Insert and Format Slides

4.3. Modify Slides, Handouts, and Notes

4.4. Change Presentation Options and Views

4.5. Configure a Presentation for Print

4.6. Configure and Present a Slide Show

5. Insert and Format Text, Shapes, and Images

5.1. Insert and Format Text

5.2. Insert and Format Shapes and Text Boxes

5.3. Insert and Format Images

5.4. Order and Group Objects

6. Insert Tables, Charts, Smart Art, and Media

6.1 Insert and Format Tables

6.2 Insert and Format Charts

6.3 Insert and Format Smart Art graphics

6.4 Insert and Manage Media

7. Apply Transitions and Animations

7.1. Apply Slide Transitions

7.2. Animate Slide Content

7.3. Set Timing for Transitions and Animations

PHOTOS



ATTENDANCE

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA

One day Workshop on Ms-Powerpoint Preparation

<i>Resource Person: V. Ramesh</i>		<i>Date: 24-09-2016</i>		
LIST OF ATTENDED STAFF				
S.No	Name of the Faculty	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	Dr.D.V.Laxmi Satyavathi	Asst Prof of Botany	Botany	
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27	Dr.A.Pavan Kumar	Asst Prof of Physics	Physics	
28	J.Swamy	Asst Prof of Physics	Physics	
29	B.Satyanarayana	Asst Prof of Physics	Physics	
30	K.Vani	Asst Prof of Chemistry	Chemistry	
31	Dr.B.Suresh Babu	Asst Prof of Chemistry	Chemistry	
32	A.Srinivas Reddy	Asst Prof of Chemistry	Chemistry	
33	G.Ravikumar	Asst Prof of Chemistry	Chemistry	
34	Dr.K.Somi Reddy	Asst Prof of Chemistry	Chemistry	
35	V.Srinivas	Asst Prof of Chemistry	Chemistry	
36	M.Himabindu	Asst Prof of Chemistry	Chemistry	

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39	A.Sanjeevaiah	Asst Prof of Zoology	Zoology	
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48	M.D. Yakub	Asst Prof of Commerce	Commerce	
49	Dr. Sk. Ayesha	Asst Prof of Commerce	Commerce	
50	M.Somaiah	Asst Prof of Commerce	Commerce	
51	K.Satyanarayana	Asst Prof of Commerce	Commerce	
52	J. Chinna	Asst Prof of Commerce	Commerce	
53	Dr. Thiruvengala Chary	Asst Prof of Commerce	Commerce	
54	P.Lakshminarasimha Murthy	Asst Prof of Commerce	Commerce	
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59	T.Sambha Shivarao	Asst Prof of Political Sci.,	Political Sci.,	
60	B.Muralidhar	Asst Prof of Public.Admn.,	Public. Admn.	
61	G. Madhavi	Asst Prof of Public.Admn.,	Public. Admn.	
62	G.Poshaiah	Asst Prof of History	History	


PRINCIPAL
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 Hanamkonda.

FEEDBACK


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

FEEDBACK FORM

Course Title: Monday Workshop on MS Powerpoint for Teaching
- Staff

Date: 24-09-2016

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 4
- 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 2
- 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 3
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 day workshop on MS power point for

Date: 24-09-2016

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 2
- 3) The lecture sequence was well planned
1. Strongly disagree 2. Average 3. Good 4. Strongly agree 3
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- 6) The course material handed over to you was adequate
1. Strongly disagree 2. Average 3. Good 4. Strongly agree 2

KAKATIYA GOVERNMENT COLLEGE

HANAMKONDA DIST. WARANGAL (URBAN)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

FEEDBACK FORM

Course Title: One day workshop on MS-Powerpoint for
Teaching - Staff

Date: 24-09-2016

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
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