



KAKATIYA GOVERNMENT COLLEGE

HANUMAKONDA, TELANGANA STATE – 506001

(Affiliated to Kakatiya University, Warangal)

(e-mail:warangal.jkc@gmail.com, website: https://gdcts.cgg.gov.in/hanamkonda.edu)



6.3.3 Number of professional development / administrative training programs organized by the institution for teaching and non-teaching staff during the year.

Internal Quality Assurance Cell & Department of Computer Science & Applications

1. One Day Training to faculty on e-content development to Teaching Staff

2020-2021

S.No	Dates (from-to) (DD-MM-YYYY)	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants
1.	17-06-2020	Training to faculty on e-content development	-	50

Resource Person: V. Ramesh

OBJECTIVES:

Aims at providing the knowledge and ICT skill for teachers to identify the process and steps involved in developing E contents.

Exploring different aspects on developing MOOCs

Addressing the challenges involved while developing MOOCs.

Syllabus of e-content development : Content

In e-content development aspects consists of six phases viz., analysis, design, development, testing, implementation and evaluation.

The Analysis Phase: It is the most important as it identifies areas in our current situation. This phase accountability considered by the views of subject experts, target audiences, objectives and its goals. In this phase, we must know the audience, and their skill, budget of the e-content, delivery methods and its constraints with due dates.

The Design Phase: It involves the complete design of the learning solution. It helps to plan of an e-content preparation. In this phase, we must know the planning, use of relevant software; required skills;

creative and innovative interactions of subject contents like texts, pictures, videos and suitable animations.

The Development Phase: It concerns the actual production of the e-content design. It helps to create the e-content by mixing of texts, audio, video, animations, references, blogs, links, and MCQs (multiple choice questions) with some programming specifications like home, exit, next etc.

The Testing phase: It helps to administer the e-content in the actual educational field. In this phase, we must test the spelling mistakes, content errors, clarity of pictures, relevant videos, appropriate audios, timing of animations, and hyperlinks.

The Implementation Phase: It helps to administer the e-content to the target audience. This phase explains how to install and how to use it and their difficulties experienced while using e-content. It checks the product accuracy and quality maintenance.

The Evaluation Phase: It helps to satisfy the e-content and its effectiveness. This phase considers feedback from both learners and instructors. After the feed back reactions, the e-content is designed again as post-production for effective delivery of e-content.

PHOTOS

The image shows a Zoom meeting interface. At the top, there is a status bar indicating "You are screen sharing" and a "Stop Share" button. The main content is a presentation slide for Kakatiya Government College, Hanamkonda, Dist: Hanamkonda, affiliated to Kakatiya University. The slide features the college's logo and the text "INTERNAL QUALITY ASSURANCE CELL (IQAC)". Below this, it lists the "Resource Person : V. Ramesh" and the "Date : 17-06-2020". The main title of the slide is "Training Programme to Faculty on e-content development". In the bottom right corner, a Zoom participant window is open, showing a list of participants: "Waiting Room (1)" with "Ram Reddy.K" and "Joined (30)" with "Vaddepally Ramesh (Host, me)" and "Dr.K.OMKAR".

E-Content Development overview

KAKATIYA GOVERNMENT COLLEGE, HANAM

Participants (31)

Waiting Room (1)

Ram Reddy,K

Joined (31)

E- Content Formats

- Power Points / Documents
- Websites / Blogs
- Videos
- Screen recording tools
- Audios
- Surveys
- Quizzes
- Games
- Learning Management Systems, etc.,

KAKATIYA GOVERNMENT COLLEGE, HANAM

Participants (33)

Vaddepally Ramesh (Host, me)

KONAM RAMESH

Shyamala Chandra Rokkala

anil veludandi

PowerPoint / Documents

A teacher can create interactive presentations that can contain Quiz's, Polls, and Video

www.nearpod.com

KAKATIYA GOVERNMENT COLLEGE, HANAM

Participants (35)

Vaddepally Ramesh (Host, me)

KONAM RAMESH

Shyamala Chandra Rokkala

anil veludandi

You are screen sharing Stop Share

Vaddepally Ramesh

FOR PPT VIDEO MAKING
COURSE INSTRUMENT

Participants (35)

Find a participant

- Vaddepally Ramesh (Host, me)
- anil veludandi
- KONAM RAMESH
- Shyamala Chandra Rokkala

KAKATIYA GOVERNMENT COLLEGE, HANAM

ATTENDANCE

You are screen sharing Stop Share

Vaddepally Ramesh

Dr. Satyanaraya...

Dr. Satyanarayana's iPhone

Elakati Krishniah

KONAM RAMESH

Dr K OMKAR

Shyamala Chandra Rokkala

anil veludandi

Dr A Sanjeeviah

Dr.M.RAMBABU Asst.Prof.Botany

Rama Vangala

Connecting to audio

D.Venkanna GDC hanamkonda A...

Dr B Ramesh @KGC

Dr B Ramesh @...

Dr.Leelavathi Go...

M

Dr. B. Indira Nai...

Dr. B. Indira NainaDevi

Dr.B.Prabhakar,Asst.Prof of Mathi...

Venkatesh Duduka

Venkatesh Dudu...

Vijayapal Baireddy

Dr.Leelavathi Gopireddy

M. Manojkar Samley, KDC Hana...

Konda Ganesh

B.MURALIDHAR

B.MURALIDHAR

Sampath

S.Kiran,Asst. Pro...

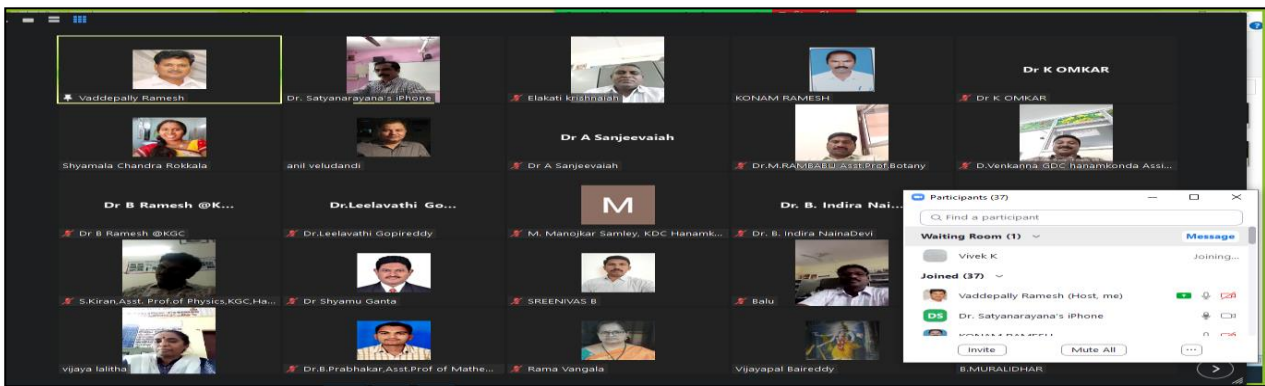
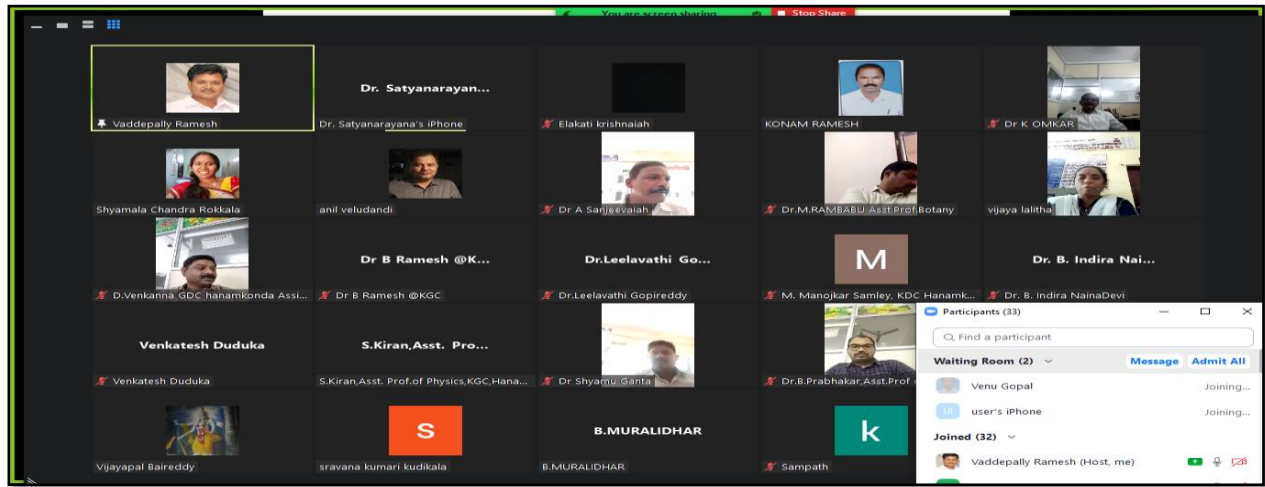
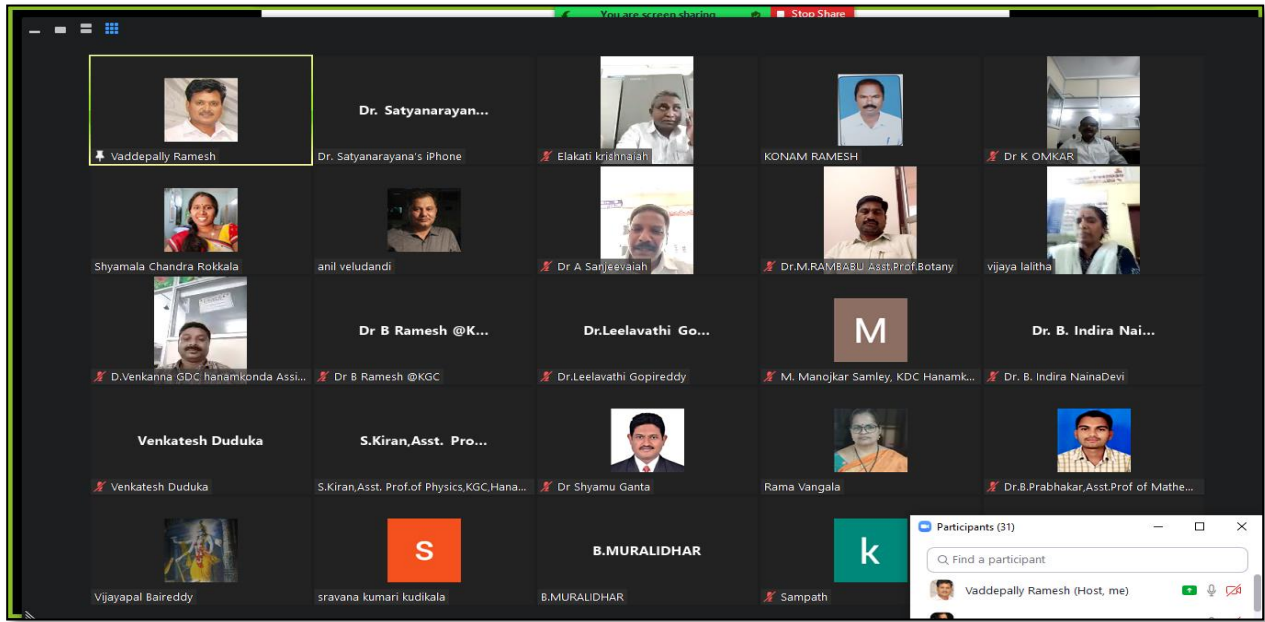
S.Kiran,Asst. Prof.of Physics,KGC,Ha...

Balu

sravana kumari kudikala

Balu

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA



Jani
PRINCIPAL
KAKATIYA GOVT COLLEGE
Hanamkonda

2. Workshop on ZOOM app as teaching tool

S.No	Dates (from-to) (DD-MM-YYYY)	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants
2.	05-09-2020	Workshop on ZOOM app as teaching tool	-	68

Resource person: V. Ramesh, Senior faculty of the department of Computer Science.

OBJECTIVE: To familiarise the teachers the ZOOM app as Teaching Tool for effective teaching and learning

Syllabus: Content

First, provide your current email address to the Program Staff, and ensure that you can access that email. The program coordinator will send you an email with a link to access the workshop. In this email, you will see an important link. Save this email so that you can access this link each week, or write down the URL so you can type it into your browser each week.

STEP TWO: Downloading the Zoom App

You will have to decide if you are going to download Zoom onto your smartphone or tablet, or if you will download Zoom on your laptop or desktop. If you have a smart phone or tablet, we highly recommend you utilize this option.

Option 1: From a tablet or smart phone (simplest and recommended)

1. Find and Download the Zoom Application to your phone
 - a. On Apple products, you will do this from the App Store.
 - b. On Android or other products, you will download apps from Google Play.

The icon for the app should look like this:



2. Confirm the app has downloaded

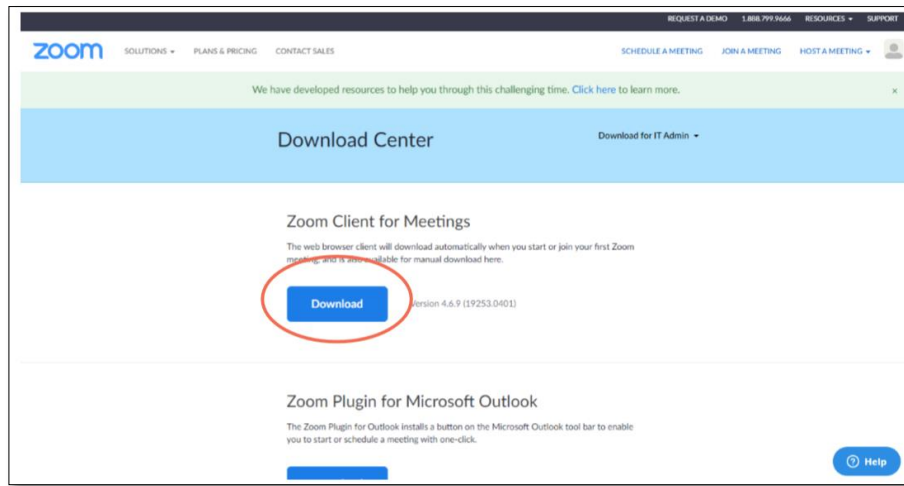
- If you open the app before the workshop, the app will ask for permission to utilize your microphone and camera. Allow the application access to both.

- Zoom will only access your microphone and camera when you are actively in a Zoom meeting and give it permission to do so.

3. You are done! The application has been installed on your device. When it's time for the workshop, you simply click on the link in your email or type that link into the browser, and the app will launch. For further instructions, read "Accessing the Workshop"

Option 2: From your laptop or desktop computer

1. In your browser, go to <https://zoom.us/download>
2. As seen in the image below, click on "Download" under the option for "Zoom Client for Meetings"

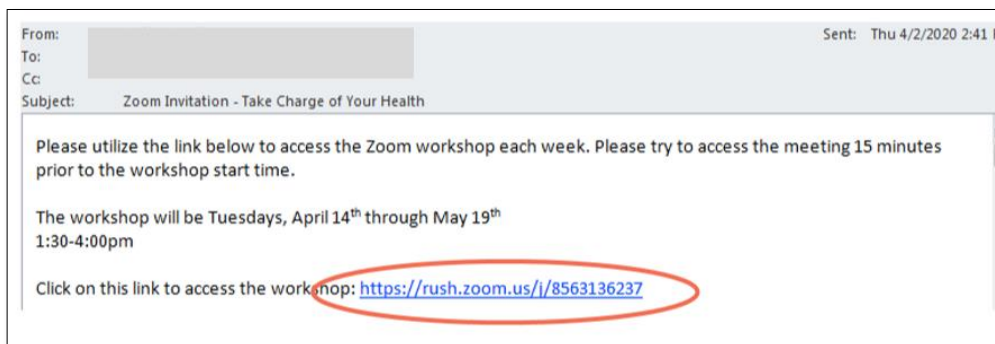


3. Clicking this link will prompt your browser to download the software to install the Zoom app onto your computer. This looks different on Mac or PC computers. Follow the prompts and finish installing Zoom onto your desktop.

STEP THREE: Joining the Virtual Workshop

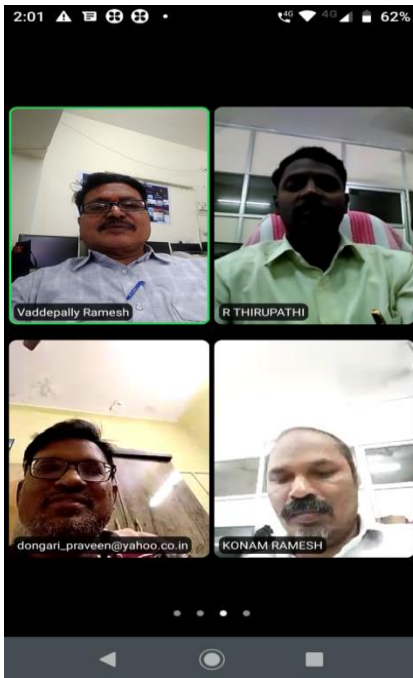
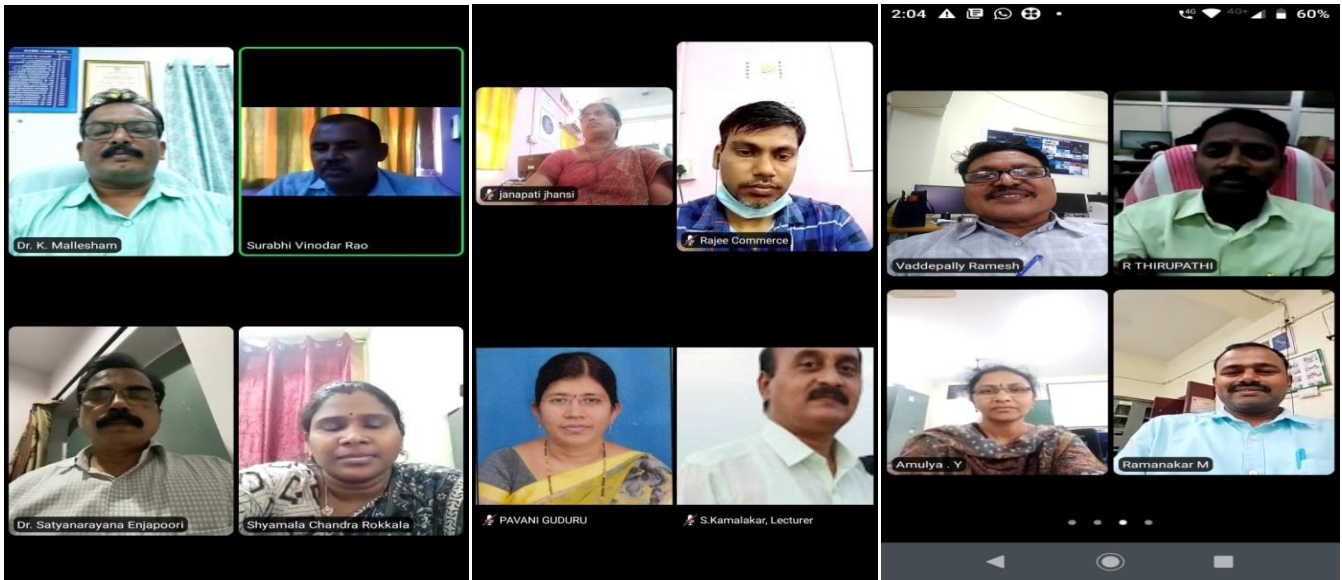
Option 1: From your tablet or smart phone

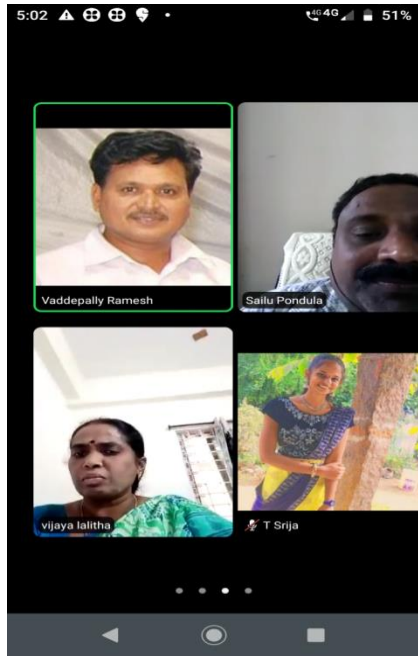
1. From your invitation email, tap the link to access the workshop.



2. If you already have the Zoom app installed on your device, the meeting will launch automatically.

PHOTOS & ATTENDANCE





FEEDBACK



KAKATIYA GOVERNMENT COLLEGE

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

FEEDBACK FORM

Course Title:

Workshop on Zoom app as teaching tool

Date: 05-09-2020

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 2
- 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 Zoom app as Teachers Tool

Date: 05-09-2020

Please fill the short questionnaire to make the course better.

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KAKATIYA GOVERNMENT COLLEGE

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

FEEDBACK FORM

Course Title:

Workshop On Zoom app as teaching tool

Date: *05-09-2020*

Please fill the short questionnaire to make the course better.

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3. One Day Awareness Programme on Google Class Room to Teaching Staff

S.No	Dates (from-to) (DD-MM-YYYY)	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants
3.	15-09-2020	Training programme on effective utilization of Online platforms for online teaching	-	50

Internal Quality Assurance Cell

Date: 15-09-2020

Resource Person : T. Ragotham Reddy

OBJECTIVES: To create awareness on effective utilization of “Google Class Room ” in teaching and learning process

SYLLABUS

Contents:

Google Class Room

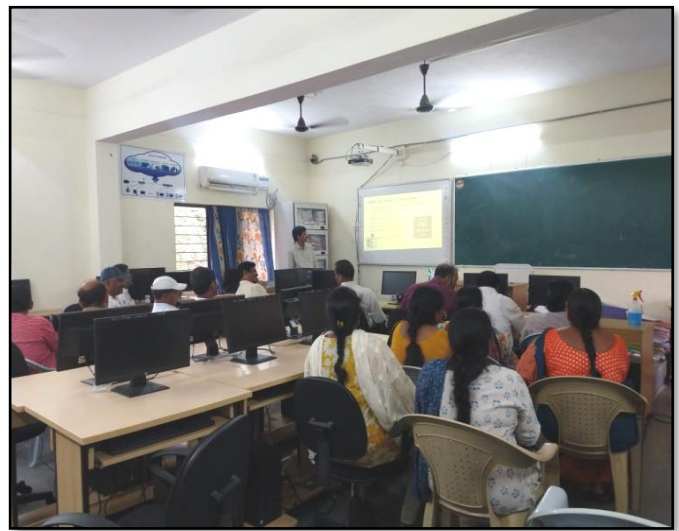
To create and manage classes on a mobile device, you need to install the Classroom app. For details, go to [Get the Classroom app](#).

Create a class

1. Tap Classroom .
2. Tap Add **Create class**.
3. Enter the class name.
4. (Optional) To enter a short description, grade level, or class time, tap **Section** and enter the details.
5. (Optional) To enter the location for the class, tap **Room** and enter the details.
6. (Optional) To add a subject, tap **Subject** and enter a name.
7. Tap **Create**.

Classroom automatically creates a class code that you can use to [invite students to the class](#). You can always get the class code at the top of the class stream.

PHOTOS



ATTENDANCE

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA
INTERNAL QUALITY ASSURANCE CELL (IQAC)
One Day Awareness Programme on Google Class Room to Teaching Staff
ATTENDANCE

S.No	Employee ID	Name of the Faculty	Signature
1	2136023	Dr. A. Sanjeevaindy	<i>ASanjeev</i>
2	2152973	Dr. V. Anil Kumar	<i>Anil</i>
3	2154740	K. Madhan	<i>K. Madhan</i>
4	9120452	Dr. K. Sreedevi	<i>K. Sreedevi</i>
5	1546015	E. Anitha	<i>Anitha</i>
6	617673	B. Sreenivas	<i>B. Sreenivas</i>
7	1544436	K. Suneetha	<i>Sun</i>
8	1332130	Dr. B. Indira Naidu	<i>Indira</i>
9	1332130	Dr. B. Indira Naidu	<i>Indira</i>
10	1551898	R. Jyomala Chandra	<i>Jyomala</i>
11	2102029	A. Somanaras	<i>ASomanaras</i>
12	2120187	Masood Ahmad	<i>Masood</i>
13	2102026	Dr. S. Vinodhar Rao	<i>Vinodhar</i>
14	2128699	D. Venkatesh	<i>D. Venkatesh</i>
15	21012	E. KRISHNATH.	<i>E. KRISHNATH.</i>
16	19020 2110697	Dr. B. Ramul	<i>BR</i>
17	1551835	Dr. B. Prabhakar	<i>Prabhakar</i>
18	2138048	Dr. B. Prabhakar <i>Satyaprasanna</i>	<i>Satyaprasanna</i>
19	1308228	M. Venkatesh	<i>M. Venkatesh</i>
20	1327044	B. Muralidhar	<i>B. Muralidhar</i>
21	1340086	S. Kiran	<i>S. Kiran</i>
22	1520190	K. Linga Reddy	<i>Linga Reddy</i>
23	9310047	y. vijayalathas	<i>y. vijayalathas</i>
24	21005	B. Supramaduri	<i>B. Supramaduri</i>
25	1520112	G. Chandrakoti	<i>G. Chandrakoti</i>
26	1353133	G. Pavani	<i>G. Pavani</i>
27	0955460	Dr. K. Shankar	<i>Dr. K. Shankar</i>
28	2113462	A. Ramana Rao	<i>A. Ramana Rao</i>
29	2153131	Dr. S. V. Kesava	<i>Dr. S. V. Kesava</i>
30	2122915	S. Kamalakar	<i>S. Kamalakar</i>

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA
INTERNAL QUALITY ASSURANCE CELL (IQAC)
One Day Awareness Programme on Goble Class Room to Teaching Staff
ATTENDANCE

S.No	Employee ID	Name of the Faculty	Signature
31	2141450	Dr E. Satyanarayana	
32	2153137	Dr. M. Rambabu	
33	2137319	K. Ram Reddy	
34	2117433	K. JAGADESH BABU	
35	2110460	Dr. G. Shyam	
36	1520223	M. N. Mallaiyil	
37	2137718	Dr. J. Somanth	
38	2141490	Dr. K. Narendar	
39	2120984	P. Subbarao	
40	1349224	Ashok Alishela	
41	2102145	B. Ragu	
42	1633126	G. Leelavathi	
43	2110029	R. Balasa	
44	2108192	Dr P. Seetha	
45	1130343	V. Suresh Reddy	
46	2153083	Dr. Aayesha Shaik.	
47	2152028	J. Vijaya	
48	2135300	Mmk. Samy	
49	10009200	Dr. G. Rajesh	
50	21018	M. Ramasater	
51			

FEEDBACK



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

FEEDBACK FORM

Course Title:

Monday awareness programme on Google

Date: 15-09-2020

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

FEEDBACK FORM

Course Title:

one day awareness programme on Google
class room + Teaching Staff

Date: 15/09/2020

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

FEEDBACK FORM

Course Title:

One day awareness programme on google class room to
Date: 15/09/2020 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 4
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4. One Day Awareness Programme on Generating Online Certificate Using Certify'em to Teaching Staff

S.No	Dates (from-to) (DD-MM-YYYY)	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants
4.	12-10-2020	Generating Online Certificate Using Certify'em	-	50

Internal Quality Assurance Cell

Date: 12-10-2020

Resource Person: D. Rajkumar

Objectives: Training the staff to generate online certificate using certify' em

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA

Dist: Warangal (Urban)

Date: 08-10-2020

NOTICE

All the Teaching faculty members are informed that IQAC is going to organize one day Awareness programme on "Generating online Certificate Using certify'em" on date: 12-10-2020 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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OBJECTIVES :

IQAC is going to organize one day awareness programme on “Generating online Certificate Using Certify’m” for all the Teaching faculties, covering of following steps.

Create an Online Certificate Program

Whether it's Internal certification or external, creating a certification program is an arduous process that is time and cost-intensive. Here are the top tasks related to creating a certification program:

- Up to date Exam content using google form
- Robust Online Platform to host a large number of tests simultaneously
- Audit to get ISO/ Own certification to add credibility
- Portal to register for certification and schedule test time and date
- The payment/free gateway for candidates
- Proctoring to uphold exam integrity by preventing cheating
- Automated test evaluation and result declaration
- Providing an authentic white-labeled certificate

PHOTOS





ATTENDANCE

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA
INTERNAL QUALITY ASSURANCE CELL (IQAC)
ONE DAY WORKSHOP ON GENERATING ONLINE CERTIFICATE USING
CERTIFY'EM TO TEACHING STAFF

S.No	Employee ID	Name of the Faculty	Signature
1	2136023	DR. A. Saijeshwari	AS
2	2152973	DR. V. Anil Kumar	AV
3	2154740	K. Madhavi	K. Madhavi
4	9120452	Dr. K. Sreedevi	K. Sreedevi
5	1546015	E. Anitha	E. Anitha
6	1551818	R. Jyothsna Chandra	R. Jyothsna
7	19020211069 211069	Dr. B. Ramesh	Dr. B. Ramesh
8	1332130	Dr. B. Indira Nairadar	B. Indira
9	1304224	M. Venkatesh	M. Venkatesh
10	1544436	K. Suneetha	K. Suneetha
11	2120187	M. M. Mahesh	M. M. Mahesh
12	1551875	Dr. B. Prabhakar	Dr. B. Prabhakar
13	2102026	Dr. S. Vinayar Rao	Dr. S. Vinayar Rao
14	2102029	A. Somasundar	A. Somasundar
15	1617673	B. Sreenivas	B. Sreenivas
16	21012	E. KRISHNATHA	E. KRISHNATHA
17	1327004	B. Muralidhar	B. Muralidhar
18	1353133	G. Pavani	G. Pavani
19	2138048	Kamalaksha Sathyanarayana	Kamalaksha Sathyanarayana
20	1240006	S. Kinar	S. Kinar
21	21005	B. Sudha Madhuri	B. Sudha Madhuri
22	2128699	D. Venkanna	D. Venkanna
23	2102168	Ch. Sujatha	Ch. Sujatha
24	0310002	Y. vijayalathu	Y. vijayalathu
25	1520190	K. Linga Reddy	K. Linga Reddy
26	1520112	G. Chandrakala	G. Chandrakala
27	0955480	Dr. K. Omkar	Dr. K. Omkar
28	2113462	A. Ramana Rao	A. Ramana Rao
29	2152131	Dr. A. V. Kalyan	Dr. A. V. Kalyan
30	2122915	S. Kamalata	S. Kamalata

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA
INTERNAL QUALITY ASSURANCE CELL (IQAC)
ONE DAY WORKSHOP ON GENERATING ONLINE CERTIFICATE USING
CERTIFY'EM TO TEACHING STAFF

ATTENDANCE

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31	2141450	Dr E. Satyanarayana	
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35	2110460	Dr. G. Shyam	
36	2117433	K. Jagadeesh Babu	
37	2127718	Dr. J. Somanay	
38	1520223	M. N. Mallanah	
39	2120884	P. Shankarajith	
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41	2102145	B. Raju	
42	1633126	G. Lalavathi	
43	2110678	B. Srinivas	
44	2128192	Dr. P. Sail	
45	2153083	Dr. Aayesha Shaik	
46	2135300	M.M.K. Sanku	
47	1130343	V. Sanyath Reddy	
48	215252	G. Srinivas	
49	10009260	Dr. G. Rajan	
50	10009755	V. Ramesh	
51			

FEEDBACK



KAKATIYA GOVERNMENT COLLEGE

HANAMKONDA, DIST. WARANGAL (Urban)

Internal Quality Assurance Cell (IQAC)

FEEDBACK FORM

Course Title:

Awareness programme on Generating Online

Date:

12-10-2020

Certificate Using Certify'm

Please fill the short questionnaire to make the course better.

- 1) Were objectives of the course clear to you? Y / N
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1. Strongly disagree 2. Average 3. Good 4. Strongly agree 3
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- 5) The course exposed you to new knowledge and practices
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- 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:

Awareness program on Generative online certificate using Certify'm

Date: 12-10-2020

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
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KAKATIYA GOVERNMENT COLLEGE

HANAMKONDA, DIST. WARANGAL (Urban)

Internal Quality Assurance Cell (IQAC)

FEEDBACK FORM

Course Title:

Awareness Program on Generating online Certificate
Using Certify'em

Date: 12-10-2020

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




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Hanamkonda.

5. Basic Computer Skills for Non – Teaching Staff

S. No.	Nature of the Activity	Title of the Activity	Resource Persons	Duration	No. of Participants
5.	Certificate Course	Basic Computer Skills for Non – Teaching Staff	T. Ragotham Reddy V. Ramesh	22.03.2021 to 21.04.2021 (21 Days)	08

OBJECTIVE : The course is designed to aim at imparting a basic level
After completing the course the incumbent is able to the use the computer for basic purposes of preparing his personnel /office /business letters, viewing information on Internet (the web), sending mails, using internet banking services etc.

SYLLABUS : BASIC COMPUTER SKILLS

Computer: Data, Process, Information

Computer Generations: First Generation Computers, Second Generation Computers, Third Generation Computers, Fourth Generation Computers, Fifth Generation Computers

Features of Computer: Speed, Storage, Accuracy, Diligence, Versatility

Block Diagram of Computer: Input Device, Key Board, Key Board Layout, CPU, ALU, Control Unit, Memory Unit, RAM, ROM, Secondary Memory, Floppy Disk, Floppy Sizes, Uses of Floppy, Hard Disk, CD, Memory Measurement, Output Devices, Monitor (Output Device)

Classification of Computers, Analog Computers, Digital Computers, Hybrid Computers,

General Purpose Computers, Special purpose computers, Super Computers, Mini Computers, Micro computer (Or) Personal Computers, Laptops, Software and Hardware, Software, Program, Human ware, Hardware, Software Types: System Software, Application Software, Operating System, Device Driver, Computer Language, Language, Assembly language, High level language, Packages.

WordStar, Word perfect, Lotus 123, Ms- Word, Ms-Excel, Ms-PowerPoint

Windows

Multitasking, Mouse, Interface Control Elements, Desktop, Icons, Taskbar, Start Button, Window Control Button, Minimize Button, Maximize Button, Close Button, Restore Button, Menus, Structure of a window

Window: Title Bar, Menu Bar, Tool Bar, Caption Button, Scroll Bars (Vertical & Horizontal), Address Bar, Icons, Status Bar

Options on Start Menu: Program, Favorites, Documents, Settings, Find, Help, Run, Logoff, Shut Down,

Folders, My Computer, Recycle Bin, Empty Recycle Bin, Restoring a file, Network Neighborhood, Network, Internet, Browser, Internet Explorer, Shortcut Folder, Taskbar Options, Always on Top, Auto Hide, Show Clock, Deleting A Desktop Folder

Control Panel Icons: Date & Time, Mouse, Tracking Speed, Display

It contain the following option: Background, Screen Saver, Appearance, Effects, Web, Settings, Font, Modems, Printers, Regional Settings, Power Management, Scan Disk,

Internet

Access of Internet: Direct communication, Remote Terminal connection, Gateway connection, Connection through a LAN, Connecting through a Modem, High speed data links, connecting online services

Features of Internet: E-mail Advantages, Disadvantages, News, Tel Net, FTP Gopher, WWW, Online Services, BBB's

MS-Office: MS-Word, MS- Excel, MS-Power Point, MS-Access, Features of MS-Word

MS-Word

Document Window: Title Bar, Menu Bar, Standard Tool Bar, Formatting tool Bar, Rules Bar, Text Window / Text Area, Scroll Bar, Status Bar, Wizards, Template.

File Menu, Creating a New Document, Saving the Document, Opening or Existing Document, Closing all Opened Documents, Page Setup, Print Preview and Exit.

Edit, Cut, Copy, Undo, Redo, Paste, Select All, Caption, Borders and Shading.

View: Normal, Page Break Preview, Tool Bars, Formula Bar, Status Bar, Header & Footer, Full Screen, Zoom, Entering Text, Typing Text, Entire Word, Entire Line, Entire Sentence, Entire Paragraph, Entire Document, Editing Text and Deleting Text, Inserting Text, Replacing Text

Formatting Features of Ms-Word: Text Formats, Text, Character Spacing, Adding Effects, Changing Cases, Drop Caps

Document Format: Margins and Page Breaks, Paragraph Formats, Line and Paragraph Spacing, Indents and Alignments, Borders and Shading, Footnote, Headers and Footers, Working with Graphics, Drawing Pictures, To Insert Text Box, Text Direction, rotating / Flipping Objects, WordArt

Writers Tools: Symbol, Auto Text, Auto Correct, Spell Check and Grammar, Word Count, Finding and Replacing Text, Match Case, Find whole words, Wild Cards, Bullets and Numbering, Tables of Contents, Thesaurus, Advanced Features

To Create Table Using Table Menu: Add Row at the end of a table, Insert Row in Arbitrary Position / Middle, Insert column in the Arbitrary position / Middle, Deleting Rows, Delete Columns

Converting Table to text, Converting Text to table, Sort, Macro, Mail Merge , Create Main Document, Create Data Source, Merge the Data Source, Creating Merge Document Tools, Envelopes and Lables.

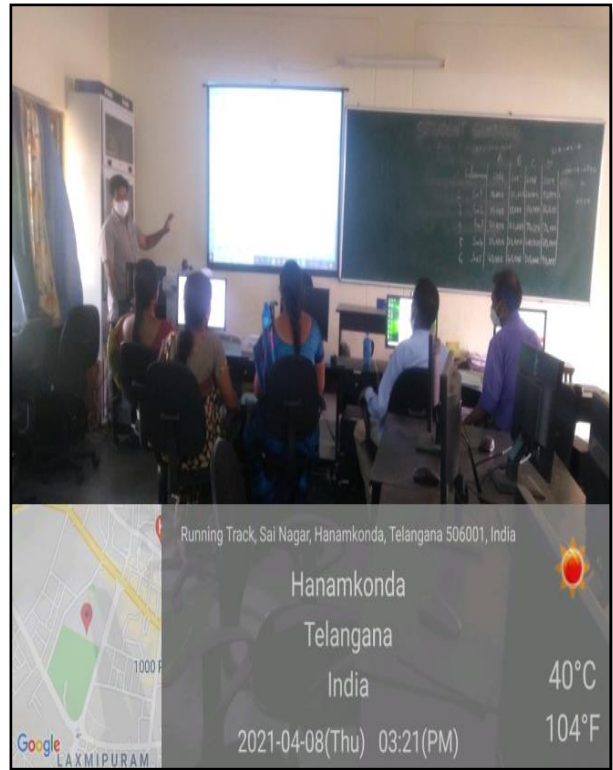
MS-Excel

Spread Sheet, Auto Calculate, Auto Complete, Auto Correct, Better Drag and Drop Editing, Auto Filter with top ten, Date Map, Cell Tips and Scroll Tips, Sharing a List, Easier Document Retrieval and Management,

Templates and Template Wizards.

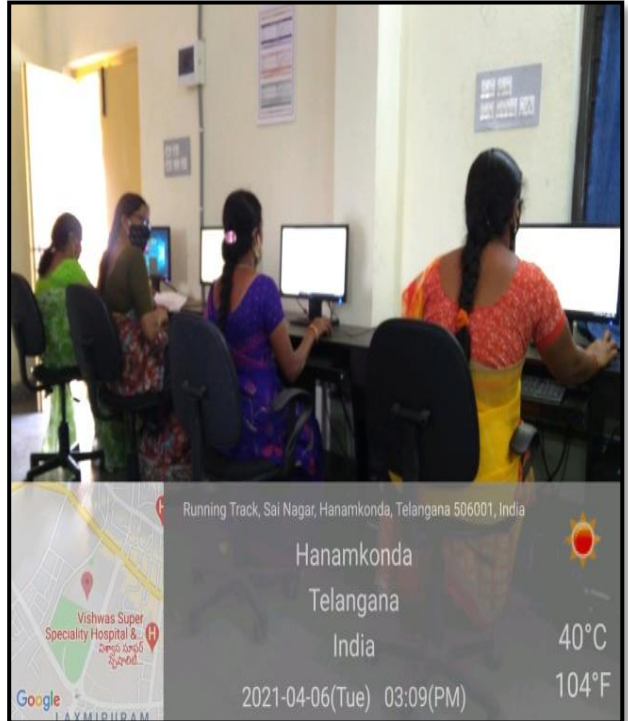
Functions in Excel, Text Functions, Math Functions, Statistical functions, Date and Time Functions, Logical Functions, Database Functions, Changing Text Format (Fonts), Inserting Rows / Columns / Cells, Deleting Rows / Columns / Cells, Charts, Creating a Chart, Editing a Chart, Positioning Text and Alignment, Text to Data Points, Text to Data Points, Column Chart, Macros, Printing Worksheets, Inserting Worksheet, Deleting Worksheet, Display Formulae, Database, Sorting the Data, Filter.

PHOTOS





2021-04-15(Thu) 03:17(PM)



Running Track, Sai Nagar, Hanamkonda, Telangana 506001, India

Hanamkonda

Telangana

India



40°C

104°F



2021-04-06(Tue) 03:09(PM)



Running Track, Sai Nagar, Hanamkonda, Telangana 506001, India

Hanamkonda

Telangana

India

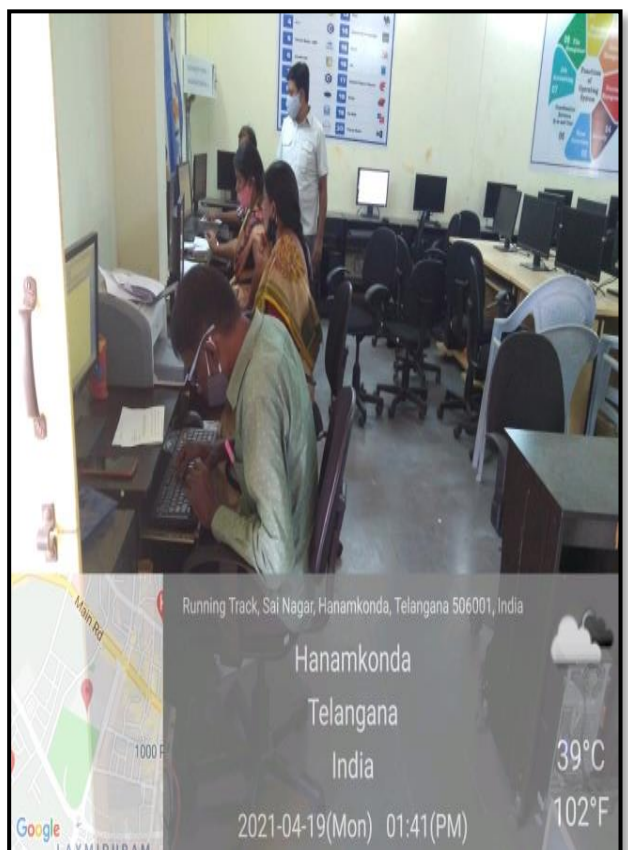


39°C

102°F



2021-03-23(Tue) 03:47(pm)



Running Track, Sai Nagar, Hanamkonda, Telangana 506001, India

Hanamkonda

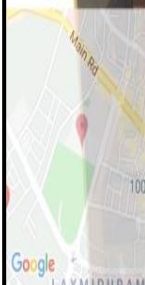
Telangana

India



39°C

102°F



2021-04-19(Mon) 01:41(PM)

ATTENDANCE

Certificate course for <i>Non-Teaching Staff</i>													Basic computer skills														
Attendance Register of																											
Sl. No.	NAME OF THE STUDENT	Year, Class																									
		Month																									
		Date																									
		Sig. of Lecturer																									
No. of Lectures																											
1.	D. Narasingam Record Asst.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
2.	P. Upender Record Asst.																										
3.	K. Saritha Record Asst.																										
4.	D. Swaroopa Herbesium Keeper																										
5.	K. Anirmala Record Asst.																										
6.	Ch. Komara Swamy Store Keeper																										
7.	T. Satish Attender																										
8.	O. Suryanarayana Record Asst.																										

Note: The table contains handwritten entries for dates (e.g., 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 1, 2, 3) and signatures. Some dates are crossed out or have 'SUNDAY' written above them. The right page continues the date sequence up to 19.

Certificate course for <i>Non-Teaching Staff</i>																											
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6.	Ch. Komara Swamy Store Keeper																										
7.	T. Satish Attender																										
8.	O. Suryanarayana Record Asst.																										

Note: This table is similar to the one above but appears to be a duplicate or a second page. It contains the same student names and a grid for recording attendance from date 1 to 26.


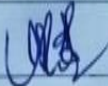
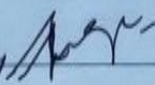
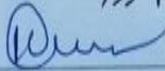
RESOLUTION:

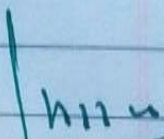
Date: 19.03.2021

The staff meeting held on today in the presence of Department Incharge to discuss the following agenda.

1. Review the previous meeting agenda.
2. Resolve to conduct Certificate course on Computer fundamentals for Non-Teaching staff as per the proceedings of C.C.E - Govt. of Telangana.

Signature of Lecturers:

1. D. Rajkumar 
2. V. Ramesh 
3. T. Rajathram Reddy 
4. K. Ramesh 


Signature of Incharge

Incharge
Dept. of Computer Science
Kakatiya Government College
Hanamkonda, Warangal.

FEEDBACK



KAKATIYA GOVERNMENT COLLEGE HANAMKONDA

CERTIFICATE COURSE

FEEDBACK FORM

Course Title: Basic computer SKILLS for non-Teaching staff

Date: 21-04-2021

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
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KAKATIYA GOVERNMENT COLLEGE
HANAMKONDA

CERTIFICATE COURSE

FEEDBACK FORM

Course Title: Basic Computer skills for non-teaching staff

Date: 21-04-2021

Please fill the short questionnaire to make the course better.

- 1) Were objectives of the course clear to you? Y / N
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CERTIFICATE



**KAKATIYA GOVERNMENT COLLEGE
HANAMKONDA, WARANGAL**

(Affiliated to Kakatiya University, Warangal
Accredited with 'A' grade by NAAC)

Department of Computer Science
CERTIFICATE

This is to certify that Mr/Ms _____ has successfully completed "BASIC COMPUTER SKILLS" course conducted by the department of Computer Science during 22nd Mar 2021 to 21st Apr 2021 and secured _____ grade.

Dr D. Suresh Babu
Co-ordinator

Dr P. Indira Devi
Principal




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KAKATIYA GOVT COLLEGE
Hanamkonda.

6. One Day Workshop on Online Teaching Tools to Teaching Staff

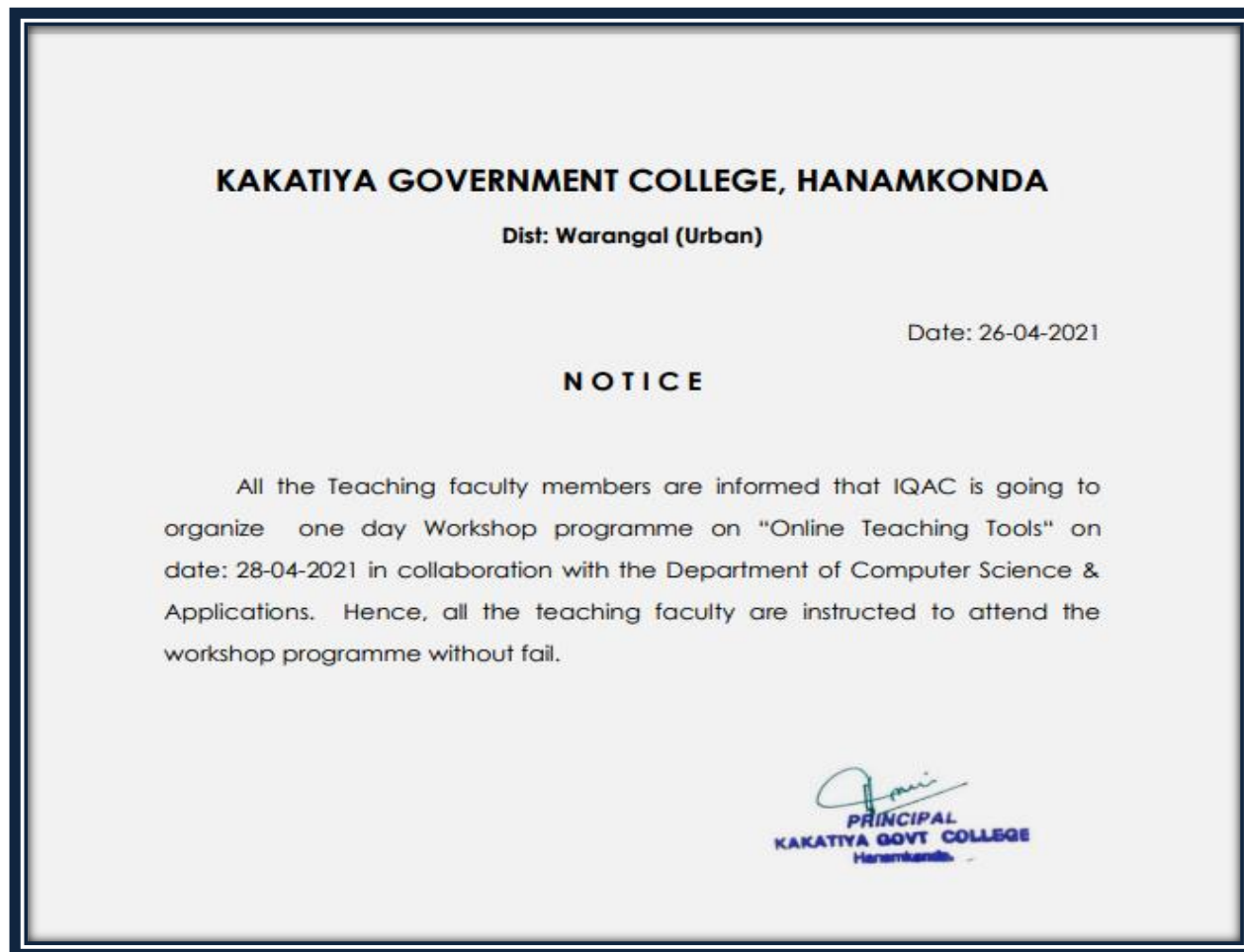
S.No	Dates (from-to) (DD-MM-YYYY)	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants
6.	28-04-2021	Training Programme to Faculty on Online Teaching Tools	-	51

**Internal Quality Assurance Cell
&
Department of Computer Science & Applications**

Date: 28-04-2021

Resource Person: D. Rajkumar

OBJECTIVE: To train the teaching staff on effective utilization of "Online Teaching Tools" .

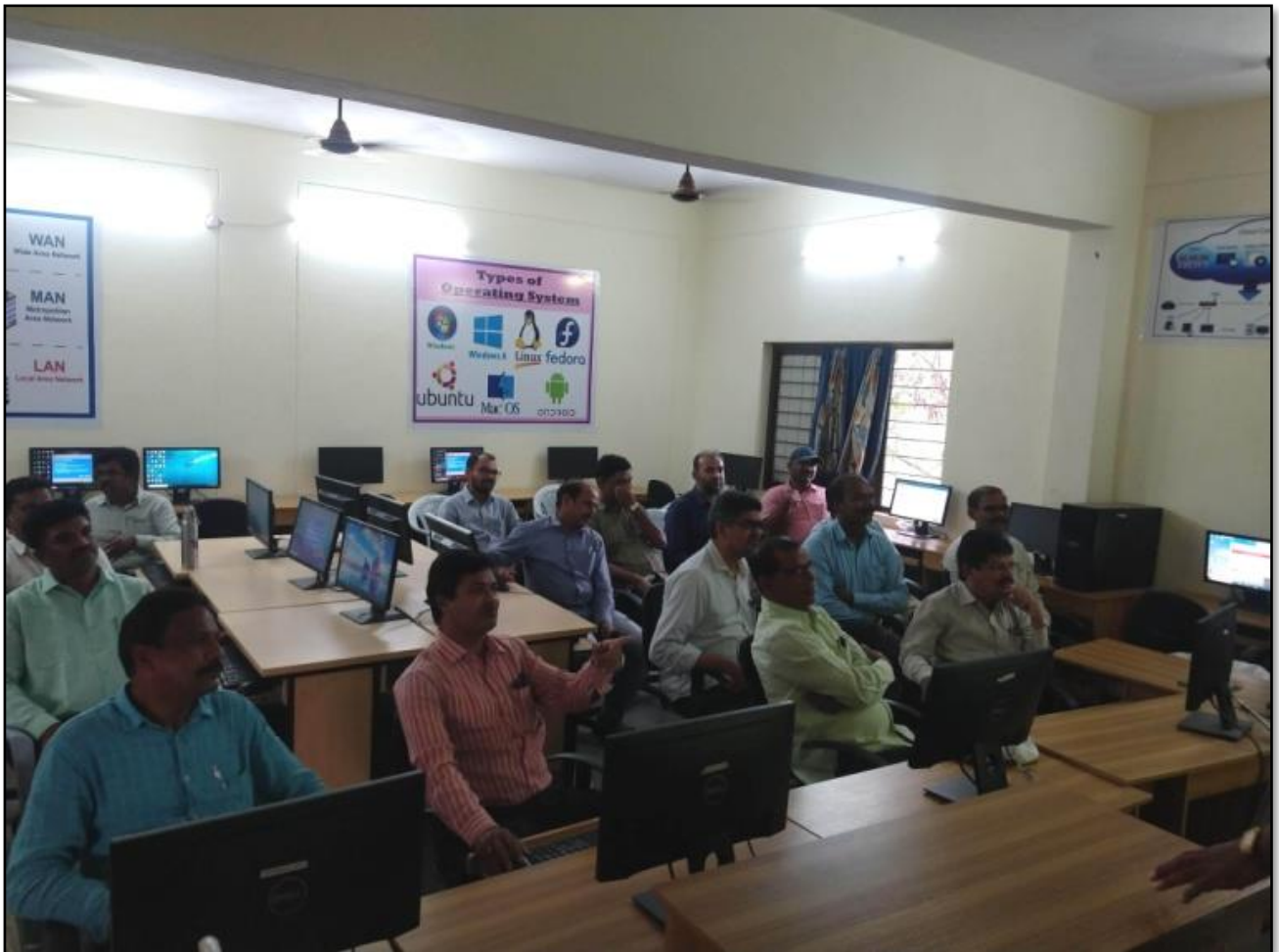


SYLLABUS

- To sign up and activate your Zoom account
- To Join an existing account
- To Create your own account
- To sign in to your Zoom account on the web
- How to update your profile
- How to schedule your first meeting
- How to download the Zoom client
- How to start a test meeting
- How to start your first meeting as the host
- How to invite others to join your meeting
- How to join another user's meeting
- How to record class

Photos





ATTENDANCE

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA
INTERNAL QUALITY ASSURANCE CELL (IQAC)
ONE DAY TRAINING PROGRAMME ON ONLINE TEACHING TOOLS

ATTENDANCE

S.No	Employee ID	Name of the Faculty	Signature
1	2136023	Dr. A. Sanjeevaraj	
2	2152973	Dr. V. Anil Kumar	
3	2154740	K. Madhan	
4	9120452	Dr. K. Sreedevi.	
5	1546015	E. Anitha	
6	1327004	K. Manalidhar	
7	1332130	Dr. B. Indira Nairada	
8	2138048	Kavita Satyanarayanan	
9	1551898	R. Shyamala Chandra	
10	21012	E. KRISHNARATH	
11	1544436	K. Suneetha	
12	2102026	Dr. S. Vinodhar Rao	
13	2102029	A. Somanprakash	
14	1308228	M. Vengal	
15	210069	Dr. B. Ramesh	
16	1353133	G. Pavani	
17	0310047	Y. Vijayalakshmi	
18	1520190	K. Linga Reddy	
19	2120187	M. Anand Arvind	
20	1617673	B. Sreenivas	
21	2122915	S. Kamalakar	
22	210005	B. Sudha madhavi	
23	2113553	K. Ganesh	
24	1340006	S. Kiran	
25	2128699	D. Venkatesh	
26	1520112	G. Chandrakala	
27	2102168	G. Sujatha	
28	0955480	Dr. K. Omkar	
29	2113462	A. Ramana Rao	
30	2152121	Dr. S. V. Kumar	

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA
INTERNAL QUALITY ASSURANCE CELL (IQAC)
ONE DAY TRAINING PROGRAMME ON ONLINE TEACHING TOOLS

ATTENDANCE

S.No	Employee ID	Name of the Faculty	Signature
31	2141450	Dr E. Satyanarayana	
32	2110460	Dr. G. Shyam	
33	1520223	Dr N. Halleliah	
34	2137319	K. Ram Reddy	
35	2117433	R. JAGADESH. BABU	
36	2120984	P. Chankarally	
37	1349224	Ashok Alishah	
38	2153137	Dr. M. Rambabu.	
39	2127718	Dr. J. Somanth	
40	2141490	Dr. K. Narendar	
41	2102145	B. Raju	
42	2110678	B. Sathish	
43	1130343	V. Sampath Reddy	
44	1551875	Dr. B. Babbar	
45	2118192	Dr. P. Sathya	
46	1308228	M. Venkatesh	
47	2135300	M.M.K. Sambay	
48	10009756	T. Rajeshwar Reddy	
49	2153083	Aayesha Shaik	
50	2051435	J. Rajeswari	
51	10009260	Dr. G. Rajesh	
52			
53			

FEEDBACK



KAKATIYA GOVERNMENT COLLEGE

HANAMKONDA, DIST. WARANGAL (Urban)

Internal Quality Assurance Cell (IQAC)

FEEDBACK FORM

Course Title:

Training program on Faculty on Online Teaching

Date: 28, 04, 2021

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

FEEDBACK FORM

Course Title:

Training Programme to faculty on Online

Date: 28-04-2021

Teaching Tools

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

FEEDBACK FORM

Course Title: Training program to faculty on online Teaching TPO/S
Date: 28/04/2021

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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[Signature]
PRINCIPAL
KAKATIYA GOVT COLLEGE
Hanamkonda.

2019-2020

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

Resource Person: K. Ramesh

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

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.


P. PRINCIPAL
KAKATIYA GOVT COLLEGE
Hanamkonda

SYLLABUS: CONTENTS

I. Introduction to Data Entry

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

II. Home-Based Data entry

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

III. Qualification & Skills

- i. Qualifications
- ii. Important Skills for Data Entry
- iii. Computer Skills

IV. Improving your Data Entry

V. Writing you Resume

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

VI. Searching for Data Entry Jobs

- i. Where to Find
- ii. Identifying Data Entry Scams

Day 1: 10-07-2019



Day 2: 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. Anitha	
2	1525169	Y. pradheepa, Supdt.	
3	2101898	B. Rajitha	
4	2158076	Syed. Amjad	
5	2157794	K. Krishna	Krishna
6	9120465	K. Nirmla	
7	9120520	K. Saritha	Sar
8	2136151	D. Swarupa	
9	2136147	CH. KUMAR A - Wani	
10	1061704	Dr. N. Sammaiah	
11	1963996	B. Srijitha	
12	21028	K. Sunitha	
13	21027	J. Ramana	
14	2032 21031	M. Subhsha	Subhsha
15	2137715	MA. YAKUB AH.	Yakub
16	21023	Ch. Paikumar	
17	21029	B. Aenika	
18	21027	J. Ramana	
19			
20			
21			

FEEDBACK

**KAKATIYA GOVERNMENT COLLEGE**
HANAMKONDA, 1ST. 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
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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:

11-2-2019

Please fill the short questionnaire to make the course better.

- 1) Were objectives of the course clear to you? Y / N
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1. Strongly disagree 2. Average 3. Good 4. Strongly agree 3
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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




PRINCIPAL
KAKATIYA GOVT COLLEGE
Hanamkonda.

2. WORKSHOP ON ACADEMIC WRITING FOR TEACHERS

S.No	Dates (from-to) (DD-MM-YYYY)	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants
2.	09-08-2019 To 10-08-2019	Drafting skills in English	Drafting skills in English	72

WORKSHOP ON ACADEMIC WRITING FOR TEACHERS

BY

DEPARTMENT OF ENGLISH

KAKATIYA GOVERNMENT COLLEGE, HANUMAKONDA

From **09-08-2019** to **10-08-2019**

Resource Person: Dr. A.Srinath

Objectives: Developing writing skills by analyzing model texts (written by 'expert' writers)

- Expanding academic vocabulary;
- Consolidating more advanced aspects of English grammar relevant to writing research papers;
- Plan and organize research paper, and structure each paragraph and each sentence so that the reader can easily follow the logical build-up towards various conclusions

Outcomes:

- Using English effectively in the academic writing
- Writing papers and theses with clarity and effectively
- Write dissertations confidently without flaws of grammar

Academic English is important to college teachers. It is required for the teachers to read, speak and listen, while employing evaluating and sharpen their research and writing skills for college and university environment. At the college and university level, the students and teachers need to focus on language and more specifically, the specialized language found both in substance areas and the Academic Language used in teaching that content. Academic Language as the name implies is an important the kind of writing that we are required to do in college and university. Academic writing is very different from other types of written English. This workshop has been planned to help the teachers learn the basics of academic writing and develop their English language skills.

They will develop some proficiency in key areas of 'academic' grammar, learn about the stages in essay writing, and produce an essay of your own. They also explore how to organise an essay, write in an academic style, and use tools to evaluate your own writing and other learners' writing, so that by the end of the course they are able to write a good, basic academic essays and articles.

TOPICS TO BE COVERED

Basic language skills

Tense and its Use

Use of specific Vocabulary

Key features of academic writing

Developing ideas

Organising your ideas effectively

Structure and organization of paper

Choosing a title

Writing in an impersonal style

Using academic language

Writing longer sentences: linking words and subordinators

Editing techniques,

Peer-editing each other's writtenwork.

PROGRAMME SCHEDULE

Day I

Inaugural Programme

Session 1:

An introduction: 10 AM
A brief note on the workshop

Session 2:

Basics in Grammar &
Vocabulary Specific to the subject 11AM – 12.30 Noon

Lunch:

Practice- Writing Session: 2PM- 4,30PM

Day 2

Session 1:

Methodologies of Writing research papers 10 AM
Topic Selection and Language 12 Noon to 1.30 PM

Lunch

Session 2

Practice- Writing Papers with focus on Language 2 PM to 4.30 PM

Valedictory Programme



Address by the Speaker-Dr. A.Srinath



Training the Staff on Academic Writing

Workshop on Academic Writing for Teachers

KAKATIYA GOVERNMENT COLLEGE : HANUMAKONDA, HANUMAKONDA DIST.,
STAFF LIST -

DEPARTMENT OF ENGLISH :		SIGNATURE	DEPARTMENT OF BIO-TECH :	SIGNATURE
1	VACANT		1 Smt.R.Shyamala Chandra	
2	Dr.E.Satyanarayana			
3	Sri.M.M.K.Manojkar Samley		DEPARTMENT OF MICRO BIOLOGY :	
4	VACANT		1 Dr.T.Sujatha	
5	K.Uma Kiran			
			DEPARTMENT OF COMMERCE :	
			1 Dr.S.Vinoder Rao	
			2 VACANT	
			3 Sri.K.Linga Reddy	
			4 Smt.J.Sarala Jhansi Rani	
			5 Smt.G.Sujatha	
			6 Smt.Aayesha Shaik	
			7 VACANT	
			8 Smt.G.Pavani	
			9 Smt.C.Lavanya	
			10 Sri.M.Somanna	
			DEPARTMENT OF HINDI :	
			1 Smt.G.Leelavathi	
			DEPARTMENT OF COMPUTER SCIENCE :	
			1 VACANT	
			DEPARTMENT OF MATHEMATICS :	
			1 Sri.B.Prabhakar	
			2 Sri.D.Venkatesh	
			3 Sri.D.Venkanna	
			4 Sri.M.Venugopal	
			5 M.Radhika	
			DEPARTMENT OF PHYSICS :	
			1 Sri.B.Raju	
			2 Sri.M.Masood Ahmed Mahamoodi	
			3 Sri.B.Sreenivas	
			4 Dr.K.Narender	
			5 Sri.S.Kiran	
			DEPARTMENT OF PUBLIC ADMINISTRATION :	
			1 Sri.A.Soma Narsaiah	
			2 Sri.B.Muralidar	
			DEPARTMENT OF POLITICAL SCIENCE :	
			1 Sri.S.Kamalakar (State)	
			2 Sri.A.Madhusudan Reddy	
			3 Smt.K.Madhavi	
			DEPARTMENT OF CHEMISTRY :	
			1 Dr.B.Ramesh	
			2 Sri.K.Satyanarayana	
			3 Smt.P.Sumalatha	
			4 Smt.K.Vani	
			5 Smt.K.Suneetha	
			6 Sri.A.Ashok	
			7 VACANT	
			8 Sri.K.Jagadeesh babu	
			9 VACANT	
			DEPARTMENT OF HISTORY :	
			1 VACANT	
			2 Dr.N.Mallalah	
			3 VACANT	
			4 Sri.K.Ram Reddy	
			5 Dr.B.Kumara Swamy(Re-Dep)	
			6 Sri.B.Muralidhar (Re-Dep)	
			DEPARTMENT OF BOTANY :	
			1 VACANT	
			2 Dr.B.VijayaPal Reddy	
			3 Dr.M.Ram Babu	
			4 Sri.A.Ramana Rao	
			5 Dr.K.Ormkar	
			6 VACANT	
			DEPARTMENT OF SOCIOLOGY :	
			1 Sri.P.Bal Reddy	
			DEPARTMENT OF LIBRARY SCIENCE :	
			1 Sri.P.Shankaraiah	
			DEPARTMENT OF PHYSICAL EDUCATION :	
			1 Dr.J.Somanna	
			DEPARTMENT OF ZOOLOGY :	
			1 Dr.T.D.Dinesh	
			2 Dr.A.Sanjeevaiah	
			3 Dr.V.Anil Kumar	
			4 Dr.T.Bheem Rao	
			5 Dr.K.Ganesh	
			6 Smt.P.Subhashini	
			DEPARTMENT OF STATISTICS :	
			1 VACANT	
			DEPARTMENT OF Sanskrit :	
			1 VACANT	



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Hanamkonda

3. One Day Workshop on Microsoft Excel to Teaching Staff

S.No	Dates (from-to) (DD-MM-YYYY)	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants
3.	29-08-2019	Workshop on Ms-Excel for Teaching Staff	-	28

Internal Quality Assurance Cell

One Day Workshop on Microsoft Excel to Teaching Staff

Resource Person : V. Ramesh

Date: 29-08-2019

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

KAKATIYA GOVERNMENT COLLEGE

HANAMKONDA, DIST: WARANGAL (URBAN)

Date: 26-08-2019

NOTICE

All the Teaching faculty members are informed that IQAC is going to organize One day Workshop programme on "Microsoft Excel" on date: 29-08-2019 in collaboration with the Department of Computer Science & Applications. Hence, all the Teaching faculty are instructed to attend the workshop programme without fail.


P. RAMESH
KAKATIYA GOVT COLLEGE
Hanamkonda.

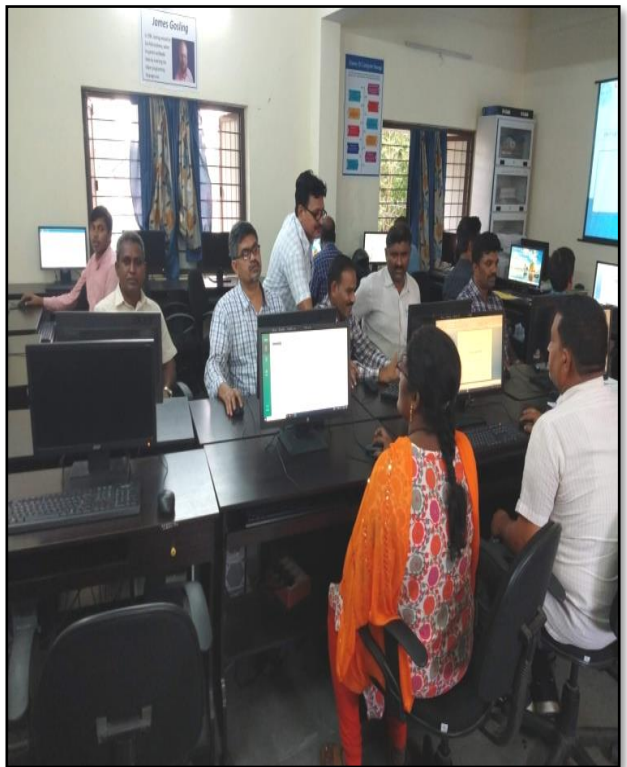
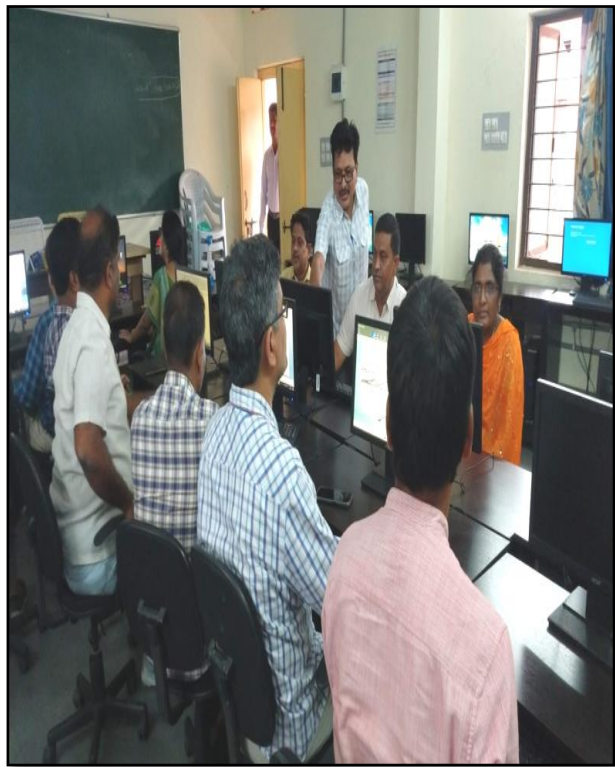
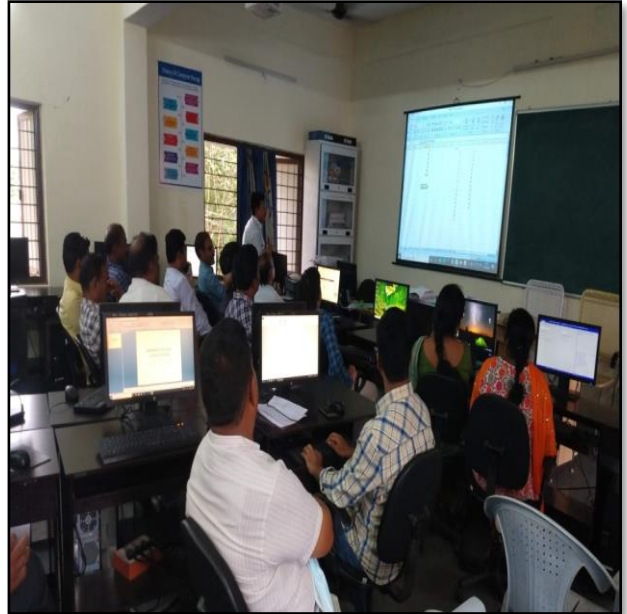
SYLLABUS

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. Some handy data entry techniques, Number Formatting.

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



ATTENDANCE

KAKATIYA GOVERNMENT COLLEGE -HANAMKONDA DEPARTMENT OF COMPUTER SCIENCE & APPLICATIONS One Day Workshop on Microsoft Excel to Teaching Staff		Date : 29-08-2019	
Resource Person : V. Ramesh			
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. Madhan	K. Madhan
4.	1340006	S. Kiran	S. Kiran
5.	21012	E. KRISHNAIAH.	E. Krishnaiah
6.	2102029	A. Somanarajiah	A. Somanarajiah
7.	2153131	Dr. T. V. Jayaram	T. V. Jayaram
8.	1617673	B. Sreenivas	B. Sreenivas
9.	2141490	Dr. K. Narinder	K. Narinder
10.	190130	Dr. J. Saravali	J. Saravali
11.	2102145	B. Riju	B. Riju
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.	1908228	M. Venkatesh	M. Venkatesh
16.	2113553	Dr. K. Ganesh	K. Ganesh
17.	2153137	Dr. M. Ramesh Babu	M. Ramesh Babu
18.	2112462	A. Ramalingam Rao	A. Ramalingam Rao
19.	1551875	Dr. R. Prabhakar	R. Prabhakar
20.	1551878	D. Venkatesh	D. Venkatesh
21.	2110678	B. Balakrishna	B. Balakrishna
22.	2141450	Dr. E. Srinivas	E. Srinivas
23.	0955480	Dr. K. Oorakar	K. Oorakar
24.	1551898	R. Shyamala Chandra	R. Shyamala Chandra
25.	9120452	Dr. K. Sreedevi	K. Sreedevi
26.	2122915	Sr. Kamalakar	Sr. Kamalakar
27.	2128695	D. Venkanna	D. Venkanna
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
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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
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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
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4. One Day Workshop on Microsoft Excel to Non - Teaching Staff

S.No	Dates (from-to) (DD-MM-YYYY)	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants
4.	30-08-2019	-	Workshop on Ms-Excel for Non-Teaching Staff	14

Internal Quality Assurance Cell

Date: 30-08-2019

One Day Workshop on Microsoft Excel to Non - Teaching Staff

Resource Person: Konam Ramesh

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

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.


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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. Some handy data entry techniques, Number Formatting.

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PHOTOS





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. predeepa	Superintendent	<i>J. predeepa</i>
3	2101898	H. Rajitha	Senior Asst	<i>H. Rajitha</i>
4	9120515	B. Gyaneshwar	Senior Assistant	<i>B. Gyaneshwar</i>
5	1061704	Dr. N. Sumanth	Officer Subordinate	<i>N. Sumanth</i>
6	2158076	Syed. Amjad	Record 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. Solomon	Senior Asst	<i>S. Solomon</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

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4. Strongly agree

2

5) The course exposed you to new knowledge and practices

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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

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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
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1. Strongly disagree 2. Average 3. Good 4. Strongly agree
- 3) The lecture sequence was well planned
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Hanamkonda

5. Authoring an Academic Research Paper

S.No	Dates (from-to) (DD-MM-YYYY)	Title of the professional development program organized for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants
5.	29-11-2019	Authoring an Academic Research Paper	-	69

Resource person: Dr. E. Srinivas rao

Objectives: To know the nuances of authorizing a research paper

PHOTOS



ATTENDANCE

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA

The knowhow of authorig an Academic Research

Date: 29-11-2019

LIST OF ATTENDED STAFF

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

43	Dr.Ch.Mallaiiah	Asst Prof of Zoology	Zoology	
44	R.Shyamala Chandra	Asst Prof of Biotechnology	Bio technology	
45	Dr.D.Sureshbabu	Asst Prof of Comp.Science	Computer Science	
46	G.Jeevan Kumar	Asst Prof of Commerce	Commerce	
47	G.Sujatha	Asst Prof of Commerce	Commerce	
48	Dr. Sk. Ayesha	Asst Prof of Commerce	Commerce	
49	M.Somaiah	Asst Prof of Commerce	Commerce	
50	K.Lingareddy	Asst Prof of Commerce	Commerce	
51	J.Sarala Jhansi Rani	Asst Prof of Commerce	Commerce	
52	Dr.S Vinodhar Rao	Asst Prof of Commerce	Commerce	
53	Dr.J.Chinna	Asst Prof of Commerce	Commerce	
54	Sk.Khasim Shah	Asst Prof of Commerce	Commerce	
55	Dr.Indira Nayana Devi	Asst Prof of Economics	Economics	
56	Dr.G.Shyamu	Asst Prof of Economics	Economics	
57	Ch.Raju	Asst Prof of Economics	Economics	
58	K.Surya Rao	Asst Prof of Economics	Economics	
59	K.Malleasham	Asst Prof of Pol.Science	Political Science	
60	S.Kamalakar	Asst Prof of Pol.Science	Political Science	
61	A.Madhusudhan Reddy	Asst Prof of Pol.Science	Political Science	
62	Dr.B.Kavitha	Asst Prof of Pol.Science	Political Science	
63	A.Somanarasaiah	Asst Prof of Public Admn.	Public Administration	
64	B.Muralidhar	Asst Prof of Public Admn.	Public Administration	
65	S.Canapathi Rao	Asst Prof of History	History	
66	Dr.K.Srinivas	Asst Prof of History	History	
67	Dr.M.Mallaiiah	Asst Prof of History	History	
68	Ram Reddy	Asst Prof of History	History	
69	P.Bal Reddy	Asst Prof of Sociology	Sociology	


PRINCIPAL
KAKATIYA GOVT COLLEGE
 Hanamkonda.

FEEDBACK

KAKATIYA GOVERNMENT COLLEGE

HANAMKONDA, DIST. WARANGAL (URBAN)

INTERNAL QUALITY ASSURANCE CELL (IQAC)



FEEDBACK FORM

Course Title: Professional Development Program on "Authoring an academic Research Paper"
Date: 29-11-2019

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

KAKATIYA GOVERNMENT COLLEGE

HANAMKONDA, DIST. WARANGAL (URBAN)

INTERNAL QUALITY ASSURANCE CELL (IQAC)



FEEDBACK FORM

Course Title: Professional development program On 'Authoring
on Academic Research papers'
Date: 29-11-2019

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

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: Professional development program on "Accounting on
Date: 29-11-2019 alabamite research paper"

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




PRINCIPAL
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6. College Administration and Information Management System

Resource Person: Dr. E. Rambhasker Raju

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

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

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

TRAINING PROGRAMME-1 CAIMS

**PROCEEDINGS OF THE PRINCIPAL, KAKATIYA GOVERNMENT COLLEGE,
HANAMKONDA**

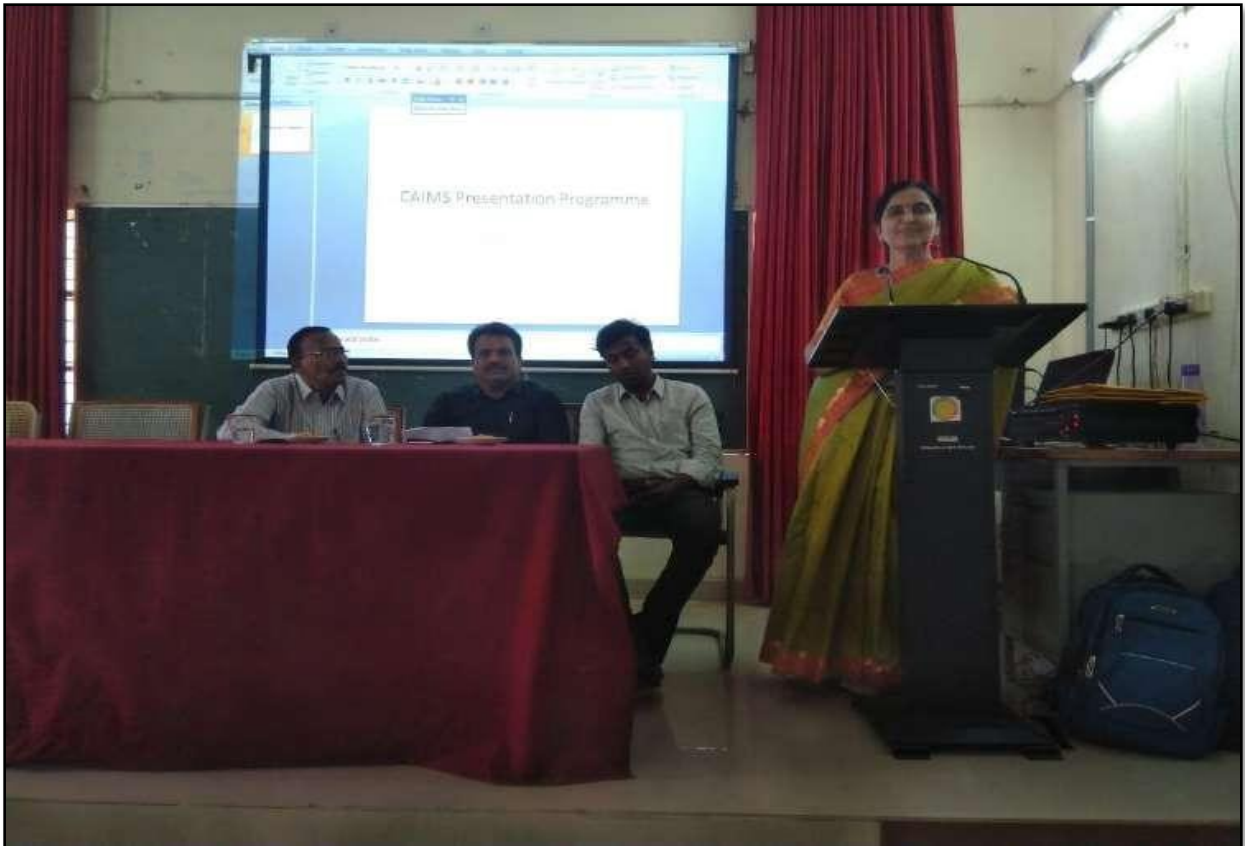
The following CAIMS Committee are constituted for the academic year 2019-2020

- 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

PHOTOS





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.Samson	Asst Prof of Telugu	Telugu	
9	G.Chandrabala	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.Narender 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.Suneetha	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 Botony	Botany	
39	Dr. T. Annie Sheron	Asst Prof of Botony	Botany	
40	K.Buchaiah	Asst Prof of Botony	Botany	
41	Dr.B.Vijayapal Reddy	Asst Prof of Botony	Botany	
42	Dr.K.Onkar	Asst Prof of Botony	Botany	
43	Dr.M.Rambabu	Asst Prof of Botony	Botany	
44	Dr.A.Sanjeewaiah	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.Dinash	Asst Prof of Zoology	Zoology	
49	Dr.Ch.Mallaiah	Asst Prof of Zoology	Zoology	
50	R.Shyamala Chandra	Asst Prof of Biotechnonology	Bio technology	
51	P.Shankaraiah	Lect.in. Library Science	LibraryScience	
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.Mallesham	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.Mallaiah	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	


PRINCIPAL
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 Hanamkonda

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 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 ప్రత్యుత్తర విధానం సులభ తరం అవడమే కాక అవసరాలను తీరే 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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2018-2019

1. One Day Workshop on Microsoft Power Point to Teaching Staff

	Dates (from-to) (DD-MM- YYYY)	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants
1.	25-01-2019	Workshop on Ms-Power point for Teaching Staff	-	55

Internal Quality Assurance Cell

Date: 25-01-2019

Resource Person: K. Ramesh

OBJECTIVES:

To train faculty in the use of “Microsoft Power Point” for effective presentations

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA

Dist: Warangal (Urban)

Date: 23-01-2019

NOTICE

All the Teaching faculty members are informed that IQAC is going to organizing one day Workshop programme on "Microsoft Powerpoint" on date: 25-01-2019 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. Create and Manage Presentations

- 1.1. Create a Presentation
- 1.2. Insert and Format Slides
- 1.3. Modify Slides, Handouts, and Notes
- 1.4. Change Presentation Options and Views
- 1.5. Configure a Presentation for Print
- 1.6. Configure and Present a Slide Show

2. Insert and Format Text, Shapes, and Images

- 2.1. Insert and Format Text
- 2.2. Insert and Format Shapes and Text Boxes
- 2.3. Insert and Format Images
- 2.4. Order and Group Objects

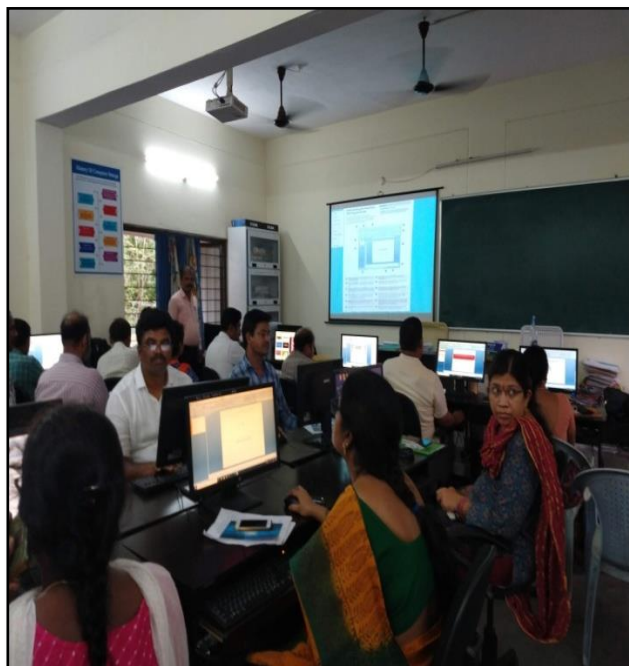
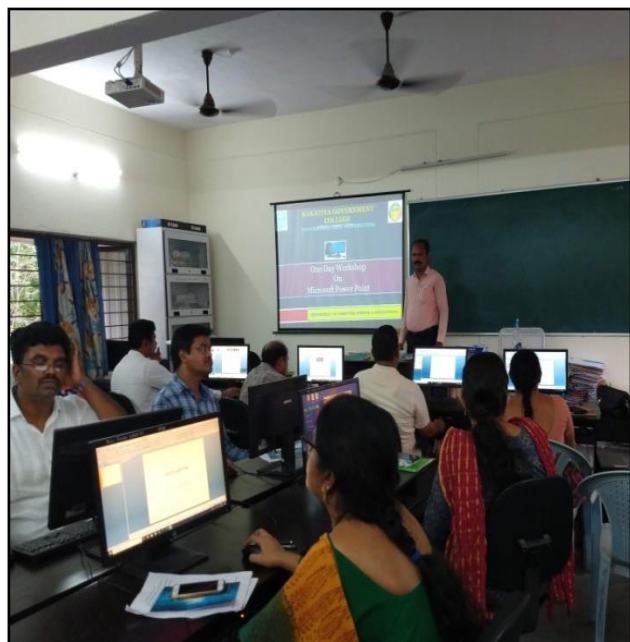
3. Insert Tables, Charts, SmartArt, and Media

- 3.1 Insert and Format Tables
- 3.2 Insert and Format Charts
- 3.3 Insert and Format SmartArt graphics
- 3.4 Insert and Manage Media

4. Apply Transitions and Animations

- 4.1. Apply Slide Transitions
- 4.2. Animate Slide Content
- 4.3. Set Timing for Transitions and Animations

PHOTOS


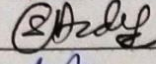
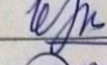
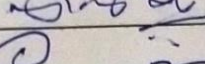
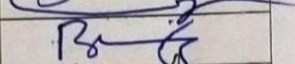
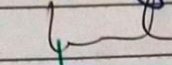
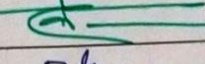
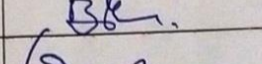
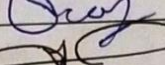
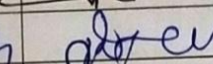
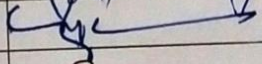
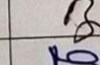
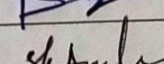
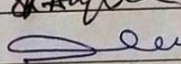
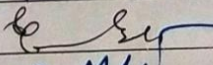
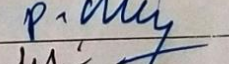
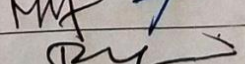

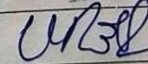
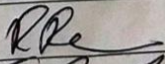
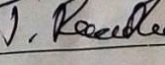
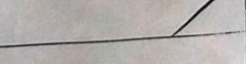


ATTENDANCE

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA
INTERNAL QUALITY ASSURANCE CELL (IQAC)
One Day Workshop on Microsoft Power Point to Teaching Staff
ATTENDANCE

S.No	Employee ID	Name of the Faculty	Signature
1	2136023	Dr. A. Sanjeevaiah	
2	2152973	Dr. V. Anil Kumar	
3	2154740	K. Madhuri	
4	9120452	Dr. K. Sreedevi.	
5	1546015	E. Anitha	
6	1332130	Dr. B. Indira Nairath	
7	19026	Dr. B. Ramesh	
8	1332130	Dr. B. Indira Nairath	
9	1551875	Dr. B. Prabhakar	
10	1617673	B. Sreenivgy	
11	2102026	Dr. S. Vinodhar Rao	
12	2138048	K. Sathyanarayana	
13	1544436	K. Suneetha	
14	1551898	R. Shyamala Chandra	
15	2102029	A. Sathyanarayana	
16	2120183	M. M. Anand Kumar	
17	1353133	G. Pavani	
18	1520190	K. Linga Reddy	
19	1340006	S. Kiran	
20	2128699	D. Venkanna	
21	1308258	M. Venkatesh	
22	21012	E. KRISHNAPATI	
23	1322044	B. Muralidhar	
24	9310047	Y. Vijaya Lakshmi	
25	1520112	G. Chandrakala	
26	2102168	C. Sujatha	
27	0955280	Dr. K. Omkar	
28	21005	B. Susha madhuri	
29	2113462	A. Ramana Rao	
30	9153131	Dr. R. V. Kesava	

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA
INTERNAL QUALITY ASSURANCE CELL (IQAC)
One Day Workshop on Microsoft Power Point to Teaching Staff
ATTENDANCE

S.No	Employee ID	Name of the Faculty	Signature
31	2141450	Dr E. Satyanarayana	
32	2137319	K. Ram Reddy	
33	2117433	K. Jagadeesh. bahu	
34	1349224	Ashok Alishade	
35	2141490	Dr. K. Naranda	
36	1617673	B. Sreeniva	
37	1633126	G. leelavathi	
38	2110460	Dr. G. Shyam	
39	2110678	R. Bala	Bk.
40	1130343	V. Suresh. Reddy	
41	2153137	Dr. M. Rambabu.	
42	1520223	Dr. W. Mallairaj	
43	2102145	B. Raju	
44	2110678	B. Suresh	Bk.
45	2128192	Dr. P. Suresh	
46	2153083	Dr. Aayesha Shaik.	
47	2152025	J. Raju	
48	2122915	S. Kamalakar	
49	2120994	P. Shankarababu	P. My
50	2135300	Mmk Samly	
51	10009260	Rajesh	
52	21018	M. Ramakrishna	
53	10009755	V. Ramesh	
54	10009754	D. Raju	
55	10009756	T. Rashmi Reddy	
56			
57			

FEEDBACK

KAKATIYA GOVERNMENT COLLEGE

HANAMKONDA, DIST. WARANGAL (Urban)

Internal Quality Assurance Cell (IQAC)

FEEDBACK FORM

Course Title:

One day work shop on Micro powerpoint to

Date:

25/01/2019

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

2

KAKATIYA GOVERNMENT COLLEGE

HANAMKONDA, DIST. WARANGAL (Urban)

Internal Quality Assurance Cell (IQAC)

FEEDBACK FORM

Course Title:

One day workshop on Microsoft power point to

Date: 25-01-2019

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 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: Oneday Workshop on Microsoft powerpoint to Teaching Staff.

Date: 25-01-2019

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 2
1. Strongly disagree 2. Average 3. Good 4. Strongly agree
- 3) The lecture sequence was well planned 4
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 2
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




PRINCIPAL
KAKATIYA GOVT COLLEGE
Hanamkonda.

2. Training Programme on CAIMS

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

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

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

TRAINING PROGRAMME-1 CAIMS

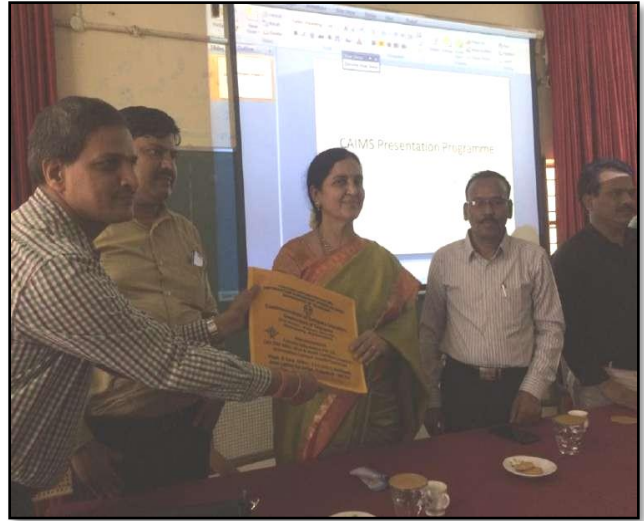
PROCEEDINGS OF THE PRINCIPAL, KAKATIYA GOVERNMENT COLLEGE,
HANAMKONDA

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

- 1) Dr.Pamu Venkateswarlu, 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

PHOTOS



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.Satyanarayana	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.Sanjeva 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.Satyanarayana	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.Mallaiiah	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.Saragapani	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.Mallaiiah	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

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 ఇన్సర్వేషన్ మానేజ్మెంట్ సిస్టం ప్రయోగాత్మక శిక్షణకై రెండు రోజుల వర్క్ షాప్ మంగళ వారం ముగిసింది । ఈ కార్యక్రమానికి కళాశాల ప్రిన్సిపాల్ డాక్టర్ పాము వెంకటేశ్వర్లు అధ్యక్షత వహించగా, ఇంటర్నల్ క్వాలిటీ అసురను, 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 ఇన్సర్వేషన్ 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 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 ప్రతుయత్తర 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, మర్యాల శ్రీనివాస్ మరియు బోధనా సిబ్బంది కృతజ్ఞతలు తెలిపారు ।



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3. Training Programme on e-Office

S.No	Dates (from-to) (DD-MM-YYYY)	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants
3.	05-05-2019	Training Programme on e-Office	Training Programme on CAIMS	85

Objectives: To train the staff in execution of e-office

File No.CCE-AC/ICT/EOFF/2/2018-ACADEMIC CELL

PROCEEDINGS OF COMMISSIONER OF COLLEGIATE EDUCATION
GOVERNMENT OF TELANGANA
PRESENT: SRI NAVIN MITTAL, IAS

Sub: Collegiate Education – eOffice – Demonstration cum Hands on Training Workshop at Kakatiya GDC, Hanamkonda – for Principals/ Vice-Principals, A.O.s, Superintendents, Sr Assistants, Jr. Assistants & Record Assistants of Regular Staff of Government Degree Colleges – Reg.

Ref: 1. Proc. No. CCE-AC/ICT/EOFF/2/2018 - ACADEMIC CELL, Dated: 06.12.2018
2. Proc. No. CCE-SER1/GEN/33/2019 - GEN, Dated: 14.03.2019

Commissionerate of Collegiate Education implemented eOffice (Digital Work Place Solution) in the Office of CCE & RJDCE and in all the Government Degree Colleges in the State of Telangana for File process.

In this regard Kakatiya GDC, Hanamkonda is organizing One Day eOffice (Digital Work Place Solution) Demonstration cum Hands On Training Workshop for the Principals, Vice-Principals A.O.s, Superintendents, Sr Assistants, Jr. Assistants & Record Assistants of Regular Staff of all the Government Degree Colleges on 05.05.2019 from 9:00AM to 5:30PM at Kakatiya GDC, Hanamkonda.

List of Government Degree College

S. No.	District	Name of the College
1	Suryapet	GDC Huzurnagar
2	Suryapet	GDC Kodad
3	Yadadri	GDC Alair
4	Yadadri	GDC Ramannapet
5	Bhadradi	GDC Bhadrachalam
6	Bhadradi	GDC Kothagudem
7	Bhadradi	GDC Manuguru
8	Bhadradi	GDC Paloncha
9	Bhadradi	GDC Yellandu
10	Jangoan	GDC Jangaon
11	Khammam	GDC (W) Khammam
12	Khammam	GDC Khammam
13	Khammam	GDC Madhira
14	Khammam	GDC Nelakondapalli

File No.CCE-AC/ICT/EOFF/2/2018-ACADEMIC CELL

15	Khammam	GDC Sattupally
16	Mahabubabad	GDC Garla
17	Mahabubabad	GDC Mahabubabad
18	Mahabubabad	GDC Maripeda
19	Mahabubabad	GDC Terrur

The Principals/ Vice Principals, A.O.s, Superintendents, Sr Assistants, Jr. Assistants & Record Assistants, TSKC mentors are instructed to attend the training without any exemption. This training is mandatory for the above mentioned list of the GDCs and failing which shall be viewed seriously. The staff of the other GDCs in the state may also attend optionally. All the attendees of this training are given ON DUTY facility.

The Principals and other staff of the GDCs are informed to attend the training with ePass2003 Auto Pendrive, laptop (if possible) and come with one or two existing files (draft file in MS Word format and currents/receipts in PDF format) for processing the file in eOffice Hands on Experiences. Those who already attended the same kind of eOffice Demonstration cum Hands on Training Workshop are instructed to produce (through mail to itofficer-ce@telangana.gov.in on or before 4 PM on 02.05.2019) the Workshop attendance certificate for exempting.

For further information, please contact 1) Principal Kakatiya GDC, Hanamkonda 8179017877, 2) Dr. E. Ram Bhaskar Raju 9849169320, 3) Dr. D. Suresh Babu 9849664111 or 4) Mr. Gajendra Babu PGK 7660020740.

Validity unknown

Digitally signed by  VIN MITTAL
IAS
Date: 2019.04.02 15:32:13 IST
Reason: Approved

Commissioner of Collegiate Education

PHOTOS



ATTENDANCE

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA

One Day Training Programme on e-Office

Date: 05-05-2019

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	G.Jeevan Kumar	Asst Prof of Commerce	Commerce	
8	G.Sujatha	Asst Prof of Commerce	Commerce	
9	C.Lavanya	Asst Prof of Commerce	Commerce	
10	Smt.G.Pavani	Asst Prof of Commerce	Commerce	
11	Dr.A.Sarangapani	Asst Prof of Commerce	Commerce	
12	Dr. Sk. Ayesha	Asst Prof of Commerce	Commerce	
13	M.Somaiah	Asst Prof of Commerce	Commerce	
14	K.Lingareddy	Asst Prof of Commerce	Commerce	
15	J.Sarala Jhansi Rani	Asst Prof of Commerce	Commerce	
16	Dr.S.Vinodhar Rao	Asst Prof of Commerce	Commerce	
17	Sk.Khasim Shah	Asst Prof of Commerce	Commerce	
18	S.Vishnu Charan	Asst Prof of English	English	
19	M.Manojkar Samley	Asst Prof of English	English	
20	Dr.E.Ram Bhaskar Raju	Asst Prof of English	English	
21	Dr.E.Satya narayana	Asst Prof of English	English	
22	Dr.Adi.Ramesh Babu	Asst Prof of English	English	
23	Dr.P.Indira Devi	Asst Prof of English	English	
24	Dr.P.Sailu	Asst Prof of Telugu	Telugu	
25	V.Sampath Reddy	Asst Prof of Telugu	Telugu	
26	M.Samson	Asst Prof of Telugu	Telugu	
27	G.Chandrakala	Asst Prof of Telugu	Telugu	
28	B.Balaiah	Asst Prof of Telugu	Telugu	
29	G.Leelavathi	Asst Prof of Hindi	Hindi	
30	Dr.B.Gayathri	Asst Prof of Hindi	Hindi	
31	D.Venkatesh	Asst Prof of Maths	Mathematics	
32	Dr.B.Prabhakar	Asst Prof of Maths	Mathematics	
33	D.Venkanna	Asst Prof of Maths	Mathematics	
34	M.Venu Gopal	Asst Prof of Maths	Mathematics	
35	M.Radhika	Asst Prof of Maths	Mathematics	
36	B.Raju	Asst Prof of Physics	Physics	
37	Dr.K.Narender Reddy	Asst Prof of Physics	Physics	
38	M.Masood Ahmed Mahamoodi	Asst Prof of Physics	Physics	
39	Mohd.Yousuf Hussain Ansari	Asst Prof of Physics	Physics	

40	B. Sreenivas	Asst Prof of Physics	Physics	
41	A. Sanjeeva Reddy	Asst Prof of Physics	Physics	
42	A. Ashok	Asst Prof of Chemistry	Chemistry	
43	K. Suneetha	Asst Prof of Chemistry	Chemistry	
44	P. Sumalatha	Asst Prof of Chemistry	Chemistry	
45	K. Vani	Asst Prof of Chemistry	Chemistry	
46	Dr. R. Mogili	Asst Prof of Chemistry	Chemistry	
47	K. Jagadeesh Babu	Asst Prof of Chemistry	Chemistry	
48	K. Satyanarayana	Asst Prof of Chemistry	Chemistry	
49	Dr. B. Ramesh Babu	Asst Prof of Chemistry	Chemistry	
50	Dr. B. Suresh Babu	Asst Prof of Chemistry	Chemistry	
51	Dr. T. Sujatha	Asst Prof of Microbiology	Micro Biology	
52	Dr. A. Sanjeevaiah	Asst Prof of Zoology	Zoology	
53	Dr. V. Anil Kumar	Asst Prof of Zoology	Zoology	
54	Dr. T. Bheemrao	Asst Prof of Zoology	Zoology	
55	Dr. K. Ganesh	Asst Prof of Zoology	Zoology	
56	Dr. Ch. Malliah	Asst Prof of Zoology	Zoology	
57	Dr. V. V. N. Hanumakumar	Asst Prof of Zoology	Zoology	
58	R. Shyamala Chandra	Asst Prof of Biotechnology	Biotechnology	
59	P. Shankaraiah	Lect. in. Library Science	Library Science	
60	Dr. J. Somanna	Lect. in. Physical Education	Physical Science	
61	Dr. D. Sureshbabu	Asst Prof of Comp. Science	Computer Science	
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. Malliah	Asst Prof of History	History	
75	Dr. KU MARASWAMY	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. Raghobham Reddy	Contract Lect. in.	Computer Science	
80	K. Ramesh	Contract Lect. in.	Computer Science	


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ప్రచురణార్థం

ఇంటర్నల్ క్వాలిటీ అసురన్సు సెల్ ఆధ్వర్యంలో
కాకతీయ ప్రభుత్వ కళాశాలలో ఈ-ఆఫీస్ అమలు పై కళాశాల విద్యా శాఖ ఆదేశాల మేరకు
రాష్ట్ర స్థాయి కార్యశాల

Date: 05/05/2019

కాకతీయ ప్రభుత్వ కళాశాల, హన్మకొండ లో ఇంటర్నల్ క్వాలిటీ అసురన్సు సెల్ ఆధ్వర్యంలో తేదీ
మే 5 ఆదివారం రోజున ఈ-ఆఫీస్ అమలు పై రాష్ట్ర స్థాయి కార్యశాల ను నిర్వహించారు కళాశాల
Principal డాక్టర్ పాము వెంకటేశ్వర్లు అధ్యక్షతన జరిగిన ఈ కార్యక్రమంలో కార్యశాల కన్వీనర్
మరియు ఐ। క్యూ.ఎ। సి। డైరెక్టర్ డాక్టర్ ఈ. రాం భాస్కర్ రాజు మరియు కళాశాల వెబ్ కోఆర్డినేటర్
మరియు కంప్యూటర్ సైన్స్ విభాగ అధిపతి డాక్టర్ డి। సురేష్ బాబు, staff కార్యదర్శి మురళీధర్ కార్య
శాల అవసరత పై మాట్లాడారు। సుమారు 100 మంది పాల్గొన్న ఈ కళాశాలలో రాష్ట్రం లోని 19
కాలేజీల principals మరియు ఆఫీస్ సిబ్బంది పాల్గొన్నారు। ఈ శిక్షణ ఇవ్వడానికి కళాశాల విద్యా శాఖ
నుండి విషయం నిపుణులు డాక్టర్ ఆర్ చక్రధర్ మరియు పీ జీ కె గజేంద్ర బాబు ఉదయం 11 గంటల
నుండి సాయంత్రం 5 గంటల వరకు ప్రయోగాత్మక శిక్షణ అందించారు।

కాలేజీ కంప్యూటర్ సైన్స్ ల్యాబ్లో ఈ ఆఫీస్ సంబంధిత సాఫ్ట్ వేర్ సహాయంతో ప్రత్యక్ష ఉత్తర
ప్రత్యుత్తర విధి విధానాలను నేర్పించారు। కైబాల ఆన్ లైన్ విధానంలో వారి హాజరును కళాశాల
విద్యా శాఖకు పంపించారు। కార్య శాలకు హాజరైన పేరినిస్పల్స్ మరియు ఆఫీస్ సిబ్బంది ఈ ఆఫీస్
వినియోగంపై తమ సంసిద్ధతను నిరూపించారు। ఈ విధానంలో తమకు సమయం, కాగితరహిత
కరెస్పాండెన్స్ అలాగే ఒక ఫైల్ ఈ ఆఫీస్ లో పంపినప్పుడు అది ఏ అధికారి వద్ద పెండింగ్ లో ఉందో
(ఫైల్ ఫ్లేటస్) తెలుసుకునే వీలు పై ఆనందం వ్యక్తం చేశారు। ఏ రోజుకు ఆ రోజు ఫైల్ పరిష్కారానికి
నోచుకునే ఈ ఆఫీస్ సిస్టం ఉపయోగముపై తమ సంతృప్తిని వ్యక్తం చేశారు।

ఆద్యంతం ఆసక్తికరంగా నిర్వహించిన ఈ కార్యక్రమంలో కళాశాల అధ్యాపకులు సోమయ్య, కందాల
సత్యనారాయణ మరియు ఇతర కళాశాలల సీనియర్ పేరినిస్పల్స్ చంద్ర మౌళి, లీల, విజయలక్ష్మి,
సమత, వెంకటేశ్వర్లు తో పాటు రీజినల్ జాయింట్ డైరెక్టర్ వారి కార్యాలయ సిబ్బంది పాల్గొన్నారు।
ఇలాంటి కార్యశాలల నిర్వహణ మరికొన్ని మార్లు జరిగితే విషయంపై అవగాహన
మెరుగుపడుతుందని ప్రతిస్పందన వ్యక్తం చేశారు। సాయంత్రం 5 గంటలకు జరిగిన ప్రతిస్పందన
సేకరణ కోసం జరిగిన వీడ్కోలు కార్యక్రమంలో పాల్గొన్న వారికి కళాశాల principal డాక్టర్ పాము
వెంకటేశ్వర్లు సర్టిఫికెట్స్ ప్రదానం చేసారు। కార్యశాల కన్వీనర్ డాక్టర్ రాం భాస్కర్ రాజు వందన
సమర్పణ తో ఒక రోజు కార్యశాల విజయవంతంగా పూర్తి చేశారు।




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KAKATIYA GOVT. COLLEGE
Hanamkonda.



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CamScanner

4. Drafting Skills in English

S.No	Dates (from-to) (DD-MM-YYYY)	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants
4.	03-12-2018 to 04-12-2018	Drafting Skills in English	-	53

Workshop on Drafting Skills for Administrative Staff

Organized by

DEPARTMENT OF ENGLISH

KAKATIYA GOVERNMENT COLLEGE, HANUMAKONDA

From 03-12-2018 to 04-12-2018

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 I

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 in Attendance



Training Session

ATTENDANCE

Dept. of English
Workshop on Drafting

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

Attendance.

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

5. A Workshop on Data entry operation

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
5.	16-07-2018 to 17-07-2018	-	A Workshop on Data Entry operation	18

Resource Person: V. Ramesh

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA

Dist: Warangal (Urban)

Date: 13-07-2018

NOTICE

All the Non-Teaching faculty members are informed that IQAC is going to organizing Two days Workshop programme on "Data Entry operation" on date: 16-07-2018 & 17-07-2018 in collaboration with the Department of Computer Science & Applications. Hence, all the Non-Teaching faculty are instructed to attend the workshop programme without fail.


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Hanamkonda

Objectives:

- The non-teaching staff should be able to:
 - Understand data entry and home-based data entry
 - Know the qualifications and skills needed for data entry
 - Get ideas on how to improve your skills
 - Write a good data entry resume
 - Find a good data entry job

Contents

I. Introduction to Data Entry

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

II. Home-Based Data entry

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

III. Qualification & Skills

- i. Qualifications
- ii. Important Skills for Data Entry
- iii. Computer Skills

IV. Improving your Data Entry

V. Writing you Resume

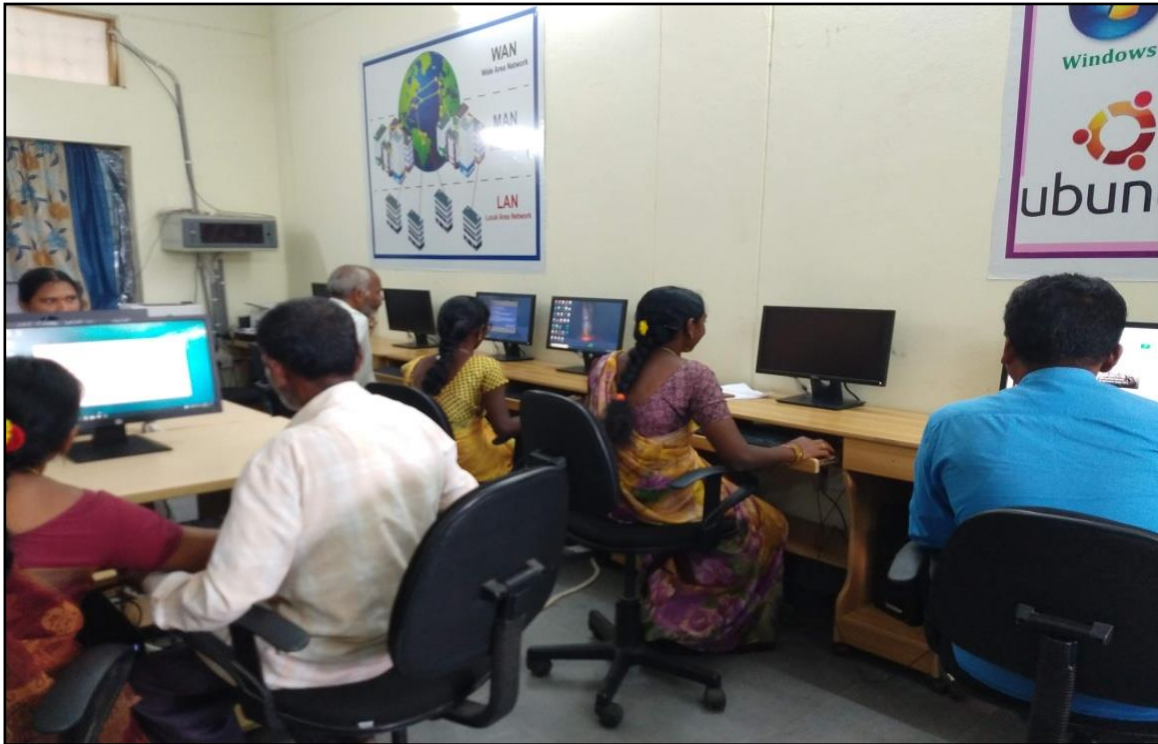
- i. The Online Data Entry Resume
- ii. Do's and Don'ts

VI. Searching for Data Entry Jobs

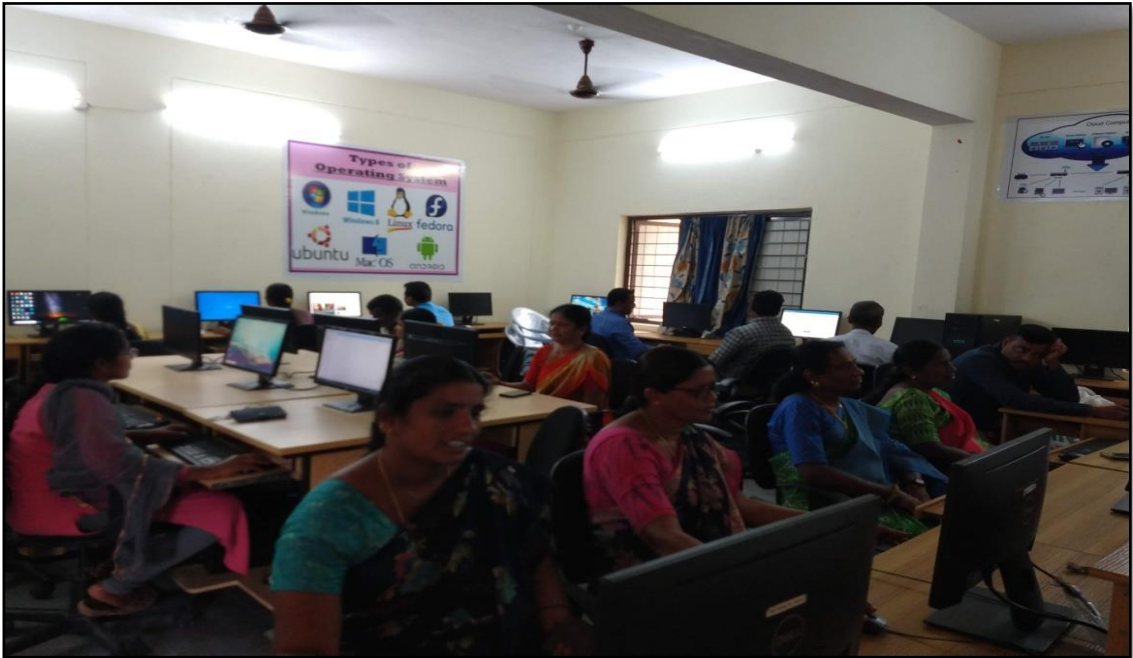
- i. Where to Find
- ii. Identifying Data Entry Scams

PHOTOS

DAY 1



DAY - 2



FEEDBACK



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

FEEDBACK FORM

Course Title:

A workshop on data entry operations

Date: 16-07-2018

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:

A Workshop on Data Entry Operation

Date: 16-07-2018

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 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:

Workshop on data entry operation

Date: 17-07-2018

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



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

FEEDBACK FORM

Course Title:

Workshop on data entry operation

Date: 17-07-2016

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

2

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

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

3

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	A. Anjitha	
2	1525169	Y. pradeepa, Supalt.	
3	2101898	B. Rajitha	
4	2158076	Syed. Amjad	
5	2157794	K. Krishna	
6	9120465	K. Nirrma	
7	9120520	K. saritha	
8	2136151	D. swarupa	
9	2136147	CH. KUMAR A - Wani	
10	1061704	Dr. N. Summaiah	
11	1963996	B. Sarada	
12	21028	K. Sunitha	
13	21027	J. Ramana	
14	21031 21031	M. Seetha	
15	2137715	Md. Yakub A.G.	
16	21023	Ch. Paikumar	
17	21029	B. Anurka	
18	21027	J. Ramana	
19			
20			
21			



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2017-2018

1. One Day Awareness Programme on Hardware Devices and Components to Non - Teaching Staff

S.No	Dates (from-to) (DD-MM-YYYY)	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants
1.	14-09-2017	-	Awareness on Hardware Devices and Components for Non- Teaching Staff	20

Date: 14-09-2017

**Internal Quality Assurance Cell
&
Department of Computer Science & Applications**

Resource Person : V. Ramesh

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA

Dist: Warangal (Urban)

Date: 12-09-2017

NOTICE

All the Non-teaching faculty members are informed that IQAC is going to organizing one day Awareness programme on "Hardware Devices and Components" on date: 14-09-2017 in collaboration with the Department of Computer Science & Applications. Hence, all the Non-teaching faculty are instructed to attend the workshop programme without fail.


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OBJECTIVES:

To familiarize the non-teaching staff with various hardware components and their proper maintenance.

SYLLABUS

What is computer hardware?

What are internal computer hardware components?

Internal components collectively process or store the instructions delivered by the program or operating system (OS). These include the following:

- Motherboard.
- CPU.
- RAM.
- Hard drive.
- Solid-state drive (SSD).
- Optical drive.
- Heat sink.
- Graphics processing unit.
- Network Interface Card (NIC).
- Storage Devices

PHOTOS



FEEDBACK

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



FEEDBACK FORM

Course Title: One day Awareness Programme On
hardware devices and components
Date: 14-09-2017

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"/> 4 |
| 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"/> 3 |
| 5) The course exposed you to new knowledge and practices
1. Strongly disagree 2. Average 3. Good 4. Strongly agree | <input type="checkbox"/> 2 |
| 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:

One Day Awareness Programme On Hardware devices and Components

Date: 14-09-2017

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

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



FEEDBACK FORM

Course Title:

One day awareness programme on trademark designs and
copyrights

Date: 24-09-2012

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 2 3 4

1. Strongly disagree 2. Average 3. Good 4. Strongly agree

3) The lecture sequence was well planned

1 2 3 4

1. Strongly disagree 2. Average 3. Good 4. Strongly agree

4) The contents were illustrated properly

1 2 3 4

1. Strongly disagree 2. Average 3. Good 4. Strongly agree

5) The course exposed you to new knowledge and practices

1 2 3 4

1. Strongly disagree 2. Average 3. Good 4. Strongly agree

6) The course material handed over to you was adequate

1 2 3 4

1. Strongly disagree 2. Average 3. Good 4. Strongly agree

ATTENDANCE

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA
INTERNAL QUALITY ASSURANCE CELL (IQAC)
AWARENESS ON HARDWARE DEVICES AND COMPONENTS TO NON-TEACHING STAFF

ATTENDANCE

S.NO	EMPLOYEE ID	NAME OF THE STAFF	SIGNATURE
1	1520397	C. Anika	<i>[Signature]</i>
2	1525169	Y. Pradeepa	<i>[Signature]</i>
3	2101898	H. Rajitha	<i>[Signature]</i>
4	9120515	B. Gyanachand	<i>[Signature]</i>
5	2158096	Syed. Amjad	<i>[Signature]</i>
6	9120465	K. NIRMALA	<i>[Signature]</i>
7	2137715	M. Lakshmi	<i>[Signature]</i>
8	2138151	D. SWAPNA	<i>[Signature]</i>
9	9120530	K. Saritha	<i>[Signature]</i>
10	2157794	K. Krishna	<i>[Signature]</i>
11	2136147	Ch. Kumar sony	<i>[Signature]</i>
12	2136087	P. Venkatesh	<i>[Signature]</i>
13	1061704	Dr. Nalk. Sarmaiah	<i>[Signature]</i>
14	1963996	<i>[Signature]</i>	<i>[Signature]</i>
15	21028	K. Sunitha	<i>[Signature]</i>
16	21031	H. Subhadra	<i>[Signature]</i>
17	21023	Ch. Raj Kumar	<i>[Signature]</i>
18	21029	B. Remika	<i>[Signature]</i>
19	21027	J. Ramana	<i>[Signature]</i>
20	21025	Z. Anil babu	<i>[Signature]</i>
21			
22			
23			



[Signature]
PRINCIPAL
KAKATIYA GOVT COLLEGE
HANAMKONDA.

2. One Day Awareness Programme on Cyber Crime to Teaching Staff

S.No	Dates (from-to) (DD-MM-YYYY)	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants
2.	24-10-2017	Awareness Programme on Cyber crime	-	62

Internal Quality Assurance Cell

Date: 24-10-2017

Resource Person: T. Ragotham Reddy

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA

Dist: Warangal (Urban)

Date: 21-10-2017

NOTICE

All the Teaching faculty members are informed that IQAC is going to organizing one day Awareness programme on "Cyber Crime" on date: 24-10-2017 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.

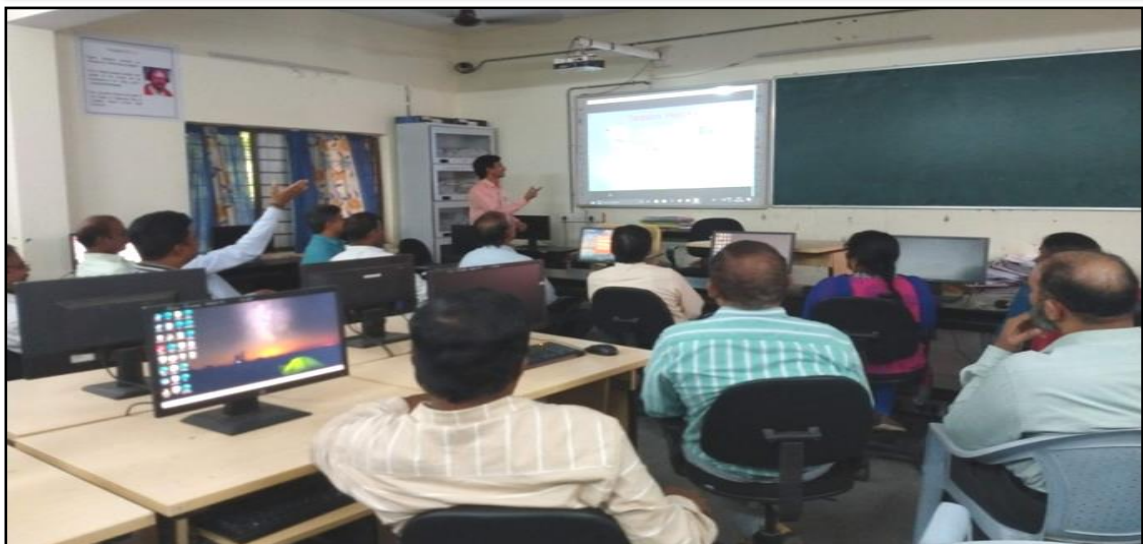
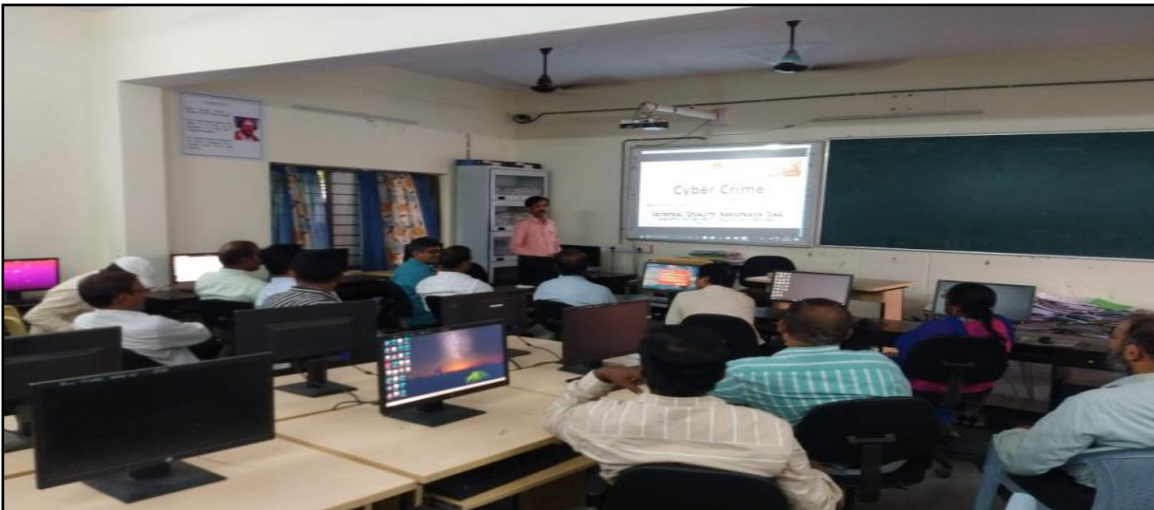
OBJECTIVES :

To sensitise the Teaching staff and handle various aspects related to “Cyber Crime”.

Topic :

- ✓ Crisis
- ✓ Computer Crimes
- ✓ Hacker Attacks
- ✓ Modes of Computer Security
 - ❖ Password Security
 - ❖ Network Security
 - ❖ Web Security
 - ❖ Distributed Systems Security
 - ❖ Database Security

PHOTOS



ATTENDANCE

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA
Dist: Warangal (Urban)

Awareness Programme on Cyber crime to Teaching staff

Resource Person: T. Ragotham Reddy

Date: 24-10-2017

LIST OF ATTENDED STAFF

S.No	Name of the Full-time teacher	Designation	Name of the Department	Remarks
1	S.Vishnucharan	Asst Prof of English	English	
2	Dr.E. Srinivas Rao	Asst Prof of English	English	
3	Dr.E.Rambhaskar Raju	Asst Prof of English	English	
4	T.S.Praveen Kumar	Asst Prof of English	English	
5	C.Govardhan	Asst Prof of English	English	
6	P.Esther Sudha Rani	Contract Lecturer in English	English	
7	Dr.B.Laxman Naik	Asst Prof of Telugu	Telugu	
8	B.Ramulu	Asst Prof of Telugu	Telugu	
9	Dr.J.Raja Ram	Asst Prof of Telugu	Telugu	
10	B.Balaiah	Asst Prof of Telugu	Telugu	
11	G.Leelavathi	Asst Prof of Hindi	Hindi	
12	Dr.T.Sumathi	Asst Prof of Hindi	Hindi	
13	Dr.B.Gayathri	Asst Prof of Hindi	Hindi	
14	T.Ramesh	Asst Prof of Mathematics	Mathematics	
15	T.Naveen Chander Raju	Asst Prof of Mathematics	Mathematics	
16	Dr.B.Prabhakar	Asst Prof of Mathematics	Mathematics	
17	T.Jeevan Kumar	Asst Prof of Physics	Physics	
18	Y.Devadas	Asst Prof of Physics	Physics	
19	M.Masood Ahmed Mahamoodi	Asst Prof of Physics	Physics	
20	Dr.Ch.Snehalatha Reddy	Asst Prof of Physics	Physics	
21	K.Rajini Latha	Asst Prof of Physics	Physics	
22	Dr.A.Pavan Kumar	Asst Prof of Physics	Physics	
23	K.Vani	Asst Prof of Chemistry	Chemistry	
24	Dr.B.Suresh Babu	Asst Prof of Chemistry	Chemistry	
25	A.Srinivas Reddy	Asst Prof of Chemistry	Chemistry	
26	G.Ravikumar	Asst Prof of Chemistry	Chemistry	
27	V.Srinivas	Asst Prof of Chemistry	Chemistry	
28	M.Himabindu	Asst Prof of Chemistry	Chemistry	
29	K.Swapna Rani	Contract Lecturer Chemistry	Chemistry	
30	A.Ramanarao	Asst Prof of Botany	Botany	
31	Dr. T. Annie Sheron	Asst Prof of Botany	Botany	
32	K.Bochaiah	Asst Prof of Botany	Botany	
33	Dr.G.Chandrakala	Asst Prof of Botany	Botany	
34	P.Neeraja	Asst Prof of Botany	Botany	
35	Dr.Sura Shyamprasad	Asst Prof of Botany	Botany	
36	Dr.P.Gowri	Asst Prof of Zoology	Zoology	
37	A.Sanjevaiah	Asst Prof of Zoology	Zoology	
38	P.Ravinder Rao	Asst Prof of Zoology	Zoology	
39	Dr.Ch.Mallaiah	Asst Prof of Zoology	Zoology	
40	Dr.K.Ganesh	Asst Prof of Zoology	Zoology	
41	Ch.Shankar	Asst Prof of Zoology	Zoology	
42	V.Rohini	Asst Prof of Bio-technology	Bio-technology	
43	G.Raghu	Asst Prof of Bio-technology	Bio-technology	

44	P.Shankarashah	Asst Prof of Lib.Science	Lib.Science	
45	K.Madhusudhan	Asst Prof of Phy.Education	Phy.Education	
46	M.D. Yakub	Asst Prof of Commerce	Commerce	
47	Dr. Sk. Ayesha	Asst Prof of Commerce	Commerce	
48	M.Somaiah	Asst Prof of Commerce	Commerce	
49	K.Satyanarayana	Asst Prof of Commerce	Commerce	
50	Ch. Ramachandram	Asst Prof of Commerce	Commerce	
51	J. Chinna	Asst Prof of Commerce	Commerce	
52	Dr. Thiruvengala Chary	Asst Prof of Commerce	Commerce	
53	P.Lakshminarasimha Murthy	Asst Prof of Commerce	Commerce	
55	Dr.M Ravinder	Asst Prof of Economics	Economics	
56	Yedukondalu Narendra	Asst Prof of Economics	Economics	
57	Dr.A Venkataramana	Asst Prof of Economics	Economics	
58	K.Mallesham	Asst Prof of Political Sci.,	Political Sci.,	
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	Dr.D. Sureshbabu	Asst Prof of Comp.Science	Comp.Science	


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 Hanamkonda

FEEDBACK



KAKATIYA GOVERNMENT COLLEGE

HANAMKONDA, DIST. WARANGAL (Urban)

Internal Quality Assurance Cell (IQAC)

FEEDBACK FORM

Course Title:

One day workshop on cybercrime

Date: 24-10-2017

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"/> 4 |
| 3) The lecture sequence was well planned
1. Strongly disagree 2. Average 3. Good 4. Strongly agree | <input type="checkbox"/> 3 |
| 4) The contents were illustrated properly
1. Strongly disagree 2. Average 3. Good 4. Strongly agree | <input type="checkbox"/> 2 |
| 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:

Oneday workshop On Cyber Crime

Date: 24-10-2017

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 4

- 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 CYBER CRIME

Date: 24-10-2017

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



V. Raju Reddy
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S.No	Dates (from-to) (DD-MM-YYYY)	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants
3.	23-08-2017	Training programme Consequences on GST	-	28

Name of the Resource Person: Sri. Dr. M. Ravinder, Lecturer in Economics

Objectives: To create awareness on new system of GST

Date: 23-08-2017

Total Number of Faculty Attended: 28

Awareness on GST

India has witnessed substantial reforms in indirect taxes over the past two decades with the replacement of State sales taxes by Value Added Tax (VAT) in 2005 marking a watershed in this regard. Prior to VAT implementation, the tax structure was considered problematic primarily due to the –cascading effect of taxes|| whereby an item is taxed more than once from the production to the final retail sales stage. Exporters were also becoming less competitive in the international market due to the huge input costs involved (tax burden of a commodity increases manifold as it is taxed repeatedly) through the earlier sales tax mode – reflected in higher prices of products as compared to global competitors. To avoid this kind of a tax structure, VAT was introduced so that taxes are paid on the –value added portion|| by each producer and the hurdles of the cascading effect are done away with. But shortcomings were also noticed in the VAT structure and efforts were made to further rationalize the system. For instance, a number of Central taxes like customs duty, surcharge were not included in Central Value Added Tax (CENVAT) while indirect taxes at the State level such as entertainment and luxury taxes were left out of the purview of VAT. The major problem with VAT is that CENVAT on certain commodities remains included in the value of goods to be taxed under State VAT. Thus, the same set of goods is taxed repeatedly – once by the Centre and then by the State. Moreover, since VAT is applied on goods only (tax on services in India is a complicated issue due to various exemptions and definitional problems) Introduction of GST would be a very significant step in the field of indirect tax reforms in India. By amalgamating a large number of Central and State taxes into a single tax and allowing set-off of prior-stage taxes, it would mitigate the ill effects of cascading and pave the way for a common national market. For the consumers, the biggest gain would be in terms of a reduction in the overall tax burden on goods, which is currently estimated at 25%-30%. Introduction of GST would also make our products competitive in the domestic and international markets. Studies show that this would instantly spur economic growth. There may also be revenue gain for the Centre and the States due to widening of the tax base, increase in trade volumes and improved tax compliance. Last but not the least, this tax, because of its transparent character, would be easier to administer.

To be fully viable by law in all the States, the GST Bill needs to be passed by a two-thirds majority in both Houses of Parliament and by the legislatures of half of the 29 States. In December 2014, Finance Minister Arun Jaitley introduced the constitutional amendment Bill of the GST in the Lok Sabha. He announced that the GST would be a major reform in India's taxation system since 1947, which would reduce transaction costs for business and boost the economy. Earlier, the Bill was rejected by a few States saying that it does not include the issues of compensation, entry tax and the tax on petroleum products. Jaitley while introducing the Bill said that all efforts have been taken to make sure that the States do not suffer any loss of revenue with the implementation of the GST. The States will receive Rs 11,000 crore this fiscal year so that it would compensate the losses suffered by them for decline in Central sales tax (CST) and subsequently financial assistance would be provided for a five-year period. All said and done, the GST Bill which was conceived way back in the year 2000 has not seen the light of the day as yet. If everything goes well, most likely the Bill will be legislated by April 2016. According to a study by the National Council of Applied Economic Research (NCAER), full implementation of the GST could expand India's growth of gross domestic product by 0.9-1.7 percentage points. By removing the system of multiple Central and State taxes, the GST can help in reducing taxation and filing costs and expand business profitability, thereby attracting investments and promoting GDP growth. Simplification of tax norms can help in improving tax compliance and increasing tax revenues.





O: 23/08/2017

40

Faculty Forum Meet

Faculty Forum Meeting is organised, today, at 02:30pm in the Seminar Hall, under the chairpersonship of Dr. V. Vijayalakshmi, principal and chairperson, Faculty Forum, KGC, Hanamkonda. "Awareness on GST (Goods and Services Tax and its consequences" is the theme of today's forum talk. Resource persons for the talk are

1. Dr. M. Ravinder, Asst Prof of Economics
2. Dr. A.V. Ramana, Asst Prof of Economics

Adama Srinivas Reddy, coordinator, Faculty Forum, KGC, HNK, coordinated the meeting.

Dr. V. Vijayalakshmi, chairperson, Faculty Forum, KGC has initiated the discussion on the topic, providing basic information and opened the elaborative talks from the speakers.

Dr. A. Venkata Ramana, first speaker, emphasized the necessity of understanding of GST and went on to explain the backdrop of the tax system, and its basic components.

[Signature]
Principal

- | | |
|---------------------------|--------------------|
| 1. Saiy Satyanarayana | <i>[Signature]</i> |
| 2. T. Naveen Chander Raju | <i>[Signature]</i> |
| 3. P. NEERAJA | <i>[Signature]</i> |
| 4. P. G. Sudha Devi | <i>[Signature]</i> |
| 5. AAYESHA SHAIK | <i>[Signature]</i> |
| 6. Dr S. Syam Prasad | <i>[Signature]</i> |
| 7. Dr. B. Ramulu. | <i>[Signature]</i> |
| 8. K. CHANDER | <i>[Signature]</i> |
| 9. A. SATHISH | <i>[Signature]</i> |
| 10. Y. Soudas | <i>[Signature]</i> |
| 11. B. Prabhakar | <i>[Signature]</i> |
| 12. G. Ravi Kumar | <i>[Signature]</i> |
| 13. Dr B. Lakshman Naik | <i>[Signature]</i> |
| 14. M. Somaiah | <i>[Signature]</i> |
| 15. K. Sadyarayanan | <i>[Signature]</i> |
| 16. Dr. B. JUREM DAVU | <i>[Signature]</i> |
| 17. Md. Yakub | <i>[Signature]</i> |
| 18. P. L. N. Murety | <i>[Signature]</i> |
| 19. Dr. A. Saijeevaran | <i>[Signature]</i> |
| 20. Dr. J. Chinna | <i>[Signature]</i> |
| 21. Dr. J. Raja Ram | <i>[Signature]</i> |
| 22. K. Malleshwar | <i>[Signature]</i> |
| 23. G. Madhavi | <i>[Signature]</i> |
| 24. K. Rajan Lakshmi | <i>[Signature]</i> |
| 25. G. Leela Vasthi | <i>[Signature]</i> |
| 26. M. Himabindu | <i>[Signature]</i> |
| 27. Dr. Ch. Mallareddy | <i>[Signature]</i> |
| 28. A. Srinivasa | <i>[Signature]</i> |



[Signature]
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4. Calculation of CGPA

S.No	Dates (from-to) (DD-MM-YYYY)	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants
4.	21-07-2017	Training programme on Calculation of CGPA	-	38

Name of the Resource Person: Sri. DT Chary, Lecturer in Commerce

Objective: To create awareness among the staff on Calculation of CGPA in view of CBCS system introduced in colleges.

Date: 21-07-2017

Total Number of Faculty Attended: 38

Calculation of CGPA

GPA is an abbreviation for Grade Point Average. It is a standard method of calculating a student's average grade over a stipulated period, like one term/semester. GPA is calculated by dividing the average grade points a student achieves by the total credit hours attended by the student.

CGPA stands for –Cumulative Grade Point Average. It is used to denote a student's overall average performance throughout their academic program, be it a high school, a Bachelor's Degree, or a Master's Degree program. To start off, credit hours are the total amount of time a student spends in classes. Grade points are the marks you receive for your subjects. To calculate a CGPA, you simply divide your total score of grade points for all subjects throughout your semesters by the total number of credit hours attended. GPA and CGPA are indicated by a number as opposed to the percentages or grades that are assigned under the Indian grading system.

GPA is a standard grading method practiced across the US, Canada, and Australia. However, the grading scale is different for every country. In the US and Canada, the GPA band is 0.0 to 4.0 points, with 4.0 being the highest mark/score. Certain schools in Australia use a GPA band from 0.0 to 7.0, where 7.0 is the highest mark/score.

Students from an Indian education background will find the International GPA grading system used by schools abroad different from what they are used to. This is because Indian schools grade academic performance through one of these two systems: 1) Percentage system, or 2) A 10-point GPA system. In the percentage system, marks are converted to a percentage which is then assigned to a category of four ranks known as divisions: Distinction, which is 75% and above; 1st Division, which is between 60% and 75%; 2nd Division, which is between 50% and 60%; and 3rd Division, which is between 40% and 50%. In the 10-point GPA system, letter grades are normally attached to points, for instance, a grade point of 9 earns an –A letter grade.

Normally, letter grades and percentages can easily be converted to an International GPA. First, the percentages are translated to letter grades, and these letter grades are matched to the standardized International GPA score. For example, a mark of 95% would be an A grade which equals 4.0; a mark of 85% would be a B which equals 3.0; a C is 2.0 and a D is 1.0.

PHOTOS



Faculty Forum meeting is organised today at 11.30 under the chairmanship of the Principal, Dr. V. Vijayalaxmi. Smt. Sudha, faculty of English invited today's speakers, Dr. C. Govardhan, Asst. Prof. of English, Sri. Bairi Sathyamurayana, Asst. Prof. of Physics and Dr. D.T. Chary, Asst. Prof. of Commerce onto the dias. The programme is organised by Sri. A. Srinivas Reddy, lect. in chemistry and co-ordinator of Faculty Forum. Dr. C. Govardhan is invited to present an account of his experiences of teaching. Sri. Bairi Sathyamurayana is requested to deliver a detailed talk on 'CBCS', its challenges and solutions. Dr. D.T. Chary is requested to brief the pattern. Sri. A. Srinivas Reddy has presented a detailed account of the aims and objectives of Faculty Forum.

The Principal, Dr. V. Vijayalaxmi shared her views on the interdisciplinary aspects of CBCS system. She opined that this pattern is aimed at fostering the overall growth of the students. The skills which are acquired through this pattern will enable them to face the challenges of the day.

Sri. A. Srinivas Reddy introduced an eminent educationist Prof. Anil Sadgopal who has done yeoman service in the field of Higher Education. He is said to have fought tooth and nail against the existing challenges in Higher Education.

Dr. C. Govardhan has presented a brief account of his experiences which have propelled him to be a teacher of English. He explained the turbulent phases of his life. He gave vent to the struggles he underwent in the journey of his academic career.

Sri. B. Sathyamurayana presented a detailed analysis of CBCS pattern through Power Point presentation. He gave an appraisal of CBCS pattern. He illustrated the pros and cons of the system. The true spirit of the pattern ~~and~~ is explained. The following aspects of CBCS are presented.

1. Origin.
2. Recommendations of NKC & BUGC

6.3. MHRD Special meetings

2. Goals and objectives

3. Components of CBCS model.

Sri. S. Vishnucharan entertained the audience with a melodious song. Dr. D.T. Chary concluded the programme with his observations of CBCS system.

Principal.

1. ~~Q~~ (K. Sathyanarayana)

2. ~~Q~~ (Dr. B. Subrahmanyan)

3. ~~Q~~ (Dr. E. Srinivas Rao)

4. ~~Q~~ (Dr. S.T. Chary)

5. ~~Q~~ (M. Somashekhar)

6. ~~Q~~ (Dr. A. Sankaranarayanan)

7. ~~Q~~ (Dr. C. G. Venkatesh)

8. K. Somi Reddy (CPDC member)

9. Dr. Ch. Mallikarjuna Reddy, Zoology

10. A. Srinivas Reddy

11. B. Murthy Reddy

12. P. Ravinder Reddy

13. S. Vishnucharan

14. Dr. B. Lakshman Reddy

15. G. Madhavi

16. M. Himabindu

17. K. Rajeswari

18. G. Leelavathi

19. Dr. B. Ramulu

20. Y. Devadas

21. Yedukondalu - Narendra

22. CH. Ramachandram

23. Dr. K. Ganesh

24. A. Ramana Reddy

25. Dr. H. Shreehari

26. K. Chandrababu Naidu

27.	Ch. Shankar	Shi
28	ARYESHA SHAIK	shaiyler
29	B. Balasiah	Bbs
30	S.S. Ajay Kumar	shur
31	D. Rajkumar	R
32	T. Pughathann Reddy	shur
33.	P. Neeraja	shur
34.	P. Esther Sulha Ravi	shur
35.	K. Suresh Rani	shur
36.	Dr. Jayathi Rajar Ram	shur my de 4 Feb
37	P. Shankaralax	shur my
38	a. Navi Kumar	shur my



V. Suresh Babu -
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Hanamkonda.

5. CBCS-Its challenges & solutions

S.No	Dates (from-to) (DD-MM-YYYY)	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants
5.	21-07-2017	CBCS-Its challenges & solutions	-	38

Name of the Resource Person: Sri. B. Satynarayana, Lecturer in Physics

Objectives: To enlighten the faculty on the challenges that CBCS is facing and the solutions to overcome them.

Date: 21-07-2017

Total Number of Faculty Attended: 38

CBCS-ITS CHALLENGES & SOLUTIONS

Ministry of Human Resource Development (HRD), Govt. of India, has already initiated the process for developing New Education Policy (NEP) in our country to bring out reforms in Indian education system. University Grants Commission (UGC) participates more actively in developing National Education Policy, its execution and promotion of higher education in our country. The UGC has already initiated several steps to bring equity, efficiency and academic excellence in National Higher Education System. The important ones include innovation and improvement in course- curricula, introduction of paradigm shift in learning and teaching pedagogy, examination and education system. The education plays enormously significant role in building of a nation. There are quite a large number of educational institutions, engaged in imparting education in our country. Majority of them have entered recently into semester system to match with international educational pattern. However, our present education system produces young minds lacking knowledge, confidence, values and skills. It could be because of complete lack of relationship between education, employment and skill development in conventional education system. The present alarming situation necessitates transformation and/or redesigning of education system, not only by introducing innovations but developing -learner-centric approach in the entire education delivery mechanism and globally followed evaluation system as well. Majority of Indian higher education institutions have been following marks or percentage based evaluation system, which obstructs the flexibility for the students to study the subjects/courses of their choice and their mobility to different institutions. There is need to allow the flexibility in education system, so that students depending upon their interests and aims can choose interdisciplinary, intra-disciplinary and skill-based courses. This can only be possible when choice based credit system (CBCS), an internationally acknowledged system, is adopted. The choice based credit system not only offers opportunities and avenues to learn core subjects but also exploring additional avenues of learning beyond the core subjects for holistic development of an individual.

The CBCS will undoubtedly facilitate us bench mark our courses with best international academic practices. The CBCS has more advantages than disadvantages. Advantages of the choice based credit system: Shift in focus from the teacher-centric to student- centric education. Student may undertake as many credits as they can

cope with (without repeating all courses in a given semester if they fail in one/more courses). CBCS allows students to choose inter-disciplinary, intra-disciplinary courses, skill oriented papers (even from other disciplines according to their learning needs, interests and aptitude) and more flexibility for students). 3 CBCS makes education broad-based and at par with global standards. One can take credits by combining unique combinations. For example, Physics with Economics, Microbiology with Chemistry or Environment Science etc. CBCS offers flexibility for students to study at different times and at different institutions to complete one course (ease mobility of students). Credits earned at one institution can be transferred. Disadvantages: Difficult to estimate the exact marks Workload of teachers may fluctuate Demand good infrastructure for dissemination of education.



1. ~~Q~~ (K. Sathyanarayana)
2. ~~(Dr. B. Subrahmanya)~~
3. ~~(Dr. E. Srinivas Rao)~~
4. ~~(Dr. S. I. Choudhury)~~
5. ~~(M. Somashekhar)~~
6. ~~(Dr. A. Sankararaman)~~
7. ~~(Dr. C. G. Venkatesh)~~
8. K. Somi Reddy (CPDC member)
9. Dr. Ch. Mallikarjuna Reddy (zoology)
10. A. Srinivas Reddy
11. B. Murthy
12. P. Ravinder Rao
13. S. Vishnu Charan
14. Dr. B. Lakshman Naik
15. G. Madhavi
16. M. Himabindu
17. K. Raju Reddy
18. G. Leelavathi
19. Dr. B. Ramulu
20. Y. Devadas
21. Yedukondalu Narendra
22. CH. Ramesh Chandraiah
23. Dr. K. Ganesh
24. A. Ramana Rao
25. Dr. S. Bharath
26. K. N. Lakshmi

- 33
27. Ch. Shankar
 28. AYESHA SHAIK
 29. B. Balasubrahmanya
 30. S. S. Ajay Kumar
 31. D. Rajkumar
 32. T. Rajkumar Reddy
 33. P. Neeraja
 34. P. Esther Latha Devi
 35. K. Sangeeta Devi
 36. Dr. Jyoti Raju Ram
 37. P. Shankaralakshmi
 38. G. Navikumar




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1. One day Workshop on 'Ms-Excel'

S.No	Dates (from-to) (DD-MM-YYYY)	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants
1.	01-03-2017	-	One day Workshop on Ms-Excel	16

Resource Person: V. Ramesh

OBJECTIVES :

To train all the non-teaching staff on "Microsoft Excel" for office work.

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA

DIST: WARANGAL (URBAN)

Date: 27-02-2017

NOTICE

All the Non-teaching faculty members are informed that IQAC is going to organizing one day Awareness programme on "Microsoft Excel & Microsoft Power point preparation & Presentation" on date: 01-03-2017 in collaboration with the Department of Computer Science & Applications. Hence, all the Non-teaching faculty are instructed to attend the workshop programme without fail.

V. Ramesh
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 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. Some handy data entry techniques, Number Formatting.

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



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	Gr. Anitha	Administrative officer	Gr. Anitha
2	1525169	Y. Pradeepa	Superintendent	Y. Pradeepa
3	2101898	H. Rajitha	Senior Asst	H. Rajitha
4	9120515	B. Gyaneshwar	Senior Asst	B. Gyaneshwar
5	1061704	Dr. N. Sumanth	Office Subordinate	N. Sumanth
6	2158076	Syed. Anjand	Record Asst	Syed. Anjand
7	2157794	K. Krishna	Record Asst	K. Krishna
8	2136147	Ch. Kumara Bhanu	Store Keeper	Ch. Kumara Bhanu
9	2136151	D. Suresh Babu	Herbarium Keeper	D. Suresh Babu
10	2101904	S. Solomon	Senior Asst	S. Solomon
11	2110785	P. SHYAM BABU	Record Asst	P. SHYAM BABU
12	9120465	K. NIRMALA	Record Asst (Records)	K. NIRMALA
13	9120520	K. Saritha	"	K. Saritha
14	2110785	P. SHYAM BABU	Record Asst	P. SHYAM BABU
15	21023	Ch. Rajkumar	"	Ch. Rajkumar
16	21027	G. Kamana	Attender	G. Kamana




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2. One day Workshop on Ms-Power point Preparation & Presentation

S.No	Dates (from-to) (DD-MM-YYYY)	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants
2.	01-03-2017	-	One day Workshop on Powerpoint & Presentaion	17

Resource Person : V. Ramesh

OBJECTIVES :

To train the non teaching staff on “Microsoft Power Point”


KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA

DIST: WARANGAL (URBAN)

Date: 27-02-2017

NOTICE

All the Non-teaching faculty members are informed that IQAC is going to organizing one day Awareness programme on “Microsoft Excel & Microsoft Power point preparation & Presentation” on date: 01-03-2017 in collaboration with the Department of Computer Science & Applications. Hence, all the Non-teaching faculty are instructed to attend the workshop programme without fail.


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Hanamkonda

SYLLABUS

1. Create and Manage Presentations

- 1.1. Create a Presentation
- 1.2. Insert and Format Slides
- 1.3. Modify Slides, Handouts, and Notes
- 1.4. Change Presentation Options and Views
- 1.5. Configure a Presentation for Print
- 1.6. Configure and Present a Slide Show

2. Insert and Format Text, Shapes, and Images

- 2.1. Insert and Format Text
- 2.2. Insert and Format Shapes and Text Boxes
- 2.3. Insert and Format Images
- 2.4. Order and Group Objects

3. Insert Tables, Charts, SmartArt, and Media

- 3.1 Insert and Format Tables
- 3.2 Insert and Format Charts
- 3.3 Insert and Format SmartArt graphics
- 3.4 Insert and Manage Media

4. Apply Transitions and Animations

- 4.1. Apply Slide Transitions
- 4.2. Animate Slide Content
- 4.3. Set Timing for Transitions and Animations

PHOTOS



FEEDBACK



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

FEEDBACK FORM

Course Title:

One day workshop on MSBhel, Receipt and Presentation

Date: 06-03-2017

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:

Oneday workshop on MSExcel, Powerpoint & presentation

Date: 01-03-2017

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 day workshop on MSExcel, Powerpoint and

Date: 01-03-2017

Presentation

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

ATTENDANCE

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA
INTERNAL QUALITY ASSURANCE CELL (IQAC)
WORKSHOP ON MS-EXCEL & POWER POINT PREPARATION AND PRESENTATION
TO NON-TEACHING STAFF

ATTENDANCE

S.NO	EMPLOYEE ID	NAME OF THE STAFF	SIGNATURE
1	1520397	A. Anitha	<i>[Signature]</i>
2	1525169	T. Pradeepa	<i>[Signature]</i>
3	2101898	K. Rajitha	<i>[Signature]</i>
4	2136147	Ch. Kumar Swamy	<i>[Signature]</i>
5	2158078	Syed. Amjad	<i>[Signature]</i>
6	2136147	Ch. Kumar Swamy	<i>[Signature]</i>
7	2157794	K. Krishna	<i>[Signature]</i>
8	2136151	D Swarna Pa	<i>[Signature]</i>
9	217715	md. Ushakanta	<i>[Signature]</i>
10	9120665	K. NIRMALA	<i>[Signature]</i>
11	9120520	K. Saritha	<i>[Signature]</i>
12	21029	B. Peruka	<i>[Signature]</i>
13	1061704	Dr. Nalini Sammaiah	N. Nalini
14	1963996	B. Rajeev	<i>[Signature]</i>
15	21031	K. Subha	<i>[Signature]</i>
16	21023	Ch. Raj Kumar	<i>[Signature]</i>
17	21027	J. Ramana	<i>[Signature]</i>
18			
19			
20			
21			



[Signature]
PRINCIPAL
KAKATIYA GOVT COLLEGE
Hanamkonda.

3. One day workshop on Gmail & Google drive Utilization for Teaching Staff

S.No	Dates (from-to) (DD-MM-YYYY)	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants
3.	04-02-2017	One day workshop on Gmail & Google drive Utilization for Teaching Staff	-	66

Resource Person: V. Ramesh

OBJECTIVES: To familiarize the staff on “Gmail and Google Drive Utilization”.

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA

DIST: WARANGAL (URBAN)

Date: 03-02-2017

NOTICE

All the Teaching faculty members are informed that IQAC is going to organizing one day workshop programme on “Gmail & Google drive Utilization for Teaching Staff “ on date: 04-02-2017 in collaboration with the Department of Computer Science & Applications. Hence, all the Teaching faculty are instructed to attend the workshop programme without fail.


P. VENKATESH P A L
KAKATIYA GOVT COLLEGE
Hanamkonda.

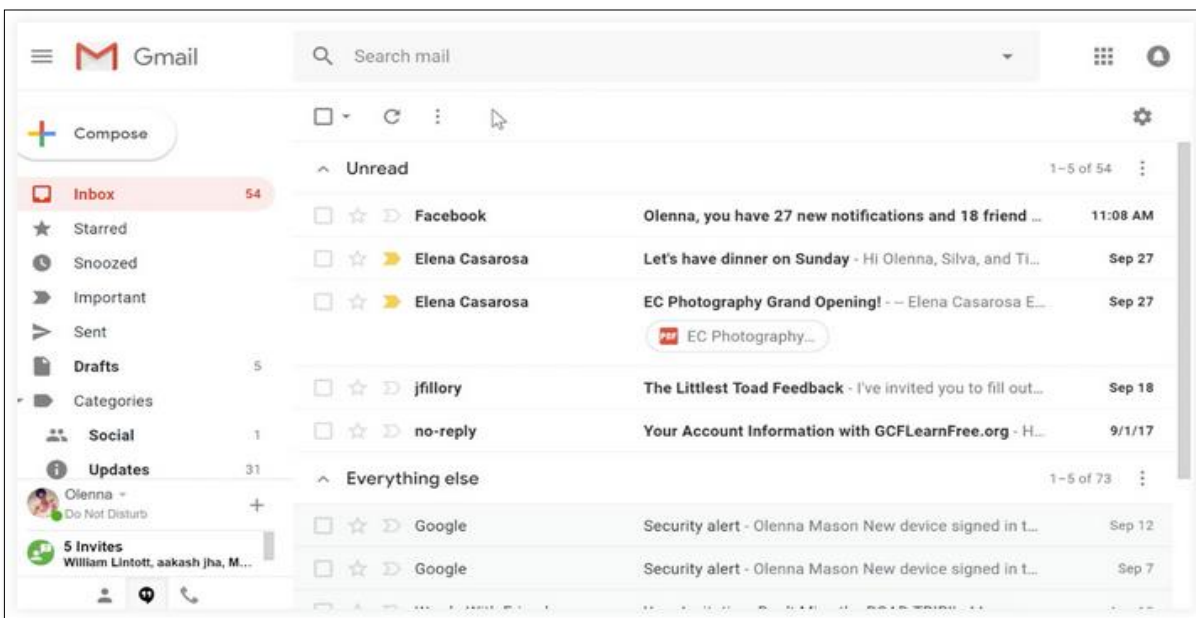
Content / Topics

1. Introduction to Gmail
2. Gmail Features
3. Setting up a Gmail Account
4. Sending a mail
5. Google Drive Introduction
6. Google Drive Functions

Introduction

Gmail is a free email service provided by Google. In many ways, Gmail is like any other email service: You can **send and receive emails**, **block spam**, create an **address book**, and perform other basic email tasks. But it also has some more unique features that help make it one of the most popular online email services.

In this lesson, we'll talk about some of the **features** and **advantages** of Gmail, and we'll give an overview of the **Gmail window**.



Gmail features

Gmail offers several useful **features** to make your email experience as smooth as possible, including:

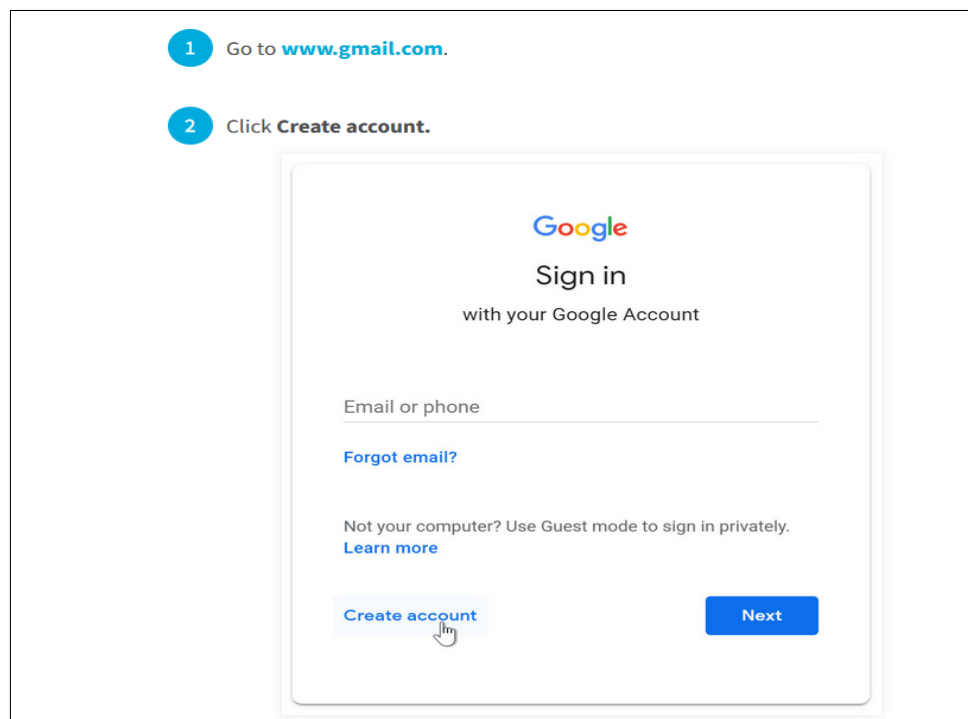
- **Spam filtering.** Spam is another name for junk email. Gmail uses advanced technologies to keep spam out of your inbox. Most spam is automatically sent to a **separate spam folder**, and after 30 days it is deleted.

- **Conversation View.** An email **conversation** occurs whenever you send emails back and forth with another person (or a group of people), often about a specific topic or event. Gmail **groups** these emails together by default, which keeps your inbox more organized.
- **Built-in chat.** Instead of sending an email, you can send someone an **instant message** or use the **voice** and **video chat** feature if your computer has a microphone and/or webcam.
- **Call Phone.** This feature is similar to voice chat, except that it allows you to dial an actual phone number to call **any phone in the world**. It's **free** to make a call to anywhere in the United States or Canada, and you can make calls to other countries at relatively low rates.

Setting up a Gmail account

To create a **Gmail** address, you'll first need to create a **Google account**. Gmail will redirect you to the Google account sign-up page. You'll need to provide some basic information like your **name**, **birth date**, **gender**, and **location**. You will also need to choose a **name** for your new Gmail address. Once you create an account, you'll be able to start adding **contacts** and adjusting your **mail settings**.

To create an account:

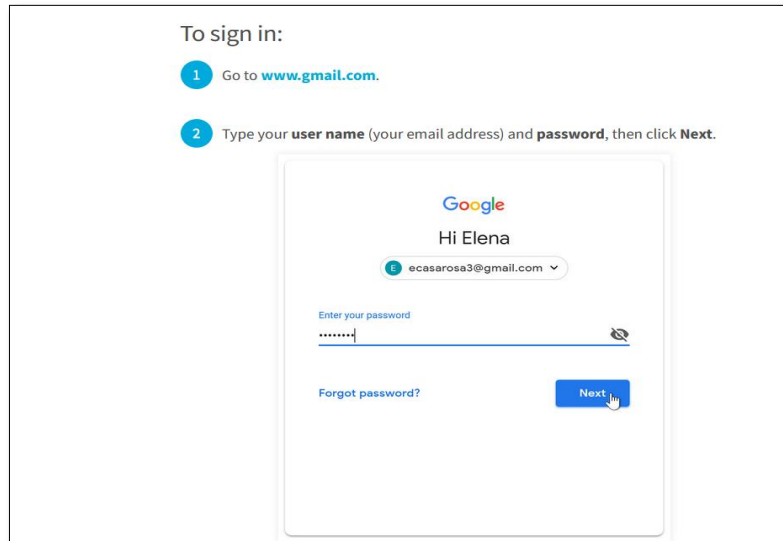


After Creating Gmail Account signing your account as follows:

Signing in to your account

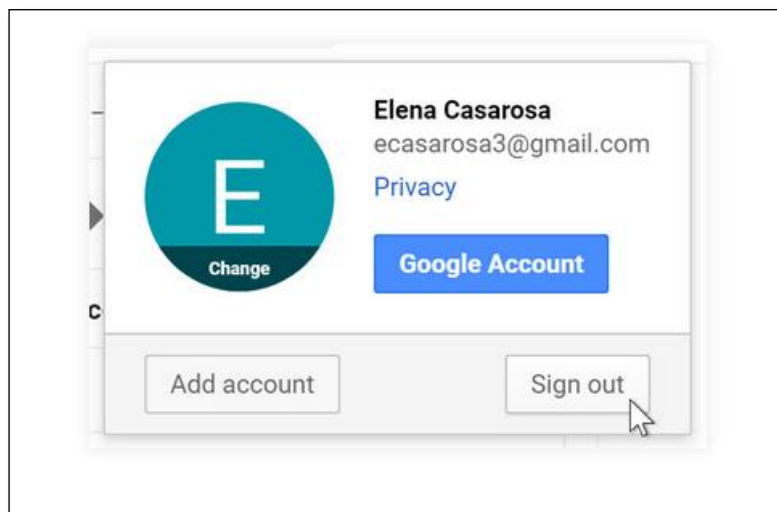
When you first create your account, you will be automatically signed in. Most of the time, however, you'll need to **sign in** to your account and **sign out** when you're done with it. Signing out is especially important if you're

using a shared computer (for example, at a **library** or **office**) because it prevents others from viewing your emails.



TO SIGN OUT:

In the top-right corner of the page, locate the circle that has your first initial (if you've already selected an avatar image, it will show the image instead). To sign out, click the circle and select **Sign out**.

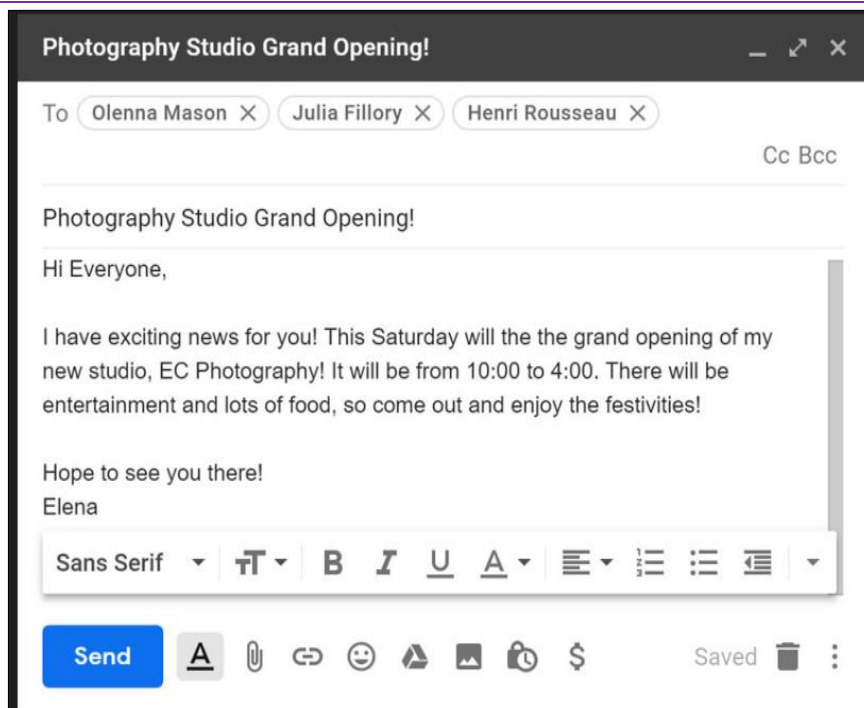


Sending email

When you write an email, you'll be using the **compose window**. This is where you'll add the **email address of the recipient(s)**, the **subject**, and the **body** of the email, which is the message itself. You'll also be able to add various types of **text formatting**, as well as one or more **attachments**. If you want, you can even create a **signature** that will be added to the end of every email you send.

The compose window

- Click the buttons in the interactive below to learn about the different parts of the compose window.

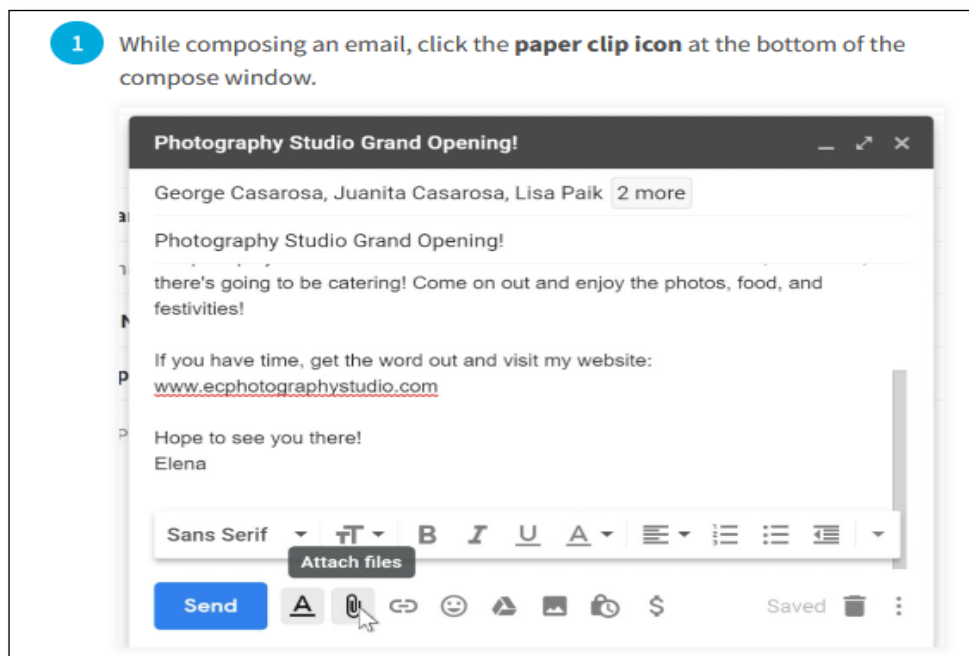


ADDING ATTACHMENTS

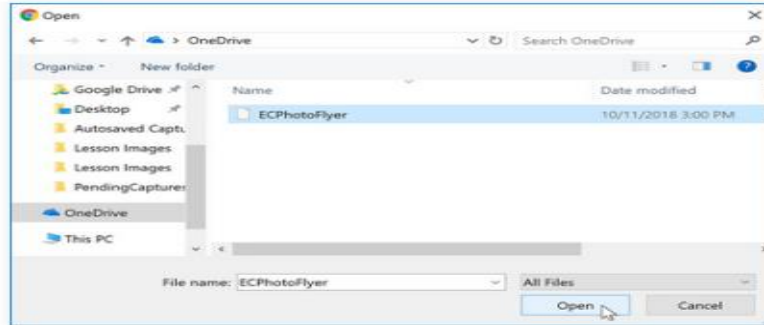
An **attachment** is simply a **file** (like an image or document) that is sent along with your email. For example, if you are applying for a job, you might send your **resume** as an attachment, with the body of the email being the **cover letter**. It's a good idea to include a **message** in the body of your email explaining what the attachment is, especially if the recipient isn't expecting an attachment.

Remember to attach your file **before** you click **Send**. Forgetting to attach a file is a surprisingly common mistake.

TO ADD AN ATTACHMENT:




- 2 A **file upload dialog box** will appear. Choose the file you want to attach, then click **Open**.



- 3 The attachment will begin to upload. Most attachments will upload within a few seconds, but larger ones can take longer.



- 4 When you're ready to send your email, click **Send**.

 You can click **Send** before the attachment finishes uploading. It will continue to upload, and Gmail will automatically send the email once it's done.

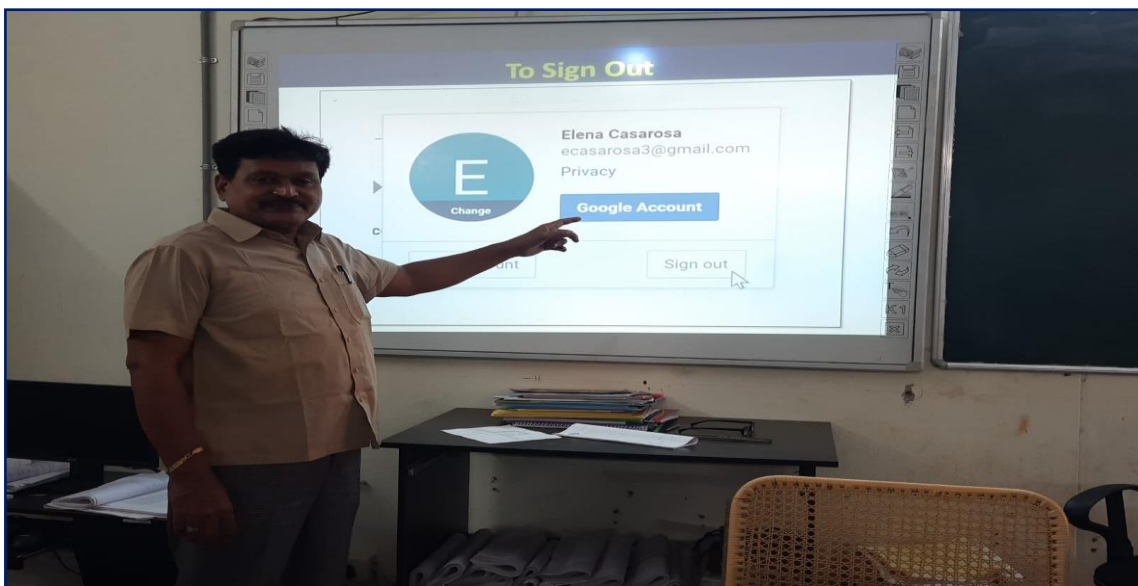
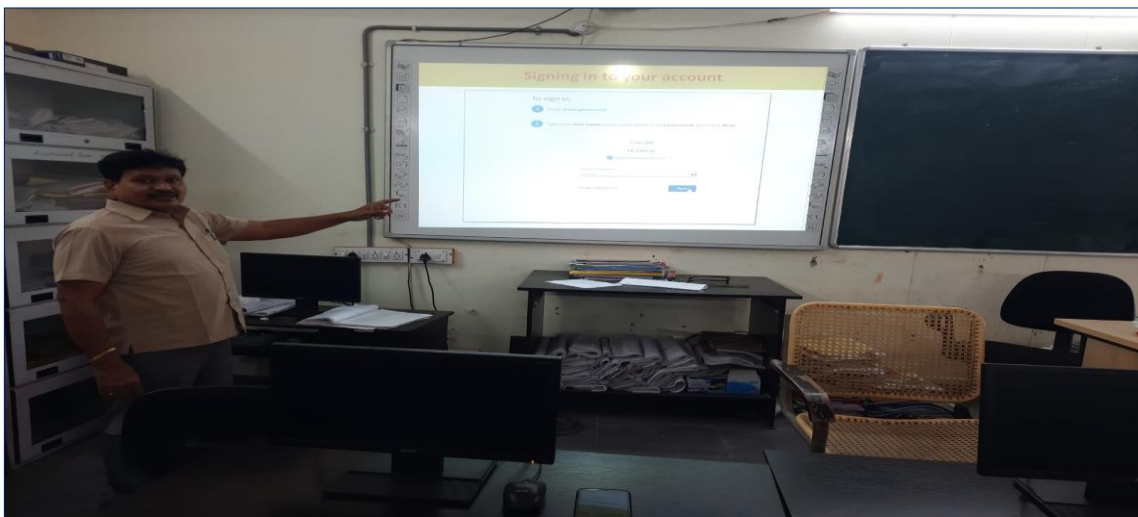
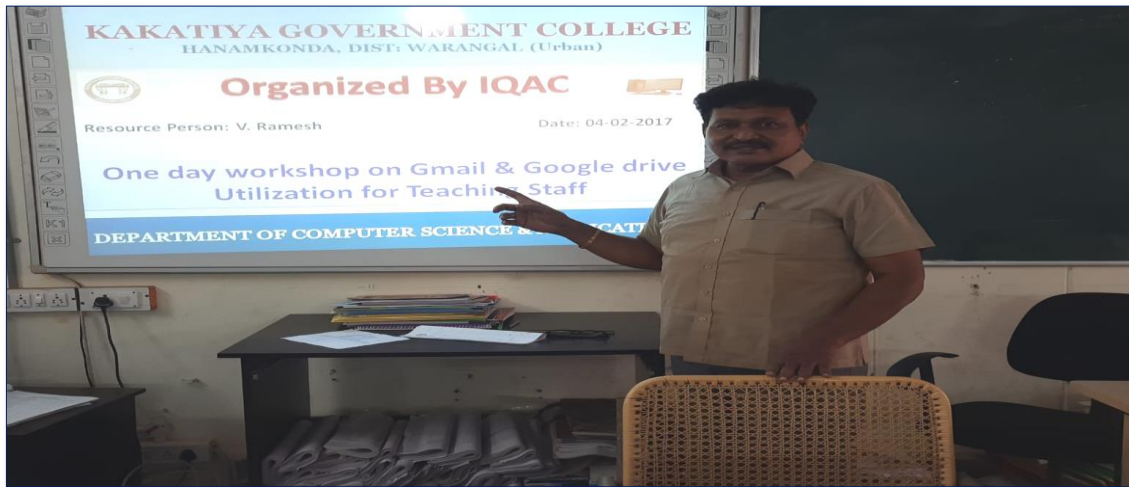
Google Drive

Google Drive is a free cloud-based storage service that enables users to store and access files online. Google Drive gives you the power to upload and save a range of file types — documents, photos, audio, and videos — to Google servers, or the "cloud." Drive can serve as a backup solution, or as a way to free up space on your device.

Google Drive apps and functions

APP	DESCRIPTION	PRIMARY FUNCTIONS
 Google Docs	Text documents	Proposals, reports, shared meeting notes
 Google Sheets	Spreadsheets	Project plans, budget sheets
 Google Slides	Presentations	Pitch decks, training modules, team presentations
 Google Forms	Surveys	Customer satisfaction surveys, group polls
 Google Drawings	Shapes, charts, and diagrams	Flowcharts, mind maps, website wireframes
 Google Sites	Websites	Team sites, project sites, resume sites

PHOTOS



ATTENDANCE

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA

One day workshop on Gmail & Google Drive Utilization for Teaching Staff

<i>Resource Person: V.Ramesh</i>		<i>Date: 04-02-2017</i>		
LIST OF ATTENDED STAFF				
S.No	Name of the Faculty	Designation	Name of the Department	Remarks
1	S.Vishnucharan	Asst Prof of English	English	
2	Dr.E.Srinivas Rao	Asst Prof of English	English	
3	Dr.E.Rambhaskar Raju	Asst Prof of English	English	
4	T.S.Praveen Kumar	Asst Prof of English	English	
5	C.Govardhan	Asst Prof of English	English	
6	P.Esther Sudha Rani	Contract Lecturer in English	English	
7	Dr.M.Narasimharao	Asst Prof of Telugu	Telugu	
8	Dr.B.Laxman Naik	Asst Prof of Telugu	Telugu	
9	B.Ramulu	Asst Prof of Telugu	Telugu	
10	Dr.J.Raja Ram	Asst Prof of Telugu	Telugu	
11	B Balaiah	Asst Prof of Telugu	Telugu	
12	C.Leelavathi	Asst Prof of Hindi	Hindi	
13	Dr.T.Sumathi	Asst Prof of Hindi	Hindi	
14	Dr.B.Gayathri	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.Malleshram	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	C.Poashaiah	Asst Prof of History	History	
65	Dr.K.Sharath	Contract Lecturer History	History	
66	A.Sathish	Contract Lecturer History	History	


PRINCIPAL
KARATIYA GOVT COLLEGE
Harambada,

Feedback



KAKATIYA GOVERNMENT COLLEGE

HANAMKONDA, DIST. WARANGAL (URBAN)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

FEEDBACK FORM

Course Title: One day workshop on Gmail & Google drive
Date: 04-02-2017 Utilization for 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
- 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



KAKATIYA GOVERNMENT COLLEGE

HANAMKONDA, DIST. WARANGAL (URBAN)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

FEEDBACK FORM

Course Title: ONE DAY WORKSHOP ON GMAIL AND GOOGLE DRIVE

Date: 01-02-2017 UTILIZATION FOR 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 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 3
- 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 Gmail & Google

Date: 04-02-2017 Drive Utilization for 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 3
 - 1. Strongly disagree 2. Average 3. Good 4. Strongly agree
- 3) The lecture sequence was well planned 3
 - 1. Strongly disagree 2. Average 3. Good 4. Strongly agree
- 4) The contents were illustrated properly 2
 - 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



V. Vignesh Kumar
PRINCIPAL
KAKATIYA GOVT COLLEGE
Hanamkonda

4. Two day workshop on Ms Office – (MsWord & MsExcel)

S.No	Dates (from-to) (DD-MM-YYYY)	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	No. of participants
4.	28-11-2016 & 29-11-2016	Two days workshop on MsOffice – (MsWord & MsExcel)	-	64

First Day: 28-11-2016

Resource Person: D. RajKumar

OBJECTIVES :

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

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.


PRANJWAL
KAKATIYA GOVT COLLEGE
Hanamkonda

SYLLABUS MICROSOFT WORD

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



ATTENDANCE

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA

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

<i>Resource Person: D. Rajkumar</i>		<i>Date: 28-11-2016</i>		
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.Covardhan	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.Gayathri	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	C.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.Poshaiah	Asst Prof of History	History


PRINCIPAL
KAKATIYA GOVT COLLEGE
HANMANGALI

Second Day: 29-11-2016

Resource Person: V. Ramesh

“Microsoft Excel”

OBJECTIVES :

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

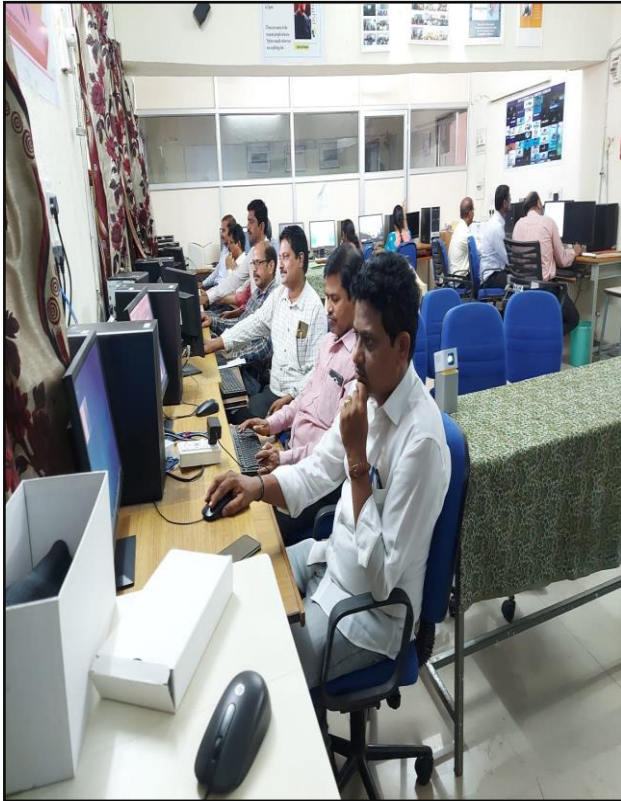
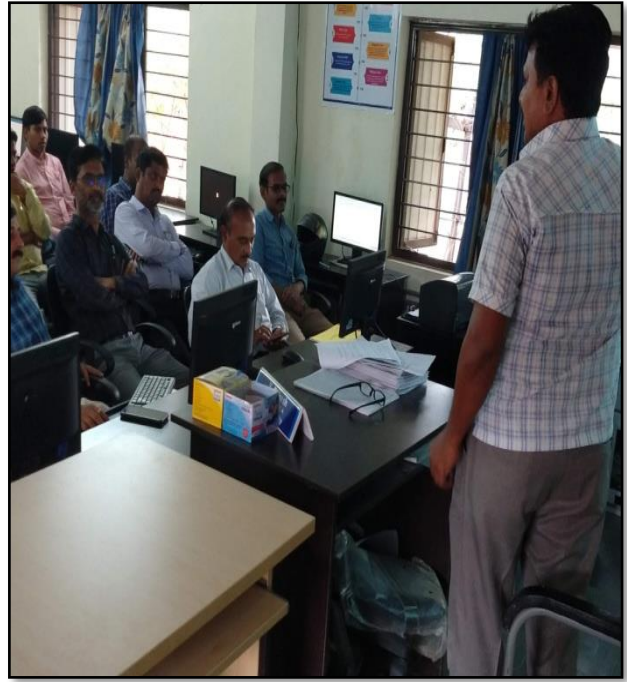
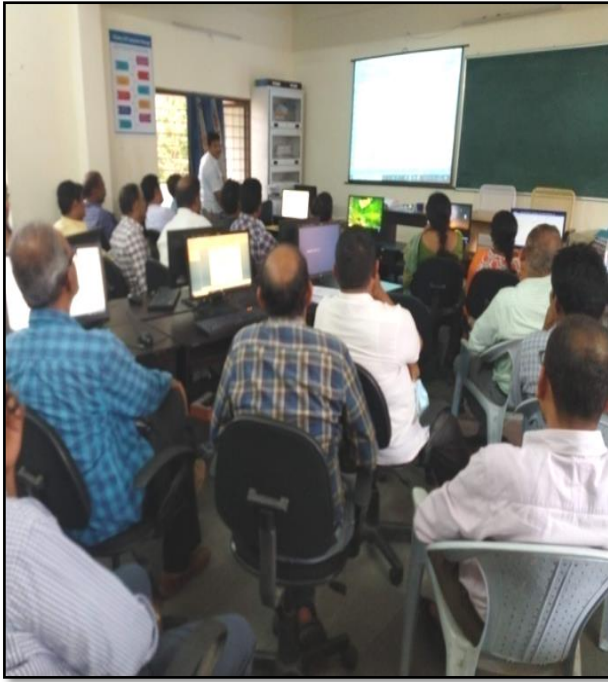
SYLLABUS

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. Some handy data entry techniques, Number Formatting.

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



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	
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.Gayathri	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	
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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.Poshaiah	Asst Prof of History	History	


PRINCIPAL
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HANAMANGALA

FEEDBACK

KAKATIYA GOVERNMENT COLLEGE

HANAMKONDA, DIST. WARANGAL (URBAN)



INTERNAL QUALITY ASSURANCE CELL (IQAC)

FEEDBACK FORM

Course Title:

Two days workshop on MS office (MS word & MS 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 / 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:

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 / 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 3
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



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

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: Two days workshop On MS-Office (Microsoft and MS-Excel)

Date: 29-11-2016

Please fill the short questionnaire to make the course better.

- 1) Were objectives of the course clear to you? Y 4 IN
- 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 2
- 6) The course material handed over to you was adequate
1. Strongly disagree 2. Average 3. Good 4. Strongly agree 3



V. Srinivasulu Reddy
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KAKATIYA GOVT COLLEGE
Hanamkonda.

5. 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	Title of the administrative training program organised for non-teaching staff	No. of participants
5.	24-09-2016	One day workshop on Ms Powerpoint preparation	-	62

Resource Person : D. Rajkumar

OBJECTIVES :

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

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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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

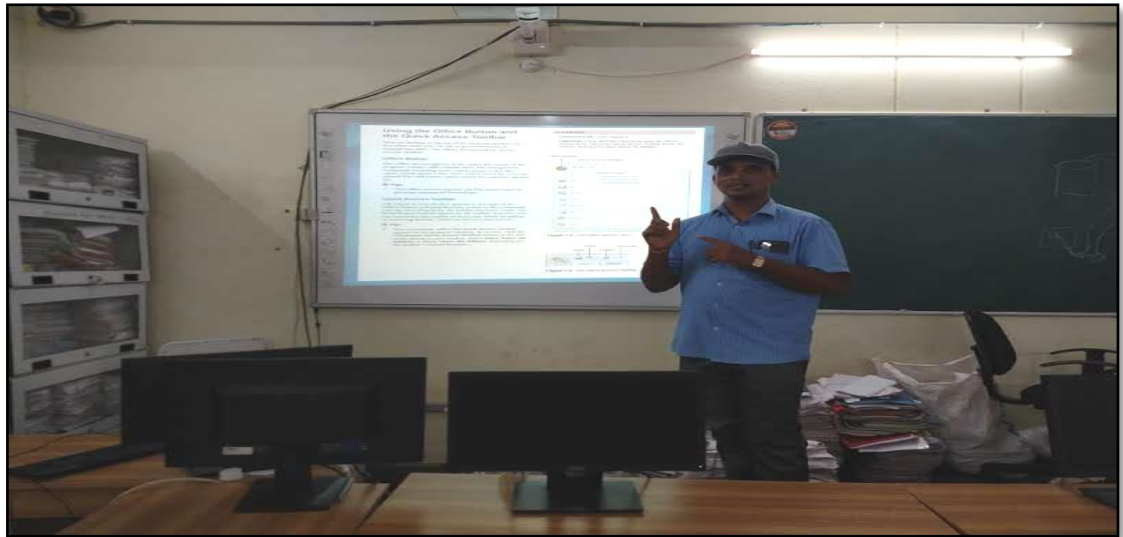
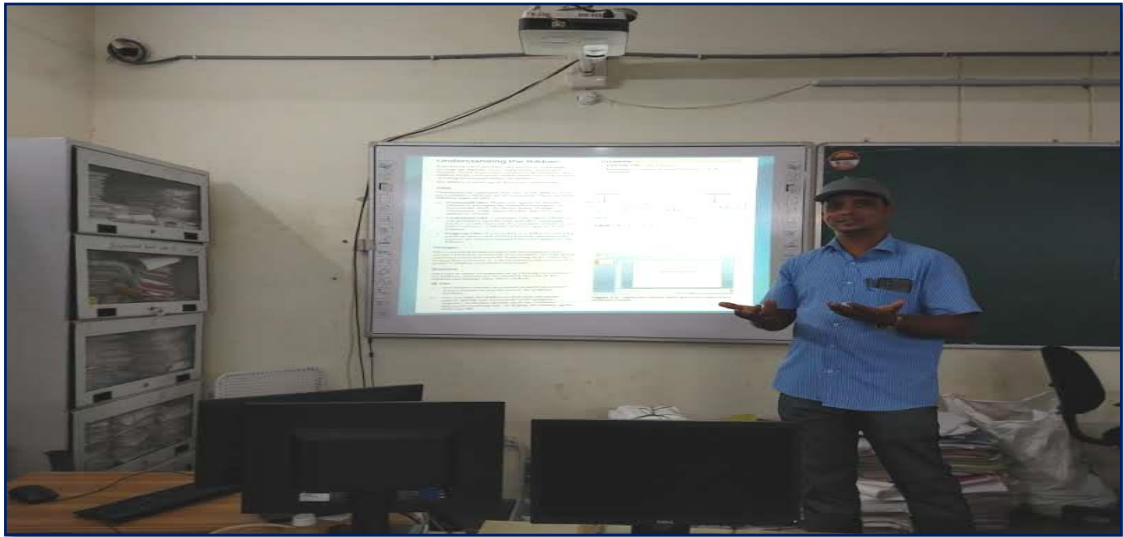
6. Insert Tables, Charts, SmartArt, and Media

- 6.1 Insert and Format Tables
- 6.2 Insert and Format Charts
- 6.3 Insert and Format SmartArt 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


Resource Person: V. Ramesh

Date: 24-09-2016

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	
4	Dr.G.Chandrakala	Asst Prof of Botany	Botany	
5	P.Neeraja	Asst Prof of Botany	Botany	
6	Dr.Sura Shyamprasad	Asst Prof of Botany	Botany	
7	Dr.M.Narasimharao	Asst Prof of Telugu	Telugu	
8	Dr.B.Laxman Naik	Asst Prof of Telugu	Telugu	
9	B.Ramulu	Asst Prof of Telugu	Telugu	
10	Dr.J.Raja Ram	Asst Prof of Telugu	Telugu	
11	B Balaiah	Asst Prof of Telugu	Telugu	
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15	T.S.Praveen Kumar	Asst Prof of English	English	
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19	Dr.T.Sumathi	Asst Prof of Hindi	Hindi	
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22	V.Srinivas	Asst Prof of Mathematics	Mathematics	
23	Ss Tabassum	Contract Lecturer in Maths	Mathematics	
24	T.Jeevan Kumar	Asst Prof of Physics	Physics	
25	Y.Devadas	Asst Prof of Physics	Physics	
26	K.Rajini Latha	Asst Prof of Physics	Physics	
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	

37	K.Swapna Rani	Contract Lecturer Chemistry	Chemistry	
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	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	
55	Dr.M Ravinder	Asst Prof of Economics	Economics	
56	Yedukondalu Narendra	Asst Prof of Economics	Economics	
57	Dr.A Venkataramana	Asst Prof of Economics	Economics	
58	K.Mallesham	Asst Prof of Political Sci.,	Political Sci.,	
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.Poshaiiah	Asst Prof of History	History	


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KAKATIYA GOVT COLLEGE
Hannamantla

FEEDBACK

KAKATIYA GOVERNMENT COLLEGE

HANAMKONDA DIST. WARANGAL (URBAN)



INTERNAL QUALITY ASSURANCE CELL (IQAC)

FEEDBACK FORM

Course Title:

One day workshop on MS powerpoint for Teaching

Date: 24-09-2016

- 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 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
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- 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:

One day workshop on MSQMS report for

Date: 21-09-2016

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
- 4) The contents were illustrated properly
1. Strongly disagree 2. Average 3. Good 4. Strongly agree 4
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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

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
- 3) The lecture sequence was well planned
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V. Srinivasulu Reddy
PRINCIPAL
KAKATIYA GOVT COLLEGE
Hanamkonda.