		2020-2021		
**6.3.3 Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

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
2	05-09-2020	Workshop on ZOOM app as teaching tool		68
3	15-09-2020	Training programme on effective utilization of Online platforms for online teaching using Google class Room		50
4	12-10-2020	Generating Online Certificate Using Certify'm		50
5	22-03-2021 to 21-04-2021		Basic Computer Skills for Non-Teaching Staff	8
6	28-04-2021	Online Teaching Tools		51
**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 Operations to faculty	18
2	09-08-2019 to 10-08-2019	Drafting skills in English		72
3	29-08-2019	Workshop on Ms-Excel for Teaching Staff		28
4	30-08-2019	Workshop on Ms-Excel for Non- Teaching Staff		14
5	29-11-2019	The know how of authoring an Academic Research Paper		69
6	30-01-2020 to 30-01-2020	College Administration and Information Management System	College Administration and Information Management System	84
**2018-2019**
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	25-01-2019	Workshop on MS-Power point for Teaching Staff		55

2	22-7-2019 to 23-7-2019	Training Proramme on CAIMS	Training Proramme on CAIMS	80
3	05-05-2019	Training Proramme on e-office	Training Proramme on e-office	80
4	03-12-2018 to 04-12-2018	Drafting Skills in English	Drafting Skills in English	53
5	16-07-2018 to 17-07-2018		A Workshop on Data Entry operations	18

2017-2018				
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 Componenets - Non -Teaching	20
2	24-10-2017	Awareness Programme on Cyber crime	-	62
3	23-08-2017	Awareness on GST	-	28
4	21-07-2017	Calculation of CGPA	-	38
5	21-07-2017	CBCS-Its challenges & solutions	-	38

2016-2017				
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**	**No. of participants**
1	01-03-2017	-	One day Workshop on MsExcel	16
2	01-03-2017	-	One day workshop on Powerpoint Preparation & Presentation	17
3	04-02-2017	One day workshop on Gmail & Google drive Utilization for Teaching Staff		66
4	28-11-2016 & 29-11-2016	Two days workshop on MsOffice – (MsWord & MsExcel)		64
5	24-09-2016	One day workshop on Ms Powerpoint preparation		62

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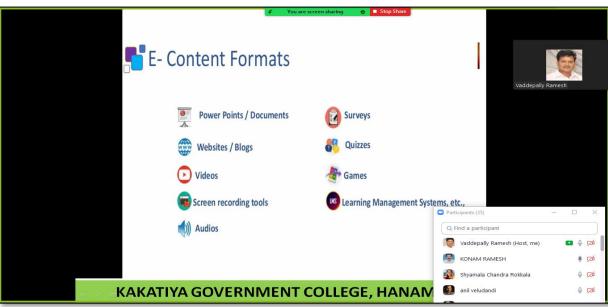
The Implementation Phase: It helps to administer the e-content to the target audience. This phase explains how to install and how to use it and their difficulties experienced while using e-content. It checks the product accuracy and quality maintenance.

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.
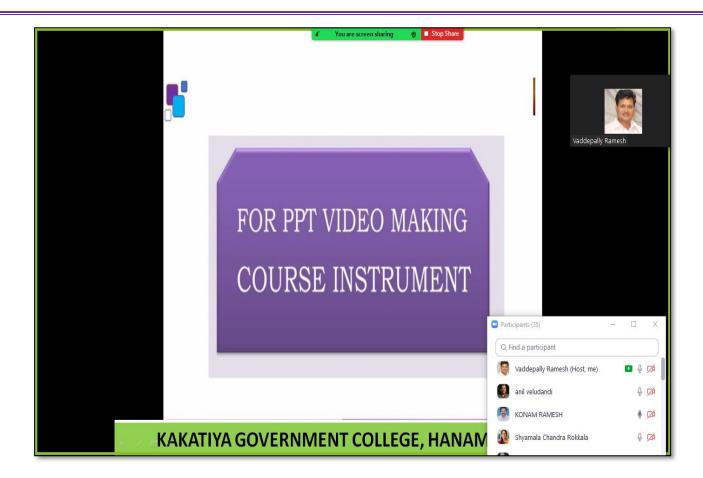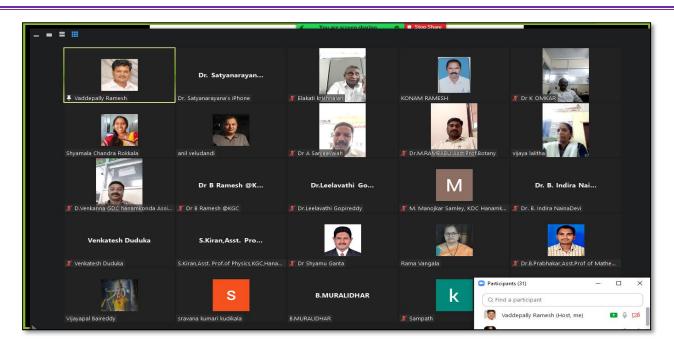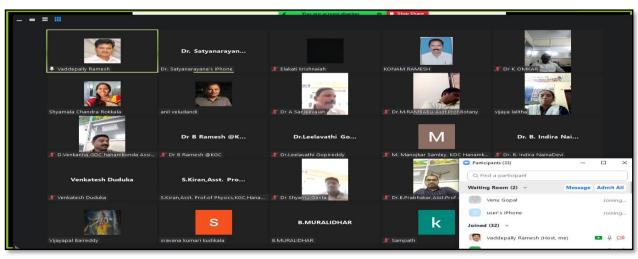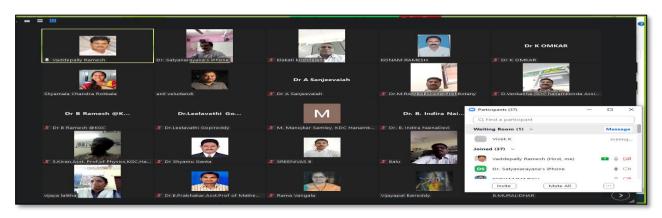
PHOTOS

KAKATIYA GOVERNMENT COLLEGE, HANAM

KAKATIYA GOVERNMENT COLLEGE, HANAM

KAKATIYA GOVERNMENT COLLEGE, HANAM

ATTENDANCE

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.

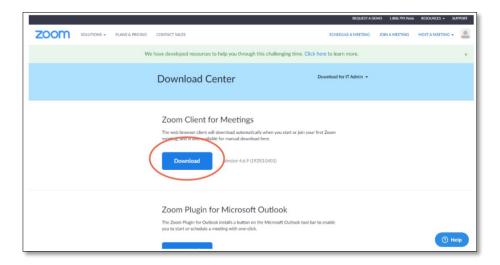The icon for the app should look like this:

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.
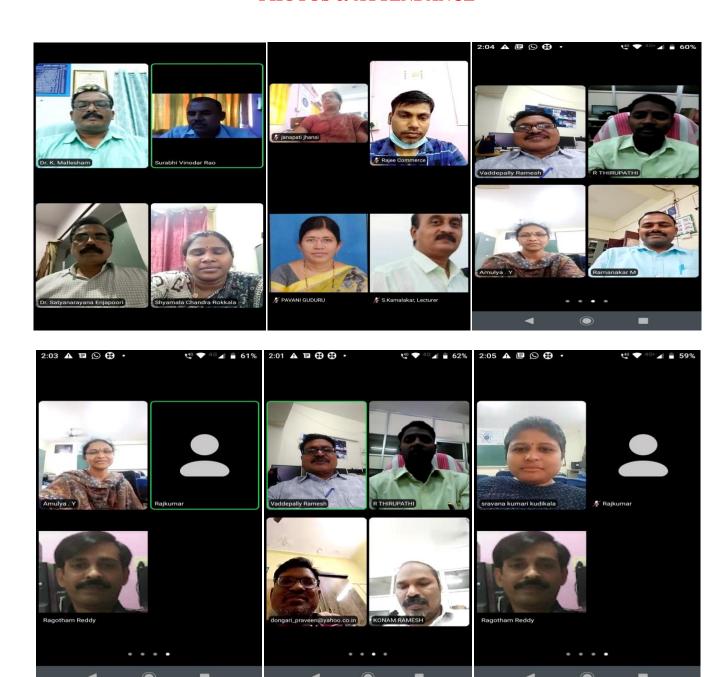
STEP THREE: Joining the Virtual Workshop
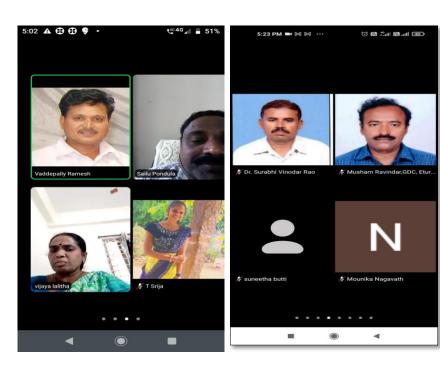**Option 1: From your tablet or smart phone**

1. From your invitation email, tap the link to access the workshop.
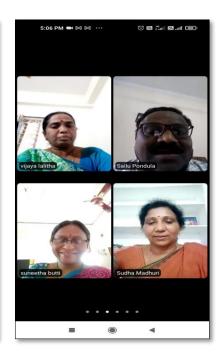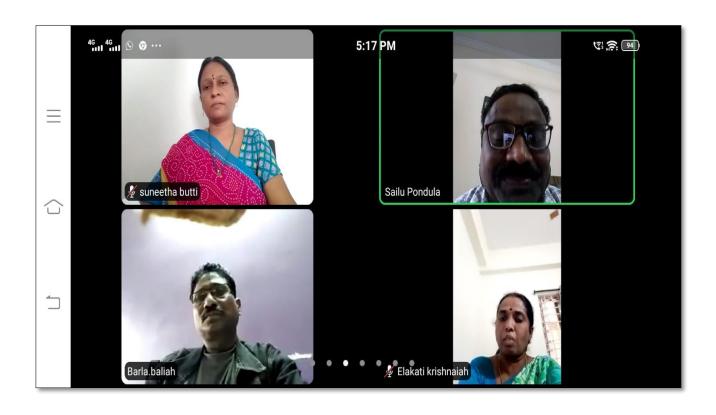
2. If you already have the Zoom app installed on your device, the meeting will launch automatically.

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 [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 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 [4] / 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: _Workshop On Zoomapp 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   [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   [3]

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

College Code: 006

PRINCIPAL
KAKATIYA GOVT COLLEGE
Hanamkonda.

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. Sanjeevaiah	
2	2152973	Dr. V. Anil Kumar	
3	2154740	K. Madhavi	K. Ma...
4	9120452	Dr. K. Sreedevi	
5	1546015	E. Anitha	
6	617673	B. Sreenivas	
7	1544436	K. Suneetha	Sm
8	1332130	Dr. B. Indira Naidu	
9	1332130	Dr. B. Indra Naivachvi	
10	1551898	R. Shyamala Chandra	Shy
11	2102029	A. Somanarani	
12	2120187	Masood Ahmad	
13	2102026	Dr. S. Vinoder Rao	
14	2128699	D. Venkanna	
15	21012	E. KRISHNAIAH	
16	211069	Dr. B. Raaul	
17	1551875	Dr. B. Prabhakar	
18	2138048	Bandla Satyanarayana	
19	1308228	M. Venu	
20	1327044	B. Muladha	B. Mu
21	1240006	S. Kiran	
22	1520190	K. Linga Reddy	
23	9310047	Y. Vijayalalitha	
24	21005	B. Suphramadhavi	
25	1520112	G. Chandrakanth	
26	1353133	G. Pavani	
27	0955460	Dr. K. Omkar	
28	2113462	A. Ramana Rao	
29	2153131	Dr. S. V. Nesey	
30	2122915	S. Kamalakar	

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
31	2141450	Dr.E.Satyanarayne	
32	2153137	Dr. M. Rambabu	
33	2137319	K. Ram Reddy	
34	2117433	K. JAGADESH BABU	
35	2110460	Dr. G. Shyam	
36	1520223	N. Mallaiah	
37	2137718	Dr J. Srinivas	
38	2141490	Dr. K. Narendar	
39	2120934	P. Shankaraiah	
40	1349224	Ashok Alishala	
41	2102145	B. Raju	
42	1633126	G. Leelavathi	
43	211002P	B. Balish	
44	2108192	Dr P. Senth	
45	1130343	V. Sujata Redy	
46	2153083	Dr. Aayesha shaik.	
47	2152025	J. Rajan	
48	2135300	MMK Sandy	
49	1000960	Dr. G. Rajesh	
50	21018	M. Ramaraler	
51			

FEEDBACK

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

FEEDBACK FORM

Course Title: _Oneday awareness Programme On Google Class Room to 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]

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

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

5) The course exposed you to new knowledge and practices
   1. Strongly disagree 2. Average 3. Good 4. Strongly agree   [2]

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

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

FEEDBACK FORM

Course Title:

_____ one day awareness programme on Google
Date: 15/09/2020   class Room to 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   [3]
   1. Strongly disagree 2. Average 3. Good   4. Strongly agree

FEEDBACK FORM

Course Title: One day awerness programe on google class Room to 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   4
   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   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

College Code: 006

PRINCIPAL
KAKATIYA GOVT COLLEGE
Hanamkonda.

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

N O T I C E

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.

PRINCIPAL
KAKATIYA GOVT. COLLEGE
Hanamkonda.

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

ATTENDANCE

S.No	Employee ID	Name of the Faculty	Signature
1	2136023	Dr. A. Sanjeevaiah	
2	2152973	Dr. V. Anil Kumar	
3	2154740	K. Madhavi	K. Mav
4	9120452	Dr. K. Sreedevi	
5	1546015	E. Anitha	
6	1551898	R. Shyamala Chandra	
7	1902 211069	Dr. B. Ramesh	
8	1332130	Dr. B. Indira Naidu	
9	13062226	M. Venu Gopal	
10	1544436	K. Suneetha	
11	2120187	Mrs. Mahesh	
12	1551875	Dr. B. Prabhakar	
13	2102026	Dr. S. Vinodar Rao	
14	2102029	A. Somanarsaiah	
15	1617673	B. Sreenivas	
16	21012	E. KRISHNAIAH	
17	13270044	B. Muralidhar	B. Mu
18	1352133	G. Pavani	
19	2438048	Kandali Satvanarayana	
20	1240006	S. Kiran	
21	21005	B. Sudha Madhuri	
22	2128699	D. Venkanna	
23	2102168	G. Sujatha	
24	9310042	Y. Vijayalalitha	
25	1520190	K. Linga Reddy	
26	1520112	G. Chandrakala	
27	0955480	Dr. K. Omkar	
28	2113462	A. Ramana Rao	
29	215 8131	Do. A. V. Koti	
30	2122915	S. Kamalakar	

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

ATTENDANCE

S.No	Employee ID	Name of the Faculty	Signature
31	2141450	Dr E. Satyanarayna	
32	2153137	Dr. M. Rambabu.	
33	1349224	Ashok Alichale	
34	2141490	Dr. K. Narada	
35	2110460	Dr. G Shyam	
36	2117433	K. Jagadesh Bahu	
37	2127718	Dr J. Srmanny	
38	1520223	M N. Mallaiah	
39	2120884	P. shenkaraiah	
40	2137319	K. Ramtala	
41	2102145	B. Raju	
42	1633126	G. Lalavathi	
43	2110678	B. Suresh	
44	2128192	Dr. P. Soil	
45	2153083	Dr. Aayesha shaik	
46	2135300	mmk. Samby	
47	1130343	V. Sampith Reddy	
48	215252	G. Shyam	
49	10009260	Dr. G. Rajon	
50	10009755	V. Ramesh	
51			

KAKATIYA GOVERNMENT COLLEGE

HANAMKONDA, DIST. WARANGAL (Urban)

Internal Quality Assurance Cell (IQAC)

FEEDBACK FORM

Course Title:

Awareness progsamme on Generating 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 [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:
Awareness program on Generating 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 [Y] /N [ ]

2) The course contents met with your expectations
   1. Strongly disagree 2. Average 3. Good   4. Strongly agree   [3]

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

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

5) The course exposed you to new knowledge and practices
   1. Strongly disagree 2. Average 3. Good   4. Strongly agree   [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: 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
    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   3

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

College Code: 006
KAKATIYA GOVT. COLLEGE
Hanamkonda, Warangal.

PRINCIPAL
KAKATIYA GOVT COLLEGE
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, Brower, 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.
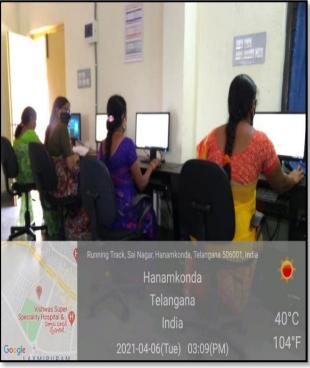
Functions in Excel, Text Functions, Math Functions, Statistical functions, Date and Time Functions, Logical Functions, Database Functions, Changing Text Format (Fonts), Inserting Rows / Columns / Cells, Deleting Rows / Columns / Cells, Charts, Creating a Chart, Editing a Chart, Positioning Text and Alignment, 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
2021-04-06(Tue)   03:09(PM)   104°F

Running Track, Sai Nagar, Hanamkonda, Telangana 506001, India
Hanamkonda
Telangana
India   39°C
2021-03-23(Tue)   03:47(pm)   102°F

Running Track, Sai Nagar, Hanamkonda, Telangana 506001, India
Hanamkonda
Telangana
India   39°C
2021-04-19(Mon)   01:41(PM)   102°F

ATTENDANCE

Certificate course for Non-Teaching Staff — Basic Computer skills

Attendance Register of — Year, Class

S.No	NAME OF THE STUDENT	22	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1.	D. Narasingam Record Asst.																										
2.	B. Upender Record Asst.																										
3.	K. Sarritha Record Asst.																										
4.	D. Swaroopa Herberium Keeper																										
5.	K. Nirmala Record Asst.																										
6.	Ch. Kumara Swamy Store Keeper																										
7.	T. Sarritha Attender																										
8.	O. Suryanarayana Record Asst.																										

Certificate course for ...

Attendance Register of

S.No	NAME OF THE STUDENT	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
1.	D. Narasingam Record Asst.																						
2.	B. Upender Record Asst.																						
3.	K. Sarritha Record Asst.																						
4.	D. Swaroopa Herberium Keeper																						
5.	K. Nirmala Record Asst.																						
6.	Ch. Kumara Swamy Store Keeper																						
7.	T. Sarritha Attender																						
8.	O. Suryanarayana Record Asst.																						

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 Incharge

Signature of Lecturers:

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

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

4) The contents were illustrated with
   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 out was adequate
   1. Strongly disagree 2. Average 3. Good 4. Strongly agree   4

KAKATIYA GOVERNMENT COLLEGE
HANAMKONDA

CERTIFICATE COURSE

FEEDBACK FORM

Course Title: Basic Computer skills for non-Teaching staf

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 [4]

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

4) The contents were illustrated with
   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 out was adequate
   1. Strongly disagree 2. Average 3. Good 4. Strongly agree [4]

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

College
Code: 006

PRINCIPAL
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 ofs "Online Teaching Tools" .

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA

Dist: Warangal (Urban)

Date: 26-04-2021

N O T I C E

All the Teaching faculty members are informed that IQAC is going to organize one day Workshop programme on "Online Teaching Tools" on date: 28-04-2021 in collaboration with the Department of Computer Science & Applications. Hence, all the teaching faculty are instructed to attend the workshop programme without fail.

PRINCIPAL
KAKATIYA GOVT COLLEGE
Hanamkonda.

SYLLABUS
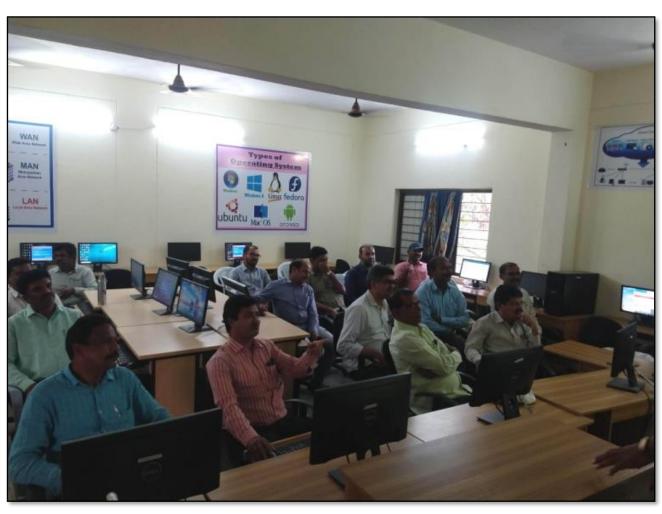
- ➢ To sign up and activate your Zoom account
- ➢ To Join an existing account
- ➢ To Create your own account
- ➢ To sign in to your Zoom account on the web
- ➢ How to update your profile
- ➢ How to schedule your first meeting
- ➢ How to download the Zoom client
- ➢ How to start a test meeting
- ➢ How 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. Sanjeevaiah	
2	2152973	Dr. V. Anil Kumar	
3	2154740	K. Madhavi	K. Mau
4	9120452	Dr. K. Sreedevi	
5	1546015	E. Anitha	
6	1327044	K. Muralidhar	
7	1332130	Dr. B. Indira Nirmala	B. Nirmal
8	2138044	Kandla Salivamoranne	
9	1551898	R. Shyamala Chandra	
10	21012	E. KRISHNAIAH	
11	1544436	K. Suneetha	
12	2102026	Dr. S. Vinodar Rao	
13	2102029	A. Somanbsoorch	
14	1308276	M. Vengal	
15	210069	Dr. B. Ramesh	
16	1353133	G. Pavani	
17	9310047	Y. Vijayalalitha	
18	1520190	K. Linga Reddy	
19	2120187	Masood Ahmed	
20	1617673	B. Sreenivas	
21	2122915	S. Kamalaker	
22	21005	B. Sudha madhavi	B. S
23	2113553	K. Ganesh	
24	1340006	S. Kiran	
25	2128699	D. Venkems	
26	1520112	G. chandrakala	
27	2102168	G. Sujatha	
28	0955480	Dr. K. Omkar	
29	2113462	A. Ramana Rao	
30	2152121	Dr. S. V. Kesu	

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. Mallesh	
34	2137319	K. RamReddy	
35	2117433	K. JAGADESH. BABU	
36	2120984	P. Shankeraiah	
37	1349224	Ashok Alishela	
38	2153137	Dr. M. Rambabu.	
39	2137718	Dr. J. Swamy	
40	2141490	Dr. K. Narender	
41	2102445	B. Raju	
42	2110678	B. Sailu	
43	1130343	V. Sampath Reddy	
44	1551875	Dr. B. Prabhakar	
45	2118192	Dr. P. Sailu	
46	1308228	M. Venkat	
47	2135300	m.m.k. Samley	
48	10009756	T. Rajesham Reddy	
49	2153083	Aayesha Shaik	
50	2051435	J. Rujeny	
51	10009260	Dr. G. Rajesh	
52			
53			

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

FEEDBACK FORM

Course Title: _Training Program on Faculty on Online Teaching tools_

Date: _28.04.2021_

Please fill the short questionnaire to make the course better.

1) Were objectives of the course clear to you? Y [Y] /N [ ]

2) The course contents met with your expectations
   1. Strongly disagree 2. Average 3. Good   4. Strongly agree   [3]

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

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

5) The course exposed you to new knowledge and practices
   1. Strongly disagree 2. Average 3. Good   4. Strongly agree   [3]

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

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 [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   [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: Training program to faculty on online Teaching Tools

Date: 28/04/2021

Please fill the short questionnaire to make the course better.

1) Were objectives of the course clear to you?   Y [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   [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   [4]

College
Code: 006

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

N O T I C E

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

PRINCIPAL
KAKATIYA GOVT COLLEGE
Hanamkonda

SYLLABUS: CONTENTS

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. pradeepa, supdt.	
3	2101898	K. Rajitha	
4	2158076	Syed. Amjed	
5	2157794	K. Krishna	Krishna
6	9120465	K. Nirmala	
7	9120520	K. sajitha	
8	2136151	D. swarupa	
9	2136147	CH. KUMARA-Wamy	
10	1061704	Dr. N. Sammaiah	
11	1963996	B. శ్రీలత	
12	21028	K. Sunitha	
13	21027	J. Ramana	
14	21031	M. subhasa	subhasa
15	2137715	Md yakub Ali.	
16	21023	ch. Rajkumar	
17	21029	B. Renuka	
18	21027	J. Ramana	
19			
20			
21			

FEEDBACK

KAKATIYA GOVERNMENT COLLEGE
HANAMKONDA, DIST. WARANGAL (URBAN)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

FEEDBACK FORM

Course Title: Workhop on Data Enhy opuation

Date: 11-7-2019

Please fill the short questionnaire to make the course better.

1) Were objectives of the course clear to you?   Y ☑ / N ☐

2) The course contents met with your expectations
   1. Strongly disagree 2. Average 3. Good   4. Strongly agree   3

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

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

5) The course exposed you to new knowledge and practices
   1. Strongly disagree 2. Average 3. Good   4. Strongly agree   4

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

KAKATIYA GOVERNMENT COLLEGE

HANAMKONDA, DIST. WARANGAL (URBAN)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

FEEDBACK FORM

Course Title: Workshop on Data Enly Opration

Date: 11-7-2019

Please fill the short questionnaire to make the course better.

1) Were objectives of the course clear to you?　　　　Y ☑ / N ▭

2) The course contents met with your expectations
   1. Strongly disagree 2. Average 3. Good 　　4. Strongly agree 　　`3`

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

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

5) The course exposed you to new knowledge and practices
   1. Strongly disagree 2. Average 3. Good 　　4. Strongly agree 　　`3`

6) The course material handed over to you was adequate 　　`4`
   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: 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

College Code: 006

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 GOVERNEMNT COLLEGE, HANUMAKONDA

From09-08-2019 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 Writeup
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	
DEPARTMENT OF TELUGU :		3 Sri.K.Linga Reddy	
1 Dr.P.Sailu		4 Smt.J.Sarala Jhansi Rani	
2 Sri.B.Balaiah		5 Smt.G.Sujatha	
3 Sri.V.Sampath Reddy		6 Smt.Aayesha Shaik	
4 Sri.G.Chandrakala		7 VACANT	
5 B Sudhamadhuri		8 Smt.G.Pavani	
6 Smt.Y.Vijaya Lalitha (Redeploy)		9 Smt.C.Lavanya	
7 Smt.B.Sunitha (Redeploy)		10 Sri.M.Somanna	
DEPARTMENT OF HINDI :			
1 Smt.G.Leelavathi		DEPARTMENT OF COMPUTER SCIENCE :	
		1 VACANT	
DEPARTMENT OF MATHEMATICS :			
1 Sri.B.Prabhakar		DEPARTMENT OF ECONOMICS :	
2 Sri.D.Venkatesh		1 VACANT	
3 Sri.D.Venkanna		2 Dr.G.Shyamu	
4 Sri.M.Venugopal		3 Indira Nayana Devi	
5 M.Radhika		4 VACANT	
DEPARTMENT OF PHYSICS :			
1 Sri.B.Raju		DEPARTMENT OF PUBLIC ADMNISTRATION :	
2 Sri.M.Masood Ahmed Mahamoodi		1 Sri.A.Soma Narsaiah	
3 Sri.B.Sreenivas		2 Sri.B.Muralidar	
4 Dr.K.Narender			
5 Sri. S. Kiran		DEPARTMENT OF POLITICAL SCIENCE :	
		1 Sri.S.Kamalakar (State)	
DEPARTMENT OF CHEMISTRY :		2 Sri.A.Madhusudan Reddy	
1 Dr.B.Ramesh		3 Smt. K.Madhavi	
2 Sri.K.Satyanarayana			
3 Smt.P.Sumalatha		DEPARTMENT OF HISTORY :	
4 Smt.K.Vani		1 VACANT	
5 Smt.K.Suneetha		2 Dr.N.Mallaiah	
6 Sri.A.Ashok		3 VACANT	
7 VACANT		4 Sri. K. Ram Reddy	
8 Sri.K.Jagadeesh babu		5 Dr.B.Kumara Swamy(Re-Dep)	
9 VACANT		6 Sri.B.Muralidhar (Re-Dep)	
DEPARTMENT OF BOTANY :		DEPARTMENT OF SOCIOLOGY :	
1 VACANT		1 Sri.P.Bal Reddy	
2 Dr.B.VijayaPal Reddy			
3 Dr.M.Ram Babu		DEPARTMENT OF LIBRARY SCIENCE :	
4 Sri.A.Ramana Rao		1 Sri.P.Shankaraiah	
5 Dr.K.Omkar			
6 VACANT		DEPARTMENT OF PHYSICAL EDUCATION :	
DEPARTMENT OF ZOOLOGY :		1 Dr.J.Somanna	
1 Dr.T.D.Dinesh			
2 Dr.A.Sanjeevaiah		DEPARTMENT OF STATISTICS :	
3 Dr.V.Anil Kumar		1 VACANT	
4 Dr.T.Bheem Rao		DEPARTMENT OF Sanskrit :	
5 Dr.K.Ganesh		1 VACANT	
6 Smt.P. Subhashini			

College
Code: 006

PRINCIPAL
KAKATIYA GOVT COLLEGE
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

N O T I C E

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 R I N C I P A L
KAKATIYA GOVT COLLEGE
Hanamkonda

S Y L L A B U S

INTRODUCTIONTO 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.

P H O T O S

ATTENDANCE

KAKATIYA GOVERNMENT COLLEGE -HANAMKONDA
DEPARTMENT OF COMPUTER SCIENCE & APPLICATIONS
One Day Workshop on Microsoft Excel to Teaching Staff

Resource Person : V. Ramesh

Date : 29-08-2019

Attendance

S.No	Employee ID	Name of the Faculty	Signature
1.	1640410	Dr. T. Sujatha	T-Sij
2.	1530061	K. UMA KIRAN	
3.	2154740	K. Madhavi	K. May
4.	1340006	S. Kiran	
5.	21012	E. KRISHNAIAH	
6	2102029	A. Somanarsaiah	Asomel
7.	2153131	Dr. L. Vijaysaikumar	
8	1617673	B. Sreenivas	
9	2141490	Dr. K. Narinder	
10	190180	Dr. J. Samanna	
11.	2102145	B. Raju	
12	2154705	M. Radhika	
13	2120187	M MASOOD AHMED MAHMOODI	
14	2137319	K. Ram Reddy	
15	1208228	m. Yennosh	
16.	2113553	Dr. K. Ganesh	
17	2153137	Dr. M. Rambabu	
18	2113462	A. Ramana Rao	
19	1551875	Dr. R. Prabhakar	
20	1551678	D. Venkatesh	
21	2110678	B. Balaiah	
22	2141450	Dr. E. Satyam	
23	0955480	Dr. K. Omkar	
24	1551898	R. Shyamala Chandra	
25.	9120452	Dr. K. Sreedevi	
26.	2122915	S. Kamalakar	
27	2128695	D. Venkanna	
28	2322044	B. Manohar	

FEEDBACK

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

FEEDBACK FORM

Course Title: One day woorkshop on msExcel

Date: 29-08-2019

Please fill the short questionnaire to make the course better.

1) Were objectives of the course clear to you?   Y [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   [4]
   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

FEEDBACK FORM

Course Title: One workshop on M.S. excel

Date: 29-08-2019

Please fill the short questionnaire to make the course better.

1) Were objectives of the course clear to you?   Y ☑ /N ☐

2) The course contents met with your expectations
   1. Strongly disagree 2. Average 3. Good   4. Strongly agree   3

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

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

5) The course exposed you to new knowledge and practices
   1. Strongly disagree 2. Average 3. Good   4. Strongly agree   2

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

KAKATIYA GOVERNMENT COLLEGE

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

FEEDBACK FORM

Course Title:

One day workshop on MS-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   2

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

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

5) The course exposed you to new knowledge and practices
   1. Strongly disagree 2. Average 3. Good   4. Strongly agree   3

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

College
Code: 006

PRINCIPAL
KAKATIYA GOVT COLLEGE
Hanamkonda

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 sstaff on Ms-Excel and its effective usage

KAKATIYA GOVERNMENT COLLEGE

HANAMKONDA, DIST: WARANGAL (URBAN)

Date: 28-08-2019

N O T I C E

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

PRINCIPAL
KAKATIYA GOVT. COLLEGE
Hanamkonda

S Y L L A B U S

INTRODUCTIONTO 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	G. Anitha	Administrative officer	
2	1525169	Y Pradeepa	Superintendent	
3	2101898	H. Rajitha	Senior. Asst	
4	9120515	B Gyaneshwar	Senior Assistant	
5	1061704	Dr N. Sammaiah	Office Subordinate	N. Asst
6	2158076	Syed. Amjad	Record Asst	
7	2157794	K. Krishna	Record Asst	Krish
8	2136147	Ch. Kumara Buaam	Store Keeper	
9	2136151	D. Swaroopa	Herbarium keeper	
10	2101904	S. Soloman	Senior Asst	S. Q.
11	2110785	P. Shyam Babu	Record Asst	
12	9120465	K. Nirmala	Record Asst (Redeploy)	
13	9120520	K. Saritha	"	
14	2110785	P. Shyambaru	Record. Asst	P. S

FEEDBACK

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

FEEDBACK FORM

Course Title: Workshop on MS-Excel to Non Teaching)

Date: 30-08-2019

Please fill the short questionnaire to make the course better.

1) Were objectives of the course clear to you?   Y ☑ / N ☐

2) The course contents met with your expectations
     1. Strongly disagree 2. Average 3. Good   4. Strongly agree   3

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

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

5) The course exposed you to new knowledge and practices
     1. Strongly disagree 2. Average 3. Good   4. Strongly agree   3

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

KAKATIYA GOVERNMENT COLLEGE

HANAMKONDA, DIST. WARANGAL (Urban)

Internal Quality Assurance Cell (IQAC)

FEEDBACK FORM

Course Title:

One day workshop on Microsoftexcel to Non-Teachingstaff

Date: _30-08-2019_

Please fill the short questionnaire to make the course better.

1) Were objectives of the course clear to you?   Y [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   [4]
   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:

One day workshop on Microsoft Excel to Non-Teaching Staff

Date: _30-08-2019_

Please fill the short questionnaire to make the course better.

1) Were objectives of the course clear to you?   Y [Y]   /N [–]

2) The course contents met with your expectations
   l. Strongly disagree 2. Average 3. Good   4. Strongly agree   [3]

3) The lecture sequence was well planned
   l. Strongly disagree 2. Average 3. Good   4. Strongly agree   [2]

4) The contents were illustrated properly
   l. Strongly disagree 2. Average 3. Good   4. Strongly agree   [4]

5) The course exposed you to new knowledge and practices
   l. Strongly disagree 2. Average 3. Good   4. Strongly agree   [3]

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

College Code: 006

PRINCIPAL
KAKATIYA GOVT COLLEGE
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

S.No	Name of the Full-time teacher	Designation	Name of the Department	Remarks
	LIST OF ATTENDED STAFF			
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.Mallaiah	Asst Prof of Zoology	Zoology	
44	R.Shyamala Chandra	Asst Prof of Biotechonology	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.Mallesham	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.Ganapathi Rao	Asst Prof of History	Historty	
66	Dr.K.Srinivas	Asst Prof of History	Historty	
67	Dr.M.Mallaiah	Asst Prof of History	Historty	
68	Ram Reddy	Asst Prof of History	Historty	
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 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 [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: _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 [Y] / N [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   [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   [2]

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

College
Code: 006

PRINCIPAL
KAKATIYA GOVT COLLEGE
Hanamkonda

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.Ram Bhaskar 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.Chandrakala	Asst Prof of Telugu	Telugu	
10	B Balaiah	Asst Prof of Telugu	Telugu	
11	Y.Vijaya Lalitha	Assoc Prof of Telugu	Telugu	
12	Dr.B.Sunitha	Assoc Prof of Telugu	Telugu	
13	B.Sudhamadhuri	Asst Prof of Telugu	Telugu	
14	G.Leelavathi	Asst Prof of Hindi	Hindi	
15	Dr.B.Gayathri	Asst Prof of Hindi	Hindi	
16	Dr.V.Mamatha	Asst Prof of Hindi	Hindi	
17	D.Venkatesh	Asst Prof of Maths	Mathematics	
18	Dr.B.Prabhakar	Asst Prof of Maths	Mathematics	
19	D.Venkanna	Asst Prof of Maths	Mathematics	
20	M.Venu Gopal	Asst Prof of Maths	Mathematics	
21	M.Radhika	Asst Prof of Maths	Mathematics	
22	B.Raju	Asst Prof of Physics	Physics	
23	Dr.K.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.Sanjeevaiah	Asst Prof of Zoology	Zoology	

45	Dr.V.Anil Kumar	Asst Prof of Zoology	Zoology	
46	Dr.T.Bheemrao	Asst Prof of Zoology	Zoology	
47	Dr.K.Ganesh	Asst Prof of Zoology	Zoology	
48	Dr.T.D.Dinesh	Asst Prof of Zoology	Zoology	
49	Dr.Ch.Mallaiah	Asst Prof of Zoology	Zoology	
50	R.Shyamala Chandra	Asst Prof of Biotechonology	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 Pol.Science	Political Science	
71	S Kamalakar	Asst Prof of Pol.Science	Political Science	
72	A.Madhusudhan Reddy	Asst Prof of Pol.Science	Political Science	
73	Dr.B.Kavitha	Asst Prof of Pol.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)	Historty	
77	Dr.K.Srinivas	Asst Prof of History	Historty	
78	Dr.M.Mallaiah	Asst Prof of History	Historty	
79	Ram Reddy	Asst Prof of History	Historty	
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
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 అసురన్ను డైరెక్టర్ డాక్టర్ ఈ రాం భాస్కర్ రాజు,కాలేజి 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 అకడమిక్ ఆఫీసర్ నవీన్ చందర్ రాజు, సాఫ్ట్ వేర్ సాంకేతిక సహకారాన్ని అందిస్తున్న నాగేందర్ లు వర్క్ షాప్ పని సంస్కృతిపై మాట్లాడారు! స్టూడెంట్ అడ్మిషన్ మేనేజిమెంట్,స్టూడెంట్ ఇన్సర్వేషన్ మేనేజిమెంట్, సర్టిఫికెట్ మేనేజిమెంట్, అకౌంట్ మేనేజిమెంట్, అకాడమిక్ మేనేజిమెంట్ అను అంశాలపై ప్రయోగాత్మక శిక్షణ ను అందజేశారు! అన్ని విషయాలలో సందేహ నివృత్తి చేసారు! రాష్ట్ర స్థాయిలో నిర్వహిస్తున్న ఈ కార్యక్రమానికి సూర్యాపేట, యాదాద్రి, భద్రాద్రి, జనగాం, ఖమ్మం, మహబూబాబాద్ జిల్లాలలోని ప్రభుత్వ డిగ్రీ కాలేజీల్లో పనిచేస్తున్న ప్రిన్సిపల్స్, ఐ కూ, 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 కార్యక్రమంలో 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 తీర్చే విధంగా వారికి సంబంధించిన అన్ని వివరాలను వెబ్ సైట్ లో పొందు పరిచే విధి విధానాలను నేర్చుకున్నారు!! రెండు రోజుల పాటు నిర్వహించే ఈ కార్యక్రమం తెలంగాణ రాష్ట్రంలో మొదటి సారిగా 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!

PRINCIPAL
KAKATIYA GOVT.COLLEGE
Hanamkonda.

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

N O T I C E

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.

PRINCIPAL
KAKATIYA GOVT COLLEGE
Hanamkonda

S Y L L A B U S

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

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. Madhavi	
4	9120452	Dr. K. Sreedevi	
5	1546015	E. Anitha	
6	1332130	Dr. B. Indira Naiah	
7	19026	Dr. B. Ramesh	
8	1332130	Dr. B. Indira Naiah	
9	1551875	Dr. B. Prabhaker	
10	1617673	B. Sreenivas	
11	2102026	Dr. S. Vinodar Rao	
12	2138048	K. Satyanarayana	
13	1544436	K. Suneetha	
14	1551898	R. Shyamala Chandra	
15	2102029	A. Samanasseel	
16	2120187	M. Mannd Ahmed	
17	1353133	Gr. Pavani	
18	1520190	K. Linga Reddy	
19	1340006	S. Kiran	
20	2128699	D. Venkanna	
21	1308248	M. Venkat	
22	21012	E. KRISHNAIAH	
23	1327044	B. Muralidhar	
24	9310047	Y. Vijaya Lakshmi	
25	1520112	G. Chandrakala	
26	2102168	G. Sujatha	
27	0955480	Dr. K. Omkar	
28	21005	B. Sudha Madhuri	
29	2113462	A. Ramana Rao	
30	915 3131	Dr. R. V. Reddy	

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. Satyanarayna	
32	2137319	K. RamReddy	
33	2117433	K Jagadesh. babu	
34	1349224	Ashok Alishde	
35	2141490	Dr. K. Narendar	
36	1617673	B. Sreeniva	
37	1633126	G. leelavathi	
38	2110460	Dr. G. Shyam	
39	2110678	R. Ba	BK.
40	1130343	V. Saipath Reddy	
41	2153137	Dr. M. Rambabu.	
42	1520223	W. Mallaiah	
43	2102145	B. Raju	
44	2110678	B. Salu	
45	0128192	Dr. P. Seula	
46	2153083	Dr. Aayesha shaik.	
47	215205	J. Reiju	
48	2122915	S. Kamalakar	
49	2120934	P. shankeredy	
50	2135300	M M k Samly	
51	10009260	Rajel	
52	21018	M. Ramanakar	
53	10009755	V. RameR	
54	10009754	D. Rajker	
55	10009790	T. RashiReddy	T. RanReddy
56			
57			

F E E D B A C K

KAKATIYA GOVERNMENT COLLEGE
HANAMKONDA, DIST. WARANGAL (Urban)

Internal Quality Assurance Cell (IQAC)

FEEDBACK FORM

Course Title: One day work shop on Micro 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
   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 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 [Y] / N [—]

2) The course contents met with your expectations   [3]
   I. Strongly disagree 2. Average 3. Good 4. Strongly agree

3) The lecture sequence was well planned   [4]
   I. Strongly disagree 2. Average 3. Good 4. Strongly agree

4) The contents were illustrated properly   [2]
   I. Strongly disagree 2. Average 3. Good 4. Strongly agree

5) The course exposed you to new knowledge and practices   [3]
   I. Strongly disagree 2. Average 3. Good 4. Strongly agree

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

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

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

5) The course exposed you to new knowledge and practices   2
   I. Strongly disagree 2. Average 3. Good   4. Strongly agree

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

College
Code: 006

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 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

P H O T O S

ATTENDANCE

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

S.No	Name of the Full-time teacher	Designation	Name of the Department	Remarks
1	A.Ramanarao	Asst Prof of Botony	Botany	
2	Dr. T. Annie Sheron	Asst Prof of Botony	Botany	
3	K.Buchaiah	Asst Prof of Botony	Botany	
4	Dr.B.Vijayapal Reddy	Asst Prof of Botony	Botany	
5	Dr.K.Omkar	Asst Prof of Botony	Botany	
6	Dr.M.Rambabu	Asst Prof of Botony	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. Sanjeeva Reddy	Asst Prof of Physics	Physics	
31	A.Ashok	Asst Prof of Chemistry	Chemistry	
32	K.Suneetha	Asst Prof of Chemistry	Chemistry	
33	P.Sumalatha	Asst Prof of Chemistry	Chemistry	
34	K.Vani	Asst Prof of Chemistry	Chemistry	
35	Dr.R.Mogili	Asst Prof of Chemistry	Chemistry	
36	K.Jagadeesh Babu	Asst Prof of Chemistry	Chemistry	
37	K.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.Mallaiah	Asst Prof of Zoology	Zoology	
46	Dr.V.V.N.Hanumakumar	Asst Prof of Zoology	Zoology	
47	R.Shyamala Chandra	Asst Prof of Biotechonology	Biotechnology	
48	P.Shankaraiah	Lect. in. Library Science	LibraryScience	
49	Dr.J.Somanna	Lect. in. Physical Education	Physical Science	
50	Dr.D.Sureshbabu	Asst Prof of Comp.Science	Computer Science	
51	G.Jeevan Kumar	Asst Prof of Commerce	Commerce	
52	G.Sujatha	Asst Prof of Commerce	Commerce	
53	C.Lavanya	Asst Prof of Commerce	Commerce	
54	Smt.G.Pavani	Asst Prof of Commerce	Commerce	
55	Dr.A Sarangapani	Asst Prof of Commerce	Commerce	
56	Dr. Sk. Ayesha	Asst Prof of Commerce	Commerce	
57	M.Somaiah	Asst Prof of Commerce	Commerce	
58	K.Lingareddy	Asst Prof of Commerce	Commerce	
59	J.Sarala Jhansi Rani	Asst Prof of Commerce	Commerce	
60	Dr.S Vinodhar Rao	Asst Prof of Commerce	Commerce	
61	Sk.Khasim Shah	Asst Prof of Commerce	Commerce	
62	Dr.Indira Nayana Devi	Asst Prof of Economics	Economics	
63	Dr.G.Shyamu	Asst Prof of Economics	Economics	
64	Ch.Raju	Asst Prof of Economics	Economics	
65	K.Surya Rao	Asst Prof of Economics	Economics	
66	K.Mallesham	Asst Prof of Pol.Science	Political Science	
67	S.Kamalakar	Asst Prof of Pol.Science	Political Science	
68	A.Madhusudhan Reddy	Asst Prof of Pol.Science	Political Science	
69	Dr.B.Kavitha	Asst Prof of Pol.Science	Political Science	
70	A.Somanarasaiah	Asst Prof of Public Admn.	Public Administration	
71	B.Muralidhar	Asst Prof of Public Admn.	Public Administration	
72	S.Ganapathi Rao	Asst Prof of History	Historty	
73	Dr.K.Srinivas	Asst Prof of History	Historty	
74	Dr.M.Mallaiah	Asst Prof of History	Historty	
75	Dr.KUMARASWAMY	Asst Prof of History	Historty	
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 ఇన్స్పెక్షన్ 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 లోఆఫీస్ సిబ్బంది విధిగా ఈ ఆఫీస్ ఉపయోగించాలన్నారు। కమిషనరేట్ నుండి విషయం నిపుణులుగా వచ్చిన అకడమిక్ ఆఫీసర్ నవీన్ చందర్ రాజు, సాఫ్ట్ వేర్ సాంకేతిక సహకారాన్ని అందిస్తున్న నాగేందర్ లు వర్క్ షాప్ పని సంస్కృతిపై మాట్లాడారు। స్టూడెంట్ అడ్మిషన్ మేనేజిమెంట్,స్టూడెంట్ ఇన్స్పెక్షన్ మేనేజిమెంట్, సర్టిఫికెట్ మేనేజిమెంట్, అకౌంట్ మేనేజిమెంట్, అకాడమిక్ మేనేజిమెంట్ అను అంశాలపై ప్రయోగాత్మక శిక్షణ ను అందచేశారు। అన్ని విషయాలలో సందేహ నివృత్తి చేసారు। రాష్ట్ర స్థాయిలో నిర్వహిస్తున్న ఈ కార్యక్రమానికి సూర్యాపేట, యాదాద్రి, భద్రాద్రి, జనగాం, ఖమ్మం, మహబూబాబాద్ జిల్లాలలోని ప్రభుత్వ డిగ్రీ కాలేజీలో పనిచేస్తున్న ప్రిన్సిపాల్స్, ఐ। క్యూ। ఏ। సి కోఆర్డినేటర్స్, అడ్మినిస్ట్రేటివ్ ఆఫీసర్స్, superintendents సీనియర్ అసిస్టెంట్స్, జూనియర్ అసిస్టెంట్స్,మరియు రికార్డు అసిస్టెంట్స్ అందరికి ఎలక్ట్రానిక్ ఆఫీస్ సిస్టం నిర్వహణలో రెండు రోజుల ప్రయోగాత్మక శిక్షణ ప్రయోజనాన్ని పొందారు।ఈ కార్యక్రమంలో సుమారుగా వంద మంది బోధనేతర సిబ్బంది మరియు యాభై మంది బోధనా సిబ్బంది పాల్గొన్నారు। ఈ కార్యక్రమం ద్వారా ఇకపై రోజు వారి ఉత్తర ప్రత్యయుత్తర 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 సారిగా ప్రభుత్వ డిగ్రీ కాలేజీల్లో అమలుకు తగు ఏర్పాట్లు చేస్తున్న కళాశాల విద్య శాఖ కమిషనర్ నవీన్ మిట్టల్ కు నిర్వాహకులు మరియు ప్రిన్సిపాల్స్ డాక్టర్ బి। చంద్రమౌళి, జి।వెంకటేశ్వర్లు సమత, లీల, పరిపాలన అధికారులు అనిత, బ్రహ్మయ్య, పర్యవేక్షకులు నవీన్, సహాయకులు కొప్పుల శ్రీనివాస్, మర్యాల శ్రీనివాస్ మరియు బోధనా సిబ్బంది కృతజ్ఞతలు తెలిపారు।

PRINCIPAL
KAKATIYA GOVT.COLLEGE
Hanamkonda.

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: 06.121.2018
       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	Bhadradri	GDC Bhadrachalam
6	Bhadradri	GDC Kothagudem
7	Bhadradri	GDC Manuguru
8	Bhadradri	GDC Paloncha
9	Bhadradri	GDC Yellandu
10	Jangoan	GDC Jangaon
11	Khammam	GDC (W) Khammam
12	Khammam	GDC Khammam
13	Khammam	GDC Madhira
14	Khammam	GDC Nelakondapalli

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

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 NAVIN MITTAL IAS
Date: 2019.04.2 16:32:13 IST
Reason: Approved

Commissioner of Collegiate Education

PHOTOS

ATTENDANCE

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA
One Day Training Programme on e-Office

Date: 05-05-2019

S.No	Name of the Full-time teacher	Designation	Name of the Department	Remarks
		LIST OF ATTENDED STAFF		
1	A.Ramanarao	Asst Prof of Botony	Botany	
2	Dr. T. Annie Sheron	Asst Prof of Botony	Botany	
3	K.Buchaiah	Asst Prof of Botony	Botany	
4	Dr.B.Vijayapal Reddy	Asst Prof of Botony	Botany	
5	Dr.K.Omkar	Asst Prof of Botony	Botany	
6	Dr.M.Rambabu	Asst Prof of Botony	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.Satyanarayana	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.Mallaiah	Asst Prof of Zoology	Zoology	
57	Dr.V.V.N.Hanumakumar	Asst Prof of Zoology	Zoology	
58	R.Shyamala Chandra	Asst Prof of Biotechonology	Biotechnology	
59	P.Shankaraiah	Lect. in. Library Science	LibraryScience	
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	Historty	
73	Dr.K.Srinivas	Asst Prof of History	Historty	
74	Dr.M.Mallaiah	Asst Prof of History	Historty	
75	Dr.KUMARASWAMY	Asst Prof of History	Historty	
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	

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 ఏ। సి। డైరెక్టర్ డాక్టర్ ఈ. రాం భాస్కర్ రాజు మరియు కళాశాల వెబ్ కోఆర్డినేటర్ మరియు కంప్యూటర్ సైన్స్ విభాగ అధిపతి డాక్టర్ డి। సురేష్ బాబు, staff కార్యదర్శి మురళీధర్ కార్యశాల 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। కైజాల ఆన్ లైన్ విధానంలో వారి హాజరును కళాశాల విద్యా శాఖకు పంపించారు। కార్య శాలకు హాజరైన ప్రిన్సిపల్స్ 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 స్టేటస్) 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 ప్రిన్సిపల్స్ 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 చేశారు। కార్యశాల కన్వీనర్ డాక్టర్ రాం భాస్కర్ రాజు వందన సమర్పణ తో ఒక రోజు కార్యశాల విజయవంతంగా పూర్తి చేశారు।

PRINCIPAL
KAKATIYA GOVT.COLLEGE
Hanamkonda.

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   2 PM to 4.30 PM

Strategic Reviews

Valedictory Programme

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	
2	Smt.Y.Pradeepa	SUPERINTENDENT	
3	Smt.K.Rajitha	SENIOR ASSISTANT	
4	S.Salmon	SENIOR ASSISTANT	
5	B.Gyaneshwar (Re-Dep)	SENIOR ASSISTANT	
6	E.Manaswitha	JUNIOR ASSISTANT	On Leave
7	Md.Yakub Ali	TYPIST	
8	Ch.Kumara Swamy	STORE KEEPER	
9	Smt.D.Swaroopa	HERBERIUM KEEPER	
10	P.Shyam Babu	RECORD ASSISTANT	
11	Sri.Syed Amjad	RECORD ASSISTANT	
12	K.Krishna	RECORD ASSISTANT	
13	Smt.K.Nirmala (Re-Dep)	RECORD ASSISTANT	
14	Smt.K.Saritha (Re-Dep)	RECORD ASSISTANT	
15	Y.Kistaiah	Office Subordinate	
16	D.Padma	Office Subordinate	
17	N.Sammaiah	Office Subordinate	
18	CH. RAJKUMAR	Outsourcing Basis Office Subordinate	
19	J. RAMANA	Outsourcing Basis Office Subordinate	J. Ramana
20	B. RENUKA	Outsourcing Basis Office Subordinate	B. Renuka.
21	K. SUNITHA	Outsourcing Basis Office Subordinate	
22	Smt. M Subhadra	Outsourcing Basis Office Subordinate	
23	Sri. K. Lachaiah	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.

PRINCIPAL
KAKATIYA GOVT COLLEGE
Hanamkonda

Objectives:

➢ The non-teaching staff should be able to:

    o Understand data entry and home-based data entry

    o Know the qualifications and skills needed for data entry

    o Get ideas on how to improve your skills

    o Write a good data entry resume

    o Find a good data entry job

Contents

PHOTOS

DAY 1

DAY 1

DAY - 2

KAKATIYA GOVERNMENT COLLEGE

HANAMKONDA, DIST. WARANGAL (Urban)

Internal Quality Assurance Cell (IQAC)

FEEDBACK FORM

Course Title:

A workshop on data entry operation

Date: 16-09-2018

Please fill the short questionnaire to make the course better.

1) Were objectives of the course clear to you? Y [Y] /N [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   [2]

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:

Wonkshop 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: _17-07-2018_

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　　　　　　　[3]
   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

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. pradeepa, supdt.	
3	2101898	K. Rajitha	
4	2158076	Syed. Amjed	
5	2157794	K. Krishna	Krishna
6	9120465	K. Nirmala	
7	9120520	K. saritha	
8	2136151	D. swarupa	
9	2136147	CH. KUMARA-wamy	
10	1061704	Dr. N. Sammaiah	
11	1963996	B. శ్రీదేవి	
12	21028	K. Sunitha	
13	21027	J. Ramana	
14	2121031	M. subhadra	subhadra
15	2137715	Md yakub Ali.	
16	21023	ch. Raikumar	
17	21029	B. Renuka	
18	21027	J. Ramana	
19			
20			
21			

College
Code: 006

PRINCIPAL
KAKATIYA GOVT COLLEGE
Hanamkonda

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

N O T I C E

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.

PRINCIPAL
KAKATIYA GOVT COLLEGE
Hanamkonda

OBJECTIVES:

To families the non- teaching staff with various hard ware components and their proper maintenance.

<p align="center" style="color:red">**SYLLABUS**</p>

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.

Y ☑ /N ☐

1) Were objectives of the course clear to you?

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

   [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

   [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 Awareness Programme On Hardware devices and Components_

Date: _14-09-2017_

Please fill the short questionnaire to make the course better.

Y [4] / N [−]

1) Were objectives of the course clear to you?

2) The course contents met with your expectations
   1. Strongly disagree 2. Average 3. Good 4. Strongly agree

   [3]

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

   [4]

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

   [3]

5) The course exposed you to new knowledge and practices
   1. Strongly disagree 2. Average 3. Good 4. Strongly agree

   [2]

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

   [3]

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.

Y ☑ / N ─

1) Were objectives of the course clear to you?

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 |

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	A. Anitha	
2	1525169	Y. Pradeep	
3	2101898	R. Rajitha	
4	9120515	B Gyaneshwar	
5	2158076	Syed. Amjad	
6	9120465	K. NIRMALA	
7	2137715	Md yakub Aq.	
8	2138151	D. Swarupa	
9	9120520	K. saritha	
10	2157794	K. Krishna	
11	2136147	Ch. kumar sunny	
12	2136087	P. Venkatesh	
13	1061704	Dr. Nalla. Sammaiah	
14	1963996	B. Bajaj	
15	21028	K Sunitha	
16	21031	K. subhdar	
17	21023	Ch. Rajkumar	
18	21029	B. Renuka	
19	21027	J. Raman	
20	21025	K. anil babu	
21			
22			
23			

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.

PRINCIPAL
KAKATIYA GOVT COLLEGE
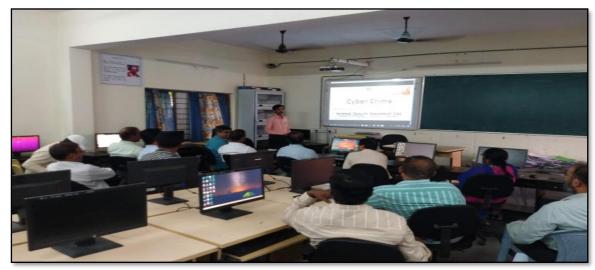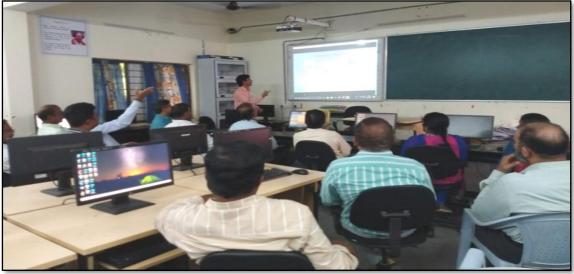Hanamkonda.

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.Buchaiah	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.Sanjeevaiah	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.Shankaraiah	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	

PRINCIPAL
KAKATIYA GOVT COLLEGE
Hanamkonda.

FEEDBACK

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 ☑ / N ☐

2) The course contents met with your expectations   **4**
   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   **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: _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 [Y] / N [ ]

2) The course contents met with your expectations
   1. Strongly disagree 2. Average 3. Good   4. Strongly agree   [3]

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

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

5) The course exposed you to new knowledge and practices
   1. Strongly disagree 2. Average 3. Good   4. Strongly agree   [2]

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

College Code: 006

PRINCIPAL
KAKATIYA GOVT COLLEGE
Hanamkonda

3. Awareness on GST

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 LokSabha. 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 fiveyear 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.

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.

41

Principal

1. Bairy Satyanarayana
2. T. Naveen Chander Raju
3. P. NEERAJA
4. P. G. Sudha Rani
5. AAYESHA SHAIK
6. Dr. S. Syam Prasad
7. Dr. B. Ramulu
8. K. CHANDER
9. A. SATHISH
10. Y. Devadas
11. B. Prabhakar
12. G. Ravi Kumar
13. Dr. B. Laxman Naik
14. M. SOMAIAH
15. K. Satyanarayana
16. Dr. B. JURAM BABU
17. Md. Yakub
18. PLN Murety
19. Dr. A. Sanjeevaiah
20. Dr. J. Chinna
21. Dr. J. Raja Ram
22. K. Mallesham
23. G. Madhavi
24. K. Rajani Lalli
25. G. Leelavathi
26. M. Himabindu
27. Dr. Ch. Mallaiah
28. A. Srinivas

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 aGPA 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 Meet ..   Date: 21-07-2017..

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.Groverdhan, Asst. Prof. of English, Sri. Baiti Sathyanarayana, 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. Groverdhan is invited to Present an account of his experiences of teaching. Sri. Baiti Sathyanarayana 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. Groverdhan 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 went to the struggles he underwent in the journey of his academic career.

Sri. B. Sathyanarayana Presented a detailed analysis of CBCS Pattern through Power Point Presentation. He gave an appraisal of CBCS Pattern. He illustrated the Pros and cones of the system. The true spirit of the Pattern is explained. The following aspects of CBCS are Presented.

1. Origin.   2. Recommendations of NKC & 3 UGC

7

b.8. 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. & (K. Soothyanarayana)
2. (Dr. B. SURESH BABU)
3. (Dr. E. Srinivas Rao)
4. (Dr. D.T. chary)
5. (M. Somaiah)
6. (Dr. A. Sampath reddy)
7. (Dr. C. Govardhan)
8. K. Somi Reddy (CPDC member)
9. Dr. Ch. Mallesh, zoology
10. A. Srinivas N
11. B. Muralidhar
12. P. Ravinder Rao
13. S. vishnu charan
14. Dr. B. Laxman Naik
15. G. Madhavi
16. M. Himabindu
17. K. Rajanilalli
18. G. leelavathi
19. Dr. B. Ramulu
20. Y. Devadas
21. Yedukondalu Narendra
22. CH. Ramachandram
23. Dr. K. Ganesh   21/7/17
24. A. Ramana Rao
25. Dr. K. Bharath
26. K. Chander

27.	Ch. Shanker	Sh:
28	AAYESHA SHAIK	Sk Ayshn
29	B. Balaiah	Bly
30	SS. Ajay Kumar	Adhu
31	D. Rajkumar	RJ
32	T. Raghattam Reddy	
33.	P. Neeraja	
34.	P. Esther Sudha Rani	Rem
35.	K. Sapna Rani	
36.	Dr. Jatoth Raja Ram	my De 1 Fee
37	P. shankaraiah	P. my
38	G. Ravi kumar	

College Code: 006

PRINCIPAL
KAKATIYA GOVT COLLEGE
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 studentsto 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, Microbiologywith 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. (K. Sathyanarayana)
2. (Dr. B. SURESH BABU)
3. (Dr. E. Srinivas Rao)
4. (Dr. B.T. Chary)
5. (M. Somaiah)
6. (Dr. A. Sai kumar)
7. (Dr. C. Gnaneshwar)
8. K. Somi Reddy (CPDC member)
9. Dr. Ch. Mallesh, zoology
10. A. Srinivas
11. B. Muralidhar   B. Mur
12. P. Ravinder Rao   Rao
13. S. Vishnu charan   vishcharan
14. Dr. B. Laxman Naik   Naik
15. G. Madhavi
16. M. Himabindu   M. Hi
17. K. Rajini Devi
18. G. Leelavathi
19. Dr. B. Ramulu   Ramulu
20. Y. Devadas
21. Yedukondalu Narendra
22. CH. Ramachandram   Reddy
23. Dr. K. Ganesh   Ganesh 21/7/17
24. A. Ramana Rao   Ramana
25. Dr. R. Bharath
26. K. Shankar

27. Ch. Shankar   Shi
28. AAYESHA SHAIK
29. B. Balaiah   BBs
30. S S. Ajay Kumar   Ashur
31. D. Rajkumar
32. T. Raghavan Reddy
33. P. Neeraja
34. P. Esther Sudha Rani   Rani
35. K. Swapna Rani
36. Dr. Jatoth Raja Ram
37. P. Shankaralu
38. G. Ravi Kumar

PRINCIPAL
KAKATIYA GOVT COLLEGE
Hanamkonda

College
Code: 006
KAKATIYA GOVT. COLLEGE
Hanamkonda, Warangal

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

N O T I C E

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.

PRINCIPAL
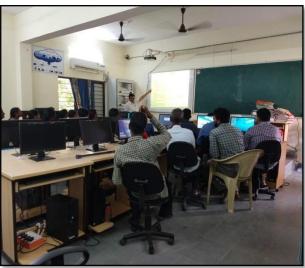KAKATIYA GOVT COLLEGE
Hanamkonda

S Y L L A B U S

INTRODUCTIONTO 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.

P H O T O S

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	
2	1525169	Y pradeepa	Superintendat	
3	2101898	H. Rajitha	Senior. Asst	
4	9120515	B Gyaneshwar	Senior Asst	
5	1061704	Dr N. Sammaiah	Office Subordinate	N.
6	2158076	Syed. Amjad	Record Asst	
7	2157794	K. Krishna	Record Asst	Krishna
8	2136147	Ch. Kumara Swamy	Store Keeper	
9	2136151	D. Swaroopa	Herbarium Keeper	
10	2101904	S. Soloman	Senior Asst	S. So
11	2110785	P. Shyam Babu	Record Asst	
12	9120465	K. Nirmala	Record Asst (Redeploy)	
13	9120520	K. Saritha	"	
14	2110785	P. SHYAMBABU	Record Asst	P.S
15	21023	Ch. Rajkumar	. ,	
		Ayesha Stwik		
16.	21027	J. Ramana	Attender	

PRINCIPAL
KAKATIYA GOVT COLLEGE
Hanamkonda

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

N O T I C E

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.

PRINCIPAL
KAKATIYA GOVT COLLEGE
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

P H O T O S

FEEDBACK

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

FEEDBACK FORM

Course Title:

One day workshop on MsExcel, Powerpoint and 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 [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   [2]

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

FEEDBACK FORM

Course Title:

Oneday workshop On MS Excel, 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 [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 [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 MsExcel, Powerpoint and 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]

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	
2	1525169	+ predeep	
3	2101898	K. Rajitha	
4	2136147	Ch Kumar Swamy	
5	2158076	Syed. Amjad	
6	2136147	Ch. Kumar Swamy	
7	2157794	K. Krishna	
8	2136151	D Swarupa	
9	217715	Md Yakeebuddin	
10	912ok65	K. NIRMALA	
11	9120520	K. Saritha	
12	21029	B. Renuka	
13	1061704	Dr. Nalla Sammaiah	N. Sah
14	1963996	B. Rajood	
15	21031	K. subha	
16	21023	Ch. Rajkumar	
17	21027	J. Ramana	
18			
19			
20			
21			

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

N O T I C E

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.

PRINCIPAL
KAKATIYA GOVT COLLEGE
Hanamkonda
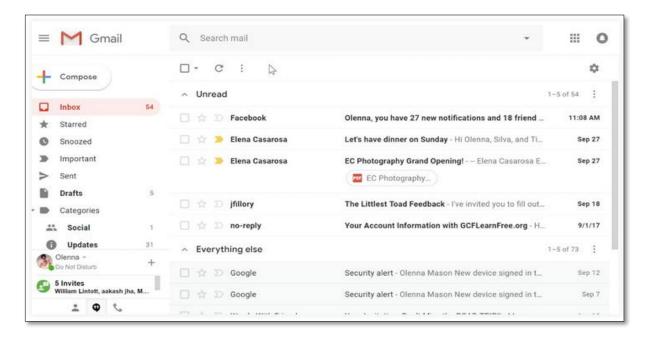
Content / Topics

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.

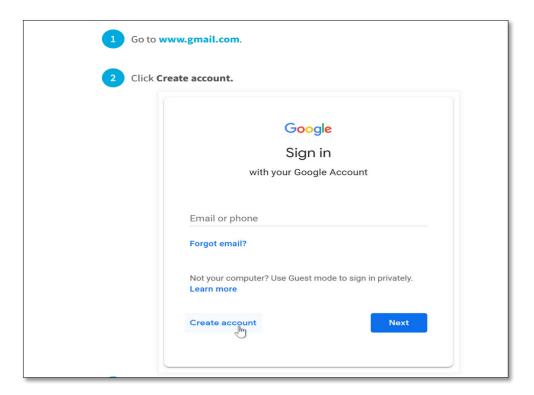- **Conversation View**. An email **conversation** occurs whenever you send emails back and forth with another person (or a group of people), often about a specific topic or event. Gmail **groups** these emails together by default, which keeps your inbox more organized.

- **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:
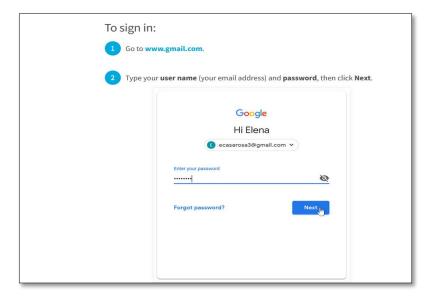
After Creating Gmail Account signing your account as follows:

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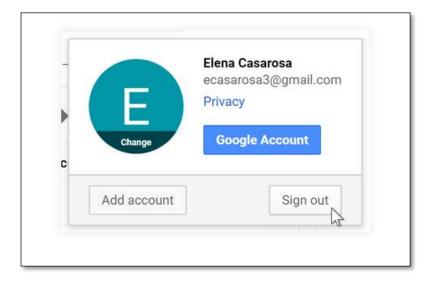
When you first create your account, you will be automatically signed in. Most of the time, however, you'll need to **sign in** to your account and **sign out** when you're done with it. Signing out is especially important if you're

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**.
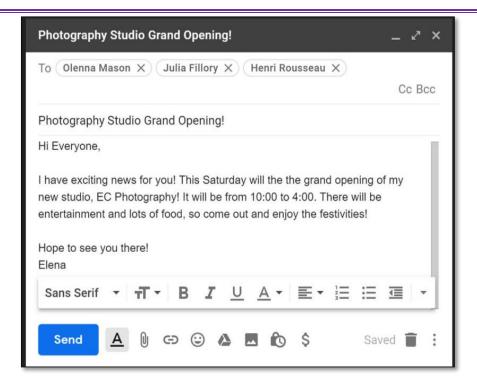
Sending email

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.
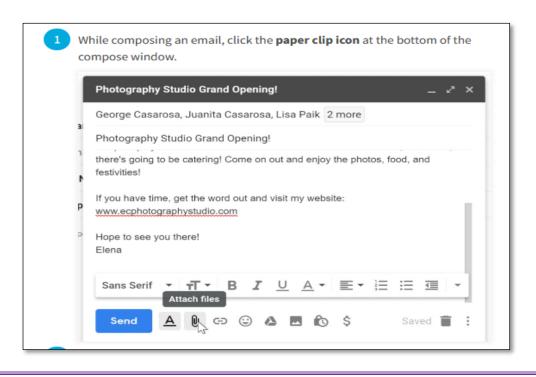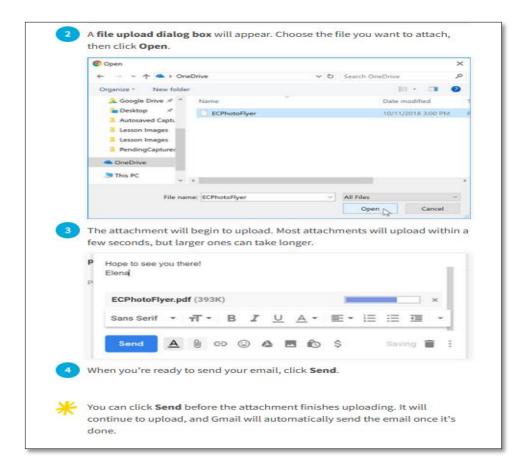
ADDING ATTACHMENTS

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

Source: G Suite Learning Center

BUSINESS INSIDER

PHOTOS

ATTENDANCE

KAKATIYA GOVERNMENT COLLEGE, HANAMKONDA

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

Resource Person: V.Ramesh			Date: 04-02-2017	
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	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	
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	
65	Dr.K.Sharath	Contract Lecturer History	History	
66	A.Sathish	Contract Lecturer History	History	

Feedback

KAKATIYA GOVERNMENT COLLEGE

HANAMKONDA, DIST. WARANGAL (URBAN)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

FEEDBACK FORM

Course Title: One day workshop on Gmail & Google drive Utilization for Teaching St

Date: 04-02-2017

Please fill the short questionnaire to make the course better.

1) Were objectives of the course clear to you? Y [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 DRIV

Date: 04-02-2017   UTILIZATION FOR TEACHING STAF

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 Drive Utilization for teaching Staff

Date: 04-02-2017

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]

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]

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

N O T I C E

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

P R I N C I P A L
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

Resource Person: D. Rajkumar			Date: 28-11-2016	
LIST OF ATTENDED STAFF				
S.No	Name of the Faculty	Designation	Name of the Department	Remarks
1	Dr.M.Narasimharao	Asst Prof of Telugu	Telugu	
2	Dr.B.Laxman Naik	Asst Prof of Telugu	Telugu	
3	B.Ramulu	Asst Prof of Telugu	Telugu	
4	Dr.J.Raja Ram	Asst Prof of Telugu	Telugu	
5	B Balaiah	Asst Prof of Telugu	Telugu	
6	S.Vishnucharan	Asst Prof of English	English	
7	Dr.E.Srinivas Rao	Asst Prof of English	English	
8	Dr.E.Rambhaskar Raju	Asst Prof of English	English	
9	T.S.Praveen Kumar	Asst Prof of English	English	
10	C.Govardhan	Asst Prof of English	English	
11	P.Esther Sudha Rani	Contract Lecturer in English	English	
12	G.Leelavathi	Asst Prof of Hindi	Hindi	
13	Dr.T.Sumathi	Asst Prof of Hindi	Hindi	
14	Dr.B.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.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	

Resource Person: V. Ramesh

"Microsoft Excel"

OBJECTIVES   :
To further familiarize the staff with latest versions on "**Microsoft Excel**".

S Y L L A B U S

INTRODUCTIONTO 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	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.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	

KAKATIYA GOVERNMENT COLLEGE

HANAMKONDA, DIST. WARANGAL (URBAN)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

FEEDBACK FORM

Course Title: _Two days workshop on Msoffice (msword & msexcel)_

Date: _28-11-2016_

Please fill the short questionnaire to make the course better.

1) Were objectives of the course clear to you? Y [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
(Ms-word) & (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 [✓] / N [—]

2) The course contents met with your expectations   [3]
   1. Strongly disagree 2. Average 3. Good   4. Strongly agree

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

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

5) The course exposed you to new knowledge and practices   [4]
   1. Strongly disagree 2. Average 3. Good   4. Strongly agree

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

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

FEEDBACK FORM

Course Title: Two days workshop on ms office (msword and msexcel)

Date: 29-11-2016

Please fill the short questionnaire to make the course better.

1) Were objectives of the course clear to you?   Y [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   [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   [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

College Code: 006

PRINCIPAL
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

N O T I C E

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.

PRINCIPAL
KAKATIYA GOVT COLLEGE
Hanamkonda

S Y L L A B U S

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

P H O T O S

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	
12	S.Vishnucharan	Asst Prof of English	English	
13	Dr.E.Srinivas Rao	Asst Prof of English	English	
14	Dr.E.Rambhaskar Raju	Asst Prof of English	English	
15	T.S.Praveen Kumar	Asst Prof of English	English	
16	C.Govardhan	Asst Prof of English	English	
17	P.Esther Sudha Rani	Contract Lecturer in English	English	
18	G.Leelavathi	Asst Prof of Hindi	Hindi	
19	Dr.T.Sumathi	Asst Prof of Hindi	Hindi	
20	Dr.B.Gayathri	Asst Prof of Hindi	Hindi	
21	T.Ramesh	Asst Prof of Mathematics	Mathematics	
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.Poshaiah	Asst Prof of History	History	

PRINCIPAL
KAKATIYA GOVT COLLEGE
Hanamkonda.

FEEDBACK

KAKATIYA GOVERNMENT COLLEGE

HANAMKONDA, DIST. WARANGAL (URBAN)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

FEEDBACK FORM

Course Title: _Oneday workshop on MSpowerpoint for Teaching_
- Staff

Date: _24-09-2016_

Please fill the short questionnaire to make the course better.

1) Were objectives of the course clear to you? Y [✓] / N [ ]

2) The course contents met with your expectations
   1. Strongly disagree 2. Average 3. Good 4. Strongly agree [4]

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

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

5) The course exposed you to new knowledge and practices
   1. Strongly disagree 2. Average 3. Good 4. Strongly agree [2]

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

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

FEEDBACK FORM

Course Title:

Oneday workshop on mspowerpoint 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   【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   【6】

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

KAKATIYA GOVERNMENT COLLEGE

HANAMKONDA, DIST. WARANGAL (URBAN)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

FEEDBACK FORM

Course Title: _One day workshop on Ms-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 [Y] / N [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]

College Code: 006

PRINCIPAL
KAKATIYA GOVT COLLEGE
Hanamkonda