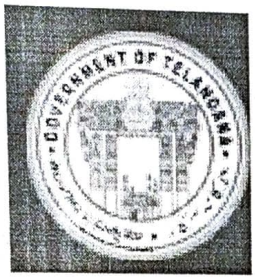
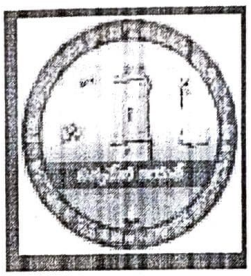




GOVERNMENT DEGREE COLLEGE FOR WOMEN

(Affiliated to Satavahana University)

JAGTIYAL

Basic Computer Skills

In – House Training Program

From 17-03-201 To 17-04-2021

Sri. S.Satyam

Lecturer in Computer

Sri.M.Srinivas Reddy

Principal

Principal
Govt. Degree College for Women
JAGTIAL, Dist.

Compliance Report
In – House Training Program
On
Basic Computer Skills

- As per Commissioner of Collegiate Education Circular File No. CCE-AC/GEN/82/2021-Academic Cell , Notice of Principal Dated 17-03-2021 In – house Training Program on Basic Computer Skills Conducted From 17-03-2021 To 17-04-2021 .

- The Following Non – Teaching Staff identified for Training
    1. K.Bharatha Laxmi - Senior Assistant
    2. P.Tara – junior Assistant
    3. K.Kanakaiah – Record Assistant
    4. K.Komuraiah – Record Assistant

- Training Program Scheduled 4.30 PM to 6.30 PM. Daily from 17-03-2021 to 17-04-2021 , 1 Hour Theory class and 1 Hour Practical.

- Computer Training Program is conducted by Department of Computer Science and Applications By the Computer Faculty S.Satyam

- Exam Conducted and Certificates are given to the Non- Teaching faculty

Sri. S.Satyam
Lecturer in Computer

Sri.M.Srinivas Reddy
Principal

Principal
Govt. Degree College for Women
JAGTIAL, Dist.

File No.CCE-AC/GEN/82/2021-ACADEMIC CELL

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

CIRCULAR

Sub: Collegiate Education - Government Degree Colleges – One month In-house Training Program on Basic Computer Skills for Teaching and Non–Teaching Staff Members –Reg.

During the Virtual Meeting held on 15.03.2021 with Principals of GDCs in Telangana State, some of the Principals have informed the Commissioner of Collegiate Education that some of the Teaching and Non-teaching faculty members of GDCs do not have the basic Computer knowledge which ultimately leading to hindrance to the effective functioning of GDCs.

In order to efficiently maintain the Academic and Office Administration in all GDCs, it has been decided to conduct One Month (30 days) training program in Basic Computer Skills for the Teaching and Non-teaching faculty members of GDCs, who are not well-versed or not equipped with Basic Computer Skills.

The training would cover the following components of Computer Skills:

1. MS Word
2. MS Excel
3. MS Power Point
4. Internet Browsing and email usage
5. Usage of e-Office

Further, the Principals are instructed to identify the Teaching and Non-teaching staff for undergoing Training and ensure that they should be given proper training by the Computer Science/Applications Faculty member (Regular/Contract/Guest) of the respective colleges.

Prior to the identification of faculty members for imparting Computer training, the Principals should get the undertaking signed from the faculty members that they are aware of Basic Computer Skills and they would be able to work on the above said applications as a part of their regular Office/Academic duties.

In this connection, Principals are instructed to identify the Trainer and participants and are directed to commence the training program from today and complete the training program by 15 April, 2021 and ensure that all the

Staff members are Computer Literates and are able to work on the above said applications for effective and smooth functioning of the colleges. The training should be given before or after the regular college timings covering two hours per day and the Principals should ensure that those who are undergoing training should mark the Biometric attendance after 8 hours instead of the regular 6 hours of College timings.

In view of the above the Principals are informed to monitor the training program and issue certificates to the participants after successful completion of the training program and send compliance of the same to the O/o CCE by 15 April, 2021.

(Orders of CCE obtained in the note file)

Signature Not Verified
Digitally signed by Ghanshyam
Date: 2021.03.16 14:39:02 IST
Reason: Approved

For Commissioner of Collegiate Education

To Principals of All GDCs in Telangana State.

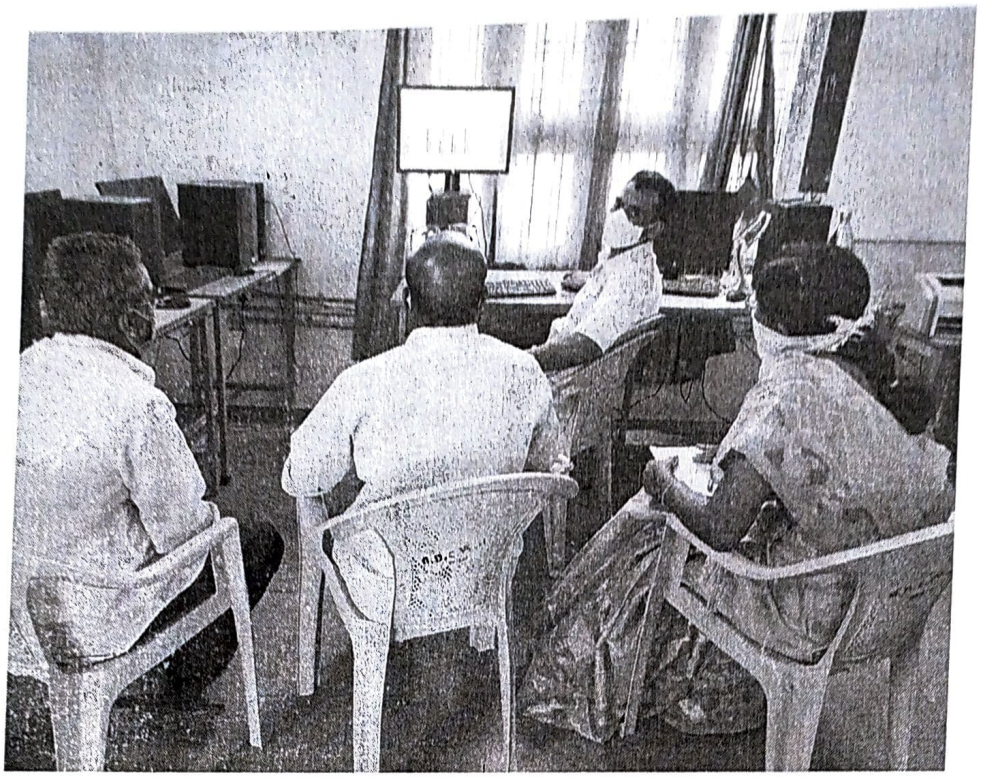
Staff meeting

Date: 17-3-2021

The Staff meeting organised today ie 17-3-2021 regarding commissioner of collegiate education Government of Telangana orders on Basic Computer Skills for Teaching and Non-Teaching Staff members. Commissioner Sri. Navin Mittal, IAS orders circulated among the teaching and Non-Teaching staff members and Proforma of PB collected from the teaching and Non-Teaching members.

The following Teaching and Non-Teaching staff members are identified for basic computer skills training programme. This programme is scheduled for 30 days from as on today ie 17-3-2021 at 4.30 PM to 6.30 PM. The training programme is operated by S. Satyam lecturer in Computer Science.

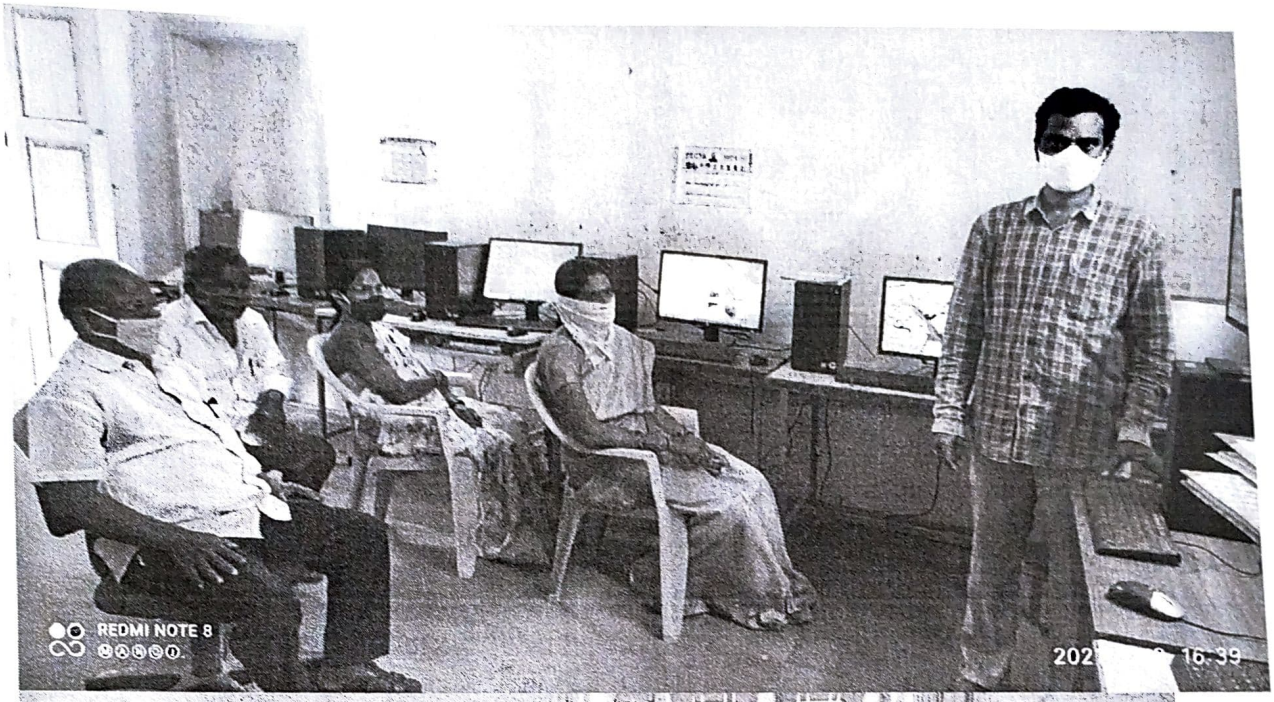
1) S. Satyam (Computer Instructor)
2) K. Bharathalaxmi (Sr Asst)
3) P. Thara (Jr Asst)
4) Ak. Kankaiah (Record Asst)
5) K. Komuraiah (Record Asst)
6) S. Narsaiah (Blind) Storekeeper

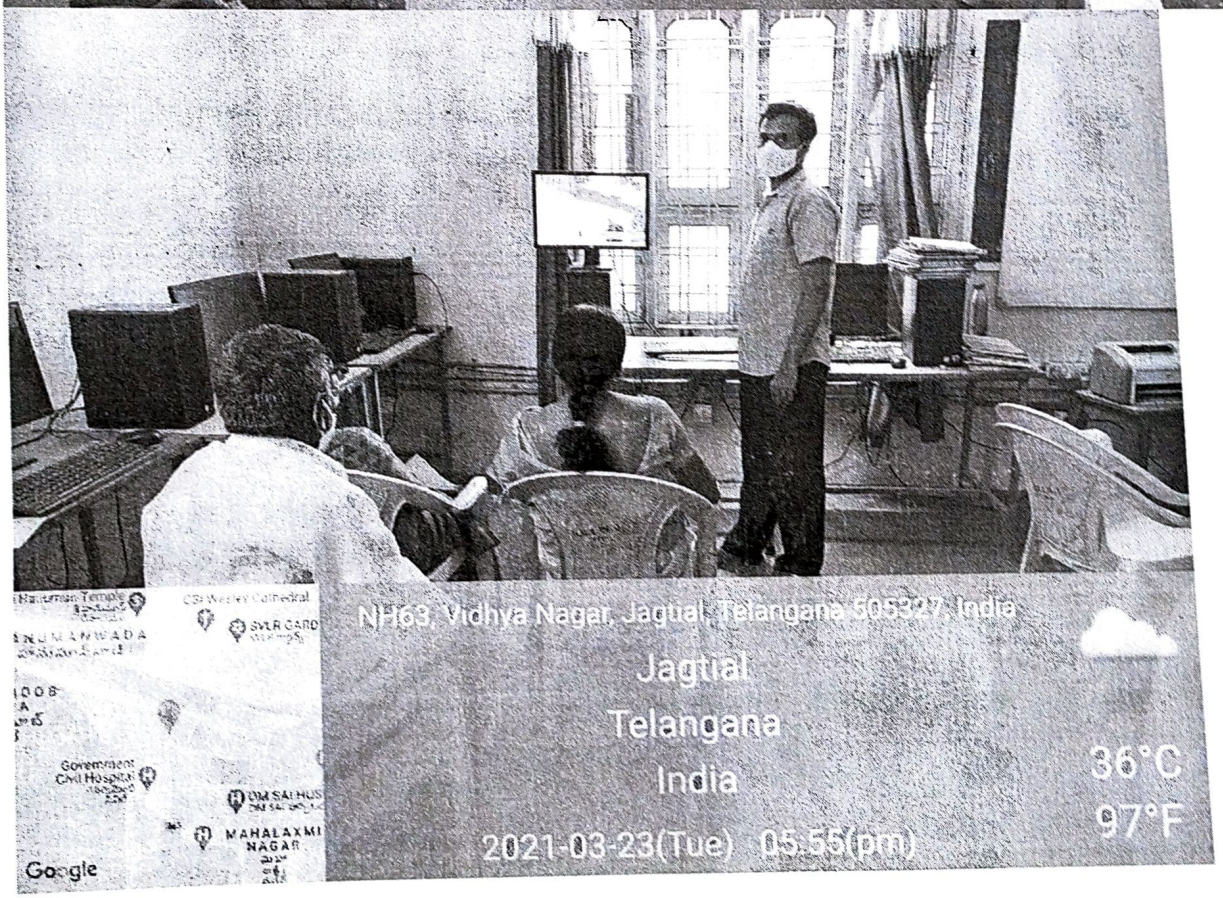


Non - Teaching staff

In House Training Program

Photos.





Non-Teaching staff
In House Training Program
Photos

GOVT. DEGREE COLLEGE FOR WOMEN – JAGTIAL
BASIC COMPUTER SKILLS (BCS) – EXAM

23/25

Name: K. Bharath Laxmi **Designation** Sr. Asst

Time : 1 hour. **Total** 25 (20+5 practical) **20 Marks** (T)

I) Multiple choice questions

1.In which view Headers and Footers are visible (B)

A. Normal View **B.** Page Layout View **C.** Print Layout View **D.** Draft View

2. The space left between the margin and the start of a paragraph is called (C)

A. Spacing **B.** Gutter **C.** Indentation **D.** Alignment

3. Text-styling feature of MS word is (B)

A. Word Color **B.** Word Font **C.** WordArt **D.** Word Fill

4. A number of letter that appears little above the normal text is called : (A)

A. Superscript **B.** Subscript **C.** Supertext **D.** Toptext

5. What is the intersection of a column and a row on a worksheet called ? (D)

A. Column **B.** Value **C.**Address**D.**Cell

6. What type of chart will you use to compare performance of two employees in the year (B)

A. Column Chart **B.** Line Chart **C.** Pie Chart **D.** Dot Chart

7. In Excel, Columns are labelled as ___ (A)

A. A, B, C, etc **B.** 1,2,3 etc **C.** A1, A2, etc. **D.**A1, A2, etc.

8. In Excel, Rows are labelled as _____ (B)

A. A, B, C, etc **B.**1,2,3 etc **C.** A1, A2, etc. **D.** A1, A2, etc.

9. The process of transferring files from a computer on the Internet to your computer is called (A)

A. Uploading **B.** Forwarding **C.** FTP **D.** Downloading

10. A Web site's front page /main page is called (C)

A. Browser Page **B.** Search Page **C.** Home Page **D.** Bookmark

II) FILL IN THE BLANKS

11. Page setup can be done using ---Page lay out--- menu.

12. Portrait and Land Scape are the two orientations that can be fixed in page set up

13. Mistakes can be checked using Spelling Check facility In Word

14. To take a duplicate of a existing file use ---Save As--- facility in Word

15. ---(3) Three--- is the default number of sheets in Excel

16. e- mail means Electronic mail

17. How Will Your eSign Look After Validation - Right ct)

18. Can we perform editing on a draft? Yes

19. The site which stores web pages is called ---web site---.

20. The computer is identified by ---IP Address---.

19 (T)
4 (P)
23

22/25

GOVT. DEGREE COLLEGE FOR WOMEN – JAGTIAL
BASIC COMPUTER SKILLS (BCS) – EXAM

Name: K. Komuraiah Designation Record Assistant.

Time : 1 hour. Total 25 (20(T)+5(P)) 20 Marks

I) Multiple choice questions

1.In which view Headers and Footers are visible (B.)

A. Normal View B. Page Layout View C. Print Layout View D. Draft View

2. The space left between the margin and the start of a paragraph is called (C)

A. Spacing B. Gutter C. Indentation D. Alignment

3. Text-styling feature of MS word is (B)

A. Word Color B. Word Font C. WordArt D. Word Fill

4. A number of letter that appears little above the normal text is called : (A)

A. Superscript B. Subscript C. Supertext D. Toptext

5. What is the intersection of a column and a row on a worksheet called ? (D)

A. Column B. Value C.AddressD.Cell

6. What type of chart will you use to compare performance of two employees in the year(B)

A. Column Chart B. Line Chart C. Pie Chart D. Dot Chart

7. In Excel, Columns are labelled as ___ (A)

A. A, B, C, etc B. 1,2,3 etc C. A1, A2, etc. D.A1, A2, etc.

8. In Excel, Rows are labelled as _____ (B)

A. A, B, C, etc B.1,2,3 etc C. A1, A2, etc. D. A1, A2, etc.

9. The process of transferring files from a computer on the Internet to your computer is called(A)

A. Uploading B. Forwarding C. FTP D. Downloading

10. A Web site's front page /main page is called (C)

A. Browser Page B. Search Page C. Home Page D. Bookmark

II) FILL IN THE BLANKS

11. Page setup can be done using ----Page Layout---- menu.

12. ----portrait---- and ----Landscape---- are the two orientations that can be fixed in page set up

13. Mistakes can be checked using ----spelling check---- facility In Word

14. To take a duplicate of a existing file use ----save As---- facility in Word

15. ----Three---- is the default number of sheets in Excel

16. e- mail means electronic mail

17. How Will Your eSign Look After Validation (Right Click)

18. Can we perform editing on a draft? yes

19. The site which stores web pages is called ----website----.

20. The computer is identified by ----Ip Address----.

18(T)
4(P)
22

22/25

GOVT. DEGREE COLLEGE FOR WOMEN – JAGTIAL
BASIC COMPUTER SKILLS (BCS) – EXAM

Name: K. Karthik. **Designation** Record Asst

Time : 1 hour. **Total** 25 (20(T)+5(P)) **20 Marks**

18 (T)
4 (P)
22

I) Multiple choice questions

1.In which view Headers and Footers are visible (B)

A. Normal View **B.** Page Layout View **C.** Print Layout View **D.** Draft View

2. The space left between the margin and the start of a paragraph is called (C)

A. Spacing **B.** Gutter **C.** Indentation **D.** Alignment

3. Text-styling feature of MS word is (B)

A. Word Color **B.** Word Font **C.** WordArt **D.** Word Fill

4. A number of letter that appears little above the normal text is called : (A)

A. Superscript **B.** Subscript **C.** Supertext **D.** Toptext

5. What is the intersection of a column and a row on a worksheet called ? (D.)

A. Column **B.** Value **C.**Address**D.**Cell

6. What type of chart will you use to compare performance of two employees in the year(B)

A. Column Chart **B.** Line Chart **C.** Pie Chart **D.** Dot Chart

7. In Excel, Columns are labelled as ___ (A)

A. A, B, C, etc **B.** 1,2,3 etc **C.** A1, A2, etc. **D.**A1, A2, etc.

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A. A, B, C, etc **B.**1,2,3 etc **C.** A1, A2, etc. **D.** A1, A2, etc.

9. The process of transferring files from a computer on the Internet to your computer is called(A)

A. Uploading **B.** Forwarding **C.** FTP **D.** Downloading

10. A Web site's front page /main page is called (C)

A. Browser Page **B.** Search Page **C.** Home Page **D.** Bookmark

II) FILL IN THE BLANKS

11. Page setup can be done using ---Page Layout--- menu.

12. ---Portrait--- and ---Landscape--- are the two orientations that can be fixed in page set up

13. Mistakes can be checked using ---Spelling check--- facility in Word

14. To take a duplicate of a existing file use ---Save As--- facility in Word

15. ----------Three--------- is the default number of sheets in Excel

16. e- mail means Electronic Mail

17. How Will Your eSign Look After Validation (Right ✓) ✓

18. Can we perform editing on a draft? Yes.

19. The site which stores web pages is called ---Website.---

20. The computer is identified by ---IP- Address.---

22/25

GOVT. DEGREE COLLEGE FOR WOMEN – JAGTIAL
BASIC COMPUTER SKILLS (BCS) – EXAM

Name: T. THARA **Designation** Jr. Asst

Time : 1 hour. **Total** 25 (20 + 5(P)) **20 Marks**

I) Multiple choice questions

1.In which view Headers and Footers are visible (B)

A. Normal View **B.** Page Layout View **C.** Print Layout View **D.** Draft View

2. The space left between the margin and the start of a paragraph is called (C)

A. Spacing **B.** Gutter **C.** Indentation **D.** Alignment

3. Text-styling feature of MS word is (B)

A. Word Color **B.** Word Font **C.** WordArt **D.** Word Fill

4. A number of letter that appears little above the normal text is called : (A)

A. Superscript **B.** Subscript **C.** Supertext **D.** Toptext

5. What is the intersection of a column and a row on a worksheet called ? (D)

A. Column **B.** Value **C.**Address**D.**Cell

6. What type of chart will you use to compare performance of two employees in the year(B)

A. Column Chart **B.** Line Chart **C.** Pie Chart **D.** Dot Chart

7. In Excel, Columns are labelled as ___ (A)

A. A, B, C, etc **B.** 1,2,3 etc **C.** A1, A2, etc. **D.**A1, A2, etc.

8. In Excel, Rows are labelled as _____ (B)

A. A, B, C, etc **B.**1,2,3 etc **C.** A1, A2, etc. **D.** A1, A2, etc.

9. The process of transferring files from a computer on the Internet to your computer is called(A)

A. Uploading **B.** Forwarding **C.** FTP **D.** Downloading

10. A Web site's front page /main page is called (C)

A. Browser Page **B.** Search Page **C.** Home Page **D.** Bookmark

II) FILL IN THE BLANKS

11. Page setup can be done using ---------- Page Lay out ---------- menu.

12. ---------- Portrait ---------- and ---------- ✗ ---------- are the two orientations that can be fixed in page set up

13. Mistakes can be checked using ---------- Spelling Check ---------- facility In Word

14. To take a duplicate of a existing file use ---------- Save As ---------- facility in Word

15. ---------- (3) Three ---------- is the default number of sheets in Excel

16. e- mail means Electronic mail

17. How Will Your eSign Look After Validation ✓ Right ct) ✗

18. Can we perform editing on a draft? Yes

19. The site which stores web pages is called ---------- Website ----------.

20. The computer is identified by ---------- IP Address ----------

Certificate ID:17-04-2021/1

Government Degree College For Women - Jagitial
DIST.Jagtial,TELANGANA
(ACCREDITED BY NAAC)

Certificate for In - house Training Program On Basic Computer Skills Course

This is to certify that Smt.K.Bharatha Laxmi , Senior Assistant , Govt. Degree College for Women Jagtial , Successfully Completed **In - house Training Program On Basic Computer Skills Course** Organized by Department of Computer Science and Applications , Government Degree College For Women - Jagtial Telangana,India ,From 17-03-2021 To 17-04-2021.

Sri.S.Satyam
Lec.in Computer Science & Applications

Sri.M.Srinivas Reddy
Principal

Received

Certificate ID:17-04-2021/2

Government Degree College For Women - Jagitial
DIST.Jagtial,TELANGANA
(ACCREDITED BY NAAC)

Certificate for In - house Training Program On Basic Computer Skills Course

This is to certify that Smt.T. Thara , Junior Assistant , Govt. Degree College for Women Jagtial , Successfully Completed **In - house Training Program On Basic Computer Skills Course** Organized by Department of Computer Science and Applications , Government Degree College For Women - Jagtial Telangana,India ,From 17-03-2021 To 17-04-2021.

Sri.S.Satyam
Lec.in Computer Science & Applications

Sri.M.Srinivas Reddy
Principal

Recived

Certificate ID:17-04-2021/3

Government Degree College For Women - Jagitial
DIST.Jagtial,TELANGANA
(ACCREDITED BY NAAC)

Certificate for In - house Training Program On Basic Computer Skills Course

This is to certify that Sri.K.Kanakaiah , Record Assistant , Govt. Degree College for Women Jagtial , Successfully Completed **In - house Training Program On Basic Computer Skills Course** Organized by Department of Computer Science and Applications , Government Degree College For Women - Jagtial Telangana,India ,From 17-03-2021 To 17-04-2021.

Sri.S.Satyam
Lec.in Computer Science & Applications

Sri.M.Srinivas Reddy
Principal

Received - K.Kanakaiah.

Month
నెల

ఉపాధ్యాయుల హాజరు పట్టిక

Serial Number వరుస సంఖ్య	Name of the Teacher/Staff Member (With Father Name) ఉపాధ్యాయుని/ఉద్యోగి పేరు (తండ్రి పేరుతో సహా) Sri / Smt.	Designation హోదా	Date of Birth పుట్టిన తేది	Qualification విద్యార్హతలు	Date of First Appointment ఉద్యోగములో ప్రవేశించిన తేది	Pramotion Date హోదా పెరిగిన తేది	Date of Joining in the School ఈ పాఠశాలలో చేరిన తేది	Grade with salary (pay) గ్రేడు - జీతము	Signature సంతకం	Date	1	2	3	4	5	6	7	8	9	10
1	K. Bharathalaxmi (Sr. Asst.)								Fore Noon ఉదయం											
									After Noon మధ్యాహ్నం											
2	T. Thara (Jr. Asst.)								Fore Noon ఉదయం											
									After Noon మధ్యాహ్నం											
3	K. Kanakaiah (Rec. Asst.)								Fore Noon ఉదయం											
									After Noon మధ్యాహ్నం											
4	K. Komuraiah (Rec. Asst.)								Fore Noon ఉదయం											
									After Noon మధ్యాహ్నం											
									Fore Noon ఉదయం											
									After Noon మధ్యాహ్నం											
									Fore Noon ఉదయం											
									After Noon మధ్యాహ్నం											
									Fore Noon ఉదయం											
									After Noon మధ్యాహ్నం											

17/3/21 | 18/3/21 | 19/3/21 | 20/3/21 | 21/3/21 | 22/3/21 | 23/3/21 | 24/3/21 | 25/3/21 | 26/3/21

DAY — SUN

TEACHERS ATTENDANCE REGISTER

Year

									11	27/3/21
SUNDAY									12	28/3/2021
Holi (GH)									13	29/3/2021
									14	30/3/2021
									15	31/3/2021
									16	1/4/2021
Good Friday (GH)									17	2/4/2021
									18	3/4/2021
SUNDAY									19	4/4/2021
BJR Jayanthi (GH)									20	5/4/2021
									21	6/4/2021
									22	7/4/2021
									23	8/4/2021
									24	9/4/2021
Second Saturday									25	10/4/2021
SUNDAY									26	11/4/2021
									27	12/4/2021
UGADI (GH)									28	13/4/2021
Dr. B.R. Ambedkar Jayanthi (GH)									29	14/4/2021
									30	15/4/2021
									31	16/4/2021

Total Working Days	17/04/2021
No. of Days Attended	
C.L. availed during this month	
C.L. availed upto last month	
Total days of C.L. availed	
Balance C.L. availed	
Remarks	

Principal
Govt. Degree College for Women
JAGTIAL. Dist