

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2018-19 ICT/Computer Skills

Report on ICT/Computing Skills FOR THE YEAR 2018-19

3 months training programme in technical skills was organized by Jawahar Knowledge Centre of this College. It was intended for B.A. and B.Com final year students. It was conducted in 3 batches during the academic year 2018-2019.

BATCH NO	DURATION	NO OF STUDENTS ATTENDED
I	1.5.2018 to 31.7.2018	43
II	1.8.2018 to 30.11.2018	46
III	1.12.2018 to 28.2.2019	62

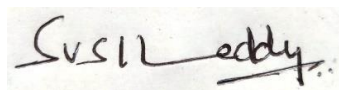
The following topics were covered in the training programme.

- Computer Fundamentals
- MS-Word
- MS-Excel
- MS-Power point
- Internet Skills
- Using Printer and scanner.

1. The following resource person Sri S.V.SubbaReddy – JKC mentor Conducted the training programme.

Certificates were issued to all the participants after the completion of each batch programme.

The candidates found the training very useful for studies and future career.



Signature of the Resource Person

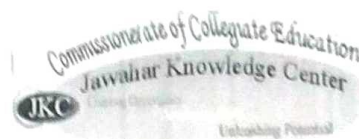


Principal
Y.A.Govt. Degree College for Women
CHIRALA - 523 155, Prakasam Dt., (A.P.)

Principal

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2018-19 ICT/Computer Skills



Y.A. GOVT. DEGREE COLLEGE FOR WOMEN, CHIRALA, PRAKASAM (DIST.)

Dr. CH. RAMANAMMA

M.Sc., M.Phil., Ph.D.

Principal

Office & Fax : 08594 - 234372

Principal : 08594 - 232204

E-Mail Id : gdcwchirala@gmail.com, chirala.jkc@gmail.com

Sri K.ChandraSekhara Rao

JKC Coordinator

CHIRALA,

Dt: 15-03-2018.

CIRCULAR

All the students of final year B.A, B.Com and B.Sc courses are hereby informed that they have to attend JKC Training classes everyday from 9 a.m. - 12.00 p.m. as summer batch from 01.05.2018. This training includes Communication & Soft skills, Analytical & Computer Skills for 3 months. Hence all the final year students register their names at JKC center. This training is very useful for competitive examinations. JKC training is mandatory for all final years.

PRINCIPAL

Jawahar Knowledge Center

III B.Com CA-

III B.Com Gen-

III B.A. HEP-

III B.SC MPCS-

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Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2018-19 ICT/Computer Skills

JKC Curriculum

S.No	Topic	No. of Hours allotted
1	Communication Skill	60 hrs
2	Soft Skill	30 hrs - Soft Skills 10 hrs - Ethical Values
3	Analytical Skill	60 hrs
4	Computer Skill	60 hrs
5	General Awareness	30 hrs
Total		250 hrs
(The duration of the training is 3 months/90 Days)		

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2018-19 ICT/Computer Skills

Computer Skills:

Unit I - Computer Fundamentals

What is computer
Features of computer
Computer Generations
Types of Computers
Applications of Computers
Input/output Devices
Computer's Memory
Computer Software
Windows
a. Windows desktop
b. Start Menu
d. Using Paint
e. Using word Pad

Unit II- MS-Office

About MS-Office

MS-Word

Word Basics
Features of Word
Starting with MS-Word
Components of MS-Word
File Menu
a. New
b. Save
c. Page Setup
d. Print preview
e. Selecting Text and Graphics
Edit Menu
a. Undo/ Redo
b. Copy and Paste
c. Find/ Replace
Headers and Footers
Insert Menu
Format Menu
Mail Merge
Table Menu

MS-Excel

Excel Basics
Excel Components
Entering Data
Data Types
Working with Cells
File Menu
Edit Menu
Creating a Chart
Functions and Formulae
Data Menu

Ms-Power Point

Power point Basics
Ready- Made slide layout scheme
File Menu
Creating a presentation
a. using auto content wizard
b. using a design template
c. using blank presentation
Insert Menu
Format Menu
Slide Show

MS-Access

Access Basics
Components
Data Types in MS-Access
Database Creation
Table Creation
Forms
Query
Reports

Unit III -Internet Skills

Introduction
Internet
How can I get connected at Home
Web Site
Web Browser
Search Engine
On-line Forms Rail Journey
On-line Shopping using FlipKart
Using Electronic Mail(Email)
Social Media
What is Skype?
Google Drives
What are Google Docs, Sheets and Slides

Unit IV - Using Printer and Scanner

Scanners
Printers
Use Picture Manager

Unit V – Assignments

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2018-19 ICT/Computer Skills



Sri Teaching Computer Fundamentals class on 10.5.2018

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

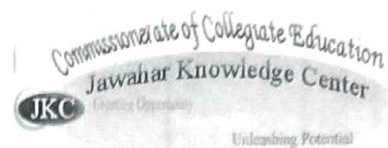
2018-19 ICT/Computer Skills

Name Of The Office		Attendance Register		Month		Year																												
S. No.	NAME	Designation	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Remarks
35.	G. Komathulasi		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
36.	B. Kaveri		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
37.	T. priya dashini		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
38.	S. Saishe		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
39.	N. Alandini		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
40.	S. Ratna Kuperi		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
41.	Dasari. Anurika		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
42.	V. Pushpitha		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
43.	M. Prayanka		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		

Principal
Y.A. Govt. Degree College for Women
Chirala, Bapatla, (A.P.)

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2018-19 ICT/Computer Skills



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Dr. CH. RAMANAMMA

M.Sc., M.Phil., Ph.D.

Principal

Office & Fax : 08594 - 234372

Principal : 08594 - 232204

E-Mail Id : gdcwchirala@gmail.com, chirala.jkc@gmail.com

Sri K.ChandraSekhara Rao

JKC Coordinator

CHIRALA,

Dt: 20-07-2018.

CIRCULAR

All the students of final year B.A, B.Com and B.Sc courses are hereby informed that they have to attend JKC Training classes everyday from 9 a.m. - 10.00 a.m. and 4pm - 6pm as second batch from 01.08.2018. This training includes Communication, Soft skills, Analytical and Computer Skills for 3 months. Hence all the final year students register their names at JKC center. This training is very useful for competitive examinations. JKC training is mandatory for all final years.

PRINCIPAL

Jawahar Knowledge Centre
PRINCIPAL
Govt. Degree College for
CHIRALA-523 155

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Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2018-19 ICT/Computer Skills



Teaching Computer skills for bath-2 by Sri SVSubbaReddy on 2.8.2018

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2018-19 ICT/Computer Skills

Computer Skills Training Sheet

1.9.2018

Batch - II

Name Of The Office

Attendance

Register

Month: Sept
Year: 2018

NAME

Designation

1 2 3 4 5 6 7 8 9 10

11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Remarks

S. No.

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P Sai Raha Keerthi

Ch. Sai Lavanya

S.K. Sharmila

S.K. Naseema

K. Sneha

M. Ribka

N. Yamini

P. Sudaropa

K. Yamuna

T. Prasanthi

P. Rajya Lakshmi

S. Shavani

J. Revathi

J. Shavani

M. Saranya

Ch. Venkata Lakshmi

Al. Annapurna

M. Kumari

K. Yogna Priyanka

S.K. Jabena

P. Divyanka

P. Pruthi

L. Praveena

G. Suthi

K. Manasree

P. Thiruvai

G. Siresha

G. Rajya Laxmi

V. Praveetha

D. Shweta

K. Pruthi

G. Anuska

G. Gunavani

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2018-19 ICT/Computer Skills

Name Of The Officer		Attendance										Register										Month	Year	Remarks								
S. No.	NAME	Designation	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
34	K. paiganka		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
35	V. Bhavenswari		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
36	S.lakshmi chaitanya		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
37	T. Ganaprasari		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
38	M. Sankhya		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
39	V. Rajya Lakshmi		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
40	C. Abgalakshmi		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
41	B. Santhoshi		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
42	K. Rajathi		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
43	P. Khandini		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
44	N. meenatchi		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
45	N. Bhavani		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
46	G. Priyalekshmi		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Principal
Principals Office for women
K.A. Govt Degree College for women
CHIRAIKUNTA, Bapatla, (A.P.)

Principal
Y.A. Govt Degree College for Women
CHIRALA, AP-521101

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2018-19 ICT/Computer Skills



Certificate



This is to certify that

Mr. / Miss ch. Sravani

D/o, S/o, ch. Venkata Ramani *With JKC ID No.* 21564JKC2218batch I
17021068

has successfully completed the 400 hours Jawahar Knowledge Centre Training Program in

Communication & Soft Skills, Analytical Skills and Technical Skills

at Y.A. Govt. Degree College of Women, CHIRALA.

from 1.5.2018 *to* 30.7.2018.

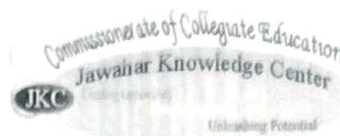
Prao.
JKC Coordinator



h. Ch.
Principal & Chairman JKC
Govt. Degree College

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2018-19 ICT/Computer Skills



Y.A. GOVT. DEGREE COLLEGE FOR WOMEN, CHIRALA, PRAKASAM (DIST.)

Dr. CH. RAMANAMMA

M.Sc., M.Phil., Ph.D.

Principal

Sri K.ChandraSekhara Rao

JKC Coordinator

Office & Fax : 08594 - 234372

Principal : 08594 - 232204

E-Mail Id : gdcwchirala@gmail.com, chirala.jkc@gmail.com

CHIRALA,

Dt: 25-11-2018.

CIRCULAR

All the students of final year B.A, B.Com and B.Sc courses are hereby informed that they have to attend JKC Training classes' everyday from 9 a.m. – 10.00 a.m. and 4pm – 6pm as third batch from 01.12.2018. This training includes Communication, Soft skills, Analytical and Computer Skills for 3 months. Hence all the final year students register their names at JKC center. This training is very useful for competitive examinations. JKC training is mandatory for all final years.

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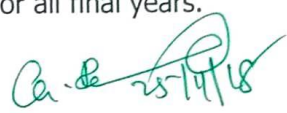
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Jawahar Knowledge Centre
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CHIRALA-523 155

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2018-19 ICT/Computer Skills



Conducting testy on computer skills to the jkc students on 06.01.2019

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2018-19 ICT/Computer Skills

Computer Skills & Analytical

Skills Training Skills on 1.1.2019

Pupils Attendance Register

పిల్లల హాజరుపట్టి

శ్రీమతి పాఠశాల
చిరాల పాఠశాల

శ్రీమతి పాఠశాల
చిరాల పాఠశాల

1	2	3	4	5	6	7	8	9
సంఖ్య	పేరు	తేదీ	సమయం	సమయం	సమయం	సమయం	సమయం	సమయం
1	A. Manisha	1	2	3	4	5	6	7
2	A. Divya vani	1	2	3	4	5	6	7
3	B. Karpavathi	1	2	3	4	5	6	7
4	B. Supriya	1	2	3	4	5	6	7
5	Ch. Triveni	1	2	3	4	5	6	7
6	E. Saravani	1	2	3	4	5	6	7
7	G. Hemapriyanka	1	2	3	4	5	6	7
8	G. perasanthi	1	2	3	4	5	6	7
9	J. Nagalakshmi	1	2	3	4	5	6	7
10	J. Mainika	1	2	3	4	5	6	7
11	M. Venkata lakshmi	1	2	3	4	5	6	7
12	M. madhavi	1	2	3	4	5	6	7
13	M. Saravani	1	2	3	4	5	6	7
14	M. Supriya	1	2	3	4	5	6	7
15	M. Kavitha	1	2	3	4	5	6	7
16	M. Nagalakshmi	1	2	3	4	5	6	7
17	M. Sandhya	1	2	3	4	5	6	7
18	N. Sreela devi	1	2	3	4	5	6	7
19	N. Arpita	1	2	3	4	5	6	7
20	N. Rukhsarani	1	2	3	4	5	6	7
21	O. Mahima sumana Sri	1	2	3	4	5	6	7
22	P. arlekha	1	2	3	4	5	6	7
23	P. Saravani	1	2	3	4	5	6	7
24	P. Koteswari	1	2	3	4	5	6	7
25	S. Sai supriya	1	2	3	4	5	6	7
26	V. Suresha	1	2	3	4	5	6	7
27	V. Anuqa	1	2	3	4	5	6	7
28	Y. lakshmi prasanna	1	2	3	4	5	6	7
29	K. Renuka	1	2	3	4	5	6	7
30	T. Nagakamal	1	2	3	4	5	6	7
31	P. Arpita	1	2	3	4	5	6	7

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2018-19 ICT/Computer Skills

సం. 104
సంవత్సరం 2017

Pupils Attendance Register

పిల్లల హాజరుపట్టి

రవాణా సంఖ్య
పేరు

ఇంటర్
ప్రధాన
I KC
III Kach.

1	2	3	4	5	6	7	8	9
అధ్యక్షుడు	సంఖ్య	పేరు	కలెండరు	1	2	3	4	5
32	B. Keerthi							
33	R. Suresha							
34	G. Suresha							
35	G. Asha Jyothi							
36	G. Malleswari							
37	K. Tempatamma							
38	K. Soudanya							
39	M. Supriya							
40	M. Anila Devi							
41	M. Esther Rani							
42	N. Archana							
43	P. Salma							
44	P. Naga Veni							
45	R. Chandana Kaba							
46	S.K. Mahaburni							
47	S.K. Vanaja							
48	S.K. Mubeena							
49	T. Teivani							
50	T. Anusha							
51	V. Naga Lakshmi							
52	D. peralima							
53	G. puthi							
54	D. bhavanasai							
55	G. pallavi							
56	T. lalita							
57	K. Roja							
58	K. Yamini Lakshmi							
59	K. Anitha M Reddy							
60	M. Jyothi							
61	N. anithi jayesh suneela							
62	P. Anitha jayesh suneela							

ప్రిన్సిపల్
Y.A. Govt. Degree College for Women
CHIRALA, Bapatla, (A.P.)

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

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Certificate



This is to certify that

Mr. / Miss M. Perini Devi

D/o, S/o, Anki Reddy *With JKC ID No.* 21564JKC2018Batch I
17020582

has successfully completed the 400 hours Jawahar Knowledge Centre Training Program in

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JKC Coordinator




Principal & Chairman JKC
Govt. Degree College