

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

**2021-22 ICT/Computer Skills**

**Report on ICT/Computing Skills FOR THE YEAR 2021-22**

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 2021-22

Batch-1:

BATCH NO	DURATION	NO OF STUDENTS ATTENDED
I	15.4.2021 to 31.7.2021	67

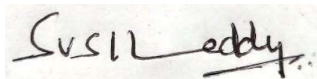
The following topics were covered in the training programme.

- 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

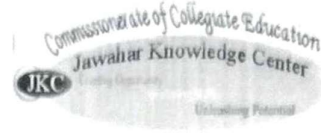


Principal  
Y A. Govt. Degree College for Women  
CHIRALA - 523 155, Prakasam Dt., (A.P.)

Principal

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**2021-22 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](mailto:gdcwchirala@gmail.com), [chirala.jkc@gmail.com](mailto:chirala.jkc@gmail.com)

CHIRALA,  
Dt: 05-03-2021.

**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 01.05.2021. This training includes Communication & Soft skills, Analytical & Computer Skills for 3 months. Hence all the final year students register their names at JKC center of this college. This training is very useful for competitive examinations.

  
PRINCIPAL

III B.Com Gen.& CA-   
III B.A. -  
III B.SC MPCS -   
III B.SC MSCS-   
III B.SC MDCS-   
III B.SC MPC-   
III B.SC BZC-   
III B.SC BHC-   
III B.SC MZC- ' 

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

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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

## 2021-22 ICT/Computer Skills

### Computer Skills syllabus:

#### **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**

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Technical Skills Special class by Sri A.V.RamanaRao on 16.7.2021

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2021-22 ICT/Computer Skills

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA				
JKC Batch-I Registered Students list- 2021-22				
Sl. No	NAME OF THE STUDENT	COURSE & GROUP	CONTACT NO.	SOCIAL STATUS
1	P KAVYA	B.COM CA	8555067228	OC
2	M RUCHITHA	B.COM CA	7730943042	BC-B
3	G PADMAVATHI	B.COM CA	7330929593	BC-D
4	K SARADA	B.COM CA	7382788309	BC-B
5	G SIRISHA	B.COM CA	8008136806	BC-A
6	G SRAVANI	B.COM CA	9848208239	OC
7	V ANUSHA JESSY	B.COM CA	9866373217	SC
8	K AMITHA	B.COM CA	9492276321	SC
9	P RISHITHA	B.COM CA	7330760566	ST
10	B PAPAMMA	B.COM CA	9963903094	SC
11	L SIRISHA	B.COM CA	9154589311	SC
12	Y HALLELUYA	B.COM CA	8977276292	SC
13	S MOUNIKA	B.COM CA	7386284872	SC
14	G HEMASAI	B.COM CA	8897173079	OC
15	R SUSMITHA	B.COM CA	7816007855	SC
16	A ANUSHA	B.COM CA	9963884184	BC-D
17	A PREETHI	B.COM CA	9390378411	SC
18	P NEERAJA	B.COM CA	9014085731	BC.A
19	T VENKATESWARAMMA	B.COM CA	9963119556	BC.A
20	G SUKANYA	B.COM CA	7658986837	SC
21	G ARUNA	B.COM CA	8074968997	BC.B
22	P LAKSHMI PRASANNA	B.COM CA	7386883463	OC
23	PATAN GULAB MOTHI`	B.COM CA	9100179967	BC-E
24	SK.HEERA	B.COM CA	8328206351	BC-E
25	S GEETHARANI	B.COM CA	8186950724	BC-A
26	L SRUTHI	B.COM CA	7416538169	SC
27	K LAVANYA	B.COM CA	6305873582	BC.A
28	CH RAJINI	B.COM CA	9032791070	SC
29	D BLESSYPRANITHA	B.COM CA	9912743946	SC
30	M UDAYALAKSHMI	B.COM G	8074991740	SC
31	D ARUNA	B.COM G	8106420197	BC.B
32	SK GOWSIA	B.COM G	8187008370	BC.E
33	M ADILAKSHMI	B.COM G	8074588357	OC
34	T MAYURI	B.COM G	9542663673	BC.B

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

2021-22 ICT/Computer Skills

35	B DURGABHAVANI	B.COM G	9441277098	OC
36	R LEELAVATHI	B.COM G	9014590287	BC.B
37	G JANAKI	B.COM G	8074151431	BC.B
38	B JAYALAKSHMI	B.COM G	9705612174	BC.B
39	G YAMINI	B.COM G	8897315376	BC.D
40	G RAMADEVI	B.COM G	9121456267	BC.B
41	N ASWINI	B.COM G	9392589935	OC
42	A KEERTHILAVANYA	B.COM G	7997020446	OC
43	M HARITHA	B.COM G	9248902523	BC.B
44	K HARIKA	B.COM G	7993689080	OC
45	K SAIKUMARI	B.COM G	8790428639	OC
46	A KAVYASRI	B.COM G	7032449100	OC
47	V LAVANYA	BA TTM	9394568362	BC-A
48	J VIDYARANI	BA TTM	9347334054	SC
49	B PRAVALLIKA	BA TTM	9010344808	SC
50	ATLA BHARATHI	BA TTM	8465063524	OC
51	CH RAMALAKSHMI	BA TTM	7032581574	BC-A
52	O BINDU MADHURI	BA TTM	9652318457	OC
53	P MADHAVILATHA	BA TTM	9347426613	SC
54	K NIKITHA	BA TTM	9849754540	SC
55	S ROHINI	BA TTM	7075646197	OC
56	SK GOWSIA	BA TTM	7093669467	BC-E
57	CH PRIYANKA	BA HEP	7671912724	SC
58	CH SWETHANAGU	BA HEP	9700602806	BC-A
59	J MOUNIKA	BA HEP	9949982605	SC
60	K ANUSHA	BA HEP	9100495807	BC-B
61	M KOWSALYA	BA HEP	9676063474	ST
62	K BHAVANI	BA HEP	7600878733	OC
63	M RAMYA	BA HEP	7600878733	BC
64	M CHINNIPRAVALLIKA	BA HEP	9030616449	BC
65	P SUPRIYA	BA HEP	9703603183	SC
66	M MEGHANA	BA HEP	8978941705	SC
67	M PUJITHA	BA HEP	9110386140	OC

Principal

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

**2021-22 ICT/Computer Skills**

No. Nov 1 2021  
 Date 18-2

**Pupils Attendance Register**

*Computer Skills & Analytical Skills*

**పాఠశాల పట్టి**

Date Recd  
 పాఠశాల పట్టి

పాఠశాల పట్టి

Sl. No.	Pupils Name	Date												Total	Remarks	Signature	Date
		1	2	3	4	5	6	7	8	9	10	11	12				
1	P. Kavya	P	P	P	P	P	P	P	P	P	P	P	P	14			
2	M. Ruchiha	P	P	P	P	P	P	P	P	P	P	P	P	15			
3	G. Padmanavathi	P	P	P	P	P	P	P	P	P	P	P	P	16			
4	K. Saravika	P	P	P	P	P	P	P	P	P	P	P	P	17			
5	G. Srihika	P	P	P	P	P	P	P	P	P	P	P	P	18			
6	G. Shanvi	P	P	P	P	P	P	P	P	P	P	P	P	19			
7	V. Anushka Jeevy	P	P	P	P	P	P	P	P	P	P	P	P	20			
8	K. Anithika	P	P	P	P	P	P	P	P	P	P	P	P	21			
9	P. Rishithika	P	P	P	P	P	P	P	P	P	P	P	P	22			
10	B. papanna	P	P	P	P	P	P	P	P	P	P	P	P	23			
11	L. Srihika	P	P	P	P	P	P	P	P	P	P	P	P	24			
12	Y. thalalya	P	P	P	P	P	P	P	P	P	P	P	P	25			
13	S. Prasanika	P	P	P	P	P	P	P	P	P	P	P	P	26			
14	G. thama sai	P	P	P	P	P	P	P	P	P	P	P	P	27			
15	R. sudhanika	P	P	P	P	P	P	P	P	P	P	P	P	28			
16	A. Anushka	P	P	P	P	P	P	P	P	P	P	P	P	29			
17	A. preethi	P	P	P	P	P	P	P	P	P	P	P	P	30			
18	P. Neevaja	P	P	P	P	P	P	P	P	P	P	P	P	31			
19	T. Venkateswaranna	P	P	P	P	P	P	P	P	P	P	P	P				
20	G. sukanya	P	P	P	P	P	P	P	P	P	P	P	P				
21	G. Anuna	P	P	P	P	P	P	P	P	P	P	P	P				
22	P. lakshmi prashanna	P	P	P	P	P	P	P	P	P	P	P	P				
23	P. Guab mathi	P	P	P	P	P	P	P	P	P	P	P	P				
24	Sk. thera	P	P	P	P	P	P	P	P	P	P	P	P				
25	S. Geetha Rani	P	P	P	P	P	P	P	P	P	P	P	P				
26	L. sruthi	P	P	P	P	P	P	P	P	P	P	P	P				
27	K. Lavanya	P	P	P	P	P	P	P	P	P	P	P	P				
28	Ch. Rajini	P	P	P	P	P	P	P	P	P	P	P	P				
29	D. Blessy pranthika	P	P	P	P	P	P	P	P	P	P	P	P				
30	M. Lakshya Lakshmi	P	P	P	P	P	P	P	P	P	P	P	P				
31	D. Anuna	P	P	P	P	P	P	P	P	P	P	P	P				
32	S. Geetha	P	P	P	P	P	P	P	P	P	P	P	P				
33	D. S. Prithvi	P	P	P	P	P	P	P	P	P	P	P	P				
34	D. S. Prithvi	P	P	P	P	P	P	P	P	P	P	P	P				
35	D. S. Prithvi	P	P	P	P	P	P	P	P	P	P	P	P				
36	D. S. Prithvi	P	P	P	P	P	P	P	P	P	P	P	P				
37	D. S. Prithvi	P	P	P	P	P	P	P	P	P	P	P	P				
38	D. S. Prithvi	P	P	P	P	P	P	P	P	P	P	P	P				
39	D. S. Prithvi	P	P	P	P	P	P	P	P	P	P	P	P				
40	D. S. Prithvi	P	P	P	P	P	P	P	P	P	P	P	P				
41	D. S. Prithvi	P	P	P	P	P	P	P	P	P	P	P	P				
42	D. S. Prithvi	P	P	P	P	P	P	P	P	P	P	P	P				
43	D. S. Prithvi	P	P	P	P	P	P	P	P	P	P	P	P				
44	D. S. Prithvi	P	P	P	P	P	P	P	P	P	P	P	P				
45	D. S. Prithvi	P	P	P	P	P	P	P	P	P	P	P	P				
46	D. S. Prithvi	P	P	P	P	P	P	P	P	P	P	P	P				
47	D. S. Prithvi	P	P	P	P	P	P	P	P	P	P	P	P				
48	D. S. Prithvi	P	P	P	P	P	P	P	P	P	P	P	P				
49	D. S. Prithvi	P	P	P	P	P	P	P	P	P	P	P	P				
50	D. S. Prithvi	P	P	P	P	P	P	P	P	P	P	P	P				
51	D. S. Prithvi	P	P	P	P	P	P	P	P	P	P	P	P				
52	D. S. Prithvi	P	P	P	P	P	P	P	P	P	P	P	P				
53	D. S. Prithvi	P	P	P	P	P	P	P	P	P	P	P	P				
54	D. S. Prithvi	P	P	P	P	P	P	P	P	P	P	P	P				
55	D. S. Prithvi	P	P	P	P	P	P	P	P	P	P	P	P				
56	D. S. Prithvi	P	P	P	P	P	P	P	P	P	P	P	P				
57	D. S. Prithvi	P	P	P	P	P	P	P	P	P	P	P	P				
58	D. S. Prithvi	P	P	P	P	P	P	P	P	P	P	P	P				
59	D. S. Prithvi	P	P	P	P	P	P	P	P	P	P	P	P				
60	D. S. Prithvi	P	P	P	P	P	P	P	P	P	P	P	P				





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

2021-22 ICT/Computer Skills



*Certificate*



*This is to certify that*

Mr. / Miss P. Gulab Malki

D/o, S/o, Baji With JKC ID No. JKC2021/bcom23 <sup>batch I</sup>

*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* 15.4.2021 *to* 31.7.2021

*Quao*  
JKC Coordinator



*Pr. Sa*  
Principal & Chairman JKC  
Govt. Degree College

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

2021-22 ICT/Computer Skills



*Certificate*



*This is to certify that*

Mr. / Miss R. Susmitha

D/o, S/o, Anthony With JKC ID No. JKC2021batchI beam15

*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* 15.4.2021 *to* 31.7.2021

  
JKC Coordinator



  
Principal & Chairman JKC  
Govt. Degree College