

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-2:

BATCH NO	DURATION	NO OF STUDENTS ATTENDED
II	2.8.2021 to 30.9.2021	77

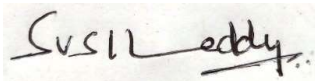
The following topics were covered in the training programme.

- 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

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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)		

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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

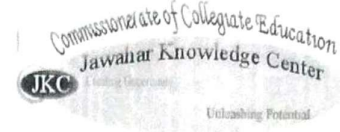
Unit IV - Using Printer and Scanner

Scanners
Printers
Use Picture Manager

Unit V – Assignments

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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,


Di: 23-07-2021.

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. - 10.00 a.m. and 4pm-6pm as second batch from 01.08.2021. 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. As per JKCMC,O/o CCE,JKC training is mandatory for all final years. This skill training is very useful for higher studies and competitive exams.


PRINCIPAL
Jawahar Knowledge Centre
PRINCIPAL
Govt. Degree College for
CHIRALA-525 152

III B.Com Gen.& CA 

III B.A. - 

III B.SC MPCS -

III B.SC MSCS- 

III B.SC MDSCS- 

III B.SC MPC- 

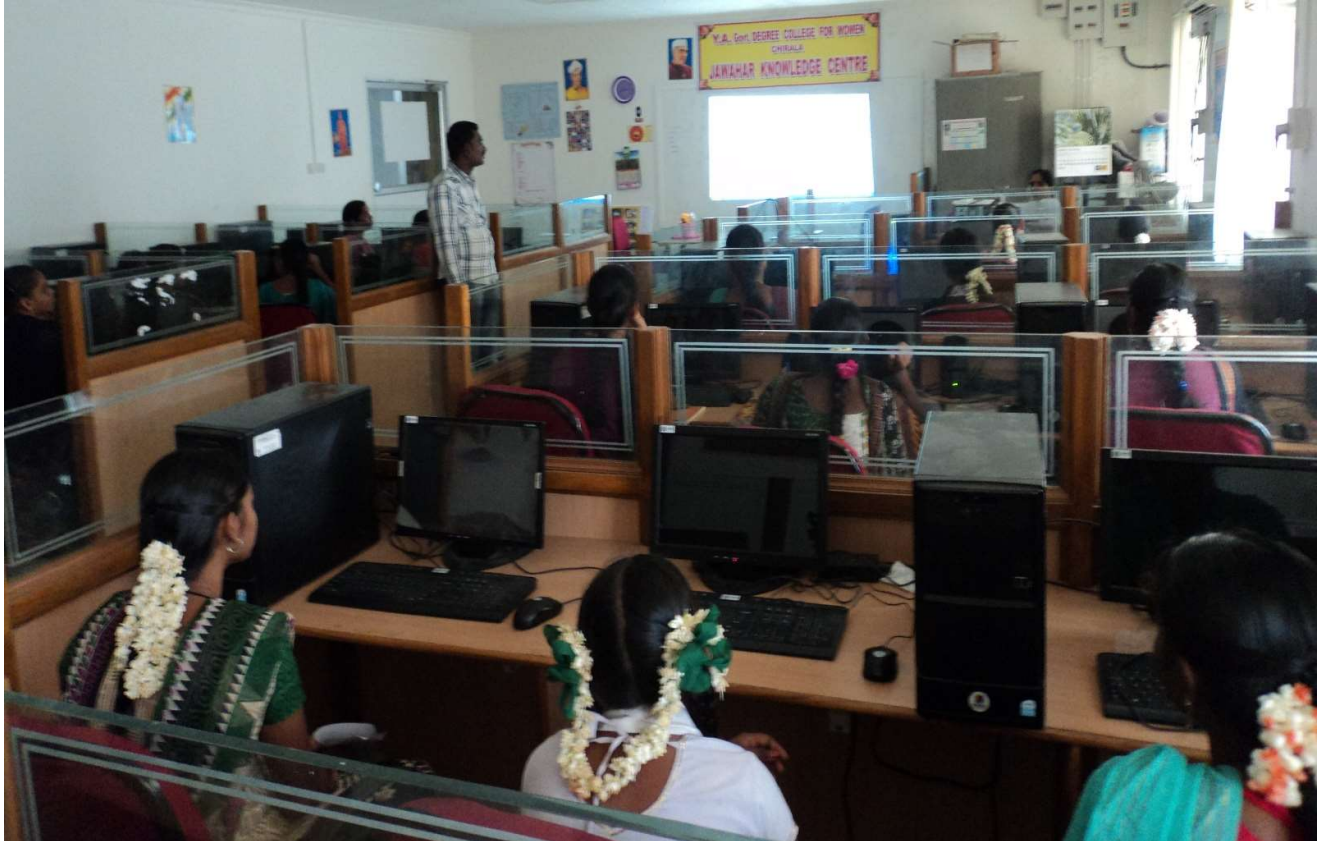
III B.SC BZC- 

III B.SC BHC- 

III B.SC MZC-

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

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Computer Fundamentals class to batch-2 by Sri K.Balaji Ramakrishna on 15.8.2021

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2021-22 ICT/Computer Skills

YA GOVT DEGREE COLLEGE FOR WOMEN,CHIRALA JKC Batch-II Registered Students list- 2021-22				
Sl. No	NAME OF THE STUDENT	COURSE & GROUP	CONTACT NO.	SOCIAL STATUS
1	M NIHARIKA	III B.SC MZC	7569417109	SC
2	B JHANSI SAROJ	III B.SC MZC	9391160604	SC
3	M VINEELA	III B.SC MZC	9642024476	SC
4	R RUTHUMMA	III B.SC MZC	9550870640	SC
5	G SUPRIYA	III B.SC MZC	7337023854	SC
6	CH SWAPNA KEERTHI	III B.SC MZC	8309528728	ST
7	P ANNAPURNA	III B.SC MZC	7702594682	OC
8	G KUSUMA	III B.SC MZC	6281724743	BC-B
9	D HARSHA DEEPIKA	III B.SC MZC	9502043922	OC
10	D SWATHI	III B.SC MZC	7032064948	SC
11	SK JASMINE	III B.SC MZC	7396773670	BC-E
12	K PRATHYUSHA	III B.SC MZC	9912712843	SC
13	D RUTHI	III B.SC BZC	9515955792	BC-A
14	D HIMAJA	III B.SC BZC	9912027010	BC-B
15	G LAVANYA	III B.SC BZC	9177541640	OC
16	SK KARISHMA	III B.SC BZC	8328206351	BC-B
17	K PRIYANKA	III B.SC BZC	7660951255	SC
18	K SAILAJA	III B.SC BZC	9154649255	OC
19	N VIJAYAKUMARI	III B.SC BZC	6304455067	BC-D
20	M MOUNIKA	III B.SC BZC	7799428139	SC
21	MD FATHIMA BEGUM	III B.SC BZC	8247573360	BC-E
22	M NEELIMA	III B.SC BZC	8985548959	BC-D
23	N SIVATULASI	III B.SC BZC	7032947747	BC-D
24	K HEMANI	III B.SC MZC	9494362609	BC-B
25	P NAGAJYOTHI	III B.SC BZC	9030611936	BC-A
26	T RIBKA	III B.SC BZC	7337414731	SC

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27	V MAHESWARI	III B.SC BZC	9553421256	BC-D
28	Y SAILAJA	III B.SC BZC	9030242327	BC-B
29	Y JOYANGEL	III B.SC BZC	7013548041	SC
30	Y MEGHASRI	III B.SC MPCs	9848340067	OC
31	B SNEHALATHA	III B.SC MPCs	9704343708	OC
32	L SOWMYA	III B.SC MPCs	7036298105	OC
33	N JYOTHI	III B.SC MPCs	6304165101	BC-A
34	B BABY USHA	III B.SC MPCs	9885301744	BC-B
35	G SWEETY	III B.SC MPCs	7207311880	SC
36	U SNEHA	III B.SC MPCs	9291287539	SC
37	S MOUNIKA	III B.SC MPCs	9989455951	BC-A
38	Y RANI	III B.SC MPCs	7386492542	SC
39	Y SUMANYATHA	III B.SC MPC	7989086088	OC
40	B RENUKA	III B.SC MPCs	8309439673	OC
41	CH RAJARAJESWARI	III B.SC MPCs	7075578542	BC-B
42	P MANIBALA	III B.SC MPCs	9390699327	OC
43	P SAIPRASANNA	III B.SC MPCs	7207356422	OC
44	P MADHAVI	III B.SC MPCs	9347720219	OC
45	SK BAJI	III B.SC MPCs	9573690384	BC-B
46	CH JHANSI	III B.SC MPCs	8886436249	OC
47	A SRILAKSHMIPRASANNA	III B.SC MPCs	9182180031	OC
48	M KAVYA	III B.SC MPCs	9182446637	BC-B
49	D PAVANI SAHITYA	III B.SC MPCs	6281952311	OC
50	K PRASANNAKUMARI	III B.SC MPCs	7337041401	SC
51	V REVATHI	III B.SC MPCs	7780732314	OC
52	D SARVANI	III B.SC MPCs	8977277066	BC-A
53	K SUVARNA	III B.SC MPCs	9652458836	SC
54	CH JHANSIRANI	III B.SC MPCs	9553367371	BC-B
55	U MOUNIKA	III B.SC MSCs	8374198178	BC-A
56	M THIRUPATHAMMA	III B.SC MSCs	9550852348	OC
57	B SRAVANI	III B.SC MSCs	8919186440	SC
58	B CHATURYA	III B.SC MSCs	8688226499	BC-B

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59	D SIRORATNAPRIYA	III B.SC MSCs	8074788110	SC
60	G ISWARYA	III B.SC MSCs	7997738920	OC
61	G CHANDRIKA	III B.SC MSCs	8096218566	BC-B
62	P ANUHYA	III B.SC MSCs	7993047254	SC
63	M PALLAVI	III B.SC MSCs	9573866837	SC
64	T DEEPTHI	III B.SC MSCs	7013220080	SC
65	A NANDINI	III B.SC MSCs	8106208478	OC
66	T DEEPTHI	III B.SC MSCs	8639285450	ST
67	SK KARIMUNNISA	III B.SC MSCs	9701497876	BC-E
68	SK NAGURBEE	III B.SC MSCs	7729804387	BC-B
69	B BINDU	III B.SC MCCs	9700602167	BC-B
70	T SHAKENAHONEY	III B.SC MCCs	8106215109	SC
71	L RODHE	III B.SC MCCs	8179107942	SC
72	SK HAFEEFA THABUSSUM	III B.SC MCCs	9392540339	BC-E
73	J DIVYA	III B.SC MCCs	9948616593	SC
74	K JOSHITHA	III B.SC MPC	7416155681	BC-A
75	G LAVANYA	III B.SC MPC	9392363860	BC-A
76	V NANDINI	III B.SC MPC	7013724748	BC-B
77	K LAKSHMI DURGA	III B.SC MPC	7995802095	BC-A

Principal

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

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

2021-22 ICT/Computer Skills

Sl. No.	Pupils Name	Month												Total	Remarks	
		1	2	3	4	5	6	7	8	9	10	11	12			
29	Sept 2021															
30	Sept 2021															
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2021

Pupils Attendance Register

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2021

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

2021-22 ICT/Computer Skills

Sl. No.	Pupils Name	Month					Year					Total	Remarks	
		1	2	3	4	5	6	7	8	9				
1	SR. Neelunbee	P	P	P	P	P	P	P	P	P	P	P	P	
2	SR. Bindu	P	P	P	P	P	P	P	P	P	P	P	P	
3	SR. Akshay - thony	P	P	P	P	P	P	P	P	P	P	P	P	
4	SR. L. Padhe	P	P	P	P	P	P	P	P	P	P	P	P	
5	SR. stathafefa Thakuram	P	P	P	P	P	P	P	P	P	P	P	P	
6	SR. J. Divya	P	P	P	P	P	P	P	P	P	P	P	P	
7	SR. K. Sathitha	P	P	P	P	P	P	P	P	P	P	P	P	
8	SR. Lakshya	P	P	P	P	P	P	P	P	P	P	P	P	
9	SR. V. Nandini	P	P	P	P	P	P	P	P	P	P	P	P	
10	SR. M. Pallavi	P	P	P	P	P	P	P	P	P	P	P	P	
11	SR. Lakshmi Suresha	P	P	P	P	P	P	P	P	P	P	P	P	

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

శాఖల పరిశీలన వివరాలు
క్రమ తీవర

Pupils Attendance Register

విద్యాల పాఠశాల

శాఖల పరిశీలన వివరాలు

క్రమ తీవర

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

2021-22 ICT/Computer Skills



CERTIFICATE



This is to certify that ~~Mr.~~ / Miss. M. Harilatha

D/o, S/o Sudarshanam with JKC ID No. : 21564JKC2021 has successfully
BATCH 20212243
completed the 400 hours Jawahar Knowledge Centre Training Program in Communication & Soft Skills,

Analytical Skills and Technical Skills at Y.A. Government Degree College for Women, Chirala, Prakasam

Date. from 15.4.2021 to 31.7.2021.


JKC Coordinator




Principal & Chairman JKC
Y.A. Govt. Degree Collage (W)
Chirala

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

2021-22 ICT/Computer Skills



CERTIFICATE



This is to certify that *Mr. / Miss.* P. Mani Bala

D/o, S/o Venkateswararajulu with JKC ID No. : 21564JKC2021 has successfully
batch II 2021/22

completed the 400 hours Jawahar Knowledge Centre Training Program in Communication & Soft Skills,
Analytical Skills and Technical Skills at Y.A. Government Degree College for Women, Chirala, Prakasam

Date. from 2.8.2021 to 30.9.2021.


JKC Coordinator




Principal & Chairman JKC
Y.A. Govt. Degree Collage (W)
Chirala

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

2021-22 ICT/Computer Skills

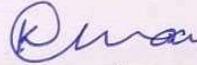


CERTIFICATE



This is to certify that ~~Mr.~~ / Miss. L. Sircesha

D/o, S/o Babu with JKC ID No. : 21564-jkc2021 has successfully
batch I 20212211
completed the 400 hours Jawahar Knowledge Centre Training Program in Communication & Soft Skills,
Analytical Skills and Technical Skills at Y.A. Government Degree College for Women, Chirala, Prakasam
Date. from 15.4.2021 to 31.7.2021.


JKC Coordinator




Principal & Chairman JKC
Y.A. Govt. Degree Collage (W)
Chirala