



MALLA REDDY ENGINEERING COLLEGE (AUTONOMOUS)
(An UGC Autonomous Institution, Affiliated to JNTUH, Hyderabad Accredited 2nd time by NAAC
with 'A' Grade & NBA and Recipient of World Bank Assistance under TEQIP-II S.C. 1.1)
Maisammaguda (H), Medchal-Malkajgiri District, Secunderabad,
Telangana State – 500100
www.mrec.ac.in

Department of Mechanical Engineering


CIRCULAR

Date: 10/08/2015

All the students are hereby informed that Value Added Course on “**Basic Computer Skills Course and Effective Internet Use**” on date 17th August to 29th September , is being organized by the mechanical engineering department. The resource person for the course is “**Mrs.K.Sushma**”

Students are advised to register their names to the programme coordinator “**Mrs.S Chakra Sireesha**”, on or before 14/08/2015 and utilize this opportunity to enhance their skills by attending the programme.

The detailed schedule of the programme will be displayed in the notice board.


Head of the Department

Copy to:

- 1) Circulation in Students classroom
- 2) All HOD's
- 3) Notice Boards
- 4) PA to principal for filing.




PRINCIPAL
Malla Reddy Engineering College
(Autonomous)
Maisammaguda, Dhulapally,
(Post Via Kompally), Sec'bad-500 100



VALUE ADDED COURSE

On

“Basic Computer Skills Course and Effective Internet Use”

17th AUG to 29th SEP 2015



Organized by

Department of

Mechanical Engineering

MALLA REDDY ENGINEERING COLLEGE

(AUTONOMOUS) MAIN CAMPUS

An UGC Autonomous Institution, Approved by AICTE & Affiliated to JNTUH-Hyderabad Reaccredited by NAAC with ‘A’ Grade (II Cycle) Maisammaguda(H), Gundlapochampally (V), Medchal (M), Medchal - Malkajiri District Telangana - 500100, India.

About the Institution

Malla Reddy Engineering College (Autonomous) is one of the reputed engineering colleges in Hyderabad, Telangana. MREC (A) is part of Malla Reddy Group of Institutions (MRGI), founded by Sri. Ch. Malla Reddy. The college is situated in a serene, lush green environment in Maisammaguda ,Gundlapochampally, Medchal, Malkajiri District Telangana – 500100.

The college was established in 2002 and is an autonomous institution approved by UGC and affiliated to JNTUH. The college is re-accredited by NAAC with 'A' Grade (II Cycle) and was conferred autonomous status by JNTUH in 2011 and by UGC in 2014 for a period of 6 years. Our eligible UG and PG programs received NBA accreditation and some of them received reaccreditation too. The college caters to wide ranging aspirations and goals of student communities It boasts of world-class infrastructure and well-equipped laboratories all departments and is skillfully and smartly guided by Dr.S.Sudhakar Reddy, Principal MREC (A) who have a rich teaching and industrial experience.



Advisory Committee:

- Chief Patrons:** Sri. Ch. Malla Reddy,
Founder Chairman
Malla Reddy Group of Institutions
- Patrons:** Sri.Ch. Mahender Reddy
Secretary, MRGI
Dr.Ch.Bhadra Reddy
President, MRGI
- Co-Patrons:** **Dr.S. Sudhaka Reddy**
Principal, MREC (A)
- Convener:** **Dr.Narashima Reddy**
Professor, ME
- Coordinator:** **Mrs.S Chakra Sireesha**
Asst. Prof., ME

Organizing Committee:

- Dr.Abhay Sivaram Panwalker, Professor, ME.
Dr.B.K.Veerachary, Professor, ME.
Dr.CNV Sridhar, Professor, ME.
Ms. T.Vijaya Rekha Assoc.Prof.,ME.
Mr. Bharadwaja K Asst . Prof., ME
Mr.K.Lenin Babu Assoc. Prof., ME
Mr.K.Lakshman Reddy Assoc. Prof., ME.
Mr.J.Pavan Kumar Asst.Prof.,ME.
Mr.Mulabagal Sandeep, Asst.Prof.,ME
Mr.Mamedakar Mahesh, Asst.Prof.,ME
Mr.K.Roop Kumar,Asst.Prof.,ME
Mr.Goli Rama Krishna, Asst.Prof.,ME

Mr.
M

Ravi
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(Post Via Kompally), Sec'bad-500 100

Registration Form:

Name of the Participant :-----

Branch & Year :-----

Name of Institution:-----

Address for Communication:-----

Mobile Number:-----

E-Mail ID:-----

DECLARATION:

The information furnished above is true to the best of my Knowledge.

Place:

Date:

Signature of Applicant

About the Department

The Department of Mechanical Engineering has been established since the inception of the institution in the year 2002. The Department has good infrastructure facilities and is equipped with full-fledged laboratories to fulfil the curriculum needs. The Department has well experienced faculty. Around one-third of the faculty members in the department are Doctorate. The department has good number of sanctioned projects, funded by different agencies/industries. The Department is intended to be allotted a Research Centre by JNTU Hyderabad.

Overview of the Programme:

The primary responsibility of faculty is not only to inspire students towards a higher vision but also create a strong sense of bonding between the institution and the students to nurture a stress-free holistic environment. To enhance the quality of life for the student members enabling them to introspect and learn techniques that imbibe ethics & morals and help prepare students for active and successful participation in a modern society, producing individuals of high character, probity and honor.

This basic computer skills course will provide you with an understanding of the most popular, current technologies used at home and in the workplace. You will become computer literate in this hands-on course while you learn to access, create, save and manage documents, spreadsheets and emails and use the Internet effectively.



We demystify terminology and impart best practice skills for productive and secure use of hardware and software

Objectives of the Programme:

- Learn basic principles of windows operating system
- Learn basic keyboarding and mouse use
- Learn basic word processing skills with Microsoft word
- How they can be used for making our academic work effectively.

Topics to be covered:

- Hardware and Software
- Windows.
- Working with programmes
- File Management
- Word Processing, Spread sheets
- Accessing the internet

Certificate:

After successful completion of the course the certificates shall be issued to the participants.

Outcome of the Program:

After completing of the course ,student will be able to navigate the operating system and start applications, perform basic functions of file management, perform basic functions in a word processor and spreadsheet, manage print settings and print documents, receive and send emails ,use a web browser to navigate the Internet.

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DEPARTMENT OF MECHANICAL ENGINEERING

ACADEMIC YEAR: 2015-16

SYLLABUS

Value added course name: “**Basic Computer Skills Course and Effective Internet Use**”

Value added course Instructor: **Mrs.K.Sushma**

Hardware and software

- The main components of a computer, including input and output devices
- The function of communication devices such as smartphones and tablets
- The role of Operating Systems, programs and apps

Windows

- Turning on the computer and logging on
- The Windows screen
- Running programs from the Start Menu
- Minimising, maximising, moving, resizing and closing windows
- Logging off and shutting down your computer

Working with programs

- Running multiple programs
- Desktop icons and creating a desktop shortcut
- Managing programs from the taskbar
- Closing programs

File management

- Managing Windows Explorer
- Creating, moving, renaming and deleting folders and files
- Understanding file extensions
- Viewing storage devices and network connections



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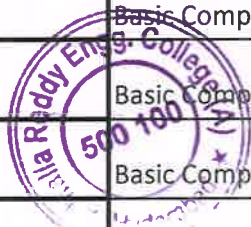
DEPARTMENT OF MECHANICAL ENGINEERING

S.NO	Roll No	Name of the students	Details of value added courses	Duration
1	15J41A03C1	ADLAPALLI SAI TEJA	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
2	15J41A03C2	AKASH KASHYAP	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
3	15J41A03C3	AKULA SHARATH KUVAR	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
4	15J41A03C6	ARYAKATIKA SUPRIYA	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
5	15J41A03C7	B RAGHAVA	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
6	15J41A03C8	BAIRY RAHUL KUMAR GOUD	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
7	15J41A03C9	BANAVATU HIMA BALAJI UPENDRA	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
8	15J41A03D0	BANOTH SHIVA KRISHNA	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
9	15J41A03D1	BHAMIDIPATI VENKATA NAGA SAI VIVEK	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
10	15J41A03D2	BHUKYA HANUMAN	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
11	15J41A03D3	BINGI MANOHAR	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
12	15J41A03D4	BODA NARESH	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15



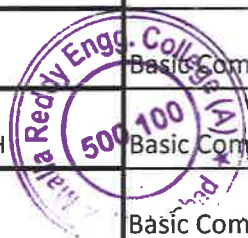
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13	15J41A03D5	BOLLINENI NAVEEN KUMAR	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
14	15J41A03D6	BOTTU NAVEEN KUMAR	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
15	15J41A03D7	BUSSA GOWTHAM	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
16	15J41A03D8	D PRABHAT KUMAR PATRA	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
17	15J41A03D9	DASARI NAVEEN KUMAR	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
18	15J41A03E0	DASARI SAHITH	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
19	15J41A03E1	DONGALA PRASHANTH	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
20	15J41A03E2	GADDE RAMA KRISHNA	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
21	15J41A03E3	GAUTHAM G	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
22	15J41A03E4	GOWRAVAJHALA SAI PRAFFUL	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
23	15J41A03E5	GUMMADI BHANUCHANDER REDDY	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
24	15J41A03E6	H DIVYA	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
25	15J41A03E8	KALAPARAKAL RAJDEEP WILLIAM	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
26	15J41A03E9	KANCHARLA AKHIL	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
27	15J41A03F0	KORADAGANTI ANIL	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
28	15J41A03F1	KOUTAM VINAY KANTH	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15



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29	15J41A03F2	MANDAVA DINESH	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
30	15J41A03F4	MERUGU MANOJ KUMAR	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
31	15J41A03F5	MOHAMMED ARBAZZ HUSSAIN	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
32	15J41A03F6	MOHD MUDASSIR	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
33	15J41A03F7	MOTTACKAL SAJI SAI SURAJ	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
34	15J41A03F8	N AJAY KUMAR	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
35	15J41A03F9	NADIGOTTU KALYAN	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
36	15J41A03G0	NALLAMALA KARTHIK	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
37	15J41A03G1	NARAYANADASU JAYA PRAKASH	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
38	15J41A03G2	NERELLA ANJANEYULU	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
39	15J41A03G4	P VAISHNAVI	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
40	15J41A03G5	PADAMATINTI MUKESH KUMAR	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
41	15J41A03G6	PALLEM MEGHANA	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
42	15J41A03G7	PANASA RAJENDAR	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
43	15J41A03G8	PISUPATI SAI ANWESH	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
44	15J41A03G9	PONNALA ESHWAR	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15



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45	15J41A03H0	RAMADUGU SAI PRANAY	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
46	15J41A03H1	RUDHRA BALA KRISHNA	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
47	15J41A03H2	SAI VITHAL PARAB	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
48	15J41A03H3	SERI SRIKANTH	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
49	15J41A03H4	SHAIK SATHAR	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
50	15J41A03H5	SRIRAM RAHUL	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
51	15J41A03H6	SUNKARIPPELLI ARAVIND	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
52	15J41A03H7	T PAVAN KUMAR	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
53	15J41A03H8	YANNAMUDDALA SHANMUKHA REDDY	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
54	15J41A03H9	YELLENKI RAVICHANDRA	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15
55	15J41A03J0	YERRA GIRIDHAR	Basic Computer Skill Course and Effective internet Use	17/8/15 to 25/9/15



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DEPARTMENT OF MECHANICAL ENGINEERING

ACADEMIC YEAR: 2015-16

SUMMARY REPORT

Value added course name: **“Basic Computer Skills Course and Effective Internet Use”**

Value added course Instructor: **Mrs.K.Sushma**

By now students know what is a Computer and where all it can be used; what is the role of the Operating System and how it establishes coordination between Hardware and Software. Similarly, we have gained good knowledge of Word Processor, Spread Sheet and Presentation software which are important parts of Microsoft Office. In this series, we also studied topics like Internet and e-mail that are components of our daily work routine.

Students have already learnt about what a computer is and where all it is used, the role of operating system in a computer and how it manages to co-ordinate between software and hardware. Similarly, we have learnt about Word Processer, Spreadsheet and Power Point, which are important tools of Microsoft Office. In this series we also learnt about internet, E-mail etc. which are important parts of our daily life.

Students have learnt about spreadsheet at the last level. We had read that we can interpret numbers with the help of charts. Usually human beings have the ability to understand easily through pictures in place of reading the text. After writing our monthly income on a spread sheet, with the help of a chart we can easily find out in which month we have gained the most and in which month we got less. In this chapter, we will study about charts in detail. At the last level, we learnt the use of formulas. For calculating the sum of large numbers, writing formula becomes difficult. For this we use function. At in this level we will know about function in data

Coordinator

Ravish
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K. Reddy
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Certificate of Completion

This is to certify that Mr./Ms. SIMANTH SINGH bearing Roll
No. 16J41A03B5 has successfully completed **Value Added** Course in
Basic Computer Skill Course and Effective internet Use
conducted by the Department
of Mechanical Engineering from 17-08-2015 to 29-09-2015

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HOD

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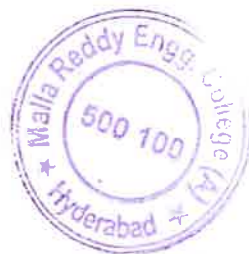
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Certificate of Completion

This is to certify that Mr./Ms. SUREPALLI DINESH RAM bearing Roll
 No. 16J41A03B6 has successfully completed Value Added Course in
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Certificate of Completion

This is to certify that Mr./Ms. TALLURI GOPI bearing Roll
No. 16J41A03B7 has successfully completed Value Added Course in
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This is to certify that Mr./Ms. T NISHI ENOS FERNIN bearing Roll
 No. 16J41A03B8 has successfully completed Value Added Course in
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Certificate of Completion

This is to certify that Mr./Ms. THUNDLA RAGHU KUMAR bearing Roll No. 16J41A03B9 has successfully completed Value Added Course in Basic Computer Skill Course and Effective internet Use conducted by the Department of Mechanical Engineering from 17-08-2015 to 29-09-2015

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This is to certify that Mr./Ms. WADKAR KAUSTUBH SARANG bearing Roll No. 16J41A03C0 has successfully completed Value Added Course in Basic Computer Skill Course and Effective internet Use conducted by the Department of Mechanical Engineering from 17-08-2015 to 29-09-2015

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This is to certify that Mr./Ms. AKULA ROHITH KUMAR bearing Roll No. 16J41A03C1 has successfully completed Value Added Course in Basic Computer Skill Course and Effective internet Use conducted by the Department of Mechanical Engineering from 17-08-2015 to 29-09-2015

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This is to certify that Mr./Ms. ANCHURI KRANTHI bearing Roll
 No. 16J41A03C2 has successfully completed Value Added Course in
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Certificate of Completion

This is to certify that Mr./Ms. ANUGUNDI SUBASH REDDY bearing Roll
 No. 16J41A03C3 has successfully completed Value Added Course in
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This is to certify that Mr./Ms. B.HARI SAI NATH REDDY bearing Roll
No. 16J41A03C4 has successfully completed Value Added Course in
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