

CONSTABLE TRAINING PROGRAM

DEPARTMENT OF COMPUTER SCIENCE

Training Program for Police Constables on Computer Fundamentals and MS Office Tools

DEPARTMENT OF COMPUTER SCIENCE

GOVERNMENT COLLEGE (A) RAJAHMUNDRY

Organized by: Department of Computer Science, Government College (Autonomous)
Rajahmundry

Venue: Technosphere Lab, Digi Hub Lab

Duration: 9-02-2026 to 18-02-2026

Participants: Police Constables

Objectives

1. To provide basic knowledge of computers and their components to police constables.
2. To develop practical skills in using Microsoft Word, Microsoft Excel, and Microsoft PowerPoint for official work.
3. To enhance digital literacy and improve efficiency in documentation and communication.

Outcomes

1. Participants gained practical knowledge of basic computer operations and applications.
2. They were able to create documents, manage data, and prepare presentations using Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.
3. Participants improved their efficiency in handling official records, reports, and communication tasks.

REPORT

The Department of Computer Science, Government College (Autonomous), Rajahmundry, organized a comprehensive training program to 144 police constables aimed at enhancing the digital literacy and technical skills of police constables. The program focused on fundamental

computer knowledge and practical applications of MS Office tools, which are essential for modern administrative and operational tasks in law enforcement.

Day-wise Detailed Report

Day 1 (09-02-2026):

The training program commenced with an inaugural session, where the participants were welcomed and oriented about the objectives and structure of the program. Dr. D. Suneel Kumar introduced the basics of computers, including their definition, characteristics, and applications in day-to-day work. The session also covered the fundamental components such as CPU, input and output devices, and memory units. The day concluded with an interactive session to understand the participants' prior knowledge.

Day 2 (10-02-2026):

On the second day, H. Devaraju explained the concepts of hardware and software in detail. Participants learned about different hardware components and their functions, along with an introduction to system software and application software. The session also included a demonstration of the Windows operating system environment, covering desktop features, icons, and taskbar operations.

Day 3 (11-02-2026):

The third day focused on file management and operating system operations, handled by U. Sandhya Rani. Participants were trained on creating, renaming, deleting, and organizing files and folders. The session also included working with system settings and control panel features. Hands-on practice was provided to ensure clarity and confidence among participants.

Day 4 (12-02-2026):

On the fourth day, D. Seetharamulu introduced Microsoft Word. Participants learned how to create, save, and edit documents, along with formatting text and paragraphs. Practical exercises were conducted to help participants gain hands-on experience in typing and formatting official documents. P. Narasinga Rao. Covered Topics including page setup, margins, layout design, and

insertion of tables and images. Participants also practiced drafting official letters and reports relevant to their work.

Day 5 (13-02-2026):

Dr. D. Suneel Kumar introduced Microsoft Excel. The session focused on understanding spreadsheets, including rows, columns, and cells. Participants learned data entry, formatting, and basic calculations using simple formulas.

Day 6 (16-02-2026):

H. Devaraju, covered advanced concepts of Microsoft Excel. Participants were trained on using functions such as SUM, AVERAGE, and COUNT, along with sorting and filtering data. The session also included creating charts and graphs for better data visualization and analysis.

Day 7 (17-02-2026):

On the seventh day, U. Sandhya Rani introduced Microsoft PowerPoint. Participants learned how to create presentations, design slides, and add text and images. Basic presentation techniques were also explained.

D. Seetharamulu. Explained Advanced features including themes, animations, transitions, and effective presentation delivery techniques. Participants created and presented their own slides as part of a practical exercise.

Day 8 (18-02-2026):

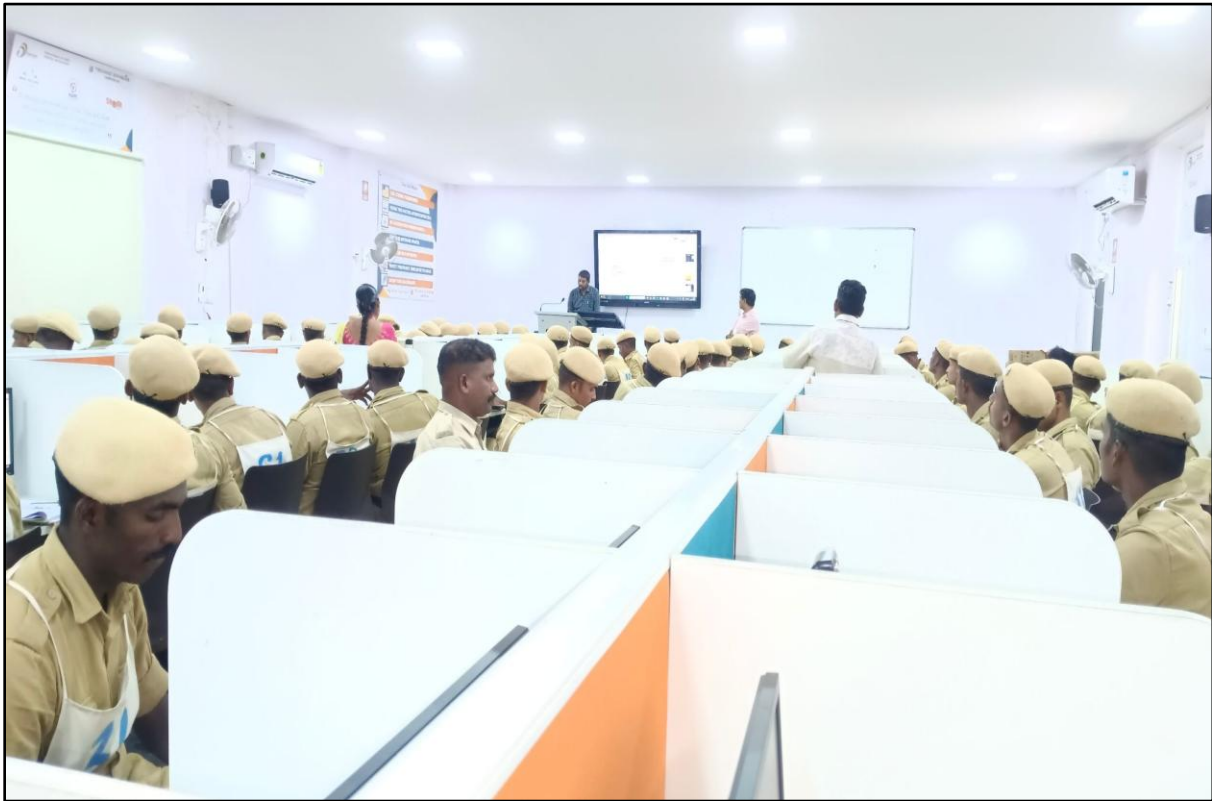
The final day was dedicated to revision, assessment, and valedictory session. All resource persons collectively guided the participants through a recap of all topics. A practical assessment was conducted to evaluate learning outcomes, followed by a feedback session. Certificates were distributed, and the program concluded with a formal valedictory function.

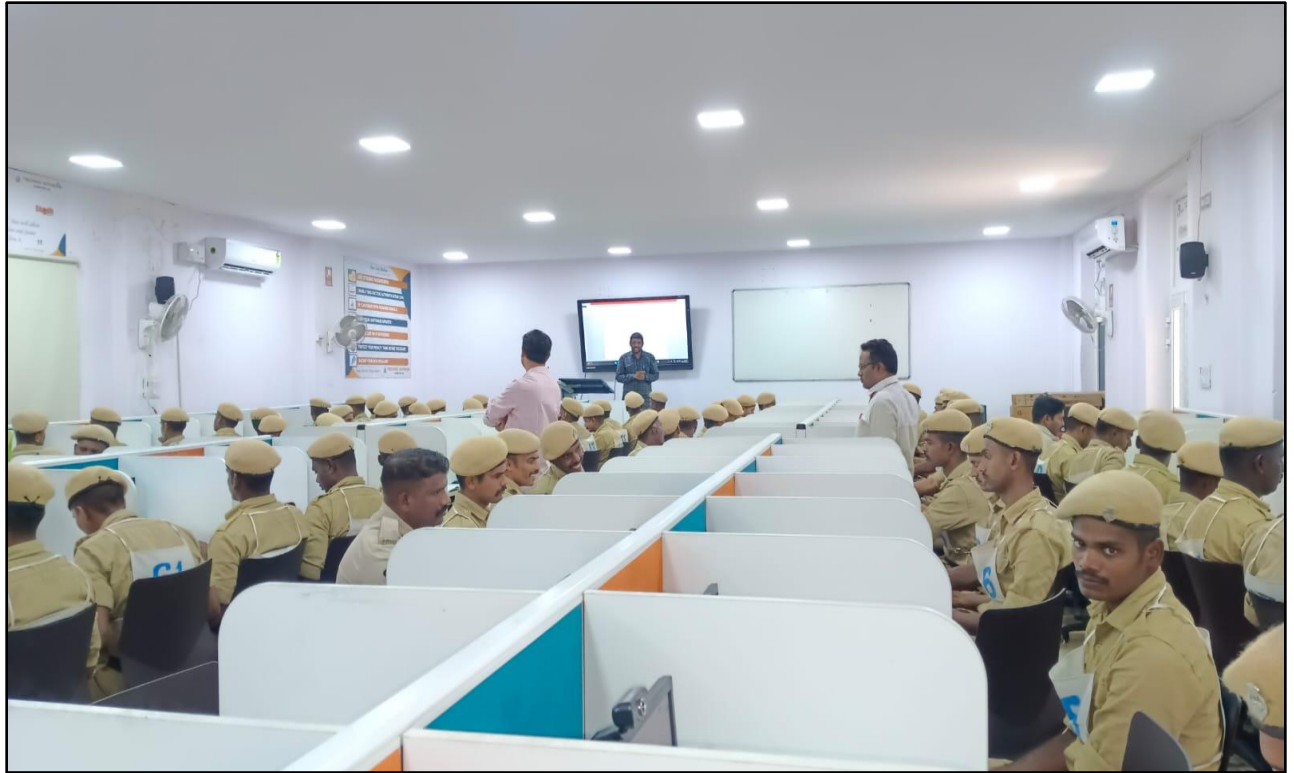
Conclusion

The day-wise structured training enabled participants to gradually build their computer skills with a strong practical foundation. The program was successful in enhancing the digital competency of police constables, making them more efficient in handling official tasks.

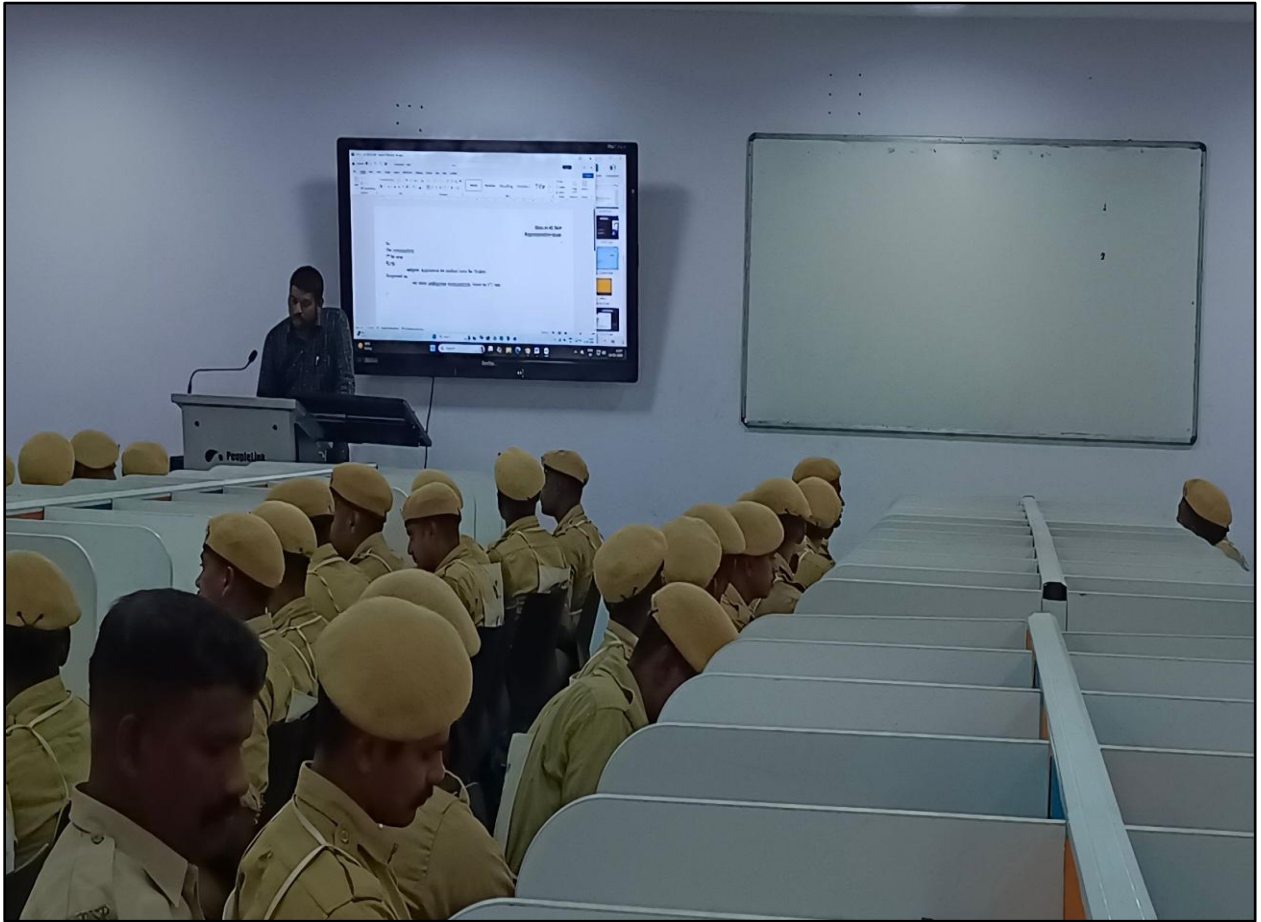
Photo Gallery











Participants List

11/2/26

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S.NO.	Name of the Candidate	System.NO	Signature
1	K Jagadeesh	73	K Jagadeesh
2	A Ram prasad	72	A Ramprasad
3	P. Mahesh Babu	71	P. Mahesh Babu
4	K RAMESH	70	K Ramesh
5	D RAMESH	69	D Ramesh
6	S. Suresh	68	S. Suresh
7	R. Surendra	67	R. Surendra
8	A. Srikumar	66	A. Srikumar
9	E. Akhile	65	E. Akhile
10	G. Naga madhu Rake	64	G.N.M. Raju
11	B. Anand	63	B. Anand
12	V. NAVEN	62	V. Naven
13	V. Anand	58	V. Anand
14	M. Surendra Naik	57	M. Surendra Naik
15	A. Mahesh	37	A. Mahesh
16	S. Durga	39	S. Durga
17	Y. Sajjanikumar	40	Y. Sajjanikumar
18	M. Vamsi Krishna	66	M. Vamsi Krishna
19	A. Mahesh	64	A. Mahesh
20	Y. Rajashekhar	61	Y. Rajashekhar
21	D. Eswara Rao	60	D. Eswara Rao
22	S. Mohanmad	45	S. Mohanmad
23	K. VASU	46	K. Vasu
24	B. Hanu Babu	47	B. Hanu Babu
25	D. Sankar	48	D. Sankar
26	R. Sarma	49	R. Sarma
27	R. Ramrajayala	50	R. Ramrajayala
28	B. Suresh Krishna	51	B. Suresh Krishna
29	E. Veerajayaram	52	E. Veerajayaram
30	B. Suresh	53	B. Suresh
31	Y. Srikumar	55	Y. Srikumar

Sno	Name of the Candidate	System NO	Signature
32	M. Krishna	37	M. Krishna
33	U. Venkatesh	38	U. Venkatesh
34	N. Hari Reddy	35	N. Hari
35	S. Ramajayalu	34	S. Ramajalu
36	K. Gopal	33	K. Gopal
37	K. Kalyan	32	K. Kalyan
38	B. Suresh	31	B. Suresh
39	J. Sekhar	30	J. Sekhar
40	D. Ramesh Babu	29	D. Ramesh Babu
41	G. Eswara Rao	28	G. Eswara Rao
42	G. Trinadh	27	G. Trinadh
43	Y. Ranga Suresh	26	Y. Ranga Suresh
44	B. Naveen	25	B. Naveen
45	N. Suresh	24	N. Suresh
46	P.L. SRWANIKUMAR	23	P.L. Suresh
47	P. Pramesh Kumar	22	P. Pramesh Kumar
48	S. Karthik	21	S. Karthik
49	B. Veeresh	20	B. Veeresh
50	Sharath Shakti	01	Sharath Shakti
51	D. SAI KUMAR	02	D. Sai Kumar
52	Ch. Chitta Babu	03	Ch. Chitta Babu
53	G. Rajesh	04	G. Rajesh
54	D. Lakshmana	05	D. Lakshmana
55	T. Prabhakar	06	T. Prabhakar
56	D. Satyanarayana	07	D. Satyanarayana
57	P. Ravi Kumar	08	P. Ravi Kumar
58	T. Ramanjaneyan	09	T. Ramanjaneyan
59	D. Riyaz	10	D. Riyaz
60	A. Malakob Babu	11	A. Babu
61	P. Yuvraj	12	P. Yuvraj
62	P. Chinnayya	13	P. Chinnayya
63	S. Sravan Kumar	14	S. Sravan Kumar

Sno	Name of the Candidate	Roll no	Signature.
64	S. Atinavayana	15	S. Atinavayana
65	K. Venkateswanku	16	K. Venkateswanku
66	K. Srikanth	17	K. Srikanth
67	G. RAMESH	18	G. Ramesh
68	K.M. Shamesh Velli	19	K.M. Shamesh
69	M. Siva	20	M. Siva
70	K. GOPAL	88	K. Gopal
71	J. Vamsi Krishna	87	J. Vamsi
72	S.V. Hanikrishna Reddy	85	S.V. Hanikrishna
73	K. Maheshwar	84	K. Maheshwar
74	G. Abrendrapalaidu	83	G. Abrendrapalaidu
75	V. Vamsi Naik	99	V. Vamsi Naik
76	L. Srinidhi	98	L. Srinidhi
77	A. Rang. Rao	96	A. Rang. Rao
78	T. Srinivasulu Rao	95	T. Srinivasulu Rao
79	G. Ganesh Kumar	94	G. Ganesh Kumar
80	S. Anjanul Reddy	93	S. Anjanul Reddy
81	P. Mahesh	92	P. Mahesh
82	P. Siva prasad	76	P. Siva prasad
83	P.C. Sivaji Reddy	75	P.C. Sivaji Reddy
84	A. Ramaiah	74	A. Ramaiah
85	V. Anushri Reddy	79	V. Anushri Reddy
86	M. Murthi prasad	80	M. Murthi prasad
87	G. Srinivasan	81	G. Srinivasan
88	P. Hyderabadli	82	P. Hyderabadli

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S.no	Name of the Candidate	System No	Signature
1	K.M. Shames Vali	19	K.M. Shames
2	G. RAMESH	18	G. Ramesh
3	K. Srikanth	17	K. Srikanth
4	K. Venkatesh	16	K. Venkatesh
5	S. Adinarayanan	15	S. Adinarayanan
6	S. Sravan Kumar	14	S. Sravan Kumar
7	P. Chinayeebabu	13	P. Chinayeebabu
8	P. Yuva Raju	12	P. Yuva Raju
9	A. Mahesh Babu	11	A. Babu
10	D. Rijaz	10	D. Rijaz
11	T. Ramaniyasulu	9	T. Ramaniyasulu
12	P. Ravi kumar	08	P. Ravi kumar
13	D. Sujanarayanan	7	D. Sujanarayanan
14	T. Prabhakar	06	T. Prabhakar
15	D. Lakshmana	05	D. Lakshmana
16	G. Ramesh	04	G. Ramesh
17	Ch. Chithi Babu	03	Ch. Chithi Babu
18	D. SAI KUMAR	02	D. Sai Kumar
19	Sharukh Shaik	17	Sharukh Shaik
20	B. Veeresh	20	B. Veeresh
21	S. Kartik	21	S. Kartik
22	P. Parameswari	22	P. Parameswari
23	P.L. SRAVAN KUMAR	23	P.L. S. Kumar
24	M. Muneendra Naik	24	M. Muneendra Naik
25	B. Naveen	25	B. Naveen
26	Y. Rangayya	26	Y. Rangayya
27	G. Prineeth	27	G. Prineeth
28	G. ESWARA RAO	28	G. Eswara Rao
29	D. Ramababu	29	D. Ramababu
30	P. Sekhar	30	P. Sekhar
31	B. Suresh	31	B. Suresh
32	K. Kalyan	32	K. Kalyan
33	K. Gopal	33	K. Gopal

S.No	Name of the Candidate	System NO	Signature
34	S. Ramayajayal	34	S. Ramayajayal
35	N. Hari Reddy	36	N. Hari
36	W. Venkatesh	36	W. Venkatesh
37	M. Krishna	37	M. Krishna
38	Y. Sri Kiran	35	Y. Sri Kiran
39	B. Suresh	53	B. Suresh
40	E. Veerasimhan	52	E. Veerasimhan
41	B. Suresh Krishna	51	B. Suresh
42	R. Ramayajayal	50	R. Ramayajayal
43	R. Sarina	49	R. Sarina
44	D. Srikanth	48	D. Srikanth
45	B. Hari Babu	47	B. Hari Babu
46	K. Vasu	46	K. Vasu
47	S. Chinnai	45	S. Chinnai
48	D. Eswaran	44	D. Eswaran
49	Y. Rajeshwar	43	Y. Rajeshwar
50	A. Mahesh	42	A. Mahesh
51	M. Vamsi Krishna	41	M. Vamsi Krishna
52	Y. Sanjeeva Kumar	40	Y. Sanjeeva Kumar
53	S. Divya	39	S. Divya
54	A. Mahesh	56	A. Mahesh
55	V. Anand	58	V. Anand
56	P. Siva Prasad	61	P. Siva Prasad
57	V. Naveen	62	V. Naveen
58	B. Anand	63	B. Anand
59	G. N. M. Raju	64	G. N. M. Raju
60	E. Ashob	59	E. Ashob
61	A. Saikumar	66	A. Saikumar
62	R. Suresh	67	R. Suresh
63	S. Suresh	68	S. Suresh
64	D. Ramesh	69	D. Ramesh
65	K. Ramesh	70	K. Ramesh
66	P. Mahesh Babu	71	P. Mahesh Babu

S.no	Name of the Candidate	System no	Signature
67	A. Ram prasad.	72	A Ram prasad.
68	K. Jagannath	73	K. Jagannath
69	P. Venkata Ramana	90	P. Venkata Ramana
70	L. Srinu	89	L. Srinu
71	K. GOPAL	88	K. Gopal
72	J. Vamsi	87	J. Vamsi
73	P. Prasad Rao	86	P. Prasad Rao
74	S. V. Hanikrishna naik	85	S. V. Hanikrishna naik
75	K. MAHESH RAJU	84	K. Mahesh Raju
76	T. Naresht	83	T. Naresht
77	P. Thyjeda vale	82	P. Thyjeda vale
78	G. Sivasankar	81	G. Sivasankar
79	M. murthi prasad.	80	M. murthi prasad.
80	V. Lakshmi Prasa	79	V. Lakshmi Prasa
81	P. C. Sivaji Reddy	78	P. C. Sivaji Reddy
82	A. Ramanaidu	77	A. Ramanaidu
83	P. Mahesh	92	P. Mahesh
84	S. Anjan Reddy	93	S. Anjan Reddy
85	G. Ganesht Kumar	94	G. Ganesht Kumar
86	T. Srinivas Reddy	95	T. Srinivas Reddy
87	A. Durga Rao	96	A. Durga Rao
88	V. Venkatesh	98	V. Venkatesh
89	S. Nagesh Reddy	101	S. Nagesh Reddy
90	T. Srinivas Reddy	95	T. Srinivas Reddy
91	A. Durga Rao	96	A. Durga Rao

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S.No	Name of the Candidate	System No	Signature
1.	P Mahesh	92	P. Mahesh
2	S Anzarul Basha	73	S Anzarul Basha
3	G. Ganesh Kumar	94	G. Ganesh Kumar
4	T. Srikrishna Babu	95	T. Srikrishna Babu
5	S. Nageswara	98	S. Nageswara
6	V. Venkatesh	83	V. Venkatesh
7	K. Maheshwari	84	K. Maheshwari
8	S. V. Hanikrishna Naik	85	S. V. Hanikrishna Naik
9	P. Prasad Rao	86	P. Prasad Rao
10	J. Vamsi Krishna	87	J. Vamsi Krishna
11.	A. Gopal	88	A. Gopal
12	S. Vamsi Krishna	89	S. Vamsi Krishna
13	P. Venkata Ramana	90	P. Venkata Ramana
14.	L. Sri	91	L. Sri
15.	K. Jagadeesh	73	K. Jagadeesh
16	A. Ram prasad	72	A. Ram prasad
17	P. Mahesh Babu	41	P. Mahesh Babu
18	K. Ramesh	70	K. Ramesh
19	D. Ramesh	69	D. Ramesh
20.	S. Suresh	68	S. Suresh
21	R. Saravathi	67	R. Saravathi
22	A. Srikumar	66	A. Srikumar
23	A. S. S.	65	A. S. S.
24	G. N. M. Raju	64	G. N. M. Raju
25	K. Anand	63	K. Anand
26.	V. Naveen	62	V. Naveen
27.	P. Siva prasad	61	P. Siva prasad
28	V. Anand	58	V. Anand
29	S. Durga	39	S. Durga
30	Y. Srinivas Kumar	40	Y. Srinivas Kumar
31	M. Vamsi Krishna	41	M. Vamsi Krishna
32	A. Mahesh	42	A. Mahesh
43	Y. Rajeshwari	43	Y. Rajeshwari

Sno	Name of the Candidate	System no	Signature
		44	D. Eswara
34	D. Eswara Rao	45	R. Suresh
35	S. Mohan	46	K.P.
36	K. Vasu	66	B. Anuraj
37	B. Anuraj	63	D. Srinath
38	D. Srinath	49	R. Srinu
39	R. Srinu	50	R. Srinu
40	R. Srinu	51	B. Suresh
41	B. Suresh Krishna	52	E. Venkatesh
42	E. Venkatesh	53	B. Suresh
43	B. Suresh	55	K.P.
44	Y. Sai Kumar	38	N. Hari
45	N. Hari Reddy	36	U. Venkatesh
46	U. Venkatesh	34	S. Suresh
47	S. Suresh	33	K. Gopal
48	K. Gopal	32	K.P.
49	K. Kalyan	31	B. Suresh
50	B. Suresh	30	L. Suresh
51	L. Suresh	29	D. Rambabu
52	D. Rambabu	28	G. Suresh
53	G. Eswara Rao	27	Zide
54	G. Trinadh	26	Y. Suresh
55	Y. Suresh	25	B. Suresh
56	B. Suresh	24	M. Suresh
57	M. Suresh Naik	23	P. S. Suresh
58	P. S. Suresh Naik	22	S. Suresh
59	P. Suresh Naik	21	S. Suresh
60	S. Suresh	20	B. Suresh
61	B. Suresh	01	H. Suresh
62	H. Suresh	02	D. Suresh
63	D. Suresh	03	Ch. Chitti Babu
64	Ch. Chitti Babu	04	G. Suresh
65	G. Suresh	05	D. Lakshman
66	D. Lakshman		

Sno	Name of the Candidate	System No	Signature.
67.	T. Prabhakar	06	T. Prabhakar
68	D. Sathyanarayana	07	D. Sathyanarayana
69	P. Ravi Kumar	08	P Ravi Kumar
70	T. Ramarajendran	09	T. Ramarajendran
71	D. Riyaz	10	D. Riyaz
72	A. Mahesh Babu	11	A. Babu
73	P. Vinay Kumar	12	P. Vinay Kumar
74	P. Chinayesuber	13	P. Chinayesuber
75	S. Sravan Kumar	14	S. Sravan Kumar
76	S. Adinarayana	15	S. Adinarayana
77	K. Venkatesh	16	K. Venkatesh
78	K. Srikanth	17	K. Srikanth
79	G. RAMESH	18	G. Ramesh
80	K. M. Shanmugavelu	19	K. M. Shanmugavelu

17/2/2026

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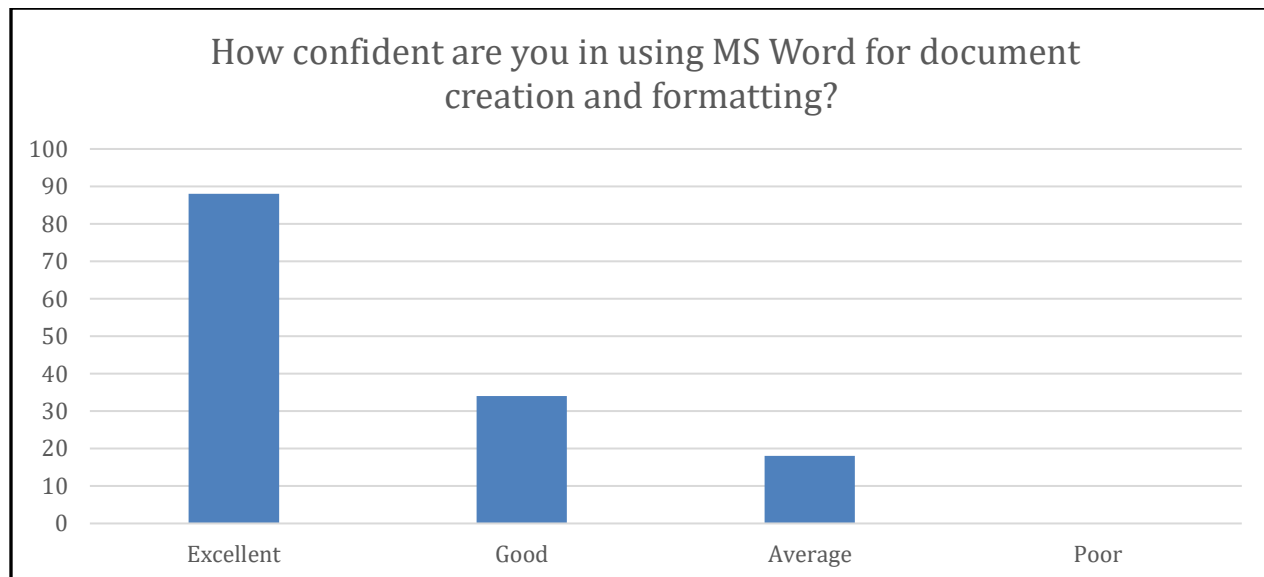
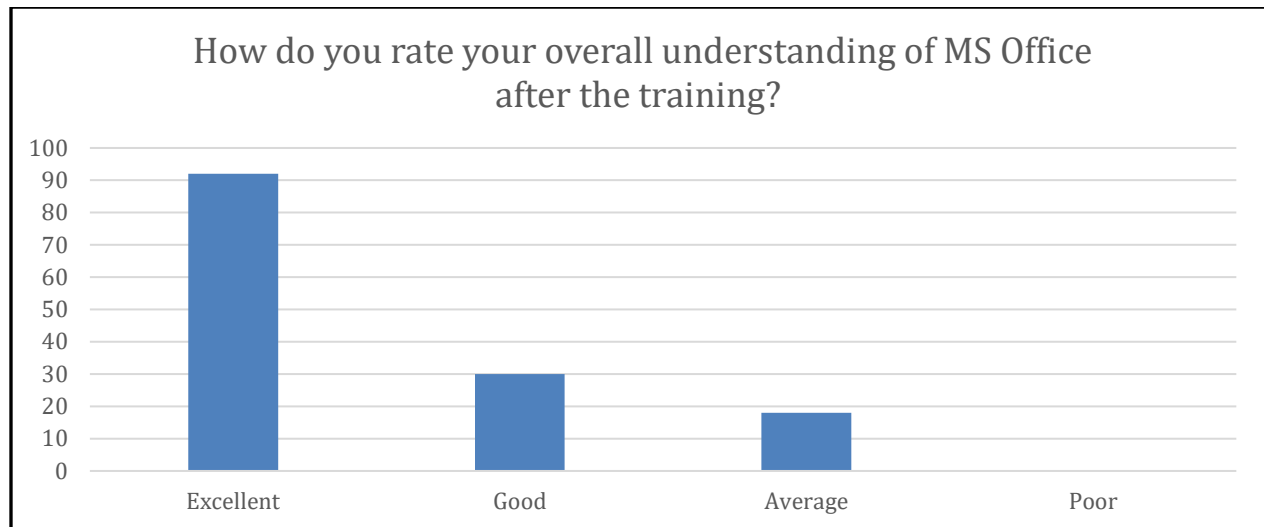
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1	G. Ganesk Kumar	76	G. Ganesk Kumar
2	P. Mahesh	77	P. Mahesh
3	S. Anzud Basha	78	S. Anzud
4	T. Srikanth Reddy	79	T. Srikanth Reddy
5	M. Muthi prasath	80	M. Muthi prasath
6	G. Siva Sankar	81	G.H.C.
7	P. Hyderabad Vali	82	P. Hyderabad Vali
8	A. Arjun	81	A. Arjun
9	V. Venkatesh	82	V. Venkatesh
10	K. Maheshwaru	84	K. Maheshwaru
11	S. V. Harikrishna Naik	85	S. V. Harikrishna Naik
12	P. Prasad Rao	86	P. Prasad Rao
13	J. Vamsi Krishna	87	J. Vamsi Krishna
14	K. GOPAL	88	K. GOPAL
15	B. Vamsi Krishna	89	B. Vamsi Krishna
16	M. Sri	90	M. Sri
17	L. Sri	91	L. Sri
18	K. Jagadeesh	73	K. Jagadeesh
19	A. Ramprasad	72	A. Ramprasad
20	P. Mahesh Babu	71	P. Mahesh Babu
21	K. Ramesh	70	K. Ramesh
22	D. Ramesh	69	D. Ramesh
23	S. Suresh	68	S. Suresh
24	R. Surendra	67	R. Surendra
25	A. Sakumar	66	A. Sakumar
26	E. Ashok	65	E. Ashok
27	T. Naresh	64	T. Naresh
28	G. Narendra Babu	63	G. Narendra Babu
29	P. Venkata Ramana	62	P. Venkata Ramana
30	S. Hageswara Das	61	S. Hageswara Das
31	V. LAJSHREE RANJA	59	V. LAJSHREE RANJA
32	V. Anand	58	V. Anand
33	E. Venkateshwar	57	E. Venkateshwar

S.no	Name of the Candidate	System No	Signature
34.	B. Suresh Krishna	57	B. Suresh Krishna
35	A. Mahesh	56	A. Mahesh
36	V. NAVEEN	38	V. NAVEEN
37	S. Durga	59	S. Durga
38	Y. Sarjaneema Kumar	40	Y. Sarjaneema Kumar
39	M. Vamsi Krishna	41	M. Vamsi Krishna
40	A. Mahesh	42	A. Mahesh
41	Y. Rajashekhara	43	Y. Rajashekhara
42	D. Eswara Rao	44	D. Eswara Rao
43	S. Mohammed	45	S. Mohammed
44	K. Vasu	46	K. Vasu
45	B. Hari Babu	47	B. Hari Babu
46	D. Srikanth	48	D. Srikanth
47	S. Anand	49	S. Anand
48	G.N.M. Ravi	50	G.N.M. Ravi
49	P. Siva prasad	51	P. Siva prasad
50.	M. Munendra Nair	52	M. Munendra Nair
51	R. Srini	53	R. Srini
52	Y. Sai Ganam	55	Y. Sai Ganam
53	M. Krishna	37	M. Krishna
54	V. Venkatesh	36	V. Venkatesh
55.	N. Haris Reddy	35	N. Haris Reddy
56.	S. Hanumanth Reddy	34	S. Hanumanth Reddy
57	K. Gopul	33	K. Gopul
58	K. Kalyan	32	K. Kalyan
59.	B. Suresh	31	B. Suresh
60	I. Sekhar	30	I. Sekhar
61	D. Ramakrishna	29	D. Ramakrishna
62	G. ESWARA RAO	28	G. ESWARA RAO
63	G. Trivadi	27	G. Trivadi
64	Y. Ramesh Kumar	26	Y. Ramesh Kumar
65.	B. Naveen	25	B. Naveen
66.	N. Suresh	24	N. Suresh

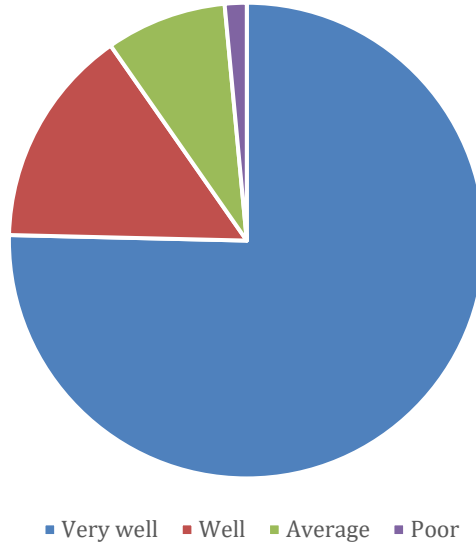
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67	P. SRIVAN KUMAR	23	P.S. 127
68	P. Parameswara Rao	22	P. Parameswara Rao
69	S. KARTHIK	21	S. Kartik
70	B. Venkatesh	20	B. Venkatesh
71	Shanukh SIC	1	Shanukh SIC
72	D. Sai Kumar	2	D. Sai Kumar
73	Ch. Chithi Babu	03	Ch. Chithi Babu
74	A. Rajesh	04	A. Rajesh
75	D. Lakshmana	05	D. Lakshmana
76	T. Prabhakar	06	T. Prabhakar
77	D. Satyanarayana	07	D. Satyanarayana
78	P. Ravi Kumar	08	P. Ravi Kumar
79	T. Ramanijaneyulu	09	T. Ramanijaneyulu
80	D. Riyaz	10	D. Riyaz
81	A. Maleboob Babu	11	A. Maleboob Babu
82	P. Yuvaraju	12	P. Yuvaraju
83	P. CHINAYESOBU	13	P. Chinayesobu
84	S. SRIVAN KUMAR	14	S. Sravan Kumar
85	S. Adinarayana	15	S. Adinarayana
86	K. Venkatesh	16	K. Venkatesh
87	K. Srikanth	17	K. Srikanth
88	G. RAMESH	18	G. Ramesh
89	K.M. SHARMEER VALI	19	K.M. Sharmeer Vali

Feedback and Evaluation

Participants expressed satisfaction with the training program. They appreciated the practical approach and relevance of the topics covered. The training was found to be highly useful for their professional responsibilities.



How well did you understand formulas in Microsoft Excel?



How useful is MS PowerPoint for preparing presentations in your job?

