

**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**DEPARTMENT OF ENGLISH**

**Minutes of the Department meeting for the conduct of Certificate Course  
in Spoken English**

Date: 07.02.2022

The English Department has made the decision to pave the way for our College's graduating students since it has always been a leader in satisfying student needs. Fresh graduates with English language fluency are in high demand since the job market has been rising, especially in the software industry. Students who are skilled in English make up a surprisingly small percentage of the student body, it has been found. With the straightforward objective of equipping departing students with the required communication skills, the Department of English has taken the initiative to run a Certificate Course in Spoken English.

The English Department met with its members on the College premises on February 7, 2022. The English lecturers R Nagaraju and Dr.P.S. Kirankumar were present, and the meeting was presided over by the department head, TN Masthanappa. The Department unanimously agreed to plan the Certificate Course in Spoken English for our College's graduating final-year degree students under the leadership of the Head of Department and with the guidance of the principal. It was decided to hold the Certificate Course for 30 hrs. Additionally, it was intended to concentrate more on Telugu-speaking pupils from rural backgrounds.

1. Sri T N Masthanappa, Head of the Department
2. Sri Dr. PS Kiran Kumar, Lecturer in English
3. Sri R Nagaraju, Lecturer in English

:   
  


The Principal

  
S.K.P. GUNTAKAL  
Anantapur (Dist.)

**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**Proposal FOR THE INTRODUCTION OF CERTIFICATE COURSE IN SPOKEN ENGLISH**

**Date: 09.02.2022**

From  
TN Masthanappa,  
Lecturer in English,  
Head of Department  
S.K.P. Govt. Degree College  
GUNTAKAL,

To  
The Principal,  
S.K.P. Govt. Degree College  
GUNTAKAL,


Respected Sir,

Regarding the implementation of a Spoken English Certificate Course for final year BA students in our College, I'd like to propose a suggestion to you. The needs of departing students have come to the attention of the English Department more frequently. English has emerged as a defining characteristic of employment, from the lowest to the highest levels. The Department of English would like to start the course while keeping all of these things in mind.

The details of the program are

- |                                           |                                  |
|-------------------------------------------|----------------------------------|
| 1. Name of the proposed program           | : Spoken English                 |
| 2. Duration and timings of the program    | : 30 hrs; 09:00 am to 10:00 am   |
| 3. Start date of the program              | : 21 <sup>st</sup> February 2022 |
| 4. Course fee                             | : Nil                            |
| 5. No. of students expected for admission | : 40                             |

Yours faithfully

  
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S.K.P. Govt. Degree College  
GUNTAKAL  
Anantapur (Dist.)

  
Head of Department (English)

**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**  
**DEPARTMENT OF ENGLISH**  
**CERTIFICATE COURSE 2017-2018**  
**SPOKEN ENGLISH**  
**SYLLABUS**

**Unit 1**

Organs of speech  
Sounds syllables  
Weak forms & strong forms  
Accent intonation

**Unit 2**

Public speaking  
Self-introduction and of others greeting people  
Invitation; accepting – declining  
Making request  
Expressing gratitude  
Complimenting,  
Congratulating  
Expressing sympathy apologizing  
Asking for information  
Seeking permission  
Complaining and expressing regret-

**Unit 3**

Basic grammar  
Parts of speech  
Prepositions


**Unit 4**

Subject verb agreement  
Tenses types of sentences  
Transformation of sentences

**REFERENCES:**

1. Bansal R.K and Harrison J.B. Spoken English for Indian
2. Katamba, F. An Introduction to Phonology, Longman, 1989
3. Bygate. M, Speaking. oxford: Oxford University Press.
4. K.S. Smitha Annie pothen English conversational Practice. Sterling Publication Pvt.Ltd
5. Geoffrey Leech, Margaret Dueshar. English Grammar Today.
6. W.S.Allen. Living English structure.
7. Thomson and Martinet. A Practical Grammar. OUP, 1986.



  
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SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL

(Affiliated to Sri Krishnadevaraya University)

Department of English

Certificate Course in Spoken English

Time: 10.00 AM to 11.00 AM

Max. Marks: 40M

Answer any Three of the following

- |                                                |         |          |
|------------------------------------------------|---------|----------|
| Unit 1: Long Answer Question in 100 words each | 2 out 1 | 1x10=10M |
| Unit 2: Long Answer Question in 100 words each | 3 out 2 | 2x10=20M |
| Unit 3: Grammar                                |         | 1x5=5M   |
| Unit 4: Verb                                   |         | 1x5=5M   |

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*[Signature]*



**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**  
Department of English  
Certificate Course in Spoken English

Time: 10.00 AM to 11.00 AM

Max. Marks: 40M

Answer any three of the following

(3X10=30)

**Unit I**

1. What is Phonetics?
2. Discuss briefly about different kinds of Tones used in Speech.


**Unit II**

3. Talk about a successful presentation you gave and why you think it did well.
4. Imagine you are seeking some information about getting an air- ticket to Mumbai.  
Construct a conversation of 4-5 exchanges with the travel agent.
5. What are the various kinds of Tones used in Spoken English/

**Unit III and IV**

(1X10=10)

6. Write A/An/The or X in the blanks:
  - A) Have you had.....lunch?
  - B) She wants to become.....M.L.A.
  - C) Engineering is .....useful career.
  - D) I've received.....email from my friend.
  - E) This is .....HCL product.
7. Fill in the blanks with suitable verb forms
  - a) Vegetable .....(sell) at high prices
  - b) I switched off the lights after he .....(sleeps)
  - c) My aunt and her son .....(eat) and apple everyday
  - d) The Moon..... (derive) light from the sun.
  - e) We cannot go out as it ..... (rain).

  
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**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL.**

**DEPARTMENT OF ENGLISH**

**Circular**

Date: 11.02.2022


The Department of English will begin a certificate course in 'Spoken English' for all B.A. final year students. The course is 30 hrs long. The course is free of charge for students. The classes will begin on February 21, 2022. Students who are interested must register their names with the English Department. Students will receive a certificate upon successful completion of the course.

  
Coordinator

Copy to the Library Notice Board

Copy to the Notice Board

Copy for Circulation among the Students

  
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**S.K.P. Government Degree College, Guntakal**  
**Department of English**  
**Final Report of Certification Course in Spoken English**

Under the direction of Principal Dr. K. Gnaneswar, the Department of English devised the idea of a Spoken English Course for the College's students. The Department of English has made a modest start in imparting and enriching students' English proficiency by offering a certificate course in Spoken English for 30 hrs. As previously agreed, the primary goal of the course was to instil spoken English skills in the outgoing students. The basic structure of the course is designed with the needs of the final year students in mind. The aforementioned Course began on February 21, 2022 and ended on May 13, 2022.

The students' response was overwhelming. The Seminar Hall was packed during its introductory session, and students were eager to be a part of it. Dr. K. Gnaneswar, the principal, addressed the students, emphasising the importance of English in social and corporate realms. He also praised the English Department's efforts and congratulated Sri T N Masthanappa, HOD, English Department, who was the driving force behind the entire course. The Course drew a large number of students. 38 students regularly attended classes from 9.00 a.m. to 10:00 a.m.

The sessions were interactive, informative and interesting. The usage of videos, hand-outs, stories, comics, suggestive books and interesting worksheets helped the students to grasp the tips to learn and understand English language. There were brain-storming sessions, debates, group activities and impromptu presentations which enhanced the confidence level of the students. The Course ran its entire course of 30 hrs and also took informal inputs from the students for making the course better next time.

On the 15th of May 2022, a valedictory function was held following the successful completion of the aforementioned Certificate course. Sri Dr K. Gnaneswr, the College's Principal, attended the event. Sri T N Masthanappa, the HOD (English), presided over the

  
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Anantapur (Dist.)



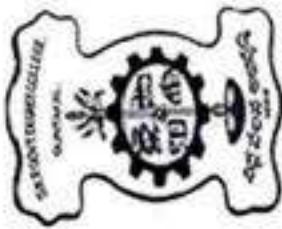
meeting. The Head of the Department explained the need and necessity of introducing the Certificate course in his opening remarks. The Principal advised the students to make use of the Department of English's input. Certificates were given to all 38 students.

Sri P S Kiran Kumar, Lecturer in English, proposed the vote of thanks at the end of the programme.

  
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Anantapur (Dist.)







Estd: 1968

# S.K.P. GOVERNMENT DEGREE COLLEGE

GUNTAKAL, ANANTAPURAM-515803, A.P.

Affiliated to Sri Krishnadevaraya University (SKU) Anantapuram

Re-accredited by NAAC with 'B' Grade-CGPA- '2.76'

## Department of English

### Certificate Of Participation

This is to certify that Mr./Miss./Mrs. \_\_\_\_\_ studying \_\_\_\_\_  
\_\_\_\_\_ successfully completed 'Spoken English Certificate Course'  
Organized by Department of English, S.K.P. Government Degree College, Guntakal, held  
from \_\_\_\_\_ to \_\_\_\_\_.

  
Coordinator

Principal

Principal  
S.K.P. Government Degree College  
GUNTAKAL  
Anantapur (Dist.)

**SKP GOVERNMENT DEGREE COLLEGE: GUNTAKAL**  
**Registered Final B.A. Students for Spoken English Certificated Course**  
**2021-22**

S.No.	Register Number	Name of the Student	Signature
1	200153003	BANDARI ANJINEYULU	A. J. NEYULU
2	200153004	BANDI HANUMESH	B. Hanumesh
3	200153006	BOGGU ASHOK BABU	B. Hanumesh
4	200153007	BOYA SUDHAKAR	B. Sudhakar
5	200153009	CHAKALI SREEKANTH	C. Sree Kanth
6	200153010	CHINNA LINGAPPA GARI MAHESH	Mahesh
7	200153011	CHUKKA ANIL KUMAR	A. ANIL KUMAR
8	200153012	CHUKKA RAMANJINEYULU	C. Ramanjineyulu
9	200153013	DEGULAPADU PAVAN KALYAN	P. Pavan Kalyan
10	200153014	DIMMAGUDI KRISHNAMURTHY	K. Krishna Murthy
11	200153021	KALLURU SHIVA	K. Shiva
12	200153023	KENCHALA GADILINGA	Gadilinga
13	200153026	KURUBA HARI PRASAD	H. Hari Prasad
14	200153027	MANGALI GANESH	M. Ganesh
15	200153028	MANGALI RAMANJINEYULU	Ramanjineyulu
16	200153029	MAREKKAGARI GOVARDHANA	G. Govardhan
17	200153030	MAREKKAGARI RUPENDRA	M. Prasad
18	200153031	MEENUGA LALI PRASAD	P. Prasad
19	200153034	PENNAIAHGARI ANIL KUMAR	A. Anil Kumar
20	200153035	RAMAVATH ANIL KUMAR NAIK	U. Pradeep
21	200153036	SATHULA YUGANDHAR	Y. Yugandhar
22	200153039	UDUDALA ANAND	U. Anand
23	200153040	YAPULAIHGARI DANIELU	D. Danielu
24	200153042	YETTI VISHNU KUMAR	V. Vishnu Kumar
25	200153121	BANDARU CHANDRAKALA	C. Chandrakala
26	200153123	BESTA VINOD	B. Vinod
27	200153124	BOYA RANGANAYAKULU	R. Ranganayakulu
28	200153125	BOYA SIVA	B. Siva
29	200153128	GADDAM RAJANI	R. Rajani
30	200153129	GORAVA MAMATHA	M. Mamatha
31	200153130	GUNDLAPALLI INDRA	I. Indra
32	200153133	KAVALI MANJUNATHA	M. Manjunatha
33	200153135	MALLAPPAGARI NAVEENREDDY	N. Naveen Reddy
34	200153138	MOODAVATH KRISHNA NAIK	K. Krishna Naik
35	200153139	PIKKILI VEERANJINEYULU	V. Veeranjineyulu
36	200153140	POOLA SATEESH	P. Sateesh
37	200153141	PULACHINTHA BABY	P. Baby
38	200153142	RAMAVATH CHANDRASEKHAR NAIK	C. Chandrasekhara Naik

**PRINCIPAL,**  
**S.K.P. Gov. Degree College**  
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**Anantapur (Dist.)**

**Coordinator**




**SKP GOVERNMENT DEGREE COLLEGE: GUNTAKAL**  
**Spoken English Certificate Course (2021-22)**  
**Participants Feedback Form**

**Date:**

**Instructions:** Please indicate your level of agreement with the statements listed below.

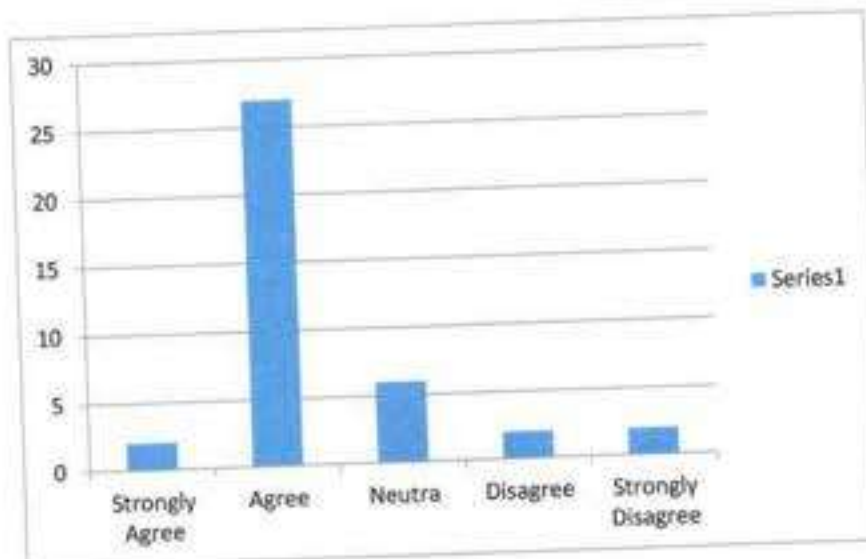
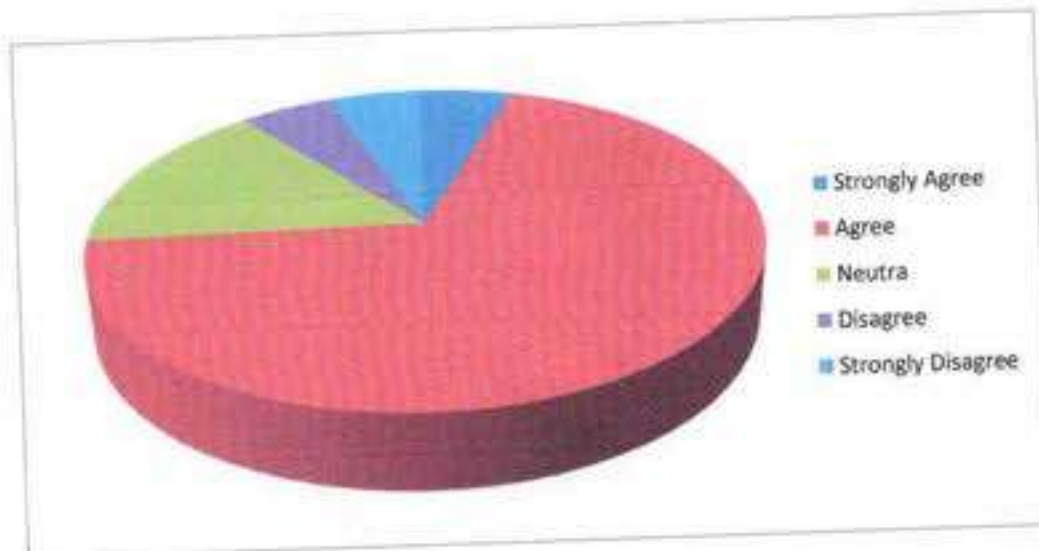
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The objectives of the training were clearly defined.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Participation and interaction were encouraged.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The topics covered were relevant to me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The content was organized and easy to follow.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The materials distributed were helpful.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. This training experience will be useful in my work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The trainer was knowledgeable about the training topics.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The trainer was well prepared.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. The training objectives were met.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. The time allotted for the training was sufficient.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. The meeting room and facilities were adequate and comfortable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Please share other comments or expand on previous responses here:					



  
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**Anantapur (Dist.)**

SKP GOVERNMENT DEGREE COLLEGE: GUNTAKAL  
Spoken English Certificate Course (2020-21)  
**Participants Feedback Form**

Total Students	38
Strongly Agree	2
Agree	27
Neutra	6
Disagree	2
Strongly Disagree	2



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Photos of Spoken English Certificate Course 2021-2022



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*[Handwritten signature]*



S K P GOVERNMENT DEGREE COLLEGE GUNTAKAL

LIST OF FINAL B.A. STUDENTS ENROLLED FOR SPOKEN ENGLISH CERTIFICATE COURSE

ATTENDANCE SHEET FOR THE ACADEMIC YEAR 2021-22

S.N	Register Number	Name of the Student	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
1	200153003	B. ANJINEYULU	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
2	200153004	B. HANUMESH	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
3	200153006	BASHOK BABU	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
4	200153007	B. SUDHAKAR	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
5	200153009	C.SREEKANTH	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
6	200153010	C.L.G MAHESH	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
7	200153011	C. ANIL KUMAR	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
8	200153012	C.RAMANJI	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
9	200153013	D.PAVANALYAN	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10	200153014	D.KRISHNAMURTHY	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
11	200153021	KALLURU SHIVA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
12	200153023	K.GADILINGA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
13	200153026	K.HARI PRASAD	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
14	200153027	M.GANESH	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
15	200153028	M.RAMANJINEYULU	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
16	200153029	M.GOVARDHANA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
17	200153030	M.RUPENDRA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
18	200153031	M.LALI PRASAD	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
19	200153034	P.ANIL KUMAR	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
20	200153035	R.ANIL KUMAR NAIK	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
21	200153036	S.YUGANDHAR	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
22	200153039	U.ANAND	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
23	200153040	Y.DANIELU	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
24	200153042	YISHNU KUMAR	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
25	200153121	B.CHANDRAKALA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
26	200153123	BESTA VINOD	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
27	200153124	B.RANGANAYAKULU	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
28	200153125	BOYA SIVA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
29	200153128	GADDAM RAJANI	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/



**S K P GOVERNMENT DEGREE COLLEGE GUNTAKAL**  
**LIST OF FINAL B.A. STUDENTS ENROLLED FOR SPOKEN ENGLISH CERTIFICATE COURSE**

ATTENDANCE SHEET FOR THE ACADEMIC YEAR 2021-22

30	200153129	G MAMATHA	
31	200153130	G INDRA	
32	200153133	K MANJUNATHA	
33	200153135	M NAVEENREDDY	
34	200153138	M KRISHNA NAIK	
35	200153139	P VEERANJINEYULU	
36	200153140	POOLA SATEESH	
37	200153141	P BABY	
38	200153142	R CHANDRASEKHAR NAIK	
39	200153003	B ANJINEYULU	

*N. J. J.*

**PRINCIPAL,**  
**S.K.P. Govt.Degree College**  
**GUNTAKAL**  
**Anantapur (Dist.)**

యస్. కె. పి. ప్రభుత్వ డిగ్రీ కళాశాల, గుంతకల్

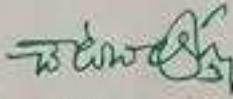
తెలుగు శాఖ

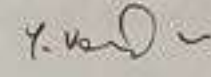
తెలుగు ట్రిపింగ్ సర్టిఫికేట్ కోర్స్ నిర్వహించాలని తెలుగు శాఖ తీర్మానం.

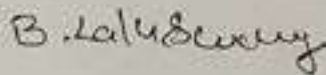
తేది: 10 / 06 / 2022

తెలుగు శాఖ ఆధ్వర్యం లో డిగ్రీ బి.ఎ, బి.కాం, బియస్సీ విద్యార్థులకు సర్టిఫికేట్ కోర్స్ నిర్వహించాలని తీర్మానించాము. అందులో భాగంగా విద్యార్థులకు ఫ్రంట్ మీడియా, ఏలక్ట్రానిక్ మీడియా, మరియు ప్రసారమాధ్యమాల్లో ఇంగ్లీషు నుండి తెలుగులో అనువదించడానికి ఉపయోగపడే విధంగా తెలుగు ట్రిపింగ్ అనే సర్టిఫికేట్ కోర్స్ ను నిర్వహించాలని తీర్మానించుకున్నాము.


10-06-2022 తేదిన తెలుగు శాఖ ఆధ్వర్యం లో సమావేశం జరిగింది. ఈ సమావేశానికి అధ్యక్షులు గా డా. సి. బాలకృష్ణ మరియు అధ్యాపకులు వై. వనజమ్మ, విద్యార్థులు బి.లాలుస్వామి, డి.వెంకటేశ్వరమ్మ సభ్యులు గా పాల్గొన్నారు. దీనిని కళాశాల ప్రెన్సిపాల్ గారి ఆదేశాల మేరకు 40 రోజుల కాలవ్యవధిలో సర్టిఫికేట్ కోర్స్ నిర్వహించాలని తీర్మానించుకున్నాము.

డా. సి. బాలకృష్ణ (తెలుగు శాఖాధ్యక్షులు) 

వై. వనజమ్మ (తెలుగు అధ్యాపకులు) 

బి.లాలుస్వామి (విద్యార్థి) 

డి.వెంకటేశ్వరమ్మ (విద్యార్థి) 

  
PRINCIPAL  
S.K.P. Govt. Degree College  
JNTAKAL, Ananthapur



## యస్. కె. పి. ప్రభుత్వ డిగ్రీ కళాశాల, గుంతకల్

తెలుగు కాబ

ఎస్ కె పి ప్రభుత్వ డిగ్రీ కళాశాల గుంతకల్

కళాశాల ప్రెసిపాల్

ఎస్ కె పి ప్రభుత్వ డిగ్రీ కళాశాల గుంతకల్

**విషయం: తెలుగు టైపింగ్ సర్టిఫికేట్ కోర్స్ ప్రారంభించడానికి అనుమతి కొరకు:**

ఎస్ కె పి ప్రభుత్వ డిగ్రీ కళాశాల గుంతకల్ తెలుగు కాబ ఆధ్వర్యంలో డిగ్రీ మూడవ సంవత్సరం విద్యార్థులకు తెలుగు టైపింగ్ సర్టిఫికేట్ కోర్స్ నిర్వహించాలని తెలుగు కాబ తీర్మానించింది. నటి సమాజంలో పత్రికల ప్రభావం ప్రింట్ మీడియా ఎలక్ట్రానిక్ మీడియా ప్రసార మాధ్యమాల ప్రభావం ఎక్కువగా ఉంది. విద్యార్థులు వాటిలో అవకాశాలు పొందేలా తెలుగు కాబ తెలుగు టైపింగ్ సర్టిఫికేట్ కోర్స్ నిర్వహించడానికి అనుమతించదగదు.

### కోర్సు వివరాలు

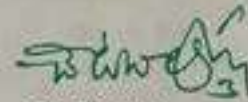
కోర్స్ పేరు: తెలుగు టైపింగ్

కోర్సు కాల వ్యవధి సమయం: 40 రోజులు సా. 5 నుండి 6 గంటల వరకు

ప్రారంభ తేదీ: 15 జూన్ 2022

కోర్స్ ఫీజు: ఏమీ లేదు

మొత్తం విద్యార్థుల సంఖ్య: 40



Dep. of Telugu  
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GUNTAKAL - 515801

  
PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (Dt.)

యస్. కె. పి. ప్రభుత్వ డిగ్రీ కళాశాల, గుంతకల్

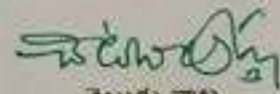
తెలుగు శాఖ

సర్దులర్

11-06-2022

కళాశాలలో చివరి చదువుతున్న విద్యార్థులు అందరికీ తెలుగు శాఖ తెలియజేయునది ఏమనగా తెలుగు శాఖ తెలుగు టైపింగ్ అనే సర్టిఫికేట్ కోర్సులు నలభై రోజుల వ్యవధిలో ఎలాంటి రుసుము లేకుండా నిర్వహిస్తుంది. కోర్సు 15-06-2022 తేదీన ప్రారంభం అవుతుంది ఆసక్తిగల విద్యార్థులు పేరు నమోదు చేసుకోండి. కోర్స్ పూర్తి అయిన తర్వాత సర్టిఫికేట్ కూడా జారీ చేయబడును కావున విద్యార్థులందరూ ఈ అవకాశాన్ని సద్వినియోగం చేసుకోగలరు.

ఇట్లు

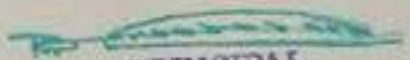


తెలుగు శాఖ

Dept. Of Telugu

S.K.P. GOVT. COLLEGE

GUNTAKAL - 515301

  
PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (Dt.)

యస్. కె. పి. ప్రభుత్వ డిగ్రీ కళాశాల, గుంతకల్

తెలుగు శాఖ

సర్టిఫికేట్ కోర్స్: ఆన్ లైన్ తెలుగు ట్రైపింగ్

పాఠ్య ప్రణాళిక:

తెలుగు ట్రైపింగ్ - పరిచయం

తెలుగు ట్రైపింగ్ - ఆవశ్యకత

తెలుగు కీ బోర్డు

తెలుగు ట్రైపింగ్ - అనువర్తనాలు

తెలుగు లేఖిని (Leekhini)

## యస్. కె. పి. ప్రభుత్వ డిగ్రీ కళాశాల, గుంతకల్

### తెలుగు శాఖ

#### తెలుగు టైపింగ్ సర్టిఫికేట్ కోర్స్ తుది నివేదిక

తెలుగు శాఖ ఆధ్వర్యంలో బి.ఏ, బి.కాం, బి.ఎస్సీ విద్యార్థులకు తెలుగు టైపింగ్ సర్టిఫికేట్ కోర్సు 40 రోజుల కాలవ్యవధిలో నిర్వహించాలని కళాశాల ప్రెసిసిపల్ జ్ఞానేశ్వర్ గారి ఆధ్వర్యంలో తీర్మానం జరిగింది. డిగ్రీ ఫైనలియర్ విద్యార్థులు కోర్స్ అయిపోయిన తర్వాత వారికి ఉపయోగపడే విధంగా భాషా సైబుడ్యాలను సర్పించడం ఈ కోర్సు యొక్క ప్రధాన ఉద్దేశం ప్రాంత మీడియా, ఎలక్ట్రానిక్ మీడియా, ప్రసార మాధ్యమాలను దృష్టిలో ఉంచుకొని కోర్స్ రూపొందించడం జరిగింది.

సర్టిఫికేట్ కోర్స్ ప్రారంభ సమావేశంలో విద్యార్థులు చాలా ఉత్సాహంగా పాల్గొన్నారు. ప్రెసిసిపల్ డా. కె. జ్ఞానేశ్వర్ గారు విద్యార్థులను ఉద్దేశిస్తూ నటి సమాజం మీద మీడియా, పత్రిక రంగాలు అత్యంత ప్రభావాన్ని చూపిస్తున్నాయి ఈ రంగాల్లో ఉద్యోగ అవకాశాలు పొందేలా ఈ సర్టిఫికేట్ కోర్స్ మీకు చాలా ఉపయోగపడుతుంది కాలట్టి విద్యార్థులు ఈ అవకాశాన్ని ఉపయోగించుకుని ఆయా రంగాల్లో ముందుకెళ్లాలని విద్యార్థులకు సూచించారు.

విద్యార్థులు కోర్స్ నేర్చుకునే సమయంలో కంప్యూటర్ లో తెలుగును టైపింగ్ చేయడం, కి బోర్డు ను ఉపయోగించడం, ఇంగ్లీష్ నుండి తెలుగు అనువదించడం మొదలైన విషయాలన్నింటినీ బ్లాక్ బోర్డ్ ఉపయోగిస్తూ, ఐ సి టీ క్లాసు ఉపయోగిస్తూ బోధించడం జరిగింది. తర్వాత విద్యార్థులను లాంగ్వేజ్ ల్యాబ్ కి తీసుకెళ్లి ప్రతి విద్యార్థి పైన ప్రత్యేక కర్డతో టైపింగ్ ప్రాక్టీస్ చేయించాము. రెండు వారాల తర్వాత విద్యార్థికి అంగ్ల వాక్యాలను ఇచ్చి తెలుగులో టైప్ చేయమని సూచించాము. మొత్తం 40 రోజుల పాటు కోర్సు కొనసాగింది. కోర్స్ పూర్తయిన తర్వాత విద్యార్థులకు ముగింపు సమావేశంలో ప్రెసిసిపల్ డా. కె. జ్ఞానేశ్వర్ గారి చేతుల మీదుగా సర్టిఫికేట్లు జారీ చేసి కోర్సును విజయవంతంగా ముగించాము.



# SKP Government Degree College, Guntakal

Registration form for Telugu Typing Certificate Program

Department of Telugu -Academic Year 2021-22

క్రమ సంఖ్య	Hall ticket no.	పేర్లు పేరు	సంతకం
1	2042015028001	A Ranga	A. Ranga
2	2042015028002	B SaiNath	B. SaiNath
3	2042015028003	B Leelavathi	B. Leelavathi
4	2042015028004	B Mahendra	B. Mahendra
5	2042015028005	B Laluswamy	B. Laluswamy
6	2042015028006	B Kiran kumar	B. Kiran kumar
7	2042015028007	B Sai kumar	B. Sai kumar
8	2042015028008	C Sudhakar	C. Sudhakar
9	2042015028009	C Mohanbabu	C. Mohanbabu
10	2042015028010	D Venkateswaramma	D. Venkateswaramma
11	2042015028011	D Roopsagar	D. Roopsagar
12	2042015028012	G Vinod kumar	G. Vinod kumar
13	2042015028013	G Obulesu	G. Obulesu
14	2042015028014	G Muralimohan Reddy	G. Muralimohan Reddy
15	2042015028016	J Govindu	J. Govindu
16	2042015028017	J Mounika	J. Mounika
17	2042015028018	K Mohanbabu	K. Mohanbabu
18	2042015028019	K Naveen kumar	K. Naveen kumar
19	2042015028020	K Bharath	K. Bharath
20	2042015028021	K Sadha nanda	K. Sadha nanda
21	2042015028022	K Varunkumar	K. Varunkumar
22	2042015028023	K Ashok	K. Ashok
23	2042015028024	K Mohan	K. Mohan
24	2042015028025	M Ashok	M. Ashok
25	2042015028026	M Varshitha	M. Varshitha
26	2042015028027	M Rudramanaidu	M. Rudramanaidu
27	2042015028028	M Shiva	M. Shiva
28	2042015028030	M Vamsi	M. Vamsi
29	2042015028031	N Sudhakar	N. Sudhakar
30	2042015028032	P Abdul bhasha	P. Abdul bhasha
31	2042015028033	P Mahesh babu	P. Mahesh babu
32	2042015028034	P Vijay kumar	P. Vijay kumar
33	2042015028035	P Karthik	P. Karthik
34	2042015028036	R Suresh naik	R. Suresh Naik
35	2042015028037	R Tulashamma	R. Tulashamma
36	2042015028040	S Kulashakar	S. Kulashakar
37	2042015028041	S Shaik Abdul imran	S. Shaik Abdul imran
38	2042015028042	T Mallikarjuna	T. Mallikarjuna
39	2042015028044	Y abhilash	Y. abhilash
40	2042015028045	Y Surendra	Y. Surendra

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GUNTAKAL, Ananthapuramu (D.C.)

Dept. Of Telugu  
S.K.P. GOVT. COLLEGE  
GUNTAKAL - 515001



Attendance sheet for the Academic year – 2021-22

S.No	Student Name	
1	A. Raja	
2	B. Senthil	
3	C. Senthil	
4	D. Senthil	
5	E. Senthil	
6	F. Senthil	
7	G. Senthil	
8	H. Senthil	
9	I. Senthil	
10	J. Senthil	
11	K. Senthil	
12	L. Senthil	
13	M. Senthil	
14	N. Senthil	
15	O. Senthil	
16	P. Senthil	
17	Q. Senthil	
18	R. Senthil	
19	S. Senthil	
20	T. Senthil	
21	U. Senthil	
22	V. Senthil	
23	W. Senthil	
24	X. Senthil	
25	Y. Senthil	
26	Z. Senthil	
27	A. Senthil	
28	B. Senthil	
29	C. Senthil	
30	D. Senthil	
31	E. Senthil	
32	F. Senthil	
33	G. Senthil	
34	H. Senthil	
35	I. Senthil	
36	J. Senthil	
37	K. Senthil	
38	L. Senthil	
39	M. Senthil	
40	N. Senthil	

S.K.P. Govt Degree College  
GUNTAKAL, Ananthapuramu (Dt.)

Dept. Of Telugu  
S.K.P. GOVT. COLLEGE  
GUNTAKAL - 51



S.No	Student Name	31	32	33	34	35	36	37	38	39	40	Remarks
1	A Ranga	X	X	X	X	X	X	X	X	X	X	
2	B SaiNath	X	X	X	X	X	X	X	X	X	X	
3	B Leelavathi	X	X	X	X	X	X	X	X	X	X	
4	B Mahendra	X	X	X	X	X	X	X	X	X	X	
5	B Laluswamy	X	X	X	X	X	X	X	X	X	X	
6	B Kiran kumar	X	X	X	X	X	X	X	X	X	X	
7	B Sai kumar	X	X	X	X	X	X	X	X	X	X	
8	C Sudhakar	X	X	X	X	X	X	X	X	X	X	
9	C Mohanbabu	X	X	X	X	X	X	X	X	X	X	
10	D Venkateswararaj	X	X	X	X	X	X	X	X	X	X	
11	D Ragsaiagar	X	X	X	X	X	X	X	X	X	X	
12	G Vinod kumar	X	X	X	X	X	X	X	X	X	X	
13	O Obulesu	X	X	X	X	X	X	X	X	X	X	
14	G Muralimohan Reddy	X	X	X	X	X	X	X	X	X	X	
15	J Govind	X	X	X	X	X	X	X	X	X	X	
16	J Mounika	X	X	X	X	X	X	X	X	X	X	
17	K Mohanbabu	X	X	X	X	X	X	X	X	X	X	
18	K Naveen kumar	X	X	X	X	X	X	X	X	X	X	
19	K Bharath	X	X	X	X	X	X	X	X	X	X	
20	K Sadha naidu	X	X	X	X	X	X	X	X	X	X	
21	K Varunkumar	X	X	X	X	X	X	X	X	X	X	
22	K Ashok	X	X	X	X	X	X	X	X	X	X	
23	K Mohan	X	X	X	X	X	X	X	X	X	X	
24	M Ashok	X	X	X	X	X	X	X	X	X	X	
25	M Varshitha	X	X	X	X	X	X	X	X	X	X	
26	M Rudramanaidu	X	X	X	X	X	X	X	X	X	X	
27	M Shiva	X	X	X	X	X	X	X	X	X	X	
28	M Varasi	X	X	X	X	X	X	X	X	X	X	
29	N Sudhakar	X	X	X	X	X	X	X	X	X	X	
30	P Abdul bhasha	X	X	X	X	X	X	X	X	X	X	
31	P Mahesh babu	X	X	X	X	X	X	X	X	X	X	
32	P Vijay kumar	X	X	X	X	X	X	X	X	X	X	
33	P Karthik	X	X	X	X	X	X	X	X	X	X	
34	R Suresh naik	X	X	X	X	X	X	X	X	X	X	
35	R Tuladamma	X	X	X	X	X	X	X	X	X	X	
36	S Kolathrekar	X	X	X	X	X	X	X	X	X	X	
37	S Shaik abdul imran	X	X	X	X	X	X	X	X	X	X	
38	T Mallikarjuna	X	X	X	X	X	X	X	X	X	X	
39	Y abhilesh	X	X	X	X	X	X	X	X	X	X	
40	Y Surendra	X	X	X	X	X	X	X	X	X	X	





## S.K.P. GOVERNMENT DEGREE COLLEGE

GUNTAKAL, ANANTAPURAM-515803, A.P.

Affiliated to Sri Krishnadevaraya University (SKU) Anantapuram

Re-accredited by NAAC with 'B' Grade-CGPA- '2.76'

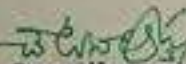
### Department of Telugu

## Certificate Of Participation

This is to certify that Mr./Miss./Mrs. \_\_\_\_\_ studying

\_\_\_\_\_ successfully completed 'Telugu Typing Certificate Course'

Organized by Department of Telugu, S.K.P. Government Degree College, Guntakal, held  
from \_\_\_\_\_ to \_\_\_\_\_.

  
**Coordinator**  
Dept. Of Telugu  
S.K.P. GOVT. COLLEGE  
GUNTAKAL - 515803

  
**Principal**  
PRINCIPAL  
S.K.P. Govt. Degree  
GUNTAKAL

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Certificate course photos



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Certificate course photos





S.K.P. GOVERNMENT DEGREE COLLEGE :: GUNTAKAL

DEPARTMENT OF ECONOMICS

MINUTES OF THE DEPARTMENT MEETING FOR THE CONDUCT OF CERTIFICATE COURSE IN BASICS OF STOCK MARKET BY DEPARTMENT OF ECONOMIC

The Department of Economics, a leader in meeting student needs, has chosen to be a trend-setter for our college's first- and second-year students by introducing a certificate course.

There are many different kinds of stock markets, and this industry offers plenty of options for those wishing to advance their careers or make extra money. Anyone with a trading passion can readily learn about it and succeed. The courses are created in a way that makes learning and developing for everyone really simple. For a better comprehension of the subject, special live question sessions are held in conjunction with both online and offline classroom sessions. The main benefits of taking a stock market course include.

On February 7, 2022, the department of chemistry had a meeting with its staff members at the departmental staffroom. The Principal gives the Department Head the go-ahead to preside over the meeting. The department has decided to provide a certificate programme in BASICS OF STOCK MARKET to our college's first- and second-year degree students.

The 45-day course schedule has been established. Additionally, it is decided to focus on students from rural backgrounds and limit the number of new students to less than 45. After receiving the Principal's approval, a circular informing the students that the Certificate Course classes will be held outside of the schedule of

Date : 02/07/2022



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S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (Dl.)

N. V. Sivakumar  
Incharge  
Dept. of Economics  
Department of Economics  
S.K.P. Govt. Degree College  
GUNTAKAL

S.K.P. GOVERNMENT DEGREE COLLEGE :: GUNTAKAL

DEPARTMENT OF ECONOMICS

PROPOSAL FOR THE INTRODUCTION OF CERTIFICATE COURSE IN BASICS OF STOCK MARKET

Dt : 02/07/2022

From To

The In charge

Department of Economics,

S.K.P. Government College,

Guntakal

The Principal

S.K.P. Government College

Guntakal

Respected Sir,

I would like to forward a proposal to your honour to start an economics certificate programme for our college's first- and second-year B.A. students. Due to the increased public awareness of the stock market, macroeconomics knowledge is essential for all students, not just those studying economics. I beg your permission, Sir, to begin the Department of Economics' Certificate Course in BASIC STOCK MARKET Concepts.

Thanking You Sir.

o Details of the Programme are :

- Program duration : 45 Days
- Timings of the program : 9.00 AM to 10.00AM
- Duration of the program : 07/07/2022to 16/09/2022
- Course fee : -Nil-
- Number of students expected for admission : 45



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N.V. Siva Kumar  
In charge  
Dept of Economics  
S.K.P. Govt. Degree College  
GUNTAKAL



# S.K.P. GOVERNMENT DEGREE COLLEGE :: GUNTAKAL

## DEPARTMENT OF ECONOMICS

CIRCULAR

Dt: 2/07/2022

### INTRODUCTION OF CERTIFICATE COURSE IN BASICS OF STOCK MARKET

This message is intended to advise all first- and second-year B.A. Economics students that the department of economics plans to launch a " CERTIFICATE COURSE IN BASICS STOCK MARKET." The course lasts for 6 weeks/45 days. There is no cost for the course for the students. The Department of Economics will teach the course outside of regular class hours. All interested students must submit their names to the department head. The course will broaden students' understanding of macroeconomics and benefit their economics careers.

GROUP	I YEAR	II YEAR	III YEAR
1. MPC. TM			
2. MPC.EM			
3. BZC			
4. MECS			
5. MPCS			
6. MICRO BIOLOG			
7. BIO CHEMISTRY			
8. B.COM T.M			
9. B.COM E.M			
10. HEP			
11. HPT			
12. HPE			

#### Details of the Programme :

- Program duration : 45 Days
- Timings of the program : 9.00 AM to 10.00AM
- Starting date of the program : 07/07/2022 to 16/09/2022
- Course fee : -Nil-
- Number of students expected for admission : 45
- Copy to Departmental Notice Board
- Copy to College Library Notice Board
- Copy to College Office
- Departmental Copy

*N.V. Sivakumar*  
Incharge  
Dept. of Economics  
S.K.P. Govt Degree College  
GUNTAKAL

S.K.P. GDC, GUNTAKAL Dept: Economics

**PRINCIPAL**  
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GUNTAKAL, Andhra Pradesh (D.R.)



**S.K.P. GOVERNMENT DEGREE COLLEGE Guntakal**

**Ananthapuramu Dist.**

**DEPARTMENT OF ECONOMICS**

**CERTIFICATE COURSE ON "BASIC OF STOCK MARKET"**

**SYLLABUS**

Theory: 40h Course Credit:2

**Unit- I**

**8h**

Primary Market vs Secondary Market Investment in Stock Market - The process to invest Initial Public Offering (IPO) How the Indian stock market works Economic and Industry Analysis Technical Analysis Company Analysis Interpretation of Financial Statements Cash Flow Analysis and Valuation of Equity Demat and Depository Introduction to Mutual Funds Insurance Mutual Funds.

**Unit II**

**8h**

Introduction to Derivatives and Futures Introduction to Option Introduction to Commodity Market Introduction to Currency Market Introduction to Technical Analysis Types of Charts Implementing Chart and Candlestick Patterns Trend analysis Technical theories Sentimental Indicators Intermarket Technical Analysis Technical analysis indicators.

**Unit III**

**8h**

Financial Planning Investments Mutual Fund Insurance Initial Public Offering (IPO) Investment Psychology Corporate Actions and Announcements Fundamental Analysis Portfolio Management Investor Types, Delivery and Intraday Trading Equity - Cash and Derivative Market Introduction to Commodity Currency Markets Trading Platform Intro Trading Account and Free Demat Opening.



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*N.V. Jivakumar*  
8h  
Dept of Economics  
S.K.P Govt Degree College  
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Basic of Investment and Investment Environment Risk and Return Instrument of Investment  
Primary Market Secondary Market Market Participants Stock Exchanges in India Security Market  
Indices: Nifty and Sensex Sources of Financial Information.

Unit V

8h

Industry Analysis, Approaches and Economic Scenario Company Analysis Position Statement  
Analysis History, Membership & Organisation Governing body Functions of stock Exchange  
Online trading Role of SEBI Recognized Stock Exchanges in India Derivatives on stocks: Meaning,  
types Patterns of Trading & Settlement Speculations & Its Types Activities of Brokers & Broker  
Charges Settlement Procedure National Securities Depository Ltd Central Securities Depository  
Ltd .



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Dept. of Economics  
S.K.P. Govt. Degree College  
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S.K.P. Government Degree College :: Guntakal

Model Question Paper 2021-2022

Certificate Course on "BASICS OF STOCK MARKET"

Name of the student \_\_\_\_\_ Reg.No \_\_\_\_\_

Time: 2hrs

Max marks: 50

SECTION - A

25X2= 50Marks

Answer any questions. Each question carries TWO marks. 1.

1. What is a Dividend?

Answer: .

2. First Stock Exchange to be recognized by the Indian Government under the Securities Contracts Regulation Act?

Answer:

3. First International Exchange of India?

Answer:

4. What is F&O?

Answer:

5. What is Commodity in Stock Market?

Answer:

6. Asia's Oldest Stock Exchange?

Answer:

7. How many companies are listed on BSE?

Answer:

8. How many Companies are listed on NSE?

Answer:

9. First Dematerialized Electronic Exchange in India?

Answer:

10. Who manages Nifty 50?

Answer:

11. What is Face Value?

S.K.P. Govt Degree College GUNTAKAL Dept: Economics

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Dept of Economics  
S.K.P. Govt Degree College  
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Answer:

12. What is Day Trading?

Answer:

13. What is Long-Term Investing?

Answer:

14. What is PE Ratio?

Answer:

15. What is Debt?

Answer:

16. What is Volatility in the Stock Market?

Answer:

17. What is IRR?

Answer:

18. What are the Major Industries and Sectors in the Indian Stock Market?

Answer:

19. What is CAGR?

Answer:

20. What is Technical Analysis?

Answer:

21. What are Support and Resistance?

Answer:

22. Full-Form of GST?

Answer:

23. What is Candlestick Chart in Trading?

Answer:

24. What is NPA?

Answer:

25. What is Mutual Fund?

Answer:



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Guntakal, Ananthapur

S.K.P. Govt. Degree College, Guntakal, Dept: Economics

N.V. Siva Kumar  
Dept. of Economics  
S.K.P. Govt. Degree College  
GUNTAKAL

## BRIEF REPORT ON THE CONDUCTION OF THE CERTIFICATE COURSE IN "BASICS STOCK MARKET"

By offering a Certificate course in BASICS OF STOCK MARKET for the B.A., the Department of Economics has made a modest start in educating and enriching students with the fundamentals of the stock market. Students in their first and second years in 2021. The 2021-22 academic year will see more of the same drama.

The course began on July 2, 2022, and ended on September 16, 2022. The Certificate course was place in the college from 9:00 AM to 10:00 AM outside of regular college hours and lasted 45 days. Throughout the certificate programme. The course was taught with participation from every member of the department.

Students engaged in the course fully and successfully completed it. The final day of the course includes an examination, and students were given certificates on.



*N.V. Sivakumar*  
In charge  
Dept. of Economics  
S.K.P. Govt Degree College  
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BASICS OF STOCK MARKET

Course Feedback Form 2021-2022

Course Title: \_\_\_\_\_  
Dates: \_\_\_\_\_ Venue: \_\_\_\_\_

Please fill the short questionnaire to make the course better.

Please respond below with 1, 2, 3, 4 or 5, where 1 and 5 are explained.

THE DESIGN OF THE COURSE

- A. Were objectives of the course clear to you? Y ☐ / N ☐
- B. The course contents met with your expectations ☐  
1. Strongly disagree 5. Strongly agree
- C. The lecture sequence was well planned ☐  
1. Strongly disagree 5. Strongly agree
- D. The contents were illustrated with ☐  
1. Too few examples 5. Adequate examples
- E. The level of the course was ☐  
1. Too low 5. Too high
- F. The course contents compared with your expectations ☐  
1. Too theoretical 5. Too empirical
- G. The course exposed you to new knowledge and practices ☐  
1. Strongly disagree 5. Strongly agree
- H. Will you recommend this course to your colleagues? ☐  
1. Not at all 5. Very strongly

THE CONDUCT OF THE COURSE

- A. The lectures were clear and easy to understand ☐  
1. Strongly disagree 5. Strongly agree
- B. The teaching aids were effectively used ☐  
1. Strongly disagree 5. Strongly agree
- C. The course material handed out was adequate ☐  
1. Strongly disagree 5. Strongly agree
- D. The instructors encouraged interaction and were helpful ☐  
1. Strongly disagree 5. Strongly agree
- E. Were objectives of the course realized? Y ☐ / N ☐



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Dept. of Economics  
S.K.P. Govt. Degree College  
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F. Please give overall rating of the course

90% - 100% ( )  
80% - 90% ( )  
70% - 80% ( )

60% - 70% ( )  
50% - 60% ( )  
below 50% ( )



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Dept. of Economics  
S.K.P. Govt. Degree College  
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# S.K.P GOVERNMENT DEGREE COLLEGE, GUNTAKAL

## DEPARTMENT OF ECONOMICS

### FEEDBACK ANALYSIS OF STUDENTS

We have gathered curricular feedback from first-year, second-year, and academic year 2021-2022 students. the evaluation of the comments and ideas made by the students.

#### Student recommendations:

- 1.A small number of students believed that the curriculum should focus more on competitive tests like the UPSC and APPSC.
2. A small number of students stated that the curriculum, particularly in the scientific faculty, should still take a more practical approach.
3. A small number of pupils argued that classrooms should be smarter.

The chart gives a full account of the issues raised by students in 2019-2020 and the institution's response to those issues.

The graph shows the frequent answers of the students in a Different bar diagram.

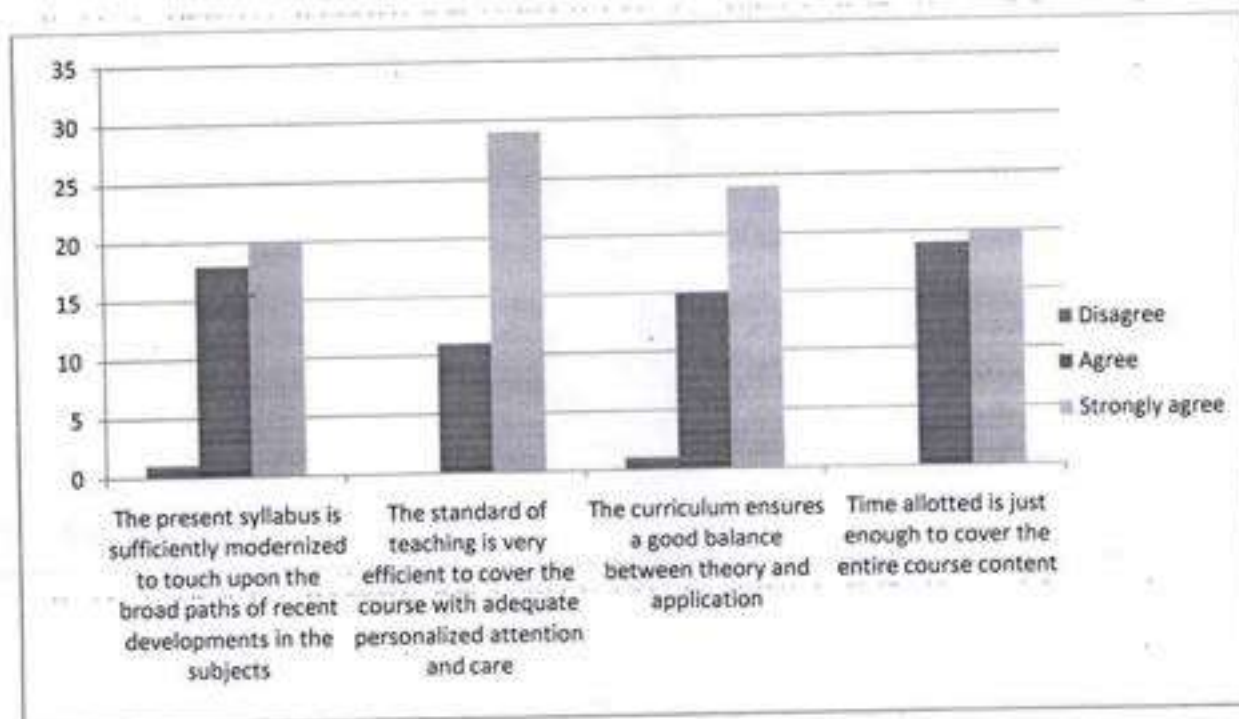
	components	1 (Strongly Disagree)	2 Disagree	3 Undecided	4 Agree	5 Strongly agree
1	The present syllabus is sufficiently modernized to touch upon the broad paths of recent developments in the subjects		1		17	23
2	The standard of teaching is very efficient to cover the course with adequate personalized attention and care				11	29
3	The curriculum ensures a good balance between theory and application			1	15	24
4	Time allotted is just enough to cover the entire course content				19	21



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S.K.P.GDC, GUNTAKAL, Dept. Economics

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Dept. of Economics  
S.K.P Govt Degree College  
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Signature of the principal

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GUNTAKAL, Ananthapuramu (DL)

*N.V. Sankar*  
In charge

Dept. of Economics  
Department of Economics  
S.K.P. Govt. Degree College  
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**BASICS OF STOCK MARKET CERTIFICATE COURSE 2021-2022**



**BSE STOCK BROKER AWARENESS OF THE STOCK MARKET**



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Dept. of Economics, S.K.P. Govt. College, Guntakal

*N.V. Siva Kumar*  
Dept. of Economics  
S.K.P. Govt Degree College  
**GUNTAKAL**



LIST OF THE STUDENTS ENROLLED FOR THE CERTIFICATE COURSE IN BASICS OF STOCK MARKET 2021-2022

S/no	Reg. No	Name of the students	Signature of the students
1	2142015036001	B.SAIKUMAR	B. Sai Kumar
2	2142015036004	C.KALYAN	
3	2142015036005	D.NARENDRA	D. narendra
4	2142015036006	D.VARYN RAM	D. Varyn Ram
5	2142015036013	M.ANJINAIK	M. Anji Naik
6	2142015036014	M.MOHAN NAIK	M. Mohan Naik
7	2142015036017	N.VISWANATH	N. Viswanath
8	2142015036019	N.RAJASEKHAR	N. Raja Shekhar
9	2142015036020	P.KRISHNA MURTHY	P. Krishna Murthy
10	2142015036022	P.RAJAKUMAR	P. Rajakumar
11	2142015036023	R.KISHORE NAIK	R. Kishore Naik
12	2142015036024	S.BABURAO	S. Baburao
13	2142015036025	S.HASEN	S. Hasen
14	2142015036026	S.NAGARAJU NAIK	S. Nagaraju Naik
15	2142015036027	MAHESH NAIK	Maresh. Naik
16	2042015036011	B.YELLAPPA	B. Yellappa
17	2042015036014	D.MANIKANTA	D. Manikanta
18	2042015036015	D VENKATESULU	D. Venkatesulu
19	2042015036016	D.HUSSAIN	D. Hussain
20	2042015036017	D.SHARIF	D. Sharif
21	2042015036018	G.HANUMESH	G. Hanumesh
22	2042015036020	G.ANIL KUMAR	G. Anil Kumar
23	2042015036021	G.VEERENDRA	G. Veerendra
24	2042015036022	J.JAYARAM	J. Jayaram
25	2042015036023	K. DIVAKAR	K. Divakar
26	2042015036024	K.MADHU KUMAR	K. Madhu Kumar
27	2042015036026	M.MAHESH KUMAR	M. Mahesh Kumar
28	2042015036027	M.PREMKUMAR	M. Prem Kumar
29	2042015036028	M.HAREESH	M. Hareesh
30	2042015036029	M.PRAVEENA	M. Praveena
31	2042015036030	M.LAKSHMI NAIK	M. Lakshmi Naik
32	2042015036032	R.SACHIN	R. Sachin
33	2042015036036	T.ERRISWAMY	T. Erriswamy
34	2042015036037	T.M. DURGA PRASAD	T.M. Durga Prasad
35	2042015036003	B.KUBERA	B. Kubera

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N.V. Siva Kumar  
Dept. of Economics  
S.K.P. Govt. Degree College  
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## STUDENTS AWARENESS PROGRAMME IN STOCK MARKET



## B.A HEP I YEAR & II YEAR STUDENTS



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GUNTAKAL, Anantapur District (AP)

Dept. of Economics, SKP Govt. College, Guntakal

*N. V. Siva Kumar*  
Dept. of Economics  
S.K.P Govt Degree College  
GUNTAKAL



**S.K.P GOVERNMENT DEGREE COLLEGE,  
GUNTAKUL**

**CERTIFICATE OF COMPLETION**

This certificate is  
presented to

**BASICS OF STOCK MARKET**

For completing her Certificate Course The department of  
Economics.

form \_\_\_\_\_ to \_\_\_\_\_

Name of the student \_\_\_\_\_

Reg.No \_\_\_\_\_

Signature of the lecturer      Signature of the Principal  
Signature of the coordinate



Principal  
S.K.P. Govt. Degree College  
Dept. of Economics, S.K.P. Govt. College, Guntakal

N.V. [Signature]  
Dept. of Economics  
S.K.P. Govt. Degree College  
GUNTAKAL

SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL

CERTIFICATE COURSE

Academic year: 2021-22



## S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL

### Department Of Commerce

#### Minutes of the Department meeting for the conduct of Certificate Course in Tally

Date: 01.11.2021

The Department of Commerce, a pioneer in meeting the needs of students, has decided to be a trailblazer for our College's graduating students. The job market, particularly in the financial area, has been booming, and fresh graduates with Tally knowledge are in high demand. The Department of Commerce has taken the initiative to conduct a Certificate Course in Tally, with the simple goal of providing necessary hands on knowledge on Tally to outgoing students.

On the 1<sup>st</sup> November, 2021, the Department of Commerce had a meeting with its members on the College premises. The meeting was chaired by the Head of the Department, P Janardhana Sastry, and the lecturers in Commerce TM Madhavaiah Dr G. Pavan Kumar are present. The Department unanimously resolved to organize the Certificate Course in Tally for our College's Degree students under the chairmanship of the Head of Department and under the direction of the principal. It was resolved that the Certificate Course will be held for 45 days. It was also decided to focus more on students from rural backgrounds, and their medium of instruction is Telugu.

1. Sri P Janardhana Sastry, Head of the Department :

2. Sri TM Madhavaiah, Lecturer in Commerce

3. Sri Dr G. Pavan Kumar, Lecturer in Commerce

Department of Commerce  
S.K.P. Govt. Degree College  
GUNTAKAL.



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Ananthapuramu (Dist.)

**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**  
**PROPOSAL FOR THE INTRODUCTION OF CERTIFICATE COURSE IN TALLY**

DATE: 09.11.2021

From  
P Janardhana Sastry  
Lecturer in Commerce,  
Department in charge  
S.K.P. Govt. Degree College  
Guntakal


To  
The Principal,  
S.K.P. Govt. Degree College  
Guntakal,


Respected Sir,

I'd like to make a proposal to you regarding the introduction of a Tally Certificate Course for our College's final year degree students. The Department of Commerce has been increasingly aware of the requirements of departing students. From the lowest to the greatest levels of employment, Knowledge in Tally has become the important factor for the commerce students. With all of these considerations in mind, the Department of commerce would like to launch the course.

The details of the program are:

- |                                           |                                  |
|-------------------------------------------|----------------------------------|
| 1. Name of the proposed program           | : Tally                          |
| 2. Duration and timings of the program    | : 45 days; 09 am to 10:00am      |
| 3. Start date of the program              | : 10 <sup>th</sup> November 2021 |
| 4. Course fee                             | : Nil                            |
| 5. No. of students expected for admission | : 45                             |

  
Yours faithfully  
Department of Commerce  
S.K.P. Govt. Degree College  
Head of Department in charge (commerce)  
GUNTAKAL.

  
**PRINCIPAL**  
S.K.P. Govt. Degree College  
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Anantapur (Dist.)



**S.K.P. Government DEGREE COLLEGE, GUNTAKAL.**

**DEPARTMENT OF COMMERCE**

**Circular**

Date: 06-11-2021

All the B.Com students are hereby informed that the Department of Commerce is going to start a certificate course in 'Tally'. The duration of the course is 45 days. Students need not pay any fee for the course. The classes will commence from 10-11-2021. Interested students are required to register their names in the commerce Department. After successful completion of the course certificate will be provided to the students.

  
Department of Commerce  
S.K.P. GOVERNMENT COLLEGE  
Coordinator  
GUNTAKAL-515 801

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Copy for Circulation among the Students

  
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## syllabus

**Accounting** – It is the most important feature of Tally ERP. the very first thing that comes to anyone's mind after listening about Tally is Accounting.

**Billing** – Billing is a significant part of any business. As and when you pass an accounting entry synchronously a bill is generated which you can use for raising or sending an invoice. Most people believe that Billing is a part of Accounting which is not true when it comes to business. Billing Option present in Tally eliminates the task of entering separate accounting.

**Payroll** – This feature can be used when you have a good number of employees. To maintain Payroll in Tally, functions such as employee groups, employee categories, pay heads, attendance, and course employees are used.

**Banking** – In this era of digitalization, no business can survive without Banking. With the help of Tally ERP, TDS GST both direct and indirect tax can be calculated automatically and its returns will be also be filed online.

**Taxation** – For any business to survive it shouldn't operate in isolation. The Business should work in cooperation with State as well as Central Government by paying appropriate Taxes. Calculation of Taxes based on the income, sale, and dispatch is quite hectic. Tally makes it easy for you to prepare any bill or invoice as it can give VAT, Income Tax, Excise, Customs, Service tax, etc.

**Inventory** – Maintenance of Stock is of utmost importance for any business. It's vital as it gives better control over business sales. Thus, the movement of stock is an integral part that can be kept in control.

  
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**Model question paper (2021-22)**

**Tally certificate course**

**Time 01:30**

**Maximum marks :50**


**Each question carries 8 marks (8\*5)**

1. Mention what features are available in Tally ERP.
2. Explain what is tally and where it can be used?
3. Mention what are the types of ledgers you can make in Tally ERP.
4. Mention what is short cut to repeat the narration.
5. Mention the types of Tally ERP vouchers also give the short cut for creating these vouchers.


**Each question carries one mark (1\*10)**


1. \_\_\_\_\_ is the shortcut to reversing journal from Accounting Vouchers in Tally.  
(A) F10  
(B) Ctrl+F10  
(C) Alt+I  
(D) Alt+V
2. \_\_\_\_\_ denotes reduction in money or increase in liability.  
(A) Accounting  
(B) Contra  
(C) Cash  
(D) Inventory
3. Which shortcut key is pressed to go to company Info. Menu from Gateway of Tally?  
(A) Alt+F1  
(B) Alt+F2  
(C) Alt+F3  
(D) Alt+F4
4. Which menu is used to create new ledgers, groups and voucher types in Tally?  
(A) Masters  
(B) Import  
(C) Reports  
(D) Transactions

  
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5. Which shortcut key is used in companyFeatures screen to use Inventory Features in Tally?
- (A) F1
  - (B) F2
  - (C) F3
  - (D) F4
6. A **Debit note** is a statement sent to the \_\_\_\_\_ by the \_\_\_\_\_
- (A) Buyer, seller
  - (B) Seller, buyer
  - (C) Creditor, seller
  - (D) Customer, seller
7. \_\_\_\_\_ is the shortcut for sales order in Tally.
- (A) F8
  - (B) F9
  - (C) Alt+F4
  - (D) Alt+F5
8. In taxation, TCS stands for
- (A) Tariff Collected at Station
  - (B) Tax Combined at Source
  - (C) Tax Collected at Source
  - (D) Tax Creation at Source
9. \_\_\_\_\_ is the shortcut to rejection in from inventory Vouchers in Tally.
- (A) Alt+F4
  - (B) Alt+F5
  - (C) Alt+F7
  - (D) Alt+F9
10. Can we allow Expenses/Fixed Assets in Purchase vouchers?
- (A) Yes
  - (B) No
  - (C) Wrong Question
  - (D) Both a and b

  
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**SKP Government Degree College, Guntakal**  
**Students list registered for Tally certification course 2021-22**

S.no	Roll numbers	Name of the students
1	200155053	BUSENE BOYA MANOJ KUMAR
2	200155016	SAJJANULA GANDLA MAHESH
3	200155075	SOMGUNDU RAMANJINEYULU
4	200155076	SUNKARI EDIGA VENKATA RAMUDU
5	200155042	BARIKE VANNUR SWAMY
6	200155074	RAMAGALLU RAVIKUMAR
7	200155015	MUDAVATH LOKESH NAIK
8	200155072	NALUGULA PURUSHOTHAM
9	200155066	MANIKYAM ASWANI
10	200155067	MASILETI JANARDHANA
11	200155068	METTA VIJAYKUMAR
12	200155003	S.MD. GHOUSE ANEES
13	200155013	KOLAGANI BALAJI
14	200155014	MIDDE NAVEEN
15	200155069	MOLAGAVALLI LATHA
16	200155045	BOGGURU GANESH
17	200155010	EMMADI BHARGAV
18	200155017	SHAIK SHASHAVALI
19	200155018	URAVAKONDA JAGANNATH
20	200155041	AYYAVALLA NARASIMHULU
21	200155043	BESTHA ARAVIND
22	200155044	BODUGULA MAHENDRA
23	200155011	GANTLA NAGARAJU
24	200155060	GADDALA SANNITH
25	200155007	BASINENI HARI KRISHNA
26	200155131	SHAIK AKHIL
27	200155101	DEVARINTI MAHAMMAD RAFI
28	200155102	DODDI GANGADHAR
29	200155103	SHAIK SHAHID AFRID
30	200155104	SHAIK SHAJAHAN
31	200155105	ALUVALA SAINATH GUPTA
32	200155106	ARIKERI PAVAN KUMAR
33	200155107	BANTANAHAL NARASIMHULU
34	200155108	BESTHA KIRAN
35	200155109	BHAVANASI VAMSINATH
36	200155110	BONIGALA BHUVANESWARI
37	200155111	BOYA CHANDRA SEKHAR
38	200155112	BOYA SAI SANDYA RANI
39	200155113	BOYA SAI SHIREESHA
40	200155114	BURUJULA PAVANKALYAN
41	200155115	CHAKALI SUMALATHA
42	200155116	DEVARAPALLI SREENIVASULU
43	200155117	DODDI ARUN KUMAR
44	200155118	DURGAMMAGARI VENKATESH
45	200155119	EDIGA DEVENDRA GOWD

  
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# SKP Government Degree College, Guntakal

## Attendance sheet certificate programme -2021-22

S.no	Roll numbers	Name of the students	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1	200155053	BUSENE BOYA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	200155016	MANOJ KUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	200155075	SAJJANULA MAHESH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	200155076	SOMGUNDU RAMANJINEYULU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	200155042	SUNKARI EDIGA RAMUDU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6	200155074	VANNUR SWAMY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	200155015	R RAVIKUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	200155072	MUDAVATH LOKESH NAIK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	200155066	NALUGULA PURUSHOTHAM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	200155067	M ASWANI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	200155068	MASILETTI JANARDHANA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	200155003	M VIJAYKUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	200155013	S.MD. GHOUSE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	200155014	K BALAJI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	200155069	MIDDE NAVEEN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	200155045	M LATHA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	200155010	B GANESH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	200155017	E BHARGAV	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	200155018	S SHASHAVALI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	200155041	U JAGANNATH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21	200155043	A NARASIMHULU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
		BARAVIND	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

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**SKP Government Degree College, Guntakal**  
**Attendance sheet certificate programme -2021-22**

S.no	Roll numbers	Name of the students	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
1	200155053	BUSENE BOYA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	200155016	MANOJ KUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	200155075	SAJJANULA MAHESH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	200155076	SOMGUNDU RAMANJINEYULU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	200155042	SUNKARI EDIGA RAMUDU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6	200155074	VANNUR SWAMY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	200155075	R RAVIKUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	200155072	MUDAVATH LOKESH NAIK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	200155066	NALUGULA PURUSHOTHAM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	200155067	M ASWANI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	200155068	MASILETTI JANARDHANA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	200155003	M VIJAYKUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	200155013	S.MD. GHOUSE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	200155014	K BALAJI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	200155069	MIDDE NAVEEN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	200155045	M LATHA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	200155010	B GANESH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	200155017	E BHARGAV	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	200155018	S SHASHAVALI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	200155041	U JAGANNATH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21	200155043	A NARASIMHULU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22	200155043	BARAVIND	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

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**S.K.P. GOVT. DEGREE COLLEGE**

**GUNTAKAL, ANANTAPURAM-515803, A.P.**

AFFILIATED TO SRI KRISHNADEVARAYA UNIVERSITY (SKU) ANANTHAPURAMU

RE-ACCREDITED BY NAAC WITH 'B' GRADE-CGPA - '2.76'



## **Department of Commerce**

# **Certificate of Participation**

This is to Certify that **Mr./Miss./Mrs.** \_\_\_\_\_

studying \_\_\_\_\_ bearing Hall Ticket No. \_\_\_\_\_

successfully completed 'Tally Certificate Course' Organized by Department of  
Commerce, S.K.P. Government Degree College, Guntakal, held from 10\11\2021 to  
30\12\2021.

  
Department of Commerce  
**Coordinator**  
S.K.P. Govt. Degree College  
GUNTAKAL

  
**PRINCIPAL**  
S.K.P. Govt. Degree College  
**Principal**  
Anantapur (Dist.)

**S.K.P. Government Degree College, Guntakal**  
**Department of Commerce**  
**Final Report of Certification Course in commerce 2021-22**

Department of Commerce, under the guidance of the Principal Dr. K Ganeswar, came up with idea of Tally for the students of the College. The Department of commerce has made a humble beginning to impart and enrich the students with hands on tally by conducting a certificate course in Tally for the duration of 45 days.

As it was resolved earlier, the main thrust of the course was to inculcate knowledge in Tally for the out-going students. The basic structure of the course is prepared keeping in view the needs of the final year students. The said Course was started on 10.11.2021 and completed on 30.12.2021.


The response from the students was overwhelming. In its introductory session the Seminar Hall was jam-packed and students enthusiastically wanted to be the part of it. Dr. K. Ganeswar, the principal, addressed the students intimating them about the importance of Technology in social and corporate realms.

He also appreciated the effort of commerce Department and congratulated Sri P Janardhan Sastry, HOD, Commerce Department, who was the guiding force behind the entire course. The number of students attended the Course was good. 45 Students regularly attended the Classes conducted from 2.30 P M to 4.00 PM.

The sessions were interactive, informative and interesting. The usage of hands on, videos, hand-outs, seminars, quiz's, suggestive books and interesting worksheets helped the students to grasp the tips to learn and understand Tally.

There were brain-storming sessions, debates, group activities and impromptu presentations which enhanced the confidence level of the students. The Course ran its entire course of 45 days and also took informal inputs from the students for making the course better next time.

  
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After the successful completion of the said Certificate course, a valedictory function was held on 30<sup>th</sup> December 2021. The Principal of the College, Sri Dr K. Gnaneswar, graced the occasion. The meeting was presided over by the HOD (Commerce),

Sri P Janardhan Sastry. In his opening remarks, the Head of the Department explained the need and necessity of introducing the Certificate course. The Principal advised the students to make use of the in-puts given by the Department of commerce. Certificates were distributed to the all 45 students. At the end of program Sri G. Pavan Kumar, Lecturer in commerce, proposed the vote of thanks.



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**SKP Government Degree College, Guntakal**  
**Tally Certificate Course Feed Back (2021-22)**  
**Participants Feedback Form**

**Instructions:** Please indicate your level of agreement with the statements listed below.

S.No	Particulars	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	The objectives of the training were clearly defined.					
2	Participation and interaction were encouraged					
3	The topics covered were relevant to me.					
4	The content was organized and easy to follow.					
5	The materials distributed were helpful.					
6	This training experience will be useful in my work.					
7	The trainer was knowledgeable about the training topics.					
8	The trainer was well prepared.					
9	The training objectives were met.					
10	The time allotted for the training was sufficient.					
11	The meeting room and facilities were adequate and comfortable.					

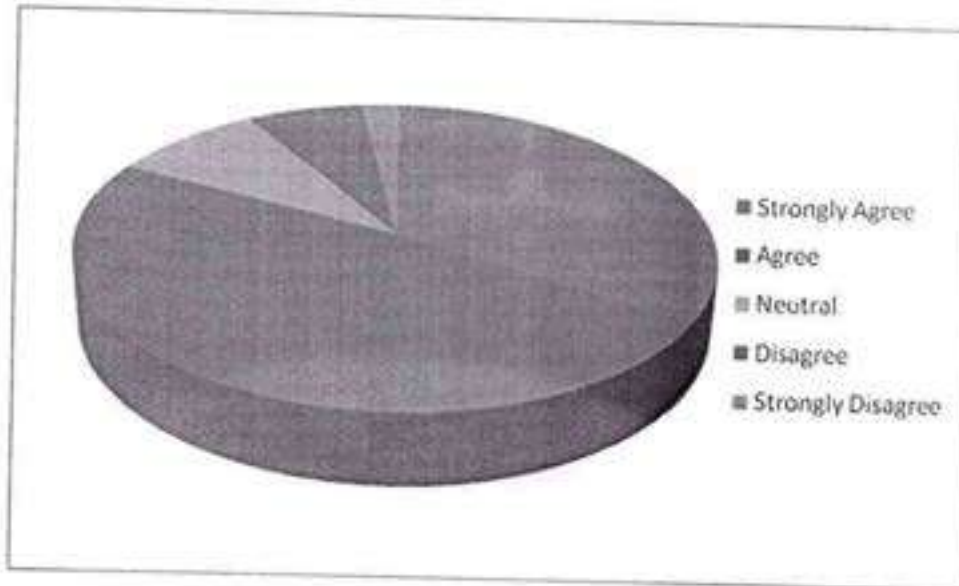
  
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### Feedback Analysis

Particulars	Respondents	Percentage
Strongly Agree	15	33.33
Agree	22	49.00
Neutral	4	8.80
Disagree	3	6.67
Strongly Disagree	1	2.20
Total	45	



Forty nine percent of students agreed certificate course is helpful to them followed by thirty three percent strongly agree course is beneficial to them. Approximately nine percent are neutral followed by seven percent are disagree and two percent are strongly disagree.

  
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**SKP Government Degree College, Guntakal**

**Certificate course -2021-22**



*Signature*

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S.K.P. Govt. Degree College  
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**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**DEPARTMENT OF MATHEMATICS**

**MINUTES OF DEPARTMENTAL MEETING FOR THE CONDUCT OF CERTIFICATE COURSE**

**2021-2022**

The mathematics department has emerged as a resource for students seeking to improve their mathematical abilities. As another step toward advancing the careers of final-year B.Sc students, the department has decided to offer a certificate course in mathematics.

In today's competitive job market, young graduates with strong logical reasoning and analytical abilities are in high demand. The mathematics department has taken the initiative to provide necessary mathematical skills to outgoing students. On December 14, 2021, the department met with department employees at the institution.

Under the direction of the principal, the department unanimously resolves to hold a certificate course in mathematics for our college's outgoing final year degree students for a period of 40 days. The meeting was attended by the department chair, Sri. K. Anjaneyulu, as well as faculty members Sri. D. Hussainaiah and Kum. J. Devi.

Sri. K. Anjaneyulu (Incharge) : *K. Anjaneyulu*

Sri. D. Hussainaiah, (Faculty) :

Kum. J. Devi, (Faculty) : *J. Devi*



*[Signature]*  
**PRINCIPAL**  
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GUNTAKAL, Ananthapuram (A.P.)

**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**DEPARTMENT OF MATHEMATICS**

**PROPOSAL FOR THE INTRODUCTION OF CERTIFICATE COURSE**

Date : 17/12/2021

**2021-2022**

From,

K Anjaneyulu (Incharge)

SKP Government degree college,  
Guntakal

Respected Sir,

To,

The principal

SKP Government degree college,  
Guntakal

I would like to propose that final-year degree students at our college take a mathematics certificate course. The mathematics department is acutely aware of the rising number of departing students' demands. Students must improve their logical thinking and reasoning skills in order to be hired because mathematics has become the gateway to all types of employment. The mathematics department would like to offer the course while keeping all of these factors in mind.

The details of the programme are :

- 1) Name of the proposed programme : Arithmetic & Logical Reasoning
- 2) Duration and timing of the programme : 40 Days & 3PM - 4PM
- 3) Start date of the programme : 22/12/2021
- 4) End date of the programme : 29/01/2022
- 5) Course fee : Nil
- 6) No.of students expected for admissions : 30



*K. Anjaneyulu*  
Yours faithfully

Lecturer in Mathematics  
S.K.P. Govt. Degree College  
Guntakal

PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapur District



**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**DEPARTMENT OF MATHEMATICS**

**CIRCULAR**

21/12/2021

This is to inform all final-year degree students that the mathematics department plans to begin a certificate course in " Arithmetic and Logical Reasoning ". The course will last 30 days. Students are not required to pay a course fee. The first day of classes will be December 27, 2021. Students who want to participate must submit their names to Sri. D Hussainaiah, a mathematics lecturer, by December 22nd, 2021.

*K. Anjaneyulu*  
Incharge

Dept of Mathematics  
Lecturer in Mathematics  
S.K.P. Govt. Degree College  
Guntakal

Co-ordinator

Copy to the library notice board

Copy to the notice board

Copy for circulation among the students



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GUNTAKAL, Ananthapuramu (Dt.)

**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**DEPARTMENT OF MATHEMATICS**

**FINAL REPORT OF CERTIFICATE PROGRAMME**

**(2021 - 2022)**

The department of mathematics has made a modest start in imparting and enriching mathematical students by holding a certificate course for 30 days titled " Arithmetic & Logical Reasoning ". The certificate programme began on December 27, 2021 and ended on January 27, 2022. Only a few students enrolled because it was the first of its kind at the college. 26 students attended classes on a regular basis from 3:00 to 4:00 p.m. On January 28, 2022, there was a farewell ceremony. The principal, Dr. K Gnaneswar, presided over the meeting. In his opening remarks, Sri. K Anjaneyulu explained the importance and necessity of introducing the certificate course and advised students to use the inputs provided by the department of mathematics. Certificates were given to all 26 students. Sri. D Hussainaiah, a mathematics lecturer, proposes the vote of thanks.

Principal  
PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (Dt.)







# S.K.P. GOVERNMENT DEGREE COLLEGE::GUNTAKAL

## DEPARTMENT OF MATHEMATICS CERTIFICATE COURSE STUDENT LIST

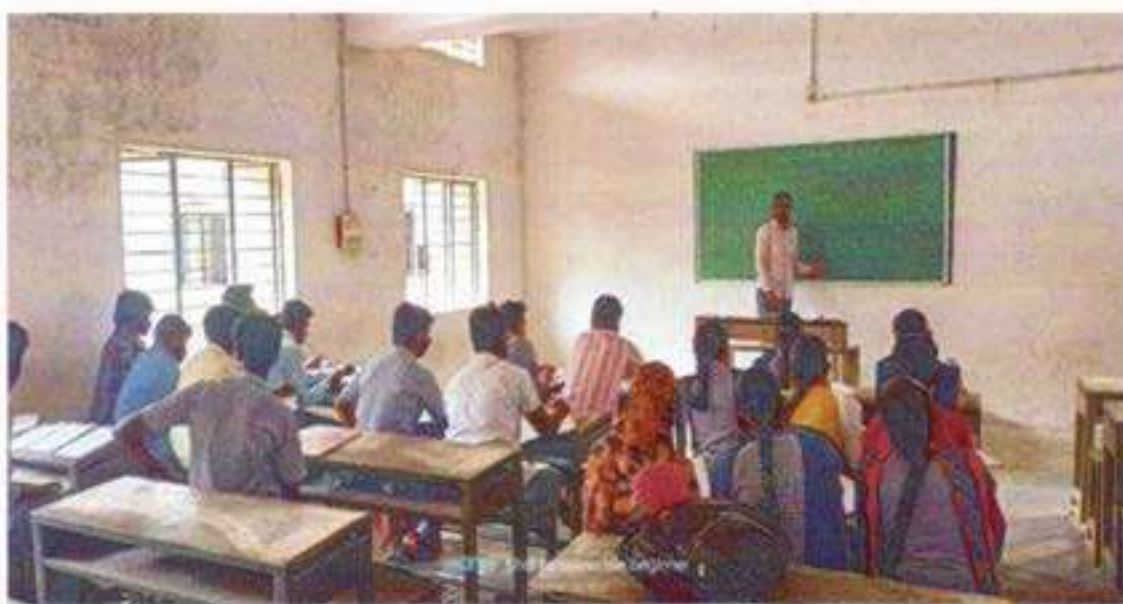
2021-2022

S.No	Name of the student	University Reg. No.	Signature
1	D.HAJIVALI	200151001	D. HAJIVALI
2	K.GANESH	200151002	K. Ganesh
3	SHAIK APSANA	200151003	S. Apsana
4	B.PRAMILA	200151005	B. Pramila
5	B.SRAVANI	200151006	B. Sravani
6	C.VENKATESH	200151007	C. Venkatesh
7	H.INDU	200151010	H. Indu
8	B.LAVANYA	200151011	H. Indu
9	M.PAVAN	200151012	M. Pavan
10	M.HARIKRISHNA	200151013	M. harikrishna
11	V.BABU NAIK	200151020	V. Babu Naik
12	V.RAJESH NAIK	200151021	Nagaveni
13	S.NAGAVENI	200151252	S. nagaveni
14	B.SHYAM KUMAR	200151255	S. kumar
15	LSRI BHARATHI	200151257	Bharathi
16	B.DILEEP	200151258	B. Dileep
17	T.THARAKARAM	200151259	Tharakaram
18	M.BLESSY	200151262	M. Blessy
19	S.MADHU	200151263	S. Madhu
20	B.CHANDRAKALA	200153121	chandrakala
21	G.RAJANI	200153128	G. Rajani
22	K.MAHESH	200153134	K. Mahesh
23	P.BABY	200153141	P. Baby
24	K.HARIPRASAD	200153143	Baby
25	A.KRISHNA NAIK	200153144	A. Krishna Naik
26	R.SAMPATHKUMAR NAIK	200153146	krishna
27	V.SAI HARSHITHA	200153150	V. Saitharshitha
28	D.KRISHNAMURTHY	200153014	Krishnamurthy
29	K.SIVA	200153021	K. Siva
30	K.GADHILINGA	200153023	K. Gadhilinga



*K. Anjaneyulu*  
PRINCIPAL  
S.K.P. Govt. Degree College Lecturer in Mathematics  
GUNTAKAL, Ananthapuramu S.K.P. Govt. Degree College  
Guntakal

PHOTOGRAPHS : 2021-2022



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# SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL

## Certificate Course Attendance Sheet 2021-22

S.No	Name of the student	University Reg. No.	Dec-22												Jan-22																	
			22	23	24	25	27	28	29	30	31	1	2	4	5	6	7	8	11	15	16	17	18	20	21	22	23	24	25	27	28	29
1	D.HAJIVALI	200151001	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
2	K.GANESH	200151002	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
3	SHAIK APSANA	200151003	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
4	B.PRAMILA	200151005	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
5	B.SRAVANI	200151006	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
6	C.VENKATESH	200151007	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
7	HJINDU	200151010	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
8	B.LAVANYA	200151011	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
9	M.PAVAN	200151012	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10	M.HARIKRISHNA	200151013	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
11	V.BABU NAIK	200151020	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
12	V.RAJESH NAIK	200151021	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
13	S.NAGAVENI	200151252	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
14	B.SHYAM KUMAR	200151255	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
15	I.SRI BHARATHI	200151257	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
16	B.DILEEP	200151258	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
17	T.THARAKARAM	200151259	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
18	M.BLESSY	200151262	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
19	S.MADHU	200151263	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
20	B.CHANDRAKALA	200153121	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
21	G.RAJANI	200153128	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
22	K.MAHESH	200153134	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
23	P.BABY	200153141	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
24	K.HARIPRASAD	200153143	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
25	A.KRISHNA NAIK	200153144	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
26	R.SAMPATHKUMAR NAIK	200153146	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
27	V.SAI HARSHITHA	200153150	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
28	D.KRISHNAMURTHY	200153014	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
29	K.SIVA	200153021	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
30	K.GADHILINGA	200153023	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/



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Noted: All students must attend the college regularly. If any student is absent for more than 10 days, the college management will take appropriate action.

# SKP GOVERNMENT DEGREE COLLEGE

## GUNTAKAL

### DEPARTMENT OF MATHEMATICS

#### FEEDBACK ON CERTIFICATE COURSE

#### TOPICS : ARITHMETICS & LOGICAL REASONING

2021-2022

( PLEASE TICK ( ✓ ) ON ANY ONE OF THE FOLLOWING )

1. How do you rate the quality of teaching in the Certificate Course.  
 a) Excellent                      b) Good                      c) Average                      d) Poor
2. How is the syllabus appropriate in covering the course.  
 a) Excellent                      b) Good                      c) Average                      d) Poor
3. Whether the certificate on Arithmetics & Logical Reasoning is useful to you  
 a) Excellent                      b) Good                      c) Average                      d) Poor
4. How do you rate the overall certificate course.  
 a) Excellent                      b) Good                      c) Average                      d) Poor
5. Is the timing of conduct of classes to your satisfaction.  
 a) Excellent                      b) Good                      c) Average                      d) Poor

Comments & Suggestions :



Signature of the Student

( )

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 GUNTAKAL, Ananthapuram (D.S.)



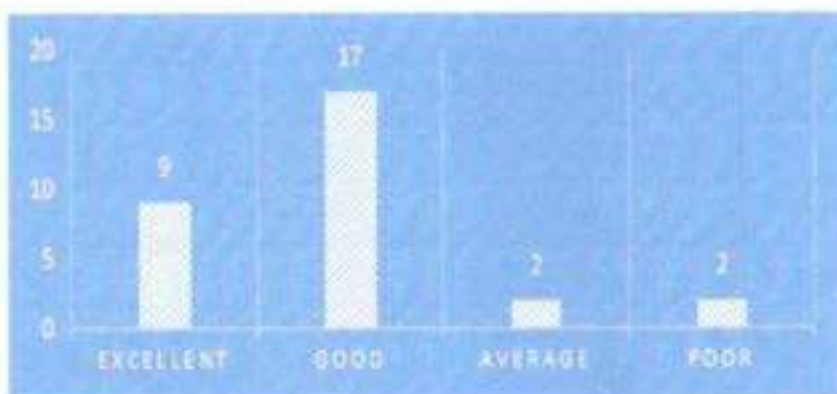
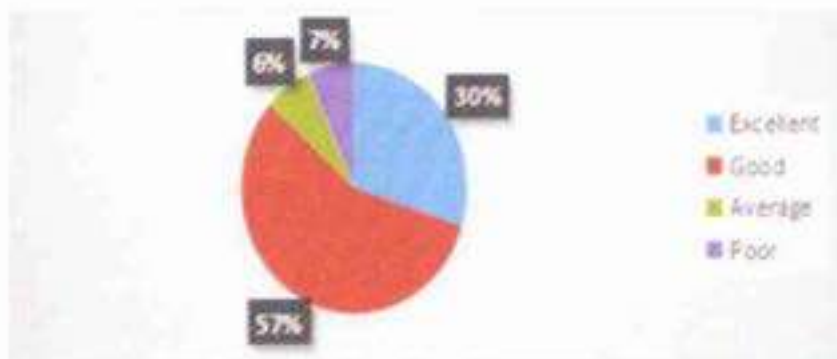
# SKP GOVERNMENT DEGREE COLLEGE: GUNTAKAL

Certificate Course (2021-22)

Department of Mathematics

Participants Feedback Form

Total Students	30
Excellent	9
Good	17
Average	2
Poor	2



  
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Guntakal, Ananthapuram-515101

Minutes of Department meeting for conduct of Certificate Course in "Electrical Appliances"

The Department of Physics a pioneer in catering to the needs of students, has decided to enrich the students with technical skills. The job market and Industry need skilled graduates. It is learnt that most of the students are rich in theoretical knowledge and very poor in practical skills. Hence to impart practical experience and skills the department has initiated this activity.

The Department of Physics has convened a meeting with the members on 2-12-2021 in the departmental staff room. The meeting was chaired by lecturer in charge Sri M. Obulesu and Sri A. Ravi Sankar Sarma, lecturer in Physics and Smt. S. Pavani, lecturer in Physics were also present. By the direction of our principal, the department unanimously resolved to conduct the Certificate course in Electrical Appliances, for the B.Com students. It is also resolved to conduct the course for 50 hours for duration of 30 days. It is also resolved to arrange technical experts from neighboring professional colleges and more stress on imparting practical skills than to theoretical concepts.

- 1 Sri M. Obulesu, Lecturer in Charge of the Department *M. Obulesu*
2. Sri A. Ravi Sankar Sarma, Lecturer in Physics *A. Ravi Sankar Sarma*
3. Smt S. Pavani, Lecturer in Physics *S. Pavani*

  
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S.K.P GOVT DEGREE COLLEGE, GUNTAKAL  
PROPOSAL FOR INTRODUCTION OF CERTIFICATE COURSE IN  
ELECTRICAL APPLIANCES

From  
A Ravisankar Sarma  
Lecturer in Physics  
S.K.P Govt.Degree College

To  
The Principal  
S.K.P Govt Degree College  
GUNTAKAL

Sir,

The department of Physics proposed to introduce a certificate course in "Electrical Appliances" for final year Physics of our college students. Our Physics department is very much cognizant of growing needs of the outgoing students to gain earning skills in servicing of electrical appliances will be a boon to young graduates to get employment in the industry and also promotes self employment. Keeping all these aspects in view our department would like to start the above said course.

The details of the programme are as detailed below

1. Name of the proposed programme :	Electrical Appliances
2. Duration and timings of the programme	50 hours and 3PM - 4.30PM
3. Proposed date of commencement	06-12-2021
4. Course fee	Nil
5. Number of students expected to join the course	30

Yours faithfully

  
A Ravisankar Sarma

  
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GUNTAKAL, Ananthapuramu (Dt.)

S.K.P GOVT DEGREE COLLEGE, GUNTAKAL  
DEPARTMENT OF PHYSICS  
CIRCULAR

Date 04-12-2021

This is to inform all the Physics students of final year that Department of Physics proposes to start a certificate course in "**Electrical Appliances**". The duration of the course is 40 days. Students need not pay any fee for the course. The course commences from 06-12-2021. Interested students can register their names to Sri A. Ravi Sankar Sarma lecturer in Physics and the course co-ordinator

*A. Ravi Sankar Sarma*  
co-coordinator

*[Signature]*  
Principal

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Copy circulated to all I and II B.Com students

Copy to notice board

Copy to file



## **SYLLABUS**

### **UNIT-I**

Voltage, Current, Resistance, Capacitance, Inductance, Electrical conductors and Insulators, Ohm's law, Series and parallel combinations of resistors, Galvanometer, Ammeter, Voltmeter, Multimeter, Transformers, Electrical energy, Power, Kilowatt hour (kWh), consumption of electrical power

### **UNIT-II**

Direct current and alternating current, RMS and peak values, Power factor, Single phase and three phase connections , Basics of House wiring , Star and delta connection , Electric shock, First aid for electric shock, Overloading , Earthing and its necessity, Short circuiting , Fuses , MCB , ELCB, Insulation, Inverter, UPS

### **UNIT-III**

Principles of working, parts and servicing of Electric fan, Electric Iron box, Water heater; Induction heater, Microwave oven; Refrigerator, Concept of illumination, Electric bulbs, CFL, LED lights, Energy efficiency in electrical appliances, IS codes & IE codes.

  
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**S.K.P GOVT. DEGREE COLLEGE, GUNTAKAL**  
**DEPARTMENT OF PHYSICS**  
**STUDENTS LIST OF CERTIFICATE COURSE**  
**2021-2022**

S.No	Name of the student	Hall Ticket No	Signature
1	Boya Ganesh	2142015640001	Boya Ganesh
2	Boya Nithin	2142015640002	Boya Nithin
3	Chaganti Bala krishna	2142015640003	C. Bala krishna
4	Chakali Karthik	2142015640004	C. Karthik
5	Chireppagari Madhu	2142015640005	C. Madhu
6	Chireppagari Rangaswamy	2142015640006	C. Rangaswamy
7	Devarinti Chandu	2142015640007	D. Chandu
8	G Venkateshulu	2142015640008	G. Venkateshulu
9	Kholla Vidyarani	2142015640009	K. Vidyarani
10	Kottam Baalaji	2142015640011	K. Baalaji
11	Nallabothula Mahesh	2142015640012	N. Mahesh
12	Nese Sandheep	2142015640013	N. Sandheep
13	Olle Kousalya	2142015640014	O. Kousalya
14	Pothula Jaswanth	2142015640016	P. Jaswanth
15	Ramaji Mounika Baby	2142015640017	R. Mounika Baby
16	A Kullaya Swamy	2042015067001	A. Kullaya Swamy
17	Anchi Anil Kumar	2042015067002	A. Anil Kumar
18	Appa Manoj Kumar	2042015067003	A. Manoj Kumar
19	Ardhageri Sukumar	2042015067004	A. Sukumar
20	Baga Obulesu	2042015067005	B. Obulesu
21	B Jagadeesh	2042015067006	B. Jagadeesh
22	Barme Surendra	2042015067007	B. Surendra
23	Billekallu Swetha	2042015067008	B. Swetha
24	Bingi Lingamurthy	2042015067009	B. Lingamurthy
25	Bodicherla Lahari	2042015067010	B. Lahari

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**S.K.P GOVT. DEGREE COLLEGE, GUNTAKAL**  
**DEPARTMENT OF PHYSICS**  
**CERTIFICATE COURSE IN ELECTRICAL APPLIANCES**

ATTENDANCE SHEET FOR THE YEAR 2021-2022

S.No	Name of the student	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	32
1	Boya Ganesh	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
2	Boya Nithin	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
3	Chaganti Bala krishna	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
4	Chakali Karthik	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
5	Chireppagari Madhu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
6	Chireppagari Rangaswamy	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
7	Devarinti Chandu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
8	G Venkateshulu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
9	Kholla Vidyarani	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10	Kottam Baalaji	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
11	Nallabothula Mahesh	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
12	Nese Sandheep	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
13	Olle Kousalya	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
14	Pothula Jaswanth	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
15	Ramoji Mounika Baby	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
16	A Kullaya Swamy	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
17	Anchi Anil Kumar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
18	Appa Manoj Kumar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
19	Ardhageri Sukumar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
20	Baga Obulesu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
21	B Jagadeesh	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
22	Barme Surendra	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
23	Billekallu Swetha	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
24	Bingi Lingamurthy	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
25	Bodicherla Lahari	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

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**GUNTAKAL, Ananthapuram**

## MODEL QUESTION PAPER-1

Time: 1½ hrs (90 Minutes)

Max Marks 50

### SECTION -A

4 X 5 =20 Marks

Answer any four questions. Each answer carries 5 marks  
(At least 1 question should be given from each Unit)

1	Define current and write its importance
2	Write about Voltmeter
3	Explain conversion process of Ammeter
4	What is phase connection?
5	Write star type connection in brief.
6	Explain about Insulators or Insulation.
7	Write about energy efficiencies in Electrical Appliances.
8	Discuss the functions of Induction Heater and its uses

### SECTION B

3x10M = 30 Marks

Answer any three questions. Each answer carries 10 marks  
(At least 1 question should be given from each Unit)

1	What is current? Write about electric current and its importance.
2	What is ohm's law? Explain its role in current electricity.
3	Explain about Direct current(DC) and Alternating current (AC) in detail.
4	What are SRAR , DELTA connections? Explain them in detail.
5	Discuss about the principles, working, parts of an Electric Fan

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S.K.P GOVT. DEGREE COLLEGE , GUNTAKAL

DEPARTMENT OF PHYSICS

FINAL REPORT ON CERTIFICATE COURSE IN ELECTRICAL APPLIANCES

The Department of Physics has made a humble beginning to impart and enrich with practical knowledge on servicing of electrical appliances by conducting a course for duration of 30days. The motto of the course is to impart hands on experience like serving a electric fan electric iron, heater and so on for outgoing students..The course was started On 06-12-2021 and completed on 27-01-2022 .As it is the first of its kind in the college, the number of students enrolled was not encouraging. Only 25 students regularly attended the classes from 3PM to 4.30PM.After successful completion of the course a valedictory function was conducted on 31-01-2022 from 3PM to 4 PM. Our principal Dr K. Gnaneswar graced the occasion. In his opening remarks, Principal insisted the students the need for certificate courses. Our lecturer in charge Sri M. Obulesu , insisted to make use of opportunities and utmost utilization of resources, available to them. Certificates were distributed to the students. Lastly Smt S. Pavani proposed vote of thanks for the programme



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GUNTAKAL, Ananthapuramu (Dt.)

**S.K.P GOVT.DEGREE COLLEGE, GUNTAKAL**  
**CETIFICATE OF COMPLETION**

This is to certify that Sri/Miss/Mrs \_\_\_\_\_

Studying \_\_\_\_\_ successfully completed his/ /her

\_\_\_\_\_ conducted by Department of \_\_\_\_\_

held from \_\_\_\_\_ to \_\_\_\_\_

**Coordinator**


**Dept.Incharge**

  
**Principal**  
**PRINCIPAL**  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (DL)



**S K P Government Degree College, Guntakal**  
**Department of Physics**  
**CERTIFICATE COURSE ON ELECTRICAL APPLIANCES 2021-2022**  
**FEEDBACK FORM**

S.No		Excellent	Good	Average	Poor
1	Presentation by the mentor				
2	Confidence levels of the mentor				
3	Hands on experience by the students				
4	Maintainance of the lab equipment				
5	How is the course material supplied				
6	Average understanding levels of the student				
7	Yours confidence levels after completion of the course				
8	Overall Performance on the course				
9	Do you feel this course to be continued further	Yes/No			
10	Suggestions for improvement				

  
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**S.K.P. Govt. Degree College**  
**GUNTAKAL, Ananthapuramu (DL)**

Sig of the Student

SKP GOVERNMENT DEGREE COLLEGE: GUNTAKAL

Certificate Course (2021-22)

Department of Physics

Participants Feedback Form

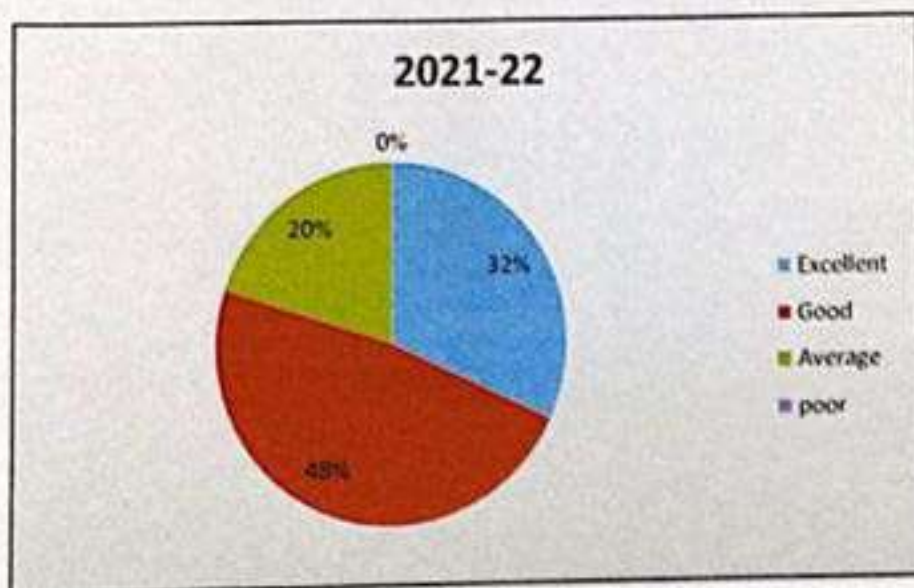
Total Students 25

Excellent 8

Good 12

Average 5

Poor 0



**PRINCIPAL**  
SKP Govt Degree College  
GUNTAKAL, Anaparthi (Dt)



**S.K.P. GOVERNMENT COLLEGE :: Guntakal**

**DEPARTMENT OF CHEMISTRY**

**MINUTES OF THE DEPARTMENT MEETING FOR THE CONDUCT OF  
"CERTIFICATE COURSE IN WATER ANALYSIS"**

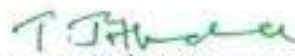
A measurement of the physical, chemical, biological, and microbiological properties of water is referred to as its quality. Monitoring water quality gives empirical data to help with environmental and health decision. The vast number of chemicals used in our daily lives and in commerce that can end up in our waters makes monitoring water quality in the 21st century a rising concern. Fish, insects, and plants are among the aquatic animals that are most directly impacted by poor water quality. Fish, insects, and plants are among the aquatic animals that are most directly impacted by poor water quality. The variety and toughness of creatures residing in the state's waters can be decreased by excessive fertilizers, sediment, road salt, and other pollution. For the survival of the population and the preservation of ecosystem health, monitoring water quality is crucial. It provides a moment in time snapshot of the condition of surface water bodies (weeks, months, and years). Best practices and initiatives are therefore required to monitor and enhance water quality.

Hence, Department of Chemistry has decided to introduce certificate course in Water Analysis to enhance proficiency and practical knowledge in Water Chemistry, with the humble intention of imparting necessary knowledge on water analysis and quality parameters of water to the outgoing students. The Department of Chemistry has conducted a meeting with the members of the department in the Departmental Staffroom on 13/09/2021. The meeting is chaired by the Head of the Department and on the instruction by The Principal. The department has unanimously resolved to conduct certificate course in Water Analysis for the outgoing Final year degree students of our college. The course is designed to be for a duration of 45 days. Further it is resolved to concentrate on students with rural background and total intake of the students shall be 45. After approval by the Principal, the classes of the Certificate Course shall be conducted off the time table of the college.

Date : 13/09/2021



Dept of Chemistry, SKP Govt. College, Guntakal

  
**Dr. T. Jithendra, M.Sc., Ph.D.**  
Incharge  
Lecturer in Chemistry  
Department of Chemistry  
**S.K.P. GOVT. COLLEGE**  
**GUNTAKAL - 515 803**

Incharge  
Department of Chemistry  
S.K.P. Govt. College  
Guntakal, Anantapur (D.A.)

**S.K.P. GOVERNMENT COLLEGE :: Guntakal**

**DEPARTMENT OF CHEMISTRY**

**PROPOSAL FOR THE INTRODUCTION OF CERTIFICATE COURSE IN WATER ANALYSIS**

Dt : 14/09/2021

From  
The Incharge  
Department of Chemistry  
S.K.P. Government College  
Guntakal  
Sir,

To  
The Principal  
S.K.P. Government College  
Guntakal

Sub : Dept of Chemistry- Request permission to conduct Certificate Course in Water Analysis. –  
Request – Reg.

With reference to the above cited Subject and Departmental resolution dated 13/09/2021, to conduct Certificate Course in Water Analysis, I would like to put forth a proposal for your approval and consent to introduce a Certificate course in Chemistry for B.Sc. final year students of our college for 2021-22. It is imperative for the students of Chemistry and in general every student to have awareness on parameters of Water Quality due to increase in awareness of water born diseases.

I request you Sir, to permit us to conduct Certificate Course in Water Analysis in the Dept. of Chemistry.

Thanking You Sir,

**Details of the Programme are :**

- Program duration : 45 Days
- Timings of the program : 4.00 to 5.00 PM
- Starting date of the program : 20/09/2021 to 20/11/2021
- Course fee : -Nil-
- Number of students expected for admission : 45

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GUNTAKAL-515 801.



Dept of Chemistry, SKP Govt. College, Guntakal

*T. Jithendra*  
Incharge  
**Dr. T. Jithendra, M.Sc., Ph.D.**  
Department of Chemistry  
Lecturer in Chemistry  
**S.K.P. GOVT. COLLEGE**  
**GUNTAKAL - 515 803**  
Incharge  
Dept. of Chemistry  
S.K.P. Govt. College  
Guntakal, Anantapur (D.L.)



**S.K.P. GOVERNMENT COLLEGE :: Guntakal**

**DEPARTMENT OF CHEMISTRY**

**CIRCULAR**

**Dt : 15/09/2021**

**INTRODUCTION OF CERTIFICATE COURSE IN WATER ANALYSIS**

This is to inform to All the Final year Degree students of B.Sc. Chemistry, that the Department of Chemistry is offering a "**CERTIFICATE COURSE IN WATER ANALYSIS**". The duration of course is 6 weeks/45 days. There is NO Course Fee and the course is offered as value addition to the Students of Chemistry. The course shall be run by the Department of Chemistry after the college hours. All the interested students are required to give their names to Head of the Department. The Course shall enhance the knowledge of Analytical Chemistry and shall be useful to their Career in Chemistry. Certificate will be awarded to All students who complete the course.

***Details of the Programme are :***

- |                                             |                            |
|---------------------------------------------|----------------------------|
| ➤ Program duration                          | : 45 Days                  |
| ➤ Timings of the program                    | : 4.00 to 5.00 PM          |
| ➤ Starting date of the program              | : 20/09/2021 to 20/11/2021 |
| ➤ Course fee                                | : -Nil-                    |
| ➤ Number of students expected for admission | : 45                       |

- Copy to Departmental Notice Board
- Copy to College Library Notice Board
- Copy to College Office
- Departmental Copy

  
Incharge  
**Dr. T. Jithendra, M.Sc. Ph.D.**  
Department of Chemistry  
**S.K.P. GOVT. COLLEGE**  
**GUNTAKAL -515 803**



Incharge  
Dept. of Chemistry  
S.K.P. Govt. College  
Guntakal, Anantapur (Dl.)

**List of Students enrolled in Certificate Course in Chemistry for 2021-22**

S.N	Name of the Student enrolled	H.T. No	Course	Group Combination
1	B HASEENA	200151251	B.Sc.	Microbiology, Botany, Chemistry
2	J NAGAVENI	200151252	B.Sc.	Microbiology, Botany, Chemistry
3	I SREE BHARATHI	200151257	B.Sc.	Microbiology, Botany, Chemistry
4	Y MADHU	200151263	B.Sc.	Microbiology, Botany, Chemistry
5	D HAJI VALI	200151001	B.Sc.	Botany, Zoology, Chemistry
6	S APSANA	200151003	B.Sc.	Botany, Zoology, Chemistry
7	D USEN BEE	200151008	B.Sc.	Botany, Zoology, Chemistry
8	H INDU	200151010	B.Sc.	Botany, Zoology, Chemistry
9	B GADI LINGA	200151101	B.Sc.	Maths, Physics, Chemistry
10	J VENKANNA	200151106	B.Sc.	Maths, Physics, Chemistry
11	M OBULESHU	200151107	B.Sc.	Maths, Physics, Chemistry
12	N LINGARAJU	200151109	B.Sc.	Maths, Physics, Chemistry
13	R SURENDRA	200151112	B.Sc.	Maths, Physics, Chemistry
14	P RAMYA	200151051	B.Sc.	Maths, Physics, Chemistry
15	P ROOPA	200151052	B.Sc.	Maths, Physics, Chemistry
16	A RAMESH	200151056	B.Sc.	Maths, Physics, Chemistry
17	B HEMAVATHI	200151057	B.Sc.	Maths, Physics, Chemistry
18	B RANGA SWAMI	200151059	B.Sc.	Maths, Physics, Chemistry
19	D BHARATH	200151061	B.Sc.	Maths, Physics, Chemistry
20	G RAHUL DEV	200151062	B.Sc.	Maths, Physics, Chemistry
21	M UPENDRA	200151065	B.Sc.	Maths, Physics, Chemistry
22	M RADHIKA	200151067	B.Sc.	Maths, Physics, Chemistry
23	P NIKHIL	200151069	B.Sc.	Maths, Physics, Chemistry
24	M JHANSI RANI	200151291	B.Sc.	Biochemistry, Zoology, Chemistry
25	B DEV RAJU	200151292	B.Sc.	Biochemistry, Zoology, Chemistry
26	M VAMSI	200151295	B.Sc.	Biochemistry, Zoology, Chemistry
27	M PUSHPA SAI	200151296	B.Sc.	Biochemistry, Zoology, Chemistry
28	S SIREESHA	200151297	B.Sc.	Biochemistry, Zoology, Chemistry
29	S KALYAN	200151298	B.Sc.	Biochemistry, Zoology, Chemistry
30	T BASWANATH	200151299	B.Sc.	Biochemistry, Zoology, Chemistry
31	V GOUSE BASHA	200151300	B.Sc.	Biochemistry, Zoology, Chemistry
32	V PAVITHRA	200151301	B.Sc.	Biochemistry, Zoology, Chemistry
33	V DEVA VARAM	200151302	B.Sc.	Biochemistry, Zoology, Chemistry
34	Y LATHA	200151303	B.Sc.	Biochemistry, Zoology, Chemistry

Dept of Chemistry, S.K.P. Govt. College, Guntakal

*T. Jithendra*  
**Dr. T. Jithendra, M.Sc. Ph.D.**  
 Lecturer in Chemistry  
 S.K.P. GOVT. COLLEGE  
 GUNTAKAL -515 803

In Charge  
 Dept of Chemistry  
 S.K.P. Govt. College  
 Guntakal, Anantapur (Dt.)



# S.K.P. GOVERNMENT COLLEGE

Guntakal :: Ananthapuram dist

## DEPARTMENT OF CHEMISTRY

### CERTIFICATE COURSE ON "WATER ANALYSIS"

#### SYLLABUS

Theory: 30h

Course Credits:2

#### Unit- I

6h

Importance and unique properties of water

Types of water pollutants:

- Organic pollutants: Oxygen demanding wastes, disease causing agents.
- Inorganic pollutants: Inorganic salts, mineral acids, finely divided metals and trace elements, metal complexes

#### Unit II

8h

Water quality standards: Quality of ground water, water quality criteria given by CPCB for drinking water, test characteristics of drinking water (colour, odour, taste, pH, total dissolved salts, alkalinity, total hardness)

Significance of testing: Different tests (temperature, pH, total dissolved salts, salinity, hardness), Reasons for testing.

Different methods of expressing concentration: Weight percentage, volume percentage, molarity, normality, mole fraction, molality and ppm.

#### Unit III

6h

Theory on preparation of reagents and standard solutions for water analysis: Standard  $\text{H}_2\text{SO}_4$ , Standard KCl Solution, EDTA solution, Standard  $\text{MgSO}_4$  solution, NaOH solution, Buffer Solution, Eriochrome Black-T indicator solution, Standard NaCl Solution, Standard  $\text{AgNO}_3$  Solution, Potassium chromate indicator solution, Standard  $\text{Na}_2\text{SO}_4$  solutions.

Dept of Chemistry, SKP Govt. College, Guntakal



Dr. T. Jithendra, M.Sc. Ph.D.  
Lecturer in Chemistry  
S.K.P. GOVT. COLLEGE  
GUNTAKAL -515 803

Incharge  
Dept. of Chemistry  
S.K.P. Govt. College  
Guntakal, Anantapur (Dt.)

**Practical: 15 h**

1. Determination of physical parameters of water: Color, Odor, pH, Conductivity.
2. Estimation of Total Dissolved Salts (TDS)-
3. Determination of Alkalinity of water sample-
4. Estimation of carbonate and bicarbonate in water-
5. Determination of Total hardness of water by EDTA method -

**Reference books for practical: -**

1. APHA (American Public Health Association) Handbook, 1998
2. Soil, Plant and Water Analysis - P. C. Jaiswal
3. Chemical and Biological Analysis of Water - Dr. R. K. Trivedy and P. K. Goel.
4. Practical Biochemistry - J. Jayraman
5. FSSAI manual for Water Analysis.

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GUNTAKAL - 515 803



Incharge  
Dept. of Chemistry  
S.K.P. Govt. College  
Guntakal, Anantapur (Dt.)  
DLJ



**S.K.P. Government College :: Guntakal**

**Model Question Paper**

**Certificate Course on "Water Analysis"**

Time: 2hrs

Max marks: 50

**SECTION – A**

3X10= 30Marks

I. Answer any **Three** questions. Each question carries **Ten** marks.

- 1.
- 2.
- 3.
- 4.
- 5.

**SECTION – B**

4X5= 20Marks

II Answer any **Four** questions. Each question carries **Five** marks

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.



*T. Jithendra*  
**Dr. T. Jithendra, M.Sc. Ph.D**  
Lecturer in Chemistry  
S.K.P. GOVT. COLLEGE  
GUNTAKAL -515 803

Dept of Chemistry, SKP Govt. College, Guntakal

Dept. of Chemistry  
S.K.P. Govt. College  
Guntakal, Anantapur (Dt.)

## CERTIFICATE COURSE IN "WATER ANALYSIS"

### BRIEF REPORT

The vast majority of people depend on private water supplies. This applies to wells, dugouts, and ponds. The economic, physical, and social well-being of the populace depend heavily on the availability of high-quality water. Maintaining dependable and safe water sources and removing any potential health hazards associated with water contamination need regular testing and monitoring of the quality of your water.

Testing the water provides the information we need to treat the issue currently affecting the water quality. Additionally, it will make sure that the treatment system is operating properly and that the water quality is safeguarded from any potential sources of contamination. Before using water, it is essential to ensure that it is suitable for usage. It may be used for irrigation, drinking, spraying, or hydrating livestock. It will also assist you in deciding how to use the water and what needs to be done to ensure its cleanliness.

The water quality management in India is performed under the provision of Water (Prevention and Control of Pollution) Act, 1974. The basic objective of this Act is to maintain and restore the wholesomeness of national aquatic resources by prevention and control of pollution. • The act prescribes various functions for the Central Pollution Control Board (CPCB).

Hence, Department of Chemistry has decided to introduce certificate course in Water Analysis to enhance proficiency and practical knowledge in Water Chemistry, with the humble intention of imparting necessary knowledge on water analysis and quality parameters of water to the outgoing students. The Department of Chemistry has shouldered its responsibility to impart and enrich students with basic concepts of Water Quality and parameters of Water Testing by introducing Certificate course in Water Analysis for the B.Sc. Final year outgoing students of 2021-22. The course started on 20/09/2021 and completed on 20/11/2021. The Certificate course was conducted for a period of 45 days with 30 hours of Theory and 15 hours of Practicals from 4.00Pm to 5.00PM after the college hours.

Program duration 45 Days  
Dept of Chemistry, SKP Govt. College, Guntakal

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GUNTAKAL-515 801.



*T. Jithendra*  
Dr. T. Jithendra M.Sc. Ph.D.  
Lecturer in Chemistry  
S.K.P. GOVT. COLLEGE  
GUNTAKAL -515 803

Incharge  
Dept. of Chemistry  
S.K.P. Govt. College  
Guntakal



- Timings of the program : 4.00 to 5.00PM
- Starting date of the program : 20/09/2021 to 20/11/2021
- Course fee : -Nil-
- No of students completed the course/No of students joined the course : 41/45

There is NO Course Fee and the Course is offered as value addition the Students of Chemistry .


The Course shall enhance the knowledge of Analytical Chemistry and shall be useful to their Career in Chemistry. Certificate will be awarded to All students who complete the course .

Further, An extension Lecture were organized as a part of course to practically acquaint the Students of Certificate course. Extension Lectures by Sri B.Gopal, Assistant Professor, Department of Chemistry, SSGS Aided Degree College, Guntakal, is arranged to the students as a part of Certificate Programme.

On the final day of the course, an examination was held, and on Valedictory Day, the students received their certificates. 40 of the 45 students who signed up for the course actually showed up and finished it. Principal Dr. K. Ganeswar praised the departmental staff for extending the course and the students for successfully finishing the course at the valedictory ceremony. There were all of the departmental employees present. The students' feedback on the course is gathered. And the department's in charge, Sri T. Jithendra, offers a vote of thanks.

  
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**S.K.P. GOVT. DEGREE COLLEGE**  
**GUNTAKAL-515 801.**



  
**Dr. T. Jithendra** M.Sc. Ph.D  
**Incharge**  
**Lecturer in Chemistry**  
**S.K.P. GOVT. COLLEGE**  
**Dept. of Chemistry**  
**GUNTAKAL-515 803**  
**Incharge**  
**Dept. of Chemistry**  
**S.K.P. Govt. College**  
**Guntakal, Anantapur (DL)**

S.K.P. GOVERNMENT COLLEGE :: Guntakal

**DEPARTMENT OF CHEMISTRY**

*Certificate Course in Water Analysis*

This is to Certify that Mr/Ms \_\_\_\_\_ of \_\_\_\_\_

B.Sc., (MPC/BZC/Microbiology/Biochemistry), 2021-22, Semester –V has completed the

*“Certificate Course in Water Analysis”*

conducted by Department of Chemistry, S.K.P. Government College and acquired \_\_\_\_\_ grade.



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GUNTAKAL-515 803

Department of Chemistry



Dr. T. Jithendra, M.Sc., Ph.D.  
Lecturer in Chemistry  
The Principal, GOVT. COLLEGE  
GUNTAKAL -515 803

Dept. of Chemistry  
S.K.P. Govt. College  
Guntakal - 515 803



# REGISTER OF ATTENDANCE & FEES

FOR THE MONTH OF

2011-12

Name of the Institute S.K.P. Govt. College, Guntakal - 515 803

Section/Class/Shift/Level B.Sc. - 1st Year - 1st Shift

Sl. No.	Names	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	Total Days present
		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	
10051	B. Vasireddy																																
10052	J. Nageswari																																
10053	J. Sree Lakshmi																																
10054	P. Nalluri																																
10055	J. Anitha Devi																																
10056	S. Aruna																																
10057	S. Uma Devi																																
10058	H. Indira																																
10059	B. Gadilaga																																
10060	J. Venkatesh																																
10061	H. Anitha																																
10062	H. Linga Raju																																
10063	G. Sundar																																
10064	P. Ramya																																
10065	P. Deepa																																
10066	A. Parash																																
10067	B. Hanumanth																																
10068	B. Ramaswami																																
10069	P. Bhavathi																																
10070	G. Lakshmi																																
10071	H. Upendra																																
10072	H. Radhika																																
10073	P. Nikhil																																
10074	H. Thirumala Rao																																
10075	B. Dhanu Raju																																
10076	H. Vamsi																																
10077	H. Prasad																																
10078	S. Suresh																																
10079	S. Kalpana																																

Dr. T. Jithendra, M.Sc. Ph.D.  
Lecturer in Chemistry  
S.K.P. Govt. College  
GUNTAKAL - 515 803



# FOR THE MONTH OF

## REGISTER OF ATTENDANCE & FEES

Place

Section

Name of the Institute

No. of days present

Sl. No.	Admission No.	NAMES
1299		P. Baswanth
1300		V. Gause Reddy
1301		V. Pavithra
1302		V. Divya Varman
1303		Y. Lathin

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	
20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
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	
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	

*T. Jithendra*  
**Dr. T. Jithendra, M.Sc. Ph.D.**  
 Lecturer in Chemistry  
 S.K.P. GOVT. COLLEGE  
 GUNTAKAL - 515 803

**Incharge**  
 Dept. of Chemistry  
 S.K.P. Govt. College  
 Guntakal, Andhra Pradesh (D.A.)



**PRINCIPAL**  
 S.K.P. GOVT. DEGREE COLLEGE  
 GUNTAKAL - 515 801.



**Students at ICT Class in Certificate Course**



***Certificate Course engaged by Dr.T.Jithendra, Lecturer in Chemistry***



***Certificate Course classes engaged by Sri M.Jakeer Hussain, Lecturer in Chemistry***

21-22

**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**  
**PROPOSAL FOR THE INTRODUCTION OF CERTIFICATE COURSE IN**  
**"MUSHROOM CULTIVATION"**

Date: 18-10-2021

From  
J.Bheemalingaiah  
Lecturer in Botany  
Department of Botany  
S.K.P. Govt. College  
GUNTAKAL,

To  
The Principal,  
S.K.P. Govt. College  
GUNTAKAL,

Sub :- Proposal for introduction of a Certificate course in Botany request regarding--


Respected Sir,

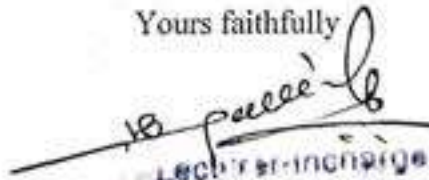
I'd like to make a proposal to you regarding the introduction of a Certificate Course in Botany for our College's final year degree students. The Department of Botany has been sincerely aware of the requirements of departing students. With all of these considerations in mind, the Department of Botany would like to launch the course.

The details of the program are

- |                                           |                              |
|-------------------------------------------|------------------------------|
| 1. Name of the proposed program           | : Mushroom cultivation       |
| 2. Duration and timings of the program    | : 45 days; 1:30 pm to 3:00pm |
| 3. Start date of the program              | : 18-10-2021                 |
| 4. Course fee                             | : Nil                        |
| 5. No. of students expected for admission | : 40                         |

Yours faithfully

  
**PRINCIPAL**  
**S.K.P. Govt. College**  
**GUNTAKAL, Ananthapuramu (Dt.)**  
**PRINCIPAL**  
**S.K.P. Govt. Degree College**  
**GUNTAKAL, Ananthapuramu (Dt.)**

  
Lecturer in Botany  
Department of Botany  
S.K.P. Govt. College  
GUNTAKAL-515 002



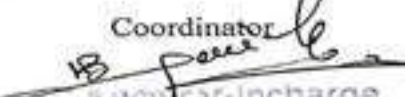
**S.K.P. Government DEGREE COLLEGE, GUNTAKAL.**

**DEPARTMENT OF BOTANY**

**Circular**

**Date: 08-10-2021**

All the B.Sc(BZC,BIO-CHEM,MICRO-BIO) final year degree students are hereby informed that The Department of BOTANY is going to start a new certificate course in MUSHROOM CULTIVATION for the betterment of students future. The duration of the course is 45 days. Students need not pay any fee for the course. The classes will commence from 18-10-2021. Interested students are required to register their names in the Botany Department. After successful completion of the course certificate will be provided to the students.

  
  
**PRINCIPAL**  
**S.K.P. Govt. Degree College**  
**GUNTAKAL, Ananthapuramu (DL)**  
**Coordinator**  
**Lecturer-in-Charge**  
**Department of Botany**  
**S.K.P. Govt. Degree College**  
**GUNTAKAL-514 302**

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# REGISTRATION FORM

Academic Year 2021 - 22

S.No.	Reg. No.	STUDENT NAME	SIGNATURE
1	200151001	Dudekula Hajivali	D. Hajivali
2	200151002	Kudumula Ganesh	K. Ganesh
3	200151003	Shaik Apsana	S. Apsana
4	200151004	Boya Manikanta	B. Manikanta
5	200151005	Boya Pramila	B. Pramila
6	200151006	Boya Sravani	B. Sravani
7	200151007	Chetla Venkatesh	C. Venkatesh
8	200151008	Devarinti Usen Bi	D. Usen Bi
9	200151009	Gundala Supriya	G. Supriya
10	200151010	Hampi Indu	H. Indu
11	200151011	Harijana Lavanya	H. Lavanya
12	200151012	Madasula Pavan	M. Pavan
13	200151013	Madiga Hari Krishna	M. Hari Krishna
14	200151014	Mala Mamatha Devi	M. Mamatha Devi
15	200151015	Mantakanti Shravani	M. Shravani
16	200151016	Nallabothula Pavan Kalyan Kumar	N. Pavan Kalyan Kumar
17	200151017	Narasappagari Muniswamy	N. Muniswamy
18	200151018	Repalli Akhila	R. Akhila
19	200151019	Talari Surya Prakash	T. Surya Prakash
20	200151020	Vankadoth Babu Naik	V. Babu Naik
21	200151021	Vankodath Rajeshnaik	V. Rajeshnaik
22	200151022	Shaik Najmunisa	S. Najmunisa

PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (D.C.)

13/05/2022  
In-charge  
Department of Botany  
S.K.P. Govt. Degree College  
GUNTAKAL-514 802



23	200151251	Bandi Haseena	B. Haseena
24	200151252	Jinkala Nagaveni	J. Nagaveni
25	200151253	Rayudu Divya	R. Divya
26	200151254	Baine Sudarshan	B. Sudarshan
27	200151255	Bonala Shyam Kumar	B. Shyam Kumar
28	200151256	H Rajasekhara	H. Rajasekhara
29	200151257	Ismail Sree Bharathi	I. Sree Bharathi
30	200151258	Karanala Dileep	K. Dileep
31	200151259	Kavali Tarakaram	K. Tarakaram
32	200151260	Nagadani Vishnu	N. Vishnu
33	200151261	Suguru Mary Flora	S. Mary-Flora
34	200151262	Theetla Blessy	T. Blessy
35	200151263	Yerikala Madhu	Y. Madhu


**PRINCIPAL**  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (DL)

**18**  
In-charge  
Department of Botany  
S.K.P. Govt. Degree College  
GUNTAKAL-514 803

**S.K.P. GOVERNMENT COLLEGE, GUNTAKAL**  
**SYLLABUS FOR CERTIFICATE COURSE IN**  
**MUSHROOM CULTIVATION**

Mushroom Cultivation Syllabus			
1	<b>Commercial Mushroom Cultivation</b> <ul style="list-style-type: none"> <li>• Present scenario and prospects for Mushroom Cultivation</li> <li>• Description of edible types, natural growth aspects and climatic requirements</li> </ul>	Lecture, PPT, Discussion Video	2 hrs
2	<b>Selection of types of Mushroom and Sites</b> <ul style="list-style-type: none"> <li>• Selection of important types of Mushroom</li> <li>• Selection of appropriate Mushroom cultivation sites</li> <li>• Design and construction of Mushroom farm</li> </ul>	Lecture, PPT, Discussion Video	2 hrs
3	<b>Composting in Mushroom cultivation</b> <ul style="list-style-type: none"> <li>• Role of composting in Mushroom cultivation</li> <li>• Appropriate materials to prepare different types of compost</li> <li>• Methods of composting – preparation and pasteurization</li> <li>• Determination of quality of compost</li> <li>• Hazards &amp; risks associated with composting and how to control injury to self</li> </ul>	Lecture, PPT, Demonstration, Video	8 hrs
4	<b>Mushroom cultivation - methods</b> <ul style="list-style-type: none"> <li>• Selection of commercially important types of Mushroom</li> <li>• Purpose and process of using spawn and selection of correct spawn</li> <li>• Different types of Mushroom growing facilities and fixtures</li> <li>• Package of practices of White button Mushroom and Oyster Mushroom</li> </ul>	Lecture, PPT, Demonstration Video	8 hrs
5	<b>Disease control and pest Management</b> <ul style="list-style-type: none"> <li>• Inspection of Mushroom bags or beds for early detection of pests and diseases</li> <li>• Using sterilized casing to control nematodes</li> <li>• Spraying fungicide after casing to check dry bubble</li> <li>• Spraying insecticide for control of mites</li> <li>• Use of caustic chemicals to keep rodents away</li> </ul>	Lecture, PPT, Exercise, Demonstration	6 hrs
6	<b>Harvesting of Mushroom</b> <ul style="list-style-type: none"> <li>• Identification of right stage of Mushroom</li> <li>• Methods of harvesting</li> <li>• Using approved cutting techniques for harvesting</li> </ul>	Lecture, PPT, Exercise, Demonstration	2 hrs
7	<b>Packaging storing and grading of Mushroom &amp; post harvest procedures</b> <ul style="list-style-type: none"> <li>• Sorting the Mushrooms on the size and quality</li> <li>• Packaging Mushrooms with labels containing month and year of harvesting, quantity and type of Mushroom etc</li> <li>• Use of spent Mushroom in vermin-composting and in organic farming</li> <li>• Preparation of value added products of Mushroom</li> </ul>	Lecture, PPT, Exercise, Demonstration	10 hrs

PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (D.)

  
In-charge  
Department of Botany  
S.K.P. Govt. Degree College



8	Field Visit & Interaction with Mushroom cultivators and other Support Agencies	Field Visit, Lecture, Interaction	6 hrs
Assessment & Evaluation Test			2 hrs
Feedback & Valedictory			2 hrs
Total			48 hrs

#### References

1. Marimuthu, T. et al. (1991). Oster Mushroom. Department of Plant Pathology. Tamil Nadu Agricultural University, Coimbatore.
2. Nita Bhal. (2000). Handbook on Mushrooms. 2nd ed. Vol. I and II. Oxford and IBH Publishing Co. Pvt. Ltd., New Delhi
3. Pandey R.K, S. K Ghosh, 1996. A Hand Book on Mushroom Cultivation. Emkey Publications.
4. Pathak, V. N. and Yadav, N. (1998). Mushroom Production and Processing Technology. Agrobios, Jodhpur.
5. Tewari Pankaj Kapoor, S. C. (1988). Mushroom Cultivation. Mittal Publication, New Delhi.
6. Tripathi, D.P. (2005) Mushroom Cultivation, Oxford & IBH Publishing Co. PVT.LTD, New Delhi.
7. V.N. Pathak, Nagendra Yadav and Maneesha Gaur, Mushroom Production and Processing Technology/ Vedams Ebooks Pvt Ltd., New Delhi (2000)

**PRINCIPAL**  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (D.)

**Lecturer-in-charge**  
Department of Botany  
S.K.P. Govt. Degree College  
GUNTAKAL-514 001

# LIST OF STUDENTS

Academic Year 2021-22

S.No.	Reg. No.	STUDENT NAME
1	200151001	Dudekula Hajivali
2	200151002	Kudumula Ganesh
3	200151003	Shaik Apsana
4	200151004	Boya Manikanta
5	200151005	Boya Pramila
6	200151006	Boya Sravani
7	200151007	Chetla Venkatesh
8	200151008	Devarinti Usen Bi
9	200151009	Gundala Supriya
10	200151010	Hampi Indu
11	200151011	Harijana Lavanya
12	200151012	Madasula Pavan
13	200151013	Madiga Hari Krishna
14	200151014	Mala Mamatha Devi
15	200151015	Mantakanti Shravani
16	200151016	Nallabothula Pavan Kalyan Kumar
17	200151017	Narasappagari Muniswamy
18	200151018	Repalli Akhila
19	200151019	Talari Surya Prakash
20	200151020	Vankadoth Babu Naik
21	200151021	Vankodath Rajeshnaik
22	200151022	Shaik Najmunisa
23	200151251	Bandi Haseena
24	200151252	Jinkala Nagaveni

Principal  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (D.)

13 p...  
In-charge  
Department of Botany  
S.K.P. Govt. Degree College  
GUNTAKAL-514 009



19-20

25	200151253	Rayudu Divya
26	200151254	Baine Sudarshan
27	200151255	Bonala Shyam Kumar
28	200151256	H Rajasokhara
29	200151257	Ismail Sree Bharathi
30	200151258	Karanala Dileep
31	200151259	Kavali Tarakaram
32	200151260	Nagadani Vishnu
33	200151261	Suguru Mary Flora
34	200151262	Theetla Blessy
35	200151263	Yerikala Madhu

*[Signature]*  
 Lecturer-in-charge  
 Department of History  
 S.K.P. Govt. Degree College  
 GUNTAKAL-516 503

PRINCIPAL  
 S.K.P. Govt. Degree College  
 GUNTAKAL, Ananthapuramu (Dt.)



# S K P COLLEGE GUNTAKAL

## LIST OF FINAL B.S.C.(BZC & MB) STUDENTS ENROLLED FOR MUSHROOM CULTIVATION CERTIFICATE COURSE

### ATTENDANCE SHEET FOR THE ACADEMIC YEAR 2021-22

SNo	Name of the student	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	32	33	34	35
1	Dudekula Hajivati	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	P	P	P	P	P
2	Kudumula Ganesh	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	P	P	P	P	P
3	Shail Apsana	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	P	P	P	P	P
4	Boya Manikanta	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	P	P	P	P	P
5	Boya Pramila	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	P	P	P	P	P
6	Boya Sravani	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	P	P	P	P	P
7	Chella Venkatesh	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	P	P	P	P	P
8	Devirinti Usen Bi	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	P	P	P	P	P
9	Gundala Supriya	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	P	P	P	P	P
10	Hampi Indu	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	P	P	P	P	P
11	Harjana Lavanya	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	P	P	P	P	P
12	Madasa Pavan	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	P	P	P	P	P
13	Madiga Hari Krishna	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	P	P	P	P	P
14	Mala Mamatha Devi	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	P	P	P	P	P
15	Mantakanti Shrivani	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	P	P	P	P	P
16	N. Pavan Kalyan Kumar	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	P	P	P	P	P
17	N. Muniswamy	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	P	P	P	P	P
18	Talari Surya Prakash	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	P	P	P	P	P
19	Vakadoti Babu Naik	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	P	P	P	P	P
20	Vankodati Rajeshnaik	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	P	P	P	P	P
21	Shaik Najmunnisa	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	P	P	P	P	P
22	Bandi Haseena	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	P	P	P	P	P
23	Jinkala Nagaveni	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	P	P	P	P	P
24	Rayudu Divya	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	P	P	P	P	P
25	Baine Sudarshan	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	P	P	P	P	P
26	Bonala Shyam Kumar	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	P	P	P	P	P
27	H Rajasekhara	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	P	P	P	P	P
28	Ismail Sree Bharathi	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	P	P	P	P	P
29	Karanala Dileep	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	P	P	P	P	P
30	Kavali Tarakaram	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	P	P	P	P	P
31	Nagadani Vishnu	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	P	P	P	P	P
32	Suguru Mary Flora	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	P	P	P	P	P

Principal  
S.K.P. Govt. Degree College  
Guntakal, Anantapuramu (A.P.)

Principal  
S.K.P. Govt. Degree College  
Guntakal, Anantapuramu (A.P.)



S.K.P. Government Degree College, Guntakal  
Department of Botany  
Final Report of Certification Course in Mushroom Cultivation

Department of Botany, under the guidance of the Principal Dr. K. Ganeswar, came up with idea of **Mushroom Cultivation** Course for the students of the College. The Department of Botany has made a humble beginning to impart and enrich the students with self employment ideas conducting a certificate course in Mushroom Cultivation for the duration of 45 days. As it was resolved earlier, the main thrust of the course was to inculcate self employment skills for the out-going students. The basic structure of the course is prepared keeping in view the needs of the final year students. The said Course was started on 18-10-2021 and completed on 15-12-2021.

The students responded in very good manner. The department of Botany conducted an inaugural function on 18-10-2021 as Principal Dr K.Ganeswar is the chief guest. The principal addressed the students intimating them about the importance of self-employment in present society. He also appreciated the effort of Botany Department and congratulated Sri J.Bheemalingaiah, In-charge Botany Department. The number of students attended the Course was good. 32 Students regularly attended the Classes conducted from 1.30 P M to 3.00 PM.

The sessions were interactive, informative and interesting. The usage of videos, field visits and interesting practicals helped the students to grasp the tips to learn and understand the Cultivation of Mushrooms. The Course ran its entire course of 45 days and also took informal feedback from the students for making the course better next time.

After the successful completion of the said Certificate course, a valedictory function was held on 15-12-2021. The Principal of the College, Sri Dr K. Ganeswar, graced the occasion. The meeting was presided over by the Sri J.Bheemalingaiah, In his opening remarks, the In-charge of the Department explained the need of introducing the Certificate course and its necessity. The Principal advised the students to make use of the in-puts given by the Department of Botany. Certificates were distributed to the all 31 students.

At the end of program Dr A.S.Vijaya kumar, Lecturer in Botany, proposed the vote of thanks.

S.K.P. Government Degree College  
Guntakal

18/12/21  
In-charge  
Department of Botany  
S.K.P. Govt. Degree College  
GUNTAKAL-515 002



# S.K.P. GOVT. DEGREE COLLEGE, GUNTAKAL

## The Department of Computer Science

### Minutes of Departmental Meeting for the conduct of Certificate Course in Computer Science

The Department of Computer Science, a pioneer in meeting the needs of students, has decided to be a trailblazer for our College's graduating students. The job market, particularly in the software area, has been booming, and fresh graduates with Computer proficiency are in high demand. It has been discovered that the percentage of students who are proficient in Computers is remarkably low. The Department of Computer Science has taken the initiative to conduct a Certificate Course in Ms-Office, with the simple goal of providing necessary communication skills to Non-Computer students.

On the 21<sup>st</sup> of March, 2022, the Department of Computer Science had a meeting with its members on the College premises. The meeting was chaired by the Head of the Department, Smt.S.Pavani, and the lecturers in Computer Science D.C.Sowjanya and P.Sreenivasulu are present. The Department unanimously resolved to organize the Certificate Course in Ms-Office for our College's Non-Computer students under the chairmanship of the Head of Department and under the direction of the principal. It was resolved that the Certificate Course will be held for 35 days. It was also decided to focus more on students from rural backgrounds, and their medium of instruction is English.

1. Smt.S.Pavani, Head of the Department

: S. Pavani

2. Smt.D.C.Sowjanya, Lecturer in Computer Science

: Sowjanya

3. Sri P.Sreenivasulu, Lecturer in Computer Science

: P. Sreenivasulu

S. Pavani  
INCHARGE  
Dept. of Computer Science  
S.K.P. Govt. College,  
GUNTAKAL, Ananthapuramu Dist.

PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (DL)





**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**  
**PROPOSAL FOR THE INTRODUCTION OF CERTIFICATE COURSE IN MS-OFFICE**

DATE: 23.03.2022

**From**

S.Pavani,  
Lecturer in Physics,  
Head of Department  
S.K.P. Govt. Degree College  
Guntakal

**To**

The Principal,  
S.K.P. Govt. Degree College  
Guntakal,

Respected Sir,

I'd like to make a proposal to you regarding the introduction of MS -Office Certificate Course for our College's B.A, B.Com and B.Sc Non-Computer students. The Department of Computer Science has been increasingly aware of the requirements of departing students. From the lowest to the greatest levels of employment, Knowledge in MS-Office has become the important factor for the Non-Computer students. With all of these considerations in mind, the Department of Computer Science would like to launch the course.

The details or the program are

- |                                           |   |                             |
|-------------------------------------------|---|-----------------------------|
| 1. Name of the proposed program           | : | Ms-Office                   |
| 2. Duration and timings of the program    | : | 30 days, 3:00 pm to 4:00pm  |
| 3. Start date of the program              | : | 1 <sup>st</sup> April, 2022 |
| 4. Course fee                             | : | Nil                         |
| 5. No. of students expected for admission | : | 30                          |

Yours faithfully

S. Pavani

Head of Department (Computer Science)

Dept of Computer Science  
Lecturer in Physics  
S.K.P. Govt. Degree College  
GUNTAKAL

PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (D.)

**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**  
**DEPARTMENT OF COMPUTER SCIENCE**



**Circular**

Date: 25-03-2022

All the B.A., B.Sc and B.Com Non-Computer students are hereby informed that the Department of Computer Science is going to start a certificate course in 'Ms-Office'. The duration of the course is 30 days. Students need not pay any fee for the course. The classes will commence from 01-04-2022. Interested students are required to register their names in the Computer Science Department. After successful completion of the course certificate will be provided to the students.

Copy to the Library Notice Board  
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S. Pallavi  
Coordinator  
INCHARGE  
Dept. of Computer Science  
S.K.P. Govt. Degree College  
GUNTAKAL

PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (Dt.)





# S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL

## DEPARTMENT OF COMPUTER SCIENCE

### CERTIFICATE COURSE STUDENT LIST

2021-2022

S.No	Name of the student	University Reg. No.	Signature
1	ATTAR BADRUNISA BANU	2142015043001	A. Banu
2	BANDARI SATHISHKUMAR	2142015043002	B. Sathishkumar
3	GUMMANURU MADHULATHA	2142015043005	G. Madhulatha
4	HARIJANA PAVAN KALYAN	2142015043006	H. Pavan kalyan
5	PENNAIAH GARI THARUN	2142015043007	P. Tharun
6	DUDEKULA AFROZ	2142015049002	D. Afroz
7	GOLLA BHARGAVI	2142015049003	G. Bhargavi
8	GUDAVALLI KHATUN BEE	2142015049004	G. Khatun Bee
9	GURIKELA RAASI	2142015049005	G. Raasi
10	JANGA REVATHI	2142015049006	J. Revathi
11	BOYA MANJUNATH	2142015052002	B. Manjunath
12	KARISHMA K	2142015052003	K. Karishma
13	Kuraba Ramesh	2142015052004	K. Ramesh
14	M SASHI KUMAR	2142015052005	M. Sashi Kumar
15	R RANJITH NAIK	2142015052006	R. Ranjith Naik
16	BANDARU SAI KUMAR	2142015036001	B. Sai Kumar
17	CHAKALI SURENDRA	2142015036003	C. Surendra
18	DALAVAI NARENDRA	2142015036005	D. Narendra
19	BATNEPATI SEKHAR	2142015090003	B. Sekhar
20	BESTHA VEERESH	2142015090004	B. Veeresh
21	CHILAKALA SEKHAR	2142015090006	C. Sekhar
22	CHERUVU PRASANTH	2142015028004	C. Prasanth
23	CHINTHALA MAHANANDI	2142015028005	C. Mahanandi
24	DUDEKULA GOUSE PEERA	2142015028007	D. Gouse Peera
25	BOYA PRAKASH	2142015067007	B. Prakash
26	BOYA VANNUR SWAMY	2142015067010	B. Vannur Swamy
27	B RAMU	2142015067011	B. Ramu
28	BOYA GANESH	2142015640001	B. Ganesh
29	BOYA NITHIN	2142015640002	B. Nithin
30	CHAKALI KARTHIK	2142015640004	C. Karthik

S. Padma INCHARGE

Dept. of Computer Science

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# S.K.P. GOVT. DEGREE COLLEGE, GUNTAKAL

## Department of Computer Science

### Ms office SYLLABUS

Ms. Office course trains students how to use MS Office applications use in office work such as creating professional-quality documents; store, organize and analyze information; arithmetic operations and functions; and create dynamic slide presentations with animation, narration, images, and much more, digitally and effectively.

#### Ms. word

- Creating, editing, saving and printing text documents
- Font and paragraph formatting
- Simple character formatting
- Inserting tables, smart art, page breaks
- Using lists and styles
- Working with images
- Using Spelling and Grammar check
- Understanding document properties
- Mail Merge


#### Ms. Excel

- Spreadsheet basics
- Creating, editing, saving and printing spreadsheets
- Working with functions & formulas
- Modifying worksheets with color & autoformats
- Graphically representing data : Charts & Graphs
- Speeding data entry : Using Data Forms
- Analyzing data : Data Menu, Subtotal, Filtering Data
- Formatting worksheets
- Securing & Protecting spreadsheets

#### Ms. Power Point

- Opening, viewing, creating, and printing slides
- Applying auto layouts
- Adding custom animation
- Using slide transitions
- Graphically representing data : Charts & Graphs
- Creating Professional Slide for Presentation.

  
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GUNTAKAL, Ananthapuramu Dist.



# SKP GOVERNMENT COLLEGE, GUNTAKAL

## Certificate Course Attendance Sheet- BZC,BCZ,C.H.P.E,H.P.T,H.E.P.B.Com(G),B.Com(AT)

S.No	Name of the student	University Reg. No.	Apr-22																			May-22																		
			1	4	6	7	8	11	12	13	16	18	19	20	21	22	23	25	26	27	28	29	30	2	4	5	6	7	9	10	11	12	13	16	17	18	19			
1	ATTAR BADRUNISA BANU	2142015043001	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
2	BRANDARI SATHISHKUMAR	2142015043002	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
3	GUMMANURU MADHULATHA	2142015043005	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
4	HARDANA PAVAN KALYAN	2142015043006	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
5	PENNAIAH GARI THARUN	2142015043007	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
6	IDUDEKULA AFROZ	2142015049002	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
7	GOLLA BHARGAVI	2142015049003	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
8	GUDDAVALAI KHATUN BEE	2142015049004	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
9	GURIKELA RAASI	2142015049005	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
10	JANCA REVATHI	2142015049006	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
11	BOYA MANJUNATH	2142015052002	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
12	KARISHMA K.	2142015052003	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
13	Kuruba Ramesh	2142015052004	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
14	M SASHI KUMAR	2142015052005	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
15	R RANJITH NAIK	2142015052006	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
16	BRANDARU SAI KUMAR	2142015036001	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
17	CHAKALI SURENDRA	2142015036003	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
18	DALAVAI NARENDRA	2142015036005	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
19	BATNEPATI SEKHAR	2142015090003	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
20	BESTHA VEERESH	2142015090004	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
21	CHILAKALA SEKHAR	2142015090006	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
22	CHERUVU PRASANTHI	2142015028004	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
23	CHINTHALA MAHANANDI	2142015028005	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
24	IDUDEKULA GOUSE PEERA	2142015028007	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
25	BOYA PRAKASH	2142015067007	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
26	BOYA VANNUR SWAMY	2142015067010	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
27	B RAMU	2142015067011	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
28	BOYA GANESH	2142015640001	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
29	BOYA NITHIN	2142015640002	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
30	CHAKALI KARTHIK	2142015640004	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		

Principal

S.K.P. Govt. Degree College

Guntakal, Ananthapur District (T.N.)

P. Sreenivasulu





# S.K.P. GOVT. DEGREE COLLEGE, GUNTAKAL

## Department of Computer Science

MS-Office

Timing : 1 Hour

Marks : 20

Name of the Student: \_\_\_\_\_

Class: \_\_\_\_\_

1. In which grouping, the formatting of text is done in Word?

- ☐ Tables, Paragraphs and Indexes    ☐ Paragraphs, Indexes and Sections  
☐ Characters, Sections and Paragraphs    ☐ Indexes, Characters and Tables

2. In application software (MS Excel), there is \_\_\_\_\_ immediately below the title bar.

- ☐ text area    ☐ scroll bar    ☐ standards toolbar    ☐ menu bar

3. Microsoft Word is an example of a/an

- ☐ operating system    ☐ processing device    ☐ application software  
☐ input device

4. What programme is used in MS Word to check the spellings?

- ☐ Speller    ☐ Spellcheck    ☐ Outlook Express    ☐ All of these

5. Excel uses another name for database. It is called as

- ☐ Listing    ☐ Organizer    ☐ Sequencer    ☐ List

6. Which of the following is not a valid data type in Excel?

- ☐ Number    ☐ Label    ☐ Character    ☐ Data/Time

7. The comparison operators used in Excel to compute criteria are

- ☐  $\leq, \geq, =$     ☐ Only =    ☐ Only =, > and <    ☐ Only  $\geq$  and  $\leq$





# S.K.P. GOVT. DEGREE COLLEGE, GUNTAKAL

## Department of Computer Science

MS-Office

Timing : 1 Hour

Marks : 20

Name of the Student: \_\_\_\_\_

Class: \_\_\_\_\_

16. What word is used to describe the act of correcting something?

- ☐ Erase    ☐ Correcting    ☐ Edit    ☐ Whiteout

17. Which of the following is not a part of a standard office suit ?

- ☐ File Manager    ☐ Image editor    ☐ Database    ☐ Word Processor

18. Which sign is used to specify a cell range ?

- ☐ : (colon)    ☐ / (slash)    ☐ \* (asterisk)    ☐ \_ (hyphen)

19. Which one is the example of spreadsheet package?

- ☐ Visicalc    ☐ Unify    ☐ Ada    ☐ Snowball

20. Data can be arranged in a worksheet in an easy to understand manner using

- ☐ auto formatting    ☐ applying styles    ☐ changing fonts    ☐ all of these

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**S.K.P. GOVT DEGREE COLEGE, GUNTAKAL**

**DEARTMENT OF COMPUTER SCIENCE**

**FINAL REPORT OF CERTIFICATE PROGRAMME 2021-22**

Department of Computer Science, under the guidance of the Principal Dr. K Gnaneswar, came up with idea of MS-Office Course for the Non-Computer students of the College. The Department of Computer Science has made a humble beginning to impart and enrich the students with proficiency in Computers by conducting a certificate course in Ms-Office for the duration of 35 days. As it was resolved earlier, the main thrust of the course was to inculcate Ms-Word , Excel and Power Point Presentation skills in Computers for the Non-Computer students. The basic structure of the course is prepared keeping in view the needs of the Non-Computer students. The said Course was started on 01.04.2022 and completed on 19.05.2022.

The response from the students was overwhelming. In its introductory session the Seminar Hall was jam-packed and students enthusiastically wanted to be the part of it. Dr. K. Gnaneswar, the principal, addressed the students intimating them about the importance of Computers in social and corporate realms. He also appreciated the effort of Computer Science Department and congratulated Smt.S.Pavani, HOD, Computer Science Department, who was the guiding force behind the entire course. The number of students attended the Course was god. 30 Students regularly attended the Classes conducted from 3.00 pm to 4.00 pm.

The sessions were interactive, informative and interesting. The usage of videos, PPT's, suggestive books and interesting worksheets helped the students to grasp the tips to learn and understand Computers. There were brain-storming sessions, debates, group activities and impromptu presentations which enhanced the confidence level of the students. The Course ran its entire course of 35 days and also took informal inputs from the students for making the course better next time.

  
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After the successful completion of the said Certificate course, a valedictory function was held on 21<sup>st</sup> May 2022. The Principal of the College, Sri Dr K. Gnaneswar, graced the occasion. The meeting was presided over by the HOD (Computer Science), Smt.S.Pavani. In his opening remarks, the Head of the Department explained the need and necessity of introducing the Certificate course. The Principal advised the students to make use of the in-puts given by the Department of Computer Science. Certificates were distributed to the all 26 students.

At the end of program Sri P.Sreenivasulu, Lecturer in Computer Science, proposed the vote of thanks.

*P. Sreenivasulu*

*[Signature]*  
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GUNTAKAL-515 801.

*[Signature]*  
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GUNTAKAL, Ananthapuramu (Dt.)



# **S.K.P. GOVT. DEGREE COLLEGE, GUNTAKAL**

## **The Department of Computer Science**

### **MS-OFFICE CERTIFICATE PHOTO'S**

**2021-2022**



**Conducting Ms-Office Certificate Course Class**



**Conducting Ms-Office Certificate Course Class**





Ms-Office Certificate Course Lab Practice



Conducting Ms-Office Certificate Course Exam



Ms-Office Certificate Course Certificate Distribution



Ms-Office Certificate Course Certificate Distribution





# S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL

## DEPARTMENT OF COMPUTER SCIENCE

### FEED BACK ON CERTIFICATE COURSE

#### GRAPHICAL ANALYSIS

( PLEASE TICK ( ✓ ) ON ANY ONE OF THE FOLLOWING )

1. How do you rate the quality of teaching in the Add on course

- a) Excellent                      b) Good                      c) Average                      d) Poor

2. How is the syllabus appropriate in covering the course

- a) Excellent                      b) Good                      c) Average                      d) Poor

3. Whether the certificate course on Ratio&Proportion, Time & Work is useful to you

- a) Excellent                      b) Good                      c) Average                      d) Poor

4. How do you rate the overall certificate course

- a) Excellent                      b) Good                      c) Average                      d) Poor

5. Is the timing of conduct of classes to your satisfaction

- a) Excellent                      b) Good                      c) Average                      d) Poor

Comments & Suggestions :

Signature of the Student

( R. Ranjith Naik )

  
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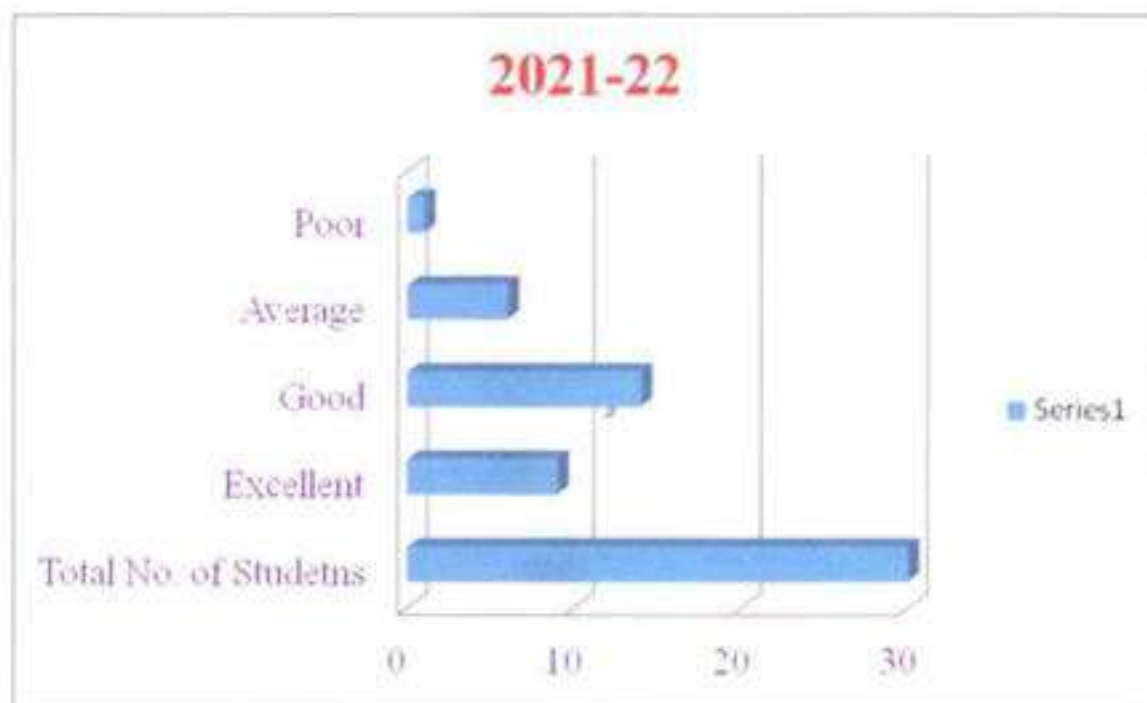
# S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL

## DEPARTMENT OF COMPUTER SCIENCE

### FEED BACK ON CERTIFICATE COURSE

#### GRAPHICAL ANALYSIS

Total No. of Studetns	Excellent	Good	Average	Poor
30	9	14	6	1



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**CERTIFICATE COURSE  
IN TAILORING**

**2021-2022**

SKP GOVERNMENT DEGREE COLLEGE GUNTAKAL

CERTIFICATE COURSE IN TAILORING

RESOLUTION

The women Empowerment cell has initiated short-term course, , i.e Tailoring course with a span of 45 days for catering to the needs of the girls students by providing the basic skills in the present competitive needs.

The Tailoring course was a short –term certificate course started on 7.2.2022 , with a span of 45 days, and a Nominal Amount of Rs200 was charged from students to meets the provisions required to start the course. The resource person was k.Mounika. .

Women empowerment cell promotes "sense of self worth" developing the students ability to determine their own choices and their right to influence social change for themselves.

**NEED OF THE COURSE** : Along with education every student should have skills to support themselves and to their families

Valuable sewing skills develop basic business practices .Student will able to start her own tailoring business from home.

**OUTCOME:** Tailoring skills provide self employment and can give a daily income and can enable to develop independently .

With tailoring skills student will be self reliant.

WEC members

Sowjanya



Jayamma



Rizwana



Jayalakshmi



Incharge

WEC Incharge  
S.K.P Govt. College  
GUNTAKAL

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SKP GOVERNMENT DEGREE COLLEGE - GUNTAKAL

PERMISSION LETTER

Guntakal

1.2.2022

From

To

The Incharge

The Principal

WEC cell

SKP Government college

SKP Government college

Guntakal

Guntakal

Sir,

Sub: WEC - Request your permission to start certificate course in tailoring-  
Request – Reg

Ref: WEC resolution dated 29.2.2022 with reference of women empowerment cell.

As per the resolution of the college department of WEC met on 28.2.2022 and resolved anonymously to conduct certificate course Tailoring for girl students of our college. Hence I request to put forth your proposal for kind consideration and necessary approval or permission to introduce certificate course in tailoring.

BRIEF DETAILS OF THE COURSE

TITLE OF THE COURSE: CERTIFICATE COURSE IN

TAILORING DURATION OF THE COURSE: 30 Days

NUMBER OF GIRL STUDENTS: 45

NEED OF THE COURSE : Most of the college students hail from rural background particularly biological background students and unable to tap the job market. Most of the students are from poor and agricultural background, Hence to enable them to expertise and empower in tailoring skills, Women empowerment cell has decided to introduce tailoring course certificate.

Thanking you sir

Yours faithfully  
WEC Incharge  
S.K.P Govt. College  
GUNTAKAL

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GUNTAKAL, Ananthapuramu (T.S.)

**SKP GOVERNMENT DEGREE COLLEGE - GUNTAKAL**  
**CIRCULAR**

Guntakal

3.2.2022

This is to inform all the girl students of this college that Women Empowerment Cell would like to start Tailoring course certificate .The duration of the course will be 45 days .Interested students are required to their names to Incharge of WEC .The students names will be displayed in college notice board.

Group	I Year	II Year	III Year
B.A (HEP)			
B.A (HPE)			
B.A (HPT)			
B.Com (G)			
B.Com (CA)			
BZC			
MPC (TM)			
MPC (EM)			
Micro Biology			
Bio Chemistry			
MPCS			
MECS			

Incharge

WEC Incharge  
S.K.P Govt. College  
GUNTAKAL.

Copy to college library

Copy to college Notice Board

Copy for circular among students

Principal

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SKP GOVERNMENT DEGREE COLLEGE -GUNTAKAL

SYLLABUS FOR TAILORING COURSE

PART I

1. SEWING MACHINE FUNDAMENTALS

History and generation of Sewing Machine, various types and sizes of sewing machine, important parts of sewing machine and their functions, Faulty working and remedies.

2. KNOWLEDGE OF TAILORING AND EMBROIDERY TOOLS

Equipment and accessories used for tailoring and embroidery –Such as:  
Measuring tape, cutting scissors, Tailors square, Needles tracing wheel, Thimble and embroidery frames.

3. MATERIALS

Clothes and their characteristics, nature and uses –Such as:  
Cotton, Linen, Rayon, Synthetic, Silk, Woolen for various materials.

4. HAND STITCHES USED FOR TAILORING AND EMBROIDERY

Various kinds of hand stitches such  
as: Tacking, Running, Hemming, Backstitch, Buttonhole, Stemstitch, Herringbone stitch, Lazy daisy, Shadow Stitch, Chain stitch, Long and Short stitch and Satin stitch.

5. TECHNICAL TERMS

  
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Technical terms used in Tailoring –Inlay

Turning, Lapels, Bridle, Fly, Flycatch, Fork, Jetting, Mercerised, Sizing, Selvedge, Dungree, Alterations,

Depth of Seve, Lace, Truebias, Plaid, Crown and Locking

6. OPENING AND FASTENINGS

Different types of opening and fastenings such as:-Facing, Binding, Hooks and eyes, Buttons and Buttonhole, press button and Edge finishes,

7. PLEATS AND GATHERINGS

Types of pleats and gatherings such as-Knife pleat, Inverted pleat, Box pleat & Decorative gatherings(honey combing and smoking)

8. MEASUREMENTS

Process of taking measurements for all kinds of garments and their method of application-Average measurements for different ages-Theory of Eight Heads

9. PREPARING AND FINISHING

Different kinds of transferring methods in fabrics(Carbon method, Pronouncing method and Direct method), Washing and Ironing of embroidery articles

10. KNITTING AND CROCHET

Basic knitting such as Casting on, Casting off, knit, Pearl, Decreasing and Increasing ,knitted patterns, Basic stitches for Crochet work: Chain, Single, Double,

  
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**SKP GOVERNMENT DEGREE COLLEGE - GUNTAKAL**  
**2021-2022**

**LIST OF THE STUDENTS ENROLLED FOR CERTIFICATE COURSE IN TAILORING**

S.NO	NAME OF THE STUDENT	COURSE	HALL TICKET NUMBER <i>Signature</i>
01	SHAIK NEHA FATHIMA	BA	2142015090020 SHAIK NEHA FATHIMA
02	A SWETHA	BCOM	2142015066002 A. Swetha
03	BOYA MAHALAKSHMI	BCOM	2142015066007 B. MAHALAKSHMI
04	DASARI UMA MAHESWARI	BCOM	2142015066014 D.uma maheswari
05	GUDISE ANUSHA	BCOM	2142015066017 G. ANUSHA
06	KURUBA SWAPNA	BCOM	2142015066032 K. SWAPNA
07	RAMAJI LAVANYA	BCOM	2142015066045 R. Lavanya
08	S SHABANA	BCOM	2142015066048 S. Shabana
09	THEETLA SMILEY	BCOM	2142015066053 T. SMILEY
10	MONDLA SANDHYA	BCOM	2142015067032 M. SANDHYA
11	TALARI AROPANA	BCOM	2142015067041 T. AROPANA
12	KHOLLA VIDYA RANI	BCOM	2142015640009 K. Vidya Rani
13	OLLE KOUSALYA	BCOM	2142015640014 O. kousalya
14	GOLLA BHARGAVI	BSC	2142015049003 G. Bhargavi
15	GUDAVALLI KHATUN BEE	BSC	2142015049004 G. khatun Bee

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16	GURIKELA RAASI	BSC	2142015049005 G. Raasi
17	JANGA REVATHI	BSC	2142015049006 J. Revathi
18	P SHAIK THASLEEM BANU	BSC	2142015049013 P Shalk Thasieem banu
19	YERUKALA RANI	BSC	2142015049014 Y. Rani
20	ATTAR BADRUNISA BANU	BSC	2142015043001 A. BADRUNISA banu
21	GUMMANURU MADHULATHA	BSC	2142015043005 G. madhulatha
22	SHAIK RESHMA	BSC	2142015043008 S. Reshma
23	SHAIK SAJIDABANU	BSC	2142015043009 S. Sajidabanu
24	VAKKALURU SHAHEENA	BSC	2142015043013 V. shaheena.
25	CHAKALI TEJASWINI	BSC	2142015056001 C. TEJASWINI

Incharge

WEC Incharge  
S.K.P Govt. College  
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Model question paper

5x10=50

1. small hard pitted cup worn for protection on the finger that pushes the needle in sewing.

- ☐ tracing
- ☐ buttonhole
- ☐ double
- ☐ thimble:

2. It is used in assembling or constructing the parts of the garment.

- ☐ L-square:
- ☐ thread:
- ☐ embroiderscissors
- ☐ embroidery machine

3. A handy little spring loaded cutting tool that allows for the snipping of threads.

- ☐ chalk, pencil
- ☐ thread, clippers
- ☐ dressmakers, carbon
- ☐ fabric:

4. A tool used to shape the depth of the neckhole and armhole of the pattern.:

- ☐ handneedle
- ☐ Embroidary machine
- ☐ Frenchcurve
- ☐ L-square:

  
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5. A marking tool that produces dots on most types of fabrics or creates a solidline,ondelicatefabrics.

- ☐ pincushion:
- ☐ buttonhole.scissors
- ☐ L-square:
- ☐ tracing wheel:

6.How many types of tailoring are there?

- a.3
- b.2
- c.4
- d.1

Ans (a)

7.Which of the following are the types of hems?

- a.Rolled Hem
- b.Bound Hem
- c.Both a and b
- d.None of the above

Ans( c)

8.Which of the following are seams?

- a.Plain Seams
- b.French
- C.Flat Fell
- D.All the above
- e.None of the above

Ans (d)

9.What type of stich is most commonly used for a hem?

- a.Cross Stich
- b.Bound Hem
- c.Rolled Hemd.French Hem

Ans( a)

10.Which of this controls the tightens and looseness of the thread

- a.Tension Control b.Bobbin c.Presser Foot d.Thread Guides
- Ans (a)

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**SKP GOVERNMENT DEGREE COLLEGE GUNTAKAL 2021-2022**  
**ATTENDANCE**

S.N	NAME OF THE STUDENT	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
01	SHAIK NEHA FATHIMA	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
02	A SWETHA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
03	BOYA MAHALAKSHMI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
04	DASARI UMA MAHESWARI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
05	GUDISE ANUSHA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
06	KURUBA SWAPNA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
07	RAMAJI LAVANYA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
08	S SHABANA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
09	THEETLA SMILEY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	MONDLA SANDHYA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	TALARI AROPANA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	KHOLLA VIDYA RANI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

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2022 PHOTOGRAPHS OF THE ACTIVITY



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WEC Incharge  
S.K.P. Govt. College  
GUNTAKAL

# SKP GOVERNMENT DEGREE COLLEGE - GUNTAKAL 2021-2022


## FINAL REPORT ON CERTIFICATE COURSE IN TAILORING

### WOMEN EMPOWERMENT CELL

The Women Empowerment cell has made a humble beginning to impart and enrich quality and financial life off students by introducing certificate course Tailoring .The Women Empowerment Cell members resolved to conduct the course for the benefit of girl students. Principal permission is obtained before starting the course all the students are informed that the course details by circular. Among the students enrolled for the course based on criteria of agricultural background and academic performance. 35 students are enrolled in the course 7.2.2022. in women empowerment cell.35 students attended the course for 45 days .As per the resolution the course wascontinued every day one hour in college timings. After successful completion of the certificate course students were awarded with certificates in valedictory function. The valedictory function was graced by the principal and vice principal and head of the WEC .The principal appreciated the department of WEC for its sincere efforts. Finally the students were received their certificates and feedback was collected by them.



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WEC Incharge  
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**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**DEPARTMENT OF ENGLISH**

**Minutes of the Department meeting for the conduct of Certificate Course in Spoken English**

Date: 24.09.2021

The English Department, a leader in serving student needs, has made the decision to pave the way for our College's graduation class. The job market has been flourishing, especially in the software industry, and recent graduates with strong English language skills are in high demand. The proportion of students who are proficient in English is rather low, it has been found. A Certificate Course in Spoken English is being offered by the English Department with the straightforward objective of giving graduating students the required communication abilities.

The Department of English held a meeting with its members on the campus premises on September 24, 2021. The meeting was presided over by the department's head, TN Masthanappa, and included English instructors R Nagaraju and Dr. K Hanumnatha Reddy. The Department unanimously agreed to plan the Certificate Course in Spoken English for our College's graduating final-year degree students under the leadership of the Head of Department and with the guidance of the principal. The Certificate Course will last 30 hrs, as agreed upon. Additionally, it was determined to concentrate more on Telugu-speaking rural kids whose primary language of instruction is Telugu.

1. Sri T N Masthanappa, Head of the Department :

2. Sri R Nagaraju, Lecturer in English

3. Sri K. Hanumantha Reddy, Lecturer in English

The Principal

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**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**Proposal FOR THE INTRODUCTION OF CERTIFICATE COURSE IN SPOKEN ENGLISH**

**Date: 25.09.2021**

From  
TN Masthanappa,  
Lecturer in English,  
Head of Department  
S.K.P. Govt. Degree College  
GUNTAKAL,

To  
The Principal,  
S.K.P. Govt. Degree College  
GUNTAKAL,

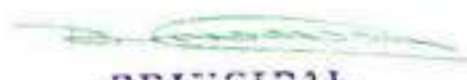
Respected Sir,

Regarding the implementation of an English Certificate Course for students in our College's last year of study, I'd like to propose a suggestion to you. The needs of departing students have come to the attention of the English Department more frequently. English has emerged as the unifying feature among all employment levels, from the lowest to the highest. The English Department wants to start a **Certificate course in Spoken English** with all of these factors in mind.

The details of the program are

- |                                           |                                |
|-------------------------------------------|--------------------------------|
| 1. Name of the proposed program           | : Spoken English               |
| 2. Duration and timings of the program    | : 30 hrs; 04:00 pm to 5:00pm   |
| 3. Start date of the program              | : 1 <sup>st</sup> October 2021 |
| 4. Course fee                             | : Nil                          |
| 5. No. of students expected for admission | : 40                           |

Yours faithfully

  
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Anantapur (Dist.)

  
Head of Department (English)



**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**  
**DEPARTMENT OF ENGLISH**  
**CERTIFICATE COURSE 2017-2018**  
**SPOKEN ENGLISH**  
**SYLLABUS**

**Unit 1**

Organs of speech  
Sounds syllables  
Weak forms & strong forms  
Accent intonation

**Unit 2**

Public speaking  
Self-introduction and of others greeting people  
Invitation; accepting – declining  
Making request  
Expressing gratitude  
Complimenting,  
Congratulating  
Expressing sympathy apologizing  
Asking for information  
Seeking permission  
Complaining and expressing regret-

**Unit 3**


Basic grammar  
Parts of speech  
Prepositions

**Unit 4**

Subject verb agreement  
Tenses types of sentences  
Transformation of sentences

**REFERENCES:**

1. Bansal R.K and Harrison J.B. Spoken English for Indian
2. Katamba, F. An Introduction to Phonology, Longman, 1989
3. Bygate. M, Speaking. oxford: Oxford University Press.
4. K.S. Smitha Annie pothen English conversational Practice. Sterling Publication Pvt.Ltd
5. Geoffry Leech, Margaret Dueshar. English Grammar Today.
6. W.S.Allen. Living English structure.
7. Thomson and Martinet. A Practical Grammar. OUP, 1986.

  
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Anantapur (Dist.)



SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL

(Affiliated to Sri Krishnadevaraya University)

Department of English


Certificate Course in Spoken English

Time: 10.00 AM to 11.00 AM

Max. Marks: 40M

Answer any Three of the following

- |                                                |            |          |
|------------------------------------------------|------------|----------|
| Unit 1: Long Answer Question in 100 words each | 2 out of 1 | 1x10=10M |
| Unit 2: Long Answer Question in 100 words each | 3 out of 2 | 2x10=20M |
| Unit 3: Grammar                                |            | 1x5=5M   |
| Unit 4: Verb                                   |            | 1x5=5M   |

  
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GUNTAKAL  
Anantapur (Dist.)





**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**  
**Department of English**  
**Certificate Course in Spoken English**

Time: 10.00 AM to 11.00 AM

Max. Marks: 40M

Answer any three of the following

(3X10=30)

**Unit I**

1. What is Phonetics?
2. Discuss briefly about different kinds of Tones used in Speech.


**Unit II**

3. Talk about a successful presentation you gave and why you think it did well.
4. Imagine you are seeking some information about getting an air- ticket to Mumbai.  
Construct a conversation of 4-5 exchanges with the travel agent.
5. What are the various kinds of Tones used in Spoken English/

**Unit III and IV**

(1X10=10)

6. Write A/An/The or X in the blanks:
  - A) Have you had.....lunch?
  - B) She wants to become.....M.L.A.
  - C) Engineering is .....useful career.
  - D) I've received.....email from my friend.
  - E) This is .....HCL product.
7. Fill in the blanks with suitable verb forms
  - a) Vegetable .....(sell) at high prices
  - b) I switched off the lights after he .....(sleeps)
  - c) My aunt and her son .....(eat) and apple everyday
  - d) The Moon..... (derive) light from the sun.
  - e) We cannot go out as it ..... (rain).

  
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**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL.**


DEPARTMENT OF ENGLISH

**Circular**

Date: 28.09.2021

All the B.A. final year degree students are hereby informed that the Department of English is going to start a certificate course in 'Spoken English'. The duration of the course is 30 hrs. Students need not pay any fee for the course. The classes will commence from 01-09-2021. Interested students are required to register their names in the English Department. After successful completion of the course certificate will be provided to the students.

  
Coordinator

  
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Anantapur (Dist.)  
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Copy for Circulation among the Students




**S.K.P. Government Degree College, Guntakal**  
**Department of English**  
**Final Report of Certification Course in Spoken English**

Department of English, under the guidance of the Principal Dr. K Gnaneswar, came up with idea of Spoken English Course for the students of the College. The Department of English has made a humble beginning to impart and enrich the students with proficiency in English by conducting a certificate course in Spoken English for the duration of 30 hrs. As it was resolved earlier, the main thrust of the course was to inculcate spoken skills in English for the out-going students. The basic structure of the course is prepared keeping in view the needs of the final year students. The said Course was started on 01.10.2021 and completed on 15.12.2021.

The response from the students was overwhelming. In its introductory session the Seminar Hall was jam-packed and students enthusiastically wanted to be the part of it. Dr. K. Gnaneswar, the principal, addressed the students intimating them about the importance of English in social and corporate realms. He also appreciated the effort of English Department and congratulated Sri T N Masthanappa, HOD, English Department, who was the guiding force behind the entire course. The number of students attended the Course was good. 38 Students regularly attended the Classes conducted from 4.00 PM to 5.00 PM.

The sessions were interactive, informative and interesting. The usage of videos, hand-outs, stories, comics, suggestive books and interesting worksheets helped the students to grasp the tips to learn and understand English language. There were brain-storming sessions, debates, group activities and impromptu presentations which enhanced the confidence level of the students. The Course ran its entire course of 30 hrs and also took informal inputs from the students for making the course better next time.


After the successful completion of the said Certificate course, a valedictory function was held on 15<sup>th</sup> December 2021. The Principal of the College, Sri Dr K. Gnaneswar, graced the occasion. The meeting was presided over by the HOD (English), Sri T N Masthanappa. In his opening remarks, the Head of the Department explained the need

  
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**Andhra Pradesh**



and necessity of introducing the Certificate course. The Principal advised the students to make use of the in-puts given by the Department of English. Certificates were distributed to the all 34 students.

At the end of program Sri P S Kiran Kumar, Lecturer in English, proposed the vote of thanks.

  
Principal  
S.K.P. Government College  
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Anantapur (Dist.)




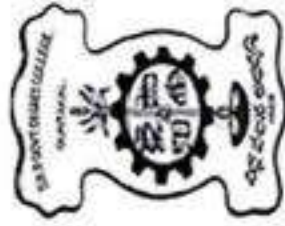


**SKP GOVERNMENT DEGREE COLLEGE: GUNTAKAL**  
**Registered Final B.A. Students for Spoken English Certificated Course**  
**2020-21**

S.No.	Register Number	Name of the Student
1	190153002	CHAKALI SURESH
2	190153003	CHERUVU UPENDRA
3	190153004	CHINTHAKAYALA SURESH
4	190153005	DURGAMMAGARI RAGHU
5	190153006	EDIGA ANJINEYULU
6	190153007	GUJJULA RAKESH
7	190153008	KATHI NARESH BABU
8	190153009	KODIPETLA CHANDRA SEKHAR
9	190153011	MADIGA JYOTHI
10	190153012	MEKALA SREEKANTH
11	190153013	NADIMINTI GANGADHAR
12	190153014	NAGARURU RANGASWAMY
13	190153015	NAMALA RAJESH
14	190153016	RAMAVATH SALAMMA
15	190153017	RAMAVATH SURYA NAIK
16	190153019	ROSHAM NAGESWARA RAO
17	190153020	SODAM NAVEEN
18	190153021	TALARI HARIJANA SUNDAR KUMAR
19	190153022	THUPPADALA SAI MURALI MOHAN
20	190153023	ULLEKKI DHARMENDRA
21	190153024	VANKAYALA VINOD KUMAR
22	190153025	VIRAPURAM SOMASEKHAR
23	190153026	VISLVATH BALAJI NAIK
24	190153027	VISLAVATH VINOD NAIK
25	190153051	A.SAI KEERTHI
26	190153052	B.ANAND KUMAR
27	190153053	B.CHANDRA SEKHAR
28	190153054	C.RAGHU
29	190153055	C.SANDYA
30	190153056	CHAKALI SREEDHAR
31	190153057	G.PAVAN KALYAN
32	190153058	K.KARTHIK
33	190153059	K.NAVEEN
34	190153061	KURUVA MAHESH BABU
35	190153062	M. RAMESH
36	190153063	M.RAGHU
37	190153065	P.HARINDRA BABU
38	190153066	PALAKARA BANDA VINAY

  
Coordinator

  
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**GUNTAKAL**  
 Anantapur (Dist.)



# **S.K.P. GOVERNMENT DEGREE COLLEGE**

GUNTAKAL, ANANTAPURAM-515803, A.P.  
Affiliated to Sri Krishnadevaraya University (SKU) Anantapuram  
Re-accredited by NAAC with 'B' Grade-CGPA- '2.76'

Estd: 1968

## **Department of English**

### **Certificate Of Participation**

**This is to certify that Mr./Miss./Mrs.**

**studying**

**successfully completed 'Spoken English Certificate Course'**

**Organized by Department of English, S.K.P. Government Degree College, Guntakal, held from \_\_\_\_\_ to \_\_\_\_\_.**

  
**Coordinator**

**Principal**



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**GUNTAKAL**  
**Anantapur (Dist.)**



**SKP GOVERNMENT DEGREE COLLEGE: GUNTAKAL**  
**Registration Form for Spoken English Certification Programme**  
**Academic Year 2020-2021**

S.No.	Register Number	Name of the Student	Signature
1	190153002	CHAKALI SURESH	C. Suresh
2	190153003	CHERUVU UPENDRA	C. Upendra
3	190153004	CHINTHAKAYALA SURESH	Chinthakayala Suresh
4	190153005	DURGAMMAGARI RAGHU	Durgammagari Raghu
5	190153006	EDIGA ANJINEYULU	Anjineyulu E.
6	190153007	GUJJULA RAKESH	G. Rakesh
7	190153008	KATHI NARESH BABU	Nareesh babu
8	190153009	KODIPETLA CHANDRA SEKHAR	Chandara sekhar
9	190153011	MADIGA JYOTHI	Jyothi
10	190153012	MEKALA SREEKANTH	Sreekanth
11	190153013	NADIMINTI GANGADHAR	Gangadhar
12	190153014	NAGARURU RANGASWAMY	N. Rangaswamy
13	190153015	NAMALA RAJESH	Rajesh
14	190153016	RAMAVATH SALAMMA	Salamma
15	190153017	RAMAVATH SURYA NAIK	Surya Naik
16	190153019	ROSHAM NAGESWARA RAO	R. Nageswara Rao
17	190153020	SODAM NAVEEN	S. Naveen
18	190153021	TALARI HARIJANA SUNDAR KUMAR	T. Sundar Kumar
19	190153022	THUPPADALA SAI MURALI MOHAN	T. Sai Murali Mohan
20	190153023	ULLEKKI DHARMENDRA	U. Dharmendra
21	190153024	VANKAYALA VINOD KUMAR	V. Vinod Kumar
22	190153025	VIRAPURAM SOMASEKHAR	V. Somasekhara
23	190153026	VISLVATH BALAJI NAIK	Balaji Naik
24	190153027	VISLAVATH VINOD NAIK	V. Vinod Naik
25	190153051	A SAI KEERTHI	A. Sai Keerthi
26	190153052	B. ANAND KUMAR	B. Anand Kumar
27	190153053	B. CHANDRA SEKHAR	B. Chandrasekhar
28	190153054	C. RAGHU	C. Raghu
29	190153055	C. SANDYA	C. Sandya
30	190153056	CHAKALI SREEDHAR	C. Sreedhar
31	190153057	G. PAVAN KALYAN	G. Pavan Kalyan
32	190153058	K. KARTHIK	K. Karthik
33	190153059	K. NAVEEN	K. Naveen
34	190153061	KURUVA MAHESH BABU	K. Mahesh babu
35	190153062	M. RAMESH	M. Ramesh
36	190153063	M. RAGHU	M. Raghu
37	190153065	P. HARINDRA BABU	P. Harindra Babu
38	190153066	PALAKARA BANDA VINAY	Vinay

Co-ordinator

**PRINCIPAL**  
**S.K.P. Government College**  
**GUNTAKAL**  
**Anantapur (Dist.)**

**SKP GOVERNMENT DEGREE COLLEGE: GUNTAKAL**  
**Spoken English Certificate Course (2020-21)**  
**Participants Feedback Form**

**Date:**

**Instructions:** Please indicate your level of agreement with the statements listed below.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The objectives of the training were clearly defined.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Participation and interaction were encouraged.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The topics covered were relevant to me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The content was organized and easy to follow.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The materials distributed were helpful.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. This training experience will be useful in my work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The trainer was knowledgeable about the training topics.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The trainer was well prepared.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. The training objectives were met.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. The time allotted for the training was sufficient.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. The meeting room and facilities were adequate and comfortable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Please share other comments or expand on previous responses here:					

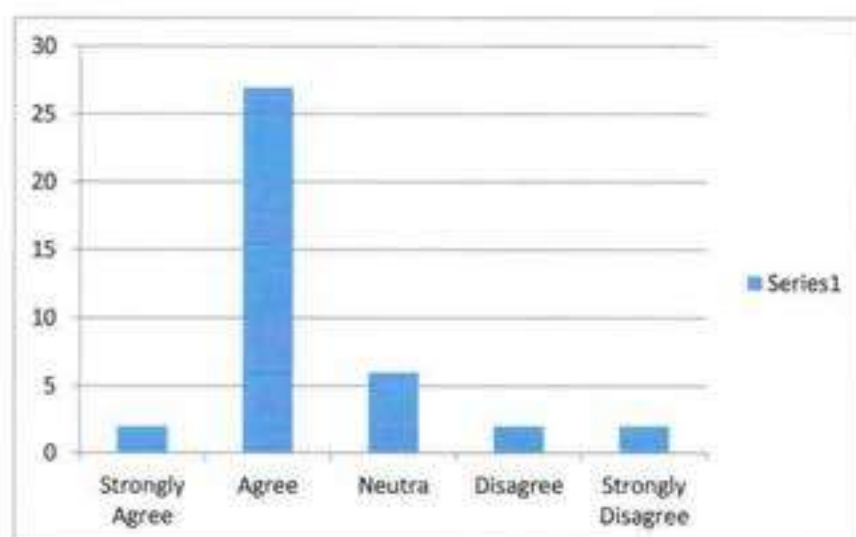
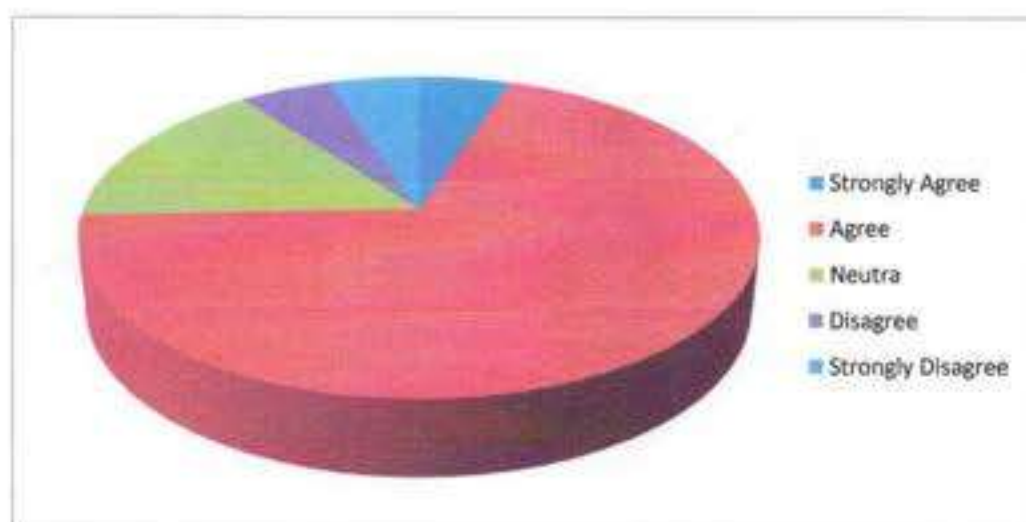
**PRINCIPAL**  
**S.K.P. Govt. Degree College**  
**GUNTAKAL**  
**Anantapur (Dist.)**

*[Handwritten Signature]*



SKP GOVERNMENT DEGREE COLLEGE: GUNTAKAL  
Spoken English Certificate Course (2021-22)  
**Participants Feedback Form**


Total Students	38
Strongly Agree	2
Agree	27
Neutra	6
Disagree	2
Strongly Disagree	2



**PRINCIPAL**  
S.K.P. Govt. Degree College  
GUNTAKAL  
Anantapur (Dist.)

Photos of Spoken English Certificate Course 2020-21



  
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GUNYAL  
Anantapur (Dist.)





## S K P GOVERNMENT DEGREE COLLEGE GUNTAKAL

LIST OF FINAL B.A. STUDENTS ENROLLED FOR SPOKEN ENGLISH CERTIFICATE COURSE

## ATTENDANCE SHEET FOR THE ACADEMIC YEAR 2020-21

[illegible]



LIST OF FINAL B.A. STUDENT'S ENROLLED FOR SPOKEN ENGLISH CERTIFICATE COURSE

ATTENDANCE SHEET FOR THE ACADEMIC YEAR 2020-21

[illegible]

Principal  
S.K.P. Government College  
GUNTAKAL  
Anantapur (Dist.)



యస్. కె. పి. ప్రభుత్వ డిగ్రీ కళాశాల, గుంతకల్

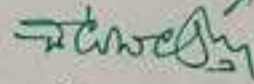
తెలుగు శాఖ

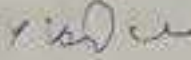
తెలుగు టైపింగ్ సర్టిఫికేట్ కోర్స్ నిర్వహించాలని తెలుగు శాఖ తీర్మానం.

తేది: 24/09/2021

తెలుగు శాఖ ఆధ్వర్యం లో డిగ్రీ చిప్, చికాం, చియస్సి విద్యార్థులకు సర్టిఫికేట్ కోర్స్ నిర్వహించాలని తీర్మానించాము. అందులో భాగంగా విద్యార్థులకు ఫ్రీబ్ మీడియా, ఎలక్ట్రానిక్ మీడియా, మరియు ప్రసారమాధ్యమాల్లో ఇంగ్లీషు నుండి తెలుగులో అనువదించడానికి ఉపయోగపడే విధంగా తెలుగు టైపింగ్ అనే సర్టిఫికేట్ కోర్స్ ను నిర్వహించాలని తీర్మానించుకున్నాము.


24-09-2021 తేదిన తెలుగు శాఖ ఆధ్వర్యం లో సమావేశం జరిగింది. ఈ సమావేశానికి అధ్యక్షులు గా డా. సి. బాలకృష్ణ మరియు అధ్యాపకులు వై. వనజమ్మ విద్యార్థులు చి.లాలుస్వామి, డి.వెంకటేశ్వరమ్మ సభ్యులు గా పాల్గొన్నారు. దీనిని కళాశాల ప్రెన్సిపాల్ గారి ఆదేశాల మేరకు 40 రోజుల కాలవ్యవధిలో సర్టిఫికేట్ కోర్స్ నిర్వహించాలని తీర్మానించుకున్నాము.

డా. సి. బాలకృష్ణ (తెలుగు శాఖాధ్యక్షులు) 

వై. వనజమ్మ (తెలుగు అధ్యాపకులు) 

చి.లాలుస్వామి (విద్యార్థి) 

డి.వెంకటేశ్వరమ్మ (విద్యార్థి) 

  
PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (Dt.)

## యస్. కె. పి. ప్రభుత్వ డిగ్రీ కళాశాల, గుంతకల్

తెలుగు కాబ

ఎస్ కె పి ప్రభుత్వ డిగ్రీ కళాశాల గుంతకల్

కళాశాల ప్రెన్సిపాల్

ఎస్ కె పి ప్రభుత్వ డిగ్రీ కళాశాల గుంతకల్

విషయం: తెలుగు టైపింగ్ సర్టిఫికేట్ కోర్స్ ప్రారంభించడానికి అనుమతి కొరకు:

ఎస్ కె పి ప్రభుత్వ డిగ్రీ కళాశాల గుంతకల్ తెలుగు కాబ ఆద్యక్షులలో డిగ్రీ మూడవ సంవత్సరం విద్యార్థులకు తెలుగు టైపింగ్ సర్టిఫికేట్ కోర్స్ నిర్వహించాలని తెలుగు కాబ తీర్మానించింది. నేటి సమాజంలో పత్రికల ప్రభావం ప్రేంట్ మీడియా ఎలక్ట్రానిక్ మీడియా ప్రసార మాధ్యమాల ప్రభావం ఎక్కువగా ఉంది. విద్యార్థులు వాటిలో అవకాశాలు పొందేలా తెలుగు కాబ తెలుగు టైపింగ్ సర్టిఫికేట్ కోర్స్ నిర్వహించడానికి అనుమతించగలరు.

### కోర్సు వివరాలు

కోర్స్ పేరు: తెలుగు టైపింగ్

కోర్సు కాల వ్యవధి సమయం: 40 రోజులు సా. 5 నుండి 6. గంటల వరకు

ప్రారంభ తేదీ: 1 అక్టోబర్ 2021

కోర్స్ ఫీజు: ఏమీ లేదు

మొత్తం విద్యార్థుల సంఖ్య: 40

  
తెలుగు కాబ  
Dept. Of Telugu  
S.K.P. GOVT. COLLEGE  
GUNTAKAL - 515801

  
PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (T.N.)



యస్. కె. పి. ప్రభుత్వ డిగ్రీ కళాశాల, గుంతకల్

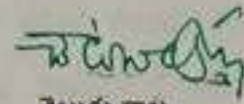
తెలుగు శాఖ

సర్దులర్

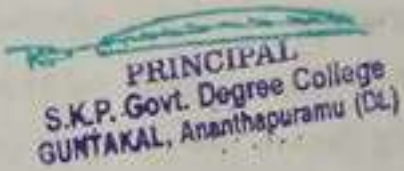
28-09-2021

కళాశాలలో బిఏ చదువుతున్న విద్యార్థులు అందరికీ తెలుగు శాఖ తెలియజేయునది ఏమనగా తెలుగు శాఖ తెలుగు టైపింగ్ అనే సర్టిఫికేట్ కోర్సులు నలభై రోజుల వ్యవధిలో ఎలాంటి రుసుము లేకుండా నిర్వహిస్తుంది. కోర్సు 01-09-2021 తేదీన ప్రారంభం అవుతుంది ఆసక్తిగల విద్యార్థులు పేరు నమోదు చేసుకోండి. కోర్స్ పూర్తి అయిన తర్వాత సర్టిఫికేట్ కూడా జారీ చేయబడును కావున విద్యార్థులందరూ ఈ అవకాశాన్ని సద్వినియోగం చేసుకోగలరు.

ఇట్లు



తెలుగు శాఖ  
Dept. Of Telugu  
S.K.P. GOVT. COLLEGE  
GUNTAKAL - 515801

  
PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (Dt.)

## యస్. కె. పి. ప్రభుత్వ డిగ్రీ కళాశాల, గుంతకల్

### తెలుగు కాబ

#### తెలుగు బ్రహ్మింగ సర్టిఫికేట్ కోర్స్ రుది నివేదిక

తెలుగు కాబ ఆధ్వర్యంలో బిఏ, బీకాం, బిఎస్సీ విద్యార్థులకు తెలుగు బ్రహ్మింగ సర్టిఫికేట్ కోర్సు 40 రోజుల కాలవ్యవధిలో నిర్వహించాలని కళాశాల ప్రెన్సిపల్ జ్ఞానేశ్వర్ గారి ఆధ్వర్యంలో తీర్మానం జరిగింది. డిగ్రీ పైనలియర్ విద్యార్థులు కోర్స్ అయిపోయిన తర్వాత వారికి ఉపయోగపడే విధంగా బాషా నైపుణ్యాలను నేర్పించడం ఈ కోర్సు యొక్క ప్రధాన ఉద్దేశం. ప్రాంత మేడియా, ఎలక్ట్రానిక్ మేడియా, ప్రసార మాధ్యమాలను దృష్టిలో ఉంచుకొని కోర్స్ రూపొందించడం జరిగింది.

సర్టిఫికేట్ కోర్స్ ప్రారంభ సమావేశంలో విద్యార్థులు చాలా ఉత్సాహంగా పాల్గొన్నారు. ప్రెన్సిపల్ డా. కె. జ్ఞానేశ్వర్ గారు విద్యార్థులను ఉద్దేశిస్తూ నేటి సమాజం మీద మీడియా, పత్రిక రంగాలు అత్యంత ప్రభావాన్ని చూపిస్తున్నాయి ఈ రంగాల్లో ఉద్యోగ అవకాశాలు పొందేలా ఈ సర్టిఫికేట్ కోర్స్ మీకు చాలా ఉపయోగపడుతుంది కాబట్టి విద్యార్థులు ఈ అవకాశాన్ని ఉపయోగించుకుని ఆయా రంగాల్లో ముందుకెళ్లాలని విద్యార్థులకు సూచించారు.

విద్యార్థులు కోర్స్ నేర్చుకునే సమయంలో కంప్యూటర్ లో తెలుగును బ్రహ్మింగ చేయడం, కి బోర్డు ను ఉపయోగించడం, ఇంగ్లీష్ నుండి తెలుగు అనువదించడం మొదలైన విషయాలన్నీంటినీ బ్లాక్ బోర్డ్ ఉపయోగిస్తూ, ఐ సి టి క్లాసు ఉపయోగిస్తూ బోధించడం జరిగింది. తర్వాత విద్యార్థులను లాంగ్వేజ్ ల్యాబ్ కి తీసుకెళ్లి ప్రతి విద్యార్థి పైన ప్రత్యేక శ్రద్ధతో బ్రహ్మింగ ప్రాక్టీస్ చేయించాము. రెండు వారాల తర్వాత విద్యార్థికి ఆంగ్ల వాక్యాలను ఇచ్చి తెలుగులో బ్రహ్మింగ చేయమని సూచించాము. మొత్తం 40 రోజుల పాటు కోర్సు కొనసాగింది. కోర్స్ పూర్తయిన తర్వాత విద్యార్థులకు ముగింపు సమావేశంలో ప్రెన్సిపల్ డా. కె. జ్ఞానేశ్వర్ గారి చేతుల మీదుగా సర్టిఫికేట్లు జారీ చేసి కోర్సును విజయవంతంగా ముగించాము.



యన్. కె. పి. ప్రభుత్వ డిగ్రీ కళాశాల, గుంతకల్

తెలుగు శాఖ

సర్టిఫికేట్ కోర్స్: ఆన్ లైన్ తెలుగు టైపింగ్

పాఠ్య ప్రణాళిక:

తెలుగు టైపింగ్ - పరిచయం

తెలుగు టైపింగ్ - ఆవశ్యకత

తెలుగు కీ బోర్డు

తెలుగు టైపింగ్ - అనువర్తనాలు

తెలుగు లేఖిని (Leekhini)

# SKP Government Degree College, Guntakal

Registration form for Telugu Typing Certificate Program

Department of Telugu - Academic Year 2020-21

క్రమ సంఖ్య	Hall ticket no.	విద్యార్థి పేరు	సంతకం
1	200153121	B Chandrakala	B. K Chandrakala
2	200153122	B Vinod	B Vinod
3	200153124	B Ranganayakulu	B. Ranganayakulu
4	200153125	B Siva	B. Siva
5	200153126	K Ashok	K. Ashok
6	200153127	C Ramanjineyulu	C Ramanjineyulu
7	200153128	G Rajini	G. Rajini
8	200153129	G Mamatha	G. Mamatha
9	200153130	G Indra	G. Indra
10	200153131	G Rajeswari	G. Rajeswari
11	200153132	H Danalakshmi	H. Danalakshmi
12	200153133	K Majunatha	K. Mahesh
13	200153134	K Mahesh	K. Mahesh
14	200153135	M Naveenreddy	M. Naveenreddy
15	200153136	M Veeresh	M. Veeresh
16	200153137	M Sivakumar Naik	M. Sivakumar Naik
17	200153138	M Krishna Naik	M. Krishna Naik
18	200153139	P Veranjaneeyulu	P. Veranjaneeyulu
19	200153140	P Sateesh	P. Sateesh
20	200153141	P Bebi	P. Bebi
21	200153142	R Chandrashekar Naik	R. Chandrashekar Naik
22	200153143	R Hariprasad Naik	R. Hariprasad Naik
23	200153144	R Krishna Naik	R. Krishna Naik
24	200153145	R Prasad Naik	R. Prasad Naik
25	200153146	R Sampatkumar Naik	R. Sampatkumar Naik
26	200153147	S Kalyani	S. Kalyani
27	200153148	S Sunil	S. Sunil
28	200153149	U Pavankumar	U. Pavankumar
29	200153150	V Sai Harsitha	V. Sai Harsitha
30	200153151	P Suresh	P. Suresh
31	200153152	P Anjaneya Prasad	P. Anjaneya Prasad
32	200153153	P Anil kumar	P. Anil Kumar
33	200153154	R Anil kumar naik	R. Anil Kumar Naik
34	200153155	U Anand	U. Anand
35	200153156	J Bheemraju	J. Bheemraju
36	200153157	A Rangaswamy	A. Rangaswamy
37	200153158	B Anilkumar	B. Anilkumar
38	200153159	B Sravani	B. Sravani
39	200153160	V Sudhakar	V. Sudhakar
40	200153161	C Rajeswari	C. Rajeswari

*(Signature)*

PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (Dt.)

Dept. Of Telugu  
S.K.P. GOVT. COLLEGE  
GUNTAKAL - 515801



**S K P Government Degree College, Guntakal**  
**Attendance sheet for the Academic year - 2017-18**

Attendance sheet for the Academic year – 2017-18																															
S.No	Student Name	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
1	B Chandrababu	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	B Vinod	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	B Rangarajulu	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	B Siva	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	K Adnan	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6	C Rameshwarulu	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	G Raju	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	G Mahesh	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	G Siva	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	G Raju	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	H Chandrababu	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	K Raju	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	K Mahesh	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	M Naveenreddy	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	M Venkesh	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	M Subash Kumar Nasa	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	M Krishna Nasa	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	P Venkateshwarulu	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	P Suresh	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	P Bhe	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21	K Chandrababu Nasa	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22	K Mahesh Nasa	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23	K Krishna Nasa	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24	K Prasad Nasa	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25	K Sampath Kumar Nasa	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
26	S Kavya	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
27	S Suresh	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
28	U Parashuram	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29	V Sa Haridha	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
30	P Suresh	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
31	P Anil Kumar	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
32	P Anil Kumar	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
33	R Anil Kumar Nasa	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
34	U Anand	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
35	I Bhavani	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
36	A Rameshwarulu	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
37	B Anand Kumar	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
38	B Suresh	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
39	V Subash	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
40	C Raju	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

**PRINCIPAL**  
**S.K.P. Govt. Degree College**  
**GUNTAKAL, Ananthapuramu (Dr.)**

**Dept. Of Telugu**  
**S.K.P. GOVT. COLLEGE**  
**GUNTAKAL - 515801**

*[Handwritten Signature]*



S.No	Student Name	31	32	33	34	35	36	37	38	39	40	Remarks
1	B Chandrabala	X		X	X	X	X	X	X	X	X	
2	B Vinod	X	X	X	X	X	X	X	X	X	X	
3	B Rangarajulu	X	X	X	X	X	X	X	X	X	X	
4	B Siva	X	X	X	X	X	X	X	X	X	X	
5	X Ashok	X	X	X	X	X	X	X	X	X	X	
6	C Ramanjanyulu	X	X	X	X	X	X	X	X	X	X	
7	G Rajul	X	X	X	X	X	X	X	X	X	X	
8	G Namatha	X	X	X	X	X	X	X	X	X	X	
9	G Indra	X	X	X	X	X	X	X	X	X	X	
10	G Rajeswari	X	X	X	X	X	X	X	X	X	X	
11	H Danalakshmi	X	X	X	X	X	X	X	X	X	X	
12	K Majunatha	X	X	X	X	X	X	X	X	X	X	
13	K Mahesh	X	X	X	X	X	X	X	X	X	X	
14	M Naveendey	X	X	X	X	X	X	X	X	X	X	
15	M Veerub	X	X	X	X	X	X	X	X	X	X	
16	M Subbumar Naik	X	X	X	X	X	X	X	X	X	X	
17	M Krishna Naik	X	X	X	X	X	X	X	X	X	X	
18	P Venkateswulu	X	X	X	X	X	X	X	X	X	X	
19	P Sateesh	X	X	X	X	X	X	X	X	X	X	
20	P Babli	X	X	X	X	X	X	X	X	X	X	
21	R Chandrashekar Naik	X	X	X	X	X	X	X	X	X	X	
22	R Hariprasad Naik	X	X	X	X	X	X	X	X	X	X	
23	R Krishna Naik	X	X	X	X	X	X	X	X	X	X	
24	R Prasad Naik	X	X	X	X	X	X	X	X	X	X	
25	R Sampathkumar Naik	X	X	X	X	X	X	X	X	X	X	
26	S Kalyani	X	X	X	X	X	X	X	X	X	X	
27	S Sunil	X	X	X	X	X	X	X	X	X	X	
28	U Parankumar	X	X	X	X	X	X	X	X	X	X	
29	V Sai Haratha	X	X	X	X	X	X	X	X	X	X	
30	P Suresh	X	X	X	X	X	X	X	X	X	X	
31	P Anjaneya Prasad	X	X	X	X	X	X	X	X	X	X	
32	P Anil Kumar	X	X	X	X	X	X	X	X	X	X	
33	R Anil Kumar Naik	X	X	X	X	X	X	X	X	X	X	
34	U Anand	X	X	X	X	X	X	X	X	X	X	
35	J Bhikemraju	X	X	X	X	X	X	X	X	X	X	
36	A Rangaswamy	X	X	X	X	X	X	X	X	X	X	
37	B Arunkumar	X	X	X	X	X	X	X	X	X	X	
38	B Sravan	X	X	X	X	X	X	X	X	X	X	
39	V Sudhakar	X	X	X	X	X	X	X	X	X	X	
40	C Rajeswari	X	X	X	X	X	X	X	X	X	X	





## S.K.P. GOVERNMENT DEGREE COLLEGE

GUNTAKAL, ANANTAPURAM-515803, A.P.

Affiliated to Sri Krishnadevaraya University (SKU) Anantapuram

Re-accredited by NAAC with 'B' Grade-CGPA- '2.76'

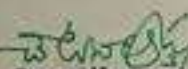
### Department of Telugu

## Certificate Of Participation

This is to certify that Mr./Miss./Mrs. \_\_\_\_\_ studying

\_\_\_\_\_ successfully completed 'Telugu Typing Certificate Course'

Organized by Department of Telugu, S.K.P. Government Degree College, Guntakal, held  
from \_\_\_\_\_ to \_\_\_\_\_.

  
**Coordinator**  
Dept. Of Telugu  
S.K.P. GOVT. COLLEGE  
GUNTAKAL - 515803

  
**Principal**  
PRINCIPAL  
S.K.P. Govt. Degree  
GUNTAKAL

222. 22. 22. 22222222 222222 222222, 222222  
Certificate course photos



222. 22. 22. 22222222 222222 222222, 222222  
Certificate course photos





# S.K.P. GOVERNMENT DEGREE COLLEGE :: GUNTAKAL

## DEPARTMENT OF ECONOMICS

### MINUTES OF THE DEPARTMENT MEETING FOR THE CONDUCT OF CERTIFICATE COURSE IN BASICS OF STOCK MARKET BY DEPARTMENT OF ECONOMIC

The Department of Economics, a leader in meeting student needs, has chosen to be a trend-setter for our college's first- and second-year students by introducing a certificate course.

There are many different kinds of stock markets, and this industry offers plenty of options for those wishing to advance their careers or make extra money. Anyone with a trading passion can readily learn about it and succeed. The courses are created in a way that makes learning and developing for everyone really simple. For a better comprehension of the subject, special live question sessions are held in conjunction with both online and offline classroom sessions. The main benefits of taking a stock market course include.

On November 2, 2020, the department of chemistry had a meeting with its staff members at the departmental staffroom. The Principal gives the Department Head the go-ahead to preside over the meeting. The department has decided to provide a certificate programme in BASICS OF STOCK MARKET to our college's first- and second-year degree students.

The 45-day course schedule has been established. Additionally, it is decided to focus on students from rural backgrounds and limit the number of new students to less than 45. After receiving the Principal's approval, a circular informing the students that the Certificate Course classes will be held outside of the schedule of

Date 02/11/2020

  
**PRINCIPAL**  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (A.P.)

  
In charge  
Dept. of Economics  
Department of ECONOMICS  
S.K.P. Govt. Degree College  
GUNTAKAL



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DEPARTMENT OF ECONOMICS

PROPOSAL FOR THE INTRODUCTION OF CERTIFICATE COURSE IN BASICS OF STOCK MARKET

Dt : 17/10/2020

From To

The Incharge

Department of Economics

S.K.P. Government College

Guntakal

The Principal

S.K.P. Government College

Guntakal

Respected Sir,

I would like to forward a proposal to your honour to start an economics certificate programme for our college's first- and second-year B.A. students. Due to the increased public awareness of the stock market, macroeconomics knowledge is essential for all students, not just those studying economics. I beg your permission, Sir, to begin the Department of Economics' Certificate Course in BASIC STOCK MARKET Concepts.

Thanking You Sir.

- o Details of the Programme are :
- Program duration : 45 Days
  - Timings of the program : 9.00 AM to 10.00AM
  - Duration of the program : 02/11/2020 to 16/12/2022
  - Course fee : -Nil-
  - Number of students expected for admission : 45



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In charge  
Dept of Economics  
Department of Economics  
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DEPARTMENT OF ECONOMICS

CIRCULAR

Dt: 20/10/2020

INTRODUCTION OF CERTIFICATE COURSE IN BASICS OF STOCK MARKET

This message is intended to advise all first- and second-year B.A. Economics students that the department of economics plans to launch a " CERTIFICATE COURSE IN BASICS STOCK MARKET." The course lasts for 6 weeks/45 days. There is no cost for the course for the students. The Department of Economics will teach the course outside of regular class hours. All interested students must submit their names to the department head. The course will broaden students' understanding of macroeconomics and benefit their economics careers.

Details of the Programme :

- Program duration : 45 Days
- Timings of the program : 9.00 AM to 10.00AM
- Starting date of the program : 02/11/2020 to 16/12/2020
- Course fee : -Nil-
- Number of students expected for admission : 45

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- Copy to College Library Notice Board
- Copy to College Office
- Departmental Copy



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N.V. Siva Kumar  
In charge  
Dept. of Economics  
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**DEPARTMENT OF ECONOMICS**

**CIRCULAR**

GROUP	Name of the students	IYEAR	II YEAR
1.MPC. TM			
2.MPC.EM			
3.BZC		<i>to</i>	
4.MECS			
5.MPCS			
6.MICRO BIOLOG			<i>P. Ramu</i>
7.BIO CHEMISTRY			
8.B.COM T.M			<i>M. Madhavi</i>
9.B.COM E.M		<i>Ray</i>	
10.B.COM COMPUTER			<i>Uthappa</i>
11.HEP			
12.HPT	<i>is eno ghy</i>		<i>T. Ty</i>
13.HPE			



Dept. of ECONOMICS, SKP Govt. College,

*Handwritten signature and stamp of the Department of Economics, S.K.P. Govt. College, Guntakal.*

*N.V. Siva Kumar*

*Dept. of Economics  
S.K.P. Govt. College, Guntakal*

**LIST OF THE STUDENTS ENROLLED FOR THE CERTIFICATE COURSE IN BASICS OF STOCK MARKET 2020-21**

S/no	Reg. No	Name of the students	Signature of the students
1	2015036001	A.PAVANI	A. Pavan
2	2015036003	B. KUBERA	B. Kubera
3	2015036004	B. BHARTH KUMAR	B. Bharth Kumar
4	2015036005	B. VENKAT	B. Venkat
5	2015036007	B.RAVI	B. Ravi
6	2015036008	B.GORANTLA	B. Gorantla
7	2015036011	B.YELLAPPA	B. Yellappa
8	2015036014	D.MANIKANTA	D. Manikanta
9	2015036015	D VENKATESULU	D. Venkatesulu
10	2015036016	D.HUSSAIN	D. Hussain
11	2015036017	D.SHARIF	D. Sharif
12	2015036018	G.HANUMESH	G. Hanumesh
13	2015036020	G.ANIL KUMAR	G. Anil Kumar
14	2015036021	G.VEERENDRA	G. Veerendra
15	2015036022	J.JAYARAM	J. Jayaram
16	2015036023	K. DIVAKAR	K. Divakar
17	2015036024	K.MADHU KUMAR	K. Madhu Kumar
18	2015036026	M.MAHESH KUMAR	M. Mahesh Kumar
19	2015036027	M.PREMKUMAR	M. Premkumar
20	2015036028	M.HAREESH	M. Hareesh
21	2015036029	M.PRAVEENA	M. Praveena
22	2015036030	M.LAKSHMI NAIK	M. Lakshmi Naik
23	2015036032	R.SACHIN	R. Sachin
24	2015036036	T.ERRISWAMY	T. Erriswamy
25	2015036037	T.M. DURGA PRASAD	T.M. Durga Prasad
26	200033014	MEKALA SUMATHI	M. Sumathi
27	200153006	BOGGU ASHOK BABU	B. Ashok Babu
28	200153007	BOYA SUDHAKAR	B. Sudhakar
29	200153009	CHAKALI SREEKANTH	C. Sreekanth
30	200153010	CHINNA LINGAPPA GARI MAHESH	Chinna Lingappa Gari Mahesh
31	200153014	DIMMAGUDI KRISHNAMURTHY	D. Dimmagudi
32	200153021	KALLURU SHIVA	K. Shiva
33	200153023	KENCHALA GADILINGA	K. Upendra
34	200153024	KOMME UPENDRA	K. Upendra
35	200153026	KURUBA HARI PRASAD	K. Hari Prasad
36	200153027	MANGALI GANESH	M. Ganesh
37	200153028	MANGALI RAMANJINEYULU	M. Ramanjineyulu
38	200153031	MEENUGA LALI PRASAD	M. Laliprasad
39	200153034	PENNAIAHGARI ANIL KUMAR	P. Anil Kumar
40	200153035	RAMAVATH ANIL KUMAR NAIK	R. Anil Kumar Naik

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**Ananthapuramu Dist.**

**DEPARTMENT OF ECONOMICS**

**CERTIFICATE COURSE ON "BASIC OF STOCK MARKET"**

**SYLLABUS**

Theory: 40h Course Credit: 2

Unit- I 8h

Primary Market vs Secondary Market Investment in Stock Market - The process to invest Initial Public Offering (IPO) How the Indian stock market works Economic and Industry Analysis Technical Analysis Company Analysis Interpretation of Financial Statements Cash Flow Analysis and Valuation of Equity Demat and Depository Introduction to Mutual Funds Insurance Mutual Funds.

Unit II 8h

Introduction to Derivatives and Futures Introduction to Option Introduction to Commodity Market Introduction to Currency Market Introduction to Technical Analysis Types of Charts Implementing Chart and Candlestick Patterns Trend analysis Technical theories Sentimental Indicators Intermarket Technical Analysis Technical analysis indicators.

Unit III 8h

Financial Planning Investments Mutual Fund Insurance Initial Public Offering (IPO) Investment Psychology Corporate Actions and Announcements Fundamental Analysis Portfolio Management Investor Types, Delivery and Intraday Trading Equity - Cash and Derivative Market Introduction to Commodity Currency Markets Trading Platform Intro Trading Account and Free Demat Opening.



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#### Unit IV

8h

Basic of Investment and Investment Environment Risk and Return Instrument of Investment  
Primary Market Secondary Market Market Participants Stock Exchanges in India Security  
Market Indices: Nifty and Sensex Sources of Financial Information.

#### Unit V

8h

Industry Analysis, Approaches and Economic Scenario Company Analysis Position Statement  
Analysis History, Membership & Organisation Governing body Functions of stock Exchange  
Online trading Role of SEBI Recognized Stock Exchanges in India Derivatives on stocks:  
Meaning, types Patterns of Trading & Settlement Speculations & Its Types Activities of  
Brokers & Broker Charges Settlement Procedure National Securities Depository Ltd Central  
Securities Depository Ltd .

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**Model Question Paper 2021-2022**

Certificate Course on "BASICS OF STOCK MARKET"

Name of the student \_\_\_\_\_ Reg.No \_\_\_\_\_

Time: 2hrs

Max marks: 50

**SECTION - A**

25X2= 50Marks

Answer any questions. Each question carries TWO marks. 1.

1. What is a Dividend?

Answer: .

2. First Stock Exchange to be recognized by the Indian Government under the Securities Contracts Regulation Act?

Answer:

3. First International Exchange of India?

Answer:

4. What is F&O?

Answer:

5. What is Commodity in Stock Market?

Answer:

6. Asia's Oldest Stock Exchange?

Answer:

7. How many companies are listed on BSE?

Answer:

8. How many Companies are listed on NSE?

Answer:

9. First Dematerialized Electronic Exchange in India?

Answer:

10. Who manages Nifty 50?



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Answer:

11. What is Face Value?

Answer:

12. What is Day Trading?

Answer:

13. What is Long-Term Investing?

Answer:

14. What is PE Ratio?

Answer:

15. What is Debt?

Answer:

16. What is Volatility in the Stock Market?

Answer:

17. What is IRR?

Answer:

18. What are the Major Industries and Sectors in the Indian Stock Market?

Answer

19. What is CAGR?

Answer:

20. What is Technical Analysis?

Answer:

21. What are Support and Resistance?

Answer:

22. Full Form of GST?

Answer:

23. What is Candlestick Chart in Trading?

Answer:



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24. What is NPA?

Answer:

25. What is Mutual Fund?

Answer:

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Principal  
S.K.P. Govt. Degree College  
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## BRIEF REPORT ON THE CONDUCTION OF THE CERTIFICATE COURSE IN "BASICS STOCK MARKET"

By offering a Certificate course in BASICS OF STOCK MARKET for the B.A., the Department of Economics has made a modest start in educating and enriching students with the fundamentals of the stock market. Students in their first and second years in 2021-22 academic year will see more of the same drama.

The course began on July 2, 2022, and ended on September 16, 2022. The Certificate course was place in the college from 9:00 AM to 10:00 AM outside of regular college hours and lasted 45 days. Throughout the certificate programme. The course was taught with participation from every member of the department.

Students engaged in the course fully and successfully completed it. The final day of the course includes an examination, and students were given certificates on.



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**S.K.P Government Degree College, Guntakal**

**BASICS OF STOCK MARKET**

**Course Feedback Form 2021-2022**

Course Title: \_\_\_\_\_

Dates: \_\_\_\_\_

Venue: \_\_\_\_\_

Please fill the short questionnaire to make the course better.

Please respond below with 1, 2, 3, 4 or 5, where 1 and 5 are explained.

**THE DESIGN OF THE COURSE**

- A. Were objectives of the course clear to you? ☐ Y ☐ N
- B. The course contents met with your expectations ☐
1. Strongly disagree      5. Strongly agree
- C. The lecture sequence was well planned ☐
1. Strongly disagree      5. Strongly agree
- D. The contents were illustrated with ☐
1. Too few examples      5. Adequate examples
- E. The level of the course was ☐
1. Too low      5. Too high
- F. The course contents compared with your expectations ☐
1. Too theoretical      5. Too empirical
- G. The course exposed you to new knowledge and practices ☐
1. Strongly disagree      5. Strongly agree
- H. Will you recommend this course to your colleagues? ☐
1. Not at all      5. Very strongly

**THE CONDUCT OF THE COURSE**

- A. The lectures were clear and easy to understand ☐
1. Strongly disagree      5. Strongly agree
- B. The teaching aids were effectively used ☐
1. Strongly disagree      5. Strongly agree
- C. The course material handed out was adequate ☐
1. Strongly disagree      5. Strongly agree
- D. The instructors encouraged interaction and were helpful ☐



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1. Strongly disagree

5. Strongly agree

E. Were objectives of the course realized? ☐ ☒

F. Please give overall rating of the course

90% - 100% ( )

60% - 70% ( )

80% - 90% ( )

50% - 60% ( )

70% - 80% ( )

below 50% ( )



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# S.K.P GOVERNMENT DEGREE COLLEGE, GUNTAKAL

## DEPARTMENT OF ECONOMICS

### FEEDBACK ANALYSIS OF STUDENTS

We have gathered curricular feedback from first-year, second-year, and academic year 2020-2021 students. the evaluation of the comments and ideas made by the students.

#### Student recommendations:

1. A small number of students believed that the curriculum should focus more on competitive tests like the UPSC and APPSC.

2. A small number of students stated that the curriculum, particularly in the scientific faculty, should still take a more practical approach.

3. A small number of pupils argued that classrooms should be smarter.

The chart gives a full account of the issues, raised by the students of 2019-2020 batch and the institution's response.

The graph shows the frequent answers of the students in a Different bar diagram.

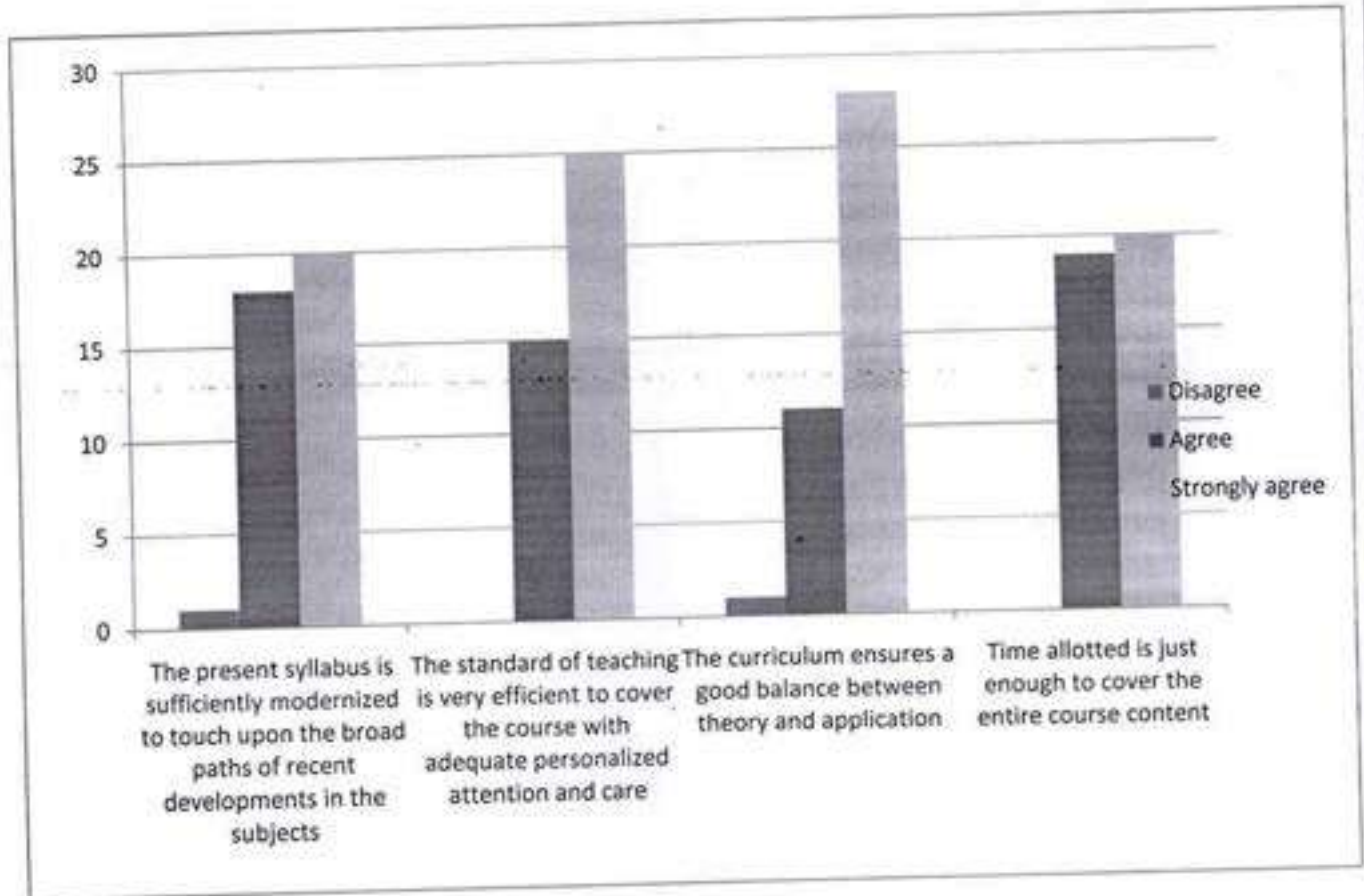
	components	1 (Strongly Disagree)	2 Disagree	3 Undecided	4 Agree	5 Strongly agree
1	The present syllabus is sufficiently modernized to touch upon the broad paths of recent developments in the subjects	1	1		18	20
2	The standard of teaching is very efficient to cover the course with adequate personalized attention and care				15	25
3	The curriculum ensures a good balance between theory and application			1	11	28
	Time allotted is just enough to cover the entire course content				19	21



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2020-2021



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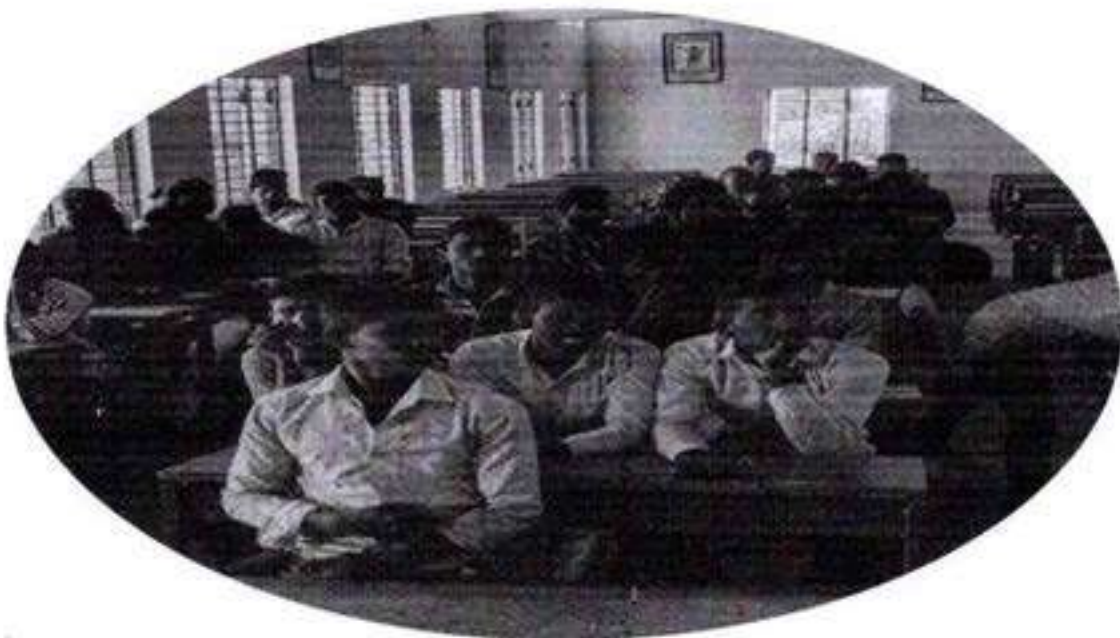
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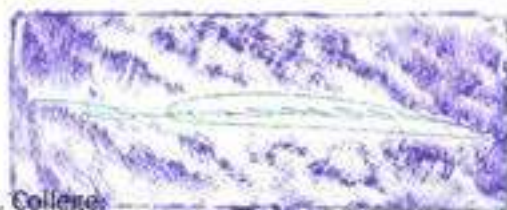
## STUDENTS AWARENESS PROGRAMME IN STOCK MARKET



## B.A HEP I YEAR & II YEAR STUDENTS



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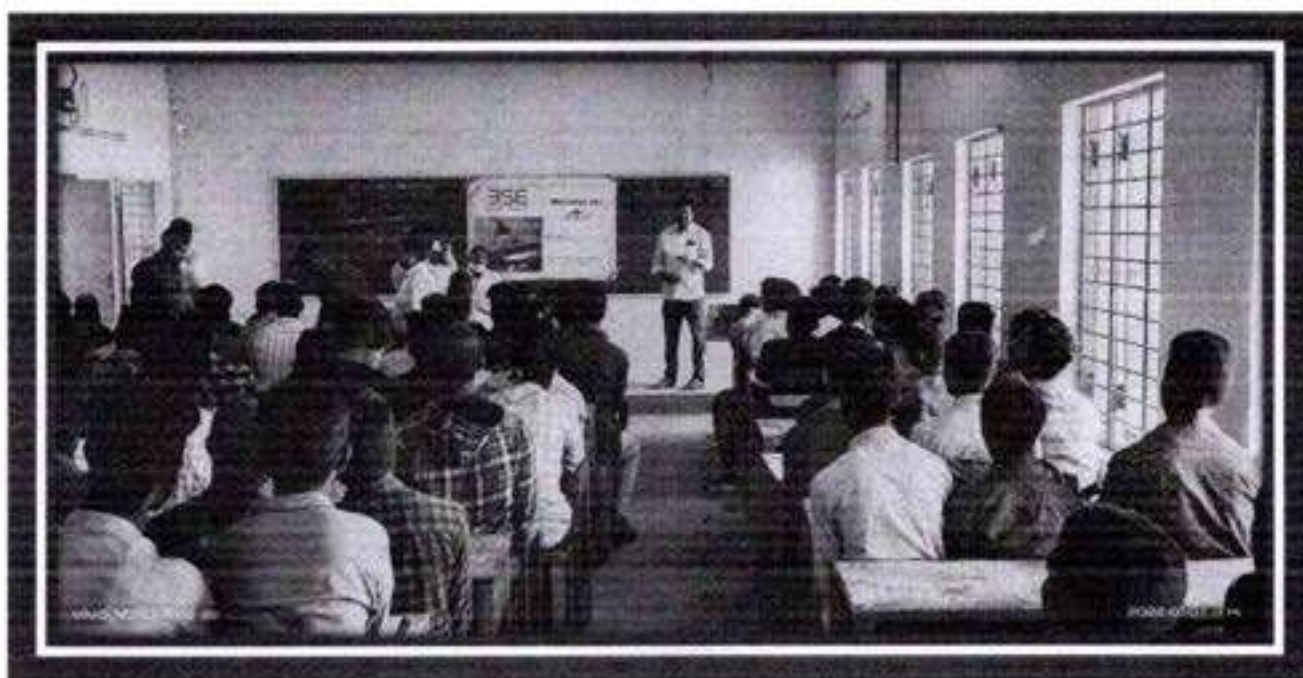
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**BASICS OF STOCK MARKET CERTIFICATE COURSE 2020-2021**



**BSE STOCK BROKER AWARENESS OF THE STOCK MARKET**



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**S.K.P GOVERNMENT DEGREE COLLEGE,  
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**CERTIFICATE OF COMPLETION**

This certificate is  
presented to

**BASICS OF STOCK MARKET**

For completing her Certificate Course The department of  
Economics.

from \_\_\_\_\_ to \_\_\_\_\_

Name of the student \_\_\_\_\_

Reg.No \_\_\_\_\_

Signature of the lecturer    Signature of the Principal  
Signature of the coordinate



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**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**Department Of Commerce**

**Minutes of the Department meeting for the conduct of  
Certificate Course in MS-Office**

Date: 29-09-2020

The Department of Commerce, a leader in catering to student needs, has made the decision to widen opportunities for individuals graduating from our College. There is a considerable need for new graduates with MS-Office skills due to the expanding job market, which has been particularly visible in the financial sector. With the straightforward objective of equipping graduating students with the requisite practical MS-Office abilities, the Department of Commerce has taken the initiative to provide a Certificate Course in MS-Office.

The Department of Commerce met with its members on the College's property on 29<sup>th</sup> September 2020. P Janardhana Sastry, the department Head, presided over the meeting, which also featured commerce lecturers Dr. G. Pavan Kumar, K. Rajasekhar, and S. Venkatesulu. The Certificate Course in MS-Office for degree-seeking students at our College will be organised by the Department, with the Principal serving as the course instructor and the Department in charge serving as chairman. The Certificate Course would last 45 days as stated.

1. Sri P Janardhana Sastry, Department in charge :

2. Sri TM Madhavaiah, Lecturer in Commerce :

3. Sri Dr G. Pavan Kumar, Lecturer in Commerce :

Department of Commerce  
S.K.P. Govt. Degree College  
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**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**  
**PROPOSAL FOR THE INTRODUCTION OF CERTIFICATE COURSE IN**  
**MS-OFFICE**

DATE: 01.10.2020

From  
P Janardhana Sastry,  
Lecturer in Commerce,  
Department in charge  
S.K.P. Govt. Degree College  
Guntakal

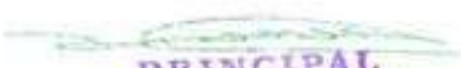
To  
The Principal,  
S.K.P. Govt. Degree College  
Guntakal,

Respected Sir,

Regarding the establishment of a MS-Office Certificate Course for students in our College's final year of study, I'd like to submit a suggestion to you. The needs of departing students have come to the attention of the Department of Commerce more frequently. Knowledge of MS-Office has become crucial for the commerce students, from the lowest to the highest levels of employment. The Department of Commerce is interested in starting the course while keeping all of these factors in mind.

The details of the program are

- |                                           |                                 |
|-------------------------------------------|---------------------------------|
| 1. Name of the proposed program           | : MS-Office                     |
| 2. Duration and timings of the program    | : 45 days; 09 am to 10:00am     |
| 3. Start date of the program              | : 6 <sup>th</sup> December 2020 |
| 4. Course fee                             | : Nil                           |
| 5. No. of students expected for admission | : 45                            |

  
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Yours faithfully  
  
**Department of Commerce**  
**S. Department in charge (Commerce)**  
**GUNTAKAL.**

**S.K.P. Government Degree College, Guntakal.**

**Department Of Commerce**

**Circular**

Date: 02-10-2020


All the B.Com final year degree students are hereby informed that the Department of Commerce is going to start a certificate course in 'MS-Office'. The duration of the course is 45 days. Students need not pay any fee for the course. The classes will commence from 06-10-2020. Interested students are required to register their names in the commerce Department. After successful completion of the course certificate will be provided to the students.

  
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Coordinator  
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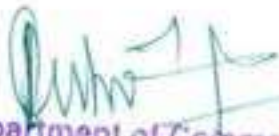
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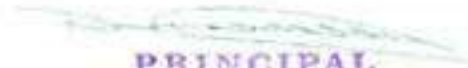
### MS-Office Syllabus 2018-19

#### Syllabus

**Home:** This section includes settings for font colour, font size, font style, alignment, bullets, and line spacing, among others. Under the Home option, you'll find all of the fundamental editing tools you'll need for your work.

- **Insert:** The document can contain tables, shapes, photos, charts, graphs, headers, footers, page numbers, etc. They are listed under the category "Insert."
- **Design:** Under the Design tab, you may select the template or design that you wish to use to build your document. Selecting the proper tab will increase the visual appeal of your article.
- **Page Layout:** The Page Layout tab has choices like margins, orientation, columns, lines, indentation, and spacing, among others.
- **References:** This tab is especially useful for individuals composing dissertations, books, or large projects. This tab has options such as citation, footnote, and table of contents, caption, and bibliography.
- **Review:** The grammar, spell check, Thesaurus, language, word count, translation, and comments can all be monitored under the review tab. This is advantageous for people who have their documents assessed using Microsoft Word. In addition to the functions listed above, the page can be set in several views and layouts, which can be added and optimised via the View tab of the Word document. Additionally, scales and margins are accessible to the users' advantage.

  
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**SKP Government Degree College Guntakal**  
**MS-Office Model question Paper 2020-21**

**Time: 1.30**

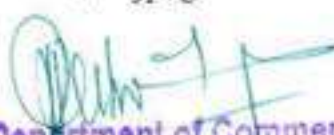
**Maximum Marks: 50**

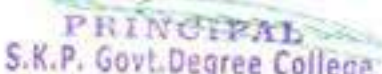
**Each Question Carries 5 Marks (8\*5)**

1. What is a word processor?
2. Write Down the procedure of changing default location in the save in section (MS Word).
3. Write down the Procedure of disabling Automatic spell checking? How do you check spelling?
4. What is paragraph in MS word? What is the use of it?
5. How to create multicolumn in a page?
6. Discuss different Layout Views in Word.
7. What is paragraph in Microsoft word?
8. How can you replace multiple wrong words with correct ones at a time in MS. Word?

**Each Question Carries 1 Mark (10\*1)**

1. MS word is software of \_\_\_\_
  - a. Apple
  - b. Android
  - c. Google
  - d. Microsoft
2. Which is the word processing software?
  - a. Avast
  - b. MS word 2007
  - c. Google Chrome
  - d. Mozilla Firefox
3. MS Word is \_\_\_\_ software.
  - a. Web browser
  - b. Word processing
  - c. Operating system
  - d. Antivirus
4. The valid format of MS Word is \_\_\_\_
  - a. .exe
  - b. .doc
  - c. .png
  - d. .jpeg

  
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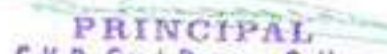


5. What program is used in MS-Word to check the spelling?
- Research
  - Word Count
  - Set language
  - Spelling & Grammar
6. To show the font dialog box press \_\_\_\_
- Ctrl+ P
  - Ctrl+ D
  - Ctrl+ B
  - Ctrl+ Q
7. A word gets selected by clicking it
- Once
  - Twice
  - Three times
  - Four times
8. A \_\_\_\_ identifies a location or a selection of text that you name and identify for future reference.
- Footer
  - Bookmark
  - Header
  - Page number
9. Which option is not available in Microsoft office button?
- Bold
  - New
  - Save
  - Open
10. \_\_\_\_ is the change the way text warps around the selected object.
- Text wrapping
  - Indent
  - Clipart
  - Line spacing

**SKP Government Degree College, Guntakal**  
**Students list registered for MS-Office certification course 2020-21**

S.no	Roll numbers	Name of the students
1	190155073	M RAHUL
2	190155074	M SIVA
3	190155075	MANGE SIVAMMA
4	190155077	N SATHISH
5	190155044	ARELLA VIJAYA KUMAR
6	190155079	NEMAKALLU VALMIKI SISINDRI
7	190155080	P ASHOK
8	190155068	K THARUN
9	190155047	B ASHOK
10	190155008	P SAI KRISHNA
11	190155001	MOHAMMED MUKTHIYAR ALI
12	190155002	ATHMAKUR SUSHMA
13	190155004	BANDHANATHAM MOHAN KRISHNA
14	190155006	GAJULA BALJA SRIKANTH
15	190155009	S.MALLU NAIK
16	190155010	THUMBLA PUNITH KUMAR
17	190155041	A KULLAY SWAMY
18	190155042	A SREEKANTH
19	190155045	B ABDUL RAJAK
20	190155046	B ANANDBABU
21	190155048	B BHASKAR
22	190155049	B RAMU
23	190155050	B SHIVA SHANKAR
24	190155051	B SURESH
25	190155052	B SURYA PRAKASH
26	190155124	AJAGADEESH
27	190155125	AKANDAM MASTHAN VALI
28	190155126	BANTANAHAL VASAVI
29	190155127	BOYA PARASURAM
30	190155128	BOYA SURESH KUMAR
31	190155129	BOYA VAMSI
32	190155130	C.NARENDRA KUMAR
33	190155131	G.GOVINDU
34	190155132	G.VAMSI
35	190155133	GUDISE CHANDRA SEKHAR
36	190155135	GUNTAPPA PRIYA
37	190155136	K.NAVEEN KUMAR
38	190155157	SHAIK NAFEESA NAZ
39	190155158	SHAIK REHANA BANU
40	190155159	SHAIK SHAHID KABEER
41	190155160	T.SAI BABA CHOWDARY
42	190155161	THOPSI DIVAKAR
43	190155163	VADLA YASHODHAN
44	190155143	KONA BASKAR
45	190155144	KUNCHEPU RAJESH KUMAR


  
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**Attendance sheet certificate programme -2020-21**

S.no	Roll numbers	Name of the students	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1	190155073	M RAHUL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	190155074	M SIVA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	190155075	MANGE SIVAMMA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	190155077	N SATHISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	190155044	ARELLA VIJAYA KUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6	190155079	NEMAKALLU SISINDRI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	190155080	P ASHOK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	190155068	K THARUN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	190155047	B ASHOK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	190155008	P SAI KRISHNA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	190155001	M MUKTHIYAR ALI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	190155002	A SUSHMA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	190155004	B MOHAN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	190155006	GAJULA BALIJA SRIKANTH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	190155009	S.MALLU NAIK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	190155010	T PUNITH KUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	190155041	A KULLAY SWAMY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	190155042	A SREEKANTH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	190155045	B ABDUL RAJAK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	190155046	B ANANDBABU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21	190155048	B BHASKAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

  
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# SKP Government Degree College, Guntakal

## Attendance sheet certificate programme -2020-21

S.no	Roll numbers	Name of the students	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
1	190155073	M RAHUL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	190155074	M SIVA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	190155075	MANGE SIVAMMA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	190155077	N SATHISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	190155044	ARELLA VIJAYA KUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6	190155079	NEMAKALLU SISINDRI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	190155080	P ASHOK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	190155068	K THARUN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	190155047	B ASHOK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	190155008	P SAI KRISHNA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	190155001	M MUKTHIYAR ALI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	190155002	A SUSHMA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	190155004	B MOHAN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	190155006	GAJULA BALAJA SRIKANTH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	190155009	S.MALLU NAIK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	190155010	T PUNITH KUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	190155041	A KULLAY SWAMY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	190155042	A SREEKANTH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	190155045	B ABDUL RAJAK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	190155046	B ANANDBABU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21	190155048	B BHASKAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

  
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GUNTAHAL, ANANTAPURAM-515803, A.P.

RE-ACCREDITED BY NAAAC WITH 'B' GRADE-CGPA-'2.76'

# Certificate Of Participation

**studying \_\_\_\_\_ successfully completed 'MS-Office Certificate Course' Organized by Department of Commerce, S.K.P. Government Degree College, Guntakal, held from 6<sup>th</sup> October 2020 to 10<sup>th</sup> December 2020.**

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# S.K.P. Government Degree College, Guntakal

## Department of Commerce

### Final Report of Certification Course in commerce

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MS-Office was developed by the Department of Commerce with the help of the Principal, Dr. K. Ganeswar, for the College's students. By offering a certificate course in MS-Office for 45 days, the Department of Commerce has made a modest start in its effort to teach and enhance the students with practical knowledge of the accounting software.

The primary goal of the course, as previously decided, was to impart MS-Office knowledge to the departing pupils. The needs of the final year students are taken into consideration when creating the course's basic structure. The aforementioned course began on October 6, 2020, and ended on December 10, 2020. The pupils' response was overwhelmingly positive.

The Seminar Hall was crowded for its opening session as students eagerly desired to participate. The principal, Dr. K. Ganeswar, spoke to the students and informed them of the significance of technology in both the social and business spheres. He also praised the work of the department of business and complimented Sri P Janardhan Sastry, HOD, who served as the course's architect. The course had a high turnout of students. Regular attendance for the classes, which ran from 09.00 am to 10.00 am, was 50 students. The sessions were engaging, educational, and fascinating.

The students were able to understand how to learn and understand MS-Office with the use of hands-on activities, films, handouts, seminars, quizzes, suggested books, and engaging exercises. The students' confidence level was raised by brainstorming sessions, discussions, group exercises, and impromptu presentations.

The course ran its 45-day course and also solicited informal feedback from the students to improve the course in the future. A farewell celebration was organised on December 10, 2020, following the successful conclusion of the aforementioned Certificate course.

Sri Dr. K. Ganeswar, the college's principal, attended the event. The HOD presided over the meeting (commerce), Janardhan Sastry, Sri P. The Department Head explained the reason for

  
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and need of introducing the Certificate course in his introductory remarks. The Principal recommended that the students incorporate the input from the Department of Commerce. The 45 students were all given certificates.

Sri G. Pavan Kumar, a lecturer in Commerce, proposed the vote of gratitude at the conclusion of the event.



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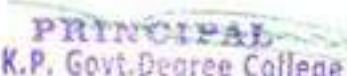
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**SKP Government Degree College, Guntakal**  
**MS-office Certificate Course Feed Back (2020-21)**  
**Participants Feedback Form**

**Instructions:** Please indicate your level of agreement with the statements listed below.

S.No	Particulars	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	Participation and interaction were encouraged.					
2	The topics covered were relevant to me.					
3	The objectives of the training were clearly defined					
4	The content was organized and easy to follow.					
5	The materials distributed were helpful.					
6	The trainer was knowledgeable about the training topics.					
7	The time allotted for the training was sufficient.					
8	The training objectives were met.					
9	The trainer was well prepared.					
10	The meeting room and facilities were adequate and comfortable.					

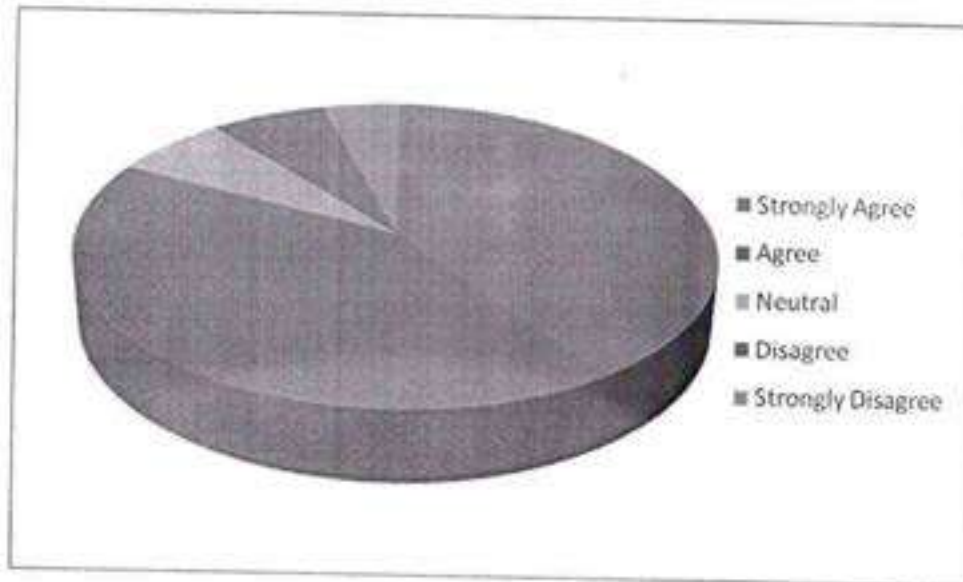
  
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### Feedback Analysis

Particulars	Respondents	Percentage
Strongly Agree	18	40.00
Agree	19	42.22
Neutral	3	6.67
Disagree	3	6.67
Strongly Disagree	2	4.44
Total	45	100



Approximately Forty two percent of students agreed certificate course is helpful to them followed by forty percent strongly agree course is beneficial to them. Seven percent of the students are neutral and disagree and four percent are strongly disagree about the certificate course programme.

  
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**Certificate course -2020-21**



  
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**Department of Chemistry**

**CERTIFICATE COURSE IN CHEMISTRY**

**2020-21**

**S.K.P. GOVERNMENT COLLEGE :: Guntakal**

**DEPARTMENT OF CHEMISTRY**

**MINUTES OF THE DEPARTMENT MEETING FOR THE CONDUCT OF  
"CERTIFICATE COURSE IN WATER ANALYSIS"**

Water quality is defined as a measure of the physical, chemical, biological, and microbiological characteristics of water. Monitoring water quality provides empirical evidence to support decision making on health and environmental issues. Monitoring water quality in the 21st century is a growing challenge because of the large number of chemicals used in our everyday lives and in commerce that can make their way into our waters. Poor water quality has its most direct impact on aquatic wildlife, particularly fish, bugs, and plants. Excess nutrients, sediment, road salt, and other contaminants can reduce the variety and hardness of organisms living in the state's waters. Monitoring water quality is very important for maintaining ecosystem health and the livelihood of the population. It reflects the health of surface water bodies as a snapshot in time (weeks, months, and years). Therefore, best practices and efforts are needed to monitor and improve water quality.

Hence, Department of Chemistry has decided to introduce certificate course in Water Analysis to enhance proficiency and practical knowledge in Water Chemistry, with the humble intention of imparting necessary knowledge on water analysis and quality parameters of water to the outgoing students. The Department of Chemistry has conducted a meeting with the members of the department in the Departmental Staffroom on 04/01/2021. The meeting is chaired by the Incharge of the Department and on the instruction by The Principal. The department has unanimously resolved to conduct certificate course in Water Analysis for the outgoing Final year degree students of our college. The course is designed to be for a duration of 45 days. Further it is resolved to concentrate on students with rural background and total intake of the students shall be 45. After approval by the Principal, the classes of the Certificate Course shall be conducted off the time table of the college.

Date : 04/01/2021



Dept of Chemistry, SKP Govt. College, Guntakal

*P. J. H. S. S.*  
Incharge

Department of Chemistry  
Dept. of Chemistry  
S.K.P. Govt. College  
Guntakal, Anantapur (Dt.)



**S.K.P. GOVERNMENT COLLEGE :: Guntakal**  
**DEPARTMENT OF CHEMISTRY**  
**PROPOSAL FOR THE INTRODUCTION OF CERTIFICATE COURSE**  
**IN WATER ANALYSIS**

Dt : 05/01/2021

From  
The Incharge  
Department of Chemistry  
S.K.P. Government College  
Guntakal

To  
The Principal  
S.K.P. Government College  
Guntakal

Sir,

Sub : Dept of Chemistry- Request permission to conduct Certificate Course in Water Analysis. – Request – Reg.

With reference to the above cited Subject and Departmental resolution dated 04/01/2021, to conduct Certificate Course in Water Analysis, I would like to put forth a proposal for your approval and consent to introduce a Certificate course in Chemistry for B.Sc. final year students of our college for 2020-21. It is imperative for the students of Chemistry and in general every student to have awareness on parameters of Water Quality due to increase in awareness of water born diseases.

I request you Sir, to permit us to conduct Certificate Course in Water Analysis in the Dept. of Chemistry.

Thanking You Sir.

*Details of the Programme are :*

- > Program duration : 45 Days
- > Timings of the program : 4.00 to 5.00 PM
- > Starting date of the program : 07/01/2021
- > Course fee : -Nil-

Number of students expected for admission : 45

Dept of Chemistry, SKP Govt. College, Guntakal

*T. Jithu*  
Incharge  
Department of Chemistry  
S.K.P. Govt. College  
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**DEPARTMENT OF CHEMISTRY**

**CIRCULAR**

***Dt: 06/01/2021***

**INTRODUCTION OF CERTIFICATE COURSE IN WATER ANALYSIS**

This is to inform to All the Final year Degree students of B.Sc. Chemistry, that the Department of Chemistry is offering a "CERTIFICATE COURSE IN WATER ANALYSIS". The duration of course is 6 weeks/45 days. There is NO Course Fee and the course is offered as value addition to the Students of Chemistry. The course shall be run by the Department of Chemistry after the college hours. All the interested students are required to give their names to Incharge of the Department. The Course shall enhance the knowledge of Analytical Chemistry and shall be useful to their Career in Chemistry. Certificate will be awarded to All students who complete the course.

***Details of the Programme are :***

- |                                             |                            |
|---------------------------------------------|----------------------------|
| ➤ Program duration                          | : 45 Days                  |
| ➤ Timings of the program                    | : 4.00 to 5.00 PM          |
| ➤ Starting date of the program              | : 07/01/2021 to 21/02/2021 |
| ➤ Course fee                                | : -Nil-                    |
| ➤ Number of students expected for admission | : 45                       |

*T. Jithendra*  
Incharge  
Department of Chemistry  
S.K.P. Govt. College  
Guntakal, Anantapur (Dt.)

- Copy to Departmental Notice Board
- Copy to College Library Notice Board
- Copy to College Office
- Departmental Copy

Dept of Chemistry, SKP Govt. College, Guntakal





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## DEPARTMENT OF CHEMISTRY

### CERTIFICATE COURSE ON "WATER ANALYSIS"

#### SYLLABUS

Theory: 30h

Course Credits:2

#### Unit- I

6h

Importance and unique properties of water

Types of water pollutants:

- Organic pollutants: Oxygen demanding wastes, disease causing agents.
- Inorganic pollutants: Inorganic salts, mineral acids, finely divided metals and trace elements, metal complexes

#### Unit II

8h

Water quality standards: Quality of ground water, water quality criteria given by CPCB for drinking water, test characteristics of drinking water (colour, odour, taste, pH, total dissolved salts, alkalinity, total hardness)

Significance of testing: Different tests (temperature, pH, total dissolved salts, salinity, hardness), Reasons for testing.

Different methods of expressing concentration: Weight percentage, volume percentage, molarity, normality, mole fraction, molality and ppm.

#### Unit III

6h

Theory on preparation of reagents and standard solutions for water analysis: Standard  $H_2SO_4$ , Standard KCl Solution, EDTA solution, Standard  $MgSO_4$  solution, NaOH solution, Buffer Solution, Eriochrome Black-T indicator solution, Standard NaCl Solution, Standard  $AgNO_3$  Solution, Potassium chromate indicator solution, Standard  $Na_2SO_4$  solutions.



**Practical: 15 h**

1. Determination of physical parameters of water: Color, Odor, pH, Conductivity.
2. Estimation of Total Dissolved Salts (TDS)-
3. Determination of Alkalinity of water sample-
4. Estimation of carbonate and bicarbonate in water-
5. Determination of Total hardness of water by EDTA method –

**Reference books for practical: -**

1. APHA (American Public Health Association) Handbook, 1998
2. Soil, Plant and Water Analysis - P. C. Jaiswal
3. Chemical and Biological Analysis of Water - Dr. R. K. Trivedy and P. K. Goel.
4. Practical Biochemistry - J. Jayraman
5. FSSAI manual for Water Analysis.





*S.K.P. Government College :: Guntakal*  
*Model Question Paper*  
**Certificate Course on "Water Analysis"**

Time: 2hrs

Max marks: 50

**SECTION - A**

3X10=

30Marks

I. Answer any **Three** questions. Each question carries Ten marks.

- 1.
- 2.
- 3.
- 4.
- 5.

**SECTION - B**

4X5=

20Marks

II Answer any **Four** questions. Each question carries Five marks

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.



Dept of Chemistry, SKP Govt. College, Guntakal

*T. Jithu*  
Incharge  
Dept. of Chemistry  
S.K.P. Govt. College  
Guntakal, Anantapur (Dt.)

## CETIFICATE COURSE IN "WATER ANALYSIS"

### BRIEF REPORT

A majority of the people rely on the private water supply. This includes ponds, dugouts, and wells. A superior quality of water is crucial to the economic, health, and social well-being of the people. Monitoring the quality of your water and testing it regularly is very important to maintain reliable and safe water sources and eliminate the potential health risks related to water contamination.

When the water is tested it offers the knowledge; we require to address the problem that is currently involved with the water quality. It will also ensure that the water quality is protected from every potential cause of contamination and an appropriate approach is involved with the treatment system. It is vital to check the suitability of the water quality before its use. It can be for irrigation, livestock watering, drinking, or spraying. It will also help you in making an informed decision about how to use the water and what should be done about its purity.

The water quality management in India is performed under the provision of Water (Prevention and Control of Pollution) Act, 1974. The basic objective of this Act is to maintain and restore the wholesomeness of national aquatic resources by prevention and control of pollution. • The act prescribes various functions for the Central Pollution Control Board (CPCB).

Hence, Department of Chemistry has decided to introduce certificate course in Water Analysis to enhance proficiency and practical knowledge in Water Chemistry, with the humble intention of imparting necessary knowledge on water analysis and quality parameters of water to the outgoing students. The Department of Chemistry has shouldered its responsibility to impart and enrich students with basic concepts of Water Quality and parameters of Water Testing by introducing Certificate course in Water Analysis for the B.Sc. Final year outgoing students of 2020-21. The course started on 07/01/2021 and completed on 21/02/2021. The Certificate course was conducted for a period of 45 days with 30 hours of Theory and 15 hours of Practicals from 4.00Pm to 5.00PM after the college hours.

Dept of Chemistry, SKP Govt. College, Guntakal





- > Program duration : 45 Days
- > Timings of the program : 4.00 to 5.00PM
- > Starting date of the program : 07/01/2021 to 21/02/2021
- > Course fee : -Nil-
- > No of students completed the course/No of students joined the course : 39/45

There is NO Course Fee and the Course is offered as value addition the Students of Chemistry .

The Course shall enhance the knowledge of Analytical Chemistry and shall be useful to their Career in Chemistry. Certificate will be awarded to All students who complete the course .

Further, An extension Lecture were organized as a part of course to practically acquaint the Students of Certificate course. Extension Lectures by Sri B.Gopal, Assistant Professor, Department of Chemistry, SSGS Aided Degree College, Guntakal, is arranged to the students as a part of Certificate Programme .

Examination of conducted on the last day of the course and Certificates were distributed to the students on the Valedictory Day function. Out of 45 students enrolled for the course, 40 students attended the course and completed successfully. On the valedictory function, Principal Dr.K.Gnaneswar congratulated the departmental staff in continuing the course and students for successfully completing the course. All the departmental staff were present on the occasion. The Feedback is collected on the course from the students. And vote of thanks is submitted by the Incharge of the Department Sri T.Jithendra.

*K*  
21/2/21

**PRINCIPAL  
S.K.P. GOVERNMENT CL  
GUNTAKAL-515 801.**

*T.Jithendra*  
Incharge  
- Incharge  
Dept of Chemistry  
S.K.P. Govt. College  
Guntakal, Anantapur (A.P.)



Dept of Chemistry, SKP Govt. College, Guntakal

## Students at ICT Class in Certificate Course





**S.K.P. GOVERNMENT COLLEGE :: Guntakal**

***DEPARTMENT OF CHEMISTRY***

***Certificate Course in Water Analysis***

This is to Certify that Mr/Ms \_\_\_\_\_ of

**B.Sc., (MPC/BZC/Microbiology/Biochemistry), 2019-20 : Semester –V** has completed the

***“Certificate Course in Water Analysis”*** conducted by

**Department of Chemistry, S.K.P. Government College** and acquired \_\_\_\_\_ grade.

**Incharge**  
**Department of Chemistry**

**The Principal**

List of students enrolled in certificate course  
in chemistry - 2020-2021

S.NO	Name of the student	Group	H.NO	Signature of student
①	A. Rajasekar	BZCTM	190151001	A. Rajasekar
②	A. Hemalatha	BZCTM	190151002	A. Hemalatha
③	B. Ramakrishna	BZCTM	190151003	B. Ramakrishna
④	C.H. Mounika Bai	BZCTM	190151004	C.H. mounika bai
⑤	C.D. sreelakshmi	BZCTM	190151005	C.D. sreelakshmi
⑥	C.D. Amresh	BZCTM	190151006	C.D. Amresh
⑦	G. chammundeswari	BZCTM	190151007	G. chammundeswari
⑧	K. Jyoshna	BZCTM	190151008	K. Jyoshna
⑨	K. shanthi	BZCTM	190151009	K. shanthi
⑩	K. shirisha	BZCTM	190151010	K. shirisha
⑪	M. Geetha	BZCTM	190151011	M. Geetha
⑫	M. Bhaskar Naidu	BZCTM	190151012	M. Bhaskar naidu
⑬	N. Navasappa	BZCTM	190151013	N. Navasappa
⑭	P. Rajasekar	BZCTM	190151014	P. Rajasekar
⑮	P. Pavanthalyan Naik	BZCTM	190151015	P. Pavanthalyan Naik
⑯	S. Vamsi	BZCTM	190151016	S. Vamsi
⑰	S. Nandini	BZCTM	190151017	S. Nandini
⑱	V. Bhaskar Raju	BZCTM	190151018	V. Bhaskar
⑲	V. Ramaraju	BZCTM	190151019	V. Ramaraju
⑳	K. Praneetha Reddy	MIBC	190151231	K. Praneetha Reddy
㉑	R. muneera Begum	MIBC	190151232	R. muneera Begum
㉒	S. Nasheen Banu	MIBC	190151233	S. Nasheen Banu
㉓	B. Ramakrishna	MIBC	190151234	B. Ramakrishna
㉔	B. Sukanya	MIBC	190151235	B. Sukanya
㉕	K. Anitha Reddy	MIBC	190151236	K. Anitha
㉖	M. Raghanth	MIBC	190151237	M. Raghanth
㉗	M. Vasu Naik	MIBC	190151238	M. Vasu
㉘	F. Rangamma	MIBC	190151239	F. Rangamma
㉙	P. Kumar Naik	MIBC	190151240	P. Kumar
㉚	S. mounika	MIBC	190151241	S. mounika





S.No	Name of the student	Group	H.NO	Signature of
31	T. Suneeta	MIBC	190151242	T. Suneeta
32	V. Shobha Rani	MIBC	190151243	V. Shobha Rani
33	P. Siddik Basha	MPC EM	190151051	P. Siddik
34	A. Yogender Reddy	MPC EM	190151052	A. Yogender Reddy
35	D. Anilkumar Reddy	MPC EM	190151054	D. Anilkumar
36	G. Shatrath Kumar	MPC EM	190151055	G. Shatrath Kumar
37	K. Naveen Kumar	MPC EM	190151056	K. Naveen Kumar
38	K. Pavan	MPC EM	190151057	K. Pavan
39	T. Sreenath	MPC EM	190151058	T. Sreenath
40	Ravindra Babu	MPC EM	190151059	Ravindra Babu
41	A. Santhosh	MPC EM	190151060	A. Santhosh
42	B. Ravi Kumar	MPC EM	190151091	B. Ravi Kumar
43	B. Ranganath	MPC EM	190151092	B. Ranganath
44	B. Swadesh	MPC EM	190151093	B. Swadesh
45	C. Vinod Kumar	MPC EM	190151094	C. Vinod Kumar

Incharge  
 Dept. of Chemistry  
 S.K.P. Govt. College  
 Guntakal, Anantapur (H.)

# REGISTER OF ATTENDANCE & FEES

Name of the Institute Sri. Govt. College, Guntur

## FOR THE MONTH OF

2020-21 20

Section Certificate Course in Chemistry

Sl. No.	Registration No.	NAMES	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	No. of days present	FEES Rs. P.	Date of payment	
1	1001	A. Rajasekar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
2	1002	A. Ramasethu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
3	1003	B. Ramakrishna	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
4	1004	C. H. Muralidhar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
5	1005	C. D. Suresh Kumar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
6	1006	C. S. Anand	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
7	1007	E. Chamekudessari	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
8	1008	K. Jyothsna	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
9	1009	K. Shashi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
10	1010	K. Shweta	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
11	1011	M. Beetha	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
12	1012	M. Bhaskar Reddy	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
13	1013	N. Suresh	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
14	1014	P. Rajasekar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
15	1015	P. Parvathamma	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
16	1016	S. Suresh	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
17	1017	S. Suresh	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
18	1018	S. Bhaskar Reddy	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
19	1019	S. Suresh	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
20	1020	K. Praveen Reddy	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
21	1021	P. Suresh Kumar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
22	1022	S. Suresh Kumar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
23	1023	B. Ramakrishna	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
24	1024	B. Suresh	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
25	1025	K. Anitha Reddy	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
26	1026	M. Suresh Kumar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
27	1027	P. Suresh Kumar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
28	1028	P. Suresh Kumar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
Number present M																																					
Daily E																																					
Initials M																																					
E																																					

No. on roll at the beginning of month

Admitted during the month

Left No. on roll at end of month

No. of working days

Average attendance during the month

No. on roll during the month

100%



# REGISTER OF ATTENDANCE & FEES

Name of the Institute SKP Govt College, Guntur

FOR THE MONTH OF

2020-21 20

Section B.Sc. Chemistry Place Dept. of Chemistry, SKP Govt College, Guntur

Sl No	Admission No	NAMES	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	No. of days present	FEES		Date of payment	
			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		Rs.	P.		
30	105189	S. Mohanika	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
31	105190	T. Suresh Babu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
32	105191	V. Gopala Rao	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
33	105192	P. Siddhi Dasha	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
34	105193	A. Jagender Reddy	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
35	105194	D. Anilkumar Reddy	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
36	105195	K. Sharath Kumar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
37	105196	K. Narayana Kumar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
38	105197	K. Parvathi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
39	105198	T. Suresh Babu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
40	105199	P. Suresh Babu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
41	105200	A. Suresh Babu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
42	105201	D. Suresh Babu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
43	105202	B. Suresh Babu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
44	105203	C. Suresh Babu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
45	105204	C. Vinod Kumar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
Number present M			10																																			
Daily E			10																																			
Initials M																																						
E																																						

No. on roll at the beginning of month

Admitted during the month

Left No. on roll at end of month

No. of working days

Average attendance during the month

No. on roll during the month

100

02/12/2020

A Departmental meeting was conducted on 2/12/2020 to discuss about different academic aspects and student welfare issues. The following points are discussed and resolved.

1. To follow Covid-19 precautions at class room level.
2. Instruct each and every student to enter the College with mask and Sanitizer.
3. It is to maintain a physical distance in class room.
4. As per Government of AP instructions, each class is to be split and 1 batch is online & second batch is offline.
5. To conduct mid exams online.
6. Proposed to conduct a Certificate Course on 'mushroom' cultivation.

Members

1. M. S. Reddy
2. P. S. Reddy

18/12/2020  
Principal

PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (DL)



2020-21

**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**  
**PROPOSAL FOR THE INTRODUCTION OF CERTIFICATE COURSE IN**  
**"MUSHROOM CULTIVATION"**

Date: 07.12.2020

From  
P. Sashikiran  
Lecturer in Botany  
Department of Botany  
S.K.P. Govt. College  
GUNTAKAL<sub>2</sub>

To  
The Principal,  
S.K.P. Govt. College  
GUNTAKAL<sub>2</sub>

Sub :--- Request for permission for Certificate course in Botany regarding

Respected Sir,

I'd like to make a proposal to you regarding the introduction of a Certificate Course in Botany for our College's final year degree students. The Department of Botany has been sincerely aware of the requirements of departing students. . With all of these considerations in mind, the Department of Botany would like to launch the course.

The details of the program are

- |                                           |                              |
|-------------------------------------------|------------------------------|
| 1. Name of the proposed program           | : Mushroom cultivation       |
| 2. Duration and timings of the program    | : 45 days; 1:30 pm to 3:00pm |
| 3. Start date of the program              | : 7 <sup>th</sup> Dec, 2020  |
| 4. Course fee                             | : Nil                        |
| 5. No. of students expected for admission | : 40                         |

*permitted*

2/12/20

**PRINCIPAL**  
**S.K.P. Govt. College**  
**GUNTAKAL, Ananthapuramu (Dt.)**  
**PRINCIPAL**  
**S.K.P. Govt. Degree College**  
**GUNTAKAL, Ananthapuramu (Dt.)**



Yours faithfully

*[Signature]*  
Incharge  
Department of Botany  
S.K.P. Govt. Degree College  
Department of Botany

# **S.K.P. Government DEGREE COLLEGE, GUNTAKAL.**

## DEPARTMENT OF BOTANY

### **Circular**

Date: 07-11-2020

All the B.Sc(BZC,BIO-CHEM,MICRO-BIO) final year degree students are hereby informed that the Department of BOTANY is going to start a certificate course in MUSHROOM CULTIVATION. The duration of the course is 45 days. Students need not pay any fee for the course. The classes will commence from 07-12-2020. Interested students are required to register their names in the Botany Department. After successful completion of the course certificate will be provided to the students.

Coordinator

  
**PRINCIPAL**  
**S.K.P. Govt. College**  
GUNTAKAL, Ananthapuramu (Dt.)

Copy to the Notice Board

Copy to the Notice Board

Copy for Circulation among the Students

  
for in-charge  
Department of Botany  
S.K.P. Govt. Degree College  
GUNTAKAL-517 803









List of students

S.No.	Reg. No.	STUDENT NAME	GROUP	SIGNATURE
1	190151001	A RAJASHEKHAR	III BZC	A. Rajashekar
2	190151003	B RAMAKRISHNA	III BZC	B. Ramakrishna
3	190151005	CH SRILAKSHMI	III BZC	CH. Sri Lakshmi
4	190151006	C AMARESH	III BZC	C. Amaresh
5	190151007	G CHAMUNDESWARI	III BZC	G. Chamundeswari
6	190151008	K JYOSTANA	III BZC	K. Jyostana
7	190151009	K SHANTHI	III BZC	K. Santhi
8	190151010	KK SRIRISHA	III BZC	KK. Sri Risha
9	190151011	M GEETHA	III BZC	M. Geetha
10	190151012	M BHASKAR NAIDU	III BZC	M. Bhaskar Naidu
11	190151013	N NARASAPPA	III BZC	N. Narasappa
12	190151014	P RAJASEKHAR	III BZC	P. Rajasekhara
13	190151015	R PAWAN KALYAN NAIK	III BZC	R. Pawan Kalyan Naik
14	190151016	S VAMSI	III BZC	S. Vamsi
15	190151017	S NANDINI	III BZC	S. Nandini
16	190151018	V BHASKAR RAJU	III BZC	V. Bhaskar Raju
17	190151019	V RAMA RAJU	III BZC	V. Ramaraju
18	190151020	Y SIVA	III BZC	Y. Siva
19	190151021	Y HEMANTH KUMAR	III BZC	Y. Hemant Kumar
20	190151231	K PRANEETHA REDDY	III MB	K. Praneetha Reddy
21	190151232	R MUNEERA BEGUM	III MB	R. Muneera Begum
22	190151233	S NASREEN BANU	III MB	S. Nasreen Begum
23	190151234	B SUNKANYA	III MB	B. Sunkanya
24	190151235	K ANKITHA REDDY	III MB	K. Ankitha Reddy
25	190151236	M RAGHUNATH	III MB	M. Raghunath



**PRINCIPAL**  
 S.K.P. Govt. Degree College  
 GUNTAKAL, Ananthapuram  
 Department of Botany  
 Govt. Degree College  
 GUNTAKAL-515 801

26	190151237	M VASU NAIK	III MB	M. Vasu Naik
27	190151239	R KUMAR NAIK	III MB	R. Kumar Naik
28	190151240	S MOUNIKA	III MB	S. Mounika
29	190151242	V SHOBHA RANI	III MB	V. Shobha Rani
30	200151002	K GANESH	II BZC	K. Ganesh
31	200151013	M HARIKRISHNA	II BZC	M. Hari Krishna
32	200151014	M MAMATHA DEVI	II BZC	M. Mamatha Devi
33	200151012	M PAVAN	II BZC	M. Pavan
34	200151015	M SHRAVANI	II BZC	M. Shravan
35	200151017	N MUNISWAMY	II BZC	N. Muniswamy
36	200151016	N PAVAN KALYAN	II BZC	N. Pavan Kalyan
37	200151018	R AKHILA	II BZC	R. Akhila
38	200151003	S APSANA	II BZC	S. Aparna
39	200151022	S NAJMUNNISA	II BZC	S. Najmunnisa



  
 Officer-in-Charge  
 Department of Rotary  
 S.K.P. Govt. Degree College  
 GUNTAKAL-515 803

PRINCIPAL  
 S.K.P. Govt. Degree College  
 GUNTAKAL, ANDHRA PRADESH (G)



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Act. in Charge  
Department of Post  
R.R. Govt., P.O. Box  
WATKINS, N.Y. 13603





Department of Rotary  
S.K. Govt. Degree College  
MURTHA, K.L. 511-802

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**S.K.P. GOVERNMENT COLLEGE, GUNTAKAL**  
**SYLLABUS FOR CERTIFICATE COURSE IN**  
**MUSHROOM CULTIVATION**

Mushroom Cultivation Syllabus			
1	<b>Commercial Mushroom Cultivation</b> <ul style="list-style-type: none"> <li>• Present scenario and prospects for Mushroom Cultivation</li> <li>• Description of edible types, natural growth aspects and climatic requirements</li> </ul>	Lecture, PPT, Discussion Video	2 hrs
2	<b>Selection of types of Mushroom and Sites</b> <ul style="list-style-type: none"> <li>• Selection of important types of Mushroom</li> <li>• Selection of appropriate Mushroom cultivation sites</li> <li>• Design and construction of Mushroom farm</li> </ul>	Lecture, PPT, Discussion Video	2 hrs
3	<b>Composting in Mushroom cultivation</b> <ul style="list-style-type: none"> <li>• Role of composting in Mushroom cultivation</li> <li>• Appropriate materials to prepare different types of compost</li> <li>• Methods of composting – preparation and pasteurization</li> <li>• Determination of quality of compost</li> <li>• Hazards &amp; risks associated with composting and how to control injury to self</li> </ul>	Lecture, PPT, Demonstration, Video	8 hrs
4	<b>Mushroom cultivation - methods</b> <ul style="list-style-type: none"> <li>• Selection of commercially important types of Mushroom</li> <li>• Purpose and process of using spawn and selection of correct spawn</li> <li>• Different types of Mushroom growing facilities and fixtures</li> <li>• Package of practices of White button Mushroom and Oyster Mushroom</li> </ul>	Lecture, PPT, Demonstration Video	8 hrs
5	<b>Disease control and pest Management</b> <ul style="list-style-type: none"> <li>• Inspection of Mushroom bags or beds for early detection of pests and diseases</li> <li>• Using sterilized casing to control nematodes</li> <li>• Spraying fungicide after casing to check dry bubble</li> <li>• Spraying insecticide for control of mites</li> <li>• Use of caustic chemicals to keep rodents away</li> </ul>	Lecture, PPT, Exercise, Demonstration	6 hrs
6	<b>Harvesting of Mushroom</b> <ul style="list-style-type: none"> <li>• Identification of right stage of Mushroom</li> <li>• Methods of harvesting</li> <li>• Using approved cutting techniques for harvesting</li> </ul>	Lecture, PPT, Exercise, Demonstration	2 hrs
7	<b>Packaging storing and grading of Mushroom &amp; post harvest procedures</b> <ul style="list-style-type: none"> <li>• Sorting the Mushrooms on the size and quality</li> <li>• Packaging Mushrooms with labels containing month and year of harvesting, quantity and type of Mushroom etc</li> <li>• Use of spent Mushroom in vermin-composting and in organic farming</li> <li>• Preparation of value added products of Mushroom</li> </ul>	Lecture, PPT, Exercise, Demonstration	10 hrs

8	Field Visit & Interaction with Mushroom cultivators and other Support Agencies	Field Visit, Lecture, Interaction	6 hrs
	Assessment & Evaluation Test		2 hrs
	Feedback & Valedictory		2 hrs
	Total		48 hrs

#### References

1. Marimuthu, T. et al. (1991). Oster Mushroom. Department of Plant Pathology. Tamil Nadu Agricultural University, Coimbatore.
2. Nita Bhal. (2000). Handbook on Mushrooms. 2nd ed. Vol. I and II. Oxford and IBH Publishing Co. Pvt. Ltd., New Delhi
3. Pandey R.K, S. K Ghosh, 1996. A Hand Book on Mushroom Cultivation. Emkey Publications.
4. Pathak, V. N. and Yadav, N. (1998). Mushroom Production and Processing Technology. Agrobios, Jodhpur.
5. Tewari Pankaj Kapoor, S. C. (1988). Mushroom Cultivation. Mittal Publication, New Delhi.
6. Tripathi, D.P. (2005) Mushroom Cultivation, Oxford & IBH Publishing Co. PVT.LTD, New Delhi.
7. V.N. Pathak, Nagendra Yadav and Maneesha Gaur, Mushroom Production and Processing Technology/ Vedams Ebooks Pvt Ltd., New Delhi (2000)



*VB*  
**Lecturer-in-charge**  
 Department of Botany  
 K.P. Govt. Degree College  
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Model Question Paper

CERTIFICATE COURSE IN MUSHROOM CULTIVATION

Morphology and Characteristics of Mushrooms

Time : 3 hrs

Max.Marks : 100

Section A

Answer all questions (4X15=60)

1. a. Write in detail the external and internal characteristics of mushrooms

or

b. Give a detailed account of life cycle in mushrooms

2. a. Describe the Natural Habitats of Mushrooms

or

b. Give an account of the nutritional and antinutritional properties of mushrooms

3. a. Illustrate the different types of edible mushrooms of India

or

b. Identify the appropriate types of mushrooms for commercial cultivation

4. a. Write about the prospects of mushroom cultivation

or

b. Detail the healthy mushroom cultivation strategies

Section B

Answer any 5 questions (5X8=40)

5. Poisonous Mushrooms

6. Nutritional properties

7. Structure of milky mushrooms

8. Natural growth parameters

9. Commercial cultivation

10. Climatic requirements

11. Bacterial diseases in mushrooms

12. Pest management

13. Fungal diseases



*VB*  
Lecturer-in-charge  
Department of Botany  
S.K.P. Govt. Degree College  
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**S.K.P. Government Degree College, Guntakal**  
**Department of Botany**  
**Final Report of Certificate Course in Mushroom Cultivation**  
**Dt : 21-02-2021**

**From**  
**P.Sashikiran**  
**Lecturer in charge**  
**Department of Botany**  
**S.K.P. Govt College, Guntakal**

**To**  
**The Principal**  
**S.K.P. Govt College**  
**Guntakal**

Department of Botany, under the guidance of the Principal Dr. K Ganeswar, came up with idea of **Mushroom Cultivation** Course for the students of the College. The Department of Botany has made a humble beginning to impart and enrich the students with self employment ideas conducting a certificate course in Mushroom Cultivation for the duration of 45 days. As it was resolved earlier, the main thrust of the course was to inculcate self employment skills for the out-going students. The basic structure of the course is prepared keeping in view the needs of the final year students. The said Course was started on 07-12-2020 and completed on 21-02-2021.

The response from the students was very good. In its introductory session the area was filled with students, who enthusiastically wanted to be the part of it. Dr. K. Ganeswar, the principal, addressed the students intimating them about the importance of self-employment in present society. He also appreciated the effort of Botany Department and congratulated Sri P Sashikiran, HOD, Botany Department, who was the guiding force behind the entire course. The number of students attended the Course was good. 34 Students regularly attended the Classes conducted from 1.30 P M to 3.00 PM.


The sessions were interactive, informative and interesting. The usage of videos, suggestive books and interesting practicals helped the students to grasp the tips to learn and understand the Cultivation of Mushrooms. There were brain-storming sessions, debates, group



activities and presentations regarding marketing of the product, which enhanced the confidence level of the students. The Course ran its entire course of 45 days and also took informal inputs from the students for making the course better next time.

After the successful completion of the said Certificate course, a valedictory function was held on 21-02-2021. The Principal of the College, Sri Dr K. Gnaneswar, graced the occasion. The meeting was presided over by the HOD(Botany) Sri P Sashikiran. In his opening remarks, the Head of the Department explained the need and necessity of introducing the Certificate course. The Principal advised the students to make use of the inputs given by the Department of Botany. Certificates were distributed to the all 31 students.

At the end of program Sri J.Bheemalingaiah, Lecturer in Botany proposed the vote of thanks.

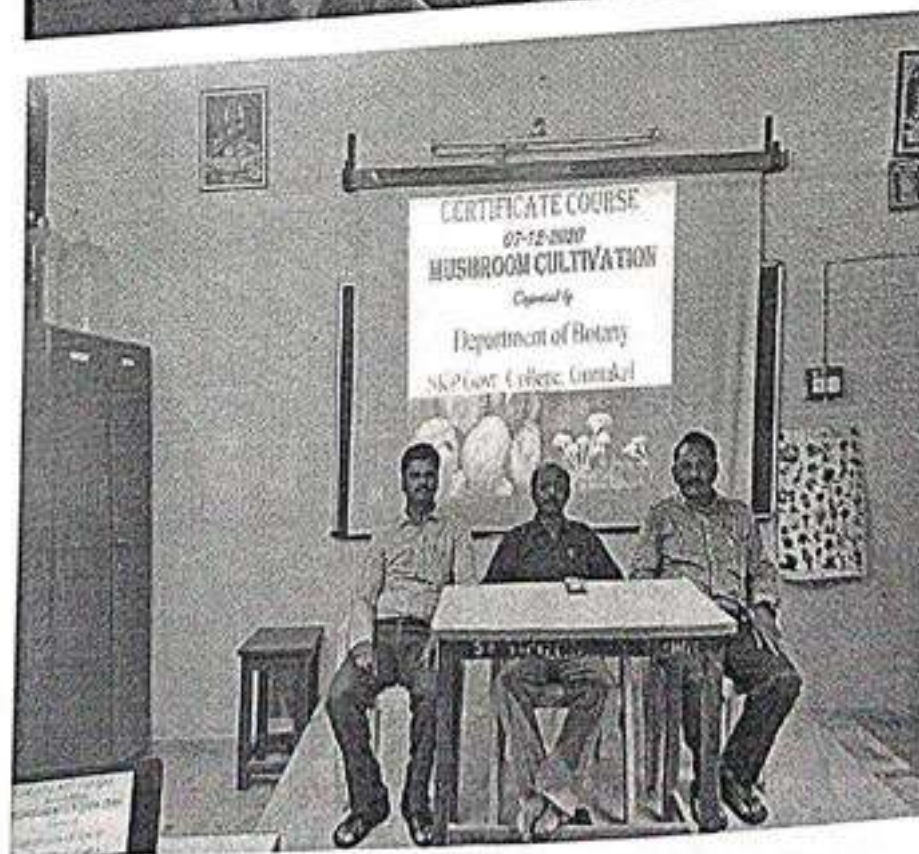
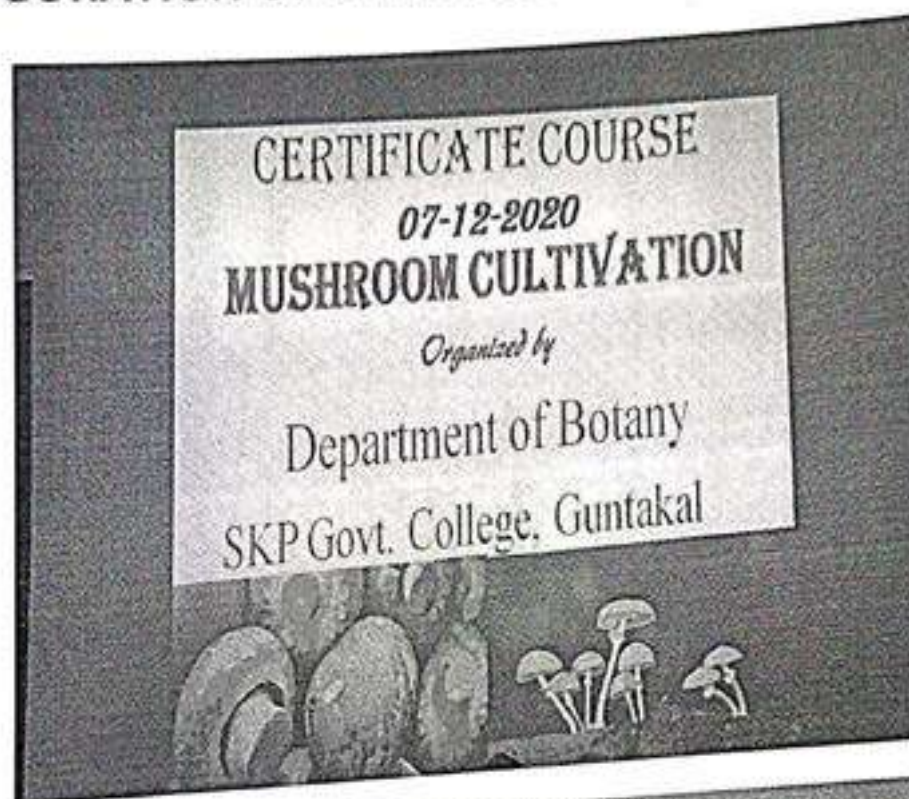


Responsible-in-charge  
Department of Botany  
S.K.P. Govt. Degree College  
GUNTAKAL-517 802

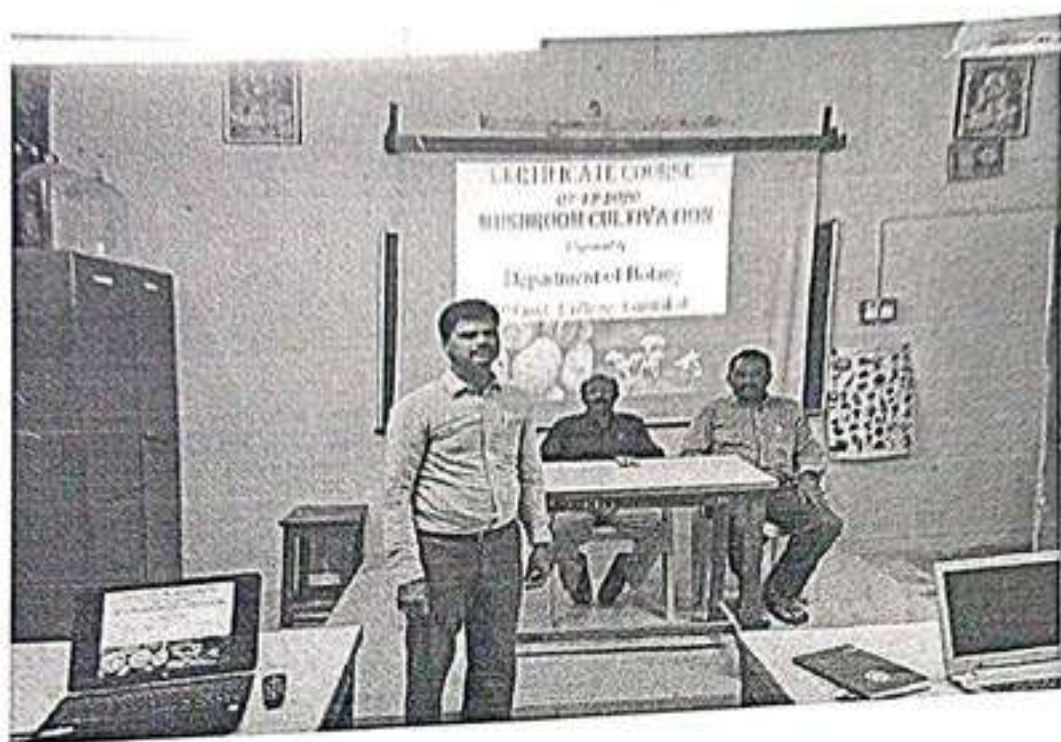
## PHOTOS OF CERTIFICATE COURSE

### "MUSHROOM CULTIVATION"

#### INAUGURATION OF THE CERTIFICATE COURSE







**CERTIFICATE COURSE  
IN BEAUTICIAN  
2020-2021**



SKP GOVERNMENT DEGREE COLLEGE GUNTAKAL

PERMISSION LETTER

Guntakal

5.4.2021

From

The Incharge  
WEC cell  
SKP Government Degree college  
Guntakal

To

Principal  
SKP Government Degree college  
Guntakal

Sir,

Sub: WEC.Request your permission to start certificate course in  
BeauticianSkills-Request-Reg -

Ref: WEC resolution dated 1.4.2021with reference of women  
empowerment cell.

As per the resolution of the college department of WEC met on  
31.3.2021and resolved anonymously to conduct certificate course Tailoring  
for girl students of our college. Hence I request to put forth your proposal for  
kind consideration and necessary approval or permission to introduce  
certificate course in tailoring.

BRIEF DETAILS OF THE COURSE

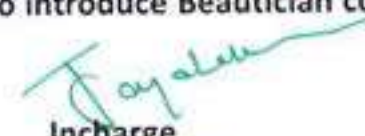
TITLE OF THE COURSE: CERTIFICATE COURSE IN BEAUTICIAN SKILLS

DURATION OF THE COURSE: 45 Days

NUMBER OF GIRL STUDENTS: 40

NEED OF THE COURSE : Most of the college students hail from rural  
background particularly biological background students and unable to tap  
the job market. Most of the students are from poor and agricultural  
background . Hence to enable them to expertise and empower in Beautician  
skills ,Women empowerment cell has decided to introduce Beautician course  
certificate

  
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S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapur District

  
Incharge  
WEC Incharge  
S.K.P Govt. College  
GUNTAKAL

# SKP GOVERNMENT DEGREE COLLEGE GUNTAKAL

## CIRCULAR

Date

6.4.2021

This is to inform all the girl students of this college that Women Empowerment Cell would like to start Beautician course certificate .The duration of the course will be 45 days .Interested students are required to their names to Incharge of WEC .The students names will be displayed in college notice board.

Group	I Year	II Year	III Year
B.A (HEP)	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
B.A (HPE)	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
B.A (HPT)	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
B.Com (G)	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
B.Com (CA)	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
BZC	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
MPC (TM)	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
MPC (EM)	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Micro Biology	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Bio Chemistry	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
MPCS	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
MECS	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

*[Signature]*

Incharge

WEC Incharge  
S.K.P Govt. College  
GUNTAKAL

Copy to college library

Copy to college Notice Board

Copy for circular among students

Principal

*[Signature]*  
**PRINCIPAL**  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (D.T.)

*[Signature]*  
**PRINCIPAL**  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (D.T.)



MODEL QUESTION PAPER

5X10=50

1. Which of the following should you check before the client sits on the shampoo chair for a hair wash ?

- a. Chair and shampoo station is dry and clean
- b. Chair is kept at a considerable distance from the basin
- c. The sanitation is attached to the chair
- d. A drier is fixed near the chair

Ans ( A )

2. How should be the work area

- a. Untidy
- b. Clean and sanitised
- c. In proper
- d. None of the above

Ans ( b )

3. Which of the following should one apply on frizzy hair to make them smooth

- a. Hair conditioner
- b. Hydrating mask
- c. Glycerine free shampoo
- d. All of the above

Ans ( d )

4. What is the one method of providing scalp stimulation

- a. Mud pack
- b. Scalp conditioner
- c. Vigorous combing
- d. Massage

Ans ( d )

5. Eyebrows, upper lip and chin are the most suitable part for

- a. Shaving
- b. Tweezing
- c. Depilation
- d. Threading

Ans ( d )

6. Electrical wires of machines trailing on the floor may cause

- a. Slipping
- b. Tripping
- c. Jumping



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WEC Incharge  
S.K.P. Govt. College  
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d.Drowing

Ans( b)

7.Which of the given items in the first aid kit is used to disinfect the wound

- a.Savlon
- b.Bandaaid
- c.Crepe bandage
- d.Gloves

Ans (a)

8. What should you sterilize after completing a clients facial

- a.Blackhead remover
- b.Facial cream
- c.Facial tissue
- d.Face pack Ans (a)

9.Which is the following is an important step before starting the treatment


- a. Consultation
- b.Bleaching
- c.Applying face pack
- d.Clearing bills and taking payment


Ans (a)

10. What safety guideline should you follow before waxing

- a.Chexk wax temperature
- b.Get waxing strips
- c.Tlk to the client
- d.Prepare the area

Ans (a)

  
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WEC Incharge  
S.K.P Govt. College  
GUNTAKAL



**SKP GOVERNMENT DEGREE COLLEGE -GUNTAKAL 2020-  
2021**

**LIST OF THE STUDENTS ENROLLED FOR CERTIFICATE COURSE IN BEAUTICIAN**

S.NO	NAME OF THE STUDENT	COURSE	HALL TICKET NUMBER Signature
01	MONDLA JYOTHSNA	B.A.	200153088 M. Jyothsna
02	PULACHINTHA BABY	B.A.	200153141 P. Baby
03	SATHYALA KALYANI	B.A.	200153147 S. Kalyani
04	VAGALA SAI HARSHITHA	B.A.	200153135 V. Harshitha
05	MALA MAMATHA DEVI	B.Sc.	200151014 M. mamatha devi
06	SHAIK APSAANA	B.Sc	200151003 S. Apsaana
07	BOYA PRAMILA	B.Sc	200151005 B. Pramila
08	BOYA SRAVANI	B.Sc	200151006 B. Sravani
09	DEVARINTI USEN BI	B.Sc	200151008 D. UfenBi
10	GUNDALA SUPRIYA	B.Sc	200151009 G. SuPriya
11	HAMPI INDU	B.Sc	200151010 H. Indu
12	HARIJANA LAVANYA	B.Sc	200151011 H. Lavanya
13	MANTAKANTI SHRAVANI	B.Sc	200151015 M. Shravani
14	REPALLI AKHILA	B.Sc	200151018 R. Akhila

Principal  
SKP Govt. Degree College  
GUNTAKAL

15	SHAIK NAJMUNNISA	B.Sc.	200151022 S. Najmunnisa
16	POLATH ROOPA	B.Sc.	200151052 P. Roopa
17	BOYA HEMAVATHI	B.Sc	200151059 B. Hemavathi
18	MASANURU RADHIKA	B.Sc	200151067 M. Radhika
19	RAMAGOWNI PAVANI	B.Sc	200151071 R. Pavani
20	POLATH RAMYA	B.Sc	200151051 P. Ramya
21	GAJULA VAISHNAVI	B.Sc	200151211 G. Vaishnavi
22	KASHANNAGARI SANDHYA RANI	B.Sc	200151218 K. Sandhya Rani
23	SHAIK WAHEEDA BEGUM	B.Sc	200151148 S. Waheeda Begum
24	GAJULA AKHILA	B.Sc	200151160 G. Akhila
25	CHAKALI SRAVANI	B.Sc	200151293 C. Sravani

Incharge

WEC Incharge  
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**SKP GOVERNMENT DEGREE COLLEGE GUNTAKAL 2020-2021**

**ATTENDANCE**

S.N O	NAME OF THE STUDENT	1	2	3	4	5	6	7	8	9	1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	2	3	
											0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0
01	MONDLA JYOTHSNA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
02	PULACHINTHA BABY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
03	SATHYALA KALYANI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
04	VAGALA SAI HARSHITHA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
05	MALA MAMATHA DEVI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
06	SHAIK APSAANA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
07	BOYA PRAMILA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
08	BOYA SRAVANI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
09	DEVARINTI USEN BI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	GUNDALA SUPRIYA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	HAMPI INDU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	HARIJANA LAVANYA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	MANTAKANTI SHRAVANI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

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SKP GOVERNMENT DEGREE COLLEGE -GUNTAKAL


FINAL REPORT ON CERTIFICATE COURSE IN BEAUTICIAN SKILLS

WOMEN EMPOWERMENT CELL

The Women Empowerment cell has made a humble beginning to impart and enrich quality and financial life off students by introducing certificate course in Beautician Skills .The Women Empowerment Cell members resolved to conduct the course for the benefit of girl students. Principal permission is obtained before starting the course all the students are informed that the course details by circular. Among the students enrolled for the course based on criteria of agricultural background and academic performance. 34 students are enrolled in the course .

The course started on 8.4.2021 in women empowerment cell.25 students attended the course for 45 days .As per the resolution the course was continued every day one hour in college timings. After successful completion of the certificate course students were awarded with certificates in valedictory function. The valedictory function was graced by the principal and vice principal and head of the WEC .The principal appreciated the department of WEC for its sincere efforts. Finally the students were received their certificates and feedback was collected by them. The importance of this course is to train students for better life skills.

  
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**WEC Incharge**  
WEC Incharge  
S.K.P Govt. College  
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SKP GOVERNMENT DEGREE COLLEGE GUNTAKAL

PHOTOGRAPHS OF THE ACTIVITY



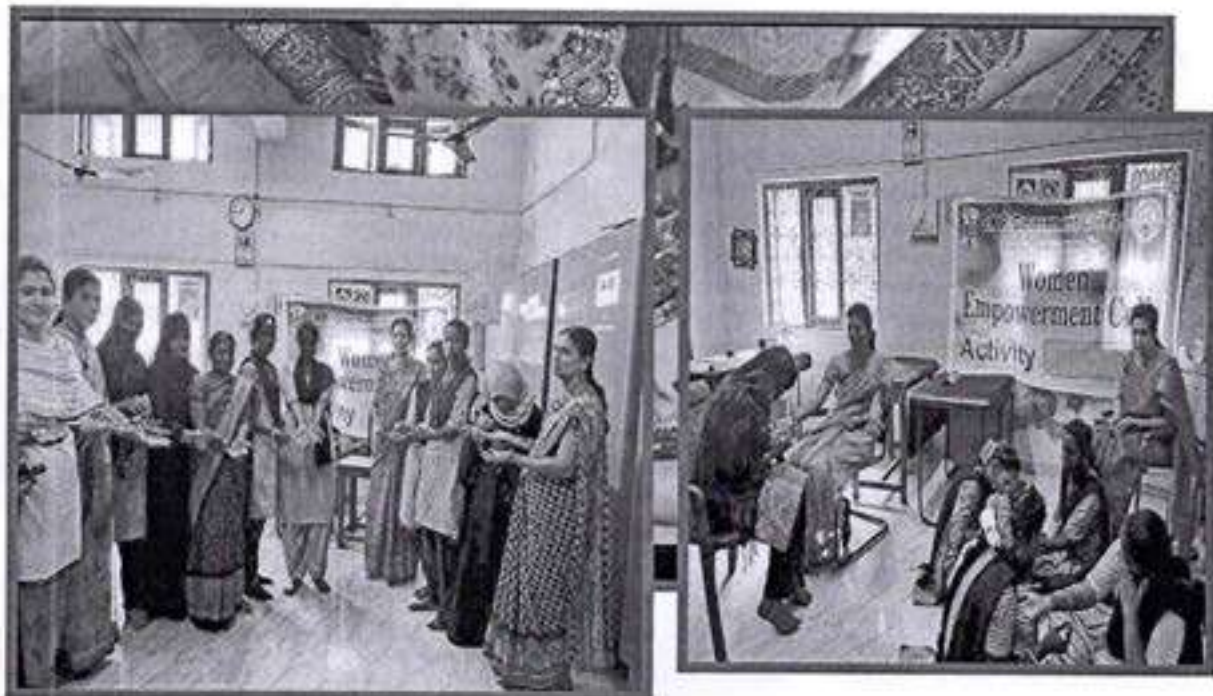
  
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GUNTAKAL, Ananthapuram (T.S.)

*Tajalakshmi*  
WEC Incharge  
S.K.P Govt. College  
GUNTAKAL




SKP GOVERNMENT DEGREE COLLEGE GUNTAKAL

PHOTOGRAPHS OF THE ACTIVITY



  
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GUNTAKAL, Ananthapur (T.S.)

  
WEC Incharge  
S.K.P. Govt. College  
GUNTAKAL

## SKP GOVERNMENT DEGREE COLLEGE GUNTAKAL 2020-2021

### RESOLUTION

The women Empowerment cell has initiated short-term course, , i.e CERTIFICATE IN MAKE-UP AND MEHANDI DESINGN with a span of 45 days for catering to the needs of the girls students by providing the basic skills in the present competitive needs.

The Beautician course was a short –term certificate course started on 8.4.2021, with a span of 45 days, and a nominal amount of Rs200 was charged from students to meets the provisions required to start the course. The resource person was Ramya .

Women empowerment cell promotes “sense of self worth” developing the students ability to determine their own choices and their right to influence social change for themselves.

NEED OF THE COURSE : Along with education every student should have skills to support themselves and to their families

.As cosmetology is always been a good carrier option for the students who have got a sound aesthetic sense over a past of 6-8 years, the beauty industry of Indian Republic has witnessed a rapid expansion.

OUTCOMES: Beautician skills provide self employment and can give a daily income and can enable to develop independently .

With Beautician skills student will be self reliant and boosting their self esteem and self worth. After all true beauty and well being are also about how better you feel rather than how you look.

Importance of learning beauty course is helping ourselves to feel better and feel others better

  
**PRINCIPAL**  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (Dt.)

  
WEE Incharge  
S.K.P. Govt. College  
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**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**DEPARTMENT OF ENGLISH**

**Minutes of the Department meeting for the conduct of Certificate Course in Spoken English**

Date: 20.07.2019

The English Department, a leader in addressing student needs, has made the decision to pave the way for our College's graduation class. Fresh graduates with English language fluency are in great demand due to the rising job market, which has been particularly evident in the software industry. The proportion of students who are proficient in English is rather low, it has been found. A Certificate Course in Spoken English is being offered by the English Department with the straightforward objective of giving graduating students the required communication abilities.

The Department of English held a meeting with its members on the college grounds on July 20, 2019. T N Masthanappa, the department head, presided over the meeting, which also included English instructors R Nagaraju and Dr. K Hanumnatha Reddy. The Head of Department and the Principal will preside over the organisation of the Certificate Course in Spoken English for our College's graduating final-year Degree students. The Certificate Course will last 30 hours, it was decided. Additionally, it was determined to concentrate more on Telugu-speaking rural kids whose primary language of instruction is Telugu.

1. Sri T N Masthanappa, Head of the Department

:

2. Sri R Nagaraju, Lecturer in English

3. Sri K. Hanumantha Reddy, Lecturer in English

**PRINCIPAL**  
S.K.P. Govt. Degree College  
Guntakal  
The Principal  
Anantapur (Dist.)

**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**Proposal FOR THE INTRODUCTION OF CERTIFICATE COURSE IN SPOKEN ENGLISH**

**Date: 23.07.2019**

**From**  
**T N Masthanappa,**  
**Lecturer in English,**  
**Head of Department**  
**S.K.P. Govt. Degree College**  
**GUNTAKAL<sub>2</sub>**

**To**  
**The Principal,**  
**S.K.P. Govt. Degree College**  
**GUNTAKAL<sub>1</sub>**


Respected Sir,

I'd like to make a recommendation to you about instituting a Spoken English Certificate Course for our College's BA final-year degree students. The English Department has become increasingly aware of the needs of departing students. English has become the common factor in all levels of employment, from the lowest to the highest. With all of these factors in mind, the Department of English would like to begin offering the course.

The details of the program are

- |                                           |                                |
|-------------------------------------------|--------------------------------|
| 1. Name of the proposed program           | : Spoken English               |
| 2. Duration and timings of the program    | : 30 hrs; 3:30 pm to 4:30pm    |
| 3. Start date of the program              | : 2 <sup>nd</sup> August, 2019 |
| 4. Course fee                             | : Nil                          |
| 5. No. of students expected for admission | : 40                           |

Yours faithfully

  
**PRINCIPAL,**  
**S.K.P. Govt. Degree College**  
**GUNTAKAL**  
**Anantapur (Dist.)**

  
Head of Department (English)



**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**  
**DEPARTMENT OF ENGLISH**  
**CERTIFICATE COURSE 2017-2018**  
**SPOKEN ENGLISH**  
**SYLLABUS**

**Unit 1**

Organs of speech  
Sounds syllables  
Weak forms & strong forms  
Accent intonation

**Unit 2**

Public speaking  
Self-introduction and of others greeting people  
Invitation; accepting – declining  
Making request  
Expressing gratitude  
Complimenting,  
Congratulating  
Expressing sympathy apologizing  
Asking for information  
Seeking permission  
Complaining and expressing regret-

**Unit 3**

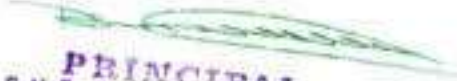
Basic grammar  
Parts of speech  
Prepositions

**Unit 4**

Subject verb agreement  
Tenses types of sentences  
Transformation of sentences

**REFERENCES:**

1. Bansal R.K and Harrison J.B. Spoken English for Indian
2. Katamba, F. An Introduction to Phonology, Longman, 1989
3. Bygate. M, Speaking. oxford: Oxford University Press.
4. K.S. Smitha Annie pothen English conversational Practice. Sterling Publication Pvt.Ltd
5. Geoffry Leech, Margaret Dueshar. English Grammar Today.
6. W.S.Allen. Living English structure.
7. Thomson and Martinet. A Practical Grammar. OUP, 1986.

  
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**GUNTAKAL**  
**Anantapur (Dist.)**



**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**(Affiliated to Sri Krishnadevaraya University)**

**Department of English**

**Certificate Course in Spoken English**

Time: 10.00 AM to 11.00 AM

Max. Marks: 40M

Answer any Three of the following

- |                                                |         |          |
|------------------------------------------------|---------|----------|
| Unit 1: Long Answer Question in 100 words each | 2 out 1 | 1x10=10M |
| Unit 2: Long Answer Question in 100 words each | 3 out 2 | 2x10=20M |
| Unit 3: Grammar                                |         | 1x5=5M   |
| Unit4: Verb                                    |         | 1x5=5M   |

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Anantapur (Dist.)





**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**  
**Department of English**  
**Certificate Course in Spoken English**

Time: 10.00 AM to 11.00 AM

Max. Marks: 40M

Answer any three of the following

(3X10=30)

**Unit I**

1. What is Phonetics?
2. Discuss briefly about different kinds of Tones used in Speech.


**Unit II**

3. Talk about a successful presentation you gave and why you think it did well.
4. Imagine you are seeking some information about getting an air- ticket to Mumbai.  
Construct a conversation of 4-5 exchanges with the travel agent.
5. What are the various kinds of Tones used in Spoken English/

**Unit III and IV**

(1X10=10)

6. Write A/An/The or X in the blanks:
  - A) Have you had.....lunch?
  - B) She wants to become.....M.L.A.
  - C) Engineering is .....useful career.
  - D) I've received.....email from my friend.
  - E) This is .....HCL product.
7. Fill in the blanks with suitable verb forms
  - a) Vegetable .....(sell) at high prices
  - b) I switched off the lights after he .....(sleeps)
  - c) My aunt and her son .....(eat) and apple everyday
  - d) The Moon..... (derive) light from the sun.
  - e) We cannot go out as it ..... (rain).

  
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**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL.**

**DEPARTMENT OF ENGLISH**

**Circular**

Date: 25-07-2019


All B.A. final-year students are hereby notified that the Department of English will begin a certificate course in 'Spoken English.' The course will last 30 hours. The course is free of charge for students. The classes will begin on August 2, 2019. Students who are interested must register their names with the English Department. Students will receive a certificate upon successful completion of the course.

  
Coordinator

Copy to the Library Notice Board

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Copy for Circulation among the Students

  
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Anantapur (Dist.)





**S.K.P. Government Degree College, Guntakal**

**Department of English**


**Final Report of Certification Course in Spoken English**

The Department of English, under the direction of Principal Dr. K Ganeswar, devised the idea of a Spoken English Course for the College's students. The Department of English has made a modest start in imparting and enriching students' English proficiency by offering a 30 hrs certificate course in Spoken English. As previously agreed, the primary goal of the course was to instill spoken English skills in the departing students. The course's basic structure is designed with the needs of final-year students in mind. The aforementioned Course began on 02.08.2019 and ended on 15.10.2019.

The response from the students was overwhelming. In its introductory session the Seminar Hall was jam-packed and students enthusiastically wanted to be the part of it. Dr. K. Ganeswar, the principal, addressed the students intimating them about the importance of English in social and corporate realms. He also appreciated the effort of English Department and congratulated Sri T N Masthanappa, HOD, English Department, who was the guiding force behind the entire course. The number of students attended the Course was good, 39 Students regularly attended the Classes conducted from 3.30 P M to 4.30 PM.

The sessions were interactive, informative and interesting. The usage of videos, hand-outs, stories, comics, suggestive books and interesting worksheets helped the students to grasp the tips to learn and understand English language. There were brain-storming sessions, debates, group activities and impromptu presentations which enhanced the confidence level of the students. The Course ran its entire course of 30 hrs and also took informal inputs from the students for making the course better next time.


After the successful completion of the said Certificate course, a valedictory function was held on 15<sup>th</sup> October 2019. The Principal of the

  
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Anantapur (Dist.)



College, Sri Dr K. Gnaneswr , graced the occasion. The meeting was presided over by the HOD (English), Sri T N Masthanappa. In his opening remarks, the Head of the Department explained the need and necessity of introducing the Certificate course. The Principal advised the students to make use of the in-puts given by the Department of English. Certificates were distributed to the all 39 students.

At the end of program Sri R Nagaraju, Lecturer in English, proposed the vote of thanks.

  
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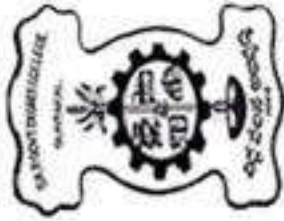


**SKP GOVERNMENT DEGREE COLLEGE: GUNTAKAL**  
**Registered Final B.A. Students for Spoken English Certificated Course**  
**2019-20**

S.No.	Register Number	Name of the Student
1	180153001	B PULI RANGADU
2	180153002	B SURENDRA BABU
3	180153003	B SURI
4	180153004	B VENKANNA
5	180153005	B VIJAY KUMAR
6	180153006	C MASTHAN
7	180153007	C PRASAD
8	180153008	C SURYA VARA PRASAD
9	180153009	CHUKKA RAJU
10	180153010	D FARID VALI
11	180153011	D RAMESH
12	180153012	D SUBHAN
13	180153013	G MANIKANTA
14	180153014	G PRASAD
15	180153015	G SURESH BABU
16	180153016	H RAVEENDRA
17	180153017	H SHAREEFA
18	180153018	K RAJU MUNEENDRA
19	180153019	K RUPA
20	180153020	K SHIVA
21	180153021	K VEERESH
22	180153022	M CHANDU NAIK
23	180153023	M DEVENDRA NAIK
24	180153024	M RAMANJINEYULU
25	180153025	M RANGAIAH SWAMY
26	180153026	M THILAK BABU
27	180153027	M VARANESH
28	180153028	N JAYA RAJU
29	180153029	P AJAY KUMAR
30	180153030	P SHIVA KUMAR
31	180153031	R SHREYA
32	180153032	S DIWAN VALI
33	180153033	S SHAIKSHAVALI
34	180153034	S SURENDRA
35	180153035	T SHIVA
36	180153036	Y VEERENDRA
37	180153061	S KULLAI SWAMY
38	180153091	BARE RAJU
39	180153092	BEGARY UDAY KUMAR

*[Signature]*  
Coordinator

*[Signature]*  
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 Anantapur (Dist.)



Estd: 1968

# S.K.P. GOVERNMENT DEGREE COLLEGE

GUNTAKAL, ANANTAPURAM-515803, A.P.

Affiliated to Sri Krishnadevaraya University (SKU) Anantapuram

Re-accredited by NAAC with 'B' Grade-CGPA- '2.76'

## Department of English

### Certificate of Participation

This is to certify that Mr./Miss./Mrs. \_\_\_\_\_ studying \_\_\_\_\_ successfully completed 'Spoken English Certificate Course' Organized by Department of English, S.K.P. Government Degree College, Guntakal, held from \_\_\_\_\_ to \_\_\_\_\_.

Coordinator

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GUNTAKAL  
Anantapur (Dist.)



**SKP GOVERNMENT DEGREE COLLEGE: GUNTAKAL**  
**Registered Final B.A. Students for Spoken English Certificated Course**  
**2019-20**

S.No.	Register Number	Name of the Student	Signature
1	180153001	B PULI RANGADU	B. Puli Rangadu
2	180153002	B SURENDRA BABU	B. Surendra Babu
3	180153003	B SURI	B. Suri
4	180153004	B VENKANNA	B. Venkanna
5	180153005	B VIJAY KUMAR	B. Vijay Kumar
6	180153006	C MASTHAN	C. Masthan
7	180153007	C PRASAD	C. Prasad
8	180153008	C SURYA VARA PRASAD	C. Surya Vara Prasad
9	180153009	CHUKKA RAJU	Chukka Raju
10	180153010	D FARID VALI	D. Farid Vali
11	180153011	D RAMESH	D. Ramesh
12	180153012	D SUBHAN	D. Subhan
13	180153013	G MANIKANTA	G. Manikanta
14	180153014	G PRASAD	G. Prasad
15	180153015	G SURESH BABU	G. Suresh Babu
16	180153016	H RAVEENDRA	H. Raveendra
17	180153017	H SHAREEFA	H. Shareefa
18	180153018	K RAJU MUNEENDRA	K. Raju Muneendra
19	180153019	K RUPA	K. Rupa
20	180153020	K SHIVA	K. Shiva
21	180153021	K VEERESH	K. Veeresh
22	180153022	M CHANDU NAIK	M. Chandu Naik
23	180153023	M DEVENDRA NAIK	M. Devendra Naik
24	180153024	M RAMANJINEYULU	M. Ramanjineyulu
25	180153025	M RANGAIAH SWAMY	M. Rangaiah Swamy
26	180153026	M THILAK BABU	M. Thilak Babu
27	180153027	M VARANESH	M. Varanesh
28	180153028	N JAYA RAJU	N. Jaya Raju
29	180153029	P AJAY KUMAR	P. Ajay Kumar
30	180153030	P SHIVA KUMAR	P. Shiva Kumar
31	180153031	R SHREYA	R. Shreya
32	180153032	S DIWAN VALI	S. Divan Vali
33	180153033	S SHAIKSHAVALI	S. Shaiksha Vali
34	180153034	S SURENDRA	S. Surendra
35	180153035	T SHIVA	T. Shiva
36	180153036	Y VEERENDRA	Y. Veerendra
37	180153037	S KULLAI SWAMY	S. Kullai Swamy
38	180153091	BARE RAJU	Bare Raju
39	180153092	BEGARY UDAY KUMAR	Begary Uday Kumar

Coordinator

**PRINCIPAL**  
**S.K.P. Govt. Degree College**  
**GUNTAKAL**

**SKP GOVERNMENT DEGREE COLLEGE: GUNTAKAL**  
**Spoken English Certificate Course (2019-20)**  
**Participants Feedback Form**

**Date:**

**Instructions:** Please indicate your level of agreement with the statements listed below.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The objectives of the training were clearly defined.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Participation and interaction were encouraged.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The topics covered were relevant to me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The content was organized and easy to follow.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The materials distributed were helpful.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. This training experience will be useful in my work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The trainer was knowledgeable about the training topics.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The trainer was well prepared.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. The training objectives were met.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. The time allotted for the training was sufficient.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. The meeting room and facilities were adequate and comfortable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. Please share other comments or expand on previous responses here:

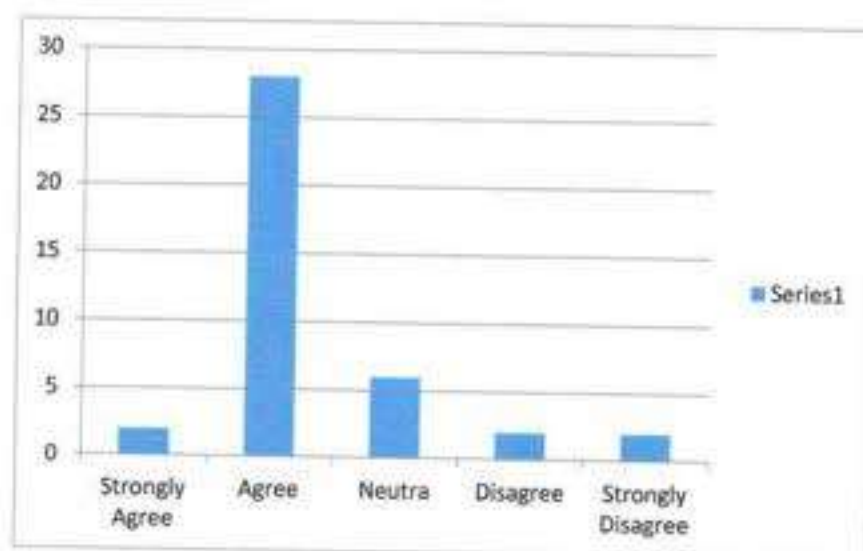
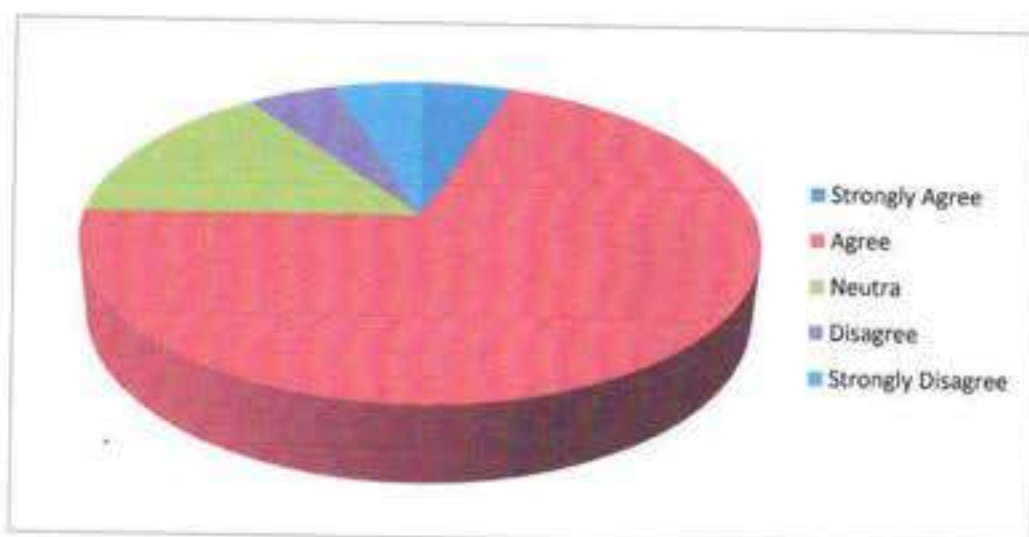


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 Anantapur (Dist.)



**SKP GOVERNMENT DEGREE COLLEGE: GUNTAKAL**  
**Spoken English Certificate Course (2019-20)**  
**Participants Feedback Form**

<b>Total Students</b>	<b>39</b>
<b>Strongly Agree</b>	<b>2</b>
<b>Agree</b>	<b>28</b>
<b>Neutra</b>	<b>6</b>
<b>Disagree</b>	<b>2</b>
<b>Strongly Disagree</b>	<b>2</b>



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 Anantapur (Dist.)

*[Handwritten Signature]*

Photos of Spoken English Certificate Course 219-20



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Anantapur (Dist.)

*Handwritten signature*



S K P GOVERNMENT DEGREE COLLEGE GUNTAKAL

LIST OF FINAL B.A. STUDENTS ENROLLED FOR SPOKEN ENGLISH CERTIFICATE COURSE  
ATTENDANCE SHEET FOR THE ACADEMIC YEAR 2019-20

S.N	Register Number	Name of the Student
1	180153001	B PULI RANGADU
2	180153002	B SURENDRA BABU
3	180153003	B SURI
4	180153004	B VENKANNA
5	180153005	B VIJAY KUMAR
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25	180153025	M RANGALIAH SWAMY
26	180153026	M THILAK BABU
27	180153027	M VARANESH



LIST OF FINAL B.A. STUDENTS ENROLLED FOR SPOKEN ENGLISH CERTIFICATE COURSE

ATTENDANCE SHEET FOR THE ACADEMIC YEAR 2019-20

28	180153028	N JAYA RAJU
29	180153029	P AJAY KUMAR
30	180153030	P SHIVA KUMAR
31	180153031	R SHREYA
32	180153032	S DIWAN VALI
33	180153033	S SHAIKSHAVALI
34	180153034	S SURENDRA
35	180153035	T SHIVA
36	180153036	Y VEERENDRA
37	180153061	S KULLAI SWAMY
38	180153091	BARE RAJU
39	180153092	B UDAY KUMAR

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S.K.P. Govt. Degree College  
**GUNTAKAL**  
Anantapur (Dist.)



యస్. కె. పి. ప్రభుత్వ డిగ్రీ కళాశాల, గుంతకల్

తెలుగు శాఖ

తెలుగు టైపింగ్ సర్టిఫికేట్ కోర్స్ నిర్వహించాలని తెలుగు శాఖ తీర్మానం.

తేది: 09/07/2019

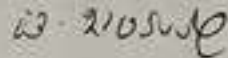
తెలుగు శాఖ ఆధ్వర్యం లో డిగ్రీ చిప్, చికాం, చియప్పి విద్యార్థులకు సర్టిఫికేట్ కోర్స్ నిర్వహించాలని తీర్మానించాము. అందులో భాగంగా విద్యార్థులకు ఫ్రంట్ మీడియా, ఏలక్ట్రానిక్ మీడియా, మరియు ప్రసారమాధ్యమాల్లో ఇంగ్లీషు నుండి తెలుగులో అనువదించడానికి ఉపయోగపడే విధంగా తెలుగు టైపింగ్ అనే సర్టిఫికేట్ కోర్స్ ను నిర్వహించాలని తీర్మానించుకున్నాము.

09-07-2019 తేదిన తెలుగు శాఖ ఆధ్వర్యం లో సమావేశం జరిగింది. ఈ సమావేశానికి అధ్యక్షులు గా అంకె మదన్ మొహన్ అధ్యాపకులు మరియు టి. జయమ్మ సీ. ఓబులేసు పాల్గొన్నారు. దీనిని కళాశాల ప్రెన్సిపాల్ గారి ఆదేశాల మేరకు 40 రోజుల కాలవ్యవధిలో సర్టిఫికేట్ కోర్స్ నిర్వహించాలని తీర్మానించుకున్నాము.

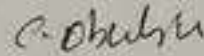
అంకె మదన్ మొహన్ (తెలుగు శాఖాధ్యక్షులు)




టి. జయమ్మ (తెలుగు అధ్యాపకులు)



సీ. ఓబులేసు (తెలుగు అధ్యాపకులు)



  
ప్రిన్సిపాల్  
PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (A.P.)

## యస్. కె. పి. ప్రభుత్వ డిగ్రీ కళాశాల, గుంతకల్

తెలుగు శాఖ

ఎస్ కె పి ప్రభుత్వ డిగ్రీ కళాశాల గుంతకల్

కళాశాల ప్రెన్సిపాల్

ఎస్ కె పి ప్రభుత్వ డిగ్రీ కళాశాల గుంతకల్

విషయం: తెలుగు టైపింగ్ సర్టిఫికేట్ కోర్స్ ప్రారంభించడానికి అనుమతి కొరకు:

ఎస్ కె పి ప్రభుత్వ డిగ్రీ కళాశాల గుంతకల్ తెలుగు శాఖ ఆధ్వర్యంలో డిగ్రీ మూడవ సంవత్సరం విద్యార్థులకు తెలుగు టైపింగ్ సర్టిఫికేట్ కోర్స్ నిర్వహించాలని తెలుగు శాఖ లేర్పానించింది. నేటి సమాజంలో పత్రికల ప్రభావం ప్రింట్ మీడియా ఎలక్ట్రానిక్ మీడియా ప్రసార మాధ్యమాల ప్రభావం ఎక్కువగా ఉంది. విద్యార్థులు వాటిలో అవకాశాలు పొందేలా తెలుగు శాఖ తెలుగు టైపింగ్ సర్టిఫికేట్ కోర్స్ నిర్వహించడానికి అనుమతించగలరు.

### కోర్సు వివరాలు

కోర్స్ పేరు: తెలుగు టైపింగ్

కోర్సు కాల వ్యవధి సమయం: 40 రోజులు సా. 5 నుండి 6 గంటల వరకు

ప్రారంభ తేదీ: 2 ఆగస్టు 2019

కోర్స్ ఫీజు: ఏమీ లేదు

ముగ్గుం విద్యార్థుల సంఖ్య: 40



తెలుగు శాఖ  
Dept. Of Telugu  
S.K.P. GOVT. COLLEGE  
GUNTAKAL - 515801

  
PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (D.)



యస్. కె. పి. ప్రభుత్వ డిగ్రీ కళాశాల, గుంతకల్

తెలుగు శాఖ

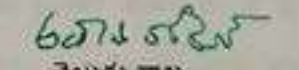
సర్దులర్

11-07-2019

కళాశాలలో దివి చదువుతున్న విద్యార్థులు అందరికీ తెలుగు శాఖ తెలియజేయునది ఏమనగా తెలుగు శాఖ తెలుగు టైపింగ్ అనే సర్టిఫికేట్ కోర్సులు నలభై రోజుల వ్యవధిలో ఎలాంటి రుసుము లేకుండా నిర్వహిస్తుంది. కోర్సు 02-08-2019 తేదీన ప్రారంభం అవుతుంది ఆసక్తిగల విద్యార్థులు ఏరు నమోదు చేసుకోండి. కోర్స్ పూర్తి అయిన తర్వాత సర్టిఫికేట్ కూడా జారీ చేయబడును కావున విద్యార్థులందరూ ఈ అవకాశాన్ని సద్వినియోగం చేసుకోగలరు.

ఇట్లు

  
PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (DL)

  
తెలుగు శాఖ  
Dept. Of Telugu  
S.K.P. GOVT. COLLEGE  
GUNTAKAL - 515301

## యస్. కె. పి. ప్రభుత్వ డిగ్రీ కళాశాల, గుంతకల్

### తెలుగు కాబ

#### తెలుగు టైపింగ్ సర్టిఫికేట్ కోర్స్ రుది నివేదిక

తెలుగు కాబ ఆధ్వర్యంలో చిప్ప, చీకాం, చీపన్నీ విద్యార్థులకు తెలుగు టైపింగ్ సర్టిఫికేట్ కోర్సు 40 రోజుల కాలవ్యవధిలో నిర్వహించాలని కళాశాల ప్రెసిసిపల్ జ్ఞానేశ్వర్ గారి ఆధ్వర్యంలో తీర్మానం జరిగింది. డిగ్రీ పైనలియర్ విద్యార్థులు కోర్స్ అయిపోయిన తర్వాత వారికి ఉపయోగపడే విధంగా చాపా నైపుణ్యాలను నేర్పించడం ఈ కోర్సు యొక్క ప్రధాన ఉద్దేశం. ఫ్రంట్ మీడియా, ఎలక్ట్రానిక్ మీడియా, ప్రసార మాధ్యమాలను దృష్టిలో ఉంచుకొని కోర్స్ రూపొందించడం జరిగింది.

సర్టిఫికేట్ కోర్స్ ప్రారంభ సమావేశంలో విద్యార్థులు చాలా ఉత్సాహంగా పాల్గొన్నారు. ప్రెసిసిపల్ డా. కె. జ్ఞానేశ్వర్ గారు విద్యార్థులను ఉద్దేశిస్తూ నేటి సమాజం మీద మీడియా, పత్రిక రంగాలు అత్యంత ప్రభావాన్ని చూపిస్తున్నాయి ఈ రంగాల్లో ఉద్యోగ అవకాశాలు పొందేలా ఈ సర్టిఫికేట్ కోర్స్ మీకు చాలా ఉపయోగపడుతుంది కాబట్టి విద్యార్థులు ఈ అవకాశాన్ని ఉపయోగించుకుని ఆయా రంగాల్లో ముందుకెళ్లాలని విద్యార్థులకు సూచించారు.

విద్యార్థులు కోర్స్ నేర్చుకునే సమయంలో కంప్యూటర్ లో తెలుగును టైపింగ్ చేయడం, కి బోర్డు ను ఉపయోగించడం, ఇంగ్లీష్ నుండి తెలుగు అనువదించడం మొదలైన విషయాలన్నీంటినీ బ్లాక్ బోర్డ్ ఉపయోగిస్తూ, ఐ సి టి క్లాసు ఉపయోగిస్తూ బోధించడం జరిగింది. తర్వాత విద్యార్థులను లాంగ్వేజ్ ల్యాబ్ కి తీసుకెళ్లి ప్రతి విద్యార్థి పైన ప్రత్యేక శ్రద్ధతో టైపింగ్ ప్రాక్టీస్ చేయించాము. రెండు వారాల తర్వాత విద్యార్థికి ఆంగ్ల వాక్యాలను ఇచ్చి తెలుగులో టైపి చేయమని సూచించాము. మొత్తం 40 రోజుల పాటు కోర్సు కొనసాగింది. కోర్స్ పూర్తయిన తర్వాత విద్యార్థులకు ముగింపు సమావేశంలో ప్రెసిసిపల్ డా. కె. జ్ఞానేశ్వర్ గారి చేతుల మీదుగా సర్టిఫికేట్లు జారీ చేసి కోర్సును విజయవంతంగా ముగించాము.



యస్. కె. పి. ప్రభుత్వ డిగ్రీ కళాశాల, గుంతకల్

తెలుగు శాఖ

సర్టిఫికేట్ కోర్స్: ఆన్ లైన్ తెలుగు ట్రైపింగ్

పాఠ్య ప్రణాళిక:

తెలుగు ట్రైపింగ్ - పరిచయం

తెలుగు ట్రైపింగ్ - ఆవశ్యకత

తెలుగు కీ బోర్డు

తెలుగు ట్రైపింగ్ - అనువర్తనాలు

తెలుగు లేఖిని (Leekhini)

# SKP Government Degree College, Guntakal

Registration form for Telugu Typing Certificate Program

Department of Telugu - Academic Year 2020-21

క్రమ సంఖ్య	Hall ticket no.	విద్యార్థి పేరు	సంతకం
1	190153091	A Simhadri	A. Simhadri
2	190153092	A Kishore	A. Kishore
3	190153093	A Kallamadi	A. Kallamadi
4	190153094	B Dileep	B. Dileep
5	190153095	B Divakar	B. Divakar
6	190153096	B Rajashekar	B. Rajashekar
7	190153097	B Ramu	B. Ramu
8	190153098	B Suresh	B. Suresh
9	190153099	B Suresh	B. Suresh
10	190153100	C Varaprasad	C. Varaprasad
11	190153101	C Aruna	C. Aruna
12	190153102	D Raghu	D. Raghu
13	190153103	K Kiran kumar	K. Kiran kumar
14	190153104	K Rakesh	K. Rakesh
15	190153105	K Shekar	K. Shekar
16	190153106	K Aravind	K. Aravind
17	190153107	K Balarangadu	K. Balarangadu
18	190153108	K Suresh	K. Suresh
19	190153109	M Murali Krishna	M. Murali Krishna
20	190153110	M Sruthi	M. Sruthi
21	190153111	M Ramanjineyulu	M. Ramanjineyulu
22	190153112	M Varaprasad	M. Varaprasad
23	190153113	N Ranjit kumar	N. Ranjit kumar
24	190153115	N Veerajaneyulu	N. Veerajaneyulu
25	190153116	P Srinivasulu	P. Srinivasulu
26	190153117	P Mahesh	P. Mahesh
27	190153118	P Yughandar	P. Yughandar
28	190153119	R Siva Krishna	R. Siva Krishna
29	190153120	R Harish Naik	R. Harish Naik
30	190153121	R Mahesh Naik	R. Mahesh Naik
31	190153122	R Pooja	R. Pooja
32	190153123	R Venkataramana Naik	R. Venkataramana Naik
33	190153124	T Pavan Kalyan	T. Pavan Kalyan
34	190153125	A Shekar	A. Shekar
35	190153126	A Hemalatha	A. Hemalatha
36	190153127	B Krishna	B. Krishna
37	190153128	C Mounika bhai	C. Mounika bhai
38	190153129	C Sreelakshmi	C. Sreelakshmi
39	190153130	C Amresh	C. Amresh
40	190153131	K Jyotshna	K. Jyotshna

**PRINCIPAL**  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (Dt.)

**Dept. Of Telugu**  
S.K.P. GOVT. COLLEGE  
GUNTAKAL - 513801



**S K P Government Degree College, Guntakal**  
**Attendance sheet for the Academic year - 2019-20**

S.No	Student Name	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
1	A Sindhuri	X																													
2	A Kishore	X																													
3	A Kalamadi	X																													
4	B Chalap	X																													
5	B Chakkar	X																													
6	B Rajashekar	X																													
7	B Ramu	X																													
8	B Suresh	X																													
9	B Suresh	X																													
10	C Varaprasad	X																													
11	C Aruna	X																													
12	D Raju	X																													
13	K Kiran Kumar	X																													
14	K Rakesh	X																													
15	K Shekar	X																													
16	K Arvind	X																													
17	K Rajarajendru	X																													
18	N Suresh	X																													
19	M Murali Krishna	X																													
20	M Suresh	X																													
21	M Ramalingeswulu	X																													
22	M Varaprasad	X																													
23	N Rajit Kumar	X																													
24	N Veerajanyulu	X																													
25	P Srinivasulu	X																													
26	P Mahesh	X																													
27	P Yaghandar	X																													
28	R Siva Krishna	X																													
29	R Harish Naik	X																													
30	R Mahesh Naik	X																													
31	R Poosa	X																													
32	R Venkataramana Naik	X																													
33	T Pavan Kalhan	X																													
34	A Shekar	X																													
35	A Hemalatha	X																													
36	B Krishna	X																													
37	C Moukta bhai	X																													
38	C Sreelekshmi	X																													
39	C Anuresh	X																													
40	K Jyothsna	X																													

**PRINCIPAL**  
**S.K.P. Govt. Degree College**  
**GUNTAKAL, Ananthapuramu (C.)**

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*602746525*  
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PRINCIPAL





## S.K.P. GOVERNMENT DEGREE COLLEGE

GUNTAKAL, ANANTAPURAM-515803, A.P.

Affiliated to Sri Krishnadevaraya University (SKU) Anantapuram

Re-accredited by NAAC with 'B' Grade-CGPA- '2.76'

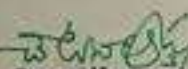
### Department of Telugu

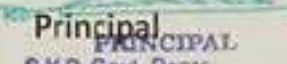
## Certificate Of Participation

This is to certify that Mr./Miss./Mrs. \_\_\_\_\_ studying

\_\_\_\_\_ successfully completed 'Telugu Typing Certificate Course'

Organized by Department of Telugu, S.K.P. Government Degree College, Guntakal, held  
from \_\_\_\_\_ to \_\_\_\_\_.

  
**Coordinator**  
Dept. Of Telugu  
S.K.P. GOVT. COLLEGE  
GUNTAKAL - 515803

  
**Principal**  
PRINCIPAL  
S.K.P. Govt. Degree  
GUNTAKAL

222. 22. 22. 22222222 222222 222222, 2222222  
Certificate course photos



222. 22. 22. 22222222 222222 222222, 2222222  
Certificate course photos





S.K.P. GOVERNMENT COLLEGE :: Guntakal

DEPARTMENT OF ECONOMICS

MINUTES OF THE DEPARTMENT MEETING FOR THE CONDUCT OF  
CERTIFICATE COURSE IN BASICS OF STOCK MARKET BY  
DEPARTMENT OF ECONOMICS

The Department of Economics, a pioneer in meeting student needs, has chosen to set the bar for our college's first- and second-year students in a number of areas. a description of the certificate program me. There are many different kinds of stock markets, and this industry offers plenty of options for those wishing to advance their careers or make extra money. Anyone with a trading passion can readily learn about it and succeed. The courses are created in a way that makes learning and developing for everyone really simple. Classes are held both online and in person, and live question-and-answer sessions are held specifically for this purpose. The main benefits of taking a stock market course are that

On July 25, 2019, the department of Economics had a meeting with its staff members at the departmental staffroom. During the meeting, the Head of the Department and per the Principal's instructions. The department has unanimously decided to provide a certificate program me in water analysis to our college's first- and second-year degree candidates. The 45-day course schedule has been established. Additionally, it is decided to focus on students from rural backgrounds and limit the number of new students to less than 45. After the Principal's consent, a circular advising the students that the Certificate Course sessions will be held outside of the schedule of the



PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (DL)

DEPARTMENT OF ECONOMICS, S.K.P GDC, GUNTAKAL

N.V. Siva Kumar  
Incharge  
Dept. of Economics  
S.K.P. Govt Degree College  
GUNTAKAL



S.K.P. GOVERNMENT COLLEGE :: Guntakal

DEPARTMENT OF ECONOMICS

PROPOSAL FOR THE INTRODUCTION OF CERTIFICATE

COURSE IN BASICS OF STOCK MARKET

Dt : 26/07/2019

From

The In charge

Department of Economics

S.K.P. Government College

Guntakal

To

The Principal

S.K.P. Government College

Guntakal

Honored Sir,

I would like to make a suggestion to you to introduce a Certificate. course in economics for our college's first- and second-year B.A. students. Every student, not just those studying economics, needs to be aware of the stock market because of the rise in public knowledge of it. Please allow us to begin the Department of Economics' Certificate Course in BASICS OF STOCK MARKET, sir.

Thanking You Sir.

- Details of the Programmer are :
- Program duration : 45 Days
- Timings of the program : 9.00 AM to 10.00 AM
- Duration of the program : 01/08/2019 to 16/09/2019
- Course fee : -Nil-
- Number of students expected for admission : 45



PRINCIPAL

S.K.P. Govt Degree College  
DEPARTMENT OF ECONOMICS, S.K.P. GDC, GUNTAKAL

N.V. Siva Kumar  
In charge

Dept. of Economics  
S.K.P. Govt Degree College  
GUNTAKAL

# S.K.P. GOVERNMENT COLLEGE :: Guntakal

## DEPARTMENT OF ECONOMICS

### CIRCULAR

Dt : 27/07/2019

#### INTRODUCTION OF CERTIFICATE COURSE IN BASICS STOCK MARKET

*This is to inform to All the First year and Second year Degree students of B.A.ECONOMICS, that the Department of ECONOMICS would like to start a "CERTIFICATE COURSE IN BASICS OF STOCK MARKET". The duration of course is 6 weeks/45 days. The students need not pay any fee for the course. The course shall be run by the Department of ECONOMICS off the college hours. All the interested students are required to give their names to Head of the Department. The Course shall enhance the knowledge of STOCK MARKET and shall be useful to their Career in ECONOMICS.*

GROUP	I YEAR	II YEAR	III YEAR
1. MPC. TM		T.v.s	
2. MPC.EM	T.v		
3. BZC		T.v.s	
4. MECS			
5. MPCS	<del>Handwritten signature</del>		
6. MICRO BIOLOG			
7. BIO CHEMISTRY			
8. B.COM T.M	J.B.D		
9. B.COM E.M			J.B.D
10. B.COM COMPUTER			
11. HEP			N.V. Sivakumar
12. HRY	Y.m.D		
13. HPE			

Signature of the lecturer

N.V. Sivakumar  
Dept. of Economics  
S.K.P. Govt. Degree College  
GUNTAKAL

S.K.P. Govt. Degree College  
DEPARTMENT OF ECONOMICS  
GUNTAKAL, Ananthapuramu (DL)





LIST OF THE STUDENTS ENROLLED FOR THE CERTIFICATE COURSE IN WATER ANALYSIS 2019-20

Reg.No	Name of the student	Signature of the student
200153001	S.RAJAK	S. Rajak
200153004	B.HANUMESH	B. Hanumesh
200153006	B. ASHOK BABU	B. Ashok Babu
200153009	C. SREEKANTH	C. Sreekanth
200153010	C.L MAHESH	C.L Mahesh
200153011	C, ANIL KUMAR	C. Anil Kumar
200153014	D.KRISHNAMA CHARI	D. Krishnama Chari
200153016	D.KULLAI	D. Kullai
200153017	D.RAFI	D. Rafi
200153018	G.SHIVA SANKAR	G. Shivabankar
200153021	K.SHIVA	K. Shiva
200153023	K.GADILINGA	K. Gadilinga
200153024	K.UPENDRA	K. Upendra
200153025	K.OBILESH	K. Obilesh
200153026	K.HARI PRASAD	K. Hari Prasad
200153027	M.GANESH	M. Ganesh
200153028	M. RAMANJINEYULU	M. Ramanjineyulu
200153030	M.RUPENDRA	M. Rupendra
200153033	P. ANJINI PRASAD	P. Anjini Prasad
200153034	P.ANIL KUMAR	P. Anil Kumar
200153035	R.ANIL KUMAR	R. Anil Kumar
200153036	S.YUGANDHAR	S. Yugandhar
200153037	S.IRFAN	S. Irfan
200153039	U.ANAND	U. Anand
190153002	SURESH	Suresh
190153003	UPENDRA	Upendra
190153004	SURESH	Suresh
190153005	RAGHU	Raghu
190153006	ANJINEYULU	Anjineyulu
190153007	RAKESH	Rakesh
190153008	BABU	Babu
190153009	CHANDRA	Chandra
190153011	JYOTHI	Jyothi
190153012	SREEKANTH	Sreekanth
190153013	GANGADHAR	Gangadhar
190153015	RAJESH	Rajesh
190153016	SALAMMA	Salamma
190153017	SURYANAİK	Surya Naik
190153019	NAGESWAR RAO	Nageswar Rao

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Dep. V. Divya Kumar  
S.K.P. Govt. Degree College  
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**S.K.P. GOVERNMENT COLLEGE**

**Guntakal :: Ananthapuram dist**

**DEPARTMENT OF ECONOMICS**

**CERTIFICATE COURSE ON "BASICS OF STOCK MARKET"**

**SYLLABUS**

Theory: 40h

Course Credit:2

Unit- I 8h

Primary Market vs Secondary Market Investment in Stock Market - The process to invest Initial Public Offering (IPO) How the Indian stock market works Economic and Industry Analysis Technical Analysis Company Analysis Interpretation of Financial Statements Cash Flow Analysis and Valuation of Equity Demat and Depository Introduction to Mutual Funds Insurance Mutual Funds.

Unit II 8h

Introduction to Derivatives and Futures Introduction to Option Introduction to Commodity Market Introduction to Currency Market Introduction to Technical Analysis Types of Charts Implementing Chart and Candlestick Patterns Trend analysis Technical theories Sentimental Indicators Inter market Technical Analysis Technical analysis indicators.

Unit III 8h

Financial Planning Investments Mutual Fund Insurance Initial Public Offering (IPO) Investment Psychology Corporate Actions and Announcements Fundamental Analysis Portfolio Management Investor Types, Delivery and Intraday Trading Equity - Cash and Derivative Market Introduction to Commodity Currency Markets Trading Platform Intro Trading Account and Free Demat Opening.

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#### Unit IV 8h

Basic of Investment and Investment Environment Risk and Return Instrument of Investment

Primary Market Secondary Market Market Participants Stock Exchanges in India Security

Market Indices: Nifty and Sen sex Sources of Financial Information.

#### Unit V 8h

Industry Analysis, Approaches and Economic Scenario Company Analysis Position Statement

Analysis History, Membership & Organization Governing body Functions of stock

Exchange Online trading Role of SEBI Recognized Stock Exchanges in India Derivatives on

stocks: Meaning, types Patterns of Trading & Settlement Speculations & Its Types

Activities of Brokers & Broker Charges Settlement Procedure National Securities

Depository Ltd Central Securities Depository Ltd .

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Model Question Paper 2019-2020

Certificate Course on "BASICS OF STOCK MARKET"

Name of the student \_\_\_\_\_ Reg. No \_\_\_\_\_

Time: 2hrs

Max marks: 50

SECTION - A

25X2= 50Marks

Answer any questions. Each question carries TWO marks. 1.

1. Where is the Headquarters of the Bombay Stock Exchange?

ANSWER:

2. How many Indices does the Bombay Stock Exchange has?

ANSWER:

3. What are the Indices of the Bombay Stock Exchange?

Answer:

4. What does S& amp; P mean in the S& amp; P 500?

Answer:

5. How many Indian Companies are included in the SENSEX?

Answer:

6. How many Indian Companies are included in the NIFTY 50?

Answer:

7. What is an IPO?

Answer:

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8. Full Form of LTP?

Answer:

9. CEO of Bombay Stock Exchange?

Answer:

10. What is NSE?

Answer:

11. CEO of National Stock Exchange?

Answer:

12. What are the Indices of the National Stock Exchange?

Answer:

13. Which country does NASDAQ Stock Exchange belong to?

Answer:

14. What is SEBI?

Answer:

15. Nikkei is a stock market index for which exchange?

Answer:

16. What are "Blue Chip" Companies?

Answer:

17. When was the National Stock Exchange of India Established?

Answer:



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18. Full Form of SENSEX?

Answer:

19. Full Form of NIFTY?

Answer: National Stock Exchange Fifty

20. Where is the Bombay Stock Exchange located?

Answer:

21. When was SEBI founded?

Answer:

22. Who does the registration of Brokers and Sub-Brokers?

Answer:

23. World's First Electronic Stock Exchange?

Answer:

24. Which Stock Exchange Nickname is Big Board?

Answer:

25. When was the SEBI Act launched?

Answer:



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## BRIEF REPORT ON THE CONDUCTION OF THE CERTIFICATE COURSE IN "BASICS OF STOCK MARKET "

By launching a Certificate course in MACRO ECONOMICS for the B.A. First year and Second year students in 2019, the Department of Economics has made a modest start to impart and develop students with fundamental principles of BASICS OF STOCK MARKET. The academic year 2020-21 continues the same tale.

The course began on July 8, 2016, and ended on August 22, 2016. The Certificate course was place in the college from 3:00 PM to 4:00 PM outside of regular college hours and lasted 45 days. was planned as a practical component of the certificate program's economics course. The course was taught with participation from every member of the department. Students engaged in the course fully and successfully completed it.

The final day of the course is when the exam is given, and on Valedictory Day, the students are given their certificates. 42 of the 45 enrolled students who started the course eventually finished it. On the farewell event, the principal and departmental staff were present. Students' opinions about the course are gathered and evaluated for potential future improvements.

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GUNTAKAL, Ananthapuramu (Dt.)

*N.V. Siva Kumar*  
In charge  
Dept. of Economics  
Dept. of ECONOMICS  
GUNTAKAL



DEPARTMENT OF ECONOMICS, S.K.P GDC, GUNTAKAL

**S.K.P Government College, Guntakal**

**BASICS OF STOCK MARKET**

**Course Feedback Form 2019-2020**

Course Title: \_\_\_\_\_

Dates: \_\_\_\_\_ Venue: \_\_\_\_\_

Please fill the short questionnaire to make the course better.

Please respond below with 1, 2, 3, 4 or 5, where 1 and 5 are explained.

**THE DESIGN OF THE COURSE**

- A. Were objectives of the course clear to you? ☐ / ☐
- B. The course contents met with your expectations ☐  
1. Strongly disagree 5. Strongly agree
- C. The lecture sequence was well planned ☐  
1. Strongly disagree 5. Strongly agree
- D. The contents were illustrated with ☐  
1. Too few examples 5. Adequate examples
- E. The level of the course was ☐  
1. Too low 5. Too high
- F. The course contents compared with your expectations ☐  
1. Too theoretical 5. Too empirical
- G. The course exposed you to new knowledge and practices ☐  
1. Strongly disagree 5. Strongly agree
- H. Will you recommend this course to your colleagues? ☐  
1. Not at all 5. Very strongly

**THE CONDUCT OF THE COURSE**

- A. The lectures were clear and easy to understand ☐  
1. Strongly disagree 5. Strongly agree
- B. The teaching aids were effectively used ☐  
1. Strongly disagree 5. Strongly agree
- C. The course material handed out was adequate ☐  
1. Strongly disagree 5. Strongly agree
- D. The instructors encouraged interaction and were helpful ☐  
1. Strongly disagree 5. Strongly agree



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E. Were objectives of the course realized? ☐ / ☒

F. Please give overall rating of the course

90% - 100% ( )  
80% - 90% ( )  
70% - 80% ( )

60% - 70% ( )  
50% - 60% ( )  
below 50% ( )

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## S.K.P GOVERNMENT DEGREE COLLEGE, GUNTAKAL

### DEPARTMENT OF ECONOMICS

### FEEDBACK ANALYSIS OF STUDENTS

From first-year, second-year, and academic year 2019-2020 students, we have gathered input on the curriculum. the examination of the pupils' suggestions and feedback.

Suggestions from students:

1. Few students felt that the syllabus should have more approach to competitive exams like UPSC and APPSC.
2. Few students suggested that curriculum should have still more practical approach especially in science faculty.
3. Few students suggested that there should be smart learning environment.

The chart provides a detailed report of the difficulties reported by students and the institution's response to those issues in 2019-2020.

The graph displays the frequency distribution of the results that students provided on various

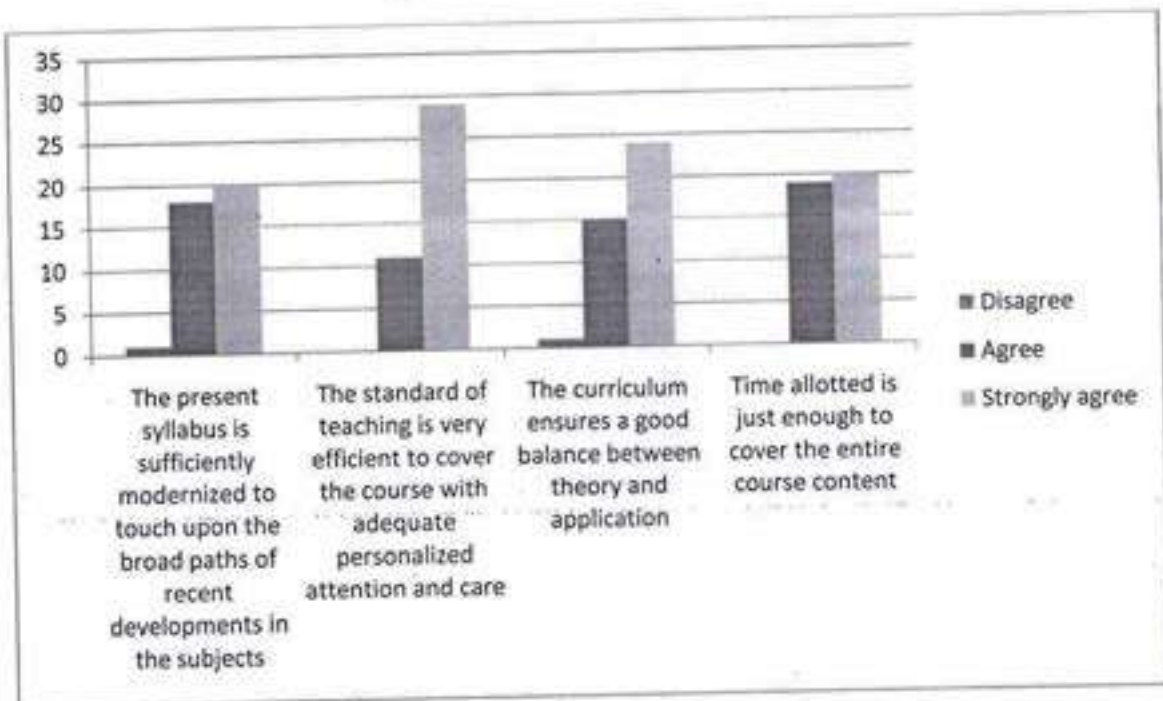
	components	1 (Strongly Disagree)	2 Disagree	3 Undecided	4 Agree	5 Strongly agree
1	The present syllabus is sufficiently modernized to touch upon the broad paths of recent developments in the subjects.	1	1	2	17	19
2	The standard of teaching is very efficient to cover the course with adequate personalized attention and care			1	17	22
3	The curriculum ensures a good balance between theory and application		1	1	11	27
4	Time allotted is just enough to cover the entire course content.		1	1	15	23



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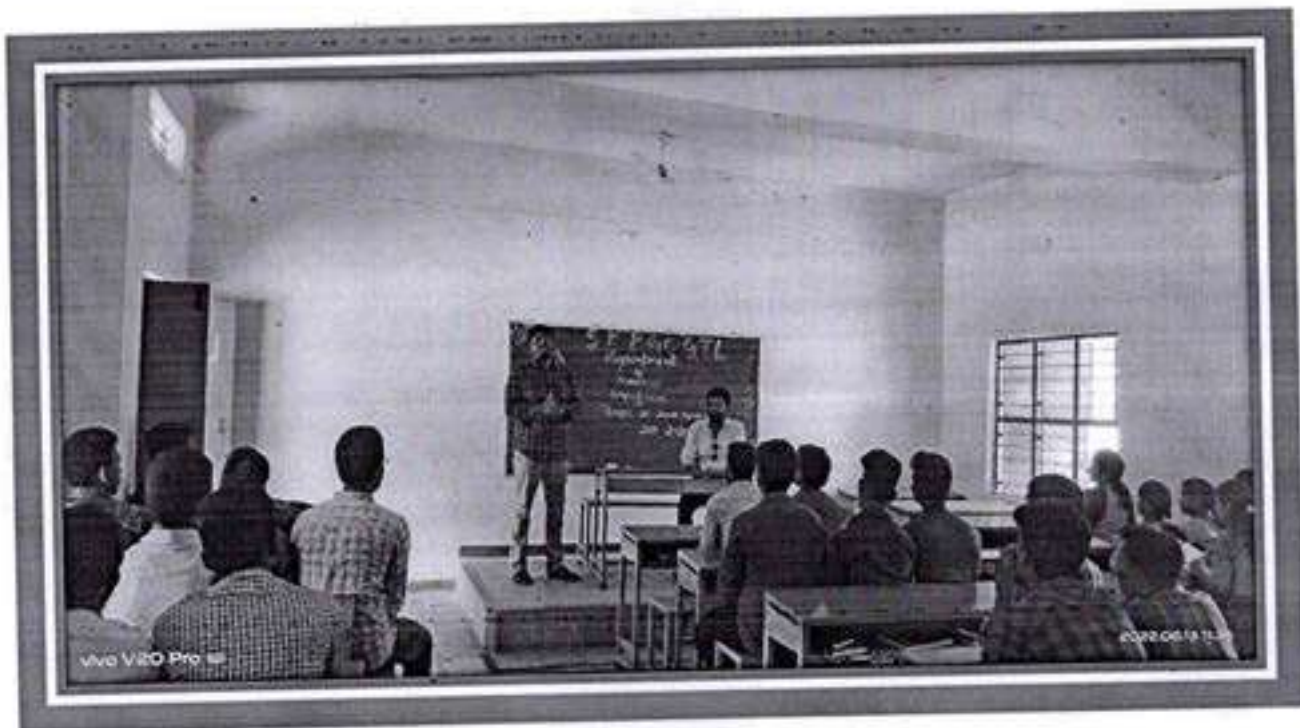


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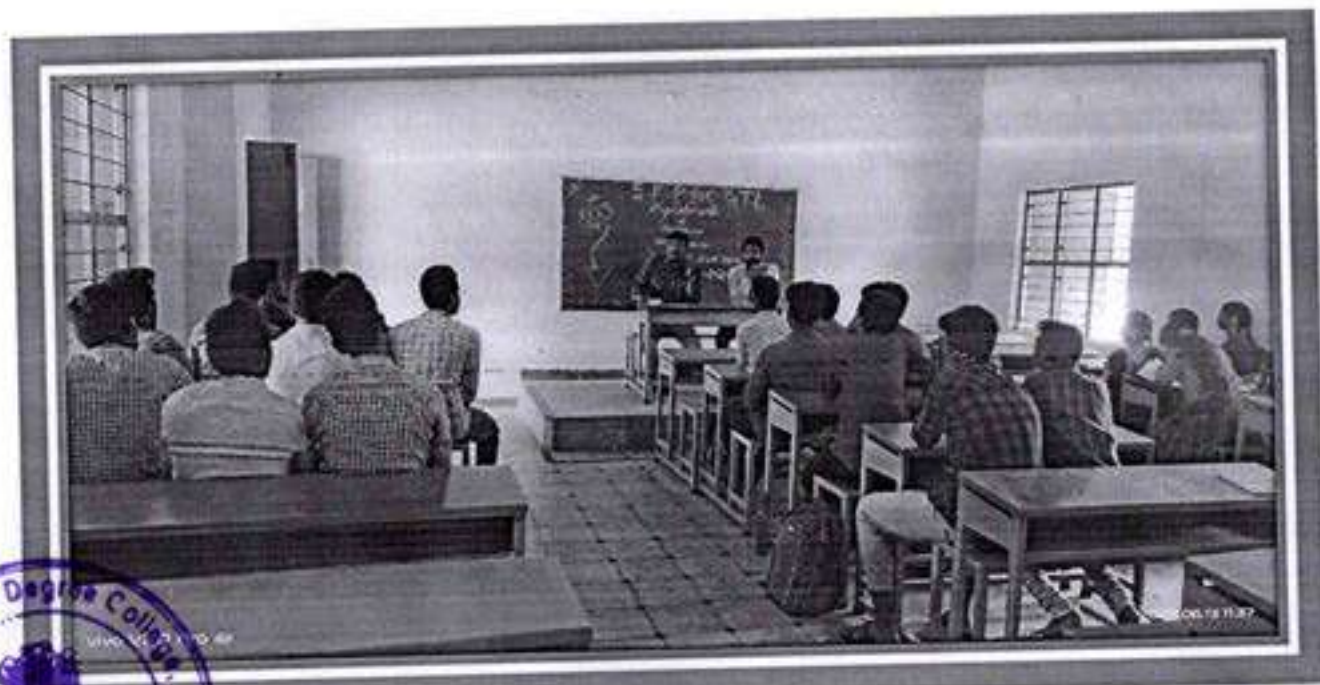
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**BASICS OF STOCK MARKET CERTIFICATE COURSE 2019-2020**



**B.A HEP I YEAR & II YEAR**



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## Students at ICT Class in Certificate Course



## B.A HEP I YEAR & II YEAR STUDENTS



Dept. of ECONOMICS, SKP Govt. College, Guntakal  
 S.K.P. Govt. Degree College  
 GUNTAKAL, Ananthapuramu (Dt.)

N.V. Siva Kumar  
 Dept. of Economics  
 S.K.P. Govt. Degree College  
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**S.K.P GOVERNMENT DEGREE COLLEGE,  
GUNTAKUL**

**CERTIFICATE OF COMPLETION**

This certificate is  
presented to

**BASICS OF STOCK MARKET**

For completing her Certificate Course The department of  
Economics.

form \_\_\_\_\_ to \_\_\_\_\_

Name of the student \_\_\_\_\_

Reg.No \_\_\_\_\_

Signature of the lecturer      Signature of the Principal  
Signature of the coordinate



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DEPARTMENT OF ECONOMICS, S.K.P GDC, GUNTAKAL

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Dept. of Economics  
S.K.P Govt Degree College  
GUNTAKAL



# **S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

## **Department of Commerce**

### **Minutes of the Department meeting for the conduct of Certificate Course in Tally**

Date: 4-12-2019

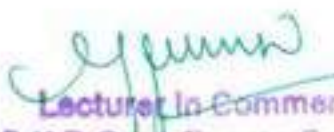
The Department of Commerce, a pioneer in meeting student needs, has decided to open doors for those leaving our College as graduates. The increasing job market, which has been particularly noticeable in the financial sector, has led to a high demand for recent graduates who have Tally skills. The Department of Commerce has taken the initiative to offer a Certificate Course in Tally with the simple goal of providing graduating students with the necessary practical skills on Tally.

On December 4<sup>th</sup> 2019, the Department of Commerce held a meeting with its members on the College's property. The conference was led by the department head, P Janardhana Sastry, and attended by, K. Rajasekhar, M. Basavaraju, and S. Venkatesulu lecturers in commerce. The Department unanimously decided to organise the Certificate Course in Tally for degree-seeking students at our College, with the lecturers serving as the course instructors and the Department Head serving as chairman. As promised, the Certificate Course would span 45 days.

1. Sri P Janardhana Sastry, Head of the Department :

2. Sri TM Madhavaiah, Lecturer in Commerce

3. Sri Dr G. Pavan Kumar, Lecturer in Commerce

  
Lecturer in Commerce  
S.K.P. Govt. Degree College  
GUNTAKAL.

  
Principal  
S.K.P. Govt. Degree College  
GUNTAKAL (A.P.)

**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**  
**PROPOSAL FOR THE INTRODUCTION OF CERTIFICATE COURSE IN TALLY**

DATE: 06.12.2019

From  
P Janardhana Sastry,  
Lecturer in Commerce,  
Department in charge,  
S.K.P. Govt. Degree College  
Guntakal

To  
The Principal,  
S.K.P. Govt. Degree College  
Guntakal,

Respected Sir,

I would like to make a proposal to conduct Certificate Course in Accounting software "Tally" for B.com students in their final year of study at our College. The Department of Commerce is now more frequently made aware of the needs of departing students. For the commerce students, from the lowest to the highest levels of employment, Tally knowledge has become essential. Considering all of these aspects, the Department of Commerce is eager to begin the course.

The details of the program are

- |                                           |                                 |
|-------------------------------------------|---------------------------------|
| 1. Name of the proposed program           | : Tally                         |
| 2. Duration and timings of the program    | : 45 days; 09.00 AM to 10:00 AM |
| 3. Start date of the program              | : 9 <sup>th</sup> December 2019 |
| 4. Course fee                             | : Nil                           |
| 5. No. of students expected for admission | : 45                            |

  
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**GUNTAKAL**  
Anantapur (Dist.)

Yours faithfully  
  
**Department of Commerce**  
S.K.P. Govt. Degree College  
Department in charge (commerce)  
**GUNTAKAL.**



**S.K.P. Government DEGREE COLLEGE, GUNTAKAL.**

**Department of Commerce**

**Circular**

Date: 07-12-2019

All the B.Com final year degree students are hereby informed that the Department of Commerce is going to start a certificate course in 'Tally'. The duration of the course is 45 days. Students need not pay any fee for the course. The classes will commence from 09-12-2019. Interested students are required to register their names in the commerce Department. After successful completion of the course certificate will be provided to the students.

  
Coordinator  
Lecturer in Commerce  
S.K.P. Govt. Degree College  
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Copy to the Library Notice Board

Copy to the Notice Board

Copy for Circulation among the Students



  
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## TALLY CERTIFICATE COURSE (2019-20) SYLLABUS

**Accounting** – It is the most important feature of Tally ERP. the very first thing that comes to anyone's mind after listening about Tally is Accounting.

**Billing** – Billing is a significant part of any business. As and when you pass an accounting entry synchronously a bill is generated which you can use for raising or sending an invoice. Most people believe that Billing is a part of Accounting which is not true when it comes to business. Billing Option present in Tally eliminates the task of entering separate accounting.

**Payroll** – This feature can be used when you have a good number of employees. To maintain Payroll in Tally, functions such as employee groups, employee categories, pay heads, attendance, and course employees are used.

**Banking** – In this era of digitalization, no business can survive without Banking. With the help of Tally ERP, TDS GST both direct and indirect tax can be calculated automatically and its returns will be also be filed online.

**Taxation** – For any business to survive it shouldn't operate in isolation. The Business should work in cooperation with State as well as Central Government by paying appropriate Taxes. Calculation of Taxes based on the income, sale, and dispatch is quite hectic. Tally makes it easy for you to prepare any bill or invoice as it can give VAT, Income Tax, Excise, Customs, Service tax, etc.

**Inventory** – Maintenance of Stock is of utmost importance for any business. It's vital as it gives better control over business sales. Thus, the movement of stock is an integral part that can be kept in control.

  
Lecturer in Commerce  
S.K.P. Govt. Degree College  
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GUNTAKAL-515 912





**Model Question Paper (2019-20)**

**Tally Certificate Course**

**Time: 1.30 hrs**

**Maximum Marks: 50**

---

Each question carries 5 marks      (8\*5=40)

1. Explain what is Tally and where it can be used?
2. Mention what features are available in Tally ERP 9 for Accounting?
3. Mention what are the types of ledger you can make in Tally ERP 9?
4. Mention what is the shortcut to repeat the narration on a voucher?
5. Mention what are the types of Tally ERP 9 vouchers? Also give the shortcut for creating these vouchers?
6. Mention what are the options available in Account Books Menu in Tally ERP 9?
7. What does the statement of Inventory be used for?
8. Explain what features you can use to convert data in encrypted form in Tally ERP9?


Each question carries 1 mark      (10\*1=10)

1. The shortcut used to activate calculator is
  - a. Ctrl + A
  - b. Ctrl + B
  - c. Ctrl + M
  - d. Ctrl + N
2. We can create multiple users in Tally activating
  - a. Tally Audit
  - b. Use Security Control
  - c. Both a and b
  - d. All of these
3. Single Entry mode is applicable for
  - a. Payment Voucher
  - b. Contra Voucher
  - c. Receipt Voucher
  - d. All of these



Department of Commerce  
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4. Tally package is developed by
- Microsoft
  - Adobe Software
  - Apple Software
  - Tally Solutions
5. What is MRP?
- Minimum Retail Price
  - Maximum Retail Price
  - Marginal Price
  - Market Price
6. Voucher Class for Interest calculation created based on
- Debit and Credit Note
  - Journal Voucher
  - Receipt and payment Voucher
  - Both a and b
7. We can cancel a voucher using
- Alt + X
  - Ctrl + Shift + X
  - Ctrl + X
  - Shift + X
8. Transfer of materials from one godown to another godown, use
- Stock Journal
  - Purchase Journal
  - Manufacturing Journal
  - Both a and b
9. To remove a line at all reports screen, shortcut is
- Alt + R
  - Alt + S
  - Alt + 1
  - Alt + T
10. Multiple godowns are activated from
- F11 > F1
  - F11 > F2
  - F11 > F3
  - F11

  
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**SKP Government Degree College, Guntakal**  
**Students list registered for Tally certification course 2019-20**

S.no	Roll numbers	Name of the students
1	180155001	S ASLAM BASHA
2	180155002	S MANSOOR BASHA
3	180155003	S SHAHANAZ PARVEEN
4	180155004	B DHANUNJAYA
5	180155005	B KIRAN KUMAR
6	180155006	B LOKESH
7	180155007	B M SOMA SEKHAR
8	180155008	B NARESH
9	180155009	B PURUSHOTHAM
10	180155010	B RAMBABU
11	180155011	B SRAVANI
12	180155012	B SWETHA
13	180155013	B TULASI
14	180155014	C GADILINAGAPPA
15	180155015	C HARI PRASAD
16	180155016	C MADHU
17	180155017	C MALLIKARJUNA
18	180155018	D NOOR BASHA
19	180155019	G ANIL KUMAR YADAV
20	180155020	G JYOTHI
21	180155021	G SATISH
22	180155022	G SUNDAR RAJU
23	180155023	G SURESH
24	180155025	G VIDYA
25	180155026	J RAJESWARI
26	180155027	K HEMALATHA
27	180155028	K JOHN
28	180155029	K PANDU
29	180155189	H ANAND KUMAR
30	180155190	J SREE AKSHAY
31	180155191	J SUNIL
32	180155192	K ANIL KUMAR
33	180155193	K ANIL KUMAR
34	180155194	K BHARATH
35	180155195	K M ANIL KUMAR
36	180155196	K MANJUNATH
37	180155197	K PARVATHI
38	180155198	K RAJA SEKHAR YADAV
39	180155217	S AYESHA
40	180155218	S MOHAMMED ANSAR
41	180155219	T ANJINEYULU
42	180155220	U PRAMEELA
43	180155221	V JYOTHI
44	180155222	Y DIVYA
45	180155223	Y PAVAN KALYAN

  
**Department of Commerce**  
**S.K.P. Govt. Degree College**  
**GUNTAKAL**

  
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**GUNTAKAL**  
**Anantapur (Dist.)**



**SKP Government Degree College, Guntakal**  
**Attendance sheet certificate programme -2019-20**

S.no	Roll numbers	Name of the students	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1	180155001	S ASLAM BASHA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	180155002	S MANSOOR BASHA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	180155003	S SHAHANAZ PARVEEN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	180155004	B DHANUNJAYA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	180155005	B KIRAN KUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6	180155006	B LOKESH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	180155007	B M SOMA SEKHAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	180155008	B NARESH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	180155009	B PURUSHOTHAM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	180155010	B RAMBABU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	180155011	B SRAVANI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	180155012	B SWETHA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	180155013	B TULASI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	180155014	C GADILINAGAPPA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	180155015	C HARI PRASAD	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	180155016	C MADHU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	180155017	C MALLIKARJUNA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	180155018	D NOOR BASHA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	180155019	G ANIL KUMAR YADAV	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	180155020	G JYOTHI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21	180155021	G SATISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

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**Anantapur (Dist.)**

**Department of Commerce**  
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**GUNTAKAL**







**SKP Government Degree College, Guntakal**  
**Attendance sheet certificate programme -2019-20**

S.no	Roll numbers	Name of the students	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
1	180155001	S ASLAM BASHA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	180155002	S MANSOOR BASHA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	180155003	S SHAHANAZ PARVEEN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	180155004	B DHANUNJAYA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	180155005	B KIRAN KUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6	180155006	B LOKESH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	180155007	B M SOMA SEKHAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	180155008	B NARESH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	180155009	B PURUSHOTHAM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	180155010	B RAMBABU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	180155011	B SRAVANI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	180155012	B SWETHA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	180155013	B TULASI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	180155014	C GADILINAGAPPA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	180155015	C HARI PRASAD	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	180155016	C MADHU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	180155017	C MALLIKARJUNA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	180155018	D NOOR BASHA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	180155019	G ANIL KUMAR YADAV	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	180155020	G JYOTHI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21	180155021	G SATISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

**Department of Commerce**  
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**Anantapur (Dist.)**







## S.K.P. Government Degree College, Guntakal

### Department of Commerce - Final Report of Certification Course in commerce (2019-20)


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Tally was created by the Department of Commerce with assistance from Dr. K. Gnaneswar, the College's principal, for the students. The Department of Commerce has made a modest start in its endeavour to teach and enrich the students with practical knowledge of the accounting software by giving a certificate course in Tally for 45 days. As previously decided, the course's main objective was to teach the departing students Tally. The course's main format was developed with the needs of the final year students in mind. The aforementioned course had a start date of 09/12/2019 and a finish date of 05/02/20.

The feedback from the students was extremely favourable. For the opening session, the Seminar Hall was packed with students who were eager to participate. Dr. K. Gnaneswar, the principal, addressed the students and explained the importance of technology in both the social and corporate realms. He also appreciated the efforts of the business department and paid tribute to Sri P Janardhan Sastry, HOD, who was responsible for designing the course. There were many pupils enrolled in the course. There were 45 students who regularly attended the 09.00 AM-10:00 AM courses. The lectures were interesting, instructive, and entertaining. Through interactive exercises, movies, handouts, seminars, quizzes, suggested readings, and films, the students were able to acquire and comprehend Tally. Brainstorming sessions, talks, group activities, and impromptu presentations helped the students feel more confident. The 45-day course was completed, and throughout that time, students were asked for unofficial input to help the course move forward. A farewell celebration was organised on 05/02/2019, following the successful conclusion of the aforementioned Certificate course. Sri Dr. K. Gnaneswar, the college's principal, attended the event.

The HOD presided over the meeting (commerce), Janardhan Sastry, Sri P. The Department Head explained the reason for and need of introducing the Certificate course in his introductory remarks. The Principal recommended that the students incorporate the input from the Department of Commerce. The 45 students were all given certificates. Sri G. Pavan Kumar, a lecturer in Commerce, proposed the vote of gratitude at the conclusion of the event.

  
Department of Commerce  
S.K.P. Govt. Degree College  
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Anantapur (Dist.)





# S.K.P. GOVT. DEGREE COLLEGE

GUNTAKAL, ANANTAPURAM-515803, A.P.

AFFILIATED TO SRI KRISHNADEVARAYA UNIVERSITY (SKU) ANANTHAPURAMU

RE-ACCREDITED BY NAAC WITH 'B' GRADE-CGPA- '2.76'



## Department of Commerce

### Certificate of Participation

This is to Certify that **Mr./Miss./Mrs.** \_\_\_\_\_

studying \_\_\_\_\_ bearing Hall Ticket No. \_\_\_\_\_

successfully completed 'Tally Certificate Course' Organized by Department of Commerce, S.K.P. Government Degree College, Guntakal, held from 12<sup>th</sup> September 2019 to 05<sup>th</sup> December 2020.


  
Coordinator  
S.K.P. Govt. Degree College  
GUNTAKAL.

  
PRINCIPAL  
S.K.P. Govt. Degree College  
Principal  
GUNTAKAL  
Anantapur (Dist.)

**SKP Government Degree College, Guntakal**  
**Tally Certificate Course Feed Back (2019-20)**  
**Participants Feedback Form**

**Instructions:** Please indicate your level of agreement with the statements listed below.

S.No	Particulars	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	Participation and interaction were encouraged.					
2	The topics covered were relevant to me.					
3	The content was organized and easy to follow.					
4	The objectives of the training were clearly defined					
5	The training objectives were met.					
6	The trainer was knowledgeable about the training topics.					
7	The time allotted for the training was sufficient.					
8	The materials distributed were helpful.					
9	The trainer was well prepared.					
10	The meeting room and facilities were adequate and comfortable.					

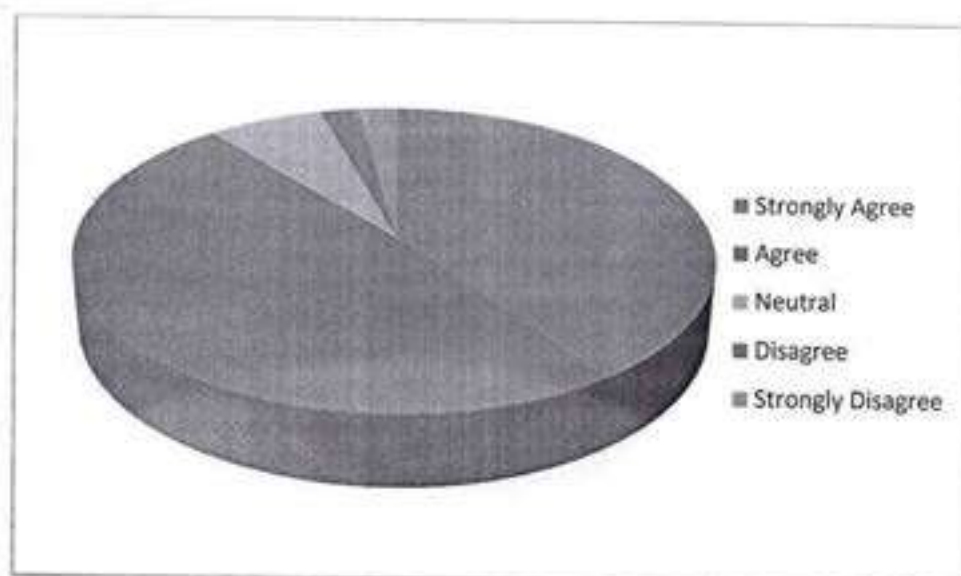
  
**Department of Commerce**  
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**GUNTAKAL.**

  
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**GUNTAKAL**  
**Anantapur (Dist.)**




### Feedback Analysis

Particulars	Respondents	Percentage
Strongly Agree	21	46.67
Agree	20	44.44
Neutral	2	4.45
Disagree	1	2.22
Strongly Disagree	1	2.22
Total	45	100



Approximately Forty seven percent of students strongly agreed certificate course is helpful to them followed by forty four percent agree course is beneficial to them. Four percent of the students are neutral and two percent of the students are disagree and strongly disagree the about certificate course programme.

  
**Department of Commerce**  
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**Anantapur (Dist.)**


**SKP Government Degree College, Guntakal**

**Certificate course -2019-20**



  
**Department of Commerce**  
**S.K.P. Govt. Degree College**  
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**GUNTAKAL**  
**Anantapur (Dist.)**



**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**DEPARTMENT OF MATHEMATICS**

**MINUTES OF DEPARTMENTAL MEETING FOR THE CONDUCT OF CERTIFICATE COURSE**

**2019-2020**

The mathematics department has emerged as a guide to instil mathematical skills in students. The department has decided to offer a certificate course in mathematics as another step toward advancing the careers of final-year B.Sc students.

Young graduates with strong logical reasoning and analytical abilities are in high demand in today's competitive job market. The mathematics department has taken the initiative to provide outgoing students with the necessary mathematical skills.

The department met with department employees at the institution on July 3, 2019. The department chair, Sri. Y Purushotham Reddy, as well as faculty members Smt. Pavani ABL and Sri. K Anjaneyulu, were present during the meeting. The department unanimously resolves, under the direction of the principal, to hold a certificate course in mathematics for our college's outgoing final year degree students for a period of 40 days.

Sri. Dr. Y Purushotham Reddy (Incharge) : *y. purushotham Reddy*

Smt. Pavani ABL, (Faculty) : *pavani ABL.*

Sri. K Anjaneyulu, (Faculty) : *K. Anjaneyulu*



*[Signature]*  
PRINCIPAL  
SKP Govt. Degree College  
GUNTAKAL, Anjaneyulu (BL)

**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**DEPARTMENT OF MATHEMATICS**

**PROPOSAL FOR THE INTRODUCTION OF CERTIFICATE COURSE**

Date : 08/07/2019

**2019-2020**

From,

Y Purushotham Reddy (Incharge)

SKP Government degree college,  
Guntakal

Respected Sir,

To,

The principal

SKP Government degree college,  
Guntakal

I'd like to propose that our college's final-year degree students take a mathematics certificate course. The mathematics department is acutely aware of the increasing demands of departing students. Because mathematics has become the gateway to all types of employment, students must improve their logical thinking and reasoning skills in order to be hired. Keeping all of these factors in mind, the mathematics department would like to offer the course.

The details of the programme are :

- 1) Name of the proposed programme : Blood relations, Clock, Directions, Missing Numbers
- 2) Duration and timing of the programme : 40 Days & 3PM - 4PM
- 3) Start date of the programme : 18/07/2019
- 4) End date of the programme : 28/08/2019
- 5) Course fee : Nil
- 6) No.of students expected for admissions : 25

*Y. Purushotham Reddy*  
Yours faithfully  
Lecturer in Mathematics  
S.K.P. Govt. Degree College  
Guntakal



*[Signature]*  
PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (Dt.)



**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**DEPARTMENT OF MATHEMATICS**

**CIRCULAR**

04/07/2019

This is to notify all final-year degree students that the department of mathematics intends to start a certificate course in " Blood relation, Clock & Directions, Missing Number ". The course will run for 40 days. A course fee is not required of students. Classes will start on July 23, 2019. Students interested in participating must submit their names to Smt. Pavani ABL, lecturer in mathematics, by July 19th, 2019.

*Y. purushotham Reddy*  
Incharge

Dept of Mathematics  
Lecturer in Mathematics  
S.K.P. Govt. Degree College  
Guntakal

Co-ordinator

Copy to the library notice board

Copy to the notice board

Copy for circulation among the students



*Principal*  
PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (D.)

**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**DEPARTMENT OF MATHEMATICS**

**FINAL REPORT OF CERTIFICATE PROGRAMME**

**(2019 - 2020)**

The department of mathematics has made a modest start in imparting and enriching mathematical students by holding a certificate course for 40 days titled "Blood Relation, Clock & Directions, Missing Number." The certificate programme started on July 18, 2019 and ended on August 28, 2019. Because it was the first of its kind at the college, only a few students enrolled. From 3:00 to 4:00 p.m., 30 students regularly attended classes. A farewell ceremony was held on September 2, 2019. The meeting was presided over by Dr. K Gnaneswar, the principal. Dr. Y Purushotham Reddy, the department head, explained the need and necessity of introducing the certificate course in his opening remarks and advised students to use the inputs provided by the department of mathematics. All 30 students received certificates. The vote of thanks is proposed by Smt. Pavani ABL, a mathematics lecturer.

Principal  
PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (Dt.)







# S.K.P. GOVERNMENT DEGREE COLLEGE::GUNTAKAL

## DEPARTMENT OF MATHEMATICS CERTIFICATE COURSE STUDENT LIST

2019-2020

S.No	Name of the student	University Reg. No.	Signature
1	KANAKAM KUSUMA KUMARI	170151052	K. Kusuma Kumari
2	AKUTHOTA SIVA KUMAR	170151053	A. Siva Kumar
3	ANANDAPPA GARI ANUSHA	170151054	A.G. Anusha
4	BARME PRAVEEN KUMAR	170151055	B. Praveen Kumar
5	BOGGU KOTESWARA RAJU	170151056	Boggu Koteswara Raju
6	AKKILI SREENIVASULU	170151101	A. Sreenivasulu
7	AKULA SAI RAM	170151102	A. Sai Ram
8	ARDHAGERI RAJESH	170151103	A. Rajesh
9	B SUSEELA	170151104	B. Suseela
10	BARME RAGHAVENDRA	170151105	B. Raghavendra
11	MULLA JEELAN BASHA	170151143	Mulla Jeelan Basha
12	NUNNA INDU	170151144	Nunna Indu
13	SHAIK KHADER VALI	170151145	S. Khader Vali
14	B ACHSAH LOIS	170151147	B. Achsa Lois
15	B SUNITHA	170151148	B. Sunitha
16	BESTHA RAMANJINEYULU	170151149	B. Ramanjineyulu
17	BOYA ASHOK	170151150	B. Ashok
18	GADEKALLU MANJUNATH	170151151	K. Suresh
19	KATHRIMALA KRISHNA	170151152	K. Krishna
20	KATIKA SURESH	170151153	K. Suresh
21	KATTUBADI IAMAM BAIG	170151209	S. Jafar Vali
22	SHAIK JAFAR VALI	170151210	S. Jafar Vali
23	ANGIDI PEALAHGARI DILEEP SAGAR	170151211	A.P. Dilip Sagar
24	GOLLA INDUKISHORE YADAV	170151212	G. Indukishore
25	GORANTLA VENKATESH	170151213	G. Venkatesh
26	JANGAM MAHESH	170151214	J. Mahesh
27	JOGINI SHIVA	170151215	J. Shiva
28	JONNAGIRI CHIRANJEEVI	170151216	J. Chiranjeevi
29	KONDAPALLI SHIVA KUMAR	170151217	K. Shiva Kumar
30	POLIMERA SAISARATHKUMAR	170151218	P. Saisarath Kumar

PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (D.C.)



Y. purnashatham Reddy  
Incharge  
Lecturer in Mathematics  
S.K.P. Govt. Degree College  
Guntakal

**Photography of The Programme**  
**2019-2020**



**PRINCIPAL**  
**S.K.P. Govt. Degree College**  
**GUNTAKAL, Ananthapuram (Dl.)**







# SKP GOVERNMENT DEGREE COLLEGE

## GUNTAKAL

### DEPARTMENT OF MATHEMATICS

#### FEEDBACK ON CERTIFICATE COURSE

TOPICS : BLOOD RELATIONS, CLOCK AND DIRECTIONS, MISSING NUMBERS

2019-2020

( PLEASE TICK ( ✓ ) ON ANY ONE OF THE FOLLOWING )

1. How do you rate the quality of teaching in the Certificate Course

a) Excellent                      b) Good                      c) Average                      d) Poor

2. How is the syllabus appropriate in covering the course

a) Excellent                      b) Good                      c) Average                      d) Poor

3. Whether the certificate course on on Blood Relations, Clock And Directions, Missing Numbers

a) Excellent                      b) Good                      c) Average                      d) Poor

4. How do you rate the overall certificate course

a) Excellent                      b) Good                      c) Average                      d) Poor

5. Is the timing of conduct of classes to your satisfaction

a) Excellent                      b) Good                      c) Average                      d) Poor

Comments & Suggestions :



Signature of the Student

  
**PRINCIPAL**  
 S.K.P. Govt. Degree College  
 GUNTAKAL, Ananthapuramu (Dt.)



# SKP GOVERNMENT DEGREE COLLEGE: GUNTAKAL

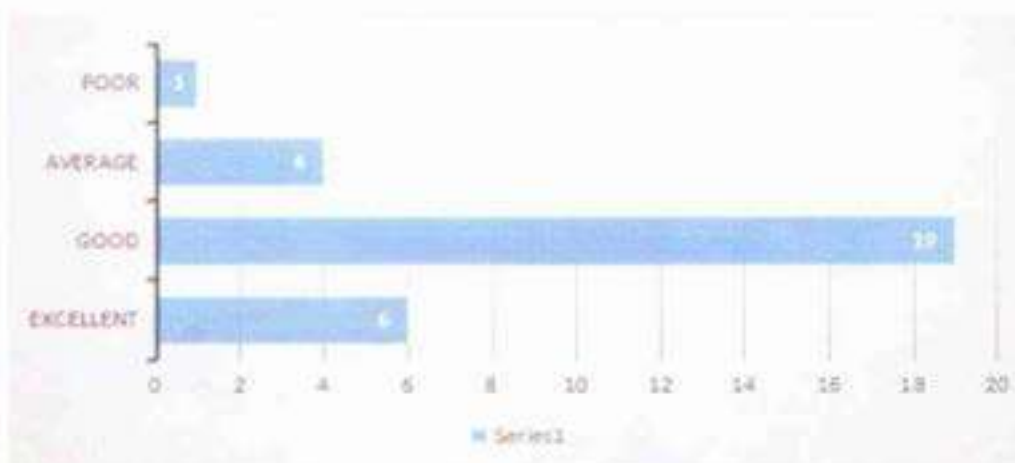
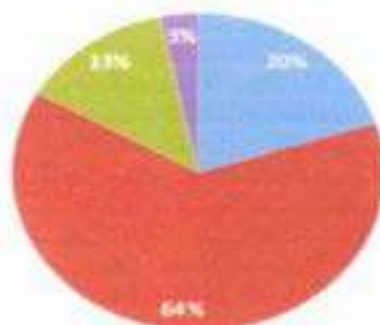
Certificate Course (2019-20)

Department of Mathematics

## Participants Feedback Form

Total Students	30
Excellent	6
Good	19
Average	4
Poor	1

■ Excellent ■ Good ■ Average ■ Poor



Principal  
S.K.P. Govt. Degree College  
GUNTAKAL, Anantapuramu

Minutes of Department meeting for conduct of Certificate Course in "Electrical Appliances"

The Department of Physics a pioneer in catering to the needs of students, has decided to enrich the students with technical skills. The job market and Industry need skilled graduates It is learnt that most of the students are rich in theoretical knowledge and very poor in practical skills. Hence to impart practical experience and skills the department has initiated this activity.

The Department of Physics has convened a meeting with the members on 21-06-2019 in the departmental staff room. The meeting was chaired by lecturer in charge Sri C Sankar Reddy, and Sri M Bheem Prakash lecturer in Physics and L. Sreerama Reddy lecturer in Physics were also present. By the direction of our principal, the department unanimously resolved to conduct the Certificate course in Electrical Appliances, for the outgoing students of Physics department. It is also resolved to conduct the course for 50 hours for duration of 30 days. It is also resolved to arrange technical experts from neighboring professional colleges and more stress on imparting practical skills than to theoretical concepts.

- 1 Sri C Sankar Reddy , Lecturer in Charge of the Department *C-Sankar Reddy*
2. Sri .M Bheema Prakash, Lecturer in Physics *M. Bheem Prakash*
3. Sri .L Sreerama Reddy , Lecturer in Physics *L. Sreeram Reddy*



**PRINCIPAL**  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (D.)



S.K.P GOVERNMENT DEGREE COLLEGE, GUNTAKAL  
PROPOSAL FOR INTRODUCTION OF CERTIFICATE COURSE IN  
ELECTRICAL APPLIANCES

From  
C Sankar Reddy  
Lecturer in Physics  
S.K.P Govt. Degree College

To  
The Principal  
S.K.P Govt Degree College  
GUNTAKAL

Sir,

The department of Physics proposes to introduce a certificate course in "Electrical Appliances" for final year Physics of our college students. Our Physics department is very much cognizant of growing needs of the outgoing students to gain earning skills in servicing of electrical appliances will be a boon to young graduates to get employment in the industry and also promotes self employment. Keeping all these aspects in view our department would like to start the above said course.

The details of the programme are as detailed below

1. Name of the proposed programme :	<b>Electrical Appliances</b>
2. Duration and timings of the programme	50 hours and 3PM - 4.30PM
3. Proposed date of commencement	04-07-2019
4. Course fee	Nil
5. Number of students expected to join the course	30

Date :24-06-2019

Yours faithfully

*C. Sankar Reddy*  
C Sankar Reddy

**PRINCIPAL**  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu

S.K.P GOVT DEGREE COLLEGE, GUNTAKAL  
DEPARTMENT OF PHYSICS  
CIRCULAR

Date 25-06-2019

This is to inform all the Physics students of final year that Department of Physics proposes to start a certificate course in "Electrical Appliances". The duration of the course is 40 days. Students need not pay any fee for the course. The course commences from 04-07-2019. Interested students can register their names to Sri C. Sankar Reddy lecturer in Physics, and the course co-ordinator

C. Sankar Reddy  
co-ordinator

Principal

  
**PRINCIPAL**  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (Dl.)

Copy circulated to all III yr physics students

Copy to notice board

Copy to file



**SYLLABUS**

**UNIT-I**

Voltage, Current, Resistance, Capacitance, Inductance, Electrical conductors and Insulators, Ohm's law, Series and parallel combinations of resistors, Galvanometer, Ammeter, Voltmeter, Multimeter, Transformers, Electrical energy, Power, Kilowatt hour (kWh), consumption of electrical power

**UNIT-II**

Direct current and alternating current, RMS and peak values, Power factor, Single phase and three phase connections, Basics of House wiring, Star and delta connection, Electric shock, First aid for electric shock, Overloading, Earthing and its necessity, Short circuiting, Fuses, MCB, ELCB, Insulation, Inverter, UPS

**UNIT-III**

Principles of working, parts and servicing of Electric fan, Electric Iron box, Water heater; Induction heater, Microwave oven; Refrigerator, Concept of illumination, Electric bulbs, CFL, LED lights, Energy efficiency in electrical appliances, IS codes & IE codes.

  
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**S.K.P GOVT. DEGREE COLLEGE, GUNTAKAL**  
**DEPARTMENT OF PHYSICS**  
**STUDENTS LIST OF CERTIFICATE COURSE**  
**2019-2020**

S.No	Name of the student	Hall Ticket No	Signature
1	Chakali Adilakshmi	170151058	C. Adilakshmi
2	Chanda Sunil Kumar	170151060	C. Sunil Kumar
3	Dasari Bhulakshmi	170151061	D. Bhulakshmi
4	Hathibelaal Patil Sowmya	170151065	H. Sowmya
5	Karide Mallikarjuna	170151066	K. Mallikarjuna
6	Kesari Hanumanthu	170151067	K. Hanumanthu
7	Kummari Veeresh	170151068	K. Veeresh
8	Kuntalakshmannagari Tabitha	170151069	K. Tabitha
9	Lasumannagari Prakash	170151070	L. Prakash
10	Peta Umamaheswar	170151072	P. Umamaheswar
11	Rangaswamygari Ajay Kumar	170151073	R. Ajay Kumar
12	Roshappagari Shiva Kumar	170151074	R. Shiva Kumar
13	Soma Vani	170151075	S. Vani
14	Thadakala Vannurvali	170151076	T. Vannurvali
15	Akula Sairam	170151102	A. Sairam
16	Ardhageri Rajesh	170151103	A. Rajesh
17	B Suseela	170151104	B. Suseela
18	Barme Raghavendra	170151105	B. Raghavendra
19	Beluguppa Venu	170151106	B. Beluguppa Venu
20	Boya Ravi Kumar	170151107	B. Ravi Kumar
21	Degalahal Anil Kumar	170151109	D. Anil Kumar
22	Gutti Anil Kumar	170151110	G. Anil Kumar
23	Maddierannagari Mallikarjuna	170151111	M. Mallikarjuna
24	Mala Surendra	170151112	M. Surendra
25	Rayachuru Karishma	170151113	R. Karishma
26	Uppara Nageswara Rao	170151114	U. Nageswara Rao
27	Vadde Somasekhar	170151115	V. Somasekhar
28	Yellanuru Srinivasulu	170151116	Y. Srinivasulu

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**S.K.P GOVT. DEGREE COLLEGE, GUNTAKAL**  
**DEPARTMENT OF PHYSICS**  
**CERTIFICATE COURSE IN ELECTRICAL APPLIANCES**

ATTENDANCE SHEET FOR THE YEAR 2019-2020

S.No	Name of the student	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	32
1	Chakali Adilakshmi	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
2	Chanda Sunil Kumar	/	/	a	/	/	/	/	a	/	/	/	/	/	a	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/
3	Dasari Bhulakshmi	/	/	/	a	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
4	Hathibelaal Patil Sowmya	/	/	/	/	a	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
5	Karide Mallikarjuna	/	a	/	/	a	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
6	Kesari Hanumanthu	/	/	a	/	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
7	Kummari Veeresh	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
8	Kuntlakshmannagari Tabitha	a	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
9	Lasumannagari Prakash	/	/	/	/	/	/	/	/	a	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10	Peta Umamaheswar	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
11	Rangaswamygarajay Kumar	/	/	/	/	/	/	/	a	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
12	Roshappagari Shiva Kumar	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
13	Soma Vani	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
14	Thadakala Vannurvali	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
15	Akula Sairam	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
16	Ardhageri Rajesh	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
17	B Suseela	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
18	Barne Raghavendra	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
19	Beluguppa Venu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
20	Boya Ravi Kumar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
21	Degalahai Anil Kumar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
22	Gutti Anil Kumar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
23	Maddierannagari Mallikarjuna	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
24	Mala Surendra	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
25	Rayachuru Karishma	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
26	Uppara Nageswara Rao	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
27	Vadde Somasekhar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
28	Yellanuru Srinivasulu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

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## MODEL QUESTION PAPER-1

Time: 1½ hrs (90 Minutes)

Max Marks 50

### SECTION -A

4 X 5 =20 Marks

Answer any four questions. Each answer carries 5 marks  
(At least 1 question should be given from each Unit)

1	Define current and write its importance
2	Write about Voltmeter
3	Explain conversion process of Ammeter
4	What is phase connection?
5	Write star type connection in brief.
6	Explain about Insulators or Insulation.
7	Write about energy efficiencies in Electrical Appliances.
8	Discuss the functions of Induction Heater and its uses

### SECTION B

3x10M = 30 Marks

Answer any three questions. Each answer carries 10 marks  
(At least 1 question should be given from each Unit)

1	What is current? Write about electric current and its importance.
2	What is ohm's law? Explain its role in current electricity.
3	Explain about Direct current(DC) and Alternating current (AC) in detail.
4	What are SRAR , DELTA connections? Explain them in detail.
5	Discuss about the principles, working, parts of an Electric Fan

  
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**S.K.P GOVT. DEGREE COLLEGE , GUNTAKAL**

**DEPARTMENT OF PHYSICS**

**FINAL REPORT ON CERTIFICATE COURSE IN ELECTRICAL APPLIANCES**

The Department of Physics has made a humble beginning to impart and enrich with practical knowledge on servicing of electrical appliances by conducting a course for duration of 40days. The motto of the course is to impart hands on experience like serving a electric fan electric iron, heater and so on for outgoing students..The course was started On 04-07-2019and completed on 10-08-2019.As it is the first of its kind in the college, the number of students enrolled was not encouraging. Only 28 students regularly attended the classes from 3PM to 4.30PM.After successful completion of the course a valedictory function was conducted on 10-08-2019from 3PM to 4 PM. Our principal Dr K. Gnaneswar graced the occasion. In his opening remarks, Principal insisted the students the need for certificate courses. Our lecturer in charge Sri C Sankar Reddy , insisted to make use of opportunities and utmost utilization of resources, available to them. Certificates were distributed to the students. Lastly Sri L Sreerama Reddy proposed vote of thanks for the programme



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**CETIFICATE OF COMPLETION**

This is to certify that Sri/Miss/Mrs \_\_\_\_\_

Studying \_\_\_\_\_ successfully completed his/ /her

\_\_\_\_\_ conducted by Department of \_\_\_\_\_

held from \_\_\_\_\_ to \_\_\_\_\_

**Coordinator**

**Dept.Incharge**

**Principal**

S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (Dt.)



**S K P Government Degree College, Guntakal**  
**Department of Physics**  
**CERTIFICATE COURSE ON ELECTRICAL APPLIANCES 2019-2020**  
**FEEDBACK FORM**

S.No		Excellent	Good	Average	Poor
1	Presentation by the mentor				
2	Confidence levels of the mentor				
3	Hands on experience by the students				
4	Maintainance of the lab equipment				
5	How is the course material supplied				
6	Average understanding levels of the student				
7	Yours confidence levels after completion of the course				
8	Overall Performance on the course				
9	Do you feel this course to be continued further	Yes/No			
10	Suggestions for improvement				

Sig of the Student

*[Signature]*  
**S K P Government Degree College**  
 Ananthapuramu (A.P.)

SKP GOVERNMENT DEGREE COLLEGE: GUNTAKAL

Certificate Course (2019-20)

Department of Physics

Participants Feedback Form

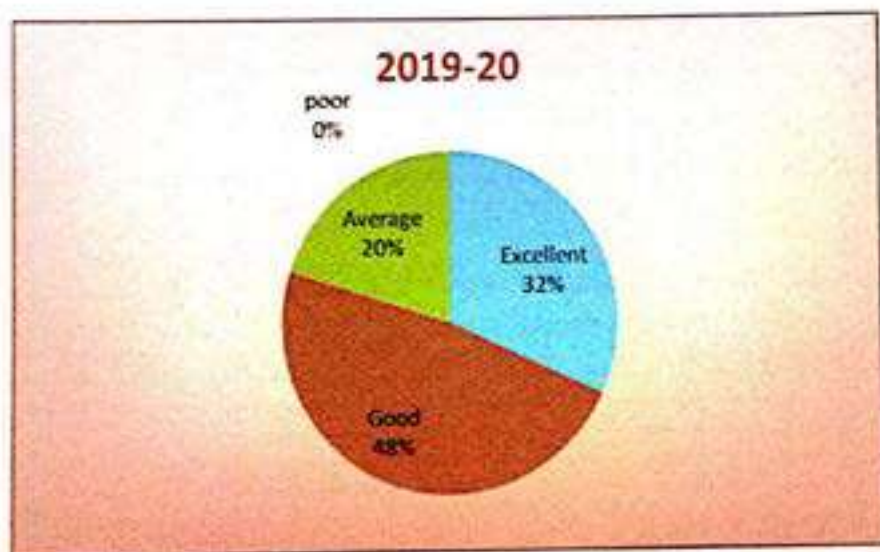
Total Students 28

Excellent 6

Good 16

Average 6

Poor 0



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**S.K.P.Government College**

**Guntakal:: Ananthapuram Dist**



**Department of Chemistry**

**CERTIFICATE COURSE IN CHEMISTRY**

**2019-20**

**S.K.P. GOVERNMENT COLLEGE :: Guntakal**

**DEPARTMENT OF CHEMISTRY**

**MINUTES OF THE DEPARTMENT MEETING FOR THE CONDUCT OF  
"CERTIFICATE COURSE IN WATER ANALYSIS"**

Poor water quality has its most direct impact on aquatic wildlife, particularly fish, bugs, and plants. Excess nutrients, sediment, road salt, and other contaminants can reduce the variety and hardness of organisms living in the state's waters. Monitoring water quality is very important for maintaining ecosystem health and the livelihood of the population. It reflects the health of surface water bodies as a snapshot in time (weeks, months, and years). Therefore, best practices and efforts are needed to monitor and improve water quality. The need for clean pure drinking water and awareness on quality and conservation of water is increasing day by day. Water is a source of several water born diseases. It is imperative and necessary to have practical knowledge on water quality.

Hence, Department of Chemistry has decided to introduce certificate course in Water Analysis to enhance proficiency and practical knowledge in Water Chemistry, with the humble intention of imparting necessary knowledge on water analysis and quality parameters of water to the outgoing students. The Department of Chemistry has conducted a meeting with the members of the department in the Departmental Staffroom on 03/7/2019. The meeting is chaired by the Incharge of the Department and on the instruction by The Principal. The department has unanimously resolved to conduct certificate course in Water Analysis for the outgoing Final year degree students of our college.

The course is designed to be for a duration of 45 days. Further it is resolved to concentrate on students with rural background and total intake of the students shall be 45. Circular, After approval by the Principal, the classes of the Certificate Course shall be conducted off the time table of the college.

Date : 03/07/2019



Dept of Chemistry, SKP Govt. College, Guntakal

*P. J. H. J.*  
Incharge  
Incharge  
Department of Chemistry  
S.K.P. Govt. College  
Guntakal, Anantapur (Dt.)



S.K.P. GOVERNMENT COLLEGE :: Guntakal

DEPARTMENT OF CHEMISTRY

PROPOSAL FOR THE INTRODUCTION OF CERTIFICATE COURSE IN WATER ANALYSIS

Dt : 04/07/2019

From  
The Incharge  
Department of Chemistry  
S.K.P. Government College  
Guntakal

To  
The Principal  
S.K.P. Government College  
Guntakal

Respected Sir,

With reference to the Departmental resolution dated 03/07/2021, to conduct Certificate Course in Water Analysis, I would like to put forth a proposal for your approval and consent to introduce a Certificate course in Chemistry for B.Sc. final year students of our college for 2019-20. Due to increase in awareness of water born diseases, it is imperative for the students of Chemistry and in general every student to have awareness on parameters of Water Quality. I request you Sir, to permit us to conduct Certificate Course in Water Analysis in the Dept. of Chemistry.

Thanking You Sir.

Details of the Programme are :

- 4/2/19  
permitted
- > Program duration : 45 Days
  - > Timings of the program : 4.00 to 5.00 PM
  - > Starting date of the program : 05/07/2019
  - > Course fee : -Nil-
  - > Number of students expected for admission : 45

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GUNTAKAL-515 801.

Dept of Chemistry, SKP Govt. College, Guntakal



T. J. H. S. S. S.  
Incharge

Incharge  
Department of Chemistry  
S.K.P. Govt. College  
Guntakal, Anantapur (Dt.)

**S.K.P. GOVERNMENT COLLEGE :: Guntakal**

**DEPARTMENT OF CHEMISTRY**

**CIRCULAR**

**Dt : 04/07/2019**

**INTRODUCTION OF CERTIFICATE COURSE IN WATER ANALYSIS**

This is to inform to All the Final year Degree students of B.Sc. Chemistry, that the Department of Chemistry is offering a "CERTIFICATE COURSE IN WATER ANALYSIS". The duration of course is 6 weeks/45 days. There is NO Course Fee and the course is offered as value addition to the Students of Chemistry. The course shall be run by the Department of Chemistry after the college hours. All the interested students are required to give their names to Incharge of the Department. The Course shall enhance the knowledge of Analytical Chemistry and shall be useful to their Career in Chemistry. Certificate will be awarded to All students who complete the course.

**Details of the Programme are :**

- |                                             |                            |
|---------------------------------------------|----------------------------|
| ➤ Program duration                          | : 45 Days                  |
| ➤ Timings of the program                    | : 4.00 to 5.00PM           |
| ➤ Starting date of the program              | : 05/07/2019 to 20/08/2019 |
| ➤ Course fee                                | : -Nil-                    |
| ➤ Number of students expected for admission | : 45                       |

- Copy to Departmental Notice Board
- Copy to College Library Notice Board
- Copy to College Office
- Departmental Copy

Dept of Chemistry, S.K.P. Govt. College, Guntakal



*T. J. H. S.*  
Incharge  
Department of Chemistry  
S.K.P. Govt. College  
Guntakal, Anantapur (D.L.)



# S.K.P. GOVERNMENT COLLEGE

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## DEPARTMENT OF CHEMISTRY

### CERTIFICATE COURSE ON "WATER ANALYSIS"

#### SYLLABUS

Theory: 30h

Course Credits:2

#### Unit-I

6h

Importance and unique properties of water

Types of water pollutants:

- Organic pollutants: Oxygen demanding wastes, disease causing agents.
- Inorganic pollutants: Inorganic salts, mineral acids, finely divided metals and trace elements, metal complexes

#### Unit II

8h

Water quality standards: Quality of ground water, water quality criteria given by CPCB for drinking water, test characteristics of drinking water (colour, odour, taste, pH, total dissolved salts, alkalinity, total hardness)

Significance of testing: Different tests (temperature, pH, total dissolved salts, salinity, hardness), Reasons for testing.

Different methods of expressing concentration: Weight percentage, volume percentage, molarity, normality, mole fraction, molality and ppm.

#### Unit III

6h

Theory on preparation of reagents and standard solutions for water analysis: Standard  $\text{H}_2\text{SO}_4$ , Standard KCl Solution, EDTA solution, Standard  $\text{MgSO}_4$  solution, NaOH solution, Buffer Solution, Eriochrome Black-T indicator solution, Standard NaCl Solution, Standard  $\text{AgNO}_3$  Solution, Potassium chromate indicator solution, Standard  $\text{Na}_2\text{SO}_4$  solutions.



### Practicals 15h

1. Determination of physical parameters of water: Color, Odor, pH, Conductivity.
2. Estimation of Total Dissolved Solids (TDS).
3. Determination of Alkalinity of water sample.
4. Estimation of carbonate and bicarbonate in water.
5. Determination of Total hardness of water by EDTA method.

### Reference books for practicals:-

1. APHA (American Public Health Association) Handbook, 1999.
2. Soil, Plant and Water Analysis - P. C. Jainwal.
3. Chemical and Biological Analysis of Water - Dr. R. K. Tripathy and P. K. Gosh.
4. Practical Biochemistry - J. Jayaraman.
5. PSSAI manual for Water Analysis.





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Model Question Paper

**Certificate Course on "Water Analysis"**

Time: 2hrs

Max marks: 50

**SECTION - A**

3X10= 30Marks

Answer any Three questions. Each question carries Ten marks.

- 1.
- 2.
- 3.
- 4.
- 5.

**SECTION - B**

4X5= 20Marks

II Answer any Four questions. Each question carries Five marks

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Dept of Chemistry, SKP Govt. College, Guntakal



*T. J. H. S.*  
In-charge  
Dept. of Chemistry  
S.K.P. Govt. College  
Guntakal, Anantapur (Dt.)

## CERTIFICATE COURSE IN "WATER ANALYSIS"

### BRIEF REPORT

The water quality management in India is performed under the provision of Water (Prevention and Control of Pollution) Act, 1974. The basic objective of this Act is to maintain and restore the wholesomeness of national aquatic resources by prevention and control of pollution. • The act prescribes various functions for the Central Pollution Control Board (CPCB).

Poor water quality has its most direct impact on aquatic wildlife, particularly fish, bugs, and plants. Excess nutrients, sediment, road salt, and other contaminants can reduce the variety and hardiness of organisms living in the state's waters. Monitoring water quality is very important for maintaining ecosystem health and the livelihood of the population. It reflects the health of surface water bodies as a snapshot in time (weeks, months, and years). Therefore, best practices and efforts are needed to monitor and improve water quality. The need for clean pure drinking water and awareness on quality and conservation of water is increasing day by day. Water is a source of several water born diseases. It is imperative and necessary to have practical knowledge on water quality.

Hence, Department of Chemistry has decided to introduce certificate course in Water Analysis to enhance proficiency and practical knowledge in Water Chemistry, with the humble intention of imparting necessary knowledge on water analysis and quality parameters of water to the outgoing students. The Department of Chemistry has made humble beginning to impart and enrich students with basic concepts of Water Quality and parameters of Water Testing by introducing Certificate course in Water Analysis for the B.Sc. Final year outgoing students of 2019-20. The course started on 05/07/2019 and completed on 20/08/2019. The Certificate course was conducted for a period of 45 days with 30 hours of Theory and 15 hours of Practicals from 3.00Pm to 4.00PM off the college hours. After the successful completion of the course,

- |                                |                            |
|--------------------------------|----------------------------|
| ➤ Program duration             | : 45 Days                  |
| ➤ Timings of the program       | : 3.00 to 4.00PM           |
| ➤ Starting date of the program | : 05/07/2019 to 20/08/2019 |
| ➤ Course fee                   | : -Nil-                    |

Dept of Chemistry, SKP Govt. College, Guntak





➤ Number of students completed the course/joined : 40/45

There is NO Course Fee and is offered as value addition to the Students of Chemistry.

The Course shall enhance the knowledge of Analytical Chemistry and shall be useful to their Career in Chemistry. Certificate will be awarded to All students who complete the course.

Further, A Field trip and extension Lecture were organized as a part of course to practically acquaint the Students of Certificate course. Extension Lectures by Sri S.Khaja Vali, Assistant Professor, Department of Chemistry, SSGS Aided Degree College, Guntakal, is arranged to the students as a part of Certificate Programme.

The Students were taken to "Guntakal Municipal water works" and Summer Storage Tanks at G.Kottala Village along with Water Treatment Plant. The students were taken to water treatment plant and visited Sedimentation tank, Filtration Tank, Chlorination tank and Bleaching process. The water quality parameters like pH, particulate matter, TDS were demonstrated to students. Raw water collection point from HNSS To SS tank-1 and SS tank-2, Pump house: From SS tanks to water treatment plant, Chlorination process, Alum addition process, Water quality test, distribution of water to towers were demonstrated on field trip day.

Examination was conducted on the last day of the course and Certificates were distributed to the students on the Valedictory Day function. Principal and Departmental Staff present on the occasion and feedback is collected on the course from the students. Students actively participated in the course and completed the course successfully.

  
Incharge, Dept. of Chemistry

  
**PRINCIPAL**  
**S.K.P. GOVERNMENT COLLEGE**  
**GUNTAKAL-515 801.**



Incharge  
Dept. of Chemistry  
S.K.P. Govt. College  
Guntakal, Anantapur (Dt.)

Dept of Chemistry, SKP Govt. College, Guntakal

**Students in the Field Trip as a part of Certificate Course**



**Students at ICT Class in Certificate Course**





**S.K.P. GOVERNMENT COLLEGE :: Guntakal**

***DEPARTMENT OF CHEMISTRY***

***Certificate Course in Water Analysis***

This is to Certify that Mr/Ms \_\_\_\_\_ of

**B.Sc., (MPC/BZC/Microbiology/Biochemistry), 2019-20 : Semester –V** has completed the

***“Certificate Course in Water Analysis”*** conducted by

**Department of Chemistry, S.K.P. Government College** and acquired \_\_\_\_\_ grade.

**Incharge  
Department of Chemistry**

**The Principal**



Department of chemistry

List of students enrolled in certificate course  
in chemistry - 2019-2020

S.No	Name of the student	Group	H.No	Signature of student
①	G. Tahirulim Banu	BZCTM	180151001	G. Tahirulim Banu
②	A. Userbee	BZCTM	180151002	A. Userbee
③	B. Anjireyulu	BZCTM	180151003	B. Anjireyulu
④	B. Manikanta	BZCTM	180151004	B. Manikanta
⑤	C.H Lavanya	BZCTM	180151005	C.H Lavanya
⑥	C.H Ravi Kumar	BZCTM	180151006	C.H Ravi Kumar
⑦	C.H Ravi Prakash	BZCTM	180151007	C.H Ravi Prakash
⑧	D. Eswaramma	BZCTM	180151008	D. Eswaramma
⑨	G. Laxmivaralli	BZCTM	180151009	G. Laxmivaralli
⑩	J. Devi Rani	BZCTM	180151010	J. Devi Rani
⑪	J. Latha	BZCTM	180151011	J. Latha
⑫	J. Syamala	BZCTM	180151012	J. Syamala
⑬	K. Loknath choudary	BZCTM	180151013	K. Loknath choudary
⑭	M. Anjali	BZCTM	180151014	M. Anjali
⑮	M. Vyshnavi	BZCTM	180151015	M. Vyshnavi
16	M. Vija Kumar	BZCTM	180151016	M. Vija Kumar
⑰	N. Lingaraju	BZCTM	180151017	N. Lingaraju
18	N. Mathu baba	BZCTM	180151018	N. Mathu baba
19	N.Sai Shiksha	BZCTM	180151019	N.Sai Shiksha
20	P. Lakshmi	BZCTM	180151020	P. Lakshmi
21	P. Mahesh	BZCTM	180151021	P. Mahesh
22	P. Raj Kumar	BZCTM	180151022	P. Raj Kumar





S.NO	Name of the student	Group	H. NO	Signature
23	S. Mastani	BZCTM	180151023	S. Mastani
24	T. Mallikarjuna	BZCTM	180151024	T. Mallikarjuna
25	Y. Ganesh	BZCTM	180151025	Y. Ganesh
26	A. Ezaz Ahmad	MIBC	180151301	A. Ezaz Ahmad
27	S. Heera Bhai	MIBC	180151302	S. Heera Bhai
28	B. Gangamma	MIBC	180151303	B. Gangamma
29	B. Manjula	MIBC	180151304	B. Manjula
30	B. Patilamesh	MIBC	180151305	B. Patilamesh
31	D. Eswaramma	MIBC	180151306	D. Eswaramma
32	D. Preeti	MIBC	180151307	D. Preeti
33	G. Raju	MIBC	180151308	G. Raju
34	J. Raju	MIBC	180151309	J. Raju
35	K. Keerthana	MIBC	180151310	K. Keerthana
36	K. Shobha	MIBC	180151311	K. Shobha
37	K. Sumithra	MIBC	180151312	K. Sumithra
38	K. Vijaya Lakshmi	MIBC	180151313	K. Vijaya Lakshmi
39	K. Anitha	MIBC	180151314	K. Anitha
40	M. Umamaheswar Reddy	MIBC	180151315	M. Umamaheswar Reddy
40	M. Naveen Kumar	MIBC	180151315	M. Naveen Kumar
41	M. Umamaheswar Reddy	MIBC	180151316	M. Umamaheswar Reddy
42	M. Umar Farook	MIBC	180151317	M. Umar Farook
43	A. Dharmaj	BIZC	180151361	A. Dharmaj
44	G. Ganesh	BIZC	180151362	G. Ganesh
45	Zweed Akthar	BIZC	180151363	Zweed Akthar

T. Jithu  
S.K.P. Govt. College  
Guntakal, Anantapur (D.A.)

Incharge  
Dept. of Chemistry  
S.K.P. Govt. College  
Guntakal, Anantapur

# REGISTER OF ATTENDANCE & FEES

FOR THE MONTH OF

2019-20

20

Name of the Institute SKP Govt. College, Guwahati

Section Certificate Course in Chemistry Place Dept. of Chemistry, SKP

Sl. No.	Admission No.	NAMES	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	No. of days present	FEES Rs. P.	Date of payment	
1	1001	A. Jashnubhary	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
2	1002	A. Debbar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
3	1003	B. Anjanayulu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
4	1004	C. Anandkumar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
5	1005	C. H. Laxmya	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
6	1006	C. H. Sankar Kumar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
7	1007	C. H. Tripathy	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
8	1008	D. S. Swarnam	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
9	1009	A. Venkayyali	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
10	1010	J. Dev Ranj	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
11	1011	J. Laksh	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
12	1012	J. Samal	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
13	1013	K. Lakshmi Choudhary	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
14	1014	M. Anjali	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
15	1015	M. V. Shrawi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
16	1016	M. Vijay Kumar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
17	1017	N. Lingaraj	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
18	1018	N. Madhu Babu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
19	1019	N. Sai Shrija	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
20	1020	P. Lakshmi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
21	1021	P. Mahesh	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
22	1022	P. Pradyuman	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
23	1023	S. Mastani	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
24	1024	T. Nallikarjuna	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
25	1025	T. Sankar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
26	1026	A. Fazal Ahmad	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
27	1027	S. Heena Rani	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
28	1028	B. Gangamoni	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
29	1029	B. Mangala	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
Number present M																																					
Daily E																																					
Initials M																																					
E																																					

No. on roll at the beginning of month

Admitted during the month

Left No. on roll at end of month

No. of working days

Average attendance during the month

No. on roll during the month

100%



# REGISTER OF ATTENDANCE & FEES

Name of the Institute St. P. Girls' College, Guntur

FOR THE MONTH OF 2-19-20 20

Section Bach. Degree Course in Chemistry Dept. of Chemistry

Sl. No.	Admission No.	NAMES	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	No. of days present	FEES Rs. p.	Date of payment
20	1305	K. paramesh	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a		
21	1306	D. Suresh Kumar	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a		
22	1307	D. praveen	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a		
23	1308	K. Raju	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a		
24	1309	J. Raju	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a		
25	1310	K. Venkatesh	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a		
26	1311	K. Chaitanya	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a		
27	1312	K. Suresh Kumar	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a		
28	1313	K. Vijayalakshmi	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a		
29	1314	K. Anitha	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a		
30	1315	K. Suresh Kumar	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a		
31	1316	M. Umamaheswari Reddy	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a		
32	1317	K. Venkatesh	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a		
33	1318	A. Chaitanya	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a		
34	1319	K. Anitha	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a		
35	1320	K. Venkatesh	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a		

Number present M  
Daily E

Initials M  
E

No. on roll at the beginning of month

Admitted during the month

Left roll on roll at end of month

No. of working days

Average attendance during the month

No. on roll during the month

1305

Academic year - 2019 - 2020

Date - 24/2/19

The Department meeting was conducted and the following matters were discussed and have been resolved to follow the following below mentioned objectives.

1. To analyze the even semesters II, IV & VI results of A.Y. 2018-19, and to tabulate and analyze the result analysis of the student and staffwise.
2. To take up the I year admissions work of I BSc. (R2C) & (MR) courses and to do student counselling.
3. To distribute the workload of ~~even~~ <sup>odd</sup> semesters I, III & V among the staff for the A.Y. 2019-20.
4. To make the class room and lab clean and ready work for the A.Y. 2019-20 and ready to use.
5. To maintain the teaching notes and diary of the staff members for A.Y. - 2019-2020.
6. To arrange a Certificate Course Programme for III year life science students.

① ASVK - (Print)

② JBL - (Print)

PRINCIPAL  
SKP Govt. Degree College  
GUNTAKAL, ANDHRA PRADESH - 522 001

DEPT. SECRETARY  
Department of Education  
SKP Govt. Degree College  
GUNTAKAL-522 001



19-20

**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**  
**PROPOSAL FOR THE INTRODUCTION OF CERTIFICATE COURSE IN**  
**"MUSHROOM CULTIVATION"**

Date: 22.07.2019

From  
P. Sashikiran  
Lecturer in Botany  
Department of Botany  
S.K.P. Govt. College  
GUNTAKAL,

To  
The Principal,  
S.K.P. Govt. College  
GUNTAKAL,

Sub :-- Proposal for introduction of Certificate course in Botany request regarding--

Respected Sir,

I'd like to make a proposal to you regarding the introduction of a Certificate Course in Botany for our College's B.Sc.(BZC & MB) final year degree students. The Department of Botany with a special interest on out going students of BZC & MB, Conducting this certificate course for the betterment of departing students. . With all of these considerations in mind, the Department of Botany would like to launch the course.

The details or the program are

- |                                           |                              |
|-------------------------------------------|------------------------------|
| 1. Name of the proposed program           | : Mushroom cultivation       |
| 2. Duration and timings of the program    | : 45 days; 1:30 pm to 3:00pm |
| 3. Start date of the program              | : 5th August, 2019           |
| 4. Course fee                             | : Nil                        |
| 5. No. of students expected for admission | : 40                         |

  
**PRINCIPAL**  
**S.K.P. Govt. College**  
**GUNTAKAL, Ananthapuramu (Dt.)**  
**PRINCIPAL**  
**S.K.P. Govt. Degree College**  
**GUNTAKAL, Ananthapuramu (Dt.)**



  
Yours faithfully,  
Department of Botany  
S.K.P. Govt. Degree College  
Department of Botany

**S.K.P. Government DEGREE COLLEGE, GUNTAKAL.**

**DEPARTMENT OF BOTANY**

**Circular**

Date: 01-08-2019

All the B.Sc (BZC, BIO-CHEM, MICRO-BIO) final year degree students are hereby informed that the Department of BOTANY is going to start a certificate course in MUSHROOM CULTIVATION. The duration of the course is 45 days. Students need not pay any fee for the course. The classes will commence from 05-08-2019. Interested students are required to register their names in the Botany Department. After successful completion of the course certificate will be provided to the students.



PRINCIPAL  
S.K.P. Govt. College  
GUNTAKAL, Ananthapuramu (A.P.)  
PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (A.P.)

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Copy for Circulation among the Students

Coordinator  
Lecturer-in-Charge  
Department of Botany  
S.K.P. Govt. Degree College  
GUNTAKAL-515 801





# REGISTRATION FORM

2019-20

III B.Sc. (BZC & MB)

Sl.No	Reg.No	Name of the Student	Group	Sec	Signature
1	180151001	G TASLIM BANU	BSC	BZC	G. Taslim Banu
2	180151002	A USEN BEE	BSC	BZC	A. Usen Bee
3	180151003	B ANJINEYULU	BSC	BZC	B. Anjineyulu
4	180151005	C LAVANYA	BSC	BZC	C. Lavanya
5	180151006	C RAVI KUMAR	BSC	BZC	C. Ravi Kumar
6	180151007	C RAVI PRAKASH	BSC	BZC	C. Ravi Prakash
7	180151008	D ESWARAMMA	BSC	BZC	D. Eswaramma
8	180151010	G VANNUR VALI	BSC	BZC	G. Vannur Vali
9	180151011	J DEVIKA RANI	BSC	BZC	J. Devika Rani
10	180151012	J LATHA	BSC	BZC	J. Latha
11	180151013	J SYAMALA	BSC	BZC	J. Syamala
12	180151014	K LOKNATHA CHOWDARY	BSC	BZC	K. Loknatha Chowdary
13	180151015	M ANJALI	BSC	BZC	M. Anjali
14	180151016	M VAISHANAVI	BSC	BZC	M. Vaishnavi
15	180151017	M VIJAY KUMAR	BSC	BZC	M. Vijay Kumar
16	180151018	N LINGARAJU	BSC	BZC	N. Lingaraju
17	180151019	N MADHU BABU	BSC	BZC	N. Madhu Babu
18	180151020	N SAI SIRISHA	BSC	BZC	N. Sai Sirisha
19	180151021	P LAKSHMI	BSC	BZC	P. Lakshmi
20	180151022	P MAHESH	BSC	BZC	P. Mahesh
21	180151023	P RAJ KUMAR	BSC	BZC	P. Raj Kumar
22	180151024	S MASTHANI	BSC	BZC	S. Masthani
23	180151025	T MALLIKARJUNA	BSC	BZC	T. Mallikarjuna
24	180151026	Y GANESH	BSC	BZC	Y. Ganesh
25	180151301	A EZAZ AHAMED	BSC	MB	A. Ezaz Ahamed
26	180151303	B GANGAMMA	BSC	MB	B. Gangamma
27	180151304	B MANJULA	BSC	MB	B. Manjula
28	180151305	B PARAMESH	BSC	MB	B. Paramesh
29	180151306	D PREETHI	BSC	MB	D. Preethi
30	180151308	J RAJU	BSC	MB	J. Raju
31	180151309	K KEERTHANA	BSC	MB	K. Keertana
32	180151312	K VIJAYA LAKSHMI	BSC	MB	K. Vijaya Lakshmi
33	180151313	M ANITHA	BSC	MB	M. Anitha
34	180151314	M NAVEEN KUMAR	BSC	MB	M. Naveen Kumar
35	180151315	M UMA MAHESWAR REDDY	BSC	MB	M. Uma Maheswar Reddy
36	180151316	M UMMAR FAROOK	BSC	MB	M. Ummar Farook
37	180151320	N S POORNIMA	BSC	MB	N. S. Poornima
38	180151321	P RAMYA	BSC	MB	P. Ramya
39	180151322	S LAHARI PRIYA	BSC	MB	S. Lahari Priya
40	180151323	S MUSKAN ANJUM	BSC	MB	S. Muskan Anjum



Department of Botany  
S.K.P. Govt. Degree College  
GUNTAKAL-515 803

**PRINCIPAL**  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (A.P.)



**S.K.P. GOVERNMENT COLLEGE, GUNTAKAL**  
**SYLLABUS FOR CERTIFICATE COURSE IN**  
**MUSHROOM CULTIVATION**

Mushroom Cultivation Syllabus			
1	<b>Commercial Mushroom Cultivation</b> <ul style="list-style-type: none"> <li>• Present scenario and prospects for Mushroom Cultivation</li> <li>• Description of edible types, natural growth aspects and climatic requirements</li> </ul>	Lecture, PPT, Discussion Video	2 hrs
2	<b>Selection of types of Mushroom and Sites</b> <ul style="list-style-type: none"> <li>• Selection of important types of Mushroom</li> <li>• Selection of appropriate Mushroom cultivation sites</li> <li>• Design and construction of Mushroom farm</li> </ul>	Lecture, PPT, Discussion Video	2 hrs
3	<b>Composting in Mushroom cultivation</b> <ul style="list-style-type: none"> <li>• Role of composting in Mushroom cultivation</li> <li>• Appropriate materials to prepare different types of compost</li> <li>• Methods of composting – preparation and pasteurization</li> <li>• Determination of quality of compost</li> <li>• Hazards &amp; risks associated with composting and how to control injury to self</li> </ul>	Lecture, PPT, Demonstration, Video	8 hrs
4	<b>Mushroom cultivation - methods</b> <ul style="list-style-type: none"> <li>• Selection of commercially important types of Mushroom</li> <li>• Purpose and process of using spawn and selection of correct spawn</li> <li>• Different types of Mushroom growing facilities and fixtures</li> <li>• Package of practices of White button Mushroom and Oyster Mushroom</li> </ul>	Lecture, PPT, Demonstration Video	8 hrs
5	<b>Disease control and pest Management</b> <ul style="list-style-type: none"> <li>• Inspection of Mushroom bags or beds for early detection of pests and diseases</li> <li>• Using sterilized casing to control nematodes</li> <li>• Spraying fungicide after casing to check dry bubble</li> <li>• Spraying insecticide for control of mites</li> <li>• Use of caustic chemicals to keep rodents away</li> </ul>	Lecture, PPT, Exercise, Demonstration	6 hrs
6	<b>Harvesting of Mushroom</b> <ul style="list-style-type: none"> <li>• Identification of right stage of Mushroom</li> <li>• Methods of harvesting</li> <li>• Using approved cutting techniques for harvesting</li> </ul>	Lecture, PPT, Exercise, Demonstration	2 hrs
7	<b>Packaging storing and grading of Mushroom &amp; post harvest procedures</b> <ul style="list-style-type: none"> <li>• Sorting the Mushrooms on the size and quality</li> <li>• Packaging Mushrooms with labels containing month and year of harvesting, quantity and type of Mushroom etc</li> <li>• Use of spent Mushroom in vermin-composting and in organic farming</li> <li>• Preparation of value added products of Mushroom</li> </ul>	Lecture, PPT, Exercise, Demonstration	10 hrs



8	Field Visit & Interaction with Mushroom cultivators and other Support Agencies	Field Visit, Lecture, Interaction	6 hrs
	Assessment & Evaluation Test		2 hrs
	Feedback & Valedictory		2 hrs
	<b>Total</b>		<b>48 hrs</b>

#### References

1. Marimuthu, T. et al. (1991). Oster Mushroom. Department of Plant Pathology. Tamil Nadu Agricultural University, Coimbatore.
2. Nita Bhal. (2000). Handbook on Mushrooms. 2nd ed. Vol. I and II. Oxford and IBH Publishing Co. Pvt. Ltd., New Delhi
3. Pandey R.K, S. K Ghosh, 1996. A Hand Book on Mushroom Cultivation. Emkey Publications.
4. Pathak, V. N. and Yadav, N. (1998). Mushroom Production and Processing Technology. Agrobios, Jodhpur.
5. Tewari Pankaj Kapoor, S. C. (1988). Mushroom Cultivation. Mittal Publication, New Delhi.
6. Tripathi, D.P. (2005) Mushroom Cultivation, Oxford & IBH Publishing Co. PVT.LTD, New Delhi.
7. V.N. Pathak, Nagendra Yadav and Maneesha Gaur, Mushroom Production and Processing Technology/ Vedams Ebooks Pvt Ltd., New Delhi (2000)

*[Signature]*  
 Lecturer in Charge  
 Department of Botany  
 S.K.P. Govt. Degree College,  
 GUNTAKAL-515 803



*[Signature]*  
 PRINCIPAL  
 S.K.P. Govt. Degree College  
 GUNTAKAL, Ananthapuramu (DL)

# LIST OF STUDENTS

2019-20

## III B.Sc. (BZC & MB)

Sl.No	Reg.No	Name of the Student	Group	Sec
1	180151001	G TASLIM BANU	B.Sc.	BZC
2	180151002	A USEN BEE	B.Sc.	BZC
3	180151003	B ANJINEYULU	B.Sc.	BZC
4	180151005	C LAVANYA	B.Sc.	BZC
5	180151006	C RAVI KUMAR	B.Sc.	BZC
6	180151007	C RAVI PRAKASH	B.Sc.	BZC
7	180151008	D ESWARAMMA	B.Sc.	BZC
8	180151010	G VANNUR VALI	B.Sc.	BZC
9	180151011	J DEVIKA RANI	B.Sc.	BZC
10	180151012	J LATHA	B.Sc.	BZC
11	180151013	J SYAMALA	B.Sc.	BZC
12	180151014	K LOKNATHA CHOWDARY	B.Sc.	BZC
13	180151015	M ANJALI	B.Sc.	BZC
14	180151016	M VAISHANAVI	B.Sc.	BZC
15	180151017	M VIJAY KUMAR	B.Sc.	BZC
16	180151018	N LINGARAJU	B.Sc.	BZC
17	180151019	N MADHU BABU	B.Sc.	BZC
18	180151020	N SAI SIRISHA	B.Sc.	BZC
19	180151021	P LAKSHMI	B.Sc.	BZC
20	180151022	P MAHESH	B.Sc.	BZC
21	180151023	P RAJ KUMAR	B.Sc.	BZC
22	180151024	S MASTHANI	B.Sc.	BZC
23	180151025	T MALLIKARJUNA	B.Sc.	BZC
24	180151026	Y GANESH	B.Sc.	BZC
25	180151301	A EZAZ AHAMED	B.Sc.	MB
26	180151303	B GANGAMMA	B.Sc.	MB
27	180151304	B MANJULA	B.Sc.	MB
28	180151305	B PARAMESH	B.Sc.	MB
29	180151306	D PREETHI	B.Sc.	MB
30	180151308	J RAJU	B.Sc.	MB
31	180151309	K KEERTHANA	B.Sc.	MB
32	180151312	K VIJAYA LAKSHMI	B.Sc.	MB
33	180151313	M ANITHA	B.Sc.	MB
34	180151314	M NAVEEN KUMAR	B.Sc.	MB
35	180151315	M UMA MAHESWAR REDDY	B.Sc.	MB
36	180151316	M UMMAR FAROOK	B.Sc.	MB
37	180151320	N S POORNIMA	B.Sc.	MB
38	180151321	P RAMYA	B.Sc.	MB
39	180151322	S LAHARI PRIYA	B.Sc.	MB
40	180151323	S MUSKAN ANJUM	B.Sc.	MB

G. Taslim banu  
A. usen bee  
B. Anjineyulu  
C. Lavanya  
C. ravi prakash  
C. ravi prakash  
D. Eswaramma  
G. Vannur Vali  
J. Devika Rani  
J. Latha  
J. Syamala  
K. Loknatha chowdary  
M. Anjali  
M. Vaishnavi  
M. Vijay Kumar  
N. Lingaraju  
N. Madhubabu  
N. Sai Sirisha  
P. Lakshmi  
P. Mahesh  
P. Raj Kumar  
S. Masthani  
T. Mallikarjuna  
Y. Ganesh  
Y. Ganesh  
B. Gangamma  
B. Manjula  
B. Paramesh  
D. Preethi  
J. Raju  
K. Keertana  
K. Vijaya Lakshmi  
M. Anitha  
M. Naveen Kumar  
M. Uma Maheswar Reddy  
M. Umar Farook  
N. S. Poornima  
P. Ramya  
S. Lahari Priya  
S. Muskan Anjum



Department of Botany  
S.K.P. Govt. Degree College  
GUNTAKAL-516 803

Principal  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (DL)



**S.K.P. Government Degree College, Guntakal**  
**Department of Botany**  
**Final Report of Certification Course in Mushroom Cultivation**

**Dt : 22-10-2019**

**From**  
**P. Sashikiran**  
**Lecturer in Botany**  
**Department of Botany**  
**S.K.P. Govt. College**  
**GUNTAKAL,**

**To**  
**The Principal,**  
**S.K.P. Govt. College**  
**GUNTAKAL,**

Department of Botany, under the guidance of the Principal Dr. K Ganeswar, came up with idea of Mushroom Cultivation Course for the students of the College. The Department of Botany has made a humble beginning to impart and enrich the students with self employment ideas conducting a certificate course in Mushroom Cultivation for the duration of 45 days. As it was resolved earlier, the main thrust of the course was to inculcate self employment skills for the out-going students. The basic structure of the course is prepared keeping in view the needs of the final year students. The said Course was started on 05.08.2018 and completed on 22.10.2019.

The response from the students was very good. In its introductory session the area was filled with students, who enthusiastically wanted to be the part of it. Dr. K. Ganeswar, the principal, addressed the students intimating them about the importance of self-employment in present society. He also appreciated the effort of Botany Department and congratulated Sri P Sashikiran, HOD, Botany Department, who was the guiding force behind the entire course. The number of students attended the Course was good. 36 Students regularly attended the Classes conducted from 1.30 P M to 3.00 PM.

The sessions were interactive, informative and interesting. The usage of videos, field visits and practicals helped the students to grasp the tips to learn and understand the Cultivation of Mushrooms. There were debates, group activities and presentations regarding

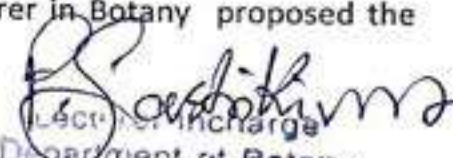
  
**PRINCIPAL**  
**S.K.P. Govt. Degree College**  
**GUNTAKAL, Ananthapuramu (Dt)**


marketing of the product, which enhanced the confidence level of the students. The Course ran its entire course of 45 days and also took informal inputs from the students for making the course better next time.

After the successful completion of the said Certificate course, a valedictory function was held on 22<sup>nd</sup> October 2019. The Principal of the College, Sri Dr K. Gnaneswr , graced the occasion. The meeting was presided over by the HOD(Botany) Sri P Sashikiran, In his opening remarks, the Head of the Department explained the need and necessity of introducing the Certificate course. The Principal advised the students to make use of the in-puts given by the Department of Botany. Certificates were distributed to the all 36 students.

At the end of program Dr A.S. VIJAYAKUMAR, Lecturer in Botany proposed the vote of thanks.



  
Lect. in Charge  
Department of Botany  
S.K.P. Govt. Degree College  
GUNTAKAL-515 803

  
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Model Paper  
CERTIFICATE COURSE IN MUSHROOM CULTIVATION  
Commercial Cultivation of Mushroom

Time : 3 hrs

Max.Marks : 100

Section A

Answer all questions

(4X15=60)

1. a. List out the material required for milky mushroom cultivation  
or  
b. Describe the different methods used for commercial mushroom cultivation
2. a. Write about the different methods used in compost preparation  
or  
b. Give an account of the sterilization protocols in mushroom cultivation
3. a. Explain the spawn culture preparation  
or  
b. Detail the process of mother spawn production
4. a. What are the different strategies used in mushroom harvesting  
or  
b. Illustrate the grading, packaging and storing of mushrooms

Section B

Answer any 5 questions

(5X8=40)

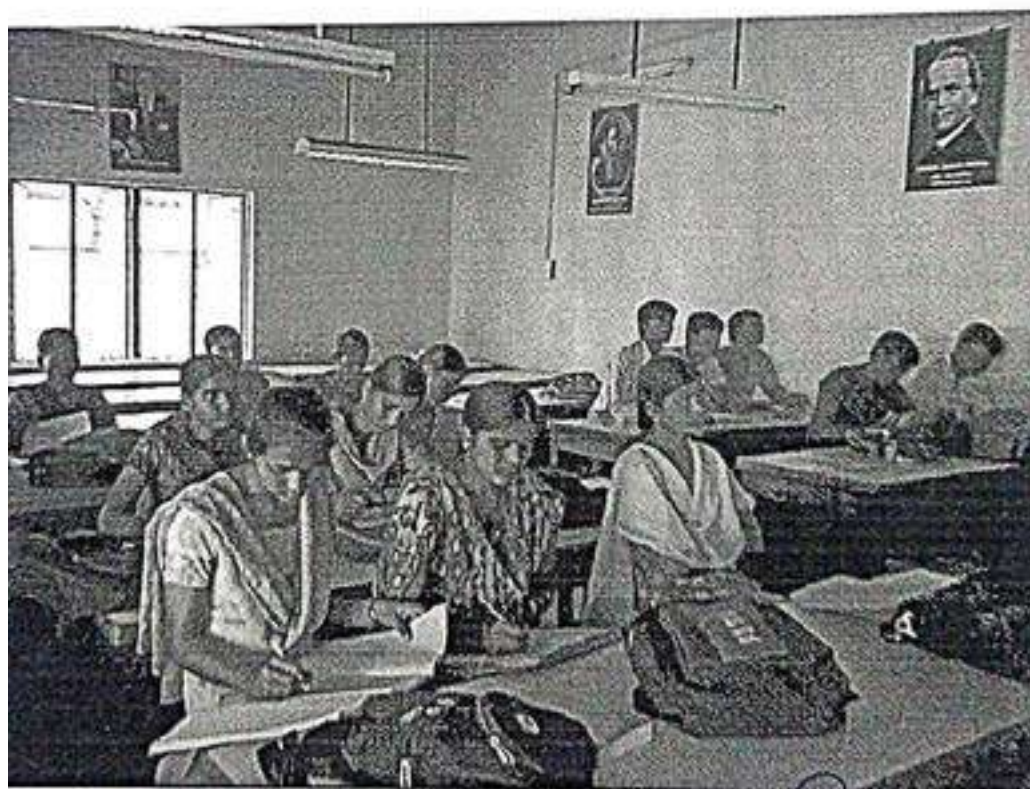
5. Bulk Chamber
6. Substrate selection
7. Design of farm
8. Spawn selection
9. Incubation
10. Pasteurization
11. Grading
12. Mushroom packaging
13. Storage strategies



  
P. Sankaranarayanan  
Department of Botany  
S.K.P. Govt. Degree College  
GUNTAKAL-515 803

S.K.P. Govt. Degree College  
GUNTAKAL, Andhra Pradesh (D.O.)

MUSHROOM CULTIVATION PHOTOS 2019-20



*P. Sankar Reddy*

Lecturer-Microbiology  
Department of Botany  
S.K.P. Govt. Degree College  
GUNTAKAL-515 803



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GUNTAKAL, Ananthapuramu (Dc)



S K P COLLEGE GUNTAKAL  
LIST OF FINAL B.Sc.(BZC & MB) STUDENTS ENROLLED FOR AUGUST

ATTENDANCE SHEET FOR THE ACADEMIC YEAR 2019-20

[illegible]





*Basit Daul*  
Executive Incharge  
Department of Rotary  
G.P. Govt. Degree College  
GUNTAKAL-511 803



**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**Department Of Computer science & Applications**

**Minutes of the Department meeting for the conduct of Certificate Course in  
MS-OFFICE**

Date: 02.01.2020

The Department of Computer science & Applications, a pioneer in meeting the needs of students, has decided to be a trailblazer for our College's graduating students. The job market, particularly in the financial area, has been booming, and fresh graduates with Msoffice knowledge are in high demand. The Department of Computer science & Applications has taken the initiative to conduct a Certificate Course in Msoffice, with the simple goal of providing necessary hands on knowledge on Msoffice to outgoing students.

On the 2 of Jan, 2020, the Department of Computer science & Applications had a meeting with its members on the College premises. The meeting was chaired by the Head of the Department, P.Dharmendra in Computer science & Applications. The Department unanimously resolved to organize the Course in MS-OFFICE for our College's outgoing final year Degree students under the chairmanship of the Head of Department and under the direction of the principal. It was resolved that the Certificate Course will be held for 30 days. It was also decided to focus more on students from rural backgrounds, and their medium of instruction is Telugu.

1. P Dharmendra, Head of the Department

*Dharmendra*

2. DC. Sowjanya, Lecturer in computer science

*Sowjanya*

3. D SivaSankar, Lecturer in Computer science

*D. SivaSankar*

The Principal

*[Signature]*  
**PRINCIPAL**  
**S.K.P. Govt. College**  
GUNTAKAL, Ananthapuramu (Dt.)



*[Signature]*  
**PRINCIPAL**  
**S.K.P. Govt. Degree College**  
GUNTAKAL, Ananthapuramu (Dt.)

**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**  
**PROPOSAL FOR THE INTRODUCTION OF CERTIFICATE COURSE IN Msoffice**

DATE: 02.01.2020

From  
P Dharmendra,  
Head of Department Computer science & Applications  
S.K.P. Govt. Degree College  
Guntakal,

To  
The Principal,  
S.K.P. Govt. Degree College  
Guntakal

Respected Sir,

I'd like to make a proposal to you regarding the introduction of a Msoffice Certificate Course for our College's final year NON Computer degree students. The Department of Computer science & Applications has been increasingly aware of the requirements of departing students. From the lowest to the greatest levels of employment, Knowledge in Msoffice has become the important factor for the NON Computer students. With all of these considerations in mind, the Department of Computer science & Applications would like to launch the course.

The details of the program are

- |                                           |                              |
|-------------------------------------------|------------------------------|
| 1. Name of the proposed program           | : Msoffice                   |
| 2. Duration and timings of the program    | : 45 days; 2:30 pm to 4:00pm |
| 3. Start date of the program              | : 04 JAN, 2020               |
| 4. Course fee                             | : Nil                        |
| 5. No. of students expected for admission | : 40                         |

Yours faithfully

  
P. Dharmendra  
Head of Department Computer science  
Dept. of Computer Science  
S.K.P. Govt. College,  
GUNTAKAL, Ananthapuramu Dist.

  
**PRINCIPAL**  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (Dt.)



**S.K.P. Government DEGREE COLLEGE, GUNTAKAL.**

**DEPARTMENT OF COMPUTER SCIENCE & APPLICATIONS**

**Circular**

Date: 02-1-2020

All the Non computer groups (Bcom, BA, BZC) degree students are hereby informed that the Department of Computer science & applications is going to start a certificate course in 'MSOffice'. The duration of the course is 45 days. Students need not pay any fee for the course. The classes will commence from 04-01-2020. Interested students are required to register their names in the computer science & applications Department. After successful completion of the course certificate will be provided to the students.

  
Coordinator

Dept. of Computer Science  
S.K.P. Govt. College,  
GUNTAKAL, Ananthapuramu Dist.

Copy to the Library Notice Board

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GUNTAKAL, Ananthapuramu (Dt.)



**S.K.P. GOVERNMENT DEGREE COLLEGE::GUNTAKAL**  
**DEPARTMENT OF COMPUTERSCIENCE**

**CERTIFICATE COURSE STUDENT LIST 2019-20**

S.No	Name of the student	University Reg. No.	Signature
1	N.PARAMESH NAIK	190151202	N. Paramesh Naik
2	A.SEKHAR	190151203	A. Sekhar
3	G.MOUNIKA	190151204	G. Mounika
4	K.MASTHAN VALI	190151205	K. Masthan
5	K.SUDHAKAR	190151206	K. Sudhakar
6	K.VAMSI KUMAR	190151207	K. Vamsi Kumar
7	P.SOWJANYA	190151208	P. Sowjanya
8	R.RAJESH	190151209	R. Rajesh
9	B.MALLIKARJUNA	190511131	B. Mallikarjuna
10	B.SURI RAJU	190511132	B. Suri Raju
11	S.DADA KHALANDAR	190151133	S. Dada Khalandar
12	S.MANSOOR BASHA	190151134	S. Mansoor Basha
13	A.YASASWAINI	190151135	A. Yasaswaini
14	A.SUNKANNA	190151136	A. Sunkanna
15	B.M.KARTHIK KUMAR	190151137	B. M. Karthik Kumar
16	B.MURALI	190151138	B. Murali
17	B.VEEERANJANEYULU	190151139	B. Veeranjaneyulu
18	B.AJAY KUMAR	190151140	B. Ajay Kumar
19	B.SUPRIYA	190151141	B. Supriya
20	B.SUDHAKAR	190151142	B. Sudhakar
21	B.CHANDRA SEKHAR	190151143	B. Chandra Sekhar
22	B.CHINNA	190151144	B. Chinna
23	B.ANJUNATH	190151145	B. Anjunath
24	B.SWETHA RANI	190151146	B. Swetha Rani
25	C.SRINIVASULU	190151147	C. Srinivasulu
26	C.HARIKRISHNA	190151148	C. Harikrishna
27	C.KULLAIAH	190151149	C. Kullaiah
28	D.SURENDRA	190151150	D. Surendra
29	D.MAHAMMAD RAFI	190151151	D. Mahammad Rafi
30	D.NABI RASOOL	190151152	D. Nabi Rasool
31	G.SREENIVASULU	190151154	G. Sreenivasulu
32	H.VIJAY	190151155	H. Vijay
33	K.CHAITANYA KUMARI	190151157	K. Chaitanya Kumari
34	K.RAVINDRA BABU	190151158	K. Ravindra Babu
35	K.NETTIKANTAIAH	190151159	K. Nettikantiah
36	K.RAGHAVENDRA	190151160	K. Raghavendra
37	A.SANTHOSH	190151091	A. Santhosh
38	B.RAVI KUMAR	190151092	B. Ravi Kumar
39	B.SURESH	190151094	B. Suresh
40	C.VINOD KUMAR	190151095	C. Vinod Kumar

**PRINCIPAL**

**S.K.P. Govt Degree College  
GUNTAKAL, Ananthapuramu (DL)**





**S.K.P. Government Degree College, Guntakal**  
**Department of Computer science & applications**  
**Final Report of Certification Course in Computer science & applications**

Department of Computer science & applications, under the guidance of the Principal Dr. K Ganeswar, came up with idea of Msoffice for the students of the College. The Department of Computer science & applications has made a humble beginning to impart and enrich the students with hands on Msoffice by conducting a certificate course in Msoffice for the duration of 45 days. As it was resolved earlier, the main thrust of the course was to inculcate knowledge in Msoffice for the out-going students. The basic structure of the course is prepared keeping in view the needs of the final year students. The said Course was started on 04.01.2020 and completed on 18.02.2020.

The response from the students was overwhelming. In its introductory session the Seminar Hall was jam-packed and students enthusiastically wanted to be the part of it. Dr. K. Ganeswar, the principal, addressed the students intimating them about the importance of Technology in social and corporate realms. He also appreciated the effort of Computer science & applications Department and congratulated Sri P Dharmendra, HOD, Computer science & applications Department, who was the guiding force behind the entire course. The number of students attended the Course was good. 40 Students regularly attended the Classes conducted from 2.30 P M to 4.00 PM.

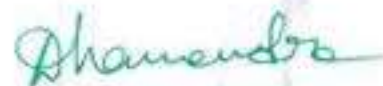
The sessions were interactive, informative and interesting. The usage of hands on, videos, hand-outs, seminars, quiz's, suggestive books and interesting worksheets helped the students to grasp the tips to learn and understand Msoffice. There were brain-storming sessions, debates, group activities and impromptu presentations which enhanced the confidence level of the students. The Course ran its entire course of 45 days and also took informal inputs from the students for making the course better next time.

  
**PRINCIPAL**  
**S.K.P. Govt Degree College**  
**GUNTAKAL, ANAPURTHI (DL)**

After the successful completion of the said Certificate course, a valedictory function was held on 18 FEB 2020. The Principal of the College, Sri Dr K. Ganeswar, graced the occasion. The meeting was presided over by the HOD (Computer science & applications),

Sri P Dharmendra. In his opening remarks, the Head of the Department explained the need and necessity of introducing the Certificate course. The Principal advised the students to make use of the in-puts given by the Department of Computer science & applications. Certificates were distributed to the all 40 students.

At the end of program DC Sowjanya, Lecturer in Computer science & applications, proposed the vote of thanks.



**INCHARGE**  
Dept. of Computer Science  
S.K.P. Govt. College,  
GUNTAKAL, Ananthapuramu Dist.



**PRINCIPAL**  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu Dist.








# S.K.P. GOVT. DEGREE COLLEGE, GUNTAKAL


## The Department of Computer Science

### Minutes of Departmental Meeting for the conduct of Certificate Course in Computer Science

The Department of Computer Science, a pioneer in meeting the needs of students, has decided to be a trailblazer for our College's graduating students. The job market, particularly in the software area, has been booming, and fresh graduates with Computer proficiency are in high demand. It has been discovered that the percentage of students who are proficient in Computers is remarkably low. The Department of Computer Science has taken the initiative to conduct a Certificate Course in Ms-Office, with the simple goal of providing necessary communication skills to Non-Computer students.

On the 21<sup>st</sup> of March, 2022, the Department of Computer Science had a meeting with its members on the College premises. The meeting was chaired by the Head of the Department, Smt.S.Pavani, and the lecturers in Computer Science D.C.Sowjanya and P.Sreenivasulu are present. The Department unanimously resolved to organize the Certificate Course in Ms-Office for our College's Non-Computer students under the chairmanship of the Head of Department and under the direction of the principal. It was resolved that the Certificate Course will be held for 35 days. It was also decided to focus more on students from rural backgrounds, and their medium of instruction is English.

1. Smt.S.Pavani, Head of the Department : 
2. Smt.D.C.Sowjanya, Lecturer in Computer Science : 
3. Sri P.Sreenivasulu, Lecturer in Computer Science : 

  
INCHARGE  
Dept. of Computer Science  
S.K.P. Govt. College,  
GUNTAKAL, Ananthapuramu Dist.

  
PRINCIPAL  
The Principal  
S.K.P. GOVT. DEGREE COLLEGE  
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S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (Dt.)

**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**  
**Department Of Computer science**

**2019-20**







# S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL

## DEPARTMENT OF COMPUTER SCIENCE

### FEED BACK ON CERTIFICATE COURSE

#### GRAPHICAL ANALYSIS

( PLEASE TICK ( ✓ ) ON ANY ONE OF THE FOLLOWING )

1. How do you rate the quality of teaching in the Add on course

- a) Excellent                      b) Good                      c) Average                      d) Poor

2. How is the syllabus appropriate in covering the course

- a) Excellent                      b) Good                      c) Average                      d) Poor

3. Whether the certificate course on Ratio&Proportion, Time & Work is useful to you

- a) Excellent                      b) Good                      c) Average                      d) Poor

4. How do you rate the overall certificate course

- a) Excellent                      b) Good                      c) Average                      d) Poor

5. Is the timing of conduct of classes to your satisfaction

- a) Excellent                      b) Good                      c) Average                      d) Poor

Comments & Suggestions :

Signature of the Student

( P. Amatesh )

  
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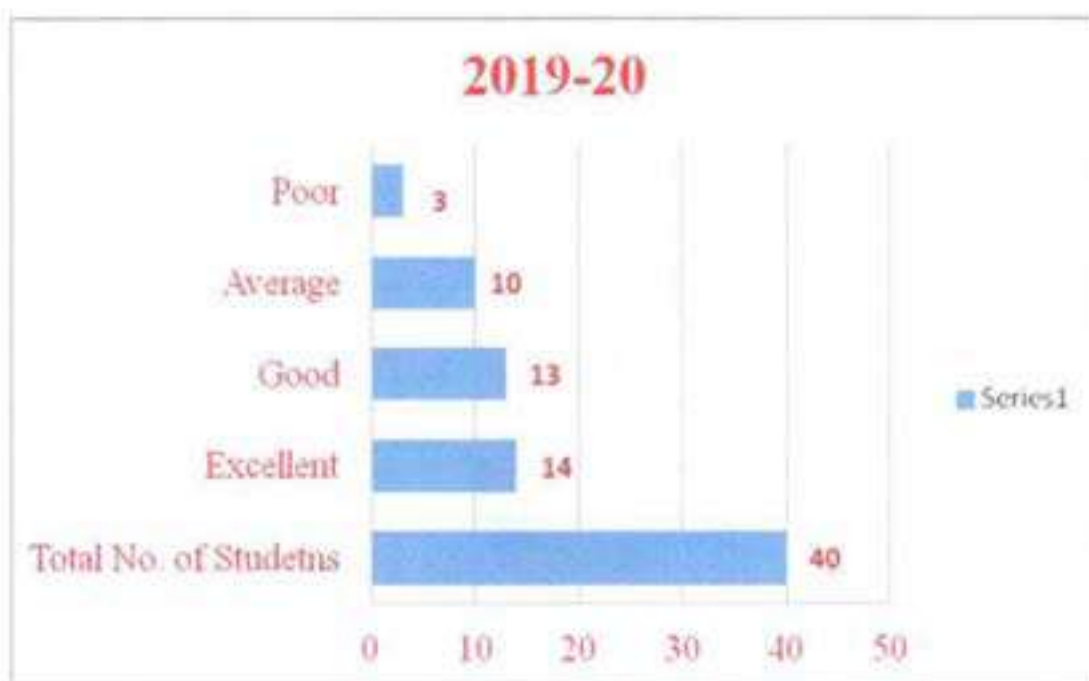
# S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL

## DEPARTMENT OF COMPUTER SCIENCE

### FEED BACK ON CERTIFICATE COURSE

#### GRAPHICAL ANALYSIS

Total No. of Studetns	Excellent	Good	Average	Poor
40	14	13	10	3



  
PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (Dist.)



**CERTIFICATE COURSE  
IN BEAUTICIAN  
2019-2020**

## RESOLUTION

The women Empowerment cell has initiated short-term course, i.e CERTIFICATE IN MAKE-UP AND MEHANDI DESIGN with a span of 45 days for catering to the needs of the girls students by providing the basic skills in the present competitive needs.

The Beautician course was a short -term certificate course started on 3.9.20 , with a span of 45 days, and a nominal amount of Rs200 was charged from students to meet the provisions required to start the course. The resource person was Ramya .

Women empowerment cell promotes "sense of self worth" developing the students ability to determine their own choices and their right to influence social change for themselves.

NEED OF THE COURSE : Along with education every student should have skills to support themselves and to their families

.As cosmetology is always been a good career option for the students who have got a sound aesthetic sense over a past of 6-8 years, the beauty industry of Indian Republic has witnessed a rapid expansion.

OUTCOMES: Beautician skills provide self employment and can give a daily income and can enable to develop independently .

With Beautician skills student will be self reliant and boosting their self esteem and self worth. After all true beauty and well being are also about how better you feel rather than how you look.

Importance of learning beauty course is helping ourselves to feel better and feel others better

  
PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (D.S.)

WEC Incharge  
S.K.P. Govt. College  
GUNTAKAL



SKP GOVERNMENT DEGREE COLLEGE GUNTAKAL

PERMISSION LETTER

Guntakal  
29.8.2020

From

To

The Incharge  
WEC cell  
SKP Government Degree college  
Guntakal

Principal  
SKP Government Degree college  
Guntakal

Sir,

Sub: WEC.Request your permission to start certificate course in  
BeauticianSkills-Request-Reg -

Ref: WEC resolution dated 21-8-2020 with reference of women  
empowerment cell.

As per the resolution of the college department of WEC met on  
19.8.2020 and resolved anonymously to conduct certificate course Tailoring  
for girl students of our college. Hence I request to put forth your proposal for  
kind consideration and necessary approval or permission to introduce  
certificate course in tailoring.

BRIEF DETAILS OF THE COURSE

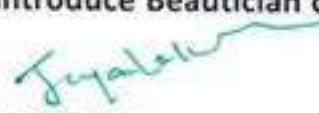
TITLE OF THE COURSE: CERTIFICATE COURSE IN BEAUTICIAN SKILLS

DURATION OF THE COURSE: 45 Days

NUMBER OF GIRL STUDENTS: 40

NEED OF THE COURSE : Most of the college students hail from rural  
background particularly biological background students and unable to tap  
the job market. Most of the students are from poor and agricultural  
background . Hence to enable them to expertise and empower in Beautician  
skills ,Women empowerment cell has decided to introduce Beautician course  
certificate

  
**PRINCIPAL**  
S.K.P. Govt. Degree College  
GUNTAKAL


  
Incharge  
WEC Incharge  
S.K.P Govt. College  
GUNTAKAL

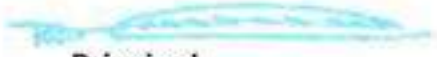
SKP GOVERNMENT DEGREE COLLEGE GUNTAKAL


CIRCULAR

Date  
1.9.2020

This is to inform all the girl students of this college that Women Empowerment Cell would like to start Beautician course certificate .The duration of the course will be 45 days .Interested students are required to their names to Incharge of WEC .The students names will be displayed in college notice board.

  
Incharge WEC Incharge  
S.K.P Govt. College  
GUNTAKAL  
Copy to college library  
Copy to college Notice Board  
Copy for circular among students

  
Principal  
PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (Dt.)

  
PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (Dt.)



## BEAUTICIAN COURSE SYLLABUS

- Grooming, Hygiene & Safety
- Keratin
- Manicure & Pedicure
- Basic Haircuts
- Understanding Skin Type & Analysis
- Hair Art & Bridal Hair Styling
- Hair Spa & Hair Treatments
- Grey Coverage and Root Touchups
- Cleansing & Toning practice
- Treatments for Hair Fall and Dandruff
- Exfoliation & Extraction
- Blow drying and Heat Styling
- Massage Manipulation
- Creative Haircuts and Colouring
- Hands & Feet Massage
- Perm
- Anti-Pigmentation Treatment
- Straightening
- Hair Spa/ Hair Oil Massage
- Men's Hair Cuts
- Colors
- Brow shaping

  
**PRINCIPAL**  
S.K.P. Govt Degree College  
GUNTAKAL, Ananthapuramu (DL)

*Jeyalakshmi*  
WEO Incharge  
S.K.P. Govt College  
GUNTAKAL

**SKP GOVERNMENT DEGREE COLLEGE -GUNTAKAL2019-  
2020**

**LIST OF THE STUDENTS ENROLLED FOR CERTIFICATE COURSE IN BEAUTICIAN**

S.NO	NAME OF THE STUDENT	COURSE	HALL TICKET NUMBER Signature
01	MONDLA JYOTHSNA	B.A.	200153088 M. Jyothsna
02	PULACHINTHABABY	B.A.	200153141 Pulachinthababy
03	SATHYALA KALYANI	B.A.	200153147 Sathyala kalyani
04	VAGALA SAI HARSHITHA	B.A.	200153135 V.sai Harshitha
05	MALA MAMATHADEVI	B.Sc.	200151014 m.mamathaDev
06	SHAIK APSAANA	B.Sc	200151003 S. Apsana
07	BOYA PRAMILA	B.Sc	200151005 B. Pramila
08	BOYA SRAVANI	B.Sc	200151006 B. Sravan
09	DEVARINTI USENBI	B.Sc	200151008 D. Usenbi
10	GUNDALA SUPRIYA	B.Sc	200151009 G. Supriya
11	HAMPI INDU	B.Sc	200151010 H. Indu
12	HARIJANA LAVANYA	B.Sc	200151011 H. Lavanya
13	MANTAKANTI SHRAVANI	B.Sc	200151015 M. Shrivani
14	REPALLI AKHILA	B.Sc	200151018 R. Akhila

  
**PRINCIPAL**  
 S.K.P. Govt. Degree College  
 GUNTAKAL, Ananthapuramu (A.P.)



15	SHAIK NAJMUNNISA	B.Sc.	200151022 S. Najmunnisa
16	POLATH ROOPA	B.Sc.	200151052 P. Roopa
17	BOYA HEMAVATHI	B.Sc	200151059 B. Hemavathi
18	MASANURU RADHIKA	B.Sc	200151067 m. Radhika
19	RAMAGOWNIPAVANI	B.Sc	200151071 R. G. pavani
20	POLATH RAMYA	B.Sc	200151051 P. Ramya
21	GAJULA VAISHNAVI	B.Sc	200151211 G. Vaishnavi
22	KASHANNAGARI SANDHYA RANI	B.Sc	200151218 K. sandhya Rani
23	SHAIK WAHEEDABEGUM	B.Sc	200151148 S. waheda begum
24	GAJULA AKHILA	B.Sc	200151160 G. Akhila
25	CHAKALI SRAVANI	B.Sc	200151293 C. Sravani

Incharge  
WEC Incharge  
S.K.P Govt. College  
GUNTAKAL

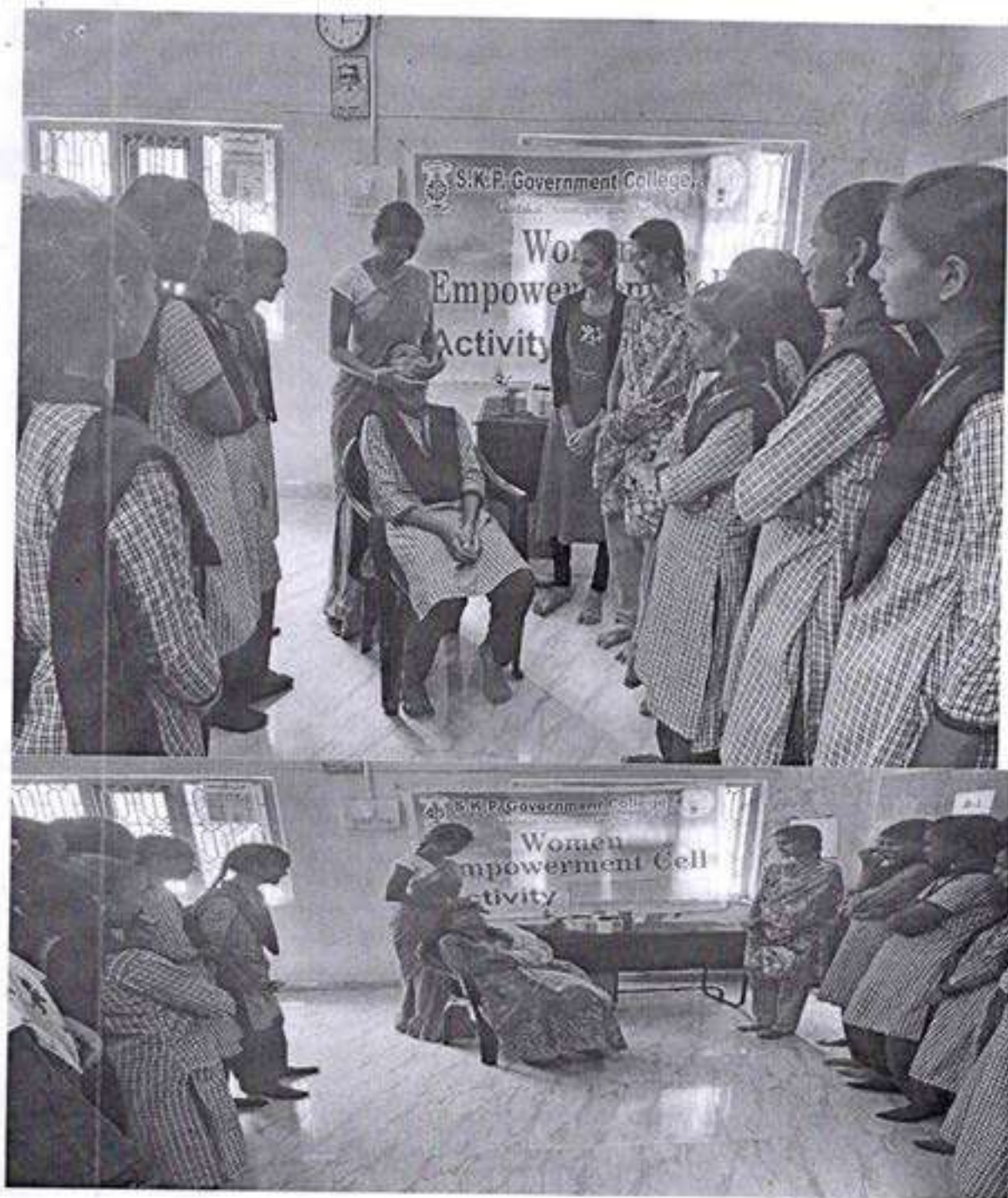
PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (Dt.)

**SKP GOVERNMENT DEGREE COLLEGE GUNTAKAL 2019-2020**

**ATTENDANCE**

S.N O	NAME OF THE STUDENT	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
01	MONDLA JYOTHSNA	X	X	A	X	X	X	X	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
02	PULACHINTHA BABY	X	X	X	X	X	X	X	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
03	SATHYALA KALY ANI	X	X	X	A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
04	VAGALA SAI HARSHI THA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
05	MALA MAMATHA DEVI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
06	SHAIK APSAANA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
07	BOYA PRAMILA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
08	BOYA SRAVANI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
09	DEVARINTI USENBI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	GUNDALA SUPRIYA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	HAMPI INDU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	HARIJANA LAVANY A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	SHRAVANI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X





**PRINCIPAL**  
**S.K.P. Govt. Degree College**  
**GUNTAKAL, Ananthapuramu (Dt.)**

*Jayalakshmi*  
**WEC Incharge**  
**S.K.P. Govt. College**  
**GUNTAKAL**

**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**DEPARTMENT OF ENGLISH**

**Minutes of the Department meeting for the conduct of Certificate Course in Spoken English**

Date: 20.07.2018

The English Department has made the decision to pave the way for our College's graduating students since it has always been a leader in satisfying student needs. Fresh graduates with English language fluency are in great demand due to the rising job market, which has been particularly evident in the software industry. The proportion of students who are proficient in English is rather low, it has been found. A Certificate Course in Spoken English is being offered by the English Department with the straightforward objective of giving graduating students the required communication abilities.

The Department of English met with its members on the college premises on July 20, 2018. T N Masthanappa, the department's head, and the lecturers presided over the discussion and the lecturers in English R Nagaraju and Dr. K Hanumnatha Reddy, are present. The Head of Department and the Principal will preside over the organisation of the Certificate Course in Spoken English for our College's graduating final-year Degree students. It was decided to hold the Certificate Course for 30 hrs. Additionally, it was determined to concentrate more on Telugu-speaking rural learners whose primary language of instruction is Telugu.

1. Sri T N Masthanappa, Head of the Department

:

2. Sri R Nagaraju, Lecturer in English

3. Sri K. Hanumantha Reddy, Lecturer in English

The Principal

**PRINCIPAL**  
S.K.P. Gov. Degree College,  
GUNTAKAL  
Anantapur (Dist.)



**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**Proposal FOR THE INTRODUCTION OF CERTIFICATE COURSE IN SPOKEN ENGLISH**

**Date: 23.07.2018**

**From**  
T N Masthanappa,  
Lecturer in English,  
Head of Department  
S.K.P. Govt. Degree College  
GUNTAKAL,

**To**  
The Principal,  
S.K.P. Govt. Degree College  
GUNTAKAL,

Respected Sir,

Regarding the addition of an **English Certificate Course** for our College's final-year degree students, I'd like to submit a proposal to you. The needs of departing students have come to the attention of the English Department more frequently. English has emerged as the unifying feature among all employment levels, from the lowest to the highest. The English Department wants to start the course with all of these factors in mind.

The details of the program are

- |                                           |                                |
|-------------------------------------------|--------------------------------|
| 1. Name of the proposed program           | : Spoken English               |
| 2. Duration and timings of the program    | : 30 hrs; 3:30 pm to 4:30pm    |
| 3. Start date of the program              | : 2 <sup>nd</sup> August, 2018 |
| 4. Course fee                             | : Nil                          |
| 5. No. of students expected for admission | : 40                           |

Yours faithfully

**PRINCIPAL**  
S.K.P. Govt. Degree College  
GUNTAKAL  
Anantapur (Dist.)

  
Head of Department (English)

**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**  
**DEPARTMENT OF ENGLISH**  
**CERTIFICATE COURSE 2017-2018**  
**SPOKEN ENGLISH**  
**SYLLABUS**

**UNIT 1**

ORGANS OF SPEECH  
SOUNDS SYLLABLES  
WEAK FORMS & STRONG FORMS  
ACCENT INTONATION

**UNIT 2**

PUBLIC SPEAKING  
SELF-INTRODUCTION AND OF OTHERS GREETING PEOPLE  
INVITATION; ACCEPTING – DECLINING  
MAKING REQUEST  
EXPRESSING GRATITUDE  
COMPLIMENTING,  
CONGRATULATING  
EXPRESSING SYMPATHY APOLOGIZING  
ASKING FOR INFORMATION  
SEEKING PERMISSION  
COMPLAINING AND EXPRESSING REGRET-

**UNIT 3**


BASIC GRAMMAR  
PARTS OF SPEECH  
PREPOSITIONS

**Unit 4**

SUBJECT VERB AGREEMENT  
TENSES TYPES OF SENTENCES  
TRANSFORMATION OF SENTENCES

**REFERENCES:**

1. Bansal R.K and Harrison J.B. Spoken English for Indian
2. Katamba, F. An Introduction to Phonology, Longman, 1989
3. Bygate. M, Speaking. oxford: Oxford University Press.
4. K.S. Smitha Annie pothen English conversational Practice. Sterling Publication Pvt.Ltd
5. Geoffry Leech, Margaret Dueshar. English Grammar Today.
6. W.S.Allen. Living English structure.
7. Thomson and Martinet. A Practical Grammar. OUP, 1986.

  
**PRINCIPAL**  
**S.K.P. Government College**  
**GUNTAKAL**  
**Anantapur (Dist.)**



**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**(Affiliated to Sri Krishnadevaraya University)**

**Department of English**

**Certificate Course in Spoken English**

Time: 10.00 AM to 11.00 AM

Max. Marks: 40M

Answer any Three of the following

- |                                                |         |          |
|------------------------------------------------|---------|----------|
| Unit 1: Long Answer Question in 100 words each | 2 out 1 | 1x10=10M |
| Unit 2: Long Answer Question in 100 words each | 3 out 2 | 2x10=20M |
| Unit 3: Grammar                                |         | 1x5=5M   |
| Unit4: Verb                                    |         | 1x5=5M   |

**PRINCIPAL**  
S.K.P. Govt. Degree College  
**GUNTAKAL**  
Anantapur (Dist.)



**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**  
**Department of English**  
**Certificate Course in Spoken English**

Time: 10.00 AM to 11.00 AM

Max. Marks: 40M

Answer any three of the following

(3X10=30)

**Unit I**

1. What is Phonetics?
2. Discuss briefly about different kinds of Tones used in Speech.


**Unit II**

3. Talk about a successful presentation you gave and why you think it did well.
4. Imagine you are seeking some information about getting an air- ticket to Mumbai.  
Construct a conversation of 4-5 exchanges with the travel agent.
5. What are the various kinds of Tones used in Spoken English/

**Unit III and IV**

(1X10=10)

6. Write A/An/The or X in the blanks:
  - A) Have you had.....lunch?
  - B) She wants to become.....M.L.A.
  - C) Engineering is .....useful career.
  - D) I've received.....email from my friend.
  - E) This is .....HCL product.
7. Fill in the blanks with suitable verb forms
  - a) Vegetable .....(sell) at high prices
  - b) I switched off the lights after he .....(sleeps)
  - c) My aunt and her son .....(eat) and apple everyday
  - d) The Moon..... (derive) light from the sun.
  - e) We cannot go out as it ..... (rain).

  
**PRINCIPAL**  
**S.K.P. Govt. Degree College**  
**GUNTAKAL**  
**Anantapur (Dist.)**



**S.K.P. Government Degree College, Guntakal**


DEPARTMENT OF ENGLISH

**Circular**

Date: 25-07-2018

The English Department will shortly be launching a certificate programme in "Spoken English," it is hereby officially announced to all B.A. final-year degree candidates. The course is 30 hours long in total. The cost of the course is not borne by the student. The next session will commence on Tuesday, August 2, 2018. Students that are interested must sign up with the English Department. The students will receive a certificate once the course has been completed satisfactorily.

  
Coordinator

  
**PRINCIPAL**  
S.K.P. Govt. Degree College  
**GUNTAKAL**  
Anantapur (Dist.)  
Copy to the Library Notice Board

Copy to the Notice Board

Copy for Circulation among the Students

**SKP GOVERNMENT DEGREE COLLEGE: GUNTAKAL**  
**Registered Final B.A. Students for Spoken English Certificated Course**  
**2018-19**

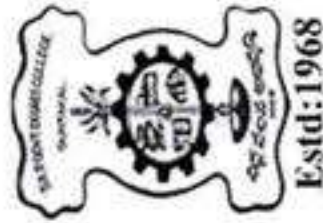
S.No.	Register Number	Name of the Student
1	170153031	AKASI VARAPRASAD
2	170153032	BAVIGADDA HANEEF
3	170153034	GADDAM ZIAUL HAQ
4	170153035	RAMAVATH DAKYA NAIK
5	170153036	AKKILI MARUTI
6	170153037	B PAVANKUMAR
7	170153038	BANDARI HARIKRISHNA
8	170153039	BOGOTI UPENDRA
9	170153040	BOYA MAHANANDI
10	170153042	BOYA UMADEVI
11	170153043	BOYA VEERESH
12	170153044	BUDAGAJANGAM KHASIM
13	170153046	DABBULA MOHAN RAJ
14	170153047	DARALA SREEKANTH
15	170153048	GANGARAPU NARESH
16	170153049	GORNTLA SURESH
17	170153050	JAYAMOLLU PRAVEEN KUMAR
18	170153051	JINKALA SURYA PRAKASH
19	170153052	KAMPLI DEVENDRA
20	170153053	KASAPURAM BHAGYA LAKSHMI
21	170153054	KATIKE RAJA
22	170153055	KAVALI RANGASWAMY
23	170153056	KOREKKAGARI JAGADEESH
24	170153057	KURUBA NAGENDRA
25	170153058	MADDAKKAGARI KILLE SIVA MURTHI
26	170153059	MADDAKKAGARI KILLE THIPPAIAH
27	170153060	MALA SHIVA
28	170153061	MANGALI ANIL KUMAR
29	170153062	MANGALI ASHOK
30	170153063	MANGALI NETTIKANTAIAH
31	170153064	MARUGONDA HAREESH
32	170153066	PALYAM RAMANJINEYULU
33	170153067	PEDDINENI RAMAKRISHNA
34	170153069	RAPTADU UMADEVI
35	170153070	TALARI HARIKRISHNA
36	170153071	VADDE BHAGYA RAJ
37	170153072	VANCHETI PURUSHOTHAM
38	170153073	VARTYA SIVA NAIK
39	170153101	LATTAVARAM JAKEER
40	170153102	AVILINGONDA SIDDHARTHA

Coordinator

**PRINCIPAL**  
**S.K.P. Govt. Degree College**  
**GUNTAKAL**  
**Anantapur (Dist.)**







# S.K.P. GOVERNMENT DEGREE COLLEGE

GUNTAKAL, ANANTAPURAM-515803, A.P.

Affiliated to Sri Krishnadevaraya University (SKU) Anantapuram

Re-accredited by NAAC with 'B' Grade-CGPA- '2.76'

## Department of English

### Certificate of Participation

This is to certify that Mr./Miss./Mrs. \_\_\_\_\_

studying

\_\_\_\_\_ successfully completed 'Spoken English Certificate Course'

Organized by Department of English, S.K.P. Government Degree College, Guntakal, held  
from \_\_\_\_\_ to \_\_\_\_\_.

  
Coordinator

  
Principal

  
PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL  
Dist: AP.

**SKP GOVERNMENT DEGREE COLLEGE: GUNTAKAL**  
**Registration Form for Spoken English Certification Programme**  
**Academic Year 2018-19**

S.No.	Register Number	Name of the Student	Signature
1	170153031	AKASI VARAPRASAD	A. Varaprasad
2	170153032	BAVIGADDA HANEEF	B. Haneef
3	170153034	GADDAM ZIAUL HAQ	G. Ziaul Haq
4	170153035	RAMAVATH DAKYA NAIK	R. Dakya Naik
5	170153036	AKKILI MARUTI	A. Maruti
6	170153037	B PAVANKUMAR	B. Pavankumar
7	170153038	BANDARI HARIKRISHNA	B. Harikrishna
8	170153039	BOGOTI UPENDRA	B. Upendra
9	170153040	BOYA MAHANANDI	B. Mahanandi
10	170153042	BOYA UMADEVI	B. Umadevi
11	170153043	BOYA VEERESH	B. Veeresh
12	170153044	BUDAGAJANGAM KHASIM	B. Khasim
13	170153046	DABBULA MOHAN RAJ	D. Mohan Raj
14	170153047	DARALA SREEKANTH	D. Sreekanth
15	170153048	GANGARAPU NARESH	G. Nareesh
16	170153049	GORNTLA SURESH	G. Suresh
17	170153050	JAYAMOLLU PRAVEEN KUMAR	J. Praveen Kumar
18	170153051	JINKALA SURYA PRAKASH	J. Surya Prakash
19	170153052	KAMPLI DEVENDRA	K. Devendra
20	170153053	KASAPURAM BHAGYA LAKSHMI	K. Bhagyalakshmi
21	170153054	KATIKE RAJA	K. Raja
22	170153055	KAVALI RANGASWAMY	K. Rangaswamy
23	170153056	KOREKKAGARI JAGADEESH	K. Jagadeesh
24	170153057	KURUBA NAGENDRA	K. Nagendra
25	170153058	MADDAKKAGARI KILLE SIVA MURTHI	M. Sivamurthi
26	170153059	MADDAKKAGARI KILLE THIPPAIAH	M. Thippaiah
27	170153060	MALA SHIVA	M. Shiva
28	170153061	MANGALI ANIL KUMAR	M. Anil Kumar
29	170153062	MANGALI ASHOK	M. Ashok
30	170153063	MANGALI NETTIKANTAIH	M. Nettikantiah
31	170153064	MARUGONDA HAREESH	M. Hareesh
32	170153066	PALYAM RAMANJINEYULU	P. Ramanjineyulu
33	170153067	PEDDINENI RAMAKRISHNA	P. Ramakrishna
34	170153069	RAPTADU UMADEVI	R. Umadevi
35	170153070	TALARI HARIKRISHNA	T. Harikrishna
36	170153071	VADDE BHAGYA RAJ	V. Bhagyaraj
37	170153072	VANCHETI PURUSHOTHAM	V. Purushotham
38	170153073	VARTYA SIVA NAIK	V. Siva Naik
39	170153101	LATTAVARAM JAKEER	L. Jakeer
40	170153102	AVILINGONDA SIDDHARTHA	A. Siddhartha

**PRINCIPAL**  
**S.K.P. Government Degree College**  
**GUNTAKAL**  
**Anantapur (Dist.)**

*[Handwritten Signature]*




**SKP GOVERNMENT DEGREE COLLEGE: GUNTAKAL**  
**Spoken English Certificate Course (2018-19)**  
**Participants Feedback Form**

**Date:**

**Instructions:** Please indicate your level of agreement with the statements listed below.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The objectives of the training were clearly defined.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Participation and interaction were encouraged.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The topics covered were relevant to me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The content was organized and easy to follow.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The materials distributed were helpful.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. This training experience will be useful in my work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The trainer was knowledgeable about the training topics.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The trainer was well prepared.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. The training objectives were met.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. The time allotted for the training was sufficient.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. The meeting room and facilities were adequate and comfortable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

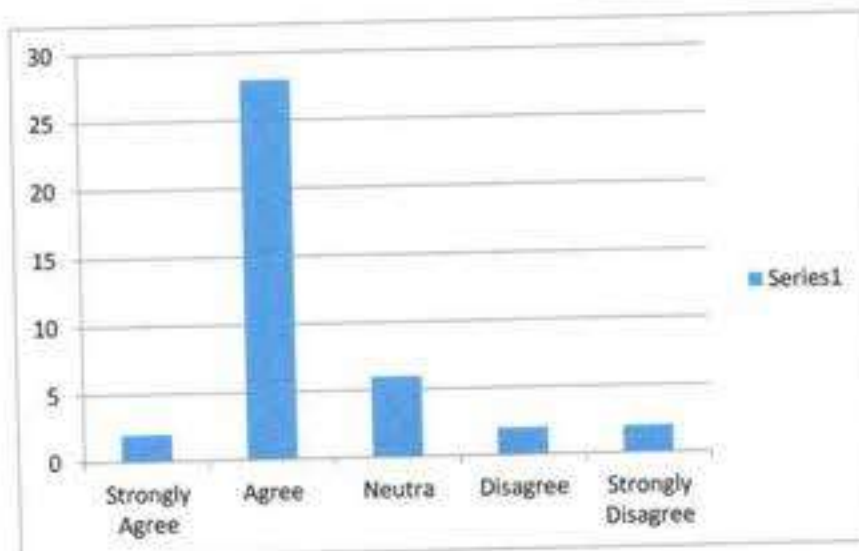
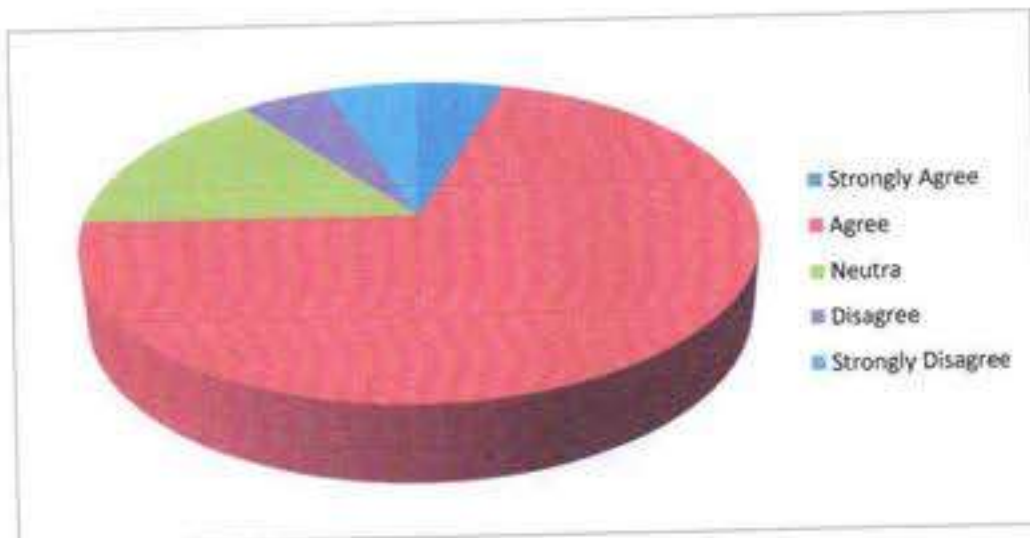
12. Please share other comments or expand on previous responses here:

  
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**Anantapur (Dist.)**



**SKP GOVERNMENT DEGREE COLLEGE: GUNTAKAL**  
**Spoken English Certificate Course (2018-19)**  
**Participants Feedback Form**

<b>Total Students</b>	<b>40</b>
<b>Strongly Agree</b>	<b>2</b>
<b>Agree</b>	<b>28</b>
<b>Neutra</b>	<b>6</b>
<b>Disagree</b>	<b>2</b>
<b>Strongly Disagree</b>	<b>2</b>



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**Anantapur (Dist.)**



Photos of Spoken English Certificate Course 2018-19



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Guntur (Dist.)  
Anantapur (Dist.)

*[Handwritten signature]*



## S K P GOVERNMENT DEGREE COLLEGE GUNTAKAL

LIST OF FINAL B.A. STUDENTS ENROLLED FOR SPOKEN ENGLISH CERTIFICATE COURSE

## ATTENDANCE SHEET FOR THE ACADEMIC YEAR 2018-19

[illegible]



### LIST OF FINAL B.A. STUDENTS ENROLLED FOR SPOKEN ENGLISH CERTIFICATE COURSE

ATTENDANCE SHEET FOR THE ACADEMIC YEAR 2018-19

28	170153061	M ANIL KUMAR
29	170153062	MANGALI ASHOK
30	170153063	M NETTAKANTAIAH
31	170153064	M HAREESH
32	170153066	P RAMANJINEYULU
33	170153067	P RAMAKRISHNA
34	170153069	R UMADEVI
35	170153070	T HARIKRISHNA
36	170153071	V BHAGYA RAJ
37	170153072	V PURUSHOTHAM
38	170153073	VARTYA SIVA NAIK
39	170153101	LATTAVARAM JAKEER
40	170153102	AVILINGONDA SIDDHARTH

Yare

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**S.K.P. Government College**  
**GUNTAKAL**  
**Anantapur (Dist.)**

యస్. కె. పి. ప్రభుత్వ డిగ్రీ కళాశాల, గుంతకల్

తెలుగు శాఖ

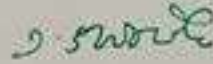
తెలుగు టైపింగ్ సర్టిఫికేట్ కోర్స్ నిర్వహించాలని తెలుగు శాఖ తీర్మానం.

తేది:06/07/2018

తెలుగు శాఖ ఆధ్వర్యం లో డిగ్రీ బిఏ, బికాం, బియస్సీ విద్యార్థులకు సర్టిఫికేట్ కోర్స్ నిర్వహించాలని తీర్మానించాము. అందులో భాగంగా విద్యార్థులకు ఫ్రంట్ మీడియా, ఏలక్ట్రానిక్ మీడియా, మరియు ప్రసారమాధ్యమాల్లో ఇంగ్లీషు నుండి తెలుగులో అనువదించడానికి ఉపయోగపడే విధంగా తెలుగు టైపింగ్ అనే సర్టిఫికేట్ కోర్స్ ను నిర్వహించాలని తీర్మానించుకున్నాము.

06-07-2018 తేదిన తెలుగు శాఖ ఆధ్వర్యం లో సమావేశం జరిగింది. ఈ సమావేశానికి అధ్యక్షులు గా వి. కొండారెడ్డి అధ్యాపకులు మరియు యం. రామస్వామి టీ. జయమ్మ పాల్గొన్నారు. దీనిని కళాశాల ప్రెన్సిపాల్ గారి ఆదేశాల మేరకు 40 రోజుల కాలవ్యవధిలో సర్టిఫికేట్ కోర్స్ నిర్వహించాలని తీర్మానించుకున్నాము.

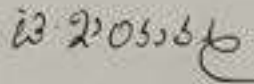
వి. కొండారెడ్డి (తెలుగు శాఖాధ్యక్షులు)



యం. రామస్వామి (తెలుగు అధ్యాపకులు)



టి. జయమ్మ (తెలుగు అధ్యాపకులు)



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## యస్. కె. పి. ప్రభుత్వ డిగ్రీ కళాశాల, గుంతకల్

తెలుగు శాఖ

ఎస్ కె పి ప్రభుత్వ డిగ్రీ కళాశాల గుంతకల్

కళాశాల ప్రెసిసిపాల్

ఎస్ కె పి ప్రభుత్వ డిగ్రీ కళాశాల గుంతకల్

**విషయం:** తెలుగు టైపింగ్ సర్టిఫికేట్ కోర్స్ ప్రారంభించడానికి అనుమతి కొరకు:

ఎస్ కె పి ప్రభుత్వ డిగ్రీ కళాశాల గుంతకల్ తెలుగు శాఖ ఆధ్వర్యంలో డిగ్రీ మూడవ సంవత్సరం విద్యార్థులకు తెలుగు టైపింగ్ సర్టిఫికేట్ కోర్స్ నిర్వహించాలని తెలుగు శాఖ తీర్మానించింది. నేటి సమాజంలో పత్రికల ప్రభావం ప్రింట్ మీడియా ఎలక్ట్రానిక్ మీడియా ప్రసార మాధ్యమాల ప్రభావం ఎక్కువగా ఉంది. విద్యార్థులు వాటిలో అవకాశాలు పొందేలా తెలుగు శాఖ తెలుగు టైపింగ్ సర్టిఫికేట్ కోర్స్ నిర్వహించడానికి అనుమతించగలరు.

### కోర్సు వివరాలు

కోర్స్ పేరు: తెలుగు టైపింగ్

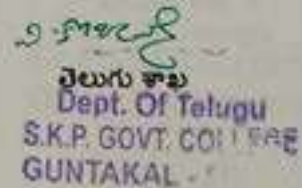
కోర్సు కాల వ్యవధి సమయం: 40 రోజులు సా. 5 నుండి 6 గంటల వరకు

ప్రారంభ తేదీ: 2 ఆగస్టు 2018

కోర్స్ ఫీజు: ఏమీ లేదు

మొత్తం విద్యార్థుల సంఖ్య: 40

  
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S.K.P. GOVT. COLLEGE  
GUNTAKAL

యస్. కె. పి. ప్రభుత్వ డిగ్రీ కళాశాల, గుంతకల్

తెలుగు శాఖ

సర్దులర్

09-07-2018

కళాశాలలో బివి చదువుతున్న విద్యార్థులు అందరికీ తెలుగు శాఖ తెలియజేయునది ఏమనగా తెలుగు శాఖ తెలుగు ట్రైపింగ్ అనే సర్టిఫికేట్ కోర్సులు నలభై రోజుల వ్యవధిలో ఎలాంటి రుసుము లేకుండా నిర్వహిస్తుంది. కోర్సు 02-08-2018 తేదీన ప్రారంభం అవుతుంది ఆసక్తిగల విద్యార్థులు ఏరు నమోదు చేసుకోండి. కోర్స్ పూర్తి అయిన తర్వాత సర్టిఫికేట్ కూడా జారీ చేయబడును కావున విద్యార్థులందరూ ఈ అవకాశాన్ని సద్వినియోగం చేసుకోగలరు.

ఇట్లు

  
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తెలుగు శాఖ  
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GUNTAKAL - 515801





యస్. కె. పి. ప్రభుత్వ డిగ్రీ కళాశాల, గుంతకల్

తెలుగు కాఖ

సర్టిఫికేట్ కోర్స్: ఆన్ లైన్ తెలుగు ట్రైపింగ్

పాఠ్య ప్రణాళిక:

తెలుగు ట్రైపింగ్ - పరిచయం

తెలుగు ట్రైపింగ్ - ఆవశ్యకత

తెలుగు కీ బోర్డు

తెలుగు ట్రైపింగ్ - అనువర్తనాలు

తెలుగు లేఖిని (Leekhini)



# SKP Government Degree College, Guntakal

Registration form for Telugu Typing Certificate Program

Department of Telugu - Academic Year 2018-19

క్రమ సంఖ్య	Hall ticket no.	పేరు	సంతకం
1	180153131	B Basavaraju	Basavaraju
2	180153132	B Dhanunjaya	B. Dhanunjaya
3	180153133	B Divakar	B. Divakar
4	180153134	V Revanth	V. Revanth
5	180153135	C Ajay kumar	Ajay Kumar
6	180153136	D Latha	D. Latha
7	180153137	D Rangaswamy	D. Rangaswamy
8	180153138	D Tikkaswamy	Tikkaswamy
9	180153139	G Premilatha	Premalatha
10	180153140	J Madhu	J. Madhu
11	180153141	J Raghu	J. Raghu
12	180153142	K Harikrishna	K. Harikrishna
13	180153143	K Sainath Naik	K. Sainath Naik
14	180153144	K Sheshalah	Sheshalah
15	180153145	M Chandra Shekar	Chandra Shekar
16	180153146	M Ramesh	Ramesh
17	180153147	M Rajkumar	Rajkumar
18	180153148	M Ramu	M. Ramu
19	180153149	N Pavankumar	Pavankumar
20	180153150	P Bharat	Bharat
21	180153151	P Ramesh	P. Ramesh
22	180153152	P S Jagadish	P. Jagadish
23	180153153	P Salkumar	Salkumar
24	180153154	P Harikrishna	P. Harikrishna
25	180153155	R Chandra naik	Chandra naik
26	180153156+	S Rafi	S. Rafi
27	180153157	T Ramakrishna	Ramakrishna
28	180153158	S Bhasha	S. Bhasha
29	180153159	S Praveen	Praveen
30	180153160	B Kiran kumar	Kiran kumar
31	180153161	B Lokesh	B. Lokesh
32	180153162	B M Somasekhar	B. M. Somasekhar
33	180153163	B Naresh	Naresh
34	180153164	B Purusotham	Purusotham
35	180153165	B Rambabu	Ram babu
36	180153166	B Sravani	Sravani
37	180153167	B Swetha	B. Swetha
38	180153168	B Tulasi	B. Tulasi
39	180153169	C Gadilingappa	C. Gadilingappa
40	180153170	C Hariprasad	C. Hariprasad

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GUNTAKAL - 515801



# S K P Government Degree College, Guntakal

## Attendance sheet for the Academic year - 2019-20

S.No	Student Name	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
1	B. Balaraju	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	B. Chaitanya	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	B. Chaitanya	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	B. Chaitanya	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	C. Ajay Kumar	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6	D. Laksh	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	D. Rangaswamy	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	D. Tikaswamy	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	G. Premath	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	J. Madhu	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	J. Raju	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	K. Harishona	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	K. Sainath Nall	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	K. Sainath Nall	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	M. Chandra Shekar	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	M. Ramesh	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	M. Raju	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	M. Raju	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	N. Pavan Kumar	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	P. Bharat	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21	P. Bharat	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22	P. Jagadeesh	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23	P. Sakumar	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24	P. Harishona	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25	R. Chandra nall	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
26	S. Raju	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
27	T. Ramakrishna	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
28	S. Bharat	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29	S. Praveen	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
30	B. Rajan Kumar	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
31	B. Laksh	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
32	B. M. Sankar Kumar	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
33	B. Nareish	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
34	B. Purushotham	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
35	B. Ram Babu	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
36	B. Savani	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
37	B. Swetha	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
38	B. Tulasi	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
39	C. Gadlagappa	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
40	C. Harinad	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

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S.No.	Student Name	31	32	33	34	35	36	37	38	39	40	Remarks
1	B. Basavaraju	X	X	X	X	X	X	X	X	X	X	
2	B. Channurajya	X	X	X	X	X	X	X	X	X	X	
3	B. Divakar	X	X	X	X	X	X	X	X	X	X	
4	V. Revanth	X	X	X	X	X	X	X	X	X	X	
5	C. Ajay Kumar	X	X	X	X	X	X	X	X	X	X	
6	D. Latha	X	X	X	X	X	X	X	X	X	X	
7	D. Rangaswamy	X	X	X	X	X	X	X	X	X	X	
8	D. Takaswamy	X	X	X	X	X	X	X	X	X	X	
9	G. Premalatha	X	X	X	X	X	X	X	X	X	X	
10	J. Madhu	X	X	X	X	X	X	X	X	X	X	
11	J. Raghu	X	X	X	X	X	X	X	X	X	X	
12	K. Harishina	X	X	X	X	X	X	X	X	X	X	
13	K. Sahithi Nair	X	X	X	X	X	X	X	X	X	X	
14	K. Sheelaiah	X	X	X	X	X	X	X	X	X	X	
15	M. Chandra Shekar	X	X	X	X	X	X	X	X	X	X	
16	M. Ramesh	X	X	X	X	X	X	X	X	X	X	
17	M. Rajkumar	X	X	X	X	X	X	X	X	X	X	
18	M. Ramu	X	X	X	X	X	X	X	X	X	X	
19	N. Praveen Kumar	X	X	X	X	X	X	X	X	X	X	
20	P. Bharat	X	X	X	X	X	X	X	X	X	X	
21	P. Ramesh	X	X	X	X	X	X	X	X	X	X	
22	P. S. Jagadeesh	X	X	X	X	X	X	X	X	X	X	
23	P. Subramur	X	X	X	X	X	X	X	X	X	X	
24	P. Harishina	X	X	X	X	X	X	X	X	X	X	
25	R. Chandra naik	X	X	X	X	X	X	X	X	X	X	
26	S. Raji	X	X	X	X	X	X	X	X	X	X	
27	T. Ramakrishna	X	X	X	X	X	X	X	X	X	X	
28	S. Dhanya	X	X	X	X	X	X	X	X	X	X	
29	S. Praveen	X	X	X	X	X	X	X	X	X	X	
30	B. Kiran Kumar	X	X	X	X	X	X	X	X	X	X	
31	B. Lokesh	X	X	X	X	X	X	X	X	X	X	
32	B. M. Somashekar	X	X	X	X	X	X	X	X	X	X	
33	B. Nareesh	X	X	X	X	X	X	X	X	X	X	
34	B. Purushotham	X	X	X	X	X	X	X	X	X	X	
35	B. Ramababu	X	X	X	X	X	X	X	X	X	X	
36	B. Sriyani	X	X	X	X	X	X	X	X	X	X	
37	B. Swetha	X	X	X	X	X	X	X	X	X	X	
38	B. Tulasi	X	X	X	X	X	X	X	X	X	X	
39	C. Gaddinajappa	X	X	X	X	X	X	X	X	X	X	
40	C. Hariprasad	X	X	X	X	X	X	X	X	X	X	

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GUNTAKAL, ANANTAPURAM-515803, A.P.

Affiliated to Sri Krishnadevaraya University (SKU) Anantapuram

Re-accredited by NAAC with 'B' Grade-CGPA- '2.76'

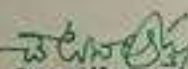
### Department of Telugu

## Certificate Of Participation

This is to certify that Mr./Miss./Mrs. \_\_\_\_\_ studying

\_\_\_\_\_ successfully completed 'Telugu Typing Certificate Course'

Organized by Department of Telugu, S.K.P. Government Degree College, Guntakal, held  
from \_\_\_\_\_ to \_\_\_\_\_.

  
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Dept. Of Telugu  
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**Principal**  
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Certificate course photos



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Certificate course photos





# S.K.P. GOVERNMENT COLLEGE :: Guntakal

## DEPARTMENT OF ECONOMICS

### MINUTES OF THE DEPARTMENT MEETING FOR THE CONDUCT OF CERTIFICATE COURSE IN BASICS OF STOCK MARKET BY DEPARTMENT OF ECONOMICS

The Department of Economics, a leader in meeting student needs, has chosen to set the bar high for our college's first- and second-year students by introducing a certificate program me. There are many different kinds of stock markets, and this industry offers a wealth of chances for those seeking to advance their careers or supplement their income. Anyone who is interested in trading can quickly learn about it and succeed. Everyone may study and advance thanks to the courses' user-friendly design. For a better knowledge of the subject, live question sessions are held in addition to the regular online and offline classroom sessions. One of the main benefits of taking a stock market course is that

A meeting with the members of the department of economics has been held.

on June 25, 2018, the department met in the departmental staff room. The Department Head presides over the meeting, as directed by the Principal. The division possesses

unanimity was reached on the decision to offer a certificate program me in BASIC OF STOCK MARKET to our college's first- and second-year degree students.

The 45-day course duration is the intended length. Furthermore, it has been decided to focus on pupils from rural backgrounds and limit the number of students admitted to the school to less than 45. After the Principal has given his or her approval, a circular advising the students that the Certificate Course's classes would be held outside of the scheduled times will be delivered.

Date: 25/06/2018



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N.V. Diva Kumar  
In-charge  
Dept. of Economics  
Department of ECONOMICS  
S.K.P. Govt Degree College  
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**DEPARTMENT OF ECONOMICS**

**PROPOSAL FOR THE INTRODUCTION OF CERTIFICATE COURSE IN  
BASICS OF STOCK MARKET**

**Dt : 26/06/2018**

**From**

**The In charge**

**Department of Economics**

**S.K.P. Government College  
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**To,**

**The Principal**

**S.K.P. Government College  
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**Mr. respectfully,**

To introduce a Certificate, I would like to make a proposal to your good graces. first- and second-year students of our college's B.A. program me who are taking an economics course Every student, not only those studying economics, needs to be familiar with the basics of the stock market due to the growing popularity of the stock market. Please, sir, allow the Department of Economics to begin offering a Certificate Course in Stock Market.

**Thanking You Sir.**

**Details of the Programmer are :**

- Program duration : 45 Days
- Timings of the program : 9.00AM to 10.00AM
- Duration of the program : 04/07/2018 to 22/08/2018
- Course fee : -Nil-
- Number of students expected for admission : 45

*N.V. Sivakumar*  
**In charge**

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## DEPARTMENT OF ECONOMICS

CIRCULAR Date: 27/06/2018

### INTRODUCTION OF CERTIFICATE COURSE IN BASIC OF STOCK MARKET

This notice is intended to advise all first- and second-year B.A. HEP degree students that the Department of Economics will soon begin offering a "CERTIFICATE COURSE IN BASICS OF STOCK MARKET." The course lasts for 6 weeks/45 days. There is no cost for the course for the students. The Department of Economics will teach the course outside of regular class hours. All interested students must submit their names to the department head. The course will increase students' stock market understanding and help them advance their careers in economics.

GROUP	I YEAR	II YEAR	III YEAR
1. MPC. TM	T.v		
2. MPC.EM			T.v
3. BZC	T.v		
4. MECS			
5. MPCS			
6. MICRO BIOLOG			
7. BIO CHEMISTRY			
8. B.COM T.M			
9. B.COM E.M			
10. HEP			
11. HPT			
12. HPE			



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N.V. Sivakumar  
In charge  
Dept of Economics  
Department of ECONOMICS  
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DEPARTMENT OF ECONOMICS

CERTIFICATE COURSE ON "BASIC OF STOCK MARKET"

SYLLABUS

Theory: 40h Course Credit:2

6h

Unit- I

Primary Market vs Secondary Market Investment in Stock Market - The process to invest Initial

Public Offering (IPO) How the Indian stock market works Economic and Industry Analysis

Technical Analysis Company Analysis Interpretation of Financial Statements Cash Flow Analysis

and Valuation of Equity Demat and Depository Introduction to Mutual Funds Insurance Mutual

Funds.

8h

Unit II

Introduction to Derivatives and Futures Introduction to Option Introduction to Commodity

Market Introduction to Currency Market Introduction to Technical Analysis Types of Charts

Implementing Chart and Candlestick Patterns Trend analysis Technical theories Sentimental

Indicators Intermarket Technical Analysis Technical analysis indicators.

8h

Unit III

Financial Planning Investments Mutual Fund Insurance Initial Public Offering (IPO) Investment

Psychology Corporate Actions and Announcements Fundamental Analysis Portfolio

Management Investor Types, Delivery and Intraday Trading Equity - Cash and Derivative Market

Introduction to Commodity Currency Markets Trading Platform Intro Trading Account and Free Demat Opening.



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8h

**.Unit IV**

Basic of Investment and Investment Environment Risk and Return Instrument of Investment  
Primary Market Secondary Market Market Participants Stock Exchanges in India Security  
Market Indices: Nifty and Sensex Sources of Financial Information.

8h

**Unit V**

Industry Analysis, Approaches and Economic Scenario Company Analysis Position Statement  
Analysis History, Membership & Organisation Governing body Functions of stock  
Exchange Online trading Role of SEBI Recognized Stock Exchanges in India Derivatives on  
stocks: Meaning, types Patterns of Trading & Settlement Speculations & Its Types  
Activities of Brokers & Broker Charges Settlement Procedure National Securities  
Depository Ltd Central Securities Depository Ltd .



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Model Question Paper 2018-2019

Certificate Course on "BASICS OF STOCK MARKET"

Name of the student \_\_\_\_\_ Reg.No \_\_\_\_\_

Time: 2hrs Max

marks: 50

SECTION - A

25\*2=50

Answer any questions. Each question carries marks.

1. Which of the following statements is incorrect about the Securities Exchange Board of India (SEBI)?

- A. It is a statutory body
- B. It was given statutory powers by an ordinance in 1992
- C. It is a non-statutory body
- D. None of the above

2. Which of the following might be a reason for a stock market to lose value suddenly?

- A. A terrorist attack
- B. The bankruptcy of a big company
- C. Fear of a global recession
- D. All of the above

3. Which of the following is responsible for fluctuations in the Sensex?

- A. Monetary policy
- B. Fiscal policy
- C. Political instability
- D. All of the above

4. Over the life of a derivative contract, the value of the derivative?

- E. Increases



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F. Decreases

G. fluctuates with the price of the so-called "underlying" value of the contract

H. None of the above

5. The forward exchange rate is the rate of exchange between two currencies that is \_\_\_\_\_

A. Prevailing today for immediate delivery

B. Would prevail at a future date

C. Prevailing today for future delivery

D. None of the above

6. Bombay Stock exchange was established in the Year:

a. 1857,

b. 1875

c. 1947

d. 1992

7. SENSEX is the index of:

a. Bombay stock exchange,

b. National stock exchange

c. Guwahati stock exchange

d. Kolkata stock exchange

8. The online trading system of BSE is known as:

a. OTCEI

b. BOLT,

c. VSAT

d. None of the above

9. National Stock exchange was incorporated in the Year:



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c. 1947

d. 1992,

10. NIFTY is the index of:

a. Bombay stock exchange

b. National stock exchange,

c. Guwahati stock exchange

d. Kolkata stock exchange

11. The base year on which the BSE – SENSEX is based:

a. 1949-50

b. 1973-74

c. 1978-79,

d. 1992-93

12. The base year on which the national stock exchange index (Nifty) is based:

a. 1990

b. 1991

c. 1992

d. 1995,

13. BSE-SENSEX Index consists of total:

a. 30 Stocks,

b. 50 Stocks

c. 100 Stocks

d. 500 Stocks

14. NSE-NIFTY Index consists of total:

a. 30 Stocks

b. 50 Stocks



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c. 100 Stocks

d. 500 Stocks

15. Over the Counter Exchange of India (OTCEI) was established in the year:

a. 1990,

b. 1991

c. 1992

d. 1995

16. Which of the following are speculators of stock market?

a. Bulls

b. Bears

c. Stag

d. All of the above

17. Bulls and bears are:

a. Brokers

b. Jobbers

c. Speculators,

d. Operator

18. Which one of the following participant of stock market is specialized in one type of security?

a. Brokers

b. Jobbers,

c. Speculators

d. Operator

19. Which one of the following is also known as Tarawaniwala?



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- a. Brokers
- b. Jobbers,
- c. Speculators
- d. Operators

20. Stock Holding Corporation of India Ltd. (SHCIL) was established in the

Year:

- a. 1985
- b. 1987,
- c. 1991
- d. 1992

21. Which of the following is a global stock market index?

- a. FTSE100
- b. Dow Zones
- c. Nasdaq
- d. All of the above,

22. Which of the following is not a global stock market index?

- a. Dow Zones
- b. S&P 500 index
- c. MCSI index
- d. S&P CNX Nifty,

23. The number of scrip's included in nifty junior is:

- a. 40
- b. 50
- c. 60
- d. 100



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24. Who controls the capital market in India?

- (A) SEBI
- (B) RBI
- (C) IRDA
- (D) NABARD

25. Which of the following reasons is not responsible for the ups and downs in the Sensex?

- (A) Rain
- (B) Monetary policy
- (C) Political instability
- (D) None of the following



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# **S.K.P Government COLLEGE, Guntakal**

## **BRIEF REPORT ON THE CONDUCTION OF THE CERTIFICATE COURSE IN "BASICS OF STOCK MARKET"**

The Department of Economics started out modestly to educate and sBy providing a Certificate course in Water Analysis for the B.A. First year and Second year exiting students, instructors can better familiarize students with the fundamentals of the stock market. students in 2018. The 2019-2020 school year is a continuation of the same story. The course began on July 8 and ended on August 22. The Certificate course was taught in the college from 3:00 to 4:00 outside the regular class times. A field trip was planned as part of the certificate program me to introduce the students to the basics of the stock market in a realistic setting. The course was taught with participation from every member of the department. Students engaged in the course fully and successfully completed it. Examination.ss

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*N.V. Ling Kumar*  
In charge

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## BASICS OF STOCK MARKET

### Course Feedback Form 2018-2019

Course Title: \_\_\_\_\_ Venue: \_\_\_\_\_  
Dates: \_\_\_\_\_

Please fill the short questionnaire to make the course better.

Please respond below with 1, 2, 3, 4 or 5, where 1 and 5 are explained.

#### THE DESIGN OF THE COURSE

- |                                                          |                                                         |                          |
|----------------------------------------------------------|---------------------------------------------------------|--------------------------|
| A. Were objectives of the course clear to you?           | Y <input type="checkbox"/> / N <input type="checkbox"/> |                          |
| B. The course contents met with your expectations        |                                                         | <input type="checkbox"/> |
| 1. Strongly disagree                                     | 5. Strongly agree                                       |                          |
| C. The lecture sequence was well planned                 |                                                         | <input type="checkbox"/> |
| 1. Strongly disagree                                     | 5. Strongly agree                                       |                          |
| D. The contents were illustrated with                    |                                                         | <input type="checkbox"/> |
| 1. Too few examples                                      | 5. Adequate examples                                    |                          |
| E. The level of the course was                           |                                                         | <input type="checkbox"/> |
| 1. Too low                                               | 5. Too high                                             |                          |
| F. The course contents compared with your expectations   |                                                         | <input type="checkbox"/> |
| 1. Too theoretical                                       | 5. Too empirical                                        |                          |
| G. The course exposed you to new knowledge and practices |                                                         | <input type="checkbox"/> |
| 1. Strongly disagree                                     | 5. Strongly agree                                       |                          |
| H. Will you recommend this course to your colleagues?    |                                                         | <input type="checkbox"/> |
| 1. Not at all                                            | 5. Very strongly                                        |                          |

#### THE CONDUCT OF THE COURSE

- |                                                            |                   |                          |
|------------------------------------------------------------|-------------------|--------------------------|
| A. The lectures were clear and easy to understand          |                   | <input type="checkbox"/> |
| 1. Strongly disagree                                       | 5. Strongly agree |                          |
| B. The teaching aids were effectively used                 |                   | <input type="checkbox"/> |
| 1. Strongly disagree                                       | 5. Strongly agree |                          |
| C. The course material handed out was adequate             |                   | <input type="checkbox"/> |
| 1. Strongly disagree                                       | 5. Strongly agree |                          |
| D. The instructors encouraged interaction and were helpful |                   | <input type="checkbox"/> |
| 1. Strongly disagree                                       | 5. Strongly agree |                          |



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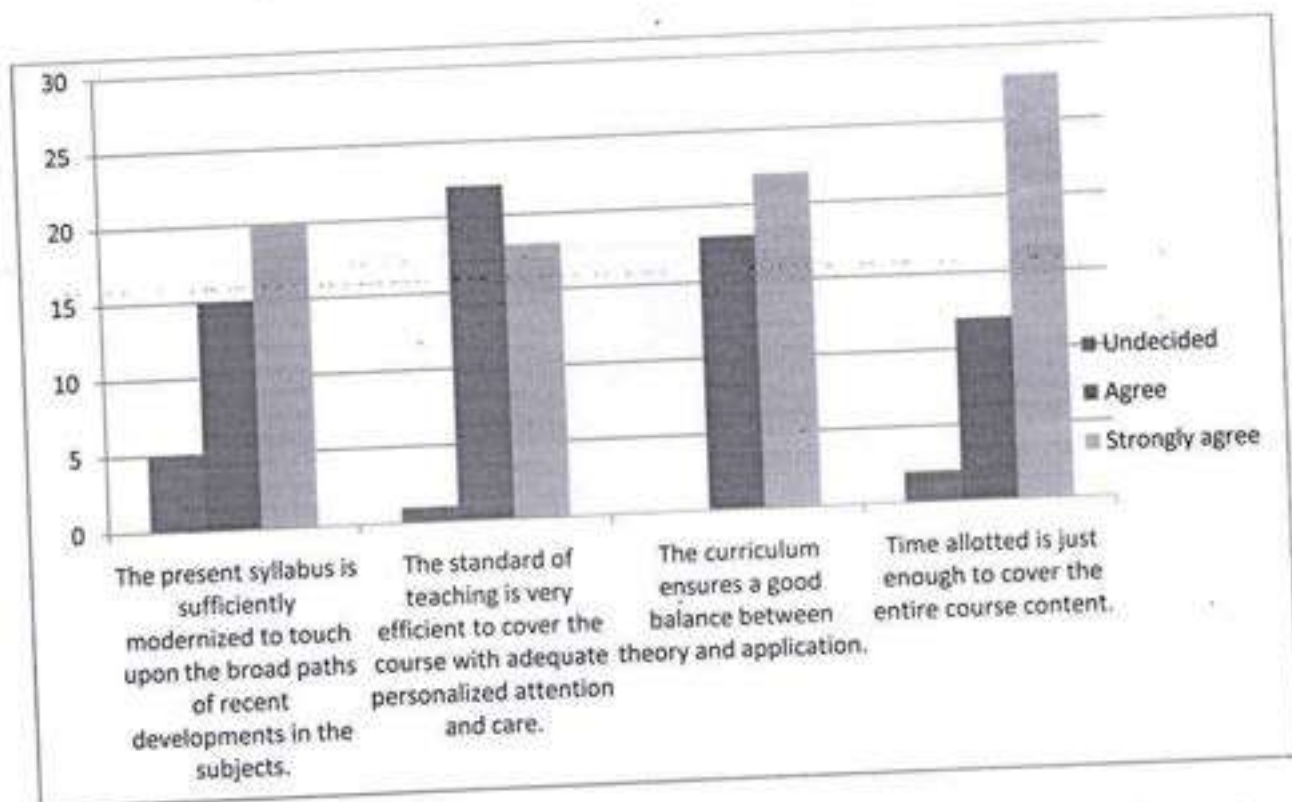
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E. Were objectives of the course realized? ☐ / ☒

F. Please give overall rating of the course

90% - 100% ( )  
80% - 90% ( )  
70% - 80% ( )

60% - 70% ( )  
50% - 60% ( )  
below 50% ( )



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LIST OF THE STUDENTS ENROLLED FOR THE CERTIFICATE  
COURSE IN BASICS OF STOCK MARKET 2018-19p

Reg.no	Name of the students	Signature of students
190153001	B.KONDANNA	B. Kondanna
190153002	C.SURESH	C. Suresh
190153003	C.UPENDRA	C. Upendra
190153004	D.RAGHU	D. Raghu
190153006	E.ANJINEYULU	E. Anjineyulu
190153007	G.RAKESH	G. Rakesh
190153008	K.NARESH BABU	K. Nareesh Babu
190153009	K.CHANDRA SEKHAR	K. Chandra Sekhar
190153011	M.SREEKANTH	M. Sreekanth
190153012	M. GANGADHAR	M. Gangadhar
190153014	N.RAJESH	N. Rajesh
190153015	R.SALLAMMA	R. Sallamma
190153016	S.NAVEEN	S. Naveen
190153020	JOTHI	Jothi
190153023	U.DHARMENDRA	U. Dharmendra
190153025	V.SOMA SEKHAR	V. Soma Sekhar
190153026	V.BALAJI NAIK	V. Balaji Naik
190153010	K.NAGARAJU	K. Nagaraju
190153024	V.VINOD KUMAR	V. Vinod Kumar
190153019	R.NAGESHWARA RAO	R. Nageshwara Rao
180153001	B. RANGADU	B. Rangadu
180153002	B.SURENDRA BABU	B. Surendra Babu
180153003	B.SURI	B. Suri
180153004	B. VENKANNA	B. Venkanna
180153005	B.VIJAYKUMAR	B. Vijaykumar
180153006	C.MASTHAN	C. Masthan
180153007	C.PRASAD	C. Prasad

DEPARTMENT OF ECONOMIC, S.K.P GDC, GUNTAKAL

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N.V. Divakaran

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180153009	C.RAJU	C. Raju
180153010	D.FARID VALI	D. Farid vali
180153011	D.RAMESH	D. Ramesh
180153012	D. SUBHAN	D. subhan
180153013	G.MANI KANTA	G. Mani kanta
180153014	G.PRASAD	
180153015	G.SURESH BABU	G. Suresh Babu
180153016	H. SHAREEFA	H. Shareefa
180153017	H.RAVEENDRA	H. Raveendra
180153020	K.SHIVA	K. Shiva
180153024	M.RAMANJINEYULU	M. Ramanjineyulu
180153028	N.JAYARAJU	
180153029	P.AJAY KUMAR	P. Ajay Kumar

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Dept. of Economics  
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# S.K.P GOVERNMENT DEGREE COLLEGE, GUNTAKAL

## DEPARTMENT OF ECONOMICS

### FEEDBACK ANALYSIS OF STUDENTS

From first-year, second-year, and academic year 2018-2019 students, we have gathered input on the curriculum, the examination of the pupils' suggestions and feedback.

Suggestions from students:

1. Few students felt that the syllabus should have more approach to competitive exams like UPSC and APPSC.
2. Few students suggested that curriculum should have still more practical approach especially in science faculty.
3. Few students suggested that there should be smart learning environment.

The chart provides a detailed report of the difficulties reported by students and the institution's response to those issues in 2018-2019.

The graph shows the frequent answers of the students in a Different bar diagram.

	components	1 (Strongly Disagree)	2 Disagree	3 Undecided	4 Agree	5 Strongly agree
1	The present syllabus is sufficiently modernized to touch upon the broad paths of recent developments in the subjects.			5	15	20
2	The standard of teaching is very efficient to cover the course with adequate personalized attention and care.				17	18
3	The curriculum ensures a good balance between theory and application.				18	22
4	Time allotted is just enough to cover the entire course content.	1	2	2	12	28



Inauguration of Certificate course Basics of stock market

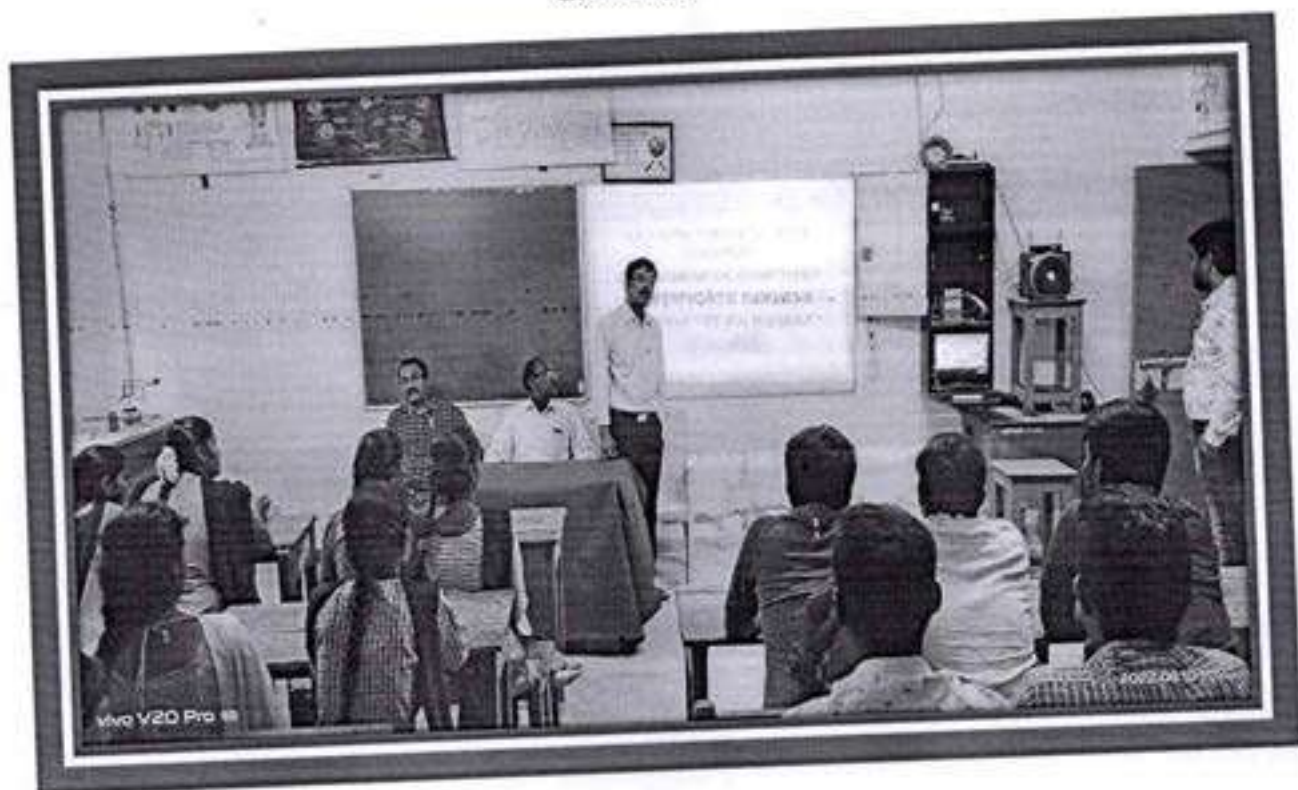
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2018-2019



Students at ICT Class in Certificate Course

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2018-2019



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GUNTAKAL, Ananthapuramu (DL)

N.V. Siva Kumar  
Dept. of Economics  
S.K.P. Govt Degree College  
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**S.K.P GOVERNMENT DEGREE COLLEGE,  
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**CERTIFICATE OF COMPLETION**

This certificate is  
presented to

**BASICS OF STOCK MARKET**

For completing her Certificate Course The department of  
Economics.

form \_\_\_\_\_ to \_\_\_\_\_

Name of the student \_\_\_\_\_

Reg.No \_\_\_\_\_

Signature of the lecturer      Signature of the Principal  
Signature of the coordinate



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GUNTAKUL, Ananthapuramu (DL)

Dept of Economics  
S.K.P Govt Degree College  
**GUNTAKUL**



**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**Department Of Commerce**

**Minutes of the Department meeting for the conduct of  
Certificate Course in MS-Office**

Date: 28-11-2018


The Department of Commerce, a leader in catering to student needs, has made the decision to widen opportunities for individuals graduating from our College. There is a considerable need for new graduates with MS-Office skills due to the expanding job market, which has been particularly visible in the financial sector. With the straightforward objective of equipping graduating students with the requisite practical MS-Office abilities, the Department of Commerce has taken the initiative to provide a Certificate Course in MS-Office.

On November 28<sup>th</sup> 2018, the Department of Commerce held a meeting with its members on the College's property. The conference was led by the department head, P Janardhana Sastry, and attended by, K. Rajasekhar, M. Basavaraju, and S. Venkatesulu lecturers in commerce. The Department unanimously decided to organise the Certificate Course in MS-Office for degree-seeking students at our College, with the lecturers serving as the course instructors and the Department Head serving as chairman. As promised, the Certificate Course would span 45 days.


1. Sri P Janardhana Sastry, Department in charge :

2. Sri TM Madhavaiah, Lecturer in Commerce :

3. Sri Dr G. Pavan Kumar, Lecturer in Commerce :

  
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**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**  
**PROPOSAL FOR THE INTRODUCTION OF CERTIFICATE COURSE IN**  
**MS-OFFICE**

DATE: 29.11.2018

From  
P Janardhana Sastry,  
Lecturer in Commerce,  
Department incharge  
S.K.P. Govt. Degree College  
Guntakal

To  
The Principal,  
S.K.P. Govt. Degree College  
Guntakal,

Respected Sir,


I would want to suggest that our college hold a certificate programme in accounting software called "MS-Office" for third-year B.com students in their last year of coursework. The demands of departing students are now more regularly communicated to the Department of Commerce. From the lowest to the highest levels of employment, MS-Office knowledge has become crucial for commerce students. The Department of Commerce is excited to start the course taking into account all of these factors.

The details of the program are

- |                                           |                                 |
|-------------------------------------------|---------------------------------|
| 1. Name of the proposed program           | : MS-Office                     |
| 2. Duration and timings of the program    | : 45 days; 09 am to 10:00am     |
| 3. Start date of the program              | : 1 <sup>st</sup> December 2018 |
| 4. Course fee                             | : Nil                           |
| 5. No. of students expected for admission | : 45                            |

Yours faithfully

  
**PRINCIPAL**  
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**Anantapur (Dist.)**

  
**Department of Commerce**  
**S.K.P. Govt. Degree College**  
**Department in charge (commerce)**  
**GUNTAKAL.**



**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL.**  
**DEPARTMENT OF COMMERCE**

**Circular**

Date: 30-11-2018


All the B.Com final year degree students are hereby informed that the Department of Commerce is going to start a certificate course in 'MS-Office'. The duration of the course is 45 days. Students need not pay any fee for the course. The classes will commence from 01-12-2018. Interested students are required to register their names in the commerce Department. After successful completion of the course certificate will be provided to the students.

  
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Coordinator

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**SKP Government Degree College, Guntakal**  
**MS-Office Syllabus 2018-19**

**Syllabus**

**Home:** This section includes settings for font colour, font size, font style, alignment, bullets, and line spacing, among others. Under the Home option, you'll find all of the fundamental editing tools you'll need for your work.

- **Insert:** The document can contain tables, shapes, photos, charts, graphs, headers, footers, page numbers, etc. They are listed under the category "Insert."
- **Design:** Under the Design tab, you may select the template or design that you wish to use to build your document. Selecting the proper tab will increase the visual appeal of your article.
- **Page Layout:** The Page Layout tab has choices like margins, orientation, columns, lines, indentation, and spacing, among others.
- **References:** This tab is especially useful for individuals composing dissertations, books, or large projects. This tab has options such as citation, footnote, and table of contents, caption, and bibliography.
- **Review:** The grammar, spell check, Thesaurus, language, word count, translation, and comments can all be monitored under the review tab. This is advantageous for people who have their documents assessed using Microsoft Word. In addition to the functions listed above, the page can be set in several views and layouts, which can be added and optimised via the View tab of the Word document. Additionally, scales and margins are accessible to the users' advantage.

  
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**SKP Government Degree College Guntakal**  
**MS-Office Model question Paper 2018-19**

**Time: 1.30**

**Maximum Marks:50**


**Each Question Carries 5 Marks (8\*5)**

1. What is a word processor?
2. Write Down the procedure of changing default location in the save in section (MS Word).
3. Write down the Procedure of disabling Automatic spell checking? How do you check spelling?
4. What is paragraph in MS word? What is the use of it?
5. How to create multicolumn in a page?
6. Discuss different Layout Views in Word.
7. What is paragraph in Microsoft word?
8. How can you replace multiple wrong words with correct ones at a time in MS Word?


**Each Question Carries 1 Mark (10\*1)**


1. MS word is software of \_\_\_\_
  - (A) Apple
  - (B) Android
  - (C) Google
  - (D) Microsoft
2. Which is the word processing software?
  - (A) Avast
  - (B) MS word 2007
  - (C) Google Chrome
  - (D) Mozilla Firefox
3. MS Word is \_\_\_\_ software.
  - (A) Web browser
  - (B) Word processing
  - (C) Operating system
  - (D) Antivirus
4. The valid format of MS Word is \_\_\_\_
  - (A) .exe
  - (B) .doc
  - (C) .png
  - (D) .jpeg

  
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5. What program is used in MS-Word to check the spelling?
- (A) Research
  - (B) Word Count
  - (C) Set language
  - (D) Spelling & Grammar
6. To show the font dialog box press \_\_\_\_
- (A) Ctrl+ P
  - (B) Ctrl+ D
  - (C) Ctrl+ B
  - (D) Ctrl+ Q
7. A word gets selected by clicking it
- (A) Once
  - (B) Twice
  - (C) Three times
  - (D) Four times
8. A \_\_\_\_ identifies a location or a selection of text that you name and identify for future reference.
- (A) Footer
  - (B) Bookmark
  - (C) Header
  - (D) Page number
9. Which option is not available in Microsoft office button?
- (A) Bold
  - (B) New
  - (C) Save
  - (D) Open
10. \_\_\_\_ is the change the way text warps around the selected object.
- (A) Text wrapping
  - (B) Indent
  - (C) Clipart
  - (D) Line spacing


  
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**SKP Government Degree College, Guntakal**  
**Students list registered for MS-Office certification course 2018-19**

S.no	Roll numbers	Name of the students
1	170155001	KONDAPALLI TULASI RAM
2	170155003	RACHALA HEMACHANDRA
3	170155004	VANARUS MANJUNATH
4	170155005	ANGADI YERRAMNAIDU
5	170155006	B UMA MAHESWARI
6	170155007	BASUPALLI HARISH
7	170155008	BOYA CHANDRASHEKAR
8	170155009	BOYA KARAM RAJESH KUMAR
9	170155010	BOYA MADHU
10	170155011	BOYA MOUNIKA
11	170155012	BOYA SHIVA MOHAN
12	170155013	BOYA SIVA PRASAD
13	170155014	BUSHINAGANNAGARI MAHESH
14	170155015	C YERRISWAMY
15	170155017	CHALVADI LANKESH
16	170155018	CHANDRA BANDA NITESH
17	170155019	D RAMANJINEYULU
18	170155020	DARGA KIRAN KUMAR
19	170155022	DUDEKULA HASEENA
20	170155023	GADDHALA PRAMEELA
21	170155025	GORAVA VAMSHI KRISHNA
22	170155026	JINKALA SHANTHI
23	170155027	K DURGA PRASANTH
24	170155028	KAMMA VISHWANATH
25	170155029	KANDINATHI BHEEMASEKHAR
26	170155030	KANDUKURI SURYA PRAKASH
27	170155031	KOLLARI PRABHAKAR
28	170155032	KOTHAKURUBA KAVITHA
29	170155034	MADIGA SHILPA
30	170155035	MOLAGAVALLI KOTTALA SIRISHA
31	170155036	MURINI RADHA
32	170155037	NALLABOTHULA LAKSHMIDEVI
33	170155038	NELLI MANOOSHA
34	170155039	PADMAVATI KUMARA SWAMY
35	170155202	KURUVA VIJAYKUMAR
36	170155203	MADIGA MAHESH
37	170155204	MANGE HARISH BABU
38	170155205	MEDIBALAM TEJASWINI
39	170155206	MEKALA ANUSHA
40	170155207	MUSALAPPAGARI SUMAN
41	170155220	UDAYALA RAMAKRISHNA REDDY
42	170155221	UDYALA HARINATH REDDY
43	170155222	UNNAM THEJA
44	170155223	VAKITI THILAK BABU
45	170155224	SHAIK MOHAMMED ASIF BASHA

  
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**SKP Government Degree College, Guntakal**  
**Attendance sheet certificate programme -2018-19**

S.no	Roll numbers	Name of the students	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1	170155001	KONDAPALLI TULASI RAM	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
2	170155003	RACHALA HEMACHANDRA	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
3	170155004	VANARUS MANJUNATH	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
4	170155005	A YERRAMNAIDU	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
5	170155006	B UMA MAHESWARI	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
6	170155007	BASUPALLI HARISH	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
7	170155008	BOYA CHANDRASHEKAR	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
8	170155009	BOYA KARAM RAJESH KUMAR	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
9	170155010	BOYA MADHU	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
10	170155011	BOYA MOUNIKA	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
11	170155012	BOYA SHIVA MOHAN	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
12	170155013	BOYA SIVA PRASAD	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
13	170155014	BUSHINAGANNAGARI MAHESH	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
14	170155015	C YERRISWAMY	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
15	170155017	CHALVADI LANKESH	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
16	170155018	CHANDRA BANDA NITESH	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
17	170155019	D RAMANJINEYULU	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
18	170155020	DARGA KIRAN	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
19	170155022	DUDEKULA HASEENA	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
20	170155023	GADHDHALA PRAMEELA	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

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**SKP Government Degree College, Guntakal**  
**Attendance sheet certificate programme -2018-19**

S.no	Roll numbers	Name of the students	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
1	170155001	KONDAPALLI TULASI RAM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	170155003	RACHALA HEMACHANDRA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	170155004	VANARUS MANJUNATH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	170155005	A YERRAMNAIDU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	170155006	B UMA MAHESWARI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6	170155007	BASUPALLI HARISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	170155008	BOYA CHANDRASHEKAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	170155009	BOYA KARAM RAJESH KUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	170155010	BOYA MADHU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	170155011	BOYA MOUNIKA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	170155012	BOYA SHIVA MOHAN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	170155013	BOYA SIVA PRASAD	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	170155014	BUSHINAGANNAGARI MAHESH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	170155015	C YERRISWAMY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	170155017	CHALVADI LANKESH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	170155018	CHANDRA BANDA NITESH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	170155019	D RAMANJINEYULU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	170155020	DARGA KIRAN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	170155022	DUDEKULA HASEENA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	170155023	GADDHALA PRAMEELA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

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**Department of Commerce**  
**S.K.P. Govt. Degree College**  
**GUNTAKAL.**



21	170155025	GORAVA VAMSHI KRISHNA
22	170155026	JINKALA SHANTHI
23	170155027	K DURGA PRASANTH
24	170155028	K VISHWANATH
25	170155029	KANDINATHI BHEEMASEKHAR
26	170155030	KANDUKURI SURYA PRAKASH
27	170155031	K PRABHAKAR
28	170155032	K KAVITHA
29	170155034	MADIGA SHILPA
30	170155035	MOLAGAVALLI KOTTALA SIRISHA
31	170155036	MURINI RADHA
32	170155037	NLAKSHMIDEVI
33	170155038	NELLI MANOOSHA
34	170155039	PADMAVATI KUMARA SWAMY
35	170155202	K VIJAYKUMAR
36	170155203	MADIGA MAHESH
37	170155204	MANGE HARISH BABU
38	170155205	M TEJASWINI
39	170155206	MEKALA ANUSHA
40	170155207	MUSALAPPAGARI SUMAN
41	170155220	U RAMAKRISHNA
42	170155221	UDYALA HARINATH
43	170155222	UNNAM THEJA
44	170155223	VAKITI THILAK BABU
45	170155224	S ASIF BASHA

**PRINCIPAL**  
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**GUNTAKAL**  
**Anantapur (Dist.)**

Department of Commerce  
S.K.P. Govt. Degree College  
GUNTAKAL.





# S.K.P. GOVT. DEGREE COLLEGE

GUNTAKAL, ANANTAPURAM-515803, A.P.

AFFILIATED TO SRI KRISHNADEVARAYA UNIVERSITY (SKU) ANANTHAPURAMU

RE-ACCREDITED BY NAAC WITH 'B' GRADE-CGPA-'2.76'



## Department of Commerce


### Certificate of Participation

This is to certify that Mr./Miss./Mrs. \_\_\_\_\_

studying \_\_\_\_\_ successfully completed 'MS-Office Certificate

Course' Organized by Department of Commerce, S.K.P. Government Degree College,

Guntakal, held from 01\12\2018 to 04\02\2019.

  
Department of Commerce  
S.K.P. Govt. Degree College  
Coordinator  
GUNTAKAL

  
PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL  
Anantapur (Dist.)





**S.K.P Government degree college Guntakal**  
**Department of commerce**  
**Final report MS-Office certificate course (2018-19)**

For the benefit of the students, MS-Office was developed by the Department of Commerce with Dr. K. Gnaneswar's aid. By offering a certificate course in MS-Office for 45 days, the Department of Commerce has made a modest beginning in its effort to instruct and enhance the students with practical understanding of the accounting software. The primary goal of the course, as previously decided, was to teach the graduating students MS-Office. The needs of the final year students were taken into consideration when developing the course's fundamental structure. The aforementioned course had start and end dates of 01/12/2018 and 04/02/19, respectively.

The pupils' comments were overwhelmingly positive. Students eager to participate filled the Seminar Hall for the inaugural session. The principal, Dr. K. Gnaneswar, spoke to the students and discussed the value of technology in both the social and business spheres. He also praised Sri P Janardhan Sastry, HOD, who was in charge of creating the course, for his efforts on behalf of the business department. The course had a sizable student body. The 2:30-4:00 PM classes typically had 40 students enrolled.

The lectures were interesting, instructive, and entertaining. Through interactive exercises, movies, handouts, seminars, quizzes, suggested readings, and films, the students were able to acquire and comprehend MS-Office. Brainstorming sessions, talks, group activities, and impromptu presentations helped the students feel more confident. The 45-day course was completed, and throughout that time, students were asked for unofficial input to help the course move forward. After the aforementioned Certificate course was successfully completed on 04/02/2019, a farewell celebration was planned. The occasion was attended by Sri Dr. K. Gnaneswar, the college's principal. The meeting was presided over by the HOD (commerce), Sri P. Janardhan Sastry. In his opening remarks, the department head outlined the necessity for and justification for creating the Certificate course. The principal suggested that the students include the Department of Commerce's suggestions. Each of the 45 students received certificate. At the conclusion of the event, Sri G. Pavan Kumar, a lecturer in commerce, proposed the vote of thanks.

  
**Department of Commerce**  
**S.K.P. Govt. Degree College**  
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**GUNTAKAL**  
**Anantapur (Dist.)**

**SKP Government Degree College, Guntakal**  
**Tally Certificate Course Feed Back (2018-19)**  
**Participants Feedback Form**

**Instructions:** Please indicate your level of agreement with the statements listed below.

S.No	Particulars	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	The objectives of the training were clearly defined.					
2	Participation and interaction were encouraged					
3	The topics covered were relevant to me.					
4	The content was organized and easy to follow.					
5	The materials distributed were helpful.					
6	This training experience will be useful in my work.					
7	The trainer was knowledgeable about the training topics.					
8	The trainer was well prepared.					
9	The training objectives were met.					
10	The time allotted for the training was sufficient.					
11	The meeting room and facilities were adequate and comfortable.					

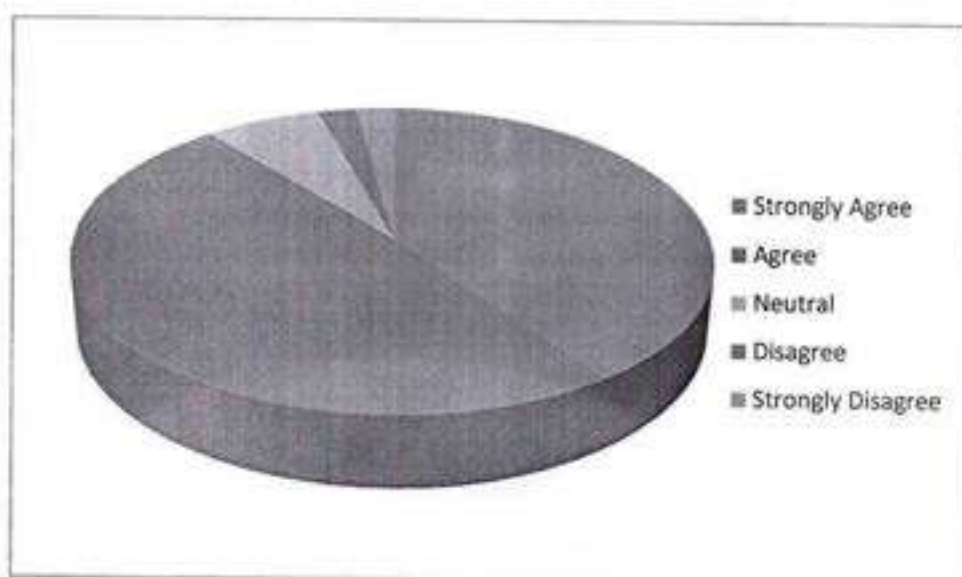
  
**Department of Commerce**  
**S.K.P. Govt. Degree College**  
**GUNTAKAL.**

  
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**GUNTAKAL**  
**Anantapur (Dist.)**




### Feedback Analysis

Particulars	Respondents	Percentage
Strongly Agree	21	46.68
Agree	18	40.00
Neutral	2	4.44
Disagree	2	4.44
Strongly Disagree	2	4.44
Total	45	100



Approximately Forty seven percent of students strongly agreed certificate course is helpful to them followed by forty percent agree course is beneficial to them. Four percent of the students each are neutral, disagree and strongly disagree about the certificate course programme.

  
**Department of Commerce**  
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**SKP Government Degree College, Guntakal**  
**Certificate course -2018-19**



Department of Commerce  
S.K.P. Govt. Degree College  
GUNTAKAL.





**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**DEPARTMENT OF MATHEMATICS**

**MINUTES OF DEPARTMENTAL MEETING FOR THE CONDUCT OF CERTIFICATE COURSE**

**2018-2019**

The department of mathematics has emerged as a guide to instil mathematical skills in students. As another step toward advancing the careers of final-year B.Sc students, the department has decided to offer a certificate course in mathematics.

The competitive job market has been looking for young graduates with strong logical reasoning and analytical abilities. The department of mathematics has taken the initiative in order to provide outgoing students with the necessary mathematical skills.

On July 2, 2018, the department held a meeting with department staff members at the college. The meeting was attended by the department head, Sri. Y Purushotham Reddy, as well as faculty members Smt. Pavani ABL and Sri. B Siva Prasad. Under the direction of the principal, the department unanimously resolves to hold a certificate course in mathematics for our college's outgoing final year degree students for a period of 40 days.

Sri. Dr. Y Purushotham Reddy (Incharge) : *y. purushotham Reddy*

Smt. Pavani ABL, (Faculty) : *Pavani ABL.*

Sri. B Siva Prasad, (Faculty) : *B. Siva Prasad*



*[Signature]*  
**PRINCIPAL**  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (D)

**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**DEPARTMENT OF MATHEMATICS**

**PROPOSAL FOR THE INTRODUCTION OF CERTIFICATE COURSE**

Date : 02/07/2018

**2018-2019**

From,

Y Purushotham Reddy (Incharge)

SKP Government degree college,  
Guntakal

To,

The principal

SKP Government degree college,  
Guntakal

Respected Sir,

I'd like to propose introducing a certificate course in mathematics for our college's final year degree students. The mathematics department is acutely aware of the growing needs of the departing students. Since mathematics has become the gateway to all types of employment, there is a great need for students to improve their logical thinking and reasoning skills in order to get hired. Keeping all of these factors in mind, the department of mathematics would like to offer the course.

The details of the programme are :

- |                                           |                                                              |
|-------------------------------------------|--------------------------------------------------------------|
| 1) Name of the proposed programme         | : Percentage, Problems on Ages & Calender, Coding & Decoding |
| 2) Duration and timing of the programme   | : 40 Days & 3PM - 4PM                                        |
| 3) Start date of the programme            | : 16/07/2018                                                 |
| 4) End date of the programme              | : 27/08/2018                                                 |
| 5) Course fee                             | : Nil                                                        |
| 6) No.of students expected for admissions | : 30                                                         |

*Y. purushotham Reddy*  
Yours faithfully

Lecturer in Mathematics  
S.K.P Govt. Degree College  
Guntakal



*Principal*  
PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (Dist)



**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**DEPARTMENT OF MATHEMATICS**

**CIRCULAR**

07/07/2018

This is to inform all final-year degree students that the department of mathematics would like to begin a certificate course in " Percentage, Age and Calendar Problems, Coding and Decoding ". The course will last 40 days. Students are not required to pay a course fee. The classes will begin on July 21, 2018. Students who are interested must submit their names to Sri. J.Thimmappa, lecturer in mathematics, by July 17th, 2018.

*Y. Purushotham Reddy*  
Incharge

Dept of Mathematics

Lecturer in Mathematics  
S.K.P. Govt. Degree College  
Guntakal

Co-ordinator

Copy to the library notice board

Copy to the notice board

Copy for circulation among the students



PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (DL)

**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**DEPARTMENT OF MATHEMATICS**

**FINAL REPORT OF CERTIFICATE PROGRAMME**

**(2018 - 2019)**

The department of mathematics has made a modest beginning to impart and enrich the students with mathematical students by holding a certificate course for 40 days titled "Percentage, Problems on Ages & Calendar, Coding & Decoding." The certificate course began on July 16, 2018 and ended on August 27, 2018. Few students enrolled in this course because it was the first of its kind at the college. 30 students regularly attended classes from 3:00PM to 4:00PM. On September 1, 2018, a farewell ceremony was held. Dr. K Ganeswar, the principal, presided over the meeting. In his opening remarks, the department head, Dr. Y Purushotham Reddy, explained the need and necessity of introducing the certificate course and advised students to use the inputs provided by the department of mathematics. Certificates were given to all 30 students. Smt. Pavani ABL, a mathematics lecturer, proposes the vote of thanks.

Principal

PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (D)







# S.K.P. GOVERNMENT DEGREE COLLEGE::GUNTAKAL

## DEPARTMENT OF MATHEMATICS CERTIFICATE COURSE STUDENT LIST

2018-2019

S.No	Name of the student	University Reg. No.	Signature
1	BOYA RAMANJANEYULU	16151055	Boya Ramanjaneyulu
2	C SURYA NARAYANA	16151056	C. Surya Narayana
3	CHAKALI JEEVANKUMAR	16151057	C. Jeeva Kumar
4	D JAYARAMUDU	16151059	D. Jaya Ramudu
5	DUDEKULA BASHA	16151060	D. Basha
6	CHAKALI SUNIL KUMAR	16151103	C. Sunil Kumar
7	CHERUVU SURENDRA NATH	16151104	C. Surendra Nath
8	CHILAMAKURI SHOBHA	16151105	C. Shobha
9	G VIJAYA RANI	16151106	G. Vijaya Rani
10	GURIKALA SUREKHA	16151107	Surekha
11	AKKAMMAGARI LAKSHMAIAH	16151144	A. Lakshmaiah
12	ANNAGOWNI CHANDRASEKHAR	16151145	A. Chandrasekhar
13	APALA SISENDAR REDDY	16151146	A. Sisendra Reddy
14	B HARI	16151148	B. Hari
15	B CHANDRA SEKHAR	16151149	B. Chandra Sekhar
16	BANDANATHAM MOUNIKA	16151151	B. Mounika
17	BANDI ERAMMA	16151152	Bandi Eramma
18	BUDAGAVI MATAM GANGADHAR	16151153	B. Gangadhar
19	C SHILPA	16151155	C. Shilpa
20	DODDA ANIL BABU	16151156	Dodda Anil Babu
21	VISWABRAHMANA MANOJ	16151213	Manoj
22	APPECHARLA SHAFFI	16151214	A. Shaffi
23	AVULA SHIVA KUMAR	16151215	A. Shiva Kumar
24	BESTHA NAGARAJU	16151216	B. Nagaraju
25	BASAVARAJU NAVEEN	16151217	B. Naveen
26	BESTA VEDAVYAS	16151218	B. Vedavyas
27	BOYA ANURADHA	16151219	B. Anuradha
28	BOYA LANKESH	16151221	Boya Lankesh
29	DODDIGURRA KURUBA SOWMYA	16151222	D. Sowmya
30	GADDAM MALLIKARJUNA	16151223	G. Mallikarjuna



**PRINCIPAL**  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (D)

**Incharge.**  
Lecturer in Mathematics  
S.K.P. Govt. Degree College  
Guntakal

## Photography of The Programme

2018-2019



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GUNTAKAL, Ananthapuramu (DL)



# SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL

## Certificate Course Attendance Sheet 2018-19

S.No	Name of the student	University Reg. No.	Jul-18											Aug-18																																			
			16	17	18	19	20	21	22	23	24	25	26	27	28	30	31	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	27						
1	BOYA RAMANJANEYULU	16151055	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
2	C SURYA NARAYANA	16151056	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
3	CHAKALI JEEVANKUMAR	16151057	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
4	D JAYARAMUDU	16151059	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
5	DUDEKULA BASHA	16151060	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
6	CHAKALI SUNIL KUMAR	16151103	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
7	CHERUVU SURENDRA NATH	16151104	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
8	CHILAMAKURI SHOBHA	16151105	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
9	G VIDYA RANI	16151106	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
10	GURUKALA SUBUKHA	16151107	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
11	AKKAMAGARTI LAKSHMALAH	16151144	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
12	ANNAGOWNI CHANDRASEKHAR	16151145	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
13	APALA SISENDAR REDDY	16151146	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
14	B HARI	16151148	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
15	B CHANDRA SEKHAR	16151149	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
16	BANDANATHAM MOONIKA	16151151	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
17	BANDI ERANMA	16151152	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
18	BUDAGAVI MATAM GANGADHAR	16151153	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
19	C SHELPA	16151155	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
20	DODDA ANIL BABU	16151156	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
21	VISWABRAHMANA MANOJ	16151213	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
22	APPECHALA SHEPHI	16151214	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
23	AMULA SHIVA KUMAR	16151215	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
24	BESTHA NAGARAJU	16151216	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
25	BAASAVARAJU NAVTEEN	16151217	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
26	BESTA VELAVYAS	16151218	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
27	BOYA ANURADHA	16151219	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
28	BOYA LAKSHMI	16151221	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
29	DODDUGURRA KURUBA SOMAYA	16151222	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
30	GARDAM MALLIKARJUNA	16151223	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

For 16-17 18-19 20-21 22-23 24-25 27-28 29-30 31-31 32-33 34-35 36-37 38-39 40-41 42-43 44-45 46-47 48-49 50-51 52-53 54-55 56-57 58-59 60-61 62-63 64-65 66-67 68-69 70-71 72-73 74-75 76-77 78-79 80-81 82-83 84-85 86-87 88-89 90-91 92-93 94-95 96-97 98-99 100-101 102-103 104-105 106-107 108-109 110-111 112-113 114-115 116-117 118-119 120-121 122-123 124-125 126-127 128-129 130-131 132-133 134-135 136-137 138-139 140-141 142-143 144-145 146-147 148-149 150-151 152-153 154-155 156-157 158-159 160-161 162-163 164-165 166-167 168-169 170-171 172-173 174-175 176-177 178-179 180-181 182-183 184-185 186-187 188-189 190-191 192-193 194-195 196-197 198-199 200-201 202-203 204-205 206-207 208-209 210-211 212-213 214-215 216-217 218-219 220-221 222-223 224-225 226-227 228-229 230-231 232-233 234-235 236-237 238-239 240-241 242-243 244-245 246-247 248-249 250-251 252-253 254-255 256-257 258-259 260-261 262-263 264-265 266-267 268-269 270-271 272-273 274-275 276-277 278-279 280-281 282-283 284-285 286-287 288-289 290-291 292-293 294-295 296-297 298-299 300-301 302-303 304-305 306-307 308-309 310-311 312-313 314-315 316-317 318-319 320-321 322-323 324-325 326-327 328-329 330-331 332-333 334-335 336-337 338-339 340-341 342-343 344-345 346-347 348-349 350-351 352-353 354-355 356-357 358-359 360-361 362-363 364-365 366-367 368-369 370-371 372-373 374-375 376-377 378-379 380-381 382-383 384-385 386-387 388-389 390-391 392-393 394-395 396-397 398-399 400-401 402-403 404-405 406-407 408-409 410-411 412-413 414-415 416-417 418-419 420-421 422-423 424-425 426-427 428-429 430-431 432-433 434-435 436-437 438-439 440-441 442-443 444-445 446-447 448-449 450-451 452-453 454-455 456-457 458-459 460-461 462-463 464-465 466-467 468-469 470-471 472-473 474-475 476-477 478-479 480-481 482-483 484-485 486-487 488-489 490-491 492-493 494-495 496-497 498-499 500-501 502-503 504-505 506-507 508-509 510-511 512-513 514-515 516-517 518-519 520-521 522-523 524-525 526-527 528-529 530-531 532-533 534-535 536-537 538-539 540-541 542-543 544-545 546-547 548-549 550-551 552-553 554-555 556-557 558-559 560-561 562-563 564-565 566-567 568-569 570-571 572-573 574-575 576-577 578-579 580-581 582-583 584-585 586-587 588-589 590-591 592-593 594-595 596-597 598-599 600-601 602-603 604-605 606-607 608-609 610-611 612-613 614-615 616-617 618-619 620-621 622-623 624-625 626-627 628-629 630-631 632-633 634-635 636-637 638-639 640-641 642-643 644-645 646-647 648-649 650-651 652-653 654-655 656-657 658-659 660-661 662-663 664-665 666-667 668-669 670-671 672-673 674-675 676-677 678-679 680-681 682-683 684-685 686-687 688-689 690-691 692-693 694-695 696-697 698-699 700-701 702-703 704-705 706-707 708-709 710-711 712-713 714-715 716-717 718-719 720-721 722-723 724-725 726-727 728-729 730-731 732-733 734-735 736-737 738-739 740-741 742-743 744-745 746-747 748-749 750-751 752-753 754-755 756-757 758-759 760-761 762-763 764-765 766-767 768-769 770-771 772-773 774-775 776-777 778-779 780-781 782-783 784-785 786-787 788-789 790-791 792-793 794-795 796-797 798-799 800-801 802-803 804-805 806-807 808-809 810-811 812-813 814-815 816-817 818-819 820-821 822-823 824-825 826-827 828-829 830-831 832-833 834-835 836-837 838-839 840-841 842-843 844-845 846-847 848-849 850-851 852-853 854-855 856-857 858-859 860-861 862-863 864-865 866-867 868-869 870-871 872-873 874-875 876-877 878-879 880-881 882-883 884-885 886-887 888-889 890-891 892-893 894-895 896-897 898-899 900-901 902-903 904-905 906-907 908-909 910-911 912-913 914-915 916-917 918-919 920-921 922-923 924-925 926-927 928-929 930-931 932-933 934-935 936-937 938-939 940-941 942-943 944-945 946-947 948-949 950-951 952-953 954-955 956-957 9



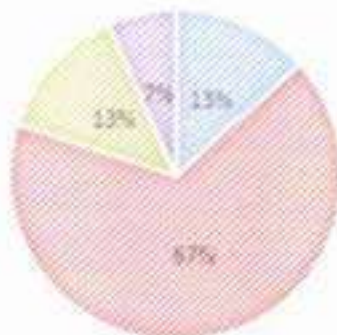




**SKP GOVERNMENT DEGREE COLLEGE: GUNTAKAL**  
**Certificate Course (2018-19)**  
**Department of Mathematics**  
**Participants Feedback Form**

<b>Total Students</b>	<b>30</b>
<b>Excellent</b>	<b>4</b>
<b>Good</b>	<b>20</b>
<b>Average</b>	<b>4</b>
<b>Poor</b>	<b>2</b>

■ Excellent ■ Good ■ Average ■ Poor



■ Excellent ■ Good ■ Average ■ Poor




  
**PRINCIPAL**  
 S.K.P. Govt. Degree College  
 GUNTAKAL, Ananthapuramu (DL)

Minutes of Department meeting for conduct of Certificate Course in "Electrical Appliances"

The Department of Physics, a leader in meeting student needs, has made the decision to give students technical skills as an enrichment. The labour market and industry need graduates with skills. The majority of pupils, it has been discovered, have strong academic knowledge but relatively weak practical skills. Therefore, the department started this activity in order to disseminate practical experience and abilities.

On June 20, 2018, the Physics Department called a meeting with its members in the staff room. Sri C Sankar Reddy, the meeting's chair, and Sri M Bheem Praksh and L Sreerama Reddy were also present. The department unanimously agreed to conduct the Certificate course in Electrical Appliances for the Physics Department's departing students at the principal's request. Additionally, it is decided to run the course for 50 hours over the period of 30 days. Additionally, it has been decided to bring in technical specialists from nearby professional universities and place greater emphasis on teaching practical skills than on theoretical ideas.

- |                          |                                      |                          |
|--------------------------|--------------------------------------|--------------------------|
| 1 Sri .C Sankar Reddy.   | Lecturer in Charge of the Department | <i>C. Sankar Reddy</i>   |
| 2. Sri M Bheem Praksh ,  | Lecturer in Physics                  | <i>M. Bheem Praksh</i>   |
| 3. Sri .L Sreerama Reddy | Lecturer in Physics                  | <i>L. Sreerama Reddy</i> |

  
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GUNTAKAL, Ananthapuramu (D.C.)



S.K.P GOVT. DEGREE COLLEGE, GUNTAKAL  
PROPOSAL FOR INTRODUCTION OF CERTIFICATE COURSE IN  
ELECTRICAL APPLIANCES

From  
C Sankar Reddy  
Lecturer in Physics

To  
The Principal  
S.K.P Govt Degree College  
GUNTAKAL

Sir,

The department of Physics proposes to introduce a certificate course in "Electrical Appliances" for final year Physics of our college students. Our Physics department is very much cognizant of growing needs of the outgoing students to gain earning skills in servicing of electrical appliances will be a boon to young graduates to get employment in the industry and also promotes self employment. Keeping all these aspects in view our department would like to start the above said course.

The details of the programme are as detailed below

1. Name of the proposed programme :	<b>Electrical Appliances</b>
2. Duration and timings of the programme	50 hours and 3PM - 4.30PM
3. Proposed date of commencement	02-07-2018
4. Course fee	Nil
5. Number of students expected to join the course	40

Date: 23-06-2018

Yours faithfully

*C. Sankar Reddy*  
C. Sankar Reddy

  
**PRINCIPAL**  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (D.)

S.K.P GOVT DEGREE COLLEGE, GUNTAKAL  
DEPARTMENT OF PHYSICS  
CIRCULAR

Date 24-06-2018

This is to inform all the Physics students of final year that Department of Physics proposes to start a certificate course in "Electrical Appliances". The duration of the course is 40 days. Students need not pay any fee for the course. The course commences from 02-07-2018. Interested students can register their names to C. Sankar Reddy lecturer in Physics and the course co-ordinator

C-Sankar Reddy  
co-ordinator

Principal

  
**PRINCIPAL**  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (DL)

Copy circulated to all III yr physics students

Copy to notice board

Copy to file



S.K.P Govt Degree College ,GUNTAKAL

Department of Physics

Certificate Course in Electrical Appliances

## **SYLLABUS**

### **UNIT-I**

Voltage, Current, Resistance, Capacitance, Inductance, Electrical conductors and Insulators, Ohm's law, Series and parallel combinations of resistors, Galvanometer, Ammeter, Voltmeter, Multimeter, Transformers, Electrical energy, Power, Kilowatt hour (kWh), consumption of electrical power

### **UNIT-II**

Direct current and alternating current, RMS and peak values, Power factor, Single phase and three phase connections, Basics of House wiring, Star and delta connection, Electric shock, First aid for electric shock, Overloading, Earthing and its necessity, Short circuiting, Fuses, MCB, ELCB, Insulation, Inverter, UPS

### **UNIT-III**

Principles of working, parts and servicing of Electric fan, Electric Iron box, Water heater; Induction heater, Microwave oven; Refrigerator, Concept of illumination, Electric bulbs, CFL, LED lights, Energy efficiency in electrical appliances, IS codes & IE codes.



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**S.K.P GOVT. DEGREE COLLEGE, GUNTAKAL**  
**DEPARTMENT OF PHYSICS**  
**STUDENTS LIST OF CERTIFICATE COURSE**  
**2018-2019**

S.No	Name of the student	Hall Ticket No	Signature
1	C.Surya Narayana	16151056	C. Surya Narayana
2	Chakali Jeevan Kumar	16151057	C. Jeevan Kumar
3	D Jaya Ramudu	16151059	D. Jaya Ramudu
4	Dudekula Basha	16151060	D. Basha
5	G Sri Lakshmi	16151061	G. Sri Lakshmi
6	Gorava Rani	16151062	G. Rani
7	K Ramesh	16151063	K. Ramesh
8	Matam Veeresh	16151065	Matam Veeresh
9	P Drakshamma	16151066	P. Drakshamma
10	Pagadala Vanitha	16151067	P. Vanitha
11	Peddapujala Rama Krishna	16151068	P. Rama Krishna
12	U Nagulu	16151070	U. Nagulu
13	Vadde Suresh	16151071	Vadde Suresh
14	Y Dhanunjaya	16151072	Y. Dhanunjaya
15	Cheruvu Surendranath	16151104	C. Surendranath
16	Chilamakuri Shobha	16151105	C. Shobha
17	G Vijaya Rani	16151106	G. Vijaya Rani
18	Gurikala Surekha	16151107	G. Surekha
19	Kummara Kaveri	16151108	K. Kaveri
20	Kuntalashmannagari Mary	16151109	Kuntalashmannagari Mary
21	Madiga Kalyan Babu	16151111	M. Kalyan Babu
22	Mangali Jyothi	16151112	Mangali Jyothi
23	Nemakallu Harish Babu	16151113	N. Harish Babu
24	Peravali Venkatesh	16151114	P. Venkatesh
25	Pinjari Shahida	16151115	P. Shahida
26	Poliki Bhavani	16151116	P. Bhavani
27	Talari Sudhakar	16151117	T. Sudhakar
28	Vadde Raja	16151118	Vadde Raja

**PRINCIPAL**  
**S.K.P. Govt. Degree College**  
**GUNTAKAL, Ananthapuramu (D.)**




**S.K.P GOVT. DEGREE COLLEGE, GUNTAKAL**  
**DEPARTMENT OF PHYSICS**  
**CERTIFICATE COURSE IN ELECTRICAL APPLIANCES**

ATTENDANCE SHEET FOR THE YEAR 2018 -2019

S.No	Name of the student	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	32
1	C.Surya Narayana	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
2	Chakali Jeevan Kumar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
3	D Jaya Ramudu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
4	Dudekula Basha	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
5	G Sri Lakshmi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
6	Gorava Rani	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
7	K Ramesh	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
8	Matam Veeresh	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
9	P Drakshamma	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10	Pagadala Vanitha	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
11	Peddapujala Rama Krishna	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
12	U Nagulu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
13	Vadde Suresh	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
14	Y Dhanunjaya	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
15	Cheruvu Surendranath	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
16	Chilamakuri Shobha	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
17	G Vijaya Rani	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
18	Gurikala Surekha	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
19	Kumara Kaveri	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
20	Kuntlakshmannagari Mary	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
21	Madiga Kalyan Babu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
22	Mangali Jyothi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
23	Nemakallu Harish Babu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
24	Peravali Venkatesh	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
25	Pinjari Shahida	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
26	Poliki Bhavani	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
27	Talari Sudhakar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
28	Vadde Roja	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

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 GUNTAKAL, Ananthapur

## MODEL QUESTION PAPER-1

Time: 1½ hrs (90 Minutes)

Max Marks 50

### SECTION -A

4 X 5 =20 Marks

Answer any four questions. Each answer carries 5 marks  
(At least 1 question should be given from each Unit)

1	Write the ohm's law and its limitations.
2	What is Resistors in Series? Explain
3	Write about Transformer.
4	What is MCB? Write about it.
5	Write about Short Circuiting in brief
6	What is Electric Shock? Explain how its happen
7	What is CFL Lamp? Explain its Construction in brief.
8	Write the advantages of LED lights.

### SECTION B

3x10M = 30 Marks

Answer any three questions. Each answer carries 10 marks  
(At least 1 question should be given from each Unit)

1	What are Combination Resistors? Explain its series and parallel situations.
2	What is Galvanometer? Explain with neat diagram.
3	Write about the differences between Direct current(DC) and Alternating current (AC) .
4	What is RMS value? Explain its peak values.
5	Explain the function and principles of Refrigerator in detail.

  
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S.K.P GOVT.DEGREE COLLEGE , GUNTAKAL

DEPARTMENT OF PHYSICS

FINAL REPORT ON CERTIFICATE COURSE IN ELECTRICAL APPLIANCES

By offering a 40-day course, the Department of Physics has made a modest start in providing instruction and enrichment with practical knowledge on maintaining electrical appliances. The course's guiding principle is to give departing students practical experience, such as using an electric fan, iron, or heater. The course began on July 2, 2018, and ended on August 13, 2018. The number of students registered was not encouraging considering it was the first of its kind at the college. From 3 to 4:30 PM, just 27 pupils routinely attended the classes. On August 13, 2018, from 3 PM to 4 PM, a valedictory event was held after the course was successfully completed.

Dr. K. Gnaneswar, our principal, attended. The principal emphasized to the children the importance for certificate courses. Our lecturer in charge Sri C Sankar Reddy insisted to make use of opportunities and utmost utilization of resources, available to them. Certificates were distributed to the students. Lastly Sri L Sree rama Reddy proposed vote of thanks for programme

  
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**S.K.P GOVT.DEGREE COLLEGE, GUNTAKAL**  
**CETIFICATE OF COMPLETION**

This is to certify that Sri/Miss/Mrs \_\_\_\_\_

Studying \_\_\_\_\_ successfully completed his/ /her

\_\_\_\_\_ conducted by Department of \_\_\_\_\_

held from \_\_\_\_\_ to \_\_\_\_\_

**Coordinator**

**Dept.Incharge**

  
**Principal**  
**PRINCIPAL**  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (DL)



**S K P Government Degree College, Guntakal**  
**Department of Physics**  
**CERTIFICATE COURSE ON ELECTRICAL APPLIANCES 2018-2019**  
**FEEDBACK FORM**

S.No		Excellent	Good	Average	Poor
1	Presentation by the mentor				
2	Confidence levels of the mentor				
3	Hands on experience by the students				
4	Yours confidence levels after completion of the course				
5	Maintainance of the lab equipment				
6	How is the course material supplied				
7	Overall Performance on the course				
8	Average understanding levels of the student				
9	Do you feel this course to be continued further	Yes/No			
10	Suggestions for improvement				

  
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 Guntakal, Ananthapuramu (Dt.)

Sig of the Student

SKP GOVERNMENT DEGREE COLLEGE: GUNTAKAL

Certificate Course (2018-19)

Department of Physics

Participants Feedback Form

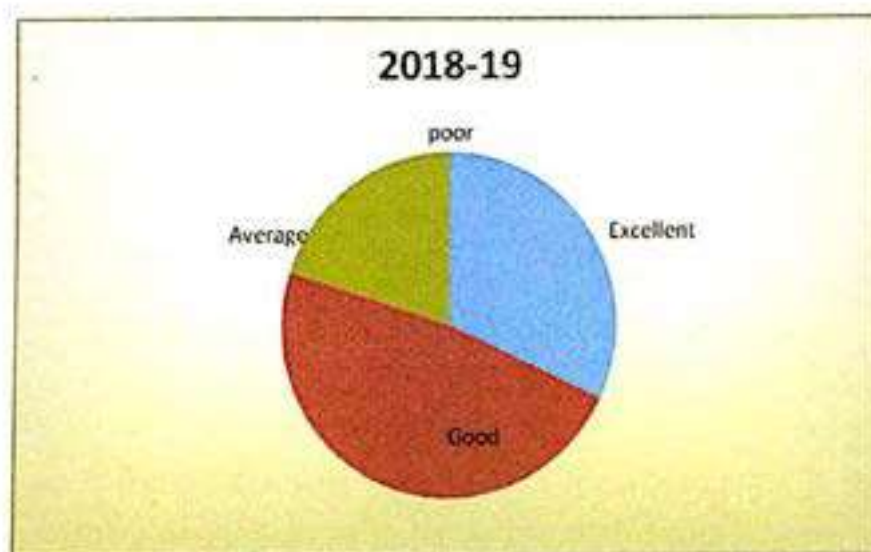
Total Students 28

Excellent 6

Good 15

Average 6

Poor 1



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**S.K.P.Government College**

Guntakal:: Ananthapuram Dist



**Department of Chemistry**

**CERTIFICATE COURSE IN CHEMISTRY**

**2018-19**

**S.K.P. GOVERNMENT COLLEGE :: Guntakal**

**DEPARTMENT OF CHEMISTRY**

**MINUTES OF THE DEPARTMENT MEETING FOR THE CONDUCT OF  
"CERTIFICATE COURSE IN WATER ANALYSIS"**

Poor water quality has its most direct impact on aquatic wildlife, particularly fish, bugs, and plants. Excess nutrients, sediment, road salt, and other contaminants can reduce the variety and hardness of organisms living in the state's waters. Monitoring water quality is very important for maintaining ecosystem health and the livelihood of the population. It reflects the health of surface water bodies as a snapshot in time (weeks, months, and years). Therefore, best practices and efforts are needed to monitor and improve water quality. The need for clean pure drinking water and awareness on quality and conservation of water is increasing day by day. Water is a source of several water born diseases. It is imperative and necessary to have practical knowledge on water quality.

Hence, Department of Chemistry has decided to introduce certificate course in Water Analysis to enhance proficiency and practical knowledge in Water Chemistry, with the humble intention of imparting necessary knowledge on water analysis and quality parameters of water to the outgoing students. The Department of Chemistry has conducted a meeting with the members of the department in the Departmental Staffroom on 02/7/2018. The meeting is chaired by the Incharge of the Department and all the Departmental staff attended the meeting. The department has unanimously resolved to conduct certificate course in Water Analysis for the outgoing Final year degree students of our college.

The course is designed to be for a duration of 45 days. Further it is resolved to concentrate on students with rural background and total intake of the students shall be less than 45. After grant of permission to run the course, Students shall be informed of the course by a circular with all details and the classes of the Certificate Course shall be conducted off the time table of the college.

Date : 02/07/2018

Dept of Chemistry, SKP Govt. College, Guntakal



*T. Jithu*  
Incharge  
Dept. of Chemistry  
S.K.P. Govt. College  
Guntakal, Anantapur (A.P.)



Department of Chemistry  
S.K.P. GOVERNMENT COLLEGE :: Guntakal

**DEPARTMENT OF CHEMISTRY**

**PROPOSAL FOR THE INTRODUCTION OF CERTIFICATE COURSE IN WATER ANALYSIS**

**Dt : 03/07/2018**

From  
The Incharge  
Department of Chemistry  
S.K.P. Government College  
Guntakal

To  
The Principal  
S.K.P. Government College  
Guntakal

Sir,

With reference to the Departmental resolution to conduct Certificate Course in Water Analysis on 02/07/2018, I would like to put forth a proposal before your goodness to introduce a Certificate course in Chemistry for B.Sc. final year students of our college for 2018-19. Due to increase in awareness of water born diseases, it is imperative for the students of Chemistry and in general every student to have awareness on parameters of Water Quality. I request you Sir, to permit us to conduct Certificate Course in Water Analysis in the Dept. of Chemistry.

Thanking You Sir.

**Details of the Programme are :**

- 3/2/18  
permitted
- Program duration : 45 Days
  - Timings of the program : 3.00 to 4.00PM
  - Duration of the Course : 09/07/2018 to 23/8/2018
  - Course fee : -Nil-
  - Number of students expected for admission : 45

**PRINCIPAL  
S.K.P. GOVERNMENT COLLEGE  
GUNTAKAL-515 801.**

Dept of Chemistry, SKP Govt. College, Guntakal



*T. Jithada*  
Incharge  
Dept. of Chemistry  
S.K.P. Govt. College  
Guntakal, Anantapur (D.A.)

**S.K.P. GOVERNMENT COLLEGE :: Guntakal**

**DEPARTMENT OF CHEMISTRY**

**CIRCULAR**

**Dt : 05/07/2018**

**INTRODUCTION OF CERTIFICATE COURSE IN WATER ANALYSIS**

This is to inform to All the Final year Degree students of B.Sc. Chemistry, that the Department of Chemistry is offering a "CERTIFICATE COURSE IN WATER ANALYSIS". The duration of course is 6 weeks/45 days. There is NO Course Fee and is offered as value addition the Students of Chemistry. The course shall be run by the Department of Chemistry after the college hours. All the interested students are required to give their names to Incharge of the Department. The Course shall enhance the knowledge of Analytical Chemistry and shall be useful to their Career in Chemistry. Certificate will be awarded to All students who complete the course.

**Details of the Programme are :**

- |                                             |                           |
|---------------------------------------------|---------------------------|
| ➤ Program duration                          | : 45 Days                 |
| ➤ Timings of the program                    | : 3.00 to 4.00PM          |
| ➤ Duration of the program                   | : 09/07/2018 to 23/8/2018 |
| ➤ Course fee                                | : -Nil-                   |
| ➤ Number of students expected for admission | : 45                      |

*P. Jithendra*  
Incharge

Department of Chemistry  
Dept. of Chemistry  
S.K.P. Govt. College  
Guntakal, Anantapur (Dt.)

- Copy to Departmental Notice Board
- Copy to College Library Notice Board
- Copy to College Office
- Departmental Copy



Dept of Chemistry, SKP Govt. College, Guntakal



# S.K.P. GOVERNMENT COLLEGE

Guntakal :: Anantapuram dist

## DEPARTMENT OF CHEMISTRY

### CERTIFICATE COURSE ON "WATER ANALYSIS"

#### SYLLABUS

Theory: 30h

Course Credits:2

#### Unit- I

6h

Importance and unique properties of water

Types of water pollutants:

- Organic pollutants: Oxygen demanding wastes, disease causing agents.
- Inorganic pollutants: Inorganic salts, mineral acids, finely divided metals and trace elements, metal complexes

#### Unit II

8h

Water quality standards: Quality of ground water, water quality criteria given by CPCB for drinking water, test characteristics of drinking water (colour, odour, taste, pH, total dissolved salts, alkalinity, total hardness)

Significance of testing: Different tests (temperature, pH, total dissolved salts, salinity, hardness), Reasons for testing.

Different methods of expressing concentration: Weight percentage, volume percentage, molarity, normality, mole fraction, molality and ppm.

#### Unit III

6h

Theory on preparation of reagents and standard solutions for water analysis: Standard  $H_2SO_4$ , Standard KCl Solution, EDTA solution, Standard  $MgSO_4$  solution, NaOH solution, Buffer Solution, Eriochrome Black-T indicator solution, Standard NaCl Solution, Standard  $AgNO_3$  Solution, Potassium chromate indicator solution, Standard  $Na_2SO_4$  solutions.



**Practical: 15 h**

1. Determination of physical parameters of water: Color, Odor, pH, Conductivity.
2. Estimation of Total Dissolved Salts (TDS)-
3. Determination of Alkalinity of water sample-
4. Estimation of carbonate and bicarbonate in water-
5. Determination of Total hardness of water by EDTA method –

**Reference books for practical: -**

1. APHA (American Public Health Association) Handbook, 1998
2. Soil, Plant and Water Analysis - P. C. Jaiswal
3. Chemical and Biological Analysis of Water - Dr. R. K. Trivedy and P. K. Goel.
4. Practical Biochemistry - J. Jayraman
5. FSSAI manual for Water Analysis.





**S.K.P. Government College :: Guntakal**

**Model Question Paper**

**Certificate Course on "Water Analysis"**

Time: 2hrs

Max marks: 50

**SECTION – A**

3X10= 30Marks

I Answer any Three questions. Each question carries Ten marks.

- 1.
- 2.
- 3.
- 4.
- 5.

**SECTION – B**

4X5= 20Marks

II Answer any Four questions. Each question carries Five marks

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.



Dept of Chemistry, SKP Govt. College, Guntakal

*T. T. H. Reddy*  
**Incharge**  
Dept. of Chemistry  
S.K.P. Govt. College  
Guntakal, Anantapur (Dt.)

## CERTIFICATE COURSE IN "WATER ANALYSIS"

### BRIEF REPORT

The water quality management in India is performed under the provision of Water (Prevention and Control of Pollution) Act, 1974. The basic objective of this Act is to maintain and restore the wholesomeness of national aquatic resources by prevention and control of pollution. • The act prescribes various functions for the Central Pollution Control Board (CPCB).

Poor water quality has its most direct impact on aquatic wildlife, particularly fish, bugs, and plants. Excess nutrients, sediment, road salt, and other contaminants can reduce the variety and hardness of organisms living in the state's waters. It reflects the health of surface water bodies as a snapshot in time (weeks, months, and years). Therefore, best practices and efforts are needed to monitor and improve water quality. The need for clean pure drinking water and awareness on quality and conservation of water is increasing day by day. Water is a source of several water born diseases. It is imperative and necessary to have practical knowledge on water quality.

Hence, Department of Chemistry has decided to introduce certificate course in Water Analysis to enhance proficiency and practical knowledge in Water Chemistry, with the humble intention of imparting necessary knowledge on water analysis and quality parameters of water to the outgoing students. The Department of Chemistry has made humble beginning to impart and enrich students with basic concepts of Water Quality and parameters of Water Testing by introducing Certificate course in Water Analysis for the B.Sc. Final year outgoing students of 2018-19. The course started on 09/07/2018 and completed on 23/08/2018. The Certificate course was conducted for a period of 45 days with 30 hours of Theory and 15 hours of Practicals from 3.00Pm to 4.00PM off the college hours. After the successful completion of the course,

- |                                |                           |
|--------------------------------|---------------------------|
| ➤ Program duration             | : 45 Days                 |
| ➤ Timings of the program       | : 3.00 to 4.00PM          |
| ➤ Starting date of the program | : 09/07/2018 to 23/8/2018 |
| ➤ Course fee                   | : -Nil-                   |

Dept of Chemistry, SKP Govt. College, Guntakal





➤ Number of students joined the Course : 45

There is NO Course Fee and is offered as value addition the Students of Chemistry.

The Course shall enhance the knowledge of Analytical Chemistry and shall be useful to their Career in Chemistry. Certificate will be awarded to All students who complete the course.

Further, A Field trip was organized as a part of course to practically acquaint the Students of Certificate course to "Guntakal Municipal water works" and Summer Storage Tanks at G.Kottala Village along with Water Treatment Plant. The students were taken to water treatment plant and visited Sedimentation tank, Filtration Tank, Chlorination tank and Bleaching process. The water quality parameters like pH, particulate matter, TDS were demonstrated to students. Raw water collection point from HISS To SS tank-1 and SS tank-2, Pump house: From SS tanks to water treatment plant, Chlorination process, Alum addition process, Water quality test, distribution of water to towers were demonstrated on field trip day.

Examination was conducted on the last day of the course and Certificates were distributed to the students on the Valedictory Day function. Out of 45 students enrolled for the course, 40 students attended the course and completed successfully. On the valedictory function, Principal Dr.K.Gnaneswar appreciated the Chemistry Dept and students for successfully running the course. The Departmental Staff were present on the valedictory function. The Feedback is collected on the course from the students. Students actively participated in the course and completed the course successfully.

  
23/8/18

PRINCIPAL  
S.K.P. GOVERNMENT COLLEGE  
GUNTAKAL-515 801.



Dept of Chemistry, SKP Govt. College, Guntakal

  
Incharge

Incharge  
Dept of Chemistry  
S.K.P. Govt. College  
Guntakal, Anantapur (D.T.)

**Students in the Field Trip as a part of Certificate Course**



**Students at ICT Class in Certificate Course**





***Water Quality Methods practically demonstrated at Guntakal Municipal Water Works***



**S.K.P. GOVERNMENT COLLEGE :: Guntakal**

***DEPARTMENT OF CHEMISTRY***

***Certificate Course in Water Analysis***

This is to Certify that Mr/Ms \_\_\_\_\_ of

**B.Sc., (MPC/BZC/Microbiology/Biochemistry), 2018-19 : Semester –V** has completed the

***“Certificate Course in Water Analysis”*** conducted by

**Department of Chemistry, S.K.P. Government College** and acquired \_\_\_\_\_ grade.

**Incharge  
Department of Chemistry**

**The Principal**



SKP. Govt College  
Guntakal.



Department of chemistry  
List of students Enrolled in certificate course in

chemistry : 2018-19

S.No	Name of the Student	Group	HT NO	signature
1.	A.G. Siva sankar	BZL TM	170151001	A.G. Siva Sankar
2.	A. Guresh	BZC TM	170151002	A. Guresh
3.	A. Padmavathi	BZL TM	170151003	A. Padmavathi
4.	A. Radhalingappa	BZC TM	170151004	A. Radhalingappa
5.	B. Jayasimhan Reddy	BZL TM	170151005	B. Jayasimhan Reddy
6.	B. Sunitha	BZC TM	170151006	B. Sunitha
7.	C.H. Ravi	BZL TM	170151007	C.H. Ravi
8.	C.H. Ramesh	BZC TM	170151008	C.H. Ramesh
9.	G. Mahesh	BZL TM	170151009	G. Mahesh
10.	H. Nagaraj	BZC TM	170151010	H. Nagaraj
11.	H. Santhoshamma	BZL TM	170151011	H. Santhoshamma
12.	J. Saritha	BZC TM	170151012	J. Saritha
13.	J. Vani	BZL TM	170151013	J. Vani
14.	K. Pragasana	BZC TM	170151014	K. Pragasana
15.	K. Raj Kumar	BZL TM	170151015	K. Raj Kumar
16.	M. Sunitha	BZC TM	170151016	M. Sunitha
17.	M. Hari Krishna	BZL TM	170151017	M. Hari Krishna
18.	M. Pawan	BZC TM	170151018	M. Pawan
19.	M. Sreekanth Naik	BZL TM	170151019	M. Sreekanth Naik
20.	P. Swetha	BZC TM	170151020	P. Swetha
21.	P. Thikha Swamy	BZL TM	170151021	P. Thikha Swamy
22.	R. Durga Devi	BZC TM	170151022	R. Durga Devi



**S.K.P. Govt. College**  
**Guntakal**



Department of Chemistry  
List of students enrolled by certificate  
Chemistry : 2018-19

Eno	Name of the Student	Group	H-T. NO	Signature
23	R. Satheesh kumar	BZZ TM	170151023	R. Satheesh kumar
24	R. Raju	BZC TM	170151024	R. Raju
25	S. Bhaskar	BZC TM	170151025	S. Bhaskar
26	U. Rajasekar	BZC TM	170151026	U. Rajasekar
27	V. Divya	BZC TM	170151027	V. Divya
28	V. Sandya	BZC TM	170151028	V. Sandya
29	S. Mary Jaya	BZC TM	170151029	S. Mary Jaya
30	C. Ramu	MIBC	170151294	C. Ramu
31	G. Lavanya	MIBC	170151295	G. Lavanya
32	K. Shanthakuri	MIBC	170151296	K. Shanthakuri
33	K. Keerthana	MIBC	170151297	K. Keerthana
34	M. Chinna Raja	MIBC	170151291	M. Chinna Raja
35	M. Anusha	MIBC	170151298	M. Anusha
36	M. B. Manjeera	MIBC	170151299	M. B. Manjeera
37	M. Madhavi	MIBC	170151300	M. Madhavi
38	N. Prasanna	MIBC	170151301	N. Prasanna
39	R. Somasekhar	MIBC	170151292	R. Somasekhar
40	S. Ishwath	MIBC	170151293	S. Ishwath
41	S. Tulasi	MIBC	170151302	S. Tulasi
42	B. Sravani	BIZC	170151332	B. Sravani
43	B. Vamsi Krishna	BIZC	170151333	B. Vamsi Krishna
44	C. Vishnuvardhan Reddy	BIZC	170151335	C. Vishnuvardhan Reddy
45	C. Lavanya	BIZC	170151336	C. Lavanya

Incharge  
Dept. of Chemistry  
S.K.P. Govt. College  
Guntakal, Anantapur (D)



Name of the Institute SKP Govt. College, Guwahati

FOR THE MONTH OF 2-18-19 20

Section Certificate course <sup>1st</sup> <sup>2nd</sup> <sup>3rd</sup> <sup>4th</sup> <sup>5th</sup> <sup>6th</sup> <sup>7th</sup> <sup>8th</sup> <sup>9th</sup> <sup>10th</sup> <sup>11th</sup> <sup>12th</sup> <sup>13th</sup> <sup>14th</sup> <sup>15th</sup> <sup>16th</sup> <sup>17th</sup> <sup>18th</sup> <sup>19th</sup> <sup>20th</sup> <sup>21st</sup> <sup>22nd</sup> <sup>23rd</sup> <sup>24th</sup> <sup>25th</sup> <sup>26th</sup> <sup>27th</sup> <sup>28th</sup> <sup>29th</sup> <sup>30th</sup> <sup>31st</sup> <sup>32nd</sup> <sup>33rd</sup> <sup>34th</sup> <sup>35th</sup> <sup>36th</sup> <sup>37th</sup> <sup>38th</sup> <sup>39th</sup> <sup>40th</sup> <sup>41st</sup> <sup>42nd</sup> <sup>43rd</sup> <sup>44th</sup> <sup>45th</sup> <sup>46th</sup> <sup>47th</sup> <sup>48th</sup> <sup>49th</sup> <sup>50th</sup> <sup>51st</sup> <sup>52nd</sup> <sup>53rd</sup> <sup>54th</sup> <sup>55th</sup> <sup>56th</sup> <sup>57th</sup> <sup>58th</sup> <sup>59th</sup> <sup>60th</sup> <sup>61st</sup> <sup>62nd</sup> <sup>63rd</sup> <sup>64th</sup> <sup>65th</sup> <sup>66th</sup> <sup>67th</sup> <sup>68th</sup> <sup>69th</sup> <sup>70th</sup> <sup>71st</sup> <sup>72nd</sup> <sup>73rd</sup> <sup>74th</sup> <sup>75th</sup> <sup>76th</sup> <sup>77th</sup> <sup>78th</sup> <sup>79th</sup> <sup>80th</sup> <sup>81st</sup> <sup>82nd</sup> <sup>83rd</sup> <sup>84th</sup> <sup>85th</sup> <sup>86th</sup> <sup>87th</sup> <sup>88th</sup> <sup>89th</sup> <sup>90th</sup> <sup>91st</sup> <sup>92nd</sup> <sup>93rd</sup> <sup>94th</sup> <sup>95th</sup> <sup>96th</sup> <sup>97th</sup> <sup>98th</sup> <sup>99th</sup> <sup>100th</sup> <sup>101st</sup> <sup>102nd</sup> <sup>103rd</sup> <sup>104th</sup> <sup>105th</sup> <sup>106th</sup> <sup>107th</sup> <sup>108th</sup> <sup>109th</sup> <sup>110th</sup> <sup>111th</sup> <sup>112th</sup> <sup>113th</sup> <sup>114th</sup> <sup>115th</sup> <sup>116th</sup> <sup>117th</sup> <sup>118th</sup> <sup>119th</sup> <sup>120th</sup> <sup>121st</sup> <sup>122nd</sup> <sup>123rd</sup> <sup>124th</sup> <sup>125th</sup> <sup>126th</sup> <sup>127th</sup> <sup>128th</sup> <sup>129th</sup> <sup>130th</sup> <sup>131st</sup> <sup>132nd</sup> <sup>133rd</sup> <sup>134th</sup> <sup>135th</sup> <sup>136th</sup> <sup>137th</sup> <sup>138th</sup> <sup>139th</sup> <sup>140th</sup> <sup>141st</sup> <sup>142nd</sup> <sup>143rd</sup> <sup>144th</sup> <sup>145th</sup> <sup>146th</sup> <sup>147th</sup> <sup>148th</sup> <sup>149th</sup> <sup>150th</sup> <sup>151st</sup> <sup>152nd</sup> <sup>153rd</sup> <sup>154th</sup> <sup>155th</sup> <sup>156th</sup> <sup>157th</sup> <sup>158th</sup> <sup>159th</sup> <sup>160th</sup> <sup>161st</sup> <sup>162nd</sup> <sup>163rd</sup> <sup>164th</sup> <sup>165th</sup> <sup>166th</sup> <sup>167th</sup> <sup>168th</sup> <sup>169th</sup> <sup>170th</sup> <sup>171st</sup> <sup>172nd</sup> <sup>173rd</sup> <sup>174th</sup> <sup>175th</sup> <sup>176th</sup> <sup>177th</sup> <sup>178th</sup> <sup>179th</sup> <sup>180th</sup> <sup>181st</sup> <sup>182nd</sup> <sup>183rd</sup> <sup>184th</sup> <sup>185th</sup> <sup>186th</sup> <sup>187th</sup> <sup>188th</sup> <sup>189th</sup> <sup>190th</sup> <sup>191st</sup> <sup>192nd</sup> <sup>193rd</sup> <sup>194th</sup> <sup>195th</sup> <sup>196th</sup> <sup>197th</sup> <sup>198th</sup> <sup>199th</sup> <sup>200th</sup> <sup>201st</sup> <sup>202nd</sup> <sup>203rd</sup> <sup>204th</sup> <sup>205th</sup> <sup>206th</sup> <sup>207th</sup> <sup>208th</sup> <sup>209th</sup> <sup>210th</sup> <sup>211st</sup> <sup>212nd</sup> <sup>213th</sup> <sup>214th</sup> <sup>215th</sup> <sup>216th</sup> <sup>217th</sup> <sup>218th</sup> <sup>219th</sup> <sup>220th</sup> <sup>221st</sup> <sup>222nd</sup> <sup>223rd</sup> <sup>224th</sup> <sup>225th</sup> <sup>226th</sup> <sup>227th</sup> <sup>228th</sup> <sup>229th</sup> <sup>230th</sup> <sup>231st</sup> <sup>232nd</sup> <sup>233rd</sup> <sup>234th</sup> <sup>235th</sup> <sup>236th</sup> <sup>237th</sup> <sup>238th</sup> <sup>239th</sup> <sup>240th</sup> <sup>241st</sup> <sup>242nd</sup> <sup>243rd</sup> <sup>244th</sup> <sup>245th</sup> <sup>246th</sup> <sup>247th</sup> <sup>248th</sup> <sup>249th</sup> <sup>250th</sup> <sup>251st</sup> <sup>252nd</sup> <sup>253rd</sup> <sup>254th</sup> <sup>255th</sup> <sup>256th</sup> <sup>257th</sup> <sup>258th</sup> <sup>259th</sup> <sup>260th</sup> <sup>261st</sup> <sup>262nd</sup> <sup>263rd</sup> <sup>264th</sup> <sup>265th</sup> <sup>266th</sup> <sup>267th</sup> <sup>268th</sup> <sup>269th</sup> <sup>270th</sup> <sup>271st</sup> <sup>272nd</sup> <sup>273rd</sup> <sup>274th</sup> <sup>275th</sup> <sup>276th</sup> <sup>277th</sup> <sup>278th</sup> <sup>279th</sup> <sup>280th</sup> <sup>281st</sup> <sup>282nd</sup> <sup>283rd</sup> <sup>284th</sup> <sup>285th</sup> <sup>286th</sup> <sup>287th</sup> <sup>288th</sup> <sup>289th</sup> <sup>290th</sup> <sup>291st</sup> <sup>292nd</sup> <sup>293rd</sup> <sup>294th</sup> <sup>295th</sup> <sup>296th</sup> <sup>297th</sup> <sup>298th</sup> <sup>299th</sup> <sup>300th</sup> <sup>301st</sup> <sup>302nd</sup> <sup>303rd</sup> <sup>304th</sup> <sup>305th</sup> <sup>306th</sup> <sup>307th</sup> <sup>308th</sup> <sup>309th</sup> <sup>310th</sup> <sup>311st</sup> <sup>312nd</sup> <sup>313th</sup> <sup>314th</sup> <sup>315th</sup> <sup>316th</sup> <sup>317th</sup> <sup>318th</sup> <sup>319th</sup> <sup>320th</sup> <sup>321st</sup> <sup>322nd</sup> <sup>323rd</sup> <sup>324th</sup> <sup>325th</sup> <sup>326th</sup> <sup>327th</sup> <sup>328th</sup> <sup>329th</sup> <sup>330th</sup> <sup>331st</sup> <sup>332nd</sup> <sup>333rd</sup> <sup>334th</sup> <sup>335th</sup> <sup>336th</sup> <sup>337th</sup> <sup>338th</sup> <sup>339th</sup> <sup>340th</sup> <sup>341st</sup> <sup>342nd</sup> <sup>343rd</sup> <sup>344th</sup> <sup>345th</sup> <sup>346th</sup> <sup>347th</sup> <sup>348th</sup> <sup>349th</sup> <sup>350th</sup> <sup>351st</sup> <sup>352nd</sup> <sup>353rd</sup> <sup>354th</sup> <sup>355th</sup> <sup>356th</sup> <sup>357th</sup> <sup>358th</sup> <sup>359th</sup> <sup>360th</sup> <sup>361st</sup> <sup>362nd</sup> <sup>363rd</sup> <sup>364th</sup> <sup>365th</sup> <sup>366th</sup> <sup>367th</sup> <sup>368th</sup> <sup>369th</sup> <sup>370th</sup> <sup>371st</sup> <sup>372nd</sup> <sup>373rd</sup> <sup>374th</sup> <sup>375th</sup> <sup>376th</sup> <sup>377th</sup> <sup>378th</sup> <sup>379th</sup> <sup>380th</sup> <sup>381st</sup> <sup>382nd</sup> <sup>383rd</sup> <sup>384th</sup> <sup>385th</sup> <sup>386th</sup> <sup>387th</sup> <sup>388th</sup> <sup>389th</sup> <sup>390th</sup> <sup>391st</sup> <sup>392nd</sup> <sup>393rd</sup> <sup>394th</sup> <sup>395th</sup> <sup>396th</sup> <sup>397th</sup> <sup>398th</sup> <sup>399th</sup> <sup>400th</sup> <sup>401st</sup> <sup>402nd</sup> <sup>403rd</sup> <sup>404th</sup> <sup>405th</sup> <sup>406th</sup> <sup>407th</sup> <sup>408th</sup> <sup>409th</sup> <sup>410th</sup> <sup>411st</sup> <sup>412nd</sup> <sup>413th</sup> <sup>414th</sup> <sup>415th</sup> <sup>416th</sup> <sup>417th</sup> <sup>418th</sup> <sup>419th</sup>

[illegible]

Switched during the night

Left: Feb. on road at end of month.

has 10 working days

Average attendance during the month:

Not yet 100,000, but 100,000

# REGISTER OF ATTENDANCE & FEES

Name of the Institute St. George College, Gundlupet

FOR THE MONTH OF 2018-19 20

Section Certificate course in Chem & Phys Dept of Chemistry, St. George

Sl No.		NAMES	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	No. of days present	FEES	Date of payment	
20	1700129	C. Ramu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
21	91	G. Lalanya	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
22	96	K. Shanmugam	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
23	97	K. Kulkarni	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
24	1700108	M. Chinn Raja	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
25	255	M. Anusha	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
26	295	M. B. Manjula	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
27	300	M. Madhavi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
28	301	N. Prasanna	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
29	1700129	R. Somen Sekhar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
30	1023	S. Ishan	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
31	1700182	S. Tuli	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
32	1730	B. Pradeep	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
33	1731	D. Vamsi Krishna	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
34	1735	C. Vithal Kumar Reddy	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
35	1736	C. Lavanya	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
Number present M			/																																		
Daily E			/																																		
Initials M			/																																		
E			/																																		

No. on roll at the beginning of month

Admitted during the month

Left No. on roll at end of month

No. of working days

Average attendance during the month

No. on roll during the month

100%



## Academic year - 2018-19

Date - 24/6/18

A departmental staff meeting was conducted on at 11.30 to discuss the departmental activities such as admission work, syllabus distribution for the academic year. The following resolutions have been made after discussion.

1. To distribute the work load of II & III year among the staff members.
2. To submit the departmental and individual time-tables, Academic curricular plans to the principal.
3. To take up I year admission work.
4. To keep the laboratories clean and ready for conduct of regular practicals for II and III year students of B2C & M.B.
5. To maintain teaching notes and diary of each lecturer regularly.
6. To conduct a certificate course on 'Mushroom - Cultivation' for III B2C & MBBC students and for same circular sent to the students.

### Members

① ASVK - *Amal*

② JBL - *JBL*

PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Anantapuramu (Dt) Department of Botany  
S.K.P. Govt. Degree College

18-19

**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**  
**Proposal FOR THE INTRODUCTION OF CERTIFICATE COURSE IN**  
**"MUSHROOM CULTIVATION"**

Date: 25.07.2018

From  
P. Sashikiran  
Lecturer in Botany  
Department of Botany  
S.K.P. Govt. College  
GUNTAKAL,

To  
The Principal,  
S.K.P. Govt. College  
GUNTAKAL,

Sub :— Proposal for introduction of Certificate course in Botany request regarding--

Respected Sir,

I'd like to make a proposal to you regarding the introduction of a Certificate Course in Botany for our College's final year degree students. The Department of Botany has been sincerely aware of the requirements of departing students. . With all of these considerations in mind, the Department of Botany would like to launch the course.

The details or the program are

1. Name of the proposed program
2. Duration and timings of the program
3. Start date of the program
4. Course fee
5. No. of students expected for admission

: Mushroom cultivation  
: 45 days; 1:30 pm to 3:00pm  
: 6th August, 2018  
: Nil  
: 40

  
**PRINCIPAL**  
**S.K.P. Govt. College**  
**GUNTAKAL, Ananthapuramu (Dt.)**

  
Lecturer in Charge  
Department of Botany  
S.K.P. Govt. Degree College  
GUNTAKAL-515 803  
Department of Botany





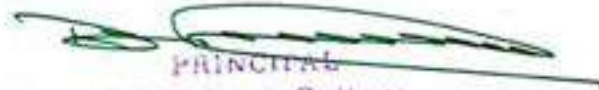
**S.K.P. Government DEGREE COLLEGE, GUNTAKAL.**

**DEPARTMENT OF BOTANY**

**Circular**

Date: 01-08-2018

All the B.Sc (BZC, BIO-CHEM, MICRO-BIO) final year degree students are hereby informed that the Department of BOTANY is going to start a certificate course in MUSHROOM CULTIVATION. The duration of the course is 45 days. Students need not pay any fee for the course. The classes will commence from 06-08-2018. Interested students are required to register their names in the Botany Department. After successful completion of the course certificate will be provided to the students.

  
PRINCIPAL  
S.K.P. Govt. College  
GUNTAKAL, Ananthapuramu (Dt.)

  
Coordinator  
Lecturer-in-charge  
Department of Botany  
S.K.P. Govt. Degree College  
GUNTAKAL-516 803

Copy to the Library Notice Board

Copy to the Notice Board

Copy for Circulation among the Students



# REGISTRATION FORM

2018-19

III B.Sc. (BZC & MB)

Sl.No	Reg.No	Name of the Student	Group	Sec	Signature
1	170151002	ANCHI SURESH	B.Sc.	BZC	Suresh
2	170151003	ANGADI PADMAVATHI	B.Sc.	BZC	A. Padmavathi
3	170151004	ARIKERA GADILINGAPPA	B.Sc.	BZC	A. Gadilingappa
4	170151005	BELUGUPPA JAYASIMHA REDDY	B.Sc.	BZC	B. Jayasimha
5	170151006	BODIPADU SUNEETHA	B.Sc.	BZC	B. Sunetha
6	170151007	CHAKALI RAVI	B.Sc.	BZC	C. Ravi
7	170151008	CHERUVU RAMESH	B.Sc.	BZC	C. Ramesh
8	170151011	HARIJANA SANTHOSHAMA	B.Sc.	BZC	H. Santhoshama
9	170151012	JADCHERLA SARITHA	B.Sc.	BZC	J. Saritha
10	170151014	JOGIREDDY VANI	B.Sc.	BZC	J. Vani
11	170151015	KAVALI PRIYANKA	B.Sc.	BZC	Jogireddy Vani
12	170151016	KUMMARA RAJKUMAR	B.Sc.	BZC	K. Rajakumar
13	170151017	M SUNITHA	B.Sc.	BZC	M. Sunitha
14	170151018	MADHA HARIKRISHNA	B.Sc.	BZC	M. Harikrishna
15	170151019	MALA PAVANI	B.Sc.	BZC	MALA PAVANI
16	170151020	MUDE SREEKANTH NAIK	B.Sc.	BZC	M. Pavani
17	170151021	PALLE SWETHA	B.Sc.	BZC	Palle Swetha
18	170151022	PILLIGUNDLA THIKKASWAMY	B.Sc.	BZC	P. Thikkaswamy
19	170151023	RAKAF DURGA DEVI	B.Sc.	BZC	P. Durgadevi
20	170151024	RARAVI SATHISH KUMAR	B.Sc.	BZC	R. Sathish Kumar
21	170151025	ROSHAPPAGARI RAJU	B.Sc.	BZC	R. Raju
22	170151028	VELPUMADUGU DIVYA	B.Sc.	BZC	V. Divya
23	170151029	VEPAMANU SANDHYA	B.Sc.	BZC	V. Sandhya
24	170571010	A.KEERTHI JYOSTHNA	B.Sc.	BZC	A. Keerthi
25	170151291	M CHINNA RAJA	B.Sc.	MB	M. C. Raja
26	170151292	RAYALA SOMASEKHAR	B.Sc.	MB	R. Somasekhara
27	170151293	SHAIK ISHRATH	B.Sc.	MB	S. Ishrath
28	170151294	CHAKALI RAMU	B.Sc.	MB	C. Ramu
29	170151295	GUDISI LAVANYA	B.Sc.	MB	G. Lavanya
30	170151296	KALOLLA SANTHAKUMARI	B.Sc.	MB	K. Santhakumari
31	170151297	KOTTAM KEERTHANA	B.Sc.	MB	K. Keerthana
32	170151298	M.ANUSHA	B.Sc.	MB	M. Anusha
33	170151299	MEDDELA BUULA MANJEERA	B.Sc.	MB	M. Prasanna
34	170151300	MEKALA MADHAVI	B.Sc.	MB	M. Madhavi
35	170151301	NESE PRASANNA	B.Sc.	MB	N. Prasanna
36	170151302	SOMA TULASI	B.Sc.	MB	S. Tulasi
37	170151303	THIRANNAGARI SUKANYA	B.Sc.	MB	T. Sukanya
38	170151304	THURPU NAVEEN KUMAR	B.Sc.	MB	T. Naveen Kumar
39	170151305	VANNEPOGOLA KAVITHA	B.Sc.	MB	V. Kavitha
40	170151306	YERUKALA SUMALATHA	B.Sc.	MB	Y. Sumalatha



Lecturer-in-Charge  
Department of Botany  
S.K.P. Govt. Degree College  
GUNTAKAL-515 803



**S.K.P. GOVERNMENT COLLEGE, GUNTAKAL**  
**SYLLABUS FOR CERTIFICATE COURSE IN**  
**MUSHROOM CULTIVATION**

Mushroom Cultivation Syllabus			
1	<b>Commercial Mushroom Cultivation</b> <ul style="list-style-type: none"> <li>• Present scenario and prospects for Mushroom Cultivation</li> <li>• Description of edible types, natural growth aspects and climatic requirements</li> </ul>	Lecture, PPT, Discussion Video	2 hrs
2	<b>Selection of types of Mushroom and Sites</b> <ul style="list-style-type: none"> <li>• Selection of important types of Mushroom</li> <li>• Selection of appropriate Mushroom cultivation sites</li> <li>• Design and construction of Mushroom farm</li> </ul>	Lecture, PPT, Discussion Video	2 hrs
3	<b>Composting in Mushroom cultivation</b> <ul style="list-style-type: none"> <li>• Role of composting in Mushroom cultivation</li> <li>• Appropriate materials to prepare different types of compost</li> <li>• Methods of composting – preparation and pasteurization</li> <li>• Determination of quality of compost</li> <li>• Hazards &amp; risks associated with composting and how to control injury to self</li> </ul>	Lecture, PPT, Demonstration, Video	8 hrs
4	<b>Mushroom cultivation - methods</b> <ul style="list-style-type: none"> <li>• Selection of commercially important types of Mushroom</li> <li>• Purpose and process of using spawn and selection of correct spawn</li> <li>• Different types of Mushroom growing facilities and fixtures</li> <li>• Package of practices of White button Mushroom and Oyster Mushroom</li> </ul>	Lecture, PPT, Demonstration Video	8 hrs
5	<b>Disease control and pest Management</b> <ul style="list-style-type: none"> <li>• Inspection of Mushroom bags or beds for early detection of pests and diseases</li> <li>• Using sterilized casing to control nematodes</li> <li>• Spraying fungicide after casing to check dry bubble</li> <li>• Spraying insecticide for control of mites</li> <li>• Use of caustic chemicals to keep rodents away</li> </ul>	Lecture, PPT, Exercise, Demonstration	6 hrs
6	<b>Harvesting of Mushroom</b> <ul style="list-style-type: none"> <li>• Identification of right stage of Mushroom</li> <li>• Methods of harvesting</li> <li>• Using approved cutting techniques for harvesting</li> </ul>	Lecture, PPT, Exercise, Demonstration	2 hrs
7	<b>Packaging storing and grading of Mushroom &amp; post harvest procedures</b> <ul style="list-style-type: none"> <li>• Sorting the Mushrooms on the size and quality</li> <li>• Packaging Mushrooms with labels containing month and year of harvesting, quantity and type of Mushroom etc</li> <li>• Use of spent Mushroom in vermin-composting and in organic farming</li> <li>• Preparation of value added products of Mushroom</li> </ul>	Lecture, PPT, Exercise, Demonstration	10 hrs

8	Field Visit & Interaction with Mushroom cultivators and other Support Agencies	Field Visit, Lecture, Interaction	6 hrs
Assessment & Evaluation Test			2 hrs
Feedback & Valedictory			2 hrs
Total			48 hrs
References			
<ol style="list-style-type: none"> <li>1. Marimuthu, T. et al. (1991). Oyster Mushroom. Department of Plant Pathology, Tamil Nadu Agricultural University, Coimbatore.</li> <li>2. Nita Bhal. (2000). Handbook on Mushrooms. 2nd ed. Vol. I and II. Oxford and IBH Publishing Co. Pvt. Ltd., New Delhi</li> <li>3. Pandey R.K, S. K Ghosh, 1996. A Hand Book on Mushroom Cultivation. Emkey Publications.</li> <li>4. Pathak, V. N. and Yadav, N. (1998). Mushroom Production and Processing Technology. Agrobios, Jodhpur.</li> <li>5. Tewari Pankaj Kapoor, S. C. (1988). Mushroom Cultivation. Mittal Publication, New Delhi.</li> <li>6. Tripathi, D.P. (2005) Mushroom Cultivation, Oxford &amp; IBH Publishing Co. PVT.LTD, New Delhi.</li> <li>7. V.N. Pathak, Nagendra Yadav and Maneesha Gaur, Mushroom Production and Processing Technology/ Vedams Ebooks Pvt Ltd., New Delhi (2000)</li> </ol>			



*[Signature]*  
 Lecturer-in-charge  
 Department of Botany  
 S.K.P. Govt. Degree College  
 GUNTAKAL-515 803



# LIST OF STUDENTS

2018-19

## III B.Sc. (BZC & MB)

Sl.No	Reg.No	Name of the Student	Group	Sec
1	170151002	ANCHI SURESH	B.Sc.	BZC
2	170151003	ANGADI PADMAVATHI	B.Sc.	BZC
3	170151004	ARIKERA GADILINGAPPA	B.Sc.	BZC
4	170151005	BELUGUPPA JAYASIMHA REDDY	B.Sc.	BZC
5	170151006	BODIPADU SUNEETHA	B.Sc.	BZC
6	170151007	CHAKALI RAVI	B.Sc.	BZC
7	170151008	CHERUVU RAMESH	B.Sc.	BZC
8	170151011	HARIJANA SANTHOSHAMA	B.Sc.	BZC
9	170151012	JADCHERLA SARITHA	B.Sc.	BZC
10	170151014	JOGIREDDY VANI	B.Sc.	BZC
11	170151015	KAVALI PRIYANKA	B.Sc.	BZC
12	170151016	KUMMARA RAJKUMAR	B.Sc.	BZC
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21	170151025	ROSHAPPAGARI RAJU	B.Sc.	BZC
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23	170151029	VEPAMANU SANDHYA	B.Sc.	BZC
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39	170151305	VANNEPOGOLA KAVITHA	B.Sc.	MB
40	170151306	YERUKALA SUMALATHA	B.Sc.	MB

Anchi Suresh  
 Angadi padmavathi  
 Arikera gadilingappa  
 Beluguppa Jayasimha Reddy  
 Bodipadu SUNEETHA  
 CHAKALI RAVI  
 Cheruvu RAMESH  
 Harijana santhoshama  
 JADCHERLA SARITHA  
 J. Vani  
 K. Priyanka  
 K. Rajkumar  
 M. SUNITHA  
 M. Smith. Hari. Krishna  
 M. Pavani  
 MUDE SREEKANTH NAIK  
 P. swetha  
 P. Thikkaswamy  
 R. Durga Devi  
 R. sathish kumar  
 ROSHAPPAGARI RAJU  
 V. Sanyu  
 VEPAMANU SANDHYA  
 A. keerti Jyosthna  
 M CHINNA RAJA  
 R. Somasekhara  
 Shaik Ishrath  
 C. Ramu  
 Gudisi LAVANYA  
 K. Santhakumari  
 K. Keertana  
 M. ANUSHA  
 M. Buula manjeera  
 MEKALA MADHAVI  
 N. Prasanna  
 Soma TULASI  
 C. Sukanya  
 THURPU NAVEEN KUMAR  
 V. Kavitha  
 Y. Sumalatha



Department of History  
 G.P. Govt. College  
 GUNTAKAL-515 803

Model Paper  
CERTIFICATE COURSE IN MUSHROOM CULTIVATION  
Commercial Cultivation of Mushroom

Time : 3 hrs

Max.Marks : 100

Section A

Answer all questions

(4X15=60)

1. a. List out the material required for milky mushroom cultivation  
or  
b. Describe the different methods used for commercial mushroom cultivation
2. a. Write about the different methods used in compost preparation  
or  
b. Give an account of the sterilization protocols in mushroom cultivation
3. a. Explain the spawn culture preparation  
or  
b. Detail the process of mother spawn production
4. a. What are the different strategies used in mushroom harvesting  
or  
b. Illustrate the grading, packaging and storing of mushrooms


Section B

Answer any 5 questions

(5X8=40)

5. Bulk Chamber
6. Substrate selection
7. Design of farm
8. Spawn selection
9. Incubation
10. Pasteurization
11. Grading
12. Mushroom packaging
13. Storage strategies



  
Lecturer-in-Charge  
Department of Botany  
S.K.P. Govt. Degree College  
GUNTAKAL-514 803



**S.K.P. Government Degree College, Guntakal**  
**Department of Botany**  
**Final Report of Certification Course in Mushroom Cultivation**

Dt : 22-10-2019

From  
P. Sashikiran  
Lecturer in Botany  
Department of Botany  
S.K.P. Govt. College  
GUNTAKAL<sub>2</sub>

To  
The Principal,  
S.K.P. Govt. College  
GUNTAKAL<sub>2</sub>

Department of Botany, under the guidance of the Principal Dr. K Ganeswar, came up with idea of Mushroom Cultivation Course for the students of the College. The Department of Botany has made a humble beginning to impart and enrich the students with self employment ideas conducting a certificate course in Mushroom Cultivation for the duration of 45 days. As it was resolved earlier, the main thrust of the course was to inculcate self employment skills for the out-going students. The basic structure of the course is prepared keeping in view the needs of the final year students. The said Course was started on 05.08.2018 and completed on 22.10.2019.


The response from the students was very good. In its introductory session the area was filled with students, who enthusiastically wanted to be the part of it. Dr. K. Ganeswar, the principal, addressed the students intimating them about the importance of self-employment in present society. He also appreciated the effort of Botany Department and congratulated Sri P Sashikiran, HOD, Botany Department, who was the guiding force behind the entire course. The number of students attended the Course was good. 36 Students regularly attended the Classes conducted from 1.30 P M to 3.00 PM.

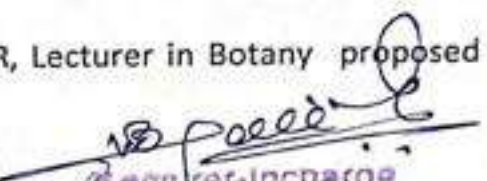
The sessions were interactive, informative and interesting. The usage of videos, field visits and practicals helped the students to grasp the tips to learn and understand the Cultivation of Mushrooms. There were debates, group activities and presentations regarding

marketing of the product, which enhanced the confidence level of the students. The Course ran its entire course of 45 days and also took informal inputs from the students for making the course better next time.

After the successful completion of the said Certificate course, a valedictory function was held on 22<sup>nd</sup> October 2018. The Principal of the College, Sri Dr K. Gnaneswar, graced the occasion. The meeting was presided over by the HOD(Botany) Sri P Sashikiran. In his opening remarks, the Head of the Department explained the need and necessity of introducing the Certificate course. The Principal advised the students to make use of the in-puts given by the Department of Botany. Certificates were distributed to the all 36 students.

At the end of program Dr A.S. VIJAYAKUMAR, Lecturer in Botany proposed the vote of thanks.

  
**PRINCIPAL**  
**S.K.P. Govt. College**  
**GUNTAKAL, Ananthapuramu (Dt.)**

  
**Lecturer-in-charge**  
**Department of Botany**  
**S.K.P. Govt. Degree College**  
**GUNTAKAL-515 803**







18  
 Lecturer-In-charge  
 Department of History  
 S.K.P. Govt. College Guntakal  
 GUNTAKAL-515 803



## SKP COLLEGE GUNTAKAL

LIST OF FINAL B.Sc.(BZC & MB) STUDENTS ENROLLED FOR MUSHROOM CULTIVATION CERTIFICATE COURSE

ATTENDANCE SHEET FOR THE ACADEMIC YEAR 2018-19

[illegible]





**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**Department Of Computer science & Applications**

**Minutes of the Department meeting for the conduct of Certificate Course in  
MS-OFFICE**

Date: 28.07.2018

The Department of Computer science & Applications, a pioneer in meeting the needs of students, has decided to be a trailblazer for our College's graduating students. The job market, particularly in the financial area, has been booming, and fresh graduates with Msoffice knowledge are in high demand. The Department of Computer science & Applications has taken the initiative to conduct a Certificate Course in Msoffice, with the simple goal of providing necessary hands on knowledge on Msoffice to outgoing students.

On the 28 of July, 2018, the Department of Computer science & Applications had a meeting with its members on the College premises. The meeting was chaired by the Head of the Department, P.Dharmendra in Computer science & Applications. The Department unanimously resolved to organize the Course in MS-OFFICE for our College's outgoing final year Degree students under the chairmanship of the Head of Department and under the direction of the principal. It was resolved that the Certificate Course will be held for 45 days. It was also decided to focus more on students from rural backgrounds, and their medium of instruction is Telugu.

1. P.Dharmendra, Head of the Department

*P. Dharmendra*

2. DC. Sowjanya, Lecturer in computer science

*Sowjanya*

3. ~~K. Nataraj~~, Lecturer in Computer science

*K. Nataraj*

The Principal

*[Signature]*  
PRINCIPAL  
S.K.P. Govt. College  
GUNTAKAL, Ananthapuramu (Dt.)

*[Signature]*  
PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (Dt.)





**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**  
**PROPOSAL FOR THE INTRODUCTION OF CERTIFICATE COURSE IN Msoffice**

DATE: 28.07.2018

From  
P Dharmendra,  
Head of Department Computer science & Applications  
S.K.P. Govt. Degree College  
Guntakal,


To  
The Principal,  
S.K.P. Govt. Degree College  
Guntakal


Respected Sir,

I'd like to make a proposal to you regarding the introduction of a Msoffice Certificate Course for our College's final year NON Computer degree students. The Department of Computer science & Applications has been increasingly aware of the requirements of departing students. From the lowest to the greatest levels of employment, Knowledge in Msoffice has become the important factor for the NON Computer students. With all of these considerations in mind, the Department of Computer science & Applications would like to launch the course.

The details or the program are

- |                                           |                              |
|-------------------------------------------|------------------------------|
| 1. Name of the proposed program           | : Msoffice                   |
| 2. Duration and timings of the program    | : 45 days; 2:30 pm to 4:00pm |
| 3. Start date of the program              | : 04 August, 2018            |
| 4. Course fee                             | : Nil                        |
| 5. No. of students expected for admission | : 40                         |

Yours faithfully  
  
Head of Department Computer science  
Dept. of Computer Science  
S.K.P. Govt. College,  
GUNTAKAL, Ananthapuramu Dist.

  
PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu Dist.

**S.K.P. Government DEGREE COLLEGE, GUNTAKAL.**

**DEPARTMENT OF COMPUTER SCIENCE & APPLICATIONS**

**Circular**

Date: 28-07-2018

All the Non computer groups (Bcom, BA, BZC) degree students are hereby informed that the Department of Computer science & applications is going to start a certificate course in 'MSOffice'. The duration of the course is 45 days. Students need not pay any fee for the course. The classes will commence from 04-08-2018. Interested students are required to register their names in the computer science & applications Department. After successful completion of the course certificate will be provided to the students.

  
Coordinator  
Dept. of Computer Science  
S.K.P. Govt. College,  
GUNTAKAL, Ananthapuramu Dist

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**S.K.P. GOVERNMENT DEGREE COLLEGE::GUNTAKAL**  
**DEPARTMENT OF COMPUTERSCIENCE**

**CERTIFICATE COURSE STUDENT LIST 2018-19**

S.No	Name of the student	University Reg. No.	Signature
1	D.ALISHA	180151131	D. Alisha
2	M.AFREEN	180151132	M. Afreen
3	O.RAMANJINEYULU	180151133	O. Ramanjineyulu
4	T.DADAVALI	180151134	T. Dadavali
5	A.SATEESH	180151135	A. Sateesh
6	B.BAVANA	180151136	B. Bavana
7	K.SUKANYA	180151160	K. Sukanya
8	K.SUNIL KUMAR	180151161	K. Sunil Kumar
9	K.THIPPAMMA	180151162	K. Thippamma
10	M.KARTHIK	180151163	M. Karthik
11	M.KUMAR	180151164	M. Kumar
12	M.NOOR BASHA	180151165	M. Noor Basha
13	M.PRATHAP	180151166	M. Prathap
14	M.PRAVEEN KUMAR	180151167	M. Praveen Kumar
15	M.S.HAFEEZA	180151168	M. S. Hafeeza
16	M.VENKATESH	180151169	M. Venkatesh
17	P.AMARESH	180151170	P. Amaresh
18	P.DIVYA KUMARI	180151171	P. Divya Kumari
19	V.GOPI KRISHNA	180151189	V. Gopi Krishna
20	V.MOHAN	180151190	V. Mohan
21	V.SREEKANTH	180151191	V. Sreekanth
22	A.CHAITANYA KUMAR	180151221	A. Chaitanya Kumar
23	B.ANIL KUMAR	180151222	B. Anil Kumar
24	B.HARI	180151223	B. Hari
25	B.HARI KRISHNA	180151224	B. Hari Krishna
26	B.JAYA SREE	180151225	B. Jaya Sree
27	B.K.RAMESH	180151226	B. K. Ramesh
28	B.LALITHA	180151227	B. Lalitha
29	G.KHADAR BASHA	180151241	G. Khadar Basha
30	G.MADUSUDHAN	180151242	G. Madhusudhan
31	G.MAHESH	180151243	G. Mahesh
32	G.MALLAPPA	180151244	G. Mallappa
33	G.RAKESH	180151245	G. Rakesh
34	G.VAMSHI	180151246	G. Vamsi
35	J.SAI GOPAL	180151247	J. Sai gopal
36	J.SUDHAKAR RAIDU	180151248	J. Sudhakar Raidu
37	K.BHEEMESH	180151249	K. Bheemesh
38	K.CHANDRA SEKHAR	180151250	K. Chandra Sekhar
39	K.DINESH	180151251	K. Dinesh
40	K.HARI	180151252	K. Hari

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**S.K.P. Government Degree College, Guntakal**  
**Department of Computer science & applications**  
**Final Report of Certification Course in Computer science & applications**

Department of Computer science & applications, under the guidance of the Principal Dr. K Ganeswar, came up with idea of Msoffice for the students of the College. The Department of Computer science & applications has made a humble beginning to impart and enrich the students with hands on Msoffice by conducting a certificate course in Msoffice for the duration of 45 days. As it was resolved earlier, the main thrust of the course was to inculcate knowledge in Msoffice for the out-going students. The basic structure of the course is prepared keeping in view the needs of the final year students. The said Course was started on 04.08.2018 and completed on 18.9.2018.

The response from the students was overwhelming. In its introductory session the Seminar Hall was jam-packed and students enthusiastically wanted to be the part of it. Dr. K. Ganeswar, the principal, addressed the students intimating them about the importance of Technology in social and corporate realms. He also appreciated the effort of Computer science & applications Department and congratulated Sri P Dharmendra, HOD, Computer science & applications Department, who was the guiding force behind the entire course. The number of students attended the Course was good. 40 Students regularly attended the Classes conducted from 2.30 P M to 4.00 PM.

The sessions were interactive, informative and interesting. The usage of hands on, videos, hand-outs, seminars, quiz's, suggestive books and interesting worksheets helped the students to grasp the tips to learn and understand Msoffice. There were brain-storming sessions, debates, group activities and impromptu presentations which enhanced the confidence level of the students. The Course ran its entire course of 45 days and also took informal inputs from the students for making the course better next time.

  
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After the successful completion of the said Certificate course, a valedictory function was held on 18 SEP 2018. The Principal of the College, Sri Dr K. Gnaneswar, graced the occasion. The meeting was presided over by the HOD (Computer science & applications),

Sri P Dharmendra. In his opening remarks, the Head of the Department explained the need and necessity of introducing the Certificate course. The Principal advised the students to make use of the in-puts given by the Department of Computer science & applications. Certificates were distributed to the all 40 students.

At the end of program DC Sowjanya, Lecturer in Computer science & applications, proposed the vote of thanks.



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**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**  
**Department Of Computer science**

**2018-19**







# **S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

## **DEPARTMENT OF COMPUTER SCIENCE**

### **FEED BACK ON CERTIFICATE COURSE**

#### **GRAPHICAL ANALYSIS**

**( PLEASE TICK ( ✓ ) ON ANY ONE OF THE FOLLOWING )**

1. How do you rate the quality of teaching in the Add on course

- a) Excellent                      b) Good                      c) Average                      d) Poor

2. How is the syllabus appropriate in covering the course

- a) Excellent                      b) Good                      c) Average                      d) Poor

3. Whether the certificate course on Ratio&Proportion, Time & Work is useful to you

- a) Excellent                      b) Good                      c) Average                      d) Poor

4. How do you rate the overall certificate course

- a) Excellent                      b) Good                      c) Average                      d) Poor

5. Is the timing of conduct of classes to your satisfaction

- a) Excellent                      b) Good                      c) Average                      d) Poor

Comments & Suggestions :

Signature of the Student

( *S. getal* )

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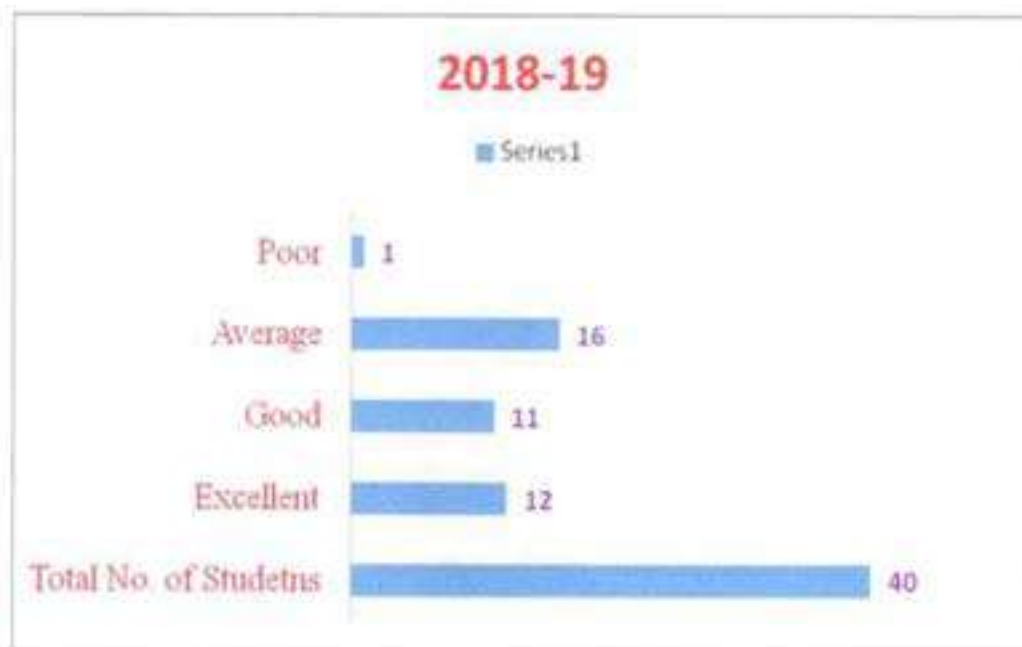
# S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL

## DEPARTMENT OF COMPUTER SCIENCE

### FEED BACK ON CERTIFICATE COURSE

#### GRAPHICAL ANALYSIS

Total No. of Studetns	Excellent	Good	Average	Poor
40	12	11	16	1



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**CERTIFICATE COURSE IN**  
**TAILORING**  
**2018-2019**

SKP GOVERNMENT DEGREE COLLEGE GUNTAKAL

CERTIFICATE COURSE IN TAILORING

RESOLUTION

The women Empowerment cell has initiated short-term course, , i.e Tailoring course with a span of 45 days for catering to the needs of the girls students by providing the basic skills in the present competitive needs.

The Tailoring course was a short –term certificate course started on 16.7.2018 with a span of 45 days, and a Nominal Amount of Rs200 was charged from students to meet the provisions required to start the course. The resource person was k.Mounika. .

Women empowerment cell promotes “sense of self worth” developing the students ability to determine their own choices and their right to influence social change for themselves.

NEED OF THE COURSE : Along with education every student should have skills to support themselves and to their families

Valuable sewing skills develop basic business practices .Student will be able to start her own tailoring business from home.

OUTCOME: Tailoring skills provide self employment and can give a daily income and can enable to develop independently .

With tailoring skills student will be self reliant.

WEC members

Sowjanya



Jayamma



Rizwana



Jayalakshmi



Incharge  
WEC Incharge  
S.K.P Govt. College  
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PERMISSION LETTER

Guntakal

10.7.2018

From

To

The Incharge

The Principal

WEC cell

SKP Government college

SKP Government college

Guntakal

Guntakal

Sir,

Sub: WEC - Request your permission to start certificate course in tailoring-  
Request - Reg

Ref: WEC resolution dated 4.11.2021 with reference of women empowerment cell.

As per the resolution of the college department of WEC met on 9.7.2018 and resolved anonymously to conduct certificate course Tailoring for girl students of our college. Hence I request to put forth your proposal for kind consideration and necessary approval or permission to introduce certificate course in tailoring.

BRIEF DETAILS OF THE COURSE


TITLE OF THE COURSE: CERTIFICATE COURSE IN

TAILORING  
DURATION OF THE COURSE: 30 Days

NUMBER OF GIRL STUDENTS: 45

NEED OF THE COURSE : Most of the college students hail from rural background particularly biological background students and unable to tap the job market. Most of the students are from poor and agricultural background . Hence to enable them to expertise and empower in tailoring skills ,Women empowerment cell has decided to introduce tailoring course certificate .

Thanking you sir

  
Yours faithfully  
WEC Incharge  
S.K.P Govt. College  
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**SKP GOERNMENT DEGREE COLLEGE - GUNTAKAL**  
**CIRCULAR**

Guntakal

12.7.2018

This is to inform all the girl students of this college that Women Empowerment Cell would like to start Tailoring course certificate .The duration of the course will be 45 days .Interested students are required to their names to Incharge of WEC .The students names will be displayed in college notice board.

Group	I Year	II Year	III Year
B.A (HEP)	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
B.A (HPE)	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
B.A (HPT)	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
B.Com (G)			<i>[Signature]</i>
B.Com (CA)	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
BZC		<i>[Signature]</i>	
MPC (TM)	<i>[Signature]</i>		<i>[Signature]</i>
MPC (EM)	<i>[Signature]</i>		<i>[Signature]</i>
Micro Biology	<i>[Signature]</i>	<i>[Signature]</i>	
Bio Chemistry	<i>[Signature]</i>	<i>[Signature]</i>	
MPCS			
MECS	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

*[Signature]*  
Incharge

**WEC Incharge**  
S.K.P Govt. College  
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*[Signature]*  
Principal

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*[Signature]*  
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SYLLABUS FOR TAILORING COURSE

PART I

1. SEWING MACHINE FUNDAMENTALS

History and generation of Sewing Machine, various types and sizes of sewing machine, important parts of sewing machine and their functions, Faulty working and remedies.

2. KNOWLEDGE OF TAILORING AND EMBROIDERY TOOLS

Equipment and accessories used for tailoring and embroider –Such as:  
Measuring tape, cutting scissors, Tailors square, Needles tracing wheel, Thimble and embroidery frames.

3. MATERIALS

Clothes and their characteristics, nature and uses –Such as:  
Cotton, Linen, Rayon, Synthetic, Silk, Woolen for various materials.

4. HAND STITCHES USED FOR TAILORING AND EMBROIDERY

Various kinds of hand stitches such  
as: Tacking, Running, Hemming, Backstitch, Buttonhole, Stemstitch, Herringbone stitch, Lazy daisy, Shadow Stitch, Chain stitch, Long and Short stitch and Satin stitch.

5. TECHNICAL TERMS

  
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Technical terms used in Tailoring –Inlay

Turning,Lapels,Bridle,Fly,Flycatch,Fork,Jetting,Mercerised,Sizing,Selvedge,Dungree,Alterations.

Depth of Seve,Lace,Truebias,Plaid,Crown and Locking

6.OPENING AND FASTENINGS

Different types of opening and fastenings such as:-Facing,Binding,Hooks and eyes.Buttons and Buttonhole,press button and Edge finishes.

7.PLEATS AND GATHERINGS

Types of pleats and gatherings such as-Knife pleat,Inverted pleat,Box pleat & Decorative gatherings(honey combing and smoking)

8.MEASUREMENTS

Process of taking measurements for all kinds of garments and their method of application-Average measurements for different ages-Theory of Eight Heads

9.PREPARING AND FINISHING

Different kinds of transferring methods in fabrics(Carbon method,Pronouncing method and Direct method).Washing and Ironing of embroidery articles

10.KNITTING AND CROCHET

Basic knitting such as Casting on,Casting off,knit,Pearl,Decreasing and Increasing ,knitted patterns,Basic stitches for Crochet work:Chain,Single,Double,

  
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**GUNTAKAL, Ananthapuram**



**SKP GOVERNMENT DEGREE COLLEGE –  
GUNTAKAL 2018-2019**

**LIST OF THE STUDENTS ENROLLED FOR CERTIFICATE COURSE IN TAILORING**

S.NO	NAME OF THE STUDENT	COURSE	HALLTICKET NUMBER <i>Signature</i>
01	K RUPA	B.A.	180153019 <i>K. Rupa</i>
02	R SHREYA	B.A.	180153031 <i>R. Shreya</i>
03	D LATHA	B.A	180153196 <i>D. Latha</i>
04	G PREMA LATHA	B.A	180153139 <i>Gr. Prema latha</i>
05	G TASLIM BANU	B.A	180151001 <i>Gr. Taslim banu</i>
06	A USEN BEE	B.A	180151002 <i>A. usen bee</i>
07	C LAVANYA	B.SC	180151005 <i>C. Lavanya</i>
08	G PRAVALLIKA	B.SC	180151009 <i>Gr. Pravallika</i>
09	J LATHA	B.SC	180151012 <i>J. Latha</i>
10	J SYAMALA	B.Sc.	180151013 <i>J. Syamala</i>
11	M ANJALI	B.Sc	180151015 <i>M. Anjali</i>
12	M VAISHANAVI	B.Sc	180151016 <i>M. Vaishnavi</i>
13	N SAI SIRISHA	B.Sc	180151020 <i>N. Sai Sirisha</i>
14	P LAKSHMI	B.Sc	180151021 <i>P. Lakshmi</i>
15	C MOUNIKA	B.Sc	180151058 <i>C. Mounika</i>

  
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16	P DAKSHAYANI	B.Sc	180151066 P. Dakshayani
17	S MANGAMMA	B.Sc	180151067 S. Mangamma
18	D ALISHA	B.Sc	180151131 D. Alisha
19	B BHAVANA	B.Sc	180151136 B. Bhavana
20	B GOWRI PRIYA	B.Sc	180151138 B. Gowri priya
21	C DHANA LAKSHMI	B.Sc	180151142 C. Dhana lakshmi
22	G AKHILA	B.Sc	180151152 G. Akhila
23	G SHOBA RANI	B.Sc	180151153 G. Shoba Rani
24	K SUKANYA	B.Sc	180151160 K. Sukanya
25	P KATHYAYINI	B.Sc	180151172 P. kathyayini



Incharge

WEC Incharge  
S.K.P Govt. College  
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Model question paper

5x10=50

1. small hard pitted cup worn for protection on the finger that pushes the needle in sewing.

- ☐ tracing
- ☐ buttonhole
- ☐ double
- ☐ thimble:

2.It is used in assembling or constructing the parts of the garment.

- ☐ L-square:
- ☐ thread:
- ☐ embroiderscissors
- ☐ embroidery machine

3.A handy little spring loaded cutting tool that allows for the snipping of threads.

- ☐ chalk,pencil
- ☐ thread,clippers
- ☐ dressmakers,carbon
- ☐ fabric:

4. A tool used to shape the depth of the neckhole and armhole of the pattern.:

- ☐ handneedle
- ☐ Embroidary machine
- ☐ Frenchcurve
- ☐ L-square:



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5. A marking tool that produces dots on most types of fabrics or creates a solidline,ondelicatefabrics.

- ☐ pincushion:
- ☐ buttonhole.scissors
- ☐ L-square:
- ☐ tracing wheel:

6.How many types of tailoring are there?

- a.3
- b.2
- c.4
- d.1

Ans (a)

7.Which of the following are the types of hems?

- a.Rolled Hem
- b.Bound Hem
- c.Both a and b
- d.None of the above

Ans( c)

8.Which of the following are seams?

- a.Plain Seams
- b.French
- C.Flat Fell
- D.All the above
- e.None of the above

Ans (d)

9.What type of stitch is most commonly used for a hem?

- a.Cross Stich
- b.Bound Hem
- c.Rolled Hemd.French Hem

Ans( a)

10.Which of this controls the tightens and looseness of the thread?

- a.Tension Control b.Bobbin c.Presser Foot d.Thread Guides
- Ans (a)



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*Pam*  
WEC Incharge  
S.K.P. Govt College  
GUNTAKAL



**SKP GOVERNMENT DEGREE COLLEGE GUNTAKAL 2018-2019**  
**ATTENDANCE**

S.N	NAME OF THE STUDENT	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
01	K RUPA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
02	R SHREYA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
03	D LATHA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
04	G PREMA LATHA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
05	G TASLIM BANU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
06	A USEN BEE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
07	C LAVANYA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
08	G PRAVALLIKA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
09	J LATHA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	J SYAMALA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	M ANJALI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	M VAISHANAVI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

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13	N SAI SIRISHA	X X X X X X a X X X X X X X X X X X X X X X X
14	P LAKSHMI	X X X X a X X X X X X X X X X X X X X X X X
15	C MOUNIKA	a X X X X X X X X X X X X X X X X X X X X X
16	P DAKSHAYANI	X X X X X X X X a X X X X X X X X X X X X X X
17	S MANGAMMA	X X X X X X X X X X X X X X X X X X X X X X
18	D ALISHA	X X X X X X X X a X X X X X X X X X X X X X X
19	B BHAVANA	X X X X X X X X X X X X X X X X X X X X X X
20	B GOWRI PRIYA	X X X X X X X X a X X X X X X X X X X X X X X
21	C DHANA LAKSHMI	X X X X X X X X a X X X X X X X X X X X X X X
22	G AKHILA	X X X X X X X X X X X X X X X X X X X X X X
23	G SHOBA RANI	X X X X X X X X a X X X X X X X X X X X X X X
24	K SUKANYA	X X X X X X X X a X X X X X X X X X X X X X X
25	P KATHYAYINI	X X X X X X X X a X X X X X X X X X X X X X X

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GUNTAKAL



# SKP GOVERNMENT DEGREE COLLEGE - GUNTAKAL 2018-2019


## FINAL REPORT ON CERTIFICATE COURSE IN TAILORING

### WOMEN EMPOWERMENT CELL

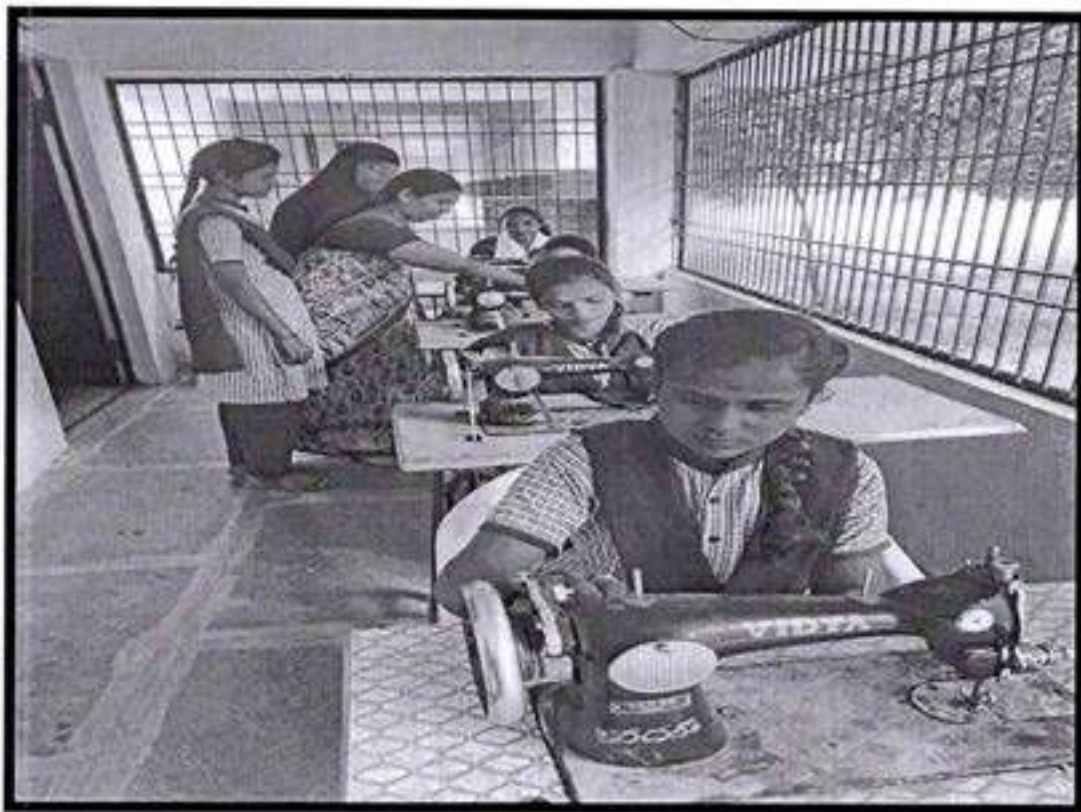
The Women Empowerment cell has made a humble beginning to impart and enrich quality and financial life off students by introducing certificate course Tailoring .The Women Empowerment Cell members resolved to conduct the course for the benefit of girl students. Principal permission is obtained before starting the course all the students are informed that the course details by circular. Among the students enrolled for the course based on criteria of agricultural background and academic performance. 25 students are enrolled in the course .

The course started on 16.7.2018 in women empowerment cell.25 students attended the course for 45 days .As per the resolution the course was continued every day one hour in college timings. After successful completion of the certificate course students were awarded with certificates in valedictory function. The valedictory function was graced by the principal and vice principal and head of the WEC .The principal appreciated the department of WEC for its sincere efforts. Finally the students were received their certificates and feedback was collected by them.

  
PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (A.P.)

  
Incharge  
WEC Incharge  
S.K.P Govt. College  
GUNTAKAL

PHOTOGRAPHS OF THE ACTIVITY





**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**DEPARTMENT OF ENGLISH**

**Minutes of the Department meeting for the conduct of Certificate Course in Spoken English**

Date: 20.07.2017

The Department of English, a pioneer in meeting the needs of students, has decided to be a trailblazer for our College's graduating students. The job market, particularly in the software area, has been booming, and fresh graduates with English proficiency are in high demand. It has been discovered that the percentage of students who are proficient in English is remarkably low. The Department of English has taken the initiative to conduct a Certificate Course in Spoken English, with the simple goal of providing necessary communication skills to outgoing students.

On the 20th of July, 2017, the Department of English had a meeting with its members on the College premises. The meeting was chaired by the Head of the Department, T N Masthanappa, and the lecturers in English Dr. K Hanumnatha Reddy, and K S Das are present. The Department unanimously resolved to organize the Certificate Course in Spoken English for our College's outgoing final year Degree students under the chairmanship of the Head of Department and under the direction of the principal. It was resolved that the Certificate Course will be held for 30 hrs. It was also decided to focus more on students from rural backgrounds, and their medium of instruction is Telugu.

1. Sri T N Masthanappa, Head of the Department


2. Sri K. Hanumantha Reddy, Lecturer in English

3. Sri K S Das, Lecturer in English

:   
Hasthappa

K. 

The Principal

  
S.K.P. GOVERNMENT DEGREE COLLEGE  
GUNTAKAL  
Anantapur (Dist.)

**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**  
**Proposal FOR THE INTRODUCTION OF CERTIFICATE COURSE IN SPOKEN ENGLISH**

Date: 22.07.2017

From  
T N Masthanappa,  
Lecturer in English,  
Head of Department  
S.K.P. Govt. Degree College  
GUNTAKAL,

To  
The Principal,  
S.K.P. Govt. Degree College  
GUNTAKAL,


Respected Sir,

I'd like to make a proposal to you regarding the introduction of an English Certificate Course for our College's final year degree students. The Department of English has been increasingly aware of the requirements of departing students. From the lowest to the greatest levels of employment, English has become the common factor. With all of these considerations in mind, the Department of English would like to launch the course.

The details of the program are

- |                                           |                                |
|-------------------------------------------|--------------------------------|
| 1. Name of the proposed program           | : Spoken English               |
| 2. Duration and timings of the program    | : 30 hrs; 3:30 pm to 4:30pm    |
| 3. Start date of the program              | : 2 <sup>nd</sup> August, 2017 |
| 4. Course fee                             | : Nil                          |
| 5. No. of students expected for admission | : 40                           |

Yours faithfully

  
**PRINCIPAL**  
S.K.P. Govt. Degree College  
GUNTAKAL  
Anantapur (Dist.)

  
Head of Department (English)



**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**  
**DEPARTMENT OF ENGLISH**  
**CERTIFICATE COURSE 2017-2018**  
**SPOKEN ENGLISH**  
**SYLLABUS**

**Unit 1**

Organs of speech  
Sounds syllables  
Weak forms & strong forms  
Accent intonation

**Unit 2**

Public speaking  
Self-introduction and of others greeting people  
Invitation; accepting – declining  
Making request  
Expressing gratitude  
Complimenting,  
Congratulating  
Expressing sympathy apologizing  
Asking for information  
Seeking permission  
Complaining and expressing regret-

**Unit 3**


Basic grammar  
Parts of speech  
Prepositions

**Unit 4**

Subject verb agreement  
Tenses types of sentences  
Transformation of sentences

**REFERENCES:**

1. Bansal R.K and Harrison J.B. Spoken English for Indian
2. Katamba, F. An Introduction to Phonology, Longman, 1989
3. Bygate. M, Speaking. oxford: Oxford University Press.
4. K.S. Smitha Annie pothen English conversational Practice. Sterling Publication Pvt.Ltd
5. Geoffrey Leech, Margaret Dueshar. English Grammar Today.
6. W.S.Allen. Living English structure.
7. Thomson and Martinet. A Practical Grammar. OUP, 1986.

  
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**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**(Affiliated to Sri Krishnadevaraya University)**

**Department of English**


**Certificate Course in Spoken English**

Time: 10.00 AM to 11.00 AM

Max. Marks: 40M

Answer any Three of the following

- |                                                |         |          |
|------------------------------------------------|---------|----------|
| Unit 1: Long Answer Question in 100 words each | 2 out 1 | 1x10=10M |
| Unit 2: Long Answer Question in 100 words each | 3 out 2 | 2x10=20M |
| Unit 3: Grammar                                |         | 1x5=5M   |
| Unit 4: Verb                                   |         | 1x5=5M   |

  
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**(Affiliated to Sri Krishnadevaraya University)**



**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**  
**Department of English**  
**Certificate Course in Spoken English**

Time: 10.00 AM to 11.00 AM

Max. Marks: 40M

Answer any three of the following

(3X10=30)

**Unit I**

1. What is Phonetics?
2. Discuss briefly about different kinds of Tones used in Speech.

**Unit II**

3. Talk about a successful presentation you gave and why you think it did well.
4. Imagine you are seeking some information about getting an air- ticket to Mumbai.  
Construct a conversation of 4-5 exchanges with the travel agent.
5. What are the various kinds of Tones used in Spoken English/

**Unit III and IV**


(1X10=10)

6. Write A/An/The or X in the blanks:

- A) Have you had.....lunch?
- B) She wants to become.....M.L.A.
- C) Engineering is .....useful career.
- D) I've received.....email from my friend.
- E) This is .....HCL product.

7. Fill in the blanks with suitable verb forms

- a) Vegetable .....(sell) at high prices
- b) I switched off the lights after he .....(sleeps)
- c) My aunt and her son .....(eat) and apple everyday
- d) The Moon..... (derive) light from the sun.
- e) We cannot go out as it ..... (rain).

  
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**Anantapur (Dist.)**



**S.K.P. Government Degree College**  
**DEPARTMENT OF ENGLISH**

**Circular**

Date: 25-07-2017


All the B.A. final year degree students are hereby informed that the Department of English is going to start a certificate course in 'Spoken English'. The duration of the course is 30 hrs. Students need not pay any fee for the course. The classes will commence from 02-08-2017. Interested students are required to register their names in the English Department. After successful completion of the course certificate will be provided to the students.

  
Coordinator

Copy to the Library Notice Board

Copy to the Notice Board

Copy for Circulation among the Students

  
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Anantapur (Dist.)



**S.K.P. Government Degree College, Guntakal**

**Department of English**


**Final Report of Certification Course in Spoken English**

The idea for a Spoken English course for the College's students was developed by the Department of English under the direction of Principal Dr. K. Gnaneswar. By offering a certificate programme in spoken English for a total of 30 hours, the Department of English has made a modest start toward educating and enriching the students with English ability. The primary goal of the course, as previously stated, was to develop spoken English skills in the departing students. The needs of the final year students are taken into consideration when creating the course's basic structure. The aforementioned course began on August 2, 2017, and it ended on October 14, 2017.

The response from the students was overwhelming. In its introductory session the Seminar Hall was jam-packed and students enthusiastically wanted to be the part of it. Dr. K. Gnaneswar, the principal, addressed the students intimating them about the importance of English in social and corporate realms. He also appreciated the effort of English Department and congratulated Sri T N Masthanappa, HOD, English Department, who was the guiding force behind the entire course. The number of students attended the Course was good. 41 Students regularly attended the Classes conducted from 3.30 P M to 4.30 PM.

The sessions were interactive, informative and interesting. The usage of videos, hand-outs, stories, comics, suggestive books and interesting worksheets helped the students to grasp the tips to learn and understand English language. There were brain-storming sessions, debates, group activities and impromptu presentations which enhanced the confidence level of the students. The Course ran its entire course of 30 hrs and also took informal inputs from the students for making the course better next time.

A farewell celebration was organised on October 14th, 2017, following the successful conclusion of the aforementioned Certificate course. Sri Dr K. Gnaneswar, the college's principal, attended the event. The meeting was led by Sri. T N Masthanappa, HOD (English). The

  
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**GUNTAKAL**  
Anantapur (Dist.)

Department Head addressed the necessity of launching the Certificate course in his introductory remarks. The Principal recommended the pupils to use the suggestions made by the English Department. The 41 students were all given certificates. At the end of program Sri K. Hanumantha Reddy, Lecturer in English, proposed the vote of thanks.

  
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Anantapur (Dist.)



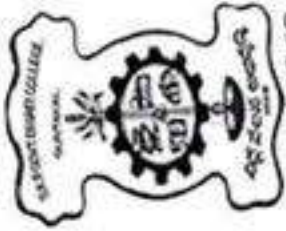


**Registered Final B.A. Students for Spoken English Certificated Course  
2017-18**

S.No.	Register Number	Name of the Student
1	16153032	AGASANURU CHINNA VEERAMMA
2	16153034	BHODEPADU VEERAKALYANA KUMAR
3	16153039	D EERANAGAMMA
4	16153041	EDDULADODDI MAHESH
5	16153046	GUDISE SUDARSHANA
6	16153048	J RANGASWAMY
7	16153053	K VIJAY RAGHAVA
8	16153055	KONAKONDLA RAVI KUMAR
9	16153056	M HANUMAN NAIK
10	16153059	R RAJASHEKAR NAIK
11	16153062	VALMIKI SUMALATHA
12	16153063	VANCHETI SURESH
13	16153091	B CHIRANJEEVI
14	16153092	BATHALLA MAHESH
15	16153093	BATHALLA SHIVA
16	16153094	BURULA ALURU RAVI CHANDRA
17	16153095	DASARI CHARAN KUMAR
18	16153096	GUNDLAPALLI VINOD KUMAR
19	16153097	K RAJU
20	16153098	KONDAJOGULA RAMANJANEYULU
21	16153001	D FARIDABI
22	16153031	D SHABANA
23	16153033	B SURESH
24	16153042	ELLURU GURU PRASAD
25	16153043	G ANIL KUMAR
26	16153044	G DURGA PARASAD
27	16153045	GS ANJANEYULU
28	16153047	GUDURU MURALIKRISHNA
29	16153050	K PAMANNA
30	16153051	K SEKHAR
31	16153054	KAVALI RAVITHEJA
32	16153057	MEDAGATTI RANGAIAH
33	16153058	MEKALA BHASKAR
34	16153060	R SOMASEKHAR
35	16153064	VANCHETI VAMSHI
36	16153065	VANNEPOGULA RAMANJINEYULU
37	16153121	A NATESH YADAV
38	16153122	BURLA SAVITHRI
39	16153123	C CHINNA RANGA SWAMY
40	16153125	G S SRIKANTH
41	16153127	HARIJANA RAJU

*[Signature]*  
Coordinator

*[Stamp]*  
**PRINCIPAL,**  
**S.K.P. G. College**  
**GUNTUR,**  
**Anantapur (Dist.)**



Estd: 1968

# S.K.P. GOVERNMENT DEGREE COLLEGE

GUNTAKAL, ANANTAPURAM-515803, A.P.

Affiliated to Sri Krishnadevaraya University (SKU) Anantapuram

Re-accredited by NAAC with 'B' Grade-CGPA- '2.76'

## Department of English


# Certificate of Participation

This is to certify that Mr./Miss./Mrs. \_\_\_\_\_ studying \_\_\_\_\_ successfully completed 'Spoken English Certificate Course'

Organized by Department of English, S.K.P. Government Degree College, Guntakal, held from \_\_\_\_\_ to \_\_\_\_\_.

  
Coordinator

Principal

  
PRINCIPAL  
S.K.P. Government Degree College  
GUNTAKAL  
Anantapur (Dist.)



**SKP GOVERNMENT DEGREE COLLEGE: GUNTAKAL**  
**Registered Final B.A. Students for Spoken English Certificated Course**  
**2017-18**

S.No.	Register Number	Name of the Student	Signature of the Students
1	16153032	AGASANURU CHINNA VEERAMMA	<i>[Signature]</i>
2	16153034	BHODEPADU VEERAKALYANA KUMAR	<i>[Signature]</i>
3	16153039	D EERANAGAMMA	<i>[Signature]</i>
4	16153041	EDDULADODDI MAHESHI	<i>[Signature]</i>
5	16153046	GUDISE SUDARSHANA	<i>[Signature]</i>
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39	16153123	C CHINNA RANGA SWAMY	<i>[Signature]</i>
40	16153125	G S SRIKANTH	<i>[Signature]</i>
41	16153127	HARIJANA RAJU	<i>[Signature]</i>

*[Signature]*  
Coordinator

**PRINCIPAL**  
**S.K.P. Government Degree College**  
**GUNTAKAL**  
**Anantapur District**

**SKP GOVERNMENT DEGREE COLLEGE: GUNTAKAL**  
**Spoken English Certificate Course (2017-18)**  
**Participants Feedback Form**

Date:

**Instructions:** Please indicate your level of agreement with the statements listed below.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The objectives of the training were clearly defined.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Participation and interaction were encouraged.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The topics covered were relevant to me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The content was organized and easy to follow.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The materials distributed were helpful.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. This training experience will be useful in my work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The trainer was knowledgeable about the training topics.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The trainer was well prepared.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. The training objectives were met.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. The time allotted for the training was sufficient.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. The meeting room and facilities were adequate and comfortable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Please share other comments or expand on previous responses here:					

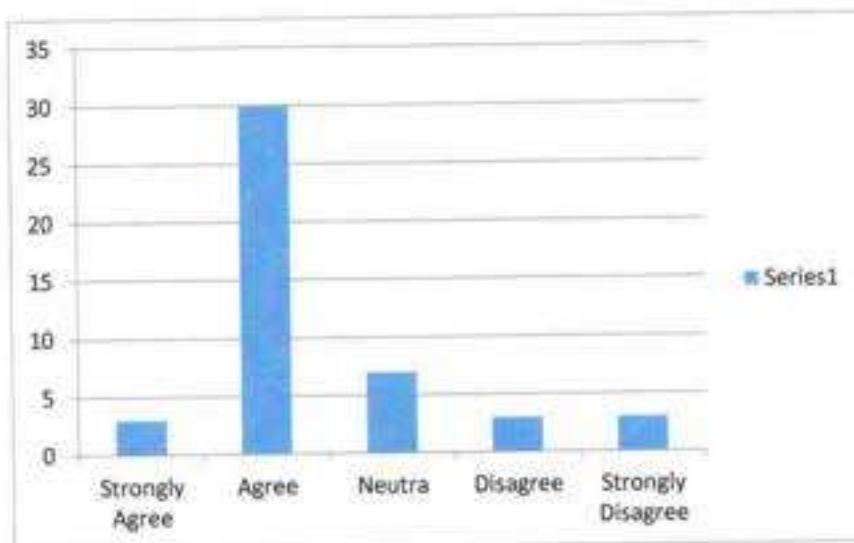
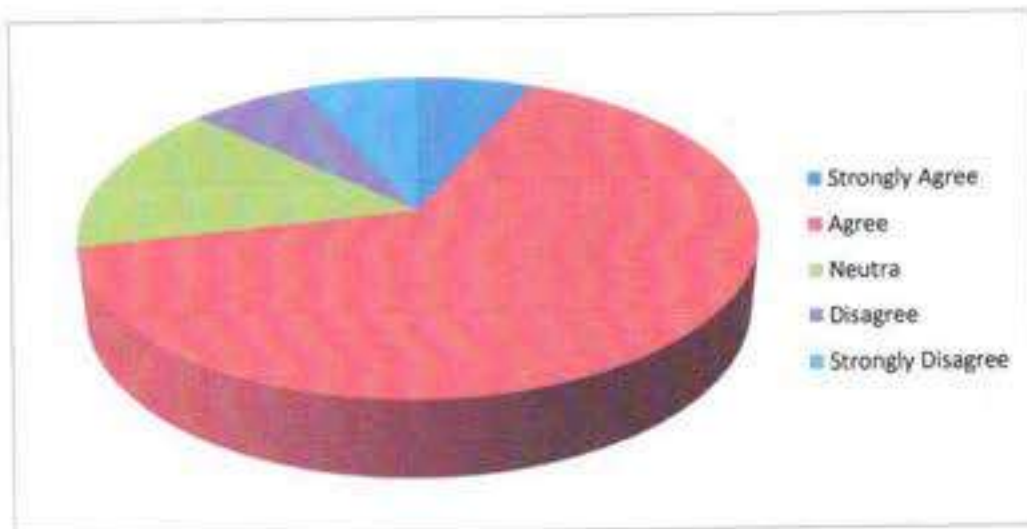
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**GUNTAKAL**  
 Anantapur (Dist.)

*[Signature]*



**SKP GOVERNMENT DEGREE COLLEGE: GUNTAKAL**  
**Spoken English Certificate Course (2017-18)**  
**Participants Feedback Form**

<b>Total Students</b>	<b>42</b>
<b>Strongly Agree</b>	<b>3</b>
<b>Agree</b>	<b>30</b>
<b>Neutra</b>	<b>7</b>
<b>Disagree</b>	<b>3</b>
<b>Strongly Disagree</b>	<b>3</b>



  
**P. S. K. PRASAD**  
**S.K.P. Government College**  
**Guntakal, Dist. Anaparthi (Dist.)**

  
**P. S. K. PRASAD**

Photos of Spoken English Certificate Course 2017-18



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GURUJAL  
Anantapur (Dist.)

*Handwritten signature*



**S K P GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**LIST OF FINAL B.A. STUDENTS ENROLLED FOR SPOKEN ENGLISH CERTIFICATE COURSE**  
ATTENDANCE SHEET FOR THE ACADEMIC YEAR 2017-18

S.N	Register Number	Name of the Student	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
1	16153032	CHINNA VEERAMMA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
2	16153034	B.VEERAKALYANA	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
3	16153039	D.EERANAGAMMA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
4	16153041	E. MAHESH	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
5	16153046	GUIDISE SUDARSHANA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
6	16153048	J RANGASWAMY	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
7	16153053	K VIJAY RAGHAVA	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
8	16153055	K. RAVI KUMAR	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
9	16153056	M HANUMAN NAIK	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10	16153059	R RAJASHEKAR NAIK	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
11	16153062	VALMIKI SUMALATHA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
12	16153063	VANCHETTI SURESH	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
13	16153091	B CHIRANJEEVI	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
14	16153092	BATHALLA MAHESH	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
15	16153093	BATHALLA SHIVA	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
16	16153094	B.A RAVI CHANDRA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
17	16153095	D. CHARAN KUMAR	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
18	16153096	G. VINOD KUMAR	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
19	16153097	K RAJU	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
20	16153098	K. RAMANJANEYULU	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
21	16153001	D FARIDABI	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
22	16153031	D SHABANA	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
23	16153033	B SURESH	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
24	16153042	E. GURU PRASAD	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
25	16153043	G ANIL KUMAR	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
26	16153044	G DURGA PARASAD	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
27	16153045	GS ANJANEYULU	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
28	16153047	G. MURALIKRISHNA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
29	16153050	K PAMMANNA	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/



**SRI GOVERNMENT COLLEGE FOR WOMEN  
LIST OF FINAL & A STUDENTS ENROLLED FOR SPOKEN ENGLISH CERTIFICATE COURSE**

ATTENDANCE SHEET FOR THE ACADEMIC YEAR 2017-18

30	16153051	K SEKHAR
31	16153054	KAVALI RAVITHEJA
32	16153057	M. RANGAIAH
33	16153058	MEKALA BHASKAR
34	16153060	R SOMASEKHAR
35	16153064	VANCHETI VAMSHI
36	16153065	V. RAMANJINEYULU
37	16153121	A NATESH YADAV
38	16153122	BURLA SAVITHRI
39	16153123	C C RANGA SWAMY
40	16153125	G S SRIKANTH
41	16153127	HARIJANA RAJU

*M. J. J.*

**PRINCIPAL**  
**S.K.P. Govt. Degree College**  
**GUNTAKAL,**  
**Anantapur (Dist. V.)**



యస్. కె. పి. ప్రభుత్వ డిగ్రీ కళాశాల, గుంతకల్

తెలుగు కాఖ

తెలుగు టైపింగ్ సర్టిఫికేట్ కోర్స్ నిర్వహించాలని తెలుగు కాఖ తీర్మానం.

తేది: 24/07/2017

తెలుగు కాఖ ఆధ్వర్యం లో డిగ్రీ బిఏ, బికాం, బియస్సె విద్యార్థులకు సర్టిఫికేట్ కోర్స్ నిర్వహించాలని తీర్మానించాము. అందులో భాగంగా విద్యార్థులకు ఫ్రెంట్ మీడియా, ఏలక్ట్రానిక్ మీడియా, మరియు ప్రసారమాధ్యమాల్లో ఇంగ్లీషు నుండి తెలుగులో అనువదించడానికి ఉపయోగపడే విధంగా తెలుగు టైపింగ్ అనే సర్టిఫికేట్ కోర్స్ ను నిర్వహించాలని తీర్మానించుకున్నాము.

24-07-2017 తేదిన తెలుగు కాఖ ఆధ్వర్యం లో సమావేశం జరిగింది. ఈ సమావేశానికి అధ్యక్షులు గా వి. కొండారెడ్డి మరియు అధ్యాపకులు యం. రామస్వామి మరియు టి. జయమ్మ పాల్గొన్నారు. దీనిని కళాశాల ప్రెన్సిపాల్ గారి ఆదేశాల మేరకు 40 రోజుల కాలవ్యవధిలో సర్టిఫికేట్ కోర్స్ నిర్వహించాలని తీర్మానించుకున్నాము.

వి. కొండారెడ్డి (తెలుగు కాఖాధ్యక్షులు)

వి. కొండారెడ్డి

యం. రామస్వామి (తెలుగు అధ్యాపకులు)

యం. రామస్వామి

టి. జయమ్మ (తెలుగు అధ్యాపకులు)

టి. జయమ్మ

PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapur District

## యస్. కె. పి. ప్రభుత్వ డిగ్రీ కళాశాల, గుంతకల్

తెలుగు కాబ

ఎస్ కె పి ప్రభుత్వ డిగ్రీ కళాశాల గుంతకల్

కళాశాల ప్రెసిడెంట్

ఎస్ కె పి ప్రభుత్వ డిగ్రీ కళాశాల గుంతకల్

**విషయం:** తెలుగు టైపింగ్ సర్టిఫికేట్ కోర్స్ ప్రారంభించడానికి అనుమతి కొరకు:

ఎస్ కె పి ప్రభుత్వ డిగ్రీ కళాశాల గుంతకల్ తెలుగు కాబ ఆధ్వర్యంలో డిగ్రీ మూడవ సంవత్సరం విద్యార్థులకు తెలుగు టైపింగ్ సర్టిఫికేట్ కోర్స్ నిర్వహించాలని తెలుగు కాబ తీర్మానించింది. నేటి సమాజంలో పత్రికల ప్రభావం ప్రేంట్ మీడియా ఎలక్ట్రానిక్ మీడియా ప్రసార మాధ్యమాల ప్రభావం ఎక్కువగా ఉంది. విద్యార్థులు వాటిలో అవకాశాలు పొందేలా తెలుగు కాబ తెలుగు టైపింగ్ సర్టిఫికేట్ కోర్స్ నిర్వహించడానికి అనుమతించగలరు.

### కోర్సు వివరాలు

కోర్స్ పేరు: తెలుగు టైపింగ్

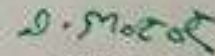
కోర్సు కాల వ్యవధి సమయం: 40 రోజులు సా. 5 నుండి 6 గంటల వరకు

ప్రారంభ తేదీ: 2 ఆగస్టు 2017

కోర్స్ ఫీజు: ఏమీ లేదు

ముగ్గుం విద్యార్థుల సంఖ్య: 40

  
**PRINCIPAL**  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (AP)



తెలుగు కాబ  
Dept. Of Telugu  
S.K.P. GOVT. COLLEGE  
GUNTAKAL - 515801



యస్. కె. పి. ప్రభుత్వ డిగ్రీ కళాశాల, గుంతకల్

తెలుగు కాఖ

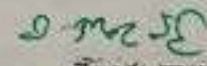
సర్దులర్

25-07-2017

కళాశాలలో బిఏ చదువుతున్న విద్యార్థులు అందరికీ తెలుగు కాఖ తెలియజేయునది ఏమనగా తెలుగు కాఖ తెలుగు ట్రైపింగ్ అనే సర్టిఫికేట్ కోర్సులు నలభై రోజుల వ్యవధిలో ఎలాంటి రుసుము లేకుండా నిర్వహిస్తుంది. కోర్సు 02-08-2018 తేదీన ప్రారంభం అవుతుంది ఆసక్తిగల విద్యార్థులు ఏడు నమోదు చేసుకోండి. కోర్స్ పూర్తి అయిన తర్వాత సర్టిఫికేట్ కూడా జారీ చేయబడును కావున విద్యార్థులందరూ ఈ అవకాశాన్ని సద్వినియోగం చేసుకోగలరు.

ఇట్లు

  
PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapur District

  
తెలుగు కాఖ  
Dept. Of Telugu  
S.K.P. GOVT. COLLEGE  
GUNTAKAL - 515801

## యస్. కె. పి. ప్రభుత్వ డిగ్రీ కళాశాల, గుంతకల్

### తెలుగు కాఖ

#### తెలుగు టైపింగ్ సర్టిఫికేట్ కోర్స్ తుది నివేదిక

తెలుగు కాఖ ఆధ్వర్యంలో బిఏ, బీకాం, బీఎస్సీ విద్యార్థులకు తెలుగు టైపింగ్ సర్టిఫికేట్ కోర్సు 40 రోజుల కాలవ్యవధిలో నిర్వహించాలని కళాశాల ప్రెసిసిపల్ జ్ఞానేశ్వర్ గారి ఆధ్వర్యంలో తీర్మానం జరిగింది. డిగ్రీ పైనలియర్ విద్యార్థులు కోర్స్ అయిపోయిన తర్వాత వారికి ఉపయోగపడే విధంగా బాషా నైపుణ్యాలను నేర్పించడం ఈ కోర్సు యొక్క ప్రధాన ఉద్దేశం ప్రింట్ మీడియా, ఎలక్ట్రానిక్ మీడియా, ప్రసార మాధ్యమాలను దృష్టిలో ఉంచుకొని కోర్స్ రూపొందించడం జరిగింది.

సర్టిఫికేట్ కోర్స్ ప్రారంభ సమావేశంలో విద్యార్థులు చాలా ఉత్సాహంగా పాల్గొన్నారు. ప్రెసిసిపల్ డా. కె. జ్ఞానేశ్వర్ గారు విద్యార్థులను ఉద్దేశిస్తూ నేటి సమాజం మీద మీడియా, పత్రిక రంగాలు అత్యంత ప్రభావాన్ని చూపిస్తున్నాయి ఈ రంగాల్లో ఉద్యోగ అవకాశాలు పొందేలా ఈ సర్టిఫికేట్ కోర్స్ మీకు చాలా ఉపయోగపడుతుంది కాబట్టి విద్యార్థులు ఈ అవకాశాన్ని ఉపయోగించుకుని ఆయా రంగాల్లో ముందుకెళ్లాలని విద్యార్థులకు సూచించారు.

విద్యార్థులు కోర్స్ నేర్చుకునే సమయంలో కంప్యూటర్ లో తెలుగును టైపింగ్ చేయడం, కి బోర్డు ను ఉపయోగించడం, ఇంగ్లీష్ నుండి తెలుగు అనువదించడం మొదలైన విషయాలన్నీంటినీ బ్లాక్ బోర్డ్ ఉపయోగిస్తూ, ఐ సి టి క్లాసు ఉపయోగిస్తూ బోధించడం జరిగింది. తర్వాత విద్యార్థులను లాంగ్వేజ్ ల్యాబ్ కి తీసుకెళ్లి ప్రతి విద్యార్థి పైన ప్రత్యేక శ్రద్ధతో టైపింగ్ ప్రాక్టీస్ చేయించాము. రెండు వారాల తర్వాత విద్యార్థికి ఆంగ్ల వాక్యాలను ఇచ్చి తెలుగులో టైప్ చేయమని సూచించాము. మొత్తం 40 రోజుల పాటు కోర్సు కొనసాగింది. కోర్స్ పూర్తయిన తర్వాత విద్యార్థులకు ముగింపు సమావేశంలో ప్రెసిసిపల్ డా. కె. జ్ఞానేశ్వర్ గారి చేతుల మీదుగా సర్టిఫికేట్లు జారీ చేసి కోర్సును విజయవంతంగా ముగించాము.



యస్. కె. పి. ప్రభుత్వ డిగ్రీ కళాశాల, గుంతకల్

తెలుగు శాఖ

సర్టిఫికేట్ కోర్స్: ఆస్ లైన్ తెలుగు టైపింగ్

పాఠ్య ప్రణాళిక:

తెలుగు టైపింగ్ - పరిచయం

తెలుగు టైపింగ్ - ఆవశ్యకత

తెలుగు కీ బోర్డు

తెలుగు టైపింగ్ - అనువర్తనాలు

తెలుగు లేఖని (Leekhini)

# SKP Government Degree College, Guntakal

Registration form for Telugu Typing Certificate Program  
Department of Telugu -Academic Year 2017-18

క్రమ సంఖ్య	Hall ticket no.	విద్యార్థి పేరు	సంతకం
1	170153151	S Rangaswamy	S Rangaswamy
2	170153152	B Vamsikrishna	B. Vamsi Krishna
3	170153153	B Narasimhulu	B. Narasimhulu
4	170153154	B Bharat	B Bharat
5	170153155	B Harish	B. Harish
6	170153156	B Mallika	B. Mallika
7	170153157	B MANikalyan	B. MANikalyan
8	170153158	B Nagaraju	B. Nagaraju
9	170153159	B Surendra	B. Surendra
10	170153160	C Mahesh	C. Mahesh
11	170153161	D Venugopal	D. Venugopal
12	170153162	D Raghavendra	D. Raghavendra
13	170153163	D Nabhirasul	D. Nabhirasul
14	170153164	K Pandu ranga	K. Pandu Ranga
15	170153165	K Saroja	K. Saroja
16	170153166	K Kullayaswamy	K. Kullayaswamy
17	170153167	K Rajashekar	K. Rajashekar
18	170153168	K Timmaraju	K. Timmaraju
19	170153169	M Ravikumar	M. Ravikumar
20	170153170	M Manohar	M. Manohar
21	170153171	M Anilkumar	M. Anilkumar
22	170153172	M Preeti	M. Preeti
23	170153173	M Keshava	M. Keshava
24	170153174	M Raj kumarnaik	M. Raj kumarnaik
25	170153175	P Venkatesh	P. Venkatesh
26	170153176	R Chandra shekar	R. Chandra shekar
27	170153177	R Ganesh Naik	R. Ganesh Naik
28	170153178	S Pavan kumar	S. Pavan kumar
29	170153179	T Mahendra	T. Mahendra
30	170153180	V Nagendrababu	V. Nagendrababu
31	170153181	Y Balakrishna	Y. Balakrishna
32	170153182	A Bheemlinga	A. Bheemlinga
33	170153183	A Ramesh	A. Ramesh
34	170153184	B Ramu	B. Ramu
35	170153185	C Sukanya	C. Sukanya
36	170153186	D Sreekanth	D. Sreekanth
37	170153187	D Yerriswamy	D. Yerriswamy
38	170153188	D Sunanda	D. Sunanda
39	170153189	D Eswarappa	D. Eswarappa
40	170153191	D Saiteja	D. Saiteja

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**Dept. Of Telugu**  
S.K.P. GOVT. COLLEGE  
GUNTAKAL - 515001



**S K P Government Degree College, Guntakal**  
**Attendance sheet for the Academic year - 2017-18**

S.No	Student Name	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
1	S Ranganathan	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	B Vamsikrishna	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	B Narasimulu	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	B Bharat	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	B Harish	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6	B Malika	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	B Manikyan	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	B Nagaraju	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	B Suresh	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	C Ashish	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	D Venugopal	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	D Raghavendra	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	D Nandini	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	K Pande Sangeetha	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	K Sangeetha	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	K Kalyanaswamy	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	K Kaponekar	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	K Yashwanth	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	M Ravikumar	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	N Manohar	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21	M Anandkumar	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22	M Priya	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23	M Anshu	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24	M Raj kumar	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25	P Venkatesh	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
26	R Chandra shekar	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
27	R Ganesh Nani	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
28	S Pavan Kumar	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29	T Mahendra	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
30	V Nagendrababu	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
31	V Balakrishna	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
32	A Bhargava	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
33	A Ramesh	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
34	B Rame	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
35	C Sukanya	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
36	D Sreekanth	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X														

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*(Signature)*  
**Dept. Of Telugu**  
**S.K.P. GOVT. COLLEGE**  
**GUNTAKAL - 515301**

S.No	Student Name	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000	1001	1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012	1013	1014	1015	1016	1017	1018	1019	1020	1021	1022	1023	1024	1025	1026	1027	1028	1029	1030	1031	1032	1033	1034	1035	1036	1037	1038	1039	1040	1041	1042	1043	1044	1045	1046	1047	1048	1049	1050	1051	1052	1053	1054	1055	1056	1057	1058	1059	1060	1061	1062	1063	1064	1065	1066	1067	1068	1069	1070	1071	1072	1073	1074	1075	1076	1077	1078	1079	1080	1081	1082	1083	1084	1085	1086	1087	1088	1089	1090	1091	1092	1093	1094	1095	1096	1097	1098	1099	1100	1101	1102	1103	1104	1105	1106	1107	1108	1109	1110	1111	1112	1113	1114	1115	1116	1117	1118	1119	1120	1121	1122	1123	1124	1125	1126	1127	1128	1129	1130	1131	1132	1133	1134	1135	1136	1137	1138	1139	1140	1141	1142	1143	1144	1145	1146	1147	1148	1149	1150	1151	1152	1153	1154	1155	1156	1157	1158	1159	1160	1161	1162	1163	1164	1165	1166	1167	1168	1169	1170	1171	1172	1173	1174	1175	1176	1177	1178	1179	1180	1181	1182	1183	1184	1185	1186	1187	1188	1189	1190	1191	1192	1193	1194	1195	1196	1197	1198	1199	1200	1201	1202	1203	1204	1205	1206	1207	1208	1209	1210	1211	1212	1213	1214	1215	1216	1217	1218	1219	1220	1221	1222	1223	1224	122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## S.K.P. GOVERNMENT DEGREE COLLEGE

GUNTAKAL, ANANTAPURAM-515803, A.P.

Affiliated to Sri Krishnadevaraya University (SKU) Anantapuram

Re-accredited by NAAC with 'B' Grade-CGPA- '2.76'

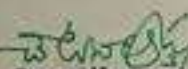
### Department of Telugu

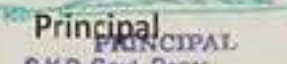
## Certificate Of Participation

This is to certify that Mr./Miss./Mrs. \_\_\_\_\_ studying

\_\_\_\_\_ successfully completed 'Telugu Typing Certificate Course'

Organized by Department of Telugu, S.K.P. Government Degree College, Guntakal, held  
from \_\_\_\_\_ to \_\_\_\_\_.

  
**Coordinator**  
Dept. Of Telugu  
S.K.P. GOVT. COLLEGE  
GUNTAKAL - 515803

  
**Principal**  
PRINCIPAL  
S.K.P. Govt. Degree  
GUNTAKAL

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Certificate course photos



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**S.K.P.GOVERNMENTCOLLEGE::Guntakal**  
**DEPARTMENT OF Economics**

**PROPOSALFORTHINTRODUCTION OFCERTIFICATECOURSEIN BASICS OF STOCK  
MARKET**

**Dt:15/07/2017**

From  
The In charge  
Department of Economics  
S.K.P. Government College

To  
The Principal  
S.K.P. Government College

Guntakal

Guntakal

Respected Sir,

I would like to put the a proposal before your goodness to introduce a Certificate course in Economics for B.A. first year and Second year students of our college. Due to increase in awareness of STOCK MARKET, it is imperative for the students of Economics and in general every student to have awareness on BASICS STOCK MARKET. I request you Sir, to permit us to start Certificate Course in Dept. of ECONOMICS.

Thanking You Sir.

**Details of the Programmer :**

- |                                         |                          |
|-----------------------------------------|--------------------------|
| ➤ Program duration                      | :45Days                  |
| ➤ Timings of the program                | :3.00to4.00PM            |
| ➤ Duration of the program               | :01/08/2017to 16/09/2017 |
| ➤ Course fee                            | :-Nil-                   |
| ➤ Numberofstudentsexpectedforadmission: | 45                       |

**PRINCIPAL**  
**S.K.P. Govt. Degree College**  
**GUNTAKAL, Adampuram (DL)**  
Dept.ofEconomics,SKPGovt.College,Guntakal

Incharge



# S.K.P.GOVERNMENT COLLEGE::Guntakal

## DEPARTMENT OF ECONOMICS

### MINUTES OF THE DEPARTMENT MEETING FOR THE CONDUCT OF CERTIFICATE COURSE IN BASICS STOCK MARKET BY DEPARTMENT OF Economics

Department of ECONOMICS, pioneer in catering to the needs of the students has decided to be a trend setter for the First year and Second year students of our college in introduction of Certificate Course.

There are various types of stock markets and there are ample opportunities in this sector for the people looking for building a career or earning extra income. Anyone who is interested in trading can easily learn about this and excel. The courses are designed in such a way that it becomes very easy for everyone to learn and grow. Both online and offline classrooms are conducted along with special live doubt sessions for better understanding of the subject. The major advantages of doing a course in Stock Market course is that they get to learn plenty of things about the subject to thrive in this field. Students are trained to set goals of a properly planned investment.

The department of ECONOMICS has conducted a meeting with the members of the department in the Departmental Staff room on 15/7/2017. The meeting is chaired by the Head of the Department and on the instruction by The Principal. The department has unanimously resolved to conduct certificate course in BASICS OF STOCK MARKET for the First year and Second year degree students of our college.

The course is designed to be for a duration of 45 days. Further it is resolved to concentrate on students with rural background and total intake of the students shall be less than 45. Circular, informing the students will be sent after the approval by the Principal and the classes of the Certificate Course shall be conducted off the time table of the college.

Date: 15/07/2017

Department of Economics

Dept. of Economics, SKP Govt. College, Guntakal

**PRINCIPAL**  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananihapuramu (Dt.)

In charge

SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL

CERTIFICATE COURSE

Academic year: 2017-18



# **S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

## **Department Of Commerce**

### **Minutes of the Department meeting for the conduct of Certificate Course in Tally**

Date: 01-10-2017

The Department of Commerce, a leader in catering to student needs, has made the decision to widen opportunities for individuals graduating from our College. There is a considerable need for new graduates with Tally skills due to the expanding job market, which has been particularly visible in the financial sector. With the straightforward objective of equipping graduating students with the requisite practical Tally abilities, the Department of Commerce has taken the initiative to provide a Certificate Course in Tally.

On 01/10 2017, the Department of Commerce held a meeting with its members on the College's property. The conference was led by the department head, P Janardhana Sastry, and attended by, K. Rajasekhar, M. Basavaraju, and S. Venkatesulu lecturers in commerce. The Department unanimously decided to organise the Certificate Course in Tally for degree-seeking students at our College, with the lecturers serving as the course instructors and the Department Head serving as chairman. As promised, the Certificate Course would span 45 days.

1. Sri P Janardhana Sastry, Head of the Department :

2. Sri TM Madhavaiah, Lecturer in Commerce

3. Sri Dr G. Pavan Kumar, Lecturer in Commerce

  
Lecturer in Commerce  
S.K.P. Govt. Degree College  
GUNTAKAL.



  
S.K.P. Govt. Degree College  
GUNTAKAL, 515 801, (A.P.)  
The Principal

**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**  
**PROPOSAL FOR THE INTRODUCTION OF CERTIFICATE COURSE IN TALLY**

DATE: 03.10.2017

From  
P Janardhana Sastry,  
Lecturer in Commerce,  
Department in charge  
S.K.P. Govt. Degree College  
Guntakal


To  
The Principal,  
S.K.P. Govt. Degree College  
Guntakal,

Respected Sir,

I would want to suggest that our college hold a certificate programme in accounting software called "Tally" for third-year B.com students in their last year of coursework. The demands of departing students are now more regularly communicated to the Department of Commerce. From the lowest to the highest levels of employment, Tally knowledge has become crucial for commerce students. The Department of Commerce is excited to start the course taking into account all of these factors. The details of the program are

- |                                           |                                  |
|-------------------------------------------|----------------------------------|
| 1. Name of the proposed program           | : Tally                          |
| 2. Duration and timings of the program    | : 45 days; 04.00 pm to 05:00pm   |
| 3. Start date of the program              | : 10 <sup>th</sup> December 2017 |
| 4. Course fee                             | : Nil                            |
| 5. No. of students expected for admission | : 45                             |

  
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GUNTAKAL  
Anantapur (Dist.)

Yours faithfully  
  
**Department of Commerce**  
S.K.P. Govt. Degree College  
Guntakal  
Department in charge (Commerce)



**S.K.P. Government DEGREE COLLEGE, GUNTAKAL.**

**Department of Commerce**

**Circular**

Date: 04-10-2017


All the B.Com final year degree students are hereby informed that the Department of Commerce is going to start a certificate course in 'Tally'. The duration of the course is 45 days. Students need not pay any fee for the course. The classes will commence from 10-10-2017. Interested students are required to register their names in the commerce Department. After successful completion of the course certificate will be provided to the students.

  
Coordinator  
S.K.P. Govt. Degree College  
GUNTAKAL.

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Copy for Circulation among the Students

  
S.K.P. GOVT. DEGREE COLLEGE  
GUNTAKAL-515 803



  
10/10/17

## TALLY CERTIFICATE COURSE (2017-18) SYLLABUS

**Accounting** – It is the most important feature of Tally ERP. the very first thing that comes to anyone's mind after listening about Tally is Accounting.

**Billing** – Billing is a significant part of any business. As and when you pass an accounting entry synchronously a bill is generated which you can use for raising or sending an invoice. Most people believe that Billing is a part of Accounting which is not true when it comes to business. Billing Option present in Tally eliminates the task of entering separate accounting.

**Payroll** – This feature can be used when you have a good number of employees. To maintain Payroll in Tally, functions such as employee groups, employee categories, pay heads, attendance, and course employees are used.

**Banking** – In this era of digitalization, no business can survive without Banking. With the help of Tally ERP, TDS GST both direct and indirect tax can be calculated automatically and its returns will be also be filed online.

**Taxation** – For any business to survive it shouldn't operate in isolation. The Business should work in cooperation with State as well as Central Government by paying appropriate Taxes. Calculation of Taxes based on the income, sale, and dispatch is quite hectic. Tally makes it easy for you to prepare any bill or invoice as it can give VAT, Income Tax, Excise, Customs, Service tax, etc.

**Inventory** – Maintenance of Stock is of utmost importance for any business. It's vital as it gives better control over business sales. Thus, the movement of stock is an integral part that can be kept in control.

  
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GUNTAKAL-515 907





**Model Question Paper (2017-18)**

**Tally Certificate Course**

**Time: 1.30 hrs**

**Maximum Marks: 50**


---


Each question carries 5 marks (8\*5=40)

1. Mention what features are available in Tally ERP 9 for Accounting?
2. Mention what are the types of ledger you can make in Tally ERP 9?
3. Mention what is the shortcut to repeat the narration on a voucher?
4. Explain what is Tally and where it can be used?
5. Mention what are the options available in Account Books Menu in Tally ERP 9?
6. Explain what features you can use to convert data in encrypted form in Tally ERP9?
7. What does the statement of Inventory be used for?
8. Mention what are the types of Tally ERP 9 vouchers? Also give the shortcut for creating these vouchers?

Each question carries 1 mark (10\*1=10)

1. Transfer of materials from one godown to another godown, use
  - a. Stock Journal
  - b. Purchase Journal
  - c. Manufacturing Journal
  - d. Both a and b
2. To remove a line at all reports screen, shortcut is
  - a. Alt + R
  - b. Alt + S
  - c. Alt + 1
  - d. Alt + T
3. Multiple godowns are activated from
  - a. F11 > F1
  - b. F11 > F2
  - c. F11 > F3
  - d. F11


  
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4. The shortcut used to activate calculator is
- Ctrl + A
  - Ctrl + B
  - Ctrl + M
  - Ctrl + N
5. We can create multiple users in Tally activating
- Tally Audit
  - Use Security Control
  - Both a and b
  - All of these
6. Single Entry mode is applicable for
- Payment Voucher
  - Contra Voucher
  - Receipt Voucher
  - All of these
7. Tally package is developed by
- Microsoft
  - Adobe Software
  - Apple Software
  - Tally Solutions
8. What is MRP?
- Minimum Retail Price
  - Maximum Retail Price
  - Marginal Price
  - Market Price
9. Voucher Class for Interest calculation created based on
- Debit and Credit Note
  - Journal Voucher
  - Receipt and payment Voucher
  - Both a and b
10. We can cancel a voucher using
- Alt + X
  - Ctrl + Shift + X
  - Ctrl + X
  - Shift + X

  
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GUNTAKAL.




  
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GUNTAKAL-515 803



**SKP Government Degree College, Guntakal**  
**Students list registered for Tally certification course 2017-18**

S.no	Roll numbers	Name of the students
1	16155001	UNEBADI PAVAN KUMAR
2	16155002	GAJULA SOMANATH
3	16155003	SAYA UDAY KUMAR
4	16155004	SHAIK SHAKEEL AHMED
5	16155006	JYOGI SANDEEP
6	16155007	KUMMARA PURUSHOTTAM
7	16155008	V VISHWANATH
8	16155010	SHAIK MOHAMMED AFREEDI
9	16155012	BEVANAPATI PAVITHRA
10	16155013	C N RAMANJINEYULU
11	16155014	C RAMA KRISHNA
12	16155015	CHENNURU MANOHAR
13	16155016	DEVARA SHIVA
14	16155018	G PRAHLADA
15	16155019	GADDE SASI KUMAR
16	16155020	HOTHURU KULLAYAPPA
17	16155021	JUTUR KALAVATHI
18	16155022	K VENKATA RAMANA REDDY
19	16155023	KRUUBA JAGADEESH
20	16155024	M KUSHAL KUMAR
21	16155025	M MALLAIAH
22	16155026	M PRAKASH
23	16155027	MANDATI PURUSHOTTAM
24	16155029	P DASTAGIRI
25	16155031	P SARALA
26	16155211	P NEELAKANTA
27	16155212	PINJARI MAHAMMAD RAFI
28	16155213	PULADASARI VISHNUPRIYA
29	16155214	PUSALA PRABHAVATHI
30	16155215	R SHIRISHA
31	16155216	RAJAMMAGARI JAYAKRISHNA
32	16155217	SATHULA VADDE HARIKRISHNA
33	16155218	SHAIK FIRDOSE
34	16155219	SUNKARA INDU
35	16155220	TAVISIKODA SUKUMAR
36	16155221	TELUGU ANJANEYULU
37	16155222	TIRUMALA MOUNESH
38	16155223	VADLIPALLI BHAVANI
39	16155224	VANCHETI VEERESH
40	16155225	YEMMANNAGARI SURESH
41	16155226	YERUKALA RAVI
42	16155227	KMD ILLIYAZ
43	16155228	M NIZAMUDDIN
44	16155229	M ZAMEERA BANU
45	16155230	S SHAHEENA BEGUM

  
**Department of Commerce**  
**S.K.P. Govt. Degree College**  
**GUNTAKAL.**

  
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**GUNTAKAL**  
**Anantapur (Dist.)**

# SKP Government Degree College, Guntakal

## Attendance sheet certificate programme -2017-18

S.no	Roll numbers	Name of the students	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1	16155001	UNEBADI PAVAN KUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	16155002	GAJULA SOMANATH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	16155003	SAYA UDAY KUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	16155004	SHAIK SHAKEEL AHMED	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	16155006	JYOGI SANDEEP	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6	16155007	KUMARA PURUSHOTTAM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	16155008	V VISHWANATH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	16155010	SHAIK MOHAMMED AFREEDI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	16155012	BEVANAPATI PAVITHRA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	16155013	C N RAMANJINEYULU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	16155014	C RAMA KRISHNA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	16155015	CHENNURU MANOHAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	16155016	DEVARA SHIVA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	16155018	G PRAHLADA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	16155019	GADDE SASI KUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	16155020	HOTHURU KULLAYAPPA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	16155021	JUTUR KALAVATHI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	16155022	K VENKATA RAMANA REDDY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	16155023	KRUUBA JAGADEESH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	16155024	M KUSHAL KUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21	16155025	M MALLAIAH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

*(Signature)*

Department of Commerce  
S.K.P. Govt. Degree College  
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Anantapur (Dist.)



22	16155026	M PRAKASH MANDATI PURUSHOTTAM
23	16155027	P DASTAGIRI P SARALA
24	16155029	P NEELAKANTA PINJARI MAHAMMAD RAFI
25	16155031	PULADASARI VISHNUPRIYA
26	16155211	PUSALA PRABHAVATHI
27	16155212	R SHIRISHA RAJAMMAGARI JAYAKRISHNA
28	16155213	SATHULA VADDE HARIKRISHNA
29	16155214	SHAIK FIRDOSE SUNKARA INDU
30	16155215	TAVISIKODA SUKUMAR
31	16155216	TELUGU ANJANEYULLU
32	16155217	TIRUMALA MOUNESH VADLIPALLI BHAVANI
33	16155218	VANCHETTI VEERESH YEMMANNAGARI SURESH
34	16155219	YERUKALA RAVI KMD ILIJAZ
35	16155220	M NIZAMUDDIN M ZAMEERA BANU
36	16155221	S SHAHEENA BEGUM



# SKP Government Degree College, Guntakal

## Attendance sheet certificate programme -2017-18

S.no	Roll numbers	Name of the students	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
1	16155001	UNEBADI PAVAN KUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	16155002	GAJULA SOMANATH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	16155003	SAYA UDAY KUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	16155004	SHAIK SHAKEEL AHMED	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	16155006	JYOGI SANDEEP	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6	16155007	KUMARA PURUSHOTTAM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	16155008	V VISHWANATH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	16155010	SHAIK MOHAMMED AFREEDI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	16155012	BEVANAPATI PAVITHRA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	16155013	C N RAMANJINEYULU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	16155014	C RAMA KRISHNA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	16155015	CHENNURU MANOHAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	16155016	DEVARA SHIVA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	16155018	G PRAHLADA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	16155019	GADDE SASI KUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	16155020	HOTHURU KULLAYAPPA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	16155021	JUTUR KALAVATHI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	16155022	K VENKATA RAMANA REDDY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	16155023	KRUUBA JAGADEESH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	16155024	M KUSHAL KUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21	16155025	M MALLAIAH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Principal  
S.K.P. Govt. Degree College  
GUNTAKAL  
Anantapur (Dist.)

Department of Commerce  
S.K.P. Govt. Degree College  
GUNTAKAL.



22	16155026	M PRAKASH MANDATI
23	16155027	PURUSHOTTAM
24	16155029	P DASTAGIRI
25	16155031	P SARALA
26	16155211	P NEELAKANTA
27	16155212	PINJARI MAHAMMAD RAFT
28	16155213	PULADASARI VISHNUPRIYA
29	16155214	PUSALA PRABHAVATHI
30	16155215	R SHIRISHA
31	16155216	RAJAMMAGARI JAYAKRISHNA
32	16155217	SATHULA VADDE HARIKRISHNA
33	16155218	SHAIK FIRDOSE
34	16155219	SUNKARA INDU
35	16155220	TAVISIKODA SUKUMAR
36	16155221	TELUGU ANJANEYULU
37	16155222	TIRUMALA MOUNESH
38	16155223	VADIPALLI BHAVANI
39	16155224	VANCHETI VEERESH
40	16155225	YEMMANNAGARI SURESH
41	16155226	YERUKALA RAVI
42	16155227	KMD ILLIJAZ
43	16155228	M NIZAMUDDIN
44	16155229	M ZAMEERA BANU
45	16155230	S SHAHEENA BEGUM

**PRINCIPAL**  
**S.K.P. Govt. Degree College**  
**GUNTAKAL**  
**Anantapur (Dist.)**

Department of Commerce  
S.K.P. Govt. Degree College  
GUNTAKAL.


**S.K.P Government Degree College Guntakal**  
**Department Of Commerce**  
**Final Report Tally Certificate Course (2017-18)**

By offering a certificate course in Tally for 45 days, the Department of Commerce has made a modest beginning in its effort to instruct and enhance the students with practical understanding of the accounting software. For the benefit of the students, Tally was developed by the Department of Commerce with Dr. K. Gnaneswar's aid. The primary goal of the course, as previously decided, was to teach the graduating students Tally. The needs of the final year students were taken into consideration when developing the course's fundamental structure. The aforementioned course began on October 10, 2017, and it ended on February 2, 2018.

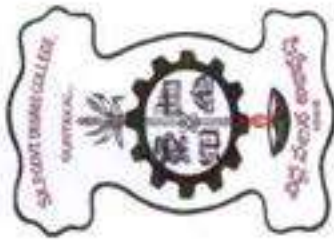
The feedback from the students was extremely favourable. For the opening session, the Seminar Hall was packed with students who were eager to participate. Dr. K. Gnaneswar, the principal, addressed the students and explained the importance of technology in both the social and corporate realms. He also appreciated the efforts of the business department and paid tribute to Sri P Janardhan Sastry, HOD, who was responsible for designing the course. There were many pupils enrolled in the course. There were 45 students who regularly attended the 09.00 A.M-10:00 AM courses. The lectures were interesting, instructive, and entertaining. Through interactive exercises, movies, handouts, seminars, quizzes, suggested readings, and films, the students were able to acquire and comprehend Tally. Brainstorming sessions, talks, group activities, and impromptu presentations helped the students feel more confident. The 45-day course was completed, and throughout that time, students were asked for unofficial input to help the course move forward.

A farewell celebration was organised on 07/02/2018, following the successful conclusion of the aforementioned Certificate course. Sri Dr. K. Gnaneswar, the college's principal, attended the event. The HOD presided over the meeting (commerce), Janardhan Sastry, Sri P. The Department in charge explained the reason for and need of introducing the Certificate course in his introductory remarks. The Principal recommended that the students incorporate the input from the Department of Commerce. The 45 students were all given certificates. Sri G. Pavan Kumar, a lecturer in Commerce, proposed the vote of gratitude at the conclusion of the event.

  
**Department of Commerce**  
**S.K.P. Govt. Degree College**  
**GUNTAKAL.**

  
**PRINCIPAL**  
**S.K.P. Govt. Degree College**  
**GUNTAKAL**  
**Anantapur (Dist.)**





**S.K.P. GOVT. DEGREE COLLEGE**

**GUNTAKAL, ANANTAPURAM-515803, A.P.**

AFFILIATED TO SRI KRISHNADEVARAYA UNIVERSITY (SKU) ANANTHAPURAMU

RE-ACCREDITED BY NAAC WITH 'B' GRADE-CGPA-'2.76'



## **Department of Commerce**

# **Certificate of Participation**

This is to Certify that **Mr./Miss./Mrs.** \_\_\_\_\_

studying \_\_\_\_\_ bearing Hall Ticket No. \_\_\_\_\_

successfully completed 'Tally Certificate Course' Organized by Department of  
Commerce, S.K.P. Government Degree College, Guntakal, held from 10/10/2017 to

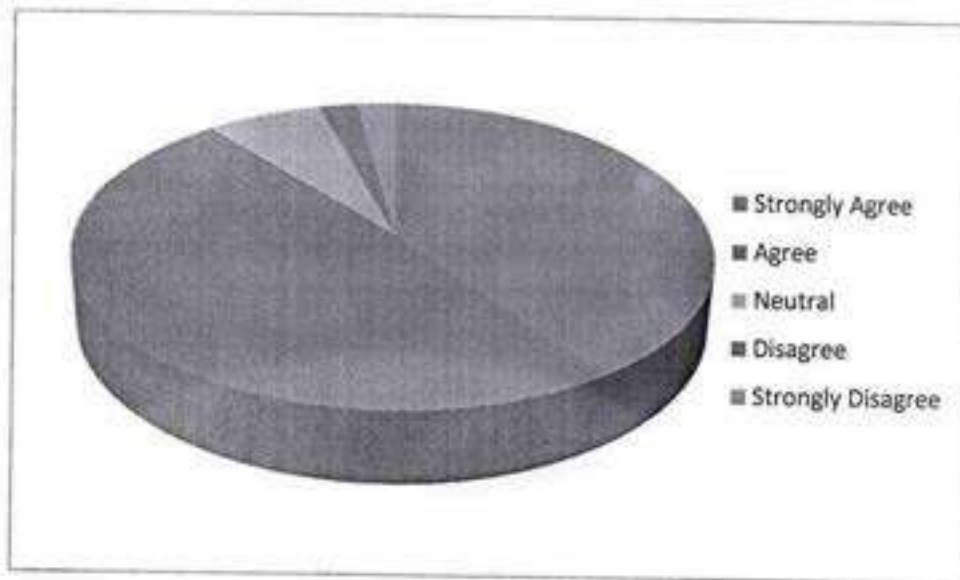
**02/02/2018.**

  
Department of Commerce  
**S.K. Coordinator**  
GUNTAKAL.

  
PRINCIPAL  
S.K.P. Govt. Degree College  
**G Principal**  
Anantapur (0161.)

### Feedback Analysis

Particulars	Respondents	percentage
Strongly Agree	18	40.00
Agree	22	48.89
Neutral	3	6.67
Disagree	1	2.22
Strongly Disagree	1	2.22
Total	45	100



Approximately Forty eight percent of students agreed certificate course is helpful to them followed by forty percent of the students strongly agree course is beneficial to them. Seven percent of the students are neutral; two percent of the students each disagree and strongly disagree about the certificate course programme.

  
Department of Commerce  
S.K.P. Govt. Degree College  
GUNTAKAL.


  
PRINCIPAL  
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GUNTAKAL  
Anantapur (Dist.)




**SKP Government Degree College, Guntakal**  
**MS-office Certificate Course Feed Back (2017-18)**  
**Participants Feedback Form**

**Instructions:** Please indicate your level of agreement with the statements listed below.

S.No	Particulars	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	Participation and interaction were encouraged.					
2	The topics covered were relevant to me.					
3	The objectives of the training were clearly defined					
4	The content was organized and easy to follow.					
5	The materials distributed were helpful.					
6	The trainer was knowledgeable about the training topics.					
7	The time allotted for the training was sufficient.					
8	The training objectives were met.					
9	The trainer was well prepared.					
10	The meeting room and facilities were adequate and comfortable.					

  
 Department of Commerce  
 S.K.P. Govt. Degree College  
 GUNTAKAL.

  
 S.K.P. Govt. Degree College  
 GUNTAKAL  
 Anantapur (Dist.)

**SKP Government Degree College, Guntakal**

**Certificate course -2017-18**



  
**Department of Commerce**  
**S.K.P. Govt. Degree College**  
**GUNTAKAL.**



**PRINCIPAL**  
**S.K.P. Govt. Degree College**  
**GUNTAKAL**  
**Anantapur (Dist.)**



**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**DEPARTMENT OF MATHEMATICS**

**MINUTES OF DEPARTMENTAL MEETING FOR THE CONDUCT OF CERTIFICATE COURSE**

**2017-2018**

The department of mathematics has been serving as a guide to inculcate mathematical skills among the students. As another step in building the career of the final B.Sc students, The department as resolved to conduct a certificate course in mathematics.

The competitive world of job market has been looking for young graduates with good logical thinking and analytical skills. With the intention of imparting necessary mathematical skills to outgoing students, the department of mathematics as taken the initiative.

The department has conducted a meeting with the staff members of department in the college on 01/07/2017. The meeting was attended by the head of the dept Sri. Y Purushotham Reddy, faculty Sri. B Siva Prasad and Sri. J Thimmappa. By the direction of principal, the department unanimously resolve to conduct the certificate course in mathematics, for the outgoing final year degree students of our college for a duration of 40 days.

Sri. Y Purushotham Reddy (Incharge) : *Y. Purushotham Reddy*

Sri. B Siva Prasad, (Faculty) : *B. Siva Prasad*

Sri. J Thimmappa, (Faculty) : *J. Thimmappa*



*[Signature]*  
PRINCIPAL  
SKP Govt. Degree College  
GUNTAKAL, Ananthapuramu (DL)

**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**DEPARTMENT OF MATHEMATICS**

**PROPOSAL FOR THE INTRODUCTION OF CERTIFICATE COURSE**

Date : 03/07/2017

**2017-2018**

From,

Y Purushotham Reddy (Incharge)

SKP Government degree college,  
Guntakal

To,

The principal

SKP Government degree college,  
Guntakal

Respected Sir,

I would like to put forth a proposal to introduce a certificate course in mathematics for the final year degree students of our college. The dept of mathematics is very much cognizant of the growing the needs of the outgoing students. Since, mathematics has become the gateway for all types of employment and there is a great need for the improvement of logical thinking and reasoning skills of the students for getting employed. Keeping all these aspects in view, the department of mathematics would like to said course.

**The details of the programme are :**

- 1) Name of the proposed programme : Ratios & Proportion, Time & Distance, Time & Work
- 2) Duration and timing of the programme : 40 Days & 3PM - 4PM
- 3) Start date of the programme : 19/07/2017
- 4) End date of the programme : 28/08/2017
- 5) Course fee : Nil
- 6) No.of students expected for admissions : 30



Y. Purushotham Reddy  
Yours faithfully  
Lecturer in Mathematics  
S.K.P. Govt. Degree College,  
Guntakal

SKP Govt. Degree College  
GUNTAKAL, Ananthapuramu (Dist)



**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**DEPARTMENT OF MATHEMATICS**

**CIRCULAR**

04/07/2017

This is to inform to all the final year degree students that the department of mathematics would like to start a certificate course in "Ratios and Proportion, Time & Distance, Time & Work". the duration of course in 40 days. Students need not pay fee for the course. The classes will commence on 21/07/2017. interested students are required to give their names to Sri. J.Thimmappa, lecturer in mathematics before on 17/07/2017.

*J. purushotham Reddy*  
Incharge

Dept of Mathematics

Co-ordinator

Copy to the library notice board

Copy to the notice board

Copy for circulation among the students



*J. purushotham Reddy*  
SKP Govt. Degree College  
Guntakal, Ananthapur District

**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**DEPARTMENT OF MATHEMATICS**

**FINAL REPORT OF CERTIFICATE PROGRAMME**

**(2017 - 2018)**

The department of mathematics has made a humble beginning to impart and enrich the students with mathematical students by conducting a certificate course entitled "Ratio & Proportion, Time & Distance, Time & Work" for duration of 40 days. The certificate course was started on 19/07/2017 and successfully completed on 28/08/2017. Since this course was the first of its kind in the college, not many students have enrolled in the course. 30 students regularly attended the classes conducted by 03:00PM to 04:00PM. A valedictory function was conducted on 01/09/2017. The meeting was preceded over by the principal, Dr. K. Ganeswar. In this opening remarks, the head of the department Sri. Y Purushotham Reddy, explained the need and necessity of introducing the certificate course, advised the students to make use of the inputs given by dept of mathematics. Certificates were distributed to the all 30 students. Lecturer in mathematics B.Siva Prasad propose the vote of thanks.

Principal

PRINCIPAL  
S.K.P. Govt Degree College  
GUNTAKAL, Ananthapuramu (Dt)





**SKP GOVERNMENT COLLEGE, GUNTAKAL**  
**SYLLABUS FOR CERTIFICATE COURSE IN ARITHMETIC AND LOGICAL REASONING**

**NUMBERS AND ITS PROPERTIES :**

1. Number system
2. Divisibility rules
3. HCF and LCM of numbers
4. Ratio and proportion
5. Percentage

**ARITHMETIC ABILITY :**

1. Data Analysis
2. Time and distance
3. Time and work
4. Problems on ages and calendars
5. Clock
6. Directions

**LOGICAL REASONING :**

1. Analogy
2. Coding and Decoding
3. Mathematical operations
4. Blood Relations
5. Ranking
6. Logical arrangement of words
7. Statements and Conclusions
8. Odd Man Out
9. Missing Number
10. Verifications of truth Statements



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GUNTAKAL, Anantapuramu (A.P.)



# S.K.P. GOVERNMENT DEGREE COLLEGE:: GUNTAKAL

## DEPARTMENT OF MATHEMATICS CERTIFICATE COURSE STUDENT LIST

2017-2018

S.No	Name of the student	University Reg. No.	Signature
1	B.NEELIMA	15151001	B. Neelima
2	M.SUPRIYA	15151003	M. Supriya
3	M.SOMASEKHAR	15151004	M. Soma Sekhar
4	P.MANJULA	15151006	P. Manjula
5	C.KUMARI	15151010	C. Kumari
6	G.DIVYA SRI	15151014	G. Divya Sri
7	K.SREENIVASULU	15151016	K. Sreenivasulu
8	M.RAJASEKHAR	15151019	M. Rajasekhara
9	M.S.SHYAMALA	15151021	M.S. Shyamala
10	M.PRABHAVATHI	15151022	M. Prabhavathi
11	A.DIWAKAR	15151061	A. Diwakar
12	C.THIPPANNA	15151067	C. Thippanna
13	G.PAMANNA	15151070	G. Pannanna
14	K.VASAVI	15151072	K. Vasavi
15	M.LAKSHMI	15151074	M. Lakshmi
16	N.LAKSHMANNA	15151077	N. Lakshmanna
17	N.NAGARAJU	15151078	N. Nagaraju
18	P.VINAY BABU	15151079	P. Vinay Babu
19	B.KAVITHA	15151113	B. Kavitha
20	B.LINGA RAJU	15151118	B. Kavitha
21	B.S.PRIYANKA	15151301	B.S. PRIYANKA
22	D.SHARMILA	15151302	D. Sharmila
23	K.SAMEERAKOUSAR	15151304	K. Sameerakousar
24	K.LAKSHMI VASANTHA	15151305	K. Lakshmi Vasantha
25	B.MAHALAKSHMI	15151308	B. Mahalakshmi
26	C.KIRAN JYOTHI	15151309	C. Kiran Jyothi
27	D.PAVANI	15151310	D. Pavani
28	P.SANTHOSH	15151312	P. Santhosh
29	S.SALEEM BASHA	15151314	S. Saleem Basha
30	S.INDRA	15151316	S. Indira



PRINCIPAL  
S.K.P. Govt. Degree College  
Guntakal, Andhra Pradesh

Y. purushotham Reddy  
Incharge.  
Lecturer in Mathematics  
S.K.P. Govt. Degree College  
Guntakal



## Photography of The Programme

2017-2018



PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Anantapuramu (DL)







# **SKP GOVERNMENT DEGREE COLLEGE**

## **GUNTAKAL**

### **DEPARTMENT OF MATHEMATICS**

#### **FEED BACK ON CERTIFICATE COURSE**

#### **TOPICS : RATIO & PROPORTION, TIME & WORK**

**2017-2018**

**( PLEASE TICK ( ✓ ) ON ANY ONE OF THE FOLLOWING )**

1. How do you rate the quality of teaching in the certificate course

- a) Excellent                      b) Good                      c) Average                      d) Poor

2. How is the syllabus appropriate in covering the course

- a) Excellent                      b) Good                      c) Average                      d) Poor

3. Whether the certificate course on Ratio & Proportion, Time & Work is useful to you

- a) Excellent                      b) Good                      c) Average                      d) Poor

4. How do you rate the overall certificate course

- a) Excellent                      b) Good                      c) Average                      d) Poor

5. Is the timing of conduct of classes to your satisfaction

- a) Excellent                      b) Good                      c) Average                      d) Poor

Comments & Suggestions :

Signature of the Student



(  
  
**PRINCIPAL**  
 S.K.P. Govt. Degree College  
 GUNTAKAL, Ananthapuramu (T.D.)

# SKP GOVERNMENT DEGREE COLLEGE : GUNTAKAL

Certificate Course (2017-18)

Department of Mathematics

## Participants Feedback Form

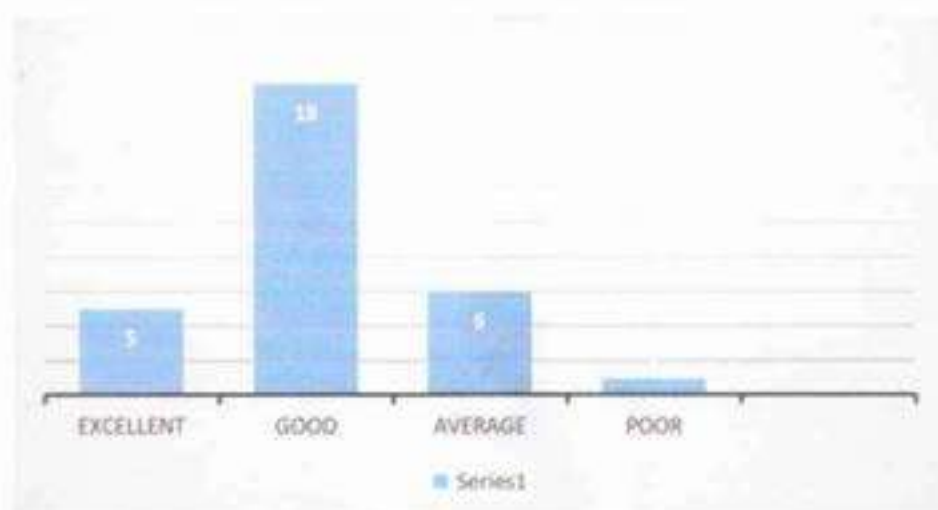
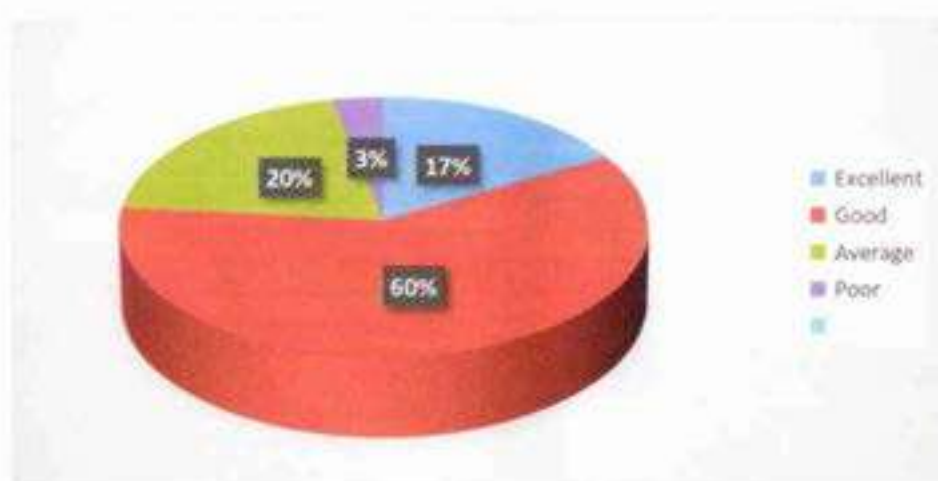
Total Students 30

Excellent 5

Good 18

Average 6

Poor 1



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S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuram Dist.



Minutes of Department meeting for conduct of Certificate Course in "Electrical Appliances"

The choice to teach students technical skills as an enrichment was taken by the Department of Physics, a pioneer in satisfying student demands. Both the labour market and business require skilled graduates. It has been found that the majority of students have high academic knowledge but just average practical skills. Therefore, the department started this activity to spread real-world knowledge and skills.

The Physics Department convened a meeting with its members in the staff room on June 22, 2017. The meeting was presided over by Sri C Sankar Reddy, the in-charge lecturer, and Sri D. Umar Shareef, a lecturer in physics, was also present. At the principal's request, the department unanimously decided to teach the Certificate course in Electrical Appliances for the outgoing students from the Physics Department. A further decision is made to run the course for 50 hours spread over 30 days. It has also been determined to hire technical experts from regional professional universities and to give more priority to training actual skills than to academic concepts.

- |                            |                                      |                         |
|----------------------------|--------------------------------------|-------------------------|
| 1 Sri .CSankar Reddy .     | Lecturer in Charge of the Department | <i>C. Sankar Reddy</i>  |
| 2. Sri Sri M Bheem Praksh, | Lecturer in Physics                  | <i>M. Bheem Prakash</i> |
| 3. Sri .L Sreeram Reddy    | Lecturer in Physics                  | <i>L. Sreeram Reddy</i> |

  
**PRINCIPAL**  
S.K.P. Govt Degree College  
GUNTAKAL, Ananthapuramu (Dt)

S.K.P GOVT DEGREE COLLEGE, GUNTAKAL  
PROPOSAL FOR INTRODUCTION OF CERTIFICATE COURSE IN  
ELECTRICAL APPLIANCES

From  
C Sankar Reddy  
Lecturer in Physics  
S.K.P Govt. Degree College

To  
The Principal  
S.K.P Govt Degree College  
GUNTAKAL

Sir,

For our college students who are in their last year of Physics, the department of Physics suggested to offer a certificate course in "Electrical Appliances." Our Physics department is particularly aware of the growing need from graduating students for earning skills in electrical appliance repair, which will help young graduates find employment in the field and encourage self-employment. Our department would like to begin the aforementioned course while keeping all of these factors in mind.

The details of the programme are as detailed below

1. Name of the proposed programme :	Electrical Appliances
2. Duration and timings of the programme	50 hours and 3PM - 4.30PM
3. Proposed date of commencement	03-07-2017
4. Course fee	Nil
5. Number of students expected to join the course	40

Dt :23-06-2017

Yours faithfully

*C. Sankar Reddy*  
C Sankar Reddy

  
**PRINCIPAL**  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (DL)



S.K.P GOVT DEGREE COLLEGE,GUNTAKAL

DEPARTMENT OF PHYSICS

**CIRCULAR**

Date 24-06-2017

This is to inform all the Physics students of final year that Department of Physics proposes to start a certificate course in "**Electrical Appliances**". The duration of the course is 40days. Students need not pay any fee for the course .The course commences from 03-07-2017. Interested students can register their names to Sri M BheemaPrakash lecturer in Physics, and the course co-ordinator

M. Bheem Prakash  
co-ordinator

Principal

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GUNTAKAL, Ananthapuramu (Dt.)

Copy circulated to all III yr physics students

Copy to notice board

Copy to file

**S.K.P Govt Degree College ,GUNTAKAL**

**Department of Phsysics**

**Certificate Course in Electrical Appliances**

**SYLLABUS**

**UNIT-I**

Voltage, Current, Resistance, Capacitance, Inductance, Electrical conductors and Insulators, Ohm's law, Series and parallel combinations of resistors, Galvanometer, Ammeter, Voltmeter, Multimeter, Transformers, Electrical energy, Power, Kilowatt hour (kWh), consumption of electrical power

**UNIT-II**

Direct current and alternating current, RMS and peak values, Power factor, Single phase and three phase connections , Basics of House wiring , Star and delta connection , Electric shock, First aid for electric shock, Overloading , Earthing and its necessity, Short circuiting , Fuses , MCB , ELCB, Insulation, Inverter, UPS

**UNIT-III**

Principles of working, parts and servicing of Electric fan, Electric Iron box, Water heater; Induction heater, Microwave oven; Refrigerator, Concept of illumination, Electric bulbs, CFL, LED lights, Energy efficiency in electrical appliances, IS codes & IE codes.

  
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GUNTAKAL, Ananthapuramu (Dt.)



**S.K.P GOVT. DEGREE COLLEGE, GUNTAKAL**  
**DEPARTMENT OF PHYSICS**  
**STUDENTS LIST OF CERTIFICATE COURSE**  
**2017-18**

S.No	Name of the student	Hall Ticket No	Signature
1	A Diwakar	15151061	A. Diwakar
2	A Umesh	15151064	A. umesh
3	B Bhaskar	15151065	B. Bhaskar
4	C Lakshmi Narayana	15151066	C. Lakshmi Narayana
5	C Thippanna	15151067	C. Thippanna
6	D Mounika	15151068	D. mounika
7	G Pushpavathi	15151069	G. pushpavathi
8	G Pamanna	15151070	G. Pamanna
9	K Jayalakshmi	15151073	K. Jayalakshmi
10	M Lakshmi	15151074	M. lakshmi
11	M Balavani	15151076	M. Balavani
12	N Lakshmanna	15151077	N. Lakshmanna
13	N Nagaraju	15151078	N. Nagaraju
14	P Vinay Babu	15151079	P. Vinay Babu
15	B Chiranjeevi	15151113	B. Chiranjeevi
16	B Kavitha	15151116	B. kavitha
17	B Mamatha	15151117	B. mamatha
18	B Lingaraju	15151118	B. Lingaraju
19	B Rajesh	15151121	B. Rajesh
20	E Bhaskar	15151123	E. Bhaskar
21	E Suresh	15151124	E. Suresh
22	G K Sowmya	15151126	G. K Sowmya
23	G Siva Krishna	15151127	G. Siva Krishna
24	K Rangaswamy	15151130	K. Rangaswamy
25	L Jayalakshmi	15151132	L. Jayalakshmi
26	M Anand Babu	15151133	M. Anand Babu
27	M Sudhakar	15151135	M. Sudhakar

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**S.K.P. Govt. Degree College**  
**GUNTAKAL, Ananthapuramu (DL)**

## S.K.P GOVT. DEGREE COLLEGE, GUNTAKAL

## DEPARTMENT OF PHYSICS

## CERTIFICATE COURSE IN ELECTRICAL APPLIANCES

## ATTENDANCE SHEET FOR THE YEAR 2017-18

S.No	Name of the student	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	32
1	A Diwakar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
2	A Umesh	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
3	B Bhaskar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
4	C Lakshmi Narayana	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
5	C Thippanna	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
6	D Mounika	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
7	G Pushpavathi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
8	G Pamanna	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
9	K Jayalakshmi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10	M Lakshmi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
11	M Balavani	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
12	N Lakshmana	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
13	N Nagaraju	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
14	P Vinay Babu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
15	B Chiranjeevi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
16	B Kavitha	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
17	B Mamatha	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
18	B Lingaraju	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
19	B Rajesh	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
20	E Bhaskar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
21	E Suresh	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
22	G K Sowmya	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
23	G Siva Krishna	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
24	K Rangaswamy	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
25	L Jayalakshmi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
26	M Anand Babu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
27	M Sudhakar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (Dr.)



## MODEL QUESTION PAPER-1

Time: 1½ hrs (90 Minutes)

Max Marks 50

### SECTION -A

4 X 5 =20 Marks

Answer any four questions. Each answer carries 5 marks  
(At least 1 question should be given from each Unit)

1	Define current and write its importance
2	Write about Voltmeter
3	Explain conversion process of Ammeter
4	What is phase connection?
5	Write star type connection in brief.
6	Explain about Insulators or Insulation.
7	Write about energy efficiencies in Electrical Appliances.
8	Discuss the functions of Induction Heater and its uses

### SECTION B

3x10M = 30 Marks

Answer any three questions. Each answer carries 10 marks  
(At least 1 question should be given from each Unit)

1	What is current? Write about electric current and its importance.
2	What is ohm's law? Explain its role in current electricity.
3	Explain about Direct current(DC) and Alternating current (AC) in detail.
4	What are SRAR , DELTA connections? Explain them in detail.
5	Discuss about the principles, working, parts of an Electric Fan

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S.K.P GOVT. DEGREE COLLEGE, GUNTAKAL

DEPARTMENT OF PHYSICS

FINAL REPORT ON CERTIFICATE COURSE IN ELECTRICAL APPLIANCES

The Department of Physics has made a humble beginning to impart and enrich with practical knowledge on servicing of electrical appliances by conducting a course for duration of 40 days. The motto of the course is to impart hands on experience like servicing a electric fan electric iron, heater and so on for outgoing students..The course was started On 03-07-2017 and completed on 13-08-2017. As it is the first of its kind in the college, the number of students enrolled was not encouraging. Only 28 students regularly attended the classes from 3PM to 4.30PM. After successful completion of the course a valedictory function was conducted on 13-08-2017 from 3PM to 4PM. Our principal Dr K. Ganeswar graced the occasion. In his opening remarks, Principal insisted the students the need for certificate courses. Our lecturer in charge Sri C Sankar Reddy insisted to make use of opportunities and utmost utilization of resources, available to them. Certificates were distributed to the students. Lastly Sri L Sreerama Reddy, Lecturer in Physics proposed vote of thanks for the programme .

  
**PRINCIPAL**  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (A.P.)



**S.K.P GOVT.DEGREE COLLEGE, GUNTAKAL**  
**CETIFICATE OF COMPLETION**

This is to certify that Sri/Miss/Mrs \_\_\_\_\_

Studying \_\_\_\_\_ successfully completed his/ /her

\_\_\_\_\_ conducted by Department of \_\_\_\_\_

held from \_\_\_\_\_ to \_\_\_\_\_

**Coordinator**

**Dept.Incharge**

  
**Principal**  
PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Anantapuramu (DL)

**S K P Government Degree College, Guntakal**  
**Department of Physics**  
**CERTIFICATE COURSE ON ELECTRICAL APPLIANCES 2017-18**  
**FEEDBACK FORM**

S.No		Excellent	Good	Average	Poor
1	Presentation by the mentor				
2	Confidence levels of the mentor				
3	Hands on experience by the students				
4	Maintainance of the lab equipment				
5	How is the course material supplied				
6	Average understanding levels of the student				
7	Yours confidence levels after completion of the course				
8	Overall Performance on the course				
9	Do you feel this course to be continued further	Yes/No			
10	Suggestions for improvement				

Sig of the Student

**PRINCIPAL**  
 S.K.P. Govt. Degree Coll.  
 GUNTAKAL, Ananthapuramu Dist.



SKP GOVERNMENT DEGREE COLLEGE: GUNTAKAL

Certificate Course (2017-18)

Department of Physics

Participants Feedback Form

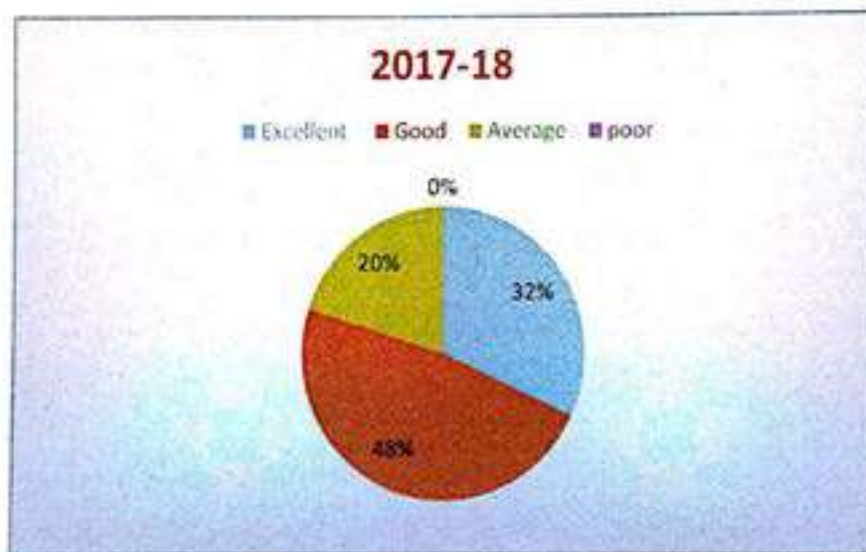
Total Students 27

Excellent 5

Good 15

Average 7

Poor 0



PRINCIPAL  
SKP Government Degree College  
Guntakal, Ananthapur District  
Andhra Pradesh

**S.K.P.Government College**

**Guntakal:: Ananthapuram Dist**



**Department of Chemistry**

**CERTIFICATE COURSE IN CHEMISTRY**

**2017-18**



**S.K.P. GOVERNMENT COLLEGE :: Guntakal**

**DEPARTMENT OF CHEMISTRY**

**MINUTES OF THE DEPARTMENT MEETING FOR THE CONDUCT OF**

**"CERTIFICATE COURSE IN WATER ANALYSIS"**

A superior quality of water is crucial to the economic, health, and social well-being of the people. Monitoring the quality of your water and testing it regularly is very important to maintain reliable and safe water sources and eliminate the potential health risks related to water contamination. The need for clean pure drinking water and awareness on quality and conservation of water is increasing day by day. Water is a source of several water born diseases. It is imperative and necessary to have practical knowledge on water quality. Hence, Department of Chemistry has decided to introduce certificate course In Water Analysis to enhance proficiency and practical knowledge in Water Chemistry, with the humble intention of imparting necessary knowledge on water analysis and quality parameters of water to the outgoing students. This initiative has been taken by department of chemistry.

Department of Chemistry, pioneer in catering to the needs of the students has decided to reintroduce Certificate Course in Water Quality . With the objective of starting a certificate Course in "WATER QUALITY" , The department of chemistry has conducted a meeting with the members of the department in the Departmental Staffroom on 05/7/2017. The meeting is chaired by the Incharge of the Department and on the instruction by The Principal. The department has unanimously resolved to conduct certificate course in Water Analysis for the outgoing Final year degree students of our college.

The course is designed to be for a duration of 45 days. Further it is resolved to concentrate on students with rural background and total intake of the students shall be less than 45. Circular, informing the students will be sent after the approval by the Principal and the classes of the Certificate Course shall be conducted off the time table of the college.

Date : 05/07/2017

Dept. of Chemistry, SKP Govt. College, Guntakal



*T. Jithendra*  
Incharge  
Department of Chemistry  
Dept. of Chemistry  
S.K.P. Govt. College  
Guntakal, Anantapur (Dt.)

**S.K.P. GOVERNMENT COLLEGE :: Guntakal**

## DEPARTMENT OF CHEMISTRY

### PROPOSAL FOR THE INTRODUCTION OF CERTIFICATE COURSE IN WATER ANALYSIS

Dt : 06/07/2017

From  
The Incharge  
Department of Chemistry  
S.K.P. Government College  
Guntakal

To  
The Principal  
S.K.P. Government College  
Guntakal

Respected Sir,

I would like to put forth a proposal before your goodness to introduce a Certificate course in Chemistry for B.Sc. final year students of our college for 2017-18. Due to increase in awareness of water born diseases, it is imperative for the students of Chemistry and in general every student to have awareness on parameters of Water Quality. I request you Sir, to permit us to start Certificate Course in Water Analysis by Dept. of Chemistry.

Thanking You Sir,

**Details of the Programme are :**

- Program duration : 45 Days
- Timings of the program : 3.00 to 4.00PM
- Duration of the program : 10/07/2017 to 24/08/2017
- Course fee : -Nil-
- Number of students expected for admission : 45

**PRINCIPAL  
GOVERNMENT COLLEGE  
GURTAKAL-515 801.**



Dept. of Chemistry, SKP Govt. College, G

T. J. Thakur  
Incharge  
Department of Chemistry  
S.K.P. Govt. College  
Guntakal, Anantapur (D.)



**S.K.P. GOVERNMENT COLLEGE :: Guntakal**

**DEPARTMENT OF CHEMISTRY**

**CIRCULAR**

**Dt : 07/07/2017**

**INTRODUCTION OF CERTIFICATE COURSE IN WATER ANALYSIS**

This is to inform to All the Final year Degree students of B.Sc. Chemistry, that the Department of Chemistry would like to start a "**CERTIFICATE COURSE IN WATER ANALYSIS**". The duration of course is 6 weeks/45 days. There is NO Course Fee and is offered as value addition the Students of Chemistry . The course shall be run by the Department of Chemistry after the college hours . All the interested students are required to give their names to the Incharge of the Department. The Course shall enhance the knowledge of Analytical Chemistry and shall be useful to their Career in Chemistry.

***Details of the Programme are :***

- Program duration : 45 Days
- Timings of the program : 3.00 to 4.00PM
- Duration of the of the program : 10/07/2017 to 24/08/2017
- Course fee : -Nil-
- Number of students expected for admission : 45

*T. Jithendra*  
Incharge

Department of Chemistry  
**Incharge**  
**Dept. of Chemistry**  
**S.K.P. Govt. College**  
**Guntakal, Anantapur (Dt.),**

- Copy to Departmental Notice Board
- Copy to College Library Notice Board
- Copy to College Office
- Departmental Copy

Dept. of Chemistry, SKP Govt. College, Guntakal



# S.K.P. GOVERNMENT COLLEGE

Guntakal :: Anantapuram dist

## DEPARTMENT OF CHEMISTRY

### CERTIFICATE COURSE ON "WATER ANALYSIS"

#### SYLLABUS

Theory: 30h

Course Credits:2

#### Unit- I

6h

Importance and unique properties of water

Types of water pollutants:

- Organic pollutants: Oxygen demanding wastes, disease causing agents.
- Inorganic pollutants: Inorganic salts, mineral acids, finely divided metals and trace elements, metal complexes

#### Unit II

2h

Water quality standards: Quality of ground water, water quality criteria given by CPCB for drinking water, test characteristics of drinking water (colour, odour, taste, pH, total dissolved salts, alkalinity, total hardness)

Significance of testing: Different tests (temperature, pH, total dissolved salts, salinity, hardness), Reasons for testing.

Different methods of expressing concentration: Weight percentage, volume percentage, molarity, normality, mole fraction, molality and ppm.

#### Unit III

6h

Theory on preparation of reagents and standard solutions for water analysis: Standard  $H_2SO_4$ , Standard KCl Solution, EDTA solution, Standard  $MgSO_4$  solution, NaOH solution, Buffer Solution, Eriochrome Black-T indicator solution, Standard NaCl Solution, Standard  $AgNO_3$  Solution, Potassium chromate indicator solution, Standard  $Na_2SO_4$  solutions.





**Practical: 15 h**

1. Determination of physical parameters of water: Color, Odor, pH, Conductivity.
2. Estimation of Total Dissolved Salts (TDS)-
3. Determination of Alkalinity of water sample-
4. Estimation of carbonate and bicarbonate in water-
5. Determination of Total hardness of water by EDTA method –

**Reference books for practical: -**

1. APHA (American Public Health Association) Handbook, 1998
2. Soil, Plant and Water Analysis - P. C. Jaiswal
3. Chemical and Biological Analysis of Water - Dr. R. K. Trivedy and P. K. Goel.
4. Practical Biochemistry - J. Jayaraman
5. FSSAI manual for Water Analysis.



**S.K.P. Government College :: Guntakal**

**Model Question Paper**

**Certificate Course on "Water Analysis"**

Time: 2hrs

Max marks: 50

**SECTION – A**

3X10= 30Marks

I Answer any Three questions. Each question carries Ten marks.

- 1.
- 2.
- 3.
- 4.
- 5.

**SECTION – B**

4X5= 20Marks

II Answer any Four questions. Each question carries Five marks

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.



Dept. of Chemistry, SKP Govt. College, Guntakal

*T. J. H. Rao*  
Incharge  
Dept. of Chemistry  
S.K.P. Govt. College  
Guntakal, Anantapur (DL)



BRIEF REPORT ON THE CONDUCTION OF THE

CERTIFICATE COURSE IN "WATER ANALYSIS"

The Department of Chemistry has made humble beginning to impart and enrich students with basic concepts of Water Quality and parameters of Water Testing by introducing Certificate course in Water Analysis for the B.Sc. Final year outgoing students of 2017-18. The course started on 10/07/2017 and completed on 24/08/2017. This has been third consecutive year of running the Course. The Certificate course was conducted for a period of 45 days with 30 hours of Theory and 15 hours of Practicals from 3.00Pm to 4.00PM off the college hours. After the successful completion of the course,

- |                                           |                            |
|-------------------------------------------|----------------------------|
| ➤ Program duration                        | : 45 Days                  |
| ➤ Timings of the program                  | : 3.00 to 4.00PM           |
| ➤ Starting date of the program            | : 10/07/2017 to 24/08/2017 |
| ➤ Course fee                              | : -Nil-                    |
| ➤ Number of students joined the programme | : 45                       |

A Field trip was organized as a part of course to practically acquaint the Students of Certificate course to "Guntakal Municipal water works" and Summer Storage Tanks at G.Kottala Village along with Water Treatment Plant. The students were taken to water treatment plant. It contains Sedimentation tank Filtration Tank and Chlorination tank and Bleaching. The water quality parameters like pH, particulate matter, TDS were demonstrated to students. Raw water collection point from HNSS To SS tank-1 and SS tank-2, Pump house from SS tanks to water treatment plant, Chlorination process, Alum addition process, Water quality test, 2% chlorination, Distribution of water to towers were demonstrated on field trip day.

Examination was conducted on the last day of the course and Certificates were distributed to the students on the Valedictory Day function. Out of 45 students enrolled for the course, 40 students attended the course and completed successfully. On the valedictory function, Principal Dr.K.Gnaneswar appreciated the Chemistry Dept and students for successfully running the course. The Departmental Staff were present on the occasion. The Feedback is collected on the course from the students. Students actively participated in the course and completed the course successfully.

*[Signature]*  
24/8/17

**PRINCIPAL**  
**S.K.P. GOVERNMENT COLLEGE**  
**GUNTAKAL-515 801.**



*T. Pithwa*  
Incharge, Dept. of Chemistry  
Incharge  
Dept. of Chemistry  
S.K.P. Govt. College  
Guntakal, Anantapur (Dt.)

**Students starting to Field Trip as a part of Certificate Course**



***Water Quality Methods practically demonstrated at Guntakal Municipal Water Works***





### Students at ICT Class in Certificate Course



**S.K.P. GOVERNMENT COLLEGE :: Guntakal**

***DEPARTMENT OF CHEMISTRY***

***Certificate Course in Water Analysis***

This is to Certify that Mr/Ms \_\_\_\_\_ of

**B.Sc., (MPC/BZC/Microbiology/Biochemistry), 2017-18 : Semester –V** has completed the

***“Certificate Course in Water Analysis”*** conducted by

**Department of Chemistry, S.K.P. Government College and acquired \_\_\_\_\_ grade.**

**Incharge  
Department of Chemistry**

**The Principal**





## Department of Chemistry

List of students enrolled in certificate course  
in Chemistry : 2017-18.

S.N	Name of the student	Group	H.T. NO.	Signature of stud.
1.	S. Shabbana	BZC TM	16151003	S. Shabbana
2.	A. Bhargava	BZC TM	16151006	A. Bhargava
3.	B. Sauthi	BZC TM	16151007	B. Sauthi
4.	B. Yessigamini	BZC TM	16151009	B. Yessigamini
5.	C. Bhuvaneshwari	BZC TM	16151010	C. Bhuvaneshwari
6.	D. Hussain Peera	BZC TM	16151011	D. Hussain Peera
7.	H. Vanitha	BZC TM	16151013	H. Vanitha
8.	M. Devendra	BZC TM	16151018	M. Devendra
9.	K. Jayalakshmi	BZC TM	16151015	K. Jaya
10.	T. Ramanjanamma	BZC TM	16151014	T. Ramanjanamma
11.	M. Kalpana	BZC TM	16151019	M. Kalpana
12.	N. Nagaraju	BZC TM	16151021	N. Nagaraju
13.	P. Balakrishna	BZC TM	16151023	P. Balakrishna
14.	P. Bheemesh	BZC TM	16151024	P. Bheemesh
15.	P. Saraswathi	BZC TM	16151025	P. Saraswathi
16.	S. Shanthamurthy	BZC TM	16151026	S. Shanthamurthy
17.	B. Vasalakshmi	BZC TM	16151027	B. Vasalakshmi
18.	B. Ramanjaneyulu	BZC TM	16151028	B. Ramanjaneyulu
19.	S. Saleha Banu	BZC TM	16151029	S. Saleha
20.	B. Ramanjaneyulu	BZC TM	16151030	B. Ramanjaneyulu
21.	P. Lakshmi Bai	BZC TM	16151031	P. Lakshmi Bai
22.	C. Uma	BZC TM	16151032	C. Uma



list of students enrolled in certificate course  
in chemistry : 2017-18

S.NO	name of the student	Group	H.T NO	signature of student
23	en. Rajasekhar	B3C	16151033	en. Rajasekhar
24	H. Erenma	B2C TM	16151034	H. Erenma
25	Sanu Teja	B3C	16151035	S. Teja
26	M. Latha	B2C	16151036	M. Latha
27	N. En. Nagaraju	B3C	16151037	N. En. Nagaraju
28	N. Suresh Babu	B2C	16151038	N. Suresh Babu
29	A. Hanumantha	B3C	16151039	A. Hanumantha
30	B. Mohan	B2C	16151314	B. Mohan
31	B.P. Prathiba	B3C	16151315	B.P. Prathiba
32	K. Abbas	B2C	16151316	K. Abbas
33	M. Babu naik	B3C	16151317	M. Babu naik
34	T. Lalanya	B2C	16151318	T. Lalanya
35	S. Saima	B3C	16151322	S. Saima
36	J. Raju	B2C	16151323	J. Raju
37	md. Ali Abbas	MIB	16151271	md. Ali Abbas
38	M. Kalavathi Bai	MIB	16151274	M. Kalavathi Bai
39	P. Mahabab khalifa	MIB	16151275	P. Mahabab khalifa
40	S. Apsana	MIB	16151276	S. Apsana
41	S. Mohana	MIB	16151277	S. Mohana
42	S. Bharathi	MIB	16151278	S. Bharathi
43	R. Anand Kumar	MIB	16151279	R. Anand Kumar
44	H. Lakshminarayana	MIB	16151280	H. Lakshmi Narayana
45	P. Rajiya	MIB	16151281	P. Rajiya



# REGISTER OF ATTENDANCE & FEES

Name of the Institute S.K.P. Govt. College, Guwahati

FOR THE MONTH OF

2017-18 20

Section Commerce Place Dept. of Chemistry S.K.P. Govt.

Sl. No.	Admission No.	NAMES	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	No. of days present	FEES Rs. P.	Date of payment				
1.	00001	S. Shabana	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/							
2.	006	A. Shargava	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/							
3.	007	B. Sankhi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/							
4.	009	B. Yeaswanthi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/							
5.	010	C. Shunneswari	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/							
6.	011	D. Hassan Babu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/							
7.	013	H. Vanisha	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/							
8.	014	T. Ramanjamma	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/							
9.	015	K. Jagadeeswari	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/							
10.	016	M. Dandana	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/							
11.	019	M. Kallana	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/							
12.	021	N. Nagasrija	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/							
13.	023	P. Balakrishna	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/							
14.	024	P. Bharmesh	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/							
15.	025	P. Sadasubini	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/							
16.	026	S. Shanmugasamy	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/							
17.	028	S. Vimalareshmi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/							
18.	029	S. Ramajoyeulu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/							
19.	031	S. Sakthi Banu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/							
20.	030	S. Ramajoyeulu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/							
21.	031	P. Jayashree Bai	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/							
22.	033	C. Uma	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/							
23.	033	G. Rajashekar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/							
24.	034	H. Easwari	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/							
25.	035	Banu Teja	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/							
26.	036	M. Latha	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/							
27.	037	N.G. Nagasrija	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/							
28.	038	N. Sunil Babu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/							
29.	013	A. Hanumanth	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/							
Number present M			/												/																				Presently	Missing				
Daily E			/												/																									
Initials M			/												/																									
E			/												/																									

No. on roll at the beginning of month

Admitted during the month

Left No. on roll at end of month

No. of working days

Average attendance during the month

No. on roll during the month

FOR THE MONTH OF March 2020

Section Certificate Course Industrial Place Dept. of Chemistry St. John's

No. on roll at the beginning of month	Admitted during the month	Left No. on roll at end of month	No. of working days	Average attendance during the month	No. on roll during the month
---------------------------------------	---------------------------	----------------------------------	---------------------	-------------------------------------	------------------------------




Academic year - 2017-18


Date : 20/7/2017

A departmental staff meeting was conducted on 11.30 to discuss the departmental activities such as admission work, syllabus distribution for the academic year. The following resolutions have been made after discussion.

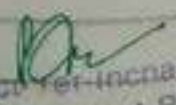
1. To distribute the work load of I & II year among the staff members.
2. To submit the departmental and individual time-tables, Academic curricular plans to the principal.
3. To take up I year admission work.
4. To keep the laboratories clean and ready for conduct of regular practicals for II year students of B.Sc & Microbiology.
5. To maintain teaching notes and diary of each lecturer regularly.
6. To Conduct a "Certificate Course" for final year students.

### Members

① JBL - 

② AS VK - 

PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (Dt.)

  
Lecturer in Charge  
Department of Botany  
S.K.P. Govt. Degree College  
GUNTAKAL, Dt. AP

17-16

**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**  
**Proposal FOR THE INTRODUCTION OF CERTIFICATE COURSE IN**  
**"MUSHROOM CULTIVATION"**

Date: 28.07.2017

From  
P. Sashikiran  
Lecturer in Botany  
Department of Botany  
S.K.P. Govt. College  
GUNTAKAL,

To  
The Principal,  
S.K.P. Govt. College  
GUNTAKAL,

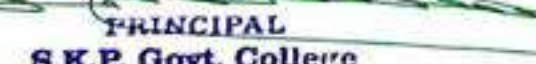
Sub :--- Proposal for introduction of Certificate course in Botany request regarding--

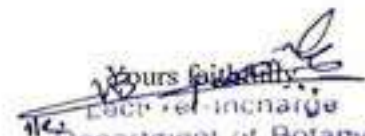
Respected Sir,

I'd like to make a proposal to you regarding the introduction of a Certificate Course in Botany for our College's final year degree students. The Department of Botany has been sincerely aware of the requirements of departing students. . With all of these considerations in mind, the Department of Botany would like to launch the course.

The details or the program are

- |                                           |                              |
|-------------------------------------------|------------------------------|
| 1. Name of the proposed program           | : Mushroom cultivation       |
| 2. Duration and timings of the program    | : 45 days; 1:30 pm to 3:00pm |
| 3. Start date of the program              | : 1st August, 2017           |
| 4. Course fee                             | : Nil                        |
| 5. No. of students expected for admission | : 40                         |

  
**PRINCIPAL**  
**S.K.P. Govt. College**  
**GUNTAKAL, Ananthapuramu (Dt.)**  
**PRINCIPAL**  
**S.K.P. Govt. Degree College**  
**GUNTAKAL, Ananthapuramu (Dt.)**

  
Lecturer in Charge  
Department of Botany  
S.K.P. Govt. Degree College  
GUNTAKAL-514 803

Department of Botany



**S.K.P. Government DEGREE COLLEGE, GUNTAKAL.**

**DEPARTMENT OF BOTANY**

**Circular**

**Date: 31-07-2017**

All the B.Sc(BZC,BIO-CHEM,MICRO-BIO) final year degree students are hereby informed that the Department of BOTANY is going to start a certificate course in MUSHROOM CULTIVATION. The duration of the course is 45 days. Students need not pay any fee for the course. The classes will commence from 01-08-2017. Interested students are required to register their names in the Botany Department. After successful completion of the course certificate will be provided to the students.



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GUNTAKAL, Ananthapuramu (Cr.)



**Coordinator**  
**Department of Botany**  
**S.K.P. Govt. Degree College**  
**GUNTAKAL-517 803**

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# REGISTRATION FORM

2017-18

## III B.Sc. (BZC & MB)

Sl.No	Reg.No	Name of the Student	Group	Sec	Signature
1	16151001	C. UMA	B.Sc.	BZC	C. Uma
2	16151002	CHUKKA MANASA	B.Sc.	BZC	C. Manasa
3	16151003	SHAIK SHABANA	B.Sc.	BZC	S. Shabana
4	16151004	VADDE MALELA ARAVIND	B.Sc.	BZC	V. Aravind
5	16151005	GUDURU RAJASHEKHAR	B.Sc.	BZC	G. Rajashekhara
6	16151006	ADAPADA BHARGAVA	B.Sc.	BZC	B. Bhargava
7	16151007	BYAGARU SHRUTHI	B.Sc.	BZC	B. Shruthi
8	16151008	BURUJULA VANAJA	B.Sc.	BZC	B. Vanaja
9	16151009	B. YERRISWAMY	B.Sc.	BZC	B. Yerriswamy
10	16151010	CHANDA BHUVANESWARI	B.Sc.	BZC	D. Hussain Peera
11	16151011	D. HUSSAIN PEERA	B.Sc.	BZC	H. Eramma
12	16151012	HARIJANA ERAMMA	B.Sc.	BZC	H. Vanitha
13	16151013	HARIJANA VANITHA	B.Sc.	BZC	I. Ramanjanamma
14	16151014	IDINDLA RAMANJANAMMA	B.Sc.	BZC	K. Jaya Lakshmi
15	16151015	K. JAYALAKSHMI	B.Sc.	BZC	B. Bharathiga
16	16151016	KOSIGI NAGARAJU	B.Sc.	BZC	M. Bharathiga
17	16151017	MIDIMALAM BHANUTEJA	B.Sc.	BZC	M. Devendra
18	16151018	M. DEVENDRA	B.Sc.	BZC	M. Kalpana
19	16151019	M. KALPANA	B.Sc.	BZC	M. Kalpana
20	16151020	MIDIMALAM LATHA	B.Sc.	BZC	N. Suresh Babu
21	16151021	NAGAPPA GARI NAGARAJU	B.Sc.	BZC	P. Balakrishna
22	16151022	NAMALA SURESH BABU	B.Sc.	BZC	C. Balakrishna
23	16151023	P. BALAKRISHNA	B.Sc.	BZC	P. Balakrishna
24	16151024	PERAVALI BHEEMESH	B.Sc.	BZC	P. Saraswathi
25	16151025	P. SARASWATHI	B.Sc.	BZC	P. Saraswathi
26	16151026	PRODDUTURU ASHOK	B.Sc.	BZC	P. Ashok
27	16151027	SANDE SHANTHAMURTHY	B.Sc.	BZC	Sande Shanthamurthy
28	16151028	VANNELA SUDHARANI	B.Sc.	BZC	V. Sudharani
29	16151271	MOHAMMAD ALI ABBAS	B.Sc.	MB	M. Ali Abbas
30	16151272	P. MAHABOOB BASHA	B.Sc.	MB	P. Mahaboo Basha
31	16151273	S. APSAANA	B.Sc.	MB	S. APSAANA
32	16151274	S. NOORULLA	B.Sc.	MB	S. NOORULLA
33	16151275	AGASANURU HANUMAKKA	B.Sc.	MB	AGASANURU HANUMAKKA
34	16151276	BOYA MOHAN	B.Sc.	MB	BOYA MOHAN
35	16151277	D. PRASANNA PRATHYUSHA	B.Sc.	MB	D. PRASANNA PRATHYUSHA
36	16151278	H. LAKSHMI NARAYANA	B.Sc.	MB	H. LAKSHMI NARAYANA
37	16151279	MUDAVATH KALAVATHI BAI	B.Sc.	MB	M. KALAVATHI
38	16151280	PINJARI RAJIYA	B.Sc.	MB	P. RAJIYA
39	16151281	RAMAVATH ANAND KUMAR NAIK	B.Sc.	MB	R. ANAND KUMAR NAIK
40	16151282	SIRISALA BHARATHI	B.Sc.	MB	S. BHARATHI

PRINCIPAL  
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GUNTAKAL, Ananthapuramu (A.P.)

Department of Botany  
S.K.P. Govt. Degree College  
GUNTAKAL-515 803



# LIST OF STUDENTS

2017-18

## III B.Sc. (BZC & MB)

Sl.No	Reg.No	Name of the Student	Group	Sec
1	16151001	C. UMA	B.Sc.	BZC
2	16151002	CHUKKA MANASA	B.Sc.	BZC
3	16151003	SHAIK SHABANA	B.Sc.	BZC
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15	16151015	K. JAYALAKSHMI	B.Sc.	BZC
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25	16151025	P. SARASWATHI	B.Sc.	BZC
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C. Uma  
CHUKKA Manasa  
ShaiK Shabana  
V. Malela Arvind  
G. Rajasekhari  
A. Bhargava  
B. Shruthi  
B. Vanaja  
B. Yerriswamy  
C. Bhuvaneshwari  
H. Vanitha  
J. Ramanjanamma  
K. Jayalakshmi  
K. Kosigi Nagaraju  
M. Bhanuteja  
M. Devendra  
M. Kalpana  
M. Latha  
Nagappa Gari  
Namala Suresh Babu  
P. Balakrishna  
Peravali Bheemesh  
P. Bheemesh  
P. Ashok  
S. Shanthamurthy  
V. Sudharani  
M. Abbas  
P. Mahabob Basha  
S. Apasana  
S. Noorulla  
AGASANURU HANUMAKKA  
B. Mohan  
D. Prasanna  
H. Lakshmi Narayana  
M. Kalavathi Bai  
Rajiya  
R. Anand Kumar Naik  
S. Bharathi

PRINCIPAL  
S.K.P. Govt. Degree Coll:  
GUNTAKAL, Ananthapuramu (Dt.)

Department of Rotary  
K.P. Govt. Degree College  
GUNTAKAL-517 803



**S.K.P. GOVERNMENT COLLEGE, GUNTAKAL**  
**SYLLABUS FOR CERTIFICATE COURSE IN**  
**MUSHROOM CULTIVATION**

Mushroom Cultivation Syllabus			
1	<b>Commercial Mushroom Cultivation</b> <ul style="list-style-type: none"> <li>• Present scenario and prospects for Mushroom Cultivation</li> <li>• Description of edible types, natural growth aspects and climatic requirements</li> </ul>	Lecture, PPT, Discussion Video	2 hrs
2	<b>Selection of types of Mushroom and Sites</b> <ul style="list-style-type: none"> <li>• Selection of important types of Mushroom</li> <li>• Selection of appropriate Mushroom cultivation sites</li> <li>• Design and construction of Mushroom farm</li> </ul>	Lecture, PPT, Discussion Video	2 hrs
3	<b>Composting in Mushroom cultivation</b> <ul style="list-style-type: none"> <li>• Role of composting in Mushroom cultivation</li> <li>• Appropriate materials to prepare different types of compost</li> <li>• Methods of composting – preparation and pasteurization</li> <li>• Determination of quality of compost</li> <li>• Hazards &amp; risks associated with composting and how to control injury to self</li> </ul>	Lecture, PPT, Demonstration, Video	8 hrs
4	<b>Mushroom cultivation - methods</b> <ul style="list-style-type: none"> <li>• Selection of commercially important types of Mushroom</li> <li>• Purpose and process of using spawn and selection of correct spawn</li> <li>• Different types of Mushroom growing facilities and fixtures</li> <li>• Package of practices of White button Mushroom and Oyster Mushroom</li> </ul>	Lecture, PPT, Demonstration Video	8 hrs
5	<b>Disease control and pest Management</b> <ul style="list-style-type: none"> <li>• Inspection of Mushroom bags or beds for early detection of pests and diseases</li> <li>• Using sterilized casing to control nematodes</li> <li>• Spraying fungicide after casing to check dry bubble</li> <li>• Spraying insecticide for control of mites</li> <li>• Use of caustic chemicals to keep rodents away</li> </ul>	Lecture, PPT, Exercise, Demonstration	6 hrs
6	<b>Harvesting of Mushroom</b> <ul style="list-style-type: none"> <li>• Identification of right stage of Mushroom</li> <li>• Methods of harvesting</li> <li>• Using approved cutting techniques for harvesting</li> </ul>	Lecture, PPT, Exercise, Demonstration	2 hrs
7	<b>Packaging storing and grading of Mushroom &amp; post harvest procedures</b> <ul style="list-style-type: none"> <li>• Sorting the Mushrooms on the size and quality</li> <li>• Packaging Mushrooms with labels containing month and year of harvesting, quantity and type of Mushroom etc</li> <li>• Use of spent Mushroom in vermin-composting and in organic farming</li> <li>• Preparation of value added products of Mushroom</li> </ul>	Lecture, PPT, Exercise, Demonstration	10 hrs

  
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8	Field Visit & Interaction with Mushroom cultivators and other Support Agencies	Field Visit, Lecture, Interaction	6 hrs
Assessment & Evaluation Test			2 hrs
Feedback & Valedictory			2 hrs
Total			48 hrs

#### References

1. Marimuthu, T. et al. (1991). Oster Mushroom. Department of Plant Pathology. Tamil Nadu Agricultural University, Coimbatore.
2. Nita Bhal. (2000). Handbook on Mushrooms. 2nd ed. Vol. I and II. Oxford and IBH Publishing Co. Pvt. Ltd., New Delhi
3. Pandey R.K, S. K Ghosh, 1996. A Hand Book on Mushroom Cultivation. Emkey Publications.
4. Pathak, V. N. and Yadav, N. (1998). Mushroom Production and Processing Technology. Agrobios, Jodhpur.
5. Tewari Pankaj Kapoor, S. C. (1988). Mushroom Cultivation. Mittal Publication, New Delhi.
6. Tripathi, D.P. (2005) Mushroom Cultivation, Oxford & IBH Publishing Co. PVT.LTD, New Delhi.
7. V.N. Pathak, Nagendra Yadav and Maneesha Gaur, Mushroom Production and Processing Technology/ Vedams Ebooks Pvt Ltd., New Delhi (2000)

Principal  
S.K.P. Govt. Degree Coll.  
GUNTAKAL, Ananthapuramu (D.C.)

*V. S. P. S. S.*  
Lecturer in charge  
Department of Botany  
S.K.P. Govt. Degree College  
GUNTAKAL-515 803

Model Paper  
CERTIFICATE COURSE IN MUSHROOM CULTIVATION  
Commercial Cultivation of Mushroom

Time : 3 hrs

Max.Marks : 100

Section A

Answer all questions

(4X15=60)

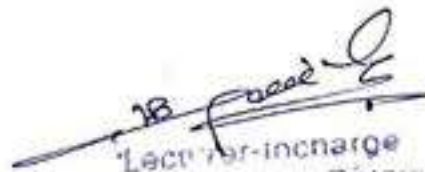
1. a. List out the material required for milky mushroom cultivation  
or  
b. Describe the different methods used for commercial mushroom cultivation
2. a. Write about the different methods used in compost preparation  
or  
b. Give an account of the sterilization protocols in mushroom cultivation
3. a. Explain the spawn culture preparation  
or  
b. Detail the process of mother spawn production
4. a. What are the different strategies used in mushroom harvesting  
or  
b. Illustrate the grading, packaging and storing of mushrooms

Section B

Answer any 5 questions

(5X8=40)

5. Bulk Chamber
6. Substrate selection
7. Design of farm
8. Spawn selection
9. Incubation
10. Pasteurization
11. Grading
12. Mushroom packaging
13. Storage strategies

  
Lecturer-in-charge  
Department of Botany  
S.K.P. Govt. Degree College  
GUNTAKAL-517 803

**PRINCIPAL**  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (DL)



**S.K.P. Government Degree College, Guntakal**  
**Department of Botany**  
**Final Report of Certification Course in Mushroom Cultivation**

Dt : 18-10-2017

From  
P. Sashikiran  
Lecturer in Botany  
Department of Botany  
S.K.P. Govt. College  
GUNTAKAL,

To  
The Principal,  
S.K.P. Govt. College  
GUNTAKAL,

Department of Botany, under the guidance of the Principal Dr. K Ganeswar, came up with idea of **Mushroom Cultivation** Course for the students of the College. The Department of Botany has made a humble beginning to impart and enrich the students with self employment ideas conducting a certificate course in Mushroom Cultivation for the duration of 45 days. As it was resolved earlier, the main thrust of the course was to inculcate self employment skills for the out-going students. The basic structure of the course is prepared keeping in view the needs of the final year students. The said Course was started on 01.08.2017 and completed on 18.10.2017.

The response from the students was very good. In its introductory session the area was filled with students, who enthusiastically wanted to be the part of it. Dr. K. Ganeswar, the principal, addressed the students intimating them about the importance of self-employment in present society. He also appreciated the effort of Botany Department and congratulated Sri P Sashikiran, HOD, Botany Department, who was the guiding force behind the entire course. The number of students attended the Course was good. 36 Students regularly attended the Classes conducted from 1.30 P M to 3.00 PM.

The sessions were interactive, informative and interesting. The usage of videos, suggestive books and interesting practicals helped the students to grasp the tips to learn and understand the Cultivation of Mushrooms. There were brain-storming sessions, debates, group

Principal  
S.K.P. Govt. Degree College  
Guntakal, Andhra Pradesh

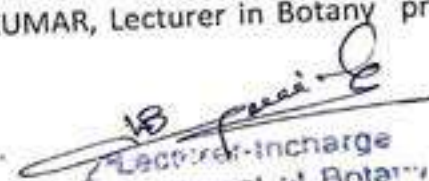
activities and presentations regarding marketing of the product, which enhanced the confidence level of the students. The Course ran its entire course of 45 days and also took informal inputs from the students for making the course better next time.

After the successful completion of the said Certificate course, a valedictory function was held on 18<sup>th</sup> October 2017. The Principal of the College, Sri Dr K. Gnaneswar, graced the occasion. The meeting was presided over by the HOD(Botany) Sri P Sashikiran, In his opening remarks, the Head of the Department explained the need and necessity of introducing the Certificate course. The Principal advised the students to make use of the in-puts given by the Department of Botany. Certificates were distributed to the all 36 students.

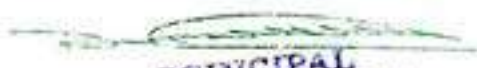
At the end of program Dr A.S. VIJAYAKUMAR, Lecturer in Botany proposed the vote of thanks.



**PRINCIPAL**  
**S.K.P. Govt. College**  
**GUNTAKAL, Ananthapuramu (Dt.)**



Lecturer-in-charge  
Department of Botany  
S.K.P. Govt. Degree College  
GUNTAKAL-515 803



**PRINCIPAL**  
**S.K.P. Govt. Degree Coll:**  
**GUNTAKAL, Ananthapuramu (Dt.)**





**PRINCIPAL**  
S.K.P. Govt. Degree Collg  
GUNTAKAL, Ananthapuramu (A.P.)

*18. free*  
Lecturer-in-charge  
Department of Botany  
& K.P. Govt. Degree College  
GUNTAKAL-517 802



# S K P COLLEGE GUNTAKAL

## LIST OF FINAL B.Sc.(BZC & MB) STUDENTS ENROLLED FOR MUSHROOM CULTIVATION CERTIFICATE COURSE

ATTENDANCE SHEET FOR THE ACADEMIC YEAR: 2017-18.

Sl.No	Name of the student	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	32	33	34	35
1	C. UMA	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	P	P	P	P	P
2	CHUKKA MANASA	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	P	P	P	P	P
3	SHAK SHABANA	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	P	P	P	P	P
4	VADE MALELA ARAVIND	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	P	P	P	P	P
5	GUDURU RAJASHEKHAR	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	P	P	P	P	P
6	ADAPADA BHARGAVA	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	P	P	P	P	P
7	BYAGARU SHRUTHI	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	P	P	P	P	P
8	BURUJULA VANNA	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	P	P	P	P	P
9	B. YERRISWAMY	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	P	P	P	P	P
10	CHANDA BHUVANESWARI	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	P	P	P	P	P
11	D. HUSSAIN PEERA	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	P	P	P	P	P
12	HARILANA ERAMMA	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	P	P	P	P	P
13	HARILANA VANITHA	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	P	P	P	P	P
14	L.RAMAKRISHNAN	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	P	P	P	P	P
15	K. JAYALAKSHMI	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	P	P	P	P	P
16	KOSGI NAGARAJU	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	P	P	P	P	P
17	MIDIMALLAM BHANUTEJA	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	P	P	P	P	P
18	M. DEVENDRA	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	P	P	P	P	P
19	M. KAPLANA	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	P	P	P	P	P
20	MIDIMALLAM LATHA	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	P	P	P	P	P
21	N. NAGARAJU	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	P	P	P	P	P
22	NAVALA SURESH BABU	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	P	P	P	P	P
23	P. BALAKRISHNA	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	P	P	P	P	P
24	PERAVALI BHREMESH	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	P	P	P	P	P
25	P. SARASWATHI	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	P	P	P	P	P
26	PRODDUTURU ASHOK	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	P	P	P	P	P
27	SANDE SHANTHAMURTHY	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	P	P	P	P	P
28	VANNELA SUDHAKANI	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	P	P	P	P	P
29	MOHAMMAD ALI ABBAS	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	P	P	P	P	P
30	P. MAHABOOS BASHA	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	P	P	P	P	P
31	S. APSANA	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	P	P	P	P	P
32	S. NOORULLA	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	P	P	P	P	P

PRINCIPAL

S K P Govt Degree College  
GUNTAKAL, Amarapura (Tl)





**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**Department Of Computer science & Applications**

**Minutes of the Department meeting for the conduct of Certificate Course in  
MS-OFFICE**

Date: 29.07.2017

The Department of Computer science & Applications, a pioneer in meeting the needs of students, has decided to be a trailblazer for our College's graduating students. The job market, particularly in the financial area, has been booming, and fresh graduates with Msoffice knowledge are in high demand. The Department of Computer science & Applications has taken the initiative to conduct a Certificate Course in Msoffice, with the simple goal of providing necessary hands on knowledge on Msoffice to outgoing students.

On the 29st of July, 2017, the Department of Computer science & Applications had a meeting with its members on the College premises. The meeting was chaired by the Head of the Department, P.Dharmendra in Computer science & Applications. The Department unanimously resolved to organize the Course in MS-OFFICE for our College's outgoing final year Degree students under the chairmanship of the Head of Department and under the direction of the principal. It was resolved that the Certificate Course will be held for 45 days. It was also decided to focus more on students from rural backgrounds, and their medium of instruction is Telugu.

1. P Dharmendra, Head of the Department : *Dharmendra*
2. DC. Sowjanya, Lecturer in computer science : *Sowjanya*
3. K Nataraj , Lecturer in Computer science : *K. Nataraj*

The Principal



*[Signature]*

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**S.K.P. Govt. College**  
**GUNTAKAL, Ananthapuramu (Dt.)**

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**S.K.P. Govt. Degree College**  
**GUNTAKAL, Ananthapuramu (Dt.)**



**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**  
**PROPOSAL FOR THE INTRODUCTION OF CERTIFICATE COURSE IN Msoffice**

DATE: 29.07.2017

From  
P Dharmendra,  
Head of Department Computer science & Applications  
S.K.P. Govt. Degree College  
Guntakal.

To  
The Principal,  
S.K.P. Govt. Degree College  
Guntakal


Respected Sir,

I'd like to make a proposal to you regarding the introduction of a Msoffice Certificate Course for our College's final year NON Computer degree students. The Department of Computer science & Applications has been increasingly aware of the requirements of departing students. From the lowest to the greatest levels of employment, Knowledge in Msoffice has become the important factor for the NON Computer students. With all of these considerations in mind, the Department of Computer science & Applications would like to launch the course.

The details of the program are

- |                                           |                              |
|-------------------------------------------|------------------------------|
| 1. Name of the proposed program           | : Msoffice                   |
| 2. Duration and timings of the program    | : 45 days; 2:30 pm to 4:00pm |
| 3. Start date of the program              | : 05 August, 2017            |
| 4. Course fee                             | : Nil                        |
| 5. No. of students expected for admission | : 40                         |

Yours faithfully  
*Dharmendra*  
Head of Department Computer science  
Dept. of Computer Science  
S.K.P. Govt. College,  
Ananthapuramu Dist.

  
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S.K.P. Govt. Degree College  
Guntakal Ananthapuramu (Dist.)

**S.K.P. Government DEGREE COLLEGE, GUNTAKAL.**  
**DEPARTMENT OF COMPUTER SCIENCE & APPLICATIONS**

**Circular**

Date: 29-07-2017

All the Non computer groups (Bcom, BA, BZC) degree students are hereby informed that the Department of Computer science & applications is going to start a certificate course in 'MSOffice'. The duration of the course is 45 days. Students need not pay any fee for the course. The classes will commence from 05-08-2017. Interested students are required to register their names in the computer science & applications Department. After successful completion of the course certificate will be provided to the students.

  
Coordinator

Dept. of Computer Science & Applications  
S.K.P. Govt. College,  
GUNTAKAL, Ananthapuramu Dist.  
A.P.

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# S.K.P. GOVERNMENT DEGREE COLLEGE::GUNTAKAL

## DEPARTMENT OF COMPUTERSCIENCE

### CERTIFICATE COURSE STUDENT LIST 2017-18

S.No	Name of the student	University Reg. No.	Signature
1	M.SURYA PRAKASH	170151158	M. Surya Prakash
2	M.NANI	170151159	M. Nani
3	M.PARASARAMUDU	170151160	M. Parasararamudu
4	N.UMADEVI	170151161	N. Umadevi
5	N.SUMANTH	170151162	N. Sumanth
6	N.VALMIKI	170151163	N. Valmiki
7	O.SUVARNA	170151164	O. Suvarna
8	R.SHARUKH BABU	170151165	R. Sharukh Babu
9	S.MAHABOOB BASHA	170151166	S. Mahabob Basha
10	T.SURESH BABU	170151168	T. Suresh Babu
11	V.CHANDRA	170151169	V. Chandra
12	Y.VIJAY KUMAR	170151170	Y. Vijay Kumar
13	S.SHARMEEN BANU	170151171	S. Sharmeen Banu
14	S.K.TEHEEN	170151172	S.K. Teheen
15	B.MAHITHA	170151202	B. Mahitha
16	B.YAMUNA	170151203	B. Yamuna
17	C.BOYANA HARISH	170151204	C. Boyana Harish
18	D.HAJI NABI SAB	170151205	D. Haji Nabi Sab
19	D.SHAKEELA	170151206	D. Shakeela
20	H.RIYAZ BASHA	170151207	H. Riyaz Basha
21	K.IMAM BAIG	170151209	K. Imam Baig
22	S.JAFAR VALI	170151210	S. Jafar Vali
23	A.P.DILEEP	170151211	A.P. Dileep
24	G.INDU KISHORE YADAV	170151212	G. Indu Kishore Yadav
25	G.VENKATESH	170151213	G. Venkatesh
26	J.MAHESH	170151214	J. Mahesh
27	J.SHIVA	170151215	J. Shiva
28	J.CHIRANJEEVI	170151216	J. Chiranjeevi
29	K.SHIVA KUMAR	170151217	K. Shiva Kumar
30	B.RAJITHA	170151227	B. Rajitha
31	S.KALAVATHI	170151257	S. Kalavathi
32	S.JHANSI RANI	170151258	S. Jhansi Rani
33	S.SHAHANAZ BEGUM	170151259	S. Shahanz Begum
34	S.NAGARJUNA	170151260	S. Nagarjuna
35	T.PAVAN KUMAR	170151261	T. Pavan Kumar
36	T.UDAY KIRAN	170151262	T. Uday Kiran
37	T.PAVAN KUMAR	170151263	T. Pavan Kumar
38	S.ABEDHA BEGUM	170151344	S. Abedha Begum
39	S.PUJA	170151345	S. Puja
40	T.MALLESWARI	170151346	T. Malleswari

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**S.K.P. Government Degree College, Guntakal**  
**Department of Computer science & applications**  
**Final Report of Certification Course in Computer science & applications**

Department of Computer science & applications, under the guidance of the Principal Dr. K Ganeswar, came up with idea of Msoffice for the students of the College. The Department of Computer science & applications has made a humble beginning to impart and enrich the students with hands on Msoffice by conducting a certificate course in Msoffice for the duration of 45 days. As it was resolved earlier, the main thrust of the course was to inculcate knowledge in Msoffice for the out-going students. The basic structure of the course is prepared keeping in view the needs of the final year students. The said Course was started on 05.08.2017 and completed on 20.09.2017.

The response from the students was overwhelming. In its introductory session the Seminar Hall was jam-packed and students enthusiastically wanted to be the part of it. Dr. K. Ganeswar, the principal, addressed the students intimating them about the importance of Technology in social and corporate realms. He also appreciated the effort of Computer science & applications Department and congratulated Sri P Dharmendra, HOD, Computer science & applications Department, who was the guiding force behind the entire course. The number of students attended the Course was good. 40 Students regularly attended the Classes conducted from 2.30 P M to 4.00 PM.

The sessions were interactive, informative and interesting. The usage of hands on, videos, hand-outs, seminars, quiz's, suggestive books and interesting worksheets helped the students to grasp the tips to learn and understand Msoffice. There were brain-storming sessions, debates, group activities and impromptu presentations which enhanced the confidence level of the students. The Course ran its entire course of 45 days and also took informal inputs from the students for making the course better next time.

  
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After the successful completion of the said Certificate course, a valedictory function was held on 20 SEP 2017. The Principal of the College, Sri Dr K. Ganeswar, graced the occasion. The meeting was presided over by the HOD (Computer science & applications),

Sri P Dharmendra. In his opening remarks, the Head of the Department explained the need and necessity of introducing the Certificate course. The Principal advised the students to make use of the in-puts given by the Department of Computer science & applications. Certificates were distributed to the all 40 students.

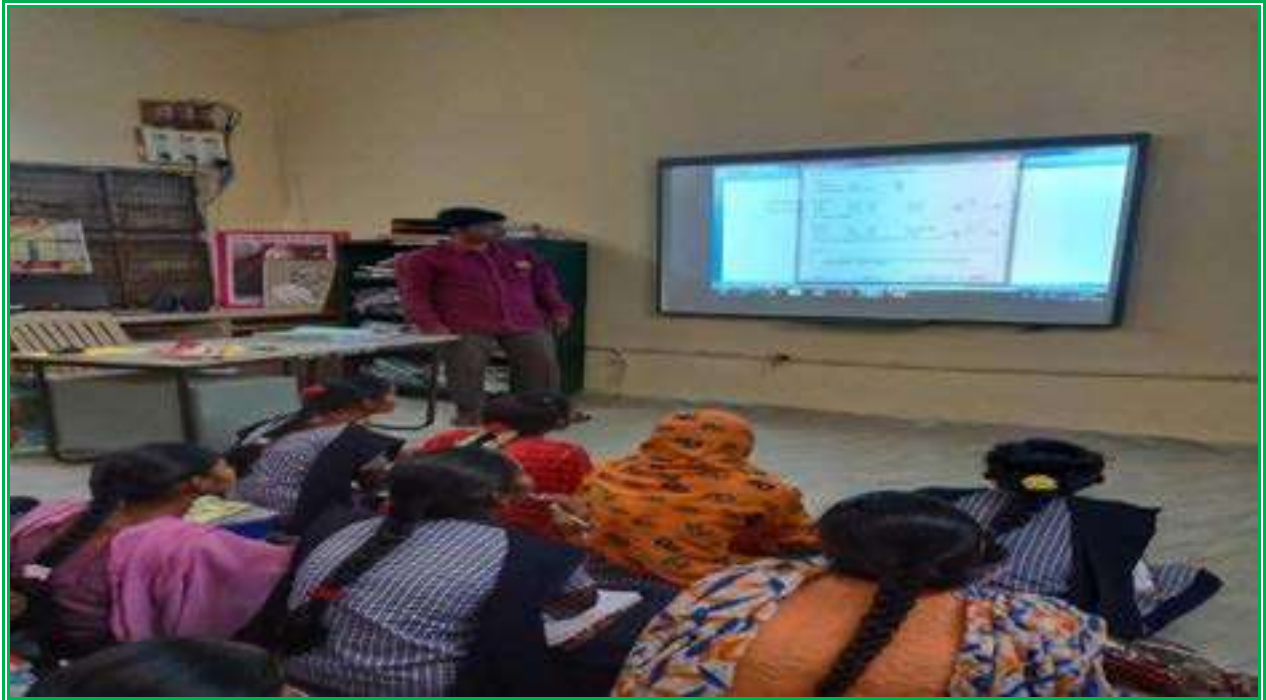
At the end of program DC Sowjanya, Lecturer in Computer science & applications, proposed the vote of thanks.

*Dharmendra*  
**INCHARGE**  
Dept. of Computer Science  
S.K.P. Govt. College,  
GUNTAKAL, Ananthapuram.

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GUNTAKAL, Ananthapuram (DL)

**S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL**  
**Department Of Computer science**

**2017-18**







# S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL

## DEPARTMENT OF COMPUTER SCIENCE

### FEED BACK ON CERTIFICATE COURSE

#### GRAPHICAL ANALYSIS

( PLEASE TICK ( ✓ ) ON ANY ONE OF THE FOLLOWING )

1. How do you rate the quality of teaching in the Add on course

- a) Excellent      b) Good      c) Average      d) Poor

2. How is the syllabus appropriate in covering the course

- a) Excellent      b) Good      c) Average      d) Poor

3. Whether the certificate course on Ratio&Proportion, Time & Work is useful to you

- a) Excellent      b) Good      c) Average      d) Poor

4. How do you rate the overall certificate course

- a) Excellent      b) Good      c) Average      d) Poor

5. Is the timing of conduct of classes to your satisfaction

- a) Excellent      b) Good      c) Average      d) Poor

Comments & Suggestions :

Signature of the Student

( B. Sunil )

  
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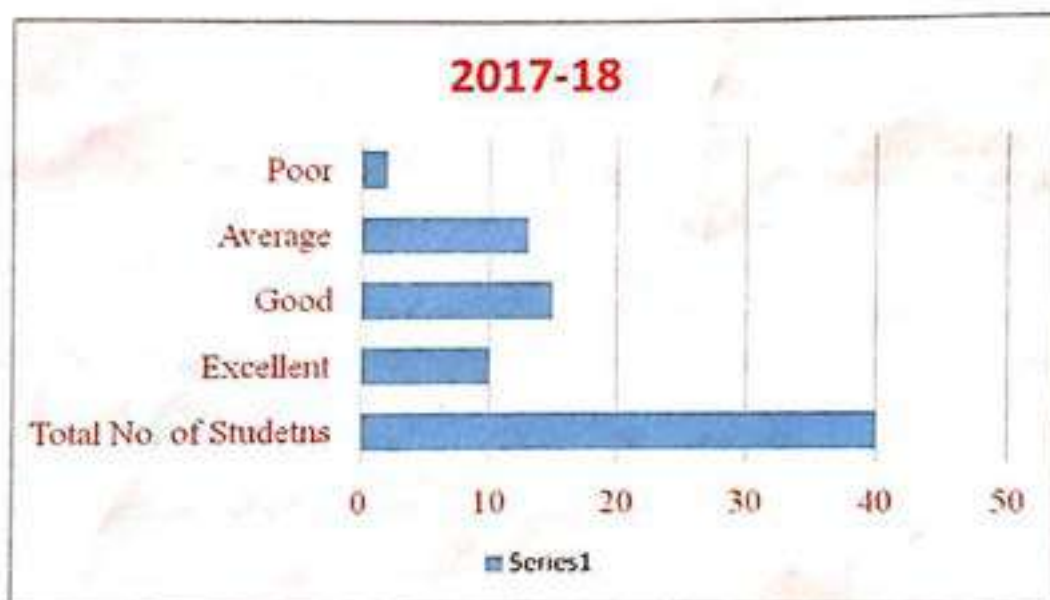
# S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL

## DEPARTMENT OF COMPUTER SCIENCE

### FEED BACK ON CERTIFICATE COURSE

#### GRAPHICAL ANALYSIS

Total No. of Studetns	Excellent	Good	Average	Poor
40	10	15	13	2



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**CERTIFICATE COURSE  
IN PAINTING  
2017-2018**

SKP GOVERNMENT DEGREE COLLEGE GUNTAKAL 2017-2018

CERTIFICATE COURSE FOR OF PAINTING

RESOLUTION

The women Empowerment cell has initiated short-term course, , i.e CERTIFICATE IN PAITING COURSE with a span of 45 days for catering to the needs of the girls students by providing the basic skills in the present competitive needs.The Painting course was a short –term certificate course started on 14.9.2017 with a span of 45 days,and a nominal amount of Rs200 was charged from students to meets the provisions required to start the course.The resource person was Alekhya .

Women empowerment cell promotes "sense of self worth" developing the students ability to determine their own choices and their right to influence social change for themselves.


NEED OF THE COURSE : Along with education every student should have skills to support themselves and to their families

As Painting boosts self esteem and inspires to reach new levels of skills, it produces relaxing open environment where one can feel safe to explore their own creativity.Painting enhances free motor skills,and eye coordination, lateral thinking complex analysis and critical thinking skills.

OUTCOMES: Painting skills provide self employment and can give a daily income and can enable to develop independently .

It helps to improve fine and gross motor skills.Art education increases creativity and open mindness .Creativity increases learning to make decisions.Painting teaches student to be more aware themselves and others .Creating art teaches focus and preserverence.It helps to express emotions in a positive way. With Painting skills student will be self reliant and boosting their self esteem and self worth.

  
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Incharge  
WEC Incharge  
S.K.P Govt. College  
GUNTAKAL



SKP GOVERNMENT DEGREE COLLEGE GUNTAKAL 2017-2018

**PERMISSION LETTER**

From

To

The Incharge  
WEC cell  
SKP Government college  
Guntakal

Principal  
SKP Government Degree college  
Guntakal

Sir,

Sub: WEC.Request your permission to start certificate course Painting skills-Request-Reg -

Ref: WEC resolution dated 5-9-2017 with reference of women empowerment cell.

As per the resolution of the college department of WEC met on 5.9.2017 and resolved anonymously to conduct certificate course in Painting for girl students of our college. Hence I request to put forth your proposal for kind consideration and necessary approval or permission to introduce certificate course in painting.

BRIEF DETAILS OF THE COURSE

TITLE OF THE COURSE: CERTIFICATE COURSE IN PAINTING SKILLS

DURATION OF THE COURSE: 45 Days

NUMBER OF GIRL STUDENTS: 35

NEED OF THE COURSE : Most of the college students hail from rural background particularly biological background students and unable to tap the job market. Most of the students are from poor and agricultural background . Hence to enable them to expertise and empower inPainting skills ,Women empowerment cell has decided to introduce Painting course certificate

  
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**WEC Incharge**  
S.K.P Govt. College  
GUNTAKAL

SKP GOVERNMENT DEGREE COLLEGE GUNTAKAL 2017-2018

**CIRCULAR**

Date  
7.9.2017

This is to inform all the girl students of this college that Women Empowerment Cell would like to start Painting course certificate .The duration of the course will be 45 days .Interested students are required to their names to Incharge of WEC .The students names will be displayed in college notice board.

Group	I Year	II Year	III Year
B.A (HEP)			
B.A (HPE)			
B.A (HPT)			
B.Com (G)			
B.Com (CA)			
BZC			
MPC (TM)			
MPC (EM)			
Micro Biology			
Bio Chemistry			
MPCS			
MECS			

Incharge


  
WEC Incharge  
S.K.P Govt. College  
GUNTAKAL

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Principal

  
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## SYLLABUS

### Fabric Painting

Fabric painting is the application of specialized paints to fabric. It is possible to paint any fabric, but tightly woven natural fabric like cotton is easier to paint. Splattering and sponging are a few techniques that can be done on fabric.

### Basic

#### Movement of Pencil

- Freehand Drawing (Basic)
- Shades & Shading
- Methods & Materials

### Fabric Painting

- Nature Work
- Creative Designs
- Figurative Work

### Medium

- Fabric Colours
- Pearl Colours
- 3D & Spray Colours (Optional)

### Art Work

- Freehand Drawing
- Pencil Shading
- Nature Work
- Figurative Work
- Creative Designs



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**SKP GOVERNMENT DEGREE COLLEGE -GUNTAKAL 2017-  
2018**

**LIST OF THE STUDENTS ENROLLED FOR CERTIFICATE COURSE IN BEAUTICIAN**

S.NO	NAME OF THE STUDENT	COURSE	HALL TICKET NUMBER
10	BOYA UMADEVI	B.A.	170153042 <i>B. umadevi</i>
02	KASAPURAM BHAGYA LAKSHMI	B.A.	170153053 <i>K. Bhagyalakshmi</i>
03	RAPTADU UMADEVI	B.A.	170153069 <i>R. umadevi</i>
04	BOYA KOLIMI MALLIKA	B.A.	170153156 <i>B. kolimi mallika</i>
05	KAVAILIL SAROJA	B.A.	170153167 <i>K. saraja</i>
06	MOLAKA PREETHI	B.A.	170153174 <i>M. Preethi</i>
07	ANGADI PADMAVATHI	B.Sc.	170151003 <i>A. Padmavathi</i>
08	BODIPADU SUNEETHA	B.Sc.	170151006 <i>B. suneetha</i>
09	HARIJANA SANTHOSHAMA	B.Sc.	170151011 <i>H. Santhashamma</i>
10	JADCHERLA SARITHA	B.Sc.	170151012 <i>J. saritha</i>
11	JOGIREDDY VANI	B.Sc.	170151014 <i>J. vani</i>
12	KAVALI PRIYANKA	B.Sc.	170151015 <i>K. priyanka</i>
13	M SUNITHA	B.Sc.	170151017 <i>M. sunitha</i>
14	MALA PAVANI	B.Sc.	170151019 <i>M. pavani</i>
15	PALLE SWETHA	B.Sc.	170151021 <i>P. Swetha</i>
16	RAKA DURGA DEVI	B.Sc.	170151023 <i>R. durga devi</i>
17	VELPUMADUGU DIVYA	B.Sc.	170151028 <i>V. Divya</i>



18	VEPAMANU SANDHYA	B.Sc	170151029 V. Sandhya
19	BANDI JAHU BANU	B.Sc	170151051 B. Jathi banu
20	KANAKAM KUSUMA KUMARI	B.Sc	170151052 K. Kusuma Kumari
21	ANANDAPPA GARI ANUSHA	B.Sc	170151054 A. Gari Anusha
22	CHAKALI ADI LAKSHMI	B.Sc	170151058 C. Lakshmi
23	DASARI BHULAKSHMI	B.Sc	170151061 D. Bhulakshmi
24	HATHIBELAAL PATIL SOWMYA	B.Sc	170151065 H. patil Sowmya
25	KUNTILAKSHMANNAGARI TABITHA	B.Sc	170151069 K. lakshmi na tabitha

*Zinda*  
Incharge

WEC Incharge  
S.K.P Govt. College  
GUNTAKAL

*[Signature]*  
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S.K.P. Govt. Degree College  
GUNTAKAL

**SKP GOVERNMENT DEGREE COLLEGE GUNTAKAL 2017-2018**

**ATTENDENCE**

S.N O	NAME OF THE STUDENT	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
01	BOYA UMADEVI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
02	KASAPURAM BHAGYA LAKSHMI	X	a	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
03	RAPTADU UMADEVI	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
04	BOYA KOLIMI MALLIKA	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
05	KAVALIL SAROJA	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
06	MOLAKA PREETHI	X	a	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
07	ANGADI PADMAVATHI	X	X	X	a	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
08	BODIPADU SUNEETHA	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
09	HARIJANA SANTHOSHA MA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	JADCHERLA SARITHA	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	JOGIREDDY VANI	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

  
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**GUNTAKAL, Ananthapur District**



12	KAVALI PRIYANKA	X X X X X X a X X X X X X X X X a X X X X X X X X X X X X X X
13	M SUNITHA	X X a X X X X X a X X X X X X X X X X X X X X X X X X X X
14	MALA PAVANI	X X X X X X a X X X X X X X X X a X X X X X X X X X X X X X X
15	PALLE SWETHA	X X X X X X X X a X X X X X X X X X X X X X X X X X X X X X X
16	RAKA DURGA DEVI	X a X X X X X X X X X X X X X X X X X X X X X X X X X X X X
17	VELPUMADU GU DIVYA	X X X X X a X X X X X X X X X X X X X X X X X X X X X X X X
18	VEPAMANU SANDHYA	X X X X X a X X X X X X X X X X X X X X X X X X X X X X X X
19	BANDI JAHI BANU	X X X X a X X X X X X X X X X X X X X X X X X X X X X X X X
20	KANAKAM KUSUMA KUMARI	X X X X X X a X X X X X X X X X a X X X X X X X X X X X X
21	ANANDAPPA GARI ANUSHA	X X X X X X X X X a X X X X X X X X X X X X X X X X X X X
22	CHAKALI ADI LAKSHMI	X X X X X X a X X X X X X X X X X X X X X X X X X X X X X
23	DASARI BHULAKSHMI	X X X X X X X X X X X X X X X X X X X X X X X X X X X X X
24	HATHIBELAA L PATIL SOWMYA	X X X X X X a X X X X X X X X X X X X X X X X X X X X X X
25	KUNTILAKSHMA NNAGARI TABITHA	X X X X X X X X X X X X X X X X X X X X X X X X X X X X X

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SKP GOVERNMENT DEGREE COLLEGE GUNTAKAL 2017-2018

**FINAL REPORT ON CERTIFICATE COURSE IN PAINTING SKILLS  
WOMEN EMPOWERMENT CELL**

The Women Empowerment cell has made a humble beginning to impart and enrich quality and financial life off students by introducing certificate course in PAINTING Skills .The Women Empowerment Cell members resolved to conduct the course for the benefit of girl students. Principal permission is obtained before starting the course all the students are informed that the course details by circular.Among the students enrolled for the course based on criteria of agricultural background and academic performance. 35 students are enrolled in the course .

The course started on 14.9.2017 in women empowerment cell.25 students attended the course for 45 days .As per the resolution the course was continued every day one hour in college timings. After successful completion of the certificate course students were awarded with certificates in valedictory function.The valedictory function was graced by the principal and vice principal and head of the WEC .The principal appreciated the department of WEC for its sincere efforts. Finally the students were received their certificates and feedback was collected by them. The importance of this course is to train students for better life skills.

  
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PHOTOGRAPHS OF THE ACTIVITY



Painting by students

  
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