

## SKP Govt. Degree College, Guntakal

### No. of Certificate Courses Conducted and No. of Students Benefitted

1.2.2 Number of Add on /Certificate programs offered during the last five years (47)

1.2.3 Average percentage of students enrolled in Add-on/Certificate programs as against the total number of students during the last five years (10)

2018-19						
Name of Add on /Certificate programs offered	Course Code (if any)	Name of the Department	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
Spoken English	NA	Department of English	1	45 Days	45	45
Telugu Typing	NA	Department of Telugu	1	40 Days	40	40
Basics of Stock market	NA	Department of Economics	1	45 Days	40	40
Tally	NA	Department of Commerce	1	45 Days	40	40
Blood relations Clock Directions Missing Numbers	NA	Department of Mathametics	1	40 Days	30	30
Electrical Appliances	NA	Department of Physics	1	50 Days	32	32
Water Analysis	NA	Department of Chemistry	1	45 Days	45	45
Mushroom Cultivation	NA	Department of Botony	1	45 Days	40	40
MS - Office	NA	Department of Computer science	1	45 Days	40	40
Tailoring Course	NA	Women Empowerment Cell	1	45 Days	25	25



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

**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 Masthanappar, 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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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

  
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**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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**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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**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

  
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**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**

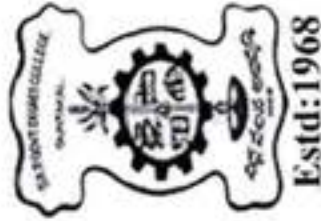
S.No.	Register Number	Name of the Student
1	170153031	AKASI VARAPRASAD
2	170153032	BAVIGADDA HANEEF
3	170153034	GADDAM ZIAUL HAQ
4	170153035	RAMAVATH DAKYA NAIK
5	170153036	AKKILI MARUTI
6	170153037	B PAVANKUMAR
7	170153038	BANDARI HARIKRISHNA
8	170153039	BOGOTI UPENDRA
9	170153040	BOYA MAHANANDI
10	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

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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'

## 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  
ANANTAPURAM

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

*[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:

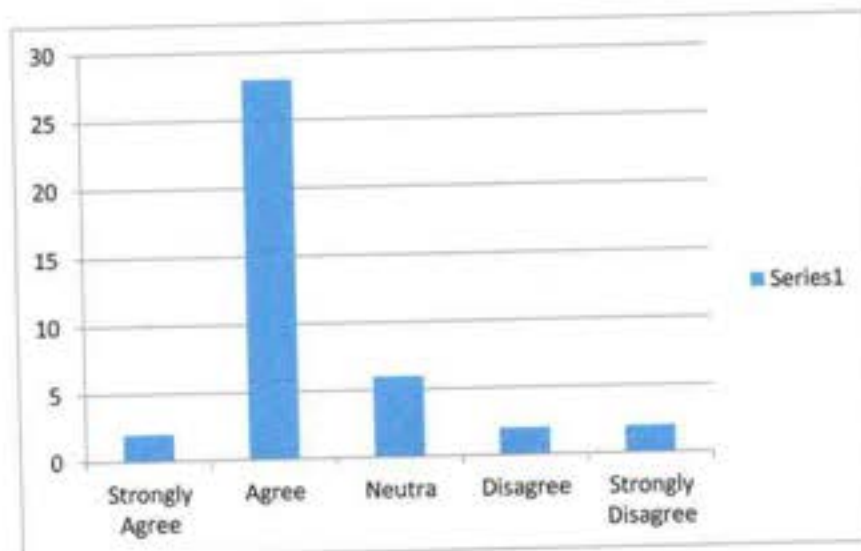
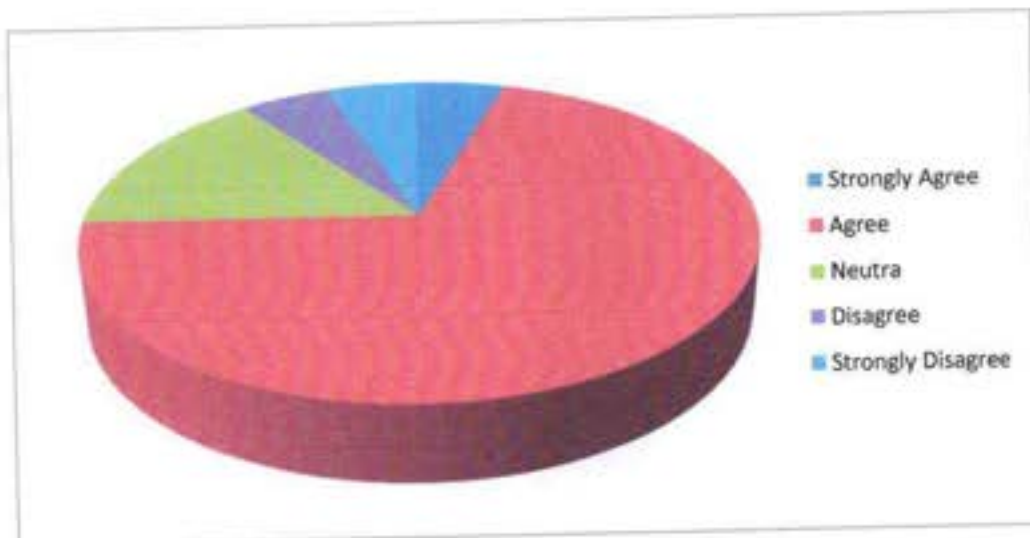
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GUNTAKAL  
Anantapur (Dist.)





**SKP GOVERNMENT DEGREE COLLEGE: GUNTAKAL**  
**Spoken English Certificate Course (2018-19)**  
**Participants Feedback Form**

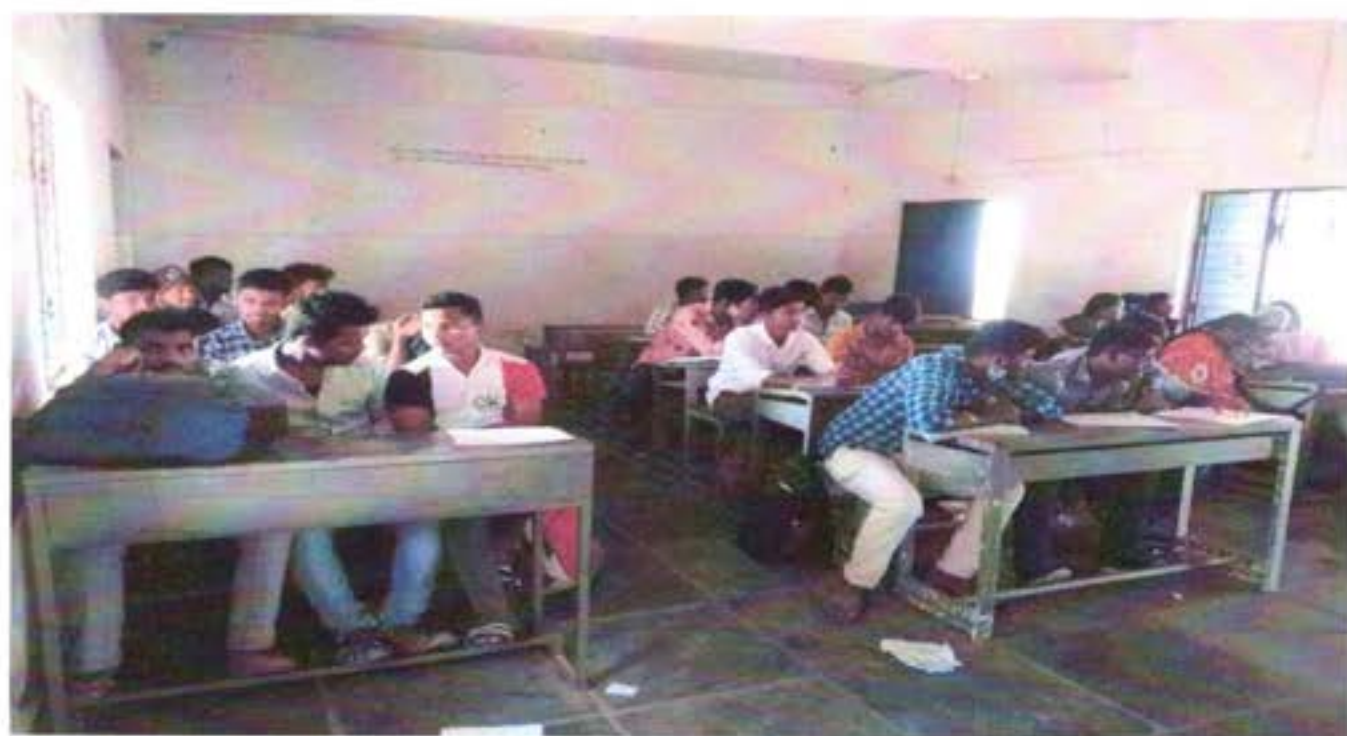
<b>Total Students</b>	<b>40</b>
<b>Strongly Agree</b>	<b>2</b>
<b>Agree</b>	<b>28</b>
<b>Neutra</b>	<b>6</b>
<b>Disagree</b>	<b>2</b>
<b>Strongly Disagree</b>	<b>2</b>



  
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**Anantapur (Dist.)**



Photos of Spoken English Certificate Course 2018-19



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S.K.P. College  
GUMMADUR  
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

S.N o.	Register Number	Name of the Student
1	170153031	A VARAPRASAD
2	170153032	B HANEFF
3	170153034	G ZIAUL HAQ
4	170153035	R DAKYA NAIK
5	170153036	AKILI MARUTI
6	170153037	B PAVANKUMAR
7	170153038	B HARIKRISHNA
8	170153039	BOGOTI UPENDRA
9	170153040	BOYA MAHANANDI
10	170153042	BOYA UMADEVI
11	170153043	BOYA VEERESH
12	170153044	B KHASIM
13	170153046	D MOHAN RAJ
14	170153047	D SREEKANITH
15	170153048	G NARESH
16	170153049	GORNTLA SURESH
17	170153050	J PRAVEEN KUMAR
18	170153051	J SURYA PRAKASH
19	170153052	K DEVENDRA
20	170153053	K BHAGYA LAKSHMI
21	170153054	KATIKE RAJA
22	170153055	K RANGASWAMY
23	170153056	K JAGADEESH
24	170153057	K NAGENDRA
25	170153058	M KILLE SIVA MURTHI
26	170153059	M KILLE THIPPAIAH
27	170153060	MALA SHIVA



**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 NETTIKANTAIAH
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 A

Yare

**PRINCIPAL**  
**S.K.P. Gov Degree Collge**  
**GUNTAKAL**  
**Anantapur (Dist)**

యస్. కె. పి. ప్రభుత్వ డిగ్రీ కళాశాల, గుంతకల్

తెలుగు శాఖ

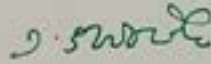
తెలుగు టైపింగ్ సర్టిఫికేట్ కోర్స్ నిర్వహించాలని తెలుగు శాఖ తీర్మానం.

తేది: 06/07/2018

తెలుగు శాఖ ఆధ్వర్యం లో డిగ్రీ చిప్ప, చికాం, చియస్సె 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 టి. జయమ్మ పాల్గొన్నారు. దీనిని కళాశాల ప్రెసిసిపాల్ గారి ఆదేశాల మేరకు 40 రోజుల కాలవ్యవధిలో సర్టిఫికేట్ కోర్స్ నిర్వహించాలని తీర్మానించుకున్నాము.

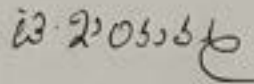
వి. కొండారెడ్డి (తెలుగు శాఖాధ్యక్షులు)



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 ప్రాంత 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

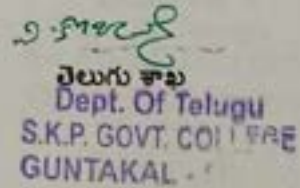
కోర్సు కాల వ్యవధి సమయం: 40 రోజులు సా. 5 నుండి 6 గంటల వరకు

ప్రారంభ తేదీ: 2 ఆగస్టు 2018

కోర్స్ ఫీజు: ఏమీ లేదు

మొత్తం విద్యార్థుల సంఖ్య: 40

  
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GUNTAKAL

యస్. కె. పి. ప్రభుత్వ డిగ్రీ కళాశాల, గుంతకల్

తెలుగు శాఖ

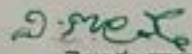
సర్క్యులర్

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 పేరు నమోదు చేసుకోండి. కోర్స్ పూర్తి అయిన తర్వాత సర్టిఫికేట్ కూడా జారీ చేయబడును కావున విద్యార్థులందరూ ఈ అవకాశాన్ని సద్వినియోగం చేసుకోగలరు.

ఇట్లు

  
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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 Sheshaiah	Sheshaiah
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 Saikumar	Saikumar
24	180153154	P Harikrishna	P. Harikrishna
25	180153155	R Chandra naik	Chandra naik
26	180153156+	S Rafi	S. Rafi
27	180153157	T Ramakrishna	T. 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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# 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. Balasubrahmanyam	X	X	X	X	X	X	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. Channarayana	X	X	X	X	X	X	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. Chavali	X	X	X	X	X	X	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	V. Revanth	X	X	X	X	X	X	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. Lakshmi	X	X	X	X	X	X	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. Triba 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	X	X	X	X	X	X
9	G. Premalatha	X	X	X	X	X	X	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. Bhaghu	X	X	X	X	X	X	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. Sheelaiah	X	X	X	X	X	X	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. Rajkumar	X	X	X	X	X	X	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. Ramu	X	X	X	X	X	X	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. Pavankumar	X	X	X	X	X	X	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. 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
22	P. S. Jagadish	X	X	X	X	X	X	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 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	X	X	X	X	X	X
26	S. Hari	X	X	X	X	X	X	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. Divyasha	X	X	X	X	X	X	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. 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	X	X	X	X	X	X
31	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	X	X	X	X	X	X
32	B. M. Sankarshakar	X	X	X	X	X	X	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. Nareesh	X	X	X	X	X	X	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. Purusotham	X	X	X	X	X	X	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. Ramababu	X	X	X	X	X	X	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. Sravan	X	X	X	X	X	X	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. Gadlingappa	X	X	X	X	X	X	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. Hariprasad	X	X	X	X	X	X	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. Basavaraj	X	X	X	X	X	X	X	X	X	X	
2	B. Channappa	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. Ravi	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. Tikaswamy	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. Raju	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. Sathish Naik	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. Pavan 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. Jagdish	X	X	X	X	X	X	X	X	X	X	
23	P. Sakumar	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. Somasekhara	X	X	X	X	X	X	X	X	X	X	
33	B. Nareth	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. Sravan	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. Gadlingappa	X	X	X	X	X	X	X	X	X	X	
40	C. Hanprasad	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'

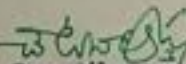
### Department of Telugu

## Certificate Of Participation

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

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

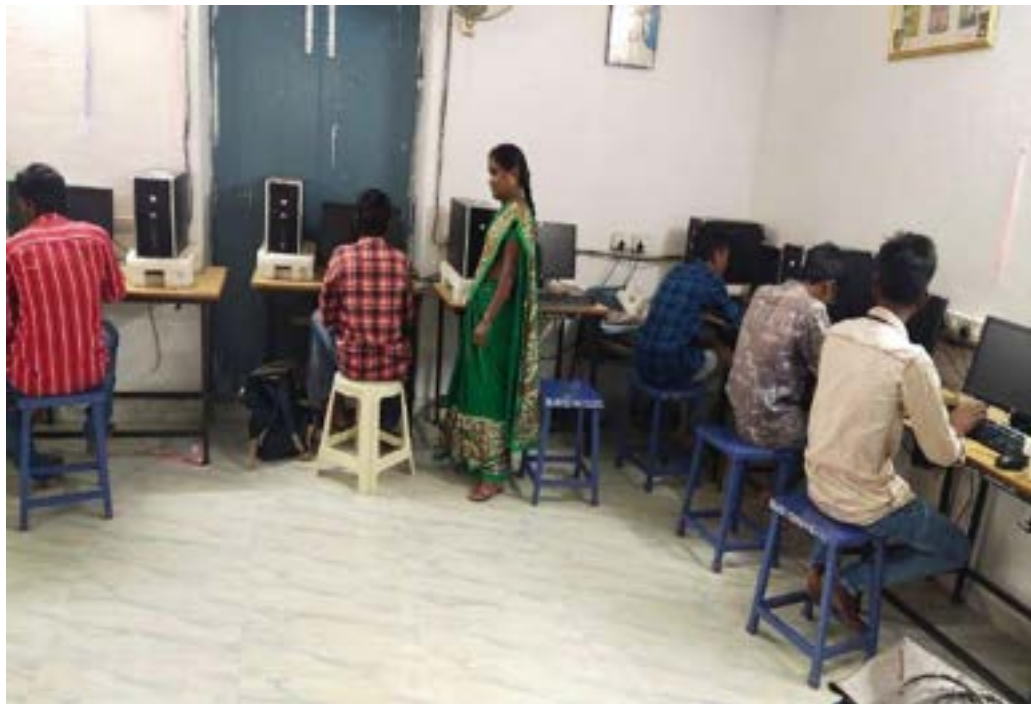
Organized by Department of Telugu, S.K.P. Government Degree College, Guntakal, held  
from \_\_\_\_\_ to \_\_\_\_\_.

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

  
**Principal**  
PRINCIPAL  
S.K.P. Govt. Degree  
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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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**S.K.P. GOVERNMENT COLLEGE :: Guntakal**

**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**

**Guntakal**

**To,**

**The Principal**

**S.K.P. Government College**

**Guntakal**

**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

Dept. of Economics  
S.K.P. Govt Degree College  
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# S.K.P. GOVERNMENT COLLEGE :: Guntakal

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



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

*M.V. Anand Kumar*  
Dept. of Economics  
S.K.P Govt Degree College  
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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:

a. 1857

b. 1875



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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 Jones
- c. Nasdaq
- d. All of the above,

22. Which of the following is not a global stock market index?

- a. Dow Jones
- b. S&P 500 index
- c. MSCI index
- d. S&P CNX Nifty,

23. The number of scrips 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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# S.K.P Government College, Guntakal

## 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          | 5. Strongly agree | <input type="checkbox"/> |
| 1. Strongly disagree                                       |                   |                          |
| B. The teaching aids were effectively used                 | 5. Strongly agree | <input type="checkbox"/> |
| 1. Strongly disagree                                       |                   |                          |
| C. The course material handed out was adequate             | 5. Strongly agree | <input type="checkbox"/> |
| 1. Strongly disagree                                       |                   |                          |
| D. The instructors encouraged interaction and were helpful | 5. Strongly agree | <input type="checkbox"/> |
| 1. Strongly disagree                                       |                   |                          |



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E. Were objectives of the course realized? ☐ / ☐

F. Please give overall rating of the course

90% - 100% ( )

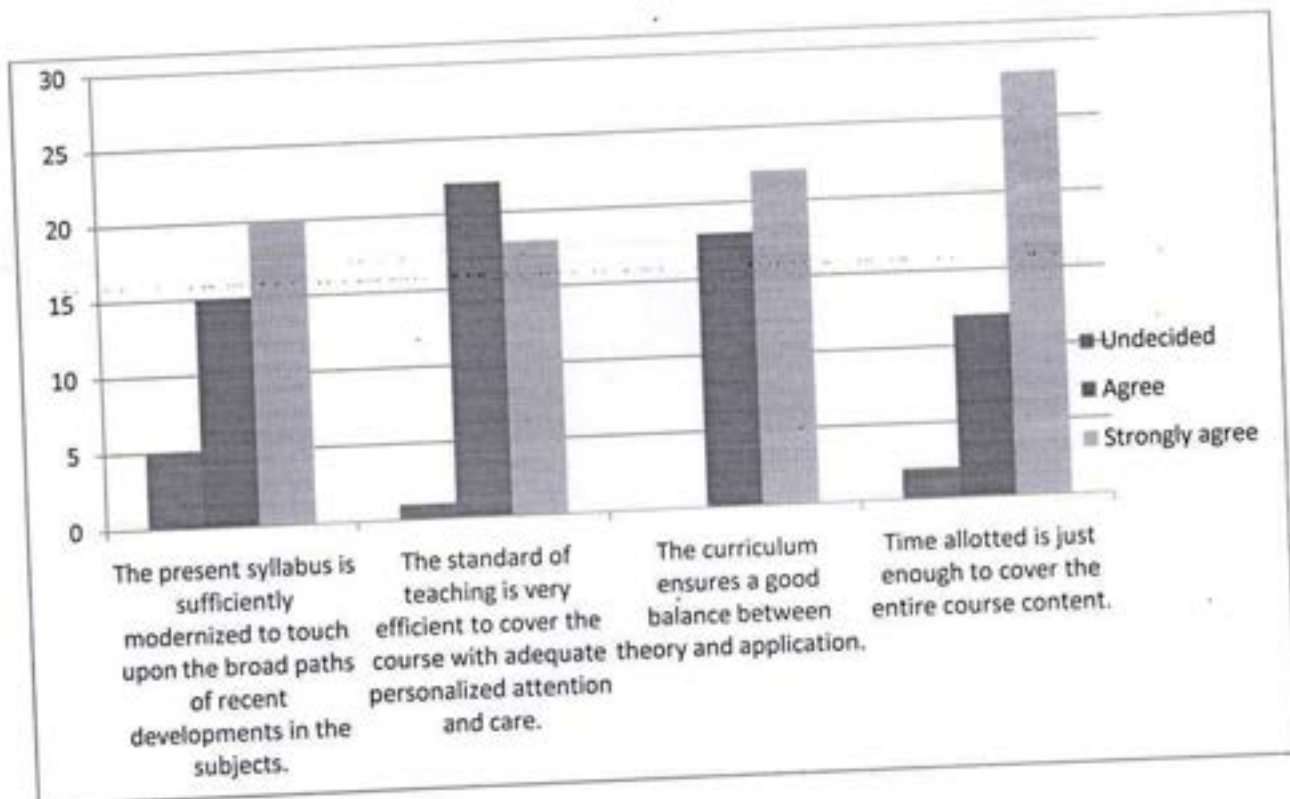
80% - 90% ( )

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	
190153009	K.CHANDRA SEKHAR	M. Sreekanth
190153011	M.SREEKANTH	M. Sreekanth
190153012	M. GANGADHAR	M. Gangadhar
190153014	N.RAJESH	N. Rajesh
190153015	R.SALLAMMA	
190153016	S.NAVEEN	S. Naveen
190153020	JOTHI	Jothi
190153023	U.DHARMENDRA	U. Dharmendra
190153025	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

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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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# 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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**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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# **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

  
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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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## 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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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

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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

*[Signature]*  
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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 \_\_\_\_\_ 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  
Guntakal  
**Coordinator**

  
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.

  
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**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.

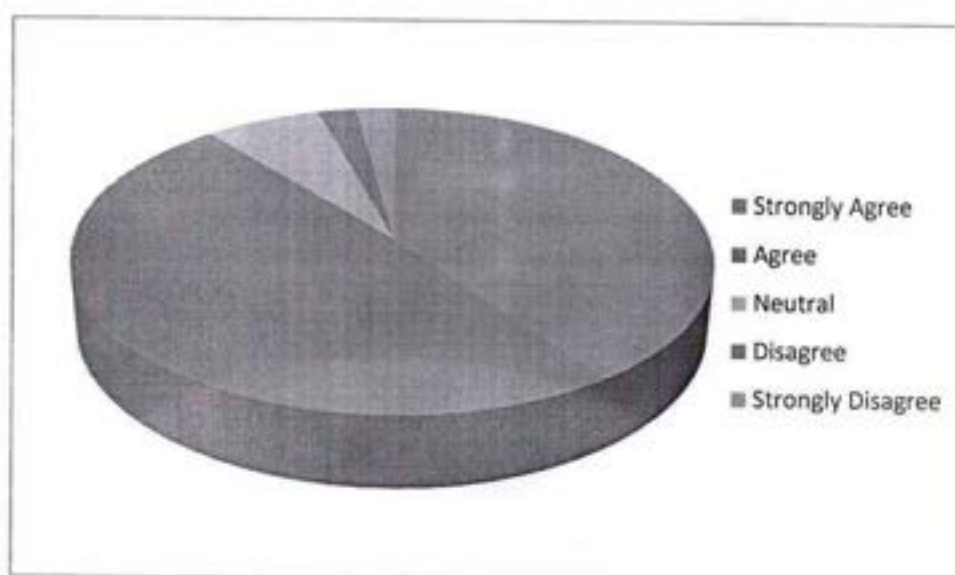
S.No	Particulars	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	The objectives of the training were clearly defined.					
2	Participation and interaction were encouraged					
3	The topics covered were relevant to me.					
4	The content was organized and easy to follow.					
5	The materials 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.					

  
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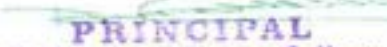
### Feedback Analysis

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.

  
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**SKP Government Degree College, Guntakal**  
**Certificate course -2018-19**



A handwritten signature in green ink, likely of the official responsible for the document.

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GUNTAKAL.



A handwritten signature in green ink, likely of the official responsible for the document.



**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*



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

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

**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. Jayaramudu
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. Siseendar 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



*Y. purushotham Reddy*  
**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



PRINCIPAL  
S.K.P. Govt. Degree College  
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	26	27		
1	BOYA RAMANJANEYULU	16151055																																												
2	C SURYA NARAYANA	16151056																																												
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10	GURUKALA SUREKHA	16151107																																												
11	AKKAMAGARI LAKSHMAIAH	16151144																																												
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16	BANDANATHAM MOONIKA	16151151																																												
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29	DODDIGURRA KURUBA SOWMYA	16151222																																												
30	GADDAM MALLIKARJUNA	16151223																																												

SKP Govt Degree College  
Guntakal, Anantapuramu (D)

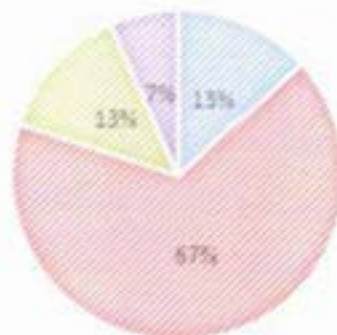




**SKP GOVERNMENT DEGREE COLLEGE: GUNTAKAL**  
**Certificate Course (2018-19)**  
**Department of Mathematics**  
**Participants Feedback Form**


<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      *C. Sankar Reddy*
2. Sri M Bheem Praksh ,      Lecturer in Physics      *M. Bheem Praksh*
3. Sri .L Sreerama Reddy      Lecturer in Physics      *L. Sreerama Reddy*



**PRINCIPAL**  
S.K.P. Govt. Degree College  
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.C.)

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 40days.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 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.



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

**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	Kuntlakshmannagari Mary	16151109	Kuntlakshmannagari Mary
21	Madiga Kalyan Babu	16151111	M. Kalyan Babu
22	Mangali Jyothi	16151112	Mangali Jyothi
23	Nemakallu Harish Babu	16151113	Nemakallu 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 Roja	16151118	Vadde Roja

**PRINCIPAL**  
**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 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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**PRINCIPAL**  
**S. Govt. Degree College**  
**GUNTAKAL, Ananthapur (T)**



## 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.

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

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

  
**PRINCIPAL**  
S.K.P. Govt. Degree College  
GUNTAKAL, Anantapuramu (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 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				

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

Sig of the Student

SKP GOVERNMENT DEGREE COLLEGE: GUNTAKAL

Certificate Course (2018-19)

Department of Physics

Participants Feedback Form

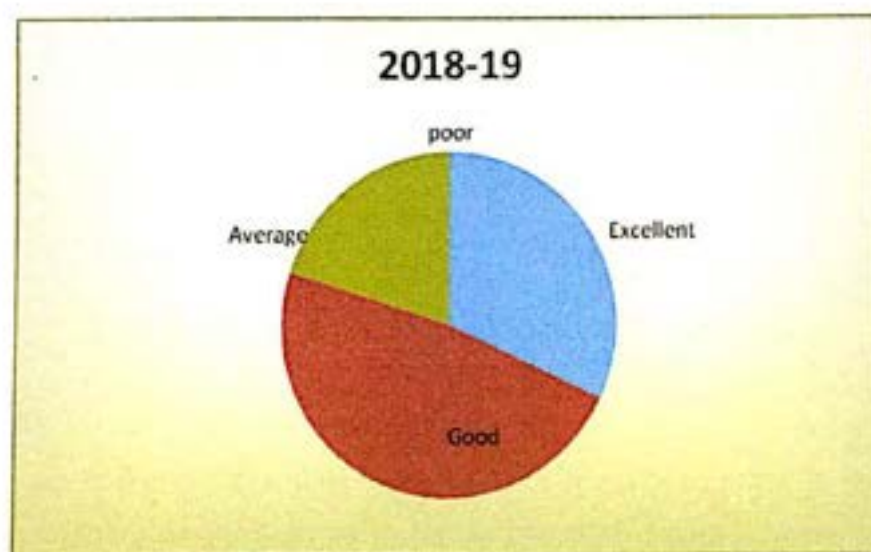
Total Students 28

Excellent 6

Good 15

Average 6

Poor 1



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

**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. Jithendra*  
Incharge  
Incharge  
Dept. of Chemistry  
S.K.P. Govt. College,  
Guntakal, Anantapur (D.C.)

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                      |

*T. 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  $\text{H}_2\text{SO}_4$ , 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.



**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

Answer any Three questions. Each question carries Ten marks.

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

**SECTION – B**

4X5= 20Marks

Answer any Four questions. Each question carries Five marks

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



Dept of Chemistry, SKP Govt. College, Guntakal

*T. P. Thirumala*  
**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 (Dt.)**



**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. Nagendra	BZC TM	170151010	H. Nagendra
11.	H. Santhoshamma	BZL TM	170151011	H. Santhoshamma
12.	J. Sasitha	BZC TM	170151012	J. Sasitha
13.	J. Vani	BZL TM	170151013	J. Vani
14.	K. Priganka	BZC TM	170151014	K. Priganka
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. Thikka swamy	BZL TM	170151021	P. Thikka swamy
22.	R. Durga Devi	BZC TM	170151022	R. Durga Devi



**SKP. Govt. College**  
**Guntakal**



Department of Chemistry  
List of students enrolled by certificate  
Chemistry : 2018-19

S.No	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. Vamshi Krishna	BIZC	170151333	B. Vamshi Krishna
44	C. Vishnuvardhan Reddy	BIZC	170151335	C. Vishnuvardhan Reddy
45	C. Lavanya	BIZC	170151336	C. Lavanya

In-charge  
Dept. of Chemistry  
S.K.P. Govt. College  
Guntakal, Anantapur (D)



# REGISTER OF ATTENDANCE & FEES

Name of the Institute SKP Govt. College, Guwahati

FOR THE MONTH OF

2018-19

20

Section Certificate course Chemistry Part of Chemistry SKP Govt.

Sl. No.	Admission No.	NAMES	J U N 2019																															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.	
1	17051001	A. G. Siva Sankar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
2	02	A. Suresh	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
3	03	A. Padmanavath	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
4	04	A. Girdilingappa	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
5	05	B. Jayasimha Reddy	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
6	06	B. Sunita	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
7	07	C. H. Ravi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
8	08	C. H. Ramesh	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
9	09	G. Mahesh	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
10	10	H. Nagendra	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
11	11	H. Sankarshamma	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
12	12	J. Sunita	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
13	13	J. Vani	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
14	14	K. Priyanka	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
15	15	K. Rajkumar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
16	16	M. Sunita	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
17	17	M. Harikrishna	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
18	18	M. Parvathi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
19	19	M. Sreenivas Reddy	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
20	20	P. Sunita	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
21	21	P. Thilakavathi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
22	22	R. Durga Devi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
23	23	R. Sateesh Kumar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
24	24	R. Raju	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
25	25	S. Bhaktar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
26	26	U. Rajasekhari	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
27	27	V. Divya	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
28	28	V. Sandhya	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
29	29	S. Mary Jaya	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/			
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

# REGISTER OF ATTENDANCE & FEES

Name of the Institute St. George College, Gundlupet

FOR THE MONTH OF 2018-19 20

Section Central Board Science - Chemistry Place Dept. of Chemistry, St. George

Sl. No.	Admission No.	NAMES	JULY																															AUGUST																															No. of days present	FEES		Date of payment																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
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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



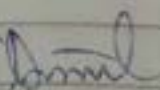
# Academic year - 2018-19

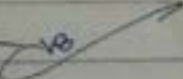
Date - 24/6/18

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 B.Z.C & M.B.
5. To maintain teaching notes and diary of each lecturer regularly.
6. To conduct a certificate course on 'Mushroom - Cultivation' for III B.Z.C & M.B.C students and for same circular sent to the students.

## Members

① ASVK - 

② JBL - 

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



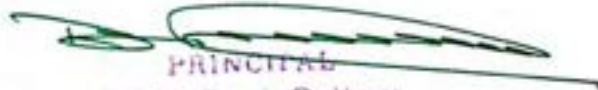
**S.K.P. Government DEGREE COLLEGE, GUNTAKAL.**

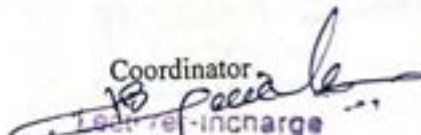
**DEPARTMENT OF BOTANY**

**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-515 803

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, Demonstr ation, 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, Demonstr ation 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, Demonstr ation	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, Demonstr ation	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, Demonstr ation	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



# LIST OF STUDENTS

2018-19

## III B.Sc. (BZC & MB)

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39	170151305	VANNEPOGOLA KAVITHA	B.Sc.	MB
40	170151306	YERUKALA SUMALATHA	B.Sc.	MB

Anchi Suresh  
 Angadi padmavathi  
 Arikera gadilingappa  
 B. 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  
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 M. Buula manjura  
 MEKALA MADHAVI  
 N. Prasanna  
 Soma TULASI  
 C. Sukanya  
 THURPU NAVEEN KUMAR  
 V. Kavitha  
 Y. Sumalatha



Department of History  
 B.K.P. Govt. College  
 GUNTAKAL-515 801

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

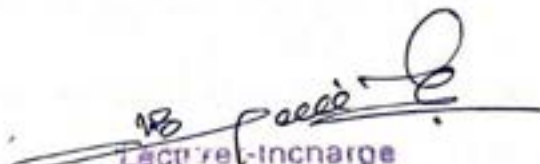
Section B

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-Incharge  
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.

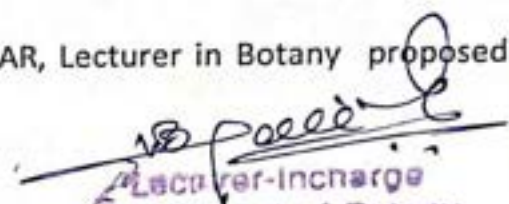
The sessions were interactive, informative and interesting. The usage of videos, field visits and practicals helped the students to grasp the tips to learn and understand the Cultivation of Mushrooms. There were debates, group activities and presentations regarding



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.

  
Lecturer-in-charge  
Department of Botany  
S.K.P. Govt. Degree College  
GUNTAKAL-515 803

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







*18*  
 Lecturer-Incharge  
 Department of History  
 S.K.P. Govt. Degree College  
 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

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	33	34	35
1	ANCHI 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	X	X	X	X	X
2	ANGADI PADMAVATHI	X	X	X	X	X	X	X	X	X	X	X	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	ARIKERA GADILINGAPPA	X	X	X	X	X	X	X	X	X	X	X	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 JAYASIMHA 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	X	X	X	X	X	X	X	X	X	X	X
5	BODIPADU SUNEETHA	X	X	X	X	X	X	X	X	X	X	X	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	CHAKALI RAVI	X	X	X	X	X	X	X	X	X	X	X	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	CHERUVU 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	X	X	X	X	X
8	HARIJANA SANTHOSHAMA	X	X	X	X	X	X	X	X	X	X	X	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	JADCHERLA SARITHA	X	X	X	X	X	X	X	X	X	X	X	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	JOGIREDDY VANI	X	X	X	X	X	X	X	X	X	X	X	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	KAVALI PRIYANKA	X	X	X	X	X	X	X	X	X	X	X	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	KUMMARA RAJUMAR	X	X	X	X	X	X	X	X	X	X	X	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	M SUNITHA	X	X	X	X	X	X	X	X	X	X	X	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	MADHA HARIKRISHNA	X	X	X	X	X	X	X	X	X	X	X	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	MALA PAVANI	X	X	X	X	X	X	X	X	X	X	X	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	MUDE SREEKANTH 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	X	X	X	X	X	X	X	X	X	X	X
17	PALE 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	X	X	X	X	X
18	P THIKKASWAMY	X	X	X	X	X	X	X	X	X	X	X	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	RAKAF DURGA 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	X	X	X	X	X
20	RAJAVI SATHISH 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	X	X	X	X	X
21	ROSHAPPAGARI 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	X	X	X	X	X
22	VELPUMADUGU DIVYA	X	X	X	X	X	X	X	X	X	X	X	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	VEPAMANU 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	X	X	X	X	X
24	A.KEERTHI JYOSTHINA	X	X	X	X	X	X	X	X	X	X	X	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	M CHINNA RAJA	X	X	X	X	X	X	X	X	X	X	X	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	RAYALA SOMASEKHAR	X	X	X	X	X	X	X	X	X	X	X	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	SHAIK ISHIRATHI	X	X	X	X	X	X	X	X	X	X	X	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	CHAKALI RAMU	X	X	X	X	X	X	X	X	X	X	X	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	GUJISI 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	X	X	X	X	X
30	KALOULA SANTHAKUMARI	X	X	X	X	X	X	X	X	X	X	X	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	KOTTAM KEERTHANA	X	X	X	X	X	X	X	X	X	X	X	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	M 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	X	X	X	X	X





**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 :

*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 (AP)



**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

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)



**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. Madusudhan
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

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



**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 Gnaneswar, 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. Gnaneswar, 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, Ananthapuramu (Dt.)**



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.



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



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

**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. gopal* )

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





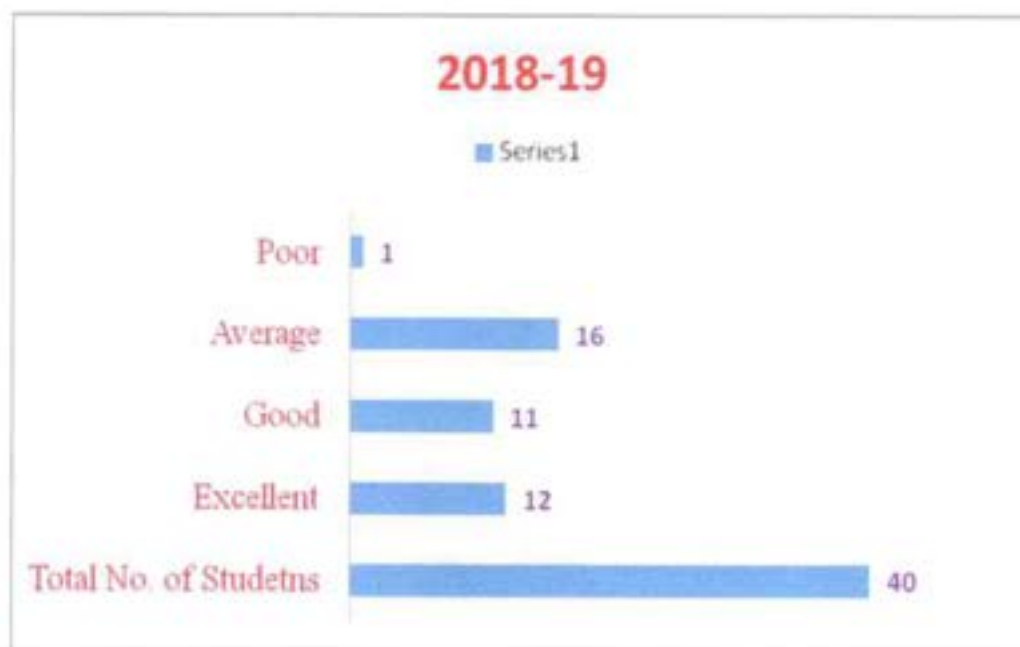
# S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL

## DEPARTMENT OF COMPUTER SCIENCE

### FEED BACK ON CERTIFICATE COURSE

#### GRAPHICAL ANALYSIS

Total No. of Studetns	Excellent	Good	Average	Poor
40	12	11	16	1



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

**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 .

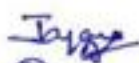
With tailoring skills student will be self reliant.

WEC members

Sowjanya



Jayamma



Rizwana



Jayalakshmi



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



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



SKP GOVERNMENT DEGREE COLLEGE - GUNTAKAL

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

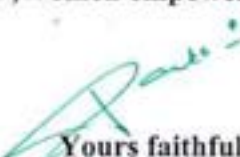
TITLE OF THE COURSE: CERTIFICATE COURSE IN

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  
GUNTAKAL

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

**SKP GOERNMENT DEGREE COLLEGE - GUNTAKAL**  
**CIRCULAR**

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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  
GUNTAKAL

Copy to college library

Copy to college Notice Board

Copy for circular among students

*[Signature]*  
Principal

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*[Signature]*  
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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 Seye,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 (A.P.)**

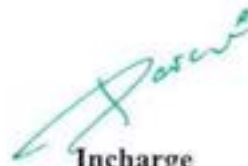
**SKP GOVERNMENT DEGREE COLLEGE –  
GUNTAKAL 2018-2019**

**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>G. Prema latha</i>
05	G TASLIM BANU	B.A	180151001 <i>G. 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>G. 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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SKP GOVERNMENT DEGREE COLLEGE -GUNTAKAL 2018-2019

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, on delicate fabrics.

- ☐ 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 Hem d. 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)

*Pam*  
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**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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# SKP GOVERNMENT DEGREE COLLEGE - GUNTAKAL 2018-2019

## FINAL REPORT ON CERTIFICATE COURSE IN TAILORING

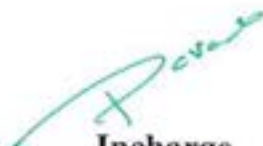
### WOMEN EMPOWERMENT CELL

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  
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GUNTAKAL, Ananthapuramu (A.P.)



Incharge  
WEC Incharge  
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GUNTAKAL



PHOTOGRAPHS OF THE ACTIVITY

