

**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)

**2020-21**

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	32	32
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
Water Analysis	NA	Department of Chemistry	1	45 Days	45	45
Mushroom Cultivation	NA	Department of Botony	1	45 Days	40	40
Tailoring Course	NA	Women Empowerment Cell	1	45 Days	25	25



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**GUNTAKAL, Ananthapuramu (Dt.)**

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

**DEPARTMENT OF ENGLISH**

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

Date: 24.09.2021

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

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

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

2. Sri R Nagaraju, Lecturer in English

3. Sri K. Hanumantha Reddy, Lecturer in English

The Principal

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

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

**Date: 25.09.2021**

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

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


Respected Sir,

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

The details or the program are

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

Yours faithfully

  
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Anantapur (Dist.)

  
Head of Department (English)

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

**Unit 1**

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

**Unit 2**

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

**Unit 3**


Basic grammar  
Parts of speech  
Prepositions

**Unit 4**

Subject verb agreement  
Tenses types of sentences  
Transformation of sentences

**REFERENCES:**

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

  
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SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL

(Affiliated to Sri Krishnadevaraya University)

Department of English


Certificate Course in Spoken English

Time: 10.00 AM to 11.00 AM

Max. Marks: 40M

Answer any Three of the following

- |  |         |          |
|--|---------|----------|
| Unit 1: Long Answer Question in 100 words each | 2 out 1 | 1x10=10M |
| Unit 2: Long Answer Question in 100 words each | 3 out 2 | 2x10=20M |
| Unit 3: Grammar                                |         | 1x5=5M   |
| Unit4: Verb                                    |         | 1x5=5M   |

  
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Anantapur (Dist.)



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

Time: 10.00 AM to 11.00 AM

Max. Marks: 40M

Answer any three of the following

(3X10=30)

**Unit I**

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


**Unit II**

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

**Unit III and IV**

(1X10=10)

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

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


DEPARTMENT OF ENGLISH

**Circular**

Date: 28.09.2021

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

  
Coordinator

  
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Anantapur (Dist.)  
Copy to the Library Notice Board

Copy to the Notice Board

Copy for Circulation among the Students


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

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

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

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

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


  
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**Andhra Pradesh**





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

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

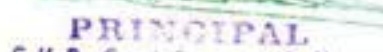
  
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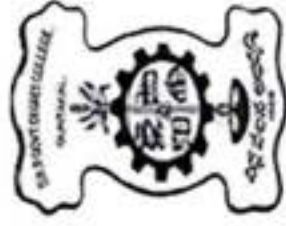


**SKP GOVERNMENT DEGREE COLLEGE: GUNTAKAL**  
**Registered Final B.A. Students for Spoken English Certificated Course**  
**2020-21**

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

  
**Coordinator**

  
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# S.K.P. GOVERNMENT DEGREE COLLEGE

GUNTAKAL, ANANTAPURAM-515803, A.P.

Affiliated to Sri Krishnadevaraya University (SKU) Anantapuram

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

Estd: 1968

## Department of English

### Certificate Of Participation

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

studying

\_\_\_\_\_ successfully completed 'Spoken English Certificate Course'

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

  
Coordinator

Principal



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Anantapur (Dist.)



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

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

Co-ordinator

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**Anantapur (Dist.)**



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

**Date:**

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

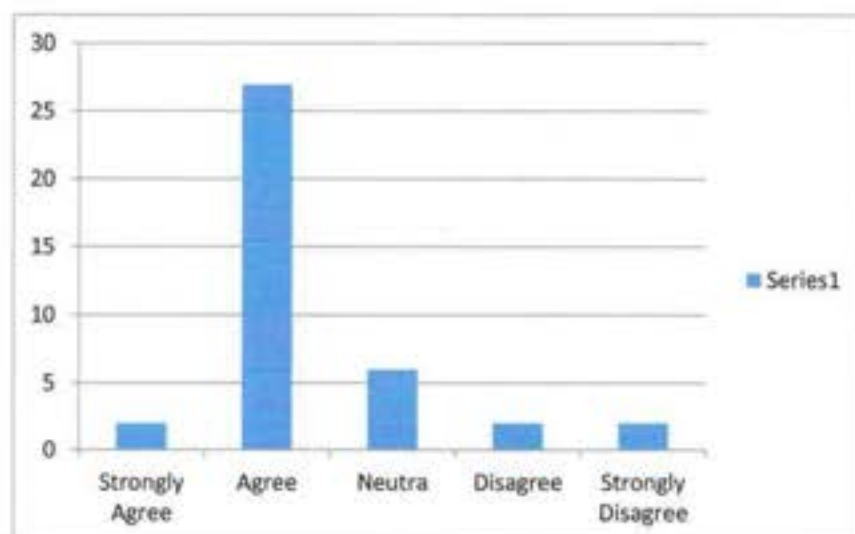
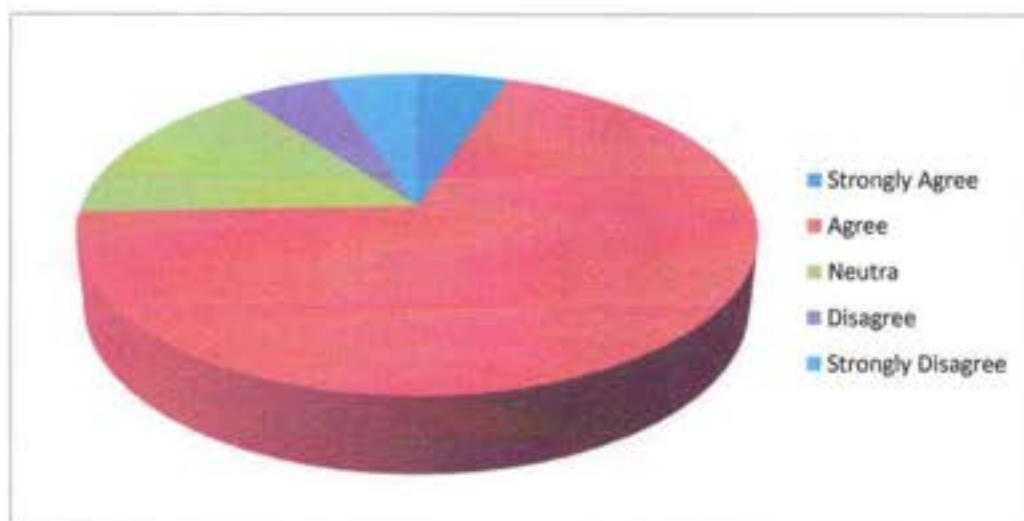
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The objectives of the training were clearly defined.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Participation and interaction were encouraged.	<input type="radio"/>	<input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

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**Anantapur (Dist.)**

*Handwritten signature in green ink.*

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

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



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Photos of Spoken English Certificate Course 2020-21



  
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GUNTUR  
Anantapur (Dist.)





## S K P GOVERNMENT DEGREE COLLEGE GUNTAKAL

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

## ATTENDANCE SHEET FOR THE ACADEMIC YEAR 2020-21

[illegible]



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

ATTENDANCE SHEET FOR THE ACADEMIC YEAR 2020-21

[illegible]

Name

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**Anantapur (Dist.)**

యస్. కె. పి. ప్రభుత్వ డిగ్రీ కళాశాల, గుంతకల్

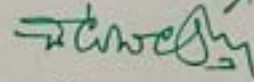
తెలుగు శాఖ

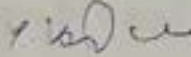
తెలుగు టైపింగ్ సర్టిఫికేట్ కోర్స్ నిర్వహించాలని తెలుగు శాఖ తీర్మానం.

తేది: 24/09/2021

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


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

డా॥ సి. బాలకృష్ణ (తెలుగు శాఖాధ్యక్షులు) 

వై. వనజమ్మ (తెలుగు అధ్యాపకులు) 

చి.లాలుస్వామి (విద్యార్థి) 

డి.వెంకటేశ్వరమ్మ (విద్యార్థి) 

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

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

తెలుగు కాబ

ఎస్ కె పి ప్రభుత్వ డిగ్రీ కళాశాల గుంతకల్

కళాశాల ప్రెన్సిపాల్

ఎస్ కె పి ప్రభుత్వ డిగ్రీ కళాశాల గుంతకల్

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

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

### కోర్సు వివరాలు

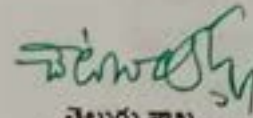
కోర్స్ పేరు: తెలుగు టైపింగ్

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

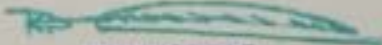
ప్రారంభ తేదీ: 1 అక్టోబర్ 2021

కోర్స్ ఫీజు: ఏమీ లేదు

మొత్తం విద్యార్థుల సంఖ్య: 40



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



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

యస్. కె. పి. ప్రభుత్వ డిగ్రీ కళాశాల, గుంతకల్

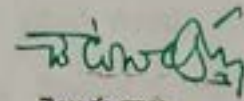
తెలుగు శాఖ

సర్దులర్

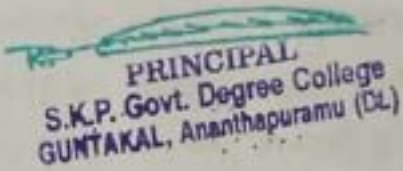
28-09-2021

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

ఇట్లు



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

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



యస్. కె. పి. ప్రభుత్వ డిగ్రీ కళాశాల, గుంతకల్

తెలుగు కాబ

తెలుగు టైపింగ్ సర్టిఫికేట్ కోర్స్ తుది నివేదిక

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

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

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

యన్. కె. పి. ప్రభుత్వ డిగ్రీ కళాశాల, గుంతకల్

తెలుగు శాఖ

సర్టిఫికేట్ కోర్స్: ఆస్ లైస్ తెలుగు టైపింగ్

పాఠ్య ప్రణాళిక:

తెలుగు టైపింగ్ - పరిచయం

తెలుగు టైపింగ్ - ఆవశ్యకత

తెలుగు కీ బోర్డు

తెలుగు టైపింగ్ - అనువర్తనాలు

తెలుగు లేఖని (Leekhini)

# SKP Government Degree College, Guntakal

Registration form for Telugu Typing Certificate Program

Department of Telugu -Academic Year 2020-21

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

*(Signature)*

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



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

S.No	Student Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	B Chandrababu	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	B Vinod	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	B Rangarajulu	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	B Siva	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	K Adhik	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6	C Ramalingayulu	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	G Raju	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	G Mamatha	X	X	X	X	X	X	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 Indra	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	G Rajinikant	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	H Dhanalakshmi	X	X	X	X	X	X	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 Malavathi	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	K Mahesh	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	M Narasimreddy	X	X	X	X	X	X	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 Virendra	X	X	X	X	X	X	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 Subramani Nair	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	M Krishna Nair	X	X	X	X	X	X	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 Venkateswulu	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	P Suresh	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	P Bebi	X	X	X	X	X	X	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	R Chandrababu Nair	X	X	X	X	X	X	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	R Narayana Nair	X	X	X	X	X	X	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	R Krishna Nair	X	X	X	X	X	X	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	R Prasad Nair	X	X	X	X	X	X	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 Sampath Kumar Nair	X	X	X	X	X	X	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 Kalpani	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
27	S Suniti	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
28	U Parashakti	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29	V Sri Haritha	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
30	P Suresh	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
31	P Anjaneya 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	X	X	X	X	X	X
32	P Anil Kumar	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
33	R Anil Kumar Nair	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
34	U Akash	X	X	X	X	X	X	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	J Bhadravali	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
36	A 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
37	B Anand Kumar	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
38	B Srinani	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
39	V Sudhakar	X	X	X	X	X	X	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 Rajeswari	X	X	X	X	X	X	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.No	Student Name	31	32	33	34	35	36	37	38	39	40	Remarks
1	B Chandrakala	X		X	X	X	X	X	X	X	X	
2	B Vinod	X	X	X	X	X	X	X	X	X	X	
3	B Rangayyakula	X	X	X	X	X	X	X	X	X	X	
4	B Siva	X	X	X	X	X	X	X	X	X	X	
5	K Ashok	X	X	X	X	X	X	X	X	X	X	
6	C Ramanilireyulu	X	X	X	X	X	X	X	X	X	X	
7	G Rajni	X	X	X	X	X	X	X	X	X	X	
8	G Mamatha	X	X	X	X	X	X	X	X	X	X	
9	G Indira	X	X	X	X	X	X	X	X	X	X	
10	G Rajeswari	X	X	X	X	X	X	X	X	X	X	
11	H Danalakshmi	X	X	X	X	X	X	X	X	X	X	
12	K Majunatha	X	X	X	X	X	X	X	X	X	X	
13	K Mahesh	X	X	X	X	X	X	X	X	X	X	
14	M Naveenreddy	X	X	X	X	X	X	X	X	X	X	
15	M Veeresh	X	X	X	X	X	X	X	X	X	X	
16	M Sivakumar Naik	X	X	X	X	X	X	X	X	X	X	
17	M Krishna Naik	X	X	X	X	X	X	X	X	X	X	
18	P Venanjanevulu	X	X	X	X	X	X	X	X	X	X	
19	P Sateesh	X	X	X	X	X	X	X	X	X	X	
20	P Bibi	X	X	X	X	X	X	X	X	X	X	
21	R Chandrashekar Naik	X	X	X	X	X	X	X	X	X	X	
22	R Hari Prasad Naik	X	X	X	X	X	X	X	X	X	X	
23	R Krishna Naik	X	X	X	X	X	X	X	X	X	X	
24	R Prasad Naik	X	X	X	X	X	X	X	X	X	X	
25	R Sampathkumar Naik	X	X	X	X	X	X	X	X	X	X	
26	S Kalyani	X	X	X	X	X	X	X	X	X	X	
27	S Sunil	X	X	X	X	X	X	X	X	X	X	
28	U Pavan Kumar	X	X	X	X	X	X	X	X	X	X	
29	V Sai Harisha	X	X	X	X	X	X	X	X	X	X	
30	P Suresh	X	X	X	X	X	X	X	X	X	X	
31	P Anjaneya Prasad	X	X	X	X	X	X	X	X	X	X	
32	P Anil Kumar	X	X	X	X	X	X	X	X	X	X	
33	R Anil Kumar Naik	X	X	X	X	X	X	X	X	X	X	
34	U Anand	X	X	X	X	X	X	X	X	X	X	
35	J Bhicemraju	X	X	X	X	X	X	X	X	X	X	
36	A Rangaswamy	X	X	X	X	X	X	X	X	X	X	
37	B Arunkumar	X	X	X	X	X	X	X	X	X	X	
38	B Sravan	X	X	X	X	X	X	X	X	X	X	
39	V Sudhakar	X	X	X	X	X	X	X	X	X	X	
40	C Rajeswari	X	X	X	X	X	X	X	X	X	X	



## S.K.P. GOVERNMENT DEGREE COLLEGE

GUNTAKAL, ANANTAPURAM-515803, A.P.

Affiliated to Sri Krishnadevaraya University (SKU) Anantapuram

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

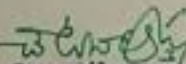
### Department of Telugu

## Certificate Of Participation

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

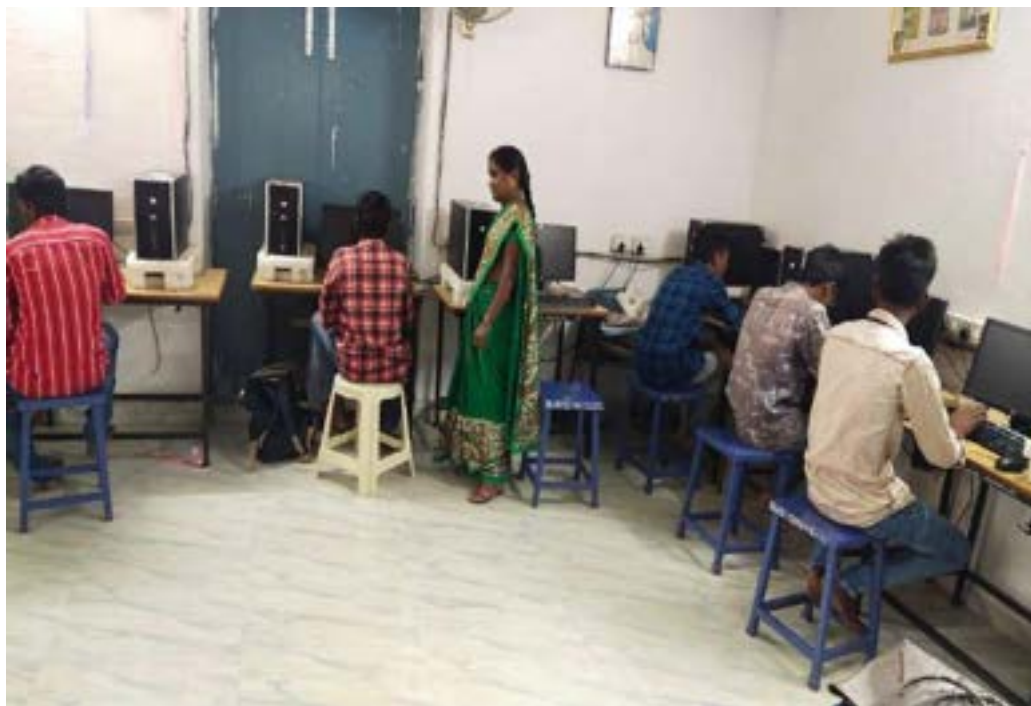
\_\_\_\_\_ successfully completed 'Telugu Typing Certificate Course'

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

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

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

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Certificate course photos



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Certificate course photos





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

## DEPARTMENT OF ECONOMICS

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

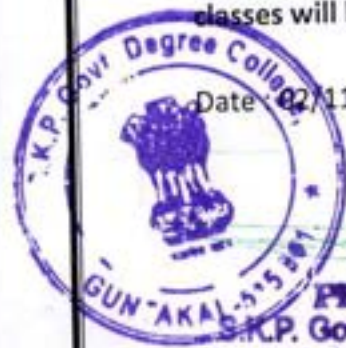
The Department of Economics, a leader in meeting student needs, has chosen to be a trend-setter for our college's first- and second-year students by introducing a certificate course.

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

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

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

Date: 02/11/2020



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*N.V. Nivakumar*  
In charge

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



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

DEPARTMENT OF ECONOMICS

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

Dt : 17/10/2020

From To

The Incharge

Department of Economics

S.K.P. Government College

Guntakal

The Principal

S.K.P. Government College

Guntakal

Respected Sir,

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

Thanking You Sir.

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



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N.V. Divya Kumar  
In charge  
Dept of Economics  
Department of Economics College  
GUNTAKAL



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

DEPARTMENT OF ECONOMICS

CIRCULAR

Dt: 20/10/2020

INTRODUCTION OF CERTIFICATE COURSE IN BASICS OF STOCK MARKET

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

Details of the Programme :

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

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



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*N.V. Siva Kumar*  
In charge  
Dept of Economics  
S.K.P. Govt. Degree College  
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**S.K.P. GOVERNMENT COLLEGE :: Guntakal**

**DEPARTMENT OF ECONOMICS**

**CIRCULAR**

GROUP	Name of the students	IYEAR	II YEAR
1.MPC. TM			
2.MPC.EM			
3.BZC		<i>[Signature]</i>	
4.MECS			
5.MPCS			
6.MICRO BIOLOG			<i>[Signature]</i>
7.BIO CHEMISTRY			
8.B.COM T.M			<i>[Signature]</i>
9.B.COM E.M		<i>[Signature]</i>	
10.B.COM COMPUTER			<i>[Signature]</i>
11.HEP			
12.HPT	<i>[Signature]</i>		<i>[Signature]</i>
13.HPE			



Dept. of ECONOMICS, SKP Govt. College,

*[Handwritten text: S.K.P. Govt. College, Guntakal, Department of Economics]*

*[Handwritten signature: N.V. Siva Kumar]*

*[Handwritten text: Dept. of Economics, S.K.P. Govt. College, Guntakal]*



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

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

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

**Ananthapuramu Dist.**

**DEPARTMENT OF ECONOMICS**

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

**SYLLABUS**

Theory: 40h Course Credit:2

Unit- I 8h

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

Unit II 8h

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

Unit III 8h

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



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#### Unit IV

8h

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

#### Unit V

8h

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

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**Model Question Paper 2021-2022**

Certificate Course on "BASICS OF STOCK MARKET"

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

Time: 2hrs

Max marks: 50

SECTION – A

25X2= 50Marks

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

1. What is a Dividend?

Answer: .

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

Answer:

3. First International Exchange of India?

Answer:

4. What is F&O?

Answer:

5. What is Commodity in Stock Market?

Answer:

6. Asia's Oldest Stock Exchange?

Answer:

7. How many companies are listed on BSE?

Answer:

8. How many Companies are listed on NSE?

Answer:

9. First Dematerialized Electronic Exchange in India?

Answer:

10. Who manages Nifty 50?



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Answer:

11. What is Face Value?

Answer:

12. What is Day Trading?

Answer:

13. What is Long-Term Investing?

Answer:

14. What is PE Ratio?

Answer:

15. What is Debt?

Answer:

16. What is Volatility in the Stock Market?

Answer:

17. What is IRR?

Answer:

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

Answer

19. What is CAGR?

Answer:

20. What is Technical Analysis?

Answer:

21. What are Support and Resistance?

Answer:

22. Full Form of GST?

Answer:

23. What is Candlestick Chart in Trading?

Answer:



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24. What is NPA?

Answer:

25. What is Mutual Fund?

Answer:

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

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

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

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



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

**BASICS OF STOCK MARKET**

**Course Feedback Form 2021-2022**

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

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

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

Please fill the short questionnaire to make the course better.

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

**THE DESIGN OF THE COURSE**

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

**THE CONDUCT OF THE COURSE**

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



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1. Strongly disagree

5. Strongly agree

E. Were objectives of the course realized? ☐ ☒

F. Please give overall rating of the course

90% - 100% ( )

60% - 70% ( )

80% - 90% ( )

50% - 60% ( )

70% - 80% ( )

below 50% ( )



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# S.K.P GOVERNMENT DEGREE COLLEGE, GUNTAKAL

## DEPARTMENT OF ECONOMICS

### FEEDBACK ANALYSIS OF STUDENTS

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

#### Student recommendations:

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

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

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

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

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

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

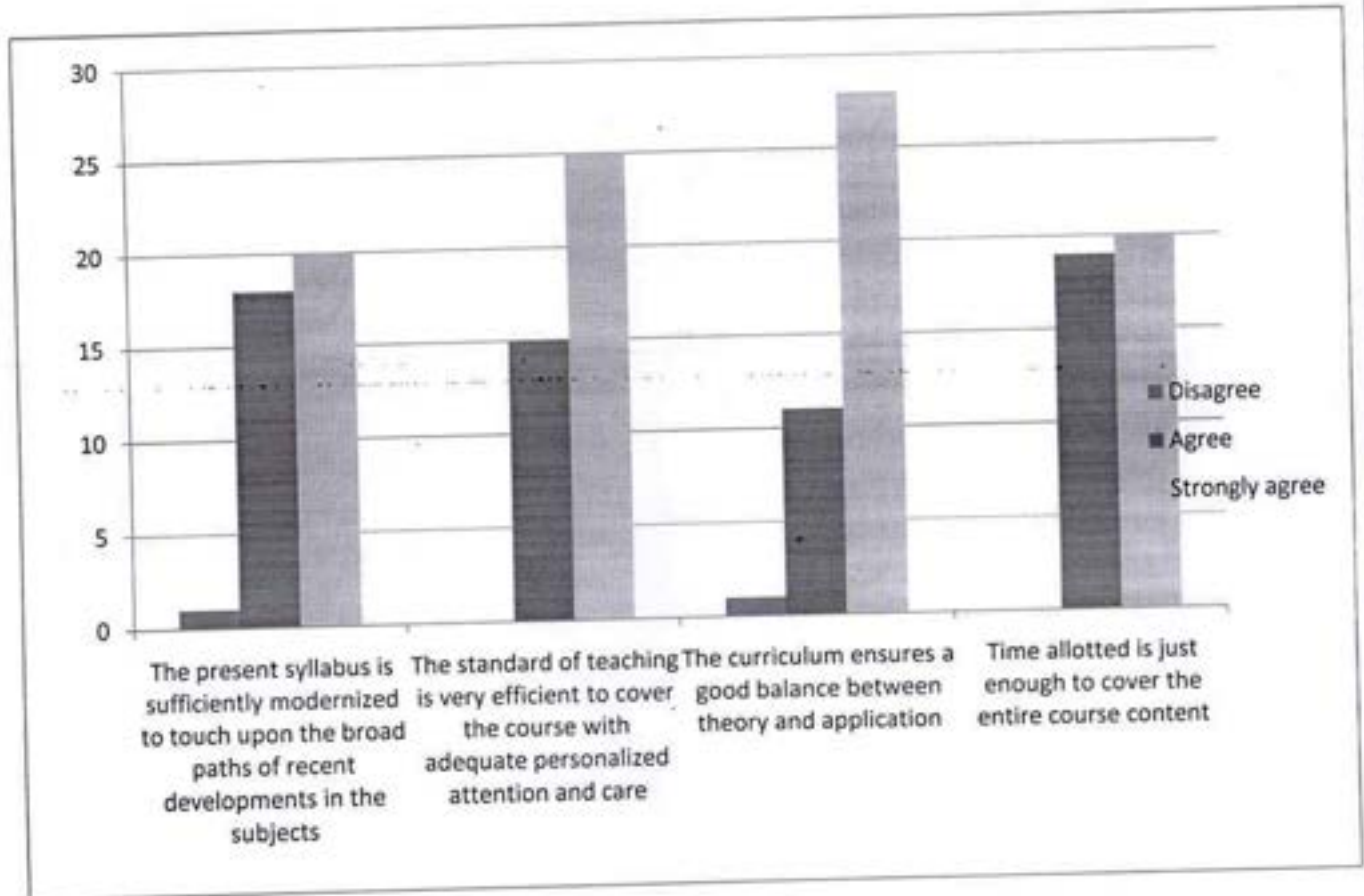


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N.V. Diva Kumar  
Dept. of Economics  
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2020-2021



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

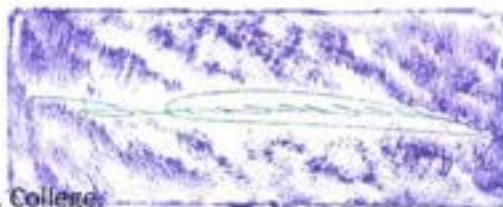
## STUDENTS AWARENESS PROGRAMME IN STOCK MARKET



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



Dept. of Economics, SKP Govt. College,

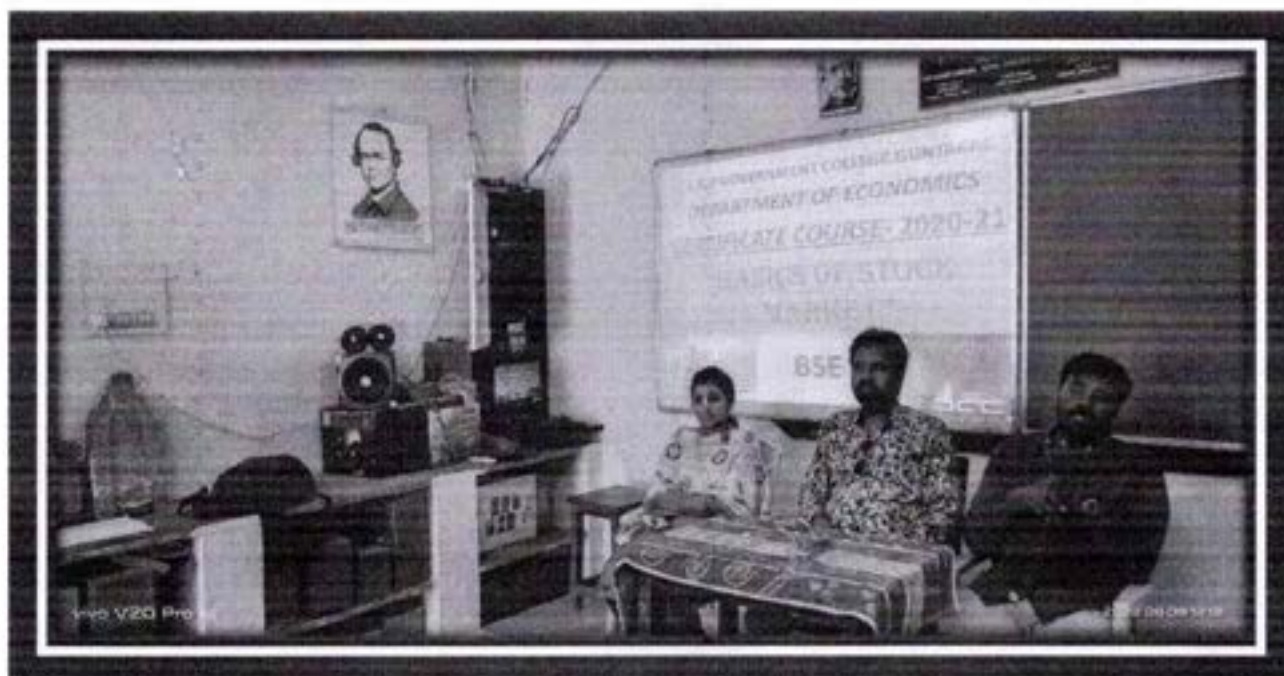


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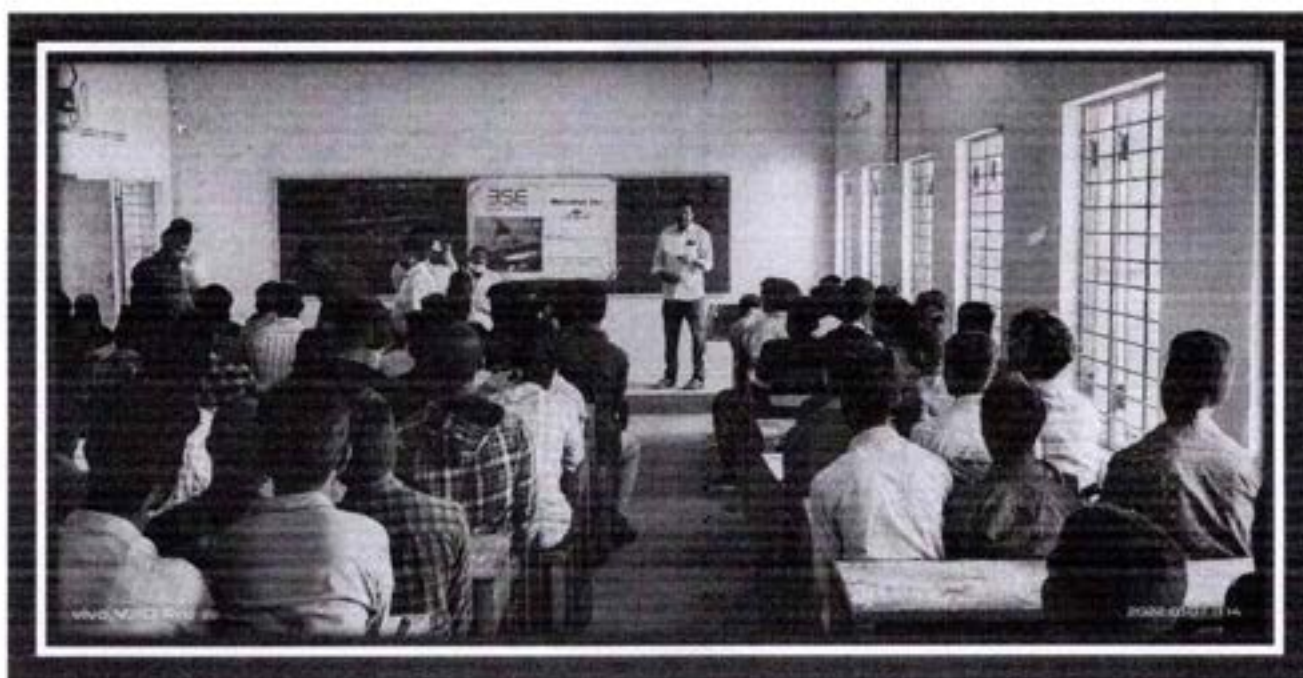
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**BASICS OF STOCK MARKET CERTIFICATE COURSE 2020-2021**



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



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**GUNTAKAL, Ananthapuramu (DL)**

*N.V. Sivakumar*  
Dept of Economics  
**S.K.P Govt Degree College**  
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**S.K.P GOVERNMENT DEGREE COLLEGE,  
GUNTAKUL**

**CERTIFICATE OF COMPLETION**

This certificate is  
presented to

**BASICS OF STOCK MARKET**

For completing her Certificate Course The department of  
Economics.

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

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

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

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



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

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

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

**Department Of Commerce**

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

Date: 29-09-2020

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

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

1. Sri P Janardhana Sastry, Department in charge :

2. Sri TM Madhavaiah, Lecturer in Commerce :

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

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

DATE: 01.10.2020

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


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

Respected Sir,

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

The details of the program are

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

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



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

**Department Of Commerce**

**Circular**

Date: 02-10-2020


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

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

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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 2020-21**

**Time: 1.30**

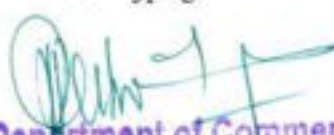
**Maximum Marks: 50**

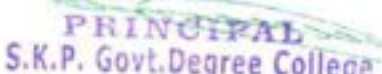
**Each Question Carries 5 Marks (8\*5)**

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

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

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

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

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

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

  
**Department of Commerce**  
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**Anantapur (Dist.)**



**SKP Government Degree College, Guntakal**  
**Attendance sheet certificate programme -2020-21**

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

  
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22	190155049	B RAMU
23	190155050	B SHIVA SHANKAR
24	190155051	B SURESH
25	190155052	B PRAKASH
26	190155124	A JAGADEESH
27	190155125	A MASTHAN VALI
28	190155126	BANTANAHAL VASAVI
29	190155127	BOYA PARASURAM
30	190155128	BOYA SURESH KUMAR
31	190155129	BOYA VAMSİ
32	190155130	C.NARENDRA
33	190155131	G.GOVINDU
34	190155132	G.VAMSİ
35	190155133	GUDISE CHANDRA
36	190155135	GUNTAPPA PRIYA
37	190155136	K.NAVEEN
38	190155157	SHAIK NAFEESA NAZ
39	190155158	SHAIK REHANA
40	190155159	SHAIK SHAHID KABEER
41	190155160	T.SAI BABA
42	190155161	THOPI DIVAKAR
43	190155163	VADLA YASHODHAN
44	190155143	KONA BASKAR
45	190155144	K RAJESH

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

45 190155144 K

# SKP Government Degree College, Guntakal

## Attendance sheet certificate programme -2020-21

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

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

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 Anantapur (Dist.)



22	190155049	B RAMU
23	190155050	B SHIVA SHANKAR
24	190155051	B SURESH
25	190155052	B PRAKASH
26	190155124	AJAGADEESH
27	190155125	A MASTHAN VALI
28	190155126	BANTANAHAL. VASAVI
29	190155127	BOYA PARASURAM
30	190155128	BOYA SURESH KUMAR
31	190155129	BOYA VAMSII
32	190155130	C.NARENDRA
33	190155131	G.GOVINDU
34	190155132	G.VAMSI
35	190155133	GUDISE CHANDRA
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45	190155144	K RAJESH

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

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





# S.K.P. GOVT. DEGREE COLLEGE

GUNTAKAL, ANANTAPURAM-515803, A.P.

AFFILIATED TO SRI KRISHNADEVARAYA UNIVERSITY (SKU) ANANTHAPURAMU

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



## Department of Commerce

### Certificate of Participation

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

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

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

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

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

## Department of Commerce

### Final Report of Certification Course in commerce

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

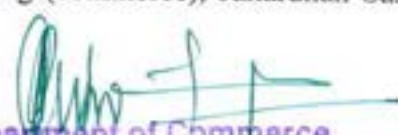
The primary goal of the course, as previously decided, was to impart MS-Office knowledge to the departing pupils. The needs of the final year students are taken into consideration when creating the course's basic structure. The aforementioned course began on October 6, 2020, and ended on December 10,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

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


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

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

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



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

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



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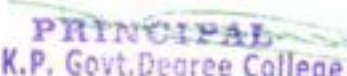


**SKP Government Degree College, Guntakal**  
**MS-office Certificate Course Feed Back (2020-21)**  
**Participants Feedback Form**

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

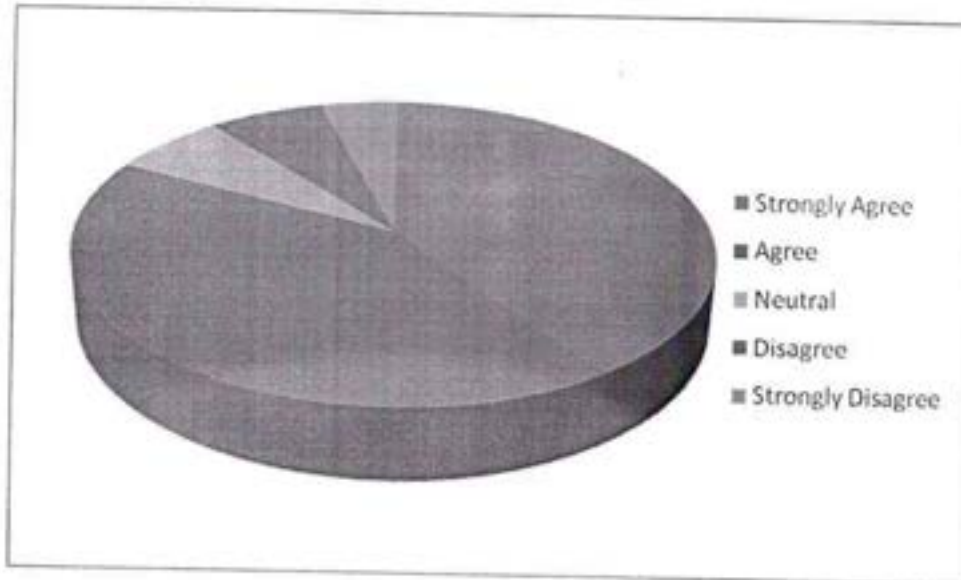
S.No	Particulars	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	Participation and interaction were encouraged.					
2	The topics covered were relevant to me.					
3	The objectives of the training were clearly defined					
4	The content was organized and easy to follow.					
5	The materials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

  
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### Feedback Analysis

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



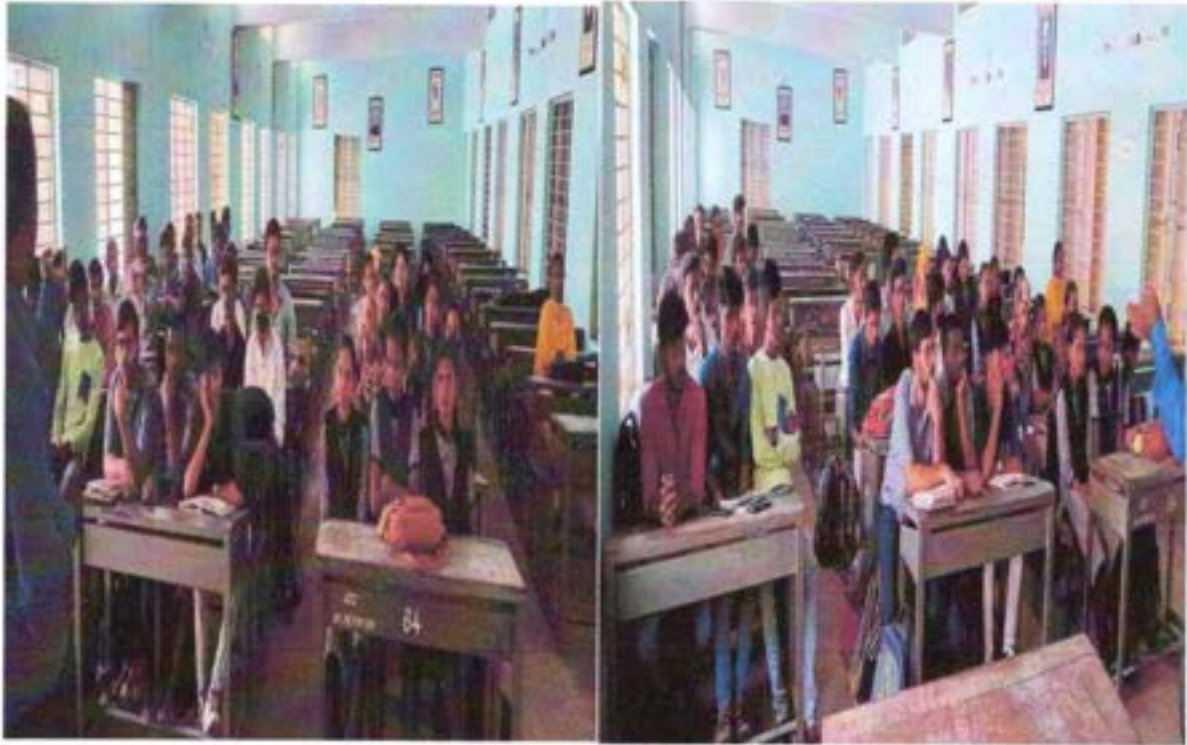
Approximately Forty two percent of students agreed certificate course is helpful to them followed by forty percent strongly agree course is beneficial to them. Seven percent of the students are neutral and disagree and four percent are strongly disagree about the certificate course programme.

  
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**Certificate course -2020-21**



  
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**Guntakal:: Ananthapuram Dist**



**Department of Chemistry**

**CERTIFICATE COURSE IN CHEMISTRY**

**2020-21**

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

**DEPARTMENT OF CHEMISTRY**

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

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

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

Date : 04/01/2021



Dept of Chemistry, SKP Govt. College, Guntakal

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

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

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

Dt : 05/01/2021

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

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

Sir,

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

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

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

Thanking You Sir.

*Details of the Programme are :*

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

Number of students expected for admission : 45

Dept of Chemistry, SKP Govt. College, Guntakal

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

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





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

**DEPARTMENT OF CHEMISTRY**

**CIRCULAR**

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

**INTRODUCTION OF CERTIFICATE COURSE IN WATER ANALYSIS**

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

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

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

*T. Jithendra*  
Incharge  
Department of Chemistry  
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

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## DEPARTMENT OF CHEMISTRY

### CERTIFICATE COURSE ON "WATER ANALYSIS"

#### SYLLABUS

Theory: 30h

Course Credits:2

#### Unit- I

6h

Importance and unique properties of water

Types of water pollutants:

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

#### Unit II

8h

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

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

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

#### Unit III

6h

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



**Practical: 15 h**

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

**Reference books for practical: -**

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





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

Time: 2hrs

Max marks: 50

**SECTION - A**

3X10=

30Marks

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

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

**SECTION - B**

4X5=

20Marks

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

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



Dept of Chemistry, SKP Govt. College, Guntakal

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

## CETIFICATE COURSE IN "WATER ANALYSIS"

### BRIEF REPORT

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

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

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

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

Dept of Chemistry, SKP Govt. College, Guntakal



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

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

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

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

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

*K*  
21/2/21

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

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



Dept of Chemistry, SKP Govt. College, Guntakal



## Students at ICT Class in Certificate Course



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

***DEPARTMENT OF CHEMISTRY***

***Certificate Course in Water Analysis***

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

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

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

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

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

**The Principal**

Department of Chemistry

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

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





S.NO	Name of the student	Group	H.NO	Signature of
31	T. Suneela	MIBC	190151242	T. Suneela
32	V. Shobha Rani	MIBC	190151243	V. Shobha Rani
33	P. Siddik Basha	MPC EM	190151051	P. Siddik
34	A. Yogender Reddy	MPC EM	190151052	A. Yogender Reddy
35	D. Anilkumar Reddy	MPC EM	190151053	D. Anilkumar
36	G. Shashith Kumar	MPC EM	190151055	G. Shashith
37	K. Naveen Kumar	MPC EM	190151056	K. Naveen Kumar
38	K. Pavaní	MPC EM	190151057	K. Pavaní
39	T. Sreenath	MPC EM	190151058	T. Sreenath
40	Ravindra Babu	MPC EM	190151059	Ravindra Babu
41	A. Santhosh	MPC EM	190151060	A. Santhosh
42	B. Ravi Kumar	MPC EM	190151091	B. Ravi Kumar
43	B. Ranganath	MPC EM	190151092	B. Ranganath
44	B. Swadesh	MPC EM	190151093	B. Swadesh
45	C. Vinod Kumar	MPC EM	190151094	C. Vinod Kumar

T. J. H.

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

# REGISTER OF ATTENDANCE & FEES

Name of the institute Step Govt. College, Guntur

FOR THE MONTH OF

2020-21 20

Section Certificate Course in Chemistry Dept. of Chemistry Step

Sl.No	Admission No.	NAMES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	No. of days present	FEES Rs. p.	Date of payment	
1	1001	A. Rajasekar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
2	1002	A. Hemalatha	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
3	1003	B. Ramakrishna	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
4	1004	C. H. Manikabai	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
5	1005	C. D. Sree Lakshmi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
6	1006	C. S. Anuradha	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
7	1007	G. Chandra Lakshmi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
8	1008	K. Tyoshna	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
9	1009	K. Shanika	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
10	1010	K. Shrinika	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
11	1011	M. Krishna	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
12	1012	M. Bhaskar Naidu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
13	1013	N. Narasappa	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
14	1014	P. Rajasekar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
15	1015	P. Parvathamma Naik	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
16	1016	S. Vasanthi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
17	1017	S. Nandini	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
18	1018	V. Bhaskar Raju	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
19	1019	V. Ramaswami	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
20	1020	K. Praveen Reddy	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
21	1021	P. Manjula Begum	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
22	1022	S. Nasreen Banu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
23	1023	B. Ramakrishna	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
24	1024	B. Sakanya	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
25	1025	K. Anuradha Reddy	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
26	1026	M. Ranganna	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
27	1027	M. Venu Naik	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
28	1028	P. Rangamma	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
29	1029	R. Kumar Naik	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
Number present M																																					
Daily E																																					
Initials M																																					
E																																					

No. on roll at the beginning of month

Admitted during the month

Left No. on roll at end of month

No. of working days

Average attendance during the month

No. on roll during the month

100%



# REGISTER OF ATTENDANCE & FEES

Name of the Institute skp Govt College, Guntur

FOR THE MONTH OF

2020-21 20

Section English Commerce Place Dept. of Chemistry, Skp. Govt. Coll.

Sl. No.	Admission No.	NAMES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	No. of days present	FEES		Date of payment	
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		Rs.	P.		
36	1051291	S. Hozanika	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/					
37	1051292	T. Suresh	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/					
38	1051293	V. Shobha Rani	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/					
39	1051294	P. Siddik Bashe	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/					
40	1051295	A. Jeggender Reddy	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/					
41	1051296	D. Anilkumar Reddy	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/					
42	1051297	H. Shanth Kumar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/					
43	1051298	K. Navaneeth Kumar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/					
44	1051299	K. Pavani	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/					
45	1051300	T. Suresh	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/					
46	1051301	P. Suresh	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/					
47	1051302	D. Ranganath	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/					
48	1051303	B. Suresh	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/					
49	1051304	C. Vinod Kumar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/					
Number present M																																						
Daily E																																						
Initials M																																						
E																																						

No. on roll at the beginning of month

Admitted during the month

Left No. on roll at end of month

No. of working days

Average attendance during the month

No. on roll during the month

189



02/12/2020

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

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

Members

1. [Signature]
2. [Signature]

13 [Signature]  
in-charge

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

2020-21

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

Date: 07.12.2020

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

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

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

Respected Sir,

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

The details or the program are

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

*permitted*

*2/12/20*

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



Yours faithfully

*[Signature]*  
In Charge  
Department of Botany  
S.K.P. Govt. Degree College  
Guntakal, Ananthapuramu (Dt.)

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

## DEPARTMENT OF BOTANY

### **Circular**

Date: 07-11-2020

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

Coordinator

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

Copy to the University Notice Board

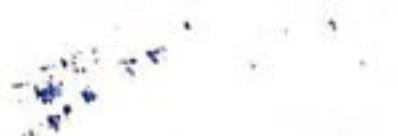
Copy to the Notice Board

Copy for Circulation among the Students

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







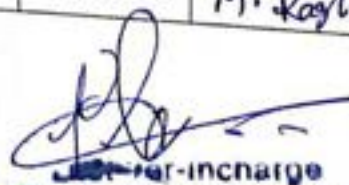


List of students

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



**PRINCIPAL**  
 S.K.P. Govt. Degree College  
 GUNTAKAL, Ananthapuram  
 Department of Botany  
 Govt. Degree College  
 GUNTAKAL-515 802

  
 Principal-in-charge

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



*[Signature]*  
 Officer-in-charge  
 Department of Rotary  
 S.K.P. Govt. Degree College  
 GUNTAKAL-515 802

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



# S K P COLLEGE GUNTAKAL

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

ATTENDANCE SHEET FOR THE ACADEMIC YEAR 2020-21

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	A RAJASHEKHAR	P	P	P	X	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	X	P	P	P	P	P	P	P	P	P	P	P
2	B RAMAKRISHNA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	CH SRILAKSHMI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	C AMARESH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	G CHAMUNDESWARI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	K JYOSTANA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	K SHANTHI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	KK SRIRISHA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	M GEETHA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	M BHASKAR NAIDU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	N NARASAPPA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	P RAJASEKHAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	R PAWAN KALYAN NAIK	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	S VAMSI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	S NANDINI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	V BHASKAR RAJU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	V RAMA RAJU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	Y SIVA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	Y HEMANTH KUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	K PRANEETHA REDDY	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	R MUNEEBA BEGUM	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	S NASREEN BANU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	B SUNKANYA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	K ANKITHA REDDY	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	M RAGHUNATH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	M VASU NAIK	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	R KUMAR NAIK	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28	S MOUNIKA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
29	V SHOBHA RANI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
30	K GANESH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
31	S K. S. SHARIKRISHNA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
32	M. K. MATHA DEVI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P



S.K.P. Govt. Degree College  
GUNTAKAL, Anantapuramu (D.A.)

Principal  
Department of Agriculture  
S.K.P. Govt. Degree College  
GUNTAKAL-515 803





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

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

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

#### References

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4. Pathak, V. N. and Yadav, N. (1998). Mushroom Production and Processing Technology. Agrobios, Jodhpur.
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7. V.N. Pathak, Nagendra Yadav and Maneesha Gaur, Mushroom Production and Processing Technology/ Vedams Ebooks Pvt Ltd., New Delhi (2000)



*18*  
*[Signature]*  
 Lecturer-in-charge  
 Department of Botany  
 K.P. Govt. Degree College  
 GUNTAKAL-514 803



Model Question Paper

CERTIFICATE COURSE IN MUSHROOM CULTIVATION

Morphology and Characteristics of Mushrooms

Time : 3 hrs

Max.Marks : 100

Section A

Answer all questions (4X15=60)

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

or

b. Give a detailed account of life cycle in mushrooms

2. a. Describe the Natural Habitats of Mushrooms

or

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

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

or

b. Identify the appropriate types of mushrooms for commercial cultivation

4. a. Write about the prospects of mushroom cultivation

or

b. Detail the healthy mushroom cultivation strategies

Section B

Answer any 5 questions (5X8=40)

5. Poisonous Mushrooms

6. Nutritional properties

7. Structure of milky mushrooms

8. Natural growth parameters

9. Commercial cultivation

10. Climatic requirements

11. Bacterial diseases in mushrooms

12. Pest management

13. Fungal diseases



*[Signature]*  
Lecturer-in-Charge  
Department of Botany  
S.K.P. Govt. Degree College  
GUNTAKAL-515 801

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

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

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

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


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

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

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

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

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



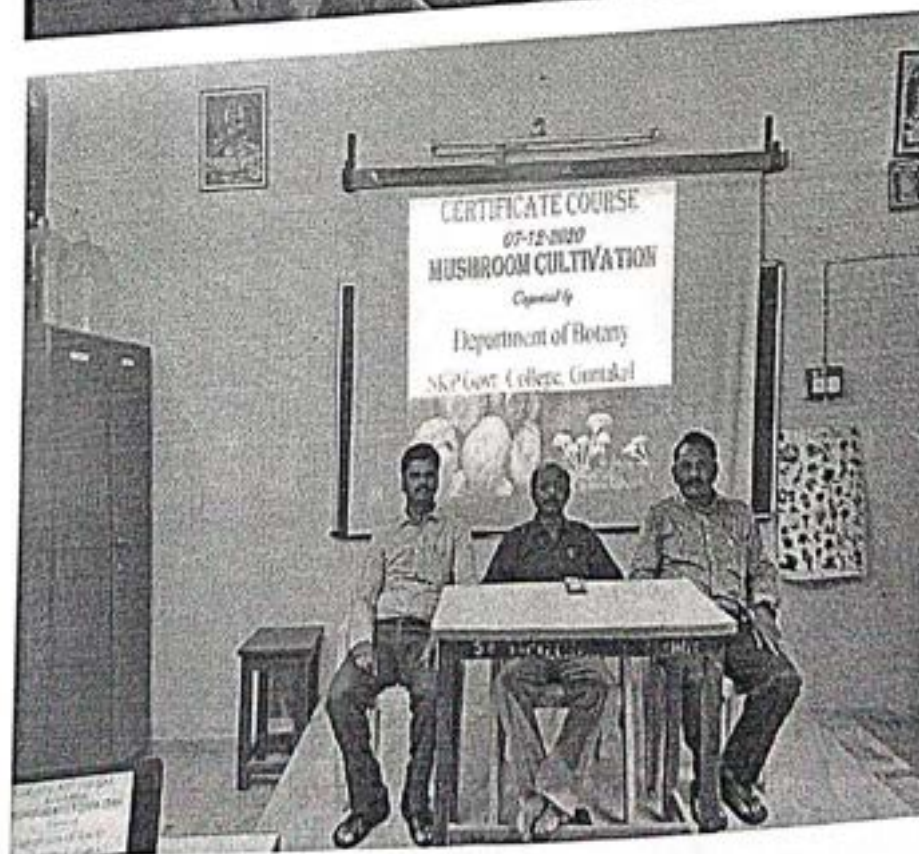
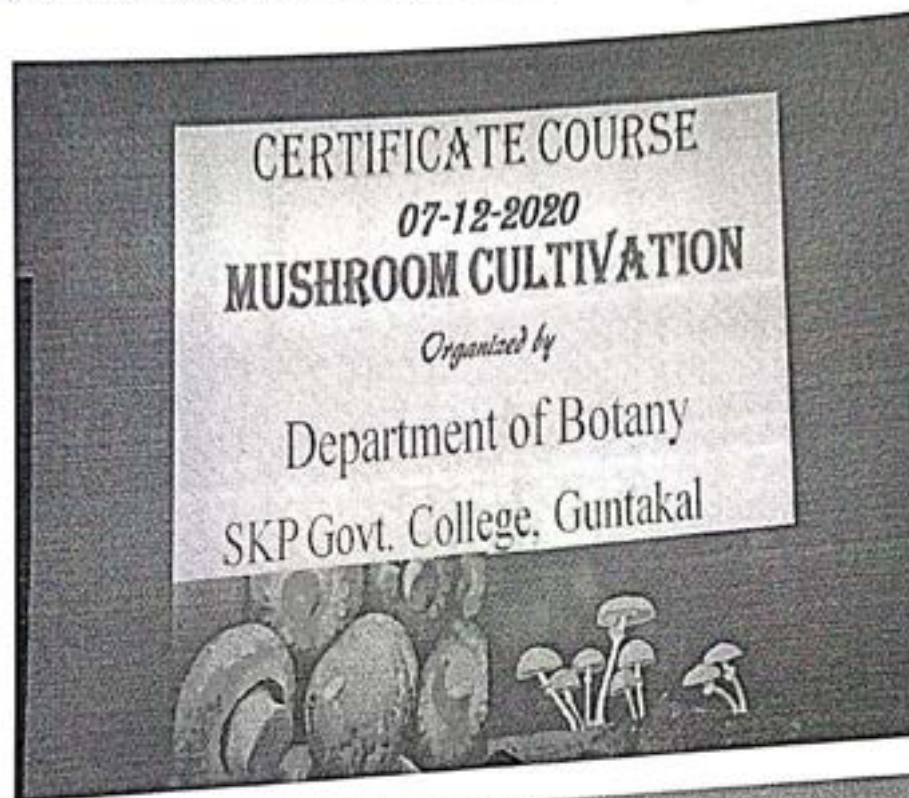
Secretary-in-charge  
Department of Botany  
A.K.P. Govt. Degree College  
GUNTAKAL-517 802



## PHOTOS OF CERTIFICATE COURSE

### "MUSHROOM CULTIVATION"

#### INAUGURATION OF THE CERTIFICATE COURSE







**CERTIFICATE COURSE  
IN BEAUTICIAN  
2020-2021**



SKP GOVERNMENT DEGREE COLLEGE GUNTAKAL

PERMISSION LETTER

Guntakal

5.4.2021

From

The Incharge  
WEC cell  
SKP Government Degree college  
Guntakal

To

Principal  
SKP Government Degree college  
Guntakal

Sir,

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

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

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

BRIEF DETAILS OF THE COURSE

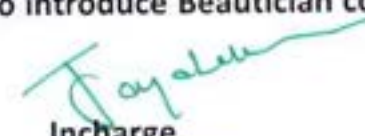
TITLE OF THE COURSE: CERTIFICATE COURSE IN BEAUTICIAN SKILLS

DURATION OF THE COURSE: 45 Days

NUMBER OF GIRL STUDENTS: 40

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

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

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

# SKP GOVERNMENT DEGREE COLLEGE GUNTAKAL

## CIRCULAR

Date

6.4.2021

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

Group	I Year	II Year	III Year
B.A (HEP)			
B.A (HPE)			
B.A (HPT)			
B.Com (G)			
B.Com (CA)			
BZC	R. Kambhakar	R. Kambhakar	R. Kambhakar
MPC (TM)			
MPC (EM)			
Micro Biology			
Bio Chemistry			
MPCS			
MECS	K. Anjireddy	C. S. R. Reddy	K. Anjireddy

Incharge

WEC Incharge  
S.K.P Govt. College  
GUNTAKAL

Copy to college library

Copy to college Notice Board

Copy for circular among students

Principal

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

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

MODEL QUESTION PAPER

5X10=50

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

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

Ans ( A )

2. How should be the work area

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

Ans ( b )

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

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

Ans( d )

4. What is the one method of providing scalp stimulation

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

Ans ( d )

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

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

Ans ( d )

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

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



PRINCIPAL

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



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



d.Drowing

Ans( b)

7.Which of the given items in the first aid kit is used to disinfect the wound

- a.Savlon
- b.Bandaaid
- c.Crepe bandage
- d.Gloves

Ans (a)

8. What should you sterilize after completing a clients facial

- a.Blackhead remover
- b.Facial cream
- c.Facial tissue
- d.Face pack Ans (a)

9.Which is the following is an important step before starting the treatment


- a. Consultation
- b.Bleaching
- c.Applying face pack
- d.Clearing bills and taking payment

Ans (a)

10. What safety guideline should you follow before waxing

- a.Chexk wax temperature
- b.Get waxing strips
- c.Tlk to the client
- d.Prepare the area

Ans (a)

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

  
WEC Incharge  
S.K.P Govt. College  
GUNTAKAL

**SKP GOVERNMENT DEGREE COLLEGE -GUNTAKAL 2020-  
2021**

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

S.NO	NAME OF THE STUDENT	COURSE	HALL TICKET NUMBER Signature
01	MONDLA JYOTHSNA	B.A.	200153088 M. Jyothsna
02	PULACHINTHA BABY	B.A.	200153141 P. Baby
03	SATHYALA KALYANI	B.A.	200153147 S. Kalyani
04	VAGALA SAI HARSHITHA	B.A.	200153135 V. Harshitha
05	MALA MAMATHA DEVI	B.Sc.	200151014 M. mamatha devi
06	SHAIK APSAANA	B.Sc	200151003 S. APSAANA
07	BOYA PRAMILA	B.Sc	200151005 B. Pramila
08	BOYA SRAVANI	B.Sc	200151006 B. Sravani
09	DEVARINTI USEN BI	B.Sc	200151008 D. UfenBi
10	GUNDALA SUPRIYA	B.Sc	200151009 G. SuPriya
11	HAMPI INDU	B.Sc	200151010 H. Indu
12	HARIJANA LAVANYA	B.Sc	200151011 H. Lavanya
13	MANTAKANTI SHRAVANI	B.Sc	200151015 M. Shravani
14	REPALLI AKHILA	B.Sc	200151018 R. Akhila

15	SHAIK NAJMUNNISA	B.Sc.	200151022 S. Najmunnisa
16	POLATH ROOPA	B.Sc.	200151052 P. Roopa
17	BOYA HEMAVATHI	B.Sc	200151059 B. Hemavathi
18	MASANURU RADHIKA	B.Sc	200151067 M. Radhika
19	RAMAGOWNI PAVANI	B.Sc	200151071 R. Pavani
20	POLATH RAMYA	B.Sc	200151051 P. Ramya
21	GAJULA VAISHNAVI	B.Sc	200151211 G. Vaishnavi
22	KASHANNAGARI SANDHYA RANI	B.Sc	200151218 K. Sandhya Rani
23	SHAIK WAHEEDA BEGUM	B.Sc	200151148 S. Waheeda Begum
24	GAJULA AKHILA	B.Sc	200151160 G. Akhila
25	CHAKALI SRAVANI	B.Sc	200151293 C. Sravani

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

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



**SKP GOVERNMENT DEGREE COLLEGE GUNTAKAL 2020-2021**

**ATTENDENCE**

S.N O	NAME OF THE STUDENT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
01	MONDLA JYOTHSNA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
02	PULACHINTHA BABY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
03	SATHYALA KALYANI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
04	VAGALA SAI HARSHITHA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
05	MALA MAMATHA DEVI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
06	SHAIK APSAANA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
07	BOYA PRAMILA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
08	BOYA SRAVANI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
09	DEVARINTI USEN BI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	GUNDALA SUPRIYA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	HAMPI INDU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	HARIJANA LAVANYA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	MANTAKANTI SHRAVANI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

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

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





SKP GOVERNMENT DEGREE COLLEGE -GUNTAKAL

FINAL REPORT ON CERTIFICATE COURSE IN BEAUTICIAN SKILLS


WOMEN EMPOWERMENT CELL

The Women Empowerment cell has made a humble beginning to impart and enrich quality and financial life off students by introducing certificate course in Beautician Skills .The Women Empowerment Cell members resolved to conduct the course for the benefit of girl students. Principal permission is obtained before starting the course all the students are informed that the course details by circular. Among the students enrolled for the course based on criteria of agricultural background and academic performance. 34 students are enrolled in the course .

The course started on 8.4.2021 in women empowerment cell.25 students attended the course for 45 days .As per the resolution the course was continued every day one hour in college timings. After successful completion of the certificate course students were awarded with certificates in valedictory function. The valedictory function was graced by the principal and vice principal and head of the WEC .The principal appreciated the department of WEC for its sincere efforts. Finally the students were received their certificates and feedback was collected by them. The importance of this course is to train students for better life skills.



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



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



SKP GOVERNMENT DEGREE COLLEGE GUNTAKAL

PHOTOGRAPHS OF THE ACTIVITY

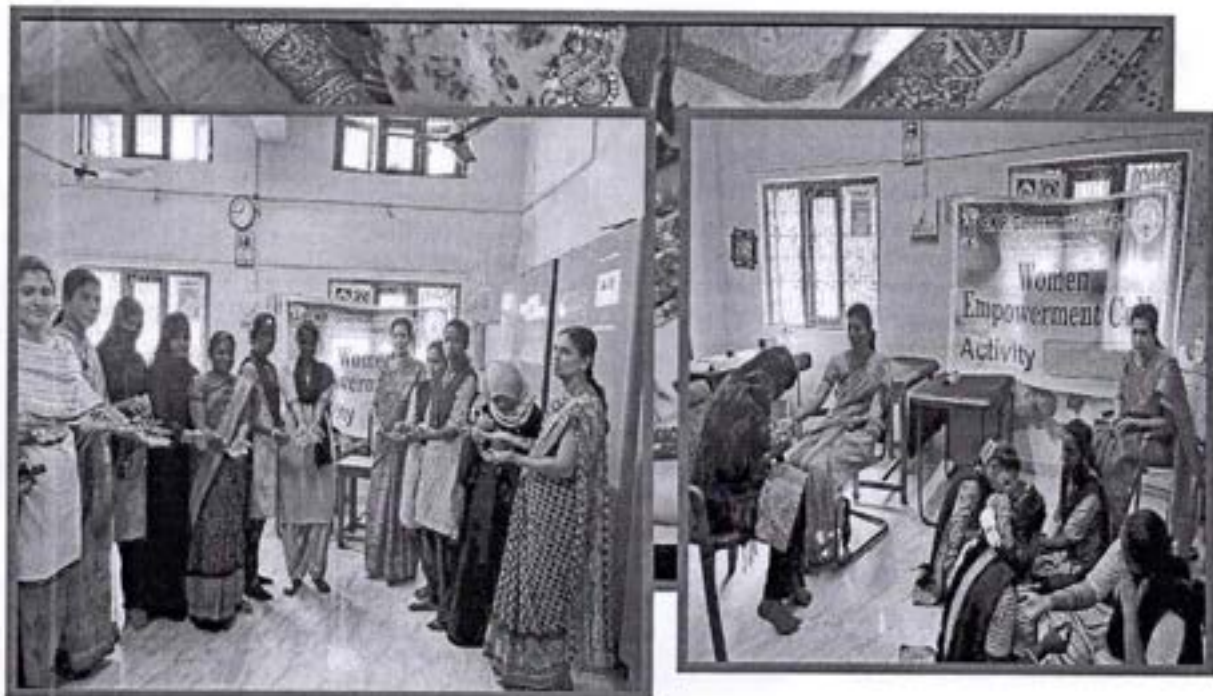


  
**PRINCIPAL**  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuram (D.C.)


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

SKP GOVERNMENT DEGREE COLLEGE GUNTAKAL

PHOTOGRAPHS OF THE ACTIVITY



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

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



## SKP GOVERNMENT DEGREE COLLEGE GUNTAKAL 2020-2021

### RESOLUTION

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

The Beautician course was a short –term certificate course started on 8.4.2021, with a span of 45 days, and a nominal amount of Rs200 was charged from students to meets the provisions required to start the course. The resource person was Ramya .

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

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

.As cosmetology is always been a good carrier option for the students who have got a sound aesthetic sense over a past of 6-8 years, the beauty industry of Indian Republic has witnessed a rapid expansion.

OUTCOMES: Beautician skills provide self employment and can give a daily income and can enable to develop independently .

With Beautician skills student will be self reliant and boosting their self esteem and self worth. After all true beauty and well being are also about how better you feel rather than how you look.

Importance of learning beauty course is helping ourselves to feel better and feel others better

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

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