

## 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)

2021-22						
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	37	37
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	45	45
Number system divisibility rules, data analysis	NA	Department of Mathematics	1	40 Days	30	30
Electrical Appliances	NA	Department of Physics	1	50 Days	29	29
Water Analysis	NA	Department of Chemistry	1	45 Days	45	45
Mushroom Cultivation	NA	Department of Botany	1	45 Days	40	40
MS - Office	NA	Department of Computer science	1	45 Days	40	40
Tailoring Course	NA	Women Empowerment Cell	1	45 Days	25	25



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

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

**DEPARTMENT OF ENGLISH**




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

Date: 07.02.2022

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

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

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

:   
  


The Principal

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

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

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

**Date: 09.02.2022**

From  
TN Masthanappa,  
Lecturer in English,  
Head of Department  
S.K.P. Govt. Degree College  
GUNTAKAL<sub>2</sub>

To  
The Principal,  
S.K.P. Govt. Degree College  
GUNTAKAL<sub>1</sub>


Respected Sir,

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

The details of the program are

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

Yours faithfully

  
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Anantapur (Dist.)

  
Head of Department (English)



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

**Unit 1**

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

**Unit 2**

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

**Unit 3**


Basic grammar  
Parts of speech  
Prepositions

**Unit 4**

Subject verb agreement  
Tenses types of sentences  
Transformation of sentences

**REFERENCES:**

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

  
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**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**(Affiliated to Sri Krishnadevaraya University)**

**Department of English**

**Certificate Course in Spoken English**

Time: 10.00 AM to 11.00 AM

Max. Marks: 40M

Answer any Three of the following

Unit 1: Long Answer Question in 100 words each

2 out 1 1x10=10M

Unit 2: Long Answer Question in 100 words each

3 out 2 2x10=20M

Unit 3: Grammar

1x5=5M

Unit4: Verb

1x5=5M

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*[Handwritten Signature]*

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

Time: 10.00 AM to 11.00 AM

Max. Marks: 40M

Answer any three of the following

(3X10=30)

**Unit I**

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


**Unit II**

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

**Unit III and IV**

(1X10=10)

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

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

**DEPARTMENT OF ENGLISH**

**Circular**

Date: 11.02.2022


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

  
Coordinator

Copy to the Library Notice Board

Copy to the Notice Board

Copy for Circulation among the Students

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

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

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

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

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

  
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Anantapur (Dist.)

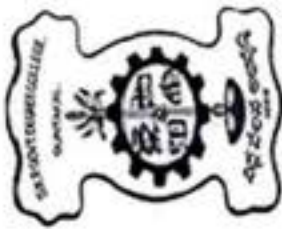


meeting. The Head of the Department explained the need and necessity of introducing the Certificate course in his opening remarks. The Principal advised the students to make use of the Department of English's input. Certificates were given to all 38 students.

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

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

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

Affiliated to Sri Krishnadevaraya University (SKU) Anantapuram

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

**Estd: 1968**

## **Department of English**

### **Certificate Of Participation**

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

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

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

  
**Coordinator**

  
**Principal**

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



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

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

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**Coordinator**

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

**Date:**

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

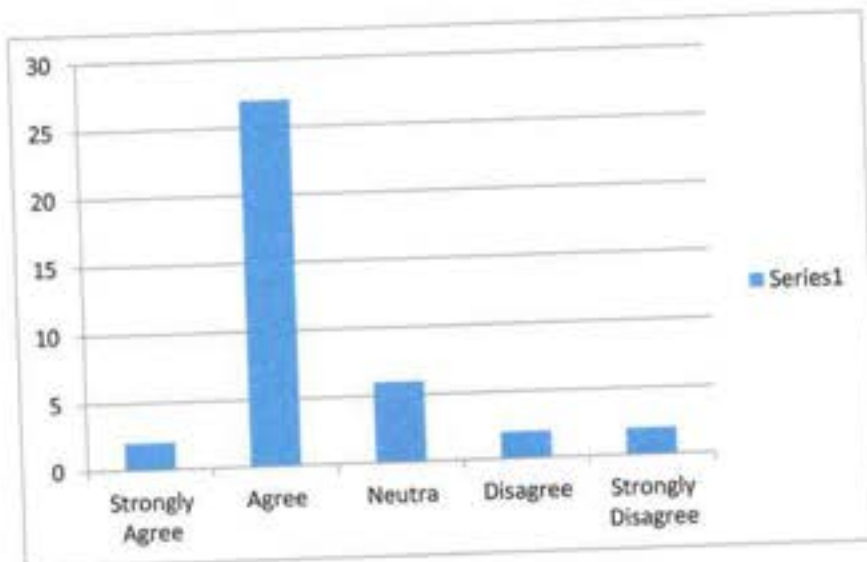
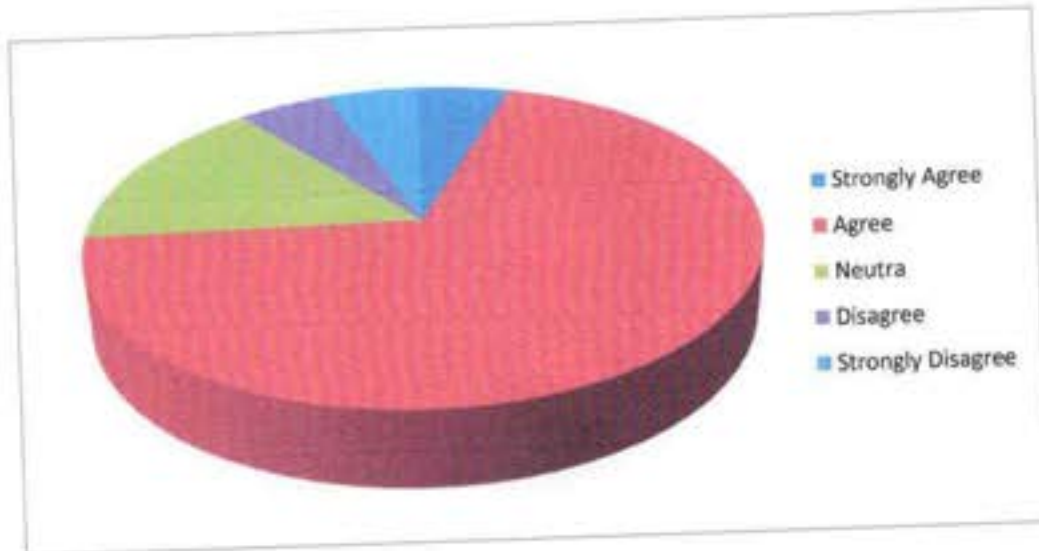
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The objectives of the training were clearly defined.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Participation and interaction were encouraged.	<input type="radio"/>	<input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

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

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



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Photos of Spoken English Certificate Course 2021-2022



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*[Handwritten signature]*



S K P GOVERNMENT DEGREE COLLEGE GUNTAKAL

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

ATTENDANCE SHEET FOR THE ACADEMIC YEAR 2021-22

S.N	Register Number	Name of the Student	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	200153003	B. ANJINEYULU	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
2	200153004	B. HANUMESH	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
3	200153006	BASHOK BABU	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
4	200153007	B. SUDHAKAR	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
5	200153009	C.SREEKANTH	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
6	200153010	C L G MAHESH	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
7	200153011	C. ANIL KUMAR	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
8	200153012	C RAMANJI	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
9	200153013	D PAVANALYAN	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
10	200153014	D.KRISHNAMURTHY	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
11	200153021	KALLURU SHIVA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
12	200153023	K GADILINGA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
13	200153026	K HARI PRASAD	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
14	200153027	M GANESH	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
15	200153028	M RAMANJINEYULU	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
16	200153029	M GOVARDHANA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
17	200153030	M RUPENDRA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
18	200153031	M LALU PRASAD	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
19	200153034	P ANIL KUMAR	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
20	200153035	R ANIL KUMAR NAIK	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
21	200153036	S YUGANDHAR	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
22	200153039	U ANAND	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
23	200153040	Y DANIYELU	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
24	200153042	WISHNU KUMAR	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
25	200153121	B CHANDRAKALA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
26	200153123	BESTA VINOD	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
27	200153124	B RANGANAYAKULU	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
28	200153125	BOYA SIVA	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
29	200153128	GADDAM RAJANI	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	

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

ATTENDANCE SHEET FOR THE ACADEMIC YEAR 2021-22

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

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



యస్. కె. పి. ప్రభుత్వ డిగ్రీ కళాశాల, గుంతకల్

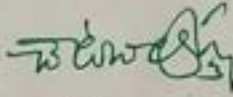
తెలుగు శాఖ

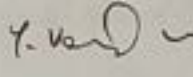
తెలుగు ట్రిపింగ్ సర్టిఫికేట్ కోర్స్ నిర్వహించాలని తెలుగు శాఖ తీర్మానం.

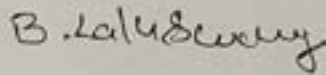
తేది: 10 / 06 / 2022

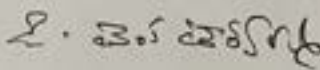
తెలుగు శాఖ ఆధ్వర్యం లో డిగ్రీ బిఏ, బికాం, బియస్సీ విద్యార్థులకు సర్టిఫికేట్ కోర్స్ నిర్వహించాలని తీర్మానించాము. అందులో భాగంగా విద్యార్థులకు ఫ్రెంట్ మీడియా, ఏలక్ట్రానిక్ మీడియా, మరియు ప్రసారమాధ్యమాల్లో ఇంగ్లీషు నుండి తెలుగులో అనువదించడానికి ఉపయోగపడే విధంగా తెలుగు ట్రిపింగ్ అనే సర్టిఫికేట్ కోర్స్ ను నిర్వహించాలని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

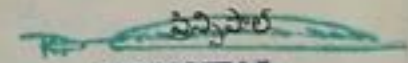
10-06-2022 తేదిన తెలుగు శాఖ ఆధ్వర్యం లో సమావేశం జరిగింది. ఈ సమావేశానికి అధ్యక్షులు గా డా॥ సి. బాలకృష్ణ మరియు అధ్యాపకులు వై. వనజమ్మ, విద్యార్థులు బి.లాలుస్వామి, డి.వెంకటేశ్వరమ్మ సభ్యులు గా పాల్గొన్నారు. దీనిని కళాశాల ప్రెన్సిపాల్ గారి ఆదేశాల మేరకు 40 రోజుల కాలవ్యవధిలో సర్టిఫికేట్ కోర్స్ నిర్వహించాలని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

డా॥ సి. బాలకృష్ణ (తెలుగు శాఖాధ్యక్షులు) 

వై. వనజమ్మ (తెలుగు అధ్యాపకులు) 

బి.లాలుస్వామి (విద్యార్థి) 

డి.వెంకటేశ్వరమ్మ (విద్యార్థి) 

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

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

తెలుగు కాబ

ఎస్ కె పి ప్రభుత్వ డిగ్రీ కళాశాల గుంతకల్

కళాశాల ప్రిన్సిపాల్

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

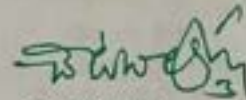
కోర్స్ పేరు: తెలుగు టైపింగ్

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

ప్రారంభ తేదీ: 15 జూన్ 2022

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 (Dt.)

యస్. కె. పి. ప్రభుత్వ డిగ్రీ కళాశాల, గుంతకల్

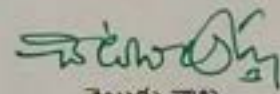
తెలుగు శాఖ

సర్క్యులర్

11-06-2022

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

ఇట్లు



తెలుగు శాఖ

Dept. Of Telugu

S.K.P. GOVT. COLLEGE

GUNTAKAL - 515301



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

యస్. కె. పి. ప్రభుత్వ డిగ్రీ కళాశాల, గుంతకల్

తెలుగు శాఖ

సర్టిఫికేట్ కోర్స్: ఆస్ లైన్ తెలుగు టైపింగ్

పాఠ్య ప్రణాళిక:

తెలుగు టైపింగ్ - పరిచయం

తెలుగు టైపింగ్ - ఆవశ్యకత

తెలుగు కీ బోర్డు

తెలుగు టైపింగ్ - అనువర్తనాలు

తెలుగు లేఖిని (Leekhini)



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

### తెలుగు కాఖ

తెలుగు టైపింగ్ సర్టిఫికేట్ కోర్స్ తుది నివేదిక

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

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

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

# SKP Government Degree College, Guntakal

Registration form for Telugu Typing Certificate Program

Department of Telugu -Academic Year 2021-22

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

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

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



**S K P Government Degree College, Guntakal**  
**Attendance sheet for the Academic year - 2021-22**

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	31	32	33	34	35	36	37	38	39	40	
1	A Ranga																																									
2	B Sathish																																									
3	B Leelavathi																																									
4	B Maheshwari																																									
5	B Lakshmi																																									
6	B Kiran Kumar																																									
7	B Sai Kumar																																									
8	C Sudhakar																																									
9	C Mohanbabu																																									
10	D Venkateswaramma																																									
11	D Roopasagar																																									
12	G Vinod Kumar																																									
13	G Chaitanya																																									
14	G Marudharam Reddy																																									
15	J Govindhu																																									
16	J Mounika																																									
17	K Madhanbabu																																									
18	K Naveen Kumar																																									
19	K Bharath																																									
20	K Sadana nanda																																									
21	K Varunkumar																																									
22	K Ashok																																									
23	K Mohan																																									
24	M Ashok																																									
25	M Varadachari																																									
26	M Rudrammaidu																																									
27	M Shiva																																									
28	M Varun																																									
29	N Sudhakar																																									
30	P Abdul bhassu																																									
31	P Mahesh babu																																									
32	P Vijay Kumar																																									
33	P Karthik																																									
34	R Surendra naik																																									
35	R Tularamanna																																									
36	S Kulabekar																																									
37	S Shaik abdul imran																																									
38	T Madhukarjuna																																									
39	Y abhishat																																									
40	Y Surendra																																									

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

**Dept. Of Telugu**  
**S.K.P. GOVT. COLLEGE**  
**GUNTAKAL - 517 001**



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





## S.K.P. GOVERNMENT DEGREE COLLEGE

GUNTAKAL, ANANTAPURAM-515803, A.P.

Affiliated to Sri Krishnadevaraya University (SKU) Anantapuram

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

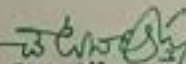
### Department of Telugu

## Certificate Of Participation

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

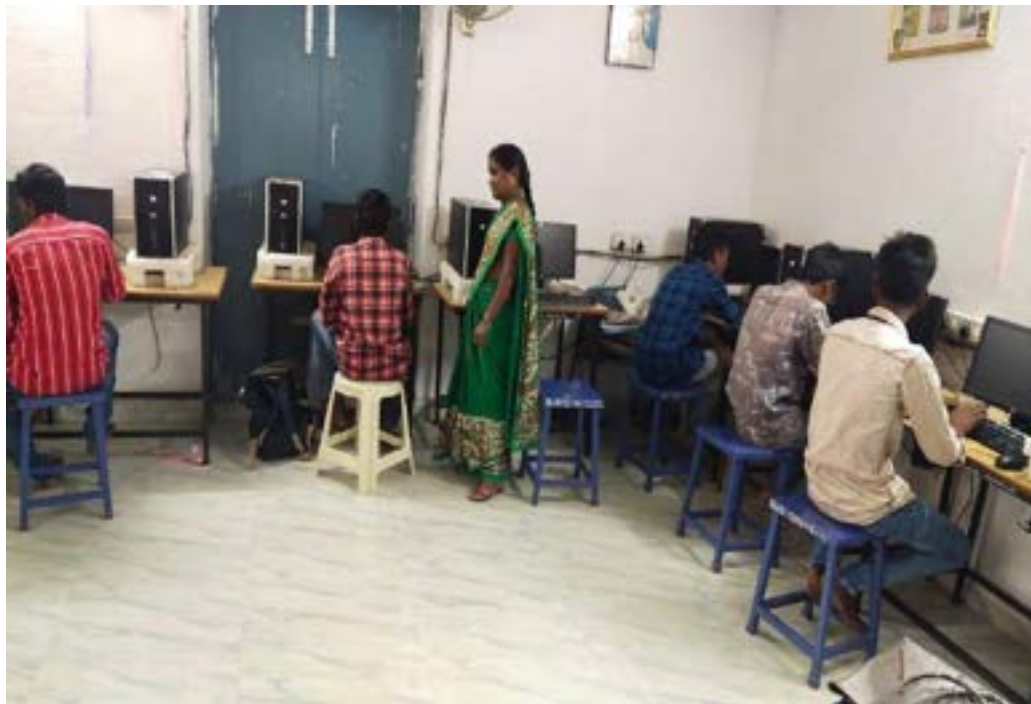
\_\_\_\_\_ successfully completed 'Telugu Typing Certificate Course'

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

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

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

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Certificate course photos



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Certificate course photos





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

DEPARTMENT OF ECONOMICS

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

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

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

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

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

Date : 02/07/2022



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

N. V. Sivakumar  
Incharge

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



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

DEPARTMENT OF ECONOMICS

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

Dt : 02/07/2022

From To

The In charge

Department of Economics,

S.K.P. Government College,

Guntakal

The Principal

S.K.P. Government College

Guntakal

Respected Sir,

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

Thanking You Sir.

o Details of the Programme are :

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



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

## DEPARTMENT OF ECONOMICS

CIRCULAR

Dt: 2/07/2022

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

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

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

#### Details of the Programme :

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

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

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

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

Unit V

8h

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



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

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

Model Question Paper 2021-2022

Certificate Course on "BASICS OF STOCK MARKET"

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

Time: 2hrs

Max marks: 50

SECTION - A

25X2= 50Marks

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

1. What is a Dividend?

Answer: .

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

Answer:

3. First International Exchange of India?

Answer:

4. What is F&O?

Answer:

5. What is Commodity in Stock Market?

Answer:

6. Asia's Oldest Stock Exchange?

Answer:

7. How many companies are listed on BSE?

Answer:

8. How many Companies are listed on NSE?

Answer:

9. First Dematerialized Electronic Exchange in India?

Answer:

10. Who manages Nifty 50?

Answer:

11. What is Face Value?

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

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

Answer:

12. What is Day Trading?

Answer:

13. What is Long-Term Investing?

Answer:

14. What is PE Ratio?

Answer:

15. What is Debt?

Answer:

16. What is Volatility in the Stock Market?

Answer:

17. What is IRR?

Answer:

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

Answer:

19. What is CAGR?

Answer:

20. What is Technical Analysis?

Answer:

21. What are Support and Resistance?

Answer:

22. Full-Form of GST?

Answer:

23. What is Candlestick Chart in Trading?

Answer:

24. What is NPA?

Answer:

25. What is Mutual Fund?

Answer:



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



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

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

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

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



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

S.K.P Government Degree College, Guntakal

BASICS OF STOCK MARKET

Course Feedback Form 2021-2022

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

Please fill the short questionnaire to make the course better.

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

THE DESIGN OF THE COURSE

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

THE CONDUCT OF THE COURSE

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



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

F. Please give overall rating of the course

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

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



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# S.K.P GOVERNMENT DEGREE COLLEGE, GUNTAKAL

## DEPARTMENT OF ECONOMICS

### FEEDBACK ANALYSIS OF STUDENTS

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

#### Student recommendations:

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

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

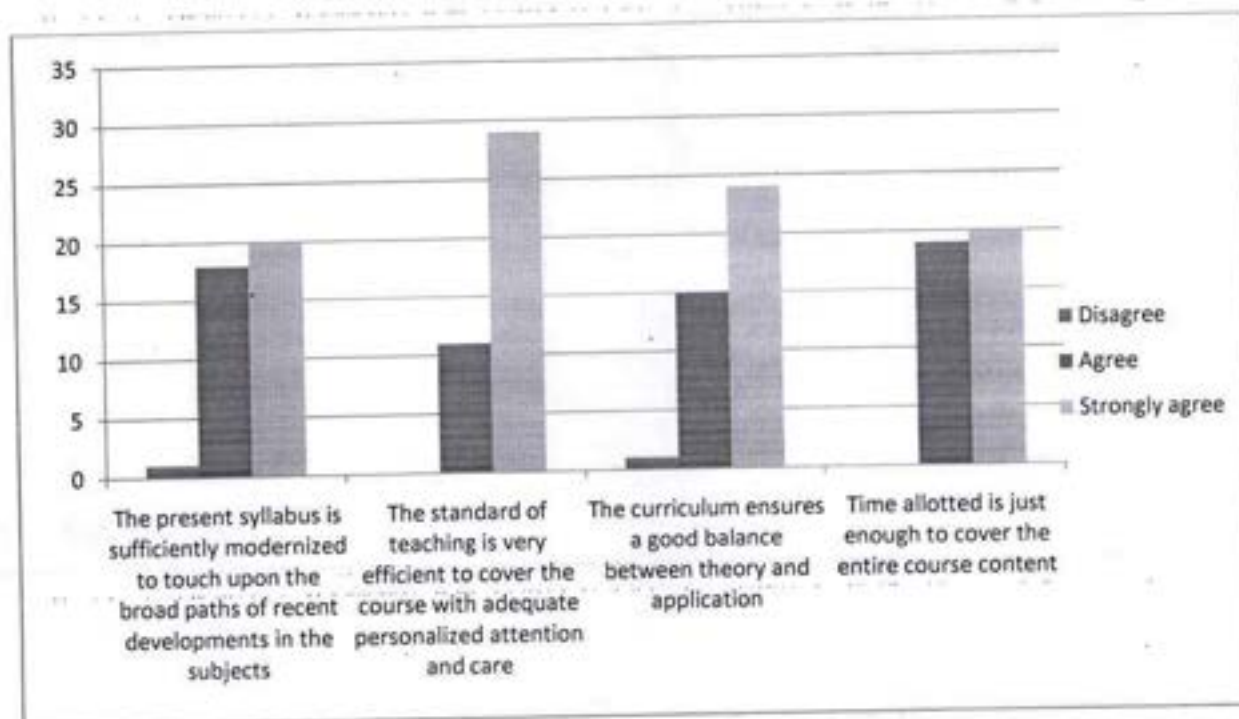
The graph shows the frequent answers of the students in a Different bar diagram.

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



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

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GUNTAKAL, Ananthapuramu (DL)

*N.V. Sankar*  
In charge

Dept. of Economics  
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# BASICS OF STOCK MARKET CERTIFICATE COURSE 2021-2022



BSE STOCK BROKER AWARENESS OF THE STOCK MARKET



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Dept. of Economics, SKP Govt. College, Guntakal

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



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

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

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

## STUDENTS AWARENESS PROGRAM IN STOCK MARKET



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



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

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

CERTIFICATE OF COMPLETION

This certificate is  
presented to

BASICS OF STOCK MARKET

For completing her Certificate Course The department of  
Economics.

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

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

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

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



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

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



SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL

CERTIFICATE COURSE

Academic year: 2021-22

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

## Department Of Commerce

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

Date: 01.11.2021

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

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

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

2. Sri TM Madhavaiah, Lecturer in Commerce

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

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



PRINCIPAL  
S.K.P. Govt. Degree College  
GUNTAKAL-515 801  
Ananthapuramu (Dist.)

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

DATE: 09.11.2021

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


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


Respected Sir,

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

The details of the program are

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

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

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



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

**DEPARTMENT OF COMMERCE**

**Circular**

Date: 06-11-2021

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

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

Copy to the Library Notice Board

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## syllabus

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

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

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

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

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

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

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

**Tally certificate course**

**Time 01:30**

**Maximum marks :50**


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

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

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

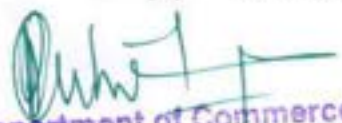
1. \_\_\_\_\_ is the shortcut to reversing journal from Accounting Vouchers in Tally.  
(A) F10  
(B) Ctrl+F10  
(C) Alt+I  
(D) Alt+V
2. \_\_\_\_\_ denotes reduction in money or increase in liability.  
(A) Accounting  
(B) Contra  
(C) Cash  
(D) Inventory
3. Which shortcut key is pressed to go to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


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

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

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

  
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# SKP Government Degree College, Guntakal

## Attendance sheet certificate programme -2021-22

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

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

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







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

S.no	Roll numbers	Name of the students	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
1	200155053	BUSENE BOYA MANOJ KUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	200155016	SAJJANULA MAHESH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	200155075	SOMGUNDU RAMANJINEYULU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	200155076	SUNKARI EDIGA RAMUDU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	200155042	VANNUR SWAMY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6	200155074	R RAVIKUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	200155015	MUDAVATH LOKESH NAIK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	200155072	NALUGULA PURUSHOTHAM	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	200155066	M ASWANI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	200155067	MASILETTI JANARDHANA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	200155068	M VIJAYKUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	200155003	S.MD. GHOUSE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	200155013	K BALAJI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	200155014	MIDDE NAVEEN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	200155069	M LATHA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	200155045	B GANESH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	200155010	E BHARGAV	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	200155017	S SHASHAVALI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	200155018	U JAGANNATH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	200155041	A NARASIMHULU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
21	200155043	BARAVIND	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**  
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**S.K.P. GOVT. DEGREE COLLEGE**

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

AFFILIATED TO SRI KRISHNADEVARAYA UNIVERSITY (SKU) ANANTHAPURAMU

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



## **Department of Commerce**

# **Certificate of Participation**

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

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

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

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

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

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

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

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


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

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

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

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

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

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



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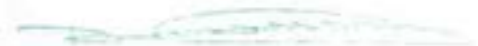
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**SKP Government Degree College, Guntakal**  
**Tally Certificate Course Feed Back (2021-22)**  
**Participants Feedback Form**

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

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

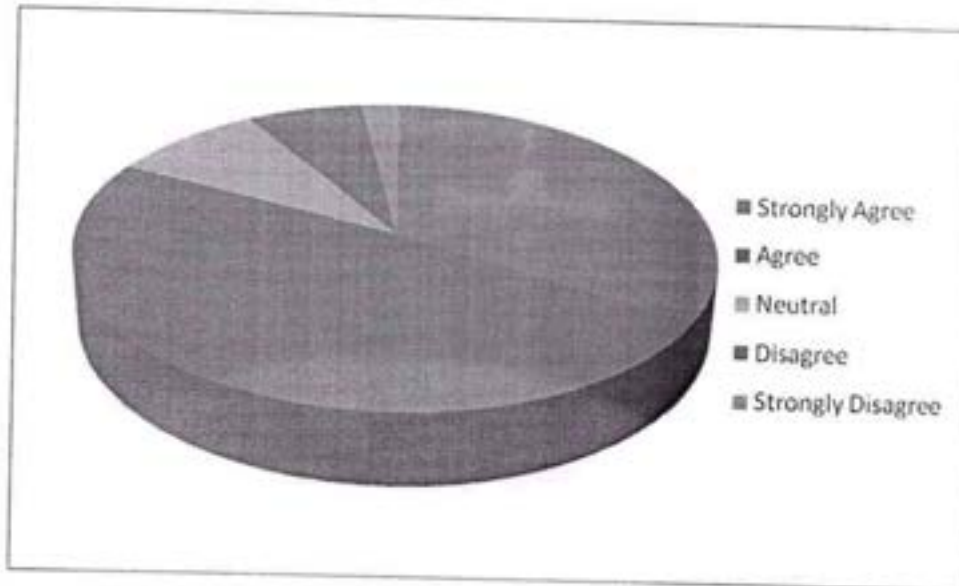
  
**Department of Commerce**  
**S.K.P. Govt. Degree College**  
**GUNTAKAL.**

  
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**Anantapur (Dist.)**





### Feedback Analysis

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



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

  
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**SKP Government Degree College, Guntakal**

**Certificate course -2021-22**



  
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**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**DEPARTMENT OF MATHEMATICS**

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

**2021-2022**

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

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

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

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

Sri. D. Hussainaiah, (Faculty) :

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



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

**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**DEPARTMENT OF MATHEMATICS**

**PROPOSAL FOR THE INTRODUCTION OF CERTIFICATE COURSE**

Date : 17/12/2021

**2021-2022**

From,

K Anjaneyulu (Incharge)

SKP Government degree college,  
Guntakal

Respected Sir,

To,

The principal

SKP Government degree college,  
Guntakal

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

The details of the programme are :

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



*K. Anjaneyulu*  
Yours faithfully

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

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



**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**DEPARTMENT OF MATHEMATICS**

**CIRCULAR**

21/12/2021

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

*K. Anjaneyulu*  
Incharge

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

Co-ordinator

Copy to the library notice board

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Copy for circulation among the students



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

**SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL**

**DEPARTMENT OF MATHEMATICS**

**FINAL REPORT OF CERTIFICATE PROGRAMME**

**(2021 - 2022)**

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

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





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

## DEPARTMENT OF MATHEMATICS CERTIFICATE COURSE STUDENT LIST

2021-2022

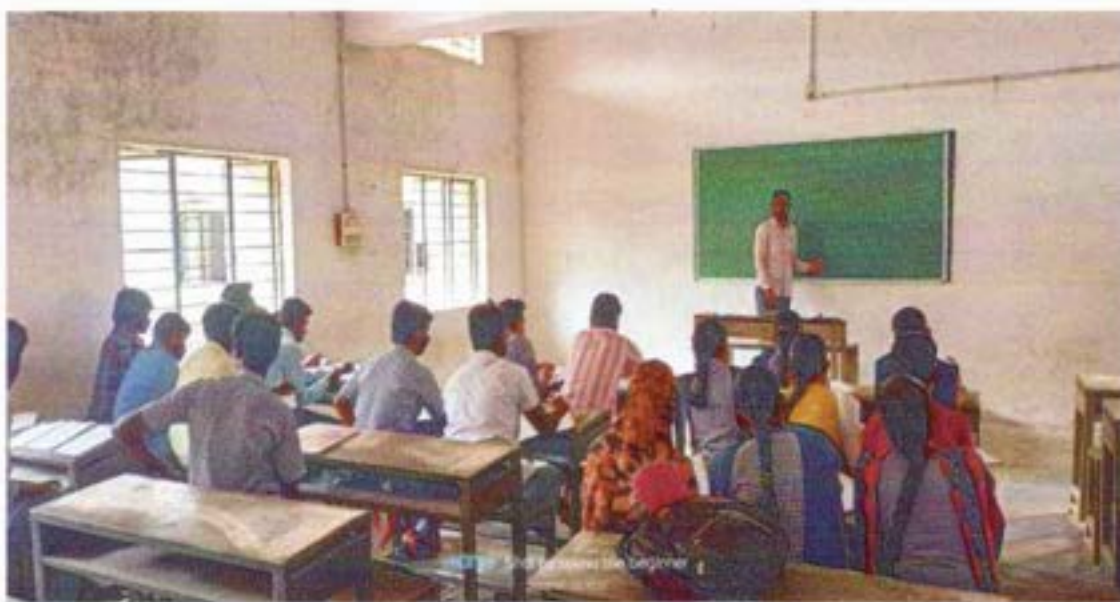
S.No	Name of the student	University Reg. No.	Signature
1	D.HAJIVALI	200151001	D. HAJIVALI
2	K.GANESH	200151002	K. Ganesh
3	SHAIK APSANA	200151003	S. Apsana
4	B.PRAMILA	200151005	B. Pramila
5	B.SRAVANI	200151006	B. Sravani
6	C.VENKATESH	200151007	C. Venkatesh
7	H.INDU	200151010	H. Indu
8	B.LAVANYA	200151011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



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



PHOTOGRAPHS : 2021-2022



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



# SKP GOVERNMENT DEGREE COLLEGE, GUNTAKAL

## Certificate Course Attendance Sheet 2021-22

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



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GUNTAKAL, ANANTAPURAM (Dl.)

For the H.O. of the college, the following details are given for the period from 22/12/22 to 29/1/22.

# SKP GOVERNMENT DEGREE COLLEGE

## GUNTAKAL

### DEPARTMENT OF MATHEMATICS

#### FEEDBACK ON CERTIFICATE COURSE

#### TOPICS : ARITHMETICS & LOGICAL REASONING

2021-2022

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

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

Comments & Suggestions :



Signature of the Student

( )

PRINCIPAL  
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GUNTAKAL, Ananthapuramu (D.T.)



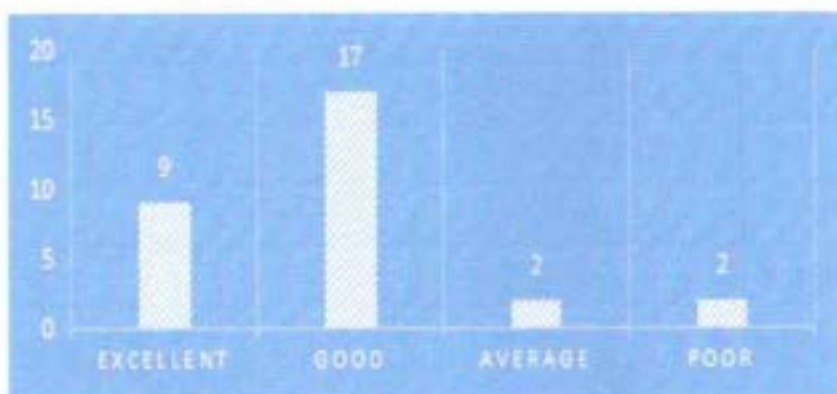
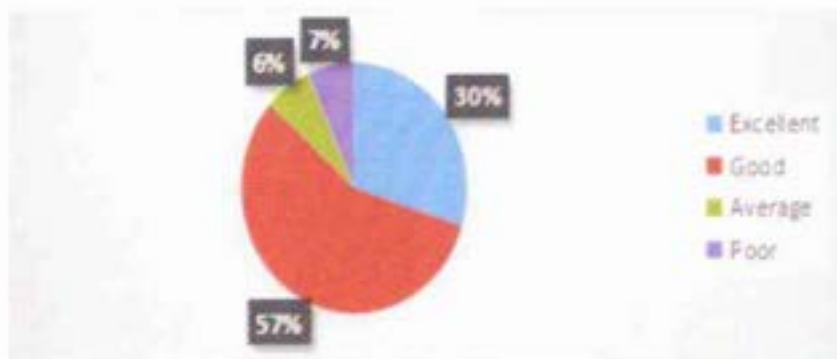
# SKP GOVERNMENT DEGREE COLLEGE: GUNTAKAL

Certificate Course (2021-22)

Department of Mathematics

Participants Feedback Form

Total Students	30
Excellent	9
Good	17
Average	2
Poor	2



  
**PRINCIPAL**  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuram-152102

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

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

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

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

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

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

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

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

Sir,

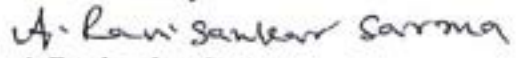
The department of Physics proposed to introduce a certificate course in "Electrical Appliances" for final year Physics of our college students. Our Physics department is very much cognizant of growing needs of the outgoing students to gain earning skills in servicing of electrical appliances will be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

The details of the programme are as detailed below

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

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

Yours faithfully

  
A Ravisankar Sarma



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

Date 04- 12-2021

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

*A. Ravi Sankar Sarma*  
co-coordinator

Principal

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

Copy circulated to all I and II B.Com students

Copy to notice board

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## **SYLLABUS**

### **UNIT-I**

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

### **UNIT-II**

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

### **UNIT-III**

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

  
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GUNTAKAL, Ananthapuramu (Dt.)

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

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

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



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

ATTENDANCE SHEET FOR THE YEAR 2021-2022

S.No	Name of the student	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
1	Boya Ganesh	/	/	/	/	a	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
2	Boya Nithin	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
3	Chaganti Bala krishna	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/
4	Chakali Karthik	a	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	a	/	/	/	/	/	/	/
5	Chireppagari Madhu	/	a	/	a	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
6	Chireppagari Rangaswamy	/	/	/	/	/	/	/	/	a	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
7	Devarinti Chandu	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
8	G Venkateshulu	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
9	Kholla Vidyarani	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10	Kottam Baalaji	/	/	a	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
11	Nallabothula Mahesh	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
12	Nese Sandheep	a	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
13	Olle Kousalya	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
14	Pothula Jaswanth	/	/	a	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
15	Ramoji Mounika Baby	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
16	A Kullaya Swamy	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
17	Anchi Anil Kumar	/	/	a	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
18	Appa Manoj Kumar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
19	Ardhageri Sukumar	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
20	Baga Obulesu	/	/	/	a	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
21	B Jagadeesh	a	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
22	Barme Surendra	/	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
23	Billekallu Swetha	a	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
24	Bingi Lingamurthy	/	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
25	Bodicherla Lahari	/	a	/	/	a	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

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## MODEL QUESTION PAPER-1

Time: 1½ hrs (90 Minutes)

Max Marks 50

### SECTION -A

4 X 5 =20 Marks

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

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

### SECTION B

3x10M = 30 Marks

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

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

  
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S.K.P GOVT. DEGREE COLLEGE , GUNTAKAL

DEPARTMENT OF PHYSICS

FINAL REPORT ON CERTIFICATE COURSE IN ELECTRICAL APPLIANCES

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

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

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

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

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

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


**Coordinator**

**Dept.Incharge**

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

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

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

  
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**GUNTAKAL, Ananthapuramu (DL)**

Sig of the Student

SKP GOVERNMENT DEGREE COLLEGE: GUNTAKAL

Certificate Course (2021-22)

Department of Physics

Participants Feedback Form

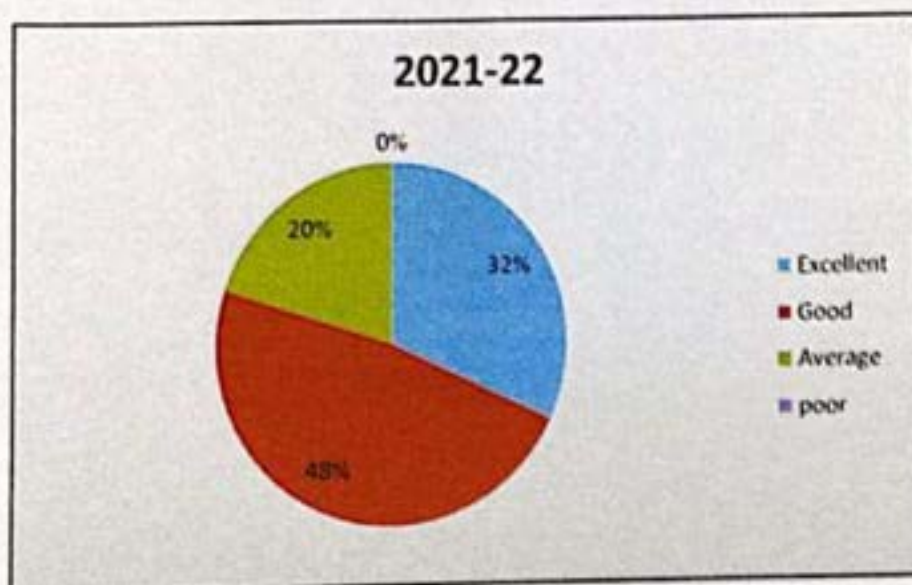
Total Students 25

Excellent 8

Good 12

Average 5

Poor 0



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

**DEPARTMENT OF CHEMISTRY**

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

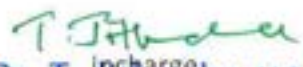
A measurement of the physical, chemical, biological, and microbiological properties of water is referred to as its quality. Monitoring water quality gives empirical data to help with environmental and health decision. The vast number of chemicals used in our daily lives and in commerce that can end up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

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

Date : 13/09/2021



Dept of Chemistry, SKP Govt. College, Guntakal

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

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

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

**DEPARTMENT OF CHEMISTRY**

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

Dt : 14/09/2021

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

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

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

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

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

Thanking You Sir.

**Details of the Programme are :**

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

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Dept of Chemistry, SKP Govt. College, Guntakal

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



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**DEPARTMENT OF CHEMISTRY**

**CIRCULAR**

**Dt : 15/09/2021**

**INTRODUCTION OF CERTIFICATE COURSE IN WATER ANALYSIS**

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

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

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

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

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



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



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

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

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

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



# S.K.P. GOVERNMENT COLLEGE

Guntakal :: Ananthapuram dist

## DEPARTMENT OF CHEMISTRY

### CERTIFICATE COURSE ON "WATER ANALYSIS"

#### SYLLABUS

Theory: 30h

Course Credits:2

#### Unit- I

6h

Importance and unique properties of water

Types of water pollutants:

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

#### Unit II

8h

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

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

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

#### Unit III

6h

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

Dept of Chemistry, SKP Govt. College, Guntakal



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

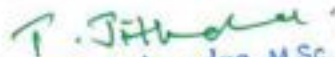
Incharge  
Dept. of Chemistry  
S.K.P. Govt. College  
Guntakal, Anantapur (Dt.)

**Practical: 15 h**

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

**Reference books for practical: -**

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

  
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GUNTAKAL -515 803



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

**Model Question Paper**

**Certificate Course on "Water Analysis"**

Time: 2hrs

Max marks: 50

3X10= 30Marks

**SECTION – A**

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.



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Dept of Chemistry, SKP Govt. College, Guntakal

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

## CERTIFICATE COURSE IN "WATER ANALYSIS"

### BRIEF REPORT

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

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

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

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

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

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

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

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

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


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

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

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

  
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**GUNTAKAL-515 801.**



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



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**DEPARTMENT OF CHEMISTRY**

*Certificate Course in Water Analysis*

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

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

*“Certificate Course in Water Analysis”*

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

  
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GUNTAKAL-515 803  
in charge

Department of Chemistry



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

FOR THE MONTH OF 2021-22

REGISTER OF ATTENDANCE & FEES

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

Section/Class/Year/Dept. of Chemistry

Sl. No	Admission No	NAMES	Days present																															%
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
10551	251	B. Vascenty	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10552	252	J. Naga Veni	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10553	253	J. Sree Lakshmi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10554	254	P. Hathi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10555	255	J. Hathi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10556	256	S. AP Soma	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10557	257	D. Uma Reddy	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10558	258	H. Indu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10559	259	B. Gadilina	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10560	260	J. Venkatesh	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10561	261	H. Ombika	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10562	262	N. Linga Raju	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10563	263	G. Sundar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10564	264	P. Ramya	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10565	265	P. Deepa	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10566	266	A. Purnima	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10567	267	B. Hanumanthi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10568	268	B. Ramaswami	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10569	269	P. Bhavitha	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10570	270	G. Lakshmi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10571	271	N. Upendra	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10572	272	H. Radhika	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10573	273	P. Nithil	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10574	274	H. Trishu Rani	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10575	275	B. Divya Raju	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10576	276	H. Vani	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10577	277	H. Pragna Sai	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10578	278	S. Siresha	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10579	279	S. Kalpana	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

Dr. T. Jithendra, M.Sc. Ph.D.  
Lecturer in Chemistry

SK.P. Govt. Degree College  
Tadipatri, S.K.P. Govt. College

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

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



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



# FOR THE MONTH OF

## REGISTER OF ATTENDANCE & FEES

Place

Section

Name of the Institute

No. of days present

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
	1299	P. Basuvarthi	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	1300	V. Gause Reddy	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	1301	V. Pavithra	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	1302	V. Deva Varman	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	1303	Y. Lathia	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

T. Jithendra

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

Incharge  
Dept. of Chemistry  
S.K.P. Govt. College  
Guntakal; Anantapur (D.A.)



Principal

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



**Students at ICT Class in Certificate Course**



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



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

21-22

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

Date: 18-10-2021

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

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

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


Respected Sir,

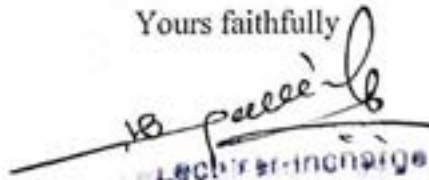
I'd like to make a proposal to you regarding the introduction of a Certificate Course in Botany for our College's final year degree students. The Department of Botany has been sincerely aware of the requirements of departing students. . With all of these considerations in mind, the Department of Botany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

The details 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              | : 18-10-2021                 |
| 4. Course fee                             | : Nil                        |
| 5. No. of students expected for admission | : 40                         |

Yours faithfully

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

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

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

**DEPARTMENT OF BOTANY**


**Circular**

**Date: 08-10-2021**

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



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



**Coordinator**  
Lecturer-in-Charge  
Department of Botany  
S.K.P. Govt. Degree College  
GUNTAKAL-514 302

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Copy for Circulation among the Students



**REGISTRATION FORM**  
**Academic Year 2021 – 22**

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

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

**Lecturer-in-Charge**  
Department of Botany  
S.K.P. Govt. Degree College  
GUNTAKAL-515 802

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

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

**18**  
In-charge  
Department of Botany  
S.K.P. Govt. Degree College  
GUNTAKAL-514 503



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

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

PRINCIPAL  
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*[Signature]*  
In-charge  
Department of Botany  
S.K.P. Govt. Degree College



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

#### References

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

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

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

# LIST OF STUDENTS

Academic Year 2021-22

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

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

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

19-20

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

*[Signature]*  
 Lecturer-in-charge  
 Department of History  
 S.K.P. Govt. Degree College  
 GUNTAKAL-515 503

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



# S K P COLLEGE GUNTAKAL

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

ATTENDANCE SHEET FOR THE ACADEMIC YEAR 2021-22

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

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

Signature of Principal  
S.K.P. Govt. Degree College  
GUNTAKAL, Ananthapuramu (A.P.)



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

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

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

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

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

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

Principal  
S.K.P. Govt. Degree College  
Guntakal, Dist. Guntur

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



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

## The Department of Computer Science

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

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

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

1. Smt.S.Pavani, Head of the Department : S. Pavani
2. Smt.D.C.Sowjanya, Lecturer in Computer Science : Sowjanya
3. Sri P.Sreenivasulu, Lecturer in Computer Science : P. Sreenivasulu

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

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





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

DATE: 23.03.2022

**From**

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

**To**

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

Respected Sir,

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

The details or the program are

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

Yours faithfully

*S. Pavani*

Head of Department (Computer Science)

Dept. of Computer Science  
Lecturer

S.K.P. Govt. Degree College  
GUNTAKAL

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

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



**Circular**

Date: 25-03-2022

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

Copy to the Library Notice Board  
Copy to the Notice Board  
Copy for Circulation among the Students

*S. Pallan*  
Coordinator  
INCHARGE  
Dept. of Computer Science  
S.K.P. Govt. Degree College  
GUNTAKAL.

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



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

## DEPARTMENT OF COMPUTER SCIENCE

### CERTIFICATE COURSE STUDENT LIST

2021-2022

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

S. Patan INCHARGE

Dept. of Computer Science

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

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GUNTAKAL, Ananthapuramu (Dt.)



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

## Department of Computer Science

### Ms office SYLLABUS

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

#### Ms. word

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

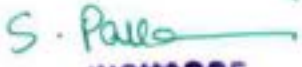
#### Ms. Excel

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

#### Ms. Power Point

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

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



## SKP GOVERNMENT COLLEGE, GUNTAKAL

Certificate Course Attendance Sheet- BZC,BC,ZC,H,P,E,H,P,T,H,E,P,B,Com(G),B,Com(AT)

[illegible]

## PRINCIPAL

S.K.P. Govt Degree College,  
Sreeharipuram (D)

S.N.P. GOVIL  
GUNTAKAL- Ananthapuramu Dt.

*Pteris*





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

## Department of Computer Science

MS-Office

Timing : 1 Hour

Marks : 20

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

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

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

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

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

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

3. Microsoft Word is an example of a/an

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

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

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

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

- ☐ Listing    ☐ Organizer    ☐ Sequencer    ☐ List

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

- ☐ Number    ☐ Label    ☐ Character    ☐ Data/Time

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

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





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

## Department of Computer Science

MS-Office

Timing : 1 Hour

Marks : 20

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

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

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

- ☐ Erase    ☐ Correcting    ☐ Edit    ☐ Whiteout

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

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

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

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


19. Which one is the example of spreadsheet package?

- ☐ Visicalc    ☐ Unify    ☐ Ada    ☐ Snowball

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

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

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

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



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

**DEARTMENT OF COMPUTER SCIENCE**

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

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

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

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

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

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

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

*P. Sreenivasulu*

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

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





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

## **The Department of Computer Science**

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

**2021-2022**



**Conducting Ms-Office Certificate Course Class**



**Conducting Ms-Office Certificate Course Class**



Ms-Office Certificate Course Lab Practice



Conducting Ms-Office Certificate Course Exam



Ms-Office Certificate Course Certificate Distribution



Ms-Office Certificate Course Certificate Distribution





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

## DEPARTMENT OF COMPUTER SCIENCE

### FEED BACK ON CERTIFICATE COURSE

#### GRAPHICAL ANALYSIS

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

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

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

2. How is the syllabus appropriate in covering the course

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

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

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

4. How do you rate the overall certificate course

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

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

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

Comments & Suggestions :

Signature of the Student

( R. Ranjith Naik )

**PRINCIPAL**  
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GUNTAKAL, Ananthapuramu (Dt.)



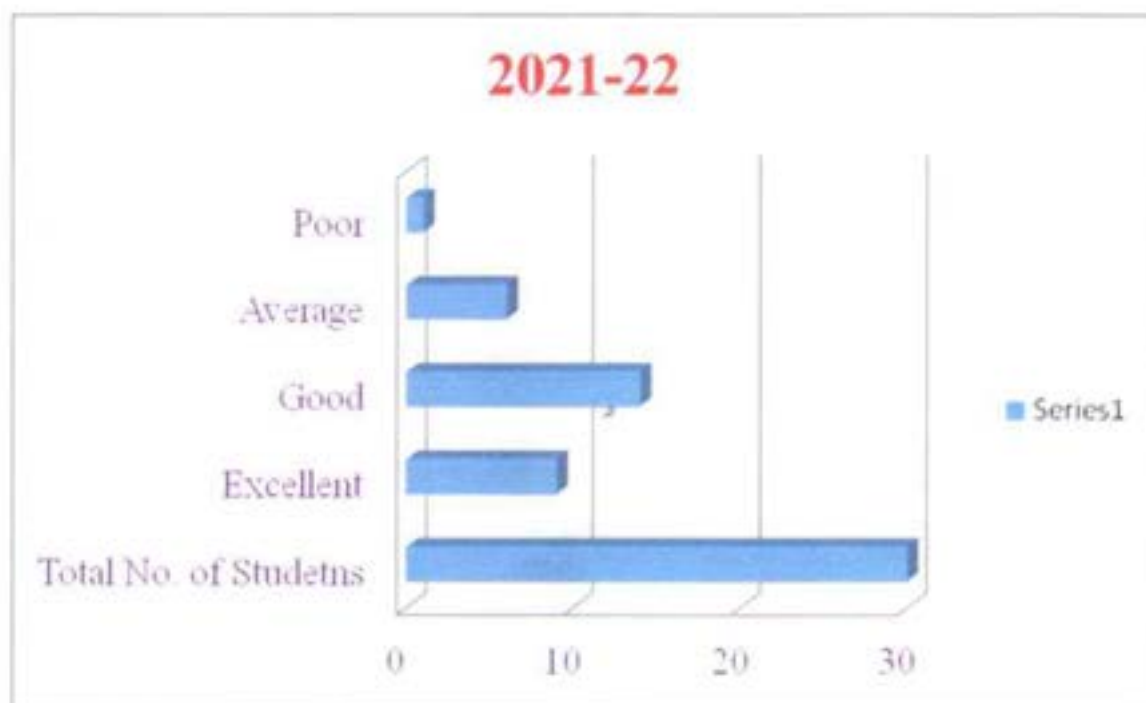
# S.K.P. GOVERNMENT DEGREE COLLEGE, GUNTAKAL

## DEPARTMENT OF COMPUTER SCIENCE

### FEED BACK ON CERTIFICATE COURSE

#### GRAPHICAL ANALYSIS

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



  
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GUNTAKAL, Ananthapuramu (A.P.)

**CERTIFICATE COURSE  
IN TAILORING**

**2021-2022**



SKP GOVERNMENT DEGREE COLLEGE GUNTAKAL

CERTIFICATE COURSE IN TAILORING

RESOLUTION

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

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

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

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

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

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

With tailoring skills student will be self reliant.

WEC members

Sowjanya



Jayamma



Rizwana



Jayalakshmi



Incharge

WEC Incharge  
S.K.P Govt. College  
GUNTAKAL

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

SKP GOVERNMENT DEGREE COLLEGE - GUNTAKAL

PERMISSION LETTER

Guntakal

1.2.2022

From

To

The Incharge

The Principal

WEC cell

SKP Government college

SKP Government college

Guntakal

Guntakal

Sir,

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

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

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

BRIEF DETAILS OF THE COURSE

TITLE OF THE COURSE: CERTIFICATE COURSE IN

TAILORING DURATION OF THE COURSE: 30 Days

NUMBER OF GIRL STUDENTS: 45

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

Thanking you sir

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

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

# SKP GOVERNMENT DEGREE COLLEGE - GUNTAKAL

## CIRCULAR

Guntakal

3.2.2022

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

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

Incharge

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Copy to college library

Copy to college Notice Board

Copy for circular among students

Principal

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SYLLABUS FOR TAILORING COURSE

PART I

1. SEWING MACHINE FUNDAMENTALS

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

2. KNOWLEDGE OF TAILORING AND EMBROIDERY TOOLS

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


3. MATERIALS

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

4. HAND STITCHES USED FOR TAILORING AND EMBROIDERY

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

5. TECHNICAL TERMS

  
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Technical terms used in Tailoring –Inlay

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

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

6.OPENING AND FASTENINGS

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

7.PLEATS AND GATHERINGS

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

8.MEASUREMENTS

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

9.PREPARING AND FINISHING

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

10.KNITTING AND CROCHET

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

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

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

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

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

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Model question paper

5x10=50

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

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

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

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

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

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

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

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

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

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

6.How many types of tailoring are there?

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

Ans (a)

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

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

Ans( c)

8.Which of the following are seams?

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

Ans (d)

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

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

Ans( a)

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

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

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

S.N	NAME OF THE STUDENT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
01	SHAIK NEHA FATHIMA	X	X	X	a	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
02	A SWETHA	X	X	g	X	g	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
03	BOYA MAHALAKSHMI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
04	DASARI UMA MAHESWARI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
05	GUDISE ANUSHA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
06	KURUBA SWAPNA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
07	RAMAJI LAVANYA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
08	S SHABANA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
09	THEETLA SMILEY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	MONDLA SANDHYA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	TALARI AROPANA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	KHOLLA VIDYA RANI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

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# SKP GOVERNMENT DEGREE COLLEGE - GUNTAKAL 2021-2022


## FINAL REPORT ON CERTIFICATE COURSE IN TAILORING

### WOMEN EMPOWERMENT CELL

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



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