M www.narasannapeta.jkc@gmail.com



# GOVERNMENT DEGREE COLLEGE

NARASANNAPETA-SRIKAKULAM DIST.-532421.

Accredited by NAAC 'B' Grade (Affiliated to DR.B.R.Ambedkar University)



# **CERTIFICATE COURSES- 2017-2023**

- 1.2.1 Number of Add on /Certificate/Value added programs offered and online MCCC programs like SWAYAM, NPTEL etc. where the students of the institution have benefitted during the last five years)
- 1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs and also completed online MOOC programs like SWAYAM, NPTEL etc.as against the total number of students during the last five years

1		Veur 1 (202)	2-2023)			
Name of Add on /Certificate / Value added programs offered and ceiline MOOC programs like SWAYAM, NPTEL etc. pro- grams offered	Course Code (if any)		No. of times offered dur- ing the same year	Duration of course	foumber of students en- rolled in the year	Number of Students com- pleting the course in the year
GRAPHIC DESIGNING	CS-2301	2022-2023	1	45-HOURS	93	
BASICS IN YOGA ASANAS	YA-2301	2022-2023	1	45-HOURS	55	- 4
TALLY PRIME	TLY-2301	2022-2023		66-HOURS	32	3
		Year 2 (2021	I-5055)			
Name of Add on /Certificate / Value added programs offered and online MOOC programs like SWAYAM, NPTEL etc. pro- grams offered CHEMISTRY( Purification	Course Code (if any)	Year of offering	No. of times offered dur- ing the same year	Duration of course	Number of students en- rolled in the year	Number of Students com- pleting the course in the year
methods and analysis of or- ganic compounds)	04-CHE-2021	2021-2022	3	66-HOURS	e	
MATHS-THREE DIMENSIONAL ANALYTICAL SOLID GEOMETRY		2004 2000	0.0			
INDIAN POLITICAL PROCESS		2021-2022		30-HOURS	10	10
INDIAN POLITICAL PROCESS	POL-2201	2021-2022		30-HOURS	8	
		Year 2026	2021			
Name of Add on /Certificate / Velue edded programs offered and online MOOC programs like SWAYAM, NPTEL etc. pro- grams offered	Course Code (if any)	Year of offering	No. of times offered dur- ing the same year	Duration of course	Foumber of students en- rolled in the year	Number of Students com- pleting the course in the year
LANDSCAPE GARDENING	BOT-2101	2020-2021	1	45-HOURS	16	1
TOURISM GUIDANCS	HIS-2101	2020-2021	1	60 HOURS	8	
FUNDAMENTAL CONCEPTS OF PHYSICS	PHY-2101	2020-20211	1	45 HOURS	. 8	
	<u> </u>	Year 4-2015	7-2020		- 10	
Name of Add on /Certificate / Value added programs offered and online MOOC programs like SWAYAM, NPTEL etc. pro- grams offered	Course Code (if any)	Year of offering	No. of times offered dur- ing the seme year	Duration of course	Number of students en- rolled in the year	Number of Students com- pleting the course in the year
BASIC PRINCIPLES IN CHEMIS- TRY	CHEM-2001	2019-2020	1	10-HOURS	12	(3)
INDIAN GOVERNMENT AND POLICIES	POL-2001	2019-2020	1	30 HOURS	10	1
HEALTH AND HYGINE AND NUTRITION	200-2001	2019-2020		30 HOURS	16	1
		Year 5 (2018	3-2019)			
Name of Add on /Certificate / Velue edded programs offered and online MOOC programs like SWAYAM, NPTEL etc. pro- grams offered	Course Code (If any)	Year of offering	No. of times offered dur- ing the seme year	Duration of course	Number of students en- rolled in the year	Number of Students com- pleting the course in the year
FUNDAMENTALS OF GROUP THEORY	MAT-1901	2018-2019	1	30-HOURS	26	2
BASIC ACCOUNTING TERMS	COM-1901	2018-2019	1	30 -HOURS	1.0	1
ANALYTICAL METHODS IN CHEMISTRY	CHEM-1901	2018-2019	1	30-HOURS	12	-



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# CERTIFICATE COURSES 2017 - 2023

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From
A. PALLAVI,
Dept. of Commerce
GDC, Narasannapeta

To The Principal, Govt. Degree College Narasannapeta

**Sub: Regarding to start certificate course on Basic Accounting Terms** 

Respected Sir/Madam,

I am A. PALLAVI working as a contract faculty in the Department of Commerce in our college. This is regarding with conduct subject related certificate course introducing for student's benefits of our department on

"BASIC ACCOUNTING TERMS". The course duration should be 30 days. We are going to start in the academic year 2018-2019. i.e from 15-10-2018 to 13-11-2018. So this is my humble request you to permit us for the establishment of above course.

Thanking you Sir/Madam

A Palling

Yours Sincerely

LECTURER
GOVT. DEGREE COLLEGE
NARASANNAPETA-532 421
Srikakulam Dist.



### GOVERNMENT DEGREE COLLEGE, NARASANNAPETA

# DEPARTMENT OF COMMERCE

### SUBJECT RELATED CERTIFICATE COURSE ON 2018-2019

The faculty members of the Commerce Department met in the Principal's chamber to discuss and review the conduct of the Certificate Course titled "BASIC ACCOUNTING TERMS" under the Chairmanship of the Principal and the faculty of the Department of Commerce on 13-11- 2019.

#### **AGENDA:**

Starting of Certificate Course for I B.COM GENERAL Students.

#### **RESOLUTIONS:**

- 1. It is resolved to start the Certificate Course titled Basic Accounting Terms from 15-10-2018 to 13-11-2019 (30 days) for the academic year 2018-2019.
- 2. It is also resolved to frame the syllabus, regulations for the successful competition of the Certificate course titled "BASIC ACCOUNTING TERMS".
- 3. Enrolled 10 students in this Certificate course.
- 4. Resolved to conduct classes at 4.30pm.
- 5. Resolved to conduct exam of completion of the course and issue certificates to qualified candidates.
- 6. Qualifying marks in 60%

Signature
LECTURER
GOVT. DEGREE COLLEGE
NARASANNAPETA-532 #21

Srikakulam Dist.

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# GOVERNMENT DEGREE COLLEGE NARASANNAPETA-SRIKAKULAM DIST.-532421.

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# **CIRCULAR**

Date: 12-10-2018.

This is to inform that the Department of Commerce is going to be conducted a subject related Certificate Course from 15-10-2018 to 13-11-2018 for I year students of **B.Com (GENERAL)** on "**BASIC ACCOUNTING TERMS**".

The students who are interested can enroll their names to concerned Department on are before 12-10-2018. The duration of the course is 30 days. The candidates who secure 60% of the marks in the examination will get the Certificate.

A Pallage

Signature A.PALLAVI

Contract Lecturer in Commerce

Department of Commerce

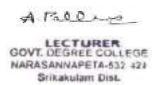
# GOVERNMENT DEGREE COLLEGE, NARASANNAPETA DEPARTMENT OF COMMERCE

### SUBJECT RELATED CERTIFICATE COURSE 2018-2019

TOPIC: "BASIC ACCOUNTING TERMS"

#### ENROLLED STUDENTS LIST

SNO	GROUP	HALL TICKET	NAME OF STUDENT
1	B.Com	1800461002	D.GANESH
2	B.Com	1800461003	G.NAVEEN
3	B.Com	1800461004	G. VANI
4	B.Com	1800461006	G. RAMARAO
5	B.Com	1800461007	I.JANARDHANA
6	B.Com	1800461008	I.INDRAJA
7	B.Com	1800461009	J.MALLESH
8	B.Com	1800461011	K.MALLESH
9	B.Com	1800461013	M.SHANMUKHARAO
11	B.Com	1800461017	P.SATEESH





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# GOVERNMENT DEGREE COLLEGE, NARASANNAPETA

## DEPARTMENT OF COMMERCE

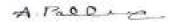
#### SUBJECT RELATED CERTIFICATE COURSE-2018-2019

TOPIC: "FUNDAMENTALS OF

### **ACCOUNTING"STUDENTS**

### ATTENDENCE LIST

SNO	GROUP	HALL TICKET	NAME OF STUDENT
1	B.Com	1800461002	D.GANESH
2	B.Com	1800461003	G.NAVEEN
3	B.Com	1800461004	G. VANI
4	B.Com	1800461006	G. RAMARAO
5	B.Com	1800461007	I.JANARDHANA
6	B.Com	1800461008	I.INDRAJA
7	B.Com	1800461009	J.MALLESH
8	B.Com	1800461011	K.MALLESH
9	B.Com	1800461013	M.SHANMUKHARAO
11	B.Com	1800461017	P.SATEESH



GOVT. DEGREE COLLEGE NARASANNAPETA-532 421 Srikakulam Dist. PRINCIPAL GOVT, DEGREE COLLEGE NAVASANNAPETA-532 421 Schabutem Dist.

# GOVERNMENT DEGREE COLLEGE, NARASANNAPETA

### **DEPARTMENT OF COMMERCE**

### **SUBJECT RELATED CERTIFICATE COURSE-2018-2019**

# **BASIC ACCOUNTING TERMS**

#### **REPORT:**

As a part of academic activity, the Department of Commerce has conducted Certificate Course in "BASIC ACCOUNTING TERMS" from 15-10-2018 to 13-11-2019 for the academic year 2018-2019. The important objective of the course is to improve basic knowledge in Commerce among the UG degree students. As per the instructions given by the Principal during the minutes of the meeting 10 members of students are enrolled into the Certificate Course for Ist year B.Com (General) to enrich the concepts the Accounts, the Commerce faculty members have engaged classes 30 days and depth the basic concepts of the subject. At the end of the course, an external examination with fill in the blanks and multiple choice questions has conducted for the assessment of learners understanding levels of knowledge. The minimum qualifying of marks for the award of certification is 60%. All the students completed the course successfully and got certificates during the academic year 2018- 2019.

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### GOVERNMENT DEGREE COLLEGE. NARASANNAPETA

# **DEPARTMENT OF COMMERCE**

### SUBJECT RELATED CERTIFICATE COURSE-2018-2019

### BASIC ACCOUNTING TERMS

#### **OBJECTIVE OF THE COURSE:**

The course will deal especially limited section of specific topics included in the CBSE XI &XII commerce to gain comprehensive understanding of all aspects relating to financial statements, and which therefore have wide applicability. These are also the topics that are conceptual the deepest and must therefore be understood as clearly as possible this will be the overall objective of the course.

Course Duration: 30 days.

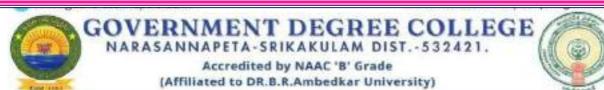
Level: UG

Course type: Scheduled

Certification: Certification will be givenon the continuous

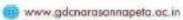
comprehensive evaluation of Students performance in the learning

activities.



# **S YLLABUS OF THE COURSE:**

- Business Transactions
- Account
- Capital
- Liabilities
- Assets
- Receipts
- Expenditure



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# G OVERNMENT DEGREE COLLEGE, NARASANNAPETA

(Affiliated to DR.B.R.Ambedkar University)

#### **DEPARTMENT OF COMMERCE**

#### **BASIC ACCOUNTING TERMS**

#### **SUBJECT RELATED CERTIFICATE COURSE-2018-2019**

QUESTION PAPER MARKS: 20

I. Multiple Choice

10x2=20

- 1. The Statement of Profit and Loss is also called the\*
  - A. Balance Sheet
  - B. Income Statement
  - C. Statement of Cash Flows
  - D. Statement of Financial Position
- 2. Which of the following is not a type of cash flows shown in the Cash Flow Statement?\*
  - A. Operating cash flow
  - B. Investing cash flow
  - C. Accounting cash flow
  - D. Financing cash flow
- 3. Which of the following is not a current asset?\*
  - A. Cash
  - B. Accounts receivable
  - C. Inventory
  - D. Property, plant, and equipment
- 4. What are the effects on the balance sheet when a company borrows a two-year bank loan of \$1,000?\*
  - A. \$1,000 credit in current liabilities; \$1,000 debit in current assets

- B. \$1,000 credit in current liabilities; \$1,000 debit in non-current assets
- C. \$1,000 credit in non-current liabilities; \$1,000 debit in current assets
- D. \$1,000 credit in non-current liabilities; \$1,000 debit in non-current assets
- 5. What happens to the balance sheet when a company makes sales of \$500, of which \$300 is paid in cash and \$200 is sold on credit?\*
  - A. \$300 debit in cash; \$200 debit in accounts receivable; \$500 credit in retained earnings
  - B. \$300 credit in cash; \$200 credit in accounts receivable; \$500 debit in retained earnings
  - C. \$300 debit in cash; \$200 debit in accounts payable; \$500 credit in retained earnings
  - D. \$300 credit in cash; \$200 credit in accounts payable; \$500 debit in retained earnings
- 6. What happens to the balance sheet when a company pays salaries of \$5,000?\*
  - A. \$5,000 credit in cash; \$5,000 debit in accounts payable
  - B. \$5,000 credit in cash; \$5,000 debit in retained earnings
  - C. \$5,000 debit in cash; \$5,000 credit in retained earnings
  - D. \$5,000 credit in cash; \$5,000 debit in accounts receivable
- 7. Which of the following is the correct formula to calculate operating income?\*
  - A. Operating income = Revenue Direct operating cost
  - B. Operating income = Revenue Indirect operating cost
  - C. Operating income = Gross profit Direct operating cost
  - D. Operating income = Gross profit Indirect operating cost
- 8. Given the following Balance Sheet extract, calculate the net profit on the Income Statement. (Assuming tax rate = 10% of operating profit)\*

A.37 B.25 C.21 D.33

- 9. Company A used \$3,000 worth of office supplies this year but the costs were not paid for until next year. Which of the following is not a result of this transaction?\*
  - A. An expense of \$3,000 is recorded on this year's income statement
  - B. There is a \$3,000 credit in cash on the balance sheet
  - C. An accrued expense of \$3,000 is recorded as current liabilities on the balance sheet
  - D. There is a \$3,000 credit in office supplies on the balance sheet
- 10. Company B purchased an equipment for \$600. The equipment has a useful life of 4 years and a scrap value of \$50 at the end of year 4. What is the depreciation expense for year 1 (using straight line method)?\*

A. \$137.5 B .\$150.0 C. \$50.0 D. \$122.5

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#### GOVERNMENT DEGREE COLLEGE NARASANNAPETA - SRIKAKULAM DIST



# DEPARTMENT OF COMMERCE CERTIFICATE

This is certify that Mr/Mrs\_\_\_\_\_\_ has successfully completed certificate course of 60 hours in BASTE ACCOUNTING TERMS organized by Department of Commerce for the academic year 2018-2019.

Course Coordinator

JOAC Coordinates

Principal



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From:

P. Surekha

Dept. of Mathematics

GDC, Narasannapeta

To:

The Principal

Govt. Degree College

Narasannapeta

Martin Substitute Sub:

Sub: Regarding to start certificate course on Fundamentals of Group Theory

Respected Sir/Madam

I am P. Surekha working as a faculty in the Department of Mathematics in our College. This is regarding with conduct subject related certificate course introducing for students benefits of our department on "Fundamentals of Group Theory". The course duration should be 20 days. We are going to start in the academic year 2018-2019, i. e. from 04-07-2018 to 23-07-2018. So this is my humble request you to permit us for the establishment of above course.

Thanking you Sir/Madam.

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#### GOVERNMENT DEGREE COLLEGE, NARASANNAPETA

#### DEPARTMENT OF MATHEMATICS

#### SUBJECT RELATED CERTIFICATE COURSE ON 2018-2019

The faculty members of the Mathematics Department met in the Principal's chamber to discuss and review the conduct of the Certificate Course titled FUNDAMENTALS OF GROUP THEORY under the Chairmanship of the Principal and the faculty of the Department of Mathematics on 04-07-2018.

#### AGENDA:

Starting of Certificate Course for 1 B.Sc (M.P.C &M.P.Cs) Students (II Semester).

#### RESOLUTIONS:

- 1. It is resolved to start the Certificate Course titled Basic Concepts of Solid Geometry from 04-07-2018 to 23-07-2018 (20 days) for the academic year 2018-2019.
- 2. It is also resolved to frame the syllabus, regulations for the successful completition of the Certificate course titled "FUNDAMENTALS OF GROUP THEORY "
- 3. Enrolled 10 students in this Certificate course.
- Resolved to conduct classes at 4.30pm.
- 5. Resolved to conduct exam of completition of the course and issue certificates to qualified candidates.
- 6. Qualifying marks in 40%

#### Members Present :

1. H. Harika

2.

3.

Govt. Degree College

(NABBREKHAPETA





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#### CIRCULAR

DATE:30-06-2018.

This is to inform that the Department of Mathematics is going to be conducted a subject related Certificate Course from 04-07-2018 to 23-07-2018 for II year students of B.Sc (M.P.C&M.P.Cs) on "FUNDAMENTALS OF GROUP THEORY " . The students who are interested can enroll their names to concerned Department on are before 02-07-2018. The duration of the course is 20 days. The candidates who secure 40% of the marks in the examination will get the Certificate.

> Govt. Degree College (MHURIACHA) PETA

Lecturer in Mathematics

Department of Mathematics



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# GOVERNMENT DEGREE COLLEGE, NARASANNAPETA SRIKAKULAM DISTRICT DEPARTMENT OF MATHEMATICS

SUBJECT RELATED CERTIFICATE COURSE-2018-2019

TOPIC : FUNDAMENTALS OF GROUP THEORY

ENROLLED STUDENTS LIST

S.NO	GROUP	NAME OF THE STUDENT
1	B.Sc (M.P.C)	B.Kalyani
2	8.Sc (M.P.C)	B.Poornavathi
3	B.Sc (M.P.C)	B.Thavitayya
4.	B.Sc (M.P.C)	B.Sectaram
- 5	B.Sc (M.P.C)	G.Bhasker rao
6	B.Sc (M.P.C)	G.Prasad
7	B.Sc (M.P.C)	G Satyam Babu
8	B.Sc (M.P.C)	K.Sravani
9	B.Se (M.P.C)	K.Narasimbulu
10	B.Sc (M.P.C)	K.Prasada rao
11	B.Sc (M.P.C)	M.Sai kumar
12	B.Sc (M.P.C)	M.Bakeraja
13	B.Sc (M.P.C)	P.Sai ram
14	B.Sc (M.P.C)	P.Sai
15	B.Sc (M.P.C)	P.Rambabu
16	B.Sc (M.P.Cs)	K.Anil reddy
17	B.Sc (M.P.Cs)	B.Simhachamlam
18	B.Sc (M.P.Cs)	B.Rokesh
19	B.Sc (M.P.Cs)	S.Gopi
20	B.Sc (M.P.Cx)	Ch.Barga Rao

CANSUBERHA) College NARASANNAPETA





NARASANNAPETA-SRIKAKULAM DIST.-532421.

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#### GOVERNMENT DEGREE COLLEGE, NARASANNAPETA DEPARTMENT OF MATHEMATICS

SUBJECT RELATED CERTIFICATE COURT JUB-19

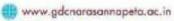
# SUBJECT: FUNDAMENTAL OF GROUP THEORY

#### STUDENTS ATTENDENCE LIST

S.N O	GROUP	NAME OF THE STUDENT	1	2	3	4	5	6	7	8	9	0	i	2	1	4	5	6	7	8	9
1	B.Sc (M.P.C)	B. Kalyani	P	P	P	Q,	6		2	P		P	-8-8	a.			9		P	6 6 6 6	- 10
2	B.Sc (M.P.C)	B.Poornavathi	0	P	D.		0	e	O.	-	P	P	P	_	0			0		a f	910
3	B.Sc (M.P.C)	B.Thavitayya	0	p	P	0	4	a	₽.,	P	2	Q.	- 2	P		A.	100	-	-	0.0	-
4	B.Sc (M.P.C)	B.Seetaram	9	9	O.	P	P	4	1	2	P	9	40			P	-84	a d		0 6	
5	B.Sc (M.P.C)	G.Bhasker reo	D.	P	P	9	P	0.	8	P.	P	a.			Access to	61		8			
6	B.Sc (M.P.C)	G.Prasad	8	P	P	18	P.	8	1000	Q.	Q.	A		-	6	2.0	-	a.	100	0 6	-
7	B.Sc (M.P.C)	G.Saryam Babu	10	p.	P.	Ľ.	A.,	P	8	•		-	6	-	-54		200	n	April 10	a F	
8	B.Se (M.P.C)	K. Sravani	0	P	P	P	0.	P.	and the	23	O.	2	II.	2	g	P		N - 1	7	P	. 1
9	B.Sc (M.P.C)	K. Narasimhulu	0	0	£	O.	6	P	8	-	e.	P.	4	0.					-	0 0	
10	B.Sc (M.P.C)	K.Prasada rao	P	P	ä.	2	0	0	O.	P	P	24		-	0					0 0	-
11	B.Sc (M.P.C)	M.Sai kumar	1	D.	2	R.	0.	£	8		-	2		7776	2.0	0	100	St. 1		Ca	
12	B.Sc (M.P.C)	M.Balaraju	D.	8	K.	f		G.	4		-	8	-	**	4			_	-	0 0	-
13	B.Sc (M.P.C)	P.Sai ram	0	P	1	P		P	1	8	Ď.	P.	1	9	354	0	ч	470	00	100	5
14	B.Sc (M.P.C)	P.Sai	8	D.	E.	Q.	a.	£.	L	P	P	P	1	r	40	H	9	201	0. 1	-	-
1.5	B.Sc (M.P.C)	P.Rambabe	P	P	1	8	0	Δ.	ı	-	A.	P		Mary.	0	K	H	Sec. 1	100	00	-
16	B.Sc (M.P.Cs)	K. Anil reddy	P	P	P.	P.	P	0	A.	0		-			9		6	r Stower	PK		d
17	B.Sc (M.P.Cs)	B.Simhachamlam	ė	D.	P.	1	0	0.	P	1	P	- 11	G.			-	200	a	P	00	51
18	B.Sc (M.P.Cs)	B.Rokesh	0.	P	a.	L	P	R	L	HE HOLD	ρ,	8	40		-	70+	0	-		P 1	9 8
19	B.Sc (M.P.Cs)	S.Gopi	P	D.	1	P	0.	Ľ			۲.	1			A second		7	0		-	p
20	B.Sc (M.P.Cs)	Ch Barga Rao	10	6	ř.	0.	¥.	F.	P	£	O.	P		0	D.	8	U	10	Bul		C.

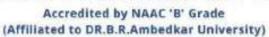
Signature NANASANNAPETA

Lecturer in Mathematics Department of Mathematics





NARASANNAPETA-SRIKAKULAM DIST.-532421.

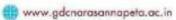




# GOVERNMENT DEGREE COLLEGE, NARASANNAPETA DEPARTMENT OF MATHEMATICS SUBJECT RELATED CERTIFICATE COURSE-2018-2019 FUNDAMENTAL OF GROUP THEORY

#### REPORT:

As a part of academic activity, the Department of Mathematics has conducted Certificate Course in "FUNDAMENTAL OF GROUP THEORY" from 04-07-2018 to 23-07-2018 for the academic year 2018-2019. The important objective of the course is to improve basic knowledge in Mathematics among the UG degree students. As per the instructions given by the Principal during the minutes of the meeting 20 members of students are enrolled into the Certificate Course for IIst year B.Sc (M.P.C&M.P.Cs) to enrich the concepts the solid geometry, the Mathematics faculty members have engaged classes 20 days and depth the basic concepts of the subject. At the end of the course, an external examination with fill in the blanks and multiple choice questions has conducted for the assessment of learners understanding levels of knowledge. The minimum qualifying of marks for the award of certification is 40%. All the students completed the course successfully and got certificates during the academic year 2018-2019.





NARASANNAPETA-SRIKAKULAM DIST.-532421.

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#### GOVERNMENT DEGREE COLLEGE, NARASANNAPETA SRIKAKULAM DISTRICT

SUBJECT RELATED CERTIFIC ATE COURSE-1020-2021

#### TOPIC: BASIC CONCEPTS OF SOLID GEOMETRY

#### Objective of the Course ;

The course will deal especially limited section of specific topics included in the CBSE XI &XII Mathematics curricular, topics to be discussed are those which involve basic concepts and formulas, and which therefore have wide applicability. These are also the topics that are conceptual the deepest and must therefore be understood as clearly as possible this will be the overall objective of the course.

Course Duration: 20 days.

Level: UG

Course type : Scheduled

Certification: Certification will be given on the continuous comprehensive evaluation of

Students performance in the learning activities.

#### SYLLABUS OF THE COURSE

#### UNIT-1 : (5 HOURS)

- INTRODUCTION
- SYMBOLS
- · FUNCTIONS
- · RELATIONS
- . SETS

#### UNIT-II: (18HOURS)

- BENARY OPERATIONS
- ALGEBRAIC STRUCTURE
- CLASSIFICATION OF GROUPS &EXAMPLES





(Affiliated to DR.B.R.Ambedkar University)

UNIT III: (10HOURS)

PROPERTIES OF GROUPS

UNIT-IV : (10 HOURS)

SOCKS AND SHOES PROPERTY

SUBGROUP TESTS

UNIT-IV: (5 HOURS)

PERMUTATION GROUPS





TIME	: 30 MIN			MARKS: 20		
					1	1
1.	A nen empty set A	is termed as an algebr	nic structure			
	a) With respect to	Binary Operation * Ternary Operation ?				
	c) With respect to	Binary Operation +				
	d) With respect to	Unary Operation				
			is called a Seni group		1	
2	An algebraic struct a) (p,*)	b) (Q.+,*)	c) (P,+)	d) (+,*)		
	41 00 1				1	1
3,	Condition for men	mid is	c) ()-(a*(a+e))	d) (a*e)=(e*a)		
	a) (a+e)-a	b) (a*c)-(c*a)	200			,
4.	A group (M,*) is s	aid to be abelian if		d) (y*x)=(x+y	1	
	a) (x+y)-(y+x)	b) (x*y)=(y*x)	c) (x+y)-x	mily xy (x )	,	
	e-0.11.0k				1	
. 5.	G={1,-1,i,-i} is a) Semi group	b) Sub group	c) Cyclic group	d) abelian gro	nto	
		TOTAL STREET, ST	element		1	00
0.	An identity elemen	b) Commutative	e) Inverse	d) Hemomorp	hic	-
	a) Associative	COMPONIED IN COLORS	Real Property		0.0	
7.	If A, B& C are It	wertible matrices the e	epression (AB <sup>-1</sup> ) <sup>-1</sup> (CA <sup>-1</sup> )	"C" evaluates to d) C 'B	1	3
	a) BC	F) C_BC	c) AB <sup>-1</sup>	di C. b		
	A relation (34*78)	*57~57*(78*34) can hav	vepropert	y	1	
	a) Distributive	b) Associative	c) Commutative	d) Closure		
	to the	multiplicative identity of	of external numbers		1	
9.	a) 0	b) -l	c) 1	d) 2		
		number maneration	rosmorenero dilete			
10.		numbers from an abeli	e) Multiplication	40.04466	1	
	a) Associative	b) Closure	c) mamphication	d) Addition		
					1	-
				112 V	y	



M www.narosannapeta.jkc@gmail.com

# GOVERNMENT DEGREE COLLEGE NARASANNAPETA-SRIKAKULAM DIST.-532421.

Accredited by NAAC 'B' Grade (Affiliated to DR.B.R.Ambedkar University)

To

The Principal,

V.Lukepaul, Govt. Degree College,

Faculty in Chemistry, Narasannapet .

GDC, Narasannapeta.

From

**Sub:** Regarding to start certificate course on **Basic Principles in Chemistry**.

Respected sir/madam,

I V.Lukepaul working as faculty in Chemistry in this college. This is regarding with conduct subject related certificate course introducing for students benefits of our department on **Basic Principles in Chemistry**. The course duration should be 30 days. We are going to start in the academic year 2019-2020 ie... 21.01.2020 to 27.02.2020. So this is my humble request you to permit us for the conducting of above course.

Thanking you madam,

Yours Sincerely,

#### **SYLLABUS OF THE COURSE**

#### **BASIC PRINCIPLES IN CHEMISTRY**

#### MODULE 1 (5 DAYS) :

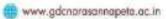
**Introduction to analytical methods**: Methods of determining concentration of solution- molarity, molality, normality, molefraction, % by weight, % by volume, yield.

#### MODULE 2 (10 DAYS):

**Treatment of analytical data:** Sampling methods, significant figures Types of errors, Accuracy ,precision, mean ,mode ,median ,standard deviation ,confidence limit.

#### MODULE 3 (15 DAYS) :

**Instrumental techniques:** Principle and applications of GC, HPLC,LCMS,Conductometry,UV-visible spectrophotometry,Flamephotometry.



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# SUBJECT: Basic Principles in Chemistry QUESTION PAPER

# MARKS: 50M

1. \	What are the un	nits for morality							(	)
	1) moles/I	lit 2) li	iter/mol		ı (E	noles/gra	ım	4)	gram/mol	es
2.	If 2 moles of sa	alt is dissolved t	o form 1 li	t of solu	ıtion, ca	Iculate th	e morality	of the	solution	
		•••							(	)
	1) 1 M solu	ition 2)	1.5 M solu	tion	3)	2 M solu	tion	4)	2.5M solut	ion
3.	How many mo	les of NaOH are	e needed to	o dissol	ve in wa	ter to ma	ke 4 lit of	a 2M so	lution	
							(	)		
	1) 0.5M	2)	2M	3)	8mol		4) 0	.5 mol		
4.	What is the un	it of mole fract	ion		••••				(	)
	1) Kg/ m <sup>2</sup>	2)	N/m³		3)	m²	4) N	o unit		
5.	What is the mo	ole fraction of 4	moles of	odium	in 8 mol	es of HCI			(	)
	1) 0.24	2)	0.48	3)	0.56	4)	0.72			
6.	A mixture of ga	ases so 2 o 2 an	d 4 grams	of N 2 a	nd total	mass of I	mixture is	10 g , w	hat is the	sum of
	mole fraction	of so 2 and o 2							(	)
	1) 0.25	2) 0.5	3) 0	.75	4)	1				
7.	If the mole fra	ction of Na is 0.	25 in 9 mo	les of li	q co2 wl	nat is the	mole fract	ion of	Na (	)
8.	1) 0.10	2) 0.15		3	0.20			4) 0.	25	
8.	The normality	of 0.98 % ( W/\	/) H2 So 4 s	olution	is				(	)
	1) 0.1 N	2) 0.2	N		3	3) 0.4 N			4) 1N	
9.	A meter reads	125 V and the t	rue value	of the v	oltage is	3 125.5 vo	lts Find th	e statio	error of	
	instrument								(	)
	1) 125/0.5 V	2) 125 V	3) 0.	.5 V		4) 0.5/	125 V			
10.	The error cause	ed by poor calik	eration of	the ins	trument	is called			(	)
	1) precision e	rror	2) gı	ross erre	or 3)	systemat	ic error	4) ra	andom erro	or
1	1. which of the	following para	meters use	d in sta	tistical a	analysis			(	)
	1) mean	2) me	edian		3)	varianc	е	4)	all of the	above

12.	Precision is defined as				(	)
	1) repeatability	2) reliability	3) uncertainity	4) accura	су	
					,	
13.		rence measures			(	)
	1) Precision	2) mean	3) accuracy	4) recall		
14.	The expected value of v	oltage across a resistor is	80 V. However, the mea	surement give	s a valı	ue of
	79V Then % of error &	relative accuracy are			(	)
	1) 1.25 %,0.9875	2) 12.5%,0.09875	3) 0.125%,0	.009875		
	4) 1.025%,0.0009875					
15.	average of three number	ers be 16.if two of the nu	mbers are 8 and 10, what	is the remaini	ng nun	nber
	1) -30	2) 18	3) 12	4) 30	(	)
16.	The mean of six number	s is 47.if one number is ex	xcluded ,their mean beco	mes 41.the ex	cluded	number
	is				(	)
	1) 77 2) 78	3) 60	4) 45			
17.	If the difference betwe	en mean and mode is 48	and median is 12, find me	an	(	)
	1) 38 2) 36	3) 42	4) 28			
18.	Mean deviation of the d	lata 3,10,10,4,7,10,5,7 fro	om mean is		(	)
	1) 2 2) 2.	25 3) 3	4) 3.25			
19.	Find the median of the	given set of numbers 2,6	,6,8,4,2,7,9		(	)
	1) 6 2) 8	3) 4	4) 5			
20.	Select the wavelength	range corresponding to U	V-Visible region		(	)
	1) 400-800nm	2) 200-800nm	3) 25m-2.5m 4)	none of the ab	ove	
21.	The number of double	bonds present in caroten	e is		(	)
	1) 5 2) 10	3) 11	4) 1			
22.	Which of the following s	pectroscopy techniques i	s associated with molecu	lar absorption		
					(	)
	1) UV-Visible spectros	copy 2) IR spectro	scopy 3) X-ray dif	fraction	4) 1 a	nd 2
23.	Which of the following H	IPLC pump has limited so	Ivent capacity		(	)
	1) Reciprocating	2) Displacement	3) reciprocating dua	l pumps		
	4) all of the above					
24.	The units of conductance	e is			(	)
	1) ohm 2) Te	sla 3) Seimens 4) N	lone		•	·
25.	•	ppen tubular columns con		ne followina m	etals	•••••
	, , ,			<b>J</b>	(	)
	1) Glass	2) Metal	3) Stainless steal	4) Fuse	•	•
	-	-	-	•		



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# GOVERNMENT DEGREE COLLEGE NARASANNAPETA- SRIKAKULAM DIST

#### DEPARTMENT OF CHEMISTRY

COURSE CODE :04-CHE-2019

#### CERTIFICATE

			This is to ce	rtify that			
	Mr./Ms				a		
of			successfully	completed	Certificate	course	on
" BASIC	PRINCIPL	ES IN	CHEMISTRY	" and scored		gra	ide
during th	ne academi	c year	2019-2020.			10	

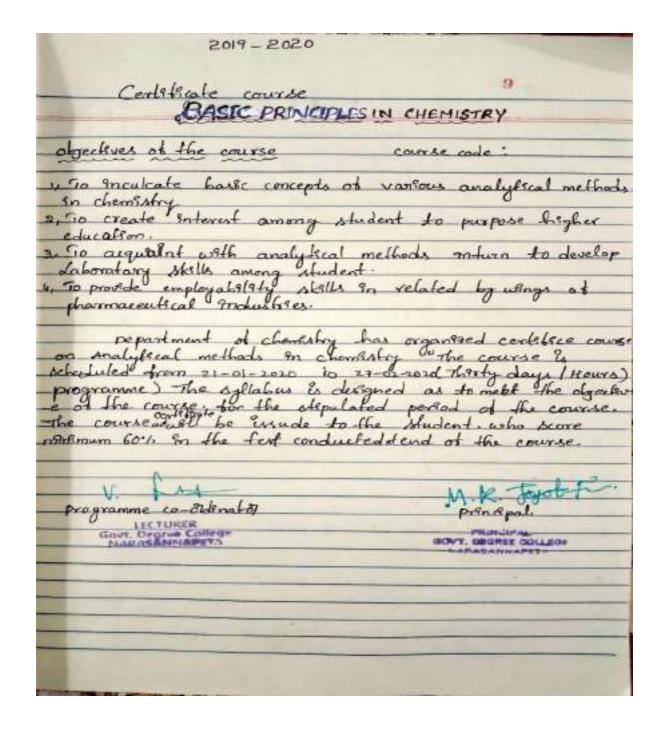
Course coordinator

IQAC Coordinator

Principal



NARASANNAPETA-SRIKAKULAM DIST.-532421.





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B. TAVITAYYA   M.B.C 24 23   A     P. B. SEETHARAM   M.B.C 24 24   A     P. B. SEETHARAM   M.B.C 24 24   A     P. TANIAR DHAN   M.B.C 24 24   A     P. K. SARVANI   M.B.C 19 18   B     B. M. BALARAJU   M.B.C 22 24   A     P. POLI NAIDU   M.B.C 21 22   B     P. POLI NAIDU   M.B.C 23 20   B     R. WAMSI KUMAR   M.B.C 23 20   B     R. WARSI KUMAR   M.B.C 23 24   A     P. V. PUSHPA LATHE   M.B.C 23 24   A     D. W. LAKSHMI   M.B.C 24 21   B     U. B. VASU   CB2 24 24   A     D. W. ANTHA KUMARI   CB2 24   A     D. W. ANTHA KUMARI	1. B. TAVITAYYA M.B.C 24 23 A  2. B. SEETHARAM M.P.C 23 22 A  3. J. JANARDHAN M.P.C 24 24 A  4. K. SARVANI M.P.C 19 18 B  5. M. BALARAJU M.P.C 22 24 A  6. P. POLINAIDU M.P.C 21 22 B  7. R. VAMSI KUMAR M.P.C 23 20 B  8. U. MARAYANA RAD M.P.C 23 24 A  9. V. PUSHPA LATHA M.P.C 23 24 A  10. V. LAKSHMI M.P.C 23 24 A  11. B. VASU CBT 24 24 A  12. V. ANTHA KUMARI CBT 24 24 A  13. V. ANTHA KUMARI CBT 24 24 A  14. V. ANTHA KUMARI CBT 24 24 A  15. V. ANTHA KUMARI CBT 24 24 A  16. V. ANTHA KUMARI CBT 24 24 A  17. V. ANTHA KUMARI CBT 24 24 A  18. V. ANTHA KUMARI CBT 24 24 A  19. V. ANTHA KUMARI CBT 24 24 A  19. V. ANTHA KUMARI CBT 24 24 A  10. V. ANTHA KUMARI CBT 24 24 A  11. V. ANTHA KUMARI CBT 24 24 A  12. V. ANTHA KUMARI CBT 24 24 A	No	Name of the student	Group	Mo	orks scored		Grade
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Total No. of students emalled = 12 No. of student passed = 12	Tetal No. of students enrolled = 12	12-	V. ANTHA LUMARI	CB.2	2.4	24		^
Total No. of students emelled = 12	Total No. of students enrolled = 12							
	No.08 student parced =12		Total No ob	students	envalled	d = 12 = 12		

Accredited by NAAC 'B' Grade (Affiliated to DR.B.R.Ambedkar University)



I'rom

S.Parameswara Rao,

Department of Botany.

GDC, Narasannapeta.

To

The Principal,

Government Degree College,

Narasannapeta.

WHINCH A COLLEGE

WHINCH A COL NARASANN

Respected Madam,

I am S.Parameswara Rao as Botany faculty in our College. This is regarding with conduct subject related certificate course introducing for student benefit of our department on "Landscape Gardening". The course duration should be 45 days. We are going to start in the academic year 2020-21 i.e. from 01-02-2021 to 23-03-2021. So, this is my humble request you to permit us for the establishment of above certificate course.

Thanking you madam,

Yours sincerely

S.Parameswara Rao

/LECTURER Govt. Degree College NIGRASANNAPETA

FREW

NARASANNAPETA-SRIKAKULAM DIST.-532421.

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### GOVERNTMENT DEGREE COLLEGE, NARASANNAPETA, SRIKAKULAM DEPARTMENT OF BOTANY

#### CERTIFICATE COURSE ON LANDSCAPE GARDENING, 2020-21

The faculty member of the Department of Botany met in the principal's chamber to discuss and review the conduct of the Certificate Course title "LANDSCAPE GARDENING" under the Chairmanship of the principal and the faculty of the department on 24-01-2021.

AGENDA

: Starting of certificate course for B.Sc (CBZ) students.

#### RESOLUTIONS:

- 1) It is resolved to start the certificate course titled Landscape Gardening from 01-02-2021 to 23-03-2021 (45 days) for the neadernic year 2020-21.
- 2) It is also resolved to frame the syllabus, regulations for the successful completion of the certificate course titled Landscape Gardening.
- 3) Enrolled 14 students to this course,
- Resolved to conduct classes at 4 to 5pm.
- 5) Resolved to conduct exam after completion of the course and issue certificates to qualified candidates.
- Qualifying Marks is 40%.

meen Signature of the Lecturer LECTURER Govt. Degree College NARASANNAPETA

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#### CIRCULAR

Date: 25-01-2021

This is to inform that the Department of Botany is going to be conducted a subject related certificate course from 01-02-2021 to 23-03-2021 for the Students of B.Sc (CBZ) on "Landscape Gardening". The students who are interested can enroll their names to concerned Department on or before 30-01-2021. The duration of the course is 45 days. The candidates who secure 40% of the marks in the examination will get their certificate.

> evolu-Head of the Department

S.PARAMESWARA RAO M.Sc., B.Ed., M Phil,PGDES Lecturer in Botany Govt. Degree Cullage NANARASANNAPETA Sink abilitary Dest 1 - 522474

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## GOVERNTMENT DEGREE COLLEGE, NARASANNAPETA, SRIKAKULAM DEPARTMENT OF BOTANY

CERTIFICATE COURSE ON LANDSCAPE GARDENING, 2020-21

SYLLABUS OF THE COURSE

#### MODULE 1 (6 DAYS)

#### INTRODUCTION TO LANDSCAPING

Landscaping Definition, History, Introduction to the profession of landscape architecture. Landscape consists materials, the Structures or things which the materials are used to make.

#### MODULE 2 (8 DAYS)

#### PRINCIPLS OF LANDSCAPE DESIGN

Creating Landscape effects. Elements of unity, scale, balance, Simplicity, Variety, Emphasis and Sequence as they apply to line, form, texture and color.

#### MODULE 3 (8 DAYS)

#### GARDEN ELEMENTS AND DESIGNS

Major Elements - Plants and Water Minor Elements -Stones, Bricks, Tiles, Tar, Metal Grass, Plastic and Wood Other Elements - Light, sound, Aroma, Touch, Food, Amusement items

#### MODULE 4 (5 DAYS)

#### TOOLS AND IMPLEMENTS USED IN LANDSCAPE GARDENING

Tools and plant protection equipments are commonly used in the horticultural crops. Gardening of Public Places - Places of historical Importance, Religious Places, Buddhist temples, Hindu temples.

#### MODULE 5 (5 DAYS)

#### LAYOUT OF DIFFERENT STYLES OF GARDENS

History and Ancient gardening, Formal Gardens, Informal Gardens, Wild garden, Public Buildings, Educational Institutions, Factories, Basic guidelines for a home landscape. Visit to an Horticulture nursery and Gardening of public places.

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# GOVERNTMENT DEGREE COLLEGE, NARASANNAPETA, SRIKAKULAM DEPARTMENT OF BOTANY

# CERTIFICATE COURSE ON LANDSCAPE GARDENING, 2020-21

#### OBJECTIVE OF THE COURSE :

The course in Landscape Gardening is designed to qualify the student completing the course for job entry into landscaping fields or to continue advanced training in higher education. A combination of subject matter and activities is designed to teach technical knowledge and skills for entry-level positions in selling, selecting, and servicing

Typical instructional activities include hands-on experiences with the planning and selection of good materials for the construction of landscapes, the mechanical practices associated with Public Buildings, Educational Institutions, Factories, Basic guidelines for a home landscape, planning and implementing a relevant supervised agricultural experience. This course is a component of the Agriculture, Food and Natural Resources Pathway, Horticulture.

Course duration: 45 days

: UG Level

: scheduled Course type

; certification will be given on the continuous comprehensive evaluation of Certification students performance in the learning activities.



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## GOVERNTMENT DEGREE COLLEGE, NARASANNAPETA, SRIKAKULAM DEPARTMENT OF BOTANY

CERTIFICATE COURSE ON LANDSCAPE GARDENING, 2020-21

#### ENROLLED STUDENTS LIST

1	nt Signature of	Name of the stude	Hall ticket No	Group	Year	SLNo.
	H. Mohumalli	M.Indumathi	1800435002	B.Sc (CBZ)	III year	1
1	W.eos. Adva	Y.Sandhya	1800435010	B.Sc (CBZ)	III year	2
1	8 modhavi	B.Madhaavi	1900435002	B.Sc (CBZ)	II year	3
1	m-sematatha.	M.Hemalatha	1800435008	B.Sc (CBZ)	II year	4
1	U-Aparna-	U.Aparna	1800435010	B.Sc (CBZ)	II year	5
1	a ehavani	A.Bhavani	202004049002	B.Sc (CBZ)	I year	6
1	dannakoni	Ch.Madhavi	202004049007	B.Se (CBZ)	I year	7
dse	nna D Lovshowi Pan	D.Lakshmi Prasar	202004049008	B.Sc (CBZ)	1 year	8
	G. Somoon	G.Sameera	202004049009	B.Sc (CBZ)	I year	9
	K Suresh	K.Suresh	202004049017	B.Sc (CBZ)	I year	10
1	m Honeka	M.Mounika	202004049020	B.Sc (CBZ)	I year	11
1	D. Halliba	U.Harikha	202004049025	B.Sc (CBZ)	I year	12
1	U-Levango	U.Lavanya	202004049026	B.Sc (CBZ)	I year	13
1	y Simson	Y.Sireesha	202004049028	B.Sc (CBZ)	I year	14

- Freew

S.PARAMESWARA RAO

2.51 B Ed., M PHILPGDES

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# GOVERNTMENT DEGREE COLLEGE, NARASANNAPETA, SRIKAKULAM DEPARTMENT OF BOTANY

CERTIFICATE COURSE ON LANDSCAPE GARDENING, 2020-21

### STUDENT ATTENDANCE

SLN	Yesr	Grusp	Hall ticket No	Name of the	17-02- 3001	3001	19-03- 2011	28-03- 2821	2021	23-03- 2021	2021 34-07	2821	
1	III year	B.Sc (CBZ)	1800435002	M.Indumathi	P	7	P	1	6	P	-4-6	P	
2	III year	B.Sc (CBZ)	1800435010	Y.Sandhya	P	P	C	P	P	P	P	P	
3	Il year	B.Se (CBZ)	1900435002	B.Madhaavi	P	9	1	P	-05	P	P	P	
4	Il year	B.Sc (CBZ)	1800435008	M.Hemalatha	P	P	P	P	P				
5	Il year	B.Sc (CBZ)	1800435010	U.Apama			P	0	P	As	1	0	
6	1 year	B.Sc (CBZ)	202004049002	A.Bhavani		1	P	-48	P	P	P	P	
7	Lyear	B.Sc (CBZ)	202004049007	Ch.Madhavi	0	-/10	P	P	P	D		b	
8	Lyear	B.Sc (CBZ)	20200404900R	D.L.Prasanna	9	D	P	1		-	-An	P	
9	Lyear	B.Sc (CBZ)	202004849009	G.Sameera	1	-	-An	P	b	-00	P	P	
10	1 year	B.Sc (CBZ)	202004049017	K.Suresh	-46	P	b	P	P		P	1	
11	lyear	B.Sc (CBZ)	202004049020	M.Mounika	P	P	P	0	P	p	0	9	
12	I year	B.Sc (CBZ)	202004049025	U.Harikha	P	0	2	P	P	6	-	-911	
13	1 year	B.Sc (CBZ)	202004049026	U.Lavanya	P	-/10	P	P	P	P	D	P	
14	I year	B.Se (CBZ)	202004049028	Y.Sircesha	-An	P	94	P	0	P	D	P	

### STUDENT ATTENDANCE

0.		Group	Hall ticket No	Nume of the student	26-43-2631	27-43-3021	61-63-2021	93-03-2021	43-03-3921
1	III year	B.Sc (CBZ)	1800435002	M.Indomathi	P	P		7	v
2	III year	B.Se (CBZ)	1800435010	Y.Sandhya	0			20	
3	Il year	B.Sc (CBZ)	1900435002	B.Madhaavi	D	-	1	AB.	P
4	II year	B.Sc (CBZ)	1800435008	M.Hemalatha	D.	0	1	-	-
5	II year	B.Sc (CBZ)	1800435010	U.Aparna	0	0	-	P	1
6	I year	B.Sc (CBZ)	202004049002	A.Bhavani	0	D	- 6	-	-
7	I year	B.Sc (CBZ)	202004049007	Ch.Madhavi	A's	8	6	-	-
8	I year	B.Sc (CBZ)	202004049908	D.L. Prasanna	P	-	0		6
9	1 year	B.Sc (CBZ)	202004049009	G.Sameem	0	1	6	-	- 1
10	I year	B.Sc (CBZ)	202004049017	K.Suresh	1 2	1	4.	P	13
11	1 year	B.Sc (CBZ)	202004049020	M.Mounika	-	1	As	P	P
12	1 year	B.Sc (CBZ)	202004049025	U.Harikha	1 2	40	P	P	P
13	1 year	B.Sc (CBZ)	202004049026	U.Lavanya	1	-48	P	P	P
14	I year	B.Sc (CBZ)	202004049028	Y.Sireesha	P	1	A:B	-	P

S.PARAMESWARA RAO

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Lecturer in Bossiny Gort, Degran College NANARANANAPETA

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## GOVERNTMENT DEGREE COLLEGE, NARASANNAPETA, SRIKAKULAM DEPARTMENT OF BOTANY

CERTIFICATE COURSE ON LANDSCAPE GARDENING, 2020-21

#### REPORT:

As a part of academic activity, the department of Botany has conducted certificate course in 'Landscape Gardening' from 01.02.2021 to 23.03.2021 for the academic year 2020-2021. The important objective of the course is the student completing the course for job entry into landscaping fields or to continue advanced training in higher education to improve basic knowledge in Landscape Gardening among the degree students. As per the instructions given by the principal during the minutes of the meeting 14 members of students are enrolled in to the certificate course for B.Sc. (CBZ) to enrich the Landscape Gardening. The faculty member have engaged classes for 30 days and dealt the basic concepts of the subject. At the end of the course, an external examination with multiple choice questions has conducted for the assessment of learners understanding levels of knowledge. The minimum qualifying of marks for the award of certification is 40%. All the students completed the course successfully and got certificates during the academic year 2020-2021.



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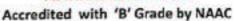
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## GOVERNMENT DEGREE COLLEGE NARASANNAPETA



## Department of Botany

## CERTIFICATE OF COMPLETION

Course Co-ordinator

IQAU Co-ordinator



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### **CLASS WORK SESSION**



#### VISIT TO AN HORTICULRAL NURSERY







www.gdcnarasannapeta.ac.in

M www.narcsannapeta.kc@gmail.com

# GOVERNMENT DEGREE COLLEGE NARASANNAPETA-SRIKAKULAM DIST.-532421.

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From

A. PALLAVI,

Dept. of Commerce

GDC, Narasannapeta

To

The Principal,

Govt. Degree College

Narasannapeta

Sub: Regarding to start certificate course on Tally Prime

Respected Sir/Madam,

I am A. PALLAVI working as a contract faculty in the Department of Commerce in our college. This is regarding with conduct subject related certificate course introducing for student's benefits of our department on

"TALLY PRIME". The course duration should be 30 days. We are going to start in the academic year 2021-2022. i.e from 22-08-2021 to 20-09-2021. So this is my humble request you to permit us for the establishment of above course.

Thanking you Sir/Madam

A Palling

Yours Sincere
GOVT. DEGREE COLLEGE
NARASANNAPETA-532 424
Srikakulam Dist.



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## **GOVERNMENT DEGREE COLLEGE, NARASANNAPETA**

## **DEPARTMENT OF COMMERCE**

### SUBJECT RELATED CERTIFICATE COURSE ON 2021-2022

The faculty members of the Commerce Department met in the Principal's chamber to discuss and review the conduct of the Certificate Course titled "TALLY PRIME" under the Chairmanship of the Principal and the faculty of the Department of Commerce on 18-08-2021.

## **AGENDA:**

Starting of Certificate Course for B.COM Students.

## **RESOLUTIONS:**

- 1. It is resolved to start the Certificate Course titled Basic Accounting Terms from 22-08-2021to 20-09-2021 (30 days) for the academic year 2021-2022.
- 2. It is also resolved to frame the syllabus, regulations for the successful competition of the Certificate course titled "TALLY PRIME".
- 3. Enrolled 31 students in this Certificate course.
- 4. Resolved to conduct classes at 4.30pm.
- 5. Resolved to conduct exam of completion of the course and issue certificates to qualified candidates.
- 6. Qualifying marks in 60%





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## **CIRCULAR**

Date: 18-08-2021.

This is to inform that the Department of Commerce is going to be conducted a subject related Certificate Course from 22-08-2021to20-09-2021 for I,II,III year students of **B.Com** on "**TALLY PRIME**".

The students who are interested can enroll their names to concerned Department on are before 20-08-2021. The duration of the course is 30 days. The candidates who secure 60% of the marks in the examination will get the Certificate.

A Pallue\_ Signature

A.PALLAVI
Contract Lecturer in Commerce
Department of Commerce



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## **GOVERNMENT DEGREE COLLEGE, NARASANNAPETA**

## DEPARTMENT OF COMMERCE SUBJECT RELATED CERTIFICATE COURSE-2021-2022

**TOPIC: "TALLY PRIME"** 

## **ENROLLED STUDENTS LIST**

SNO	GROUP	HALL TICKET	NAME OF STUDENT
1	B.Com	2022004066002	B.DHANUNJAYARAO
2	B.Com	2022004066004	G.GANGOTRI
3	B.Com	2022004066005	K.ROHINI
4	B.Com	2022004066006	N.GAYATRI
5	B.Com	2022004066008	P.AVANTIKA
6	B.Com	2022004066010	S.PAVANSAI
7	B.Com	2022004066012	SOWMYA D.N
8	B.Com	2022004067014	B.TARUNAKUMARI
9	B.Com	2022004067015	B DEEPIKA
11	B.Com	2022004067017	D.JAGADEESWARARAO

A. 120000

GOVT. DEGREE COLLEGE NARASANNAPETA-532 427 Srikakulam Dist. JUION MONS. CON PRINCIPAL GOVT. DEGREE COLLEGE NARASANNAPETA-532 421 Srikshulam Disk.



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## SRIKAKULAM DISTRICT

## **DEPARTMENT OF COMMERCE**

## **SUBJECT RELATED CERTIFICATE COURSE-2021-2022**

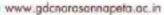
**TOPIC: "TALLY PRIME"** 

### **STUDENTS ATTENDENCE LIST**

SNO	GROUP	HALL TICKET	NAME OF STUDENT
1	B.Com	2022004067002	B.DHANUNJAYARAO
2	B.Com	2022004067004	G.GANGOTRI
3	B.Com	2022004067005	K.ROHINI
4	B.Com	2022004067006	N.GAYATRI
5	B.Com	2022004067008	P.AVANTIKA
6	B.Com	2022004067010	S.PAVANSAI
7	B.Com	2022004067012	SPWMYA D.N
8	B.Com	2022004067014	B.TARUNAKUMARI
9	B.Com	202200406715	B.DEEPIKA
11	B.Com	2022004067017	D.JAGADEESWARARAO

A. 120000

GOVT. DEGREE COLLEGE NARASANNAPETA-532 427 Srikakulam Dist JUICAS KADAS. FOR PRINCIPAL GOVT. DEGREE COLLEGE NARASANNAPETA-532 421 STIRABULUM DIST.





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## GOVERNMENT DEGREE COLLEGE, NARASANNAPETA

## DEPARTMENT OF COMMERCE

## SUBJECT RELATED CERTIFICATE COURSE-2021-2022

## TALLY PRIME

#### **REPORT:**

As a part of academic activity, the Department of Commerce has conducted Certificate Course in "TALLY PRIME" from 22-08-2021 to 20-2021 for the academic year 2021-2022. The important objective of the course is to improve basic knowledge in Commerce among the UG degree students. As per the instructions given by the Principal during the minutes of the meeting 10 members of students are enrolled into the Certificate Course for I,II,III B.Com to enrich the concepts the Accounts, the Commerce faculty members have engaged classes 30 days and depth the basic concepts of the subject. At the end of the course, an external examination with fill in the blanks and multiple choice questions has conducted for the assessment of learners understanding levels of knowledge. The minimum qualifying of marks for the award of certification is 60%. All the students completed the course successfully and got certificates during the academic year 2021- 2022.







## GOVERNMENT DEGREE COLLEGE, NARASANNAPETA

**DEPARTMENT OF COMMERCE** 

**SUBJECT RELATED CERTIFICATE COURSE-2021-2022** 

## TALLY PRIME

#### **OBJECTIVE OF THE COURSE:**

The course will deal especially limited section of specific topics included in the CBSE XI &XII commerce to gain comprehensive understanding of all aspects relating to financial statements, and which therefore have wide applicability. These are also the topics that are conceptual the deepest and must therefore be understood as clearly as possible this will be the overall objective of the course.

Course Duration: 30 days.

Level: UG

**Course type: Scheduled** 

Certification: Certification will be given on the continuous

comprehensive evaluation of Students performance in the learning

activities.

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## **SYLLABUS OF THE COURSE:**

- Fundamentals of Accounting
- Journalizing and posting of transactions
- Maintaining chart of accounts in tally prime
- Recording day to day transactions
- Accounts receivable and payables

**MARKS: 30** 

Srikakulam Dist.



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## **GOVERNMENT DEGREE COLLEGE, NARASANNAPETA**

## **DEPARTMENT OF COMMERCE**

#### TALLY PRIME

## **SUBJECT RELATED CERTIFICATE COURSE-2021-2022**

**QUESTION PAPER** 

. Fill in the Blanks.	15x2=30
1. What is Tally	
2. What is use of Tally	
3. Who is the founder of Tally	
4. Tally package developed by	
5. contra voucher shortcut key	
6. How many primary groups are there in Tally	
7.GST means	
8. Salary account comes under which head	
9. Where do we record depreciation bad debts etc tally prime	
10. Where do we record cash sales in Tally	
11. Party account can be created through	
12.Kotak bank account is an example	
13. Single entry mode is applicable for	
14. Which option is used to view stock items or group summary	
15 .Single entry mode is applicable for	
GOVT. DEGREE COLLEGE	

www.gdcnarasannapeta.ac.in

M www.narasannapeta.kc@gmail.com



## GOVERNMENT DEGREE COLLEGE

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NARASANNAPETA-SRIKAKULAM DIST.-532421.

## Accredited by NAAC 'B' Grade (Affiliated to DR.B.R.Ambedkar University)



From:

To

Dr.P.TRINADHA RAO, Department of Computer Science GDC-Narasannapeta. The Principal Government Degree College, Narasannapeta.

PRINCIPAL (FAC) EGE

CONT. DEGREE COLLEGE

NARASANNAPETA ASS

NARASANNAPETA

Sub: Regarding to start certificate course on "ICT Tools using Office Automation".

\*\*\*

Respected Madam,

I am Dr.P.Trinadha Rao, as Computer science faculty in our college. This is regarding with conduct subject related certificate course introducing for students benefits of our department on "ICT Tools using Office Automation" the course duration should be 45 hrs. we are going to start in the Academic year 2021-2022 i.e from 27-07-2022 to 05-08-2022.

This is my humble request you to permit us for the establishment of above certificate course.

Thanking you madam,

P. Fring Starte

Yours sincerely



NARASANNAPETA-SRIKAKULAM DIST. 532421.

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## **Department of Computer Science**

## Certificate course on " ICT Tools using Office Automation –2021-22.

The faculty member of the department of Computer Science met in the principals chamber to discuss and review the conduct of the certificate course on "ICT Tools using Office Automation" under the chairmanship of the principle and the faculty of the deparment on dated 22-07-2022.

Agenda: Starting of certificate course of Degree All streams students.

#### **Resolutions:**

- 1. It is resolved to start the certiciate course titled "ICT Tools using Office Automation" from: 27-07-2022 to 05-08-2022.(45 Hrs) for the academic year 2021-2022.
- 2. It is also resolved to frame the syllabus, regulation for the successful completion of the certificate course.
- 3. Enrolled 65 students to this course
- 4. Resolved to conduct classes at 4-5 pm
- 5. Resolved to conduct exam after completion of the course and issue certificates to qualify candidate,
- 6. Qualifying marks is 40%



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## **Department of Computer Science**

## **CIRCULAR**

Dt: 22-07-2022

This is to inform that the Department of Computer Science is going to be conducted a subject related certificate course from date 27-07-2022 to 05-08-2022 for the students of all degree streams (BA/BCOM/BSC) on "ICT Tools using Office Automation". The students who are interested can enrol their names to concern departments on or before 25-07-2022. the duration of this course is 45 Hrs. The candidates who secure 40% of the marks in the examinations will get their certificate.

**Department of Computer Science** 

P. Tonostanto

Govt.Degree College Narasannapeta



NARASANNAPETA-SRIKAKULAM DIST.-532421.





## **ICT - Certificate Courses**

#### **Office Automation**

#### **Course Objective**

To help the students to understand how to format, edit, and print text documents and prepare for desktop publishing. Students will be able to create various documents newsletters, brochures, making document using photographs, charts, presentation, documents, drawings and other graphic images.

To work with the worksheet and presentation software.

#### **SYLLABUS**

#### **UNIT I:**

MS word: Word Processing – Features-Advantages and Applications- Parts of Word Window-Toolbar-Creating, Saving, Closing, Opening and Editing of a Document-Moving and Coping a Text -Formatting of Text and Paragraph- Bullets and Numbering-Find and Replace - Insertion of objects-Headers and Footers- Page Formatting- Auto Correct- Spelling and Grammar- MailMerge- Macros.

#### **UNIT II:**

#### MS Excel:

Features – Spread Sheet-Workbook – Cell-Parts of a window-Saving, Closing, Opening of a Work Book – Editing – Advantages – Formulas- Types of Function- Templates – Macros – Sorting-Charts – Filtering – Consolidation – Grouping- Pivot Table.

#### **UNIT III:**

**MS Power point:** Introduction – Starting – Parts-Creating of Tables- Create Presentation – Templates- Auto Content Wizard-Slide Show-Editing of Presentation-Inserting Objects and charts.

#### **UNIT IV:**

**MS** Access: Orientation to Microsoft Access - Create a Simple Access Database - Working with Table Data - Modify Table Data - Sort and Filter Records - Querying a Database - Create Basic Queries - Sort and Filter Data in a Query - Perform Calculations in a Query - Create Basic Access



## NARASANNAPETA-SRIKAKULAM DIST.-532421.





Forms - Work with Data on Access Forms - Create a Report - Add Controls to a Report - FormatReports.

### **Assessment Scheme**

Internal Assessment	50 Marks
External Exam	50 Marks

## **Internal Exam Scheme**

Practical Assessment	30 Marks
Record	10 Marks
Viva-Voce	10 Marks





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# Registered Ration \*\* COVERNMENT DEGREE COLLEGE

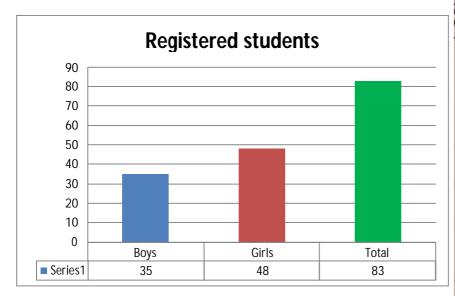
NARASANNAPETA-SRIKAKULAM DIST.-532421.

Accredited by NAAC 'B' Grade (Affiliated to DR.B.R.Ambedkar University)



## **Registered Ration**

Boys	Girls	Total
35	48	83





NARASANNAPETA-SRIKAKULAM DIST.-532421.

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### II-YEAR :: MS-OFFICE CERTIFICATE COURSE

Time: 2Hrs MODEL PAPER Marks: 50

Answer any 5 Questions:

 $5 \times 10 = 50 \text{M}$ 

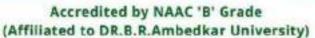
1. Explain different parts of MS-Word-2010 window, with the help of a diagram.

MS-Word-2010 విండోలోని వివిధ భాగాలను రేఖాచిత్రం సహాయంతో వివరించండి.

- Explain the features of MS Word.
   MS Word యొక్క లక్ష ణాలను వివరించండి.
- 3. Write steps about mail-merge in MS-Word. MS-Word లో మెయిల్-మర్డ్ గురించిన దశలను వ్రాయండి.
- 4. Explain the various parts of the MS-Excel window with the help of the diagram. రేఖాచిత్రంసహాయంతోMS-Excel విండో యొక్కవివిధభాగాలనువివరించండి.
- 5. Explain important features of MS-Excel
  MS-Excel యొక్కముఖ్యమైనలక్ష ణాలనువివరించండి
- 6. Define function? Explain various categories of functions with examples. ఫంక్షన్నునిర్వచించాలా? వివిధవర్గాలవిధులనుఉదాహరణలతోవివరించండి.
- 7. What is Chart? Explain different types of charts available in Excel. చార్ట్ అంటే ఏమిటి? ఎక్ఫెల్లో అందుబాటులో ఉన్నవివిధరకాలచార్బల నువివరించండి.
- 8. Features of MS-PowerPoint. MS-PowerPoint ఫీచర్లు.
- 9. Write about how to create PowerPoint presentation by using a Template. బెంప్టేట్ ఉపయోగించి పవర్పాయింట్ ప్రజెంటేషన్ ఎలా సృష్టించాలో రాయండి.
- 10. Write about slide Transition and Custom Animation in PowerPoint presentation. పవర్ పాయింట్ ప్రజెంటేషన్లో స్థయిడ్ ట్రాన్సిషన్ మరియు కస్టమ్ యానిమేషన్ గురించి రాయండి.

\* \* \*







#### **COURSE - INAUGURATION**

## <del>రుచిత</del> కంప్ర్యూటర్ శిక్షణ

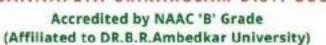


వరసన్నపేట, జాలై 16 (అంద్రవత్రిక): స్వినజ ල්ක්ණ සිදුර් සිදුලෙන් ජා බල 20 කියට එවිම కంప్ర్యాంక్ సంకమింటల్ కోక్యును 15 రోజుల సాటు වරුවතුරුදල ගුණුණු එළු ආච්ඡි යුදාුමාඒ මෙමෙනා. තරහරි එදින්, දිගාඒ සඟුන් සභුණුත ණ සේප అన్ని వినియోగించుకోవాలని, 15 రోజుల తర్వాత విద్యా රුපත වටුර්මිණු සංව විද්දුකට ඔබලරා. පරේ විරල లకు కళాశాల పనివేశల్లో సంప్రదించాలని కళాశాలోని కం ప్యాటర్ విధాగం అధ్యాపకులు ఓ త్రివాథరావు తెలిపోరు.









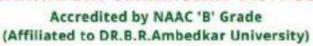








NARASANNAPETA-SRIKAKULAM DIST.-532421.





LAB SESSION:



## **GOVERNMENT DEGREE COLLEGE** NARASANNAPETA Certificate

This is to certify that

	Mr./Miss
studying	has successfully completed certificate
course on "Co	omputer fundamentals and office tools " for a during o
30 Hours from 2	20-07-2022 to 05-08-2022 conducted by the Departmen
of Computer sci	ience in Government Degree College Narasannapeta,
Srikakulam and	obtained Grade

Course coordinator

Estd. 1981

**IQAC** Coordinator

Principal