



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 MOOC 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

Year 1 (2022-2023)						
Name of Add on /Certificate / Value added programs offered and online MOOC programs like SWAYAM, NPTEL etc. programs offered	Course Code (if any)	Year of offering	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
GRAPHIC DESIGNING	CS-2301	2022-2023	1	45-HOURS	93	80
BASICS IN YOGA ASANAS	YA-2301	2022-2023	1	45-HOURS	55	45
TALLY PRIME	TLY-2301	2022-2023	1	60-HOURS	32	32
Year 2 (2021-2022)						
Name of Add on /Certificate / Value added programs offered and online MOOC programs like SWAYAM, NPTEL etc. programs offered	Course Code (if any)	Year of offering	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
CHEMISTRY(Purification methods and analysis of organic compounds)	04-CHE-2021	2021-2022	1	60-HOURS	8	8
MATHS-THREE DIMENSIONAL ANALYTICAL SOLID GEOMETRY	MAT-2201	2021-2022	1	30-HOURS	10	10
INDIAN POLITICAL PROCESS	POL-2201	2021-2022	1	30-HOURS	8	8
Year 2020-2021						
Name of Add on /Certificate / Value added programs offered and online MOOC programs like SWAYAM, NPTEL etc. programs offered	Course Code (if any)	Year of offering	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
LANDSCAPE GARDENING	BOT-2101	2020-2021	1	45-HOURS	10	10
TOURISM GUIDANCE	HIS-2101	2020-2021	1	60-HOURS	8	8
FUNDAMENTAL CONCEPTS OF PHYSICS	PHY-2101	2020-2021	1	45-HOURS	8	8
Year 4-2019-2020						
Name of Add on /Certificate / Value added programs offered and online MOOC programs like SWAYAM, NPTEL etc. programs offered	Course Code (if any)	Year of offering	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
BASIC PRINCIPLES IN CHEMISTRY	CHEM-2001	2019-2020	1	30-HOURS	12	12
INDIAN GOVERNMENT AND POLICIES	POL-2001	2019-2020	1	30-HOURS	10	10
HEALTH AND HYGINE AND NUTRITION	ZOO-2001	2019-2020	1	30-HOURS	10	10
Year 5 (2018-2019)						
Name of Add on /Certificate / Value added programs offered and online MOOC programs like SWAYAM, NPTEL etc. programs offered	Course Code (if any)	Year of offering	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
FUNDAMENTALS OF GROUP THEORY	MAT-1901	2018-2019	1	30-HOURS	20	20
BASIC ACCOUNTING TERMS	COM-1901	2018-2019	1	30-HOURS	10	10
ANALYTICAL METHODS IN CHEMISTRY	CHEM-1901	2018-2019	1	30-HOURS	12	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 Pallavi

Yours Sincerely

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



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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-532 421
Srikakulam Dist.



GOVERNMENT DEGREE COLLEGE

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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 or 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.

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

A. Pallavi

LECTURER
GOVT. DEGREE COLLEGE
NARASANNAPETA-532 424
Srikakulam Dist.



GOVERNMENT DEGREE COLLEGE

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GOVERNMENT DEGREE COLLEGE, NARASANNAPETA

DEPARTMENT OF COMMERCE

SUBJECT RELATED CERTIFICATE COURSE-2018-2019

TOPIC : "FUNDAMENTALS OF

ACCOUNTING" STUDENTS

ATTENDANCE 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

A. Reddy

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


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



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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 1st 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 given on the continuous comprehensive evaluation of Students performance in the learning activities.



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S YLLABUS OF THE COURSE:

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



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GOVERNMENT DEGREE COLLEGE, NARASANNAPETA

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

 www.gdcnarasannapeta.ac.in

 www.narasannapeta.jkc@gmail.com



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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 "**BASIC
ACCOUNTING TERMS**" organized by Department of Commerce for
the academic year 2018-2019.*

Course Coordinator

IQAC Coordinator

Principal





GOVERNMENT DEGREE COLLEGE

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From :

P. Surekha

Dept. of Mathematics

GDC, Narasannapeta

To :

The Principal

Govt. Degree College

Narasannapeta

P. Surekha
PRINCIPAL
GOVT. DEGREE COLLEGE
NARASANNAPETA

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.

P. Surekha
LECTURER
Yours Sincerely
GOVT. DEGREE COLLEGE
NARASANNAPETA
(P. SUREKHA)



GOVERNMENT DEGREE COLLEGE

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GOVERNMENT DEGREE COLLEGE, NARASANNAPETA

DEPARTMENT OF MATHEMATICS

SUBJECT RELATED CERTIFICATE COURSE ON 2018-2019

3/10

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 I 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 completion of the Certificate course titled " **FUNDAMENTALS OF GROUP THEORY** "
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 40%

Members Present :

1. M. Harika
- 2.
- 3.


Signature
Govt. Degree College
(NARASANNAPETA)



GOVERNMENT DEGREE COLLEGE

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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 or 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.


Signature of
Govt. Degree College
(NARASANNAPETA)

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	B.Sc (M.P.C)	B.Poornavathi
3	B.Sc (M.P.C)	B.Thavitayya
4	B.Sc (M.P.C)	B.Seetaram
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.Sc (M.P.C)	K.Narasimhulu
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.Balaraju
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.Simhachandram
18	B.Sc (M.P.Cs)	B.Rakesh
19	B.Sc (M.P.Cs)	S.Gopi
20	B.Sc (M.P.Cs)	Ch.Barga Rao

Signature

Principal
GOVINDARAJU College
NARASANNAPETA



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GOVERNMENT DEGREE COLLEGE, NARASANNAPETA
DEPARTMENT OF MATHEMATICS
SUBJECT RELATED CERTIFICATE COURSE - 2018-19
SUBJECT : FUNDAMENTAL OF GROUP THEORY

STUDENTS ATTENDANCE LIST

S.N O	GROUP	NAME OF THE STUDENT	1	2	3	4	5	6	7	8	9	1	1	1	1	1	1	1	2
1	B.Sc (M.P.C)	B.Kalyani	p	p	p	a	p	p	p	a	p	p	a	p	p	a	p	p	p
2	B.Sc (M.P.C)	B.Poornavathi	p	p	a	a	p	a	p	p	p	p	a	p	p	p	a	p	a
3	B.Sc (M.P.C)	B.Thavitayya	p	p	p	a	a	p	p	a	p	p	a	p	p	a	p	p	a
4	B.Sc (M.P.C)	B.Seetaram	p	p	a	p	a	p	p	p	p	p	p	p	p	p	p	p	p
5	B.Sc (M.P.C)	G.Bhasker rao	p	p	p	p	a	p	p	a	p	p	a	p	p	p	p	p	p
6	B.Sc (M.P.C)	G.Prasad	p	p	p	p	p	p	a	a	p	p	p	p	p	p	p	p	a
7	B.Sc (M.P.C)	G.Satyam Babu	p	a	p	a	p	p	p	p	p	a	p	p	p	a	p	p	a
8	B.Sc (M.P.C)	K.Sravani	p	p	p	a	p	a	p	p	p	p	a	p	p	a	p	p	a
9	B.Sc (M.P.C)	K.Narasimhulu	p	p	a	p	p	p	p	p	a	p	a	p	p	p	a	p	p
10	B.Sc (M.P.C)	K.Prasada rao	p	p	a	p	a	p	p	p	p	a	p	p	p	a	p	p	p
11	B.Sc (M.P.C)	M.Sai kumar	p	a	p	p	a	p	p	p	p	a	p	p	p	p	p	a	p
12	B.Sc (M.P.C)	M.Balaraju	a	p	p	p	a	p	a	p	p	p	p	p	p	p	a	p	a
13	B.Sc (M.P.C)	P.Sai ram	p	p	p	p	p	p	p	p	p	a	a	p	a	p	p	p	p
14	B.Sc (M.P.C)	P.Sai	p	a	p	a	a	p	p	p	p	p	p	p	a	p	a	p	p
15	B.Sc (M.P.C)	P.Rambabu	p	p	a	p	a	a	a	p	a	p	p	p	p	a	p	a	p
16	B.Sc (M.P.Cs)	K.Anil reddy	p	p	p	p	a	a	p	a	a	p	p	p	a	p	p	a	p
17	B.Sc (M.P.Cs)	B.Simbacharam	p	a	p	p	a	p	p	p	a	p	a	p	p	a	p	p	p
18	B.Sc (M.P.Cs)	B.Rakesh	a	p	a	p	p	p	p	p	p	p	a	p	a	p	p	p	p
19	B.Sc (M.P.Cs)	S.Gopi	p	a	p	a	p	p	p	p	p	p	p	p	p	p	p	a	p
20	B.Sc (M.P.Cs)	Ch.Barga Rao	p	p	a	p	p	p	a	p	p	a	p	p	p	a	p	p	p


Signature
Dr. SUREKHA
NARASANNAPETA
Lecturer in Mathematics
Department of Mathematics



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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 11st 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.



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GOVERNMENT DEGREE COLLEGE, NARASANNAPETA
SRIKAKULAM DISTRICT
DEPARTMENT OF MATHEMATICS
SUBJECT RELATED CERTIFICATE COURSE-2020-2021
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-I : (5 HOURS)

- INTRODUCTION
- SYMBOLS
- FUNCTIONS
- RELATIONS
- SETS

UNIT-II : (10 HOURS)

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



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UNIT III : (10HOURS)

- PROPERTIES OF GROUPS

UNIT-IV : (10 HOURS)

- SOCKS AND SHOES PROPERTY
- SUBGROUP TESTS

UNIT-IV : (5 HOURS)

- PERMUTATION GROUPS



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GOVERNMENT DEGREE COLLEGE, NARASANNAPETA DEPARTMENT OF MATHEMATICS SUBJECT: BULL. SEMESTER III & IV COURSE: 2018-2019 MULTIPLE CHOICE QUESTIONS

TIME : 30 MIN

MARKS: 20

1. A non empty set A is termed as an algebraic structure []
 - a) With respect to Binary Operation $*$
 - b) With respect to Ternary Operation $?$
 - c) With respect to Binary Operation $+$
 - d) With respect to Unary Operation $-$
2. An algebraic structure _____ is called a Semi group []
 - a) $(\mathbb{P}, *)$
 - b) $(\mathbb{Q}, +, *)$
 - c) $(\mathbb{P}, +)$
 - d) $(+, *)$
3. Condition for monoid is _____ []
 - a) $(a+e)=a$
 - b) $(a*c)=(c*a)$
 - c) $Q=(a*(a+e))$
 - d) $(a*c)=(c*a)=a$
4. A group $(M, *)$ is said to be abelian if _____ []
 - a) $(x+y)=(y+x)$
 - b) $(x*y)=(y*x)$
 - c) $(x+y)=x$
 - d) $(y*x)=(x+y)$
5. $G = \{1, -1, i, -i\}$ is _____ []
 - a) Semi group
 - b) Sub group
 - c) Cyclic group
 - d) abelian group
6. An identity element of a group has _____ element []
 - a) Associative
 - b) Commutative
 - c) Inverse
 - d) Homomorphic
7. If A, B & C are Invertible matrices the expression $(AB^{-1})^{-1}(CA^{-1})^{-1}C^2$ evaluates to []
 - a) BC
 - b) $C^{-1}BC$
 - c) AB^{-1}
 - d) $C^{-1}B$
8. A relation $(34*78)*57=57*(78*34)$ can have _____ property []
 - a) Distributive
 - b) Associative
 - c) Commutative
 - d) Closure
9. _____ is the multiplicative identity of natural numbers []
 - a) 0
 - b) -1
 - c) 1
 - d) 2
10. The set of rational numbers form an abelian group under _____ []
 - a) Associative
 - b) Closure
 - c) Multiplication
 - d) Addition

Bar
11/11/19

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GOVERNMENT DEGREE COLLEGE

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www.narasannapeta.jkc@gmail.com



From

V.Lukepaul,

Faculty in Chemistry,

GDC, Narasannapeta.

To

The Principal,

Govt. Degree College,

Narasannapet .

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 figuresTypes 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.

SUBJECT: Basic Principles in Chemistry

QUESTION PAPER

MARKS : 50M

1. What are the units for molarity ()
 1) moles / lit 2) liter/mol 3) moles/gram 4) gram/moles
2. If 2 moles of salt is dissolved to form 1 lit of solution, calculate the molarity of the solution ()
 1) 1 M solution 2) 1.5 M solution 3) 2 M solution 4) 2.5M solution
3. How many moles of NaOH are needed to dissolve in water to make 4 lit of a 2M solution ()
 1) 0.5M 2) 2M 3) 8mol 4) 0.5 mol
4. What is the unit of mole fraction ()
 1) Kg/ m² 2) N/m³ 3) m² 4) No unit
5. What is the mole fraction of 4 moles of sodium in 8 moles of HCl ()
 1) 0.24 2) 0.48 3) 0.56 4) 0.72
6. A mixture of gases so 2 o 2 and 4 grams of N 2 and total mass of mixture is 10 g , what 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 fraction of Na is 0.25 in 9 moles of liq co2 what is the mole fraction of Na... ()
 1) 0.10 2) 0.15 3) 0.20 4) 0.25
8. The normality of 0.98 % (W/V) H2 So 4 solution is ()
 1) 0.1 N 2) 0.2 N 3) 0.4 N 4) 1N
9. A meter reads 125 V and the true value of the voltage is 125.5 volts Find the static error of instrument ()
 1) 125/0.5 V 2) 125 V 3) 0.5 V 4) 0.5/125 V
10. The error caused by poor calibration of the instrument is called ()
 1) precision error 2) gross error 3) systematic error 4) random error
11. which of the following parameters used in statistical analysis ()
 1) mean 2) median 3) variance 4) all of the above

12. Precision is defined as ()
 1) repeatability 2) reliability 3) uncertainty 4) accuracy
13. Trueness from the reference measures ()
 1) Precision 2) mean 3) accuracy 4) recall
14. The expected value of voltage across a resistor is 80 V. However, the measurement gives a value 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 numbers be 16.if two of the numbers are 8 and 10,what is the remaining number
 1) -30 2) 18 3) 12 4) 30 ()
16. The mean of six numbers is 47.if one number is excluded ,their mean becomes 41.the excluded number is ()
 1) 77 2) 78 3) 60 4) 45
17. If the difference between mean and mode is 48 and median is 12,find mean ()
 1) 38 2) 36 3) 42 4) 28
18. Mean deviation of the data 3,10,10,4,7,10,5,7 from 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 UV-Visible region ()
 1) 400-800nm 2) 200-800nm 3) 25m-2.5m 4) none of the above
21. The number of double bonds present in carotene is ()
 1) 5 2) 10 3) 11 4) 1
22. Which of the following spectroscopy techniques is associated with molecular absorption..... ()
 1) UV-Visible spectroscopy 2) IR spectroscopy 3) X-ray diffraction 4) 1 and 2
23. Which of the following HPLC pump has limited solvent capacity ()
 1) Reciprocating 2) Displacement 3) reciprocating dual pumps
 4) all of the above
24. The units of conductance is ()
 1) ohm 2) Tesla 3) Seimens 4) None
25. capillary columns are open tubular columns constructed from which of the following metals..... ()
 1) Glass 2) Metal 3) Stainless steal 4) Fused silica

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GOVERNMENT DEGREE COLLEGE NARASANNAPETA- SRIKAKULAM DIST

DEPARTMENT OF CHEMISTRY

COURSE CODE :04-CHE-2019

CERTIFICATE

This is to certify that

Mr./Ms _____

of _____ successfully completed Certificate course on
" BASIC PRINCIPLES IN CHEMISTRY " and scored _____ grade
during the academic year 2019-2020.

Course coordinator

IQAC Coordinator

Principal



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2019 - 2020

Certificate course

BASIC PRINCIPLES IN CHEMISTRY

Objectives of the course

course code :

1. To inculcate basic concepts of various analytical methods in chemistry.
2. To create interest among student to pursue higher education.
3. To acquaint with analytical methods in turn to develop laboratory skills among student.
4. To provide employability skills in related by usings of pharmaceutical industries.

Department of chemistry has organized certificate course on analytical methods in chemistry. The course is scheduled from 21-01-2020 to 27-02-2020 (Thirty days / Hours) programme. The syllabus is designed as to meet the objective of the course, for the stipulated period of the course. The certificate will be issued to the student, who score minimum 60% in the test conducted at the end of the course.

V. [Signature]
Programme co-ordinator

LECTURER
GOVT. Degree College
NARASANNAPETA

M.K. [Signature]
Principal

PRINCIPAL
GOVT. DEGREE COLLEGE
NARASANNAPETA



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S.No	Date	Topic	Resource person Name & address. Signature.	total student attended	Remarks
1	21.1.2020	Introduction to analytical method.	V. Luke paul. Lec. in chemistry G.D.C. NSPT.	12	
2	22.1.2020	Quantitative & qualitative analysis.	V. Luke paul	12	
3	23.1.2020	Inorganic & organic analysis	V. Luke paul.	12	
4	24.1.2020	Volumetric analysis	V. Luke paul	12	
5	26.1.2020	Gravimetric analysis	V. Luke paul	12	
6	28.1.2020	Molarity & molality	V. Luke paul	11	
7	29.1.2020	Normality	V. Luke paul	11	
8	30.1.2020	Mole fraction % by weight	V. Luke paul	12	
9	31.1.2020	% by volume Review	V. Luke paul	12	
10	1.2.2020	Sampling methods	Sri.D. Adinarayana GDC, Tekkal	12	



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Student performance Report

13

S.No	Name of the student	Group	Marks scored			Grade obtained
			Assessment ^I 25	Assessment ^{II} 25	avg	
1.	B. TAVITAYYA	M.P.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.	V. NARAYANA RAO	M.P.C	24	24		A
9.	V. PUSHPA LATHA	M.P.C	23	24		A
10.	V. LAKSHMI	M.P.C	24	21		B
11.	B. VASU	CBZ	24	24		A
12.	V. ANITHA KUMARI	CBZ	24	24		A

Total no. of students enrolled = 12
no. of student passed = 12



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From
S.Parameswara Rao,
Department of Botany,
GDC, Narasannapeta.

To
The Principal,
Government Degree College,
Narasannapeta.

Tyga
PRINCIPAL
GOVT. DEGREE COLLEGE
NARASANNAPETA

Regarding to start certificate course on Landscape Gardening

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
NARASANNAPETA



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GOVERNMENT DEGREE COLLEGE, NARASANNAPETA, SRIKAKULAM

DEPARTMENT OF BOTANY

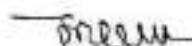
CERTIFICATE COURSE ON LANDSCAPE GARDENING, 2020-21

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 academic 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.
- 4) Resolved to conduct classes at 4 to 5pm.
- 5) Resolved to conduct exam after completion of the course and issue certificates to qualified candidates.
- 6) Qualifying Marks is 40%.


Signature of the Lecturer
LECTURER
Govt. Degree College
NARASANNAPETA



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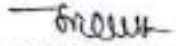
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CIRCULAR

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.


Head of the Department

S.PARAMESWARA RAO
M.Sc., B.Ed., M Phil, PGDES
Lecturer in Botany
Govt. Degree College
NARASANNAPETA
Sriakulam Dist. - 532421



GOVERNMENT 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

Landscape 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)

PRINCIPLES 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.



GOVERNMENT 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

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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GOVERNMENT DEGREE COLLEGE, NARASANNAPETA, SRIKAKULAM

DEPARTMENT OF BOTANY

CERTIFICATE COURSE ON LANDSCAPE GARDENING, 2020-21

ENROLLED STUDENTS LIST

SLNo.	Year	Group	Hall ticket No	Name of the student	Signature of the student
1	III year	B.Sc (CBZ)	1800435002	M.Indumathi	M.Indumathi
2	III year	B.Sc (CBZ)	1800435010	Y.Sandhya	Y.Sandhya
3	II year	B.Sc (CBZ)	1900435002	B.Madhaavi	B.Madhaavi
4	II year	B.Sc (CBZ)	1800435008	M.Hemalatha	M.Hemalatha
5	II year	B.Sc (CBZ)	1800435010	U.Aparna	U.Aparna
6	I year	B.Sc (CBZ)	202004049002	A.Bhavani	A.Bhavani
7	I year	B.Sc (CBZ)	202004049007	Ch.Madhavi	Ch.Madhavi
8	I year	B.Sc (CBZ)	202004049008	D.Lakshmi Prasanna	D.Lakshmi Prasanna
9	I year	B.Sc (CBZ)	202004049009	G.Sameera	G.Sameera
10	I year	B.Sc (CBZ)	202004049017	K.Suresh	K.Suresh
11	I year	B.Sc (CBZ)	202004049020	M.Mounika	M.Mounika
12	I year	B.Sc (CBZ)	202004049025	U.Harikha	U.Harikha
13	I year	B.Sc (CBZ)	202004049026	U.Lavanya	U.Lavanya
14	I year	B.Sc (CBZ)	202004049028	Y.Sireesha	Y.Sireesha


S. PARAMESWARA RAO
 B.Sc. B.Ed., M.Phil. PODES
 Lecturer in Botany
 Govt. Degree College
 NARASANNAPETA
 Sriakulam Dist. - 532421



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GOVERNMENT DEGREE COLLEGE, NARASANNAPETA, SRIKAKULAM

DEPARTMENT OF BOTANY

CERTIFICATE COURSE ON LANDSCAPE GARDENING, 2020-21

STUDENT ATTENDANCE

SLN No.	Year	Group	Hall ticket No	Name of the student	17-02- 2021	18-02- 2021	19-02- 2021	20-02- 2021	22-02- 2021	23-02- 2021	24-02- 2021	25-02- 2021
1	III year	B.Sc (CBZ)	1800435002	M.Indumathi	P	P	P	P	P	P	AB	P
2	III year	B.Sc (CBZ)	1800435010	Y.Sandhya	P	P	P	P	P	P	P	P
3	II year	B.Sc (CBZ)	1900435002	B.Madhaavi	P	P	P	P	AB	P	P	P
4	II year	B.Sc (CBZ)	1800435008	M.Hemalatha	P	P	P	P	P	P	P	AB
5	II year	B.Sc (CBZ)	1800435010	U.Aparna	P	P	P	P	P	AB	P	P
6	I year	B.Sc (CBZ)	202004049002	A.Bhavani	P	P	P	AB	P	P	P	P
7	I year	B.Sc (CBZ)	202004049007	Ch.Madhavi	P	AB	P	P	P	P	P	P
8	I year	B.Sc (CBZ)	202004049008	D.L. Prasanna	P	P	P	P	P	P	AB	P
9	I year	B.Sc (CBZ)	202004049009	G.Sameera	P	P	AB	P	P	AB	P	P
10	I year	B.Sc (CBZ)	202004049017	K.Suresh	AB	P	P	P	P	P	P	P
11	I year	B.Sc (CBZ)	202004049020	M.Mounika	P	P	P	P	P	P	P	AB
12	I year	B.Sc (CBZ)	202004049025	U.Harika	P	P	P	P	P	P	P	AB
13	I year	B.Sc (CBZ)	202004049026	U.Lavanya	P	AB	P	P	P	P	P	P
14	I year	B.Sc (CBZ)	202004049028	Y.Sireesha	AB	P	P	P	P	P	P	P

STUDENT ATTENDANCE

SLN No.	Year	Group	Hall ticket No	Name of the student	26-02-2021	27-02-2021	04-03-2021	05-03-2021	03-03-2021
1	III year	B.Sc (CBZ)	1800435002	M.Indumathi	P	P	P	P	P
2	III year	B.Sc (CBZ)	1800435010	Y.Sandhya	P	P	P	AB	P
3	II year	B.Sc (CBZ)	1900435002	B.Madhaavi	P	P	P	P	P
4	II year	B.Sc (CBZ)	1800435008	M.Hemalatha	P	P	P	P	P
5	II year	B.Sc (CBZ)	1800435010	U.Aparna	P	P	P	P	P
6	I year	B.Sc (CBZ)	202004049002	A.Bhavani	P	P	P	P	P
7	I year	B.Sc (CBZ)	202004049007	Ch.Madhavi	AB	P	P	P	P
8	I year	B.Sc (CBZ)	202004049008	D.L. Prasanna	P	P	P	P	P
9	I year	B.Sc (CBZ)	202004049009	G.Sameera	P	P	P	P	AB
10	I year	B.Sc (CBZ)	202004049017	K.Suresh	P	P	AB	P	P
11	I year	B.Sc (CBZ)	202004049020	M.Mounika	P	P	P	P	P
12	I year	B.Sc (CBZ)	202004049025	U.Harika	P	AB	P	P	P
13	I year	B.Sc (CBZ)	202004049026	U.Lavanya	P	P	P	P	P
14	I year	B.Sc (CBZ)	202004049028	Y.Sireesha	P	P	AB	P	P

S.PARAMESWARA RAO
B.Sc. B.Ed., M.Phil, PGDES
Lecturer in Botany
Govt. Degree College
NARASANNAPETA
Sri Kakulam Dist - 532421



GOVERNMENT 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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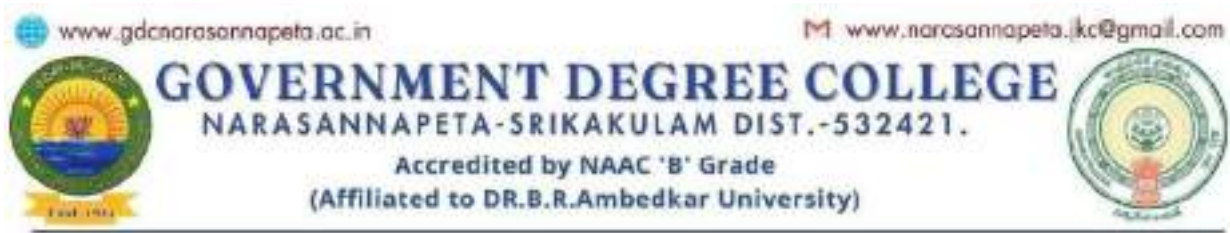
CLASS WORK SESSION



VISIT TO AN HORTICULRAL NURSERY







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

Yours Sincere

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



GOVERNMENT DEGREE COLLEGE

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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- 2021 to 20-09-2021 (30 days) for the academic year 2021-2022.
2. It is also resolved to frame the syllabus, regulations for the successful completion 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%

Signature

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



GOVERNMENT DEGREE COLLEGE
NARASANNAPETA-SRIKAKULAM DIST.-532421.

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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 22-08-2021 to 20-09-2021 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 or 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.

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


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NARASANNAPETA-532 421
Srikakulam Dist.


PRINCIPAL
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SRIKAKULAM DISTRICT

DEPARTMENT OF COMMERCE

SUBJECT RELATED CERTIFICATE COURSE-2021-2022

TOPIC : "TALLY PRIME"

STUDENTS ATTENDANCE 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. B. C.

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

J. Venkatesh Rao

PRINCIPAL
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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.



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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

A. P. B. D. Rao

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GOVERNMENT DEGREE COLLEGE, NARASANNAPETA

DEPARTMENT OF COMMERCE

TALLY PRIME

SUBJECT RELATED CERTIFICATE COURSE-2021-2022

QUESTION PAPER

MARKS: 30

I. 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 _____

A. P. D. Rao
LECTURER
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From :

Dr.P.TRINADHA RAO,
Department of Computer Science
GDC-Narasannapeta.

To

The Principal
Government Degree College,
Narasannapeta.

P. Trinadha Rao
PRINCIPAL (FAC)
GOVT. DEGREE COLLEGE
NARASANNAPETA-532 421
Srikulam Dist.

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. Trinadha Rao

Yours sincerely



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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 department on dated 22-07-2022.

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

Resolutions :

1. It is resolved to start the certificate 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.

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Narasannapeta



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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



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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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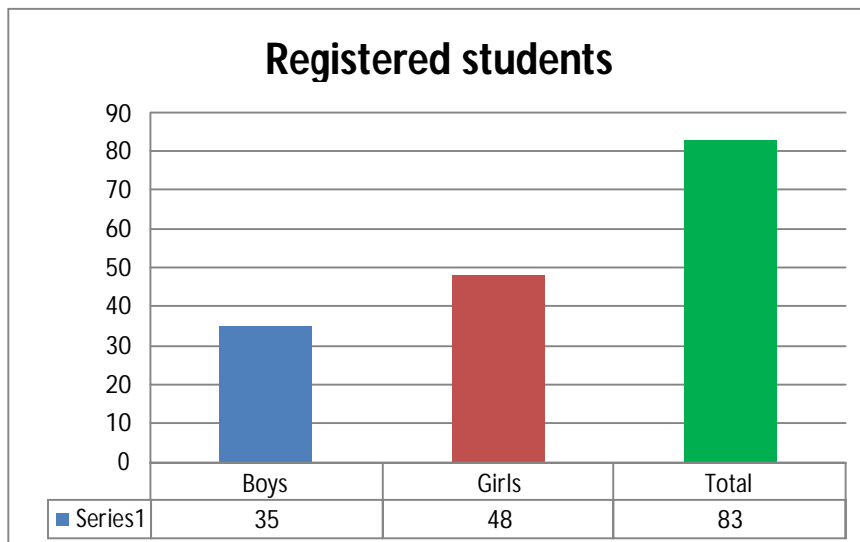
Registered Ration

www.narasannapeta.jkc@gmail.com

Registered Ration

Boys	Girls	Total
35	48	83

Registered students



82. K. E. K. R. S. I.
83. V. Venkataromana.
84. V. Subrahmanyam.
85. A. Yogeswararao.



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II-YEAR :: MS-OFFICE CERTIFICATE COURSE

Time: 2Hrs

MODEL PAPER

Marks: 50

Answer any 5 Questions:

5 x 10 = 50M

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

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

2. Explain the features of MS – Word.

MS – Word యొక్క లక్షణాలను వివరించండి.

3. Write steps about mail-merge in MS-Word.

MS-Word లో మెయిల్-మర్జ్ గురించిన దశలను వ్రాయండి.

4. Explain the various parts of the MS-Excel window with the help of the diagram.

రేఖాచిత్రం సహాయంతో MS-Excel విండో యొక్క వివిధ భాగాలను వివరించండి.

5. Explain important features of MS-Excel

MS-Excel యొక్క ముఖ్యమైన లక్షణాలను వివరించండి

6. Define function? Explain various categories of functions with examples.

ఫంక్షన్ ను నిర్వచించాలా? వివిధ వర్గాల విధులను ఉదాహరణలతో వివరించండి.

7. What is Chart? Explain different types of charts available in Excel.

చార్ట్ అంటే ఏమిటి?

ఎక్సెల్లో అందుబాటులో ఉన్న వివిధ రకాల చార్టులను వివరించండి.

8. Features of MS-PowerPoint.

MS-PowerPoint ఫీచర్లు.

9. Write about how to create PowerPoint presentation by using a Template.

టెంప్లేట్ ఉపయోగించి పవర్ పాయింట్ ప్రజెంటేషన్ ఎలా సృష్టించాలో రాయండి.

10. Write about slide Transition and Custom Animation in PowerPoint presentation.

పవర్ పాయింట్ ప్రజెంటేషన్ లో స్లయిడ్ ట్రాన్సిషన్ మరియు కస్టమ్

యానిమేషన్ గురించి రాయండి.

* * *



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COURSE - INAUGURATION

ఉచిత కంప్యూటర్ శిక్షణ



పరమస్వపేట, జూలై 16 (ఆంధ్రప్రదేశ్): స్థానిక ప్రభుత్వ డిగ్రీ కళాశాలలో ఈ నెల 20 నుంచి ఉచిత కంప్యూటర్ ఫంక్షనింగులో భాగంగా 15 రోజుల పాటు నిర్వహిస్తున్న ప్రభుత్వ డిగ్రీ కాలేజ్ డిప్యూటీ కమిషనరు, ఇంటర్ పాస్, ఫైనల్ ఇయర్ అభ్యర్థులు ఈ ఉచిత శిక్షణ వినియోగించుకోవాలని, 15 రోజుల తర్వాత విద్యార్థులకు సర్టిఫికేట్లు జారీ చేస్తామని చెప్పారు. అతర వివరాల్ని కళాశాల వెబ్సైట్లో సంప్రదించాలని కళాశాలలోని కంప్యూటర్ విభాగం అధ్యాపకులు పే.త్రివిధానాను తెలిపారు.





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LAB SESSION :



GOVERNMENT DEGREE COLLEGE NARASANNAPETA



Certificate

This is to certify that

Mr./Miss _____

studying _____ has successfully completed certificate
course on “ **Computer fundamentals and office tools** ” for a during of
30 Hours from 20-07-2022 to 05-08-2022 conducted by the Department
of Computer science in Government Degree College Narasannapeta,
Srikakulam and obtained Grade _____

Course coordinator

IQAC Coordinator

Principal