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GOVERNMENT DEGREE COLLEGE

NARASANNAPETA-SRIKAKULAM DIST.-532421.

Accredited by NAAC 'B' Grade

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



CERTIFICATE COURSES

2017 - 2022



GOVERNMENT DEGREE COLLEGE

NARASANNAPETA-SRIKAKULAM DIST.-532421.

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



CERTIFICATE COURSE
ON
BASIC ACCOUNTING TERMS



GOVERNMENT DEGREE COLLEGE
NARASANNAPETA
SRIKAKULAM DISTRICT
DEPARTMENT OF COMMERCE
2018-2019



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 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%

A. Pallavi

Signature

LECTURER

GOVT. DEGREE COLLEGE
NARASANNAPETA-532 421
Srikakulam Dist.



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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



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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-532 421
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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. Pallavi

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

[Signature]
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.

**GOVERNMENT DEGREE COLLEGE****NARASANNAPETA-SRIKAKULAM DIST.-532421.****Accredited by NAAC 'B' Grade
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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

- 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

A. Pallares

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



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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 "**BASJC
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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CERTIFICATE COURSE

ON

FUNDAMENTALS OF GROUP THEORY



GOVT.DEGREE COLLEGE NARASANNAPETA

SRIKAKULAM DISTRICT

DEPARTMENT OF MATHEMATICS

2018-2019



GOVERNMENT DEGREE COLLEGE

NARASANNAPETA-SRIKAKULAM DIST.-532421.

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From :

P. Surekha

Dept. of Mathematics

GDC, Narasannapeta

To :

The Principal

Govt. Degree College

Narasannapeta

[Signature]
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.

[Signature]
LECTURER
Yours Sincerely
Govt. Degree College
NARASANNAPETA
(P. SUREKHA)



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GOVERNMENT DEGREE COLLEGE, NARASANNAPETA

DEPARTMENT OF MATHEMATICS

3/10

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 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

NARASANNAPETA-SRIKAKULAM DIST.-532421.

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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
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.Simhachamlam |
| 18 | B.Sc (M.P.Cs) | B.Rokesh |
| 19 | B.Sc (M.P.Cs) | S.Gopi |
| 20 | B.Sc (M.P.Cs) | Ch.Barga Rao |

Signature

G.SUBEKHA
Degree College
NARASANNAPETA



GOVERNMENT DEGREE COLLEGE

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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 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
|----------|---------------|------------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|
| 1 | B.Sc (M.P.C) | B.Kalyani | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 2 | B.Sc (M.P.C) | B.Poornavathi | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 3 | B.Sc (M.P.C) | B.Thavitayya | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 4 | B.Sc (M.P.C) | B.Seetaram | P | P | P | P | P | P | P | P | 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 | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 6 | B.Sc (M.P.C) | G.Prasad | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 7 | B.Sc (M.P.C) | G.Satyam Babu | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 8 | B.Sc (M.P.C) | K.Sravani | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 9 | B.Sc (M.P.C) | K.Narasimhulu | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 10 | B.Sc (M.P.C) | K.Prasada rao | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 11 | B.Sc (M.P.C) | M.Sai kumar | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 12 | B.Sc (M.P.C) | M.Balaraju | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 13 | B.Sc (M.P.C) | P.Sai ram | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 14 | B.Sc (M.P.C) | P.Sai | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 15 | B.Sc (M.P.C) | P.Rambabu | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 16 | B.Sc (M.P.Cs) | K. Anil reddy | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 17 | B.Sc (M.P.Cs) | B.Simhachamlam | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 18 | B.Sc (M.P.Cs) | B.Rokesh | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 19 | B.Sc (M.P.Cs) | S.Gopi | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 20 | B.Sc (M.P.Cs) | Ch.Barga Rao | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |


Signature
Govt. Degree College
NARASANNAPETA
(J.SUREKHA)
Lecturer in Mathematics
Department of Mathematics



GOVERNMENT DEGREE COLLEGE

NARASANNAPETA-SRIKAKULAM DIST.-532421.

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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 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.



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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 : (10HOURS)

- 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



GOVERNMENT DEGREE COLLEGE

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GOVERNMENT DEGREE COLLEGE, NARASANNAPETA DEPARTMENT OF MATHEMATICS SUBJECT RELATED CERTIFICATE 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) $(p, *)$ b) $(Q, +, *)$ c) $(P, +)$ d) $(+, *)$
3. Condition for monoid is _____ []
 a) $(a+c)=a$ b) $(a*c)=(c*a)$ c) $Q=(a*(a+c))$ 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 from an abelian group under _____ []
 a) Associative b) Closure c) Multiplication d) Addition

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www.narasannapeta.jkc@gmail.com



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CERTIFICATE COURSE

ON

BASIC PRINCIPLES IN CHEMISTRY



GOVT.DEGREE COLLEGE NARASANNAPETA

SRIKAKULAM DISTRICT

DEPARTMENT OF CHEMISTRY

2019-2020



GOVERNMENT DEGREE COLLEGE
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From

V.Lukepaul,

Faculty in Chemistry,

GDC, Narasannapeta.

To

The Principal,

Govt. Degree College,

Narasannapeta.

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,

V. Lukepaul



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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, mole fraction, % 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, Flame photometry.



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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



GOVERNMENT DEGREE COLLEGE

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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 wings 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 course 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.R. [Signature]
Principal

PRINCIPAL
GOVT. DEGREE COLLEGE
NARASANNAPETA



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| S.NO | Date | Topic | Resource person Name & address, Signature. | Number of 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 & Quantative 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, Tekkali | 12 | |



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11

| S. No. | date | Topic | Resources person Name, Address & signature | No of student attended | Remarks |
|--------|-----------|----------------------------------------------|--------------------------------------------------|---------------------------|---------|
| 11 | 4.2.2020 | Significant figures | Smt. K. Syamala | 12 | |
| 12 | 5.2.2020 | Types of errors Accuracy & precision | V. Luke Paul | 12 | |
| 13 | 6.2.2020 | mean, median, mode. | Smt. K. Syamala | 10 | |
| 14 | 7.2.2020 | Standard deviation - confi dence limit | Smt. K. Syamala | 12 | |
| 15 | 8.2.2020 | Solvent extraction principle | V. Luke Paul | 12 | |
| 16 | 11.2.2020 | Liquid-liquid extraction. | Smt. K. Syamala | 12 | |
| 17 | 12.2.2020 | Liquid-liquid extraction | Smt. K. Syamala | 12 | |
| 18 | 13.2.2020 | Batch extraction | Smt. K. Syamala | 11 | |
| 19 | 14.2.2020 | continuous extraction | Smt. K. Syamala | 12 | |



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12

| S.No. | Date | Topic | Resource person Name, Address & Signature. | No. of student attended | Remarks |
|-------|-----------|-----------------------------------------|--------------------------------------------------|----------------------------|---------|
| 20. | 15.2.2020 | Chromatography principle. | v. Luke paul. | 11 | |
| 21 | 16.2.2020 | Type of chroma- to-graphy | v. Luke paul. | 12 | |
| 22 | 18.2.2020 | paper chromato- graphy | v. Luke paul. | 12 | |
| 23. | 19.2.2020 | column chroma- to-graphy | v. Luke paul | 12 | |
| 24 | 20.2.2020 | principle of GC | v. Luke paul | 10 | |
| 25 | 21.2.2020 | HPLC | Smt. K. Syamala | 12 | |
| 26 | 22.2.2020 | LCMS | Smt. K. Syamala | 11 | |
| 27 | 23.2.2020 | conductometry | Smt. K. Syamala | 12 | |
| 28 | 25.2.2020 | UV-visible Spectrophotometry | v. Luke paul | 12 | |
| 29. | 26.2.2020 | Flame photometry | v. Luke paul | 12 | |
| 30. | 27.2.2020 | Review of Instrumental techniques | v. Luke paul. | 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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CERTIFICATE COURSE ON INDIAN GOVERNMENT AND POLITICS



GOVT.DEGREE COLLEGE NARASANNAPETA
SRIKAKULAM DISTRICT
DEPARTMENT OF POLITICAL
SCIENCE



GOVERNMENT DEGREE COLLEGE

NARASANNAPETA-SRIKAKULAM DIST.-532421.

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2019-2020

From

K.REYYAMMA,

Contract Faculty in Political science,

Govt. Degree College,

Narasannapeta.

To

The Principal,

Govt. Degree College,

Narasannapeta.

Sub: Regarding to start certificate course on HUMAN RIGHTS of Political science

Respected sir/madam,

I am K.REYYAMMA working as contract faculty in Political science this college . This is regarding with conduct subject related certificate course introducing for students benefits of our department on '**INDIAN GOVERNMENT AND POLITICS**'. The course duration should be 10 days . We are going to start in the academic year 2019-2020 ie... 01.02.2020. to 07.03.2020. So this is my humble request you to permit us for the conducting of above course.

Thanking you sir,

Your's

Sincerely

K.Reyyamma

LECTURER
Govt. Degree College
NARASANNAPETA



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GOVT.DEGREE COLLEGE,NARASANNAPETA

DEPARTMENT OF POLITICAL SCIENCE

SUBJECT RELATED CERTIFICATE COURSE- 2019-20

The faculty members of the Political science department in the principal chamber to discuss and review the conduct of the certificate course titled "**INDIAN GOVERNMENT AND POLITICS**" under the chairman ship of the principal and the faculty of the department of Political science on 01.02.2020

AGENDA :

Starting of certificate course for 3rd B.A., students.

RESOLUTIONS:

- (1) It is resolved to start the certificate course titled "**Department of Political science**" from 01.02.2020 to . . . 01.02.2020 (30 days) for the academic year 2019-2020
- (2) It is also resolved to frame the syllabus , regulations for the successful completion of the certificate course .titled "**INDIAN GOVERNMENT AND POLITICS**".
- (3) Enrolled 8 students in this Certificate course.
- (4) Resolved to conduct classes at 4.30 PM.
- (5) Resolved to conduct exam after completion of the course and issue certificates to qualified candidates.
- (6) Qualifying marks in 40 % .

MEMBERS PRESENT :

1
2
3

Signature

(K. REYYAMMA.)

K. Reyyamma
LECTURER
Govt. Degree College
NARASANNAPETA



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CIRCULAR

DATE : 09.03.2020

This is to inform that the department of Political science is going to be conducted a subject related certificate course from 01.02.2020 to 07.03.2020 for 3rd year students of 3rd B.A., **INDIAN GOVERNMENT AND POLITICS** The students who are interested can enroll their names to concerned department on or before 01.02.2020. the duration of the course is 30 days . The candidates who secure 40% of the marks in the examination will get the certificate.

Signature

(K.REYYAMMA.)

K. Reyyamma
LECTURER

Govt Degree College
NARASANNAPETA

Contract Lecturer

Department of political science



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GOVT. DEGREE COLLEGE , NARASANNAPETA

SRIKAKULAM DISTRICT

DEPARTMENT OF POLITICAL SCIENCE

SUBJECT RELATED CERTIFICATECOURSE- 2019-20

ENROLLED STUDENTS LIST

TOPIC:"INDIAN GOVERNMENT AND POLITICS"

| S.No. | YEAR | HALLTICKET No. | NAME OF THE STUDENT |
|-------|----------|----------------|---------------------|
| 1 | 3rdYEAR | 1700402001 | B.Hemalatha |
| 2 | 3rd YEAR | 1700402003 | D. Anuradha |
| 3 | 3rd YEAR | 1700402005 | E. Bhargav |
| 4 | 3rd YEAR | 1700402006 | G.Vasavi |
| 5 | 3rd YEAR | 1700402008 | J.Sarya prakash |
| 6 | 3rd YEAR | 1700402009 | L.Suseela |
| 7 | 3rd YEAR | 1700402011 | P.Dharahi |
| 8 | 3rd YEAR | 1700402012 | T.Madhuri |
| 9 | 3rdYear | 1700407014 | S.Mohini |
| 10 | 3rdYear | 1700407012 | P.Kadarsai |

K. Remyamma

LECTURER
Govt. Degree College
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GOVT. DEGREE COLLEGE ,NARASANNAPETA

SRIKAKULAM DISTRICT

DEPARTMENT OF POLITICAL SCIENCE

SUBJECT RELATED CERTIFICATE COURSE – 2019-20

STUDENTS ATTENDANCE LIST

"INDIAN GOVERNMENT AND POLITICS"

| S. No | YEAR | HALLTICKET No. | NAME OF THE | 01-02-2020 | 02-02-2020 | 03-02-2020 | 04-02-2020 | 05-02-2020 | 06-02-2020 | 07-02-2020 | 08-02-2020 | 09-02-2020 | 10-02-2020 | 11-02-2020 | 12-02-2020 | 13-02-2020 | 14-02-2020 | 15-02-2020 | 16-02-2020 | 17-02-2020 | 18-02-2020 | 19-02-2020 | 20-02-2020 | 21-02-2020 | 22-02-2020 | 23-02-2020 | 24-02-2020 | 25-02-2020 | 26-02-2020 | 27-02-2020 | 28-02-2020 | 29-02-2020 | 01-03-2020 | 02-03-2020 | 03-03-2020 | 04-03-2020 | 05-03-2020 | 06-03-2020 | 07-03-2020 | | |
|-------|----------------------|----------------|-----------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|---|---|
| | | | STUDENT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 3 rd Year | 1700402001 | B. Hemalatha | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 2 | 3 rd Year | 1700402003 | D.Anuradha | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 3 | 3 rd Year | 1700402005 | E. Bhargav | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 4 | 3 rd Year | 1700402006 | G.Vasavi | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 5 | 3 rd Year | 1700402008 | J.Surya Prakash | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 6 | 3 rd Year | 1700402009 | L.Suseel | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 7 | 3 rd Year | 1700402011 | P.Dharani | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 8 | 3 rd Year | 1700402012 | T.Madhuri | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 9 | 3 rd year | 1700407014 | S.Mohini | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| 10 | 3 rd year | 1700407012 | P. Kadarsal | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |

K. Jayamma
LECTURER
Govt. Degree College
NARASANNAPETA





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GOVT. DEGREE COLLEGE , NARASANNAPETA SRIKAKULAM DIST

DEPARTMENT OF POLITICAL SCIENCE SUBJECT RELATED CERTIFICATE COURSE

"INDIAN GOVERNMENT AND POLITICS"

(ACADEMIC YEAR 2019-20)

Objective of the course :

The course will deal , especially limited section of specific topics included in the 3rd B.A.,H.E.P,H.P.T curricula. Topics to be discussed are those which involve basic concepts of Human rights ,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 courses.

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.

SYLLABUS OF THE COURSE

UNIT 1 (10 DAYS) :

Individual And State: 1. Fundamental Rights, Directive Principles of State Policy and Fundamental Duties – Differences between Fundamental Rights and Directive Principles of State Policy.
2. The 'Doctrine of Basic Structure of the Constitution' with reference to Judicial Interpretations and Socio-Political Realities.

UNIT 2 (10 DAYS)

Union Executive: 1. President of India - Mode of Election, Powers and Functions. 2. Parliament Composition, Powers and Functions, Legislative Committees, Prime Minister and Council of Ministers - Powers and Functions, Role in Coalition Politics.

UNIT 3 (10 DAYS)

State Executive: 1. Governor-Mode of Appointment, Powers and Functions. 2. Legislature – Composition, Powers and Functions, Chief Minister and Council of Ministers - Powers and Functions.



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GOVT. DEGREE COLLEGE , NARASANNAPETA

SRIKAKULAM DIST

DEPARTMENT OF POLITICAL SCIENCE

SUBJECT RELATED CERTIFICATE COURSE

INDIAN GOVERNMENT AND

POLITICS

(ACADEMIC YEAR 2019-20)

REPORT:

As a part of academic activity , the department of Political science has conducted certificate course in 'human rights' from 01.02.2020 to 07.03.2020 for the academic year 2019-2020. The important objective of the course is to improve basic knowledge in human rights among the UG degree students . As per the instructions given by the principal during the minutes of the meeting 8 members of students are enrolled in to the certificate course for 3rd B.A.,H.E.P,H.P.T to enrich the fundamentals of human rights , the political science 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 2019.2020



GOVERNMENT DEGREE COLLEGE

NARASANNAPETA-SRIKAKULAM DIST.-532421.

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GOVT. DEGREE COLLEGE , NARASANNAPETA SRIKAKULAM DIST DEPARTMENT OF POLITICAL SCIENCE SUBJECT RELATED CERTIFICATE COURSE, (2019-20)

SUBJECT : INDIAN GOVERNMENT AND POLITICS

QUESTION PAPER

MARKS : 50

25×2=50

- 1) If the members of the Rajya Sabha are elected by (C)
 - (a) The people
 - (b) Lok Sabha
 - (c) elected members of Legislative Assembly
 - (d) members of Legislative Council
2. The Minimum age of the voter in India is
 - (a) 15 years.
 - (b) 18 years
 - (c) 21 years.
 - (d) 25 years
- 3) The President of India is elected by
 - (b) Lok sabha
 - (a) Parliament
 - (c) People
 - (c) college
- 4) The India Vice President is elected by
 - (a) People
 - (b) Parliament
 - (c) Lok sabha
 - (d) Rajya sabha
- 5) Rajya sabha is presided by
 - (a) Prime Minister
 - (b) President
 - (c) Vice president
 - (d) Speaker
- 6) The Fundamental Rights granted to the Indian citizens are
 - (a) Justiciable
 - (b) Not Justiciable
 - (c) Both are wrong
 - (d) None of the above
- 7) The Fundamental Rights are drawn from the constitution of
 - (a) Irish
 - (b) USSR
 - (c) America
 - (d) Canada
- 8) Directive Principles are borrowed from the constitution of
 - (a) England
 - (b) Irish
 - (c) Norway
 - (d) America
- 9) The Idea of Republic, Ideals of Liberty, Equality and Fraternity are drawn from
 - (a) French
 - (b) Canada
 - (c) England
 - (d) Irish
- 10) At present how many Fundamental rights are provided in the Constitution.
 - (a) 7
 - (b) 6
 - (c) 10
 - (d) 5



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- 11) At present how many Fundamental duties are then in the Constitution.
- (a) 7
 - (b) 10
 - (c) 11
 - (d) 6
- 12) Which Article abolished untouchability
- (a) 14
 - (c) 16
 - (b) 15
 - (c) 17
- 13) Which Article empowered the Supreme Court to issue various Writs.
- (a) 29
 - (b) 30
 - (c) 32
 - (c) 31
- 14) Right to property is.....
- (a) Legal right
 - (b) Fundamental right.
 - (c) Economic right
 - (d) Political right
- 15) The Directive Principles got precedence over Fundamental Rights by the..... amendment.
- (a) 24
 - (b) 42
 - (c) 44
 - (d) 26
- 16) Right to property is deleted from the list of Fundamental Rights by..... Amendment.
- (a) 44
 - (b) 42
 - (c) 24
 - (d) 26
- 17) The Idea of Fundamental Duties was influenced by Constitution.
- (a) British
 - (b) USSR
 - (c) Canada
 - (d) America
- 18) Fundamental duties were included in our constitution by (b) Amendment Act 1976.
- (a) 42
 - (b) 44
 - (c) 52
 - (d) 24
- 19) NITIAYOG came into force in the year
- (a) 2014
 - (b) (c) 2009
 - (c) January 2015
 - (d) 2007
- 20) The Indian Parliament consists of
- (a) President, Lok Sabha and Rajya sabha
 - (b) Lok Sabha and Rajya Sabha
 - (c) Speaker, Lok Sabha and Rajya Sabha
 - (d) Rajya Sabha
- 21) Lok Sabha represents
- (a) People
 - (b) States
 - (c) President
 - (d) Prime Minister
- 22) Rajya Sabha represents
- (a) People
 - (b) States
 - (c) Prime Minister
 - (d) Lok sabha



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23) Who presides over the meetings of Lok Sabha

- (a) President
- (b) Vice President
- (c) Prime Minister
- (d) Speaker

24) The Chairman of Rajya Sabha

- (a) President
- (b) Vice President
- (c) Speaker
- (d) Prime Minister

25) Council of Minister is responsible to this House.

- (a) Lower
- (b) Parliament
- (c) Upper
- (d) President





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CERTIFICATE COURSE
ON
LANDSCAPE GARDENING



GOVERNMENT DEGREE COLLEGE
NARASANNAPETA, SRIKAKULAM

DEPARTMENT OF BOTANY

2020-21



GOVERNMENT DEGREE COLLEGE

NARASANNAPETA-SRIKAKULAM DIST.-532421.

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

To
The Principal,
Government Degree College,
Narasannapeta.

Tyoti
24/01/21
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



GOVERNMENT DEGREE COLLEGE

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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
NANARASANNAPETA
Sriakulam Dist - 532421



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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

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)

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.



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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

| Sl.No. | 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 |

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DEPARTMENT OF BOTANY

CERTIFICATE COURSE ON LANDSCAPE GARDENING, 2020-21

STUDENT ATTENDANCE

| SLN o. | Year | Group | Hall ticket No | Name of the student | 01-02- 2021 | 02-02- 2021 | 03-02- 2021 | 04-02- 2021 | 05-02- 2021 | 06-02- 2021 | 08-02- 2021 |
|-----------|----------|------------|----------------|---------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| 1 | III year | B.Sc (CBZ) | 1800435002 | M.Indumathi | P | P | P | P | P | P | P |
| 2 | III year | B.Sc (CBZ) | 1800435010 | Y.Sandhya | P | AB | P | P | P | P | P |
| 3 | II year | B.Sc (CBZ) | 1900435002 | B.Madhaavi | P | P | P | P | P | P | P |
| 4 | II year | B.Sc (CBZ) | 1800435008 | M.Hemalatha | P | P | P | AB | P | AB | P |
| 5 | II year | B.Sc (CBZ) | 1800435010 | U.Aparna | P | P | P | P | P | P | P |
| 6 | I year | B.Sc (CBZ) | 202004049002 | A.Bhavani | P | P | P | P | P | P | P |
| 7 | I year | B.Sc (CBZ) | 202004049007 | Ch.Madhavi | P | P | P | P | AB | P | P |
| 8 | I year | B.Sc (CBZ) | 202004049008 | D.Lakshmi Prasanna | P | P | P | P | P | P | AB |
| 9 | I year | B.Sc (CBZ) | 202004049009 | G.Sameera | P | P | P | P | P | P | P |
| 10 | I year | B.Sc (CBZ) | 202004049017 | K.Suresh | P | P | P | P | P | P | P |
| 11 | I year | B.Sc (CBZ) | 202004049020 | M.Mounika | P | P | P | P | P | P | P |
| 12 | I year | B.Sc (CBZ) | 202004049025 | U.Harikha | P | P | P | AB | P | P | P |
| 13 | I year | B.Sc (CBZ) | 202004049026 | U.Lavanya | P | P | P | P | P | P | P |
| 14 | I year | B.Sc (CBZ) | 202004049028 | Y.Sireesha | P | P | P | P | P | P | P |

STUDENT ATTENDANCE

| SLN o. | Year | Group | Hall ticket No | Name of the student | 09-02- 2021 | 10-02- 2021 | 11-02- 2021 | 12-02- 2021 | 13-02- 2021 | 15-02- 2021 | 16-02- 2021 |
|-----------|----------|------------|----------------|---------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| 1 | III year | B.Sc (CBZ) | 1800435002 | M.Indumathi | P | P | AB | P | P | P | P |
| 2 | III year | B.Sc (CBZ) | 1800435010 | Y.Sandhya | P | P | P | P | P | P | P |
| 3 | II year | B.Sc (CBZ) | 1900435002 | B.Madhaavi | P | P | P | P | P | P | P |
| 4 | II year | B.Sc (CBZ) | 1800435008 | M.Hemalatha | P | P | P | P | P | P | AB |
| 5 | II year | B.Sc (CBZ) | 1800435010 | U.Aparna | AB | P | P | P | P | P | P |
| 6 | I year | B.Sc (CBZ) | 202004049002 | A.Bhavani | P | P | P | P | P | AB | P |
| 7 | I year | B.Sc (CBZ) | 202004049007 | Ch.Madhavi | P | P | P | AB | P | P | P |
| 8 | I year | B.Sc (CBZ) | 202004049008 | D.Lakshmi Prasanna | P | P | P | P | P | P | P |
| 9 | I year | B.Sc (CBZ) | 202004049009 | G.Sameera | P | P | AB | P | P | P | P |
| 10 | I year | B.Sc (CBZ) | 202004049017 | K.Suresh | AB | P | P | P | P | P | AB |
| 11 | I year | B.Sc (CBZ) | 202004049020 | M.Mounika | P | P | P | P | AB | P | P |
| 12 | I year | B.Sc (CBZ) | 202004049025 | U.Harikha | P | AB | P | P | P | AB | P |
| 13 | I year | B.Sc (CBZ) | 202004049026 | U.Lavanya | P | P | P | P | P | P | P |
| 14 | I year | B.Sc (CBZ) | 202004049028 | Y.Sireesha | P | P | AB | P | P | P | P |

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GOVERNMENT DEGREE COLLEGE, NARASANNAPETA, SRIKAKULAM

DEPARTMENT OF BOTANY

CERTIFICATE COURSE ON LANDSCAPE GARDENING, 2020-21

STUDENT ATTENDANCE

| SLN o. | 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 | P |
| 12 | I year | B.Sc (CBZ) | 202004049025 | U.Harikha | 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 o. | Year | Group | Hall ticket No | Name of the student | 26-02-2021 | 27-02-2021 | 01-03-2021 | 02-03-2021 | 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.Harikha | 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 |

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DEPARTMENT OF BOTANY

CERTIFICATE COURSE ON LANDSCAPE GARDENING, 2020-21

STUDENT ATTENDANCE

| SLN o. | Year | Group | Hall ticket No | Name of the student | 04-03-2021 | 05-03-2021 | 06-03-2021 | 08-03-2021 | 09-03-2021 | 10-03-2021 | 11-03-2021 | 12-03-2021 |
|--------|----------|------------|----------------|---------------------|------------|------------|------------|------------|------------|------------|------------|------------|
| 1 | III year | B.Sc (CBZ) | 1800435002 | M.Indumathi | P | P | P | P | P | P | P | 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.Madhavi | P | P | P | P | P | P | P | AB |
| 4 | II year | B.Sc (CBZ) | 1800435008 | M.Hemalatha | P | P | AB | P | P | P | AB | P |
| 5 | II year | B.Sc (CBZ) | 1800435010 | U.Aparna | AB | P | P | P | P | P | P | P |
| 6 | I year | B.Sc (CBZ) | 202004049002 | A.Bhavani | AB | P | P | P | P | P | P | P |
| 7 | I year | B.Sc (CBZ) | 202004049007 | Ch.Madhavi | P | P | P | P | P | P | P | P |
| 8 | I year | B.Sc (CBZ) | 202004049008 | D.L.Prasanna | P | P | P | AB | P | P | P | P |
| 9 | I year | B.Sc (CBZ) | 202004049009 | G.Sameera | P | P | P | P | P | AB | P | P |
| 10 | I year | B.Sc (CBZ) | 202004049017 | K.Suresh | P | P | P | P | P | P | P | AB |
| 11 | I year | B.Sc (CBZ) | 202004049020 | M.Mounika | P | P | P | P | AB | P | P | P |
| 12 | I year | B.Sc (CBZ) | 202004049025 | U.Harikha | P | AB | P | P | P | P | P | P |
| 13 | I year | B.Sc (CBZ) | 202004049026 | U.Lavanya | P | P | P | P | P | P | P | P |
| 14 | I year | B.Sc (CBZ) | 202004049028 | Y.Sireesha | P | P | P | P | P | P | AB | P |

STUDENT ATTENDANCE

| SLN o. | Year | Group | Hall ticket No | Name of the student | 15-03-2021 | 16-03-2021 | 17-03-2021 | 18-03-2021 | 19-03-2021 | 22-03-2021 | 23-03-2021 |
|--------|----------|------------|----------------|---------------------|------------|------------|------------|------------|------------|------------|------------|
| 1 | III year | B.Sc (CBZ) | 1800435002 | M.Indumathi | P | P | P | AB | P | P | P |
| 2 | III year | B.Sc (CBZ) | 1800435010 | Y.Sandhya | AB | P | P | P | P | P | P |
| 3 | II year | B.Sc (CBZ) | 1900435002 | B.Madhavi | P | P | P | P | P | P | AB |
| 4 | II year | B.Sc (CBZ) | 1800435008 | M.Hemalatha | P | P | P | P | P | P | P |
| 5 | II year | B.Sc (CBZ) | 1800435010 | U.Aparna | P | P | P | P | P | P | P |
| 6 | I year | B.Sc (CBZ) | 202004049002 | A.Bhavani | P | P | P | P | P | P | P |
| 7 | I year | B.Sc (CBZ) | 202004049007 | Ch.Madhavi | P | P | P | P | P | AB | P |
| 8 | I year | B.Sc (CBZ) | 202004049008 | D.L.Prasanna | P | P | P | P | P | P | P |
| 9 | I year | B.Sc (CBZ) | 202004049009 | G.Sameera | P | P | P | P | P | P | P |
| 10 | I year | B.Sc (CBZ) | 202004049017 | K.Suresh | P | P | AB | P | P | P | P |
| 11 | I year | B.Sc (CBZ) | 202004049020 | M.Mounika | P | P | P | AB | P | P | P |
| 12 | I year | B.Sc (CBZ) | 202004049025 | U.Harikha | P | P | P | P | AB | P | P |
| 13 | I year | B.Sc (CBZ) | 202004049026 | U.Lavanya | P | P | P | P | P | AB | P |
| 14 | I year | B.Sc (CBZ) | 202004049028 | Y.Sireesha | P | AB | P | P | P | P | P |

S. PARAMESWARA RAO
M.Sc., B Ed., M Phil, PGDES
Lecturer in Botany
Govt Degree College
NANARASANNAPETA
Srikakulam(Dist) - 532421



GOVERNMENT DEGREE COLLEGE

NARASANNAPETA-SRIKAKULAM DIST.-532421.

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



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.



GOVERNMENT DEGREE COLLEGE

NARASANNAPETA-SRIKAKULAM DIST.-532421.

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GOVERNMENT DEGREE COLLEGE NARASANNAPETA

Accredited with 'B' Grade by NAAC

Department of Botany

CERTIFICATE

This is to certify that Mr./Ms. D. Lakshmi Prasanna, B.Sc(CBZ)
has successfully completed Certificate Course on
"Landscape Gardening Certificate Course" organized by the
Department of Botany for the Academic year 2020-21.

Onelle
Course Co-ordinator

R. S. S.
IQAU Co-ordinator

MR. Jyoti F.
Principal



GOVERNMENT DEGREE COLLEGE NARASANNAPETA

Accredited with 'B' Grade by NAAC

Department of Botany

CERTIFICATE OF COMPLETION

This is to certify that Mr./Miss.-----
has been successfully completed Certificate Course of 30 hours in
" Landscape Gardening Certificate Course " organized by the
Department of Botany for the Academic year 2020-21.

Onelle
Course Co-ordinator

R. S. S.
IQAU Co-ordinator

MR. Jyoti F.
Principal



CLASS WORK SESSION



VISIT TO AN HORTICULRAL NURSERY







GOVERNMENT DEGREE COLLEGE

NARASANNAPETA-SRIKAKULAM DIST.-532421.

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CERTIFICATE COURSE

ON

TOURISM GUIDANCE



GOVT. DEGREE COLLEGE NARASANNAPETA

SRIKAKULAM DISTRICT

DEPARTMENT OF HISTORY

2020-2021



GOVERNMENT DEGREE COLLEGE

NARASANNAPETA-SRIKAKULAM DIST.-532421.

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From

PCH.VENKATESWARA RAO,

Contract Faculty in History,

Govt. Degree College,

Narasannapeta.

To

The Principal,

Govt. Degree College,

Narasannapeta.

Sub: Regarding to start certificate course on "Tourism Guidance"

Respected sir/madam,

I am P.CH.VENKATESWARA RAO working as contract faculty in History this college . This is regarding with conduct subject related certificate course introducing for students benefits of our department on " **TOURISM GUIDANCE**". The course duration should be 10 days . We are going to start in the academic year 2020-2021 ie... 20.10.2020 to 20.12.2020. So this is my humble request you to permit us for the conducting of above course.

Thanking you sir,

P.Ch. Venkateswara Rao
P.CH.VENKATESWARA RAO.

Contract Faculty in History
NARASANNAPETA



GOVERNMENT DEGREE COLLEGE

NARASANNAPETA-SRIKAKULAM DIST.-532421.

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GOVT.DEGREE COLLEGE,NARASANNAPETA

DEPARTMENT OF HISTORY

SUBJECT RELATED CERTIFICATE COURSE- 2020-21

The faculty members of the History department met in the principal chamber to discuss and review the conduct of the certificate course titled "TOURISM GUIDANCE" under the chairmanship of the principal and the faculty of the department of History on 22.10.2021.

AGENDA :

Starting of certificate course for 3rd B.A., students.

RESOLUTIONS:

- (1) It is resolved to start the certificate course titled "Department of History" from 1.11.2021 (10 days) for the academic year 2020-2021.
- (2) It is also resolved to frame the syllabus, regulations for the successful completion of the certificate course titled "Tourism Guidance".
- (3) Enrolled 8 students this course.
- (4) Resolved to conduct classes at 4.30 PM.
- (5) Resolved to conduct exam after completion of the course and issue certificates to qualified candidates.
- (6) Qualifying marks in 40%.

MEMBERS PRESENT :

- 1 P. Ch. Venkateswara Rao
- 2
- 3

(P.CH.VENKATESWARA RAO)

P. Ch. Venkateswara Rao

SIGNATURE

Govt. Degree College
NARASANNAPETA



GOVERNMENT DEGREE COLLEGE

NARASANNAPETA-SRIKAKULAM DIST.-532421.

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GOVT.DEGREE COLLEGE,NARASANNAPETA

DEPARTMENT OF HISTORY

SUBJECT RELATED CERTIFICATE COURSE- 2020-21

The faculty members of the History department met in the principal chamber to discuss and review the conduct of the certificate course titled "TOURISM GUIDANCE" under the chairman ship of the principal and the faculty of the department of History on 22.10.2021.

AGENDA :

Starting of certificate course for 3rd B.A., students.

RESOLUTIONS:

- (1) It is resolved to start the certificate course titled "Department of History" from 1.11.2021 (10 days) for the academic year 2020-2021.
- (2) It is also resolved to frame the syllabus , regulations for the successful completion of the certificate course titled "Tourism Guidance".
- (3) Enrolled 8 students this course.
- (4) Resolved to conduct classes at 4.30 PM.
- (5) Resolved to conduct exam after completion of the course and issue certificates to qualified candidates.
- (6) Qualifying marks in 40 % .

MEMBERS PRESENT :

- 1 *P. Ch. Venkateswara Rao*
- 2
- 3

(P.CH.VENKATESWARA RAO)

P. Ch. Venkateswara Rao

SIGNATURE

Govt. Degree College
NARASANNAPETA



GOVERNMENT DEGREE COLLEGE

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CIRCULAR

DATE 23.10.2021.

This is to inform that the department of History is going to be conducted a subject related certificate course from 1.11.2021 to 11.11.2021 for first year students of 3rd B.A.,(H.E.P,H.P.T)on "**Tourism Guidance**"The students who are interested can enroll their names to concerned department on or before 26.10.2021. the duration of the course is 10 days . The candidates who secure 40% of the marks in the examination will get the certificate.

P.Ch. Venkateswara Rao
(P.CH.VENKATESWARA RAO)
LECTURER
Govt. Degree College
NARASANNAPETA

HEAD OF THE DEPARTMENT



GOVERNMENT DEGREE COLLEGE

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GOVT. DEGREE COLLEGE , NARASANNAPETA

SRIKAKULAM DISTRICT

DEPARTMENT OF HISTORY

SUBJECT RELATED CERTIFICATECOURSE- 2020-21

ENROLLED STUDENTS LIST

"TOURISM GUIDANCE"

| S.No. | YEAR | HALLTICKET No. | NAME OF THE STUDENT |
|-------|----------|----------------|---------------------|
| 1 | 3rdYEAR | 1900402003 | D.Swathi |
| 2 | 3rd YEAR | 1900402004 | I.Hemalatha |
| 3 | 3rd YEAR | 1900402006 | K.Eswari |
| 4 | 3rd YEAR | 1900402007 | K.Devi |
| 5 | 3rd YEAR | 1900402010 | M.Anuradha |
| 6 | 3rd YEAR | 1900402011 | U.Lingannaidu |
| 7 | 3rd YEAR | 1900407011 | T.Jayalaxmi |
| 8 | 3rd YEAR | 1904007002 | A.Chinnammi |



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GOVT. DEGREE COLLEGE, NARASANNAPETA

SRIKAKULAM DISTRICT

DEPARTMENT OF HISTORY

SUBJECT RELATED CERTIFICATE COURSE - 2020 - 21

STUDENTS ATTENDANCE LIST

"TOURISM GUIDANCE"

| S.No | YEAR | HALL TICKET No. | NAME OF THE STUDENT | 01-11-2020 | 02-11-2020 | 03-11-2020 | 04-11-2020 | 05-11-2020 | 06-11-2020 | 08-11-2020 | 09-11-2020 | 10-11-2020 | 11-11-2020 |
|------|----------------------|-----------------|---------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| 1 | 3 rd Year | 1900402003 | D.Swathi | P | P | P | P | P | P | A | P | P | P |
| 2 | 3 rd Year | 1900402004 | L.Hemalatha | A | P | A | P | P | A | P | A | A | P |
| 3 | 3 rd Year | 1900402005 | K.Bowari | P | P | P | P | A | P | P | A | P | P |
| 4 | 3 rd Year | 1900402007 | K.Devi | P | A | P | P | A | P | P | A | P | P |
| 5 | 3 rd Year | 1900402010 | M.Ahmadha | A | P | P | P | A | P | P | P | P | A |
| 6 | 3 rd Year | 1900402021 | J.Ungannaidu | P | A | P | P | P | P | A | P | P | P |
| 7 | 3 rd Year | 1900407011 | T.Jayabathi | P | P | P | A | P | P | A | P | P | P |
| 8 | 3 rd Year | 1900407022 | A.Chinnamm | P | P | P | P | P | P | A | P | P | P |

P. Ch. Venkatesan Rao
LECTURER

Govt. Degree College
NARASANNAPETA



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GOVT. DEGREE COLLEGE , NARASANNAPETA

SRIKAKULAM DIST

DEPARTMENT OF HISTORY

SUBJECT RELATED CERTIFICATE COURSE

"TOURISM GUIDANCE"

MECHANICS

(ACADEMIC YEAR 2020-21)

Objective of the course :

The course will deal , especially limited section of specific topics included in the 3rd B.A.,H.E.P,H.P.T curricula. Topics to be discussed are those which involve basic concepts of tourism guidance ,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 courses.

Course duration : 10 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 (3 DAYS) :

Tourism Introduction : Tourism-what is Tourism?-Characteristics of tourist places-
guidance in tourism-meaning of guidance-types of your guidance-g
Government/department Regulation.



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UNIT 2 (3 DAYS)

Tourists-Guidance : types of guides-characteristics of a guide-duties and Responsibilities of a guide-the guiding techniques- Leadership and social skills-presentation and communication Skills-working under difficult circumstances- Relationship with Fellow guides and officials.

UNIT 3 (3DAYS)

Guest relations in tourism: Guest relationship management-personal and official- arrangement to tourists- handling Guests with special needs/different abilities-personal Hygiene and grooming-checklist-code of conduct.



GOVT. DEGREE COLLEGE , NARASANNAPETA

SRIKAKULAM DIST

DEPARTMENT OF HISTORY

SUBJECT RELATED CERTIFICATE COURSE

TOURISM GUIDANCE

MECHANICS

(ACADEMIC YEAR 2020-21)

REPORT:

As a part of academic activity , the department of history has conducted certificate course in 'Tourism Guidance' from 1.11.2021 to 11.11.2021 for the academic year 2020-2021. The important objective of the course is to improve basic knowledge in Tourism Guidance among the UG degree students . As per the instructions given by the principal during the minutes of the meeting 8 members of students are enrolled in to the certificate course for 3rd B.A.,H.E.P,H.P.T to enrich the fundamentals of Tourism Guidance , the History faculty member have engaged classes for 10 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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GOVT. DEGREE COLLEGE , NARASANNAPETA
SRIKAKULAM DIST
DEPARTMENT OF HISTORY
SUBJECT RELATED CERTIFICATE COURSE, (2020-21)
SUBJECT : TOURISM GUIDANCE
QUESTION PAPER MARKS : 50

1. Recreation is a
A) Product. B) service C) privilege of tour operator D) privilege of a tour guide. (.....)
2. A traveler who visits Mecca for the purpose of
A) Excursionist. B) Religious tourist. C) Tourist D) A&B. (.....)
3. Scuba diving can be associated with (.....)
A) farm tourism B) Ecotourism C) Adventure tourism D) green tourism
4. Which one of the following is not a place of religious signification (.....)
A) puri B) Vatican C) Jerusalem D) Delhi
5. Leisure is a/an (.....)
A) concept B) activity C) adventure D) Timeframe
6. Name the largest island in the world (.....)
A) Green land B) Madagascar C) Great Britain D) Chili
7. Which one of the following is not Himalayan River (.....)
A) The Ganga. B) Couvery C) Settlej. D) Beas
8. The Bandipur National park is located state (.....)
A) A.P. B) Karnataka. C) Tamil Nadu. D) Kerala
9. Which state is called the Cradle of Buddhism (.....)
A) Sikkim. B) Bihar. C) U.P. D) M.P.
10. Swapna sundari can be association With Following dance (.....)
A) Manipur B) odissi C) kuchipudi D) Giddha
11. this is a travel for business purpose (.....)
A) Business tourism. B) Educational tourism. C) mass tourism
12. The temporary short-term movement of people to other place is. The definition of (.....)
A) Tourist B) Touring. C) tourism D) Tourists
13. Push factors in Tourism (.....)
A) Facilities. B) Prestige. C) services. D) none of The above
14. Pull factors in Tourism are (.....)
A) Rest. B) Escape. C) Amenities. D) None of the above



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15. Where is the museum of Akbar.....
A) Sikandra B) Lahore. C) Delhi. D) Fateper sikar ()
16. Where is the Leonardo Davinci airport.....
A) Rome B) Paris. C) Lisbon. D) Madrid ()
17. What is sagaramatha?.....
A) National park B) Brahmaputra. C) Mount everest D) An island ()
18. Which pass lies enroute to leh.....
A) shipkila. B) Nathela. C) Zozila. D) Bondila ()
19. Service. Seapes refers to.....
A) Natural Beauty. B) Physical beauty. C) Sense of place D) Quality Gap ()
20. Fort William is located at.....
A) Chennai. B) Kolkate. C) Bangalore. D) Mangalore ()
21. The first oberoi hotel is located at.....
A) Kolkatta. B) Mumbai. C) Shimla. D) Nainital ()
22. Which city is famous for the dassara festival.....
A) Mumbai B) Chennai C) Mysore. D) Delhi ()
23. Silver service is implemented in a.....
A) Fast food B) Coffee shop C) Dining restaurant. D) Carvery ()
24. Which land was created by parshurana.....
A) Gujarat B) Goa. C) Kerala. D) Tamil Nadu ()
25. The Tourism finance corporation of India estd in the year.....
A) 1985 B) 1986. C) 1987. D) 1989 ()



GOVERNMENT DEGREE COLLEGE
NARASANNAPETA-SRIKAKULAM DIST.-532421.

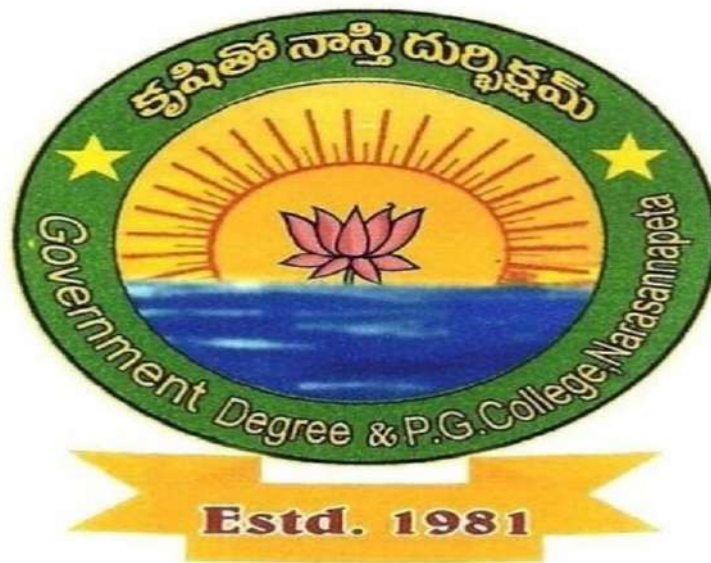
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CERTIFICATE COURSE

ON

TALLY PRIME



GOVERNMENT DEGREE COLLEGE

NARASANNAPETA

SRIKAKULAM DISTRICT

DEPARTMENT OF COMMERCE

2021-2022



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

Yours Sincere

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



GOVERNMENT DEGREE COLLEGE

NARASANNAPETA-SRIKAKULAM DIST.-532421.

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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%

A. Pallu

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.

A. Pallavi

Signature

A.PALLAVI

Contract Lecturer in Commerce

Department of Commerce



GOVERNMENT DEGREE COLLEGE

NARASANNAPETA-SRIKAKULAM DIST.-532421.

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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. Pallavi

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

J. Venkatesh Rao

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



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GOVERNMENT DEGREE COLLEGE, NARASANNAPETA

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. Pallu

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

J. Venkatesh Rao

PRINCIPAL
GOVT. DEGREE COLLEGE
NARASANNAPETA-532 421
Srikakulam 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.



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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. Pallavi

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



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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. Palani

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



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CERTIFICATE COURSE ON

ICT - Certificate Courses

(Office Automation Tools)



DEPARTMENT OF COMPUTER SCIENCE

2021-2022



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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
Srikakulam 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



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.

P. Toivasa

Department of Computer Science
Govt.Degree College
Narasannapeta



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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Narasannapeta, Srikakulam Dt.,A.P-532421

CERTIFICATE COURSES IN " COMPUTER FUNDAMENTALS & OFFICE AUTOM

REGISTRATION FORM

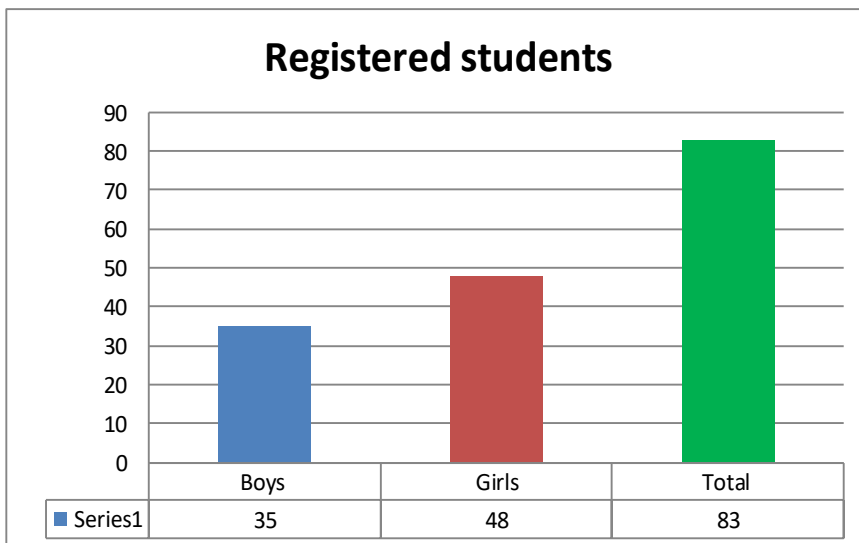
Name of the Student : P. KUSUMA KUMARI
Fathers' Name : P. KRISHNA
Date of Birth : 06-05-2004
Gender : FEMALE
Caste : BC-B
Inter hall ticket no : 2101226949
Address : Amjalam (village), Narasannapeta
Srikakulam (Dist)
Phone No : 9573249745 Alternate No :
Qualification : Degree
Email id : peethakusuma kumari@gmail.com

[illegible]

Registered Ration

| Boys | Girls | Total |
|------|-------|-------|
| 35 | 48 | 83 |

Registered students

[illegible]



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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 స్లైడ్ ట్రాన్సిషన్ మరియు కస్టమ్ యానిమేషన్ గురించి రాయండి.

* * *



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COURSE - INAUGURATION

ఉచిత కంప్యూటర్ శిక్షణ



సరసన్నపేట, జూలై 16 (ఆంధ్రపత్రిక): స్థానిక ప్రభుత్వ డిగ్రీ కళాశాలలో ఈ నెల 20 నుంచి ఉచిత కంప్యూటర్ ఫండమెంటల్ కోర్సును 15 రోజుల పాటు నిర్వహిస్తున్నట్లు ప్రభుత్వ డిగ్రీ కాలేజ్ ప్రిన్సిపాల్ తెలిపారు. ఇంటర్ పాస్సిన, ఫెయిల్ అయిన అభ్యర్థులు ఈ అవకాశాన్ని వినియోగించుకోవాలని, 15 రోజుల తర్వాత విద్యార్థులకు సర్టిఫికేట్లు జారీ చేస్తామని చెప్పారు. ఇతర వివరాలకు కళాశాల పనివేళల్లో సంప్రదించాలని కళాశాలలోని కంప్యూటర్ విభాగం అధ్యాపకులు పి.త్రినాథరావు 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



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