

NARASANNAPETA-SRIKAKULAM DIST.-532421.



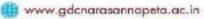


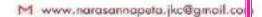
## **CERTIFICATE COURSES- 2017-2023**

L.S.L.Fauntier of Certificate/View added courses offered and critine operator of IGC OCs. INVAVANTAPTIL at:: where the students of the notitution have enrolled and successfully completed desiring the facilities paint.

1. 2.2 Percentage of students are discloring Velocing Velocing Velocings and abord completed or the courses of EVECOs. SWAWAR JAPAN, etc. or against the local number of students due og the last free years.

Hume of Cartificate/Value added course effered	Course Code &	Treat of office.	Period thora	Duration of	neuration of star-	Number of Students samplering the course lists
and a siline operator of MADOCA, DOMANAM, MPTE ef- elected the statement of the institution have one about and executivity completed.	any)	ing/stady	dide to date)	energy.	doods secretized in	year .
GRAPHIC DISTINATING	CNOON	2622-2623	62 84 2020 to 68 48 0000	en-House		-
BASICS DI VOCIA ASAMAG	VA.286	2022.3423	m) 42-2023/to 23 49-2024	#LHOURS		
TALLY PROVE	F05-2303	2022-2023	22 00 (022) to 28 46-2022	60 HOURS	N.	Ř
			Verez - 10021 - 26	6.00		
Name of Debts and When added course of each and a siles owners of Modols, Isoanwald, MPID, etc. where the via deals of the to the base was alled and successfully completed.		lagistady	Period (from date to date)	Duration of yourse	Manufact of star- dents enrelled in Storyeau	Mander of Hader's sampleting the course in the year
CHRONIEN Purification methods and analysis of organic compounds	E# CHE (RET)	anat-akaa	301.11.2021 6-30 (2-2021	ID-HOUNE:	and the second	
MADE THE STATISTICS ABALYTICAL VIOLE		La constant	20 NO 2007 MISS	dilitiil.		1 3
GEOMETRY	MACQUIT	Material Property	87-2002	30 HOURS	30	10.
THEMAIN POLITICAL PROCESS	904-2200	301.802	40 2022 to 68	30-1404985		
			Year a page on		10000 0000	Children William Co.
Homer of Certificate/Value added course of Freed and siding course of REDOCS, TAMAYON, MATELIANS, whose the statements of the Institution have consided and curses thatly completed.	Engra Enda (II Inny)	ingletody	Period (form date - to class)	Duration of COLUMN	denty enretted in the year	Months of Hadist's resultating the course drill print
LANESCAPE GARDENING	607-2166	M20 3821	81-42-2821 to 28 49-2021	#S HOURS		1.0
COURTMM OCREMANCE	HS-0303	2000-2323	20 00 2020 to 20 12 2020	80-1100/85		
TURBANISMA CONCEPTS OF PRIVITES	PHY JUS	2870 2011	20-10-2020 to 10	43 100 000		
Home of Cortificated Value added courses affected and estimated outside courses of the CoCca, the Cyclid, 1971is etsention to the statement of the institution have consided and concernially completed.	Cuassa Codes &	Proor of affecting/study	Your i pale is Period from date to date)	Donation of source	Number of 202 death resident to the year	Movement of Students sampleting the course in t great
BASIC PRINCIPLES IN CRESHISTRY	DKM-2901	2019-2920	21-91-2020-16-27 42-2029	30 Houes	13	Li Li
PRINTI COVERNMENT AND FOLICIES	P04-2801	2000 0000	81-42-2020 to 62 02-2020	20 HOUSE		LIO .
HEALTH AND INVOINE AND HUTTITION	200 200)	2009-2920	25-03-2020 to 15 41-2029	30.00085	10	10
Home of Certificates/ Value added course affected	Canna Cute S	December of office.	Period Brown	Cunation of	Niversited of star-	Muncher of Students spenginting the course. In th
and a other manner of MODOs, TMMWAM, MPTE, etc. where the stadents of the institution have consided and secrecifiedly completed	-nt	ing/stady	date to date)	*****	dente musified is the year	Acces
PURINERSHALS OF CROCK THEORY	MAT DIES	2010-2010	47 2010 to 29	80 HOURS	а	
IGNE ACCOUNTING TERMS	COM-1681	2000-2010	25 00 2010 to 12 41 2000	38-103488	46	16
ARMYTICAL METHODS IN CHEMISTRY	OKM-1901	2009-2019	21-01-2019 to 28 40-2009	30.000085	- 10	i i







# CERTIFICATE COURSES 2017 - 2023



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

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

To
The Principal,
Govt. Degree College
Narasannapeta

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

Respected Sir/Madam,

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

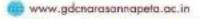
"BASIC ACCOUNTING TERMS". The course duration should be 30 days. We are going to start in the academic year 2018-2019. i.e from 15-10-2018 to 13-11-2018. So this is my humble request you to permit us for the establishment of above course.

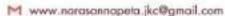
Thanking you Sir/Madam

A Palling

**Yours Sincerely** 

GOVT. DEGREE COLLEGE NARASANNAPETA-532 421 Srikakulam Dist.







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



## GOVERNMENT DEGREE COLLEGE, NARASANNAPETA

## DEPARTMENT OF COMMERCE

## SUBJECT RELATED CERTIFICATE COURSE ON 2018-2019

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

## **AGENDA:**

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

## **RESOLUTIONS:**

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

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

## **CIRCULAR**

Date: 12-10-2018.

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

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

A Palling

Signature A.PALLAVI

Contract Lecturer in Commerce

Department of Commerce

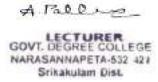
# GOVERNMENT DEGREE COLLEGE, NARASANNAPETA DEPARTMENT OF COMMERCE

## SUBJECT RELATED CERTIFICATE COURSE 2018-2019

TOPIC: "BASIC ACCOUNTING TERMS"

## ENROLLED STUDENTS LIST

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





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



## GOVERNMENT DEGREE COLLEGE, NARASANNAPETA

## DEPARTMENT OF COMMERCE

## SUBJECT RELATED CERTIFICATE COURSE-2018-2019

TOPIC: "FUNDAMENTALS OF

## **ACCOUNTING"STUDENTS**

## ATTENDENCE LIST

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



GOVT. DEGREE COLLEGE

NARASANNAPETA-532 421 Srikakulam Dist.

PRINCIPAL GOVT. DEGREE COLLEGE NARASANHAPETA-572 424 Srikakulam Dist.

## **GOVERNMENT DEGREE COLLEGE, NARASANNAPETA**

## **DEPARTMENT OF COMMERCE**

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

## **BASIC ACCOUNTING TERMS**

### **REPORT:**

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

## GOVERNMENT DEGREE COLLEGE, NARASANNAPETA

## DEPARTMENT OF COMMERCE

## SUBJECT RELATED CERTIFICATE COURSE-2018-2019

## BASIC ACCOUNTING TERMS

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

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

Course Duration: 30 days.

Level: UG

Course type: Scheduled

Certification: Certification will be givenon the continuous

comprehensive evaluation of Students performance in the learning

activities.

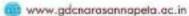




Accredited by NAAC 'B' Grade (Affiliated to DR.B.R.Ambedkar University)

## **S YLLABUS OF THE COURSE:**

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







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

## G OVERNMENT DEGREE COLLEGE, NARASANNAPETA

## **DEPARTMENT OF COMMERCE**

## **BASIC ACCOUNTING TERMS**

## **S UBJECT 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

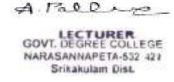
- 9. Company A used \$3,000 worth of office supplies this year but the costs were not paid for until next year. Which of the following is not a result of this transaction?\*
  - A. An expense of \$3,000 is recorded on this year's income statement
  - B. There is a \$3,000 credit in cash on the balance 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



NARASANNAPETA-SRIKAKULAM DIST.-532421.

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





## GOVERNMENT DEGREE COLLEGE NARASANNAPETA - SRIKAKULAM DIST



## DEPARTMENT OF COMMERCE CERTIFICATE

This is certify that Mr/Mrs\_\_\_\_\_\_ has successfully completed certificate course of 50 hours in BASTE

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

Course Coordinator

JOAC Coordinator

Principal

NARASANNAPETA-SRIKAKULAM DIST.-532421.

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



From:

P. Surekha

Dept. of Mathematics

GDC, Narasannapeta

To:

The Principal

Govt. Degree College

Narasannapeta

War Standard

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.

PASONE WASH

NARASANNAPETA-SRIKAKULAM DIST.-532421.

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



## GOVERNMENT DEGREE COLLEGE, NARASANNAPETA

#### DEPARTMENT OF MATHEMATICS

## SUBJECT RELATED CERTIFICATE COURSE ON 2018-2019

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

#### AGENDA:

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

#### RESOLUTIONS:

- 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.
- It is also resolved to frame the syllabus, regulations for the successful completition of the Certificate course titled "FUNDAMENTALS OF GROUP THEORY"
- 3. Enrolled 10 students in this Certificate course.
- Resolved to conduct classes at 4.30pm.
- Resolved to conduct exam of completition of the course and issue certificates to qualified candidates.
- 6. Qualifying marks in 40%

#### Members Present :

1. M. Harika

2.

3.

Govt. Degree College (NASOREKNAPETA

NARASANNAPETA-SRIKAKULAM DIST.-532421.

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



## CIRCULAR

DATE:30-06-2018.

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

Signature College Govt. Degree College (MURIACHA)PETA

Lecturer in Mathematics

Department of Mathematics

NARASANNAPETA-SRIKAKULAM DIST.-532421.

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



## 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

CONSUBERNAS CONOGO NARASANNAPETA

NARASANNAPETA-SRIKAKULAM DIST.-532421.

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



## GOVERNMENT DEGREE COLLEGE, NARASANNAPETA DEPARTMENT OF MATHEMATICS

SUBJECT RELATED CERTIFICATE COURSE 2019-19

## SUBJECT: FUNDAMENTAL OF GROUP THEORY

## STUDENTS ATTENDENCE LIST

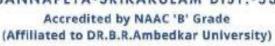
S.N	GROUP	NAME OF THE STUDENT	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9
1	B.Sc (M.P.C)	B.Kalyani	P	P	P	O,	9	C	P	P	0	2	P	ø,	9	P.	뎾		4	-	1
2	B.Sc (M.P.C)	B.Poornavathi	0	8	0	0	P	P	O.	P	P	9	흔	0.	与	P	×	0	0	12	36
3	B.Sc (M.P.C)	B.Thavitayya	9	P	P	P	4	a	€.	6	2	Q.	V	9	ρ	-	-	2	2	113	, K
4	B.Sc (M.P.C)	B.Seetaram	0	9	o.	C	P	4	P.	P	P	9	P	2	9	익	4	0	0 6	17	to
5	B.Sc (M.P.C)	G.Bhasker rao	n	P	P	ρ.	-											2	0 6	1	0
6	B.Sc (M.P.C)	G.Prasad	P	P	6	ρ.	P	8	¥.,	a.	a.	V.	_	•	6		-		0 6	110	517
7	B.Sc (M.P.C)	G.Satyam Babu	8	D.	P	P	B.	4	6					o.	용	Ч		0	P	10	1
8	B.Sc (M.P.C)	K.Sravani	P	P	P		a.		P		_	_	•		K	쉬	8	5	08	10	10
9	B.Sc (M.P.C)	K.Narasimhulu	0	8	P	_	2.1	-		9								-	P		
10	B.Sc (M.P.C)	K. Prasada rao	ø	0	p.	A.	P			P				Y	9	Н	2		<b>Europe</b>	-	-
11	B.Sc (M.P.C)	M.Sai kumur	P.	p.	P	e.	-	100	-	P			4	à	Y	0	4	0	P (	200	10
	B.Sc (M.P.C)	M.Balaraju	0.	8	P.					P.1	_	6					5		0	2 6	1
	B.Se (M.P.C)	P.Sai ram	0	6	18	P	P	P		P	-	8									317
	B.Sc (M.P.C)	P.Sai	P	a.	P.	a,	a.	P.	1	0	P	6	0	F	*	등	50	0	Pp	16	10
	B.Sc (M.P.C)	P.Rambabu	0	P	D.	P	0	4	£	α,							5	6	A F	00	, 1
16	B.Sc (M.P.Cs)	K. Anil reddy	P	P	P	ρ.	0	0	В.,	0	5		*-	-24	9		-81	0	00	+	ol i
17	B.Sc (M.P.Cs)	B Simhachamlam	ø	a	P	P	P	0	1	P	V		9		-	0		0	0	06	5 6
18	B.Sc (M.P.Cs)	B.Rokesh	0.	P	A.	P	P	Ŗ.					7	r.	0			9	0 4	0 6	2 12
19	B.Sc (M.P.Cs)	S.Gopi	9	O.	K	P	D.	Ķ.	f	8	¥-	E		P.	-	0	8	0	1	3 6	0
20	B.Sc (M.P.Cs)	Ch Barga Rao	f	P	1	a	r.,	Α.	P	1	Q.	r		P.	4.	r.	1	1	-1	-11	

Signature

HARMANAPETA

Lecturer in Mathematics Department of Mathematics

NARASANNAPETA-SRIKAKULAM DIST.-532421.





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

#### REPORT:

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

# GOVER

## GOVERNMENT DEGREE COLLEGE

NARASANNAPETA-SRIKAKULAM DIST.-532421.

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



## GOVERNMENT DEGREE COLLEGE, NARASANNAPETA SRIKAKULAM DISTRICT

DEPARTMENT OF MATHEMATICS

SURIL CT 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-1 : (5 HOURS)

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

UNIT-H: (10HOURS)

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

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



UNIT HI : (10HOURS)

PROPERTIES OF GROUPS

UNIT-IV: (10 HOURS)

SOCKS AND SHOES PROPERTY

SUBGROUP TESTS

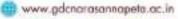
UNIT-IV: (5 HOURS)

PERMUTATION GROUPS





TIME: 30 MIN  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			Marie III And Andrew	OICE OUESTIONS	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 * d) With respect to Binary Operation + d) With respect to Unary Operation -  2. An algebraic structure	TIME:	30 MIN			100		- 31
a) With respect to Hinary Operation * b) With respect to Ternary Operation ? c) With respect to Binary Operation + d) With respect to Unary Operation -  2. An algebraic structure	1	A non empty set A	is termed as an algebr	nic structure		1	- 1
b) With respect to Ternary Operation? c) With respect to Binary Operation + d) With respect to Unary Operation -  2. An algebraic structure	. 50	a) With respect to	Binary Operation *	CARCONCOCCUSION			
c) With respect to Unary Operation + d) With respect to Unary Operation -  2. An algebraic structure		b) With respect to	Ternary Operation?				
2. An algebraic structure		c) With respect to	Binary Operation +				
a) (p,*) b) (Q,+,*) c) (P,+) d) (+,*)  3. Condition for menoid b 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  5. G- (1,-1,i-4) is a) Semi group b) Sub group c) Cyclic group d) abelian group  6. As identity element of a group hax element a) Associative b) Commutative c) Inverse d) Homomorphic  7. If A, B & C are invertible matrices the expression (AB*y*(CA*		d) With respect to	Unary Operation -				7
a) (p,*) b) (Q,+,*) c) (P,+) d) (+,*)  3. Condition for menoid b 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  5. G- (1,-1,i-4) is a) Semi group b) Sub group c) Cyclic group d) abelian group  6. As identity element of a group hax element a) Associative b) Commutative c) Inverse d) Homomorphic  7. If A, B & C are invertible matrices the expression (AB*y*(CA*		A section of the section of the section of		is called a Seni group	10000000	1	4
3. Condition for menoid is  a) (a*c)** a b) (a*c)**(e*a) c) Q**(a*(a*e)) d) (a*c)**(e*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*a)**(x+y)**  5. G**(1,-1,i,-1) is  a) Semi group b) Sub group c) Cyclic group d) abelian group  6. An identity element of a group hax  element  a) Associative b) Commutative c) Inverse d) Homomorphic  7. If A, B & C are Invertible matrices the expression (AB*y**(CA*y*)*C** evaluates to a) BC  b) C*BC  c) AB** d) C*B  8. A relation (34*78)*57=57*(78*34) can have  a) Distributive b) Associative c) Commutative d) Closure  9 is the multiplicative identity of natural numbers  a) 0 b) -1 c) d) 2  10. The set of rational numbers from an abelian group under	2		inter-	c) (P,+)	d) (+,*)		
a) (a*c)-a b) (a*c)-(c*a) c) Q-(a*c)-c)  4. A group (M,*) is said to be abelian if		4) (6. )	30000000			1	1
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	3.	Condition for meno	old fe	(O-(a*(a+e))	d) (a*c)=(e*a)	ria.	
a) (x+y)=(y+x) b) (x*y)=(y*x) c) (x-y)=x  5. G= {1,-1,i-i} is		a) (a+c)-s	b) (a*e)~(e*a)	C) C) - In (a) - C)	Harita beneration		10
a) (x+y)=(y+x) b) (x*y)=(y*x) c) (x-y)=x  5. G= {1,-1,i-i} is	SW	OF the bear	of to be abelian if		20101102222	1	1
5. G= (1,-1,i-1) is		A group (xt, ') h	b) (x*y)=(y*x)	c) (x+y)-x	d) (y*a)-(x*y)	8	
5. G= (1,-1,i,-i) is		41 14 31 41	Mark States			1	1
a) Semi group b) Sub group cleanest colored colored colored d) Homomorphic  7. If A, B & C are Invertible matrices the expression (AB-1y-1(CA-1y-1)C-1 evaluates to a) BC b) C-1BC c) AB-1 d) C-1B  8. A relation (34*78)*57=57*(78*34) can have	5.		22 W W W W W	ex Cwelle group	d) abelian grou	m	
As identity element of a) Associative  b) Commutative  c) Inverse  d) Homomorphic  7. If A, B & C are Invertible matrices the expression (AB-1y-1(CA-1y-1C-2) evaluates to  a) BC  b) C-1BC  c) AB-1  d) C-1B  8. A relation (34+78)*57=57*(78*34) can have		<ul> <li>a) Semi group</li> </ul>	b) Sub group	the Cheme Brook	120000000000000000000000000000000000000	\$1	
a) Associative b) Commutative c) Inverse d) From Analytic  7. If A, B & C are Invertible matrices the expression (AB-1y-1(CA-1y-1)C-2 evaluates to a) BC b) C-1BC c) AB-1 d) C-1B  8. A relation (34*78)*57=57*(78*34) can have		A - Intentity element	of a group hax	element		1	-1
7. If A , B & C are invertible matrices the expression (AB <sup>4</sup> ) <sup>4</sup> (CA <sup>4</sup> ) <sup>4</sup> C <sup>2</sup> evaluates to  a) BC  b) C <sup>4</sup> BC  c) AB <sup>4</sup> f) C <sup>4</sup> 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 [			b) Commutative	e) Inverse	d) Homomorph	vic	
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 [				e a supplying phyl	ed avaluates to	1	7
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 [	7.		rertible matrices the ex	c) AB	4) C 1B		10
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) BC	N.C. BC	3.1700			
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 [	К.	A relation (34*78)*	57=57*(78*34) can ha	reproperty	E	1	3
a) 0 b) -1 c) 1 d) 2  10. The set of rational numbers from an abelian group under				c) Communitive	d) Closure		
a) 0 b) -1 c) 1 d) 2  10. The set of rational numbers from an abelian group under		To the second	Artellocation identity a	of autocal combare		4	1
10. The set of rational numbers from an abelian group under	9.		The second secon		d) 2		- 59
		a) •	.,		-,-		
a) Associative b) Closure c) Multiplication d) Addition	10.	The set of rational a	sumbers from an abeli			t	1
		a) Associative	b) Closure	c) Multiplication	d) Addition		
						1	50
					115	1	_



M www.narasannapeta.jkc@gmail.com



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

To

The Principal,

Govt. Degree College,

Narasannapet.

From

V.Lukepaul,

Faculty in Chemistry,

GDC, 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,

### **SYLLABUS OF THE COURSE**

## **BASIC PRINCIPLES IN CHEMISTRY**

## **MODULE 1 (5 DAYS)**:

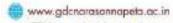
**Introduction to analytical methods**: Methods of determining concentration of solution-molarity,molality,normality,molefraction,%by weight,%by volume, yield.

## MODULE 2 (10 DAYS) :

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

## MODULE 3 (15 DAYS) :

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





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

## **SUBJECT: Basic Principles in Chemistry**

## **QUESTION PAPER**

**MARKS: 50M** 

1. \	Vhat are the un	its for morality						(	)
	1) moles / l	it 2) lit	ter/mol	3) ı	moles/gran	1	4) g	ram/mole	es
2.	If 2 moles of sa	It is dissolved to	o form 1 lit of so	olution, ca	lculate the	morality	of the s	olution	
		<b></b>						(	)
	1) 1 M solu	tion 2) 1	L.5 M solution	3)	2 M solution	on	4) 2	.5M solut	ion
3.	How many mo	les of NaOH are	needed to diss	olve in wa	ter to make	e 4 lit of a	2M sol	ution	
						(	)		
	1) 0.5M	2)	2M 3)	8mol		4) 0.5	mol		
4.	What is the un	it of mole fraction	on					(	)
	1) Kg/ m <sup>2</sup>	2)	N/m³	3)	m²	4) No	unit		
5.	What is the mo	ole fraction of 4	moles of sodiu	m in 8 mo	les of HCl			(	)
	1) 0.24	2)	0.48 3)	0.56	4) 0	.72			
6.	A mixture of ga	ases so 2 o 2 and	d 4 grams of N 2	2 and tota	l mass of m	ixture is 1	0 g , wh	at is the	sum of
	mole fraction o	of so 2 and o 2.						(	)
	1) 0.25	2) 0.5	3) 0.75	4)	1				
7.	If the mole fra	ction of Na is 0.2	25 in 9 moles of	liq co2 w	hat is the m	ole fracti	on of Na	a (	)
8.	1) 0.10	2) 0.15		3) 0.20			4) 0.2	5	
8.	The normality	of 0.98 % ( W/V)	H2 So 4 solution	on is				(	)
	1) 0.1 N	2) 0.2 M	N	\$	3) 0.4 N			4) 1N	
9.	A meter reads	125 V and the ti	ue value of the	voltage is	s 125.5 volt	s Find the	static e	error of	
	instrument							(	)
	1) 125/0.5 V	2) 125 V	3) 0.5 V		4) 0.5/12	25 V			
10.	The error cause	ed by poor calib	eration of the i	nstrument	t is called			(	)
	1) precision er	ror	2) gross e	rror 3)	systematic	error	4) ran	dom erro	r
1	1. which of the	following paran	neters used in s	tatistical a	analysis			(	)
	1) mean	2) me	dian	3)	variance		4)	all of the	above

12.	Precision is defined as			(	)
	1) repeatability	2) reliability	3) uncertainity	4) accuracy	
13.	Trueness from the refe	erence measures		(	( )
	1) Precision	2) mean	3) accuracy	4) recall	
14.	The expected value of	voltage across a resistor is	80 V. However, the meas	urement gives a	value of
	79V Then % of error 8	& 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 numb	ers be 16.if two of the nun	nbers are 8 and 10,what i	s the remaining	number
	1) -30	2) 18	3) 12	4) 30	( )
16.	The mean of six numbe	rs is 47.if one number is ex	cluded ,their mean becon	nes 41.the exclu	ded number
	is				( )
	1) 77 2) 7	78 3) 60	4) 45		
17.	If the difference between	een mean and mode is 48 a	and median is 12,find mea	ın	( )
	1) 38 2) 3	6 3) 42	4) 28		
18.	Mean deviation of the	data 3,10,10,4,7,10,5,7 fro	m mean is	••••	( )
	1) 2 2) 2	2.25 3) 3	4) 3.25		
19.	Find the median of the	e 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 UN	V-Visible region	(	)
	1) 400-800nm	2) 200-800nm	3) 25m-2.5m 4) n	one of the abov	re
21.	The number of double	bonds present in carotene	e is	(	)
	1) 5 2) 10	0 3) 11	4) 1		
22.	Which of the following	spectroscopy techniques is	associated with molecula	ar absorption	•••••
				(	)
	1) UV-Visible spectros	scopy 2) IR spectros	scopy 3) X-ray diff	raction 4)	1 and 2
23.	Which of the following	HPLC pump has limited sol	vent capacity	(	)
	1) Reciprocating	2) Displacement	3) reciprocating dual	pumps	
	4) all of the above				
24.	The units of conductan	ce is		(	)
	1) ohm 2) To		one	•	•
25.		open tubular columns cons	structed from which of th	e following met	als
		-		(	)
	1) Glass	2) Metal	3) Stainless steal	4) Fused si	•
		· ·	•	-	



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



## GOVERNMENT DEGREE COLLEGE NARASANNAPETA- SRIKAKULAM DIST

## DEPARTMENT OF CHEMISTRY

COURSE CODE 104-CHE-2019

## CERTIFICATE

This is to certify that

44.00		
Mr./Ms	0	

of \_\_\_\_\_successfully completed Certificate course on

"BASIC PRINCIPLES IN CHEMISTRY "and scored grade

during the academic year 2019-2020.

Course coordinator

IQAC Coordinator

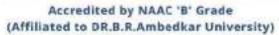
Principal

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

2019 - 2020	
Controle course	9
Certificate course	IN CHEMISTRY
objectives of the course	course code:
1, To anculcate base concepts of	various analytical methods
in chemistry.  2. To create interest among stue	dent to purpose higher
3. To acquaint with analytical	methods motion to develop
Laboratory skills among student in To provide employability skills of phormacoutical modulities.	in related by wings of
on analytical methods on chemic	intry the course is
prepartment of chambery on analytical methods in chamber to a programme) The syllabus is desired the course at the course at all be insude to the	igned as to make the objective
The course was the fest conduct	he student usho score edutend of the course.
Programme co-Oldenato)	M.K. Joyot 12.
Programme co-Oldinato)  (ECTURER  GOVE Degree College  NARASANNAPETA	BOYT, BROKE COLLEGE
	MARASANHAPET

M www.narasannapeta.jkc@gmail.com

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



C NID	Date.	Copic	Pesources person	attended	Remo
2.140	Carre		signature.		
	21-1-240	The second secon	Les on chemistry	12	
2	2.2 - 1 - 2020	quantilative	V. luke paul	12	
		malyeis.			
3.	23.1.20	organic ambyi	v. Luke paul.	12	
ч	24-1-202	ovalume for c	v. Luke paul	12	
5	26-1-200	Analysis	v. Luke paul	12	
- 6	28-1-20	molality	v. Luke paul	"	
_		so cormality	The second secon	11.	
-6	30-1-20	La by weight	V. Luke paul	12 12 12 12 12 12 12 12 12 12 12 12 12 1	Pari Control
			2 v. Luke paul	12	
10	1. 2.20	20 Sampling method	St. D. Adinarayana	12	







No.	Name of the student	ome of the student Group Marks scored				Grade
		•	Assessment	asserment 26	aug	oblance
1.	B-TAVITAYYA	M.B.C	24	23		A
	B. SEETHARAN	MRC	23	22		19
	J. JANARDHAN	M.P.C	24	24		A
Expedition.	K. SARVANI	M.P.C	19	18		В
	H. BALARAJU	MARC	22	24		A
	P. POLI MAIDU	M-P-C	21	22		В
	R. VAMSI KUMAR	MPC	23	20		В
	V. MARAYANA RAD	N.P.C	24	24		A
	V. PUSHPA LATHA	MEC	23	24		A
100 CO	V. LAKSHMI	M.P. C	24	21		В
	B. VASU	CB2	24	24		1
	V. ANTHE LUMBEL	CB.2	24	24		^
	No. of stude	students nt pa	sed enrolled	H = 12 = 12		



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



From

S.Parameswara Ruo,

Department of Botany,

GDC, Narasannapeta.

To

The Principal,

Government Degree College,

Narasannapeta.

OF THE COLLEGE

THINGS COLLEGE

Respected Modam,

I am S.Parameswara Rae 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 MARASANNAPETS

pu cont

NARASANNAPETA-SRIKAKULAM DIST.-532421.

Accredited by NAAC '8' Grade (Affiliated to DR.B.R.Ambedkar University)



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

## CERTIFICATE COURSE ON LANDSCAPE GARDENING, 2020-21

The foculty 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 foculty of the department on 24-01-2021.

AGENDA

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

#### RESOLUTIONS:

- It is resolved to start the certificate course titled Landscape Gardening from 01-02-2021 to 23-03-2021 (45 days) for the neadernic year 2020-21.
- 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.
- Resolved to conduct exam after completion of the course and issue certificates to qualified candidates.
- 6) Qualifying Marks is 40%.

messa

Signature of the Lecturer LECTURER Govt. Degree College NARASANNAPETA



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



## 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 accure 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 Batany
Gavt. Degree College
NANARANANAPETA
Ses statement in 52247\*

Accredited by NAAC '8' Grade (Affiliated to DR.B.R.Ambedkar University)



## GOVERNTMENT DEGREE COLLEGE, NARASANNAPETA, SRIKAKULAM

#### DEPARTMENT OF BOTANY

## CERTIFICATE COURSE ON LANDSCAPE GARDENING, 2020-21

## SYLLABUS OF THE COURSE

#### MODULE 1 (6 DAYS)

#### INTRODUCTION TO LANDSCAPING

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

#### MODULE 2 (8 DAYS)

#### PRINCIPLS OF LANDSCAPE DESIGN

Creating Landscape effects.

Elements of unity, scale, balance, Simplicity, Variety,

Emphasis and Sequence as they apply to line, form, texture and color.

#### MODULE 3 (8 DAYS)

#### GARDEN ELEMENTS AND DESIGNS

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

### MODULE 4 (5 DAYS)

## TOOLS AND IMPLEMENTS USED IN LANDSCAPE GARDENING

Tools and plant protection equipments are commonly used in the horticultural crops.

Gardening of Public Places - Places of historical Importance, Religious Places, Buddhist temples, Hindu temples.

#### MODULE 5 (5 DAYS)

#### LAYOUT OF DIFFERENT STYLES OF GARDENS

History and Ancient gardening, Formal Gardens, Informal Gardens, Wild garden, Public Buildings, Educational Institutions, Factories, Basic guidelines for a boone landscape.

Visit to an Horticulture nursery and Gardening of public places.



NARASANNAPETA-SRIKAKULAM DIST,-532421.

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



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

## CERTIFICATE COURSE ON LANDSCAPE GARDENING, 2020-21

#### OBJECTIVE OF THE COURSE:

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

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

Course duration: 45 days

Level

: UG

Course type

: scheduled

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



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



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

CERTIFICATE COURSE ON LANDSCAPE GARDENING, 2020-21

## ENROLLED STUDENTS LIST

t Signatur of	Name of the stude	Hall ticket No	Group	Year	SLNo.
be stolemanth	M.Indumathi	1800435002	B.Sc (CBZ)	III year	1
V. nero, Bellin	Y.Sandhya	1800435010	B.Sc (CBZ)	III year	2
a modhaví	B.Madhaavi	1900435002	B.Sc (CBZ)	II year	3
m-nemata the	M.Hemalatha	1800435008	B.Sc (CBZ)	II year	4
U-Apayna.	U.Apama	1800435010	B.Sc (CBZ)	II year	5
A-Bhallon	A.Bhavani	202004049002	B.Sc (CBZ)	I year	6
do andhori	Ch.Madhavi	202004049007	B.Sc (CBZ)	I year	7
nato lavshmi po	D.Lakshmi Prasar	202004049008	B.Sc (CBZ)	I year	8
G. Somonia	G.Sameera	202004049009	B.Sc (CBZ)	I year	9
Kouresh	K.Suresh	202004049017	B.Sc (CBZ)	I year	10
n nosta	M.Mounika	202004049020	B.Sc (CBZ)	I year	11
o Hatcha	U.Harikha	202004049025	B.Sc (CBZ)	I year	12
U-Lewango	U.Lavanya	202004049026	B.Sc (CBZ)	I year	13
V. Simon	Y.Sireeshn	202004049028	B.Sc (CBZ)	I year	14

- Freum

S.PASAMESWARA RAO

W.S. B.Ed. M PHILPODES

Lecture in Security

Lord. Degree Justed

NANARA: ANNAPETA

Security Security

1 52471

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



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

CERTIFICATE COURSE ON LANDSCAPE GARDENING, 2020-21

#### STUDENT ATTENDANCE

Year	Group	Hall ticket No.	Name of the student	11.43-	111-07-	2021	2821	22.62-	2071	14-03-	282)
II year	B.Sc (CBZ)	1800435002	M.Indumathi	P	P	4	1	P	P	-49	0
III year	B.Sc (CBZ)	1800435010	Y.Sandhya	P.	P	P	P	P	ρ	P	P
l year	B.Sc (CBZ)	1900435002	B.Madhaavi	P		P		-/49	P		P
1 year	B.Sc (CBZ)	1800435008	M.Hemalatha	P	-	P	P	P	1		-80
year	B.Se (CBZ)	1800435010	U.Aperna	ė.	-	P	0	P	An		0
year	B.Sc (CBZ)	202004049002	A.Bhavani	0	-	P			P	P	P
year	B.Sc (CBZ)	202004049007	Ch.Madhavi	0	-60	P				P	6
year	B.Sc (CBZ)	202004049008	D.L. Prasanna	P	5	0	P	Ď		-An	P
year	B.Sc (CBZ)	202004049009	G.Sameers	P		-Ap	p	0	-40	P	0
year	B.Se (CHZ)	202004049017	K.Suresh	-48		p.	P	P			1
year	II.Se (CHZ)	202004049020	M.Mounika		P	P	0	P	p	'5	P
year	B.Se (CBZ)	202004049025	U.Harikha	0	10	P	P	P	b	1	-51
year	B.Sc (CBZ)	202004049026	U.Lavanya	8	-700	P	·P		P		P
year	B.Sc (CBZ)	202004049028	Y.Sircesha	-AA	P	P		0	0	P	P
	year year year year year year year year										

#### STUDENT ATTENDANCE

SLN B.	Year	Grosp	Hall ticket No	Name of the student	36-62-1821	2743-3031	01-03-2021	#3.69.3ETE	49-03-2821	
1	III year	B.Sc (CBZ)	1800435002	M.Indunathi	P	P	P	,	-0	
2	III year	B.Se (CBZ)	1800435010	Y.Sandhya	.0		- 2	- Pn	-	
3	II year	B.Sc (CBZ)	1900435002	B.Madhaavi	D	-	1	fle.	P	
4	II year	B.Sc (CBZ)	1800435008	M.Hemsfatha		0	1	1	- 8	
5	II year	B.Sc (CBZ)	1800435010	U.Apama	0	0	-	P	1	
6	1 year	B.Sc (CBZ)	202004049002	A.Bhayani	6	1		-	- 1	
7	1 year	B.Sc (CBZ)	202004049007	Ch.Madhavi	As	8	5	-	-	
8	1 year	B.5c (CBZ)	202004049008	D.L. Prasanna	- 6	-	- 0	-	6	
9	Lyear	B.Sc (CRZ)	202004649009	G.Sameera	0	1	- 6	-	- 1	
10	I year	B-Sc (CBZ)	202004649017	K.Suresh	6		AA	P	-As	
11	I year	B.Sc (CBZ)	202004049020	M.Mounika		1		P	P	
12	1 year	B.Sc (CBZ)	202004049025	U.Harikha	1 2	da	P	P	- P	
13	I year	B.Sc (CBZ)	202004049026	U.Lavanya	100	-68	P	P	-	
14	1 year	B.Sc (CBZ)	202004049028	Y.Sircesha	P	-	P	-	-	
	3344 [104]			1.000	S <sub>i</sub>	00	Aca Bir	P P	d.	
					16/>	-1/12	-114	213	21	
					1170000		pu	Dille	-	

S.PARAMESWARA RAO

S St B Ed., M Phil.PGDES Luctures in Botanty tourt. Degree Cottage NANARANAANAPETA Trees and proc Desc & Manger's

NARASANNAPETA-SRIKAKULAM DIST.-532421.

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



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

CERTIFICATE COURSE ON LANDSCAPE GARDENING, 2020-21

#### REPORT:

As a part of academic activity, the department of Botany has conducted certificate course in 'Landscape Gardening' from 01.02.2021 to 23.03.2021 for the academic year 2020-2021. The important objective of the course is the student completing the course for job entry into landscaping fields or to continue advanced training in higher education to improve basic knowledge in Landscape Gardening among the degree students. As per the instructions given by the principal during the minutes of the meeting 14 members of students are enrolled in to the certificate course for 8.5c. (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.



NARASANNAPETA-SRIKAKULAM DIST.-532421.

Accredited by NAAC '8' Grade (Affiliated to DR.B.R.Ambedkar University)





#### GOVERNMENT DEGREE COLLEGE NARASANNAPETA



Accredited with 'B' Grade by NAAC

### Department of Botany

#### CERTIFICATE

This is to certify that Mr./Ms. D. Lnkshmi Prosonno, B. sc/cB has successfully completed Certificate Course on "Landscape Gardening Certificate Course" organized by the Department of Botany for the Academic year 2020-21.

Course Co-ordinator

IQAU Co-ordinator





### GOVERNMENT DEGREE COLLEGE NARASANNAPETA



Accredited with 'B' Grade by NAAC

## Department of Botany

### CERTIFICATE OF COMPLETION

Course Co-ordinator

IQAU Co-ordinator

MLTyotif-Principal





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



#### **CLASS WORK SESSION**



#### VISIT TO AN HORTICULRAL NURSERY









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

From To

A. PALLAVI, The Principal,

Dept. of Commerce Govt. Degree College

GDC, Narasannapeta Narasannapeta

Sub: Regarding to start certificate course on Tally Prime

Respected Sir/Madam,

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

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

Thanking you Sir/Madam

A. Palling

Yours Sincere
GOVT. DEGREE COLLEGE
NARASANNAPETA-532 421
Srikakulam Dist.

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



## 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.

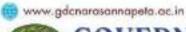
#### **RESOLUTIONS:**

- 1. It is resolved to start the Certificate Course titled Basic Accounting Terms from 22-08-2021to20-09-2021 (30 days) for the academic year 2021-2022.
- 2. It is also resolved to frame the syllabus, regulations for the successful competition of the Certificate course titled "TALLY PRIME".
- 3. Enrolled 31 students in this Certificate course.
- 4. Resolved to conduct classes at 4.30pm.
- 5. Resolved to conduct exam of completion of the course and issue certificates to qualified candidates.
- 6. Qualifying marks in 60%

Signature

LECTURER

GOVT. DEGREE COLLEGE
NARASANNAPETA 632 421
Srikakulam Dist.



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



### **CIRCULAR**

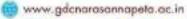
Date: 18-08-2021.

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

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

A Pallue\_ Signature

A.PALLAVI
Contract Lecturer in Commerce
Department of Commerce



NARASANNAPETA-SRIKAKULAM DIST.-532421.

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



#### **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 Palling

COVT. DEGREE COLLEGE NARASANNAPETA-532 421 Srikakulam Dist. GOVT. DEGREE COLLEGE
NARASANNAPETA-632 421
Srikakulam Diel

# GOVE

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

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

## 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 Palling

COVT. DEGREE COLLEGE NARASANNAPETA-532 429 Srikakulam Dist.





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



#### 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.

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



#### 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.

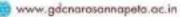
Level: UG

Course type: Scheduled

Certification: Certification will be given on the continuous

comprehensive evaluation of Students performance in the learning

activities.





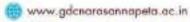
Accredited by NAAC 'B' Grade (Affiliated to DR.B.R.Ambedkar University)



#### **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

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







**MARKS: 30** 

Srikakulam Dist.

### **GOVERNMENT DEGREE COLLEGE, NARASANNAPETA**

#### **DEPARTMENT OF COMMERCE**

#### **TALLY PRIME**

### <u>SUBJECT RELATED CERTIFICATE COURSE-2021-2022</u>

**QUESTION PAPER** 

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	0. Where do we record cash sales in Tally	
11	1. Party account can be created through	
12	2.Kotak bank account is an example	
13	3.Single entry mode is applicable for	
14	4. Which option is used to view stock items or group summary	
1!	5 .Single entry mode is applicable for	
	A Pala	×3
	GOVT. DEGREE COLL	EGE
	NARASANNAPETA-532	421

🛗 www.gdcnarasannapeta.ac.in

M www.narasannapeta.jkc@gmail.com



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







#### NARASANNAPETA-SRIKAKULAM DIST.-532421.

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



From:

To

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

PRINCIPAL FACT EGE
PRINCIPAL FACT ATT
DEGRÉE COLLEGE
NARASANNAPETA-532
NARASANNAPETA-532

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,

Yours sincerely

P. Formasando



NARASANNAPETA-SRIKAKULAM DIST.-532421.





#### **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 certiciate course titled "<u>ICT Tools using Office Automation</u>" 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%



NARASANNAPETA-SRIKAKULAM DIST.-532421.

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



#### **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. Foira Start

Department of Computer Science Govt.Degree College Narasannapeta

#### NARASANNAPETA-SRIKAKULAM DIST.-532421.

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



#### **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.

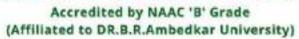
#### **UNIT III:**

**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







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

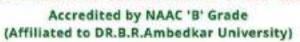
#### **Assessment Scheme**

Internal Assessment	50 Marks				
External Exam	50 Marks				

#### **Internal Exam Scheme**

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





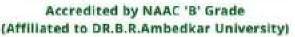


						30		_					P								
23	22	21	20	19	18	17	16	15	14	.13	12	11	10	10	00	7	6	L	4	u u	
23 UNGATI BHARGAVI	22 UNGATI NEERAJA	DASARI RAMU	DASARI SRI RAJU	BEJJI LAXMI PRASANNA	TOLAPI PRAVALLIKA	RAVADA VUAYALARMI	PITTA REVATHI	DARAPU RAMALATHA	DEERGASIJHANSI	T SWATH!	S. SRAVANI	B GOWTHAMI	TAMMINENI AMARAVATHI	URITI RAJU	BATCH SOWJANYA	ALLU YOGESWARI	GOLLANGI POOJATHA	POTNURU RUCHITHA	PAIDISETTI PALLAVI	GORRELA MADHURI	- Citionism married
Charage	Meerly	D. Rout	P. Syl	Practice	T. presenting	Privilli Soot	の間の	D. P. ST.	D. Thous	P.Sula	NES S	G-Sporker	T Argo	C.Rase	D. Soung	大大	(gagi	P.Packs	Special Control	Genodra	Section 4
Blance	Mez Yaya	D Ban	1500	President	T present	D. 1.95	P. Ban	O. Rayers	O-Those	Psychia	SES S	T- Garden	ancor 1	0.400	3.5000	Walk to	6.86	P. Buch	angle of	(ma)	The state of the s
bro73	NEONA	D. August	orte?	B Land	Popular 1	Lang.	L. Ellin	O. Carro	D. Jane	P. sadu	高いの	& Guntin	[ Janoito	の大部	5 Swoft	Brown,	6.24	Paclas	Pallace	G.rading	1
N/acay	Necks	D. Am	Chies Chies	prospery	T.PTCOM	P. VIET	of the	O. Payer	D. Jene		1000 1000 1000 1000 1000 1000 1000 100	13 dough	C.Anath	中人	Sussifi	Marity (	Sales Sales	p. Ruch	Hallow	G. modinglis, mightyle, models	-
	Diec rox	DA	Chus	prostan	三頭	REST	State of	P.Sees	O'JANE	Rivary Rivaria	SER IN	Bi-denist.	Chang ?	D. Rap	p. 500 10	Under	(1) Bull	F. Buchid	Rudbur		
Elas Boson Bound	PRELY OF THE YOU	Annu	Harans	Prayana	Tabada	Charles	P. Marco	Patro	Samp of Gunta	Psudo	SES S	1 3	TAME	D Rajo	B. Soule	Man. a	G.Ruji	P. Pagela	'allaus	6 mayley	
Milo/Z	SECTION	Rame	Sepa a	Bitanni	T-penale	元山	P. Carry	の間の	Benco	Manka	NOT STATE	600	Lynn,	C HO	6 x100/	A . 830	C. Paris	P. Ruelis	Edla:	G. programa	TO THE PERSON NAMED IN
		Rank	Series.	B. (Alleri		THE STATE OF THE PARTY OF THE P	るないから	いる	O James	Pariety	THE STATE	100	FANN	OKOD	\$ 506.0	P. John	G.Pui,	to Manufact	Yallow	Reinfauer	* 120 mm
Elmap Rhacan Sharan		Bin	JANKA	Mady D	7.500	Brilly?	_	1880 B.	C. Janes O. Janes		30	F3-bound	F.Amoon	O Rap		A. your	(M. Rais	P. Mille	Padher.	Conclusion of anyther of the confidence of the confidence of	. 0
Sidora	Neurophlenogo	Rount		D. Cashi	Ti Pathal	Revision	SE S	語の	D-Theat	Paradu Paradu Paradu	THE THE	B-dande	TANA WHOM	O Rap O Rajo	B, Young	1	G.Rais	0 52	tallow	STREPOUR S	
"Seofs	Meno	Down		D. SHALL		RVI	で規念	のの記	PAPE	PRINTS	100		五年	o Raju	B, Sang, A, Sang,	N. W.	G. Puis	THE PARTY	Texage.	Secondo	100



# Registered Ration narosannapeta ikc@gmail.com GOVERNMENT DEGREE COLLEGE

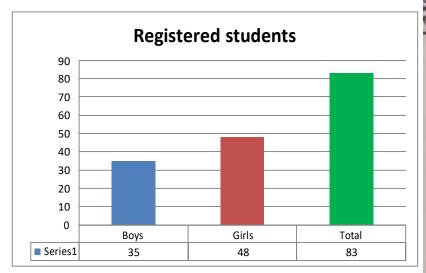
NARASANNAPETA-SRIKAKULAM DIST.-532421.





## **Registered Ration**

Boys	Girls	Total
35	48	83





#### NARASANNAPETA-SRIKAKULAM DIST.-532421.

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



II-YEAR :: MS-OFFICE CERTIFICATE COURSE

Time: 2Hrs MODEL PAPER Marks: 50

Answer any 5 Questions:

 $5 \times 10 = 50 M$ 

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

MS-Word-2010 බරයින් බබ්ර ආෆ්න ඊආඩල්ර බන්ගාමේ බබ්රිරක්රයි.

- Explain the features of MS Word.
   MS Word యొక్క లక్ష బాలను వివరించండి.
- Write steps about mail-merge in MS-Word.
   MS-Word లో మెయిల్-మర్గ్ గురించిన దశలను వ్రాయండి.
- Explain the various parts of the MS-Excel window with the help of the diagram.
   రభాచితంసహయంతోMS-Excel విండోయొక్కవివిధభాగాలనువివరించండి.
- Explain important features of MS-Excel
   MS-Excel యొక్కముఖ్యమైనలక్ష జాలనువీవరించండి
- 6. Define function? Explain various categories of functions with examples.
  ఫంక్షన్ననిగ్వచించాలా? వివిధవర్గాలవిధులనుఉదాహరణలతోవివరించండి.
- What is Chart? Explain different types of charts available in Excel. దార్ట్ అంటే ఏమిటి?
   ఎక్ఫెల్ల్ అందుబాటులో ఉన్నవివిధరకాలచారుల నువివరించండి.
- 8. Features of MS-PowerPoint. MS-PowerPoint పేచర్లు.
- Write about how to create Power Point presentation by using a Template.
   టెంప్టేట్ ఉపయోగించి పవర్షాయింట్ ప్రజెంటేషన్ ఎలా నృష్టించాలో రాయండి.
- 10. Write about slide Transition and Custom Animation in PowerPoint presentation. పవర్ పాయింట్ ప్రజెంటేషన్లో స్థయిడ్ ట్రాన్సిషన్ మరియు కస్టమ్ యానిమేషన్ గురించి రాయండి.

\* \* \*



NARASANNAPETA-SRIKAKULAM DIST.-532421.

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



#### **COURSE - INAUGURATION**

#### ఉచిత కంప్యూటర్ శిక్షణ



వరసన్నపేట, అలై 16 (ఆంధ్రప్రకెక): స్వేసిక ప్రవత్స నీట్ కళాలంలో ఈ నెల 20 నుంచి ఉదిక కంప్ర్యూట్ ఫందమెంటక్ కోర్యను 15 రోజుల పాటు నిర్వహిస్తన్నట్ల ప్రభుత్వ సిగ్గీ కాలేజ్ ద్రిన్మసాల్ కెలిసారు. ఇంటర్ పానైన, ఫియిల్ ఇంటక అర్మిస్తుల ఈ కవకా అన్న వినియోగించుకోవాలని, 15 రోజుల తర్వాత ఏర్పా ఉందు వ్యవికెట్లు జార్ చేస్తిమని చెప్పారు. అదర వినరా లకు కళాలల వనివేశల్లో సంప్రవించాలని కళాలలోని కం హ్యూటర్ విధాగం అధ్యాపకులు ఓ,తినాభనావు కెలిసారు.







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







NARASANNAPETA-SRIKAKULAM DIST.-532421.

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



#### LAB SESSION:



