

**GOVERNMENT DEGREE COLLEGE FOR WOMEN, BEGUMPET**

**HYDERABAD-500016**

**(Autonomous – Affiliated to Osmania University)**

**Certificate Courses**

**From 2016 -17 to 2020-21**

**DEPARTMENT OF COMMERCE  
&  
BUSINESS ADMINISTRATION**

**CERTIFICATE COURSE**

**TALLY**

**2019-20**

**2020-21**

DEPARTMENT OF COMMERCE AND BUSINESS ADMINISTRATION

CERTIFICATE COURSE (TALLY)

DATES	BATCHES	NO.OF STUDENTS
16-9-2019	I	46
19-11-2019	II	47
11-12-2019	III	47
1-1-2020	IV	50
22-1-2020	V	55
15-2-2020	VI	34
15-3-2020	VII	25
19-3-2020	VII	33
<b>TOTAL</b>		<b>337</b>

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Outcomes of Tally certification course:

1. After successfully qualifying practical examination, students will be awarded certificate to work with well-known accounting software i.e. Tally
2. Student will do by their own create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally software
3. Students do possess required skill and can also be employed as Tally data entr operator.
4. This course helps students to work with well-known accounting software i.e. Tally
5. Student will learn to create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally software
6. Accounting with Tally certificate course is not just theoretical program, but it also includes continuous practice, to make students ready with required skill for employability in the job market.

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**AB INTERNATIONAL SCHOOL  
FOR FINANCIAL STUDIES (P)  
LIMITED**

Office: ISFS Towers, 1-1-48  
One Mangla Theatre,  
SD Road  
Secunderabad 500003  
Ph: 9949422244, accounts@isfs.edu.in

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding has been entered on this 29<sup>th</sup> day of August, 2019.

**BETWEEN**

Govt. Degree College for Women (Autonomous) having its college at Mayur Marg, Begumpet Hyderabad represented by **Dr.G.Yadagiri**, Designation: Principal hereinafter referred to as "COLLEGE" (which term shall wherever the context so requires, mean and include its successors and assigns) of the "FIRST PARTY"

**AND**

M/s AB International School for Financial Studies Pvt. Ltd., a company registered under the provisions of the Companies Act, having its Corporate Office situated at ISFS Towers, Patny Circle, S D Road, Secunderabad, represented by **Mr.Avinash Brahmadevara** having Designation: Chairman, hereinafter referred to as "ISFS" (which term shall wherever the context so requires, mean and include its successors and assigns) of the "SECOND PARTY".

Whereas, **First Party** is a Group of Institutions which runs Intermediate College & Under Graduation / Post-Graduation college

And **Second Party** is owner of brand "ISFS" and is in the business of providing training or education in accountancy, computer-based trainings in accounting and Tally, MIS, and associated business tools financial services trainings and other associated trainings leading to knowledge enhancement and upskilling of the students in the domain of finance and accountancy.

The College has shown interest to have the college tie-up with ISFS to enable the College to impart training in the course of ISFS for its students at and from the college premises.

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## 7. PAYMENT TERMS

- 7.1. Collection of fees shall be done by College
- 7.2. College shall remit the full fees of the batch to ISFS in the designated account before commencement of the batch.
- 7.3. ISFS reserves the right to restrict the entry to students into the batch, whose fees is not remitted by the college in full.

## 8. TERMINATION:

Either party may withdraw from this MoU by giving the other party one academic year's notice in writing of the termination of the MOU, subject to proper arrangements being made and agreed by both parties for the completion of programs then underway. Notice of termination shall be addressed to the Chief Executive or equivalent of the partner official.

## 9. DISPUTES

- 9.1. This Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation shall be governed by and construed in Accordance with the laws of India.
- 9.2. In case of any question, dispute or differences between the parties arising out of or in connection with this Agreement or breach, termination or validity thereof "Dispute", such Dispute shall be referred for Arbitration.
- 9.3. Such arbitration shall be in accordance with the rules framed under the provisions of the Arbitration and Conciliation Act, 1996 and shall be held in Hyderabad. All proceedings of such arbitration shall be in the English Language.
- 9.4. The Tribunal shall consist of a sole arbitrator i.e., the Chairman and both the parties agree to his appointment for resolving disputes. With these conditions the present Agreement is formalized, having been read through and approved by the appearing parties, and is signed in duplicate in the place and date indicated above.

For: ISFS

Name: Mr. Avinash Brahmadevara

Title: Chairman

Signature:



Date:

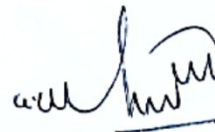
29/8/19

For: Govt. Degree College for Women

Name: Dr. G. Yadagiri

Title: Principal

Signature:



Date:

29/8/2019

**Dr. G. YADAGIRI**  
M.Sc., Ph.D.  
**PRINCIPAL**  
Government Degree College (W)  
Begumpet, Hyderabad-500 016.

2.12. In case of placement-assisted programs, ISFS will be responsible for providing 100% placement assistance to students on the successful completion of respective courses.

**3. ACADEMIC COMMITTEE**

An academic committee shall be formed by ISFS to monitor the syllabus, progress of the course and fees structure as may be presently applicable including any increase there at.

**4. ACADEMIC EXECUTION:**

- 4.1. The courses as mentioned in **Annexure-A** would be conducted by ISFS
- 4.2. The said course would roughly be completed in duration as mentioned in **Annexure-A**
- 4.3. The whole project would be considered viable only when there is at least one batch consisting of minimum 50 students per batch. The practical sessions (Lab hours) in case of courses involving lab teaching, however, can be structured depending on the Lab capacity. The preferable timings could be within college working hours, or as mutually decided between ISFS and College.
- 4.4. The college would carry on the internal awareness of the courses to their students, encouraging them to enroll for these courses. ISFS would support college for such activities by holding seminars regarding the courses of ISFS in their classrooms.
- 4.5. The course fee would be as mentioned in **Annexure-A**.
- 4.6. In case of any changes, modifications or alterations to the above terms, the same shall be subject to written approval from ISFS.

**5. MANPOWER**

- 5.1. The managerial and non-teaching staff required for the classroom training in the college campus shall be provided by the college
- 5.2. ISFS shall ensure that availability of teaching staff at the designated time of the batch

**6. VALIDITY**

- 6.1. This MOU shall come into force from the date of signing and will be valid for 3 (THREE) years from there onwards.
- 6.2. Negotiations as to any extension of this MOU from another 3 (THREE) years shall be taken up one month prior to the expiry of this MOU subject to the approval of the Governing Body of the college and ISFS management.

ISFS has agreed to impart training of the courses in full or modular at the college premises itself, without however making ISFS liable in any manner whatsoever.

**NOW THEREFORE IN CONSIDERATION OF THE PREMISES AND MUTUAL COVENANTS AND PROMISES MADE HEREINAFTER THE PARTIES HERETO AGREE AS FOLLOWS:**

**1. DEFINITIONS:**

- 1.1. The term "Commencement" shall mean the date of signing of agreement.
- 1.2. The term "Centre" shall mean the Classrooms/Lab at College premises
- 1.3. The term "Month" shall mean a calendar month and "Year" shall mean an academic year

**2. RESPONSIBILITY:**

**FIRST PARTY**

- 2.1. The college shall provide the basic infrastructure like classrooms and computers with internet connectivity of necessary speed to conduct the course.
- 2.2. The college shall look after the maintenance of classrooms and computers.
- 2.3. The college shall be expected to render full support and co-operation during the functioning of the entire courses at the college premises
- 2.4. The college would collect the fees from the students and remit it to ISFS designated account before commencement of any batch.
- 2.5. The college shall mobilize a minimum of 50 students for the batch start
- 2.6. The college and ISFS will jointly maintain the attendance of the students.
- 2.7. Any student taking admission in the college will be deemed to be eligible for the courses of ISFS and ISFS will be considering the student in the count of new batch.
- 2.8. The college to provide sufficient space from the teaching faculty or faculty members of ISFS in the college campus.

**SECOND PARTY**

- 2.9. ISFS will be responsible to provide content, books, syllabus, and conduct the examination of the student.
- 2.10. The batches will be conducted by ISFS
- 2.11. ISFS would also provide certificates to the students on the successful completion of the certification course.

*Handwritten signature*



ANNEXURE-A

Sno	Course	Duration	Fees
1	Tally ACE	40 hours	INR 2,000/- (inclusive of Certification Exam) ✓
2	NISM - Module VIII (Equity Derivatives)	50 hours	INR 2,500/- (Training Fees). Certification Fees is additional (to be remitted to NISM)
3	Investment Banking Operations Certification	50 Hours	INR 5,000/- (inclusive of ISFS certification fee)
4	Intellect CC Edge (Campus-to-Corporate)* *Placement assisted program	100 hours	INR 9,500/- (inclusive of ISFS certification fee)

Syllabus for Tally ACE

Fundamentals of Accounting  
Maintaining Chart of Accounts in Tally ERP 9  
Maintaining Stock Keeping Units (SKU)  
Recording Day-to-Day transactions in Tally ERP 9  
Accounts Receivable and Payable Management  
MIS Reports  
Goods and Services Tax (GST)  
Recording Vouchers with Tax Deducted at Source (TDS)



2019-2020 .

S.No	Student Name	Student Email	Mobile	Parent Name	Course Name
1	Kaligota Babitha	kaligotababitha123456@gmail.com	8790721528	Kaligota Balraj	TallyACE Rel 6
2	Panjala Rachana	Rachana25836@gmail.com	7659072997	Panjala Srinivas	TallyACE Rel 6
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4	Patnam Akhila	akhilagoudpatnam5@gmail.com	9676239741	Patnam Raju	TallyACE Rel 6
5	Sana Begum	nadeemreings7@gmail.com	8341478085	Mohammed Saleem	TallyACE Rel 6
6	Nandigaama Navaneetha	navaneethanandhigama19997@gmail.com	6300022548	Nandigaama Narsimhulu	TallyACE Rel 6
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84	Nukala Rekha	rekhanukala11@gmail.com	8688960966	Nukala Yadagiri	TallyACE Rel 6
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86	Pedhada Archana	archanapedhada@gmail.com	9100937680	Pedhada Rama Rao	TallyACE Rel 6
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89	Boina Mamatha	mamthaboina2@gmail.com	7675014669	Boina Nagaraju	TallyACE Rel 6
90	Bachala Akanksha	bachalaakanksha2001@gmail.com	7095093702	Bachala Konda Swamy	TallyACE Rel 6
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93	Kakita Jahnavi	jahnnavikakita@gmail.com	6303741288	Kakita Srinivasa Rao	TallyACE Rel 6
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96	P Bhagyasree	bhagyasreepol@gmail.com	7207444713	P Balram	TallyACE Rel 6
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98	Gondi Deepthi	deepthigondi2217@gmail.com	8096713287	G Nagamaddaiah	TallyACE Rel 6
99	Madhanoori Madhavi	madhumudhiraj686@gmail.com	7036170319	Madhanoori Ramesh	TallyACE Rel 6
100	Ulli Sai Charitha	saicharithaulli@gmail.com	7013948115	Ulli Ravi Kiran	TallyACE Rel 6
101	Devasani sankeerthana	sankeerthanadevasani@gmail.com	6305625410	Devasani Rajamouli	TallyACE Rel 6
102	Bejjenki Vani	bejjankivani74@gmail.com	7995351862	Bejjenki Narsing Rao	TallyACE Rel 6
103	Jyothi Kumari Yadav	shivamyadav9@icloud.com	9676025878	Niranjan Kumar Yadav	TallyACE Rel 6
104	Shavalla Pushpa Latha	shavallapushpalatha14@gmail.com	8106228010	Shavalla Anjaiah	TallyACE Rel 6
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106	Salma Shaheen	syed.atab1613@gmail.com	7032372006	Syed Aftab Hussain	TallyACE Rel 6
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102	Chamakura Revathi	chamakura.revathi@gmail.com	8464931459	Chamakura Venugopal	TallyACE Rel 6
103	Reganti Parameshwari	regantiparameshwari22@gmail.com	7675030865	Reganti Shanker	TallyACE Rel 6
104	Swamy Priyanka	spriyanka0301@gmail.com	6300199553	Swamy Sharanayya	TallyACE Rel 6
105	Neeli Ramadevi	ramadevineeli934@gmail.com	8019734728	Neeli Narasimhulu	TallyACE Rel 6
106	Kadiyam Anusha	anushakadiyam14@gmail.com	7995673158	Kadiyam Bakkaiah	TallyACE Rel 6
107	Hajira Begum	hajirabegum545@gmail.com	8919581966	MD Idries	TallyACE Rel 6
108	Nousheen Begum	nousheenbegum0786@gmail.com	9701020197	Mohammed Shadulla	TallyACE Rel 6
109	Ponnam Amulya	ponnamamulya2002@gmail.com	6301629158	Ponnam Venkatesh	TallyACE Rel 6
110	Lingala Mounika	lingalamounika0@gmail.com	7032218615	Lingala Srinivas Reddy	TallyACE Rel 6
111	Moinunnisa Begum	muskaan0932@gmail.com	6303598918	Mohd Baba	TallyACE Rel 6
112	Asma Begum	asmamirza7032@gmail.com	7032807302	Mirza Akbar Baig	TallyACE Rel 6
113	Simhadri Pavani	srinupawani99@gmail.com	9515953545	Simhadri Srinu	TallyACE Rel 6
114	Prasadula Vasudha	vasudhaprasadula@gmail.com	9515053588	P Baburao	TallyACE Rel 6



115	Yogeetha K	yogeethakanduri17@gmail.com	6301325486	Manohar K N	TallyACE Rel 6
116	Maankali Paravathinarsamma	parvathimaankali@gmail.com	8074933589	Maankali Raju	TallyACE Rel 6
117	Tuty Nagavennala	tutynagavennela68002@gmail.com	7893979604	Tuty Shambaiah	TallyACE Rel 6
118	Neelam Rajeshwari	rajeshwari917796@gmail.com	6303857707	Neelam Venkatesh	TallyACE Rel 6
119	Umerunisabegum	umerunisa703@gmail.com	8142553214	Khadeerbaba	TallyACE Rel 6
120	Shruthi V	shruthivivekanandu@gmail.com	9515869177	Vivekanandu	TallyACE Rel 6
121	Shamangala Sowmiya	sowmiya0028@gmail.com	9515222531	Shamangala Venkatesh	TallyACE Rel 6
122	Palle Supraja	pallesupraja2330@gmail.com	6304751928	P Srinivas	TallyACE Rel 6
123	Kumbam Divya Kumari	divyakumbam419@gmail.com	9390082462	Kumbam Mallesham	TallyACE Rel 6
124	Gulba Srivani	srivanigulba@gmail.com	8688939336	Gulba Sambaji	TallyACE Rel 6
125	Lingampally Chapuri Sumiran	lcsu miran2601@gmail.com	8978041521	Lingampally Chapuri Bhushan Rao	TallyACE Rel 6
126	Potturu Sai Priyanka	saipriyankapotturu@gmail.com	7330700486	Potturu Laxman	TallyACE Rel 6
127	Reshmi Hariharan	reshmihariharan143@gmail.com	9154321694	V K Hari Haran Chettiar	TallyACE Rel 6

### Tally ACE -36 Hours

Fundamentals of Accounting
Introduction of Tally
Stock Keeping Units
Recording day to day transactions
Accounts Receivable & Accounts Payable
MIS Reports
Goods and Services tax
Tax Deduction at source
Mock test (Online)
Final test (Online)

### Tally PRO - 60 Hours

Fundamentals of Accounting
Introduction of Tally
Stock Keeping Units
Recording day to day transactions
Accounts Receivable & Accounts Payable
MIS Reports
Goods and Services tax
Tax Deduction at source
Banking Payments
Storage and classification of inventory
Order processing cycle
Data Management
Income Tax
Cash discount & credit discount
Bill of Material
Data Management & Reports
Mock test (Online)
Final test (Online)

## Tally GURU -80 Hours

Fundamentals of Accounting
Introduction of Tally
Stock Keeping Units
Recording day to day transactions
Accounts Receivable & Accounts Payable
MIS Reports
Goods and Services tax
Tax Deduction at source
Banking Payments
Storage and classification of inventory
Order processing cycle
Data Management
Income Tax
Cash discount & credit discount
Bill of Material
Data Management & Reports
Introduction to GST
Getting started with Goods
Getting started with Services
Recording Advanced Entries
GST Reports
Payroll Mangement
Data Encryptions
Import & Exports of Data
E-mailing & SMS
Techincal aspects
Mock test (Online)
Final test (Online)

### Introduction:

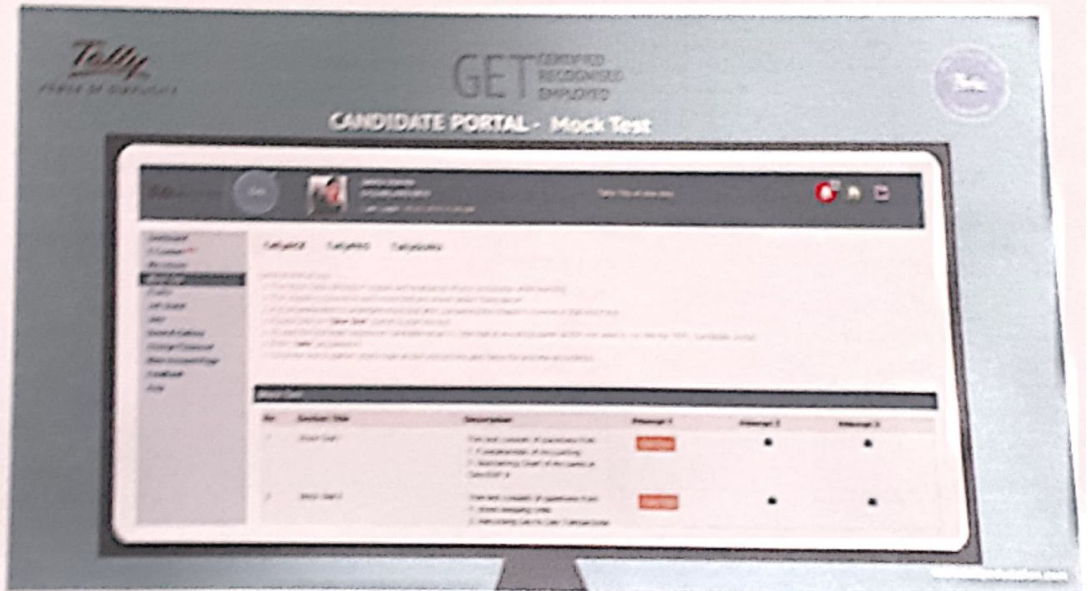
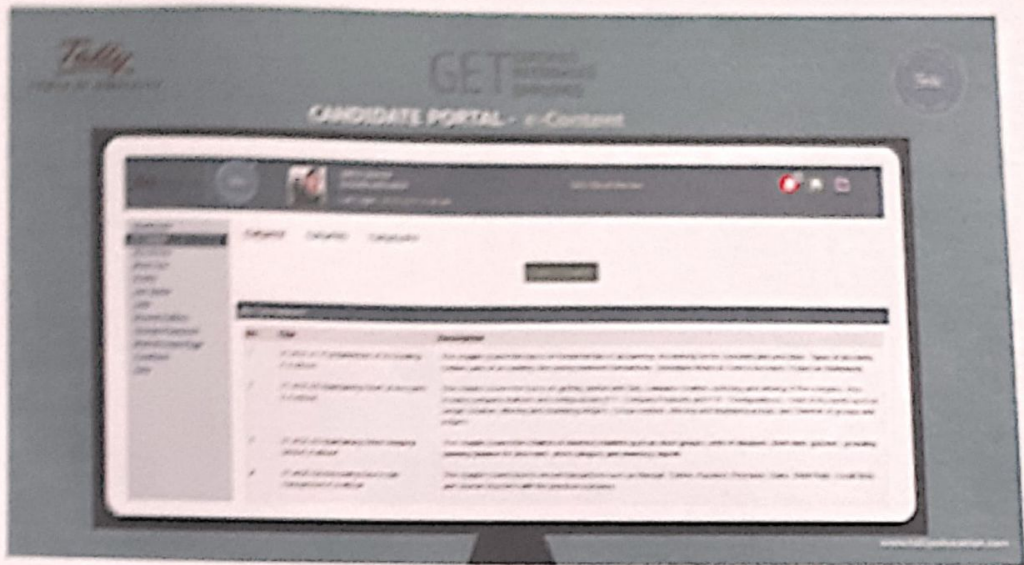
Tally Education Pvt. Ltd., is a group company and an education initiative of Tally Solutions, the makers of the popular Tally software. It is the only entity authorised to issue certifications on Computerized Accounting and on Tally. It has been incorporated with a vision to enable businesses to manage their manpower requirements by offering simple and easy solutions to find suitable skilled resources for their businesses.

Over the years, the success of Tally software has fuelled the demand for Tally trained and certified professionals across the nation. Tally Education aims at establishing a benchmark, recognized by employers, which helps the certified candidates stand out from the crowd and accelerate their professional career. Many recognised institutes, universities, colleges and boards have got associated with Tally Education Pvt. Ltd. to offer Tally Certifications and to unleash thousands of job opportunities for their students and foster their careers.

### Objectives:

The infographic features the Tally logo (POWER OF SIMPLICITY) and the 'GET CERTIFIED RECOGNISED EMPLOYED' slogan. It lists eight benefits of enrollment in a two-column layout, each with an icon and a text box.

ENROLMENT BENEFITS	
	Verifiable digital certificate from Tally
	Multiple career opportunities
	Career progression and management
	Access to Tally authored content
	Access to Tally Job Portal and Candidate Portal
	Industry preferred certificate
	Certifications designed as per recommendations by industry experts
	Access to e-Content on Tally Certification Content Platform & App







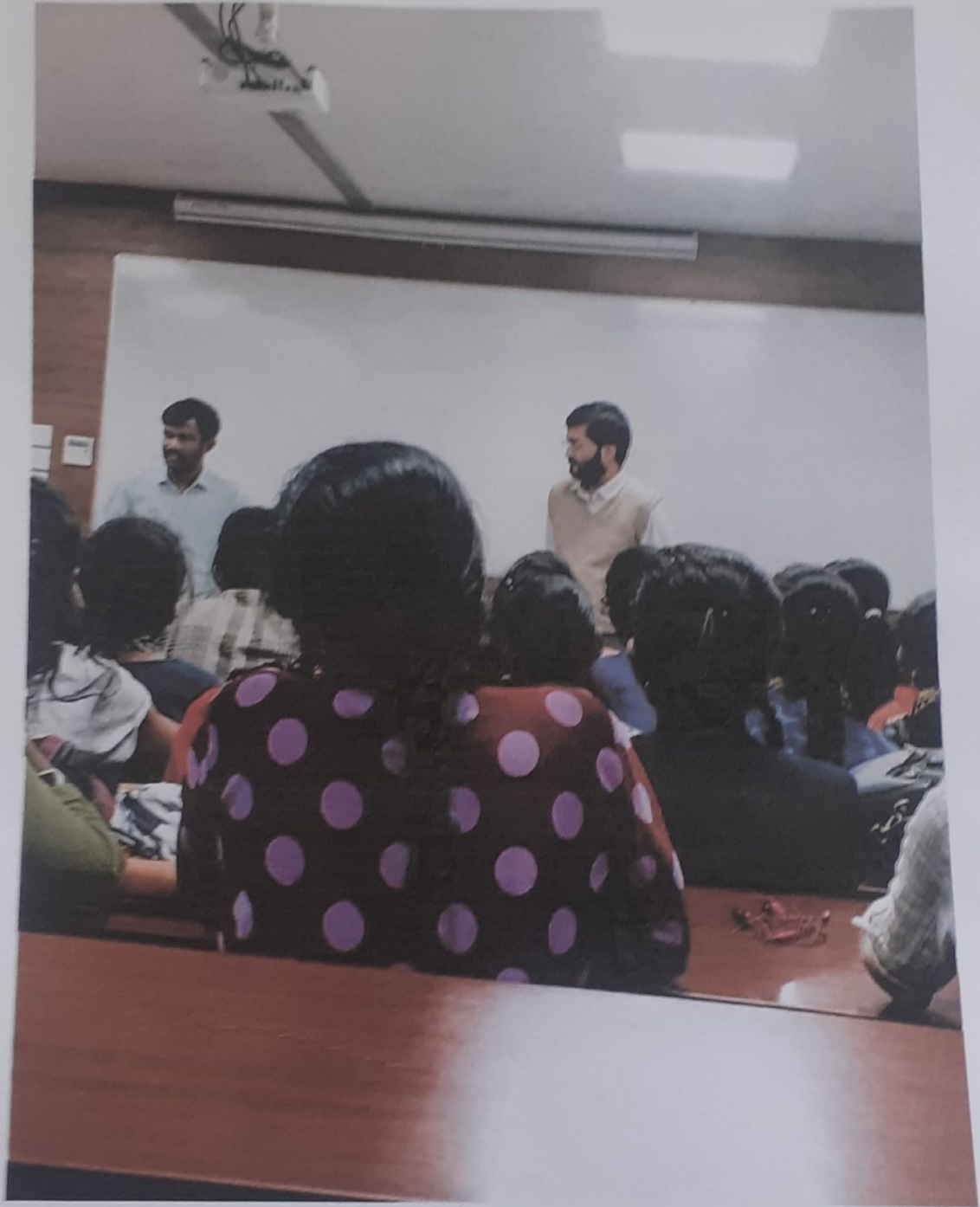
















Online class pics:



### What is E-Waybill ?

E-way bill is an electronic way bill for movement of goods which can be generated on the GSTN (common portal). A 'movement' of goods of more than ₹ 50,000/- in value cannot be made by a registered person without an e-way bill.

#### Validity of E-Way Bill

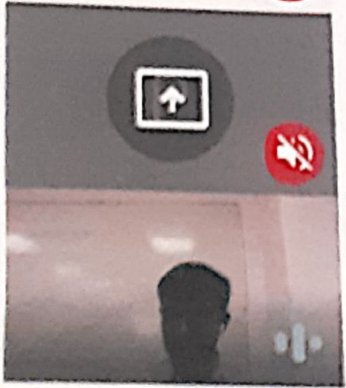
Distance	Validity Period
Less than 100 km	1 Day
For Every 100 km or part thereof thereafter	1 Additional Day
Up to 20 Km	One Day in case of over Dimensional Cargo
For Every 20 km or part thereof thereafter	One Additional day in case of over Dimensional Cargo



(57)



amrutha v (You)



Paramesh >

Paramesh >



TEPPA MALLESHWARI >



Our GSTIN Number

Company Name	State	GST Registration No.
M T S&P&P. PARTS PRODUCTS LTD	Andhra Pradesh	27AAG0202090028
	Andhra Pradesh	27AAG0202090028
	Andhra Pradesh	27AAG0202090028
	Andhra Pradesh	27AAG0202090028
	Andhra Pradesh	27AAG0202090028
	Andhra Pradesh	27AAG0202090028
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	Andhra Pradesh	27AAG0202090028
Andhra Pradesh	27AAG0202090028	

(54)

amrutha v (You)

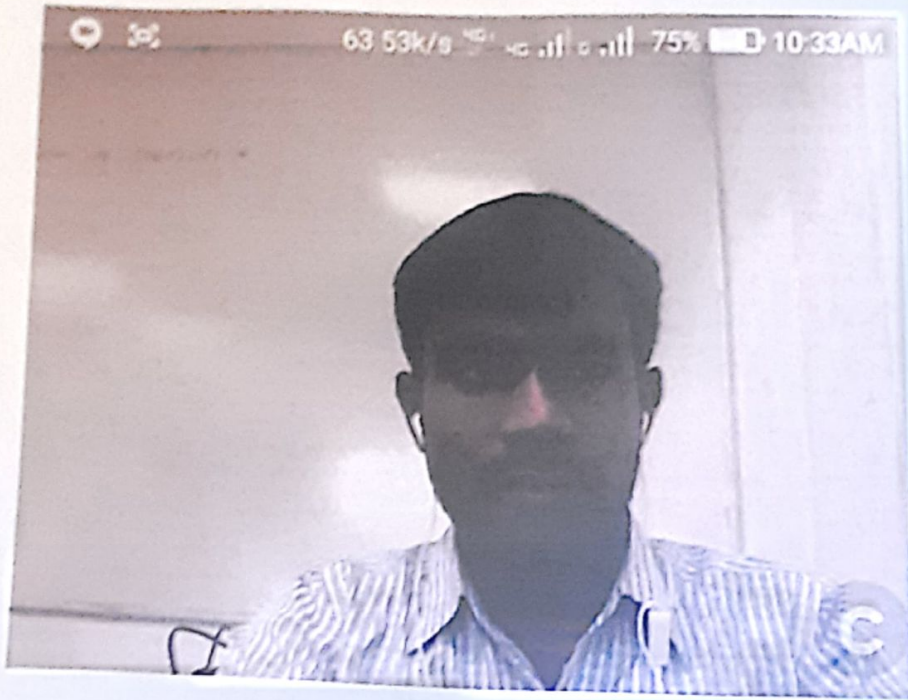
Paramesh


Konda Shruthi

Paramesh

Also in the meeting (50)

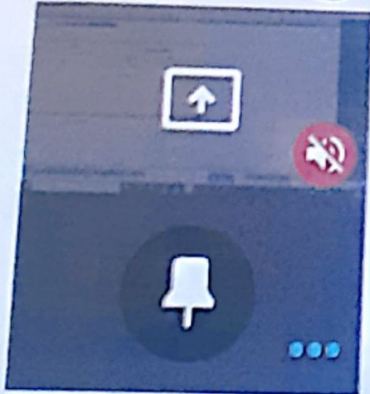




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amrutha v (You)



Paramesh







Paramesh

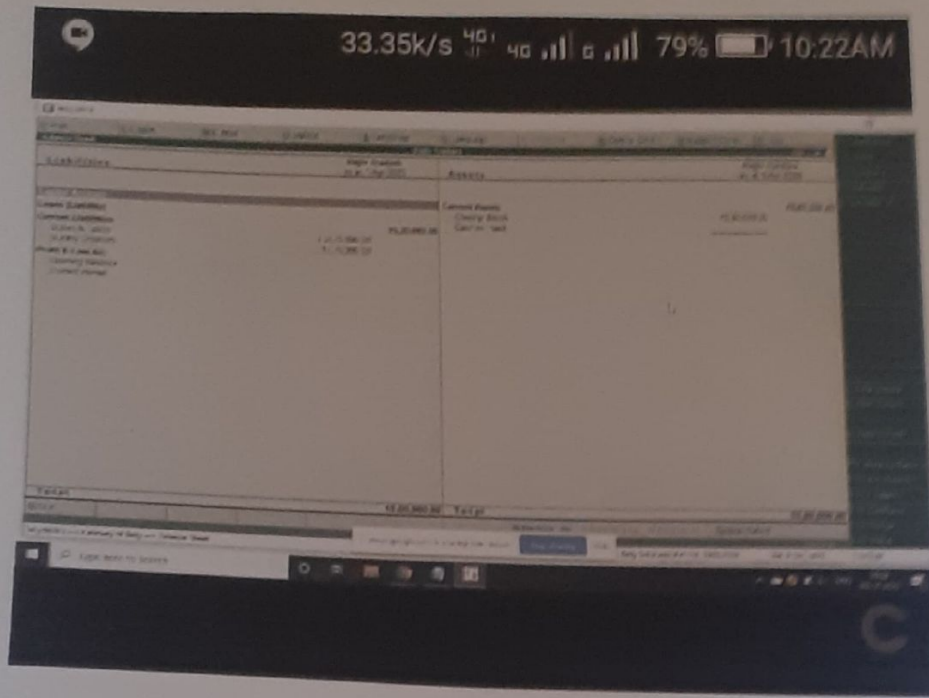


Paspunooru Anusha





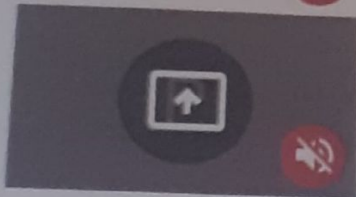
-  *Shagunee Pat (You)*
  -  *YADAVESH SIKSANDIA*
  -  *YADAVESH SIKSANDIA*
  -  *Muskanfara17*
- Others in the meeting (9)



(55)



amrutha v (You)



Paramesh



Bhavna. panuganti



Paramesh



Also in the meeting (51)



**Tally**  
POWER OF SIMPLICITY



# Certificate of Merit

This certificate is awarded to  
**Bareddy Leela Shiva Naga Lakshmi**

*Son/Daughter of*

**Bareddy Nagi Reddy**  
for successfully completing

**TallyACE**  
and securing Grade A\*

Place of Issue: Bengaluru  
Date Certified: 23-Dec-2019  
Release: 6.3

*Manish*  
Manish Chowdhary  
Chief Executive Officer  
Tally Education Pvt. Ltd.

Certificate No: 902185309

Institute Name

Government Degree College (Autonomous)

Tally Education Pvt. Ltd., a group company of Tally Solutions Pvt. Ltd., is the only entity authorized to issue certifications on Tally.  
This certificate can be verified at [www.tallyeducation.com](http://www.tallyeducation.com)

Chapters	Detailed Contents with sub-topics
<b>Fundamentals of Accounting</b>	<b>Fundamentals of Accounting</b>
	1.1 Introduction
	1.1.1 Meaning of Accounting
	1.2 Terminologies used in Accounting
	1.3 Features of Accounting
	1.4 Scope and Objectives of Accounting
	1.4.1 Uses of Debit and Credit
	1.4.2 Rules of Debit and Credit
	1.5 Features of Accounting
	1.6 Recording of Business Transactions
	1.6.1 Journalising Transactions
	1.7 Trial Balance
	1.8 Financial Statements
	1.8.1 Trading Account
	1.8.2 Profit & Loss Account
	1.8.3 Balance Sheet
	1.9 Subsidiary Books & Control Accounts
Key Takeaways	
Practice Exercise	
<b>Introduction to Tally</b>	<b>Introduction to Tally</b>
	2.1 Introduction
	2.2 Features of Tally
	2.3 Downloading the installable software
	2.4 Installing Tally
	2.5 Types of Licenses
	2.6 Working in Educational Mode
	2.7 Getting Started with Tally
	2.8 Navigate from anywhere to anywhere
	2.8.1 Top Menu, Shortcuts keys and Right buttons 2.8.2 GoTo and Switch To 2.9 Company Creation and setting up Company Features

- 6.1.3 Selecting a User Profile
- 6.1.4 Security Considerations
- 6.1.5 Default and Custom Reports
- 6.1.6 Default Audit Trail Configuration
- 6.1.7 Security Lists
- 6.1.8 Security Tables
- 6.1.9 User Profiles
- 6.1.10 Permissions
- 6.1.11 Roles
- 6.1.12 Security
- 6.1.13 Users

### MIS Reports

- 6.2 Introduction
- 6.3 Trial Balance
- 6.3 Profit and Loss Account
- 6.4 Balance Sheet
- 6.5 Stock Summary Analysis
- 6.6 Generating and Printing Reports
- 6.6.1 Day Book
- 6.6.2 Cash and Bank Book
- 6.6.3 Sales Register
- 6.6.4 Purchase Register
- 6.6.5 Journal Register
- Key Takeaways
- Shortcut Keys
- Practice Exercises

### Data Security and User Management

## **Data Security**

- 7.1 Introduction
- 7.2 Security Control
- 7.3 Activation of Security Control
- 7.4 Creation of Security Levels in Tally: User Roles
- 7.5 Creation of User for Company
- 7.6 Accessing the Company with Data Operator: `user@company`
- 7.7 Change User
- 7.8 ADIs Login
- Key Takeaways
- Practice Exercises

Ranking and Awards

- 1. 1st Rank in 1st Sem
- 2. 1st Rank in 2nd Sem
- 3. 1st Rank in 3rd Sem
- 4. 1st Rank in 4th Sem

Key Features  
Special Features

Special Case Studies

Business Case Studies

- Case Study 1: Understanding the business environment and its impact on business
- Case Study 2: Understanding the business environment and its impact on business
- Case Study 3: Understanding the business environment and its impact on business
- Case Study 4: Understanding the business environment and its impact on business
- Case Study 5: Understanding the business environment and its impact on business
- Case Study 6: Understanding the business environment and its impact on business
- Case Study 7: Understanding the business environment and its impact on business
- Case Study 8: Understanding the business environment and its impact on business
- Case Study 9: Understanding the business environment and its impact on business
- Case Study 10: Understanding the business environment and its impact on business
- Case Study 11: Understanding the business environment and its impact on business
- Case Study 12: Understanding the business environment and its impact on business
- Case Study 13: Understanding the business environment and its impact on business
- Case Study 14: Understanding the business environment and its impact on business
- Case Study 15: Understanding the business environment and its impact on business

Stat Strength:

Year	No of students
2020	210
2021	127
	337



# Skill Development Wing

**Study Material**

**TALLY ACE**



# Tally. ERP 9 with GST

## What is Accounting ?

Accounting is a system of recording information about a business. The information that is collected is primarily numerical. This information is then presented to various people (internal or external) who make decisions.



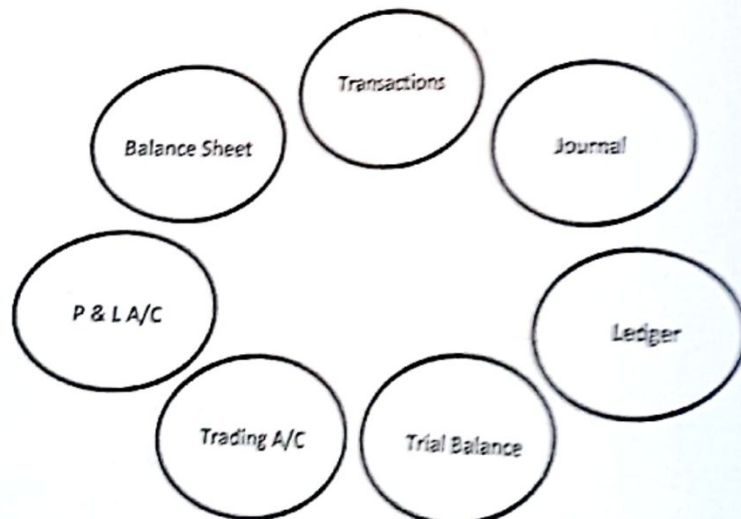
To account for something means to keep a record of something in your business by using the accounting system.

An accountant (or book-keeper) collects documents and records this information, categorizes it and presents it in specific formats.

Accounting information is finally presented in the form of financial statements – the key reports of a business.

Meaning of Accounting Cycle An accounting cycle is a complete sequence of accounting process, that begins with the recording of business transactions and ends with the preparation of final accounts.

### Accounting Cycle



## Branches of Accounting

**Financial Accounting:** It is concerned with recording of business transactions in the books of accounts in such a way that operating result of a particular period and financial position on a particular date can be known.

**Cost Accounting:** It relates to collection, classification and ascertainment of the cost of production or job undertaken by the firm.

**Management Accounting:** It relates to the use of accounting data collected with the help of financial accounting and cost accounting for the purpose of policy formulation, planning, control and decision making by the management.

## Basic Accounting Terms

**Cash:** Transaction is one where cash receipt or payment is involved in the transaction. For example, When Ram buys goods from Kannan paying the price of goods by cash immediately, it is a cash transaction.

**Credit:** Transaction is one where cash is not involved immediately but will be paid or received later. In the above example, if Ram, does not pay cash immediately but promises to pay later, it is credit transaction.

**Capital:** It is the amount invested by the proprietor/s in the business. This amount is increased by the amount of profits earned and the amount of additional capital introduced. It is decreased by the amount of losses incurred and the amounts withdrawn. For example, if Mr. Anand starts business with Rs.5,00,000, his capital would be Rs.5,00,000.

**Assets:** Assets are the properties of every description belonging to the business. Cash in hand, plant and machinery, furniture and fittings, bank balance, debtors, bills receivable, stock of goods, investments, Goodwill are examples for assets. Assets can be classified into tangible and intangible.

**Tangible Assets:** These assets are those having physical existence. It can be seen and touched. For example, plant & machinery, cash, etc.

**Intangible Assets:** Intangible assets are those assets having no physical existence but their possession gives rise to some rights and benefits to the owner. It cannot be seen and touched. Goodwill, patents, trademarks are some of the examples.

**Liabilities:** Liabilities refer to the financial obligations of a business. These denote the amounts which a business owes to others, e.g., loans from banks or other persons, creditors for goods supplied, bills payable, outstanding expenses, bank overdraft etc.

**Drawings:** It is the amount of cash or value of goods withdrawn from the business by the proprietor for his personal use. It is deducted from the capital.

**Debtors:** A person (individual or firm) who receives a benefit without giving money or money's worth immediately, but liable to pay in future or in due course of time is a debtor. The debtors are shown as a in the balance sheet. For example, Mr. Arul bought goods on credit from Mr. Babu for Rs.10,000. Mr. Aru debtor to Mr. Babu till he pays the value of the goods.

**Creditors:** A person who gives a benefit without receiving money or money's worth immediately but to claim in future, is a creditor. The creditors are shown as a liability in the balance sheet. In the above example Mr. Babu is a creditor to Mr. Arun till he receives the value of the goods.

**Purchases:** Purchases refers to the amount of goods brought by a business for resale or for use in the production. Goods purchased for cash are called cash purchases. If it is purchased on credit, it is called as credit purchases. Total purchases include both cash and credit purchases.

**Purchases Return or Returns Outwards:** When goods are returned to the suppliers due to defective quality or not as per the terms of purchase, it is called as purchases return. To find net purchases, purchases return is deducted from the total purchases.

**Sales:** Sales refers to the amount of goods sold that are already brought or manufactured by the business. When goods are sold for cash, they are cash sales but if goods are sold and payment is not received at the time of sale, it is credit sales. Total sales include both cash and credit sales.

**Sales Return or Returns Inward:** When goods are returned from the customers due to defective quality or not as per the terms of sale, it is called sales return or returns inward. To find out net sales, sales return is deducted from total sales.

**Stock:** Stock includes goods unsold on a particular date. Stock may be opening and closing stock. The term opening stock means goods unsold in the beginning of the accounting period. Whereas the term closing stock includes goods unsold at the end of the accounting period. For example, if 4,000 units purchased @ Rs. 20 per unit remain unsold, the closing stock is Rs 80,000. This will be opening stock of the subsequent year.

**Revenue:** Revenue means the amount receivable or realised from sale of goods and earnings from interest, dividend, commission, etc.

**Expense:** It is the amount spent in order to produce and sell the goods and services. For example, purchase of raw materials, payment of salaries, wages, etc.

**Income:** Income is the difference between revenue and expense.

**Voucher:** It is a written document in support of a transaction. It is a proof that a particular transaction has taken place for the value stated in the voucher. It may be in the form of cash receipt, invoice, cash memo, bank pay-in-slip etc. Voucher is necessary to audit the accounts.

**Invoice:** Invoice is a business document which is prepared when one sell goods to another. The statement is prepared by the seller of goods. It contains the information relating to name and address of the seller and the buyer, the date of sale and the clear description of goods with quantity and price.

**Receipt:** Receipt is an acknowledgement for cash received. It is issued to the party paying cash. Receipts form the basis for entries in cash book.

**Account:** Account is a summary of relevant business transactions at one place relating to a person, asset, expense or revenue named in the heading. An account is a brief history of financial transactions of a particular person or item. An account has two sides called debit side and credit side.

## Basic Concepts of Accounting

**Dual Aspect Concept:** Dual aspect principle is the basis for Double Entry System of book-keeping. All business transactions recorded in accounts have two aspects - receiving benefit and giving benefit. For example, when a business acquires an asset (receiving of benefit) it must pay cash (giving of benefit).

**Revenue Realisation Concept:** According to this concept, revenue is considered as the income earned on the date when it is realised. Unearned or unrealised revenue should not be taken into account. The realisation concept is vital for determining income pertaining to an accounting period. It avoids the possibility of inflating incomes and profits.

**Historical Cost Concept:** Under this concept, assets are recorded at the price paid to acquire them and this cost is the basis for all subsequent accounting for the asset. For example, if a piece of land is purchased for Rs.5,00,000 and its market value is Rs.8,00,000 at the time of preparing final accounts the land value is recorded only for Rs.5,00,000. Thus, the balance sheet does not indicate the price at which the asset could be sold for.

**Matching Concept:** Matching the revenues earned during an accounting period with the cost associated with the period to ascertain the result of the business concern is called the matching concept. It is the basis for finding accurate profit for a period which can be safely distributed to the owners.

### Basic Principles of Accounting

- **Accrual principle:** This is the concept that accounting transactions should be recorded in the accounting periods when they actually occur, rather than in the periods when there are cash flows associated with them.
- **Conservatism principle:** This is the concept that you should record expenses and liabilities as soon as possible, but to record revenues and assets only when you are sure that they will occur. Conversely, this principle tends to encourage the recording of losses earlier, rather than later.
- **Consistency principle:** This is the concept that, once you adopt an accounting principle or method, you should continue to use it until a demonstrably better principle or method comes along.
- **Economic entity principle:** This is the concept that the transactions of a business should be kept separate from those of its owners and other businesses.
- **Going concern principle:** This is the concept that a business will remain in operation for the foreseeable future. This means that you would be justified in deferring the recognition of some expenses, such as depreciation, until later periods.
- **Materiality principle:** This is the concept that you should record a transaction in the accounting records if not doing so might have altered the decision making process of someone reading the company's financial statements.

- **Time period principle:** This is the concept that a business should report the results of its operations over a standard period of time. This is intended to create a standard set of comparable periods, which is useful for trend analysis.

### Double Entry System

The basic principle of this system is, for every debit, there must be a corresponding credit of equal amount and for every credit, there must be a corresponding debit of equal amount. Every business transaction has a two-fold effect and that it affects two accounts in opposite directions and if a complete record were to be made of each such transaction, it would be necessary to debit one account and credit another account.

### What is an Account?

Every transaction has two aspects and each aspect has an account. It is stated that 'an account is a summary of relevant transactions at one place relating to a particular head'. All accounts are divided into two sides. The left hand side of an account is called Debit side and the right hand side of an account is called Credit side. In the abbreviated form Debit is written as Dr. and Credit is written as Cr.

Accounts can be classified into Personal and Impersonal (Real and Nominal) :

**I. Personal Accounts:** The accounts which relate to persons. Personal accounts include the following.

- Natural Persons:** Accounts which relate to individuals. For example, Mohan's A/c, Shyam's A/c etc.
- Artificial persons:** Accounts which relate to a group of persons or firms or institutions. For example, HIAT Ltd., Indian Overseas Bank, Life Insurance Corporation of India, Cosmopolitan club etc.
- Representative Persons:** Accounts which represent a particular person or group of persons. For example, outstanding salary account, prepaid insurance account, etc. The proprietor being an individual his capital account and his drawings account are also personal accounts.

**II. Impersonal Accounts:** All those accounts which are not personal accounts. This is further divided into two types viz. Real and Nominal accounts. A) **Real Accounts:** Accounts relating to properties and assets which are owned by the business concern. Real accounts include tangible and intangible accounts. For example, Land, Building, Goodwill, Purchases, etc. B) **Nominal Accounts:** These accounts do not have any existence, form or shape. They relate to incomes and expenses and gains and losses of a business concern. For example, Salary Account, Dividend Account, etc.,

**Golden Rules of Accounting:** All the business transactions are recorded on the basis of the following rule:

S.No	Name of Account	Debit Aspect	Credit Aspect
1	Personal	The Receiver	The Giver
2	Real	What Comes In	What Goes Out
3	Nominal	All Expenses & Losses	All Incomes & Gains

**Accounting Equation:**

$$\text{ASSETS} = \text{LIABILITIES} + \text{CAPITAL}$$

Elements of Accounting Equation	Debit	Credit
Asset	Increase	Decrease
Liability	Decrease	Increase
Capital	Decrease	Increase
Revenue	Decrease	Increase
Expense	Increase	Decrease

**Source Documents :** These are the evidences of business transactions which provide information about the nature of the transaction, the date, the amount and the parties involved in it.

1. **Cash Memo :** When a trader sells goods for cash, he gives a cash memo and when he purchases goods for cash, he receives a cash memo. Details regarding the items, quantity, rate and the price are mentioned in the cash memo.

Cash Memo			
Vinoth Watch Co.,			
135, South Usman Road, Thyagaraya Nagar, Chennai-17.			
No: 52		Date : 18.8.2003	
To .....			
Qty.	Description	Rate Rs.	Amount Rs.
3	Titan Regulia	1,800	5,400
2	Titan Raga	1,200	2,400
			7,800
	Less: Discount 10%		780
5	Total		7020
Goods once sold are not taken back.			
			Manager For Vinoth Watch Co.

2. **Invoice or Bill :** When a trader sells goods on credit, he prepares a sale invoice. It contains full details relating to the amount, the terms of payment and the name and address of the seller and buyer.

INVOICE	
Ramesh Electronics	
306, Anna Salai, Chennai - 600 002.	
No. 405	Date : 20.8.2003
Name & address of the Customer : Bhanu Enterprises	
43, Eldams Road, Teynampet,	
Chennai - 18.	
Terms : 5% cash discount if payment is made within 30 days.	

Qty	Description	Rate Rs.	Amount Rs.
5	Refrigerators	9,000	45,000
10	Washing Machines	15,000	1,50,000
	Sales Tax @ 10%		19,500
	Handling & delivery charges		1,500
15	Total		2,16,000

(Rupees Two lakhs sixteen thousand only)

Partner  
For Ramesh Electronics

E & O E

3. **Debit note** : This is prepared by the buyer and it contains the date of the goods returned, name of the supplier, details of the goods returned and reasons for returning the goods. On the basis of debit note, the suppliers account is debited in the books.

DEBIT NOTE			
<b>Ganesh Traders</b> 22, Ram Nagar, Chennai - 600 015		No : 315 Date: 14.6.2003	
Name & Address of Supplier : Shanmuga Traders 122, III Street Chennai - 600 021.			
Terms : 5% cash discount if payment is made within 30 days.			
Date	Particulars	Rs.	Rs.
2003 June 14	20 FM Radio sets purchased under your invoice No.394, dated, 2nd June, 2003, now returned, as the sets are not in working conditions @ Rs.75 per set.		
	Add Packing expenses	1,500	
	Total	100	1,600
E & O., E		Manager	

4. **Credit Note** : A credit note is prepared by the seller and it contains the date on which goods are returned, name of the customer, details of the goods received back, amount of such goods and reasons for returning the goods. Each credit note is serially numbered. On the basis of credit note, the customer's account is credited in the books.



CREDIT NOTE			
No. 243	COTTON WORLD		Date: 15.8.2023
22, Nehru Nagar, Chennai - 600 029			
Name & Address of the Customer: Paranthaman & Sons			
122, Chinnappa Street,			
Chinnappa - 6			
Terms: 2% cash discount if payment is made within 30 days			
Date	Particulars	Rs.	Rs.
2023	T-Shirts - 20' - 200 Nos		
Sept 15	@ Rs 100 each	20,000	
	Less: Discount @10%	2,000	
	(Return due to inferior quality)		18,000
	Total		18,000

5. **Pay-in-slip** : It is a form available in banks and is used to deposit money into a bank account. Each pay in-slip has a counterfoil which is returned to the depositor duly sealed and signed by the bank official.

**Pay-in-slip**

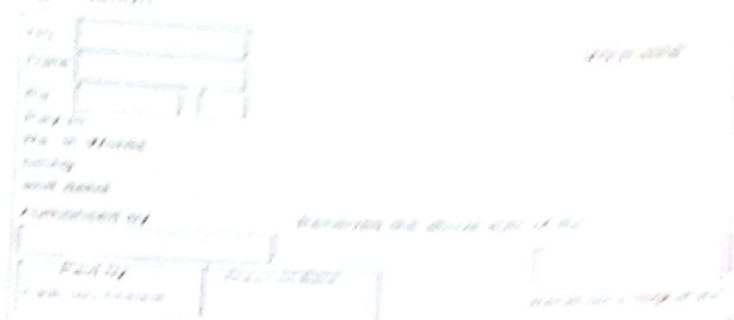
Indian Overseas Bank Branch ..... Current Account No. .... of (name) ..... Cheque/Cash Rs. .... Rupees .....  Cashier/Clerk Authorised Official This counter foil is not valid unless signed by an authorised official of the Bank (in addition to the cashier in case of deposit by cash).	Indian Overseas Bank Branch ..... Credit Current Account No. [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] of (name) ..... Rupees ..... as per details furnished overleaf  Cheque/Cash Rs. .... L.F. Initial [ ] [ ]  Depositor's Signature Cashier/Clerk Authorised official Name & Address ..... Tel. No. ....  <div style="border: 1px solid black; width: 50px; height: 30px; margin: 0 auto; text-align: center;">Seal</div>
--	--

6. **Cheque** : A cheque is a document in writing drawn upon a specified banker to pay a specified sum to the bearer or the person named in it and payable on demand.

बैंक ऑफ इंडिया BANK OF INDIA CHENNAI BRANCH BUKKALANAGAR, CHENNAI	BANK OF INDIA CHENNAI BRANCH BUKKALANAGAR, CHENNAI	[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] 0 0 M M Y Y Y Y
Pay		to the order of Dr. Rupees
Rupees		[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]		[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
PAYABLE AT ALL OUR BRANCHES IN CLEARING		
1003401# 400013012# 009989# 11		



7. **Voucher** A voucher is a written document in support of a debit or credit prepared by an accountant and each voucher is a record of a debit or credit of the organization.



**Journal** Journal is a date-wise record of all the transactions with details of the accounts debited and credited and the amount of each transaction.

Journal				
Date	Particulars	L.F.	Debit Amount ₹	Credit Amount ₹

When two or more transactions of similar nature take place on the same date, such transactions can be entered in the journal by means of a combined journal entry called Compound Journal Entry. The only precaution is that the total debits should be equal to total credits.

- Date** : In the first column, the date of the transaction is entered. The year and the month is written only once, till they change. The sequence of the dates and months should be strictly maintained.
- Particulars** : Each transaction affects two accounts, out of which one account is debited and the other account is credited. The name of the account to be debited is written first, very near to the line of particulars column and the word 'Dr.' is also written at the end of the particulars column. In the second line, the name of the account to be credited is written, starts with the word 'To', a few space away from the margin in the particulars column to make it distinct from the debit account.
- Narration** : After each entry, a brief explanation of the transaction together with necessary details is given in the particulars column with in brackets called narration. The words 'For' or 'Being' are used before starting to write down narration. Now, it is not necessary to use the word 'For' or 'Being'.
- Ledger Folio (L.F)** : All entries from the journal are later posted into the ledger accounts. The page number or folio number of the ledger, where the posting has been made from the journal is recorded in the L.F column of the journal. Till such time, this column remains blank.
- Debit Amount** : In this column, the amount of the account being debited is written.
- Credit Amount** : In this column, the amount of the account being credited is written.

**LEDGER** : Ledger is a principal or main book which contains all the accounts in which the transactions recorded in the books of original entry are transferred

Dr				Name of Account				Cr			
Date	Particulars	J.F	Amount Rs. P.	Date	Particulars	J.F	Amount Rs. P.				
Year Month Date	To (Name of Credit Account in Journal)			Year Month Date	By (Name of Debit account in Journal)						

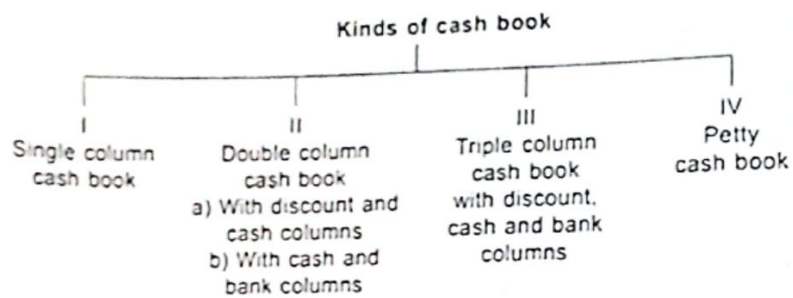
**Explanation:**

- i. Each ledger account is divided into two parts. The left hand side is known as the debit side and the right hand side is known as the credit side. The words 'Dr.' and 'Cr.' are used to denote Debit and Credit.
- ii. The name of the account is mentioned in the top (middle) of the account.
- iii. The date of the transaction is recorded in the date column.
- iv. The word 'To' is used before the accounts which appear on the debit side of an account in the particulars column. Similarly, the word 'By' is used before the accounts which appear on the credit side of an account in the particulars column.
- v. The name of the other account which is affected by the transaction is written either in the debit side or credit side in the particulars column.
- vi. The page number of the Journal or Subsidiary Book from where that particular entry is transferred, is entered in the Journal Folio (J.F) column.
- vii. The amount pertaining to this account is entered in the amount column.

**Subsidiary Books :** In addition to Journal which is the primary book of entry, there are various subsidiary books that cater to various requirements of a business entity. They are :

- i. Purchases Book records only credit purchases of goods by the trader.
- ii. Sales Book is meant for entering only credit sales of goods by the trader.
- iii. Purchases Return Book records the goods returned by the trader to suppliers.
- iv. Sales Return Book deals with goods returned (out of previous sales) by the customers.
- v. Bills Receivable Book records the receipts of bills (Bills Receivable).
- vi. Bills Payable Book records the issue of bills (Bills Payable).
- vii. Cash Book is used for recording only cash transactions i.e., receipts and payments of cash.

Cash Book can further be classified into different types :



**Example of Triple Column Cash Book :**

Solution:

Triple Column Cash Book of Mr Venu Gopal

Dr.

Cr.

Date	Particulars	R. N.	L F	Dis. A/c wed	Cash Rs.	Bank Rs.	Date	Particulars	V. N.	L F	Dis. Received	Cash Rs.	Bank Rs.
2002							2002						
Oct 1	To Balance b/d				30,000	1,000	Oct 3	By Rent A/c					500
2	.. Sivar's A/c					5,000	4	.. Bharathi A/c					2,400
5	.. Vinod's A/c			75	2,225		6	.. Bank A/c				4,000	
6	.. Cash A/c		C			4,000	7	.. Cash A/c					2,000
7	.. Bank A/c		C		2,000								
7	.. Bharathi A/c					2,400	7	.. Balance c/d				30,225	7,500
				75	34,225	12,400						34,225	12,400
Oct 8	To Balance b/d				30,225	7,500							

### TRIAL BALANCE AND RECTIFICATION OF ERRORS

"Trial balance is a statement, prepared with the debit and credit balances of ledger accounts to test the arithmetical accuracy of the books". Since, every debit should have a corresponding credit as per the rules of double entry system, the total of the debit balances and credit balances should tally (agree).

In the ledger there are many personal accounts, some of them may show debit balances, some others may show credit balances. If all the names are to be written in the trial balance it will be unduly long.

Therefore, a list of names with the debit balances is prepared. This list is known as 'Sundry Debtors' (Sundry means 'many'). Similarly, a list of names with the credit balances is prepared. This list is known as

'Sundry Creditors'.

Trial Balance of Rahul  
as on 31st March, 2003

S. No.	Name of the Account	L. F.	Dr. Rs.	Cr. Rs.	Nature of Balance (Why Dr. or Cr.)
1.	Salaries		36,320	-	Nominal A/c-expense
2.	Sales		-	1,73,500	Real A/c - goods
3.	Plant and Machinery		34,300	-	Real A/c - asset
4.	Commission Paid		1,880	-	Nominal A/c expense
5.	Stock on 1.4.2002		11,100	-	Real A/c - goods
6.	Repairs		1,670	-	Nominal A/c-expense
7.	Sundry Expenses		460	-	Nominal A/c-expense
8.	Returns Inward		1,000	-	Real A/c - goods
9.	Discount Allowed		1,150	-	Nominal A/c - loss
10.	Rent & Rates		3,220	-	Nominal A/c-expense
11.	Purchases		1,44,670	-	Real A/c - goods
12.	Sundry Debtors		1,430	-	Personal A/c - customers
13.	Travelling Expenses		2,630	-	Nominal A/c-expense
14.	Carriage Inward		240	-	Nominal A/c-expense
15.	Sundry Creditors		-	14,260	Personal A/c - suppliers
16.	Capital 1.4.2002		-	62,500	Personal A/c - owner
17.	Drawings		3,500	-	Personal A/c - owner
18.	Cash at Bank		1,090	-	Real A/c - asset
19.	Returns Outward		-	400	Real A/c - goods
20.	Investments		6,000	-	Real A/c. - asset
	<b>TOTAL</b>		<b>2,50,660</b>	<b>2,50,660</b>	

## Tally Introduction

Tally is an accounting software which supports accounting management, inventory management, Taxation, Payroll and Banking transactions.

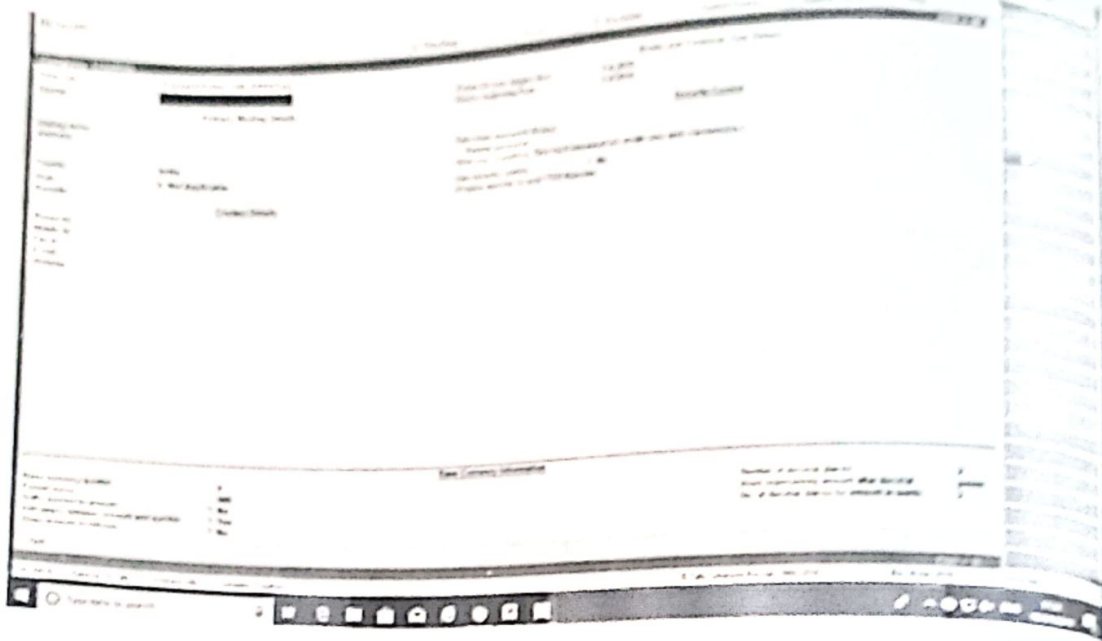
It was introduced by Shyam Sundhar Geonka in 1986, in Bangalore.

### **Company Creation:**

The first step in working with Tally is Company Creation. A company in Tally.ERP 9 is central repository where you can maintain all financial records of your business.

The procedure to create company in Tally:

Gateway of Tally ----- Company info (Alt+F3) ----- Create Company



Company creation Menu

1. In company creation menu you need to give information about company as Name of the company, Details of Company like address, mailing details, books details and base currency information.

#### Shut Company:

By Shutting a company, you are essentially closing a company.

Procedure:

1. Go to Gateway of Tally > F3; Company info
2. Click Shut Company Tally ERP 9 displays the Close Company screen, with the List of Companies that are open. You can also use ALT+F1 from the Gateway of Tally to get to this screen.

#### Select Company:

By selecting company, you are essentially opening it in Tally.ERP 9.

1. Go to Gateway of Tally > F3; Company info
2. Click Select Company, or press S. Tally ERP 9 displays the Select Company screen, with a List of Companies that are available in the location field.
3. OR Short cut key is F1 from Gateway of Tally

### Alter Company Details:

By Altering company, you are modifying the details which you have provided in the Company Creation screen.

1. Go to Gateway of Tally > **F3**; Company info
2. Click Alter or Press A Company. Tally ERP 9 displays the Select Item screen, with a List of Companies that is available in the location field.
3. Select a company which you need to alter and press Enter to view of the Company Alteration screen. Alter the company details as required and accept the screen.

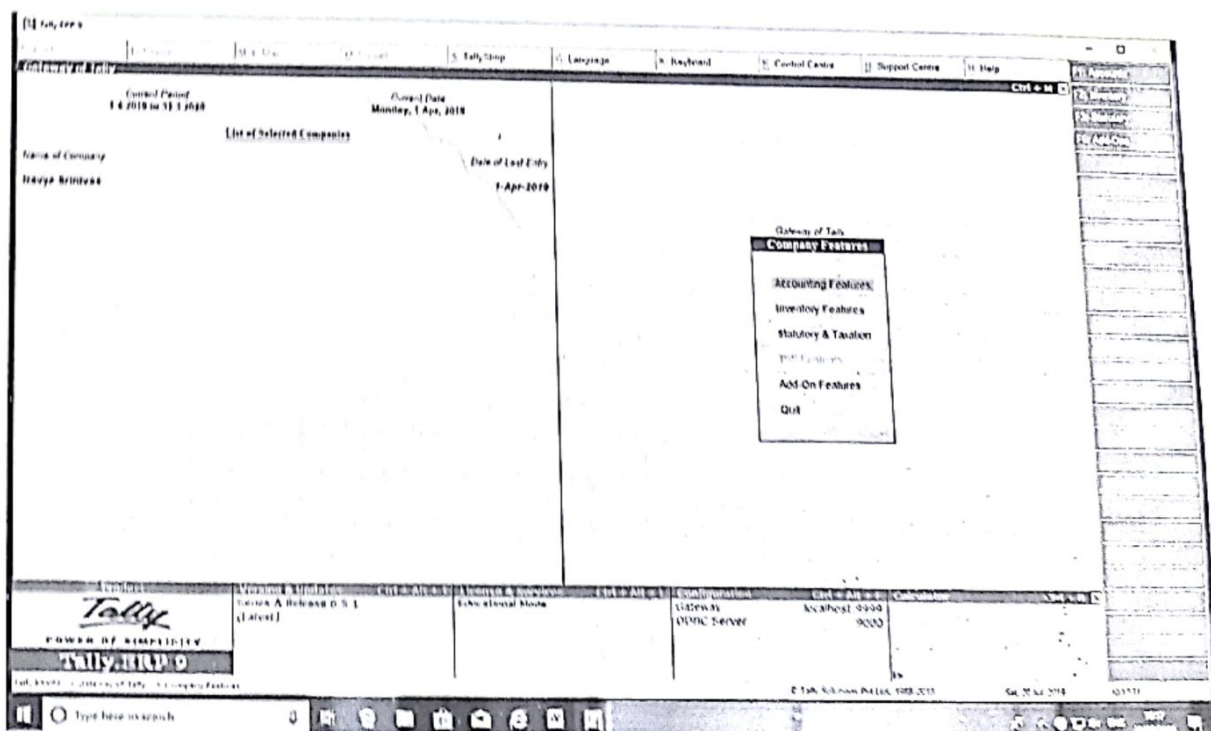
### Company Features:

Features in Tally.ERP 9 are set of capabilities, provided as options, that enable you to maintain financial records as per your business needs.

Shortcut key is ----- F11

Company features in Tally.ERP 9 is divided into the following major categories:

- Accounting Features
- Inventory Features
- Statutory & Taxation
- TSS Features
- Add-On Features



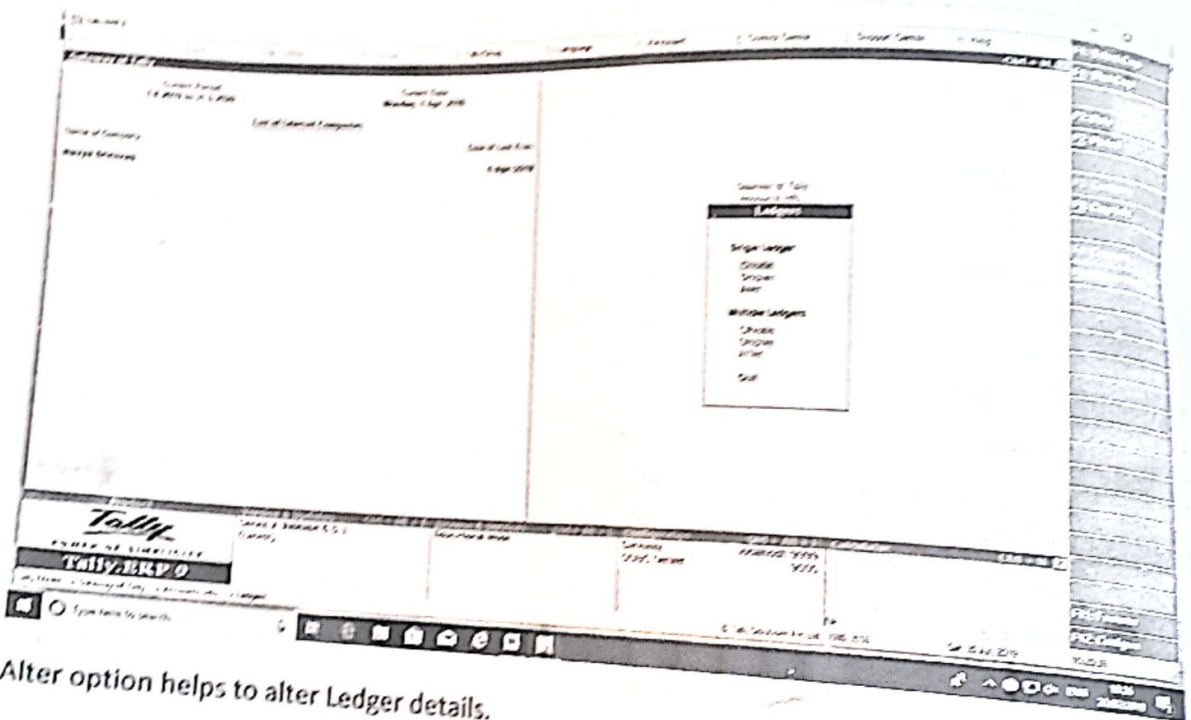
**Ledger Creation:**

Tally.ERP 9 has two default ledgers, i.e., Cash and Profit & Loss A/c, creation of ledgers is necessary for recording transaction that involve other accounts.

Procedure:

Gateway of Tally ----- Accounts info ----- Ledgers ----- Create

You get Single ledger & multiple ledger creation menus as follows:



Alter option helps to alter Ledger details.

Single Ledger Creation: Involves creation of a single ledgers at a time

Multiple ledger Creation: Involves creation of a multiple ledgers at a time

**Note:**

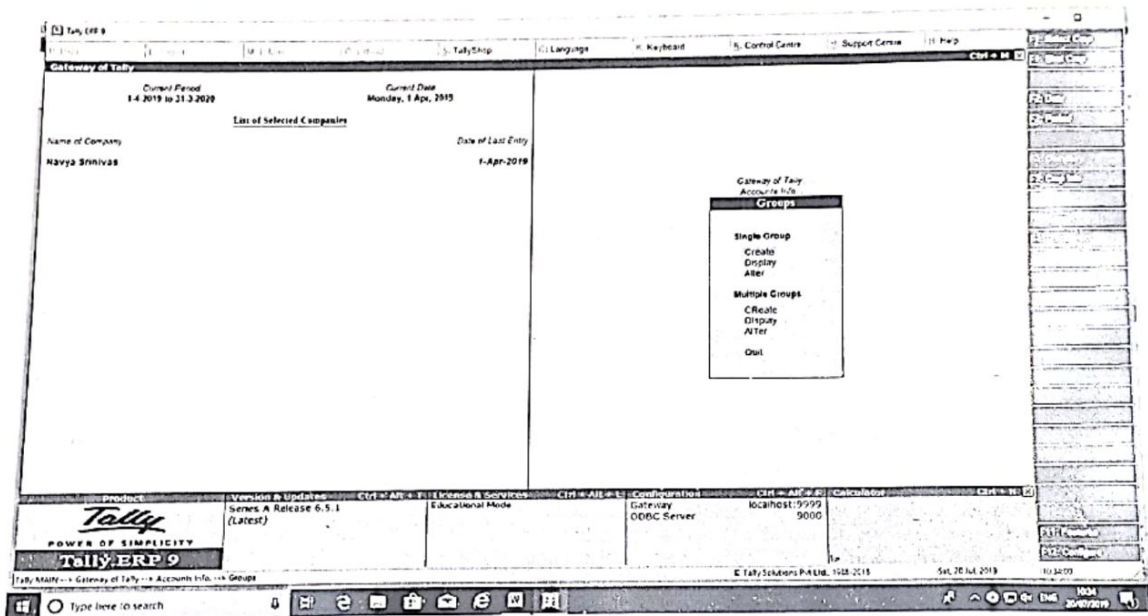
You will not be able to delete a ledger, once financial transactions (vouchers) have been entered (excluding the Opening Balance). If there is a need to delete a ledger with financial transactions, all the transactions must be deleted first by Pressing **Alt+D**, before the ledger itself is deleted.

### Groups Creation:

Group creation is similar to ledger creation in Tally.ERP 9. As with ledgers, there are two ways of creating Groups.

Single Group Creation: Involves creation of a single Group at a time

Multiple Group Creation: Involves creation of a multiple Group at a time



### Group Creation Menu

**Note:** In Tally.ERP 9 there are 28 predefined Groups

- In 28 ----- 15 are Primary Groups ( 9 are Balance Sheet and 6 Profit & Loss account groups)  
13 are Sub groups
- Groups and Ledgers cannot be deleted from Multi Alteration screen
- Predefined groups cannot delete from Tally.ERP 9 and also groups with sub groups and groups with ledgers.



## Maintaining Stock Keeping Units

### Inventory:

Inventory is an asset that is intended to be sold in primary course of business. Inventory may not be immediately ready to be sold.

In accounting, inventory is typically broken down into 3 categories, which are:

**Raw Material:** includes material intended to be consumed in the production of finished goods.

**Work-in-process:** includes items that are in the midst of the production process, and which are not yet in a state ready for sale to customers.

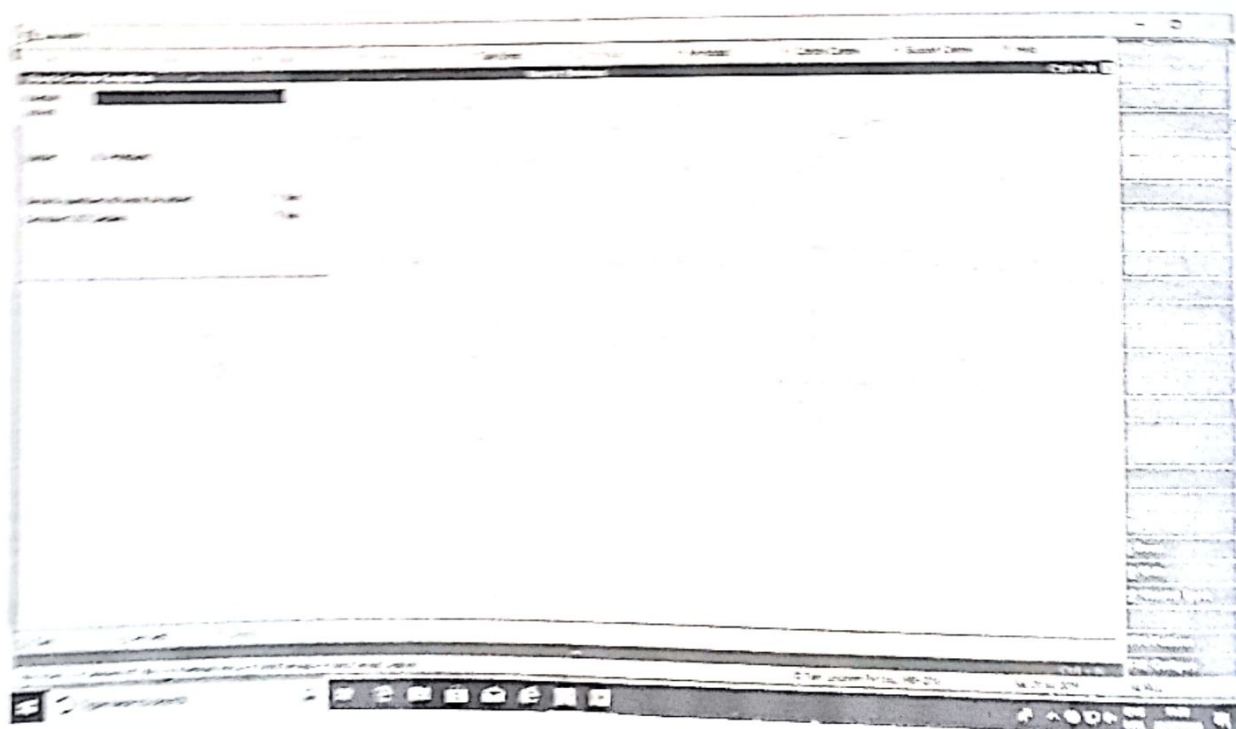
**Finished goods:** includes goods ready for sale to customers. May be termed merchandise in a retail environment where items are bought from suppliers to sale.

### Inventory Masters in Tally.ERP 9

#### Stock Group:

A stock group is similar to the Groups created for accounting in Tally.ERP 9. Stock items of similar nature, brand, etc. can be classified under a single Stock Group.

Ex: Stock Group is Television can be brand like "Sony, Videocon, LG"

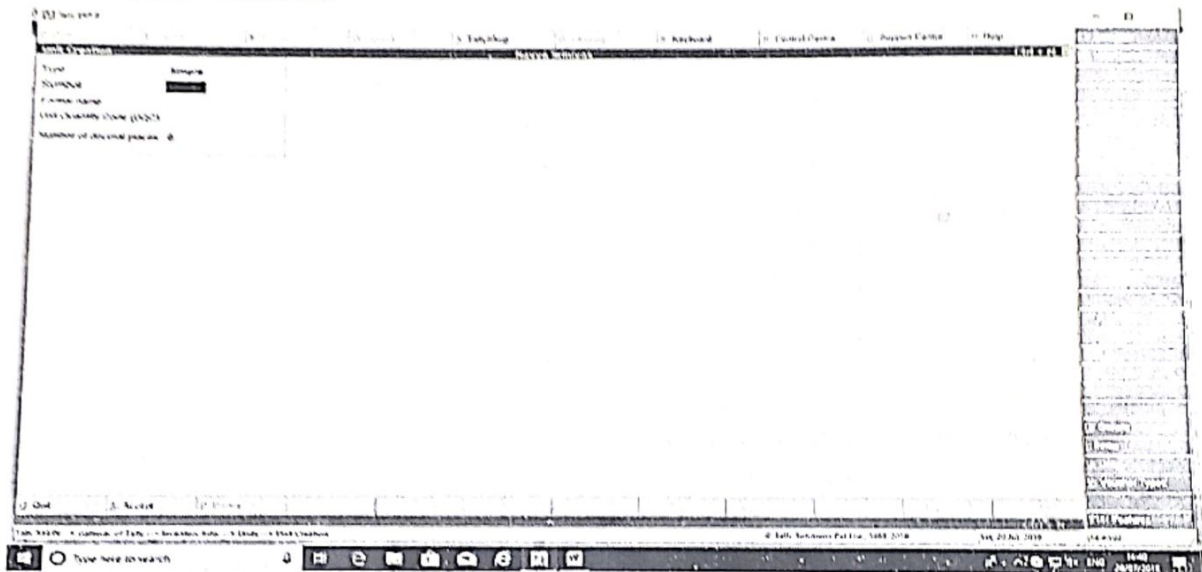


### Units of Measure:

Stock items are purchased and sold on the basis of quantity. The quantity in turn is measured by units. In Tally.ERP 9, such goods are quantified using "Units of Measurement". Units of measure are two types:

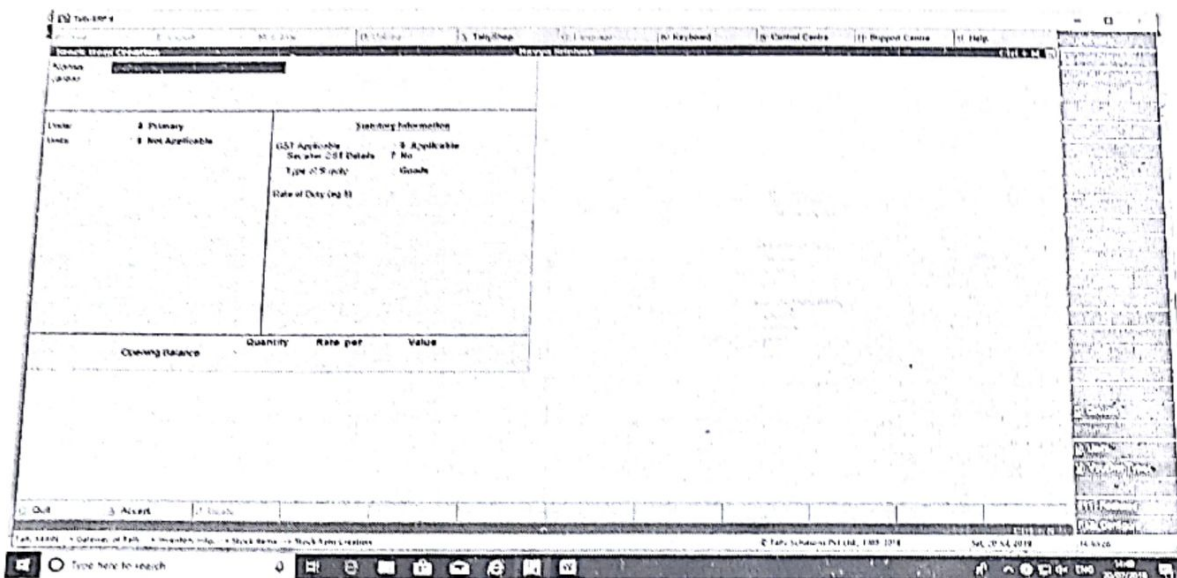
1. Simple Units of Measure: are Numbers, Meters, Kilograms, Box and Pieces, etc.
2. Compound Units of Measure: A Compound Unit is combination of two simple units.

Ex: 1 Box = 12 Pieces.



### Stock Item:

Stock item refers to goods that you manufacture or trade. It is primary inventory entity and is lowest level of information on you inventory. (Single & Multiple Stock items creation)

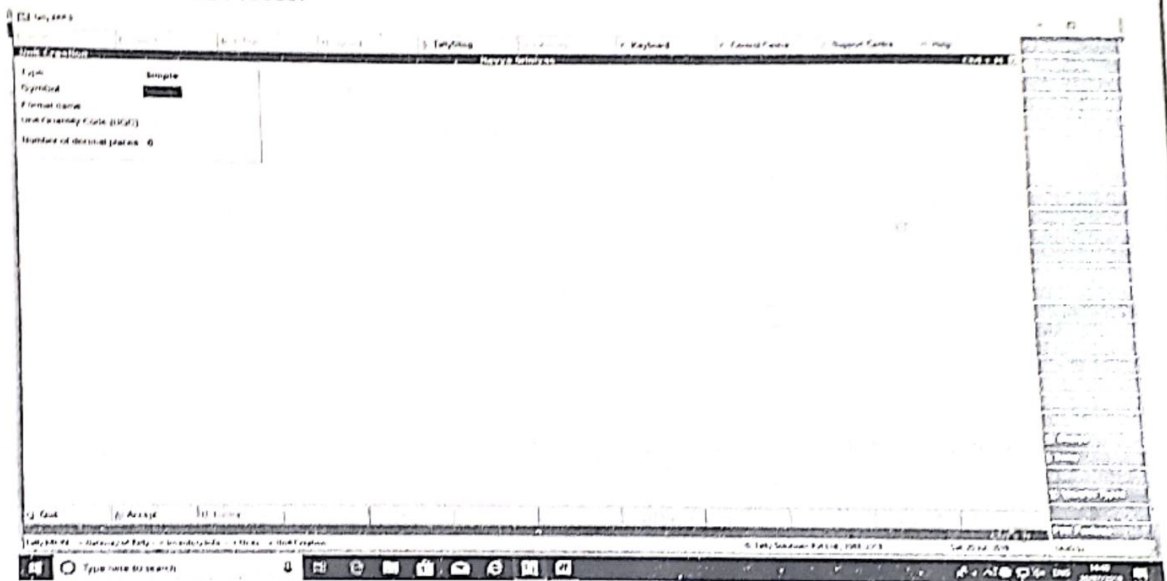


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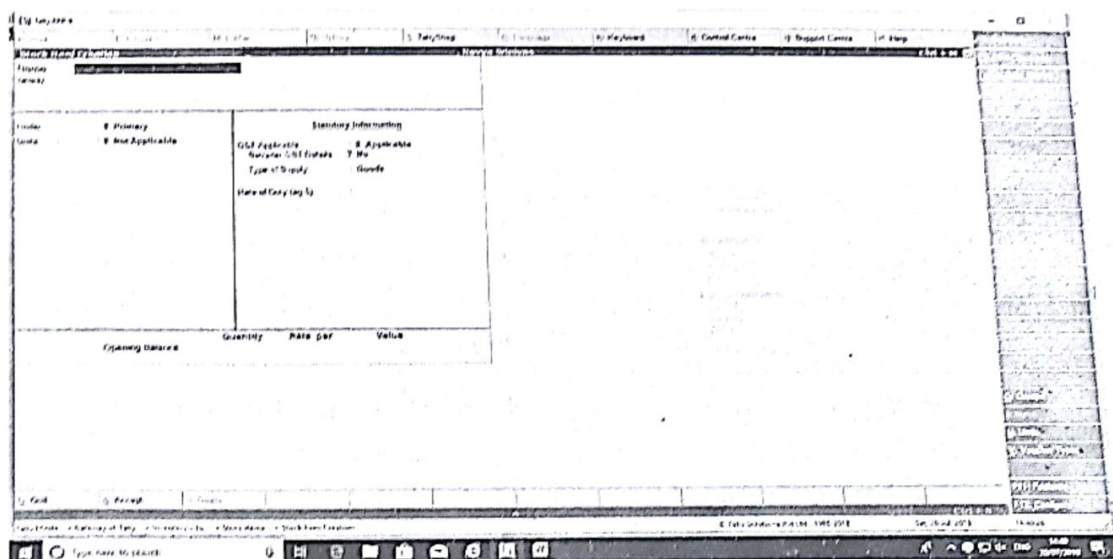
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Ex: 1 Box = 12 Pieces.



## Stock Item:

Stock item refers to goods that you manufacture or trade. It is primary inventory entity and is lowest level of information on your inventory. (Single & Multiple Stock items creation)



## Godowns/Locations:

A place where Stock Items are stored is referred to as a "Godown."

Ex: Warehouse

You can account for the movement of stock between Locations/Godowns.

## Stock Category:

Stock category offer a parallel classification of stock items, like stock groups, classified is done based on similarity in nature.

## Accounting Vouchers:

### Contra Voucher (F4):

Contra Voucher uses to record the following transactions:

Cash account to Bank account

Bank account to Cash account

One bank account to another bank account

Steps: Gateway of Tally ----- Accounting Vouchers ----- F4 Contra Voucher

### Payment Voucher ( F5 ) :

To record all payment made by Cash or Bank.

Ex: Salaries paid, Wages paid, Commission paid.

**Single Entry Mode:** Allow debiting multiple accounts but crediting of only one account at a time.

**Double Entry Mode:** Allows to Debiting and Crediting of multiple accounts at a time.

Steps: Gateway of Tally ----- Accounting Vouchers ----- F5 Payment Voucher

### Receipt Voucher ( F6 ) :

Any money received by Business from sales or any other source or Capital introduced by owner consider as the Receipt.

Steps : Gateway of Tally ----- Accounting Vouchers----- F6 Receipt Voucher

### Journal Voucher ( F7 ) :

It is used to pass the adjustment entries, to adjust the Debit & Credit balance without involving cash and bank balance.

Ex: Outstanding Expenses, Provisions, Depreciation

Steps: Gateway of Tally ----- Accounting Vouchers----- F7 Journal Voucher

### Sales Voucher ( F8 ) :

It is used when company sold good on cash or credit basis

Steps : Gateway of Tally ----- Accounting Vouchers----- F8 Sales Voucher

Vouches Mode: To record debit & Credit amount of transaction

Invoice Mode : To record transaction details like name of Stock item, Quantity, Rate and amount.

### Purchase Voucher ( F9 ) :

It is used when company purchase goods on cash or credit basis

Steps : Gateway of Tally ----- Accounting Vouchers----- F9 Purchase Voucher

Vouches Mode: To record debit & Credit amount of transaction

Invoice Mode : To record transaction details like name of Stock item, Quantity, Rate and amount.

### Credit Note ( Ctrl + F8 ) :

It is used record the sales return details

Steps : Gateway of Tally ----- Accounting Vouchers----- Ctrl+F8 Debit Note Voucher

Vouches Mode: To record debit & Credit amount of transaction

Invoice Mode : To record transaction details like name of Stock item, Quantity, Rate and amount.

### Debit Note ( Ctrl + F9 ) :

It is used record the Purchase return details

Steps : Gateway of Tally ----- Accounting Vouchers----- Ctrl+F9 Debit Note Voucher

Vouches Mode: To record debit & Credit amount of transaction

Invoice Mode : To record transaction details like name of Stock item, Quantity, Rate and amount

## Accounts Payables and Receivables

**Accounts Payable:** Account Payable is the amount payable to supplier or vendors for goods or services provided on credit. Accounts payable is credited in the books of account and it is reported as Current Liability in the company's Balance Sheet.

Ex: Raju Traders purchased goods on credit for Rs. 50,000 from Joseph traders on 1<sup>st</sup> September 2018 and agreed to pay the amount on 15<sup>th</sup> September 2018. Raju Traders receives an invoice form Joseph traders stating that amount of Rs. 50,000 is due on 15<sup>th</sup> September.

After checking the invoice, Raju traders will record the details in their books of accounts by debiting the Expense Account/Purchase account and crediting the Accounts Payable account/Sundry Creditors account.

### **Accounts Receivable:**

Account Receivable is an amount due from customers to the business concern for goods sold or services rendered. Accounts Receivables are debited in the books of account; it is shown as a Current Asset in a company's Balance Sheet.

Ex: Raju Traders sold goods on credit for Rs. 75,000 to Latha Traders on 1<sup>st</sup> December 2019. The customer is allowed a credit period of 30 days to pay for the purchases.

Raju Traders will issue the invoice to Latha Traders stating that the payments have to be made within 30 days from the date of purchase i.e., Payment should be made on or before 30<sup>th</sup> December, 2019.

Once the invoice is issued, Raju traders will account the entry in their books of account by debiting the Account Receivable account/ Sundry Debtors account and crediting the income account/ Sales account.

### **Maintain Bill-wise Details:**

The Bill-wise details feature in Tally.ERP 9 enables tracking of transactions and efficient management of payables and receivables. Once transaction is recorded in Tally.ERP 9, reports can be generated instantaneously. This feature helps in tracking outstanding bills and in sending reminders on time to customers, thus managing Outstanding efficiently.

In Tally.ERP 9, four types of reference details can be entered for transactions. These details, called methods of Adjustments are New Ref, Agst Ref, Advanced and On Account.

**New Ref:**

When a Purchase/Sales invoice is recorded, this method of adjustment is selected to give the transaction a reference number with which it can be tracked when required.

Ex: If two purchase vouchers are recorded with the New reference numbers 101 and 102, while recording the payment entry, the reference numbers will help in keeping track of the purchase against which payments are being made.

**Agst Ref:**

This method of adjustment is used to track an existing transaction, which is already tagged with a tagged reference number.

Ex: If a reference number as 102 is tagged to a particular transaction while recording a payment voucher, this number will help track all the payments made being made against it in the future.

**Advance:**

Advance receipts and payments transactions are recorded using this method of adjustment as it helping in tracking the transaction for which payments or receipts are made.

**On Account:**

On account is selected when one is unable to mark a payment or receipt against any specific pending reference.

**Activation of Maintain Bill-wise Details Feature:**

1. Go to *Gateway of Tally > Click F11: Company Feature (Accounting Features)*.
2. Set the option – *Maintain bill-wise details to Yes*
3. Set the option – *(For non – trading accounts also to Yes)* if you required to extend the tracking to non-trading accounts, else set the option to *No*.

**MIS Reports:**

Tally.ERP 9 facilitates instant generation of MIS Reports. A few types of commonly use MIS reports, which can be generated using Tally.ERP 9 are discussed below:

- Trial Balance
- Profit and Loss A/c
- Balance Sheet
- Cash Flow Statement
- Funds Flow Statement

- Ratio Analysis
- Books and Registers
- Day Book
- Receipts & Payments
- Bills Receivables
- Bills Payables
- Sales Register
- Exception Report

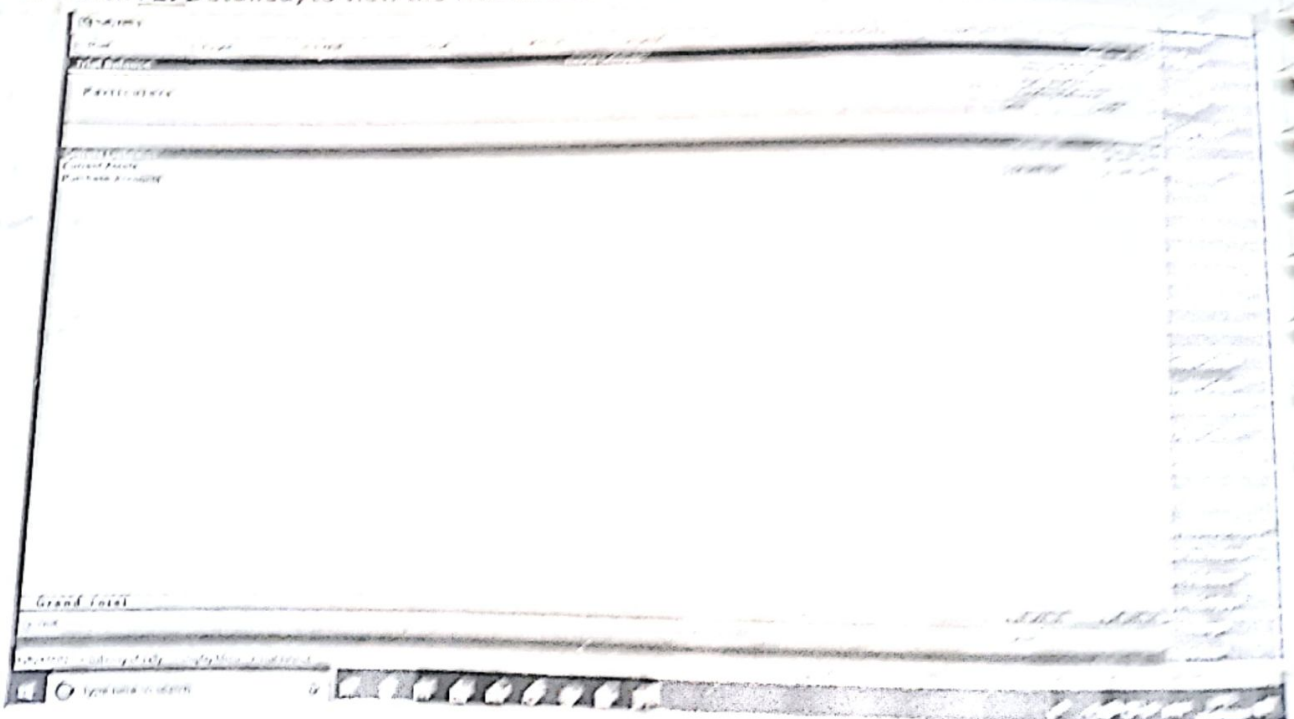
**Trial Balance:**

A trial balance is a statement showing the balances or total of debits and credits of all the accounts in the ledger. It helps in the preparation of financial statements such as Profit & Loss Statement, Balance Sheet and Cash Flow statements. In a Trial Balance, the balances of all the accounts (both debit and credit balances) are listed in a sheet or a statement at the end of the accounting period.

All revenue and expenses accounts appearing in the trial balance are transferred to Profit and Loss account and all liabilities, capital and asset accounts are transferred to the Balance Sheet.

**Generation of Trial Balance using Tally ERP 9**

1. Go to Gateway of Tally > Display > Trial Balance
2. Click F1: Detailed, to view the Trial Balance in the detailed format





## Balance Sheet:

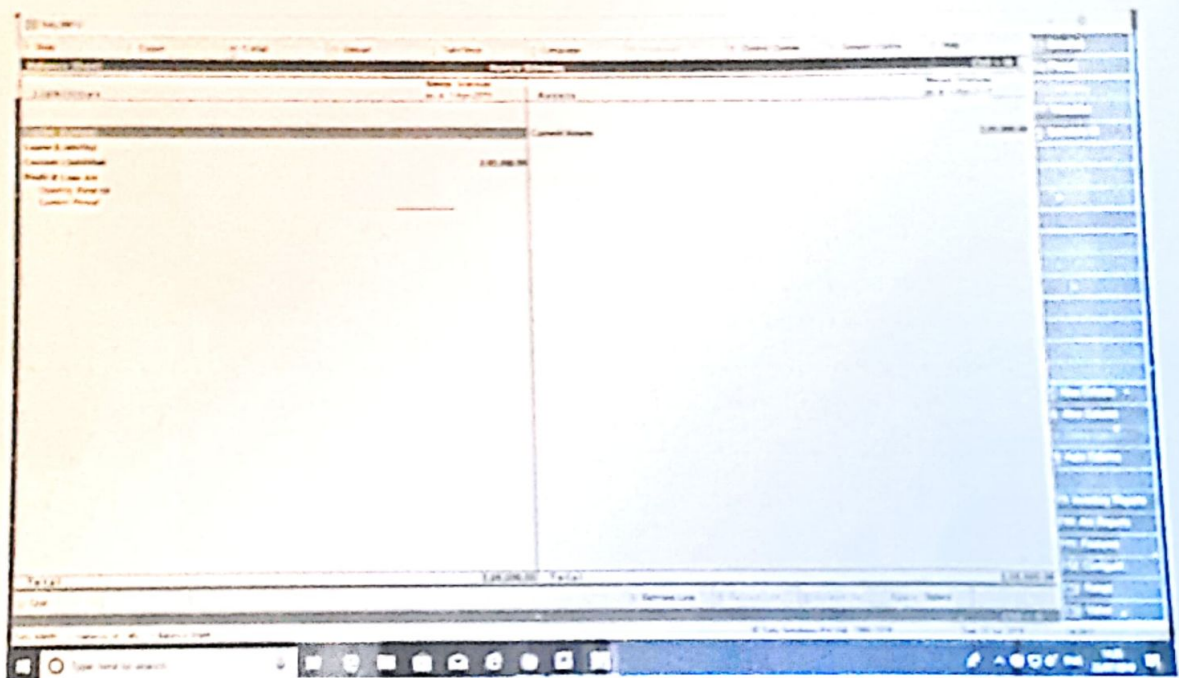
A Balance Sheet is a financial statement that reports a business financial position as on a specific date. The term balance sheet implies that the report shows the balance between two figures.

It shows a balance between the assets and liabilities of a business. In fundamental accounting equation is,

$$\text{Assets} = \text{Liabilities} + \text{Owner's Equity}$$

### Generation of Balance Sheet using Tally ERP 9

1. Go to Gateway of Tally > Balance Sheet
2. Click F1: Detailed, to view the Balance Sheet in detailed format



The screenshot shows the Tally ERP 9 interface displaying a Balance Sheet report. The report is presented in a vertical format with columns for 'Liabilities' and 'Assets'. The total for both sides is ₹ 1,00,000.00. The report includes various categories such as Loans & Advances, Current Liabilities, and Current Assets.

Liabilities	Assets
Loans & Advances	Current Assets
Current Liabilities	
Profit & Loss acc	
Current Assets	
<b>Total</b>	<b>Total</b>
₹ 1,00,000.00	₹ 1,00,000.00

### Note:

Press F12: Configure and set the required parameters such as

- Enable *Show Vertical Balance Sheet* to view the Balance Sheet in Vertical format
- Enable *Show Percentage* to view the amounts as a percentage of total in a separate column

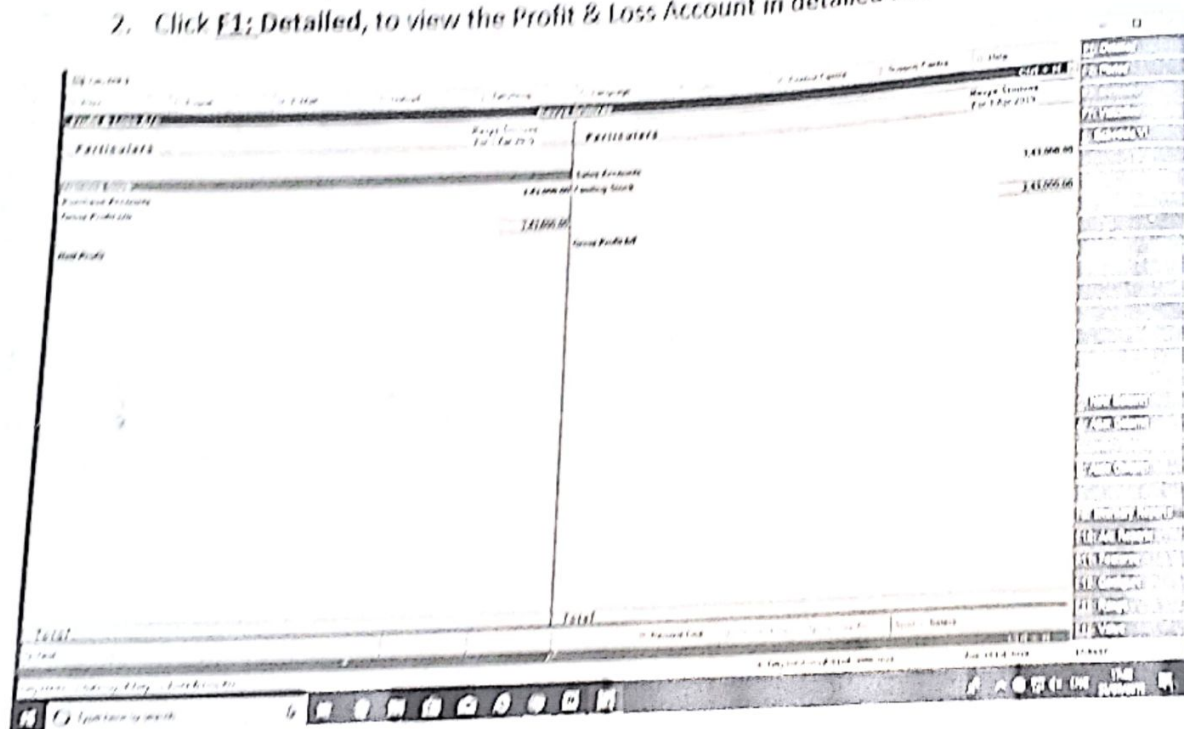
### Profit & Loss Account;

Profit and loss account or Income Statement is a periodic statement, which shows the net result of business operations for a specified period. All the expenses incurred and incomes earned during the reporting period are recorded in the Profit and Loss account.

The Profit and Loss account in Tally.ERP 9 displays the information based on the default primary groups.

#### Generation of Profit & Loss Account using Tally.ERP 9

1. Go to Gateway of Tally > Profit & Loss Account
2. Click **F12: Detailed**, to view the Profit & Loss Account in detailed format.



The screenshot shows a Tally.ERP 9 Profit & Loss Account report for the period ending 31.03.2013. The report is displayed in a vertical format. The 'Particulars' column lists various items, and the 'Amount' column shows the corresponding values. The total profit is 141,006.06.

Particulars	Amount
Net Sales	1,41,006.00
Less: Opening Stock	1,41,006.06
Net Profit	141,006.06

Press **F12: Configure** and set the required parameters such as

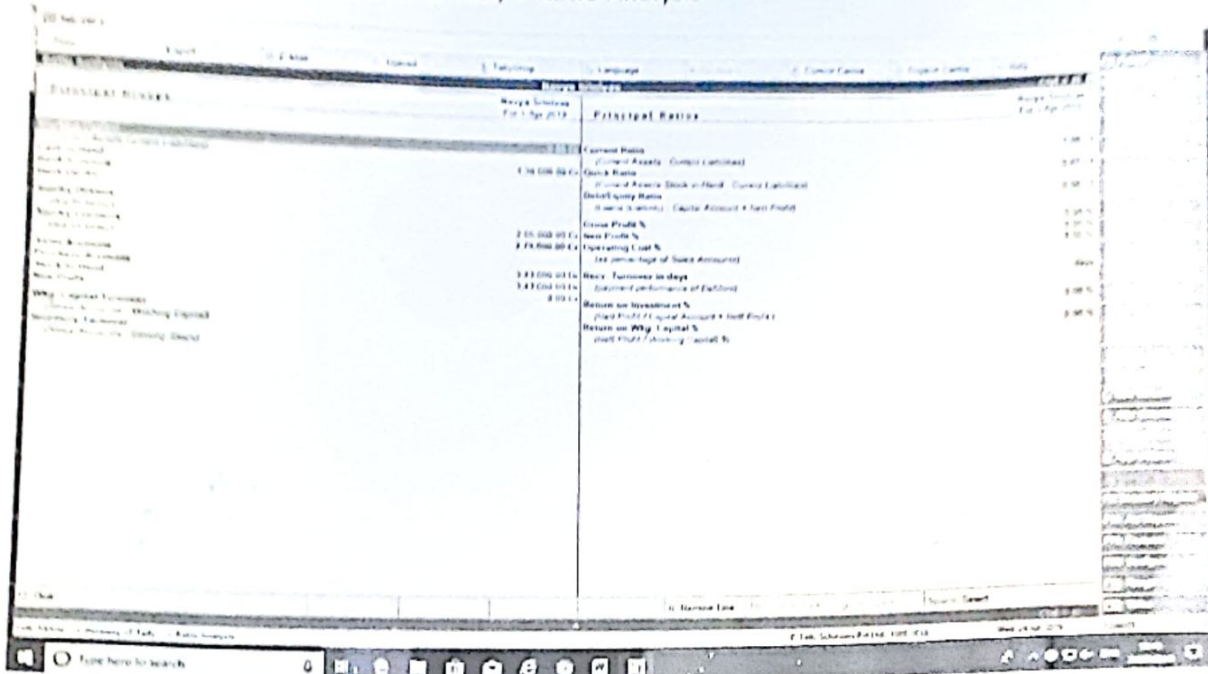
- Enable **Show Vertical Profit & Loss** to view the profit & loss in Vertical format
- Enable **Show Percentages** to view the amounts as a percentage of total in a separate column
- Enable **Show with Gross Profit** to view the Gross Profit along with the Net Profit

### Cash Flow Statement;

A Cash Flow Statement is a record of the amount of cash and cash equivalents and leaving a company. It complements the Balance sheet and Profit and Loss Account. A Cash Flow Statement

## Generation of Ratio Analysis Report using Tally.ERP 9:

1. Go to Gateway of Tally > Ratio Analysis



PRINCIPAL RATIOS		RATIO ANALYSIS	
Current Ratio	1.88	Current Ratio	1.88
Quick Ratio	1.27	Quick Ratio	1.27
Debt-Equity Ratio	0.50	Debt-Equity Ratio	0.50
Gross Profit %	25.00	Gross Profit %	25.00
Net Profit %	15.00	Net Profit %	15.00
Operating Cost %	85.00	Operating Cost %	85.00
Stock Turnover in days	100.00	Stock Turnover in days	100.00
Return on Investment %	15.00	Return on Investment %	15.00
Return on Equity %	15.00	Return on Equity %	15.00
Return on Fixed Capital %	15.00	Return on Fixed Capital %	15.00

### Day Book:

The Day Book contains a record of all transactions made by a business, irrespective of the types of transaction. By default the display is set to the date of the last voucher entry made.

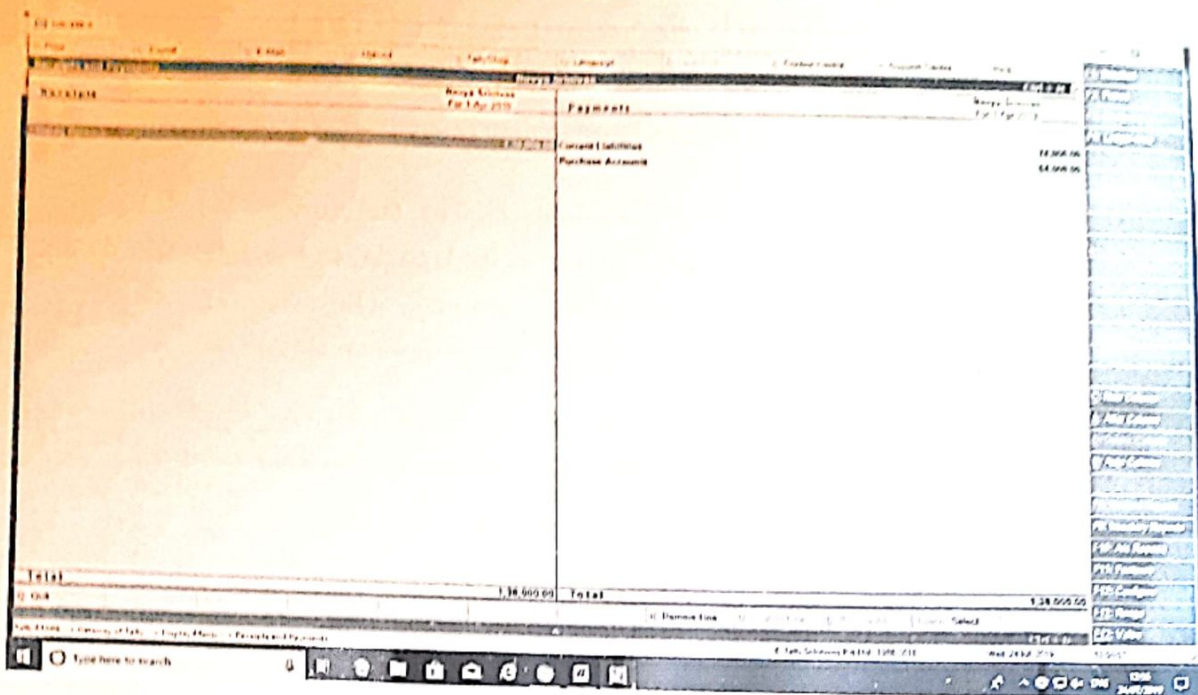
Generation: Go to Gateway of Tally > Display > Day Book

### Receipts and Payments:

Receipts and Payments account is a report of Cash and Bank transactions during a period. It is used in place of an Income and Expenditure Statement when it is not considered appropriate to distinguish between Capital and Revenue transactions or to include accruals.

- It does not take into account outstanding receivable and payables.
- It may be Capital or Revenue in nature, relating to the Current, previous or subsequent year, as long as they are actually received or paid, they must appear in this account.

Generation: Gateway of Tally > Display > Receipts and Payments



Receipts	Payments
	Current Liabilities
	Purchase Accounts
<b>Total</b>	<b>Total</b>
1,38,500.00	1,38,500.00

**Note:** The report can be viewed in Vertical format by enabling the option Show Vertical Receipts & Payments to Yes in F12: Configurations

### Purchase Register:

A Purchase Register contains information related to all purchases made by a business concern. It helps in tracking the details of movement of purchased goods to various godowns, which in turn, helps in analyzing stock movement at each godown.

Generation: Gateway of Tally > Display > Account Books > Purchase Register/Sales Register

### Sales Register:

A Sales Register displays the monthly summary of all sales transactions and Closing balances at the end of each month, for the selected period. The list of transactions pertaining to any month can be viewed by selecting that month and pressing Enter.

### Bills Receivable and Bills Payable:

Efficient management of business requires systematic maintenance of all transactions. With increase in the number of transactions, keeping a track of the details of creditors, debtors, pending bill and over dues becomes complicated.

1. Go to Gateway of Tally > Display > statements of Accounts > Outstanding > Receivables/Payables

## Goods & Service Tax (GST)

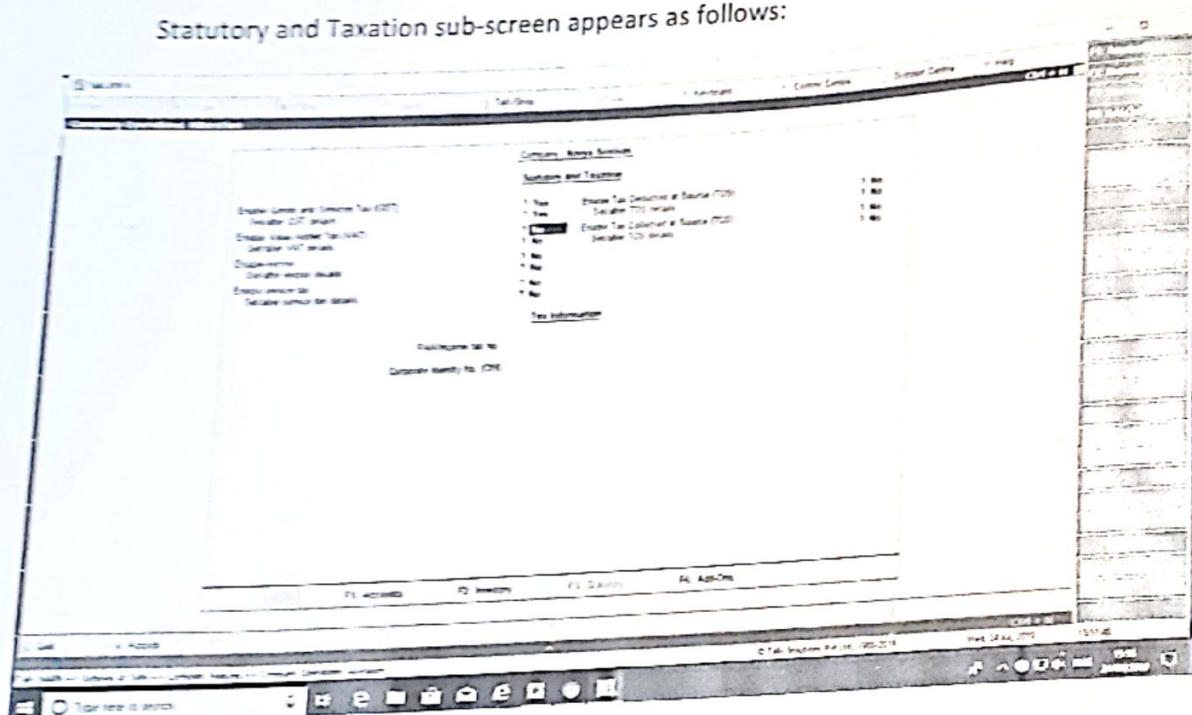
### Introduction:

GST is an Indirect Tax, introduced on 1<sup>st</sup> July 2017. It is destination based tax.

### Enabling GST

1. Go to Gateway of Tally > Click F11: Features > Click F3: Statutory
2. Set the options Enable Goods and Services Tax (GST) to Yes and Set/alter GST details to Yes.

Statutory and Taxation sub-screen appears as follows:



### Tax Structure under GST:

#### CGST:

- Stands for Central Goods and Service Tax
- Tax collected by Central Government
- Applicable on supplies within the state

#### SGST:

- Stands for State Goods and Service Tax
- Tax collected by State Government
- Applicable on supplies within the state

#### **UTGST:**

- Stands for Union Territory Goods and Service Tax
- Tax collected by Union Territory
- Applicable on supplies within the Union Territory

#### **IGST:**

- Stands for Integrated Goods and Service Tax
- Tax collected is shared between Centre and State
- Applicable on interstate and imported transactions

#### **Determination of GST – Intra and Inter State**

- **Intra State** - Location of Supplier (Telangana) and Place of Supply (Telangana) are in same state, charges – CGST & SGST
- **Inter State** - Location of Supplier (Telangana) and Place of Supply (Karnataka) are different States, charges – IGST
- Ledger for CGST, SGST, IGST & UTGST create under Duties & Taxes in Tally

#### **Goods not covered in GST:**

- Petroleum Products
- Alcohol for Human Consumption
- Power Sector
- Tobacco

#### **GSTIN Format:**

36 AAA ES 1234 A 1 Z 5 (15 Alpha Numerical digit number)

#### **GSTR: Goods and Service Tax Returns**

- GSTR 1 – Outward Supplies (Sales)
- GSTR 2 – Inward Supplies (Purchases)

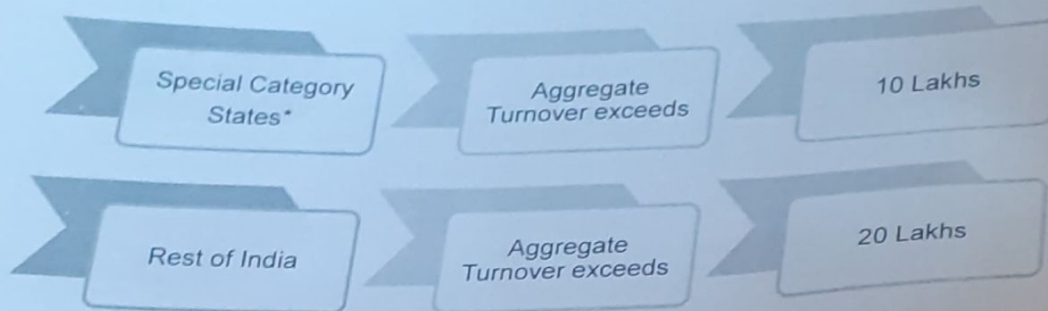
#### **Generation GSTR in Tally:**

Gateway of Tally > Display > Statutory Reports > GST > GSTR-1

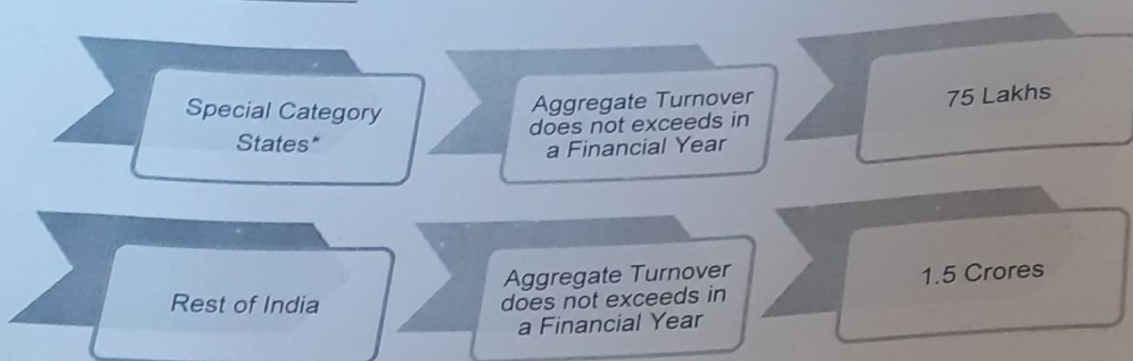
GSTR-2

**Registration:**

**Regular Dealer:**



**Composition Dealer:**



**Special Category States:** Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura, Himachal Pradesh and Uttarakhand

### Mode of Payment:

#### Online Mode:

- Internet Banking through authorized banks
- Credit card or Debit card after registering the same in the common portal through the authorized bank.
- National Electronic Fund Transfer (NEFT) from any Bank
- Real Time Gross Settlement (RTGS) from any bank

#### Offline Mode:

- Cash
- Cheque
- Demand Draft (DD)

### Tax Deducted at Source (TDS)

The concept of TDS was introduced in the Income Tax Act, 1961, with the objective of deducting the tax on an income, at the source of the income. It is the method of collecting Income Tax, which ensures regular flow of revenue to the Government.

#### TAN:

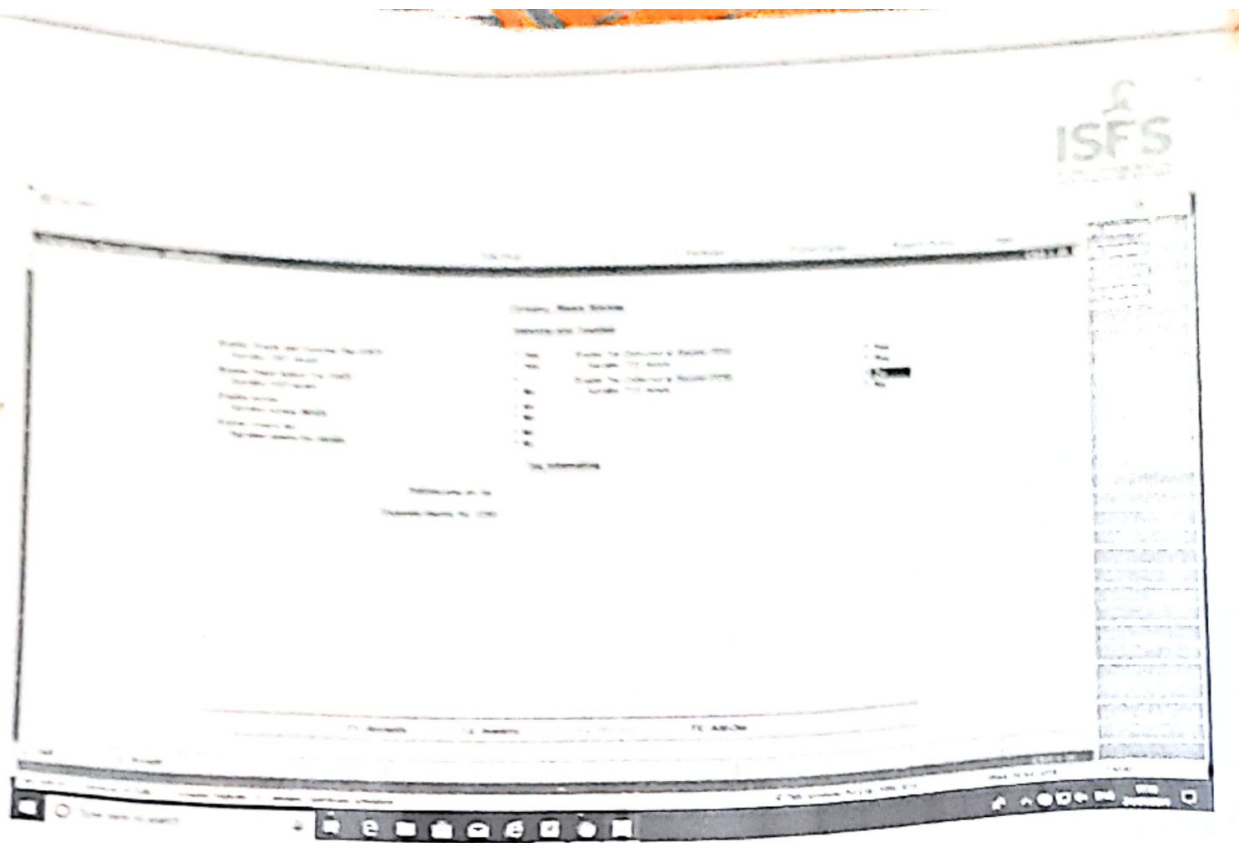
TAN is the Tax Deduction & Collection Account Number issued by the Income Tax Department to all persons deducting tax at source. TAN has to be quoted in all relevant challans, tax deduction certificates, TDS returns and other notified documents.

To obtain TAN, the person or organization is required to apply in Form 49B to the TAN Facilitation Centers of NSDL.

#### Activation of TDS Feature in Tally.ERP 9:

1. Go to Gateway of Tally > F11: Company Features > F3: Statutory and Taxation
2. In the Company Operation Alteration screen, set Enable Tax Deducted at source (TDS) to Yes
3. Enable the option Set/alter TDS details





The Company Operations Alteration Screen

4. Press Enter, and you will get the company number as T22098776DAC
5. Enter Tax deduction and collection account number (TAN) as ASDF12456D
6. Disable the option Set/alter details of person responsible (Enable the same, only if you want to enter the person responsible details.)
7. Enter the Rate of TDS in if PAN is not available field
8. Disable the option Ignore IT Exemption Limit for TDS Deduction; by this the IT Exemption limit will not be ignored.

Paramesh Sirikonda

Tally Trainer

9666394704

paramesh.isfs@gmail.com



# Certificate of Merit

This certificate is awarded to

**Pepriya Sanjana**

Son/Daughter of

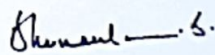
**Pepriya Rajulal**

for successfully completing

**TallyACE**

and securing Grade A

Place of Issue: Bengaluru  
Date Certified: 25-Jan-2021  
Release: Prime 1.0

  
**Bhuvaneshwari B**  
Chief Executive Officer  
Tally Education Pvt. Ltd.

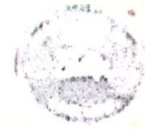
Certificate No: 905226876

Institute Name

**Governement Degree College (Autonomous)**

Tally Education Pvt. Ltd. a group company of Tally Solutions Pvt. Ltd., is the only entity authorised to issue certifications on Tally.

This certificate can be verified at [www.tallyeducation.com](http://www.tallyeducation.com)



# Certificate of Merit

This certificate is awarded to  
**Urimedla Hemavathi**

Son/Daughter of

**Urimedla Shivakumar**  
for successfully completing

**TallyACE**  
and securing Grade A<sup>+</sup>

Place of Issue: Bengaluru  
Date Certified: 30-Oct-2020  
Release: 6.3

Bhuvaneshwari B  
Chief Executive Officer  
Tally Education Pvt. Ltd

Certificate No: 900213831

Institute Name

**Governement Degree College (Autonomous)**

Tally Education Pvt. Ltd., a group company of Tally Solutions Pvt. Ltd., is the only entity authorised to issue certifications on Tally  
This certificate can be verified at [www.tallyeducation.com](http://www.tallyeducation.com)

## Syllabus

# TallyACE

Fundamentals of Accounting  
Maintaining Chart of Accounts in TallyERP 9  
Maintaining Stock Keeping Units (SKU)  
Recording Day to Day Transactions in TallyERP 9  
Accounts Receivable and Payable Management  
MIS Reports  
Goods and Services Tax (GST)  
Recording Vouchers with Tax Deducted at Source (TDS)

### Tally Certifications

Basic	Advanced	Comprehensive
TallyACE	TallyPRO	TallyGURU
*Basics of Tally	GST using Tally	ACPEAT
*Financial Accounting using Tally	GCC VAT using Tally	
	CPEA	

*\*Available in Schools & Colleges only*

### Overall Grade

Grade	Description
A	$\geq 75\%$
A	$\geq 60\% < 75\%$
B	$\geq 36\% < 60\%$
Not Pass	$< 36\%$



# Certificate of Merit

This certificate is awarded to

**Amreen Begum**

Son/Daughter of

**Mohammed Abdul Akbar Hussain**

for successfully completing

**TallyACE**

and securing Grade A

Place of Issue: Bengaluru

Date Certified: 25-Jan-2021

Release: Prime 1.0

**Bhuvaneshwari B**  
Chief Executive Officer  
Tally Education Pvt. Ltd.

Certificate No: 905226894

Institute Name

**Government Degree College (Autonomous)**

Tally Education Pvt. Ltd., a group company of Tally Solutions Pvt. Ltd., is the only entity authorised to issue certifications on Tally.

This certificate can be verified at [www.tallyeducation.com](http://www.tallyeducation.com)



# GOVERNMENT DEGREE COLLEGE (W) UG & PG

Begumpet, Hyderabad

(Autonomous)

Department of Hindi

Transdisciplinary Elective  
for IInd Year (2015-2016)

Translation studies in Hindi

Hours of Teaching : 15 hours

Semester III (CBCS) Credit 1

Unit I	अनुवाद शब्द का अर्थ स्वरूप और परिभाषा अनुवाद की उपयोगिता और उपादेयता यांत्रिक अनुवाद	5 hours
Unit II	अनुवाद की प्रक्रिया अच्छे अनुवाद के गुण गद्य पद्य के आधार पर अनुवाद के भेद	5 hours
Unit III	अनुवाद की प्रकृति के आधार पर अनुवाद के भेद मूल निष्ठ और मूल मुक्त शब्दानुवाद, सारानुवाद, छायानुवाद, भावानुवाद (मुख्य)	5 hours
	अनुवाद :- कार्यालयीन हिंदी के शब्द और पदनाम अंग्रेजी से हिंदी में कार्यालयीन टिप्पणियाँ अंग्रेजी से हिंदी में	

SS Vanjape

Prof. SHIBIRAJI VANJAPE  
CHAIRPERSON  
BOARD OF STUDIES  
DEPARTMENT OF HINDI  
OSMANIA UNIVERSITY  
HYDERABAD-500 007.

SS Vanjape

Shubh  
20/11/15

14

**GOVERNMENT DEGREE COLLEGE (W) UG & PG**  
**Begumpet, Hyderabad**

**(Autonomous)**

**Department of Hindi**

**Transdisciplinary Elective**

**for IInd Year (2015-2016)**

**Translation studies in Hindi**

**Hours of Teaching : 15 hours**

**Semester IV (CBCS) Credit 1**

- Unit IV विषय वस्तु के आधार पर अनुवाद के भेद 5 hours  
अनुवाद के प्रकार : साहित्यिक अनुवाद साहित्येतर अनुवाद  
साहित्यिक अनुवाद : काव्यानुवाद, नाट्यानुवाद  
कथा साहित्य अनुवाद
- Unit V साहित्येतर अनुवाद : मानविकी अनुवाद 5 hours  
वैज्ञानिक और तकनीकी अनुवाद  
पत्रकारिता और अनुवाद
- Unit VI कार्यालयीन अनुवाद 5 hours  
विज्ञापन अनुवाद  
बैंकिंग अनुवाद

अनुवाद : कार्यालयीन हिंदी के शब्द और पदनाम  
अंग्रेजी से हिंदी में  
अनुच्छेद अंग्रेजी से हिंदी में

\*\*\*

88 Vanjape  
24/6/17  
Prof. SHUBHADA VANJAPE  
CHAIRPERSON  
BOARD OF STUDIES  
DEPARTMENT OF HINDI  
OSMANIA UNIVERSITY  
HYDERABAD-500 007.

M-

13

GOVERNMENT DEGREE COLLEGE (W) UG & PG  
Begumpet, Hyderabad

Department of Hindi  
Transdisciplinary Elective  
Q.P.I for III Semester  
Translation studies in Hindi

Time : 1 Hour

Marks : 30

2 x 6 = 12

I. किन्हीं 6 प्रश्नों के उत्तर लिखो।

1. ट्रान्सलेशन शब्द का अर्थ क्या है?
2. फारेस्टेन ने अनुवाद की क्या परिभाषा दी है?
3. क्या पद्य का गद्य में अनुवाद किया जा सकता है?
4. सारानुवाद किसे कहते हैं?
5. भावानुवाद क्या है?
6. मूल मुक्त अनुवाद किसे कहते हैं?
7. यांत्रिक अनुवाद किसे कहते हैं?
8. भोलानाथ तिवारी ने अनुवाद के कितने सोपान बताए हैं?

3 x 6 = 18

II. किन्हीं तीन प्रश्नों के उत्तर लिखिए।

1. अनुवाद शब्द का अर्थ बताते हुए उसकी परिभाषा लिखिए।  
अथवा  
अनुवाद की उपादेयता (उपयोगिता) क्या है?
2. अनुवाद की प्रक्रिया क्या है?  
अथवा  
अच्छा अनुवादक किसे कहते हैं? या अच्छे अनुवादक के गुण क्या हैं?
3. मूल निष्ठ और मूल मुक्त अनुवाद किसे कहते हैं?  
अथवा  
शब्दानुवाद और भावानुवाद पर टिप्पणी लिखिए।

\*\*\*

SSVangape  
24/6/17  
PROF. SHUBHADA VANJAPE  
CHAIRPERSON  
BOARD OF STUDIES  
DEPARTMENT OF HINDI  
OSMANIA UNIVERSITY  
HYDERABAD-500 007.





Transdisciplinary course 2016-17 Year

Paper: Translation studies  
in Hindi

Year: II BA

Max. Marks: 30+20

S.No	Roll. No.	Assignment Name	Exam-Group medium	Total Sign
1	10851502002 (B.A. Computers)	T. Swapna	English	Swapna
2	10851502004 (B.A. Computers)	K. Harika	English	K. Harika
3	10851502005 (BA Computers)	A. Pema jyothi	English	A. Pema
4	10851502008 (BA Computers)	T. Basilica Diana	English	Diana
5	10851502010 (BA Computers)	S. Veeralakshmi	English	S. Veeralakshmi
6	10851502011 (B.A. Computers)	B. Rohini	English	B. Rohini
7	10851502022 (B.A. Computers)	U. Parvathi	English	U. Parvathi
8	10851502026 (B.A. Computers)	N. Akhila	English	N. Akhila
9	10851502027 (B.A. Computers)	D. Jayalatha	English	D. Jayalatha
10	10851502028 (B.A. Computers)	M. Saldamma	English	M. Saldamma
11	10851502029 (B.A. Computers)	B. Shirisha	English	B. Shirisha
12	10851502030 (B.A. Computers)	Ch. Gayathri	English	Ch. Gayathri
13	10851502031 (B.A. Computers)	B. Mounika	English	B. Mounika
14	10851502032 (B.A. Computers)	G. Sujatha	English	G. Sujatha
15	10851502035 (B.A. Computers)	M. Kusumalakshmi	English	M. Kusumalakshmi
16	10851502036 (B.A. Computers)	P. Shanmukha	English	P. Shanmukha
17	10851502037 (B.A. Computers)	D. Sriyani	English	D. Sriyani
18	10851502038 (B.A. Computers)	U. Ganga Bhaktini	English	U. Ganga Bhaktini
19	10851502043 (B.A. Computers)	S. Bhavani	English	S. Bhavani
20	10851502044 (B.A. Computers)	N. SANTOSHINI	ENGLISH	Santi
21	10851502045 (B.A. (A))	G. Anusha	English	Anusha
22				
23				
24				
25				

Total No. Of Students Present: 21

Name Of the Examiner: Anita Misra

Total No. Of Students absent: \_\_\_\_\_

Signature of the Examiner: \_\_\_\_\_

## GOVERNMENT DEGREE COLLEGE FOR WOMEN

BEGUMPET, HYDERABAD - 16

AUTONOMOUS

TDE AWARD LIST 2016

Subject: HindiSemester: IIIPaper: Translation studies in HindiYear: II B.ComMax.Marks: 30+20

S.No	Roll. No.	Assignment Name.	Exam Group medium	Total Sign
1	10851504002	P. Mounika	B.Com (Gen) E/M	P. Mounika
2	10851504008	K. Mounika	B.com (Gen) E/M	K. Mounika
3	10851504033	K. Sireesha	B.Com (Gen) E/M	K. Sireesha
4	10851504077	P. Yamuna	B.com (Gen) E/M	P. Yamuna
5	10851504082	P. Romini	B.com (Gen) E/M	P. Romini
6	10851504093	B. Soundarya	B. Com (Gen) E/M	B. Soundarya
7	10851504108	D. malathi	B. Com (Gen) E/M	D. Malathi
8	10851504112	M. Ramya Krishna	B.com (Gen) E/M	M. Ramya Krishna
9	10851504114	S. Sona	B. Com (Gen) E/M	S. Sona
10	10851504118	C. Ashwini	B. Com (Gen) E/M	C. Ashwini
11	10851504119	K. Kalyani	B. Com (Gen) E/M	K. Kalyani
12				
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15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

Total No. Of Students Present: 11Name Of the Examiner: Anita Misra

Total No. Of Students absent: \_\_\_\_\_

Signature of the Examiner: [Signature]

Total No. Of Students: \_\_\_\_\_

# GOVERNMENT DEGREE COLLEGE (W) UG & PG

Begumpet, Hyderabad

(Autonomous)

Department of Hindi

Transdisciplinary collective

for IInd Year (2015-2016)

Translation studies in Hindi

Hours of Teaching : 15 hours

Semester III (CBCS) Credit 1

Unit I	अनुवाद शब्द का अर्थ स्वरूप और परिभाषा अनुवाद की उपयोगिता और उपादेयता यांत्रिक अनुवाद	5 hours
Unit II	अनुवाद की प्रक्रिया अच्छे अनुवादके गुण गद्य पद्य के आधार पर अनुवाद के भेद	5 hours
Unit III	अनुवाद की प्रकृति के आधार पर अनुवाद के भेद मूल निष्ठ और मूल मुक्त शब्दानुवाद, सारानुवाद, छायानुवाद, भावानुवाद (मुख्य) :	5 hours
	अनुवाद :- कार्यालयीन हिंदी के शब्द और पदनाम अंग्रेजी से हिंदी में कार्यालयीनी टिप्पणियाँ अंग्रेजी से हिंदी में	

**GOVERNMENT DEGREE COLLEGE (W) UG & PG**  
**Begumpet, Hyderabad**

**(Autonomous)**

**Department of Hindi**

**Transdisciplinary collective  
for IInd Year (2015-2016)**

**Translation studies in Hindi**

**Hours of Teaching : 15 hours**

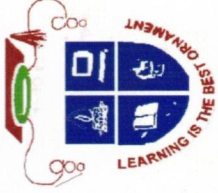
**Semester IV (CBCS) Credit 1**

Unit IV	विषय वस्तु के आधार पर अनुवाद के भेद अनुवाद के प्रकार : साहित्यिक अनुवाद साहित्येतर अनुवाद साहित्यिक अनुवाद : काव्यानुवाद, नाट्यानुवाद कथा साहित्य अनुवाद	5 hours
Unit V	साहित्येतर अनुवाद : मानविकी अनुवाद वैज्ञानिक और तकनीकी अनुवाद पत्रकारिता और अनुवाद	5 hours
Unit VI	कार्यालयीन अनुवाद विज्ञापन अनुवाद बैंकिंग अनुवाद  अनुवाद : कार्यालयीन हिंदी के शब्द और पदनाम अंग्रेजी से हिंदी में अनुच्छेद अंग्रेजी से हिंदी में	5 hours

\* \* \*

# GOVERNMENT DEGREE COLLEGE FOR WOMEN (AUTONOMOUS)

BEGUMPET, HYDERABAD, TELANGANA.  
Re-Accredited by 'B' Grade by NAAC CGPA-2.76



## DEPARTMENT OF HINDI CERTIFICATE

*This is to certify that Ms.....D/o.....*

*Studying in B.Sc/B.A./B.Com..... Roll No..... Year of .....*

*has completed the "Short Term Certificate Course" of 45 hrs in "Translation studies in Hindi".*

*Co-Ordinator*

*Principal*

*Date :*

# GOVERNMENT DEGREE COLLEGE (W) UG & PG

Begumpet, Hyderabad

(Autonomous)

Department of Hindi

Transdisciplinary Elective  
for IInd Year (2015-2016)

Translation studies in Hindi

Hours of Teaching : 15 hours

Semester III (CBCS) Credit 1

Unit I	अनुवाद शब्द का अर्थ स्वरूप और परिभाषा अनुवाद की उपयोगिता और उपादेयता यांत्रिक अनुवाद	5 hours
Unit II	अनुवाद की प्रक्रिया अच्छे अनुवाद के गुण गद्य पद्य के आधार पर अनुवाद के भेद	5 hours
Unit III	अनुवाद की प्रकृति के आधार पर अनुवाद के भेद मूल निष्ठ और मूल मुक्त शब्दानुवाद, सारानुवाद, छायानुवाद, भावानुवाद (मुख्य)	5 hours
	अनुवाद :- कार्यालयीन हिंदी के शब्द और पदनाम अंग्रेजी से हिंदी में कार्यालयीन टिप्पणियाँ अंग्रेजी से हिंदी में	

SS Vanjape

Prof. SHIBIRAJI VANJAPE  
CHAIRPERSON  
BOARD OF STUDIES  
DEPARTMENT OF HINDI  
OSMANIA UNIVERSITY  
HYDERABAD-500 007.

SS Vanjape

Shubh  
20/11/15

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**GOVERNMENT DEGREE COLLEGE (W) UG & PG**  
Begumpet, Hyderabad

(Autonomous)

Department of Hindi

Transdisciplinary Elective

for IInd Year (2015-2016)

Translation studies in Hindi

Hours of Teaching : 15 hours

Semester IV (CBCS) Credit 2

- Unit IV विषय वस्तु के आधार पर अनुवाद के भेद 5 hours  
अनुवाद के प्रकार : साहित्यिक अनुवाद साहित्येतर अनुवाद  
साहित्यिक अनुवाद : काव्यानुवाद, नाट्यानुवाद  
कथा साहित्य अनुवाद
- Unit V साहित्येतर अनुवाद : मानविकी अनुवाद 5 hours  
वैज्ञानिक और तकनीकी अनुवाद  
पत्रकारिता और अनुवाद
- Unit VI कार्यालयीन अनुवाद 5 hours  
विज्ञापन अनुवाद  
बैंकिंग अनुवाद

अनुवाद : कार्यालयीन हिंदी के शब्द और पदनाम  
अंग्रेजी से हिंदी में  
अनुच्छेद अंग्रेजी से हिंदी में

\*\*\*

88 Vanjape  
24/6/17  
Prof. SHUBHADA VANJAPE  
CHAIRPERSON  
BOARD OF STUDIES  
DEPARTMENT OF HINDI  
OSMANIA UNIVERSITY  
HYDERABAD-500 007.

M-



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GOVERNMENT DEGREE COLLEGE (W) UG & PG  
Begumpet, Hyderabad

Department of Hindi  
Transdisciplinary Elective  
Q.P.I for III Semester  
Translation studies in Hindi

Time : 1 Hour

Marks : 30

2 x 6 = 12

I. किन्हीं 6 प्रश्नों के उत्तर लिखो।

1. ट्रान्सलेशन शब्द का अर्थ क्या है?
2. फारेस्टेन ने अनुवाद की क्या परिभाषा दी है?
3. क्या पद्य का गद्य में अनुवाद किया जा सकता है?
4. सारानुवाद किसे कहते हैं?
5. भावानुवाद क्या है?
6. मूल मुक्त अनुवाद किसे कहते हैं?
7. यांत्रिक अनुवाद किसे कहते हैं?
8. भोलानाथ तिवारी ने अनुवाद के कितने सोपान बताए हैं?

3 x 6 = 18

II. किन्हीं तीन प्रश्नों के उत्तर लिखिए।

1. अनुवाद शब्द का अर्थ बताते हुए उसकी परिभाषा लिखिए।  
अथवा  
अनुवाद की उपादेयता (उपयोगिता) क्या है?
2. अनुवाद की प्रक्रिया क्या है?  
अथवा  
अच्छा अनुवादक किसे कहते हैं? या अच्छे अनुवादक के गुण क्या हैं?
3. मूल निष्ठ और मूल मुक्त अनुवाद किसे कहते हैं?  
अथवा  
शब्दानुवाद और भावानुवाद पर टिप्पणी लिखिए।

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88Vangape  
24/6/17  
PROF. SHUBHADA VANJAPE  
CHAIRPERSON  
BOARD OF STUDIES  
DEPARTMENT OF HINDI  
OSMANIA UNIVERSITY  
HYDERABAD-500 007.

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**GOVERNMENT DEGREE COLLEGE (W) UG & PG**

Begumpet, Hyderabad

Department of Hindi

Transdisciplinary Elective

Q.P.I for IV Semester

Translation studies in Hindi

Marks : 30

Time : 1 Hour

I. किन्हीं 6 प्रश्नों के उत्तर लिखो।

2 x 6 = 12

1. क्या गद्य का पद्य में या पद्य का गद्य में अनुवाद किया जा सकता है?
2. साहित्येतर अनुवाद में आने वाले किन्हीं दो अनुवादों के नाम लिखिए।
3. मानविकी अनुवाद में कौन से विषयों का अनुवाद होता है?
4. पत्रकार के पास अनुवाद के लिए क्या काम होता है?
5. लोग अपने उत्पाद का अनुवाद क्यों देते हैं?
6. कार्यालयीन तकनीकी शब्द कौन बनाता है?
7. कथानुवाद में गद्य के कौन-कौन से रूप आते हैं?
8. विज्ञापन करवाने वाले को क्या देना पड़ता है?

II. किन्हीं तीन प्रश्नों के उत्तर लिखिए।

3 x 6 = 18

1. साहित्यिक और साहित्येतर अनुवादों के नाम लिखिए।  
अथवा  
विज्ञापन अनुवाद के बारे में लिखिए।
2. साहित्यिक अनुवाद के बारे में लिखिए।  
अथवा  
मानविकी अनुवाद के बारे में लिखिए।
3. कार्यालयीन अनुवाद के बारे में लिखिए।  
अथवा  
पत्रकारिता अनुवाद के बारे में लिखिए।

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SSVamjape  
24/6/17  
PROF. SSVAMJAPE  
CHAIRPERSON  
BOARD OF STUDIES  
DEPARTMENT OF HINDI  
OSMANIA UNIVERSITY  
HYDERABAD-500 007.

M-

SSVamjape

S. S. Vamjape  
S. S. Vamjape

JS)

AC

gree  
PM.

**Student list of enrolled for Certificate course for year 2017-18**

Sl No	Roll No	Name of the Student	Group
1	108517366005	Jaya Sree	BA (HEP)
2	108517366011	R. Manasa Naik	BA (HEP)
3	108517278002	Ayesha Samreen	BA (EPCS)
4	108517278003	Firdouse Sulthana	BA (EPCS)
5	108517278007	Neha Tabassum	BA (EPCS)
6	108517278009	R. Padmini	BA (EPCS)
7	108517278011	R. Mounika	BA (EPCS)
8	108517254001	Juveria	BA (HPJ)
9	108517254002	Jyothi Sharma	BA (HPJ)
10	108517401020	D. Janaki	B.Com
11	108517401022	D. Kusuma	B.Com
12	108517401026	P. Madhavi	B.Com
13	108517401027	Faraha Fathima	B.Com
14	108517401051	K. Shivani	B.Com
15	108517401057	Meharunissa	B.Com
16	108517401058	M. Jyothi	B.Com
17	108517401060	M. Kiran	B.Com
18	108517401067	N. Manasa	B.Com
19	108517401071	Nausheen Begum	B.Com
20	108517454004	K. Reena	B.Com
21	108517454005	N. Meeha	B.Com
22	108517454006	Ranani Singh	B.Com
23	108517454011	D. Sudha	B.Com
24	108517433001	B. Priyanka	B.Com
25	108517433022	N. Rashnika	B.Com
26	108517433017	Hema priya dashini	B.Com
27	108517433025	Rachna Sharma	B.Com
28	108517401072	Neha Tabassum	B.Com
29	108517401074	Nausheen Fatima	B.Com
30	108517401082	P Kalika	B.Com
31	108517401084	Rafia Banu	B.Com
32	108517401086	R. Praneetha	B.Com
33	108517401093	Sameera Sulthana	B.Com
34	108517401117	Vyas Megha	B.Com
35	108517405009	B.manjulatha	B.Com
36	108517405012	D. Rajitha	B.Com
37	108517405015	G. Priyanka	B.Com
38	108517468020	M. Jaya Shree	B.Sc (MPCs)
39	108517468026	P.Princy	B.Sc (MPCs)
40	108517441001	A. Hemalatha	B.Sc (MPC)
41	108517441003	Ayasha Firdause	B.Sc (MPC)
42	108517441011	G. Madhavi	B.Sc (MPC)
43	108517441020	M. Sri Vaishnavi	B.Sc (MPC)
44	108517441029	Perla Sneha	B.Sc (MPC)
45	108517441031	Shaik Mubeesa	B.Sc (MPC)
46	108517467015	Bhargavi	B.Sc (MPCS)
47	108517467045	P. Sandhya	B.Sc (MPCS)
48	108517467045	P. Simran	B.Sc (MPCS)
49	108517467055	Shilpa Kumari	B.Sc (MPCS)
50	108517448004	B. Sereena	B.Sc (MZC)
51	108517448018	Laxmi Kumari	B.Sc (MZC)
52	108517448026	Sofia Begum	B.Sc (MZC)
53	108517445038	S.Jhanavi	B.Sc (BZC)
54	108517445018	Komal Prajapathi	B.Sc (BZC)
55	108517445021	K. Sharvanthi	B.Sc (BZC)
56	108517445027	Nazera Begum	B.Sc (BZC)
57	108517445034	Pushpitha Dalni	B.Sc (BZC)
58	108517489001	Ameerin Suthana	B.Sc (BTBC)
59	108517489012	Thaneesha	B.Sc (BTBC)
60	108517489021	Ruqsar	B.Sc (BTBC)

# GOVERNMENT DEGREE COLLEGE FOR WOMEN

BEGUMPET, HYDERABAD – 500 016

(Autonomous - Affiliated to Osmania University)  
Re-Accredited with 'B' Grade by NAAC



**DR.G.Yadagiri, M.Sc., Ph.D.**  
PRINCIPAL

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Cell: 9441364293  
E-mail: [gdcwbpthyd@gmail.com](mailto:gdcwbpthyd@gmail.com)  
Website: [www.gdcwbegumpet.com](http://www.gdcwbegumpet.com)

OUR MOTTO: "LEARNING IS THE BEST ORNAMENT"

## DEPARTMENT OF HINDI

Board of Studies Meeting for the Year 2018-19. The Board of Studies meeting of the Department of Hindi, Government Degree College for Women (A), Begumpet, Hyderabad was held on 12-09-2018 at 2:00 PM in the Hindi Department of Arts College, Osmania University.

The Meeting was attended by the following members:

1. Prof. Sheela Misra, Osmania  
Chairman, Board of Studies University Nominee  
Hyderabad.
2. Dr. Afsar Unnisa Begum,  
Incharge of Hindi Department,  
Government Degree College for Women (A),  
Begumpet, Hyderabad.
3. Subject Expert  
Prof. Shakeela Khanam Dean &  
Head, Department of Hindi  
BRAO University, Hyderabad.
4. Subject Expert  
Dr. Parvathi, Chairman BOS,  
Department of Hindi,  
Telangana University, Nizamabad.
5. Member  
Prof. Sheela Misra,  
Department Student Alumni  
BOS, Department of Hindi,  
Arts College, Osmania University, Hyderabad.

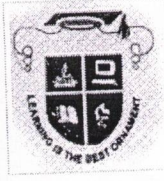
*Sheela*  
Prof. SHEELA MISRA  
CHAIRPERSON  
BOARD OF STUDIES  
Department of Hindi  
Osmania University,  
Hyderabad-500 007. T.S. India

*Queen*  
DEAN,  
Faculty of Arts  
" B. R. AMBEDKAR OPEN UNIVERSITY  
HYDERABAD - 500 482

*Parvathi*  
Dr. PARVATHI  
Assistant Professor  
Dept. of Hindi, Telangana University  
Dichpally, Nizamabad-503 322. (T.S.)

*Sheela*  
Prof. SHEELA MISRA  
CHAIRPERSON  
BOARD OF STUDIES  
Department of Hindi  
Osmania University,  
Hyderabad-500 007. T.S. India

*Queen*



**Government Degree College for Women (Autonomous)**  
Begumpet, Hyderabad-16  
Affiliated to Osmania University, Re-Accredited with 'B' Grade by NAAC

The BOS Meeting was held in the department of Hindi of Osmania University, Hyderabad. It is resolved to adopt the new syllabus prescribed by Osmania University for B.A., B.Com., B.Sc., II year II language Hindi.

➤ In the Third Semester of II year, the first eight poetries from text book "Kaavya nidhi".

➤ Hindi Sahitya ka Itihaas

Aadi Kaal

Bhakti Kaal

} Pravrittiyaan

➤ Brief Studies of Authors and Poets

➤ General Essays ( On Socio-political and Literary subjects)

➤ Translation

➤ In Fourth Semester remaining Eight Poetries from Text Book Kavya Nidhi

➤ Hindi Sahitya ka Itihaas

Shringaar Kaal

Adhunik Kaal

} Pravrittiyaan

➤ Brief Studies of Authors and Poets

➤ General Essays

➤ Bodh gamva Gadvansh

*Sheela Misra*  
**Prof. SHEELA MISRA**  
CHAIRPERSON  
BOARD OF STUDIES  
Department of Hindi  
Osmania University,  
1-500 007. T.S. India

*21/2017*  
**DEAN,**  
Faculty of Arts  
B. R. AMBEDKAR OPEN UNIVERSITY  
HYDERABAD - 500 482

*Dr. Parvati*  
**Dr. PARVATI**  
Assistant Professor  
Dept. of Hindi, Telangana University  
Dichpally, Nizamabad-500 522. (T.S.)

**GOVERNMENT DEGREE COLLEGE FOR WOMEN**  
**BEGUMPET, HYDERABAD**  
**AUTONOMOUS**  
**NAAC ACCREDITED 'B'**

Syllabus for B.A., B.Com., B.Sc., I Semester  
Subject : Second language Hindi

**I. गद्य दर्पण**

1. उत्साह - रामचंद्र शुक्ल
2. चरित्र-संगठन - बाबू गुलाब राय
3. बाजार दर्शन - जैनेंद्र कुमार
4. भाभी - महादेवी वर्मा
5. भारत में संस्कृति संगम - रामधारी सिंह दिनकर

**II. कथा सिंधु (उपवाचक)**

1. सद्गति - प्रेमचंद
2. छोटा जादूगर - जयशंकर प्रसाद
3. प्रायश्चित्त - श्री भगवती चरण वर्मा
4. पर्दा - यशपाल
5. चीफ़ की दावत - भीष्म साहनी

**III. शब्दों से वाक्य बनाइए।**

वाच्य बदलिए।  
काल परिवर्तन कीजिए।

**IV. प्रशासनिक शब्दावली का**

अंग्रेजी से हिंदी में अनुवाद कीजिए।

पदनाम का

हिंदी से अंग्रेजी में अनुवाद कीजिए।

Internal Assessment portion

वस्तुनिष्ठ प्रश्न

रिक्त स्थानों की पूर्ति

दीर्घ प्रश्न, आकारण - लिंग, वचन, कारक  
वाक्य शुद्ध कीजिए।

(गद्य कथन और कथा सिंधु में से)

**P. J. SHEELA**  
CHAIRPERSON  
BOARD OF STUDIES  
Department of Hindi  
University,  
T.S. India.

**PARVATI**  
Assistant Professor  
Dept. of Hindi, Telangana University  
Dichpally, Nizamabad-503 322. (T.S.)

**DEAN,**  
Faculty of Arts  
B. R. AMBEDKAR OPEN UNIVERSITY  
HYDERABAD - 500 169

**GOVERNMENT DEGREE COLLEGE FOR WOMEN**  
**BEGUMPET, HYDERABAD**  
**AUTONOMOUS**  
**NAAC ACCREDITED 'B'**

Syllabus for B.A., B.Com., B.Sc., Ist Year II Semester

Subject : Second language Hindi

**I. Prose-गद्य दर्पण**

- |                         |                    |
|-------------------------|--------------------|
| 1. धरती का स्वर्ग -     | विष्णु प्रभाकर     |
| 2. अण्डे के छिलके -     | मोहन राकेश         |
| 3. राजनीति का बँटवारा - | हरिशंकर परसाई      |
| 4. स्वामी विवेकानंद -   | वंशीधर विद्यालंकार |
| 5. पर्यावरण और हम -     | राजीव गर्ग         |

**II. Non-detail**

- |                      |                        |
|----------------------|------------------------|
| 1. डिप्टी कलेक्टरी - | अमरकांत                |
| 2. हँसू या रोऊँ -    | विनायक राव विद्यालंकार |
| 3. वापसी -           | उषा प्रियंवदा          |
| 4. सेवा -            | ममता कालिया            |
| 5. सिलिया -          | सुशीला टाकभौरे         |

पत्र लेखन  
विलोम शब्द  
संधि विच्छेद

Internal Assessment (From prose & Non detail)


(गद्यदर्पण और कथा सिंधु में से)

वस्तुनिष्ठ प्रश्न


दीर्घ प्रश्न

रिक्त स्थानों की पूर्ति कीजिए।

विलोम शब्द, संधि-विच्छेद

  
**Prof. SHEELA MISRA**  
CHAIRPERSON  
BOARD OF STUDIES  
Department of Hindi  
Osmania University,  
Hyderabad-500 007. T.S. India

  
**Dr. ARVATI**  
Assistant Professor  
Dept. of Hindi, Telangana University  
Dichpally, Nizamabad-503 322. (T.S.)

  
**DEAN,**  
Faculty of Arts  
M. B. R. AMBEDKAR OPEN UNIVERSITY  
HYDERABAD - 500 482

**SYLLABUS FOR**

B.A., B.Com., B.Sc., Third Semester Hindi Second Language

Osmania University W.ef. 2018-2019

First Unit - KAVYA NIDHI

1. Kabeer Das
2. Soor Das
3. Tulasi Das

Kabeer ke dohe  
Baal Leela  
Tulasi Das ke dohe

Second Unit - KAVYA NIDHI

1. Maithilisharan Gupt
2. Ayodhya singh Upadhyaya 'Harioudh'
3. Jai Shankar Prasad

Navayuvakon se  
Phool aur kaanta  
Bharat

Third Unit - KAVYA NIDHI

1. Sumitranandan Pant
2. Subhadra kumari Chauhan

Jeewan ka adhikar  
Mera nayaa Bachpan

Fourth Unit

Hindi Sahitya ka Itihas : Main tendencies of the following ages :

1) Aadi kaal : Naamkaran, Paristhitiyaan, Pravrittiyaan

2) Bhakti kaal : Naamkaran, Paristhitiyaan, Pravrittiyaan

Hindi Sahitya ka Itihas : Brief study of the following authors and poets -

Chand Bardaai  
Kabeer Das  
Soor Das  
Tulasi Das  
Jai Shankar Prasad  
Sumitranandan Pant  
Bharatendu Harishchandra  
Maithilisharan Gupt  
Ramdhari singh 'Dinkar'

Fifth Unit

General Essay on Socio-political and Literary subjects :

Sahitya aur Samaaj  
Vidyarthi aur Rajneeti  
Vigyaan : Vardaan yaa abhishaap  
Samaaj mein naari kaa sthaan  
Adhunik Shikshaa aur Naari  
Shikshaa par Bhoomanalikaran kaa prabhaav  
Jeewan mein swachchataa kaa mahatva

Translation from English or Telugu to Hindi :

Kept for Internal Assessment

-: Reference books :-

- 1. Hindi Sahitya kaa Itihas - Professor T. Mohan Singh
- 2. Hindi Sahitya kaa Sankshipt Itihas - Dr. Vidyasagar Dayal
- 3. Hindi Sahitya kaa Sankshipt Itihas - Dr. Tej Narayan Jaiswal
- 4. Hindi Sahitya kaa Subodh Itihas - Gulab Rai

*Prof. SHEELA MISHRA*  
CHAIRPERSON  
BOARD OF STUDIES

Department of Hindi  
Osmania University  
Hyderabad-500 007. T.S. India

*Dr. PARVATI*  
Assistant Professor  
Dept. of Hindi, Telangana  
Hyderabad



## SYLLABUS FOR

B.A. B.Com., B.Sc., Fourth Semester Hindi Second Language

Osmania University      W.ef. 2018-2019

### First Unit - KAVYA NIDHI

Meera ke pad  
Raheem ke dohe  
Bihari ke dohe

### Second Unit - KAVYA NIDHI

Bhagwan Buddh ke prati  
Ve muskaate phool nahin  
Kalam aur Talwaar

### Third Unit - KAVYA NIDHI

To kyon baith gayaa hai path par  
Anubhav paripakva

### Fourth Unit

Hindi Sahitya ka Itihas : Main tendencies of the following ages :

- 3) Shringaar Kaal : Naamkaran, Paristhitiyaan, Pravrittiyaan } In semester examination  
4) Aadhunik Kaal : } questions will be on Pravrittiyaan

- a) Bhartendu Yug, Dwivedi Yug, Chchyaawaad, Pragatiwaad, Prayogwaad.  
b) Hindi Gadya kaa vikaas, Hindi Kahaani, Upanyaas aur Naatak.

Brief study of the following authors and poets :

Meera Bai	Raheem	Bihaari
Manikprasad Dwivedi	Premchand	Nirala
Manadevi Varma	Harivansh Rai Bachchan	Agyeya


### Fifth Unit

Essays on General topics :

- Uchcharthi aur Anushaasan  
Kam ki Shiksha neeti  
Bharat mein Beroazgaari ki samasyaa  
Parivaaran aur Pradooshan  
Bharat mein badhati huyi jan sankhya  
Bharatiya sanskriti

Comprehension : - एक ही शब्द का अर्थ

  
**Prof. SHEELA MISRA**  
CHAIRPERSON  
BOARD OF STUDIES  
Department of Hindi  
Osmania University  
Hyderabad-500 007

  
**DR. PARVATI**  
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**GOVERNMENT DEGREE COLLEGE (W) UG & PG**

**Begumpet, Hyderabad**

**(Autonomous)**

**Department of Hindi**

**Transdisciplinary Elective**

**for IInd Year (2018-2019)**


**Translation studies in Hindi**


**Hours of Teaching : 15 hours**


**Semester III (CBCS) Credit 1**

Unit I	अनुवाद शब्द का अर्थ स्वरूप और परिभाषा अनुवाद की उपयोगिता और उपादेयता यांत्रिक अनुवाद	5 hours
Unit II	अनुवाद की प्रक्रिया अच्छे अनुवाद के गुण गद्य पद्य के आधार पर अनुवाद के भेद	5 hours
Unit III	अनुवाद की प्रकृति के आधार पर अनुवाद के भेद मूल निष्ठ और मूल मुक्त शब्दानुवाद, सारानुवाद, छायानुवाद, भावानुवाद (मुख्य)	5 hours

अनुवाद :- कार्यालयीन हिंदी के शब्द और पदनाम  
अंग्रेजी से हिंदी में  
कार्यालयीन टिप्पणियाँ अंग्रेजी से हिंदी में

  
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**GOVERNMENT DEGREE COLLEGE (W) UG & PG**  
**Begumpet, Hyderabad**  
**Department of Hindi**  
**Transdisciplinary Elective**  
**Q.P.I for III Semester**  
**Translation studies in Hindi**


Marks : 30

Time : 1 Hour

- I. किन्हीं 6 प्रश्नों के उत्तर लिखो। 2 x 6 = 12
1. ट्रांसलेशन शब्द का अर्थ क्या है?
  2. फारेस्टेन ने अनुवाद की क्या परिभाषा दी है?
  3. क्या पद्य का गद्य में अनुवाद किया जा सकता है?
  4. सारानुवाद किसे कहते हैं?
  5. भावानुवाद क्या है?
  6. मूल मुक्त अनुवाद किसे कहते हैं?
  7. यांत्रिक अनुवाद किसे कहते हैं?
  8. भोलानाथ तिवारी ने अनुवाद के कितने सोपान बताए हैं?
- II. किन्हीं तीन प्रश्नों के उत्तर लिखिए। 3 x 6 = 18
1. अनुवाद शब्द का अर्थ बताते हुए उसकी परिभाषा लिखिए।  
अथवा  
 अनुवाद की उपादेयता (उपयोगिता) क्या है?
  2. अनुवाद की प्रक्रिया क्या है?  
अथवा  
 अच्छा अनुवादक किसे कहते हैं? या अच्छे अनुवादक के गुण क्या हैं?
  3. मूल निष्ठ और मूल मुक्त अनुवाद किसे कहते हैं?  
अथवा  
 शब्दानुवाद और भावानुवाद पर टिप्पणी लिखिए।

  
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GOVERNMENT DEGREE COLLEGE (W) UG & PG

Begumpet, Hyderabad

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Department of Hindi

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for IInd Year (2018-2019)

Translation studies in Hindi

Hours of Teaching : 15 hours

Semester IV (CBCS) Credit 1

Unit IV विषय वस्तु के आधार पर अनुवाद के भेद 5 hours  
अनुवाद के प्रकार : साहित्यिक अनुवाद साहित्येतर अनुवाद  
साहित्यिक अनुवाद : काव्यानुवाद, नाट्यानुवाद  
कथा साहित्य अनुवाद

Unit V साहित्येतर अनुवाद : मानविकी अनुवाद 5 hours  
वैज्ञानिक और तकनीकी अनुवाद  
पत्रकारिता और अनुवाद

Unit VI कार्यालयीन अनुवाद 5 hours  
विज्ञापन अनुवाद  
बैंकिंग अनुवाद

अनुवाद : कार्यालयीन हिंदी के शब्द और पदनाम  
अंग्रेजी से हिंदी में  
अनुच्छेद अंग्रेजी से हिंदी में

*Sheela*  
Prof. SHEELA MISRA  
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*Zison*  
DEAN,  
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*Parvati*  
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GOVERNMENT DEGREE COLLEGE (W) UG & PG  
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Department of Hindi  
Transdisciplinary Elective  
Q.P.I for IV Semester  
Translation studies in Hindi

Marks : 30

Time : 1 Hour

I. किन्हीं 6 प्रश्नों के उत्तर लिखो।

2 x 6 = 12

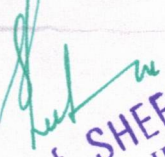
1. क्या गद्य का पद्य में या पद्य का गद्य में अनुवाद किया जा सकता है?
2. साहित्येतर अनुवाद में आने वाले किन्हीं दो अनुवादों के नाम लिखिए।
3. मानविकी अनुवाद में कौन से विषयों का अनुवाद होता है?
4. पत्रकार के पास अनुवाद के लिए क्या कम होता है?
5. लोग अपने उत्पाद का अनुवाद क्यों देते हैं?
6. कार्यालयीन तकनीकी शब्द कौन बनाता है?
7. कथानुवाद में गद्य के कौन-कौन से रूप आते हैं?
8. विज्ञापन करवाने वाले को क्या देना पड़ता है?

II. किन्हीं तीन प्रश्नों के उत्तर लिखिए।

3 x 6 = 18

1. साहित्यिक और साहित्येतर अनुवादों के नाम लिखिए।  
अथवा  
विज्ञापन अनुवाद के बारे में लिखिए।
2. साहित्यिक अनुवाद के बारे में लिखिए।  
अथवा  
मानविकी अनुवाद के बारे में लिखिए।
3. कार्यालयीन अनुवाद के बारे में लिखिए।  
अथवा  
पत्रकारिता अनुवाद के बारे में लिखिए।

\* \* \*

  
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Nominal Roles of Government Degree College for Women (Autonomous), for 2019-2020

S.No	Nominal Roll Number	Applicant Name	Course Name
1	19011085073006	SYEDA AMREEN FATIMA	B.A.
2	19011085074008	Ritika Singh	B.A.
3	19011085074009	VARTHYA TANVI	B.A.
4	19011085074010	M Lahari	B.A.
5	19011085092001	BAKKA RUPIKA	B.A.
6	19011085092005	KEELA MAANSI	B.A.
7	19011085111005	AYESHA BANU	B.A.
8	19011085111010	MEHRAJ BEGUM	B.A.
9	19011085111015	SANA FIRDOUS	B.A.
10	19011085129002	AFREEN	B.A.
11	19011085129017	CIMALA SAI CHANDRIKA	B.A.
12	19011085129018	D V PRAVALIKA MAHESH NAIK	B.A.
13	19011085129027	Kiran Limbu	B.A.
14	19011085129028	K MANISHA	B.A.
15	19011085129030	KOMAL V	B.A.
16	19011085129037	NASRIN	B.A.
17	19011085129041	PALLAVI SINGH	B.A.
18	19011085129045	RAPURI REDDY KUSUMA	B.A.
19	19011085129046	SABIYA BEGUM	B.A.
20	19011085129050	THAGARAM MAHESHWARI	B.A.
21	19011085129053	YALWAL RENUKA YADAV	B.A.
22	19011085156004	PALANGTHOD PREETHI	B.A.
23	19011085156009	Y.PRASANNALAXMI	B.A.
24	19011085156010	MANISHA KUMARI	B.A.
25	19011085342011	NOMULA AISHWARYA	B.Sc.
26	19011085345003	Bilkis Mahelika Husssin	B.Sc.
27	19011085345019	SUSAN PREETY	B.Sc.
28	19011085352004	KAWALI SHALINI	B.A.
29	19011085352005	SURAIYA NUZHATH KHANAM	B.A.
30	19011085366002	R DEEPIKA	B.A.
31	19011085366004	KANDRAPU SUREKHA REDDY	B.A.
32	19011085366005	VANKODTH USHA PRIYA	B.A.
33	19011085405002	AFREEN	B.Com
34	19011085405011	ASFIYA FATIMA	B.Com
35	19011085405016	AYESHA FATHIMA	B.Com
36	19011085405017	AYESHA KALEEM	B.Com
37	19011085405030	BEERLA AKANKSHA	B.Com
38	19011085405034	BINDU CHHETRI	B.Com
39	19011085405035	BIRAGE POOJA	B.Com
40	19011085405052	CHENCHOLI CHANDRIKA	B.Com
41	19011085405054	CHIGURU MONIKA	B.Com
42	19011085405057	CHINDALIA NANDINI	B.Com
43	19011085405064	CHUNKARA VARSHA PRIYA	B.Com
44	19011085405083	FAREEN MOHAMMADI	B.Com
45	19011085405084	FARHAT BEGUM	B.Com
46	19011085405085	F VERONICA SABHASHEELA	B.Com
47	19011085405112	HAJERA BEGUM	B.Com

48	19011085405114	HALEEMUNISSA	B.Com
49	19011085405118	HUMERA TABASSUM	B.Com
50	19011085405119	HUSNAUNNISA	B.Com
51	19011085405127	JARIPOTHU PRIYANKA	B.Com
52	19011085405131	JYOTHI KUMARI YADAV	B.Com
53	19011085405132	Jyotsana jha	B.Com
54	19011085405168	KUSHBU CHOWDARY	B.Com
55	19011085405171	K VASAVI	B.Com
56	19011085405172	K V N S K MADHUMITHA	B.Com
57	19011085405173	LAKSHMI	B.Com
58	19011085405175	LINGAMPALLY CHAPURI SUMIRAN	B.Com
59	19011085405185	MAKHAN AMISHA	B.Com
60	19011085405186	MAKKALA BHARGAVI	B.Com
61	19011085405195	MANDULA SRIVANI	B.Com
62	19011085405199	MARIYAM BEE	B.Com
63	19011085405202	MEDI KOMALA	B.Com
64	19011085405208	MOHAMMED AZRA SULTANA	B.Com
65	19011085405215	MUKKAGALLA DHARANI	B.Com
66	19011085405216	MULIGE SONY	B.Com
67	19011085405229	NASREEN BEGUM	B.Com
68	19011085405233	NEELI RAMADEVI	B.Com
69	19011085405241	NOUSHEEN BEGUM	B.Com
70	19011085405247	PANPATTI NEHA BAI	B.Com
71	19011085405248	PANTHAM PRIYANKA	B.Com
72	19011085405252	PASPUNOORU ANUSHA	B.Com
73	19011085405256	P BHAGYASREE	B.Com
74	19011085405273	RABBANA	B.Com
75	19011085405274	RADHA PATEL	B.Com
76	19011085405275	RAGHUPATHI SRAVANTHI	B.Com
77	19011085405285	RESHMA BEGUM	B.Com
78	19011085405286	RINKY SINGH	B.Com
79	19011085405287	RUBEENA BEGUM	B.Com
80	19011085405289	SADIYA BEGUM	B.Com
81	19011085405292	SALEHA BEGUM	B.Com
82	19011085405295	SALMA SHAHEEN	B.Com
83	19011085405297	SAMREEN BEGUM	B.Com
84	19011085405301	SANA TABASSUM	B.Com
85	19011085405306	S BHARGAVI	B.Com
86	19011085405307	SHAGUFTA BEGUM	B.Com
87	19011085405327	S VIJAYA HARATHI	B.Com
88	19011085405328	Swami aarthi	B.Com
89	19011085405329	SYEDA JUNEDIYA SULTANA	B.Com
90	19011085405352	V MOUNIKA	B.Com
91	19011085405357	Y.chandrika	B.Com
92	19011085441012	Gayatri Ashok Mokashi	B.Sc.
93	19011085441024	MATHYAM BABY LAXMI	B.Sc.
94	19011085441030	RAUTH SUHASINI	B.Sc.
95	19011085441034	SHAIK ASRA	B.Sc.
96	19011085441041	TRIPTI TIWARI	B.Sc.
97	19011085445002	AFREEN BEGUM	B.Sc.

98	19011085445094	SAVALAM VAMSI PRIYANKA	B.Sc.
99	19011085445099	SHRUTHI D	B.Sc.
100	19011085445103	SUNKARA KAVYA PANDU	B.Sc.
101	19011085457007	DASARI AAKANKSHA	B.Sc.
102	19011085457013	JAKKULA NEHA THANMAYEE	B.Sc.
103	19011085457015	MANNE SAI SRUTHI	B.Sc.
104	19011085457016	MORWALE VARSHA SINGH	B.Sc.
105	19011085457017	NAINA AMREEN	B.Sc.
106	19011085457022	SANA SAMREEN	B.Sc.
107	19011085457023	SAUDHAGAR VINOD PRIYANKA	B.Sc.
108	19011085458036	TAHNIYAT FATIMA	B.Sc.
109	19011085458037	TANVEER UNNISA	B.Sc.
110	19011085463005	HEENA SULTHANA	B.Sc.
111	19011085464001	ANAMPAKA SOLOMON RAJU DAIVA K	B.Sc.
112	19011085464007	BUTUL FATIMA	B.Sc.
113	19011085464015	JUVERIYA BEGUM	B.Sc.
114	19011085464032	NAZIYA SULTANA	B.Sc.
115	19011085467003	AFREEN BEGUM	B.Sc.
116	19011085467014	BASETTI SHRI PADAVI	B.Sc.
117	19011085467072	Kuppannagari Haritha	B.Sc.
118	19011085467113	PARIKIPANDLA NAVYASRI	B.Sc.
119	19011085467123	REHAINA BEGUM	B.Sc.
120	19011085467129	SALMA	B.Sc.
121	19011085467130	SAMREENISSA	B.Sc.
122	19011085467134	SHAHANA SULTANA	B.Sc.
123	19011085467135	SHAIK MUSKAN	B.Sc.
124	19011085467136	SHAMA	B.Sc.
125	19011085468012	BOLLU SANJANA	B.Sc.
126	19011085468034	G KALYANI	B.Sc.
127	19011085468048	KAMBLAY SEEMA	B.Sc.
128	19011085468074	MEHARUNNISA	B.Sc.
129	19011085468108	SHAIK AFROZ SAMEENA	B.Sc.
130	19011085468109	SOMA DIVYA	B.Sc.
131	19011085489011	JAMALPUR ROSHINI	B.Sc.
132	19011085489025	R ROCHISHNU	B.Sc.
133	19011085555004	SUSMITHA KUMARI	B.A.
134	19011085572007	C PHANI SREE	B.Sc.
135	19011085572008	DANDGE SAI AMITHA	B.Sc.
136	19011085572034	THOTA NAGA SWETHA	B.Sc.
137	19011085684006	BOOSA DALIA PRIYADARSHINI	BBA
138	19011085684007	BOOSA MERLIN PRITHIKA	BBA
139	19011085684040	NITHYANAND MAHESHWARI	BBA
140	19011085684052	ULLI SAI CHARITHA	BBA
141	19011085684053	VALLI LAKSHMI PRASANNA	BBA



**STUDENTS LIST ENROLLED FOR CERTIFICATE COURSE IN CREATIVE WRITING FOR  
THE YEAR 2019-2020**

Sl.No	Roll Number	Name of Student	Group
1	19011085467014	BASETTI SHRI PADAVI	B.Sc. (CS-M-S)
2	19011085467072	Kuppannagari Haritha	B.Sc. (CS-M-S)
3	19011085467134	SHAHANA SULTANA	B.Sc. (CS-M-S)
4	19011085467130	SAMREENISSA	B.Sc. (CS-M-S)
5	19011085464007	BUTUL FATIMA	B.Sc. (AN-C-Z)
6	19011085467135	SHAIK MUSKAN	B.Sc. (CS-M-S)
7	19011085468108	SHAIK AFROZ SAMEENA	B.Sc. (CS-M-P)
8	19011085464032	NAZIYA SULTANA	B.Sc. (AN-C-Z)
9	19011085074008	Ritika Singh	BA(HPJ)
10	19011085489011	JAMALPUR ROSHINI	B.Sc. (Bt-C-Z)
11	19011085463005	HEENA SULTHANA	B.Sc. (AN-B-C)
12	19011085684006	BOOSA DALIA PRIYADARSHINI	BBA
13	19011085684007	BOOSA MERLIN PRITHIKA	BBA
14	19011085405168	KUSHBU CHOWDARY	B.Com.
15	19011085405131	JYOTHI KUMARI YADAV	B.Com.
16	19011085111015	SANA FIRDOUS	B.A. (E-PS-PA)
17	19011085405285	RESHMA BEGUM	B.Com.
18	19011085405052	CHENCHOLI CHANDRIKA	B.Com.
19	19011085555004	SUSMITHA KUMARI	B.A. (CA-E-H)
20	19011085129037	NASRIN	B.A.(E-H-PS)
21	19011085129053	YALWAL RENUKA YADAV	B.A.(E-H-PS)
22	19011085405252	PASPUNOORU ANUSHA	B.Com.
23	19011085405357	Y.chandrika	B.Com.
24	19011085405256	P BHAGYASREE	B.Com.
25	19011085405307	SHAGUFTA BEGUM	B.Com.
26	19011085405185	MAKHAN AMISHA	B.Com.
27	19011085405175	LINGAMPALLY CHAPURI SUMIRAN	B.Com.
28	19011085405172	K V N S K MADHUMITHA	B.Com.
29	19011085405274	RADHA PATEL	B.Com.
30	19011085405195	MANDULA SRIVANI	B.Com.

GOVERNMENT DEGREE COLLEGE FOR WOMENS (A), BEGUMPET, HYDERABAD  
RE-ACCREDITED WITH "B+" GRADE BY NAAC  
BA/B.Sc. /B.Com / BBA I YEAR 2019-2020  
CERTIFICATE COURSE EXAM  
CREATIVE WRITING IN HINDI

Time : 2 Hours

Marks 100

निम्नलिखित प्रश्नों में से किन्हीं पांच प्रश्नों के उत्तर लिखिए ?


1. पत्र लेखन की परिभाषा और विशेषताएं बताइए।
2. पत्र कितने प्रकार के होते हैं उनके संबंध में अपनी जानकारी दीजिए?
3. अनुच्छेद लेखन की परिभाषा लिखकर उसकी विधि व नियम बताइए ?
4. अनुच्छेद लेखन की विशेषताएं बताते हुए उदाहरण स्वरूप कोई एक अनुच्छेद लिखिए?
5. संवाद लेखन की परिभाषा एवं विधि पर प्रकाश डालिए?
6. अच्छे संवाद लेखन की विशेषता बताकर उदाहरण स्वरूप कोई एक संवाद का उल्लेख कीजिए ?
7. निबंध की परिभाषा और अंगों का उल्लेख कीजिए ?
8. पत्र लेखन की विधि और प्रकार बताइए ?


Government Degree college for women  
Begumpet, Hyderabad

Certificate Course in Creative writing in Hindi  
B.A, B.com, B.Sc 1<sup>st</sup> & II<sup>nd</sup> year, 2019-2020

Syllabus :

1. कहानी लेखन : परिभाषा, तत्व, प्रकार, विधि, विशेषताएं
2. कविता लेखन : परिभाषा, लेखन विधि, विशेषता, महत्व
3. निबंध लेखन : परिभाषा, तत्व, प्रकार, विधि, विशेषताएं
4. पत्रलेखन : परिभाषा, लेखन विधि, तत्व, प्रकार, विशेषताएं  
महत्व
5. अनुच्छेद लेखन : परिभाषा, विधि, विशेषताएं, महत्व
6. रिपोर्ट लेखन : परिभाषा, तत्व, प्रकार, विशेषताएं  
महत्व, उदाहरण
7. संवाद लेखन : परिभाषा, विधि, महत्व, उदाहरण
8. विज्ञापन लेखन : परिभाषा, विधि, महत्व, उदाहरण

  
Dr. W. MAYADEVI  
Chairperson  
Board of Studies  
Department of Hindi  
Osmania University, Hyderabad-7.

  
HEAD  
Department of Hindi  
NIZAM COLLEGE (Autonomous)  
Basheerbagh, Hyd-01

  
Director  
UGC-DEB Affairs & Campus Development  
Dr. B. R. Ambedkar Open University

GOVERNMENT DEGREE COLLEGE FOR WOMENS (A), BEGUMPET, HYDERABAD  
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BA/B.Sc. /B.Com / BBA I YEAR 2020-2021  
CERTIFICATE COURSE EXAM  
CREATIVE WRITING IN HINDI

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Marks 100

निम्नलिखित प्रश्नों में से किन्हीं पांच प्रश्नों के उत्तर लिखिए ?

1. पत्र लेखन की परिभाषा और विशेषताएं बताइए।
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3. अनुच्छेद लेखन की परिभाषा लिखकर उसकी विधि व नियम बताइए ?
4. अनुच्छेद लेखन की विशेषताएं बताते हुए उदाहरण स्वरूप कोई एक अनुच्छेद लिखिए?
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7. निबंध की परिभाषा और अंगों का उल्लेख कीजिए ?
8. पत्र लेखन की विधि और प्रकार बताइए ?

**Government Degree College for Women  
(Autonomous), for 2020-2021**

<b>S.No</b>	<b>Nominal Roll Number</b>	<b>Applicant Name</b>	<b>Course Category</b>
1	20011085405003	AFAF HAMEED	B.Com.
2	20011085405004	AFREEN	B.Com.
3	20011085405006	AFSHANOUSHIN	B.Com.
4	20011085405008	AITHA KAVERI	B.Com.
5	20011085405023	ARSHIYA FARHEEN	B.Com.
6	20011085405024	ARSHIYA KHATOON	B.Com.
7	20011085405026	ASHWINI SHARMA	B.Com.
8	20011085405028	ASIYA BEGUM	B.Com.
9	20011085405029	ASMA FATHIMA	B.Com.
10	20011085405030	ASMEEN	B.Com.
11	20011085405039	BANDARAM RAJESHWARI	B.Com.
12	20011085405043	BASSI NIKITHA	B.Com.
13	20011085405045	B BHAVANI	B.Com.
14	20011085405057	BOMMANA DEENA KUMARI	B.Com.
15	20011085405058	BOMMELLA DHARANI	B.Com.
16	20011085405063	CHAKALI PUJITHA	B.Com.
17	20011085405064	CHAKALI SANDHYA	B.Com.
18	20011085405088	DEEPA KUMARI SINGH	B.Com.
19	20011085405092	DHARNA NANDINI	B.Com.
20	20011085405100	ERROLLA VEENAS	B.Com.
21	20011085405103	FAIZA HUSNA	B.Com.

22	20011085405104	FARHA BEGUM	B.Com.
23	20011085405105	FARHANA BEGUM	B.Com.
24	20011085405106	FARIDA	B.Com.
25	20011085405109	GADDAMIDI SHIVANI	B.Com.
26	20011085405125	GOULIKAR PRIYANKA	B.Com.
27	20011085405127	GOWRIKA R	B.Com.
28	20011085405136	GULNAZNEEN SULTANA	B.Com.
29	20011085405140	HAFSA FATHIMA	B.Com.
30	20011085405142	IRFANA SALMA	B.Com.
31	20011085405150	Jangampalli rohitha	B.Com.
32	20011085405153	JAVERIA FIRDOUSE	B.Com.
33	20011085405155	JETTY KAVERI	B.Com.
34	20011085405165	KALIWALA LEKHINI	B.Com.
35	20011085405167	KALVA SATHWIKA	B.Com.
36	20011085405169	KAMLEKAR SANJANA	B.Com.
37	20011085405173	KANCHARLA NAGARANI	B.Com.
38	20011085405177	KANDULA GEETHASREE	B.Com.
39	20011085405181	KAVALI ARISHITHA	B.Com.
40	20011085405186	KHUSHI AGARWAL	B.Com.
41	20011085405191	KOMMU AKHILA	B.Com.
42	20011085405203	K PRASANNA	B.Com.
43	20011085405212	LOPINTI HARIKA	B.Com.
44	20011085405216	MALATHKAR ANITHA	B.Com.
45	20011085405220	MALIGOLU BHARGAVI	B.Com.
46	20011085405236	MARKAPUDI SRAVANI	B.Com.

47	20011085405237	MASRATH SULTANA	B.Com.
48	20011085405239	MEEGADA AKSHARA	B.Com.
49	20011085405242	MINHAJ SULTANA	B.Com.
50	20011085405253	MUSKAN SANA	B.Com.
51	20011085405258	NASREEN BEGUM	B.Com.
52	20011085405259	NAZIA BEGUM	B.Com.
53	20011085405260	NAZIMA	B.Com.
54	20011085405262	NIHARIKA MAJHWAR	B.Com.
55	20011085405263	NIKATH FERDOUS	B.Com.
56	20011085405264	NIMMAKANTI BHARGAVI	B.Com.
57	20011085405265	NOORIN KHATOON	B.Com.
58	20011085405266	NOUSHEEN FATHIMA	B.Com.
59	20011085405273	PANIGANTI AKHILA	B.Com.
60	20011085405288	PONNURU SANJANA	B.Com.
61	20011085405289	POOJA KUMARI	B.Com.
62	20011085405299	PYATA KIRTHI	B.Com.
63	20011085405304	RAHEEM UNISSA	B.Com.
64	20011085405313	RATHOD ANUSHA	B.Com.
65	20011085405314	RATHOD ASHWINI	B.Com.
66	20011085405315	REDDY MAHALAKSHMI	B.Com.
67	20011085405316	RESHMA	B.Com.
68	20011085405317	SABA FATIMA	B.Com.
69	20011085405318	SABIA BEGUM	B.Com.
70	20011085405321	SAJIDHA	B.Com.

71	20011085405322	SAKEENA	B.Com.
72	20011085405324	SAMA FATIMA	B.Com.
73	20011085405326	SAMEERA SULTANA	B.Com.
74	20011085405328	SAMREEN BEGUM	B.Com.
75	20011085405329	SANA BINTH ABBU AL KASERI	B.Com.
76	20011085405332	SAROJ SREE LAKSHMI	B.Com.
77	20011085405336	SHEREEN BEGUM	B.Com.
78	20011085405343	SONY KUMARI	B.Com.
79	20011085405346	S SNEHA	B.Com.
80	20011085405347	SUKASTHE PREETHI	B.Com.
81	20011085405353	SYEDA RABIA FATIMA	B.Com.
82	20011085405359	THAKUR KAMANA KUMARI	B.Com.
83	20011085405360	THAKUR SAAKSHI KUMARI	B.Com.
84	20011085405361	THAMINA AFREEN	B.Com.
85	20011085405379	VOOTLA USHA	B.Com.
86	20011085405380	V VENNELA	B.Com.
87	20011085405383	YASMEEN BEGUM	B.Com.
88	20011085405389	ZAHARA FATHIMA	B.Com.
89	20011085405390	ZEBA FATHIMA	B.Com.
90	20011085405391	ZEESHA	B.Com.
91	20011085433003	AVIDI DURGA PRASHANTHI	B.Com.
92	20011085433020	PAMMI SNIGDHA	B.Com.
93	20011085433022	SIDDUNOORI SNEHA	B.Com.
94	20011085468019	BOMPALLY ANITHA	B.Sc. (PS)
95	20011085468029	DHUPPE SHIVANI	B.Sc. (PS)



96	20011085468035	GANGA SHINDE	B.Sc. (PS)
97	20011085468049	JUKLE VARSHA	B.Sc. (PS)
98	20011085468081	MEKA AMULYA	B.Sc. (PS)
99	20011085468089	NAHEED BEGUM	B.Sc. (PS)
100	20011085468095	PAMPAD MOUNIKA	B.Sc. (PS)
101	20011085468100	POTHULA VENKATA SAI JYOTHI	B.Sc. (PS)
102	20011085468106	SADIA	B.Sc. (PS)
103	20011085468115	TANEHA BEGUM	B.Sc. (PS)
104	20011085468116	TANNAZUL	B.Sc. (PS)
105	20011085539035	KAMLEKAR VAISHNAVI	B.Sc. (PS)
106	20011085539043	MEHRAJ BEGUM	B.Sc. (PS)
107	20011085539060	SHAIK NOUSHEEN	B.Sc. (PS)
108	20011085539065	THATI MANASA	B.Sc. (PS)
109	20011085539066	UMMAY RUMANA	B.Sc. (PS)
110	20011085340007	ARSHIYA BEGUM	B.Sc. (LS)
111	20011085340021	NEDNURI SANSKRUTHI	B.Sc. (LS)
112	20011085342011	NIDANKAR AVANTHIKA	B.Sc. (LS)
113	20011085445001	ALEKHYA A R	B.Sc. (LS)
114	20011085445003	AYESHA BEGUM	B.Sc. (LS)
115	20011085445008	CHAHWAN SUNITHA	B.Sc. (LS)
116	20011085445047	NONUVAR SRAVANI	B.Sc. (LS)
117	20011085445049	N SHINY GRACE	B.Sc. (LS)
118	20011085445059	SAMEENA BEGUM	B.Sc. (LS)
119	20011085448001	ALIYA TABASSUM BEGUM	B.Sc. (LS)
120	20011085448003	BATTU JAYASREE	B.Sc. (LS)

121	20011085448010	MISBA AMREEN	B.Sc. (LS)
122	20011085448014	R PRAMEELA	B.Sc. (LS)
123	20011085453005	SEHBA AAFREEN	B.Sc. (LS)
124	20011085457010	HALEEMA SADIA	B.Sc. (LS)
125	20011085457022	MUSKAAN AFREEN	B.Sc. (LS)
126	20011085457023	NAGMA BEGUM	B.Sc. (LS)
127	20011085457024	NASPURI AKSHAYA	B.Sc. (LS)
128	20011085457031	REHANA	B.Sc. (LS)
129	20011085457036	SOMISETTY HARSHITA	B.Sc. (LS)
130	20011085464001	ASIYA BEGUM	B.Sc. (LS)
131	20011085464002	AYESHA FIZA	B.Sc. (LS)
132	20011085487019	MEDAPALLI AKSHAYA	B.Sc. (LS)
133	20011085487027	SURYAVAMSHI RADHIKA	B.Sc. (LS)
134	20011085489009	GUMMUDU UMA	B.Sc. (LS)
135	20011085489012	MAMATHA KUMARI	B.Sc. (LS)
136	20011085499006	FIRDOSE FATHIMA	B.Sc. (LS)
137	20011085499007	GHANATHEY SHREEYA	B.Sc. (LS)
138	20011085499009	GUNDEMAINA RAVEENA	B.Sc. (LS)
139	20011085499015	MOHAMMED FARAH SULTHANA	B.Sc. (LS)
140	20011085572007	JADHAV MANISHA	B.Sc. (LS)
141	20011085572016	NANNURI AKSHITHA LAHARI	B.Sc. (LS)
142	20011085572017	SAMREEN BEGUM	B.Sc. (LS)
143	20011085572018	SARAH REHMAN	B.Sc. (LS)
144	20011085591001	AFREEN SULTANA	B.Sc. (LS)
145	20011085591003	MITHALI MISHRA	B.Sc. (LS)

146	20011085069010	Sri Sruti Keerti N	B.A.
147	20011085073001	AMREEN FATIMA	B.A.
148	20011085080010	NALLAPURAM NALINIRAJ	B.A.
149	20011085080015	POOJARI YUKTHA	B.A.
150	20011085098003	NIMMA BHARGAVI	B.A.
151	20011085098004	SURARAPU AKANKSHA	B.A.
152	20011085111003	BODHAVANULLU SARITHA	B.A.
153	20011085111009	KANEES FATIMA	B.A.
154	20011085111011	Megha Ojha	B.A.
155	20011085111013	MUSKAN KHAN	B.A.
156	20011085111015	NIVADITA DHARMI	B.A.
157	20011085111017	PUPPALA ANJALI	B.A.
158	20011085111020	SYEDA FARHEEN FATIMA	B.A.
159	20011085111021	SYEDA NOOREEN FATIMA	B.A.
160	20011085111022	TUBA MUBARAK	B.A.
161	20011085129002	ASRA BEGUM	B.A.
162	20011085129003	ASRA NAJEEB	B.A.
163	20011085129010	C SARITHA	B.A.
164	20011085129011	DANDOTIKAR KIRANMAYEE	B.A.
165	20011085129026	MAHEEN FATHIMA	B.A.
166	20011085129028	MALIKA BEGUM	B.A.
167	20011085129029	MD GOUSIA	B.A.
168	20011085129031	M NIKITA BHVANI	B.A.
169	20011085129034	MUSKAN BEGUM	B.A.
170	20011085129036	NAZMEEN	B.A.

171	20011085129037	NAZREEN UNNISSA	B.A.
172	20011085129041	PRIYANKA KUMARI	B.A.
173	20011085129047	TAHSEEN FATIMA	B.A.
174	20011085144002	J SHIRISHA	B.A.
175	20011085149001	ZOHA FATIMA	B.A.
176	20011085156004	Deepika Hallale	B.A.
177	20011085156005	DUDEKULA SANA	B.A.
178	20011085156007	GOULIKAR VAISHNAVI	B.A.
179	20011085156012	Milee Pandey	B.A.
180	20011085156015	NIKHITHA GUGULOTH	B.A.
181	20011085156017	SABIHA FAREEN	B.A.
182	20011085156018	Samiya pathan	B.A.
183	20011085197009	SHAIK SHABANA	B.A.
184	20011085366006	SAMIYA FATIMA	B.A.
185	20011085395001	METHRE SALOMI	B.A.
186	20011085395002	PAYAL PRIYADARSHANI DAS	B.A.
187	20011085555001	SUNKARI LAKSHMI POOJA	B.A.
188	20011085684004	AYESHA SIDDIQUI	B.B.A.
189	20011085684030	MEEGADA APARNA	B.B.A.
190	20011085684032	NAUSHEEN TAHURA	B.B.A.
191	20011085684044	SUMAIYA FATIMA	B.B.A.

## Certificate course : 2016-2017

### 1. Agarbatti Preparation:

**Learning objective:** To encourage the students to become entrepreneurs and make the students not the job seeker but job providers.

**Out come:** students got encouragement to set up their own small scale industries.

#### AGARBATTI MAKING

**Materials required:**

Potassium nitrate

Agar-Agar

Charcoal

Sawdust

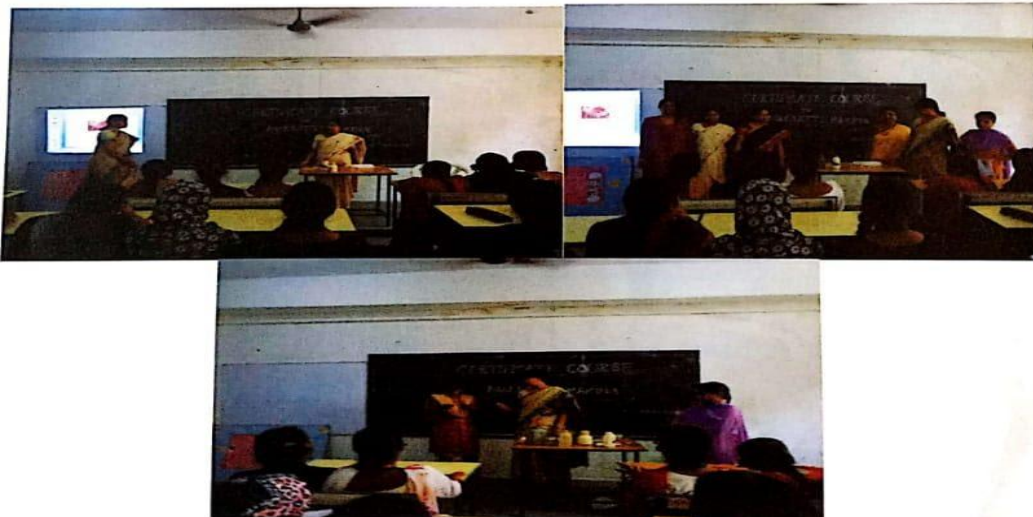
Perfume

Bamboo sticks

Distilled water

**Preparation method:**

Dissolve 0.5g of Potassium Nitrate ( $KNO_3$ ) in distilled water in beaker. To the above solution add 2g of Sawdust, 3g of Agar-Agar 2g of Charcoal and some amount of perfume and thoroughly mix these and make a solid material. Roll this solid material around the bamboo sticks.



<b>Certificate course on “Agarbatti Preparation”</b>		
<b>NAME OF THE FACULTY: P.SUREKHA &amp; Dr.A.SRIVANI</b>		
<b>S.NO</b>	<b>GROUP</b>	<b>NAME OF THE STUDENT</b>
1	Bt.Z.C	k.kalpana
2	Bt.Z.C	Juveria Arshi Tabusum
3	Bt.Z.C	Ch. Padmavathi
4	Bt.Z.C	p.Vani
5	Bt.Z.C	N.B. Bhavani
6	Bt.Z.C	Samreen Fathima
7	Bt.Z.C	Atiya Shaheen
8	Bt.Z.C	K.Nandini
9	Bt.Z.C	p.Mounika
10	Bt.Z.C	Ayesha Begum
11	M.C.Ic	R.V. Roja
12	M.C.Ic	Y.Kavitha
13	M.C.Ic	M.Meenakshi
14	M.C.Ic	P.Lavanya
15	M.C.Ic	S.Sumalatha
16	M.C.Ic	G.Bhavani
17	M.C.Ic	M.pavani
18	M.C.Ic	G.Ramadedi
19	M.C.Ic	P.Anusha
20	M.C.Ic	M.Divya Yadav
21	M.C.Ic	Arshiya
22	M.C.Ic	Y.usha Mounika



**GOVERNMENT DEGREE COLLEGE FOR WOMEN  
(AUTONOMOUS)**

BEGUMPET, HYDERABAD, TELANGANA.  
Accredited by NAAC with 'B' Grade



**CERTIFICATE**

*This is to certify that Ms.....*

*of.....has successfully completed the Certificate Course*

*in.....conducted by the Department / Institution in*

*collaboration with .....during the academic year 20 - 20*

*Convener*

*Principal*

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**Model certificate for certificate course on Agarbatti preparation.**





GOVERNMENT COLLEGE FOR WOMEN  
BEGUMPET, HYDERABAD.  
(Autonomous)  
CHOICE BASED CREDIT SYSTEM  
DEPARTMENT OF CHEMISTRY 2015-16 , 2016-17, 2017-18  
TRANS DISCIPLINARY COURSE

Name of the Course : CHEMICALS USED IN DAILY LIFE  
Duration of Course : 15 Hrs per semester  
Structure of the course : three Units per semester  
Hours of Teaching : 12 hrs Teaching Theory  
3 hrs Practical training for students

SYLLABUS

Theory: Description, Preparation and Applications of the following Chemicals used in daily life

SEMESTER - I

Unit -1 04 hrs Teaching

Sodium Chloride, Sodium-Bicarbonate, Potash Alum, Plaster of Paris (pop) Bleaching Powder, Vinegar, Paraffin Wax, Vaseline

Unit -2 04 hrs Teaching

Hydrogen Peroxide, Soaps and Detergents (Washing Soap, Bathing Soap, Hand Wash Soap Hair Shampoo, Surf)

Unit - 3 04 hrs teaching

Phenyle (Floor Cleaners and Toilet Cleaners) perfumes, colours and dyes

Practical Training 3 hrs : Preparation of Phenyle, Soap, Plaster of Paris.

Evaluation of the Course:

Three assignments per semester each from one Unit, best two out of the three is considered (2 X 10) = 20 Marks  
One Main Exam- One Hour duration- multiple choice questions (30 X 1) = 30 Marks  
Total = 50 Marks

*Abhaya*  
*Manna*  
*Lnsharode*



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**Semester II**

**SYLLABUS**

Duration of Course : 15 Hrs per semester  
Structure of the course : three Units per semester  
Hours of Teaching : 12 hrs Teaching Theory  
3 hrs Practical training for students

**Unit -4 04 hrs Teaching**

Dettol, Rectified Spirit, Tincture of Iodine, Burnol, Glycerin, Aspirin.

**Unit -5 04 hrs Teaching**

Paracetamol, Gelucil Antacid, Naphthalene Balls, Baygon, DDT.

**Unit-6 04 hrs teaching**

Gammoxene, Zinc Phosphide, Polyester and Nylon.

**Practical Training 3 hrs**

Tincture of Iodine, Aspirin, Dyes.

**Evaluation of the Course:**

Three assignments per semester each from one Unit, best two out of the three is considered (2 X 10) = 20 Marks

One Main Exam- One Hour duration- multiple choice questions (30 X 1) = 30 Marks

Total = 50 Marks

*Abhaya  
Kumar*

**Semester II**

**SYLLABUS**

Duration of Course : 15 Hrs per semester  
Structure of the course : three Units per semester  
Hours of Teaching : 12 hrs Teaching Theory  
3 hrs Practical training for students

**Unit -4 04 hrs Teaching**

Dettol, Rectified Spirit, Tincture of Iodine, Burnol, Glycerin, Aspirin.

**Unit -5 04 hrs Teaching**

Paracetamol, Gelucil Antacid, Naphthalene Balls, Baygon, DDT.

**Unit-6 04 hrs teaching**

Gammoxene, Zinc Phosphide, Polyester and Nylon.

**Practical Training 3 hrs**

Tincture of Iodine, Aspirin, Dyes.

**Evaluation of the Course:**

Three assignments per semester each from one Unit, best two out of the three is considered (2 X 10) = 20 Marks

One Main Exam- One Hour duration- multiple choice questions (30 X 1) = 30 Marks

Total = 50 Marks

*Abhaya  
Kumar*

Government Degree College for Women  
(Autonomous)

Course Name: Chemicals in Daily Life

Objectives of the Course:

- Visualise the importance of Chemistry in daily life.
- Discuss the chemistry of cleansing agents.
- Gain knowledge on the properties & applications of common salt, baking soda, washing soda, bleaching powder, preservatives etc.
- Preparation of soap & its cleansing action.
- Gain knowledge on the common drugs used in day to day life , first aid etc.
- Preparation of pesticides and its harmful effects.
- Applications of natural dyes.
- To gain knowledge on textile industry.
- To start small scale industry & can become entrepreneurs.

Course Outcomes:

- After the completion of the course,
- The student gains the basic knowledge of chemical reactions that are involved in the mechanism of cleansing agents, preservatives etc.
  - The student can develop research knowledge on the daily used products.
  - The student gains the mode of action of drugs used to cure common diseases.
  - The students experience hands on training which enables them to work in pharma industries.
  - To become entrepreneurs.

<b>Government degree college for women</b>			
<b>Trans disciplinary course in “Chemicals used in daily life” 2016-2017</b>			
<b>NAME OF THE FACULTY:P.Sureka, Dr.Vivijaya lakshmi, T.Aruna kumara and Dr.A.SRI VANI</b>			
Sno	Group	Roll No	Name of the Student
1	MSCS	10851509049	M.Likitha
2	MSCS	10851509018	K.Sravani Reddy
3	MSCS	10851509012	D.Bhuvaneshwari
4	MSCS	10851509064	V.Manjula
5	MSCS	10851509026	G.Varalakshmi
6	MSCS	10851509028	P.Kalyani
7	MSCS	10851509009	D.Ramya Krishna
8	MSCS	10851509029	G.Revathi
9	MSCS	10851509030	B.Kavitha
10	MSCS	10851509059	K.Monika
11	MSCS	10851509015	A.Swapna
12	MSCS	10851509021	R.Shravani
13	MSCS	10851509071	V.Shirisha
14	MSCS	10851509042	S.Jhansi
15	MSCS	10851509036	V.Shivani
16	MSCS	10851509056	Aaisha Samreen
17	MSCS	10851509061	Sana Sulthana
18	MSCS	10851509004	meesa Ramya
19	MSCS	10851509058	Nisha
20	MSCS	10851509065	G.Kalpana
21	MSCS	10851509019	Varala Sheha
22	MSCS	10851509053	K.Mounika
23	MSCS	10851509041	M.Sondarya
24	MSCS	10851509069	W.Pooja Kumari
25	B.com	10851504052	Tasleem Sulthana
26	B.com	10851504053	Uzma Saleha
27	B.com	10851504062	Farheen
28	B.com	10851509035	B.Sucharitha

## Certificate course : 2017-2018

### 1. Agarbatti Preparation:

**Learning objective:** To encourage the students to become entrepreneurs and make the students not the job seeker but job providers.

**Out come:** students got encouragement to set up their own small scale industries.

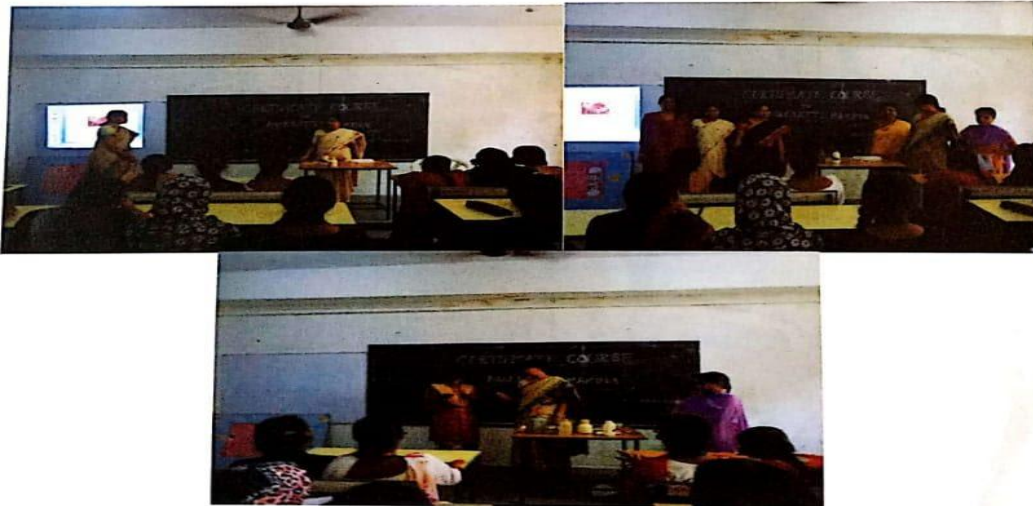
### AGARBATTI MAKING

**Materials required:**

Potassium nitrate  
Agar-Agar  
Charcoal  
Sawdust  
Perfume  
Bamboo sticks  
Distilled water

**Preparation method:**

Dissolve 0.5g of Potassium Nitrate ( $KNO_3$ ) in distilled water in beaker. To the above solution add 2g of Sawdust, 3g of Agar-Agar 2g of Charcoal and some amount of perfume and thoroughly mix these and make a solid material. Roll this solid material around the bamboo sticks.





**GOVERNMENT DEGREE COLLEGE FOR WOMEN  
(AUTONOMOUS)**

BEGUMPET, HYDERABAD, TELANGANA.  
Accredited by NAAC with 'B' Grade



**CERTIFICATE**

*This is to certify that Ms.....*

*of.....has successfully completed the Certificate Course*

*in.....conducted by the Department / Institution in*

*collaboration with .....during the academic year 20 - 20*

*Convener*

*Principal*

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CamScanner

Model certificate for certificate course on Agarbatti preparation.

<b>Certificate course on “Agarbatti Preparation”</b>		
<b>NAME OF THE FACULTY: P.SUREKHA &amp; Dr.A.SRIVANI</b>		
<b>S.NO</b>	<b>GROUP</b>	<b>NAME OF THE STUDENT</b>
1	Bt.Z.C	k.kalpana
2	Bt.Z.C	Juveria Arshi Tabusum
3	Bt.Z.C	Ch. Padmavathi
4	Bt.Z.C	p.Vani
5	Bt.Z.C	N.B. Bhavani
6	Bt.Z.C	Samreen Fathima
7	Bt.Z.C	Atiya Shaheen
8	Bt.Z.C	K.Nandini
9	Bt.Z.C	p.Mounika
10	Bt.Z.C	Ayesha Begum
11	M.C.lc	R.V. Roja
12	M.C.lc	Y.Kavitha
13	M.C.lc	M.Meenakshi
14	M.C.lc	P.Lavanya
15	M.C.lc	S.Sumalatha
16	M.C.lc	G.Bhavani
17	M.C.lc	M.pavani
18	M.C.lc	G.Ramadedi
19	M.C.lc	P.Anusha
20	M.C.lc	M.Divya Yadav
21	M.C.lc	Arshiya
22	M.C.lc	Y.usha Mounika



GOVERNMENT COLLEGE FOR WOMEN  
BEGUMPET, HYDERABAD.  
(Autonomous)  
CHOICE BASED CREDIT SYSTEM  
DEPARTMENT OF CHEMISTRY 2017-18  
TRANS DISCIPLINARY COURSE

Name of the Course : CHEMICALS USED IN DAILY LIFE  
Duration of Course : 15 Hrs per semester  
Structure of the course : three Units per semester  
Hours of Teaching : 12 hrs Teaching Theory  
3 hrs Practical training for students

SYLLABUS

Theory: Description, Preparation and Applications of the following Chemicals used in daily life

**SEMESTER - I**

Unit -1 04 hrs Teaching

Sodium Chloride, Sodium Bicarbonate, Potash Alum, Plaster of Paris  
(pop) Bleaching Powder, Vinegar, Paraffin Wax, Vaseline

Unit -2 04 hrs Teaching

Hydrogen Peroxide, Soaps and Detergents (Washing Soap, Bathing Soap, Hand Wash Soap Hair Shampoo, Surf)

Unit - 3 04 hrs teaching

Phenyle (Floor Cleaners and Toilet Cleaners) perfumes, colours and dyes

Practical Training 3 hrs : Preparation of Phenyle, Soap, Plaster of Paris.

Evaluation of the Course:

Three assignments per semester each from one Unit, best two out of the three is considered

(2 X 10) = 20 Marks

One Main Exam- One Hour duration- multiple choice questions (30 X 1) = 30 Marks

Total = 50 Marks



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## Semester II

### SYLLABUS

Duration of Course : 15 Hrs per semester  
Structure of the course : three Units per semester  
Hours of Teaching : 12 hrs Teaching Theory  
3 hrs Practical training for students

#### Unit -4 04 hrs Teaching

Dettol, Rectified Spirit, Tincture of Iodine, Burnol, Glycerin, Aspirin.

#### Unit -5 04 hrs Teaching

Paracetamol, Gelucil Antacid, Naphthalene Balls, Baygon, DDT.

#### Unit- 6 04 hrs teaching

Gammoxene, Zinc Phosphide, Polyester and Nylon.

#### Practical Training 3 hrs

Tincture of Iodine, Aspirin, Dyes.

#### Evaluation of the Course:

Three assignments per semester each from one Unit, best two out  
of the three is considered (2 X 10) = 20 Marks  
One Main Exam- One Hour duration- multiple choice questions  
(30 X 1) = 30 Marks  
Total = 50 Marks

*M. V. K. S.*

*Deese*

*Chitambar*



2016-17

Time: 90 min

Max Marks: 30  
Marks 1x12=12M

**I. Choose the correct answers**

1. Which one of the following is Tincture of Iodine?  
(a) Potassium Iodide (b) Potassium Iodide and Iodine in alcohol  
(c) Potassium Iodide in water (d) Iodine in water [ ]
2. Which one of the following chemical is used to decrease body temperature?  
(a) Paracetamol (b) Glycerin (c) Vinegar (d) Gelucil [ ]
3. The chemical used for creating artificial tears  
(a) Glycerin (b) HCl (c) Vinegar (d) Chloroform [ ]
4. BHC is  
(a) Gammaxane (b) Dettol (c) Burnol (d) Glycerin [ ]
5. Burnol is used as  
(a) Disinfective (b) Analgesic (c) Antipyretic (d) Ointment to apply on burns [ ]
6. Which among the following is called as 'Moth balls'  
(a) Naphthalene balls (b) Camphor (c) bleaching powder (d) KCl [ ]
7. What is Aspirin  
(a) Nitro benzene (b) Amino benzene (c) meta dinitro benzene (d) Acetyl Salicylic acid [ ]
8. What is Rectified Spirit?  
(a) Phenol (b) 90% Alcohol (c) 100% alcohol (d) Acetone [ ]
9. Gelucil is used as  
(a) Anti pyretic (b) Antacid (c) Antibiotic (d) Analgesic [ ]
10. Zinc Phosphide is used as  
(a) Antibiotic (b) Rodenticide (rat kill) (c) Fertilizer (d) Floor cleaners [ ]
11. What is Paracetamol  
(a) Acetyl Salicylic acid (b) Para acetamino phenol (c) Quinine (d) L-Dopa [ ]
12. Which one of the following is a natural polymer?  
(a) Cotton (b) Terylene (c) Teflon (d) Poly vinyl chloride [ ]

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*Handwritten signature*



**Trans disciplinary course in “Chemicals used in daily life” - 2017-2018**

NAME OF THE FACULTY: Dr.V.VIJAYALAKSHMI, T.Aruna kumara, P.Sureka and Dr.A.Srivani

Sno	Group	Roll No	Name of the Student
1	B.A(Comp.app)	16011085278004	N.Lavanya
2	B.A(Comp.app)	16011085278008	Podugu.ravalika
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5	B.A(Comp.app)	16011085278007	Neha Tabassum
6	B.A(Comp.app)	16011085278014	Shirin Begum
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8	B.A(Comp.app)	16011085278003	Firdouse Sultana
9	B.A(HEP)	16011085366009	Asma Begum
10	B.A(HEP)	16011085366007	Divyasree
11	B.A(HEP)	16011085366006	J.sindhuja reddy
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17	B.COM(G)	16011085401062	M.Uma
18	B.COM(G)	16011085401007	T.Pooja
19	B.COM(G)	16011085401009	T.amrutha
20	B.A(HPJ)	16011085054010	S.bhargavi
21	B.A(Comp.app)	16011085278010	RidhiMishra
22	B.SC(MPCS)	16011085468003	B.sravani
23	B.SC(MPCS)	16011085468014	J.shravani
24	B.SC(MPCS)	16011085468027	P.sowmya
25	BAEPP	16011085111514	V.Manjula
26	B.COM(G)	16011085401114	v.swathi
27	B.COM(G)	16011085401116	V.Kalyani
28	B.COM(CA)	16011085405017	J.shyamala
29	B.COM(CA)	16011085405037	T.sravani
30	B.COM(G)	16011085401082	P.Kalika

**Skill Enhancement Course- I (SEC-I)**  
**(2018-19)**

**301 SEC: Safety Rules in Chemistry Laboratory and Lab Reagents Unit I: Laboratory Safety Rules and Regulations.**

General rules and regulations for lab safety: Minimizing Risks of Hazards , Personal Protective Equipment (PPE) - Hair, Dressing for the Laboratory, Eye Protection, Eye-wash fountain, Gloves,

Laboratory Protocols, Labeling Chemicals, Careful reading of labels Prevention of Inhaling  
Guide to Chemical Hazards, Chemical Spills etc., Accidents use of  
Harmful Chemicals, fire

extinguisher and first aid kit in the laboratory, safety symbols- Preparation of the charts by the students and display of charts in chemistry labs. Calibration of fractional weights, calibration of glass ware - burette, pipette, standard flask, Normality/Molarity and specific gravity of concentrated acids – Preparation of dilute solutions (Numerical problems). Precautions to be taken in the preparation of dilute acids and bases and bases. Preparation of stock solutions of salts with specific examples. Properties of primary standard salt and preparation of standard solution. Good laboratory practices-maintenance of observation book record.

**UNIT 2: Preparation of Lab Reagents:** Preparation of indicators and use of indicators in volumetric analysis- acid base titrations, redox titrations, precipitation titrations and complexometric titrations. Role of an indicator in detecting end point (Phenolphthalein, Methyl orange, Methyl-red, Potassium Chromate, Diphenylamine, EBT, Murexide, etc). Preparation of buffers – pH 10 ammonical buffer and acetate buffer solutions. Preparation of commonly used reagents : Ammonium hydroxide solution, Ammonium molybdate reagent, Ammonium hydrogen phosphate solution, Bayer's reagent, Benedict's solution, Bromine water, Dimethyl glyoxime reagent, 2,4-Dinitrophenyl hydrazine reagent, Eriochrome black-T reagent Fehling solution, Ferric chloride solution, Ferrous sulphate solution, Iodine solution, Molisch's reagent, Nessler's reagent, Neutral  $\text{FeCl}_3$ , Schiff's reagent, Silver nitrate solution, Sodium carbonate solution , Sodium hydroxide (Caustic soda) solution, Starch solution, Tollen's reagent.

(reference work and submission of assignments). Charts preparation depicting course content.

<b>Skill Enhancement Course – 1      2018-2019</b>			
<b>TITLE: Safety Rules in Chemistry Laboratory and Lab reagents</b>			
<b>NAME OF THE FACULTY: V.VANI</b>			
<b>S.No.</b>	<b>NAMES</b>	<b>ROLL NO.</b>	<b>GROUP</b>
1	G.KRISHNAVENI	17011085445527	B.Sc BZCTM
2	M.SHIVAJYOTHI	17011085445532	B.Sc BZCTM
3	G.BHAVANII	17011085445510	B.Sc BZCTM
4	G.MOUNIKA	17011085445514	B.Sc BZCTM
5	G.PAVANI	17011085445516	B.Sc BZCTM
6	J.MEENAKSHI	17011085445517	B.Sc BZCTM
7	J.SONALI	17011085445518	B.Sc BZCTM
8	K.ARCHANA	17011085445523	B.Sc BZCTM
9	P.JHUI RANI	17011085445044	B.Sc BZCEM

**Skill Enhancement Course- II (SEC –II) (2 Credits)**

## **REMEDIAL METHODS FOR POLLUTION, DRINKING WATER AND SOIL FERTILITY STANDARDS**

### **UNIT I: Remedial Methods for Pollution Prevention and control of air pollution 15 h (1 hr/week)**

Ozone hole-causes and harm due to ozone depletion. The effect of CFC's in Ozone depletion and their replacements. Global Warming and Greenhouse Effect Precautions to control global warming. Deleterious effect of pollutants - Endangered Monuments- acid rain. Precautions to protect monuments. Sources of Radiation pollution - Chernobyl accident and its Consequences. Radiation effect by the usage of cell phones and protection tips. Deleterious effects of cell phone towers and health hazards.

Sources of water pollution-(i). Pollution due to pesticides and inorganic chemicals, (ii). Thermal pollution (iii). Ground water pollution (iv). Eutrophication.

Methods for control of water pollution and water recycling. Dumping of plastics in rivers & oceans and their effect on aquatic life. Determination of (i) Dissolved Oxygen and (ii) Chemical Oxygen Demand in polluted water - Illustration through charts (or) demonstration of experiments. Sources of soil pollution (i). Plastic bags, (ii). Industrial and (iii). Agricultural sources. Control of soil pollution. Environmental laws in India. Environmental benefits of planting trees.

### **UNIT II: Drinking Water and Soil Fertility Standards and Analysis 15 h (1 hr/week)**

**Water Quality and Common Treatments for Private Drinking Water Systems:** Drinking Water Standards-Primary Drinking Water Standards : Inorganics, Organics and Volatile Organic Chemicals. Secondary Drinking Water Standards-Inorganics and Physical Problems. Water Testing, Mineral Analysis, Microbiological Tests, Pesticide and Other Organic Chemical Tests. Principle involved in Water Treatment Techniques. (i) Reverse osmosis (ii) Disinfection methods such as chlorination, ultraviolet light, ozonation etc (iii) Chemical oxidation and (iv) Ion exchange (water softeners). Visit to nearby drinking water plants and interaction at sites.

**Introduction to Soil Chemistry-** Basic Concepts. Effect of pH on nutrient availability. Macronutrients and their effect on plants -Carbon, Hydrogen, Oxygen, Nitrogen and Phosphorus other macronutrients-Calcium, Magnesium and Sulfur. Micronutrients and their effect on plants. Boron ( $B_4O_7^{2-}$ ), Copper ( $Cu^{2+}$ ), Iron ( $Fe^{2+}$ ,  $Fe^{3+}$ ) Manganese ( $Mn^{2+}$ ) Molybdenum ( $MoO_4^{2-}$ ) Zinc ( $Zn^{2+}$ ) Cobalt ( $Co^{2+}$ ) Chlorine ( $Cl^-$ ) and Others. Determination of soil nitrogen by Kjeldahl method- Illustration through charts (Or) demonstration of experiment. Visit to nearby agricultural farms and interaction with farmers. Discussion with farmers on the use of Soil Analysis Kits.

## **References**

1. A Text book for 'Remedial methods for pollution, drinking water and soil fertility standards', First Edition, Authors: Dr Mudvath Ravi, Gopu Srinivas, Putta Venkat Reddy, Vuradi Ravi Kumar, Battini Ushaiah, ISBN No. 978-93-5311-183-0.
  2. Remedial methods for pollution, drinking water and soil fertility standards, Author: Dr G. Vanjatha.
  3. Remedial methods for pollution, drinking water and soil fertility standards, Telugu version, Authors: Dr N. Yogi Babu, Dr. G. Vanajatha, M. Srilatha.
  4. Environmental Pollution, [download.nos.org/333courseE/10.pdf](http://download.nos.org/333courseE/10.pdf)
  5. CFC Replacements, [butane.chem.uiuc.edu/pshapley/Environmental/L21/3.html](http://butane.chem.uiuc.edu/pshapley/Environmental/L21/3.html)
  6. Effects of Acid Rain on Buildings [www.air-quality.org.uk/12.php](http://www.air-quality.org.uk/12.php)
- Acid Rain Effects - Buildings - Chemistry [chemistry.elmhurst.edu/vchembook/196buildings.html](http://chemistry.elmhurst.edu/vchembook/196buildings.html)
8. How to protect national heritage.

<b>Skill Enhancement Course – 2      2018-2019</b>			
<b>TITLE: Safety Rules in Chemistry Laboratory and Lab reagents</b>			
<b>NAME OF THE FACULTY: V.VANI</b>			
<b>S.No.</b>	<b>NAMES</b>	<b>ROLL NO.</b>	<b>GROUP</b>
1	G.KRISHNAVENI	17011085445527	B.Sc BZCTM
2	M.SHIVAJYOTHI	17011085445532	B.Sc BZCTM
3	G.BHAVANII	17011085445510	B.Sc BZCTM
4	G.MOUNIKA	17011085445514	B.Sc BZCTM
5	G.PAVANI	17011085445516	B.Sc BZCTM
6	J.MEENAKSHI	17011085445517	B.Sc BZCTM
7	J.SONALI	17011085445518	B.Sc BZCTM
8	K.ARCHANA	17011085445523	B.Sc BZCTM
9	P.JHUI RANI	17011085445044	B.Sc BZCEM

**B.Sc. Chemistry III Year**

**Semester - V**



## **Skill Enhancement Course- III (SEC - III) (2 Credits)**

### **Materials and their Applications 30 Hrs**

2018-2019

#### **Unit – I: Types of Materials 15 Hrs**

**Introduction:** Materials and their importance. Classification of Materials, Advanced materials and their need.

**Types of Materials:** Metals, ceramics, polymers and composites; Nature of bonding (Type of bond present).

**Types and applications of metal alloys:** Classification- ferrous and non-ferrous alloys. Ferrous alloys -types and their applications. Non-ferrous alloys – Cu, Al, Ti alloys, their applications and super alloys.

#### **Field Work- Collection of Metal Alloy Samples**

#### **Types and Applications of Ceramics:**

Classification of Ceramics based on their application- glasses, clay products, refractories, abrasives, cements, and advanced ceramics.

**Glasses:** Compositions and Characteristics of Some of the Common Commercial Glasses; Properties and applications of glass ceramics - preparation of charts depicting various types of glass and their use.

**Clay products:** Structural clay products and the white wares.

**Refractories:** Compositions of four Common Ceramic Refractory Materials, fireclay, silica, basic refractories ex. MgO and special refractories ex. Alumina and Zirconia

**Cements:** Classification, preparation of cement and the setting process; quick setting cements; applications.

#### **Field Work-Visit to industries and collection of samples of materials**

#### **Unit - II Types of Polymers and Applications 15 Hrs Classification of Polymeric materials based on application:** Coatings, adhesives, films, foams examples

**Polymer Additives:** Fillers, Plasticizers, Stabilizers, Colorants, Flame Retardants with examples. **Advanced Materials:** Types of advanced materials - semiconductors, bio-compatible materials, smart materials, advanced polymeric materials and nano-engineered materials.

**Biocompatible materials:** Definition. Materials used as biomaterials and their properties. Metals and alloys used in bone and joint replacement. Filling and restoration materials – dental cements, dental amalgams, dental adhesives.

**Field Work- Visit to Dental Clinics and interaction with Doctors regarding materials used in Dental treatments**

**Smart materials:** Shape memory alloys- definition and examples (Ni-Ti alloys, Cu based alloys), application

**Conducting polymers:** - Introduction, Electrically conducting polymers and their uses (polyaniline, polypyrrole, polyacetylene and polythiophene).

<b>Skill Enhancement Course – III    2018-2019</b>			
<b>TITLE: MATERIALS AND THEIR APPLICATIONS</b>			
<b>NAME OF THE FACULTY: M.PRABHAVATHI</b>			
<b>S.No.</b>	<b>NAMES</b>	<b>ROLL NO.</b>	<b>GROUP</b>

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5	P.MAHESWARI	16011085445032	B.Sc BZCEM
6	SHAILAJA	16011085445035	B.Sc BZCEM
7	ROSHINI	16011085445042	B.Sc BZCEM
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9	G.MADHAVI	16011085441011	B.Sc MPCEM
10	M.SRIVAISHNAVI	16011085441020	B.Sc MPCEM
11	AYESHA SULTHANA	16011085441004	B.Sc MPCEM
12	SHANTHI JYOTHI	16011085458006	B.SC MBC
13	KOUSHALYA	16011085458014	B.SC MBC
14	MADHAVI.B	16011085458003	B.SC MBC
15	LAKSHMI KUMAR	16011085458018	B.SC MBC
16	REEMA RAHEL	16011085458005	B.SC MBC

**Semester V**  
**Generic Elective Course – I (GE-I) for B.A/B.Com Students (2Credits)**  
**Pharmaceuticals2018-2019**

**30Hrs**

**Unit – I: General Characteristics of Drugs**

**15Hrs**

**Introduction** - Diseases – causes of diseases, Drug – definition and sources.

ADME of drugs (brief) – Absorption, distribution, drug action (site of action), metabolism (in liver), elimination (brief).

Examples (i) Zintac (Ranitidine, antacid) (ii) Paracetamol (antipyretic) (iii) Benadryl (Cough syrup). Characteristics of an ideal drug.

**Nomenclature of drugs** – chemical name – generic name – trade name. Trade names for the

given generic names – (i) Aspirin (ii) Amoxycillin (iii) Ciprofloxacin (iv) Paracetamol (v) Mebendazole

**drug formulations:** Definition – need for conversion of drug into medicine (drug formulations)

– Additives – diluents, binders, lubricants, antioxidants, flavourants, sweeteners, colourants, coating agents. Classification of Drug formulations: oral, parenterals and topical dosage forms – advantages and disadvantages.

**1. Oral Dosage forms:** Tablets (Aspirin – analgesic; Ciprofloxacin - antibacterial). Capsules (Amoxycillin – antibiotic; Omeprazole-antacid). Syrups (B-complex syrup; Benadryl- Cough syrup).

**1. Parenterals** (Injection forms): Propranolol (antihypertensive), Heparin (anticoagulant)

**1. Topical dosage forms:** Creams and Ointments

**1. Antiallergic:** Aclometasone (Aclovate), Betamethasone valerate(2%) Multiple purposes, **(v)Anti-itching:** Doxepin Zonalon), **Antifungal:** Miconazole (Dactarin, Neomicol), Ketoconazole, (Nizoral Cream), Fluconazole, **Anesthetic-** Lidocaine, (Lidocaine ointment) and **Antiseptic:** Boro Plus Cream, For burns -Iodine ointment

## **Unit – II: Classification of Drugs 15Hrs**

Classification of Drugs based on therapeutic action–Chemotherapeutic agents, Pharmacodynamic agents and drugs acting on metabolic processes. (brief explanation for the following)

**1. Chemotherapeutic agents:** Antimalarials – Chloroquine; Antibiotic – Amoxicillin; Antitubercular drugs – isoniazide; Antiprotozoals – metronidazole

**1. Pharmacodynamic agents**

**1. Drugs acting on CNS:** Diazepam (CNS depressant), General anesthetic (thiopental sodium), antipyretic and analgesic (Ibuprofen)

2. Drugs acting on PNS : local anaesthetics (Benzocaine)

1. Drugs acting on cardiovascular system : Metoprolol (antihypertensive agents), Nefidipine antianginal and antihypertensive agent )

1. Drugs acting on renal system: Diuretics (Acetazolamide)

**(iii) Drugs acting on metabolic processes**

1. Vitamins: Common name, source, deficiency, vitamin A, B2, B6, C, D, E and K – remedy

1. Hormones: Function (brief) - deficiency of hormones (Insulin, Testosterone and Oesterone)

<b>GOVT.DEGREE COLLEGE FOR WOMEN, BEGUMPET, HYDERABAD.</b>			
<b>GENERAL ELECTIVE : (CHEMISTRY) 2018-2019</b> <b>(General)</b>		<b>B.Com III year</b>	
<b>TOPIC :PHARMACEUTICALS</b>		<b>MEDIUM : ENGLISH</b>	
<b>NAME OF THE FACULTY: M.PRABHAVATHI</b>			
<b>S.No.</b>	<b>NAME</b>	<b>ROLL NO.</b>	<b>CLASS</b>
1	A.SONI	16011085401006	B.COM(G)

2	CH.RAGINI	16011085401015	B.COM(G)
3	P.SWATHI	16011085401078	B.COM(G)
4	NAZEEM BEGUM	16011085405029	B.COM(com)
5	K.SUSHMA	16011085433012	B.COM(TAX)
6	SHANTI GUPTA	16011085433030	B.COM(TAX)
7	WASEEMA BEGUM	16011085401118	B.COM(G)

**Skill Enhancement Course- IV (SEC - IV) (2 Credits)**

**Chemistry of Cosmetics and Food Processing 30 Hrs**

**Unit-I: Chemistry of Cosmetics and Perfumes 15 Hrs**

A general study including preparation and uses of the following: Hair dye, hair spray, shampoo, sunscreen lotions, lipsticks, talcum powder, nail enamel, creams (cold, vanishing and shaving creams), antiperspirants and artificial flavours. Essential oils and their importance in cosmetic industries with reference to eugenol, geraniol, sandalwood oil, eucalyptus, 2-phenyl ethyl alcohol.

Demonstration experiments or illustration of experimental procedures through charts for the preparation of talcum powder, shampoo and vanishing cream. Analysis of deodorants and antiperspirant - Aluminum, Zinc, Boric acid, Chloride and Sulphide.

**Unit-II: Food Processing and Food Adulteration 15 Hrs Food processing:** Introduction, methods for food processing, additives and preservatives. Food processing- impact on nutrition, analysis of calcium in milk by complexometric titration, spectrophotometric analysis of iron in foods, Spectrophotometric identification and determination of caffeine and benzoic acid in soft drinks.

**Field Work -Visit to Food Industries.**

**Food adulteration:** Adulterants in some common food items and their identification: Pulses, chilli powder, turmeric powder, milk, honey, spices, food grains and wheat flour, coffee powder, tea leaves, vegetable oil, ghee, ice creams, tomato sauce.

**Field Work-**Collection of adulterated food samples, demonstration of a minimum of five experiments for testing adulterants in food items.

<b>Skill Enhancement Course – IV 2018-2019</b>			
<b>TITLE: MATERIALS AND THEIR APPLICATIONS</b>			
<b>NAME OF THE FACULTY: M.PRABHAVATHI</b>			
<b>S.No.</b>	<b>NAMES</b>	<b>ROLL NO.</b>	<b>GROUP</b>
1	CH.ANUSHA	16011085445009	B.Sc BZCEM
2	SUNITHA	16011085445010	B.Sc BZCEM
3	BINDU	16011085445019	B.Sc BZCEM
4	PRIYADARSHINI	16011085445022	B.Sc BZCEM
5	P.MAHESWARI	16011085445032	B.Sc BZCEM

6	SHAILAJA	16011085445035	B.Sc BZCEM
7	ROSHINI	16011085445042	B.Sc BZCEM
8	AYESHA FIRDOSE	16011085441003	B.ScMPCEM
9	G.MADHAVI	16011085441011	B.Sc MPCEM
10	M.SRIVAISHNAVI	16011085441020	B.Sc MPCEM
11	AYESHA SULTHANA	16011085441004	B.Sc MPCEM
12	SHANTHI JYOTHI	16011085458006	B.SC MBC
13	KOUSHALYA	16011085458014	B.SC MBC
14	MADHAVI.B	16011085458003	B.SC MBC
15	LAKSHMI KUMAR	16011085458018	B.SC MBC
16	REEMA RAHEL	16011085458005	B.SC MBC

**Semester VI**  
**Generic Elective Course - II (GE-II) for B.A/B.Com Students (2 Credits)**

**Materials and their Applications**

**30 Hrs**

**Unit – I: Types of Materials**

**15 Hrs**

**Introduction:** Materials and their importance: Classification of Materials, Advanced Materials and their need.

**Types of Materials:** Metals, ceramics, polymers and composites; Nature of bonding (Type of bond present)

**Types and applications of metal alloys:** Classification: ferrous and non-ferrous alloys. Ferrous alloys-types and their applications. Non-ferrous alloys – Cu, Al, Ti alloys and their application, Super alloys.



**Types and Applications of Ceramics:** Classification of Ceramics based on their application- glasses, clay products, refractories, abrasives, cements and advanced ceramics.

**Glasses:** Compositions and characteristics of some of the common commercial glasses; Properties and applications of glass ceramics.  
Clay products: Structural clay products and white wares.

**Refractories:** Compositions of four common ceramic refractory materials - fireclay, silica, basic refractories ex. MgO and special refractories ex. alumina and zirconia

**Cements:** Classification, preparation of cement and the setting process; quick setting cements and their applications.

## **Unit - II Types of Polymers and Applications .**

**15 Hrs**

**Classification of polymeric materials based on application:** Coatings, adhesives, films, foams with examples.

**Polymer Additives:** Fillers, plasticizers, stabilizers, colorants, flame retardants with examples **Advanced Materials:** Types of advanced materials- semiconductors, bio-compatible materials, smart materials and advanced polymeric materials with examples.

**Conducting polymers:** Introduction, Electrically conducting polymers and their uses (polyaniline, polypyrrole, polyacetylene and polythiophene),

### **References:**

1. William D. Callister Materials Science and Engineering An Introduction, John Wiley & Sons, Inc, 2006.
2. Material science by Kakani and Kakani.
3. Sujata V., Bhat., —Biomaterials, Narosa Publication House, New Delhi, 2002.
4. M. V. Gandhi and B. S. Thompson, —Smart Materials and Structures, Chapman and Hall, London, First Edition, 1992.

1. Duerig, T. W., Melton, K. N, Stockel, D. and Wayman, C.M., —Engineering aspects of Shape Memory Alloys, Butterworth – Heinemann, 1990.

1. Conducting Polymers, Fundamentals and Applications A Practical Approach Authors: Chandrasekhar, Prasanna Ashwin-Ushas Corp., Inc. Kluwer Academic Publishers. Boston

GOVT.DEGREE COLLEGE FOR WOMEN, BEGUMPET, HYDERABAD.			
GENERAL ELECTIVE : (CHEMISTRY)		2018-2019	B.Com III year
TOPIC : Materials and their Applications			
MEDIUM : ENGLISH			
NAME OF THE FACULTY: M.PRABHAVATHI			
S.No.	NAME	ROLL NO.	CLASS
1	A.SONI	16011085401006	B.COM(G)
2	CH.RAGINI	16011085401015	B.COM(G)
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5	K.SUSHMA	16011085433012	B.COM(TAX)
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7	WASEEMA BEGUM	16011085401118	B.COM(G)

**Skill Enhancement Course- I (SEC-I)  
(2019-2020)**

**301 SEC: Safety Rules in Chemistry Laboratory and Lab Reagents Unit I: Laboratory Safety Rules and Regulations.**

General rules and regulations for lab safety: Minimizing Risks of Hazards , Personal Protective Equipment (PPE) - Hair, Dressing for the Laboratory, Eye Protection, Eye-wash fountain, Gloves,

Laboratory Protocols, Labeling Chemicals, Careful reading of labels Prevention of Inhaling Harmful Chemicals, Guide to Chemical Hazards, Chemical Spills etc., Accidents use of fire

extinguisher and first aid kit in the laboratory, safety symbols- Preparation of the charts by the students and display of charts in chemistry labs. Calibration of fractional weights, calibration of glass ware - burette, pipette, standard flask, Normality/Molarity and specific gravity of concentrated acids – Preparation of dilute solutions (Numerical problems). Precautions to be taken in the preparation of dilute acids and bases and bases. Preparation of stock solutions of salts with specific examples. Properties of primary standard salt and preparation of standard solution. Good laboratory practices-maintenance of observation book record.

**UNIT 2: Preparation of Lab Reagents:** Preparation of indicators and use of indicators in volumetric analysis- acid base titrations, redox titrations, precipitation titrations and complexometric titrations. Role of an indicator in detecting end point (Phenolphthalein, Methyl orange, Methyl-red, Potassium Chromate, Diphenylamine, EBT, Murexide, etc). Preparation of buffers – pH 10 ammonical buffer and acetate buffer solutions. Preparation of commonly used reagents : Ammonium hydroxide solution, Ammonium molybdate reagent, Ammonium hydrogen phosphate solution, Bayer’s reagent, Benedict's solution, Bromine water, Dimethyl glyoxime reagent, 2,4-Dinitrophenyl hydrazine reagent, Eriochrome black-T reagent Fehling solution, Ferric chloride solution, Ferrous sulphate solution, Iodine solution, Molisch’s reagent, Nessler’s reagent, Neutral FeCl<sub>3</sub>, Schiff’s reagent, Silver nitrate solution, Sodium carbonate solution , Sodium hydroxide (Caustic soda) solution, Starch solution, Tollen’s reagent.  
(reference work and submission of assignments). Charts preparation depicting course content.

<b>Skill Enhancement Course – 1      2019-2020</b>			
<b>TITLE: Safety Rules in Chemistry Laboratory and Lab reagents</b>			
<b>NAME OF THE FACULTY: Dr.RAFIA SULTANA</b>			
<b>S.No.</b>	<b>NAMES</b>	<b>ROLL NO.</b>	<b>GROUP</b>
1	B.NANDINI	18011085441002	B.Sc MPC
2	B.HEMALATHA	18011085441003	B.Sc MPC
3	B.TARALAXMI	18011085441004	B.Sc MPC
4	B.MAHESHWARI	18011085441005	B.Sc MPC
5	B.HARATHI	18011085441006	B.Sc MPC
6	B.SHIRISHA	18011085441008	B.Sc MPC
7	B.SAMUDRA	18011085441009	B.Sc MPC
8	CHANDINI GOUD	18011085441010	B.Sc MPC
9	CH.MANASA	18011085441012	B.Sc MPC
10	CH.SIRISHA	18011085441013	B.Sc MPC
11	D.PRASANNA KUMARI	18011085441014	B.Sc MPC
12	G.DEEKSHITHA	18011085441017	B.Sc MPC
13	G.SRI BHAVANI	18011085441018	B.Sc MPC
14	G.VISHNU CHANDANA	18011085441020	B.Sc MPC

15	G.MOUNIKA	18011085441021	B.Sc MPC
16	G.VARALAXMI	18011085441022	B.Sc MPC
17	J.SRI VAISHNAVI	18011085441023	B.Sc MPC
18	J.SOWMYA	18011085441024	B.Sc MPC
19	JUVERIA TABASSUM	18011085441026	B.Sc MPC
20	K.NAVYA	18011085441027	B.Sc MPC
21	K.ANKITHA	18011085441029	B.Sc MPC
22	K.PRASANNA	18011085441031	B.Sc MPC
23	K.RAVALI	18011085441032	B.Sc MPC
24	M.RAMYA	18011085441033	B.Sc MPC
25	M.MOUNIKA	18011085441034	B.Sc MPC
26	M.KEERTHI	18011085441038	B.Sc MPC
27	P.SHAILAJA	18011085441041	B.Sc MPC
28	P.KEERTHANA	18011085441042	B.Sc MPC
29	R.ANUSHA	18011085441043	B.Sc MPC
30	RUPA SINGH	18011085441045	B.Sc MPC
31	S.MANJULA	18011085441046	B.Sc MPC
31	SAMREEN BEGUM	18011085441047	B.Sc MPC
32	S.ARCHANA	18011085441048	B.Sc MPC
33	NOORJAHAN BEGUM	18011085441049	B.Sc MPC
34	S.SANDHYA	18011085441050	B.Sc MPC
35	S.SAI KEERTHANA	18011085441051	B.Sc MPC
36	T.AISHWARYA	18011085441052	B.Sc MPC
37	T.RADHIKA	18011085441053	B.Sc MPC
38	Y.KAVYA	18011085441054	B.Sc MPC
39	MD.RESHMA	17011085441027	B.Sc MPC
40	A.NAVYA	17011085445005	B.Sc BZC
41	B.SRILATHA	17011085445017	B.Sc BZC
42	B.RENUKA	17011085445018	B.Sc BZC
43	B.ASHWINI	17011085445040	B.Sc BZC
44	D.SRAVANI	17011085445042	B.Sc BZC
45	D.VAISHNAVI	17011085445043	B.Sc BZC
46	G.MADHAVI	17011085445059	B.Sc BZC
47	G.KARUNA	17011085445062	B.Sc BZC
48	J.SHAILAJA	17011085445071	B.Sc BZC
49	K.CHAITHANYA	17011085445075	B.Sc BZC
50	K.KEERTHI	17011085445081	B.Sc BZC
51	K.LAVANYA	17011085445084	B.Sc BZC
52	K.PAVANI	17011085445085	B.Sc BZC

53	K.SIRISHA	17011085445091	B.Sc BZC
54	K.SUJATHA	17011085445092	B.Sc BZC
55	K.AMBIKA	17011085445094	B.Sc BZC
56	N.LAVANYA	17011085445122	B.Sc BZC
57	P.DIVYA	17011085445133	B.Sc BZC
58	S.PUSHPALATHA	17011085445135	B.Sc BZC
59	S.ANUSHA	17011085445142	B.Sc BZC
60	S.VIKITHA	17011085445144	B.Sc BZC
61	SHREYA BASAI	17011085445147	B.Sc BZC
62	V.VAISHALI	17011085445163	B.Sc BZC
63	Y.SOWJANYA	17011085445164	B.Sc BZC
64	Y.SRISUDHA	17011085445165	B.Sc BZC
65	Z.SRAVANTHI	17011085445167	B.Sc BZC

**B.Sc. Chemistry II Year Semester III**  
**Skill Enhancement Course- II (SEC –II) (2 Credits)**

**REMEDIAL METHODS FOR POLLUTION, DRINKING WATER AND SOIL  
FERTILITY STANDARDS**

**UNIT I: Remedial Methods for Pollution Prevention and control of air  
pollution 15 h (1 hr/week)**

Ozone hole-causes and harm due to ozone depletion. The effect of CFC's in Ozone depletion and their replacements. Global Warming and Greenhouse Effect Precautions to control global warming. Deleterious effect of pollutants - Endangered Monuments- acid rain. Precautions to protect monuments. Sources of Radiation pollution - Chernobyl accident and its Consequences. Radiation effect by the usage of cell phones and protection tips. Deleterious effects of cell phone towers and health hazards.

Sources of water pollution-(i). Pollution due to pesticides and inorganic chemicals, (ii). Thermal pollution (iii). Ground water pollution (iv). Eutrophication.

Methods for control of water pollution and water recycling. Dumping of plastics in rivers & oceans and their effect on aquatic life. Determination of (i) Dissolved Oxygen and (ii) Chemical Oxygen Demand in polluted water - Illustration through charts (or) demonstration of experiments. Sources of soil pollution (i). Plastic bags, (ii). Industrial and

(iii). Agricultural sources. Control of soil pollution. Environmental laws in India. Environmental benefits of planting trees.

## **UNIT II: Drinking Water and Soil Fertility Standards and Analysis**

### **15 h (1 hr/week)**

**Water Quality and Common Treatments for Private Drinking Water Systems:** Drinking Water Standards-Primary Drinking Water Standards : Inorganics, Organics and Volatile Organic Chemicals. Secondary Drinking Water Standards-Inorganics and Physical Problems. Water Testing, Mineral Analysis, Microbiological Tests, Pesticide and Other Organic Chemical Tests. Principle involved in Water Treatment Techniques. (i) Reverse osmosis (ii) Disinfection methods such as chlorination, ultraviolet light, ozonation etc (iii) Chemical oxidation and (iv) Ion exchange (water softeners). Visit to nearby drinking water plants and interaction at sites.

**Introduction to Soil Chemistry-** Basic Concepts. Effect of pH on nutrient availability. Macronutrients and their effect on plants -Carbon, Hydrogen, Oxygen, Nitrogen and Phosphorus other macronutrients-Calcium, Magnesium and Sulfur. Micronutrients and their effect on plants. Boron ( $B_4O_7^{2-}$ ), Copper ( $Cu^{2+}$ ), Iron ( $Fe^{2+}$ ,  $Fe^{3+}$ ) Manganese ( $Mn^{2+}$ ) Molybdenum ( $MoO_4^{2-}$ ) Zinc ( $Zn^{2+}$ ) Cobalt ( $Co^{2+}$ ) Chlorine ( $Cl^-$ ) and Others. Determination of soil nitrogen by Kjeldahl method- Illustration through charts (Or) demonstration of experiment. Visit to nearby agricultural farms and interaction with farmers. Discussion with farmers on the use of Soil Analysis Kits.

### **References**

1. A Text book for 'Remedial methods for pollution, drinking water and soil fertility standards', First Edition, Authors: Dr Mudvath Ravi, Gopu Srinivas, Putta Venkat Reddy, Vuradi Ravi Kumar, Battini Ushaiah, ISBN No. 978-93-5311-183-0.
  2. Remedial methods for pollution, drinking water and soil fertility standards, Author: Dr G. Vanjatha.
  3. Remedial methods for pollution, drinking water and soil fertility standards, Telugu version, Authors: Dr N. Yogi Babu, Dr. G. Vanajatha, M. Srilatha.
  4. Environmental Pollution, download.nos.org/333courseE/10.pdf
  5. CFC Replacements, butane.chem.uiuc.edu/pshapley/Environmental/L21/3.html
  6. Effects of Acid Rain on Buildings [www.air-quality.org.uk/12.php](http://www.air-quality.org.uk/12.php)
  7. Acid Rain Effects - Buildings - Chemistry [chemistry.elmhurst.edu/vchembook/196buildings.html](http://chemistry.elmhurst.edu/vchembook/196buildings.html)
  8. How to protect national heritage - ways to protect monuments [www.youthkiawaaz.com/2011/03/how-to-protect-national-heritage/](http://www.youthkiawaaz.com/2011/03/how-to-protect-national-heritage/).
1. Chernobyl nuclear power plant accident - NRC [www.nrc.gov/reading-rm/doc-collections/fact-sheets/chernobyl-bg.pdf](http://www.nrc.gov/reading-rm/doc-collections/fact-sheets/chernobyl-bg.pdf)
  1. Side-effects of harmful radiation from mobile phones and towers [pib.nic.in/newsite/printrelease.aspx?relid=116304](http://pib.nic.in/newsite/printrelease.aspx?relid=116304)
  1. Cell Phone Radiation Protection - Highly Effective Tips <https://www.electricsense.com/775/how-to-protect-yourself-from-cell-phone-radiation/>

1. Chemical Waste That Impact on Aquatic Life or Water Quality  
[blog.idrenvironmental.com/chemical-waste-that-impact-on-aquatic-life-or-waterquality](http://blog.idrenvironmental.com/chemical-waste-that-impact-on-aquatic-life-or-waterquality)
1. Trees and Your Environment - Clean Air Gardening  
[www.cleanairegardening.com/plantingtrees](http://www.cleanairegardening.com/plantingtrees) 14. water quality and common treatments for private drinking water . extension.uga.edu/publications/detail.html?number=b939
1. Soil chemistry  
<https://casfs.ucsc.edu/about/publications/Teaching-Organic-Farming/PDFdownloads/2.2-soil-chemistry.pdf>
1. Soil Analysis-Determination of Available Nitrogen ... - Amrita Virtual Lab  
[vlab.amrita.edu/?sub=2&brch=294&sim=1551&cnt=1](http://vlab.amrita.edu/?sub=2&brch=294&sim=1551&cnt=1)
1. Determination of dissolved oxygen (DO)  
[www.cutm.ac.in/pdf/env%20engg%20lab%20manual.pdf](http://www.cutm.ac.in/pdf/env%20engg%20lab%20manual.pdf) 18. Determination of chemical oxygen demand of wastewater [www.pharmaguideline.com](http://www.pharmaguideline.com) › quality control  
›

SKILL ENHANCEMENT COURSE - 2, 2019-2020			
TITLE: REMIDIAL METHODS FOR POLLUTION , DRINKING WATER ANDSOIL FERTILITY STANDARDS			
NAME OF THE FACULTY: V.VANI			
S.No.	NAMES	ROLL NO.	GROUP
1	B.NANDINI	18011085441002	B.Sc MPC
2	B.HEMALATHA	18011085441003	B.Sc MPC
3	B.TARALAXMI	18011085441004	B.Sc MPC
4	B.MAHESHWARI	18011085441005	B.Sc MPC
5	B.HARATHI	18011085441006	B.Sc MPC
6	B.SHIRISHA	18011085441008	B.Sc MPC
7	B.SAMUDRA	18011085441009	B.Sc MPC
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27	P.SHAILAJA	18011085441041	B.Sc MPC
28	P.KEERTHANA	18011085441042	B.Sc MPC
29	R.ANUSHA	18011085441043	B.Sc MPC
30	RUPA SINGH	18011085441045	B.Sc MPC



31	S.MANJULA	18011085441046	B.Sc MPC
31	SAMREEN BEGUM	18011085441047	B.Sc MPC
32	S.ARCHANA	18011085441048	B.Sc MPC
33	NOORJAHAN BEGUM	18011085441049	B.Sc MPC
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45	D.VAISHNAVI	17011085445043	B.Sc BZC
46	G.MADHAVI	17011085445059	B.Sc BZC
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48	J.SHAILAJA	17011085445071	B.Sc BZC
49	K.CHAITHANYA	17011085445075	B.Sc BZC
50	K.KEERTHI	17011085445081	B.Sc BZC
51	K.LAVANYA	17011085445084	B.Sc BZC
52	K.PAVANI	17011085445085	B.Sc BZC
53	K.SIRISHA	17011085445091	B.Sc BZC
54	K.SUJATHA	17011085445092	B.Sc BZC
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56	N.LAVANYA	17011085445122	B.Sc BZC
57	P.DIVYA	17011085445133	B.Sc BZC
58	S.PUSHPALATHA	17011085445135	B.Sc BZC
59	R.ASHWINI	17011085445136	B.Sc BZC
60	S.ANUSHA	17011085445142	B.Sc BZC
61	S.VIKITHA	17011085445144	B.Sc BZC
62	SHREYA BASAI	17011085445147	B.Sc BZC
63	V.VAISHALI	17011085445163	B.Sc BZC
64	Y.SOWJANYA	17011085445164	B.Sc BZC
65	Y.SRISUDHA	17011085445165	B.Sc BZC
66	Z.SRAVANTHI	17011085445167	B.Sc BZC

**B.Sc. Chemistry II**  
**Year Semester - IV**  
**Skill Enhancement Course- III (SEC - III) (2 Credits)**  
**Materials and their Applications**

**Unit – I: Types of Materials 15 h**

Introduction: Materials and their importance. Classification of Materials, Advanced materials and their need. Types of Materials: Metals, ceramics, polymers and composites; Nature of bonding (Type of bond present). Types and applications of metal alloys: Classification- ferrous and non-ferrous alloys. Ferrous alloys -types and their applications. Non-ferrous alloys – Cu, Al, Ti alloys, their applications and super alloys.

Types and Applications of Ceramics: Classification of Ceramics based on their application- glasses, clay products, refractories, abrasives, cements, and advanced ceramics. Glasses

Field Work- Collection of Metal Alloy Samples.

: Compositions and Characteristics of Some of the Common Commercial Glasses; Properties and applications of glass ceramics - preparation of charts depicting various types of glass and their use. Clay products: Structural clay products and the white wares. Refractories: Compositions of four Common Ceramic Refractory Materials, fireclay, silica, basic refractories ex. MgO and special refractories ex. Alumina and Zirconia Cements: Classification, preparation of cement and the setting process; quick setting cements; applications.

Field Work-Visit to industries and collection of samples of materials

**Unit – II: Types of Polymers and Applications 15 h (1 hr/week)**

Classification of Polymeric materials based on application: Coatings, adhesives, films, foams with examples Polymer Additives: Fillers, Plasticizers, Stabilizers, Colorants, Flame Retardants with examples.

Advanced Materials: Types of advanced materials - semiconductors, bio-compatible materials, smart materials, advanced polymeric materials and nano-engineered materials. Biocompatible materials: Definition. Materials used as biomaterials and their properties. Metals and alloys used in bone and joint replacement. Filling and restoration materials – dental cements, dental amalgams, dental adhesives.

Field Work- Visit to Dental Clinics and interaction with Doctors regarding materials used in Dental treatments.

Smart materials: Shape memory alloys- definition and examples (Ni-Ti alloys, Cu based alloys), applications. Conducting polymers: - Introduction, Electrically conducting polymers and their uses (polyaniline, polypyrrole, polyacetylene and polythiophene).

## References

1. William D. Callister Materials Science and Engineering An Introduction, John Wiley & Sons, Inc, 2006.
2. Material science by Kakani and Kakani.
3. Sujata V., Bhat., —Biomaterials]], Narosa Publication House, New Delhi, 2002.
4. M. V. Gandhi and B. S. Thompson, —Smart Materials and Structures]], Chapman and Hall, London, First Edition, 1992.
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6. Conducting Polymers, Fundamentals and Applications A Practical Approach Authors: Chandrasekhar, Prasanna Ashwin-Ushas Corp., Inc. Kluwer Academic Publishers. Boston

<b>Skill Enhancement Course – 3 2019-2020</b>			
<b>TITLE: Materials and their Applications</b>			
<b>NAME OF THE FACULTY: M.PRABHAVATHI</b>			
<b>S.No.</b>	<b>NAMES</b>	<b>ROLL NO.</b>	<b>GROUP</b>
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2	Krishnaveni Gadicharla	108517445527	B.Sc BZC (T/M)
3	M. Shivajyothi	108517445532	B.Sc BZC (T/M)
4	G.Pavani	108517445516	B.Sc BZC (T/M)
5	Jadhav Meenakshi	108517445517	B.Sc BZC (T/M)
6	B. Hemalatha	108517445504	B.Sc BZC (T/M)
7	K. Archana	108517445523	B.Sc BZC (T/M)
8	P. Jhansi Rani	108517445044	B.Sc BZC (E/M)
9	D. Rajasree	108517445509	B.Sc BZC (T/M)
10	Hymavathi	108517445501	B.Sc BZC (T/M)
11	B. Hemalatha	108517445504	B.Sc BZC (T/M)

### **Skill Enhancement Course- IV (SEC - IV) (2 Credits)**

#### **Chemistry of Cosmetics and Food Processing 30 Hrs**

##### **Unit-I: Chemistry of Cosmetics and Perfumes 15 Hrs**

A general study including preparation and uses of the following: Hair dye, hair spray, shampoo, sunscreen lotions, lipsticks, talcum powder, nail enamel, creams (cold, vanishing and shaving creams), antiperspirants and artificial flavours. Essential oils and their importance in cosmetic

industries with reference to eugenol, geraniol, sandalwood oil, eucalyptus, 2-phenyl ethyl alcohol.

Demonstration experiments or illustration of experimental procedures through charts for the preparation of talcum powder, shampoo and vanishing cream. Analysis of deodorants and antiperspirant - Aluminum, Zinc, Boric acid, Chloride and Sulphide.

**Unit-II: Food Processing and Food Adulteration 15 Hrs Food processing:** Introduction, methods for food processing, additives and preservatives. Food processing- impact on nutrition, analysis of calcium in milk by complexometric titration, spectrophotometric analysis of iron in foods, Spectrophotometric identification and determination of caffeine and benzoic acid in soft drinks.

**Field Work -Visit to Food Industries.**

**Food adulteration:** Adulterants in some common food items and their identification: Pulses, chilli powder, turmeric powder, milk, honey, spices, food grains and wheat flour, coffee powder, tea leaves, vegetable oil, ghee, ice creams, tomato sauce.

**Field Work-**Collection of adulterated food samples, demonstration of a minimum of five experiments for testing adulterants in food items.

<b>Skill Enhancement Course – 4      2019-2020</b>			
<b>TITLE: Chemistry of Cosmetics and Food Processing</b>			
<b>NAME OF THE FACULTY: Dr.RAFIA SULTANA</b>			
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2	Krishnaveni Gadicharla	108517445527	B.Sc BZC (T/M)
3	M. Shivajyothi	108517445532	B.Sc BZC (T/M)
4	G.Pavani	108517445516	B.Sc BZC (T/M)

5	Jadhav Meenakshi	108517445517	B.Sc BZC (T/M)
6	B. Hemalatha	108517445504	B.Sc BZC (T/M)
7	K. Archana	108517445523	B.Sc BZC (T/M)
8	P. Jhansi Rani	108517445044	B.Sc BZC (E/M)
9	D. Rajasree	108517445509	B.Sc BZC (T/M)
10	Hymavathi	108517445501	B.Sc BZC (T/M)
11	B. Hemalatha	108517445504	B.Sc BZC (T/M)

**Semester V**  
**Generic Elective Course – I (GE-I) for B.A/B.Com Students (2 Credits)**  
**Pharmaceuticals 2019-2020**

**30Hrs**

**Unit – I: General Characteristics of Drugs**

**15Hrs**

**Introduction** - Diseases – causes of diseases, Drug – definition and sources.

ADME of drugs (brief) – Absorption, distribution, drug action (site of action), metabolism (in liver), elimination (brief).

Examples (i) Zintac (Ranitidine, antacid) (ii) Paracetamol (antipyretic) (iii) Benadryl (Cough syrup). Characteristics of an ideal drug.

**Nomenclature of drugs** – chemical name – generic name – trade name. Trade names for the

given generic names – (i) Aspirin (ii) Amoxicillin (iii) Ciprofloxacin (iv) Paracetamol (v) Mebendazole

**drug formulations:** Definition – need for conversion of drug into medicine (drug formulations)

– Additives – diluents, binders, lubricants, antioxidants, flavourants, sweeteners, colourants, coating agents. Classification of Drug formulations: oral, parenterals and topical dosage forms – advantages and disadvantages.

**1. Oral Dosage forms:** Tablets (Aspirin – analgesic; Ciprofloxacin - antibacterial). Capsules (Amoxicillin – antibiotic; Omeprazole-antacid). Syrups (B-complex syrup; Benadryl- Cough syrup).

**1. Parenterals** (Injection forms): Propranolol (antihypertensive), Heparin (anticoagulant)

**1. Topical dosage forms:** Creams and Ointments

**1. Antiallergic:** Aclometasone (Aclovate), Betamethasone valerate(2%) Multiple purposes, **(v)Anti-itching:** Doxepin Zonalon), **Antifungal:** Miconazole (Dactarin, Neomicol), Ketoconazole, (Nizoral Cream), Fluconazole, **Anesthetic-** Lidocaine, (Lidocaine ointment) and **Antiseptic:** Boro Plus Cream, For burns -Iodine ointment

## **Unit – II: Classification of Drugs 15Hrs**

Classification of Drugs based on therapeutic action–Chemotherapeutic agents, Pharmacodynamic agents and drugs acting on metabolic processes. (brief explanation for the following)

**1. Chemotherapeutic agents:** Antimalarials – Chloroquine; Antibiotic – Amoxicillin; Antitubercular drugs – isoniazide; Antiprotozoals – metronidazole

**1. Pharmacodynamic agents**

1. Drugs acting on CNS: Diazepam (CNS depressant), General anesthetic (thiopental sodium), antipyretic and analgesic (Ibuprofen)
2. Drugs acting on PNS : local anaesthetics (Benzocaine)

1. Drugs acting on cardiovascular system : Metoprolol (antihypertensive agents), Nifedipine (antihypertensive agent)

1. Drugs acting on renal system: Diuretics (Acetazolamide)

**(iii) Drugs acting on metabolic processes**

1. Vitamins: Common name, source, deficiency, vitamin A, B2, B6, C, D, E and K – remedy

1. Hormones: Function (brief) - deficiency of hormones (Insulin, Testosterone and Oestrogen)

<b>GOVT.DEGREE COLLEGE FOR WOMEN, BEGUMPET, HYDERABAD.</b>			
<b>GENERAL ELECTIVE : (CHEMISTRY) 2019-2020</b>		<b>B.Com III year (General)</b>	
<b>TOPIC :PHARMACEUTICALS</b>		<b>MEDIUM : ENGLISH</b>	
<b>NAME OF THE FACULTY: M.PRABHAVATHI</b>			
<b>S.No.</b>	<b>NAME</b>	<b>ROLL NO.</b>	<b>MOBILE NUMBER</b>
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2	A.REENA	17011085401009	8790404944
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4	D.SWATHI	17011085401033	8121643260
5	D.LAXMI PRASANNA	17011085401038	9652691443



6	J.MANISHA	17011085401043	8179292221
7	J.SHIRISHA	17011085401044	7036221354
8	K.VANI	17011085401057	7893493491
9	M.VASANTHA	17011085401061	6300048268
10	N.PRAVALIKA	17011085401079	9014578016
11	P.VARALAKSHMI	17011085401090	9908665379
12	S.PUSHPALATHA	17011085401106	8106228010
13	S.SAIKEERTHI	17011085401110	8247375070
14	Y.RENUKA	17011085401119	9347096026

**Semester VI**  
**Generic Elective Course - II (GE-II) for B.A/B.Com Students (2 Credits)**

**Materials and their Applications** **30 Hrs**

**Unit – I: Types of Materials** **15 Hrs**

**Introduction:** Materials and their importance: Classification of Materials, Advanced Materials and their need.

**Types of Materials:** Metals, ceramics, polymers and composites; Nature of bonding (Type of bond present)

**Types and applications of metal alloys:** Classification: ferrous and non-ferrous alloys. Ferrous alloys-types and their applications. Non-ferrous alloys – Cu, Al, Ti alloys and their application, Super alloys.

**Types and Applications of Ceramics:** Classification of Ceramics based on their application-glasses, clay products, refractories, abrasives, cements and advanced ceramics.

**Glasses:** Compositions and characteristics of some of the common commercial glasses; Properties and applications of glass ceramics.

Clay products: Structural clay products and white wares.

**Refractories:** Compositions of four common ceramic refractory materials - fireclay, silica, basic refractories ex. MgO and special refractories ex. alumina and zirconia

**Cements:** Classification, preparation of cement and the setting process; quick setting cements and their applications.

## **Unit - II Types of Polymers and Applications .**

**15 Hrs**

**Classification of polymeric materials based on application:** Coatings, adhesives, films, foams with examples.

**Polymer Additives:** Fillers, plasticizers, stabilizers, colorants, flame retardants with examples **Advanced Materials:** Types of advanced materials- semiconductors, bio-compatible materials, smart materials and advanced polymeric materials with examples.

**Conducting polymers:** Introduction, Electrically conducting polymers and their uses (polyaniline, polypyrrole, polyacetylene and polythiophene),

### **References:**

1. William D. Callister Materials Science and Engineering An Introduction, John Wiley & Sons, Inc, 2006.
2. Material science by Kakani and Kakani.
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4. M. V. Gandhi and B. S. Thompson, —Smart Materials and Structures, Chapman and Hall, London, First Edition, 1992.

1. Duerig, T. W., Melton, K. N, Stockel, D. and Wayman, C.M., —Engineering aspects of Shape-memory Alloys, Butterworth – Heinemann, 1990.

1. Conducting Polymers, Fundamentals and Applications A Practical Approach Authors: Chandrasekhar, Prasanna Ashwin-Ushas Corp., Inc. Kluwer Academic Publishers. Boston



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**GOVERNMENT DEGREE COLLEGE FOR WOMEN BEGUMPET  
AUTONOMOUS  
NAAC ACCREDITED "B"**

**Max marks: 40M**

**Time: 1 1/2hour**

**Date:**

**SEC & GE Model Paper**

**Invigilator Signature**

**Name:** \_\_\_\_\_

**Roll No.** \_\_\_\_\_

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

**Semester:** III \_\_\_\_\_

**SECTION-A**

**Answer any 4 questions from the following, each question carries 4 marks**

**4x4=16M**

1. UNIT -1
2. UNIT -1
3. UNIT -1
4. UNIT -2
5. .UNIT -2

6. .UNIT -2

**SECTION-B**

**Answer all questions, each question carries 12 marks**

**12x2=24M**

7. UNIT -1

8. UNIT -2

**Skill Enhancement Course- I (SEC-I)  
(2020-2021)**

**301 SEC: Safety Rules in Chemistry Laboratory and Lab  
Reagents Unit I: Laboratory Safety Rules and Regulations.**

General rules and regulations for lab safety: Minimizing Risks of Hazards , Personal Protective Equipment (PPE) - Hair, Dressing for the Laboratory, Eye Protection, Eye-wash fountain, Gloves,

Laboratory Protocols, Labeling Chemicals, Careful reading of labels Prevention of Inhaling Harmful Chemicals, Guide to Chemical Hazards, Chemical Spills etc., Accidents use of fire

extinguisher and first aid kit in the laboratory, safety symbols- Preparation of the charts by the students and display of charts in chemistry labs. Calibration of fractional weights, calibration of glass ware - burette, pipette, standard flask, Normality/Molarity and specific gravity of concentrated acids – Preparation of dilute solutions (Numerical problems). Precautions to be taken in the preparation of dilute acids and bases and bases. Preparation of stock solutions of salts with specific examples. Properties of primary standard salt and preparation of standard solution. Good laboratory practices-maintenance of observation book record.

**UNIT 2: Preparation of Lab Reagents:** Preparation of indicators and use of indicators in volumetric analysis- acid base titrations, redox titrations, precipitation titrations and

complexometric titrations. Role of an indicator in detecting end point (Phenolphthalein, Methyl orange, Methyl-red, Potassium Chromate, Diphenylamine, EBT, Murexide, etc). Preparation of buffers – pH 10 ammonical buffer and acetate buffer solutions. Preparation of commonly used reagents : Ammonium hydroxide solution, Ammonium molybdate reagent, Ammonium hydrogen phosphate solution, Bayer's reagent, Benedict's solution, Bromine water, Dimethyl glyoxime reagent, 2,4-Dinitrophenyl hydrazine reagent, Eriochrome black-T reagent Fehling solution, Ferric chloride solution, Ferrous sulphate solution, Iodine solution, Molisch's reagent, Nessler's reagent, Neutral FeCl<sub>3</sub>, Schiff's reagent, Silver nitrate solution, Sodium carbonate solution , Sodium hydroxide (Caustic soda) solution, Starch solution, Tollen's reagent.

(reference work and submission of assignments). Charts preparation depicting course content.

**TITLE: REMEDIAL METHODS FOR POLLUTION, DRINKING WATER AND SOIL FERTILITY STANDARDS**

**NAME OF THE FACULTY: Dr.RAFIA SULTANA and Dr.G.Pranitha**

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15	108519445095	BZC	Seelam vijayalakshmi
16	108519445096	BZC	SHAIK NUZHATH AFREEN
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19	108519445099	BZC	SHRUTHI D
20	108519445100	BZC	SIGULLA SANDHYARANI

21	108519445101	BZC	SONY JADHAV
22	108519445102	BZC	SRIRAM AKHILA
23	108519445103	BZC	SUNKARA KAVYA PANDU
24	108519445104	BZC	SYEDA IQRA SULTANA
25	108519445105	BZC	TELUGU POOJA
26	108519445106	BZC	THOPARAM MEGHANA
27	108519445107	BZC	UPRE SOUMYA
28	108519445108	BZC	VADLA SINDHU
29	108519445109	BZC	VADTHYA SWATHI
30	108519445110	BZC	VAGGE MAMATHA
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32	108519445112	BZC	VALLAMSETTY AKSHITHA
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34	108519445114	BZC	VINJAMURI NISHAKHYA
35	108519445115	BZC	YASOJI ALEKHYA
36	108519445116	BZC	YEDUGANI VAISHNAVI
37	1085-18-445-116	BZC	Nani Bhuvana
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43	D.DHARANI	MPC	108519441009
44	GAYATHRI ASHOK MOKASHI	MPC	108519441012
45	T. JAHNAVI	MPC	108519441014
46	K.INDUMATHI	MPC	108519441018
47	K.RACHANA	MPC	108519441019
48	K. SHIREESHA	MPC	108519441020
49	P.RAVALI	MPC	108519441026
50	P.KEERTHANA	MPC	108519441028
51	R.SUHASINI	MPC	108519441030
52	S. SANJU	MPC	108519441033
53	SHEELA NAGALAKSHMI	MPC	108519441035
54	S. POOJITHA	MPC	108519441036
55	T.PRIYANKA	MPC	108519441039
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57	G.POOJA	MCCS	108519578005
58	R.SRAVANI	MCCS	108519578011
59	SHIVANI MALLIKA	MCCS	108519578014

**B.Sc. Chemistry II Year Semester III**  
**Skill Enhancement Course- II (SEC –II) (2 Credits)**

**REMEDIAL METHODS FOR POLLUTION, DRINKING WATER AND SOIL  
FERTILITY STANDARDS**

**UNIT I: Remedial Methods for Pollution Prevention and control of air  
pollution 15 h (1 hr/week)**

Ozone hole-causes and harm due to ozone depletion. The effect of CFC's in Ozone depletion and their replacements. Global Warming and Greenhouse Effect Precautions to control global warming. Deleterious effect of pollutants - Endangered Monuments- acid rain. Precautions to protect monuments. Sources of Radiation pollution - Chernobyl accident and its Consequences. Radiation effect by the usage of cell phones and protection tips. Deleterious effects of cell phone towers and health hazards. Sources of water pollution-(i). Pollution due to pesticides and inorganic chemicals, (ii). Thermal pollution (iii). Ground water pollution (iv). Eutrophication. Methods for control of water pollution and water recycling. Dumping of plastics in rivers & oceans and their effect on aquatic life. Determination of (i) Dissolved Oxygen and (ii) Chemical Oxygen Demand in polluted water - Illustration through charts (or) demonstration of experiments. Sources of soil pollution (i). Plastic bags, (ii). Industrial and (iii). Agricultural sources. Control of soil pollution. Environmental laws in India. Environmental benefits of planting trees.



## UNIT II: Drinking Water and Soil Fertility Standards and Analysis

15 h (1 hr/week)

### Water Quality and Common Treatments for Private Drinking Water Systems:

Drinking Water Standards-Primary Drinking Water Standards : Inorganics, Organics and Volatile Organic Chemicals. Secondary Drinking Water Standards-Inorganics and Physical Problems. Water Testing, Mineral Analysis, Microbiological Tests, Pesticide and Other Organic Chemical Tests. Principle involved in Water Treatment Techniques. (i) Reverse osmosis (ii) Disinfection methods such as chlorination, ultraviolet light, ozonation etc (iii) Chemical oxidation and (iv) Ion exchange (water softeners). Visit to nearby drinking water plants and interaction at sites.

**Introduction to Soil Chemistry-** Basic Concepts. Effect of pH on nutrient availability. Macronutrients and their effect on plants -Carbon, Hydrogen, Oxygen, Nitrogen and Phosphorus other macronutrients-Calcium, Magnesium and Sulfur. Micronutrients and their effect on plants. Boron ( $B_4O_7^{2-}$ ), Copper ( $Cu^{2+}$ ), Iron ( $Fe^{2+}$ ,  $Fe^{3+}$ ) Manganese ( $Mn^{2+}$ ) Molybdenum ( $MoO_4^{2-}$ ) Zinc ( $Zn^{2+}$ ) Cobalt ( $Co^{2+}$ ) Chlorine ( $Cl^-$ ) and Others. Determination of soil nitrogen by Kjeldahl method- Illustration through charts (Or) demonstration of experiment. Visit to nearby agricultural farms and interaction with farmers. Discussion with farmers on the use of Soil Analysis Kits.

## References

1. A Text book for 'Remedial methods for pollution, drinking water and soil fertility standards', First Edition, Authors: Dr Mudvath Ravi, Gopu Srinivas, Putta Venkat Reddy, Vuradi Ravi Kumar, Battini Ushaiah, ISBN No. 978-93-5311-183-0.
  2. Remedial methods for pollution, drinking water and soil fertility standards, Author: Dr G. Vanjatha.
  3. Remedial methods for pollution, drinking water and soil fertility standards, Telugu version, Authors: Dr N. Yogi Babu, Dr. G. Vanajatha, M. Srilatha.
  4. Environmental Pollution, [download.nos.org/333courseE/10.pdf](http://download.nos.org/333courseE/10.pdf)
  5. CFC Replacements, [butane.chem.uiuc.edu/pshapley/Environmental/L21/3.html](http://butane.chem.uiuc.edu/pshapley/Environmental/L21/3.html)
  6. Effects of Acid Rain on Buildings [www.air-quality.org.uk/12.php](http://www.air-quality.org.uk/12.php)
  7. Acid Rain Effects - Buildings - Chemistry [chemistry.elmhurst.edu/vchembook/196buildings.html](http://chemistry.elmhurst.edu/vchembook/196buildings.html)
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1. Chernobyl nuclear power plant accident - NRC [www.nrc.gov/reading-rm/doc-collections/fact-sheets/chernobyl-bg.pdf](http://www.nrc.gov/reading-rm/doc-collections/fact-sheets/chernobyl-bg.pdf)
  1. Side-effects of harmful radiation from mobile phones and towers [pib.nic.in/newsite/printrelease.aspx?relid=116304](http://pib.nic.in/newsite/printrelease.aspx?relid=116304)
  1. Cell Phone Radiation Protection - Highly Effective Tips <https://www.electricsense.com/775/how-to-protect-yourself-from-cell-phone-radiation/>

1. Chemical Waste That Impact on Aquatic Life or Water Quality  
[blog.idrenvironmental.com/chemical-waste-that-impact-on-aquatic-life-or-waterquality](http://blog.idrenvironmental.com/chemical-waste-that-impact-on-aquatic-life-or-waterquality)
1. Trees and Your Environment - Clean Air Gardening  
[www.cleairgardening.com/plantingtrees](http://www.cleairgardening.com/plantingtrees) 14. water quality and common treatments for private drinking water .  
[extension.uga.edu/publications/detail.html?number=b939](http://extension.uga.edu/publications/detail.html?number=b939)
1. Soil chemistry  
<https://casfs.ucsc.edu/about/publications/Teaching-Organic-Farming/PDFdownloads/2.2-soil-chemistry.pdf>
1. Soil Analysis-Determination of Available Nitrogen ... - Amrita Virtual Lab  
[vlab.amrita.edu/?sub=2&brch=294&sim=1551&cnt=1](http://vlab.amrita.edu/?sub=2&brch=294&sim=1551&cnt=1)
1. Determination of dissolved oxygen (DO)  
[www.cutm.ac.in/pdf/env%20engg%20lab%20manual.pdf](http://www.cutm.ac.in/pdf/env%20engg%20lab%20manual.pdf) 18. Determination of chemical oxygen demand of wastewater  
[www.pharmaguideline.com](http://www.pharmaguideline.com) › quality control  
 ›

**TITLE: REMEDIAL METHODS FOR POLLUTION, DRINKING WATER AND SOIL FERTILITY STANDARDS**

**NAME OF THE FACULTY: Dr.RAFIA SULTANA and Dr.G.Pranitha**

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20	108519445100	BZC	SIGULLA SANDHYARANI
21	108519445101	BZC	SONY JADHAV
22	108519445102	BZC	SRIRAM AKHILA
23	108519445103	BZC	SUNKARA KAVYA PANDU
24	108519445104	BZC	SYEDA IQRA SULTANA
25	108519445105	BZC	TELUGU POOJA
26	108519445106	BZC	THOPARAM MEGHANA
27	108519445107	BZC	UPRE SOUMYA
28	108519445108	BZC	VADLA SINDHU
29	108519445109	BZC	VADTHYA SWATHI
30	108519445110	BZC	VAGGE MAMATHA
31	108519445111	BZC	VALAVOJU VANDANA
32	108519445112	BZC	VALLAMSETTY AKSHITHA
33	108519445113	BZC	VANKUDOTH SANDHYA
34	108519445114	BZC	VINJAMURI NISHAKHYA
35	108519445115	BZC	YASOJI ALEKHYA
36	108519445116	BZC	YEDUGANI VAISHNAVI
37	<a href="#">1085-18-445-116</a>	BZC	Nani Bhuvana
38	<a href="#">1085-18-445-159</a>	BZC	Veeragota poornima

S.NO	NAME	GROUP	ROLL NO
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47	K.RACHANA	MPC	108519441019
48	K. SHIREESHA	MPC	108519441020
49	P.RAVALI	MPC	108519441026
50	P.KEERTHANA	MPC	108519441028
51	R.SUHASINI	MPC	108519441030
52	S. SANJU	MPC	108519441033
53	SHEELA NAGALAKSHMI	MPC	108519441035
54	S. POOJITHA	MPC	108519441036
55	T.PRIYANKA	MPC	108519441039
56	B.LAVANYA	MCCS	108519578003

57	G.POOJA	MCCS	108519578005
58	R.SRAVANI	MCCS	108519578011
59	SHIVANI MALLIKA	MCCS	108519578014

## B.Sc. Chemistry II Year Semester -

### IV

### Skill Enhancement Course- III (SEC - III) (2 Credits) Materials and their Applications

#### Unit – I: Types of Materials 15h

Introduction: Materials and their importance. Classification of Materials, Advanced materials and their need. Types of Materials: Metals, ceramics, polymers and composites; Nature of bonding (Type of bond present). Types and applications of metal alloys: Classification- ferrous and non-ferrous alloys. Ferrous alloys -types and their applications. Non-ferrous alloys – Cu, Al, Ti alloys, their applications and super alloys.

Types and Applications of Ceramics: Classification of Ceramics based on their application- glasses, clay products, refractories, abrasives, cements, and advanced ceramics. Glasses

Field Work- Collection of Metal Alloy Samples.

: Compositions and Characteristics of Some of the Common Commercial Glasses; Properties and applications of glass ceramics - preparation of charts depicting various types of glass and their use. Clay products: Structural clay products and the white wares. Refractories: Compositions of four Common Ceramic Refractory Materials, fireclay, silica, basic refractories ex. MgO and special refractories ex. Alumina and Zirconia Cements: Classification, preparation of cement and the setting process; quick setting cements; applications.

Field Work-Visit to industries and collection of samples of materials

#### Unit - II: Types of Polymers and Applications 15 h (1 hr/week)

Classification of Polymeric materials based on application: Coatings, adhesives, films, foams with examples Polymer Additives: Fillers, Plasticizers, Stabilizers, Colorants, Flame Retardants with examples.

Advanced Materials: Types of advanced materials - semiconductors, bio-compatible materials, smart materials, advanced polymeric materials and nano-engineered materials. Biocompatible materials: Definition. Materials used as biomaterials and their properties. Metals and alloys used in bone and joint replacement. Filling and restoration materials – dental cements, dental amalgams, dental adhesives.

Field Work- Visit to Dental Clinics and interaction with Doctors regarding materials used in Dental treatments.

Smart materials: Shape memory alloys- definition and examples (Ni-Ti alloys, Cu based alloys), applications. Conducting polymers: - Introduction, Electrically conducting polymers and their uses (polyaniline, polypyrrole, polyacetylene and polythiophene).

## References

1. William D. Callister Materials Science and Engineering An Introduction, John Wiley & Sons, Inc, 2006.
2. Material science by Kakani and Kakani.
3. Sujata V., Bhat., —Biomaterials||, Narosa Publication House, New Delhi, 2002.
- 4.M. V. Gandhi and B. S. Thompson, —Smart Materials and Structures||, Chapman and Hall, London, First Edition, 1992.
- 5 Duerig,T. W., Melton, K. N, Stockel, D. and Wayman, C.M., —Engineering aspects of Shapememory Alloys||, Butterworth – Heinemann, 1990.
6. Conducting Polymers, Fundamentals and Applications A Practical Approach Authors: Chandrasekhar, Prasanna Ashwin-Ushas Corp., Inc. Kluwer Academic Publishers. Boston

**TOPIC: MATERIAL SCIENCE AND THEIR APPLICATIONS.(SEC-III)**

**NAME OF THE FACULTY: M.PRABHAVATHI.**

**LIST OF THE STUDENTS**

S.NO	NAME OF THE STUDENT	GROUP	ROLL NUMBER
1	B.NANDINI	MPC	108518441002
2	B.HEMALATHA	MPC	108518441003
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8	CHANDINI GOND	MPC	108518441010
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10	CH.SHIRISHA	MPC	108518441013
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34	SAI KEERTHANA	MPC	108518441051
35	T.AISHWARYA	MPC	108518441052
36	T.RADHIKA	MPC	108518441053
37	Y.KAVYA	MPC	108518441054
38	MD.RESHMA	MPC	108517441027(READMISSION)
39	A.NAVYA	BZC	108518445005
40	B.SRILATHA	BZC	108518445017
41	B.RENUKA	BZC	108518445018
42	D.ASHWINI	BZC	108518445040
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44	G.MADHAVI	BZC	108518445059
45	G.KARUNA	BZC	108518445062
46	J.SHAILAJA	BZC	108518445071
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49	K.SHIRISHA	BZC	108518445091
50	K.SUJATHA	BZC	108518445092
51	K.AMBIKA	BZC	108518445094
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53	S.PUSHPALATHA	BZC	108518445135
54	S.ANUSHA	BZC	108518445142
55	S.VIKITHA	BZC	108518445144
56	SHREYABHARAI	BZC	108518445147
57	V.VAISHALI	BZC	108518445163
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## **Skill Enhancement Course- IV (SEC - IV) (2 Credits)**

### **Chemistry of Cosmetics and Food Processing 30 Hrs**

#### **Unit-I: Chemistry of Cosmetics and Perfumes 15 Hrs**

A general study including preparation and uses of the following: Hair dye, hair spray, shampoo, sunscreen lotions, lipsticks, talcum powder, nail enamel, creams (cold, vanishing and shaving creams), antiperspirants and artificial flavours. Essential oils and their importance in cosmetic industries with reference to eugenol, geraniol, sandalwood oil, eucalyptus, 2-phenyl ethyl alcohol.

Demonstration experiments or illustration of experimental procedures through charts for the preparation of talcum powder, shampoo and vanishing cream. Analysis of deodorants and antiperspirant - Aluminum, Zinc, Boric acid, Chloride and Sulphide.

**Unit-II: Food Processing and Food Adulteration 15 Hrs** **Food processing:** Introduction, methods for food processing, additives and preservatives. Food processing- impact on nutrition, analysis of calcium in milk by complexometric titration, spectrophotometric analysis of iron in foods, Spectrophotometric identification and determination of caffeine and benzoic acid in soft drinks.

#### **Field Work -Visit to Food Industries.**

**Food adulteration:** Adulterants in some common food items and their identification: Pulses, chilli powder, turmeric powder, milk, honey, spices, food grains and wheat flour, coffee powder, tea leaves, vegetable oil, ghee, ice creams, tomato sauce.

**Field Work-**Collection of adulterated food samples, demonstration of a minimum of five experiments for testing adulterants in food items.



**TOPIC:CHEMISTRY OF COSMETICS AND FOOD PROCESSING(SEC-IV)**

**NAME OF THE FACULTY: M.PRABHAVATHI.**

**LIST OF THE STUDENTS**

<b>S.NO</b>	<b>NAME OF THE STUDENT</b>	<b>GROUP</b>	<b>ROLL NUMBER</b>
1	B.NANDINI	MPC	108518441002
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**Semester V**  
**Generic Elective Course – I (GE-I) for B.A/B.Com Students (2 Credits)**  
**Pharmaceuticals**

**30Hrs**

**Unit – I: General Characteristics of Drugs**

**15Hrs**

**Introduction** - Diseases – causes of diseases, Drug – definition and sources.

ADME of drugs (brief) – Absorption, distribution, drug action (site of action), metabolism (in liver), elimination (brief).

Examples (i) Zintac (Ranitidine, antacid) (ii) Paracetamol (antipyretic) (iii) Benadryl (Cough syrup). Characteristics of an ideal drug.

**Nomenclature of drugs** – chemical name – generic name – trade name. Trade names for the

given generic names – (i) Aspirin (ii) Amoxycillin (iii) Ciprofloxacin (iv) Paracetamol (v) Mebendazole

**drug formulations:** Definition – need for conversion of drug into medicine (drug formulations)

– Additives – diluents, binders, lubricants, antioxidants, flavourants, sweeteners, colourants, coating agents. Classification of Drug formulations: oral, parenterals and topical dosage forms – advantages and disadvantages.

**1. Oral Dosage forms:** Tablets (Aspirin – analgesic; Ciprofloxacin - antibacterial). Capsules (Amoxycillin – antibiotic; Omeprazole-antacid). Syrups (B-complex syrup; Benadryl- Cough syrup).

**1. Parenterals (Injection forms):** Propranolol (antihypertensive), Heparin (anticoagulant)

**1. Topical dosage forms:** Creams and Ointments

**1. Antiallergic:** Aclometasone (Aclovene), Betamethasone valerate(2%) Multiple purposes, **(v)Anti-itching:** Doxepin Zonalon), **Antifungal:** Miconazole (Dactarin, Neomicol), Ketoconazole, (Nizoral Cream), Fluconazole, **Anesthetic-** Lidocaine, (Lidocaine ointment) and **Antiseptic:** Boro Plus Cream, For burns -Iodine ointment

## **Unit – II: Classification of Drugs 15Hrs**

Classification of Drugs based on therapeutic action—Chemotherapeutic agents, Pharmacodynamic agents and drugs acting on metabolic processes. (brief explanation for the following)

**1. Chemotherapeutic agents:** Antimalarials – Chloroquine; Antibiotic – Amoxicillin; Antitubercular drugs – isoniazide; Antiprotozoals – metronidazole

### **1. Pharmacodynamic agents**

1. Drugs acting on CNS: Diazepam (CNS depressant), General anesthetic (thiopental sodium), antipyretic and analgesic (Ibuprofen)
2. Drugs acting on PNS : local anaesthetics (Benzocaine)

1. Drugs acting on cardiovascular system : Metoprolol (antihypertensive agents), Nifedipine (antianginal and antihypertensive agent )

1. Drugs acting on renal system: Diuretics (Acetazolamide)

### **(iii) Drugs acting on metabolic processes**

1. Vitamins: Common name, source, deficiency, vitamin A, B2, B6, C, D, E and K – remedy

1. Hormones: Function (brief) - deficiency of hormones (Insulin, Testosterone and Oestrogen)

## GE 1 - Pharmaceuticals

Class Incharge for GE- K. Saritha Rani, Asst. Professor of Chemistry

<b>List of the Students for GE (B.Com Students)</b>		
<b>S.No.</b>	<b>Name of the Student</b>	<b>Hall ticket No.</b>
1	Adapu Bhavani	108518405001
2	A.M.Madhuri	108518405009
3	Asima sultana	108518405011
4	Bandaram Mounika	108518405019
5	B.Manasa	108518405028
6	B.sowjanya	108518405034
7	Budh Suman	108518405042
8	C .Indraja	108518405050
9	Desh Vena Ganga Bhavani	108518405059
10	D.Varalaxmi	108518405061
11	Domala sushma	108518405062
12	Endla.Ramya	108518405067
13	Erala Mounika sai	108518405068
14	Eravalli Ramya	108518405069
15	Gadila swapna	108518405072
16	Divya vyas	108518405076
17	Hureen Fathima	108518405085
18	Janepally shruthi	108518405088
19	Janganolla Sravani	108518405089
20	Kamagani Geethanjali	108518405094
21	Mangamma Katravath	108518405097
22	K. Sunitha	108518405101
23	Khulood begum	108518405104
24	Korra sandhya rani	108518405109
25	Mamatha pusa	108518405126
26	Muddapu Nikitha	108518405135
27	Mudhapolu vani	108518405136
28	Nargis assma	108518405139
29	Nazneen sultana	108518405140
30	Nikhath fathima	108518405146
31	P.vijayalaxmi	108518405159
32	Pinnoj Bhavishya	108518405165
33	V. Shruthi	108518405202

34	C.Sirisha	108518405204
35	Sneha Singh	108518405206
36	Komal Thakur	108518405217
37	Y. Mounika	108518405232
38	P. Madhavi	108518433039

**Semester VI**  
**Generic Elective Course - II (GE-II) for B.A/B.Com Students (2 Credits)**

**Materials and their Applications** **30 Hrs**

**Unit – I: Types of Materials** **15 Hrs**

**Introduction:** Materials and their importance: Classification of Materials, Advanced Materials and their need.

**Types of Materials:** Metals, ceramics, polymers and composites; Nature of bonding (Type of bond present)

**Types and applications of metal alloys:** Classification: ferrous and non-ferrous alloys. Ferrous alloys-types and their applications. Non-ferrous alloys – Cu, Al, Ti alloys and their application, Super alloys.

**Types and Applications of Ceramics:** Classification of Ceramics based on their application-glasses, clay products, refractories, abrasives, cements and advanced ceramics.

**Glasses:** Compositions and characteristics of some of the common commercial glasses; Properties and applications of glass ceramics.  
**Clay products:** Structural clay products and white wares.

**Refractories:** Compositions of four common ceramic refractory materials - fireclay, silica, basic refractories ex. MgO and special refractories ex. alumina and zirconia

**Cements:** Classification, preparation of cement and the setting process; quick setting cements and their applications.

**Unit - II Types of Polymers and Applications .** **15 Hrs**

**Classification of polymeric materials based on application:** Coatings, adhesives, films, foams with examples.

**Polymer Additives:** Fillers, plasticizers, stabilizers, colorants, flame retardants with examples **Advanced Materials:** Types of advanced materials- semiconductors, bio-compatible materials, smart materials and advanced polymeric materials with examples.

**Conducting polymers:** Introduction, Electrically conducting polymers and their uses (polyaniline, polypyrrole, polyacetylene and polythiophene),

**References:**

1. William D. Callister Materials Science and Engineering An Introduction, John Wiley & Sons, Inc, 2006.
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**GE 1 - Pharmaceuticals**

**GE 2- Materials and their Applications**

**Class Incharge for GE- K. Saritha Rani, Asst. Professor of Chemistry**

**List of the Students for GE (B.Com Students)**

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35	Sneha Singh	108518405206
36	Komal Thakur	108518405217
37	Y. Mounika	108518405232
38	P. Madhavi	108518433039

**Skill Enhancement Course- I (SEC-I)**

(2020-2021)

**301 SEC: Safety Rules in Chemistry Laboratory and Lab Reagents Unit I: Laboratory Safety Rules and Regulations.**

General rules and regulations for lab safety: Minimizing Risks of Hazards , Personal Protective Equipment (PPE) - Hair, Dressing for the Laboratory, Eye Protection, Eye-wash fountain, Gloves,

Laboratory Protocols, Labeling Chemicals, Careful reading of labels Prevention of Inhaling Harmful Chemicals, Guide to Chemical Hazards, Chemical Spills etc., Accidents use of fire

extinguisher and first aid kit in the laboratory, safety symbols- Preparation of the charts by the students and display of charts in chemistry labs. Calibration of fractional weights, calibration of glass ware - burette, pipette, standard flask, Normality/Molarity and specific gravity of concentrated acids – Preparation of dilute solutions (Numerical problems). Precautions to be taken in the preparation of dilute acids and bases and bases. Preparation of stock solutions of salts with specific examples. Properties of primary standard salt and preparation of standard solution. Good laboratory practices-maintenance of observation book record.

**UNIT 2: Preparation of Lab Reagents:** Preparation of indicators and use of indicators in volumetric analysis- acid base titrations, redox titrations, precipitation titrations and complexometric titrations. Role of an indicator in detecting end point (Phenolphthalein, Methyl orange, Methyl-red, Potassium Chromate, Diphenylamine, EBT, Murexide, etc). Preparation of buffers – pH 10 ammonical buffer and acetate buffer solutions. Preparation of commonly used reagents : Ammonium hydroxide solution, Ammonium molybdate reagent, Ammonium hydrogen phosphate solution, Bayer's reagent, Benedict's solution, Bromine water, Dimethyl glyoxime reagent, 2,4-Dinitrophenyl hydrazine reagent, Eriochrome black-T reagent Fehling solution, Ferric chloride solution, Ferrous sulphate solution, Iodine solution, Molisch's reagent, Nessler's reagent, Neutral  $\text{FeCl}_3$ , Schiff's reagent, Silver nitrate solution, Sodium carbonate solution , Sodium hydroxide (Caustic soda) solution, Starch solution, Tollen's reagent.

(reference work and submission of assignments). Charts preparation depicting course content.

**TITLE: REMEDIAL METHODS FOR POLLUTION, DRINKING WATER AND SOIL FERTILITY STANDARDS**

**NAME OF THE FACULTY: Dr.RAFIA SULTANA and Dr.G.Pranitha**

S.NO.	ROLL NO.	GROUP	NAME OF THE STUDENT
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4	108519445084	BZC	RAVULA MAMATHA

5	108519445085	BZC	R BHARGAVI
6	108519445086	BZC	REGA CHARISHMA
7	108519445087	BZC	RESHMA BEGUM
8	108519445088	BZC	ROJA THAPA
9	108519445089	BZC	R SWETHA
10	108519445090	BZC	RUPAVATH SWATHI
11	108519445091	BZC	SAMALA PRIYANKA
12	108519445092	BZC	SANDAGALLA SRAVANI
13	108519445093	BZC	SANIYA MAHEK
14	108519445094	BZC	SAVALAM VAMSI PRIYANKA
15	108519445095	BZC	Seelam vijayalakshmi
16	108519445096	BZC	SHAIK NUZHATH AFREEN
17	108519445097	BZC	SHEELAM JAHNAVI DURGA
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20	108519445100	BZC	SIGULLA SANDHYARANI
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34	108519445114	BZC	VINJAMURI NISHAKHYA
35	108519445115	BZC	YASOJI ALEKHYA
36	108519445116	BZC	YEDUGANI VAISHNAVI
37	1085-18-445-116	BZC	Nani Bhuvana
38	1085-18-445-159	BZC	Veeragota poornima

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53	SHEELA NAGALAKSHMI	MPC	108519441035
54	S. POOJITHA	MPC	108519441036
55	T.PRIYANKA	MPC	108519441039
56	B.LAVANYA	MCCS	108519578003
57	G.POOJA	MCCS	108519578005
58	R.SRAVANI	MCCS	108519578011
59	SHIVANI MALLIKA	MCCS	108519578014

**B.Sc. Chemistry II Year Semester III**  
**Skill Enhancement Course- II (SEC –II) (2 Credits)**

**REMEDIAL METHODS FOR POLLUTION, DRINKING WATER AND SOIL  
FERTILITY STANDARDS**

**UNIT I: Remedial Methods for Pollution Prevention and control of air  
pollution 15 h (1 hr/week)**

Ozone hole-causes and harm due to ozone depletion. The effect of CFC's in Ozone depletion and their replacements. Global Warming and Greenhouse Effect Precautions to control global warming. Deleterious effect of pollutants - Endangered Monuments- acid rain. Precautions to protect monuments. Sources of Radiation pollution - Chernobyl

accident and its Consequences. Radiation effect by the usage of cell phones and protection tips. Deleterious effects of cell phone towers and health hazards.

Sources of water pollution-(i). Pollution due to pesticides and inorganic chemicals, (ii). Thermal pollution (iii). Ground water pollution (iv). Eutrophication.

Methods for control of water pollution and water recycling. Dumping of plastics in rivers & oceans and their effect on aquatic life. Determination of (i) Dissolved Oxygen and (ii) Chemical Oxygen Demand in polluted water - Illustration through charts (or) demonstration of experiments. Sources of soil pollution (i). Plastic bags, (ii). Industrial and (iii). Agricultural sources. Control of soil pollution. Environmental laws in India. Environmental benefits of planting trees.

## UNIT II: Drinking Water and Soil Fertility Standards and Analysis

15 h (1 hr/week)

### Water Quality and Common Treatments for Private Drinking Water Systems:

Drinking Water Standards-Primary Drinking Water Standards : Inorganics, Organics and Volatile Organic Chemicals. Secondary Drinking Water Standards-Inorganics and Physical Problems. Water Testing, Mineral Analysis, Microbiological Tests, Pesticide and Other Organic Chemical Tests. Principle involved in Water Treatment Techniques. (i) Reverse osmosis (ii) Disinfection methods such as chlorination, ultraviolet light, ozonation etc (iii) Chemical oxidation and (iv) Ion exchange (water softeners). Visit to nearby drinking water plants and interaction at sites.

**Introduction to Soil Chemistry-** Basic Concepts. Effect of pH on nutrient availability. Macronutrients and their effect on plants -Carbon, Hydrogen, Oxygen, Nitrogen and Phosphorus other macronutrients-Calcium, Magnesium and Sulfur. Micronutrients and their effect on plants. Boron ( $B_4O_7^{2-}$ ), Copper ( $Cu^{2+}$ ), Iron ( $Fe^{2+}$ ,  $Fe^{3+}$ ) Manganese ( $Mn^{2+}$ ) Molybdenum ( $MoO_4^{2-}$ ) Zinc ( $Zn^{2+}$ ) Cobalt ( $Co^{2+}$ ) Chlorine ( $Cl^-$ ) and Others. Determination of soil nitrogen by Kjeldahl method- Illustration through charts (Or) demonstration of experiment. Visit to nearby agricultural farms and interaction with farmers. Discussion with farmers on the use of Soil Analysis Kits.

## References

1. A Text book for 'Remedial methods for pollution, drinking water and soil fertility standards', First Edition, Authors: Dr Mudvath Ravi, Gopu Srinivas, Putta Venkat Reddy, Vuradi Ravi Kumar, Battini Ushaiah, ISBN No. 978-93-5311-183-0.
2. Remedial methods for pollution, drinking water and soil fertility standards, Author: Dr G. Vanjatha.
3. Remedial methods for pollution, drinking water and soil fertility standards, Telugu version, Authors: Dr N. Yogi Babu, Dr. G. Vanajatha, M. Srilatha.
4. Environmental Pollution, [download.nos.org/333courseE/10.pdf](http://download.nos.org/333courseE/10.pdf)
5. CFC Replacements, [butane.chem.uiuc.edu/pshapley/Environmental/L21/3.html](http://butane.chem.uiuc.edu/pshapley/Environmental/L21/3.html)
6. Effects of Acid Rain on Buildings [www.air-quality.org.uk/12.php](http://www.air-quality.org.uk/12.php)
7. Acid Rain Effects - Buildings - Chemistry [chemistry.elmhurst.edu/vchembook/196buildings.html](http://chemistry.elmhurst.edu/vchembook/196buildings.html)
8. How to protect national

heritage - ways to protect monuments [www.youthkiawaaz.com/2011/03/how-to-protect-national-heritage/](http://www.youthkiawaaz.com/2011/03/how-to-protect-national-heritage/).

1. Chernobyl nuclear power plant accident - NRC  
[www.nrc.gov/reading-rm/doc-collections/fact-sheets/chernobyl-bg.pdf](http://www.nrc.gov/reading-rm/doc-collections/fact-sheets/chernobyl-bg.pdf)
1. Side-effects of harmful radiation from mobile phones and towers [pib.nic.in/newsite/printrelease.aspx?relid=116304](http://pib.nic.in/newsite/printrelease.aspx?relid=116304)
1. Cell Phone Radiation Protection - Highly Effective Tips <https://www.electricsense.com/775/how-to-protect-yourself-from-cell-phone-radiation/>
1. Chemical Waste That Impact on Aquatic Life or Water Quality  
[blog.idrenvironmental.com/chemical-waste-that-impact-on-aquatic-life-or-waterquality](http://blog.idrenvironmental.com/chemical-waste-that-impact-on-aquatic-life-or-waterquality)
1. Trees and Your Environment - Clean Air Gardening  
[www.cleanairgardening.com/plantingtrees](http://www.cleanairgardening.com/plantingtrees)
14. water quality and common treatments for private drinking water . [extension.uga.edu/publications/detail.html?number=b939](http://extension.uga.edu/publications/detail.html?number=b939)
1. Soil chemistry  
<https://casfs.ucsc.edu/about/publications/Teaching-Organic-Farming/PDFdownloads/2.2-soil-chemistry.pdf>
1. Soil Analysis-Determination of Available Nitrogen ... - Amrita Virtual Lab  
[vlab.amrita.edu/?sub=2&brch=294&sim=1551&cnt=1](http://vlab.amrita.edu/?sub=2&brch=294&sim=1551&cnt=1)
1. Determination of dissolved oxygen (DO)  
[www.cutm.ac.in/pdf/env%20engg%20lab%20manual.pdf](http://www.cutm.ac.in/pdf/env%20engg%20lab%20manual.pdf)
18. Determination of chemical oxygen demand of wastewater [www.pharmaguideline.com](http://www.pharmaguideline.com) › quality control ›

## **TITLE: REMEDIAL METHODS FOR POLLUTION, DRINKING WATER AND SOIL FERTILITY STANDARDS**

**NAME OF THE FACULTY: Dr.RAFIA SULTANA and Dr.G.Pranitha**

S.NO.	ROLL NO.	GROUP	NAME OF THE STUDENT
1	108519445081	BZC	RAAGAM SRAVANTHI
2	108519445082	BZC	RAMAGIRI SHIVANI
3	108519445083	BZC	RATHNAPURAM MANEESHA
4	108519445084	BZC	RAVULA MAMATHA
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**B.Sc. Chemistry II Year**  
**Semester - IV**

**Skill Enhancement Course- III (SEC - III) (2 Credits)**

**Materials and their Applications**

**Unit – I: Types of Materials 15h**

Introduction: Materials and their importance. Classification of Materials, Advanced materials and their need. Types of Materials: Metals, ceramics, polymers and composites; Nature of bonding (Type of bond present). Types and applications of metal alloys: Classification- ferrous and non-ferrous alloys. Ferrous alloys -types and their applications. Non-ferrous alloys – Cu, Al, Ti alloys, their applications and super alloys.

Types and Applications of Ceramics: Classification of Ceramics based on their application- glasses, clay products, refractories, abrasives, cements, and advanced ceramics. Glasses

Field Work- Collection of Metal Alloy Samples.

: Compositions and Characteristics of Some of the Common Commercial Glasses; Properties and applications of glass ceramics - preparation of charts depicting various types of glass and their



use. Clay products: Structural clay products and the white wares. Refractories: Compositions of four Common Ceramic Refractory Materials, fireclay, silica, basic refractories ex. MgO and special refractories ex. Alumina and Zirconia Cements: Classification, preparation of cement and the setting process; quick setting cements; applications.

Field Work-Visit to industries and collection of samples of materials

## Unit - II: Types of Polymers and Applications 15 h (1 hr/week)

Classification of Polymeric materials based on application: Coatings, adhesives, films, foams with examples Polymer Additives: Fillers, Plasticizers, Stabilizers, Colorants, Flame Retardants with examples.

Advanced Materials: Types of advanced materials - semiconductors, bio-compatible materials, smart materials, advanced polymeric materials and nano-engineered materials. Biocompatible materials: Definition. Materials used as biomaterials and their properties. Metals and alloys used in bone and joint replacement. Filling and restoration materials – dental cements, dental amalgams, dental adhesives.

Field Work- Visit to Dental Clinics and interaction with Doctors regarding materials used in Dental treatments.

Smart materials: Shape memory alloys- definition and examples (Ni-Ti alloys, Cu based alloys), applications. Conducting polymers: - Introduction, Electrically conducting polymers and their uses (polyaniline, polypyrrole, polyacetylene and polythiophene).

### References

1. William D. Callister Materials Science and Engineering An Introduction, John Wiley & Sons, Inc, 2006.
2. Material science by Kakani and Kakani.
3. Sujata V., Bhat., —Biomaterials]], Narosa Publication House, New Delhi, 2002.
- 4.M. V. Gandhi and B. S. Thompson, —Smart Materials and Structures]], Chapman and Hall, London, First Edition, 1992.
- 5 Duerig,T. W., Melton, K. N, Stockel, D. and Wayman, C.M., —Engineering aspects of Shapememory Alloys]], Butterworth – Heinemann, 1990.
6. Conducting Polymers, Fundamentals and Applications A Practical Approach Authors: Chandrasekhar, Prasanna Ashwin-Ushas Corp., Inc. Kluwer Academic Publishers. Boston

**TOPIC: MATERIAL SCIENCE AND THEIR APPLICATIONS.(SEC-III)**

**NAME OF THE FACULTY: M.PRABHAVATHI.**

### LIST OF THE STUDENTS

S.NO	NAME OF THE STUDENT	GROUP	ROLL NUMBER
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1	B.NANDINI	MPC	108518441002
2	B.HEMALATHA	MPC	108518441003
3	B.TARALAXMI	MPC	108518441004
4	B.MAHESWARI	MPC	108518441005
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29	SAMEER	MPC	108518441047
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36	T.RADHIKA	MPC	108518441053
37	Y.KAVYA	MPC	108518441054
38	MD.RESHMA	MPC	108517441027(READMISSION)
39	A.NAVYA	BZC	108518445005
40	B.SRILATHA	BZC	108518445017

41	B.RENUKA	BZC	108518445018
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43	D.SRAVANI DEVADASU	BZC	108518445042
44	G.MADHAVI	BZC	108518445059
45	G.KARUNA	BZC	108518445062
46	J.SHAILAJA	BZC	108518445071
47	K.CHAITANYA	BZC	108518445075
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57	V.VAISHALI	BZC	108518445163
58	Y.SRISUDHA	BZC	108518445165
59	Z.SRAWANTHI	BZC	108518445167

### **Skill Enhancement Course- IV (SEC - IV) (2 Credits)**

#### **Chemistry of Cosmetics and Food Processing 30 Hrs**

##### **Unit-I: Chemistry of Cosmetics and Perfumes 15 Hrs**

A general study including preparation and uses of the following: Hair dye, hair spray, shampoo, sunscreen lotions, lipsticks, talcum powder, nail enamel, creams (cold, vanishing and shaving creams), antiperspirants and artificial flavours. Essential oils and their importance in cosmetic industries with reference to eugenol, geraniol, sandalwood oil, eucalyptus, 2-phenyl ethyl alcohol.

Demonstration experiments or illustration of experimental procedures through charts for the preparation of talcum powder, shampoo and vanishing cream. Analysis of deodorants and antiperspirant - Aluminum, Zinc, Boric acid, Chloride and Sulphide.

**Unit-II: Food Processing and Food Adulteration 15 Hrs** **Food processing:** Introduction, methods for food processing, additives and preservatives. Food processing- impact on nutrition, analysis of calcium in milk by complexometric titration, spectrophotometric analysis of iron in

foods, Spectrophotometric identification and determination of caffeine and benzoic acid in soft drinks.

**Field Work -Visit to Food Industries.**

**Food adulteration:** Adulterants in some common food items and their identification: Pulses, chilli powder, turmeric powder, milk, honey, spices, food grains and wheat flour, coffee powder, tea leaves, vegetable oil, ghee, ice creams, tomato sauce.

**Field Work-**Collection of adulterated food samples, demonstration of a minimum of five experiments for testing adulterants in food items.

**TOPIC:CHEMISTRY OF COSMETICS AND FOOD PROCESSING(SEC-IV)**

**NAME OF THE FACULTY: M.PRABHAVATHI.**

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**Semester V**  
**Generic Elective Course – I (GE-I) for B.A/B.Com Students (2Credits)**  
**Pharmaceuticals**

**30Hrs**

**Unit – I: General Characteristics of Drugs**

**15Hrs**

**Introduction** - Diseases – causes of diseases, Drug – definition and sources.

ADME of drugs (brief) – Absorption, distribution, drug action (site of action), metabolism (in liver), elimination (brief).

Examples (i) Zintac (Ranitidine, antacid) (ii) Paracetamol (antipyretic) (iii) Benadryl (Cough syrup). Characteristics of an ideal drug.

**Nomenclature of drugs** – chemical name – generic name – trade name. Trade names for the

given generic names – (i) Aspirin (ii) Amoxycillin (iii) Ciprofloxacin (iv) Paracetamol (v) Mebendazole

**drug formulations:** Definition – need for conversion of drug into medicine (drug formulations)

– Additives – diluents, binders, lubricants, antioxidants, flavourants, sweeteners, colourants, coating agents. Classification of Drug formulations: oral, parenterals and topical dosage forms – advantages and disadvantages.

**1. Oral Dosage forms:** Tablets (Aspirin – analgesic; Ciprofloxacin - antibacterial). Capsules (Amoxicillin – antibiotic; Omeprazole-antacid). Syrups (B-complex syrup; Benadryl- Cough syrup).

**1. Parenterals (Injection forms):** Propranolol (antihypertensive), Heparin (anticoagulant)

**1. Topical dosage forms:** Creams and Ointments

**1. Antiallergic:** Aclometasone (Aclovate), Betamethasone valerate(2%) Multiple purposes, **(v)Anti-itching:** Doxepin Zonalon), **Antifungal:** Miconazole (Dactarin, Neomicol), Ketoconazole, (Nizoral Cream), Fluconazole, **Anesthetic-** Lidocaine, (Lidocaine ointment) and **Antiseptic:** Boro Plus Cream, For burns -Iodine ointment

## **Unit – II: Classification of Drugs 15Hrs**

Classification of Drugs based on therapeutic action–Chemotherapeutic agents, Pharmacodynamic agents and drugs acting on metabolic processes. (brief explanation for the following)

**1. Chemotherapeutic agents:** Antimalarials – Chloroquine; Antibiotic – Amoxicillin; Antitubercular drugs – isoniazide; Antiprotozoals – metronidazole

### **1. Pharmacodynamic agents**

1. Drugs acting on CNS: Diazepam (CNS depressant), General anesthetic (thiopental sodium), antipyretic and analgesic (Ibuprofen)

2. Drugs acting on PNS : local anaesthetics (Benzocaine)

1. Drugs acting on cardiovascular system : Metoprolol (antihypertensive agents), Nifedipine antianginal and antihypertensive agent )

1. Drugs acting on renal system: Diuretics (Acetazolamide)

### **(iii) Drugs acting on metabolic processes**

1. Vitamins: Common name, source, deficiency, vitamin A, B2, B6, C, D, E and K – remedy

1. Hormones: Function (brief) - deficiency of hormones (Insulin, Testosterone and Oesterone)

**GE 1 - Pharmaceuticals**

**Class Incharge for GE- K. Saritha Rani, Asst. Professor of Chemistry**

<b>List of the Students for GE (B.Com Students)</b>		
<b>S.No.</b>	<b>Name of the Student</b>	<b>Hall ticket No.</b>
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34	C.Sirisha	108518405204
35	Sneha Singh	108518405206
36	Komal Thakur	108518405217
37	Y. Mounika	108518405232
38	P. Madhavi	108518433039

**Semester VI**  
**Generic Elective Course - II (GE-II) for B.A/B.Com Students (2 Credits)**

**Materials and their Applications** **30 Hrs**

**Unit – I: Types of Materials** **15 Hrs**

**Introduction:** Materials and their importance: Classification of Materials, Advanced Materials and their need.

**Types of Materials:** Metals, ceramics, polymers and composites; Nature of bonding (Type of bond present)

**Types and applications of metal alloys:** Classification: ferrous and non-ferrous alloys. Ferrous alloys-types and their applications. Non-ferrous alloys – Cu, Al, Ti alloys and their application, Super alloys.

**Types and Applications of Ceramics:** Classification of Ceramics based on their application-glasses, clay products, refractories, abrasives, cements and advanced ceramics.

**Glasses:** Compositions and characteristics of some of the common commercial glasses; Properties and applications of glass ceramics.

**Clay products:** Structural clay products and white wares.

**Refractories:** Compositions of four common ceramic refractory materials - fireclay, silica, basic refractories ex. MgO and special refractories ex. alumina and zirconia

**Cements:** Classification, preparation of cement and the setting process; quick setting cements and their applications.

## **Unit - II Types of Polymers and Applications .**

**15 Hrs**

**Classification of polymeric materials based on application:** Coatings, adhesives, films, foams with examples.

**Polymer Additives:** Fillers, plasticizers, stabilizers, colorants, flame retardants with examples **Advanced Materials:** Types of advanced materials- semiconductors, bio-compatible materials, smart materials and advanced polymeric materials with examples.

**Conducting polymers:** Introduction, Electrically conducting polymers and their uses (polyaniline, polypyrrole, polyacetylene and polythiophene),

### **References:**

1. William D. Callister Materials Science and Engineering An Introduction, John Wiley & Sons, Inc, 2006.

2. Material science by Kakani and Kakani.

3. Sujata V., Bhat., —Biomaterials, Narosa Publication House, New Delhi, 2002.

4. M. V. Gandhi and B. S. Thompson, —Smart Materials and Structures, Chapman and Hall, London, First Edition, 1992.

1. Duerig, T. W., Melton, K. N., Stockel, D. and Wayman, C.M., —Engineering aspects of Shape Memory Alloys, Butterworth – Heinemann, 1990.

1. Conducting Polymers, Fundamentals and Applications A Practical Approach Authors: Chandrasekhar, Prasanna Ashwin-Ushas Corp., Inc. Kluwer Academic Publishers. Boston

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**Skill Enhancement Course- I (SEC-I)**  
(2020-2021)

**301 SEC: Safety Rules in Chemistry Laboratory and Lab Reagents Unit I: Laboratory Safety Rules and Regulations.**

General rules and regulations for lab safety: Minimizing Risks of Hazards , Personal Protective Equipment (PPE) - Hair, Dressing for the Laboratory, Eye Protection, Eye-wash fountain, Gloves,

Laboratory Protocols, Labeling Chemicals, Careful reading of labels Prevention of Inhaling Harmful Chemicals, Guide to Chemical Hazards, Chemical Spills etc,. Accidents use of fire

extinguisher and first aid kit in the laboratory, safety symbols- Preparation of the charts by the students and display of charts in chemistry labs. Calibration of fractional weights, calibration of glass ware - burette, pipette, standard flask, Normality/Molarity and specific gravity of concentrated acids – Preparation of dilute solutions (Numerical problems). Precautions to be taken in the preparation of dilute acids and bases and bases. Preparation of stock solutions of salts with specific examples. Properties of primary standard salt and preparation of standard solution. Good laboratory practices-maintenance of observation book record.

**UNIT 2: Preparation of Lab Reagents:** Preparation of indicators and use of indicators in volumetric analysis- acid base titrations, redox titrations, precipitation titrations and complexometric titrations. Role of an indicator in detecting end point (Phenolphthalein, Methyl orange, Methyl-red, Potassium Chromate, Diphenylamine, EBT, Murexide, etc). Preparation of

buffers – pH 10 ammonical buffer and acetate buffer solutions. Preparation of commonly used reagents : Ammonium hydroxide solution, Ammonium molybdate reagent, Ammonium hydrogen phosphate solution, Bayer's reagent, Benedict's solution, Bromine water, Dimethyl glyoxime reagent, 2,4-Dinitrophenyl hydrazine reagent, Eriochrome black-T reagent Fehling solution, Ferric chloride solution, Ferrous sulphate solution, Iodine solution, Molisch's reagent, Nessler's reagent, Neutral FeCl<sub>3</sub>, Schiff's reagent, Silver nitrate solution, Sodium carbonate solution , Sodium hydroxide (Caustic soda) solution, Starch solution, Tollen's reagent.

(reference work and submission of assignments). Charts preparation depicting course content.

**TITLE: REMEDIAL METHODS FOR POLLUTION, DRINKING WATER AND SOIL FERTILITY STANDARDS**

**NAME OF THE FACULTY: Dr.RAFIA SULTANA and Dr.G.Pranitha**

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**B.Sc. Chemistry II Year Semester III**  
**Skill Enhancement Course- II (SEC –II) (2 Credits)**

**REMEDIAL METHODS FOR POLLUTION, DRINKING WATER AND SOIL  
FERTILITY STANDARDS**

**UNIT I: Remedial Methods for Pollution Prevention and control of air  
pollution 15 h (1 hr/week)**

Ozone hole-causes and harm due to ozone depletion. The effect of CFC's in Ozone depletion and their replacements. Global Warming and Greenhouse Effect Precautions to control global warming. Deleterious effect of pollutants - Endangered Monuments- acid rain. Precautions to protect monuments. Sources of Radiation pollution - Chernobyl accident and its Consequences. Radiation effect by the usage of cell phones and protection tips. Deleterious effects of cell phone towers and health hazards.

Sources of water pollution-(i). Pollution due to pesticides and inorganic chemicals, (ii). Thermal pollution (iii). Ground water pollution (iv). Eutrophication.

Methods for control of water pollution and water recycling. Dumping of plastics in rivers & oceans and their effect on aquatic life. Determination of (i) Dissolved Oxygen and (ii) Chemical Oxygen Demand in polluted water - Illustration through charts (or) demonstration of experiments. Sources of soil pollution (i). Plastic bags, (ii). Industrial and (iii). Agricultural sources. Control of soil pollution. Environmental laws in India. Environmental benefits of planting trees.

**UNIT II: Drinking Water and Soil Fertility Standards and Analysis**  
**15 h (1 hr/week)**

**Water Quality and Common Treatments for Private Drinking Water Systems:**  
Drinking Water Standards-Primary Drinking Water Standards : Inorganics, Organics and Volatile Organic Chemicals. Secondary Drinking Water Standards-Inorganics and Physical Problems. Water Testing, Mineral Analysis, Microbiological Tests, Pesticide and Other Organic Chemical Tests. Principle involved in Water Treatment Techniques. (i)

Reverse osmosis (ii) Disinfection methods such as chlorination, ultraviolet light, ozonation etc (iii) Chemical oxidation and (iv) Ion exchange (water softeners). Visit to nearby drinking water plants and interaction at sites.

**Introduction to Soil Chemistry-** Basic Concepts. Effect of pH on nutrient availability. Macronutrients and their effect on plants -Carbon, Hydrogen, Oxygen, Nitrogen and Phosphorus other macronutrients-Calcium, Magnesium and Sulfur. Micronutrients and their effect on plants. Boron ( $B_4O_7^{2-}$ ), Copper ( $Cu^{2+}$ ), Iron ( $Fe^{2+}$ ,  $Fe^{3+}$ ) Manganese ( $Mn^{2+}$ ) Molybdenum ( $MoO_4^{2-}$ ) Zinc ( $Zn^{2+}$ ) Cobalt ( $Co^{2+}$ ) Chlorine ( $Cl^-$ ) and Others. Determination of soil nitrogen by Kjeldahl method- Illustration through charts (Or) demonstration of experiment. Visit to nearby agricultural farms and interaction with farmers. Discussion with farmers on the use of Soil Analysis Kits.

## References

1. A Text book for 'Remedial methods for pollution, drinking water and soil fertility standards', First Edition, Authors: Dr Mudvath Ravi, Gopu Srinivas, Putta Venkat Reddy, Vuradi Ravi Kumar, Battini Ushaiah, ISBN No. 978-93-5311-183-0.
  2. Remedial methods for pollution, drinking water and soil fertility standards, Author: Dr G. Vanjatha.
  3. Remedial methods for pollution, drinking water and soil fertility standards, Telugu version, Authors: Dr N. Yogi Babu, Dr. G. Vanajatha, M. Srilatha.
  4. Environmental Pollution, download.nos.org/333courseE/10.pdf
  5. CFC Replacements, butane.chem.uiuc.edu/pshapley/Environmental/L21/3.html
  6. Effects of Acid Rain on Buildings [www.air-quality.org.uk/12.php](http://www.air-quality.org.uk/12.php)
  7. Acid Rain Effects - Buildings - Chemistry [chemistry.elmhurst.edu/vchembook/196buildings.html](http://chemistry.elmhurst.edu/vchembook/196buildings.html)
  8. How to protect national heritage - ways to protect monuments [www.youthkiawaaz.com/2011/03/how-to-protect-national-heritage/](http://www.youthkiawaaz.com/2011/03/how-to-protect-national-heritage/).
1. Chernobyl nuclear power plant accident - NRC [www.nrc.gov/reading-rm/doc-collections/fact-sheets/chernobyl-bg.pdf](http://www.nrc.gov/reading-rm/doc-collections/fact-sheets/chernobyl-bg.pdf)
  1. Side-effects of harmful radiation from mobile phones and towers [pib.nic.in/newsite/printrelease.aspx?relid=116304](http://pib.nic.in/newsite/printrelease.aspx?relid=116304)
  1. Cell Phone Radiation Protection - Highly Effective Tips <https://www.electricsense.com/775/how-to-protect-yourself-from-cell-phone-radiation/>
  1. Chemical Waste That Impact on Aquatic Life or Water Quality [blog.idrenvironmental.com/chemical-waste-that-impact-on-aquatic-life-or-waterquality](http://blog.idrenvironmental.com/chemical-waste-that-impact-on-aquatic-life-or-waterquality)
  1. Trees and Your Environment - Clean Air Gardening [www.cleairgardening.com/plantingtrees](http://www.cleairgardening.com/plantingtrees)
  14. water quality and common treatments for private drinking water . [extension.uga.edu/publications/detail.html?number=b939](http://extension.uga.edu/publications/detail.html?number=b939)
  1. Soil chemistry <https://casfs.ucsc.edu/about/publications/Teaching-Organic-Farming/PDFdownloads/2.2-soil-chemistry.pdf>



1. Soil Analysis-Determination of Available Nitrogen ... -  
Amrita Virtual Lab

[vlab.amrita.edu/?sub=2&brch=294&sim=1551&cnt=1](http://vlab.amrita.edu/?sub=2&brch=294&sim=1551&cnt=1)

1. Determination of dissolved oxygen (DO)

[www.cutm.ac.in/pdf/env%20engg%20lab%20manual.pdf](http://www.cutm.ac.in/pdf/env%20engg%20lab%20manual.pdf) 18. Determination of  
chemical oxygen demand of wastewater [www.pharmaguideline.com](http://www.pharmaguideline.com) › quality control

›

**TITLE: REMEDIAL METHODS FOR POLLUTION, DRINKING WATER AND SOIL  
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**B.Sc. Chemistry II Year**  
**Semester - IV**  
**Skill Enhancement Course- III (SEC - III) (2 Credits)**  
**Materials and their Applications**

**Unit – I: Types of Materials 15h**

Introduction: Materials and their importance. Classification of Materials, Advanced materials and their need. Types of Materials: Metals, ceramics, polymers and composites; Nature of bonding (Type of bond present). Types and applications of metal alloys: Classification- ferrous and non-ferrous alloys. Ferrous alloys -types and their applications. Non-ferrous alloys – Cu, Al, Ti alloys, their applications and super alloys.

Types and Applications of Ceramics: Classification of Ceramics based on their application- glasses, clay products, refractories, abrasives, cements, and advanced ceramics. Glasses

Field Work- Collection of Metal Alloy Samples.

: Compositions and Characteristics of Some of the Common Commercial Glasses; Properties and applications of glass ceramics - preparation of charts depicting various types of glass and their use. Clay products: Structural clay products and the white wares. Refractories: Compositions of four Common Ceramic Refractory Materials, fireclay, silica, basic refractories ex. MgO and special refractories ex. Alumina and Zirconia Cements: Classification, preparation of cement and the setting process; quick setting cements; applications.

Field Work-Visit to industries and collection of samples of materials

**Unit - II: Types of Polymers and Applications 15 h (1 hr/week)**

Classification of Polymeric materials based on application: Coatings, adhesives, films, foams with examples Polymer Additives: Fillers, Plasticizers, Stabilizers, Colorants, Flame Retardants with examples.

Advanced Materials: Types of advanced materials - semiconductors, bio-compatible materials, smart materials, advanced polymeric materials and nano-engineered materials. Biocompatible materials: Definition. Materials used as biomaterials and their properties. Metals and alloys used

in bone and joint replacement. Filling and restoration materials – dental cements, dental amalgams, dental adhesives.

Field Work- Visit to Dental Clinics and interaction with Doctors regarding materials used in Dental treatments.

Smart materials: Shape memory alloys- definition and examples (Ni-Ti alloys, Cu based alloys), applications. Conducting polymers: - Introduction, Electrically conducting polymers and their uses (polyaniline, polypyrrole, polyacetylene and polythiophene).

## References

1. William D. Callister Materials Science and Engineering An Introduction, John Wiley & Sons, Inc, 2006.
2. Material science by Kakani and Kakani.
3. Sujata V., Bhat., —Biomaterials||, Narosa Publication House, New Delhi, 2002.
4. M. V. Gandhi and B. S. Thompson, —Smart Materials and Structures||, Chapman and Hall, London, First Edition, 1992.
5. Duerig, T. W., Melton, K. N, Stockel, D. and Wayman, C.M., —Engineering aspects of Shapememory Alloys||, Butterworth – Heinemann, 1990.
6. Conducting Polymers, Fundamentals and Applications A Practical Approach Authors: Chandrasekhar, Prasanna Ashwin-Ushas Corp., Inc. Kluwer Academic Publishers. Boston

**TOPIC: MATERIAL SCIENCE AND THEIR APPLICATIONS.(SEC-III)**

**NAME OF THE FACULTY: M.PRABHAVATHI.**

**LIST OF THE STUDENTS**

<b>S.NO</b>	<b>NAME OF THE STUDENT</b>	<b>GROUP</b>	<b>ROLL NUMBER</b>
1	B.NANDINI	MPC	108518441002
2	B.HEMALATHA	MPC	108518441003
3	B.TARALAXMI	MPC	108518441004
4	B.MAHESWARI	MPC	108518441005
5	B.B.HARATHI	MPC	108518441006
6	B.SHIRISHA	MPC	108518441008
7	B.SAMUDRA	MPC	108518441009
8	CHANDINI GOND	MPC	108518441010
9	C.MANASA	MPC	108518441012
10	CH.SHIRISHA	MPC	108518441013
11	D.PRASANNA	MPC	108518441014
12	G.DEEKSHITHA	MPC	108518441017
13	G.SRIBHAVANI	MPC	108518441018
14	G.VISHNU CHANDANA	MPC	108518441020
15	G.MOUNIKA	MPC	108518441021
16	G.VARALAXMI	MPC	108518441022
17	J.SRI VAISHNAVI	MPC	108518441023
18	J.SOWMYA	MPC	108518441024
19	K.NAVYA	MPC	108518441027
20	K.ANKITHA	MPC	108518441029
21	K.PRASANNA	MPC	108518441031
22	K.RAVALI	MPC	108518441032
23	M.RAMYA	MPC	108518441033
24	M.MOUNIKA	MPC	108518441034
25	KEERTHI REDDY	MPC	108518441038
26	P.KEERTHANA	MPC	108518441042

27	R.ANUSHA	MPC	108518441043
28	RUPASINGH	MPC	108518441045
29	SAMEER	MPC	108518441047
30	SALE MANJULA	MPC	108518441046
31	S.ARCHANA	MPC	108518441048
32	SHAIK NOORJAHAN	MPC	108518441049
33	S.SANDYA	MPC	108518441050
34	SAI KEERTHANA	MPC	108518441051
35	T.AISHWARYA	MPC	108518441052
36	T.RADHIKA	MPC	108518441053
37	Y.KAVYA	MPC	108518441054
38	MD.RESHMA	MPC	108517441027(READMISSION)
39	A.NAVYA	BZC	108518445005
40	B.SRILATHA	BZC	108518445017
41	B.RENUKA	BZC	108518445018
42	D.ASHWINI	BZC	108518445040
43	D.SRAVANI DEVADASU	BZC	108518445042
44	G.MADHAVI	BZC	108518445059
45	G.KARUNA	BZC	108518445062
46	J.SHAILAJA	BZC	108518445071
47	K.CHAITANYA	BZC	108518445075
48	K.PAVANI	BZC	108518445085
49	K.SHIRISHA	BZC	108518445091
50	K.SUJATHA	BZC	108518445092
51	K.AMBIKA	BZC	108518445094
52	P.DIVYA	BZC	108518445133
53	S.PUSHPALATHA	BZC	108518445135
54	S.ANUSHA	BZC	108518445142
55	S.VIKITHA	BZC	108518445144
56	SHREYABHARAI	BZC	108518445147
57	V.VAISHALI	BZC	108518445163
58	Y.SRISUDHA	BZC	108518445165
59	Z.SRAWANTHI	BZC	108518445167

## **Skill Enhancement Course- IV (SEC - IV) (2 Credits)**

### **Chemistry of Cosmetics and Food Processing 30 Hrs**

#### **Unit-I: Chemistry of Cosmetics and Perfumes 15 Hrs**

A general study including preparation and uses of the following: Hair dye, hair spray, shampoo, sunscreen lotions, lipsticks, talcum powder, nail enamel, creams (cold, vanishing and shaving creams), antiperspirants and artificial flavours. Essential oils and their importance in cosmetic industries with reference to eugenol, geraniol, sandalwood oil, eucalyptus, 2-phenyl ethyl alcohol.

Demonstration experiments or illustration of experimental procedures through charts for the preparation of talcum powder, shampoo and vanishing cream. Analysis of deodorants and antiperspirant - Aluminum, Zinc, Boric acid, Chloride and Sulphide.

**Unit-II: Food Processing and Food Adulteration 15 Hrs** **Food processing:** Introduction, methods for food processing, additives and preservatives. Food processing- impact on nutrition, analysis of calcium in milk by complexometric titration, spectrophotometric analysis of iron in foods, Spectrophotometric identification and determination of caffeine and benzoic acid in soft drinks.

#### **Field Work -Visit to Food Industries.**

**Food adulteration:** Adulterants in some common food items and their identification: Pulses, chilli powder, turmeric powder, milk, honey, spices, food grains and wheat flour, coffee powder, tea leaves, vegetable oil, ghee, ice creams, tomato sauce.

**Field Work-**Collection of adulterated food samples, demonstration of a minimum of five experiments for testing adulterants in food items.

**TOPIC:CHEMISTRY OF COSMETICS AND FOOD PROCESSING(SEC-IV)**

**NAME OF THE FACULTY: M.PRABHAVATHI.**

**LIST OF THE STUDENTS**

<b>S.NO</b>	<b>NAME OF THE STUDENT</b>	<b>GROUP</b>	<b>ROLL NUMBER</b>
1	B.NANDINI	MPC	108518441002
2	B.HEMALATHA	MPC	108518441003
3	B.TARALAXMI	MPC	108518441004
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5	B.B.HARATHI	MPC	108518441006
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7	B.SAMUDRA	MPC	108518441009
8	CHANDINI GOND	MPC	108518441010
9	C.MANASA	MPC	108518441012
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23	M.RAMYA	MPC	108518441033
24	M.MOUNIKA	MPC	108518441034
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28	RUPASINGH	MPC	108518441045
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36	T.RADHIKA	MPC	108518441053
37	Y.KAVYA	MPC	108518441054
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42	D.ASHWINI	BZC	108518445040
43	D.SRAVANI DEVADASU	BZC	108518445042
44	G.MADHAVI	BZC	108518445059
45	G.KARUNA	BZC	108518445062
46	J.SHAILAJA	BZC	108518445071
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48	K.PAVANI	BZC	108518445085
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52	P.DIVYA	BZC	108518445133
53	S.PUSHPALATHA	BZC	108518445135
54	S.ANUSHA	BZC	108518445142
55	S.VIKITHA	BZC	108518445144
56	SHREYABHARAI	BZC	108518445147
57	V.VAISHALI	BZC	108518445163
58	Y.SRISUDHA	BZC	108518445165
59	Z.SRAWANTHI	BZC	108518445167

**Semester V**  
**Generic Elective Course – I (GE-I) for B.A/B.Com Students (2Credits)**  
**Pharmaceuticals**

**30Hrs**

**Unit – I: General Characteristics of Drugs**

**15Hrs**

**Introduction** - Diseases – causes of diseases, Drug – definition and sources.

ADME of drugs (brief) – Absorption, distribution, drug action (site of action), metabolism (in liver), elimination (brief).

Examples (i) Zintac (Ranitidine, antacid) (ii) Paracetamol (antipyretic) (iii) Benadryl (Cough syrup). Characteristics of an ideal drug.

**Nomenclature of drugs** – chemical name – generic name – trade name. Trade names for the

given generic names – (i) Aspirin (ii) Amoxycillin (iii) Ciprofloxacin (iv) Paracetamol (v) Mebendazole

**drug formulations:** Definition – need for conversion of drug into medicine (drug formulations)

– Additives – diluents, binders, lubricants, antioxidants, flavourants, sweeteners, colourants, coating agents. Classification of Drug formulations: oral, parenterals and topical dosage forms – advantages and disadvantages.

**1. Oral Dosage forms:** Tablets (Aspirin – analgesic; Ciprofloxacin - antibacterial). Capsules (Amoxycillin – antibiotic; Omeprazole-antacid). Syrups (B-complex syrup; Benadryl- Cough syrup).

**1. Parenterals** (Injection forms): Propranolol (antihypertensive), Heparin (anticoagulant)

**1. Topical dosage forms:** Creams and Ointments

1. **Antiallergic:** Aclometasone (Aclovate), Betamethasone valerate(2%) Multiple purposes, (v)**Anti-itching:** Doxepin Zonalon), **Antifungal:** Miconazole (Dactarin, Neomicol), Ketoconazole, (Nizoral Cream), Fluconazole, **Anesthetic-** Lidocaine, (Lidocaine ointment) and **Antiseptic:** Boro Plus Cream, For burns -Iodine ointment

## Unit – II: Classification of Drugs 15Hrs

Classification of Drugs based on therapeutic action–Chemotherapeutic agents, Pharmacodynamic agents and drugs acting on metabolic processes. (brief explanation for the following)

1. **Chemotherapeutic agents:** Antimalarials – Chloroquine; Antibiotic – Amoxicillin; Antitubercular drugs – isoniazide; Antiprotozoals – metronidazole

### 1. Pharmacodynamic agents

1. Drugs acting on CNS: Diazepam (CNS depressant), General anesthetic (thiopental sodium), antipyretic and analgesic (Ibuprofen)  
2. Drugs acting on PNS : local anaesthetics (Benzocaine)

1. Drugs acting on cardiovascular system : Metoprolol (antihypertensive agents), Nifedipine antianginal and antihypertensive agent )

1. Drugs acting on renal system: Diuretics (Acetazolamide)

### (iii) Drugs acting on metabolic processes

1. Vitamins: Common name, source, deficiency, vitamin A, B2, B6, C, D, E and K – remedy

1. Hormones: Function (brief) - deficiency of hormones (Insulin, Testosterone and Oestrogen)

## GE 1 - Pharmaceuticals

Class Incharge for GE- K. Saritha Rani, Asst. Professor of Chemistry

List of the Students for GE (B.Com Students)		
S.No.	Name of the Student	Hall ticket No.
1	Adapu Bhavani	108518405001
2	A.M.Madhuri	108518405009
3	Asima sultana	108518405011
4	Bandaram Mounika	108518405019

5	B.Manasa	108518405028
6	B.sowjanya	108518405034
7	Budh Suman	108518405042
8	C .Indraja	108518405050
9	Desh Vena Ganga Bhavani	108518405059
10	D.Varalaxmi	108518405061
11	Domala sushma	108518405062
12	Endla.Ramya	108518405067
13	Erala Mounika sai	108518405068
14	Eravalli Ramya	108518405069
15	Gadila swapna	108518405072
16	Divya vyas	108518405076
17	Hureen Fathima	108518405085
18	Janepally shruthi	108518405088
19	Janganolla Sravani	108518405089
20	Kamagani Geethanjali	108518405094
21	Mangamma Katravath	108518405097
22	K. Sunitha	108518405101
23	Khulood begum	108518405104
24	Korra sandhya rani	108518405109
25	Mamatha pusa	108518405126
26	Muddapu Nikitha	108518405135
27	Mudhapolu vani	108518405136
28	Nargis assma	108518405139
29	Nazneen sultana	108518405140
30	Nikhath fathima	108518405146
31	P.vijayalaxmi	108518405159
32	Pinnoj Bhavishya	108518405165
33	V. Shruthi	108518405202
34	C.Sirisha	108518405204
35	Sneha Singh	108518405206
36	Komal Thakur	108518405217
37	Y. Mounika	108518405232
38	P. Madhavi	108518433039

**Semester VI**  
**Generic Elective Course - II (GE-II) for B.A/B.Com Students (2 Credits)**

**Materials and their Applications** **30 Hrs**

**Unit – I: Types of Materials** **15 Hrs**

**Introduction:** Materials and their importance: Classification of Materials, Advanced Materials and their need.

**Types of Materials:** Metals, ceramics, polymers and composites; Nature of bonding (Type of bond present)

**Types and applications of metal alloys:** Classification: ferrous and non-ferrous alloys. Ferrous alloys-types and their applications. Non-ferrous alloys – Cu, Al, Ti alloys and their application, Super alloys.

**Types and Applications of Ceramics:** Classification of Ceramics based on their application- glasses, clay products, refractories, abrasives, cements and advanced ceramics.

**Glasses:** Compositions and characteristics of some of the common commercial glasses; Properties and applications of glass ceramics.  
Clay products: Structural clay products and white wares.

**Refractories:** Compositions of four common ceramic refractory materials - fireclay, silica, basic refractories ex. MgO and special refractories ex. alumina and zirconia

**Cements:** Classification, preparation of cement and the setting process; quick setting cements and their applications.

**Unit - II Types of Polymers and Applications .** **15 Hrs**

**Classification of polymeric materials based on application:** Coatings, adhesives, films, foams with examples.

**Polymer Additives:** Fillers, plasticizers, stabilizers, colorants, flame retardants with examples **Advanced Materials:** Types of advanced materials- semiconductors, bio-compatible materials, smart materials and advanced polymeric materials with examples.

**Conducting polymers:** Introduction, Electrically conducting polymers and their uses (polyaniline, polypyrrole, polyacetylene and polythiophene),

**References:**

1. William D. Callister Materials Science and Engineering An Introduction, John Wiley & Sons, Inc, 2006.
  2. Material science by Kakani and Kakani.
  3. Sujata V., Bhat., —Biomaterials, Narosa Publication House, New Delhi, 2002.
  4. M. V. Gandhi and B. S. Thompson, —Smart Materials and Structures, Chapman and Hall, London, First Edition, 1992.
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1. Duerig, T. W., Melton, K. N, Stockel, D. and Wayman, C.M., —Engineering aspects of Shapememory Alloys, Butterworth – Heinemann, 1990.
- 
1. Conducting Polymers, Fundamentals and Applications A Practical Approach Authors: Chandrasekhar, Prasanna Ashwin-Ushas Corp., Inc. Kluwer Academic Publishers. Boston

**GE 1 - Pharmaceuticals**

**GE 2- Materials and their Applications**

**Class Incharge for GE- K. Saritha Rani, Asst. Professor of Chemistry**

<b>List of the Students for GE (B.Com Students)</b>		
<b>S.No.</b>	<b>Name of the Student</b>	<b>Hall ticket No.</b>
1	Adapu Bhavani	108518405001
2	A.M.Madhuri	108518405009
3	Asima sultana	108518405011
4	Bandaram Mounika	108518405019
5	B.Manasa	108518405028
6	B.sowjanya	108518405034
7	Budh Suman	108518405042
8	C .Indraja	108518405050
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10	D.Varalaxmi	108518405061
11	Domala sushma	108518405062
12	Endla.Ramya	108518405067
13	Erala Mounika sai	108518405068
14	Eravalli Ramya	108518405069

15	Gadila swapna	108518405072
16	Divya vyas	108518405076
17	Hureen Fathima	108518405085
18	Janepally shruthi	108518405088
19	Janganolla Sravani	108518405089
20	Kamagani Geethanjali	108518405094
21	Mangamma Katravath	108518405097
22	K. Sunitha	108518405101
23	Khulood begum	108518405104
24	Korra sandhya rani	108518405109
25	Mamatha pusa	108518405126
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27	Mudhapolu vani	108518405136
28	Nargis assma	108518405139
29	Nazneen sultana	108518405140
30	Nikhath fathima	108518405146
31	P.vijayalaxmi	108518405159
32	Pinnoj Bhavishya	108518405165
33	V. Shruthi	108518405202
34	C.Sirisha	108518405204
35	Sneha Singh	108518405206
36	Komal Thakur	108518405217
37	Y. Mounika	108518405232
38	P. Madhavi	108518433039



**GOVERNMENT DEGREE COLLEGE FOR WOMEN, BEGUMPET**

AUTONOMOUS, AFFILIATED TO OSMANIA UNIVERSITY

**DEPARTMENT OF BOTANY**

**REPORT ON CERTIFICATE COURSES**

Two certificate Courses were organized by the Department of Botany from 2016-17 to 2020-21.

1. Department of Botany organized the Certificate Course on Herbal Cosmetics in 2016-17

Duration of the Course: 15 Hours

Number of students attended the course :74

<https://drive.google.com/file/d/1EY4iG0nBqhXc6YDdxHEta6HJZy4PBiQ/view?usp=sharing>

2. Certificate Course on Medical Coding organized by the Department of Life Sciences in 2020-21

Duration of the Course: 3 Months

Number of students attended the course:44

[https://drive.google.com/file/d/1NvPCAA49owyrudKlKvgrtr0e-Nu0SC\\_b/view?usp=sharing](https://drive.google.com/file/d/1NvPCAA49owyrudKlKvgrtr0e-Nu0SC_b/view?usp=sharing)

Transdisciplinary course 2016-17 Year

Paper: Translation studies  
in Hindi

Year: II BA

Max. Marks: 30+20

S.No	Roll. No.	Assignment Name	Exam-Group medium	Total Sign
1	10851502002 (B.A. Computers)	T. Swapna	English	Swapna
2	10851502004 (B.A. Computers)	K. Harika	English	K. Harika
3	10851502005 (BA Computers)	A. Pema jyothi	English	A. Pema
4	10851502008 (BA Computers)	T. Basilica Diana	English	Diana
5	10851502010 (BA Computers)	S. Veeralakshmi	English	S. Veeralakshmi
6	10851502011 (B.A. Computers)	B. Rohini	English	B. Rohini
7	10851502022 (B.A. Computers)	U. Parvathi	English	U. Parvathi
8	10851502026 (B.A. Computers)	N. Akhila	English	N. Akhila
9	10851502027 (B.A. Computers)	D. Jayalatha	English	D. Jayalatha
10	10851502028 (B.A. Computers)	m. Saldamma	English	m. Saldamma
11	10851502029 (B.A. Computers)	B. Shirisha	English	B. Shirisha
12	10851502030 (B.A. Computers)	Ch. Gayathri	English	Ch. Gayathri
13	10851502031 (B.A. Computers)	B. Mounika	English	B. Mounika
14	10851502032 (B.A. Computers)	G. Sujatha	English	G. Sujatha
15	10851502035 (B.A. Computers)	M. Kusumalakshmi	English	M. Kusumalakshmi
16	10851502036 (B.A. Computers)	P. Shanmukha	English	P. Shanmukha
17	10851502037 (B.A. Computers)	D. Sriyani	English	D. Sriyani
18	10851502038 (B.A. Computers)	U. Ganga Bhaktini	English	U. Ganga Bhaktini
19	10851502043 (B.A. Computers)	S. Bhavani	English	S. Bhavani
20	10851502044 (B.A. Computers)	N. SANTOSHINI	ENGLISH	Santi
21	10851502045 (B.A. (A))	G. Anusha	English	Anusha
22				
23				
24				
25				

Total No. Of Students Present: 21

Name Of the Examiner: Anita Misra

Total No. Of Students absent: \_\_\_\_\_

Signature of the Examiner: \_\_\_\_\_

## GOVERNMENT DEGREE COLLEGE FOR WOMEN

BEGUMPET, HYDERABAD - 16

AUTONOMOUS

TDE AWARD LIST 2016

Subject: HindiSemester: IIIPaper: Translation studies in HindiYear: II B.ComMax.Marks: 30+20

S.No	Roll. No.	Assignment Name.	Exam Group medium	Total Sign
1	10851504002	P. Mounika	B.Com (Gen) E/M	P. Mounika
2	10851504008	K. Mounika	B.com (Gen) E/M	K. Mounika
3	10851504033	K. Sireesha	B.Com (Gen) E/M	K. Sireesha
4	10851504077	P. Yamuna	B.com (Gen) E/M	P. Yamuna
5	10851504082	P. Romini	B.com (Gen) E/M	P. Romini
6	10851504093	B. Soundarya	B. Com (Gen) E/M	B. Soundarya
7	10851504108	D. malathi	B. Com (Gen) E/M	D. Malathi
8	10851504112	M. Ramya Krishna	B.com (Gen) E/M	M. Ramya Krishna
9	10851504114	S. Soti	B. Com (Gen) E/M	S. Soti
10	10851504118	C. Ashwini	B. Com (Gen) E/M	C. Ashwini
11	10851504119	K. Kalyani	B. Com (Gen) E/M	K. Kalyani
12				
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Total No. Of Students Present: 11Name Of the Examiner: Anita Misra

Total No. Of Students absent: \_\_\_\_\_

Signature of the Examiner: [Signature]

Total No. Of Students: \_\_\_\_\_

# GOVERNMENT DEGREE COLLEGE (W) UG & PG

Begumpet, Hyderabad

(Autonomous)

Department of Hindi

Transdisciplinary collective

for IInd Year (2015-2016)

Translation studies in Hindi

Hours of Teaching : 15 hours

Semester III (CBCS) Credit 1

Unit I	अनुवाद शब्द का अर्थ स्वरूप और परिभाषा अनुवाद की उपयोगिता और उपादेयता यांत्रिक अनुवाद	5 hours
Unit II	अनुवाद की प्रक्रिया अच्छे अनुवादके गुण गद्य पद्य के आधार पर अनुवाद के भेद	5 hours
Unit III	अनुवाद की प्रकृति के आधार पर अनुवाद के भेद मूल निष्ठ और मूल मुक्त शब्दानुवाद, सारानुवाद, छायानुवाद, भावानुवाद (मुख्य) :	5 hours
	अनुवाद :- कार्यालयीन हिंदी के शब्द और पदनाम अंग्रेजी से हिंदी में कार्यालयीनी टिप्पणियाँ अंग्रेजी से हिंदी में	

**GOVERNMENT DEGREE COLLEGE (W) UG & PG**  
**Begumpet, Hyderabad**

**(Autonomous)**

**Department of Hindi**

**Transdisciplinary collective  
for IInd Year (2015-2016)**

**Translation studies in Hindi**

**Hours of Teaching : 15 hours**

**Semester IV (CBCS) Credit 1**

Unit IV	विषय वस्तु के आधार पर अनुवाद के भेद अनुवाद के प्रकार : साहित्यिक अनुवाद साहित्येतर अनुवाद साहित्यिक अनुवाद : काव्यानुवाद, नाट्यानुवाद कथा साहित्य अनुवाद	5 hours
Unit V	साहित्येतर अनुवाद : मानविकी अनुवाद वैज्ञानिक और तकनीकी अनुवाद पत्रकारिता और अनुवाद	5 hours
Unit VI	कार्यालयीन अनुवाद विज्ञापन अनुवाद बैंकिंग अनुवाद  अनुवाद : कार्यालयीन हिंदी के शब्द और पदनाम अंग्रेजी से हिंदी में अनुच्छेद अंग्रेजी से हिंदी में	5 hours

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# GOVERNMENT DEGREE COLLEGE FOR WOMEN (AUTONOMOUS)

BEGUMPET, HYDERABAD, TELANGANA.

Re-Accredited by 'B' Grade by NAAC CGPA-2.76



## DEPARTMENT OF HINDI CERTIFICATE

*This is to certify that Ms.....D/o.....*

*Studying in B.Sc/B.A./B.Com.....Roll No..... Year of .....*

*has completed the "Short Term Certificate Course" of 45 hrs in "Translation studies in Hindi".*

*Co-Ordinator*

*Principal*

*Date :*