

**GOVERNMENT DEGREE COLLEGE, SHADNAGAR
RANGAREDDY DIST.**

**CERTIFICATE COURSE ON M.S EXCEL
ACADEMIC YEAR 2021-22**

**DEPARTMENT
OF
COMPUTER SCIENCE**



No. Of Participants: 40

No. Of Course Hours: 40

GOVERNMENT DEGREE COLLEGE SHADNAGAR RANGAREDDY DIST.

DEPARTMENT OF COMPUTER SCIENCE

PERMISSION LETTER

To
The Principal,
Government Degree College,
Shadnagar,
Rangareddy
Dist-5092016

Date: -20-04-2022

Respected Sir,

Sub: - Department Of Computer-Seeking permission to start certificate course in computer application in our college request –Regarding-

We the department of computer application would like to start certificate course in computer application in our college for the academic year 2021-2022 for the betterment of all computer application students.

Hence, we request you to permit us to start the certificate course on “MS EXCEL FOR COMPUTER APPLICATION STUDENTS” for the above mentioned academic year.

Thanking you Sir,

Yours faithfully

B. Yadaiah
Department of Computer Application

B.YADAI AH
Dept Incharge Course coordinator


Principal
Govt. Degree College
Shadnagar.
Rangareddy Dist.

GOVERNMENT DEGREE COLLEGE SHADNAGAR RANGAREDDY DIST.

DEPARTMENT OF COMPUTER SCIENCE

Certificate course on

MS EXCEL FOR COMPUTER APPLICATION STUDENTS

ACADEMIC YEAR -2021-2022

CIRCULAR

Date: 20-04-2022

All the students are hereby informed that we, the Department of Computer Science, are planning to start certificate course on “MS-EXCEL FOR COMPUTER APPLICATION STUDENTS” for a period of 40 hours for the academic year 2021-2022.

The classes will be conducted during zero hours that is from 4:00 P.M to 5:30 P.M. on all working days The detailed schedule will be intimated soon. Interested students are informed to enroll themselves on or before 25/4/22.

B.YADIAH

Dept Incharge/Course coordinator


Principal
Govt. Degree College
Shadnagar.
Rangareddy Dist.

GOVERNMENT DEGREE COLLEGE SHADNAGAR RANGAREDDY DIST.

DEPARTMENT OF COMPUTER science MS

EXCEL FOR COMPUTER APPLICATION STUDENTS

Curriculum of the Certificate Course

Total Hour: 40

Microsoft Office-Excel Syllabus

1. Manage Workbook Options and Settings

Create Worksheets and Workbooks

- Create a workbook
- Import data from a delimited text file
- Add a worksheet to an existing workbook
- Copy and move a worksheet

Navigate in Worksheets and Workbooks

- Search for data within a workbook
- Navigate to a named cell, range, or workbook element
- Insert and remove hyperlinks

Format Worksheets and Workbooks

- Change worksheet tab color
- Rename a worksheet
- Change worksheet order
- Insert and delete columns or rows
- Change workbook themes
- Adjust row height and column width
- Insert headers and footers

Customize Options and Views for Worksheets and Workbooks

- Hide or unhide worksheets
- Hide or unhide columns and rows
- Customize the Quick Access toolbar
- Modify document properties
- Display formulas

Configure Worksheets and Workbooks for Distribution

- Inspect a workbook for hidden properties or personal information
- Inspect a workbook for accessibility issues
- Inspect a workbook for compatibility issues

2. Apply Custom Data Formats and Layouts

Apply Custom Data Formats and Validation

- Create custom number formats
- Populate cells by using advanced Fill Series options
- Configure data validation

Apply Advanced Conditional Formatting and Filtering

- Create custom conditional formatting rules
- Create conditional formatting rules that use formulas
- Manage conditional formatting rules

Create and Modify Custom Workbook Elements

- Create and modify simple macros
- Insert and configure form controls

3. Create Tables

Create and Manage Tables

- Create an Excel table from a cell range
- Convert a table to a cell range
- Add or remove table rows and columns

Manage Table Styles and Options

- Apply styles to tables
- Configure table style options
- Insert total rows

Filter and Sort a Table

- Filter records
- Sort data by multiple columns
- Change sort order
- Remove duplicate records

4. Perform Operations with Formulas and Functions

Summarize Data by using Functions

- Insert references
- Perform calculations by using the SUM function
- Perform calculations by using MIN and MAX functions

- Perform calculations by using the COUNT function
- Perform calculations by using the AVERAGE function

Perform Conditional Operations by using Functions

- Perform logical operations by using the IF function
- Perform logical operations by using the SUMIF function
- Perform logical operations by using the AVERAGEIF function
- Perform statistical operations by using the COUNTIF function

Format and Modify Text by using Functions

- Format text by using RIGHT, LEFT, and MID functions
- Format text by using UPPER, LOWER, and PROPER functions
- Format text by using the CONCATENATE function

5. Create Charts and Objects

Create Charts

- Create a new chart
- Add additional data series
- Switch between rows and columns in source data
- Analyze data by using Quick Analysis

Format Charts

- Resize charts
- Add and modify chart elements
- Apply chart layouts and styles
- Move charts to a chart sheet

Insert and Format Objects

- Insert text boxes and shapes
- Insert images
- Modify object properties
- Add alternative text to objects for accessibility

6. Manage Workbook Options and Settings

Manage Workbooks

- Save a workbook as a template
- Enable macros in a workbook
- Display hidden ribbon tabs

Manage Workbook Review Restrict editing

- Protect a worksheet
- Configure formula calculation options
- Protect workbook structure
- Manage workbook versions
- Encrypt a workbook with a password

7. *Apply Custom Data Formats and Layouts*

Apply Custom Data Formats and Validation

- Create custom number formats
- Populate cells by using advanced Fill Series options
- Configure data validation

Apply Advanced Conditional Formatting and Filtering

- Create custom conditional formatting rules
- Create conditional formatting rules that use formulas
- Manage conditional formatting rules

Create and Modify Custom Workbook Elements

- Create custom color formats
- Create and modify cell styles
- Create and modify custom themes
- Create and modify simple macros
- Insert and configure form controls

Prepare a Workbook for Internationalization

- Display data in multiple international formats
- Apply international currency formats
- Manage multiple options for +Body and +Heading fonts

8. *Create Advanced Formulas*

Apply Functions in Formulas

- Perform logical operations by using AND, OR, and NOT functions
- Perform logical operations by using nested functions
- Perform statistical operations by using SUMIFS, AVERAGEIFS, and COUNTIFS functions

Look up data by using Functions

- Look up data by using the VLOOKUP function
- Look up data by using the HLOOKUP function

Apply Advanced Date and Time Functions

- Reference the date and time by using the NOW and TODAY functions
- Serialize numbers by using date and time functions

Perform Data Analysis and Business Intelligence

- Import, transform, combine, display, and connect to data
- Consolidate data
- Perform what-if analysis by using Goal Seek and Scenario Manager
- Calculate data by using financial functions

Troubleshoot Formulas

- Trace precedence and dependence
- Monitor cells and formulas by using the Watch Window

Define Named Ranges and Objects

- Name cells
- Name data ranges
- Name tables
- Manage named ranges and objects

9. *Create Advanced Charts and Tables*

Create and Manage PivotTables

- Create PivotTables
- Modify field selections and options
- Create slicers
- Group PivotTable data
- Add calculated fields
- Format data

Create and Manage Pivot Charts

- Create PivotCharts
- Manipulate options in existing PivotCharts
- Apply styles to PivotCharts
- Drill down into PivotChart details

Aims And objectives :-

Aims :-

- 1) Each student will gain the basic skills needed to operative and navigate MS Excel.
- 2) Identify, gather and input data into a spreadsheet
- 3) Successfully create, copy and paste formulas and functions.
- 4) To be able work collaboratively with peers in group.
- 5) Successfully print area of the spreadsheet.
- 6) Identify Excel as tool used for manipulating data

Objectives:-

1. Identify was of utilizing Excel as a tool.
2. Student will be able identify and create a spreadsheet.
3. Student will successfully record date and be able create, copy and paste formulas and functions.
4. Student will acquire information using various resources.
5. Review of standard and formatting toolbars and menus within Excel.
6. Review of worksheet, workbook, cells, columns, rows, and Excel cursors.
7. Introduction of basic use of formulas in Excel.

B.YADAI AH

Dept Incharge/Course Coordinator


Principal
Govt. Degree College
Shadnagar.
Gandam Reddy n.

GOVERNMENT DEGREE COLLEGE SHADNAGAR RANGAREDDY DIST.

DEPARTMENT OF COMPUTER SCIENCE

Certificate course on

MS EXCEL FOR COMPUTER APPLICATIONS STUDENTS

ACADEMIC YEAR -2021-2022

Learning outcomes

1. Examine spreadsheet concepts and explore the Microsoft Office Excel environment.
2. Create, open and view a workbook
3. save and print workbooks
4. Enter and edit data.
5. Modify a worksheet and workbook.
6. Work with cell references.
7. learn to use functions and formulas
8. Create and edit charts and graphics.
9. filter and sort table data.
10. work with pivot tables and charts.
11. import and export data.

B.YADIAH

Dept Incharge/Course coordinator



PRINCIPAL
Govt. Degree College
Shadnagar.
Ranga Reddy Dist.

Principal

ADD ON /CERTIFICATE COURSE: MICRO SOFT EXCEL-2021-22-B.COM (CA)-I YEAR

SNO	ROLLNUMBER	NAME OF THE STUDENT	REMARKS
1	210330674051001	ALAMPALLY GIRI	COMPLETED
2	210330674051002	MD AZAR	COMPLETED
3	210330674051004	BAKKANI ABHILASH	COMPLETED
4	210330674051005	BAKKOLLA MAHESH	COMPLETED
5	210330674051007	B GOUTHAM RAJU	COMPLETED
6	210330674051008	BURAGANJI SHAILAJA	COMPLETED
7	210330674051010	D AARTHI	COMPLETED
8	210330674051014	DORTALI SAI KUMAR	COMPLETED
9	210330674051016	GUDEM PAVAN KUMAR	COMPLETED
10	210330674051019	JUVERIYA	COMPLETED
11	210330674051022	KARATI RAKESH	COMPLETED
12	210330674051023	KAVALI SHIREESHA	COMPLETED
13	210330674051025	K CHANDRA SHEKHAR	COMPLETED
14	210330674051029	K SINDHU	COMPLETED
15	210330674051030	K SRAVANI	COMPLETED
16	210330674051031	KUMMARI NARESH	COMPLETED
17	210330674051032	KUMMARI SHIVAKUMAR	COMPLETED
18	210330674051033	MALA AKHILA	COMPLETED
19	210330674051034	MD ILIYAS	COMPLETED
20	210330674051035	MEKALA AKASH	COMPLETED
21	210330674051037	MYSA ARAVIND	COMPLETED
22	210330674051038	N SRISHAILAM	COMPLETED
23	210330674051039	PALLE MEENA	COMPLETED
24	210330674051040	PEDDA ACHANNA ANKITHA	COMPLETED
25	210330674051041	PERAMALLA BHARGAVI	COMPLETED
26	210330674051043	PURRA LAVANYA	COMPLETED
27	210330674051042	PAVANKUMAR	COMPLETED
28	210330674051044	PUTTA RAJITHA	COMPLETED
29	210330674051045	RAKESH	COMPLETED
30	210330674051046	SABAVATH VINOD	COMPLETED
31	210330674051047	SANABHANU	COMPLETED
32	210330674051049	S GANGADHAR REDDY	COMPLETED
33	210330674051050	SHAIK JABER	COMPLETED
34	210330674051051	SHIVA KUMAR	COMPLETED
35	210330674051052	S JOSHNA	COMPLETED
36	210330674051053	VADDE ANIL	COMPLETED
37	210330674051054	VADLA BHARGAVI	COMPLETED
38	210330674051055	VEDIGACHERLA VIGNESH	COMPLETED
39	210330674051056	VIJAYALAXMI	COMPLETED
40	210330674051057	YEROLLA VIJAY KUMAR	COMPLETED


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Govt. Degree College
Shadnagar.
Kannu Reddy P.

**GOVERNMENT DEGREE COLLEGE, SHADNAGAR
RANGAREDDY DIST.**

DEPARTMENT OF COMPUTER SCIENCE

Certificate course on

MS EXCEL FOR COMPUTER APPLICATIONS STUDENTS

ACADEMIC YEAR -2021-2022

Certificate course summary

NAME OF THE COURSE	: MS EXCEL
NAME OF THE COURSE COORDINATOR	: B YADIAH
NO. OF STUDENTS ATTENDED COURSE	40
NO. OF HOURS OF THE COURSE TAKEN	: 40. HOIURS
DATES OF THE COURSE (FROM—TO)	:02 05-22 TO 15-06-22
NAME OF THE DEPARTMENT CONDUCTED	: COMPUTER APPLICATION

B.YADIAH

Dept Incharge/Course coordinator


Principal
Govt. Degree College
Shadnagar.
Ranga Reddy Dist.

B.YADIAH

**GOVERNMENT DEGREE COLLEGE,SHADNAGAR,RANGAREDDY DIST.509216
STUDENTS ATTEDENCE**

ATTENDANCE		MAY														JUNE														SIGN		
Sl NO.	STUDENT NAME	2	6	7	9	10	11	12	13	16	17	18	19	20	21	23	24	25	26	27	28	30	31	1	3	4	9	10	13		14	15
1	A.Giri	P	A	P	A	P	P	P	A	A	A	A	P	P	P	P	A	P	A	P	P	P	P	A	P	A	A	A	A	A	P	Giri
2	MD. AZHAR	P	P	A	A	P	P	P	A	P	P	P	P	P	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	A	AZHAR
3	B.Abhilash	P	P	P	P	A	P	P	P	P	A	P	A	P	A	A	P	A	P	P	P	P	P	A	P	P	A	A	A	A	P	Abhi
4	B.Mahesh	P	P	P	P	A	A	A	A	A	A	A	A	P	A	A	P	A	P	P	P	P	P	A	P	A	A	P	P	P	P	Mahesh
5	B.Goutham	P	P	A	A	A	A	A	A	A	A	A	A	P	A	A	P	A	P	P	P	P	P	A	P	A	A	P	P	P	P	Goutham
6	B.Shailaja	P	P	P	P	A	A	A	A	A	A	A	A	P	A	A	P	A	P	P	P	P	P	A	P	A	A	A	A	A	P	Shaila
7	D.Aarathi	P	P	P	A	A	A	A	A	A	A	A	A	P	A	A	P	A	P	P	P	P	P	A	P	A	A	A	A	A	P	Aarathi
8	D.Vijaya laxmi	P	P	P	P	P	P	P	P	A	A	A	A	A	P	A	P	P	P	P	P	P	P	A	P	A	A	A	A	A	P	Vijaya
9	D.Saikumar	P	P	P	P	P	P	P	P	A	A	A	A	A	P	A	P	P	P	P	P	P	P	A	P	A	A	A	A	A	P	Saikumar
10	G. Pavanumar	P	P	P	P	P	P	P	P	A	A	A	A	A	P	A	P	P	P	P	P	P	P	A	P	A	A	A	A	A	P	Pavanumar
11	Juveriya	P	P	P	A	A	A	A	A	A	A	A	A	P	A	P	P	P	P	P	P	P	P	A	P	A	A	A	A	A	P	Juveriya
12	k.Navaneetha	P	P	P	A	A	A	A	A	A	A	A	A	P	A	P	P	P	P	P	P	P	P	A	P	A	A	A	A	A	P	Navaneetha
13	K.Rakesh	P	P	P	P	A	A	A	A	A	A	A	A	P	A	P	P	P	P	P	P	P	P	A	P	A	A	A	A	A	P	Rakesh
14	K.Shireesha	P	P	P	P	P	P	P	P	A	A	A	A	A	P	A	P	P	P	P	P	P	P	A	P	A	A	A	A	A	P	Shireesha
15	K.Chandrashekar	P	P	P	P	P	P	P	P	A	A	A	A	A	P	A	P	P	P	P	P	P	P	A	P	A	A	A	A	A	P	Chandrashekar
16	K.Sindhu	A	A	A	A	P	P	P	P	A	A	A	A	A	P	A	P	P	P	P	P	P	P	A	P	A	A	A	A	A	P	Sindhu
17	K.Sravani	A	A	A	A	A	P	P	P	A	A	A	A	A	P	A	P	P	P	P	P	P	P	A	P	A	A	A	A	A	P	Sravani
18	K.Narash	A	A	A	P	P	P	P	P	A	A	A	A	A	P	A	P	P	P	P	P	P	P	A	P	A	A	A	A	A	P	Narash
19	K.Shivakumar	P	P	A	P	A	P	P	P	A	A	A	A	A	P	A	P	P	P	P	P	P	P	A	P	A	A	A	A	A	P	Shivakumar
20	M.Akhila	P	P	A	P	A	P	P	P	A	A	A	A	A	P	A	P	P	P	P	P	P	P	A	P	A	A	A	A	A	P	Akhila
21	MD.Iliyas	P	P	A	P	A	P	P	P	A	A	A	A	A	P	A	P	P	P	P	P	P	P	A	P	A	A	A	A	A	P	Iliyas
22	M.Akash	P	P	A	A	P	P	P	P	A	A	A	A	A	P	A	P	P	P	P	P	P	P	A	P	A	A	A	A	A	P	Akash
23	M.Aravind	A	A	A	P	P	P	P	P	A	A	A	A	A	P	A	P	P	P	P	P	P	P	A	P	A	A	A	A	A	P	Aravind
24	M.Srisaillam	A	A	A	P	P	P	P	P	A	A	A	A	A	P	A	P	P	P	P	P	P	P	A	P	A	A	A	A	A	P	Srisaillam
25	P.Meena	P	P	P	P	A	A	A	A	A	A	A	A	A	P	A	P	P	P	P	P	P	P	A	P	A	A	A	A	A	P	Meena
26	P.Ankhitha	A	A	A	P	P	P	P	P	A	A	A	A	A	P	A	P	P	P	P	P	P	P	A	P	A	A	A	A	A	P	Ankhitha
27	p.Bhargavi	A	A	A	P	P	P	P	P	A	A	A	A	A	P	A	P	P	P	P	P	P	P	A	P	A	A	A	A	A	P	Bhargavi
28	P.lavanya	P	P	P	P	P	P	P	P	A	A	A	A	A	P	A	P	P	P	P	P	P	P	A	P	A	A	A	A	A	P	Lavanya
29	P.Rajeetha	A	A	A	P	P	P	P	P	A	A	A	A	A	P	A	P	P	P	P	P	P	P	A	P	A	A	A	A	A	P	Rajeetha
30	S. Vinod	A	A	A	A	A	P	P	P	A	A	A	A	A	P	A	P	P	P	P	P	P	P	A	P	A	A	A	A	A	P	Vinod
31	Sana bhanu	P	P	P	P	P	P	P	P	A	A	A	A	A	P	A	P	P	P	P	P	P	P	A	P	A	A	A	A	A	P	Sana bhanu
32	S. Gangadhara reddy	P	P	P	P	P	P	P	P	A	A	A	A	A	P	A	P	P	P	P	P	P	P	A	P	A	A	A	A	A	P	Gangadhara reddy
33	SK. Jaber	P	P	P	P	P	P	P	P	A	A	A	A	A	P	A	P	P	P	P	P	P	P	A	P	A	A	A	A	A	P	SK. Jaber
34	Shivakumar	P	P	P	P	P	P	P	P	A	A	A	A	A	P	A	P	P	P	P	P	P	P	A	P	A	A	A	A	A	P	Shivakumar
35	S. Jashna	A	A	A	P	P	P	P	P	A	A	A	A	A	P	A	P	P	P	P	P	P	P	A	P	A	A	A	A	A	P	Jashna
36	V.Anil	A	A	A	P	P	P	P	P	A	A	A	A	A	P	A	P	P	P	P	P	P	P	A	P	A	A	A	A	A	P	Anil

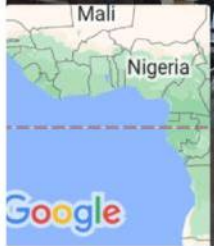
S. Jashna
Principal
Govt. Degree College
Shadnagar,
Ranga Reddy Dist.

CERTIFICATE COURSE INAUGURATION





GPS Map Camera



Shadnagar, Telangana, India

36F5+GW3, Raghavendra Colony,
Shadnagar, Telangana 509216, India

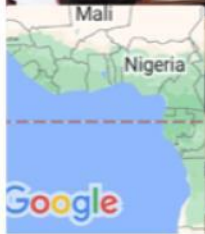
Lat 17.074075°

Long 78.210044°

30/04/22 11:21 AM GMT +05:30



GPS Map Camera



Shadnagar, Telangana, India

36F5+GW3, Raghavendra Colony,
Shadnagar, Telangana 509216, India

Lat 17.074075°

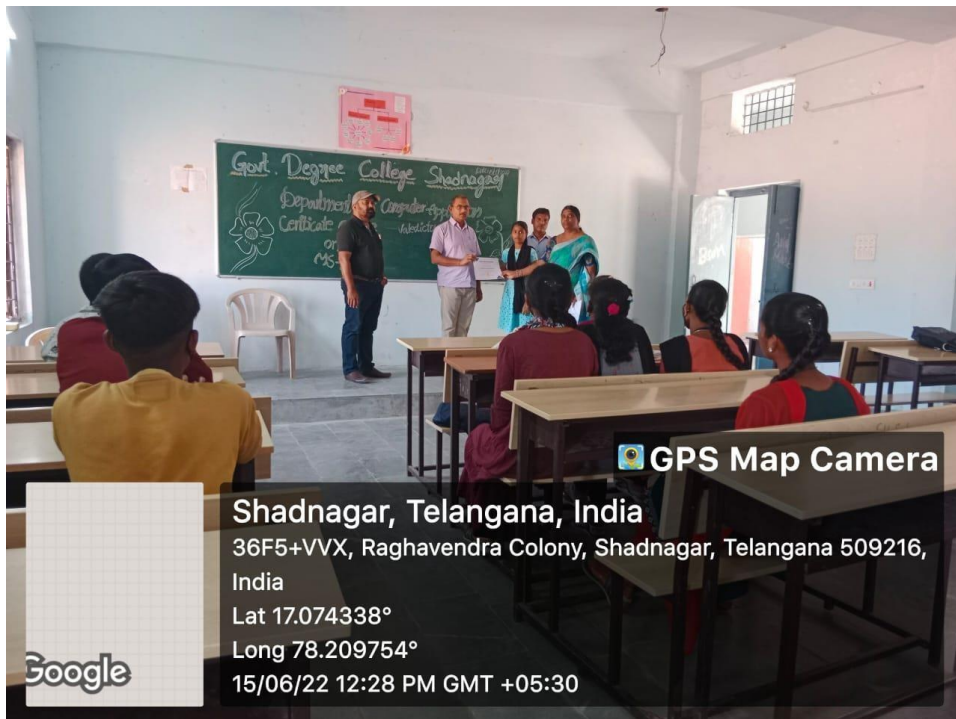
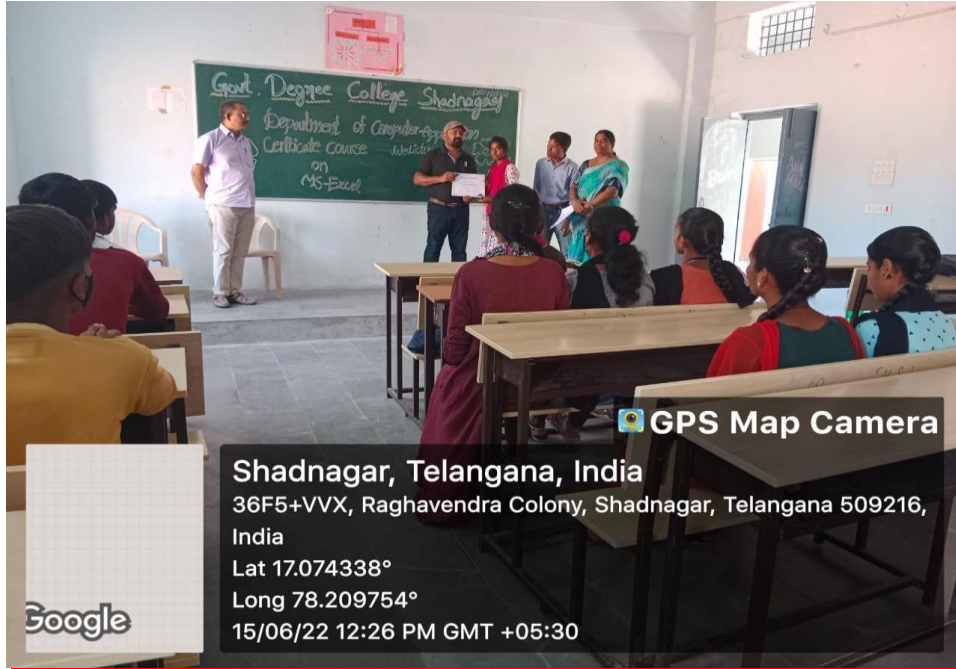
Long 78.210044°

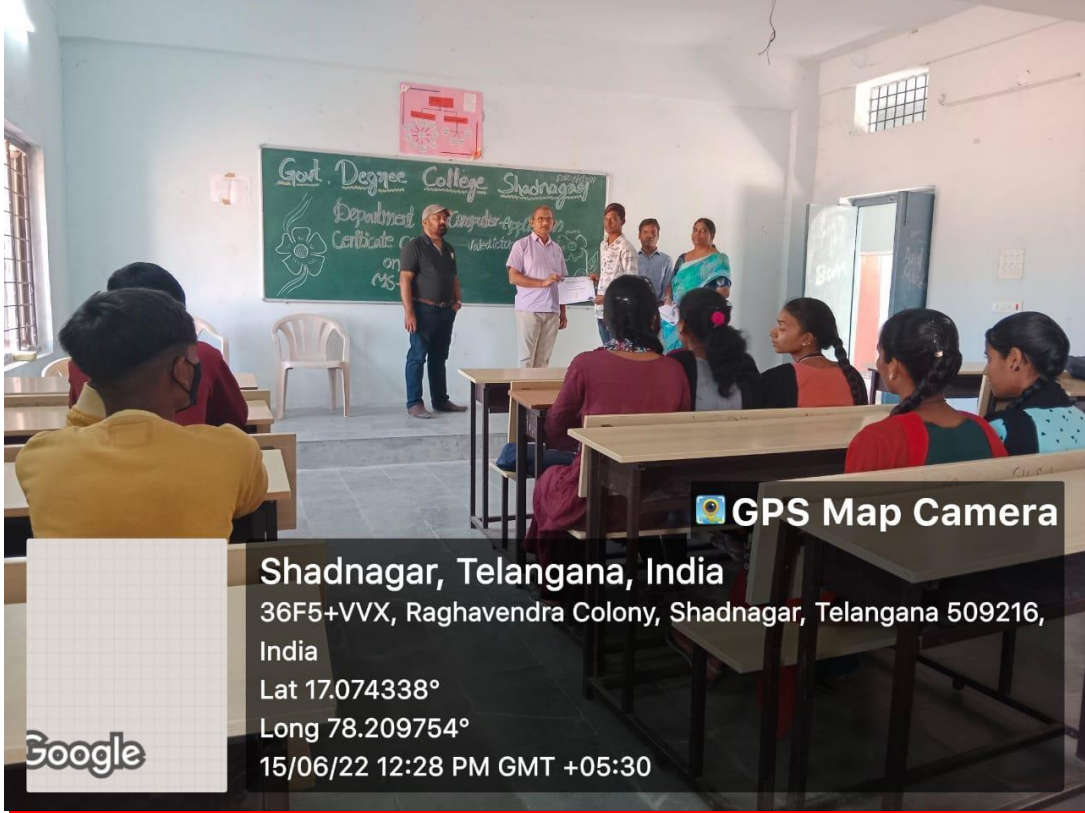
30/04/22 11:20 AM GMT +05:30

STUDENT PRACTICALS



CERTIFICATE COURSE VALEDICTORY





Shadnagar, Telangana, India

36F5+VVX, Raghavendra Colony, Shadnagar, Telangana 509216, India

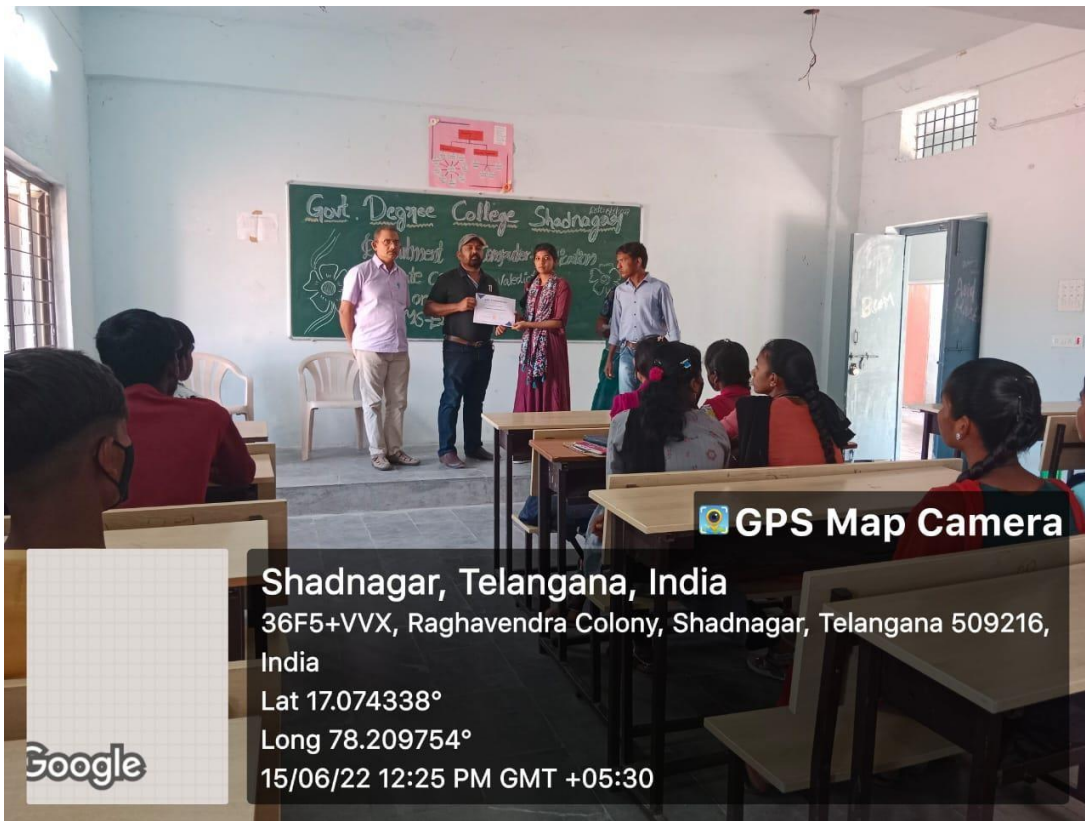
Lat 17.074338°

Long 78.209754°

15/06/22 12:28 PM GMT +05:30

Google

GPS Map Camera



Shadnagar, Telangana, India

36F5+VVX, Raghavendra Colony, Shadnagar, Telangana 509216, India

Lat 17.074338°

Long 78.209754°

15/06/22 12:25 PM GMT +05:30

Google

GPS Map Camera



GDC SHADNAGAR

Ranga Reddy - Dist



DEPARTMENT OF COMPUTERS

Certificate Course on

MICROSOFT-EXCEL

Certificate of Participation

This is to Certify that ----- has participated in

*Certificate Course on **MicroSoft Excel** which is conducted by*

*Department of **Computers** in this Academic Year 2021 - 22 .*

In this course his/her performance is Excellent.

Department of Computers

Principal

REVIEW TEST

GOVERNMENT DEGREE COLLEGE, SHADNAGAR

RANGAREDDY DIST.

CERTIFICATE COURSE IN M.S EXCEL

ACADEMIC YEAR 2021-22

QUESTION PAPER

1: _____ appear at the bottom of the Excel window ()

- (A) Title bar
- (B) Formula bar
- (C) Work sheet tabs
- (D) Name box

2: _____ What are the basic rectangular building blocks of a spreadsheet? ()

- (A) Cells
- (B) Zoom slider
- (C) Help button
- (D) All of these

3: _____ Which of the following is not a term pertaining to spreadsheets? ()

- (A) Cell
- (B) Character
- (C) Browser

(D) Formula

4: Another name for a pre-programmed formula in Excel is ()

(A) Cell

(B) Graph

(C) Function

(D) Range

5: Excel is a program that is used to prepare a ()

(A) Slide presentation

(B) Spreadsheet

(C) Text document

(D) Database

6: In which tab wrap text feature is present in MS Excel 2007? ()

(A) Formulas

(B) View

(C) Insert

(D) Home

7: Which of the following identifies a cell in Excel? ()

(A) Address

(B) Formula

(C) Name

(D) Label

8: Which term is used to join the selected cells in to one cell? ()

- (A) Filter
- (B) Wrap
- (C) Pivot
- (D) Merge

9: Which of the following Excel charts represents only one value for each variable?

- (A) Bar ()
- (B) Pie
- (C) Line
- (D) Function

10: A formula in Excel always begins with an _____ ()

- (A) Equal sign
- (B) Colon
- (C) Comma
- (D) Space

11: When the CPU detects an interrupt, then it saves its ()

- (A) Previous state
- (B) Next state
- (C) Current state
- (D) All of the above

12: An _____ is a series of two or more adjacent cells in a column or row or rectangular group of cells ()

- (A) List
- (B) Section
- (C) Range
- (D) Area

13: What is the extension of saved file in MS Excel? ()

- (A) .xls
- (B) .xks
- (C) .x

14: Which command is used to close the window of Excel? ()

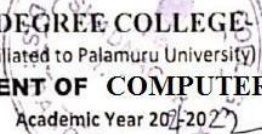
- (A) Alt+ F4
- (B) Ctrl + W
- (C) Ctrl +R
- (D) Ctrl+ C

15: What is the total region surrounding the chart? ()

- (A) Chart area
- (B) legend
- (C) Clipart area
- (D) Plot area

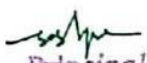

PRINCIPAL
Govt. Degree College
Shadnagar.
Ganga Reddy P.

FEED BACK ON CERTIFICATE COURSE


GOVERNMENT DEGREE COLLEGE SHADNAGAR
 (Affiliated to Palamuru University)
DEPARTMENT OF COMPUTERS
 Academic Year 2021-2022

Student Feed back Analysis on Certificate Course in

Name of the Lecturer: B YADIAIAH		Subject: MS-EXCEL					
S. No.	Questionnaire	Excellent	Very Good	Good	Average	Poor	Total
1	Syllabus	9	1				10
2	Coverage of Syllabus	8	2				10
3	Explanation of topics	9	1				10
4	Teaching methods	9	1				10
5	Interaction	8	2				10
6	Clarification of doubts	8	2				10
7	Generating interest	8	2				10
8	Imparting Practical knowledge	7	3				10
9	Time maintenance	7	3				10
10	Overall opinion	9	1				10
Remarks of the Principal on Certificate course		Excellent					


Principal
 GOVT. DEGREE COLLEGE
 SHADNAGAR
 Rangareddy Dist.