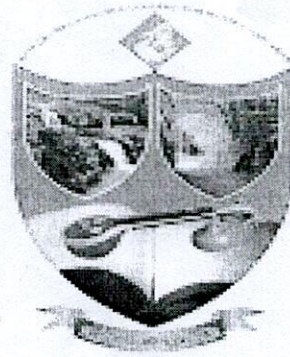


GOVERNMENT DEGREE COLLEGE (ARTS AND COMMERCE)

ADILABAD - 504001

**DEPARTMENT OF COMMERCE
AND
COMPUTER APPLICATIONS**



COMMERCE CLUB

**A Report on the 30-Day Certificate Course on
“Leadership and Management Skills”**

For B.Com. Final Year Students

From 01st August 2021 to 31st August 2021

Time: 4:00 PM to 5:00 PM

Venue: Computer Applications Lab

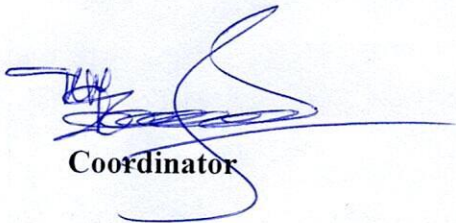
2021 – 2022

GOVERNMENT DEGREE COLLEGE FOR WOMEN :: ADILABAD
DEPARTMENT OF COMMERCE AND COMPUTER APPLICATIONS
COMMERCE CLUB


Date : 18-07-2021

NOTICE

All the B.Com students of this college here by informed that “**30-Day Certificate Course on Leadership and Management Skills**” is conducting by the department of commerce. The course commence from August 1st 2021 the duration of course in 30 days. The classes are held 4:00 pm to 5:00 pm. The course is open for B.Com III year students. Certificate will be awarded to the participants on successful completion of course for further details contact course Coordinator Sri K Chandrakanth.



Coordinator



Principal
Principal (FAC)
Govt. Degree College Arts & Commerce
ADILABAD-(T.S.)

Certificate Course 2021-22

Guidelines for the Certificate Programs

Indigenous Certificate Courses were introduced by the college with the following objectives:

- To add values to existing degree programs by providing an opportunity to learners to supplement their degree courses with additional qualifications.
- To promote inter-disciplinary learning.
- To focus on skill development and to make students more employable through emphasis on training and application of theory.

Certificate Courses have been identified and designed on the basis of expert inputs and need analysis, help cater to the varied aptitudes and needs of the students.

All Certificate Programs will have 30 hours of input sessions. On an average 40% of these sessions will be conducted by outside experts in the respective fields, whereas the in house faculty will take care of the remaining 60%. In the case of technical courses, inputs from outside experts will be increased in accordance with the demands of the course.

These courses are available for all B.Com. students.

Certificate Course In-charges

The following rules and guidelines must be strictly adhered to:

- Those students who do not attend the classes / training sessions for the courses regularly - registering a minimum of 75% attendance will not be awarded a certificate.
- If the number of Takers in any of these courses is less than 15, we may absorb them to any other courses on the list.
- Assessment will be based on different credits, presentation, reports, minor projects, tests, performance and participation etc. There will be exams at the end of the course.
- There will be no refund of fees if you fail to attend any of the classes you have registered for or you have paid the fees but failed to register for a course.

Name of Course : Certificate Course on **Leadership and Management Skills**

Duration : 30 Hrs **Modules :** 05

Course Objectives :

1. Help students to develop essential skills to influence and motivate others.
2. Create and maintain an effective and motivated team to work for the society.
3. Nurture a creative and entrepreneurial mindset.
4. Make students understand the personal values and apply ethical principles in professional and social context.
5. Inculcate emotional and social intelligence and integrative thinking for effective leadership.

Course Outcomes :

1. Examine various leadership models and assess their skills, strengths and abilities that affect their own leadership style and can create their leadership vision.
2. Apply the design thinking approach for leadership.
3. Understand the basics of entrepreneurship and develop business plans.
4. Appreciate the importance of ethics and moral values for making of a balanced personality.
5. Learn and demonstrate a set of practical skills such as time management self management, handling conflicts, team leadership, etc.

Course Pre-requisites :

- To get full benefit of this course, the student needs to have basic knowledge of leadership qualities.

Career Prospects:

- Even if you are currently employed, learning Leadership and management Skills and obtaining a certificate will improve your chances for a promotion or you may even land a better job. Leadership and management Skills will give a much-needed boost to your career by enhancing your knowledge in management.

This program opens up various avenues for students. After the completion of the program, as a fresher you can begin your career as:

- As a team leader in a firm
- As an Entrepreneur
- As a Manager

Course Contents

Module – 1 :

Duration :

6 Hrs

Chapter I : Leadership

Module – 2 :

Duration :

6 Hrs

Chapter II : Managerial Skills

Module – 3 :

Duration :

6 Hrs

Chapter III : Entrepreneurial Skills

Module – 4 :

Duration :

6 Hrs

Chapter IV : Innovative Leadership and Design Thinking

Module – 5 :

Duration :

6 Hrs

Chapter V : Ethics and Integrity

- All the classes will be conducted in the computer lab by the Trainer.
- Certificate will be awarded by college after assessment test.

List of Participants:

S No	HALL TICKET NO	NAME
1	49202001	AKULA SUPRIYA
2	49202004	BANGLA ARPITHA
3	49202007	CH SANDHYA RANI
4	49202009	DUWASA SHARANYA
5	49202010	ELLULA RAJESHWARI
6	49202013	GUNJALA MANISHA
7	49202016	KAPDE VARSHA
8	49202018	L MALLISHWARI
9	49202019	MACHA SHRUTHI
10	49202020	M SOUMYA
11	49202021	MORA KALYANI
12	49202022	MORA SRIVALLIKA
13	49202026	R HARIKRISHNAVENI
14	49202027	RAGAM SAIPRIYA
15	49202030	SAIPRASANNA NAKKA
16	49202031	S JYOTHISHWARI
17	49202036	TOYETI AKRUTHI
18	49202038	JALA SOUMYA
19	48192406	M ANKITH KUMAR
20	48202001	A TARUN KUMAR
21	48202009	JALPATH LAXMAN
22	48202012	M SAIKUMAR
23	48202015	P SHRAVAN
24	48202202	B SANDHYA RANI
25	48202204	D NAVEEN
26	48202208	J SAI DARSHAN
27	48202210	KAHKASHAN JABEEN
28	48202213	KANNAJI VAISHNAVI
29	48202214	KAWADA SUMEETH
30	48202215	LONKAJI PAVANI

31	48202223	PADIGELA SHRAVANI
32	48202224	P MANOJ KUMAR
33	48202235	TAPRE AKSHAYA
34	48202236	T GOUTHAMI
35	48202237	UIKA JAIPAL

NO. OF PARTICIPANTS: 25

LIST OF FACULTY MEMBERS:

S. No.	Name of the Faculty	Designation
1	SRI K CHANDRAKANTH	Head, Dept. of Commerce
2	SMT M SAVITHRI	Coordinator
3	SMT D SUKHAPRADA DEVI	Member

TARGET LEARNERS: College Students

NAME AND DESIGNATION OF THE TRAINER: Dr A Vijay Gopal, Lecturer in Commerce, Nalanda Degree College, Adilabad,

A BRIEF REPORT:

The Certificate Course Programme commenced with a welcome address by Sri . J Sai Dharshan, B.Com. III Year student. He welcomed the Dr A Vijay Gopal, Lecturer in Commerce, Nalanda Degree College, Adilabad, with around 25 years of experience. The session was very informative and practical oriented. Head, Dept. of Commerce, Sri K Chandrakanth expressed his gratitude towards the trainer for an enlightening session. A formal vote of thanks was proposed by Kum B Sandhya Rani, B.Com. III Year .

CERTIFICATE SAMPLE:

CERTIFICATE SAMPLE:

**GOVERNMENT DEGREE COLLEGE (ARTS AND COMMERCE)
ADILABAD-504001**



Affiliated to Kakatiya University-Warangal
Accredited by NACC with 'B' Grade



DEPARTMENT OF COMMERCE AND COMPUTER APPLICATIONS
CERTIFICATE OF COMPLETION

This certificate is presented to

B SANDHYA RANI

For completing the "30Day certificate course on Leadership and Management Skills
held from

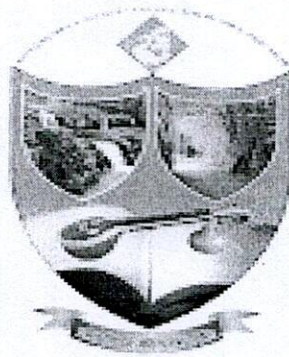
01st August 2021 to 31st August 2021

Co-ordinator

Principal

**GOVERNMENT DEGREE COLLEGE ARTS AND COMMERCE
ADILABAD - 504001**

**DEPARTMENT OF COMMERCE
AND
COMPUTER APPLICATIONS**



COMMERCE CLUB

**A REPORT ON THE 30-DAY CERTIFICATE COURSE
ON
TALLY WITH GST**

2021 – 2022

For B.Com. Final Year Students

From 01st December 2021 to 31st December 2021

Time: 4:00 PM to 5:00 PM

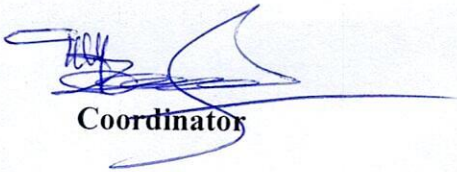
Venue: Computer Applications Lab


GOVERNMENT DEGREE COLLEGE ARTS AND COMMERCE :: ADILABAD
DEPARTMENT OF COMMERCE AND COMPUTER APPLICATIONS
COMMERCE CLUB

Date : 20-11-2021

NOTICE

All the B.Com students of this college here by informed that “**30 Day Certificate Course in Tally with GST**” is conducting by the department of commerce. The course commence from 1st December 2021 the duration of course in 30 days. The classes are held 4:00 pm to 5:00 pm. The course is open for B.Com III year students. Certificate will be awarded to the participants on successful completion of course for further details contact course Coordinator Sri K Chandrakanth.


Coordinator


Principal
Principal (FAC)
Govt. Degree College Arts & Commerce
ADILABAD-(T.S.)

Certificate Course 2021-22

Guidelines for the Certificate Programs

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- To add values to existing degree programs by providing an opportunity to learners to supplement their degree courses with additional qualifications.
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- To focus on skill development and to make students more employable through emphasis on training and application of theory.

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All Certificate Programs will have 30 hours of input sessions. On an average 40% of these sessions will be conducted by outside experts in the respective fields, whereas the in house faculty will take care of the remaining 60%. In the case of technical courses, inputs from outside experts will be increased in accordance with the demands of the course.

These courses are available for all B.Com. students.

Certificate Course In-charges

The following rules and guidelines must be strictly adhered to:

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- If the number of Takers in any of these courses is less than 15, we may absorb them to any other courses on the list.
- Assessment will be based on different credits, presentation, reports, minor projects, tests, performance and participation etc. There will be exams at the end of the course.
- There will be no refund of fees if you fail to attend any of the classes you have registered for or you have paid the fees but failed to register for a course.

Name of Course : Certificate Course in Tally ERP 9

Duration : 30 Hrs **Modules** : 4

Course Objectives :

1. To impart knowledge regarding concepts of Financial Accounting. Tally is an accounting package which is used for learning to maintain accounts.
2. This course helps students to work with well-known accounting software i.e. Tally ERP.9.
3. To make students capable to create company, enter accounting voucher entries including advance voucher entries, reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software.
4. 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.

Course Outcomes :

1. After successfully qualifying practical examination, students will be awarded certificate to work with well-known accounting software i.e. Tally ERP.9
2. Student by their own will create company, enter accounting voucher entries including advance voucher entries, reconcile bank statements, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software.
3. Students will possess required skill and can also be employed as Tally data entry operator.

Course Pre-requisites :

- To get full benefit of this course, the student needs to have basic knowledge of accounting and computer.

Career Prospects:

- Even if you are currently employed, learning Tally and obtaining a certificate will improve your chances for a promotion or you may even land a better job. Tally will give a much-needed boost to your career by enhancing your knowledge in Accounting, Inventory Management, and Taxation.

This program opens up various avenues for students. After the completion of the program, as a fresher you can begin your career as:

- Accounts executive
- Junior Accountant
- Data Entry Operator
- Accounts Assistant
- Tally Operator
- Accountant Trainee

Course Contents

Module – 1 :	Duration :	10 Hrs
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Chapter I.: Fundamentals of Accounting.
Chapter II: Maintaining Chart of Accounts in Tally ERP
Chapter III :Maintaining Stock Keeping Units (SKU)
Chapter IV : Recording Day-to-Day Transactions in Tally ERP 9

Module – 1 :	Duration :	10 Hrs
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Chapter V : Accounts Receivable and Payable Management.
Chapter VI : MIS Reports.
Chapter VII :Recording Vouchers with TDS

Module – 1 :	Duration :	10 Hrs
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Chapter VIII: Recording Vouchers with TDS (Tax Deducted at Source)
Goods and Service Tax (GST) – Introduction
Shortcut Keys Practice

- All the classes will be conducted in the computer lab by the Trainer.
- Certificate will be awarded by college after online assessment test.

List of Participants:

S NO	HALLTICKET NO	NAME
1	049202001	AKULA SUPRIYA
2	049202004	BANGLA ARPITHA
3	049202007	CHEGYAMA SANDHYA RANI
4	049202009	DUWASA SHARANYA
5	049202010	ELLULA RAJESHWARI
6	049202013	GUNJALA MANISHA
7	049202016	KAPDE VARSHA
8	049202018	LINGALWAR MALLISHWARI
9	049202019	MACHA SHRUTHI
10	049202020	MAJALGOUKAR SOUMYA
11	049202021	MORA KALYANI
12	049202022	MORA SRIVALLIKA
13	049202026	RAGAM HARIKRISHNAVENI
14	049202027	RAGAM SAIPRIYA
15	049202030	SAIPRASANNA NAKKA
16	049202031	SIDAM JYOTHISHWARI
17	049202036	TOYETI AKRUTHI
18	049202038	JALA SOUMYA
19	048192406	MANDA ANKITH KUMAR
20	048202001	ATRAYAPURAPU TARUN KUMAR
21	048202009	JALPATH LAXMAN
22	048202012	MANCHALWAR SAIKUMAR
23	048202015	PENDALWAR SHRAVAN
24	048202202	BOMPALI SANDHYA RANI
25	048202204	DAHAKAMBLE NAVEEN
26	048202208	JILPELLI SAI DARSHAN
27	048202210	KAHKASHAN JABEEN
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29	048202214	KAWADA SUMEETH
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31	048202223	PADIGELA SHRAVANI
32	048202224	PARCHAKI MANOJ KUMAR
33	048202235	TAPRE AKSHAYA
34	048202236	THADAKA GOUTHAMI
35	048202237	UIKA JAIPAL

NO. OF PARTICIPANTS: 35**LIST OF FACULTY MEMBERS:**

S. No.	Name of the Faculty	Designation
1	SRI K CHANDRAKANTH	Head, Dept. of Commerce
2	SRI B KARTHIK REDDY	Coordinator
3	SMT S PRIYANKA	Member

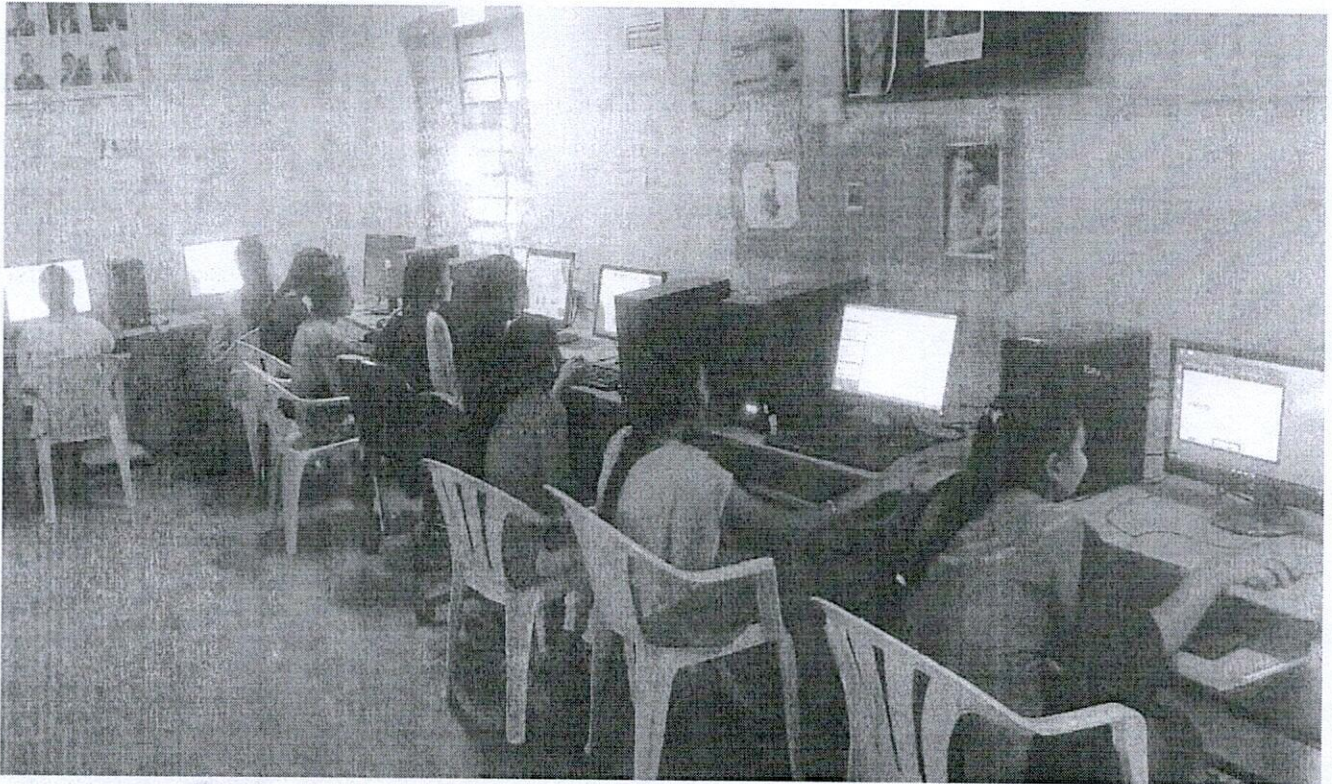
TARGET LEARNERS: College Students

NAME AND DESIGNATION OF THE TRAINER: Sri K Venkateshwarlu, Income Tax and GST Practitioner and Consultant, Adilabad

A BRIEF REPORT:

The Certificate Course Programme commenced with a welcome address by B Karthik Reddy, Lecturer in Commerce. He welcomed the Sri K Venkateshwarlu, Income Tax and GST Practitioner and Consultant, Adilabad, with around 12 years of experience. The session was very informative and practical oriented. Head, Dept. of Commerce, Sri K Chandrakanth expressed his gratitude towards the trainer for an enlightening session. A formal vote of thanks was proposed by Mr. Sai Darshan of B.com. C.A. III Year

Photographs:



GOVERNMENT DEGREE COLLEGE (ARTS AND COMMERCE) :: ADILABAD
 DEPARTMENT OF COMMERCE
 30 - DAY CERTIFICATE COURSE IN TALLY WITH GST
 ATTENDANCE SHEET CUM PROGRESS REPORT 2021 - 2022

S No	HALL TICKET NO	NAME	DAY																														Annual Grade				
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
1	49202001	AKULA SUPRIYA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
2	49202004	BANGLA ARPITHA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
3	49202007	CH SANDHYA RANI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
4	49202009	DUWASA SHARANYA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
5	49202010	ELLULA RAJESHWARI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
6	49202013	GUNJALA MANISHA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
7	49202016	KAPDE VARSHA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
8	49202018	L MALLISHWARI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
9	49202019	MACHIA SHRUTHI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
10	49202020	M SOUMYA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
11	49202021	MORA KALYANI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
12	49202022	MORA SRIVALLIKA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	49202026	R HARIKRISHNAVENI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	49202027	RAGAM SAIPRIYA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	49202030	SAIPRASANNA NAKKA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	49202031	S JYOTISHWARI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	49202036	TOYETI AKRUTHI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	49202038	JALA SOUMYA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	48192406	M ANKITH KUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	48202001	A TARUN KUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	48202009	JALPATH LAXMAN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	48202012	M SAIKUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	48202015	P SHRAVAN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	48202202	B SANDHYA RANI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	48202204	D NAVEEN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Ant

Principal (FAC)
 Govt. Degree College Arts & Commerce
 ADILABAD-(T.S.)

CERTIFICATE SAMPLE:

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DEPARTMENT OF COMMERCE AND COMPUTER APPLICATIONS

CERTIFICATE OF COMPLETION

This certificate is presented to

B SANDHYA RANI

For completing the "30Day certificate course in Tally with GST"
held from

01ST December 2021 to 31ST December 2021

Co-ordinator

Principal