



**GOVERNMENT DEGREE COLLEGE, BELLAMPALLY**  
**DISTRICT MANCHERIAL**  
**TELANGANA, 504251**

**DEPARTMENT OF PUBLIC ADMINISTRATION**

**RECORD OF GUEST LECTURES**

**ACADEMIC YEAR 2015-16**

## A REPORT ON GUEST LECTURE

Course and year: B.A. 1<sup>st</sup> year  
Subject: OFFICE MANAGEMENT  
Resource Person: Kampally.Shanker  
Designation and address: Lecturer in Commerce , GDC,  
Chennoor, Dist. Mancherial  
Topic of the lecture: Management

### Objectives:

- To convey information about management in organisation
- To stimulate motivation and interest in the subject area
- To make classes more approachable
- To contribute to the teacher's knowledge and practices
- To promote knowledge and experiences by sharing in between
- To enrich the students with latest updates
- To explore particular subject with interactions

The department of Office management has organized a guest lecture on Management for the students of B.A (HEOM).I year on 06-11-2015. Thirteen students of B.A. attended the class.

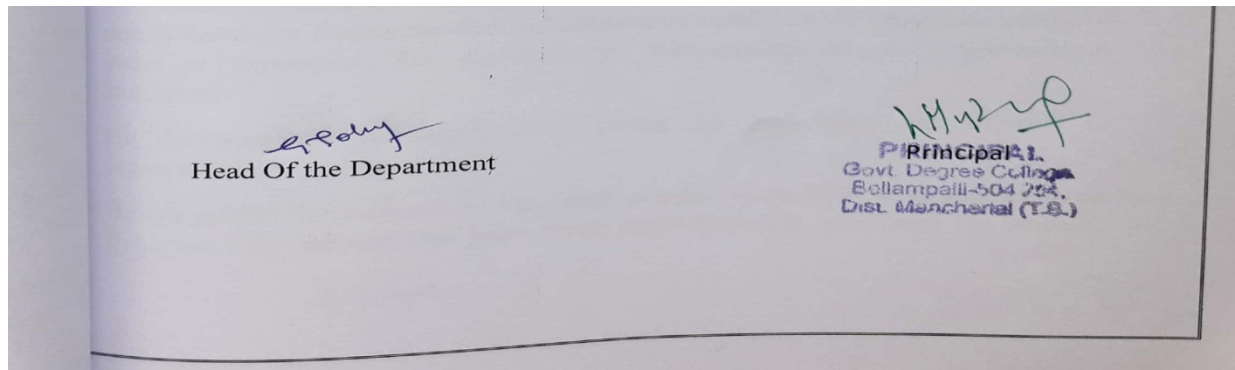
The speaker for the lecture was Sri. K.Shanker , working as a Lecturer in Commerce, at Government Degree College, Chennoor, Mancherial district. He is one of the senior faculty members of Commerce subject at UG level with nearly 8 years of experience. He discussed the management of the organisation.

He discussed the Management, basic forms, its importance and its role in organization.

He has guided the students for the future aspects in the field of Management.. The session was very much interactive and motivated the students towards

Management. As per the feedback collected from the students the session was very much informative to the students.

Sri.Kampally Shanker delivering lecture



## A REPORT ON GUEST LECTURE

Course and year: B.A.  
Subject: OFFICE MANAGEMENT  
Resource Person: S. Lingareddy  
Designation and address: Lecturer in Commerce , GDC,  
Chennoor, Dist. Mancherial  
Topic of the lecture: Organizational Behavior

### Objectives:

- To convey information about management in Organizational Behavior
- To stimulate motivation and interest in the subject area
- To make classes more approachable
- To contribute to the teacher's knowledge and practices
- To promote knowledge and experiences by sharing in between
- To enrich the students with latest updates
- To explore particular subject with interactions

The department of Office management has organized a guest lecture on Organization on Behavior for the students of B.A (HEOM).I year on 08-12-2015. fifteen students of B.A. attended the class.

The speaker for the lecture was Sri. Lingareddy, working as a Lecturer in Commerce, at Government Degree College, Chennoor, Mancherial district. He is one of the senior faculty members of Commerce subject at UG level with nearly 10 years of experience. He discussed the management of the Organisational Behaviour.

He discussed the Behaviour, basic forms, its importance and its role in organization.

He has guided the students for the future aspects in the field of Organization on Behavior.. The session was very much interactive and motivated the students towards Management. As per the feedback collected from the students the session

was very much informative to the students.

SriLingareddy delivering lecture



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**ACADEMIC YEAR 2016-17**



## A REPORT ON GUEST LECTURE

Course and year:	B.A. 2 <sup>nd</sup> year
Subject:	OFFICE MANAGEMENT
Resource Person:	S.Laxman
Designation and address:	Lecturer in commerce , GJC, Bellampally, Dist. Mancherial
Topic of the lecture:	OFFICE EQUIEMENT

### Objectives:

- To convey information about management in Office equipments
- To stimulate motivation and interest in the subject area
- To make classes more approachable
- To contribute to the teacher's knowledge and practices
- To promote knowledge and experiences by sharing in between
- To enrich the students with latest updates
- To explore particular subject with interactions

The department of Office management has organized a guest lecture on Office equipments for the students of B.A (HEOM).2nd year on 15-10-2016. fifteen students of B.A. attended the class.

The speaker for the lecture was Sri. S.Laxman, working as a Lecturer in Commerce, at Government Junior College, Bellampally, Mancherial district. He is one of the senior faculty members of Commerce subject at Intermediate level with nearly 10 years of experience. He discussed the management of the Office equipments

He discussed the Behaviour, basic forms, its importance and its role in organization.

He has guided the students for the future aspects in the field of Organisation on

Office equipments. The session was very much interactive and motivated the students towards Office equipments. As per the feedback collected from the students the session was very much informative to the students.

Sri S.Laxman delivering lecture



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Head Of the Depart

## A REPORT ON GUEST LECTURE

Course and year:	B.A. 3 <sup>rd</sup> year
Subject:	OFFICE MANAGEMENT
Resource Person:	G.Kavitha.
Designation and address:	Lecturer in Commerce , GDC, (Women) Adilabad, Dist. Adilabad
Topic of the lecture:	Board of Directors in Company

### Objectives:

- To convey information about management in Board of directors in company
- To stimulate motivation and interest in the subject area
- To make classes more approachable
- To contribute to the teacher's knowledge and practices
- To promote knowledge and experiences by sharing in between
- To enrich the students with latest updates
- To explore particular subject with interactions

The department of Office management has organized a guest lecture on Board of directors in company for the students of B.A (HEOM).3<sup>rd</sup> year on 20-11-2016. fifteen students of B.A. attended the class.

The speaker for the lecture was Sri. G.Kavitha., working as a Lecturer in Commerce, at Government degree College, (Women) Adilabad district Adilabad. He is one of the senior faculty members of Commerce subject at UG level with nearly 10 years of experience. He discussed the management of the Board of directors in company He discussed the Board of directors basic forms, its importance and its role in company.

He has guided the students for the future aspects in the field of Organisation on

Board of directors in company. The session was very much interactive and motivated the students towards Board of directors in company . As per the feedback collected from the students the session was very much informative to the students.

Sri G.Kavitha delivering lecture



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Head Of the Depart



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**ACADEMIC YEAR 2018-19**



## A REPORT ON GUEST LECTURE

Course and year:	B.A. 3 <sup>rd</sup> year
Subject:	OFFICE MANAGEMENT
Resource Person:	M.Santhosh
Designation and address:	Lecturer in Commerce , GDC, Peddapally, Dist. Karimnager
Topic of the lecture:	Company Secretary

### Objectives:

- To convey information about management in company secretary.
- To stimulate motivation and interest in the subject area
- To make classes more approachable
- To contribute to the teacher's knowledge and practices
- To promote knowledge and experiences by sharing in between
- To enrich the students with latest updates
- To explore particular subject with interactions
- To Implementation to Governanace policy analysis

The department of Office management has organized a guest lecture on company secretary in company for the students of B.A (HEOM).3rd year on 03-10-2018. fifteen students of B.A. attended the class.

The speaker for the lecture was Sri. M.Santhosh., working as a Lecturer in Commerce, at Government degree College, Peddapally, Dist. Karimnager. He is one of the senior faculty members of Commerce subject at UG level with nearly 8 years of experience. He discussed the management of the company secretary in company He discussed the company secretary , its importance and its role in company.

He has guided the students for the future aspects in the field of Organisation on company secretary in company. The session was very much interactive and motivated the students towards company secretary in company . As per the

feedback collected from the students the session was very much informative to the students.

Sri M.Santhosh delivering lecture



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Head Of the Depart

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**ACADEMIC YEAR 2019-20**

## A REPORT ON GUEST LECTURE

Course and year:	B.A. 3 <sup>rd</sup> year
Subject:	OFFICE MANAGEMENT
Resource Person:	K.Chandrashaker
Designation and address:	Lecturer in Computer Science , GDC, Bellampally, Dist. Mancherial
Topic of the lecture:	Information computer Technology

### Objectives:

- To convey information about Information computer Technology..
- To stimulate motivation and interest in the subject area
- To make classes more approachable
- To contribute to the teacher's knowledge and practices
- To promote knowledge and experiences by sharing in between
- To enrich the students with latest updates
- To explore particular subject with interactions

The department of Office management has organized a guest lecture on Information computer Technology for the students of B.A (HEOM).3<sup>rd</sup> year on 06-12-2019. fifteen students of B.A. attended the class.

The speaker for the lecture was Sri. K.Chandrashaker., working as a Lecturer in Computer Science , GDC, Bellampally, Dist. Mancherial. He is one of the faculty members of Computer Science subject at UG level with nearly 2 years of experience. He discussed the management of the company secretary in company He discussed the Information computer Technology, its importance and its role in company.

He has guided the students for the future aspects in the field of Organisation on

Information computer Technology. The session was very much interactive and motivated the students towards Information computer Technology. As per the feedback collected from the students the session was very much informative to the students.

### Sri K.Chandrashaker delivering lecture



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Head Of the Depart