

CERTIFICATE COURSE IN TELUGU.

ACADEMIC YEAR 2018-19

[FROM 02-08-2018 TO 28-09-2019]

DEPARTMENT OF TELUGU

NO. Of Participants: 26

**GOVERNMENT DEGREE COLLEGE,
KORATLA.**

DIST: JAGTIAL-505326



PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL


అంశనములు
(RESOLUTIONS).

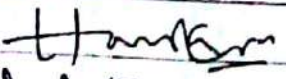
27.07.2018

ప్రభుత్వ డిగ్రీ కళాశాల, కోరట్ల తెలుగు విభాగము ఈ రోజు ఈ క్రింది అంశనములను విజ్ఞప్తముగా ఆమోదించినది.

- 1) కళాశాలలో తెలుగు విభాగంలో విద్యార్థుల నెట్టును పెంచుటకు అర్జీ వ్రాయుట.
- 2) సమయానుకూలంగా విద్యార్థులకు స్వీకారమును పెంచుట మరియు స్వీకారమును పెంచుటకు కార్యక్రమాల నిర్వహణకు సమావేశం కావాలి.
- 3) కళాశాలలో చదువుతున్న మరియు ఇతర ముస్లిం విద్యార్థులకు తెలుగు భాషకి సంబంధించి ప్రాథమిక పరిష్కారాన్ని కల్పించుటకు ఒక సర్టిఫికేట్ కోర్సును ప్రవేశపెట్టాలి.
 Title: Certificate Course in Telugu.
 30 days - one hour per day.
- 4) వీరినంతగా తెలుగు భాషా దినోత్సవం ఈ క్రిందిగా భాషా దినోత్సవం నాటికి Certificate Course నామం ప్రకటించాలి.

ఈ అంశనములను విజ్ఞప్తముగా ఆమోదించు అర్జీ చర్యలు అనుసరించు నిర్ణయించినది.


PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JACHTAL


Head of the Department
Department of Telugu.

GOVT. DEGREE COLLEGE, KORATLA-505 326 DIST: JAGTIAL

CERTIFICATE COURSE IN TELUGU

Date: 28-07-2018

PERMISSION LETTER

To
The Principal,
Government Degree College,
Koratla.

Sir,

Subject: Seeking permission to start Certificate course in Telugu
in our college Request-Reg.

We, the Department of Telugu would like to start Certificate course in
Telugu in our college for the academic year 2018-19 for the betterment
of all students.

Hence, you are requested to permit us to start the Certificate course
for the mentioned academic year.

Thanking you sir,

Yours faithfully,


Dr.S.HARISH KUMAR
Department of Telugu

PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

CIRCULAR

Date: 30.07.2018

All the students are here by informed that we, the Department of Telugu start ' **CERTIFICATE COURSE IN TELUGU**' for a period of thirty days for this academic year 2018-19. The classes will be conducted during zero hours that is from 4.00 pm to 5.00 pm on all working days. The detailed schedule will be intimated soon. Interested candidate may enrol their names with Dr.S.Harish Kumar, Lecturer in Telugu.If the enrolled candidates are more than thirty, a formal entrance test will be conducted and based on the performance the selected students will be short listed.


Head
Department of Telugu


Principal.
PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTAL

LIST OF THE STUDENTS ENROLLED FOR CERTIFICATE COURSE IN TELUGU 2018-19

sNo	Admn. / Hall Ticket No.	Name	Father Name	Course
1	18077046129822	SHAIK SAJID	SHAIK MAHMOOD	B.A.-I (U/M)
2	18077046129823	SHARANA BEGUM	MD CHAND PASHA	B.A.-I (U/M)
3	18077046129824	SIMRAN NAAZ	MD OSMAN	B.A.-I (U/M)
4	18077046129825	SUMAIYYA BEGUM	M D SIRAJUDDIN	B.A.-I (U/M)
5	18077046129826	SUMERA KHANAM	RAFEEQ KHAN	B.A.-I (U/M)
6	18077046129827	TAHMEENA BEGUM	ABDUL SUBHAN	B.A.-I (U/M)
7	18077046129828	TAHMEENA PARVEEN	SHAIK FAHIMUDDIN	B.A.-I (U/M)
8	18077046129829	UMME HAJRA	MOHD SHAHID	B.A.-I (U/M)
9	16077046401002	MEER KHAJA SHAHBAZUDDIN	MEER KHAJA MOINUDDIN	B.Com G-III (E/M)
10	16077046401503	GUMMADI SWAMI	G ANADALAXMAN	B.Com G-III (T/M)
11	16077046402003	AZEEM BAIG	MAQDOOM BAIG	B.Com CA-III (E/M)
12	16077046402004	BALE KALYAN	BALE SHIVAKUMAR	B.Com CA-III (E/M)
13	16077046402005	BANDI SANDYA	BANDI RAJAGANGARAM	B.Com CA-III (E/M)
14	17077046129923	SHAREEBA KOUSER	ABDUL SALEEM	B.A.-II (U/M)
15	17077046129924	SIDRA SHIREEN	M A MUZIBUR RAHMAN	B.A.-II (U/M)
16	17077046129926	TAHIYA FATHIMA	MOHD ABDUL MAJEED	B.A.-II (U/M)
17	17077046129927	TAHNIYATH TASNEEM	ABDUL MAJID	B.A.-II (U/M)
18	17077046129928	ZAINAB SULTANA	MOHD AHMED SULTAN	B.A.-II (U/M)
19	18077046129801	AFREEN BEGUM	MOHAMMAD HAFEEZ	B.A.-I (U/M)
20	18077046129802	AFROZ TASNEEM	MOHAMMED CHAND PASHA	B.A.-I (U/M)
21	18077046129803	ARSHIYA SABA	M A KALEEM	B.A.-I (U/M)
22	18077046129804	ASMA SIDDIQUA	MIRZA NAJIULLA BAIG	B.A.-I (U/M)
23	18077046129805	ASMA SULTANA	MOHD ABDULLAH	B.A.-I (U/M)
24	18077046129806	ATUFA FATHIMA	ABDUL WAHEED	B.A.-I (U/M)
25	18077046129807	FARHA NAAZ	SHAIK NAZEERUDDIN	B.A.-I (U/M)
26	18077046129808	JAVERIA SAMREEN	MD AFSARUDDIN	B.A.-I (U/M)


PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

GOVERNMENT DEGREE COLLEGE, KORATLA - 505 326, DIST. JAGTIAL

ATTENDANCE OF THE STUDENTS OF CERTIFICATE COURSE IN TELUGU -2018-19

FROM 02-08-2018 TO 28-09-2019 (30 WORKING DAYS)

SNo	Admn. / Hall Ticket No.	Name	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	% Att.									
1	18077046129822	SHAIK SAJID	1	2	2	3	4	5	6	7	8	8	8	9	9	10	11	11	12	12	13	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	70%		
2	18077046129823	SHARANA BEGUM	1	2	3	4	5	5	6	7	8	8	9	10	11	11	12	13	13	14	14	15	15	16	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	70%		
3	18077046129824	SIMRAN NAAZ	1	2	2	3	4	4	5	6	6	7	8	8	9	9	10	10	11	11	12	12	13	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	70%
4	18077046129825	SUMAIYYA BEGUM	1	2	3	4	5	6	6	7	8	9	9	10	10	11	12	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	70%					
5	18077046129826	SUMERA KHANAM	1	2	3	3	4	5	6	7	8	9	9	10	10	11	12	13	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	70%					
6	18077046129827	TAHMEENA BEGUM	1	2	2	3	4	5	6	7	8	9	9	10	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	70%						
7	18077046129828	TAHMEENA PARVEEN	1	2	3	4	5	6	7	8	9	10	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	70%								
8	18077046129829	UMME HAJRA	1	2	2	3	4	5	6	7	8	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	70%							
9	16077046401002	M K SHAHBAZUDDIN	1	2	3	3	4	5	6	7	8	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	70%							
10	16077046401503	GUMMADI SWAMI	1	2	3	3	4	5	6	7	8	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	70%							
11	16077046402003	AZEEM BAIG	1	2	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	70%								
12	16077046402004	BALE KALYAN	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	70%									
13	16077046402005	BANDI SANDYA	1	2	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	70%								
14	17077046129923	SHAREEBA KOUSER	1	2	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	70%								
15	17077046129924	SIDRA SHIREEN	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	70%									
16	17077046129926	TAHIYA FATHIMA	1	1	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	70%							
17	17077046129927	TAHNIYATH TASNEEM	1	1	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	70%							
18	17077046129928	ZAINAB SULTANA	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	70%									
19	18077046129801	AFREEN BEGUM	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	70%									
20	18077046129802	AFROZ TASNEEM	1	1	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	70%							
21	18077046129803	ARSHIYA SABA	1	1	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	70%							
22	18077046129804	ASMA SIDDIQUA	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	70%									
23	18077046129805	ASMA SULTANA	1	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	70%								
24	18077046129806	ATUFA FATHIMA	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	70%									
25	18077046129807	FARHA NAAZ	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	70%									
26	18077046129808	JAVERIA SAMREEN	1	1	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	70%							

Signature of the course co-ordinator

PRINCIPAL

GOVT. DEGREE COLLEGE
KORATLA, DIST. JAGTIAL

GOVT. DEGREE COLLEGE, KORATLA, DIST: JAGTIAL



DEPARTMENT OF TELUGU
CERTIFICATE COURSE IN TELUGU

CERTIFICATE OF APPRECIATION

This is certify that Mr /Miss SHAIK SAJID studying
with Hall Ticket No. 18077046129822 has attended

"CERTIFICATE COURSE IN TELUGU"

From 02-08-2018 to 28-09-2018
at the Department of Telugu and his/her participation is highly appreciable.


Head


Principal.
PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

Dt: 21.08.2018

To
The Principal
Govt, Degree College
Koratla,

Sir,


Sub:- Grant of permission for conduction of certificate course – **Aquarium Management** by Dept.of.
Zoology-Reg

It was decided in the departmental meeting that a certificate course **Aquarium Management** has to be conducted for the interested students. It is a 30hrs course. Sstudents will need to put 75% attendance and score at least 75% in the MCQs test conducted at the end of the course to get a certificate. Course is free of cost.


Kindly permit us to conduct the course.

Thanking

Yours Sincerely


(G.NEERAJA)

HOD Dept. of Zoology

Permitted

PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

Dt: 21-08-2018

Notice

This is to inform all the students that the Department of Zoology is organising a Certificate Course in "Aquarium Management". Those who are interested can enrol their names with the departmental in-charge on or before 23.08.2018. Classes will be conducted in Zoology Lab in this college from 27.08.2018

Rules and Regulations :

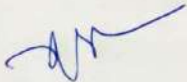
Eligibility: Student from any stream studying in Govt, Degree College, Koratla are eligible.

Duration: 30 days.- Working days

Timing: Classes will be conducted for one hour for 30 days after college working hours.

Course fee: Free of cost.

Course completion Certificate distribution: At the end of the course certificates will be distributed to student who attend 75 % of classes conducted and attain at least 75% marks in examination consisting of 20 Multiple choice questions.



Course In-Charge



Principal
PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

GOVERNMENT DEGREE COLLEGE, KORATLA DIST: JAGTIAL
(AFFILIATED TO SATAVAHANA UNIVERSITY, KARIMNAGAR)

Certificate Course in
"Aquarium Management"

Introduction:

An aquarium is basically the resemblance of an underwater ecosystem. In order to simulate the natural environment and habitat of the species, it is necessary to maintain constant water conditions as well as optimal water quality levels specifically required by each organism in the aquarium tank. To reach these conditions, it is essential to be familiar with the right type of equipment in order to supply the appropriate environmental conditions that each species requires. Care of system and equipment is a must for successful aquarium maintenance.

A freshwater aquarium is recommended for beginners as it is easier to maintain. Many people have a hobby of keeping an aquarium. But, due to lack of technical knowledge some problem creeps up and the system fails causing disappointment to hobbyists. Department of Zoology has taken initiative to encourage students to learn the basics in aquarium management for successful aquarium keeping

Objectives:

1. Select, establish and manage freshwater aquaria of varying sizes with different fish species animals.
2. Discuss the scope and nature of aquarium use and management.
3. Describe the Water Ecosystem.
4. Explain Water Quality and Management.
5. Determine appropriate equipment and systems for different applications in the provision of aquaria.
6. Determine appropriate fish species to be introduced into an aquarium.
7. Identify common health problems with fish in an aquarium.
8. Determine appropriate treatments in response to health issues.

Learning outcomes:

1. Identify fresh water fishes both indigenous and exotic.
2. Identify the equipment and protocols of aquarium keeping.
3. Set up and manage freshwater aquarium.
4. Ensure proper water quality management of fish in fresh water aquariums.
5. Ensure proper health management of fish in freshwater aquarium.
6. Maintain hygiene in freshwater aquariums.

Rules and Regulations :

Eligibility: Student from any stream studying in Govt, Degree College, Koratla are eligible.

Duration: 30 days.

Timing: Classes will be conducted for one hour for 30 days after college working hours.

Course fee: Free of cost.

Course completion Certificate distribution: At the end of the course certificates will be distributed to student who attend 75 % of classes conducted and attain at least 75% marks in examination consisting of 20 Multiple choice questions.

Certificate Course in
AQUARIUM MANAGEMENT
Syllabus

1) Scope and Nature of Aquaria:

Aquarium use and management, The categories of aquariums, Aquariums for fish communities, Aquaria Size and Complexity, Water quality control, Types of Equipment

2)The Water Ecosystem:

Interactions between organisms and the water environment, Checking abiotic factors, Different types of natural ecosystems

3)Water Quality and Management:

Tank capacity/Tank size, Maintaining a Balanced Nitrogen Cycle, Aquarium Cycling, Changing the Water, Vacuuming, Algae Removal, Avoiding Overfeeding, Water Conditions, Water Temperature, Water Hardness, Water pH, Salinity, Gas Exchange in the Aquarium, Preventative Care, Moving Your Aquarium Safely

4)Equipment and System Design:

Aquarium Equipment, Aquarium Tank, Filtration, Aeration, Light System, Aquarium Light Timer (optional), Tank Cover, Heaters and Thermometers, Gravel, Plants and Decorations, pH meters, Refractometers/Hydrometers, Water and Other Additives, Adding the Fish

5)Suitable Inhabitants for Aquarium:

Freshwater fish types, Freshwater Aquarium Plants

6)Fish Health and Diseases:

Fish Diet, Vitamin and Mineral Deficiency, Environmental Diseases, Diseases, Water Contamination and Poisoning, Ammonia and Nitrate Poisoning, Oxygen Starvation – Hypoxia, Pathogenic Disease Causes, Viral Diseases, Bacterial Diseases, Fungal Diseases, Genetic Diseases and Disorders, Parasites, Treatment of Diseases and Parasites, Quarantine Tank

7)Freshwater Tank establishment:

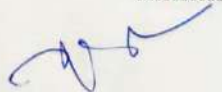
Tank Selection and Decorations, Electricity and Aquarium Set-up

Heater Installation, Filters and Air Pumps, Lighting and Hood, Solar Heating

Selection and Addition of Fish, Feeding Requirements, Cleaning and Maintenance

8) Maintenance:

Correct Tank Set-Up and Maintenance, Checking the Lighting, Checking the Temperature Filter Maintenance, Checking and Maintaining Water Quality, Fish Observation, Algal removal, Regular Water Changes, Preventative Care, Emergencies




PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

GOVERNMENT DEGREE COLLEGE, KORATLA DIST: JAGTIAL

Certificate Course in "Aquarium Management"

STUDENTS ATTENDANCE

HL.No 160770 4644-	Name of the Student	08	08	08	08	08	09	09	09	09	09	09	09	09	09	09	09	10	10	10	10	10	10	10	10	11	11	11			
		27	28	29	30	31	01	04	14	15	17	18	19	22	24	25	26	27	28	29	01	03	04	05	06	08	22	30	31	01	02
		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
5009	Sajida Parveen	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	29
5010	Shafiya Nayeema	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	27
5012	Sumayya Firdous	P	P	A	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	29
5013	U.Prasanna	P	P	P	A	P	A	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26
5005	D. Lokesh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	28
5007	P.Suresh	P	P	P	A	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	26
5008	P.Haripriya	P	A	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	26
5508	M.Rajitha	P	P	P	A	A	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	26
5509	Neha	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	30
5502	B.Rekha	P	P	P	P	P	A	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	26
5505	G.Anuradha	P	P	P	P	P	P	P	P	A	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	27
5507	K.Amukthamalyadha	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	26

Sign of In-Charge

Sign of Principal
PRINCIPAL
 GOVT. DEGREE COLLEGE
 KORATLA, DIST: JAGTIAL



GOVERNMENT DEGREE COLLEGE, KORATLA
DIST: JAGTIAL

(AFFILIATED TO SATAVAHANA UNIVERSITY, KARIMNAGAR)


Certificate of Completion

is hereby granted to

B. Rekha B.Sc III yr

For successfully completing Certificate Course in
“Aquarium Management”

Conducted by Department Of Zoology from 27.08.2018 to 02.11.2018


Course Incharge


Principal

PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST. JAGTIAL

CERTIFICATE COURSE IN ACCOUNTING
SOFTWARE TOOLS.

ACADEMIC YEAR 2018-19

DEPARTMENT OF
COMMERCE

NO. OF Participants: 30

GOVERNMENT DEGREE COLLEGE,
KORATLA.

DIST: JAGTIAL-505326


PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

GOVT. DEGREE COLLEGE, KORATLA-505 326 DIST: JAGTIAL

CERTIFICATE COURSE IN FREE COACHING FOR ELECTRICIAN

PERMISSION LETTER

To

The Principal,

GDC, Koratla.

Sir,

Subject: Seeking permission to start Certificate course in Free Coaching for Electrician in our college Request-Reg.

We, the Department of Physics would like to start Certificate course in Free Coaching for Electrician in our college for the academic year 2018-19 for the benefit of all students.

Hence, you are requested to permit us to start the Certificate course for the above mentioned academic year.

Thanking you sir,

Yours faithfully,

Vijetha
(D.VIJETHA)

Department of Physics.

Permitted
SK
PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

CIRCULAR

It is here by informed all the students that We, the Department of Physics start Free Certificate course in Electrician for a period of thirty days for this academic year 2018-19. The classes will be conducted during zero hours that is from 4.30 pm to 5.30 pm on all working days. The detailed schedule will be intimated soon. Interested candidate may enrol their name with Smt.D.VIJETHA Lecturer in Physics on or before 06-09-2018


Department of Physics


Principal.

PRINCIPAL.
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

SYLLABUS

1.SAFETY PRACTICES :

- Safely handling tools,equipment
- Use of proper tools & equipment &its maintainance
- Treat a person for electric shock/injury

2.INTRODUCTION TO AC ELECTRICITY :

- Simple electrical connections using resistor,voltmeter,ammeter&multimeter
- Practice on simple three phase circuit
- Si ngle phase circuit

3.INTRODUCTION TO DC ELECTRICITY :

- Testing DC supply polarity
- Identifying phase neutral and earthing in three phase supply

4.EARTHING :

- Concept of earthing ,purpose & types
- Pipe earthing & plate earthing

5.HOUSE WIRING & ITS CONCEPTS :

- Make the wiring layout for a bedroom with light,fan & power points
- Wiring two way or three way systems wiring

6.POWER PRODUCTION TYPES :

- Hydropower
- Thermalpower
- Solarpower

OBJECTIVES

- **The students should be able to calculate Electrical billing**
- **He should be able to test the energy meter**
- **He should be able to do wiring**
- **He should be able to repairing and charging of batteries**
- **He should be able to prepare the estimation of wiring**
- **He should be able to repair domestic appliances**


The following students have attended Certificate Course
(ELECTRICIAN) Programme on 10-09-2018.

SL.NO	HT.NO.	NAME OF THE STUDENT	FATHER NAME	COURSE
1	160770 46468008	I.Gunashekar	Sriramulu	B.Sc.MPCSe-III YR
2	16077046468009	K.vamshi	Gangadhar	B.Sc.MPCSe-III YR
3	16077046468010	M.Nikhil Bharath	Chandraiah	B.Sc.MPCSe-III YR
4	16077046468013	M.Sagar	Gangadhar	B.Sc.MPCSe-III YR
5	16077046468014	N.Rakshitha	Parandham	B.Sc.MPCSe-III YR
6	16077046468015	Nelofer Sultana	Shaik Gouse	B.Sc.MPCSe-III YR
7	16077046468016	P.Shirisha	Dhananjaya	B.Sc.MPCSe-III YR
8	16077046468017	P.Aravind	Gangadhar	B.Sc.MPCSe-III YR
9	16077046468018	R.Madhavi	Thirupathi	B.Sc.MPCSe-III YR
10	16077046468019	Samiya Tabassum	Mohd Amjad Ali	B.Sc.MPCSe-III YR
11	16077046468020	V.Harish	Limbadri	B.Sc.MPCSe-III YR
12	17077046468001	E.Rekha	Ashok	B.Sc.MPCSe-II YR


PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTAL

STUDENT ATTENDANCE SHEET

S.NO	STUDENT NAME	10/9	11	12	14	17	18	19	22	24	25	26	27	28	29	10	3	4	5	6	8	22	23	24	25	26	27	28	30	%	2
1	I. Gunashekar	P	P	P	A	P	P	P	A	P	P	P	P	A	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	
2	K. Vamshi	P	P	A	P	P	A	P	A	P	P	P	P	P	P	A	A	P	P	P	A	P	P	P	A	P	P	P	P	P	
3	M. Nikhil Bharath	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	
4	M. Sagar	P	P	P	A	P	P	P	A	P	P	P	P	A	P	P	A	A	P	P	A	P	P	A	P	P	P	P	P	P	
5	N. Rakchitha	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	Nelofar Sultana	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
7	p. Shirisha	P	P	P	A	P	P	P	A	P	P	P	P	A	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	
8	p. Aravind	P	P	P	A	P	P	P	A	P	P	P	P	P	A	P	P	P	A	P	P	A	P	P	A	P	P	P	P	P	
9	R. Madhavi	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
10	Samiya Tabassum	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	V. Harish	P	P	A	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
12	E. Rekha	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																															
14																															
15																															
16																															
17																															
18																															
19																															


 PRINCIPAL
 GOVT. DEGREE COLLEGE
 KODATLA

GOVT. DEGREE COLLEGE, KORATLA, DIST: JAGTIAL



DEPARTMENT OF PHYSICS

CERTIFICATE COURSE IN INTRODUCTION TO ELECTRICAL COURSE

CERTIFICATE OF APPRECIATION

This is to certify that Mr /Miss E. Rekha studying Bsc (MPCS) II yr with Hall Ticket No. 17077046460901 has attended

“CERTIFICATE COURSE IN INTRODUCTION TO ELECTRICAL COURSE ”

From 10-09-2018 to 02-11-2018 at the Department of Physics and his/her participation is highly appreciable.

Vijitha
Head Department of Physics

[Signature]
Principal
— PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

GOVERNMENT DEGREE COLLEGE, KORATLA.

PERMISSION LETTER

Date: 29-09-2018.

To

The principal,

Government Degree College,

Koratla.

Sir,

Subject: Seeking permission to start Certificate course in free coaching for "Agricultural Finance and Marketing" in our college Request-Reg.

We, the Department of Economics would like to start Certificate course in free coaching for "Agricultural Finance and Marketing" in our college for the academic year 2018-2019 for the benefit of all the students.

Hence, you are requested to permit us to start the Certificate course for the above mentioned academic year.

Thanking you sir,

Permitted

[Signature]

PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

Yours faithfully,

Department of Economics

[Signature] 1) Syeda Talath Fatima
Lect in Economics
[Signature] 2) P. Srinivas
Lect in Economics

GOVERNMENT DEGREE COLLEGE, KORATLA.

Date: 01-10-2018.

CIRCULAR

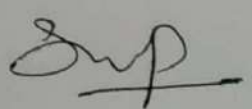
All the students are here by informed that "Agricultural Finance and Marketing" certificate course is started from 03-10-2018 in our college. All the students utilize and get training. After completion of the course, certificate will be issued.


Principal
PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

Department of Economics



Syeda Talath Fathime

P. Srinivas 

Sl. No	Date	Name of the Topic	Remarks
1.	3-10-2018	Need for Agricultural Finance	
2.	4-10-2018	Importance of the agriculture finance	
3.	5-10-2018	Sources of Agricultural Finance and their Relative Importance	
4.	6-10-2018	Sources of Agricultural Finance and their Relative Importance	
5.	8-10-2018	Types of Finance	
6.	22-10-2018	Cooperative Credit Societies	
7.	23-10-2018	Commercial Banks and Rural Credit	
8.	24-10-2018	Regional Rural Banks	
9.	25-10-2018	Regional Rural Banks	
10.	26-10-2018	NABARD	
11.	27-10-2018	Financial Inclusion	
12.	29-10-2018	Agricultural Marketing in India	
13.	30-10-2018	Government Measures to improve the system of Agricultural Marketing	
14.	31-10-2018	Cooperative Marketing	
15.	01-11-2018	Market Intelligence	

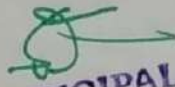
LIST OF STUDENTS

Sl.No	H.T.NO	STUDENT NAME	COURSE
1	16077046129906	Ayesha Siddiq	
2	16077046129908	Heena Fathima	
3	16077046129909	Humera Mahveen	
4	16077046129910	MD.Javid	
5	16077046129913	Mohd Awais Ahmed	
6	16077046129916	Momina Begum	
7	16077046129917	Nabeela begum	
8	16077046129918	Neha shireen	
9	16077046129919	Parveen sulthana	
10	16077046129920	Rahela nureen	
11	16077046129921	Safura Firdous Sana	
12	17077046129922	Sana Fathima	
13	17077046129925	Shah Fahed Shouab	
14	17077046129910	Hafsa Tabassum	
15	17077046129811	Humera Masarath	
16	17077046129812	Md.Sabeer Ahmed	
17	17077046129813	Md. Sufiyan	
18	17077046129814	Nabeela Nazreen	
19	17077046129815	Neha Sanober	
20	17077046129816	Nimra Zareen	
21	17077046129817	Sabeela Sadaf	
22	17077046129818	Saleha	
23	17077046129819	Saniya Salwa	



PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

24	17077046129820	Shabana Tabassum	
25	17077046129821	Shagufta Firdous	
26	17077046129822	Shaista	
27	16077046129502	B Manisha	
28	16077046129505	Md Naseer	
29	16077046129512	Sampath Raju	
30	16077046129513	S Rajesahkumar	


PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA

S.NO	STUDENT NAME	3-10-18	4-16-18	5-10-18	6-10-18	8-10-18	22-10-18	23-10-18	24-10-18	25-10-18	26-10-18	27-10-18	28-10-18	29-10-18	30-10-18	31-10-18
1	Ayesha Siddiqi	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
2	Heena Fatima	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
3	Hameera Mahveen	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
4	MD. Javid	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
5	Md. Anwar Ahmed	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
6	Md. Anwar Ahmed	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
7	Mamta Begum	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
8	Nabeela Begum	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
9	Neha Shireen	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
10	Parveen Gulking	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
11	Rahela Nureen	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
12	Sajida Firdous	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
13	Sana Fatima	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
14	Shah Fahad Sheikh	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
15	Hafsa Jabassum	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
16	Hameera Masarat	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
17	Md. Sabir Ahmed	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
18	Md. Subhan	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
19	Nabeela Nageen	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p
20	Neha Sanjeev	p	p	p	p	p	p	p	p	p	p	p	p	p	p	p

STUDENT ATTENDANCE SHEET

20	Nimra Zareen	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P
21	Sabeela Sadaf	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P
22	Saleha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	Saniya Salwa	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	Shahana Tabassum	P	P	P	P	P	P	AB	P	P	P	P	P	AB	P	P
25	Shagufta Firdous	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	Shaista	P	P	P	P	P	P	P	P	P	P	AB	P	P	P	P
27	B. Manisha	P	P	P	AB	P	P	P	P	P	P	P	P	AB	P	P
28	Md. Nazeez	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P
29	Sampath Raju	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P
30	S. Rajesh Kumar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

[Handwritten Signature]

[Handwritten Signature]

PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

GOVT. DEGREE COLLEGE, KORATLA, DIST: JAGTIAL

DEPARTMENT OF ECONOMICS
CERTIFICATE COURSE IN ECONOMICS



CERTIFICATE OF APPRECIATION

This is to certify that Mr/Miss *Sonaya Salwa* studying *B.A II* with Hall Ticket No. *17073046129919* has attended

"CERTIFICATE COURSE IN ECONOMICS"

From *03-10-2018* to *01-11-2018* at the Department of Economics and his/her participation is highly appreciable.

Head Department of Economics

Principal
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL


10/

Resolution

6/7/2018

We, the Dept. of English wished to start "Certificate course in English" for free of cost for the benefit of our students.

It helps the students to face various competitive exams and Interview for various Jobs.


Dept. of English.

GOVT. DEGREE COLLEGE, KORATLA-505 326 DIST: JAGTIAL

CERTIFICATE COURSE IN FREE COACHING FOR SPOKEN ENGLISH

PERMISSION LETTER

To

The Principal,

Government Degree College,

Koratla.

Sir,

Subject: Seeking permission to start Certificate course in Free Spoken English in our college Request-Reg.

--

We, the Department of English would like to start Certificate course in Free Coaching for Spoken English in our college for the academic year 2018-19 for the betterment of all students.

Hence, you are requested to permit us to start the Certificate course for the mentioned academic year.

Thanking you sir,

Permitted

PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

Yours faithfully,



(M.RAJASHEKAR)

Department of English.

CIRCULAR

All the students are here by informed that we, the Department of English start Free Certificate course in Spoken English for a period of thirty days for this academic year 2018-19. The classes will be conducted during zero hours that is from 4.30 pm to 5.30 pm on all working days. The detailed schedule will be intimated soon. Interested candidate may enrol their names with Mr. M. Rajashekar, Lecturer in English on or before 06-07-2018. If the enrolled candidates are more than thirty, a formal entrance test will be conducted and based on the performance the selected students will be short listed.


Department of English


Principal.

PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

OBJECTIVES:

- To be able to speak English fluently and accurately
- To think in English and then speak
- To be able to talk in English
- To be able to compose freely and independently in speech and writing
- To be able to read books with understanding
- To acquire a vocabulary of 2,500 words
- Ability to use reference material such as encyclopaedia, dictionary etc.,

Syllabus & Programme Schedule

Sl.No.	HOURS	Date	Name of the Topic
1	2HOURS	09/07/18	Introduction: Importance of Communication skills
2	2HOURS	10/07/18	Basic Structure
3	2HOURS	11/07/18	Language Skills
4	2HOURS	12/07/18	Parts of Speech
5	2HOURS	13/07/18	Introducing oneself & others
6	2HOURS	16/07/18	Usage of Tenses & verb forms
7	2HOURS	17/07/18	Classified Vocabulary
8	2HOURS	18/07/18	Common Sentences in daily use
9	2HOURS	19/07/18	Presentation Skills
10	2HOURS	20/07/18	Situational Conversations
11	2HOURS	21/07/18	JAM(Just A Minute)
12	2HOURS	23/07/18	GD (Group Discussion)
13	2HOURS	24/07/18	Preparing C.V (Curriculum Vitae)
14	2HOURS	25/07/18	FAQs (Frequently Asked Questions)
15	2HOURS	26/07/18	Conclusion

STUDENT NAMES WITH ATTENDANCE SHEET

STUDENT ATTENDANCE SHEET

S.NO	STUDENT NAME	9/7/18	10/7/18	11/7/18	12/7/18	13/7/18	14/7/18	15/7/18	16/7/18	17/7/18	18/7/18	19/7/18	20/7/18	21/7/18	22/7/18	23/7/18	24/7/18	25/7/18
1	BANDARI PAVITHRA	P	P	P	A	P	P	P	P	P	A	P	P	A	P	P	P	P
2	ENGURU GOUTHAMI	P	P	P	P	A	P	P	P	A	P	P	P	P	A	P	P	P
3	KALLURI LAXMI	P	P	P	A	P	P	A	P	P	A	P	P	P	P	P	A	P
4	LINGAPPELLI NAVYA	P	P	P	P	P	A	P	P	P	P	P	A	P	P	A	P	P
5	MOHAMMED ABBAS	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	A	P
6	SINGAM DIVYA	P	P	P	A	P	P	A	P	A	P	P	P	P	P	P	A	P
7	ELLISOMULA REKHA	P	P	P	P	P	A	P	P	A	P	P	P	A	P	P	P	P
8	FRELLY ROBERTSON	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	A	P
9	MAATIA NAVEEN	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	A	P
10	MUKNERA GOUTHAM	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	A	P
11	NALLA MADHU	P	P	A	P	P	A	P	P	P	P	A	P	P	P	A	P	P
12	NEERUGONDA RAVI KIRAN	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	A	P
13	SRI PURAM MANOGNYA	P	P	P	P	P	P	A	P	A	P	P	A	P	P	P	P	P
14	AYESHA FRODOUS	P	P	P	A	P	P	P	A	P	A	P	P	P	P	P	P	P
15	CHETLAPPELLI SRINIVAS	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	A	P
16	DYAVALLA SHAILI	P	P	A	A	P	P	A	P	P	P	P	P	P	P	P	P	P
17	NAIRA MUSKAN	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
18	JILENDULA GUNASHEKAR	P	P	A	P	P	A	A	P	P	A	P	P	P	P	P	A	P
19	PELETI VAMSHI	P	P	A	P	P	A	P	P	A	P	P	P	P	P	P	A	P


PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

20	MAZZHETTI NISHU BHARATH	P	A	F	P	P	A	P	P	P	A	A	P	P	P
21	ASATH SAGARI	P	P	A	F	A	P	P	P	P	A	A	P	P	P
22	NALLA BHANUSHYTHA	P	P	P	M	P	P	P	P	P	A	A	P	P	P
23	RELOFAR LULTANA	P	A	F	P	P	P	P	P	P	A	A	P	P	P
24	PENGOZAI SUDHAMA	P	P	P	P	P	P	P	P	P	A	A	P	P	P
25	PULTI ARAVIND	P	P	P	P	P	P	P	P	P	A	A	P	P	P
26	KALLABHANTE IN REEDHALLY	P	P	P	P	P	P	P	P	P	A	A	P	P	P
27	SAMINA TABASSUM	P	P	P	P	P	P	P	P	P	A	A	P	P	P
28	VEGVARAJU HANITH	P	A	P	P	P	P	P	P	P	A	A	P	P	P
29	BANTLECHIVASSI	P	P	P	P	P	P	P	P	P	A	A	P	P	P
30	ABHIJITH RACHANA	P	P	P	P	P	P	P	P	P	A	A	P	P	P


PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

GOVT. DEGREE COLLEGE, KORATLA, DIST: JAGTIAL



DEPARTMENT OF ENGLISH
CERTIFICATE COURSE IN ENGLISH

CERTIFICATE OF APPRECIATION

This is to certify that Mr /Miss _____ studying _____ Year with Hall Ticket No. _____ has attended

"CERTIFICATE COURSE IN ENGLISH "

From _____ to _____ at the Department of English and his/her participation is highly appreciable.

Head Department of English


Principal
PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

GOVT. DEGREE COLLEGE, KORATLA, DIST: JAGTIAL



DEPARTMENT OF ENGLISH
CERTIFICATE COURSE IN ENGLISH


CERTIFICATE OF APPRECIATION

This is to certify that Mr /Miss Kalluri Laxmi studying B.Sc.(MPCS) First Year with Hall Ticket No. 180077046468003 has attended

"CERTIFICATE COURSE IN ENGLISH"

From 09-07-2018 to 26-07-2018 at the Department of English and his/her participation is highly appreciable.


Head Department of English


Principal

PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

PHOTOGRAPH



GOVT. DEGREE COLLEGE, KORATLA, DIST: JAGTIAL



**DEPARTMENT OF ENGLISH
CERTIFICATE COURSE IN ENGLISH**


CERTIFICATE OF APPRECIATION

This is to certify that Mr /Miss Kalluri Laxmi studying B.Sc.(MPCS) First Year with Hall Ticket No. 180077046468003 has attended

“CERTIFICATE COURSE IN ENGLISH”

From 09-07-2018 to 26-07-2018 at the Department of English and his/her participation is highly appreciable.


Head Department of English


Principal

PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

**GOVERNMENT DEGREE COLLEGE,
KORATLA.**


DIST: JAGTIAL-505326

**CERTIFICATE COURSE
IN TALLY.**

ACADEMIC YEAR 2017-18

NO. OF Participants: 30

**DEPARTMENT OF
COMMERCE**




**PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL**

Koratla

Date:26-07-2017

To

The Principal,

Government Degree College,

Koratla.

Sir,

Sub: Permission for Certificate Course in Tally-Req-Reg.

@@@@

Department of Commerce wants to organise certificate course in Tally to enable students to acquire skill for employment in our college in zero hours. We want to conduct classes free of cost. Classes will run daily 1 hour for 30 days i.e. 30 hours duration. Kindly permit us to conduct the course.

Thanking you sir,

Yours faithfully



(S.ASHOK)

Department of commerce

Government Degree college,

Koratla.

Permitted

PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

NOTICE

Date:27-07-2017

All the Students are here by informed that certificate course in Tally course is starting from 01-08-2017 .It will have duration of 30 working days. It will end on 19-09-2017 (30 days) in our college. All the students should utilise and get trained. After completion of course Certificates will be issued. It will be free of cost.

Interested students contact with Department of Commerce.


Principal,
PRINCIPAL
GOVT. DEGREE COLLEGE,
KORATLA, DIST: JAGTIAL
Koratla.

SYLLABUS FOR TALLY

Unit- I Basics of Accounting:

Types of Accounts, Golden rules of Accounting: Accounting Principles, Concepts and conventions.

Double entry system of Book Keeping Mode of Accounting Financial Statements, Transactions, Recording Transactions.

Unit-II Introduction of Tally:

Creation of company-Groups-Ledgers, Pre defined Vouchers, displaying-Altering-Deleting of vouchers.

Reports: Account books-Registers. Statement of Accounts.

Daybook, cash and Bank books-Final Accounts of sole Traders.

Unit-III Accounts with Inventory:

Creation of company with Inventory and stock creation of stock groups stock categories-stock items, go downs-unit of measure-Inventory vouchers-Inventory reports.


PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

ABOUT THE COURSE:

It is very popular accounting software which indeed helps a small and medium business. Tally has some unique features comparing to other accounting packages, it became famous because of its features and user friendliness, below some important general Technology, accounting and inventory features are discussed.

Objectives:

After doing this course you will be able to

- This course is designed to impart knowledge regarding concepts of Financial Accounting.
- Tally is an accounting Package which is used for learning to maintain Accounts.

Job Opportunities:

Tally is useful for Students to get placements in different offices as well as companies in Accounts department like:

- Accounts Executive.
- Junior Accountant.
- Tally Operator.
- Accounts Assistant.
- Book Keeper.


PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: NAGTIAL

Government Degree College, Koratla

Department of Commerce

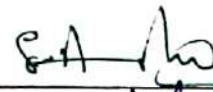
1.1.2 Certificate/Diploma Programmes

Year of Introduction of the course	Name of the course	HT.NO	Name of the students
2017-18	Certificate Course in Tally	16077046402001	ADEPU ABHILASH
		16077046402002	ANDUGULA KARTHIK
		16077046402003	AZEEM BAIG
		16077046402004	BALE KALYAN
		16077046402005	BANDI SANDYA
		16077046402006	CHATLA ASHA
		16077046402007	CHILUKA MANJULA
		16077046402008	DASARI VINAYKUMAR
		16077046402009	JAMPALA CHANDRASHEKAR
		16077046402010	JAPA PRIYANKA
		16077046402011	KALWAKOTA SRISAIRAM
		16077046402012	KAVATI VIJAY
		16077046402013	MA FAISAL
		16077046402014	MANDA RADHA
		16077046402015	MA SOHEL
		16077046402016	MOHAMMAD SHABAZ
		16077046402017	MOHD ABDUL ARIF
		16077046402018	MOHD ABDUL MOIZ
		16077046402019	MOHD RIZWAN
		16077046402020	MOHD SHAJIUDDIN
		16077046402021	MUDIGONDA RAMU
		16077046402022	MULKALA KETHURA
		16077046402023	NAZIYA
		16077046402024	PUTTI RAJU
		16077046402025	SADHIKA
		16077046402026	SAKINALA DURGAPRASAD
		16077046402028	SYED ABUZAR MURTAZA
		16077046402029	THEDDU MANASA
		16077046402030	THEDDU THIRUMALA



PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

Sign of the lecturer



Name of the Lecturer

S. Ashok

Designation

Lecturer in Commerce



GOVERNMENT DEGREE COLLEGE, KORATLA

DIST: JAGTIAL-505326.

(AFFILIATED TO SATAVAHANA UNIVERSITY)

CERTIFICATE

This is to Certify that Mrs. / Miss Challa Asha Studying B.Com (CA) with hall ticket Number 160770464-02006

Has attended **"CERTIFICATE COURSE IN TALLY"**

From 01-08-2017 19-09-2017 at the Department of Commerce and his/her participation is highly appreciable.


Course in charge
(S. Ashok)


PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

Faculty: The Classes shall be conducted by the faculty of Commerce

GOVERNMENT DEGREE COLLEGE, KORATLA.

DURATION OF THE COURSE: 30HRS

NO OF TIMES OFFERED IN A YEAR: ONCE

**CERTIFICATION: ALL SUCCESSFUL STUDENTS SHALL BE AWARDED A
CERTIFICATE.**




**PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL**

GOVERNMENT DEGREE COLLEGE, KORATLA - 505 326, DIST. JAGTIAL
ATTENDANCE OF THE STUDENTS OF CERTIFICATE COURSE IN TALLY -2017-18

FROM 01-08-2017 TO 19-09-2019 (30 WORKING DAYS)

SNo	Admn / Hall Ticket No	Name	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	Attendance Percentage
1	16077046402001	ADEPU ABHILASH	1	1	2	3	4	5	6	7	8	8	9	10	11	12	13	14	13	14	15	16	17	18	19	20	21	22	23	24	25	29	
2	16077046402002	ANDUGULA KARTHIK	1	2	3	4	5	5	6	7	8	9	10	10	11	12	12	14	15	16	16	17	18	19	20	21	21	22	23	24	25	29	
3	16077046402003	AZEEM BAIG	1	1	2	2	4	5	5	6	7	8	8	9	10	11	11	12	13	14	14	15	16	17	18	19	20	20	21	21	22	22	
4	16077046402004	BALE KALYAN	1	2	2	3	4	5	5	6	7	8	9	10	11	12	13	14	15	16	16	17	18	19	19	20	21	21	22	23	23		
5	16077046402005	BANDI SANDYA	1	2	3	3	4	5	6	7	8	9	9	10	11	12	13	14	14	15	16	17	18	19	20	21	21	22	23	24	24		
6	16077046402006	CHATLA ASHA	1	1	2	2	3	4	5	6	7	8	9	10	10	11	12	13	14	14	15	16	17	18	19	20	21	21	21	21	22	22	
7	16077046402007	CHILUKA MANJULA	1	2	3	3	4	5	6	7	8	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	24	24	24		
8	16077046402008	DASARI VINAYKUMAR	1	1	2	3	4	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	24	24	24		
9	16077046402009	JAMPALA CHANDRASEKHAR	1	2	2	3	4	5	6	7	8	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	24	24	24		
10	16077046402010	JAPA PRIYANKA	1	1	2	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	24	24	24		
11	16077046402011	KALWAKOTA SRISAIRAM	1	2	2	3	4	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	24	24	24		
12	16077046402012	KAVATI VIJAY	1	1	2	2	2	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	24	24	24		
13	16077046402013	MA FAISAL	1	2	2	2	4	5	6	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	24	24	24		
14	16077046402014	MANDA RADHA	1	2	2	4	5	6	7	7	8	9	10	11	12	14	15	16	17	17	18	19	20	21	22	23	24	24	24	24	24		

SA

PRINCIPAL

GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

Admn. / Hall Ticket No.	Name	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	Attendance Percentage			
15	16077046402015 IMA SOHEL																																		
16	16077046402016 MOHAMMAD SHABAZ																																		
17	16077046402017 MOHD ABDUL ARIF																																		
18	16077046402018 MOHD ABDUL MOIZ																																		
19	16077046402019 MOHD RIZWAN																																		
20	16077046402020 MOHD SHAJUDDIN																																		
21	16077046402021 MUJIGONDA RAMU																																		
22	16077046402022 MULKALA KETHURA																																		
23	16077046402023 NAZIYA																																		
24	16077046402024 PUTTI RAJU																																		
25	16077046402025 SADHIKA																																		
26	16077046402026 SAKINALA DURGAPRASAD																																		
27	16077046402027 SHIVANEETHI SRIKANTH																																		
28	16077046402028 SYED ABUZAR MURTAZA																																		
29	16077046402029 THEDDU MANASA																																		
30	16077046402030 THEDDU THIRUMALA																																		

Signature

PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

T

GOVT. DEGREE COLLEGE, KORATLA-505 326 DIST: JAGTIAL

CERTIFICATE COURSE ON HISTORY OF TELANGANA-2108-19

Date:03-07-2018

PERMISSION LETTER

To

The Principal,

Government Degree College,

Koratla.

Sir,

Subject: Seeking permission to start Certificate course on History of
Telangana in our college Request-Reg.

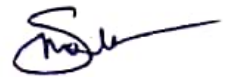
--

We, the Department of History would like to start Certificate course on
History of Telangana in our college for the academic year 2018-19 for the
betterment of all students.

Hence, you are requested to permit us to start the Certificate course for the
mentioned academic year.


Thanking you sir,

Yours faithfully,



(S.Mallikarjun)

Assistant Professor Of History

Permitted

PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST. JAGTIAL

CIRCULAR

Date: 04-07-2018

All the students are here by informed that we, the Department of History start Certificate course on History of Telangana for a period of Thirty days i;e 09-07-2018 to 17-08-2018 for this academic year 2018-19. The classes will be conducted during zero hours that is from 4.30 pm to 5.30 pm on all working days. Interested candidate may enrol their names with Mr. S.Mallikarjun, Asst.Professor of History on or before 05-07-2018.


Department of History


Principal.
PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST. NAGTAL

OBJECTIVES:

- To be able to know about Telangana Heritage and Culture.
- Helps in Preparing for Competitive exams.
- To be able to Know about Historical Places in Telangana.
- To be able to know about the dynasties that ruled Telangana.
- To be able to know about the history of the Telangana Movement.

Course Syllabus

- Socio-Cultural conditions in Ancient Telangana- Satavahanas, Ikshvakus, Vishnukundins, Mudigonda and Vemulawada Chalukyas. Religion, Language, Literature, Art and Architecture;
- Medieval Telangana – Contribution of Kakatiyas, Rachakonda and Devarakonda Velamas, Qutub Shahis; Socio -Cultural developments: Emergence of Composite Culture. Fairs, Festivals, Moharram, Ursu, Jataras etc.
- Foundation of Asaf Jahi Dynasty- from Nizam -ul- Mulk to Mir Osman Ali Khan – SalarJung Reforms Social system and Social conditions-Jagirdars, Zamindars, Deshmuks, and Doras- Vetti and Bhagela system and position of Women.
- Rise of Socio-Cultural Movements in Telangana: Arya Samaj, Andhra Maha Sabha, Andhra Mahila Sabha, Adi-Hindu Movements, Literary and Library Movements.
- Tribal and Peasant Revolts: Ramji Gond, Kumaram Bheemu, and Telangana Peasant Armed Struggle – Police Action and the End of Nizam Rule.

LIST OF STUDENTS, WHO HAVE ATTENDED HISTORY OF
TELANGANA CLASS FOR THE YEAR 2018-19 started from 09-07-2018

Sl.No	HT. Number	Name of the student
1	18077046129008	M.VINAY
2	18077046129009	NISHAT FIRDOS
3	18077046129011	S.VINAY
4	18077046129013	SHAFIYA NAAZ
5	18077046129014	SHAIK ZAKI UR RAHMAN
6	18077046129015	SHAISTA SAMREEN
7	18077046129016	V.ANITHA
8	16077046129901	ARFIA TARANNUM
9	16077046129904	ASFIYA PARVEEN
10-	16077046129905	AYESHA SIDDIQHA
11	18077046129010	P.MADHU
12	18077046129012	S.SAIRAM
13	16077046129502	B.MANISHA
14	16077046129505	MD.NASEER
15	16077046129512	S.RAJU
16	16077046129513	S.RAJESH KUMAR
17	17077046129502	J.KRISHNA
18	18077046129001	AFSANA
19	18077046129002	CH.MAHESH
20	18077046129003	E.NAVEEN
21	18077046129004	HAJRA TAYYABA
22	18077046129005	HUMERA THASEEN
23	18077046129006	M.SANTHOSH
24	18077046129007	MD.ADNAN

GOVERNMENT DEGREE COLLEGE, KORATLA

Department of History

"CERTIFICATE COURSE IN HISTORY OF TELANGANA"



GOVT. DEGREE COLLEGE, KORATLA, DIST: JAGTIAL



DEPARTMENT OF HISTORY
CERTIFICATE COURSE ON HISTORY OF TELANAGANA

CERTIFICATE OF APPRECIATION

This is certify that Mr /Miss *Nishat Firdous* studying *B.A I Year E/M* with Hall Ticket No. *18077046129009* has attended

"CERTIFICATE COURSE ON HISTORY OF TELANAGANA"

From 09-07-2018 to 17-08-2018

at the Department of History and his/her participation is highly appreciable.

Head


Principal.

Government Degree College, KORATLA

Attendance Of The Students Of Certificate Course In HISTORY OF TELANGANA-2018-2019

from:-09-07-2018 to 17-08-2018

SN	HT. Number	Name of the Student	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	18077046129008	M.VINAY	P	P	A	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	
2	18077046129009	NISHAT FIRDOS	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	18077046129011	S.VINAY	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	
4	18077046129013	SHAFIYA NAAZ	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	
5	18077046129014	SHAIK ZAKI UR RAHMAN	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	
6	18077046129015	SHAISTA SAMREEN	P	P	A	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	
7	18077046129016	V.ANITHA	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	
8	16077046129901	ARFIA TARANNUM	P	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
9	16077046129904	ASFIYA PARVEEN	P	P	P	A	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
10	16077046129905	AYESHA SIDDIQHA	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	
11	18077046129010	P.MADHU	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	
12	18077046129012	S.SAIRAM	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	A	A	P	P	P	P	P	P	
13	16077046129502	B.MANISHA	P	P	P	A	P	P	P	A	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	
14	16077046129505	MD.NASEER	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	
15	16077046129512	S.RAJU	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	
16	16077046129513	S.RAJESH KUMAR	P	P	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P
17	17077046129502	J.KRISHNA	A	P	P	A	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	18077046129001	AFSANA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	
19	18077046129002	CH.MAHESH	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A	
20	18077046129003	E.NAVEEN	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	

21	18077046129004	HAJRA TAYYABA	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P
		HUMERA																													
22	18077046129005	THASEEN	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	18077046129006	M.SANTHOSH	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
24	18077046129007	MD.ADNAN	P	P	P	P	P	P	A	P	P	A	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P


PRINCIPAL
 GOVT. DEGREE COLLEGE
 KORATLA, DIST: JAGTIAL

GOVERNMENT DEGREE COLLEGE' KORATLA.

PERMISSION LETTER

Date: 17-09-2016.

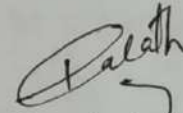
To
The Principal,
Government Degree College,
Koratla.

Sir

Department of Economics wants to organise "Certificate Course in Agriculture Marketing" for enable students to acquire skill for self employment, in our college in zero hours. We want to conduct it free of cost classes will run daily 2 hours for 15 days i-e 30 hours duration kindly permit me to conduct the certificate course.

Thanking you sir,

Yours faithfully,

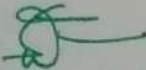


(Syeda Talath Fathima)

Lecturer in Economics

Department of Economics

permitted



PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

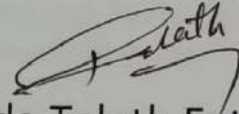
GOVERNMENT DEGREE COLLEGE, KORATLA

Date: 20-09-2016.

CIRCULAR

The Department of Economics has planned to conduct certificate course on Agriculture Marketing for UG students from 22-09- 2016 to 20-10-2016. The interested students can register their name. The faculty for the above program is Syeda Talath Fathima.

Signature of the organiser



(Syeda Talath Fathima)

Lecturer in Economics,
Department of Economics.


PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

SYLLABUS

An Overview of Marketing : What is marketing? Marketing concepts and tools.

The Marketing Environment : External and Internal Marketing Environment. Macro and Micro Environment.

Marketing Information Systems: Gathering information for decision making. The information system in marketing and the role of MIS in decision making.

Product Decisions: Product mix. Product life cycle. Branding and packaging decisions.

Pricing Decisions: Importance of Price. Pricing objectives. Determinants of price. Setting the right price.

Promotion Decisions: The communication process. Barriers to marketing communications. The role of promotion in the marketing mix.

Managing Direct and On-line Marketing: The Growth and benefits of direct marketing. Major channel for direct marketing. E-commerce.

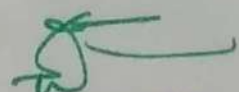
GOVERNMENT DEGREE COLLEGE, KORATLA.

DEPARTMENT OF ECONOMICS
ACADEMIC YEAR- 2016 - 2017
AGRICULTURE MARKETING

PROGRAMM SCHEDULE

DATE	HOURS	TOPIC
22/09/2016	2H	What is Marketing? Marketing concept and tools,
23/09/2016	2H	External and Internal marketing environment.
24/09/2016	2H	Micro and Macro Environment.
26/09/2016	2H	Marketing information system.
27/09/2016	2H	Marketing information system.
28/09/2016	2H	Product decision.
29/09/2016	2H	Branding and Packaging decision.
01/10/2016	2H	Pricing Decision.
03/10/2016	2H	Importance of price and pricing objectives.
13/10/2016	2H	Promotion Decisions.
14/10/2016	2H	The role of promotion the marketing mix.
17/10/2016	2H	Managing Direct and On-line Marketing.
18/10/2016	2H	The Growth and benefits of direct marketing.
19/10/2016	2H	Major channel for direct marketing.
20/10/2016	1H	E-commerce.

S.NO.	STUDENT NAME	Course
1	Nishath Shireen	BA (HEP) III
2	Tasleem Begum	III
3	Ruheena Sultana	III
4	Farheen Kouser	III
5	Tahmeena Tahseen	III
6	Ayesha Sultana	III
7	M.A Azeez	III
8	Saba Begum	III
9	Umama Mutal	III
10	Asfiya Khatoon	III
11	Tahniyath Fathima	III
12	Shagufta Tarannum	III
13	Asra Farheen	III
14	Arshiya Firdous	III
15	Tayaba Fathima	III
16	Abeda Shireen	III
17	M.a Nazim	III
18	Umme Salma	II
19	Shaheen Sultana	II
20	Fakeha Firdous	II
21	MD.Bin Mubarak	II
22	MD.Mussavir Ali	II
23	MD .Sayeed	II
24	Hafsa Anjum	II
25	Shaista Parveen	II
26	Sumera Begum	II
27	Furqana Firdous	II
28	MD.Afroz	II
29	MD Shahab Ali	II
30	MD. Rizwan	II


PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

STUDENT ATTENDANCE SHEET

S.NO	STUDENT NAME	22-09-16	23-09-16	24-09-16	26-09-16	27-09-16	28-09-16	29-09-16	01-10-16	03-10-16	03-10-16	11-10-16	17-10-16	18-10-16	19-10-16	20-10-16
1	Nishath shireen	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P
2	Tasleem Begum	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P
3	Ruheena Sultans	P	P	P	P	P	P	P	P	P	P	P	AB	P	P	P
4	Farheen Kouser	P	P	P	P	P	AB	P	P	P	P	P	P	P	P	P
5	Tahmeena Tahseen	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P
6	Ayesha Sultans	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	M.A Azeez	P	P	P	P	AB	P	P	P	P	P	P	P	P	P	P
8	Saba Begum	P	AB	P	P	P	P	P	P	P	P	P	P	P	P	P
9	Umama Mutal	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P
10	Aspiya Khatooh	P	P	P	P	P	P	AB	P	P	P	P	P	P	P	P
11	Tahniyath Fatlums	P	P	P	P	P	P	P	P	AB	P	P	P	P	P	P
12	Shagufta Tarannum	P	P	P	P	P	P	P	P	P	P	P	P	P	P	AB
13	Asma Farheen	P	P	P	P	P	P	P	P	P	P	P	P	AB	P	P
14	Arshiya Firdous	P	P	P	AB	P	P	P	P	P	P	P	P	P	P	P
15	Tayaba Fathims	AB	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	Abeda Shireen	P	P	P	P	P	AB	P	P	P	P	P	P	P	AB	P
17	M.A. Nazim	P	P	P	P	P	P	P	AB	P	P	P	P	P	P	P
18	Umme Salma	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P
19	shaheen Sultans	P	P	P	P	P	P	P	P	P	AB	P	P	P	P	P

GOVT. DEGREE COLLEGE, KORATLA, DIST: JAGTIAL



DEPARTMENT OF ECONOMICS
CERTIFICATE COURSE IN ECONOMICS

CERTIFICATE OF APPRECIATION

This is to certify that Mr /Miss Umme Salma studying B.A II with Hall Ticket No. 704615129906 has attended

"CERTIFICATE COURSE IN ECONOMICS"

From 22-09-2016 to 20-10-2016 at the Department of Economics and his/her participation is highly appreciable.

Head Department of Economics

Principal
PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

CERTIFICATE COURSE IN TALLY.

ACADEMIC YEAR 2016-17

**DEPARTMENT
OF COMMERCE**

NO. Of Participants: 30

**GOVERNMENT DEGREE COLLEGE,
KORATLA.**

DIST: JAGTIAL-505326



Principal
GOVT. DEGREE COLLEGE
KORATLA, Dist. Karimnagar

Koratla

Date:14-10-2016

To

The Principal,

Government Degree College,

Koratla.

Sir,

Sub: Permission for Certificate Course in Tally-Req-Reg.

@@@@

Department of Commerce wants to organise certificate course in Tally to enable students to acquire skill for employment in our college in zero hours. We want to conduct classes free of cost. Classes will run daily 1 hour for 30 days i.e. 30 hours duration. Kindly permit us to conduct the course.

Thanking you sir,

Yours faithfully



(S.ASHOK)

Department of commerce

Government Degree college,

koratla.

Permitted

Principal
GOVT DEGREE COLLEGE
KORATLA, Dist. Karimnagar

NOTICE

Date:15-10-2016

All the Students are here by informed that certificate course in Tally course is starting from 18-10-2016 .It will have duration of 30 working days. It will end on 30-11-2016 (30 days) in our college. All the students should utilise and get trained. After completion of course Certificates will be issued. It will be free of cost.

Interested students contact with Department of Commerce.


Principal,
GOVT. DEGREE COLLEGE,
KORATLA.
Govt. Degree College,
Koratla.

SYLLABUS FOR TALLY

Unit- I Basics of Accounting:

Types of Accounts, Golden rules of Accounting: Accounting Principles, Concepts and conventions.

Double entry system of Book Keeping Mode of Accounting Financial Statements, Transactions, Recording Transactions.

Unit-II Introduction of Tally:

Creation of company-Groups-Ledgers, Pre defined Vouchers, displaying-Altering-Deleting of vouchers.

Reports: Account books-Registers. Statement of Accounts.

Daybook, cash and Bank books-Final Accounts of sole Traders.

Unit-III Accounts with Inventory:

Creation of company with Inventory and stock creation of stock groups stock categories-stock items, go downs-unit of measure-Inventory vouchers-Inventory reports.


Principal
GOVT. DEGREE COLLEGE
KORATLA, Dist. Karimnagar

ABOUT THE COURSE:

It is very popular accounting software which indeed helps a small and medium business. Tally has some unique features comparing to other accounting packages, it became famous because of its features and user friendliness, below some important general Technology, accounting and inventory features are discussed.

Objectives:

After doing this course you will be able to

- This course is designed to impart knowledge regarding concepts of Financial Accounting.
- Tally is an accounting Package which is used for learning to maintain Accounts.

Job Opportunities:

Tally is useful for Students to get placements in different offices as well as companies in Accounts department like:

- Accounts Executive.
- Junior Accountant.
- Tally Operator.
- Accounts Assistant.
- Book Keeper.



Principal
GOVT. DEGREE COLLEGE
KOPATLA, Dist. Karimnagar

Government Degree College, Koratla

Department of Commerce

1.1.2 Certificate/Diploma Programmes

Year of Introduction of the course	Name of the course	HT.NO	Name of the students
2016-17	Certificate Course in Tally	704614402001	BIGULLA MAHESHWARI
		704614402003	THANGALLAPELLY MAHESH
		704614402004	MANDA AJAY
		704614402005	BANDI SOUMYA
		704614402006	DUVAKA NAVARANJANI
		704614402007	GOTTIPADATA SRIKANTH
		704614402008	EDLA GANESH
		704614402009	YATELLI MADHU
		704614402010	VOTARIKARI CHANDRA SHEKAR
		704614402013	CHITIMELLI MANIRAJ
		704614402014	VOTARIKARI SHIVAPRASAD
		704614402016	SUDDALA RAJESHAM
		704614402017	BOLLEPALLY KISHAN
		704614402018	DONPAL KALYANI
		704614402019	JAGARLA NARESH
		704614402020	PADALA RAMYA
		704614402021	SONNA ANJALI
		704614402022	RIZWANA BEGUM
		704614402023	MUKKERA DINESH
		010122239	SHAIK ASIF
		704615402001	DONPAL SRAVANI
		704615402003	SAYED RIZWAN
		704615402005	RACHAKONDA SHIVACHARAN
		704615402007	RACHAKONDA SOUJANYA
		704615402008	DAMA RAMYA
704615402009	MADDELA SHIVA		
704615402010	MOHAMMAD SALEEM		
704615402011	MUTHYALA MAHENDAR		
704615402012	DASARI GANESH		
704615402013	LAKKAMPELLI NAGAHARIKA		

Sign of the lecturer



Name of the Lecturer

S. Ashok

Designation

Lecturer in Commerce


Principal
GOVT. DEGREE COLLEGE
KORATLA, Dist. Karimnagar

Faculty:

The Classes shall be conducted by the faculty of Commerce

GOVERNMENT DEGREE COLLEGE, KORATLA.

DURATION OF THE COURSE: 30HRS

NO OF TIMES OFFERED IN A YEAR: ONCE

**CERTIFICATION: ALL SUCCESSFUL STUDENTS SHALL BE AWARDED A
CERTIFICATE.**



Principal
GOVT. DEGREE COLLEGE
KORATLA, Dist. Karimnagar

GOVERNMENT DEGREE COLLEGE, KORATLA - 505 326, DIST. JAGTIAL

ATTENDANCE OF THE STUDENTS OF CERTIFICATE COURSE IN TALLY -2016-17

FROM 18-10-2016 TO 30-11-2016 (30 WORKING DAYS)

SNo	Admn / Hall Ticket No.	Name	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	Attendance Percentage		
1	704614402001	BIGULLA MAHESHWARI	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			
2	704614402003	THANGALLAPELLE MAHESH	1	2	3	3	4	5	6	7	8	9	10	11	12	13	14	15	14	15	14	17	17	18	19	20	21	21	22	23	24	24			
3	704614402004	MANDA AJAY	1	1	2	3	3	4	5	6	7	8	9	10	10	11	12	13	14	15	15	16	17	18	19	19	20	21	21	22	23	24			
4	704614402005	BANDI SOUMYA	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			
5	704614402006	DUVAKA NAVARANJANI	1	2	2	3	4	4	5	6	7	8	9	9	10	11	12	13	14	15	16	17	18	19	20	20	21	21	22	23	24	25			
6	704614402007	GOTTIPADATA SRIKANTH	1	1	2	3	4	5	6	7	8	9	10	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29		
7	704614402008	EDLA GANESH	1	2	3	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		
8	704614402009	YATELLI MADHU	1	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		
9	704614402010	VOTARIKARI CHANDRA SHEKAR	1	2	3	4	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		
10	704614402013	CHITIMELLI MANIRAJ	1	2	3	3	3	4	5	6	7	8	9	10	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
11	704614402014	VOTARIKARI SHIVAPRASAD	1	2	2	3	4	5	6	7	8	9	9	10	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
12	704614402016	SUDDALA RAJESHAM	1	2	3	3	4	5	6	7	8	9	10	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
13	704614402017	BOLLEPALLY KISHAN	1	2	3	4	4	5	6	7	8	9	10	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
14	704614402018	DONPAL KALYANI	1	2	3	4	5	5	6	7	8	9	10	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	

Signature

Principal
GOVT. DEGREE COLLEGE
KORATLA, Dist. Karimnagar

SNo	Admn / Hall Ticket No	Name	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	Attendance Percentage			
15	704614402019	JAGARLA NARESH	1	1	2	3	4	5	6	7	8	9	8	9	9	10	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24					
16	704614402020	PADALA RAMYA	1	2	3	4	5	6	7	8	9	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			
17	704614402021	SONNA ANJALI	1	2	3	3	4	5	6	7	7	8	9	10	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29		
18	704614402022	RIZWANA BEGUM	1	2	2	2	3	3	4	5	6	7	8	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
19	704614402023	MUKKERA DINESH	1	2	3	4	5	5	5	6	7	8	9	10	11	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29		
20	10122239	SHAIK ASIF	1	2	3	3	4	5	6	6	7	8	9	10	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29		
21	704615402001	DONPAL SRAVANI	1	2	2	3	3	4	5	6	7	7	8	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
22	704615402003	SAYED RIZWAN	1	1	1	2	2	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	
23	704615402005	RACHAKONDA SHIVACHARAN	1	2	3	4	4	4	5	5	6	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
24	704615402007	RACHAKONDA SOUJANYA	1	2	3	4	5	5	6	7	8	9	10	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
25	704615402008	DAMA RAMYA	1	2	2	3	3	4	5	6	7	8	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
26	704615402009	MADDELA SHIVA	1	2	3	4	4	5	6	7	8	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
27	704615402010	MOHAMMAD SALEEM	1	2	3	4	5	6	7	8	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
28	704615402011	MUTHYALA MAHENDAR	1	2	3	4	5	6	6	7	8	9	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
29	704615402012	DASARI GANESH	1	2	3	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			
		LAKKAMPPELLI NAGARAJA	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				

GA


Principal
 GOVT DEGREE COLLEGE
 KORAPUTLA, Dist. Karimnagar



GOVERNMENT DEGREE COLLEGE, KORATLA

DIST: JAGITIAL-505326.

(Affiliated to Satavahana University)

CERTIFICATE

This is to Certify that Mrs. / Miss Bandi Soumya Studying B.Com (CA) with hall ticket Number 7046/440205

Has attended **"CERTIFICATE COURSE IN TALLY"**

From 18-10-2016 to 30-11-2016 at the Department of Commerce and his/her participation is highly appreciable.

S. Ashok
Course in charge
(S. Ashok)

[Signature]
Principal
GOVT DEGREE COLLEGE
KORATLA, Dist. Karimnagar

GOVERNMENT DEGREE COLLEGE' KORATLA.

PERMISSION LETTER

Date: 22-08-2015.

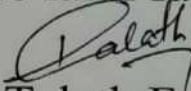
To
The Principal,
Government Degree College,
Koratla.

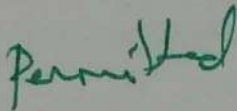
Sir

Department of Economics wants to organise "Certificate Course in Agriculture Marketing" for enable students to acquire skill for self employment, in our college in zero hours. We want to conduct it free of cost classes will run daily 2 hours for 15 days i-e 30 hours duration kindly permit me to conduct the certificate course.

Thanking you sir,

Yours faith fully


(Syeda Talath Fathima)
Lecturer in Economics
Department of Economics





PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

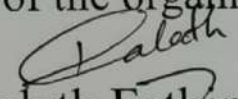
GOVERNMENT DEGREE COLLEGE, KORATLA

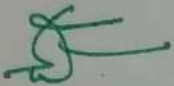
Date: 24-08-2015.

CIRCULAR

The Department of Economics has planned to conduct certificate course on Agriculture Marketing for UG students from 26-08- 2015 to 15-09-2015. The interested students can register their name. The faculty for the above program is Syeda Talath Fathima.

Signature of the organiser


(Syeda Talath Fathima)
Lecturer in Economics,
Department of Economics.



PRINCIPAL

GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

SYLLABUS

An Overview of Marketing : What is marketing? Marketing concepts and tools.

The Marketing Environment : External and Internal Marketing Environment. Macro and Micro Environment.

Marketing Information Systems: Gathering information for decision making. The information system in marketing and the role of MIS in decision making.

Product Decisions: Product mix. Product life cycle. Branding and packaging decisions.

Pricing Decisions: Importance of Price. Pricing objectives. Determinants of price. Setting the right price.

Promotion Decisions: The communication process. Barriers to marketing communications. The role of promotion in the marketing mix.

Managing Direct and On-line Marketing: The Growth and benefits of direct marketing. Major channel for direct marketing. E-commerce.

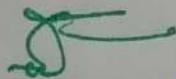
GOVERNMENT DEGREE COLLEGE, KORATLA.
DEPARTMENT OF ECONOMICS
ACADEMIC YEAR- 2015 - 2016
AGRICULTURE MARKETING

COURSE DATE: 26-08-2015.

PROGRAMM SHEDULE

DATE	HOURS	TOPIC
26/08/2015	2H	What is Marketing? Marketing concept and tools,
27/08/2015	2H	External and Internal marketing environment.
28/08/2015	2H	Micro and Macro Environment.
31/08/2015	2H	Marketing information system.
01/09/2015	2H	Marketing information system.
02/09/2015	2H	Product decision.
03/09/2015	2H	Branding and Packaging decision.
04/09/2015	2H	Pricing Decision.
05/09/2015	2H	Importance of price and pricing objectives.
08/09/2015	2H	Promotion Decisions.
09/09/2015	2H	The role of promotion the marketing mix.
10/09/2015	2H	Managing Direct and On-line Marketing.
11/09/2015	2H	The Growth and benefits of direct marketing.
14/09/2015	2H	Major channel for direct marketing.
15/09/2015	1H	E-commerce.

S.NO.	STUDENT NAME	Course
1	Sana Fathima	BA (HEP) III
2	Huma Samreen	III
3	Amreen Fatima	III
4	Anjum nayyara	III
5	Salma sultana	III
6	Sumayya Batool	III
7	Shaista Samreen	III
8	Sana Firdous	III
9	Nasreen kouser	III
10	Farheen Kouser	III
11	Dilshad Tasneem	III
12	Qusiya Shireen	III
13	Shagufta Fathima	III
14	MD .Aslam	III
15	MD. Qayyum	III
16	Ayesha Parveen	III
17	Rabiya Nurani	III
18	Sumayya Kouser	III
19	MD.Siraj	III
20	MD.Zubair	II
21	Nousheen Sultana	II
22	Asma Arshiya	II
23	Sabiha Begum	II
24	MD.Qizer	II
25	Abdul Majid	II
26	MD.Khalid	II
27	Tamkanath Fathima	II
28	Subiya Saleha	II
29	Zeeshan Firdous	II
30	Amena Firdous	II
31	Atufa Tamkeen	II
32	Asra Fathima	II
33	M.A.Nazim	II
34	Sadiya Rahman	II
35	Farhana Kouser	II


PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

STUDENT ATTENDANCE SHEET

S.NO	STUDENT NAME	26/08/15	27/08/15	28/08/15	29/08/15	31/08/15	01/09/15	02/09/15	03/09/15	04/09/15	05/09/15	06/09/15	07/09/15	08/09/15	09/09/15	10/09/15	11/09/15	12/09/15	13/09/15	14/09/15	15/09/15		
1	Sana Fatima	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
2	Huma Samreen	P	A	P	A	P	P	A	A	P	A	A	P	A	A	P	P	P	P	P	P	P	P
3	Amreen Fatima	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	Ajrum Nayyars	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	Salma Sultana	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	Sumayya Batool	P	A	P	A	P	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	Shaista Samreen	A	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	Sana Firdous	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	Nasreen Kouser	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	Farheen Kouser	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	Dilshad Tasneem	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	Qusia Shireen	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	Shagufta Fatima	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	Md. Aslam	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	Md. Bayyom	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	Ayesha parveen	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	Rabiya Nuzani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	Sumayya Kouser	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	Md. Siraj	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

20																							
21	Md. Zubair	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	Mousheer Sultan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	Asma Hashiqs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	Sabiq Begum	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	Md. Bizer	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	Abdul Majid	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	Md. Khalid	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28	Tamloanth Fathim	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
29	Subiys Saleha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
30	Zeeshan Firdous	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
31	Amena Firdous	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
32	Atuba Tamkeen	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
33	Asra Fathima	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
34	M.A. Nazim	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
35	Sadiqs Rahman	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
35	Faehana Kousa	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Signature



PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL



GOVT. DEGREE COLLEGE, KORATLA, DIST: JAGTIAL

DEPARTMENT OF ECONOMICS
CERTIFICATE COURSE IN ECONOMICS

CERTIFICATE OF APPRECIATION

This is to certify that Mr /Miss *Ameen Fatmins* studying *B.A III* with Hall Ticket No *30461312903* has attended

“CERTIFICATE COURSE IN ECONOMICS”

From 26-08-2015 to 15-09-2015 at the Department of Economics and his/her participation is highly appreciable.

Principal
PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

Head Department of Economics

Government Degree College, Koratla

Department of Chemistry

Certificate course - Green Chemistry

Resource Person: N.VASAVI, Assistant Professor of Chemistry

Course Overview: The emphasis of Green Chemistry will be on the sustainability and life cycle analysis of diverse chemical processes. The principles of green chemistry, which attempts to prevent the negative impacts of chemistry on the environment, will guide our interdisciplinary investigations, and case studies will demonstrate how the principles are integrated into every day processes. Modern society relies heavily on chemistry, from the design, synthesis and pharmacology of drugs to high performance materials, and we *must* make these processes sustainable. Class time will supplement and complement the text; attendance and participation in class are essential. It is required that you read the appropriate textbook chapter *before* the classes on that topic, and work the problems later, often as group exercises during class. Green Chemistry is an interdisciplinary topic, which requires a sound basis in organic chemistry coupled with awareness of many emerging interfaces with chemistry. The course will include guest lecturers, lively discussion of controversial topics, student current awareness presentations, and participation in sustainability events/lectures/classes across the campus.

Class Learning Outcomes:

- (1) To understand and present the chemical transformations and chemical processes that are involved in everyday chemical products especially related to community concerns regarding the impact of chemistry on our lives.
- (2) To formulate fact-based positions on societal issues of chemistry and provide interdisciplinary understanding to support your position.
- (3) To increase your awareness of the scientific literature dealing with green chemistry and be able to apply the principles of green chemistry to their evaluation.
- (4) To present in both written and oral forms a factual based opinion regarding the relative merits of chemical reactions and chemical products on society.

Textbooks :

- 1) Green Chemistry-**Environment Friendly Alternatives** Rashmi Sanghi&M.M. Sri vastava
- 2) Green Chemistry: Theory and Practice, Paul T. Anastas and John C. Warner (**Theory**)
- 3) Real World Cases in Green Chemistry I and II, Cann and Connelly (**Real**)

List of Students Attended (BSc III Year)

S.NO	H.NO	Student Name	Group	
1	16077046445001	Ameena Tabassum	BZC	Ameena
2	16077046445002	Ateera Tabassum	BZC	Ateera
3	16077046445003	B.Suchithra	BZC	Suchithra
4	16077046445004	D.Srikanth	BZC	Srikanth.
5	16077046445005	D.Lokesh	BZC	Lokesh
6	16077046445007	P.Suresh	BZC	Suresh.
7	16077046445008	P.Haripriya	BZC	Haripriya
8	16077046445009	Sajida Parveen	BZC	Sajida Parveen
9	16077046445010	Shafiya Nayeema	BZC	Shafiya
10	16077046445012	Sumayya Firdose	BZC	Sumayya Firdose
11	16077046445013	U.Prasanna	BZC	Prasanna
12	16077046445502	B.Rekha	BZC	Rekha
13	16077046445505	G.Anuradha	BZC	Anuradha
14	16077046445507	K.Amukthamalyada	BZC	Amukthamalyada
15	16077046445508	M.Rajitha	BZC	Rajitha.
16	16077046445509	Neha	BZC	Neha
17	16077046445510	Samreen	BZC	Samreen
18	16077046445513	T.Anil	BZC	Anil
19	16077046441501	Ch.Ashok	MPC	Ashok
20	16077046441502	M.Manoj Kumar	MPC	Manoj



Principal
Govt. Degree College,
Korata, Dist. Jagtial

Department of Chemistry
Government Degree College, Korutla, DIST-Jagtial, TS
Certificate course “ Green Chemistry”
(2018-19)



CERTIFICATE

This is to certify that Mr/Mrs _____ S/o,D/o _____

Class _____ has participated in a certificate course “ Green Chemistry” conducted in this college.

Head of the Dept. Chemistry

Principal

GOVERNMENT DEGREE COLLEGE, KORATLA.

(AFFILIATED TO SATAVAHANA UNIVERSITY)

DIST: JAGTIAL, TELANGANA STATE.

DEPARTMENT OF BOTANY

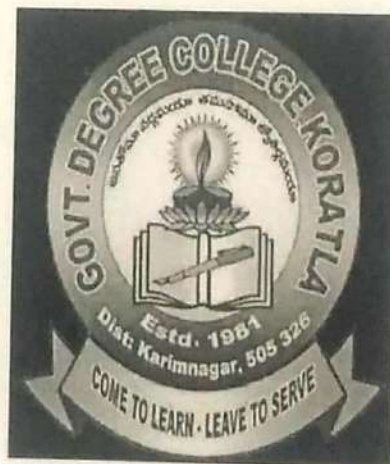
CERTIFICATE COURSE

(1.2.3)

ON

AZOLLA CULTIVATION

Date: 10/01/2019



ORGANIZER

1. B.NAGARAJU
Lecturer in BOTANY

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/ Add-on programs as against the total number of students during the last five years

Details of Enclosures:

1. Certificate course file

- 1. Permission letter
- 2. Circular
- 3. syllabus
- 4. Objectives and outcomes
- 5. Course schedule
- 6. Student list
- 7. Attendance sheet
- 8. Certificates
- 9. photos

GOVERNMENT DEGREE COLLEGE' KORATLA.

PERMISSION LETTER

Date: 08/01/2019

To
The Principal,
Government Degree College, Koratla.

Sir

Department of botany wants to organise "CULTIVATION OF AZOLLA" for enable students to acquire skill for self employment, in our college in zero hours. We want to conduct it free of cost classes will run daily 2 hours for 15 days i-e 30 hours duration kindly permit me to conduct the certificate course.

Thanking you sir,


Yours faith fully

B. Nagaraju.
Lecturer in Botany
Department of Botany.

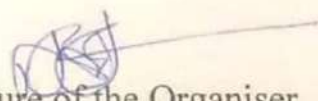

PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

GOVERNMENT DEGREE COLLEGE, KORATLA

Date: 09/01/2019

CIRCULAR

The Department of Botany has planned to conduct certificate course on "CULTIVATION OF AZOLLA" for UG students from 10-01- 2019 to 25-01- 2019. The interested students can register their name. The faculty for the above program is B.Nagarju.


Signature of the Organiser


PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

B.Nagaraju
Lecturer in Botany,
Department of Botany.

SYLLABUS CULTIVATION OF AZOLLA

Introduction:

Kingdom: Plant
Order: Salviniales
Class: Fern
Family: Salviniaceae
Scientific name: Azolla

Azolla



In the recent past agriculture as a profession is losing its charm among the farmers. This has been attributed to several reasons; important among them are spiraling cost of inputs coupled with uncertainty in the price of the product. This has been aggravated by non-availability of assured irrigation due to depletion in ground water. This has in turn manifested as distress among the farmers in substantial areas in Andhra Pradesh, Telangana, Maharashtra, Karnataka and Kerala, which are otherwise considered as agriculturally developed areas. A couple of committees have gone into the root cause of distress and suggested that alternate income generating opportunities can be a major remedy for such disappointment among the farming community. Animal husbandry is one such alternative available to such distressed farmers. Again, availability of quality fodder to the animals is the major impediment in scientific management of animals because India, having only 2.4% of the world's geographical area sustains 11% of the world's livestock population. It accounts for 55% of the world's buffalo population, 20% of the goat population and 16% of the cattle population. This has put unbearable burden on our natural vegetation. Azolla, hitherto used mainly as a green manure in paddy has tremendous potential to meet the growing demand for fodder among the small farmers taking up animal husbandry.

2. About Azolla:

Azolla is an aquatic floating fern, found in temperate climate suitable for paddy cultivation. The fern appears as a green mat over water. The Blue Green Algae cyanobacteria (*Anabaena azollae*) present as a symbiont with this fern in the lower cavities actually fixes atmospheric nitrogen. The rate of nitrogen fixed is around 25 kg/ha. As green manure, Azolla is grown alone for two to three weeks in flooded fields. Afterwards, water is drained out and Azolla fern is incorporated in the field before transplanting of paddy. Otherwise, 4-5 q of fresh Azolla is applied in standing water one week after planting of paddy. Dry Azolla flakes can be used as poultry feed and green Azolla is also a good feed for fish. It can be used as a bio-fertilizer, a mosquito repellent, in the preparation of salads and above all as a bio-scavenger as it takes away all heavy metals.

3. Advantages of Azolla:

1. It easily grows in wild and can grow under controlled condition also.
2. It can easily be produced in large quantity required as green manure in both the seasons – Kharif and Rabi.
3. It can fix atmospheric CO₂ and nitrogen to form carbohydrates and ammonia respectively and after decomposition it adds available nitrogen for crop uptake and organic carbon content to the soil.
4. The oxygen released due to oxygenic photosynthesis, helps the respiration of root system of the crops as well as other soil microorganisms.
5. It solubilises Zn, Fe and Mn and make them available to the rice.
6. Azolla suppresses tender weeds such as Chara and Nitella in a paddy field.
7. Azolla releases plant growth regulators and vitamins which enhance the growth of the rice plant.
8. Azolla can be a substitute for chemical nitrogenous fertilizers to a certain extent (20 kg/ha) and it increases the crop yield and quality
9. It increases the utilisation efficiency of chemical fertilizers.
10. It reduces evaporation rate from the irrigated rice field.

4. Nutrition value in Azolla:

Azolla is very rich in protein (25-35%), Calcium (67 mg/100g) and Iron (7.3 mg/100g). The comparative analysis of the nutrient content of azolla vis-à-vis other fodder source is depicted in the following table. Table: Comparison of biomass and protein content of Azolla with other fodder

S.N	o.	Item	Annual production of biomass (MT/ha)	Dry matter content (MT/ha)	Protein content (%)
1		Hybrid Napier	250	50	4
2		Kolkata grass	40	8	0.8
3		Lucerne	80	16	3.2
4		Cowpea	35	7	1.4
5		Subabool	80	16	3.2
6		Sorghum	40	3.2	0.6
7		Azolla	1,000	80	24

5. The material requirement for Azolla Farming:

The following materials are required for Azolla Farming:

- Silpauline sheet of density 150 gcm(gram per cubic cm)
- Sieved fertile soil
- Vermin compost
- Organic manure(cow dug)
- Powder of rock phosphate
- Azolla culture
- Micronutrients
- Clean water
- Shade net
- Farming and gardening tools
- BRICKS

6. Azolla cultivation procedure:



1. Create an artificial pond for growing Azolla.
2. For creating Azolla cultivation pond, select partially shaded area because Azolla needs 30% sunlight too much sunlight will destroy the plant. The area under the tree is preferable.
3. If you decide to grow an Azolla for the large scale you can make small concrete tanks otherwise you can make the pond any size you want.
4. Dig out the soil for pond and level the soil after that spread the plastic sheet around the ground to prevent water loss. Make sure the pond is at least 20 CM Deep.
5. Add some soil uniformly on the plastic sheet in the pond. For 2M X 2M size pond add 10-15 kg soil.
6. Azolla needs Phosphorus to grow well you can use Super Phosphate along with cow dung slurry. Cow dung increases the available nutrients. Use, cow dung 4-5 days old.
7. Next, fill the pond with water to a level of about 10 cm this will allow the short route of the Azolla Plant to float freely then leave the pond for 2 to 3 days so the ingredients can settle.
8. After 2-3 days add Azolla culture in the pond by gently rubbing Azolla in hands. It helps break Azolla into smaller pieces for faster multiplication.
9. After two-week start harvesting. Form pond of 2M X 2M size, you can harvest 1kg Azolla each day.

7. Important tips to grow Azolla:

1. Azolla rapidly grows so maintain Azolla biomass 300 gms – 350 gms/sq.meter hence harvest daily to avoid overcrowding.
2. Add once in 5 days mixture of Super Phosphate, and cow dung also add mixture containing magnesium, iron, copper, Sulfur etc. at weekly intervals to enhance the mineral content of Azolla.
3. Replace 25 to 30% old water with fresh water, once in 10 days; it helps to prevent nitrogen build up in the pond.
4. Replace complete water and soil, at least once in six months and then add Fresh Azolla seeds.
5. Maintain the water level of at least 10 cm, so Azolla root doesn't grow in the soil by keeping the roots floating it becomes easy to harvest.
6. Harvested Azolla wash thoroughly, so it removes dirt and smell of cow dung and then feeds them to animals.

8. Harvesting of Azolla:

- After 15-20 days, the thick layer of Azolla will develop having weight about 100-150kg.
- Harvest the two third of Azolla and use it in the rice field.
- Leave for one-third of Azolla's part per reproduction in the pit.
- After 15 days, one can harvest 3kg. Of Azolla per day.

9. Preservation of inoculums:

Azolla does not thrive under adverse conditions: extreme cold or heat. But it can be preserved even under such adverse conditions in very slow moving water bodies such as streams, canals, sewage channels, small ponds and tanks and unused wells. They are known as inoculums banks. The optimum temperature for azolla ranges between 15-35 ° C.

10. Conclusion:

Azolla is ideal feed for livestock. If you take good care of your Azolla pond, you can harvest good quality weed every day, and it definitely reduces your cost on feed and fertilize.

OBJECTIVES:

- Introduction of Azolla
- About Azolla
- Advantages of Azolla
- Nutrition value of Azolla
- Cultivation process of Azolla
- Important tips to grow Azolla
- Harvesting of Azolla
- Preservation of inoculums
- conclusion

OUTCOME:

Students have understood the benefits of Azolla as follows

1. Azollae, Azolla has been used as "green manure" as a fertilizer in rice paddies and increase rice production.
2. Azolla is either incorporated as green manure at the beginning of the cropping season or grown as a dual crop along with rice, in the standing water of flooded fields.
3. Azolla has helped increase rice yields as much as 58% per year.
4. Azolla can be used and as a water purifier and for the control of weeds, mosquitoes, and the reduction of ammonia volatilization that accompanies the application of chemical nitrogen fertilizers.
5. Azolla is a great feed for live stock such as poultry, pigs, dairy, fish, goat, and sheep. However, today, let us talk about azolla benefits and its role as biofertilizer in paddy. Cultivation which finally results in reduced cultivation cost of rice, and increased yield of paddy

**GOVERNMENT DEGREE COLLEGE, KORATLA.
DEPARTMENT OF BOTANY**

ACADEMIC YEAR-2018-19

CULTIVATION OF AZOLLA

COURSE DATE: 10/01/2019

PROGRAMM SHEDULE

DAY	HOURS	TOPICS
1	2H	Introduction of Azolla
2	2H	About Azolla
3	2H	About Azolla
4	2H	Advantages Of Azolla
5	2H	Advantages Of Azolla
6	2H	Nutrition Value Of Azolla
7	2H	Materials required for cultivation
8	2H	Azolla cultivation process
9	2H	Azolla cultivation process
10	2H	Azolla cultivation process
11	2H	Azolla cultivation process
12	2H	Important tips grow for Azolla
13	2H	Harvesting of Azolla
14	2H	Preservation of inoculums
15	2H	Conclusion


PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

GOVERNMENT DEGREE COLLEGE, KORATLA.

DEPARTMENT OF BOTANY

List of Students Enrolled for certificate course

S.NO.	H.T.NO	NAME OF THE STUDENT	COURSE AND YEAR
1	16077046445001	AMENA TABASSUM	B.SC.B.Z.C-IIIYR
2	16077046445002	ATEERA TABASSUM	B.SC.B.Z.C-III YR
3	16077046445003	BONDLA SUCHITHRA	B.SC.B.Z.C-III YR
4	16077046445004	DAVANAPALLI SRIKANTH	B.SC.B.Z.C-III YR
5	16077046445005	DHANALAKOTA LOKESH	B.SC.B.Z.C-III YR
6	16077046445006	MOHD MUBASHIR ALI	B.SC.B.Z.C-III YR
7	16077046445007	PALLI SURESH	B.SC.B.Z.C-III YR
8	16077046445008	PANDIRI HARIPRIYA	B.SC.B.Z.C-III YR
9	16077046445009	SAJIDA PARVEEN	B.SC.B.Z.C-III YR
10	16077046445010	SHAFIYA NAYEEMA	B.SC.B.Z.C-III YR
11	16077046445011	SHUMAILA TARANNUM	B.SC.B.Z.C-III YR
12	16077046445012	SUMAYYA FIRDOUS	B.SC.B.Z.C-III YR
13	16077046445013	USIKELA PRASANNA	B.SC.B.Z.C-III YR
14	16077046445501	ADULAPURAM SOUMYA	B.SC.B.Z.C-III YR
15	16077046445502	BOLUMALLA REKHA	B.SC.B.Z.C-III YR
16	16077046445503	ELLA MOUNIKA	B.SC.B.Z.C-III YR
17	16077046445504	ELLUTAPU RAJITHA	B.SC.B.Z.C-III YR
18	16077046445505	GADDAM ANURADHA	B.SC.B.Z.C-III YR
19	16077046445506	GADDAM VEENA	B.SC.B.Z.C-III YR
20	16077046445507	KOMARAVELLYAMUKTHAMALYADHA	B.SC.B.Z.C-III YR
21	16077046445508	MAGGIDI RAJITHA	B.SC.B.Z.C-III YR
22	16077046445509	NEHA	B.SC.B.Z.C-III YR
23	16077046445510	SAMREEN	B.SC.B.Z.C-III YR
24	16077046445511	SAMREEN BEGUM	B.SC.B.Z.C-III YR
25	16077046445512	SIRIKONDA NAVITHA	B.SC.B.Z.C-III YR
26	16077046445513	THUPAKULA ANIL	B.SC.B.Z.C-III YR
27	17077046445501	ANEGALLA SUVERNA	B.SC.B.Z.C-II YR
28	17077046445505	RAMAGIRINAVANITHA	B.SC.B.Z.C-II YR
29	18077046445501	DYAVALLA USMA	B.SC.B.Z.C-I YR
30	18077046445507	RACHAKONDASNDHYA	B.SC.B.Z.C-I YR

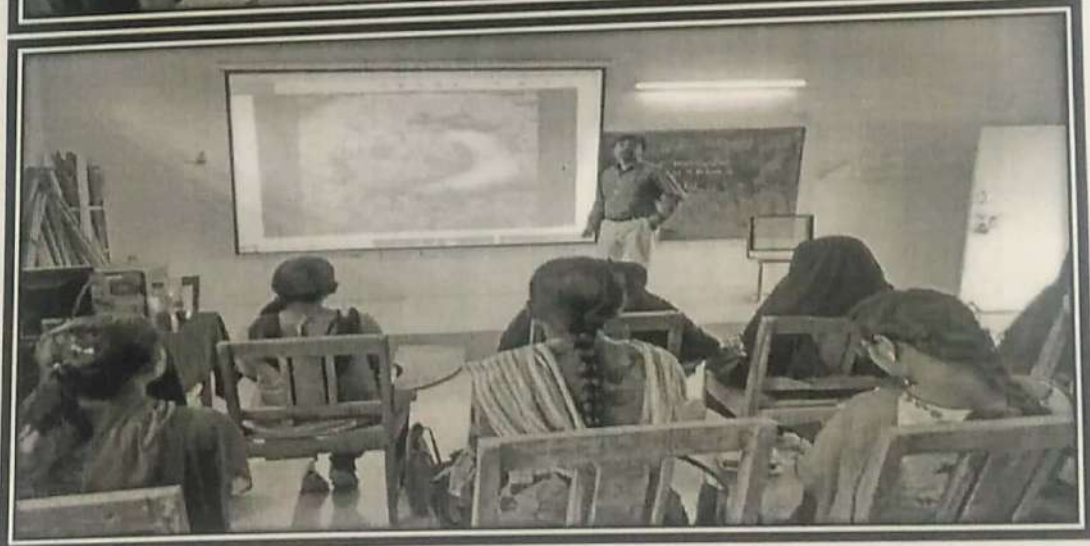


PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

STUDENT ATTENDANCE SHEET

S.NO	STUDENT NAME	10/01/19	11/01/19	17/01/19	19/01/19	19/01/19	22/01/19	23/01/19	25/01/19	28/01/19	31/01/19	01/02/19	4/02/19	05/02/19	6/02/19	7/02/19	TOTAL 30H NO.OF PERIODS ATTENDED
		2H	2H	2H	2H	2H	2H	2H	2H	2H	2H	2H	2H	2H	2H	2H	
1	AMENA TABASSUM	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	13
2	ATEERA TABASSUM	P	P	P	P	A	A	P	P	P	P	P	P	P	P	P	13
3	BONDLA SUCHITHRA	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	13
4	DAVANAPALLI SRIKANTH	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	13
5	DHANALAKOTA LOKESH	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P	13
6	MOHD MUBASHIR ALI	P	P	P	P	P	A	A	P	P	P	P	P	P	P	P	13
7	PALLI SURESH	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	14
8	PANDIRI HARIPRIYA	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	14
9	SAJIDA PARVEEN	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	14
10	SHAFIYA NAYEEMA	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	14
11	SHUMAILA TARANNUM	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	14
12	SUMAYYA FIRDOUS	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	14
13	USIKELA PRASANNA	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	14
14	ADULAPURAM SOUMYA	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	14
15	BOLUMALLA REKHA	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	14
16	ELLA MOUNIKA	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	14
17	ELLUTAPU RAJITHA	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	14

PHOTOS




PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

GOVT. DEGREE COLLEGE, KORATLA, DIST: JAGTIAL
(Affiliated To Satavahana University)



DEPARTMENT OF BOTANY

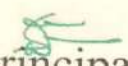
CERTIFICATE COURSE ON AZOLLA CULTIVATION
Organised By The Department Of Botany

CERTIFICATE OF APPRECIATION

This is certify that R. Navanitha from B.Sc. B.Z.C II year BOTANY has participated in the certificate course on AZOLLA CULTIVATION organized by the Department of Botany at Government Degree College, Koratla. From 10/01/19 to 7/02/19

"AZOLLA CULTIVATION"

Head Department of BOTANY


principal
PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

GOVERNMENT DEGREE COLLEGE

KORATLA - 505 326, DISTRICT: KARIMNAGAR



ACADEMIC YEAR 2014 - 2015

CERTIFICATE COURSE IN DESKTOP PUBLISHING

ORGANISED BY

DEPARTMENT OF COMPUTER SCIENCE & APPLICATIONS

GOVERNMENT DEGREE COLLEGE, KORATLA - 505 326, DIST. KARIMNAGAR

Date : 24-07-2014,
Koratla

To
The Principal,
Government Degree College,
Koratla – 505 326,
Dist. Karimnagar.

Sir,

Sub: Request for conduct of Certificate Course in Desktop Publishing for B.A. / B.Com / B.Sc. students from 01-08-2014 (30 Working Days) – Reg.

###

With the subject cited above, I am herewith requesting you kindly accord permission to conduct of Certificate Course in Desktop Publishing for B.A. / B.Com / B.Sc. students of this college for the academic year 2014-15 from 01-08-2014 (30 Working Days) with free of cost and the course class timing is 4:00pm to 5:00pm at our College.

Hence, I request you kindly accord permission for conduct of Certificate Course.

Thanking you Sir,

Yours faithfully,



S. SUDHEER KUMAR,
Lecturer in Computer Science & Course Co-Ordinator
Department of Computer Science & Applications



T. NAGARAJU,
Lecturer in Computer Applications & Member
Department of Computer Science & Applications

Permitted
24.7.14
PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

GOVERNMENT DEGREE COLLEGE, KORATLA – 505 326
DIST. KARIMNAGAR

Date : 25-07-2014

RESOLUTION FOR CONDUCT OF CERTIFICATE COURSE IN DESKTOP PUBLISHING

The meeting was convened today i.e. 25-07-2014 at 3:00pm in the Department of Computer Science and Applications under the Chairmanship of the Principal with the Staff members and the following resolutions are made unanimously and took the decisions.

- It is resolved to conduct of Certificate Course in Desktop Publishing by the Department of Computer Science and Applications from 01-08-2014 onwards.
- It is resolved to approve the duration is 30 working days and course timings at 4:00pm to 5:00pm for conduct of Certificate Course in Desktop Publishing in the College.
- It is resolved to approve the detailed syllabus in Desktop Publishing for conduct of Certificate Course.
- It is resolved to approve the Cost of Fee is Free of Cost for conduct of Certificate Course.
- It is decided to issue the Course Completion Certificates to the students after Completion of the Course with above 90% of their attendance.

Signature of the Staff Members :



S. SUDHEER KUMAR,
Lecturer in Computer Science & Course Co-Ordinator
Department of Computer Science & Applications



T. NAGARAJU,
Lecturer in Computer Applications & Member
Department of Computer Science & Applications



S. ASHOK
Lecturer in Commerce & Incharge of the
Department of Computer Science & Applications



Principal
Government Degree College, Koratla
PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

GOVERNMENT DEGREE COLLEGE, KORATLA – 505 326
DIST. KARIMNAGAR

Date: 25-07-2014

NOTICE

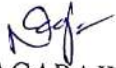
This is to inform all the B.A. / B.Com / B.Sc. students that, our college is starting Add-on Certificate Course in Desktop Publishing for the academic year 2014-15, which is duly approved by the Principal, Government Degree College, Koratla, Dist. Karimnagar.

The details of the course is as follows :


Course Name	: Desktop Publishing
Course Code	: CC14-15-102
Duration	: 30 Days (30 Hours)
Timings	: Monday to Saturday 4:00pm to 5:00pm
Medium of Teaching	: English & Telugu
Admission Procedure	: By Registration
Fees	: Free of Cost
Intake Capacity	: 30 students
Course starts from	: 01-08-2014 (30 Working Days)

The Certificate will be awarded on the completion of the course. The students, who are interested in joining this course, should give and register their names to Sri. S. Sudheer Kumar, Lecturer in Computer Science of this College on or before 31-07-2014.

Do not hesitate to contact Course Co-ordinator to obtain more information.


T. NAGARAJU,
Lecturer in Computer Applications & Member
Department of Computer Science & Applications


S. SUDHEER KUMAR,
Lecturer in Computer Science & Course Co-Ordinator
Department of Computer Science & Applications


Principal,
Govt. Degree College, Koratla.
PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

GOVERNMENT DEGREE COLLEGE, KORATLA – 505 326, DISTRICT KARIMNAGAR

DESKTOP PUBLISHING – COURSE STRUCTURE

Certificate Course : DESKTOP PUBLISHING

Course Code : CC14-15-102

Course Type : Certification

Duration : 30 Days (30 Hours)

Timings : Monday to Saturday (4:00pm to 5:00pm)

Minimum Eligibility : 10+2 pass with basic knowledge of Computer is the criteria & prerequisites.

Objective of the Course:

The course has been designed for the participants intending to build their career in desktop publishing. Students will acquire skills related to communicating through visual design with the primary emphasis of this course being desktop publishing, creating the photography, and working with graphics.

Learning Outcomes of the Course:

The students will be able to effectively & efficiently produce formatted text and graphics.

Outline of the Course

S. No	Topic	Minimum No. of Hours
1	Microsoft Paint	05 Hours
2	Photoshop	10 Hours
3	Page maker	10 Hours
4	Coral draw	05 Hours
Total Hours :		30 Hours



T. NAGARAJU,

Lecturer in Computer Applications & Member
Department of Computer Science & Applications



S. SUDHEER KUMAR,

Lecturer in Computer Science & Course Co-Ordinator
Department of Computer Science & Applications



PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

GOVERNMENT DEGREE COLLEGE, KORATLA – 505 326, DISTRICT KARIMNAGAR
DESKTOP PUBLISHING SYLLABUS

No. of Classes / Periods : 30 Hours

Objective of the Course:

The course has been designed for the participants intending to build their career in desktop publishing. Students will acquire skills related to communicating through visual design with the primary emphasis of this course being desktop publishing, creating the photography, and working with graphics.

Learning Outcomes of the Course:

The students will be able to effectively & efficiently produce formatted text and graphics.

Microsoft Paint :

Introduction of Microsoft Paint, Tools Box, File Menu, Edit Menu, View Menu, Image Menu, Colors Menu, Help Menu, Word Pad, Tools Box, File Menu, Edit Menu, View Menu, Insert Menu, Format Menu, Help Menu.

Adobe Photoshop :


Introduction Of Photoshop, Selecting, Layers – Viewing and Arranging, Filters, Painting, Retouching, Levels, Saving the File, Overview of Photoshop Toolbar, Opening a New Document, Creating Layers, Combining Images, Deleting Backgrounds/Creating Transparency, Resizing Images, Rotating Images, Moving Layers, Adding Text, Saving Your Project.


Adobe PageMaker :

Introduction of PageMaker, How to Create a New Document, The Different Windows in PageMaker, How to Insert an Image into a PageMaker Document, How to Draw Graphic Elements, How to Work with Text, How to Insert More Pages in the Report, How to Work with Columns, How to Wrap Text Around an Image.

Corel Draw:

Introduction of Corel Draw, The CorelDraw screen, Making a Mirror Image of an Object, Making a Mirror Image Using the Transformation Docker, Rotating an Object (by hand), Rotation an Object using the Transformation Docker, Using the Ellipse Tool, Using the Colour Palette, Repeating a Task, Moving Objects an Exact Distance, The Centre of Rotation, Moving the Centre of Rotation, Grouping Objects, Arranging Objects, Using the Rectangle Tool, Altering Clipart from the Symbols Library, Using symbols, Applying an Envelope to Artistic Text.


(T. Nagaraju)


(S. Sudheer Kumar)



PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

GOVERNMENT DEGREE COLLEGE, KORATLA – 505 326, DISTRICT KARIMNAGAR

CERTIFICATE COURSE IN DESKTOP PUBLISHING
ORGANISED BY THE DEPARTMENT OF COMPUTER SCIENCE & APPLICATIONS

The following students are registered and joined in "Certificate Course in Desktop Publishing" from 01-08-2014 onwards at Government Degree College, Koratla.

Sl.No.	Hall Ticket No.	Name of the Student	Father Name	Course
1	704612129503	BADDI RAJESH	NARSAIAH	B.A. - III
2	704612129505	AKKALADEVI ANUSHA	BHASKER	B.A. - III
3	704612129506	ERRA RAJKUMAR	RAJAM	B.A. - III
4	704612129509	ANDE VIJAY KUMAR	KARNA	B.A. - III
5	704612129510	DASARI MURALI	KONDAIAH	B.A. - III
6	704612129511	KUNTALA RAJESHWARI	NARSAIAH	B.A. - III
7	704612129513	BASA SRINIVAS	SAYANNA	B.A. - III
8	704612129515	GADDAM BHAGYALAXMI	RAJIAH	B.A. - III
9	704612129519	KUNTELLI SHARAT	RAMESH	B.A. - III
10	704612129522	ALLAM SURESH	SHANKER	B.A. - III
11	704612129524	KORUTLA NAGARANI	NARSAIAH	B.A. - III
12	704612129526	MUTYALA VENKATESH	SUDARSHAN	B.A. - III
13	704612129528	AMANDHU PRAKASH	RAJAM	B.A. - III
14	704612129529	NANDHRAVENI NAVEEN	CHINNA NARSAIAH	B.A. - III
15	704612129530	THUNIKI SHIVAKRISHNA	ANJIAH	B.A. - III
16	704612129533	SHIVANEETHI RAMESH	MALLAIAH	B.A. - III
17	704612129537	M RAJESH	MUTHAIAH	B.A. - III
18	704612129538	KURRA JYOTHI	POCHIAH	B.A. - III
19	704612401505	MAKILI RAMU	MUTHAIAH	B.Com(G)-III
20	704612401506	BOMMENA LAVANYA	YERRAIAH	B.Com(G)-III
21	704612401511	BANDELA UMA	LACHAIAH	B.Com(G)-III
22	704612401518	NUTHIPELLI SRINIVAS	VENKATI	B.Com(G)-III
23	704612401521	MADA SHEKAR	BHOOMANNA	B.Com(G)-III
24	704612401527	CHILUMULA SHEKAR	GANGARAJAM	B.Com(G)-III
25	704613129504	LANKA SRIKANTH	LANKA RAJIAH	B.A. - II
26	704613129515	KATUKAM SAIPRASAD	KATUKAM NARAYANA	B.A. - II
27	704613401508	AITHE PRASHANTH	AITHE BHUMANNA	B.Com(G)-II
28	704613401520	MARIPELLY VENKATESH	MARIPELLY SHANKER	B.Com(G)-II


(T. Nagasafa)


(S. Sudheer Kumar)


PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

GOVT. DEGREE COLLEGE, KORATLA - 505 326

CERTIFICATE COURSE IN DESKTOP PUBLISHING ORGANISED BY THE DEPARTMENT OF COMPUTER SCIENCE & APPLICATIONS

The following students are attended the classes for the Certificate Course in "Desktop Publishing" and their attendance is as below from the date 01-08-2014 onwards.

Sl. No.	Hall Ticket No.	Name of the Student	Attendance												Attendance Percentage																		
			Aug 2014	Aug 2014	Aug 2014	Aug 2014	Aug 2014	Aug 2014	Aug 2014	Aug 2014	Aug 2014	Aug 2014	Aug 2014	Aug 2014		Aug 2014	Aug 2014	Sep 2014	Sep 2014	Sep 2014	Sep 2014	Sep 2014	Sep 2014	Sep 2014	Sep 2014	Sep 2014	Sep 2014	Sep 2014	Sep 2014	Sep 2014	Sep 2014	Sep 2014	
1	704612129503	BADDI RAJESH	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	93.33
2	704612129505	AKKALADEVI ANUSHA	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	96.66
3	704612129506	ERRA RAJUKUMAR	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	100
4	704612129509	ANDE VIJAY KUMAR	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	96.66
5	704612129510	DASARI MURALI	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	100
6	704612129511	KUNTALA RAJESHWARI	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	96.66
7	704612129513	BASA SRINIVAS	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	96.66
8	704612129515	GADDAM BHAGYALAXMI	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	96.66
9	704612129519	KUNTELLI SHARAT	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	100
10	704612129522	ALLAM SURESH	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	93.33
11	704612129524	KORUTLA NAGARANI	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	93.33
12	704612129526	MUTYALA VENKATESH	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	100
13	704612129528	AMANDHU PRAKASH	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	100
14	704612129529	NANDHRAVENI NAVEEN	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	96.66
15	704612129530	THUNIKI SHIVAKRISHNA	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	96.66
16	704612129533	SHIVANEETHI RAMESH	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	100
17	704612129537	M RAJESH	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	100
18	704612129538	KURRA JYOTHI	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	100
19	704612401505	MAKILI RAMU	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	93.33
20	704612401506	BOMMENA LAVANYA	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	93.33
21	704612401511	BANDELA UMA	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	96.66
22	704612401518	NUTHPELLI SRINIVAS	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	100
23	704612401521	MADA SHEKAR	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	96.66
24	704612401527	CHILUMULA SHEKAR	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	100
25	704613129504	LANKA SRIKANTH	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	100
26	704613129515	KATUKAM SAIPRASAD	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	100
27	704613401508	AITHE PRASHANTH	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	100
28	704613401520	MARIPELLY VENKATESH	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	96.66

Incharge of the Department

Course Co-Ordinator

Principal
PRINCIPAL
 GOVT. DEGREE COLLEGE
 KORATLA, DIST: JAGTIAL

GOVERNMENT DEGREE COLLEGE

(AFFILIATED TO SATAVAHANA UNIVERSITY, KARIMNAGAR)

KORATLA - 505 326, DISTRICT : KARIMNAGAR (T.S.)



COMPUTER COURSE CERTIFICATE

(Intensive Course Computer Programme)

This is to certify that KATUKAM SAIPRASAD Son /
Daughter of KATUKAM NARAYANA Student of BA - II Year has
successfully completed the Certificate Course in DESKTOP PUBLISHING
during the period from 01-08-2014 to 12-09-2014 and obtained Grade
A+, Dated 12-09-2014. We wish him / her success in life.

Department of Computer Science & Application

Principal

PRINCIPAL

GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

GOVERNMENT DEGREE COLLEGE

KORATLA - 505 326, DISTRICT: KARIMNAGAR



ACADEMIC YEAR 2015 - 2016

CERTIFICATE COURSE IN COMPUTER HARDWARE & NETWORKING

ORGANISED BY
DEPARTMENT OF COMPUTER SCIENCE & APPLICATIONS
GOVERNMENT DEGREE COLLEGE, KORATLA - 505 326, DIST. KARIMNAGAR

Date : 26-10-2015,
Koratla

To
The Principal,
Government Degree College,
Koratla – 505 326,
Dist. Karimnagar.

Sir,

Sub: Request for conduct of Certificate Course in Computer Hardware and Networking for B.A. / B.Com / B.Sc. students from 02-11-2015 (30 Working Days) – Reg.

###


With the subject cited above, I am herewith requesting you kindly accord permission to conduct of Certificate Course in Computer Hardware and Networking for B.A. / B.Com / B.Sc. students of this college for the academic year 2015-16 from 02-11-2015 (30 Working Days) with free of cost and the course class timing is 4:00pm to 5:00pm at our College.

Hence, I request you kindly accord permission for conduct of Certificate Course.

Thanking you Sir,

Yours faithfully,


S. SUDHEER KUMAR,
Lecturer in Computer Science & Course Co-Ordinator
Department of Computer Science & Applications


T. NAGARAJU,
Lecturer in Computer Applications & Member
Department of Computer Science & Applications

Permitted

PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

GOVERNMENT DEGREE COLLEGE, KORATLA – 505 326
DIST. KARIMNAGAR

Date : 27-10-2015

RESOLUTION FOR CONDUCT OF CERTIFICATE COURSE IN COMPUTER HARDWARE AND NETWORKING

The meeting was convened today i.e. 27-10-2015 at 3:30pm in the Department of Computer Science and Applications under the Chairmanship of the Principal with the Staff members and the following resolutions are made unanimously and took the decisions.

- It is resolved to conduct of Certificate Course in Computer Hardware and Networking by the Department of Computer Science and Applications from 02-11-2015 onwards.
- It is resolved to approve the duration is 30 working days and course timings at 4:00pm to 5:00pm for conduct of Certificate Course in Computer Hardware and Networking in the College.
- It is resolved to approve the detailed syllabus in Computer Hardware and Networking for conduct of Certificate Course.
- It is resolved to approve the Cost of Course Fee is Free of Cost for conduct of Certificate Course to the joined students.
- It is decided to issue the Course Completion Certificates to the students after Completion of the Course with above 90% of their attendance.

Signature of the Staff Members :



S. SUDHEER KUMAR,
Lecturer in Computer Science & Course Co-Ordinator
Department of Computer Science & Applications



T. NAGARAJU,
Lecturer in Computer Applications & Member
Department of Computer Science & Applications



S. ASHOK
Lecturer in Commerce & Incharge of the
Department of Computer Science & Applications



Principal
Government Degree College, Koratla
- **PRINCIPAL**
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

GOVERNMENT DEGREE COLLEGE, KORATLA – 505 326
DIST. KARIMNAGAR

Date: 27-10-2015

NOTICE

It is hereby informed the B.A. / B.Com / B.Sc. students that, our college is starting Add-on Certificate Course in Computer Hardware and Networking for the academic year 2015-16, which is duly approved by the Principal, Government Degree College, Koratla, Dist. Karimnagar.

The details of the course is as follows :

Course Name : Computer Hardware and Networking
Course Code : CC15-16-102
Duration : 30 Days (30 Hours)
Timings : Monday to Saturday 4:00pm to 5:00pm
Medium of Teaching : English & Telugu
Admission Procedure : By Registration
Fees : Free of Cost
Intake Capacity : 30 students
Course starts from : 02-11-2015 (30 Working Days)

The Certificate will be awarded on the completion of the course. The students, who are interested in joining this course, should give and register their names to Sri. S. Sudheer Kumar, Lecturer in Computer Science of this College on or before 31-10-2015.

Do not hesitate to contact Course Co-Ordinator to obtain more information.




T. NAGARAJU,

Lecturer in Computer Applications & Member
Department of Computer Science & Applications



S. SUDHEER KUMAR,

Lecturer in Computer Science & Course Co-Ordinator
Department of Computer Science & Applications



Principal,

Govt. Degree College, Koratla.

PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

GOVERNMENT DEGREE COLLEGE, KORATLA – 505 326, DISTRICT KARIMNAGAR

COMPUTER HARDWARE AND NETWORKING – COURSE STRUCTURE

Certificate Course : COMPUTER HARDWARE AND NETWORKING

Course Code : CC15-16-102

Course Type : Certification

Duration : 30 Days (30 Hours)

Timings : Monday to Saturday (4:00pm to 5:00pm)

Minimum Eligibility : 10+2 pass with basic knowledge of Computer is the criteria & prerequisites.

Objective of the Course:

- To establish the self employed Society.
- To generate the Computer Hardware Professionals.
- To generate man power at different level to enable the country to face the challenge of world modern Information Technology

Learning Outcomes of the Course:

The students will be able to effectively & efficiently serve as Computer Hardware Professionals.

Outline of the Course

S. No	Topic	Minimum No. of Hours
1	Introduction about computer	02 Hours
2	Basic Networking concepts	06 Hours
3	Introduction to various networking devices	04 Hours
4	Inside the Personal Computer	04 Hours
5	Network basic and configuration	04 Hours
6	Introduction to servers and network security	10 Hours
Total Hours :		30 Hours



T. NAGARAJU,
Lecturer in Computer Applications & Member
Department of Computer Science & Applications



S. SUDHEER KUMAR,
Lecturer in Computer Science & Course Co-Ordinator
Department of Computer Science & Applications



PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL.

GOVERNMENT DEGREE COLLEGE, KORATLA – 505 326, DISTRICT KARIMNAGAR

COMPUTER HARDWARE AND NETWORKING SYLLABUS

No. of Classes / Periods : 30 Hours

Objective of the Course:

- To establish the self employed Society.
- To generate the Computer Hardware Professionals.
- To impart the skills needed to assemble a Personal Computer, Personal Computer troubleshooting, installation of system/application software.
- Student can prepare cables for LAN, assign IP's to machines
- To generate man power at different level to enable the country to face the challenge of world modern Information Technology

Learning Outcomes of the Course:

The students will be able to effectively & efficiently serve as Computer Hardware Professionals.

1. Introduction about Computer :

Basics of computer, Organization of computer, Software and hardware, Input/output devices.

2. Basic Networking concepts:

Network topologies: LAN, WAN, MAN, PAN, CAN, Networking Model : The OSI model, TCP/IP Model, Network adapters, Introducing protocols, Cabling and troubleshooting.

3. Introduction to various Networking devices:

Routers, Switches, Modems, Hubs etc., Wired and Wireless technology.

4. Inside the Personal Computer:


Opening the Personal Computer and identification, Study of different blocks, Assembling and disassembling.

5. Network basic and configuration:

Setting IP addresses, Sharing files and folders, Network troubleshooting, PING test, ipconfig etc.

6. Introduction to servers and network security :

Types of servers: Files servers, Email Servers, Proxy servers etc. Basics of Internet and Intranet: Types of Internet connections: Dialup, Broadband, Leased Line, Wi-Fi, Wi-Max, 2G, 3G, 4G, WWW, E-mails, Search Engines, Social Networking. Cloud application, Audio-video Conferencing, Voice over Internet Protocol (VOIP), Recovery and backup, Essential security measures.


(T. Nagaraju)


(S. Sudheer Kumar)


PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

GOVERNMENT DEGREE COLLEGE, KORATLA – 505 326, DISTRICT KARIMNAGAR

CERTIFICATE COURSE IN COMPUTER HARDWARE AND NETWORKING
ORGANISED BY THE DEPARTMENT OF COMPUTER SCIENCE & APPLICATIONS

The following students are registered and joined in "Certificate Course in Computer Hardware and Networking" from 02-11-2015 onwards at Government Degree College, Koratla.

Sl.No.	Hall Ticket No.	Name of the Student	Father Name	Course
1	704613129501	GURRALA SAITEJA	GURRALA CHANDRASHEKHAR	B.A. - III
2	704613129504	LANKA SRIKANTH	LANKA RAJIAH	B.A. - III
3	704613129505	BHONAGIRI AKHIL	BHONAGIRI RAJALINGAM	B.A. - III
4	704613129509	ANGA RAKESH	ANGA GANGARAJAM	B.A. - III
5	704613129510	VANATADUPULA SAMPATH	VANATADUPULA SAGAR	B.A. - III
6	704613129519	VANAPARTHI SWATHI	VANAPARTHI GANGADHAR	B.A. - III
7	704613129520	NALLA RAJU	NALLA GANGARAJAM	B.A. - III
8	704613129521	JANGA PRAMOD	JANGA SRIHARI	B.A. - III
9	704613129523	THEDDU SATHYAGANGU	THEDDU GANGARAM	B.A. - III
10	704613129524	MUNDALA ANANTH KUMAR	MUNDALA POSHETTI	B.A. - III
11	704613129527	KOLIPAKA NARESH	KOLIPAKA SRINIVAS	B.A. - III
12	704613401505	BAPURAPU MURALI	BAPURAPU MALKAIAH	B.Com(G)-III
13	704613401506	BAJA GANGARAJ	MARAI AH	B.Com(G)-III
14	704613401508	AITHE PRASHANTH	AITHE BHUMANNA	B.Com(G)-III
15	704613401509	VANGALA RAMAKRISHNA CHARI	VANGALA BRHMANANDAM	B.Com(G)-III
16	704613401510	PALLA ANJANEYULU	PALLA LAXMINARSAIAH	B.Com(G)-III
17	704613401512	PUTTA NAVANEETH	PUTTA CHINNA NALLAKONDAIAH	B.Com(G)-III
18	704613401515	GANDRA RAJKIRAN	GANDRA LINGAREDDY	B.Com(G)-III
19	704613401518	GUGULOTH MADHU	G CHINNAGANGARAM	B.Com(G)-III
20	704613401521	NAKKA SANJEEV	NAKKA RAJAM	B.Com(G)-III
21	704613401523	MOHAMMED NAZEER	MOHAMMED KAMURUDEEN	B.Com(G)-III
22	704612445501	PALEPU RAMU	PALEPU NARAHARI	B.Sc(BZC)-III
23	704613445505	KUMBAM MAYURI	KUMBAM NARSAIAH	B.Sc(BZC)-III
24	704613445506	MARAMPELLI DIVYA	MARAMPELLI SAMBAIAH	B.Sc(BZC)-III
25	704613445507	GUDEPU MANASA	GUDEPU GANGADHAR	B.Sc(BZC)-III
26	704613445508	SULTHAN RADHA	SULTHAN POCHIAIAH	B.Sc(BZC)-III
27	704613445509	PARAMKUSHAM MADHURI	PARAMKUSHAM MURALI	B.Sc(BZC)-III
28	704613445511	VURADI MOUNIKA	DEVAIAH	B.Sc(BZC)-III
29	704613445512	METTU VANITHA	M DEVAIAH	B.Sc(BZC)-III
30	704613441503	RAMPEELY SINDHUJA	RAMPELLY NAGABHUSHANAM	B.Sc(MPC)-III

T. Nagaraju
(T. Nagaraju)

S. Sudheer Kumar
(S. Sudheer Kumar)


PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

GOVT. DEGREE COLLEGE, KORATLA - 505 326

CERTIFICATE COURSE IN COMPUTER HARDWARE AND NETWORKING ORGANISED BY THE DEPARTMENT OF COMPUTER SCIENCE & APPLICATIONS

The following students are attended the classes for the Certificate Course in "Computer Hardware and Networking" and their attendance is as below from the date 02-11-2015 onwards.

Sl. No.	Hall Ticket No.	Name of the Student	2	3	4	5	6	7	9	12	13	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Attendance Percentage						
1	704613129501	GURRALA SAITEJA	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	
2	704613129504	LANKA SRIKANTH	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	
3	704613129505	BHONAGIRI AKHIL	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	
4	704613129509	ANGA RAKESH	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	
5	704613129510	VANATADUPULA SAMPATH	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	
6	704613129519	VANAPARTHI SWATHI	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	
7	704613129520	NALLA RAJU	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	
8	704613129521	JANGA PRAMOD	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	
9	704613129523	THEDDU SATHYAGANGU	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	
10	704613129524	MUNDALA ANANTH KUMAR	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	
11	704613129527	KOLIPAKA NARESH	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	
12	704613401505	BAPURAPU MURALI	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	
13	704613401506	BAJA GANGARAJ	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	
14	704613401508	AITHE PRASHANTH	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	
15	704613401509	VANGALA RAMAKRISHNA CHARI	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	
16	704613401510	PALLA ANJANEYULU	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	
17	704613401512	PUTTA NAVANEETH	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	
18	704613401515	GANDRA RAJKIRAN	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	
19	704613401518	GUGULOTH MADHU	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	
20	704613401521	NAKKA SANJEEV	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	
21	704613401523	MOHAMMED NAZEER	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	
22	704612445501	PALEPU RAMU	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	
23	704613445505	KUMBAM MAYURI	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	
24	704613445506	MARAMPPELLI DIVYA	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	
25	704613445507	GUDEPU MANASA	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	
26	704613445508	SULTHAN RADHA	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	
27	704613445509	PARAMKUSHAM MADHURI	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	
28	704613445511	VURADI MOUNIKA	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	
29	704613445512	METTU VANITHA	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	
30	704613441503	RAMPEELLY SINDHUJA	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	

Incharge of the Department

 Principal

PRINCIPAL
 GOVT. DEGREE COLLEGE
 KORATLA, DIST: JAGTIAL

Course Co-Ordinator




GOVERNMENT DEGREE COLLEGE

(AFFILIATED TO SATAVAHANA UNIVERSITY, KARIMNAGAR)

KORATLA - 505 326, DISTRICT: KARIMNAGAR (T.S.)



COURSE COMPLETED CERTIFICATE

This is to certify that ANGA RAKESH Son /

Daughter of ANGA GANGARAJAM Student of B.A. - III Year has

successfully completed the Certificate Course in COMPUTER HARDWARE & NETWORKING
during the period from 02-NOVEMBER, 2015 14 DECEMBER, 2015 and obtained Grade

A, Dated 14-12-2015. We wish him / her success in life.

(Signature)

Department of Computer Science & Application

(Signature)

Principal
PRINCIPAL

GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

GOVERNMENT DEGREE COLLEGE

KORATLA - 505 326, DISTRICT: KARIMNAGAR



ACADEMIC YEAR 2016 - 2017

CERTIFICATE COURSE IN DATABASE ACCESSING

ORGANISED BY

DEPARTMENT OF COMPUTER SCIENCE & APPLICATIONS

GOVERNMENT DEGREE COLLEGE, KORATLA - 505 326, DIST. KARIMNAGAR

Date : 21-07-2016,
Koratla

To
The Principal,
Government Degree College,
Koratla – 505 326,
Dist. Karimnagar.

Sir,

Sub: Request for conduct of Certificate Course in Database Accessing for B.A. / B.Com / B.Sc. students from 02-08-2016 (30 Working Days) – Reg.

####

With the subject cited above, I am herewith requesting you kindly accord permission to conduct of Certificate Course in Database Accessing for B.A. / B.Com / B.Sc. students of this college for the academic year 2016-17 from 02-08-2016 (30 Working Days) with free of cost and the course class timing is 4:00pm to 5:00pm at our College.

Hence, I request you kindly accord permission for conduct of Certificate Course.

Thanking you Sir,

Yours faithfully,



S. SUDHEER KUMAR,
Lecturer in Computer Science & Course Co-Ordinator
Department of Computer Science & Applications



T. NAGARAJU,
Lecturer in Computer Applications & Member
Department of Computer Science & Applications

Permitted
PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

Date : 22-07-2016

RESOLUTION FOR CONDUCT OF CERTIFICATE COURSE IN DATABASE ACCESSING

The meeting was convened today i.e. 22-07-2016 at 2:30pm in the Department of Computer Science and Applications under the Chairmanship of the Principal with the Staff members and the following resolutions are made unanimously and took the decisions.

- It is resolved to conduct of Certificate Course in Database Accessing by the Department of Computer Science and Applications from 02-08-2016 onwards.
- It is resolved to approve the duration is 30 working days and course timings at 4:00pm to 5:00pm for conduct of Certificate Course in Database Accessing in the College.
- It is resolved to approve the detailed syllabus in Database Accessing for conduct of Certificate Course.
- It is resolved to approve the Course Fee is Free of Cost for conduct of Certificate Course to the joined students.
- It is decided to issue the Course Completion Certificates to the students after Completion of the Course with above 90% of their attendance.

Signature of the Staff Members :



S. SUDHEER KUMAR,
Lecturer in Computer Science & Course Co-Ordinator
Department of Computer Science & Applications



T. NAGARAJU,
Lecturer in Computer Applications & Member
Department of Computer Science & Applications



S. ASHOK
Lecturer in Commerce & Incharge of the
Department of Computer Science & Applications



Principal
Government Degree College, Koratla
PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

GOVERNMENT DEGREE COLLEGE, KORATLA – 505 326
DIST. KARIMNAGAR

Date: 22-07-2016

NOTICE

It is hereby informed the B.A. / B.Com / B.Sc. students that, our college is starting Add-on Certificate Course in Database Accessing for the academic year 2016-17, which is duly approved by the Principal, Government Degree College, Koratla, Dist. Karimnagar.


The details of the course is as follows :


Course Name : Database Accessing
Course Code : CC16-17-102
Duration : 30 Days (30 Hours)
Timings : Monday to Saturday 4:00pm to 5:00pm
Medium of Teaching : English & Telugu
Admission Procedure : By Registration
Fees : Free of Cost
Intake Capacity : 30 students
Course starts from : 02-08-2016 (30 Working Days)

The Certificate will be awarded on the completion of the course. The students, who are interested in joining this course, should give and register their names to Sri. S. Sudheer Kumar, Lecturer in Computer Science of this College on or before 31-07-2016.

Do not hesitate to contact Course Co-Ordinator to obtain more information.


T. NAGARAJU,
Lecturer in Computer Applications & Member
Department of Computer Science & Applications


S. SUDHEER KUMAR,
Lecturer in Computer Science & Course Co-Ordinator
Department of Computer Science & Applications


Principal,
Govt. Degree College, Koratla.
PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

GOVERNMENT DEGREE COLLEGE, KORATLA – 505 326, DISTRICT KARIMNAGAR
CERTIFICATE COURSE IN DATABASE ACCESSING – COURSE STRUCTURE

Certificate Course : DATABASE ACCESSING

Course Code : CC16-17-102

Course Type : Certification

Duration : 30 Days (30 Hours)

Timings : Monday to Saturday (4:00pm to 5:00pm)

Minimum Eligibility : 10+2 pass with basic knowledge of Computer is the criteria & prerequisites.

Objectives of the Course:

- Able with Some basic features of Database and MS Access, including tables, queries, forms, and reports.
- Able Standard terminology of the Database.
- Identify the terminology and functions common to most database management systems.
- Identify the qualities of valuable information and elements of good database design.
- Discuss ethical issues connected to the use of databases.

Learning Outcomes of the Course:

In this Certificate Course you will learn about databases in general and about the *Access* database in particular. The general idea behind a database, Planning a new database, Creating a database template, Adding records to a new or existing database, Creating the Queries for access the Database, Viewing the data in a database, Clearing entries and records from a database and Making a backup copy of a database.

Outline of the Course

S. No	Topic	Minimum No. of Hours
1	Introduction of Database Management System	04 Hours
2	Relational Data Base	06 Hours
3	Creating Data Bases	06 Hours
4	Queries	06Hours
5	Forms and Reports	08 Hours
Total Hours :		30 Hours



NAGARAJU,

Lecturer in Computer Applications & Member
Department of Computer Science & Applications



S. SUDHEER KUMAR,

Lecturer in Computer Science & Course Co-Ordinator
Department of Computer Science & Applications



PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

GOVERNMENT DEGREE COLLEGE, KORATLA – 505 326, DISTRICT KARIMNAGAR

CC16-17-102 - CERTIFICATE COURSE IN DATABASE ACCESSING - SYLLABUS

No. of Classes / Periods : 30 Hours

Objective of the Course:

- Able with Some basic features of Database and MS Access, including tables, queries, forms, and reports.
- Able Standard terminology of the Database.
- Identify the terminology and functions common to most database management systems.
- Identify the qualities of valuable information and elements of good database design.
- Discuss ethical issues connected to the use of databases.

Learning Outcomes of the Course:

In this Certificate Course you will learn about databases in general and about the *Access* database in particular. The general idea behind a database, Planning a new database, Creating a database template, Adding records to a new or existing database, Creating the Queries for access the Database, Viewing the data in a database, Clearing entries and records from a database and Making a backup copy of a database.

Introduction of Database Management System:

Data and Information, Limitations of manual data processing, Advantages of data base, Functions of DBMS, Elements of DBMS, DDL, DML, Entities, Sets and attributes, Data Base Tables, Keys-Primary, Secondary, Composite and Foreign Key.

Relational Data Base:

Entity Relationship, Types-1:1, 1:M, M:N, Strong and Weak entities, Recursive Data Base Design, Normalization, First, Second, Third, BCNF, Fourth. Class diagrams and Entity relationship tables.

Creating Data Bases:

Creating tables, Modifying table structures, Data Edit, Delete, Importing, Exporting tables (Using MS Access)

Queries:


QBE-Select queries, Grouping, Parameters, Data formatting, Queries based on multiple sources, Cross table queries, Action Queries, Make table queries, Append, Delete and Update queries (Using MS Access)

Forms and Reports:

Forms: Functions and uses, Creating, Modifying labels, List boxes, Dialog boxes.

Reports: Creating, Modifying reports, Creating Reports with Report wizard, Report Graphics, Label output format, Form Letters (Using MS Access)


(T. NAGARAJU)


(S. SUDHEERKUMAR)



PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL


GOVERNMENT DEGREE COLLEGE, KORATLA – 505 326, DISTRICT KARIMNAGAR

CERTIFICATE COURSE IN DATABASE ACCESSING
ORGANISED BY THE DEPARTMENT OF COMPUTER SCIENCE & APPLICATIONS

The following students are registered and joined in "Certificate Course in Database Accessing" from 02-08-2016 onwards at Government Degree College, Koratla.

Sl.No.	Hall Ticket No.	Name of the Student	Father Name	Course
1	704614129502	SUNKAPAKA MADHU	SUNKAPAKA GANGA RAJAM	B.A. - III
2	704614129506	AMER ALI	MANJUR ALI	B.A. - III
3	704614129510	MEKALA VIJAY	MEKALA SAYABU	B.A. - III
4	704614129511	VELPULA SHARATHBABU	VELPULA BALAIAH	B.A. - III
5	704614129513	BANDARI SHIVAKUMAR	BANDARI GANGARAM	B.A. - III
6	704614129516	JANGALI MOHAN	JANGALI CHINNA MALLESH	B.A. - III
7	704614129517	KAUDA RAJASHEKAR	KAUDA MUTHANNA	B.A. - III
8	704614129518	CHOUDARAPU AJAY KUMAR	CHOUDARAPU RAJESHWAR	B.A. - III
9	704614129521	VEMULA LAXMI	VEMULA PRASAD	B.A. - III
10	704614129522	NALLA RAJESHWARI	NALLA RAJAM	B.A. - III
11	704614129523	NALLA ARUNDHATHI	NALLA GANGARAJAM	B.A. - III
12	704614129524	KOREPU MANJULA	KOREPU HANMANTHU	B.A. - III
13	704614129525	JAGARLA SANDHYA	JAGARLA GANGARAM	B.A. - III
14	704614129526	AKULA SHARATHKUMAR	AKULA SHANKAR	B.A. - III
15	704614129529	CHAKALI RADHA	CHAKALI RAJAM	B.A. - III
16	704614129530	PATHRI AJAY KUMAR	PATHRI GANGADHAR	B.A. - III
17	704614129531	ALAKUNTA NARESH	ALAKUNTA GANGADHAR	B.A. - III
18	704614129532	BOMMA RAJASHEKHAR	BOMMA NARSAIAH	B.A. - III
19	704614129533	MD SHAHID	MD RAUF	B.A. - III
20	704614129536	VEGYARAPU PRIYANKA	VEGYARAPU HARIBABU	B.A. - III
21	704614401503	KANNURI CHANDRA SHEKAR	KANNURI GOURAIAH	B.Com(G)-III
22	704614401504	NUTHIPELLY MANOJ	NUTHIPELLY NARSAIAH	B.Com(G)-III
23	704614445501	JUMBARTHI MOUNIKA	JUMBARTHI NARSAIAH	B.Sc(BZC)-III
24	704614445504	NANDHAGIRI ASHOK	NANDHAGIRI SAILU	B.Sc(BZC)-III
25	704614445507	SHETTI DIVYA	SHETTI MALLAIAH	B.Sc(BZC)-III
26	704614445508	PASHULA PRASHANTH	PASHULA BHUMAIAH	B.Sc(BZC)-III
27	704614445510	PALLA SHIVAKUMAR	PALLA LINGAIAH	B.Sc(BZC)-III
28	704614445511	BHAGYA LAXMI SIMHARAJU	SATHYA NARAYANA S	B.Sc(BZC)-III
29	704614445512	VIJAYA LAXMI THOPARAPU	NARSAIAH T	B.Sc(BZC)-III
30	704614445513	JHANSI THOPARAPU	NARSAIAH T	B.Sc(MPC)-III


(T. Nagaraju)


(S. Sudheer Kumar)


PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL



GOVERNMENT DEGREE COLLEGE

(AFFILIATED TO SATAVAHANA UNIVERSITY, KARIMNAGAR)

KORATLA - 505 326, DISTRICT: KARIMNAGAR (T.S.)



COURSE COMPLETED CERTIFICATE

This is to certify that VEMULA LAXMI Son /
Daughter of VEMULA PRASAD Student of BA - II has
successfully completed the Certificate Course in DATABASE ACCESSING
during the period from 02-08-2016 to 15-09-2016 and obtained Grade
A, Dated 15-09-2016. We wish him / her success in life.

Department of Computer Science & Application

Principal

PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTAL

GOVERNMENT DEGREE COLLEGE

KORATLA - 505 326, DISTRICT: JAGITAL



ACADEMIC YEAR 2018 - 2019

CERTIFICATE COURSE IN FRONT OFFICE ASSISTANCE

ORGANISED BY

DEPARTMENT OF COMPUTER SCIENCE & APPLICATIONS

GOVERNMENT DEGREE COLLEGE, KORATLA - 505 326, DIST. JAGITAL

Date : 23-07-2018,
Koratla

To
The Principal,
Government Degree College,
Koratla – 505 326,
Dist. Jagtial .

Sir,

Sub: Request for conduct of Certificate Course in Front Office Assistance for B.A. /
B.Com / B.Sc. students from 01-08-2018 (30 Working Days) – Reg.

###

With the subject cited above, I am herewith requesting you kindly accord permission to
conduct of Certificate Course in Front Office Assistance for B.A. / B.Com / B.Sc. students of this
college for the academic year 2018-19 from 01-08-2018 (30 Working Days) with free of cost and
the course class timing is 4:00pm to 5:00pm at our College.

Hence, I request you kindly accord permission for conduct of Certificate Course.

Thanking you Sir,

Yours faithfully,



S. SUDHEER KUMAR,
Lecturer in Computer Science & Applications and
Course Co-Ordinator
Department of Computer Science & Applications



T. RAJKUMAR,
Lecturer in Computer Science & Applications and
Member
Department of Computer Science & Applications

Permitted
23.7.18
PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

Date : 24-07-2018

RESOLUTION FOR CONDUCT OF CERTIFICATE COURSE IN FRONT OFFICE ASSISTANCE

The meeting was convened today i.e. 24-07-2018 at 3:30pm in the Department of Computer Science and Applications under the Chairmanship of the Principal with the Staff members and the following resolutions are made unanimously and took the decisions.

- It is resolved to conduct of Certificate Course in Front Office Assistance by the Department of Computer Science and Applications from 01-08-2018 onwards.
- It is resolved to approve the duration is 30 working days and course timings at 4:00pm to 5:00pm for conduct of Certificate Course in Front Office Assistance in the College.
- It is resolved to approve the detailed syllabus in Front Office Assistance for conduct of Certificate Course.
- It is resolved to approve the Course Fee is Free of Cost for conduct of Certificate Course to the joined students.
- It is decided to issue the Course Completion Certificates to the students after Completion of the Course with above 90% of their attendance.

Signature of the Staff Members :



S. SUDHEER KUMAR,
Lecturer in Computer Science & Applications and Course Co-Ordinator
Department of Computer Science & Applications



T. RAJ KUMAR,
Lecturer in Computer Science & Applications and Member
Department of Computer Science & Applications



S. ASHOK
Lecturer in Commerce & Incharge of the
Department of Computer Science & Applications



Principal
Government Degree College, Koratla
PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

GOVERNMENT DEGREE COLLEGE, KORATLA – 505 326
DIST. JAGTIAL

Date: 24-07-2018

NOTICE

It is hereby informed the B.A. / B.Com / B.Sc. students that, our college is starting Add-on Certificate Course in Front Office Assistance for the academic year 2018-19, which is duly approved by the Principal, Government Degree College, Koratla, Dist. Jagtial.

The details of the course is as follows :

Course Name	: Front Office Assistance
Course Code	: CC18-19-105
Duration	: 30 Days (30 Hours)
Timings	: Monday to Saturday 4:00pm to 5:00pm
Medium of Teaching	: English & Telugu
Admission Procedure	: By Registration
Fees	: Free of Cost
Intake Capacity	: 30 students
Course starts from	: 02-08-2016 (30 Working Days)

The Certificate will be awarded on the completion of the course. The students, who are interested in joining this course, should give and register their names to Sri. S. Sudheer Kumar, Lecturer in Computer Science & Applications of this College on or before 31-07-2018.

Do not hesitate to contact Course Co-Ordinator to obtain more information.



(T. RAJ KUMAR)

Lecturer in Computer Science & Applications and
Member
Department of Computer Science & Applications



(S. SUDHEER KUMAR)

Lecturer in Computer Science & Applications and
Course Co-Ordinator
Department of Computer Science & Applications



Principal,

Govt. Degree College, Koratla.

PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

GOVERNMENT DEGREE COLLEGE, KORATLA – 505 326, DISTRICT JAGTIAL
CERTIFICATE COURSE IN FRONT OFFICE ASSISTANCE – COURSE STRUCTURE

Certificate Course : FRONT OFFICE ASSISTANCE

Course Code : CC18-19-105

Course Type : Certification

Duration : 30 Days (30 Hours)

Timings : Monday to Saturday (4:00pm to 5:00pm)

Minimum Eligibility : 10+2 pass with basic knowledge of Computer is the criteria & prerequisites.

Objective of the Course:

To introduce Front Office Assistance in a simple language to the students for their career, It will help them to pursue this course leading to technical and professional careers and certifications in the IT industry. Work effectively in the IT field to make a positive contribution to society. The focus of the subject is on introducing skills relating to Information Technology basics, Computer fundamentals and MS Office etc..

Learning Outcomes of the Course:

Understand basic concepts and terminology of information technology. Have a basic understanding of personal computers and their operations. Be able to communicate effectively in a variety of professional contexts. Identify and analyze user needs and to take them into account in the selection, creation, integration, evaluation, and administration of computing based systems related to MS Office (MS Word, MS Excel and MS Power Point).

Outline of the Course

S. No	Topic	Minimum No. of Hours
1	Introduction of Computers	05 Hours
2	MS Word	10 Hours
3	MS Excel	10 Hours
4	MS Power Point	05Hours
Total Hours :		30 Hours



T. RAJ KUMAR

Lecturer in Computer Science & Applications and
Member
Department of Computer Science & Applications



S. SUDHEER KUMAR,

Lecturer in Computer Science & Applications and
Course Co-Ordinator
Department of Computer Science.& Applications


PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

CC18-19-105 - CERTIFICATE COURSE IN FRONT OFFICE ASSISTANCE - SYLLABUS

No. of Classes / Periods : 30 Hours

Objective of the Course:

To introduce Front Office Assistance in a simple language to the students for their career, It will help them to pursue this course leading to technical and professional careers and certifications in the IT industry. Work effectively in the IT field to make a positive contribution to society. The focus of the subject is on introducing skills relating to Information Technology basics, Computer fundamentals and MS Office etc..

Learning Outcomes of the Course:


Understand basic concepts and terminology of information technology. Have a basic understanding of personal computers and their operations. Be able to communicate effectively in a variety of professional contexts. Identify and analyze user needs and to take them into account in the selection, creation, integration, evaluation, and administration of computing based systems related to MS Office (MS Word, MS Excel and MS Power Point).

Introduction of Computers : Computer definition, Types of Computer, Memory : Main Memory: RAM, ROM and Cache, Secondary Memory : Magnetic type, Floppy disk, Hard disk, Compact disk, Input devices, Output devices, Operating system, Types of Operating systems, Introduction to Windows, Desktop, File, Folder, My Computer, My documents, Recycle bin, Internet Explorer, Windows Explorer..

MS Word Basics : Starting word, Creating a new document, Opening pre-existing document, The parts of a word window, Typing text, Selecting text, Deleting text, Undo, Redo, Repeat, Inserting text, Replacing text, Formatting text, Cut, Copy, Paste = Printing. Formatting Your Text and Documents: Auto format, Line spacing, Margins, Borders and Shading. Working with Headers and Footers: Definition of headers and footers, creating basic headers and footers, creating different headers and footers for odd and even pages. Tables : Creating a simple table, Creating a table using the table menu, Entering and editing text in a table, selecting in table, adding rows, changing row heights, Deleting rows, Inserting columns, Deleting columns, changing column width. Graphics: Importing graphics, Clipart, Insert picture, Clip Art Gallery, using word's drawing features, drawing objects, text in drawing. Templates : Template types, using templates, exploring templates, modifying templates. Macros: Macro, Recording macros, editing macros, running a macro. Mail Merge: Mail Merge concept, Main document, data sources, merging data source and main document. Overview of word menu options word basic tool bar.

MS Excel : Overview of Excel features, Creating a new worksheet, Selecting cells, Entering and editing text, Entering and editing Numbers, entering and editing Formulas, Referencing cells, moving cells, copying cells, sorting cell data, inserting rows, inserting columns, Inserting cells, Deleting parts of a worksheet, clearing parts of a worksheet. Formatting : Page setup, changing column widths and Row heights, auto format, changing font sizes and Attributes, centering text across columns, using border buttons and Commands, changing colors and shading, hiding rows and columns. Introduction to functions: Parts of a functions, Functions Requiring Add-ins, The Function Wizard. Examples functions by category: Date and Time functions, Engineering functions, Math and Trig functions, Statistical functions, Text functions. Excel Charts: Chart parts and terminology, Instant charts with the chard wizard, creation of different types of charts, printing charts, deleting charts – Linking in Excel. Excel Graphics: Creating and placing graphic objects, Resizing Graphics, Drawing Lines and Shapes.

MS Power Point : Terminology, Getting started, Views Creating Presentations : Using auto content wizard, Using blank presentation option, Using design template option, Adding slides, Deleting a slide, Importing Images from the outside world, Drawing in power point, Transition and build effects, Deleting a slide, Numbering a slide, Saving presentation, Closing presentation, Printing presentation elements.


(T. Rajkumar)


(S. Sudheer Kumar)


PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

GOVERNMENT DEGREE COLLEGE, KORATLA – 505 326, DISTRICT JAGTIAL

CERTIFICATE COURSE IN FRONT OFFICE ASSISTANCE
ORGANISED BY THE DEPARTMENT OF COMPUTER SCIENCE & APPLICATIONS

The following students are registered and joined in "Certificate Course in Front Office Assistance" from 01-08-2018 onwards at Government Degree College, Koratla.

Sl.No.	Hall Ticket No.	Name of the Student	Father Name	Course
1	17077046468002	ERELLY ROBERTSON	ERELLY RAVI	B.Sc. MPCSc-II
2	17077046468004	MATTA NAVEEN	MATTA RAVI	B.Sc. MPCSc-II
3	17077046468005	MUKKERA GOUTHAM	MUKKERA RAJIAH	B.Sc. MPCSc-II
4	17077046468006	NALLA MADHU	NALLA GANGADHAR	B.Sc. MPCSc-II
5	17077046468007	NEIRUGONDA RAVI KIRAN	NEIRUGONDA MALLAIAH	B.Sc. MPCSc-II
6	17077046468008	SIRIPURAM MANOGNYA	SIRIPURAM SATHYANAND	B.Sc. MPCSc-II
7	18077046468001	BANDARI PAVITHRA	BANDARI VENKATRAMU	B.Sc. MPCSc-I
8	18077046468002	CHIGURLA GOJTHAMI	CHIGURLA ERRANNA	B.Sc. MPCSc-I
9	18077046468003	KALLURI LAXMI	KALLURI MALLESHAM	B.Sc. MPCSc-I
10	18077046468004	LINGAMPELLI NAVYA	LINGAMPELLI RAMULU	B.Sc. MPCSc-I
11	18077046468005	MOHAMMED ABRAR	ABDUL GAFOOR	B.Sc. MPCSc-I
12	18077046468006	SINGAM DIVYA	SINGAM SRIHARI	B.Sc. MPCSc-I



T. RAJ KUMAR
Lecturer in Computer Science & Applications and
Member
Department of Computer Science & Applications



S. SUDHEER KUMAR,
Lecturer in Computer Science & Applications and
Course Co-Ordinator
Department of Computer Science.& Applications



PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL

GOVT. DEGREE COLLEGE, KORATLA - 505 326

CERTIFICATE COURSE IN FRONT OFFICE ASSISTANCE ORGANISED BY THE DEPARTMENT OF COMPUTER SCIENCE & APPLICATIONS

The following students are attended the classes for the Certificate Course in "Front Office Assistance" and their attendance is as below from the date 01-08-2018 onwards.

Sl. No	Hall Ticket No.	Name of the Student	Attendance												Attendance Percentage																		
			1 Aug 2018	2 Aug 2018	3 Aug 2018	4 Aug 2018	5 Aug 2018	6 Aug 2018	7 Aug 2018	8 Aug 2018	9 Aug 2018	10 Aug 2018	11 Aug 2018	12 Aug 2018		13 Aug 2018	14 Aug 2018	15 Aug 2018	16 Aug 2018	17 Aug 2018	18 Aug 2018	19 Aug 2018	20 Aug 2018	21 Aug 2018	22 Aug 2018	23 Aug 2018	24 Aug 2018	25 Aug 2018	26 Aug 2018	27 Aug 2018	28 Aug 2018	29 Aug 2018	30 Aug 2018
1	17077046468002	ERELLY ROBERTSON	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	96.66
2	17077046468004	MATTA NAVEEN	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	93.33
3	17077046468005	MUKKERA GOUTHAM	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	100
4	17077046468006	NALLA MADHU	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	90
5	17077046468007	NEIRUGONDA RAVI KIRAN	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	96.66
6	17077046468008	SIRIPURAM MANOGNYA	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	93.33
7	18077046468001	BANDARI PAVITHRA	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	100
8	18077046468002	CHIGURLA GOUTHAMI	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	90
9	18077046468003	KALLURI LAXMI	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	96.66
10	18077046468004	LINGAMPELLI NAVYA	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	93.33
11	18077046468005	MOHAMMED ABRAR	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	90
12	18077046468006	SINGAM DIVYA	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	96.66

(Signature)

Course Co-Ordinator

(Signature)

Incharge of the Department

(Signature)

Principal

PRINCIPAL
GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL



GOVERNMENT DEGREE COLLEGE

(AFFILIATED TO SATAVAHANA UNIVERSITY, KARIMNAGAR)

KORATLA - 505 326, DISTRICT : JAGTIAL (T.S.)



COMPUTER COURSE CERTIFICATE

This is to certified that NALLA MADHU Son / Daughter of

NALLA GANGADHAR Student of B.Sc (MPCSC)-II has successfully

completed the Certificate Course in Front Office Assistance during the period

from 01-08-2018 to 17-09-2018 and obtained Grade A+,

Dated 17-09-2018. We wish him / her success in life.

DEPARTMENT OF COMPUTER SCIENCE & APPLICATION

PRINCIPAL
PRINCIPAL

GOVT. DEGREE COLLEGE
KORATLA, DIST: JAGTIAL