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PHONE NO: 08465-228866

Email: gdc.yellareddy@gmail.com

GOVT.MODEL DEGREE COLLEGE, YELLAREDDY, Dist.KAMAREDDY -503122

ACADEMIC YEAR 2018-19

CERTIFICATE COURSE: JEWELLERY WORK

NAME OF THE CERTIFICATE: **JEWELLERY WORK**

DURATION: 10 DAYS

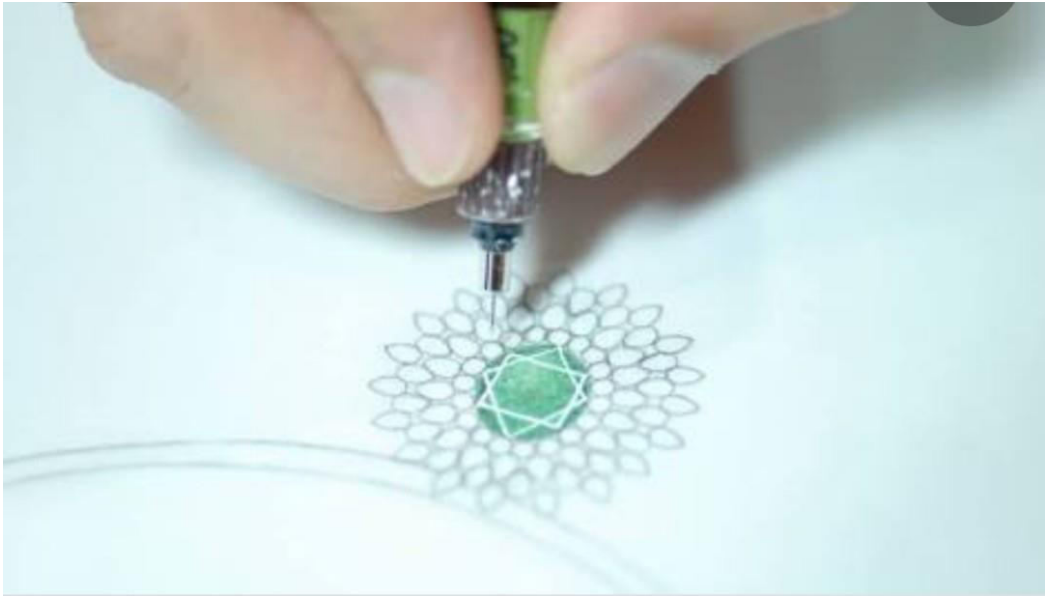
PROGRAMME AIM:

- 1) The objectives of the courses is to ensure an adequate knowledge of the languages of Jewellery representation and prepare students to be job ready.
- 2) The Jewellery design courses are designed to furnish the design skills necessary for the profession of Jewellery designer.
- 3) Improve the status and access to market and business opportunities.
- 4) This programme is amied at traning candidates for the job of a jewellery work.

SYLLABUS:

- 1) Formation of minerals and rocks
- 2) Crystal symmentry
- 3) Crystal growth patterns
- 4) Massive and metamic states of Crystals
- 5) Isomorphism and polymorphism
- 6) Cleavage:Definition,Description.Importance in gemology and lapidly work.

S.No	Date	Acrtivity
	17-9-2018	Introduction to jewellery work. Different types of jewellery products, rings, bracelets, pendants etc.
	18-9-2018	Formation of minerals and rocks to know and understand to access the quantity of gold/type of sheet required to make specified quantity of stamped pieces
	19-9-2018	Crystal symmetry and growth patterns to know and understand importance of cutting of any sharp edges for smooth surface.
	20-9-2018	Massive and Metamic states of crystals.
	21-9-2018	Isomorphism and polymorphism.
	22-9-2018	Cleavage: Defination and Description to know and understand design Specifications of terms of regional style applicable
	23-9-2018	Importance in gemology and lapidity work.
	24-9-2018	Gold chain making
	25-9-2018	Frame making
	26-9-2018	Drawing designs



REPORT : Department of WEC Successfully completed the Certificate course JEWELLERY WORK for the academic year of 2018-19.

In this programme 15 students are participated. We issued certificates to all 15 members.

CO-ORDINATOR: Y.REVATHI

RESOURCE PERSON: S.MANASA

GOVERNMENT DEGREE COLLEGE, YELLAREDDY
KAMAREDDY Dist, TELANGANA STATE

Women Empowerment Cell
Certificate Course Completion

This is to certify that Mr/Ms B. Pushpalatha

S/o,D/o B. Sailu Roll No 16055008445504 Group BZC-III yr is

completed certificate course on Jewellery Work. Course

from 17/07/18 to 26/09/18 organised by the *Women Empowerment Cell* Government Degree College
Yellareddy, Kamareddy Dist, Telangana State.

Y Revathi
Course Instructor

IQAC Co-Ordinator

[Signature]
PRINCIPAL
GDC-Yellareddy

Communication Skills and Soft Skills

Certificate Course 2018-19

Objectives of training

Objectives

Course of soft skills are intended to improve the communication skills enrich personality development, computing skills, quantitative aptitude and knowing of students

- These courses are intended to enhance the employability of the students the course will help to bridge the gap between the skill requirement of the employee or industry and the competency of the students.
- The main objectives of the training was to train the participants/ learners to do their day to day work easily and do proper planning for livelihood activities of their centres.

Aims

1. telephone communication/conversation: what should keep in mind while making a call and receiving a call
2. written com
3. written communication– letter writing and e mail and do's and don'ts of e mail

Duration of training:-

The training was conducted for a day for 2hours

Outcomes:-

Problem-solving: Students will demonstrate flexibility; desire to meet challenges, and ability to find solutions.

Problem Identification: Students will recognize and articulate challenges

Adaptability: Students will recognize and embrace new approaches to address challenges

Solution Development: Students will identify multiple possible responses to identified challenges

Teamwork: Students will develop and maintain constructive working relationships.

Interpersonal Skills: Students will apply verbal and non-verbal communication skills in a manner appropriate

Syllabus

Communication Skills

1. Self Introduction,
2. Parts of Speech (Noun, Pronoun, Adjective, Adverb, Prepositions, Conjunction, Interjection)
3. Tenses (Past, Present, Future)
4. Model verbs (can, Will, Shall May etc.)
5. Questions with Be forms, Have forms, Do forms
6. Voice (Active Voice and Passive Voice)-
7. Speech (Direct- Indirect Speech)-
8. Degree of Comparison
9. One word Substitution,
10. Antonyms and Synonyms
11. (JAM, Group Discussions, Role Play Activities)

Soft Skills

Verbal and Non Verbal Communication Skills

1. Personality Development
2. Positive Thinking
3. Goal Setting
4. Team Work
5. Leadership Qualities
6. Multi Tasking
7. Inter Personal Skills
8. Time Management Skills
9. Group Discussion
10. Role Play / JAM
11. CV Preparation Skills
12. Technical Skills (MS- Office)

Student's enrolment list

S. No	Name of the Student	H.T.No
1	K MANJULA	16055008401537
2	P LAVANYA	16055008401550
3	AMREENA IRAM	16055008402002
4	B SAVTHA	16055008402005
5	M PRAKASH	16055008402013
6	A BHAVANI	16055008468001
7	B RENUKA	16055008468004
8	K SWARNA	16055008468013
9	K MAMATHA	16055008468014
10	J SURESH KUMAR	16055008445510
11	J SHEKAR	16055008445511
12	K SHEKHAR	16055008445513
13	K PRAMOD GOUD	16055008445515
14	P SWAPNA	16055008129549
15	S JAIPAL	16055008129551
16	V JAGADESHWARI	16055008129559
17	B ANITHA	16055008111506
18	J LAVANYA	16055008111521

S. No	Date	Topic
1	02/07/2018	12. Self Introduction, 13. Parts of Speech (Noun, Pronoun, Adjective, Adverb, Prepositions, Conjunction, Interjection)
2	03/07/2018	1. Tenses (Past, Present, Future) 2. Model verbs (can, Will, Shall May etc.)
3	04/07/2018	1. Questions with Be forms, Have forms, Do forms 2. Voice (Active Voice and Passive Voice)-
4	05/07/2018	1. Speech (Direct- Indirect Speech)- 2. Degree of Comparison
5	06/07/2018	1. One word Substitution, Antonyms and Synonyms
6	07/07/2018	13. Personality Development 14. Positive Thinking
7	09/07/2018	1. Goal Setting 2. Team Work
8	10/07/2018	1. Leadership Qualities 2. Multi Tasking
9	11/07/2018	1. Inter Personal Skills 2. Time Management Skills
10	12/07/2018	1. CV Preparation Skills
11	13/07/2018	1. Group Discussion 2. Role Play / JAM

Students attendance

S.No	Name of the Student	Days									
		1	2	3	4	5	6	7	8	9	10
1	K MANJULA	P	P	P	A	P	P	P	P	P	P
2	P LAVANYA	P	P	P	P	A	P	P	P	P	P
3	AMREENA IRAM	P	P	P	P	P	P	P	P	P	A
4	B SAVTHA	P	A	P	P	P	P	P	P	P	P
5	M PRAKASH	P	P	P	P	A	P	P	P	P	P
6	A BHAVANI	P	P	P	P	P	P	P	P	P	A
7	B RENUKA	P	A	P	P	P	P	P	P	P	P
8	K SWARNA	P	P	P	P	A	P	P	P	P	P
9	K MAMATHA	P	P	P	P	P	P	P	P	P	A
10	J SURESH KUMAR	P	A	P	P	P	P	P	P	P	P
11	J SHEKAR	P	P	P	P	A	P	P	P	P	P
12	K SHEKHAR	P	P	P	P	P	P	P	P	P	A
13	K PRAMOD GOUD	P	A	P	P	P	P	P	P	P	P
14	P SWAPNA	P	P	P	P	P	A	P	P	P	P
15	S JAIPAL	P	P	P	P	A	P	P	P	P	P
16	V JAGADESHWARI	P	P	P	P	P	P	P	P	P	A
17	B ANITHA	P	A	P	P	P	P	P	P	P	P
18	J LAVANYA	P	P	P	P	A	P	P	P	P	P

GOVERNMENT DEGREE COLLEGE, YELLAREDDY
KAMAREDDY DIST, TELANGANA STATE





DEPARTMENT OF ENGLISH
CERTIFICATE COURSE COMPLETION

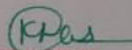


This is to certify that Mr/Ms J. SHEKAR

S/o, D/o J Phansingh Roll No. 16050008445011 Group B.Z.C - III year is completed
certificate course on COMMUNICATION SKILLS AND SOFT SKILLS Course from 02/07/2018 to 13/07/2018 organised
by the Department of English Government Degree College Yellareddy, Kamareddy Dist, Telangana State.


K. Harikrishna
Course Instructor


IQAC
Co-Ordinator


PRINCIPAL
GDC-Yellareddy

COMMUNICATIVE ENGLISH COURSE 2018-19

OBJECTIVES:-

- To develop the basic reading and writing skills of learners.
- To help learners develop their listening skills, which will, enable them listen to lectures comprehend them by asking questions; seeking clarification.
- To help learners development their speaking skills and speak featly in real context.
- To help learners develop vocabulary of a general kind by developing their reading skills.

Certificate Course in Communicative English

What is it About?

Certificate course in communicative English course provides students with theoretical and analytical training required to develop professional skills relevant to working with in relevant fields and professional working. This study builds a bridge between theory practices of the methodology of English language.

This course aims to develop writing and reading skills and English vocabulary.

In this course, candidates will study the history of English language, language Acquisition, Composition, Reading, Grammar and language development.

This course is designed to help the candidates to learn different aspects of English language.

This course helps candidates to make teach classes and lesson plans. Candidates may completely learn all aspects of English and gain knowledge and skills in communicative English.

Career prospects:

- Communicative English graduates may get opportunities in both private and public sectors.
- Some of other typical employers work in fields like advertising, marketing administration, research etc...

LEARNING OUTCOMES

1. Students will develop skills that enable them to communicate effectively in writing. They will learn to present ideas clearly and logically to achieve a specific purpose and to be appropriate for an intended audience
2. Students will paraphrase information from outside sources effectively and accurately
3. Students will summarize information from academic sources, distinguishing between main ideas and details
4. Students will use online library databases to locate appropriate academic sources
5. Students will write two academic essays in which they demonstrate their understanding of writing as a series of tasks, including finding, evaluating, analyzing and synthesizing sources and as a process that involves planning, drafting, revising and editing

Communicative English

Syllabus:-

Unit-1:- Grammar and Language Development

6 hours

Parts of speech, wh-Questions- asking and answering yes/no questions, vocabulary development, prefixes and suffixes.

Speaking:- Introducing one self – exchanging personal information.

Reading:- Short comprehension passages, practice in skimming-scanning.

Listening:- Short texts- short formal and informal conversations.

Unit-2:-

6 hours

Reading:- Comprehension- pre-reading, post-reading- comprehension questions.

Listening:- Telephone conversation(dialogues and conversation).

Writing:- Paragraph writing- topic sentence – main idea

Speaking:- Sharing information of a personal kind-greeting-taking leave language development.

Grammar:- Tenses-verb agreement.

Unit-3:-**6 hours****Reading-** Short texts and longer passages.(close reading)**Writing-** Understanding text structure use reference words.**Listening-** Listening to longer texts and feeling of the table.**Speaking-** Asking about routine actions and expressing opinion.**Grammar-** Degree of comparison, active voice-passive voice, sentence and types of sentence.**Unit-4:-****5 hours****Reading-** Comprehensive reading longer texts- reading different types of texts.**Writing-** Letter writing, formal and informal.**Listening-** Listening to Dialogues or Conversations and completing exercise based on them.**Speaking-** Pick and Speak (speaking about choosing topic)**Grammar-** Direct and indirect speech clause, one word substitution, synonyms and antonyms.**Unit-5: -****5 hours****Reading** – Longer text close reading (fast and accurate reading)**Writing** – Bio-data-CV's (curriculum vitae) preparation, dialogue writing.**Listening:** Listening to Talks / Conversation (observation)**Speaking:** Participating in conversation – short group conversations**Grammar:** Correction of Sentence, Phrasal verbs Idioms, Common errors in the use of words.

- An interview, JAM – **1 hour**
- Final examination - **1 hour**

S.no.	Date	Topic covered / Content
1	7 /11/2018	1. Self- introduction, parts of speech.
2	8/11/2018	2. Reading compression
3	9/11/2018	3. Parts of speech (noun, pronoun, verb, adverb)
4	10/11/2018	4. Parts of speech (adverb, preposition, interjection)
5	11/11/2018	5. Short phrases, sentence use in daily lives.
6	12/11/2018	6. Wh-questions- asking and answering yes or no questions.
7	13/11/2018	7. Conversation: introducing self and other
	14/11/2018	asking the way
8	15/11/2018	8. The way of greeting (sentences of greeting)
9	16/11/2018	9. Tenses: present tense and past tense.
10	17/11/2018	10. Tense: past tense and future tense.
11	18/11/2018	11. Comprehension reading (loud reading)
12	19/11/2018	12. Sentences of invitation Sentences of gratitude Sentences of congratulations and good wishes
13	20/11/2018	13. Model verbs (will, shall, can, may)
14	21/11/2018	14. Understanding text structure use of the reference words.
15	22/11/2018	15. Listening to longer text.
16	23/11/2018	16. Asking about routine actions and expressing opinions.
17	24/11/2018	17. Degree of compression.
18	25/11/2018	18. Active voice-passive voice
19	26/11/2018	19. Sentences-types of sentences
20	27/11/2018	20. Conversation: asking the way , at the general store describing your college and courses offered
21	28/11/2018	21. Antonyms and synonyms
22	29/11/2018	22. Direct – indirect speech
23	30/11/2018	23. Pick and speak contents

24	1/12/2018	24. Clauses and one word substitution
25	02/12/2018	25. Classified vocabulary
26	03/12/2018	26. Bio data CV's
27	04/12/2018	27. Phrasal verbs, idioms and correction of sentences.
28	05/12/2018	28. Conversation practice (daily life usages)
29	06/12/2018	29. Letter writing (formal and informal)
30	07/12/2018	30. Interview, JAM conducted.

S. No	Name of the Student	H.T.No
1	B SAVTHA	16055008402005
2	M PRAKASH	16055008402013
3	M LAXMI	16055008402015
4	SAMEERAFIRDOSE	16055008402023
5	V ARUNCHARY	16055008402027
6	A BHAVANI	16055008468001
7	B RENUKA	16055008468004
8	K SWARNA	16055008468013
9	K MAMATHA	16055008468014
10	M GIRIJA	16055008468016
11	N PUSHPA	16055008445529
12	P KAVERI	16055008445533
13	R NAVATHA	16055008445537
14	S JAVERI	16055008445538
15	U NAVEEN KUMAR	16055008445540
16	MD AFREEN BEGUM	16055008111537
17	MD SAMREEN	16055008111539
18	S JYOTHSNA	16055008111553

THE REPORT OF COMMUNICATION ENGLISH COURSE

The *COMMUNICATION ENGLISH COURSE* for the year 2018-19 was organized by Department of English from 7th Nov to 9th Dec for students who are studying their degree standard. There were 16 students ___ Girls and ___ Boys from different group. The course was started with the speech of the Principal, Govt.Degree College, Yellareddy. An Entrance Test was conducted to check each student's English and they were divided according to their performance.

The students began the day by asking questions about vocabulary and clarify their doubts. They had only one class for a day (1 hour) for Basic English Grammar. To make learning more introduced into audio-visual learning .activity/task based programmes were part of the curriculum. It was a good opportunity for each and every student to improve vocabulary and express their ideas in it. It was a motivating force to develop their confidence in learning English and also to create interest for the language. Every Sunday weekend test was taken to check the progress of the students.

In this course we were created good atmosphere in the class room for the students to speak only English. Students were encouraged by the faculty, mentors to communicate only in English. The course was fruitful. it was seen in the students who really worked hard and made a lot of effort to speak in English. The course came into the conclusion with growth of their knowledge, confidence and a developed their overall skills.

Notice Board

All the B.A, B.com, B.Sc III Year Students are here by informed that the college introduced Communicative English Course for this Academic year from 07th Nov 2018 to 07th Dec 2018 one Month Course. So students who are interested to joined in this course should be registered their names at Department of English on or before 05th Nov 2018 without Fail.

GOVERNMENT DEGREE COLLEGE, YELLAREDDY
KAMAREDDY Dist, TELANGANA STATE



Department of English
Certificate Course Completion



This is to certify that Mr/Ms M. Prakash.

S/o, D/o M. Vittal. Roll No 16055008402013 Group B.Com Comp. is completed
certificate course on COMMUNICATIVE ENGLISH Course from 07/11/2018 to 07/12/2018 organised by the
Department of English Government Degree College Yellareddy, Kamareddy Dist, Telangana State.

Hoy
Course Instructor

[Signature]
IQAC
Co-Ordinator

[Signature]
PRINCIPAL
GDC-Yellareddy

GOVT.MODEL DEGREE COLLEGE, YELLAREDDY



DEPARTMENT OF COMMERCE

CERTIFICATE COURSE ON COMPUTRIZED ACCOUNTING/TALLY FOR THE ACDEMIC YEAR 2018-19.

Objectives of Computerized Accounting ;

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 As this course is usefull for commerce students to get placements in different offices as well as companies

In Accounts departments and also computerized accounting objectives of accounting in any business are systematically record transactions short and analyzing them prepare financial statements ,assessing the financial position and aid in decision making with financial data and information about the business .

Well tally is a complete enterprise resource planning system with a excellent grip in accounting features following are the features of tally .1-General;2-Outstanding management;3-Cost;4- Profit center management; 5-Invocing;6-Budgets;7-Senior management.

GOVT. MODEL DEGREE COLLEGE, YELLAREDDY

DEPARTMENT OF COMMERCE

CERTIFICATE COURSE ON COMPUTRIZED ACCOUNTING/TALLY FOR THE ACDEMIC YEAR 2018-19.

Lecture1: Introduction to Computerized Accounting-

Computerized Accounting System have replaced Manual Accounting in Virtually all businesses and Organizations, providing information to accountants, managers, employees and other stakeholders in a single click. Computer Accounting involves making use of computers and accounting software to record, store and analyze financial data.

Lecture 2: Manual Accounting Cycle-

Manual Accounting process starts with identifying and analyzing business transactions and events. Not all transactions and events are entered into the accounting system. Only those that pertain to the business entity are included in the process. The transactions identified are then analyzed to determine the accounts affected and the amounts to be recorded in the journal book later ledger are prepared by taking ledger balance Trial balance is prepared based on Trial balance profit and loss a/c and Balancesheet is prepared.

Lecture 3: Tally Screen-

Tally Screen is divided into following parts namely; Title Bar: Horizontal Bar, Vertical Button Bar, Tally working area, Info Panel, Status Bar, Calculator Pane. Title Bar displays its version. Horizontal Bar displays collection of buttons to perform work very quick the buttons under this bar is print, export, e-mail, tally shop.

Lecture4: Vouchers-

Vouchers posting is also known as transaction posting, this is available in Gateway of Tally Menu. After creating ledger accounts user has to post the transactions by using vouchers user can post the transactions, tally contains 24 Vouchers.

Lecture5: Accounting Reports

Tally contains various reports, includes financial accounting reports, cost accounting and management accounting reports, all these reports are available in Gateway of Tally under Reports and Display Menu.

Lecture 6: Accounts with Inventory

Inventory consists of raw materials, work in progress and finished goods. Inventory denotes Current Assets of a company.

Lecture 7: Maintenance of Accounts with inventory in tally

Inventory consists of raw materials, work in progress and finished goods. Inventory denotes current assets of a company. Tally maintains inventory details.

Lecture 8: Units of Measure

A money is measured in terms of Currency, Stock item is measured in terms of Units of Measurement. Various Units are used for stock items like nos, kgs, liters, boxes, pieces, tins etc...

Lecture 9: Stock Groups

Generally Stock Group is used to create stock item brands or, to group the stock items or summarize the stock items. For better organization of the hundreds and thousands of stock items that are stocked.

Lecture 10 : Stock Items

Stock items are the traded goods or stock items are the actual items that are transacted (received, issued or produced) and take part in any inventory voucher.

Lecture 11: Sales Order

To get sales orders and purchase order press F11 button and respond "YES" to Enable purchase order processing and sales order processing.

Lecture12: Purchase Order:

Purchase order is used to place the order with the supplier.

Lecture 13: Introduction to Business Organizations

Business organizations defined as a system where individual work in a systematic and well defined framework and cooperate with each other to carry out the assigned tasks.

Lecture 14: Financial Statements

Financial statements are Receipts and payments A/C, Income and Expenditure A/C and Balance sheet.

Lecture 15: Accounts of Partnership firm in Tally

The Indian Partnership Act defines partnership as the relationship between persons who have agreed to share the profit & loss of a business carried on by all or any of them acting from all.

Lecture 16: Stores Ledger:

Store ledger is the book, which contain the accounts of various stock items which are in the store. When store keeper gets or issues any items of inventory, he records it in the respective stock item's account.

Lecture 17: Stock Valuation Methods

An inventory valuation is used to provide a monetary value for items that make up their inventory. Inventories are usually the largest current asset of business, and proper measurement of them is essential to assure exact financial statements.

Lecture18: Job Costing

Job costing feature allows you to track cost and revenue information down to the smallest detail. Costs associated with the planning, implementation and completion of the Job.

Lecture 19: Job costing Reports:

Two levels of the reports are displayed in job costing such are job work analysis Report and The material consumption summary.

Lecture 20: Common Size Statements in Tally:

Common-size financial statements present the financial statement amounts as a percentage of a base number. For example, the Common size statement will report the revenue and expense amounts as percentage of net sales.

Lecture 21: Ratio Analysis:

This report is a MIS report, it shows some of important ratios like current ratio, quick ratio, debt/equity ratio, gross profit ratio, net profit ratio and net operating ratio etc..

Lecture 22: Cash flow Statements:

To get cash flow statement use the following path

Gateway of Tally -> Display -> Cash flow statement.

Lecture 23: Funds flow Statements

To get funds flow statement use the following path

Gateway of Tally -> Display -> funds flow statement.

Lecture 24: Goods and Services Tax(GST):

Goods and Services Tax(GST) is an indirect tax which was introduced in India on 1 July 2017.

Lecture 25: Features of GST:

GST would be applicable on supply of goods or services as against the present concept of tax on the manufacture or on sale of goods or on provision of services.

Lecture 26: Objectives of GST:

The basic principle of GST is an assessee can be assessed only by one government either the centre or the states. One of the main objectives of GST would be to eliminate the cascading effects of taxes on production and distribution cost of goods and services.

Lecture 27: Structure of GST:

There will be a dual GST with the Centre and States simultaneously levying it on a common tax base.

Lecture 28: Registration of GST

Business crossing the defined annual aggregate turnover threshold are liable to register under GST.

Lecture 29: GST Returns Forms:

Every registered taxable person is required to file Return in GST system.

Lecture 30: Registration Process of GST:

To register GST portal www.gst.gov.in.

GOVT.MODEL DEGREE COLLEGE, YELLAREDDY

DEPARTMENT OF COMMERCE

CERTIFICATE COURSE ON COMPUTRIZED ACCOUNTING/TALLY FOR THE ACDEMIC YEAR 2018-19.

Lecture-Wise Plan

TIME: 3:30 TO 4:30PM

S.NO	Date	LECTURE	TOPIC	ACTIVITY
1	25-10-2018	LECTURE 1	Introduction to Computerized Accounting	
2	26-10-2018	LECTURE 2	Manual Accounting cycle	Practical given
3	27-10-2018	LECTURE 3	Tally Screen	
4	29-10-2018	LECTURE 4	Vouchers	
5	30-10-2018	LECTURE 5	Accounting Reports	Practical Given
6	31-10-2018	LECTURE 6	Accounts with inventory	
7	01-11-2018	LECTURE 7	Maintenance of Accounts with inventory in tally	
8	02-11-2018	LECTURE 8	Units of Measure	
9	03-11-2018	LECTURE 9	Stock Groups	Practical given
10	05-11-2018	LECTURE 10	Stock Items	
11	08-11-2018	LECTURE 11	Sales Order	
12	09-11-2018	LECTURE 12	Purchase Order	
13	12-11-2018	LECTURE 13	Introduction to Business Organizations	
14	13-11-2018	LECTURE 14	Financial Statements	Practical given
15	14-11-2018	LECTURE 15	Accounts of Partnership firm in Tally	
16	15-11-2018	LECTURE 16	Stores Ledger	

17	16-11-2018	LECTURE 17	Stock Valuation Methods	
18	17-11-2018	LECTURE 18	Job Costing	
S.NO	19-11-2018	LECTURE	TOPIC	ACTIVITY
19	20-11-2018	LECTURE 19	Job costing Reports	Practical given
20	22-11-2018	LECTURE 20	Common Size Statements in Tally	
21	24-11-2018	LECTURE 21	Ratio Analysis	
22	26-11-2018	LECTURE 22	Cash flow Statements	
23	27-11-2018	LECTURE 23	Funds flow Statements	
24	27-11-2018	LECTURE 24	Goods and Services Tax(GST)	
25	01-12-2018	LECTURE 25	Features of GST	Practical given
26	03-12-2018	LECTURE 26	Objectives of GST	
27	04-12-2018	LECTURE 27	Structure of GST	
28	05-12-2018	LECTURE 28	Registration of GST	
29	10-12-2018	LECTURE 29	GST Returns Forms	Practical given
30	11-12-2018	LECTURE 30	Registration Process of GST	

Student List:

Sl.No	Name of the student	H.Number
1	P SWAPNA	16055008129549
2	S JAIPAL	16055008129551
3	V JAGADESHWARI	16055008129559
4	D DEVIKA	16055008445505
5	D SHIREESHA	16055008445506
6	J SURESH KUMAR	16055008445510
7	A SARIKA	16055008401502
8	B MAMATHA	16055008401510
9	K BHASKER	16055008401535
10	K MANJULA	16055008401537

THE REPORT OF COMPUTERIZED ACCOUNTING-TALLY :

The Computerized Accounting –TALLY course for the Year 2016-17 was organized by Department of Commerce for Non Commerce students , from 15-11-2016 for students who are studying their Degree standard.

The students began the day by asking questions about Computerized Accounting clarify their doubts. They had only one class for a day(1hour) for practice on computer .To make learning more introduced accounting based examples and programs were part of the curriculum. Every student participate lab session after the lecture , for motivation of each and every student.

Tally is an accounting software that is very much useful in making calculations in small and mid-level business .This course help in understanding the significance and utilization of job arrange preparing and Job costing. Tally is very easy software to use for complete business solutions and also easy to learn and use as well. Accounting with each type of transaction such as payments, receipts, sales and purchases.

In this course we were created good environment in the class room and lab for the students to self motivated. Students were encouraged by the faculty, mentors to communicate with lab practical session. It was seen in the students who work really worked hard and made a lot of effort to learn basics of computerized accounting knowledge, confidence and developed their overall skills.



GOVERNMENT MODEL DEGREE COLLEGE YELLAREDDY




KAMAREDDY Dist., TELANGANA STATE
DEPARTMENT OF COMMERCE

Certificate of Completion

This is to certify that Mr/Ms. D. Devika Class B.Sc(B2c) IIIrd with
roll number 16055008445505, has successfully completed 30 Days Certificate Course on
" Computerized Accounting - Tally " from 25-10-2018 to 11-12-2018, Organized by Department of
Commerce, Government Model Degree college Yellareddy, Kamareddy Dist, Telangana State.

Co-ordinator
GMDC Yellareddy


D. Devika
Co-ordinator


Principal
GMDC Yellareddy

GOVERNMENT DEGREE COLLEGE –YELLAREDDY

COURSE TITLE: COMPUTER AWARENESS AND INTERNET 2018-19

Objectives

- Acquire confidence in using computer techniques available to users;
- Recognize the basic components of computers and terminology;
- Understand data, information and file management;
- Create documents using Word processor, Spreadsheet & Presentation Software;
- Understand computer networks, Internet;
- Browse the internet, content search, email and collaborate with peers;
- Use e-Governance applications;
- Use computer to improve existing skills and learn new skills.

COMPUTERS AWARENESS AND INTERNET SYLLABUS

Time Duration: 30 Hrs.

Block Diagram of Computer – CPU - Input/output Units- Storage Units – Primary and Secondary Storage Devices The CPU and Main Memory, Data Representation, Micro Computer System Unit, Input & Output Devices, Keyboard, Pointing devices, Source data entry devices, Soft copy output, Hardcopy output.

MS Word & Word Processing: Meaning and features of word processing – Advantages and applications of word processing. Creating, saving and closing a document. Text and paragraph formatting.

Features of MS Excel – Spread sheet / worksheet, workbook, cell, cell pointer, cell address etc., Insertion and deletion of worksheet

Introduction to Internet – Advantages, Browsers, Websites, Web Addresses, Surfing on the Internet, Use of Internet in Research, Communications – FAX, Voice mail, and Information Services – E Mail – Creation of email id.

SUGGESTED BOOKS:

1. Introduction to Information Technology: Rajaraman, PHI
2. Aksoy & DeNardis "Introduction to Information Technology", Cengage Learning

LESSON PLANNING

Lecture 1: Block Diagram of Computer

Block diagram of a computer gives you the pictorial representation of a computer that how it works inside. Or you can say that, in computer's block diagram, we will see how computer works from feeding the data to getting the result.

Lecture 2: Storage Units

A storage device is any computing hardware that is used for storing, porting and extracting data files and objects. It can hold and store information both temporarily and permanently, and can be internal or external to a computer, server or any similar computing device.

Lecture3: Soft copy output, Hardcopy output.

The output device receives information from the computer and provides them to the users. The computer sends information to the output devices in the binary coded form. The output devices convert them into a form such as printed form or display on a screen, which can be used by the users. The commonly used output devices are monitor and printer. Types of outputs,

A softcopy output is an output which is not produced on a paper or some materials which can not be touched or carried for being shown to others. They are in temporary in nature and vanish after use. For e.g. output display by a monitor is a softcopy output.

Lecture4: Meaning and features of word processing

Word Processing is the **process** of creating text documents. It consists of creating, editing and formatting text and adding graphics in the document. ... They provide facilities to create, edit, and format documents in different layouts. Using these programs, images can also be included in documents.

Lecture5: Advantages and applications of word processing.

Advantages of word processors 1) It is faster and easier than writing by hand. 2) You can store documents on your computer, which you cannot do on a typewriter. 3) You can review and rewrite your documents. 4) There are more formatting choices with a **word processor** (the spelling, grammar and language tools).

Lecture6 : Click **Save As** on the File menu.

In the **Save As** dialog box, replace the name in the File name box by typing Tip Top Letter . Click **Save** . Word creates a copy of the file, closes the original Award Letter, and changes the name in the title bar to Tip Top Letter.

ting, saving and closing a document.

lecture7: Text and paragraph formatting.

A **paragraph** in Word is any **text** that ends with a hard return. You insert a hard return anytime you press the Enter key. **Paragraph formatting** lets you control the appearance of individual **paragraphs**. For example, you can change the alignment of **text** from left to center or the spacing between lines from single to double.

lecture8:Features of ms-excel

Add Header and Footer. **MS Excel** allows us to keep the header and footer in our spreadsheet document.

Find and Replace Command. ...

Password Protection. ...

Data Filtering. ...

Data Sorting. ...

Built-in formulae. ...

Create different charts (Pivot Table Report) ...

Automatically edits the result.

Lecture 9: workbook, cell, cell pointer

The **cell pointer** in **Excel** is the active **cell** or the selected **cell** and is highlighted by a bolder rectangle. The location of the **cell pointer** is listed below the tool bar to the left of the **formula** bar. By using the arrow keys on the keyboard or pointing and clicking on the desired **cell**, you can move the **pointer**.

Lectre 10:Insertion and deletion of worksheet

To **insert** a single new **worksheet** to the right of the currently selected **worksheet**, click the “New **Sheet**” button at the right end of the **spreadsheet** name tabs.

Alternatively, click the “**Insert**” drop-down button in the “Cells” button group on the “Home” tab of the Ribbon.

Lecture 11: Introduction to Internet

The **Internet** is a worldwide network of computer networks that connects university, government, commercial, and other computers in over 150 countries. ... Using the **Internet**, you can send electronic mail, chat with colleagues around the world, and obtain information on a wide variety of subjects.

Lecture 12: Browsers ,websites

A **web browser** (commonly referred to as a **browser**) is a [software application](#) for accessing information on the [World Wide Web](#). When a [user](#) requests a particular [website](#), the web browser retrieves the necessary content from a [web server](#) and then displays the resulting [web page](#) on the user's device.

Lecture 13: Surfing on the Internet

Surfing. Alternatively referred to as web **surfing**, **surfing** describes the act of browsing the **Internet** by going from one web page to another web page using hyperlinks in an **Internet** browser etc.

Lecture 14: Use of Internet in Research, Communications

Use of internet by **research** scholars is an important area of **study** on today's information environment. **Internet** exists to serve the need of the **researchers**. In order to fulfill the needs of the **research** scholars, **internet** is support to access different kinds of web based sources & services.

Lecture 15: E Mail – Creation of email id.

Gmail keeps you updated with real-time message notifications, and safely stores your important emails and data. IT admins can centrally manage accounts across your organization and devices.

Lecture16: Applications of Internet

Internet: Applications. The **Internet** has many important **applications**. Of the various services available via the **Internet**, the three most important are e-mail, web browsing, and peer-to-peer services . E-mail, also known as electronic mail, is the most widely used and successful of **Internet applications**.

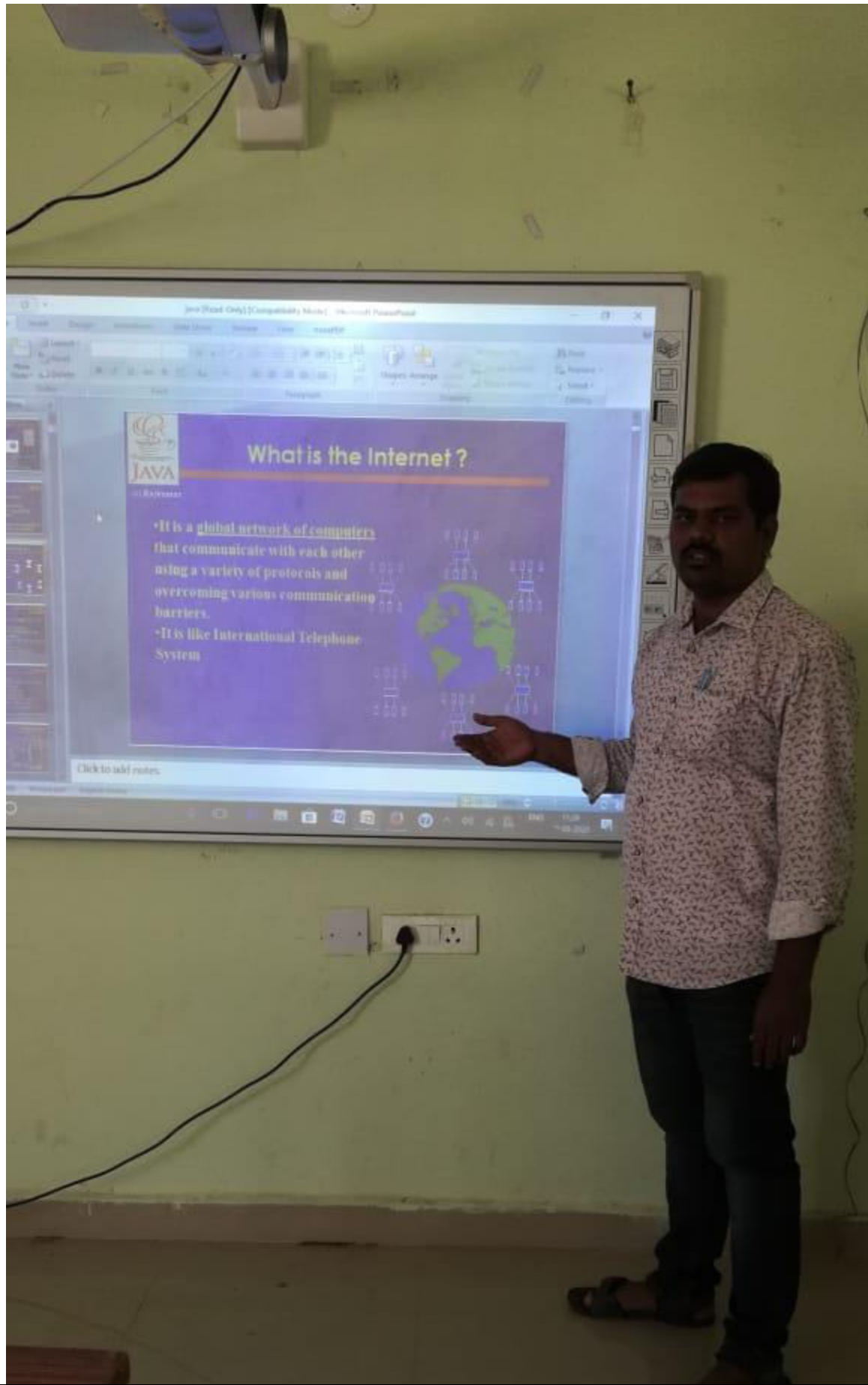
Lecture 17&Lecture 18: Online Applications

Jobs From All Over The Web. Register Now! India's No.1 Job Portal. Job Alerts. Compare Salaries. Get Expert Advice. Search Jobs & Apply. Types: IT Jobs, Bank Jobs, Gulf Jobs, Management Jobs, Sales Jobs, Fresher Jobs, Executive Jobs, Teaching Jobs, Medical Jobs, Admin Jobs.



Basics of computer

Computer is an electronic device
Its uses are very important now-a-days.



LESSON PLAN

GOVERNMENT DEGREE COLLEGE YELLAREDDY
DEPARTMENT OF COMPUTER SCIENCE
CERTIFICATE COURSE ON COMPUTER AWARENESS AND INTERNET

time: One hour

S.No	Date	Lecture	Topic	Activity
1	01/09/2018	lecture1	Block Diagram of Computer	Observation of Computer Parts
2	04/09/2018	lecture2	Storage Units	Pointing The PC Have Units
3	05/09/2018	lecture3	Soft copy output, Hardcopy output.	Preparation of making softcopy
4	06/09/2018	lecture4	Meaning and features of word processing	write the where using ms-word
5	10/09/2018	lecture5	Advantages and applications of word processing.	Given some Examples
6	11/09/2018	lecture6	Creating, saving and closing a document.	Typing a Paragraph on Computer
7	12/09/2018	lecture7	Text and paragraph formatting.	Typing a Paragraph on Computer
8	14/9/2018	lecture8	Features of MS Excel	Live Examples
9	15/9/2018	lecture9	workbook, cell, cell pointer	Creating Students Marks Table
10	17/9/2018	lecture10	Insertion and deletion of worksheet	Creating Students Marks Table
11	19/9/2018	lecture11	Introduction to Internet	
12	20/9/2018	lecture12	Browsers, Websites	serching University websites
13	22/9/2018	lecture13	Surfing on the Internet	serching University websites
14	25/9/2018	lecture14	Use of Internet in Research, Communications	Online applications Exercises
15	26/9/2018	lecture15	E Mail – Creation of email id.	Gmail creation
16	27/9/2018	lecture16	Applications of Internet	Uses of Internet
17	28/9/2018	lecture17	Online Applications	aply aadhar voter scholarships etc
18	29/9/2018	lecture18	Online Applications	aply aadhar voter scholarships etc
19	10-10-2018	lecture 19	Exam	Exam
20	10-10-2018	lecture 20	Discussion and Certificate Issue	

STUDENT LIST

S.NO	NAME	ROLL NO
1	GADDAM SHILPA	17055008468006
2	MANGILIPALLY SHIRISHA	17055008468011
3	MADDELA RAJU	17055008468010
4	AJMERA VENU	17055008468001
5	PALAPARTHI VENKAGOUD	17055008468014
6	JUKANTI AJAY	17055008468008
7	AVUSULA SRIKANTH	17055008468004
8	CHIMMA BHANU PRASAD	17055008468005
9	KATROTH SUDHARSHAN	17055008468009
10	SANGANI SANTHOSH	17055008129545
11	BOINI SWAPNA	17055008129509
12	VISLAVATH YAMUNA	17055008129551
13	MYAKALA MOUNIKA	17055008129536
14	BHUMANOLLA SUPRIYA	17055008129508
15	N SANTOSH KUMAR	17055008129539
16	MANGALI SOUJANYA	17055008129530
17	SAYYAD RIYAZ	17055008129547
18	BUDALA PRAVEEN	17055008129511
19	BADINI PRADEEPKUMAR	17055008129504
20	SHAIK ISMAIL	17055008129548
21	BESTHA MEENA	17055008129507
22	KOMPALLY ARUNODAYA	17055008129523
23	D PAVAN KALYAN	17055008129515
24	MD IMRAN	17055008129534
25	SHIVANOLLA KAVITHA	17055008129549
26	DHANAVATH GOPAL	17055008129516
27	NAGLURI YASHODHA	17055008129537
28	BASU SRIKANTH	17055008129505
29	CHINNANNA SUDHAKAR	17055008129514
30	PAKRIGANI POCHAVVA	17055008129540

THE REPORT OF COMPUTER AWAENESS AND INTERNET

The computer awareness and Internet course for the Year 2018-19 was organized by Department of Computer Science from 01stSep to 3rdOct for students who are studying their degree standard. There were 30 students with the speech of the principal.

The students began the day by asking questions about computer awareness and clarify their doubts. They had only one class for a day (1hour) for Computer awareness .To make learning more introduced computer lab .activity/task based programs were part of the curriculum. Every student participate lab session after the lecture and using ICT(Digital board and Projector) technology for motivation of each and every student.

In this course we were created good environment in the class room and lab for the students to self motivated. Students were encouraged by the faculty, mentors to communicate with lab experimental session. it was seen in the students who work really worked hard and made a lot of effort to learn basics of computer knowledge, confidence and developed their overall skills.

GOVERNMENT DEGREE COLLEGE, YELLAREDDY
KAMAREDDY Dist, TELANGANA STATE



Department of Computer Science
Certificate Course Completion

This is to certify that Mr/Ms Mangali Saijanya
S/o, D/o Mangali Sailu Roll No 17055008129530 Group BA-HEP IIIrd year is completed
certificate course on Computer Awareness And Internet Course
from 01-09-2018 to 10-10-2018 organised by the Department of Computer Science Government Degree College Yellareddy,
Kamareddy Dist, Telangana State.


Course Instructor


IQAC
Co-Ordinator


PRINCIPAL
GDC-Yellareddy

Govt Degree College Yellareddy

Academic Year 2018-19

Certificate Course

Hair Style

Name of the Certificate: hair styles

Duration: 10 days

Syllabus: This programme is aimed at training candidates for the job of a “hair styles”

Programme aim: 1. Develop professional attitude and knowledge of hair and skin care manicure, pedicure, beauty treatments compressing of casual makeup, bridal makeup, making of eyebrows lashes, facial skin treatments, henna applications, massage and hair styling techniques and methods.

2. produce a capable and skilful work face as required by the prevailing market demands.

3. equip the trainees with skills and knowledge to ensure adherence safety masks in precious and emphasize on fitness and diet for a healthy look

Syllabus:

1. Hair structure
2. Hair and scalp disorders and causes for dandruff
3. Types of hair
4. Silked back foux hawk + undercut
5. Undercut + brushed back wavy hair
6. Spiky hair + hard part and skin fad
7. Side swept hair + short sides
8. Low taper fad+ shapeup + brush-up
9. Undercut + Mohawk
- 10.Side part comb over+ hard part+ beard





**GOVERNMENT DEGREE COLLEGE, YELLAREDDY
KAMAREDDY Dist, TELANGANA STATE**

**Women Empowerment Cell
Certificate Course Completion**



This is to certify that Mr/Ms -----

S/o,D/o _____ Roll No _____ Group _____ is

completed certificate course on _____ Course

from _____ to _____ organised by the *Women Empowerment Cell* Government Degree College

Yellareddy, Kamareddy Dist, Telangana State.

Y. Revathi
Course Instructor

IQAC
Co-Ordinator

PRINCIPAL
GDC-Yellareddy

PAPER QUILLING CRAFT

NAME OF THE CERTIFICATE: PAPER QUILLING CRAFT

DURATION: 10 Days

Aim: This programme is aimed at training candidates for the job of a paper quilling craft.

Objectives:

- Learn about paper quilling and the art of rolled paper.
- Investigate patterns and forms found in nature.
- Talk about paper quilling .
- Create a work quilled art
- Learn to appreciate the art created not only by them but also by others.

SYLLABUS

S.NO	Topics
1	Basic Quilling shapes
2	Learning Basic techniques of quilling art
3	Develops hand-eye coordination
4	Arouse creativity and encourages self expression
5	Learn to make different types of flower and leafs to make a quilling flower Bouquet

DAY-WISE REPORT

S.No	Date	Activity
1	18-1-2018	Basic Quilling shapes
2	19-1-2018	Learning Basic techniques of quilling art
3	21-1-2018	Develops hand-eye coordination
4	22-1-2018	Arouse creativity and encourages self expression
5	23-1-2018	Learn to make different types of flower and leafs to make a quilling flower Bouquet
6	24-1-2018	Learn about paper quilling and the art of rolled paper.
7	25-1-2018	Investigate patterns and forms found in nature.
8	27-1-2018	Talk about paper quilling
9	28-1-2018	Create a work quilled art
10	29-1-2018	Learn to appreciate the art created not only by them but also by others

LIST OF STUDENTS ENROLLED

S.No	Name of the student	Roll no
1	L.Anitha	500815441501
2	V.Anoosha	500815441502
3	B.Kavitha	500815441505
4	B.Srividhya	500815441514
5	K.Umarani	500815445528
6	B.Shravani	500815468006
7	N.Shranya	500815468009
8	B.Mamatha	500815468001
9	R.Lalitha	500815445512
10	CH.Swetha	500815445526

Students attendance

S.No	Name of the student	Day1	Day2	Day3	Day4	Day5	Day6	Day7	Day8	Day9	Day10
1	L.Anitha	p	A	p	A	p	p	A	p	A	p
2	V.Anoosha	p	A	p	p	A	p	p	A	p	A
3	B.Kavitha	p	p	A	p	p	A	p	p	A	p
4	B.Srividhya	A	p	A	p	A	p	p	p	A	p
5	K.Umarani	p	p	A	p	p	p	p	A	p	p
6	B.Shravani	p	A	p	A	p	p	A	p	A	p
7	N.Shranya	p	A	p	A	p	p	A	p	A	p
8	B.Mamatha	p	p	p	A	A	p	A	p	A	p
9	R.Lalitha	p	p	A	p	p	A	p	A	p	A
10	CH.Swetha	A	p	p	A	p	A	p	p	A	p





GOVERNMENT DEGREE COLLEGE, YELLAREDDY
KAMAREDDY Dist, TELANGANA STATE



Women Empowerment Cell
Certificate Course Completion



This is to certify that Mr/Ms B. Mamatha

S/o, D/o B. Ravinder Roll No 5008-15-468-001 Group _____ is

completed certificate course on paper quilling craft Course

from 18/1/18 to 29/1/18 organised by the Women Empowerment Cell Government Degree College

Yellareddy, Kamareddy Dist, Telangana State.

y. Reddy
Course Instructor

[Signature]
IQAC Co-Ordinator

[Signature]
PRINCIPAL
GDC-Yellareddy

GOVERNMENT MODEL DEGREE COLLEGE, YELLAREDDY

Dist. KAMAREDDY, T.S

DEPARTMENT OF ECONOMICS

CERTIFICATE COURSE

The Department of Economics conducted a certificate course on “Research Methodology” in the month of march-2019. The following students attended the course.

List of the Students

s.no	Student Name	Roll no	Group
1	B.Lingaiah	18055008129503	BA-HEP
2	G.Mamatha	18055008129510	BA-HEP
3	G.Vasanth	18055008129514	BA-HEP
4	V.Sailu	18055008129525	BA-HEP
5	E.Sravanthi	18055008111505	BA-EPP
6	K.Shireesha	18055008111511	BA-EPP
7	P.Akruthi	18055008111520	BA-EPP
8	U.Mamatha	18055008111524	BA-EPP
9	B.Soujanya	18055008366501	BA-HPP
10	B,Nikhitha	18055008366503	BA-HPP
11	K.Hareeshma	18055008366510	BA-HPP
12	J.Santhosh	17055008111512	BA-HPP

LECTURER WISE PLAN

S.No	Date	lecturer No	Topic	Activity
1	01-03-2019	Lecture No.1	Introduction	
2	2-03-2019	Lecture No.2	Fundamentals of Research	
3	6-03-2019	Lecture No.3	Objectives of Research Methodology	write on methododology
4	8-03-2019	Lecture No.4	Selecting Research Problem	
5	11-03-2019	Lecture No.5	Census and Sampling	Write on sampling
6	12-03-2019	Lecture No.6	Data collection	
7	13-03-2019	Lecture No.7	Data analysis	Taking tables
8	14-03-2019	Lecture No.8	Role of Computer	Write on computer
9	15-03-2019	Lecture No.9	Application of Data	
10	16-03-2019	Lecture No.10	Testing Tools	
11	18-03-2019	Lecture No.11	Feed back	Giving feedback

Syllabus of Research Methodology

Lecture -1 Introduction of Research Methodology

In this lecture discussing meaning and importance of Research Methodology, difference between the research method and Methodology.

Lecture -2 Fundamentals of Research

Basic Fundamentals of Research and Research concepts, types of research.

Lecture-3 Objectives of Research Methodology

This lecture discuss research approaches and research process and criteria of good research process.

Lecture-4 Selecting Research Problem

This lecture discuss selecting the problem of research, necessity of defining the problem of research.

Lecture-5 Census and Sampling

Meaning and Importance of sampling, sample design, census and sampling, and sample methods.

Lecture-6 Data collection and Data Analysis

In this lecture taught types of data, Primary and secondary data, data collection methods and analysis of data.

Lecture-7 Data Analysis through Statistical Tools

This lecture discuss about statistical methods for data analysis measures of central tendency, masseurs of dispersion, correlation and regression.

Lecture -8 Role of Computer in research methodology

This lecture discuss on computer technology for research methodology, introduction of computer, basic computer application.

Lecture-9 Application of Data

Data application methods, Tabulation of data, drawing graphs and types of diagrams.

Lecture-10 Testing tools of research

This lecture teaches us on testing hypothesis with relevant tests Like ANOVA, BLUE, etc.

Objectives of the course

1. Motivate the students to research side studies.
2. To develop research skills among students.
3. Selecting the problems of society and country.
4. Improve the learning skills in research work.
5. Removing fearness and clearing doubts of the research work.
6. To develop Scientific thinking among the students.

GOVERNMENT DEGREE COLLEGE, YELLAREDDY
KAMAREDDY DIST, TELANGANA STATE



DEPARTMENT OF ECONOMICS
CERTIFICATE COURSE COMPLETION

This is to certify that Mr/Ms

B. Anitha

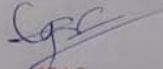
S/o, D/o

Roll No 1605500P129 596 Group BA HEP is completed

on Research Methodology from 01-03-2019 to 18-03-2019 organised

by the Department of Economics Government Degree College Yellareddy, Kamareddy Dist, Telangana State.


Course Instructor


IQAC
Co-Ordinator


PRINCIPAL
GDC-Yellareddy

**GOVERNMENT MODEL DEGREE COLLEGE, YELLAREDDY
DIST: KAMAREDDY**

CERTIFICATE COURSE IN YOGA 2018-19

ORGANISED BY NSS UNIT – I & II



YOGA TRAINER – Sri. Dr. M.Kotaiah

YOGA CERTIFICATE COURSE

INTRODUCTION:

The tradition of Yoga has always been passed on individually from teacher to student through oral teaching and practical demonstration. The formal techniques that are now known as Yoga are, therefore, based on the collective experiences of many individuals over many thousands of years. The particular manner in which the techniques are taught and practiced today depends on the approach passed down in the line of teachers supporting the individual practitioner. Yoga is essentially a spiritual discipline based on an extremely subtle science, which focuses on establishing harmony between mind, body; thought and action; restraint and fulfilment; harmony between man and nature and a holistic approach to health and wellbeing.

Yoga is not about exercise but to discover the sense of oneness with ourselves, the world and Nature. It is an art and science for healthy living. The word "Yoga" is derived from the Sanskrit root 'yuj' meaning "to join", "to yoke" or "to unite". Therefore the aim of yoga is to unite the individual consciousness with the supreme consciousness. Yoga is a science and art of living; also it is a body of techniques that lead us to consciously connect with ourselves and with life, the experience of yoga. As yoga is an art and science, there is no dogma or belief system attached to it. Yoga tells us to do a certain practice and feel their effects following the practice, e.g. if we breath slowly in a relaxed manner we will slow our heart rate; if we focus the mind we will develop mental peace and deep insight. In addition to this, Yoga is becoming popular day by day and has become a wave which is sweeping across the globe. In this course we introduce yoga as a science of Holistic Living and not merely as yoga postures.

1. General Objectives of the Course:

1. To enable student to become competent and committed professionals willing to perform as Yoga trainer.
2. To make student to use competencies and skills needed for becoming an effective Yoga trainer
3. To enable student to understand the types of the types of Yoga
4. To acquaint student with the practical knowledge of Yogasana, Kriyas, Bandhas, Mudras, Yogic Therapy and Pranayama
5. To enable student to prepare the Yoga programme.

2. Duration of the Course:

The duration of the course shall be of three weeks. (15 hours)

Syllabus:

The syllabus is comprised of both theory and practical to fulfil the objectives.

• Yogic Therapy through Traditional Understanding

1. Asanas

2. Pranayama

3. Kriyas

4. Bandhas and Mudras

5. Yogic Therapy

• Theoretical understanding of yoga and Modern Psychology

• Mental Health (its meaning, determinants and applications) The Yogic concept of "Swasthya"

• Concept and models of Normality in Yoga and Modern Psychology

• Role of Ashtang Ashtang Yoga Yamas, Niyamas, Asana, Pranayama and Dhyana, Dharana, Pratyahar

• Stress Management: Modern and Yogic perspectives

• Tackling ill-effects of Frustration, Anxiety and Conflict through modern and Yogic methods

• Meditation Techniques

• Suryanamaskar

• Meaning and Scope of Teaching Methods

• Sources of Teaching Methods

• Class Management

ANATOMY AND PHYSIOLOGY OF YOGIC PRACTICES

- Introduction to Human Body and systems in brief with special reference to Respiratory, Digestive, Muscular and Nervous systems.
- Postural Physiology with reference to Asana.
- Asana - Definition and Classification, Similarities and dissimilarities between Asana and Exercise.
- Pranayama - Definition and Classification. Difference between pranayama and deep breathing. Importance of Rechaka, Kumbhaka, Puraka.
- Introduction to Kriyas, Mudras and Bandhas in brief.

How to Practice yoga

- ❖ Perform all the postures slowly and with control. You are not in competition with anyone, not even yourself. You'll progress faster when you take things slowly.
- ❖ Concentrate on your breathing, feel the air slowly flowing through your body, relaxing and energizing it.
- ❖ Relax. Let go of any unnecessary tension, stress or negative thoughts.
- ❖ Start every session with the warm-up. It's essential to avoid injuries.
- ❖ Modify the postures for your body. The instructions and pictures of the yoga postures in this book are the final goal - the direction you are going towards, not where you need to be after your first few sessions. Experiment and explore different positions and alignments to make the posture work for your body.
- ❖ Don't expect instant results. Yoga is not a quick fix for your weight problems. Patience is a key to unlocking the long-term slimming benefits of Yoga.
- ❖ Have Fun! The best way to get results with your Yoga practice is to enjoy it. Feeling happy while practicing Yoga puts the mind and body into a positive state.

❖ Most Importantly, listen to and respect your body. Never force any movement. Let your body lead you; it is your greatest teacher!

S.No.	Date	Topic Covered
1	03.12.2018	Introduction to Human Body and systems in brief with special reference to Respiratory, Digestive, Muscular and Nervous systems.
2	04.12.2018	Postural Physiology with reference to Asana.
3	05.12.2018	Asana - Definition and Classification, Similarities and dissimilarities between Asana and Exercise.
4	06.12.2018	Sun Salutations
5	07.12.2018	Standing poses
6	10.12.2018	Balancing Poses
7	11.12.2018	Sitting Poses
8	12.12.2018	Knees Poses
9	13.12.2018	Prone Poses
10	14.12.2018	Supine Poses
11	15.12.2018	Closing Poses
12	17.12.2018	Mudras
13	18.12.2018	Pranayama - Definition and Classification. Difference between pranayama and deep breathing.
14	19.12.2018	Importance of Rechaka, Kumbhaka, Puraka.
15	20.12.2018	Revision and practice

Report

- ❖ strengthening the back and balancing the metabolism
- ❖ stimulating and balancing all the systems of the body, including the digestive system
- ❖ practiced in a fast pace helps to burn fat and lose weight

Following students are participated

S.No.	Name of the Student	Group
1	N.KARUNAKAR	BSC(MPCs)III YEAR
2	G. KRISHNA	BSC(MPCs)III YEAR
3	D.VIJAYKUMAR	BA(HEP)III YEAR
4	CH.VIJAYKUMAR	BA(HEP)III YEAR
5	K.RAVI	BA(HEP)III YEAR
6	J.KUMAR	BA(EPP)III YEAR
7	N.PRAVEENKUMAR	BA(EPP)III YEAR
8	K.RAJU	BA(EPP)III YEAR
9	M.GANESH	BCOM III YEAR
10	CH.ASHOK	BCOM III YEAR
11	B.SHIVAKUMAR	BCOM III YEAR
12	B.KRISHNA	BSC(BZC)III YEAR
13	K.SRIKANTH	BSC(BZC)III YEAR
14	K.MAHIPAL	BSC(BZC)III YEAR
15	M.THIRUPATHI GOUD	BSC(BZC)III YEAR
16	O.NIKHIL	BA(HEP)III YEAR
17	L.VENKATESH	BA(HEP)III YEAR
18	J.SURESH KUMAR	BSC(BZC)III YEAR
19	M.VENU	BSC(BZC)III YEAR
20	P.BHANUPRASAD	BSC(MPC)III YEAR





GOVT. DEGREE COLLEGE, YELLAREDDY
KAMAREDDY DISTRICT, TELANGANA STATE



NSS UNIT – I & II

Certificate course Completion

This is to certify that Mr/Mrs. N. KARUNAKAR
S/O,D/O RATAIAH Roll No 16055008468011 Group B.SC(MPCS) is
completed certificate course on YOGA from 03/12/2018 to 20/12/2018 organised by NSS Unit – I & II
Govt. Degree College, Yellareddy, Kamareddy Dist. Telangana State.

M. Suresh
Yoga Trainer

Kanef
Co-Ordinator
NSS P.O,
UNIT-: GOVT. DEGREE COLL
YELLAREDDY, Dist. Nizamabad

A. S. Reddy
Principal
Govt. Degree College
YELLAREDDY,
Dist. KAMAREDDY