

CERTIFICATE COURSE

Academic year 2016-17

Program : Painting Embroidery craft

Name of the certificate: “Hand embroidery”

Duration: 10 days

Resource person: smt.Laxmi, Vasavi tailoring & training centre, Yellareddy

Syllabus: this programme is aimed at training candidate for the job of a “hand embroidery”.

Program Aim:

- ❖ Encourage and support and embroidery to pass on skill to the next generation.
- ❖ Improve the status of and access to the market and business opportunities
- ❖ To encourage high standards of design and workmanship embroidery.

Syllabus:

- ❖ How to make hand embroidery and different types of embroidery studies embroidery pattern.
- ❖ Embroidery design
- ❖ Zig - zagstick.
Stick and embroidery design and machine.
- ❖ Contribute to achieve quality in embroidery work
- ❖ Maintain work, premises and tools
- ❖ Maintain health, safety and security work place

List of Students Enrolled

s.no	Name of the student	Roll no
1	B. Sindhuja	5008-14-441-504
2	G. ChinnaBalamani	5008-14-441-512
3	R. Jhansi	5008-14-441-517
4	M. PrasannaLaxmi	5008-15-441-508
5	B.Priyanka	5008-15-468-002
6	ShaikAleesha	5008-15-445-501
7	D.Chandi	5008-15-445-507
8	Ch.Swetha	5008-15-445-526
9	K.Sharadha	5008-14-401-504
10	B.Bhagyalaxmi	5008-14-401-501
11	G.Nagarani	5008-14-401-503
12	K.Jyothi	5008-13-401-503
13	N.Rekha	5008-13-401-509
14	M.Shilpa	5008-13-401-510
15	P.Rajitha	5008-13-401-508

S.No	Day	Activity
1	Lecture-1 1-11-16	Introduction to and embroidery. Different types of trims types of n thread, thread thickness, shade, how to trace the design
2	Lecture-2 2-11-16	How to make hand embroidery, materials& accessories used in embroidery like threads, thread thickness, shades and sizes.
3	Lecture-3 3-11-16	Hand embroidery patterns-flat,loop, knocked sticks& types of needles and other suitability
4	Lecture-4 4-11-16	to stitch and embroidery by hand, know different categories of basic stitches of hand, embroidery-their techniques and applications
5	Lecture-5 5-11-16	To stretch and embroidery by sewing machine. Trace the design on fabric material to be an embroidered
6	Lecture-6 6-11-16	to zig-log stitch, gain knowledge different types of zig-log stitch, techniques and applications
7	Lecture-7 7-11-16	embroidery decorative designs. Make satin, chain, button stitch, lays, cross stitch, tapestry stitch, mirror work, shadow work
8	Lecture-8 8-11-16	assignment of embroidery patterns
9	Lecture-9 9-11-16	Taking opinions on hand embroidery course. Adopt safe working practices for cleaning and method of caring them out
10	Lecture-10 10-11-16	Introduction to and embroidery. Different types of trim types of n thread, thread thickness, shade, how to trace the design

Studentsattendance

S.No	Name of the Student	Days									
		1	2	3	4	5	6	7	8	9	10
1	B. Sindhuja	P	P	P	A	P	P	P	P	P	P
2	G. ChinnaBalamani	P	P	P	P	A	P	P	P	P	P
3	R. Jhansi	P	P	P	P	P	P	P	P	P	A
4	M. PrasannaLaxmi	P	A	P	P	P	P	P	P	P	P
5	B.Priyanka	P	P	P	P	A	P	P	P	P	P
6	ShaikAleesha	P	P	P	P	P	P	P	P	P	A
7	D.Chandi	P	A	P	P	P	P	P	P	P	P
8	Ch.Swetha	P	P	P	P	A	P	P	P	P	P
9	K.Sharadha	P	P	P	P	P	P	P	P	P	A
10	B.Bhagyalaxmi	P	A	P	P	P	P	P	P	P	P
11	G.Nagarani	P	P	P	P	A	P	P	P	P	P
12	K.Jyothi	P	P	P	P	P	P	P	P	P	A
13	N.Rekha	P	A	P	P	P	P	P	P	P	P
14	M.Shilpa	P	P	P	P	P	A	P	P	P	P
15	P.Rajitha	P	P	P	P	A	P	P	P	P	P



Course learning out comes :-

On the successful end of the course student will be able to

- Identify drawing approaches in order to present effectively a creative idea
- To learn master basic embroidery end stitch techniques
- Align embroidery and stitch design with personally fashion practice
- Develop design thinking in relationship to fashion, embroidery and stitch.

Report:-

hand embroidery certificate course conduct from 1-11-2016 to 10-11-2016 enrollment of students 15 members resource person smt.laxmi&co-ordinate Y.Revathi lect. in physics successfully completed of the above certificate course, use full the 15 members students of their future and issue the certificate to the students

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

Communication Skills and Soft Skills

Certificate Course 2016-17

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. Verbal communication : what to say, how to say, why to listen and how to listen actively
2. Barriers to communication: what are the barriers for effective communication and how to overcome them
3. telephone communication/conversation: what should keep in mind while making a call and receiving a call
4. 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

Student Learning Outcomes:

1. Communication: Students will maintain open, effective, and professional communications.
2. Listening: Students will consider the viewpoints of others demonstrated through verbal and non-verbal behaviours.
3. Speaking: Students will share information and understanding verbally in a clear and coherent manner appropriate for various audiences and consistent with workplace expectations.
4. Self-management: Students will maintain composure and a positive attitude even in difficult situations.
5. Professionalism: Students will demonstrate appropriate workplace demeanour and behaviour.
6. Punctuality/Reliability: Students will fulfil work obligations in a reliable manner.

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	HALL TICKET NO
1	B.KARUNA	500814441502
2	CH.JAYA SRIDEVI	500814441506
3	V.SWATHI	500814441529
4	T.HARISH KUMAR	500814441531
5	M.RAJESHWAR GOUD	500814441524
6	S. PARVAVVA	500814129505
7	P. RAJESHWARI	500814129506
8	G. ANJANEYULA	500814129509
9	D. BABU	500814129510
10	B. LAXMAIAH	500814129516
11	G. CHINNA BALAMANI	500814441512
12	K. ARUNA	500814441513
13	M. BALAMANI	500814441514
14	O. NEELIMA	500814441515
15	P. MOUNIKA	500814441516
16	N. REKHA	500813401509
17	K. SRIKANTH	500813401525

18	V. NAGARAJU	500813401528
19	K. VIJAYALAXMI	500813401532
20	N. SWATHI	500813401533

S. No	Date	Topic
1	12/09/2016	12. Self Introduction, 13. Parts of Speech (Noun, Pronoun, Adjective, Adverb, Prepositions, Conjunction, Interjection)
2	13/09/2016	1. Tenses (Past, Present, Future) 2. Model verbs (can, Will, Shall May etc.)
3	14/09/2016	1. Questions with Be forms, Have forms, Do forms 2. Voice (Active Voice and Passive Voice)-
4	15/09/2016	1. Speech (Direct- Indirect Speech)- 2. Degree of Comparison
5	16/09/2016	1. One word Substitution, Antonyms and Synonyms
6	17/09/2016	13. Personality Development 14. Positive Thinking
7	19/09/2016	1. Goal Setting 2. Team Work
8	20/09/2016	1. Leadership Qualities 2. Multi Tasking
9	21/09/2016	1. Inter Personal Skills 2. Time Management Skills
10	22/09/2016	1. CV Preparation Skills
11	23/09/2016	1. Group Discussion 2. Role Play / JAM

Student's attendance

S.No	Name of the Student	Days									
		1	2	3	4	5	6	7	8	9	10
1	B.KARUNA	P	P	P	A	P	P	P	P	P	P
2	CH.JAYA SRIDEVI	P	P	P	P	A	P	P	P	P	P
3	V.SWATHI	P	P	P	P	P	P	P	P	P	A
4	T.HARISH KUMAR	P	A	P	P	P	P	P	P	P	P
5	M.RAJESHWAR GOUD	P	P	P	P	A	P	P	P	P	P
6	S. PARVAVVA	P	P	P	P	P	P	P	P	P	A
7	P. RAJESHWARI	P	A	P	P	P	P	P	P	P	P
8	G. ANJANEYULA	P	P	P	P	A	P	P	P	P	P
9	D. BABU	P	P	P	P	P	P	P	P	P	A
10	B. LAXMAIAH	P	A	P	P	P	P	P	P	P	P
11	G. CHINNA BALAMANI	P	P	P	P	A	P	P	P	P	P
12	K. ARUNA	P	P	P	P	P	P	P	P	P	A
13	M. BALAMANI	P	A	P	P	P	P	P	P	P	P
14	O. NEELIMA	P	P	P	P	P	A	P	P	P	P
15	P. MOUNIKA	P	P	P	P	A	P	P	P	P	P
16	N. REKHA	P	P	P	P	P	P	P	P	P	A
17	K. SRIKANTH	P	A	P	P	P	P	P	P	P	P
18	V. NAGARAJU	P	P	P	P	A	P	P	P	P	P
19	K. VIJAYALAXMI	P	P	P	P	P	P	P	P	P	A
20	N. SWATHI	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 _____

S/o,D/o _____ Roll No _____ Group _____ is completed
certificate course on COMMUNICATION SKILLS AND SOFT SKILLS Course from _____ to _____ organised
by the Department of English Government Degree College Yellareddy, Kamareddy Dist, Telangana State.

K. Harikrishna
Course Instructor

IQAC
Co-Ordinator

PRINCIPAL
GDC-Yellareddy

GOVERNAMENT DEGREE COLLEGE –YELLAREDDY

COURSE TITLE: COMPUTER AWARENESS AND INTERNET 2016-17

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 if individual **paragraphs**. For example, you can change the alignment of **text** from left to center or the spacing between lines form 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.

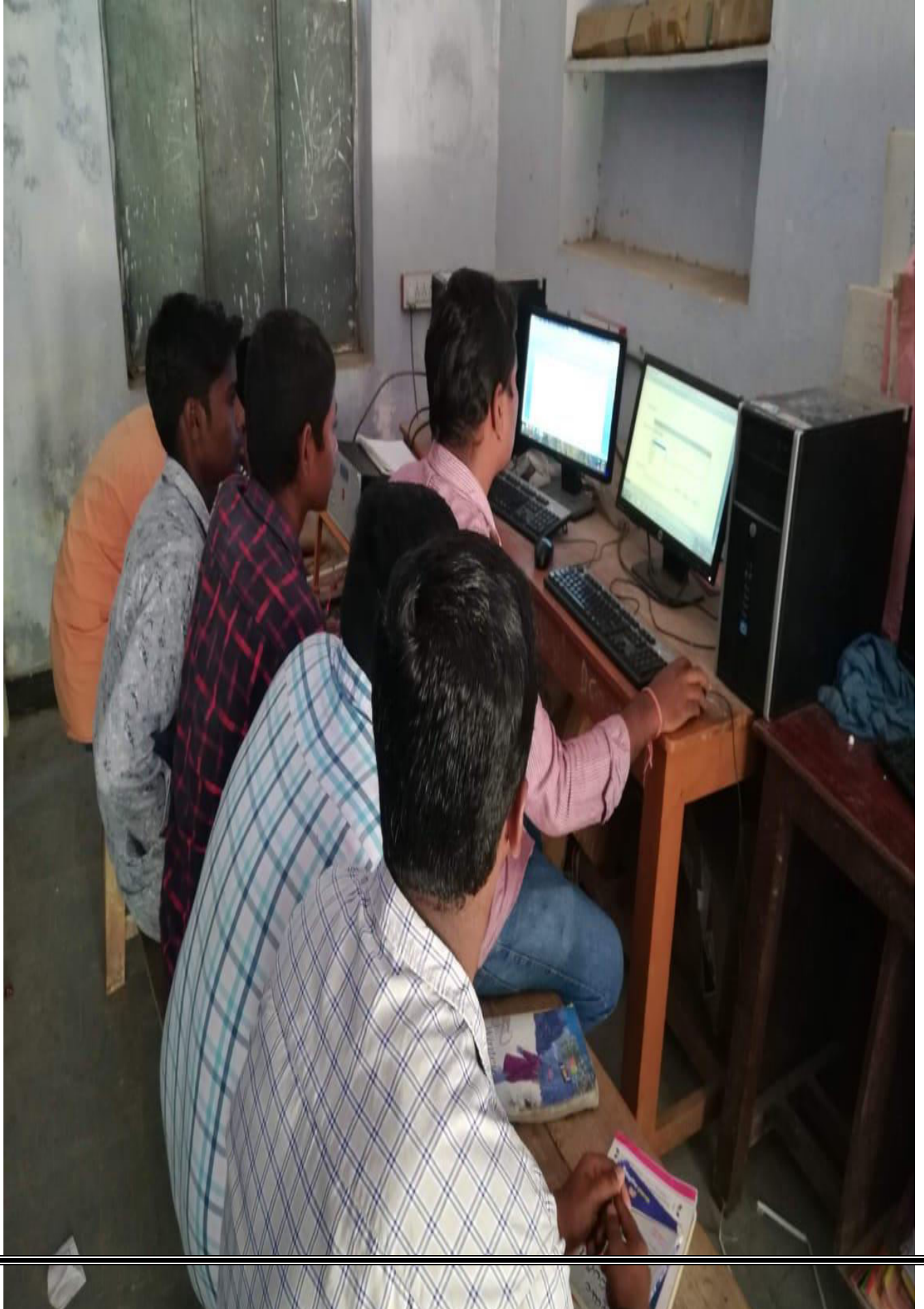
Gmail keeps you updated with real-time message notifications, and safely stores your important emails and data. IT admins can centrally manage accounts across your organization and devices.

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.



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	09-06-2016	lecture1	Block Diagram of Computer	Observation of Computer Parts
2	09-08-2016	lecture2	Storage Units	Pointing The PC Have Units
3	09-09-2016	lecture3	Soft copy output, Hardcopy output.	Preparation of making softcopy
4	09-10-2016	lecture4	Meaning and features of word processing	write the where using ms-word
5	14/09/2016	lecture5	Advantages and applications of word processing.	Given some Examples
6	15/09/2016	lecture6	Creating, saving and closing a document.	Typing a Paragraph on Computer
7	16/09/2016	lecture7	Text and paragraph formatting.	Typing a Paragraph on Computer
8	17/09/2016	lecture8	Features of MS Excel	Live Examples
9	19/09/2016	lecture9	workbook, cell, cell pointer	Creating Students Marks Table
10	20/09/2016	lecture10	Insertion and deletion of worksheet	Creating Students Marks Table
11	21/09/2016	lecture11	Introduction to Internet	
12	29/09/2016	lecture12	Browsers, Websites	serching University websites
13	10-01-2016	lecture13	Surfing on the Internet	serching University websites
14	10-03-2016	lecture14	Use of Internet in Research, Communications	Online applications Exercises
15	13/10/2016	lecture15	E Mail – Creation of email id.	Gmail creation
16	14/10/2016	lecture16	Applications of Internet	Uses of Internet
17	15/10/2016	lecture17	Online Applications	aply aadhar voter scholarships etc
18	17/10/2016	lecture18	Online Applications	aply aadhar voter scholarships etc
19	20/10/2016	lecture 19	Exam	Exam
20	21/10/2016	lecture 20	Discussion and Certificate Issue	

STUDENT LIST:

S.No	NAME	ROLL NO
1	G.chinna balamani	500814441512
2	Kothaply Aruna	500814441513
3	Mekala Balamni	500814441514
4	Ottugadi Neelima	500814441515
5	Mounika	500814441516
6	Rajalingu jhansi	500814441517
7	Sanga Mnajeera	500814441518
8	Manga Sripriya	500815111517
9	Bestha Anjaneyulu	500815111518
10	Chintala Ashok	500815111519
11	Boini Balaraju	500815111520
12	Gandla Bhupal	500815111521
13	Ganga bhooshanam	500815111522
14	Shaik astra begum	500814445541
15	Bushra	500814445542

THE REPORT OF COMPUTER AWAENESS AND INTERNET

The computer awareness and Internet course for the Year 2016-17 was organized by Department of Computer Science from 06 Sep to 21 Oct for students who are studying their degree standard. There were 15 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 sessin.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 _____

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

completed certificate course on _____ Course

from _____ to _____ organised by the Department of Computer Science Government Degree College Yellareddy,

Kamareddy Dist, Telangana State.

Course Instructor

IQAC
Co-Ordinator

PRINCIPAL
GDC-Yellareddy

GOVT.MODEL DEGREE COLLEGE,YELLAREDDY



DEPARTMENT OF COMMERCE

CERTIFICATE COURSE ON COMPUTRIZED ACCOUNTING/TALLY FOR THE ACDEMIC YEAR 2016-17.

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.

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.

Lecture 18: 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 2016-17.

Lecture-Wise Plan

TIME: 3:30 TO 4:30PM

S.NO	Date	LECTURE	TOPIC	ACTIVITY
1	15/11/16	LECTURE 1	Introduction to Computerized Accounting	
2	16/11/16	LECTURE 2	Manual Accounting cycle	Practical given
3	17/11/16	LECTURE 3	Tally Screen	
4	18/11/16	LECTURE 4	Vouchers	
5	19/11/16	LECTURE 5	Accounting Reports	Practical Given
6	21/11/16	LECTURE 6	Accounts with inventory	
7	22/11/16	LECTURE 7	Maintenance of Accounts with inventory in tally	
8	23/11/16	LECTURE 8	Units of Measure	
9	25/11/16	LECTURE 9	Stock Groups	Practical given
10	26/11/16	LECTURE 10	Stock Items	
11	28/11/16	LECTURE 11	Sales Order	
12	29/11/16	LECTURE 12	Purchase Order	
13	1/12/16	LECTURE 13	Introduction to Business Organizations	
14	2/12/16	LECTURE 14	Financial Statements	Practical given
15	3/12/16	LECTURE 15	Accounts of Partnership firm in Tally	
16	5/12/16	LECTURE 16	Stores Ledger	
17	6/12/16	LECTURE 17	Stock Valuation Methods	
18	7/12/16	LECTURE 18	Job Costing	
S.NO	Date	LECTURE	TOPIC	ACTIVITY

19	8/12/16	LECTURE 19	Job costing Reports	Practical given
20	9/12/16	LECTURE 20	Common Size Statements in Tally	
21	13/12/16	LECTURE 21	Ratio Analysis	
22	14/12/16	LECTURE 22	Cash flow Statements	
23	15/12/16	LECTURE 23	Funds flow Statements	
24	16/12/16	LECTURE 24	Goods and Services Tax(GST)	
25	17/12/16	LECTURE 25	Features of GST	Practical given
26	19/12/16	LECTURE 26	Objectives of GST	
27	20/12/16	LECTURE 27	Structure of GST	
28	21/12/16	LECTURE 28	Registration of GST	
29	22/12/16	LECTURE 29	GST Returns Forms	Practical given
30	23/12/16	LECTURE 30	Registration Process of GST	

Student List:

Sl.No	Name of the student	H.Number
1	P MOUNIKA	500814441516
2	R JHANSI	500814441517
3	S MANJEERA	500814441518
4	V SWATHI	500814441519
5	B SRAVAN KUMAR	500814441521
6	J VINOD KUMAR	500814441522
7	K RAMESH	500814441523
8	M RAJESHWAR GOUD	500814441524
9	SK ASRA BEGUM	500814445541
10	BUSHRA	500814445542
11	P RAJESHWARI	500814445545
12	B SHILPA	500814445547
13	R SHIREESHA	500814445548
14	K SRIJA	500814445549
15	P NAGARAJU	500814445551
16	B SRIKANTH GOUD	500814445553

THE REPORT OF COMPUTERISED ACCOUNTING-TALLY :

The Computerised 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 Computerised 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.

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. _____ Class _____ with
roll number _____, has successfully completed _____ Days Certificate Course on
" _____ " from _____ to _____, Organized by Department of
_____, Government Model Degree college Yellareddy, Kamareddy Dist, Telangana State.

Co-ordinator
GMDC Yellareddy

Principal
GMDC Yellareddy

GOVERNMENT MODEL DEGREE COLLEGE, YELLAREDDY

Dist KAMAREDDY, T.S

DEPARTMENT OF ECONOMICS

CERTIFICATE COURSE

The Department of Economics conducted a certificate course on “POSITIVE PSYCHOLOGY” in the month of March. The following students attended course in 2016-17

List of the Students

s.no	Student Name	Roll no	Group
1	K.Geetha	5008-15-129-501	BA-HEP
2	D.Laxmi	5008-15-129-505	BA-HEP
3	K.Neelima	5008-15-129-508	BA-HEP
4	P.Sandhya	5008-15-129-514	BA-HEP
5	D.Sumalatha	5008-15-129-518	BA-HEP
6	K.Ushodaya	5008-15-129-522	BA-HPP
7	S.Jyothi	5008-15-111-502	BA-EPP
8	P.Vijaya	5008-15-111-507	BA-EPP
9	K.Raju	5008-15-111-530	BA-EPP
10	G .Praveen Kumar	5008-15-111-534	BA-EPP
11	Ch.Ramulu	5008-15-111-536	BA-EPP
12	B.Balaiah	5008-15-111-559	BA-EPP
13	M.Mamatha	5008-13-129-508	BA-HEP
14	S.Shyamala	5008-13-129-515	BA-HEP
15	B.Madhusudhan	5008-13-129-528	BA-HEP
16	K.Maisavva	5008-13-129-553	BA-HEP

LECTURER WISE PLAN

S.No	Date	lecturer No	Topic	Activity
1	01-03-2017	Lecture No.1	Introduction	
2	10-03-2017	Lecture No.2	What is Happiness	
3	11-03-2017	Lecture No.3	Positive Emotion	write on positiveness
4	14-03-2017	Lecture No.4	Positive Thinking	
5	15-03-2017	Lecture No.5	Positive Engagement	write on strength & weakness
6	16-03-2017	Lecture No.6	Strengths & virtues	
7	18-03-2017	Lecture No.7	Achievements	write on Goals
8	19-03-2017	Lecture No.8	Health and Nutrition	Write on healthy food
9	21-03-2017	Lecture No.9	Positive Relations	
10	22-03-2017	Lecture No.10	Mindfulness ,spirituality	
11	23-03-2017	Lecture No.11	Certificate Distribution	

SYLLABUS

Lecture -1 Introduction of positive psychology

This lecture introduces positive psychology and its relationship to the rest of the field of psychology.

Lecture-2 What is Happiness?

In this lecture taught definition of Happiness as the overall experience of meaning and pleasure.

Lecture-3 Positive Emotions

This lecture gives the information about positive Emotion, eliminating negative emotions and cultivating positive emotions.

Lecture-4 Positive Thinking

In this lecture explains the thinking process and transforming human thoughts process.

Lecture-5 Positive Engagement (Flow)

Flow describes the state in which were fully engaged in an activity losing track of time and Place.

Lecture-6 Strengths & Virtues

This lecture focuses on how we can identify our intrinsic and extrinsic strengths. How it useful to us in daily life.

Lecture-7 Achievements

This lecture discuss about setting the positive goals and how to achieve them and also distinction between the perceiving one work as job, career and settlement.

Lecture-8 Health and Nutrition

Healthy food can determine the minds and body work capacity along with nutrients. In this
Class discuss impact of food on human behavior.

Lecture-9 Positive Relations

Relationships are the important generator of wellbeing, gone away, they produce pain and misery.

Lecture-10 Mindfulness and spirituality

Mindfulness practices have been an integral part of most east and western religions. Various meditations practices literally transform the way we perceive feel and act.

Objectives of the certificate course

1. Developing positive thinking among students.
2. To get mental happiness in daily life.
3. Overcome the mental problems in life.
4. To take healthy and Nutrition food for better healthy life.
5. Maintaining balanced emotions and decision making.
6. Maintaining positive relations in family and society.
7. Improving mindfulness and helping nature among students.

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



DEPARTMENT OF ECONOMICS
CERTIFICATE COURSE COMPLETION



This is to certify that Mr/Ms _____ S/o,D/o
_____ Roll No _____ Group _____ is completed certificate
course on Positive Psychology from _____ to _____ organised by the Department of Economics
Government Degree College Yellareddy, Kamareddy Dist, Telangana State.

G. Venkatesham
Course Instructor

IQAC
Co-Ordinator

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 February 2016-17. The following students participated in Certificate course.

List of the Students

s.no	Student Name	Roll no	Group
1	A.Shekar	16055008129503	BA-HEP
2	B.Venkatesham	16055008129515	BA-HEP
3	D.Hemalatha	16055008129517	BA-HEP
4	D.Sandhya	16055008129518	BA-HEP
5	K.Shobha	16055008129540	BA-HEP
6	T.Anasuya	16055008129556	BA-HEP
7	B.Anitha	16055008111506	BA-EPP
8	Ch.Mounika	16055008111511	BA-EPP
9	G.Prathyusha	16055008111516	BA-EPP
10	M.Nagaraju	16055008111535	BA-EPP
11	Md.Afreen Begum	16055008111537	BA-EPP
12	D.Bbu	5008-14-129-510	BA-HEP
13	K.Ramesh	5008-14-129-530	BA-HEP
14	M.Sailu	5008-14-129-537	BA-HEP
15	B.Ramulu	5008-14-129-549	BA-HEP

LECTURER WISE PLAN

S.No	Date	lecturer No	Topic	Activity
1	23-02-2017	Lecture No.1	Introduction	
2	24-02-2017	Lecture No.2	Fundamentals of Research	
3	25-02-2017	Lecture No.3	Objectives of Research Methodology	write on methododology
4	27-02-2017	Lecture No.4	Selecting Research Problem	
5	28-02-2017	Lecture No.5	Census and Sampling	Write on sampling
6	1-03-2017	Lecture No.6	Data collection	
7	2-03-2017	Lecture No.7	Data analysis	Taking tables
8	3-03-2017	Lecture No.8	Role of Computer	Write on computer
9	4-03-2017	Lecture No.9	Application of Data	
10	6-03-2017	Lecture No.10	Testing Tools	
11	7-03-2017	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 discusses research approaches and research process and criteria of good research process.

Lecture-4 Selecting Research Problem

This lecture discusses 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 _____ S/o,D/o
_____ Roll No _____ Group _____ is completed certificate
course on Research Methodology from _____ to _____ organised by the Department of Economics
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