



GOVERNMENT DEGREE COLLEGE, RAYACHOTY
ANNAMAYYA DISTRICT, A.P. 516269
(Accredited with C grade by NAAC)

DEPARTMENT OF PHYSICS

A CERTIFICATE COURSE ON
SYNTHESIS AND CHARACTERIZATION OF
NANOMATERIALS

Academic Year: 2022-2023



Topic: SYNTHESIS AND CHARACTERIZATION OF NANOMATERIALS (30 Hours)

Certificate Course Coordinators

B. Venkata Rao, Lecturer in Physics

B. Kiran Kumar, Lecturer in Physics

From
B. Kiran Kumar
Lecturer in Physics
Government Degree College
Rayachoty

To
Dr. Harshalatha
Principal
Government Degree College
Rayachoty

Respected Madam,

Subject: Seeking Permission to Conduct Certificate Course on "Synthesis and Characterization of Nanomaterials"

We are writing to seek your kind permission to conduct a Certificate Course on "Synthesis and Characterization of Nano Materials" from 03-01-2023 to 20-02-2023 at Government Degree College, Rayachoti. This course is designed to provide an in-depth understanding of the synthesis and characterization techniques of nanomaterials, offering a valuable learning opportunity for our students and faculty members interested in the field of nanotechnology.

Ref
16/12/22
We plan to announce the course to all students and faculty members and have the registration forms available in the Department of Physics. This course will not only enhance the knowledge and skills of the participants but also contribute to the academic enrichment of our institution.

We kindly request your approval to conduct this certificate course as per the above schedule.

Thank you for considering our request.

Yours sincerely,

B. Kiran Kumar
Mr. B. Kiran Kumar *16/12/22*

Lecturer in Physics,

Government Degree College, Rayachoti



GOVERNMENT DEGREE COLLEGE,
RAYACHOTY, ANNAMAYYA DISTRICT, A.P. 516269
(Accredited with C grade by NAAC)



Date: 20-12-2022

Circular

To,

All Students and Faculty Members,
Government Degree College, Rayachoti

Subject: Certificate Course on Synthesis and Characterization of Nano Materials

Dear Sir/Madam,

We are pleased to announce a Certificate Course on "**Synthesis and Characterization of Nano Materials**" to be conducted at Government Degree College, Rayachoti. This course aims to provide an in-depth understanding of the synthesis and characterization techniques of nano materials, offering an invaluable learning opportunity for students and faculty members interested in the field of nanotechnology.

Course Details:

Course Title: Synthesis and Characterization of Nano Materials

Duration: 03-01-2023 to ²⁰17-02-2023 (30 Hours)

Venue: Government Degree College, Rayachoti

Course Coordinators: Mr. B. Venkata Rao, Lecturer in Physics

Mr. B. Kiran Kumar, Lecturer in Physics

Registration Deadline: 30-12-2022

Registration fee : Free

Interested participants are requested to register for the course by filling out the registration form available in the department of physics.

B
20/12/22

B - Kiran
20/12/2022

B
20/12/22

B
20/12/22
GOVERNMENT DEGREE COLLEGE
RAYACHOTY

GOVERNMENT DEGREE COLLEGE ,RAYACHOTI.

DEPARTMENT OF PHYSICS

List of the students Enrolled in Certificate Course

TITLE: SYNTHESIS AND CHARACTERIZATION OF NANOMATERIALS

S No	Student ID	Name of The Student
1	OAM202100715751	CHIONNAKONTLA THIRUMALESU
2	OAM202100835416	DERANGULA PRASANNA JYOTHI
3	OAM202100868025	DEVARINTI PAVAN KUMAR
4	OAM202100604281	GUJAPANENI VENKATA THARUN
5	OAM202100706033	KANNEMADUGU BHAGYA REKHA
6	OAM202100738003	KASINENI MANJUNADHA
7	OAM202100605420	KURAGAYALA BHANU PRAKASH
8	OAM202100663372	MOOGA SAI
9	OAM202100663373	M DAMODHARA
9	OAM202100646998	PADAMATIKONA NANDA KUMAR REDDY
10	OAM202100604366	PULUKUNTA SATHISH KUMAR
11	OAM202100912985	SEELAM SREEDHAR REDDY
12	OAM2021006369602	SHAIK KHADER BASHA
13	OAM202100790731	SHAIK MAHAMMAD JABEED
14	OAM202101026197	SHAIK SUHEL
16	OAM202100819304	SYED ABDUL MOHAMMED
17	OAM202100657987	SYED MAZEEDA
18	OAM202100939924	SYED MUNEERA
19	OAM202100753643	TARIGONDA THIRUMALESH
20	OAM202100953556	VALLAPU NAGESWARA
21	OAM202100969249	VANAM ADI
22	OAM202100819303	YALLAMANDA GANESH

Certificate course :- Synthesis and characterization of nanomaterials, Attendance.

PUPILS ATTENDANCE REGISTER

FOR THE MONTH OF

Section
Place

Sl. No.	Admission No.	Name of the Pupil	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
1.	C.	Thirumalesh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2.	D.	Prasanna Jyothi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
3.	D.	Rajan Kumar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
4.	G.	Venkata Theerun	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
5.	k.	Bhagya Lekha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
6.	k.	Mangunadha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
7.	k.	Bhanu Prakash	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
8.	M.	Sai	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
9.	M.	Ramadhara	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
10.	P.	Nanda Kumar Reddy	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
11.	P.	Satheesh Kumar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
12.	S.	Sreedhar Reddy	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
13.	S.	Khadar Basha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
14.	S.	Mahammad Rabeeq	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
15.	S.	Suheel	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
16.	S.	Syed Abdul Mohammed	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17.	S.	Mazeeda	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18.	G.	Muneera	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19.	T.	Thirumalesh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20.	V.	Nageeswara	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21.	V.	Adi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22.	Y.	Ganesh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23.																																						

Sl. No.	Admission No.	Name of the Pupil	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
31	10	Thirumalesh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																						

Attestation of the Head of the Institution



GOVERNMENT DEGREE COLLEGE,
RAYACHOTY, ANNAMAYYA DISTRICT, A.P. 516269
(Accredited with C grade by NAAC)



Department of Physics

Certificate Course

on

Synthesis and characterization of Nanomaterials

Syllabus:

Unit-I :

Introduction: nanotechnology in past and present, Classification of nanomaterials, size effect on GBs (2 hours)

Unit-II:

Synthesis of Nanomaterials: Top-down approach, Ball milling method, Conventional Molecular self-assembly, Lithography, Bottom-up approach, Plasma arcing, Chemical Vapor deposition, Sol-gel synthesis, Molecular self assembly. (9 hours)

Unit-III:

Characterization techniques: X-Ray diffraction (XRD), Scanning electron microscopy (SEM), Energy dispersive X-ray spectrometer, Transmission electron microscopy (TEM), particle size analyser (PSA), Ultraviolet-Visible spectrometer, Thermo gravimetric analysis/ differential thermal analyzer (TG/DSC) (9 hours)

Reference Books:

1. Nano materials synthesis and characterization by V. Rajanderan, Bloomsbury publications
2. Basics of major synthesis and characterization of nanomaterials, Ashwin Sudhakaran,



GOVERNMENT DEGREE COLLEGE,
RAYACHOTY, ANNAMAYYA DISTRICT, A.P. 516269



(Accredited with C grade by NAAC)

Department of Physics

Outcomes of the Certificate Course on Synthesis and Characterization of Nanomaterials

Foundational Understanding of Nanotechnology:

Gain a comprehensive overview of nanotechnology, including its historical development and contemporary applications.

Understand the classification of nanomaterials and the effects of size on grain boundaries (GBs).

Proficiency in Synthesis Methods:

Develop knowledge of various synthesis methods for nanomaterials, including both top-down and bottom-up approaches.

Learn specific techniques such as ball milling, molecular self-assembly, lithography, plasma arcing, chemical vapor deposition, and sol-gel synthesis.

Mastery of Characterization Techniques:

Acquire skills in utilizing different characterization techniques to analyze nanomaterials.

Gain proficiency in using X-ray diffraction (XRD), scanning electron microscopy (SEM), energy dispersive X-ray spectrometry (EDS), transmission electron microscopy (TEM), particle size analysis (PSA), ultraviolet-visible spectrometry (UV-Vis), and thermo-gravimetric analysis/differential scanning calorimetry (TGA/DSC).

Practical Application and Analysis:

Develop practical skills in synthesizing and characterizing nanomaterials through hands-on experience.

Learn to interpret data from various characterization techniques and understand their significance in nanomaterial research.

Critical Thinking and Problem-Solving:

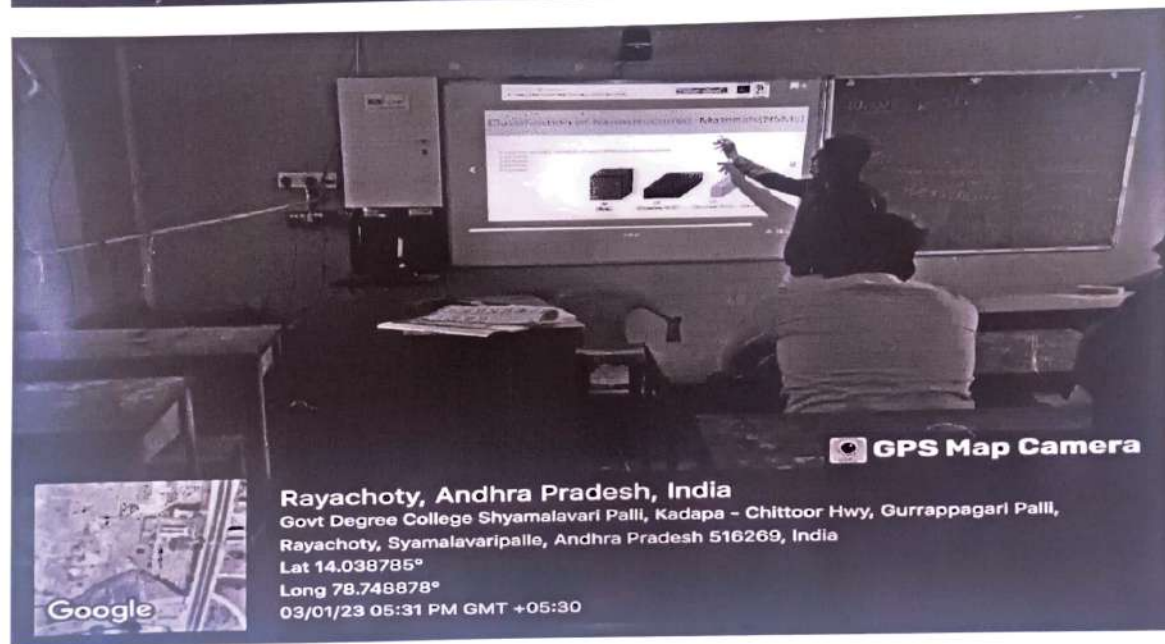
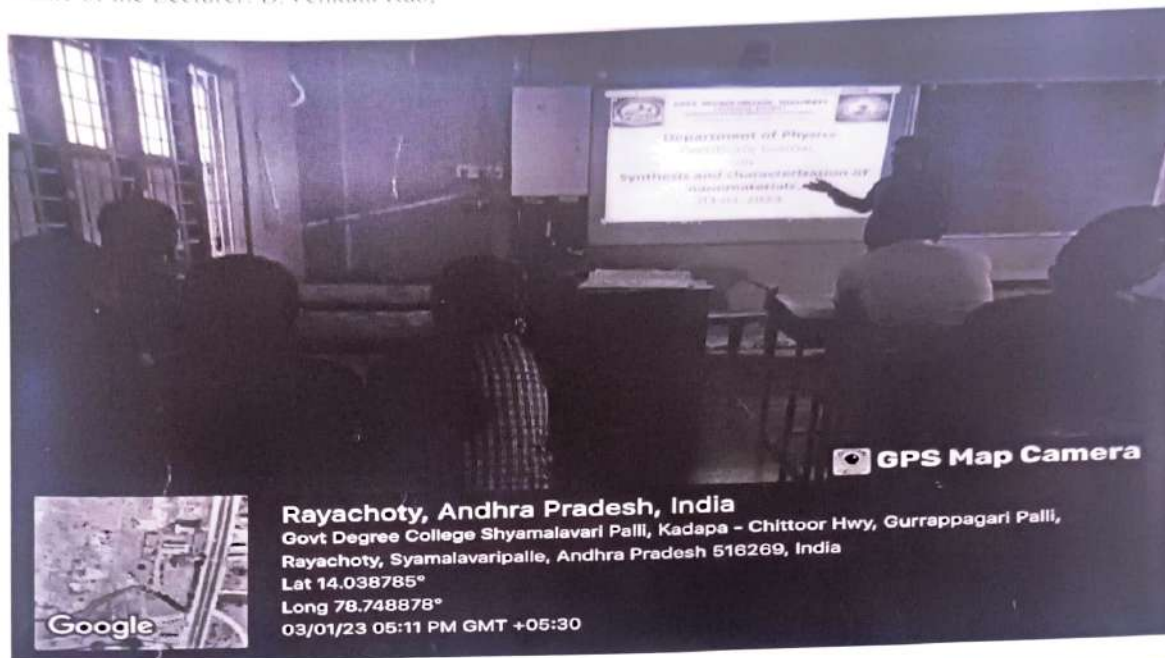
Enhance critical thinking and problem-solving abilities by applying theoretical knowledge to practical scenarios in the synthesis and characterization of nanomaterials.

This certificate course equips learners with the essential theoretical knowledge and practical skills required for the synthesis and characterization of nanomaterials, preparing them for advanced studies or careers in nanotechnology research and development.

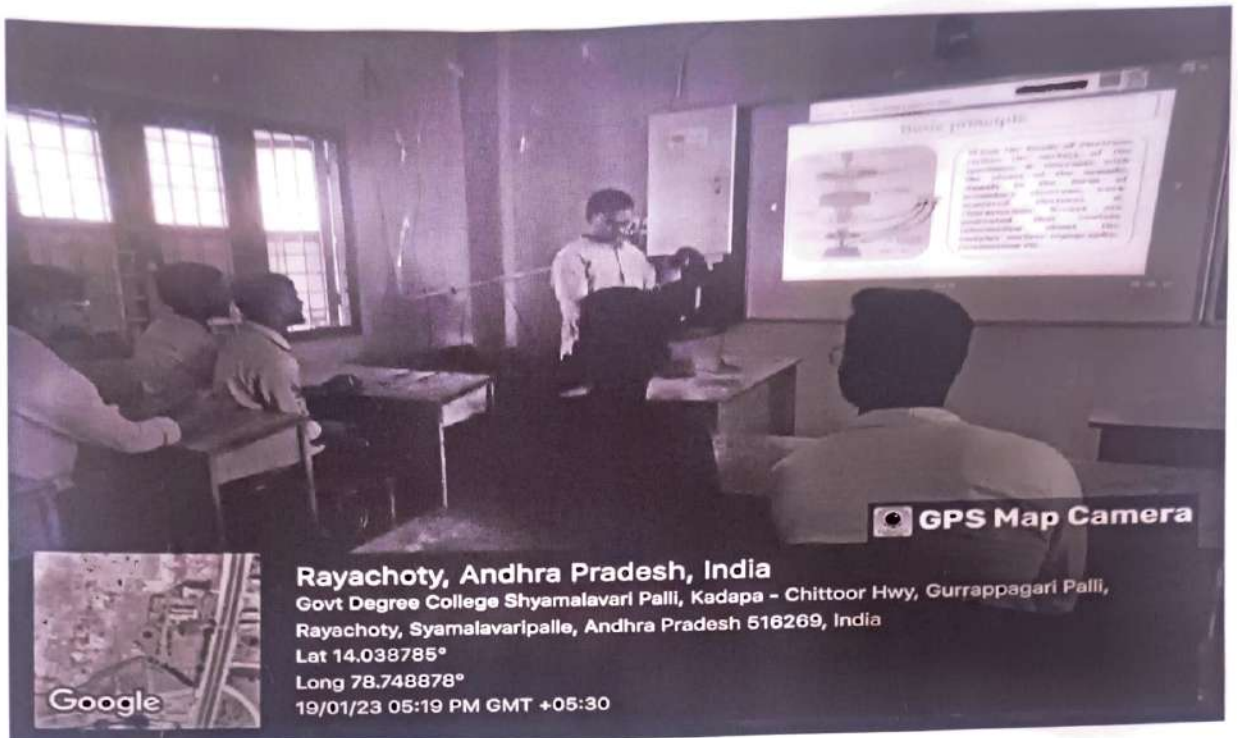
Certificate course: Synthesis and characterization of nanomaterials

Timings: 5-6 PM

Name of the Lecturer: B.Venkata Rao,



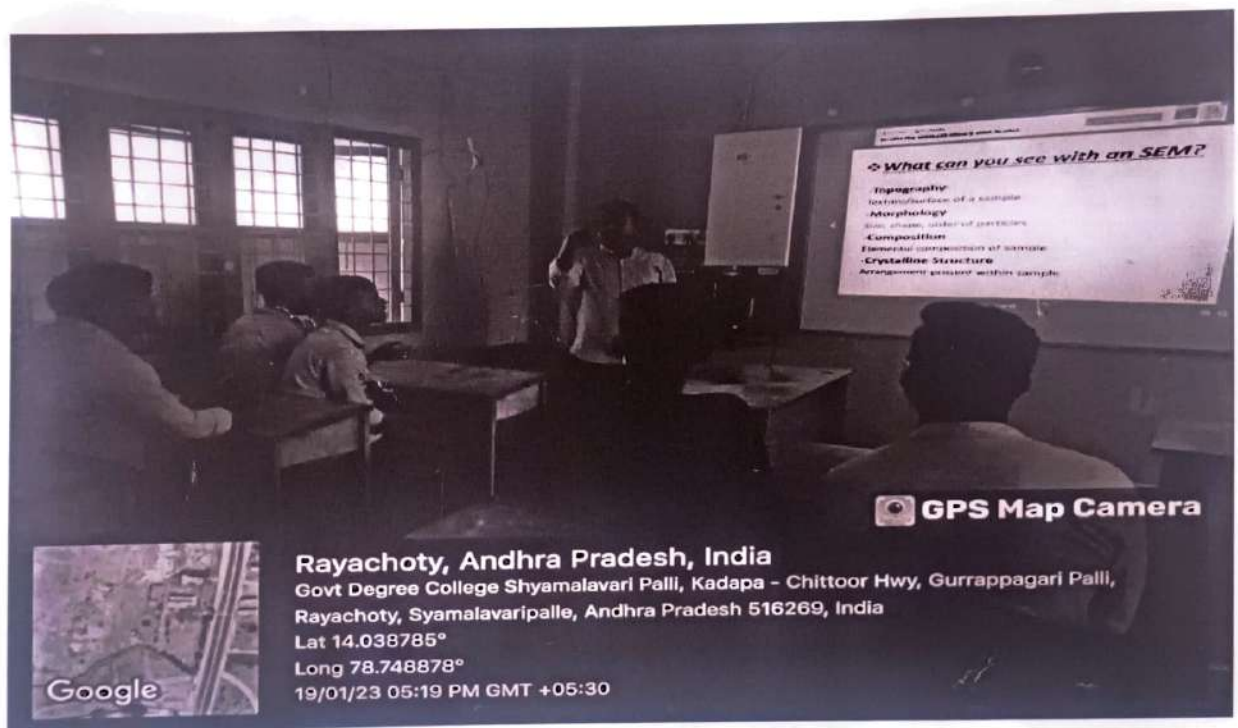
Name of the Lecturer: B.Kiran Kumar



GPS Map Camera

Rayachoty, Andhra Pradesh, India
Govt Degree College Shyamalavari Palli, Kadapa - Chittoor Hwy, Gurrappagari Palli,
Rayachoty, Syamalavaripalle, Andhra Pradesh 516269, India
Lat 14.038785°
Long 78.748878°
19/01/23 05:19 PM GMT +05:30

Google



GPS Map Camera

Rayachoty, Andhra Pradesh, India
Govt Degree College Shyamalavari Palli, Kadapa - Chittoor Hwy, Gurrappagari Palli,
Rayachoty, Syamalavaripalle, Andhra Pradesh 516269, India
Lat 14.038785°
Long 78.748878°
19/01/23 05:19 PM GMT +05:30

Google

What can you see with an SEM?

- Topography**
Textured/surface of a sample
- Morphology**
Size, shape, number of particles
- Composition**
Elemental composition of sample
- Crystalline Structure**
Arrangement pattern within sample

Department of Physics

Certificate Course examination paper

Title: Synthesis and characterization of **Nanomaterials**

Duration: 20 Min

1. Which of the following best describes the significance of **nanotechnology**?

- a) It is a futuristic concept with no practical applications.
- b) It involves the manipulation of matter at the nanoscale and has diverse applications.
- c) Nanotechnology only focuses on improving electronic devices.
- d) Nanotechnology has no impact on material properties.

2. What is the primary factor that influences the properties of **nanomaterials**?

- a) Temperature
- b) Particle size
- c) Pressure
- d) Chemical composition

3. What is the size range typically associated with **nanomaterials**?

- a) Millimeters
- b) Micrometers
- c) Nanometers
- d) Centimeters

4. Which of the following is not a classification of **nanomaterials**?

- a) Zero-dimensional
- b) One-dimensional

d) Two-dimensional

5. Which approach to nanomaterial synthesis involves breaking down bulk materials into nanoparticles?

a) Bottom-up approach

b) Top-down approach

c) Lithography

d) Molecular self-assembly

6. Ball milling is a method used for:

a) Growing nanomaterials.

b) Assembling nanoscale devices.

c) Reducing bulk materials to nanoscale particles.

d) Coating materials with nanoparticles.

7. Which method uses a high-energy beam of ions or electrons to ablate material from a target and deposit it as a thin film on a substrate?

a) Plasma arcing

b) Sol-gel synthesis

c) Chemical Vapor Deposition (CVD)

d) Ball milling

8. What is the primary technique used in Chemical Vapor Deposition (CVD) for nanomaterial synthesis?

a) Evaporation

b) Chemical reaction in the gas phase

c) Mechanical milling

d) Biological self-assembly

9. Which characterization technique is used to determine the crystal structure and phase of nanomaterials?

- a) Scanning electron microscopy (SEM)
- b) Ultraviolet-Visible spectrometer
- c) X-Ray diffraction (XRD)
- d) Thermo gravimetric analysis (TGA)

10. Which technique is best suited for studying the morphology and size of nanoparticles?

- a) Transmission electron microscopy (TEM)
- b) Energy dispersive X-ray spectrometer (EDS)
- c) Particle size analyzer (PSA)
- d) Sol-gel synthesis

11. In nanomaterial characterization, which instrument is commonly used to analyze the changes in a material's weight with respect to temperature?

- a) Transmission electron microscopy (TEM)
- b) Ultraviolet-Visible spectrometer
- c) Thermo gravimetric analysis (TGA)
- d) Ball milling

12. Which technique is used to study the elemental composition and distribution in a nanomaterial?

- a) X-Ray diffraction (XRD)
- b) Scanning electron microscopy (SEM)
- c) Ultraviolet-Visible spectrometer
- d) Thermo gravimetric analysis (TGA)

13. When the size of the nano particle reduced, its hardness

- a) Increases
- b) Decreases
- c) Remains constant
- d) None

14. The melting point of nano particles.....with size?

- a) Increases
- b) Decreases
- c) Remains constant
- d) None

15) Inter atomic spacing..... with size?

- a) Increases
- b) Decreases
- c) Remains constant
- d) None

16. Nano technology is an advanced technology of

- a) Microprocessors
- b) nanodevices
- c) MEMS
- d) Fluid mechanics

17. Which of the following radiation used in nanoscale lithography

- a) electron beam
- b) visible light
- c) infrared light
- d) microwaves

18. Which of the following method is used to prepare silicon carbide nanoparticles?

- a) Sol-gel process
- b) nanoscale lithography
- c) self assembly
- d) attrition method

19. Which of the following method was used to prepare nanoparticles?

- a) powder diffraction method
- b) laue method
- c) Sol ge method
- d) None

20. Gold nanospheres of 100nm appear..... in color

- a) red
- b) blue
- c) orange
- d) violet

FEED BACK FORM

On

Certificate Course : **Synthesis and characterization of Nanomaterials**

Dear Participants,

We value your feedback on our certificate course, "Synthesis and Characterization of Nano Materials." Your input is essential to help us improve and better serve your educational needs. Please take a moment to complete this questionnaire.

Please indicate tick mark among optioned mentioned against each question.

Name of the student:*M. Sai*.....(optional)

Class: *3rd*.....*MPCS*

S.No	Question	Strongly agree	Agree	Disagree	Strongly disagree
1.	The objectives of the course were clearly defined	✓			
2	Instructor was well prepared to the classes	✓			
3	Time allotted for the course was sufficient		✓		
4	The course objectives were meet	✓			
5	Participation and interaction were encouraged	✓			

Any other suggestions: *Very useful course*

M. Sai



**GOVERNMENT DEGREE COLLEGE
RAYACHOTI ANNAMAYYA (Dt), A.P.**

(Accredited with 'C' grade by NAAC)



Department of Physics

Certificate of Participation

This certificate is awarded to S.Muneera,III M.P.Cs, for successfully completing a certificate course on Synthesis and characterization of nano materials conducted by Department of Physics from 03-01-2023 to 20-02-2023

Dr.B. Venkata Rao
Lecturer in Physics
GDC Rayachoti

B.KIRAN KUMAR
Lecturer in Physics
GDC Rayachoti

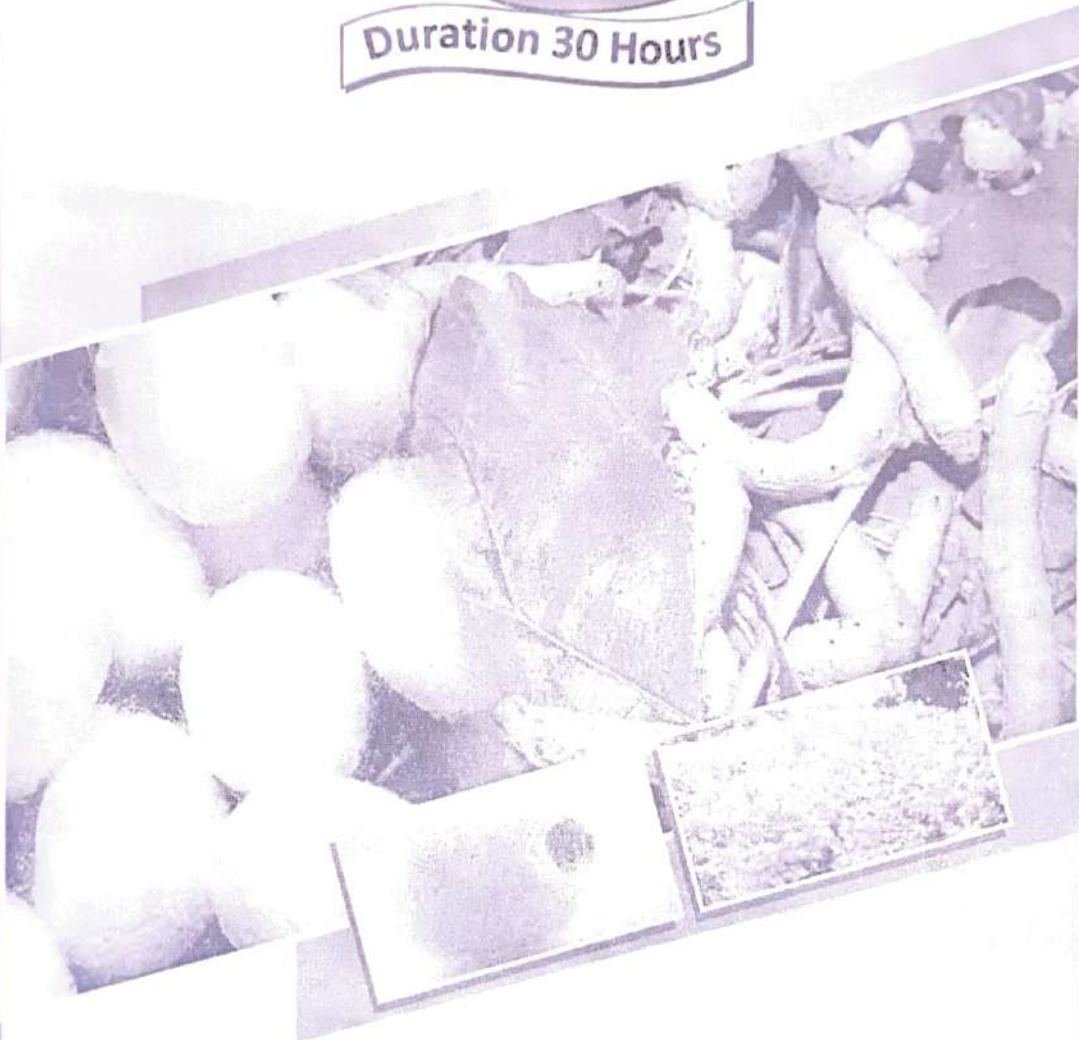
Dr.P.HARSHALATHA
PRINCIPAL
GDC, Rayachoti

DEPARTMENT OF ZOOLOGY

Certificate Course in Sericulture

2022-23

Duration 30 Hours



GOVT. DEGREE COLLEGE, RAYACHOTY
ANNAMAYYA DISTRICT, A.P.

Certificate Course in Sericulture
Department of Zoology
Govt. Degree College, Rayachoty, Annamayya(Dist)A.P.

Table of Contents

S.no	Name of the Item	Page nos. From-- to
1	Department staff resolution for offering the course	04
2	Course Proposal	05-09
3	Staff Resolution for the nomination of Course coordinator	10
4	Proceedings of the Principal	11
5	Notification for the Admissions	12
6	Admission application	13
7	List of students	15
8	Question paper	16
9	Feed Back form	17
10	Certificate	18

From

Department of Zoology
Govt Degree College
Rayachoty-516269

To

The Principal
Govt Degree College
Rayachoty-516269

Subject: Request for Permission to Conduct Certificate Course in *Sericulture*

Respected Madam,

I trust this letter finds you well. I am writing to seek permission to conduct a certificate course *in Sericulture*. As this process in this course may be useful for students will get more knowledge about mulberry cultivation, silkworm rearing & self-employment and income generation

Course Details

CourseName: Certificate course in sericulture

Duration:30 Days

Group: B.Sc-BZC

Course Content:

We kindly request your approval for the proposed certificate course. We are more than willing to provide any additional information or address any concerns you may have. Your support in this endeavor is highly valued, and we believe it will significantly enhance the educational offerings at GDC, Rayachoty.

Thank you for considering our request. We look forward to your positive response.

Yours Sincerely


28.10.22
LECTURER IN ZOOLOGY.

Govt. DEGREE COLLEGE
RAYACHOTY - 516 269

Certificate Course in Sericulture
Department of Zoology
Govt.DegreeCollege,Rayachoty,Annamayya,(Dist)A.P.
2022-23

Proceedings of the Principal

Principal is pleased to appoint Dr.M.Muniya Naik, Lecturer in Zoology as a coordinator and instructor for Sericulture certificate course It is hereby informed that as per the BOS meeting held in 29-10-2022. I am directed to the Course coordinator give the notification for admission of students and other denizens of Rayachoty in Sericulture certificate course.




Principal
Govt.Degree College, Annamayya (Dist)A.P.
PRINCIPAL
GOVT. DEGREE COLLEGE
RAYACHOTY



CIRCULAR

Rayachoty
28-10-2022

This is to inform that the Department of Zoology is going to conduct a Certificate course in *Sericulture*. As this process in this course may be useful for students will get more knowledge about mulberry cultivation, silkworm rearing & self-employment and income generation. This course may be useful for students will get more knowledge about. In this regard enroll their names in the Department of Zoology on or before 02.11.2022.

Department of Zoology

Course Details


Course Name: Certificate course in sericulture

Duration: 30 Days

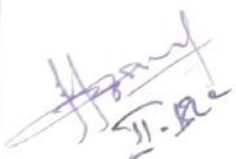
Group: B.Sc - BZC

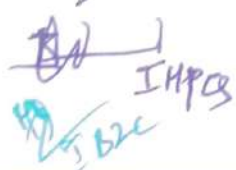
Course Content:

- Preparation of Mulberry Nursery
- Raising of Mulberry
- Mulberry Nursery Management

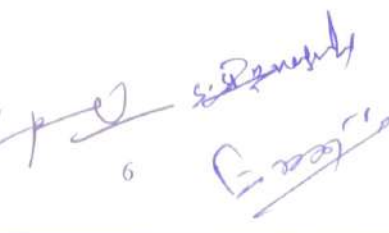

28.10.22
LECTURER IN ZOOLOGY.
Govt. DEGREE COLLEGE
RAYACHOTY - 516 269


PRINCIPAL
GOVT. DEGREE COLLEGE
RAYACHOTY


BZC


IHPG
BZC


BZC


6



Certificate Course in Sericulture
Department of Zoology
List of Students

S.NO	Admission number	Name of the student	Group
1	216031049001	B.Siddeswara	IIBZC
2	216031049002	B.Vishnu vardhan	IIBZC
3	216031049003	C.Aswani	IIBZC
4	216031049004	D.Veeramalleswari	IIBZC
5	216031049005	D.Durgaprasad	IIBZC
6	216031049006	G.Sathish	IIBZC
7	216031049007	G.Keerthana	IIBZC
8	216031049008	J.Venkateswara	IIBZC
9	216031049009	K.Manoj	IIBZC
10	216031049010	K.Kadhar Basha	IIBZC
11	216031049011	K.Venkateswarlu	IIBZC
12	216031049012	L.Syam Chandu	IIBZC
13	216031049014	P.Khadar Bee	IIBZC
14	216031049015	R.Sreenadh	IIBZC
15	216031049016	S.Venu Gopal	IIBZC
16	216031049017	S.Farooq	IIBZC
17	216031049018	S.Shabeena	IIBZC
18	216031049019	S.Syad Basha	IIBZC
19	216031049020	G.Deepak	IIBZC
20	206031049009	G .Venkataramana	IIIBZC
21	206031049027	S.Mohammad Suhail	IIIBZC
22	206031049029	S.Rafiquddin	IIIBZC
23	206031049035	T.Sai Kiran	IIIBZC

9A 56
LECTURER IN ZOOLOGY.

15

PRINCIPAL
GOVT. DEGREE COLLEGE
RAYACHOTY

GOVT. DEGREE COLLEGE
RAYACHOTY 516 269

6. OUTCOME

After successful completion of this course the student is will be able to

- Apply knowledge and skills of “Package of Practices in Sericulture”.
- Study of introduction of origin and growth and study of sericulture asscience.
- Study of scope of mulberry cultivation.

Students got experience in different kinds of activities in mulberry cultivation

7. COURSE DESIGN:

Eligibility	: Intermediate/Graduate
Course Duration	: 30 hours
Resource Person	: Faculty member in the Dept. of Zoology.

8. COURSE CONTENT:

Unit-I MORICULTURE:-

Introduction and scope of mulberry cultivation- Ecological requirements, land preparation, selection and propagation of mulberry varieties, plantation, irrigation, application of manures, fertilizers,weeding, pruning, harvesting of mulberry.

Unit-II SILK WORM REARING:-

Introduction of silkworm rearing-Rearing house Rearing apparatus, disinfection of rearing house -Chawki & late age rearing, environmental conditions In silkworm rearing house,

Feeds of silk worms, Bed cleaning, Bed disinfectants, Moulting and Mounting , spinning and harvesting of cocoons



Unit-III VALUE ADDITION IN SERICULTURE:-

General account of by products-value added products of mulberry, value added products of cocoon , value added products of silk


9. Course Evaluation

- a. Offline Examination Method
 - i. Assignments – 20% [**Cumulative**]
- b. OFF LINE Examination Method
 - i. Mid-term test – 30%
 - ii. Semester-end examination – 50%



RESOLUTION

It is resolved that the department of *Zoology* unanimously decided to conduct a 30 days certificate course in 'Sericulture' for the BSC[BZC] Students of this college, the course schedule will be 10-11-2022 to 23-12-2022. After successful completion of course for both theory & Practical and distribution of Certificates to the students. The course syllabus is attached to this copy.


28.10.22
Department of Zoology
Govt. Degree College
No. 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100



DEPARTMENT OF ZOOLOGY

CERTIFICATE COURSE IN SERICULTURE

PROPOSAL 2022-23

1. Title of the Course: Certificate Course in Sericulture

2. Pre-requisites: Intermediate or Graduate

3. Target Group:

- ❖ UG Students of Govt. Degree College
- ❖ UG Students of different colleges in and around Rayachoty.

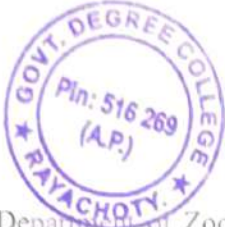
4. OBJECTIVES:

- To introduce the concepts of origin, growth, study of sericulture as science.
- To understand the scientific approach of mulberry.
- To imparting training in mulberry cultivation, silk worm rearing.
- To give scientific knowledge about mulberry cultivation, silk worm rearing techniques to the students.
- To make the students aware about soil-to-soil concept, sericulture extension and innovation/techniques
- To train the students in comprehensive value added products production techniques
- To make the students understand about various value added products prepared from different wastes generated during various stages of sericulture.
- To provide hands-on training in the preparation of value added products from sericulture wastes obtained during various stages of silk production.

5. Activities:

- Mulberry cultivation practices in mulberry garden.
- Disinfection of rearing house.
- Chawki rearing.
- Preparation of value added products i.e mulberry jam preparation, preparation of cocoon hand crafts etc.
- Visiting of mulberry cultivation and silkworm rearing centres.

Certificate Course in Sericulture
Department of Zoology
Govt. Degree College, Rayachoty, Annamayya, (Dist) A.P.
2022-23



Departmental Staff Resolution


Rayachoty,
29-10-2022.

Department of Zoology, Govt. Degree College, Rayachoty have met in the Departmental Staff room on 29-10-2022 at 2.00 p.m. and made the following resolutions unanimously.

1. The Board of Studies has approved the Departmental proposal to offer a 30-hour **Certificate course in Sericulture**. Hence it is resolved to start the course in November, 2022.
2. It is unanimously resolved to nominate Dr.M.Muniya Naik as the Course Coordinator for the year 2022-23. Hence the Principal is requested to issue Proceeding for the nomination.
3. The certificate course is conducted for the benefit of the UG students of this college and outsiders. Hence the Principal is requested to issue an Admission notification with the necessary details of the course.
4. The faculty member of the Department Dr. M.Muniya Naik, shall act as resource person for the course.

Faculty members:

1. Dr. M.Muniya Naik , Lecturer in Zoology


LECTURER 29/10/22
GOVT.
Govt. DEGREE COLLEGE
RAYACHOTY 516 269

Certificate Course in Sericulture
Department of Zoology
Govt. Degree College, Rayachoty, Annamayya, (Dist) A.P.

Notification for Admission

Rayachoty
29-10-2022

Applications are invited from the eligible candidates for admission into the Certificate Course in Sericulture for the year 2022-23

Eligibility: Intermediate/Graduate in any discipline.

Duration of Course: 30 Hours

Admission Process:

The prescribed application form for the admission is available in the Department. The filled in applications shall be submitted to the Course Coordinator, Certificate course in Sericulture, Department of Zoology, Govt. Degree College, Rayachoty, Annamayya, (Dist). Defective applications and applications received after the prescribed date will summarily be rejected and fee once paid will not be refunded or adjusted for any other purpose.

The admission schedule:

Last date of receipt of application: 07-11-2022

Class Details:

Classes of the course shall be conducted on working days between 10-11-2022 to 23-12-2022, daily one hour from 4.30 pm to 5.30 pm.



[Handwritten Signature]
Principal

Govt. Degree College, Rayachoty, Annamayya (Dist) A.P.
PRINCIPAL
GOVT. DEGREE COLLEGE
RAYACHOTY



Certificate Course in Sericulture
Department of Zoology
Govt. Degree College, Rayachoty, Annamayya, (Dist) A.P.

2022-23

Admission Application

1	Name of the Student	
2	Father/Husband name	
3	Gender	
4	Date of Birth & Age	
5	Educational qualifications	
6	Place of studying/working	
7	Address for Correspondence	
8	Contact number	
9	e-mail ID	
10	Signature of the Applicant	
	Place	
	Date	
For Office Use Only		
11	Admission Number	
12	Signature of the Coordinator	
13	Signature of the Principal	

S.NO	DATE/DAY	TOPICS COVERED	Hour
1	10/11/2022	Introduction and scope of Sericulture	1
2	11/11/2022	Introduction of package of practices in mulberry Cultivation	1
3	12/11/2022	Selection of ecological requirements, Land & site selection	1
4	14/11/2022	Preparation of land	1
5	15/11/2022	Propagation of mulberry	1
6	16/11/2022	Plantation,	1
7	17/11/2022	Irrigation	1
	18/11/2022	Application of manures, fertilizers	1
9	19/11/2022	Pruning of mulberry	1
10	21/11/2022	Harvesting of mulberry	1
11	22/11/2022	Introduction of silk worm rearing	1
12	23/11/2022	Types of Rearing house	1
13	24/11/2022	Rearing apparatus	1
14	26/11/2022	Disinfection of rearing house	1
15	28/11/2022	Chawki & late age rearing	1
16	29/11/2022	Environmental conditions In silk worm rearing house	1
17	30/11/2022	Feeds of silkworms	1
18	01/12/2022	Bed cleaning, Bed disinfectants	1
19	02/12/2022	Moulting	1
20	03/12/2022	Mounting	1
21	12/12/2022	Spinning and harvesting of cocoons	1
22	13/12/2022	Value Addition In Sericulture	1
23	14/12/2022	General account of by products	1
24	15/11/2022	Value added products of mulberry	1
25	17/11/2022	Mulberry Leaf and Fruit Recipes	1
26	19/12/2022	Value added products of cocoon	1
27	20/12/2022	Bio Crafts	1
28	21/12/2022	Value added products of silk	1
29	22/12/2022	Group discussion on Sericulture	1
30	23/12/2022	Certificate distribution	1

[Signature]
LECTURER IN ZOOCULTY.

14

GOVT. DEGREE COLLEGE
RAYACHOTY - 516 269

[Signature]
PRINCIPAL
GOVT. DEGREE COLLEGE
RAYACHOTY



GOVTDE GREECOLLEGE, RAYACHOTY.

DEPARTMENT OF ZOOLOGY

ASSEMENTE VALUATION FOR CERTIFICATE COURSE

TIME:2hrs

MARKS: 50.

I. Answer any Four of the following question?

4x5=20Marks

1. Mulberry genotypes
2. Plantation methods of Mulberry
3. Chawki Rearing
4. Types Of Rearing Houses
5. Mulberry Leaf Recipes

II. Answer any Three of the following question?

3x10=30Marks

1. Explain Propagation Methods of Mulberry?
2. Write Note on Disinfection of Rearing house and Apparatus?
3. Write about Preparation of MulberryJam?
4. Explain preparation of Cocoon Crafts

GOVT. DEGREE COLLEGE, RAYACHOTY

ANNAMAYYA DISTRICT, AP



DEPARTMENT OF ZOOLOGY

FEED BACK FORM

On

Certificate Course: Sericulture

Dear Participants,

We value your feedback on our certificate course, "Sericulture"
Your input is essential to help us improve and better serve your educational needs.

Please take a moment to complete this questionnaire.

Please indicate tick mark among options mentioned against each question.

Name of the student: B. Siddeswara (optional)

Class: II.B.Z.C

S.No	Question	Strongly agree	Agree	Disagree	Strongly disagree
1.	The objectives of the course were clearly defined	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Instructor was well prepared to the classes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Time allotted for the course was sufficient	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	The course objectives were met	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Participation and interaction were encouraged	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any other suggestions: it is useful to self-employment to students.

GOVT.DEGREE COLLEGE, RAYACHOTY
ANNAMAYYA DISTRICT, AP



DEPARTMENT OF ZOOLOGY

FEED BACK FORM

On

Certificate Course: Sericulture

Dear Participants,

We value your feedback on our certificate course, "Sericulture"

Your input is essential to help us improve and better serve your educational needs.

Please take a moment to complete this questionnaire.

Please indicate tick mark among options mentioned against each question.

Name of the student: S. Chabeena (optional)

Class: II B2C

S.No	Question	Strongly agree	Agree	Disagree	Strongly disagree
1.	The objectives of the course were clearly defined	✓			
2.	Instructor was well prepared to the classes		✓		
3.	Time allotted for the course was sufficient	✓			
4.	The course objectives were met	✓			
5.	Participation and interaction were encouraged	✓			

Any other suggestions: Sericulture course BSC is useful for higher studies and self employment



Government Degree College

Rayachoty, Annamayya Dist, A.P.

[Affiliated to Y.V. University of Kadapa]

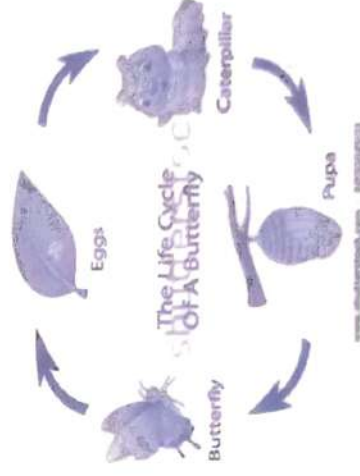
Department of Zoology

Certificate

This is to certify that Mr./Miss. D. Durga Prasad.
of B.Sc (B2C) has successfully completed the course entitled Sericulture
Conducted by the Department of Zoology in the Academic year 2022 - 2023, at
Government Degree College, Rayachoty, Annamayya dist.


Coordinator
Department of Zoology


Principal
Govt. Degree College
Rayachoty



Principal permission letter

From

Dept of Chemistry
Govt. Degree College
Rayachoti.

Date

9.12.22

To

The Principal
Govt Degree College
Rayachoti.

Respected Madam,

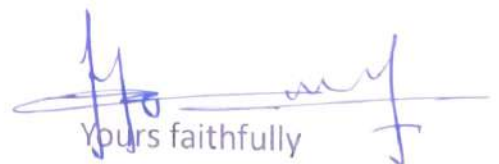
Subject:-Request for permission to conduct a certificate course in water analysis for the academic year 2022—2023 Regarding

Department of Chemistry is planning to conduct a certificate course on **Water Analysis** from 27/12/22 to 18/02/23 for the academic year 2022 --2023, in this connection we need your cooperation and permission to utilize the college resources for the smooth conduct of the above-said program.

Therefore hoping that you will give us your cooperation and permission for the smooth completion of the above-mentioned program.

Thanking you madam,

Permitted
to the
PRINCIPAL
GOVT. DEGREE COLLEGE
RAYACHOTI


Yours faithfully



GOVERNMENT DEGREE COLLEGE,
RAYACHOTY, ANNAMAYYA DISTRICT, A.P. 516269
(Accredited with C grade by NAAC)



Date: 12-12-2022

Circular

To,

All Students and Faculty Members,
Government Degree College, Rayachoti

Subject: Certificate Course in Water Analysis

Dear Sir/Madam,

We are pleased to announce a Certificate Course in "Water Analysis" to be conducted at Government Degree College, Rayachoti. This course aims to provide an in-depth understanding of Water Analysis and Procedure, offering an invaluable learning opportunity for students and faculty members interested in the field of Water Analysis.

Course Details:

Course Title: Water Analysis

Duration: 27-12-2022 to 18-02-2023 (30 Hours)

Venue: Government Degree College, Rayachoti

Course Coordinators: Mr. M. Bhanu Prakash Reddy, Lecturer in Chemistry

Registration Deadline: 23-12-2022

Registration fee : Free

Interested participants are requested to register for the course by filling out the registration form available in the department of chemistry.


PRINCIPAL
GOVT. DEGREE COLLEGE
RAYACHOTY

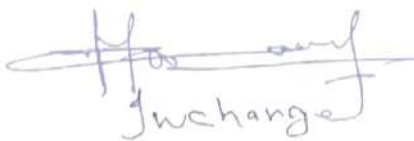
GOVERNMENT DEGREE COLLEGE, RAYACHOTI

DEPARTMENT OF CHEMISTRY

Student list enrolled in certificate course

Title: Water Analysis

S.NO	Student ID	Name of the Student	Signature
1	206031049001	B.Obuleshu	B.Obuleshu
2	206031049004	C. Nagaveni	C. Nagaveni
3	206031049005	C.Shameer	C. Shameer
4	206031049006	C.Maneesha	C. Maneesha
5	206031049007	C.Uday Krian	C. Uday Krian
6	206031049008	D.Praveen Kumar	D. Praveen Kumar
7	206031049010	G.Nageswara	G. Nageswara
8	206031049011	G.Sravani	G. Sravani
9	206031049014	M. Sai Bargava	M. Sai Bargava
10	206031049015	M.Sravani	M. Sravani
11	206031049016	M.Sivasankar	M. Sivasankar
12	2060310490017	P. MD.Rafi	P. M. D. Rafi
13	206031049018	P.Shnehalatha	P. Shnehalatha
14	206031049021	P.Vanitha	P. Vanitha
15	2060310490022	P.Sai Kumar	P. Sai Kumar
16	206031049025	S.Faheena	S. Faheena
17	206031049030	S.Rubeena	S. Rubeena
18	206031049032	S.Nageswari	S. Nageswari
19	206031049034	S.Tasleem	S. Tasleem
20	206031049036	U.Reddy Niranjan	U. Reddy Niranjan
21	206031049037	Y.Nagaveni	Y. Nagaveni


Incharge


PRINCIPAL
Govt. Degree College
Rayachoty.

GOVERNMENT DEGREE COLLEGE, RAYACHOTY

Department of Chemistry

Certificate Course in Water Analysis

Participated Students Attendance

S.NO	Student Name	Dec-2022				January-2023										
		27	28	30	31	02	03	04	07	18	19	20	21	23	24	25
1	B.Obuleshu	X	X	X	X	w	a	X	X	X	X	X	a	X	X	a
2	C. Nagaveni	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	C. Shameer	a	X	X	X	X	X	a	X	X	a	X	a	X	X	X
4	C. Maneesha	X	X	X	X	X	X	X	X	X	X	a	X	X	a	X
5	C. Uday Kiran	X	X	X	a	X	X	X	X	a	X	X	X	a	a	X
6	D. Praveen	X	X	X	X	X	a	a	X	X	a	X	X	X	X	X
7	G. Nageswara	X	X	X	X	X	X	X	a	X	a	X	X	X	X	X
8	G. Sravani	X	X	X	a	X	X	X	a	X	X	a	X	X	X	X
9	M. Sai Bargava	X	X	X	X	X	X	X	a	X	X	X	a	X	X	X
10	M. Sravani	X	X	X	X	X	a	X	X	X	X	X	X	X	X	a
11	M. Sivasankar	X	X	X	a	X	X	X	X	a	X	a	X	X	X	X
12	P. MD.Rafi	X	X	X	X	a	X	a	X	X	X	X	X	X	X	X
13	P. Snehalatha	X	a	X	X	X	X	X	X	X	a	X	X	X	X	X
14	P. Vanitha	X	X	X	X	X	a	X	X	X	X	X	a	X	X	X
15	P. Sai kumar	X	X	X	X	a	X	X	X	X	X	X	X	X	X	X
16	S. Faheena	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	S. Rubeena	X	X	X	X	X	a	X	X	X	X	X	a	X	X	X
18	S. Nageswari	X	X	X	X	a	a	X	X	a	X	X	X	X	X	X
19	S. Tasleem	X	X	a	X	X	X	X	X	a	X	X	X	X	X	X
20	U.ReddyNiranjan	X	X	X	X	X	X	X	X	a	X	X	X	X	X	X
21	Y. Nagaveni	a	X	X	X	X	X	a	X	X	X	X	X	X	X	X

(Handwritten signatures and marks at the bottom of the page)

GOVERNMENT DEGREE COLLEGE, RAYACHOTY

Department of Chemistry

Certificate Course in Water Analysis

Participated Students Attendance

S.NO	Student Name	Jan-2023				February-2023											
		27	28	30	31	01	02	03	04	09	10	13	14	15	16	18	
1	B.Obuleshu	X	X	X	X	X	X	a	a	X	X	X	a	X	X	a	
2	C. Nagaveni	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
3	C. Shameer	X	X	X	a	a	a	X	X	a	X	X	X	X	X	X	
4	C. Maneesha	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
5	C. Uday Kiran	a	a	X	X	X	a	X	X	X	X	X	X	X	X	X	
6	D. Praveen	X	X	X	a	X	X	a	X	X	a	X	X	X	a	X	
7	G. Nageswara	X	X	X	X	X	a	X	X	X	a	X	X	a	X	X	
8	G. Sravani	a	X	X	X	X	a	X	X	X	a	X	X	X	X	X	
9	M. Sai Bargava	X	a	X	X	X	X	X	X	a	X	X	X	X	X	X	
10	M. Sravani	X	X	X	X	a	X	a	X	a	X	a	X	X	X	X	
11	M. Sivasankar	X	X	a	a	X	a	X	X	X	X	X	X	X	X	X	
12	P. MD.Rafi	a	X	X	X	X	X	X	X	a	X	X	X	a	X	X	
13	P. Snehalatha	X	a	X	X	X	X	a	X	a	a	X	X	X	X	X	
14	P. Vanitha	X	a	X	a	X	X	a	X	X	X	a	a	X	a	X	
15	P. Sai kumar	a	X	X	X	X	a	X	X	X	X	X	X	X	X	X	
16	S. Faheena	X	X	X	X	X	a	X	X	X	X	X	X	X	X	X	
17	S. Rubeena	X	X	X	a	X	X	X	X	X	X	X	a	a	X	X	
18	S. Nageswari	a	X	a	X	X	a	X	X	X	X	a	X	X	a	X	
19	S. Tasleem	X	X	X	X	X	X	X	X	X	X	X	a	X	X	a	
20	U.ReddyNiranjan	X	X	X	a	X	X	X	X	X	a	a	X	a	X	X	
21	Y. Nagaveni	a	X	X	a	X	X	X	X	X	X	a	X	a	a	a	

(Handwritten signature/initials)

PRINCIPAL
GOVT. DEGREE COLLEGE
RAYACHOTY

GOVERNMENT DEGREE COLLEGE : RAYACHOTY

ANNAMAYYA DISTRICT, A.P - 516269

Certificate Course in Water Analysis SYLLABUS

Unit- I

Introduction: Water and its Quality Parameters – Chemistry of water – Water resources – Hydrological cycle – Water quality parameters and drinking standard – Physical, Chemical quality of drinking water – Biological quality of drinking water.

Unit- II

Water Analysis – Water composition analysis – Hardness testing – pH- Salinity- Turbidity – TDS – Conductivity testing – Minerals – BOD, COD, DO, Coli forms – Culture identification – MPN test -Microscopy: principles and practices – Staining methods. Water borne pathogen: Types and Detection – Potability of water.

Unit- III

Water treatment – Treatment of water: Flowchart of water treatment plant, Treatment methods (Theory and design) – Physico-chemical treatments: Sedimentation, Coagulation-flocculation, Settling tanks, Disinfection systems: Chemicals- Chlorination and other disinfection methods. Reverse osmosis technologies.

Unit-IV

Practical Analytical Methods – Introduction to analytical laboratory – Safety, Equipments and techniques used in laboratory, Determination of hardness, pH, turbidity, conductivity, DO, BOD and COD, Analysis of metals and ions, Microbiological analysis.

GOVERNMENT DEGREE COLLEGE

RAYACHOTY – 516269, ANNAMAYYA DISTRICT. (A.P.)

(Accredited with C by NAAC)

Certificate Course In Water Analysis

OUTCOMES

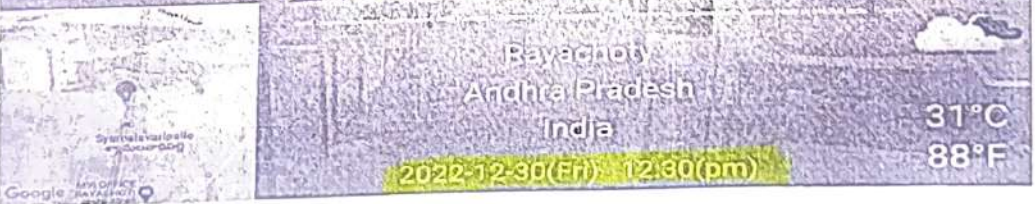
After successfully completion of the course ,
students will be able to -----

1. Understand the fundamental principles of water chemistry and water quality.
2. Identify various physical, chemical, and biological parameters used in water analysis.
3. Explain the health impacts of contaminants in water.
4. Describe the methods and techniques used for sampling and analyzing water.
5. Understand the legal framework and regulations related to water quality and safety.
6. Analyze case studies on water contamination incidents and their consequences.
7. Develop skills to conduct laboratory tests for detecting contaminants in water.
8. Discuss the sources and types of pollutants commonly found in water bodies.
9. Understand the roles and responsibilities of organizations involved in water quality monitoring and regulation.
10. Apply knowledge of water analysis to create awareness and educate the public about water safety.

GOVERNMENT DEGREE COLLEGE, RAYACHOTY

DEPARTMENT OF CHEMISTRY

WATER ANALYSIS - CERTIFICATE COURSE



FEED BACK FORM

On

Certificate Course: Water Analysis

Dear Participants,

We value your feedback on our certificate course, "**Water Analysis.**" Your input is essential to help us improve and better serve your educational needs. Please take a moment to complete this questionnaire.

Please indicate tick mark among optioned mentioned against each question.

Name of the student: C.....Maneisha....(optional)

Class:.....III - BZC

S.No	Question	Strongly agree	Agree	Disagree	Strongly disagree
1.	The objectives of the course were clearly defined	✓			
2	Instructor was well prepared to the classes	✓			
3	Time allotted for the course was sufficient	✓			
4	The course objectives were meet	✓			
5	Participation and interaction were encouraged	✓			

Any other suggestions:

Department of Chemistry

Certificate Course Examination question paper

Name of the certificate course--Water Analysis

1. What is the acceptable pH range for drinking water? []
- a) 6.5 - 8.5
 - b) 5.0 - 7.0
 - c) 8.0 - 9.5
 - d) 7.0 - 7.5
2. What method is commonly used to measure dissolved oxygen in water? []
- a) Winkler method
 - b) Gravimetric analysis
 - c) Titration
 - d) Spectrophotometry
3. Which ion is typically measured to assess water hardness? []
- a) Calcium ion (Ca^{2+})
 - b) Sodium ion (Na^+)
 - c) Nitrate ion (NO_3^-)
 - d) Magnesium ion (Mg^{2+})
4. Turbidity in water is a measure of its: []
- a) Transparency
 - b) Acidity
 - c) Alkalinity
 - d) Color
5. What is the standard unit for expressing the concentration of ions in water? []
- a) ppm (parts per million)
 - b) mg/L (milligrams per liter)
 - c) M (molarity)
 - d) ppt (parts per trillion)

6. The presence of which gas is typically not measured in water analysis? []
- a) Oxygen
 - b) Carbon dioxide
 - c) Nitrogen
 - d) Hydrogen sulfide
7. What is the primary method for disinfecting drinking water? []
- a) Chlorination
 - b) UV irradiation
 - c) Ozonation
 - d) Filtration
8. BOD stands for: []
- a) Biological Oxygen Demand
 - b) Biochemical Oxygen Density
 - c) Basic Oxygen Dissolution
 - d) Biological Oxygen Density
9. Which method is commonly used to determine the concentration of heavy metals in water? []
- a) Atomic absorption spectroscopy
 - b) UV-Vis spectroscopy
 - c) Mass spectrometry
 - d) Flame photometry
10. What is the acceptable level of total dissolved solids (TDS) in drinking water, according to WHO standards? []
- a) Less than 500 ppm
 - b) Less than 1000 ppm
 - c) Less than 2000 ppm
 - d) Less than 3000 ppm
11. The presence of which compound in water leads to "hard water"? []
- a) Calcium carbonate
 - b) Sodium chloride

c) Magnesium sulfate

d) Potassium nitrate

12. Which parameter is NOT typically measured in water quality analysis? []

a) Conductivity

b) pH

c) Temperature

d) Pressure

13. What is the primary source of nitrogen and phosphorus in water bodies? []

a) Industrial discharge

b) Agricultural runoff

c) Atmospheric deposition

d) Marine organisms

14. What method is commonly used to determine the concentration of pesticides in water? []

a) Gas chromatography-mass spectrometry (GC-MS)

b) UV-Vis spectroscopy

c) Titration

d) Liquid chromatography-mass spectrometry (LC-MS)

15. Which of the following is NOT a factor affecting water quality? []

a) Temperature

b) Pressure

c) Dissolved oxygen

d) Salinity

16. What is the primary method for testing for the presence of viruses in water? []

a) Polymerase chain reaction (PCR)

b) Microscopic examination

c) Culturing techniques

d) Immunofluorescence assay (IFA)

17. Which ion contributes most to the electrical conductivity of water? []

a) Sodium ion (Na⁺)

- b) Chloride ion (Cl^-)
- c) Calcium ion (Ca^{2+})
- d) Potassium ion (K^+)

18. What is the primary source of mercury contamination in water bodies?

[]

- a) Industrial wastewater
- b) Atmospheric deposition
- c) Agricultural runoff
- d) Mining activities

19. What is the acceptable level of nitrate in drinking water, as per EPA standards?

[]

- a) Less than 10 ppm
- b) Less than 50 ppm
- c) Less than 100 ppm
- d) Less than 200 ppm

20. Which method is used to remove dissolved ions from water?

[]

- a) Distillation
- b) Filtration
- c) Reverse osmosis
- d) Ion exchange

GOVERNMENT DEGREE COLLEGE, RAYACHOTY

Affiliated to Yogi Vemana University, Kadapa

Accredited with C grade by NAAC



CERTIFICATE OF COMPLETION

This is certify that **Mr/Miss C.Maneesha** (III B.SC, B.Z.C) has successfully completed the certificate course in **Water Analysis**, conducted by the department of chemistry Government Degree college Rayachoty, during the academic year 2022-2023 from **27/12/2022 To 18/02/2023**.


Course Coordinator

M. Bhanu Prakash Reddy


IQAC Coordinator


Principal
PRINCIPAL
Govt. Degree College
Rayachoty.



GOVERNMENT DEGREE COLLEGE, RAYACHOTY

(Affiliated to Yogi Vemana University)

Chittor Road, Rayachoty, Annamiah (Dist.)

ACCREDITED BY NAAC WITH "C" GRADE



DEPARTMENT OF HISTORY

Certificate Course On

"Urdu Calligraphy"

GROUP BA HUP URDU MEDIUM STUDENTS

Academic Year 2022-2023

Topic: "Urdu Calligraphy"

GROUP: BA HPU Urdu Medium

Certificate Course Convener :

MD ISMAIL

Lecturer in History

Government Degree College, Rayachoty

PIN : 516269



GOVERNMENT DEGREE COLLEGE,

RAYACHOTY, ANNAMAYYA DISTRICT, A.P.516269

(Accredited with C grade by NAAC)



Department of History

From
MD ISMAIL Dr. P. Harsha Latha
Head of Department of History
Government Degree College
Rayachoty, Rayachoty.

To
Principal
Government Degree College

Subject: Request to Conduct Add on Course on "Urdu Calligraphy"

Respected Madam,

I am writing to seek your approval to conduct a Add on Course on "Urdu Calligraphy" at Government Degree College, Rayachoty, from 02-01-2023 to 16-02-2023 This course aims to provide the students about "Urdu Calligraphy"

The course will be coordinated by MD ISMAIL Lecturers in History.. The duration of the course will be 30 hours, and it will be held at Government Degree College, Rayachoti. The registration fee for the course is free of charge, and the registration deadline is 31-12-2022. I assure you that all necessary arrangements will be made to ensure the smooth conduct of the course, and the schedule will not interfere with regular academic activities. I kindly request your permission to proceed with the organization of this course.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

MD. Ismail

Government Degree College, Rayachoti

MD. Ismail



GOVERNMENT DEGREE COLLEGE,
RAYACHOTY, ANNAMAYYA DISTRICT, A.P.516269
(Accredited with C grade by NAAC)



Department of History

Date: 26--12-2022

CIRCULAR

To,

All students and faculty Members,
Government Degree College Rayachoty.

Subject: Certificate Course "Urdu Calligraphy"

Dear Sir/Madams,

We are pleased to announce a certificate course on "Urdu Calligraphy" to be conducted at Government Degree college Rayachoty. This course aims to provide the best Issues of "Urdu Calligraphy" for the students and faculty members.

Course Details

Course Duration: 02-01-2023 to 16-02-2023 (30 Hours)

Venue: Government Degree College Rayachoty

Course Co-ordinator: MD ISMAIL

Registrations Deadlines: 31-12-2022

Registration Fee: Free

Interested participants are requested to register for the course by filling out the registration form available in the Department of History

N. AP
In B.A

AP

AP

Md. Ismail

AP

Certificate Course Registered Candidates : 2022 - 2023

02-01-2023

16-02-2023

Sl. No.	Hall-Ticket No.	Name of the Student	3 rd B.A.(HPU)
1.	201031533002	Chilakala Khader Vali	III BA
2.	201031533003	Gajula Kashif	III BA
3.	201031533004	Makandar Abdul Basit Khan	III BA
4.	201031533005	Moghal Bilkhis Banu	III BA
5.	201031533006	Momin Jawadulla	III BA
6.	201031533007	Nazy Nawaj Khan	III BA
7.	201031533009	Pathan Mehtaj	III BA
8.	201031533010	Pathan Hussain Khan	III BA
9.	201031533011	Pathan Afroz	III BA
10.	201031533012	Pathan Madiha	III BA
11.	201031533013	Pathan Touha Ali Khan	III BA
12.	201031533014	Pathan Yasmeen	III BA
13.	201031533015	Shaik Abdul Aleem	III BA
14.	201031533016	Shaik Arshiya	III BA
15.	201031533017	Shaik Fahmida	III BA
16.	201031533019	Shaik Farzana	III BA
17.	201031533020	Shaik Fouziya Begum	III BA
18.	201031533021	Shaik Hamsheera	III BA
19.	201031533022	Shaik Hasanien	III BA
20.	201031533023	Shaik Heera	III BA
21.	201031533025	Shaik Mohammed Ali	III BA
22.	201031533026	Shaik Mohammed Azeemuddin	III BA
23.	201031533027	Shaik Mohammed Faiz	III BA
24.	201031533028	Shaik Mohammed Suhel	III BA
25.	201031533029	Shaik Muskan	III BA
26.	201031533030	Shaik Nasir Hussain	III BA
27.	201031533031	Shaik Noor Asif	III BA
28.	201031533032	Shaik Saddam Hussain	III BA
29.	201031533034	Shaik Shabana	III BA
30.	201031533035	Shaik Shabana Begum	III BA
31.	201031533036	Shaik Shahul	III BA
32.	201031533037	Shaik Tahaseen Begum	III BA
33.	201031533040	Shaik Vajiha	III BA
34.	201031533041	Syed Chand Basha	III BA
35.	201031533042	Syed Neelafar	III BA
36.	180310111007	Shaik Zaheda Begum	III BA

Eligibility:

For being eligible for admission to the Certificate Course in Urdu Calligraphy a candidate must have passed SSC examination in any discipline from any board. The candidates who have any other degree equivalent to SSC standard will also be eligible to take admission in this course.

Course Contents:

- 1) To develop good hand writing among the students
- 2) The course is job-oriented course
- 3) It is creativity course

Syllabus:

Syllabus for Certificate course in Urdu Calligraphy

Unit: I

Basic course in calligraphy

- Introducing Calligraphy
- Enhance correct alphabets writing
- Ligature's (connecting alphabets)
- Khushkhati (good hand writing)

Unit: II

Advanced Modern Calligraphy

- Computography
- Designing
- Typography
- Layout Designing
- English and Devnagari Calligraphy

Certificate Course in Urdu Calligraphy:

Introduction: The department of History is started the Certificate Course in Urdu Calligraphy to helpful to our students and local citizens who are interested to Urdu Calligraphy. This course gives good hand writing and Urdu Calligraphy about the respective subject developed the skill.

This is the Certificate Urdu Calligraphy course for BA HUP all three-year student's topic Basic course in Urdu Calligraphy it's a necessary for all the Urdu medium students now a days learning for Urdu medium.

We mentioned list of Certificate course in Urdu Calligraphy as below detailed for the course duration, them, eligibility and intake capacity of the course.

Objectives of the course:

- 1) Make writing clear and legible
- 2) Helping us to develop a broader vocabulary and write texts that are more comprehensive.
- 3) Calligraphy's roots come from ancient China.
- 4) To install knowledge of the basic skills, contemporary scripts and techniques in Calligraphy
- 5) Calligraphy is an artistic style that requires a strong creative sense.

Opportunity:

This course gives the good Urdu DTP fonts for wedding invitation ceremony and other any invitation. It is job-oriented skill for the DTP work. The Urdu medium students use it properly for DTP Urdu Calligraphy Course.

Fees:

Unpaid Course

Details of course:

Certificate Course in Urdu Calligraphy course will be given to the student by Government Degree College Rayachoty.

A basic course in calligraphy typically aims to achieve several outcomes that enable participants to develop foundational skills and appreciation for the art of beautiful writing. Here are the common program outcomes:

1. **Understanding of Calligraphy Principles:** Participants gain a fundamental understanding of calligraphy principles, including different styles, techniques, and historical context.
2. **Skill Development:** The course helps learners develop basic calligraphy skills, such as proper pen or brush handling, stroke formation, letter spacing, and consistency in letterforms.
3. **Handwriting Improvement:** Through practice, participants improve their handwriting legibility and aesthetics, applying principles learned in calligraphy to everyday writing.
4. **Appreciation of Aesthetics:** Participants develop an appreciation for the aesthetic qualities of calligraphy, including line variation, balance, rhythm, and artistic expression through letterforms.
5. **Creativity and Expression:** The course encourages creativity and self-expression through the art of calligraphy, allowing learners to explore different styles and adapt them to personal preferences.



GOVERNMENT DEGREE COLLEGE, RAYACHOTY

(Affiliated to Yogi Vemana University)

Chittor Road, Rayachoty, Annamiah (Dist.)

ACCREDITED BY NAAC WITH "C" GRADE



DEPARTMENT OF HISTORY

“Urdu Calligraphy”

Questionnaire:

1. Italic has been taught for generations as the foundation of good cursive handwriting?
2. What is Calligraphy? ...
3. What styles of calligraphy can you do? ...
4. How much does your calligraphy work cost? ...
5. How long does a bespoke artwork order take to process? ...
6. How long does a card order take to process? ...
7. Can you do rush orders?
8. Italic is a beautifully legible calligraphy alphabet, elegant without being fussy?
9. Calligraphy is the art of writing by hand. For thousands of years, people in many countries have created calligraphy?
10. The principal tools for a calligrapher are the pen and brush. The pens used in calligraphy can have nibs that may be flat, round, or pointed?

FEED BACK FORM

On

Certificate Course: ""Urdu Calligraphy""

Dear Participants,

We value your feedback on our certificate course ""Urdu Calligraphy"" our input is essential to help us improve and better serve your educational needs. Please take a moment to complete this questionnaire.

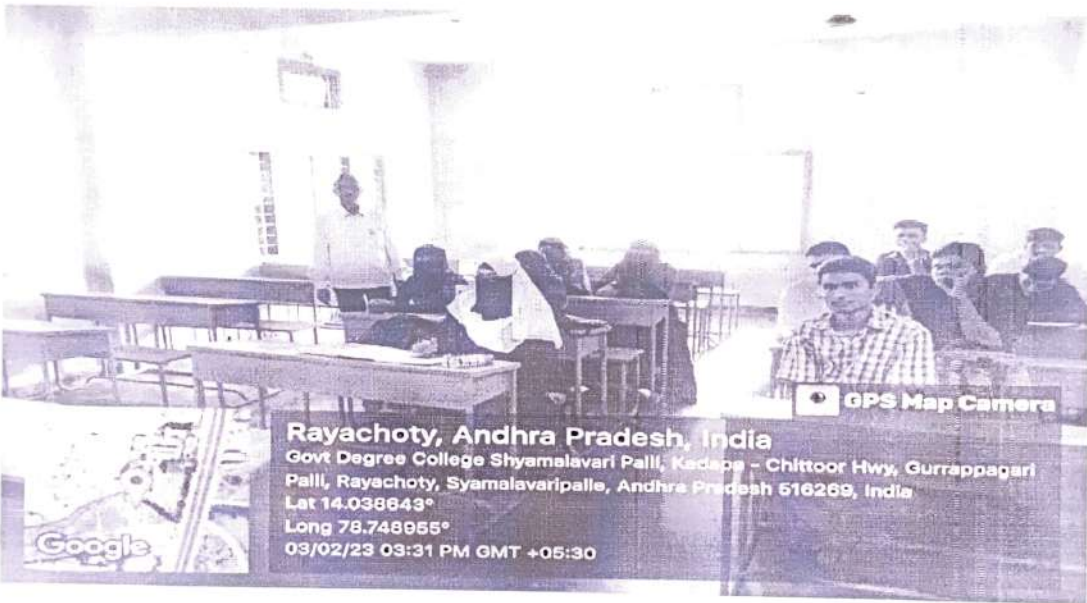
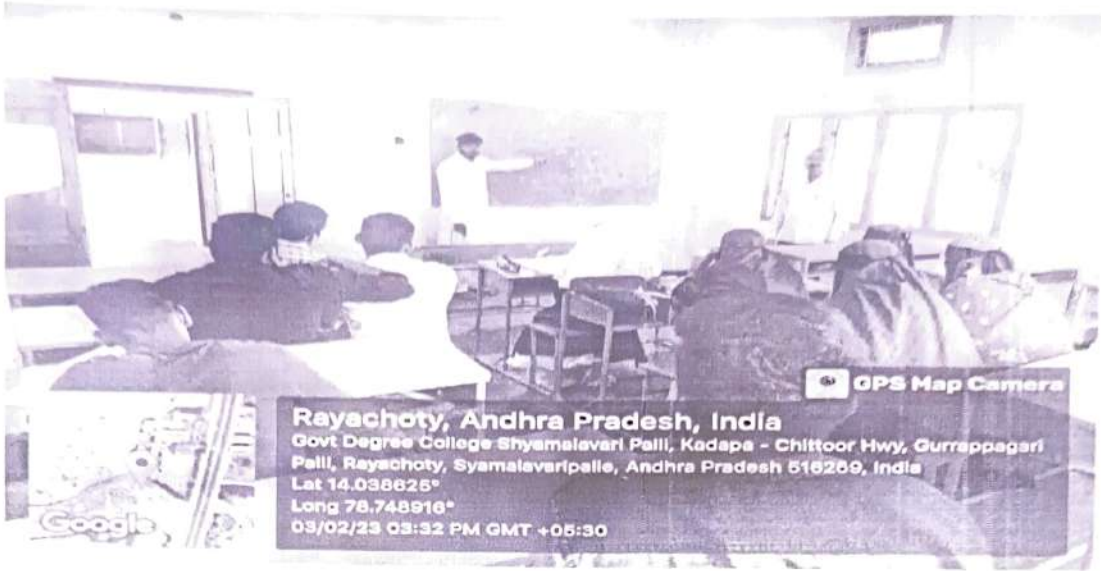
Please indicate tick mark among optioned mentioned against each question.

Name of the student: *Shahid F. gh. midla*... (optional)

Class:.....

S.No	Question	Strongly agree	Agree	Disagree	Strongly disagree
1.	The objectives of the course were clearly defined	.	✓		
2	Instructor was well prepared to the classes	✓			
3	Time allotted for the course was sufficient		✓		
4	The course objectives were meet		✓		
5	Participation and interaction were encouraged	✓			

Any other suggestions:



اللَّهُ أَكْبَرُ

استاذ

وہابی
تہذیب کے پیشان رہا
ہم کو بھی
تاج کی جگہ
تسلیم کروا لیا
نادان کو نادان رہا
محمد علی
کاتب



Government Degree College Rayachoty



(Affiliated to Yogi Vemana University)
Chittoor Road Rayachoty Annamayya Dist 516269

CERTIFICATE

- This is Certify That Sri/Mr/Mrs Shaik Vajiha III BA Government Degree College Rayachoty ,has Participated Certificate Course on Urdu Calligraphy .Organized by Department of History GDC Rayachoty. The course outcome is encourage the Good Hand writing and communication Skills.

Md. Ismail

MD ISMAIL

Lecturer in History

[Signature]
Principal

Government Degree College Rayachoty



GOVERNMENT DEGREE COLLEGE, RAYACHOTY

(Affiliated to Yogi Vemana University)

Chittor Road, RAYACHOTY, ANNAMAYYA Dist
ACCREDITED BY NAAC WITH "C" GRADE



DEPARTMENT OF HISTORY
A CERTIFICATE COURSE ON
" INDUS VALLEY CIVILIZATION "
GROUP: III BA HEP
Academic Year 2022-2023



Topic: " INDUS VALLEY CIVILIZATION " (30 HOURS)

GROUP: III BA HEP

Certificate Course Convener :
K.GURAPPA
Lecturer in History
Government Degree College, Rayachoty
PIN : 516269



GOVERNMENT DEGREE COLLEGE,
RAYACHOTY, ANNAMAYYA DISTRICT, A.P.516269
(Accredited with C grade by NAAC)



Department of History

From
K.Gurappa
Department of History
Government Degree College
Rayachoti

To
P.Harshalatha
Principal
Government Degree College
Rayachoti

Subject: Request to Conduct Certificate Course on "Indus Valley Civilization"

Respected Madam,

I am writing to seek your approval to conduct a Certificate Course on " Indus Valley Civilization " at Government Degree College, Rayachoti, from 19-11-2022, to 26-12-2022. This course aims to provide an in-depth understanding of the Indus Valley Civilization, offering an invaluable learning opportunity for students and faculty members interested in the field of Characteristics of Indus Valley Civilization.

The course will be coordinated by Mr.K .Gurappa Lecturer in History. The duration of the course will be 30 hours, and it will be held at Government Degree College, Rayachoti. The registration fee for the course is free of charge, and the registration deadline is 18-11-2022. I assure you that all necessary arrangements will be made to ensure the smooth conduct of the course, and the schedule will not interfere with regular academic activities. I kindly request your permission to proceed with the organization of this course.

Thank you for considering this request. I look forward to your positive response.

Permitted
K.Gurappa

Sincerely,

K. Gurappa
Department of History

Government Degree College,

Rayachoti



GOVERNMENT DEGREE COLLEGE,
RAYACHOTY, ANNAMAYYA DISTRICT, A.P.516269
(Accredited with C grade by NAAC)



Department of HISTORY

Date: 18.11.2022

CIRCULAR

To,
All students and faculty Members,
Government Degree College Rayachoty.

Subject: Certificate Course on INDUS VALLEY CIVILIZATION

Dear Sir/Madams,

We are pleased to announce a certificate course on Indus Valley Civilization to be conducted at Government Degree college Rayachoty. This course aims to provide the best preparation for the students and faculty members.

Course Details

Course Duration: 19-11-2022 to 26-12-2022 (30 Hours)
Venue: Government Degree College Rayachoty
Course Co-Ordinator: K.Gurappa
Registration Fee: Free

Interested participants are requested to register for the course by filling out the registration form available in the Department of History.

Permitted
P. K. K.

and

B

N. A. R.

Archived
Inf

K. Gurappa

2022-2023

S.NO	NAME OF THE STUDENTS	GROUP	SIGNATURE OF THE STUDENTS
1	A.Reddy Krishna	III BA	A.Reddy Krishna
2	A.Prabakar	III BA	A. Prabakar
3	A.Mahesh	III BA	A. Mahesh
4	C.Kumar Swami	III BA	C. Kumar Swami
5	D.Eswara	III BA	D. Eswara
6	G.Aruna kumar	III BA	G. Aruna kumar
7	G.Malli karjuna	III BA	M. Malli Karjuna
8	J .Sudharshan	III BA	J. sudharshan
9	K.Gayathri	III BA	K. Gayathri
10	M.Vijay Kumar	III BA	M. Vijay Kumar
11	M.Devaraju Naik	III BA	M. Devaraju Naik
12	M.Sai Kumar Naik	III BA	M. Sai Kumar Naik
13	M.Sravani	III BA	M. Sravani
14	N.Anji Kumar Yadav	III BA	N. Anji Kumar Yadav
15	N.Siva Prasad	III BA	N. Siva Prasad
16	N.Sivaiah	III BA	N. Sivaiah
17	P.Afridi Khan	III BA	P. Afridi Khan
18	P.Fardheen Khan	III BA	P. Fardheen Khan
19	P.Irfan	III BA	P. Irfan
20	S.Abdhulla	III BA	S. Abdhulla
21	S.jamram	III BA	S. Jamram
22	S.mohammad Akram	III BA	S.M.d - Akram
23	S.Malik Basha	III BA	S. Malik Basha
24	S.mohammad Thanveer	III BA	S.M.d. Thanveer
25	S.Syed Basha	III BA	S. Syed Basha
26	S.Manjunadha	III BA	S. Manjunadha
27	V.Anusha	III BA	V. Anusha
28	V.Jayasimha	III BA	V. Jayasimha
29	Y.Kiran Kuamr	III BA	Y. Kiran Kuamr

Syllabus: Certificate Course on Indus Valley Civilization

Introduction to the Indus Valley Civilization - - Introduction to the IVC: Chronology and geographical extent. - - Discovery of the IVC: Key excavations and archaeologists. - - Comparative analysis with contemporary civilizations (Mesopotamia and Egypt). - - Overview of major sites: Harappa, Mohenjo-daro, Dholavira, Lothal. - Urban planning and architecture: Streets, drainage systems, granaries, and public baths. - Residential and public buildings.

Evidence of social hierarchy and organization. - - Daily life: Housing, clothing, food, and occupation. - Role of women and children in IVC society. - Religious practices and rituals: Seals, figurines, and religious symbols. - Possible deities and worship methods. - Burial practices and beliefs about the afterlife.

Agricultural practices and crops cultivated. - - Craftsmanship: Pottery, metallurgy, bead making, and textiles. - Technological innovations in tools and manufacturing. - Internal and external trade networks. - Trade routes: Land and maritime. - Trade goods: Commodities, weights and measures, and standardized seals.

Certificate Course Outcomes: Indus Valley Civilization

Course Objectives

- To understand the historical significance and chronological framework of the Indus Valley Civilization (IVC).
- To explore the cultural, technological, and social aspects of the IVC.
- To analyze the contributions of the IVC to subsequent cultures and its lasting legacy.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

****Comprehend the Historical Context:**** - Describe the geographical extent and major sites of the Indus Valley Civilization. - Understand the chronological development and phases of the IVC. - Compare the IVC with contemporary ancient civilizations (e.g., Mesopotamia, Egypt).

****Analyze Urban Planning and Architecture:****

Explain the urban planning features of major IVC cities like Harappa, Mohenjo-daro, and Dholavira. - Describe the architectural structures such as houses, public baths, granaries, and drainage systems. - Evaluate the engineering and architectural innovations of the IVC.

****Understand Social and Cultural Aspects:**** - Identify the social structure and daily life of the IVC inhabitants. - Discuss the cultural practices, including clothing, diet, and recreational activities. - Analyze the role of women and children in IVC society.

Multiple-choice questions about the Indus Valley Civilization:

1. The Indus Valley Civilization is also known as:
 - A) Mesopotamian Civilization
 - B) Egyptian Civilization
 - C) Harappan Civilization
 - D) Greek Civilization

2. The primary sites of the Indus Valley Civilization include:
 - A) Harappa and Athens
 - B) Mohenjo-daro and Rome
 - C) Harappa and Mohenjo-daro
 - D) Alexandria and Memphis

3. Which of the following rivers was crucial to the Indus Valley Civilization?
 - A) Nile
 - B) Tigris
 - C) Euphrates
 - D) Indus

4. The Indus Valley Civilization flourished around:
 - A) 3000-1500 BCE
 - B) 5000-3000 BCE
 - C) 1000-500 BCE
 - D) 2000-1000 BCE

5. The script used by the people of the Indus Valley is:
 - A) Cuneiform
 - B) Hieroglyphics
 - C) Indus Script
 - D) Latin Alphabet

6. What kind of layout did Indus Valley cities typically have?
- A) Circular
 - B) Grid
 - C) Radial
 - D) Unplanned
7. The Great Bath, an important structure, was found at:
- A) Harappa
 - B) Lothal
 - C) Mohenjo-daro
 - D) Kalibangan
8. One of the key features of Indus Valley cities was their:
- A) Massive pyramids
 - B) Advanced drainage systems
 - C) Large temples
 - D) Colosseums
9. The primary material used in construction in the Indus Valley was:
- A) Limestone
 - B) Marble
 - C) Sun-dried bricks
 - D) Fired bricks
10. The economy of the Indus Valley Civilization was primarily based on:
- A) Industry
 - B) Trade
 - C) Agriculture
 - D) Mining

11. Which animal appears frequently on Indus Valley seals?

- A) Lion
- B) Bull
- C) Horse
- D) Elephant

12. The port city of the Indus Valley Civilization known for its dockyard is:

- A) Harappa
- B) Mohenjo-daro
- C) Lothal
- D) Dholavira

13. The Indus Valley Civilization is notable for its lack of:

- A) Fortified walls
- B) Social hierarchy
- C) Military equipment
- D) Written records

14. The script of the Indus Valley Civilization is:

- A) Fully deciphered
- B) Partially deciphered
- C) Undeciphered
- D) Deciphered by Rosetta Stone

15. The seals of the Indus Valley often depict:

- A) Religious rituals
- B) Kings and rulers
- C) Animals and mythical creatures
- D) Battles and wars

16. The principal deity worshiped in the Indus Valley is believed to be:

- A) Vishnu
- B) Shiva
- C) Mother Goddess
- D) Indra

17. What was the primary method of transport for trade in the Indus Valley Civilization?

- A) Camels
- B) Boats
- C) Carts
- D) Elephants

18. One theory for the decline of the Indus Valley Civilization is:

- A) Invasion by Aryans
- B) Volcanic eruption
- C) Tsunami
- D) Overpopulation

19. The Indus Valley Civilization did not have:

- A) Organized cities
- B) A system of writing
- C) A ruler
- D) Trade relations

20. Which modern countries encompass the area of the ancient Indus Valley Civilization?

- A) India and Nepal
- B) India and Pakistan
- C) India and Bangladesh
- D) India and China

21. The discovery of granaries in Harappa and Mohenjo-daro suggests:

- A) A strong central government

- B) Large scale storage of food
- C) Temple economy
- D) Extensive mining activities

22. The Harappan economy was based on all of the following except:

- A) Farming
- B) Trade
- C) Manufacturing
- D) Hunting

23. The houses in the Indus Valley were primarily built of:

- A) Stone
- B) Bamboo
- C) Brick
- D) Wood

24. Which of the following artifacts is a famous sculpture from the Indus Valley Civilization?

- A) The Lion Capital
- B) The Dancing Girl
- C) The Sphinx
- D) The Thinker

25. Evidence suggests that the Indus Valley Civilization had trade relations with:

- A) Egypt
- B) Mesopotamia
- C) China
- D) Greece

** Answer: **

1. C) Harappan Civilization
2. C) Harappa and Mohenjo-daro
3. D) Indus
4. A) 3000-1500 BCE
5. C) Indus Script
6. B) Grid
7. C) Mohenjo-daro
8. B) Advanced drainage systems
9. D) Fired bricks
10. C) Agriculture
11. B) Bull
12. C) Lothal
13. C) Military equipment
14. C) Undeciphered
15. C) Animals and mythical creatures
16. C) Mother Goddess
17. B) Boats
18. A) Invasion by Aryans
19. C) A ruler
20. B) India and Pakistan
21. B) Large-scale storage of food
22. D) Hunting
23. C) Brick
24. B) The Dancing Girl
25. B) Mesopotamia

FEED BACK FORM

On

Certificate Course: Indus Valley Civilization

Dear Participants,

We value your feedback on our certificate course, "Indus Valley Civilization". Your input is essential to help us improve and better serve your educational needs. Please take a moment to complete this questionnaire.

Please indicate tick mark among options mentioned against each question.

Name of the student: P. Irfan (optional)

Class: III BA (HEP)

S.No	Question	Strongly agree	Agree	Disagree	Strongly disagree
1.	The objectives of the course were clearly defined	✓			
2	Instructor was well prepared to the classes		✓		
3	Time allotted for the course was sufficient	✓			
4	The course objectives were met	✓			
5	Participation and interaction were encouraged	✓			

Any other suggestions:

GOVERNMENT DEGREE COLLEGE, RAYACHOTY

Affiliated to Yogi Vemana University, Kadapa

NAAC Accredited with C Grade



CERTIFICATE

*This is to certify that Mr/Miss **K. Gayathri** Studying **III B.A. HEP** has successfully completed the Certificate Course in*

***Indus Valley Civilization** from 19-11-2022 to 26-12-2022 conducted by the Department of History during the Academic*

Year 2022-2023.

Co-ordinator

Principal



GOVERNMENT DEGREE COLLEGE, RAYACHOTY

(Affiliated to Yogi Vemana University)

Chittor Road, Rayachoty, Annamiah (Dist.)

ACCREDITED BY NAAC WITH "C" GRADE



DEPARTMENT OF COMPUTER APPLICATIONS

A CERTIFICATE COURSE ON

"E-Learning Resources"

GROUP - I / II YEAR B.COM CA STUDENTS

Academic Year 2022-2023



Topic: **"E-Learning Resources"**(30 HOURS)

GROUP – I / II YEAR B.COM CA

Certificate Course Convener :

Y. MADHU SUDHAN REDDY

Lecturer in Computer Applications

Government Degree College, Rayachoty

PIN : 516269



GOVERNMENT DEGREE COLLEGE,
RAYACHOTY, ANNAMAYYA DISTRICT, A.P.516269



Department of Computer Applications

From

The Department of Computer Applications
Government Degree College
Rayachoty

To

The Principal,
Government Degree College
Rayachoty

Subject: Request to Conduct Certificate Course on " E-Learning Resources "

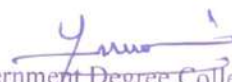
Respected Madam,

I am writing to seek your approval to conduct a Certificate Course on " **E-Learning Resources** " at Government Degree College, Rayachoty, from **10-10-2022 to 16-11-2022** This course aims to provide an in-depth understanding of the **E-Learning Resources**, offering an invaluable learning opportunity for students and faculty members interested in the field of Computers.

The course will be coordinated by **Mr. Y. MADHU SUDHAN REDDY** Lecturer in Computer Applications The duration of the course will be 30 hours, and it will be held at Government Degree College, Rayachoti. The registration fee for the course is free of charge, and the registration deadline is 10-10-2022. I assure you that all necessary arrangements will be made to ensure the smooth conduct of the course, and the schedule will not interfere with regular academic activities. I kindly request your permission to proceed with the organization of this course.

Thank you for considering this request. I look forward to your positive response.

Sincerely,


Government Degree College, Rayachoty



GOVERNMENT DEGREE COLLEGE,
RAYACHOTY, ANNAMAYYA DISTRICT, A.P.516269



Department of Computer Applications

Date: 01-10-2022

CIRCULAR

To,

All students and faculty Members,

Government Degree College Rayachoty.

Subject: Certificate Course on E-Learning Resources

Dear Sir/Madams,

We are pleased to announce a certificate course on **E-Learning Resources** to be conducted at Government Degree college Rayachoty. This course aims to provide the best Issues of Computer Maintenance for the students and faculty members.

Course Details

Course Duration: (30 Hours)

Venue: Government Degree College Rayachoty

Course Co-Ordinator: Y. MADHU SUDHAN REDDY

Registration Fee: Free

Interested participants are requested to enroll for the course in the Department of Computer Science.

ld
Y. Madhu Sudhan Reddy
Prof
N. Abhisamy

STUDENTS LIST

1	SHAIK MUKTHIYAR BASHA	II YEAR
2	AKKANIGUNTA MANIUNADHA	II YEAR
3	AMURI RAJ KUMAR	II YEAR
4	VEERABALI SAI KUMAR	II YEAR
5	MANDA UDAY KUMAR	II YEAR
6	TITTALA TARUN KUMAR	II YEAR
7	CHIMPIRI CHENNAKESAVA	II YEAR
8	KUNCHAPU MANODRI	II YEAR
9	BARREDDU REDDI PRASAD	II YEAR
10	PASUPULETI SIVAMANI	II YEAR
11	SHAIK THAHEER SHAIK	II YEAR
12	SYED ABUBAKAR	II YEAR
13	SHAIK DILSHAD	II YEAR
14	SHAIK ALI AHAMMAD	II YEAR
15	NAGIRI SIVA PRASAD NAIDU	II YEAR
16	MALLURU SUSMITHA	II YEAR
17	UDAYAGIRI SAINATH	II YEAR
18	VALLURU SIDDUHASSAN	II YEAR
19	VEERAM REDDY GARI HARISHWAR REDDY	II YEAR
20	SYED ZAHID	II YEAR
21	SHAIK MAHABOOB BASHA	II YEAR
22	CHENCHARLAPALLI VAMSI	II YEAR
23	SHAIK MOHASEEN BASHA	II YEAR
24	KADAPA AFRIN	II YEAR
25	NAWAB HUSSAIN KHAN	II YEAR
26	KADIRI PHANINDRAKADIRI	II YEAR
27	DEVAPATLA SIREESHA	II YEAR
28	BANDI JAGADEESH KUMAR	II YEAR
29	ANAGANI PUSHPANJALI	I YEAR
30	BODIGALLA SREENIVASULU	I YEAR
31	CHILEKAMPALLI VENKATESH	I YEAR
32	DASARI ANIL KUMAR	I YEAR
33	GAJULA ARAVIND	I YEAR
34	GONGATI JAHANAVI	I YEAR
35	KALAKADA SIVAMANI	I YEAR
36	KUNCHEPU RAJU	I YEAR
37	MACHUPALLI SUBBARAYUDU	I YEAR
38	MADANAPALLI MEENA	I YEAR
39	MADANAPALLI TEJA	I YEAR
40	MUTHUKURU HUSSAIN AHAMMAD	I YEAR
41	NAWAB SIRAJUNNISA	I YEAR
42	PAKALA SRAVANI	I YEAR

43	PALAGIRI SOYAB MALIK	I YEAR
44	PALAGIRI MALIK BASHA	I YEAR
45	POLURU KEERTHI	I YEAR
46	PULA SAI PRATHAP	I YEAR
47	PULI HARSHITHA	I YEAR
48	REPANA DEVANATHA	I YEAR
49	ROUTHAKATLA TYAGARAJU	I YEAR
50	SANGATIPALLI GANGAIAH	I YEAR
51	SETTIPALLI REDDY PRASANTH	I YEAR
52	SHAIK MAHAMMAD RAFI	I YEAR
53	SHAIK SADHAK ALI	I YEAR
54	SHAIK MOHAMMAD TAMJEED	I YEAR
55	SYED AMANULLA	I YEAR
56	THUMMALA HARISH	I YEAR
57	TOTTU SANJAY	I YEAR
58	UDARU MANOJ KUMAR	I YEAR
59	VADDIPALLI JAYALALITHA	I YEAR
60	VASANTHA MOKSHAGNA	I YEAR
61	VELICHALAMALA HASAN VALI	I YEAR
62	VEMULA VIMALA	I YEAR
63	YARRAGUNDLA REDDYJAYASREE	I YEAR
64	YERRABOLU SIVA KUMAR	I YEAR

S.No.	Admission No.	Name of the Pupil	Case	Date															
				1	2	3	4	5	6	7	8	9	10	11	12	13	14		
				10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
1		II nd Boom [C/L]		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
2		S. Prathijay Basha		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
3		A. Manjunatha		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
4		A. Raikumar		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
5		V. Venkatesh Kumar		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
6		M. Uday Kumar		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
7		T. Tarun Kumar		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
8		C. Chennakesava		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
9		K. Manohri		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
10		B. Reddy Prasad		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
11		P. Sivamani		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
12		S. Thakreshaik		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
13		S. Abubakar		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
14		S. Dilshad		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
15		S. Ali Ahammed		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
16		N. Siva Prasad Naidu		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
17		M. Sumithra		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
18		D. Sainath		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
19		V. Siddhassan		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
20		VRG. Harish Kumar Reddy		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
21		S. Zaid		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
22		S. Mahabub Basha		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
23		C. Vamsi		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
24		S. Mohaseen Basha		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
25		K. Afrin		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
26		N. Hussain Khan		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
27		K. Phanindra		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
28		D. Siveesha		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
29		B. Jagadeesh Kumar		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	

No. on Roll at the Beginning of month: _____ Admitted during the month: _____ Left No. on roll at end of month: _____

S.No.	Admission No.	Name of the Pupil	Case	Date																															
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
				10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31										
1		II nd Boom [C/L]		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
2		S. Prathijay Basha		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
3		A. Manjunatha		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
4		A. Raikumar		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
5		V. Venkatesh Kumar		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
6		M. Uday Kumar		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
7		T. Tarun Kumar		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
8		C. Chennakesava		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
9		K. Manohri		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
10		B. Reddy Prasad		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
11		P. Sivamani		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
12		S. Thakreshaik		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
13		S. Abubakar		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
14		S. Dilshad		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
15		S. Ali Ahammed		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
16		N. Siva Prasad Naidu		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
17		M. Sumithra		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
18		D. Sainath		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
19		V. Siddhassan		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
20		VRG. Harish Kumar Reddy		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
21		S. Zaid		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
22		S. Mahabub Basha		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
23		C. Vamsi		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
24		S. Mohaseen Basha		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
25		K. Afrin		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
26		N. Hussain Khan		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
27		K. Phanindra		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
28		D. Siveesha		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
29		B. Jagadeesh Kumar		/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

No. of working days: _____ Average Attendance during the month: _____ No. on Roll during the month: _____

IF COMPLETED
 DEPT. OF COMPUTER
 Science / Application
 Govt. Degree College
 Rayachoti

LECTURER
 DEPT. OF COMPUTER
 Science / Application
 Govt. Degree College
 Rayachoti

Sl No	Admission No.	Name of the Pupil	Date																					
			1	2	3	4	5	6	7	8	9	10	11	12	13	14								
			10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
		[I Boom [CA]	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
29		A. pushyrajali	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
30		B. Sreenivasulu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
31		C. Venkatesh	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
32		D. Anilkumar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
33		G. Aravind	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
34		K. Jahnvi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
35		G. Sivamani	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
36		K. Raju	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
37		M. Subbaraidu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
38		H. Meena	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
39		M. Teja	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
40		H. Hussain Ahmad	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
41		N. Sivajaneesa	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
42		P. Sowani	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
43		P. Sayab Malik	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
44		P. Malik Basha	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
45		P. Keerthi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
46		P. Sai prathap	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
47		P. Harshitha	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
48		R. Devaratha	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
49		R. Tyagaraju	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
50		S. Gangalah	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
51		S. Reddy prashanth	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
52		S. Mahammad Rafi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
53		S. Sadik Ali	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
54		S. Mahammad Tameez	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
55		S. Amanulla	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
56		T. Harish	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

No. of Days Present		No. of Days Absent		Date of Birth	
29	29	31	1	2	3
30	30	1	1	2	3
31	31	1	1	2	3
32	32	1	1	2	3
33	33	1	1	2	3
34	34	1	1	2	3
35	35	1	1	2	3
36	36	1	1	2	3
37	37	1	1	2	3
38	38	1	1	2	3
39	39	1	1	2	3
40	40	1	1	2	3
41	41	1	1	2	3
42	42	1	1	2	3
43	43	1	1	2	3
44	44	1	1	2	3
45	45	1	1	2	3
46	46	1	1	2	3
47	47	1	1	2	3
48	48	1	1	2	3
49	49	1	1	2	3
50	50	1	1	2	3
51	51	1	1	2	3
52	52	1	1	2	3
53	53	1	1	2	3
54	54	1	1	2	3
55	55	1	1	2	3
56	56	1	1	2	3

No. of Days Present		No. of Days Absent		Date of Birth	
29	29	31	1	2	3
30	30	1	1	2	3
31	31	1	1	2	3
32	32	1	1	2	3
33	33	1	1	2	3
34	34	1	1	2	3
35	35	1	1	2	3
36	36	1	1	2	3
37	37	1	1	2	3
38	38	1	1	2	3
39	39	1	1	2	3
40	40	1	1	2	3
41	41	1	1	2	3
42	42	1	1	2	3
43	43	1	1	2	3
44	44	1	1	2	3
45	45	1	1	2	3
46	46	1	1	2	3
47	47	1	1	2	3
48	48	1	1	2	3
49	49	1	1	2	3
50	50	1	1	2	3
51	51	1	1	2	3
52	52	1	1	2	3
53	53	1	1	2	3
54	54	1	1	2	3
55	55	1	1	2	3
56	56	1	1	2	3

Number Present M
Daily E
Initials M
E

No. on Roll at the Beginning of month. Admitted during the month. Left No. on roll at end of month.

No. of working days. Average Attendance during the month. No. on Roll during month.

LECTURER
DEPT. OF COMPUTER
SCIENCE / APPLICATION
Govt. Degree College
Rayachoti

Certificate Course On E-Learning Resources

SYLLABUS

Introduction to E-Learning - Definition and History of E-Learning - Benefits and Challenges of E-Learning - Overview of E-Learning Trends - Learning Management Systems (LMS) Overview - Examples: Moodle, Canvas, Blackboard - Comparison of Popular E-Learning Platforms - Criteria for Choosing an E-Learning Platform - Authoring Tools (e.g., Articulate, Captivate, iSpring) - Multimedia Resources (e.g., videos, podcasts, interactive simulations) - Open Educational Resources (OER) - Principles of Instructional Design - ADDIE Model (Analysis, Design, Development, Implementation, Evaluation) - Creating Engaging and Interactive Content

Types of E-Learning Assessments (formative, summative) - Tools for Online Assessments (e.g., quizzes, assignments, surveys) - Analyzing Learner Data and Feedback - Strategies to Increase Learner Engagement - Synchronous vs. Asynchronous Learning - Use of Discussion Boards, Chats, and Virtual Classrooms - Principles and Benefits of Mobile Learning - Designing for Mobile Devices - Microlearning Strategies and Applications –

Ensuring Accessibility in E-Learning - Legal and Ethical Considerations - Inclusive Design Practices - Gamification and Game-Based Learning - Virtual Reality (VR) and Augmented Reality (AR) - Artificial Intelligence in E-Learning - Case Studies of Successful E-Learning Implementations - Future Trends in E-Learning - Preparing for Continuous Improvement and Lifelong Learning

Course Outcomes: E-Learning Resources

By the end of this course, students will be able to:

Understand the evolution and significance of e-learning in the modern educational landscape. -
Identify current trends and future directions in e-learning technologies and methodologies. -
Compare various learning management systems (LMS) and e-learning platforms. Assess the features, benefits, and limitations of different e-learning tools to determine the best fit for specific educational needs. Utilize authoring tools and multimedia resources to create engaging and interactive e-learning content. Apply instructional design principles, including the ADDIE model, to develop structured and effective e-learning modules.

PHOTOS



Syamalavaripalle, Andhra Pradesh, India

NH 18, Usmanabad Piler Road, opposite Hero Showroom, Gurrappagari Palli,

Syamalavaripalle, Andhra Pradesh 516269, India

Lat 14.039467°

Long 78.749651°

07/11/22 12:59 PM GMT +05:30

GPS Map Camera

Multiple-choice questions (MCQs) on e-learning resources

1. What is an LMS?
 - A. Learning Management System
 - B. Learning Module System
 - C. Learning Media System
 - D. Learning Manual System
2. Which of the following is a popular e-learning platform?
 - A. Google Classroom
 - B. Netflix
 - C. Facebook
 - D. Instagram
3. What does the ADDIE model stand for?
 - A. Analysis, Design, Development, Implementation, Evaluation
 - B. Assessment, Design, Development, Implementation, Evaluation
 - C. Analysis, Development, Design, Implementation, Evaluation
 - D. Assessment, Development, Design, Implementation, Evaluation
4. Which tool is commonly used for creating interactive e-learning content?
 - A. Photoshop
 - B. Articulate Storyline
 - C. Microsoft Word
 - D. Excel
5. Which of the following is a benefit of e-learning?
 - A. Fixed learning pace for all students
 - B. Limited access to resources
 - C. Flexibility in learning time and location
 - D. High cost of materials
6. What is the primary purpose of a Learning Management System (LMS)?
 - A. To create social networks
 - B. To manage and deliver educational content
 - C. To design graphic content
 - D. To store personal information
7. Which is an example of synchronous e-learning?
 - A. Watching recorded lectures
 - B. Reading e-books
 - C. Participating in live webinars
 - D. Completing online quizzes
8. What is microlearning?
 - A. Learning through small, focused units or modules
 - B. Learning through extensive, detailed courses
 - C. Learning through hands-on practice only
 - D. Learning through social media platforms

9. What does OER stand for?
- A. Open Educational Resources
 - B. Online Education Resources
 - C. Open Education Repository
 - D. Online Educational Repository
10. Which technology uses immersive environments for learning?
- A. Virtual Reality (VR)
 - B. Augmented Reality (AR)
 - C. Artificial Intelligence (AI)
 - D. Blockchain
11. What is gamification in e-learning?
- A. Using games for entertainment
 - B. Integrating game elements in educational activities
 - C. Creating standalone video games
 - D. Using social media in learning
12. Which of the following tools is used for video conferencing in e-learning?
- A. Zoom
 - B. Photoshop
 - C. Excel
 - D. Articulate Storyline
13. What is the role of an instructional designer?
- A. To design software programs
 - B. To create and organize educational content
 - C. To manage school administration
 - D. To develop computer hardware
14. Which feature is essential for mobile learning?
- A. High-speed internet
 - B. Desktop computers
 - C. Responsive design
 - D. Printed textbooks
15. What is the purpose of formative assessment in e-learning?
- A. To grade students at the end of a course
 - B. To provide ongoing feedback for improvement
 - C. To compare students' performance with peers
 - D. To measure the financial cost of education
16. What does SCORM stand for?
- A. Sharable Content Object Reference Model
 - B. Standard Content Object Resource Model
 - C. Systematic Content Object Resource Model
 - D. Sharable Content Organization Resource Model
17. Which of the following is a common challenge in e-learning?
- A. Limited internet access
 - B. High-quality video production
 - C. Abundance of physical classrooms
 - D. Excessive face-to-face interactions
18. What is blended learning?
- A. A combination of online and face-to-face learning

- B. Learning exclusively through online platforms
 - C. Learning through watching movies
 - D. Learning by reading printed books only
19. Which feature enhances learner interaction in e-learning?
- A. Interactive quizzes
 - B. Static PDFs
 - C. Printed textbooks
 - D. Recorded lectures
20. What is the key advantage of asynchronous learning?
- A. Real-time interaction
 - B. Flexibility in learning schedule
 - C. Face-to-face communication
 - D. Synchronous assessments
21. What does accessibility in e-learning ensure?
- A. That only select students can access materials
 - B. That all students, including those with disabilities, can access content
 - C. That content is difficult to reach
 - D. That content is available only offline
22. Which tool can be used for creating and editing e-learning videos?
- A. Final Cut Pro
 - B. Microsoft Excel
 - C. Google Docs
 - D. Prezi
23. What is the main goal of summative assessment?
- A. To provide ongoing feedback
 - B. To assess learners at the end of an instructional unit
 - C. To motivate students to participate
 - D. To evaluate peer interactions
24. Which is an advantage of using Open Educational Resources (OER)?
- A. High cost of access
 - B. Restricted availability
 - C. Free and open access to educational materials
 - D. Limited scope of subjects
25. What is Artificial Intelligence (AI) used for in e-learning?
- A. To create physical textbooks
 - B. To personalize learning experiences
 - C. To manage classroom schedules
 - D. To produce printed certificates

FEED BACK FORM

On

Certificate Course: **e-learning resources**

Dear Participants,

We value your feedback on our certificate course, "**e-learning resources**". Your input is essential to help us improve and better serve your educational needs. Please take a moment to complete this questionnaire.

Please indicate tick mark among option mentioned against each question.

Name of the student: S. Mohammad Ali

Class: I. B.Com CA

S.No	Question	Strongly agree	Agree	Disagree	Strongly disagree
1.	The objectives of the course were clearly defined		✓		
2	Instructor was well prepared to the classes	✓			
3	Time allotted for the course was sufficient	✓			
4	The course objectives were meet		✓		
5	Participation and interaction were encouraged	✓			

Any other suggestions:

Feedback Report :-

Hence, the certificate course "**e-learning resources**" is very useful to all Students. The feedback from students were collected and analyzed. All the students showed interest to do such type of Certificate course and to continue it for further years also.



CERTIFICATE

GOVERNMENT DEGREE COLLEGE, RAYACHOTY

Affiliated to Yogi Vemana University, Kadapa

NAAC Accredited with C Grade



CERTIFICATE

This is to certify that Mr/Miss S. Mohammad Ali Studying I B.Com CA has successfully completed the Certificate

Course in E-Learning Resources from 10-10-2022 to 16-11-2022 to conducted by the Department of Computer

Applications during the Academic Year 2022-2023

Co-ordinator

Principal



GOVERNMENT DEGREE COLLEGE, RAYACHOTY

(Affiliated to Yogi Vemana University)

CHITTOR ROAD, RAYACHOTY, ANNAMAYYA DIST
ACCREDITED BY NAAC WITH "C" GRADE



DEPARTMENT OF MATHEMATICS

A CERTIFICATE COURSE

ON

DISCRETE MATHEMATICS

Academic Year : 2022-2023



TOPIC: DISCRETE MATHEMATICS

(30 HOURS)

Certificate Course Convener :

B.MALLIKARJUNA REDDY

Lecturer in Mathematics

Government Degree College

Rayachoty PIN : 516269

GOVERNMENT DEGREE COLLEGE

RAYACHOTY, ANNAMAYYA DISTRICT, A.P.516269

(Accredited with C grade by NAAC)

Department of Mathematics



From
B.Mallikarjuna Reddy
Lecturer in Mathematics
Government Degree College
Rayachoti

To
The Principal
Government Degree College
Rayachoti

Subject: Request to Conduct Certificate Course on "**Discrete Mathematics**"

Respected Madam,

We are pleased to announce a Certificate Course on "**Discrete Mathematics**" the aim of discrete mathematics is to provide a rigorous and formal foundation for reasoning about discrete structures and solving problems in various areas of mathematics, computer science, and beyond.

I am writing to seek your approval to conduct a Certificate Course on "**Discrete Mathematics**" at Government Degree College, Rayachoti, from 18-01-2023 to 25-02-2023.

The course will be coordinated by B.Mallikarjuna Reddy and Ch.Ramanjaneyulu, both Lecturers in Mathematics. The duration of the course will be 30 hours, and it will be held at Government Degree College, Rayachoti. The registration fee for the course is free of charge, and the registration deadline is 18-01-2023.

I assure you that all necessary arrangements will be made to ensure the smooth conduct of the course, and the schedule will not interfere with regular academic activities. I kindly request your permission to proceed with the organization of this course.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

B. [Signature]

Government Degree College, Rayachoti


PRINCIPAL
Govt. Degree College
Rayachoty.

GOVERNMENT DEGREE COLLEGE

RAYACHOTY, ANNAMAYYA DISTRICT,
A.P.516269

(Accredited with C grade by NAAC)

Department of Mathematics



Circular

Date:03-01-2023

To,

All Students and Faculty Members,
Government Degree College, Rayachoti

Subject: Certificate Course on Discrete Mathematics

Dear Sir/Madam,

We are pleased to announce a Certificate Course on "**Discrete Mathematics**" the aim of discrete mathematics is to provide a rigorous and formal foundation for reasoning about discrete structures and solving problems in various areas of mathematics, computer science, and beyond.

Course Title: **Discrete Mathematics**

Duration: 18-01-2023 to 25-02-2023 (30 Hours)

Venue: Government Degree College, Rayachoti

Course Coordinators: B.Mallikarjuna Reddy and Ch.Ramanjaneyulu

Registration Deadline: 17-01-2023

Registration fee : Free

Interested participants are requested to register for the course by filling out the registration form available in the department of Mathematics.

List of students successfully completed the course

The course was conducted from 18-01-2023 to 25-02-2023

Total number of students completed the course: 20.

S.No	Name of the student
1	Cherolopalli . Mani
2	Shaik . Mahammed Rafi
3	Sreepathi . Simhadri
4	Bhumala . Reddy Babu
5	Syed .Sakhib
6	Derangula . Venu Gopal
7	Shaik . Muhammed ubbidullah
8	Cherolopalli . Mani
9	Shaik . Mahammed Rafi
10	Vallepu . Siva Sankar
11	Kavali . Likhitha
12	Bejawada . Reddy Prasanthi
13	Thallapaka . Sree vidya
14	Bukke . Sangeetha
15	Amruthapuri . Sravani
16	shaik .Madeenagare Yousuf
17	Shaik . Syed Vili
18	Mogal . Fathima Misbha
19	GattuReddy . Lokesh
20	Mogasala . Swathi

B. M. G
CB: Mallikarjun Reddy

SYLLABUS

UNIT I- Mathematical Logic: Normal forms- Disjunctive, Conjunctive Principle Disjunctive Principle – Conjunctive normal forms- Ordering and uniqueness of normal forms Statements – Connectives - Tautologies–The Theory of inference for Statement calculus – Rules of inference- Predicate Calculus-Inference theory for predicate Calculus.(15HOURS)

UNITII-Relations : Properties-Equivalence Relations- Partial order relations and partially ordered sets - Semi groups and monoids - Subsemi – groups and Sub monoids - Homomorphism of Monoids and Semi groups.(15 HOURS)

B. 
C.B. Malhi

Outcomes of certificate course Discrete mathematics

1. **Understanding Fundamental Concepts:** Students will understand and articulate the foundational concepts of discrete mathematics, including sets, relations, functions, sequences, and summations.
2. **Logic and Proof Techniques:** Students will understand and apply different types of logic (propositional and predicate), and proof techniques (direct, indirect, contradiction, and induction) to solve problems.
3. **Combinatorics:** Students will master the basic principles of combinatorics, including permutations, combinations, the Pigeonhole Principle, and the principles of inclusion and exclusion.
4. **Graph Theory:** Students will understand the basic concepts of graph theory, including graphs, subgraphs, trees, connectivity, and graph traversals, and be able to apply them to solve problems.
5. **Algorithms and Complexity:** Students will analyze algorithms, understand algorithm complexity (Big O notation), and be able to solve recurrence relations.
6. **Discrete Structures:** Students will understand discrete structures such as lattices and Boolean algebras, and apply them in various contexts.
7. **Number Theory and Cryptography:** Students will understand concepts in number theory, such as divisibility, primes, and modular arithmetic, and apply these concepts to cryptographic systems.
8. **Automata Theory:** Students will understand the basic concepts of automata theory, including finite automata, regular expressions, and context-free grammars.
9. **Mathematical Reasoning:** Students will develop strong mathematical reasoning and problem-solving skills, enabling them to tackle complex problems in computer science and related fields.
10. **Applications in Computer Science:** Students will recognize and apply discrete mathematics concepts to various areas in computer science, including data structures, algorithms, database theory, and software engineering.

MODEL QUESTION PAPER FOR STUDENTS

1. Consider $x \in \mathbb{N}$ where x is prime. Here, x is a _____ set.

- a. Empty
- b. Infinite
- c. Finite
- d. Not a set

2. Convert a set x in the roster form, where the set x consists of the positive prime number that divides 72.

- a. $\{3, 5, 7\}$
- b. $\{2, 3, 7\}$
- c. $\{2, 3\}$
- d. $\{\emptyset\}$

3. _____ is the intersection of the two sets $\{1, 2, 8, 9, 10, 5\}$ and $\{1, 2, 6, 10, 12, 15\}$.

- a. $\{1, 6, 12, 9, 8\}$
- b. $\{2, 5, 10, 9\}$
- c. $\{5, 6, 12, 15\}$
- d. $\{1, 2, 10\}$

4. If $n(P) = 20$ and $n(Q) = 30$ and $n(P \cup Q) = 40$ then $n(P \cap Q)$ is:

- a. 10
- b. 20
- c. 30
- d. 40

5. Which of these can be taken as discrete objects?

- a Rational numbers
- b Integers
- c People
- d All of the above

6. If the functions g and f are onto functions, then the function $(g \circ f)$ is _____ function:

- a. onto
- b. one to one
- c. one-to-many
- d. Into

7. If set P consists of 4 elements and set Q consists of 5 elements, then how many injections can we define from set P to set Q ?

- a. 144
- b. 120
- c. 64
- d. 24

8. Total number of bytes needed to encode 2000 bits of data:

- a. 8 Byte
- b. 4 bytes
- c. 5 bytes
- d. 2 bytes

9. The cardinality of a less than 20 even positive integers set is:

- a. 12
- b. 9

c. 10

d. 8

10. If $P = \{2, 8, 12, 15, 16\}$ and $Q = \{8, 16, 15, 18, 9\}$, then the union of P and Q is

a. $\{2, 8, 9, 12, 15, 16, 18\}$

b. $\{8, 16, 15, 18, 9\}$

c. $\{2, 8, 12, 15, 16\}$

d. $\{8, 16, 15\}$

11. Consider two positive numbers a and b less than one, where the maximum values of $\text{Ceil}(a+b)$ and $\text{Floor}(a+b)$ is:

a. $\text{Ceil}(a+b)$ is 1 and $\text{Floor}(a+b)$ is 2

b. $\text{Ceil}(a+b)$ is 2 and $\text{Floor}(a+b)$ is 1

c. $\text{Ceil}(a+b)$ is 0 and $\text{Floor}(a+b)$ is 1

d. $\text{Ceil}(a+b)$ is 1 and $\text{Floor}(a+b)$ is 0

12. What is the negation of the "1001011" bits?

a. 0110100

b. 1100100

c. 10110100

d. 11011011

13. If the bits of $Y = 100110$ and the bits of $X = 001101$, then the output of the X (Ex-or) Y will be:

a. 101011

b. 1101010

c. 101000

d. 0010101

14. Which of these Law of Boolean would prove the $X \cdot X = X$

a. Idempotent Law

b. Complement Law

c. Double Complement Law

d. Identity Law

15. Which of these conditions is apt if one wants to add two matrices?

a. Columns of both of those matrices that we would add are equal.

b. The columns and rows of the matrices that we want to add are similar.

c. The total number of the rows of the first matrix must be equal to the total number of columns in the second matrix that we want to add.

d. The rows of both of those matrices that we would add are similar.

16. _____ is the Universal logic gate:

a. AND

b. NAND

c. NOT

d. OR

17. For a Boolean Expression, the canonical forms have _____ types.

a. Four

b. Three

c. Five

d. Two

18. In complexity theory, which case does NOT exist?

a. Worst Case

b. Best Case

c. Null Case

d. Average Case

19. The primary use of the Boolean algebra is _____:

a. to design the digital computers

b. in circuit theory

c. to build the logic symbols

d. to build algebraic functions

20. The _____ search compares every element against the searching element until it is not found:

a. Binary

b. Merge

c. Sequential

FEED BACK FORM

On

Certificate Course: Discrete Mathematics

Dear Participants,

We value your feedback on our certificate course, "Discrete Mathematics

." Your input is essential to help us improve and better serve your educational needs.

Please take a moment to complete this questionnaire.

Please indicate tick mark among optioned mentioned against each question.

Name of the student: C. Mani.....(optional)

Class: I B Sc (M.P.G)

S.No	Question	Strongly agree	Agree	Disagree	Strongly disagree
1.	The objectives of the course were clearly defined	<input checked="" type="checkbox"/>			
2	Instructor was well prepared to the classes		<input checked="" type="checkbox"/>		
3	Time allotted for the course was sufficient	<input checked="" type="checkbox"/>			
4	The course objectives were meet		<input checked="" type="checkbox"/>		
5	Participation and interaction were encouraged	<input checked="" type="checkbox"/>			

Any other suggestions:

FEED BACK FORM

On
Certificate Course: Discrete Mathematics

Dear Participants,

We value your feedback on our certificate course, "Discrete Mathematics

." Your input is essential to help us improve and better serve your educational needs.

Please take a moment to complete this questionnaire.

Please indicate tick mark among optioned mentioned against each question.

Name of the student: E. LOIKESH (optional)

Class: II B Sc (M.P.C)

S No	Question	Strongly agree	Agree	Disagree	Strongly disagree
1.	The objectives of the course were clearly defined	✓			
2	Instructor was well prepared to the classes	✓			
3	Time allotted for the course was sufficient		✓		
4	The course objectives were meet	✓			
5	Participation and interaction were encouraged	✓			

Any other suggestions:

GOVERNMENT DEGREE COLLEGE, RAYACHOTY

Affiliated to Yogi Vemana University, Annamayya Dist



CERTIFICATE

This is to certify that Mr/Miss B.REDDY BABU

Studying I BSc MPCs has successfully completed the Certificate Course in Discrete Mathematics

conducted by the Department of Mathematics during the Academic Year 2022 -2023

B M

Co-ordinator
B.Mallikarjuna Reddy
Lecturer in Mathematics


Principal
Dr.P.Harshalatha



GOVERNMENT DEGREE COLLEGE, RAYACHOTY

(Affiliated to Yogi Vemana University)

CHITTOR ROAD, RAYACHOTY, ANNAMAYYA DISTRICT



DEPARTMENT OF POLITICAL SCIENCE

A CERTIFICATE COURSE ON

" OFFICE MANAGEMENT AND SECRETARIAL PRACTICE "

GROUP: I BA HEP

Academic Year 2022-2023



Topic: OFFICE MANAGEMENT AND SECRETARIAL PRACTICE

(30 HOURS)

GROUP: I BA HEP

Certificate Course Convener :

SMD BASHA

Lecturer in Political Science

Government Degree College, Rayachoty

PIN : 516269



GOVERNMENT DEGREE COLLEGE,

RAYACHOTY, ANNAMAYYA DISTRICT, A.P.516269

(Accredited with C grade by NAAC)



Department of political science

From

S.Mohammad Basha

Lecturer in political science

Government Degree College

Rayachoti

To

Dr. P. Harshalatha pankaj

Principal

Government Degree College

Rayachoti

Subject: Permission to Conduct Certificate Course in Office Management and Secretarial Practice

Respected Madam,

I am writing to seek your permission to conduct a Certificate Course in Office management And Secretarial Practice at Government Degree College, Rayachoti, from 01-02-2023, to 09-03- 2023. This course aims to provide students with practical knowledge and skills related to Office Management . The course will be conducted by experienced professionals and will offer hands-on training to enhance students' understanding Secretarial Practice principles.

The duration of the course will be five weeks, and it will include both theoretical sessions. Students will have the opportunity to learn about preparations of accounting basic wiring principles and procedures. I assure you that all necessary safety precautions will be taken during the course. I kindly request your approval to proceed with the organization of this course.

Thank you for considering this request. I look forward to your positive response.

Sincerely,


PRINCIPAL
Govt. Degree College
Rayachoty.


Department of Political science
Government Degree College
Rayachoti



GOVERNMENT DEGREE COLLEGE,
RAYACHOTY, ANNAMAYYA DISTRICT, A.P.516269
(Accredited with C grade by NAAC)



Department of Political Science

Date: 31.01.2023

CIRCULAR

To,

All students and faculty Members,
Government Degree College Rayachoty.

Subject: Certificate Course on Office Management And Secretarial Practice

Dear Sir/Madams,

We are pleased to announce a certificate course on office management and Secretarial Practice to be conducted at Government Degree college Rayachoty. This course aims to provide the best preparation and Secretarial management of for the students and faculty members.


PRINCIPAL
Govt. Degree College
Rayachoty

Course Details

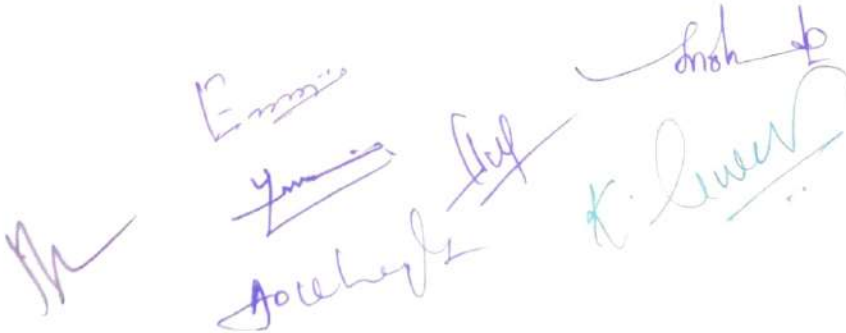
Course Duration: 01-02-2023 to 09-03-2023 (30 Hours)

Venue: Government Degree College Rayachoty

Course Co-Ordinator: S.Mohammad Basha

Registration Fee: Free

Interested participants are requested to register for the course by filling out the registration form available in the Department of political science



Participated Student List 2022-2023

S.NO	NAME OF THE STUDENTS	Group	SIGNATURE OF THE STUDENTS
1	A. PRABHU KUMAR	IBA	A. prabhu kumar
2	A.RAGHAVAIAH	IBA	A. RAGHAVAIAH
3	B.NAGABHUSHANA	IBA	B. NAGABHUSHANA
4	C.RAMESH BABU	IBA	C. Ramesh Babu
5	D.PRAKASH	IBA	D. Prakash
6	D.KIRAN KUMAR	IBA	D. Kiran Kumar
7	G.PURUSHOTTHAM NAIDU	IBA	G. Purushotham Naidu
8	K.HARI KUMAR	IBA	K. Hari Kumar
9	M.SUDHARANI	IBA	M. Sudha Rani
10	M.SHABBIR	IBA	M. Shabbir
11	N.GOPALA KRISHNA	IBA	N. Gopal Krishna
12	P.VENKATA RAMANA	IBA	P. VENKATA Ramana
13	T.VEERABHADRAIAH	IBA	T. Veerabhadraiah
14	T.AARAYYA	IBA	T. AARAYYA
15	A DORA BABU	IBA	A. Dora Babu


 SIGNATURE OF THE INCHARGE


 SIGNATURE OF THE PRINCIPAL
PRINCIPAL
 Govt. Degree College
 Rayachoty.

Certificate Course in Office Management and Secretarial Practice (30 Hours)

Module 1: Introduction to Office Management (4 Hours)

- **Concept and Definition**

- Overview of Office Management - Roles and Responsibilities of Office Managers - Functions of Office Management - Planning, Organizing, Staffing, Directing, and Controlling - Types of Office Layouts - Open Plan vs. Closed Plan Offices - Importance of Ergonomics in Office Design

Module 2: Office Administration and Communication (5 Hours)

- **Office Administration**

- Record Management and Filing Systems - Managing Office Supplies - Time Management and Scheduling - Effective Communication - Verbal and Non-Verbal Communication - Business Correspondence: Letters, Emails, Memos - Telephone Etiquette and Video Conferencing

Module 3: Secretarial Practice and Duties (5 Hours)

- **Role of a Secretary**

- Job Description and Key Skills - Professional Ethics and Confidentiality - Meeting Management - Planning and Organizing Meetings - Preparing Agendas and Taking Minutes - Coordination of Meeting Logistics -

Module 4: Document and Record Management (4 Hours)

- **Document Preparation**

- Types of Business Documents - Formatting and Proofreading Techniques - Record Keeping - Electronic vs. Manual Record Keeping - Archiving and Retrieval Systems

Module 5: Office Technology and Automation (4 Hours)

- **Introduction to Office Technology**

- Essential Office Equipment and Their Uses - Introduction to Office Software (MS Office Suite)

- **Automation Tools**

- Using Scheduling Software - Document Management Systems - Basics of Database Management

Module 6: Financial Administration (4 Hours)

- **Basic Financial Concepts**

- Budgeting and Financial Planning - Accounting Basics and Bookkeeping - Payroll Management - Salary Preparation and Disbursement - Handling Employee Benefits and Deductions

Module 7: Professional Development and Workplace Skills (4 Hours)

- **Career Development**

- Resume Writing and Job Search Strategies - Interview Preparation - Interpersonal Skills - Teamwork and Collaboration - Conflict Resolution and Problem Solving - Workplace Etiquette - Dress Code and Professionalism - Stress Management and Work-Life Balance

Module 8: Practical Sessions and Project Work (4 Hours)

- **Practical Sessions**

- Hands-on with Office Software Tools - Simulations of Office Scenarios - Project Work - Developing a Mini Office Management Project - Presentation and Peer Review

Certificate Course in Office Management and Secretarial Practice: Learning Outcomes

Upon successful completion of the Certificate Course in Office Management and Secretarial Practice, participants will be able to:

Understand Office Management Principles - Efficiently Manage Office Operations - Master Effective Communication - Perform Secretarial Duties Proficiently - Manage Documents and Records - Efficiently Leverage Office Technology and Automation - Administer Basic Financial Operations
Develop Professional and Interpersonal Skills - Implement Effective Time Management Strategies - Promote Professional Development - Apply Practical Knowledge

These outcomes ensure that participants not only gain a comprehensive understanding of office management and secretarial practices but also develop the necessary skills and knowledge to contribute effectively to the efficient operation of an office in their respective domains.

Multiple Choice Questions on Office Management and Secretarial Practice

1. ****Which of the following best describes office management? ****
 - a) Management of a company's finances
 - b) Organizing and controlling office activities to achieve business goals
 - c) Managing the IT department
 - d) Supervising production processes

2. ****What is the primary role of an office manager? ****
 - a) To increase company profits
 - b) To manage office staff and ensure smooth office operations
 - c) To develop marketing strategies
 - d) To oversee manufacturing

3. ****What is a key function of office management? ****
 - a) Product design
 - b) Market research
 - c) Staffing
 - d) Sales forecasting

4. ****Which of the following is an example of non-verbal communication in an office? ****
 - a) Emails
 - b) Letters
 - c) Body language
 - d) Phone calls

5. ****Which type of office layout promotes collaboration and easy communication? ****
 - a) Closed plan office
 - b) Open plan office
 - c) Cubicles
 - d) Private offices

6. **What is an essential skill for a secretary?**

- a) Technical programming
- b) Medical knowledge
- c) Typing and shorthand
- d) Graphic design

7. **Which document is typically used to summarize the points discussed in a meeting?**

- a) Agenda
- b) Minutes
- c) Memo
- d) Proposal

8. **What is the purpose of a filing system in office management?**

- a) To create marketing strategies
- b) To organize and store documents efficiently
- c) To design products
- d) To conduct financial audits

9. **What is an ergonomic office environment?**

- a) An office with advanced technology
- b) An office designed for optimal employee comfort and productivity
- c) An office with minimal lighting
- d) An office with only cubicles

10. **Which software is commonly used for word processing in an office?**

- a) Microsoft Excel
- b) Adobe Photoshop
- c) Microsoft Word
- d) QuickBooks

11. **What is an important aspect of telephone etiquette?**

- a) Speaking loudly
- b) Using jargon
- c) Listening actively and responding clearly
- d) Ignoring the caller

12. **Which financial document helps in planning and controlling the financial resources of an office?**

- a) Budget
- b) Receipt
- c) Invoice
- d) Ledger

13. **What is the primary purpose of business correspondence?**

- a) To entertain
- b) To inform, request, or persuade
- c) To create advertisements
- d) To design products

14. **Which practice helps in managing time effectively in an office?**

- a) Multitasking without prioritization
- b) Procrastination
- c) Scheduling and prioritizing tasks
- d) Avoiding delegation

15. **What is included in payroll management?**

- a) Customer relationship management
- b) Employee salary preparation and disbursement
- c) Office decor
- d) Marketing strategies

16. **Which type of communication is a business letter?**

- a) Verbal
- b) Non-verbal
- c) Written
- d) Visual

17. **What is the key responsibility of a secretary during meetings?**

- a) Making financial decisions
- b) Preparing and distributing the agenda and taking minutes
- c) Designing the office layout
- d) Conducting performance appraisals

18. **Which is NOT a component of effective record management?**

- a) Proper filing
- b) Regular audits
- c) Document shredding
- d) Ignoring outdated files

19. **What is an important interpersonal skill for office managers?**

- a) Technical knowledge
- b) Creativity in design
- c) Effective communication and teamwork
- d) Coding ability

20. **What does a database management system do?**

- a) Manages office decor
- b) Stores, retrieves, and manages data efficiently
- c) Manages office meetings
- d) Designs marketing campaigns

21. **What should be the primary focus in professional ethics for secretaries?**

- a) Increasing profits
- b) Maintaining confidentiality and integrity
- c) Reducing workload
- d) Enhancing technical skills

22. ****What is a common tool used for scheduling and calendar management in offices?***

- a) Microsoft Word
- b) Google Calendar
- c) Adobe Photoshop
- d) CorelDRAW

23. ****Which office document is essential for tracking financial transactions?***

- a) Marketing plan
- b) Financial ledger
- c) Employee handbook
- d) Design blueprint

24. ****What is a key benefit of using an automated document management system?***

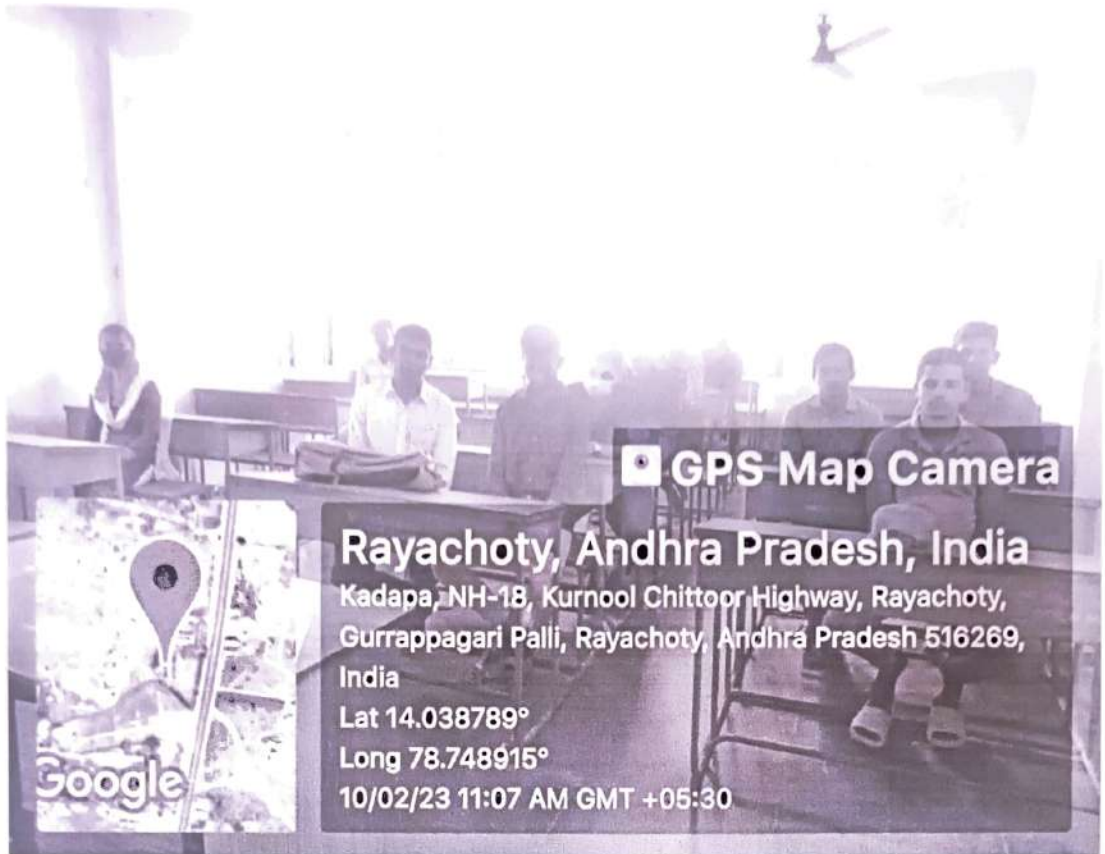
- a) Increased paper usage
- b) Improved document retrieval and storage
- c) More manual work
- d) Increased storage costs


25. ****What is the primary objective of professional development for office managers?***

- a) Increasing sales
- b) Enhancing skills and career growth
- c) Reducing the number of employees
- d) Cutting operational costs

Answer Key

1. b) Organizing and controlling office activities to achieve business goals
2. b) To manage office staff and ensure smooth office operations
3. c) Staffing
4. c) Body language
5. b) Open plan office
6. c) Typing and shorthand
7. b) Minutes
8. b) To organize and store documents efficiently
9. b) An office designed for optimal employee comfort and productivity
10. c) Microsoft Word
11. c) Listening actively and responding clearly
12. a) Budget
13. b) To inform, request, or persuade
14. c) Scheduling and prioritizing tasks
15. b) Employee salary preparation and disbursement
16. c) Written
17. b) Preparing and distributing the agenda and taking minutes
18. d) Ignoring outdated files
19. c) Effective communication and teamwork
20. b) Stores, retrieves, and manages data efficiently
21. b) Maintaining confidentiality and integrity
22. b) Google Calendar
23. b) Financial ledger
24. b) Improved document retrieval and storage
25. b) Enhancing skills and career growth



 **GPS Map Camera**

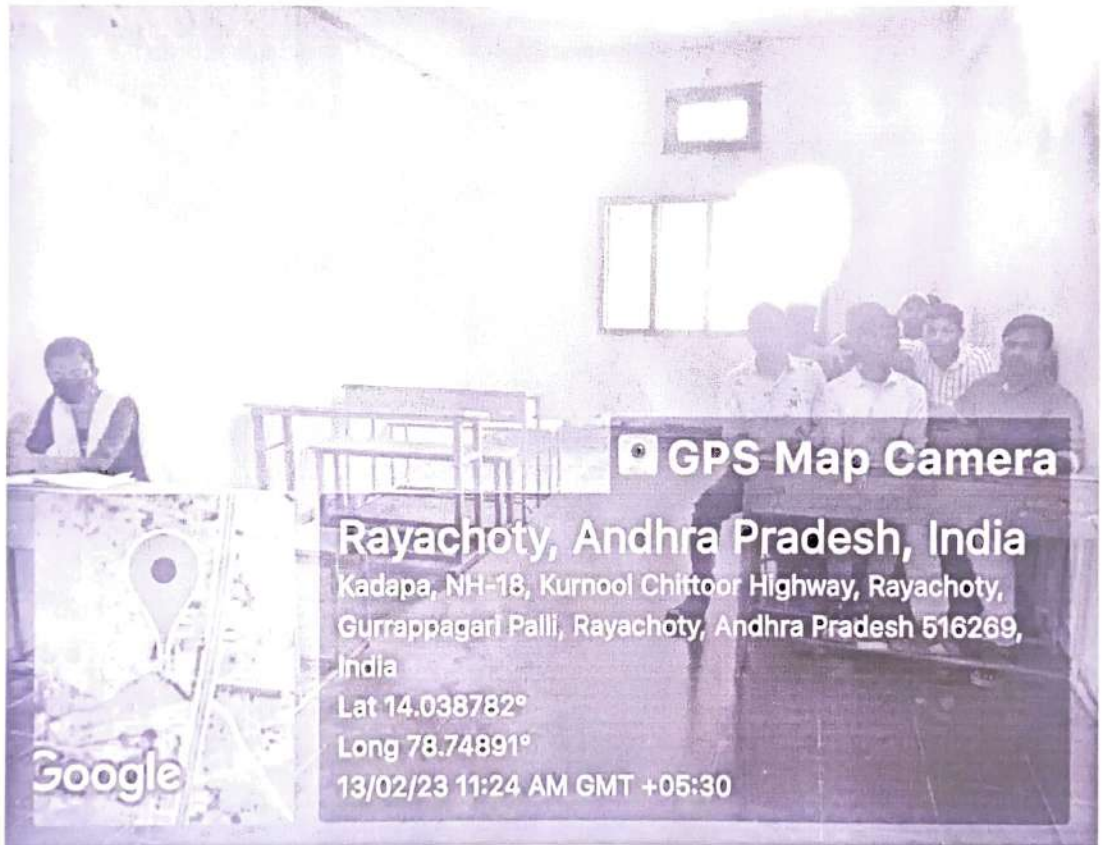
Rayachoty, Andhra Pradesh, India

Kadapa, NH-18, Kurnool Chittoor Highway, Rayachoty,
Gurrappagari Palli, Rayachoty, Andhra Pradesh 516269,
India

Lat 14.038789°

Long 78.748915°

10/02/23 11:07 AM GMT +05:30



 **GPS Map Camera**

Rayachoty, Andhra Pradesh, India

Kadapa, NH-18, Kurnool Chittoor Highway, Rayachoty,
Gurrappagari Palli, Rayachoty, Andhra Pradesh 516269,
India

Lat 14.038782°

Long 78.74891°

13/02/23 11:24 AM GMT +05:30



FEED BACK FORM

On

Certificate Course: Office Management And Secretarial Practice

Dear Participants,

We value your feedback on our certificate course, " Office Management And Secretarial Practice " Your input is essential to help us improve and better serve your educational needs. Please take a moment to complete this questionnaire.

Please indicate tick mark among optioned mentioned against each question.

Name of the student: M SUDHA RANI (optional)

Class: I BA (HEP)

S.No	Question	Strongly agree	Agree	Disagree	Strongly disagree
1.	The objectives of the course were clearly defined	✓			
2	Instructor was well prepared to the classes	✓			
3	Time allotted for the course was sufficient	✓			
4	The course objectives were meet	✓			
5	Participation and interaction were encouraged	✓			

Any other suggestions: _____

GOVERNMENT DEGREE COLLEGE, RAYACHOTY

Affiliated to Yogi Vemana University, Kadapa



CERTIFICATE

This is to certify that Mr/Miss C. RAMESH BABU Studying I B.A. HEP has successfully completed the Certificate Course in OFFICE MANAGEMENT AND SECRETARIAL PRACTICE from 01-02-2023 to 09-03-2023 conducted by the Department of POLITICAL SCIENCE during the Academic Year 2022-2023

Co-ordinator

Principal



GOVERNMENT DEGREE COLLEGE, RAYACHOTY

(Affiliated to Yogi Vemana University)

Chittor Road, Rayachoty, Annamiah (Dist.)

ACCREDITED BY NAAC WITH "C" GRADE



DEPARTMENT OF POLITICAL SCIENCE UM

A CERTIFICATE COURSE ON

"IMPORTANCE OF VOTING"

GROUP BA HUP URDU MEDIUM STUDENTS

Academic Year 2022-2023



Topic: "IMPORTANCE OF VOTING"(30 HOURS)

GROUP: BA HUP Urdu Medium

Certificate Course Convener :

A KHAJA VICE KHIRNI

Lecturer in Political Science

Government Degree College, Rayachoty

PIN : 516269



GOVERNMENT DEGREE COLLEGE,
RAYACHOTY, ANNAMAYYA DISTRICT, A.P.516269
(Accredited with C grade by NAAC)



Department of Political Science

From
A KHAJA VICE KHIRNI
Department of Political Science
Government Degree College
Rayachoti

To
The
Principal
Government Degree College
Rayachoti.

Subject: Request to Conduct Add on Course on “Importance of Voting”

Respected Madam,

I am writing to seek your approval to conduct a Add on Course on “Importance of Voting” at Government Degree College, Rayachoti, from 06-02-2023 to 15-03-2023. This course aims to provide the students about “Importance of Voting”.

Ak
The course will be coordinated by Mr.A KHAJA VICE KHIRNI and SMD BASHA both Lecturers in Political Science. The duration of the course will be 30 hours, and it will be held at Government Degree College, Rayachoti. The registration fee for the course is free of charge, and the registration deadline is 04-02-2023. I assure you that all necessary arrangements will be made to ensure the smooth conduct of the course, and the schedule will not interfere with regular academic activities. I kindly request your permission to proceed with the organization of this course.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

Government Degree College, Rayachoti



GOVERNMENT DEGREE COLLEGE, RAYACHOTY

(Affiliated to Yogi Vemana University)

Chittor Road, Rayachoty, Annamiah (Dist.)

ACCREDITED BY NAAC WITH "C" GRADE



DEPARTMENT OF POLITICAL SCIENCE UM

CIRCULAR

01-02-2023

To,
All students and faculty Members,
Government Degree College Rayachoty.

Subject: Certificate Course "Importance of Voting"

Dear Sir/Madams,

We are pleased to announce a certificate course on "Importance of Voting" to be conducted at Government Degree college Rayachoty. This course aims to provide the best Issues of "Importance of Voting" for the students and faculty members.

Course Details

Course Duration: 06-02-2023 To 15-03-2023 (30 Hours)

Venue: Government Degree College Rayachoty

Course Co-ordinator: A KHAJA VICE KHIRNI

Registrations Deadlines: 04-02-2023

Registration Fee: Free

Interested participants are requested to register for the course by filling out the registration form available in the Department of Political Science UM.

Handwritten signatures and names:
A. Khaja Vice Khirni
B. Suresh IBA
M. G. Smail II B.A (HPU)
IT-MPCS
E. ...

Add-on Course Registered Candidates : Feb/March- 2023

Ist Year Students 2022-2023

Sino	Nameofthestudent	Registerno	Signatures
1	MogalAffanBaig	221031533001	MogalAffanBaig
2	MogalUsamaBaig	221031533002	MogalUsamaBaig
3	NayabNasreen	221031533003	N. Nasreen
4	PathanMohammedAli	221031533004	P. Mohammed Ali
5	SayedAlthaf	221031533005	Sayed Althaf
6	ShaikArifBasha	221031533006	Shaik Arif Basha
7	ShaikAfsana	221031533007	Shaik Afsana
8	ShaikAltaiba	221031533008	Shaik Altaiba
9	ShaikHazratBilal	221031533009	Shaik Hazrat Bilal
10	ShaikHumera	221031533010	Shaik Humera
11	ShaikKarisma	221031533011	S. Karishma
12	ShaikMaseera	221031533012	Shaik MDAffan
13	ShaikMD Affan	221031533013	S. MDAffan
14	ShaikMubarakBasha	221031533014	S. Mubarak Basha
15	ShaikMunaf	221031533015	Shaik Munaf
16	ShaikReshma	221031533016	S. Reshma
17	ShaikRezwan	221031533017	Shaik. Rezwan
18	ShaikSoniyaBanu	221031533018	Shaik Soniya Banu
19	ShaikSumiya	221031533019	Shaik. Sumiya
20	ShaikWajidaTabbasum	221031533020	Shaik Wajida Tabbasum
21	SyedAbubakarSiddiq	221031533021	S. Abubakar
22	SyedHaleema	221031533022	Syed. Haleema
23	VaruguAbida	221031533023	V. Abida

Hnd Year Students 2022-2023

S/no	Name of the student	Register no	Signatures
1	Bandugari Dastagiramma	211031533001	B. Dastagiramma
2	Rahimkhangari Sameera	211031533003	R. Sameera
3	Shaik Arif	211031533006	Shaik - Arif
4	Pathan Khadar Khan	211031533002	P. Khadar Khan
5	Shaik Sharmila	211031533023	S. Sharmila
6	Shaik Zainab	211031533027	S. Zainab
7	Shaik Tabbasum	211031533025	SHAIK. TABBASUM
8	Shaik Takkala Ghouse	211031533026	S. Takkala
9	Shaik Ruksana	211031533019	S. RUKSANA
10	Shaik Sadiq	211031533020	S. Sadiq
11	Shaik Badullah	211031533008	S. Badullah
12	Shaik Sumiya	211031533024	SHAIK. SUMIYA
13	Shaik Mohammed	211031533015	S. Mohamad
14	Syed Salma	211031533030	Syed. Salma
15	Shaik Arshiya	211031533007	S. Arshiya
16	Shaik Hameed Vali	211031533009	S. Hameed Vali
17	Shaik Imtiyaz Basha	211031533010	S. Imtiyaz Basha
18	Shaik Mansoor	211031533013	S. Mansoor
19	Shaik Sajida	211031533021	S. Sajida
20	Syed Mansoor Ali	211031533029	SYED MANSOOR ALI
21	Shaik Moula Basha	211031533016	S. Moula
22	Shaik Irfan	211031533011	S. Irfan
23	Syed Allah Bakash	211031533028	ALLAH BAKASH
24	Shaik Muzafar Hussain	211031533017	S. Muzafar
25	Mayana Afzal Ali Khan	190310111011	M. Afzal

Course Contents:

- 1) Introduction of Indian political system & Democracy
- 2) Procedure of Indian voting system
- 3) Democracy and voting system
- 4) Indian election and voting
- 5) Indian is the biggest democracy system

Syllabus:

Unit: I

Voting Stats in India

- In 2014, India had voting percentage of 66.44 as compared to 58.21% in 2009.
- Increase in Women voters: Women lack behind only by 1.4% as compared to Men's turnout in 2014. Also, there are many states now, where women outnumber men in terms of turnout.
- In 2014, India saw a huge increase in Youth Turnout as compared to previous elections.

Unit: II

Importance of Voting

- Abraham Lincoln's idea and philosophy of Democracy i.e., Democracy is the government of the people, by the people and for the people, can be translated to reality only through voting.
- Sense of Empowerment: Through voting, people have a sense of 'ownership of government'.
- To make government more responsible and accountable: Indian voters have brought revolutionary changes, in that regard, through voting e.g., in 1967, when Congress Government was not working as per the aspirations of the people, people brought the Congress Government to very thin majority at the centre and almost half of the State Governments were given to non-congress parties.
- By voting, people can decide the direction of change and development.

- To express oneself i.e., Voting helps people in expressing their thoughts on a country, local constituency or about a candidate through the ballot box.

Unit: III

Recent Reforms

- Addition of 'NOTA' option has further enabled the people to realise importance of their vote in elections. By choosing NOTA, voters have right to not to choose any nominated candidate.
- National Voters' Day: To ensure that new voter or the 18+ who gets registered, finds a way to understand that 'voting is an important responsibility, and at certain point of time, s/he has to go to vote.
- ECI is continuously taking care to ensure the access to polling station to Divyangs, people in far-off places and for distant remote placed voters.
- Model Polling Booths have been developed to facilitate women, children and old people.
- Ensuring flexibility in Indian Election System: Whenever people or political parties have a complaint regarding anything, ECI always have a solution for that. Recently, when transparency in EVMs was in question, ECI introduced VVPAT machines.
- For decriminalization of Indian Elections, ECI and the Court has ensured together that the candidates declare their criminal record and any cases, pending or not.

Unit: IV

Electoral Reforms

- Types of Electoral Reforms
- Reforms Introduced for the Electorates
- Reforms Introduced to Regulate the Electoral Candidates
- Reforms Altering the Nature of Elections
- Major Issues Associated with Elections in India



GOVERNMENT DEGREE COLLEGE, RAYACHOTY

(Affiliated to Yogi Vemana University)

Chittor Road, Rayachoty, Annamiah (Dist.)

ACCREDITED BY NAAC WITH "C" GRADE



DEPARTMENT OF POLITICAL SCIENCE U.M

Add-on Course

Topic : Importance of Voting

COURSE OUTCOMES

- ❖ Students will recognize the importance of voting and the value of a single vote within a democracy.
- ❖ Students will learn that both government and citizens have mutual responsibility in protecting voting rights.
- ❖ Students will explore how disenfranchisement, intentional and unintentional, has affected voting outcomes throughout American history.
- ❖ Students will learn about the role the three branches of government play in the election process
- ❖ Voting is an essential form of collective political participation and is considered a staple of democracy
- ❖ . Through voting, citizens have a voice in their government, including which politicians will represent them and what policies will be championed.
- ❖ The reasons why it is important for citizens to vote can be summarized into three main points. First, voting is a right that many generations have fought hard for.
- ❖ Today, millions of people around the world do not have access to this right. Next, voting allows citizens to have their beliefs and issues represented in government.
- ❖ Finally, every vote matters in deciding the outcome of an election. A small voter margin can be the difference between a candidate winning or losing.

Add on course in Political Science:

Introduction: The department of Political –Science is started the Addon Course to helpful to our students and local citizens who are interested to political-science and Indian constitution. This course gives additional information and knowledge about the respective subject developed the skill.

This is the Add on course for BA HUP all three-year student's topic Importance of voting it's a necessary for all the political science students now a days in the society.

We mentioned list of Addon course in Political – Science as blows detailed for the course duration, them, eligibility and intake capacity of the course.

Objectives of the course:

- 1) Awareness of Voting
- 2) Value of Costing the vote
- 3) Voting importance in democratic Government
- 4) Cause of voting apathy in Indian Politics
- 5) Improving the casting the vote
- 6) To control bogus the vote
- 7) To elect good leader / Moral person

Opportunity:

This course gives the knowledge of voting the student and Indian people, to help to make strong democracy in India.

Fees:

Unpaid Course

Details of course:

Addon course will be given to the student by Government Degree College Rayachoty.

Questionnaire

1. The right to vote is often referred to as _____, and certain groups in the United States had to fight for the right to vote.

- A. Polling
- B. Ballots
- C. Suffrage
- D. Protesting

2. Which statement is true about the impact of voting on communities?

- A. Voting has a negative impact on a community.
- B. Voting does not impact a community at all.
- C. Voting can improve communities.
- D. Voting should not be allowed in communities.

3. Election Commission of India was established on ?

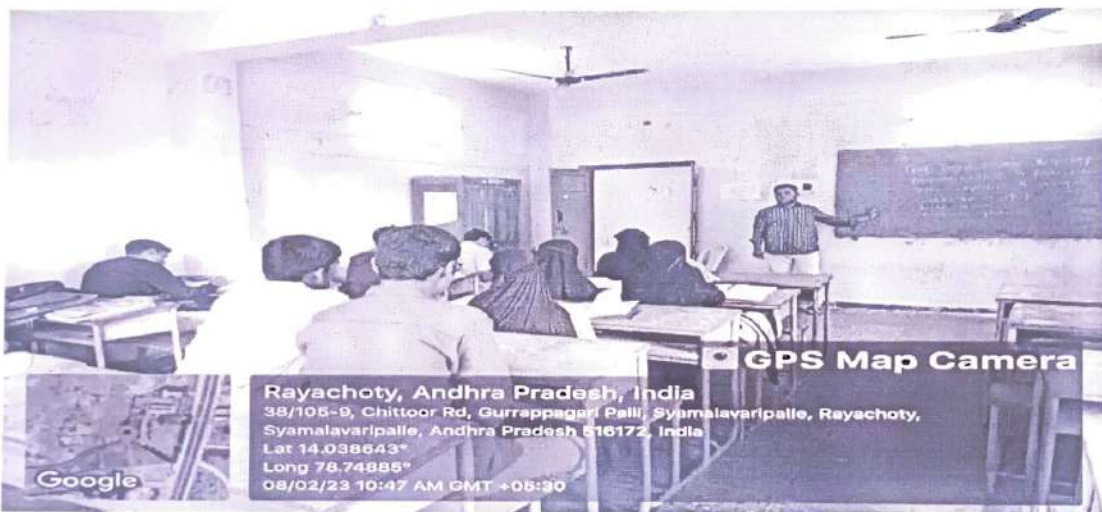
- (A) 20th November, 1949
- (B) 25th January, 1950
- (C) 26th January, 1950
- (D) 30th March, 1950

4. Chief Electoral Officer, Delhi is designated/nominated by :

- (A) Prime Minister of India
- (B) Election Commission of India
- (C) Chief Minister of Delhi
- (D) Lieutenant Governor of Delhi

5. B.L.O. is the abbreviation for :

- (A) Block Labour Officer
- (B) Booth Level Officer
- (C) Block Level Officer
- (D) None of the above




Signature of the Lecturer


Signature of the Principal
PRINCIPAL
Govt. Degree College
Rayachoty.

FEED BACK FORM

On

Certificate Course: Importance of Voting

Dear Participants,

We value your feedback on our certificate course, "Importance of voting." Your input is essential to help us improve and better serve your educational needs. Please take a moment to complete this questionnaire.

Please indicate tick mark among optioned mentioned against each question.

Name of the student: S. RUKSANA.....(optional)

Class:.....

S.No	Question	Strongly agree	Agree	Disagree	Strongly disagree
1.	The objectives of the course were clearly defined	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Instructor was well prepared to the classes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Time allotted for the course was sufficient	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	The course objectives were meet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Participation and interaction were encouraged	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Stoik Ruksha
Any other suggestions:



Government Degree College Rayachoty

(Affiliated to Yogi Vemana University)

Chittoor Road Rayachoty Annamayya Dist 516269



CERTIFICATE

This is Certify That Sri/Mr/Mrs Shaik Sadiq II BA Government Degree College Rayachoty ,has Participated Certificate Course on Importance of Voting .Organized by Department of Political Science GDC Rayachoty. The course outcome is encourage the Foreign Policy issues and International Relations by the students.

A KHAJA VICE KHIRNI
Lecturer in Political Science

Principal

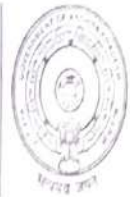
Government Degree College Rayachoty
Rayachoty



GOVERNMENT COLLEGE, RAYACHOTY

Affiliated to Yogi Vemana University

Rayachoty - 516269



(Accredited with "C" by NAAC)

Certificate course

Department of Commerce

2022 - 23



GOVERNMENT DEGREE COLLEGE,
RAYACHOTY, ANNAMAYYA DISTRICT, A.P. 516269
(Accredited with C grade by NAAC)



Department of Commerce

From
U. Prasad
Head of Department of Commerce
Government Degree College
Rayachoti

To
Dr. P. Harshalatha Pankaj
Principal
Government Degree College
Rayachoti


Subject: Permission to Conduct Certificate Course in Corporate Financial Accounting

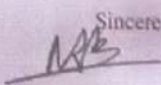
Respected Madam,

I am writing to seek your permission to conduct a Certificate Course in Corporate Financial Accounting at Government Degree College, Rayachoti, from November 1, 2022, to December 18, 2022. This course aims to provide students with practical knowledge and skills related to Corporate Financial Accounting. The course will be conducted by experienced professionals and will offer hands-on training to enhance students' understanding of Corporate Financial Accounting principles.

The duration of the course will be five weeks, and it will include both theoretical sessions. Students will have the opportunity to learn about preparations of accounting basic wiring principles and procedures. I assure you that all necessary safety precautions will be taken during the course. I kindly request your approval to proceed with the organization of this course.

Thank you for considering this request. I look forward to your positive response.


PRINCIPAL
Govt. Degree College
Rayachoty.

Sincerely,

Head of Department of Commerce
Government Degree College
Rayachoti



GOVERNMENT DEGREE COLLEGE,
RAYACHOTY, ANNAMAYYA DISTRICT, A.P. 516269
(Accredited with C grade by NAAC)



Department of Commerce

Date: 27.10.2021

CIRCULAR

To,

All students and faculty Members,

Government Degree College Rayachoty.

Subject: Certificate Course on Corporate Financial accounting.

Dear Sir/Madams,

We are pleased to announce a certificate course on Corporate Financial accounting to be conducted at Government Degree college Rayachoty. This course aims to provide the best preparation of Corporate Financial accounting for the students and faculty members.

Course Details

Course Duration: 01-11-2022 to 18-12-2022 (30 Hours)

Venue: Government Degree College Rayachoty

Course Co-Ordinator: U. PRASAD

Registration Fee: Free

Interested participants are requested to register for the course by filling out the registration form available in the Department of Commerce

PR

B. G. Prasad
Y. Srinivas
C. P. D.
S. S. P. Prasad

List of the students (III B. Com):

S. no	Name of the students
1	A. GANESH
2	A. GHAGYAMMA
3	A. ANJI
4	B. SUMANTH KUMAR
5	B. RAMANJANEYULU
6	B. PAWAN KALYAN NAIK
7	C. V.R. PRASAD
8	C. VEERASATHYAM NAIDU
9	D. NAVEEN
10	G. DINESH
11	G. NAGARAJA
12	G. PRAMOD
13	J. SANTHOSH KUMAR
14	K. HABEEB BAKASH
15	L. MOHAMMED LALKHAN
16	M. GURU GOVARDHAN
17	M. GURU VISHNU
18	M. SATHEESH
19	M. RAGHURAM
20	M. VAMSI
21	M. SAI
22	S. MAHAMMAD SUIL
23	N. ANAND KUMAR
24	N. KRISHNA BABU
25	P. MANIKANTESWAR REDDY
26	P. NAVEEN
27	P. AFZAL KHAN
28	P. IMRAN ALI KHAN
29	P. LAKSHMINARAYANA
30	S. SUDARSHAN
31	S. JAMAL
32	S. JAMAL BASHA
33	S. JAMEEL BASHA
34	S. MAHAMMAD ALI
35	S. MAHAMMAD AZARUDDIN
36	S. MAHAMMED GAFAR
37	S. HAMMAD SUHAIL
38	S. SHAFIYA ANJUM
39	S. SHAIKSHA VALI
40	S. SHIREEN
41	S. ASHRAF ALI
42	S. NOOR MAHADDAD
43	T. MAHESWARA
44	T. HEMANTH KUMAR
45	V. SURESH

NAME OF THE INSTITUTE

PUPIL'S ATTENDANCE REGISTER

FOR THE M

Sl. No.	Roll No.	Name of the Pupil	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1		A. Ganesh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2		A. Bhagyanama	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3		A. Anji	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4		B. Suman Kumar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5		B. Ramasrinivasulu	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6		B. Praveenkalyani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7		C. Venkata Ramana Prasad	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8		C. Veera Sathayama	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9		D. Navan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10		G. DINESH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11		G. NAGARAJA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12		G. PRAMOD	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13		J. Sanmohakumar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14		K. Habeeb Bin Khatib	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15		L. Mohammed Lalitha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16		M. Guru Gnanadev	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17		M. Guru Vichitra	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18		M. Sateesh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19		M. Raghuram	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20		M. Varma	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21		M. Sai	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22		Mohammad Subhan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23		N. Anand Kumar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24		N. Krishna Babu	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25		P. Manikant Swamy	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26		P. Navan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27		P. Afzal Khan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28		P. Purnanali Khan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
29		P. Lakshmi Narayana	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
30		P. Sudharshan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Number Present M																																
Daily E																																
Initials M																																
E																																

No. on Roll at the Beginning of month:

Admitted during the month:

Left No. on roll at the end of month:

No. of working days

NRB

CP

Certificate course

on

CORPORATE FINANCIAL ACCOUNTING

Organised by

Department of Commerce

From- 01-11-2022 to 18-12-2022

Duration of the course: 30 hours

Faculty information

N. Reddy Basha M. Com, AP.SET.

U. PRASAD. M. Com, AP.SET.

S. Sreenivasulu. M. Com.

Instructions to the students.

- 80% course attendance compulsory to get the certificate
- Students who will get 40% marks in the examination and they will eligible to get cert
-

Syllabus:Time: 30 Hrs

UNIT-I: Introduction to Accounting: Nature and Scope of Financial Accounting – Importance – Objectives - Generally Accepted Accounting Principles (GAAP) – Indian Accounting Standards and International Accounting Standards. (Theory only)

UNIT-II: Inflation Accounting: Definition - Limitations of Historical Accounting – Methods of Accounting for Price Level Changes - Current Purchasing Power (CPP) - Current Cost Accounting (CCA) - Gearing Adjustment. (Theory only)

Unit-III: Human Resource Accounting: Concept - Suggested Methods for Valuation of Human Resources - Advantages and Disadvantages of HR Accounting; Corporate Social Accounting - Concept and Objectives of Social Accounting - Social Accounting Measures.

Outcomes:

1. **Enhanced Decision-Making:** Understanding these concepts and methods equips stakeholders with better information for making informed decisions related to investments, resource allocation, and strategic planning.
2. **Improved Accountability:** Through standardized reporting practices (GAAP, Indian Accounting Standards, International Accounting Standards), organizations can demonstrate accountability to stakeholders by providing transparent and reliable financial information.
3. **Holistic View of Organizational Performance:** Incorporating inflation accounting, human resource accounting, and corporate social accounting provides a more comprehensive view of an organization's overall performance, not just financial outcomes.
4. **Strategic Planning and Risk Management:** Utilizing these accounting principles and standards enables organizations to better plan for the future, manage risks associated with inflation, human capital, and social responsibilities, and align their strategies with broader economic and social trends.



FEED BACK FORM

On
 Certificate Course: Corporate financial Accounting

Dear Participants,

We value your feedback on our certificate course, "_____"

Your input is essential to help us improve and better serve your educational needs.

Please take a moment to complete this questionnaire.

Please indicate tick mark among options mentioned against each question.

Name of the student: D.S.M.D. B.S.H.A. (optional)

Class: B.Com

S.No	Question	Strongly agree	Agree	Disagree	Strongly disagree
1.	The objectives of the course were clearly defined	<input checked="" type="checkbox"/>			
2.	Instructor was well prepared to the classes	<input checked="" type="checkbox"/>			
3.	Time allotted for the course was sufficient		<input checked="" type="checkbox"/>		
4.	The course objectives were met		<input checked="" type="checkbox"/>		
5.	Participation and interaction were encouraged		<input checked="" type="checkbox"/>		

Any other suggestions:

Certificate course examination paper

Title: Corporate financial accounting

1. _____ is a specialised branch of accounting that keeps track of a company's financial transactions.
 - A. Cost accounting
 - B. Management accounting
 - C. Financial Accounting.....
 - D. Corporate accounting
2. Financial accountancy is governed by _____.
 - A. local standards only
 - B. international standards
 - C. local as well as international accounting standards.....
 - D. company's internal top management only
3. _____ is the scope of financial accounting.
 - A. Collection and processing of data
 - B. Verifying or auditing data
 - C. Publishing data
 - D. All of the above.....
4. Which is not a benefit of financial accounting?
 - A. Maintaining systematic records
 - B. Protecting and safeguarding business assets
 - C. Historical in nature.....
 - D. Facilitates rational decision making
5. Which is not a limitation of financial accounting?
 - A. Inadequate information to fix up the price of products manufactured
 - B. Lack of data for comparison of cost of operation of the firm with other firms in the industry
 - C. The data available is historical in nature
 - D. Complies with the various legal requirements.....
6. The overriding purpose of financial accounting is to summarize financial activity in business in the _____.
 - A. profit and loss statement
 - B. balance sheet
 - C. cash flow statement
 - D. all of the above.....
7. _____ are the basis of the business's financial accounting.
 - A. Accounting records
 - B. Bookkeeping
 - C. Sales Volume
 - D. Both A & B.....
8. Financial accounting provides accounting information to the _____ though the information is useful for internal purposes also.
 - A. external users.....
 - B. internal users
 - C. company
 - D. competitors
9. Financial accounting reports to the _____ after the completion of the accounting year.
 - A. internal management
 - B. external parties.....
 - C. Media
 - D. rivals
- Financial accounting reports include _____.
 - A. profit and loss account
 - B. directors report
 - C. balance sheet and auditors report
 - D. all of the above.....
10. Financial accounting cover overall performance of the _____

- A. Competitors
 - B. Market
 - C. Company.....
 - D. Finance department
- 11. Financial accounting reports lay greater emphasis on the _____**
- A. objectivity of data.....
 - B. Flexibility of data
 - C. Relevancy of data
 - D. Subjectivity of data
- 12. Presentation of financial accounting reports is mandatory under the provisions of section 209 (1), 210 (1) and 216, 217 of _____**
- A. the business act 1956
 - B. the companies act 1956.....
 - C. the company act 1965
 - D. the company 2016
- 13. Financial accounting statements are subject to _____**
- A. Cost audit
 - B. Forensic audit
 - C. Statutory audit.....
 - D. Non statutory audit
- 14. The annual reports are to be prepared and published for circulation among the external end users such as _____**
- A. Company, competitors, contributors and colleagues
 - B. Customers, creators, collaborators and contractors
 - C. Government, competitors, owners and top management
 - D. shareholders, investors, bankers, debenture holders and creditors.....
- 15. _____ is a structured representation of the financial performance and financial position of a business and changes over a period of time.**
- A. Profit and loss account
 - B. Financial statement.....
 - C. Balance sheet
 - D. Internal audit
- 16. _____ are the components of financial statements.**
- A. profit and loss account and balance sheet
 - B. cash flow and fund flow statement
 - C. notes and schedules
 - D. All of the above....
- 17. _____ explain the financial position of the reporting entity at the end of the accounting period.**
- A. Balance sheet.....
 - B. Income statement
 - C. ledger
 - D. Notes & schedules
- 18. _____ helps to find out the profit made on loss sustained in a particular accounting period through transactions and events.**
- A. Income statement
 - B. Profit and loss account.....
 - C. Trading account
 - D. None of the above
- 19. _____ is not a primary source of long-term debt financing.**
- A. Accounts payable.....
 - B. Notes payable
 - C. Leases
 - D. Bonds
- 20. Cash flow is also known as _____**
- A. balance sheet flow
 - B. profit and loss account
 - C. fund flow statement.....
 - D. notes and schedules



GOVERNMENT COLLEGE, RAYACHOTY

Affiliated to Yogi Vemana University

Rayachoty - 51501



CERTIFICATE

This certificate declare

that B. Ramanyanayula

Class B.A. Com has successfully completed a certificate
course of 30 hours in Corporate Financial Accounting offered by
Department of Commerce from 01-11-2022 to 18-12-2022

C. Prasad

U. Prasad
Lecturer in Commerce
GDC, Rayachoty



Dr. P. Harshalatha Pankej

Dr. P. Harshalatha Pankej
Principal
GDC, Rayachoty



GOVERNMENT COLLEGE, RAYACHOTY

ACCREDITED BY NAAC WITH 'C' GRADE

Affiliated to Yogi Vemana University, Kadapa-516005

Rayachoty - 516269



DEPARTMENT OF ECONOMICS

CERTIFICATE - COURSE(2022-23)

INTERNATIONAL TRADE

To,
The Principal,
Government Degree College Rayachoty,

Date 27-10-22

Respected Madam,

Subject: Request for Certificate Course on International Trades

I believe that such a course would greatly enhance our knowledge and prepare us for global opportunities.

I kindly request your support in organizing this course. If feasible, could you please consider arranging sessions on topics like import-export procedures, trade regulations, and cross-cultural business practices? I am confident that this initiative would benefit all students and contribute to our holistic education.

Thank you for your attention to this matter. I look forward to your positive response.

PRINCIPAL
GOVT Degree College

Sincerely,



B.Eswaraiah

1	S.HUSSEN	
2	P.GANESH	
3	B.PRASAD	
4	B.NAGARAJ NAIK	
5	CK.ANIFI	
6	D.KAVITHA	
7	D.BHANU PRAKASH	
8	D. SREEKANTH	
9	D.BHANU PRAKASH	
10	E.AHOKE KUMAR	
11	G.RAMASH	
12	K.SIVAMANI	
13	M.SATHEESH KUMAR	
14	M.RUSESHWAR NAIDU	
15	M.PEDDANNA	
16	M.MAHESH	
17	M.RAMYA	
18	N.ESWAR	
19	P.VINOSH	
20	P.KARTHIK	
21	P.OBULREDDY	
22	P.VENKATESWARLLU	
23	R.RANGANAYAKULU	
24	S.ALIA	
25	SM.BADULLA	
26	S.VENKATESH	
27	S.DEVENDRA	
28	T.SREENI VASULU	
29	V.SIVAIAH	

INTERNATIONAL TRADES

Syllabus

The syllabus for an international trade certificate course can vary depending on the institution offering the program and its specific focus.

1. Introduction to International Trade:

- Globalization and its impact on trade

- The role of international trade in the global economy

- Major international trade organizations and agreements (e.g., WTO, NAFTA, EU)

2. International Trade Theory:

- Comparative advantage and its implications

- Theory of absolute advantage

- Trade barriers and their effects

3. International Trade Policy:

- Tariffs, quotas, and other trade restrictions

- Trade liberalization and its benefits

- Trade policy instruments and their implementation

Program out Comes

The outcomes of completing an international trade certificate course typically align with the objectives and are designed to equip participants with practical skills and knowledge necessary for success in global trade environments. Here are some common outcomes that participants can expect:

1. **Comprehensive Understanding of International Trade:** Participants will gain a thorough understanding of the theories, principles, and dynamics of international trade, including its economic, legal, and regulatory aspects.
2. **Proficiency in Trade Documentation and Procedures:** Participants will be proficient in navigating export and import documentation requirements, logistics processes, and customs procedures essential for international trade transactions.
3. **Knowledge of International Trade Regulations and Compliance:** Participants will understand international trade laws, regulations, and agreements, and be able to navigate compliance issues related to tariffs, quotas, and trade barriers.
4. **Skills in Trade Finance and Risk Management:** Participants will acquire skills in managing international payment methods, understanding foreign exchange markets, and applying trade finance options to mitigate financial risks.
5. **Development of Strategic Trade Capabilities:** Participants will develop strategic thinking and decisionmaking skills applicable to market entry, expansion, and competitive positioning in global markets.
6. **Application of Ethical and Sustainable Trade Practices:** Participants will understand the importance of ethical considerations and sustainability in international trade practices and apply these principles in their professional endeavours.
7. **Enhanced Professional Competencies:** Participants will enhance their negotiation, communication, and crosscultural competence skills relevant to international trade contexts.

Objectives of international trades

The objectives of an **international trade certificate** course typically include equipping participants **with the knowledge, skills, and competencies** necessary to understand and engage effectively in global trade activities. Here are some common objectives:

1. Understanding Global Trade Dynamics:

Gain a comprehensive understanding of the principles, theories, and practices of international trade.

Explore the economic, political, and cultural factors influencing global trade dynamics.

2. Navigating International Trade Regulations:

Learn about international trade laws, regulations, and agreements governing crossborder trade.

Understand the implications of tariffs, quotas, trade barriers, and trade agreements on global commerce.

3. Mastering Trade Documentation and Procedures:

Develop proficiency in export and import documentation processes.

Gain insights into logistics, shipping, and customs clearance procedures essential for international trade.

4. Enhancing Trade Finance and Risk Management Skills:

Acquire knowledge of international payment methods, foreign exchange markets, and trade finance options.

Learn strategies for managing financial risks associated with international trade transactions.

FEEDBACK FROM

Feedback from participants in a certificate course on international trade can provide valuable insights into the effectiveness of the program and areas for improvement. Here are some aspects to consider when collecting feedback from participants:

1. Course Content and Relevance:

Did the course cover relevant topics in international trade that were beneficial to your learning and professional development?

Were the concepts and theories explained clearly, and were practical examples provided to enhance understanding?

2. Quality of Instruction:

How effective were the instructors in delivering the course content? Did they demonstrate expertise in the subject matter?

Were the teaching methods engaging and interactive, such as case studies, discussions, or simulations?

3. Learning Experience:

Did the course meet your expectations in terms of learning outcomes and skill development in international trade?

Were there any specific aspects of the course that you found particularly valuable or areas that could be improved?

4. Course Materials and Resources:

Were the course materials (e.g., textbooks, handouts, online resources) comprehensive and useful for your learning?

Did the resources provided support your understanding of international trade concepts and practices?

5. Practical Applications and Assignments:

How effective were the practical exercises, assignments, or case studies in applying theoretical knowledge to realworld scenarios?

Did the course provide opportunities to practice skills relevant to international trade, such as trade documentation or negotiation?

6. Facilities and Logistics:

Were the facilities (e.g., classrooms, online platform) conducive to learning international trade concepts?

Was the logistical support (e.g., scheduling, technical support) sufficient and efficient throughout the course?

7. Networking and Collaboration:

Did the course facilitate networking opportunities with peers, instructors, or industry professionals in international trade?

Were there opportunities for collaboration and knowledge sharing among participants?

8. Overall Satisfaction:

On a scale of 1 to 5, how satisfied are you with the international trade certificate course overall?

What aspects of the course exceeded your expectations, and what areas do you think could be improved for future sessions?

Collecting structured feedback on these aspects can help course organizers and instructors understand participant perspectives, make informed decisions for course improvement, and ensure that future offerings meet the needs and expectations of learners interested in international trade.

Question on international trades

1. **Shifts in demand away from French products and toward U.S. products (caused by forces other than changes in the exchange rate) would result in:**
 - A) extra attempts to sell euros and buy dollars.
 - B) buy euros and sell dollars.
 - C) buy both euros and dollars.
 - D) sell both euros and dollars¹.
2. **Which of the following are in place when the government imposes limits on or requires approvals for payments related to some (or all) international financial investment activities?**
 - A) Adjustable pegs
 - B) Exchange controls
 - C) Capital controls
 - D) Official interventions¹.
3. **An increase in U.S. imports of goods and services from the European Union (EU) countries will result in:**
 - A) surplus of euros and shortage of U.S. dollars.
 - B) increase in the demand for euros and increase in the supply of U.S. dollars.
 - C) decrease in the demand for euros and decrease in the supply of U.S. dollars.
 - D) increase in the supply of euros and increase in the demand for U.S. dollars¹.
4. **Action to reverse the effect of official intervention on the domestic money supply is called:**
 - A) the gold standard.
 - B) a parallel market.
 - C) a crawling peg.
 - D) sterilization¹.
5. **Under a floating exchange rate system, everything remaining constant, an increase in European exports to Japan is most likely to result in:**
 - A) an appreciation of the euro visàvis the Japanese yen.
 - B) a decrease in the supply of euro in the foreign exchange market.
 - C) an appreciation of the Japanese yen visàvis the euro.
 - D) a decrease in the demand for euro in the foreign exchange market¹.
6. **Consider that Britain is trying to maintain a fixed exchange rate with respect to the U.S. dollar. However, the present situation in the foreign**

exchange market is conducive for the British pound to depreciate with respect to the U.S. dollar. Which of the following interventions will stem the pressures for depreciation of the pound?

- A) The government of Britain should sell pounds and buy dollars.
 - B) The government of Britain should do nothing, as a fixed rate cannot change.
 - C) The government of Britain should increase the country's money supply.
 - D) The government of Britain should buy pounds and sell dollars¹.
7. **With a clean float, the government allows the market to determine the exchange rate of a currency.**
8. **The U.S. dollar is called a "vehicle currency" because it is often used as an intermediary to accomplish trading between two other currencies.**
9. **Consider that Britain is trying to maintain a fixed exchange rate with respect to the U.S. dollar. However, the present situation in the foreign exchange market is conducive for the British pound to depreciate with respect to the U.S. dollar. The British government can:**
- A) sell pounds and buy dollars.
 - B) do nothing, as a fixed rate cannot change.
 - C) increase the country's money supply.
 - D) buy pounds and sell dollars¹.
10. **Which of the following is the main purpose of the World Trade Organization (WTO)?**
- A) To regulate global financial markets.
 - B) To promote sustainable development.
 - C) To facilitate negotiations on trade agreements.
 - D) To provide humanitarian aid to developing countries¹.

CERTIFICATE OF COMPLETION

This certifies that

S Hussen

Has successfully completed training in certificate course of international trade



[Handwritten Signature]

Signature of in charge

Academic year 2022-2023

[Handwritten Signature]

Principal

GOVT