## Certificate Course: Computer Skills Duration: 45 Days

#### **UNIT-1 Introduction**

Computer Definition - Characteristics and Limitations of Computer—Generations of Computer, Classification of Computers, Applications of Computer, Basic Components of PC, Computer Architecture - Primary and Secondary Memories- Input and Output Devices

#### UNIT-2 MS Word

Word Processing – Features-Advantages and Applications- Parts of Word Window-Toolbar- Creating, Saving, Closing, Opening and Editing of a Document-Moving and Coping a Text- Formatting of Text and Paragraph- Bullets and Numbering-Find and Replace - Insertion of objects-Headers and Footers- Page Formatting- Auto Correct-Spelling and Grammar- Mail Merge- Macros

#### UNIT-3 MS Excel

Features – Spread Sheet-Workbook – Cell-Parts of a window-Saving, Closing, Opening of a Work Book – Editing – Advantages – Formulas- Types of Function-Templates – Macros – Sorting- Charts – Filtering.

## GOVERNMENT DEGREE COLLEGE, RAYACHOTY COMPUTER SKILLS - CERTIFICATE COURSE DEPARTMENT OF COMPUTER SCIENCE / APPLICATIONS NON-COMPUTER STUDENTS

	45 04 3033
DUDATION , AT DAVC	FROM 01-03-2022 TO 15-04-2022
DURATION: 45 DAYS	FROM 01-03-2022 10 10 1

S.NO	NAME OF THE STUDENT	COURSE	SEMESTER
1		I BA HEP	11
	AKUMALLA SARADA HUSSAIN	I BA HEP	11
2	ANAPARTHI GANESH		ii
3	BEEDAM PRASAD	I BA HEP	
4	DERANGULA KAVITHA	I BA HEP	II
5	ERRI ASHOK KUMAR	I BA HEP	11
6	MANDEM PEDDANNA	I BA HEP	11
7	PITLA KARTHIK	I BA HEP	II
8	THOTA SREENIVASULU	I BA HEP	II
9	PATHAN KHADAR KHAN	I BA HPU	II
10	SHAIK ARIF	I BA HPU	II
11	SHAIK BADULLAH	I BA HPU	II
12	SHAIK HAMEED VALI	I BA HPU	Ш
13	SHAIK IMTIYAZ BASHA	I BA HPU	II
14	SHAIK MANSOOR	I BA HPU	11
15	SHAIK MOHAMMED	I BA HPU	, II
		_ (A Guh	alm.

GOVT. DEGREE COLLEGE RAYACHOTY

#### GOVERNMENT DEGREE COLLEGE, RAYACHOTY COMPUTER SKILLS - CERTIFICATE COURSE DEPARTMENT OF COMPUTER SCIENCE / APPLICATIONS NON-COMPUTER STUDENTS **DURATION: 45 DAYS** FROM 16-04-2022 TO 30-06-2022 S.NO NAME OF THE STUDENT COURSE SEMESTER MALLURU LAKSHMI DEVI I BCOM GEN Ш 2 PALLAPU RAMANAIAH I BCOM GEN Ш 3 PASUPULETI RAJU KUMAR I BCOM GEN Ш PATHIKA NARASIMHULU II I BCOM GEN 5 SHAIK MANSOOR Ш I BCOM GEN 6 SHAIK NAMAZ VALI I BCOM GEN Ш DASARI VEERA MALLESWARI I BSC BZC Ш 8 LEBAKU SYAM CHANDU I BSC BZC Ш SANKARAPU VENUGOPAL I BSC BZC Ш SHAIK SHABEENA I BSC BZC Ш 10 II SYED SYED BASHA I BSC BZC 11 BUSAPOGULA VISHNU VARDHAN I BSC BZC Ш 12 I BSC BZC Ш CHENNURU ASWINI 13 **GUNDRE KEERTHANA** I BSC BZC II 14 I BSC BZC 15 GANJI DEEPAK

PRINCIPAL GOVT. DEGREE COLLEGE RAYACHOTY CAGula My

## COVERNMENT DECREE COLLECE, RAYACHOTY

Accredited by NAAC at 'C' Level



## CERTIFICATE

This is to certify that Mr/Miss	
S/o, D/o	
Studying	has successfully completed the Certificate Course in Computer Skills
conducted by the Department of Co	omputer Science / Applications during the Academic Year 2021-2022.
Co-ordinator	Principal

PRINCIPAL
GOVT. DEGREE COLLEGE
RAYACHOTY

## GOVERNMENT DEGREE COLLEGE, RAYACHOTY

Certificate Course

on

Household electrical appliance repairs

#### **Syllabus**

#### Unit:1

Introduction to the electrical accessoriess, tools and Terminology (6hours)

Switch, Holder, Regulator, Sockets, Fuse, MCB, Electrical boxes, Types of pipes, Clamps, Plug, Adapter, Cutting Plier, Tester, Screw driver, Stripper, Pipe rinch.

#### Unit:2

Electricity and Electrical wiring (12 hours)

Voltage, Current, Resistance, Capacitance, Inductance, Electrical conductors and Insulators, Ohm's law, Series and parallel combinations of resistors, Direct current and alternating current, Types of wires, Gauges of wire, Wiring, Types of Wiring, Board Wiring, House Wiring, House Wiring, Inverter Wiring.

#### Unit:3

Minor repairs in Fan, Inverter, Tube light Frame (8 Hours)

Unit 4:

Safety working techniques and precautions (4 Hours)

12. KIRAN KUMAR

PRINCIPAL
Govt. Degree College
Rayachoty.

List of the students successfully completed the course
The course was conducted from 01-06-2021 to 06-07-2021

Total No of students completed course: 15

S.NO	Name of the Student
1	SAI HARI HARAN
2	ASHOK KUMAR
3	VENKATA SIVA SAI KALYAN
4	RAJA SEKHAR
5	VENKATA RAJESH
6	APSA
7	BAVADDIN
8	LALITHA
9	MOHAMMED RAFI
10	AKHIL AHAMMAD
11	MAHESH
12	VENKATA PRASAD
13	VENKATA PRASAD
14	DRUTHI
15	SUPRIYA

Govt. Dogree College Rayachoty.

# GOVERNMENT DEGREE COLLEGERAYACHOTY DEPARTMENT OF BOTANY CERTIFICATE COURSE

#### ON

Plant Tissue Culture AndIt'sbiotechnological Applications

#### Syllabus

#### Unit -1 :-Plant Tissue Culture-1

1. History of Plant Tissue Culture – Basic Principles of Plant Tissue Culture, Meristem Culture, Organ Culture, Totipotency Of Cells, Differentiation And Dedifferentiation.

- 2. Methodology Sterelization (Physical And Chemical Methods), Culture media, Murashige and Skoog's (MS Medium), Phytohoromones, Medium for Micro-Propagation/ Clonal Propagation of ornamental and horticulturally Important Plants.
- 3. Callus subculture maintenance, growth measurements, morphogenesis in callus culture-Organogenesis, Somatic Embryogenesis.

## Unit - 2:- Plant tissue culture -2

- Endosperm culture Embryo culture culture requirements applications, embryo rescue technique.
- 2. Production of secondary metabolites.
- 3. Cryopreservation, Germplasm conservation.

PRINCIPAL Govt. Degree College Rayachoty. List of the students successfully completed the course

The course was conducted from 01/10/2021 to 02/11/2021

Total No. of students completed course:-15

S.NO	NAME OF THE STUDENT	
1	S.Irfanbasha	
2	S.Akbarbasha	
3	S.Yasar	
4	G. Praveen kumar	
5	N. Satheeshkumar	
6	B.Raghavalu	
7	M.Reddappa Reddy	
8	B.Saikumar	
9	M.Rammohan	-
10	C. Shameer	-
11	G. Hajira	-
12	D. Praveen kumar	-
13	G. Venkataramana	-
14	M. Sravani	-
15	P.Vanitha	

Signature of the lecturer

Signature of the Dept.incharge

PRINCIPAL Govt. Degree College Rayachoty.

Multine principal

## GOVERNEMENT DEGREE COLLEGE RAYACHOTY CERTIFICATE COURSE

#### ON

QUALITATIVE ANALYSIS OF COLD DRINKSAVAILABLE IN MARKET

Syllabus

UNIT-1

Introduction – Theory -apparatus-chemicals required -detection of PH-test for carbon dioxide-test for glucose (Fehling solution test)-test for alcohol – test for sucrose.

#### UNIT-2

Result analysis of findings in qualitative analysis of cold drinks – dis advantages of colds drinks – advantages (uses) of cold drinks available in market. coco cola, thump sup ,Pepsi, Fanta and Mazza etc.

Bibliography www.google.com www.wikipedia.com

Lee in chunky

PRINCIPAL Govt. Degree College Rayachoty.

## List of the students successfully completed the course

The course was conducted from 01-09-2021 to 05-10-2021

Total No of students completed course: 15

S.No.	Name of the Students	Class	Remarks
1	C. NagaVeni	II B.Sc. BZC	T.C.T.C.T.C.
2	C. Maneesha	II B.Sc. BZC	
3	C. Uday Kiran	II B.Sc. BZC	
4	D. Praveen Kumar	II B.Sc. BZC	-
5	G. Venkata Ramana	II B.Sc. BZC	
6	G. Nageswara	II B.Sc. BZC	
7	M. Sai Bhargava	II B.Sc. BZC	
8	M. Sravani	II B.Sc. BZC	
9	M. Siva Sankar	II B.Sc. BZC	
10	P. Md. Rafi	II B.Sc. BZC	
11	P. Snehalatha	II B.Sc. BZC	
12	P. Vanitha	II B.Sc. BZC	
13	S. Faheena	II B.Sc. BZC	
14	S. Rubeena	II B.Sc. BZC	
15	S. Nageswari	II B.Sc. BZC	

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PRINCIPAL
Govt. Degree College
Rayachoty.

## GOVERNMENT DEGREE COLLEGE RAYACHOTY

#### DEPARTMENT OF COMMECRE

**CERTIFICATE COURSE: 2021-22** 

#### ON

## MANAGERIAL ECONOMICS

#### **Syllabus**

#### Unit 1 - Nature and Scope of Managerial Economics:

Objective of the Firm- Profit and wealth Maximization. Fundamental Concepts-Opportunity cost, Discounting principle, and time Perspective.

#### Unit 2 Consumer Behavior:

Determination of demand; Demand function; Indifference curve analysis: Characteristics of Indifference Curve and Consumer's Equilibrium; Types of Demand Elasticity.

#### **Unit 3 Production and Cost:**

Production function, Concept of production, isoquants ridge lines, is cost lines, Expansion path and multi product firm, Cobbe-Douglas. Cost function: Classification of Costs, incremental cost, its relevance in decision making, short run and long run cost functions. Law of Variable proportion.

List of the students successfully completed the course the course was conducted from – 01-10-2021 to 02-11-2021

## Total No. of students completed course: - 49

s.no	Name of the student		
01	A. CHANDU		
02	B. MANOJ		
03	D. NAGA SEKHAR		
04	G. BALAKRISHNA		
05	K. JANARDAN KUMAR		
06	M. CHANDU		
07	M. MAHESWAR REDDY		
08	VENKATA SIVA PRASAD		
09	K. MAHESH KUMAR		
10	M. HARISH KHAN		
11	S. ZAID KHAN		
12	S. QUTIBUDDIN		
13	S. SHARUQ KHAN		
14	S. ABBAS		
15	S. AKBAR SUIL		
16	S. ARIF BASHA		
17	S. HABEEB		
18	S. HASEEB		
19	SMD. WASHEEM AKRAM		
20	S. MASOOD BASHA		
21	S. SHENSHAVALI		
22	S. MAHAMMAD ALI		
23	B. GANESH		
24	B. SULTAN		
25	B. SAI KUMAR		
26	B. KIRAN KUMAR NAIK		
27	C. HARI BABU		
28	C. BHASKAR		
29	C. VIDYA SAGAR		
30	C. GANESH		
31	D. SAHADEVA		
32	D. CHANDRA SEKHAR		

33	G. SREERAM		
34	G. NAGANJULU		
35	J. KALYAN		
36	M. VAMSI		
37	M. PRAVEEN		
38	P. DEVENDRA		
39	P. NAVEEN		
40	P. PRANAV		
41	T. BHASKARA		
42	U. MASTANACHARI		
43	V. JAMUNA		
44	V. SAI TEJA		
45	V. JAGADEESH KUMAR		
46	V. SAMBU PRASAD		
47	S. AYESHA		
48	S. ALLABAKASH		
49	S. NAGENDRA		

Signature of the lecturer

Signature of the Dept.incharge

Signature of the Principal

Govt. Dogree College Rayachoty.

#### GOVERNMENT DEGREE COLLEGE , RAYACHOTY

#### **CERTIFICATE COURSE**

ON

#### DISCRETE MATHEMATICS

#### **SYLLABUS**

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

UNIT II - Relations: Properties - Equivalence Relations - Partial order relations and partially ordered sets - Semi groups and monoids - Sub semi - groups and Submonoids - Homomorphism of Monoids and Semi groups.(15 HOURS)

List of students successfully completed the cource

The course was conducted from 01-06-2021 to 06-07-2021

Total number of students completed the course:10

S.NO.	Name of the student
1	S.SREEDHAR REDDY
2	S.MUNEERA
3	P.NANDAKUMAR REDDY
4	M.SAI
5	S.MAZEEDA
6	V.NAGEESWARA
7	V.SAI
8	S.SUHEL
9	P.SATISHKUMAR
10	T.TIRUMALESH

Govt. Degree College Rayachoty. 这世



## **GOVERNMENT DEGREE COLLEGE**

RAYACHOTY - 516269, KADAPA DISTRICT. (A.P.)

(Accredited with C by NAAC)

Proposal for

## **Certificate Course in Apiculture**

Department of Zoology 2021-22

Department of Zoology Govt.Degree College,Rayachoty,Kadapa,(Dist)A.P. 2021-22

#### **Table of Contents**

S.no	Name of the Item	Page nos. From to
1	Department staff resolution for offering the course	03
2	Course Proposal	04-06
3	Staff Resolution for the nomination of Course coordinator	07
4	Proceedings of the Principal	08
5	Notification for the Admissions	09
6	Admission application	10
7	List of students	11-13

Ryachoty, 07-10-2021.

#### **Departmental Staff Resolution**

The Dept. of Zoology, Govt.Degree College, Rayachoty have met in the Departmental Staff room on 07-10-2021 at 2.00 p.m. and made the following resolutions unanimously.

- 1. It is resolved to conduct a 40 hour Certificate Course in Apiculture.
- 2. The Certificate course shall be conducted daily from 4.00 p.m. to 5.00 p.m.
- 3. The certificate course is conducted for the benefit of the UG & PG students of this college and outsiders.
- 4. The following faculty member of the Department shall act as resource person.

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

905.10.202

Govt. OFGRIT COLLEGE

Department of Zoology Govt.Degree College,Rayachoty,Kadapa,(Dist)A.P.

#### PROPOSAL 2021-22

- 1. Title of the Course: Certificate Course in Apiculture
- 2. Pre-requisites: Intermediate or Graduate

#### 3. Need of the Course:

- Kadapa district is a semi arid area. This type of area has many positives to adopt the horticulture.
- Honey bees collecting the sap from flowering plants. And also transfer the pollen from one plant to another. This is very helpful to these plants
- When the deftly skills in this culture nurture by the students this may leads to a livelihood and becomes a lucrative course.
- Pure honey has demand in the market. Honey is using in preparing medicines, rituals and also a healthy food.

#### 4. Target Group:

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

#### 5. Aim of the Course:

This certificate course is designed as a lucrative course and augmenting the livelihood capacity of the students.

#### 6. Course Objectives:

- To obtain knowledge identify the good species in honeybees.
- Skill of extracting mechanism and using of the instruments.
- To know about different types of water treatment plants.
- To understand sampling protocols for various chemicals and materials.

#### 7. Expected Learning Outcomes:

❖ Upon successful completion of this course, the student should be able to: □
Explain what they need in order to get started in beekeeping

#### 8. Course Design:

Eligibility

: Intermediate/Graduate

Course Duration

: 40 hours

Resource Person

: Faculty member in the Dept. of Zoology.

#### 9. Course Content:

#### Chapter -1

#### Introduction/Basics of Apiculture (12 hours)

- 1.1.1.Definition, Scope of Apiculture, Honey Bee Classification, Bee Colony
- 1.1.2 .Present status of Apiculture in India
- 1.1.3. Types of Honey Bees, Bee Colony ,Mouth parts, Fore legs, Mid Legs, Hind Legs, Wings, Sting

#### Chapter-2

#### Artificial hive structure (10 hours)

- 2.1.1. Bee Keeping, Honey bee nests, Ancient hives, Traditional hives
- 2.1.2 . Primitive Hives, Modern Hives
- 2.1.3. Producing high yielding varieties of Hone Bees

#### Chapter-3

#### Essential Equipement's & Honey Bees Management. (8 hours)

- 3.1.1.Bee-Keeping Equipments, Honey Extractor, Comb, Smoker, Hive types.
- 3.1.2. Honey Bees Management.

#### Chapter-4

#### Honey Bees-Insecticide poisoning

4.1.1.Insecticide effected Honey Bee's Characters.

- 4.1.2. Precautions to reduce the Insecticide effect on Honey Bees.
- 4.1.3. Caring of Insecticide effected Colonies.

#### Chapter-5

#### Diseases to Honey bees &Marketing strategies (10hours)

- 5.1.1 .Pests and Parasites, Bacterial diseases ,Fungal diseases, Viral diseases and its treatment , Preventive measures.
- 5.1.2. Uses of Honey
- 5..1.3..Marketing strategies of Honey

#### **List of Practicals**

- 1.Identification of different bee species.
- 2. Processing of Honey Extraction.

#### 1. Course Evaluation

- a. Offline Examination Method
  - i. MCQ 20%
  - ii. Assignments 20% [ Cumulative]
- b. OFF LINE Examination Method
  - i. Mid-term test 20%
  - ii. Semester-end examination 40%

#### 2. Suggested Readings

- a. Economic zoology by Dr. Armugam Saras publication.
- b. Economic zoology by G.S. Shukla & V.B. Upadhyay

Department of Zoology Govt.Degree College,Rayachoty,Kadapa,(Dist)A.P. 2021-22

#### Departmental Staff Resolution

Rayachoty, 07-10-2021.

Department of Zoology, Govt.Degree College, Rayachoty have met in the Departmental Staff room on 07-10-2021 at 2.00 p.m. and made the following resolutions unanimously.

- The Board of Studies has approved the Departmental proposal to offer a 40 hour Certificate course in Zoology. Hence it is resolved to start the course in November, 2021.
- It is unanimously resolved to nominate Dr.M.Muniya Naik as the Course Coordinator for the year 2021-22. Hence the Principal is requested to issue Proceeding for the nomination.
- 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.
- 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 IN ZOOLOGY.

Govt. DEGREE COLLEGE

Department of Zoology
Govt.Degree College,Rayachoty,Kadapa,(Dist)A.P.
2021-22

#### Proceedings of the Principal

Principal is pleased to appoint Dr.M.Muniya Naik, Lecturer in Zoology as a coordinator and instructor for Apiculture certificate course

It is hereby informed that as per the BOS meeting held in 08-07-2021 I am directed to the Course coordinator give the notification for admission of students and other denizens of Rayachoty in Apiculture certificate course.

PRINCIPAL GOVT. DEGREE COLLECT RAYACHOTY

Department of Zoology Govt.Degree College,Rayachoty,Kadapa,(Dist)A.P.

2021-22

#### Notification for Admission

09-10-2021

Applications are invited from the eligible candidates for admission into the Certificate Course in Apiculture for the year 2021-22

Eligibility: Intermediate/Graduate in any discipline.

**Duration of Course: 40 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 Apiculture, Department of Zoology, Govt. Degree College, Rayachoty, Kadapa,(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: 14-10-2010

Class Details: Classes of the course shall be conducted on working days between 15-10-2021 and 18-12-2021, daily one hour from 4.00 pm to 5.00 pm.

Govt.Degree GONETe Practical Hot C. Rada for, (Dist) A.P.

Department of Zoology Govt.Degree College,Rayachoty,Kadapa,(Dist)A.P.

2021-22

#### **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	

10

## Certificate Course in Apiculture Department of Zoology Govt. Degree College, Rayachoty.

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mor	01	OLL	·u	ans.

List of Students				
Admission number	Name of the student	Address	Signature of the student	
01	P.Mahammad Rafi	Crovt. Deglee college	P-Mahammad Rafi	
02	S-Mohammad Suhail	G.D. C. Rayach	S. Suhail.	
03	D.praveen Kumar	6.0.C Rayachoty.	Opale en 12 umat	
04	M. Siva Sankag	GDC RayackoTY GDC. REYACHOTY	M- Siva Santag	
05	S. Rafi Ruddin	und year bec	s-fatilidan	
06	T. Saj Kiran	C.D.c Rayacusty	Tolokiney	
07	<ul> <li>day kiran</li> </ul>	SDC Rejactory	2. Uday Kilan	
08	B. Obulesu	GLDC, Kayachoty	B. On real	
09	M. Sai Harzala	The year BZC	M. Jai blot	
10	M. Sai Hoosala C. SHAMEER	UNDE Rayorhosy	5. Shoned>	
11	C. Maneesha	GDC Razachotz	C.Mos	
12	P. Sneha Latha	GIDE Royanholy	P. Sncholatha	
13	S. Magerwari	Apr Rayachoty	S. Nogewan'	
14	G. Gravani	Gipe Rayachoty Byon Ric	G' Sravani	
15	M. Sravani	GCC Royadoly Trycor Bzcr	MiSravani	
16	Y Nagaveni	II year B.Z.C	y vagaveni	
17	p.vanilha	2rd you B.Z.C	P. Vanitta	
		U		

Govt. DEGREE COLLEGE EAYACHOTY - 516 269

GOVT. DEGREE COLLEGE

RAYACHOTY

12

## Govt. Degree College **RAYACHOTY**





## Certificate of Completion

Thi	s is to Certify that Sri/N	/lr/Mrs/Miss			
of	has successfully completed the Certificate/				
Diploma/Advance	ed—Diploma——Cour	se with	hours in		
conducted by the Department/Wing					
of	Zoology	_Govt. Degree C	College, Rayachoty,		
during the academic year					
Course Coordinator	Dept/Wing LECTION OF THE COLLEGE Government of the College	IQAC Coordinator	Principal		