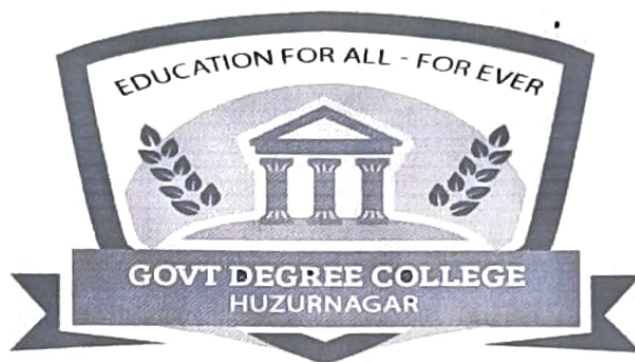


**Government Degree College, Huzurnagar  
Suryapet Dist. Telangana State.**



**Certificate Course  
on  
Basic Communication Skills in English**

**DEPARTMENT OF ENGLISH**

**Academic Year - 2015-2016**

Date: 30/07/2016.

To,  
The Principal,  
GDC, Huzurnagar,  
Suryapet Dist., Telangana State.

Respected Sir,

**Sub:-** Seeking Permission to conduct a Certificate Course on " **Basic Communication Skills in English**" Request -Reg.

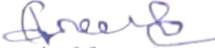
\* \* \*

With the subject cited above The Department of English is going to conduct a Certificate course on **Basic Communication Skills in English** for the second year students Dated from 02/08/2016 to 10/09/2016. So, Please give me Permission to conduct successfully for the benefits of students. .

Thanking you sir

  
**PRINCIPAL**  
Govt. Degree College  
Huzur Nagar- 508 204,  
Suryapet Dist, TELANGANA

Yours Sincerely

  
A. Naresh

Lecturer in English


**Government Degree College, Huzurnagar**  
Suryapet Dist. Telangana.


**Department of English**

**Circular**

Date: 30/07/2016

All the Second year students are here by informed that the Department of English is going to conduct a certificate course on Basic Communication Skills in English. Dated from 02/08/2016 to 10/09/2016 (30 Hrs). Hence who are interested to join the certificate course enrol your names in the department of English.

  
PRINCIPAL  
Govt. Degree College  
Huzur Nagar- 508 204,  
Suryapet Dist, TELANGANA

  
Dept. Of English


**Govt. Degree College Huzurnagar, Suryapet Dist.**


**Certificate course on  
Basic Communication Skills in English**

**Academic Year- 2015-2016**

**Participants List**

S.No	Name of the Candidate	H.T.No.	Class	Sign
1	K.LEELAVATHI	4117-14-445-502	BZC II YEAR	K.Leelavathi
2	P. MARIYAMMA	4117-14-445-503	BZC II YEAR	P.Mariyamma
3	U.RAJESHWARI	4117-14-445-505	BZC II YEAR	U.Rajeshwari
4	G.THIRUPATHAMMA	4117-14-445-508	BZC II YEAR	G.Tirupatamma
5	SK. RAHEEM PASHA	4117-14-445-511	BZC II YEAR	SK. Raheempasha
6	K.SIRISHA	4117-14-441-501	MPC II YEAR	K. Shirisha
7	V.NAGARAJU	4117-14-445-502	MPC II YEAR	V. Nagaraju
8	G.MOUNIKA	4117-14-401-505	B.COM. II YEAR	G.Mounika
9	G.SIREESHA	4117-14-401-507	B.COM. II YEAR	G. Sireesha
10	P.ASHOK	4117-14-401-508	B.COM. II YEAR	P. Ashok
11	N.SHIVA KRISHNA	4117-14-401-511	B.COM. II YEAR	N. Shiva
12	L.LAXMI	4117-14-129-501	B.A. II YEAR	L. Laxmi
13	L.ASHWINI	4117-14-129-504	B.A. I IYEAR	L. Ashwini
14	M.PUSHPA	4117-14-129-506	B.A. I IYEAR	M. Puspha
15	B.SANDHYA	4117-14-129-508	B.A. I IYEAR	B. Sandhya
16	T. GOPINATH	4117-14-129-518	B.A. I IYEAR	T. Gopinath
17	A. NARESH	4117-14-129-519	B.A. I IYEAR	A. Nareesh
18	B.SRINIVAS	4117-14-129-522	B.A. I IYEAR	B. Srinivas

  
Dept. Incharge

  
Principal  
PRINCIPAL  
Govt. Degree College  
Huzur Nagar- 508 204,  
Suryapet Dist. TELANGANA

# **Government Degree College, Huzurnagar Suryapet Dist. Telangana State.**

## **DEPARTMENT OF ENGLISH**

### **Basic Communication Skills in English**

#### **Syllabus:-**

- 1. Introduce Yourself**
- 2. Tense & Aspect**
- 3. Describing A Person, Place & Objective**
- 4. Role Play**
- 5. Just A Minute**
- 6. Making a Request Accept/Decline**
- 7. Group Discussion**
- 8. Directions & Instructions**
- 9. Process Making**
- 10. Review of a film & a Book**

**Government Degree College, Huzurnagar  
Suryapet Dist. Telangana State.**

**DEPARTMENT OF ENGLISH**

**Basic Communication Skills in English**

**Course Objectives:-**

- To Improve communication in English for students from Telugu Medium background.
- To get rid of fear towards English language.
- To make the students confidence to face competitive Examinations.
- To prepare the students for participate in co-curricular activities.
- To make the students as effective speakers.
- To improve the performance of students
- To prepare the students with employability skills.

**Government Degree College, Huzurnagar  
Suryapet Dist. Telangana State.**

**Basic Communication Skills in English**

**Course Outcomes:**

Communication skills are vital to a student academic success. At all levels of education, Clear communication about the skills and knowledge, objective vocabulary in words while communicating with interviewers, confident physical expressions help students to get a job after the completion of the degree. That's how effective communication makes a difference in the personality of students. Many students face communication problems in the interview that's why learning and improved communication help them to build a career in their respective fields.



**Department of English**

**GOVERNMENT DEGREE COLLEGE, HUZURNAGAR  
Dist. Suryapet (Telangana State)**



**Certificate of Participation**

this is to certify that Mr/Ms.

*R. Leelavathi*

of class BZC- II Year has Participated in Certificate course on "Basic Communication Skills in English" Organized by Department of English From 03 August 2015 To 31 August 2015.

HEAD OF THE DEPARTMENT

PRINCIPAL



**Government Degree College, Huzurnagar  
Suryapet Dist. Telangana State.**



**Certificate Course  
on  
Basic Communication Skills in English**

**DEPARTMENT OF ENGLISH**

**Academic Year - 2016-2017**

Date: 30/07/2016.

To,  
The Principal,  
GDC, Huzurnagar,  
Suryapet Dist., Telangana State.

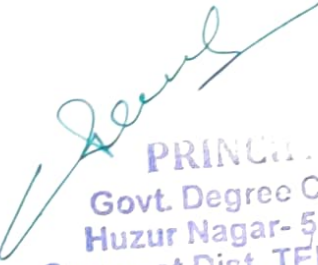
Respected Sir,

**Sub:-** Seeking Permission to conduct a Certificate Course on " **Basic Communication Skills in English**" Request -Reg.

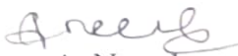
\* \* \*

With the subject cited above The Department of English is going to conduct a Certificate course on **Basic Communication Skills in English** for the second year students Dated from 02/08/2016 to 10/09/2016. So, Please give me Permission to conduct successfully for the benefits of students. .

Thanking you sir

  
PRINCIPAL  
Govt. Degree College  
Huzur Nagar- 508 204,  
Suryapet Dist, TELANGANA

Yours Sincerely

  
A. Naresh

Lecturer in English

**Government Degree College, Huzurnagar**  
Suryapet Dist. Telangana.

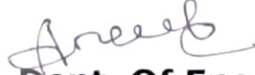
• **Department of English**

**Circular**

Date: 30/07/2016

All the Second year students are hereby informed that the Department of English is going to conduct a certificate course on Basic Communication Skills in English. Dated from 02/08/2016 to 10/09/2016 (30 Hrs). Hence who are interested to join the certificate course enrol your names in the department of English.

  
**PRINCIPAL**  
Govt. Degree College  
Huzur Nagar- 508 204,  
Suryapet Dist. TELANGANA

  
**Dept. Of English**

# **Government Degree College, Huzurnagar Suryapet Dist. Telangana State.**

## **DEPARTMENT OF ENGLISH Basic Communication Skills in English**

### **Syllabus:-**

- 1. Introduce Yourself**
- 2. Tense & Aspect**
- 3. Describing A Person, Place & Objective**
- 4. Role Play**
- 5. Just A Minute**
- 6. Making a Request Accept/Decline**
- 7. Group Discussion**
- 8. Directions & Instructions**
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- 10. Review of a film & a Book**

**Government Degree College, Huzurnagar  
Suryapet Dist. Telangana State.**

**DEPARTMENT OF ENGLISH**

**Basic Communication Skills in English**

**Course Objectives:-**

- To Improve communication in English for students from Telugu Medium background.
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- To make the students as effective speakers.
- To improve the performance of students
- To prepare the students with employability skills.

**Government Degree College, Huzurnagar  
Suryapet Dist. Telangana State.**

**Basic Communication Skills in English**

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Communication skills are vital to a student academic success. At all levels of education, Clear communication about the skills and knowledge, objective vocabulary in words while communicating with interviewers, confident physical expressions help students to get a job after the completion of the degree. That's how effective communication makes a difference in the personality of students. Many students face communication problems in the interview that's why learning and improved communication help them to build a career in their respective fields.


**Govt. Degree College, Huzurnagar, Suryapet Dist.**

**Certificate course on  
Basic Communication Skills in English**

**Academic year 2016-2017  
Participants List**

S.No.	Name of the Candidate	H.T. No.	Class	Sign
1	N.NAGAMANI	4117-15-445-502	BZC II YEAR	N. Nagamani
2	B.RAMU	4117-15-445-506	BZC II YEAR	B. Ramu
3	K.TRIVENI	4117-15-445-507	BZC II YEAR	K. Triveni
4	M.MAHESH	4117-15-445-509	BZC II YEAR	M. MAHESH
5	A.RAMESH	4117-15-441-502	MPC II YEAR	A. Ramesh
6	A.HARIKRISHNA	4117-15-401-502	B.COM II YEAR	A. Hari Krishna
7	G.NAGAMANI	4117-15-129-501	B.A. I IYEAR	G. Nagamani
8	K.KANAKA LAXMI	4117-15-129-502	B.A. I IYEAR	K. Kanaka Laxmi
9	J.DILEEP	4117-15-129-504	B.A. I IYEAR	J. Dileep
10	K. SAIKUMAR	4117-15-129-509	B.A. I IYEAR	K. SAIKUMAR
11	G.SRAVANI	4117-15-129-511	B.A. I IYEAR	G. Sravani
12	J.ANUSHA	4117-15-129-514	B.A. I IYEAR	J. Anusha
13	G.SIREESHA	4117-15-129-518	B.A. I IYEAR	G. Sireesha
14	K.SRINU	4117-15-129-520	B.A. I IYEAR	K. Srinu
15	K.GOPI	4117-15-129-528	B.A. I IYEAR	K. Gopi

  
**Dept. Incharge**

  
**Principal**  
PRINCIPAL  
Govt. Degree College  
Huzur Nagar- 508 204,  
Suryapet Dist. TELANGANA

**GOVERNMENT DEGREE COLLEGE, HUZURNAGAR  
Dist. Suryapet (TS)**



**Certificate of Participation**

This is to certify that Mr/Ms.

*R. Saikumar*

of class B.A. - II Year has Participated in Certificate course on "Basic Communication Skills in English" Organized by Department of English From 02 August 2016 To 10 September 2016.

**HEAD OF THE DEPARTMENT**

**PRINCIPAL**



**Govt. Degree College, Huzurnagar  
Suryapet Dist. Telangana State.**



**Dept. of Political Science**

**Certificate Course on**

**Legal Literacy**

**2017-2018**

Date: 16/10/2017

To,  
The Principal,  
GDC, Huzurnagar,  
Suryapet Dis., Telangana State.

Respected Sir,

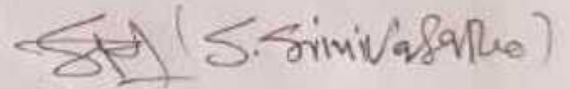
**Sub:-** To Introduce a Certificate Course on " Legal Literacy "

In our college Reg. Reg.

\* \* \*

The Department of Political Science is planning to conduct a Certificate course on **Legal Literacy** for B.A. B.com & B.sc students Dated from 21/10/2017 to 29/11/2017. So, Please permit me to conduct successfully.

Yours Sincerely

 (S. Srinivasulu)

Dept. of Political Science

A - sheet  
PRINCIPAL  
Govt. Degree College  
Huzur Nagar- 508 204,  
Suryapet Dist. TELANGANA


**Govt. Degree College, Huzurnagar  
Suryapet Dist. Telangana State.**

**Department of Political Science**

**Notice**

**Date: 16/10/2017**

It is informed to the students that the Department of Political Science is going to conduct certificate course on Legal Literacy. Dated from 21/10/2017 to 29/11/2017. Hence who are interested to join the certificate course enrol their names in the department of Political Science.



**Dept. of Political Science**

*A- Shakti*

**PRINCIPAL**  
Govt. Degree College  
Huzur Nagar-508 204,  
Suryapet Dist. TELANGANA


Govt. Degree College, Huzurnagar, Suryapet Dist.

Certificate course on

**Legal Literacy**

2017-2018

S.No	Name of the Candidate	H.T.No.	Class	SIGN
1	A.SWAPANA	1604-4117-129-502	B.A. II YEAR	A. Swapana
2	B. VANAJA	1604-4117-129-503	B.A. II YEAR	B. Vanaja
3	B. VINODA	1604-4117-129-504	B.A. II YEAR	B. Vinoda
4	D. KALYANI	1604-4117-129-506	B.A. II YEAR	D. Kalyani
5	M. VENU	1604-4117-129-517	B.A. II YEAR	M. Venu
6	P. SAI RAM	1604-4117-129-523	B.A. II YEAR	P. Sai Ram
7	T.GOPI	1604-4117-129-527	B.A. II YEAR	T. Gopi
8	V. VINAY	1604-4117-129-530	B.A. II YEAR	V. Vinay
9	K. TEJA	1604-4117-445-502	BZC II YEAR	K. Teja
10	SK. SAMEER	1604-4117-445-505	BZC II YEAR	SK. Sameer
11	K. SOWJANYA	1604-4117-401-502	B.COM II YEAR	K. Sowjanya
12	P. SIREESHA	1604-4117-401-503	B.COM II YEAR	P. Sireesha
13	B. CHAITANYA	1604-4012-401-504	B.COM II YEAR	B. Chaitanya

  
Dept. Incharge

  
Principal  
PRINCIPAL  
Govt. Degree College  
Huzur Nagar- 508 204,  
Suryapet Dist. TELANGANA

**Govt. Degree College, Huzurnagar  
Suryapet Dist. Telangana State.**

**Department of Political Science**

**Legal Literacy**

**Syllabus**

1. Introduction judiciary – Significance and Functions
2. Source of Law – Concept of rule of law and judicial review
3. Judicial System in India- Supreme court, High court & District Courts.
4. Constitutional Protections of rights- writs – Habeas corpus, Mandamus, Certiorary Prohibition & Quo warranto
5. Right to information act -2005
6. First information Report (FIR)
7. Public Interest Litigation (PIL)
8. Rights of Senior Citizens

*A - Sleeker*

**PRINCIPAL**  
Govt. Degree College  
Huzur Nagar-508 204,  
Suryapet Dist. TELANGANA

*[Signature]*

## OBJECTIVES OF LEAGAL LITERACY

1. Recognise when a problem or conflict is a legal conflict and when a legal solution is available;
2. know how and where to find information on the law, and be able to find information that is accessible to them,
3. know when and how to obtain suitable legal assistant ;
4. Understand the process clearly enough the perceive that justice has been done.
5. Recognise they have a legal right or Responsibility, in order to exercise or assume it;
6. know how to take necessary action to avoid problems and where this is not possible, how to help themselves and
7. have confidence that the legal system will provide a remedy.

A - sheet

PRINCIPAL  
Govt. Degree College  
Huzur Nagar- 508 204,  
Surampet Dist. TELANGANA

Government Degree College, Huzurnagar  
Suryapet Dist. Telangana.

• Department of Political Science

Legal Literacy

Outcome Report

A basic knowledge of law has become necessary for all the students, there is a need to bring awareness with students for their rights and duties, as well as remedies. It is very helpful in making students aware about their several legal rights like political rights, education rights and etc. Without legal literacy students can get frightened and alienated from law.



Dept. of Political Science

A - *Sharma*  
PRINCIPAL  
Govt. Degree College  
Huzur Nagar- 508 204,  
Suryapet Dist. TELANGANA

# GOVERNMENT DEGREE COLLEGE

HUZURNAGAR, Suryapet Dist. Telangana State.



## *Certificate Of Participation*

This is to Certified that **Mr./A SWAPNA** of class **B.A -II** Year has Participated in Certificate course on "**Legal Literacy**" Organized by Department of Political Science From **21.-10-2017** To **29-11- 2017**.

HEAD OF THE DEPARTMENT

PRINCIPAL





**CERTIFICATE COURSE**

ON

*Tally ERP 9*

*Organized by*

**DEPARTMENT OF COMMERCE**

## CERTIFICATE COURSE ON *Tally ERP 9*

### Syllabus

S.NO	SYLLABUS	HOURS
1	<b>Chapter-I</b> <b>FUNDAMENTALS OF ACCOUNTS</b>	7H
	<ul style="list-style-type: none"><li>• Introduction</li><li>• Accounting Terms</li><li>• Accounting Assumptions, Concepts and Principles<ul style="list-style-type: none"><li>○ Assumptions</li><li>○ Concepts</li><li>○ Principles</li></ul></li><li>• Double Entry System of Accounting</li><li>• Types of Accounts</li><li>• Golden Rules of Accounting</li><li>• Source Documents for Accounting</li></ul>	
	<b>Chapter-II</b> <b>JOURNALISING AND POSTING OF TRANSACTIONS</b>	
	<p>Introduction</p> <ul style="list-style-type: none"><li>• Recording of Business Transactions<ul style="list-style-type: none"><li>○ The Accounting Equation</li><li>○ Recording of Transactions in Books of Original Entry/Journal.<ul style="list-style-type: none"><li>▪ Use of Debit and Credit</li><li>▪ Rules of Debit and Credit</li><li>▪ Recording of Business Transactions in Journal</li></ul></li></ul></li><li>• Ledger<ul style="list-style-type: none"><li>○ Need for Ledger</li></ul></li></ul>	

<p style="text-align: center;">2</p>	<ul style="list-style-type: none"> <li>○ Differences between a Journal and a Ledger</li> <li>○ Classification of Ledger Accounts</li> <li>○ Posting from Journal</li> <li>● Trial Balance <ul style="list-style-type: none"> <li>○ Methods of Preparation</li> </ul> </li> <li>● Subsidiary Books &amp; Control Accounts <ul style="list-style-type: none"> <li>○ Cash Book <ul style="list-style-type: none"> <li>▪ Single Column Cash Book</li> <li>▪ Double Column Cash Book</li> <li>▪ Three Column Cash Book</li> </ul> </li> <li>○ Petty Cash Book</li> <li>○ Purchase Book</li> <li>○ Purchase Return Book</li> <li>○ Sales Book</li> <li>○ Sales Return Book</li> <li>○ Journal Proper</li> <li>○ Control Accounts</li> </ul> </li> <li>● Financial Statements <ul style="list-style-type: none"> <li>○ Trading and Profit &amp; Loss Account <ul style="list-style-type: none"> <li>▪ Trading Account</li> <li>▪ Profit &amp; Loss Account</li> </ul> </li> <li>○ Balance Sheet <ul style="list-style-type: none"> <li>▪ Types of Assets and Liabilities included in Balance Sheet</li> </ul> </li> </ul> </li> </ul>	<p style="text-align: center;">7H</p>
	<p style="text-align: center;"><b>Chapter-III</b> <b>MAINTAINING CHART OF ACCOUNTS</b></p> <ul style="list-style-type: none"> <li>● Introduction <ul style="list-style-type: none"> <li>○ Getting Started with Tally.ERP 9</li> <li>○ Mouse and Keyboard Conventions</li> </ul> </li> </ul>	

<p style="text-align: center;"><b>3</b></p>	<ul style="list-style-type: none"> <li>• Company Creation <ul style="list-style-type: none"> <li>○ Shut a Company</li> <li>○ Select a Company</li> <li>○ Alter a Company</li> </ul> </li> <li>• Company Features and Configurations <ul style="list-style-type: none"> <li>○ Company Features: F11</li> <li>○ Configuration: F12</li> </ul> </li> <li>• Chart of Accounts <ul style="list-style-type: none"> <li>○ Ledger</li> <li>○ Group</li> </ul> </li> <li>• Ledger Creation <ul style="list-style-type: none"> <li>○ Single Ledger Creation</li> <li>○ Multi Ledger Creation</li> <li>○ Altering and Display of Ledgers <ul style="list-style-type: none"> <li>▪ Ledger Alteration</li> <li>▪ Single Ledger Display</li> <li>▪ Multi Ledger Display</li> <li>▪ Deleting Ledgers</li> </ul> </li> <li>○ Group Creation <ul style="list-style-type: none"> <li>▪ Single Group Creation</li> <li>▪ Multiple Group Creation</li> <li>▪ Altering and Display of Groups <ul style="list-style-type: none"> <li>▪ Group Alteration</li> <li>▪ Single Group Display</li> <li>▪ Multi Group Display</li> </ul> </li> <li>▪ Deleting Groups</li> </ul> </li> </ul> </li> </ul>	<p style="text-align: center;"><b>7H</b></p>
	<p style="text-align: center;"><b>Chapter-IV</b> <b>RICORDING OF DAY-TO-DAY TRANSACTIONS</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Business Transactions</li> </ul>	

<p style="text-align: center;"><b>4</b></p>	<ul style="list-style-type: none"> <li>○ Source Document or Voucher</li> <li>○ Recording Transactions in Tally.ERP 9</li> <li>● Accounting Vouchers. <ul style="list-style-type: none"> <li>○ Receipt Voucher</li> <li>○ Contra Voucher</li> <li>○ Payment Voucher</li> <li>○ Purchase Voucher</li> <li>○ Sales Voucher</li> <li>○ Debit Note Voucher</li> <li>○ Credit Note Voucher</li> <li>○ Journal Voucher</li> </ul> </li> <li>● Creation of New Voucher Type</li> <li>● Automation of Invoices (Voucher Classes)</li> <li>● Non-Accounting Vouchers <ul style="list-style-type: none"> <li>○ Memorandum Voucher</li> <li>○ Optional Vouchers</li> <li>○ Reversing Journal</li> </ul> </li> <li>● Recording Provisional Entries</li> <li>● Recording Inventory Vouchers <ul style="list-style-type: none"> <li>○ Receipt Note Voucher</li> <li>○ Delivery Note Voucher</li> <li>○ Rejection In Voucher</li> <li>○ Rejection Out Voucher</li> <li>○ Stock Journal Voucher</li> <li>○ Physical Verification of Stocks</li> </ul> </li> </ul>	<p style="text-align: center;"><b>9H</b></p>
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## What is Tally.ERP 9



POWER OF SIMPLICITY

Tally.ERP 9 is one of the most popular accounting software used in India. It is complete enterprise software for small & medium enterprises.

Tally.ERP 9 is a perfect business management solution and GST software with an ideal combination of function, control and in-built customisability.

Tally.ERP 9 permits business owners and their associates to interact more in accounts related discussions and is a complete product which retains its original simplicity yet offers comprehensive business functionalities such as Accounting, Finance, Inventory, Sales, Purchase, Point of Sales, Manufacturing, Costing, Job Costing, Payroll and Branch Management along with compliance capabilities for Excise, TDS, TCS, and now GST too!

## How to use Tally.ERP 9?



POWER OF SIMPLICITY

Tally is nothing but accounting in digital format. Maintaining accounts in manual books, we write accounting entries as debit and credit. In Tally, we create entries the same way. So how do we do it Tally then?

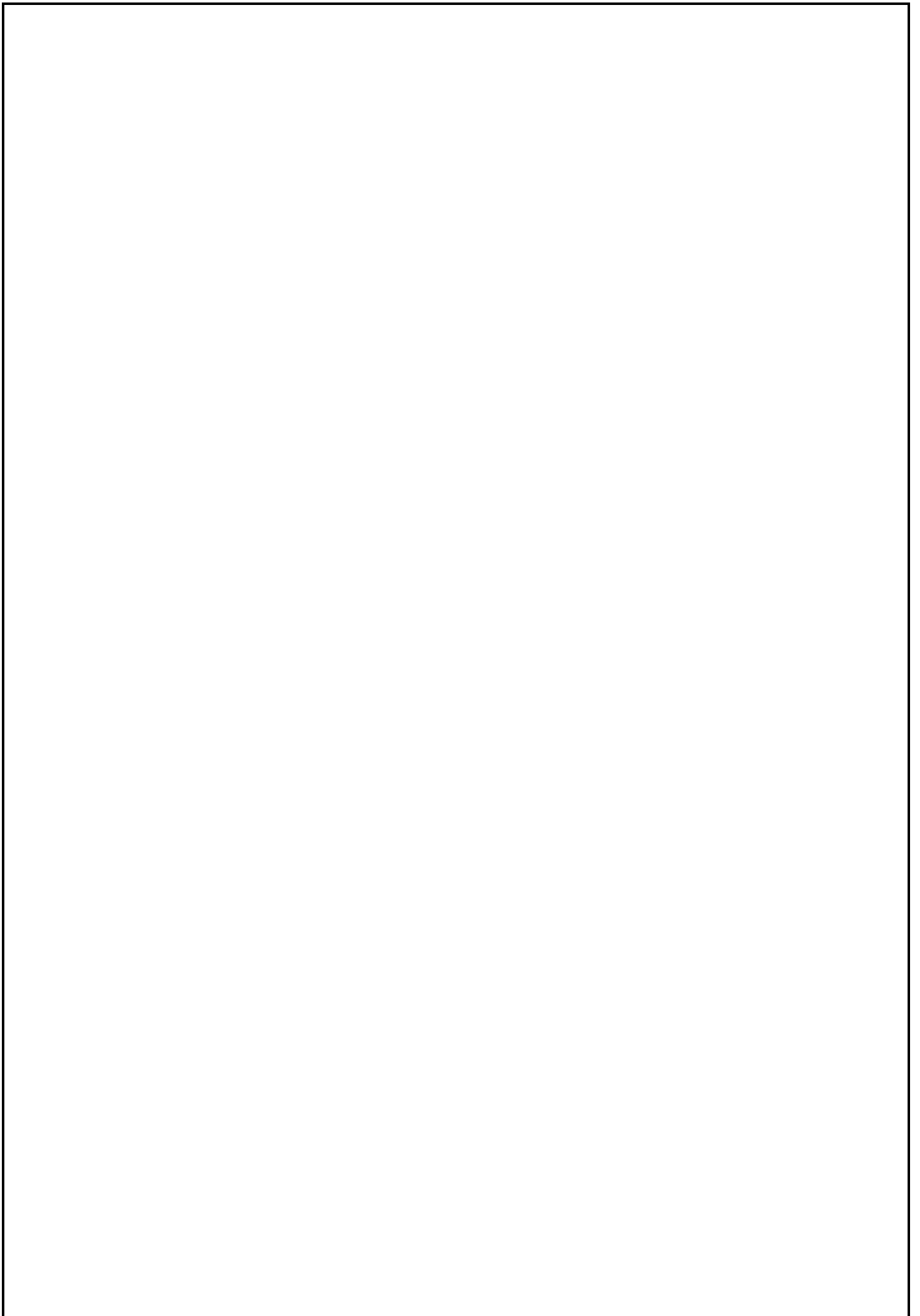
The entire thing could be pictured as the installation of any machinery in the workplace.

## OBJECTIVES OF TALLY.ERP.9

The logo for Tally, featuring the word "Tally" in a stylized, cursive font with a red underline.

POWER OF SIMPLICITY

- This course helps students to work with well-known accounting software i.e. Tally ERP.9
- Student will learn to create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software
- Accounting with Tally certificate course is not just theoretical program, but it also includes continuous practice, to make students ready with required skill for employability in the job market.





Date: 25-01-2018

To,  
The Principal  
GDC, Huzurnagar,  
Suryapet Dist., Telangana State.

Respected sir,

Sub: To conduct certificate course in our college Req.Reg.

The Department of **Commerce** is planning to conduct Certificate course on **Tally ERP 9** to our college Government degree college, Huzurnagar students from 01.02.2018 to 28.02.2018. Please permit us to conduct successfully.

*Permitted*  
*A-1*  
PRINCIPAL  
Govt. Degree College  
HUZURNAGAR, Suryapet Dist.

*S*  
De Yours obediently  
Govt. Degree College  
HUZURNAGAR - 504.


**GOVERNMENT DEGREE COLLEGE, HUZURNAGAR  
SURYAPET (DIST.)**

**DEPARTMENT OF COMMERCE**

**Circular**

Date: 29-01-2018

It is informed to the students, the Department of Commerce of our College is going to conduct Certificate course on "**Tally ERP.P**", from 01.02.2018 to 28.02.2018, 30 hours Programme. Those who are interested to join in this course they register their names before 31.01.2018 at **B.NAGARJUNA** Lecturer in Commerce of our College and make this Programme success and fruitful.

  
**HEAD OF THE DEPARTMENT**  
Department of Commerce  
Govt. Degree College  
HUZURNAGAR-508 204.

GOVERNMENT DEGREE COLLEGE-HUZURNAGAR

Certificate course on

Tally ERP 9.0

STUDENT PARTICIPATED

&

CERTIFICATE ISSUED LIST

S.NO	STUDENT NAME	GROUP	Sig
1	BANOTHU PRASAD	B.COM(GEN)/III	B. Prasad
2	G.NAGAMANI	B.A(HEP)/III	G. nagamani
3	K.KANAKA LAXMI	B.A(HEP)/III	K. Kanaka Laxmi
4	J.ANUSHA	B.A(HEP)/III	J. Anushe
5	D.SRIHARI	BSc(BZC)/III	D. Srihari

HEAD OF THE DEPARTMENT  
Department of Commerce  
Govt. Degree College  
HUZURNAGAR-508 204

A. Sorek  
PRINCIPAL  
Govt. Degree College  
HUZURNAGAR, Suryapet Dist.

# GOVERNMENT DEGREE COLLEGE-HUZURNAGAR

## CERTIFICATE COURSE ON POWER OF SIMPLICITY

### REPORT

- After successfully qualifying practical examination, students will be awarded certificate to work with well-known accounting software i.e. Tally ERP.9
- Student will do by their own create company, enter accounting voucher entries including advance voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements, etc. in Tally ERP.9 software
- Students do possess required skill and can also be employed as Tally data entry operator

# BROCHURE

## Benefits OF Tally ERP.9



Tally helps in maintaining financial record of the company that includes net deductions, taxes, bonuses, and net payment. Management in banking sector – Banks use Tally to calculate interests on deposits and also manage various user accounts. Tally support ensures ease in calculation and makes banking simpler

## College Web Site

<https://gdcts.cgg.gov.in/huzurnagar.edu>

Made with PosterMyWall.com

**NAGARJUNA.B**  
Head Of The Department  
Mobile:9912390440  
Mail: nagarjuna601@gmail.com



**PRINCIPAL**  
**Dr.A.SRINIVASULU**  
Government Degree College-Huzurnagar  
Teachers Colony  
suryapet,telangana-508204

**Certificate Course on Tally ERP.9**  
**Start from Feb 1 2018**

**Conducting By**  
**Department Of Commerce**



GOVERNMENT DEGREE COLLEGE, HUZURNAGAR  
Suryapet (Dist)

*certificate of participation*



This is to Certified that Ms.

*J. Anusha*

Of class B.A.(HEP)-III Year has Participated in Certificate course on Tally ERP.9 Organized by  
Department of Commerce From 1st February 2018 To 28 February 2018..

HEAD OF THE DEPARTMENT



Consumer Club

PRINCIPAL



GOVERNMENT DEGREE COLLEGE, HUZURNAGAR  
Suryapet (Dist)

*certificate of participation*



This is to Certified that Ms.

*D. Srikhari*

Of class B.Sc(BZC)-III Year has Participated in Certificate course on Tally ERP.9 Organized by  
Department of Commerce From 1st February 2018 To 28 February 2018..

*[Signature]*

HEAD OF THE DEPARTMENT

*[Signature]*

PRINCIPAL



Consumer Club

**Govt.Degree College, Huzurnagar**  
**Suryapet Dist.Telangana State.**



**Dept. of History**

**Certificate Course on**  
**History & Cultural Tourism**

**2018-2019**



Date: 31/01/2019

To,  
The Principal,  
GDC, Huzurnagar,  
Suryapet Dis., Telangana State.

Respected Sir,

**Sub:-** seeking permission to Introduce a Certificate Course on " History & Cultural Tourism" in our college Reg. Reg.

\* \* \*

The Department of History is planning to conduct a Certificate course on " **History & Cultural Tourism**" for B.A. B.com & B.sc students of our college. from 01/02/2019 to 27/02/2019. So, Please permit me to conduct successfully.

*permitted*  
*Shawer*

**PRINCIPAL**  
Govt. Degree College  
Huzur Nagar- 508 204,  
Suryapet Dist. TELANGANA



Yours Sincerely

Dept. of History

**Govt. Degree College, Huzurnagar  
Suryapet Dist. Telangana State.**

**Department of History**

**Circular**

**Date: 31/01/2019**

It is informed to the students that the Department of History is going to conduct certificate course on "**History & Cultural Tourism**" Dated from 01/02/2019 to 27/02/2019. Hence who are interested to join the certificate course enrol their names in the department of History.



**Dept. of History**

**Govt. Degree College, Huzurnagar  
Suryapet Dist. Telangana State.**

**Department of History**

**History & Cultural tourism**

**Syllabus**

**Module-I: (15H)**

Tourism – Concept and Meaning – Nature – Scope - Tourism as an Industry - SocioEconomic Impact of Tourism - History of Tourism Development in India - Promotional Strategies of Tourism - Tools of Publicity, Role of Films, Television, Press, Poster-display, Brochures, Role of Guides - Historical Tourism - Monuments, Religious and Secular - Historical Sites - Historical Events - Impact of Tourism Development on Protection and Conservation of Historical Monuments and Sites and Vice-Versa - Socio-Cultural Tourism: Fairs and Festivals of India - Performing Arts (Dance, Drama and Music) - Museums, Art - Galleries, Yoga and Health Centers - Indian Cuisine.

**Module-II(15h)**

Eco-Tourism - Beaches, Hill-Resorts, Surf-Riding, Ballooning, Rafting, Gliding - Wild-life Sanctuaries - National Parks, Safaris, Mountaineering –Trekking – Skiing - Sports Tourism - Tourism in Telangana – Tourist Places - Tourism Handicrafts: Textiles – Metal Work, Stone and Wood Carvings, Furniture, Jewellery, Toys, Musical Instruments – Terracotta - Display and Sale of Handicrafts - Shops at Heritage Centers – Organizing Exhibitions – Duty Free Shops.

Govt. Degree College, Huzurnagar, Suryapet Dist.

Certificate course on

" History & Cultural Tourism

2018-2019

S.No	Name of the Candidate	Class	Sign
1	A.SWAPANA	B.A. III YEAR	A. swapana
2	B. VANAJA	B.A. III YEAR	B. Vanaja
3	B. VINODA	B.A. III YEAR	B. vinoda
4	D. KALYANI	B.A. III YEAR	D. KALYANI
5	M. RENU	B.A. III YEAR	M. Renu
6	T.GOPI	B.A. III YEAR	T. Gopi
7	P. SAI RAM	B.A. III YEAR	P. Sai Ram
8	V. VINAY	B.A. III YEAR	V. VINAY
9	K. TEJA	B.ZC III YEAR	K. Teja
10	SK. SAMEER	B.ZC III YEAR	SK. Sameer
11	P. SIREESHA	B.COM III YEAR	P. sireesha



Head of the Department

PRINCIPAL

Govt. Degree College  
Huzur Nagar- 508 204,  
Suryapet Dist. TELANGANA



Principal

## Objective of History & Cultural Tourism

- Specify the commonly understood definitions of tourism and tourist
- Classify tourism into distinct industry groups using North American Industry Classification Standards (NAICS)
- Define hospitality
- Gain knowledge about the origins of the tourism industry
- Provide an overview of the economic, social, and environmental impacts of tourism worldwide
- Understand the history of tourism development in Canada and British Columbia
- Analyze the value of tourism in Canada and British Columbia
- Identify key industry associations and understand their mandates

## Report:

Department of History conducted one certificate course on History & Cultural Tourism for 30 Hours with 11 students in the supervision of G.Saidulu Asst. Prof. of History.

- In this course the students learnt types of Eco tourism, socio,cultural,economical,mythological & Games tourism.
- Students have aware the tourism.
- Students knows how the environment polluted by Tourists
- Students will know the Improve and Develop the resources in India.
- Students know the Behaviour of Foreigner
- Students know the other countries people culture
- After the completion these course students may get job opportunities in Tourism Department.



**GOVERNMENT DEGREE COLLEGE, HUZURNAGAR: SURYAPET (DIST.)**

**DEPARTMENT OF HISTORY**

**Certificate of Participation**

This is to certify that **B.Vinoda** Class:B.A-III successfully completed the certificate course in *History & Cultural Tourism* from 01/02/2019 to 27/02/2019. by the Department of History

G.Saidulu

H.O.D of History

Dr.A.Srinivasulu

Principal

**PRINCIPAL**  
Govt. Degree College  
Huzur Nagar- 508 204,  
Suryapet Dist. TELANGANA


GOVERNMENT DEGREE COLLEGE, HUZURNAGAR: SURYAPET (DIST.)




DEPARTMENT OF HISTORY

**Certificate of Participation**

This is to certify that **V. Vinay** Class: B.A-III successfully completed the certificate course in *History & Cultural Tourism* from 01/02/2019 to 27/02/2019. by the Department of History

H.O.D of History  
G. Saidulu  


Dr.A.Srinivasulu  
  
Principal  
PRINCIPAL  
Govt Degree College  
Huzur Nagar-508 204,  
Suryapet Dist, TELANGANA

GOVERNMENT DEGREE COLLEGE, HUZURNAGAR: SURYAPET (DIST.)

DEPARTMENT OF HISTORY

**Certificate of Participation**

This is to certify that **V.Vinay** Class: B.A-III successfully completed the certificate course in *History & Cultural Tourism* from 01/02/2019 to 27/02/2019. by the Department

History



G. Saidu

H.O.D of History



Dr. A. Srinivasulu

Principal

PRINCIPAL

Govt Degree College  
Huzur Nagar-508 204,  
Suryapet Dist, TELANGANA



**Govt. Degree College, Huzurnagar**

**Suryapet Dist. Telangana State.**



**Dept. of Zoology**

**Certificate Course on**

**Building Skills in Basic Laboratory Techniques**

**(2018-2019)**

# Certificate Course on Building Skills in Basic Laboratory Techniques

## Syllabus

### PART -I (10 HOURS)

1. Handling of Microscope
2. Proper Pippetting
3. Blood grouping
4. Weigh it right

### PART -II (10 HOURS)

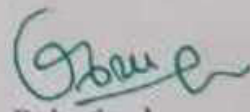
5. Staining Process
6. Estimation of Haemoglobin
7. Handling of glassware

### PART -III (10 HOURS)

8. Filtering.
9. Solvents.
10. Heating.



Dept.incharge



Principal

PRINCIPAL  
Govt. Degree College  
Huzur Nagar- 508 214,  
Survaot Dist. TELANGANA

Date: 30.10.2018

To,  
The Principal  
GDC, Huzurnagar,  
Suryapet Dist., Telangana State.

Respected sir,

Sub: To conduct certificate course in our college Req.Reg.

The Department of Zoology is planning to conduct Certificate course on **Building Skills in Basic Laboratory Techniques** to our college Science group students from 08.11.2018 to 26. 11.2018. Please permit us to conduct successfully.

*20/10/18*

*30/10/18*

PRINCIPAL  
Govt. Degree College  
Huzur Nagar- 508 204, ...  
Suryapet Dist. TELANGANA

*30/10-2018*  
*Sachaege*

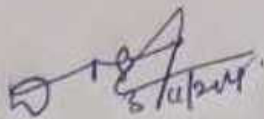
*30/10/2018*  
Yours obediently

**Govt. Degree College, Huzurnagar,  
Suryapet Dist. Telangana State.**

**NOTICE**

**Date: .3.11.2018**

It is informed to the students, the Department of Zoology of our College is going to conduct Certificate course on "**Building Skills in Basic Laboratory Techniques**", from 08.11.2018 to 26. 11.2018, 30 hours Programme. Those who are interested to join in this course they register their names before 06.11.2018 at **Nagesh Dupati** Lecturer in Zoology of our College and make this Programme success and Fruitfull.



Head of the Department



Principal

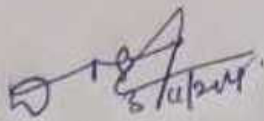
Govt. Degree College  
Huzur Nagar- 508 204,  
Suryapet Dist. TELANGANA

**Govt. Degree College, Huzurnagar,  
Suryapet Dist. Telangana State.**

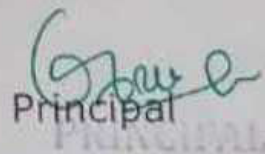
**NOTICE**

**Date: .3.11.2018**

It is informed to the students, the Department of Zoology of our College is going to conduct Certificate course on "**Building Skills in Basic Laboratory Techniques**", from 08.11.2018 to 26. 11.2018, 30 hours Programme. Those who are interested to join in this course they register their names before 06.11.2018 at **Nagesh Dupati** Lecturer in Zoology of our College and make this Programme success and Fruitfull.



Head of the Department



Principal

Govt. Degree College  
Huzur Nagar- 508 204,  
Suryapet Dist. TELANGANA

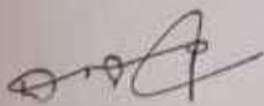
# Building Skills in Basic Laboratory Techniques

## REPORT :

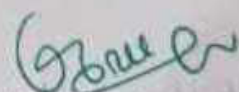
1. Laboratory work is considered important for student achievements in science education.
2. The Certificate course is desirable for those who are currently Studying or aspire to work in science laboratories. It imparts the knowledge of equipment used, their procurement and storage procedures, appropriate disposal procedures, basic skills for organising and managing laboratories etc.
3. Candidates completing this course can work in science laboratories as lab technician, lab assistant, lab manager, lab executives etc.
4. The average starting salary offered to these candidates is around INR 2-3 LPA. However, with more experience, candidates can end up earning around INR 7-8 LPA.
4. After completion of this course, candidates can also pursue a higher degree course in a similar field to gain more knowledge. They can pursue a diploma degree like DMLT or bachelor's degree BMLT. This also helps them in increasing their earning potential.
5. Hands-on laboratory science experiences are critical to the learning process across all areas of study, beginning with kindergarten and continuing through post-secondary education.
6. Research has shown that students who engage in well-designed laboratory experiences develop problem-solving and critical-thinking skills, as well as gain exposure to reactions, materials, and equipment in a lab setting.
7. Sustained investments in hands-on experiences help inspire students to further their education and prepare them for high-technology careers by fostering skills sought by potential employers.

## References :

- Laboratory Organisation and Management- Grover F  
The Foundations of Laboratory Safety - Rayburn, Stephen R  
Introduction to Biology Laboratory Manual- Stephanie M. Brown  
Principles of Laboratory Instruments- Schoeff, Williams



Head of the Department



Principal  
Govt. Degree College  
Huzur Nagar- 508 204,  
Suryapet Dist, TELANGANA\*

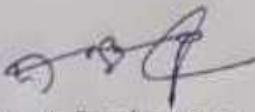
Govt. Degree College, Huzurnagar, Suryapet Dist.

Certificate course on

Building Skills in Basic Laboratory Techniques

Student list: 2018-19

S.No	Name of the Student	Class	Sign.
1	Kolapudi.Naresh	BZC III year	K. Naresh
2	Sk.Sameer	BZC III year	Sk Sameer
3	K. Teja	BZC III year	K Teja
4	Rayala.Prem Kumar	BZC II year	R. Premkumar
5	K.Bhargava chary	BZC II year	K. Bhargava chary
6	D.Shireesha	BZC II year	D. Shireesha.
7	Kota.Praveen Kumar	BZC II year	K. Praveen
8	N.Ravi Kumar	BZC I year	N. Praveen
9	A.Spandana	BZC I year	A. Spandana
10	G. Jyothi	BZC I year	G. Jyothi
11	L.Shruthi	BZC I year	L. Shruthi
12	M.Nagamani	BZC I year	M. Nagamani
13	Sk.firoz	BZC I year	SK. FIROZ
14	Sk.Gousiya	BZC I year	SK. Gousiya
15	Sk.Hameed	BZC I year	Sk. Hameed
16			

  
Dept. Incharge

  
Principal  
PRINCIPAL

Govt. Degree College  
Huzur Nagar- 508 204,  
Suryapet Dist, TELANGANA



2. HANDLING OF MICROSCOPE



1. PROCESS OF PIPETTING

*G. Anur*

PRINCIPAL,

Govt. Degree College  
Huzur Nagar- 508 204,  
Suryapet Dist. TELANGANA





3. Haemoglobin Estimation



4. Blood collection and Dilution

*Signature*  
Govt. Degree College  
Huzur Nagar- 508 204,  
Survapet Dist. TELANGANA



# GOVERNMENT DEGREE COLLEGE

HUZURNAGAR, DIST. Suryapet (Telangana State)



## CERTIFICATE OF PARTICIPATION

This is to Certified that Mr./Miss. **Sk.Hameed** of class Bsc. Bzc I Year has Participated in 15 days Certificate course on **Building Skills in Basic Laboratory Techniques** Organized by **Department of Zoology** From 08 November 2018 To 26 November 2018.

HEAD OF THE DEPARTMENT

PRINCIPAL

Government Degree College, Huzurnagar: Suryapet (Dist.)

Department of Mathematics

Certificate Course on

Quantitative Aptitude

*Syllabus:*

Unit-I: Arithmetic Ability (20Hours)

Number System-Average-Problems on Ages-Percentage-Profit and Loss-  
Ratio and Proportion-Time and Work-Simple interest-Compound interest-  
Area-Volume and Surface Area

*Approved*

*G. Srinivas*

Unit-II: Data Interpretation (10Hours)

Tabulation-Bar Graphs-Pie Graphs-Line Graphs

*B. Saidu Reddy*  
(B. Saidu Reddy)  
H.O.D of Mathematics

Government Degree College, Huzurnagar: Suryapet (Dist.)

## Department of Mathematics

### Notice

Date:10-08-2018


All the students here by informed that the Department of Mathematics is going to start Certificate Course in *Quantitative Aptitude* for the academic year:2018-19.Hence,Students who are interested to join in this Certificate Course, are enrol their names in the Department of Mathematics


1. Total I year Telugu  
Blyh  
10/08/2018

  
(B.Saidi Reddy)


Asst.Professor

H.O.D of Mathematics

2) B.A II year   
10/8/2018

3) B.Sc - III<sup>rd</sup> year   
10/8/18

4) BA III<sup>rd</sup> year

  
10/08/2018

5) B.com (Gen) - III 

## Objectives of the Course:


- 1) To enhance the problem solving skills
- 2) Students will be able to understand the basic concepts of quantitative Ability.
- 3) Students will gain knowledge on solving problems like Percentage, Averages, Profit and loss.
- 4) Student will be able to understand the relation between different quantities.
- 5) Manipulation with algebraic formulae.
- 6) Critical thinking about graphical representation of data.
- 7) Practice assigning variables to quantities in order to describe relation between the quantities.
- 8) Application of mathematical models to different real world context.

Government Degree College, Huzurnagar: Suryapet (Dist.)

Department of Mathematics

List of students who completed certificate course

S.No.	Roll Number	Student Name	Course	Sign.of the student
01	1604-4117-401-501	J.Saraswathi	B.Com-III(Gen)	J.Saraswathi
02	1604-4117-401-503	P.Shirisha	B.Com-III(Gen)	P.Shirisha
03	1604-4117-401-504	P.Koteswari	B.Com-III(Gen)	P.Koteswari
04	1604-4012-401-504	B.Chaitanya	B.Com-III(Gen)	B.Chaitanya
05	1604-4117-129-502	A.Swapna	B.A-III(H.E.P)	A.Swapna
06	1604-4117-129-504	B.Vinoda	B.A-III(H.E.P)	B.Vinoda
07	1604-4117-129-527	T.Gopi	B.A-III(H.E.P)	T.Gopi

  
(B. Saidi Reddy)  
H.O.D of Mathematics



**GOVERNMENT DEGREE COLLEGE, HUZURNAGAR: SURYAPET (DIST.)**

**DEPARTMENT OF MATHEMATICS**

*Certificate of Participation*

*This is to certify that J. Saraswathi Class: B.Com-III(Gen)  
H.No.1604-4117-401-501 has successfully completed the certificate  
course in *Quantitative Aptitude* organised from 13-08-2018 to  
17-09-2018 by the Department of Mathematics.*

  
( B.Saidi Reddy )

H.O.D of Mathematics

  
Dr. A. Srinivasulu

PRINCIPAL  
Govt. Degree College  
Huzur Nagar- 508 204,  
Suryapet Dist, TELANGANA



**GOVERNMENT DEGREE COLLEGE, HUZURNAGAR: SURYAPET (DIST.)**

**DEPARTMENT OF MATHEMATICS**

*Certificate of Participation*

*This is to certify that P.Koteswari Class: B.Com-III(Gen)  
H.No.1604-4117-401-504 has successfully completed the certificate  
course in Quantitative Aptitude organised from 13-08-2018 to  
17-09-2018 by the Department of Mathematics.*

  
(B.Saidi Reddy)

*H.O.D of Mathematics*

  
Dr. A. Srinivasulu

PRINCIPAL  
Govt. Degree College  
Huzur Nagar- 508 204,  
Suryapet Dist, TELANGANA





**GOVERNMENT DEGREE COLLEGE, HUZURNAGAR: SURYAPET (DIST.)**

**DEPARTMENT OF MATHEMATICS**

*Certificate of Participation*

*This is to certify that P.Shireesha Class: B.Com-III(Gen)  
H.No.1604-4117-401-503 has successfully completed the certificate  
course in *Quantitative Aptitude* organised from 13-08-2018 to  
17-09-2018 by the Department of Mathematics.*

  
(B.Saidi Reddy)

*H.O.D of Mathematics*

  
Dr. A. Srinivasulu

**PRINCIPAL**  
Govt. Degree College  
Huzur Nagar- 508 204,  
Suryapet Dist. TELANGANA

**Government Degree College, Huzurnagar: Suryapet (Dist.)**

To

Date: 08-08-2018

The Principal

Govt. Degree College, Huzurnagar

Suryapet (Dist.)

Respect Sir

Subject: Department of Mathematics is going to Start Certificate Course in  
**Quantitative Aptitude** from 13-08-2018 to 17-09-2018 (30 Hours)-  
Seeking permission –Req-Reg.

With reference to subject cited above, I would like to bring to your kind notice that the department of mathematics is going to start a certificate course in *Quantitative Aptitude*, for the academic year:2018-19. Hence, I request you to grant me permission to start Certificate Course in Quantitative Aptitude which will be useful for the students in competitive examination.

permitted  
G. S. Reddy

Yours faithfully



B. Saidi Reddy

Asst. Professor

H.O.D of Mathematics

GOVERNMENT DEGREE COLLEGE, HUZURNAGAR  
DEPARTMENT OF ECONOMICS

CIRCULAR

Date: 01.11.2019

All the students and staff are informed that Department of Economics is going to conduct a certificate course on Rural Economy from 04.11.2019 to 30.11.2019,(30Hrs) .Hence all the interested students can enroll your names in the Department of Economics by 02.11.2019.

*Shree*

1. Total II year Telugu

*Bhish*

01.11.2019 .

  
Head of the Department

2. B.Sc-III(M.Pcs)

  
10/11/19

# GOVERNMENT DEGREE COLLEGE, HUZURNAGAR

Date: 30.10.2019

To,

The Principal

GDC, Huzurnagar

Suryapet District.

Sir,

**Sub:** Requesting permission to initiate certificate course in Rural Economy-  
Regarding.

With reference to the subject cited above, Department of Economics is going to conduct a certificate course in Rural Economy in the month of November- 2019 for the academic year 2019-2020 .Hence, I am requesting for permission to start the above said certificate course.

Thanking you sir

Yours Faithfully

  
Chanda Apparao

Assistant Professor of Economics

Department of Economics

permitted  
G. S. R. S.

# GOVERNMENT DEGREE COLLEGE, HUZURNAGAR

## DEPARTMENT OF ECONOMICS

### CERTIFICATE COURSE (RE06) Rural Economy.

#### **Unit – I: Introduction of Rural Economy:**

Rural Economy: - Nature and scope - Rural Economy of India: size and structure of Rural Economy – The characteristics of the Rural Sector - Role of Agricultural and Allied Sector- Role of the Non-Agricultural sub-sector – Nature of changes since Independence - Challenges and opportunities.

Rural Development: Importance and objectives of Rural Development, Measurement of Rural Development:- Measures of Distribution of Income - Some Measures of Rural Poverty

#### **Unit-II: Some Paradigms of Rural Development:**

Some Paradigms of Rural Development: Introduction - The Modernization Theory -

- Lewis Model of Economic Development with unlimited supply of Labor force - Gunnar

Myrdal's Thesis of Spread and Back ward Effects - The Human Capital model of

Development -Gandhi an Model of Rural Development.

#### **Unit – III: Approaches to Rural Development:**

Approaches to Rural Development: MNREGA-C.D. Program - Intensive Agricultural Districts Program- S.F.D.A. and MF.A.L.A.- D.P.A.P. - D.D.P. - I.R.D.P., D.W.C.R.A. - S.G.S.Y., Self help groups in Rural Development, other programmes for Rural Development.



# GOVERNMENT DEGREE COLLEGE-HUZURNAGAR



suryapet( DIST) , Telangana

PARTICIPATION CERTIFICATE

Department of Economics

This is certify that Mr/ Ms. Gr. Gopi. B. Com. class  
B. Com. has Participated in Certificate course on "Rural Economy"  
Organized by Department of Economics From 4 th November 2019 To 30 th November 2019.

  
Head of the Department

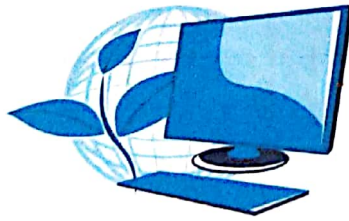
  
PRINCIPAL

**Govt. Degree College, Huzurnagar  
Suryapet Dist., Telangana State.**



**2019-2020**

**COMPUTER SCIENCE AND  
APPLICATION DEPARTMENT**



**ORGANIZED BY**

**K.SWAPNA**

**GOVERNMENT DEGREE COLLEGE-HUZURNAGAR**

Date: 31-08-2019

To

The Principal,  
Govt. Degree College,  
Huzurnagar,  
Suryapet, Dist.

Respected sir,

Sub: Seeking permission to start Certificate in "Basic Computer Skills"  
In computers -Request- Reg.

\*\*\*\*\*


With reference to the subject cited, Department of Computers is going to start a Certificate Course in "Basic Computer Skills "in computers in the Month of September 3<sup>rd</sup> to October 31<sup>st</sup> 2019 for this Academic year 2019-2020 for the benefit of the students.

In this connection, please permit me to start the above said Certificate Course.



**PRINCIPAL**  
Govt. Degree College  
Huzur Nagar- 508 204,  
Suryapet Dist. TELANGANA

Thanking you sir,



Yours Faithfully

(K.Swapna)



Lecturer in Computer Science/Applications

**GOVERNMENT DEGREE COLLEGE, HUZURNAGAR**  
**DEPARTMENT OF COMPUTERS**

**CIRCULAR**

Date: 31-08-2019

It is informed to the students that the Department of Computers is going to conduct certificate course on "**BASIC COMPUTERS SKILLS**" from September 3<sup>rd</sup> To October 31<sup>st</sup> 2019. Hence who are interested to join in this course. Enrol their names in the computer department.



**PRINCIPAL**  
Govt. Degree College  
Huzur Nagar- 508 204,  
Suryapet Dist. TELANGANA



Head of the Department (computers)

**BROCHURE**  
**GOVERNMENT DEGREE COLLEGE: HUZURNAGAR**  
(AFFILIATED TO MAHATMA GANDHI UNIVERSITY, NALGONDA)

**BASIC COMPUTER SKILLS**  
(Certificate Course)

**From 03.09.2019 to 31.10.2019**

Organized  
By  
Dept. of Computer Science And Application

## BASIC COMPUTER SKILLS

❖ INTRODUCTION OF COMPUTERS

❖ OPERATING SYSTEMS

❖ MS-WORD

❖ MS-EXCEL

❖ MS-POWER POINT

# GOVERNMENT DEGREE COLLEGE-HUZURNAGAR

## Basic Computer Skills Enrolment List (2019-2020)

S.NO	NAME OF THE STUDENT	HTNO	CLASS	SIGN
1	M.VEERABABU	1904-4117-405-007	B.COM	<i>[Signature]</i>
2	M.RAKESH	1904-4117-405-009	B.COM	<i>M. Rakesh</i>
3	M.VEERENDAR	1904-4117-405-011	B.COM	<i>Veerendar</i>
4	M.KAVITHA	1904-4117-405-013	B.COM	<i>M. Kavitha</i>
5	M.NARMADA	1904-4117-405-014	B.COM	<i>Narmadha</i>
6	M.NARASIMHA REDDY	1904-4117-405-015	B.COM	<i>M. Narasimha Reddy</i>
7	P.GOPI	1904-4117-405-017	B.COM	<i>Gopi</i>
8	P.SWATHI	1904-4117-405-019	B.COM	<i>Swathi</i>
9	R.KAVITHA	1904-4117-405-020	B.COM	<i>RK</i>
10	S.JANI	1904-4117-405-022	B.COM	<i>S. Jani</i>
11	S.SAIDABEE	1904-4117-405-023	B.COM	<i>S. Saidabee</i>
12	T.NAGENDRABABU	1904-4117-405-024	B.COM	<i>Babu</i>
13	P.SAI KUMAR	1904-4117-468-004	MPCS	<i>P. Sai</i>

*K. Sagar*  
Dept. In charge

*[Signature]*  
Principal  
**PRINCIPAL**  
Govt. Degree College  
Huzur Nagar- 508 204,  
Suryapet Dist. TELANGANA

# Fundamentals of Computers

Unit:-I :Introduction, Characteristics and limitations of computer, Block Diagram of Computers, Types of Computers, Types of Programming languages (Machine languages , Assembly Language, High level Language), Types of Memory( Primary and Secondary), Input and Output devices,

Unit –II: Operating Systems: Definition, Functions and Types of Operating Systems– Disk Operating System: Internal and External Commands-Computer Virus, Windows operating system - Desktop, Start menu, Control panel, Windows accessories

Unit –III MS Word: Features of word processing – disadvantages and applications of word processing - Parts of MS Word application window – Creating, Saving and closing a document Opening and editing a document – Cut, Copy Paste Working with Tables.

Unit-IV MS EXCEL: Features of MS Excel – Spread sheet / worksheet, cell, cell address - Parts of MS Excel window – Saving, Opening and Closing workbook – Formulas and its advantages – different types of functions available in Excel – Charts –Data Sorting

Practical : Note : All the concepts of program from text book including exercises must be practice

Definition: A computer is an electronic device that receives input, stores or processes the input as per user instructions and provides output in desired format. Computers have become an integral part of our lives because they

can accomplish easy tasks repeatedly without getting bored and complex ones repeatedly without committing errors.

**CHARACTERISTICS OF COMPUTER** A Computer system mainly consists the following characteristics or properties. Computers are widely used because of their various characteristics .Computers are not just calculating machines and are capable of doing complex activities and operations because of the following characteristics. The following are the important features of computer:

**1) SPEED:** The processing speed of the computer is generally measured in nanoseconds (10<sup>-9</sup> seconds). A computer can add two 18 digit numbers within one nano second. A human being on the other hand takes at least one minute to calculate that number.

**2) ACCURACY:** Computers can do calculations without mistakes. A human being may make mistakes in calculating a certain range of calculations. But the results given by computer will always be accurate.

**3) RELIABLE:** The major reason behind the reliability of computers is that at hardware level, it does not require any human intervention between its processing operations. A human being sometimes knowingly or unknowingly gives results which may be biased. But a computer being impartial, gives always reliable results which can be relied upon by all.

**4) STORAGE CAPACITY:** A computer can store large quantity of data. The modern computers can now hold up to 160 GB memory. The storage capacity of the computer can be increased further by secondary memory devices. The data can be saved and used at any time in future. But a human being can store very small information in his mind.

**5) DILIGENCE:** A computer can do the work for days together. It will work without any boredom and tiredness. Even if it does the same work many

# MS POWER POINT

## FEATURES OF POWER POINT:

1. Power point is a very powerful program used to create and manipulate slide shows.
2. It is commonly used in advertising because of its wide range or visual effects it's very easy to get started with power point by using the help of the file with the program.
3. It's not hard to create a very simple power point presentation with text and some graphics.
4. When you start to get better, the more powerful features are very useful.
5. These include the slide master, which allows you to modify aspects of every slide, including global, copy or paste custom animation, schemes; slide transitions back ground effects and interactive PowerPoint

## MS-Word

1. It permits printing to selected text.
2. It allows changing font and size of fonts.
3. It allows adjusting page size and margined.
4. Facility to right justify and justify to selected text.
5. Adjustable to line spacing and character spacing.
6. Facility to add bullets and numbers to lines.
7. Facility to move text within the document.
8. Preparing the tables of contents.
9. Facility to check spelling and grammar.

## M S -EXCEL

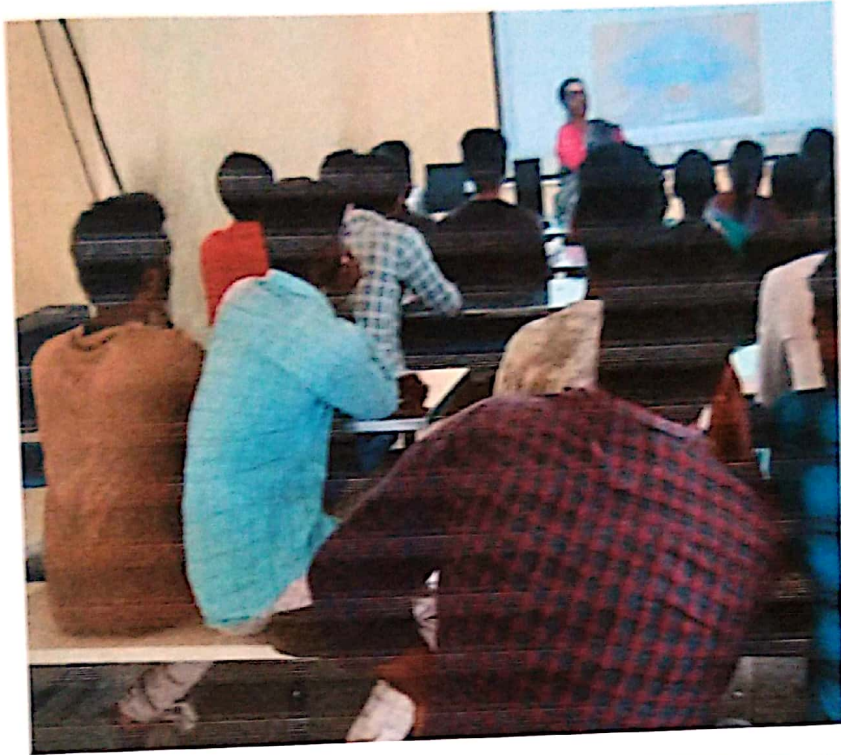
Ms-excel is a window based spread sheet-developed by micro soft Corporation it includes all features of a spread sheet package like Recalculation, graphs and functions it also provides many statistical, Financial and scientific functions.

### ADVANTAGES OF SPREAD SHEET

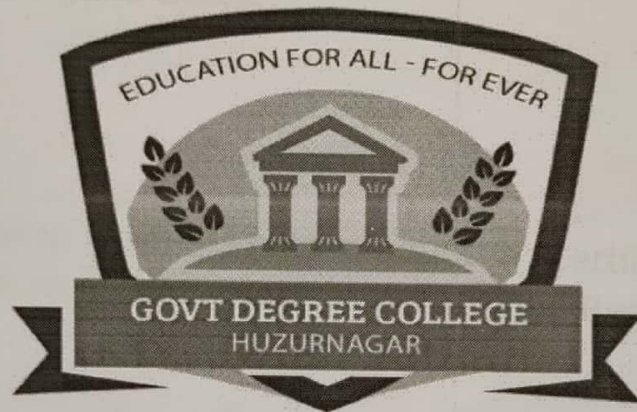
- 1) Calculation can be done easily and quickly
- 2) It produces accurate results
- 3) Data can a work sheet can be displayed and manipulated
- 4) Data can be converted into graph
- 5) The entire work sheet or part of it can be printed
- 6) The data in a work sheet can be transferred to other programs easily.



## TRAINING CLASS



**Government Degree College, Huzurnagar**  
**Suryapet Dist. Telangana State.**



**DEPARTMENT OF PHYSICS**

**Certificate Course**

**On**

**Basics in Electronics**

**Academic Year 2019-2020**

Date: 27/01/2020

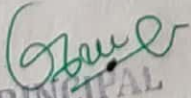
To,  
The Principal,  
GDC, Huzurnagar,  
Suryapet Dist., Telangana State.

Respected Sir,

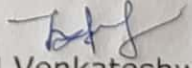
**Sub:-** Seeking Permission to conduct a Certificate Course on "**Basics in Electronics**" in our college Req- Reg.

\* \* \*

The Department of Physics is going to conduct a Certificate course on "**Basics in Electronics**" for B.sc, B.com & B.A. I Year students Dated from 01/02/2020 to 22/02/2020. So, Please permit me to conduct successfully.

  
PRINCIPAL  
Govt. Degree College  
Huzur Nagar- 508 204,  
Suryapet Dist. TELANGANA

Yours Sincerely

  
J.Venkateshwarlu  
Department of Physics

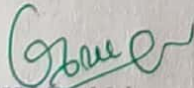
**Govt. Degree College, Huzurnagar  
Suryapet Dist. Telangana State.**

**Department of Physics**

**Notice**

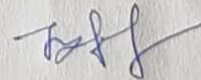
**Date: 27/01/2020**

It is informed to the students that the Department of Physics is going to conduct certificate course on **Basics in Electronics**. Dated from 01/02/2020 to 22/02/2020. Hence who are interested to join the certificate course enrol your names in the department of Physics.



**PRINCIPAL**

Govt. Degree College  
Huzur Nagar- 508 204,  
Suryapet Dist. TELANGANA.



**Department of Physics**

# SYLLABUS

UNIT 1:

**BASIC ELECTRICITY PRINCIPLES**

UNIT 2:

**UNDERSTANDING ELECTRICAL CIRCUITS**

UNIT 3:

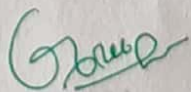
**ELECTRICAL DRAWING AND SYMBOLS**

UNIT 4:

**ELECTRICAL PROTECTION**


UNIT 5:

**ELECTRICAL WIRING**

  
**PRINCIPAL**  
Govt. Degree College  
Huzur Nagar- 508 204,  
Survapet Dist, TELANGANA.

## OBJECTIVES OF BASICS IN ELECTRONICS

- Understands what Electricity principles and like to know electricity circuits
- Knows the basic electric drawing and symbols
- Understands the basic concepts of electricity and circuits
- Can read simplified circuit diagrams and create circuits with them
- Knows how to use basic types of electronic components (LED, servo motor, piezo speaker, resistor, push button, different switches, LED, potentiometer)
- Understands the difference between analog and digital input
- Understands the difference between analog and digital output

  
Principal  
Govt. Degree College  
Huzur Nagar- 508 204,  
Survapet Dist. TELANGANA

## OUTCOME REPORT OF BASICS IN ELECTRONICS

- ✓ Apply concepts of electrical components, electrical circuits and DC circuit elements.
- ✓ Create series & parallel circuit & sourced electrical circuits (KCL, KVL)
- ✓ Distinguish between Single phase and three phase AC sources AC & DC motors
- ✓ Demonstrate the operating principle of relays fuses and disconnect switches & circuits.
- ✓ Compute different parameters for characterizing different circuits I
- ✓ Employ the concept of heaters and motors speed & power of ac motor
- ✓ Familiarization in millimetre, voltmeter and ammeter

*G. S. Rao*

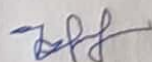
**PRINCIPAL**  
Govt. Degree College  
Huzur Nagar- 508 204,  
Suryapet Dist. TELANGANA

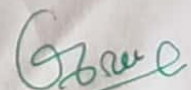
**Govt. Degree College, Huzurnagar, Suryapet Dist.**

Certificate course on Basics in Electronics

Academic Year 2019-2020

S.No.	Name of the Candidate	Class	H.T No.	SIGNATURE
1	K.SRAVANI	MPC I YEAR	1904-4117-441-004	K.Sravani
2	V.TIRUMALAGOPI	MPC I YEAR	1904-4117-441-006	V.Tirumalago
3	P.SAI KUMAR	MPCS I YEAR	1904-4117-468-004	P.Saikumar
4	T.KIRAN KUMAR	MPCS I YEAR	1904-4117-468-005	T.Kiran Kumar
5	G. PRIYANKA	MPC I YEAR	1904-4117-441-003	Ch.Veerababu
6	CH.VEERABABU	MPC I YEAR	1904-4117-441-001	Ch.Veerababu
7	SK. NAZEER	MPC I YEAR	1904-4117-441-005	SK.Nazeer
8	G.PRAVEEN	BZC I YEAR	1904-4117-445-007	G.Praeen
9	G. ANIL	BZC I YEAR	1904-4117-445-004	G.Anil
10	P. MANJUSRI	BZC I YEAR	1904-4117-445-013	P.Manjusri
11	R.TRIVENI	BZC I YEAR	1904-4117-445-014	R.Triveni
12	V. MADHAVI	BZC I YEAR	1904-4117-445-016	V.Madhavi
13	HARITHA.B	B.COM I YEAR	1904-4117-405-002	B.HARITHA
14	D.SRAVAN KUMAR	B.COM I YEAR	1904-4117-405-003	D.Sravan
15	M.NARMADA	B.COM I YEAR	1904-4117-405-014	M.Narmada
16	P.GOPI	B.COM I YEAR	1904-4117-405-017	P.GOPI
17	SK. SAIDABEE	B.COM I YEAR	1904-4117-405-023	SK.Saidabee
18	D.NAGAMANI	B.A.I YEAR	1904-4117-129-507	D.Nagamani
19	G.DURGA	B.A.I YEAR	1904-4117-129-508	G.Durga
20	N.KAVITHA	B.A.I YEAR	1904-4117-129-516	N.Kavitha

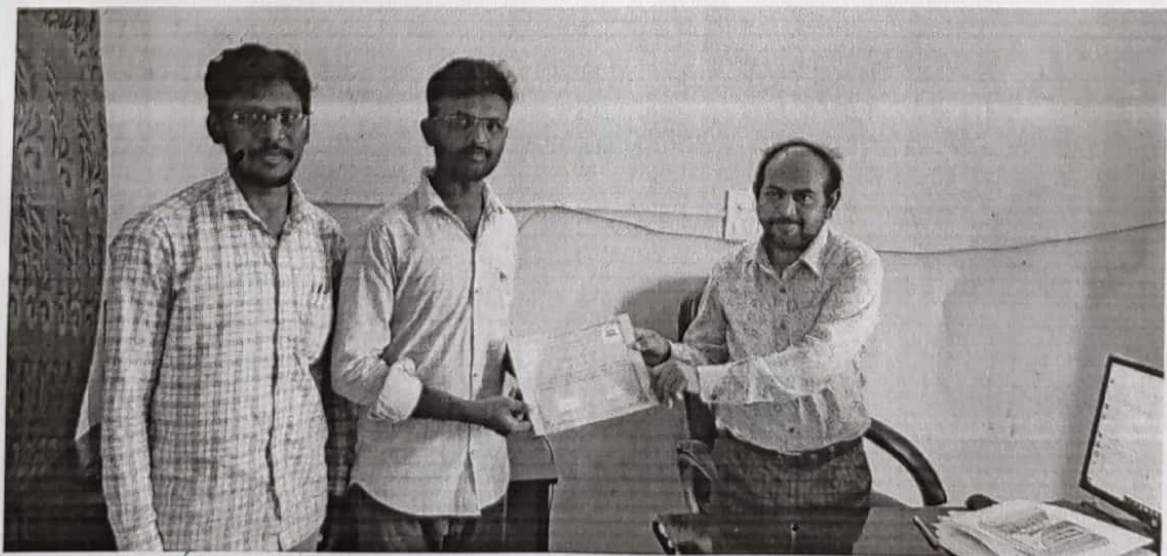
  
Dept. Incharge

  
Principal  
Govt. Degree College  
Huzur Nagar- 508 204,  
Suryapet Dist. TELANGANA





*Princip*  
**PRINCIPAL**  
Govt. Degree College  
Huzur Nagar- 508 204,  
Survapet Dist. TELANGANA



*Princip*  
**PRINCIPAL**  
Govt. Degree College  
Huzur Nagar- 508 204,  
Survapet Dist. TELANGANA



GOVERNMENT DEGREE COLLEGE  
HUZURNAGAR



*Certificate course on*  
**"Basics In Electronics"**

This is to Certified that Mr/Ms.P.SAI KUMAR Of class MPCs-I Year has Participated in Certificate course on "Basics In Electronics" Organized by Department of Physics From 1st February 2020 To 22 February 2020.

*Head of the department*

PRINCIPAL

Govt Degree College  
Huzur Nagar, 508 204,

Principal

## PERMISSION LETTER

Date: 28/08/2019

To,  
The Principal  
GDC, Huzurnagar,  
Suryapet Dist., Telangana State.

Respected sir,

**Sub:** For permission to conduct certificate course in our college  
from 03 rd September 2019 Req.Reg.

The Department of BOTANY is planning to conduct Certificate  
course on NURSERY, GARDENING AND FLORICULTURE in our Government degree  
college, from 03/09/2019 Please permit us to conduct the course.

  
PRINCIPAL  
Govt. Degree College  
Huzur Nagar- 508 204,  
Suryapet Dist., TELANGANA

  
Department Of Botany

Department of Botany  
Govt. Degree College  
HUZURNAGAR-508 204

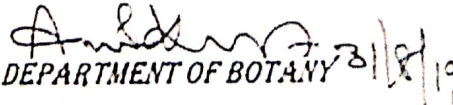
GOVERNMENT DEGREE COLLEGE, HUZURNAGAR  
SURYAPET DISTRICT

DEPARTMENT OF BOTANY

Circular

Date: 31-08-2019

It is informed to the students that the Department of BOTANY is going to conduct Certificate Course on NURSERY, GARDENING AND FLORICULTURE Hence, those who are interested to join in this Certificate Course From 03/09/2019, have to enrol their names in the Department Of Botany.

  
DEPARTMENT OF BOTANY 31/8/19

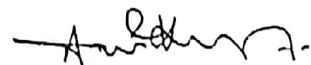
Department of Botany  
Govt. Degree College  
HUZURNAGAR-508 204

Admission List of the students in Certificate Course  
Nursery Gardening & Floriculture  
[2019-2020]  
Department Of Botany

Sl.No	Name of the student	Class	Completed /Not	Hall Ticket No
1	R.SRAVANI	I B.S.C.,BZC	COMPLETED	18044047445019
2	K.SRAVANI	I B.S.C.,BZC	# NOT COMPLETED	19044117445502
3	T.SIVS	I B.S.C.,BZC	# NOT COMPLETED	19044117445504
4	G.ANIL	I B.S.C.,BZC	# NOT COMPLETED	19044117445004
5	G.LAXMAN	I B.S.C.,BZC	COMPLETED	19044117445005
6	G.RAMU	I B.S.C.,BZC	COMPLETED	19044117445006
7	G.PRAVEEN	I B.S.C.,BZC	COMPLETED	18044117445007
8	G.YOGENDRA GOUD	I B.S.C.,BZC	COMPLETED	18044117445008
9	G.SHIRISHA	I B.S.C.,BZC	COMPLETED	18044117445009
10	L.BRAHMAIAH	I B.S.C.,BZCCO	COMPLETED	18044117445010
11	M.SAIDULU	I B.S.C.,BZC	COMPLETED	18044117445011
12	P.MANJUSRI	I B.S.C.,BZC	COMPLETED	18044117445013
13	R.TRIVENI	I B.S.C.,BZC	COMPLETED	18044117445014
14	T.VAMSI	I B.S.C.,BZC	COMPLETED	18044117445015
15	Y.SRILATHA	I B.S.C.,BZC	COMPLETED	18044117445017

**Number of students admitted in to the certificate course: 15**

**Number of students completed the certificate course: 12**



Department of Botany  
Govt Degree Coll,  
HULI, MADANAPALLE

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*GOVERNMENT DEGREE COLLEGE  
HUZURNAGAR*

(AFFILIATED TO MAHATMA GANDHI UNIVERSITY: NALGONDA)

NGF11

CERTIFICATE OF APPRECIATION

THIS CERTIFICATE IS PROUDLY  
PRESENTED FOR COMPLETED OF CERTIFICATE COURSE ON NURSERY GARDENING &  
FLORICULTURE CONDUCTED BY DEPARTMENT OF BOTANY

TO

*PRAVEEN GUGGULA*

AWARDED ON NOVEMBER 14th 2019

*Audhwa.*

Dept Of Botany

*G. S. S. S.*

PRINCIPAL