

# **V.K.V. GOVERNMENT DEGREE COLLEGE - KOTHAPETA**

**(Accredited by NAAC "B"Grade)**

**(An ISO 9001:2015 Certified College by HYM International Certifications Pvt. Ltd)**

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## **CERTIFICATE COURSES-2021-22**

**DEPARTMENT OF ENGLISH**

**CERTIFICATE COURSE ON**

**COMMUNICATION SKILLS**

**Period: 1st July 2021 to 4<sup>th</sup> August 2021**

**Faculty Cum Tutor: Smt.Ch.Naga Rani, Lecturer in English**

## **COMMUNICATION SKILLS - SYLLABUS**

### **Unit-1:**

#### **Communication: An Introduction**

- **Definition, Nature and Scope of Communication**
- **Importance and Purpose of Communication**
- **Process of Communication**
- **Types of Communication**

### **Unit-2:**

#### **Non-Verbal Communication**

- **Personal Appearance**
- Gestures**
  - Postures**
  - Facial Expression**
  - Eye Contacts**
  - Body Language(Kinesics)**
  - Time language**
  - Silence**
  - Tips for Improving Non-Verbal Communication**

### **Unit-3: Effective Communication**

- **Essentials of Effective Communication**
- **Communication Techniques**
- **Barriers to Communication**

## COMMUNICATION SKILLS –TEST

Time:2Hrs.

Max.Marks:50

### PARTA(Answerallquestions)

**I. Fill in the Blanks(Eachquestioncarries1mark)10 x 01 = 10 Marks**

1. Communication Means \_\_\_\_\_.
2. Verbal Communication means \_\_\_\_\_.
3. Non-Verbal Communication means \_\_\_\_\_.
4. Example of Oral Communication is \_\_\_\_\_.
5. Full form of QR Code is \_\_\_\_\_.
6. Synonym means \_\_\_\_\_.
7. HTTP means \_\_\_\_\_.
8. Examples of Search Engine: \_\_\_\_\_.
9. www means \_\_\_\_\_.
10. Acronym means \_\_\_\_\_.

### PART-B

**Answer the following qns:**

**20 x 02 = 40 Marks**

**Q1. Which of the following is NOT an element of communication within the communication process cycle?**

- A) Channel    B) Receiver  
C) Sender    D) Time

**Q2. You need to apply for leave at work? Which method of communication will you use?**

- A) e-mail    B) Poster  
C) Newsletter    D) Blog

**Q3. By which action can senders send their messages?**

- A) Gestures    B) Speaking  
C) Reading    D) Writing

**Q4. Which of the following is an example of oral communication?**

- A) Newspapers    B) Letters  
C) Phone call    D) e-mail

**Q5. What are the types of words we should use for verbal communication?**

- A) Acronyms    B) Simple  
C) Technical    D) Jargons

**Q6. Which of these is a positive (good) facial expression?**

- A) Frowning while concentrating  
B) Maintaining eye contact  
C) Smiling continuously  
D) Rolling up your eyes

**Q7. What does an upright (straight) body posture convey or show?**

- A) Pride  
B) Professionalism  
C) Confidence  
D) Humility

**Q8. Which of these is NOT an appropriate non-verbal communication at work?**

- A) Keeping hands in pockets while talking
- B) Talking at moderate speed
- C) Sitting straight
- D) Tilting head a bit to listen

**Q9. Which of the following statement is true about communication?**

- A) 50% of our communication is non-verbal
- B) 20% communication is done using body movements, face, arms, etc
- C) 5% communication is done using voice, tone, pauses, etc.
- D) 7% communication is done using words

**Q10. Which of these are examples of positive feedback?**

- A) Excellent, your work has improved
- B) I noticed your dedication towards the project.
- C) You are always doing it the wrong way.
- D) All of the above

**Q11. Which of these are examples of negative feedback?**

- A) I hate to tell you this but your drawing skill is poor.
- B) You can surely improve your drawing
- C) These are good drawings but you can do better.
- D) None of the above

**Q12. Which of the following is an effective component of good feedback?**

- A) Detailed and time consuming
- B) Indirect
- C) Specific
- D) Opinion-based

**Q13. Which of these is NOT a common communication barrier?**

- A) Linguistic barrier
- B) Interpersonal barrier
- C) Financial barrier
- D) Organisational barrier

**Q14. In which of the following, the underlined word is an adjective?**

- A) Radha has a red dress
- B) I can speak French
- C) The Girl on the Train is a best-seller
- D) Abdul can swim fast

**Q15. Which of these sentences is capitalised correctly?**

- A) Ravi and i are going to the movies
- B) Salim is visiting India in July
- C) The tiger is a Strong animal
- D) She is arriving on Monday

**Q16. Which of these sentences are punctuated correctly?**

- A) When is the party.
- B) I had bread omelette and a Banana for breakfast?
- C) I am so excited about my first foreign trip,
- D) This is Abdul's notebook.

**Q17. In which of these sentences can you find an adverb?**

- A) Divya drinks milk every day.
- B) Sanjay gifted me a new pen
- C) I opened the door lock
- D) Sita is 5-feet tall.

**Q18. Identify the indirect object in the sentence, 'The band played music for the audience.'**

- A) The band
- B) played
- C) music
- D) audience

**Q19. Which of these is an imperative sentence?**

- A) Switch off the fan

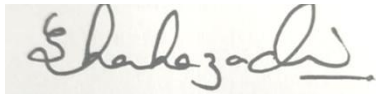
- B) Sheila has gone to the market  
 C) Where are my pen colours?  
 D) Oh no! I missed my flight
- Q20. Which of these sentences is in active voice?**
- A) A movie is being watched by them.  
 B) The car was repaired by Raju  
 C) He is reading a book.  
 D) The thief was being chased by a policeman

### LIST OF STUDENTS PARTICIPATED & LEARNED THE CERTIFIED COURSE

SNO	NAME OF THE STUDENT	GROUP	SIGNATURE OF THE STUDENT
1	P.SUREKHA	IIBSC MPCS	P. Surekha
2	K.SUREKHA	IIBSC MPCS	K. Surekha
3	N.DIVYA JYOTHI	IIBSC MPCS	N. Divya Jyothi
4	K.LAKSHMI DURGA	IIBSC MPCS	K. Lakshmi Durga
5	DSL SANDHYA	IIBSC MPCS	D. L. S. Sandhya
6	SANDHYA BHARGAVI	IIBSC MPCS	S. S. Bhargavi
7	K.AJAY	IIBSC MPCS	K. Ajay
8	M.AJAY KUMAR	IIBSC MPCS	M. Ajay Kumar
9	BYRC PRASAD	IIBSC MPCS	B. Y. R. C. Prasad
10	KJSR KRISHNA	IIBSC MPCS	K. J. S. R. Krishna
11	B.DURGA GANESH	IIBSC MPCS	B. Durga Ganesh
12	AYYAPPA MANIKANTA	IIBSC CHEMISTRY	A. Y. Manikanta
13	D.DHANALAKSHMI	IIBSC MPCS	D. Dhanalakshmi
14	P.DHANALAKSHMI	IIBSC MPCS	P. Dhanalakshmi
15	KANAKA DURGA	IIBSC CHEMISTRY	G. Naga Durga
16	JONNADA RAKESH KUMAR	IIBSC CHEMISTRY	J. Rakesh Kumar
17	CH SATYA	IIBSC MPCS	Ch. Satya
18	CH MAMATHA	IIBSC MPCS	Ch. Mamatha
19	KADALI SATYA SAI	IIBSC MPCS	K. Satyasai
20	K.LAVA KUMAR	IIBSC MPCS	K. Lavakumar

21	SEELAM MEERA MOHAN	IIBSC MPCS	S. Meera Mohan
22	BINDU MOULI	IIBSC MPCS	a. Bindu mouli
23	KAGITHA VAMSI	IIBSC HETTM	K. Vamsi
24	K VAISHNAVI	IBSC MPCS	K. Vaishnavi
25	DHANUSH	IIBCOM GEN	
26	SSVL JYOTHSNA	IBSC MPCS	S. S. V. L. Jyothsna
27	K. SUVARNA RAJU	IIBCOM CA	
28	P.PUJITHA	IIBSC MPCS	P. Pujitha
29	T VEERA BABU	IIBCOM CA	T. Veera Babu
30	P DIWAKAR	IIBCOM CA	P. Diwakar
31	G.MOHAN SAI	III BSC MPCS	G. Mohan Sai

Signature of the Faculty cum Trainer Signature of the Principal

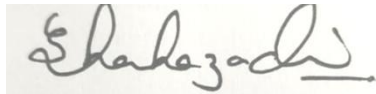


  
Principal  
V.K.V.Govt. Degree College  
Kothapeta, E.G.Dt.

**MARKS AWARDED TO THE STUDENTS WHO LEARNED THE COURSE:**

SNO	NAME OF THE STUDENT	GROUP	MARKS SECURED	REMARKS
1	P.SUREKHA	IIBSC MPCS	45	
2	K.SUREKHA	IIBSC MPCS	42	
3	N.DIVYA JYOTHI	IIBSC MPCS	41	
4	K.LAKSHMI DURGA	IIBSC MPCS	40	
5	DSL SANDHYA	IIBSC MPCS	42	
6	SANDHYA BHARGAVI	IIBSC MPCS	46	
7	K.AJAY	IIBSC MPCS	45	
8	M.AJAY KUMAR	IIBSC MPCS	42	
9	BYRC PRASAD	IIBSC MPCS	41	
10	KJSR KRISHNA	IIBSC MPCS	44	
11	B.DURGA GANESH	IIBSC MPCS	44	
12	AYYAPPA MANIKANTA	IIBSC CHEMISTRY	42	
13	D.DHANALAKSHMI	IIBSC MPCS	44	
14	P.DHANALAKSHMI	IIBSC MPCS	41	
15	KANAKA DURGA	IIBSC CHEMISTRY	43	
16	JONNADA RAKESH KUMAR	IIBSC CHEMISTRY	44	
17	CH SATYA	IIBSC MPCS	41	
18	CH MAMATHA	IIBSC MPCS	42	
19	KADALI SATYA SAI	IIBSC MPCS	44	
20	LAVA KUMAR	IIBSC MPCS	42	
21	SEELAM MEERA MOHAN	IIBSC MPCS	41	
22	BINDU MOULI	IIBSC MPCS	45	
23	KAGITHA VAMSI	IIBSC HETTM	42	
24	GOSANGI MAHESH	IIBSC BA HEP	41	
25	DHANUSH	IIBCOM GEN	44	
26	BASHEER	IIBCOM GEN	43	
27	K SUVARNA RAJU	IIBCOM CA	45	
28	P PUJITHA	IIBSC MPCS	43	
29	T VEERA BABU	IIBCOM CA	44	
30	P DIWAKAR	IIBCOM CA	46	

Signature of the Faculty cum Trainer



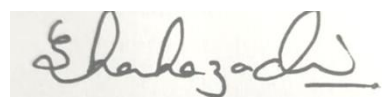
Signature of the Principal



Principal  
V.K.V.Govt. Degree College  
Kothapeta, E.G.Dt.

## Student Attendance:

Sl. no	RegdNo :	1/07	2/07	3/07	4/07	6/07	7/07	8/07	9/07	10/07	11/07	13/07	14/07	15/07	16/07	17/07
1	200558200001	P	P	P	P	P	P	P	P	A	A	P	P	P	P	A
2	200558200002	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	200558200003	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	200558200004	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	200558200005	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	200558200006	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P
7	200558200007	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	200558200008	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
9	2005582000011	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	2005582000012	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
11	200556201001	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	200556201003	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
13	200556201004	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
14	200556201005	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P
15	200556201007	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	200556201011	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
17	200556201013	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
18	200556201014	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	200556201016	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	200556201017	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
21	200556201018	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P



## Student Attendance:

Sl. no	regd no:	17/07	18/07	20/07	21/07	22/07	23/07	24/07	25/07	27/07	28/07	29/07	30/07	02/08	03/08	04/08
1	200558200001	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	200558200002	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	200558200003	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	200558200004	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
5	200558200005	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P
6	200558200006	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
7	200558200007	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P
8	200558200008	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	2005582000011	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	2005582000012	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	200556201001	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P
12	200556201003	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
13	200556201004	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	200556201005	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	200556201007	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	200556201011	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P
17	200556201013	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	200556201014	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
19	200556201016	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	200556201017	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	200556201018	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P

*Shahbaz*

## TIFICATES ISSUED TO THE ASPIRANTS:

 <p><b>VKV GOVT DEGREE COLLEGE</b> KOTHAPETA, EAST GODAVARI DT. (Accredited by NAAC "B" Grade) (An ISO 9001:2015 certified by HYM International pvt Ltd.) (Affiliated to AdikaviNannaya University, Rajamahendravaram)</p>	
<p>CERTIFICATE OF PARTICIPATION</p>	
<p>This is to certify that Mr./ Mrs./ Miss .....of VKV GOVT DEGREE COLLEGE, KOTHAPETA, EAST GODAVARI DT. has been participated in the ADD-ON course on "Communication Skills" from 1st July 2021 to 4<sup>th</sup> August 2021 organised by the Department of ENGLISH, VKV GOVT DEGREE COLLEGE, Kothapeta.</p>	
<p><i>Chad</i> Head of the Dept of English</p>	<p><i>Principals</i> Principal</p>

# DEPARTMENT OF TELUGU

## CERTIFICATE COURSE /VALUE ADDITION PROGRAMME

### NOTICE

The Department of Telugu is going to conduct a certificate course on **Telugu Vyakarnam** from 25-02-2022 to 30-03-2022. The students who are interested to join in add on course can give their names in the department of Telugu on or before 24<sup>th</sup>Feb. 202

Head of the department

Department of Telugu

## Topic: TELUGU VYAKARANAM

### ENROLLMENT OF STUDENTS 2021-2022

S.No.	Name of the Student	Programme/Combination
1	V Dhana Lakshmi	IBcom. C.A
2	G Prashanthi	IBcom. C.A
3	R Rathnakumari	IBcom. C.A
4	G Rohitha	IBcom. C.A
5	Y VV Mahalakshmi	IBcom. C.A
6	N Divya	IBcom. C.A
7	V Ramalakshmi	IBcom. C.A
8	S Sirisha	IBcom. C.A
9	N Lakshmi sunitha	IBcom. C.A
10	B Chandrika	IBcom. C.A
11	G Bharathi	IBcom. C.A
12	K Madhuri	IBcom. C.A
13	J Deepika	IBcom. C.A
14	S Navya	IBcom. C.A
15	T Anuradha	IBcom. C.A
16	A kanaka Durga	IBcom. C.A
17	N Sindhu	IBcom. C.A
18	P Mounamrutha	IBcom. C.A
19	M Sundari	IBcom. C.A



Signature of the Head of the department

Students Attendance:

Teacher's Attendance Register												II Bcom C.A students ఉపాధ్యాయుల హాజరు పట్టి																						
S. No.	NAME	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	Att. marks	
1	V. Dharm Lakshmi	P	P	P	P	P	P	P	P	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	G. PRASANTHI	P	P	P	P	P	P	P	P	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	R. RAJNA KUMARI	P	P	P	P	P	P	P	P	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. ROHITHA	P	P	P	P	P	P	P	P	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	Y.V.V. MAHALAKSHMI	P	P	P	P	P	P	P	P	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	N. DIVYA	P	P	P	P	P	P	P	P	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	V. RAMA LAKSHMI	P	P	P	P	P	P	P	P	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	S. SIRISHA	P	P	P	P	P	P	P	P	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	N. LAKSHMI SUNITHA	P	P	P	P	P	P	P	P	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. CHANDEKA	P	P	P	P	P	P	P	P	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. BHARATHI	P	P	P	P	P	P	P	P	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	K. MADHURI	P	P	P	P	P	P	P	P	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. DEEPIKA	P	P	P	P	P	P	P	P	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. NAVYA	P	P	P	P	P	P	P	P	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	T. ANVEADHA	P	P	P	P	P	P	P	P	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	A. KANAKADURGA	P	P	P	P	P	P	P	P	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	N. SINDHU	P	P	P	P	P	P	P	P	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	P. MOUNAMRUTHA	P	P	P	P	P	P	P	P	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. SUNDARI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	

*[Handwritten Signature]*

MODEL CERTIFICATE

**V. K. V. GOVERNMENT DEGREE COLLEGE**  
 (Accredited by NAAC "B" Grade)  
 KOTHAPETA — 533223, East Godavari Dist, A. P.  
 (An ISO 9001: 2015 Certified College by HYM International Pvt. Ltd.)

**Certificate of Completion**

This is to certify that Mr./Ms.....  
 studying.....has done his/her  
 Certificate Course in **telugu vyakaranam** Department of Telugu, Kothapeta from  
 25-02-2022 to 30-3-2022.

**Principal H.O.D**

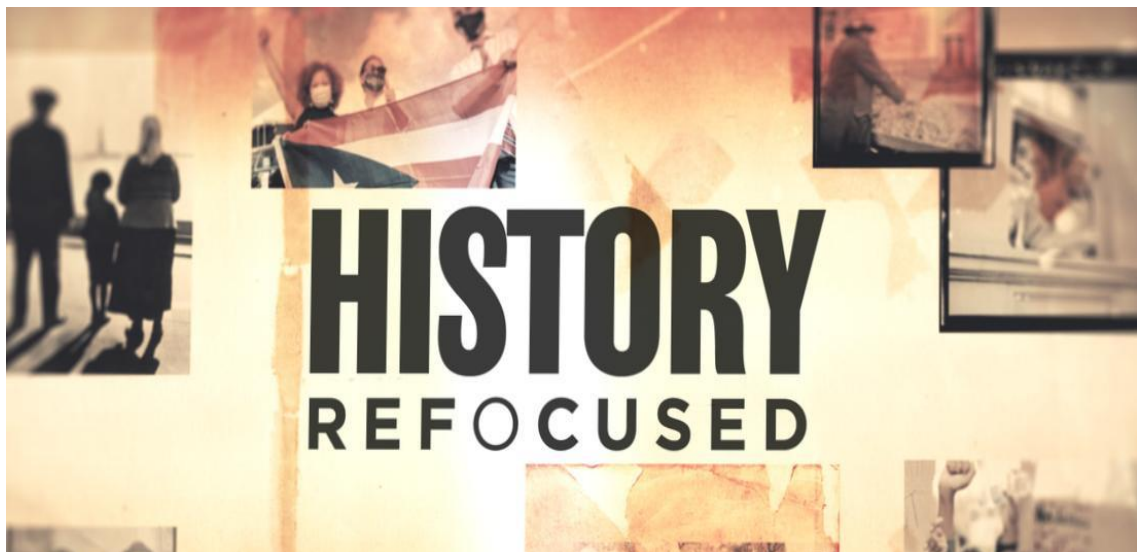
## DEPARTMENT OF HISTORY



### **CERTIFICATE COURSE**

**Certificate course Report during 2021-22**

**Title of the Paper: ANCIENT CIVILIZATIONS**



# ANCIENT CIVILIZATIONS

**Duration: 6 weeks**

**Total Hours: 30**

## OBJECTIVES:

In this course we discuss that concepts like culture, religion and ethics evolved with humans.

In this lesson students will subsequently come across various Aspects about human evolution such as the concept of evolution, ours primate heritage and Phases of human evolution. This chapter provide you an insight into the different aspects of life and cultures of the prehistoric man and his march towards civilisations including appearance of agriculture, transition of the early agricultural societies to the stage of civilisation. By the end of this chapter you would be able to:

- know about the major cultural phases of the primitive men.
- understand the importance of stone tool for the development of human societies in primitive time.
- understand the appearance of metals in the life of primitive men and its impact on the subsequent period of human civilisation.
- learn the various concept of history such as culture and civilisations etc.
- The chapter deals with civilizations in Mesopotamia, the earliest among the ancient river valley civilizations.
- In Mesopotamia civilization flourished on the banks of river Euphrates and Tigris. The objectives of this unit are to.
- Make you aware about development of civilization in Mesopotamia.
- Provide a brief sketch on the geography, of Mesopotamia.
- Describe the political, economic, social and religious aspects of various phases of Mesopotamian civilization.
- Enumerate the development of Art and Architecture, script and literature and science and technology of Mesopotamia and Assess the contribution of Mesopotamia to subsequent human civilization.

## ANCIENT CIVILIZATIONS

### SYLLABUS:

#### Unit -1

What is civilization -meaning-features and characteristics of civilization

#### UNIT-2

Ancient civilizations -Indus valley civilization -features of civilization-society-polity-  
Economy-Trade and commerce-religion.

#### Unit-3

Mesopotamian Sumerian-Sumerian, Babiloniyan and assyrian: society area and  
architecture, religion, innovations, laws, codes,administration, religion and education.

#### Unit -4

Egypt civilization – political developments, art and architecture -religion

#### Unit-5

Chinese civilization-polity, society, science-innovations & technical development

**ANCIENT CIVILIZATIONS**  
**CERTIFICATE COURSE IN HISTORY**  
**(2021-2022)**

**MODEL QUESTION PAPER**

Time: 2 Hours

Max. Marks: 50M

**SECTION-A**

**I. Answer any TWO of the following questions.**

**2 x 15 = 30M**

1. Explain the characteristics and silent features of Indus Vally civilization?
2. Explain the political developments, art and architecture, religion of Egypt civilization?
3. Write a brief note on Mesopotamian civilization?

**SECTION-B**

**II. Answer any FOUR of the following questions.**

**2x 5 = 10 M**

4. what is civilization and explain its characteristics of civilization.
5. explain trade and commaerce in indusvalley civilization.
6. write about position of the women in Egypt culture.

**SECTION-C**

**III. Answer 5 of the following questions.**

**5x2=10 M**

- |  |                        |                     |
|--|------------------------|---------------------|
| 7. explain the conquest of Egypt.          | 8. pyramids            | 9. what is Taoism   |
| 10. Egyptian sculptures, art & minor work. | 11. decline of Babylon | 12. Hanging gardens |
| 13. underground drain system               | 14. Define culture     | 15. penology        |

**NOTICE**

The Department of History is going to offer a Certificate course on ancient civilizations from 21/07/22 to 02/09/22. The students who are interested can give their names in the department of history on or before July 21st, 2022.

**DEPARTMENT OF HISTORY**

## LIST OF STUDENTS JOINED IN THE COURSE

SL.no	Registered no	NAME OF THE STUDENT	MAX.MARKS	Marks obtained
1	200556201001	b.kanchana	50	40
2	200556201003	b. lakshmidurga	50	42
3	200556201004	b.lakshmidurga	50	40
4	200556201005	Ch.pravallika	50	36
5	200556201007	Gollapallimounika	50	38
6	200556201011	k.anitha	50	26
7	200556201013	k.victoriya nelson	50	42
8	200556201014	k.navya	50	40
9	200556201016	m.suma	50	40
10	200556201017	n.santhiraaju	50	28
11	200556201018T	n.umasankhar	50	36
12	200556201020	p. srilakshmi	50	36
13	200556201021	p.jayasundar	50	20
14	200556201022	Sk.basheer	50	35
15	200556201024	u.naresh	50	20
16	200556201025	V.yamuna	50	40

	20055275029	B.Anjali	50	35
2	20055275039	M.Deekshitha	50	40
3	20055275043	P.Swapna	50	40
4	20055275027	B.L.Narayana	50	40
5	20055275035	K.Vamsi	50	30
6	20055275041	M.Nagababu	50	35
7	20055275044	P.Ayyappa	50	45



Head of the Department

### Student attendance register:

Sl.no	RegdNo :	21/ 07	22/ 07	23/ 07	25/ 07	26/ 07	27/ 07	28/ 07	29/ 07	01/ 08	02/ 08	03/0 8	04/ 08	05/ 08	08/ 08	10/ 08
1	200556201001	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P
2	200556201003	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	200556201004	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	200556201005	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	200556201007	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	200556201011	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P
7	200556201013	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	200556201014	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
9	200556201016	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	200556201017	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
11	200556201018	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	200556201020	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
13	2005562010021	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P
14	2005562010022	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P
15	2005562010024	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	2005562010025	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
17	200556275029	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
18	200556275039	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	200556275043	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	200556275027	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
21	200556275031	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	200556275041	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	200556275044															



**Head of the Department**

**Student attendance register:**

Sl.no	regd no:	12/08	13/08	16/08	17/08	18/08	22/08	23/08	24/08	25/08	26/08	29/08	30/08	28/08	01/09	02/09
1	200556201001	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	200556201003	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	200556201004	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	200556201005	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
5	200556201007	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P
6	200556201011	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
7	200556201013	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P
8	200556201014	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	200556201016	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	200556201017	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	200556201018	P	P	A	P	A	P	P	P	P	P	P	P	P	P	P
12	200556201020	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
13	2005562010021	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	2005562010022	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	2005562010024	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	2005562010025	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P
17	200556275029	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	200556275039	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
19	200556275043	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	200556275027	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	200556275031	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
22	200556275041	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
23	200556275044	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Head of the Department

**Model Certificate:**



**DEPARTMENT OF ECONOMICS**

**CERTIFICATE COURSE-BASICS IN MS-OFFICE**

**VKV GOVT DEGREE COLLEGE**

KOTHAPETA, AMBEDKAR KONASEEMA DT.

(Accredited by NAAC "B" Grade)

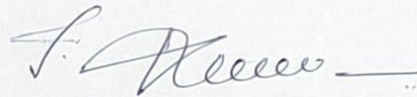
(An ISO 9001:2015 certified by HYM International pvt Ltd.)

**DEPARTMENT OF ECONOMICS**

**NOTICE**

Date:10-06-2022

The Department of Economics is going to conduct a certificate course on "BASICS IN MS-OFFICE" from 20-06-2022 to 25-07-2022. The students who are interested can submit their applications in the Department of Economics on or before 19<sup>th</sup> JUNE, 2022.



Head of the Department of Economics

II B.A(HEP):

II B.A(HET):

## **CONTENTS**

1. INTRODUCTION OF MS OFFICE
2. HISTORY OF MS OFFICE
3. TOOLS OF MS OFFICE
4. BASICS IN MS WORD
5. BASICS IN MS EXCEL
6. BASICS IN MS POWER POINT
7. BASICS IN MS ACCESS
8. BASICS IN MS OUTLOOK
9. SHORTCUT KEYS IN MS OFFICE
10. EDITING, RECORDING & ANIMATION IN MS OFFICE

# VKV GOVT DEGREE COLLEGE

KOTHAPETA, AMBEDKAR KONASEEMA DT.

(Accredited by NAAC "B" Grade)

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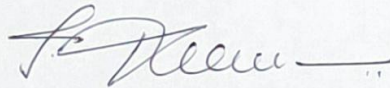
## ADD-ON PROGRAMME DEPARTMENT OF ECONOMICS

TOPIC: **BASICIS IN MS-OFFICE**

YEAR:2021-2022

### DETAILS OF FACULTY WHO HANDED CLASSES

Sl.No.	Name and Designation	Dates	
		From	To
01	T. RAMA DEVI, Lecturer in Economics	20-06-2022	30-06-2022
02.	CH.VIJAY KUMAR Lecturer in Computer Science	01-07-2022	09-07-2022
03.	Mojes Raju, Lecturer in Computer Applications	11-07-2022	21-07-2022



Signature of the Head of the Department

# VKV GOVT DEGREE COLLEGE

KOTHAPETA, AMBEDKAR KONASEEMA DT.

(Accredited by NAAC "B" Grade)

(An ISO 9001:2015 certified by HYM International pvt Ltd.)

## ADD-ON PROGRAMME

TOPIC : BASICS IN MS-OFFICE

YEAR:2021-2022

### ENROLLMENT OF STUDENTS

SL.NO.	NAME OF THE STUDENT	CLASS
1	B. KANCHANA	II B.A(HEP)
2	B. LAKSHMI DURGA	II B.A(HEP)
3	B. LAKSHMI PRIYA	II B.A(HEP)
4	CH. PRAVALLIKA	II B.A(HEP)
5	G. MOUNIKA	II B.A(HEP)
6	K. ANITHA	II B.A(HEP)
7	K. VICTORIA NELSON	II B.A(HEP)
8	K. NAVYA	II B.A(HEP)
9	M. SUMA	II B.A(HEP)
10	P. SRI LAKSHMI	II B.A(HEP)
11	V.YAMUNA DEVI	II B.A(HEP)
12	N. SANTHI RAJU	II B.A(HEP)
13	N.UMA SANKAR	II B.A(HEP)
14	P. JAYA SUNDHA	II B.A(HEP)
15	SK. BASHEER	II B.A(HEP)
16	U. NARESH	II B.A(HEP)
17	M.DEEKSHITHA	II B.A(HET)
18	P. SWAPNA	II B.A(HET)
19	B. LAKSHMI NARAYANA	II B.A(HET)
20	P.AYYAPPA	II B.A(HET)



Signature of the Head of the Department

## Student Attendance:

**VKV GOVERNMENT DEGREE COLLEGE, KOTHAPETA**  
**ATTENDANCE SHEET FOR THE YEAR 2021-2022(20-06-2022 TO 25-07-2022)**

S.NO	NAME OF THE STUDENT	CLASS	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	B. KANCHANA	II B.A(HEP)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
2	B. LAKSHMI DURGA	II B.A(HEP)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
3	B. LAKSHMI PRIYA	II B.A(HEP)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
4	CH. PRAVALLIKA	II B.A(HEP)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
5	G. MOUNIKA	II B.A(HEP)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
6	K. ANITHA	II B.A(HEP)	x	x	x	x	x	x	x	A	x	x	x	x	x	x	x
7	K. VICTORIA NELSON	II B.A(HEP)	x	x	x	x	x	x	x	x	x	x	x	x	x	A	x
8	K. NAVYA	II B.A(HEP)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
9	M.SUMA	II B.A(HEP)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
10	P.SRI LAKSHMI	II B.A(HEP)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
11	V.YAMUNA DEVI	II B.A(HEP)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
12	N. SANTHI RAJU	II B.A(HEP)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
13	N. UMA SANKAR	II B.A(HEP)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
14	P. JAYA SUNDHAR	II B.A(HEP)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
15	SK. BASHEER	II B.A(HEP)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
16	U. NARESH	II B.A(HEP)	x	x	x	x	x	A	x	x	x	x	x	x	x	x	x
17	M. DEEKSHITHA	II B.A(HET)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
18	P. SWAPNA	II B.A(HET)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
19	B. LAKSHMI NARAYANA	II B.A(HET)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
20	P. AYYAPPA	II B.A(HET)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

*F. K. K...*

## Student Attendance:

VKV GOVERNMENT DEGREE COLLEGE, KOTHAPETA  
ATTENDANCE SHEET FOR THE YEAR 2021-2022(20-06-2022 TO 21-07-2022)

S.NO	NAME OF THE STUDENT	CLASS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	B. KANCHANA	II B.A(HEP)	x	x	x	x	x	x	x	x	x	x	x	x	x	A	x
2	B. LAKSHMI DURGA	II B.A(HEP)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
3	B. LAKSHMI PRIYA	II B.A(HEP)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
4	CH. PRAVALLIKA	II B.A(HEP)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
5	G. MOUNIKA	II B.A(HEP)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
6	K. ANITHA	II B.A(HEP)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
7	K. VICTORIA NELSON	II B.A(HEP)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
8	K. NAVYA	II B.A(HEP)	x	x	x	A	x	x	x	x	x	x	x	x	x	x	x
9	M.SUMA	II B.A(HEP)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
10	P.SRI LAKSHMI	II B.A(HEP)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
11	V.YAMUNA DEVI	II B.A(HEP)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
12	N. SANTHI RAJU	II B.A(HEP)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
13	N. UMA SANKAR	II B.A(HEP)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
14	P. JAYA SUNDHAR	II B.A(HEP)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
15	SK. BASHEER	II B.A(HEP)	x	x	x	x	x	x	x	x	x	x	x	x	A	x	x
16	U. NARESH	II B.A(HEP)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
17	M. DEEKSHITHA	II B.A(HET)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
18	P. SWAPNA	II B.A(HET)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
19	B. LAKSHMI NARAYANA	II B.A(HET)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
20	P. AYYAPPA	II B.A(HET)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

*F. Ayyappa*

# VKV GOVT DEGREE COLLEGE

KOTHAPETA, AMBEDKAR KONASEEMA DT.

(Accredited by NAAC "B" Grade)

(An ISO 9001:2015 certified by HYM International pvt Ltd.)

## DEPARTMENT OF ECONOMICS

### CERTIFICATE PROGRAMME – BASICS IN MS-OFFICE

#### OBJECTIVES:

- To Provide additional Skills while learning
- To inculcate a good computer skills
- To make use for a profession in future
- To improve computer skills effectively through MS-Office
- To make one a best computerist or animator
- To enable the learner to a best entrepreneur

#### METHODOLOGY:

- To divide the content into different modules
- Each module is to be diffused for 45 minutes, 15 minutes for discussion
- Practice assignments with computer system or laptop

#### DURATION:

- 30 Days
- 1 Hour in the evening from 4pm to 5 pm

#### FEED BACK:

- Post Diagnostic test

# VKV GOVT DEGREE COLLEGE

KOTHAPETA, EAST GODAVARI DT.

(Accredited by NAAC "B" Grade)

(An ISO 9001:2015 certified by HYM International pvt Ltd.)

## DEPARTMENT OF ECONOMICS

### CERTIFICATE PROGRAMME – BASICS IN MS-OFFICE

#### POST- DIAGNOSTIC TEST

Max Marks:50

Time: 2 hours

Answer all questions.

**Q 1.** The address that is obtained by the combination of the Row number and the Column alphabet is called \_\_\_\_\_.

1. Worksheet
2. Cell
3. Workbox
4. Cell Address
5. Column Address

**Answer: (4) Cell Address**

**Q 2.** Where is the option for page border given in the MS Excel spreadsheet?

1. Home
2. Insert
3. Format
4. View
5. Page Border cannot be added in excel worksheet

**Answer: (5) Page Border cannot be added in excel worksheet**

**Q 3.** Excel workbook is a collection of \_\_\_\_\_ and \_\_\_\_\_.

1. Worksheet and charts
2. Graphs and images
3. Sheets and images
4. Video and audio
5. None of the above

**Answer: (1) Worksheet and charts**

**Q 4.** What type of chart is useful for comparing values over categories?

1. Bar Graph
2. Column Chart
3. Pie Chart
4. Line Graph
5. Such charts cannot be created in Excel

**Answer: (2) Column Chart**

**Q 5.** There is an option to add comments in an Excel worksheet, what are the cells called in which comments can be added?

1. Cell Tip
2. Comment Tip
3. Smart Tip
4. Point Tip
5. Query Tip

**Answer: (1) Cell Tip**

**Q 6.** Which of the following symbols needs to be added in the formula bar, before adding a formula?

1. \*
2. \$
3. %
4. +
5. =

**Answer: (5) =**

**Answer: (4) All of the above**

**7.** Bold, Italic, Regular are known as

- (a) font styles
- (b) font effects
- (c) word art
- (d) text effects

**8.** What happens when you press Ctrl + V Key ?

- (a) A Capital V letter is typed into your document at the Cursor point
- (b) The selected item is pasted from the clipboard
- (c) The selected item is pasted to the clipboard
- (d) The selected drawing objects are distributed vertically on the page

**9.** What is gutter margin?

- (a) Margin that is added to the left margin when printing
- (b) Margin that is added to right margin when printing
- (c) Margin that is added to the binding side of page when printing
- (d) Margin that is added to the outside of the page when printing

**10.** What is the default file extension for all word documents?

- (a) .txts
- (b) .word
- (c) .docs
- (d) .docx

**11.** In order to save an existing document with a different name you need to .

- (a) Retype the document and give it a different name
- (b) Use the 'Save as' command
- (c) Copy and paste the original document to a new document and then save
- (d) Use Windows Explorer to copy the document to a different location and then rename it

12. How will words appear on the page ? We call it as

- (a) Text formatting
- (b) Character formatting
- (c) Point size
- (d) Type face

13. Which of the following is graphics solution for Word Processors?

- (a) Clipart
- (b) WordArt
- (c) Drop Cap
- (d) All of the above

14. For creating a document you use \_\_ command at file menu.

- (a) Open
- (b) Close
- (c) New
- (d) Save

15. What type of chart is good for single series of data?

- (a) Column Chart
- (b) Line Chart
- (c) Pie Chart
- (d) Cone Chart

16. How to insert a new slide in presentation in PowerPoint?

- (a) Ctrl + M
- (b) Alt + N
- (c) Ctrl + I
- (d) None of these

17. How to go to next slide in PowerPoint?

- (a) Tab
- (b) Next key arrow
- (c) Spacebar
- (d) None of these

18. To begin the Slide show in PowerPoint, press:

- (a) F2
- (b) F3
- (c) F4
- (d) F5

19. To center align the text in PowerPoint:

- (a) CTRL+ L
- (b) CTRL+ E
- (c) Alt+L
- (d) None of these

20. In the context of animations, what is a trigger?

- (a) An action button added that advances to go the next slide
- (b) When clicked to perform an action an item on the slide is added
- (c) The name of a motion path
- (d) All of above

20. How can you create a uniform appearance by adding a background image to all slides?

- (a) Create a template
- (b) Edit the slide master
- (c) Use the autocorrect wizard
- (d) All of the above

21. What is a slide-title master pair?

- (a) It is the title area and text area of that slide
- (b) In a single slide a slide master and title master is merged
- (c) For a specific design template a slide master and title master is added
- (d) All of above

22. \_\_\_\_\_ command is used for making universal changes to all slides in presentation.

- (a) Slides Master
- (b) Slide Master
- (c) Slide Admin
- (d) Slide Administrator

23. \_\_\_\_\_ command is used to add hyperlink to an object to specify what should happen when you click on it.

- (a) Arrange
- (b) Comment
- (c) Action
- (d) Insert

24. Which of the following command does not appear in the Slides group?

- (a) New Slide
- (b) Layout
- (c) Reset
- (d) Arrange

25. What is the shortcut key to close a presentation?

- (a) Ctrl+O
- (b) Ctrl+Y
- (c) Ctrl+W
- (d) Ctrl+L

## VKV GOVT DEGREE COLLEGE

KOTHAPETA, EAST GODAVARI DT.

(Accredited by NAAC "B" Grade)

(An ISO 9001:2015 certified by HYM International pvt Ltd.)

### DEPARTMENT OF ECONOMICS

#### CERTIFICATE PROGRAMME – BASICS IN MS-OFFICE

#### Bibliography

1. Warren, Tom. "Microsoft Office 2021 will launch on October 5th". *The Verge*. Retrieved October 5, 2021.
2. ^ Jump up to:<sup>a</sup> <sup>b</sup> "C++ in MS Office". *cppcon*. July 17, 2014. Archived from the original on November 7, 2019. Retrieved June 25, 2019.
3. ^ "Language Accessory Pack for Office 2016". *Office.com*. *Microsoft*. Archived from the original on February 15, 2017. Retrieved February 25, 2016.
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5. ^ Jump up to:<sup>a</sup> <sup>b</sup> "Microsoft Excel". *Google Play*. Archived from the original on March 9, 2020. Retrieved April 10, 2017.
6. ^ Jump up to:<sup>a</sup> <sup>b</sup> "Microsoft PowerPoint". *Google Play*. Archived from the original on February 20, 2020. Retrieved April 10, 2017.
7. ^ Jump up to:<sup>a</sup> <sup>b</sup> "Microsoft Word". *App Store*. *Apple*.
8. ^ Jump up to:<sup>a</sup> <sup>b</sup> <sup>c</sup> "Office on mobile devices". *office.com*. *Microsoft*. Archived from the original on August 30, 2013. Retrieved August 29, 2013. Core editing is free for consumers on devices with screen sizes smaller than 10.1".

# **VKV GOVT DEGREE COLLEGE**

**KOTHAPETA, AMBEDKAR KONASEEMA DT.**

(Accredited by NAAC "B" Grade)

(An ISO 9001:2015 certified by HYM International pvt Ltd.)

## **DEPARTMENT OF ECONOMICS**

### **CERTIFICATE PROGRAMME – BASICS IN MS-OFFICE**

#### **OBJECTIVES:**

- To Provide additional Skills while learning
- To inculcate a good computer skills
- To make use for a profession in future
- To improve computer skills effectively through MS-Office
- To make one a best computerist or animator
- To enable the learner to a best entrepreneur

#### **METHODOLOGY:**

- To divide the content into different modules
- Each module is to be diffused for 45 minutes, 15 minutes for discussion
- Practice assignments with computer system or laptop

#### **DURATION:**

- 30 Days
- 1 Hour in the evening from 4pm to 5 pm

#### **FEED BACK:**

- Post Diagnostic test

## Model Certificate:



**VKV GOVT DEGREE COLLEGE**  
**KOTHAPETA, EAST GODAVARI DT.**  
(Accredited by NAAC "B" Grade)  
(An ISO 9001:2015 certified by HYM International pvt Ltd.)  
(Affiliated to AdikaviNannaya University, Rajamahendravaram)

### CERTIFICATE OF PARTICIPATION

This is to certify that Mr./ Mrs./ Miss .....of VKV GOVT DEGREE COLLEGE, KOTHAPETA, EAST GODAVARI DT. has been participated in the ADD-ON course on "BASICS IN MS OFFICE" from 20-06-2022 to 25-07-2022, organised by the Department of ECONOMICS, VKV GOVT DEGREE COLLEGE, Kothapeta.

Head of the Dept of Physics

Principal

## **DEPARTMENT OF POLITICAL SCIENCE**

### **CERTIFICATE COURSE -INTERNATIONAL RELATIONS**

#### **NOTICE**

The Department of political science conducted certificate course on "International Relations " one month duration from 28/10/2022 to 30/11/2022.The students who are interested can submit their applications on or before 26/10/2022 to smt V. Naga Deepika HoD of Department of political science.

**Signature of the Lecturer**

# **SYLLABUS**

## **UNIT-1:- International and Area Studies:Concepts theories and Approaches**

**1.1 Major concepts, scope and Nature of International relations and Area Studies**

**1.2 Theories: Realist, Liberal, Marxist and critical theories of IR and Area Studies**

**1.3 Power politics: Balance of Power, Geopolitics, Bipolarity, Unipolarity, Multipolarity and Polycentrism**

## **UNIT-2 :- Evolution of International Relations and Area Studies**

**2.1 Emergence of nation states and nationalism**

**2.2 Pre-world war I International System**

**2.3 Post-world war II Period [Cold war]**

**2.4 Impact of Globalisation**

## **UNIT-3:- Global Conflict and cooperation Theories**

**3.1 Balance of power : Security Dilemma**

**3.2 Regime Stability**

**3.3 Power politics Vs International order and cooperation**

## **UNIT-4:- International Organization and Global Governance**

**4.1 Role of International organisations in International peace and security, Development cooperation and Decentralisation**

**4.2 United Nations: Role, Relevance and Reforms**

**4.3 Global Governance: Issues and challenges of global commons**

**4.4 Regional and sub-regional Organisations**

**4.5 Impact of Globalisation**

## **UNIT-5:- The Americas**

**5.1 Geopolitical and Geostrategic setting**

**5.2 Colonialism, Nationalism and Independence Movement**

**5.3 Nation building, state building and challenges to**

**democratization**

**5.4 Internal and External threats to state security and Human**

**Security.**

**5.5 Regional conflicts and Issues: Role of US and Extra-regional**

**Powers**

**5.6 Regional trade ,development cooperation and strategic partnership**

## OBJECTIVE QUESTIONS

1. During the cold war, which country received a massive amount of Soviet subsidies?  
[A] Russia [B] France [C] Egypt [D] Cuba
2. League of Nations came in ?  
[A] 1930 [B] 1940 [C] 1947 [D] 1955
3. The Strategy of deterrence is used to ?  
[A] Threaten or punish another actor  
[B] Award another actor  
[C] To Impose rules and regulations on another actors  
[D] To bring Conflicts
4. Where did the communist guerrillas take power?  
[A] South vietnam  
[B] Thailand  
[C] Korea  
[D] Egypt
5. When did a charge leveled at US Isolationists ?  
[A] 1920 [B] 1928 [C] 1930 [D] 1947
6. Which country made the first declaration of War ?  
[A] Germany [B] Serbia [C] Russia [D] Austria-Hungary
7. In what city was Archduke Franz Ferdinand assassinated ?  
[A] Zagreb [B] Sarajevo [C] Belgrade [D] Vienna
8. At the beginning of world war I Bosnia Herzegovina was part of?  
[A] Austria-Hungary [B] Yugoslavia [C] Serbia [D] Croatia
9. To which other prominent leader was Kaiser Wilhelm II of Germany related?  
[A] Woodrow Wilson of the United States  
[B] Nicholas II of Russia  
[C] Franz Joseph of Austria Hungary  
[D] Winston Churchill of Britain
10. Germany's attack upon which country directly provoked Britain to go to war?  
[A] France [B] Russia [C] Belgium [D] Holland
11. Germany's plan for fighting France and Russia was called?

[A] The Hindenburg plan

[B] The Schlieffen plan

[C] Operation Barbarossa

[D] Sturm und Drang

12. Which early battle marked the first major German defeat?

[A] Tannenberg       [B] The Marne

[C] Mons              [D] masurian lake's

13. The Battle of the Falkland Islands resulted in ?

[A] Victory for Britain

[B] Victory for Argentina

[C] Victory for Germany

[D] Victory for Turkey

14. The process of rapid integration or inter connection between countries due to greater foreign investment is known as?

[A] Integration of Markets

[B] International Trade

[C] Multy National Company

[D] Globalisation

15. When did the Indian Government introduce a policy of liberalisation known as 'New Economic Policy' ?

[A] 1980 [B] 2000 [C] 1994 [D] 1991

16. Which Sector has not benifited from the policy of Globalisation?

[A] Agriculture Sector

[B] Manufacturing Sector

[C] Service Sector

[D] All of the Above

17. Globalisation Results in ?

[A] Lesser competition among Producers

[B] Greater competition among Producers

[C] No change in competition among Producers

[D] None of the Above

18. Benefits enjoyed by companies who set up production Units in the SEZs are?

[A] They do not have to pay taxes for five years

[B] Reduction in excise duty

[C] Reduce tariffs and barriers

[D] None of the Above

19. Where is the head quarters of United Nations Organization is situated?

[A] Paris [✓B] New York [C] The Hague [D] London

20. The United Nations Organizations was established in the Year?

[A] 1943 [✓B] 1945 [C] 1944 [D] 1946

21. What was the theme of the 2016 Human Development Report?

[A] Real prosperity of Nations

[B] Stability and equality

[✓C] Human Development for all

[D] Fight against environmental change

22. ----- Is a body of the United Nations composed of all member states?

[A] Security Council

[B] Economic and Social council

[C] Trusteeship Council

[✓D] General Assembly

23. FAO stands for

[A] Food Aid Organization

[✓B] Food and Agricultural Organisation

[C] Federation for Agricultural output

[D] Federation of Agricultural offtake

24. Which of the following is not the main part of the United Nations?

[A] The international court of justice

[ B] Secretariat

[C] Economic and social council

[✓D] International monetary fund

25. What is meant by Internal security?

[A] from the security of the country

[B] Internal and external security of a territory

[✓C] Ensuring law and peace within the internal borders of a sovereign country  
while curbing disruptive and illegal activities

[D] from the protection of the constitution of the country

### STUDENTS LIST

S.No	ADMN	Name of the student	Class
1	7794	B.Abhinay	II B.A
2	7802	T.Sanjeev	II B.A
3	7829	K.Bunny	II B.A
4	7858	K.Sachin	II B.A
5	7903	M.Bhanu Prakash	II B.A
6	7870	K.Raju	II B.A
7	7869	R.Samuel	II B.A
8	7866	K.Sri Rama Krishna	II B.A
9	7865	M.Kavya	II B.A
10	7877	R.LakshmiNaryana	II B.A
11	7919	M.N.Dhajnasundari	II B.A
12	7918	Ch.Posamma	II B.A
13	7917	G.Rani	II B.A
14	7915	Ch.Kiran Kumar	II B.A
15	7912	Ch.Gayathri	II B.A
16	7959	K.Pavan	II B.A
17	7940	N.Kalyani	II B.A
18	7970	P.Jaya Sri	II B.A
19	7861	G.Mahesh Babu	II B.A
20	7874	I.Devika	II B.A

*V. Naga Deepika*

**Head of the Department**

## Student Marks:

S.No	ADMN	Name of the student	Class	Max.Marks [50 Marks]
1	7794	B.Abhinay	I B.A	40
2	7802	T.Sanjeev	I B A	40
3	7829	K.Bunny	I B.A	40
4	7858	K.Sachin	I B.A	44
5	7903	M.Bhanu Prakash	II B.A	46
6	7870	K.Raju	II B.A	40
7	7869	R Samuel	II B.A	40
8	7866	K.Sri Rama Krishna	II B.A	44
9	7865	M.Kavya	IIB.A	48
10	7877	R.Lakshmi Narayana	IIB.A	40
11	7919	M.N.Dhana Sundari	II B.A	48
12	7918	Ch.Posamma	II B.A	50
13	7917	G.Rani	II B.A	48
14	7915	Ch.Kiran Kumar	II B.A	40
15	7912	Ch.Gayathri	II B.A	50
16	7959	K.Pavan	II B.A	44
17	7940	N.Kalyani	II B.A	48
18	7970	P.Jaya Sri	II B.A	48
19	7861	G.Mahesh Babu	II B.A	46
20	7874	I.Devika	II B A	46

*V. Naga Deepika*

Head of the Department

Name of the Office		Attendance										Register										Month	Year	Remarks										
S. No.	NAME	Designation	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	Ch. Dasamma		P	P	P	P	P	P	P	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	T. Sarjow		P	P	P	P	P	P	P	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	K. Bury		P	P	P	P	P	P	P	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. 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	P	
5	M. Bharu 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	
6	B. Raju		P	P	P	P	P	P	P	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	R. Samuel		P	P	P	P	P	P	P	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	K. Sri Rama Krishna		P	P	P	P	P	P	P	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. Maya		P	P	P	P	P	P	P	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	R. 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	P	
11	M. S. Sundar		P	P	P	P	P	P	P	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	Ch. Dasamma		P	P	P	P	P	P	P	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	G. Ravi		P	P	P	P	P	P	P	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	Ch. Kiran 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	
15	Ch. Gayatri		P	P	P	P	P	P	P	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	K. Pavan		P	P	P	P	P	P	P	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	N. Kalyani		P	P	P	P	P	P	P	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	P. Jaya Sri		P	P	P	P	P	P	P	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	G. Mahesh 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	P	
20	J. Deepika		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	

V. Naga Deepika  
Lecturer in political science

V. Naga Deepika

Head of the Department

**MODEL CERTIFICATE:**



# DEPARTMENT OF COMMERCE

## INSURANCE CERTIFICATE COURSE 2021-2022

**Name of the Lecturers:**

- 1) Sri HSNVS PAVAN KUMAR (07hours)
- 2) Dr.K.SATYA NARAYANA (07hours)
- 3) Smt.CH.NAGA SRILAKSHMI (06hours)

**No.of students Attended: 20**

**Duration of Certificate course : 1 Month**

**No.of Classes: 20**

**Signature of the In charge of Dept**

**Signature of the principal**

### SYLLABUS

#### **Unit-1**

**The Conceptual Framework** – What Is Insurance – Brief History of Insurance – Perils and Risks – Classification of Risks- Hazards.

#### **Unit-2**

**Principles -Insurance works:** Insurance Principles -How Insurance Works – Classes of Insurance – Assumptions –Importance of insurance industry.

#### **Unit-3**

**Plans of Life Insurance** – Death Cover – Survival Benefit – Term Assurance – Pure Endowment – Linked – Some Popular Plans- Common Variations – With Profit and Without Profit Policies – Joint Life Policies – Children 's Plans – Variable Insurance Plans 2 – Riders – Postal Life Insurance. Annuities.

## INSURANCE-MODEL PAPER

Time: 1.30 Hours

Max.Marks: 50

### Section-A

Answer any **TWO** of the following questions.

2 x15 = 30M

1. What is Insurance? Explain the Brief History of Insurance?
2. Explain the types of Insurance?
3. Explain the Classification of Risks?

### Section-B

Answer any **FOUR** of the following questions

4 x 5 = 20 M

4. Explain the Definition of Insurance?
5. Explain the Importance of Insurance?
6. Explain the insurance principles ?
7. Explain Life Insurance?
8. Term insurance?
9. Explain the Postal Life Insurance

**Registration of Students:**List of Students joined in the course

S.No	Class	Regd No	Name of the Student
1	III B.Com	180558100006	D.Kavyasri
2	III B.Com	180558100007	D.Dhanajaneyulu
3	III B.Com	180558100011	G.Divya Jyothi
4	III B.Com	180558100016	K.Durga Mahesh
5	III B.Com	180558100020	K.Sireesha
6	III B.Com	180558100028	N.Divya
7	III B.Com	180558100031	P.Sireesha
8	III B.Com	180558100032	P.Srirajesh Babu
9	III B.Com	180558100034	P.Divya
10	III B.Com	180558100035	P.Jyothika
11	II B.Com	200558100001	A.Nandini
12	II B.Com	200558100008	Ch.Divya
13	II B.Com	200558100034	V.Kumari Surya
14	II B.Com	200558100025	N.Chandra Dhanush
15	II B.Com	200558100013	G.R.N.V.Ratnam
16	II B.Com	200558200007	D.B.N.Seshagiri
17	II B.Com	200558200015	K.Lakshmi Durga
18	II B.Com	200558200019	P.Diwakar
19	II B.Com	200558200021	P.Baby
20	II B.Com	200558200025	V.Tanuja



Head of the Department

### Student Attendance Summary: Theory

S.No	Regd No	Name of the student	No. of Hours attended	Total Hours	Percentage
1	180558100006	D.Kavyasri	14	16	87.50%
2	180558100007	D.Dhanajaneyulu	16	16	100.00%
3	180558100011	G.Divya Jyothi	15	16	93.75%
4	180558100016	K.Durga Mahesh	13	16	81.25%
5	180558100020	K.Sireesha	14	16	87.50%
6	180558100028	N.Divya	14	16	87.50%
7	180558100031	P.Sireesha	15	16	93.75%
8	180558100032	P.Srirajesh Babu	16	16	100.00%
9	180558100034	P.Divya	12	16	75.00%
10	180558100035	P.Jyothika	13	16	81.25%
11	200558100001	A.Nandini	14	16	87.50%
12	200558100008	Ch.Divya	15	16	93.75%
13	200558100034	V.Kumari Surya	16	16	100.00%
14	200558100025	N.Chandra Dhanush	15	16	93.75%
15	200558100013	G.R.N.V.Ratnam	14	16	87.50%
16	200558200007	D.B.N.Seshagiri	14	16	87.50%
17	200558200015	K.Lakshmi Durga	11	16	68.75%
18	200558200019	P.Diwakar	16	16	100.00%
19	200558200021	P.Baby	15	16	93.75%
20	200558200025	V.Tanuja	14	16	87.50%



Head of the Department

### Student Attendance Summary: Practical

S.No	Regd No	Name of the student	No. of Hours attended	Total Number of Hours	Percentage
1	180558100006	D.Kavyasri	3	4	75.00%
2	180558100007	D.Dhanajaneyulu	4	4	100.00%
3	180558100011	G.Divya Jyothi	4	4	100.00%
4	180558100016	K.Durga Mahesh	4	4	100.00%
5	180558100020	K.Sireesha	3	4	75.00%
6	180558100028	N.Divya	4	4	100.00%
7	180558100031	P.Sireesha	4	4	100.00%
8	180558100032	P.Srirajesh Babu	4	4	100.00%
9	180558100034	P.Divya	3	4	75.00%
10	180558100035	P.Jyothika	4	4	100.00%
11	200558100001	A.Nandini	3	4	75.00%
12	200558100008	Ch.Divya	4	4	100.00%
13	200558100034	V.Kumari Surya	4	4	100.00%
14	200558100025	N.Chandra Dhanush	3	4	75.00%
15	200558100013	G.R.N.V.Ratnam	3	4	75.00%
16	200558200007	D.B.N.Seshagiri	4	4	100.00%
17	200558200015	K.Lakshmi Durga	4	4	100.00%
18	200558200019	P.Diwakar	4	4	100.00%
19	200558200021	P.Baby	3	4	75.00%
20	200558200025	V.Tanuja	4	4	100.00%



Head of the Department

### Student Attendance Summary: Consolidated

S.No	Regd No	Name of the student	Theory Hours attended	Practical Hours attended	Total Hours attended	Total Hours	Total Hours attended
1	180558100006	D.Kavyasri	14	3	17	20	85.00%
2	180558100007	D.Danajaneyulu	16	4	20	20	100.00%
3	180558100011	G.Divya Jyothi	15	4	19	20	95.00%
4	180558100016	K.Durga Mahesh	13	4	17	20	85.00%
5	180558100020	K.Sireesha	14	3	17	20	85.00%
6	180558100028	N.Divya	14	4	18	20	90.00%
7	180558100031	P.Sireesha	15	4	19	20	95.00%
8	180558100032	P.Srirajesh Babu	16	4	20	20	100.00%
9	180558100034	P.Divya	12	3	15	20	75.00%
10	180558100035	P.Jyothika	13	4	17	20	85.00%
11	200558100001	A.Nandini	14	3	17	20	85.00%
12	200558100008	Ch.Divya	15	4	19	20	95.00%
13	200558100034	V.Kumari Surya	16	4	20	20	100.00%
14	200558100025	N.Chandra Dhanush	15	3	18	20	90.00%
15	200558100013	G.R.N.V.Ratnam	14	3	17	20	85.00%
16	200558200007	D.B.N.Seshagiri	14	4	18	20	90.00%
17	200558200015	K.Lakshmi Durga	11	4	15	20	75.00%
18	200558200019	P.Diwakar	16	4	20	20	100.00%
19	200558200021	P.Baby	15	3	18	20	90.00%
20	200558200025	V.Tanuja	14	4	18	20	90.00%

### Original Marks Award List

S.No	Regd No	Name of the Student	Marks Awarded		
			Theory	Practical	Total
1	180558100006	D.Kavyasri	33	9	42
2	180558100007	D.Danajaneyulu	35	9	44
3	180558100011	G.Divya Jyothi	36	9	45
4	180558100016	K.Durga Mahesh	33	10	43
5	180558100020	K.Sireesha	34	10	44
6	180558100028	N.Divya	34	9	43
7	180558100031	P.Sireesha	33	10	43
8	180558100032	P.Srirajesh Babu	34	9	43
9	180558100034	P.Divya	32	9	41
10	180558100035	P.Jyothika	31	8	39
11	200558100001	A.Nandini	32	9	41
12	200558100008	Ch.Divya	31	8	39
13	200558100034	V.Kumari Surya	30	9	39
14	200558100025	N.Chandra Dhanush	29	10	39
15	200558100013	G.R.N.V.Ratnam	30	9	39
16	200558200007	D.B.N.Seshagiri	29	9	38
17	200558200015	K.Lakshmi Durga	34	8	42
18	200558200019	P.Diwakar	32	8	40
19	200558200021	P.Baby	30	9	39
20	200558200025	V.Tanuja	31	9	40

Total Number of students Registered : 20

Total Number of students Appeared for examination: 20

Total Number of students passed the examination: 20





**Certificate course images**



# DEPARTMENT OF PHYSICS

## Certificate course Report during 2021-22

### Title of the Paper: Basic Electrical Appliances

Duration: 6 weeks

Total Hours: 30 (15 Theory + 15 Practical)

#### SYLLABUS

#### 1. Passive and active electronics components (16Hrs)

Identify the different types of resistors, Measure the resistor values using colour code and verify the reading by measuring in multi-meter, Identify different inductors and measure the values using LCR meter, Identify the different capacitors and measure capacitance of various capacitors using LCR meter, Identify the primary and secondary transformer windings, Measure the primary and secondary voltage of different transformers, Practice soldering and de-soldering of various types of electrical and electronics components.

**Outcome:** students know about –Resistor, definition, types of resistors, their construction & specific use, color-coding, power rating. Types of inductors, specifications and applications. Types of capacitors, specifications and applications, Working principle of a Transformer, Specifications of a transformer, Step-up, Step down and isolation transformers, Fuse – types, use of fuses and its rating.

#### 2. Electrical parameters and measurements (12 Hours)

Practice procedure for electrical and personal safety measures, Identify the Live, Neutral and Earth on power Socket, Use a Tester to monitor AC power, Measure the voltage between the neutral and ground and rectify Earthing, Identify the primary and secondary cells, Measure and test the voltages of the given cells/battery using digital Multi-meter, Charge and discharge the battery.

**Outcome:** students able to understanding- electric charges, Potential difference, Voltage, Current, and Resistance. Basics of AC & DC. Terms such as positive cycle, negative cycle, Frequency, Time period, RMS, Peak value, Insulators, conductors and semiconductor, Different type of electrical cables and their specifications.

#### 3. Instrument for suitable measurement (12 Hours)

Use the digital Multi-meter to measure the DC voltage by doing measurement at the test points provided. Use the digital Multi-meter to measure AC voltage measurement by doing measurement at the test points provided. Adjust the zero adjustment screw for proper zero setting with the help of a screw driver before using Multi-meter. Replace the battery in the Multi-meter. Replacing of open Fuse wire.

**Outcome:** students able to use- Precaution to be taken in handling digital Multimeter, Precaution to be taken in handling digital Multimeter, Familiarization with operation controls of digital Multi-meter, Principle of operation of digital Multi-meter, Frequently occurring problems in Digital multimeters and the remedial measures

#### Reference Books:

1. A.B.C's of transformers and coils, J.Bukstein
2. Fundamentals of electricity & magnetism, D.N.Vasudeva
3. Electricity & Electronics, B.K. Agarwal, P.C. Agarwal
4. Experiments in electronics, W .H.Ivans
5. Electronic circuits, Adwin Clowenber
6. Electrical Technology, H.Cohan

**Title of the Paper: Basic Electrical Appliances**

Module-I

**Passive and active electronics components**

Identify the different types of resistors, Measure the resistor values using colour code and verify the reading by measuring in multi-meter, Identify different inductors and measure the values using LCR meter, Identify the different capacitors and measure capacitance of various capacitors using LCR meter

Module-II

**Passive and active electronics components**

Identify the primary and secondary transformer windings, Measure the primary and secondary voltage of different transformers, Practice soldering and de-soldering of various types of electrical and electronics components.

Module-III

**Electrical parameters and measurements**

Practice procedure for electrical and personal safety measures, Identify the Live, Neutral and Earth on power Socket, Construct a test lamp and use it to mains healthiness, Use a Tester to monitor AC power,

Module-IV

**Electrical parameters and measurements**

Measure the voltage between the neutral and ground and rectify Earthing, Identify the primary and secondary cells, Measure and test the voltages of the given cells/battery using digital Multi-meter, Charge and discharge the battery

Module-V

**Instrument for suitable measurement**

Use the digital Multi-meter to measure the DC voltage by doing measurement at the test points provided. Use the digital Multi-meter to measure AC voltage measurement by doing measurement at the test points provided.

Module-VI

**Instrument for suitable measurement**

Adjust the zero adjustment screw for proper zero setting with the help of a screw driver before using Multi-meter. Replace the battery in the Multi-meter. Replacing the open Fuse with correct Rating

**Basic Electrical Appliances**

**MODEL PAPER**

**Time: 1.30 Hours**

**Max. Marks: 50**

**Section-A**

I. Answer any **TWO** of the following questions.

2 x15 = 30M

1. Explain the procedure for electrical and personal safety measures?
2. Explain the function of digital Multi-meter and explain how to measure the DC voltage and AC voltage using it?
3. Explain how to Measure the primary and secondary voltage of different transformers?

**Section-B**

II. Answer any **FOUR** of the following questions

4 x 5 = 20 M

4. Explain the primary and secondary cells?
5. Explain the working Fuse?
6. Explain functioning of Multi-meter?
7. Explain different types of transformers?
8. Explain different inductors used in LCR meter?

CERTIFICATE COURSE IN PHYSICS (2021-2022)

Title of the Paper: **Basic Electrical Appliances**

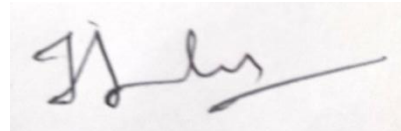
(18 January 2022 to 4 March 2022)

**List of Students joined in the course**

S.No	Class	Regd No	Name of the Student
1	II BSc	200557101005	G. Naga Durga
2	II BSc	200557101006	G.Sravani
3	II BSc	200557101007	J. Satya
4	II BSc	200557101009	J. Pavithra
5	II BSc	200557101010	J. Rakesh Kumar
6	II BSc	200557101013	K. Ayyapa Swami
7	II BSc	200557101017	P. Rama Navya Sri
8	II BSc	200557101018	S. Subba Lakshmi
9	II BSc	200557102023	A. K. Kavya
10	II BSc	200557102025	B.Y.R.C.Prasad
11	II BSc	200557102026	Ch. Mamatha
12	II BSc	200557102028	D.L.S Sandhya
13	II BSc	200557102029	D. Dhana Lakshmi
14	II BSc	200557102035	K. Surekha
15	II BSc	200557102039	K. Ajay
16	II BSc	200557102040	K. Lakshmi durga
17	II BSc	200557102046	P. Surekha
18	II BSc	200557102047	P. Rama Eswari
19	II BSc	200557102048	P.Pujitha
20	II BSc	200557102051	V.S.S. Bhargavi

**Student Attendance Register: Theory**

S.No	Regd No	18 /01	20 /01	25 /01	28 /01	01 /02	03 /02	05 /02	08 /02	10 /02	14 /02	16 /02	18 /02	21 /02	23 /02	25 /02
1	200557101005	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	200557101006	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	200557101007	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	200557101009	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	200557101010	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	200557101013	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	200557101017	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	200557101018	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	200557102023	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	200557102025	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	200557102026	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	200557102028	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	200557102029	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	200557102035	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	200557102039	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	200557102040	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	200557102046	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	200557102047	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	200557102048	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	200557102051	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P



**CERTIFICATE COURSE IN PHYSICS (2021-2022)**

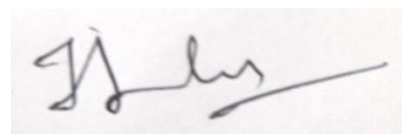
**Title of the Paper: Basic Electrical Appliances**

**Student Attendance Register: Practical**

S.No	Regd No	19/01	24/01	27/01	29/01	01/02	05/02	09/02	11/02	14/02	17/02	19/02	23/02	26/02	02/03	04/03
1	200557101005	P	P	A	P	P	P	A	P	P	P	P	P	P	P	A
2	200557101006	P	A	P	P	A	P	P	P	P	P	A	P	P	P	P
3	200557101007	P	P	A	P	P	A	P	P	P	P	P	A	P	P	P
4	200557101009	A	P	P	P	P	P	P	P	A	P	P	P	P	A	P
5	200557101010	P	P	P	A	P	P	A	P	P	P	A	P	P	P	P
6	200557101013	P	A	P	P	P	A	P	P	P	A	P	P	P	A	P
7	200557101017	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P
8	200557101018	P	P	A	P	P	P	A	P	P	P	P	P	A	P	P
9	200557102023	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	200557102025	P	A	P	P	P	A	P	P	P	P	A	P	P	P	P
11	200557102026	P	P	A	P	P	P	P	A	P	P	P	P	P	A	P
12	200557102028	P	P	P	A	P	P	A	P	P	P	P	A	P	P	A
13	200557102029	P	P	A	P	P	P	P	P	A	P	P	P	A	P	P
14	200557102035	P	A	P	P	P	P	A	P	P	P	P	A	P	P	P
15	200557102039	P	P	A	P	P	A	P	P	P	P	P	P	A	P	P
16	200557102040	P	P	A	P	P	A	P	P	P	A	P	P	P	P	P
17	200557102046	P	P	A	P	P	P	P	P	A	P	P	P	A	P	P
18	200557102047	P	P	P	A	P	P	P	P	P	A	P	P	A	P	P
19	200557102048	P	P	P	P	P	A	P	P	A	P	P	A	P	P	P
20	200557102051	P	P	P	P	A	P	P	P	P	A	P	P	P	P	A

**Original Award List**

S.No	Regd No	Name of the Student	Marks Awarded		
			Theory	Practical	Total
1	200557101005	G. Naga Durga	40	41	81
2	200557101006	G.Sravani	43	39	82
3	200557101007	J. Satya	40	39	79
4	200557101009	J. Pavithra	44	38	82
5	200557101010	J. Rakesh Kumar	35	38	73
6	200557101013	K. Ayyapa Swami	40	36	76
7	200557101017	P. Rama Navya Sri	38	38	76
8	200557101018	S. Subba Lakshmi	44	40	84
9	200557102023	A. K. Kavya	43	36	79
10	200557102025	B.Y.R.C.Prasad	40	38	78
11	200557102026	Ch. Mamatha	43	41	83
12	200557102028	D.L.S Sandhya	45	39	84
13	200557102029	D. Dhana Lakshmi	40	39	79
14	200557102035	K. Surekha	40	37	77
15	200557102039	K. Ajay	40	40	80
16	200557102040	K. Lakshmi durga	45	45	90
17	200557102046	P. Surekha	37	37	74
18	200557102047	P. Rama Eswari	40	39	79
19	200557102048	P.Pujitha	45	36	81
20	200557102051	V.S.S. Bhargavi	40	39	79



## CERTIFICATE COURSE IN PHYSICS (2021-2022)

### Title of the Paper: **Basic Electrical Appliances**

(18 January 2022 to 4 March 2022)

#### List of Students joined in the course

S.No	Class	Regd No	Name of the Student	Signature of the student
1	II BSc	200557101005	G. Naga Durga	G. Naga Durga
2	II BSc	200557101006	G. Sravani	G. Sravani
3	II BSc	200557101007	J. Satya	J. Satya
4	II BSc	200557101009	J. Pavithra	J. Pavithra
5	II BSc	200557101010	J. Rakesh Kumar	J. Rakesh Kumar
6	II BSc	200557101013	K. Ayyappa Swami	K. Ayyappa Swami
7	II BSc	200557101017	P. Rama Navya Sri	P. Rama Navya Sri
8	II BSc	200557101018	S. Subba Lakshmi	S. Subba Lakshmi
9	II BSc	200557102023	A. K. Kavya	A.K. Kavya
10	II BSc	200557102025	B.Y.R.C.Prasad	B.Y.R.C.Prasad
11	II BSc	200557102026	Ch. Mamatha	Ch. Mamatha
12	II BSc	200557102028	D.L.S Sandhya	D.L.S. sandhya
13	II BSc	200557102029	D. Dhana Lakshmi	D. Dhana Lakshmi
14	II BSc	200557102035	K. Surekha	K. Surekha
15	II BSc	200557102039	K. Ajay	K. Ajay
16	II BSc	200557102040	K. Lakshmi durga	K. Lakshmi Durga
17	II BSc	200557102046	P. Surekha	P. surekha
18	II BSc	200557102047	P. Rama Eswari	P. Rama Eswari
19	II BSc	200557102048	P.Pujitha	P. Pujitha
20	II BSc	200557102051	V.S.S. Bhargavi	V.S.S. Bhargavi

Model Certificate:

	<p><b>VKV GOVT DEGREE COLLEGE</b> KOTHAPETA, EAST GODAVARI DT. (Accredited by NAAC "B" Grade) (An ISO 9001:2015 certified by HYM International Pvt Ltd.) (Affiliated to AdikaviNannaya University, Rajamahendravaram)</p>
<p>CERTIFICATE OF PARTICIPATION</p>	
<p>This is to certify that Mr./ Mrs./ Miss ..... of VKV GOVT DEGREE COLLEGE, KOTHAPETA, EAST GODAVARI DT. has been participated in the ADD-ON course on "BASIC ELECTRICAL APPLIANCES" from 18-01-2022 to 04-03-2022, organised by the Department of PHYSICS, VKV GOVT DEGREE COLLEGE, Kothapeta.</p>	
 Head of the Dept of Physics	 Principal



## DEPARTMENT OF CHEMISTRY

### CERTIFICATE COURSE ON ADVANCED SOECTROSCOPY-2021-22

#### ADD ON PROGRAMME/VALUE ADDITION PROGRAMME

**Title of the programme:** ADVANCED SPECTROSCOPY TECHNIQUES

**Duration of the programme:**30 days

#### NOTICE

22-06-2022

The Department of Chemistry is going to offer a certificate course on **ADVANCED SPECTROSCOPY TECHNIQUES** from 24-06-2022 to 29-07-2022. The students who are interested can give their names in the department of chemistry on or before 24<sup>th</sup> June, 2022.

Department of Chemistry

#### **Classes Handled by (Faculty Particulars)**

S.No.	Name of the Topic	Dates		Faculty Particulars
		From	To	
1	Basic principles in Spectroscopy	24-06-2022	30-06-2022	Dr. G. Srinivasulu
2	Theory involved in spectroscopy	01-07-2022	07-07-2022	Sri P. Sai krishna
3	Instrumentation of various spectroscopic techniques	08-07-2022	16-07-2022	Dr. G. Srinivasulu
4	Applications of various techniques	17-07-2022	29-07-2022	Sri P. Sai krishna

**ADD ON PROGRAMME/VALUE ADDITION PROGRAMME**

**Topic: BASICS IN ORGANIC CHEMISTRY**

**ENROLLMENT OF STUDENTS 2021-22**

S.No.	Name of the Student	RGD No.	Programme/Combination
1	S. Subba Lakshmi	200557101018	B.Sc., (M.P.C)
2	G.Sravani	200557101005	B.Sc., (M.P.C)
3	Y. Naveen Kumar	200557101021	B.Sc., (M.P.C)
4	J.Rakesh Kumar	200557101010	B.Sc., (M.P.C)
5	T.Devi	200557101020	B.Sc., (M.P.C)
6	N.Nanditha	200557101014	B.Sc., (M.P.C)
7	G.Prasanthi	200557110057	B.Sc., (C.B.Z)
8	P.Dwaraka	200557110075	B.Sc., (C.B.Z)
9	V.Sravani	200557110081	B.Sc., (C.B.Z)
10	J.Satya	200557110059	B.Sc., (C.B.Z)

*G. Sulland  
Incharge of dept. of chemistry*

**(Advanced Spectroscopy Techniques)**

**SYLLABUS**

**Hours: - 30**

**Unit-I**

**Basic principles in Spectroscopy**

**Unit-II**

**Theory involved in spectroscopy**

**Unit-III**

**Instrumentation of various spectroscopic techniques**

**Unit-IV**

**Applications of various techniques**

## Model question paper

Time:-20 mints

Max marks:-50

Answer all bits each question carries Two marks

- The different types of energies associated with a molecule are \_\_\_\_\_  
a) Electronic energy b) Vibrational energy c) Rotational energy d) All of the mentioned
- During the motion, if the centre of gravity of molecule changes, the molecule possess  
a) Electronic energy b) Rotational energy c) Translational energy d) Vibrational energy
- The correct order of different types of energies is \_\_\_\_\_  
a)  $E_{el} \gg E_{vib} \gg E_{rot} \gg E_{tr}$   
b)  $E_{el} \gg E_{rot} \gg E_{vib} \gg E_{tr}$   
c)  $E_{el} \gg E_{vib} \gg E_{tr} \gg E_{rot}$   
d)  $E_{tr} \gg E_{vib} \gg E_{rot} \gg E_{el}$
- The region of electromagnetic spectrum for nuclear magnetic resonance is \_\_\_\_\_  
a) Microwave b) Radio frequency c) Infrared d) UV-rays
- Which of the following is an application of molecular spectroscopy?  
a) Structural investigation b) Basis of understanding of colors c) Study of energetically excited reaction products d) All of the mentioned
- The results obtained by spectroscopic methods are less reliable, less reproducible and incorrect than classical methods.  
a) True b) False
- The criteria for electronic spin resonance is \_\_\_\_\_  
a) Periodic change in polarisability  
b) Spin quantum number of nuclei  $> 0$   
c) Presence of unpaired electron in a molecule  
d) Presence of chromophore in a molecule
- Which of the following molecules will not display an infrared spectrum?  
 a)  $CO_2$   
 b)  $N_2$   
 c) benzene  
 d) HCCH
- The region of electromagnetic spectrum for nuclear magnetic resonance is \_\_\_\_\_  
a) Microwave  
b) UV-rays  
c) Infrared  
d) Radio frequency
- On which factors does the vibrational stretching frequency of a diatomic molecule depend?  
a) Atomic population  
b) Force constant  
c) Temperature  
d) Magnetic field

## MARKS LIST 2021-22

S.No	Name of the Student	RGD No.	Programme/Combination	Max. Marks	Marks Awarded
1	S. Subba Lakshmi	200557101018	B.Sc., (M.P.C)	50	44
2	G.Sravani	200557101005	B.Sc., (M.P.C)	50	41
3	Y. Naveen Kumar	200557101021	B.Sc., (M.P.C)	50	37
4	J.Rakesh Kumar	200557101010	B.Sc., (M.P.C)	50	42
5	T.Devi	200557101020	B.Sc., (M.P.C)	50	39
6	N.Nanditha	200557101014	B.Sc., (M.P.C)	50	38
7	G.Prasanthi	200557110057	B.Sc., (C.B.Z)	50	42
8	P.Dwaraka	200557110075	B.Sc., (C.B.Z)	50	41
9	V.Sravani	200557110081	B.Sc., (C.B.Z)	50	37
10	J.Satya	200557110059	B.Sc., (C.B.Z)	50	40

## ATTENDANCE SHEET 2021-22 (24-06-2022 TO 29-07-2022)

S.No	Name of the Student	RGD No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	S. Subba Lakshmi	200557101018	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
2	G.Sravani	200557101005	P	A	P	P	P	A	P	P	P	P	A	A	P	P	P
3	Y. Naveen Kumar	200557101021	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	J.Rakesh Kumar	200557101010	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
5	T.Devi	200557101020	P	P	P	A	A	P	P	P	P	P	P	P	P	P	P
6	N.Nanditha	200557101014	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	G.Prasanthi	200557110057	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	P.Dwaraka	200557110075	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	V.Sravani	200557110081	P	A	A	P	P	P	P	P	P	P	P	P	P	P	P
10	J.Satya	200557110059	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

*G. Sulland*  
Incharge of dept. of chemistry

# DEPARTMENT OF ZOOLOGY

CERTIFICATE COURSE  
2021-2022

## LAB TECHNOLOGY

Date:22-07-2022

### CIRCULAR

Its information from the Department of Zoology is going to conduct a value added /certificate course on LAB TECHNOLOGY from 25-07-2022 to 25-08-2022 (30 days) at Zoology lab. All the interested students are register your names on or before 25-07-2022 at the department of Zoology

B VIJAYAKUMAR

Lecturer in zoology

Circulation to all Departments

- |                |                       |                                     |
|----------------|-----------------------|-------------------------------------|
| 1-Zoology-     | 6-Commerce-           | 11- Telugu-                         |
| 2-Botany -     | 7-Economics-          | 12-Physical education-              |
| 3-Chemistry-   | 8- Political science- | 13-Library and information science- |
| 4-Physics -    | 9- History-           | 14-Computer science-                |
| 5-Mathematics- | 10- English-          |                                     |

## SYLLABUS

### UNIT-I- Identification of Blood Groups

Introduction

Antigen Antibodies

A,B,AB,O & Rh positive and negative

### UNIT-II- Identification of Blood Sugar

Introduction

Diabetes Type-I and Type -II

Hormonal control of insulin

### UNIT-III- Identification of Urine Sugar

Introduction

Difference between diabetes and polyuria

### UNIT-IV- Identification of Blood Pressure

Introduction

Types

Low blood pressure

High blood pressure

### UNIT-V- Identification of Hemoglobin

Introduction

Normal ranges in child, young, male and female

Anemia

## CERTIFICATE COURSE

### LAB TECHNOLOGY

#### Model Question Paper

Time :-3 Hours

Max Marks:-50M

Answer The All Questions. Each question carries 10 Marks

Note:-Write Principle,Aim, chemicals, procedure and result

1. Identification of Blood Groups -10M
2. Identification of Blood Sugar -10M
3. Identification of Urine Sugar -10M
4. Identification of Blood Pressure -10M
5. Identification of Blood Hemoglobin -10M

## MODEL CERTIFICATE



# DEPARTMENT OF COMPUTER SCIENCE

Conductsa certificate course on dt.3<sup>rd</sup> July,2021

## HTML

**Faculty Cum Tutor: CH.VIJAYA KUMAR**

**Lecturer in Computers**

### HTML SYLLABUS

#### Overview:

HTML and CSS go hand in hand for developing flexible, attractive, and user-friendly websites. HTML (Hyper Text Markup Language) is used to show content on the page whereas CSS is used for presenting the page. HTML describes the structure of a website semantically along with presentation cues, making it a mark-up language, rather than a programming language. HTML allows images and objects to be embedded and can be used to create interactive forms.

#### Course Objective:

- Learn HTML & CSS and pass the [certification exam](#).

#### Pre-requisite / Target Audience:

- Any beginner who wants to build career as Web designer can take this course.

#### PART 1

##### Module 1: Web Programming Introduction

- Architecture of a website
- Different technologies in making the website
- Web Development Introduction

##### Module 2: HTML-Introduction

- History of HTML
- What you need to do to get going and make your first HTML page
- What are HTML Tags and Attributes?
- HTML Tag vs. Element
- HTML Attributes

##### Module 3: HTML-Basic Formatting Tags

- HTML Basic Tags
- HTML Formatting Tags
- HTML Color Coding

## Module 4: HTML-Grouping Using Div Span

- Div and Span Tags for Grouping

## Module 5: HTML-Lists

- Unordered Lists
- Ordered Lists
- Definition list

## Module 6: HTML-Images

- Image and Image Mapping

## Module 7: HTML-Hyperlink

- URL - Uniform Resource Locator
- URL Encoding

## Module 8: HTML-Table

- < table >
- <th>
- < tr >
- < td >
- < caption >
- <thead>
- <tbody>
- <tfoot>
- <colgroup>
- < col >

## Module 9: HTML-Iframe

- Using Iframe as the Target

## Module 10: HTML-Form

- < input >
- <textarea>
- < button >
- < select >
- < label >

## Module 11: HTML-Headers

- Title
- Base
- Link
- Styles
- Script
- Meta

## Module 12: HTML-Miscellaneous

- HTML Meta Tag
- XHTML
- HTML Deprecated Tags & Attributes

# PRACTICAL1

## Introduction to HTML. Create a basic HTML file

Hyper Text Markup Language is a set of logical codes (markup) in parentheses that constitute the appearance of a web document and the information it contains. It is a language for creating static web pages. It specifies how the contents are to be presented on the web page. HTML is not a case-sensitive language so; HTML and html both are same.

HTML is a text document with formatting codes and this document has the suffix “.html” or “.htm”.

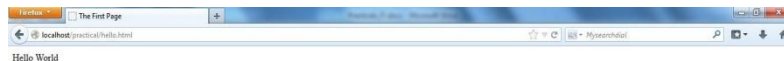
### Basic HTML Document

An element called HTML surrounds the whole document. This element contains two sub-elements, HEAD and BODY. These elements are required to form any HTML document.

```
<html>
  <head>
    <title>TheFirstPage</title>
  </head>
  <body>
    HelloWorld
  </body>
</html>
```

Just write down above code in the notepad editor and save this file with the extension of .html or .htm and then double click on that file you will get output on the default web browser.

### OUTPUT



Following are more subtags of <Head>

### <HTML>

<HEAD> has sub-elements that define header material:

<TITLE> document title. The title of your document is what appears in a web browser's Favourite or Bookmark list. Search engines on the Internet use the document's title for indexing purposes.

### </TITLE>

<BASE> can be used to record the document's location in the form of a URL. </BASE>

<ISINDEX> indicates to the browser that the document is an index document. This is used only if the document is on a server that does indexing.

### </ISINDEX>

<LINK> indicates a relationship between this document and some other object on the Web.

### </LINK>

<META> provides information such as the page's keywords and description that appears in HTTP

headers.

`</META>`

`<SCRIPT>` contains either JAVA Script or VBScript `</SCRIPT>`

`<STYLE>` contains information used by cascading stylesheets `</STYLE>`

`</HEAD>`

`<BODY>`

the remaining HTML elements are contained within these tags.

`</BODY>`

`</HTML>`

## HTML - TEST

Time: 2 Hrs.

Max. Marks: 100

### PART A (Answer all questions)

#### Fill in the Blanks (Each question carries 1 mark) 10 x 2 = 20 m

(Q1) \_\_\_\_\_ in HTML documents is surrounded by angular brackets which has a specific meaning.

Answer:-  
tag

(Q2) \_\_\_\_\_ tag defines the title for the web page.

Answer:-

`<title>`

(Q3) To change the color of the text in web page \_\_\_\_\_ attribute is used in .

Answer:-

text

(Q4) \_\_\_\_\_ tag includes a title for the document, scripts, styles, meta information, etc..

Answer:-

`<head>`

(Q5) \_\_\_\_\_ tag is used to create moving text in web page.

Answer:-

`<marquee>`

(Q6) HTML stands for \_\_\_\_\_

Answer:-

Hyper Text Markup Language

(Q7) \_\_\_\_\_ attribute is used to give description to image.

Answer:-

alt

(Q8) \_\_\_\_\_ tag defines the documents body

Answer:-

<body>

(Q9) \_\_\_\_\_ attribute of <

<img>

tag specifies the name of the image file.

---

Answer:-

src

(Q10) \_\_\_\_\_ is a collection of interlinked web pages.

---

Answer:-

Website

II. Choose the Correct Answer ( Each Question carries 1 mark) :          25 x 2 = 50 m

1. Which of these elements in HTML can be used for making a text bold?

a. <a>

b. <pre>

c. <br>

d. <b>

Answer: (d) <b>

2. Which tag do we use in HTML for inserting a line-break?

a. <a>

b. <br>

c. <b>

d. <pre>

Answer: (b) <br>

3. How to create a hyperlink in HTML?

a. <a link = "www.thinkandlearn.com"> thinkandlearn.com </a>

b. <a> www.thinkandlearn.com <thinkandlearn.com /a>

c. <a href = "www.thinkandlearn.com"> thinkandlearn.com </a>

d. <a url = "www.thinkandlearn.com" thinkandlearn.com /a>

Answer: (c) <a href = "www.thinkandlearn.com"> thinkandlearn.com </a>

4. In HTML, how do we insert an image?

a. <imgsrc = "jtp.png" />

b. <imghref = "jtp.png" />

c. <img link = "jtp.png" />

d. <imgurl = "jtp.png" />

Answer: (a) <imgsrc = "jtp.png" />

5. Which tag do we use to define the options present in the drop-down selection lists?

a. <list>

b. <option>

c. <dropdown>

d. <select>

Answer: (b) <option>

6. In HTML, which of these would add a background color?

- a. <marquee bgcolor = "plum">
- b. <marquee bg color: "plum">
- c. <marquee color = "plum">
- d. <marquee bg-color = "plum">

Answer: (a) <marquee bgcolor = "plum">

7. Which HTML tag do we use to display text along with a scrolling effect?

- a. <div>
- b. <scroll>
- c. <marquee>
- d. None of the above

Answer: (c) <marquee>

8. In HTML, we use the <hr> tag for \_\_\_\_\_.

- a. horizontal ruler
- b. new line
- c. new paragraph
- d. vertical ruler

Answer: (a) horizontal ruler

9. What is the correct way of sending mail in HTML?

- a. <mail ab@b</mail>
- b. <a href = "ab@b">
- c. <a href = "mailto: ab@b">
- d. None of the above

Answer: (c) <a href = "mailto: ab@b">

10. In HTML, the tags are \_\_\_\_\_.

- a. in upper case
- b. case-sensitive
- c. in lowercase
- d. not case sensitive

Answer: (d) not case sensitive

11. Which of these tags helps in the creation of a drop-down box or a combo box?

- a. <input type = "dropdown">
- b. <list>
- c. <ul>
- d. <select>

Answer: (d) <select>

12. Which tag is used in HTML5 for the initialization of the document type?

- a. <Doctype HTML>

b. <!DOCTYPE html>

c. <Doctype>

d. <\Doctype html>

Answer: (b) <!DOCTYPE html>

13. What is the correct way in which we can start an ordered list that has the numeric value count of 5?

a. <ol type = "1" start = "5">

b. <ol type = "1" num = "5">

c. <ol type = "1" begin = "5">

d. <ol type = "1" initial = "5">

Answer: (a) <ol type = "1" start = "5">

14. Which one is the HTML document's root tag?

a. <head>

b. <body>

c. <title>

d. <html>

Answer: (d) <html>

15. Which HTML tag do we use for displaying the power in the expression,  $(x^2 - y^2)$ ?

a. <p>

b. <sub>

c. <sup>

d. None of the above

Answer: (c) <sup>

16. In HTML, the correct way of commenting out something would be using:

a. ## and #

b. <!-- and -->

c. </-- and -/-->

d. <!-- and -!>

Answer: (b) <!-- and -->

17. How does the <bdo> element work?

a. changes direction of the ltr text

b. override the direction of the rtl text

c. stops writing in current direction of text

d. override the text direction

Answer: (d) override the text direction

18. What attribute do we use for data binding?

a. datasrc

b. mayscript

c. name

d. datafld

Answer: (a) datasrc

19. The non-ASCII characters would be replaced with \_\_\_\_\_ by the process of URL encoding.

a. "+"

b. "%"

c. "&"

d. "\*"

Answer: (b) "%"

20. Which of these entities is not defined in the XML?

a. apos

b. quot

c. copy

d. gt

Answer: (c) copy

21. The \_\_\_\_\_ entity is used for the arrow.

a. &zeta

b. &crarr

c. &oelig

d. &upsih

Answer: (b) &crarr

22. Which of these doesn't support the MP3 format?

a. Opera

b. Safari

c. Chrome

d. Firefox

Answer: (a) Opera

23. Which one of these helps us test if an old browser supports the geolocation?

a. Modernizr.geolocation

b. Modernizr

c. Modernizr.js

d. Navigator.userAgent

Answer: (d) Navigator.userAgent

24. Which of these classes helps make a text stand out?

a. .small

b. .lead

c. .text-center

d. .text-left

Answer: (b) .lead

25. What do we call after initializing a plug-in to get A scripting interface?

- a. NP\_GetMIMEDescription
- b. NP\_Initialize
- c. NPP\_GetValue
- d. NP\_GetValue

Answer: (c) NPP\_GetValue

#### PART-B

Answer any FIVE of the following qns:

5 x 6 = 30

1. Write the structure of HTML?
2. What are the basic tags of HTML?
3. Explain about Formatting Tags.
4. Explain about DOM.
5. Explain about anchor tag.
6. Explain about div element.
7. Explain table tags.
8. Explain about href tag.

  
Principal  
V.K.V.Govt. Degree College  
Kothapeta, E.G.Dt.

**LIST OF STUDENTS PARTICIPATED & LEARNED THE CERTIFIED COURSE :**

SNO	NAME OF THE STUDENT	GROUP	SIGNATURE OF THE STUDENT
1	P.SUREKHA	IIBSC MPCS	P. Surekha
2	K.SUREKHA	IIBSC MPCS	K. Surekha
3	N.DIVYA JYOTHI	IIBSC MPCS	N. Divya Jyothi
4	K.LAKSHMI DURGA	IIBSC MPCS	K. Lakshmi Durga
5	DSL SANDHYA	IIBSC MPCS	D.L.S. Sandhya
6	SANDHYA BHARGAVI	IIBSC MPCS	S.S. Bhargavi
7	K.AJAY	IIBSC MPCS	K. Ajay
8	M.AJAY KUMAR	IIBSC MPCS	M. Ajay Kumar
9	BYRC PRASAD	IIBSC MPCS	B. Y. R. C. Prasad
10	KJSR KRISHNA	IIBSC MPCS	K. J. S. R. Krishna
11	B.DURGA GANESH	IIBSC MPCS	B. Durga Ganesh
12	AYYAPPA MANIKANTA	IIBSC CHEMISTRY	Ay. Manikanta
13	D.DHANALAKSHMI	IIBSC MPCS	D. Dhanalakshmi
14	P.DHANALAKSHMI	IIBSC MPCS	P. Dhanalakshmi
15	KANAKA DURGA	IIBSC CHEMISTRY	G. Naga Durga
16	JONNADA RAKESH KUMAR	IIBSC CHEMISTRY	J. Rakesh Kumar
17	CH SATYA	IIBSC MPCS	Ch. Satya
18	CH MAMATHA	IIBSC MPCS	Ch. Mamatha
19	KADALI SATYA SAI	IIBSC MPCS	K. Satyasai
20	K.LAVA KUMAR	IIBSC MPCS	K. Lavakumar
21	SEELAM MEERA MOHAN	IIBSC MPCS	S. Meera Mohan
22	BINDU MOULI	IIBSC MPCS	B. Bindu mouli
23	KAGITHA VAMSI	IIBSC HETTM	K. Vamsi
24	K VAISHNAVI	IBSC MPCS	K. Vaishnavi
25	DHANUSH	IIBCOM GEN	
26	SSVL JYOTHSNA	IBSC MPCS	S. S. V. L. Jyothsna
27	K. SUVARNA RAJU	IIBCOM CA	
28	P.PUJITHA	IIBSC MPCS	P. Pujitha
29	T VEERA BABU	IIBCOM CA	T. Veera Babu
30	P DIWAKAR	IIBCOM CA	P. Diwakar
31	G.MOHAN SAI		G. Mohan Sai

Signature of the Faculty cum Trainer Signature of the Principal

Ch. Viswanath Kumar

K. Ramesh  
Principal  
V.K.V. Govt. Degree College  
Kothapeta, E.G.Dt.

**MARKS AWARDED TO THE STUDENTS WHO LEARNED THE COURSE :**

SNO	NAME OF THE STUDENT	GROUP	MARKS SECURED	REMARKS
1	P.SUREKHA	IIBSC MPCS	85	
2	K.SUREKHA	IIBSC MPCS	87	
3	N.DIVYA JYOTHI	IIBSC MPCS	89	
4	K.LAKSHMI DURGA	IIBSC MPCS	85	
5	DSL SANDHYA	IIBSC MPCS	85	
6	SANDHYA BHARGAVI	IIBSC MPCS	83	
7	K.AJAY	IIBSC MPCS	83	
8	M.AJAY KUMAR	IIBSC MPCS	80	
9	BYRC PRASAD	IIBSC MPCS	83	
10	KJSR KRISHNA	IIBSC MPCS	79	
11	B.DURGA GANESH	IIBSC MPCS	80	
12	AYYAPPA MANIKANTA	IIBSC CHEMISTRY	83	
13	D.DHANALAKSHMI	IIBSC MPCS	78	
14	P.DHANALAKSHMI	IIBSC MPCS	76	
15	KANAKA DURGA	IIBSC CHEMISTRY	80	
16	JONNADA RAKESH KUMAR	IIBSC CHEMISTRY	80	
17	CH SATYA	IIBSC MPCS	65	
18	CH MAMATHA	IIBSC MPCS	65	
19	KADALI SATYA SAI	IIBSC MPCS	70	
20	LAVA KUMAR	IIBSC MPCS	72	
21	SEELAM MEERA MOHAN	IIBSC MPCS	78	
22	BINDU MOULI	IIBSC MPCS	79	
23	KAGITHA VAMSI	IIBSC HETTM	77	
24	GOSANGI MAHESH	IIBSC BA HEP	75	
25	DHANUSH	IIBCOM GEN	74	
26	BASHEER	IIBCOM GEN	80	
27	K SUVARNA RAJU	IIBCOM CA	77	
28	P PUJITHA	IIBSC MPCS	73	
29	T VEERA BABU	IIBCOM CA	78	
30	P DIWAKAR	IIBCOM CA	76	

Signature of the Faculty cum Trainer

Principal

*Ch. Vinayak Kumar*

*K.P.Raju*  
Principal  
V.K.V.Govt. Degree College  
Kothapeta, E.G.Dt.

**CERTIFICATES ISSUED TO THE ASPIRANTS :**



**DEPARTMENT OF COMPUTER APPLICATIONS**  
**CERTIFICATE COURSE ON PHOTOSHOP-2021-22**

conducts ... a certificate course on ..... On dt.1 st

Agust,2022 **Faculty Cum Tutor:** CH. MOSES RAJU Lecturer in Computer Applications

“PHOTOSHOP” COURSE STARTED DATE: 1 st AUGUST,2022

**CIRCULAR**

Its information from the Department of COMPUTER APPLICATIONS is going to conduct a value added /certificate course on **photo shop** from 01-08-2022 to 30-09-2022 (30 days) at Computer lab. All the interested students are register your names on or before 25-07-2022 at the department of Coputer Applications

Ch.Moses Raju,  
Lecturer in Computer Applications

Circulation to all Departments

- |                |                       |                                     |
|----------------|-----------------------|-------------------------------------|
| 1-Zoology-     | 6-Commerce-           | 11- Telugu-                         |
| 2-Botany -     | 7-Economics-          | 12-Physical education-              |
| 3-Chemistry-   | 8- Political science- | 13-Library and information science- |
| 4-Physics -    | 9- History-           | 14-Computer science-                |
| 5-Mathematics- | 10- English-          |                                     |

# PHOTO EDITING SOFTWARE (PHOTOSHOP) SYLLABUS

## PHOTO EDITING SOFTWARE (PHOTOSHOP) SYLLABUS

### **Lesson 1. Getting to Know the Work Area**

- Using the tools
- Using the options bar
- and other panels
- Undoing actions in Photoshop
- Customizing the workspace
- Tools panel overview

### Lesson 2. Basic Photo Corrections

- Strategy for retouching
- Resolution and image size adjustment
- Color in Camera Raw
- Straightening and cropping the image in Photoshop
- Replacing colors in an image
- Adjusting saturation with the Sponge tool
- Repairing areas with the Clone Stamp tool
- Using the Spot Healing Brush tool
- Using content-aware fill
- Applying the Unsharp Mask filter

### Lesson 3. Working with Selections

- About selecting and selection tools
- Using the Quick Selection tool
- Moving a selected area
- Manipulating selections
- Using the Magic Wand tool
- Selecting with the Lasso tools
- Rotating a selection
- Selecting with the Magnetic Lasso tool
- Cropping an image and erasing within a selection
- Refining the edge of a selection

### Lesson 4. Layer Basics

- About layers
- Using the Layers panel
- Rearranging layers
- Applying a gradient to a layer
- Applying a layer style
- Flattening and saving files

V.K.V.GOVERNMENTDEGREECOLLEGE,KOTHAPETA PHOTOSHOP –TEST

Time:2Hrs.

Max.Marks:100

**PARTA(Answerallquestions)**

**I. FillintheBlanks(Eachquestioncarries1mark): - 10x2=20m**

1. For \_\_\_\_\_workPhotoshopisused?  
A)ForGraphics
2. \_\_\_\_\_companymadeImageReady?  
A)AdobeSystems
3. \_\_\_\_\_isFileExtensioninPhotoshop?  
A)Psd
4. \_\_\_\_\_menucontainstheduplicatelayeroptioninPhotoshop?  
A)Layer
5. \_\_\_\_\_softwareisusingtheGradienttool?  
A)Photoshop
6. FullformofDPI-is \_\_\_\_\_  
A)Dotsperinch
7. \_\_\_\_\_isthefullformofRGB?  
A)RedGreenBlue
8. \_\_\_\_\_isthemeaningofCMYK?  
A)CyanMagentaYellowBlack
9. \_\_\_\_\_oftheseformatssupportsTransparency?  
A)Png
10. ThefullformofGIF–  
A)GraphicsInterchangeFormat

**IIAnsweranyFIVEQuestionsfromthefollowing.**

**5x6=30(Ea**

**chquestioncarries6marks)**

1. Writedownany5applicationsofPhotoShop?
2. WhataretheselectiontoolsavailableinPhotoshop?
3. ExplainaboutthePhotoshopEnvironmentWindow?
4. WhatistheCloneStamp Tool?Explainwithanexample.
5. ExplainaboutHistoryBrushTool?
6. BrieflyexplaindifferenttypesoffiltersinPhotoshop?
7. BrieflyexplaindifferenttypesoflayersinPhotoshop?
8. Explainaboutpsd,png,tiff,jpeg,bmpformatsusedinPhotoshop?

**LIST OF STUDENTS PARTICIPATED & LEARNED THE CERTIFIED COURSE:**

<b>SNO</b>	<b>Register Number</b>	<b>NAME OF THE STUDENT</b>	<b>GROUP</b>
1	210558200001	AINAVALLI BHARGAVI	II B.COM CA
2	210558200002	AKULA KANAKA DURGA	II B.COM CA
3	210558200003	ANGADI RAMA LAKSHMI	II B.COM CA
4	210558200004	BADDA CHANDRIKA	II B.COM CA
5	210558200005	BAYYE NAGA VENKATA SAI	II B.COM CA
6	210558200006	DASARI LALITHA	II B.COM CA
7	210558200007	GOSANGI PRASANTHI	II B.COM CA
8	210558200008	GUBBALA BHARATHI	II B.COM CA
9	210558200009	GUBBALA NAGALAKSHMI	II B.COM CA
10	210558200010	GUBBALA ROHITHA	II B.COM CA
11	210558200011	JAGATHA JAGPATHI VEERA	II B.COM CA
12	210558200012	JOANNADA DEEPIKA	II B.COM CA
13	210558200013	KAMUJU MADHURI	II B.COM CA
14	210558200014	KOMBATHULA KALYAN RAM	II B.COM CA
15	210558200015	KOPANATHI DURGA PRASAD	II B.COM CA
16	210558200016	MATHA SANTHI KUMARI	II B.COM CA
17	210558200017	NAKKA ANJI REDDY	II B.COM CA
18	210558200018	NALLA HEMANTH	II B.COM CA
19	210558200019	NARALA LAKSHMI DURGA	II B.COM CA
20	210558200020	NARGANA VENKATA SINDHUJA	II B.COM CA
21	210558200021	BBSCHARAN	II B.COM CA

**MARKSAWARDEDTOTHESTUDENTSWHOLEARNEDTHECOURSE:**

SNO	NAMEOF THE STUDENT	GROUP	MAX. MARKS	MARKS OBTAINED
1	AINAVALLI BHARGAVI	II B.COM CA	50	38
2	AKULA KANAKA DURGA	II B.COM CA	50	32
3	ANGADI RAMA LAKSHMI	II B.COM CA	50	34
4	BADDA CHANDRIKA	II B.COM CA	50	36
5	BAYYE NAGA VENKATA SAI	II B.COM CA	50	35
6	DASARI LALITHA	II B.COM CA	50	38
7	GOSANGI PRASANTHI	II B.COM CA	50	39
8	GUBBALA BHARATHI	II B.COM CA	50	35
9	GUBBALA NAGALAKSHMI	II B.COM CA	50	40
10	GUBBALA ROHITHA	II B.COM CA	50	42
11	JAGATHA JAGPATHI VEERA	II B.COM CA	50	29
12	JOANNADA DEEPIKA	II B.COM CA	50	38
13	KAMUJU MADHURI	II B.COM CA	50	38
14	KOMBATHULA KALYAN RAM	II B.COM CA	50	34
15	KOPANATHI DURGA PRASAD	II B.COM CA	50	40
16	MATHA SANTHI KUMARI	II B.COM CA	50	28
17	NAKKA ANJI REDDY	II B.COM CA	50	35
18	NALLA HEMANTH	II B.COM CA	50	30
19	NARALA LAKSHMI DURGA	II B.COM CA	50	38
20	NARGANA VENKATA SINDHUJA	II B.COM CA	50	40
21	BBSCHARAN	II B.COM CA	50	35

**CERTIFICATEISSUEDTOTHEASPIRANTS:**

	<p><b>VKV GOVERNMENT DEGREE COLLEGE</b> Kothapeta - 533223 East Godavari District. AP. (NAAC Accredited at 'B' Grade) (An ISO 9001:2015 Certified College by HYM International Certifications Pvt. Ltd.)</p>	
<h3>Certificate of Completion</h3>		
<p><i>This is to certify that .....</i> <i>Regd. No .....of VKV Government Degree College, Kothapeta</i> <i>has completed his/her one month certificate course on "PHOTOSHOP"</i> <i>from 01-08-2022 to 05-09-2022, organized by DEPARTMENT OF</i> <i>COMPUTER APPLICATIONS.</i></p>		
 Lecturer in Computer Applications	 Principal	

**DEPARTMENT OF LIBRARY**

**CERTIFICATE COURSE ON ICT IN LIBRARIES-2021-22**

**.... On dt.4th July,2021**

**Faculty Cum Tutor : Sri. S. ARUNA KUMAR**

**Lecturer in Library Science**

**ICT IN LIBRARIES - SYLLABUS**

1. Objectives
2. Use of ICT Tools
3. Communication Technology
4. Social Media
5. RFID Technology
6. Closed Circuit Television
7. Quick Response Code
8. Video Conferencing
9. Digital Library
10. Resource Sharing
11. Acquisition
12. Catalogue

## **" ICT IN LIBRARIES "**COURSE STARTED DATE:

4<sup>TH</sup> JULY,2021

### 1. Objectives

The objectives of the present study are as follows:

- To provide an awareness of the transcendent use of ICT for quick library operation
- To guide the library professional regarding various workflow of housekeeping operation using ICT
- To provide a pathway on the different features of ICT for web cataloguing and classification
- To create consciousness among library professional and users on the use of OPAC and WebOPAC as a single search platform to library resources

### 2. Use of ICT Tools

The emergence of the information revolution as championed by information and communication technology (ICT) has enabled libraries to devise viable strategies for improved service delivery (Igwe, 2010). Library uses various technologies to provide information to its users. Following are some of the ICT tools which are basically used for different communication purposes:

**4.1 Communication Technology:** Email is the most effective way of formal communication; it is the best system to exchange messages and information in electronic format. Revolutionary changes have been seen in communication, because different types of information such as personal message, letter, article, computer programming files, pictures, sound, etc. are being possible to send or receive from any corner of the world within some fraction of second. At present, this is the most useful tool for different types of communication (personal, official communication, etc.). This tool can be used to provide the required information at the right time. At present, libraries are using this live tool to serve the library users; through this, renewal or return (check-in) of library materials is basically asked. It can also be considered as a medium for faster information.

- **Voice mail** is the new and innovative emergence of mail technology. We can also say it as an alternative to email technology. It helps to send the mail immediately through the voice.
- **Telephone** is used for personal contact of the users. Generally, users ask their queries regarding the resources and availability of the reading room. Even, they use the telephone for advance booking of carrels for reading and research purpose.
- **Fax** (short for *facsimile* and sometimes called *telecopying*) is described by Rouse (2006) as "the telephonic transmission of scanned-in printed material (text or images), usually to a telephone number associated with a printer or other output device. The original document is scanned with a fax machine, which treats the contents (text or images) as a single fixed graphic image, converting it into a bit map. In this digital form, the information is transmitted as electrical signals through the telephone system. The receiving fax machine reconverts the coded image and prints a paper copy of the document". This technology helps us for providing various

services, such as to send official letter, communicate with the vendors, etc.

**V.K.V.GOVERNMENT DEGREE COLLEGE, KOTHAPETA**  
**ICT IN LIBRARIES –TEST**

**Time:2Hrs.**

**Max.Marks:50**

**PARTA(Answer all questions)**

**Fill in the Blanks(Each question carries 1 mark) :10 x 02 = 20 m**

11. Full form of ICT is \_\_\_\_\_.
12. Full form of CCTV is \_\_\_\_\_.
13. Full form of RFID is \_\_\_\_\_.
14. Full form of WWW is \_\_\_\_\_.
15. Full form of QR Code is \_\_\_\_\_.
16. E-mail means \_\_\_\_\_.
17. HTTP means \_\_\_\_\_.
18. Examples of Search Engine : \_\_\_\_\_.
19. OPAC means \_\_\_\_\_.
20. DDS means \_\_\_\_\_.

**PART-B**

**Answer any FIVE of the following qns:**

**05 x 06 = 30 m**

1. Explain about Digital Library.
2. Explain about Resource Sharing .
3. Explain about Web Server.
4. Explain about Web Browser.
5. Explain about Voice Mail, FAX.
6. Explain about Video Conferencing in Library.
7. Explain about Remote Control Technology.
8. Explain about Online Library Security .
9. What is the use of Library Automation Software.

## 10. Explain about Bibliographic Service.

### LIST OF STUDENTS PARTICIPATED & LEARNED THE CERTIFIED COURSE :

SNO	NAME OF THE STUDENT	GROUP	SIGNATURE OF THE STUDENT
1	P.SUREKHA	IIBSC MPCS	P. Surekha
2	K.SUREKHA	IIBSC MPCS	K. Surekha
3	N.DIVYA JYOTHI	IIBSC MPCS	N. Divya Jyothi
4	K.LAKSHMI DURGA	IIBSC MPCS	K. Lakshmi Durga
5	DSL SANDHYA	IIBSC MPCS	D.L.S. Sandhya
6	SANDHYA BHARGAVI	IIBSC MPCS	S.S. Bhargavi
7	K.AJAY	IIBSC MPCS	K. Ajay
8	M.AJAY KUMAR	IIBSC MPCS	M. Ajay Kumar
9	BYRC PRASAD	IIBSC MPCS	B. Y. R. C. Prasad
10	KJSR KRISHNA	IIBSC MPCS	K. J. S. R. Krishna
11	B.DURGA GANESH	IIBSC MPCS	B. Durga Ganesh
12	AYYAPPA MANIKANTA	IIBSC CHEMISTRY	A. Y. Manikanta
13	D.DHANALAKSHMI	IIBSC MPCS	D. Dhana Lakshmi
14	P.DHANALAKSHMI	IIBSC MPCS	P. Dhana Lakshmi
15	KANAKA DURGA	IIBSC CHEMISTRY	G. Naga Durga
16	JONNADA RAKESH KUMAR	IIBSC CHEMISTRY	J. Rakesh Kumar
17	CH SATYA	IIBSC MPCS	Ch. Satya
18	CH MAMATHA	IIBSC MPCS	Ch. Mamatha
19	KADALI SATYA SAI	IIBSC MPCS	K. Satya Sai
20	K.LAVA KUMAR	IIBSC MPCS	K. Lavakumar
21	SEELAM MEERA MOHAN	IIBSC MPCS	S. Meera Mohan
22	BINDU MOULI	IIBSC MPCS	a. Bindu mouli

  
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 Kothapeta, E.G.Dt.

23	KAGITHA VAMSI	IIBSC HETTM	K. Vamsi
24	K VAISHNAVI	IBSC MPCS	K. Vaishnavi
25	DHANUSH	IIBCOM GEN	
26	SSVL JYOTHSNA	IBSC MPCS	S.S.V.L. Jyothsna
27	K. SUVARNA RAJU	IIBCOM CA	
28	P.PUJITHA	IIBSC MPCS	P. Pujitha
29	T VEERA BABU	IIBCOM CA	T. Veera Babu
30	P DIWAKAR	IIBCOM CA	P. Divakar
31	G.MOHAN SAI	III BSC MPCS	G. Mohan Sai



Signature of the Faculty cum Trainer

#### MARKS AWARDED TO THE STUDENTS WHO LEARNED THE COURSE :

SNO	NAME OF THE STUDENT	GROUP	MARKS SECURED	REMARKS
1	P.SUREKHA	IIBSC MPCS	45	
2	K.SUREKHA	IIBSC MPCS	40	
3	N.DIVYA JYOTHI	IIBSC MPCS	41	
4	K.LAKSHMI DURGA	IIBSC MPCS	40	
5	DSL SANDHYA	IIBSC MPCS	42	
6	SANDHYA BHARGAVI	IIBSC MPCS	43	
7	K.AJAY	IIBSC MPCS	40	
8	M.AJAY KUMAR	IIBSC MPCS	42	
9	BYRC PRASAD	IIBSC MPCS	41	
10	KJSR KRISHNA	IIBSC MPCS	43	
11	B.DURGA GANESH	IIBSC MPCS	44	
12	AYYAPPA MANIKANTA	IIBSC CHEMISTRY	42	
13	D.DHANALAKSHMI	IIBSC MPCS	42	
14	P.DHANALAKSHMI	IIBSC MPCS	41	
15	KANAKA DURGA	IIBSC CHEMISTRY	43	
16	JONNADA RAKESH KUMAR	IIBSC CHEMISTRY	42	
17	CH SATYA	IIBSC MPCS	41	
18	CH MAMATHA	IIBSC MPCS	42	
19	KADALI SATYA SAI	IIBSC MPCS	43	
20	LAVA KUMAR	IIBSC MPCS	42	
21	SEELAM MEERA MOHAN	IIBSC MPCS	41	
22	BINDU MOULI	IIBSC MPCS	40	
23	KAGITHA VAMSI	IIBSC HETTM	42	
24	GOSANGI MAHESH	IIBSC BA HEP	41	
25	DHANUSH	IIBCOM GEN	42	
26	BASHEER	IIBCOM GEN	43	

27	K SUVARNA RAJU	IIBCOM CA	44	
28	P PUJITHA	IIBSC MPCS	43	
29	T VEERA BABU	IIBCOM CA	44	
30	P DIWAKAR	IIBCOM CA	42	



Signature of the Faculty cum Trainer

Signature of the Principal

**CERTIFICATES ISSUED TO THE ASPIRANTS**

This certificate is awarded to

For his outstanding performance and commitment to excellence for  
the 30-days Certified Course in Library Science, "ICT in Libraries" Year 2021-22.

# **DEPARTMENT OF PHYSICAL EDUCATION**

**ADD-ON PROGRAMME**

## **YOGA & MEDITATION**

**DURATION: 23-11-2022 to 22-12-2022**



**U**

**CTED BY**

**FACULTY OF THE DEPARTMENT OF**

# PHYSICAL EDUCATION

VKV

## GOVT DEGREE COLLEGE

KOTHAPETA, AMBEDKAR KONASEEMA DT.

(Accredited by NAAC "B" Grade)

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## DEPARTMENT OF PHYSICAL EDUCATION

### NOTICE

Date:10-11-

2022

The Department of Physical Education is going to conduct a certificate course on "YOGA & MEDITATION" from 23-011-2022 to 22-012-2022. The students who are interested can submit their applications in the Department of Physical Education on or before 21<sup>st</sup> JUNE, 2022.

  
Signature of the Physical

Director

II B.A :

II B.Com :

II B.Sc. :

## **VKV GOVT DEGREE COLLEGE**

**KOTHAPETA, AMBEDKAR KONASEEMA DT.**

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**(An ISO 9001:2015 certified by HYM International pvt Ltd.)**

### **ADD-ON PROGRAMME**


## **DEPARTMENT OF PHYSICAL EDUCATION**

**TOPIC: YOGA & MEDITATION**

**YEAR:2021-2022**

**DETAILS OF FACULTY WHO HANDELED CLASSES**

Sl.No.	Name and Designation	Dates	
		From	To
01	K. KANAKA RAJU, Physical Director	23-11-2022	22-12-2022

  
Signature of the Physical

Director

## VKV GOVT DEGREE COLLEGE

KOTHAPETA, AMBEDKAR KONASEEMA DT.

(Accredited by NAAC "B" Grade)

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### ADD-ON PROGRAMME

TOPIC : YOGA AND MEDITATION

YEAR:2021-2022

ENROLLMENT OF STUDENTS

<b>SL.NO.</b>	<b>NAME OF THE STUDENT</b>	<b>CLASS</b>
1	B.S.V.N.S.DEEPAK	II B.C.om (CA)
2	CH.TANUJA	II B.C.om (CA)
3	N.MANASA	II B.C.om (CA)
4	G.R.N.V.RATNAM	II B.C.om (G)
5	T.G.DURGA PRASAD	II B.C.om (G)
6	V.KUMARI SURYA	II B.C.om (G)
7	B.LAKSHMI DURGA	II B.A(HEP)
8	B.LAKSHMI PRIYA	II B.A(HEP)
9	B.KANCHANA	II B.A(HEP)
10	K.VICTORIYA NELSON	II B.A(HEP)
11	SK.BASHEER	II B.A(HEP)
12	M.DEEKSHITHA	II B.A(HET)
13	B.LAKSHMI NARAYANA	II B.A(HET)
14	P.AYYAPPA	II B.A(HET)
15	G.SRAVANI	II B.S.c (MPC)
16	J.RAKESH KUMAR	II B.S.c (MPC)
17	D.YESWANTH	II B.S.c (MPC)
18	M.MANOJ KUMAR	II B.S.c (MPCs)
19	K.SUREKHA	II B.S.c (MPCs)
20	P.SUREKHA	II B.S.c (MPCs)
21	T.MOUNIKA	II BZC
22	K.JAYA KUMARI	II BZC
23	K.MOUNIKA	II BZC
24	L.LAVANYA	II BZC
25	M.KRUTHAZNA	II BZC
26	B.SRAVANTHI	II BZC

27	P.VIJAYA KUMARI	II BZC
28	N.LAKSHMI KAVITHA	II BZC
29	K.PRASANATHI	II BZC
30	N.SARON ROJA	II BZC



Signature of the Physical  
Director

## YOGA & MEDITATION

Duration: 4 weeks (one month) Total Hours: 45

## **Objectives:**

The purpose of the Yoga Certificate Course (4 Weeks) in Yoga is to impart knowledge of yoga to common people.

## **The specific objectives are:**

- 1) To provide the necessary basic knowledge of the theory and practice of yoga
- 2) To train students to practice Yoga for promoting their health and wellness.

## **Physical Fitness:**

The selected candidates must be in good physical and mental health and fit to practice Hatha Yoga.

## **Dress Code:**

The students shall be required to wear a suitable dress as designed by the Institute, which will permit them to practice yogic exercises comfortably during practical training.

## **Courses of study:**

The Certificate Course in Yoga shall include one theory paper and one practical. The details of these papers are provided in the syllabus.

## **Instruction:**

The course duration shall be of Months. The classes will be conducted from Monday to Saturday with ½ hour (30 minutes) theory and one hour of yoga practices. Practical classes for Asanas will be conducted on Saturdays. The medium of instruction shall be English / Telugu. The examinations can be answered in English / Telugu. The method of instruction shall comprise of lectures and demonstration.

## **Yoga Practice:**

The students shall practice asanas, pranayama and meditation during the course on a regular basis.

**YOGA & MEDITATION**  
**CERTIFICATE COURSE IN PHYSICAL EDUCATION**  
**(2021-22)**

**THEORY QUESTION PAPER**

Time-30 minutes

Max. Marks: 20M

**SECTION-A**

Answer all the Questions each one carries 2 marks

10X2=20M

1.Which of the following is not a popular style of yoga?

- a) Hatha
- b) Vinyasa
- c) Pilates
- d) Ashtanga

2.What is the purpose of the "corpse pose" (Savasana) in yoga?

- a) To improve flexibility
- b) To strengthen the core muscles
- c) To promote relaxation and reduce stress
- d) To increase energy and vitality

3.What is the primary focus of meditation?

- a) Physical fitness
- b) Emotional expression
- c) Mental clarity and inner peace
- d) Social interaction and connection

4.Which of the following is a breathing technique commonly used in yoga and meditation?

- a) Ujjayi breath
- b) Zumba breath
- c) Tango breath
- d) Salsa breath

5.Which of the following is not a benefit of regular yoga practice?

- a) Improved flexibility
- b) Increased muscle strength
- c) Reduced blood pressure
- d) Weight gain

6.What is the meaning of the Sanskrit word "Namaste" commonly used in yoga?

- a) Goodbye
- b) Thank you
- c) Hello
- d) I surrender to you

7.What is the purpose of a mantra in meditation?

- a) To focus the mind and induce a state of concentration
- b) To create soothing sounds for relaxation
- c) To provide physical exercise for the vocal cords
- d) To enhance flexibility and balance

8.Which of the following is a physical posture (asana) commonly practiced in yoga?

- a) Lotus pose (Padmasana)
- b) Lion's breath (Simhasana)
- c) Chanting (Mantra)
- d) Third eye gazing (Trataka)

9.What is the term used to describe the union of breath control, meditation, and physical postures in yoga?

- a) Hatha yoga
- b) Kundalini yoga
- c) Bikram yoga
- d) Restorative yoga

10.Which of the following is an essential element of meditation?

- a) Movement and physical activity
- b) External distractions and noise
- c) Non-judgmental awareness and mindfulness
- d) Intellectual analysis and problem-solving

c) Pilates

c) To promote relaxation and reduce stress

c) Mental clarity and inner peace

a) Ujjayi breath

d) Weight gain

c) Hello

a) To focus the mind and induce a state of concentration

- a) Lotus pose (Padmasana)
- a) Hatha yoga
- c) Non-judgmental awareness and mindfulness

**YOGA & MEDITATION**  
**CERTIFICATE COURSE IN PHYSICAL EDUCATION**  
**(2021-22)**

**PRACTICAL QUESTION PAPER**

Time- 1Hour

Max. Marks: 30M

**SECTION-A**

Do any 6 of the following Asanas. each one carries 5 marks

6X5=30M

1. Surya Namaskars
2. Vajrasan, ArdhaPadmasan, Padmasan
3. Tirayaktadasan, Trikonasan
4. Vrukshasan, Natarajasan
5. Pachimottanasan, Gomukhasan
6. Bhujangasan, Salabhasan
7. Sarvangasan, Halasan,
8. Meditative asanas do any two

**VKV GOVERNMENT DEGREE COLLEGE, KOTHAPETA**  
**CERTIFICATE COURSE ON YOGA AND MEDITATION**  
**ATTENDENCE SHEET FOR THE YEAR 2021-2022**  
**23-11-2022 to 22-12-2022**

SL.NO.	NAME OF THE STUDENT	CLASS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	V.N.S.DEEPAK	II B.C.om (CA)	x	x	x	x	x	x	x	x	x	x	x	x	x	A	x
2	CH.TANUJA	II B.C.om (CA)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
3	N.MANASA	II B.C.om (CA)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
4	G.R.N.V.RATNAM	II B.C.om (G)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
5	T.G.DURGA PRASAD	II B.C.om (G)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
6	V.KUMARI SURYA	II B.C.om (G)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
7	B.LAKSHMI DURGA	II B.A(HEP)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
8	B.LAKSHMI PRIYA	II B.A(HEP)	x	x	x	A	x	x	x	x	x	x	x	x	x	x	x
9	B.KANCHANA	II B.A(HEP)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
10	K.VICTORIYA NELSON	II B.A(HEP)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
11	SK.BASHEER	II B.A(HEP)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
12	M.DEEKSHITHA	II B.A(HET)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
13	B.LAKSHMI NARAYANA	II B.A(HET)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
14	P.AYYAPPA	II B.A(HET)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
15	G.SRAVANI	II (MPC)	x	x	x	x	x	x	x	x	x	x	x	x	A	x	x
16	J.RAKESH KUMAR	II (MPC)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
17	D.YESWANTH	II (MPC)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
18	M.MANOJ KUMAR	II (MPCs)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
19	K.SUREKHA	II (MPCs)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
20	P.SUREKHA	II (MPCs)	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
21	T.MOUNIKA	II BZC	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
22	K.JAYA KUMARI	II BZC	x	x	x	x	x	x	x	x	x	x	x	x	A	x	x



21	T.MOUNIKA	II BZC	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
22	K.JAYA KUMARI	II BZC	x	x	x	x	x	x	x	x	x	x	x	x	A	x	x
23	K.MOUNIKA	II BZC	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
24	L.LAVANYA	II BZC	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
25	M.KRUTHAZNA	II BZC	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
26	B.SRAVANTHI	II BZC	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
27	P.VIJAYA KUMARI	II BZC	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
28	N.LAKSHMI KAVITHA	II BZC	x	x	x	x	x	x	x	x	x	x	x	x	A	x	x
29	K.PRASANTHI	II BZC	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
30	N.SARON ROJA	II BZC	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

*K. Kanakaraj*

Signature of the Physical

Director

## VKV GOVT DEGREE COLLEGE

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## DEPARTMENT OF PHYSICAL EDUCATION

CERTIFICATE PROGRAMME – YOGA AND MEDITATION

MARKS LIST FOR 2021-2022( 23-011-2022 to 22-012-2022)

SL.NO.	NAME OF THE STUDENT	CLASS	MAX MARKS	MARKS OBTAINED
1	V.N.S.DEEPAK	II B.C.om (CA)	50	43
2	CH.TANUJA	II B.C.om (CA)	50	45
3	N.MANASA	II B.C.om (CA)	50	43
4	G.R.N.V.RATNAM	II B.C.om (G)	50	38
5	T.G.DURGA PRASAD	II B.C.om (G)	50	42
6	V.KUMARI SURYA	II B.C.om (G)	50	38
7	B.LAKSHMI DURGA	II B.A(HEP)	50	48
8	B.LAKSHMI PRIYA	II B.A(HEP)	50	44
9	B.KANCHANA	II B.A(HEP)	50	40
10	K.VICTORIYA NELSON	II B.A(HEP)	50	41
11	SK.BASHEER	II B.A(HEP)	50	45
12	M.DEEKSHITHA	II B.A(HET)	50	44
13	B.LAKSHMI NARAYANA	II B.A(HET)	50	43
14	P.AYYAPPA	II B.A(HET)	50	35
15	G.SRAVANI	II (MPC)	50	42
16	J.RAKESH KUMAR	II (MPC)	50	40
17	D.YESWANATH	II (MPC)	50	46
18	M.MANOJ KUMAR	II (MPCs)	50	45
19	K.SUREKHA	II (MPCs)	50	44
20	P.SUREKHA	II (MPCs)	50	45
21	T.MOUNIKA	II BZC	50	43
22	K.JAYA KUMARI	II BZC	50	45

23	K.MOUNIKA	II BZC	50	43
24	L.LAVANYA	II BZC	50	38
25	M.KRUTHAZNA	II BZC	50	42
26	B.SRAVANTHI	II BZC	50	38
27	P.VIJAYA KUMARI	II BZC	50	48
28	N.LAKSHMI KAVITHA	II BZC	50	44
29	K.PRASANTHI	II BZC	50	40
30	N.SARON ROJA	II BZC	50	41

  
Signature of the Physical

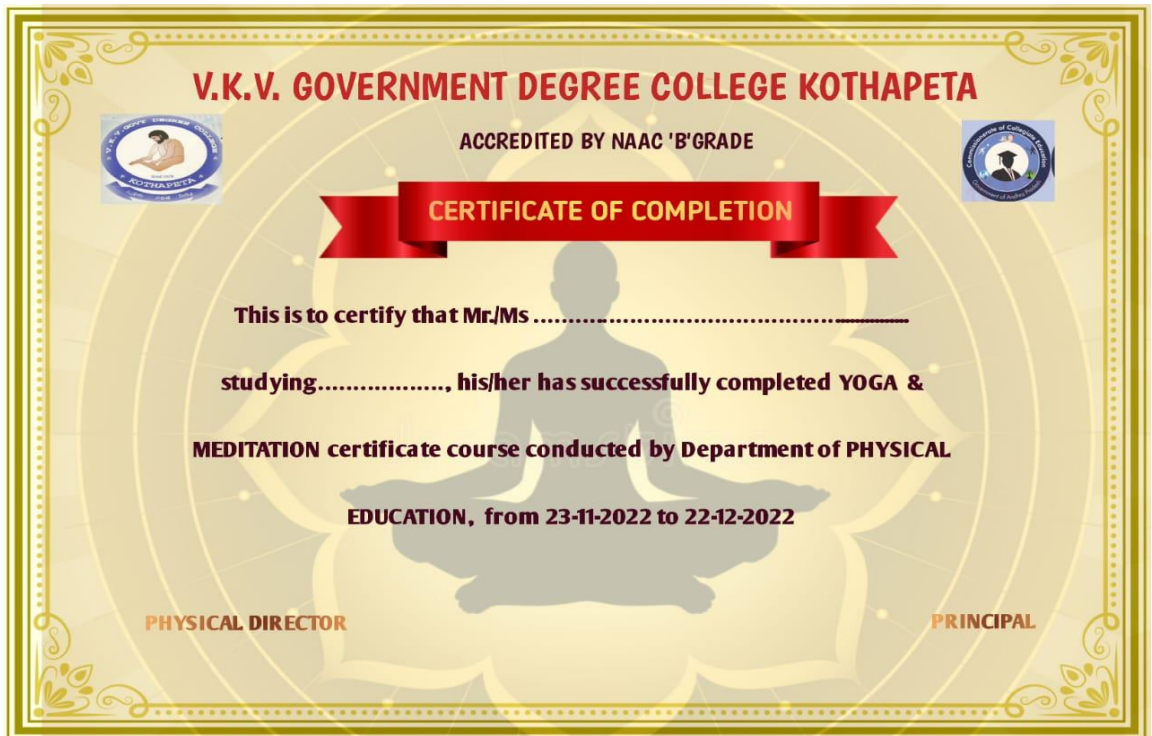
Director

# PHOTO GALLERY



# CERTIFICATE

S





## V.K.V. GOVERNMENT DEGREE COLLEGE::KOTHAPETA

Dr. B. R. AMBEDKAR KONASEEMA DISTRICT

(Accredited by NAAC "B" Grade)

(An ISO 9001:2015 certified by HYM International Certifications Pvt. Ltd.)



Estd: 1979

Ph:

08855-243440

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[jkcriyec.kothapeta@gmail.com](mailto:jkcriyec.kothapeta@gmail.com)

# DEPARTMENT OF BOTANY

## CERTIFICATE COURSE

### "PLANT NURSERY AND MANAGEMENT"



**Duration:-**

01-06-2021 to 30-8-2021

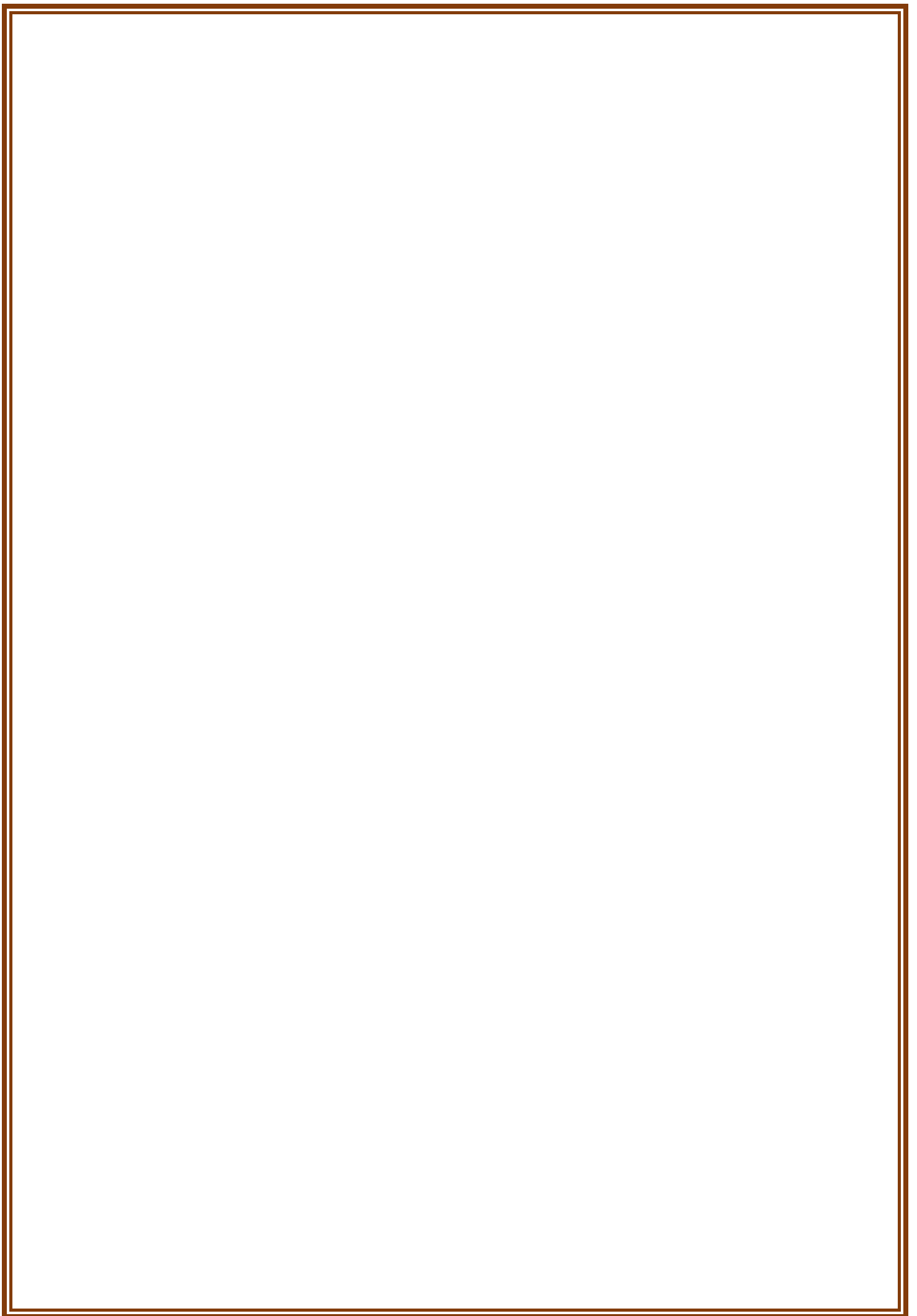
**CONDUCTED BY:**

**Head of the Department**

**BOTANY**

## INDEX

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## **INTRODUCTION AND OVERVIEW OF NURSERIES**

A plant nursery is a specialized facility where plants are propagated, nurtured, and grown for domestic use and commercial purposes. It is a place where various types of plants, including ornamental, vegetables, timber yielding, and avenue and landscaping species are propagated and cared for until they reach a stage where they can be transplanted into gardens, landscapes, or other growing environments. Plant nurseries play a vital role in the propagation of plants. They use different methods such as sowing seeds, taking cuttings, grafting, and tissue culture to reproduce plants. These methods ensure the production of healthy and genetically consistent plants. Nurseries provide optimal growing conditions to the plants under their care. This involves providing appropriate amounts of water, nutrients, and sunlight, as well as protection from pests, diseases, and harsh weather conditions. Skilled nursery workers can only monitor the plants closely to ensure their health and well-being.

Nurseries offer a wide variety of plant species and cultivars to cater to the diverse preferences of cultivators. They carefully select plants based on factors like hardiness, disease resistance, aesthetics, and suitability for specific climates or growing conditions. This enables cultivators to find the right plants for their gardens or landscaping projects. Plant nurseries contribute to environmental conservation efforts by growing and promoting native or endangered plant species. They also support initiatives such as reforestation, habitat restoration, and biodiversity conservation. Nurseries often play a role in educating the public about the importance of plants and their ecological significance. The cultivators may be a gardening enthusiast, a landscaper, or someone interested in the beauty and benefits of plants, a visit to a plant nursery can be an enriching experience.

## **OBJECTIVES AND LEARNING OUTCOMES OF THE NURSERIES**

The VKV Govt. Degree Colleges situated amidst the green luxuriant konaseema island surrounded by rivers and seas and have continuous irrigation facility throughout the year by rainfall and Godavari river dams. The green wealth such as wild, cultivated plants including herbs, shrubs, trees play a vital role in this delta region for livelihood of the habitants. Particularly the students pursuing their bachelor degree with Botany as a subject who came from cultivated formers family background with a scope to get employment on providing such nursery and cultivation skills as a value added course in addition to their regular academic curriculum. This value added course enhances their skill development and addressed the learning gap of the students. The following objectives and skills acquired and fulfilled by the students as a course outcomes after completion of the value added course.

On successful completion of this course students will be able to

1. Understand the significance of nurturing of plants, environmental Consciousness and cultivate a habit of propagation and conservation of plants.
2. Understand the importance of a plant nursery and basic infrastructure to Establish it.
3. Explain the basic material, tools and techniques required for nursery.
4. Demonstrate expertise related to various practices in a nursery.
5. Comprehend knowledge and skills to get an employment or to become an Entrepreneur in plant nursery sector.



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## DEPARTMENT OF BOTANY

### NOTICE

Date:20-05-2021

The Department of BOTANY, VKV Govt. Degree College, Kothapeta offering a Three Months certificate course on "PLANT NURSERY AND MANAGEMENT" which will be conducted from 1-6-21 TO 30-08-2021 in offline mode with practical demonstration. Interested candidates may be submit their filled applications on or before 21-05-21 physically for the undersigned (on or before 30-5-21).

COURSE-

COORDINATER

Name of the Course:-PLANT NURSERY AND MANAGEMENT

Duration of Course:- 3 MONTHS

Eligibility: - Any Student Studying in VKV Govt Degree College, preferably with Biology background

Course Fee: - Free of Cost



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Email:

## DEPARTMENT OF BOTANY

**TOPIC:** PLANT NURSERY AND MANAGEMENT (01-06-2021 TO 30-08-2021)

**YEAR:** 2020-2021

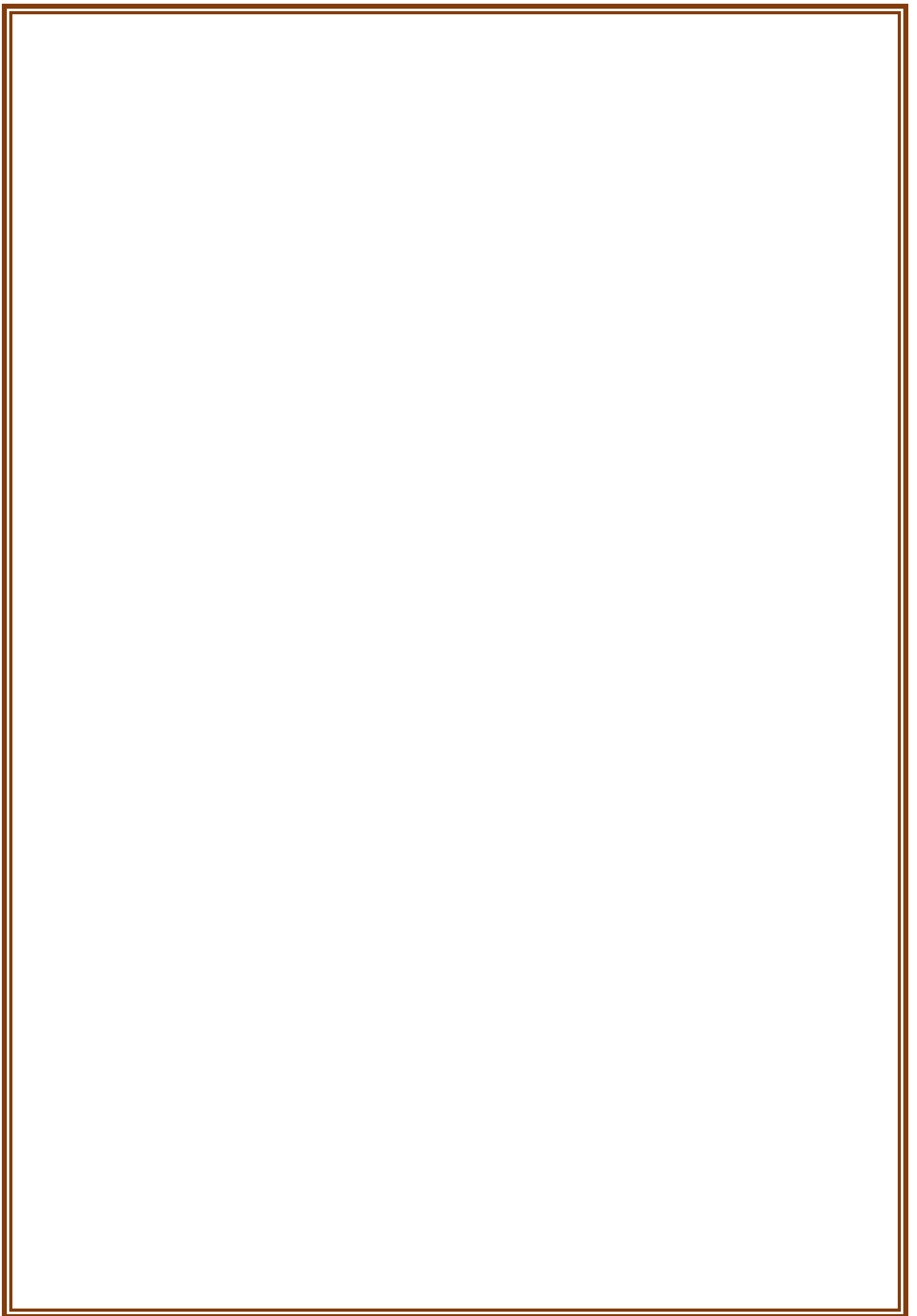
### DETAILS OF FACULTY WHO HANDED CLASSES

S.No.	Name and Designation	Photo	Dates	
			From	To
01	NAGESWAR RAO Head of the BOTANY		01-06-2021	30-08-2021
02	Ch. G R JAYASAI		01-06-2021	30-08-2021



Head of the

Department



## **SYLLABUS**

### **Unit- I**

#### **Significance, structure and types of nurseries**

##### **1.1: Introduction and an overview of plant nurseries**

##### **1.2: Objectives of the plant nursery**

1.3: Plant nursery definition,significance of plant nursery their economic and environmental importance. Different types of nurseries and places suitable to raise and developed the plant nurseries

1.4: Various types of plant spices and their mode of propagation in the nursery,basic facilities for a nursery layout and component of good nursery

##### **2.1: Unit-propagation techniques in the nursery**

- Seed collection and treatment,types of sowing-  
broadcasting,preparation of nursery beds precaution,potting mixture preparation
- Germplasm material used for propagation of various plant spices-  
seeds,tubers,corms,rhizomes,stemcuttings,leafcuttings,suckers.  
Growing media –plant growth hormones, fungicides,pesticides and insecticides. Containers and tools used in the nurseries.

##### **3.1: Unit-vegetative propagation techniques and management nurseries**

- Various vegetative propagation techniques-stem cuttings,rootstumps,poleplantation,grafting,layering and other propagation methods.
- Management techniques-watering,weeding,pestmanagement,pruning and thinning. Transplantation methods.

**30 HOURS**

**THEORY 15HRS**

**PRACTICAL 15HRS**

**TOTAL 30HRS**



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Email:

## CERTIFICATE COURSE (01-06-2021 TO 30-08-2021)

### TOPIC: PLANT NURSERY AND MANAGEMENT

#### ENROLLMENT OF STUDENTS

S.NO	NAME	CLASS
1	A.Sandhya	III BZC 6 <sup>th</sup> sem
2	B.Sravanthi	III BZC 6 <sup>th</sup> sem
3	D.Jyothi	III BZC 6 <sup>th</sup> sem
4	K.Bhavani	III BZC 6 <sup>th</sup> sem
5	K.Ramya Harika	III BZC 6 <sup>th</sup> sem
6	M.G.R. Sarojini	III BZC 6 <sup>th</sup> sem
7	S.Nireekshana	III BZC 6 <sup>th</sup> sem
8	K.DurgaSravani	III BZC 6 <sup>th</sup> sem
9	Y. Sushma	III BZC 6 <sup>th</sup> sem
10	Y.Krupa	III BZC 6 <sup>th</sup> sem
11	Y. Prasanna Kumari	III BZC 6 <sup>th</sup> sem

S

**Signature**  
**Head of the Department**



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Ph:

Email:

## CERTIFICATE COURSE (01-06-2021 TO 30-08-2021)

### APPLICATION FORM

1. Name of the Candidate :
2. Class :
3. Father's Name :
4. Permanent Address :  
with contact Number:
  
5. Date of Birth :
6. Educational Qualification : Intermediate (BZC)
7. Occupation : Student/College Staff/Employee/Business

Candidate

Signature of the

FOR OFFICE USE ONLY

Admitted/Rejected

Admission Number:

Signature

**Head of the Department Botany**

## Imparting practical training









8	K.DurgaSravani	III BZC	x	x	x	A	x	x	x	x	x	x	x	x	x	x	x	x
9	Y. Sushma	III BZC	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
10	Y.Krupa	III BZC	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
11	Y. Prasanna Kumari	III BZC	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x



**Signature**  
**Head of the Department of Botany**



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## DEPARTMENT OF BOTANY

### CERTIFICATE PROGRAMME – PLANT NURSERY AND MANAGEMENT

#### TEST

Max Marks: 50  
hours

Time: 2

Answer all questions.

#### SECTION-A

1. Write About different types of nurseries? 4x5=20 marks
2. Describe the components of a good nursery?
3. Briefly describe the vegetative materials used to raise nursery?
4. Explain the sowing methods of seeds in a nursery.

#### SECTION -B

- 5 Give a detailed account of the routine operations in a nursery. 3x10=30 marks
- 6 Give a brief account on plant propagation structure.
- 7 Write about nursery management.



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## DEPARTMENT OF BOTANY

CERTIFICATE PROGRAMME – PLANT NURSERY AND MANAGEMENT

MARKS LIST FOR 2021-2021 **(01-06-2021 TO 30-08-2021)**

SL.NO.	NAME OF THE STUDENT	CLASS	MAX MARKS	MARKS OBTAINED
1	A.Sandhya	III BZC	50	43
2	B. Sravanthi	III BZC	50	45
3	D.Jyothi	III BZC	50	43
4	K.Bhavani	III BZC	50	38
5	K.Ramya Harika	III BZC	50	42
6	M.G.R. Sarojini	III BZC	50	38
7	S.Nireekshana	III BZC	50	48
8	K.DurgaSravani	III BZC	50	44
9	Y. Sushma	III BZC	50	40
10	Y.Krupa	III BZC	50	41
11	Y. Prasanna Kumari	III BZC	50	45

Signature  
Head of the Department of Botany



# VKV GOVERNMENT DEGREE COLLEGE

KOTHAPETA – 533223  
EAST GODAVARI DISTRICT. AP.  
(NAAC ACCREDITED AT “B” GRADE)



(AN ISO 9001:2015 CERTIFIED COLLEGE BY HYM INTERNATIONAL CERTIFICATIONS Pvt. Ltd.)

## DEPARTMENT OF BOTANY

### ★ CERTIFICATE OF COMPLETION ★

This is to certify that.....  
Regd. No..... of **VKV Government Degree College, Kothapeta** has completed his / her one month certificate course on  
**“Plant Nursery and Management”** From 01-06-2021 to 30-08-2021  
organized by **Department of Botany.**

The overall performance of an Individual during his / her entire course is found to  
be..... (Satisfactory/Unsatisfactory).

**Head of the Department**

**Principal**



# V. K. V. GOVERNMENT DEGREE COLLEGE

KOTHAPETA-533223, A.P.

Dr.B.R.AMBEDKAR KONASEEMA DISTRICT, A.P.

(NAAC accredited with B grade and ISO certified college)

[Affiliated to Adikavi Nannaya University, Rajamahendravarm]



## DEPARTMENT OF MATHEMATICS

### **CERTIFICATE COURSE / VALUE ADDITION PROGRAMME**

1. Name of the Student : P.SUREKHA
2. Programme : B.A / B.Sc / B.Com
3. Combination (Group) :M.P.COMPUTERS SCIENCE
4. Regd.Number. : OAM202100632088
5. Economic Status(SC/ST/BC/OC) : OC
6. Year of Study (Academic Year) : 2021 – 2022.
7. Title of the Programme : PHOTOSHOP &POWERPOINT  
PRESENTATION, GOOGLE FORMS.
8. Duration of the Programme : 30 days
9. Mail ID : [pallapothusurekha2003@gmail.com](mailto:pallapothusurekha2003@gmail.com)
10. Aadhar Number :850061387278
11. Other information if any :



*P. Surekha*

Signature of the Student

**For office Purpose only**

Registration No. :

Classes Handled by (Faculty Particulars)

S.No.	Name of the Topic	Dates		Faculty Particulars
		From	To	
1	PHOTOSHOP & POWERPOINT PRESENTATION	20-07-2022	03.07.2022	Dr.D.CH.PAPARAO
2	GOOGLE FORMS GOOGLE SLIDES GOOGLE SHEETS	04-08-2022	18-08-2022	A. Naga Jyothi

Signature of the Head of the Department



**V. K. V. GOVERNMENT DEGREE COLLEGE**

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**DEPARTMENT OF MATHEMATICS**

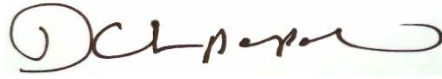
**CERTIFICATE COURSE /VALUE ADDITION PROGRAMME**

**TOPIC:PHOTOSHOP & GOOGLE FORMS**

**ENROLLMENT LIST OF STUDENTS, 2021-2022.**

S.No.	Name of the Student	Regd. No.	Group
1	CHIKURUMELLI SATYA	OAM202100713482	II B.Sc (MPCS)
2	CHEEKURUMELLI MAMATHA	OAM202100717526	II B.Sc (MPCS)
3	AMBATI KALYAN	OAM202100763633	II B.Sc (MPCS)
4	GONNURI SIVA SURYANARAYANA	OAM202100770637	II B.Sc (MPCS)
5	DUNABOINA DHANALAKSHMI	OAM202100941468	II B.Sc (MPCS)
6	KADALI SATYA SAI	OAM202100965364	II B.Sc (MPCS)
7	GUTTULA BINDU MOULI	OAM202100970897	II B.Sc (MPCS)
8	DOMMETI LALITA SRI SANDHYA	OAM202100618630	II B.Sc (MPCS)
9	BORUSU Y R C PRASAD	OAM202100640947	II B.Sc (MPCS)
10	GUBBALA MOHANA SAI	OAM202100654994	II B.Sc (MPCS)
11	ILLA VIDYA SRI	OAM202100657336	II B.Sc (MPCS)
12	BONTHU DURGA GANESH	OAM202100690471	II B.Sc (MPCS)
13	KANAKALA SUREKHA	OAM202100582736	II B.Sc (MPCS)
14	PENUMALA PUJITHA	OAM202100616502	II B.Sc (MPCS)
15	KETHA LAKSHMI DURGA	OAM202100617183	II B.Sc (MPCS)
16	VASA SANDHYA SRI BHARGAVI	OAM202100618928	II B.Sc (MPCS)
17	PEDDIREDDY RAMA ESWARI	OAM202100619557	II B.Sc (MPCS)
18	PALLAPOTHU SUREKHA	OAM202100632088	II B.Sc (MPCS)
19	KENGAM AJAY	OAM202100638224	II B.Sc (MPCS)
20	MATTAPARTHI AJAY KUMAR	OAM202100766008	II B.Sc (MPCS)
21	KOPPISETTI LAVAKUMAR	OAM202100769225	II B.Sc (MPCS)
22	SEELAM MEERA MOHAN	OAM202100769776	II B.Sc (MPCS)
23	NAKKA DIVYA JYOTHI	OAM202100913492	II B.Sc (MPCS)
24	KANDREGULA JAYA SIVA RAMAKRISHNA	OAM202100971132	II B.Sc (MPCS)
25	LAKKIMSETTI LAVANYA	OAM202100760243	II B.Sc (BZC)

26	MASAKAPALLI MOHANA VAIKUNTAEKADASI	OAM202100917462	II B.Sc (BZC)
27	KUSUME SRUTHI	OAM202100999686	II B.Sc (BZC)
28	DULAM SRILAKSHMI RAMYA	OAM202100584333	II B.Com (G)
29	BHYRISETTIRAMALAKSHMI	OAM202100585339	II B.Com (G)
30	KANDANALA HEMAVATHI	OAM202100673305	II B.Com (G)



**Signature of the Head of the Department**



# **V. K. V. GOVERNMENT DEGREE COLLEGE**

**KOTHAPETA-533223, A.P.**

**Dr.B.R.AMBEDKAR KONASEEMA DISTRICT, A.P.**

**(NAAC accredited with B grade and ISO certified college)**



## **DEPARTMENT OF MATHEMATICS**

### **CERTIFICATE COURSE**

**(VALUE ADDITION PROGRAMME)**

**Topic: PHOTOSHOP & GOOGLE FORMS**

**Duration: From 20-08-2022 to 18-05-2022 (30 Days)**

**Conducted by**  
**Department of Mathematics**

**Faculty Members:**

1. Dr.D.CH.PAPARAO, Head, Department of Mathematics
2. A. Naga Jyothi, Lecturer in Mathematics

**V. K. V. GOVERNMENT DEGREE COLLEGE**



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**DEPARTMENT OF MATHEMATICS**

**(2021 -2022)**

**ADD ON PROGRAMME  
(VALUE ADDITION PROGRAMME)**

**DETAILS OF FACULTY WHO HANDLED CLASSES**

S.No.	Name and Designation	DATE	
		From	To
1	Dr.D.CH.PAPARAO, Head of the Department	20-07-2022	03-08-2022
2	Kum. A. Naga Jyothi Lecturer in Mathematics	04-08-2022	18-08-2022.

Signature of the Head of the Department

**V. K. V. GOVERNMENT DEGREE COLLEGE**  
**KOTHAPETA-533223, A.P.**

**DEPARTMENT OF MATHEMATICS**

**PHOTOSHOP & GOOGLE FORMS.**

**CERTIFICATE COURSE**

**[ADD ON PROGRAMME (VALUE BASED PROGRAMME)]**

## **Course Overview**

This fundamental course covers Adobe Photoshop most commonly used tools, menus and panels. You'll learn all the basics of Photoshop to effectively work with selection and editing tools, layers and masks to edit, retouch and enhance existing images or create your own composite digital art work. Impress your business organization, friends and family by enhancing their photos and create magazine cover quality enhanced images.

# Course Outcomes

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

- Perform basic to intermediate image correction to existing images
- Enhance images using advance editing tools to create magazine covers
- Work with the Type tools and panels to type, insert and manage text
- Work with layers and masks to manage your projects efficiently
- Create composite images using multiple images

# Course Objectives

- To learn about Adobe Photoshop CC interface and work with menus, tools and panels
- To learn how to open, crop, transform and edit existing images
- To learn how to apply advance editing features to enhance photos
- To learn working with text and formatting tools and panels
- To learn how to add multiple images to create a collage.

## **OBJECTIVES (PHOTOSHOP)**

Demonstrate knowledge of image resolution, image size, and image file format for web, video, and print.

Demonstrate knowledge of design principles, elements, and imagecomposition.

Demonstrate knowledge of typography.

Demonstrate knowledge of color correction using Photoshop

Demonstrate knowledge of image-generating devices, their resulting image types, and how to access resulting images in photoshop.

Understand key terminology of digital images.

Demonstrate knowledge of preparing images for web, print, and video.

**CERTIFICATE COURSE TITLE:**

**“PHOTOSHOP AND POWERPOINTPRESENTATION”**

Course Description: The Photoshop and PowerPoint Certification Course is designed to provide participants with comprehensive knowledge and skills in two essential software applications: Adobe Photoshop and Microsoft PowerPoint. This course aims to equip individuals with the ability to create visually compelling graphics and effectively present information using multimedia elements. Participants will learn various techniques, tools, and best practices to enhance their digital design and presentation skills.

## **Course Duration: 4 weeks (30 hours)**

### **Course Objectives:**

1. Understand the fundamental concepts and principles of digital design and multimedia presentation.
2. Develop proficiency in using Adobe Photoshop for image editing, manipulation, and enhancement.
3. Learn advanced techniques for creating and modifying graphics, including layers, filters, and effects.
4. Acquire skills to design visually appealing (attractive) layouts, posters, and other graphic elements.
5. Master the essentials of Microsoft PowerPoint for creating engaging and dynamic presentations.
6. Learn to incorporate multimedia elements such as images, videos, and animations in PowerPoint slides.
7. Explore effective techniques for organizing and structuring presentation content.
8. Understand the principles of colour theory, typography, and visual hierarchy in design.
9. Develop an eye for aesthetics and apply design principles to create visually impactful graphics and slides.
10. Gain hands-on experience through practical exercises and projects.

### **Course Outline:**

#### **Week 1: Introduction to Digital Design and Photoshop Basics**

1. Understanding digital design principles
2. Introduction to Adobe Photoshop interface and tools
3. Working with layers and selections
4. Basic image editing and manipulation techniques

#### **Advanced Photoshop Techniques**

1. Applying filters and effects
2. Retouching and restoration techniques
3. Working with text and typography

4. Creating composite images and collages.

## **Week 2: Graphic Design Principles**

1. Introduction to colour theory and colour schemes
2. Understanding typography and font selection
3. Designing layouts and compositions
4. Creating posters and promotional materials

### **Introduction to PowerPoint**

1. Overview of PowerPoint interface and features
2. Creating and formatting slides
3. Adding and editing text content
4. Applying slide transitions and animations

## **Week 3: Multimedia Elements in PowerPoint**

1. Inserting and formatting images
2. Incorporating videos and audio
3. Using SmartArt and charts
4. Creating custom slide backgrounds

### **Advanced PowerPoint Techniques**

1. Designing slide masters and templates
2. Creating interactive elements
3. Applying motion paths and animations
4. Utilizing advanced slide show features

## **Week 4: Presentation Structure and Delivery**

1. Planning and organizing presentation content
2. Creating effective slide layouts
3. Managing timing and transitions
4. Engaging the audience and delivering impactful presentations.

### **Final Examination and Review**

- **Integration of Photoshop and PowerPoint skills**

- **Completion of practical design and presentation projects**
- **Review of course material and concepts**
- **Final assessment and certification.**

Please note that the syllabus provided is a general guideline and can be customized or adjusted according to the specific requirements and duration of the certificate course.

## **METHODOLOGY:**

- Programme is to be conducted for 30-45 days
- Maximum strength for each Programme is 30
- Minimum strength for each Programme is 20.
- Classes are to be conducted for 1 hr. after college hours.
- Grand test is to be conducted at the end of the Programme.
- Every day student is to be given one assignment.
- On subsequent day feedback is to be obtained from each student on the performance of the previous day.

**V. K. V. GOVERNMENT DEGREE COLLEGE**



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## **DEPARTMENT OF MATHEMATICS**

**Place:** Kothapeta

**Date:** 15, JULY-2022.

### **NOTICE**

It is informed that the Department of Mathematics is going to conduct a certificate course on “PHOTOSHOP& **GOOGLE FORMS**” from 20-07-2022to 18-08-2022(30 days). All the students ( B.A/ B.Com / B.Sc ) who are interested to join in add on course can register their names in the department of Mathematics on or before 15<sup>th</sup>JUNE. 2022.

**Dr. D. CH.PAPARAO**

HOD of Mathematics

#### **Circulation to all Departments**

- 1) Mathematics4) Botany 7) Economics 10) Telugu
- 2) Physics5) Zoology8) Political Science 11) English
- 3) Chemistry6) Commerce 9) History12) Computer Science
- 13) Library Science 14) Physical Education

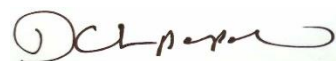
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S.No	Roll No	01 /12	02 /12	03 /12	04 /12	05 /12	06 /12	07 /12	08 /12	09 /12	10 /12	11 /12	12 /12	13 /12	14 /12	15 /12	16 /12	17 /12	18 /12	19 /12	20 /12	21 /12	22 /12	23 /12	24 /12	25 /12	26 /12	27 /12	28 /12	29 /12	30 /12			
1	OAM202100713482	P	P	SUNDAY	P	P	P	P	P	P	SUNDAY	P	P	A	A	P	P	SUNDAY	P	P	P	P	P		SUNDAY	P	A	P	P	P	P			
2	OAM202100717526	P	P		P	P	P	A	P	P		P	P	P	P	P	P		A		P	P	P	P		P		P	P	P	P	P	P	P
3	OAM202100763633	P	P		P	P	P	A	A	P		P	P	P	P	P	P		P		P	P	P	]A		P		P	P	P	P	A	P	P
4	OAM202100770637	P	A		P	P	P	P	P	P		A	P	P	P	P	P		P		P	P	A	P		P		P	P	A	A	P	P	P
5	OAM202100941468	P	P		P	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	OAM202100965364	P	P		P	P	A	P	P	P		P	P	P	A	P	P		P		P	P	A	P		P		P	P	P	A	P	P	P
7	OAM202100970897	P	A		P	P	P	P	A	A		P	P	P	P	P	P		P		P	P	A	P		P		P	P	P	A	A	P	P
8	OAM202100618630	P	P		P	P	P	P	A	P		P	P	P	P	P	P		P		A	A	P	P		P		P	P	A	A	P	P	P
9	OAM202100640947	P	P		A	P	P	P	P	P		P	P	P	P	A	A		P		P	P	P	P		P		P	P	P	A	P	P	P
10	OAM202100654994	A	P		P	P	P	P	P	P		P	P	P	]A	P	P		A		P	P	P	P		P		P	P	P	A	A	P	P
11	OAM202100657336	P	P		P	P	P	P	P	A		P	P	P	P	P	P		P		P	P	P	P		P		P	P	A	P	P	P	P
12	OAM202100690471	P	P		P	P	P	P	A	P		P	P	P	A	P	P		P		P	P	P	P		P		P	P	A	A	P	P	P
13	OAM202100582736	P	P		P	P	P	A	P	P		P	P	P	P	A	A		P		P	P	P	P		P		P	P	P	P	A	P	P
14	OAM202100616502	P	P		A	P	P	P	P	P		P	P	P	P	P	P		P		P	A	P	P		P		P	P	P	A	A	P	P
15	OAM202100617183	P	A		P	A	A	A	P	P		P	P	P	P	P	P		P		P	P	P	A		P		P	P	P	P	P	P	P
16	OAM202100618928	P	P		P	A	P	P	P	P		P	P	P	P	P	P		P		P	A	A	P		P		P	P	P	P	P	P	P
17	OAM202100619557	P	P		P	A	P	P	P	P		P	P	P	P	A	A		P		P	P	P	P		P		P	P	P	P	A	P	P
18	OAM202100632088	P	P		P	P	P	A	A	A		P	P	P	P	P	P		P		P	P	P	P		P		P	P	P	A	P	P	P
19	OAM202100638224	P	P		P	P	P	P	P	P		P	P	P	P	A	P		P		P	P	A	A		P		P	P	P	P	P	P	P
20	OAM202100766008	P	P		P	P	P	P	A	P		P	P	P	P	P	P		P		P	A	P	P		P		P	P	P	A	P	P	P

S.No	Roll No	01 /12	02 /12	03 /12	04 /12	05 /12	06 /12	07 /12	08 /12	09 /12	10 /12	11 /12	12 /12	13 /12	14 /12	15 /12	16 /12	17 /12	18 /12	19 /12	20 /12	21 /12	22 /12	23 /12	24 /12	25 /12	26 /12	27 /12	28 /12	29 /12	30 /12					
21	OAM202100769225	P	P	<b>SUNDAY</b>	P	P	P	P	P	P	<b>SUNDAY</b>	P	P	P	P	P	P	<b>SUNDAY</b>	P	P	P	P	P	P	<b>SUNDAY</b>	P	P	P	P	P	P					
22	OAM202100769776	P	P		P	P	A	P	A	P		P	P	P	P	P	P		P	P	P	P	P	A		A	P	P	P	P	P	P	P	P	P	
23	OAM202100913492	P	A		P	P	P	P	P	P		P	P	P	P	A	A		P	P	P	P	P	P		P	P	P	P	P	P	P	A	P	P	P
24	OAM202100971132	P	P		P	P	P	P	A	A		P	P	P	P	P	P		A	P	P	P	P	P		P	P	P	P	P	P	P	A	A	P	P
25	OAM202100760243	P	P		P	A	P	P	P	P		P	P	P	P	P	P		A	A	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P
26	OAM202100917462	P	P		P	P	P	P	P	A		P	P	P	P	P	P		P	P	P	P	P	P		A	A	P	P	P	P	P	P	P	P	P
27	OAM202100999686	P	P		A	P	P	P	P	P		P	P	P	P	A	A		P	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P
28	OAM202100584333	P	P		P	P	P	A	P	P		P	P	P	P	P	P		A	P	P	P	P	P		P	P	P	P	P	A	P	P	P	P	P
29	OAM202100585339	P	A		P	P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P	A		p	A	P	P	P	P	P	P	P	P	P
30	OAM202100673305	P	P		P	P	P	P	P	A		P	P	P	P	P	P		P	P	P	P	P	P		A	A	P	P	P	P	P	P	A	P	P



Signature of HOD



Signature of the Principal



# **V. K. V. GOVERNMENT DEGREE COLLEGE**

**KOTHAPETA-533223, A.P.**

**Dr.B.R.AMBEDKAR KONASEEMA DISTRICT, A.P**

**(Affiliated to Adikavi Nannaya University, RAJAMAHENDRAVARAM)**

## **PHOTOSHOP & GOOGLE FORMS.**

### **MODEL QUESTION PAPER**

**Time: 1 hour**

**Maximum marks: 20 M**

**Answer any FOUR questions from the following. Each question carries FIVE questions. 4 x 5 = 20 M**

- 1. How can you insert a Photoshop image into my PowerPoint presentation?**
- 2. How can you edit an image in Photoshop and then insert it into my PowerPoint presentation?**
- 3. What are some best practices for using Photoshop and PowerPoint together in a presentation?**
- 4. Is it possible to create a seamless transition between a Photoshop design and a PowerPoint slide?**
- 5. What is the main objective of this certificate course?**
- 6. What is the purpose of using Google Forms for presentation questions and answers in a certificate course?**

## MODEL CERTIFICATE

	<b>V. K. V. GOVERNMENT DEGREE COLLEGE</b> (Accredited by NAAC "B" Grade) KOTHAPETA – 533223, East Godavari Dist, A. P. (An ISO 9001: 2015 Certified College by HYM International Pvt. Ltd.) <b>DEPARTMENT OF MATHEMATICS</b>	
<b>CERTIFICATE OF COMPLETION</b>		
This is to certify that .....		
Regd. No ..... of V.K.V. GOVERNMENT DEGREE COLLEGE, KOTHAPETA has completed his / her one month CERTIFICATE COURSE on " <b>PHOTOSHOP &amp; PPT PRESENTATION</b> " from 20.07.2022 to 18.08.2022 ,organized by the DEPARTMENT OF MATHEMATICS		
The over all performance of an INDIVIDUAL during his/her ENTIRE COURSE is found to be ..... ( Satisfactory / Not satisfactory).		
 ( Dr. D. CH. PAPARAO ) Head, Dept. of MATHEMATICS	 ( Dr. K. PEDDI RAJU ) Principal	