



**S.V.B. GOVERNMENT DEGREE COLLEGE,  
KOILKUNTLA  
(Affiliated to Rayalaseema University,  
Kurnool, A.P.)**



Accreditation by NAAC by with "B++" Grade

## **DEPARTMENT OF PHYSICS**

**CERTIFICATE COURSE FOR THE ACADEMIC YEAR: 2018-19**

### **Department Minutes - Resolution Copy**

The faculty members of the Physics Department met in the principal's chamber to discuss and review the conduct of the Certificate Course titled "**ELECTRICAL WIRING AND MAINTENANCE**" under the Chairmanship of the Principal and the faculty of the Department of Physics on 11-10-2018 in collaboration with Vasavi Polytechnic College Banaganapalle.

#### **AGENDA:**

Starting of Certificate Course for III B.Sc., (MPC & MPCs) Students of Final Year.

#### **RESOLUTIONS:**

1. It is resolved to start the Certificate Course titled "**ELECTRICAL WIRING AND MAINTENANCE**" from 12-10-2018 to 20-11-2018 (30 days) for the academic year 2018-2019 in collaboration with Vasavi Polytechnic College, Banaganapalle
2. It is also resolved to frame the syllabus, regulations for the successful Completion of the Certificate course titled "**ELECTRICAL WIRING AND MAINTENANCE**"
3. Enrolled 20 students in this Certificate course.
4. Resolved to conduct classes at 4.00pm.
5. Resolved to conduct exam of completion of the course and issue certificates to Qualified Candidates.
6. Qualifying marks in 40%

## Permission Letter

From

N. Umamaheswara Reddy

Lecturer in Physics,

S.V. B Govt. Degree College,

Koilkuntla.

To

Dr. N. Sashikala

Principal

S.V.B Govt. Degree College

Koilkuntla.

Respected Sir/Madam

**Sub:** Regarding to start certificate course on “**ELECTRICAL WIRING AND MAINTENANCE**”

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I am N. Umamaheswara Reddy, working as lecturer in Physics at our college. This is regarding the conduct of a of a subject-related certificate course introducing the benefits of our department on “**ELECTRICAL WIRING AND MAINTENANCE**” in collaboration with **Vasavi Polytechnic College, Banaganapalle**. The course duration should be 30 days. We are going to start in the academic year 2018-2019. i.e. From 12-10-2018 to 20-11-2018. So this is my humble request that you permit us to establish the above course.

## Circular/Notice

This is to inform you that the Department of Physics is going to conduct a subject-related certificate course from October 12<sup>th</sup> –November 20<sup>th</sup>, 2018. For Third-year B.Sc., (MPC &MPCs) students interested in “**ELECTRICAL WIRING AND MAINTENANCE**” please enroll in the department listed below on October 11<sup>th</sup>, 2023. The duration of the course is 30 hours. The candidates who secure 40% of the marks in the examination will get the certificate.

HOD, Department of Physics

## **Course Objectives**

1. To understand the key elements of electrical and electronics appliances.
2. To understand the domestic wiring and layout.
3. To understand the Basic safety practices.
4. To understand the various principles of domestic equipment's.
5. To predict the goodness or age estimation of domestic equipment's.
6. To perform layman checks and rectify minor defects.
7. To troubleshoot the defects of the most common household equipment's.
8. To understand the techniques involved in advanced repairing of household equipment's.

## **Course Outcomes**

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

1. Suggest & do remedial measures in the domestic equipment.
2. Do technical checks with relevant tools and solve the problems.
3. Understand the techniques involved in advanced repairing of household equipment's
4. Repair and maintenance of the basic electrical and electronics appliances.
5. Identification to protective devices.
6. Repair and maintenance of the LED Bulbs, Fan, Iron, TV, Cooler and many more

# **SYLLABUS**

## **Unit: I**

Basic safety practices: Safety Practices; Fires in electrical Circuits & Precautions, Fire Extinguishers & its types, General Safety of Tools & equipment, Rescue of person who is in contact with live wire, Treat a person for electric shock/ injury, Protective clothing: leather or asbestos gloves, flame proof aprons, flame proof overalls buttoned to neck, cuffless (without folds), trousers, reinforced footwear, helmets/hard hats, cap and shoulder covers, ear defenders/plugs, safety boots, glasses/goggles/visors, Safe working practices: using protective clothing and equipment; putting up and reading safety signs; handle tools in the correct manner and store and maintain them properly;, etc.

## **Unit: II**

General idea on Various Electrical Measuring Instruments/ Components Types, Multimeter (Digital/ Analog), Energy meter (Digital/analog), Insulation Tester (Megger), Earth tester. Ammeter, voltmeter, Different types of switches, fuse, thermostat, heating elements, registers, conductors, insulators, capacitors, wires and cables (for up to 15 amp) symbol of various components.

## **Unit: III**

Demonstration of Heating and Magnetic Appliances Demonstration of Heating Appliances and their applications. (Heating Appliances –type, Working Principle, Uses.) Demonstration of Magnetic Appliances and their applications (Magnetic Appliances- Type, working principle, uses.)

## **Unit: IV**

Maintenance and Repair of heating and motorized appliances Identification, working and specification of each part. Repairing for some common problems, replacement of coil, insulators, thermostat etc. for the following: (a) Repair & maintenance of room heater. (b) Repair & maintenance of electric iron. (c) Repair & maintenance of electric stove (Induction), electric kettle. (d) Repair & maintenance of ceiling and table fan.

# Certificate Course in “Electrical Wiring and Maintenance”

## **Report on Certificate course**

Introduction:

Department of Physics in Collaboration with Vasavi Polytechnic College, Banaganapalle conducted a Certificate Course in “Electrical Wiring and Maintenance” during the academic year 2018-2019 under curriculum enrichment programme.

Report:

Electrical Wiring and Maintenance is the part of Physics and Electricity core subject related topics in which students can understand the various precautionary measures while dealing with the electrical appliances and wiring.

The study of Electrical Wiring and Maintenance course enhances the theoretical as well as the practical skills in the students.

Students can able to identify different parts of the electrical wiring and the parts of the various

household appliances and maintain them with the knowledge of the training programme is over.

Students can understand the minor problems raised in the domestic home appliances and the methods to repair or solve them by themselves.

Students can also increase their abilities in electrical wiring and maintenance after the completion of the course.



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## **DEPARTMENT OF PHYSICS**

**CERTIFICATE COURSE FOR THE ACADEMIC YEAR: 2021-22**

### **Department Minutes - Resolution Copy**

The faculty members of the Physics Department met in the principal's chamber to discuss and review the conduct of the Certificate Course titled "**ELECTRICAL WIRING AND MAINTENANCE**" under the Chairmanship of the Principal and the faculty of the Department of Physics on 15-11-2021 in collaboration with Vasavi Polytechnic College Banaganapalle.

#### **AGENDA:**

Starting of Certificate Course for III B.Sc., (MPC & MPCs) Students of Final Year.

#### **RESOLUTIONS:**

1. It is resolved to start the Certificate Course titled "**ELECTRICAL WIRING AND MAINTENANCE**" from 22-11-2021 to 20-12-2021 (30 days) for the academic year 2021-2022 in collaboration with Vasavi Polytechnic College, Banaganapalle
2. It is also resolved to frame the syllabus, regulations for the successful Completion of the Certificate course titled "**ELECTRICAL WIRING AND MAINTENANCE**"
3. Enrolled 20 students in this Certificate course.
4. Resolved to conduct classes at 4.00pm.
5. Resolved to conduct exam of completion of the course and issue certificates to Qualified Candidates.
6. Qualifying marks in 40%

## Permission Letter

From

Ande Krishna Dasu

Lecturer in Physics,

S.V. B Govt. Degree College,

Koilkuntla.

To

Dr. B. Devika Rani

Principal,

S.V.B Govt. Degree College

Koilkuntla.

Respected Sir/Madam

**Sub:** Regarding to start certificate course on “**ELECTRICAL WIRING AND MAINTENANCE**”

\*\*\*

I Mr Ande Krishna Dasu, Lecturer in Physics of our college is planning to organize a certificate course on a subject-related topic for the benefits of our department namely “**ELECTRICAL WIRING AND MAINTENANCE**” in collaboration with **Vasavi Polytechnic College, Banaganapalle**. The course duration should be 30 days. We are going to organize it for the academic year 2021-2022. i.e. From 22-11-2021 to 20-12-2021. So, this is my humble request that you permit us to establish the above course.

## Circular/Notice

This is to inform you that the Department of Physics is going to conduct a subject-related certificate course from November 22<sup>nd</sup> – December 20<sup>th</sup>, 2021. For Third-year B.Sc., (MPC & MPCs) students interested in “**ELECTRICAL WIRING AND MAINTENANCE**” please enroll in the department listed below on before November 20<sup>th</sup>, 2021. The duration of the course is 30 hours. The candidates who secure 40% of the marks in the examination will get the certificate.

HOD, Department of Physics

## **Course Objectives**

1. To understand the key elements of electrical and electronics appliances.
2. To understand the domestic wiring and layout.
3. To understand the Basic safety practices.
4. To understand the various principles of domestic equipment's.
5. To predict the goodness or age estimation of domestic equipment's.
6. To perform layman checks and rectify minor defects.
7. To troubleshoot the defects of the most common household equipment's.
8. To understand the techniques involved in advanced repairing of household equipment's.

## **Course Outcomes**

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

1. Suggest & do remedial measures in the domestic equipment.
2. Do technical checks with relevant tools and solve the problems.
3. Understand the techniques involved in advanced repairing of household equipment's
4. Repair and maintenance of the basic electrical and electronics appliances.
5. Identification to protective devices.
6. Repair and maintenance of the LED Bulbs, Fan, Iron, TV, Cooler and many more

# **SYLLABUS**

## **Unit: I**

Basic safety practices: Safety Practices; Fires in electrical Circuits & Precautions, Fire Extinguishers & its types, General Safety of Tools & equipment, Rescue of person who is in contact with live wire, Treat a person for electric shock/ injury, Protective clothing: leather or asbestos gloves, flame proof aprons, flame proof overalls buttoned to neck, cuffless (without folds), trousers, reinforced footwear, helmets/hard hats, cap and shoulder covers, ear defenders/plugs, safety boots, glasses/goggles/visors, Safe working practices: using protective clothing and equipment; putting up and reading safety signs; handle tools in the correct manner and store and maintain them properly;, etc.

## **Unit: II**

General idea on Various Electrical Measuring Instruments/ Components Types, Multimeter (Digital/ Analog), Energy meter (Digital/analog), Insulation Tester (Megger), Earth tester. Ammeter, voltmeter, Different types of switches, fuse, thermostat, heating elements, registers, conductors, insulators, capacitors, wires and cables (for up to 15 amp) symbol of various components.

## **Unit: III**

Demonstration of Heating and Magnetic Appliances Demonstration of Heating Appliances and their applications. (Heating Appliances –type, Working Principle, Uses.) Demonstration of Magnetic Appliances and their applications (Magnetic Appliances- Type, working principle, uses.)

## **Unit: IV**

Maintenance and Repair of heating and motorised appliances Identification, working and specification of each part. Repairing for some common problems, replacement of coil, insulators, thermostat etc. for the following: (a) Repair & maintenance of room heater. (b) Repair & maintenance of electric iron. (c) Repair & maintenance of electric stove (Induction), electric kettle. (d) Repair & maintenance of ceiling and table fan.

# Certificate Course in “Electrical Wiring and Maintenance”

## **Report on Certificate course**

Introduction:

Department of Physics in Collaboration with Vasavi Polytechnic College, Banaganapalle conducted a Certificate Course in “Electrical Wiring and Maintenance” during the academic year 2018-2019 under curriculum enrichment programme.

Report:

Electrical Wiring and Maintenance is the part of Physics and Electricity core subject related topics in which students can understand the various precautionary measures while dealing with the electrical appliances and wiring.

The study of Electrical Wiring and Maintenance course enhances the theoretical as well as the practical skills in the students.

Students can able to identify different parts of the electrical wiring and the parts of the various

household appliances and maintain them with the knowledge of the training programme is over.

Students can understand the minor problems raised in the domestic home appliances and the methods to repair or solve them by themselves.

Students can also increase their abilities in electrical wiring and maintenance after the completion of the course.



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**DEPARTMENT OF PHYSICS**



**CERTIFICATE COURSE FOR THE ACADEMIC YEAR: 2022-23**

Department Minutes - Resolution Copy

The faculty members of the Mathematics Department met in the Principal's chamber to discuss and review the conduct of the Certificate Course titled "Basic Electricity Principles and Transistor Applications" under the Chairmanship of the Principal and the faculty of the Department of Physics on 10-10-2022.

**AGENDA:**

Starting of Certificate Course for III B.Sc., (M.P.Cs.) Students of V Semester.

**RESOLUTIONS:**

1. It is resolved to start the Certificate Course titled "Basic Electricity Principles and Transistor Applications" From 12-10-2022 to 21-11-2022 (30 days) for the academic year 2023-2024
2. It is also resolved to frame the syllabus, regulations for the successful Completion of the Certificate course titled "Basic Electricity Principles and Transistor Applications"
3. Enrolled 20 students in this Certificate course.
4. Resolved to conduct classes at 4.00pm.
5. Resolved to conduct exam of completion of the course and issue certificates to Qualified Candidates.
6. Qualifying marks in 40%

## Permission Letter

**From**

A. Krishna Dasu,  
Lecturer in Physics,  
S.V.B Govt. Degree College,  
Koilkuntla.

**To**

Dr. J. V. V. N. Kesava Rao  
Principal,  
S.V.B Govt. Degree College,  
Koilkuntla.

Respected Sir/Madam

Sub: Regarding to start certificate course on “Basic Electricity Principles and Transistor Applications”

I Mr A. Krishna Dasu, working as Lecturer in Physics at our college. This is regarding the conduct of a of a subject-related certificate course introducing the benefits of our department on “Basic Electricity Principles and Transistor Applications” The course duration should be 30 days. We are going to start in the academic year 2023-2024. i.e., From 12-10-2022 to 21-11-2022. So this is my humble request that you permit us to establish the above course.

## **Circular/Notice**

This is to inform you that the Department of Physics is going to conduct a subject-related certificate course from October 12<sup>th</sup> 2022 – November 21<sup>st</sup> 2022, for Third-year B.Sc., (M.P.Cs) students in “Basic Electricity Principles and Transistor Applications” please en-roll in the department listed below on October 10<sup>th</sup>, 2023. The duration of the course is 30 hours. The candidates who secure 40% of the marks in the examination will get the certificate.

HOD, Department of Physics

# **Basic Electricity Principles and Transistor Applications**

## **Objective:**

- 1) Describe the composition, matter, and the structure of the atom
- 2) Describe the principles of electricity and the theory of current flow
- 3) Describe the basic type of electrical circuit and their characteristics
- 4) Describe electromagnetism
- 5) to study the input and output characteristics NPN transistor CE mode and determine transistor parameter

## **Outcomes:**

- 1) Creating new knowledge
- 2) Developing physical and manual skill
- 3) Developing feeling and emotion
- 4) Communications effectively
- 5) Acquire subjective knowledge

## **Opportunity:**

- Lights, water heating's and cooling's
- T.V. and media devices
- Smaller mechanical sensitivity
- Low operating voltage
- Extremely long life
- Fast switching
- No power consumption
- Better efficiency circuit and lower cost and smaller in size
- Used to develop single integrating circuit

Certificate course in

**“Basic Electricity Principles and Transistor Applications”**

**SYLLABUS**

**Unit I: Basic Electricity Principles**

Resistance, inductance, capacitor, colour code, resistance, voltage, current, power, ohms law, Kirchhoff's law, junction diode transistor.

**Unit II: Understanding Electronic Circuit**

AC and DC course, rules and analysis, DC source, electronic circuit, current voltage drops across the DC circuit elements, rectifier (half wave full wave and bridge) voltage regulator using zener diode

**Unit III: Transistor Application**

CE amplifier, its analysis and performance, CB amplifier, its analysis and performance, Hartley oscillator, Colpit's oscillator, and their performance

**Book Recommended:**

1. A Text Book in Electrical Technology, B L Thereja, S. Chand, and CO.
2. Electrical Circuit Handbook Of Design And Application J T Tech, Schenk, 2008 Springer

Report on Certificate course  
**“Basic Electricity Principles and Transistor Applications”**

Department of Physics conducted a Certificate Course on “Basic Electricity Principles and Transistor Applications” during the academic year 2023-2024 under curriculum enrichment Programme.

Basic Electricity Principles and Transistor Applications is the part of study of Physics which includes in understanding the electrical appliances used in our day to day life. The students can easily understand the basic working principles and understand the problems commonly occur in the electronic gadgets and they can manage the problems with their own knowledge how they may overcome the problems.

There are several important points which are useful to understand various equipment used in their houses. This course can develop a scientific temper among the students so that they can focus more on the studies as well as their ability to understand various phenomena used in the equipments and their repair process.

The students after completion of this course they can also have the opportunities in the field like Lights, water heating's, cooling's, T.V. and media devices, Smaller mechanical sensitivity Low operating voltage, Extremely long life Fast switching, to develop single integrating circuit



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## **DEPARTMENT OF BOTANY**

**CERTIFICATE COURSE FOR THE ACADEMIC YEAR: 2021-22**

### **Department Minutes - Resolution Copy**

The faculty members of the Botany Department met in the Principal's chamber to discuss and review the conduct of the Certificate Course titled “**GRAFTING TECHNIQUES**” under the Chairmanship of the Principal and the faculty of the Department of Botany on 01-07-2022.

#### **AGENDA:**

Starting of Certificate Course for III B.Sc., (BZC) Students of V Semester.

#### **RESOLUTIONS:**

1. It is resolved to start the Certificate Course titled “**GRAFTING TECHNIQUES**”  
From 01-07-2022 to 05-08-2022 (30 days) for the academic year 2021-2022
2. It is also resolved to frame the syllabus, regulations for the successful  
Completion of the Certificate course titled “ **GRAFTING TECHNIQUES**”
3. Enrolled 13 students in this Certificate course.
4. Resolved to conduct classes at 9.00 am.
5. Resolved to conduct exam of completion of the course and issue certificates to  
Qualified Candidates.
6. Qualifying marks in 40%

## Permission Letter

From

Dr. A. Lakshmi Devi

Contract Lecturer in Botany,

S.V.B Govt.Degree College,

Koilkuntla.

To

The Principal

S.V.BGovt. Degree College

Koilkuntla

Respected Sir,

**Sub:** Regarding to start certificate course on “**GRAFTING TECHNIQUES**”

I am A. Lakshmi Devi, working as a Contract lecturer in BOTANY at our college. This is regarding the conduct of a of a subject-related certificate course introducing the benefits of our department on “**GRAFTING TECHNIQUES**”

The course duration should be 30 days. We are going to start in the academic year 2021-2022. i.e. From 01-07-2021 to 05-08-2022. So this is my humble request that you permit us to establish the above course.

## **Circular/Notice**

This is to inform you that the Department of Botany is going to conduct a subject-related certificate course from July 7<sup>th</sup> – August 5<sup>th</sup>, 2022. For Third-year B.Sc., (BZC) students interested in “**GRAFTING TECHNIQUES**” please enroll in the department listed below on July 7<sup>th</sup>, 2022. The duration of the course is 30 hours. The candidates whose were 40% of the marks in the examination will get the certificate.

## **Course Objectives:**

By the end of the Certificate Course each and every degree Botany student can attain the knowledge in the following topics and come to know their role in serving the society through Chemistry.

- Grafting technique is most commonly used in asexual propagation of commercially grown plants for the Horticulture and Agriculture.
- Grafting technique also combines desirable roots and shoots.
- Grafting technique used for to produce Pathogen resistant Plants.
- This technique is useful to improve plant productivity in vegetables.

**Learning Outcomes:** To learn Grafting Techniques and implementation of tools.

- Different types of cuttings.
- Budding and Layering Techniques.
- Factors influencing rooting of cuttings.

# **SYLLABUS**

## **CHAPTER - 1**

1. Grafting definition and types.
2. Common methods of Grafting.
3. Grafting in fruit trees and vegetables.
4. Different types of cuttings.

## **CHAPTER - 2**

1. Tools used in Grafting Technique.
2. Uses of tools and take care of tools.
3. Factors influencing rooting of cutting.
4. Budding and layering.

## **CHAPTER - 3**

1. Plant Propagation and importance.
2. Propagation advantages and disadvantages.
3. Grafting advantages and disadvantages.
4. Grafting in fruiting and vegetable plants.



**S V B GOVERNMENT DEGREE COLLEGE,**  
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## **DEPARTMENT OF HISTORY**

**CERTIFICATE COURSE FOR THE ACADEMIC YEAR: 2022-23**

### **Department Minutes - Resolution Copy**

The faculty member of the History Department met in the principal's chamber to discuss and review the conduct of the Certificate Course titled "**Museum Studies**" under the Chairmanship of the Principal and the faculty of the Department of History on 25-01-2023.

#### **AGENDA:**

Starting of Certificate Course for B.A Students

#### **RESOLUTIONS:**

1. It is resolved to start the Certificate Course titled Tourism Studies From 01-02-2023 to 28-02-2023 (21 days) for the academic year 2022-2023.
2. It is also resolved to frame the syllabus, and regulations for a successful  
Completion of the Certificate course titled "**MUSEUM STUDIES**".
3. Enrolled 15 students in this Certificate course.
4. Resolved to conduct classes at 4.00 pm. To 5.00 pm.
5. Resolved to conduct the exam of completion of the course and issue certificates to  
Qualified Candidates.
6. Qualifying marks in 40%

## Permission Letter

From  
I. Nageswara Reddy  
Lecturer in History  
S.V.B Govt.Degree College  
Koilkuntla-518314.

To  
The Principal  
Dr  
S.V.B Govt.Degree College  
Koilkuntla-518314.

Respected Sir/Madam

Sub: Regarding starting the certificate course on "Museum Studies"

I am I. Nageswara Reddy, working as a lecturer in History at our college. This is regarding the conduct of a subject-related certificate course introducing the benefits of our department on "Museum Studies." The course duration should be 21 days. We are going to start in the academic year 2022-2023. i.e. From 01-02-2023 to 28-02-2023. So, I humbly request that you permit us to establish the above course.

## Circular/Notice

This is to inform you that the Department of History will conduct a subject-related certificate course from February 1<sup>st</sup> to February 28<sup>th</sup>, 2023, for B.A. students interested in "MUSEUM STUDIES," please enrol in the department listed below on January 25<sup>th</sup> 2023. The duration of the course is 21 hours. The candidates whose secure 40% of the marks in the examination will get the certificate.

## Brief Note on Activity, Aims, Objectives, Procedure and Outcomes

A course certificate serves as proof that the course was completed. It serves as a reward for the pupils' accomplishments in their aims. The purpose of getting a certificate is far beyond proof of completion as it improves the students' skills.

They can assist students in showcasing their knowledge and abilities to a prospective employer, help them become eligible for more scholarships, or provide them with something to display on their coffee table. The increasing significance of online learning is one advantage of taking certification courses

### Certificate Course Aims: -

- Improve efficiency.
- Increase earning potential.
- Establish professional credibility.
- Teach skills in high demand.
- Accelerate skill development.
- Provide industry-relevant expertise.
- Improve employability.
- Earn recognition from employers.
- Improve career opportunities.
- Enhance self-image and reputation among peers.

### Course Objectives: -

Certificate courses can help students gain skills and knowledge to help them in their careers. The objectives of certificate courses can include: Certificate courses are designed for professionals who need to verify their professional knowledge and skills with an official credential. They can help students become more marketable and increase their chances of landing a better job or getting a promotion. Certificate courses can also enhance professional credibility, enrich self-image and reputation among peers, and improve career opportunities

- Career advancement
- Skill enhancement
- Industry recognition
- Focused Education
- Networking opportunities
- Increased income earning potential

- Establish professional credibility
- Learn skills that are in high demand

### Course Outcomes: Students should be able to:

- Understand the basic concepts of tourism. Develop an understanding of the geographical features of a region and its influence on the
- tourism development of that region.
- Analyze the positive and negative impacts of tourism on the environment.
- Understand the need for sustainable tourism.

### Course Syllabus: -

#### Unit 1:

Definition – Nature, Scope and Purpose. History and Classification of Museum.

#### Unit 2:

Importance and Relevance of Museum. 1. Cultural. 2. Social. 3. Economics. 4. Educational.

#### Unit 3:

Study of Selected Museums. 1. National Museum, Delhi. 2. Chhatrapati Shivaji Maharaj Vastu Sungrahalay (Formerly Prince of Wales), Mumbai. 3. Salarjung Museum, Hyderabad. 4. Raja Kelkar Museum, Pune. 5. British Museum, London.

### References: -

Shobita Pauja Museum in India.

The Guide Book, Company Ltd. Hongkong

2. Gupta S.P. And Krishna Lal. Tourism Museums and Monuments in India Oriental Publishers, Delhi.

3. A Brief Guide to the National Museums National Publication, New Delhi.

4. Dr. (Mrs.) Grace Morely Art In Museums Publication, Mumbai.

5. Ghosh India Art Prince of Wales Museum Publication, Mumbai

6. Yazdani Salarjung Museum Salarjung Museum Publication Hyderabad.

7. Deo S.B. Museum of Archaeology, Deccan College, P.G.I. Pune

## Timetable - Day Wise Topics

| Sl No. | Date       | 4.00 PM – 5.00 PM (Topic Covered)                                  |
|--------|------------|--|
| 1.     | 01-02-2023 | Introduction of Tourism  |
| 2.     | 02-02-2023 | Explain on Definition of Museums and the Nature of Museums.        |
| 3.     | 03-02-2023 | History of Museums and classification of museums                   |
| 4.     | 04-02-2023 | Describe on Importance of museums                                  |
| 5.     | 06-02-2023 | Explain Cultural and Social Museums.                               |
| 6.     | 07-02-2023 | What is the importance of Economic & Educational Museums?          |
| 7.     | 08-02-2023 | Explain and importance of the National Museum in New Delhi.        |
| 8.     | 09-02-2023 | Explain and importance of the National Museum in New Delhi.        |
| 9.     | 10-02-2023 | Explain and importance of the Salar Jung Museum in Hyderabad.      |
| 10.    | 13-02-2023 | Explain and importance of the Salar Jung Museum in Hyderabad..     |
| 11.    | 14-02-2023 | Explain and importance of the Museums in Andhra Pradesh.           |
| 12.    | 15-02-2023 | Explain and importance of the Museums in Andhra Pradesh.           |
| 13.    | 17-02-2023 | Explain and importance of the Chatrapathi Sivaji Museum in Mumbai. |
| 14.    | 20-02-2023 | Explain and importance of the Chatrapathi Sivaji Museum in Mumbai. |
| 15.    | 21-02-2023 | Explain and importance of the Raja Kelkar Museum in Pune.          |
| 16.    | 22-02-2023 | Explain and importance of the Raja Kelkar Museum in Pune.          |
| 17.    | 23-02-2023 | Explain and importance of the British Museum in London.            |
| 18.    | 24-02-2023 | Explain and importance of the British Museum in London.            |
| 19.    | 25-02-2023 | Job Opportunities and Employability of Museums Industry            |
| 20.    | 27-02-2023 | Job Opportunities and Employability of Museums Industry            |
| 21.    | 28-02-2023 | Valedictory  |

## Model Question Paper

**Please fill in the following details correctly:**

**Date:**

|                     |  |
|---------------------|--|
| Student Name        |  |
| Roll Number         |  |
| <b>Question No.</b> | <b>Questions</b>   |
| 1                   | Which one of the following museums in Andhra Pradesh<br>A. Salara Jung B. Victori Museum C. Nehru Museum D. Chatra Pathi Sivagi Museum   |
| 2                   | Where is the PM Sangrahalaya Museum located<br>Delhi B. Mumbai C. Chennai D, Hyderabad   |
| 3                   | Which department is responsible for welcoming guests, handling check-ins, Housekeeping B. Fron Office C. Salles & Marketing D. Food & Beverage.  |
| 4                   | What is India's rank in the global Travel and Tourism Development Index (TTDI) 2021?<br>45 <sup>th</sup> B 54 <sup>th</sup> C 67 <sup>th</sup> D 68 <sup>th</sup>  |
| 5                   | Where is the Handicrafts and Handlooms Museum located?<br>Telangana B. Andhra Pradesh C. Rajasthan D. Maharastra   |
| 6                   | Which of the following is an essential skill for hotel managers?<br>A. Gourmet cooking B) IT programming C) Marketing analytics D) Leadership and communication  |
| 7                   | Which department is responsible for preparing and serving food and beverages?<br>A. Housekeeping B. Fron Office C. Salles & Marketing D. Food & Beverage.  |
| 8                   | What does CTA stand for in hotel management?<br>A) Call-to-Action B) Customer Target Analysis C) Cost-Tracking Assessment D) Customer Transaction Agreement  |
| 9                   | What is the primary role of a hotel's General Manager (GM)?<br>A) Handling guest check-ins and check-outs B) Overseeing daily hotel operations C) Managing the hotel's finances D) Designing marketing campaigns |
| 10                  | The National tourism policy was drafted.<br>A) 1997 B) 1999 C) 1996 D) 1998  |
| Fill in the Blanks  |  |
| 11                  | Which department is responsible for planning and organizing conferences and events held at the hotel -----   |
| 12                  | People are attracted to theme restaurants because -----.   |
| 13                  | Where are the headquarters of India Tourism Development Corporation (ITDC) -----   |
| 14                  | How many museums are there in Andhra Pradesh -----   |
| 15                  | Where is the National Museum is located -----  |

Note: Use the backside of the question paper for calculations. If an additional sheet is used, attach the same with this paper.

Total Marks Secured: \_\_\_\_\_

Student Feedback Form:-

Please indicate your rating for your teacher by drawing a TICK MARK around appropriate opinion among the given statement.

| Sl No. | Particulars  | Strongly Agree | Agree | Disagree |
|--------|--|----------------|-------|----------|
| 1      | The objectives of the training were clearly defined.   |                |       |          |
| 2      | Participation and interaction were encouraged.         |                |       |          |
| 3      | The topics covered were relevant to me.                |                |       |          |
| 4      | The content was organised and easy to follow.          |                |       |          |
| 5      | The time allotted for the training was sufficient.     |                |       |          |
| 6      | What aspects of this course are helping your career?   |                |       |          |
| 7      | The course is effective, overall, in helping me learn. |                |       |          |
| 8      | This course was useful for your daily life             |                |       |          |

## COURSE ANALYSIS REPORT

As a part of academic activity, the Department of History has conducted a certificate course in "Museum Studies" from February 1<sup>st</sup> to February 28<sup>th</sup>, 2023, for the academic year 2022-2023. The important objective of the course is to improve basic knowledge of tourism importance among UG degree students. As per the instructions given by the principal during the *minutes* of the meeting, 15 members of the class are enrolled in the Certificate Course for year B.A. to enrich the concepts of Tourism studies. The

history and other faculty members have engaged in classes for 21 days and deepened their understanding of the basic concepts of the subject. At the end of the course, an external examination has been conducted for the assessment of learners understanding levels of knowledge. The minimum qualifying score for the award of certification is 40%. All the students completed the course successfully and got certificates during the academic year 2022-2023.

Museums have come a long way, and are responsible for treasuring and storing all remnants of human history. Today, museums are seen in every city, in every part of the world. They act as valuable storage houses for the history of human civilization and the evolution of life on this planet. In this article, we will discuss the importance that museums hold in our lives. Today museums study course the preservation of history. Museums store artefacts that have significant cultural, religious, scientific, and historical value; objects that denote significant turning points in history. The museum holds a place of prime importance in the field of education. Museums are a great source of knowledge. There is a great impact in viewing a part of history with your own eyes, right in front of you, and the experience can evoke several emotions. Being exposed to museums at a young age instils in children a wide range of feelings, from curiosity to nationalism. They are national treasures and should be preserved with utmost care, instead of the negligence many of them face in certain regions. There is something in every museum that will attract the interest of someone. They truly cater to every taste. If you are interested in scientific achievements,

**Academic Year 2022-23**

# CERTIFICATE COURSE on MUSEUM STUDIES”

From 01-02-2023 to 28-02-2023

By  
Department of History  
SVB Govt Degree College, Koilkuntla.  
Nandyal District, Andhra Pradesh.

Academic Year 2021-2022

Certificate Course on Tally Prime  
From 28.03.2022 to 10.05.2022

By

Department of Commerce  
S.V.B.Govt.DegreeCollege, Koilkuntla  
Nandyal Dist.,AndhraPradesh

2021-2022

Circular

Dated: 2/3/2022

The III<sup>rd</sup> and II<sup>nd</sup> B.Com students are informed that the Dept of Commerce has going to conduct Certificate course in Tally Prime. Hence those who are interested to join the course, their names enrolled with Dr. K. Rajasulthan, Lecturer in Commerce on or before 15-03-2022.

B. Jankar  
Principal

III B.Com - enroll  
II B.Com - enroll 2/3/22

## Course Objectives

- ✓ To learn Basics of Accountancy, its principles, concepts, conventions, recording procedures, final accounts etc
- ✓ To learn and practice Computerized Accounting Systems using Tally Prime
- ✓ This course is designed to impart knowledge regarding concepts of financial Accounting.
- ✓ Tally is an accounting package which is used for learning to maintain accounts.
- ✓ As this course is useful for Commerce students to get placements in different offices as well as companies in accounting departments.

## Syllabus

1. Basic of Accounting.
  - Introduction
  - Types of Accounts
  - Accounting principles or concepts
  - Mode of Accounting
  - Rules of Accounting
  - Double entry system of book keeping.
2. Fundamentals of TALLY Prime
  - Company Features
  - Configuration
  - Getting functions with Tally Prime
  - Creation/setting up of company in tally Prime
3. Accounting Masters in Tally Prime
  - Chart of groups
  - Groups
  - Ledgers
  - Multiple ledgers

## Course outcomes

- CO1: Computerized Accounting: To introduce the students to Basic of Accounts and the usage of Tally for accounting purpose.
- CO2: To help students to work with well-known accounting software i.e Tally Prime Tally is an accounting package which is used for learning to maintain accounts.
- CO3: Students will learn to create company, enter accounting voucher entries including voucher entries, do reconcile bank statement, do accrual adjustments, and also print financial statements etc I tally Prime software.

Dated: 28-03-2022

The department of Commerce has started a certificate course on a 'Tallypro' for B.Com students for the year 2021-22. The inaugural function was conducted on 28-03-2022. The meeting was headed by Dr. B. Devika Rani Principal, She said that ~~it would improve~~ the tally programme was very useful to the students and it would improve employability opportunities for them after the completion of their degree course.

Sri K. Bhaskar Reddy Head of the SS career print, Sri L. Venkateswara Reddy Lecturer in Commerce and Dr. B. Raja Sekhar Lecturer in Commerce participated in the programme and spoke the students on the importance of Tally pro programme in the modern business world.

B. Janki  
Principal 28/3/22

PRINCIPAL -

S.V.B. GOVT DEGREE COLLEGE  
KOILKUNTLA, NANDYAL (Dt.)

## FEEDBACKFORM

Please indicate your rating for your teacher by drawing a TICKMARK around the appropriate opinion among the given statement.

| Sl.No | Particulars   | Strongly Agree | Agree | Disagree |
|-------|---|----------------|-------|----------|
| 1     | The objectives of the training were Clearly defined |                |       |          |
| 2     | Participation & Interaction were encouraged         |                |       |          |
| 3     | The topics covered were relevant to me              |                |       |          |
| 4     | The content was organized easy to follow            |                |       |          |
| 5     | The time allotted for the training was sufficient   |                |       |          |

Signature of the Student



**S V B GOVERNMENT DEGREE COLLEGE,**  
**KOILKUNTLA, NANDYAL (DT).**  
(Affiliated to Rayalaseema University, Kurnool, A.P.)  
Accreditation by NAAC with a "B++" Grade



## **DEPARTMENT OF HISTORY**

**CERTIFICATE COURSE FOR THE ACADEMIC YEAR: 2021-22**

### **Department Minutes - Resolution Copy**

The faculty members of the History Department met in the principal's chamber to discuss and review the conduct of the Certificate Course titled “**TOURISM STUDIES**” under the Chairmanship of the Principal and the faculty of the Department of History on 03-03-2022.

#### **AGENDA:**

Starting of Certificate Course for B.A Students

#### **RESOLUTIONS:**

1. It is resolved to start the Certificate Course titled Tourism Studies From 03-03-2022 to 30-03-2024 (20 days) for the academic year 2021-2022.
2. It is also resolved to frame the syllabus, and regulations for a successful  
Completion of the Certificate course titled ‘TOURISM STUDIES’ Enrolled 20 students in this Certificate course.
3. Resolved to conduct classes at 4.00 pm. To 5.00 pm.
4. Resolved to conduct the exam of completion of the course and issue certificates to  
Qualified Candidates.
5. Qualifying marks in 40%

## Permission Letter

From  
I. Nageswara Reddy  
Lecturer in History  
S.V.B Govt.Degree College  
Koilkuntla-518314.

To  
The Principal  
Dr  
S.V.B Govt.Degree College  
Koilkuntla-518314.

Respected Sir/Madam

Sub: Regarding starting the certificate course on "Tourism Studies"

I am I. Nageswara Reddy, working as a lecturer in History at our college. This is regarding the conduct of a subject-related certificate course introducing the benefits of our department on "Tourism Studies." The course duration should be 20 days. We are going to start in the academic year 2021-2022. i.e. From 03-03-2022 to 30-03-22. So, this is my humble request that you permit us to establish the above course.

## Circular/Notice

This is to inform you that the Department of History is going to conduct a subject-related certificate course from March 3<sup>rd</sup> to March 30<sup>th</sup>, 2022, for B.A. students interested in "TOURISM STUDIES". Please enrol in the department listed below on February 25<sup>th</sup> 2022. The duration of the course is 20 hours. The candidates who secure 40% of the marks in the examination will get the certificate.

## Brief Note on Activity, Aims, Objectives, Procedure and Outcomes

A course certificate serves as proof that the course was completed. It serves as a reward for the pupils' accomplishments in their aims. The purpose of getting a certificate is far beyond getting proof of completion as it serves to improve the skills of the students.

They can assist students in showcasing their knowledge and abilities to a prospective employer, help them become eligible for more scholarships, or provide them with something to display on their coffee table. The increasing significance of online learning is one advantage of taking certification courses

### Certificate Course Aims: -

- Improve efficiency.
- Increase earning potential.
- Establish professional credibility.
- Teach skills in high demand.
- Accelerate skill development.
- Provide industry-relevant expertise.
- Improve employability.
- Earn recognition from employers.
- Improve career opportunities.
- Enhance self-image and reputation among peers.

### Course Objectives: -

Certificate courses can help students gain skills and knowledge that can help them in their careers. The objectives of certificate courses can include: Certificate courses are designed for professionals who need to verify their professional knowledge and skills with an official credential. They can help students become more marketable and increase their chances of landing a better job or getting a promotion. Certificate courses can also enhance professional credibility, enrich self-image and reputation among peers, and improve career opportunities

- This course is an introductory paper on the Cultural Heritage of India.
- It intends to provide an insight into India's rich and varied cultural heritage.
- To enable learners to appreciate the composite nature of Indian culture.
- To develop a feeling of love and a sense of belonging towards nation-building among learners.
- The paper introduces the various cultural heritage components like the different fairs, festivals, dances, art, architecture and heritage, which are essential to a deeper understanding of History.

## Course Outcomes: Students should be able to:

- At the end of the course, the student should be able to
- Infer ideas about the various aspects of cultural heritage and cultural diversity from a historical perspective.
- Distinguish the numerous cultural practices that have evolved over the centuries. → Analyze the changing socio-cultural scenarios of India.
- Display the diversity of our cultural heritage, cultural forms, and cultural expressions through the performing arts, fairs, and festivals.

## SYLLABUS

### Module I:

Understanding Tourism Defining Tourism- tourism as industry Hospitality sector basic components of tourism accessibility-accommodation-attraction-travel agents- tour operators-lodging and caterers transport- information and guide.

### Module II:

Tourism and Geography bio-diversity- geography of Andhra major tourist centres of Andhra Pradesh.

### Module III:

Tourism and cultural heritage Introduction to major heritage sites of Andhra Pradesh - Monuments- museums- forts palaces-assignment.

### Module.

IV: Tourism and Environment Ecotourism in Indian context sustainable tourism- environmental impact.

## Timetable - Day Wise Topics

### Attendance Sheet

### Model Question Paper

Please fill in the following details correctly:      Date:

|                     |   |
|---------------------|---|
| <b>Student Name</b> |   |
| <b>Roll Number</b>  |   |
| <b>Question No.</b> | <b>Questions</b>  |
| 1                   | ITDC was started in the year.<br>A) 1965    B) 1966    C) 1967    D) 1964   |
| 2                   | Salihundam is located in which district in A.P.<br>A). Vizag    B) Guntur    C) Krishna    D) Srikakulam                |
| 3                   | For whom the Ugadi festival is the priority of<br>A). North Indians    B) Tamil    C) Andhra    D) Kerala               |
| 4                   | In this year tourism has been recognized as the industry.<br>A) 1988    B) 1982    C) 1992    D) 1986                   |
| 5                   | Who was established ASI in India?<br>A). Sir John Marshal    B) Lord Cuning Halm    C) Dayaram Sahani    D) Lord Curzon |
| 6                   | Pedda Darga was located at?<br>A). Kadapa    B) Guntur    C) Nellore    D) Chittoor                                     |
| 7                   | How many heritage sites are identified in India?<br>A) 33    B) 36    C) 39    D) 40                                    |
| 8                   | Who is the father of Tourism?<br>A). Thomos Cook    B) Bentick    C) Alfred Nobel    D) Bernard Shaa                    |
| 9                   | Who is the Tourism Minister of India?<br>). Kishan Reddy    B) Smt. Roja    C) KTR    D) Chandrababu Naidu              |
| 10                  | The National tourism policy was drafted.<br>A) 1997    B) 1999    C) 1996    D) 1998                                    |
|                     | Fill in the blanks.   |
| 11                  | One day trip is called -----  |
| 12                  | The World tourism in which year in used-----  |
| 13                  | An example of a regional tourism place -----  |
| 14                  | Belum caves are located -----   |
| 15                  | Heritage tourism is one of the parts of -----   |

Note: Use the backside of the question paper for calculations. If an additional sheet is used attach the same with this paper.

Total Marks Secured: \_\_\_\_\_

Student Feedback Form:-

Please indicate your rating for your teacher by drawing a TICK MARK around appropriate opinion among the given statement.

| Sl No. | Particulars  | Strogly Agree | Agree | Disagree |
|--------|--|---------------|-------|----------|
| 1      | The objectives of the the training were clerely defined. |               |       |          |
| 2      | Participation and Intraction were encouraged.            |               |       |          |
| 3      | The topics covered were relevant to me.                  |               |       |          |
| 4      | The content was organized easy to follow.                |               |       |          |
| 5      | The time allotted for the training was sufficient.       |               |       |          |
| 6      | What aspects of this course are helping your carreeer.   |               |       |          |
| 7      | The course is effective, overall, in helping me learn.   |               |       |          |
| 8      | This course was useful for your daily life               |               |       |          |

## COURSE ANALYSIS REPORT

As a part of academic activity, the Department of History has conducted a certificate course in "Tourism Studies" from 3<sup>rd</sup>March to 30<sup>th</sup>March 2022, for the academic year 2021-2022. The important objective of the course is to improve basic knowledge of tourism importance among UG degree students. As per the instructions given by the principal during the *minutes* of the meeting, 15 members of the class are enrolled in the Certificate Course for B.A. students to enrich the concepts of Tourism studies. The history and other faculty members have engaged in classes for 20 days and deepened their understanding of the basic concepts of the subject. At the end of the course, an external examination has been conducted for the assessment of learners understanding levels of knowledge. The minimum qualifying score for the award of certification is 40%. All the students completed the course successfully and got certificates during the academic year 2021-2022.

Traveling is a tiring and difficult thing and not everyone can travel. But at the same time, it's a fun activity that takes your tiredness away. Travelling adds flavour to life as you travel to different places that have a different culture and lifestyles. Also, it's an easy way to learn about the culture and traditions of a place. Besides, for many areas, tourism is their main source of income.

As we know tourism contributes a lot to the revenue of the country. Also, the government uses this income for the growth and development of the country. Likewise, they construct dams, wildlife sanctuaries, national parks, Dharamshala and many more.

### Conclusion:

We can say that tourism is a very productive activity both for the tourist and the government. As they support each other simultaneously. Also, the government should consider improving the conditions of the country as a greater number of tourists visit their country. Tourism is one of the fastest-growing industries in the world that has changed the scenario of the world.



**S.V.B. GOVERNMENT DEGREE COLLEGE,  
KOILKUNTLA  
(Affiliated to Rayalaseema University,  
Kurnool, A.P.)**



Accreditation by NAAC by with "B++" Grade

## **DEPARTMENT OF BOTANY**

**CERTIFICATE COURSE FOR THE ACADEMIC YEAR: 2022-23**

### **Department Minutes - Resolution Copy**

The faculty members of the Botany Department met in the Principal's chamber to discuss and review the conduct of the Certificate Course titled "Mushroom cultivation" under the Chairmanship of the Principal and the faculty of the Department of Botany on 17-01-2023.

#### **AGENDA:**

Starting of Certificate Course for III B.Sc., (BZC and BHC) Students of V Semester.

#### **RESOLUTIONS:**

1. It is resolved to start the Certificate Course titled "Mushroom cultivation" From 17-01-2023 to 25-02-2023 (30 days) for the academic year 2022-2023
2. It is also resolved to frame the syllabus, regulations for the successful Completion of the Certificate course titled "Mushroom cultivation"
3. Enrolled 20 students in this Certificate course.
4. Resolved to conduct classes at 9.00 am.
5. Resolved to conduct exam of completion of the course and issue certificates to Qualified Candidates.
6. Qualifying marks in 40%

## Permission Letter

From

Dr. A. Lakshmi Devi

Contract Lecturer in Botany,

S.V.B Govt. Degree College,

Koilkuntla.

To

The Principal

S.V.B Govt. Degree College

Koilkuntla

Respected Sir,

**Sub:** Regarding to start certificate course on “**Mushroom Cultivation**” I am Dr. A. Lakshmi Devi, working as a Contract lecturer in BOTANY at our college. This is regarding the conduct of a of a subject-related certificate course introducing the benefits of our department on “Mushroom cultivation”

The course duration should be 30 days. We are going to start in the academic year 2022-2023.

i.e. From 17-01-2023 to 25-02-2023. So this is my humble request that you permit us to establish

the above course.

## **Circular/Notice**

This is to inform you that the Department of Botany is going to conduct a subject-related certificate course from January 17<sup>th</sup> – February 25<sup>th</sup>, 2023. For Third-year B.Sc., (BZC and BHC) students interested in “**Mushroom Cultivation**” please enroll in the department listed below on January 17<sup>th</sup>, 2023. The duration of the course is 30 hours. The candidates whose were 40% of the marks in the examination will get the certificate.

### **Course Objectives:**

By the end of the Certificate Course each and every degree Botany student can attain the knowledge in the following topics and come to know their role in serving the society through Botany.

- Mushrooms are widely used in now a days.
- Mushrooms cultivation is self financial course.
- Mushrooms are valuable products and contain highest proteins and fibers and minerals .
- Mushrooms act as a medicine so many diseases.

**Learning Outcomes:** To learn Mushroom cultivation and preparation of Spawn.

- Spawn production and Spawning.
- To learn about growing conditions for Mushrooms.
- To learn about harvesting, storing and marketing of Mushrooms.

## **SYLLABUS**

1. Introduction of Mushroom culture, scope and significance.
2. Spawn production and Spawning, growing conditions for Mushrooms.
3. Pests, diseases and growing mushrooms outside.
4. Harvesting, storing and using mushrooms.
5. Marketing of mushrooms and storage of mushroom.
6. Casing, materials used for casing.
7. Valuable products of Mushrooms.
8. Value of Mushrooms.

# **Model Question Paper**

**Answer any THREE of the following.**

**3X10 = 20 M**

1. Write on essay about Mushroom cultivation.
2. Write about Spawn preparation.
3. Write on essay about value added products of Mushrooms.
4. Write about harvesting storing methods of Mushroom.

**Answer any FIVE of the following.**

**5X4 = 20 M**

1. Mushroom structure
2. Spawning
3. Growth conditions of Mushrooms.
4. Mushroom soup preparation.
5. Mushrooms uses.
6. Casing.
7. Scope of Mushroom cultivation.
8. Pests and Diseases in Mushroom cultivation.

Academic Year 2018-19

CERTIFICATE COURSE  
on  
SURVEY & REPORTING”

From 04-02-2019 to 28-02-2019

By  
Department of History  
SVB Govt Degree College, Koilkuntla.  
Kurnool, District, Andhra Pradesh.



**S V B GOVERNMENT DEGREE COLLEGE,**  
**KOILKUNTLA, KURNOOL (DT).**  
(Affiliated to Rayalaseema University, Kurnool, A.P.)  
Accreditation by NAAC with a "B++" Grade



## **DEPARTMENT OF**

**CERTIFICATE COURSE FOR THE ACADEMIC YEAR: 2018-19**

### **Department Minutes - Resolution Copy**

The History Department faculty member met in the principal's chamber to discuss and review the conduct of the Certificate Course titled "**Survey & Reporting**" under the Chairmanship of the Principal and the faculty of the Department of History on 01-02-2019.

#### **AGENDA:**

Starting of Certificate Course for B.A Students.

#### **RESOLUTIONS:**

1. It is resolved to start the Certificate Course titled Tourism Studies From 04-02-2019 to 28-02-2019 (20 days) for the academic year 2018-2019.
2. It is also resolved to frame the syllabus, and regulations for a successful Completion of the Certificate course titled "**SURVEY & REPORTING**".
3. Enrolled 12 students in this Certificate course.
4. Resolved to conduct classes at 4.00 pm. To 5.00 pm.
5. Resolved to conduct the exam of completion of the course and issue certificates to Qualified Candidates.
6. Qualifying marks in 40%

## Permission Letter

From  
I. Nageswara Reddy  
Lecturer in History  
S.V.B Govt.Degree College  
Koilkuntla-518314.

To  
The Principal  
Dr Sasikala,  
S.V.B Govt.Degree College  
Koilkuntla-518314.

Respected Sir/Madam

Sub: Regarding starting the certificate course on **“Survey & Reporting”**

I am M. Venkateswara Reddy, working as a lecturer in History at our college. This is regarding the conduct of a subject-related certificate course introducing the benefits of our department on "Survey & Reporting " The course duration should be 20 days. We are going to start in the academic year 2018-2019. i.e. From 04-02-2019 to 28-02-2019. So, I humbly request that you permit us to establish the above course.

## Circular/Notice

This is to inform you that the Department of History will conduct a subject-related certificate course from February 4<sup>th</sup> to February 28<sup>th</sup>, 2019, for B.A. students interested in "**Survey & Reporting**". Please enrol in the department listed below on February 1<sup>st</sup> 2019. The duration of the course is 20 hours. The candidates who secure 40% of the marks in the examination will get the certificate.

## Brief Note on Activity, Aims, Objectives, Procedure and Outcomes

A course certificate serves as proof that the course was completed. It serves as a reward for the pupils' accomplishments in their aims. The purpose of getting a certificate is far beyond proof of completion as it improves the students' skills.

They can assist students in showcasing their knowledge and abilities to a prospective employer, help them become eligible for more scholarships, or provide them with something to display on their coffee table. The increasing significance of online learning is one advantage of taking certification courses

### Certificate Course Aims: -

- Improve efficiency.
- Increase earning potential.
- Establish professional credibility.
- Teach skills in high demand.
- Accelerate skill development.
- Provide industry-relevant expertise.
- Improve employability.
- Earn recognition from employers.
- Improve career opportunities.
- Enhance self-image and reputation among peers.

### Course Objectives: -

Certificate courses can help students gain skills and knowledge to help them in their careers. The objectives of certificate courses can include: Certificate courses are designed for professionals who need to verify their professional knowledge and skills with an official credential. They can help students become more marketable and increase their chances of landing a better job or getting a promotion. Certificate courses can also enhance professional credibility, enrich self-image and reputation among peers, and improve career opportunities

- Career advancement
- Skill enhancement
- Industry recognition
- Time efficiency
- Cost-effective learning
- Focused Education

## Course Outcomes:

- Understand the basic concepts of tourism. Develop an understanding of the geographical features of a region and its influence on the
- tourism development of that region.
- Analyze the positive and negative impacts of tourism on the environment.
- Understand the need for sustainable tourism.

## Course Syllabus: -

### Module I:

Survey: Meaning and Definition Identifying - need for a survey - Identifying Sample - Characteristics of Sample -Types of. Survey - Survey Methods - Advantages and Disadvantages of Survey Essential steps in Survey - Online Survey.

### Module II:

Preparing Questionnaire: Types and Parts of Questionnaire - Qualities of Good Questionnaire - Precautions in Preparing Questionnaire - Administering /Piloting Questionnaire with People Collection of data - Dealing Maintaining objectivity/neutrality.

### Module III:

Methods of Organizing data: Forms of data presentation Tables and Figures Basic Statistical Methods of Analysis of data Percentages - Mean, Mode and Median Simple Ways of showing Results Tables/Graphs/Diagrams.

## Timetable - Day Wise Topics

| Sl No. | Date       | 4.00 PM – 5.00 PM (Topic Covered)                              |
|--------|------------|--|
| 1.     | 04-02-2019 | Introduction of Course Importance “Survey & Reporting”         |
| 2.     | 05-02-2019 | Survey Definition and Meaning.                                 |
| 3.     | 06-02-2019 | What are the needs of the identified when conducting a survey? |
| 4.     | 07-02-2019 | Briefly explain the characteristics of the survey and samples. |
| 5.     | 08-02-2019 | Briefly explain on Importance of the survey.                   |
| 6.     | 11-02-2019 | Describe the Online Survey.                                    |
| 7.     | 12-02-2019 | Explain different methods of survey.                           |
| 8.     | 13-02-2019 | Describe the essential steps in the survey.                    |
| 9.     | 14-02-2019 | What are the advantages and disadvantages survey method?       |
| 10.    | 15-02-2019 | How to prepare a questionnaire? Explain in examples.           |
| 11.    | 16-02-2019 | What are the types and parts of the questionnaire?             |
| 12.    | 18-02-2019 | How to prepare a good questionnaire.                           |
| 13.    | 19-02-2019 | What are the precautions in preparing questionnaires?          |
| 14.    | 20-02-2019 | How to collect data and write the report.                      |
| 15.    | 21-02-2019 | What are the methods of collecting data and organizing data?   |
| 16.    | 22-02-2019 | How to prepare to collect data forms and presentation.         |
| 17.    | 24-02-2019 | Describe the data analysis methods.                            |
| 18.    | 25-02-2019 | Explain the percentages Mean Mode and Median in the Survey.    |
| 19.    | 27-02-2019 | How to writ reports and showing results.                       |
| 20.    | 28-02-2019 | Valedictory  |

# Model Question Paper

Please fill in the following details correctly:

Date:

|                     |  |
|---------------------|--|
| Student Name        |  |
| Roll Number         |  |
| <b>Question No.</b> | <b>Questions</b>   |
| 1                   | Which of the following is the first principle of surveying?<br>a) Whole to whole b) Part to part c) Part to whole d) Whole to part                     |
| 2                   | Various methods of collecting primary data include<br>a) Questionnaire method b) Indirect oral investigation c) Direct personal interview              |
| 3                   | The primary data is gathered through<br>a) Survey b) Experiment c) Both a & b d) None a & b  |
| 4                   | Which of the following is an indirect method of surveying?<br>a) Contouring b) Chain surveying c) Tacheometry d) All of the mentioned                  |
| 5                   | The method of collection of the data of the population of a country is an example of-<br>a) Sample method b) Census method c) Both a & b d) None a & b |
| 6                   | The collection of primary data is more important than secondary data<br>a) Incorrect b) Incorrect c) Needs of the researcher d) None of the above      |
| 7                   |  |
| 8                   | Which one is the true example of primary data from the following options?<br>a) Journal b) Books c) News Report d) Census Report                       |
| 9                   |  |
| 10                  |  |
|                     |  |
| 11                  | Determining points of strategic importance are called _____  |
| 12                  |  |
| 13                  |  |
| 14                  |  |
| 15                  |  |

Note: Use the backside of the question paper for calculations. If an additional sheet is used, attach the same with this paper.

Total Marks Secured: \_\_\_\_\_

Student Feedback Form: -

Please indicate your rating for your teacher by drawing a TICK MARK around appropriate opinion among the given statement.

| Sl No. | Particulars  | Strongly Agree | Agree | Disagree |
|--------|--|----------------|-------|----------|
| 1      | The objectives of the training were clearly defined.   |                |       |          |
| 2      | Participation and interaction were encouraged.         |                |       |          |
| 3      | The topics covered were relevant to me.                |                |       |          |
| 4      | The content was organized and easy to follow.          |                |       |          |
| 5      | The time allotted for the training was sufficient.     |                |       |          |
| 6      | What aspects of this course are helping your career?   |                |       |          |
| 7      | The course is effective, overall, in helping me learn. |                |       |          |
| 8      | This course was useful for your daily life.            |                |       |          |

Students Names: -

## COURSE ANALYSIS REPORT

As a part of academic activity, the Department of History has conducted a certificate course in "Survey & Reporting" from 4<sup>th</sup> February to 28<sup>th</sup> February 2019, for the academic year 2018-2019. The important objective of the course is to improve basic knowledge of tourism importance among UG degree students. As per the instructions given by the principal during the *minutes* of the meeting, 13 members of the class are enrolled in the Certificate Course for B.A. students to enrich the concepts of Tourism studies. The history and other faculty members have engaged in classes for 20 days and deepened their understanding of the basic concepts of the subject. At the end of the course, an external examination has been conducted for the assessment of learners understanding levels of knowledge. The minimum qualifying score for the award of certification is 40%. All the students completed the course successfully and got certificates during the academic year 2018-2019.

Surveys have a vast array of use cases. From collecting customer feedback to gaining a better understanding of the target market, there are several areas where surveys can be deployed. Surveys are used for a sample target audience to gather insights for a larger population.

Conducting surveys offers numerous benefits to individuals and organisations. Surveys can help to collect feedback, gauge customer satisfaction, identify areas for improvement, gather insights and opinions, and make informed decisions. Surveys also provide a means of obtaining quantitative data and can be conducted quickly and efficiently.

## **Conclusion:**

Surveys are important because they provide researchers with reliable, usable, primary data to inform business decisions. They can help to collect feedback, gauge customer satisfaction, identify areas for improvement, gather insights and opinions, and make informed decisions. Surveys also provide a means of obtaining quantitative data and can be conducted quickly and efficiently.

Survey reports are used to collect all of the data and information gathered during the survey and use it for research and other reasons. Survey reports reveal the hard numbers regarding a scenario and can pave the way for decision-making. When you categorize large data into easy-to-read charts and graphs, it gets converted into useful information.

SVB Govt. Degree College, Koilkuntla  
Dept of English  
**Certificate Course in English for Competitive Examinations**

**Overview:**

The course aims at helping participants develop their English language skills, particularly those planning to appear for competitive exams that test their English language abilities. During a span of 30 hours, students will be exposed to material that facilitates aspects of grammar, writing and vocabulary.

**Eligibility:**

All I, II & III Students of Under Graduate Courses

**Duration:** 30 Hours over a period of 12 weeks

**Books and references:**

- i. English Grammar in Use by Raymond Murphy
- ii. Practical English Use by Michael Swan
- iii. Internet

**CRITERIA TO GET A CERTIFICATE:**

- Minimum Attendance: 75%
- Assignment score : 25% ( 05 Assignments)
- Exam score: 75% (Minimum Score 40%)
- Final score: Average assignment score + Exam score

**COURSE OUTCOMES:**

After completing the English for Competitive Exams training, participants will be able to perform well in the state and national level competitive exams conducted by organizations such as APPSC, SSC, IBPS. Besides, the students will be able to crack the English part of the written tests conducted by private sector enterprises for recruitment.

**RESOURCE PERSON:** E.V.Bhaskara Reddy  
Lecturer in English

**SVB Govt. Degree College, Koilkuntla**  
Dept of English  
**Certificate Course in English for Competitive Examinations**  
**Syllabus**

1. Introduction
2. Basic Grammar
  - a) Nouns
  - b) Pronouns
  - c) Verbs
  - d) Concord
  - e) Tenses
  - f) Active & Passive Voice
  - g) Degrees of Comparison
  - h) Prepositions
  - i) Conjunction
3. Basic Vocabulary
  - a) Synonyms
  - b) Antonyms
  - c) Phrasal Verbs
  - d) One word substitutes
4. Reading Comprehension
5. Practice Tests



# S.V.B. GOVERNMENT DEGREE COLLEGE, KOILKUNTLA



## DEPARTMENT OF ZOOLOGY

CERTIFICATE COURSE FOR THE ACADEMIC YEAR: 2022-23

Koilkuntla, 05.08.2023

### Minutes of the Meeting

**Date:** 05.08.2023

**Time:** 11.00 AM

**Location:** Department of Zoology, S.V.B. GDC, Koilkuntla

**Agenda:** Planning for conducting Certificate Course on "Vermiculture Management" from 10.08.2023 to 15.09.2023, focusing on M.S office and other technical tools.

#### Attendees:

1. Dr. H.Ramasubba Reddy, Head of Department (HOD), Zoology.

#### Proceedings:

1. Opening Remarks: Dr. H.Ramasubba Reddy commenced the meeting, expressing the significance of the Certificate Course on "Vermiculture Management" in enhancing technical skills for project work among III B.Sc students.
2. Objective of the Certificate Course: The primary objective of the course was discussed, emphasizing the practical application of various technical tools and software relevant to M.S office and other technical tools.
3. Duration and Schedule: It was decided that the Certificate Course will span from 10.08.2023 to 15.09.2023. (30 Hours). The course will be conducted every day evening 4 to 5 PM
4. Course Content: Dr. H.Ramasubba Reddy, provided insights into the course content, focusing on essential skills for vermiculture project work. This includes selection of site, knowledge about earthworm species, and project management.
5. Venue and Facilities: The availability of classrooms, laboratories, and necessary equipment for practical sessions was confirmed. Any additional requirements were discussed.

Meeting minutes prepared by:

Dr. H.Ramasubba Reddy,  
Lecturer in Zoology  
Department of Zoology.

Principal's Permission Letter (Intimation to Principal)

To  
Principal,  
S.V.B. GDC, Koilkuntla.

Koilkuntla 09.08.2023

**Sub:** Permission to conduct certificate course on “Vermiculture Management” for III B.Sc –I & III Sem Students (2022-23)

Respected Sir,

I am writing to you on behalf of the Department of Zoology to request permission to conduct a certificate course on “Vermiculture Management” for B.Sc –I & III Sem Students (2022-23). The course will be conducted from August 10th to September 15th, 2023. (30 Hours)

The course will cover the following topics:

- Introduction to Verimiculture
- Vermicomposting
- Vermiwash
- Earthworm species
- Project Management

The course will be of 30 hours duration, and will be conducted every day from 4 pm to 5pm from August 10th to September 15th. We believe that this course will be of great benefit to the students, as it will help them to develop the project managing skills that are essential in today's world. The course will also help them to prepare for their future careers.

We request you to kindly grant us permission to conduct this course. We assure you that the course will be conducted in a professional and efficient manner.

Thanking you Sir,

Yours sincerely,



Dr.H.Ramasubba Reddy,  
Head, Department of Zoology,  
S.V.B. GDC KOILKUNTALA.

# Circular

## SVB Government Degree College, Koilkuntla

CIRCULAR

09-08-2023

**Dear Students,**

**Subject:** Certificate Course on "Vermiculture Management" for B.Sc –I & III Sem Students (2022-23)

We are happy to inform you of a wonderful opportunity for B.Sc –I & III Semester students (2022-23), a certificate course on " Vermiculture Management," is going to organize by the Department of Zoology at S.V.B. Government Degree College, Koilkuntla. This transformative course, designed to boost your project skills, will be conducted from 10.08.2023 to 15.09.2023.

**Course Details:**

- **Course Title:** " Vermiculture Management"
- **Duration:** 10.08.2023 to 15.09.2023. (30 Hours).
- **Venue:** Department of Zoology, S.V.B. Government Degree College, Koilkuntla
- **Instructors:** Esteemed faculty members from the Department of Zoology
- **Course Fee:** Free
- **Timings:** 4PM to 5PM

J. Govind Kesava Rao  
09/08/2023  
PRINCIPAL  
S.V.B. GOVT. DEGREE COLLEGE  
KOILKUNTLA, NANDYAL (Dt.)

Dr. V. V. S. Rao  
Dr. S. S. Rao  
Dr. S. S. Rao  
Dr. S. S. Rao  
Dr. S. S. Rao



**S.V.B. GOVERNMENT DEGREE COLLEGE,  
KOILKUNTLA  
(Affiliated to Rayalaseema University,  
Kurnool, A.P.)**



Accreditation by NAAC by with "B++" Grade

## **DEPARTMENT OF MATHEMATICS**

**CERTIFICATE COURSE FOR THE ACADEMIC YEAR: 2022-23**

### **Department Minutes - Resolution Copy**

The faculty members of the Mathematics Department met in the Principal's chamber to discuss and review the conduct of the Certificate Course titled **VEDIC MATHEMATICS** under the Chairmanship of the Principal and the faculty of the Department of Mathematics on 18-08-2022.

#### **AGENDA:**

Starting of Certificate Course for II B.Sc (M.P.Cs) Students (IV Semester).**RESOLUTIONS:**

1. It is resolved to start the Certificate Course titled Basic Concepts of Solid Geometry From 18-08-2022 to 14-09-2022 (20 days) for the academic year 2022-2023.
2. It is also resolved to frame the syllabus, regulations for the successful Completion of the Certificate course titled "VEDIC MATHEMATICS".
3. Enrolled 13 students in this Certificate course.
4. Resolved to conduct classes at 4.00pm.
5. Resolved to conduct exam of completion of the course and issue certificates to Qualified Candidates.
6. Qualifying marks in 40%
- 7.

## Permission Letter

From

R.Babunath

Lecturer in Mathematics

S.V.B Govt.Degree College

Koilkuntla

To

Dr.J.V.V.NKeshava Rao

Principal

S.V.B Govt.Degree College

Koilkuntla

Respected Sir/Madam

Sub: Regarding to start certificate course on "Vedic Mathematics"

I am R. Babunath, working as a lecturer in mathematics at our college. This is regarding the conduct of a of a subject-related certificate course introducing the benefits of our department on "Vedic Mathematics." The course duration should be 25 days. We are going to start in the academic year 2022-2023. i.e. From 18-08-2022 to 14-09-2022. So this is my humble request that you permit us to establish the above course.

## Circular/Notice

This is to inform you that the Department of Mathematics is going to conduct a subject-related certificate course from August 18–September 14, 2022. For second-year B.Sc (M.P.Cs) students interested in "VEDIC MATHEMATICS," please enroll in the department listed below on August 17, 2022. The duration of the course is 25 hours. The candidates whose secure 40% of the marks in the examination will get the certificate.

## Brief Note on Activity, Aims, Objectives, Procedure and Outcomes

### **Aims :**

This course is intended to introduce some fundamental ideas of Vedic Mathematics. The concept of Vedic Mathematics terms and operations Addition, Subtraction, Multiplication and Division, Indian Mathematics, Vedic Sciences. Vedic Mathematics is a collection of Techniques sutras to solve mathematical Arithmetic's in easy and faster way. It consist of 16 sutras ( Formulae) and 13 subsutras ( Sub Formulae) Which can be used for problems involved in arithmetic, Algebra, Geometry, Calculus, Coins. Vedic mathematics is a system of mathematics which was discovered by Indian Mathematician Jagad Guru shriBharathi Krishna Tirthaji in the period Between A.D. 1911 & 1918.

### **Objectives:**

Veda is a Sanskrit word which means 'Knowledge'. Using regular mathematical steps, solving problems some times are complex and time consuming. But using Vedic mathematics General. But using Vedic mathematics General techniques ( Applicable to all sets of given data ) and specific techniques ( Applicable to specific sets of given data) numerical Calculation can be done very fast. Promote the idea of Vedic mathematics and its benefits in solving complex mathematical problems while preparing students for competitive exams. Vedic Mathslearn to solve complex mathematical problems and brace yourself up for competitive exams in future.

### **Outcomes:**

Vedic mathematics is certainly more integrated more efficient and more fun than conventional mathematics. It leads to greater enjoyment of mathematics, greater flexibility of mind, increased mental ability and bring out the creativity. There is no single method to follow in Vedic maths, one can keep creating new methods. But still Vedic maths is not very popular as it is thought etc. so lets start using Vedic maths and start loving maths.!!

# Syllabus

Marks - 30

- 1) Introduction Vedic Mathematics.
- 2) Terms and Operations.
- 3) Addition and Subtraction.
- 4) Multiplication and Division.
- 5) Luminaries of classical Indian mathematics, Aryabhata, Brahmagutta, Mahavira, Bhaskar, Madhva.
- 6) Criticism.
- 7) All form Nine and the last from Ten.
- 8) Method, Multiplication and Division.
- 9) When the Samuccaya is the same that samuccaya is Zero .If one is Ratio, the other one is Zero.
- 10) Vedic Maths a forgotten science.
- 11) Vedic Science.

## Timetable - Day Wise Topics

| Date       | <b>4.00 PM – 5.00 PM (Topic Covered)</b>   |
|------------|--|
| 18-08-2022 | Introduction Vedic Mathematics   |
| 20-08-2022 | Introduction Vedic Mathematics   |
| 22-08-2022 | Introduction Vedic Mathematics   |
| 23-08-2022 | Terms and Operations.  |
| 24-08-2022 | Terms and Operations.  |
| 25-08-2022 | Addition and Subtraction   |
| 26-08-2022 | Addition and Subtraction   |
| 27-08-2022 | Multiplication and Division  |
| 29-08-2022 | Multiplication and Division  |
| 30-08-2022 | Luminaries of classical Indian mathematics, Aryabhata, Brahmagutta, Mahavira, Bhaskar, Madhva  |
| 01-09-2022 | Criticism.   |
| 02-09-2022 | All form Nine and the last from Ten  |
| 05-09-2022 | Method, Multiplication and Division.   |
| 06-09-2022 | Method, Multiplication and Division.   |
| 07-09-2022 | When the Samuccaya is the same that samuccaya is Zero .If one is Ratio, the other one is Zero. |
| 09-09-2022 | When the Samuccaya is the same that samuccaya is Zero .If one is Ratio, the other one is Zero. |
| 10-09-2022 | Vedic Maths a forgotten science.   |
| 12-09-2022 | Vedic Maths a forgotten science.   |
| 13-09-2022 | Vedic Science.   |
| 14-09-2022 | Valedictory  |

# Model Question Paper

Please fill the following details correctly:

Date: \_\_\_\_\_

|   |  |
|---|--|
| Student Name  |  |
| Roll Number   |  |
| <b>Speed Calculations. Solve by Vedic Math method</b> |  |
| <b>Question No.</b>                                   | <b>Questions</b>                       |
| 1   | $984 + 123 - 214 =$                    |
| 2   | $(74 \times 23) + (14 \times 17) =$    |
| 3   | $139874 \times 11 =$                   |
| 4   | $1008 \times 1011 =$                   |
| 5   | $78 \times 59 =$                       |
| 6   | $112 \times 112 =$                     |
| 7   | $(99 \times 98) + (99 \times 1) =$     |
| 8   | $852 + 783 - 364 =$                    |
| 9   | $33 + 88 + 55 + 22 + 99 - 222 =$       |
| 10  | Is 1695793 divisible by 11?            |
| 11  | $1234254 \times 9999999 =$             |
| 12  | $5642 \times 9999 =$                   |
| 13  | $10043 \times 10099 =$                 |
| 14  | What is the digital root of 27991245 ? |
| 15  | Square of 1089 =                       |

Note: Use backside of the question paper for calculations. If additional sheet used attach the same with this paper.

Total Marks Secured: \_\_\_\_\_

## TEST ANALYSIS REPORT

As a part of academic activity, the Department of Mathematics has conducted a certificate course in "Vedic Mathematics" from August 18 to September 14, 2022, for the academic year 2022-2023. The important objective of the course is to improve basic knowledge in mathematics among UG degree students. As per the instructions given by the principal during the *minutes* of the meeting, 13 members of the class are enrolled in the Certificate Course for II-year B.Sc(M.P.Cs) to enrich the concepts of Vedic math. The mathematics faculty members have engaged in classes for 20 days and deepened their understanding of the basic concepts of the subject. *At* the end of the course, an external examination has been conducted for the assessment of learners understanding levels of knowledge. The minimum qualifying score for the award of certification is 40%. All the students completed the course successfully and got certificates during the academic year 2022-2023.



**S.V.B. GOVERNMENT DEGREE COLLEGE,  
KOILKUNTLA  
(Affiliated to Rayalaseema University,  
Kurnool, A.P.)**



Accreditation by NAAC by with "B++" Grade

## **DEPARTMENT OF CHEMISTRY**

**CERTIFICATE COURSE FOR THE ACADEMIC YEAR: 2021-22**

### **Department Minutes - Resolution Copy**

The faculty members of the Chemistry Department met in the Principal's chamber to discuss and review the conduct of the Certificate Course titled "**SEPARATION TECHNIQUES AND IDENTIFICATION OF ORGANIC MOLECULES BY SPECTROSCOPY**" under the Chairmanship of the Principal and the faculty of the Department of Chemistry on 11-10-2023.

#### **AGENDA:**

Starting of Certificate Course for IIIB.Sc., (BZC & BHC) Students of V Semester.

#### **RESOLUTIONS:**

1. It is resolved to start the Certificate Course titled "**SEPARATION TECHNIQUES AND IDENTIFICATION OF ORGANIC MOLECULES BY SPECTROSCOPY**" From 12-10-2023 to 20-11-2023 (30 days) for the academic year 2023-2024
2. It is also resolved to frame the syllabus, regulations for the successful Completion of the Certificate course titled "**SEPARATION TECHNIQUES AND IDENTIFICATION OF ORGANIC MOLECULES BY SPECTROSCOPY**"
3. Enrolled 30 students in this Certificate course.
4. Resolved to conduct classes at 4.00pm.
5. Resolved to conduct exam of completion of the course and issue certificates to Qualified Candidates.
6. Qualifying marks in 40%

## Permission Letter

From

To

P. Annapurna

The Principal

Contract Lecturer in Chemistry,

S.V.B Govt. Degree College

S.V.B Govt. Degree College,

Koilkuntla

Koilkuntla.

Respected Sir,

**Sub:** Regarding to start certificate course on “Separation techniques and identification of organic molecules by spectroscopy”

I am P. Annapurna, working as a Contract lecturer in CHEMISTRY at our college. This is regarding the conduct of a of a subject-related certificate course introducing the benefits of our department on “**Separation techniques and identification of organic molecules by spectroscopy**”

The course duration should be 30 days. We are going to start in the academic year 2023-2024. i.e. From 12-10-2023 to 20-11-2023. So this is my humble request that you permit us to establish the above course.

## Circular/Notice

This is to inform you that the Department of Chemistry is going to conduct a subject-related certificate course from October 12<sup>th</sup>–November 20<sup>th</sup>, 2023. For Third-year B.Sc., (BZC & BHC) students interested in “**Separation techniques and identification of organic molecules by spectroscopy**” please enroll in the department listed below on October 11<sup>th</sup>, 2023. The duration of the course is 30 hours. The candidates who secure 40% of the marks in the examination will get the certificate.

## **Course Objectives:**

By the end of the Certificate Course each and every degree chemistry student can attain the knowledge in the following topics and come to know their role in serving the society through Chemistry.

- Calculation of different types of concentration terms
- Different types of chromatography.
- Analysis of Toluene and Ethyl alcohol fragmentation using mass Spectroscopy.
- Structural identifications of organic compounds using H-NMR.
- Identification of functional group present in the given organic compound by IR Spectral analysis.
- Importance of acid-base indicators and pH

## **Learning Outcomes: Separation Techniques and Identification of Organic molecules by Spectroscopy**

Student was able to Identification of functional group present in the given organic compound by IR Spectral analysis. Calculation of different types of concentration terms

- Analysis of Toluene and Ethyl alcohol fragmentation using mass Spectroscopy.
- Structural identifications of organic compounds using H-NMR.
- Different types of chromatography

## **SYLLABUS**

### **CHAPTER - 1**

1. Paper chromatography- Principle, experimental procedure, ascending ,descending radial and two dimensional, applications
2. Column chromatography- principle, classification, experimental procedure applications
3. HPLC – Principle , instrumentation block diagram and applications

### **CHAPTER - 2**

#### **APPLICATIONS OF SPECTROSCOPY TO SIMPLE ORGANIC MOLECULES**

Applications of visible, ultraviolet and infrared spectroscopy in organic molecules . Application of electronic spectroscopy and Woodward rules for calculation  $\lambda$ -max conjugated dienes and un-saturated compounds.

Infrared radiation and types of molecular vibration, functional group and finger print region IR spectra of alkanes, alkenes and simple alcohols.

### **CHAPTER - 3**

#### **PROTON MAGNETIC RESONANCE SPECTROSCOPY**

Principles of nuclear magnetic resonance, equivalent and non equivalent protons, position of signals,. Chemical shift, NMR splitting of signals, spin-spin coupling. Applications of NMR with suitable examples.

Certificate Course in “Separation Techniques and Identification of Organic molecules by Spectroscopy”

**MODEL QUESTION PAPER**

**SECTION-A**

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

**3x10=30M**

1. Explain Principle and experimental procedure of Column Chromatography.
1. Explain Principle and experimental procedure of HPLC.
3. a) NMR Principle    b) chemical shift    c) spin- spin coupling
4. Explain Mclafatty rearrangement with examples.

**SECTION-B**

Answer any **FIVE** of the following

**5x2=10M**

5. Write Column Chromatography.
6. Draw block diagram of HPLC
7. What are equivalent and Non-equivalent protons.
8. Write the NMR signals of Ethanol.
9. Write the following
  - a) Base peak    b) meta stable ion
10. Write the IR Values of a) Carbony compounds    b) amines
11. Define base peak
12. Define meta stable ion.

**MODEL QUESTION PAPER**

**SECTION-A**

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

**3x10=30M**

1. Explain Principle and experimental procedure of Column Chromatography.
1. Explain Principle and experimental procedure of HPLC.
3. a) NMR Principle    b) chemical shift    c) spin- spin coupling
4. Explain Mclafatty rearrangement with examples.

**SECTION-B**

Answer any **FIVE** of the following

**5x2=10M**

5. Write Column Chromatography.
6. Draw block diagram of HPLC
7. What are equivalent and Non-equivalent protons.
8. Write the NMR signals of Ethanol.
9. Write the following
  - a) Base peak    b) meta stable ion
10. Write the IR Values of a) Carbony compounds    b) amines
11. Define base peak
12. Define meta stable ion.



**S V B Government Degree College, Koilkuntla**

(Affiliated to Rayalaseema University, Kurnool, A.P.)

Accreditation by NAAC By with "B++" Grade



**CERTIFICATE COURSE**

**ON**

DIGITAL MARKETING

**DEPARTMENT OF ECONOMICS**

**S.V.B. GOVERNMENT DEGREE COLLEGE,  
KOILKUNTLA**

**2021-2022**

**From**

Dr.S.Raju  
LecturerinEconomics,  
S.V.B. Government Degree College,  
Koilkuntla

**To**

The Principal,  
S.V.B Govt.DegreeCollege,  
Koilkuntla

**Sub:Regarding to start certificate course on “digital marketing”**

Respected sir/madam,

I am Dr.S.Raju working as a Lecturer in Economics in this college. This is regarding with Conduct Subject related Certificate course Introducing for students benefits of our Department on “**digital marketing**”. The course duration should be 30 days. We are going to start in the academic year 2022-23 i.e., 11.07.2022 to 11.08.2022. So, this is my humble request you to permit us for the conducting of above course.

Thanking you sir,

(S.Raju)

S.V.B.GOVERNMENTDEGREECOLLEGE, KOILKUNTLA

DEPARTMENTOF ECONOMICS

**SUBJECTRELATEDCERTIFICATE COURSE-2021-2022**

The faculty members of the EconomicsDepartment met in the Principal Chamber todiscuss and review the conduct of the certificate course titled "[Digital MARKETING](#)" underthe Chairmanshipofthe Principal, IQAC Co-ordinator andthe facultyofthe DepartmentofEconomics on11.07.2022.

**AGENDA:**

StartingofCertificateCoursefor2<sup>nd</sup>B.A.,Students.

**RESOLUTIONS:**

(1) It is resolved to Start the Certificate Course Titled "**Department of Economics**" from08.07.2022(30days) forthe academicyear2021-22

ItisalsoresolvedtoFrametheSyllabus,Regulationsforthesuccessfulcompletionofthecertificatecours etitled"**digital marketing&Reporting**".

(2) Enrolled10studentsthiscourse.

(3) Resolvedtoconductclassesat4.00PM.

(4) Resolvedtoconductexamaftercompletionofthecourseandissue certificatestoqualifiedcandidates.

(5) Qualifyingmarksin40%.

Dr.S.Raju

## CIRCULAR

DATE 08.07.2022.

This is to inform you that the Department of Economics is going to be conducted subject related certificate course from 11.07.2022 to 11.08.2022 for first-year students of 2<sup>nd</sup> B.A.,(H.E.P) on "**digital marketing**" students who are interested can enroll their names to concerned department on or before 11.07.2022. the duration of the course is 30 days. The candidates who secure 40% of the marks in the examination will get the certificate.

Dr.S.Raju

HEAD OF THE DEPARTMENT

Syllabus

❖ **Introduction on Digital Marketing**

❖ **Components of digital marketing**

❖ **Types and Structure digital marketing**

❖ **Importance of digital marketing**

❖ **Money marketdigital marketing**

Outline of the course in periods:

1. Theory hours : 30

Total hours allotted : 30

**OBJECT OF THE COURSE:**

**To generate a good knowledge on digital marketing**

**for all Social Science Students in the institution with free of cost.**

**COURSE OUT COME**

**On successful completion of the course students will be able to:**

**Students will learn to understand the digital marketing**

➤ **concepts.**

**Understand the role and importance of thedigital marketing**

➤

**Apply and analyse the Concepts relevant to digital marketing**

➤ **institutions.**

**Understand and analyse the mechanism and regulation of digital marketing**

➤ **and determine how the calculated.**

**Evaluate empirical evidence of the digital marketing**

**performance and accordingly the role of regulatory authorities to develop the digital marketing**

➤

➤ **Research and analyse specific problems or issues related to Digital Marketing**

## What is a **digital marketing**

Digital marketing, also called online marketing, is the promotion of brands to connect with potential customers using the internet and other forms of digital communication. This includes not only [email](#), [social media](#), and web-based advertising, but also text and multimedia messages as a marketing channel.

### **Inbound marketing versus digital marketing**

Digital marketing and [inbound marketing](#) are easily confused, and for good reason. Digital marketing uses many of the same tools as inbound marketing—email and online content, to name a few. Both exist to capture the attention of prospects through the buyer’s journey and turn them into customers. But the 2 approaches take different views of the relationship between the tool and the [goal](#).

Digital marketing considers how individual tools or digital channels can [convert](#) prospects. A brand’s digital [marketing strategy](#) may use [multiple platforms](#) or focus all of its efforts on 1 platform. For example, a company may primarily create content for social media platforms and email marketing campaigns while ignoring other digital marketing avenues.

On the other hand, inbound marketing is a holistic concept. It considers the goal first, then looks at the available tools to determine which will effectively reach target customers, and then at which stage of the sales funnel that should happen. As an example, say you want to boost website traffic to generate more prospects and leads. You can focus on search engine optimization when developing your content marketing strategy, resulting in more optimized content, including [blogs](#), landing pages, and more.

The most important thing to remember about digital marketing and inbound marketing is that as a marketing professional, you don’t have to choose between the 2. In fact, they work best together. Inbound marketing provides structure and purpose for effective

digital marketing to digital marketing efforts, making sure that each digital marketing channel works toward a goal.

### **Why is digital marketing important?**

Any type of marketing can help your business thrive. However, digital marketing has become increasingly important because of how accessible digital channels are. In fact, there were 5 billion internet users globally in April 2022 alone.

From social media to text messages, there are many ways to use digital marketing tactics in order to communicate with your target audience. Additionally, digital marketing has minimal upfront costs, making it a cost-effective marketing technique for small businesses.

### **B2B versus B2C digital marketing**

Digital marketing strategies work for [B2B](#) (business to business) as well as B2C (business to consumer) companies, but best practices [differ significantly between the 2](#). Here's a closer look at how digital marketing is used in B2B and B2C marketing strategies.

- B2B clients tend to have longer decision-making processes, and thus longer sales funnels. Relationship-building strategies work better for these clients, whereas B2C customers tend to respond better to short-term offers and messages.
- B2B transactions are usually based on logic and evidence, which is what skilled B2B digital marketers present. B2C content is more likely to be emotionally-based, focusing on making the customer feel good about a purchase.
- B2B decisions tend to need more than 1 person's input. The marketing materials that best drive these decisions tend to be shareable and downloadable. B2C customers, on the other hand, favor one-on-one connections with a brand.

Of course, there are exceptions to every rule. A B2C company with a high-ticket product, such as a car or computer, might offer more informative and serious content. As a result, your digital marketing strategy always needs to be geared toward your own customer base, whether you're B2B or B2C.

Take a look at your current audience to create well-informed and targeted online marketing campaigns. Doing so ensures your marketing efforts are effective and you can capture the attention of potential customers.

### **Types of digital marketing**

There are as many specializations within digital marketing as there are ways of interacting using digital media. Here are a few key examples of [types of digital marketing](#) tactics.

#### **Search engine optimization**

Search engine optimization, or [SEO](#), is technically a marketing tool rather than a form of marketing in itself. [The Balance](#) defines it as “the art and science of making web pages attractive to search engines.”

The "art and science" part of SEO is what's most important. SEO is a science because it requires you to research and weigh different contributing factors to achieve the highest possible ranking on a search engine results page (SERP).

Today, the [most important elements to consider](#) when optimizing a web page for search engines include:

- Quality of content
- Level of user engagement
- Mobile-friendliness
- Number and quality of [inbound links](#)

In addition to the elements above, you need to optimize technical SEO, which is all the back-end components of your site. This includes URL structure, loading times, and broken links. Improving your technical SEO can help search engines better navigate and crawl your site.

The strategic use of these factors makes search engine optimization a science, but the unpredictability involved makes it an art.

Ultimately, the goal is to rank on the first page of a search engine's result page. This ensures that those searching for a specific query related to your brand can easily find your products or services. While there are many search engines, digital marketers often focus on Google since it's a global leader in the search engine market.

In SEO, there's no quantifiable rubric or consistent rule for ranking highly on search engines. Google and other search engines change their algorithm [almost constantly](#), so it's impossible to make exact predictions. What you can do is closely monitor your page's performance and make adjustments to your strategy accordingly.

### **Content marketing**

As mentioned, the quality of your content is a key component of an optimized page. As a result, SEO is a major factor in [content marketing](#), a strategy based on the distribution of relevant and valuable content to a [target audience](#).

As in any marketing strategy, the goal of content marketing is to [attract leads](#) that ultimately convert into customers. But it does so differently than traditional advertising. Instead of enticing prospects with potential value from a product or service, it offers value for free in the form of written material, such as:

- Blog posts
- E-books
- Newsletters
- Video or audio transcripts
- Whitepapers
- Infographics

[Content marketing matters](#), and there are plenty of stats to prove it:

- 84% of consumers expect companies to produce entertaining and helpful content experiences
- 62% of companies that have at least 5,000 employees produce content daily
- 92% of marketers believe that their company values content as an important asset

As effective as content marketing is, it can be tricky. Content marketing writers need to be able to rank highly in search engine results while also engaging people who will read the material, share it, and interact further with the brand. When the content is relevant, it can establish strong relationships throughout the pipeline.

To create effective content that's highly relevant and engaging, it's important to identify your audience. Who are you ultimately trying to reach with your content marketing efforts? Once you have a better grasp of your audience, you can determine the type of content you'll create. You can use many formats of content in your content marketing, including videos, blog posts, printable worksheets, and more.

Regardless of which content you create, it's a good idea to follow content marketing best practices. This means making content that's grammatically correct, free of errors, easy to understand, relevant, and interesting. Your content should also funnel readers to the next stage in the pipeline, whether that's a free consultation with a sales representative or a signup page.

### **Social media marketing**

Social media marketing means [driving traffic](#) and [brand awareness](#) by engaging people in discussion online. You can use social media marketing to highlight your brand, products, services, culture, and more. With billions of people spending their time engaging on social media platforms, focusing on social media marketing can be worthwhile.

The most popular digital platforms for social media marketing are [Facebook](#), Twitter, and [Instagram](#), with LinkedIn and [YouTube](#) not far behind. Ultimately, which social media platforms you use for your business depends on your goals and audience. For example, if you want to find new leads for your FinTech startup, [targeting your audience on LinkedIn](#) is a good idea since industry professionals are active on the platform. On the other hand, running social media ads on Instagram may be better for your brand if you run a B2C focused on younger consumers.

Because social media marketing involves active audience participation, it has become a [popular way of getting attention](#). It's the most popular content medium for B2C digital marketers at 96%, and it's gaining ground in the B2B sphere as well. [According to the Content Marketing Institute](#), 61% of B2B content marketers increased their use of social media this year.

Social media marketing offers built-in engagement [metrics](#), which are extremely useful in helping you to understand how well you're [reaching your audience](#). You get to decide which types of interactions mean the most to you, whether that means the number of shares, comments, or total clicks to your [website](#).

Direct purchase may not even be a [goal of your social media marketing strategy](#). Many brands use social media marketing to start dialogues with audiences rather than

encourage them to spend money right away. This is especially common in brands that target older audiences or [offer products and services not appropriate for impulse buys](#). It all depends on your company's social media marketing goals.

To create an effective social media marketing strategy, it's crucial to follow best practices. Here are a few of the most important social media marketing best practices:

- Craft high-quality and engaging content
- Reply to comments and questions in a professional manner
- Create a social media posting schedule
- Post at the right time
- Hire social media managers to support your marketing efforts
- Know your audience and which social media channels they're most active on

To learn more about how Mailchimp can help with your social media strategy, check out the comparison of our [free social media management tools](#) versus others.

### **Pay-per-click marketing**

Pay-per-click, or PPC, is a form of digital marketing in which you pay a fee every time someone clicks on your digital ads. So, instead of paying a set amount to constantly run targeted ads on online marketing channels, you only pay for the ads individuals interact with. How and when people see your ad is a bit more complicated.

One of the most common types of PPC is search engine advertising, and because Google is the most popular search engine, many businesses use Google Ads for this purpose. When a spot is available on a [search engine results page](#), also known as a SERP, the engine fills the spot with what is essentially an instant auction. An algorithm prioritizes each available ad based on [a number of factors](#), including:

- Ad quality
- Keyword relevance
- [Landing page](#) quality
- Bid amount

PPC ads are then placed at the top of search engine result pages based on the factors above whenever a person searches for a specific query.

Each PPC campaign has 1 or more target actions that viewers are meant to complete after clicking an ad. These actions are known as conversions, and they can be transactional or non-transactional. Making a purchase is a conversion, but so is a newsletter signup or a call made to your home office.

Whatever you choose as your target conversions, you can track them via your chosen digital marketing channels to see how your campaign is doing.

# Objectives

## Digital Marketing Goals and Objectives?

It is worth noting that the digital marketing goals and objectives mentioned above should only act as broader aims. It is also important that your teams set [SMART marketing goals](#). That is to say that all digital marketing goals and objectives should be:

- Specific
- Measurable
- Attainable
- Relevant
- Time-bound

Let's take the example of generating more leads as one of your digital marketing goals and objectives. Below, we'll detail some of the elements you might want to consider before starting the campaign for SMART goal-setting.

- **Specific:** What are the audiences or personas that we are [targeting](#) to gain these new leads? Which channels will we use to reach them?

- **Measurable:** How many leads should we aim to get in total from the campaign? What will be the exact KPIs that we track for this campaign or set of campaigns?
- **Attainable:** What is the percentage we will need to increase our leads by and is that realistic to achieve? What has been our performance over previous quarters?
- **Relevant:** How can we appeal to the pain points of this audience and how does our product or service seek to solve them? Can we offer them very specific benefits?
- **Time-bound:** How long will this campaign run for? When would we like to measure how successful our digital marketing goals and objectives have been?

Depending on your specific digital marketing goals and objectives, you may want to think about taking steps such as:

- Researching keywords and creating keywords for which you'd like to rank
- Building landing pages that provide information and enable potential customers to register their interest
- Better understanding the [customer experience](#) or journey — what is the best channel to reach your customers? What are their top concerns when considering purchasing?

Lastly, don't be afraid to experiment with the channels and messaging you use to reach your potential new customers. Use your digital marketing goals and objectives to find what works.

### **Feedback form:**

Course feedback form:

1. Were objectives of the course clear to you  
1) Yes                      2) No
2. The course contents met your expectations  
1) Yes                      2) No
3. The level of the course was  
1) Good                      2) Not Good
4. The contents were illustrated with  
1) More examples      2) Few examples
5. The course exposed you to new knowledge and practices  
1) Agree                      2) Not agree
6. Will you recommend this course to your next Batch  
1) Yes                      2) No

### **Critical Analysis Report:**

The Department of Economics has been conducted a certificate course (Institutional Permission) on “Economics: “**Digital Marketing**” from 11.07.2022 to 11.08.2022 with the minimum duration of 430 hours. According to the IQAC and Principals instruction the course have been started the feasibility and convenient of the hours for this academic year. The total students 10 were registered for this course and completed as per the schedule. The objectives of the course that were specified in the beginning of the course were fulfilled to the core.

### **Outcomes of the Course:**

- Students can able to understanding **Digital Marketing**
- Students can able to understanding different concepts **Digital Marketing** in India

- Students understanding structure of Digital Marketing,
- Students systematically Digital Marketing

Hence, the certificate course is very useful to B.A, Students Digital Marketing. The feedback from students were collected and analysed. All the students from Digital Marketing showed interest to do such type of Certificate course and to continue it for further years also.

Thankyou

# **SVB Govt. Degree College, Koilkuntla**

Dept of English

## **Certificate Course in English for Competitive Examinations**

### **Syllabus**

1. Introduction
2. Basic Grammar
  - a) Nouns
  - b) Pronouns
  - c) Verbs
  - d) Concord
  - e) Tenses
  - f) Active & Passive Voice
  - g) Degrees of Comparison
  - h) Prepositions
  - i) Conjunction
3. Basic Vocabulary
  - a) Synonyms
  - b) Antonyms
  - c) Phrasal Verbs
  - d) One word substitutes
4. Reading Comprehension
5. Practice Tests

# ఎస్.వి..బి. ప్రభుత్వ డిగ్రీ కళాశాల,

కోయిలకుంట్ల, నంద్యాల జిల్లా

## తెలుగు డిపార్ట్-మెంట్

**సర్టిఫికేట్ కోర్సు నిర్వహించాలని తెలుగు డిపార్ట్-మెంట్ తీర్మానం**

తేది:23/01/2023

తెలుగుశాఖ ఆధ్వర్యంలో శ్రీ వాసవీ బొమ్మిడాల ప్రభుత్వ డిగ్రీ కళాశాల లోని విద్యార్థులకు సర్టిఫికేట్ కోర్సు నిర్వహించాలని తీర్మానించారు. ఇందులో భాగంగా విద్యార్థులకు ఒత్తిడి నిర్వహణ (Stress Management) పై సర్టిఫికేట్ కోర్సు నిర్వహించాలని తీర్మానించుకున్నాము. ఇందులో భాగంగా ఒత్తిడి కారణాలు, ఒత్తిడి ప్రభావం, ఒత్తిడి ప్రతిస్పందన, ఒత్తిడి ఎదుర్కొనే నైపుణ్యాలు, ఒత్తిడిని తగ్గించే పద్ధతులు/విధానాల గురించి తెలియచేయడం జరుగుతుంది.

23/01/2023 తేదీన తెలుగు శాఖ ఆధ్వర్యం సమావేశం జరిగింది. ఈ సమావేశానికి అధ్యక్షులుగా శ్రీ ఎ. కృష్ణ శశాంక పాల్గొన్నారు. దీనిని కళాశాల ప్రిన్సిపాల్ గారి ఆదేశాల మేరకు 30 రోజుల కాలవ్యవధి లో సర్టిఫికేట్ కోర్సు నిర్వహించాలని తీర్మానించుకున్నాము.

*A K Arunka*  
Lecturer in Telugu  
తెలుగు శాఖ, DEGREE COLLEGE  
KOILKUNTLA, Nandyal (Dist.)

*Jeeva Konda Rao*  
ప్రిన్సిపాల్

# ఎస్.వి.బి ప్రభుత్వ డిగ్రీ కళాశాల, కోయిలకుంట్ల

తెలుగు శాఖ

కళాశాల ప్రెన్సిపాల్

ప్రభుత్వ డిగ్రీ కళాశాల, కోయిలకుంట్ల

ప్రభుత్వ డిగ్రీ కళాశాల, కోయిలకుంట్ల

**విషయం:** ఒత్తిడి నిర్వహణ ((Stress Management) నందు సర్టిఫికేట్ కోర్సు

ప్రారంభించడానికి అనుమతి కొరకు:

SVB ప్రభుత్వ డిగ్రీ కళాశాల, కోయిలకుంట్ల తెలుగు శాఖ ఆధ్వర్యంలో డిగ్రీ మూడవ సంవత్సర విద్యార్థి-విద్యార్థులకు సర్టిఫికేట్ల కోర్సు నిర్వహించాలని తెలుగు శాఖ తీర్మానించింది. మన దైనందిన జీవితంలో మనమందరం ఒత్తిడిని అనుభవిస్తున్నాము. కొద్ది సంవత్సరాలుగా ఈ ఒత్తిడి మరీ పెరిగిపోయి విద్యార్థులు, ఉద్యోగులు, కుటుంబాలు మరీ ముఖ్యంగా యువతలో మానవ సంబంధాల పై తీవ్రమైన ప్రభావం చూపుచున్నది. కనుక దీనిని సమర్థవంతంగా ఆరోగ్యకరమైన పద్ధతుల్లో ఎదుర్కొనే నైపుణ్యాల ను పెంపొందింప చేయడం కొరకు సర్టిఫికేట్ కోర్సు నిర్వహించడానికి అనుమతించగలరు.

## కోర్సు వివరాలు

|                          |  |
|--------------------------|--|
| కోర్సు పేరు              | : ఒత్తిడి నిర్వహణ ((Stress Management) |
| కోర్సు కాలవ్యవధి         | : 30 గంటలు                             |
| ప్రారంభ తేదీ             | : 23/01/20239                          |
| కోర్సు ఫీజు              | : ఏమీ లేదు                             |
| మొత్తం విద్యార్థుల సంఖ్య | : 30 మంది                              |

*Jeeva Konda Rao*

ప్రెన్సిపాల్

*A. H. R. Bunka*

Lecturer in Telugu  
S.V.B. GOVT. DEGREE COLLEGE  
KOILKUNTALA, Nandyal (Dist.)

S V B ప్రభుత్వ డిగ్రీ కళాశాల, కోయిలకుంట్ల

సర్కులర్

21/01/2023

కళాశాలలో చదువుతున్న విద్యార్థులందరి కీ తెలుగు శాఖ తెలియచేయునది ఏమనగా, తెలుగు శాఖ ఒత్తిడి నిర్వహణ (Stress Management) పై సర్టిఫికేట్ కోర్సు ను 30 రోజుల కాలవ్యవధిలో ఎలాంటి రుసుము లేకుండా నిర్వహిస్తున్నది. కోర్సు 00/00/0000 తేదీన ప్రారంభమవుతుంది. ఆసక్తి గల విద్యార్థులు పేరు నమోదు చేసుకోవలసినదిగా కోరడమైనది. ఈ కోర్సు పూర్తి అయిన తర్వాత సర్టిఫికేట్ కూడా జారీ చేయబడుతుంది. కావున విద్యార్థులందరూ ఈ సదవకాశాన్ని సద్వినియోగం చేసుకోగలరు.

Jeeva Konda Rao

ప్రిన్సిపాల్

ఎస్.వి.బి ప్రభుత్వ డిగ్రీ కళాశాల,  
కోయిలకుంట్ల

A. K. A. Banta  
Lecturer in Telugu

S.V.B. GOVT. DEGREE COLLEGE  
KOILKUNTLA, Nandyal (Dist.)

ఎస్.వి.బి ప్రభుత్వ డిగ్రీ కళాశాల, కోయిలకుంట్ల

తెలుగు డిపార్ట్-మెంట్

ఒత్తిడి నిర్వహణ (Stress Management) అను సర్టిఫికేట్ కోర్సు

### తుది నివేదిక

తెలుగుశాఖ ఆధ్వర్యమున కళాశాలలోని డిగ్రీ విద్యార్థులకు ఒత్తిడి నిర్వహణ(Stress Management) 30 రోజుల కాలవ్యవధిలో నిర్వహించాలని కళాశాల ప్రెసిసిపాల్ గారి ఆధ్వర్యంలో తీర్మానం జరిగినది. వివిధ రంగాలలో వేగంగా మారుతున్న మార్పుల దృష్ట్యా మన వ్యక్తిగత జీవితం వృత్తి జీవితం, కుటుంబ వ్యవస్థ మరియు సాంకేతికతలోని అంశాలలో అసాధారణమైన నిబంధనలు లేదా వ్యక్తులపై ఒత్తిడి ఉన్న వనరులు మరియు సామర్థ్యాల మధ్య విస్తృతమైన అంశం వివిధ డిమాండ్లను మరియు అనుకున్న వాటిని నేరవేర్చడం కష్టతరమైనది. దీని మూలంగా చివరికి ఒత్తిడికి దారి తీస్తుంది. నేడు మానవ జీవితంలో ఇది ఒక భాగంగా మారింది. సాధారణంగా ఒత్తిడి ప్రతికూల మరియు అనుకూల ప్రభావాలని కల్గిస్తుంది. ఎప్పుడైతే ఒత్తిడి పరిమితిని మించితే, అప్పుడు ఒత్తిడి జైవిక మరియు మానసిక రుగ్మతలకు దారితీస్తుంది. కానీ, ఒత్తిడి అనేది నివారించలేని విషయమేమీ కాదు. కొన్ని సూత్రాలు మరియు పద్ధతులను అనుప్రయుక్తం చేయడం వలన మన ఒత్తిడిని నివారించి నిర్వహించవచ్చు. ఒత్తిడిని సమర్థవంతంగా నియంత్రించడానికి వ్యక్తికి మొదటగా ఒత్తిడిపై అవగాహన దానికి కారణాలు లేదా కోణాల గురించి తెలిసుండాలి. ఒత్తిడి యొక్క ప్రభావం వ్యక్తి శారీరక, మానసిక పనితీరుపై ఎలా ఉంటుంది. ఒత్తిడి హెచ్చరిక సంగీతాలు, తగ్గించే పద్ధతులు లాంటి విషయాలపై ఈ పుస్తకం అవసరమైన జ్ఞానాన్ని అందించడము మరియు ఒత్తిడిని ఎదుర్కునే నైపుణ్యాలను విద్యార్థులకు తెలపడం జరిగింది.

సర్టిఫికేట్ కోర్సు ప్రారంభ సమావేశంలో విద్యార్థులు చాలా ఆసక్తికరంగా పాల్గొన్నారు. ప్రెన్సిపాల్ గారు విద్యార్థులను ఉద్దేశించి ప్రసంగిస్తూ మన ఆరోగ్య & మానసిక సమస్యలలో ఎక్కువ భాగం ఒత్తిడి దానికి సంబంధించిన కారణాలే అధిక ప్రభావం కలిగివున్నాయని అందువల్ల ఒత్తిడి గురించిన కారణాలు, అలాగే దాని పరిణామాల గురించి తెలుసుకోవడం కాకుండా ఒత్తిడిని ఎలా మేనేజ్ చేసుకోవాలి తెలుసుకున్నప్పుడే ఆరోగ్య కరమైన సమాజం ఏర్పడుతుందని తెలియచేశారు.

విద్యార్థులు ఎంతో ఉత్సాహంతో పాల్గొని ఒత్తిడి అవగాహన (Understanding Stress), ఒత్తిడి కారణాలు (Sources of Stress), ఒత్తిడి ప్రభావం (Impact of Stress), ఒత్తిడి ప్రతిస్పందన (stress Response), ఒత్తిడిని ఎదుర్కొనే నైపుణ్యాలు (Coping Mechanisms) మరియు ఒత్తిడిని తగ్గించే పద్ధతులు/ విధానాల (Stress Reduction Techniques) గురించి తెలుసుకుని అవగాహన చేసుకున్నారు. 30 రోజుల కోర్సు పూర్తియైన తర్వాత ముగింపు సమావేశంలో ప్రెన్సిపాల్ గారి చేతుల మీదుగా సర్టిఫికెట్లు జారీ చేసి కోర్సును విజయవంతంగా ముగించాము.



ప్రిన్సిపాల్

ఎస్.వి.బి ప్రభుత్వ డిగ్రీ కళాశాల,

కోయిలకుంట



Lecturer in Telugu

S.V.B. GOVT. DEGREE COLLEGE  
KOILKUNTLA, Nandyal (Dist.)