

**VIVEKANANDA GOVERNMENT DEGREE COLLEGE
VIDYANAGAR, HYDERABAD.**

Add on /Certificate programs offered for the Year

2015 -2016

1. Department of English - Communication Skills in English - 30
2. Department of Mathematics - Certificate course on MAT LAB- 20
3. Department of Commerce – TALLY-20
4. Department of Commerce – Selling Skills and Office Administration-55

Certificate course Reports

Department of English

REPORT ON CERTIFICATE COURSE

Academic Year 2015-16

Name of the Course : **Communication Skills in English**
Department : **English**
Duration : **(17-11-2015 to 2-12-2015)**
No. of Students enrolled : **30**

Brief Report: A Certificate course in Communication Skills in English was conducted by the department of English. The main objective of the course was to teach basic communicative English to Telugu Medium students. The Course is specially designed to help students enhance their communication skills by giving adequate exposure in LSRW listening, speaking, reading and writing skills. The course will help students to use simple tools and skills to prepare and deliver memorable presentations. The course was conducted for 30 hours (17-11-2015 to 2-12-2015).

Outcome:

On completing this course, students will be able to:

- Understand the essential skills to communicate effectively
- Build stronger relationships through powerful communication
- Demonstrate knowledge of skills to overcome problems in communication Plan and identify individual communication style for achieving positive
- Demonstrate awareness of different forms of communication
- Identify the barriers to communication and develop methods to break down those barriers

1/c Manjula

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A Report on the Utility and Outcome of Tally Course conducted during 2015-16

In the Academic Year 2015-16, the Department of Commerce has conducted “Tally Training Course” for the Final Year Students of B.Com. The utility of the Tally Training Course is as follows:

1. Tally is an Accounting Software developed by the Tally Corporation U.S.A to automate the conventional Accounting with the Software's of Computers.
2. Tally is modern accounting software in the integrated field of accounting with the software system.
3. Enterprise Resource Planning is useful in planning and execution of Resources needed in a company for a predetermined task in the light of constraints among Finance, Human Resources, Operations and Marketing functional areas.
4. Tally is a faster system of accounting with the help of major keys starting from F1 to F12.
5. By learning “Tally”, student's capabilities to work in accounting and finance Departments of a Company will enhance from their present level of conventional level of accounting knowledge to the desired level of Corporate automated Accounting knowledge.
6. Tally operating knowledge keeps the students ahead compared to other Colleges normal students. In the area of “Accounting Systems” the domain of operating knowledge in Tally is certainly “a shot in the arm” to face the interview and workout the day to day accounting transactions of the company to attain the desired output.
7. In the field of Computerized Accounting, Tally software is a revolution to process the basic accounting transactions into General Ledger, Purchase Ledger, Sales Ledger, Returns Ledger, Cash Book and Inventory Registers.
8. Tally enables Report generation like Income statement, Balance Sheet, Cash flow Statement and Funds flow Statements.

OUTCOME:

1. Tally Program training enabled the students to gain competitive edge in accounting and finance applications oriented knowledge compared to other normal students.
2. Tally training has facilitated the students to face the interviews in Companies and get selection into the employment.
3. As the Tally trained students got Accounting Software knowledge, the safety and security to their jobs in the selected Companies is more assured.
4. Training in Tally helped students to have better career scope for diversification into other fields and ability to train the other “peer team members”, Career ladder to such students is far better compared to conventional graduate students.
5. The Placement Bureau of the College felt that, it had competitive edge in bargaining better wage-salary (compensation or remuneration) with the companies for the students having Tally knowledge over normal student's package.
6. The Principal of the Institution opined that the Tally Training at the Institutional level shall be a part of the Curriculum and emerging software on day to day basis shall become a Core Area of Certificate Programmes to augment the knowledge of Accounting Skills of Commerce Graduates.

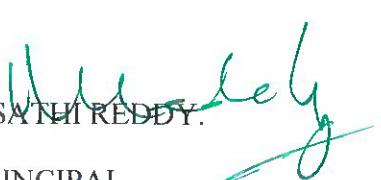


R. SRIDHAR

HEAD, DEPARTMENT OF COMMERCE



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Dr. P. S. ANIL REDDY

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Department of MATHEMATICS
REPORT ON CERTIFICATE COURSE
Academic year 2015-16

1. Name of the Course : MATLAB
2. Department : MATHEMATICS
3. Duration : No.ofhours:30, No. of days:30
4. Number of Students Enrolled : 20
5. Whether list of students enclosed : Yes
6. Brief Report : The department of Mathematics has initiated one month certificate course on MATLAB with the singular objective to provide the students computer based knowledge through MATLAB for solving problems and to analyse the data in much more effective manner.
7. Outcome : The students expressed they are able to do software skills, animation and mathematical programs through MATLAB


Signature of the In charge


Signature of the Principal

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Dept of Commerce
2015-16

Annexure I

FIRST BEST PRACTICE

Title of the activity :- Vocational Certificate Courses in Selling skills and Office Administration

Goal :- To equip the students with the skill sets which suits the requirement in the job market.

The Context :-

The students who are pursuing higher education in this institution are from poor and marginalized sections of the society. Due to their poor financial position, they are not in a position to spend and get trained in different skills required in the job market. In order to overcome this problem and encourage students to get trained in different skill sets the college in collaboration with ICICI Academy for skills conducted two Vocational Certificate Courses one in Selling skills and other in Office Administration.

The Practice:-

The courses were conducted for a period of 60 days with daily 6 hours of duration from 4th January, 2016 to 16th March, 2016 with an intake of 55 students in each course. During the course the ICICI Academy for skills provided free lunch and uniform to the students. In the course the students were trained in different modules like Communication skills, Group Discussions and Public Speaking. The course also included many student centric activities.

Evidence of Success:-

- 1) By the end of the course the students acquired the skill sets which suited the current requirement in the job market.
- 2) Of the trained students 40 students got placement till date and some more placements are still going on.

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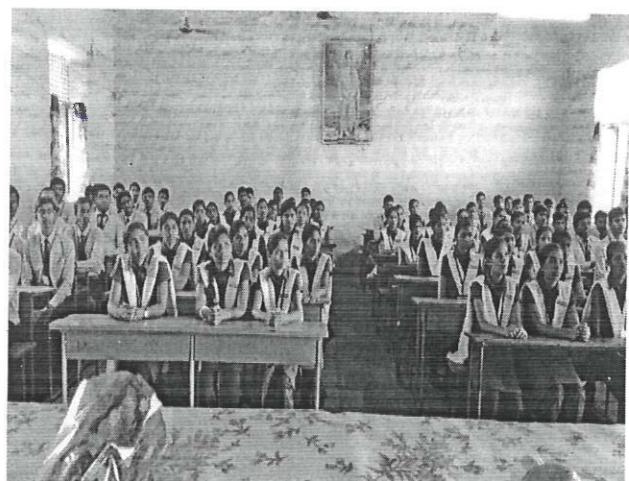
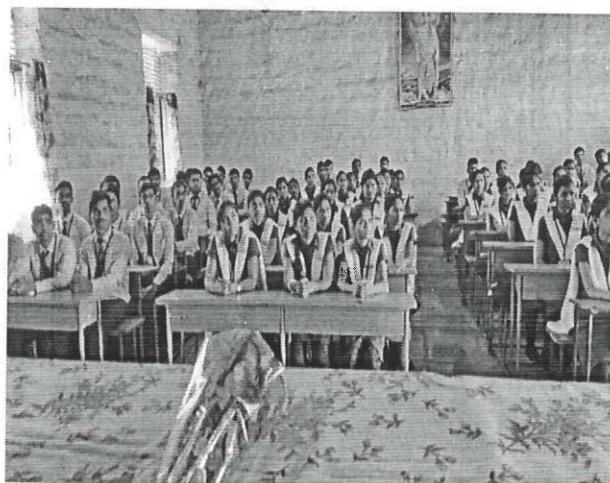
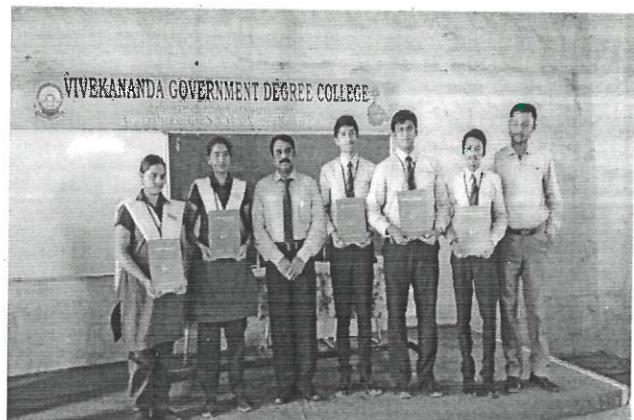
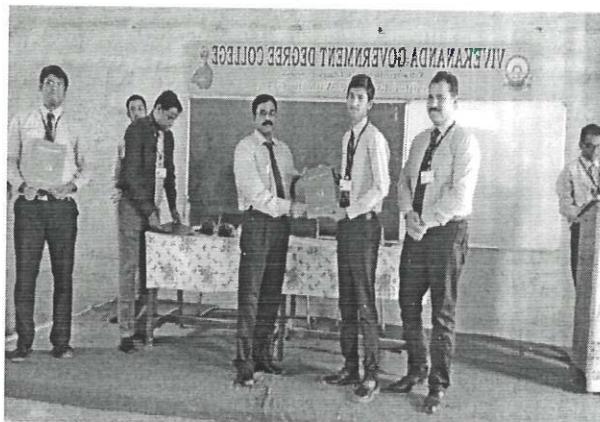
DR. R. S. Idris
(Dr. R. S. Idris)

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Vivekananda Government Degree College

Department of commerce

Photos of Certificate course in Selling skills and office administration



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