

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

**Add on /Certificate programs offered for the Year**

**2018 -2019**

1. Department of English - English for Business Communication 30+30
2. Department of Hindi - Karyalain Hindi -20
3. Department of Mathematics -Problem solving techniques-18
4. Department of statistics- Actuarial Statistics- 15
5. Department of Physics –Skill enhancement of Electrical and Electronic Appliances - 31
6. Department of Computer Science –MS Office 2007-30
7. Department of Botany, Zoology and Chemistry-Environmental Pollution and Human Health -50
8. Department of Commerce-Soft Skills for Commerce Students-65
9. Department of Political Science –Human Rights -20
10. Department of Economics- Introduction to Financial Markets-23
11. Department of History-Archives and Museums -20



**VIVEKANANDA GOVT. DEGREE COLLEGE  
Vidyanagar, Hyderabad-44.**

## Department of English

### REPORT ON CERTIFICATE COURSE

Academic Year 2018-19

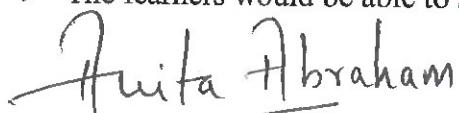
|                          |  |
|--------------------------|--|
| Name of the Course       | : Certificate Course in Spoken English (Girls) |
| Department               | : English                                      |
| Duration                 | : No. of hours 30 (7/2/2019 to 9/4/2019)       |
| No. of Students enrolled | :30  |

#### Brief Report:

The Course is specially designed for students who are weak in communication skills. The basic objective of this certificate course is to gradually develop their LSRW- listening, speaking, reading and writing skills through the communicative approach of teaching and learning. During the thirty hour course the students learns to speak and communicate in English effectively and focus using the right words and correct pronunciation. The course was conducted for 30 hours (7/2/2019 to 9/4/2019).

**Outcome:** Around 30 students participated in this course. The faculty from Department of English gave tips to students on improving their communication skills. Group discussions and Jam Sessions were conducted to promote participatory learning. At the end of the course the students were able to:

- Achieve strong speaking skills.
- The course enabled the learners to develop their leadership qualities, interpersonal skills or soft skills.
- Help learners to develop a natural and accurate diction of English pronunciation.
- Learners would improve grammar, vocabulary and articulate their ideas and experiences freely.
- The learners would be able to socialize confidently in English.

  
Anita Abraham

Incharge of the Department

  
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## Department of English

### REPORT ON CERTIFICATE COURSE

Academic Year 2018-19

Name of the Course : English for Business Communication

Department : English

Duration : No. of hours 30 (1-8-2018 to 20-9-2018)

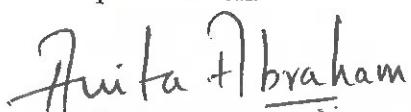
No. of Students enrolled : 30

#### Brief Report:

The Course is specially designed to help students learn the etiquettes of writing an Email, Memo, presentations and reports. During the thirty hour course the students learn to speak and communicate in English and learn to write a good business report, an effective business email and clear business Memos. The course was conducted for 30 hours (1-8-2018 to 20-9-2018).

**Outcome:** Around 30 students participated in this course. The faculty from Department of English gave tips to students on improving their communication skills and also developed their writing skills. Group discussions and Jam Sessions were conducted to promote participatory learning. Students were also given training in writing reports, emails and memos. At the end of the course the students were able to:

- Learn to communicate effectively and focus using the right words and correct pronunciation.
- Developed confidence and fluency
- Improve writing and speaking skills for better business correspondence and presentation.

  
Incharge of the Department

  
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**Department of Hindi**  
**REPORT ON CERTIFICATE COURSE**  
**Academic year 2018-19**

1. Name of the Course : Karyalain Hindi  
2. Department : Hindi  
3. Duration : No. of hours 28 No. of days 28  
4. Number of Students Enrolled : 20  
5. Whether list of Students enclosed: Yes  
6. Brief report :

The course is specially designed to enhance the understanding of students about skill enhancement of Karyalain Hindi, which is very use full in our day to day life. It will help students understand Hindi language, developing an understanding of different types of Hindi languages uses and constructions of devices like making fluence of Hindi in Karyalain Hindi conducted for 28 hours from 08.01.2018 to 06.02.2018.

7. Outcome :

Around 15 students of Hindi language in all groups of students participated in this course. The faculty from Department of Hindi participated and enlightened the students on uses and construction of Hindi language skills. Group discussions and seminars and slip tests were organized and conducted to promote participatory learning. By the end of the course students will be able to understand the importance, develop the skills about Hindi language. The students will get benefit the language of Hindi and they will speak/use the Hindi language throughout the Country/India.

*K. Komal*  
Signature of the In-charge

*S. S. S. S. S.*  
Signature of the Principal  
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*A. S. S.*  
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**Department of MATHEMATICS**  
**REPORT ON CERTIFICATE COURSE**  
**Academic year 2018-19**

- 1. Name of the Course** : **PROBLEM SOLVING TECHNIQUE**
- 2. Department** : **MATHEMATICS**
- 3. Duration** : **No.ofhours:30, No. of days:30**
- 4. Number of Students Enrolled** : **18**
  
- 5. Whether list of students enclosed** : **Yes**
- 6. Brief Report** : The Department of Mathematics has started a certificate course on **PROBLEM SOLVING TECHNIQUE** to recognize and use a general plan to solve all mathematical problems, in different ways to gain confidence in the solutions and accurately explain the problem in their own words. It was inaugurated on 21.01.2019. The duration of the course was 21.01.2019 to 20.02.2019.
  
- 7. Outcome** : The students got confidence to solve the problems by their own.



**Signature of the In charge**



**Signature of the Principal**  
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**Vivekananda Government Degree College,  
Vidyanagar, Hyderabad**

**Department of Statistics**

**Report on Certificate Course  
Actuarial Statistics**

*2018-2019*

The Department of Statistics has started a certificate course on Actuarial Statistics to impart skills in application of Probability Analysis and Statistics to solve the financial impact of uncertain future events. This certificate is helpful for the students to be placed in the Insurance companies.

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**Department of Physics**

**REPORT ON CERTIFICATE COURSE**

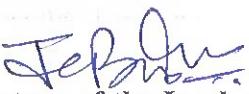
**Academic year 2018-2019**

- 1. Name of the Course** : "Skill Enhancement of Electrical and Electronics Appliances"
- 2. Department** : Physics
- 3. Duration** : No. of hours 30 No. of days: 30
- 4. Number of Students Enrolled** : 31
- 5. Whether list of students enclosed** : Yes
- 6. Brief Report** :

The course is specially designed to enhance the understanding of students about Skill enhancement of Electrical and Electronics Appliances, which is very use full in our day to day life. It will help students understand mechanisms of Electrical and Electronics Appliances, developing an understanding of different types of Electrical instruments, their uses and constructions of devices like making of regulated power supply . The course was conducted for 30 hours (2 credits) from 21.02.2019 to 30.03.2019.

**7. Outcome** :

Around 31 students of Physical Science (MPCs and MPC) students participated in this course. The faculty from Departments of Physics participated and enlightened the students on uses and construction of various Electrical and Electronics instruments. Group Discussions and seminars and slip tests were organized and conducted to promote participatory learning. By the end of the course students will be able to understand the importance, develop the skills and construction of Electrical and Electronics Appliances.

  
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**Department of Computer Science**  
**REPORT ON CERTIFICATE COURSE**

Academic year 2018- 2019.

**1. Name of the Course:** Microsoft Office

**2. Department:** Computer Science

**3. Duration:** No. of hours: 30      No. of days: 30

**4. Number of Students Enrolled:** 30

**5. Whether list of students Enclosed:** Yes

**6. Brief Report:**

Department Of Computer Science conducted certificate course in Microsoft Office. MS Office is Software for windows developed and published by Microsoft. MS Office Components are MS Word, MS Excel and MS Power point.

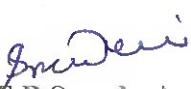
MS Word is used to make professional-quality documents, letters, reports, etc. MS Word is allow you to format, edit and print your files and documents. Comprises options like Tables, shapes, images, charts, graphs, header, footer, page number, etc. can all be entered in the document.

MS Excel is a spreadsheet program where one can record data in the form of tables. Excel spreadsheet is used to do calculations using with formulas option to get quicker solutions. Comprises options like table format and style, inserting images and figures, adding graphs, charts and spark lines, header and footer option, equation and symbols.

MS Power point (PPT) is powerful, easy-to-use presentation graphics software Program that allows you to create professional electronic slide shows. MS PowerPoint is allow to include images, audio, video, header, footer, symbols, shapes, etc. MS PowerPoint has various themes using which background colour and designs or Textures can be added to a slide.

**7. Outcome:**

This certificate course has given primary knowledge in MS Office and students got creation of ms word electronic documents, PowerPoint slide shows presentations and tables in ms excel.

  
T P Sreedevi

Signature of the Incharge

  
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Department of Botany, Zoology and Chemistry

REPORT ON CERTIFICATE COURSE

Academic year 2018-19

1. Name of the Course : Environmental Pollution and Human Health
2. Department : Botany, Zoology and Chemistry
3. Duration : No.ofhours 30 (1.01.2019 to 27.02.2019)
4. Number of Students Enrolled : 50
5. Whether list of students enclosed : Yes
6. Brief Report :

The course is specially designed to enhance the understanding of students about different aspects of Environmental Pollution, which have adverse effects on Human Health. It will help students understand mechanisms of pollutants impacting human health by developing an understanding of different types of pollutants, their sources and mitigation measures. The course was conducted for 30 hours from 10.01.2019 to 27.02.2019.

7. Outcome :

Around 50 students of Science Background participated in this course. The faculty from Departments of Botany, Zoology and Chemistry participated and enlightened the students on various environmental concerns and their adverse impact on health. Group Discussions and seminars were organized to promote participatory learning. By the end of the course students could understand the role of human beings in causing Environmental Pollution and also various methods to prevent them.

Signature of the Incharge

*(Signature: N.C.SUREKHA)*  
*(Signature: P.SUREKHA)*  
*(Signature: N.GRIDEVI)*

Signature of the Principal

*(Signature: N.GRIDEVI)*  
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*(Signature: N.GRIDEVI)*  
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## **Report on “Soft Skills for Commerce Students”**

At VGDC, the Department of Commerce aims to impart not only the quality Commerce education but also the tailor made Industry relevant skill by organising a week long Soft Skills Program. In this direction a sincere attempt is made by the Department of Commerce to organise a week-long Certificate course on "Soft Skills for Commerce Students" from 23-08-2018 to 04-10-2018.

The program is designed with triangular objective to develop and hone up skills on topics like Communication Skills, Soft Skills and Interpersonal Relationship Management Skills.

The program was convened by Dr. K. Anjaneyulu, Associate Professor of Commerce. Further, it is co-ordinated by Ms. M. Sangeetha, Assistant Professor of Commerce.

The Program was well received by the participant students. 65 students took active part and successfully completed the 30 hours Certificate Course to suit the emerging employment opportunities.

~~Chewy~~  
Dr. Ch. Koffler Knecht  
Head

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**Department of Political Science**  
**REPORT ON CERTIFICATE COURSE**  
**Academic year 2018-2019**

**1. Name of the Course** : **CERTIFICATE COURSE IN HUMAN RIGHTS**

**2. Department** : **POLITICAL SCIENCE**

**3. Duration** : No. of hours: 30 , No. of days :30

**4. Number of Students Enrolled** : 20

**5. Whether list of students enclosed** : Yes

**6. Brief Report** : Department of Political Science has started a Certificate Course in **HUMAN RIGHTS** to serve and enlighten the society regarding legal procedures in protecting the Human Rights by the students. It was inaugurated on 02.02.2019. The duration of the course was 02.02.2019 to 20.03.2019 (30 hours). Twenty students have enrolled and successfully completed the certificate course.

**7. Outcome:** Understood the historical growth of the idea of human rights

- demonstrated an awareness of the international context of human rights
- demonstrated an awareness of the position of human rights in the India prior to 1993
- understand the importance of the Human Rights Act 1993
- analyse and evaluate concepts and ideas.

  
A. Karitha  
Signature of the Incharge

  
Signature of the Principal  
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**Department of Economics**  
**REPORT ON CERTIFICATE COURSE**  
**Academic year 2018-2019**

1. Name of the Course : Certificate Course In Introduction to Financial Markets

2. Department : Economics

3. Duration : No. of hours: 30 , No. of days :30

4. Number of Students Enrolled : 23

5. Whether list of students enclosed: Yes

6. Brief Report : Department of Economics has started a Certificate Course in **INTRODUCTION TO FINANCIAL MARKETS** to understand the functions of financial system, financial instruments, and stock market issues. It was inaugurated on 01.08.2018 .The duration of the course was 01.08.2018 to 20.09.2018(30 hours). Twenty Three students have enrolled and successfully completed the certificate course.

7. Outcome:

1. Improved student's understanding of the fundamental concepts and working of financial institutions.
2. Understood different kinds of money market instruments like Treasury bills, commercial papers, commercial bills, call money etc.
3. Acquired knowledge on capital market operations..
4. Enriched students with the knowledge and skills necessary to become employable in the financial and banking sector.

  
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**Department of History**  
**REPORT ON CERTIFICATE COURSE**  
**Academic year 2018-2019**

1. Name of the Course : Certificate Course in Archives and Museums

2. Department : History

3. Duration : No. of hours: 30, No. of Days: 30

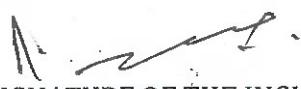
4. Number of Students Enrolled : 20

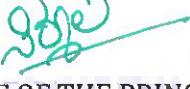
5. Whether list of students enclosed : Yes

6. Brief Report : Department of History has started a Certificate Course in ARCHIVES AND MUSEUMS to learn how to maintain documentary, visual and material remains of the past either in house or institutions. It helps them to understand the importance and significance of such institutions to build the history of India. It was inaugurated on 25.06.2018 .The duration of the course was 25.06.2018 to 30.07.2018(30 hours). Twenty students have enrolled and successfully completed the certificate course.

7. Outcomes:

1. The certificate course will be helpful in getting employment in museums and state archives.
2. It is useful for the academic interests of the students who are interested in going for higher studies with History as career option.
3. It is designed to further the interest of students to develop interest in getting job opportunities in Museums and excavation sites of Archaeological Department.

  
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