

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

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

**2019 -2020**

1. Department of English - English for Business Communication-40
2. Department of Telugu - Telugu Typing and Proof Reading -35
3. Department of Sanskrit-Spoken Sanskrit Sanskrit Sambhashanam-30
4. Department of Hindi - Karyalain Hindi -20
5. Department of Mathematics -Problem Solving Techniques-32
6. Department of statistics- Actuarial Statistics- 30
7. Department of Physics –Skill enhancement of Electrical and Electronic Appliances –41
8. Department of Chemistry - Chemicals used in daily life -25
9. Department of Computer Science –MS Office 2007-30
10. Department of Botany-Herbal Therapy for Beauty and Personal Care -25
11. Department of Zoology- Vitamin Dificency and its management -25
12. Department of Commerce-Entrepreneurship Development -60
13. Department of Political Science –Human Rights (Advanced Studies)-20
14. Department of Economics- Financial Economics-20
15. Department of History-Archives and Museums -20

## Department of English

### REPORT ON CERTIFICATE COURSE

Academic Year 2019-20

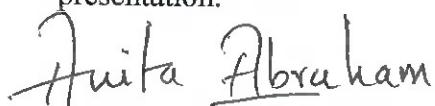
Name of the Course	: English for Business Communication
Department	: English
Duration	: No. of hours 30 (15-7-2019 to 18-9-2019)
No. of Students enrolled	: 40

#### 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 learns to speak and communicate in English and learns to write a good business report, an effective business email and clear business Memos. The course was conducted for 30 hours (15-7-2019 to 18-9-2019 ).

**Outcome:** Around 40 students participated in this course. The faculty from Department of English gave tips to students on improving their communication skills and also development 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.

  
Anita Abraham

Incharge of the Department

  
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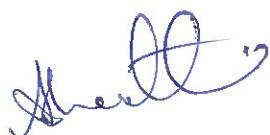
Telugu

Department of \_\_\_\_\_

### REPORT ON CERTIFICATE COURSE

Academic year 2019- 2020

1. Name of the Course : Telugu Typing and Proof reading
2. Department : Telugu
3. Duration : No.of hours 30 No.of days 40
4. Number of Students Enrolled : 35
5. Whether list of students enclosed : Yes
6. Brief Report : Dept. Of Telugu conducted certificate course in Telugu Typing and Proof reading collaborating with Musi Literary and cultural Magazine. ( ISSN No. 2457- 0796 ) Musi magazine editor Dr. S. Kamalakara Sharma attended the inaugural session as chief guest and explained about the employment opportunities in Telugu media .He also agreed to extend the support from Musi magazine continuosly



  
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7. Outcome :

This certificate course has given primary knowledge in Telugu Typing and students got awareness about print media and electronic media.

Bharathi. J.

Signature of the Incharge



Signature of the Principal

  
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## Department of SANSKRIT संस्कृत

### Report on Certificate Course

Academic Year: 2019-2020

- |    |                                    |  |
|----|------------------------------------|--|
| 1. | Name of the Course:                | Sanskrit Sambhashanam. [spoken sanskrit] |
| 2. | Department:                        | SANSKRIT                                 |
| 3. | Duration:- No. of hours:-          | 45                                       |
|    |                                    | No. of Days:- 45                         |
| 4. | Number of Students Enrolled:-      | 25                                       |
| 5. | Whether list of students enclosed: | Yes or No.                               |
| 6. | Brief Report:-                     |  |

The Department of Sanskrit conducted a certificate course during the Academic year 2019-20 for Degree II year and I year students. The course revived interest in Sanskrit study among the students.

Sanskrit is the most ancient and perfect language among the great languages in the world. It is the greatest treasure given to the world by ancient India.

The course imparted basic Grammar skills, forming short sentences useful in daily life.



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7. Outcome :

This certificate course created an awareness among the students regarding the Sanskrit language and motivated them to communicate, <sup>in Sanskrit</sup> in their life and pursue it for further studies.

*Alma...*

Signature of the Incharge.

Dr. A. MUKTA VANI  
Associate Professor  
Department of Sanskrit

*S. Nirmala*

Signature of the  
Principal.  
Ms. S. Nirmala

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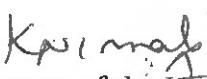
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**Department of Hindi**  
**REPORT ON CERTIFICATE COURSE**  
**Academic year 2019-20**

- |                                       |   |                                |
|---------------------------------------|---|--------------------------------|
| 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 01.-02.2019 to 28.02.2019.

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.

  
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Department of MATHEMATICS  
REPORT ON CERTIFICATE COURSE  
Academic year 2019-20

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 : 32  
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 prepare for various exams in future.

  
Signature of the In charge

  
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**Vivekananda Government Degree College,  
Vidyanagar, Hyderabad**

**Department of Statistics**

**Report on Certificate Course  
Actuarial Statistics**

**2019-2020**

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.

Vaishnavi

*h.s.t*  
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**Department of Physics**

**REPORT ON CERTIFICATE COURSE**

**Academic year 2019-2020**

**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** : 41

**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 **1.02.2020 to 07.03.2020**.

**7. Outcome** :

Around 41 students of Physical Science both (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. Students were able to develop skills like soldering of electrical circuits etc. Group Discussions and seminars , Assignments 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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Signature of the Principal

**Department of Chemistry**

**REPORT ON CERTIFICATE COURSE**

**Academic year 2019-20**

1. Name of the Course : **Chemicals used in daily life**
2. Department : **Chemistry**
3. Duration : **No.ofhours 30 (17.02.2020 to 14.03.2020)**
4. Number of Students Enrolled : **25**
5. Whether list of students enclosed : **Yes**
6. Brief Report :

The Certificate course Chemicals used in daily life is planned, designed and conducted to make the students know the chemicals they use in their daily routine for cooking, cleaning, cosmetics and medicines used to cure diseases, it aims to know the uses and side effects of chemicals, if used in excess amounts. The course familiarizes the students about the chemical nature of the products and medicines which they use. Each student has given a project to understand and write a report on the chemical nature of the products and medicines which they used daily. The course was conducted for 30 hours from **17.02.2020 to 14.03.2020**.

7. Outcome :

Around 25 students from BZC and MPC background enrolled in this course. The course enables the students to be aware of the chemicals they use and their side effects, could gain knowledge on the chemical nature, uses and effects of cosmetics and medicines. They can further enhance their knowledge and educate other people in their surrounding about the effects of Chemicals.

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

Academic year 2019- 2020.

- 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:** 20
- 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

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Department of Botany

REPORT ON CERTIFICATE COURSE

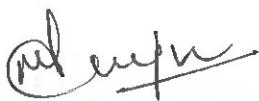
Academic year 2019-20

1. Name of the Course : **Herbal therapy for Beauty and personal care**
2. Department : **Botany**
3. Duration : **No.ofhours 30 (17.02.2020 to 14.03.2020)**
4. Number of Students Enrolled : **25**
5. Whether list of students enclosed : **Yes**
6. Brief Report :

The course is specially designed to give training on Herbal Beauty care and Personal care regimens using medicinal plants. It is for people who are willing to use natural and herbal products and procedures in cosmetology and personal care. The students were given insight into uses of commonly growing medicinal plants and their therapeutic and cosmetic applications. They were also given awareness on simple remedies for health and cosmetic related problems. The course was conducted for 30 hours from **17.02.2020 to 14.03.2020**.

7. Outcome :

Around 25 students from Life Sciences background enrolled in this course. The students could gain knowledge on few self-care beauty regimens and health regimens to be followed for personal and family use. They can further enhance their knowledge and skills and can set up their own herbal beauty parlour.



Signature of the Incharge

( N.C.SOWJANYA )



Signature of the Principal

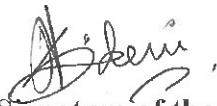
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**Department of Zoology**  
**REPORT ON CERTIFICATE COURSE**  
**Academic year 2019-2020**

1. Name of the Course : Vitamin Deficiency and its Management
2. Department : Zoology
3. Duration : No. of hours—30. (17-01-2020 to 22-02-2020 )
4. Number of Students Enrolled : 25
5. Whether list of students enclosed : Yes
6. Brief Report : The course is specially designed to enhance the understanding of students about importance of vitamins in balanced diet. It will help students understand different types of Vitamins, their sources, and deficiency related diseases. The course was conducted for 30 hours from 17.01.2020 to 22.02.2020.
7. Outcome : Group of 25 students participated in this course. Students gained knowledge related to importance of vitamins and their role in maintaining good health. Group discussions and seminars were organized to promote participatory learning. By the end of the course students could understand the symptoms related to vitamin deficiency diseases and their management.

  
Signature of the Incharge

N. SRIDEVI.  
Dept. of Zoology,

  
Signature of the Principal

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## Report on "Entrepreneurship Development"

The basic objective of Commerce Education is to impart the hands on practical knowledge to the students of B. Com. E/M & T/M. In modern times it has become imperative to develop and hone up the skills related to Industry as a part of Institutional-Industry interface program. In this direction, a modest attempt is made by the Department of Commerce to start a Certificate Course during 20-01-2020 to 25-02-2020 (30 days) on "Entrepreneurship Development"

The program is designed for the entrepreneurship planning and execution in trading activities. The program was convened by Dr. Ch. Kishor Kumar, Head, Department of Commerce. Further, it is co-ordinated by S. Nagamani, Assistant Professor of Commerce.

The Program was well received by the student community. 60 students took active part in training activity and successfully completed the Certificate Course with duration of 30 hours.

*g. S. K.*  
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*Dr. Ch. Kishor Kumar*  
Dr. Ch. Kishor Kumar  
Head

*g. S. K.*  
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**Department of Political Science**  
**REPORT ON CERTIFICATE COURSE**  
**Academic year 2019-2020**

**1. Name of the Course** : **CERTIFICATE COURSE IN HUMAN RIGHTS (ADVANCED STUDIES)**

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

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

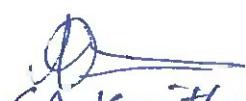
**4. Number of Students Enrolled** : 20

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

**6. Brief Report** : Department of Political Science has started a Certificate Course in **HUMAN RIGHTS (ADVANCED STUDIES)** to serve and enlighten the society regarding International laws and legal procedures in protecting the Human Rights by the students. It was inaugurated on 01.08.2019. The duration of the course was 01.08.2019 to 19.09.2019(30 hours). Twenty students have enrolled and successfully completed the certificate course.

**7. Outcome:**

- The course provided the student with the capacity to identify issues and problems relating to the realisation of human rights
- strengthened the ability to contribute to the resolution of human rights issues and problems.
- It also developed the investigative and analytical skills.

  
**A. Kavitha**  
Signature of the Incharge

  
**Signature of the Principal**  
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Department of Economics  
REPORT ON CERTIFICATE COURSE  
Academic year 2019-2020

1. Name of the Course : Certificate Course in Financial Economics
2. Department : Economics
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 Economics has started a Certificate Course in **FINANCIAL ECONOMICS** to give in-depth knowledge of banking and finance to the students and prepare them for career in banks & other financial institutions. It was inaugurated on 10.07.2019 .The duration of the course was 10.07.2019 to 18.08.2019(30 hours). Twenty students have enrolled and successfully completed the certificate course.

7. Outcomes:

1. Improved student's understanding of the Financial system and structure in India.
2. Acquired knowledge on various financial intermediaries like Investment Institutions, Development financial institutions and State level financial institutions.
3. Gained knowledge regarding the structure of banking sector in India.
4. Enriched students with the knowledge and skills which are necessary to get employment in financial and banking sector.

  
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**Department of History**  
**REPORT ON CERTIFICATE COURSE**  
**Academic year 2019-2020**

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 05.09.2019. The duration of the course was 05.09.2019 to 08.11.2019(30 hours). Twenty students have enrolled and successfully completed the certificate course.

7. Outcomes:

- Able to use bibliographical tools for the advanced study of history.
- Learnt a basic narrative of historical events in a specific region of the world in a specific time frame.
- Develop an appreciation of themselves & of other through the study of the past in local, regional, national and global context
- Understand the application of these to preservation planning strategies for libraries, archives, museums, and other cultural institutions.
- Understand the basic formats of cultural materials.

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