



తెలంగాణ సాంఘిక సంక్షేమ గురుకుల
మహిళా డిగ్రీ కళాశాల సంగారెడ్డి



సర్క్యులర్

తెలుగు డిపార్ట్మెంట్ ఆధ్వర్యంలో "అనువాదం" అనే అంశం మీద
అందరు డిగ్రీ తృతీయ సంవత్సరం విద్యార్థినులకు 1 మార్చి 2023 నుండి
11 ఏప్రిల్ 2023 వరకు 30 రోజుల కోర్సు నిర్వహించడం జరుగుతుంది.

"అనువాదం" కోర్సు ద్వారా అనువాదం చేయడం, అనువాద
రచనలు రాయడం, చదవడం మొదలైనవి నేర్చుకుంటారు.

కావున అందరూ డిగ్రీ తృతీయ సంవత్సరం విద్యార్థినులు
కోర్సులో పేర్లు నమోదు చేసుకొని కోర్సు యొక్క ప్రయోజనాలు పొందుటకు
ప్రోత్సహించవలసిందిగా డిపార్ట్మెంట్ హెడ్స్ లేదా హౌస్ పేరెంట్స్ ని
కోరుతున్నాము. ప్రతి రోజూ సాయంత్రం 4 గం. నుండి 5 గం. వరకు
తరగతులు నిర్వహించడం జరుగుతుంది. కావున హౌస్ పేరెంట్స్ అందరూ
కోర్సులో చేరుటకు ఆసక్తి గల విద్యార్థినుల యొక్క పేర్లు సంగ్రహించి
తెలుగు డిపార్ట్మెంట్ హెడ్ కి సమర్పించగలరు.

కోర్సు - కో ఆర్డినేటర్స్ :

1. ఎన్.పార్వతి - N. Parvathi

2. ఎం.మౌనిక -

Mounika

PRINCIPAL
TGSWRDC (W) Budhera
Mdl. Municipally, Dist. Sangareddy, T.G.



అంశము : అనువాదం
సర్టిఫికేట్ కోర్సు తెలుగు

నిర్వహణ : తెలుగు విభాగం

లక్ష్య విద్యార్థులు: బి.కాం.(Gen) బి.బి.వ.తృతీయ సంవత్సరం 2022-23

విద్యార్థుల సంఖ్య: 22

విధానము: బోధన మరియు అభ్యాసము

వ్యవధి : 30 రోజులు

కోర్సు ఉద్దేశం : విద్యార్థినులకు అనువాదం, నిర్వచనాలు, ప్రయోజనాలు, సమస్యల పట్ల అవగాహన.

లక్ష్యాలు: వార్త ప్రాముఖ్యత తెలుసుకోవడం.

*అనువాద రచనకు కోర్సు ఒక పునాదిని అందించడం.

సిలబస్ :

అనువాదం - నిర్వచనం, రకాలు, దశలు, అనువాద సమస్యలు.

ప్రయోజనాలు:

*విద్యార్థినులు అనువాదంపై మంచి పట్టును సాధించగలుగుతారు.

*తెలుగు భాషా బోధకులుగాను, రచయితలుగాను, జర్నలిస్టులు గాను తమ కెరీర్ ను ఎంచుకునే అవకాశం ఏర్పడుతుంది.

*విద్యార్థినులకు అనువాదం, రచనలు, సమస్యల పట్ల అవగాహన పెంచుకునేందుకు వీలు కలుగుతుంది.

*ముఖ్యంగా మాట్లాడేటప్పుడు, రాసేటప్పుడు దోష రహితంగా ఉండగలగడం నేర్చుకుంటారు.

*వివిధ రంగాలలో ఉదాహరణకు భాషా బోధకుడు, రచయిత, సంపాదకుడు, అనువాదకుడు, పరిశోధకుడు, రచయిత, కాపీ రైటర్, టెక్నికల్ రచయిత, శిక్షకుడు, లైబ్రేరియన్, జర్నలిస్టు వంటి వృత్తులలో రాణించగలుగుతారు.

పై అంశాలను, పరిధిని పరిగణలోనికి తీసుకొని, కోర్సు లక్ష్యాన్ని ఆధారం చేసుకుని 30 రోజుల వ్యవధిలో విద్యార్థినులు నేర్చుకోవలసిన ముఖ్యమైన అంశాలను గుర్తించి "అనువాదం" అన్న అంశంపై సర్టిఫికేట్ కోర్సు నిర్వహించాలని తెలుగు శాఖలో

తీర్మానించుకున్నాము.

కోర్సు - కో ఆర్డినేటర్స్ :

1. ఎన్.పార్వతి - N. Parvathi

2. ఎం.మౌనిక - Mounika

సర్టిఫికేట్ కోర్సు 2022-2023

అంశము : అనువాదం

సిలబస్ :

అనువాదం -

నిర్వచనం

రకాలు

దశలు

అనువాద సమస్యలు




PRINCIPAL
TGSWRDC (W) Budhera
Mdl. Municipality, Dist. Sangareddy, T.G.

LIST OF THE STUDENTS ENROLLED - 2022-23
TELUGU ADD ON COURSE - " అనువాదం "

S.No.	Name of the Student	Hall Ticket Number	Group	Signature
1	MADAPALLI MOUNIKA	609521405011	B.com (CA)	Mounika
2	M NAVITHA	609521405020	B.com (CA)	Navitha
3	JAKKALA PRATHYUSHA	609521405003	B.com (CA)	Prathyusha
4	BEGARI MOUNIKA	609521405031	B.com (CA)	Mounika
5	JAKKA SHAILAJA	609521405016	B.com (CA)	Shailaja
6	M.PRABHAVATHI	609521538011	B.com. (BA)	Prabhavathi
7	S. POOJITHA	609521538012	B.com. (BA)	Poojitha
8	M.SRAVANTHI	609521538013	B.com. (BA)	Sravanthi
9	K SAMATHA	609521401025	B.com(Gen)	Samatha
10	KARNE.KANCHANA	609521401026	B.com(Gen)	Kanchana
11	D.AMBIKA	609521401027	B.com(Gen)	Ambika
12	K.RAJESHWARI	609521401028	B.com(Gen)	Rajeshwari
13	J. PRIYAMANI	609521401029	B.com(Gen)	Priyamani
14	M. MAMATHA	609521684017	BBA	Mamatha
15	P GEYA MANVITHA	609521684018	BBA	Manvitha
16	JOGU POOJA	609521684019	BBA	Pooja
17	BHIVA PAVANI	609521684020	BBA	Pavani
18	R OYANESHWARI	609521684022	BBA	Shiva Pavani
19	M VIJETHA	609521684023	BBA	Vijetha
20	M.MAMATHA	609521684017	BBA	mamatha
21	M.TEJASHWINI	609521684002	BBA	Tejashwini
22	B.SAILAJA	609521684021	BBA	Sailaja

Principal
TGSWROO (W) Budhera
Mdt Municipality, Dist. Sangareddy, T.G.

TELANGANA SOCIAL WELFARE RESIDENTIAL DEGREE COLLEGE FOR WOMEN, SANGAREDDY

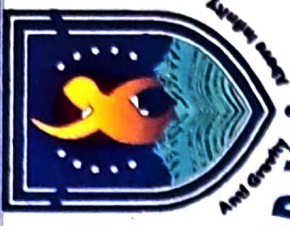
Department of Telugu, Attendance Sheet
Add on Course- "అనువాదం" 1st march to 11th April -2023

Year : 2022-23

S.No	Name of the Student	Enrolment No.	Group	Days																																			
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
1	MADAPALLI MOUNIKA	609521405011	B.com (CA)	✓																																			
2	M NAVITHA	609521405020	B.com (CA)	✓																																			
3	JAKKALA PRATHYUSHA	609521405003	B.com (CA)	✓																																			
4	BEGARI MOUNIKA	609521405031	B.com (CA)	✓																																			
5	JAKKA SHALAJA	609521405016	B.com (CA)	✓																																			
6	M.PRABHAVATHI	609521538011	B.com (BA)	✓																																			
7	S. POOJITHA	609521538012	B.com (BA)	✓																																			
8	M.SRAVANTHI	609521401025	B.com(Gen)	✓																																			
9	K SAMATHA	609521401026	B.com(Gen)	✓																																			
10	KARNE.KANCHANA	609521401027	B.com(Gen)	✓																																			
11	D.AMBIKA	609521401028	B.com(Gen)	✓																																			
12	K.RA.JESHWARI	609521401029	B.com(Gen)	✓																																			
13	J. PRIYAMANI	609521401029	B.com(Gen)	✓																																			
14	M. MAMATHA	609521684017	BBA	✓																																			
15	P GEYA MANVITHA	609521684018	BBA	✓																																			
16	JOGU POOJA	609521684019	BBA	✓																																			
17	SHIVA PAVANI	609521684020	BBA	✓																																			
18	R GYANESHWARI	609521684022	BBA	✓																																			
19	M VIJETHA	609521684023	BBA	✓																																			
20	M.MAMATHA	609521684017	BBA	✓																																			
21	M.TEJASWINI	609521684002	BBA	✓																																			
22	B.SAILAJA	609521684021	BBA	✓																																			



Karla
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Mdl.Municipally, Dist.Sangareddy, T.G.



TELANGANA SOCIAL WELFARE RESIDENTIAL DEGREE COLLEGE FOR WOMEN

SANGAREDDY@Budhera

CERTIFICATE OF APPRECIATION

THIS IS TO CERTIFY MS.....*Madapalli Manika*.....OF
.....*2022-23*..... YEAR & GROUP HAS WON..*B.com(CA)*.....

PRIZE IN.....*Sangareddy*..... EVENT CONDUCTED

DURING*Telugu Certificate Course*..... CELEBRATIONS 2023, *April*

N. Paglavala
Vice-Principal

[Signature]
Principal

N. Paglavala
PROGRAM CO-ORDINATOR
PRINCIPAL
TGSWRDC (W) Budhera
MdI, Municipally, Dist. Sangareddy, T.G.



OFFICE OF THE PRINCIPAL
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COLLEGE FOR WOMEN, BUDHERA, MUNIPALLY(M)
SANGAREDDY(D)



E-mail:prl-rdc-srdsrws@telangana.gov.in

PRINCIPAL

Mobile No.: 9121004525

Department of Commerce

Certificate Course

Academic Year 2022-2023

Name of the Activity	Certificate Course Activity
Activity Number	RDCSRD/Com/ay-2022
Course Title	ENTREPRENEURSHIP DEVELOPMENT PROGRAMME
Date	26-10-2022 to 30-11-2022
Time	4:00 to 5:00 PM
Venue	Room.No-09
Organized by	Department of Commerce
Chair Person	Principal, TSWRDCCW Sangareddy.
Convenor	Head, Department of Commerce
Target Students and Number	B.Com(Hon) & B.Com(Gen) II year and 49
Outcome	Students were successfully provided with the certificates



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Mobile No.: 9121004525

PRINCIPAL

Date: 12-10-2022

DEPARTMENT RESOLUTION

A meeting is convened by HOD, Department of Commerce and it is resolved to start a certificate course in Commerce to cater the needs of the students and designed to provide specialized knowledge and skills in a specific area of commerce. The course registration is free and duration is 30 hours.

Faculty:

Swapna Priya SR , Course Coordinator ,HOD, Dept. of Commerce,
S. Anitha, Guest DL in commerce
K. Sowmya, Guest DL in commerce



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E-mail: prl-rdc-srdsdrs@telangana.gov.in

Mobile No.: 9121004525

PRINCIPAL

Dt: 13-10-2022

REQUEST LETTER

To

The Principal,

TSWRDCC(W), Sangareddy.

Subject: Accord permission to conduct certificate course for the students in the Department of Commerce -Req- Reg.

Madam,

Adverting to the subject cited above, a resolution has been taken in the departmental meeting on 12-10-2022 to start a certificate course in Commerce, entitled "Entrepreneurship Development Programme" from 26-10-2022 to 30-11-2022. This course would be useful for all the students who would like to start their own business units. Duration of the course will be for a month.

Hence, I request you to accord permission to conduct the above-mentioned certificate course for B. Com(Gen) and B.Com(Hon) II year students.

Yours truly

Head, Department of Commerce



**OFFICE OF THE PRINCIPAL
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SANGAREDDY(D)**

E-mail: pri-rdc-srdsdrs@telangana.gov.in

Mobile No.: 9121004525

PRINCIPAL

Approval Letter

From

B.Madhavi

In charge Principal

To

The Incharge

Department of Commerce

Sub: Sanction of permission to conduct proposed Certificate Course on "Entrepreneurship

Development Programme" in the Department of Commerce- Reg.

I am glad to approve your proposal dated 13-10-2022 for the conduct of a certificate course entitled "Entrepreneur Development Programmes".

You are hereby instructed to conduct the certificate course.

M. Madhavi

**PRINCIPAL
TGSWRDC (W) Budhera
Mdl. Munipally, Dist. Sangareddy, T.G.**



**OFFICE OF THE PRINCIPAL
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PRINCIPAL

DEPARTMENT OF COMMERCE

Minutes of Meeting

A meeting is held on 12-10-2022 at 3 pm in the Commerce department to introduce a certificate course on “**Entrepreneurship Development Programme**” from 26-10-2022 to 30-11-2022 with the permission of principal. It is unanimously agreed to conduct the said course from 26-10-2022 to 30-11-2022.

All the faculty members of the department will take classes for this course as per schedule.

Faculty Attended: -

Swapna Priya SR, Course Coordinator, HOD, Dept. of Commerce,
S. Anitha, Guest DL in commerce
K. Sowmya, Guest DL in commerce



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PRINCIPAL

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DEPARTMENT OF COMMERCE

ENTREPRENEURSHIP DEVELOPMENT PROGRAMME

Course Code:-EDP

Duration: 30 Hours

Entrepreneurship Development Programme (EDP) is a programme which helps in developing entrepreneurial abilities. The skills that are required to run a business successfully is developed among the students through this programme. Sometimes, students may have skills but it requires polishing and incubation. This programme is perfect for them. This programme consists of a structured knowledge process to develop an individual as an entrepreneur. It helps the person to acquire skills and necessary capabilities to play the role of an entrepreneur effectively.

EDP is an effort of converting our student to an entrepreneur by passing her through thoroughly structured knowledge. An entrepreneur is required to respond appropriately to the market and she is also required to understand the business needs. The skills needed are varied and they need to be taken care in the best possible way. EDP is not just a course but it is a process to make the possible transformation of an individual into an entrepreneur.

OBJECTIVE: The objective of this course is to motivate an individual to choose the entrepreneurship as a career and to prepare the person to exploit the market opportunities for own business successfully.

COURSE OBJECTIVES:

1. To make the students learn the importance of Entrepreneurship
2. To motivate the students towards Entrepreneurship
3. To make them learn about entrepreneurial environment
4. To provide information about financial resources
5. To impart training to raise and establish enterprises

COURSE OUTCOMES:

1. A student learns the cues and motives of Entrepreneurship
2. Students can learn more about types of Enterprises and growth
3. Knowledge of entrepreneurship prepares the entrepreneurial bent of mind
4. Problems and perspectives of the entrepreneurship can be understood
5. It is also possible to students to understand the opportunities & Challenges of women entrepreneurs today.

COURSE ASSESSMENT:

Assessment of students was carried out on the basis of internal evaluations which include attendance, assignments, viva, test papers and skill during training. Certificates will be issued to students on successful completion of the course.

SYLLABUS

UNIT-I:-ENTREPRENEURSHIP & ENTREPRENEUR:Understanding the concept of Entrepreneurship& Entrepreneur - Evolution-Concept - Functions - Characteristics – Importance of Entrepreneur-Types of Entrepreneurs

UNIT-II:-ENTREPRENEURSHIP DEVELOPMENT:Growth of Entrepreneurship in India – Role of Government in promotion of Entrepreneurship -Role of Entrepreneurship in Economic development in India- Recent Trends in Entrepreneurship Development .

UNIT-III :-ENTREPRENEURSHIP DEVELOPMENT PROGRAMMES:

Entrepreneurship Development Programmes – Institutions for Entrepreneurship Development Training (EDIs) in India: CED, MDI, EDII, IED, NIESBUD, EMC, STEP_s, XISS, SIDO, SISIs .

UNIT-IV:-WOMEN ENTREPRENEURS: Women Entrepreneurs in India – Opportunities & Challenges-Entrepreneurship today.

REFERENCES: -

- 1.Entrepreneuership Development: A.Shankaraiah et al,Kalyani Publishers .
2. Fundamentals of Entrepreneuership: K.K Patra, Himalaya Publishing House.
- 3.Entrepreneuership Development: Dr.S.S Khanka, S.Chand
- 4:Entrepreneuership Development: V.Gangadharer al,Kalyani Publishers



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SANGAREDDY(D)



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PRINCIPAL

Mobile No.: 9121004525

NOTICE

It is here by informed to all the students of B.COM(General and Honours) II Year, that a certificate course has been introduced by Department of Commerce for this Academic Year 2022-2023 for the benefit of Commerce Students. In this regard the students are required to give their consent to the In-charge.

PRINCIPAL
TGSWRDC (W) Budhera
Mdl.Munipally, Dist.Sangareddy, T.G.

HEAD

DEPARTMENT OF COMMERCE

**TELENAGANA SOCIAL WELFARE RESIDENTIAL
DEGREE COLLEGE OF COMMERCE, SANGAREDDY.**



Eligibility

For B. Com (General and Honours) II Year

Registration Fee: FREE

Course Co-ordinator

Swapna Priya SR

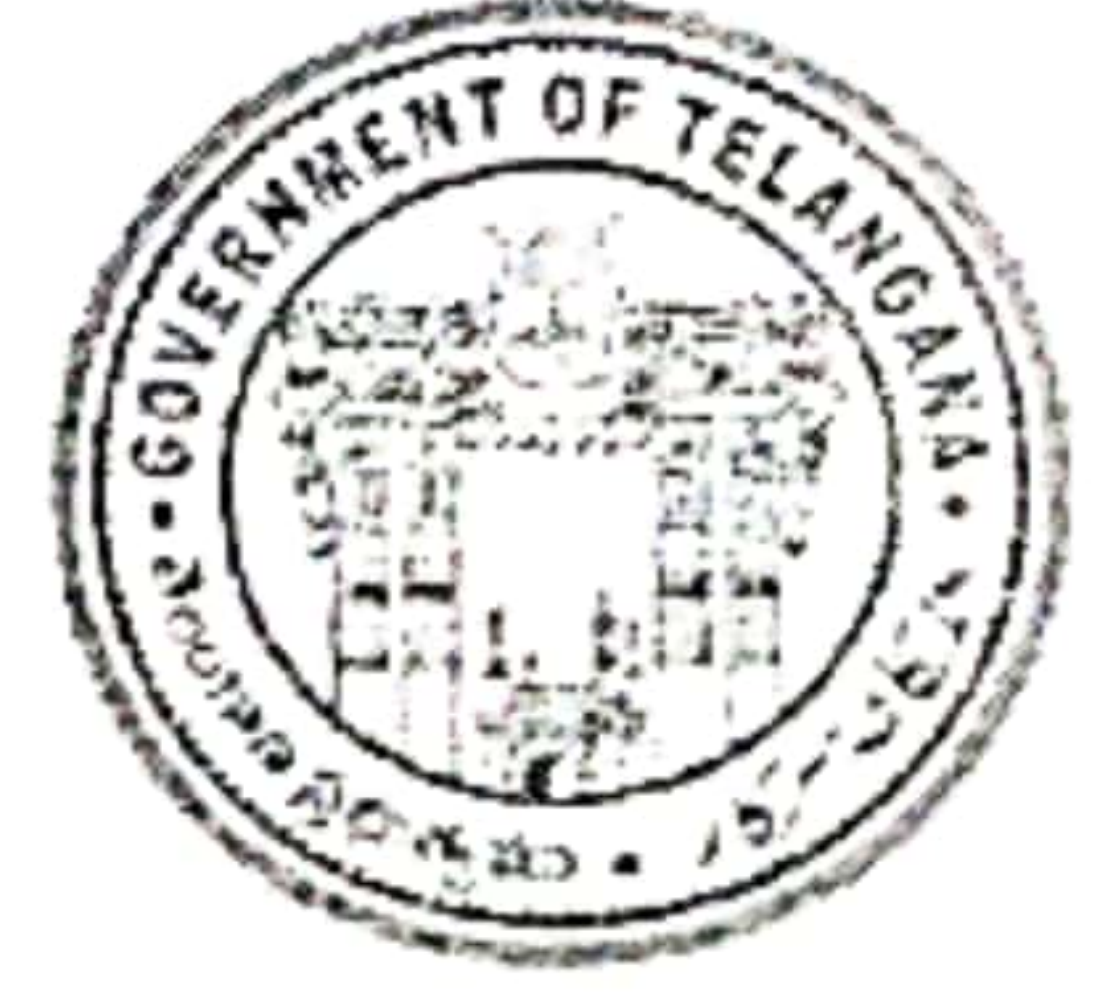
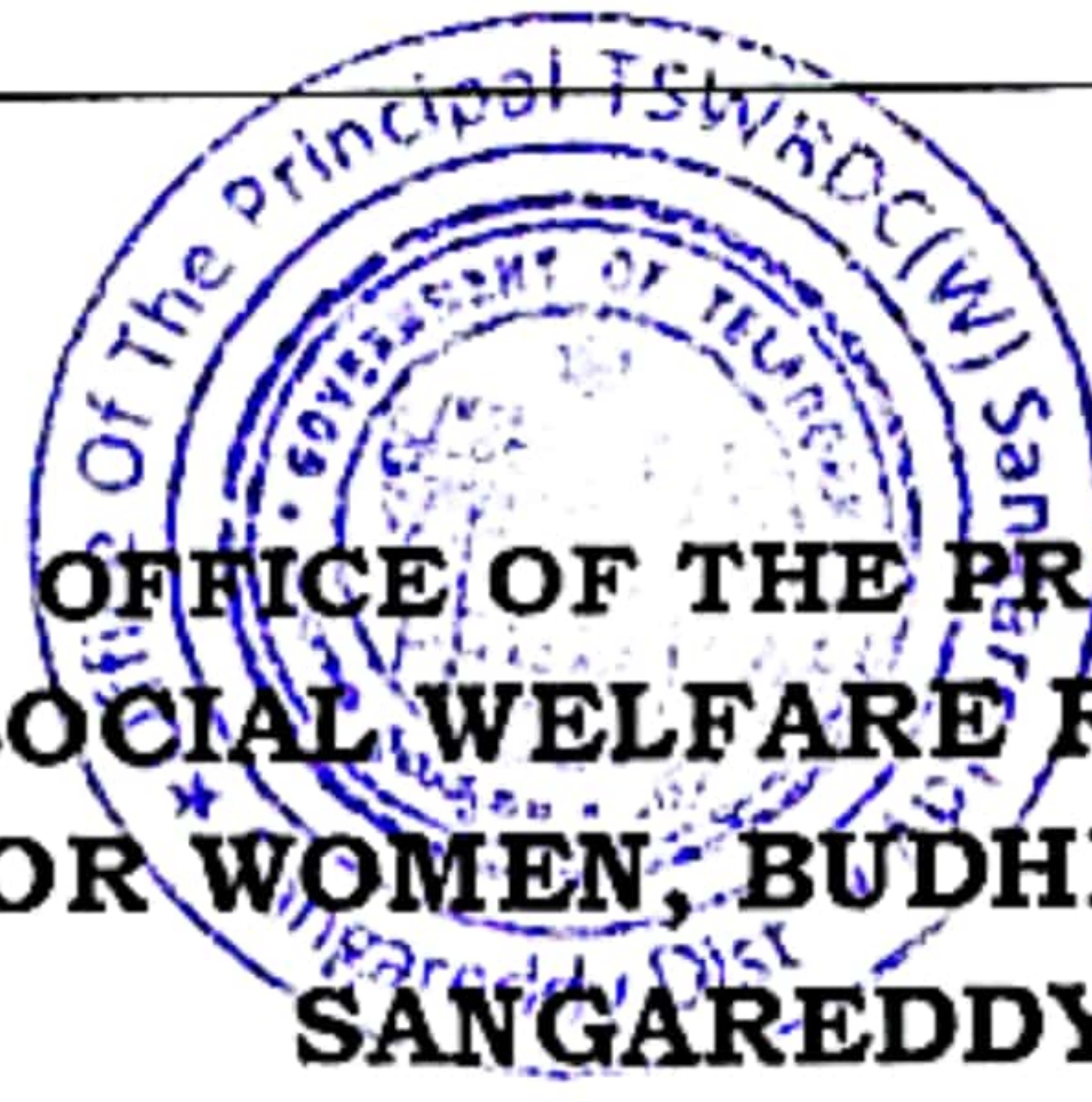
Commences from:

26/10/2022 TO 30/11/2022

Members of Course

1. S. Anitha

2. K. Soumya



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PRINCIPAL

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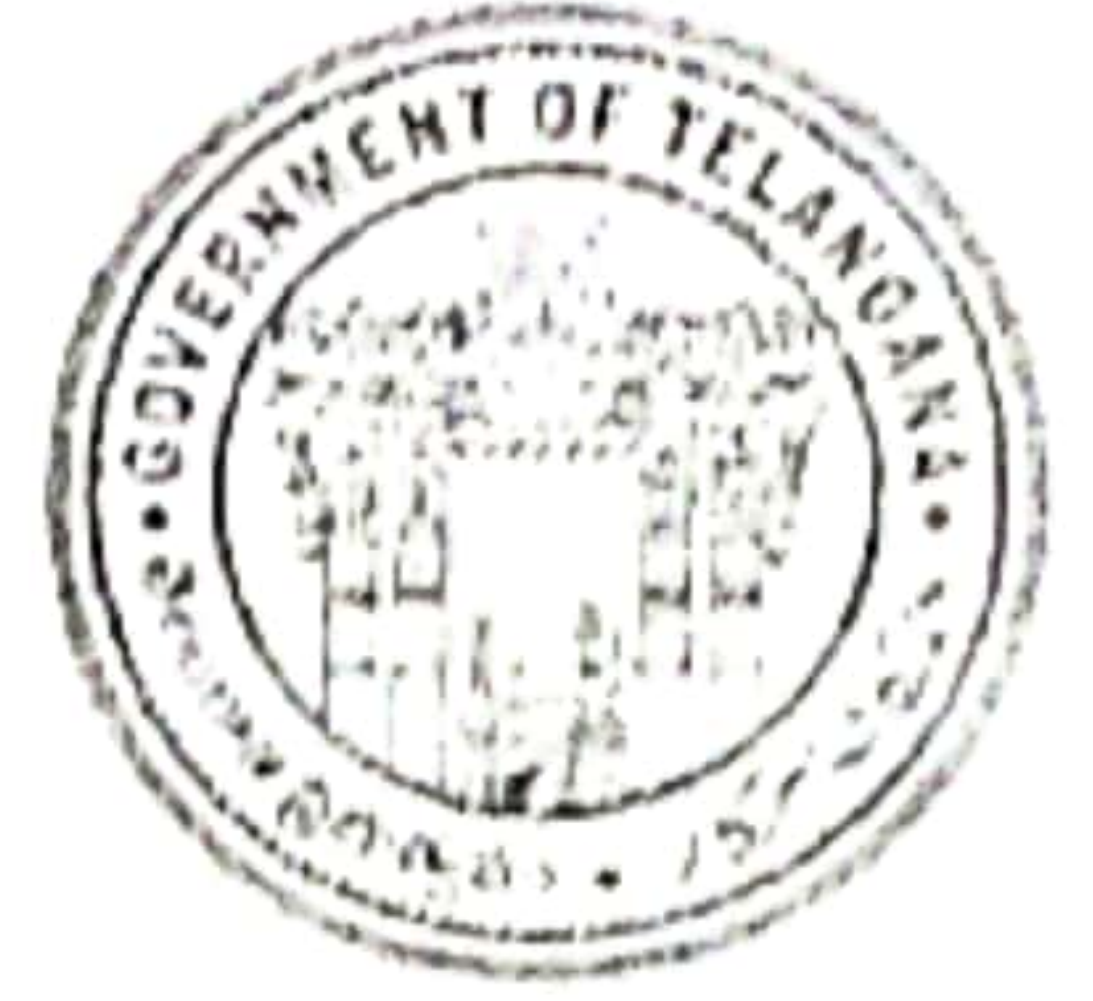
List of Students Enrolled B. Com (General) II year Batch-2021

S.No	Student Name	Enrolment No.	Signature
1	B.RENUKA	609521401001	B. Renuka
2	SHAFAKHAT	609521401002	shafakhat
3	R.DEEPIKA	609521401003	R. Deepika
4	B. NAVEENA	609521401004	B. Naveena
5	J.SUSHMITHA	609521401005	J. Sushmitha
6	Begari Mounika	609521401006	B. Mounika
7	Marpalli Mamatha	609521401007	M. Mamatha
8	GANGAPURAM.SWATHI	609521401008	G. Swathi
9	KOTA SNEHA	609521401009	K. Sneha
10	Ch. SRILEKHA	609521401010	ch. Srilekha
11	M. SUKRUTHA	609521401012	M. SUKRITHA
12	THALARI.ASHWINI	609521401013	ASHWINI
13	B. ANOOSHA	609521401014	ANOOSHA
14	N. MANUSHA	609521401016	N. Manusha
15	L. PRAVALIKA	609521401017	L. Pravalika
16	M. SUVARNA	609521401019	SUVARNA
17	S.BHAGYA SREE	609521401020	S. Bhagya Sree.
18	N. AKHILA	609521401021	Akhila
19	M. DEEPIKA	609521401022	M. Akhila
20	S.ESTHERU	609521401023	ESTHERU
21	B.USHARANI	609521401024	B. Usharani
22	K SAMATHA	609521401025	SAMATHA
23	D.AMBIKA	609521401027	D. Ambika
24	K.RAJESHWARI	609521401028	K. Rajeshwari
25	J. PRIYAMANI	609521401029	J. Priyamani



OFFICE OF THE PRINCIPAL

TELANGANA SOCIAL WELFARE RESIDENTIAL DEGREE
COLLEGE FOR WOMEN, BUDHERA, MUNIPALLY(M)
SANGAREDDY(D)



E-mail: prl-rdc-srdsdrs@telangana.gov.in

PRINCIPAL

Mobile No.: 9121004525

List of Students Enrolled B. Com (Honours) II year Batch-2021

S.No	Student Name	Enrolment No.	Signature
1	YELURI SHARON	609521407020	Yeluri Sharon
2	SINGITHAM PRAVEENA	609521407024	Singitha Praveena
3	NALLAGANTI JYOTHI	609521407021	N. Jyothi
4	SAGAM BLESSY	609521407017	S. Blessy
5	ERRAVALLI NIHARIKA	609521407015	Niharika
6	BUDIGELA VARALATHA	609521407009	B. Varalatha
7	THALLAPALLY POOJA	609521407016	Pooja
8	MUDAVATH GAYATHRI	609521407026	M. Gayathri
9	THALARI RAJESHWARI	609521407022	Rajeshwari
10	BANAVATH GANGOTHR	609521407004	B. Gangotri
11	PUTTAPAGA SWAPNA	609521407027	Swapna
12	GANJI CHANDRIKA	609521407006	G. Chandrika
13	CHINCHOLI SAI BHARGAVI	609521407013	Bhargavi
14	PATTEPU KEERTHI KAVYA	609521407005	P. Keerthi Kavya
15	PATHEPURAM NAVYA	609521407002	P. Navya
16	GOGU NIHARIKA	609521407003	G. Niharika
17	VALLAVOJU RAJYALAKSHMI	609521407001	V. Rajyalakshmi
18	BORELLI MANISHA	609521407007	B. Manisha
19	CHENNARAM DIVYA	609521407010	C. Divya
20	SONNAILA SALOMI	609521407014	S. Salomi
21	PATTETI APURUPA	609521407021	P. Apurupa
22	AIDALA SANGEETHA	609521407012	A. Sangeetha
23	A JAYASREE	609521407029	A. Jayasree
24	MOLLA WASEEMA BEGUM	609521407011	Waseema Begum

Attendance of B. Com (Honours) 2021-2022 Students

S. No	Student Name	Enrolment No.																		
1	YELURI SHARON	609521407020																		
2	SINGITHAM PRAVEENA	609521407024																		
3	NALLAGANTI JYOTHI	609521407021																		
4	SAGAM BLESSY	609521407017																		
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9	THALARI RAJESHWARI	609521407022																		
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11	PUTTAPAGA SWAPNA	609521407027																		
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14	PATTEPU KEERTHI KAVYA	609521407005																		
15	PATHEPURAM NAVYA	609521407002																		
16	GOGU NIHARIKA	609521407003																		
17	VALLAVOJU RAJYALAKSHMI	609521407001																		
18	BORELLI MANISHA	609521407007																		
19	CHENNARAM DIVYA	609521407010																		
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23	A JAYASREE	609521407029																		
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**OFFICE OF THE PRINCIPAL
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SANGAREDDY(D)**

E-mail:prl-rdc-srdsdrs@telangana.gov.in

Mobile No.: 9121004525

PRINCIPAL

REPORT ON CERTIFICATE COURSE 2022-2023

1. Name of the Course: Entrepreneurship Development Programme
2. Department: COMMERCE
3. Duration: No. of Hours: 30Hours; No. of Days: 30 days
4. Whether brochure containing details of curriculum, assessment, procedures, etc., is enclosed?
YES
5. Number of students enrolled:49students
6. Whether list of students is enclosed? (Yes/No): YES
7. Brief Report of the Certificate Course along with the Outcome:

REPORT:

The certificate course is offered to B.Com (General and Honours) II Year students. All B.com (General and Honours) Students got enrolled and took the course. The course was offered from October-2022 to November-2022 for a period of 30 working days which includes theory sessions, each session is 1 hour in the college hours. Seminars were conducted on the topic in addition to the sessions.



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SANGAREDDY(D)**

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Mobile No.: 9121004525

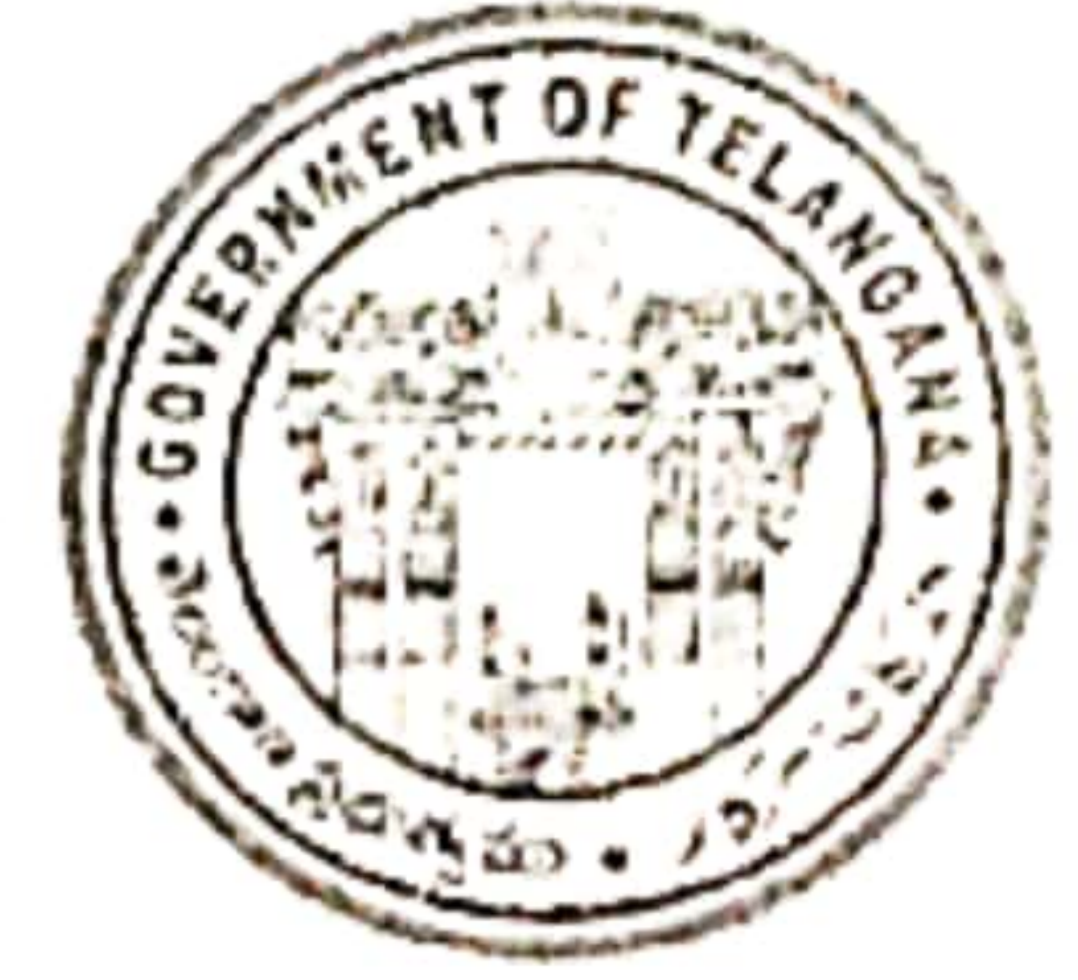
PRINCIPAL

SUMMARY REPORT

Assessment of students was carried out on the basis of internal evaluations which include attendance, assignments, viva, test papers. 49 students completed the certificate course.

This program opens up various avenues for students.

M. Adhar
PRINCIPAL
TGSWRDC (W) Budhera
Msi Munipally, Dist. Sangareddy, T.G.



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SANGAREDDY(D)**

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PRINCIPAL

Mobile No.: 9121004525

QUESTION PAPER

Time Duration: 1hour

Total Marks:30

Answer the following questions (3*10=30M)

1. Define Entrepreneurship Development?
2. What are the characteristics of an Entrepreneurs?
3. What is the role of Entrepreneurship Development in economic growth of ourcountry?



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SANGAREDDY(D)**

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PRINCIPAL

Mobile No.: 9121004525

FEEDBACK OF THE STUDENTS

Date:30-11-2022

Please fill out the short questionnaire to make the course better.

1. Were the objectives of the course clear to you?
a) Strongly disagree (b) Average (c) Good (d) Strongly agree ()
2. Is the course content met with your expectations?
a) Strongly disagree (b) Average (c) Good (d) Strongly agree ()
3. Is the lecture sequence was well planned?
a) Strongly disagree (b) Average (c) Good (d) Strongly agree ()
4. Is the course exposed you to new knowledge ?
a) Strongly disagree (b) Average (c) Good (d) Strongly agree ()



TELANGANA SOCIAL WELFARE RESIDENTIAL DEGREE
COLLEGE FOR WOMEN, BUDHERA, MUNIPALLY(M)
SANGAREDDY(D)



CERTIFICATE OF PARTICIPATION

THIS CERTIFICATE IS PRESENTED TO

For Participating in _____ from _____
to _____ organised by Department of Commerce,
TSWRDCCW, Sangareddy.

M. Adhikari

PRINCIPAL

HOD COMMERCE



**TELANGANA SOCIAL WELFARE RESIDENTIAL DEGREE COLLEGE
FOR WOMEN, SANGAREDDY.**



(Affiliated to Osmania University)

Budhera(V), Munipally(M) - 502345, Telangana, India.

Department of Business Administration

Certificate Course Academic Year 2022-2023

Name of the Activity	Certificate Course
Activity Number	RDC/SRD/Busi.Admn/AY
Date	03/04/2023 to 25/04/2023
Time	4:00 to 5:00 PM
Venue	Classroom
Organized by	Department of Business Administration
Chair Person	Principal, TGSWRDC(W), Sangareddy
Convenor	Head, Department of Business Administration
Target Students and Number	40
Outcome	Students were successfully provided with the certificates



**TELANGANA SOCIAL WELFARE RESIDENTIAL DEGREE
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(Affiliated to Osmania University)

Budhera(V), Munipally(M) - 502345, Telangana, India.

Date: 1-4-2023

DEPARTMENT RESOLUTION

A meeting is convened by HOD, Department of Business Administration and it is resolved to start a certificate course in **MS Office** to cater the needs of the students and designed to impart basic MS Office usage awareness. The program can equip the student to use the MS Office in day to day life for professional and personal use. The course registration is free and duration is 30 hours.

Faculty:

Ms.Somisetti Swetha, HOD, Dept. of Business Administration

Ms.P.Srivani, DL in Business Administration



TELANGANA SOCIAL WELFARE RESIDENTIAL DEGREE
COLLEGE FOR WOMEN, SANGAREDDY.



(Affiliated to Osmania University)

Budhera(V), Munipally(M) - 502345, Telangana, India.

REQUEST LETTER

To
The Principal,
TSWRDC(W), Sangareddy


Subject: Accord permission to conduct certificate course for the students in the Department of Business Administration -Req- Reg.

Madam,

Adverting to the subject cited above, a resolution has been taken in the departmental meeting on 1-04-2023 to start a certificate course in Business Administration, entitled MS OFFICE COURSE from 03-04-2019 to 25-04-2023. The objective of this course to equip the students to use MS OFFICE in day to day life for professional and personal use. Duration of the course will be 40 hours.

Hence, I request you to accord permission to conduct the above-mentioned certificate course for BBA students.

Yours truly


Head, Department of Business
Administration



TELANGANA SOCIAL WELFARE RESIDENTIAL DEGREE
COLLEGE FOR WOMEN, SANGAREDDY.



(Affiliated to Osmania University)

Budhera(V), Munipally(M) - 502345, Telangana, India.

REQUEST LETTER

To

The Principal,

TSWRDC(W), Sangareddy

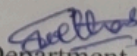
Subject: Accord permission to conduct certificate course for the students in the Department of Business Administration -Req- Reg.

Madam,

Adverting to the subject cited above, a resolution has been taken in the departmental meeting on **1-04-2023** to start a certificate course in Business Administration, entitled MS OFFICE COURSE from **03-04-2019 to 25-04-2023**. The objective of this course to equip the students to use MS OFFICE in day to day life for professional and personal use. Duration of the course will be 40 hours.

Hence, I request you to accord permission to conduct the above-mentioned certificate course for BBA students.

Yours truly


Head, Department of Business
Administration



TELANGANA SOCIAL WELFARE RESIDENTIAL DEGREE COLLEGE
FOR WOMEN, SANGAREDDY.



(Affiliated to Osmania University)

Budhera(V), Muniapally(M) - 502345, Telangana, India.

Approval Letter from the Principal

From

Ms.Arifa Tehseen Ara

Principal

To

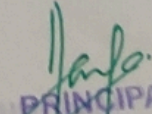
In-charge

Department of Business Administration

Sub: Sanction of permission to conduct proposed Certificate Course on “**MS OFFICE Course**” in the Department of Business Administration– Reg.

I am glad to approve your proposal dated 1-04-2023 for the conduct of a certificate course entitled “**MS OFFICE**”.

You are hereby instructed to conduct the certificate course.


PRINCIPAL
TGS TGSWRD & PG GC (W) SANGAREDDY
Sangareddy Dist

TELANGANA SOCIAL WELFARE RESIDENTIAL DEGREE COLLEGE

FOR WOMEN, SANGAREDDY

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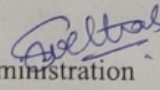
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
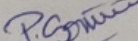
DEPARTMENT OF BUSINESS ADMINISTRATION

Minutes of Meeting

A meeting is held on 1-04-2023 at 3 pm in the Business Administration department to introduce a certificate course on "MS office Course" from 3-04-2023 to 25-04-2023 with the permission of principal. All the faculty members of the department will take classes for this course as per schedule.

Faculty Attended:

Ms.Somisetti Swetha – HOD, Department of Business Administration 

Ms.P.Srivani –  DL in Business Administration 



DEPARTMENT OF BUSINESS ADMINISTRATION

Course Code: MS

Duration: 40 Hours

COURSE OBJECTIVES:

- Understand data, information and file management
- Create documents using Word processor, Spreadsheet & Presentation Software
- Use a computer to improve existing skills and learn new skills.

COURSE OUTCOME:

- The course equips the students to use the MS OFFICE in day-to-day life for professional and personal use.
- To impart a basic level understanding of working of MS OFFICE and its usage.
- Working with basic MS-Office word documents, Excel Sheets and PPTs

COURSE ASSESSMENT:

Assessment of students was carried out on the basis of internal evaluations which include attendance, assignments, viva, test papers and skill during training. Certificates will be issued

TSWRDC(W), SANGAREDDY @BUDHERA
MS-OFFICE CERTIFICATION COURSE

WORD DOCUMENT

1. Creating ,saving and opening a word document.
2. Working with the other options under the file menu like new , edit, save, print etc.,
3. Working with find-replace and Page layout Tab.
4. Implementing text selection, creation, applying font style.
5. Applying styles like Bold, Italic, underline, text alignment ,text formatting,coloring, text size etc.,
6. Creating paragraphs, working on various types of bullets and case changes , header,footer,page nu
7. Implementing cut copy paste across the documents.
8. Inserting table and working with concepts like Row size, Column size, text alignment, borders etc.,
9. Working with various tabs on tool bar.
10. Working with graphs.

EXCEL

1. Creating ,saving and opening a work book.
2. Working with the other options under the file menu like new , edit, save, print etc.,
3. Setting various borders and working on various options of Page layout Tab.
4. Entering text and numbers(in various formats)
5. Working with duplication of sheets like save as, rename, delete, adding new sheets etc.,
6. Working with tables
7. Working with basic formula SUM, AVG, Percentage etc.,
8. Conditional formatting practice like cell highlighting, top-bottom rules etc.,
9. Working with sorting, filtering, freeze panes etc.,
10. Developing any types of graphs like Line, Bar, Pie etc.,

PRESENTATION

1. Creating ,saving and opening a presentation.
2. Working with the other options under the file menu like , edit, save, print etc.,
3. Creating new slides.
4. Creation of presentation consisting title page, index page, content with minimum 5 slides.
5. Selecting of types of slides (templates design)
6. Understanding different PowerPoint views Normal, slide show, notes page view etc.,
- 7.. Running a slideshow and printing.
8. Inserting slide number, date and time .
9. Adding transition effects to a slide.
10. Adding animation effects to a slide.

TELANGANA SOCIAL WELFARE RESIDENTIAL DEGREE
COLLEGE FOR WOMEN, SANGAREDDY

DEPARTMENT OF BUSINESS ADMINISTRATION

Certificate Course in

MS OFFICE COURSE

Eligibility

BBA, B.Com General, B.Com Honors II Year

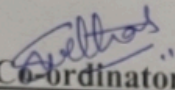
Commences from:

03/04/2023 to 25/04/2023

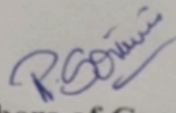
(4.00PM to 5.00 PM)



Registration Fee: FREE


Course Co-ordinator

Ms. Somisetti Swetha.


Members of Course

Ms.P.Srivani



TELANGANA SOCIAL WELFARE RESIDENTIAL DEGREE
COLLEGE FOR WOMEN, SANGAREDDY.



(Affiliated to Osmania University)

Budhera(V), Munipally(M) - 502345, Telangana, India.

NOTICE

It is here by informed to all the students of **BBA, B.Com General, B.Com Honors II Year** that a certificate course has been introduced by Department of Business Administration for the Academic Year 2022-2023 for the benefit of students. In this regard the students are required to give their consent to the In- charge.

**HEAD OF DEPARTMENT
BUSINESS ADMINISTRATION**

**TELANGANA SOCIAL WELFARE RESIDENTIAL DEGREE
COLLEGE FOR WOMEN, SANGAREDDY.**

(Affiliated to Osmania University)

Budhera(V), Municipally - 502345, Telangana, India.

REPORT ON CERTIFICATE COURSE 2022-2023

1. **Name of the Course:** MS OFFICECOURSE
2. **Department:** Business Administration
3. **Duration:** No. of Hours: 40
4. **No. of Days:** 40
5. **Whether brochure containing details of curriculum, assessment, procedures, etc., is enclosed?** YES
6. **Number of students enrolled:** 40 students
7. **Whether list of students is enclosed? (Yes/No):** YES
8. **Brief Report of the Certificate Course along with the Outcome:**

REPORT:

The certificate course is offered to UG(BBA, B.Com General, B.Com Honors II Year) students. 40 Students got enrolled and took the course. The course was offered from April-2023 for a period for 40 days which includes theory and practical, each session is 1 hour in the college hours..



**TELANGANA SOCIAL WELFARE RESIDENTIAL DEGREE
COLLEGE FOR WOMEN, SANGAREDDY.**



(Affiliated to Osmania University)

Budhera(V), Munipally - 502345, Telangana, India.

SUMMARY REPORT

Assessment of students was carried out on the basis of internal evaluations which include attendance, assignments, viva, test papers and practical skills during training. 40 students completed the certificate course.



**TELANGANA SOCIAL WELFARE RESIDENTIAL DEGREE
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Budhera(V), Munipally - 502345, Telangana, India.

QUESTION PAPER

Time Duration: 1hour

Total Marks:20

Answer the following questions

(5*4=20M)

- 1)What are various tools of MS Office ?
- 2)What are the basic tabs of a MS Word ?
- 3)Define Power Point Presentation.
- 4)List various functions of MS Excel Sheets?
- 5)List of various Formulas of MS Excel Sheet?



FEEDBACK OF THE STUDENTS

Please fill out the short questionnaire to make the course better

1. Were the objectives of the course clear to you?
a) Strongly disagree (b) Average (c) Good (d) Strongly agree ()
2. Is the course content met with your expectations?
a) Strongly disagree (b) Average (c) Good (d) Strongly agree ()
3. Is the lecture sequence was well planned?
a) Strongly disagree (b) Average (c) Good (d) Strongly agree ()
4. Is the course exposed you to new knowledge and practice?
a) Strongly disagree (b) Average (c) Good (d) Strongly agree ()



TELANGANA SOCIAL WELFARE RESIDENTIAL DEGREE COLLEGE FOR WOMEN

SANGAREDDY@Budhera

CERTIFICATE OF APPRECIATION

THIS IS TO CERTIFY MS. A. Mounika OF
BBA II YEAR & GROUP HAS WON participated
PRIZE IN MS OFFICE CERTIFICATION COURSE EVENT CONDUCTED
DURING 2022-23 CELEBRATIONS 20

N. padma
Vice-Principal

[Signature]
Principal

[Signature]
PROGRAM CO-ORDINATOR