



SGA GOVT. DEGREE COLLEGE, Yellamanchili.

Department of Physics

Add-on Course

**TOPIC: HOUSE WIRING AND REPAIRING
OF ELECTRIC FAN AND MIXIE**





S.G.A.GOVERNMENT DEGREE COLLEGE

(Re-accredited by NAAC with 'A' Grade, Affiliated to Andhra University)

YELLAMANCHILI - 531055, ANDHRA PRADESH



DEPARTMENT OF PHYSICS


DEPARTMENTAL MEETING

Minutes of the meeting

Departmental meeting was held on 05-11-22 at 4.00 pm with Sri P S Jaggarao, HOD in the chair and Sri K Venkanna also present. The following resolutions are taken.

1. Resolve to start an add-on course in the Department of Physics
2. To submit a letter to the principal for getting the permission to start an add-on course.
3. To prepare syllabus to the add-on course
4. To start the students with a minimum of 30 students.
5. To conduct five weeks add-on course 30 teaching hours.
6. Permission to utilize the Physics laboratory to conduct practicals for this add-on course.
7. Permission to conduct the add-on course by the Physics Faculty.
8. Permission to arrange an experienced demonstrator in the relevant field.


Head of the Department
Department of Physics
S.G.A. Govt. Degree College
Yellamanchili-531055


Lecturer in Physics
SGA GDC
YELLAMANCHILI

PERMISSION LETTER TO START ADD-ON COURSE

From

Date: 05-11-2022,

Department of Physics,
SGA Govt. Degree College,
Yellamanchili.

To

The principal,
SGA GOVT. Degree College,
Yellamanchili.

Sub: Permission to start an add-on course and to nominate the Physics
faculty as a faculty for that add-on course – regarding.

Ref: Resolution copy of the Department of Physics.

Respected sir,

We the department of Physics is very much interested to start an add-on course with a title
“HOUSE WIRING AND REPAIRING OF ELECTRIC FAN AND MIXIE” for the students. So,
we are requesting you to accord permission to start add-on course and permit us to act as the faculty
for the above said add-on course.

Thanking you sir.


Lecturer in Physics
SGA GDC
YELLAMANCHILI

SIGNATURE OF THE FACULTY


Principal
S.G.A Govt. Degree College
YELLAMANCHILI - 531 055
Vizakhapatnam District

SIGNATURE OF THE PRINCIPAL



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DEPARTMENT OF PHYSICS

SYLLABUS

ADD-ON COURSE IN “HOUSE WIRING AND REPAIRING OF ELECTRIC FAN AND MIXIE”

UNIT-1

House Wiring: Concept of electricity, A.C. fundamentals, different types of A.C wave forms, Basics of House wiring –Single and three phase power, watt meter principle and working, series and parallel connections, Star and Delta connections, working of fuse and MCB, electric tester working, electric shock, first aid for electric shock, earthing mechanism.

UNIT-2

Electric Fan: Introduction to motors, induction and synchronous motors, parts and working of a fan, types of fans- ceiling fan, table fan and exhaust fan, working of fan capacitor, troubleshooting of fan.

UNIT-3

Electric Mixie: Principle, Construction and working of an electric mixie, Speed control mechanism in mixie, types of electric mixies- dry mixer grinder, wet mixer grinder, juicer mixer, blenders and mincing mixer and troubleshooting of mixie.



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Add-on course Topic: HOUSE WIRING AND REPAIRING OF ELECTRIC FAN AND MIXIE.

Time:1 ½ hour

Max Marks:50

SECTION –A

I. Answer any two of the following questions

2 x 10=20 m

1. Draw the Equivalent circuit when star network is converting into delta network and express resistances of delta network in terms of star network resistances?
2. Explain the Construction and Working of an Electric fan?
3. Discuss in detail about construction and working of Wattmeter?
4. Explain the Construction and Working of an Induction motor?

SECTION -B

II. Answer any four of the following questions

4 x 5 =20 m

1. Write five differences between single phase and three phase AC power?
2. Write a short note on Earthing mechanism in House wiring?
3. Write a short note on working of a fuse wire?
4. Write a brief note on working of a fan capacitor?
5. Briefly Discuss about different types of mixies?

SECTION –C

III. Answer all the following questions

5 x 2=10 m

1. Define Ohm's law?
2. Draw the shapes of sawtooth and triangular waves?
3. Write the formulae for effective resistances in series and parallel networks.
4. Write the parts of mixie?
5. Draw the block diagram of trouble shooting of mixie?



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Department of Physics

Enrolled students for the Add-on course

Topic:- House wiring, repairing of fan and mixer

	Student Name	Year	Group	REGD.NO
1.	BADDI LEELAVATHI	3 rd BSC	MPC	719135405001
2.	BHIMPALLI CHINNARI	3 rd BSC	MPC	719135405002
3.	DADISETTI SATYA DURGA	3 rd BSC	MPC	719135405003
4.	DHULI VASU	3 rd BSC	MPC	719135405004
5.	GAMPARAI GANESH	3 rd BSC	MPC	719135405005
6.	GARA SIRISHA RANI	3 rd BSC	MPC	719135405006
7.	GORLA HARIBABU	3 rd BSC	MPC	719135405007
8.	KADARI MAHESH	3 rd BSC	MPC	719135405008
9.	KARE APPALARAJU	3 rd BSC	MPC	719135405009
10.	KODA CHINNARI	3 rd BSC	MPC	719135405010
11.	KODA PRASADU	3 rd BSC	MPC	719135405011
12.	KOLAGANI POORNA SAI	3 rd BSC	MPC	719135405012
13.	KOLLI ANITHA	3 rd BSC	MPC	719135405013
14.	KOLLI SIVA SAI SANKER	3 rd BSC	MPC	719135405014
15.	KOMMIRELLI KARTHIK	3 rd BSC	MPC	719135405015
16.	KONDAPALLI VISALAKSHI	3 rd BSc	MPC	719135405016
17.	KOTA SURYAMANI	3 rd BSC	MPC	719135405017
18.	KUNCHALA SYAMALA	3 rd BSC	MPC	719135405018
19.	MAJJI KANTHAM	3 rd BSC	MPC	719135405019
20.	MYLAPALLI SUJATHA	3 rd BSC	MPC	719135405021
21.	NAAMALA NOOKESH	3 rd BSC	MPC	719135405022
22.	NAGISETTI ANURADHA	3 rd BSC	MPC	719135405023
23.	ND DHANALAKSHMI	3 rd BSC	MPC	719135405024
24.	NARRI ARAVIND	3 rd BSC	MPC	719135405025
25.	PALLA MADHAVI	3 rd BSC	MPC	719135405026
26.	PALLELA PAVANI	3 rd BSC	MPC	719135405027
27.	PIKKI MADHAVA	3 rd BSC	MPC	719135405028
28.	PIKKI NARASIGA RAO	3 rd BSC	MPC	719135405029
29.	PINAPATHRUNI GANGA BHAVANI	3 rd BSC	MPC	719135405030
30.	POCHINA PRIYANKA	3 rd BSC	MPC	719135405031
31.	SAMBAVARAPU VIJALAKSHMI	3 rd BSC	MPC	719135405032
32.	SANA LAKSHMI DEVI	3 rd BSC	MPC	719135405033
33.	SANAPATHI SWETHARANI	3 rd BSC	MPC	719135405034
34.	SENNAMSETTI LEELA SANKARA RAO	3 rd BSC	MPC	719135405035
35.	SUNDARAPU MANJUSREE	3 rd BSC	MPC	719135405036
36.	TUMMALA SAIKUMAR	3 rd BSC	MPC	719135405037
37.	UPPALAPU CHITTI JYOTHI	3 rd BSC	MPC	719135405038
38.	VASUPALLI KASIRAO	3 rd BSC	MPC	719135405039
39.	VASUPALLI RAJESH	3 rd BSC	MPC	719135405040
40.	VUDI PRASAD	3 rd BSC	MPC	719135405041
41.	VUMMIDI TATAJI	3 rd BSC	MPC	719135405042
42.	YRLISETTI TATAJI	3 rd BSC	MPC	719135405043
43.	YELLAMANCHILLI LAYA	3 rd BSC	MPC	719135495044
44.	YERIPALLI LATHA	3 rd BSC	MPC	719135405045
45.	YERIPALLI APPALARAJU	3 rd BSC	MPC	719135405046
46.	ADARI SIVA SRAVANI	3 rd BSC	MPCS	719135405047
47.	AYINAPARTHI LAHARI ASWINI	3 rd BSC	MPCS	719135405049

48.	BALIBOYINA SAI LEELA	3 rd BSC	MPCS	719135405050
49.	BEJAWADA SRINIVASA RAO	3 rd BSC	MPCS	719135405051
50.	GANIREDDY BHAGYA LAXMI	3 rd BSC	MPCS	719135405052
51.	KALLA SIRISHA	3 rd BSC	MPCS	719135405055
52.	KARRI ANUSHA	3 rd BSC	MPCS	719135405056
53.	KOLAGANI ANURADHA	3 rd BSC	MPCS	719135405057
54.	KOTNI GEETHA	3 rd BSC	MPCS	719135405058
55.	MANABALA SURYAKALA	3 rd BSC	MPCS	719135405060
56.	MERIGI VENKATESWARLU	3 rd BSC	MPCS	719135405061
57.	MOKINA SAI MANIKANTA	3 rd BSC	MPCS	719135405062
58.	OYIBOINA DHANA LAKSHMI	3 rd BSC	MPCS	719135405064
59.	PUTSA PAVANI	3 rd BSC	MPCS	719135405065
60.	TEDLAPU LAVANYA	3 rd BSC	MPCS	719135405067
61.	THIKKADA ARUNA	3 rd BSC	MPCS	719135405068
62.	UDDANDAM DHANUSH	3 rd BSC	MPCS	719135405069
63.	VEESAM BHANUPRIYA	3 rd BSC	MPCS	719135405070
64.	VEESAM PAVAN KUMAR	3 rd BSC	MPCS	719135405071
65.	ALAMANDA SRAVANI VIJAYA GOWRI	2 nd BSC	MPC	720135405001
66.	ANNAM NAGAPUSHPA	2 nd BSC	MPC	720135405002
67.	BAGGU BALA SUBRAHMANYAM	2 nd BSC	MPC	720135405003
68.	BODDAPU SIVA LAKSHMI	2 nd BSC	MPC	720135405004
69.	BONDI BHARATHI	2 nd BSC	MPC	720135405005
70.	CHEPALA SUBBALAKSHMI	2 nd BSC	MPC	720135405006
71.	DEVARA VARA LAKSHMI	2 nd BSC	MPC	720135405007
72.	KALLA NAVYA	2 nd BSC	MPC	720135405008
73.	KANDRAKOTA SIRISHA	2 nd BSC	MPC	720135405009
74.	KARRI BHARATHI NAGA BHUVANESWARI	2 nd BSC	MPC	720135405010
75.	KATTUMURI DEEPIKA	2 nd BSC	MPC	720135405011
76.	KOVELA PAVANI TEJASRI	2 nd BSC	MPC	720135405012
77.	MALLA RAJU	2 nd BSC	MPC	720135405014
78.	MARISSETTY KRISHNA VENI	2 nd BSC	MPC	720135405015
79.	MOGILI GAYATHRI	2 nd BSC	MPC	720135405016
80.	MUTYALA VARMA	2 nd BSC	MPC	720135405017
81.	MYLAPILLI RAJESWARI	2 nd BSC	MPC	720135405018
82.	NAKKAPALLI NIRANJANKUMAR	2 nd BSC	MPC	720135405019
83.	NEERUKONDA GANESHINI	2 nd BSC	MPC	720135405020
84.	PEYYALA SRIVIDHYA	2 nd BSC	MPC	720135405021
85.	PULI DURGA VANI	2 nd BSC	MPC	720135405022
86.	PULIGA PADMA	2 nd BSC	MPC	720135405023
87.	RUTHALA GANGA BHAVANI	2 nd BSC	MPC	720135405024
88.	SABBAVARAPU LEELA VATHI	2 nd BSC	MPC	720135405025
89.	SANAPATHI UMADEVI	2 nd BSC	MPC	720135405026
90.	SURISSETTI GAYATRI	2 nd BSC	MPC	720135405027
91.	THIRUVEEDHULA LEELA VATHI	2 nd BSC	MPC	720135405028
92.	YELLAPU LAVANYA SAI	2 nd BSC	MPC	720135405029
93.	AAVALA PAPARAYUDU	2 nd BSC	MPCS	720135405030
94.	ADARI APARNA	2 nd BSC	MPCS	720135405031
95.	ANAPARTHI SOWMYA	2 nd BSC	MPCS	720135405033
96.	ARAVIND ESARAPU	2 nd BSC	MPCS	720135405034
97.	BALAJI BODDAPU	2 nd BSC	MPCS	720135405035
98.	BANDARU RAMADEVI	2 nd BSC	MPCS	720135405036
99.	DASARI BHAVANI	2 nd BSC	MPCS	720135405037
100.	DHOOLI PRASAD	2 nd BSC	MPCS	720135405038
101.	DHULI NADIYA NAGALAKSHMI	2 nd BSC	MPCS	720135405039
102.	GUDDATI SAMBHAVIDEVI	2 nd BSC	MPCS	720135405040
103.	JERRIPOTHULA JYOTHI	2 nd BSC	MPCS	720135405041
104.	KAKARA SATHYA	2 nd BSC	MPCS	720135405042
105.	KASALA KAVITHA	2 nd BSC	MPCS	720135405043
106.	KOILADA PRASAD	2 nd BSC	MPCS	720135405044
107.	KOILADA TRIVENI	2 nd BSC	MPCS	720135405045
108.	KORIBILLI NAVYA	2 nd BSC	MPCS	720135405046
109.	KURAKULA ROHINI	2 nd BSC	MPCS	720135405047
110.	MADDEM VASUNDHRA	2 nd BSC	MPCS	720135405048

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SUMMARY REPORT:


“HOUSE WIRING AND REPAIRING OF ELECTRIC FAN AND MIXIE.”

The department of physics started Add- on course on “**Study and Repairing of Cell Phone**” with 130 enrolled students. This batch comprises of II and III-year students. We have conducted 24 theory hours and 6 practical hours. Conducted exam for 50 marks and issued certificates to the 124 successful students.

Our department aims to start this add on course for attaining skill to repair Electric fan, mixie and resolve the various trouble shooting issues of Electric fan and mixie on their own. In addition to above they are earning pocket money for their educational needs. Some of our students got expertise in this area and earning some money. They are going for doing part time job in local electrical appliances repairing centres and do some help to neighbours in repairing of their electrical appliances.

Students enrolled	: 130
Successfully completed	: 124
Practical hours conducted	: 06
Theory hours conducted	: 24
Maximum marks	: 50 marks
Time allotted	: 02 hours per each session
Certificates issued	: Issued to all the successful students.


Head of the Department
Department of Physics
S.G.A. Govt. Degree College
Yellamanchili-531055
Course coordinator


Lecturer in Physics
SGA GDC
YELLAMANCHILI
Faculty in Physics



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Model Certificate of appreciation

S.G.A. Govt. Degree College
Yellamanchili, Anakapalli Dist.

 **CERTIFICATE** 
OF APPRECIATION

This certificate is awarded to Sri / kum. _____
on Completion of Add-on course in “House wiring and repairing of fan and
mixie” organised by the Department of Physics for the Academic Year 2022-23.

Coursur Coordinator
HOD, Dept. of Physics

Principal

—•—•—•—



SGA Govt. Degree College, Yellamanchili

Department of Botany

Add on Course, 2022-23

**TOPIC: IMPORTANT MEDICINAL PLANTS
USED IN OUR DAILY LIFE**



PERMISSION LETTER TO START ADD-ON COURSE

FROM

THE HEAD OF THE DEPARTMENT,
DEPARTMENT OF BOTANY
SGA GOVT. DEGREE COLLEGE
YELLAMANCHILI.

TO

PRINCIPAL,
SGA GOVT. DEGREE COLLEGE,
YELLAMANCHILI.

Sir,

SUB: Permission to start an add-on course for 2022-23 and
permission to nominate the Botany faculty to teach classes for the
add on course - regarding

REF: Resolution copy of the department of Botany Dated 20-06-2022.

As per the resolution of the department of Botany, we are very much glad
to start an Add on course with a title "**Important medicinal plants used in our
daily life**" for the B.Sc. (CBZ) students. Hence, we are requesting you to give
permission to start the Add on course and also permission to teach theory and
practical classes for the said add on course.

Thanking you sir.



Principal
S.G.A.Govt.Degree College
YELLAMANCHILI - 531 035
Visakhapatnam District.



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YELLAMANCHILI - 531055, ANDHRA PRADESH



DEPARTMENT OF BOTANY

DEPARTMENTAL MEETING

Minutes of the meeting Dated 20-06-2023

The faculty of Botany department met in the Botany laboratory on 20-06-2023 and discussed the following matters

1. It is resolved to start Add on course in the Department of Botany in the academic year 2022-23.
2. To submit a letter to the principal for getting the permission to start an Add on course.
3. To prepare syllabus to the Add on course
4. To start the course with a minimum of 20 number of students.
5. To conduct classes for add on course 15+15 teaching theory and practical hours respectively.
6. Permission to utilize the Botany laboratory to conduct the practicals for this Add on course.
7. Permission to conduct Add on course classes by the Botany faculty.
8. Continuing the Add-on course for the next three years.

Principal
S.G.A.Govt.Degree College
YELLAMANCHILI - 531 055
Visakhapatnam District



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Department of Botany

Add on Course for 2022-23

IMPORTANT MEDICINAL PLANTS USED IN OUR DAILY LIFE

Introduction

The Ayurvedic system of medicine is an age-old system of therapy, which is associated with the Vedic civilization in India. The oldest existing literature on this form of treatment is mentioned in Rigveda around 4500-1600 B.C. Ayurveda is a holistic system of treatment, which is amalgamation of use of food, medicine and other measures like exercise and behaviour. Life in Ayurveda is conceived as the union of body, senses, mind and soul. Ayurveda regards human body is a composition of five basic elements namely, earth, water, fire, air and vacuum. Any illness is considered the result of absence of a balanced state of the total body matrix. The disease is diagnosed by examining the general physical condition of the patient and pulse reading, along with examining urine, excreta, eyes, tongue, skin, and auditory functions. Once disease is diagnosed, the treatment measures involve use of medicines, specific diet and prescribed routine activity.

Wide arrays of plant species are used in traditional system of health care in India. Over 6,500 species of plants are known to occur in India those are used by various streams of traditional health care practitioners. Approximately 2000 medicinal plant species are used alone in Ayurvedic system of medicine, which is followed by Siddha (1121), Unani (751), Homeopathy (482) and Tibetan (337). The number of people involved in the traditional health care system is quite impressive in India. About 7,00,000 practitioners of Ayurveda, Siddha, Unani, Yoga, Naturopathy and Homeopathy are registered in the Indian Systems of Medicine.

Family traditions and cultural preferences also make people to own, decide and prefer various health care systems. In India, medicinal plants have strong acceptance in religious activities, where the plants are worshiped in the form of various gods, goddesses and local deities.

Plants are used as medicine by thousands of ethnic communities for human and veterinary health care, across the India. People across the world also rely upon the traditional systems of medicines, largely plant based, to meet their primary health care needs. Although modern medicine may be available in these countries, herbal medicines (phytomedicines) have often maintained popularity for historical and cultural reasons.

Assurance of the safety, quality, and efficacy of medicinal plants and herbal products has now become a key issue in industrialized and in developing countries. Both the general consumer and health-care professionals need up to date, authoritative information on the safety and efficacy of medicinal plants.

Somany important medicinal plants are regularly used in our daily life. In India, the people are using medicinal plants or their ingredients in the form of diet itself. Hence in India, the kitchen itself is a Medical store to cure all kinds of illness. Here are some important medicinal plants were taken which are used in our daily life.

Aims & Objectives:

- Promotion of cultivation and conservation of medicinal plants.
- To develop cultivation techniques for different climatic regions.
- To identify the important medicinal plants used in daily life.
- To use medicinal plants effectively for their diseases.
- To know the type of secondary metabolites present in the medicinal plant.

Course outcomes:

- The student will identify the medicinal plants.
- The student will know that, the medicinal plants can be used to cure diseases.
- The student will take steps to cultivate and conserve the medicinal plants.
- Familiarized with type of plant with type of secondary metabolite.
- Learn that the secondary metabolites are important to cure diseases.

ENROLLED STUDENTS FOR THE ADD-ON COURSEName of the Course: Important medicinal plants used in our Daily Life

SL.NO	NAME	YEAR	GROUP	REGISTER NUMBER	Signature
1.	AGRAHARAPU ANURADHA	III Year	B.Sc (CBZ)	720135405069	A. Anuradha
2	AMAKANTI SATYA	III Year	B.Sc (CBZ)	720135405070	A. Satya
3	ARJILLI AMMAJI	III Year	B.Sc (CBZ)	720135405071	A. Ammaji
4	CHITTI DEVIKA	III Year	B.Sc (CBZ)	720135405072	C. DEVIKA
5	DEVARA DIVYA	III Year	B.Sc (CBZ)	720135405073	D. Divya
6	ERIGILA VANDANA	III Year	B.Sc (CBZ)	720135405074	E. Vandana
7	GORINTA MEENAKSHI	III Year	B.Sc (CBZ)	720135405075	G. Meenakshi
8	GUDDATI USHA RANI	III Year	B.Sc (CBZ)	720135405076	G. Usha Rani
9	KALLA PUSHPALAKSHMI	III Year	B.Sc (CBZ)	720135405077	K. Pushpa
10	KANTAMREDDY ASHA	III Year	B.Sc (CBZ)	720135405078	K. Asha
11	KARRI VISWANADHAM	III Year	B.Sc (CBZ)	720135405079	K. Viswanadham
12	KOLANTI ANUSHA	III Year	B.Sc (CBZ)	720135405080	L. Anusha
13	MAMIDI BHAGYALAKSHMI	III Year	B.Sc (CBZ)	720135405081	M. Bhagyalakshmi
14	MOGILI BHARGAVI	III Year	B.Sc (CBZ)	720135405082	M. Bhargavi
15	MOORA RATNA KUMARI	III Year	B.Sc (CBZ)	720135405083	M. Ratna Kumari
16	OMMI KUMARI	III Year	B.Sc (CBZ)	720135405084	O. KUMARI
17	PADALA TRIVENI	III Year	B.Sc (CBZ)	720135405085	P. Triveni
18	PEDAPUDI LATHA	III Year	B.Sc (CBZ)	720135405086	P. Latha
19	PUDI KAVYA	III Year	B.Sc (CBZ)	720135405087	P. Kavya
20	RAJESWARI YANDA	III Year	B.Sc (CBZ)	720135405088	R. Yanda
21	RANGALA NAVYA	III Year	B.Sc (CBZ)	720135405089	R. NAVYA
22	REDDI DAIVA MADHURI	III Year	B.Sc (CBZ)	720135405090	R. DAIVADHURI
23	REKHA VENKATALAKSHMI	III Year	B.Sc (CBZ)	720135405091	R. Venkatalakshmi
24	SHAIK RAHIM TUNEESHA	III Year	B.Sc (CBZ)	720135405092	S. Rahim Tuneesha
25	SONY GUDALA	III Year	B.Sc (CBZ)	720135405093	S. Gudala
26	TELU SURYA LAKSHMI	III Year	B.Sc (CBZ)	720135405094	T. Lakshmi
27	THANNERU MOUNIKA DEVI	III Year	B.Sc (CBZ)	720135405095	T. Mounika devi
28	THOTA KUMARI	III Year	B.Sc (CBZ)	720135405096	T. Kumari
29	BANDI TEJASWINI	III Year	B.Sc (CBZ)	721135405082	B. Tejaswini
30	BANDI TEJOMAYEE	III Year	B.Sc (CBZ)	721135405083	B. TEJOMAYEE
31	BEERA SUKANYA	III Year	B.Sc (CBZ)	721135405085	B. Sukanya
32	BOLEM TEJASVI	III Year	B.Sc (CBZ)	721135405087	B. Tejasvi
33	BONTHU DIVYA KRUPA	III Year	B.Sc (CBZ)	721135405089	B. Divya Krupa

In-Charge of the Department

Head of the Department
Department of Botany
S.G.A. Govt. Degree College
Yellamanchili-531055
ANAKAPALLI District

Principal
S.G.A. Govt. Degree College
Yellamanchili-531 055
Anakapalli District. (A.P.)



S.G.A.GOVERNMENT DEGREE COLLEGE

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YELLAMANCHILI - 531055, ANDHRA PRADESH



Department of Botany

Add on Course, 2022-2023

Syllabus for

Topic: Important medicinal plants used in our daily life

Unit:1

15 Marks

1. Morphology, phytochemistry and medicinal importance of *Allium cepa*.
2. Morphology, Phytochemistry and medicinal importance of *Allium sativum*
3. Morphology, Phytochemistry and medicinal importance of *Cinnamomum verum*
4. Morphology, Phytochemistry and medicinal importance of *Curcuma longa*
5. Morphology, Phytochemistry and medicinal importance of *Zingiber officinale*.

Unit:2

15 Marks

1. Morphology, Phytochemistry and medicinal importance of *Syzygium aromaticum*
2. Morphology, Phytochemistry and medicinal importance of *Elettaria cardamom*
3. Morphology, Phytochemistry and medicinal importance of *Trigonella foenum-graecum*
4. Morphology, Phytochemistry and medicinal importance of *Terminalia chebula*
5. Morphology, Phytochemistry and medicinal importance of *Rauvolfia serpentina*

SGA Govt. Degree College, Yellamanchili
Department of Botany

Model Question Paper
Add on Course in Botany

Max.Marks.30

Time.1^{1/2} hrs

- I. Answer all the questions. Each question carries 2 marks. 5X2=10 Marks
 1. Medicinal uses of Ginger?
 2. Medicinal uses of Rauvolfia?
 3. Chemicals present in Cloves?
 4. Chemicals present in Cardamon
 5. Morphology of Curcuma longa
- II. Answer any 2 of the following questions. 2X5=10 Marks
 6. Explain the morphology and medicinal values of Garlic?
 7. Describe the morphology and medicinal values of Fenugreek?
 8. Describe the morphology and phytochemistry of Onion?
- III. Answer any one of the questions given. 1X10=10 Marks
 9. Explain the morphology, phytochemistry and medicinal values of Terminalia chebula?
 10. Explain the morphology, phytochemistry and medicinal values of Cinnamomum verum?

MEDICINAL PLANTS USED IN OUR DAILY LIFE

Allium cepa L.

1. **Scientific name:** *Allium cepa* L.

Family: Liliaceae

2. **Vernacular names**

English: Onion

Telugu: Vulli or Erragaddalu

3. **Morphology:**

- A perennial herb, strong smelling when crushed.
- Bulbs vary in size and shape from cultivar to cultivar, often depressed-globose and up to 20 cm in diameter;
- Outer tunics membranous.
- Stem up to 100cm tall and 30 mm in diameter,
- Tapering from inflated lower part. Leaves up to 40 cm in height and 20mm in diameter.
- Spathe often 3-valved, persistent, shorter than the umbel. Umbel 4–9cm in diameter,
- Stamens exserted; filaments 4–5mm, the outer subulate, the inner with an expanded base up to 2 mm wide and bearing short teeth on each side.
- Ovary whitish. Capsule about 5mm.

4. **Useful part:** Fresh or dried bulbs

5. **Organoleptic properties:**

Odour: strong, characteristic alliaceous.

Taste: strong, crushing or cutting the bulb stimulates lachrymation.

6. **Major chemical constituents:**

- Sulfur and non-sulfur containing chemical constituents have been isolated from Bulbs.
- The sulfur compounds are the most characteristic secondary metabolites.
- The organic sulfur compounds includes thiosulfinates, thiosulfonates, cepaenes, *S*-oxides, *S,S* dioxides, monosulfides, disulfides, trisulfides, and zwiebelanes occur only as degradation products of the naturally occurring cysteine sulfoxides. *S*-propyl-L-cysteine sulfoxide.

7. **Medicinal uses:**

- Used for treating Dysentery.
- Used as a diuretic.
- Used to treat ulcers, wounds, scars, keloids and asthma.
- Used as an adjuvant therapy for diabetes.



Onion Plant



Flowering



Onion Bulbs

Allium sativum L.

1. Scientific name: *Allium sativum* L.

Family: Liliaceae

2. Vernacular Names:

English: Garlic

Telugu: Vellulli or Thella gadda

3. Morphology:

- A perennial, erect bulbous herb, 30–60 cm tall,
- Strong smelling when crushed.
- The underground portion consists of a compound bulb with numerous fibrous rootlets.
- The bulb gives rise above ground to a number of narrow, keeled, grasslike leaves.
- The leaf blade is linear, flat, solid, 1.0–2.5cm wide, 30–60 cm long, and has an acute apex. Leaf sheaths form a pseudostem.
- Inflorescences are umbellate; scape smooth, round, solid, and coiled at first, subtended by membranous, long-beaked spathe, splitting on one side and remaining attached to umbel. Small bulbils are produced in inflorescences.
- Flowers are variable in number and sometimes absent, seldom open and may wither in bud. Flowers are on slender pedicels; consisting of perianth of 6 segments, about 4–6mm long, pinkish.
- Stamens 6, anthers exserted.
- Ovary superior, 3-locular. Fruit is a small loculicidal capsule.
- Seeds are seldom if ever produced

4. Useful part: Fresh or dried Bulbs

5. Organoleptic properties:

Odour: strong, characteristic alliaceous

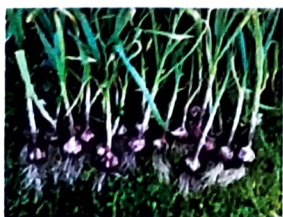
Taste: very persistently pungent and acrid

6. Major chemical constituents:

- The most important chemical constituents are the sulfur compounds.
- The cysteine sulfoxides and the non-volatile γ -glutamylcysteine peptides make up more than 82% of the total sulfur content of garlic.
- The compounds are thiosulfinates (Allicin), ajoenes, Z-ajoene, vinylthiins. And Sulphides, diallyl trisulfide.

7. Medicinal uses

- Used as an adjuvant to dietetic management in the treatment of hyperlipidaemia.
- Used in the prevention of atherosclerotic (age-dependent) vascular changes.
- The drug may be useful in the treatment of mild hypertension.
- Used for treatment of respiratory and urinary tract infections.
- The herb has been used as a carminative in the treatment of dyspepsia.
- Used as an aphrodisiac, antipyretic, diuretic, emmenagogue, expectorant, and sedative, to treat asthma and bronchitis, and to promote hair growth.



Garlic Plant



Flowering



Garlic Bulbs

***Cinnamomum verum* J.S. Presl.**

1. Scientific name: *Cinnamomum verum* J.S. Presl

Family: Lauraceae

2. Vernacular names:

English: Cinnamon

Telugu: Dalchini Chekka

3. Morphology:

- A moderate-sized evergreen tree; bark rather thick, smooth, pale; twigs often compressed.
- Young parts glabrous except the buds which are finely silky.
- Leaves opposite or subopposite (rarely alternate), hard and coriaceous, 7.5–20 by 3.8–7.5 cm, ovate or ovate-lanceolate, subacute or shortly acuminate, glabrous and shining above, slightly paler beneath, base acute or rounded, reticulate venation.
- Flowers numerous, in silky pubescent, lax panicles usually longer than the leaves; peduncles long, often clustered, glabrous or pubescent; pedicels long.
- Perianth 5–6mm long; tube 2.5 mm long; segments pubescent on both sides, oblong or somewhat obovate, usually obtuse.
- Fruit 1.3–1.7 cm long, oblong or ovoid-oblong, minutely apiculate, dry or slightly fleshy, dark purple, surrounded by the enlarged campanulate.

4. Useful part: Bark

5. Organoleptic Properties:

Odour: characteristic and aromatic

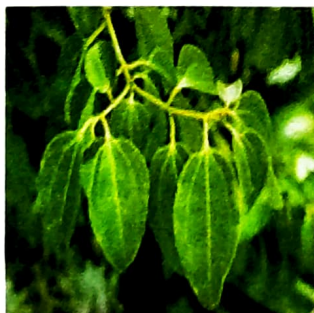
Taste: characteristic, slightly sweet and fragrant.

6. Major chemical constituents

- The major constituent is cinnamaldehyde, *o*-methoxycinnamaldehyde, eugenol and coumarin.

7. Medicinal uses:

- Used for treatment of Dyspepsia.
- Used for mild spastic conditions of the gastrointestinal tract and flatulence.
- Used to increase appetite.
- Used to treat abdominal pain with diarrhoea, and pain associated with amenorrhoea and dysmenorrhoea.
- Also used in treatment of impotence, frigidity, dyspnoea, inflammation of the eye, leukorrhoea, vaginitis, rheumatism, neuralgia, wounds, and toothache.



Cinnamon Plant



Flowering



Cinnamon Bark

Curcuma longa L.

1. **Scientific name:** *Curcuma longa* L.
Family: Zingiberaceae
2. **Vernacular names:**
English: Turmeric
Telugu: Pasupu
3. **Morphology:**
 - Perennial herb up to 1.0 m in height; stout, fleshy.
 - Main rhizome nearly ovoid (about 3 cm in diameter and 4 cm long).
 - Lateral rhizome, slightly bent (2–6cm), flesh orange in colour.
 - Large leaves, lanceolate, uniformly green, up to 50cm long and 7–25cm wide, apex acute and caudate with tapering base.
 - Petiole and sheath sparsely to densely pubescent.
 - Spike, apical, cylindrical, 10-15cm long and 5–7 cm in diameter.
 - Bract white or white with light green upper half, 5–6 cm long, each subtending flowers, bracteoles up to 3.5 cm long.
 - Pale yellow flowers about 5cm long.
 - Calyx tubular, unilaterally split, unequally toothed.
 - Corolla white, tube funnel shaped, limb 3-lobed.
 - Stamens lateral, petaloid, widely elliptical, longer than the anther; filament united to anther about the middle of the pollen sac, spurred at base.
 - Ovary trilocular; style glabrous.
 - Capsule ellipsoid.
4. **Useful part:** Dried rhizome
5. **Organoleptic properties:**
Odour: aromatic;
Taste: warmly aromatic and bitter, Drug when chewed colours the saliva yellow.
6. **Major chemical constituents:**
 - Pale yellow to orange-yellow volatile oil (6%) composed of a number of monoterpenes and sesquiterpenes, including zingiberene, curcumene, α - and turmerone among others.
 - The colouring principles (5%) are curcuminoids, 50–60% of which are a mixture of curcumin, monodesmethoxycurcumin and bisdesmethoxycurcumin.
7. **Medicinal uses:**
 - The principal use of Rhizome is for the treatment of acid, flatulence, Dyspepsia.
 - Used in treatment of peptic ulcers, and pain and inflammation due to rheumatoid arthritis and of amenorrhoea, dysmenorrhoea, diarrhoea, epilepsy, pain, and skin diseases.
 - Used in the treatment of asthma, boils, bruises, coughs, dizziness, epilepsy, haemorrhages, insect bites, jaundice, ringworm, urinary calculi, and slow lactation.



Turmeric Plant



Flowering



Turmeric Rhizome

Zingiber officinale Roscoe

1. Scientific name: *Zingiber officinale* Roscoe

Family: Zingiberaceae

2. Vernacular names:

English: Ginger

Telugu: Allam or Sonti

3. Morphology:

- A perennial herb with a subterranean, digitately branched rhizome producing stems up to 1.50 m in height.
- Leaves are linear lanceolate sheathing leaves (5–30cm long and 8–20 mm wide) that are alternate, smooth and pale green.
- Flower stems shorter than leaf stems and bearing a few flowers.
- Each flower surrounded by a thin bract and situated in axils of large, greenish yellow obtuse bracts, which are closely arranged at end of flower stem forming collectively an ovate-oblong spike.
- Each flower shows a superior tubular calyx.
- An orange yellow corolla composed of a tube divided above into 3 linear oblong, blunt lobes.
- 6 staminodes in 2 rows, the outer row of 3 inserted at mouth of corolla, the posterior 2, small, horn-like and the anterior petaloid, purple and spotted and divided into 3 rounded lobes.
- Ovary inferior with 3 carpels and ovary with tufted stigma.
- Fruit a capsule with small arillate seeds.

4. Useful part: Fleshy and dried rhizome

5. Organoleptic properties:

Odour: Characteristic aromatic.

Taste: Pungent and aromatic.

Colour: Internally pale yellow to brown.

6. Major chemical constituents:

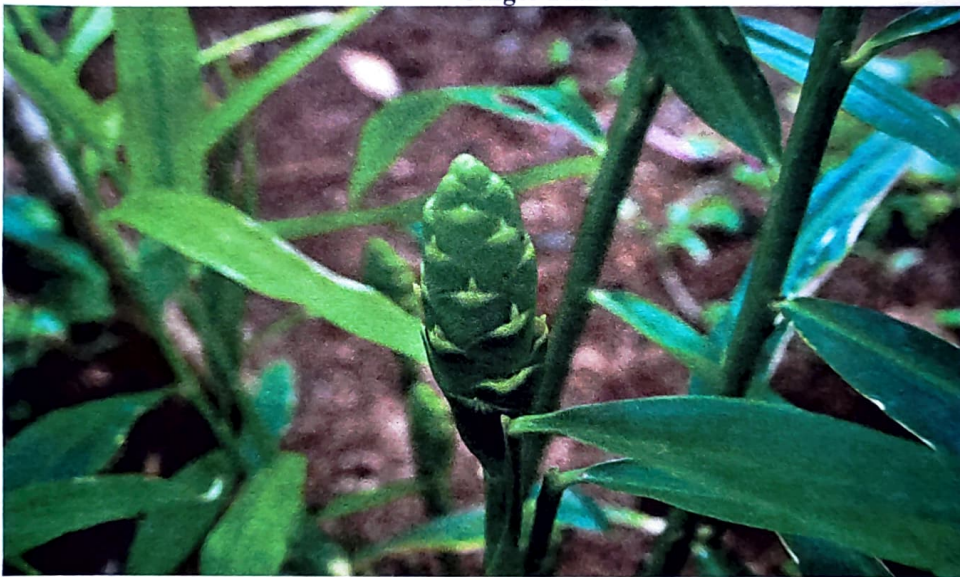
- The rhizome contains 1–4% essential oil and an oleoresin.
- The chief constituent sesquiterpene hydrocarbons (responsible for the aroma) seem to remain constant.
- These compounds include Zingiberene, curcumene, sesquiphellandrene, and bisabolene. Monoterpene aldehydes and alcohols are also present. The constituents responsible for the pungent taste of the drug and possibly part of its anti-emetic properties have been identified as 1-(3-methoxy-4-hydroxyphenyl)-5-hydroxyalkane-3-ones, known as gingerols (having a side-chain with 7–10, 12, 14, or 16 carbon atoms, respectively) and their corresponding dehydration products, which are known as shogaols.

7. Medicinal uses:

- Used as prophylaxis for Nausea and vomiting associated with motion sickness.
- Used for postoperative nausea.
- Used for pernicious vomiting in pregnancy and seasickness.
- Used in treatment of dyspepsia, flatulence, colic, vomiting, diarrhoea, spasms, and other stomach complaints.
- Powdered ginger is further employed in the treatment of colds and flu, to stimulate the appetite, as a narcotic antagonist and as an anti-inflammatory agent in the treatment of migraine headache and rheumatic and muscular disorders.
- Used to treat cataracts, toothache, insomnia, baldness, and haemorrhoids, and to increase longevity.



Ginger Plant



Flowering



Ginger Rhizome



Ginger in Market

***Syzygium aromaticum* (L.) Merrill et L.M. Perry**

1. Scientific name: *Syzygium aromaticum* (L.) Merrill et L.M. Perry

Famiy: Myrtaceae

2. Vernacular names:

English: Cloves

Telugu: Lavangalu

3. Morphology:

- Small evergreen trees, 10–20m high.
- Leaves opposite, petiolate, lanceolate, pinkish to dark green, with translucent, aromatic glands, have a pungent odour when young.
- Inflorescence occurs as racemose panicles and bears buds that take on the form of nails before blossoming.
- Flowers red with 4 concave, overlapping petals that drop off as soon as the flower opens. Stamens numerous, 4 calyx lobes.
- Fruit dark red, fleshy drupe.
- Buds readily exude oil when pressed or scratched with a fingernail.

4. Useful part: Dried flower buds.

5. Organoleptic properties:

Odour: characteristic, strongly aromatic.

Taste: pungent, spicy.

6. Major chemical constituents:

- The major constituent is an essential oil, which is characterized by the presence of eugenol (60–95%), eugenol acetate (2–27%), and α - and β -caryophyllene (5–10%).

7. Medicinal uses:

- Used as External or local applications for the treatment of toothache and minor infections of the mouth and skin.
- Also used as an antiseptic for dressing of minor wounds, and, in the form of lozenges, for sore throats and coughs associated with the common cold.
- The essential oil (1–5%) is used in mouthwashes.
- Used for treatment of asthma, bleeding gums, dyspepsia, fevers and morning sickness.



Clove Plant



Cloves - Dried Flower Buds

Elettaria cardamomum (L.) Maton

1. Scientific name: *Elettaria cardamomum* (L.) Maton

Family: Zingiberaceae

2. Vernacular names:

English: Cardamon

Telugu: Yalakulu

3. Morphology:

- A perennial herb attaining a height of 2–4 m, with lanceolate leaves borne on long sheathing stems.
- Flowers numerous, borne on horizontal racemes that arise from the rhizome and run horizontally along the ground.
- The fruit is inferior, ovoid or oblong, nearly ellipsoidal, capsule plump or slightly shrunken.
- The seeds of which are covered by an aril.

4. Useful part: Dried Fruits.

5. Organoleptic properties:

Odour: aromatic.

Taste: Pungent and slightly bitter.

6. Major chemical constituents:

- Contains 2–8% essential oil, the major constituents of which are 1, 8-cineole (20–40%), terpinyl acetate (30–42%), terpineol (4–45%), limonene (6%), and smaller amounts of linalool and linalool acetate.

7. Medicinal uses:

- Used for the treatment of Dyspepsia.
- Treatment of asthma, bronchitis, colic, coughs, fainting, fever, rheumatism, stomach cramps and urinary stones.
- Also used as an aphrodisiac, appetizer, diuretic and emmenagogue.



Cardamon Plant



Flowering



Cardamon Fruits

Trigonella foenum-graecum L.

1. Scientific name: *Trigonella foenum-graecum* L.

Family: Fabaceae

2. Vernacular names:

English: Fenugreek

Telugu: Menthulu

3. Morphology:

- Annual aromatic herb, up to 60 cm high with a well developed taproot and much branched roots.
- Stem solitary or basally branched, terete, slightly pubescent, green to purple.
- Leaves petiolate, alternate, trifoliolate; stipules triangular, small, adnate to the petiole. Rachis short. Leaflets obovate or oblong, 1.5–4.0 cm long, 0.5–2.0 cm wide, upper part of margin denticulate.
- Flowers whitish, solitary, axillary, subsessile, 12–15 mm long.
- Calyx campanulate, finely pubescent, tube 4.5 mm long, with five lobes.
- Pistil with sessile ovary, glabrous style and capitate stigma.
- Fruits straight to occasionally sickle-shaped, linear pods, glabrous, with fine longitudinal veins, terminating in a beak 2–3 cm long.
- Seeds oblong-rhomboidal, 3–5 mm long and 2–3 mm wide, with a deep furrow dividing each into two unequal lobes, with rounded corners, rather smooth, brownish.

4. Useful part: Dried ripe seeds

5. Organoleptic properties:

Odour: characteristic, aromatic

Taste: slightly bitter.

6. Major chemical constituents:

- It is rich in mucilage (25–45%) and contains a small amount of essential oil (0.01%) and a variety of secondary metabolites, including protoalkaloids, trigonelline (up to 0.37%), choline (0.05%); saponins (0.6–1.7%) derived from diosgenin, yamogenin, tigogenin and other compounds.
- Sterols including sitosterol, and flavonoids, among which are orientin, isoorientin and isovitexin.

7. Medicinal uses:

- Used for the management of hypercholesterolaemia, and hyperglycaemia in cases of diabetes mellitus.
- Prevention and treatment of mountain sickness.
- Used Internally for loss of appetite, and externally as a poultice for local inflammations.
- Treatment of pain, and weakness and oedema of the legs.
- Used as an aphrodisiac, carminative, diuretic, emmenagogue, emollient, galactagogue and tonic.
- Used in treatment of abdominal colic, bronchitis, diarrhoea, eczema, gout, indigestion, dropsy, fever, impotence, chronic cough, liver disorders, wounds and the common cold.



Fenugreek Plant



Flowering



Fenugreek seeds

Terminalia chebula Retz.

1. Scientific name: *Terminalia chebula* Retz.

Family: Combretaceae

2. Vernacular names:

English: Myrobalan

Telugu: Karakkaya

3. Morphology:

- A tropical shade tree, usually 15–20 m high, but can be up to 30 m in height, and up to 1.3 m in girth.
- Bark rough, scaly, shoots and young leaves usually rusty villous.
- Leaves simple, opposite, coriaceous, broadly ovate to ovate elliptic, 7–15 cm in width by 8–25 cm in length, glabrescent, veins obscure above, slightly raised and usually brownish pubescent beneath, apex acute or abruptly acuminate, base cuneate, slightly cordate or rounded.
- Petiole 1–3 cm long, glabrous or sparsely pubescent with a pair of nodular glands near leaf base.
- Inflorescences axillary or terminal panicles, usually with 3–6 spikes (each 3–6 cm long), rachis pubescent.
- Flowers 2 mm long, 3–4 mm in diameter; bracts nearly glabrous, 1.5–2.0 mm long.
- Calyx outside glabrous, inside densely villous, calyx segments triangular.
- Stamens 3–4 mm long.
- Ovary glabrous, ovoid, 1 mm long.
- Style glabrous, 2.5–3.0 mm long, disc lobed, densely villous.
- Fruit a drupe, glabrous, subglobose to ellipsoid, 2.5–5.0 cm by 1.5–2.5 cm, usually smooth or frequently 5-angulate, ridged, wrinkled, turning blackish when dry.
- Seed is one, rough, ellipsoid, 1.0–2.0 cm by 0.2–0.7 cm, and without ridges.

4. Useful part: Dried fruits

5. Organoleptic properties:

Odour: slight and characteristic.

Taste: bitter, sour, astringent, then sweet.

6. Major chemical constituents:

- Major constituents of the fruit are hydrolysable tannins and components thereof, including chebulagic acid, chebulinic acid, chebunanin, corilagin, gallic acid, gallic acid methyl ester, punicalagin, terchebulin and terminalic acid.
- Flavonols of interest include quercetin, isoquercitrin and rutin.

7. Medicinal uses:

- Used orally to treat cough with sore throat, as well as diarrhoea.
- Used orally as an anthelmintic, astringent, cardi tonic, dentifrice, diuretic and laxative.
- Also used to treat bleeding gums, diabetes, gastrointestinal disorders, ulcers and urinary disorders.



Myrobalan Plant



Myrobalan Fruits

***Rauvolfia serpentina* (L.) Benth.ex Kurz**

1. Scientific name: *Rauvolfia serpentina* (L.) Benth.ex Kurz

Family: Apocynaceae

2. Vernacular names:

English: Snake root

Telugu: Sarpa Gandhi

3. Morphology:

- Small, erect, glabrous shrub, 30–60 cm high.
- Leaves whorled, 7.5–17.5 cm long, lanceolate or oblanceolate, acute or acuminate, tapering gradually into the petiole, thin.
- Flowers white or pinkish.
- Peduncles 5.0–7.5 cm long; pedicels and calyx red.
- Calyx lobes 2.5 mm long, lanceolate.
- Corolla about 1–1.3 cm long, tube slender; inflated slightly above middle; lobes much shorter than tube, obtuse.
- Drupes about 6 mm (diameter), single or didynamous and more or less connate, purplish black when ripe.

4. Useful part: Root

5. Organoleptic properties:

Odour: Root is indistinct, earthy, reminiscent of stored white potatoes.

Taste: Bitter.

6. Major chemical constituents:

- It contains more than 60 indole alkaloids.
- The principal hypotensive alkaloids are identified as reserpine and rescinnamine.

7. Medicinal uses:

- The principal use is in the treatment of hypertension.
- Used as a tranquillizer for nervous and mental disorders.
- Used as a tonic in condition of asthenia.
- Used as a cardiotonic and antipyretic, against snake and insect bites.
- Used for constipation, liver diseases, flatulence, insomnia, and rheumatism.



Snake Root Plant with Flowering



Rauvolfia Roots



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YELLAMANCHILI - 531055, ANDHRA PRADESH



Department of Botany

Add on Course 2022-23

Attendance of Enrolled students for Add on course

Name of the Course: Important medicinal plants used in our Daily Life

S.N O	NAME	GROUP	REGISTER NUMBER	ATTENDANCE														
				Dates														
				29/0	06/0	11/0	20/0	27/0	01/0	03/0	08/0	24/0	07/0	12/0	14/0	19/0	26/0	03/1
1.	AGRAHARAPU ANURADHA	III B.Sc. (CBZ)	720135405069	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	AMAKANTI SATYA	III B.Sc. (CBZ)	720135405070	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	ARJILLI AMMAJI	III B.Sc. (CBZ)	720135405071	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
4	CHITTI DEVIKA	III B.Sc. (CBZ)	720135405072	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	DEVARA DIVYA	III B.Sc. (CBZ)	720135405073	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
6	ERIGILA VANDANA	III B.Sc. (CBZ)	720135405074	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P
7	GORINTA MEENAKSHI	III B.Sc. (CBZ)	720135405075	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
8	GUDDATI USHA RANI	III B.Sc. (CBZ)	720135405076	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	KALLA PUSHPALAKSHMI	III B.Sc. (CBZ)	720135405077	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
10	KANTAMREDDY ASHA	III B.Sc. (CBZ)	720135405078	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
11	KARRI VISWANADHAM	III B.Sc. (CBZ)	720135405079	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	KOLANTI ANUSHA	III B.Sc. (CBZ)	720135405080	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
13	MAMIDI BHAGYALAKSHMI	III B.Sc. (CBZ)	720135405081	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P
14	MOGILI BHARGAVI	III B.Sc. (CBZ)	720135405082	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P

A. Anuradha

A. Satya

A. Aravinda

Ch. Devika

D. Divya

E. Vandana

G. Meenakshi

G. Usha Rani

K. Pushpa Lakshmi

K. Asha

K. Vishwanath

K. Anusha

M. Bhagya

M. Bhargavi



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YELLAMANCHILI - 531055, ANDHRA PRADESH



DEPARTMENT OF BOTANY

ADD-ON COURSE IN, 2022-2023

“Important Medicinal Plants Used in Our Daily Life”

Marks Award List

SL.NO	NAME	YEAR	GROUP	REGISTER NUMBER	Marks	Grade
1.	AGRAHARAPU ANURADHA	III Year	B.Sc (CBZ)	720135405069	23	A
2	AMAKANTI SATYA	III Year	B.Sc (CBZ)	720135405070	22	A
3	ARJILLI AMMAJI	III Year	B.Sc (CBZ)	720135405071	22	A
4	CHITTI DEVIKA	III Year	B.Sc (CBZ)	720135405072	27	A
5	DEVARA DIVYA	III Year	B.Sc (CBZ)	720135405073	20	A
6	ERIGILA VANDANA	III Year	B.Sc (CBZ)	720135405074	28	A
7	GORINTA MEENAKSHI	III Year	B.Sc (CBZ)	720135405075	26	A
8	GUDDATI USHA RANI	III Year	B.Sc (CBZ)	720135405076	25	A
9	KALLA PUSHPALAKSHMI	III Year	B.Sc (CBZ)	720135405077	20	A
10	KANTAMREDDY ASHA	III Year	B.Sc (CBZ)	720135405078	19	B
11	KARRI VISWANADHAM	III Year	B.Sc (CBZ)	720135405079	18	B
12	KOLANTI ANUSHA	III Year	B.Sc (CBZ)	720135405080	21	A
13	MAMIDI BHAGYALAKSHMI	III Year	B.Sc (CBZ)	720135405081	22	A
14	MOGILI BHARGAVI	III Year	B.Sc (CBZ)	720135405082	21	A
15	MOORA RATNA KUMARI	III Year	B.Sc (CBZ)	720135405083	20	A
16	OMMI KUMARI	III Year	B.Sc (CBZ)	720135405084	19	B
17	PADALA TRIVENI	III Year	B.Sc (CBZ)	720135405085	18	B
18	PEDAPUDI LATHA	III Year	B.Sc (CBZ)	720135405086	19	B
19	PUDI KAVYA	III Year	B.Sc (CBZ)	720135405087	18	B
20	RAJESWARI YANDA	III Year	B.Sc (CBZ)	720135405088	24	A
21	RANGALA NAVYA	III Year	B.Sc (CBZ)	720135405089	19	B
22	REDDI DAIVA MADHURI	III Year	B.Sc (CBZ)	720135405090	20	A
23	REKHA VENKATALAKSHMI	III Year	B.Sc (CBZ)	720135405091	21	A
24	SHAIK RAHIM TUNEESHA	III Year	B.Sc (CBZ)	720135405092	22	A
25	SONY GUDALA	III Year	B.Sc (CBZ)	720135405093	26	A
26	TELU SURYA LAKSHMI	III Year	B.Sc (CBZ)	720135405094	25	A
27	THANNERU MOUNIKA DEVI	III Year	B.Sc (CBZ)	720135405095	21	A
28	THOTA KUMARI	III Year	B.Sc (CBZ)	720135405096	16	C
29	BANDI TEJASWINI	III Year	B.Sc (CBZ)	721135405082	27	A
30	BANDI TEJOMAYEE	III Year	B.Sc (CBZ)	721135405083	18	B
31	BEERA SUKANYA	III Year	B.Sc (CBZ)	721135405085	25	A
32	BOLEM TEJASVI	III Year	B.Sc (CBZ)	721135405087	24	A
33	BONTHU DIVYA KRUPA	III Year	B.Sc (CBZ)	721135405089	20	A

In-Charge of the Department

Head of the Department
Department of Botany
S.G.A. Govt. Degree College
Yellamanchili-531055
Anakapalli District

Principal

S.G.A. Govt. Degree College
Yellamanchili-531 055
Anakapalli District. (A.P.)



S.G.A. GOVERNMENT DEGREE COLLEGE

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YELLAMANCHILI - 531055, ANDHRA PRADESH



DEPARTMENT OF BOTANY

ADD-ON COURSE 2022-23 IN

"Important Medicinal Plants Used in Our Daily Life"

CERTIFICATE

This is to certify that Mr./Ku ERIGILLA VANDANA S/o/D/o E. RAMANA
Group IIIrd B.Sc (CBZ) Regd. No 720135405074 has successfully completed
the Add-on course in "Important Medicinal Plants Used in our Daily Life" in this
college held from 29-06-2022 to 03-10-2022 and awarded with 'A' Grade.

Head of the Department

Head of the Department

Department of Botany

S.G.A. Govt. Degree College

Yellamanchili-531055

ANAKAPALLI District

Principal

S.G.A. Govt. Degree College

Yellamanchili-531 055

Anakapalli District. (A.P.)



S.G.A.GOVERNMENT DEGREE COLLEGE

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VELLAMANCHILI - 531055, ANDHRA PRADESH



DEPARTMENT OF BOTANY

ADD-ON COURSE IN

"Important Medicinal Plants Used in Our Daily Life"

Distribution of Add On course Certificates





S.G.A. GOVERNMENT DEGREE COLLEGE

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VELLAMANCHILI - 531055, ANDHRA PRADESH



DEPARTMENT OF BOTANY

ADD-ON COURSE IN

"Important Medicinal Plants Used in Our Daily Life"

Summary Report

The Department of Botany has started Add-on Course on the topic entitled "Important Medicinal Plants Used in our Daily Life" with 33 Students from III CBZ Group. The faculty of Botany Department have conducted 15 theory and 15 practical classes to complete the syllabus within stipulated time. The Exams were conducted to registered students for 50 marks and issued certificates to 33 successful students.

The Knowledge of Ayurvedic information is hidden in the books only and not used by the people and became wasted. To make proper usage and to make an awareness on important medicinal plants present in the kitchen of every home, the Department of Botany has aimed to start this Add-on course. So that the people became aware of plants products present in the kitchen and can able to cure their routine ailments in their daily Life. We treat our kitchen itself as a herbal medical store in our home. By effective usage of these herbal products from kitchen makes everybody acquire good health and fulfils the principle of "All is Well".

1. Number of students enrolled: 33
2. Number of students completed: 33
3. Theory hours: 15
4. Practical hours: 15
5. Maximum Marks: 50
6. Time: 2 hours

Course Co-ordinator
Head of the Department
Department of Botany
S.G.A. Govt. Degree College
Yellamanchili-531055
ANAKAPALLI District

Lecturer

Principal
Principal
S.G.A. Govt. Degree College
Yellamanchili-531 055
Anakapalli District. (A.P.)



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YELLAMANCHILI - 531055, ANDHRA PRADESH



Minutes of the meeting

The faculty of department of Economics met on 20-12-2022 and discussed the following matters Resolve to start an add on course in the Department of Economics.

Resolve to start an add on course in the Department of Economics

1. To submit a letter to the principal for getting the permission to start an add-on course.
2. To prepare syllabus to the add on course
3. To start the students with a minimum of 19 students.
4. To conduct eight week add on course, 30 teaching hours.
5. Permission to conduct the add on course by the Economics faculty,

SIGNATURE OF THE LECTUERE
Lecturer

Dept. of Economics & RI
SGA Govt. Degree College
Yellamanchili - 531 055

HEAD OF THE DEPARTMENT
HEAD OF THE DEPARTMENT
Dept. of Economics
S.G.A. Govt. Degree College
Yellamanchili - 531055
Anakapalli District



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YELLAMANCHILI - 531055, ANDHRA PRADESH



PERMISSION LETTER TO START ADD-ON COURSE

FROM

THE HEAD OF THE DEPARTMENT

DEPARTMENT OF ECONOMICS

SGA GOVT. DEGREE COLLEGE, YELLAMANCHILI.

TO

PRINCIPAL,

SGA GOVT. DEGREE COLLEGE,

YELLAMANCHILI

Sub: Permission to start an add-on course & and permission to nominate the Economics Faculty as a faculty for that add-on course - regarding

REF: Resolution copy of the department of Economics.

Sir,

As per the resolution of the department of Economics we are very much interested to start an add-on course with a title on "MUTUAL FUNDS -II" for II B.A (HERI) students, So, we are requesting you to give permission to start that add-on course and also permit us to act as the faculty for the add-on course.

Thanking you sir.

Principal

**S.G.A. Govt. Degree College
Yellamanchili-531 055
Anakapalli District. (A.P.)**



S.G.A.GOVERNMENT DEGREE COLLEGE

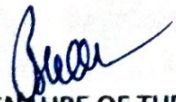
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YELLAMANCHILI - 531055, ANDHRA PRADESH



ENROLLED STUDENTS FOR ADD ON COURSE

S.NO	NAME OF THE STUDENT	YEAR	GROUP	REGISTER NO.	SIGNATURE OF THE STUDENT
1	A.S.SATYA KUMARI	III YEAR	B.A.	121135401002	A.S. Satya Kumari
2	A.NOOKARAJU	III YEAR	B.A.	121135401003	A. Nooka Raju
3	B.KUSUMA	III YEAR	B.A.	121135401005	B. Kusuma
4	B.PRASAD	III YEAR	B.A.	121135401006	B. PRASAD
5	B.TEJARUPINI	III YEAR	B.A.	121135401007	B. Teja Rupini
6	D.NANI	III YEAR	B.A.	121135401008	D. Nani
7	G.VIJAYA	III YEAR	B.A.	121135401009	G. vijaya
8	G.NOOKARATNAM	III YEAR	B.A.	121135401010	G. Nookaratnam
9	J.GUNA SEKHAR	III YEAR	B.A.	121135401011	J. Guna shekar
10	M.D.N.S.SURYA LAKSHMI	III YEAR	B.A.	121135401012	M.D.N.S.S. Lakshmi
11	M.HEMANTH	III YEAR	B.A.	121135401013	M. HEMANTH
12	M.SRINU	III YEAR	B.A.	121135401014	M. Srinu
13	P.VINAY KUMAR	III YEAR	B.A.	121135401015	P. Vinay Kumar
14	P.RAMESH	III YEAR	B.A.	121135401016	P. RAMESH
15	T.RAJESH	III YEAR	B.A.	121135401017	T. Rajesh
16	V.MANI KUMAR REDDY	III YEAR	B.A.	121135401018	V. Mani Kumar Reddy
17	V.DURGA SRI	III YEAR	B.A.	121135401019	V. Durga Sri
18	V.HEMA LATHA	III YEAR	B.A.	121135401020	V. Hema Latha
19	Y.SAI DURGA	III YEAR	B.A.	121135401021	Y. Sai Durga

1) 
SIGNATURE OF THE LECTURE


SIGNATURE OF THE PRINCIPAL
Principal

S.G.A. Govt. Degree College
Yellamanchili-531 055
Anakapalli District. (A.P.)



Course Outcome:

At the end of this course students will be able to:

1. Understanding the Legalities Mutual funds
2. Know the role of sponsor and trustee.
3. Understanding fund constituent regulations
4. Investment restrictions and regulations
5. Get knowledge on Investor rights and obligations

Syllabus:

Fund Structure and Constituents, Legal & Regulatory Environment Structure of mutual funds in India and related regulations

Module I

Role of the sponsor, trustee and Asset Management Company (AMC) and related regulations

Module II

Role of other fund constituents and related regulation - Role & Functions of regulators in India-SEBI, SRO, AMFI

Module III

AMFI Code of Ethics - Investment restrictions and related regulations - Investor rights and obligations

Reference books:

1. The Mutual Fund Industry by R. Glenn Hubbard
2. Mutual Funds -Ladder to wealth creation by Vivek Negi
3. 3. Common Sense on Mutual Funds: New Imperatives for the Intelligent Investo by John. C .Bog
4. Taxmann's Mutual Fund Distributors
5. Indian Mutual Funds Handbook (5th Edition)



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YELLAMANCHILI - 531055, ANDHRA PRADESH



DEPARTMENT OF ECONOMICS

ADDON COURSE IN MUTUAL FUNDS - II

ATTENDANCE SHEET OF ENROLLED STUDENTS

S. No.	Name of the student	20	21	22	23	27	28	29	30	31	2	3	4	5	6	7	Signature of the student
1	A.S.SATYA KUMARI	P	P	P	a	P	P	P	a	P	P	P	P	P	P	P	A.S. Satya Kumari
2	A.NOOKARAJU	P	P	P	P	P	a	P	P	P	P	P	P	P	P	P	A. Nookaraju
3	B.KUSUMA	P	P	P	P	P	P	P	P	P	a	P	P	P	P	P	B. Kusuma
4	B.PRASAD	P	P	a	P	P	P	a	P	P	P	P	P	P	P	P	B. PRASAD
5	B.TEJARUPINI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	B. Tejarupini
6	D.NANI	P	P	P	P	a	P	P	P	P	P	P	P	a	P	P	D. Nani
7	G.VIJAYA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	G. Vijaya
8	G.NOOKARATNAM	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	G. Nookaratnam
9	J.GUNA SEKHA	P	a	P	P	a	P	P	P	P	P	P	P	P	P	P	J. Guna Sekha
10	M.D.N.S.S.LAKSHMI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	M.D.N.S.S. Lakshmi
11	M.HEMANTH	a	P	P	P	P	P	P	a	P	P	P	P	P	a	P	M. Hemanth
12	M.SRINU	P	P	P	a	P	P	a	P	P	P	a	P	P	P	P	M. Srinu
13	P.VINAY KUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P. Vinay Kumar
14	P.RAMESH	P	P	a	P	P	P	P	a	P	P	P	a	P	P	P	P. RAMESH
15	T.RAJESH	P	P	P	a	P	P	P	P	a	P	P	P	P	P	P	T. Rajesh
16	V.M. KUMAR REDDY	P	P	P	P	a	P	P	P	P	P	P	P	a	P	P	V. Manikumar Reddy
17	V. DURGA SRI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	V. Durgasri
18	V.HEMA LATHA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	V. Hema Latha
19	Y.SAI DURGA	P	a	P	P	P	a	P	P	a	P	P	P	P	a	P	Y. Sai Durga

SIGNATURE OF THE LECTURER
Lecturer

Dept. of Economics & RI
S.G.A. Govt. Degree College
Yellamanchili - 531 055

SIGNATURE OF THE PRINCIPAL
Principal

S.G.A. Govt. Degree College
Yellamanchili - 531 055
Anakapalli District. (A.P.)



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YELLAMANCHILI - 531055, ANDHRA PRADESH



DEPARTMENT OF ECONOMICS (2022-23)

ADD ON COURSE – MUTUAL FUNDS II

Time: 1.30 Hours

Maximum: 50 Marks

Section – A (2X10 =20)

I. Answer any two questions

1. Explain the role and regulations of Asset Management Company (AMC)
2. Discuss the Investor Rights and obligations
3. Describe the functions of SEBI

Section – B (6X5 =30)

II. Answer any six questions

4. Role of Trustee
5. Investment restrictions
6. Investment regulations
7. Functions of SRO
8. AMFI Code of Ethics
9. Role of other fund constituents
10. Role of Sponsor



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YELLAMANCHILI - 531055, ANDHRA PRADESH



Award of certificate Course

At the end of the course the students are supposed to write an essay, Short answer type questions, make an oral presentation and participate in discussion. The students will be awarded certificate on successful completion of the course. Required Pass percentage is 40%



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DEPARTMENT OF ECONOMICS

CERTIFICATE

This Certificate is awarded to Sri/Smt./Kum _____

*_____ Of B.A. (HERI) _____ year on completion of Add-on
course in Mutual Funds organized by Department of Economics for the
Academic Year 2022-23.*

Course Co-ordinator
Department of Economics

Principal
Head of the Institution



DEPARTMENT OF ECONOMICS

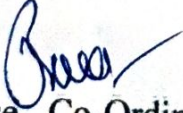
Add-on Course on 'Mutual Funds II' for the academic year 2022-23

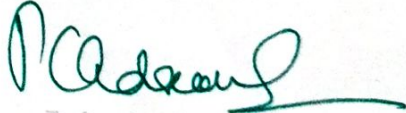
SUMMARY REPORT

The department of Economics has started **Add - on course on "Mutual Funds- II"** with 17 students from **B.A. 2ND** years of SGA GDC. Department of Economics conducted 30 classes to complete the syllabus within stipulated time from 20/12/2022 to 07-01-2023. The exams were conducted to registered students for 50 marks and issued certificates to all students.

Mutual Funds Subject is one of the important employment fields in present era. There are ample of opportunities to student's financial market especially in Mutual Fund market. So Department of Economics introduced this course for the benefit of students in their future. All the students were presented and gained proper knowledge in Mutual Fund in the financial market.

1. Number of students enrolled: 19
2. Number of students completed: 19
3. Classes conducted: 30 hours
4. Maximum marks: 50 marks
5. Time: morning and evening 2 hours. (9 a.m. and 5 a.m.)


Course Co-Ordinator
Lecturer
Dept. of Economics & RI
SGA Govt. Degree College
Yellamanchili - 531 055


Principal
Principal
S.G.A. Govt. Degree College
Yellamanchili-531 055
Anakapalli District. (A.P.)

02-07-22

Yellamanchili

SGA GOVT. DEGREE COLLEGE, YELLAMANCHILI

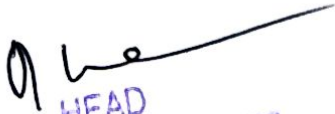
DEPARTMENT OF COMMERCE


DEPARTMENTAL MEETING

Minutes of the meeting

The faculty of department of Commerce met on 02-07-22 and discussed the following matters

1. Resolve to start an add-on course in the Department of Commerce
2. To submit a letter to the principal for getting the permission to start an add-on course.
3. To prepare syllabus to the add-on course
4. To start the students with a minimum of 30 students.
5. To conduct six weeks add-on course 45 teaching and practical hours.
6. To conduct EXAM at the end of the Course and to issue course completion certificates to successfully completed students
7. Permission to utilize the Commerce Computer lab to conduct the practical for this add-on course.
8. Permission to conduct the add-on course by the Commerce faculty.
9. Continuing the add-on course for the next coming years.


HEAD
Department Of Commerce
SGA. Govt. Degree College
Yellamanchili - 531055
Visakhapatnam Dist.,


Principal
S.G.A. Govt. Degree College
YELLAMANCHILI - 531.055
Visakhapatnam District.

PERMISSION LETTER TO START ADD-ON COURSE

FROM

THE HEAD OF THE DEPARTMENT,
DEPARTMENT OF COMMERCE
SGA GOVT. DEGREE COLLEGE
YELLAMANCHILI.

TO


PRINCIPAL,
SGA GOVT. DEGREE COLLEGE,
YELLAMANCHILI.

Sub: Permission to start an add-on course & and permission to nominate the
Commerce faculty as a faculty for that addon course - regarding
REF: Resolution copy of the department of Commerce.

Respected sir,

As per the resolution of the department of Commerce we are very much interested to start an addon course with a title **TALLY ERP 9** for the B.com (Gen) students, so, we are requesting you to give permission to start that addon course and also permit us to act as the faculty for the addon course.

TPhanking you sir.

 **HEAD**
Department Of Commerce
SGA. Govt. Degree College
Yellamanchili - 531055
Visakhapatnam Dist.,



Power of Simplicity

• Detailed Syllabus of Tally.ERP9 With GST

1. Company Info Menu

- Select Company
- Shut company
- Create company
- Alter company
- Security control
- Change tally vault
- Split company data
- Backup
- Restore
- Tally audit feature

2. Accounting Information

- Accounting Configuration & Features
- Group Creation
- Multiple Group Creation
- Ledger Creation
- Multiple Ledger Creation
- New Voucher Creation
- Advance Ledger Creation

3. Inventory Information

- Inventory configuration & features
- Inventory info. Menu
- Stock groups

- Stock categories
- Stock item
- Unit of measurement
- Bills of materials
- Locations / Godowns
- Batches & Expiry
- Inventory voucher types
- HSN Code Updates

4. Voucher Entry

- Accounting voucher
- Inventory voucher
- optional & non-accounting voucher
- Order processing
- Advanced voucher entry

5. Advanced Accounting Features

- Cost category & cost centres
- Budgets
- Interest calculations
- Cheque printing
- Credit limits
- Scenario management
- Reorder levels & reorder quantity
- Price level & price lists



6. Quick setup

- Tally .net
- Excise for manufactures
- Excise for dealer
- Value-Added Tax
- Tax deducted at source
- Tax collected at source

7. Taxation

- Excise for manufacture
- Service tax
- Tax deducted at source(TDS)&TCS
- Value added tax(VAT)
- Central state tax(CST)
- Payroll features of Tally

8. Data management & Administration

- Backup & Restore
- Split a company, export & Import of data
- E-Capabilities (E-mail a report from tally. E.R.P9)
- Uploading the reports generated from tally.E.R.P9
- Tally ODBC, Inward connectivity
- Security controls
- Tally Audit Feature
- Tally Vault

9. Reports

- Display financial statements (Display balance – sheet, configuring the balance sheet, Integrate accounts with inventory, setting closing-stock manually in the balance sheet with different stock valuation methods)
- Display profit & loss A/c(configuring profit & loss A/c , income/expense statement instead of P&L)
- Display trial balance (configuring in trial balance)
- Display registers & ledgers (display sales register , purchase register, cash book , bank book, journal register, day book, statement of accounts)

10. Online Taxation Return

- Fill online ITR(Income Tax Return) download and filling forms.
- Fill online VAT,CST Return
- Excise Return & Forms
- Online service tax return
- TCS,TDS return

11. Introduction to GST

- Concept of GST
- Rate of GST
- GST in other countries
- Categories of GST
- Other concepts.

12. GST (Goods & Services Tax)

SGA GOVT. DEGREE COLLEGE, YELLAMANCHILI

DEPARTMENT OF COMMERCE

ENROLLED STUDENTS FOR THE ADDON COURSE

TALLY ERP 9

S.NO	NAME	GROUP	REGISTER NUMBER	STUDENT SIGNATURE
1.	ALETI REVATHI	IB.Com	121135403001	A. Revathi
2	ANALA NIKILA	IB.Com	121135403003	A. Nikila
3	BOBBILI TEJASWINI	IB.Com	121135403005	B. Tejaswini
4	BODDAPU NOOKESWAARI	IB.Com	121135403006	B. NOOKESWARI
5	CHZLZPZLLI NAGA SURYA PRABHAVATHI	IB.Com	121135403009	Ch. N. S. prabhavathi
6	CHIMBAKAYALADEVIKA	IB.Com	121135403010	Ch. Devika
7	CHIMBAKAYALA NAGA LAKSHMI	IB.Com	121135403011	Ch. Naga Lakshmi
8	CHANNA SARIKA	IB.Com	121135403012	Ch. Sarika
9	GEDDAM VASANTHA KUMARI	IB.Com	121135403014	G. Vasanthe Kumari
10	GOLLORI MOHANDAS	IB.Com	121135403015	G. Mohandas
11	GORLE SANDYA RANI	IB.Com	121135403016	G. Sandya Rani
12	GUDESA HEMANJALI	IB.Com	121135403017	G. HEMANJALI
13	KADIMI NAGESWARI	IB.Com	121135403002	K. Nageswari
14	KALAGA RESHMA	IB.Com	121135403019	K. Reshma
15	KALUKURASA RAVI KIRAN	IB.Com	121135403020	K. Ravi Kiran
16	THANTAPU REDDY LEELA VATHI	IB.Com	121135403021	K. Leelavathi
17	KARRI DEVULLU	IB.Com	121135403022	K. Devullu
18	KAEI MAALATHI	IB.Com	121135403023	K. MAALATHI
19	KASINA DEVI MOUNIKA AKSHAYA BRAVYA	IB.Com	121135403024	K. D. M. A. Sravya
20	KOMMOJI JYOSHNA THANUJA	IB.Com	121135403025	K. Jyothsna Thanuja
21	KOPPANA DURGA NAGA PRASAD	IB.Com	121135403026	K. NAGADURGA PRASAD
22	KOSURU NAGA LAKSHMI	IB.Com	121135403027	K. Naga Lakshmi
23	LANKA KEERAVANI	IB.Com	121135403028	L. Keeravani
24	MANTHINA MOUNIKA	IB.Com	121135403029	M. MOUNIKA
25	MOTURU NAGESWARAORAO	IB.Com	121135403031	M. Nageswararao
26	MUTHA SIREESHA	IB.Com	121135403033	M. Sireesha
27	NADIGATLA NAGESWARI	IB.Com	121135403034	N. Nageswari
28	NAKARABOYANA SURYABREE	IB.Com	121135403035	N. Suryabree
29	NEBARTHI CHENDRIKA	IB.Com	121135403036	N. chandrika
30	OMMI LEELA	IB.Com	121135403037	O. LEELA

SGA GOVT. DEGREE COLLEGE, YELLAMANCHILI

DEPARTMENT OF COMMERCE

ENROLLED STUDENTS FOR THE ADDON COURSE

TALLY ERP 9

S.NO	NAME	GROUP	REGISTER NUMBER	STUDENT SIGNATURE
31	PAIRAPU CHIRANJEEVI	IB.Com	121135403039	P. Chiranjeevi
32	PAKKURTHI PAVANI	IB.Com	121135403040	P. Pavani
33	PALLA PRASAD	IB.Com	121135403041	P. Prasad
34	PILLA SRAVANI	IB.Com	121135403042	P. Sravani
35	RAAVI BHAVANI	IB.Com	121135403044	R. Bhavani
36	RAVADA KASI	IB.Com	121135403045	R. Kasi
37	ROWTHU DURGA PRASAD	IB.Com	121135403047	R. Pallavi
38	RUTHALA PALLAVI	IB.Com	121135403048	R. Pallavi
39	TANTATI VIJAY	IB.Com	121135403049	T. Vijay
40	THUMMPALA ARAVIND SWAMY	IB.Com	121135403050	T. Aravind Swamy
41	VANKARA MADHURI	IB.Com	121135403051	V. Madhuri
42	VEESAM MADHURI	IB.Com	121135403052	V. Madhuri
43	YANDA HARI PRASAD	IB.Com	121135403053	Y. Hari Prasad
44	A.SAI SANDHYA	IIB.Com	120135403001	A. Sai Sandhya
45	B.HEMALATHARUPASUSHMA	IIB.Com	120135403002	B. Hemalatharupasushma
46	B.VIJAYA	IIB.Com	120135403003	B. VIJAYA
47	CH.KANAMAHALAKSHMI	IIB.Com	120135403004	Ch. Kanama Mahalakshmi
48	CH NOOKARATNAM	IIB.Com	120135403005	Ch. Nookaratnam
49	CH.RAJU	IIB.Com	120135403006	Ch. RAJU
50	D.YAMUNA	IIB.Com	120135403007	D. Yamuna
51	D. SUJATHA	IIB.Com	120135403008	D. Sujatha
52	E.YASU BABU	IIB.Com	120135403009	E. Yasu Babu
53	E.RADHIKA	IIB.Com	120135403010	E. Radhika
54	G.SURYA LAKSHMI	IIB.Com	120135403011	G. Suryalakshmi
55	G.NAGA LAKSHMI	IIB.Com	120135403012	G. Naga Lakshmi
56	K.NAGA MANI	IIB.Com	120135403013	K. naga mani
57	K.DURGA PRASAD	IIB.Com	120135403014	K. Durga Prasad
58	K.RAMYA	IIB.Com	120135403015	K. Ramya
59	K.SUDHA	IIB.Com	120135403016	K. Sudha
60	K.SUNIL	IIB.Com	120135403017	K. Sunil
61	K.NOOKA RATNAM	IIB.Com	120135403018	K. Nookaratnam
62	K.SURADA	IIB.Com	120135403019	K. Su Rada
63	K.PRAVALLIKA DAVI	IIB.Com	120135403020	K. pravallika Davi
64	K.DHANA	IIB.Com	120135403021	K. Dhana
65	K.JHANSI RANI	IIB.Com	120135403022	K. Jhansi Rani
66	K.SAIJYOSHNA	IIB.Com	120135403023	K. Sai Jyoshna
67	K.RAMESH	IIB.Com	120135403024	K. Ramesh


SGA GOVT. DEGREE COLLEGE, YELLAMANCHILI

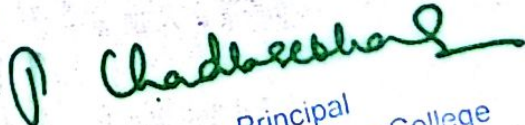
DEPARTMENT OF COMMERCE

ENROLLED STUDENTS FOR THE ADDON COURSE

TALLY ERP 9

S.NO	NAME	GROUP	REGISTER NUMBER	STUDENT SIGNATURE
68	K.VANI	IIB.Com	120135403025	K.VANI
69	M.DHARMARAJU	IIB.Com	120135403026	M. Dharmaraju
70	M.NAVENDRA	IIB.Com	120135403027	M. Navendra
71	N.VASU	IIB.Com	120135403028	N. Vasu
72	N.LAKSHMI GANESH	IIB.Com	120135403029	N. Lakshmi Ganesh
73	P.GANESH	IIB.Com	120135403030	P. Ganesh
74	P.SURYAKALA	IIB.Com	120135403031	P. Suryakala
75	P.BHAVANI	IIB.Com	120135403032	P. BHAVANI
76	P.SUKANYA	IIB.Com	120135403034	P. Sukanya
77	P.VENKATA LAKSHMI	IIB.Com	120135403035	P. VENKATA LAKSHMI
78	R.VARALAKSHMI	IIB.Com	120135403037	R. Varalakshmi
79	S.HYMAVATHI	IIB.Com	120135403039	S. HYMAVATHI
80	S.YAKUB RAJU	IIB.Com	120135403040	S. Yakub Raju
81	T.LEELA	IIB.Com	120135403042	T. LEELA
82	U.NAVEEN	IIB.Com	120135403043	U. NAVEEN
83	U.MAYURI	IIB.Com	120135403044	U. MAYURI
84	V.SAI	IIB.Com	120135403045	V. Sai


HEAD
Department Of Commerce
S.G.A. Govt. Degree College
Yellamanchili - 531055
Visakhapatnam Dist.,


Principal
S.G.A. Govt. Degree College
YELLAMANCHILI - 531.055
Visakhapatnam District.

ATTENDANCE SHEET

[illegible]

ATTENDANCE SHEET

[illegible]

HEAD
Department Of Commerce
SGA, Govt. Degree College
Yellamanchili - 531055
Visakhapatnam Dist.,

Chadwick

Principal
S.G.A. Govt. Degree College
YELLAMANCHILI - 531 055
Visakhapatnam District.

ADD ON COURSE

Tally ERP 9

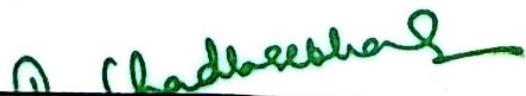
Brief Summary:

Tally ERP 9 is an accounting software widely used by businesses to manage their financial transactions and operations. It offers features such as financial accounting, inventory management, payroll processing, invoicing, tax management, and more. Tally ERP 9 enables businesses to maintain accurate and up-to-date financial records, generate reports, comply with tax regulations, and streamline their overall business processes. It is known for its user-friendly interface, robust capabilities, and widespread adoption in various industries.

Outcomes:

The outcomes of using Tally ERP 9 can be summarized as follows:

1. **Efficient Financial Management:** Tally ERP 9 helps businesses effectively manage their financial transactions and maintain accurate financial records. It automates various accounting processes, including ledger management, bank reconciliation, and financial statement generation, leading to improved financial management.
2. **Streamlined Business Operations:** With features like inventory management, invoicing, and purchase order processing, Tally ERP 9 helps businesses streamline their operations. It allows for better control over stock levels, efficient order processing, and seamless integration with other business functions.
3. **Compliance with Tax Regulations:** Tally ERP 9 incorporates tax management capabilities, enabling businesses to comply with tax regulations and statutory requirements. It facilitates accurate tax calculations, generates tax reports, and supports filing tax returns, thereby ensuring compliance and avoiding penalties.
4. **Enhanced Decision Making:** The software provides comprehensive and real-time financial reports and analysis, enabling businesses to make informed decisions. It offers insights into profitability, cash flow, sales trends, and other key financial indicators, empowering management to make strategic choices.
5. **Improved Productivity:** Tally ERP 9 automates several manual accounting tasks, reducing the need for manual data entry and minimizing errors. This boosts overall productivity, saves time, and allows employees to focus on more value-added activities.




SGA GOVT. DEGREE COLLEGE
DEPARTMENT OF CHEMISTRY
DEPARTMENTAL MEETING

MINUTES OF MEETING :

The faculty of Department of Chemistry met on 17-04-2023 and discussed the following matter.

1. Resolve to start an add on course in the department of chemistry.
2. To submit a letter to the principal for getting the permission to start an add on course.
3. To prepare the syllabus for the add-on course.
4. To start the course with a minimum of 20 students .
5. To conduct an 8 week add on course including 60 teaching and practical hours.
6. Permission to utilise the computer science laboratory to conduct practicals for this add-on course.
7. Permission to conduct an add on course by the chemistry faculty.
8. Continuing the add on course of the next three years.


Principal
J.G.A. Govt. Degree College
Yellamanchi, 531 055
Anakapalli District. (A.P.)

Permission letter to start an add on course

From
The Head of the department,
Department of Chemistry
SGA Govt Degree College, Yellamanchili

Date :17-04-2023

To
The Principal
SGA Govt Degree College,
Yellamanchili.


Sub : Permission to start an add on course and permission to nominate the
chemistry faculty as the faculty for add on course - regarding.

Ref : Resolution copy of the Department of Chemistry

Respected sir,

As per the resolution of the department of Chemistry. We are very much interested in starting an add on course with the title "CHEMISTRY EVERY DAY IN LIFE" for the third year B.sc Chemistry students. So we are requesting you to give permission to start that add on course and also permit us to act as the faculty for the add on course.

Thanking you sir,


Principal
S.G.A. Govt. Degree College
Yellamanchili - 531 055
Anakapalli District. (A.P.)

SGA GOVT. DEGREE COLLEGE
DEPARTMENT OF CHEMISTRY
ADD-ON COURSE ON CHEMISTRY EVERY DAY IN LIFE
Syllabus

Unit 1: Introduction to Chemistry in Everyday Life


- Overview of Chemistry
- Importance of Chemistry in Daily Life
- Basic Concepts in Chemistry

Unit 2: Applications of Chemistry in Daily Life

- Chemical Reactions in the Kitchen
- Household Chemicals and Their Uses
- Chemistry in Personal Care Products
- Environmental Chemistry and its Impact

Unit 3: Chemistry and Health

- Role of Chemistry in Medicine
- Chemicals in Food and Nutrition
- Chemistry in Pharmaceuticals
- Understanding Chemicals in the Body


Principal
G.A. Govt. Degree College
Yellamanchili - 531 055
Anaparthi District. (A.P.)

SGA GOVT. DEGREE COLLEGE
DEPARTMENT OF CHEMISTRY

Add on course : Question paper:

Section A: Introduction to Chemistry in Everyday Life (Total Marks: 10)

1. Question 1 (5 marks):

- Define the term "Chemistry" and explain its significance in our daily lives.
- Discuss two basic concepts in chemistry and how they are relevant to everyday experiences.

2. Question 2 (5 marks):

- Elaborate on the importance of chemistry in our daily lives.
- Provide examples of how basic chemical concepts can be applied to solve everyday problems.

Section B: Applications of Chemistry in Daily Life (Total Marks: 10)

3. Question 3 (5 marks):

- Discuss the chemical reactions that take place in the kitchen during common cooking processes.
- Provide examples of how these reactions contribute to the flavors and textures of different foods.

4. Question 4 (5 marks):

- Identify and explain the uses of household chemicals in daily life.
- Explore the environmental impact of common household chemicals and suggest alternatives.

Section C: Chemistry and Health (Total Marks: 10)

5. Question 5 (5 marks):

- Explain the role of chemistry in the field of medicine.
- Discuss how chemical advancements have contributed to the development of medical treatments.

6. Question 6 (5 marks):

- Analyze the presence of chemicals in food and their impact on nutrition.
- Evaluate the significance of chemistry in the pharmaceutical industry and the creation of medications.


Principal

G.A. Govt. Degree College
Yellamanchili-531 055
Anakapalli District. (A.P.)

DEPARTMENT OF CHEMISTRY

Enrolled students list

S.NO	REGISTERED NO	NAME OF OF STUDENT	COURSE
1	721135405001	A.SURYA PRASAD	BSC MPC
2	721135405002	A.LAKSHMI LAVANYA	BSC MPC
3	721135405003	B.VARSHA SRI	BSC MPC
4	721135405004	B.RADHA	BSC MPC
5	721135405005	B.BHANU	BSC MPC
6	721135405006	B.KARUNA KUMAR	BSC MPC
7	721135405007	B.KARUNA KUMAR	BSC MPC
8	721135405008	B.SIRISHA	BSC MPC
9	721135405009	C.DEVI	BSC MPC
10	721135405010	CH.RAJYALAKSHMI	BSC MPC
11	721135405011	C.CHITTI	BSC MPC
12	721135405012	D.PRASAD	BSC MPC
13	721135405013	D.BALAVEERAMANI	BSC MPC
14	721135405014	D.DIVYA RANI	BSC MPC
15	721135405015	D.RUPAVATHI	BSC MPC
16	721135405016	G.NAGESWAAO	BSC MPC
17	721135405017	G.AKHIL	BSC MPC
18	721135405018	K.VENKATA NAGESWARI	BSC MPC
19	721135405019	K.NAGESH	BSC MPC
20	721135405020	K.PRASAD	BSC MPC
21	721135405021	K.VARALAKSHMI	BSC MPC
22	721135405022	K.DURGA RAVI KUMAR	BSC MPC


23	721135405023	K.PAVANI	BSC MPC
24	721135405024	K.SIVAKRISHNA	BSC MPC
25	721135405025	M.LOKESWARI	BSC MPC
26	721135405026	M.NANIBABU	BSC MPC
27	721135405027	M.BHARATHI	BSC MPC
28	721135405028	O.PAVAN	BSC MPC
29	721135405029	P.GAYATHRI	BSC MPC
30	721135405030	P.SIVAPARVATHI	BSC MPC



Principal
G.A. Govt. Degree College
Yellamanchili - 531 055
Srikapalli District. (A.P.)

Model Certification :




Principal
S.G.A. Govt. Degree College
Yellamanchili - 531 055
Anakapalli District. (A.P.)

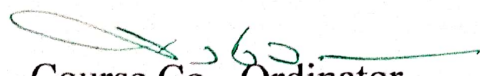
DEPARTMENT OF CHEMISTRY
ADD-ON COURSE ON CHEMISTRY EVERY DAY IN LIFE


SUMMARY REPORT

The department of CHEMISTRY has started an Add - on course on "CHEMISTRY EVERY DAY IN LIFE" with 30 students from third year B.Sc Chemistry students of SGA GDC. Department CHEMISTRY conducted 60 classes to complete the syllabus. The exams were conducted to registered students for 30 marks and issued certificates to all students.

CHEMISTRY EVERY DAY IN LIFE is one of the important employment fields in the present era. There are opportunities for students in Pharmaceutical companies and MNCs. So the Department of CHEMISTRY introduced this course for the benefit of students in their future. All the students were presented and gained proper knowledge in APPLICATIONS OF CHEMISTRY EVERY DAY IN LIFE.

1. Number of students enrolled : 30
2. Number of students completed : 30
3. Theory Classes conducted : 45 hours
4. Practical Classes conducted : 15 hours
4. Maximum marks : 30 marks
5. Time : Afternoon 1 hour (4PM to 5PM).


Course Co - Ordinator
Head of the Department
Department of Physics
S.G.A. Govt. Degree College
Yellamanchili-531055
ANAKAPALLI District


Principal
Principal
G.A. Govt. Degree College
Yellamanchili-531 055
Anakapalli District. (A.P.)



S.G.A. GOVERNMENT DEGREE COLLEGE

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YELLAMANCHILI - 531055, ANDHRA PRADESH



DEPARTMENT OF HISTORY

DEPARTMENTAL MEETING 2022-23

Minutes of the meeting

The faculty of department of History met on 21-12-2022 and discussed the following matters
Resolve to start an Add on course in the Department of History.

Resolve to start an add on course in the Department of History

- ❖ To submit a letter to the principal for getting the permission to start an add-on course.
- ❖ To prepare syllabus to the add on course
- ❖ To start the students with a minimum of 19 students.
- ❖ To conduct eight week add on course, 30 teaching hours.
- ❖ Permission to conduct the add on course by the History faculty,
- ❖ Continuing the add-on course for the next three years.



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PERMISSION LETTER TO START ADD-ON COURSE

FROM

THE HEAD OF THE DEPARTMENT

DEPARTMENT OF History

SGA GOVT. DEGREE COLLEGE, YELLAMANCHILI.

TO

PRINCIPAL,

SGA GOVT.DEGREE COLLEGE,

YELLAMANCHILI

Sub: Permission to start an add-on course & and permission to nominate the History Faculty as a faculty for that Add-on course - regarding

REF: Resolution copy of the department of History.

Sir,

As per the resolution of the department History of we are very much interested to start an Add-on course with a title on “**TECHNIQUES OF HISTORY WRITING**” for II B.A (HERI) students, So, we are requesting you to give permission to start that add-on course and also permit us to act as the faculty for the add-on course.

Thanking you sir.

Principal
S.G.A. Govt. Degree College
Yellamanchili-531 055
Anaparthi District. (A.P.)



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YELLAMANCHILI - 531055, ANDHRA PRADESH



List of students enrolled in Add on Course from II B.A. (HERI)

S. No.	NAME OF THE STUDENT	REGD.NO.	GROUP	MARKS (Max.marks:50)
1	A.S.SATYA KUMARI	121135401002	II B.A.	43
2	A.NOOKARAJU	121135401003	II B.A.	34
3	B.KUSUMA	121135401005	II B.A.	49
4	B.PRASAD	121135401006	II B.A.	32
5	B.TEJARUPINI	121135401007	II B.A.	48
6	D.NANI	121135401008	II B.A.	36
7	G.VUJAYA	121135401009	II B.A.	45
8	G.NOOKARATNAM	121135401010	II B.A.	45
9	J.GUNA SEKHAR	121135401011	II B.A.	30
10	M.D.N.S.SURYA LAKSHMI	121135401012	II B.A.	38
11	M.HEMANTH	121135401013	II B.A.	30
12	M.SRINU	121135401014	II B.A.	31
13	P.VINAY KUMAR	121135401015	II B.A.	36
14	P.RAMESH	121135401016	II B.A.	31
15	T.RAJESH	121135401017	II B.A.	32
16	V.MANI KUMAR REDDY	121135401018	II B.A.	33
17	V.DURGA SRI	121135401019	II B.A.	41
18	V.HEMA LATHA	121135401020	II B.A.	46
19	Y.SAI DURGA	121135401021	II B.A.	39



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Course Outcome:

At the end of this course students will be able to:

1. ***Source Analysis:*** Students will learn to critically evaluate primary and secondary sources, discerning biases and reliability.
2. ***Argument Construction:*** they should be able to construct compelling historical arguments by synthesizing information and presenting coherent narratives.
3. ***Research Skills:*** Develop proficient research skills, including effective use of archives, libraries, and digital resources.
4. ***Communication:*** Improve written and oral communication skills to articulate historical perspectives with clarity and precision.
5. ***Historiographical Awareness:*** Gain an understanding of different historiographical approaches, recognizing how interpretations evolve over time.
6. ***Critical Thinking:*** Enhance critical thinking skills by questioning assumptions, considering multiple perspectives, and evaluating evidence.

SYLLABUS:

Unit 1: Introduction to Historical Writing

- Definition and significance of historical writing
- Evolution of historical writing techniques
- Understanding primary and secondary sources in history

Unit 2: Analytical Approaches in Historical Writing

- Critical examination of evidence
- Comparative analysis in historical narratives
- Cause and effect relationships in historical events

Unit 3: Narrative Structure and Style in History Writing

- Crafting a compelling historical narrative
- Importance of chronology in storytelling
- Balancing objectivity and interpretation in historical writing



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DEPARTMENT OF HISTORY (2022-23)

ADD ON COURSE – TECHNIQUES OF HISTORY WRITING

Time: 1.30 Hours

Maximum: 50 Marks

Section – A (2X10 =20)

I. Answer any two questions

1. Source Analysis Students will learn to critically evaluate primary and secondary sources
2. Research Skills Develop proficient research skills, including effective use of archives
3. Communication Improve written and oral communication skills

Section – B (6X5 =30)

II. Answer any six questions

1. Understand the ethical responsibilities of historians
2. Cultivate the ability to reconstruct historical scenes
3. Develop proficiency in revising and editing written work
4. Engage in constructive peer review processes
5. Develop proficient research skills
6. Gain an understanding of different historiographical approaches
7. Enhance critical thinking skills by questioning assumptions



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DEPARTMENT OF HISTORY

ADDON COURSE IN MUTUAL FUNDS – II

ATTENDANCE SHEET OF ENROLLED STUDENTS

S. No.	Name of the student	21	22	23	27	28	29	30	31	02	03	04	05	06	07	09	Signature
1	A.S.SATYA KUMARI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A.S. Satya Kumari
2	A.NOOKARAJU	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A. Nooka Raju
3	B.KUSUMA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	B. Kusuma
4	B.PRASAD	P	P	P	P	a	P	P	P	a	P	P	P	a	P	P	B. Prasad
5	B.TEJARUPINI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	B. Tejarupini
6	D.NANI	P	P	a	P	P	P	P	P	P	P	P	P	P	P	P	D. Nani
7	G.VIJAYA	P	P	P	a	P	P	P	P	P	P	P	P	P	P	P	G. Vijaya
8	G.NOOKARATNAM	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	G. Nookaratnam
9	J.GUNA SEKCHAR	P	P	a	P	P	a	P	P	P	P	P	a	P	P	P	J.G. Sekhar
10	M.D.N.S.SURYA LAKSHMI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	M.D.N.S. Lakshmi
11	M.HEMANTH	P	a	P	P	a	P	P	a	P	P	a	P	a	P	P	M. Hemant
12	M.SRINU	P	P	P	a	P	P	P	a	P	P	P	a	P	P	P	M. Srinu
13	P.VINAY KUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P. Vinay Kumar
14	P.RAMESH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P. Ramesh
15	T.RAJESH	P	P	P	P	a	P	P	P	P	P	P	P	P	P	P	T. Rajesh
16	V.MANI KUMAR REDDY	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	V. Mani Kumar Reddy
17	V. DURGA SRI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	V. Durgasri
18	V.HEMA LATHA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	V. Hema Latha
19	Y.SAI DURGA	P	P	P	a	P	P	P	P	a	P	P	P	P	P	P	Y. Sai Durga



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YELLAMANCHILI - 531055, ANDHRA PRADESH



Award of certificate Course

At the end of the course the students are supposed to write an essay, Short answer type questions, make an oral presentation and participate in discussion. The students will be awarded certificate on successful completion of the course. Required Pass percentage is 40%



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YELLAMANCHILI - 531055, ANDHRA PRADESH



DEPARTMENT OF HISTORY

CERTIFICATE

This Certificate is awarded to Sri/Smt./Kum _____

*_____ Of B.A. (HERI) _____ year on completion of Add-on
course in "Techniques of history Writing" by Dept of History for the
Academic Year 2022-23.*

G. Girankumar

Course Co-ordinator

Department of History

P. Chandraiah

Principal

Head of the Institution



S.G.A. GOVERNMENT DEGREE COLLEGE

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YELLAMANCHILI - 531055, ANDHRA PRADESH



DEPARTMENT OF HISTORY

Add-on Course on 'TECHNIQUES OF HISTORY WRITING' for the academic year 2022-23

SUMMARY REPORT

The department of Economics has started Add - on course on "TECHNIQUES OF HISTORY WRITING" with 17 students from B.A. 2ND years of SGA GDC. Department of HISTORY conducted 30 classes to complete the syllabus within stipulated time from 26/12/2022 to 13-01-2023. The exams were conducted to registered students for 50 marks and issued certificates to all students.

Techniques of History Writing Subject is one of the important heritage fields in present era. Understanding how to critically analyze historical sources, employ analytical approaches, and master narrative structure is crucial in historical writing. These techniques ensure accurate representation of events, encourage thoughtful interpretation, and enhance the overall impact of historical narratives. Number of students enrolled: 19

- Number of students completed: 19
- Classes conducted: 30 hours
- Maximum marks: 50 marks
- Time: morning and evening 2 hours. (9 a.m. and 5 a.m.)

Course Coordinator

Principal



S.G.A. GOVERNMENT DEGREE COLLEGE

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YELLAMANCHILI - 531055, ANDHRA PRADESH



DEPARTMENT OF ENGLISH

ADD ON COURSE

COMMUNICATION & SOFT SKILLS DEVELOPMENT

2022-23



Course Coordinator:

Sri G.Satyanarayana

Lecturer in English.

15-08-2022,

Yellamanchili .

SGA GOVT. DEGREE COLLEGE, YELLAMANCHILI


DEPARTMENT OF ENGLISH

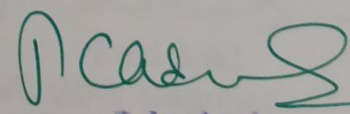
DEPARTMENTAL MEETING

Minutes of the meeting

The faculty of department of English met on 15-08-22 and discussed the following matters

1. Resolved to start an add-on course in the Department of English.
2. To submit a letter to the principal for getting the permission to start an add-on course.
3. To prepare syllabus to the add-on course
4. To start the course with a minimum of 25 students.
5. To conduct six week add-on course for 30 teaching hours.
6. Permission to utilize the seminar hall room to conduct the class work for this add-on course.
7. Permission to conduct the add-on course by the English faculty,
8. Continuing the add-on course for the next three years.
9. To conduct EXAM at the end of the course and to issue course completion certificate to successfully completed students.


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HOD. Department of English
S.G.A. Govt. Degree College
Yellamanchili, Visakhapatnam.


Principal
S.G.A. Govt. Degree College
Yellamanchili-531 055
Anakapalli District. (A.P.)

(3)

PERMISSION LETTER TO START ADD-ON COURSE

FROM
THE HEAD OF THE DEPARTMENT,
DEPARTMENT OF ENGLISH
SGA GOVT. DEGREE COLLEGE
YELLAMANCHILI.

TO
THE PRINCIPAL,
SGA GOVT. DEGREE COLLEGE,
YELLAMANCHILI.

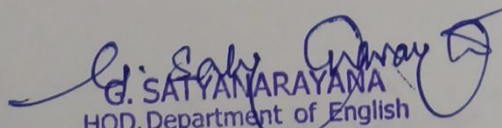
Sub : Permission to start an add-on course and nominate the
English faculty as resource persons -- regarding

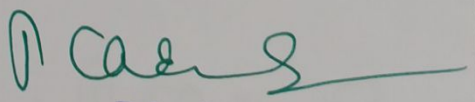
Ref: Resolution copy of the department of English.

Respected sir,

As per the resolution of the department of English we are very much
interested to start an add-on course with a title "COMMUNICATION & SOFT
SKILLS DEVELOPMENT" for the U.G students, So, we are requesting you to give
permission to start that add-on course and also permit us to act as the faculty
for the add-on course.

Thanking you sir.


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Yellamanchili-531 055
Anakapalli District. (A.P.)

S.G.A GOVT. DEGREE COLLEGE

Yellamanchili, Anakapalli Dist.,

Andhra Pradesh

DEPARTMENT OF ENGLISH

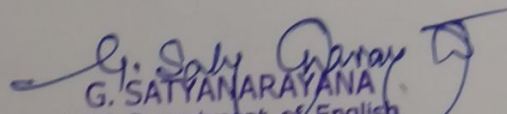
(Add on course on Communication and Soft Skills –
2021-22)

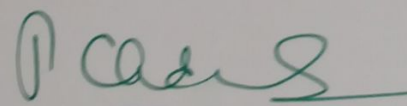
SUMMARY REPORT

The department of English has started Add-on course on “Communication & Soft skills development” with 149 students from all second years of our college. Department of English conducted 30 hours/classes to complete the syllabus with in stipulated time from 16/08/2022 to 14/09/2022. The exams were conducted to the registered students for 50 marks and issued certificates to all the eligible candidates.

Good communication skills are essential to allow others and ourselves to understand more accurately and quickly. In contrast, poor communication skills lead to frequent mis-understandings and frustration. It is what enables us to pass information to other people and understand what is said to us.

1. Number of students enrolled : 149
2. Number of students completed course: 149
3. Class conducted; 30 hours
4. Maximum marks: 50
5. Timings of the course: Morning and evening in zero hours.


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Anakapalli District. (A.P.)

14

SGA GOVT. DEGREE COLLEGE, YELLAMANCHILI

DEPARTMENT OF ENGLISH

SYLLABUS

ADD-ON COURSE IN "COMMUNICATION & SOFT SKILLS DEVELOPMENT"

UNIT-1: PRONUNCIATION

1. Pronunciation-Introduction to Phonetics, consonants,&vowels.
2. Pronunciation-syllable, word stress, & intonation.

UNIT-2: SPEAKING SKILLS-1

3. Language functions, Greetings & asking permissions, Giving instructions & directions.
4. Interview skills & Public speaking

UNIT-3: SPEAKING SKILLS-2

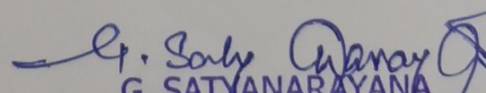
5. Role play & Debate
6. Group discussions

UNIT - 4: WRITING SKILLS

7. Spellings & Punctuation
8. Information transfer

UNIT - 5 : VOCABULARY BUILDING

9. classification of words - prefixes & suffixes, conversion, compounding & analogy.
10. one - word substitutes, words often confused, synonyms & antonyms, phrasal verbs ,
and idioms.


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2

Sri Gurajada Apparao Government Degree College,
Yelamanchili

Department of English

Add-on course: Communication skills and soft skills development

Course Ending Examination

Marks 50

Time: 1.30 mts.

Section A

Answer any four of the following questions with at least 50 words each: 4 x 5 =20 marks


1. Explain the importance of communication?
2. Explain mis-communication and its consequences?
3. What are the good qualities of a good communicator?
4. "Soft skills helps in building good relations" Explain with suitable examples?
5. What is telephone etiquette?
6. What is body language? How it impacts on communication?

Section B

Answer any six of the following questions with 50 words each.

6 x 5 =30 marks

1. Frame a dialogue between a customer and seller?
2. How you use models in polite form of request? Give Example?
3. You are requested to attend a function. How politely reject the request? Explain?
4. Give directions to reach a medical shop using a diagram?
5. Write a dialogue with librarian requesting to borrow literary books?
6. Send a condolence message to your cousin who lost his mother due to CORONA?
7. What is dress code?
8. "Colours speak" Explain?
9. What is pitch and articulation of speech? Explain with examples?
10. "Be a good listener first" what does it mean in communication?


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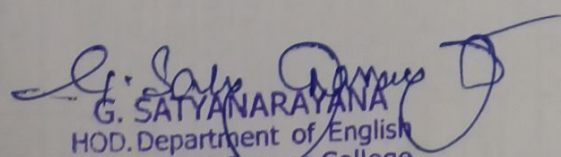
SGA GOVT. DEGREE COLLEGE, YELLAMANCHILI

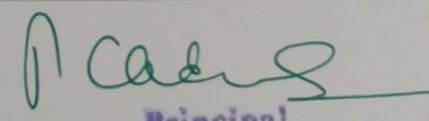
DEPARTMENT OF ENGLISH

ENROLLED STUDENTS FOR THE ADD-ON COURSE

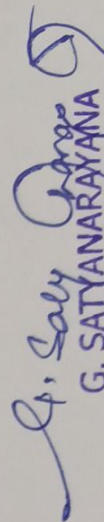
COMMUNICATION & SOFT SKILLS DEVELOPMENT

SL.NO	NAME	YEAR	GROUP	REGISTER NUMBER
1.	BANGARU GOWRI DEVI	II YEAR	B.A	120135401002
2	D PAVANA KUMARI	II YEAR	B.A	120135401005
3	K SRINIVASA RAO	II Year	B.A	120135401008
4	K DURGA PRASAD	II Year	B.A	120135401011
5	S DHANA LAKSHMI	II Year	B.A	120135401020
6	E YESU BABU	II Year	B.Com	120135403009
7	K JHANSHI RANI	II Year	B.Com	120135403022
8	P SURYA KALA	II Year	B.Com	120135403031
9	R VARALAKSHMI	II Year	B.Com	120135403037
10	S YAKUB RAJU	II Year	B.Com	120135403040
11	B.B. SUBRAHMANYAM	II Year	B.Sc(MPC)	720135405003
12	M SRAVANTHI	II Year	B.Sc(MPC)	720135405013
13	MALLA RAJU	II Year	B.Sc(MPC)	720135405014
14	PILLI DURGA VANI	II Year	B.Sc(MPC)	720135405022
15	S GAYATHRI	II Year	B.Sc(MPC)	720135405027
16	A PAPARAYUDU	II Year	B.Sc(MPCS)	720135405030
17	D BHAVANI	II Year	B.Sc(MPCS)	720135405037
18	K SATHYA	II Year	B.Sc(MPCS)	720135405042
19	MAMIDI ASHOK	II Year	B.Sc(MPCS)	720135405050
20	V SIMHADRI	II Year	B.Sc(MPCS)	720135405067
21	CHITTI DEVIKA	II Year	B.Sc(CBZ)	720135405072
22	M BHARGHAVI	II Year	B.Sc(CBZ)	720135405082
23	PUDI KAVYA	II Year	B.Sc(CBZ)	720135405087
24	SONI GUDALA	II Year	B.Sc(CBZ)	720135405093
25	THOTA KUMARI	II Year	B.Sc(CBZ)	720135405096


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Anakapalli District. (A.P.)

NO	NAME OF THE STUDENT	REGISTERED NUMBER	SIGNATURE OF THE STUDENT											
			1	2	3	4	5	6	7	8	9	10	11	12
1	BANGARU GOWRI	120135401002	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	D PAVANA KUMARI	120135401005	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	K SRINIVASA RAO	120135401008	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4	K DURGA PRASAD	120135401011	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5	S DHANA LAKSHMI	120135401020	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6	E YESU BABU	120135403009	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7	K JHANSHI RANI	120135403022	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8	P SURYA KALA	120135403031	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9	R VARALAKSHMI	120135403037	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
10	S YAKUB RAJU	120135403040	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
11	B.B. SUBRAHMANYA	720135405003	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12	M SRAVANTHI	720135405013	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
13	MALLA RAJU	720135405014	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
14	PILLI DURGA VANI	720135405022	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
15	S GAYATHRI	720135405027	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
16	A PAPARAYUDU	720135405030	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
17	D BHAVANI	720135405037	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
18	K SATHYA	720135405042	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
19	MAMIDI ASHOK	720135405050	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
20	V SIMHADRI	720135405067	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
21	CHITTI DEVIKA	720135405072	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
22	M BHARGHAVI	720135405082	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
23	PUDI KAVYA	720135405087	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
24	SONI GUDALA	720135405093	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
25	THOTA KUMARI	720135405096	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓


G. SATYANARAYANA
 HOD, Department of English
 S.G.A. Govt. Degree College
 Yellamanchili, Visakhapatnam,

S.G.A.GOV.T.DEGREE COLLEGE, YELLAMANCHILI

DEPARTMENT OF ENGLISH

ENROLLED STUDENTS FOR THE ADD-ON COURSE

COMMUNICATION AND SOFT SKILLS DEVELOPMENT

Name	Year & Group	Register Number	Signature
A.S.V.Gowri	II B.Sc MPC	720135405001	A.S.V. Gowri
A.Naga Pushpa	II B.Sc MPC	720135405002	A. naga pushpa
B.Balasubramanyam	II B.Sc MPC	720135405003	B. Balasubramanyam
B.Sivalaxmi	II B.Sc MPC	720135405004	B. Siva laxmi
B.Bharathi	II B.Sc MPC	720135405005	B. Bharathi
Ch.Subbalaxmi	II B.Sc MPC	720135405006	ch. subbalaxmi
D.Varalaxmi	II B.Sc MPC	720135405007	D. Varalaxmi
K.Navya	II B.Sc MPC	720135405008	k. Navya
K.Sirisha	II B.Sc MPC	720135405009	K. Sirisha
K.B.N.Bhuvaneshwari	II B.Sc MPC	720135405010	K. B.N. Bhuvaneshwari
K.Deepika	II B.Sc MPC	720135405011	K. Deepika
K.Pavanitejasri	II B.Sc MPC	720135405012	K. Pavanitejasri
M.Raju	II B.Sc MPC	720135405014	M. Raju
M.Krishnaveni	II B.Sc MPC	720135405015	M. Krishnaveni
M.Gayatri	II B.Sc MPC	720135405016	M. Gayatri
M.Varma	II B.Sc MPC	720135405017	M. Varma
M.Rajeswari	II B.Sc MPC	720135405018	M. Rajeswari
N.Niranjankumar	II B.Sc MPC	720135405019	N. Niranjankumar
N.Ganeshini	II B.Sc MPC	720135405020	N. Ganeshini
P.Srividya	II B.Sc MPC	720135405021	P. Sri vidya
P.Durgavani	II B.Sc MPC	720135405022	P. Durgavani
P.Padma	II B.Sc MPC	720135405023	P. Padma
R.Gangabhavani	II B.Sc MPC	720135405024	R. Ganga bhavani
S.Leelavathi	II B.Sc MPC	720135405025	S. leelavathi
S.Umadevi	II B.Sc MPC	720135405026	S. Umadevi
S.Gayatri	II B.Sc MPC	720135405027	S. Gayatri
T.Leelavathi	II B.Sc MPC	720135405028	T. Leelavathi
Y.Lavanyasai	II B.Sc MPC	720135405029	Y. Lavanyasai
A.Paparayudu	II B.Sc MPCs	720135405030	A. Paparayudu
A.Aparna	II B.Sc MPCs	720135405031	A. Aparna
A.Sowmya	II B.Sc MPCs	720135405033	A. Sowmya
Aravind.E	II B.Sc MPCs	720135405034	E. Aravind
Balaji.B	II B.Sc MPCs	720135405035	B. Balaji
B.Ramadevi	II B.Sc MPCs	720135405036	B. Ramadevi
D.Bhavani	II B.Sc MPCs	720135405037	D. Bhavani
D.Prasad	II B.Sc MPCs	720135405038	D. Prasad
D.N.Nagalaxmi	II B.Sc MPCs	720135405039	D. N. Nagalaxmi

38.	G.Sambhavidevi	II B.Sc MPCs	720135405040	G. Sambhavidevi
39.	J.Jyothi	II B.Sc MPCs	720135405041	J. Jyothi
40.	K.Sathya	II B.Sc MPCs	720135405042	K. Sathya
41.	K.Kavitha	II B.Sc MPCs	720135405043	K. Kavitha
42.	K.Prasad	II B.Sc MPCs	720135405044	K. Prasad
43.	K.Triveni	II B.Sc MPCs	720135405045	K. Triveni
44.	K.Navya	II B.Sc MPCs	720135405046	K. Navya
45.	K.Rohini	II B.Sc MPCs	720135405047	K. Rohini
46.	M.Vasundara	II B.Sc MPCs	720135405048	M. Vasundara
47.	M.Ramani	II B.Sc MPCs	720135405049	M. Ramani
48.	M.Ashok	II B.Sc MPCs	720135405050	M. Ashok
49.	M.Rupa	II B.Sc MPCs	720135405051	M. Rupa
50.	M.Sandeep	II B.Sc MPCs	720135405052	M. Sandeep
51.	N.Leelalaxmi	II B.Sc MPCs	720135405053	N. Neelalaxmi
52.	N.Jahnavi	II B.Sc MPCs	720135405054	N. Jahnavi
53.	N.B.K.D.Laxmidevi	II B.Sc MPCs	720135405055	N.B.K.D. Laxmi devi
54.	N.Sridevi	II B.Sc MPCs	720135405056	N. Sridevi
55.	P.Hemalatha	II B.Sc MPCs	720135405057	P. Hemalatha
56.	P.Sridevi	II B.Sc MPCs	720135405058	P. Sridevi
57.	P.Ramakrishna	II B.Sc MPCs	720135405059	P. Ramakrishna
58.	P.Harika	II B.Sc MPCs	720135405060	P. Harika
59.	S.Ushasri	II B.Sc MPCs	720135405061	S. Ushasri
60.	S.Ganesrisai	II B.Sc MPCs	720135405062	S. Ganesri Sai
61.	T.Prasannakumari	II B.Sc MPCs	720135405063	T. Prasanna Kumari
62.	T.Pallavi	II B.Sc MPCs	720135405064	T. Pallavi
63.	T.Manikanta	II B.Sc MPCs	720135405065	T. Manikanta
64.	V.Ramalaxmi	II B.Sc MPCs	720135405066	V. Ramalaxmi
65.	V.Simhadri	II B.Sc MPCs	720135405067	V. Simhadri
66.	Y.Nagadurga	II B.Sc MPCs	720135405068	Y. Nagadurga
67.	A.Anusha	II B.Sc (CBZ)	72035405069	A. Anusha
68.	A.Satya	II B.Sc (CBZ)	72035405070	A. Satya
69.	A.Ammaji	II B.Sc (CBZ)	72035405071	A. Ammaji
70.	Ch.Devika	II B.Sc (CBZ)	72035405072	Ch. Devika
71.	D.Divya	II B.Sc (CBZ)	72035405073	D. Divya
72.	E.Vandana	II B.Sc (CBZ)	72035405074	E. Vandana
73.	G.Meenakshi	II B.Sc (CBZ)	72035405075	G. Meenakshi
74.	G.Usharani	II B.Sc (CBZ)	72035405076	G. Usharani
75.	K.Pushpa Lakshmi	II B.Sc (CBZ)	72035405077	K. Pushpa Lakshmi
76.	K.Asha	II B.Sc (CBZ)	72035405078	K. Asha
77.	K.Viswanadhan	II B.Sc (CBZ)	72035405079	K. Viswanadhan
78.	K.Anusha	II B.Sc (CBZ)	72035405080	K. Anusha
79.	K.Bhagya Lakshmi	II B.Sc (CBZ)	72035405081	K. Bhagya Lakshmi
80.	M.Bhargavi	II B.Sc (CBZ)	72035405082	M. Bhargavi
81.	M.Ratna Kumari	II B.Sc (CBZ)	72035405083	M. Ratna Kumari
82.	O.Kumari	II B.Sc (CBZ)	72035405084	O. Kumari
83.	P.Triveni	II B.Sc (CBZ)	72035405085	P. Triveni
84.	P.Latha	II B.Sc (CBZ)	72035405086	P. Latha

DEPARTMENT OF ENGLISH

(30 days)

[illegible]

[illegible]



S.G.A GOVT. DEGREE COLLEGE

(Reaccredited by NAAC with 'A' Grade)
Yellamanchili, Anakapalli Dist., A.P

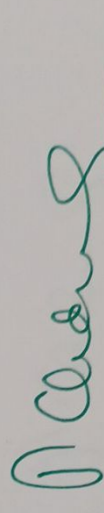
DEPT. OF ENGLISH

Add-On course in "COMMUNICATION & SOFT SKILLS DEVELOPMENT"

COURSE COMPLETION CERTIFICATE

This is to Certify that Mr./Kum D. PAVAN KUMAR
has Successfully completed the Add on course in 'COMMUNICATION & SOFT SKILLS
DEVELOPMENT' in this college held from 16-08-2022 to 14-09-2022 and
Awarded with 'A' Grade.


Head of the Department
G. SATYANARAYANA
HOD. Department of English
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