

**TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU**

**Bhadradri Kothagudem Dist, Telangana  
(Affiliated to Kakatiya University-Warangal)**

**Academic Year 2022-2023**



**A CERTIFICATE COURSE  
ON  
TALLY ERP 9**

**From 17-10-2022 To 04-11-2022**

**Course Coordinator: MOHAMMAD SADHIK**

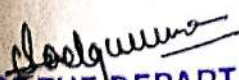
**Lecturer in Commerce  
Department of Commerce**

### Course Structure:

- ❖ **Duration:** Course is offered for four weeks with two batches in an academic year
- ❖ **Class Time:** 2 hours daily after regular college hours i.e (5.00 pm to 6.00pm ) and during night study hours ( 7.00 pm – 8.00pm)
- ❖ **Venue:** Projector Room
- ❖ **Total Hours Planned:** 30 hours (Daily 2 hours)
- ❖ **Course is offered for:** II year students B.Com
- ❖ **Faculty:** MOHAMMAD SADHIK & BANOTH PAVANI
- ❖ **Evaluation Procedure:** 50 marks (25 for Attendance & 25 for Oral Presentation)
- ❖ **Eligibility for Getting Certificate:** Based on Students attendance and oral presentation certificate will be issued.

### Outcomes of the Course:

1. Making students aware the basic computerised accounting skills required for attending a job.
2. To make student learn and apply basic accounting skills in their professional life.
3. To improve technical skills of the student.
4. To make the student a certified Talley practitioner.
5. Making students to understand the basic proformas and transactions of accounting.
6. To aware the students regarding accounting receivables and payables.
7. To enable the students to create a company and to record the basic transactions of that company.
8. To aware the students regarding the short cut keys of basic Talley package.

  
**HEAD OF THE DEPARTMENT**  
DEPARTMENT OF COMMERCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

  
**Principal**  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (Boys)  
MANUGURU

Department of Commerce

Date: 10-10-2022

To  
The Principal  
Telangana Tribal Welfare Residential Degree (Boys)  
Manuguru.

**Sub: Request to Sanction Permission to Continue Talloy ERP.9 certificate course for the students of II B. Com for the Academic Year 2022-2023. Reg,**

Respected Madam,

We the department of commerce Telangana Tribal Welfare Residential Degree (Boys) Manuguru. Would like to bring to your kind notice i.e for the Academic year 2022-2023 we wish to continue a certificate course for the students of B.Com -II year on Talloy ERP.9 for making students aware and understand the basic computerised accounting procedure, for the same we wish to issue a certificate for the students whose who attend the classes and complete the course successfully.

Hence, we request you to consider the same and give us the permission for the above-mentioned programme.

Thanking You,

*Permission granted*  
*B*

*Headquarters*  
Yours Sincerely,  
HEAD OF THE DEPARTMENT,  
DEPARTMENT OF COMMERCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU



TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (Boys)  
MANUGURU

Department of Commerce

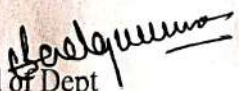
Date: 12.10.2022

NOTICE

It is hereby informed to all the II Year B.Com Students of Telangana Tribal welfare Residential Degree College (Boys) Manuguru, that the Department of commerce is going to continue a certificate course on Tally ERP.9 for the Academic year 2022-2023. Which was introduced in last academic year.

For the same the II year- B.Com students are informed to enrol for the above mentioned certificate course on or before.14-10-2022.

Head of Dept

  
**HEAD OF THE DEPARTMENT**  
DEPARTMENT OF COMMERCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

Principal

  
**Principal**  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (Boys)  
MANUGURU

Syllabus for Certificate course on Tally ERP.9

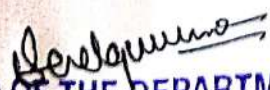
**UNIT I: MAINTAINING CHART OF ACCOUNTS IN ERP:** Introduction-Getting Started with ERP - Mouse/Keyboard Conventions-Company Creation-Shut Company-Select a Company-Alter Company Details-Company Features and Configurations-F11: Company Features-F12: Configuration-Chart of Accounts-Ledger-Group-Ledger Creation-Single Ledger Creation-Multi Ledger Creation-Altering and Displaying Ledgers-Group Creation-Single Group Creation-Multiple Group Creation-Displaying Groups and Ledgers-Displaying Groups-Display of Ledgers-Deletion of Groups and Ledgers – P2P procure to page.

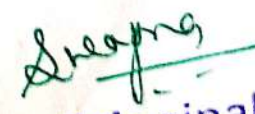
**UNIT II: MAINTAINING STOCK KEEPING UNITS (SKU):** Introduction-Inventory Masters in ERP - Creating Inventory Masters-Creation of Stock Group Creation of Units of Measure-Creation of Stock Item-Creation of Godown-Defining of Stock Opening Balance in ERP Stock Category-Reports.

**UNIT III: RECORDING DAY-TO-DAY TRANSACTIONS IN ERP:** Introduction-Business Transactions-Source Document for Voucher-Recording Transactions in ERP - Accounting Vouchers- Receipt Voucher (F6)-Contra Voucher (F4)-Payment Voucher (F5)-Purchase Voucher (F9)-Sales Voucher (F8)-Debit Note Voucher-Credit Note (Ctrl+F8)-Journal Voucher (F7).

**UNIT IV: ACCOUNTS RECEIVABLE AND PAYABLE MANAGEMENT:** Introduction-Accounts Payables and Receivables-Maintaining Bill-wise Details-Activation of Maintain Bill-wise Details Feature-New Reference-Against Reference-Advance-On Account-Stock Category Report- Changing the Financial Year in ERP.

**UNIT V: MIS REPORTS:** Introduction-Advantages of Management Information Systems-MIS Reports in ERP - Trial Balance - Balance Sheet-Profit and Loss Account-Cash Flow Statement-Ratio Analysis-Books and Reports - Day Book-Receipts and Payments-Purchase Register-Sales Register-Bills Receivable and Bills Payable.

  
**HEAD OF THE DEPARTMENT**  
DEPARTMENT OF COMMERCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

  
**Principal**  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU



Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Students Enrolled for Certificate Course

S.No	Name of the Student	Class/Group	Sign
1	A Sandeep	I B. Com (G)	Sandeep
2	E. Kasthik	II B. COM (G)	<del>E. Kasthik</del>
3	E. Ramiith	II B.COM (G)	Ramiith
4	lo. Abhishash	II B. Com (G)	Abhishash
5	K. Naga Vamsi	II B. Com (G)	<del>K. Naga Vamsi</del>
6	K. Uday Kiran	II B. Com (G)	K. Uday
7	b. Lalul	I B. Com (G)	Lalul
8	b. Shankavardhan	I B. Com (G)	Vardhan
9	M. Narendra	II <sup>nd</sup> B. COM (G)	Narendra
10	M. Thirupathi	II <sup>nd</sup> B. Com (G)	Thirupathi
11	N. Aravind	II <sup>nd</sup> B. Com (G)	Aravind
12	P. Kalyan	II <sup>nd</sup> B. Com (G)	Kalyan
13	P. Vishnu Vardhan	II <sup>nd</sup> B. COM (G)	P. Vishnuvardhan
14	V. Rajender	II <sup>nd</sup> B. Com (G)	Rajender
15	B. Prasanna Anurag	II <sup>nd</sup> B. Com (CA)	<del>Anurag</del>
16	B. Murali Krishna	II <sup>nd</sup> B. Com (CA)	<del>Murali Krishna</del>
17	B. Madhu	II <sup>nd</sup> B. Com	Madhu
18	D. Sairam	II <sup>nd</sup> B. Com (CA)	Sairam
19	G. Charan	II B. Com (CA)	G. Charan
20	J.S.N.M. Chakravarthy	II B. Com (CA)	J. Chakravarthy
21	K. Jampanna	II B. Com (CA)	K. Jampanna
22	K. Shiva Shankar Varma @lasad	II B. Com (CA)	K. Shiva
23	K. Nareesh.	II <sup>nd</sup> B. Com (CA)	K. Nareesh.
24	K. Surya Prakash	II B. Com (CA)	Surya Prakash
25	M. Lakshman	II B. Com (CA)	M. Lakshman
26	M. Gowtham Kumar	I B. Com (CA)	Gowtham
27	M. Vinay Kumar	II B. Com (CA)	Vinay
28	P. Prashanth	II B. Com (CA)	P. Prashanth

29	P. Sai Kiran	II B.com (CA)	Jay
30	R. Ganesh	II B.com (CA)	R. Ganesh
31	S. Karthik	II B.com (CA)	Karthik
32	S. Revanth	II B.com (CA)	Revanth
33	S. Dhveen Prakash	II B.com (CA)	Dhveen Prakash
34	T. Riju	II B.com (CA)	T. Riju
35	V. Dhanraj	II B.com (CA)	V. Dhanraj
36	V. Rohith Kumar	II B.com (CA)	V. Rohith Kumar
37			
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40	<del>S. Srinivas</del>		<del>S. Srinivas</del>
41	<b>HEAD OF THE DEPARTMENT</b>		<b>Principal</b>
42	<b>DEPARTMENT OF COMMERCE</b>		<b>TELANGANA TRIBAL WELFARE</b>
43	<b>RESIDENTIAL DEGREE COLLEGE (BOYS)</b>		<b>RESIDENTIAL DEGREE COLLEGE, BOYS</b>
44	<b>MANUGURU</b>		<b>MANUGURU</b>
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INAGURATION OF CERTIFICATE COURSE ON TALLY ERP.9  
ACADEMIC YEAR 2022-23



Telangana Tribal Welfare Residential Degree College (M) Manuguru

Certificate Course on Talley ERP.9

Time Table

Day	Date	Time	
		5.00 pm - 6.00 pm	7.00 pm - 8.00 pm
Day-1	17-10-2022	B.Com-II	B.Com-II
Day-2	18-10-2022	B.Com-II	B.Com-II
Day-3	19-10-2022	B.Com-II	B.Com-II
Day-4	20-10-2022	B.Com-II	B.Com-II
Day-5	21-10-2022	B.Com-II	B.Com-II
Day-6	22-10-2022	B.Com-II	B.Com-II
Day-7	25-10-2022	B.Com-II	B.Com-II
Day-8	26-10-2022	B.Com-II	B.Com-II
Day-9	27-10-2022	B.Com-II	B.Com-II
Day-10	28-10-2022	B.Com-II	B.Com-II
Day-11	29-10-2022	B.Com-II	B.Com-II
Day-12	31-10-2022	B.Com-II	B.Com-II
Day-13	01-11-2022	B.Com-II	B.Com-II
Day-14	02-11-2022	B.Com-II	B.Com-II
Day-15	04-11-2022	B.Com-II	B.Com-II

*[Signature]*  
Head of Dept

**HEAD OF THE DEPARTMENT**  
DEPARTMENT OF COMMERCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (M)  
MANUGURU

*[Signature]*  
Principal

**Principal**  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (M)  
MANUGURU



Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Students Completed Certificate Course

2022-23

S.No	Name of the Student	Class/Group	Whether Course Completed /Not
1	A.SANDEEP	II B.Com (G)	Completed
2	E.KARTHIK	II B.Com (G)	Completed
3	E.RANJITH KUMAR	II B.Com (G)	Completed
4	K.ABHILASH	II B.Com (G)	Completed
5	K.NAGA VAMSHI	II B.Com (G)	Completed
6	K.UDAY KIRAN	II B.Com (G)	Completed
7	K.RAHUL	II B.Com (G)	Completed
8	K.SHANTHA VARDHAN	II B.Com (G)	Completed
9	M.NARENDER	II B.Com (G)	Completed
10	M.THIRUPATAIAH	II B.Com (G)	Completed
11	N.ARAVIND	II B.Com (G)	Completed
12	P.KALYAN	II B.Com (G)	Completed
13	P.VISHNU VARDHAN	II B.Com (G)	Completed
14	V.RAJENDER	II B.Com (G)	Completed
15	B.PRASANNA KUMAR	II B.Com (CA)	Completed
16	B.MURALI KRISHNA	II B.Com (CA)	Completed
17	B.MADHU	II B.Com (CA)	Completed
18	D.SAI Ram	II B.Com (CA)	Completed
19	G.CHARAN	II B.Com (CA)	Completed
20	J.S.N.M.CHAKRAVARTHY	II B.Com (CA)	Completed
21	K.JAMPANNA	II B.Com (CA)	Completed
22	K.S.S.VARA PRASAD	II B.Com (CA)	Completed
23	K.NARESH	II B.Com (CA)	Completed
24	K.SURYA PRAKASH	II B.Com (CA)	Completed
25	M.LAXMAN	II B.Com (CA)	Completed
26	M.GOWTHAM KUMAR	II B.Com (CA)	Completed
27	M.VINAY KUMAR	II B.Com (CA)	Completed
28	P.PRASHANTH	II B.Com (CA)	Completed
29	P.SAI KIRAN	II B.Com (CA)	Completed
30	R.GANESH	II B.Com (CA)	Completed
31	S.KARTHIK	II B.Com (CA)	Completed
32	S.REVANTH	II B.Com (CA)	Completed
33	S.PRAVEEN PRAKASSH	II B.Com (CA)	Completed
34	T.RAJU	II B.Com (CA)	Completed
35	V.DHANRAJ	II B.Com (CA)	Completed
36	V.RAJU KUMAR	II B.Com (CA)	Completed

*[Signature]*  
Principal

HEAD OF THE DEPARTMENT  
DEPARTMENT OF COMMERCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)

TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

VALEDICTORY OF CERTIFICATE COURSE ON TALLY ERP.9

ACADEMIC YEAR 2022-23







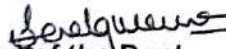
# Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

Bhadradri Kothagudem District, Telangana State, India,  
E Mail: [ttwrdbcboys.manuguru@gmail.com](mailto:ttwrdbcboys.manuguru@gmail.com), Website: <https://www.ttwrdc.ac.in>>manuguru



## CERTIFICATE

This is to certify that Mr./Mrs. A. Sandeep A Student of  
BA/BCOM/BSC/I/II/III years of **Telangana Tribal Welfare Residential Degree College  
(Boys) Manuguru**, Bhadradri Kothagudem Dist, Has attended and Successfully completed a  
Certificate Course on Tally ERP.9  
From 17-10-2022 To 04-11-2022 Conducted by Department of Commerce

  
Head of the Dept

  
IQAC Coordinator

  
Principal



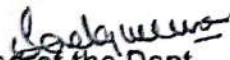
# Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

Bhadradi Kothagudem District, Telangana State, India,  
E Mail: [ttwrdbcoys.manuguru@gmail.com](mailto:ttwrdbcoys.manuguru@gmail.com), Website: <https://www.ttwrdbcs.ac.in>>manuguru



## CERTIFICATE

This is to certify that Mr./Mrs. P. Prashanth A Student of  
BA/BCOM/BSC/I/II/III years of **Telangana Tribal Welfare Residential Degree College  
(Boys) Manuguru**, Bhadradi Kothagudem Dist, Has attended and Successfully completed a  
Certificate Course on Tally ERP. 9  
From 17-10-2022 To 04-11-2022 Conducted by Department of Commerce

  
Head of the Dept

  
IQAC Coordinator

  
Principal

**TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU**

Bhadradri Kothagudem Dist, Telangana  
(Affiliated to Kakatiya University-Warangal)

**Academic Year 2022-2023**



**CERTIFICATE COURSE  
ON  
BASIC COMPUTER SKILLS**

**From 17-10-2022 to 04-11-2022**

**Course Coordinator: SD SRUTHI  
Lecturer in Computer Science  
Department of Computer Science**

**HEAD OF THE DEPARTMENT  
DEPARTMENT OF COMPUTER SCIENCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU**

### Course Structure:

- ❖ **Duration:** Course is offered for four weeks with two batches in an academic year
- ❖ **Class Time:** 2 hours daily after regular college hours i.e (5.00 pm to 6.00pm ) and during night study hours ( 7.00 pm – 8.00pm)
- ❖ **Venue:** Computer lab
- ❖ **Total Hours Planned:** 30 hours (Daily 2 hours)
- ❖ **Course is offered for:** BA Students, B.com students, B.Sc Students
- ❖ **Faculty:** SD SRUTHI & RAMBABU HETCHU
- ❖ **Evaluation Procedure:** 50 marks (25 for Practical's & 25 for Presentation)
- ❖ **Eligibility for Getting Certificate:** Based on Students presentation and the practical work done by them in the lab, certificate will be issued.

### Outcomes of the Course:

1. Making students aware of the basic computer skills like preparing documents, work sheets, presentations etc; required for attending a job.
2. To make student learn and apply basic computer skills in their professional life.
3. To improve technical skills of the student.
4. To make the student a certified practitioner.
5. Making students to understand the basic concepts of computers.
6. To aware the students regarding E-Commerce, online transactions, etc.
7. To enable the students to prepare power point presentations.
8. To enable the students to prepare Resumes of their own.
9. To aware the students regarding the short cut keys used in MS-Office.
10. To enable the students to improve their typing skills.

TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE( Boys), MANUGURU

SYLLABUS FOR CERTIFICATE COURSE ON BASIC COMPUTER SKILLS

DAY	NAME OF THE TOPIC	ACTIVITY
1	BASICS OF COMPUTERS	LIST APPLICATIONS OF COMPUTERS-RAILWAYS.EDUCATIONAL INSTITUTES
	WHAT IS INFORMATION TECHNOLOGY APPLICATIONS	
	WHAT IS COMPUTER	
	GENERATIONS OF COMPUTER	
	ARCHITECTURE OF COMPUTER	
2	WHAT IS HARDWARE	LIST ALL THE KEYS IN THE KEY BOARD
	WHAT IS SOFTWARE	
	KEYBOARD KEYS	
	USAGE OF MOUSE	
	DESKTOP ENVIRONMENT	
3	FOLDER CREATION	CREATE FOLDER WITH YOUR NAME IN LOCAL DRIVE
	FOLDER DELETION	
3	ABOUT NOTEPAD	PREPARE YOUR BIODATA IN NOTEPAD
4	INTRODUCTION TO MS OFFICE, MS WORD	APPLY DIFFERENT FONT STYLES AND SIZE TO UR BIODATA AND SET YOUR BIODATA USING PAGESETUP
	HOME TAB	WRITE ALL THE SHORTCUT KEYS USED IN MS WORD
5	HOME TAB	HOW TO CREATE CERTIFICATE
6	INSERT TAB	CREATE TIME TABLE
7	MAILINGS TAB	SENDING LETTERS TO MULTIPLE PERSONS
8	DESIGN, PAGE LAYOUT TAB	PREPARE YOUR RESUME
9	REFERENCES TAB	HOW TO INSERT TABLE OF CONTENTS,FIGURES TO YOUR DOCUMENT
10	REVIEW, VIEW TAB	HOW TO CHECK SPELLING & GRAMMAR IN YOUR DOCUMENT
11	MACROS	AND HOW TO CREATE MACROS
12	INTRODUCTION TO MS EXCEL	PREPARE STUDENT DATA
	HOW TO ENTER DATA INTO CELLS	
13	EXERCISES ON STUDENT DATA	FIND OUT MAX, MIN MARKS OF A STUDENT
14	EXERCISES ON STUDENT DATA	FIND OUT GRADE OF A STUDENT
15	HOME TAB	FORMAT STUDENT DATA TABLE
16	FILTERS	APPLY FILTERS TO STUDENT DATA
17	INSERT TAB	CREATE PIVOT TABLE FOR STUDENT DATA AND PREPARE SUMMARIZED REPORTS
	HOW TO INSERT PIVOT TABLE	
18	PAGELAYOUT,FORMULAS TAB	
19	DATA TAB	CREATE DATA OF YOUR CHOICE AND APPLY ADVANCED FILTERS
	DATA TAB	CREATE DATA OF YOUR CHOICE AND REMOVE DUPLICATE VALUES AND PERFORM DATA VALIDATION
21	REVIEW, VIEW TAB	CREATE DATA OF YOUR CHOICE AND PREPARE CONSOLIDATE DATA
22	INTRODUCTION TO MS POWER POINT PRESENTATION	FIND OUT THE ACRONYMS OF WWW, DNS, URL, HTTP, HTML, LAN, WAN,MAN, GOOGLE, YAHOO, NEFT, RTGS, IMPS, OTP, OAC
23	HOME TAB	
24	INSERT TAB	
25	DESIGN,ANIMATIONS TAB	
	TRANSITIONS	
26	BASIC CONCEPTS OF INTERNET	LIST OUT TYPES OF BROWSERS
	URL	HOW TO SAVE IMAGES FROM THE WEB
	HYPERLINK	
	BROWERS	
	HOW TO BROWSE	
27	HOW TO CREATE MAIL ACCOUNT	CREATE YOUR MAIL ID AND ATTACH YOUR RESUME TO YOUR MAIL
	HOW TO COMPOSE MAIL	
	HOW TO ATTACH FILES	
28	INTERNET BANKING CONCEPTS	EXPLAIN FUND TRANSFERRING CONCEPT WITH A NEAT DIAGRAM
29	ONLINE SHOPPING	EXPLAIN HOW TO BUY A PRODUCT ONLINE
30		PREPARE A PPT ON OUR COLLEGE

**TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU**

**Department of Computer Science**

Date: 08-10-2022.

To  
The Principal,  
Telangana Tribal Welfare Residential Degree College (Boys),  
Manuguru.

Sub: Request to grant Permission on introducing a certificate course for  
the first-year students during the Academic Year 2022-2023- Reg

Respected Sir/Madam,

As per the subject cited above Department of Computer Science  
Telangana Tribal Welfare Residential Degree College (Boys) Manuguru would  
like to bring to your kind notice that, for the Academic year 2022-2023  
we would like to organize a certificate course in "Basic Computer Skills" for  
all first-Year students.

Hence, we request you to consider the same and give us the  
permission for the above-mentioned programme.

Thanking You.

*Goong*  
HEAD OF THE DEPARTMENT  
DEPARTMENT OF COMPUTER SCIENCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

*Shreeja*  
Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

Yours Sincerely,

**TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE  
COLLEGE (Boys) MANUGURU**

**Department of Computer Science**

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Date: 10.10.2022

**NOTICE**

It is hereby informed to all the first-year students of Telangana Tribal welfare Residential Degree College (Boys) Manuguru that the Department of Computer Science is going to organize a certificate course on "Basic Computer Skills" for the Academic year 2022-2023.

For the same the interested students are informed to enrol for the above-mentioned certificate course on or before.12-10-2022.

*@gany*

**HEAD OF THE DEPARTMENT**  
DEPARTMENT OF COMPUTER SCIENCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

Head of Dept

*Sweapong*

**Principal**  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

Principal

Telangana Tribal Welfare Residential Degree College (Boys) Manuguru			
List of Students Enrolled for Certificate Course 2022			
S.No	Name of the Student	Class/Group	Sign
1	B. Naga Akshith	BA (HEP)	B. Naga Akshith
2	B. Pool Singh	"	B. Pool Singh
3	B. Suman	"	B. Suman
4	B. Naveen	"	B. Naveen
5	B. Saibabu	"	B. Saibabu
6	Ch. Pandu Reddy	"	Ch. Pandu Reddy
7	G. Vijay	"	G. Vijay
8	G. Nagendra	"	G. Nagendra
9	J. Mahesh	"	J. Mahesh
10	K. Aditya	"	K. Adithya
11	K. Bunny	"	K. Bunny
12	K. Santhosh	"	K. Santhosh
13	M. Manga Rao	"	M. Manga Rao
14	M. Sandeep	"	M. Sandeep
15	Md. Akbar pasha	"	Akbar pasha
16	M. Chandu	"	M. Chandu
17	P. Manoj Kumar	"	P. Manoj Kumar
18	P. Nitish	"	P. Nitish
19	P. Ramakrishna	"	P. Ramakrishna
20	P. Navender	"	Navender
21	K. Chandu	"	K. Chandu
22	K. Kalyan	"	K. Kalyan
23	S. Viswa Teja	"	S. Viswateja
24	S. Prem Kumar	"	S. Prem Kumar
25	T. Ganesh	"	T. Ganesh
26	T. Sandeep	"	T. Sandeep
27	V. Venu	"	V. Venu
28	K. Ravi Teja	BA (CEPP)	Ravi Teja
29	A. Prasad	"	A. Prasad
30	B. Gopichand	"	B. Gopichand

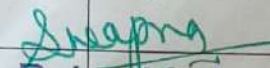
@pamy  
 HEAD OF THE DEPARTMENT  
 DEPARTMENT OF COMPUTER SCIENCE  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU

Sreerama  
 Principal  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU

# TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (Boys) MANUGURU

List of students enrolled for Certificate Course

2022-23

S No	Name of the Student	Class/Group	Signature
1	A. Vinay	Bcom(CA)	Vinay.
2	B. Ram prasad	Bcom (CA)	Ramprasad
3	B. Hanumanth	Bcom (CA)	Hanumanth
4	B. Srinath	Bcom (CA)	Srinath
5	B. Ravinder	Bcom (CA)	Ravinder
6	B. Naga Shiva	Bcom (CA)	Nagashiva
7	B. Kishore	B com (CA)	Kishore
8	G. Sai kumar	B com (CA)	Sai
9	G. Karuna Sagar	B com (CA)	Karuna Sagar
10	J. Teja	B com (CA)	Teja
11	K. Vishnu	B com (CA)	Vishnu
12	K. Ravi Kishore	B com (CA)	Ravi
13	K. Prakash	B com (CA)	Prakash
14	K. Prashanth	B com (CA)	Prashanth
15	M. Suresh	B com (CA)	Suresh
16	M. Shiva Balaji	B com (CA)	shiva Balaji
17	N. Vamsi	B com (CA)	vamsi
18	P. Ajay	B com (CA)	Ajay
19	S. Shashi Kumar	B com (CA)	shashi
20	T. Akash	B com (CA)	Akash
21	T. Prabhakar	B com (CA)	prabhakar
22	T. Rakesh	B com (CA)	Rakesh
23	T. Veerender	B com (CA)	veerender
24	V. Ramesh	B com (CA)	Ramesh
25	V. Jampanna	B com (CA)	Jampanna
26	V. Balaji	B com (CA)	Balaji
27	Y. Rohith	B com (CA)	Y. Rohith
	<b>Gang</b>		
<b>HEAD OF THE DEPARTMENT</b> DEPARTMENT OF COMPUTER SCIENCE TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (BOYS) MANUGURU		 <b>Principal</b> TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (BOYS) MANUGURU	

**TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU**

List of students enrolled for Certificate Course

Time Table			
Day	Date	Time	
		5:00 pm to 6:00 pm	7:00 pm to 8:00 pm
1	21-8-2023	I BA (HEP & EPP), IBZC	IBcom, IMPUS
2	22-8-2023	I BA (HEP & EPP), IBZC	IBcom, IMPUS
3	23-8-2023	I BA (HEP & EPP), IBZC	IBcom, IMPUS
4	24-8-2023	I BA (HEP & EPP), IBZC	IBcom, IMPUS
5	25-8-2023	I BA (HEP & EPP), IBZC	IBcom, IMPUS
6	26-8-2023	I BA (HEP & EPP), IBZC	IBcom, IMPUS
7	28-8-2023	I BA (HEP & EPP), IBZC	IBcom, IMPUS
8	29-8-2023	I BA (HEP & EPP), IBZC	IBcom, IMPUS
9	30-8-2023	I BA (HEP & EPP), IBZC	IBcom, IMPUS
10	31-8-2023	I BA (HEP & EPP), IBZC	IBcom, IMPUS
11	1-9-2023	I BA (HEP & EPP), IBZC	IBcom, IMPUS
12	2-9-2023	I BA (HEP & EPP), IBZC	IBcom, IMPUS
13	4-9-2023	I BA (HEP & EPP), IBZC	IBcom, IMPUS
14	5-9-2023	I BA (HEP & EPP), IBZC	IBcom, IMPUS
15	6-9-2023	I BA (HEP & EPP), IBZC	IBcom, IMPUS.

*Ganesh*  
**HEAD OF THE DEPARTMENT**  
 DEPARTMENT OF COMPUTER SCIENCE  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU  
**HOD**

*Deepna*  
**Principal**  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU  
**Principal**

TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU

List of students cOMPLETED Certificate Course

S No	Name of the Student	Class/Group	Whether Complete/Not
1	B. Naga AKSbith	BA (HEP)	Completed
2	B. Pool Singh	"	Completed
3	B. Sumaz	"	Completed
4	B. Naveen	"	Completed
5	B. Sai babu	"	Completed
6	Ch. Pandu Reddy	"	Completed
7	G. Vijay	"	Not completed
8	G. Narendra	"	Completed
9	J. Mahesh	"	Completed
10	K. Adhitya	"	Not completed
11	K. Banam	"	Completed
12	k. Senthosh	"	Completed
13	M. Manga Rao	"	Completed
14	M. Sandeep	"	Completed
15	Md. Akbar pasha	"	Completed
16	M. Chandu	"	Completed
17	P. Manoj Kumar	"	Completed
18	P. Nithish	"	Completed
19	P. Rama krishna	"	Completed
20	P. Narendar	"	Completed
21	k. Chandu	"	Completed
22	R. Kalyan	"	Completed
23	S. Viswa Teja	"	Completed
24	S. Prem Kumar	"	Completed
25	T. Ganesh	"	Completed
26	T. Sandeep	"	Completed
27	V. Venk	"	Completed
28	K. Ravi Teja	"	Completed
29	A. Prasad	"	Completed
30	B. Sree Chandra	"	Completed

HEAD OF THE DEPARTMENT  
DEPARTMENT OF COMPUTER SCIENCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

Gang

Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

**TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU**

List of students cOMPLETED Certificate Course

2022-23.

S No	Name of the Student	Class/Group	Whether Complete/Not
01.	A. Vinay	BCom (CA)	Complete.
02.	B. Ram prasad.	B com [CA]	Complete
03.	B. Hanumanth.	BCom (CA)	not complete.
04.	B. Srinath	BCom (CA)	Complete.
05.	B. Ravindar	BCom (CA)	Complete.
06.	B. Naga Shiva.	BCom (CA)	Complete.
07.	B. Kishore	BCom (CA)	Complete
08.	C. Sai Kumar	BCom (CA)	Complete
09.	C. Kama Sagar.	BCom (CA)	Complete
10.	J. Teja	B com (CA)	Complete
11.	K. Vishnu.	B com (CA)	not complete
12.	K. Ravi Kishore.	B com (CA)	Complete.
13.	K. Prakash	B com (CA)	Complete
14.	K. Prashanth	B com (CA)	Complete
15.	M. Suresh	B com (CA)	Complete
16.	M. Shiva Balaji	B com (CA)	Complete
17.	N. Vamsi	B com (CA)	Complete
18.	P. Ajay	B com (CA)	Complete.
19.	S. Sharshi Kumar.	B com (CA)	not complete
20.	T. Akash	B com (CA)	Complete
21.	T. Prabhas	B com (CA)	Complete
22.	T. Rakesh	B com (CA)	Complete
23.	T. Veerender	B com (CA)	Complete.
24.	V. Rameph	B com (CA)	Complete.
25.	V. Jampanna	B com (CA)	Complete.
26.	V. Balaji	B com (CA)	Complete.
27.	Y. Rohith.	B com. (CA)	not complete.
<p align="center"><i>(Signature)</i> HEAD OF THE DEPARTMENT DEPARTMENT OF COMPUTER SCIENCE TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (BOYS) MANUGURU</p>		<p align="center"><i>(Signature)</i> Principal TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (BOYS) MANUGURU</p>	

**TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU**

List of students cOMPLETED Certificate Course

2022-23

S No	Name of the Student	Class/Group	Whether Complete/Not
1	B. Jaganathan	B.S.C (MPES)	Completed
2	B. Sridhar	"	Completed
3	B. Santhosh	"	Completed
4	D. Mahesh	"	Completed
5	G. Navaneeth	"	Completed
6	G. pavan kalyan	"	Completed
7	G. Nithish Kumar	"	Completed
8	J. Kumar	"	Completed
9	K. Vasu	"	Completed
10	L. Jagananna	"	Completed
11	M. Sai kiran	"	Completed
12	SK. Mehboob	"	Completed
13	S. Nagesh	"	Completed
14	S. Venkatesh	"	Completed
15	T. Parveen	"	Completed
16	V. Bharu	"	Completed
17	A. Aravindh	B.S.C (BZC)	Completed
18	A. Vamsi	"	Completed
19	B. Anil	"	Completed
20	CH. Chandhar Rao	"	Completed
21	G. Ganapathi	"	Completed
22	K. Prem Kumar	"	Completed
23	K. Tegandara	"	Completed
24	M. Dhonush Dora	"	Completed
25	P. Hari krishna	"	Completed
26	P. Paraveen kumar	"	Completed
27	P. Vishnu	"	Completed
HEAD OF THE DEPARTMENT DEPARTMENT OF COMPUTER SCIENCE TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (BOYS) MANUGURU			Principal TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (BOYS) MANUGURU



# Telangana Tribal Welfare Residential Degree College (B) Manuguru

Academic Year 2022-23

## Certificate Course Attendance

Subj: COMPUTER SCIENCE

S.No	Name of the Student	Group	Day 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	A.VINAY	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	B.RAMPRASAD	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	B.HANUMANTHU	B Com (CA)	P	Ab	P	P	P	P	P	P	P	P	P	P	P	Ab	P
4	B.SRINADH	B Com (CA)	P	Ab	Ab	P	P	P	Ab	P	P	P	P	P	P	P	P
5	B.RAVINDHAR	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	B.NAGASHIVA	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	B.KISHORE	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	G.SAI KUMAR	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	G.KARNASAGAR	B Com (CA)	P	P	P	P	P	P	P	P	P	Ab	P	P	P	P	P
10	J.TEJA	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	K.VISHNU	B Com (CA)	P	P	AB	P	P	P	P	P	P	P	P	P	P	P	P
12	K.RAVIKISHORE	B Com (CA)	Ab	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	K.PRAKASH	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	K.PRASHANTH	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	M.SURESH	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	M.SHIVABALAJI	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	P.AJAY	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	S.SHASHIKUMAR	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	T.PRABHAS	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	T.RAKESH	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	T.VEERENDHAR	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	V.JAMPPANNA	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	V.BALAJI	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	MEMBER OF THE DEPARTMENT OF COMPUTER SCIENCE	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Principal  
Principal

RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU



53	B. POOL SINGH	BA HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
54	B. SUMAN	BA HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
55	B. NAVEEN	BA HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
56	B. SAI BABU	BA HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
57	CH. PANDU REDDY	BA HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
58	G. VIJAY	BA HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
59	G. NARENDRA	BA HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
60	J. MAHESH	BA HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
61	K. ADITHYA	BA HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
62	K. SANTHOSH	BA HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
63	M. MANGA RAO	BA HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
64	M. SANDEEP	BA HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
65	MD. AKBAR PASHA	BA HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
66	M. CHANDU	BA HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
67	P. MANOJ KUMAR	BA HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
68	P. NITHIN	BA HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
69	P. RAMA KRISHNA	BA HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
70	P. NARENDAR	BA HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
71	S. VISHWATEJA	BA HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
72	P. PREM KUMAR	BA HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
73	T. GANESH	BA HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
74	T. SANDEEP	BA HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
75	V. VENU	BA HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
76	A. PRASAD	BA EPP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
77	B. GOPI CHAND	BA EPP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
78	B. RAVI KIRAN	BA EPP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
79	B. MURALI	BA EPP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
80	H. RAMESH	BA EPP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

H. RAMESH

*S. Srinivas*  
Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

DEPARTMENT  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU





# Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

Bhadradi Kothagudem District, Telangana State, India,  
E Mail: [ttwrdbcboys.manuguru@gmail.com](mailto:ttwrdbcboys.manuguru@gmail.com), Website: <https://www.ttwrdbc.ac.in>>manuguru



This is to certify that Mr. B. Naveen student of 1<sup>st</sup> B.A

(CHEP) of Telangana Tribal Welfare Residential Degree College (Boys) Manuguru,

Bhadradi Kothagudem Dist, has attended and successfully completed a Certificate Course on

Basic Computer Skills from 17-10-2022 to 04-11-2022 Conducted by

Department of Computer science.

*Boys*

HEAD OF THE DEPARTMENT  
DEPARTMENT OF COMPUTER SCIENCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

HOD

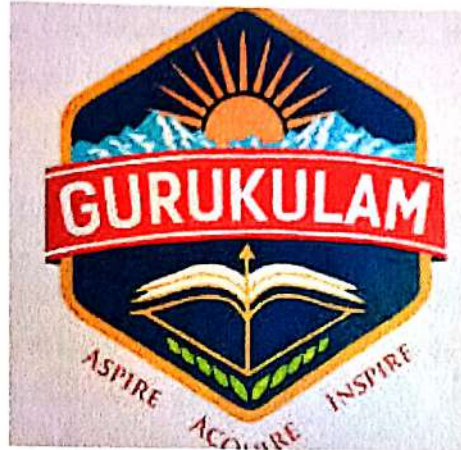
*Shree*

Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU  
Principal

**TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU**

Bhadradi Kothagudem Dist, Telangana  
(Affiliated to Kakatiya University-Warangal)

**Academic Year 2021-2022**



**A CERTIFICATE COURSE  
ON  
TALLY ERP9**

**From 24-01-2022 To 10-02-2022**

**Course Coordinator: MOHAMMAD SADHIK**

**Lecturer in Commerce**

**Department of Commerce**

### Course Structure:

- ❖ **Duration:** Course is offered for four weeks with two batches in an academic year
- ❖ **Class Time:** 2 hours daily after regular college hours i.e (5.00 pm to 6.00pm ) and during night study hours ( 7.00 pm – 8.00pm)
- ❖ **Venue:** Projector Room
- ❖ **Total Hours Planned:** 30 hours (Daily 2 hours)
- ❖ **Course is offered for:** 11 year students B.Com
- ❖ **Faculty:** MOHAMMAD SADHIK & BANOTH PAVANI
- ❖ **Evaluation Procedure:** 50 marks (25 for Attendance & 25 for Oral Presentation)
- ❖ **Eligibility for Getting Certificate:** Based on Students attendance and oral presentation certificate will be issued.

### Outcomes of the Course:

1. Making students aware the basic computerised accounting skills required for attending a job.
2. To make student learn and apply basic accounting skills in their professional life.
3. To improve technical skills of the student.
4. To make the student a certified Talley practitioner.
5. Making students to understand the basic proformas and transactions of accounting.
6. To aware the students regarding accounting receivables and payables.
7. To enable the students to create a company and to record the basic transactions of that company.
8. To aware the students regarding the short cut keys of basic Talley package.

*Abdulqumr*  
**HEAD OF THE DEPARTMENT**  
DEPARTMENT OF COMMERCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

*Sreepna*  
**Principal**  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (Boys)  
MANUGURU

Syllabus for Certificate course on Tally ERP.9

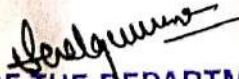
**UNIT I: MAINTAINING CHART OF ACCOUNTS IN ERP:** Introduction-Getting Started with ERP - Mouse/Keyboard Conventions-Company Creation-Shut Company-Select a Company-Alter Company Details-Company Features and Configurations-F11: Company Features-F12: Configuration-Chart of Accounts-Ledger-Group-Ledger Creation-Single Ledger Creation-Multi Ledger Creation-Altering and Displaying Ledgers-Group Creation-Single Group Creation-Multiple Group Creation-Displaying Groups and Ledgers-Displaying Groups-Display of Ledgers-Deletion of Groups and Ledgers – P2P procure to page.

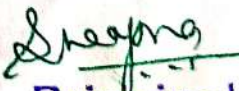
**UNIT II: MAINTAINING STOCK KEEPING UNITS (SKU):** Introduction-Inventory Masters in ERP - Creating Inventory Masters-Creation of Stock Group Creation of Units of Measure-Creation of Stock Item-Creation of Godown-Defining of Stock Opening Balance in ERP Stock Category-Reports.

**UNIT III: RECORDING DAY-TO-DAY TRANSACTIONS IN ERP:** Introduction-Business Transactions-Source Document for Voucher-Recording Transactions in ERP - Accounting Vouchers- Receipt Voucher (F6)-Contra Voucher (F4)-Payment Voucher (F5)-Purchase Voucher (F9)-Sales Voucher (F8)-Debit Note Voucher-Credit Note (Ctrl+F8)-Journal Voucher (F7).

**UNIT IV: ACCOUNTS RECEIVABLE AND PAYABLE MANAGEMENT:** Introduction-Accounts Payables and Receivables-Maintaining Bill-wise Details-Activation of Maintain Bill-wise Details Feature-New Reference-Against Reference-Advance-On Account-Stock Category Report-Changing the Financial Year in ERP.

**UNIT V: MIS REPORTS:** Introduction-Advantages of Management Information Systems-MIS Reports in ERP - Trial Balance - Balance Sheet-Profit and Loss Account-Cash Flow Statement-Ratio Analysis-Books and Reports - Day Book-Receipts and Payments-Purchase Register-Sales Register-Bills Receivable and Bills Payable.

  
**HEAD OF THE DEPARTMENT**  
DEPARTMENT OF COMMERCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

  
**Principal**  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE BOYS  
MANUGURU

TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (Boys)  
MANUGURU

Department of Commerce

Date: 17-01-2022

To  
The Principal  
Telangana Tribal Welfare Residential Degree (Boys)  
Manuguru.

**Sub: Request to Sanction Permission to introduce Talley ERP.9 certificate course for the students of II B. Com for the Academic Year 2021-2022. Reg,**

Respected Madam,

We the department of commerce Telangana Tribal Welfare Residential Degree (Boys) Manuguru. Would like to bring to your kind notice i.e for the Academic year 2021-2022 we wish to introduce a certificate course for the students of B.Com -II year on Talley ERP.9 for making students aware and understand the basic computerised accounting procedure, for the same we wish to issue a certificate for the students whose who attend the classes and complete the course successfully.

Hence, we request you to consider the same and give us the permission for the above-mentioned programme.

Thanking You,

*Permission granted*  
*B*

*[Signature]*  
Yours sincerely,  
**HEAD OF THE DEPARTMENT**  
DEPARTMENT OF COMMERCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (Boys)  
MANUGURU

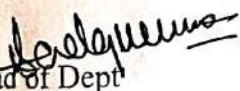
Department of Commerce

Date: 20.01.2022

NOTICE

It is hereby informed to all the II Year B.Com Students of Telangana Tribal welfare Residential Degree College (Boys) Manuguru, that the Department of commerce is going to introduce a certificate course on **Tally ERP.9** for the Academic year 2021-2022.

For the same the II year- B.Com students are informed to enrol for the above mentioned certificate course on or before.22-01-2022.

  
Head of Dept  
**HEAD OF THE DEPARTMENT**  
DEPARTMENT OF COMMERCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

  
Principal  
**Principal**  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE BOYS  
MANUGURU

Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Students Enrolled for Certificate Course

S.No	Name of the Student	Class/Group	Sign
1	Apaka, Govindh	II-B.com (CIA)	A. Govindh
2	BADAVATH BHASKAR	I <sup>st</sup> B. com (CA)	B. Bhaskar
3	BADAVATH NAVEEN	II <sup>nd</sup> B. com (CA)	B. naveen
4	BANOTH SANDEEP	II B. com (CA)	B. Sandeep
5	BANOth. Shiva Kumar	II-B.com (CIA)	B. Shiva Kumar
6	Daravath. Yugandhar	II. B. com (CA)	D. Yugandhar
7	Erpa Lemni Babu	II B. com (CA)	Erpa Lemni Babu Completed
8	Erpa Nagakrishna	II - B. com (C.A)	E. Nagakrishna
9	Guvath Rahul Ganadhi	B. B. com (CA)	G. Rahul Ganadhi
10	JANAGAM RAJESH	I B. com (CA)	J. Rajesh
11	Jilla Karun	II - B. com (C.A)	J. Karun
12	KALLURI AKHIL	II <sup>nd</sup> B. com (CA)	K. Akhil
13	Kalathi Akash	I <sup>nd</sup> B. com (CA)	K. Akash
14	Kangala pavan Kalyan	II. B. com (CA)	pavan Kalyan
15	KANGALA UDAY KIRAN	II <sup>nd</sup> B. com (CA)	K. Uday Kiran
16	Karnakoti yaswanth	II <sup>nd</sup> B. com (CA)	K. yaswanth
17	KEESART SAI TEJA	II <sup>nd</sup> B. com (CA)	K. Sai Teja
18	Lakavath. Ashok	II <sup>nd</sup> B. com (CA)	L. Ashok
19	MADIVI. UPENDRA	I <sup>nd</sup> B. com (CA)	M. Upendra
20	MODIUM SRI RAM	II <sup>nd</sup> B. com (CA)	M. Sri Ram Complete
21	MONDITHORA NAVEEN	II <sup>nd</sup> B. com (CA)	M. Naveen
22	PADDAM ARAVIND	II B. com (CA)	P. Aravind
23	P. Sai Ram	II B. com (CA)	P. Sai Ram
24	Payam Pradeep	I <sup>nd</sup> B. com (CA)	P. Pradeep
25	Pulsam. Ajith Kumar	II <sup>nd</sup> B. com (CA)	P. Ajith Kumar
26	Punam Uday Kiran	II <sup>nd</sup> B. com (CA)	P. Uday Kiran
27	Shivirella. Vinay Kumar	I <sup>nd</sup> B. com (CA)	S. Vinay Kumar
28	TELLAM. Dhanubabu	II-B.com (CIA)	T. dhanubabu

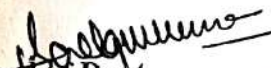
29	THATI VIJAYKUMAR	II <sup>nd</sup> B.COM (CA)	T. Vijay
30	JHOLEMI PAVAN KALYAN	V <sup>nd</sup> B.COM (CA)	P. Pavan kalyan
31	T. Sai Prakash	II <sup>nd</sup> B.COM (CA)	T. Saiprakash
32	V. MAHENDRA	II <sup>nd</sup> B.COM (CA)	V. Mahesh
33	YASAMI JAMPANNA	II <sup>nd</sup> B.COM (CA)	Y. Jampanna
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38	<i>Handwritten signature</i>		<i>Handwritten signature</i>
39	HEAD OF THE DEPARTMENT DEPARTMENT OF COMMERCE TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (BOYS) MANUGURU		Principal TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (BOYS) MANUGURU
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Telangana Tribal Welfare Residential Degree College (M) Manuguru

Certificate Course on Talley ERP.9

Time Table

Day	Date	Time	
		5.00 pm - 6.00 pm	7.00 pm - 8.00 pm
Day-1	24-01-2022	B.Com-II	B.Com-II
Day-2	25-01-2022	B.Com-II	B.Com-II
Day-3	27-01-2022	B.Com-II	B.Com-II
Day-4	28-01-2022	B.Com-II	B.Com-II
Day-5	29-01-2022	B.Com-II	B.Com-II
Day-6	31-01-2022	B.Com-II	B.Com-II
Day-7	01-02-2022	B.Com-II	B.Com-II
Day-8	02-02-2022	B.Com-II	B.Com-II
Day-9	03-02-2022	B.Com-II	B.Com-II
Day-10	04-02-2022	B.Com-II	B.Com-II
Day-11	05-02-2022	B.Com-II	B.Com-II
Day-12	06-02-2022	B.Com-II	B.Com-II
Day-13	07-02-2022	B.Com-II	B.Com-II
Day-14	09-02-2022	B.Com-II	B.Com-II
Day-15	10-02-2022	B.Com-II	B.Com-II

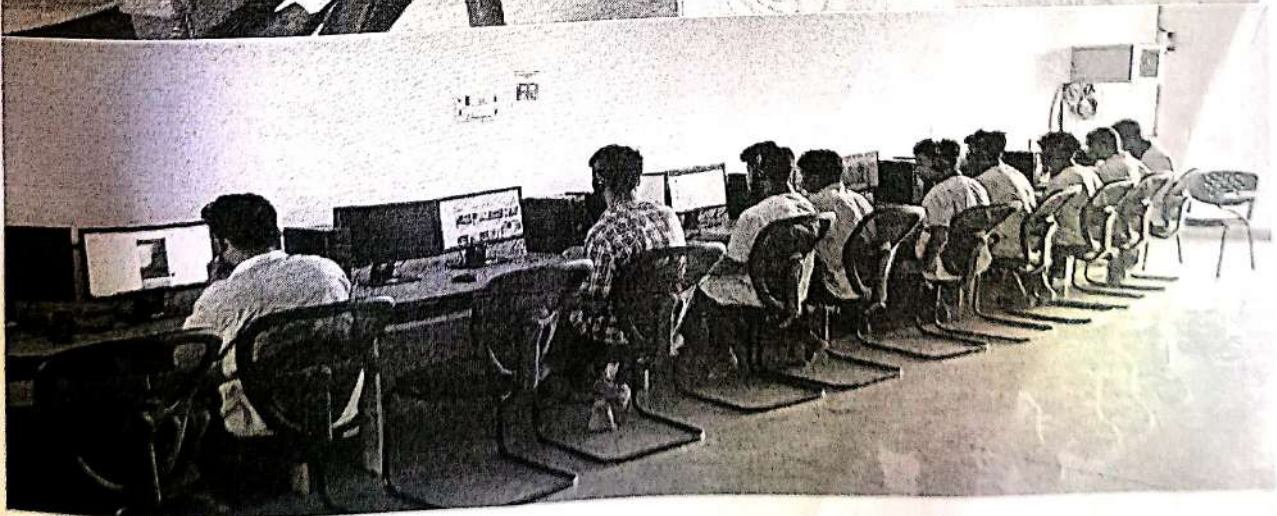
  
Head of Dept  
**HEAD OF THE DEPARTMENT**  
DEPARTMENT OF COMMERCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

  
Principal  
**Principal**  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

INAGURATION OF CERTIFICATE COURSE ON TALLY ERP 9  
ACADEMIC YEAR 2021-22



CERTIFICATE COURSE ON E-FILING OF INCOME TAX  
(ITR & TDS)  
ACADEMIC YEAR 2021-22



Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Students Completed Certificate Course

2021-22

S.No	Name of the Student	Class/Group	Whether Course Completed /Not
1	APAKA GOVINDH	II B.Com (CA)	Completed
2	BADAVATH BHASKAR	II B.Com (CA)	Completed
3	BADAVATH NAVEEN	II B.Com (CA)	Completed
4	BANOTH SANDEEP	II B.Com (CA)	Completed
5	BANOTH SHIVAKUAMR	II B.Com (CA)	Completed
6	DHARAVATH YUGANDHAR	II B.Com (CA)	Completed
7	ERPA LENIN BABU	II B.Com (CA)	Completed
8	ERPA NAGAKRISHNA	II B.Com (CA)	Completed
9	GUGULOTH RAHULGANDHI	II B.Com (CA)	Completed
10	JANAGAM RAJESH	II B.Com (CA)	Completed
11	JILLA TARUN	II B.Com (CA)	Completed
12	KALLURI AKHIL	II B.Com (CA)	Completed
13	KALTHI AKASH	II B.Com (CA)	Completed
14	KANGALA PAVAN KALYAN	II B.Com (CA)	Completed
15	KANGALA UDAY KIRAN	II B.Com (CA)	Completed
16	KARNAKOTI YASWANTH	II B.Com (CA)	Completed
17	KEESARI SAITEJA	II B.Com (CA)	Completed
18	LAKAVATH ASHOK	II B.Com (CA)	Completed
19	MADIVI UPENDRA	II B.Com (CA)	Completed
20	MODIUM SRIRAM	II B.Com (CA)	Completed
21	MONDITHOKA NAVEEN	II B.Com (CA)	Completed
22	PADDAM ARAVIND	II B.Com (CA)	Completed
23	PALAKURI SAIRAM	II B.Com (CA)	Completed
24	PAYAM PRADÉEP	II B.Com (CA)	Completed
25	PULSAM AJITH KUMAR	II B.Com (CA)	Completed
26	PUNEM UDAY KIRAN	II B.Com (CA)	Completed
27	SILIVERU VINAYKUMAR	II B.Com (CA)	Completed
28	TELLAM DHANUBABU	II B.Com (CA)	Completed
29	THATI VIJAYKUMAR	II B.Com (CA)	Completed
30	THOLEM PAVAN KALYAN	II B.Com (CA)	Completed
31	THURRAM SAI PRAKASHI	II B.Com (CA)	Completed
32	VANKUDOTH MAHENDRA	II B.Com (CA)	Completed
33	YASAM JAMPANNA	II B.Com (CA)	Completed

HEAD OF THE DEPARTMENT  
DEPARTMENT OF COMMERCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU



VALEDICTORY OF CERTIFICATE COURSE ON TALLY ERP.9

ACADEMIC YEAR 2021-22





# Telangana Tribal Welfare Residential Degree College (Boys) Manuguru



Bhadradi Kothagudem District, Telangana State, India,  
E Mail: [ttwrdbcoys.manuguru@gmail.com](mailto:ttwrdbcoys.manuguru@gmail.com), Website: <https://www.ttwrdbcs.ac.in/manuguru>

## CERTIFICATE

This is to certify that Mr/Ms. Apaka Govind A Student of  
BA/BCOM/BSC/I/II/III years of Telangana Tribal Welfare Residential Degree College (Boys)  
Manuguru, Bhadradi Kothagudem Dist, Has attended and Successfully completed a  
Certificate Course on TALLY ERP.9 From  
24-01-2022 to 10-02-2022 Conducted by Department of  
Commerce

  
HOD/ Dpt.

  
XO AC - Coordinator

  
Principal

**TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU**

Bhadradi Kothagudem Dist, Telangana  
(Affiliated to Kakatiya University-Warangal)

**Academic Year 2021-2022**



**CERTIFICATE COURSE  
ON  
BASIC COMPUTER SKILLS**

**From 24-01-2022 to 10-02-2022**

**Course Coordinator: SD SRUTHI**

**Lecturer in Computer Science**

**Department of Computer Science**

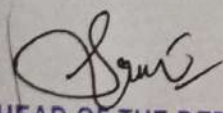
**HEAD OF THE DEPARTMENT**  
DEPARTMENT OF COMPUTER SCIENCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

## Course Structure:

- ❖ **Duration:** Course is offered for four weeks with two batches in an academic year
- ❖ **Class Time:** 2 hours daily after regular college hours i.e (5.00 pm to 6.00pm ) and during night study hours ( 7.00 pm – 8.00pm)
- ❖ **Venue:** Computer lab
- ❖ **Total Hours Planned:** 30 hours (Daily 2 hours)
- ❖ **Course is offered for:** BA Students, B.com Students & b.sc Students
- ❖ **Faculty:** SD SRUTHI & RAMBABU HETCHU
- ❖ **Evaluation Procedure:** 50 marks (25 for Practical's & 25 for Presentation)
- ❖ **Eligibility for Getting Certificate:** Based on Students presentation and the practical work done by them in the lab, certificate will be issued.

## Outcomes of the Course:

1. Making students aware of the basic computer skills like preparing documents, work sheets, presentations etc; required for attending a job.
2. To make student learn and apply basic computer skills in their professional life.
3. To improve technical skills of the student.
4. To make the student a certified practitioner.
5. Making students to understand the basic concepts of computers.
6. To aware the students regarding E-Commerce, online transactions, etc.
7. To enable the students to prepare power point presentations.
8. To enable the students to prepare Resumes of their own.
9. To aware the students regarding the short cut keys used in MS-Office.
10. To enable the students to improve their typing skills.

  
**HEAD OF THE DEPARTMENT**  
DEPARTMENT OF COMPUTER SCIENCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

**Principal**  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

3

**TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE( Boys), MANUGURU**

**SYLLABUS FOR CERTIFICATE COURSE ON BASIC COMPUTER SKILLS**

DAY	NAME OF THE TOPIC	ACTIVITY
1	BASICS OF COMPUTERS	LIST APPLICATIONS OF COMPUTERS-RAILWAYS, EDUCATIONAL INSTITUTES
	WHAT IS INFORMATION TECHNOLOGY	
	APPLICATIONS	
	WHAT IS COMPUTER	
	GENERATIONS OF COMPUTER	
2	ARCHITECTURE OF COMPUTER	LIST ALL THE KEYS IN THE KEY BOARD
	WHAT IS HARDWARE	
	WHAT IS SOFTWARE	
	KEYBOARD KEYS	CREATE FOLDER WITH YOUR NAME IN LOCAL DRIVE
	USAGE OF MOUSE	
	DESKTOP ENVIRONMENT	
	FOLDER CREATION	
FOLDER DELETION		
3	ABOUT NOTEPAD	PREPARE YOUR BIODATA IN NOTEPAD APPLY DIFFERENT FONT STYLES AND SIZE TO UR BIODATA AND SET YOUR BIODATA USING PAGESETUP
4	INTRODUCTION TO MS OFFICE, MS WORD	WRITE ALL THE SHORTCUT KEYS USED IN MS WORD
	HOME TAB	
5	HOME TAB	HOW TO CREATE CERTIFICATE
6	INSERT TAB	CREATE TIME TABLE
7	MAILINGS TAB	SENDING LETTERS TO MULTIPLE PERSONS
8	DESIGN, PAGE LAYOUT TAB	PREPARE YOUR RESUME
9	REFERENCES TAB	HOW TO INSERT TABLE OF CONTENTS, FIGURES TO YOUR DOCUMENT
10	REVIEW, VIEW TAB	HOW TO CHECK SPELLING & GRAMMAR IN YOUR DOCUMENT
11	MACROS	AND HOW TO CREATE MACROS
12	INTRODUCTION TO MS EXCEL	PREPARE STUDENT DATA
	HOW TO ENTER DATA INTO CELLS	
13	EXERCISES ON STUDENT DATA	FIND OUT MAX, MIN MARKS OF A STUDENT
14	EXERCISES ON STUDENT DATA	FIND OUT GRADE OF A STUDENT
15	HOME TAB	FORMAT STUDENT DATA TABLE
16	FILTERS	APPLY FILTERS TO STUDENT DATA
	INSERT TAB	CREATE PIVOT TABLE FOR STUDENT DATA AND PREPARE SUMMARIZED REPORTS
17	HOW TO INSERT PIVOT TABLE	
18	PAGELAYOUT, FORMULAS TAB	CREATE DATA OF YOUR CHOICE AND APPLY ADVANCED FILTERS
19	DATA TAB	
20	DATA TAB	CREATE DATA OF YOUR CHOICE AND REMOVE DUPLICATE VALUES AND PERFORM DATA VALIDATION
	REVIEW, VIEW TAB	CREATE DATA OF YOUR CHOICE AND PREPARE CONSOLIDATE DATA
22	INTRODUCTION TO MS POWER POINT PRESENTATION	FIND OUT THE ACRONYMS OF WWW, DNS, URL, HTTP, HTML, LAN, WAN, MAN, GOOGLE, YAHOO, NEFT, RTGS, IMPS, OTP, OAC
23	HOME TAB	
24	INSERT TAB	
25	DESIGN, ANIMATIONS TAB	
	TRANSITIONS	
26	BASIC CONCEPTS OF INTERNET	LIST OUT TYPES OF BROWSERS
	URL	HOW TO SAVE IMAGES FROM THE WEB
	HYPERLINK	
	BROWERS	
27	HOW TO BROWSE	CREATE YOUR MAIL ID AND ATTACH YOUR RESUME TO YOUR MAIL
	HOW TO CREATE MAIL ACCOUNT	
	HOW TO COMPOSE MAIL	
28	HOW TO ATTACH FILES	EXPLAIN FUND TRANSFERRING CONCEPT WITH A NEAT DIAGRAM
	INTERNET BANKING CONCEPTS	
29	ONLINE SHOPPING	EXPLAIN HOW TO BUY A PRODUCT ONLINE
30		PREPARE A PPT ON OUR COLLEGE

**TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU  
Department of Computer Science**

Date: 17-01-2022.

To

The Principal,  
Telangana Tribal Welfare Residential Degree College (Boys),  
Manuguru.

**Sub:** Request to grant Permission to have certificate course for the first-year students during the Academic Year 2021-2022- Reg

Respected Madam,

As per the subject cited above the Department of Computer Science, Telangana Tribal Welfare Residential Degree College (Boys) Manuguru would like to bring to your kind notice that, for the Academic year 2021-2022 we would like to organize a certificate course in "Basic Computer Skills" for all first-Year students.

Hence, we request you to consider the same and give us the permission for the above-mentioned program.

Thanking You.

Yours Sincerely,

*Qamz*

**HEAD OF THE DEPARTMENT**  
DEPARTMENT OF COMPUTER SCIENCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE  
COLLEGE (Boys) MANUGURU

Department of Computer Science

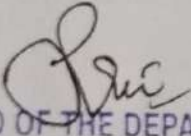
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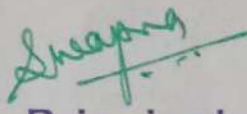
Date: 20.01.2022

NOTICE

It is hereby informed to all the BA students of Telangana Tribal welfare Residential Degree College (Boys) Manuguru that the Department of Computer Science is going to introduce a certificate course on **Basic Computer Skills** for the Academic year 2021-2022.

We, the department of Computer Science are informed to all BA Students to enrol for the above-mentioned certificate course on or before.22-01-2022.

  
HEAD OF THE DEPARTMENT  
DEPARTMENT OF COMPUTER SCIENCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU  
Head of Dept

  
Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU  
Principal

Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

Certificate Course on Basic Computer Skills

Time Table

Day	Date	Time	
		5.00 pm - 6.00 pm	7.00 pm - 8.00 pm
Day-1	24/1/2022	I BA (Epp), I B.com	I BA (HEP), I B.Sc
Day-2	25/1/2022	I BA (Epp), I B.com	I BA (HEP), I B.Sc
Day-3	27/1/2022	I BA (Epp), I B.com	I BA (HEP), I B.Sc
Day-4	28/1/2022	I BA (Epp), I B.com	I BA (HEP), I B.Sc
Day-5	29/1/2022	I BA (Epp), I B.com	I BA (HEP), I B.Sc
Day-6	31/1/2022	I BA (Epp), I B.com	I BA (HEP), I B.Sc
Day-7	1/2/2022	I BA (Epp), I B.com	I BA (HEP), I B.Sc
Day-8	2/2/2022	I BA (Epp), I B.com	I BA (HEP), I B.Sc
Day-9	3/2/2022	I BA (Epp), I B.com	I BA (HEP), I B.Sc
Day-10	4/2/2022	I BA (Epp), I B.com	I BA (HEP), I B.Sc
Day-11	5/2/2022	I BA (Epp), I B.com	I BA (HEP), I B.Sc
Day-12	7/2/2022	I BA (Epp), I B.com	I BA (HEP), I B.Sc
Day-13	8/2/2022	I BA (Epp), I B.com	I BA (HEP), I B.Sc
Day-14	9/2/2022	I BA (Epp), I B.com	I BA (HEP), I B.Sc
Day-15	10/2/2022	I BA (Epp), I B.com	I BA (HEP), I B.Sc

Head of Dept

*[Signature]*  
 HEAD OF THE DEPARTMENT  
 DEPARTMENT OF COMPUTER SCIENCE  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU

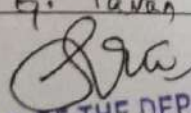
*[Signature]*  
 Principal

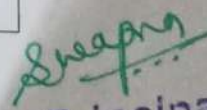
Principal  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU

Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Students Enrolled for Certificate Course 2021-22

S.No	Name of the Student	Class/Group	Sign
1	A. Bharu Prakash	BA (HEP)	A. Bharu Prakash
2	B. Jeevan Kumar	"	B. Jeevan
3	Ch. Durga Prasad	"	Ch. Durgaprasad
4	D. Rajesh	"	D. Rajesh
5	G. Govardhan	"	G. Govardhan
6	G. Sai	"	G. Sai
7	G. Jacob Anand	"	G. Jacob Anand
8	G. Sai Kiran	"	G. Sai Kiran
9	J. Vikram	"	J. Vikram
10	J. Prem Kumar	"	J. Prem Kumar
11	K. Laxmi Narayana	"	K. Laxmi Narayana
12	K. Sairam	"	K. Sairam
13	K. Ramcharan	"	K. Ramcharan
14	K. Chandu	"	K. Chandu
15	M. Ramu	"	M. Ramu
16	P. Prem Kumar	"	P. Prem Kumar
17	S. Srihari	"	S. Srihari
18	S. Lalitha	"	S. Lalitha
19	M. Shivaraj Kumar	"	M. Shivaraj Kumar
20	S. Sainivas	"	S. Sainivas
21	T. Lakshman	"	T. Lakshman
22	T. Vamsi	"	T. Vamsi
23	Y. Sainivas	"	Y. Sainivas
24	B. Deva Raj	BA (EPP)	B. Deva Raj
25	Ch. Venkateswari	"	Ch. Venkateswari
26	D. Vamsi	"	D. Vamsi
27	D. Lambabu	"	D. Lambabu
28	D. Charan	"	D. Charan
29	E. Kalyan	"	E. Kalyan
30	G. Pavan	"	G. Pavan

  
 HEAD OF THE DEPARTMENT  
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 TELANGANA TRIBAL WELFARE  
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 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU

**TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU**

List of students enrolled for Certificate Course

21-22

S No	Name of the Student	Class/Group	Signature
1	B. Parasanna Kumar	B(ComCA)	prasa
2	B. Marali Krishna	B(ComCA)	B. Marali
3	B. Madhu	B(ComCA)	madhu
4	D. Sai Ram	B(ComCA)	Sai Ram
5	G. Marfi Chayan	B(ComCA)	marfi ch
6	G. Chayan	B(ComCA)	G. Chayan
7	J.S.N.M. Chakravarthi	B(ComCA)	J.N.M.
8	K. Narendar	B(ComCA)	Naredu
9	K. Jampanna	B(ComCA)	Janna
10	K.S.S.Vasa prasad	B(ComCA)	K.S.S.Vasa
11	K. Nareesh	B(ComCA)	Nareesh
12	K. Surya prakash	B(ComCA)	K. Surya
13	M. Lakshman	B(ComCA)	Laksh
14	M. Gowtham Kumar	B(ComCA)	Gowth
15	M. Vinay Kumar	B(ComCA)	Vinay
16	P. Prashantha	B(ComCA)	P. Prashantha
17	P. Sai Kiran	B(ComCA)	P. Sai Kiran
18	R. Ganesh	B(ComCA)	R. Ganesh
19	S. Karthik	B(ComCA)	Karthik
20	S. Revanth	B(ComCA)	S. Revanth
21	S. praveen prakash	B(ComCA)	praveen
22	T. Raju	B(ComCA)	Raju
23	T. Sudheer	B(ComCA)	Sudheer
24	V. Dhan Raj	B(ComCA)	V. Dhanraj
25	V. Rohith Kumar	B(ComCA)	Rohith

*[Signature]*  
**HEAD OF THE DEPARTMENT**  
 DEPARTMENT OF COMPUTER SCIENCE  
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 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU

*[Signature]*  
**Principal**  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU

10

TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU

List of students enrolled for Certificate Course

21-22

S No	Name of the Student	Class/Group	Signature
	A. Aravindh Babul Tendula	BSc (mpes)	
	A. Mohith kumar	"	
	B. Guna shakar	"	
	B. Tharun	"	
	B. Shiva kishore	"	
	B. Anjan	"	
	Ch. Aravindh Kumar	"	
	D. Vishnu	"	
	J. Nagarajha Rao	"	
	J. Akash	"	
	K. Sravan Kumar	"	
	K. Shashi devan kumar	"	
	K. Sandeep	"	
	L. Surya parakash	"	
	M. parakash	"	
	M. Uday	"	
	N. Ganesh	"	
	P. Rajesh	"	
	P. Vinay	"	

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MANUGURU

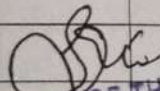
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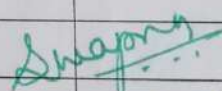
## TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (Boys) MANUGURU

21-22

List of students enrolled for Certificate Course

S No	Name of the Student	Class/Group	Signature
	B. Ganesh	BSCCMPC)	Ganesh
	B. Rakesh	"	B. Rakesh
	B. Vishnu	"	B. Vishnu
	Ch. Narayana	"	Narayana
	E. Lobith Kumar	"	Lobith Kumar
	G. Prasad	"	Prasad
	J. Suresh	"	Suresh
	J. Suresh	"	J. Suresh
	K. Suresh	"	K. Suresh
	K. Ramesh	"	Ramesh
	K. Rakesh	"	K. Rakesh
	K. Lakshman	"	Lakshman
	M. Nagaraju	"	Nagaraju
	P. Kalyan	"	P. Kalyan

  
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 RESIDENTIAL DEGREE COLLEGE (BOYS)  
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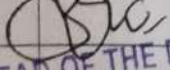
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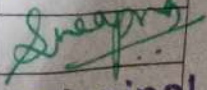
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List of students enrolled for Certificate Course

21-22

S No	Name of the Student	Class/Group	Signature
	A. Sanjay	BSC (BZC)	A. Sanjay
	B. Deva	"	B. Deva
	B. Kedar	"	B. Kiran
	B. Poashanth	"	B. Sai Krishna
	B. Sai Krishna	"	B. Sai
	G. Bhav Singh	"	G. Bhav Singh
	G. Kalyan	"	Kalyan
	G. Raju	"	G. Raju
	K. Laxman Rao	"	Laxman
	K. Rama Krishna	"	K. Rama Krishna
	K. Naga Venkath	"	K. Naga Venkath
	K. Naveen	"	K. Naveen
	K. Vikas	"	Vikas
	M. Dilip	"	M. Dilip
	M. Jampanna	"	Jampanna
	M. Sai Kumar	"	M. Sai Kumar
	M. Vijay Kumar	"	Vijay
	M. Ram Chandra	"	Chandra
	N. Durga Prasad	"	Durga Prasad
	P. Mahesh	"	Mahesh
	P. Sai Krishna	"	Sai Krishna
	P. Venkateswarlu	"	Venkateswarlu
	K. Rohith	"	K. Rohith
	S. Sai	"	Sai
	V. Ravanth Kumar	"	V. Ravanth Kumar
	V.N. Vijay Varma	"	Vijay Varma
	M. Pavan Kumar	"	M. Pavan Kumar

  
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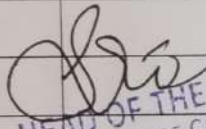
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## DEGREE COLLEGE (Boys) MANUGURU

List of students enrolled for Certificate Course

21-22


S No	Name of the Student	Class/Group	Signature
	A. Sandeep	B.com (G)	A. Sandeep
	E. Karthik	"	E. Karthik
	E. Ranjith Kumar	"	Ranjith
	G. Manohar	"	G. Manohar
	K. Abhilash	"	Abhilash
	K. Naga Vamsi	"	Naga Vamsi
	K. Uday Kiran	"	K. Uday Kiran
	K. Rahul	"	K. Rahul
	K. Shantavardhan	"	Shantavardhan
	M. Narendhar	"	Narendhar
	M. Thirupataiah	"	Thirupataiah
	N. Arvind	"	N. Arvind
	P. Kalyan	"	P. Kalyan
	P. Vishnu vardhan	"	P. Vishnu vardhan
	R. Revanth	"	R. Revanth
	V. Rajendhar	"	V. Rajendhar

  
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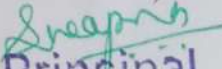
  
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DEGREE COLLEGE (Boys) MANUGURU**  
List of students enrolled for Certificate Course

Time Table			
Day	Date	Time	
		5:00 pm to 6:00 pm	7:00 pm to 8:00 pm
1	17-10-2022	I BA (HEP & EPP), I B.com(G)	I B.com(CA), I B.Sc
2	18-10-2022	I BA (HEP & EPP), I B.com(G)	I B.com (CA), I B.Sc
3	19-10-2022	I BA (HEP & EPP), I B.com(G)	I B.com (CA), I B.Sc
4	20-10-2022	I BA (HEP & EPP), I B.com(G)	I B.com (CA), I B.Sc
5	21-10-2022	I BA (HEP & EPP), I B.com(G)	I B.com (CA), I B.Sc
6	22-10-2022	I BA (HEP & EPP), I B.com(G)	I B.com (CA), I B.Sc
7	25-10-2022	I BA (HEP & EPP), I B.com(G)	I B.com (CA), I B.Sc
8	27-10-2022	I BA (HEP & EPP), I B.com(G)	I B.com (CA), I B.Sc
9	28-10-2022	I BA (HEP & EPP), I B.com(G)	I B.com (CA), I B.Sc
10	29-10-2022	I BA (HEP & EPP), I B.com(G)	I B.com (CA), I B.Sc
11	30-10-2022	I BA (HEP & EPP), I B.com(G)	I B.com (CA), I B.Sc
12	1-11-2022	I BA (HEP & EPP), I B.com(G)	I B.com (CA), I B.Sc
13	2-11-2022	I BA (HEP & EPP), I B.com(G)	I B.com (CA), I B.Sc
14	3-11-2022	I BA (HEP & EPP), I B.com(G)	I B.com (CA), I B.Sc
15	4-11-2022	I BA (HEP & EPP), I B.com(G)	I B.com (CA), I B.Sc

  
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RESIDENTIAL DEGREE COLLEGE (BOYS)  
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Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Students Completed Certificate Course 2021-22

S.No	Name of the Student	Class/Group	Whether Course Completed /Not
1	A. Bharu Prakash	BACHEP)	COMPLETED
2	B. Jeeran Kumar	"	COMPLETED
3	Ch. Durga Prasad	"	COMPLETED
4	D. Jayesh	"	COMPLETED
5	G. Govardhan	"	COMPLETED
6	G. Sai	"	COMPLETED
7	G. Jacobs Anand	"	COMPLETED
8	G. Sai Kiran	"	COMPLETED
9	J. Vikram	"	COMPLETED
10	J. Prem Kumar	"	COMPLETED
11	K. Laxmi Narayana	"	COMPLETED
12	K. Sarwan	"	COMPLETED
13	K. Rancharan	"	COMPLETED
14	K. Chandu	"	COMPLETED
15	M. Ramu	"	COMPLETED
16	P. Prem Kumar	"	COMPLETED
17	S. Seihari	"	COMPLETED
18	S. Laladora	"	COMPLETED
19	M. Shiva Raj Kumar	"	- NOT COMPLETED -
20	S. Srinivas	"	COMPLETED
21	T. Laxman	"	COMPLETED
22	T. Vanshi	"	COMPLETED
23	Y. Srinivas	"	COMPLETED
24	B. Deva Raj	BA (Epp)	COMPLETED
25	Ch. Venkata Subhivveera	"	- NOT COMPLETED -
26	D. Vanshi	"	COMPLETED
27	D. Lambabu	"	COMPLETED
28	D. Charan	"	COMPLETED
29	E. Relyan	"	COMPLETED
30	G. Parth	"	- NOT COMPLETED -

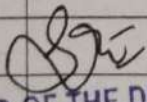
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DEPARTMENT OF COMPUTER SCIENCE  
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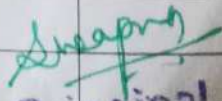
*Sreeraj*  
Principal  
TELANGANA TRIBAL WELFARE  
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MANUGURU

**TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU**

List of students cOMPLETED Certificate Course 2021-22

S No	Name of the Student	Class/Group	Whether Complete/Not
1.	B. Prasanna Kumar	B (COM(A)	complete
2.	B. Murali Krishna	B COM(A)	complete
3.	B. Madhu	B. COM(A)	complete
4	B. Sai ram	B. COM(A)	complete
5	C. Mani Charan	B COM(A)	uncomplete
6	C. Charan	B COM(A)	complete
7	J.S.N.M Chakravarti	B COM(A)	complete
8	H. Warender	B COM(A)	complete
9	M. Jampala	B COM(A)	complete
10	M.S. Svara Prasad	B COM(A)	uncomplete
11	K. Naresh	B (COM (A)	complete
12	K. Surya Prakash	B (COM (A)	complete
13	M. Laxman	B (COM (A)	complete
14	M. Crowtham Kumar	B (COM (A)	complete
15	P. Vinay Kumar	B (COM (A)	uncomplete
16	P. Prashantha	B (COM (A)	complete
17	P. Sai Kiran	B (COM (A)	uncomplete
18	S. Ganesh	B (COM (A)	complete
19	S. Kartik	B (COM (A)	complete
20	S. Revanth	B (COM (A)	complete
21	T. Praveen Prakash	B (COM (A)	uncomplete
22	T. Ravu	B (COM (A)	complete
23	V. Sudheer	B (COM (A)	complete
24	V. Dhan Ravu	B (COM (A)	uncomplete
25	V. Rohith Kumar	B (COM (A)	complete

  
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RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

10  
**TELANGANA TRIBAL WELFARE RESIDENTIAL  
 DEGREE COLLEGE (Boys) MANUGURU**

List of students COMPLETED Certificate Course 2021-22

S No	Name of the Student	Class/Group	Whether Complete/Not
1	A. Bhance	BACHEP)	Completed
2	B. Jeevan	"	Completed
3	Ch. Durga	"	Completed
4	D. Ragesh	"	Completed
5	G. Govardhan	"	Completed
6	G. Sai	"	Completed
7	G. Jacob Anand	"	Completed
8	G. Sai Kiran	"	Completed
9	J. Vikram	"	Completed
10	J. Prem Kumar	"	Not Complete
11	K. Laxmi Narayana	"	Completed
12	K. Sai Ram	"	Completed
13	K. Ramcharan	"	Completed
14	K. Chandu	"	Completed
15	M. Ramu	"	Completed
16	P. Prem Kumar	"	Completed
17	S. Sathari	"	Completed
18	S. Labhota	"	Completed
19	M. Shiva Raj Kumar	"	Completed
20	S. Sainivey	"	Completed
21	T. Laxman	"	Completed
22	T. Vamshi	"	Completed
23	V. Srinivas	"	Completed
24	B. Deva Raj	"	Completed
25	CH. Veera Venkata Srami	"	Completed
26	D. Vamshi	"	Completed
27	D. Ram Babu	"	Completed
28	G. Chayan	"	Completed
29	G. Pavan	"	Completed

HEAD OF THE DEPARTMENT

DEPARTMENT OF COMPUTER SCIENCE

30  
 G. PAVAN  
 DEGREE COLLEGE (BOYS)

Srinivas  
 Principal

TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
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# TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (Boys) MANUGURU

10

List of students COMPLETED Certificate Course 2021-22

S No	Name of the Student	Class/Group	Whether Complete/Not
31	J. Sandeep	BA (HEP)	Completed
32	K. Aravindh	"	Completed
33	K. Ravindra	"	Completed
34	L. Shiva Shankar	"	Not completed
35	M. Devendar Chary	"	Completed
36	M. Akber	"	Completed
37	M. Uday Kumar	"	Completed
38	M. Mahesh	"	Completed
39	P. Chiruvendur	"	Completed
40	S. Venkata Rao Babu	"	Completed
41	J. Mahaj	"	Completed
42	Y. Prem Chand	"	Completed
43	Y. Sagar	"	Completed
44	B. Prashanna Kumar	Bcom (CA)	Completed
45	B. Musali Krishna	"	Completed
46	B. Madhu	"	Completed
47	D. Sai Ram	"	Completed
48	G. Mani Charan	"	Completed
49	G. Charan	"	Completed
50	J.S.N.M. Chakravarthy	"	Completed
51	K. Navender	"	Completed
52	K. Jampanna	"	Completed
53	K.S.S. Vara Prasad	"	Completed
54	K. Nareesh	"	Completed
55	K. Surya Prakash	"	Completed
56	M. Karman	"	Completed
57	M. Goutham Kumar	"	Completed
58	M. Vinsy Kumar	"	Completed
59	P.G. Prashanth	"	Completed
60	P.P. Saravaram	"	Completed

*Sneha*  
Principal

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TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE

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TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU

List of students COMPLETED Certificate Course 2021-22

S No	Name of the Student	Class/Group	Whether Complete/Not
61	P. Ganesh	BCom(A)	Completed
62	S. Karthik	"	Completed
63	S. Revanth	"	Completed
64	S. Praveen prakash	"	Completed
65	T. Raju	"	Completed
66	T. Sandeep	"	Not completed
67	V. Dhan Raj	"	Completed
68	V. Rohith kumar	"	Completed
69	A. Sandeep	BCom(G)	Completed
70	E. Karthik	"	Completed
71	E. Rohith kumar	"	Completed
72	G. Manohar	"	Completed
73	K. Abhilash	"	Not completed
74	K. Alaga vamsi	"	Completed
75	K. Uday kishore	"	Completed
76	K. Rahul	"	Completed
77	K. Shanta vardhan	"	Completed
78	M. Narendhar	"	Completed
79	M. Thishupetiah	"	Completed
80	N. Anshind	"	Completed
81	P. Kalpan	"	Completed
82	P. Vishnu vardhan	"	Completed
83	R. Revanth	"	Completed
84	V. Rajendhu	"	Completed
85	A. Singay	BSc (BZC)	Completed
86	B. Deva		Completed
87	B. Kiran		Completed
88	B. Prashanth		Completed
89	B. Sri krishna		Completed
90	B. V. Singh		Completed

*Sheela*  
Principal

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RESIDENTIAL DEGREE COLLEGE (BOYS)  
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# TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (Boys) MANUGURU

List of students COMPLETED Certificate Course 2021-22

S No	Name of the Student	Class/Group	Whether Complete/Not
91	G. Kalyan	BSCCBZC	Completed
92	G. Raja	"	Completed
93	K. Lakshman Rao	"	Completed
94	K. Rama Krishna	"	Completed
95	K. Naga Venkatesh	"	Completed
96	K. Naveen	"	Not complete
97	K. Vikas	"	Completed
98	M. Dileep	"	Completed
99	M. Jampanna	"	Completed
100	M. Sai Kumar	"	Not complete
101	M. Vijay Kumar	"	Completed
102	M. Ram Chandra	"	Completed
103	N. Dhanya Prasad	"	Completed
104	P. Mahesh	"	Completed
105	P. Sri Krishna	"	Completed
106	P. Venkateswara	"	Completed
107	K. Rohith	"	Completed
108	S. Sai	"	Completed
109	V. Ravanth Kumar	"	Completed
110	V. N. Vijay Kumar	"	Completed
111	Y. Pavan Kalyan	"	Completed
112	B. Ganesh	BSC (MPC)	Completed
113	B. Rakesh	"	Completed
114	B. Vishnu	"	Completed
115	Ch. Nageswar	"	Completed
116	E. Lobith Kumar	"	Completed
117	G. Prasad	"	Completed
118	T. Suresh	"	Completed
119	T. Suresh	"	Completed
120	T. Suresh	"	Completed

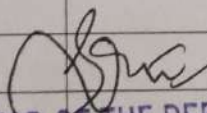
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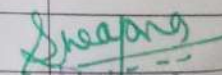
*Swarna*  
Principal  
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RESIDENTIAL DEGREE COLLEGE (BOYS)  
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List of students cOMPLETED Certificate Course 2021-22

S No	Name of the Student	Class/Group	Whether Complete/Not
121	K. Rajesh	"	Completed
122	K. Rakesh	"	Not completed
123	K. Lakshman	"	Completed
124	M. Nagesh Raju	"	Completed
125	P. Kalyan	"	Completed
126	A. Aravindh Rahul	BSc (MPCS)	Completed
127	A. Mohith	"	Completed
128	B. Guna shekar	"	Completed
129	B. Tadeu	"	Completed
130	B. Shiva Krishna	"	Completed
131	D. Vishnu	"	Completed
132	J. Nagarajha Rao	"	Completed
133	J. Akash	"	Not completed
134	K. Sreen Kumar	"	Completed
135	K. Shashi devan	"	Completed
136	K. Sandeep	"	Completed
137	L. Surya prakash	"	Completed
138	M. Praveen	"	Completed
139	N. Uday	"	Completed
140	N. Ganeshu	"	Completed
141	P. Rakesh	"	Completed
142	P. Vinay	"	Completed

  
**HEAD OF THE DEPARTMENT**  
 DEPARTMENT OF COMPUTER SCIENCE  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU

  
**Principal**  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU

# Telangana Tribal Welfare Residential Degree College (Boys) Manuguru



Bhadradi Kothagudem District, Telangana State, India,  
E Mail: [ttwrdcboys.manuguru@gmail.com](mailto:ttwrdcboys.manuguru@gmail.com), Website: <https://www.ttwrdcs.ac.in>>manuguru

## Certificate

This is to certify that Mr. A. Aarid Rahul student of 1<sup>st</sup> B.A

MPC of Telangana Tribal Welfare Residential Degree College (Boys) Manuguru.

Bhadradi Kothagudem Dist, has attended and successfully completed a Certificate Course on

Basic Computer Skills from 24/01/2022 to 10/02/2022 Conducted by

*Department of Computer science.*

HEAD OF THE DEPARTMENT  
DEPARTMENT OF COMPUTER SCIENCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

*Sreeraj*  
Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

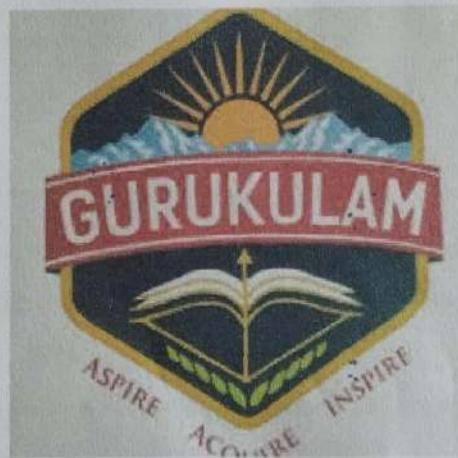
HOD

Principal

**TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU**

**Bhadradri Kothagudem Dist, Telangana  
(Affiliated to Kakatiya University-Warangal)**

**Academic Year 2021-2022**



**A CERTIFICATE COURSE  
ON  
COMMUNICATION SKILLS**

**From 01-12-2021 to 17-12-2021**

**Course Coordinators: Dr. Swapna Akoju & B. Veeru**

**Lecturer in English**

**Department of English**

TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (Boys)  
MANUGURU

Department of English

Date: 21-11-2021

To  
The Principal  
Telangana Tribal Welfare Residential Degree (Boys)  
Manuguru

**Sub: Request to Sanction Permission to introduce a new certificate course for the first year students for the Academic Year 2021-2022. Reg,**

Respected Madam,

We, the Department of English, Telangana Tribal Welfare Residential Degree (Boys) Manuguru, would like to bring to your kind notice that for the Academic year 2021-2022, we wish to introduce a certificate course for the First year students on Communication Skills for making students aware and understand the basic LSRW Skills. For the same, we wish to issue a certificate to the students those who attend the classes and complete the course successfully.

Hence, we request you to consider the same and give us the permission for the above-mentioned programme.

Thanking You,

Yours Sincerely,

  
HEAD OF THE DEPARTMENT  
DEPARTMENT OF ENGLISH  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (Boys)  
MANUGURU

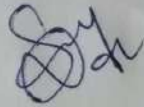
Department of English

Date: 23/11/2021

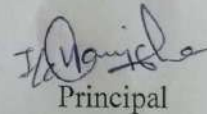
NOTICE

It is hereby informed to all the community of Telangana Tribal welfare Residential Degree College (Boys) Manuguru that the Department of English is going to Continue the certificate course on **Communication Skills** for the Academic year 2021-2022 for all the students of I year.

For the same the First year students are informed to enrol for the above mentioned certificate course on or before.26-12-2021.



Head of Dept  
**HEAD OF THE DEPARTMENT**  
DEPARTMENT OF ENGLISH  
TELANGANA TRIBAL WELFARE  
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**Principal**  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

## Inaugural Ceremony of Certificate Course

Date: 1-12-2021



Dr. Swapna Akoju, DL in English Addressing the Gathering

### Introduction:

The TTWRDC (B) Manuguru was established in 2017 as one among the 22 Residential Degree colleges for Tribal students. Most of the students are typically from rural background and are first generation learners. When it comes to education, these students face a number of challenges. Especially, at the tertiary level of education, English is identified as posing a great challenge to the rural Indian learners.

### Need of the course:

1. Majority of the students enrolled at TTWRDC (B) Manuguru have done their schooling in Telugu medium that too in government run schools and their exposure to English is to a minimum.
2. Though English is a language, it is taught as a subject (not as skill), i.e., the objective is to acquire knowledge and to merely pass the examinations.
3. As parents are illiterates and not exposed to English, the family situation does not help in acquiring English language at home.
4. This low proficiency levels in English have a negative impact in learning other subjects.
5. Due to lack of good Communication skills, students have low confidence levels.
6. In present context of globalization, the key to success is good communication skills only.

In this context, there is an immense need to conduct special classes to improve their communication skills; hence the Dept of English has decided to implement **Communication Skills in English** as a certificate course for the students of Gurukulam.

### Objectives of the course:

1. To help students overcome their fear and to speak in English in front of their peers and teachers thus, build their self-confidence through various classroom activities and outdoor activities
2. To improve the communication skills of students and increase chances of employability.
3. To help the students for getting good grades in competitive and other examinations.
4. To help students to become autonomous and self-directed English language learners.
5. To make students to use grammatically correct English with known vocabularies based on daily routines.

### SYLLABUS

UNIT-I COMMUNICATION SKILLS	UNIT-II BASIC GRAMMAR AND VOCABULARY	UNIT-III LISTENING & SPEAKING SKILLS
1. What is Communication	1. Parts of speech	1. Why and How we Listen

2. Greeting and Introducing	2. Present Tense	2. Why and How we speak
3. Making Request, Asking apology	3. Past tense	3. Phonetics
4. Asking for and Giving Permission	4. Future Tense	4. Word stress
5. Offering Help	5. Framing Questions	5. Intonation- falling and rising
6. Giving Instructions and giving Directions	6. Helping Verbs	6. At a Bus stand/railway station/Bank
7. Telephone Etiquette	7. Types of sentences	7. At a Market/ party/ theatre
8. E-mail Etiquette	8. subject verb agreement	8. Anchoring and Public Speaking-I
9. Importance of Vocabulary	9. Vocabulary	9. Anchoring and Public Speaking-II
10. Fluency and Accuracy: steps to improve communication skills	10. Common Errors	10. English in various real-life situations

#### Strategies:

The following strategies are carried out to implement the program:

1. **Using simulation techniques:** real life situations in the classroom to practice real English dialogues and speeches to gain English language fluency.
2. **Using silent and loud reading practice:** to students, to enhance their comprehension and English sound recognition skills.
3. **Using JAM/Role-play technique:** students are encouraged to speak freely and independently using role play/ JAM techniques
4. **Exposure to language is pivotal:** Any course that meets more than the conventional one period a day can be labelled intensive. It is a well-established fact that a prolonged exposure to a language increases the speed of acquiring that language (The way we have learnt our mother tongue is an example.).
5. **Basic Language Skills are taught in Isolation:** The basic language skills of Listening, Speaking, Reading, and Writing (LSRW) are taught in isolation, emphasizing each skill at a time, though an integrated skill acquisition takes place automatically.
6. **More Emphasis on Listening and Speaking Skills:** In the general English classes, more emphasis is given to Reading and Writing skills. Hence, in the Communicative English Programme, more emphasis is given to Listening and Speaking skills.
7. **ICT Tools:** ICT equipment such as PPT, Videos, and Recorded audios are used easily during the communicative English classes to enhance Listening and Speaking skills.

#### Duration of the course:

The duration of the course is 15 days, two hours per day, and at-least fifty students are enrolled in the course based on the score achieved in preliminary test on communication skills of the students. The course is specifically designed for first year students.

### *Evaluation and Certificates:*

A series of formative tests/ viva voce are conducted at regular intervals to assess the progress made by the learners. At the end of the course, a written test (30 marks) and practical test (20 marks) is conducted. Those who score minimum of 40% in final exam will be given certificates.

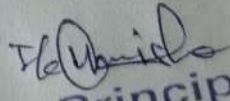
### **Outcome of the program:**

A scientific analysis was carried out to evaluate the effectiveness of "Certificate Course in Communicative Skills in English" as one of the best practices of TTWRDC (B) Maripeda.


After the Completion of the Course, it is observed that:

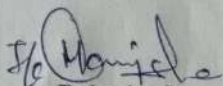
- Majority (65.4%) of the respondents stated that they were able to improve their English Grammar and vocabulary.
- More than half (56.8%) of the respondents have developed their public speaking skills
- Majority (63.7%) of the respondents have improved on their listening and speaking skills.
- More than half (56.6%) of the respondents have improved their skills with regard to comprehending an audio and video presentations in English.
- More than half (58.9%) of the respondents have stated that the programme on "Communicative English" was effective to their overall development in their proficiency of the language.

  
HEAD OF THE DEPARTMENT  
DEPARTMENT OF ENGLISH  
TELANGANA TRIBAL WELFARE  
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Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

Telangana Tribal Welfare Residential Degree College (M) Manuguru			
Certificate Course on Communication Skills			
Time Table			
Day	Date	Time	
		5.00 pm - 6.00 pm	7.00 pm - 8.00 pm
Day-1	01-12-2021	BSC	BA, BCOM
Day-2	02-12-2021	BSC	BA, BCOM
Day-3	03-12-2021	BSC	BA, BCOM
Day-4	04-12-2021	BSC	BA, BCOM
Day-5	06-12-2021	BSC	BA, BCOM
Day-6	07-12-2021	BSC	BA, BCOM
Day-7	08-12-2021	BSC	BA, BCOM
Day-8	09-12-2021	BSC	BA, BCOM
Day-9	10-12-2021	BSC	BA, BCOM
Day-10	11-12-2021	BSC	BA, BCOM
Day-11	13-12-2021	BSC	BA, BCOM
Day-12	14-12-2021	BSC	BA, BCOM
Day-13	15-12-2021	BSC	BA, BCOM
Day-14	16-12-2021	BSC	BA, BCOM
Day-15	17-12-2021	BSC	BA, BCOM

  
 Head of Dept  
**HEAD OF THE DEPARTMENT**  
 DEPARTMENT OF ENGLISH  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU

  
 Principal  
**Principal**  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU

Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Students Enrolled for Certificate Course

S.No	Name of the Student	Class/Group	Sign
1	B. Ganesh	mpc	B. Ganesh
2	B. Vishnu	"	B. Vishnu
3	Ch. Narendra	"	ch. narendran
4	E. Lohith Kumar	"	E. Lohith Kumar
5	G. Pramod	"	G. Pramod
6	K. Suresh	"	K. Suresh
7	M. Nagaraju	"	M. Nage
8	P. Kalyan	"	P. Kalyan
9	A. Aravind Rahul Tendulkar	mpcs	A. Aravind
10	B. Bhiva Krishna	"	Bhiva Krishna
11	B. Arjun	"	B. Arjun
12	Ch. Aravind Kumar	"	Ch. Aravind
13	D. Vishnu	"	D. Vishnu
14	T. Narasimha Rao	"	T. Narasimha Rao
15	K. Sravan Kumar	"	SRAVAN
16	K. Sashi Devan	"	sashidevan
17	K. Sandeep	"	K. Sandeep
18	L. Surya Prakash	"	Surya
19	M. Dravesh	"	m Dravesh
20	M. Uday	"	M. Uday
21	N. Ganesh	"	N. Ganesh
22	P. Mahesh	"	P. Mahesh
23	P. Rajesh	"	P. Rajesh
24	P. Vinay	"	P. Vinay
25	B. Deva	BZC	B. Deva
26	B. Kiran	"	B. Kiran
27	G. Kalyan	"	G. Kalyan
28	G. Raju	"	G. Raju.

29	K. Lakshman Rao	B2C	K Lakshman Rao
30	K. Nagavardhan	"	K. Nagavardhan
31	K. Vikas	"	K. Vikas
32	M. Dileep	"	M. Dileep
33	M. Jampama	"	M. Jampama
34	M. Sai Kumar	"	M. Sai Kumar
35	M. Vijay Kumar	"	M. Vijay Kumar
36	M. Ram Charan	"	M. Ram Charan
37	P. Mahesh	"	P. Mahesh
38	P. Sree Krishna	"	P. Sree Krishna
39	P. Venkateswarlu	"	P. Venkateswarlu
40	S. Sai	"	S. Sai
41	V. Ramesh Kumar	"	V. Ramesh
42	V. M. Vijaya Vasma	"	V. Vijay
43	T. Pavan Kumar	"	Pavan Kumar
44	A. Sandeep	BCom (G)	A Sandeep
45	E. Karthik	"	Sandeep
46	E. Ramesh Kumar	"	E. Karthik
47	K. Abhishek	"	Karthik
48	K. Naga Vamsi	"	Naga Vamsi
49	K. Uday Kiran	"	Uday Kiran
50	K. Rahul	"	K. Uday Kiran
51	K. Santha vardhan	"	Santha
52	M. Narendra	"	M. Narendra
53	M. Thirupathiah	"	. Thiru
54	N. Aravind	"	Aravind
55	P. Kalyan	"	P. Kalyan
56	P. Vishnu vardhan	"	Vishnu vardhan
57	V. Rajender	"	V. Rajender
58			
59			
60			

HEAD OF THE DEPARTMENT  
DEPARTMENT OF ENGLISH  
TELANGANA TRIBAL WELFARE  
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MANUGURU

Principal  
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TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Students Enrolled for Certificate Course

S.No	Name of the Student	Class/Group	Sign
1	B. Prasanna Kumar	Bcom (CA)	B. Prasanakumar
2	B. musali Krishna	"	musali Krishna
3	B. madhu	"	B. Madhu
4	D. Sai ram	"	D. Sai ram
5	G. Charan	"	G. Charan
6	J.S.NM Chakravarthy	"	J.S.NM Chakravarthy
7	K. Tompamma	"	K. Tompamma
8	K.S.S.V. Prasad	"	K.S.S.V. Prasad
9	K. naresh	"	K. Naresh
10	K. Surya Prakash	"	K. Surya Prakash
11	M. Lakshman	"	M. Lakshman
12	M. Goutham Kumar	"	M. Goutham Kumar
13	M. Vinay Kumar	"	M. Vinay Kumar
14	P. Prashanth	"	P. Prashanth
15	P. Sai Kiran	"	P. Sai Kiran
16	R. Ganesh	"	R. Ganesh
17	S. Karthik	"	S. Karthik
18	S. Revanth	"	S. Revanth
19	S. praveen Prakash	"	S. praveen Prakash
20	T. Raju	"	T. Raju
21	V. Dharmraj	"	V. Dharmraj
22	V. Rohith	"	V. Rohith
23	A. Bharat Prakash	HEP	A. Bharat Prakash
24	B. Tevora Kumar	"	B. Tevora Kumar
25	Ch. Durga Prasad	"	Ch. Durga Prasad
26	D. Rajesh	"	D. Rajesh
27	G. Govardhan	"	G. Govardhan
28	G. Sai	"	G. Sai

29	G. Jacob Anand	"	G. Jacob Anand
30	G. Sai Kiran	"	G. Sai Kiran
31	J. Vikram	"	J. Vikram
32	J. Prem Kumar	"	K. Ramu
33	K. Laxmi Narayana	"	K. Laxminarayana
34	K. Sai Ram	"	K. Sai Ram
35	K. Ram Charan	"	K. Ram Charan
36	K. Chandu	"	Chandu
37	M. Ramu	"	M. Ramu
38	P. Prem Kumar	"	P. Prem Kumar
39	S. Srihari	"	S. Srihari
40	S. Laldera	"	<del>S. Laldera</del>
41	S. Srinivas	"	S. Srinivas
42	T. Lakshman	"	T. Lakshman
43	T. Vamsi	"	T. Vamsi
44	T. Srinivas	"	Srinivas
45	B. Devaraju	EPP	B. Devaraju
46	D. Vamsi	"	D. Vamsi
47	D. Rambabu	"	D. Rambabu
48	D. Charan	"	D. Charan
49	E. Kalyan	"	E. Kalyan
50	K. Aravind Kumar	"	Aravind
51	K. Ravindra	"	K. Ravindra
52	M. Devendra Chary	"	M. D. Chary
53	M. Abeer	"	M. Abeer
54	M. Uday Kiran	"	M. Uday Kiran
55	N. Mallesh	"	N. Mallesh
56	P. Chiruvendra	"	P. Chiruvendra
57	S. Venkat Rao Babu	"	Rao Babu
58	T. Manoj	"	T. Manoj
59	Y. Sagar	"	Y. Sagar
60			

HEAD OF THE DEPARTMENT  
DEPARTMENT OF ENGLISH  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

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Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

Telangana Tribal Welfare Residential Degree College (Boys) Manuguru			
List of Students Completed Certificate Course			
S.No	Name of the Student	Class/Group	Whether Course Completed /Not
1	B. Ganesh	MPC	B. Ganesh
2	B. Vishnu	"	B. Vishnu
3	Ch. Narendra	"	Ch. Narendra
4	E. Jothil Kumar	"	E. Jothil Kumar
5	G. Pramod	"	G. Pramod
6	K. Suresh	"	K. Suresh
7	M. Nagaraju	"	M. Nagaraju
8	P. Kalyan	"	P. Kalyan
9	A. Aravind Rahul Tendulkar	MPCS	A. Aravind
10	B. Shiva Krishna	"	B. Shiva Krishna
11	B. Arjun	"	B. Arjun
12	Ch. Aravind Kumar	"	Ch. Aravind
13	D. Vishnu	"	D. Vishnu
14	J. Narasinha Rao	"	J. Narasinha Rao
15	K. Sravan Kumar	"	K. Sravan Kumar
16	K. Sashi Devan	"	K. Sashi Devan
17	K. Sandeep	"	K. Sandeep
18	L. Surya Prakash	"	M. Pravesh
19	M. Pravesh	"	M. Pravesh
20	M. Uday	"	M. Uday
21	N. Ganesh	"	N. Ganesh
22	P. Mahesh	"	P. Mahesh
23	P. Rajesh	"	P. Rajesh

24	P. Vinay	MPCS	P. Vinay
25	B. Deva	BZC	B. Deva
26	B. Kiran	"	B. Kiran
27	G. Kalyan	"	G. Kalyan
28	G. Raju	"	G. Raju
29	K. Jayeman Rao	"	K. Jayeman Rao
30	K. Jagavardhan	"	K. Jagavardhan
31	K. Vikas	"	K. Vikas
32	M. Dileep	"	M. Dileep
33	M. Jampanna	"	M. Jampanna
34	M. Sai Kumar	"	M. Sai Kumar
35	M. Vijay Kumar	"	M. Vijay
36	M. Ram Charan	"	M. Ram Charan
37	P. Mahesh	"	P. Mahesh
38	P. Sree Krishna	"	P. Sree Krishna
39	P. Venkateswarlu	"	P. Venkateswarlu
40	S. Sai	"	S. Sai
41	V. Ranath Kumar	"	V. Ranath
42	V.M. Vijaya Varma	"	V.M. Vijaya
43	Y. Pavankumar	"	Y. Pavan
44	A. Sandeep	BCom (G)	A. Sandeep
45	E. Karthik	"	E. Karthik
46	E. Ranjith Kumar	"	E. Ranjith Kumar
47	K. Abhilash	"	K. Abhilash
48	K. Naga Vamshi	"	K. Naga Vamshi
49	K. Uday Kiran	"	K. Uday Kiran
50	K. Rahul	"	K. Rahul

Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Students Completed Certificate Course

S.No	Name of the Student	Class/Group	Whether Course Completed /Not
51	B. Prasanna Kumar	B.com (CA)	B. prasannakumar
52	B. Murali Krishna	"	B. murali
53	B. Madhu	"	Madhu
54	D. Sai Ram	"	D. Sai Ram
55	G. Charan	"	G. Charan
56	J.S.NM Chakravarthy	"	J.S. Nucheer
57	K. Jampanna	"	K. Jampanna
58	K.S.S. V. Prasad	"	Prasad
59	K. Nareesh	"	K. Nareesh
60	K. Surya Prakash	"	Surya Prakash
61	M. Laxman	"	M. Laxman
62	M. Goutham Kumar	"	M. Goutham Kumar
63	M. Vinay Kumar	"	M. Vinay Kumar
64	P. Prashanth	"	P. Prashanth
65	P. Sai Kiran	"	P. Sai Kiran
66	R. Ganesh	"	R. Ganesh
67	S. Karthik	"	S. Karthik
68	S. Revanth	"	S. Revanth
69	S. Praveen Prakash	"	S. Praveen Prakash
70	T. Raju	"	T. Raju
71	V. Dhanraj	"	V. Dhanraj
72	V. Rohit	"	V. Rohit
73	A. Bhanu Prakash	TEP	A. Bhanu Prakash

74	B. Jeevan Kumar		Jeevan Kumar
75	Ch. Durga Prasad		Durga Prasad
76	D. Rajesh		D. Rajesh
77	G. Govardhan		Govardhan
78	G. Sai		G. Sai
79	G. Jacob Anand		Jacob Anand
80	G. Sai Kiran		G. Sai Kiran
81	J. Vikram		Vikram
82	J. Prem Kumar		Prem Kumar
83	K. Laxmi Narayana		Laxmi Narayana
84	K. Sai Ram		Sai Ram
85	K. Ram Charan		Ram Charan
86	K. Chandu		Chandu
87	M. Ramu		M. Ramu
88	P. Prem Kumar		Prem Kumar
89	P. Srihari		S. Srihari
90	P. Laldasa		P. Laldasa
91	P. Srinivas		S. Srinivas
92	T. Laxman		Laxman
93	T. Vamsi		T. Vamsi
94	Y. Srinivas		Srinivas
95	B. Devaraju	EPP	B. Devaraju
96	D. Vamsi		Vamsi
97	D. Rambabu		Rambabu
98	D. Charan		D. Charan
99	E. Kalyan		E. Kalyan
100	K. Anand Kumar		Anand Kumar

HEAD OF THE DEPARTMENT  
DEPARTMENT OF ENGLISH  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

JG   
Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

Telangana Tribal Welfare Residential Degree College (B) Manuguru  
Academic Year 2021-22

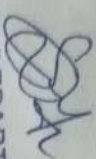
Certificate Course Attendance												Subj: English					
S.No	Name of the Student	Group	Day 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	B.PRASANNA KUMAR	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	B.MURALI KRISHNA	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	B.MADHU	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	D.SAI RAM	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	G.CHARAN	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	J.S.N.M.CHAKRAVARTHY	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	K.JAMPANNA	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	K.S.S.VARA PRASAD	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	K.NARESH	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	K.SURYA PRAKASH	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	M.LAXMAN	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	M.GOWTHAMI KUMAR	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	M.VINAY KUMAR	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	P.PRASHANTH	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	P.SAI KIRAN	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	R.GANESH	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	S.KARTHIK	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	S.REVANTH	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	S.PRAVEEN PRAKASSH	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	T.RAJU	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	V.DHANRAJ	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	V.ROHITH KUMAR	B Com (CA)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	A.SANDEEP	B Com (Gen)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	E.KARTHIK	B Com (Gen)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

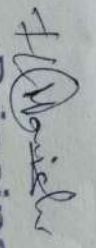






109	M. Devenra chary	EPP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
110	M. Abheer	EPP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
111	M. Uday Kiran	EPP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
112	N. Mallesh	EPP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
113	P. Chiruvendra kumar	EPP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
114	S. Venkat rao babu	EPP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
115	T. Manoj	EPP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
116	Y. Sagar	EPP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

  
**HEAD OF THE DEPARTMENT**  
 DEPARTMENT OF ENGLISH  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU

  
**Principal**  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU

Valedictory of Certificate Course

Date: 17-12-2021



Dr. Swapna Akoju, DL in English Addressing the Gathering

HEAD OF THE DEPARTMENT  
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TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
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MANUGURU



**Telangana Tribal Welfare Residential  
Degree College (Boys) Manuguru**

Bhadradi Kothagudem District, Telangana State, India,

E Mail: [ttwrdbcoys.manuguru@gmail.com](mailto:ttwrdbcoys.manuguru@gmail.com), Website: <https://www.ttwrdds.ac.in/manuguru>



**CERTIFICATE**

This is to certify that Mr K. Rambhar, a Student of BA/BCOM/BSC/I/II/III  
year of **Telangana Tribal Welfare Residential Degree College (Boys) Manuguru**, Bhadradi  
Kothagudem Dist, has attended and Successfully completed a Certificate Course on  
**Communication Skills** From 01/12/2021 to 17/12/2021 Conducted by **the**  
**Department of English.**

**HOD/ Dpt.**  
**HEAD OF THE DEPARTMENT**  
**DEPARTMENT OF ENGLISH**  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

**Principal**  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

తెలంగాణ గిరిజన సంక్షేమ గురుకుల డిగ్రీ కళాశాల (బాలుర)

మణుగూరు

భద్రాద్రి కొత్తగూడెం జిల్లా, తెలంగాణ

( అనుసంధాన కాకతీయ విశ్వవిద్యాలయం-వరంగల్ )

విద్యా సంవత్సరం 2021-2022



సర్టిఫికేట్ కోర్సు

తెలుగు భాషా పరిచయం – పదజాల వినియోగం

09 - 09 -2022 నుండి 23 - 09 - 2022

కోర్స్ సమన్వయకర్త: యం. మనిషా

తెలుగు అధ్యాపకులు

తెలుగు శాఖ

## కోర్సు నిర్మాణం:

- వ్యవధి: ఒక విద్యా సంవత్సరంలో రెండు బ్యాచ్‌లతో నాలుగు వారాల పాటు కోర్సు అందించబడుతుంది
- తరగతి సమయం: సాధారణ కళాశాల వేళల తర్వాత ప్రతిరోజూ 2 గంటలు అంటే (సాయంత్రం 5.00 నుండి సాయంత్రం 6.00 వరకు) మరియు రాత్రి అధ్యయన సమయాల్లో (సాయంత్రం 7.00 - రాత్రి 8.00)

## వేదిక: కళాశాల సమావేశ మందిరం

- ప్రణాళిక చేయబడిన మొత్తం సమయం : 30 గంటలు (రోజువారీ 2 గంటలు)
- కోర్సు అందించబడుతుంది: రెండవ సంవత్సరం విద్యార్థులకు

ఫ్యాకల్టీ :- యం. మనిషా, టి.మోహన్, పి.రమాదేవి

- మూల్యాంకన విధానం: 50 మార్కులు (హాజరు కోసం 25 & మొత్తం ప్రెజెంటేషన్ కోసం 25)
- సర్టిఫికేట్ పొందడానికి అర్హత: విద్యార్థుల హాజరు మరియు మాఖిక ప్రదర్శన ఆధారంగా సర్టిఫికేట్ జారీ చేయబడుతుంది.

## కోర్సు యొక్క ఫలితాలు:

- తెలుగు భాష పదాలను ఎలా ఉపయోగించాలో ఎలా సమన్వయం చేయాలో విద్యార్థులకు అవగాహన కల్పించడం.
- విద్యార్థి తమ వృత్తి జీవితంలో తెలుగు భాషా పదాల నైపుణ్యాలను నేర్చుకుని వాటిని వర్తింపజేయడం.
- విద్యార్థులు తెలుగు భాష పట్ల అభిరుచిని మెరుగుపరచడం కోసం
- తెలుగు భాష కోసం శ్రమ చేసిన రచయితల పరిచయాలను శ్రమను విద్యార్థులకు అందించడం జరిగింది
- తెలుగు భాషా పదం ఎలా ఆవిర్భవించింది దాని విధివిధానాలు ఏమిటి దాని ఎలా అనుసరించాలి అనే అంశాలపై విశ్లేషించడం .
- తెలుగు భాష పదాలు వినియోగించడంలో ధ్వని ఉత్పత్తి ఎలా జరిగింది మరియు అక్షరాలు ఎలా ఉత్పత్తి చెందాయి చెప్పటం జరిగింది

- విద్యార్థులకు తెలుగు భాషలో గల అచ్చులు మరియు హల్లుల వాటి మధ్య భేదములను వివరిస్తూ వాటి ఉత్పాహరణలు తెలియజేశాము.
- తెలుగు భాష భాగాలలో గల నామవాచకాలు మరియు సర్వనామములు, క్రియలు ,వాక్యం వీటి యొక్క ఉపయోగాలు మరియు ఉపయోగించే విధానమును గురించి వివరించారు.

*[Handwritten Signature]*

**HEAD OF THE DEPARTMENT**  
 DEPARTMENT OF TELUGU  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU

*[Handwritten Signature]*  
**Principal**

TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)

## తెలుగు భాషా పరిచయం - పదజాల వినియోగం

### విషయ సూచిక

#### I. భాషా పరిచయం :-

- 1) భాషా పరిచయం
- 2) భాషా నిర్వచనాలు

#### II. భాషోత్పత్తి వాదాలు :-

- 1) భాషోత్పత్తి పరిచయం
- 2) భాషా రచయితలు - వాదాలు
- 3) తెలుగు పదం ఆవిర్భావ విధానం

#### III. ధ్వని - ఉత్పత్తి స్థానాలు :-

- 1) స్థానం, కరణం, ప్రయత్నం - భేదాలు
- 2) వర్ణం
- 3) అక్షరాలు - భేదాలు
- 4) అచ్చులు - భేదాలు
- 5) హల్లులు - భేదాలు
- 6) అక్షర ఉత్పత్తి స్థానాలు
- 7) పద భేదములు - పదము ఏర్పడిన విధానం

#### IV. భాషా భాగాలు :-

- 1) నామవాచకాలు
- 2) వచనం
- 3) వాచకము

4) సర్వనామము

5) విశేషణం, క్రియలు

6) వాక్యం - వాక్య భేదాలు - రీతులు

V. పదజాల వినియోగం :-

1) పర్యాయపదాలు

2) నానార్థాలు

3) పకృతి - వికృతి

4) వ్యుత్పత్తి అర్థాలు

5) జాతీయాలు - సామెతలు - పొడుపు కథలు

VI. అవగాహన - ప్రతిస్పందనలు :-

VII. స్వీయ రచన :-

2) పరిచయం

1) సాధించాల్సిన అంశాలు

VIII. వ్యాకరణం :-

1) సంధులు

2) సమాసాలు

3) ఛందస్సు

4) అలంకారాలు



**HEAD OF THE DEPARTMENT**  
DEPARTMENT OF TELUGU  
TELANGANA TRIBAL WELFARE  
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MANUGURU



**Principal**  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (Boys)  
MANUGURU

తెలుగు కాఫు

Date:29-08-2022

To  
The Principal  
Telangana Tribal Welfare Residential Degree (Boys)  
Manuguru.

**Sub: Request to Sanction Permission to introduce Telugu Language Introduction Vocabulary Usage certificate course for the BA/ B.Com/ B.Sc second year students for the Academic Year 2021-2022.Reg,**


Respected Madam,

We the **department of Telugu** Telangana Tribal Welfare Residential Degree (Boys) Manuguru. Would like to bring to your kind notice i.e for the Academic year 2021-2022 we wish to introduce a certificate course for the All second year students on **Telugu Language Introduction Vocabulary Usage** for making students aware and understand the basic of a telugu language and use of telugu Vocabulary for the same we wish to issue a certificate for the students whose who attend the classes and complete the course successfully.

Hence, we request you to consider the same and give us the permission for the above-mentioned programme.

Thanking You,

  
**Principal**  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE(BOYS)  
MANUGURU

  
Yours Sincerely,  
**HEAD OF THE DEPARTMENT**  
DEPARTMENT OF TELUGU  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE

(Boys) MANUGURU

తెలుగు శాఖ

Date:01-09-2022

NOTICE

It is hereby informed to all the community of Telangana Tribal welfare Residential Degree College (Boys) manuguru that the **Department of Telugu** is going to introduce a certificate course on **Telugu Language Introduction Vocabulary Usage** for the Academic year **2021-2022** for the students of All second years.

For the same the II years students are informed to enrol for the above mentioned certificate course on or before **05-09-2022**.



**HEAD OF THE DEPARTMENT**  
DEPARTMENT OF TELUGU  
Head of Dept  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU



**Principal**  
Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (Boys)  
MANUGURU

తెలుగు కాభ

Date:29-08-2022

To  
The Principal  
Telangana Tribal Welfare Residential Degree (Boys)  
Manuguru.


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Respected Madam,

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Thanking You,

  
Yours Sincerely,  
HEAD OF THE DEPARTMENT  
DEPARTMENT OF TELUGU  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE  
(Boys) MANUGURU

తెలుగు శాఖ

Date:01-09-2022

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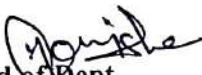


HEAD OF THE DEPARTMENT  
Head of Dept OF TELUGU  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU



Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE  
MANUGURU

Telangana Tribal Welfare Residential Degree College (M) Manuguru			
Telugu bhasha parichayam - padajaala viniyogam			
Time Table 2021 -22			
Day	Date	Time	
		5.00 pm 6.00 pm	7.00 pm -8.00 pm
Day-1	9-9-2022	BSC	BA, BCOM
Day-2	10-9-2022	BSC	BA, BCOM
Day-3	11-9-2022	BSC	BA, BCOM
Day-4	12-9-2022	BSC	BA, BCOM
Day-5	13/9/2022	BSC	BA, BCOM
Day-6	14/9/2022	BSC	BA, BCOM
Day-7	15/9/2022	BSC	BA, BCOM
Day-8	16/9/2022	BSC	BA, BCOM
Day-9	17/9/2022	BSC	BA, BCOM
Day-10	18/9/2022	BSC	BA, BCOM
Day-11	19/9/2022	BSC	BA, BCOM
Day-12	20/9/2022	BSC	BA, BCOM
Day-13	21/9/2022	BSC	BA, BCOM
Day-14	22/9/2022	BSC	BA, BCOM
Day-15	23/9/2022	BSC	BA, BCOM

  
 Head of Dept  
**HEAD OF THE DEPARTMENT**  
 DEPARTMENT OF TELUGU  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU

  
 Principal  
**Principal**  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU

Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Students Enrolled for Certificate Course

S.No	Name of the Student	Class/Group	Sign
1	A. Sandeep	II B.com (G)	
2	E. Rujith	III B.com (G)	
3	E. Karthik	III B.COM (G)	
4	le. Abhulash	III B, com (G)	
5	K. Naga Vamsli	III B.Com (G)	
6	K. Uday Kiran	III B. Com (G)	
7	K. Rahul	II B. Com (G)	
8	K. Shankha vedhan	II B.com(G)	
9	M. Narendra	II B.COM (G)	
10	M. Chirupatiti	II B.com (G)	
11	N. Aravind	II B.COM (G)	
12	P. Kalyan	II B.com (G)	
13	P. Vishnu Vardhan	II B.COM (G)	
14	V. Rajender	II B.COM (G)	
15			
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20			
21	<b>HEAD OF THE DEPARTMENT</b>		<b>Principal</b>
22	DEPARTMENT OF TELUGU		TELANGANA TRIBAL WELFARE
23	RESIDENTIAL DEGREE COLLEGE (BOYS)		RESIDENTIAL DEGREE COLLEGE (BOYS)
24	MANUGURU		MANUGURU
25			
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Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Students Enrolled for Certificate Course

S.No	Name of the Student	Class/Group	Sign
1	B.P. Dasanna Kumar	I <sup>st</sup> B.com(CA)	B. Dasanna
2	B. Murali Krishna	I <sup>st</sup> B.COM(CA)	B. Murali Krishna
3	B. Madhu	II <sup>nd</sup> B.COM(CA)	B. Madhu
4	D. Sairam	II <sup>nd</sup> B.Com(CA)	Sai
5	G. Charan	II B.com(CA)	Charan
6	J. S.N.M. Chakravarthy	II BCOM(CA)	J. Chakravarthy
7	K. Jaganmouli	II B.Com(CA)	K. Jagan
8	K. Shiva Shankar Goudam	II B.com(CA)	K. Shiva
9	K. Nareesh	II <sup>nd</sup> B.com(CA)	K. Nareesh
10	K. Surya prakash	II <sup>nd</sup> B.com(CA)	K. Surya
11	M. Lakshman	II <sup>nd</sup> B.Com(CA)	M. Lakshman
12	M. Gowtham	II BCOM(CA)	M. Gowtham
13	M. Vinay Kumar	II <sup>nd</sup> BCOM(CA)	M. Vinay
14	P. Praashanth	II <sup>nd</sup> B.com(CA)	P. Praashanth
15	P. Sai Kiran	II <sup>nd</sup> B.COM(CA)	P. Sai
16	R. Ganesh	II <sup>nd</sup> B.com(CA)	R. Ganesh
17	S. Korhite	II <sup>nd</sup> B.com(CA)	S. Korhite
18	S. Revanth	II <sup>nd</sup> B.com(CA)	S. Revanth
19	S. Praveen Prakash	II <sup>nd</sup> B.COM(CA)	S. Praveen
20	T. Raju	II <sup>nd</sup> B.com(CA)	T. Raju
21	V. Dharmaj	II B.com(CA)	V. Dharmaj
22	V. Rohith Kumar	II B.com(CA)	V. Rohith
23			
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28	<p>HEAD OF THE DEPARTMENT DEPARTMENT OF TELUGU TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (BOYS) MANUGURU</p>		<p>Principal TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (BOYS) MANUGURU</p>

Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Students Enrolled for Certificate Course

S.No	Name of the Student	Class/Group	Sign
1	A. Bhanu prakash		
2	B. Jeevan Kumar	II BA (H.E.P)	B. Jeevan
3	ch. Durga prasad	II BA (HEP)	ch. Durgaprasad
4	D. Rajesh	II BA (HEP)	D. Rajesh
5	G. Govardhan	II BA (HEP)	Govardhan
6	G. Sai	II BA (HEP)	G. Sai
7	G. Jacob Anand	II BA (HEP)	G. Jacob Anand
8	G. Sai Kiran	II BA (HEP)	G. Sai Kiran
9	J. Vikram	II BA (HEP)	J. Vikram
10	J. Prem Kumar	II BA (HEP)	J. Prem Kumar
11	K. Laxmi Narayana	II BA HEP	K. Laxmi Narayana
12	K. Sai Ram	II BA (HEP)	K. SAI RAM.
13	K. Ram charan	II BA (HEP)	K. Ram charan.
14	K. Chandu	II BA (HEP)	K. Chandu
15	M. Ramu	II BA (HEP)	M. Ramu
16	P. Prem Kumar	II BA (HEP)	P. Prem Kumar
17	S. Srihari	II BA (H.G.P)	S. Srihari
18	S. Lal dora	II BA (HEP)	S. Lal dora
19	S. Srinivas	II BA (H.E.P)	S. Srinivas
20	T. Laxman	II BA (HEP)	T. Laxman
21	T. Vamsi	II BA (HEP)	T. Vamsi
22	Y. Srinivas	II BA (HEP)	Y. Srinivas
23			
24			
25			
26	HEAD OF THE DEPARTMENT		 Principal TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (BOYS) MANUGURU
27	DEPARTMENT OF TELUGU		
28	TELANGANA TRIBAL WELFARE		
28	RESIDENTIAL DEGREE COLLEGE (BOYS) MANUGURU		

Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Students Enrolled for Certificate Course

S.No	Name of the Student	Class/Group	Sign
1	B. Devaraj	II - B.A - EPP	B. Devaraj
2	D. Vamshi	II - B.A - EPP	D. Vamshi
3	D. Rambabu	II BA - EPP	D. Ram.
4	D. Charan	II - BA - EPP	D. Charan
5	E. Kalyan	II BA - EPP	Kalyan
6	K. Aravind KUMAR	II - BA - EPP.	K. Aravind
7	K. Ravindra	II - B.A - EPP	K. Ravindra
8	M. Devendra Charu	II - B.A - EPP	M. Devendra
9	M. Abeer	II - BA - EPP	Abeer
10	M. Uday Kiran	II - BA, EPP	M. Uday Kiran
11	N. Mallesh	II - BA - EPP	Mallesh
12	P. Chiruvu Venkata Kumara	II - BA - EPP	Chiruvu
13	S. Venkateswara Babu	II - BA - EPP	S. Venkateswara Babu
14	T. Manoj	II - BA - EPP	T. Manoj
15	Y. Sagar	II - BA - EPP	Y. Sagar
16		II -	
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*(Signature)*

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Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Students Enrolled for Certificate Course

S.No	Name of the Student	Class/Group	Sign
1	B. Deva	II <sup>nd</sup> BZC	B. Deva.
2	G. Kalyan	II BZC	G. Kalyan
3	B. Kiran	II <sup>nd</sup> BZC	B. Kiran
4	G. Raju	II BZC	G. RAJU
5	K. Lakshman Rao	II BZC	K. Lakshman Rao
6	K. Vikas	II BZC	K. Vikas
7	M. Dileep	II <sup>nd</sup> B.Z.C	M. Dileep
8	M. Jampanna	II BZC	M. Jampanna
9	M. Saikumar	II <sup>nd</sup> B.Z.C	M. Saikumar
10	M. Vijay Kumar	II BZC	M. Vijay Kumar
11	M. Ramcharan	II BZC	M. Ramcharan
12	P. Mahesh	II <sup>nd</sup> BZC	mahesh
13	P. Sree Krishna	II <sup>nd</sup> BZC	P. Sree Krishna
14	P. Venkateshwarlu	II <sup>nd</sup> BZC	P. Venkateshwarlu
15	S. Sai	II <sup>nd</sup> BZC	S. Sai
16	V. Ramesh Kumar	III. B.Z.C	V. Ramesh Kumar
17	V.N. Vijay Varma	II <sup>nd</sup> BZC	V.N. Vijay Varma
18	Y. Pawan Kumar	II <sup>nd</sup> BZC	Y. Pawan Kumar
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Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Students Enrolled for Certificate Course

S.No	Name of the Student	Class/Group	Sign
1	M. Nagaraju	II MPC	M. Nagaraju
2	CH. Narendar	II MPC	CH. Narendar
3	K. Suresh	II MPC	K. Suresh
4	G. Pramod	II MPC	G. Pramod
5	P. Raghav	II MPC	P. Raghav
6	E. Lohith Kumar	II MPC	E. Lohith Kumar
7	B. Vishnu	II MPC	B. Vishnu
8	B. Ganesh	II MPC	B. Ganesh
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*[Signature]*  
Principal

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*[Signature]*  
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Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Students Enrolled for Certificate Course

S.No	Name of the Student	Class/Group	Sign
1	P. Rajesh	II mpcce	P. Rajesh
2	J. Nagesimha Rao	2 <sup>nd</sup> MPCs	J. N. R.
3	B. Arjun	"	B. Arjun
4	B. Shiva Krishna	2 <sup>nd</sup> MPCs	B. Shiva Krishna
5	J. Akash	2 <sup>nd</sup> MPCs	Akash
6	K. Sashidhan Kumar	2 <sup>nd</sup> MPCs	Sashidhan
7	P. Vinay	II MPCs	P. Vinay
8	B. Arjun	II MPCs	B. Arjun
9	Ch. Aravind Kumar	II MPCs	Ch. Aravind Kumar
10	A. Aravind Rahul Tendulkar	II - MPCs	A. Rahul
11	N. Ganesh	II MPCs	N. Ganesh
12	M. Praveesh	II mpcce	M. Praveesh
13	M. Udayi	II mpcce	M. Udayi
14	D. Vishnu	II mpcce	D. Vishnu
15	K. Sravan	II mpcce	K. Sravan
16	P. Mahesh	II mpcce	P. Mahesh
17	L. Surya Prakash	II mpcce	Surya Prakash
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*(Signature)*  
Principal

TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

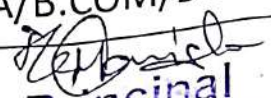
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RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

**Telangana Tribale Residential Degree Collge( Boys) Manuguru**

**Certificate Course on Telugu Language Introduction Vocabulary Usage**

**Time Table**

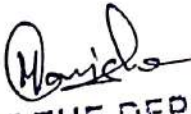
Day	Date	Time	
		5.00pm 6.00pm	7.00pm 8.00pm
DAY-1	09.09.2022	II-B.A/B.COM/B.SC	II-B.A/B.COM/B.SC
DAY-2	10.09.2022	II-B.A/B.COM/B.SC	II-B.A/B.COM/B.SC
DAY-3	11.09.2022	II-B.A/B.COM/B.SC	II-B.A/B.COM/B.SC
DAY-4	12.09.2022	II-B.A/B.COM/B.SC	II-B.A/B.COM/B.SC
DAY-5	13.09.2022	II-B.A/B.COM/B.SC	II-B.A/B.COM/B.SC
DAY-6	14.09.2022	II-B.A/B.COM/B.SC	II-B.A/B.COM/B.SC
DAY-7	15.09.2022	II-B.A/B.COM/B.SC	II-B.A/B.COM/B.SC
DAY-8	16.09.2022	II-B.A/B.COM/B.SC	II-B.A/B.COM/B.SC
DAY-9	17.09.2022	II-B.A/B.COM/B.SC	II-B.A/B.COM/B.SC
DAY-10	18.09.2022	II-B.A/B.COM/B.SC	II-B.A/B.COM/B.SC
DAY-11	19.09.2022	II-B.A/B.COM/B.SC	II-B.A/B.COM/B.SC
DAY-12	20.09.2022	II-B.A/B.COM/B.SC	II-B.A/B.COM/B.SC
DAY-13	21.09.2022	II-B.A/B.COM/B.SC	II-B.A/B.COM/B.SC
DAY-14	22.09.2022	II-B.A/B.COM/B.SC	II-B.A/B.COM/B.SC
DAY-15	23.09.2022	II-B.A/B.COM/B.SC	II-B.A/B.COM/B.SC


  
**Principal**  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE(BOYS)  
MANUGURU

Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Student Completed Certificate Course

S.No	Name of the Student	Class/Group	Whether Course Completed/Not
1	A.SANDEEP	II-BCOM(G)	Completed
2	E.RAJITH	II-BCOM(G)	Completed
3	E.KARTHIK	II-BCOM(G)	Completed
4	K.ABHILASH	II-BCOM(G)	Completed
5	K.NAGA VAMSHI	II-BCOM(G)	Completed
6	K.UDAY KIRAN	II-BCOM(G)	Completed
7	K.RAHUL	II-BCOM(G)	Completed
8	K.SHANTHA VARDHAN	II-BCOM(G)	Completed
9	M.NARENDAR	II-BCOM(G)	Completed
10	M.THIRUPATHI	II-BCOM(G)	Completed
11	N.ARAVIND	II-BCOM(G)	Completed
12	P.KALYAN	II-BCOM(G)	Completed
13	P.VISHNU VARDHAN	II-BCOM(G)	Completed
14	V.RAJENDAR	II-BCOM(G)	Completed

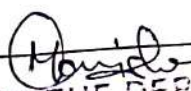
  
**HEAD OF THE DEPARTMENT**  
DEPARTMENT OF TELUGU  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

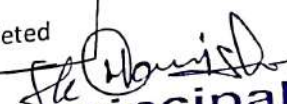
  
**Principal**  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU ;

Telagana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Student Completed Certificate Course

S.No	Name of the Student	Class/Group	Whether Course Completed/Not
1	B.PRASANNA KUMAR	II-BCOM(CA)	Completed
2	B.MURALI KRISHNA	II-BCOM(CA)	Completed
3	D.SAIRAM	II-BCOM(CA)	Completed
4	G.CHARAN	II-BCOM(CA)	Completed
5	J.S.N.M.CHAKRAVARTHY	II-BCOM(CA)	Completed
6	K.JAMPANNA	II-BCOM(CA)	Completed
7	K.SHIVA SHANKARA VARAPRASAD	II-BCOM(CA)	Completed
8	K.NARESH	II-BCOM(CA)	Completed
9	K.SURYA PRAKASH	II-BCOM(CA)	Completed
10	M.LAXMAN	II-BCOM(CA)	Completed
11	M.GOWTHAM	II-BCOM(CA)	Completed
12	M.VINAY KUMAR	II-BCOM(CA)	Completed
13	P.PRASHANTH	II-BCOM(CA)	Completed
14	P.SAI KIRAN	II-BCOM(CA)	Completed
15	R.GANESH	II-BCOM(CA)	Completed
16	S.KARTHIK	II-BCOM(CA)	Completed
17	S.REVANTH	II-BCOM(CA)	Completed
18	S.PRAVEEN PRAKASH	II-BCOM(CA)	Completed
19	T.RAJU	II-BCOM(CA)	Completed
20	V.DHANRAJ	II-BCOM(CA)	Completed
21	V.ROHITH KUMAR	II-BCOM(CA)	Completed
22	B.MADHU	II-BCOM(CA)	Completed

  
 HEAD OF THE DEPARTMENT  
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 COLLEGE (BOYS)


  
 Principal  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)

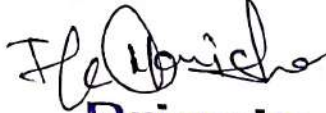
Tlengana Tribble Residentia Degree Collge( Boys) Manuguru

List Of Student Completed Certificate Course

S.NO	Name of the Student	class/Group	Wether Cours Completed/not
1	A.BANU PRAKASH	II MPCS	Completed
2	B.JEEVAN KUMR	II MPCS	Completed
3	CH.DURGA PRASAD	II MPCS	Completed
4	D.RAJESH	II MPCS	Completed
5	G.GOVERDHAN	II MPCS	Completed
6	G.SAI	II MPCS	Completed
7	G JACOB ANAND	II MPCS	Completed
8	G.SAI KIRAN	II MPCS	Completed
9	J.VIKRAM	II MPCS	Completed
10	J.PREM KUMAR	II MPCS	Completed
11	K.LAXMAI NARAYANA	II MPCS	Completed
12	K.SAI RAM	II MPCS	Completed

13	K.RAM CHARAN	II MPCS	Completed
14	K.CHANDU	II MPCS	Completed
15	M.RAMU	II MPCS	Completed
16	P.PREM KUMAR	II MPCS	Completed
17	S SRIHARI	II MPCS	Completed
18	S.LAL DORA	II MPCS	Completed
19	S.SRINIVAS	II MPCS	Completed
20	T.LAXMAN	II MPCS	Completed
21	T.VAMSI	II MPCS	Completed
22	Y.SRINIVAS	II MPCS	Completed
23			

  
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 MANUGURU

  
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 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU

**Tlengana Trible Residentia Degree Collge( Boys) Manuguru**

**list of Sutdent Comleted Certificate Cours**

S.NO	Name of the Student	class/Group	Wether Cours Completed/not
1	b.devaraj	II B.A(EPP)	Completed
2	m.kalyan	II B.A(EPP)	Completed
3	D.Rambabu	II B.A(EPP)	Completed
4	D.Charan	II B.A(EPP)	Completed
5	E.Kakyan	II B.A(EPP)	Completed
6	A.Aravindrachari	II B.A(EPP)	Completed
7	D.Vamshi	II B.A(EPP)	Completed
8	k.devindra	II B.A(EPP)	Completed
9	m.abeer	II B.A(EPP)	Completed
10	m.uday kiran	II B.A(EPP)	Completed
11	n.mallesh	II B.A(EPP)	Completed
12	p.chiruvendra kumar	II B.A(EPP)	Completed
13	s.venkatarao babu	II B.A(EPP)	Completed
14	t.manpj	II B.A(EPP)	Completed
15	y.sagaru	II B.A(EPP)	Completed


*(Signature)*  
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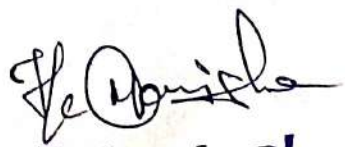
*(Signature)*  
**Principal**  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU

Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Student Completed Certificate Course

S.No	Name of the Student	Class/Group	Whether Course Completed/Not
1	B.DEVA	II-BZC	Completed
2	G.KALYAN	II-BZC	Completed
3	B.KIRAN	II-BZC	Completed
4	G.RAJU	II-BZC	Completed
5	K.LAXMAN RAO	II-BZC	Completed
6	K.VIKAS	II-BZC	Completed
7	M.DILEEP	II-BZC	Completed
8	M.JAMPANNA	II-BZC	Completed
9	M.SAI KUMAR	II-BZC	Completed
10	M.VIJAY KUMAR	II-BZC	Completed
11	M.RAMCHARAN	II-BZC	Completed
12	P.MAHESH	II-BZC	Completed
13	P.SREE KRISHNA	II-BZC	Completed
14	P.VENKATESHWALU	II-BZC	Completed
15	S.SAI	II-BZC	Completed
16	V.RAMANTH KUMAR	II-BZC	Completed
17	V.N.VIJAY VARMA	II-BZC	Completed
18	Y.PAWAN KUMAR	II-BZC	Completed

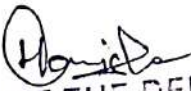
  
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Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Student Completed Certificate Course

S.No	Name of the Student	Class/Group	Whether Course Completed/Not
1	M.NAGARAJU	II-MPC	Completed
2	CH.NARENDAR	II-MPC	Completed
3	K.SURESH	II-MPC	Completed
4	G.PRAMOD	II-MPC	Completed
5	P.KALYAN	II-MPC	Completed
6	E.LOHITH KUMAR	II-MPC	Completed
7	B.UISHNU	II-MPC	Completed
8	B.GANESH	II-MPC	Completed

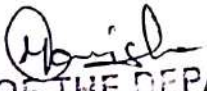
  
**HEAD OF THE DEPARTMENT**  
DEPARTMENT OF TELUGU  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

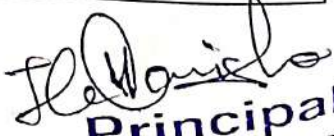
  
**Principal**  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Student Completed Certificate Course

S.No	Name of the Student	Class/Group	Whether Course Completed/Not
1	P.RAJESH	II-MPCS	Completed
2	J.NARASIMHA RAO	II-MPCS	Completed
3	B.ARJUN	II-MPCS	Completed
4	B.SHIVA KRISHNA	II-MPCS	Completed
5	J.AKASH	II-MPCS	Completed
6	K.SASHI DEVAN KUMAR	II-MPCS	Completed
7	P.VINAY	II-MPCS	Completed
8	B.ARJUN	II-MPCS	Completed
9	CH.ARAVIND KUMAR	II-MPCS	Completed
10	A. ARAVIND RAHUL TENDULKAR	II-MPCS	Completed
11	B.GANESH	II-MPCS	Completed
12	M.PRAVESH	II-MPCS	Completed
13	M.UDAYI	II-MPCS	Completed
14	D.VISHNU	II-MPCS	Completed
15	K.SRAVAN	II-MPCS	Completed
16	P.MAHESH	II-MPCS	Completed
17	L.SURYA PRAKASH	II-MPCS	Completed

  
HEAD OF THE DEPARTMENT  
DEPARTMENT OF TELUGU  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

  
Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU



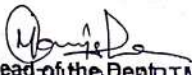
## Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

Bhadradi Kothagudem District, Telangana State, India,  
E Mail: [ttwrdbcoys.manuguru@gmail.com](mailto:ttwrdbcoys.manuguru@gmail.com), Website: <https://www.ttwrdbcs.ac.in>>manuguru



### CERTIFICATE

This is to certify that Mr./Mrs. D. SAI RAM A Student of  
BA/BCOM/BSC/I/II/III years of **Telangana Tribal Welfare Residential Degree College**  
**(Boys) Manuguru**, Bhadradi Kothagudem Dist, Has attended and Successfully completed a  
Certificate Course on తెలుగు భాషా పరిచయం - వదజుల వివిధ రంగాలు  
From 09-09-2022 To 23-09-2022 Conducted by Department of Telugu

  
HEAD OF THE DEPARTMENT  
DEPARTMENT OF TELUGU  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

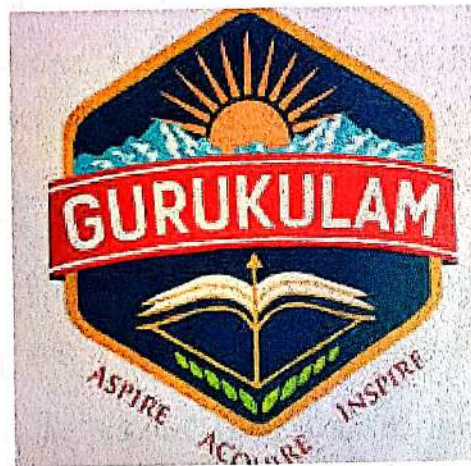
  
IQAC Coordinator

  
Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

**TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU**

**Bhadradi Kothagudem Dist, Telangana  
(Affiliated to Kakatiya University-Warangal)**

**Academic Year 2020-2021**



**A CERTIFICATE COURSE  
ON**

**E-Filing of Income Tax (ITR & TDS)**

**From 05-02-2021 To 22-02-2021**

**Course Coordinator: MOHAMMAD SADHIK**

**Lecturer in Commerce**

**Department of Commerce**

### Course Structure:

- ❖ **Duration:** Course is offered for four weeks with two batches in an academic year
- ❖ **Class Time:** 2 hours daily after regular college hours i.e. (5.00 PM to 6.00PM) and during night study hours (7.00 pm – 8.00pm)
- ❖ **Venue:** Projector Room
- ❖ **Total Hours Planned:** 30 hours (Daily 2 hours)
- ❖ **Course is offered for:** II year students of B.Com
- ❖ **Faculty:** MOHAMMAD SADHIK & GADDAM VENKATESH
- ❖ **Evaluation Procedure:** 50 marks (25 for Attendance & 25 for Oral Presentation)
- ❖ **Eligibility for Getting Certificate:** Based on Students attendance and oral presentation certificate will be issued.

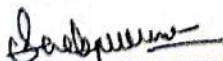
### Course Objective:

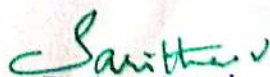
1. To provide fundamentals of Income Tax concepts and Provisions.
2. To understand file online ITR, TDS return deal with Income Tax matters with Confidence.
3. To equip students with the practical insights for the various software's like Taxman, Webtel, Computax etc.
4. To explicate the connection between the Indirect Tax and GST.

### Outcomes of the Course:

After completion of the above-mentioned course the students will be able to:

1. Define the procedure of direct tax assessment.
2. Able to file IT return on individual basis.
3. Able to compute total income and define tax compliances and structure online.
4. Able to understand amendments made from time to time in Finance Act.
5. Differentiate between direct and indirect tax assessment online.
6. Able to get a practical knowledge by doing an internship.

  
**HEAD OF THE DEPARTMENT**  
DEPARTMENT OF COMMERCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

  
**Principal**  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU



**TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (BOYS)**

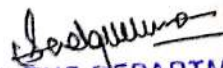
**MANUGURU**

**Department of Commerce**

**Syllabus for Certificate Course on E-Filing of Income Tax (ITR & TDS)**

**Syllabus:**

1. Introduction of Basic MS Excel, Advanced MS-Excel.
2. Introduction to Income Tax, Brief about Various Sources of Income (with Illustration)
3. Introduction of E Filing of Income Tax Returns Generation of IT Forms like ITR 01(SAHAJ), ITR 02, ITR 03, ITR 04, ITR 4S(SUGAM), ITR 05 and ITR 06.
4. How to Register PAN, TAN, TIN, DIN and GSTIN online or manual.
5. Practical Exposure to [www.incometaxindiaefiling.gov.in](http://www.incometaxindiaefiling.gov.in) portal. How to file Return Electronically on portal with or without Digital Signature Certificate.
6. How to Pay Tax online through Net Banking. How to Generate Challans online and Manual.
7. Form 16 B, how to view Tax Credit through 26AS, E Filing TDS Salary Return form 24Q and Challan. 8. Introduction to GST, Schedule of GST rate, Input/Output Provisions.
9. E Filing of GST, GST-DVAT/ HVAT/CST Applicability., Tax Invoice generation, Bilty Challan,
10. GST return, Online Payment (DVAT), Quarterly Return (DVAT), Online submission of road permit.

  
**HEAD OF THE DEPARTMENT**  
DEPARTMENT OF COMMERCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

  
**Principal**  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (Boys)  
MANUGURU

Department of Commerce

Date: 01-02-2021

To  
The Principal  
Telangana Tribal Welfare Residential Degree (Boys)  
Manuguru.

**Sub: Request to Sanction Permission to continue a new certificate course on E-Filing of Income Tax Return (ITR & TDS) for the students of II- B. Com for the Academic Year 2020-2021. Reg,**

Respected Madam,

We the department of commerce Telangana Tribal Welfare Residential Degree (Boys) Manuguru. Would like to bring to your kind notice i.e. for the Academic year 2020-2021 we wish to continue a certificate course which is offered during last year for the students of B. Com -II year on **E-Filing of Income Tax Return (ITR & TDS)** for making students aware and understand the basic E-Filling of Tax procedure, for the same we wish to issue a certificate for the students whose who attend the classes and complete the course successfully.

Hence, we request you to consider the same and give us the permission for the above-mentioned programme.

Thanking You,

*Permission granted  
Santhi*

*Sadqueem*  
Yours Sincerely,  
HEAD OF THE DEPARTMENT  
DEPARTMENT OF COMMERCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU



TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (Boys)  
MANUGURU

Department of Commerce

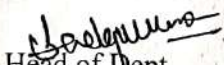
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Date: 02.02.2021

NOTICE

It is hereby informed to all the community of Telangana Tribal welfare Residential Degree College (Boys) manuguru that the Department of commerce is going to continue a certificate course on **E-Filing of Income Tax Return (ITR & TDS)** for the Academic year 2020-2021 for the students of B. Com-II year.

For the same the II year- B. Com students are informed to enrol for the above-mentioned certificate course on or before.04-02-2021.

  
Head of Dept  
**HEAD OF THE DEPARTMENT**  
DEPARTMENT OF COMMERCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

  
Principal  
**Principal**  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE(BOYS)  
MANUGURU

Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Students Enrolled for Certificate Course

S.No	Name of the Student	Class/Group	Sign
1	A. Srinu	II Bcom (A)	A. Srinu
2	B. Deva Singh	II Bcom (A)	B. Deva Singh
3	B. Siddu	II Bcom (A)	B. Siddu
4	B. Suresh	II Bcom (A)	Suresh
5	B. Srihari	II B.com (CA)	Srihari
6	CH. Narendar	II Bcom (A)	CH. Narendar
7	Ch. Penabao	II Bcom (CA)	Penabao
8	Ch. Naveen	II Bcom (A)	Naveen
9	D. Thirupathi Rao	II Bcom (A)	Thirupathi Rao
10	D. Sagar	II Bcom (CA)	D. Sagar
11	K. Suresh	II Bcom (A)	K. Suresh
12	Y. Sai Teja	II Bcom (CA)	Sai Teja
13	G. Nareth	II Bcom (A)	G. Nareth
14	J. Ram Gopal	II Bcom (A)	J. Ram Gopal
15	V. Raja	II Bcom (A)	V. Raja
16	K. Venkatesh	II Bcom (A)	K. Venkatesh
17	K. Sai Kiran	II Bcom (CA)	K. Sai Kiran
18	K. Ajay	II Bcom (A)	K. Ajay
19	B. Sampath	II Bcom (A)	B. Sampath
20	K. Vinod Kumar	II Bcom (A)	K. Vinod Kumar
21	B. Jai Paul	II Bcom (A)	Jai Paul
22	M. Prasanth	II Bcom (A)	Prasanth
23	S. Naveen Prakash	II Bcom (A)	Naveen Prakash
24	(Sk. Naveen)	II Bcom (A)	Naveen
25	S. Pavan	II Bcom (CA)	S. Pavan
26	B. Kasthik	II Bcom (A)	Kasthik
27	T. Samba	II Bcom (A)	Samba
28			

S. Sankar  
 HEAD OF THE DEPARTMENT  
 DEPARTMENT OF COMMERCE  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU

Sankar  
 Principal  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU

**Telangana Tribal Welfare Residential Degree College (M) Manuguru**

**Certificate Course on Talley ERP.9**

**Time Table**

Day	Date	Time	
		5.00 pm - 6.00 pm	7.00 pm - 8.00 pm
Day-1	05-02-2021	B.Com-II	B.Com-II
Day-2	06-02-2021	B.Com-II	B.Com-II
Day-3	08-02-2021	B.Com-II	B.Com-II
Day-4	09-02-2021	B.Com-II	B.Com-II
Day-5	10-02-2021	B.Com-II	B.Com-II
Day-6	11-02-2021	B.Com-II	B.Com-II
Day-7	12-02-2021	B.Com-II	B.Com-II
Day-8	13-02-2021	B.Com-II	B.Com-II
Day-9	15-02-2021	B.Com-II	B.Com-II
Day-10	16-02-2021	B.Com-II	B.Com-II
Day-11	17-02-2021	B.Com-II	B.Com-II
Day-12	18-02-2021	B.Com-II	B.Com-II
Day-13	19-02-2021	B.Com-II	B.Com-II
Day-14	20-02-2021	B.Com-II	B.Com-II
Day-15	22-02-2021	B.Com-II	B.Com-II

*[Signature]*  
Head of Dept

**HEAD OF THE DEPARTMENT**  
DEPARTMENT OF COMMERCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

*[Signature]*  
Principal

**Principal**  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

**Telangana Tribal Welfare Residential Degree College (Boys) Manuguru**

**List of Students Completed Certificate Course**

S.No	Name of the Student	Class/Group	Whether Course Completed /Not
1	AZMEERA SRINU	II B.Com (CA)	Completed
2	BANOTH DEVA SINGH	II B.Com (CA)	Completed
3	BHUKYA SIDDU	II B.Com (CA)	Completed
4	BHUKYA SURESH	II B.Com (CA)	Completed
5	B.SRIHARI	II B.Com (CA)	Completed
6	CH. NARENDER	II B.Com (CA)	Completed
7	CH.PENTA RAO	II B.Com (CA)	Completed
8	CH.NAVEEN	II B.Com (CA)	Completed
9	DONTHIPOINA THIRUPATHI RAO	II B.Com (CA)	Completed
10	DORNALA SAGAR	II B.Com (CA)	Completed
11	ERRI SURESH	II B.Com (CA)	Completed
12	ESAM MAHENDER	II B.Com (CA)	Completed
13	GAVIDI SAI TEJA	II B.Com (CA)	Completed
14	GOGGELA NARESH	II B.Com (CA)	Completed
15	JILLA RAM GOPAL	II B.Com (CA)	Completed
16	VELPULA RAJA	II B.Com (CA)	Completed
17	KAKA VENKATESH	II B.Com (CA)	Completed
18	KALLURI SREENU	II B.Com (CA)	Completed
19	KANITHI SAI KIRAN	II B.Com (CA)	Completed
20	KARUMANCHI AJAY	II B.Com (CA)	Completed
21	KOMARAM SAMPATH	II B.Com (CA)	Completed
22	KONDRU VINOD KUMAR	II B.Com (CA)	Completed
23	KUNJA JAIPAL	II B.Com (CA)	Completed
24	MUNAGALA PRASHANTH	II B.Com (CA)	Completed
25	SANAPA NAVEEN PRAKASH	II B.Com (CA)	Completed
26	SHAIK NAVAZ	II B.Com (CA)	Completed
27	SONDE PAVAN	II B.Com (CA)	Completed
28	SOYAM KARTHIK	II B.Com (CA)	Completed
29	T.SAMBA	II B.Com (CA)	Completed
30	V. RAJA	II B.Com (CA)	Completed

*[Signature]*  
 HEAD OF THE DEPARTMENT  
 DEPARTMENT OF CERTIFICATE COURSE  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU

*[Signature]*  
 Principal  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU



# Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

Bhadradi Kothagudem District, Telangana State, India,  
E Mail: [ttwrdcboys.manuguru@gmail.com](mailto:ttwrdcboys.manuguru@gmail.com), Website: <https://www.ttwrdcs.ac.in>>manuguru



## CERTIFICATE

This is to certify that Mr./Mrs. Azmeera Srinu A Student of  
BA/BCOM/BSC/I/II/III years of **Telangana Tribal Welfare Residential Degree College  
(Boys) Manuguru**, Bhadradi Kothagudem Dist, Has attended and Successfully completed a  
Certificate Course on E - Filing of Income Tax (ITR & TDS)  
From 05-02-2021 To 22-02-2021 Conducted by Department of Commerce

[Signature]  
Head of the Dept

[Signature]  
IQAC Coordinator

[Signature]  
Principal

TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE  
(Boys) MANUGURU

Bhadradri Kothagudem Dist, Telangana  
(Affiliated to Kakatiya University Warangal)

## DEPARTMENT OF COMPUTER SCIENCE



**Certificate Course on**  
**“Basic Computer Skills”**

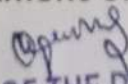
Academic Year 2020-2021

From 24-01-2021 to 10-02-2021

Course Coordinator: Hetchu Rambabu & SD Sruthi

Lecturer in Computer Science

Department of Computer Science

  
HEAD OF THE DEPARTMENT  
DEPARTMENT OF COMPUTER SCIENCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

### Course Structure:

- ❖ **Duration:** Course is offered for four weeks with two batches in an academic year
- ❖ **Class Time:** 2 hours daily after regular college hours i.e (5.00 pm to 6.00pm ) and during night study hours ( 7.00 pm – 8.00pm)
- ❖ **Venue:** Computer lab
- ❖ **Total Hours Planned:** 30 hours (Daily 2 hours)
- ❖ **Course is offered for:** BA Students
- ❖ **Faculty:** SD SRUTHI & RAMBABU HETCHU
- ❖ **Evaluation Procedure:** 50 marks (25 for Practical's& 25 for Presentation)
- ❖ **Eligibility for Getting Certificate:** Based on Students presentation and the practical work done by them in the lab, certificate will be issued.

### Outcomes of the Course:

1. Making students aware of the basic computer skills like preparing documents, work sheets, presentations etc; required for attending a job.
2. To make student learn and apply basic computer skills in their professional life.
3. To improve technical skills of the student.
4. To make the student a certified practitioner.
5. Making students to understand the basic concepts of computers.
6. To aware the students regarding E-Commerce, online transactions, etc.
7. To enable the students to prepare power point presentations.
8. To enable the students to prepare Resumes of their own.
9. To aware the students regarding the short cut keys used in MS-Office.
10. To enable the students to improve their typing skills.

**TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE( Boys), MANUGURU**  
**SYLLABUS FOR CERTIFICATE COURSE ON BASIC COMPUTER SKILLS**

DAY	NAME OF THE TOPIC	ACTIVITY
1	<b>BASICS OF COMPUTERS</b>	LIST APPLICATIONS OF COMPUTERS-RAILWAYS, EDUCATIONAL INSTITUTES
	WHAT IS INFORMATION TECHNOLOGY	
	APPLICATIONS	
	WHAT IS COMPUTER	
	GENERATIONS OF COMPUTER	
2	ARCHITECTURE OF COMPUTER	LIST ALL THE KEYS IN THE KEY BOARD
	WHAT IS HARDWARE	
	WHAT IS SOFTWARE	
	KEYBOARD KEYS	
	USAGE OF MOUSE	
3	DESKTOP ENVIRONMENT	CREATE FOLDER WITH YOUR NAME IN LOCAL DRIVE
	FOLDER CREATION	
	FOLDER DELETION	
	<b>ABOUT NOTEPAD</b>	
	PREPARE YOUR BIODATA IN NOTEPAD	
4	<b>INTRODUCTION TO MS OFFICE, MS WORD</b>	APPLY DIFFERENT FONT STYLES AND SIZE TO UR BIODATA AND SET YOUR BIODATA USING PAGES SETUP
	HOME TAB	WRITE ALL THE SHORTCUT KEYS USED IN MS WORD
5	HOME TAB	HOW TO CREATE CERTIFICATE
6	INSERT TAB	CREATE TIME TABLE
7	MAILINGS TAB	SENDING LETTERS TO MULTIPLE PERSONS
8	DESIGN, PAGE LAYOUT TAB	PREPARE YOUR RESUME
9	REFERENCES TAB	HOW TO INSERT TABLE OF CONTENTS, FIGURES TO YOUR DOCUMENT
10	REVIEW, VIEW TAB	HOW TO CHECK SPELLING & GRAMMAR IN YOUR DOCUMENT
11	MACROS	AND HOW TO CREATE MACROS
12	<b>INTRODUCTION TO MS EXCEL</b>	
	HOW TO ENTER DATA INTO CELLS	PREPARE STUDENT DATA
13	EXERCISES ON STUDENT DATA	FIND OUT MAX, MIN MARKS OF A STUDENT
14	EXERCISES ON STUDENT DATA	FIND OUT GRADE OF A STUDENT
15	HOME TAB	FORMAT STUDENT DATA TABLE
16	FILTERS	APPLY FILTERS TO STUDENT DATA
17	INSERT TAB	CREATE PIVOT TABLE FOR STUDENT DATA AND PREPARE SUMMARIZED REPORTS
	HOW TO INSERT PIVOT TABLE	
18	PAGELAYOUT, FORMULAS TAB	
19	DATA TAB	CREATE DATA OF YOUR CHOICE AND APPLY ADVANCED FILTERS
20	DATA TAB	CREATE DATA OF YOUR CHOICE AND REMOVE DUPLICATE VALUES AND PERFORM DATA VALIDATION
21	REVIEW, VIEW TAB	CREATE DATA OF YOUR CHOICE AND PREPARE CONSOLIDATE DATA
22	<b>INTRODUCTION TO MS POWER POINT PRESENTATION</b>	FIND OUT THE ACRONYMS OF WWW, DNS, URL, HTTP, HTML, LAN, WAN, MAN, GOOGLE, YAHOO, NEFT, RTGS, IMPS, OTP, OAC
23	HOME TAB	
24	INSERT TAB	
25	DESIGN, ANIMATIONS TAB	
	TRANSITIONS	
26	<b>BASIC CONCEPTS OF INTERNET</b>	LIST OUT TYPES OF BROWSERS
	URL	HOW TO SAVE IMAGES FROM THE WEB
	HYPERLINK	
	BROWERS	
27	HOW TO BROWSE	
	HOW TO CREATE MAIL ACCOUNT	CREATE YOUR MAIL ID AND ATTACH YOUR RESUME TO YOUR MAIL
	HOW TO COMPOSE MAIL	
HOW TO ATTACH FILES		
28	INTERNET BANKING CONCEPTS	EXPLAIN FUND TRANSFERRING CONCEPT WITH A NEAT DIAGRAM
29	ONLINE SHOPPING	EXPLAIN HOW TO BUY A PRODUCT ONLINE
30		PREPARE A PPT ON OUR COLLEGE

**TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU  
Department of Computer Science**

Date: 20-01-2021.

To

The Principal,  
Telangana Tribal Welfare Residential Degree College (Boys),  
Manuguru.

**Sub:** Request to grant Permission to have certificate course for the first-year students during the Academic Year 2020-2021- Reg

Respected Madam,

As per the subject cited above the Department of Computer Science, Telangana Tribal Welfare Residential Degree College (Boys) Manuguru would like to bring to your kind notice that, for the Academic year 2020-2021 we would like to organize a certificate course in "**Basic Computer Skills**" for all first-Year students.

Hence, we request you to consider the same and give us the permission for the above-mentioned program.

Thanking You.

**HEAD OF THE DEPARTMENT**  
DEPARTMENT OF COMPUTER SCIENCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU



Yours Sincerely,

**TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE  
COLLEGE (Boys) MANUGURU**

**Department of Computer Science**

---

Date: 22.1.2021

**NOTICE**

It is hereby informed to all the first year students of Telangana Tribal welfare Residential Degree College (Boys) Manuguru that the Department of Computer Science is going to organize a certificate course on "Basic Computer Skills" for the Academic year 2020-2021.

For the same the interested students are informed to enrol for the above-mentioned certificate course on or before.23-1-2021.

*Qamx*

**HEAD OF THE DEPARTMENT  
DEPARTMENT OF COMPUTER SCIENCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU**

Head of Dept

*Swaps*

**Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU**

Principal

Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Students Enrolled for Certificate Course

S.No	Name of the Student	Class/Group	Sign
1	A. Manoj Kumar	BA (EP)	A. Manoj Kumar
2	A. Anil Kumar	"	A. Anil Kumar
3	Vishnukanth. A	"	vishnukanth.A
4	B. Vinod Kumar	"	B. Vinod Kumar
5	Ch. Pavan Kalyan	"	Ch. Pavan Kalyan
6	D. Anil Kumar	"	D. Anil Kumar
7	D. Rajesh	"	D. Rajesh
8	E. Sandeep	"	E. Sandeep
9	E. Rakesh	"	E. Sandeep
10	E. Waseem	"	E. Waseem
11	J. Manoj Kumar	"	J. Manoj Kumar
12	K. Gopala Rao	"	K. Gopala Rao
13	K. Rajesh	"	K. Rajesh
14	K. Ravi Teja	"	K. Ravi
15	K. Naga Raju	"	K. Nagaraju
16	K. Ramesh	"	K. Ramesh
17	K. Vamsi	"	K. Vamsi
18	K. Akhil Kumar	"	K. Akhil Kumar
19	M. Arjun	"	M. Arjun
20	M. Vamsi	"	M. Vamsi
21	P. Karan	"	P. Karan
22	P. Vamsi	"	P. Vamsi
23	P. Hemant	"	P. Hemant
24	P. Jayaram	"	P. Jayaram
25	K. Arinash	"	K. Arinash
26	S. Prashanth	"	S. Prashanth
27	T. Srinath	"	T. Srinath
28	T. Srinath	"	T. Srinath
29	Y. Ramprasad	"	Y. Ramprasad
30	F. Anil Kumar	BA (EP)	F. Anil Kumar

31	A. San deep	(BACHELOR)	Sanjay
32	A. Prudhvi Varun	"	A. Prudhvi
33	B. Raja	"	B. Raja
34	B. Nagender	"	D. Nagaratharaj
35	D. Prashanth	"	D.P. Nagaratharaj
36	E. Ashok	"	E. Ashok
37	E. Shiva Ramakrishna	"	G. Shiva Ramakrishna
38	G. Sai Krishna	"	G. Sai Krishna
39	G. Sunil	"	G. Sunil
40	K. Prashanth	"	K. Prashanth
41	L. Balaji	"	L. Balaji
42	K. Pavan kalyan	"	K. Pavan kalyan
43	M. Veera Swamy	"	M. Veeraswamy
44	M. Ajay	"	M. Ajay
45	N. Aditya Vardean	"	N. Aditya Vardean
46	N. Naga Varshini	"	N. Naga Varshini
47	P. Jagadeesh	"	P. Jagadeesh
48	M. Prem Kumar	"	M. Prem Kumar
49	S. Madhu	"	S. Madhu
50	Sle. Adam Shafi	"	Sle. Adam Shafi
51	P. Naga Raja	"	P. Naga Raja
52	V. Sai babu	"	V. Sai babu
53	V. Taja deesh	"	V. Taja deesh
54	B. Dhama Seenu	"	B. Dhama Seenu
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HEAD OF THE DEPARTMENT  
DEPARTMENT OF COMPUTER SCIENCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
Signature

# TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (Boys) MANUGURU

List of students enrolled for Certificate Course

20-21

S No	Name of the Student	Class/Group	Signature
1	A. Govind	B.com (CA)	A. Govind
2	B. Baskar	B.com (CA)	B. Baskar
3	B. Navon	B.com (CA)	B. Navon
4	B. Kiran Kumar	B.com (CA)	B. Kiran Kumar
5	B. Sandeep	B.com (CA)	B. Sandeep
6	B. Shiva Kumar	B.com (CA)	B. Shiva Kumar
7	D. Yugandhar	B.com (CA)	D. Yugandhar
8	E. Lenin Babu	B.com (CA)	E. Lenin Babu
9	E. Naga Krishna	B.com (CA)	E. Naga Krishna
10	G. Rahul Gandhi	B.com (CA)	G. Rahul Gandhi
11	G. Upendras	B.com (CA)	G. Upendras
12	J. Rajesh	B.com (CA)	J. Rajesh
13	J. Tarun	B.com (CA)	J. Tarun
14	K. Akhil	B.com (CA)	K. Akhil
15	K. Akash	B.com (CA)	K. Akash
16	K. pavan Kalyan	B.com (CA)	K. pavan Kalyan
17	K. Uday Krishna	B.com (CA)	K. Uday Krishna
18	K. Yeswanth	B.com (CA)	K. Yeswanth
19	K. Sai Teja	B.com (CA)	K. Sai Teja
20	K. Ashok	B.com (CA)	K. Ashok
21	M. Upendras	B.com (CA)	M. Upendras
22	M. Sarath	B.com (CA)	M. Sarath
23	M. Naveen	B.com (CA)	M. Naveen
24	P. Aravindh	B.com (CA)	P. Aravindh
25	P. Sai Ram	B.com (CA)	P. Sai Ram
26	P. Pradeep	B.com (CA)	P. Pradeep
27	P. Ajith Kumar	B.com (CA)	P. Ajith Kumar
28	P. Uday Krishna	B.com (CA)	P. Uday Krishna
29	S. Vinay Kumar	B.com (CA)	S. Vinay Kumar
30	T. Chandra Shekhar	B.com (CA)	T. Chandra Shekhar

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MANUGURU

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RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

10

**TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU**  
List of students enrolled for Certificate Course

S No	Name of the Student	Class/Group	Signature
1	B. Srikanth	MPC	B. Srikanth
2	B. Haji	"	B. Haji
3	B. Hari Krishna	"	Hari
4	B. Tharun Kumar	"	Tharun Kumar
5	B. Vamsi	"	Vamsi
6	Ch. Vidya Sagar	"	V. Sagar
7	D. Seshu	"	Seshu.
8	D. Pambeemal	"	Pambeemal
9	E. Vishak	"	E. Vishak
10	K. Saiam	"	Saiam
11	K. Ramprasad	"	Ramprasad
12	K. Karthik	"	Karthik
13	M. Prabhakar	"	M. Prabhakar
14	H. Ganesh	"	Ganesh
15	M. Nagendra	"	M. Nagendra
16	M. Vinay Kumar	"	Vinay Kumar
17	P. Veni	"	P. Veni
18	P. Anthony Nossy	"	P. Anthony
19	P. Akhila Kumar	"	Akhila Kumar
20	R. Shiva	"	R. Shiva
21	S. Keerav	"	Keerav
22	S. Hameed	"	Hameed
23	S. Ravi Shankar	"	Ravi Shankar
24	S. Venkata Vamsi	"	Venkata
25	T. Jaganne	"	Jaganne
26	T. Pavan Kalyan	"	Pavan

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TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU







64	ERPA SANDEEP	B.A (EPP)	
65	ESAM RAKESH	B.A (EPP)	
66	GARIKA LOKESH	B.A (EPP)	
67	J. MANOJ KUMER	B.A (EPP)	
68	KAMPASATI GOPALARAO	B.A (EPP)	
69	KOMARAM RAVITEJA	B.A (EPP)	
70	KOMARAM RAJESH	B.A (EPP)	
71	KOTEM NAGARAJU	B.A (EPP)	
72	KOTEM RAMADAS	B.A (EPP)	
73	KUNJA VAMSHI	B.A (EPP)	
74	KURSAM AKHIL KUMER	B.A (EPP)	
75	MARMAM ARJUN	B.A (EPP)	
76	PENAKA VAMSHI	B.A (EPP)	
77	PENAKA RANDHEER	B.A (EPP)	
78	PUNEM JAYARAM	B.A (EPP)	
79	PUNEM HEMANTH	B.A (EPP)	
80	RESU AVINASH	B.A (EPP)	
81	S. PRASHANTH	B.A (EPP)	
82	TELLAM SANTHOS	B.A (EPP)	
83	THOLEM SRINADH	B.A (EPP)	
84	YELLABOJENA RAMPRASAD	B.A (EPP)	
85	BANNE SRIKANTH	MPC	
86	BANOTH HARI	MPC	
87	BHUKYA HARIKRISHNA	MPC	
88	BHUKYA THARUNKAMAR	MPC	
89	BHUKYA VAMSHI	MPC	
90	CHINTAMALLA VIDYASAGAR	MPC	
91	DHARAVATH SESHU	MPC	
92	DOKKA PREMKUMER	MPC	
93	EASAM VISHAK	MPC	
94	KOMPELLI SAIRAM	MPC	
95	KORSA RAMPRASAD	MPC	



Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

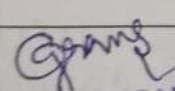
List of Students Completed Certificate Course

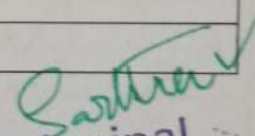
S.No	Name of the Student	Class/Group	Whether Course Completed /Not
1	A. Manoj kumar	BA (EPP)	COMPLETED
2	A. Anil kumar	"	COMPLETED
3	A. Vishnu Karthi	"	COMPLETED
4	B. Vinod kumar	"	COMPLETED
5	Ch. Pavan kalyan	"	COMPLETED
6	D. Anil kumar	"	COMPLETED
7	D. Rajesh	"	COMPLETED
8	E. Sandeep	"	COMPLETED
9	E. Rakesh	"	COMPLETED
10	E. Lokesh	"	COMPLETED
11	J. Manoj kumar	"	COMPLETED
12	K. Gopala Rao	"	COMPLETED
13	K. Rajesh	"	COMPLETED
14	K. Ravi Teja	"	COMPLETED
15	K. Naga Raju	"	COMPLETED
16	K. Ramesh	"	COMPLETED
17	K. Vamsi	"	COMPLETED
18	K. Akhil Kumar	"	COMPLETED
19	M. Arjun	"	COMPLETED
20	M. Vamsi	"	COMPLETED
21	P. Karadheer	"	COMPLETED
22	P. Vamsi	"	COMPLETED
23	P. Hemant	"	COMPLETED
24	P. Sayalam	"	COMPLETED
25	R. Avinash	"	COMPLETED
26	S. Prashanth	"	COMPLETED
27	T. Santosh	"	COMPLETED
28	T. Srinadh	"	COMPLETED
29	Y. Ramkrasad	"	COMPLETED
30	J. Anil kumar	BACHEP)	COMPLETED

*Gang*  
 HEAD OF THE DEPARTMENT  
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 MANUGURU

*Santosh*  
 Principal  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU

31	A. Sandeep	BACHELOR	COMPLETED
32	A. Rudhri Varun	"	COMPLETED
33	B. Raja	"	COMPLETED
34	B. Nagendar	"	COMPLETED
35	D. Prashanth	"	COMPLETED
36	E. Ashok	"	COMPLETED
37	E. Shiva Lakshmin	"	COMPLETED
38	G. Sai Krishna	"	COMPLETED
39	G. Smit	"	COMPLETED
40	K. Prashanth	"	COMPLETED
41	K. Balaji	"	COMPLETED
42	K. Parvath Kalyan	"	COMPLETED
43	M. Veeraswamy	"	COMPLETED
44	M. Ajay	"	COMPLETED
45	N. Aditya Venkatesh	"	COMPLETED
46	N. Nagavathi	"	COMPLETED
47	P. Jagadeesh	"	COMPLETED
48	M. Ram Kumar	"	COMPLETED
49	S. Madhu	"	COMPLETED
50	RK. Adarsh	"	COMPLETED
51	T. Naga Raju	"	COMPLETED
52	V. Saibabu	"	COMPLETED
53	V. Jagadeesh	"	COMPLETED
54	B. Dharmasethu	"	COMPLETED
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 DEPARTMENT OF COMPUTER SCIENCE  
 TELANGANA ATHLETIC WELFARE  
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 TELANGANA ATHLETIC WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU

**TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU**

List of students cOMPLETED Certificate Course

S No	Name of the Student	Class/Group	Whether Complete/Not
1	A. Govind	B.com (CA)	Complete
2	B. Baskar	B.com (CA)	Complete
3	B. Naveen	B.com (CA)	complete
4	B. Kiran Kumar	B.com (CA)	Complete
5	B. Sandeep	B.com (CA)	Not complete
6	B. Shiva Kumar	B.com (CA)	Complete
7	yugandhar	B.com (CA)	Complete
8	E. Lenin Baby	B.com (CA)	Complete
9	E. Naga Krishna	B.com (CA)	Complete
10	G. Rahul Gandhi	B.com (CA)	Complete
11	G. Upendhar	B.com (CA)	Complete
12	T. Rajesh	B.com (CA)	Complete
13	J. Tarun	B.com (CA)	complete
14	K. Akhil	B.com (CA)	Complete
15	K. Akash	B.com (CA)	complete
16	K. pavan kalyan	B.com (CA)	complete
17	K. uday kisan	B.com (CA)	Complete
18	K. Sai Teja	B.com (CA)	Complete
19	K. Ashok	B.com (CA)	Not complete
20	M. Upendara	B.com (CA)	complete
21	M. Sri Ram	B.com (CA)	complete
22	M. Naveen	B.com (CA)	complete
23	p. Aravindh	B.com (CA)	Complete
24	p. Sai Ram	B.com (CA)	Complete
25	p. pradeep	B.com (CA)	Complete
26	p. Ajith Kumar	B.com (CA)	Complete
27	p. uday Krishna	B.com (CA)	Complete
28	s. vinay Kumar	B.com (CA)	Complete
29	T. phanu baby	B.com (CA)	Complete
30	k. yeswanth	B.com (CA)	complete

- 31. P. Vijay Kumar
- 32. P. Vamsi
- 33. P. Pavan kalyan
- 34. P. Sai Prakash
- 35. V. Mahendera
- 36. Y. Tarpanna

B.com (CA) Completed  
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*[Signature]*

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 TELANGANA TRIBAL WELFARE  
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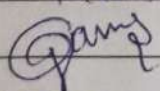
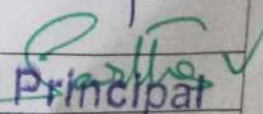
*[Signature]*  
 Principal

TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
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TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU

10

List of students COMPLETED Certificate Course

S No	Name of the Student	Class/Group	Whether Complete/Not
1.	B. Sesikath	Mpc	Completed
2.	B. Hasi	"	Completed
2.	B. Hasi bhisna	"	Completed
4.	B. Thaur kumar	"	Completed
5.	B. Vamshi	"	Completed
6.	Ch. vidya Sagar	"	Completed
7.	D. Seshu	"	Completed
8.	D. Prem kumar	"	Completed
9.	E. Vishale	"	Completed
10.	K. Soulam	"	Completed
11.	K. Ramprasad	"	Completed
12.	K. Kartikeya	"	Completed
13.	M. Prabhakar	"	Completed
14.	M. Ganesh	"	Completed
15.	M. Nagendera	"	Completed
16.	M. Vinay kumar	"	Completed
17.	P. Venu	"	Completed
18.	P. Anthony Moses	"	Completed
19.	P. Azur kumar	"	Completed
20.	R. Shiva	"	Completed
21.	S. Kian	"	Completed
22.	S. Hameed	"	Completed
23.	S. Ravi Shankar	"	Completed
24.	S. Venkate Vamshi	"	Completed
25.	T. Jaganne	"	Completed
26.	T. Paras balyan	"	Completed
			
	HEAD OF THE DEPARTMENT DEPARTMENT OF COMPUTER SCIENCE TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (BOYS) MANUGURU		TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (BOYS) MANUGURU

Telangana Tribal Welfare Residential Degree College (Boys) Manuguru			
List of Students Completed Certificate Course			
S.No	Name of the Student	Class/Group	Whether Course Completed /Not
1	A. Raghu	BSC (BZC)	Completed
2	Ch. Goutham	"	Completed
3	E. Sammaiah	"	Completed
4	E. Santhos	"	Completed
5	J. Sanjeeva Rao	"	Completed
6	K. Babu Rao	"	Completed
7	K. Rajendra	"	Completed
8	M. Ajith	"	Completed
9	M. Sandeep	"	Completed
10	S. Virayak	"	Completed
11	T. Rajith	"	Completed
12	T. Pooreem	"	
13			
14	Gand		
15	HEAD OF THE DEPARTMENT DEPARTMENT OF COMPUTER SCIENCE TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (BOYS) MANUGURU		Principal Santhos ✓ TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (BOYS) MANUGURU
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# Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

Bhadradi Kothagudem District, Telangana State, India,  
E Mail: [ttwrdcboys.manuguru@gmail.com](mailto:ttwrdcboys.manuguru@gmail.com), Website: <https://www.ttwrdcs.ac.in>>manuguru




*Certificate*

This is to certify that Mr. A. Rajesh student of 1<sup>st</sup> B.A.  
Epp of Telangana Tribal Welfare Residential Degree College (Boys) Manuguru,


Bhadradi Kothagudem Dist, has attended and successfully completed a Certificate Course on

Basic Computer Skills from 24-01-2021 to 10-02-2021 Conducted by

Department of Computer science.

  
HEAD OF THE DEPARTMENT  
DEPARTMENT OF COMPUTER SCIENCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

HOD

  
Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

Principal

**TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU**

**Bhadradi Kothagudem Dist, Telangana  
(Affiliated to Kakatiya University-Warangal)**

**Academic Year 2019-2020**



**A CERTIFICATE COURSE  
ON  
E FILING OF INCOME TAX ( ITR & TDS )**

**From 27-01-2020 To 12-02-2020**

**Course Coordinator: MOHAMMAD SADHIK**

**Lecturer in Commerce**

**Department of Commerce**

### Course Structure:

- ❖ **Duration:** Course is offered for four weeks with two batches in an academic year
- ❖ **Class Time:** 2 hours daily after regular college hours i.e. (5.00 PM to 6.00PM) and during night study hours (7.00 pm – 8.00pm)
- ❖ **Venue:** Projector Room
- ❖ **Total Hours Planned:** 30 hours (Daily 2 hours)
- ❖ **Course is offered for:** II year students of B.Com
- ❖ **Faculty:** MOHAMMAD SADHIK & GADDAM VENKATESH
- ❖ **Evaluation Procedure:** 50 marks (25 for Attendance & 25 for Oral Presentation)
- ❖ **Eligibility for Getting Certificate:** Based on Students attendance and oral presentation certificate will be issued.

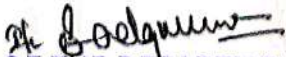
### Course Objective:


1. To provide fundamentals of Income Tax concepts and Provisions.
2. To understand file online ITR, TDS return deal with Income Tax matters with Confidence.
3. To equip students with the practical insights for the various software's like Taxman, Webtel, Computax etc.
4. To explicate the connection between the Indirect Tax and GST.

### Outcomes of the Course:

After completion of the above-mentioned course the students will be able to:

1. Define the procedure of direct tax assessment.
2. Able to file IT return on individual basis.
3. Able to compute total income and define tax compliances and structure online.
4. Able to understand amendments made from time to time in Finance Act.
5. Differentiate between direct and indirect tax assessment online.
6. Able to get a practical knowledge by doing an internship.

  
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MANUGURU



**TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (BOYS)**

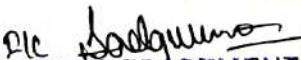
**MANUGURU**

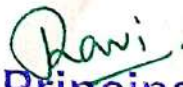
**Department of Commerce**

**Syllabus for Certificate Course on E-Filing of Income Tax (ITR & TDS)**

**Syllabus:**

1. Introduction of Basic MS Excel, Advanced MS-Excel.
2. Introduction to Income Tax, Brief about Various Sources of Income (with Illustration)
3. Introduction of E Filing of Income Tax Returns Generation of IT Forms like ITR 01(SAHAJ), ITR 02, ITR 03, ITR 04, ITR 4S(SUGAM), ITR 05 and ITR 06.
4. How to Register PAN, TAN, TIN, DIN and GSTIN online or manual.
5. Practical Exposure to [www.incometaxindiaefiling.gov.in](http://www.incometaxindiaefiling.gov.in) portal. How to file Return Electronically on portal with or without Digital Signature Certificate.
6. How to Pay Tax online through Net Banking. How to Generate Challans online and Manual.
7. Form 16 B, how to view Tax Credit through 26AS, E Filing TDS Salary Return form 24Q and Challan. 8. Introduction to GST, Schedule of GST rate, Input/Output Provisions.
9. E Filing of GST, GST-DVAT/ HVAT/CST Applicability., Tax Invoice generation, Bilty Challan,
10. GST return, Online Payment (DVAT), Quarterly Return (DVAT), Online submission of road permit.

  
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RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (Boys)  
MANUGURU

Department of Commerce

Date: 20-01-2020

To  
The Principal  
Telangana Tribal Welfare Residential Degree (Boys)  
Manuguru.

**Sub: Request to Sanction Permission to continue a certificate course on E-Filing of Income Tax Return (ITR & TDS) for the students of II- B. Com for the Academic Year 2019-2020. Reg,**

Respected Sir,

We the department of commerce Telangana Tribal Welfare Residential Degree (Boys) Manuguru. Would like to bring to your kind notice i.e. for the Academic year 2019-2020 we wish to continue a certificate course which is offered during last year for the students of B. Com -II year on **Filing of Income Tax Return (ITR & TDS)** for making students aware and understand the basic E-Filing of Tax procedure, for the same we wish to issue a certificate for the students whose who attend the classes and complete the course successfully.

Hence, we request you to consider the same and give us the permission for the above-mentioned programme.

Thanking You,

*Permission granted  
Ravi.*

*Dr. Sankar*  
Yours Sincerely,  
HEAD OF THE DEPARTMENT  
DEPARTMENT OF COMMERCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU



TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (Boys)  
MANUGURU

Department of Commerce

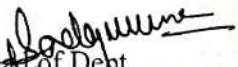
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Date: 21.01.2020

NOTICE

It is hereby informed to all the community of Telangana Tribal welfare Residential Degree College (Boys) manuguru that the Department of commerce is going to continue a certificate course on **E-Filing of Income Tax Return (ITR & TDS)** for the Academic year 2019-2020 for the students of B. Com-II year.

For the same the II year- B. Com students are informed to enrol for the above-mentioned certificate course on or before.23-01-2020.

  
Head of Dept  
**HEAD OF THE DEPARTMENT**  
DEPARTMENT OF COMMERCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

  
Principal  
**Principal**  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE(BOYS)  
MANUGURU

Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Students Enrolled for Certificate Course

S.No	Name of the Student	Class/Group	Sign
1	A. Shiva	II Bcom (CA)	A. Shiva
2	B. Balaji	II Bcom (CA)	B. Balaji
3	B. Bhaskar	II Bcom (CA)	B. Bhaskar
4	B. Naresh	II Bcom (CA)	B. Naresh
5	B. Seenu	II Bcom (CA)	B. Seenu
6	Ch. Venka Kumar	II Bcom (CA)	Ch. Venka Kumar
7	<del>F. Anil</del>	II Bcom (CA)	<del>F. Anil</del>
8	E. Harish	II Bcom (CA)	<del>E. Harish</del>
9	G. Sathish	II Bcom (CA)	G. Sathish
10	K. Pavan Kalyan	II Bcom (CA)	K. Pavan Kalyan
11	K. Sumath Reddy	II Bcom (CA)	K. Sumath
12	L. Manikumar	II Bcom (CA)	L. Manikumar
13	M. Santhosh	II Bcom (CA)	M. Santhosh
14	P. Ashok	II Bcom (CA)	P. Ashok
15	P. Akhil	II Bcom (CA)	P. Akhil
16	P. Raksh	II Bcom (CA)	P. Raksh
17	P. Murali Krishna	II Bcom (CA)	Murali Krishna
18	P. Chandu	II Bcom (CA)	Chandu
19	U. Prasad	II Bcom (CA)	U. Prasad
20	V. Gathish	II Bcom (CA)	V. Gathish
21	V. Hari Babu	II Bcom (CA)	V. Hari Babu
22	Y. Prasad Reddy	II Bcom (CA)	Y. Prasad Reddy
23			
24			
25			
26			
27			
28			

*(Signature)*  
 HEAD OF THE DEPARTMENT  
 DEPARTMENT OF COMMERCE  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU

*(Signature)*  
 Principal  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU

**Telangana Tribal Welfare Residential Degree College (B) Manuguru**

**Certificate Course on E-Filing of Income Tax Return (ITR & TDS)**

**Time Table**

Day	Date	Time	
		5.00 pm - 6.00 pm	7.00 pm - 8.00 pm
Day-1	27-01-2020	B.Com-II	B.Com-II
Day-2	28-01-2020	B.Com-II	B.Com-II
Day-3	29-01-2020	B.Com-II	B.Com-II
Day-4	30-01-2020	B.Com-II	B.Com-II
Day-5	31-01-2020	B.Com-II	B.Com-II
Day-6	01-02-2020	B.Com-II	B.Com-II
Day-7	03-02-2020	B.Com-II	B.Com-II
Day-8	04-02-2020	B.Com-II	B.Com-II
Day-9	05-02-2020	B.Com-II	B.Com-II
Day-10	06-02-2020	B.Com-II	B.Com-II
Day-11	07-02-2020	B.Com-II	B.Com-II
Day-12	08-02-2020	B.Com-II	B.Com-II
Day-13	10-02-2020	B.Com-II	B.Com-II
Day-14	11-02-2020	B.Com-II	B.Com-II
Day-15	12-02-2020	B.Com-II	B.Com-II

*[Signature]*  
Head of Dept  
**HEAD OF THE DEPARTMENT**  
DEPARTMENT OF COMMERCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

*[Signature]*  
Principal  
**Principal**  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

**INAGURATION OF CERTIFICATE COURSE ON E-FILING OF INCOME TAX**

**(ITR & TDS)**

**ACADEMIC YEAR 2019-20**



# TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (BOYS) MANUGURU

Certificate Course on E-filing of Income Tax (ITR & TDS)

## Students Attendance

S. No	Name of the Student	Group	Day-1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Ajmeera Shiva	II B.Com (CA)	1	1	2	3	4	5	6	7	8	8	9	10	11	11	12
2	Banoth Balaji	II B.Com (CA)	1	2	2	4	4	5	6	7	8	9	9	10	10	11	11
3	Banoth Bhaskar	II B.Com (CA)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
4	Boda Naresh	II B.Com (CA)	1	2	3	4	5	6	7	7	8	9	10	11	12	13	14
5	Boggula Srinu	II B.Com (CA)	1	2	2	3	4	5	5	6	7	8	9	10	11	12	13
6	Chittaru Venukumar	II B.Com (CA)	1	2	3	4	5	6	7	7	8	8	9	10	11	12	13
7	E. Anil	II B.Com (CA)	1	2	3	3	4	5	6	7	8	9	9	10	11	12	12
8	E. Harish	II B.Com (CA)	1	2	3	4	5	6	7	7	8	9	10	11	12	13	14
9	Guguloth Santhosh	II B.Com (CA)	1	2	3	4	5	6	6	7	8	9	10	10	11	12	13
10	K. Pavankalyan	II B.Com (CA)	1	2	3	4	5	6	7	8	9	10	11	12	12	13	14
11	K.Sumanthrao	II B.Com (CA)	1	2	3	4	5	5	6	7	7	8	9	10	10	11	12
12	L.Manikumar	II B.Com (CA)	1	2	3	4	5	6	7	8	9	10	11	11	12	12	14
13	M.Santhosh	II B.Com (CA)	1	2	2	3	4	5	6	7	8	8	9	9	10	11	12
14	Padiga Ashok	II B.Com (CA)	1	2	3	4	5	5	6	7	7	8	9	10	11	12	13
15	Payam Akhil	II B.Com (CA)	1	1	2	3	4	5	6	7	8	9	9	10	11	12	13
16	Payam Rakesh	II B.Com (CA)	1	2	2	3	3	4	5	6	7	8	9	10	11	12	13
17	Punem Muralikrishna	II B.Com (CA)	1	2	3	4	5	5	6	7	8	9	10	10	11	12	13
18	Punem Venumadhav	II B.Com (CA)	1	2	3	4	5	6	7	8	9	10	11	12	12	13	14
19	Pusuri Chandhu	II B.Com (CA)	1	2	2	3	4	5	6	7	8	9	10	11	12	13	14
20	Uke Prasad	II B.Com (CA)	1	2	3	4	5	6	7	8	8	9	10	11	12	13	13
21	V. Sathish	II B.Com (CA)	1	2	3	4	5	6	7	7	8	8	9	10	11	12	13
22	Vajja Haribabu	II B.Com (CA)	1	2	2	3	4	5	6	7	8	9	10	10	11	12	13
23	Y. Prasad Reddy	II B.Com (CA)	1	2	3	4	5	6	7	7	8	9	10	11	11	12	13

*[Signature]*  
**HEAD OF THE DEPARTMENT**  
 DEPARTMENT OF COMMERCE  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU

*[Signature]*  
**Principal**

TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU

**Telangana Tribal Welfare Residential Degree College (Boys) Manuguru**

**List of Students Completed Certificate Course**

S.No	Name of the Student	Class/Group	Whether Course Completed /Not
1	Ajmeera Shiva	II B.Com (CA)	Completed
2	Banoth Balaji	II B.Com (CA)	Completed
3	Banoth Bhaskar	II B.Com (CA)	Completed
4	Boda Naresh	II B.Com (CA)	Completed
5	Boggula Srinu	II B.Com (CA)	Completed
6	Chittaru Venukumar	II B.Com (CA)	Completed
7	E. Anil	II B.Com (CA)	Completed
8	E. Harish	II B.Com (CA)	Completed
9	Guguloth Santhosh	II B.Com (CA)	Completed
10	K. Pavankalyan	II B.Com (CA)	Completed
11	K.Sumanthrao	II B.Com (CA)	Completed
12	L.Manikumar	II B.Com (CA)	Completed
13	M.Santhosh	II B.Com (CA)	Completed
14	Padiga Ashok	II B.Com (CA)	Completed
15	Payam Akhil	II B.Com (CA)	Completed
16	Payam Rakesh	II B.Com (CA)	Completed
17	Punem Muralikrishna	II B.Com (CA)	Completed
18	Punem Venumadhav	II B.Com (CA)	Completed
19	Pusuri Chandhu	II B.Com (CA)	Completed
20	Uke Prasad	II B.Com (CA)	Completed
21	V. Sathish	II B.Com (CA)	Completed
22	Vajja Haribabu	II B.Com (CA)	Completed
23	Y. Prasad Reddy	II B.Com (CA)	Completed

*Dr. Subbarama*  
**HEAD OF THE DEPARTMENT**  
 DEPARTMENT OF COMMERCE  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU

*Davi*  
**Principal**  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU

VALEDICTORY OF CERTIFICATE COURSE ON E-FILING OF INCOME TAX

(ITR & TDS)

ACADEMIC YEAR 2019-20



TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE  
(Boys) MANUGURU

Bhadradri Kothagudem Dist, Telangana

(Affiliated to Kakatiya University Warangal)

## DEPARTMENT OF COMPUTER SCIENCE



**Certificate Course on**  
**“Basic Computer Skills”**

Academic Year 2019-2020

From 01-11-2019 to 19-11-2019

Course Coordinator: Hetchu Rambabu & SD Sruthi

Lecturer in Computer Science

Department of Computer Science

**HEAD OF THE DEPARTMENT**  
DEPARTMENT OF COMPUTER SCIENCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

*Grama*

### Course Structure:

- ❖ **Duration:** Course is offered for four weeks with two batches in an academic year
- ❖ **Class Time:** 2 hours daily after regular college hours i.e (5.00 pm to 6.00pm ) and during night study hours ( 7.00 pm – 8.00pm)
- ❖ **Venue:**Computer lab
- ❖ **Total Hours Planned:** 30 hours (Daily 2 hours)
- ❖ **Course is offered for:** BA Students
- ❖ **Faculty:** SD SRUTHI & RAMBABU HETCHU
- ❖ **Evaluation Procedure:** 50 marks (25 for Practical's& 25 for Presentation)
- ❖ **Eligibility for Getting Certificate:** Based on Students presentation and the practical work done by them in the lab, certificate will be issued.

### Outcomes of the Course:

1. Making students aware of the basic computer skills like preparing documents, work sheets, presentations etc; required for attending a job.
2. To make student learn and apply basic computer skills in their professional life.
3. To improve technical skills of the student.
4. To make the student a certified practitioner.
5. Making students to understand the basic concepts of computers.
6. To aware the students regarding E-Commerce, online transactions, etc.
7. To enable the students to prepare power point presentations.
8. To enable the students to prepare Resumes of their own.
9. To aware the students regarding the short cut keys used in MS-Office.
10. To enable the students to improve their typing skills.

**TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE ( Boys), MANUGURU**  
**SYLLABUS FOR CERTIFICATE COURSE ON BASIC COMPUTER SKILLS**

DAY	NAME OF THE TOPIC	ACTIVITY
1	BASICS OF COMPUTERS	LIST APPLICATIONS OF COMPUTERS-RAILWAYS, EDUCATIONAL INSTITUTES
	WHAT IS INFORMATION TECHNOLOGY APPLICATIONS	
	WHAT IS COMPUTER	
	GENERATIONS OF COMPUTER	
	ARCHITECTURE OF COMPUTER	
2	WHAT IS HARDWARE	LIST ALL THE KEYS IN THE KEY BOARD
	WHAT IS SOFTWARE	
	KEYBOARD KEYS	
	USAGE OF MOUSE	CREATE FOLDER WITH YOUR NAME IN LOCAL DRIVE
	DESKTOP ENVIRONMENT	
	FOLDER CREATION	
	FOLDER DELETION	
3	ABOUT NOTEPAD	PREPARE YOUR BIODATA IN NOTEPAD APPLY DIFFERENT FONT STYLES AND SIZE TO UR BIODATA AND SET YOUR BIODATA USING PAGESETUP
4	INTRODUCTION TO MS OFFICE, MS WORD	
	HOME TAB	WRITE ALL THE SHORTCUT KEYS USED IN MS WORD
5	HOME TAB	HOW TO CREATE CERTIFICATE
6	INSERT TAB	CREATE TIME TABLE
7	MAILINGS TAB	SENDING LETTERS TO MULTIPLE PERSONS
8	DESIGN, PAGE LAYOUT TAB	PREPARE YOUR RESUME
9	REFERENCES TAB	HOW TO INSERT TABLE OF CONTENTS, FIGURES TO YOUR DOCUMENT
10	REVIEW, VIEW TAB	HOW TO CHECK SPELLING & GRAMMAR IN YOUR DOCUMENT
11	MACROS	AND HOW TO CREATE MACROS
12	INTRODUCTION TO MS EXCEL	
	HOW TO ENTER DATA INTO CELLS	PREPARE STUDENT DATA
13	EXERCISES ON STUDENT DATA	FIND OUT MAX, MIN MARKS OF A STUDENT
14	EXERCISES ON STUDENT DATA	FIND OUT GRADE OF A STUDENT
15	HOME TAB	FORMAT STUDENT DATA TABLE
16	FILTERS	APPLY FILTERS TO STUDENT DATA
17	INSERT TAB	CREATE PIVOT TABLE FOR STUDENT DATA AND PREPARE SUMMARIZED REPORTS
	HOW TO INSERT PIVOT TABLE	
18	PAGELAYOUT, FORMULAS TAB	
19	DATA TAB	CREATE DATA OF YOUR CHOICE AND APPLY ADVANCED FILTERS
20	DATA TAB	CREATE DATA OF YOUR CHOICE AND REMOVE DUPLICATE VALUES AND PERFORM DATA VALIDATION
21	REVIEW, VIEW TAB	CREATE DATA OF YOUR CHOICE AND PREPARE CONSOLIDATE DATA
22	INTRODUCTION TO MS POWER POINT PRESENTATION	FIND OUT THE ACRONYMS OF WWW, DNS, URL, HTTP, HTML, LAN, WAN, MAN, GOOGLE, YAHOO, NEFT, RTGS, IMPS, OTP, OAC
23	HOME TAB	
24	INSERT TAB	
25	DESIGN, ANIMATIONS TAB	
	TRANSITIONS	
26	BASIC CONCEPTS OF INTERNET	LIST OUT TYPES OF BROWSERS
	URL	HOW TO SAVE IMAGES FROM THE WEB
	HYPERLINK	
	BROWERS	
27	HOW TO BROWSE	CREATE YOUR MAIL ID AND ATTACH YOUR RESUME TO YOUR MAIL
	HOW TO CREATE MAIL ACCOUNT	
	HOW TO COMPOSE MAIL	
	HOW TO ATTACH FILES	
28	INTERNET BANKING CONCEPTS	EXPLAIN FUND TRANSFERRING CONCEPT WITH A NEAT DIAGRAM
29	ONLINE SHOPPING	EXPLAIN HOW TO BUY A PRODUCT ONLINE
30		PREPARE A PPT ON OUR COLLEGE

**TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU**

**Department of Computer Science**

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Date: 28-10-2019.

To  
The Principal,  
Telangana Tribal Welfare Residential Degree College (Boys),  
Manuguru.


Sub: Request to grant Permission on introducing a certificate course for  
the first-year students during the Academic Year 2019-2020- Reg

Respected Sir,

As per the subject cited above Department of Computer Science  
Telangana Tribal Welfare Residential Degree College (Boys) Manuguru would  
like to bring to your kind notice that, for the Academic year 2019-2020  
we would like to organize a certificate course in "Basic Computer Skills" for  
all first-Year students.

Hence, we request you to consider the same and give us the  
permission for the above-mentioned programme.

Thanking You.

  
**HEAD OF THE DEPARTMENT**  
DEPARTMENT OF COMPUTER SCIENCE  
TELANGANA TRIBAL WELFARE  
DEGREE COLLEGE (BOYS)  
MANUGURU

Yours Sincerely,

**TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE  
COLLEGE (Boys) MANUGURU**

**Department of Computer Science**

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Date: 30.10.2019

**NOTICE**

It is hereby informed to all the first year students of Telangana Tribal welfare Residential Degree College (Boys) Manuguru that the Department of Computer Science is going to organize a certificate course on "Basic Computer Skills" for the Academic year 2019-2020.

For the same the interested students are informed to enrol for the above-mentioned certificate course on or before.31-10-2019.

**HEAD OF THE DEPARTMENT'  
DEPARTMENT OF COMPUTER SCIENCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU**

Head of Dept

**Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU**

Principal

**TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU**

List of students enrolled for Certificate Course

S No	Name of the Student	Class/Group	Signature
1.	B. Basu Raju	I BA (EPP)	B. Basu Raju
2.	D. Kalyan	I BA (EPP)	D. Kalyan
3	E. Deepak	"	Deepak
4	G. Vinay Kumar	"	G. Vinay
5	G. Kusumath	"	G. Kusumath
6	J. Raj Kumar	"	J. Raj
7	J. Sai Kiran	"	J. Sai Kiran
8	J. Rakesh	"	J. Rakesh
9	K. Bharath	"	K. Bharath
10	K. Jyothi prakash	"	K. Jyothi prakash
11	K. Palan	"	K. Palan
12	K. Balu	"	K. Balu
13	M. Sravan Kumar	"	M. Sravan
14	M. Sai Kumar	"	M. Sai Kumar
15	M. Stalin Dora	"	M. Stalin
16	P. Upender	"	P. Upender
17	P. Anandh	"	P. Anandh
18	S. Harthik	"	S. Harthik
19	S. Jaswanth	"	S. Jaswanth
20	T. Sandeep	"	T. Sandeep
21	U. Veerajee	"	U. Sandeep
22	V. Mahesh	"	Mahesh
			<i>Ranji -</i>
			<b>Principal</b>
			TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (BOYS) MANUGURU
	<b>HEAD OF THE DEPARTMENT</b>		
	DEPARTMENT OF COMPUTER SCIENCE		
	TELANGANA TRIBAL WELFARE		
	RESIDENTIAL DEGREE COLLEGE (BOYS)		
	MANUGURU		

# TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (Boys) MANUGURU

List of students enrolled for Certificate Course

S No	Name of the Student	Class/Group	Signature
1	A. Vijay Bhaskaraj	I BA (HEP)	A. Vijay
2	B. Sai Krishna	"	B. Sai
3	B. Chakravarthi	"	B. Chakravarthi
4	B. Chalapati	"	B. Chalapati
5	D. Mahender	"	D. Mahender
6	E. Praveen Kumar	"	E. Praveen
7	G. Nagendra Babu	"	G. Nagendra
8	G. Sai Kiran	"	Sai Kiran
9	K. Sai Kumar	"	K. Sai
10	K. Thirupathi Rao	"	Thirupathi
11	K. Praveen	"	K. Praveen
12	K. Chandu	"	K. Chandu
13	K. Nagendra Babu	"	K. Nagendra Babu
14	M. Sandeep	"	M. Sandeep
15	M. Sampath Kumar	"	M. Sampath
16	N. Aditya Teja	"	N. Aditya Teja
17	P. Sneha	"	Greenu
18	P. Vinith	"	D. Vinith
19	P. Gopala Rao	"	P. Gopala Rao
20	T. Arun	"	T. Arun
21	V. Lokesh	"	V. Lokesh
	<i>G. Samb</i>		<i>Ravi</i>
<b>HEAD OF THE DEPARTMENT</b> DEPARTMENT OF COMPUTER SCIENCE TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (BOYS) MANUGURU		<b>Principal</b> TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (BOYS) MANUGURU	

10

10

TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU

List of students enrolled for Certificate Course

P-20

S No	Name of the Student	Class/Group	Signature
	B. Rambabu	BSC (BZC)	B. Rambabu
	B. Tharun	"	B. Tharun
	B. Veerandra	"	B. Veerandra
	Ch. Ramoji	"	Ramaji
	D. Sathibabu	"	D. Sathibabu
	E. Nava Teja	"	E. Nava Teja
	G. Rajendar	"	G. Rajendar
	G. Rajesh	"	G. Rajesh
	G. Venkatesh	"	G. Venkatesh
	G. Nagababu	"	Nagababu
	K. Vagu	"	K. Vagu
	M. Venkatesh	"	M. Venkatesh
	N. Vishnu Megha Varadhan	"	N. Vishnu Megha
	P. Yashiah	"	P. Yashiah
	P. Venkatesh	"	P. Venkatesh
	P. Rama Krishna	"	P. Rama Krishna
	P. Ravu Teja	"	P. Ravu Teja
	R. Sai Krishna	"	R. Sai
	R. Anudeep	"	Anudeep
	S. Vijay Kumar	"	Vijay Kumar
	Sh. Chiranjeevi	"	Sh. Chiranjeevi
	S. Sai Krishna	"	S. Saikrishna
	S. Govinda	"	Govinda
	S. Sambasiva Rao	"	S. Sambasiva Rao
	T. Veera Babu	"	T. Veera Babu
	Vinodh . S	"	Vinodh
	Y. Sandeep	"	Y. Sandeep
	Y. Ajad	"	Y. Ajad

HEAD OF THE DEPARTMENT  
DEPARTMENT OF COMPUTER SCIENCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU

List of students enrolled for Certificate Course

19-20

S No	Name of the Student	Class/Group	Signature
1.	A. Srinu	BCom (CA)	Srinu
2.	B. Deva Singh	BCom (CA)	Deva Singh
3	B. Rambabu	BCom (CA)	B. Rambabu
4	B. Sidda	BCom (CA)	Sidda
5	B. Suresh	BCom (CA)	Suresh
6	B. Srihari	BCom (CA)	B. Srihari
7	Ch. Nandhan	BCom (CA)	Ch. Nandhan
8	Ch. Nitesh	BCom (CA)	Ch. Nitesh
9	Ch. Naveen	BCom (CA)	Ch. Naveen
10	D. Thirupathi Rao	BCom (CA)	D. Thirupathi Rao
11	D. Sagar	BCom (CA)	D. Sagar
12	E. Suresh	BCom (CA)	E. Suresh
13	E. Mahendar	BCom (CA)	E. Mahendar
14	G. Sai Teja	BCom (CA)	G. Sai Teja
15	G. Naveen	BCom (CA)	G. Naveen
16	J. Ram Gopal	BCom (CA)	J. Ram Gopal
17	K. Venkatesh	BCom (CA)	Venkatesh
18	K. Srinu	BCom (CA)	K. Srinu
19	K. Sai Kiran	BCom (CA)	K. Sai
20	K. Ajay	BCom (CA)	K. Ajay
21	K. Sampath	BCom (CA)	Sampath
22	K. Vinod Kumar	BCom (CA)	K. Vinod Kumar
23	K. Jaipal	BCom (CA)	K. Jaipal
24	M. Prashanth	BCom (CA)	Prashanth
25	S. Naveen Prakash	BCom (CA)	S. Naveen Prakash
26	SH. Nawaz	BCom (CA)	SH. Nawaz
27	S. Pavan	BCom (CA)	S. Pavan
28	S. Karthik	BCom (CA)	S. Karthik
29	T. Samba	BCom (CA)	Samba
30	V. Raja	BCom (CA)	Raja

10  
19-20

# TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (Boys) MANUGURU

List of students enrolled for Certificate Course

S No	Name of the Student	Class/Group	Signature
	B. Krishna Prasad	BSC (MPES)	B. Krishna
	B. Ganesh	"	B. Ganesh
	B. Hanumanthu	"	B. Hanumanthu
	B. Praveen	"	B. Praveen
	CH. Chantla	"	chantla
	G. Gopi	"	G. Gopi
	G. Naveen	"	Naveen
	G. Samba Shiva Rao	"	G. Samba Shiva Rao
	I. Narasimha Rao	"	Narasimha Rao
	J. Vamsi Krishna	"	Vamsi Krishna
	K. Devendar Goud	"	K. Devendar
	K. Mukesh	"	K. Mukesh
	K. Kasthik Teja	"	K. Kasthik Teja
	K. Pranesh	"	pranesh
	M. Prem Chandh	"	M. Prem Chandh
	M. Venkatesh	"	M. Venkatesh
	N. Jithendra Naik	"	Jithendra Naik
	P. Nagendra Babu	"	P. Nagendra Babu
	S. Naveen	"	S. Naveen
	S. Praveen	"	Praveen
	S. Ram Kumay	"	S. Ram Kumay
	T. Moshe	"	T. Moshe
	T. Vamsi	"	T. Vamsi
	V. Sandeep	"	V. Sandeep
	V. Vamsi	"	V. Vamsi
	V. Yaswanth Kumar	"	V. Yaswanth Kumar
	Gamp		
	HEAD OF THE DEPARTMENT DEPARTMENT OF COMPUTER SCIENCE TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (BOYS) MANUGURU		Principal TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (BOYS) MANUGURU

10  
**TELANGANA TRIBAL WELFARE RESIDENTIAL  
 DEGREE COLLEGE (Boys) MANUGURU**

List of students enrolled for Certificate Course

19-20

S No	Name of the Student	Class/Group	Signature
	A. Akash	BSc (MPC)	A. Akash
	B. Sagar	"	B. Sagar
	B. Venkatesh	"	B. Venkatesh
	B. Madhu	"	B. Madhu
	B. Anil	"	B. Anil
	D. Naveen	"	D. Naveen
	D. Yugandhar	"	D. Yugandhar
	E. Poornay Kumar	"	Poornay Kumar
	E. Anil Kumar	"	E. Anil Kumar
	G. Shekhar	"	Shekhar
	G. Gowtham	"	G. Gowtham
	I. Ajay	"	I. Ajay
	K.V. Hasinadh Kumar	"	K.V. Hasinadh Kumar
	K. Sheshu Kumar	"	K. Sheshu Kumar
	K. Vikram	"	Vikram
	K. Venkata Krishna	"	Venkata Krishna
	K. Uma Shankar	"	K. Uma Shankar
	K. Vishnu	"	K. Vishnu
	M. Veerababu	"	M. Veerababu
	P. Tharan	"	P. Tharan
	P. Pavan Kalyan	"	P. Pavan Kalyan
	P. Revanth Kumar	"	P. Revanth Kumar
	SK. Ragi	"	Ragi
	SK. Rehan	"	Rehan
	S. Sainy	"	S. Sainy
	S. Anji Babu	"	S. Anji Babu
	HEAD OF THE DEPARTMENT DEPARTMENT OF COMPUTER SCIENCE TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (BOYS) MANUGURU		Principal TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (BOYS) MANUGURU













**TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU**  
List of students COMPLETED Certificate Course

S No	Name of the Student	Class/Group	Whether Complete/Not
1.	A. Srinu	B Com (CA)	Complete
2.	B. Dera Singh	B Com (CA)	Complete
3.	B. Rambabu	B Com (CA)	Complete
4.	B. Siddu	B Com (CA)	Complete
5.	B. Suresh	B Com (CA)	Complete
6.	B. Srihari	B Com (CA)	Complete
7.	ch. Nandhan	B Com (CA)	Complete
8.	ch. pentarao	B Com (CA)	Not Complete
9.	ch. Naveen	B Com (CA)	Complete
10.	D. thirupathi Rao	B Com (CA)	Complete
11.	D. Sagar	B Com (CA)	Complete
12.	E. Suresh	B Com (CA)	Complete
13.	E. mahendar	B Com (CA)	Complete
14.	G. Sai Teja	B Com (CA)	Complete
15.	G. Nares	B Com (CA)	Complete
16.	J. Ram Gopal	B Com (CA)	Complete
17.	K. Venkatesh	B Com (CA)	Complete
18.	K. Srinu	B Com (CA)	Complete
19.	K. Sai Kiran	B Com (CA)	Complete
20.	K. AJay	B Com (CA)	Complete
21.	K. Sampath.	B Com (CA)	Not Complete
22.	K. Vinod Kumar	B Com (CA)	Complete
23.	K. Jaipal	B Com (CA)	Complete
24.	M. Prashanth	B Com (CA)	Complete
25.	S. Naveen prakash	B Com (CA)	Complete
26.	SH. <del>Aman</del> Nawaz	B Com (CA)	Complete
27.	S. pavan	B Com (CA)	Complete
28.	S. Karthik	B Com (CA)	Complete
29.	T. Samba	B Com (CA)	Complete
30.	V. Raja	B Com (CA)	Complete

**TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU**

List of students COMPLETED Certificate Course

S No	Name of the Student	Class/Group	Whether Complete/Not
	B. Krishna Prasad	B.Sc (MPC)	Completed
	B. Ganesh		Completed
	B. Hanumanth		Completed
	B. Praveen		Completed
	Ch. Chanti		Completed
	G. Gopi		Completed
	G. Narain		Completed
	G. Samba Shivalao		Completed
	J. Narasimha Rao		Completed
	J. Vamsi Krishna		Completed
	K. Devendra Goud		Completed
	K. Mukesh		Completed
	K. Karthik Raja		Completed
	K. Pranesh		Completed
	M. Prem Chand		Completed
	M. Venkatesh		Completed
	N. Jithendra Naik		Completed
	P. Nagendra Babu		Completed
	S. Naveen		Completed
	S. Praveen		Completed
	P. Ram Kumar		Completed
	T. Moha		Completed
	T. Vamsi		Completed
	V. Sandeep		Completed
	V. Vamsi		Completed
	V. Yaswanth Kumar		Completed





TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU

10

List of students COMPLETED Certificate Course

S No	Name of the Student	Class/Group	Whether Complete/Not
	B. Rambabu	B.Sc (BZC)	Completed
	B. Tarun	"	Completed
	B. Veerandaa	"	Completed
	Ch. Lamoji	"	Completed
	D. Sathibabu	"	Completed
	E. Nava Teja	"	Completed
	G. Rajendar	"	Completed
	G. Rajesh	"	Completed
	G. Venkatesh	"	Completed
	G. Nagababu	"	Completed
	K. Vasu	"	Completed
	M. Venkatesh	"	Completed
	N. Vishnu	"	Completed
	P. Yalliah	"	Completed
	P. Venkatesh	"	Completed
	P. Rama Krishna	"	Completed
	P. Ravi Teja	"	Completed
	R. Sai Krishna	"	Completed
	R. Anudeep	"	Completed
	S. Vijay Kumar	"	Completed
	S. Chitanjevi	"	Completed
	S. Sri Krishna	"	Completed
	S. Govindu	"	Completed
	S. Samba Siva Rao	"	Completed
	T. Veera Babu	"	Completed
	S. Vinodh	"	Completed
	Y. Sandeep	"	Completed
	Y. Ajad	"	Completed

TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU

10

List of students cOMPLETED Certificate Course

S No	Name of the Student	Class/Group	Whether Complete/Not
	A. Akash	B.Sc (Mpc)	Completed
	B. Sagae	"	Completed
	B. Venkatesh	"	Completed
	B. Madhu	"	Completed
	B. Anil	"	Completed
	D. Naveen	"	Completed
	D. Yugandae	"	Completed
	E. Pranay kumar	"	Completed
	E. Anil kumar	"	Completed
	G. Shekhar	"	Completed
	G. Goutham	"	Completed
	I. Ajay	"	Completed
	K.V. Harinadh kumar	"	Completed
	K. Seshu kumar	"	Completed
	K. Vikram	"	Completed
	K. Venkata Krishna	"	Completed
	K. Uma Shankar	"	Completed
	K. Vishnu	"	Completed
	M. Veerababu	"	Completed
	P. Theerth	"	Completed
	P. Pavan kalyan	"	Completed
	P. Revanth kumar	"	Completed
	Sk. Rafi	"	Completed
	Sk. Relar	"	Completed
	S. Srinu	"	Completed
	S. Anji Babu	"	Completed

HEAD OF THE DEPARTMENT  
DEPARTMENT OF COMPUTER SCIENCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE  
MANUGURU



# Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

Bhadradi Kothagudem District, Telangana State, India,  
E Mail: [ttwrdcboys.manuguru@gmail.com](mailto:ttwrdcboys.manuguru@gmail.com), Website: <https://www.ttwrdcs.ac.in>>manuguru



## Certificate

This is to certify that Mr. D. Kalyan student of 1<sup>st</sup> B.A  
Epp of Telangana Tribal Welfare Residential Degree College (Boys) Manuguru,

Bhadradi Kothagudem Dist, has attended and successfully completed a Certificate Course on  
Basic Computer Skills from 01-11-2019 to 19-11-2019 conducted by  
Department of Computer science.

*Grand*

HEAD OF THE DEPARTMENT  
DEPARTMENT OF COMPUTER SCIENCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

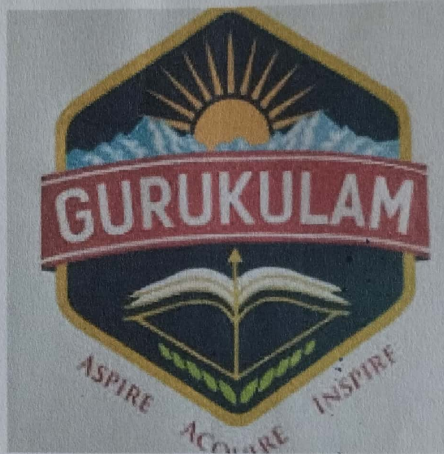
*Ranjini*

Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

**TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU**

**Bhadradi Kothagudem Dist, Telangana  
(Affiliated to Kakatiya University-Warangal)**

**Academic Year 2019-2020**



**A CERTIFICATE COURSE  
ON  
COMMUNICATION SKILLS**

**From 03-09-2019 to 20-09-2019**

**Course Coordinators: Dr. Swapna Akoju & B. Veeru**

**Lecturer in English**

**Department of English**

TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (Boys)  
MANUGURU

Department of English

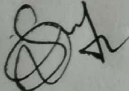
Date: 26/8/2019

NOTICE

It is hereby informed to all the community of Telangana Tribal welfare Residential Degree College (Boys) Manuguru that the Department of English is going to Continue the certificate course on **Communication Skills** for the Academic year 2019-2020 for all the students of I year.

For the same the First year students are informed to enrol for the above mentioned certificate course on or before.30-08-2019.

Head of Dept

  
**HEAD OF THE DEPARTMENT**  
DEPARTMENT OF ENGLISH  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

Principal

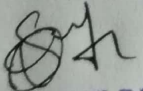
  
**Principal**  
TELANGANA TRIBAL WELFARE  
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MANUGURU


## Inaugural Ceremony of Certificate Course

Date: 3-09-2019



B. Veeru, DL in English Addressing the Gathering

  
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TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

  
Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

### Introduction:

The TTWRDC (B) Manuguru was established in 2017 as one among the 22 Residential Degree colleges for Tribal students. Most of the students are typically from rural background and are first generation learners. When it comes to education, these students face a number of challenges. Especially, at the tertiary level of education, English is identified as posing a great challenge to the rural Indian learners.

### Need of the course:

1. Majority of the students enrolled at TTWRDC (B) Manuguru have done their schooling in Telugu medium that too in government run schools and their exposure to English is to a minimum.
2. Though English is a language, it is taught as a subject (not as skill), i.e., the objective is to acquire knowledge and to merely pass the examinations.
3. As parents are illiterates and not exposed to English, the family situation does not help in acquiring English language at home.
4. This low proficiency levels in English have a negative impact in learning other subjects.
5. Due to lack of good Communication skills, students have low confidence levels.
6. In present context of globalization, the key to success is good communication skills only.

In this context, there is an immense need to conduct special classes to improve their communication skills; hence the Dept of English has decided to implement **Communication Skills in English** as a certificate course for the students of Gurukulam.

### Objectives of the course:

1. To help students overcome their fear and to speak in English in front of their peers and teachers thus, build their self-confidence through various classroom activities and outdoor activities
2. To improve the communication skills of students and increase chances of employability.
3. To help the students for getting good grades in competitive and other examinations.
4. To help students to become autonomous and self-directed English language learners.
5. To make students to use grammatically correct English with known vocabularies based on daily routines.

### SYLLABUS

UNIT-I COMMUNICATION SKILLS	UNIT-II BASIC GRAMMAR AND VOCABULARY	UNIT-III LISTENING & SPEAKING SKILLS
1. What is Communication	1. Parts of speech	1. Why and How we Listen

2. Greeting and Introducing	2. Present Tense	2. Why and How we speak
3. Making Request, Asking apology	3. Past tense	3. Phonetics
4. Asking for and Giving Permission	4. Future Tense	4. Word stress
5. Offering Help	5. Framing Questions	5. Intonation- falling and rising
6. Giving Instructions and giving Directions	6. Helping Verbs	6. At a Bus stand/railway station/Bank
7. Telephone Etiquette	7. Types of sentences	7. At a Market/ party/ theatre
8. E-mail Etiquette	8. subject verb agreement	8. Anchoring and Public Speaking-I
9. Importance of Vocabulary	9. Vocabulary	9. Anchoring and Public Speaking-II
10. Fluency and Accuracy: steps to improve communication skills	10. Common Errors	10. English in various real-life situations

### Strategies:

The following strategies are carried out to implement the program:

1. **Using simulation techniques:** real life situations in the classroom to practice real English dialogues and speeches to gain English language fluency.
2. **Using silent and loud reading practice:** to students, to enhance their comprehension and English sound recognition skills.
3. **Using JAM/Role-play technique:** students are encouraged to speak freely and independently using role play/ JAM techniques
4. **Exposure to language is pivotal:** Any course that meets more than the conventional one period a day can be labelled intensive. It is a well-established fact that a prolonged exposure to a language increases the speed of acquiring that language (The way we have learnt our mother tongue is an example.).
5. **Basic Language Skills are taught in Isolation:** The basic language skills of Listening, Speaking, Reading, and Writing (LSRW) are taught in isolation, emphasizing each skill at a time, though an integrated skill acquisition takes place automatically.
6. **More Emphasis on Listening and Speaking Skills:** In the general English classes, more emphasis is given to Reading and Writing skills. Hence, in the Communicative English Programme, more emphasis is given to Listening and Speaking skills.
7. **ICT Tools:** ICT equipment such as PPT, Videos, and Recorded audios are used easily during the communicative English classes to enhance Listening and Speaking skills.

### Duration of the course:

The duration of the course is 15 days, two hours per day, and at-least fifty students are enrolled in the course based on the score achieved in preliminary test on communication skills of the students. The course is specifically designed for first year students.

### ***Evaluation and Certificates:***

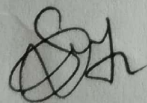
A series of formative tests/ viva voce are conducted at regular intervals to assess the progress made by the learners. At the end of the course, a written test (30 marks) and practical test (20 marks) is conducted. Those who score minimum of 40% in final exam will be given certificates.

### **Outcome of the program:**


A scientific analysis was carried out to evaluate the effectiveness of "Certificate Course in Communicative Skills in English" as one of the best practices of TTWRDC (B) Maripeda.

After the Completion of the Course, it is observed that:

- Majority (65.4%) of the respondents stated that they were able to improve their English Grammar and vocabulary.
- More than half (56.8%) of the respondents have developed their public speaking skills
- Majority (63.7%) of the respondents have improved on their listening and speaking skills.
- More than half (56.6%) of the respondents have improved their skills with regard to comprehending an audio and video presentations in English.
- More than half (58.9%) of the respondents have stated that the programme on "Communicative English" was effective to their overall development in their proficiency of the language.

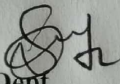



**HEAD OF THE DEPARTMENT**  
DEPARTMENT OF ENGLISH  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU



**Principal**  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

Telangana Tribal Welfare Residential Degree College (M) Manuguru			
Certificate Course on Communication Skills			
Time Table			
Day	Date	Time	
		5.00 pm - 6.00 pm	7.00 pm - 8.00 pm
Day-1	03-09-2019	BSC	BA, BCOM
Day-2	04-09-2019	BSC	BA, BCOM
Day-3	05-09-2019	BSC	BA, BCOM
Day-4	06-09-2019	BSC	BA, BCOM
Day-5	07-09-2019	BSC	BA, BCOM
Day-6	09-09-2019	BSC	BA, BCOM
Day-7	11-09-2019	BSC	BA, BCOM
Day-8	12-09-2019	BSC	BA, BCOM
Day-9	13-09-2019	BSC	BA, BCOM
Day-10	14-09-2019	BSC	BA, BCOM
Day-11	16-09-2019	BSC	BA, BCOM
Day-12	17-09-2019	BSC	BA, BCOM
Day-13	18-09-2019	BSC	BA, BCOM
Day-14	19-09-2019	BSC	BA, BCOM
Day-15	20-09-2019	BSC	BA, BCOM

  
 Head of Dept  
**HEAD OF THE DEPARTMENT**  
 DEPARTMENT OF ENGLISH  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU


  
 Principal  
**Principal**  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
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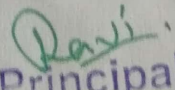
Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Students Enrolled for Certificate Course 2019-2020

S.No	Name of the Student	Class/Group	Sign
1	B. Rambabu	B2C	B. Rambabu
2	B. Tharun	"	B. Tharun
3	B. Veeranna	"	Veeranna
4	Ch. Ramoji	"	ch. Ramoji
5	D. Sathibabu	"	Sathibabu
6	E. Navateja	"	Navateja
7	G. Rajesh	"	G. Rajesh
8	G. Venkatesh	"	Venkatesh
9	G. Nagababu	"	Nagababu
10	K. Rambabu	"	Rambabu
11	K. Vasu	"	K. Vasu
12	M. Venkatesh	"	<del>M. Venkatesh</del>
13	P. Varrach	"	P. Varrach
14	P. Venkatesh	"	<del>P. Venkatesh</del>
15	P. Rama Krishna	"	<del>P. Rama Krishna</del>
16	P. Raviteja	"	Raviteja
17	R. Sai Krishna	"	Sai Krishna
18	R. Anudeep	"	<del>R. Anudeep</del>
19	S. Chiranjeevi	"	R. Anudeep
20	S. Sri Krishna	"	<del>S. Sri Krishna</del>
21	S. Govindu	"	S. Govindu
22	S. Samba Shiva Rao	"	Sambharao
23	T. Veerababu	"	Veeranna
24	Y. Sandeep	"	Y. Ajaef.
25	Y. Ajaef	"	<del>Y. Ajaef</del>
26	A. Akash	MPC	A. Akash
27	B. Sagar	"	Sagar
28	B. Venkatesh	"	Venkatesh

29	B. madhu	mpc	B. madhu
30	B. Anil	u	B. Anil
31	D. Naveen	u	D. Naveen
32	D. Yugandar	u	D. Yugandar
33	E. Pranay Kumar	u	E. Pranay Kumar
34	E. Anil Kumar	u	E. Anil Kumar
35	G. Shekhar	u	G. Shekhar
36	G. Goutham	u	G. Goutham
37	I. Anuj	u	I. Anuj
38	K. Venkata Hari nadh Kumar	u	K. Venkata Hari nadh Kumar
39	K. Sheshu Kumar	u	K. Sheshu Kumar
40	K. Vikram	u	K. Vikram
41	K. Venkata Krishna	u	K. Venkata Krishna
42	K. Uma Shankar	u	K. Uma Shankar
43	K. Vishnu	u	K. Vishnu
44	M. Veera babu	u	M. Veera babu
45	P. Tharun	u	P. Tharun
46	P. Pavon Kalyan	u	P. Pavon Kalyan
47	P. Revanth Kumar	u	P. Revanth Kumar
48	Shaik Rafi	u	Shaik Rafi
49	Shaik Rehman	u	Shaik Rehman
50	S. Srinu	u	S. Srinu
51	S. Anji babu	u	S. Anji babu
52	B. Krishna Prasad	mpcs	B. Krishna Prasad
53	B. Ganesh	u	B. Ganesh
54	B. Hanumanthu	u	B. Hanumanthu
55	B. Praveen	u	B. Praveen
56	Ch. Chanti	u	Ch. Chanti
57	G. Gopi	u	G. Gopi
58	G. Naveen	u	G. Naveen
59	V. Keswanth Kumar	u	V. Keswanth Kumar
60	P. Nagendra Babu	u	P. Nagendra Babu

  
 HEAD OF THE DEPARTMENT  
 DEPARTMENT OF ENGLISH  
 DEPARTMENT OF ANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 VUGURU


  
 Principal  
 DEPARTMENT OF ANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 VUGURU

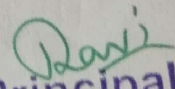
Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Students Enrolled for Certificate Course

S.No	Name of the Student	Class/Group	Sign
1	A. Srinu	Boom(CA)	A. Srinu
2	B. Deva Singh	"	B. Deva Singh
3	B. Siddu	"	B. Siddu
4	B. Suresh	"	B. Suresh
5	B. Srihari	"	B. Srihari
6	Ch. Narendhar	"	Ch. Narendhar
7	Ch. Penta Rao	"	Ch. Penta Rao
8	Ch. Naveen	"	Naveen
9	D. Thirupathi Rao	"	D. Thirupathi Rao
10	D. Sagar	"	D. Sagar
11	E. Suresh	"	E. Suresh
12	E. Mahendar	"	E. Mahendar
13	G. Saiteja	"	Saiteja
14	G. Nareesh	"	G. Nareesh
15	T. Ram Gopal	"	Ram Gopal
16	K. Venkatesh	"	K. Venkatesh
17	K. Sreenu	"	K. Sreenu
18	K. Sai Kiran	"	K. Sai Kiran
19	K. Ajay	"	Ajay
20	K. Som path	"	K. Som path
21	K. Vinod Kumar	"	K. Vinod Kumar
22	K. Jaipal	"	K. Jaipal
23	M. Prashanth	"	M. Prashanth
24	S. Naveen Prakash	"	S. Naveen Prakash
25	SK. Nava 2	"	SK. Nava 2
26	S. Pavon	"	S. Pavon
27	S. Karthik	"	Karthik
28	T. Samba	"	T. Samba

29	V. Raja	Bcom (CA)	V. Raja
30	A. Vijay Bharadwaj	B.A HEP	A. Vijay
31	B. Sai Krishna	u	B. Sai Krishna
32	G. Nagendra Babu	u	Nagendra
33	G. Sai Kiran	u	Sai Kiran
34	K. Thirupathi Rao	u	K. Thirupathi Rao
35	K. Praveen	u	K. Praveen
36	K. Chandu	u	K. Chandu
37	K. Nagendra Babu	u	K. Nagendra
38	M. Sandeep	u	Sandeep
39	M. Sampath Kumar	u	M. Sampath
40	N. Aditya Teja	u	N. Aditya Teja
41	P. Srinu	u	P. Srinu
42	P. Vinith	u	P. Vinith
43	P. Gopal Rao	u	P. Gopal Rao
44	T. Arun	u	Arun
45	V. Lokesh	u	V. Lokesh
46	B. Bosu Babu	B.A EPP	B. Bosu Babu
47	D. Kalyan	u	D. Kalyan
48	E. Deepak	u	E. Deepak
49	G. Vinay Kumar	u	G. Vinay
50	G. Kusumonth	u	Vinay Kumar
51	J. Sai Kiran	u	Sai Kiran
52	J. Rakesh	u	Rakesh
53	K. Bharath	u	K. Bharath
54	K. Jyothi prakash	u	K. Jyoti
55	K. Pavan	u	K. Pavan
56	M. Sai Kumar	u	M. Sai Kumar
57	M. Stalin Dora	u	M. Stalin
58	P. Upendes	u	P. Upendes
59	P. Nareesh	u	P. Nareesh
60	S. Harthik	u	S. Harthik

  
 HEAD OF THE DEPARTMENT  
 DEPARTMENT OF ENGLISH  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 TURU

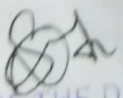
  
 Principal  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 TURU

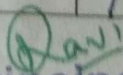
Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Students Completed Certificate Course

S.No	Name of the Student	Class/Group	Whether Course Completed /Not
1	B. Ram babu	BZC	B. Rambabu
2	B. Tharun	"	B. Tharun
3	B. Veeranna	"	B. veeranna
4	CH. Sathi babu	"	CH. sathibabu
5	E. Nava teja	"	E. nava teja
6	G. Rajesh	"	G. Rajesh
7	G. Venkatesh	"	G. Venkatesh
8	G. Nagababu	"	G. Nagababu
9	K. Ram babu	"	K. Rambabu
10	K. Vasu	"	K. Vasu
11	M. Venkatesh	"	M. Venkatesh
12	P. Verraiiah	"	P. Verraiiah
13	P. Venkatesh	"	P. Venkatesh
14	P. Rama Krishna	"	P. Rama Krishna
15	P. Ravi teja	"	P. Ravi teja
16	R. Sai Krishna	"	R. Sai Krishna
17	R. Anudeep	"	R. Anudeep
18	S. Chiranjeevi	"	S. Chiranjeevi
19	S. Sri Krishna	"	S. Sri Krishna
20	S. Govindu	"	S. Govindu
21	S. Samba Shiva Rao	"	S. Samba Shiva Rao
22	T. Veerababu	"	T. Veerababu
23	D. Sathi babu	"	D. Sathi babu

24	Y. Sandeep	"	Sandeep
25	Y. Ajay	"	Ajay
26	A. Akash	MPC	A. Akash
27	B. Sagar	"	Sagar
28	B. Venkatesh	"	venkatesh
29	B. Madhu	"	madhu
30	D. Naveen	"	D. Naveen
31	D. Yugander	"	yugander
32	F. Pranay Kumar	"	Pranay
33	G. Shekhar	"	shekar
34	G. Goutham	"	goutham
35	I. Ajay	"	I. Ajay
36	K. Venkata Harinadh Kumar	"	venkata
37	K. Sheshu Kumar	"	sheshukumar
38	K. Vikram	"	K. Vikram
39	K. Venkata Krishna	"	venkatakrishna
40	K. Uma Shankar	"	umashankar
41	K. Vishnu	"	K. Vishnu
42	E. Anil Kumar	"	anil kumar
43	P. Tharun	"	P. Tharun
44	P. Pavan kalyan	"	pavankalyan
45	P. Revanth Kumar	"	revanth
46	Shaik Rati	"	sofi
47	Shaik Rehman	"	rehman
48	S. Srinu	"	S. Srinu
49	S. Anjibabu	"	S. Anjibabu
50	B. Anil	"	B. Anil

  
 HEAD OF THE DEPARTMENT  
 DEPARTMENT OF ENGLISH  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (B3V)  
 MANUGURU

  
 Principal  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (B3V)  
 MANUGURU

Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Students Completed Certificate Course

S.No	Name of the Student	Class/Group	Whether Course Completed /Not
1.	A. Srinu	Bcom (CA)	A. Srinu
2.	B. Devasingh	"	Devasingh
3.	B. Siddly	"	B. Siddly
4.	B. Suresh	"	Suresh
5.	B. Srihari	"	<del>Srihari</del>
6.	Ch. Narendrahar	"	Narendrahar
7.	Ch. penta Rao	"	Penturao
8.	Ch. naveen	"	ch. naveen
9.	D. Thirupathi Rao	"	Thirupathi
10.	D. Sagar	"	D. Sagar
11.	E. Suresh.	"	Suresh
12.	E. Mahendar	"	mahep
13.	G. Saiteja	"	G. Saiteja
14.	G. Naresh	"	G. Naresh
15.	J. Ram Gopal	"	Ram Gopal
16.	K. Venkatesh	"	<del>Ven</del>
17.	K. Sreeny	"	K. Sreeny
19.	K. Ajay	"	K. Ajay
20.	K. Sampath	"	Ajay
21.	K. Vinod Kumar	"	<del>Vin</del>
22.	K. Jaipal	"	K. Jaipal
23.	M. Prashanth	"	Prashanth
24.	SNAVEEN prarash.	"	prarash

25	SK. Navat	"	SK. Navat
26	S. pavan	"	S. pavan
27	S. Karthik	"	S. Karthik
28	T. Samba	"	T. Samba
29	V. Raja	"	V. Raja
30	A. vijay Bharadwaj	BA. HEP	Vijay
31	B. Sai Krishna	"	Sai Krishna
32	G. Nagendra Babu	"	Nagendra
33	G. Sai Kiran	"	Sai Kiran
34	K. Thirupathi Rao	"	Thirupathi
35	K. praveen	"	K. praveen
36	K. chandu	"	K. chandu
37	K. Nagendra Babu	"	Nagendra
38	m. Sandeep	"	M. Sandeep
39	m. Sampath Kumar	"	Sampath
40	N. Aditya Teja	"	Aditya Teja
41	P. Srinu	"	P. Srinu
42	P. Vinith	"	P. Vinith
43	P. Gopal Rao	"	P. Gopal Rao
44	T. Arun	"	T. Arun
45	V. Lokesh	"	Lokesh
46	B. Bosu Babu	BA EPP	Bosu Babu
47	D. Kalyan	"	Kalyan
48	E. Deepak	"	E. Deepak
49	G. Venay Kumar	"	Venay
50	G. Kusumanth	"	G. Kusumanth
51	J. Saikiran	"	J. Saikiran

*[Signature]*

HEAD OF THE DEPARTMENT  
DEPARTMENT OF ENGLISH  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)

*[Signature]*  
Principal

TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU



Telangana Tribal Welfare Residential Degree College (B) Manuguru  
Academic Year 2019-20

Certificate Course Attendance		Subj: English															
S.No	Name of the Student	Group	Day 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Arram Vijay Bharadvaj	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	BANOTH SAI KRISHNA	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	BURRI CHALAPATHI	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	EKKIRALA PRAVEEN KUMAR	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	GONE SAI KIRAN	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	GOGGELA NAGENDRABAU	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	KATKURI THIRUPATHI RAO	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	KOMARAM PRAVEEN	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	KURSAM CHANDU	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	KURSAM NAGENDRA BAU	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	MALOTH SANDEEP	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	MENDI SAMPATH KUMAR	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	NEELALA ADHITYA TEJA	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	PAYAM SRINU	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	PENAKA VINITH	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	PUNEM GOPAL RAO	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	TEJAVATH ARUN	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	VENULA LOKESH	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	BOGGAM BOSUBABU	B.A. EEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	GUGULOTH VINAY KUMAR	B.A. EEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	VASAM MAHESH	B.A. EEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	POTLA PALLI UPENDAR	B.A. EEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	KANAKAPUDI JYOTHI PRAKASH	B.A. EEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24	MADELLE SRAVAN KUMAR	B.A. EEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P





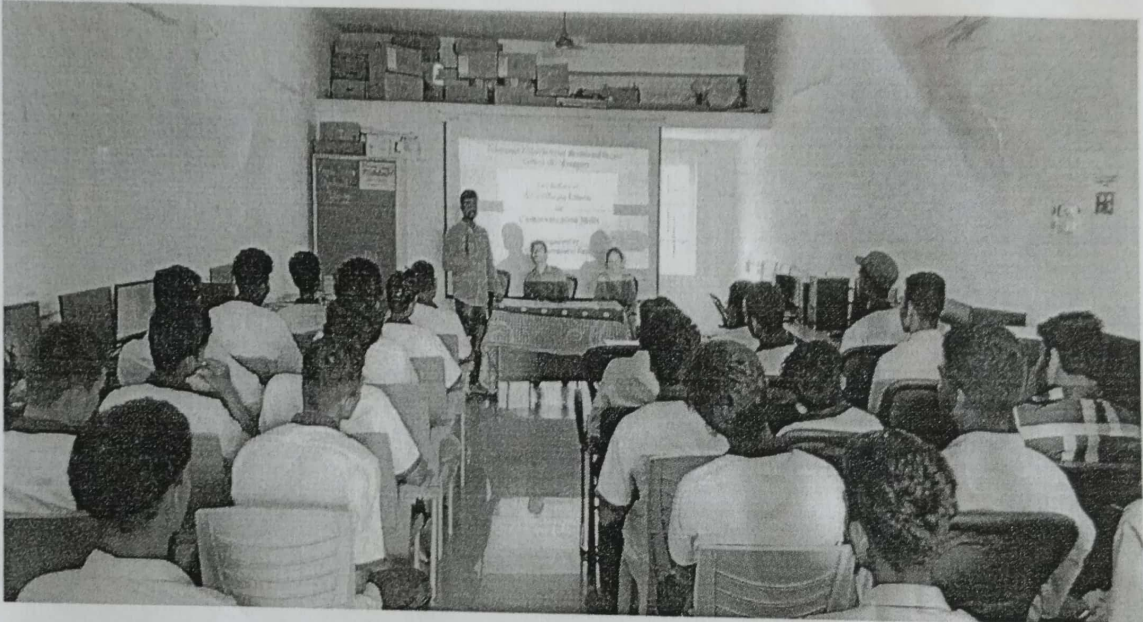






Valedictory of Certificate Course

Date 29/09/2019



B. Veeru, DL in English Addressing the Gathering

*[Handwritten Signature]*

HEAD OF THE DEPARTMENT  
DEPARTMENT OF ENGLISH  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

*[Handwritten Signature]*  
Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU



# Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

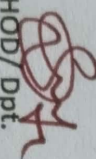
Bhadradi Kothagudem District, Telangana State, India,

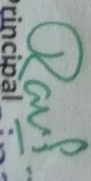
E Mail: [ttwrdbcoys.manuguru@gmail.com](mailto:ttwrdbcoys.manuguru@gmail.com), Website: <https://www.ttwrdbcs.ac.in/manuguru>



## CERTIFICATE

This is to certify that Mr. P. Sagar, a Student of BA/BCOM/BSC/I/II/III  
year of **Telangana Tribal Welfare Residential Degree College (Boys) Manuguru**, Bhadradi  
Kothagudem Dist, has attended and Successfully completed a Certificate Course on  
**Communication Skills** From 03/09/2019 to 22/09/2019 Conducted by the  
**Department of English.**

  
HOD/Dpt.  
HEAD OF THE DEPARTMENT  
DEPARTMENT OF ENGLISH  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

  
Principal  
Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

తెలంగాణ గిరిజన సంక్షేమ గురుకుల డిగ్రీ కళాశాల (బాలురు)

మణుగూరు

భద్రాద్రి కొత్తగూడెం జిల్లా, తెలంగాణ

( అనుసంధాన కాకతీయ విశ్వవిద్యాలయం-వరంగల్ )

విద్యా సంవత్సరం 2019-2020



సర్టిఫికేట్ కోర్సు

తెలుగు భాషా పరిచయం – పదజాలం వినియోగం

20-09- 2019 నుండి 30-09-2020

కోర్స్ సమన్వయకర్త: బి.చక్రవర్తి

తెలుగు అధ్యాపకులు

తెలుగు శాఖ

TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE  
COLLEGE (Boys) MANUGURU

Department of Telugu

Date: 12-09-2019

To  
The Principal  
Telangana Tribal Welfare Residential Degree (Boys)  
Manuguru

**Sub: Request to Sanction Permission to introduce a new certificate course for the first year students for the Academic Year 2019-2020. Reg,**

Respected Sir,

We, the **Department of Telugu** Telangana Tribal Welfare Residential Degree (Boys) Manuguru, would like to bring to your kind notice i,e for the Academic year 2019-2020, we wish to introduce a certificate course for the First year students on **Telugu Bhasha Parichayam – Padajala Viniyogam** for making students aware and understand the basic of a Telugu bhasha language and use of Telugu vocabulary For the same, we wish to issue a certificate to the students those who attend the classes and complete the course successfully.

Hence, we request you to consider the same and give us the permission for the above-mentioned programme.

Thanking You,

Sincerely,  
*Ravi*  
**Principal**  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

*Manjula*  
Yours Sincerely  
**HEAD OF THE DEPARTMENT**  
DEPARTMENT OF TELUGU  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE  
COLLEGE (Boys) MANUGURU

Department of Telugu

Date: 15/09/2019

NOTICE

It is hereby informed to all the community of Telangana Tribal welfare Residential Degree College (Boys) Manuguru that the Department of English is going to introduce a certificate course on **Telugu Bhasha Parichayam – Padajala Viniyogam** for the Academic year 2019-2020 for all the students of I year.

For the same the First year students are informed to enrol for the above mentioned certificate course on or before.18-09-20219

Head of Dept

*(Signature)*

HEAD OF DEPT  
DEPARTMENT  
RESIDENTIAL

ENT  
15/9/19

Principal

*(Signature)*

Principal

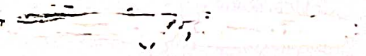
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE(BOYS)  
MANUGURU

## కోర్సు నిర్మాణం:

- వ్యవధి: ఒక విద్యా సంవత్సరంలో రెండు బ్యాచ్లతో నాలుగు వారాల పాటు కోర్సు అందించబడుతుంది
- తరగతి సమయం: సాధారణ కళాశాల వేళల తర్వాత ప్రతిరోజూ 2 గంటలు అంటే (సాయంత్రం 5.00 నుండి సాయంత్రం 6.00 వరకు) మరియు రాత్రి అధ్యయన సమయాల్లో (సాయంత్రం 7.00 - రాత్రి 8.00)

## వేదిక: ప్రొజెక్టర్ రూమ్

- ప్రణాళిక చేయబడిన మొత్తం సమయం : 30 గంటలు (రోజువారీ 2 గంటలు)
- కోర్సు అందించబడుతుంది: రెండవ సంవత్సరం విద్యార్థులకు

ఫ్యాకల్టీ :- యం. మనిషా, 

- మూల్యాంకన విధానం: 50 మార్కులు (హాజరు కోసం 25 & మొత్తం ప్రజెంటేషన్ కోసం 25)
- సర్టిఫికేట్ పొందడానికి అర్హత: విద్యార్థుల హాజరు మరియు మౌఖిక ప్రదర్శన ఆధారంగా సర్టిఫికేట్ జారీ చేయబడుతుంది.

## కోర్సు యొక్క ఫలితాలు:

- తెలుగు భాష పదాలను ఎలా ఉపయోగించాలో ఎలా సమన్వయం చేయాలో విద్యార్థులకు అవగాహన కల్పించడం.
- విద్యార్థి తమ వృత్తి జీవితంలో తెలుగు భాషా పదాల నైపుణ్యాలను నేర్చుకుని వాటిని వర్తింపజేయడం.
- విద్యార్థులు తెలుగు భాష పట్ల అభిరుచిని మెరుగుపరచడం కోసం
- తెలుగు భాష కోసం శ్రమ చేసిన రచయితల పరిచయాలను శ్రమను విద్యార్థులకు అందించడం జరిగింది
- తెలుగు భాషా పదం ఎలా ఆవిర్భవించింది దాని విధివిధానాలు ఏమిటి దాని ఎలా అనుసరించాలి అనే అంశాలపై విశ్లేషించడం .
- తెలుగు భాష పదాలు వినియోగించడంలో ధ్వని ఉత్పత్తి ఎలా జరిగింది మరియు అక్షరాలు ఎలా ఉత్పత్తి చెందాయి చెప్పటం జరిగింది

- విద్యార్థులకు తెలుగు భాషలో గల అచ్చులు మరియు హల్లుల వాటి మధ్య భేదములను వివరిస్తూ వాటి ఉత్పాదనలు తెలియజేశాము.
- తెలుగు భాష భాగాలలో గల నామవాచకాలు మరియు సర్వనామములు, క్రియలు ,వాక్యం వీటి యొక్క ఉపయోగాలు మరియు ఉపయోగించే విధానమును గురించి వివరించారు.

*Principale*

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*Rawi*

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RESIDENTIAL DEGREE COLLEGE(BOYS)  
MANUGURU

# తెలుగు భాషా పరిచయం - పదజాల వినియోగం

## విషయ సూచిక

### I. భాషా పరిచయం :-

- 1) భాషా పరిచయం
- 2) భాషా నిర్వచనాలు

### II. భాషోత్పత్తి వాదాలు :-

- 1) భాషోత్పత్తి పరిచయం
- 2) భాషా రచయితలు - వాదాలు
- 3) తెలుగు పదం ఆవిర్భావ విధానం

### III. ధ్వని - ఉత్పత్తి స్థానాలు :-

- 1) స్థానం, కరణం, ప్రయత్నం - భేదాలు
- 2) వర్ణం
- 3) అక్షరాలు - భేదాలు
- 4) అచ్చులు - భేదాలు
- 5) హల్లులు - భేదాలు
- 6) అక్షర ఉత్పత్తి స్థానాలు
- 7) పద భేదములు - పదము ఏర్పడిన విధానం

### IV. భాషా భాగాలు :-

- 1) నామవాచకాలు
- 2) వచనం
- 3) వాచకము

- 4) సర్వనామము
- 5) విశేషణం, క్రియలు
- 6) వాక్యం - వాక్య భేదాలు - రీతులు

V. పదజాల వినియోగం :-

- 1) పర్యాయపదాలు
- 2) నానార్థాలు
- 3) పకృతి - వికృతి
- 4) వ్యుత్పత్తి అర్థాలు
- 5) జాతీయాలు - సామెతలు - పొడుపు కథలు

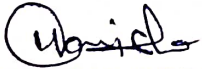
VI. అవగాహన - ప్రతిస్పందనలు :-


VII. స్వీయ రచన :-

- 2) పరిచయం
- 1) సాధించాల్సిన అంశాలు

VIII. వ్యాకరణం :-

- 1) సంధులు
- 2) సమాసాలు
- 3) ఛందస్సు
- 4) అలంకారాలు

  
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Telangana Tribal Welfare Residential Degree College (M) Manuguru

Telugu bhasha parichayam - padajala viniyogam

Time Table

Day	Date	Time	
		5.00 pm - 6.00 pm	7.00 pm - 8.00 pm
Day-1	9-20-2019	BSC	BA, BCOM
Day-2	9-21-2019	BSC	BA, BCOM
Day-3	9-22-2019	BSC	BA, BCOM
Day-4	9-23-2019	BSC	BA, BCOM
Day-5	9-24-2019	BSC	BA, BCOM
Day-6	9-25-2019	BSC	BA, BCOM
Day-7	9-26-2019	BSC	BA, BCOM
Day-8	9-27-2019	BSC	BA, BCOM
Day-9	9-28-2019	BSC	BA, BCOM
Day-10	9-29-2019	BSC	BA, BCOM
Day-11	9-30-2019	BSC	BA, BCOM

  
Head of Dept


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List of Students Completed Certificate Course


S.No	Name of the Student	Class/Group	Whether Course Completed /Not
	S. Ganesh	B.A. (HEP)	completed
	P. Naga Raju	B.A. (HEP)	completed
	P. Suresh	"	completed
	V. Sathish	B. Com (CA)	completed
	P. Chandu	"	completed
	B. Balaji	"	completed
	B. Bamu	MPCS	completed
	D. Vinay	"	completed
	B. Prashanth	"	Completed
	V. Prasad	"	Completed
	K. Ramu	"	Completed
	K. Naveen	BZC	Completed
	M. Bhaskar Kumar	"	Completed
	P. Venkatesh	"	Completed
	N. Anil	"	Completed
	K. Kiran	"	Completed
	V. Vijay	"	Completed
	S. Naveen	"	Completed
	E. Ramesh	"	Completed
	K. Sandeep	"	Completed
	R. Gopi	"	Completed
	G. Hanish	"	Completed
	V. Navajeevan	"	Completed


  
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Telangana Tribal Welfare Residential Degree College (Boys) Manuguru  
List of Students Completed Certificate Course

S.No	Name of the Student	Class/Group	Whether Course Completed /Not
	Ch. Naveen	BA [HEP]	Completed
	9. Venkata Krishna	"	Completed
	S. Ganesh	"	Completed
	K. Beemler	"	Completed
	D. Suresh	"	Completed
	G. Vinod	"	Completed
	Y. Sagar	"	Completed
	P. Ashok	B COM (CA)	Completed
	A. Shiva	"	Completed
	P. Ashok	"	Completed
	V. Haribabu	"	Completed
	B. Bhaskar	"	Completed
	K. Pavan Kalyan	"	Completed
	V. Sathish	"	Completed
	B. Srinu	"	Completed
	B. Naresh	"	Completed
	E. Anil	"	Completed
	B. Balaji	"	Completed
	N. Anvesh	MPCS	Completed
	D. Rajesh	"	Completed
	M. Balu	"	Completed
	V. Prasad	"	Completed
	B. Venel	"	Completed

  
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**Telangana Tribal Welfare Residential Degree College (B) Manuguru**

**Academic Year 2018-19**

**Certificate Course Attendance**

**Subj: English**

S.No	Name of the Student	Group	Day 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	PANITHI VENKATA KRISHNA	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	SIDDABOINA SURENDAR	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	SOYAM GANESH	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	CHINTHA NAVEEN	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	BADISHA RAMESH	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	SEELAM AKHIL GOUTHAM	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	KATAM BERENDER	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	PAYAM NAGARAJU	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	BUKYA BHARATH	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	DUGGI SURESH	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	KODEM SANTHOSH	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	GUGLOTH VINOD	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	YENUGU SAGAR	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	GONDHI PRASHANTH	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	CHITTARU VENU KUMAR	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	PADIGA ASHOK	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	AJMEERA SHIVA	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	PUNAM VENUMADHAV	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	VAJJA HARIBABU	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	KUNJA SUMANTH RAO	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	BHANOOTH BHASKAR	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	KORSA PAVAN KALYAN	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	VADI SATHISH	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

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24	LAKAVATH MANI KUMAR	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	BOGULA SRINU	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	PUSURI CHANDU	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27	BODA NARESH	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28	PAYAM AKHIL	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
29	MUDU SANTHOSH	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
30	EMMADI HARISH	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
31	PAYAM RAKESH	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
32	YATLA PRASAD REDDY	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
33	PUNEM MURALI KRISHNA	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
34	GUGLOTH SANTHOSH	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
35	EMMADI ANIL	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
36	BANOTH BALAJI	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
37	UKE PRASAD	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
38	NAYINI ANVESH	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
39	DODDIMIDI RAMU	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
40	DABBARA RAJESH	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
41	BHUKYA SANDEEP KUMAR	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
42	MADAKAM BALU	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
43	UMMALA LACHI REDDY	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
44	VANKUDOTH PRASAD	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
45	GALIGA UPENDHAR RAO	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
46	BANDI VENU	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
47	ILONI RAJASHEKAR	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
48	DHARAVATH VIJAY	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
49	BADAVATH CHANDRASHEKAR	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
50	BOMMALA PRASHANTH	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

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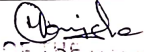
51	KAKA RAMU	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
52	KAKA RAVI	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
53	CHERUKUPALLI SATHISH	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
54	GANDARLA NAGABABU	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
55	REGALLA GOPI	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
56	KURSAM NAVEEN	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
57	MANDA BHARATH KUMAR	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
58	THADIKAMALLA NAGARAJU	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
59	KONCHAPOGU KOUSHIK KUMAR	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
60	GUNTETHI NARENDAR	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
61	NAGELLI VENKATESH	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
62	UTKURI NAVAJEEVAN	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
63	GOGGALA THANISH	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
64	PAYAM SIDHU	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
65	SUVARNAKA SANTHOSH	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
66	KUNJA MUTHYALA RAO	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
67	IRPA SHIVAKRISHNA	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
68	KOMARAM SANDEEP	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
69	NAGATI ANIL	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
70	VANAPARTHI NAVEEN PRAKASH	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
71	ELGONDA RAMESH	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
72	KURSA KIRAN	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
73	BALLEPOGU ASHOK KUMAR	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
74	AVIRE VIJAY	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
75	SOMPOGU NAVEEN	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

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24	LAKAVATH MANI KUMAR	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25	BOGULA SRINU	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
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31	PAYAM RAKESH	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
32	YATLA PRASAD REDDY	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
33	PUNEM MURALI KRISHNA	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
34	GUGLOTH SANTHOSH	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
35	EMMADI ANIL	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
36	BANOTH BALAJI	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
37	UKE PRASAD	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
38	NAYINI ANVESH	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
39	DODDIMIDI RAMU	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
40	DABBARA RAJESH	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
41	BHUKYA SANDEEP KUMAR	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
42	MADAKAM BALU	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
43	UMMALA LACHI REDDY	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
44	VANKUDOTH PRASAD	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
45	GALIGA UPENDHAR RAO	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
46	BANDI VENU	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
47	ILONI RAJASHEKAR	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
48	DHARAVATH VIJAY	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
49	BADAVATH CHANDRASHEKAR	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
50	HEAD PUNITA PUSHANTH	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

51	KAKA RAMU	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
52	KAKA RAVI	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
53	CHERUKUPALLI SATHISH	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
54	GANDARLA NAGABABU	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
55	REGALLA GOPI	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
56	KURSAM NAVEEN	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
57	MANDA BHARATH KUMAR	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
58	THADIKAMALLA NAGARAJU	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
59	KONCHAPOGU Koushik Kumar	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
60	GUNTHETI NARENDAR	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
61	NAGELLI VENKATESH	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
62	UTKURI NAVAJEEVAN	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
63	GOGGALA THANISH	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
64	PAYAM SIDHU	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
65	SUVARNAKA SANTHOSH	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
66	KUNJA MUTHYALA RAO	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
67	IRPA SHIVAKRISHNA	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
68	KOMARAM SANDEEP	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
69	NAGATI ANIL	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
70	VANAPARTHI NAVEEN PRAKASH	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
71	ELGONDA RAMESH	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
72	KURSA KIRAN	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
73	BALLEPOGU ASHOK KUMAR	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
74	AVIRE VIJAY	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
75	SOMPOGU NAVEEN	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

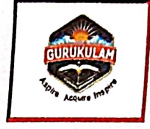
  
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 DEPARTMENT OF TELUGU  
 (I) TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANICERU

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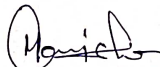
## Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

Bhadradri Kothagudem District, Telangana State, India,  
E Mail: [ttwrdbcboys.manuguru@gmail.com](mailto:ttwrdbcboys.manuguru@gmail.com), Website: <https://www.ttwrdbc.ac.in>>manuguru




### CERTIFICATE

This is to certify that Mr./Mrs. N. ANIL A Student of  
BA/BCOM/BSC/I/II/III years of **Telangana Tribal Welfare Residential Degree College  
(Boys) Manuguru**, Bhadradri Kothagudem Dist, Has attended and Successfully completed a  
Certificate Course on తెలుగు భాషా పరిచయం - పదకొండవ తరగతి  
From 20/09/2019 To 30/09/2019 Conducted by Department of Telugu

  
HEAD OF THE DEPARTMENT  
DEPARTMENT OF TELUGU  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

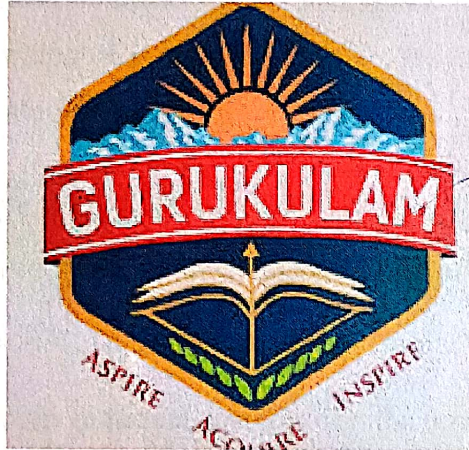
  
IQAC Coordinator

  
Principal  
Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

**TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU**

**Bhadradri Kothagudem Dist, Telangana  
(Affiliated to Kakatiya University-Warangal)**

**Academic Year 2018-2019**



**A CERTIFICATE COURSE  
ON**

**E FILING OF INCOME TAX ( ITR & TDS )**

**From 24-01-2019 To 11-02-2019**

**Course Coordinator: MOHAMMAD SADHIK**

**Lecturer in Commerce**

**Department of Commerce**



### Course Structure:

- ❖ **Duration:** Course is offered for four weeks with two batches in an academic year
- ❖ **Class Time:** 2 hours daily after regular college hours i.e. (5.00 PM to 6.00PM) and during night study hours (7.00 pm – 8.00pm)
- ❖ **Venue:** Projector Room
- ❖ **Total Hours Planned:** 30 hours (Daily 2 hours)
- ❖ **Course is offered for:** II year students of B.Com
- ❖ **Faculty:** MOHAMMAD SADHIK & GADDAM VENKATESH
- ❖ **Evaluation Procedure:** 50 marks (25 for Attendance & 25 for Oral Presentation)
- ❖ **Eligibility for Getting Certificate:** Based on Students attendance and oral presentation certificate will be issued.

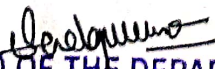
### Course Objective:


1. To provide fundamentals of Income Tax concepts and Provisions.
2. To understand file online ITR, TDS return deal with Income Tax matters with Confidence.
3. To equip students with the practical insights for the various software's like Taxman, Webtel, Computax etc.
4. To explicate the connection between the Indirect Tax and GST.

### Outcomes of the Course:

After completion of the above-mentioned course the students will be able to:

1. Define the procedure of direct tax assessment.
2. Able to file IT return on individual basis.
3. Able to compute total income and define tax compliances and structure online.
4. Able to understand amendments made from time to time in Finance Act.
5. Differentiate between direct and indirect tax assessment online.
6. Able to get a practical knowledge by doing an internship.

  
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TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUCURU

  
**Principal**  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE BOYS  
MANUCURU

**TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (BOYS)**

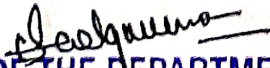
**MANUGURU**

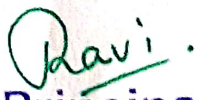
**Department of Commerce**

**Syllabus for Certificate Course on E-Filing of Income Tax (ITR & TDS)**

**Syllabus:**

1. Introduction of Basic MS Excel, Advanced MS-Excel.
2. Introduction to Income Tax, Brief about Various Sources of Income (with Illustration)
3. Introduction of E Filing of Income Tax Returns Generation of IT Forms like ITR 01(SAHAJ), ITR 02, ITR 03, ITR 04, ITR 4S(SUGAM), ITR 05 and ITR 06.
4. How to Register PAN, TAN, TIN, DIN and GSTIN online or manual.
5. Practical Exposure to [www.incometaxindiaefiling.gov.in](http://www.incometaxindiaefiling.gov.in) portal. How to file Return Electronically on portal with or without Digital Signature Certificate.
6. How to Pay Tax online through Net Banking. How to Generate Challans online and Manual.
7. Form 16 B, how to view Tax Credit through 26AS, E Filing TDS Salary Return form 24Q and Challan. 8. Introduction to GST, Schedule of GST rate, Input/Output Provisions.
9. E Filing of GST, GST-DVAT/ HVAT/CST Applicability., Tax Invoice generation, Bilty Challan,
10. GST return, Online Payment (DVAT), Quarterly Return (DVAT), Online submission of road permit.

  
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DEPARTMENT OF COMMERCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

  
**Principal**  
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RESIDENTIAL DEGREE COLLEGE(BOYS)  
MANUGURU



TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (Boys)  
MANUGURU

Department of Commerce

Date: 17-01-2019

To  
The Principal  
Telangana Tribal Welfare Residential Degree (Boys)  
Manuguru.

**Sub: Request to Sanction Permission to introduce a new certificate course on E-Filling of Income Tax Return (ITR & TDS) for the students of II- B. Com for the Academic Year 2018-2019. Reg,**

Respected Sir,

We the department of commerce Telangana Tribal Welfare Residential Degree (Boys) Manuguru. Would like to bring to your kind notice i.e. for the Academic year 2018-2019 we wish to introduce a certificate course for the students of B. Com -II year on **Filling of Income Tax Return (ITR & TDS)** for making students aware and understand the basic E-Filling of Tax procedure, for the same we wish to issue a certificate for the students whose who attend the classes and complete the course successfully.

Hence, we request you to consider the same and give us the permission for the above-mentioned programme.

Thanking You,

*Permission granted*  
*Ravi.*

*[Signature]*  
Yours Sincerely,  
HEAD OF THE DEPARTMENT  
DEPARTMENT OF COMMERCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
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TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (Boys)  
MANUGURU

Department of Commerce

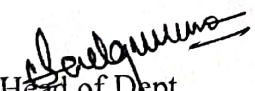
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Date: 18.01.2019

NOTICE

It is hereby informed to all the community of Telangana Tribal welfare Residential Degree College (Boys) manuguru that the Department of commerce is going to introduce a certificate course on **E-Filing of Income Tax Return (ITR & TDS)** for the Academic year 2018-2019 for the students of B. Com-II year.

For the same the II year- B. Com students are informed to enrol for the above-mentioned certificate course on or before.22-01-2019.

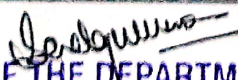
  
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DEPARTMENT OF COMMERCE  
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RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU


  
Principal  
**Principal**  
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RESIDENTIAL DEGREE COLLEGE(BOYS)  
MANUGURU

Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Students Enrolled for Certificate Course

S.No	Name of the Student	Class/Group	Sign
1	B. Mahesh	II Bcom(CA)	B. Mahesh
2	B. Jeevan Kumar	II Bcom(CA)	B. Jeevan Kumar
3	F. Madhu	II B.com(CA)	F. Madhu
4	G. Rakash	II Bcom(CA)	G. Rakash
5	K. Aravind	II Bcom(CA)	K. Aravind
6	K. Rajesh	II Bcom(CA)	K. Rajesh
7	L. Rambabu	II Bcom(CA)	L. Rambabu
8	M. Ganga Raju	II Bcom(CA)	M. Ganga Raju
9	N. Venkatesh	II Bcom(CA)	N. Venkatesh
10	P. Rajini Kumar	II Bcom(CA)	P. Rajini Kumar
11	P. Sruvan Kumar	II Bcom(CA)	P. Sruvan Kumar
12	S. Nagendra Babu	II Bcom(CA)	S. Nagendra Babu
13	S. Ananda Prasad	II Bcom(CA)	S. Ananda Prasad
14	S. Mahesh	II Bcom(CA)	S. Mahesh
15	S. Shrinadh	II Bcom(CA)	S. Shrinadh
16	T. Ravi Teja	II Bcom(CA)	T. Ravi Teja
17	T. Satish	II Bcom(CA)	T. Satish
18	T. Venkateshwarlu	II Bcom(CA)	T. Venkateshwarlu
19			
20			
21			
22			
23			
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25			
26			
27			
28			

  
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 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU


**Telangana Tribal Welfare Residential Degree College (B) Manuguru**

**Certificate Course on E-Filing of Income Tax Return (ITR & TDS)**

**Time Table**

Day	Date	Time	
		5.00 pm - 6.00 pm	7.00 pm - 8.00 pm
Day-1	24-01-2019	B.Com-II	B.Com-II
Day-2	25-01-2019	B.Com-II	B.Com-II
Day-3	26-01-2019	B.Com-II	B.Com-II
Day-4	28-01-2019	B.Com-II	B.Com-II
Day-5	29-01-2019	B.Com-II	B.Com-II
Day-6	31-01-2019	B.Com-II	B.Com-II
Day-7	01-02-2019	B.Com-II	B.Com-II
Day-8	02-02-2019	B.Com-II	B.Com-II
Day-9	04-02-2019	B.Com-II	B.Com-II
Day-10	05-02-2019	B.Com-II	B.Com-II
Day-11	06-02-2019	B.Com-II	B.Com-II
Day-12	07-02-2019	B.Com-II	B.Com-II
Day-13	08-02-2019	B.Com-II	B.Com-II
Day-14	09-02-2019	B.Com-II	B.Com-II
Day-15	11-02-2019	B.Com-II	B.Com-II

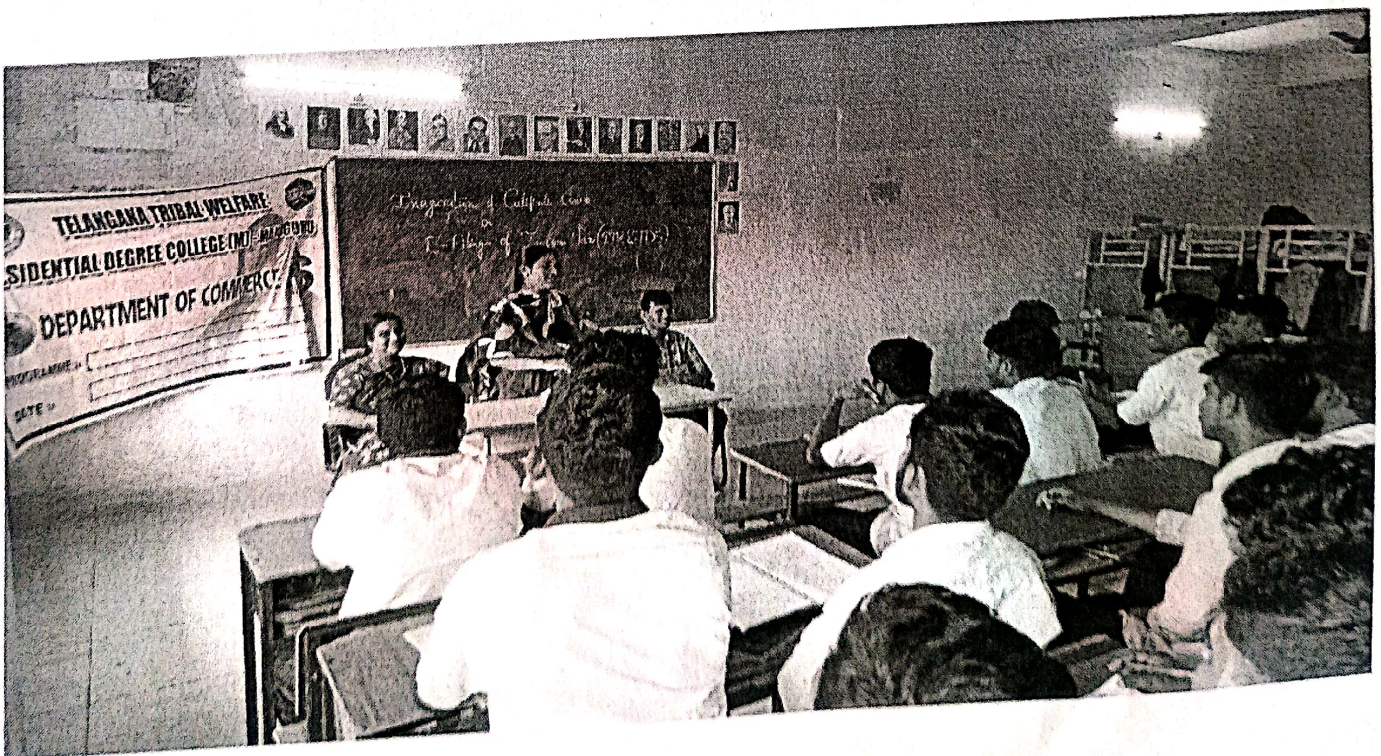
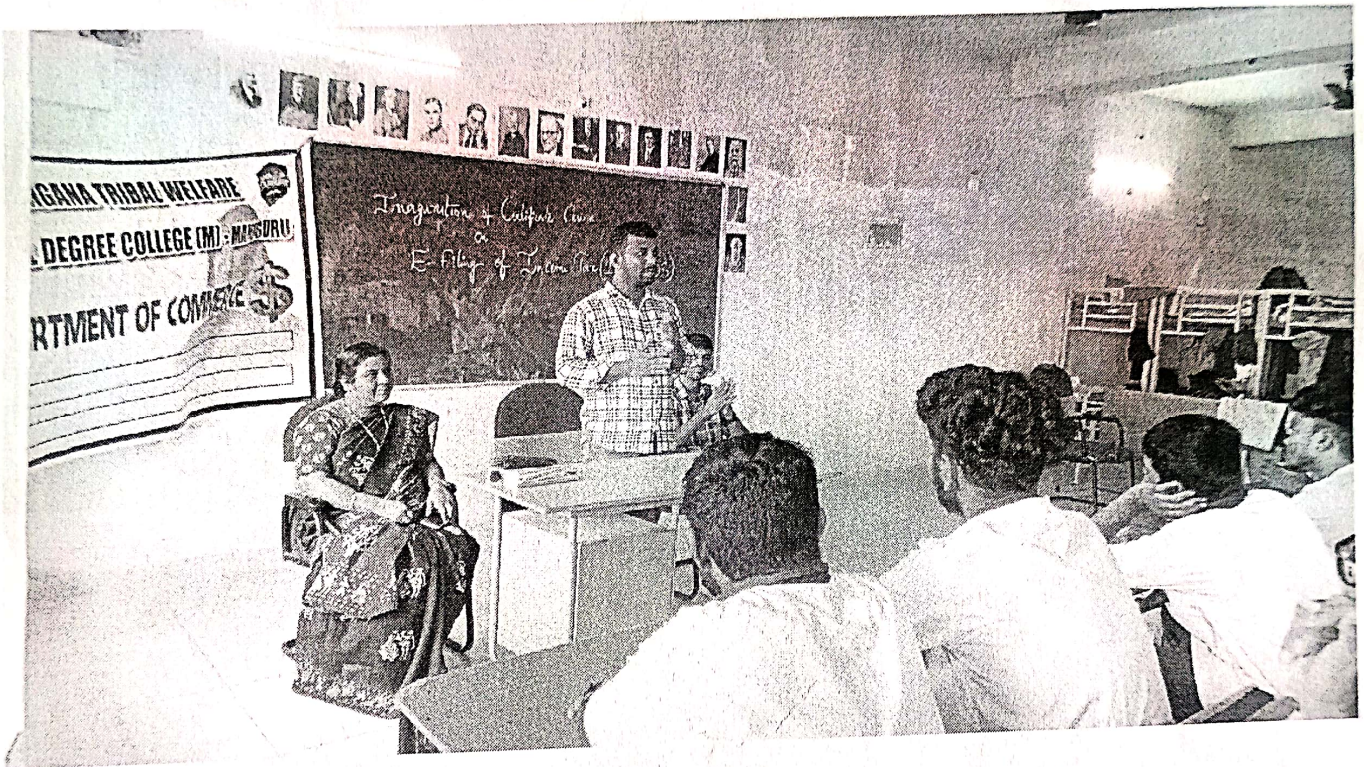
  
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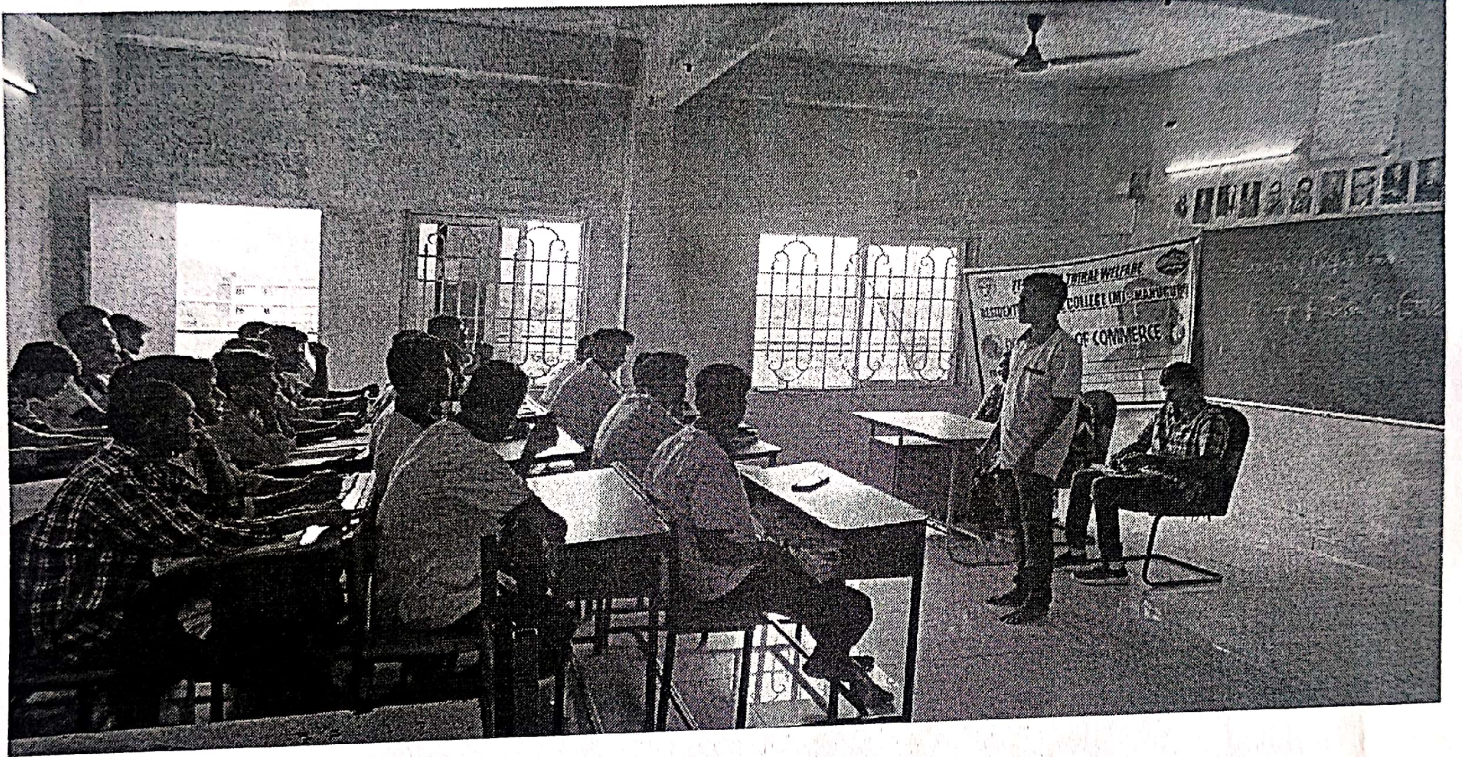
  
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**Principal**  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

INAUGURATION OF CERTIFICATE COURSE ON E-FILING OF INCOME TAX

(ITR & TDS)

ACADEMIC YEAR 2018-19





TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (BOYS) MANUGURU

Certificate Course on E-filing of Income Tax (ITR & TDS)

Students Attendance

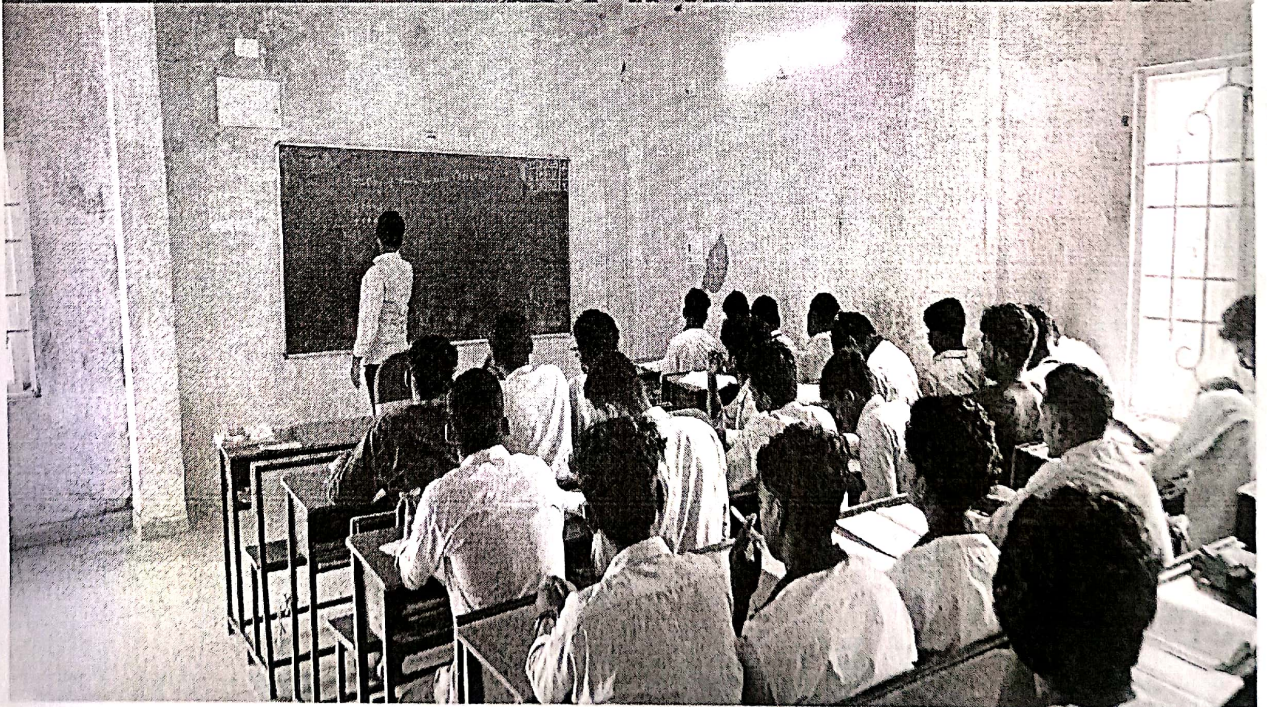
S. No	Name of the Student	Group	Day-1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Banoth Mahesh	II B.Com (CA)	1	2	3	4	5	5	6	7	8	8	9	10	11	12	13
2	Bolli Jeevan Kumar	II B.Com (CA)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
3	Erpa Madhu	II B.Com (CA)	1	1	2	3	4	4	5	6	7	8	9	10	11	11	12
4	Gundi Prakash	II B.Com (CA)	1	2	3	3	4	4	5	6	6	7	8	9	10	10	11
5	Kalluri Aravind	II B.Com (CA)	1	2	3	4	5	6	6	7	8	8	9	10	11	12	13
6	Kuram Rajesh	II B.Com (CA)	1	2	3	4	5	5	6	7	7	8	8	9	9	10	11
7	Lakavath Rambabu	II B.Com (CA)	1	2	3	4	5	5	6	7	8	8	9	10	10	10	11
8	M. Gangaraju	II B.Com (CA)	1	2	3	4	5	6	7	8	9	9	9	10	11	12	12
9	Nupa Venkatesh	II B.Com (CA)	1	2	3	4	4	5	6	7	7	8	8	9	10	11	12
10	Punem Rajini Kumar	II B.Com (CA)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
11	Punem Sravan Kumar	II B.Com (CA)	1	2	3	4	4	5	6	7	8	9	10	11	12	13	14
12	Sonde Nagendrababu	II B.Com (CA)	1	2	2	3	4	4	5	6	7	8	9	10	11	12	13
13	Sunnam Anand Prasad	II B.Com (CA)	1	2	2	2	3	4	5	6	6	7	8	9	10	11	11
14	Sunnam Mahesh	II B.Com (CA)	1	2	3	3	4	5	6	7	8	9	10	11	12	12	13
15	Suvarnapaka Srinadh	II B.Com (CA)	1	2	3	4	5	6	6	7	7	8	9	10	10	11	12
16	Thati Raviteja	II B.Com (CA)	1	2	3	4	5	6	7	7	7	8	8	9	10	11	12
17	Tholem Sathish	II B.Com (CA)	1	2	3	4	4	5	5	6	7	8	9	10	11	11	12
18	Tholem Venkateswarlu	II B.Com (CA)	1	2	2	3	4	5	5	6	7	8	9	10	10	11	12
19	Gaddam Jogarao	II B.Com (CA)															

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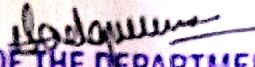
*Ravi*  
Principal

TELANGANA TRIBAL WELFARE  
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MANUGURU

CERTIFICATE COURSE ON E-FILING OF INCOME TAX  
(ITR & TDS)  
ACADEMIC YEAR 2018-19



Telangana Tribal Welfare Residential Degree College (Boys) Manuguru			
List of Students Completed Certificate Course			
S.No	Name of the Student	Class/Group	Whether Course Completed /Not
1	Banoth Mahesh	II B.Com (CA)	Completed
2	Bolli Jeevan Kumar	II B.Com (CA)	Completed
3	Erpa Madhu	II B.Com (CA)	Completed
4	Gundi Prakash	II B.Com (CA)	Completed
5	Kalluri Aravind	II B.Com (CA)	Completed
6	Kuram Rajesh	II B.Com (CA)	Completed
7	Lakavath Rambabu	II B.Com (CA)	Completed
8	M. Gangaraju	II B.Com (CA)	Completed
9	Nupa Venkatesh	II B.Com (CA)	Completed
10	Punem Rajini Kumar	II B.Com (CA)	Completed
11	Punem Sravan Kumar	II B.Com (CA)	Completed
12	Sonde Nagendrababu	II B.Com (CA)	Completed
13	Sunnam Anand Prasad	II B.Com (CA)	Completed
14	Sunnam Mahesh	II B.Com (CA)	Completed
15	Suvarnapaka Srinadh	II B.Com (CA)	Completed
16	Thati Raviteja	II B.Com (CA)	Completed
17	Tholem Sathish	II B.Com (CA)	Completed
18	Tholem Venkateswarlu	II B.Com (CA)	Completed
19	Goddam Jogarao	II B.Com (CA)	Not Completed

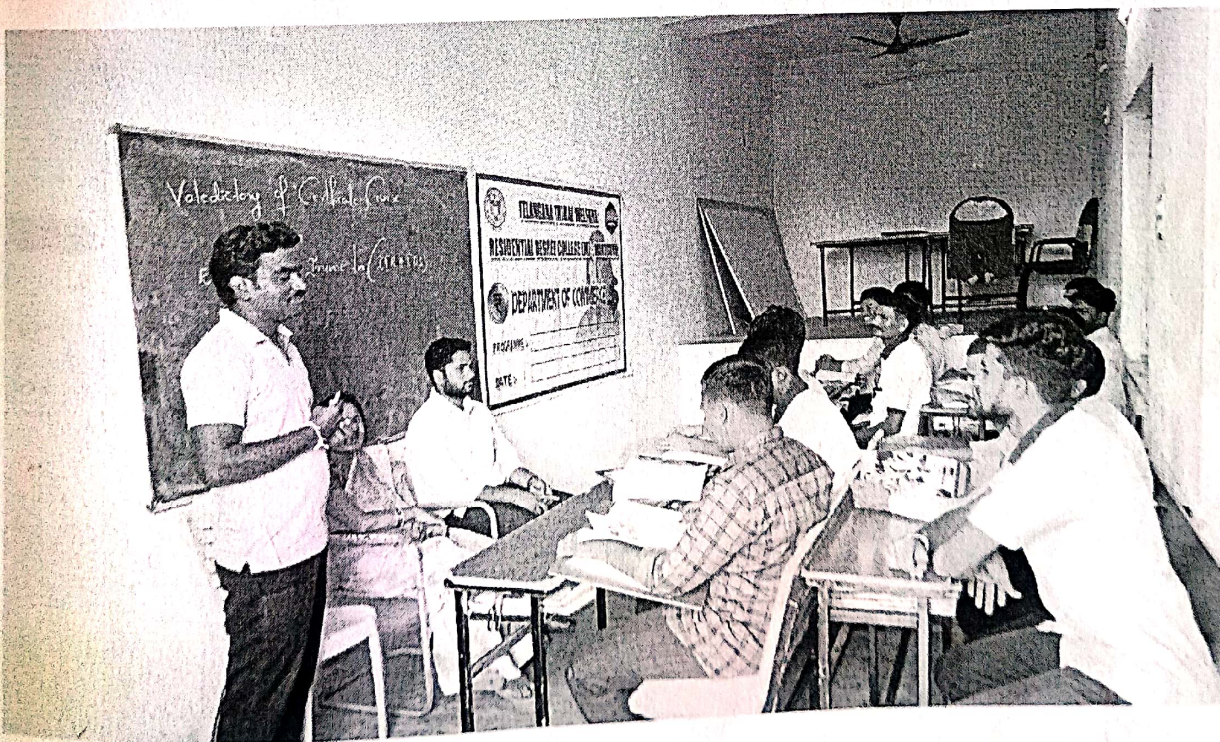
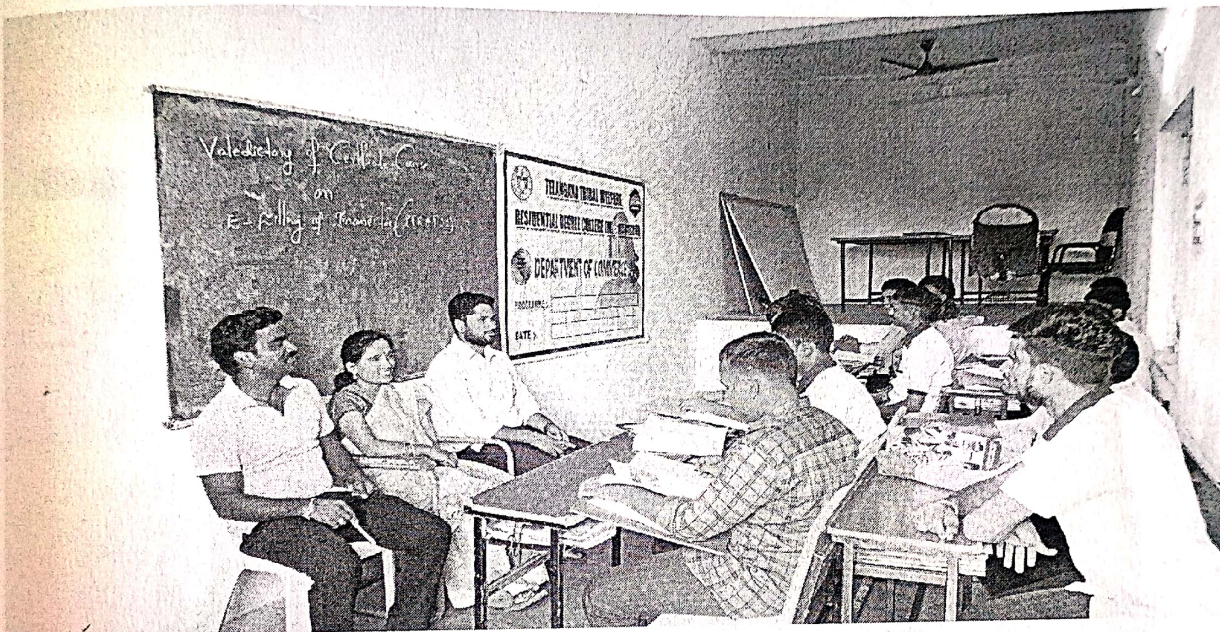
  
**HEAD OF THE DEPARTMENT**  
 DEPARTMENT OF COMMERCE  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU

  
**Principal**  
 TELANGANA TRIBAL WELFARE  
 RESIDENTIAL DEGREE COLLEGE (BOYS)  
 MANUGURU

VALEDICTORY OF CERTIFICATE COURSE ON E-FILING OF INCOME TAX

(ITR & TDS)

ACADEMIC YEAR 2018-19





# Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

Bhadradi Kothagudem District, Telangana State, India,  
E Mail: [ttwrdcboys.manuguru@gmail.com](mailto:ttwrdcboys.manuguru@gmail.com), Website: <https://www.ttwrdcs.ac.in>>manuguru



## CERTIFICATE

This is to certify that Mr./Mrs. Banoth Mahesh A Student of  
BA/BCOM/BSC/I/II/III years of Telangana Tribal Welfare Residential Degree College  
(Boys) Manuguru, Bhadradi Kothagudem Dist, Has attended and Successfully completed a  
Certificate Course on E - Filing of Income Tax (ITR & TDS)  
From 24-01-2019 To 11-02-2019 Conducted by Department of Commerce

Sadquino  
Head of the Dept

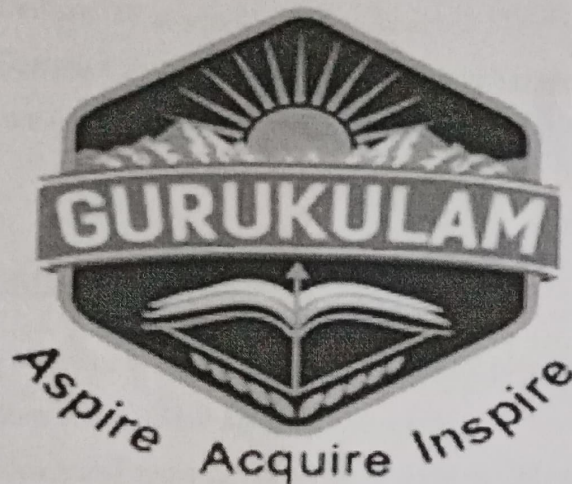
Sadquino  
IQAC Coordinator

Ravis  
Principal

TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE  
(Boys) MANUGURU

Bhadradri Kothagudem Dist, Telangana  
(Affiliated to Kakatiya University Warangal)

## DEPARTMENT OF COMPUTER SCIENCE



**Certificate Course on**  
**“Basic Computer Skills”**

Academic Year 2018-2019

From 4-08-2018 to 20-08-2018

Course Coordinator: Hetchu Rambabu

Lecturer in Computer Science

Department of Computer Science

HEAD OF THE DEPARTMENT  
DEPARTMENT OF COMPUTER SCIENCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

A handwritten signature in blue ink, appearing to read 'Ganesh', is written over the printed name of the Head of the Department.

## Course Structure:

- ❖ **Duration:** Course is offered for four weeks with two batches in an academic year
- ❖ **Class Time:** 2 hours daily after regular college hours i.e (5.00 pm to 6.00pm ) and during night study hours ( 7.00 pm – 8.00pm)
- ❖ **Venue:** Computer lab
- ❖ **Total Hours Planned:** 30 hours (Daily 2 hours)
- ❖ **Course is offered for:** BA Students
- ❖ **Faculty:** SD SRUTHI & RAMBABU HETCHU
- ❖ **Evaluation Procedure:** 50 marks (25 for Practical's& 25 for Presentation)
- ❖ **Eligibility for Getting Certificate:** Based on Students presentation and the practical work done by them in the lab, certificate will be issued.

## Outcomes of the Course:

1. Making students aware of the basic computer skills like preparing documents, work sheets, presentations etc; required for attending a job.
2. To make student learn and apply basic computer skills in their professional life.
3. To improve technical skills of the student.
4. To make the student a certified practitioner.
5. Making students to understand the basic concepts of computers.
6. To aware the students regarding E-Commerce, online transactions, etc.
7. To enable the students to prepare power point presentations.
8. To enable the students to prepare Resumes of their own.
9. To aware the students regarding the short cut keys used in MS-Office.
10. To enable the students to improve their typing skills.

TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE( Boys), MANUGURU  
 SYLLABUS FOR CERTIFICATE COURSE ON BASIC COMPUTER SKILLS

DAY	NAME OF THE TOPIC	ACTIVITY
1	BASICS OF COMPUTERS	LIST APPLICATIONS OF COMPUTERS-RAILWAYS, EDUCATIONAL INSTITUTES
	WHAT IS INFORMATION TECHNOLOGY	
	APPLICATIONS	
	WHAT IS COMPUTER	
	GENERATIONS OF COMPUTER	
2	ARCHITECTURE OF COMPUTER	LIST ALL THE KEYS IN THE KEY BOARD
	WHAT IS HARDWARE	
	WHAT IS SOFTWARE	
	KEYBOARD KEYS	
	USAGE OF MOUSE	
3	DESKTOP ENVIRONMENT	CREATE FOLDER WITH YOUR NAME IN LOCAL DRIVE
	FOLDER CREATION	
	FOLDER DELETION	
3	ABOUT NOTEPAD	PREPARE YOUR BIODATA IN NOTEPAD APPLY DIFFERENT FONT STYLES AND SIZE TO UR BIODATA AND SET YOUR BIODATA USING PAGESETUP
4	INTRODUCTION TO MS OFFICE, MS WORD	
5	HOME TAB	WRITE ALL THE SHORTCUT KEYS USED IN MS WORD
6	INSERT TAB	HOW TO CREATE CERTIFICATE
7	MAILINGS TAB	CREATE TIME TABLE
8	DESIGN, PAGE LAYOUT TAB	SENDING LETTERS TO MULTIPLE PERSONS
9	REFERENCES TAB	PREPARE YOUR RESUME
10	REVIEW, VIEW TAB	HOW TO INSERT TABLE OF CONTENTS, FIGURES TO YOUR DOCUMENT
11	MACROS	HOW TO CHECK SPELLING & GRAMMAR IN YOUR DOCUMENT AND HOW TO CREATE MACROS
12	INTRODUCTION TO MS EXCEL	
13	HOW TO ENTER DATA INTO CELLS	PREPARE STUDENT DATA
14	EXERCISES ON STUDENT DATA	FIND OUT MAX, MIN MARKS OF A STUDENT
15	EXERCISES ON STUDENT DATA	FIND OUT GRADE OF A STUDENT
16	HOME TAB	FORMAT STUDENT DATA TABLE
17	FILTERS	APPLY FILTERS TO STUDENT DATA
18	INSERT TAB	CREATE PIVOT TABLE FOR STUDENT DATA AND PREPARE SUMMARIZED REPORTS
19	HOW TO INSERT PIVOT TABLE	
20	PAGELAYOUT, FORMULAS TAB	
21	DATA TAB	CREATE DATA OF YOUR CHOICE AND APPLY ADVANCED FILTERS
22	DATA TAB	CREATE DATA OF YOUR CHOICE AND REMOVE DUPLICATE VALUES AND PERFORM DATA VALIDATION
23	REVIEW, VIEW TAB	CREATE DATA OF YOUR CHOICE AND PREPARE CONSOLIDATE DATA
24	INTRODUCTION TO MS POWER POINT PRESENTATION	FIND OUT THE ACRONYMS OF WWW, DNS, URL, HTTP, HTML, LAN, WAN, MAN, GOOGLE, YAHOO, NEFT, RTGS, IMPS, OTP, OAC
25	HOME TAB	
26	INSERT TAB	
27	DESIGN, ANIMATIONS TAB	LIST OUT TYPES OF BROWSERS
	TRANSITIONS	
28	BASIC CONCEPTS OF INTERNET	HOW TO SAVE IMAGES FROM THE WEB
	URL	
	HYPERLINK	
	BROWERS	
29	HOW TO BROWSE	CREATE YOUR MAIL ID AND ATTACH YOUR RESUME TO YOUR MAIL
	HOW TO CREATE MAIL ACCOUNT	
	HOW TO COMPOSE MAIL	
30	HOW TO ATTACH FILES	
28	INTERNET BANKING CONCEPTS	EXPLAIN FUND TRANSFERRING CONCEPT WITH A NEAT DIAGRAM
29	ONLINE SHOPPING	EXPLAIN HOW TO BUY A PRODUCT ONLINE
30		PREPARE A PPT ON OUR COLLEGE

**TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU**  
**Department of Computer Science**

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Date:28-07-2018.

To

The Principal,

Telangana Tribal Welfare Residential Degree College (Boys),  
Manuguru.

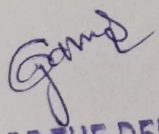
Sub: Request to grant Permission on introducing a new certificate course  
for the first-year students during the Academic Year 2018-2019- Reg

Respected Sir,

As per the subject cited above Department of Computer Science  
Telangana Tribal Welfare Residential Degree College (Boys) Manuguru would  
like to bring to your kind notice that, for the Academic year 2018-2019  
we would like to organize a certificate course in "Basic Computer Skills" for  
all first-Year students.

Hence, we request you to consider the same and give us the  
permission for the above-mentioned programme.

Thanking You.

  
**HEAD OF THE DEPARTMENT**  
**DEPARTMENT OF COMPUTER SCIENCE**  
**TELANGANA TRIBAL WELFARE**  
**RESIDENTIAL DEGREE COLLEGE (BOYS)**  
**MANUGURU**

Yours Sincerely,

TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE  
COLLEGE (Boys) MANUGURU

Department of Computer Science

Date: 31.07.2018

NOTICE

It is hereby informed to all the first year students of Telangana Tribal welfare Residential Degree College (Boys) Manuguru that the Department of Computer Science is going to organize a certificate course on "Basic Computer Skills" for the Academic year 2018-2019.

For the same the interested students are informed to enrol for the above-mentioned certificate course on or before.02-08-2018.

*Gans*

HEAD OF THE DEPARTMENT  
DEPARTMENT OF COMPUTER SCIENCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

Head of Dept

*Ranb*

Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

Principal

TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE  
COLLEGE (Boys) MANUGURU

Department of Computer Science

Date: 31.07.2018

NOTICE

It is hereby informed to all the first year students of Telangana Tribal welfare Residential Degree College (Boys) Manuguru that the Department of Computer Science is going to organize a certificate course on "Basic Computer Skills" for the Academic year 2018-2019.

For the same the interested students are informed to enrol for the above-mentioned certificate course on or before.02-08-2018.

*Gams*  
HEAD OF THE DEPARTMENT  
DEPARTMENT OF COMPUTER SCIENCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

Head of Dept

*Rawb*  
Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE(BOYS)  
MANUGURU

Principal















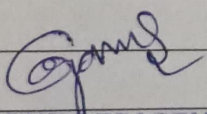
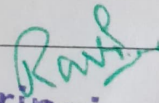






**TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU**

List of students COMPLETED Certificate Course

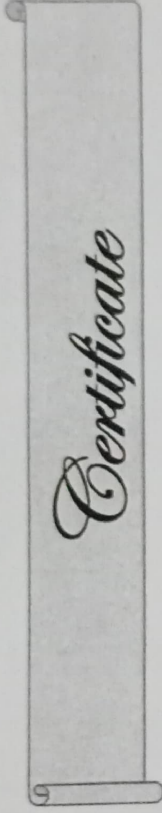
S No	Name of the Student	Class/Group	Whether Complete/Not
1	B. srinu	BSc (B2C)	B. Srinu
2	E. madhu sudhakar Rao	BSc (B2C)	madhu
3	G. Dinesh	BSc (B2C)	G. Dinesh
4	H. Chandu	BSc (B2C)	H Chandu
5	H. Samba siva Rao	BSc (B2C)	samba
6	H. Ramesh	BSc (B2C)	Ramesh
7	N. Nareesh	BSc (B2C)	N. Nareesh
8	S. Bala kotesh	BSc (B2C)	Bala kotesh
9	S. shanmug	BSc (B2C)	S. Shanmug
10	S. Naga Rao	BSc (B2C)	Nagarao
11	S. Raoababu	BSc (B2C)	Rao
12	T. Gopinadh	BSc (B2C)	Gopinadh
13	T. Praveen	BSc (B2C)	T. Praveen
14	T. vineeth Kumar	BSc (B2C)	vineeth
15	V. Naveesh	BSc (B2C)	V. Naveesh
16	V. Venkateswaru	BSc (B2C)	v.venkt
17	Y. sairam	BSc (B2C)	Sairam
18	V. Vinay	BSc (B2C)	V. Vinay.
			
	<b>HEAD OF THE DEPARTMENT</b> DEPARTMENT OF COMPUTER SCIENCE TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (BOYS) MANUGURU		 <b>Principal</b> TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (BOYS) MANUGURU



# Telangana Tribal Welfare Residential Degree College (Boys) Manuguru



Bhadradi Kothagudem District, Telangana State, India,  
E Mail: [ttwrdbcoys.manuguru@gmail.com](mailto:ttwrdbcoys.manuguru@gmail.com), Website: <http://www.ttwrdbcs.ac.in> > manuguru



## Certificate

This is to certify that Mr. A. Shiva student of 1<sup>st</sup> B.Com

CA of Telangana Tribal Welfare Residential Degree College (Boys) Manuguru,

Bhadradi Kothagudem Dist, has attended and successfully completed a Certificate Course on

Basic Computer Skills from 4-08-2018 to 20-08-2019 Conducted by

Department of Computer science.

*Spand*

HEAD OF THE DEPARTMENT  
DEPARTMENT OF COMPUTER SCIENCE  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

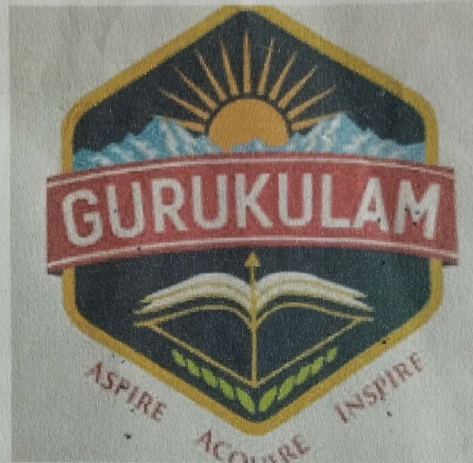
*Ranjit*

Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

**TELANGANA TRIBAL WELFARE RESIDENTIAL  
DEGREE COLLEGE (Boys) MANUGURU**

**Bhadradri Kothagudem Dist, Telangana  
(Affiliated to Kakatiya University-Warangal)**

**Academic Year 2018-2019**



**A CERTIFICATE COURSE  
ON  
COMMUNICATION SKILLS**

**From 01-10-2018 to 18-10-2018**

**Course Coordinators: Dr. Swapna Akoju & B. Veeru**

**Lecturer in English  
Department of English**

TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (Boys)  
MANUGURU

Department of English

Date: 25-09-2018

To  
The Principal  
Telangana Tribal Welfare Residential Degree (Boys)  
Manuguru.

**Sub: Request to Sanction Permission to introduce a new certificate course for the first year students for the Academic Year 2018-2019. Reg,**

Respected Sir,

We, the Department of English, Telangana Tribal Welfare Residential Degree (Boys) Manuguru, would like to bring to your kind notice that for the Academic year 2018-2019, we wish to introduce a certificate course for the First year students on Communication Skills for making students aware and understand the basic LSRW Skills. For the same, we wish to issue a certificate to the students those who attend the classes and complete the course successfully.

Hence, we request you to consider the same and give us the permission for the above-mentioned programme.

Thanking You,

*Ravi*  
HEAD OF THE DEPARTMENT  
DEPARTMENT OF ENGLISH  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE (Boys)  
MANUGURU

Department of English

Date: 27/9/2018

NOTICE

It is hereby informed to all the community of Telangana Tribal welfare Residential Degree College (Boys) Manuguru that the Department of English is going to introduce a certificate course on **Communication Skills** for the Academic year 2018-2019 for all the students of I year.

For the same the First year students are informed to enrol for the above mentioned certificate course on or before.30-09-2018.

*Peter*  
Head of Dept  
**HEAD OF THE DEPARTMENT**  
DEPARTMENT OF ENGLISH  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

*Ravi*  
Principal  
**Principal**  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

## Inaugural Ceremony of Certificate Course

Date: 1-10-2018



B. Veeru, DL in English Addressing the Gathering

### Introduction:

The TTWRDC (B) Manuguru was established in 2017 as one among the 22 Residential Degree colleges for Tribal students. Most of the students are typically from rural background and are first generation learners. When it comes to education, these students face a number of challenges. Especially, at the tertiary level of education, English is identified as posing a great challenge to the rural Indian learners.

### Need of the course:

1. Majority of the students enrolled at TTWRDC (B) Manuguru have done their schooling in Telugu medium that too in government run schools and their exposure to English is to a minimum.
2. Though English is a language, it is taught as a subject (not as skill), i.e., the objective is to acquire knowledge and to merely pass the examinations.
3. As parents are illiterates and not exposed to English, the family situation does not help in acquiring English language at home.
4. This low proficiency levels in English have a negative impact in learning other subjects.
5. Due to lack of good Communication skills, students have low confidence levels.
6. In present context of globalization, the key to success is good communication skills only.

In this context, there is an immense need to conduct special classes to improve their communication skills; hence the Dept of English has decided to implement **Communication Skills in English** as a certificate course for the students of Gurukulam.

### Objectives of the course:

1. To help students overcome their fear and to speak in English in front of their peers and teachers thus, build their self-confidence through various classroom activities and outdoor activities
2. To improve the communication skills of students and increase chances of employability.
3. To help the students for getting good grades in competitive and other examinations.
4. To help students to become autonomous and self-directed English language learners.
5. To make students to use grammatically correct English with known vocabularies based on daily routines.

### SYLLABUS

UNIT-I COMMUNICATION SKILLS	UNIT-II BASIC GRAMMAR AND VOCABULARY	UNIT-III LISTENING & SPEAKING SKILLS
1. What is Communication	1. Parts of speech	1. Why and How we Listen

2. Greeting and Introducing	2. Present Tense	2. Why and How we speak
3. Making Request, Asking apology	3. Past tense	3. Phonetics
4. Asking for and Giving Permission	4. Future Tense	4. Word stress
5. Offering Help	5. Framing Questions	5. Intonation- falling and rising
6. Giving Instructions and giving Directions	6. Helping Verbs	6. At a Bus stand/railway station/Bank
7. Telephone Etiquette	7. Types of sentences	7. At a Market/ party/ theatre
8. E-mail Etiquette	8. subject verb agreement	8. Anchoring and Public Speaking-I
9. Importance of Vocabulary	9. Vocabulary	9. Anchoring and Public Speaking-II
10. Fluency and Accuracy: steps to improve communication skills	10. Common Errors	10. English in various real-life situations

### Strategies:

The following strategies are carried out to implement the program:

1. **Using simulation techniques:** real life situations in the classroom to practice real English dialogues and speeches to gain English language fluency.
2. **Using silent and loud reading practice:** to students, to enhance their comprehension and English sound recognition skills.
3. **Using JAM/Role-play technique:** students are encouraged to speak freely and independently using role play/ JAM techniques
4. **Exposure to language is pivotal:** Any course that meets more than the conventional one period a day can be labelled intensive. It is a well-established fact that a prolonged exposure to a language increases the speed of acquiring that language (The way we have learnt our mother tongue is an example.).
5. **Basic Language Skills are taught in Isolation:** The basic language skills of Listening, Speaking, Reading, and Writing (LSRW) are taught in isolation, emphasizing each skill at a time, though an integrated skill acquisition takes place automatically.
6. **More Emphasis on Listening and Speaking Skills:** In the general English classes, more emphasis is given to Reading and Writing skills. Hence, in the Communicative English Programme, more emphasis is given to Listening and Speaking skills.
7. **ICT Tools:** ICT equipment such as PPT, Videos, and Recorded audios are used easily during the communicative English classes to enhance Listening and Speaking skills.

### Duration of the course:

The duration of the course is 15 days, two hours per day, and at-least fifty students are enrolled in the course based on the score achieved in preliminary test on communication skills of the students. The course is specifically designed for first year students.

### ***Evaluation and Certificates:***

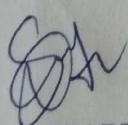
A series of formative tests/ viva voce are conducted at regular intervals to assess the progress made by the learners. At the end of the course, a written test (30 marks) and practical test (20 marks) is conducted. Those who score minimum of 40% in final exam will be given certificates.

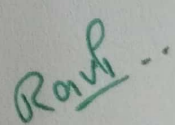
### **Outcome of the program:**

A scientific analysis was carried out to evaluate the effectiveness of "Certificate Course in Communicative Skills in English" as one of the best practices of TTWRDC (B) Maripeda.

After the Completion of the Course, it is observed that:

- Majority (65.4%) of the respondents stated that they were able to improve their English Grammar and vocabulary.
- More than half (56.8%) of the respondents have developed their public speaking skills
- Majority (63.7%) of the respondents have improved on their listening and speaking skills.
- More than half (56.6%) of the respondents have improved their skills with regard to comprehending an audio and video presentations in English.
- More than half (58.9%) of the respondents have stated that the programme on "Communicative English" was effective to their overall development in their proficiency of the language.

  
HEAD OF THE DEPARTMENT  
DEPARTMENT OF ENGLISH  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

  
Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

**Telangana Tribal Welfare Residential Degree College (M) Manuguru**  
**Certificate Course on Communication Skills**

**Time Table**

Day	Date	Time	
		5.00 pm - 6.00 pm	7.00 pm - 8.00 pm
Day-1	01-10-2018	BSC	BA, BCOM
Day-2	03-10-2018	BSC	BA, BCOM
Day-3	04-10-2018	BSC	BA, BCOM
Day-4	05-10-2018	BSC	BA, BCOM
Day-5	06-10-2018	BSC	BA, BCOM
Day-6	08-10-2018	BSC	BA, BCOM
Day-7	09-10-2018	BSC	BA, BCOM
Day-8	10-10-2018	BSC	BA, BCOM
Day-9	11-10-2018	BSC	BA, BCOM
Day-10	12-10-2018	BSC	BA, BCOM
Day-11	13-10-2018	BSC	BA, BCOM
Day-12	15-10-2018	BSC	BA, BCOM
Day-13	16-10-2018	BSC	BA, BCOM
Day-14	17-10-2018	BSC	BA, BCOM
Day-15	18-10-2018	BSC	BA, BCOM

*Peter*  
**Head of Dept**  
**HEAD OF THE DEPARTMENT**  
**DEPARTMENT OF ENGLISH**  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

*Rash...*  
**Principal**  
**Principal**  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Students Enrolled for Certificate Course

S.No	Name of the Student	Class/Group	Sign
1	A. vijay	B2C	A. Vijay
2	B. Ganesh	"	B. Ganesh
3	B. Praveen	"	Praveen
4	B. Ashok Kumar	"	B. Ashok Kumar
5	E. Ramesh	"	E. Ramesh
6	G. Thanesh	"	Thanesh
7	G. Naveendar	"	G. Naveendar
8	I. Shiva Krishna	"	I. Shiva
9	K. Koushik Kumar	"	Koushik Kumar
10	K. Sandeep	"	Sandeep
11	K. Sravan Kumar	"	Sravan Kumar
12	K. Rajesh	"	Rajesh
13	K. Muthyala Rao	"	Muthyala Rao
14	K. Kiran	"	K. Kiran
15	K. Naveen	"	Naveen
16	M. Bhavath Kumar	"	M. Bhavath
17	N. Anil	"	N. Anil
18	N. Venkatesh	"	N. Venkatesh
19	P. Sidhu	"	Sidhu
20	R. Gopi	"	Gopi
21	S. Naveen	"	S. Naveen
22	S. Santhosh	"	Santhosh
23	T. Naga Raju	"	T. Naga Raju
24	U. Navajeevan	"	Navajeevan
25	N. Naveen Prakash	"	Navajeevan
26	B. Chandva Shekar	MPCs.	Shekar
27	B. Venu	"	Venu
28	B. Sandeep Kumar	"	Sandeep Kumar

29	B. prashanth	M.P.C.	B. Prashanth
30	Ch. Sathish	"	<del>Ch. Sathish</del>
31	D. Rajem	"	Rajesh
32	D. vijay	"	D. vijay
33	D. Ramu	"	(Duf)
34	G. upendar Rao	"	upender Rao
35	G. Naga Babu	"	G. Naga Babu
36	T. Rajashekar	"	T. Rajashekar
37	U. Ramu	"	Ramu.
38	U. Ravi	"	N. Ravi
39	U. Raghupathi	"	U. Raghupathi
40	M. Balu	"	M. Balu.
41	M. Anvesh	"	(Anvesh)
42	V. Lachi reddy	"	V. Lachi Reddy
43	N. prasad.	"	N. Prasad
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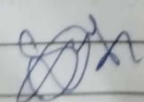
HEAD OF THE DEPARTMENT  
DEPARTMENT OF ENGLISH  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

Principal  
TELANGANA TRIBAL WELFARE  
RESIDENT

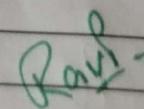
Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Students Enrolled for Certificate Course

S.No	Name of the Student	Class/Group	Sign
1	A. Pavan kalyan	B.A	Pavan kalyan
2	B. Ramesh	"	B. Ramesh
3	B. Bharath	"	B. Bharath
4	Ch. Naveen	"	Ch. Naveen
5	D. Suresh	"	<del>Suresh</del>
6	G. prashanth	"	G. Prashanth
7	G. Vinod	"	Vinod
8	H. Beerendar	"	H. Beerendar
9	H. Santhosh	"	Santhosh
10	P. Venkata Krishna	"	P. Venkatesh
11	P. Naga Raju	"	P. Nagaraja
12	S. Anil / Goutham	"	S. Anil
13	S. Suresh	"	<del>S. Suresh</del>
14	S. Ganesh	"	<del>Ganesh</del>
15	Y. Sagar	"	Y. Sagar
16	A. Shiva	B.Com(CA)	Shiva
17	B. Balaji	"	B. Balaji
18	B. Bhaskar	"	Balaji
19	B. Naresh	"	B. Nareesh
20	B. Srinu	"	<del>Srinu</del>
21	Ch. Venukumar	"	Ch. Venukumar
22	E. Anil	"	Anil
23	E. Harish	"	E. Harish
24	G. Santhosh	"	G. Santhosh
25	H. Pavan kalyan	"	H. Pavan
26	H. Sumanth Rao	"	H. Sumanth
27	L. Manikumar	"	Manikumar
28	M. Santhosh	"	M. Santhosh

29	P. Ashok	B.com(CA)	A Subb
30	P. Akhil	"	Anil
31	P. Praveen	"	P. Praveen
32	P. Rakesh	"	<del>Praveen</del>
33	P. Murali Krishna	"	P. Murali
34	P. Venumadhas	"	P. Venumadhas
35	P. Chandu	"	<del>Praveen</del>
36	V. Prasad	"	V. Prasad
37	V. Sateesh	"	Sateesh
38	V. Hari Babu	"	V. Hari Babu
39	Y. Prasad Reddy	"	Hari Babu
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HEAD OF THE DEPARTMENT -  
DEPARTMENT OF ENGLISH  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

  
Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Students Completed Certificate Course

S.No	Name of the Student	Class/Group	Whether Course Completed /Not
1	A. Vijay	B2C	Vijay
2	B. Ganesh	"	Ganesh
3	B. praveen	"	Praveen
4	B. Ashok Kumar	"	Ashok Kumar
5	E. Ramesh	"	Ramesh
6	G. Thanesh.	"	Thanesh
7	G. Narendar	"	Narendar
8	P. Shiva Krishna	"	Shiva
9	K. Krishna Kumar	"	Krishna
10	K. Sandeep	"	Sandeep
11	K. Sravan Kumar	"	Sravan Kumar
12	K. Kajesh.	"	Kajesh
13	K. Muthyalu Raju	"	Muthyalu Raju
14	K. Kiran	"	Kiran
15	K. Naveen	"	Naveen
16	M. Bharath Kumar	"	Bharath Kumar
17	N. Anil	"	Anil
18	N. Venkatesh	"	Venkatesh
19	P. Sidhu	"	Sidhu
20	R. Gopi	"	Gopi
21	S. Naveen	"	Naveen
22	S. Santhosh.	"	Santhosh
23	T. Nagaraju	"	Nagaraju

24	U. Naveerjeewan.	"	U. Naveerjema
25	v. Naveen prakash	"	Naveen
26	R. Chandar Shekhar	MPCS	Chandar
27	B. Venu.	"	Venu
28	B. Sandeep Kumar	"	Sandeepkumar
29	B. Prashantha	"	B. Prashantha
30	Ch. Sathish	"	Sathish
31	D. Rajesh.	"	Rajesh
32	D. Vijay.	"	Vijay
33	D. Ramu.	"	Ramu
34	G. Upendal Rao	"	G. Upendal Rao
35	G. Naga Babu	"	Nagababu
36	I. Rajashekar	"	Rajeshkar
37	K. Ramu	"	Ramu
38	K. Ravi	"	Ravi
39	K. Raghupathi	"	K. Raghupathi
40	M. Balu.	"	Balu
41	U. Anvesh.	"	Anvesh
42	U. Lechi Reddy	"	Lechi Reddy
43	v. Prasad	"	Prasad
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HEAD OF THE DEPARTMENT  
DEPARTMENT OF ENGLISH  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

*Ravi*  
Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (B)  
MANUGURU

Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Students Completed Certificate Course

S.No	Name of the Student	Class/Group	Whether Course Completed /Not
1	A. Pavan kalyan	B.A	A. P. Kalyan
2	B. Ramen	"	B. Ramesh
3	B. Bhavath	"	Bhavath
4	Ch. Naveen	"	Naveen
5	D. Surem	"	D. Surem
6	G. Prashanth	"	Prashanth
7	G. Vinod	"	G. Vinod
8	K. Beerendar	"	Beerendar
9	K. Santhom	"	Santhom
10	P. Venkatakrishna	"	Venkataram
11	P. Naga Raju	"	P. Nagaraju
12	S. Akhil Goutham	"	Akhil
13	S. Surendar	"	S. Surendar
14	S. Ganesh	"	Ganesh
15	Y. Sagar	"	Sagar
16	A. Shiva	B.Com(CA)	Shiva
17	B. Balaji	"	B. Balaji
18	B. Bhasakar	"	Bhasakar
19	B. Naresh	"	Naresh
20	B. Srinu	"	B. Srinu
21	Ch. Venukumar	"	Venukumar
22	E. Anil	"	Anil
23	E. Harish	"	E. Harish

24	G. Santhosh	B. Com (CA)	Santhosh
25	K. Pavan Kalyan	"	Pavan Kalyan
26	K. Sumanth Rao	"	Sumanth Rao
27	M. Santhosh	"	Santhosh
28	P. Ashok	"	P. Ashok
29	P. Akhil	"	Akhil
30	P. Praveen	"	Praveen
31	P. Rakem	"	Rakem
32	P. Muralikrishna	"	P. Muralikrishna
33	P. Venumadhava	"	Venumadhava
34	P. Chandu	"	Chandu
35	V. Prasad	"	V. Prasad
36	V. Sateesh	"	Sateesh
37	V. Hari Babu	"	V. Hari Babu
38	Y. Prasad Reddy	"	Y. P. Reddy
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HEAD OF THE DEPARTMENT  
DEPARTMENT OF ENGLISH  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

*Ravi*  
Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

**Telangana Tribal Welfare Residential Degree College (B) Manuguru**  
**Academic Year 2018-19**

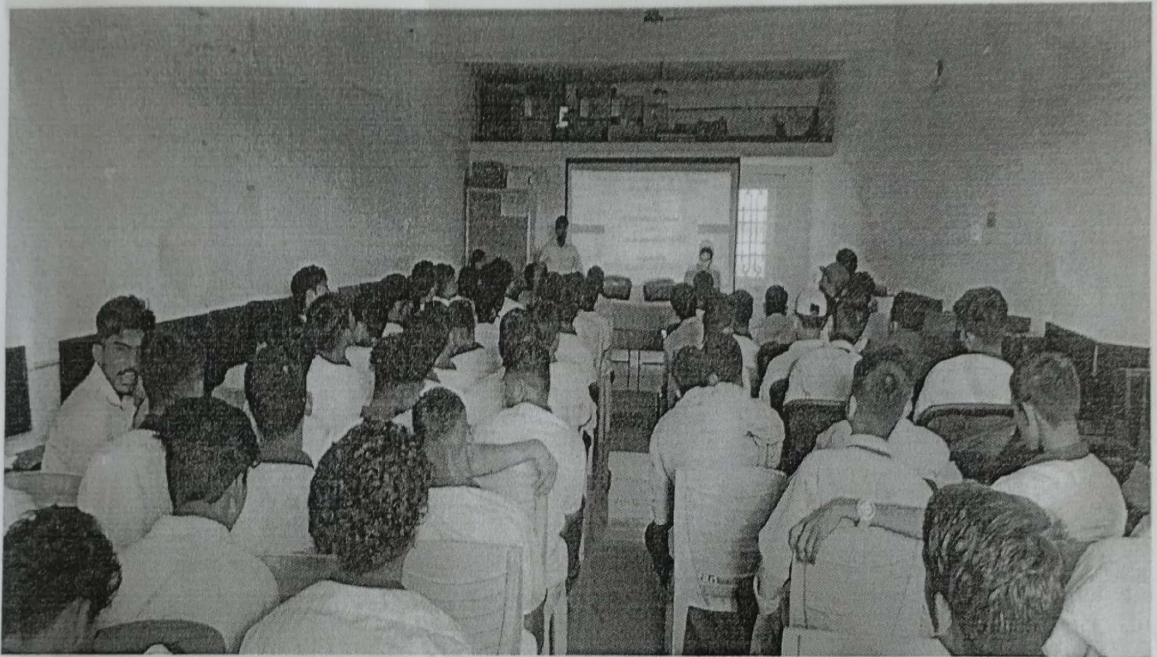
Certificate Course Attendance												Subj: English					
S.No	Name of the Student	Group	Day 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	PANITHI VENKATA KRISHNA	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	SIDDABOINA SURENDAR	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	SOYAM GANESH	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	CHINTHA NAVEEN	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	BADISHA RAMESH	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	SEELAM AKHIL GOUTHAM	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	KATAM BERENDER	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	PAYAM NAGARAJU	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	BUKYA BHARATH	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	DUGGI SURESH	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	KODEM SANTHOSH	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	GUGLOTH VINOD	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	YENUGU SAGAR	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	GONDHI PRASHANTH	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	CHITTARU VENU KUMAR	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	PADIGA ASHOK	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	AJMEERA SHIVA	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	PUNAM VENU MADHAV	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	VAJJA HARIBABU	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	KUNJA SUMANTH RAO	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	BHANOTH BHASKAR	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	KORSA PAVAN KALYAN	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	VADI SATISH	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P





**Valedictory of Certificate Course**

**Date: 18-10-2018**



B. Veeru, DL in English Addressing the Gathering



**Telangana Tribal Welfare Residential  
Degree College (Boys) Manuguru**

Bhadradi Kothagudem District, Telangana State, India,

E Mail: [ttwrdbboys.manuguru@gmail.com](mailto:ttwrdbboys.manuguru@gmail.com), Website: <https://www.ttwrdbcs.ac.in/manuguru>



**CERTIFICATE**

This is to certify that Mr. V. Lachi Reddy, a Student of BA/BCOM/BSC/I/II/III  
year of **Telangana Tribal Welfare Residential Degree College (Boys) Manuguru**, Bhadradi  
Kothagudem Dist, has attended and Successfully completed a Certificate Course on  
**Communication Skills** From 1/10/2018 to 18/10/2018 Conducted by **the**  
**Department of English.**

AS  
HOD/ Dpt.

**HEAD OF THE DEPARTMENT**  
DEPARTMENT OF ENGLISH  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

Prin  
**Principal**  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

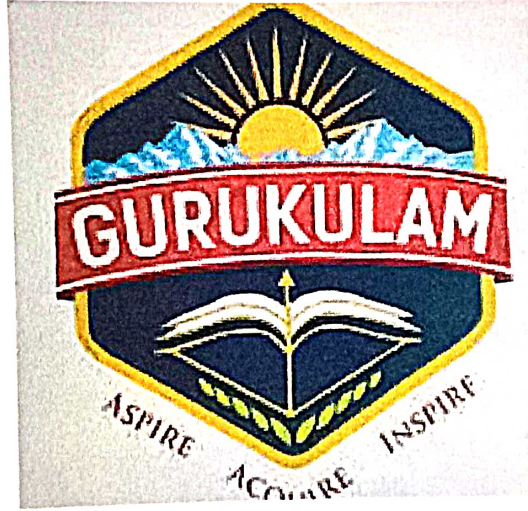
తెలంగాణ గిరిజన సంక్షేమ గురుకుల డిగ్రీ కళాశాల (బాలుర)

మణుగూరు

భద్రాద్రి కొత్తగూడెం జిల్లా, తెలంగాణ

( అనుసంధాన కాకతీయ విశ్వవిద్యాలయం-వరంగల్ )

విద్యా సంవత్సరం 2018-2019



సర్టిఫికేట్ కోర్సు

తెలుగు భాషా పరిచయం – పదజాల వినియోగం

20-10-2018 నుండి 30-10-2018 వరకు

కోర్స్ సమన్వయకర్త: బి. రమాచంద్రం

తెలుగు అధ్యాపకులు

తెలుగు శాఖ

**TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE  
COLLEGE (Boys) MANUGURU**

**Department of Telugu**

---

Date: 13-09-2018

To  
The Principal  
Telangana Tribal Welfare Residential Degree (Boys)  
Manuguru.

**Sub: Request to Sanction Permission to introduce a new certificate course for the first year students for the Academic Year 2018-2019. Reg,**

Respected Sir,

We, the Department of Telugu, Telangana Tribal Welfare Residential Degree (Boys) Manuguru, would like to bring to your kind notice that for the Academic year 2018-2019, we wish to introduce a certificate course for the First year students on **Telugu bhasha parichayam – padajala viniyogam** for making students aware and understand the basic of Telugu language and use of Telugu padajala viniyogam. For the same, we wish to issue a certificate to the student whose who attend the classes and complete the course successfully.

Hence, we request you to consider the same and give us the permission for the above-mentioned programme.

Thanking You,

Yours Sincerely,

*B. Ramy*

**HEAD OF THE DEPARTMENT**  
**DEPARTMENT OF TELUGU**  
**TELANGANA TRIBAL WELFARE**  
**RESIDENTIAL DEGREE COLLEGE (BOYS)**  
**MANUGURU**

TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE  
COLLEGE (Boys) MANUGURU

Department of Telugu

Date: 15/9/2018

NOTICE

It is hereby informed to all the community of Telangana Tribal welfare Residential Degree College (Boys) Manuguru that the Department of English is going to introduce a certificate course on **Telugu Bhasha Parichayam – Padajala Viniyogam** for the Academic year 2018-2019 for all the students of I year.

For the same the First year students are informed to enrol for the above mentioned certificate course on or before.17-09-2018.

B. Ramy

Head of Dept

HEAD ( DEPT. OF TELUGU) RESIDENTIAL DEGREE COLLEGE (BOYS) MANUGURU

Ravi

Principal

Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE(BOYS)  
MANUGURU

## కోర్సు నిర్మాణం:

- వ్యవధి: ఒక విద్యా సంవత్సరంలో రెండు బ్యాచ్‌లతో నాలుగు వారాల పాటు కోర్సు అందించబడుతుంది
- తరగతి సమయం: సాధారణ కళాశాల వేళల తర్వాత ప్రతిరోజూ 2 గంటలు అంటే (సాయంత్రం 5.00 నుండి సాయంత్రం 6.00 వరకు) మరియు రాత్రి అధ్యయన సమయాల్లో (సాయంత్రం 7.00 - రాత్రి 8.00)

## వేదిక: కళాశాల సమావేశ మందిరం

- ప్రణాళిక చేయబడిన మొత్తం సమయం : 30 గంటలు (రోజువారీ 2 గంటలు)
- కోర్సు అందించబడుతుంది: రెండవ సంవత్సరం విద్యార్థులకు

## ఫ్యాకల్టీ : బి రామచంద్రం

- మూల్యాంకన విధానం: 50 మార్కులు (హాజరు కోసం 25 & మొత్తం ప్రజెంటేషన్ కోసం 25)
- సర్టిఫికేట్ పొందడానికి అర్హత: విద్యార్థుల హాజరు మరియు మౌఖిక ప్రదర్శన ఆధారంగా సర్టిఫికేట్ జారీ చేయబడుతుంది.

## కోర్సు యొక్క ఫలితాలు:

- తెలుగు భాష పదాలను ఎలా ఉపయోగించాలో ఎలా సమన్వయం చేయాలో విద్యార్థులకు అవగాహన కల్పించడం.
- విద్యార్థి తమ వృత్తి జీవితంలో తెలుగు భాషా పదాల నైపుణ్యాలను నేర్చుకుని వాటిని వర్తింపజేయడం.
- విద్యార్థులు తెలుగు భాష పట్ల అభిరుచిని మెరుగుపరచడం కోసం
- తెలుగు భాష కోసం శ్రమ చేసిన రచయితల పరిచయాలను శ్రమను విద్యార్థులకు అందించడం జరిగింది
- తెలుగు భాషా పదం ఎలా ఆవిర్భవించింది దాని విధివిధానాలు ఏమిటి దాని ఎలా అనుసరించాలి అనే అంశాలపై విశ్లేషించడం .
- తెలుగు భాష పదాలు వినియోగించడంలో ధ్వని ఉత్పత్తి ఎలా జరిగింది మరియు అక్షరాలు ఎలా ఉత్పత్తి చెందాయి చెప్పటం జరిగింది

- విద్యార్థులకు తెలుగు భాషలో గల అచ్చులు మరియు హల్లుల వాటి మధ్య భేదములను వివరిస్తూ వాటి ఉత్పాదనలు తెలియజేశాము.
- తెలుగు భాష భాగాలలో గల నామవాచకాలు మరియు సర్వనామములు, క్రియలు ,వాక్యం వీటి యొక్క ఉపయోగాలు మరియు ఉపయోగించే విధానమును గురించి వివరించారు.

B. Ramy

HEAD OF THE DEPARTMENT  
DEPARTMENT OF TELUGU  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

Ramy

Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

# తెలుగు భాషా పరిచయం - పదజాల వినియోగం

## విషయ సూచిక

### I. భాషా పరిచయం :-

- 1) భాషా పరిచయం
- 2) భాషా నిర్వచనాలు

### II. భాషోత్పత్తి వాదాలు :-

- 1) భాషోత్పత్తి పరిచయం
- 2) భాషా రచయితలు - వాదాలు
- 3) తెలుగు పదం ఆవిర్భావ విధానం

### III. ధ్వని - ఉత్పత్తి స్థానాలు :-

- 1) స్థానం, కరణం, ప్రయత్నం - భేదాలు
- 2) వర్ణం
- 3) అక్షరాలు - భేదాలు
- 4) అచ్చులు - భేదాలు
- 5) హల్లులు - భేదాలు
- 6) అక్షర ఉత్పత్తి స్థానాలు
- 7) పద భేదములు - పదము ఏర్పడిన విధానం

### IV. భాషా భాగాలు :-

- 1) నామవాచకాలు
- 2) వచనం
- 3) వాచకము

4) సర్వనామము

5) విశేషణం, క్రియలు

6) వాక్యం - వాక్య భేదాలు - రీతులు

V. పదజాల వినియోగం :-

1) పర్యాయపదాలు

2) నానార్థాలు

3) పకృతి - వికృతి

4) వ్యుత్పత్తి అర్థాలు

5) జాతీయాలు - సామెతలు - పొడుపు కథలు

VI. అవగాహన - ప్రతిస్పందనలు :-

VII. స్వీయ రచన :-

2) పరిచయం

1) సాధించాల్సిన అంశాలు

VIII. వ్యాకరణం :-

1) సంధులు

2) సమాసాలు

3) ఛందస్సు

4) అలంకారాలు

B. Ramy

HEAD OF THE DEPARTMENT  
DEPARTMENT OF TELUGU  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

Ramy

Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

Telangana Tribal Welfare Residential Degree College (M) Manuguru

Telugu bhasha parichayam - padajaala viniyogam

Time Table

Day	Date	Time	
		5.00 pm 6.00 pm	7.00 pm -8.00 pm
Day-1	10/20/2018	BSC	BA, BCOM
Day-2	10/21/2018	BSC	BA, BCOM
Day-3	10/22/2018	BSC	BA, BCOM
Day-4	10/23/2018	BSC	BA, BCOM
Day-5	10/24/2018	BSC	BA, BCOM
Day-6	10/25/2018	BSC	BA, BCOM
Day-7	10/26/2018	BSC	BA, BCOM
Day-8	10/27/2018	BSC	BA, BCOM
Day-9	10/28/2018	BSC	BA, BCOM
Day-10	10/29/2018	BSC	BA, BCOM
Day-11	10/30/2018	BSC	BA, BCOM

B. Ramy

Head of Dept

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DEPARTMENT OF TELUGU  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

Ramji -  
Principal

Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Students Enrolled for Certificate Course

2018 - 19

S.No	Name of the Student	Class/Group	Sign
1	P. Venkata Krishna	B.A HEP	Venkata Krishna
2	S. Surendar	"	S. Surendar
3	S. Ganesh	"	S. Ganesh
4	CH. Naveen	"	CH. Naveen
5	B. Ramesh	"	B. Ramesh
6	S. Akhil Gautham	"	S. Akhil Gautham
7	K. Berender	"	K. Berender
8	P. Nagaraju	"	P. Nagaraju
9	B. Bharath	"	B. Bharath
10	D. Suresh	"	D. Suresh
11	K. Santosh	"	K. Santosh
12	G. Vinod	"	G. Vinod
13	Y. Saagar	"	Y. Saagar
14	G. Prashanth	"	G. Prashanth
15	CH. Venu Kumar	B.Com CA	CH. Venu Kumar
16	P. Ashok	"	P. Ashok
17	A. Shiva	"	A. Shiva
18	P. Venumadhav	"	P. Venumadhav
19	V. Haribabu	"	V. Haribabu
20	K. Sumanth Rao	"	K. Sumanth Rao
21	B. Bhaskar	"	B. Bhaskar
22	K. Pavan Kalyan	"	K. Pavan Kalyan
23	V. Sathish	"	V. Sathish
24	L. Mani Kumar	"	L. Mani Kumar
25	B. Srinu	"	B. Srinu
26	P. Chandhu	"	P. Chandhu
27	B. Naresh	"	B. Naresh
28	P. Akhil	"	P. Akhil

B. Ramy

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MANUGURU

29	M. Santhosh	B.com CA	Sandem
30	E. Harish	"	Harish
31	P. Rakesh	"	Rakesh
32	y. Prasad Reddy	"	Rakesh
33	P. Murali Krishna	"	Murali
34	G. Santhosh	"	Sanjay
35	E. Anil	"	E. Anil
36	B. Balaji	"	Balaji
37	U. Prasad	"	B. Balaji
38	N. Anvesh	. Mpc	Anvesh
39	D. Ramu	"	D. Ramu
40	D. Rajesh	"	Rajesh
41	B. Sandeep Kumar	"	Sandeep
42	M. Balu	"	Balu
43	U. Lachi Reddy	"	Reddy
44	V. Prasad	"	Prasad
45	G. Opendar Rao	"	Opendar
46	B. Venu	"	B. Venu
47	P. Rajashakar	"	Rajashakar
48	D. Vijay	"	Vijay
49	B. Chandrashekar	"	Chandrashekar
50	B. Prashanth	"	Prashanth
51	K. Ramu	"	Ramu
52	K. Ravi	"	K. Ravi
53	CH. Sathish	"	Sathish
54	G. Nagababu	"	Nagababu
55	R. Gopi	BZC	Gopi
56	K. Naveen	"	Naveen
57	M. Bharath Kumar	"	Bharath
58	T. Nagaraju	"	T. Nagaraju
59	K. Koushi Kumar	"	Koushi Kumar
60	G. Narendra	"	Narendra

Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Students Enrolled for Certificate Course

S.No	Name of the Student	Class/Group	Sign
1	N. Venkatesh	B7C	Venkatesh
2	U. Navajeevan		Navajeevan
3	G. Thanish		Thanish
4	P. Sidhu		Sidhu
5	S. Santhosh		Santhosh
6	K. Muthyala Rao		Muthyala Rao
7	I. Shivakrishna		Shivakrishna
8	K. Sandeep		Sandeep
9	N. Anil		N. Anil
10	V. Naveen prakash		V. Naveen prakash
11	E. Ramesh		Ramesh
12	K. Kiran		Kiran
13	B. Ashok kumar		Ashok kumar
14	A. vijay		A. vijay
15	S. Naveen		S. Naveen
16			
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*B. Ramy*  
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DEPARTMENT OF TELUGU  
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Telangana Tribal Welfare Residential Degree College (Boys) Manuguru

List of Students Enrolled for Certificate Course

S.No	Name of the Student	Class/Group	Sign
1	N. Venkatesh	B7C	Venkatesh
2	U. Navajeevan		U. Navajeevan
3	G. Thanish		G. Thanish
4	P. Sidhu		P. Sidhu
5	S. Santhosh		S. Santhosh
6	K. Muthyala Rao		K. Muthyala Rao
7	T. Shivakrishna		T. Shivakrishna
8	K. Sandeep		K. Sandeep
9	N. Anil		N. Anil
10	V. Naveen prakash		V. Naveen prakash
11	E. Ramesh		E. Ramesh
12	K. Kiran		K. Kiran
13	B. Ashok Kumar		B. Ashok Kumar
14	A. vijay		A. vijay
15	S. Naveen		S. Naveen
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Ramy

Principal

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RESIDENTIAL DEGREE COLLEGE (BOYS)  
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RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

**Telangana Tribal Welfare Residential Degree College (B) Manuguru**  
**Academic Year 2018-19**

**Certificate Course Attendance**

**Subj: English**

S.No	Name of the Student	Group	Day 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	PANITHI VENKATA KRISHNA	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	SIDDABOINA SURENDAR	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	SOYAM GANESH	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	CHINTHA NAVEEN	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	BADISHA RAMESH	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	SEELAM AKHIL GOUTHAM	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	KATAM BERENDER	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	PAYAM NAGARAJU	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	BUKYA BHARATH	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	DUGGI SURESH	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	KODEM SANTHOSH	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	GUGLOTH VINOD	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	YENUGU SAGAR	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	GONDHI PRASHANTH	B.A. HEP	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	CHITTARU VENU KUMAR	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	PADIGA ASHOK	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	AJMEERA SHIVA	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	PUNAM VENUMADHAV	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	VAJJA HARIBABU	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20	KUNJA SUMANTH RAO	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21	BHANOOTH BHASKAR	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	KORSA PAVAN KALYAN	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	ABHISATHISH	B.COM CA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

**HEAD OF THE DEPARTMENT**  
 DEPARTMENT OF TELUGU

**Principal**



51	KAKA RAMU	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
52	KAKA RAVI	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
53	CHERUKUPALLI SATHISH	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
54	GANDARLA NAGABABU	MPCs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
55	REGALLA GOPI	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
56	KURSAM NAVEEN	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
57	MANDA BHARATH KUMAR	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
58	THADIKAMALLA NAGARAJU	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
59	KONCHAPOGU Koushik Kumar	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
60	GUNTHETI NARENDAR	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
61	NAGELLI VENKATESH	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
62	UTKURI NAVAJEEVAN	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
63	GOGGALA THANISH	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
64	PAYAM SIDHU	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
65	SUVARNAKA SANTHOSH	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
66	KUNJA MUTHYALA RAO	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
67	IRPA SHIVAKRISHNA	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
68	KOMARAM SANDEEP	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
69	NAGATI ANIL	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
70	VANAPARTHI NAVEEN PRAKASH	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
71	ELGONDA RAMESH	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
72	KURSA KIRAN	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
73	BALLEPOGU ASHOK KUMAR	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
74	AVIRE VIJAY	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
75	SOMPOGU NAVEEN	BZC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

HEAD OF THE DEPARTMENT  
DEPARTMENT OF TELUGU  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE, HONAY

Principal  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE, HONAY



# Telangana Tribal Welfare Residential Degree College (Boys) Manuguru



Bhadradi Kothagudem District, Telangana State, India,  
E Mail: [ttwrdbcboys.manuguru@gmail.com](mailto:ttwrdbcboys.manuguru@gmail.com), Website: <https://www.ttwrdbc.ac.in/manuguru>

## CERTIFICATE

This is to certify that Mr/Ms. L. ManiKumar A Student of  
BA/BCOM/BSC/I/II/III years of Telangana Tribal Welfare Residential Degree College (Boys)  
Manuguru, Bhadradi Kothagudem Dist, Has attended and Successfully completed a Certificate  
Course on తెలుగు భాషలో పఠనము - పదజాల వినియోగం From 20-10-2018  
to 30-10-2018 Conducted by Department of Telugu

*B. Remy*

HOD/ Dpt.  
HEAD OF THE DEPARTMENT  
DEPARTMENT OF TELUGU  
TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE (BOYS)  
MANUGURU

*R. S. S.*  
Principal  
Principal

TELANGANA TRIBAL WELFARE  
RESIDENTIAL DEGREE COLLEGE BOYS  
MANUGURU