



Government Degree College, Paderu
Affiliated to Andhra University
(Upgraded to Model Degree College under RUSA 2.0)
Paderu, Allurisitarama Raju -District, AP.



Est:1985 NAAC “ C ”Grade phone no: 08935 250013 Email.ID :Paderu.jkc@gmail.com.

1.2.1 Number of Add on /Certificate/Value added programs offered and online MOOC programs like SWAYAM, NPTEL etc. where the students of the institution have benefitted during the 2020-2021)

1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs and also completed online MOOC programs like SWAYAM, NPTEL etc.as against the total number of students during the 2020-2021

Year 2 2020-2021

Name of Add on /Certificate /Value added programs offered and online MOOC programs like SWAYAM, NPTEL etc. programs offered	Course Code (if any)	Year of offering	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
Accounting With Tally		2020-2021	2	40 hours	89	85
Telugu Journalism		2020-2021	2	40 hours	91	82

V. Ch
Principal
Govt. Degree College
PADERU-531024
Alluri Sitharama Raju Dist.



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Proposal for certificate course accounting with tally

Academic year 2020-2021

From
The Course Coordinator
Dept of commerce
Govt Degree College, Paderu

To
The Principal
Govt Degree College
Paderu

Sir,

Sub: Proposal for starting Certificate Course in accounting with tally to B.A., B.Sc., B.Com. students of our college-Request regarding.

Our department of commerce is planning to start a certificate course in 'Accounting with tally' to the students of all groups choosing 89 among them. This course can enhance the skills of tally, how to use tally accounting system, It also makes the students self-employable and entrepreneurs.

In this regard we humbly request your esteemed self to conduct staff council meeting for discussing the syllabus and course outcomes.

Thanking you sir,

Name of the Certificate Program: **Accounting with tally**
Course Coordinator :S.Rama chander Rao

S. Rama chander Rao
Course Coordinator

Lecturer
Govt. Degree College
PADERU-531024
Visakhapatnam Dist

IQAC Coordinator
IQAC Co-ordinator
Government Degree College
PADERU-531024
Visakhapatnam Dist.

Principal
Principal
Govt. Degree College
PADERU-531 024
Visakhapatnam Dist.



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DEPARTMENT OF COMMERCE

Detailed Objectives of 'Certificate Course in Accounting with tally' for all B.A./B.Sc./B.Com.,

Title: Accounting with tally

Eligibility: all Under Graduate students of our college

Duration: 40 days/1 hr daily

Syllabus: as given below

System of Assessment: internal

Introduction:

Certificate Course in accounting with tally

Certificate Course in accounting with tally is preferred by millions as their business management software across the globe it dynamically adapts to the way you operate your business and helps you simplify your business operations.

Objectives:

- This course helps students to work with well known accounting software tally erp9
- Student will learn to create company enter accounting voucher entries including advance voucher entries do reconcile bank statement do accrual adjustments and also print financial statements in tally erp9 software
- Accounting with tally certificate course is not just theoretical program but it also includes continuous practice to make students ready with required skill for employability in the job market

S. Rama chandra Rao

Course Coordinator

Lecturer
Govt. Degree College
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Visakhapatnam Dist

[Signature]
IQAC Coordinator
IQAC Co-ordinator

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DEPARTMENT OF COMMERCE

Detailed Syllabus of 'Certificate Course in accounting with tally' for all
B.A./B.Sc./B.Com.,

Syllabus

UnitI: Basics of accounting

- Basics of accounting and accounting cycle
- Introduction to tally and company information
- Creating groups and ledger accounts

UnitII: Vouchers

- Voucher types and voucher entry
- Practice session -I
- Voucher entry part-II
- Closing entries and adjustments
- Practice session-II

UnitIII: note

- Debit note, credit note
- Bank reconciliation statement
- Memorandum optional
- Post dated and reversing vouchers

UnitIV: trial balance

- Display and print books
- Final accounts

S. Rama chandrar Rao

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Course out comes

- 1 After successfully qualifying practical examination students will be awarded certificate to work with wellknown accounting software tally ERP9
- 2 Student by their own create company enter accounting voucher entries including advance voucher entries reconcile bank statement do accrual adjustments and also print financial statements in tally erp9 software
- 3 Students will process required skill and can also be employed as tally data entry operator

S. Rama chander Rao

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DEPARTMENT OF COMMERCE

Minutes of the Meeting

The following are the minutes of the meeting is held on 02.02.2021 for starting a certificate course in 'Functional English' for B.A, B.COM, B.SC students for the academic year **2020-2021**

The following minutes have been discussed and resolved unanimously.

1. It is proposed to start a certificate course in 'Accounting with tally' for the students of B.A, B.COM, B.Sc during the academic year 2020-2021.
2. It is proposed to endorse Sri S.Ramachander Rao, v.sankarrao, ch.atchutha rao, K.Jeevana Jyothi as course coordinators.
3. It is suggested to the coordinators to enrol maximum number of students for the certificate course.
4. It is also discussed to use Virtual class room and other equipment to teach in an easy way.
5. It is also discussed how we can motivate the students towards the course.

Members of the committee during minutes

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

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DEPARTMENT OF COMMERCE

CIRCULAR

Sub: Certificate Program for the academic year 2020-2021

The Department of commerce is planned to conduct the certificate program for BA, B.COM, B.Sc students. The certificate course which are designed and offered by our department for the benefit of the students. Course will be conducted at free of cost and based on the performance of the participated students, the merit certificate will be issued after the successful completion of the course. Students those who are willing to attend the certificate course can enrol their names to the course coordinator.

Name of the certificate Program : accounting with tally
Course Co ordinator: S.Ramachander Rao

Commencement of the course from 03.02.2021 to 26.03.2021
Time : 4.30pm to 05.30pm

S. Ramachander Rao

Course Coordinator

**Govt. Degree College
PADERU-531024
Visakhapatnam Dist**

[Signature]

**IQAC Coordinator
IQAC Co-ordinator**

**Government Degree College
PADERU-531024
Visakhapatnam Dist.**

[Signature]

Principal

**Principal
Govt. Degree College
PADERU-531 024
Visakhapatnam Dist**



Certificate program Assessment Test

Name of the course: Accounting with Tally

Date: 27.03.2021

Academic year: 2020-2021

Time: 1.30 hrs

PART-A

I. Answer the following questions with appropriate answer. 1×10=10

Max.marks: 50

1. Tally package is developed by ?
 - a) Peutronics?
 - b) Tally solution
 - c) Coral Software
 - d) Vedika Software ?
2. In journal the financial year from Cell be from?
 - a) 1st April of any Year?
 - b) 31st March of any Year?
 - c) All of them?
 - d) None of these
3. Which sub menu is used for voucher entry in tally?
 - a) Vouchers?
 - b) Accounting Voucher?
 - c) Accounts info?
 - d) None of these
4. Salary Account come under which head ?
 - a) Indirect incomes?
 - b) Indirect Expenses?
 - c) Direct Incomes
 - d) Direct Expenses?
5. How many groups are predefined in tally?
 - a) 28
 - b) 30
 - c) 15
 - d) 19
6. How many secondary groups are there in Tally?
 - a) 15
 - b) 13
 - c) 28
 - d) 3
7. Which reports are prepared month in tally?
 - a) P & L Account
 - b) Balance sheet
 - c) Tayal Balance
 - d) Cash flow
8. By Which option purchase or sales Register can be viewed?
 - a) Statutory book ≥
 - b) Investors Books
 - c) Accounts Book
 - d) Display



9. We can change the company information from ?

- a) Company info $\geq$ back up
- b) Company info $\geq$ Alter
- c) Company info $\geq$ Split company date
- d) None of these

10. Branch /Division is a group Divided under ?

- a) Liability
- b) Assets
- c) Income
- d) Expenditure

PART-B

I. Answer all the following questions.

15X1=15

- 1) Alt+F3 =
- 2) Enter =
- 3) Esc =
- 4) C+RC+A =
- 5) C+RL+Q =
- 6) Alt+C =
- 7) Alt+D =
- 8) Ctrl+Enter =
- 9) F2 =
- 10) Alt+F2 =
- 11) Alt+F1 =
- 12) F11 =
- 13) F12 =
- 14) Ctrl+IV=
- 15) Ctrl+V =
- 16) F4 =
- 17) F5 =
- 18) F6 =
- 19) F7=
- 20) F8=
- 21) Ctrl+F8=
- 22) F9=
- 23) Ctrl+F9=
- 24) F10=
- 25) Ctrl+F10=
- 26) Balance sheet is produced _____ when accounts are maintained in tally.
 - a) manually
 - b) automatically
 - c) remotely
 - d) randomly
- 27) In GST became effective from
 - a) 1 April 2017 b) 1 January 2017
 - c) 1 July 2017 c) 1 March 2017
- 28) How many types of taxes will be there in Indian GST



- 28) How many types of taxes will be there in Indian GST
- a) 2 b) 3 c) 4 d) 5
- 29) 20,000 withdrawn from state bank.in which voucher types this transaction will be recorded.
- a) payments b) receipts c) contra d) bank ledger
- 30) How many types of measurement units we can create in tally
- a) 2 b)3 c) 5 d) 4
- 31) Recording of the business transaction in a systematic way is called
- a) accounting b) recording c) journalizing d) bookkeeping
- 32) Management accounting provides valuable services to management in performing
- a) all management functions b) controlling functions
- c) coordinating management functions d) none of these
- 33) Accounting provides data are information on
- a) income and cost for the managers
- b) financial conditions of the institutions on
- c) company's tax liability for a particular year
- d) all the above
- 34) Use of common unit of measurement and common format of reporting promotes
- a) comparability b) understandability
- c) relevance d) reliability
- 35) Pressing _____ key opens accounting features.
- a) Alt+F3 b) F11
- c) F5 d) F6



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36) _____ is an example for tangible assets

- a) furniture b) debtors
- c) patent d) discount on issue of shares and debentures

37) which option is used to make change in created groups of ledgers in tally

- a) create b) display c) Alter d) Change

38) salary comes under a head

- a) direct expense b) current liability
- c) indirect expenses d) current assets

39) Accrued income comes under

- a) current liability b) capital
- c) current assets d) fixed assets

40) Closing stock come under

- a) current assets b) fixed assets
- c) stock in hand d) direct income

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DEPARTMENT OF COMMERCE

TEST ANALYSIS REPORT

Course: Accounting with tally

Name of the Course Coordinator: S.Ramachander Rao

Academic Year: 2020-2021

The Department of commerce offered Certificate course to students of all disciplines. We provided a syllabus to the students and covered all of the syllabus. The overall course duration was 40 hrs and the attendance of the students was recorded.

I confirmed that all the students for this certificate course actively attended and performed well. We conducted an exam and the eligible students received certificates.

S. Rama chandea Rao

Course coordinator

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DEPARTMENT OF COMMERCE

Name of the certificate course: Accounting with tally

Course coordinator : S.Ramachander Rao

Academic Year: 2020-2021

Willing Students list

S.No	Registration number	Student name	group	signature
1	120125403001	CHEEKATI ARUN KUMAR	I B.COM GENERAL	Ch. Arunkumar
2	120125403002	CHINTA JAYAMMA	I B.COM GENERAL	Ch. Jayamma
3	120125403003	DUMBERI JAYAMMA	I B.COM GENERAL	D. Jayamma
4	120125403004	GEMMELI THARAK NARASIMHA NAIDU	I B.COM GENERAL	G. Tharaka Narasimha Naidu
5	120125403005	GUNTA JOSEPH	I B.COM GENERAL	G. Joseph
6	120125403006	GUTHI SAI KUMAR	I B.COM GENERAL	G. Sai Kumar
7	120125403007	HANUMANTHA GURUNADH	I B.COM GENERAL	H. Sai Kumar
8	120125403008	JARSINGI SANTHOSH	I B.COM GENERAL	J. Santhosh
9	120125403010	KILLO CHANTI	I B.COM GENERAL	K. Chanti
10	120125403011	KILLO RAVI SANKAR	I B.COM GENERAL	K. Ravi Sankar
11	120125403012	KILLO SIVA KUMAR	I B.COM GENERAL	K. Siva Kumar
12	120125403013	KIMUDU AKHILA	I B.COM GENERAL	K. Akhila
13	120125403014	KIMUDU SAI KUMAR	I B.COM GENERAL	K. Sai Kumar
14	120125403015	KOMMINA SAIRAM	I B.COM GENERAL	K. Sairam
15	120125403016	KORABU MANI	I B.COM GENERAL	K. Chandra Sekhar
16	120125403017	KORRA CHANDRA SEKHAR	I B.COM GENERAL	K. Chandrasekhar
17	120125403018	KORRA DEVI	I B.COM GENERAL	K. Devi
18	120125403019	KORRA DHARMA RAJU	I B.COM GENERAL	K. Dharma Raju
19	120125403020	KORRA JYOTHI	I B.COM GENERAL	K. Jyothi
20	120125404045	SANKU YERIN KUMAR	IB.COM VOCATIONAL	S. Yerin Kumar
21	120125404046	SHAIK IRFAN	IB.COM VOCATIONAL	S. Yerin Kumar
22	120125404047	SINGIDI KARTHIK	IB.COM VOCATIONAL	S. Karthik
23	120125404048	SUKURU RAJUBABU	IB.COM VOCATIONAL	S. Raju Babu
24	120125404049	THANGULA BABUJI	IB.COM VOCATIONAL	T. Babuji
25	120125404050	THAMARBHA SATYA VENKATA MATYA RAJU	IB.COM VOCATIONAL	T. Arunkoti
26	120125404051	TUBURU ARUN KOTI	IB.COM VOCATIONAL	T. S. V. Matya Raju
27	120125404053	VANTHALA JASUVA	IB.COM VOCATIONAL	V. Jasuva
28	120125404054	VANTHALA RAMESH	IB.COM VOCATIONAL	V. Ramesh
29	120125404055	VANTHALA RAMESH	IB.COM VOCATIONAL	V. Ramesh
30	120125404056	VANTHALA SASI KALA	IB.COM VOCATIONAL	V. Ramesh



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Willing Students list

S.N o	REGISTRATION NUMBER	STUDENT NAME	GROUP	SIGNATURE
31	120125404057	VETCHANGI RAVI KUMAR	IB.COM VOCATIONAL	V. Ravi Kumar
32	120125404058	YEDELA LAKSHMAN	IB.COM VOCATIONAL	Setti Sunil
33	119125403054	SETTI SUNIL	II B.COM GENERAL	S. Sunil
34	119125403055	SIRAGAM RAVI KUMAR	II B.COM GENERAL	S. Ravi Kumar
35	119125403057	SUKURU SIMHADRI	II B.COM GENERAL	S. Simhadri
36	119125403058	SUNRI MUKTHAMMA	II B.COM GENERAL	S. Mukthamma
37	119125403059	THALLE PEDDA RAO	II B.COM GENERAL	T. Pedda Rao
38	119125403060	THANGULA ESWARA RAO	II B.COM GENERAL	T. Eswara Rao
39	119125403061	THANGULA VIJAYA SANTHI	II B.COM GENERAL	T. VIJAYA Santhi
40	119125403062	VANCHRANGI SAI KUMARI	II B.COM GENERAL	V. Sai Kumar
41	119125403063	VANTHALA SAI RAM KUMAR NAIDU	II B.COM GENERAL	V. Santay
42	119125403064	VANTHALA SANJAY	II B.COM GENERAL	V. Sanjay
43	119125403065	VANTHALA THARUN KUMAR	II B.COM GENERAL	V. Tharun Kumar
44	119125403066	VANTHALA VENKATESH	II B.COM GENERAL	V. Venkatesh
45	119125403067	VANUKONI VASANTHA KUMARI	II B.COM GENERAL	V. Vasantha Kumari
46	119125403068	VARADA SATYA NARAYANA	II B.COM GENERAL	V. Satyanarayana
47	119125403069	VETCHANGI BHAVANI	II B.COM GENERAL	V. Bhavani
48	119125404011	CHITTAPULLI CHINNARI	II B.COM VOCATIONAL	CH. Chinnari
49	119125404012	DALAYI JAYA PRAKASH	II B.COM VOCATIONAL	D. Jaya Prakash
50	119125404013	DEESARI MANMADHA RAO	II B.COM VOCATIONAL	D. Manmadh Rao
51	119125404014	GALLELI NAGAMANI	II B.COM VOCATIONAL	G. Nagamani
52	119125404015	GAMPA LAKSHMI	II B.COM VOCATIONAL	G. Lakshmi
53	119125404016	GANJAI PRASANTH KUMAR	II B.COM VOCATIONAL	G. Prasanth Kumar
54	119125404017	GARAPATI HIMA RAJASEKHAR	II B.COM VOCATIONAL	G. Hima Rajasekhara
55	119125404018	GEMMELI RAMESH BABU	II B.COM VOCATIONAL	G. Ramesh Babu
56	119125404019	GEMMELI YESTERU RANI	II B.COM VOCATIONAL	G. Yesteru Rani
57	119125404020	JANNI ANAND	II B.COM VOCATIONAL	J. Anandh
58	118125403011	JANNI MAHESWARA RAO	IIIB.COM GENERAL	J. Maheswar Rao
59	118125403012	JAVVADI MAHESH DEEKSHITH	IIIB.COM GENERAL	J. Mahesh Deekshith
60	118125403013	KILAGADA MADHU	IIIB.COM GENERAL	K. MADHU
61	118125403014	KIMUDU PANDU BABU	IIIB.COM GENERAL	K. Pandu Babu
62	118125403015	KOMMADI MAHESH BABU	IIIB.COM GENERAL	K. Mahesh Babu
63	118125403016	KORRA ARUNA	IIIB.COM GENERAL	K. Aruna



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65	118125403018	KORRA NEELAMMA	IIIB.COM GENERAL	K. Neelamma
66	118125403019	KORRA RAVISANKAR	IIIB.COM GENERAL	K. Ravi Sankar
67	118125403020	KORRA VASU	IIIB.COM GENERAL	K. Vasu
68	118125403021	KOTHAM NAIDU MANMADHA RAO	IIIB.COM GENERAL	K. Naidu manmadha
69	118125403022	KUDA MANOJ KUMAR	IIIB.COM GENERAL	K. manoj kumar
70	118125403023	MADIREDDI NARENDRA	IIIB.COM GENERAL	K. manoj kumar
71	118125403024	MAJJI LALITHA KUMARI	IIIB.COM GENERAL	M. Lalitha kumar
72	118125403025	MANUGURI BUJJI BABU	IIIB.COM GENERAL	M. Bujji Babu
73	118125404021	MATTAM JAGAN MOHAN	IIIB.COM VOCATIONAL	M. Buii Babu
74	118125404022	MATTAM JOGA RAO	IIIB.COM VOCATIONAL	M. Joga Rao
75	118125404023	MUVVALA KIRAN	IIIB.COM VOCATIONAL	M. Kiran
76	118125404024	PADI JYOTHI	IIIB.COM VOCATIONAL	P. Jyothi
77	118125404025	PALTASINGI RUBEN	IIIB.COM VOCATIONAL	P. Ruben
78	118125404026	PANGI SANJEEVA RAO	IIIB.COM VOCATIONAL	P. Sanjeeva Rao
79	118125404027	PANGI SRINIVASA RAO	IIIB.COM VOCATIONAL	P. Sanjeeva Rao
80	118125404028	ROBBA SAI KUMAR	IIIB.COM VOCATIONAL	R. Sai kumar
81	118125404029	SEEDARI CHANDANA DEVI	IIIB.COM VOCATIONAL	S. chandana devi
82	118125404030	SEEDARI MAHESWARA RAO	IIIB.COM VOCATIONAL	S. maheswara Rao
83	118125404031	SEEDARI SRINIVAS	IIIB.COM VOCATIONAL	S. Srinivas
84	118125404032	SESETTI BALARAMA KRISHNA	IIIB.COM VOCATIONAL	S. Balarama krishna
85	118125404033	SIRAGAM DHARA BABU	IIIB.COM VOCATIONAL	S. Dhara babu
86	118125404034	SRINADHU PRAVALIKA	IIIB.COM VOCATIONAL	S. pravalika
87	118125404035	VAKADA DHANA LAKSHMI	IIIB.COM VOCATIONAL	V. Dhana Lakshmi
88	118125404036	VANTHALA PRASAD	IIIB.COM VOCATIONAL	V. Prasad.
89	118125404037	VANTHALA SIMHADRI BABU	IIIB.COM VOCATIONAL	V. Simhadri Babu

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Certificate program Assessment Test

Name of the course: Accounting with Tally

Date: 27.03.2021

Academic year: 2020-2021

time: 1.30 hrs

PART-A

I. Answer the following questions with appropriate answer. $1 \times 10 = 10$

Max.marks: 50

1. Tally package is developed by ?

(B)

NAME: CH. Arun Kumar

- a) Peutronics?
- b) Tally solution
- c) Coral Software
- d) Vedika Software ?

Hall Ticket No: 120125403001

2. In journal the financial year from Cell be from?

(B)

- a) 1st April of any Year?
- b) 31st March of any Year?
- c) All of them?
- d) None of these

38
50

3. Which sub menu is used for voucher entry in tally?

(B)

- a) Vouchers?
- b) Accounting Voucher?
- c) Accounts info?
- d) None of these

4. Salary Account come under which head ?

(B)

- a) Indirect incomes?
- b) Indirect Expenses?
- c) Direct Incomes
- d) Direct Expenses?

5. How many groups are predefined in tally?

(A)

- a) 28
- b) 30
- c) 15
- d) 19

6. How many secondary groups are there in Tally?

(B)

- a) 15
- b) 13
- c) 28
- d) 3

7. Which reports are prepared month in tally?

(C)

- a) P & L Account
- b) Balance sheet
- c) Tayal Balance
- d) Cash flow

8. By Which option purchase or sales Register can be viewed?

(C)

- a) Statutory book $\geq$
- b) Investors Books
- c) Accounts Book
- d) Display



9. We can change the company information from ? (B)

- a) Company info $\geq$ back up
- b) Company info $\geq$ Alter
- c) Company info $\geq$ Split company date
- d) None of these

10. Branch /Division is a group Divided under ? (A)

- a) Liability
- b) Assets
- c) Income
- d) Expenditure

PART-B

I. Answer all the following questions. 40x1=40 marks

II.

- 1) Alt+F3 = Go to Company Info
- 2) Enter = To drill down from a line in a report
- 3) Esc = European Society of Cardiology
- 4) C+RC+A =
- 5) C+RL+Q =
- 6) Alt+C = To add a new column
- 7) Alt+D = To delete a column
- 8) Ctrl+Enter = To alter a master showing vouchers Entry
- 9) F2 = To change the date of voucher entry or period reports
- 10) Alt+F2 = To change the date of voucher entry or period for reports
- 11) Alt+F1 = It helps in shutting down the company
- 12) F11 = Set /alter GST
- 13) F12 = application level configuration
- 14) Ctrl+IV = Switch to the fourth open tab
- 15) Ctrl+V = Past Information into a computer document
- 16) F4 = To open Contra Voucher
- 17) F5 = To open Payment Voucher
- 18) F6 = To open Receipt Voucher
- 19) F8 = To open Sales Voucher
- 20) Ctrl+F8 = Resizes the window
- 21) F9 = To open purchase voucher
- 22) Ctrl+F9 = To open purchase vouchers
- 23) F10 = Select the debit note voucher
- 24) Ctrl+F10 = resizing general Voucher
- 25) F7 = To open General Journal Voucher

26) Balance sheet is produced _____ when accounts are maintained in tally. (C)

- a) manually
- b) automatically
- c) remotely
- d) randomly

27) In GST became effective from (C)

- a) 1 April 2017
- b) 1 January 2017
- c) 1 July 2017
- d) 1 March 2017



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- 28) How many types of taxes will be there in Indian GST [C] ✓
a) 2 b) 3
c) 4 d) 5
- 29) 20,000 withdrawn from state bank in which voucher types this transaction will be recorded. (C)
a) payments b) receipts
c) contra d) bank ledger
- 30) How many types of measurement units we can create in tally (A) ✓
a) 2 b) 3
c) 5 d) 4
- 31) Recording of the business transaction in a systematic way is called (C) ✓
a) accounting b) recording
c) journalizing d) bookkeeping
- 32) Management accounting provides valuable services to management in performing (A) ✓
a) all management functions
b) controlling functions
c) coordinating management functions
d) none of these
- 33) Accounting provides data and information on (C) ✓
a) income and cost for the managers
b) financial conditions of the institutions on
c) company's tax liability for a particular year
d) all the above
- 34) Use of common unit of measurement and common format of reporting promotes ()
a) comparability b) understandability
c) relevance d) reliability
- 35) Pressing _____ key opens accounting features. (b) ✓
a) Alt+F3 b) F11
c) F5 d) F6
- 36) _____ is an example for tangible assets (a) ✓
a) furniture b) debtors
c) patent d) discount on issue of shares and debentures
- 37) which option is used to make change in created groups of ledgers in tally (d) ✓
a) create b) display
c) alter d) change
- 38) salary comes under a head (a) ✓
a) direct expense b) current liability
c) indirect expenses d) current assets
- 39) Accrued income comes under (c) ✓
a) current liability b) capital
c) current assets d) fixed assets
- 40) closing stock comes under (a) ✓
a) current assets b) fixed assets
c) stock in hand d) direct income



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CERTIFICATE COURSE : ACCOUNTING WITH TALLY, 2020-2021
ATTENDANCE SHEET

SL. NO	NAME OF THE CANDIDATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	DAYS PRESENT
1	CHEEKATI ARUN KUMAR	a	P	P	a	P	P	P	P	P	P	P	P	P	P	P	P	P	35
2	CHINTA JAYAMMA	P	P	P	a	a	P	P	P	a	a	P	P	P	P	P	P	P	35
3	DUMBERI JAYAMMA	a	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	33
4	GEMMELI THARAK NARASIMHA NAIDU	a	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	35
5	GUNTA JOSEPH	P	P	a	P	P	P	P	P	P	P	P	P	P	P	P	P	P	34
6	GUTHI SAI KUMAR	P	P	P	P	a	P	P	P	P	P	P	P	P	P	P	P	P	34
7	HANUMANTHA GURUNADH	a	P	P	P	a	P	P	P	P	P	P	P	P	P	P	P	P	33
8	JARSINGI SANTHOSH	P	P	a	P	P	P	P	P	P	P	P	P	P	P	P	P	P	38
9	KILLO CHANTI	a	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30
10	KILLO RAVI SANKAR	P	P	P	P	a	a	P	P	P	P	P	P	P	P	P	P	P	29
11	KILLO SIVA KUMAR	a	a	a	P	P	P	P	P	P	P	P	P	P	P	P	P	P	32
12	KIMUDU AKHILA	P	P	P	P	P	a	P	P	P	P	P	P	P	P	P	P	P	34
13	KIMUDU SAI KUMAR	P	P	P	P	P	a	a	P	P	P	P	P	P	P	P	P	P	25
14	KOMMINA SAIRAM	a	a	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	35
15	KORABU MANI	P	P	P	P	P	a	a	P	P	P	P	P	P	P	P	P	P	34
16	KORRA CHANDRA SEKHAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	29
17	KORRA DEVI	P	a	a	P	P	a	P	P	a	a	P	P	P	P	P	P	P	29



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CERTIFICATE COURSE : ACCOUNTING WITH TALLY, 2020-2021

ATTENDANCE SHEET

SL. NO	NAME OF THE CANDIDATE	1	2	3	4	5	6	7	8	9	0	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	3	3	3	3	3	3	3	3	4	DAYS PRESENT
18	KORRA DHARMA RAJU	a	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	32
19	KORRA JYOTHI	a	P	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	33
20	SANKU YERIN KUMAR	P	P	P	a	P	P	a	P	P	P	a	P	P	P	P	P	P	a	P	P	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	31
21	SHAIK IRFAN	a	a	P	a	P	P	P	P	P	P	a	P	P	P	P	P	P	a	P	P	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	29
22	SINGIDI KARTHIK	P	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	32
23	SUKURU RAJUBABU	a	a	P	P	P	P	a	P	P	P	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	31
24	THANGULA BABUJI	P	P	P	P	a	a	a	a	P	P	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	30
25	THAMARBA SATYA VENKATA MATYA RAJU	a	P	P	P	a	a	P	P	P	P	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	31
26	TUBURU ARUN KOTI	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	34
27	VANTHALA JASUVA	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	29
28	VANTHALA RAMESH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	36
29	VANTHALA RAMESH	P	a	P	P	P	P	a	P	P	P	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	34
30	VANTHALA SASI KALA	a	P	P	P	P	P	a	a	P	P	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	30
31	VETCHANGI RAVI KUMAR	P	a	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	36
32	YEDELA LAKSHMAN	P	a	a	P	a	P	a	P	P	P	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	32
33	SETTI SUNIL	a	P	P	P	P	P	a	P	P	P	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	30
34	SIRAGAM RAVI KUMAR	P	P	P	P	P	P	P	P	a	a	a	a	a	a	a	a	a	P	P	P	P	P	P	P	P	P	P	a	P	P	P	P	P	P	P	31



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68	KOTHAM NAIDU MANNADHA RAO	a	P	P	P	a	a	P	P	P	a	a	P	P	P	a	P	P	P	a	P	P	P	a	P	P	P	a	P	P	P	26
69	KUDA MANOJ KUMAR	P	P	P	P	P	a	a	P	P	P	P	P	P	a	P	P	P	P	a	P	P	P	a	P	P	P	a	P	P	P	29
70	MADIREDDI NARENDRA	P	P	P	P	P	a	a	P	P	P	P	P	P	P	a	P	P	P	P	a	P	P	P	a	P	P	P	a	P	P	31
71	MAJJI LALITHA KUMARI	a	P	P	P	P	P	P	P	P	P	P	P	P	P	a	P	P	P	P	a	P	P	P	a	P	P	P	a	P	P	29
72	MANUGURI BUJI BABU	a	a	a	P	P	P	P	P	P	P	P	P	P	P	P	a	P	P	P	P	a	P	P	P	a	P	P	P	a	P	30
73	MATTAM JAGAN MOHAN	P	P	P	P	a	a	P	P	P	P	P	P	P	P	a	P	P	P	P	a	P	P	P	a	P	P	P	a	P	P	31
74	MATTAM JOGA RAO	a	a	a	P	P	P	P	P	P	P	P	P	P	P	a	P	P	P	P	a	P	P	P	a	P	P	P	a	P	P	30
75	MUVVALA KIRAN	P	P	P	P	P	P	P	P	P	P	P	P	P	P	a	P	P	P	P	a	P	P	P	a	P	P	P	a	P	P	34
76	PADI JYOTHI	a	P	P	P	a	P	P	P	P	P	P	P	P	P	a	P	P	P	P	a	P	P	P	a	P	P	P	a	P	P	30
77	PALATHASINGI RUBEN	a	P	P	P	P	a	a	P	P	P	P	P	P	P	a	P	P	P	P	a	P	P	P	a	P	P	P	a	P	P	33
78	PANGI SANJEEVA RAO	P	P	P	P	P	a	a	P	P	P	P	P	P	P	a	P	P	P	P	a	P	P	P	a	P	P	P	a	P	P	31
79	PANGI SRINIVASA RAO	P	P	P	P	P	a	a	P	P	P	P	P	P	P	a	P	P	P	P	a	P	P	P	a	P	P	P	a	P	P	31
80	ROBBA SAI KUMAR	P	P	P	P	P	P	P	P	P	P	P	P	P	P	a	P	P	P	P	a	P	P	P	a	P	P	P	a	P	P	33
81	SEEDARI CHANDANA DEVI	a	a	P	P	P	P	P	P	P	P	P	P	P	P	a	P	P	P	P	a	P	P	P	a	P	P	P	a	P	P	29
82	SEEDARI MAHESWARA RAO	a	a	P	P	P	P	P	P	P	P	P	P	P	P	a	P	P	P	P	a	P	P	P	a	P	P	P	a	P	P	30
83	SEEDARI SRINIVAS	P	P	P	a	a	P	P	P	P	P	P	P	P	P	a	P	P	P	P	a	P	P	P	a	P	P	P	a	P	P	25



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CERTIFICATE COURSE : ACCOUNTING WITH TALLY, 2020-2021
ATTENDANCE SHEET

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Principal
Govt. Degree College
PADERU-531 024
Visakhapatnam Dist.



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VISAKHAPATNAM DISTRICT, A.P-531024.
Affiliated to Andhra University.



CERTIFICATE OF COMPLETION

This is certify that CH. ARUN KUMAR Redg No.120125403001 of Government Degree College, Paderu has completed his/her certification on "Accounting with Tally" from 03/02/2021 to 26/03/2021 organized by Department of Commerce.

S. Rana chandela Rao
COURSE CO-ORDINATOR

[Signature]
Principal
Govt Degree College
PADERU-531 024
Visakhapatnam Dist



GOVERNMENT DEGREE COLLEGE, PADERU
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VISAKHAPATNAM DISTRICT 531024



DEPARTMENT OF TELUGU
Certificate Course in Telugu- Journalism
2020-21

Minutes of the Meeting

date 21-01-21

The following are the minutes of the meeting is held on for starting a certificate course in 'Telugu – Journalism' for B.A, B.COM, B.SC students for the academic year 2020-21

The following minutes have been discussed and resolved unanimously.

1. It is proposed to start a certificate course in 'Telugu Journalism' for the students of B.A, B.COM, B.Sc during the academic year 2021-22
2. It is proposed to endorse Sri. J. Prasad Smt M.Radha kumari, Smt D. sunitha devi , G.Govindaraju course coordinators.
3. It is suggested to the coordinators to enroll maximum number of students for the certificate course.
4. It is also discussed to use Virtual classroom and other equipment to teach in an easy way.
5. It is also discussed how we can motivate the students towards the course.

Members of the committee during minutes

- 1.Sri J Prasad
2. Smt. D.SunithaDevi
- 3.Smt. M.Radha kumari
4. Sri G.Govinda Raju


Principal
Govt. Degree College
PADERU-531 024
Visakhapatnam Dist.



Course Coordinator


Lecturer
Govt. Degree College
PADERU-531024
Visakhapatnam Dist



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VISAKHAPATNAM DISTRICT 531024



Proposal for Certificate Course in Telugu- Journalism
Academic year 2020-21

From,
The Course Coordinators,
Dept of Telugu,
Govt Degree College,
Paderu.

To,
The Principal,
Govt Degree College,
Paderu.

Sir,

Sub: Proposal for starting Certificate Course in “**Telugu Journalism**” B.A., B.Sc.,
B.Com. Students of our college—Request regarding.

Our department of Telugu is planning to start certificate course in ‘**Telugu Journalism**’ to the students of all groups choosing 91 among them. This course can Introduce and enhance Skill and creativity of journalism. To got Job opportunities

In this regard we humbly request your esteemed self to give the permission for conducting the Add on course on **Telugu Journalism**.

Thanking you sir,

Name of the Certificate Program: **Telugu- Journalism**

Course Coordinator : **Sri J. Prasad**

Course Coordinator

Lecturer
Govt. Degree College
PADERU-531024
Visakhapatnam Dist

Principal

Principal
Govt. Degree College
PADERU-531 024
Visakhapatnam Dist



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Department of Telugu - Add on Course

Date: 28/1/2021

CIRCULAR

Sub: Certificate Program for the academic year 2020-21

The Department of Telugu is planned to conduct the certificate program for BA, B.COM, B.Sc students. The certificate course which are designed and offered by our department for the benefit of the students. Course will be conducted at free of cost and based on the performance of the participated students; the merit certificate will be issued after the successful completion of the course.

Students those who are willing to attend the certificate course can enrol their names to the course coordinator.

Name of the certificate Program : Telugu Journalism

Course Coordinator : Sri J Prasad

Commencement of the course from 3/2/2021 to 26/3/2021

Time: 5pm to 6pm

Course Coordinator

Lecturer
Govt. Degree College
PADERU-531024
Visakhapatnam Dist

Principal
Govt. Degree College
PADERU-531024
Visakhapatnam Dist



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DEPARTMENT OF TELUGU 2020-21

Detailed Objectives of 'Certificate Course in Journalism' for all Degree students

Title: Telugu Journalism

Eligibility: All under Graduate students of our college

Duration: 40 days

Syllabus: as given below

System of Assessment: internal

TELUGU – Journalism ADD ON COURSE 2020-21

COURSE OUT COMES

సమాచార మాధ్యమాలలో మొదటి వార్త పాఠికలు నీటి సాంకేతిక మాధ్యమాలతో పోటి
పడుతూ తనదైన స్థానం నిలబెట్టుకున్న వార్త పత్రికలూ, ప్రతి దినం అవి తయారు
కావడానికి వెనుక కృషి విధి విధానం విద్యార్థులు తెలుసుకోవాలి దీని వలన డిగ్రీ స్థాయి
తర్వాత మంచి వృత్తి అవకాశం ఉండనే అవగాహనా విద్యార్థులలో కలగాలనేది ప్రధాన
ఉద్దేశ్యం

SYLLABUS

unit I :- జర్నలిస్మ అర్థం – భేదం

Unit II :- జర్నలిజం విలేఖరి ఉప సంపాదకుడు సంపాదకుడు

Unit III :- వార్త ఎలా రాయాలి వార్త రకాలు పేజీ mecup- ప్రింటింగ్ విభాగం



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Department of Telugu - Add on Course

Name of the Certificate course: Telugu Lalitha kalalu

Course Coordinator: Sri. J.Prasad

Total Hours: 40

Academic Year: 2020-21

Topic to be covered

S.No	Topic to be covered	Hour duration
1	Journalism nirvachanam -dhyeyam	10
3	Journalist vilekhari, upasampadakudu sampadakudu	10
4	Vartha ela rayali, rakalu, page maker	14
5	Printing section	06


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Visakhapatnam Dist


Course Coordinator
Lecturer
Govt. Degree College
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Visakhapatnam Dist



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VISAKHAPATNAM District -531024



DEPARTMENT OF TELUGU

TELUGU - JOURNALISM ADD ON COURSE 2020-21

LIST OF STUDENTS

S.No	Student name	Regd no	class
1	A SATHISH	118125301001	III HEP
2	A LAKSHMI DEVI	118125301002	III HEP
3	B BALA RAJU	118125301003	III HEP
4	B SANDYA RANI	118125301004	III HEP
5	B CHANDRA RAJU	118125301005	III HEP
6	B VAIJAYANTHI	118125301006	III HEP
7	B MAHESWARI	118125301007	III HEP
8	B JAYASRI	118125301008	III HEP
9	B UPENDRA	118125301009	III HEP
10	B BHASKAR RAO	118125301010	III HEP
11	K CHANDAA RAO	118125301011	III HEP
12	CH BHAGYA	118125301012	III HEP
13	E CHINNAM RAJA	118125301013	III HEP
14	G ANIL KUMAR	118125301014	III HEP
15	G RAM BABU	118125301015	III HEP
16	G RAHUL	118125301016	III HEP
17	B RAGHUNADH	118125301100	III SPT
18	B MOHAN RAO	118125301101	III SPT
19	D KRISHNARAO	118125301102	III SPT
20	D SAMUYELU	118125301103	III SPT
21	D ASHOK KUMAR	118125301104	III SPT
22	D RAMBABU	118125301105	III SPT
23	G RAMESH PATEL	118125301106	III SPT
24	G SANTHIKUMARI	118125301107	III SPT
25	J RAMAKRISHNA	118125301108	III SPT
26	K SALOMANI	118125301109	III SPT
27	K SATHISH KUMAR	118125301110	III SPT
28	K ANAND	118125301111	III SPT
29	K PURUSHOTHAM	118125301112	III SPT
30	L VIJAYA KUMAR	118125301113	III SPT
31	RAVI KUMAR	118125301114	III SPT
32	D SUJATHA	118125301067	III SPE
33	G RAVINDRA	118125301068	III SPE
34	G PRAKASH	118125301069	III SPE

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35	K BHAGYAVATHI	118125301070	III SPE
36	K NARAYANA MURTHY	118125301071	III SPE
37	K RAMA MURTHY	118125301072	III SPE
38	K SANGHAVI	118125301073	III SPE
39	K DEVIKA	118125301074	III SPE
40	K CHIINARAO	118125301075	III SPE
41	K CHINNARAO	118125301076	III SPE
42	K KASULAMMA	118125301077	III SPE
43	K PRATHAP	118125301078	III SPE
44	K RADHAMMA	118125301079	III SPE
45	K RADHAMMA	118125301080	III SPE
46	K THAMMARAO	118125301081	III SPE
47	A VIKRANTH	119125301001	II HEP
48	A BHASKARA RAO	119125301002	II HEP
49	B MADHAVI	119125301003	II HEP
50	B PADMA	119125301004	II HEP
51	B SOMESH KUMAR	119125301005	II HEP
52	A KRISHNA	119125301006	II HEP
53	B HARIKA	119125301007	II HEP
54	B SIVA KUMAR	119125301008	II HEP
55	B ASHOK KUMAR	119125301009	II HEP
56	B ASHOK KUMAR	119125301010	II HEP
57	B SANJEEV KUMAR	119125301107	II SPT
58	G MAHESWARI	119125301108	II SPT
59	G SANDHYA RANI	119125301109	II SPT
60	G BHUSHANAM	119125301110	II SPT
61	G RANJITH KUMAR	119125301111	II SPT
62	G SARITHA	119125301112	II SPT
63	J PARVATHAMMA	119125301113	II SPT
64	J CHANTI BABU	119125301114	II SPT
65	J CHINNARAJU	119125301115	II SPT
66	K SUJATHA	119125301116	II SPT
67	B MOUNIKA	119125301072	II SPT
68	B PAVANKALYAN RAJU	119125301073	II SPT
69	B SANTHI KUMARI	119125301074	II SPT
70	D NAGASREE	119125301075	II SPT
71	G BHARATHI	119125301076	II SPT
72	G POORNA CHANDRA	119125301077	II SPT
73	K CHINNARI	119125301079	II SPT
74	K LAXMI NARAYANA	119125301080	II SPT
75	K CHANTI BABU	119125301082	II SPT
76	K CHANTI BABU	119125301083	II SPT
77	A ANKITHA	120125301001	I HEP
78	A MAHESH BABU	120125301002	I HEP
79	B MAHESH	120125301004	I HEP
80	B SANDHYA	120125301005	I HEP
81	B KAMARAJU	120125301006	I HEP
82	A JANAKI RAM	120125301109	I SPT


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83	A VARALAKSHMI	120125301110	I SPT
84	D SUMITHRA	120125301111	I SPT
85	D LAKSHMI	120125301112	I SPT
86	J RANJITHA	120125301113	I SPT
87	BAKURU DURGA SRI	120125301073	I SPE
88	B SANTHOSH KUMAR	120125301074	I SPE
89	BONDA SAI KUMAR	120125301075	I SPE
90	BOYINII ANJALI	120125301076	I SPE
91	B VENKATA RAO	120125301077	I SPE



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DEPARTMENT OF TELUGU

TELUGU - JOURNALISM ADD ON COURSE 2020-21

ప్రశ్న పత్రం

1 క్రింది ప్రశ్నలకు రెండింటికీ సమాధానాలు వ్రాయండి $15 \times 2 = 30$

- 1 వార్త లక్షణాలు తెలియజేయండి
- 2 సంపాదకీయం, సంపాదకుడు గురించి వివరించండి
- 3 ప్రింటింగ్ ప్రెస్ గురించి తెలపండి
- 4 వార్త పత్రికలలో వ్రతాల రకాలు

2 క్రింది ప్రశ్నలకు నాలుగింటికీ సమాధానాలు వ్రాయండి

$4 \times 5 = 20$

- 1 ఆంధ్ర పత్రిక
2. భారతి
3. విలేఖరి
4. చీడు
5. ఫీచర్లు

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DEPARTMENT OF TELUGU

TELUGU – Journalism ADD ON COURSE 2020-21

DEPARTMENT OF TELUGU

Test Analysis Report

Name of the course: Telugu – Journalism

Name of the Course Coordinator: Sri J Prasad

Academic Year: 2020-21

The Department of Telugu offered Certificate course to students of all disciplines. We provided a syllabus to the students and covered the entire syllabus. The overall course duration was 40 hrs and the attendance of the students was recorded.

I confirmed that all the students for this certificate course actively attended and performed well. We conducted an exam and the eligible students received certificates.

Course Coordinator

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Principal

Principal
Govt. Degree College
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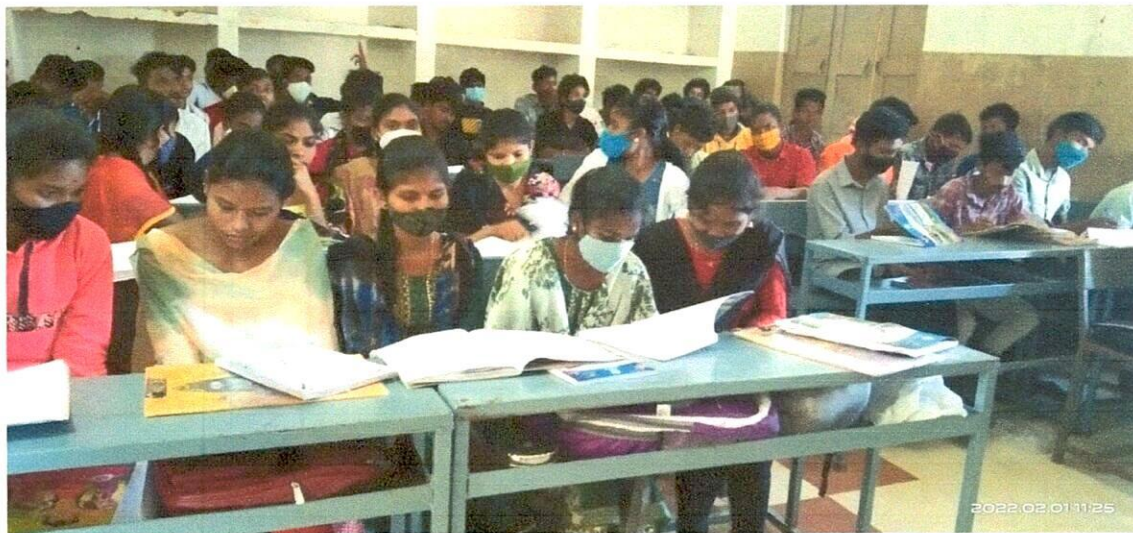


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TELUGU – Journalism ADD ON COURSE 2020-21

PHOTO GALLERY



1. జర్నలిజం అంటే ఏమిటి? ☐

- (a) వృత్తి (b) భాష్యత
(c) ప్రాయటం (d) జీవితం

2. ఆధునిక జర్నలిజం ☐

- (a) రిడియో, టెలివిజన్ (b) స్టూప్ పేపర్, మెగజైన్స్
(c) నోషక్ మిడియ (ఇంటర్నెట్, ప్లెబుక్) (d) a మరియు b

3. జర్నలిజం ధ్యేయం ☐

- (a) ప్రజలకు సైతస్వ పరచడం (b) జ్ఞానం పెంపొందించడం
(c) సమాచారం అందించడం (d) విజ్ఞాన వంతుల్ని చేయడం

4. విజ్ఞానం ☐

- (a) తెలివ్ (b) సంపద
(c) సృజనాత్మకత (d) a మరియు c

5. వ్యాయం ☐

- (a) తివసరం తీరడం (b) తమకున్న పని పూర్తి కావడం
(c) తొందరి వ్యభను తీర్చడం (d) విదికాదు

6. కొత్త వార్తలు అందించడం ☐

- (a) నూతన సమాచారం ప్రచురించడం
(b) నూతన సమాచారం సేకరించడం
(c) నూతన అనుభూతిని పంచడం
(d) కొత్త అనుభవాన్ని ప్రచురించడం

7. విలేఖరి []

- (a) వార్తలు రాసేవాడు
(c) వార్తలు సేకరించేవాడు

- (b) వార్తలు ముద్రించేవాడు
(d) వార్తలు చూసేవాడు.

8. ఉప సంపాదకుడు []

- (a) పత్రిక రాసేవాడు
(c) సమాచారం ప్రచారం చేసేవాడు

- (b) వార్తలు ముద్రించేవాడు
(d) సేకరించిన సమాచారాన్ని సరిచేసి సేవకు ముద్రించే చోర చూసేవాడు.

9. సంపాదకుడు []

- (a) ముద్రించేవాడు
(c) సమాచారాన్ని విశ్లేషణ చేసేవాడు

- (b) సమాచారం సేకరించేవాడు
(d) సమాచారం పంపించేవాడు

10. వార్తలు ఎలా రాయాలి []

- (a) చూసే రాయాలి
(c) చదివి రాయాలి

- (b) స్పష్టంగా రాయాలి
(d) పరిశీలన, విశ్లేషణ చేసే రాయాలి

11. వార్త పత్రికలో వార్తరకాలు []

- (a) సంస్కృతిక పరమైన వార్తలు
(c) విశోధనాత్మక మైన వార్తలు.

- (b) వ్యాపారం, క్రీడలకు సంబంధించినవి.
(d) పైతన్ని సరైనవి.

12. వార్త రకాలు []

- (a) క్రైం వార్తలు, క్రీడ వార్తలు

- (b) పంపిణీ, వ్యవసాయం

- (c) విజ్ఞానం, వ్యాపార

- (d) పైతన్ని సరైనవి

13. కీడ్స్ టైమ్స్ మిలీ జర్నలిజం []

- (a) బామ్మల ప్రదర్శన

- (b) సుస్తక ప్రదర్శన

- (c) సమాచార బోర్డుల ప్రదర్శన

- (d) విడికాడు

14. మిషన్ ట్రస్టింగ్ సెక్షన్ ☐

- (a) ముద్రించే పనులు మాత్రమే - చేసే విభాగం
- (b) యంత్రాలను తిప్పేట - చేయని విభాగం
- (c) పరికరాల సరఫరా - చేయని విభాగం
- (d) విద్యార్థులు

15. శీర్షిక ☐

- (a) వార్తలు (b) పేజీ నెంబరు (c) పాఠం పేరు (d) విషయ సూచిక

16. ఉపశీర్షిక ☐

- (a) సబ్ ఎడ్డింగ్ (b) విషయ సూచిక
- (c) పాఠం పేరు (d) రియూమిన్ పేరు

17. వార్తలు సేకరణ విభాగాలు ☐

- (a) గ్రామాలు, పట్టణాలు (b) వాణిజ్య ప్లేషన్, కోర్టులు
- (c) కంపెనీలు, విస్తృత వ్యాపారాలు (d) పేరిట

18. వార్తలు తిండించే సమయం ☐

- (a) ఉదయం 5 గం|| సుండి రాత్రి 10 గం|| వరకు
- (b) ఉదయం 6 గం|| సుండి సాయంత్రం 6 గం|| వరకు
- (c) 24 గం|| సమయం ..
- (d) ఉదయం 7 గం|| మాత్రమే.

19. ఫ్రీటింగ్ టైప్ ☐

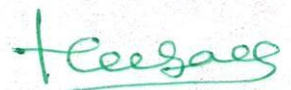
- (a) ప్లేక్స్ ముద్రించే (b) వార్త పత్రికలు ముద్రింపబడినవి.
- (c) పుస్తకాలు ముద్రించే (d) పోగ్ రైస్ ముద్రించే.

20. నీతి అనగా ☐

- (a) సంస్కృతి (b) ఆచారాలు (c) మంచి ప్రవర్తన (d) కట్టుబాట్లు



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ANSWER KEY:

1. a 2. c 3. a 4. d 5. c 6. a 7. c
8. d 9. c 10. d 11. d 12. d 13. c 14. a
15. c 16. a 17. d 18. c 19. b 20. c



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Certificate of Completion

This is to certify that Mr./Mrs *Ca:.....Sandhya Rani.....* *DHEP*
Completion of Add on Course in "TELUGU - JANAPADAKALALU" organized by
Department of Telugu for All groups B.A, B.com, B.Sc, the academic year 2020-21.
He /She are passed the course successfully in Grade

Hees

Course coordinator

Signature

Govt Degree College
PADERU-531024
visakhapatnam Dist

Signature

Principal

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Govt. Degree College
PADERU-531024
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Certificate of Completion

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Course coordinator

Lecturer
Govt. Degree College
PADERU-531024
Visakhapatnam Dist

[Signature]
Principal

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Govt. Degree College
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