

ASD GOVERNMENT DEGREE COLLEGE FOR WOMEN (A)
KAKINADA



DEPARTMENT OF COMMERCE

CERTIFICATE COURSE

ON

MS-OFFICE & TALLY

2022-2023



23/12/23

To
The Principal,
ASD Government Degree College for (W) (A),
Kakinada.

Date: 23-12 -2023

Respected Madam

Sub: Req- for the permission to start a Certificate Course for all
Students.

As per the subject cited above, I am bringing to your kind notice that
Department of Commerce want to commence a certificate course on “MS-
OFFICE AND TALLY ” I hope my request will meet your consideration.

Thanking you Madam,

N.P.V. K. Das
Yours Sincerely



ASD GOVERNMENT DEGREE COLLEGE FOR WOMEN (A), KAKINADA

DEPARTMENT OF COMMERCE

Activity Register 2022-2023



DATE	2-01-2023 to 27-03-2023
Conducted in collaboration with -	DEPARTMENT OF COMMERCE
Name of the Activity	CERTIFICATE COURSE
Title	MS- OFFICE & TALLY
No. of Participants	75
Details of Participants	B.Com Students
Brief Report on the Activity	A Certificate Course conducted on MS-Office & Tally for all the students of B.Com and also MS – Office for Office Tools- Name of the Resource person – Siva Rama Krishna
Name of the lecturers who planned & conducted the activity	All Staff Members
Signature of the Department Incharge	R.R.D Srisak
Signature of the Principal	

ASD GOVT DEGREE COLLEGE FOR WOMEN (A), KAKINADA

DEPARTMENT OF COMMERCE & JKC

CIRCULAR

Date: 23-12-2022

Department of Commerce is going to conduct certificate course on

MS-OFFICE - CERTIFICATE COURSE

It is informed to all the Teaching Staff the Department of Commerce is going to organize a certificate course on "MS-OFFICE" from 02-01-2023 for all I,II and III ^{YEAR} ~~semester~~ students from U.G. Hence, the course duration is 45 Day's and the students can enroll their names by paying 200/- in the Department of Commerce. -

Enroll your name & with *Dr. A. Sanyalaya - Lec. in Commerce*

[Signature]
In-charge.
Dept. of Commerce

V. Anantha Lakshmi
Principal
23/12/22

com Em
Tm
CA

IB. Com Sec I
Sec II
CA

com Sec I
Sec II
CA
2/1/23

IBA - HEP
THP
HET

BSc

I

II

III

MPC

} Sachin 2/1/23

} [Signature]

MPCs, mscs

CBZ

CBHT

CZAQ/T

MSc

} M. Suf 2/1/23

} [Signature]

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ASD GOVT DEGREE COLLEGE FOR WOMEN (A), KAKINADA

DEPARTMENT OF COMMERCE

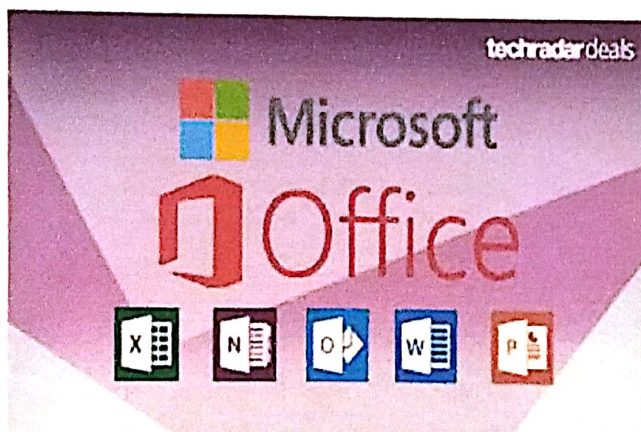
NOTICE

Department of Commerce is going to conduct certificate course on

MS-OFFICE - CERTIFICATE COURSE

Objectives:

- To enable students to enrich the practical Knowledge in MS OFFICE.
- To give basic information about the computer system.
- To be able to create and share presentations.
- To make the students professional in MS OFFICE.



Details:

- Course start from 02-01-2023
- Course duration is 45 Days
- 100 students are eligible for the course
- Course fee 200/-
- I,II & III Year U.G Students are eligible for certificate course.

Interested students can enroll their names in the Department of Commerce

A.S.D.GOV.T.DEGREE COLLEGE WOMEN (A) KAKINADA
LIST OF TEACHING STAFF

S. No.	Name of the employee	Designation	Signatures
1	Dr.V.Anatha Lakshmi	Principal	
2	M.Suvarchala	Lec in Home Science	M. Suvarchala 27/12/22
3	P.Sanjotha	Lec in English	P. Sanjatha
4	Y.Swarna Sri	Lec in English	Y. Swarna Sri
5	Dr.P.Santhi	Lec in English	P. Santhi
6	Dr.D.Krishna Gayatri	Lecturer in Telugu	D. Krishna Gayatri 26/12/22
7	K.Madhavi	Lecturer in Telugu	K. Madhavi
8	Dr.K.Syamala Devi	Lecturer in Telugu	K. Syamala Devi
9	A.Swathi	Lecturer in Hindi	A. Swathi
10	V.Mallikarjuna Sarma	Lec. In Chemistry	V. Mallikarjuna Sarma
11	Dr.K.Jhansi Lakshmi	Lec. In Chemistry	K. Jhansi Lakshmi 2/1/23
12	Dr. S.Priya Darshini	Lec. In Chemistry	
13	P.Leena	Lec.in Chemistry	P. Leena 28/12/22
14	K.N.V.S.N.Eswari	Lec.in Botany	
15	Dr.M.Sulakshana	Lec.in Botany	M. Sulakshana 27/12/22
16	K.Vekateswararao	Lec. In Physics	K. Vekateswararao
17	B.Suryanarayana Devara	Lec. In Physics	B. Suryanarayana Devara
18	D.Jaya Sree	Lec. In Micro Biology	D. Jaya Sree 28/12/22
19	M.Vasatha Lakshmi	Lec. In Zoology	M. Vasatha Lakshmi 28/12/22
20	S.Madhavi	Lec. In Zoology	S. Madhavi 2/1/2023
21	K.Lavanya	Lec. In H.Science	
22	Dr. G.Anitha	Lec. In H.Science	G. Anitha
23	Y.Sita Maha lakshmi	Lec.in History	
24	Dr. K.Yamuna	Lec.in Economics	

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S.no	Name	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
1	P. Anitha Lakshmi *	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	G. Durga devi *	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	R. Akhila *	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	P. Dhana Lakshmi *	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	P. Radha Priya *	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	N. Akhila Lakshmi *	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	K. Daiva krupa *	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	P. Mounika *	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	P. Maha lakshmi *	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	D. Premalatha *	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	B. Bhargavi *	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12	P. Divya Rajam *	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13	N. Ramaya *	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14	M. Jahnvi *	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15	Y. Raji *	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16	P. Bhavani *	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17	K. Sandhya Rani *	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18	P. Subhalaxmi *	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	S. Haritha *	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

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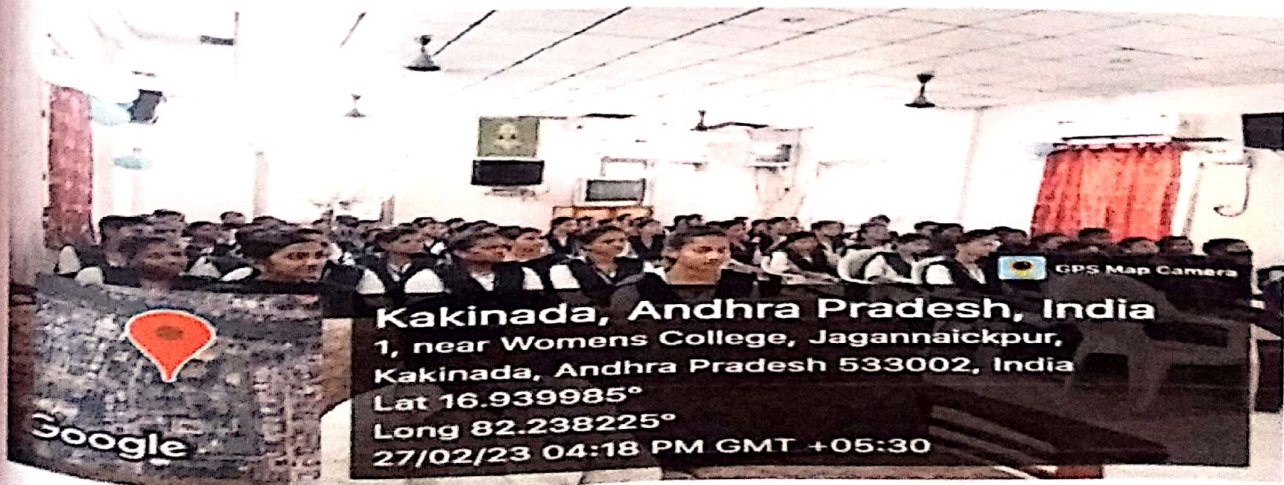
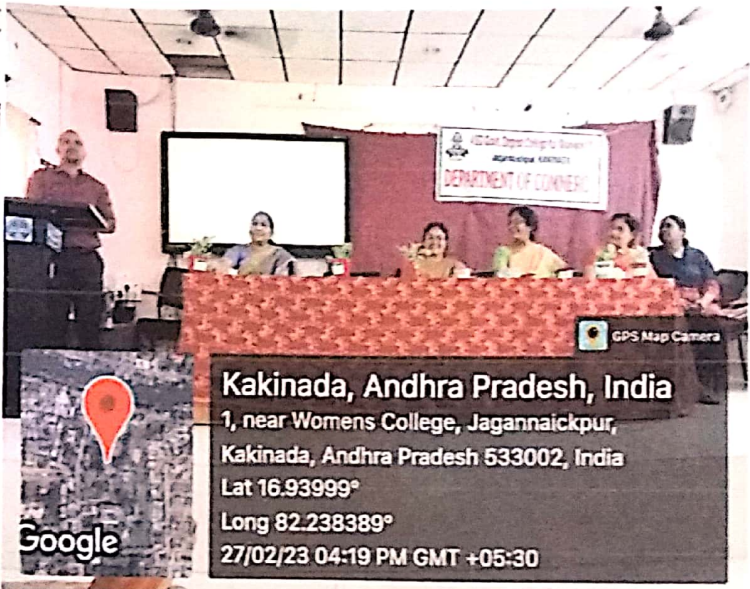
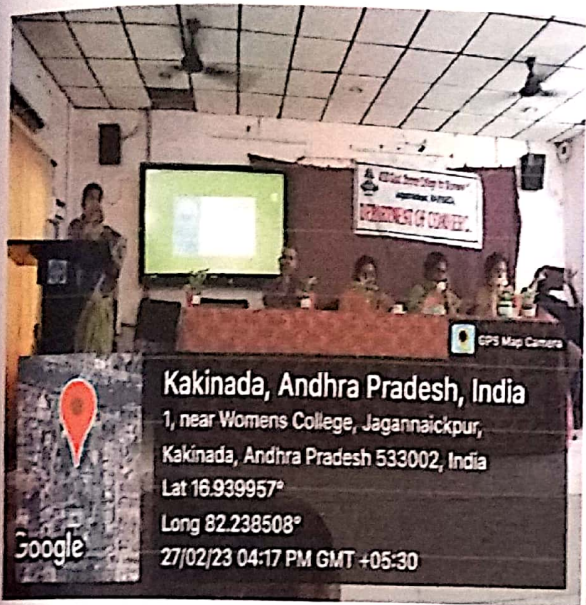
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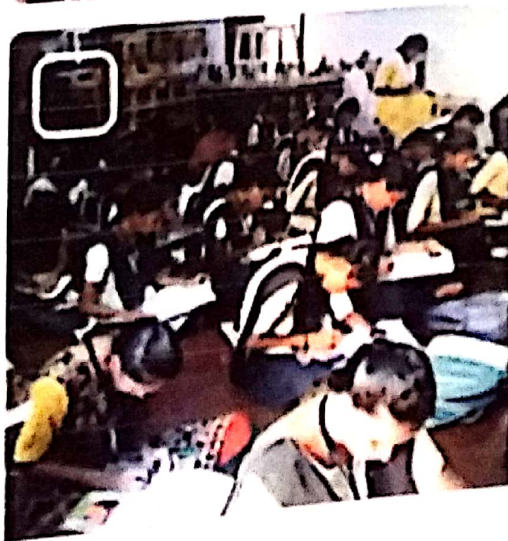
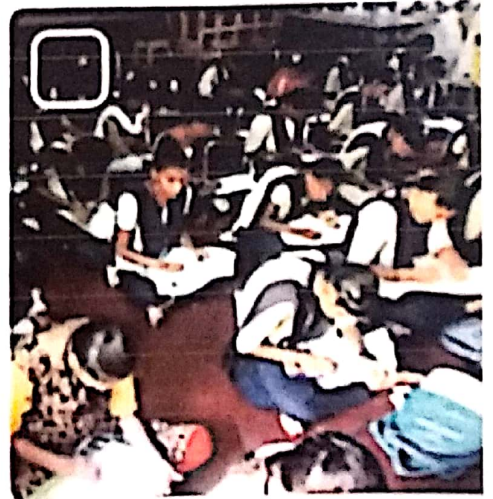
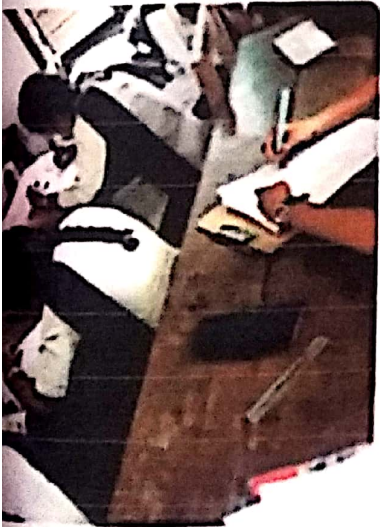
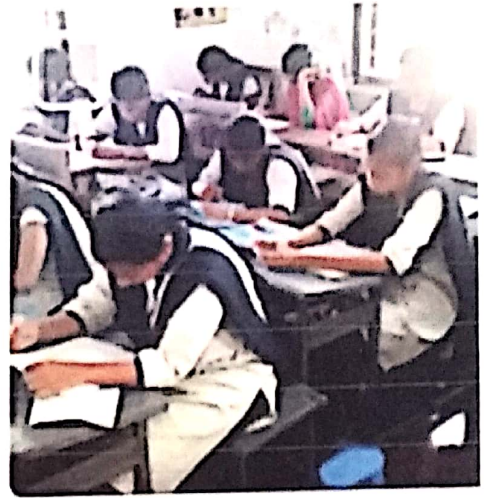
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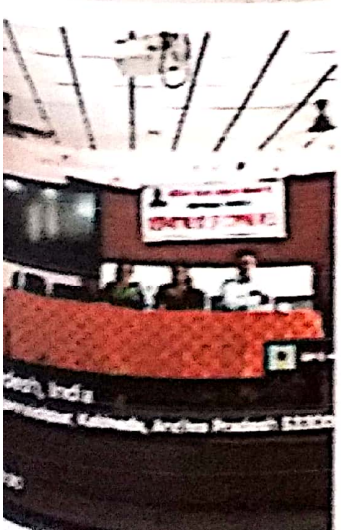
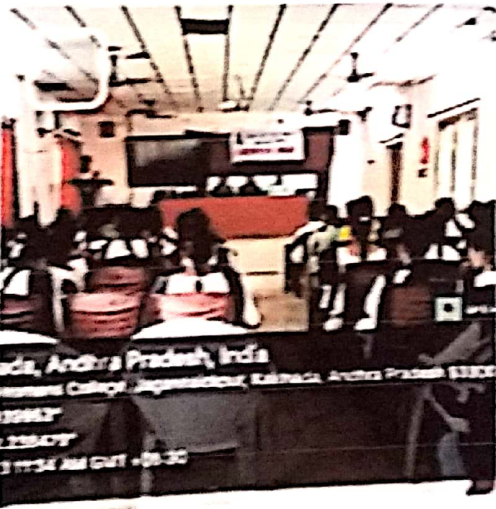
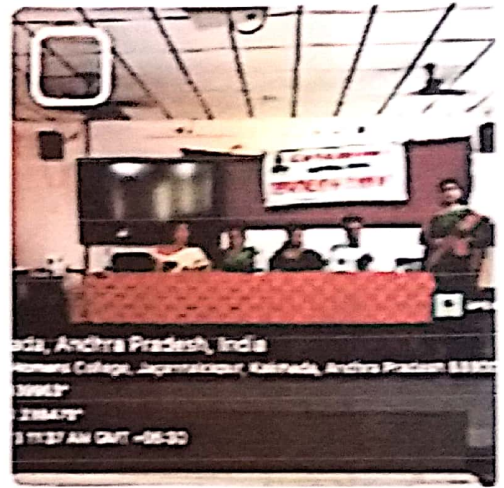
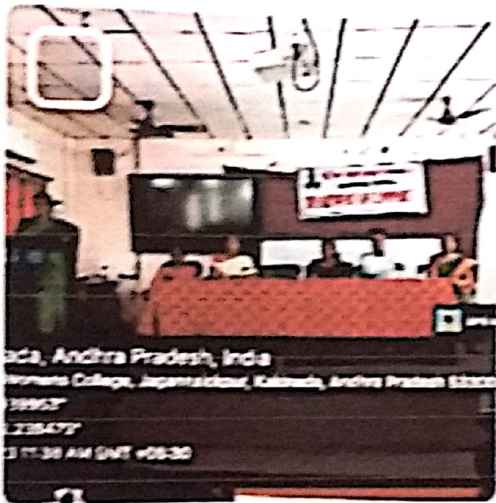
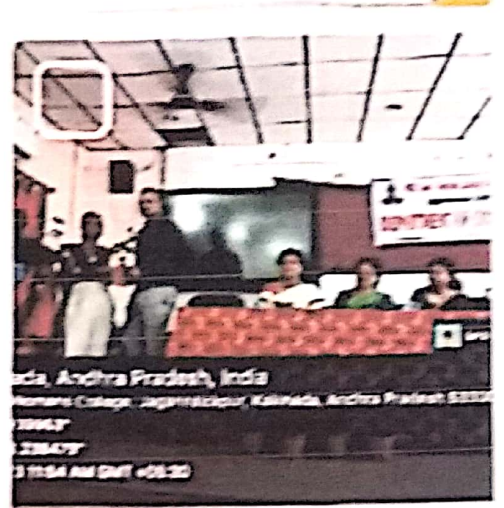
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III B.com (CST)









1, near Womens College, Jagannaickpur, Kakinada, Andhra Pradesh 533002, India
 Latitude 16.940144360996783° Longitude 82.23850551992655°
 Local 12:25:11 PM Altitude 3 meters
 GMT 06:55:11 AM Saturday, 01.04.2023



1, near Womens College, Jagannaickpur, Kakinada, Andhra Pradesh 533002, India
 Latitude 16.940144360996783° Longitude 82.23850551992655°
 Local 12:25:11 PM Altitude 3 meters
 GMT 06:55:11 AM Saturday, 01.04.2023



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 GMT 06:55:59 AM Saturday, 01.04.2023



1, Main Rd, Jagannaickpur, Kakinada, Andhra Pradesh 533001, India
 Latitude 16.9394773° Longitude 82.2381898°
 Local 12:24:55 PM Altitude 3 meters
 GMT 06:54:55 AM Saturday, 01.04.2023

అన్నవరం సత్యవతి దేవి మహిళా కళాశాలలో డిపార్ట్మెంట్ అఫ్ కామర్స్ ఆధ్వర్యంలో

ఘనంగా ఎంఎస్ ఆఫీస్ సర్టిఫికేట్ కోర్స్ ముగింపు కార్యక్రమము

కాకినాడ - జనసేన ప్రతినిధి, స్థానిక అన్నవరం సత్యవతి దేవి మహిళా కళాశాలలో డిపార్ట్మెంట్ అఫ్ కామర్స్ ఆధ్వర్యంలో ఎంఎస్ ఆఫీస్ సర్టిఫికేట్ కోర్స్ ముగింపు కార్యక్రమము కళాశాల ప్రెసిడెంట్ డాక్టర్ వి. అనంత లక్ష్మి ఆధ్వర్యంలో జరిగింది. ఈ ముగింపు కార్యక్రమానికి ముఖ్య అతిథి గా ఎస్ ఐ ఆర్ సి కాకినాడ ట్రాంట్ చైర్ పర్సన్ సి పి వి. రాధా విచ్చేసి విద్యార్థినులకు శుభాకాంక్షలు తెలుపుతూ అభినందించారు. ఎస్ ఐ ఆర్ సి కాకినాడ ట్రాంట్ ఎగ్జిక్యూటివ్ మెంబర్ సి పి గంగారాం కోర్స్ యొక్క ప్రాముఖ్యతను తెలియజేశారు. మొత్తం 82 మంది విద్యార్థినులు ఎస్ వి సాఫ్ట్ వేర్ సర్టిఫికేట్ పాస్ చేసి, శివ కృష్ణ ఆధ్వర్యంలో జె టె సి సౌజన్యం తో కోర్స్ ను సునీల్ కుమార్ సర్టిఫికేట్ పొందడం జరిగింది. ఇంకా ఈ కార్యక్రమంలో చారిత్రక విభాగాధిపతి శ్రీమతి రామ దుర్గ శిరిషా, జె టె సి కోఆర్డినేటర్





14) Write The G.S.T Type Of Slabs And Slots

GST are three types 1. CGST, 2. SGST 3. IGST

GST Slabs rates :- 0%, 5%, 12%, 18%, 28%.

15) Why PowerPoint Use?

Presentation

16) What Is The Difference Between Word Document And WordPad?

word document have Tables, Icons and its use for Bio-d
word pad don't have Tables, Icons and its use for Resume.

17) M.S Word Document Why Coming Redline, Blue Line, Green Line?

Redline comes for spelling mistakes, Blue line comes for
Email IDs, Phone numbers. Green line comes for disnady mistakes.

18) What Is Sun Creditor And Sun Debtor?

Sundry creditor means who person Buy the Goods
Sundry debtor means who person Sale the Goods.

19) What Is Excel Box

A) Phone

B) Cell

C) Mobile

(B) ✓

20) M.S Word Document Format Tab When We Use

A) Shapes

B) Insert

C) String

(B) ✓

21) M.S Word Document We Take The Table Option Which Tab We Use

A) View

B) Page Layout

C) Insert

(C) ✓

22) What Is Computer Key Board Name

A) Charles Babbage

B) Qwerty

C) Type

(B) ✓

23) What Are Function Keys?

A) F1tof4

B) F5tof8

C) F1tof12

(C) ✓

24) Write The All Shortcut Keys?

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14) Write The G.S.T Type Of Slabs And Slots

A:- GIST 3 Types ① CGIST ② SGIST ③ IGIST

Slab Rate :- 0%, 5%, 12%, 18%, 28%. GIST under Duties Tax

GIST - ① Central Goods and Service Tax

② State Goods and Service Tax

③ Integrate Good and Service Tax 5%, 2.5%, 2.5

15) Why PowerPoint Use?

A:- click Mspower point ist we de name and site model designs a fine setting and then click by yes & se played the comany power po

16) What Is The Difference Between Word Document And WordPad?

A:- word pad only letters, paragraphs only

word document Resum, icons, only one ready to the word document not only word pad. books. Bio-Data

17) M.S Word Document Why Coming Redline, Blue Line, Green Line?

A:- Redline is a strong typing and not local word - Disnaway word

Green line is a Spelling mistakes. Grammar mistakes

Blue line is a letter mistakes and small letters

18) What Is Sun Creditor And Sun Debtor?

A) Creditor is a sales in the products

Debtor is a purchase in the product

19) What Is Excel Box

A) Phone

B) Cell

C) Mobile

(B) ✓

20) M.S Word Document Format Tab When We Use

A) Shapes

B) Insert

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21) M.S Word Document We Take The Table Option Which Tab We Use

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22) What Is Computer Key Board Name

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C) Type

(B) ✓

23) What Are Function Keys?

A) F1 to F4

B) F5 to F8

C) F1 to F12

(C) ✓

24) Write The All Shortcut Keys?

* ctrl - A → all select

* ctrl - P - print

* ctrl - R - Right

* ctrl -

* ctrl - C → copy

* ctrl - N - New page

* ctrl - L - left

* ctrl -

* ctrl - V → paste

* ctrl - Z - Undo

* ctrl - I - Italic

* ctrl -

* ctrl - X → cut

* ctrl - Y - redo

* ctrl - E - cental

* ctrl -

25) Write The All Formulas Student Marks List, Percentage List, Attendance List Monthly and Yearly.



A.S.D.GOVERNMENT DEGREE COLLEGE FOR WOMEN (AUTONOMOUS), KAKINADA
 DEPARTMENT OF COMMERCE

CAREER ORIENTATION PROGRAM IN COLLABORATION WITH CORAMANDAL AND IKKA FOUNDATION

QUESTIONS	Score Range 5 Indicate: Excellent 1 Indicate : Poor				
	Excellent	Very Good	Good	Average	Poor
How do you rate the Training programme you gone through?	✓				
Is Training program enhanced your Soft skills?		✓			
Is the training on Goal setting help you to fix your goal?	✓				
Is the training program is interactive or not?	Yes ✓				
How well were trainers able to communicate with you?	✓				
Is the institution take interest to promote such Training Programs?	✓		✓		
How do you rate the teaching and Mentoring process?	✓				
Is the training program help you to identify your weaknesses and make you to overcome?	✓				
Do you feel that the training programme is useful to you?	✓				
Overall rating on various activities you participated during the training?	✓				