



**K.H. GOVERNMENT DEGREE COLLEGE
DHARMAVARAM**

DEPARTMENT OF COMPUTER APPLICATIONS

A.Y - 2019-20



Certificate Course

in

Data Analysis using Excel

K.H.GOVERNMENT DEGREE COLLEGE DHARMAVARAM.

Department of Computer Applications

Minutes of the Department meeting for the Conduct of Certificate Course in Data Analysis using Excel

Date: 10-06-2019

The Department of Computer Applications has decided to introduce a Certificate Course in Data Analysis using Excel. The Data Analysis Using Excel Certificate Course is designed to equip learners with essential skills for analyzing and interpreting data using Microsoft Excel. Over the course, participants delve into Excel's robust data analysis tools and techniques, starting with fundamental functions and formulas, and advancing to more complex features such as pivot tables, advanced charting, and data visualization. Key topics include data cleaning, statistical analysis, and the use of Excel's built-in functions to perform calculations and generate insights.

The course emphasizes practical application through hands-on exercises and real-world case studies, enabling students to effectively manage and analyze large datasets. By the end of the course, participants will have developed the ability to transform raw data into actionable insights, culminating in a final project that showcases their proficiency. Earning the certificate signifies that learners have achieved a solid understanding of data analysis principles using Excel, preparing them for roles that require data-driven decision-making.

Signature of the Faculty Members



Principal



PRINCIPAL
K.H. Govt. Degree College
Dharmavaram - 515671
Anantapur (Dist) A.P

Department of Computer Applications

Proposal for the introduction of certificate course in Data Analysis using Excel

Date: 11-06-2019

From

T. Ramamohan Reddy
Lecturer in Computer Applications
K.H. Government Degree College
Dharmavaram

To

The Principal
K.H. Government Degree College
Dharmavaram
Sir,

Sub: Department of Computer Applications-Conducting a Certificate Course in
Data Analysis Using Excel Permission sought-request regarding.

I Would like to request you to kindly grant me permission to run a 4 week certificate course on **Data analysis using Excel** (A hands on training program in Data Analysis using Excel) from 17-06-2019 onwards.

I also request you to kindly launch the Certificate Course.

Thanking you sir,

Yours faithfully,

T. Ramamohan Reddy



PRINCIPAL

K.H. Govt. Degree College
Dharmavaram - 515671
Anantapur (Dist) A.P

K.H GOVERNMENT DEGREE COLLEGE

DHARMAVARAM

DEPARTMENT OF COMPUTER APPLICATIONS

CIRCULAR

The Department of Computer Applications is conducting certificate course in **Data Analysis using Excel** for the students of all streams B.A / B.Com / B.Sc. The Course commences from 13-06-2019. The Duration of the course is 1 month and there is no registration fee.

Students will receive e-certificate upon successful completion of the course.

PRINCIPAL

PRINCIPAL

K.H. Govt. Degree College
Dharmavaram - 515671
Anantapur (Dist) A.P

Contact :

T .Ramamohana Reddy

9966358447



Data Analysis using Excel(2019-2020)

Course Objectives:

- To get working knowledge of Excel for Data Analysis.
- Perform basic spreadsheet tasks including navigation, data entry, and using formulas.
- Employ data quality techniques to import and clean data in Excel.
- Analyse data in spreadsheets by using filter, sort, look-up functions, as well as pivot tables.


Learning Outcomes:

- Learn new concepts from industry experts
- Gain a foundational understanding of a subject or tool
- Develop job-relevant skills with hands-on projects
- Earn a shareable career certificate

Course Content

Sl. No.	Module	Content
1	Module1	Introduction to Data Analysis using spreadsheets.
2	Module2	Simple Examples
3	Module 3	Cleaning and Wrangling Data using Spreadsheets
4	Module 4	Analysing Data using spreadsheets
5	Module 5	Final Project




PRINCIPAL
K.H. Govt. Degree College
Dharmavaram - 515671
Anantapur (Dist) A.P

K.H.GOVERNMENT DEGREE COLLEGE DHARMAVARAM

Department of Computer Applications

List of Registered Students in Certificate Course in Data Analysis using Excel 2019-2020

Sl. No	Register Number	Name of the Student	Group	Signature
1	180045032	ANKE REKHA	III B.com(CA)	Anke Rekha
2	180045033	BANDAARU KARTHIK	III B.com(CA)	B. Karthik
3	180045034	BANDI SIVAIAH	III B.com(CA)	Bandi Sivaiah
4	180045036	BATHYAM KALPANA	III B.com(CA)	B. Kalpana
5	180045035	BBASIKONDLA MAHENDRA	III B.com(CA)	B. Mahendra
6	180045037	BHOOME OMPRAKASH	III B.com(CA)	B. Omprakash
7	180045031	DASARI SREENIVASULU	III B.com(CA)	D. Sreenivasulu
8	180045039	DUGGILI MALLIKARJUNASWAMY	III B.com(CA)	D. Mallikarjuna Swamy
9	180045040	JINDE BALAJI	III B.com(CA)	Jinde Balaji
10	180045042	KANUGALA BABU	III B.com(CA)	K. Babu
11	180045043	KANUGULA MURTHY	III B.com(CA)	K. Murthy
12	180045044	KODAVANDLAPALLI SWETHA	III B.com(CA)	K. Swetha
13	180045045	KOTANKARI SAINATH	III B.com(CA)	K. Sainath
14	180045046	KUNCHAPU SATHOSHKUMAR	III B.com(CA)	K. Senthosh Kumar
15	180045047	MEDAPURAM AMARNATH	III B.com(CA)	M. Amarnath
16	180045048	NIRUGANTI YERRY SWAMY	III B.com(CA)	N. Swamy
17	180045049	PAMISSETTY RADHA	III B.com(CA)	P. Radha
18	180045050	PEDDARIKAM NAVEEN	III B.com(CA)	P. Naveen
19	180045051	RABBA THIRUMALA	III B.com(CA)	R. Thirumala
20	180045052	SEELA VANI	III B.com(CA)	S. Vani
21	180045053	SHAIK TIPPUSULTHAN TIPPU SULTHAN	III B.com(CA)	S. Tippusulthan
22	180045054	TALARI SRIDHAR KUMAR	III B.com(CA)	T. Sridhar Kumar
23	180045055	THIMMAPURAM GOUSIA	III B.com(CA)	T. Gousia
24	180045056	YENGALASETTY JAYALAKSHMI	III B.com(CA)	Y. Jayalaxmi
25	180045057	YETURI VANI	III B.com(CA)	Y. Vani
26	180045038	BILLA RAJU	III B.com(CA)	B. Raju
27	180045041	KANDHURI PAVANKALYAN	III B.com(CA)	K. Pavan kalyan
28	180045031	AASAD APARNA	III B.com(CA)	A. Aparna
29		RANGAM RANGASWAMY	II B.com(CA)	R. Rangaswamy
30		SAKE NANDINI (W)	II B.com(CA)	S. Nandini
31		SAKE NARAYANA SWAMY	II B.com(CA)	S. Narayana Swamy
32		SHAIK DADA KHALANDAR	II B.com(CA)	S. Dada Khalar
33		SHAIK FAREEDA (W)	II B.com(CA)	S. Fareeda
34		SHAIK MUNNEERA	II B.com(CA)	S. Munneera

35	SIRIGINENI ARUNA JYOTHI (W)	II B.com(CA)	S. Aruna Jyothi
36	SIRIYALA AMEER BASHA	II B.com(CA)	S. Ameer Basha
37	THIRUVEEDHULA AMULYA (W)	II B.com(CA)	T. Amulya
38	U CHANDRASEKHAR	II B.com(CA)	U. Chandrasekhar
39	URUMALA PRASANNAKUMARI(W)	II B.com(CA)	U. R. Prasadakumari
40	VARIMADUGU BABU MOHAN	II B.com(CA)	V. Babu Mohan
41	VEERANALA NAGARAJU	II B.com(CA)	V. Nagaraju

T. Amulya



Principal
K.H. Govt. Degree College
Dharmavaram - 515671
Anantapur (Dist) A.P.



K.H. GOVERNMENT DEGREE COLLEGE DHARMAVARAM



Affiliated to Sri krishnadevaraya university(Sku) Anantapurm
Department of Computer Applications

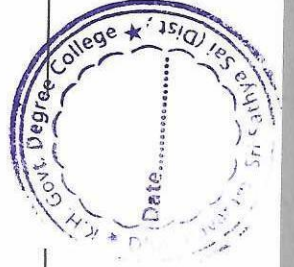
Certificate of participation

This is to certify that Mr./Miss/Mrs. _____
Studying _____ successfully completed **Data Analysis using Excel**
Certificate Course organized by Department of Computer Applications, K.H
Govt. Degree College, Dharmavaram held From _____ to _____

T. Reddy
COORDINATOR

W.M.V.
PRINCIPAL

PRINCIPAL
K.H. Govt. Degree College
Dharmavaram - 515671
Anantapur (Dist) A.P




K.H GOVERNMENT DEGREE COLLEGE, DHARMAVARAM
Data Analysis using Excel Certificate Course(2019-2020)
Participants Feedback Form

1. How would you rate the overall quality of the course content?
 - Excellent
 - Good
 - Average
 - Poor
2. How well did the course cover fundamental Excel functions and formulas for data analysis?
 - Excellent
 - Good
 - Average
 - Poor
3. How effectively did the course address advanced data analysis techniques (e.g., pivot tables, data visualization, macros)?
 - Excellent
 - Good
 - Average
 - Poor
4. How would you rate the instructor's knowledge and expertise in data analysis using Excel?
 - Excellent
 - Good
 - Average
 - Poor
5. How clear and understandable were the explanations and instructions provided during the course?
 - Excellent
 - Good
 - Average
 - Poor
6. How engaging and interactive was the course delivery?
 - Excellent
 - Good
 - Average
 - Poor
7. How useful were the course materials (e.g., worksheets, case studies, reference guides)?
 - Excellent
 - Good
 - Average
 - Poor
8. How well did the course materials support your learning and application of data analysis techniques in Excel?
 - Excellent
 - Good
 - Average
 - Poor






PRINCIPAL
K.H. Govt. Degree College
Dharmavaram - 515671
Anantapur (Dist) A.P

K.H GOVERNMENT DEGREE COLLEGE, DHARMAVARAM

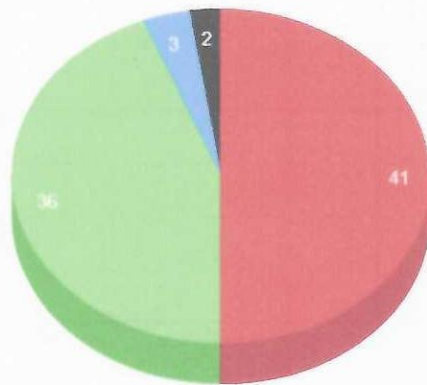
Data Analysis using Excel Certificate Course(2019-2020)


Participants Feedback Form

- Total Students: 41
- Excellent: 36
- Very good: 03
- Good: 02

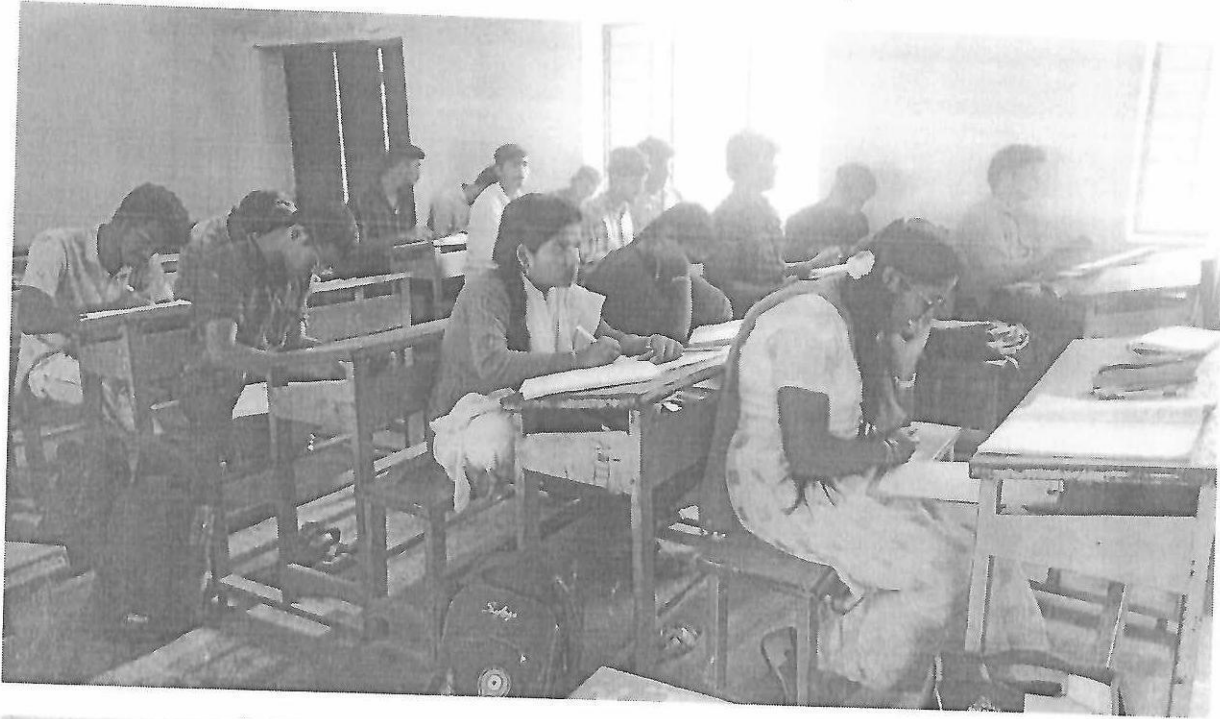
Pie Chart

● Total students ● Excellent ● very good ● good




PRINCIPAL
K.H. Govt. Degree College
Dharmavaram - 515671
Anantapur (Dist) A.P

Certificate course photos (2019-2020)



[Handwritten signature]



[Handwritten signature]
PRINCIPAL
K.H. Govt. Degree College
Dharmavaram - 515671
Anantapur (Dist) A.P

**K H GOVERNMENT DEGREE COLLEGE
DHARMVARAM**

DEPARTMENT OF POLITICAL SCIENCE



Certificate Course

On

LEADERSHIP AND COMMUNITY DEVELOPMENT

2019-2020

K.H. GOVERNMENT DEGREE COLLEGE: DHARMAVARAM


DEPARTMENT OF POLITICAL SCIENCE

Add-On Course - A.Y.2019-20

Minutes of the department- Dt: 06-08-2019

The Department of Political Science resolved to offer the subject related Add on Course Namely 'Leadership and Community Development' for students of B.A to complement their knowledge and skills in their subject and with an aim at imparting a basic knowledge about Leadership, Community Development and Rights of Citizens.

Further it is resolved to conduct the classes During the Evenings between 4 pm and 5 pm for 30 days from 12-08-2019 and to decide the Syllabus, Schedule of the classes and the topics to be covered during the course period.


A. VISWANATHA REDDY, M.A., B.Ed.,
Lecturer in Political Science
K.H. Govt. Degree College
DHARMAVARAM - 515672
Anantapur Dist. A.P.


PRINCIPAL
K.H. Govt. Degree College
DHARMAVARAM - 515 671
Anantapuramu Dist (A.P)



Date: 06-08-2019

From
The Lecturer In-charge
Dept of Political Science
K. H. Govt. Degree College
DHARMAVARAM.

To
The Principal
K. H. Govt. Degree College
DHARMAVARAM.

Respected Sir,

Sub: Add on course "Leadership and Community Development" – permission – reg

With reference to the subject mentioned, Department of Political Science is planning conduct on add-on course on "Leadership and Community Development" in this academic year. Classes for the said course will be held after or pre college hours for about 30 days. Therefore, due permission may kindly be accorded with necessary cooperation to conduct the same.

Thanking you sir

A. Viswanatha Reddy

In-charge of Department

A. VISWANATHA REDDY, M.A., B.Ed.,
Lecturer in Political Science
K.H. Govt. Degree College
DHARMAVARAM - 515672
Anantapur Dist. A.P.



K.H. Govt. Degree College
Principal

PRINCIPAL
K.H. Govt. Degree College
DHARMAVARAM - 515 671
Anantapuramu Dist (A.P.)

ADD ON COURSE ON LEADERSHIP AND COMMUNITY DEVELOPMENT

DATED ON 12-08-2019 to 11-9-2019

CIRCULAR

The Department of Political Science is decided to conduct a Add on Course on "Leadership and Community Development" from 12-08-2019 to 11-9-2019. With this connection The Department of Political Science also decided to conduct a meeting with Faculty of Arts BA (All the Lecturers) on 6-8-2019, at Room No: 15 to discuss about above the course. We also invite your valuable suggestions and your opinion in the above course.

Participated Lecturers:

1) A. V. Reddy
2) R. V. Reddy

A. V. Reddy
Department of Political Science in charge

A. VISWANATHA REDDY, M.A., B.Ed
Lecturer in Political Science
K.H. Govt. Degree College
DHARMAVARAM - 515672
Anantapur Dist. A.P.

[Signature]
PRINCIPAL
K.H. Govt. Degree Collegy.
DHARMAVARAM - 515 671
Ananthapuramu Dist (A.P)





Dr.K. SURESH
Principal

**K.H.GOVERNMENT DEGREE COLLEGE,
DHARMAVARAM, ANANTAPUR DISTRICT
ANDHRA PRADESH**

DEPARTMENT OF POLITICAL SCIENCE

ADD ON COURSE ON

**“LEADERSHIP FOR COMMUNITY DEVELOPMENT”
SYLLABUS**

12-08-2019 to 11-09-2019

Learning Outcomes:

1. To enable the students to acquire Leadership Skills and Soft skills
2. To have an understanding on Cyber Laws
3. To have broader outlook on Central Schemes
4. To acquire the knowledge on Yoga
5. To enable students to participate in community development services

Module 1	Leadership-The Concept, Qualities, Styles, Skills-Life Skills and Soft Skills
Module 2	Creating Critical awareness and Understanding of Cyber Laws
Module 3	Prime Minister Flagship Programmes for Financial and Social Inclusion
Module 4	Yoga is a way of Life
Module 5	Personality Development and Programme Management
Module 6	Good Citizenship, Civic manners and respect for Ethics and Values
Module 7	Community Development and Community Service
Module 8	Role of NGOs and Civil Society in Community Development

A. Viswanatha Reddy


A. VISWANATHA REDDY, M.A., B.Ed.,
Lecturer in Political Science
K.H. Govt. Degree College
DHARMAVARAM - 515672
Anantapur Dist. A.P.

[Signature]

PRINCIPAL
K.H. Govt. Degree College
DHARMAVARAM - 515672
Anantapur Dist. A.P.

TOPIC AND RESOURCE PERSONS

SL.NO	NAME OF THE TOPIC	NAME OF THE RESOURCE PERSON
1	LEADERSHIPSHIP QUALITIES AND SKILLS	A. Viswanatha Reddy
2	CREATING CRITICAL AWARENESS AND UNDERSTANDING OF CYBER LAWS	A. Viswanatha Reddy
3	FLAGSHIP PROGRAMMES FOR FINANCIAL AND SOCIAL INCLUSION	A. Viswanatha Reddy
4	YOGA IS A WAY OF LIFE	A. Viswanatha Reddy
5	PERSONALITY DEVELOPMENT AND PROGRAM MANAGEMENT	A. Viswanatha Reddy
6	GOOD CITIZENSHIP; CIVIC MANNERS AND RESPECT FOR ETHICS AND VALUES	A. Viswanatha Reddy
7	COMMUNITY DEVELOPMENT AND COMMUNITY SERVICE	A. Viswanatha Reddy
8	ROLE OF NGOs IN COMMUNITY DEVELOPMENT	A. Viswanatha Reddy


A. VISWANATHA REDDY, M.A., B.Ed.,
Lecturer in Political Science
K.H. Govt. Degree College
DHARMAVARAM - 515677
Anantapur Dist. A.P.


PRINCIPAL
K.H. Govt. Degree Colleg.
DHARMAVARAM - 515 671
Anantapuramu Dist (A.P)

Summary Report of Add on Course offered in Leadership and Community Development

Department of Political Science inaugurated add on course on “Leadership and Community Development” on 12-08-2019, 30 classes were engaged from 12-08-2019 to 11-09-2019. For this Leadership and Community Development Course we invited Principal Dr. K. Suresh to deliver lecture and also invited Dr. Prasad Reddy and Sreeram, Physical Education. The students were benefitted by these lectures. 27 BA Students were enrolled in this course. After completion of the Course we conducted examination. Students performed well in this examination. By this course they improved their skills. We evaluated their Answer scripts and they were given their scripts for future reference. Certificates were awarded to every student who completed this course.

Signature of the Lecturer,

A. VISWANATHA REDDY, M.A., B.Ed.,
Lecturer in Political Science
K.H. Govt. Degree College
DHARMAVARAM - 515672
Anantapur Dist. A.P.

Signature of the IQAC Co-ordinator,

Signature of the Principal,

PRINCIPAL
K.H. Govt. Degree College
DHARMAVARAM - 515 671
Anantapur Dist (A.P.)

K.H. GOVERNMENT DEGREE COLLEGE, DHARMAVARAM

Department of Political Science

ADD ON COURSE ON LEADERSHIP AND COMMUNITY DEVELOPMENT

STUDENTS LIST (A.Y-2019-2020)

Sr. No	Reg. Number	Name of The Student	Group	Signature of the Student
1	190043001	A. AKHIL	BA EHP	A. Akhil
2	190043002	B. RAJKUMAR	BA EHP	B. Rajkumar
3	190043003	B. SIMHADRI	BA EHP	B. Simhadri
4	190043004	B. JAGADEESH	BA EHP	B. Jagadeesh
5	190043006	C. RANGASWAMY	BA EHP	C. Rangaswamy
6	190043008	C. NARESH	BA EHP	C. Nareesh
7	190043010	D. JYOTHI	BA EHP	D. Jyothi
8	190043011	D. KRISHNA MOHAN	BA EHP	D. Krishna Mohan
9	190043012	G. PRABHAVATHI	BA EHP	G. Prabhavathi
10	190043013	K. VISWANATH	BA EHP	K. Viswanath
11	190043015	M. CHANDRA SEKHAR	BA EHP	M. Chandra Sekhar
12	190043017	P. LAKSHMI	BA EHP	P. Lakshmi
13	190043018	P. GURU PRASAD	BA EHP	P. Guru Prasad
14	190043021	S. NISHANTH	BA EHP	S. Nishanth
15	190043022	T. ANJALI	BA EHP	T. Anjali
16	190043023	V. HARSHAVARDHAN	BA EHP	V. Harshavardhan
17	190043024	Y. SRAVANI	BA EHP	Y. Sravani
18	200043004	B. RAMU	BA EHP	B. Ramu
19	200043005	B. ARAVIND KUMAR	BA EHP	B. Aravind
20	200043008	G.P.Y. SARASWATHI	BA EHP	P. Sara
21	200043009	K. REDDAPPA	BA EHP	K. Reddappa
22	200043010	K. SRAVANI	BA EHP	K. Sravani
23	200043011	K. HARINDRA	BA EHP	K. Harindra
24	200043012	P. GAYATHRI	BA EHP	P. Gayathri
25	200043013	M. SIREESHA	BA EHP	M. Shrishe
26	200043016	R. VANI	BA EHP	R. Vani
27	200043019	S. VISHNU	BA EHP	S. VISHNU

An Reddy
A. VISWANATHA REDDY, M.A., B.Ed.,
 Lecturer in Political Science
 K.H. Govt. Degree College
 DHARMAVARAM - 515672
 Anantapur Dist. A.P.



K.H.C.
PRINCIPAL
 K.H. Govt. Degree College
 DHARMAVARAM - 515672
 Anantapur Dist. A.P.

Add on Course on Leadership and Community Development

Answer any five of the following.

(5x10=50)

1. How many types of skills are there are explained them?
2. Write a brief note on cyber flames.
3. Yoga is way of life explaining how many practical has been forever.
4. Xpen has a personality development program can be managed to make its successful as well as useful in different aspects.
5. What are the measures to be taken for good citizenship? Civic manors and respects for ethics and values?
6. Expand the role of individual in community development and service.
7. Write a brief note on PM flagship programs for social inclusive.

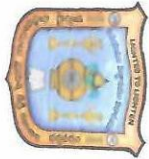
A. Viswanatha Reddy

A. VISWANATHA REDDY, M.A., B.Ed.,
Lecturer in Political Science
K.H. Govt. Degree College
DHARMAVARAM - 515672
Anantapur Dist. A.P.

M. V. E.

PRINCIPAL
K.H. Govt. Degree College
DHARMAVARAM - 515 671
Anantapuramu Dist (A.P.)





K.H. GOVERNMENT DEGREE COLLEGE



DHARMAVARAM

Department of Political Science

CERTIFICATE COURSE ON LEADERSHIP AND COMMUNITY DEVELOPMENT

From 12-08-2019 to 11-09-2019

CERTIFICATE

This is to certify that Mr/Ms. _____ studying _____ has completed the 30 Days Add on / Certificate Course in Leadership and Community Development conducted by the Department of Political Science



Signature of the Lecturer-in-Charge

Signature of the Principal

Certificate Course on Leadership and Community Development

On 12-08-2019 to 11-09-2019



A. Reddy

A. VISWANATHA REDDY, M.A., B.Ed.,
Lecturer in Political Science
K.H. Govt. Degree College
DHARMAVARAM - 515872
Anantapur Dist. A.P.

K.H.
PRINCIPAL

K.H. Govt. Degree College
DHARMAVARAM - 515 872
Anantapur Dist. A.P.



Andreddy

... VISWANATHA REDDY, M.A., B.Ed.,
Lecturer in Political Science
K.H. Govt. Degree College
DHARMAVARAM - 515872

[Signature]

PRINCIPAL
K.H. Govt. Degree College
DHARMAVARAM - 515 871
Ananthapuramu Dist (A.P.)



A. Viswanatha Reddy

A. VISWANATHA REDDY, M.A., B.Ed.,
Lecturer in Political Science
K.H. Govt. Degree College
DHARMAVARAM - 515672
Anantapur Dist. A.P.

K.H. Govt. Degree College

PRINCIPAL
K.H. Govt. Degree College,
DHARMAVARAM - 515 671
Ananthapuramu Dist (A.P)

**K. H. GOVERNMENT DEGREE COLLEGE:
DHARMAVARAM**

DEPARTMENT OF COMMERCE



Certificate Course

on

PERSONAL FINANCIAL PLANNING

2019-2020

K.H. GOVERNMENT DEGREE COLLEGE, DHARMAVARAM

Department of Commerce


Minutes of the Department meeting for the conduct of Certificate Course in Personal Financial Planning

Date: 01/11/2019


The Department of Commerce, a pioneer in meeting the needs of students, has decided to be a trailblazer for our College's graduating students. The job market, particularly in the financial area, has been booming, and fresh graduates with Personal Financial Planning knowledge is essential for an individual. The Department of Commerce has taken the initiative to conduct a Certificate Course in **Personal Financial Planning**, with the simple goal of providing necessary hands on knowledge on **Personal Financial Planning** to outgoing students.

On the 1st November 2019, the Department of Commerce had a meeting with its members on the College premises. The meeting was chaired by the Head of the Department, A. Adinarayana, and the Lecturers in Commerce Jayaprakash, M. Saraswathi are present. The Department unanimously resolved to organize the Certificate Course in **Personal Financial Planning** for our College's Degree students under the chairmanship of the Head of Department and under the direction of the Principal. It was resolved that the Certificate Course will be held for 40 days. It was also decided to focus more on students from rural backgrounds, and their medium of instruction is Telugu.

1. Sri A. Adinarayana, Head of the Department :
2. Sri S. Jayaprakash, Lecturer in Commerce :
3. Smt. M. Saraswathi Lecturer in Commerce :


Lecturer in Commerce
K.H. Govt. Degree College
DHARMAVARAM-515671
Anantapuramu Dist.




PRINCIPAL
K.H. Govt. Degree College
Dharmavaram - 515671
Anantapur (Dist.) A.P.

From

A. Adinarayana
Lecturer in Commerce
Department in charge
K. H. Government Degree College
Dharmavaram
Ananthapuramu (Dist.)

To

The Principal
K. H. Government Degree College
Dharmavaram
Ananthapuramu (Dist.)

Respected Sir,

Sub: Dept. of Commerce- GDC, Dharmavaram – Permission to conduct a Certificate
Course on “**Personal Financial Planning**” – Academic Year 2019 - 2020 – Req.
– Reg.

With reference to the above subject, the Department of Commerce is proposing to
Conduct a certificate course on “**Personal Financial Planning**” to develop the students on the
Financial Planning. The duration of the course will be 40 days i.e., from 14.11.2019 to
31.12.2019. The course structure and syllabus are herewith enclosed.

Hence, the Department of Commerce requests you to grant permission to run the
certificate course on “**Personal Financial Planning**” for the benefit of the students.

Thanking you sir,

Date: 04.11.2019

Encl:

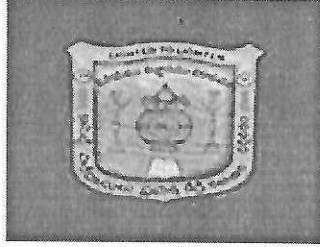
1. Syllabus
2. Course Objectives and Outcomes
3. Assessment for Certification



[Signature]
Yours faithfully,
Lecturer in Commerce
K.H. Govt. Degree College
DHARMAVARAM-515671
Anantapuramu Dist.

[Signature]
PRINCIPAL
K.H. Govt. Degree College
Dharmavaram - 515671
Anantapur (Dist.) A.P.

K. H. Government Degree College, Dharmavaram



Date: 06.11.2019

Place: Dharmavaram

Circular

The Department of Commerce will be conducting a Certificate course for a six-week duration in “Personal Financial Planning” commencing from 14.11.2019 to 31.12.2019. Interested students may contact the Commerce department and register their names. Class work will be commenced on 14.11.2019, timings are 4:00 pm to 5:00 pm every day except public holidays.




Sri. A. Adinarayana

Co-ordinator

Lecturer in Commerce

K.H. Govt. Degree College

DHARMAVARAM-515671

Anantapuramu Dist.


PRINCIPAL

K.H. Govt. Degree College

Dharmavaram - 515671

Anantapur (Dist) A.P.

K. H. GOVERNMENT DEGREE COLLEGE, DHARMAVARAM

CERTIFICATE COURSE ON PERSONAL FINANCIAL

PLANNING— 2019 - 2020

The Department of Commerce has conducted a Certificate course on “**Personal Financial Planning**” for students of final year B. Com groups from 14.11.2019 to 31.12.2019 (40 days). This is free to enroll and a certificate will be issued for those who completed the course successfully. The course has been designed to keeping in mind the students about the individual financial planning depending upon their monetary availability.

Course Objectives and Outcomes

The objectives and course outcomes of a six-week certificate course in “Personal Financial Planning” may include:

Course Objectives:


To provide the basic knowledge and skills of personal financial planning. Starting with an understanding of the principles of financial planning and investment fundamentals, students will proceed to set personal financial goals, prepare financial budget, develop and evaluate medium-to-long-term financial plan to achieve financial freedom and success. Students will learn the ability to reason, solve problems, and evaluate choices in order to make informed personal financial decisions.


Course Outcomes:

After successful completion of the course, the learners will be able to:

1. Explain the significance and role of personal financial planning to attain financial freedom and success.
2. Apply the basic economic concepts and knowledge of investment products to create and manage personal financial plan.
3. Discuss personal risk profile and appropriate insurance planning and asset allocation.
4. Apply methods to implement and monitor the financial plan to achieve a balanced lifestyle.




Lecturer in Commerce
K.H. Govt. Degree College
DHARMAVARAM-515671
Anantapuramu Dist.


PRINCIPAL
K.H. Govt. Degree College
Dharmavaram - 515671
Anantapur (Dist) A.P

Syllabus

PART I.

FINANCIAL PLANNING

1. Financial Planning
2. Measuring Your Financial Health and Making a Plan
3. Understanding The Time Value of Money
4. Tax Planning and Strategies

PART II.

MANAGING YOUR MONEY

5. Cash and Liquid Asset Management
6. Using Credit Cards.
7. Using Consumer Loans: The Role of Planned Borrowing
8. The Home and Automobile Decision

PART III.

PROTECTING YOURSELF WITH INSURANCE

9. Life and Health Insurance
10. Property and Liability Insurance

PART IV.

MANAGING YOUR INVESTMENTS

11. Investment Basics
12. Securities Markets
13. Investing in Stocks
14. Investing in Bonds and Other Alternatives
5. Mutual Funds: An Easy Way to Diversify

PART V.

LIFE CYCLE ISSUES

16. Retirement Planning
17. Estate Planning



Lecturer in Commerce
K.H. Govt. Degree College
DHARMAVARAM-515671
Anantapuramu Dist.



PRINCIPAL

K.H. Govt. Degree College
Dharmavaram - 515671
Anantapur (Dist) A.P

K. H. GOVERNMENT DEGREE COLLEGE, DHARMAVARAM

CERTIFICATE COURSE ON

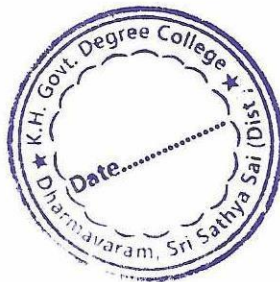
PERSONAL FINANCIAL PLANNING – 2019 - 2020

TIME TABLE

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Time	4:00 – 5:00	4:00 – 5:00	4:00 – 5:00	4:00 – 5:00	4:00 – 5:00	4:00 – 5:00

KH
PRINCIPAL
K.H. Govt. Degree College
Dharmavaram - 515671
Anantapur (Dist) A.P

Rudra
Lecturer in Commerce
K.H. Govt. Degree College
DHARMAVARAM-515671
Anantapuramu Dist.



K H GOVERNMENT DEGREE COLLEGE, DHARMAVARAM
Department of Commerce

Attendance Sheet for the Certificate Course "Personal Financial Planning" 2019 - 2020

S.No.	Reg Number	Name of the Student	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
1	200045031	K ANILKUMARNAIK	X	X	Q	X	X	X	X	X	X	X	Q	X	X	X	X	X	X	X	X	X	Q	X	X	X	
2	200045032	M POTHALARAJU	X	Q	X	X	X	X	X	X	X	X	X	Q	X	X	X	X	X	X	X	X	X	X	X	X	
3	200045033	N DADAKHALANDHAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
4	200045034	SHAIK BABAYALI	X	X	X	X	X	X	Q	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
5	200045035	S MOHAMMAD SHARIF	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
6	200045036	BAKKA BHAGYA	X	X	Q	X	X	X	X	X	X	X	X	Q	X	X	X	X	X	X	X	X	X	X	X	X	
7	200045037	B HEMASUNDAAR NAIK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
8	200045038	DASARI CHANDU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
9	200045039	G NARESH	X	Q	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
10	200045040	G PRAVEEN KUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
11	200045041	GUDIBANDA GANESH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
12	200045042	GUDIPI NAVEEN KUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
13	200045043	K SAINATH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
14	200045044	MADDIMANI RAVI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
15	200045045	MOTI MARLA HARIKUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
16	200045046	ONTTAKONDA PRAKASH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
17	200045047	PEDDALAHGARI PAVAN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
18	200045048	P RAMANUNEVULU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
19	200045049	SAKE OBULESH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
20	200045050	URAYULA HARISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
21	200045051	YARRAGUDI GOVARDHAN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
22	202155109	MUSUGU MEGHANA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
23	200045001	CHAKALI BABU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
24	200045002	MANILLA HAREESH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
25	200045003	BOGA MOHAN KRISHNA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
26	200045004	ENDUMULA MANJUNATH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
27	200045005	KUMAVATH RAVINDRA NAIK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
28	200045006	K CHAITANYA KUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
29	200045007	MONDI SINDRI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
30	200045008	GP YELLAMMA SARASWATHI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

Handwritten Signature
PRINCIPAL

K.H. Govt Degree College
 Dharmavaram - 515671
 Anantapur (Dist) A.P



Handwritten Signature
Lecturer in Commerce
 K.H. Govt Degree College
 DHARMAVARAM-515671
 Anantapuramu Dist.

S.No.	Reg Number	Name of the Student	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	REMARKS
1	200045031	K ANIL KUMARNAIK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
2	200045032	M POTHALARAJU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
3	200045033	N DADAKHAL ANDHAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
4	200045034	SHAIK BABAVALLI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
5	200045035	S MOHAMMAD SHARIF	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
6	200045036	BAKKA BHAGYA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
7	200045037	B HEMASUNNDAR NAIK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
8	200045038	DASARI CHANDU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
9	200045039	G NARESH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
10	200045040	G PRAVEEN KUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
11	200045041	GUDIBANDA GANESH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
12	200045042	GUDIPI NAVEEN KUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
13	200045043	K SAINATH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
14	200045044	MADDIMANI RAVI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
15	200045045	M HARI KUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
16	200045046	ONTIKONDA PRAKASH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
17	200045047	P PAVAN SAI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
18	200045048	P RAMANINEYULU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
19	200045049	SAKE OBU ESH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
20	200045050	URAVULA HARISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
21	200045051	YARRAGUDI GOVARDHAN	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
22	202155109	MUSUGU MEGHANA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
23	200045001	CHAKALI BABU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
24	200045002	MANITIA HAREESH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
25	200045003	BOGA MOHAN KRISHNA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
26	200045004	ENTUNULA MANJUNATH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
27	200045005	KUMAVATH RAWINDRA NAIK	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
28	200045006	K CHAITANYA KUMAR	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
29	200045007	MONDI SISINDRI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
30	200043008	GP YELLAMMA SARASWATHI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

[Signature]
PRINCIPAL
 K.H. Govt. Degree College
 Dharmavaram - 515671
 Anantapur (Dist) A.P.

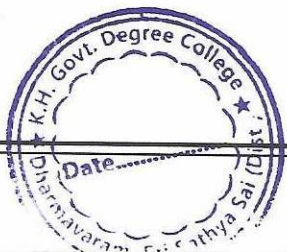


[Signature]
Lecturer in Commerce
 K.H. Govt. Degree College
 DHARMAVARAM-515671
 Anantapuramu Dist.

K. H. GOVERNMENT DEGREE COLLEGE, DHARMAVARAM
Department of Commerce

Students enrolment list for the certificate course "Personal Financial Planning" 2019 - 2020

S.No	Register Number	Name of the Student	Signature of the Student
1	200045031	K ANILKUMARNAIK	K. Anil Kumar Naik
2	200045032	M POTHALARAJU	M. Pothalaraju
3	200045033	N DADAKHALANDHAR	N. Dadakhalan Dhar
4	200045034	SHAIK BABAVALI	S. Babavali
5	200045035	S MOHAMMAD SHARIF	S. Mohamad Sharif
6	200045036	BAKKA BHAGYA LAKSHMI	B. Bhagya Lakshmi
7	200045037	B HEMASUNDAR NAIK	B. Hema Sundar Naik
8	200045038	DASARI CHANDU	D. Chandu
9	200045039	G NARESH	G. Nareesh
10	200045040	G PRAVEEN KUMAR	G. PRAVEEN KUMAR
11	200045041	GUDIBANDA GANESH	G. GANESH
12	200045042	GUDIPI NAVEEN KUMAR	G. Naveen Kumar
13	200045043	K SAINATH	K. SAINATH
14	200045044	MADDIMANI RAVI	M. Ravi
15	200045045	MOTAMARLA HARI KUMAR	M. Hari Kumar
16	200045046	ONTIKONDA PRAKASH	O. Prakash
17	200045047	PEDDAIAHGARI PAVAN SAI	Peddala Hari Pavan Sai
18	200045048	P RAMANJINEYULU	P. Ramanuj
19	200045049	SAKE OBULESH	S. OBULESH
20	200045050	URAVULA HARISH	U. Harish
21	200045051	YARRAGUDI GOVARDHAN	Y. Govardhan
22	202155109	MUSUGU MEGHANA	M. Meghana
23	200045001	CHAKALI BABU	C. Babu
24	200045002	MAMILLA HAREESH	M. Hareesh
25	200045003	BOGA MOHAN KRISHNA	B. Mohan Krishna
26	200045004	ENUMULA MANJUNATH	Emantha Naik
27	200045005	KUMAVATH RAVINDRA NAIK	K. Ravindranath
28	200045006	KUNCHAPU CHAITANYA KUMAR	K. Chaitanya Kumar
29	200045007	MONDI SISINDRI	M. Sisindri
30	200043008	G P YELLAMMA SARASWATHI	G. Yellamma Saraswati



[Signature]
Lecturer in Commerce
K.H. Govt. Degree College
DHARMAVARAM-515671
Anantapuramu Dist.

[Signature]
PRINCIPAL
K.H. Govt. Degree College
Dharmavaram - 515671
Anantapur (Dist.) A.P.

Model Question Paper (2019 - 2020)

Personal Financial Planning Certificate Course

Max. Time: 01:30

Maximum Marks: 50

I. Answer any Five of the following Questions

5 X 7M=35M

1. Discuss the need and importance of Personal Financial Planning in detail.
2. What are the measurements for financial health and marketing plan?
3. Explain tax planning strategies.
4. What is Cash and Liquid Asset Management?
5. Explain Property and Liability Insurance.
6. Discuss about Securities Markets.
7. Explain about Retirement Planning.

II. Choose the correct Answers for the following questions.

15 X 1M= 15M

1. Which skill involves analyzing income, expenses, and financial resources to create a comprehensive plan for achieving financial goals?

- a) Investment management
- b) Risk assessment
- c) Financial analysis
- d) Budgeting

Answer: d) Budgeting

2. Which skill involves setting specific financial goals and developing strategies to achieve them?

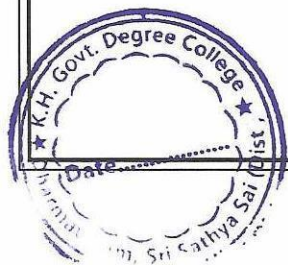
- a) Asset allocation
- b) Financial forecasting
- c) Goal setting
- d) Tax planning


Answer: c) Goal setting


3. Which skill involves evaluating investment options and allocating funds to achieve financial objectives?

- a) Estate planning
- b) Investment management
- c) Risk management
- d) Debt management

Answer: b) Investment management




Lecturer in Charge
K.H. Govt. Degree College
DHARMAVARAM-515671
Anantapuramu Dist.


PRINCIPAL
K.H. Govt. Degree College
Dharmavaram - 515671
Anantapur (Dist.) A.P.

4. Which skill involves assessing and managing potential financial risks that may impact the achievement of financial goals?

- a) Retirement planning
- b) Risk management
- c) Cash flow management
- d) Tax planning

Answer: b) Risk management

5. Which skill involves creating a plan to accumulate sufficient funds to support retirement needs?

- a) Retirement planning
- b) Estate planning
- c) Tax planning
- d) Cash flow management

Answer: a) Retirement planning

6. Which skill involves analyzing and optimizing the cash inflows and outflows to maintain a positive cash flow position?

- a) Debt management
- b) Cash flow management
- c) Investment management
- d) Financial forecasting

Answer: b) Cash flow management

7. Which skill involves analyzing and optimizing the allocation of assets across different investment classes?

- a) Risk management
- b) Asset allocation
- c) Financial forecasting
- d) Estate planning

Answer: b) Asset allocation


8. Which skill involves analyzing and managing debt to minimize interest costs and achieve financial goals?

- a) Debt management
- b) Financial analysis
- c) Budgeting
- d) Tax planning


Lecturer in Commerce

K.H. Govt. Degree College
DHARMAVARAM-515671
Anantapur, Dist




PRINCIPAL
K.H. Govt. Degree College
Dharmavaram - 515671
Anantapur (Dist) A.P.

Answer: a) Debt management

9. Which skill involves analyzing and managing insurance needs to protect against financial risks?

- a) Investment management
- b) Risk assessment
- c) Estate planning
- d) Insurance planning

Answer: d) Insurance planning

10. Which skill involves evaluating and optimizing the tax strategies to minimize tax liabilities and maximize after-tax returns?

- a) Tax planning
- b) Financial forecasting
- c) Cash flow management
- d) Goal setting

Answer: a) Tax planning

11. Which skill involves analyzing and optimizing the distribution of assets and wealth upon death?

- a) Risk management
- b) Financial analysis
- c) Estate planning
- d) Debt management

Answer: c) Estate planning

12. Which skill involves evaluating and optimizing the use of different financial instruments and tools for achieving financial goals?

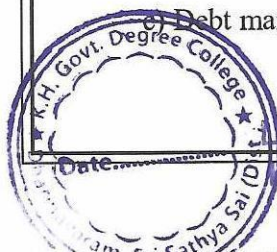
- 12. a) Investment management
- b) Risk management
- c) Financial forecasting
- d) Financial analysis

Answer: a) Investment management


13. Which skill involves analyzing and optimizing the allocation of resources for charitable giving and philanthropy?

- a) Philanthropic planning
- b) Cash flow management

c) Debt management



Lecturer in Commerce
K.H. Govt. Degree College
DHARMAVARAM-515671
Anantapuramu Dist.


PRINCIPAL
K.H. Govt. Degree College
Dharmavaram - 515671
Anantapur (Dist) A.P

d) Retirement planning

Answer: a) Philanthropic planning

14. Which skill involves analyzing and optimizing the distribution of assets during periods of incapacity or disability?

a) Risk management

b) Financial analysis

c) Estate planning

d) Debt management

Answer: c) Estate planning

15. Which skill involves analyzing and optimizing the use of financial instruments to hedge against specific financial risks?

a) Investment management

b) Risk management

c) Cash flow management

d) Tax planning

Answer: b) Risk management



Lecturer in Commerce
K.H. Govt. Degree College
DHARMAVARAM



PRINCIPAL
K.H. Govt. Degree College
Dharmavaram - 515671
Anantapur (Dist) A.P



K. H. Government Degree College, Dharmavaram
Personal Financial Planning Certificate Course Feed Back
(2019 – 2020)
Participants Feedback Form

Instructions: Please indicate your level of agreement with the statements listed below.

S. No.	Particulars	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	The objective of the training were clearly defined.					
2	Participation and interaction were encouraged					
3	The topics covered were relevant to me.					
4	The content was organized and easy to follow.					
5	The materials distributed were helpful.					
6	This training experience will be useful in my work.					
7	The trainer was knowledgeable about the training topics.					
8	The trainer was well prepared.					
9	The training objectives were met.					
10	The time allotted for the training was sufficient.					
11	The meeting room and facilities were adequate and comfortable					

[Handwritten Signature]

Lecturer in Commerce
K.H. Govt. Degree College
DHARMAVARAM-515671
Anantapuramu Dist.



[Handwritten Signature]

PRINCIPAL
K.H. Govt. Degree College
Dharmavaram - 515671
Anantapur (Dist) A.P



K.H. GOVERNMENT DEGREE COLLEGE

DHARMAVARAM, ANANTAPUR (DIST.) - 515671, A.P.

AFFILIATED TO SRI KRISHNADEVARAYA UNIVERSITY ANANTAPUR

Department of Commerce



CERTIFICATION OF PARTICIPATION

This is to certify that _____ studying III B.Com.

bearing Register Number _____ Successfully completed Certificate

courses on "Personal Financial Planning" organized by the Department of Commerce,

K.H. Government Degree College, Dharmavaram held from 12/11/2020 to 31/12/2020.

Coordinator

Lecturer in Commerce

K.H. Govt. Degree College

DHARMAVARAM - 515671

Anantapuramu Dist.

Principal

Prin.

K.H. Govt. Degree College

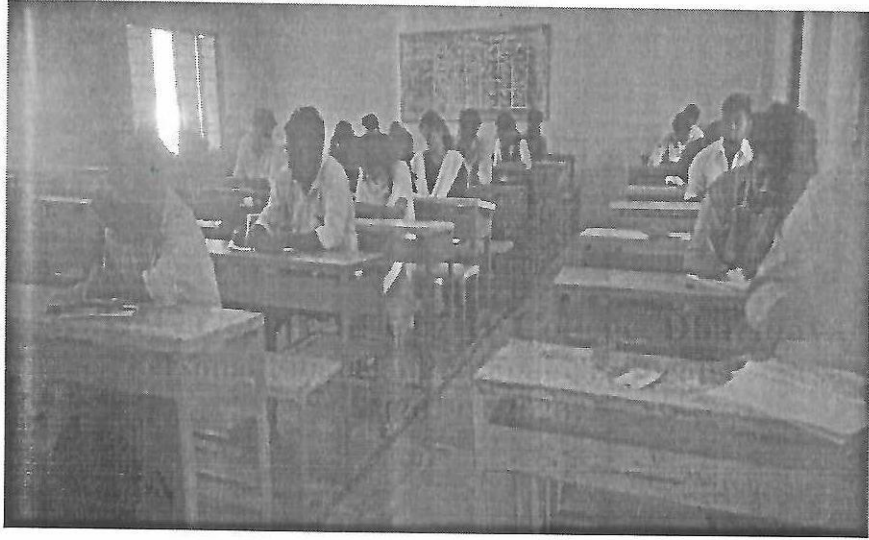
Dharmavaram - 515671

Anantapur (Dist.) A.P.



K. H. Government Degree College, Dharmavaram
Personal Financial Planning Certificate Course
(2019 – 2020)

Photos



[Handwritten Signature]

Lecturer in Commerce
K.H. Govt. Degree College
DHARMAVARAM-515671
Anantapuramu Dist.



[Handwritten Signature]

PRINCIPAL
K.H. Govt. Degree College
Dharmavaram - 515671
Anantapur (Dist.) A.P

K.H. GOVERNMENT COLLEGE, DHARMAVARAM

Department of Commerce

Final Report of certification course in Commerce 2019 – 2020

Department of Commerce, under the guidance of the Principal Dr. K. Suresh, came up with idea of Personal Financial Planning for the students of the College. The Department of Commerce has made a humble beginning to impact and enrich the students with hands on Personal Financial Planning by conducting a certificate course in Personal Financial Planning for the duration of 40 days.

As it was resolved earlier, the main thrust of the course was to inculcate knowledge in Personal Financial Planning for the out-going students. The basic structure of the course is prepared keeping in view the needs of the final year students. The said Course was started on 14/11/2019 and completed on 31/12/2019.


The response from the students was overwhelming. In its introductory session the Seminar Hall was jam-packed and three year Commerce students enthusiastically wanted to be the part of it. Dr. K. Suresh, the Principal addressed the students intimating them about the important of Technology in social and corporate realms.

He also appreciated the effort of Commerce Department and congratulated Sri A. Adinaryana HOD, Commerce Department, who was the guiding force behind the entire course. The number of suggestive books and interesting worksheets helped the students to grasp the tips to learn and understand Personal Financial Planning.


There were brain-storming sessions, debates, group activities and important presentations which enhanced the confidence level of the students. The course ran its entire course of 40 days and also took informal inputs from the students for making the course better next time.

After the successful completion of the said Certificate course, a valedictory function was held on 31st December 2019. The Principal of the College, Dr. K. Suresh, graced the occasion. The meeting was presided over by the Commerce HOD.

Sri A. Adinarayana, in his opening remarks, the Head of the Department explained the need and necessary of introducing the Certificate course. The Principal advised the students to make use of the in-puts given by the Department of Commerce. Certificates were distributed to the all 40 students. At the end of program Dr. T. Jeevan Kumar, Lecturer in English, proposed the vote of thanks.


Lecturer in Commerce
K.H. Govt. Degree College
DHARMAVARAM-515671
Anantapuramu Dist.




PRINCIPAL
K.H. Govt. Degree College
Dharmavaram - 515671
Anantapur (Dist.) A.P.