

Dated:- 25-10-2024,
Place: Kakinada

From:
K Aruna,
Department of Telugu
P R Government College (A),
Kakinada

To
The Principal,
P R Government College (A),
Kakinada

Sir,

Sub:-Request for conduct Certificate Course on MS-Office to the Second Year Special Telugu (Major) Students for 30 hours – Submitted – Regarding.

-oOo-

The Department of Telugu is requesting you kindly to please give us the permission for Conduct of Certificate Course to 2nd Year Special Telugu (Major) Students on MS-Office by using the Mobile Application for 30 hours. The schedule of conduct of Certificate will be from Saturday i.e., 26-10-2024 and on the last day of the Program a certificate to be issued to each student.

Thanking you

Hours - 30

Yours faithfully,

K. Aruna
(K ARUNA)
Lecturer in Telugu

Submitted Sir
Aruna
29/10/24

Permitted
B.V.V. Panigrahi
PRINCIPAL
P.R. Govt. College (A)
KAKINADA
26/10/24

Dated:- 25-10-2024

KAKINADA.

STUDENT CIRCULAR

This is to informed to the Special Telugu (Major) Second Year Students a 30 hours certificate program on MS-Office by using Mobile Application was commencing from 26-10-2024 onwards. So, all the Special Telugu (Major) Second Year Students are informed to attend the classes from 26-10-2024 without fail and the certificate was issued at the End of the program.

Dr. P.  HARIRAM PRASAD
HEAD OF THE DEPARTMENT

K ARUNA
LECTURER IN TELUGU
COURSE-ORGANISER

CERTIFICATE COURSE

MS-OFFICE BY USING THE MOBILE APPLICATION

DEPARTMENT OF TELUGU

Class :- 2nd BA SPECIAL TELUGU HONOURS (Major)

ORGANISED BY K.ARUNA (Lecturer in TELUGU)

SYLLABUS

S.No	Mobile Apps	Topics
1	Sheets	Choose Template New SpreadSheet
2	Printrest	Search Project Design Boarder Choose the One Arame and Dounbd
3	PICArts	Edit a Photo Edit a Video
4	Edit a Photo	1. Tools 2. Text 3. Add Photo 4. Boarder 5. Shape 6. Arame etc.,
5	Snapseed	Tools Healing is the nore yet the Snapseed
6	OKEN Scanner	1. Document 2. PDF 3.JPG 4.Long Image 5.Split PDF into Individual Page 6. Save to Gallery 7. OKEN Scanner(pdf) 8. Word 9. PPT

K. Aruna
HOD

II YEAR SPL TELUGU STUDENT LIST

S.NO	REG NUM	NAME OF THE STUDENT
1	231SPTE03	CH SIRISHA
2	231SPTE05	B B PRASAD DORA
3	231SPTE08	S N V SIVA RAM
4	231SPTE11	S SAMEERA
5	231SPTE13	V TEJA SRI
6	231SPTE15	TVVN DIVYA
7	231SPTE16	SR VANDHANA
8	231SPTE17	M SAI KEERTHI
9	231SPTE18	K RAMU
10	231SPTE19	M MARIYAMMA
11	231SPTE20	VENKATA LAKSHMI
12	231SPTE22	D BHASKARA RAO
13	231SPTE23	K KAVYA
14	231SPTE24	K SAI LAKSHMI
15	231SPTE25	M CHARAN TEJA
16	231SPTE26	B THULASI
17	231SPTE27	K LAVANYA
18	231SPTE28	O TANMAYA SRI

CERTIFICATE COURSE

MS-OFFICE BY USING THE MOBILE APPLICATION

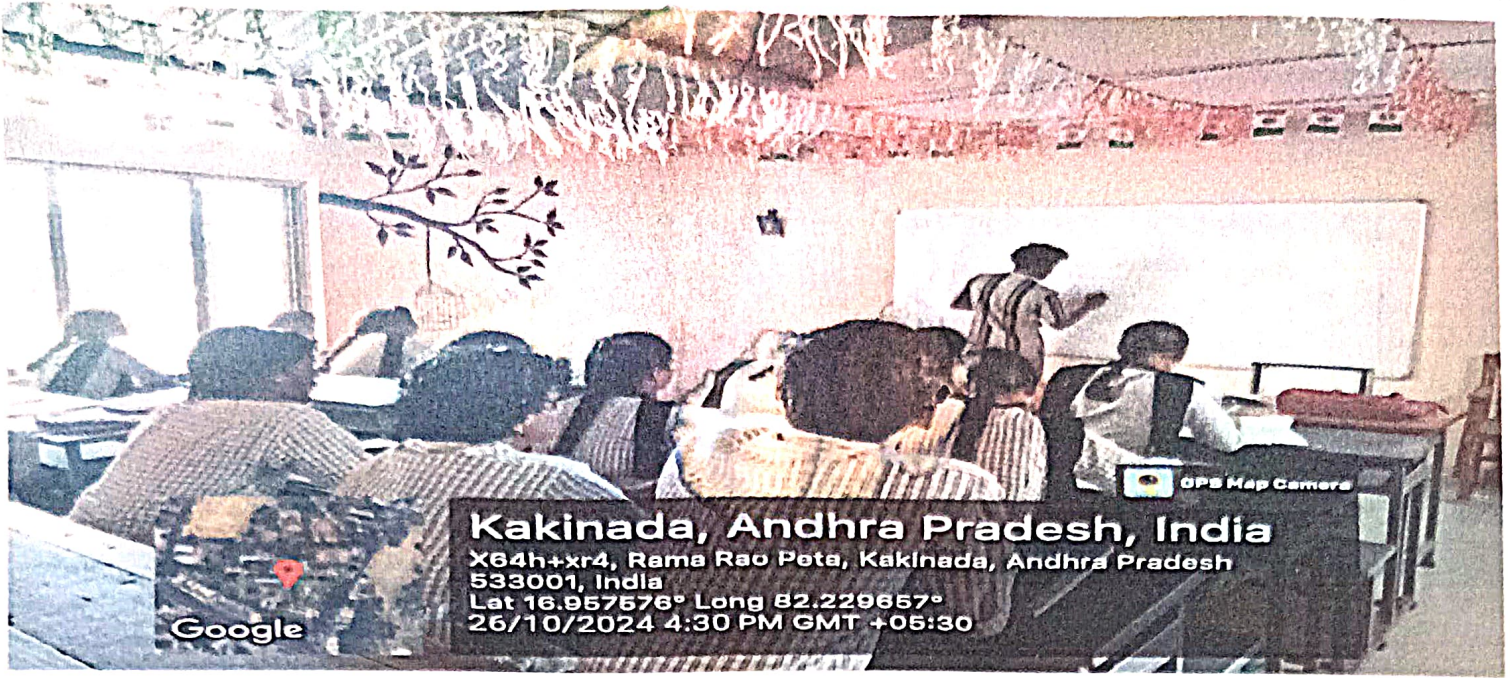
DEPARTMENT OF TELUGU

Class :- 2nd BA SPECIAL TELUGU HONOURS (Major)

ORGANISED BY Smt.K.ARUNA (Iec in TELUGU)

S.NO	DATE	TOPIC
1	26-10-2024	SHEETS
2	28-10-2024	CHOOSE TEMPLATE
3	29-10-2824	CHOOSE TEMPLATE
4	30-10-2024	NEW SPREADSHEET
5	31-10-2024	NEW SPREADSHEET
6	1-11-2024	PRINTREST
7	2-11-2024	BOARDER DESIGNS
8	4-11-2024	BOARDER DESIGNS
9	5-11-2024	SEARCHING FOR ALL THINGS
10	6-11-2024	A TO Z DOWNLOAD
11	7-11-2024	PICSART
12	8-11-2024	PHOTO EDITING
13	9-11-2024	VIDEO EDITING
14	26-11-2024	FONT & TOOLS
15	27-11-2024	TYPE WRITING
16	28-11-2024	BACKGROUNDS
17	29-11-2024	EFFECTS & DOWNLOAD
18	30-11-2024	SPREADSHEET
19	2-12-2024	TYPING
20	3-12-2024	DOWNLOAD
21	4-12-2024	OKEN SCANNER
22	5-12-2024	PDF & PPT
23	6-12-2024	IMPORT & IMPORT FILES
24	7-12-2024	TEXT & TYPEWRITING
25	9-12-2024	WORD
26	10-12-0204	TYPING & PDF &PDF , JPG
27	11-12-2024	PDF
28	12-12-2024	HOW TO CREATE PDF
29	13-12-2024	PPT
30	14-12-2024	PPT VIDEOS

free
HOD



Kakinada, Andhra Pradesh, India

X64h+xr4, Rama Rao Peta, Kakinada, Andhra Pradesh

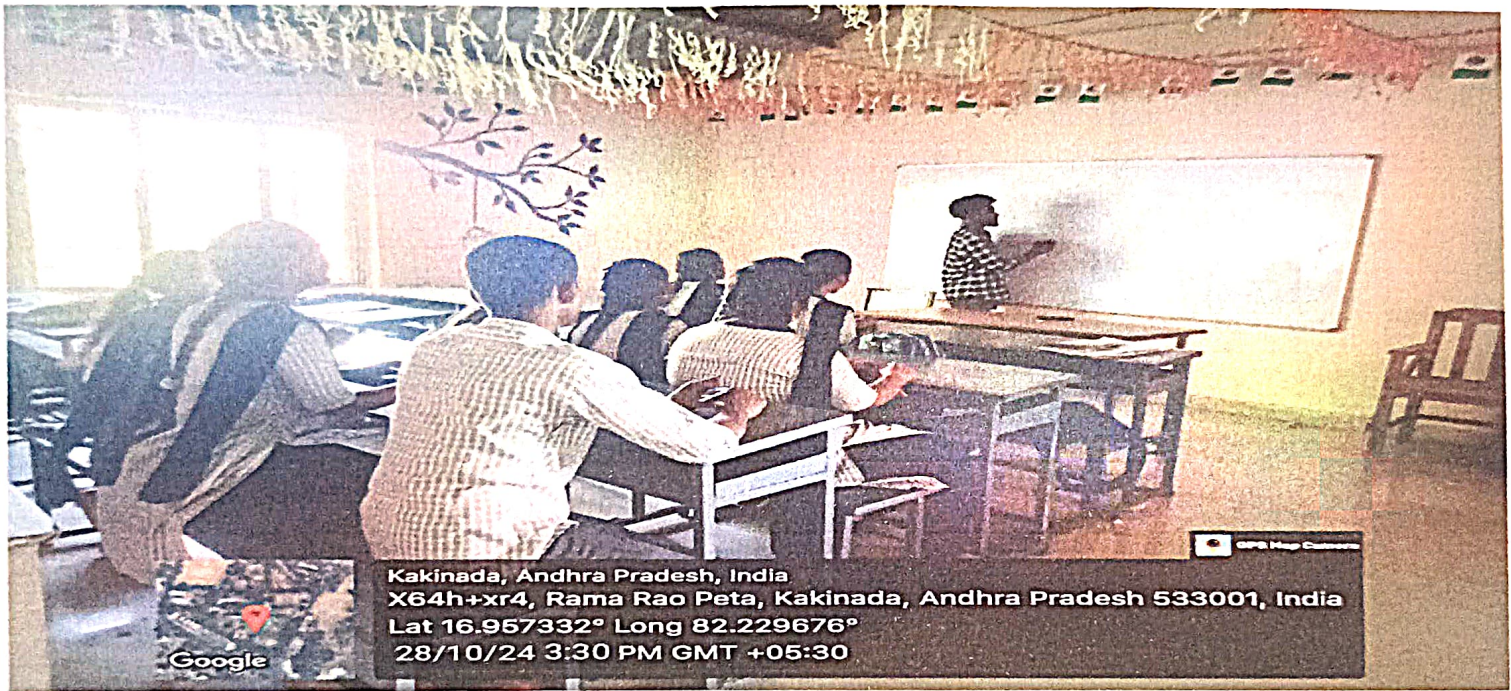
533001, India

Lat 16.957576° Long 82.229657°

26/10/2024 4:30 PM GMT +05:30

Google

GPS Map Camera



Kakinada, Andhra Pradesh, India

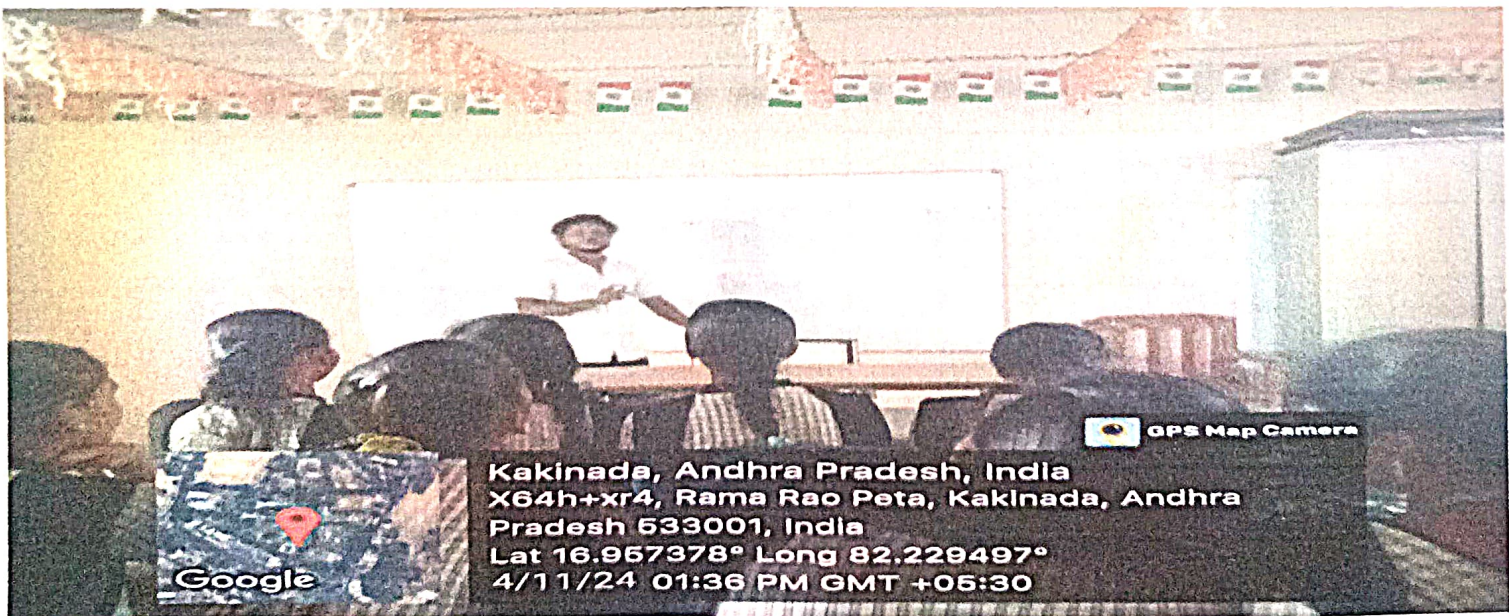
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Lat 16.957332° Long 82.229676°

28/10/24 3:30 PM GMT +05:30

Google

GPS Map Camera



Kakinada, Andhra Pradesh, India

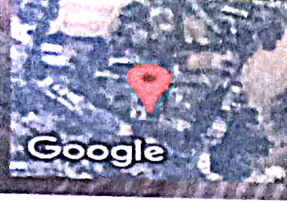
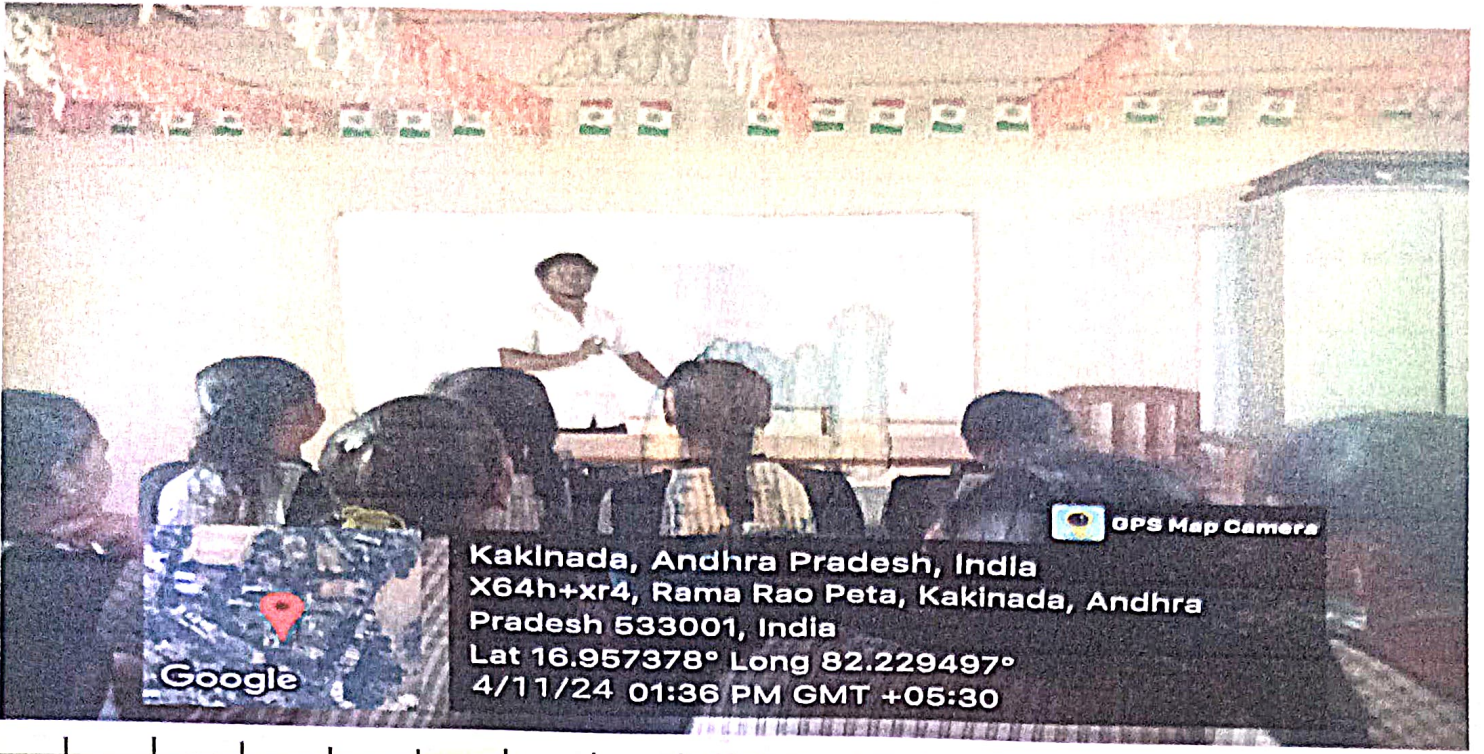
X64h+xr4, Rama Rao Peta, Kakinada, Andhra Pradesh 533001, India

Lat 16.957378° Long 82.229497°

4/11/24 01:36 PM GMT +05:30

Google

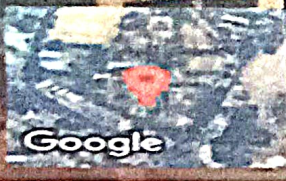
GPS Map Camera



Google

GPS Map Camera

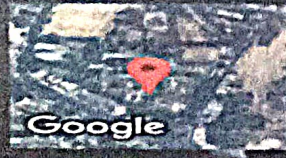
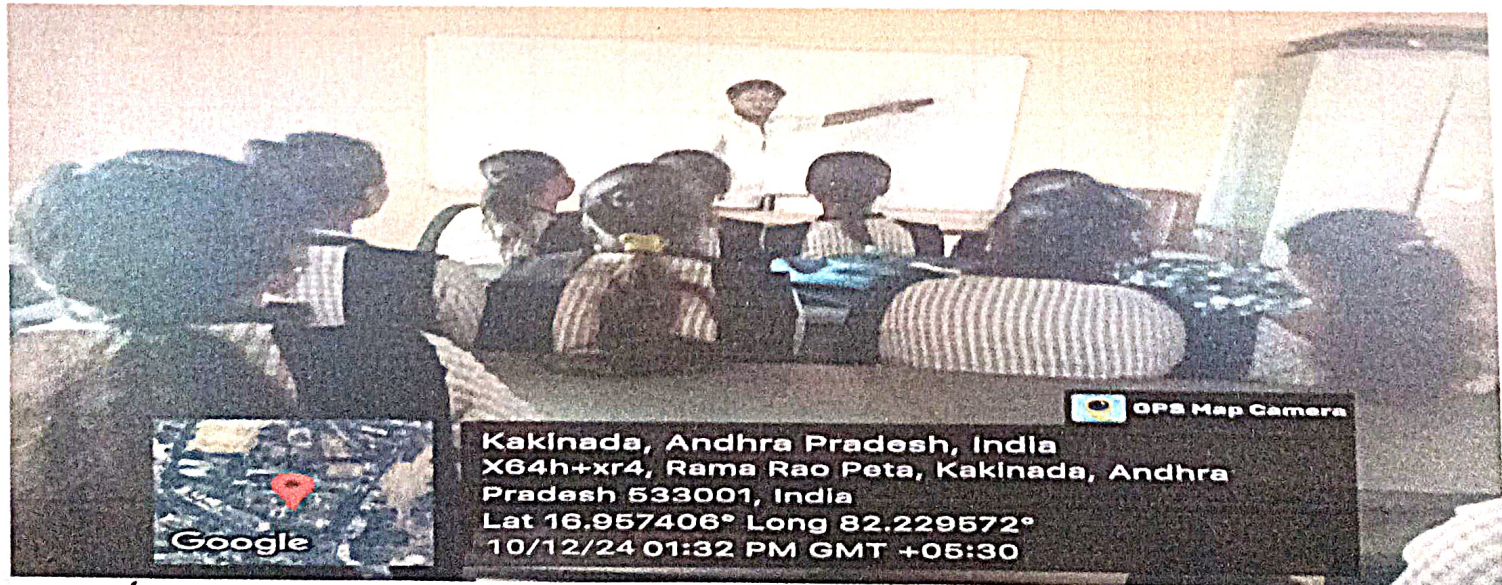
Kakinada, Andhra Pradesh, India
X64h+xr4, Rama Rao Peta, Kakinada, Andhra Pradesh 533001, India
Lat 16.957378° Long 82.229497°
4/11/24 01:36 PM GMT +05:30



Google

GPS Map Camera

Kakinada, Andhra Pradesh, India
X64h+xr4, Rama Rao Peta, Kakinada, Andhra Pradesh 533001, India
Lat 16.957416° Long 82.229458°
01/11/24 04:34 PM GMT +05:30



Google

GPS Map Camera

Kakinada, Andhra Pradesh, India
X64h+xr4, Rama Rao Peta, Kakinada, Andhra Pradesh 533001, India
Lat 16.957406° Long 82.229572°
10/12/24 01:32 PM GMT +05:30



**PITHAPUR RAJAHS GOVERNMENT COLLEGE (A),
KAKINADA**

(An outcome based Autonomous Institution
Affiliated to Adikavi Nannayya University, Rajamahendravaram)

Department of Telugu

Inclusive Programme and Credit Based Certificate Course

CERTIFICATE



This is to certify that Mr./Ms. _____ of

_____ Class bearing Admin. No. _____

has successfully completed the 30 hours Credit Based Certificate Course title
“MS-OFFICE BY USING THE MOBILE APPLICATION” conducted by the Department
of Telugu as a part of Inclusive Education recommended by NEP 2020 from
26-10-2024 to 14-12-2024.

Outcome attainment level “ “ Grade

No of credits secured: 2

K. Aruna
K Aruna
Co-Ordinator

P. Prasad
Dr P Hariram Prasad
Head of the Department

B.V.D. Tirupanyam
Dr B.V. Tirupanyam
Principal

The Grades are as follows:

O: > 90% A+: 85% - 90 % A: 70% to less than to 84% B: 60% to less than 69%
C: 50% to less than or equal to 59% F: below 49%