



**CENTRE FOR ENGLISH LANGUAGE TRAINING (CELT)**

**PALAMURU UNIVERSITY**

Bndameedipally, Mahabubnagar (TS) 509001

Ref.No: PU/CELT/2022-23/6

Date: 24-09-2018

## **CIRCULAR**

### **Functional English Course**

**(Commencing from 1<sup>st</sup> October, 2018)**

This is to inform all the students of Palamuru University that New Batch of Functional English Course is going to commence from 1<sup>st</sup> October, 2018. Secure your seat by registering yourselves at CELT, PU.

**Duration of the Courses:** 45 days (Monday to Friday), Palamuru University Almanac will be followed for holidays.

Application form can be collected from CELT office between 10 am to 5 pm by producing the online payment receipt (Printout of successful fee payment Screenshot should be submitted) for Rupees 500/-.

**Information for online Payment:**

Name : Director, CELT  
A/c No : 37439228572  
IFSC : SBIN0016375

Participants will be awarded a CERTIFICATE on successful completion of the course requirements.

**Note: Registrations are purely based on first come first served basis.**

Copy to:-

1). All the Principals, Campus Colleges of PU.

*for*

**DIRECTOR  
CELT, PU**

**DIRECTOR**

Centre for English Language Training  
Palamuru University, Mahabubnagar.



**CENTRE FOR ENGLISH LANGUAGE TRAINING (CELT)**

**PALAMURU UNIVERSITY**

Bndameedipally, Mahabubnagar (TS) 509001

**ANNOUNCEMENT OF THE COURSES**

<b>Target Learners:</b>	Any Professional, Home makers and Students
<b>Duration:</b>	3 months (3 Modules)
<b>Course Fee:</b>	Rs. 1500/- Per Module
<b>Batches:</b>	Monday, Wednesday, Friday/Tuesday, Thursady, Saturday
<b>Timings:</b>	Based on the priority of learners.
<b>Method of Teaching:</b>	Interactive Teaching
<b>Mode of Teaching:</b>	Online and Offline.

\*Learners are facilitated with activities, assignments, tests and material.

- Modules:**
1. Basic English to Communicate
  2. Crash Course on Written & Spoken Communication
  3. Crash Course for Better English Pronunciation

**Certificate:** *The Candidates who complete the course successfully will be given the certificate*

**CONTACT US:**

**CELT OFFICE,**  
Science Block,  
University PG College  
Palamuru University  
Bandameedipally,  
Mahabubnagar.  
Telangana-509001

Timings: 10:00 am to 5:00 pm

Mail Id: directorcelt@palamuruuniversity.ac.in

(Dr. J. Malavi)  
**DIRECTOR**  
**CELT, PU**

**DIRECTOR**  
Centre for English Language Training  
Palamuru University, Mahabubnagar



**CENTRE FOR ENGLISH LANGUAGE TRAINING (CELT)**  
**PALAMURU UNIVERSITY**

BNDAMEEDIPALLY, MAHABUBNAGAR (TS) 509001

**Application form (for PU Students)**

1. Name of the candidate	:	<div>Photo</div>
2. Father's Name	:	
3. Mother's Name	:	
4. Date of Birth and Age	:	
5. Mother Tongue	:	
6. Mode of Payment	:Google Pay/PhonePe/Internet Banking/RTGS/NEFT	
7. Amount to be Transferred	:The Director CELT, A/c:37439228572, IFSC Code:SBIN0016375 State Bank of India, Ganesh Nagar, Mahabubnagar.	
8. Payment Transaction Id	: _____ Date of Payment: _____	
9. Department	: _____ Year/Sem: _____ Roll No: _____	
10. Address for Communication	:	
11. Phone Number (WhatsApp No)	: _____ E-Mail: _____	
12. Convenient Timings	: Slot 1 : 9:00 am to 10:00 am Slot 2 : 3:00 pm to 4:00 pm Slot 3 : 4:00 pm to 5:00 pm Slot 2 : 5:00 pm to 6:00 pm	

**DECLARATION**

I will abide by the rules and regulations of the centre and extend full cooperation for smooth and successful conduct for the course. I understand that fee once paid will to be refunded: no interchange of batch will be allowed and a minimum of 85% attendance is essential to receive the certificate. I will not miss any class without prior information. I will participate in the class and submit the work assigned in time. I shall not download or copy any material of the lab on personal device etc. I am responsible for the damage to any property and shall pay 2 times the cost as penalty. The Centre has the right to cancel my admission, without repaying fee, if I am found insincere.

**Date:**

**Signature of the Applicant**

**Principal's Signature and Stamp:**

**(for Office Use Only)**

**Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_  
**Rs** \_\_\_\_\_ **Dated** \_\_\_\_\_ **Bank** \_\_\_\_\_ **Receipt No.** \_\_\_\_\_  
**Year** \_\_\_\_\_ **Batch No:** \_\_\_\_\_ **Roll No:** \_\_\_\_\_ **Checked by** \_\_\_\_\_

*[Signature]*

**DIRECTOR**  
**CELT, PU**  
**DIRECTOR**

**Centre for English Language Training**  
**Palamuru University, Mahabubnagar**



**CENTRE FOR ENGLISH LANGUAGE TRAINING (CELT)**  
**PALAMURU UNIVERSITY**

(Bndameedipally, Mahabubnagar, Telangana -509001)

**BATCH- 06**

**Certificate Course in Functional English**

S.No	Name of the Student	Course/Year/Sem
1	H Sravani	MSc Botany
2	K Ramesh	MSc Botany
3	K Madhavi	MSc Botany
4	S Anitha	MSc Botany
5	S Aruna	MSc Botany
6	P Sushma	MSc Botany
7	G Gayathri	MSc Botany
8	K Shirisha	MA English
9	M Akshara	MA English
10	M Sunitha	MSc Physics
11	M Renuka	M.Ed
12	T Ramadevi	M.Ed
13	S Mallesh	M.Ed
14	Kursala Renuka	M.Ed
15	K Pavan Kumar Reddy	M.Ed
16	N Srinivas	M.Ed
17	Parusha Ramudu	MSc-Org Chemistry
18	Vikram Chowhan	MSc-Org Chemistry
19	V Parusha Ramulu	MSc-Org Chemistry
20	CH Laxmi	MSc Botany
21	Shabana Begum	MSc Botany
22	G Mahesh	MBA
23	M Shiva Kumar	MBA
24	M Harish	MBA
25	A Pavan Kumar	MBA
26	Damodara Durga Prasad	MBA
27	G Ravalika	MSc Mathematics
28	M Swathi	MSc Mathematics
29	K Dorcus	MA English

*for*

**Dr. J. MALAVI**

*Asst. Professor in English*

**Director CELT**

**PALAMURU UNIVERSITY**

**DIRECTOR**

*Centre for English Language Training  
Palamuru University, Mahabubnagar.*



# CENTRE FOR ENGLISH LANGUAGE TRAINING (CELT)

**Palamuru University**

(Bndameedipally, Mahabubnagar, Telangana -509001)

Date: 21/01/2019

Name: \_\_\_\_\_

Course Details: \_\_\_\_\_

Roll Number : \_\_\_\_\_

Signature : \_\_\_\_\_

I. Write a Paragraph on 'Importance of Education'? 1X5=5

II. Fill in the blanks with appropriate forms of the verb given in the bracket.

1X5=5

1. Mother \_\_\_\_\_ (cook) every morning.
2. In 1947, India \_\_\_\_\_ (win) Independence.
3. Before I \_\_\_\_\_ (reach) the station. The train \_\_\_\_\_ already \_\_\_\_\_ (leave)
4. Some Students not \_\_\_\_\_ (pay) fees yet.
5. It started to rain while we \_\_\_\_\_ (play) tennis.

III. Change the following Active voice into Passive voice and Passive voice into Active voice. 1X5=5

1. I do my home work. (AV)
2. He receives a letter. (AV)
3. I will make a Cake. (AV)
4. A Brownie is being baked by Michael. (PV)
5. It will be made tomorrow. (PV)

IV. Write a letter to an Editor of a reputed News Papers about the "Indian Constitution and its Amendments". 1X5=5

V. Transcribe the following given words ?

1. Examination
2. Potato
3. Foot
4. Student
5. English

VI. How do you introduce yourself during an Interview  
write about it within 50 words: 1X5=5

*For Date*  
**DIRECTOR**  
Centre for English Language Training  
Palamuru University, Mahabubnagar



**CENTRE FOR ENGLISH LANGUAGE TRAINING (CELT)**

**PALAMURU UNIVERSITY**

Bndameedipally, Mahabubnagar (TS) 509001

Ref.No: PU/CELT/2022-23/6

Date: 24-09-2019

## **CIRCULAR**

### **Functional English Course**

**(Commencing from 1<sup>st</sup> October, 2019)**

This is to inform all the students of Palamuru University that New Batch of Functional English Course is going to commence from 1<sup>th</sup> October, 2019. Secure your seat by registering yourselves at CELT, PU.

**Duration of the Courses:** 45 days (Monday to Friday), Palamuru University Almanac will be followed for holidays.

Application form can be collected from CELT office between 10 am to 5 pm by producing the online payment receipt (Printout of successful fee payment Screenshot should be submitted) for Rupees 500/-.

**Information for online Payment:**

Name : Director, CELT  
A/c No : 37439228572  
IFSC : SBIN0016375

Participants will be awarded a CERTIFICATE on successful completion of the course requirements.

**Note: Registrations are purely based on first come first served basis.**

Copy to:-

1). All the Principals, Campus Colleges of PU.

*for*

**DIRECTOR  
CELT, PU**

**DIRECTOR**  
Centre for English Language Training  
Palamuru University, Mahabubnagar.



**CENTRE FOR ENGLISH LANGUAGE TRAINING (CELT)  
PALAMURU UNIVERSITY**

Bndameedipally, Mahabubnagar (TS) 509001

**ANNOUNCEMENT OF THE COURSES**

<b>Target Learners:</b>	Any Professional, Home makers and Students
<b>Duration:</b>	3 months (3 Modules)
<b>Course Fee:</b>	Rs. 1500/- Per Module
<b>Batches:</b>	Monday, Wednesday, Friday/Tuesday, Thursady, Saturday
<b>Timings:</b>	Based on the priority of learners.
<b>Method of Teaching:</b>	Interactive Teaching
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**CONTACT US:**

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Bandameedipally,  
Mahabubnagar.

Telangana-509001

Timings: 10:00 am to 5:00 pm

Mail Id: directorcelt@palamuruuniversity.ac.in

(Dr. J. Malavi)  
**DIRECTOR  
CELT, PU**

**DIRECTOR**

Centre for English Language Training  
Palamuru University, Mahabubnagar.

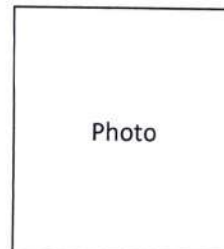


**CENTRE FOR ENGLISH LANGUAGE TRAINING (CELT)**  
**PALAMURU UNIVERSITY**

BNDAMEEDIPALLY, MAHABUBNAGAR (TS) 509001

**Application form (for PU Students)**

- |                                |   |   |
|--------------------------------|---|---|
| 1. Name of the candidate       | : |   |
| 2. Father's Name               | : |   |
| 3. Mother's Name               | : |   |
| 4. Date of Birth and Age       | : |   |
| 5. Mother Tongue               | : |   |
| 6. Mode of Payment             | : | Google Pay/PhonePe/Internet Banking/RTGS/NEFT   |
| 7. Amount to be Transferred    | : | The Director CELT, A/c:37439228572, IFSC Code:SBIN0016375<br>State Bank of India, Ganesh Nagar, Mahabubnagar.           |
| 8. Payment Transaction Id      | : | _____ Date of Payment: _____  |
| 9. Department                  | : | _____ Year/Sem: _____ Roll No: _____  |
| 10. Address for Communication  | : |   |
| 11. Phone Number (WhatsApp No) | : | _____ E-Mail: _____   |
| 12. Convenient Timings         | : | Slot 1 : 9:00 am to 10:00 am   Slot 2 : 3:00 pm to 4:00 pm<br>Slot 3 : 4:00 pm to 5:00 pm   Slot 2 : 5:00 pm to 6:00 pm |



**DECLARATION**

I will abide by the rules and regulations of the centre and extend full cooperation for smooth and successful conduct for the course. I understand that fee once paid will to be refunded: no interchange of batch will be allowed and a minimum of 85% attendance is essential to receive the certificate. I will not miss any class without prior information. I will participate in the class and submit the work assigned in time. I shall not download or copy any material of the lab on personal device etc. I am responsible for the damage to any property and shall pay 2 times the cost as penalty. The Centre has the right to cancel my admission, without repaying fee, if I am found insincere.

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**(for Office Use Only)**

**Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Rs** \_\_\_\_\_ **Dated** \_\_\_\_\_ **Bank** \_\_\_\_\_ **Receipt No.** \_\_\_\_\_

**Year** \_\_\_\_\_ **Batch No:** \_\_\_\_\_ **Roll No:** \_\_\_\_\_ **Checked by** \_\_\_\_\_

*[Signature]*

**DIRECTOR**  
**CELT, PU**

**DIRECTOR**

Centre for English Language Training  
Palamuru University, Mahabubnagar.



**CENTRE FOR ENGLISH LANGUAGE TRAINING (CELT)**  
**PALAMURU UNIVERSITY**

(Bandameedipally, Mahabubnagar, Telangana - 509001)

**BATCH - 11**

S.NO	NAME OF THE STUDENT	COURSE / YEAR / SEM
1	G Sree Nidhi Goud	MA English- II Year
2	K V Lavanya	MSc Botany-II Year
3	Akhila	M.Com-II Year
4	M Aruna Tara	MA English- II Year
5	Rukhasar Begum	MA English- II Year
6	Nafeeza	MA English- II Year
7	M Sreeja	MA English- II Year
8	Y dharani	MA English- II Year
9	A Kalyani	MA English- II Year
10	K Aruna	MA English- II Year
11	V Bhavani	MA English- I Year
12	M Agape Peace	MA English- I Year
13	M Navitha	MA English- I Year
14	P Rajavardhan	MA English- I Year
15	J Naresh	MA English- I Year
16	M Arun Kumar	MA English- I Year
17	P Anusha	MA English- I Year
18	PR Jonathana Edward	MA English- II Year
19	Kalpagiri Madhu	MA English- II Year
20	M Sathish Chary	MA English- I Year
21	B Muniswamy	MA English- I Year
22	Sameena Begum	MA English- II Year
23	D. Shruthi	MA English- I Year
24	N. Anitha	MA English- I Year
25	M. Divya	MA English- I Year

*for Date*

**Dr. J. MALAVI**

*Asst. Professor in English*

**Director CELT**

**PALAMURU UNIVERSITY**

**DIRECTOR**

**Centre for English Language Training**  
**Palamuru University, Mahabubnagar**



# CENTRE FOR ENGLISH LANGUAGE TRAINING (CELT)

Palamuru University

(Bndameedipally, Mahabubnagar, Telangana -509001)

Date: 07/03/2023

Name: \_\_\_\_\_

Course Details: \_\_\_\_\_

Roll Number : \_\_\_\_\_

Signature : \_\_\_\_\_

I. Write a Paragraph on 'Importance of Education'? 1X5=5

II. Fill in the blanks with appropriate forms of the verb given in the bracket. 1X5=5

1. Mother \_\_\_\_\_ (cook) every morning.
2. In 1947, India \_\_\_\_\_ (win) Independence.
3. Before I \_\_\_\_\_ (reach) the station. The train \_\_\_\_\_ already \_\_\_\_\_ (leave)
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5. It started to rain while we \_\_\_\_\_ (play) tennis.

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1. I do my home work. (AV)
2. He receives a letter. (AV)
3. I will make a Cake. (AV)
4. A Brownie is being baked by Michael. (PV)
5. It will be made tomorrow. (PV)

IV. Write a letter to an Editor of a reputed News Papers about the "Indian Constitution and its Amendments". 1X5=5

V. Transcribe the following given words ?

1. Examination
2. Potato
3. Foot
4. Student
5. English

VI. How do you introduce yourself during an Interview  
write about it within 50 words: 1X5=5

*for* *Dir*  
**DIRECTOR**  
Centre for English Language Training  
Palamuru University, Mahabubnagar



**CENTRE FOR BUSINESS MANAGEMENT SKILLS TRAINING (CBMST)  
PALAMURU UNIVERSITY**

Bndameedipally, Mahabubnagar (TS) 509001

**ANNOUNCEMENT OF THE COURSES**

<b>Target Learners:</b>	Students
<b>Duration:</b>	15 days
<b>Course Fee:</b>	Free of charge
<b>Batches:</b>	Monday, Tuesday , Wednesday, Thursady, Friday
<b>Timings:</b>	4.00 P.M. to 5.00 P.M..
<b>Method of Teaching:</b>	Interactive Teaching
<b>Mode of Teaching:</b>	Offline

\*Learners are facilitated with activities, assignments, tests and material.

**Course:** Business management skills

**Certificate:** *The Candidates who complete the course successfully will be given the certificate*

**CONTACT US:**

**CBMST OFFICE,**  
University College of Education  
Palamuru University  
Bandameedipally,  
Mahabubnagar.  
Telangana-509001  
Timings: 10:00 am to 5:00 pm  
Mail Id: [directorcbmst@palamuruuniversity.ac.in](mailto:directorcbmst@palamuruuniversity.ac.in)

  
**(Dr. S. N. ARJUN KUMAR)**  
**DIRECTOR**  
**CBMST, PU**



CENTRE FOR BUSINESS MANAGEMENT SKILLS TRAINING (CBMST)

**PALAMURU UNIVERSITY**

Bndameedipally, Mahabubnagar (TS) 509001

Ref.No: PU/CCST/2021-22/1

Date: 03-10-2021

## **CIRCULAR**

### **BUSINESS MANAGEMENT SKILLS (Commencing from 15<sup>th</sup> October, 2021)**

This is to inform all the students of Palamuru University that New Batch of BUSINESS MANAGEMENT SKILLS is going to commence from 16<sup>th</sup> October, 2021. Application forms are available for registration at CBMST, PU.

**Duration of the Courses:** 15 days (Monday to Friday), Palamuru University  
Almanac will be followed for holidays.

Application form can be collected from CBMST office between 10 am to 5 pm

Participants will be awarded a CERTIFICATE on successful completion of the course requirements.

**Note: Registrations are purely based on first come first served basis.**

Copy to:-

1). All the Principals, Campus Colleges of PU.

  
**DIRECTOR  
CBMST, PU**



CENTRE FOR BUSINESS MANAGEMENT SKILLS TRAINING (CBMST)

**PALAMURU UNIVERSITY**

BNDAMEEDIPALLY, MAHABUBNAGAR (TS) 509001

**Application form (for PU Students)**

1. Name of the candidate	:		
2. Father's Name	:		
3. Mother's Name	:		
4. Date of Birth and Age	:		
5. Mother Tongue	:		
6. Department	:	Year/Sem: _____	Roll No: _____
7. Address for Communication	:		
8. Phone Number (WhatsApp No)	:	E-Mail: _____	
9. Convenient Timings	:	4:00 pm to 5:00 pm	

Photo

**DECLARATION**

I will abide by the rules and regulations of the centre and extend full cooperation for smooth and successful conduct for the course. I understand that no interchange of batch will be allowed and a minimum of 85% attendance is essential to receive the certificate. I will not miss any class without prior information. I will participate in the class and submit the work assigned in time. I shall not download or copy any material of the lab on personal device etc. I am responsible for the damage to any property and shall pay 2 times the cost as penalty. The Centre has the right to cancel my admission, if i am found insincere.

**Date:** \_\_\_\_\_

**Signature of the Applicant** \_\_\_\_\_

**Principal's Signature and Stamp:** \_\_\_\_\_

**(for Office Use Only)**

**Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Year** \_\_\_\_\_ **Batch No:** \_\_\_\_\_ **Roll No:** \_\_\_\_\_ **Checked by** \_\_\_\_\_

**DIRECTOR  
CBMST, PU**



**CENTRE FOR BUSINESS MANAGEMENT SKILLS TRAINING (CBMST)**  
**PALAMURU UNIVERSITY**  
(Bndameedipally, Mahabubnagar, Telangana -509001)

**BATCH- 02**

**Certificate Course in Business Management Skills**

S.No	Name of the Student	Course/Year/Sem
1	A. Narender Goud	MCA
2	K. Ravi Kumar	MCA
3	K. Naveen Kumar	MCA
4	B. Nitin Sagar	MCA
5	K. Venu	MCA
6	K.Karthik	MSc 5yr. Integrated Chemistry
7	M.nikhil	MSc 5yr. Integrated Chemistry
8	V.Prem	MSc 5yr. Integrated Chemistry
9	S.Sanjay	MSc 5yr. Integrated Chemistry
10	H.Sateesh kumar	MSc 5yr. Integrated Chemistry
11	Parusha Ramudu	MSc-Org Chemistry
12	Vikram Chowhan	MSc-Org Chemistry
13	V Parusha Ramulu	MSc-Org Chemistry
14	Naseer	M.Ed
15	B. Srinivasulu	M.Ed
16	S. Ashok	M.Ed
17	Swamy	M.Ed
18	K Pavan Kumar Reddy	M.Ed
19	N Srinivas	M.Ed
20	G. Nitin Kumar	B. Pharmacy
21	N. Narender	B. Pharmacy
22	v. Laxman Naik	B. Pharmacy
23	S. Shiva Kumar	B. Pharmacy
24	K. Narsh Kumar	B. Pharmacy
25	P. Siddarth	B. Pharmacy
26	B. Srikanth	B. Pharmacy
27	D. Vivek Naik	B. Pharmacy
28	k. Ravi Kiran	B. Pharmacy
29	T. Mani Kumar reddty	B. Pharmacy
30	Ravikumar	MA English

  
(Dr. S. N. ARJUN KUMAR)  
Asst. Professor (Contract), MBA Dept.  
**Director CBMST**  
**PALAMURU UNIVERSITY**



Date: 03/11/2021

Name: \_\_\_\_\_

Course Details: \_\_\_\_\_

Roll Number : \_\_\_\_\_

Signature : \_\_\_\_\_

- I. How do you motivate a team? 1X5=5
- II. Fill in the blanks 1X5=5
1. Management is a \_\_\_\_\_ function to have adapt itself to the changing environment
  2. Science principles are based on \_\_\_\_\_ and \_\_\_\_\_ relationship
  3. All professions are based on \_\_\_\_\_ of knowledge
  4. Management requires team work and coordination of individual effort in common \_\_\_\_\_
  5. The welfare and survival of an organization are the main functions performed by \_\_\_\_\_ level of management
- III. What's your management style 1X5=5
- IV. Describe the following
1. Relationship Management
  2. Planning.
  3. Prioritisation
  4. Critical Thinking
  5. Industry Knowledge
- V. Describe how you delegate tasks to team members 1X5=5



**CENTRE FOR BUSINESS MANAGEMENT SKILLS TRAINING  
(CBMST)**

**PALAMURU UNIVERSITY**

Bandameedipalli, Mahabubnagar-509001, Telangana State

**Certificate**

This is to certify that Ms. K. KARTHIK

Son/Daughter of SRI. K. MARKENDEYA

**M.Sc. 5yr. Integrated Chemistry (2020-2025)**

Palamuru University has successfully completed Certificate Course in Business Management Skills Organised by the **Centre for Business Management Skills Training (CBMST)**, Palamuru University during 16<sup>st</sup> Oct. 2021 to 30<sup>th</sup> Oct. 2021

**Director**  
CBMST, Palamuru University



**CENTRE FOR COMPUTER SKILLS TRAINING (CCST)**

**PALAMURU UNIVERSITY**

Bndameedipally, Mahabubnagar (TS) 509001

**ANNOUNCEMENT OF THE COURSES**

<b>Target Learners:</b>	Students
<b>Duration:</b>	1 month
<b>Course Fee:</b>	Nil
<b>Batches:</b>	Monday, Tuesday , Wednesday, Thursady, Friday
<b>Timings:</b>	4.00 P.M. to 5.00 P.M..
<b>Method of Teaching:</b>	Interactive Teaching
<b>Mode of Teaching:</b>	Offline

\*Learners are facilitated with activities, assignments, tests and material.

**Course:** 1. MS Office Basic

**Certificate:** *The Candidates who complete the course successfully will be given the certificate*

**CONTACT US:**

**CCST OFFICE,**  
University PG College  
Palamuru University  
Bandameedipally,  
Mahabubnagar.  
Telangana-509001

Timings: 10:00 am to 5:00 pm

Mail Id: [directorccst@palamuruuniversity.ac.in](mailto:directorccst@palamuruuniversity.ac.in)

  
(Ghous Moynuddin)  
**DIRECTOR**  
**CCST, PU**



**CENTRE FOR COMPUTER SKILLS TRAINING (CCST)**

**PALAMURU UNIVERSITY**

Bndameedipally, Mahabubnagar (TS) 509001

Ref.No: PU/CCST/2021-22/1

Date: 23-08-2021

## **CIRCULAR**

### **MS Office Basic**

**(Commencing from 1<sup>st</sup> September, 2021)**

This is to inform all the students of Palamuru University that New Batch of MS Office Basic is going to commence from 1<sup>st</sup> September, 2021. Application forms are available for registration at CCST, PU.

**Duration of the Courses:** 30 days (Monday to Friday), Palamuru University Almanac will be followed for holidays.

Application form can be collected from CCST office between 10 am to 5 pm

Participants will be awarded a CERTIFICATE on successful completion of the course requirements.

**Note:** Registrations are purely based on first come first served basis.

Copy to:-

1). All the Principals, Campus Colleges of PU.

  
**DIRECTOR**  
**CCST, PU**



# CENTRE FOR COMPUTER SKILLS TRAINING (CCST)

## PALAMURU UNIVERSITY

BNDAMEEDIPALLY, MAHABUBNAGAR (TS) 509001

### Application form (for PU Students)

1. Name of the candidate	:	
2. Father's Name	:	
3. Mother's Name	:	
4. Date of Birth and Age	:	
5. Mother Tongue	:	
6. Department	:	Year/Sem: _____ Roll No: _____
7. Address for Communication	:	
8. Phone Number (WhatsApp No)	:	E-Mail: _____
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Photo

### DECLARATION

I will abide by the rules and regulations of the centre and extend full cooperation for smooth and successful conduct for the course. I understand that no interchange of batch will be allowed and a minimum of 85% attendance is essential to receive the certificate. I will not miss any class without prior information. I will participate in the class and submit the work assigned in time. I shall not download or copy any material of the lab on personal device etc. I am responsible for the damage to any property and shall pay 2 times the cost as penalty. The Centre has the right to cancel my admission, if I am found insincere.

**Date:** \_\_\_\_\_

**Signature of the Applicant** \_\_\_\_\_

**Principal's Signature and Stamp:** \_\_\_\_\_

**(for Office Use Only)**

**Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Year** \_\_\_\_\_ **Batch No:** \_\_\_\_\_ **Roll No:** \_\_\_\_\_ **Checked by** \_\_\_\_\_

**DIRECTOR  
CCST, PU**



**CENTRE FOR COMPUTER SKILLS TRAINING (CCST)**  
**PALAMURU UNIVERSITY**

(Bndameedipally, Mahabubnagar, Telangana -509001)

**BATCH- 01**

**Certificate Course in MS Office Basic**

S.No	Name of the Student	Course/Year/Sem
1	A. Venkatesh	MSc 5yr. Integrated Chemistry
2	D.Sriram nayak	MSc 5yr. Integrated Chemistry
3	G.Suresh yadav	MSc 5yr. Integrated Chemistry
4	K.Mahender	MSc 5yr. Integrated Chemistry
5	K.Pranay goud	MSc 5yr. Integrated Chemistry
6	K.Karthik	MSc 5yr. Integrated Chemistry
7	M.nikhil	MSc 5yr. Integrated Chemistry
8	V.Prem	MSc 5yr. Integrated Chemistry
9	S.Sanjay	MSc 5yr. Integrated Chemistry
10	H.Sateesh kumar	MSc 5yr. Integrated Chemistry
11	Parusha Ramudu	MSc-Org Chemistry
12	Vikram Chowhan	MSc-Org Chemistry
13	V Parusha Ramulu	MSc-Org Chemistry
14	Naseer	M.Ed
15	B. Srinivasulu	M.Ed
16	S. Ashok	M.Ed
17	Swamy	M.Ed
18	K Pavan Kumar Reddy	M.Ed
19	N Srinivas	M.Ed
20	CH Laxmi	MSc Botany
21	Shabana Begum	MSc Botany
22	A. Narendra Goud	MBA
23	K. Ravi Kumar	MBA
24	K. Naveen Kumar	MBA
25	B. Nitin Sagar	MBA
26	K. Venu	MBA
27	V.Vamsi	MBA
28	M Swathi	MSc Mathematics
29	K Dorcus	MA English
30	Ravikumar	MA English

**Ghouse Moinuddin**

*Asst. Professor(Contract). MCA Dept.*

**Director CCST**

**PALAMURU UNIVERSITY**



# CENTRE FOR COMPUTER SKILLS TRAINING (CCST)

## Palamuru University

(Bndameedipally, Mahabubnagar, Telangana -509001)

Date: 02/10/2021

Name: \_\_\_\_\_

Course Details: \_\_\_\_\_

Roll Number : \_\_\_\_\_

Signature : \_\_\_\_\_

- I. Write a Paragraph on 'Features of MS Word'? 1X5=5
- II. Multiple choice questions 1x5=5
1. Bold, Italic, Regular are known as [     ]
- (a) font styles      (b) font effects      (c) word art      (d) text effects
2. What happens when you press Ctrl + V Key [     ]
- (a) A Capital V letter is typed into your document at the Cursor point
- (b) The selected item is pasted from the clipboard
- (c) The selected item is pasted to the clipboard
- (d) The selected drawing objects are distributed vertically on the page
3. The shortcut for centrally aligning a text is [     ]
- (a) Ctrl+C      (b) Ctrl+L      (c) Ctrl+E      (d) Ctrl+R
4. To view header and footer you must switch to [     ]
- (a) Normal View    (b) Print layout view    (c) Print Preview mode    (d) Both B and C.
5. Replacing a word with another word throughout the document can be done using [     ]
- (a) Cut and Paste      (b) Find and Replace    (c) Copy and Paste    (d) Go
- III. Fill in the blanks 1X5=5
1. Change the \_\_\_\_\_ to create a document in wide format
2. \_\_\_\_\_ is the default file extension for all word documents
3. \_\_\_\_\_ key shortcuts is used for printing a document in word
4. \_\_\_\_\_ is a collection of predefined design elements and color schemes
5. Press \_\_\_\_\_ to open the help window in MS word document
- IV. Describe important features of MS excell 1X5=5
- V. Describe the following

1. Power point
2. CPU
3. Mouse
4. Outlook
5. Toolbar

VI. Write five important applications of MS Office:

1X5=5



**CENTRE FOR COMPUTER SKILLS TRAINING (CCST)**  
**PALAMURU UNIVERSITY**

Bandameedipalli, Mahabubnagar-509001, TELANGANA STATE.

**Certificate**

This is to certify that Mr. K. Ravi Kumar

Son/Daughter of Mr. K. Ramulu

**M.Sc. 5yr. Integrated Chemistry (2020-2025)**

Palamuru University has successfully completed Certificate Course in MS Office Basic Organised by the **Centre for Computer Skills Training (CCST)**, Palamuru University during 1<sup>st</sup> Sep. 2021 to 30<sup>th</sup> Sep. 2021.

**Director**  
CCST, Palamuru University



**CENTRE FOR ENGLISH LANGUAGE TRAINING (CELT)  
PALAMURU UNIVERSITY**

(Bandameedipally, Mahabubnagar, Telangana - 509001)

Ref. No: PU/CELT/2021-22/2

Date: 27-09-2021

**CIRCULAR**

**Functional English Course**

(Commencing from 1<sup>st</sup> October', 2021.)

This is to inform all the students of Palamuru University that New Batch of Functional English Course is going to commence from 1<sup>st</sup> October', 2021. Secure your seat by registering yourselves at CELT, PU.

**Duration of the Course:** 45 days (Monday to Friday), Palamuru University Almanac will be followed for holidays.

Application form can be collected from CELT office between 10am to 5pm by producing the online payment receipt (Printout of successful fee payment screenshot should be submitted) for Rupees 500/-.

**Information for online payment:**

Name : Director, CELT  
A/c No : 37439228572  
IFSC : SBIN0016375

Participants will be awarded a CERTIFICATE on successful completion of the course requirements.

**NOTE:** Registrations are purely based on first come first served basis.

  
**DIRECTOR  
CELT, PU**

Copy to:-

1/ All the principals, Campus Colleges.

P.V.



**Centre for English Language Training (CELT)**  
**PALAMURU UNIVERSITY**

(Bandameedipally, Mahabubnagar, Telangana - 509001)

**BATCH - 08**  
**Certificate Course in Functional English**

S.NO	Name of the Student	Course / year / Sem
1	Sujatha	MA English
2	M.D. Mujahid Pasha	MA Economics
3	Yalam Naveen	MA Economics
4	G.Sreenivasulu	MA Economics
5	Sreenu	MA Economics
6	M.Naresh	MA Economics
7	B.Sugurappa	MA Economics
8	Ravindra	MA Economics
9	P.Shivani	MA Economics
10	A.Srilatha	MA Economics
11	N. Tarakeshwari	MA English
12	D.Naveena	MA English
13	G.Nandana	MA English
14	K.Lohitha	MA English
15	Kashapogu Raju	MSc Mathematics
16	P.Pavan Kumar	MSc Mathematics
17	K. Sreevani	MA English
18	M. Ashok	MA Political science
19	B baby Rani	MSc Mathematics
20	Azmeera Revathi	MSc Mathematics
21	U Madhavi	MSc Botany
22	Kurmaiah	MSc Botany
23	K. Laxmi	MSc Botany
24	P.Praveena	MSc Botany
25	K. Rajyalaxmi	MSc Botany
26	Mahimooda Begum	MSc Botany
27	Anand	MSc Botany
28	V. Navya	MSc Botany
29	C Kavitha	MSc Botany
30	N Tulasi	MSc Botany

  
**Dr. J. MALAVI**

*Asst. Professor in English*

**Director CELT**

**PALAMURU UNIVERSITY**  
**DIRECTOR**  
Centre for English Language Training  
Palamuru University, Mahabubnagar.



**Centre for English Language Training (CELT)**  
**PALAMURU UNIVERSITY**

(Bandameedipally, Mahabubnagar, Telangana - 509001)

**BATCH - 09**  
**Certificate Course in Functional English**

S.NO	Name of the Student	Course / year / Sem
1	H Sravani	MSc Botany
2	K Ramesh	MSc Botany
3	K Madhavi	MSc Botany
4	S Anitha	MSc Botany
5	S Aruna	MSc Botany
6	P Sushma	MSc Botany
7	G Gayathri	MSc Botany
8	K Shirisha	MA English
9	M Akshara	MA English
10	M Sunitha	MSc Physics
11	M Renuka	M.Ed
12	T Ramadevi	M.Ed
13	S Mallesh	M.Ed
14	Kursala Renuka	M.Ed
15	K Pavan Kumar Reddy	M.Ed
16	N Srinivas	M.Ed
17	Parusha Ramudu	MSc-Org Chemistry
18	Vikram Chowhan	MSc-Org Chemistry
19	V Parusha Ramulu	MSc-Org Chemistry
20	CH Laxmi	MSc Botany
21	Shabana Begum	MSc Botany
22	G Mahesh	MBA
23	M Shiva Kumar	MBA
24	M Harish	MBA
25	A Pavan Kumar	MBA
26	Damodara Durga Prasad	MBA
27	G Ravalika	MSc Mathematics
28	M Swathi	MSc Mathematics
29	K Dorcus	MA English

**Dr. J. MALAVI**

*Asst. Professor in English*

**Director CELT**

**PALAMURU UNIVERSITY**  
**DIRECTOR**

Centre for English Language Training  
Palamuru University, Mahabubnagar



# Centre for English Language Training (CELT)

## PALAMURU UNIVERSITY

(Bandameedipally, Mahabubnagar, Telangana - 509001)

### BATCH - 10

S.NO	Name of the Student	Department
1	Konkathi srilekha	MSc Botany
2	V Swathi	MSc Botany
3	Vadthyavath Roopsingh	MSW
4	Pathlavath Shirisha	MSc Botany
5	Muntha Manasa	MSc Botany
6	K Sowmya	MSc Botany
7	Prashanthi	MSc Botany
8	Koneru Kaveri	MSc Botany
9	Pittala Sneha	MSc Botany
10	Baindla Maheshwari	MSc Botany
11	D Maneesha	MSc Botany
12	Singam Priyanka	MSc Botany
13	Pranavi Jetty	MSc Botany
14	G Hymavathi	MSc Botany
15	Anil Kumar	MSc Botany
16	Dhandu Radhika	MSc Botany
17	J Swapna	MSc Botany
18	B Ruchitha	MSc Botany
19	P Anjamma	MSc Botany
20	S Jyothi	MSc Botany
21	G Shireesha	MSc Botany
22	B Jyothi	MSc Botany
23	P Sravanthi	MSc Botany
24	Batigiri Aparna	MSc Botany
25	M Arunajyothi	MSc Botany
26	Sarvagalla Srilatha	MSc Botany
27	S Anitha	MSc Botany
28	G Swetha	MSc Botany
29	G Yuva Raju	MA English
30	B Vinod Kumar	MSW
31	M Shiva Kumar	MSW
32	N Deenamma	MSc Botany
33		

**Dr. J. MALAVI**

*Asst. Professor in English*

**Director CELT**

**PALAMURU UNIVERSITY**



# CENTRE FOR ENGLISH LANGUAGE TRAINING (CELT)

## PALAMURU UNIVERSITY

(BANDAMEEDIPALLY, MAHABUBNAGAR-509001)

### Application Form (for PU students)

1. Name of the Candidate :
2. Father's Name :
3. Mother's Name :
4. Date of Birth and Age :
5. Mother Tongue :
6. Mode of Payment : Google Pay/ PhonePe/ Internet Banking / RTGS/NEFT
7. Amount to be Transferred : The Director CELT, A/c: 37439228572, IFSC Code: SBIN0016375  
State Bank of India, Ganesh Nagar, Mahabubnagar.
8. Payment Transaction Id : \_\_\_\_\_ Date of Payment: \_\_\_\_\_
9. Department : \_\_\_\_\_ Year/Sem : \_\_\_\_\_ Roll No: \_\_\_\_\_
10. Address for Communication :
11. Phone number (WhatsApp No) : \_\_\_\_\_ E-Mail: \_\_\_\_\_
12. Convenient Timings : Slot 1: 9:00 am to 10:00 am Slot 2: 3:00 pm to 4:00 pm  
Slot 3: 4:00 pm to 5:00 pm Slot 4: 5:00 pm to 6:00 pm

Photo

### DECLARATION

I will abide by the rules and regulations of the centre and extend full cooperation for smooth and successful conduct of the course. I understand that fee once paid will not be refunded; no interchange of batch will be allowed and a minimum of 85% attendance is essential to receive the certificate. I will not miss any class without prior information. I will participate in the class and submit the work assigned in time. I shall not download or copy any material of the lab on personal device etc. I am responsible for the damage to any property and shall pay 2 times the cost as penalty. The Centre has the right to cancel my admission, without repaying fee, if I am found insincere.

Date:

Signature of the Applicant

Principal's Signature and Stamp:

### (For Office Use Only)

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
Rs \_\_\_\_\_ Dated \_\_\_\_\_ Bank \_\_\_\_\_ Receipt No. \_\_\_\_\_  
Year \_\_\_\_\_ Batch No: \_\_\_\_\_ Roll No. \_\_\_\_\_ Checked by \_\_\_\_\_

DIRECTOR  
CELT, PU.



**Centre for English Language Training (CELT)**  
**Palamuru University**

(Bandameedipally, Mahabubnagar, Telangana - 509001)

Date: 21/02/2021

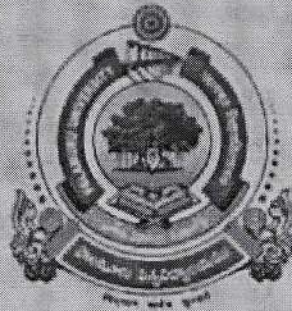
Name: \_\_\_\_\_

Course Details: \_\_\_\_\_

Roll Number: \_\_\_\_\_

Signature: \_\_\_\_\_

- I. Write a Paragraph on 'Importance of Education'? 1X5=5
- II. Fill in the blanks with appropriate forms of the verb given in the bracket. 1X5=5
1. Mother \_\_\_\_\_ (cook) every morning.
  2. In 1947, India \_\_\_\_\_ (win) Independence.
  3. Before I \_\_\_\_\_ (Reach) the station, the train \_\_\_\_\_ already \_\_\_\_\_ (leave)
  4. Some Students not \_\_\_\_\_ (pay) fees yet.
  5. It started to rain while we \_\_\_\_\_ (play ) tennis.
- III. Change the following Active voice into Passive voice and Passive voice into Active voice 1X5=5
1. I do my homework. (AV)
  2. He receives a letter. (AV)
  3. I will make a Cake. (AV)
  4. A Brownie is being baked by Michael.(PV)
  5. It will be made tomorrow. (PV)
- IV. Write a letter to an Editor of a reputed Newspapers about the "Indian Constitution and its Amendments".
- V. Transcribe the following given words? 1X5=5
- Ex: lion = /li:n/
1. Examination
  2. Potato
  3. Foot
  4. Student
  5. English
- VI. How do you introduce yourself during an Interview  
Write about it within 50 words? 1X5=5



**CENTRE FOR ENGLISH LANGUAGE TRAINING (CELT)  
PALAMURU UNIVERSITY**

Bandameedipally, Mahabubnagar - 509001, TELANGANA STATE.

**Certificate**

This is to certify that K. Srinivas  
Son/Daughter of K. Ananthaiah  
MA-English (2018-2020),

Palamuru University, has successfully completed Certificate Course in English Language Communication Skills organised by the **Centre for English Language Training (CELT)**, Palamuru University during 20<sup>th</sup> Feb. 2019 to 25<sup>th</sup> Apr. 2019.

**Director**  
CELT, Palamuru University

**Registrar**  
Palamuru University



CENTRE FOR ENGLISH LANGUAGE TRAINING (CELT)  
PALAMURU UNIVERSITY  
Bandameedipally, Mahabubnagar (TS) 509001

### ANNOUNCEMENT OF THE COURSES

Target learners:	Any professional, Home makers and Students
Duration:	3 months (3 Modules)
Course fee:	Rs.1500/- per Module
Batches:	Monday, Wednesday, Friday / Tuesday, Thursday, Saturday
Timings:	Based on the priority of learners.
Method of Teaching:	Interactive Teaching.
Mode of Teaching:	Online and Offline.

\*Learners are facilitated with activities, assignments, tests and material.

- Modules:**
1. Basic English to Communicate
  2. Crash Course on Written & Spoken Communication
  3. Crash Course for Better English Pronunciation

**Certificate:** *The Candidates who complete the course successfully will be given the certificate*

### CONTACT US:

CELT OFFICE,  
Science Block,  
University PG College  
Palamuru University  
Bandameedipally,  
Mahabubnagar,  
Telangana – 509001

Timings: 10:00 am to 5:00 pm

Mail Id: [directorcelt@palamuruuniversity.ac.in](mailto:directorcelt@palamuruuniversity.ac.in)

  
(Dr. J. Malavi)  
DIRECTOR  
CELT, PU.

DIRECTOR

Centre for English Language Training  
Palamuru University, Mahabubnagar



**CENTRE FOR ENGLISH LANGUAGE TRAINING (CELT)  
PALAMURU UNIVERSITY**

(Bandameedipally, Mahabubnagar, Telangana - 509001)

Ref. No: PU/CELT/2021-22/4

Date: 16-03-2022

**CIRCULAR**

**CELT Classes Commencing from 21<sup>st</sup> March'2022**

This is to inform all the students of Palamuru University that CELT classes are commencing from 21<sup>st</sup> March'2022. Kindly secure your seat by registering yourselves at CELT, PU.

**Duration of the Course: 45 hours** (Monday to Friday), Palamuru University Almanac will be followed for holidays.

Application form is available at CELT office between **10am to 5pm**.

Participants will be awarded a CERTIFICATE on successful completion of the course requirements.

  
**DIRECTOR**  
**CELT, PU**  
**DIRECTOR**

Centre for English Language Training  
Palamuru University, Mahabubnagar

**Copy to:**

1. The OSD to VC, PU.
2. The PA to Registrar, PU.
3. All the Principals, Campus Colleges, PU.
4. All the Head of the Departments Campus Colleges, PU.



**CENTRE FOR ENGLISH LANGUAGE TRAINING (CELT)**  
**PALAMURU UNIVERSITY**  
Bandameedipally, Mahabubnagar (TS) 509001

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### **ANNOUNCEMENT OF THE COURSE**

#### **English with Confidence: A Certificate Course**

<b>Target learners</b>	: Any professional, Home makers and Students
<b>Duration</b>	: 3 months =3 Modules
<b>Course fee</b>	: Rs.1500/- per Module (Modules can be chosen)
<b>Batches:</b>	Monday, Wednesday, Friday / Tuesday, Thursday, Saturday
<b>Timings:</b>	Based on the priority of learners.
<b>Method of Teaching:</b>	Interactive Teaching.
<b>Mode of Teaching:</b>	Online and Offline.

\*Learners are facilitated with activities, assignments, tests and material.

- Modules:**
1. Basic English to Communicate.
  2. Crash Course on Written & Spoken Communication.
  3. Crash Course on Enhanced Pronunciation.

**Certificate:** *The Candidates who complete the course successfully will be given the certificate.*

**\*\* Interested candidates can get the application from CELT, PU office.**

#### **Contact us for more Details:**

**CELT OFFICE,**  
Science Block,  
University PG College  
Palamuru University  
Bandameedipally,  
Mahabubnagar,  
Telangana – 509001

**Timings:** 10:00 am to 5:00 pm

**Mail Id:** [directorcelt@palamuruuniversity.ac.in](mailto:directorcelt@palamuruuniversity.ac.in)



# CENTRE FOR ENGLISH LANGUAGE TRAINING (CELT)

## PALAMURU UNIVERSITY

(BANDAMEEDIPALLY, MAHABUBNAGAR-509001)

### Application Form (for PU students)

1. Name of the Candidate :
2. Father's Name :
3. Mother's Name :
4. Date of Birth and Age :
5. Mother Tongue :
6. Mode of Payment : Google Pay/ PhonePe/ Internet Banking / RTGS/NEFT
7. Amount to be Transferred : **The Director CELT, A/c: 37439228572, IFSC Code: SBIN0016375**  
**State Bank of India, Ganesh Nagar, Mahabubnagar.**
8. Payment Transaction Id : \_\_\_\_\_ Date of Payment: \_\_\_\_\_
9. Department : \_\_\_\_\_ Year/Sem : \_\_\_\_\_ Roll No: \_\_\_\_\_
10. Address for Communication :
11. Phone number (WhatsApp No) : \_\_\_\_\_ E-Mail: \_\_\_\_\_
12. Convenient Timings : Slot 1: 9:00 am to 10:00 am Slot 2: 3:00 pm to 4:00 pm  
Slot 3: 4:00 pm to 5:00 pm Slot 4: 5:00 pm to 6:00 pm

Photo

### DECLARATION

I will abide by the rules and regulations of the centre and extend full cooperation for smooth and successful conduct of the course. I understand that fee once paid will not be refunded; no interchange of batch will be allowed and a minimum of 85% attendance is essential to receive the certificate. I will not miss any class without prior information. I will participate in the class and submit the work assigned in time. I shall not download or copy any material of the lab on personal device etc. I am responsible for the damage to any property and shall pay 2 times the cost as penalty. The Centre has the right to cancel my admission, without repaying fee, if I am found insincere.

Date:

Signature of the Applicant

Principal's Signature and Stamp:

### (For Office Use Only)

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
Rs \_\_\_\_\_ Dated \_\_\_\_\_ Bank \_\_\_\_\_ Receipt No. \_\_\_\_\_  
Year \_\_\_\_\_ Batch No: \_\_\_\_\_ Roll No. \_\_\_\_\_ Checked by \_\_\_\_\_

**DIRECTOR**  
**CELT, PU.**



**Centre for English Language Training (CELT)**  
**Palamuru University**

(Bandameedipally, Mahabubnagar, Telangana - 509001)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Course Details: \_\_\_\_\_

Signature: \_\_\_\_\_

- I. Write a Paragraph on Importance of Education? 1X5=5
- II. Fill the blanks with appropriate forms of the verb given in the bracket. 5X1=5
1. Mother \_\_\_\_\_ (cook) every morning.
  2. In 1947, India \_\_\_\_\_ (win) Independence.
  3. Before I \_\_\_\_\_ (Reach) the station, the train \_\_\_\_\_ already \_\_\_\_\_ (leave)
  4. Some students not (pay) fees yet.
  5. It started to rain while we \_\_\_\_\_ (play tennis).
- III. Change the following Active voice into Passive voice and Passive voice into Active voice 5X1=5
1. I do my homework (AV)
  2. He receives a letter (AV).
  3. I will make a Cake (AV)
  4. A Brownie is being baked by Michael (PV).
  5. It will be made tomorrow.(PV)
- IV. Write a letter to the Editor of reputed Newspaper about the "Indian Constitution and its Amendments". 1X5=5
- V. Transcribe the following given words? Ex: Lion=/Li : n/. 5X1=5
1. Examination
  2. Potato
  3. Foot
  4. Student
  5. English
- VI. How do you Introduce yourself during Interview 5X1=5  
Write in about 50 words.



## Centre for English Language Training (CELT)

### PALAMURU UNIVERSITY

(Bandameedipally, Mahabubnagar, Telangana - 509001)

#### BATCH - 10

S.NO	Name of the Student	Course / year / Sem
1	Konkathi srilekha	MSc Botany
2	V Swathi	MSc Botany
3	Vadthyavath Roopsingh	MSW
4	Pathlavath Shirisha	MSc Botany
5	Muntha Manasa	MSc Botany
6	K Sowmya	MSc Botany
7	Prashanthi	MSc Botany
8	Koneru Kaveri	MSc Botany
9	Pittala Sneha	MSc Botany
10	Baindla Maheshwari	MSc Botany
11	D Maneesha	MSc Botany
12	Singam Priyanka	MSc Botany
13	Pranavi Jetty	MSc Botany
14	G Hymavathi	MSc Botany
15	Anil Kumar	MSc Botany
16	Dhandu Radhika	MSc Botany
17	J Swapna	MSc Botany
18	B Ruchitha	MSc Botany
19	P Anjamma	MSc Botany
20	S Jyothi	MSc Botany
21	G Shireesha	MSc Botany
22	B Jyothi	MSc Botany
23	P Sravanthi	MSc Botany
24	Batigiri Aparna	MSc Botany
25	M Arunajyothi	MSc Botany
26	Sarvagalla Srilatha	MSc Botany
27	S Anitha	MSc Botany
28	G Swetha	MSc Botany
29	G Yuva Raju	Ma English
30	B Vinod Kumar	MSW
31	M Shiva Kumar	MSW
32	N Deenamma	MSc Botany
33		

(DR. J. MALAVI)

Asst. Professor in English

Director CELT

PALAMURU UNIVERSITY

DIRECTOR

Centre for English Language Training  
Palamuru University, Mahabubnagar.

**Centre for English Language Training (CELT) – 2022-23**  
**PALAMURU UNIVERSITY**

09.11.2021 to 03.12.2021

S.No	Batch No	Period of Batch	Duration of Batch	No. of students enrolled	Cost of fee per student	Total Amount	Remarks
1	10	21.03.2022 To Till Date	45 Classes	33	500	16500	-

-54

(Dr. J. MALAVI)  
*Asst. Professor in English*  
**Director CELT**  
**PALAMURU UNIVERSITY**

DIRECTOR

Centre for English Language Training  
Palamuru University, Mahabubnagar.



**CIRCULAR**  
**BUSINESS MANAGEMENT SKILLS**  
**(Commencing from 01<sup>st</sup> March, 2022)**

This is to inform all the students of Palamuru University that New Batch of BUSINESS MANAGEMENT SKILLS is going to commence from 1<sup>st</sup> March, 2022. Application forms are available for registration at CBMST, PU.

- **Duration of the Courses:** 30 days (Monday to Friday), Palamuru University Almanac will be followed for holidays.

- Application form can be collected from CBMST office between 10 am to 5 pm

Participants will be awarded a CERTIFICATE on successful completion of the course requirements.

**Note: Registrations are purely based on first come first served basis.**

Copy to:-

1). All the Principals, Campus Colleges of PU.

  
**DIRECTOR**  
**CBMST, PU**

Head of the Department  
Dept. of Business Management  
University P.G. College  
Palamuru University  
MAHABUB NAGAR - 509001.



**CENTRE FOR BUSINESS MANAGEMENT SKILLS TRAINING (CBMST)  
PALAMURU UNIVERSITY**

Bndameedipally, Mahabubnagar (TS) 509001

**ANNOUNCEMENT OF THE COURSES**

<b>Target Learners:</b>	Students
<b>Duration:</b>	30 days
<b>Course Fee:</b>	Free of charge
<b>Batches:</b>	Monday, Tuesday , Wednesday, Thursady, Friday
<b>Timings:</b>	4.00 P.M. to 5.00 P.M..
<b>Method of Teaching:</b>	Interactive Teaching
<b>Mode of Teaching:</b>	Offline

\*Learners are facilitated with activities, assignments, tests and material.

**Course:** Business management skills

**Certificate:** *The Candidates who complete the course successfully will be given the certificate*

**CONTACT US:**

**CBMST OFFICE,**

University College of Education

Palamuru University

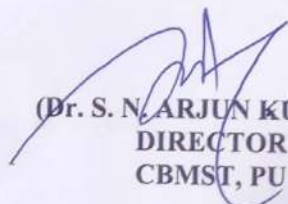
Bandameedipally,

Mahabubnagar.

Telangana-509001

Timings: 10:00 am to 5:00 pm

Mail Id: [directorcbmst@palamuruuniversity.ac.in](mailto:directorcbmst@palamuruuniversity.ac.in)

  
(Dr. S. N. ARJUN KUMAR)  
DIRECTOR  
CBMST, PU

Head of the Department  
Dept. of Business Management  
University P.G. College  
Palamuru University  
MAHABUB NAGAR - 509001.



CENTRE FOR BUSINESS MANAGEMENT SKILLS TRAINING (CBMST)  
**PALAMURU UNIVERSITY**  
BNDAMEEDIPALLY, MAHABUBNAGAR (TS) 509001

Application form (for PU Students)

1. Name of the candidate :
2. Father's Name :
3. Mother's Name :
4. Date of Birth and Age :
5. Mother Tongue :
6. Department : \_\_\_\_\_ Year/Sem: \_\_\_\_\_ Roll No: \_\_\_\_\_
7. Address for Communication :
8. Phone Number (WhatsApp No) : \_\_\_\_\_ E-Mail: \_\_\_\_\_
9. Convenient Timings : 4:00 pm to 5:00 pm

Photo

**DECLARATION**

I will abide by the rules and regulations of the centre and extend full cooperation for smooth and successful conduct for the course. I understand that no interchange of batch will be allowed and a minimum of 85% attendance is essential to receive the certificate. I will not miss any class without prior information. I will participate in the class and submit the work assigned in time. I shall not download or copy any material of the lab on personal device etc. I am responsible for the damage to any property and shall pay 2 times the cost as penalty. The Centre has the right to cancel my admission, if i am found insincere.

Date:

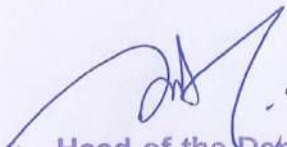
Signature of the Applicant

Principal's Signature and Stamp:

(for Office Use Only)

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Year \_\_\_\_\_ Batch No: \_\_\_\_\_ Roll No: \_\_\_\_\_ Checked by \_\_\_\_\_

  
Head of the Department  
Dept. of Business Management  
University P.G. College  
Palamuru University  
MAHABUB NAGAR - 509001.

DIRECTOR  
CBMST, PU

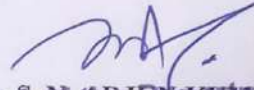


**CENTRE FOR BUSINESS MANAGEMENT SKILLS TRAINING (CBMST)**  
**PALAMURU UNIVERSITY**  
(Bndameedipally, Mahabubnagar, Telangana -509001)

**BATCH- 03**

**Certificate Course in Business Management Skills**

S.No	Name of the Student	Course/Year/Sem
1	P. Sai Bhaskar	MCA
2	K. Sanjeev	MCA
3	N. Naga Raju	MCA
4	K. Devender Chary	MCA
5	P. Rakesh	MCA
6	Rajashekar	MCA
7	Naveen	MSc-Org Chemistry
8	Rathod	MSc-Org Chemistry
9	Afra Shareen	MSc-Org Chemistry
10	R. Naveen	MSc-Org Chemistry
11	Mohmed Ashra	MSc-Org Chemistry
12	Shiva	MSc-Org Chemistry
13	Narender	MSc-Org Chemistry
14	M.vamshi	B. Pharmacy
15	J.yogeshwar	B. Pharmacy
16	Sai shiva reddy	B. Pharmacy
17	R.vignan	B. Pharmacy
18	V.sai teja	B. Pharmacy
19	P.sai ram	B. Pharmacy
20	M.vamshi	B. Pharmacy
21	J.yogeshwar	B. Pharmacy
22	Sai shiva reddy	B. Pharmacy
23	Mukesh kumar	MSc 5yr. Integrated Chemistry
24	K. Bhadr	MSc 5yr. Integrated Chemistry
25	B. Anilkumar	MSc 5yr. Integrated Chemistry
26	D.Vinaygoud	MSc 5yr. Integrated Chemistry
27	A. Balakrishna	MSc 5yr. Integrated Chemistry
28	A.Bhanu Prakash	MSc 5yr. Integrated Chemistry
29	K.Raju	MSc 5yr. Integrated Chemistry
30	T.Ravikumar	MSc 5yr. Integrated Chemistry

  
**Dr. S. N. ARUNDHAN KUMAR**  
Asst. Professor (Computer & MBA Dept.)  
Director CBMST  
Palamuru University  
MAHABUBNAGAR



CENTRE FOR BUSINESS MANAGEMENT SKILLS TRAINING (CBMST)

**Palamuru University**

(Bndameedipally, Mahabubnagar, Telangana -509001)

Date: 04/04/2022

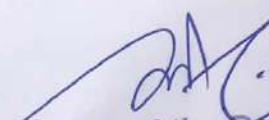
Name: \_\_\_\_\_

Course Details: \_\_\_\_\_

Roll Number : \_\_\_\_\_

Signature : \_\_\_\_\_

- I. How do you motivate a team? 1X5=5
- II. Fill in the blanks 1X5=5
1. Management is a \_\_\_\_\_ function to have adapt itself to the changing environment
  2. Science principles are based on \_\_\_\_\_ and \_\_\_\_\_ relationship
  3. All professions are based on \_\_\_\_\_ of knowledge
  4. Management requires team work and coordination of individual effort in common \_\_\_\_\_
  5. The welfare and survival of an organization are the main functions performed by \_\_\_\_\_ level of management
- III. What's your management style 1X5=5
- IV. Describe the following
1. Relationship Management
  2. Planning.
  3. Prioritisation
  4. Critical Thinking
  5. Industry Knowledge
- V. Describe how you delegate tasks to team members 1X5=5

  
Head of the Department  
Dept. of Business Management  
University P.G. College  
Palamuru University  
MAHABUB NAGAR - 509001.



**CENTRE FOR BUSINESS MANAGEMENT SKILLS TRAINING  
(CBMST)**

**PALAMURU UNIVERSITY**

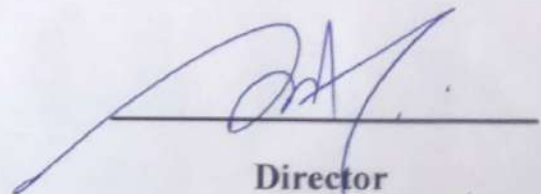
Bandameedipalli, Mahabubnagar-509001, TELANGANA STATE.

**Certificate**

This is to certify that R. NAVEEN  
Son/Daughter of R. NARSIMHA

**M.Sc. Organic Chemistry (2020-2022),**

Palamuru University has successfully completed Certificate Course in BUSINESS MANAGEMENT SKILLS Organised by the **Centre for Business Management Skills Training (CBMST)**, Palamuru University during 1<sup>st</sup> Mar. 2022 to 30<sup>th</sup> Mar. 2022.

  
**Director**  
CBMST, Palamuru University

**Head of the Department**  
Dept. of Business Management  
University P.G. College  
Palamuru University  
MAHABUBNAGAR - 509001.



**CENTRE FOR COMPUTER SKILLS TRAINING (CCST)**

**PALAMURU UNIVERSITY**

Bandameedipally, Mahabubnagar (TS) 509001

Ref.No: PU/CCST/2021-22/3

Date: 13-03-2022

**CIRCULAR**

**MS Office Basic**

(Commencing from 1<sup>st</sup> April 2022)

This is to inform all the students of Palamuru University that New Batch of MS Office Basic is going to commence from 1<sup>st</sup> April, 2022. Application forms are available for registration at CCST, PU.

**Duration of the Courses:** 30 days (Monday to Friday), Palamuru University  
Almanac will be followed for holidays.

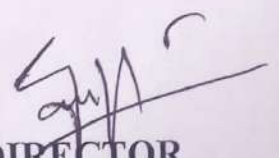
Application form can be collected from CCST office between 10 am to 5 pm

Participants will be awarded a CERTIFICATE on successful completion of the course requirements.

**Note: Registrations are purely based on first come first served basis.**

Copy to:-

1). All the Principals, Campus Colleges of PU.

  
**DIRECTOR  
CCST, PU**

**Head**  
Department of Computer Science  
Palamuru University  
Mahabubnagar-509001.



**CENTRE FOR COMPUTER SKILLS TRAINING (CCST)**

**PALAMURU UNIVERSITY**

Bandameedipally, Mahabubnagar (TS) 509001

**ANNOUNCEMENT OF THE COURSES**

<b>Target Learners:</b>	Students
<b>Duration:</b>	45 days
<b>Course Fee:</b>	Nil
<b>Batches:</b>	Monday, Tuesday , Wednesday, Thursady, Friday
<b>Timings:</b>	4.00 P.M. to 5.00 P.M..
<b>Method of Teaching:</b>	Interactive Teaching
<b>Mode of Teaching:</b>	Offline

\*Learners are facilitated with activities, assignments, tests and material.

**Course:** 1. MS Office Basic

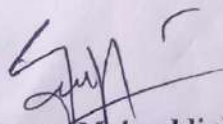
**Certificate:** *The Candidates who complete the course successfully will be given the certificate*

**CONTACT US:**

**CCST OFFICE,**  
University PG College  
Palamuru University  
Bandameedipally,  
Mahabubnagar.  
Telangana-509001

Timings: 10:00 am to 5:00 pm

Mail Id: [directorccst@palamuruuniversity.ac.in](mailto:directorccst@palamuruuniversity.ac.in)

  
(Ghouse Moinuddin)  
**DIRECTOR**  
**CCST, PU**

**Head**  
**Department of Computer Science**  
Palamuru University  
Mahabubnagar-509001.



# CENTRE FOR COMPUTER SKILLS TRAINING (CCST)

## PALAMURU UNIVERSITY

BANDAMEEDIPALLY, MAHABUBNAGAR (TS) 509001

### Application form (for PU Students)

1. Name of the candidate :
2. Father's Name :
3. Mother's Name :
4. Date of Birth and Age :
5. Mother Tongue :
6. Department : \_\_\_\_\_ Year/Sem: \_\_\_\_\_ Roll No: \_\_\_\_\_
7. Address for Communication :
8. Phone Number (WhatsApp No) : \_\_\_\_\_ E-Mail: \_\_\_\_\_
9. Convenient Timings : 4:00 pm to 5:00 pm

Photo

### DECLARATION

I will abide by the rules and regulations of the centre and extend full cooperation for smooth and successful conduct for the course. I understand that no interchange of batch will be allowed and a minimum of 85% attendance is essential to receive the certificate. I will not miss any class without prior information. I will participate in the class and submit the work assigned in time. I shall not download or copy any material of the lab on personal device etc. I am responsible for the damage to any property and shall pay 2 times the cost as penalty. The Centre has the right to cancel my admission, if i am found insincere.

Date:

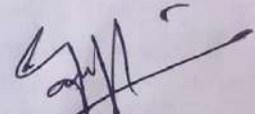
Signature of the Applicant

Principal's Signature and Stamp:

(for Office Use Only)

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Year \_\_\_\_\_ Batch No: \_\_\_\_\_ Roll No: \_\_\_\_\_ Checked by \_\_\_\_\_

  
DIRECTOR  
CCST, PU

Head  
Department of Computer Science  
Palamuru University  
Mahabubnagar-509001.



**CENTRE FOR COMPUTER SKILLS TRAINING (CCST)**  
**PALAMURU UNIVERSITY**

(Bndameedipally, Mahabubnagar, Telangana -509001)

**BATCH- 01**

**Certificate Course in MS Office Basic**

S.No	Name of the Student	Course/Year/Sem
1	N.Vijay kiran kumar	B.Pharmacy
2	T.Devender	B.Pharmacy
3	K.Rahul	B.Pharmacy
4	P.Uday kiran	B.Pharmacy
5	M.Naveen	B.Pharmacy
6	G.Surya kiran	B.Pharmacy
7	G.Mahendra	B.Pharmacy
8	V.Prem	MSc 5yr. Integrated Chemistry
9	S.Sanjay	MSc 5yr. Integrated Chemistry
10	H.Sateesh kumar	MSc 5yr. Integrated Chemistry
11	Parusha Ramudu	MSc-Org Chemistry
12	Vikram Chowhan	MSc-Org Chemistry
13	V Parusha Ramulu	MSc-Org Chemistry
14	Naseer	M.Ed
15	B. Srinivasulu	M.Ed
16	S. Ashok	M.Ed
17	Swamy	M.Ed
18	K Pavan Kumar Reddy	M.Ed
19	N Srinivas	M.Ed
20	CH Laxmi	MSc Botany
21	Shabana Begum	MSc Botany
22	A. Narender Goud	MSc Botany
23	K. Ravi Kumar	MSc Botany
24	K. Naveen Kumar	MSc Botany
25	B. Nitin Sagar	MSc Botany
26	K. Venu	MBA
27	V.Vamsi	MBA
28	Parusha Ramudu	MSc Mathematics
29	Vikram Chowhan	MA English
30	V Parusha Ramulu	MA English

  
**Ghous Moinuddin**

Asst. Professor(Contract). MCA Dept.

**Director CCST**

**PALAMURU UNIVERSITY**

Department of Computer Science

Palamuru University

Mahabubnagar-509001.



# CENTRE FOR COMPUTER SKILLS TRAINING (CCST)

## Palamuru University

(Bandameedipally, Mahabubnagar, Telangana -509001)

Date: 02/05/2022

Name: \_\_\_\_\_

Course Details: \_\_\_\_\_

Roll Number : \_\_\_\_\_

Signature : \_\_\_\_\_

- I. Write a Paragraph on 'Features of MS Word'? 1X5=5
- II. Multiple choice questions 1x5=5
1. Bold, Italin, Regular are known as [    ]
- (a) font styles      (b) font effects      (c) word art      (d) text effects
2. What happens when you press Ctrl + V Key [    ]
- (a) A Capital V letter is typed into your document at the Cursor point
- (b) The selected item is pasted from the clipboard v
- (c) The selected item is pasted to the clipboard
- (d) The selected drawing objects are distributed vertically on the page
3. The shortcut for centrally aligning a text is [    ]
- (a) Ctrl+C      (b) Ctrl+L      (c) Ctrl+E      (d) Ctrl+R
4. To view header and footer you must switch to [    ]
- (a) Normal View    (b) Print layout view    (c) Print Preview mode    (d) Both B and C.
5. Replacing a word with another word throughout the document can be done using [    ]
- (a) Cut and Paste      (b) Find and Replace    (c) Copy and Paste    (d) Go
- III. Fill in the blanks 1X5=5
1. Change the \_\_\_\_\_ to create a document in wide format
2. \_\_\_\_\_ is the default file extension for all word documents
3. \_\_\_\_\_ key shortcuts is used for printing a document in word
4. \_\_\_\_\_ is a collection of predefined design elements and color schemes
5. Press \_\_\_\_\_ to open the help window in MS word document
- IV. Describe important features of MS excell 1X5=5
- V. Describe the following

  
Head  
Department of Computer Science  
Palamuru University  
Mahabubnagar-509001.



## **CENTRE FOR COMPUTR SKILLS TRAINING (CST)**

### **PALAMURU UNIVERSITY**

**Bandamedipally, Mahabubnagar-509001-TELANGANA STATE**

### **CERTIFICATE**

This is to certify that, Mr. K. Venu, S/o Mr. K. Santoosh, Student of MBA (2021-22), Palamuru University has successfully completed Course in MS-Office-Basic organised by the Centre for Computer Skills Training (CCST), Palamuru University, Mahabubnagar, during the period of **01-04-2022 to 30-04-2022.**

**Director**

**CCST, PALAMURU UNIVERSITY**

Head  
Department of Computer Science  
Palamuru University  
Mahabubnagar-509001.



**CENTRE FOR ENGLISH LANGUAGE TRAINING (CELT)**

**PALAMURU UNIVERSITY**

Bndameedipally, Mahabubnagar (TS) 509001

Ref.No: PU/CELT/2022-23/6

Date: 2-01-2023

## **CIRCULAR**

### **Functional English Course**

**(Commencing from 1<sup>st</sup> January, 2023)**

This is to inform all the students of Palamuru University that New Batch of Functional English Course is going to commence from 17<sup>th</sup> January, 2023. Secure your seat by registering yourselves at CELT, PU.

**Duration of the Courses:** 45 days (Monday to Friday), Palamuru University Almanac will be followed for holidays.

Application form can be collected from CELT office between 10 am to 5 pm by producing the online payment receipt (Printout of successful fee payment Screenshot should be submitted) for Rupees 500/-.

**Information for online Payment:**

Name : Director, CELT  
A/c No : 37439228572  
IFSC : SBIN0016375

Participants will be awarded a CERTIFICATE on successful completion of the course requirements.

**Note: Registrations are purely based on first come first served basis.**

Copy to:-

1). All the Principals, Campus Colleges of PU.

*for Date*

**DIRECTOR  
CELT, PU**

**DIRECTOR**  
Centre for English Language Training  
Palamuru University, Mahabubnagar



**CENTRE FOR ENGLISH LANGUAGE TRAINING (CELT)  
PALAMURU UNIVERSITY**

Bndameedipally, Mahabubnagar (TS) 509001

**ANNOUNCEMENT OF THE COURSES**

<b>Target Learners:</b>	Any Professional, Home makers and Students
<b>Duration:</b>	3 months (3 Modules)
<b>Course Fee:</b>	Rs. 1500/- Per Module
<b>Batches:</b>	Monday, Wednesday, Friday/Tuesday, Thursady, Saturday
<b>Timings:</b>	Based on the priority of learners.
<b>Method of Teaching:</b>	Interactive Teaching
<b>Mode of Teaching:</b>	Online and Offline.

\*Learners are facilitated with activities, assignments, tests and material.

- Modules:**
1. Basic English to Communicate
  2. Crash Course on Written & Spoken Communication
  3. Crash Course for Better English Pronunciation

**Certificate:** *The Candidates who complete the course successfully will be given the certificate*

**CONTACT US:**

**CELT OFFICE,**  
Science Block,  
University PG College  
Palamuru University  
Bandameedipally,  
Mahabubnagar.  
Telangana-509001

Timings: 10:00 am to 5:00 pm

Mail Id: directorcelt@palamuruuniversity.ac.in

(Dr. J. Malavi)  
**DIRECTOR**  
**CELT, PU**

**DIRECTOR**  
Centre for English Language Training  
Palamuru University, Mahabubnagar

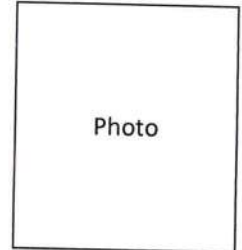


**CENTRE FOR ENGLISH LANGUAGE TRAINING (CELT)**  
**PALAMURU UNIVERSITY**

BNDAMEEDIPALLY, MAHABUBNAGAR (TS) 509001

**Application form (for PU Students)**

1. Name of the candidate	:	
2. Father's Name	:	
3. Mother's Name	:	
4. Date of Birth and Age	:	
5. Mother Tongue	:	
6. Mode of Payment	:	Google Pay/PhonePe/Internet Banking/RTGS/NEFT
7. Amount to be Transferred	:	The Director CELT, A/c:37439228572, IFSC Code:SBIN0016375 State Bank of India, Ganesh Nagar, Mahabubnagar.
8. Payment Transaction Id	:	_____ Date of Payment: _____
9. Department	:	_____ Year/Sem: _____ Roll No: _____
10. Address for Communication	:	
11. Phone Number (WhatsApp No)	:	_____ E-Mail: _____
12. Convenient Timings	:	Slot 1 : 9:00 am to 10:00 am Slot 2 : 3:00 pm to 4:00 pm Slot 3 : 4:00 pm to 5:00 pm Slot 2 : 5:00 pm to 6:00 pm



**DECLARATION**

I will abide by the rules and regulations of the centre and extend full cooperation for smooth and successful conduct for the course. I understand that fee once paid will be refunded: no interchange of batch will be allowed and a minimum of 85% attendance is essential to receive the certificate. I will not miss any class without prior information. I will participate in the class and submit the work assigned in time. I shall not download or copy any material of the lab on personal device etc. I am responsible for the damage to any property and shall pay 2 times the cost as penalty. The Centre has the right to cancel my admission, without repaying fee, if I am found insincere.

**Date:**

**Signature of the Applicant**

**Principal's Signature and Stamp:**

**(for Office Use Only)**

**Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_  
**Rs** \_\_\_\_\_ **Dated** \_\_\_\_\_ **Bank** \_\_\_\_\_ **Receipt No.** \_\_\_\_\_  
**Year** \_\_\_\_\_ **Batch No:** \_\_\_\_\_ **Roll No:** \_\_\_\_\_ **Checked by** \_\_\_\_\_

*for* *Director*

**DIRECTOR**  
**CELT, PU**

**DIRECTOR**

*Centre for English Language Training*  
*Palamuru University, Mahabubnagar.*



**Centre for English Language Training (CELT)**  
**PALAMURU UNIVERSITY**  
(Bandameedipally, Mahabubnagar, Telangana - 509001)

**BATCH-7**

SNO	STUDENT NAME	DEPT
1	M Navitha	Microbiology
2	K Ravi	Mcom
3	Sanda Rajendar	Mcom
4	Mandla Kurumurthy	Mcom
5	C Swathi Kiran	Mcom
6	Syed. Shanavaz	Mcom
7	G Anusha	Mathematics
8	J Sandhya	Mathematics
9	K Arunanjali	Mathematics
10	N Kavitha	Mathematics
11	S Anusha	Mathematics
12	C Uma Maheswari	Mathematics
13	Usmaniabegum	Mcom
14	T Sandhya	Mcom
15	K Manasa	Physics
16	M Mounika	B-Pharmacy
17	B Rajeswari	B-Pharmacy
18	K Sandhya	B-Pharmacy
19	Samhitha Takemal	B-Pharmacy
20	B Pravalika	B-Pharmacy
21	Pabba Govardhan	B-Pharmacy
22	Kattewar Poorna	B-Pharmacy
23	P Mahendar Reddy	B-Pharmacy
24	T Sagarika	B-Pharmacy
25	B Srivani	B-Pharmacy
26	K Sai Kumar	B-Pharmacy
27	T Surya Prakash	B-Pharmacy
28	D Sindura	B-Pharmacy
29	Juveriya Atufa	B-Pharmacy
30	S Supriya	Integrated Chemistry
31	G Sravani	Integrated Chemistry
32	K Aruna	Integrated Chemistry
33	K Sampurna	Integrated Chemistry
34	K Rajitha	Integrated Chemistry
35	P Preethi	B-Pharmacy
36	V Mamatha	Mathematics
37	K Rajeshwari	Political Science
38	V Nagarjun	MSw

*for Date*

**DR.J. MALAVI**

*Asst. Professor in English*

**Director CELT**

**PALAMURU UNIVERSITY**

**DIRECTOR**

*Centre for English Language Training*  
*Palamuru University, Mahabubnagar.*



# CENTRE FOR ENGLISH LANGUAGE TRAINING (CELT)

Palamuru University

(Bndameedipally, Mahabubnagar, Telangana -509001)

Date: 22/01/2020

Name: \_\_\_\_\_

Course Details: \_\_\_\_\_

Roll Number : \_\_\_\_\_

Signature : \_\_\_\_\_

I. Write a Paragraph on 'Importance of Education'? 1X5=5

II. Fill in the blanks with appropriate forms of the verb given in the bracket. 1X5=5

1. Mother \_\_\_\_\_ (cook) every morning.
2. In 1947, India \_\_\_\_\_ (win) Independence.
3. Before I \_\_\_\_\_ (reach) the station. The train \_\_\_\_\_ already \_\_\_\_\_ (leave)
4. Some Students not \_\_\_\_\_ (pay) fees yet.
5. It started to rain while we \_\_\_\_\_ (play) tennis.

III. Change the following Active voice into Passive voice and Passive voice into Active voice. 1X5=5

1. I do my home work. (AV)
2. He receives a letter. (AV)
3. I will make a Cake. (AV)
4. A Brownie is being baked by Michael. (PV)
5. It will be made tomorrow. (PV)

IV. Write a letter to an Editor of a reputed News Papers about the "Indian Constitution and its Amendments". 1X5=5

V. Transcribe the following given words ?

1. Examination
2. Potato
3. Foot
4. Student
5. English

VI. How do you introduce yourself during an Interview  
write about it within 50 words: 1X5=5

for *[Signature]*  
**DIRECTOR**  
Centre for English Language Training  
Palamuru University, Mahabubnagar.



**CENTRE FOR BUSINESS MANAGEMENT SKILLS TRAINING (CBMST)  
PALAMURU UNIVERSITY**

Bndameedipally, Mahabubnagar (TS) 509001

**ANNOUNCEMENT OF THE COURSES**

<b>Target Learners:</b>	Students
<b>Duration:</b>	45 days
<b>Course Fee:</b>	Free of charge
<b>Batches:</b>	Monday, Tuesday , Wednesday, Thursady, Friday
<b>Timings:</b>	4.00 P.M. to 5.00 P.M..
<b>Method of Teaching:</b>	Interactive Teaching
<b>Mode of Teaching:</b>	Offline

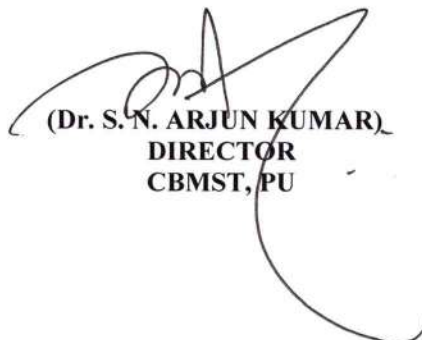
\*Learners are facilitated with activities, assignments, tests and material.

**Course:** Business management skills

**Certificate:** *The Candidates who complete the course successfully will be given the certificate*

**CONTACT US:**

**CBMST OFFICE,**  
University College of Education  
Palamuru University  
Bandameedipally,  
Mahabubnagar.  
Telangana-509001  
Timings: 10:00 am to 5:00 pm  
Mail Id: [directorcbmst@palamuruuniversity.ac.in](mailto:directorcbmst@palamuruuniversity.ac.in)

  
(Dr. S. N. ARJUN KUMAR)  
DIRECTOR  
CBMST, PU



CENTRE FOR BUSINESS MANAGEMENT SKILLS TRAINING (CBMST)

**PALAMURU UNIVERSITY**

Bndameedipally, Mahabubnagar (TS) 509001

Ref.No: PU/CCST/2021-22/3

Date: 09-08-2023

## **CIRCULAR**

**BUSINESS MANAGEMENT SKILLS**

**(Commencing from 15<sup>th</sup> September, 2023)**

This is to inform all the students of Palamuru University that New Batch of BUSINESS MANAGEMENT SKILLS is going to commence from 15<sup>th</sup> September, 2023. Application forms are available for registration at CBMST, PU.

**Duration of the Courses:** 45 days (Monday to Friday), Palamuru University Almanac will be followed for holidays.

Application form can be collected from CBMST office between 10 am to 5 pm

Participants will be awarded a CERTIFICATE on successful completion of the course requirements.

**Note: Registrations are purely based on first come first served basis.**

Copy to:-

1). All the Principals, Campus Colleges of PU.

  
**DIRECTOR  
CBMST, PU**



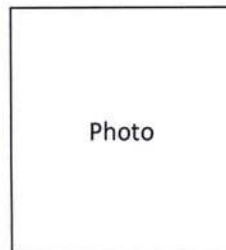
CENTRE FOR BUSINESS MANAGEMENT SKILLS TRAINING (CBMST)

**PALAMURU UNIVERSITY**

BNDAMEEDIPALLY, MAHABUBNAGAR (TS) 509001

**Application form (for PU Students)**

1. Name of the candidate :
2. Father's Name :
3. Mother's Name :
4. Date of Birth and Age :
5. Mother Tongue :
6. Department : \_\_\_\_\_ Year/Sem: \_\_\_\_\_ Roll No: \_\_\_\_\_
7. Address for Communication :
8. Phone Number (WhatsApp No) : \_\_\_\_\_ E-Mail: \_\_\_\_\_
9. Convenient Timings : 4:00 pm to 5:00 pm



Photo

**DECLARATION**

I will abide by the rules and regulations of the centre and extend full cooperation for smooth and successful conduct for the course. I understand that no interchange of batch will be allowed and a minimum of 85% attendance is essential to receive the certificate. I will not miss any class without prior information. I will participate in the class and submit the work assigned in time. I shall not download or copy any material of the lab on personal device etc. I am responsible for the damage to any property and shall pay 2 times the cost as penalty. The Centre has the right to cancel my admission, if i am found insincere.

**Date:**

**Signature of the Applicant**

**Principal's Signature and Stamp:**

**(for Office Use Only)**

**Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Year** \_\_\_\_\_ **Batch No:** \_\_\_\_\_ **Roll No:** \_\_\_\_\_ **Checked by** \_\_\_\_\_

**DIRECTOR  
CBMST, PU**



**CENTRE FOR BUSINESS MANAGEMENT SKILLS TRAINING (CBMST)**

**PALAMURU UNIVERSITY**

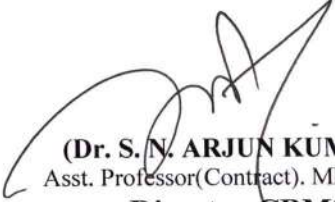
(Bndameedipally, Mahabubnagar, Telangana -509001)

**BATCH- 03**

**Certificate Course in Business Management Skills**

S.No	Name of the Student	Course/Year/Sem
1	Pathlavath Ramya	MSW
2	C Ramesh	MSW
3	Tejaswini	MSW
4	Kanakamma	MSW
5	. Navya Sushma	MSW
6	Bheemarayudu Shireesha	MSW
7	Uzma Begum	MSW
8	E. Pavitra	MSW
9	Edigi Jyothi	MSW
10	Gannaju Karthik	MSW
11	Parusha Ramudu	MSc-Org Chemistry
12	Vikram Chowhan	MSc-Org Chemistry
13	V Parusha Ramulu	MSc-Org Chemistry
14	Naseer	M.Ed
15	B. Srinivasulu	M.Ed
16	S. Ashok	M.Ed
17	Swamy	M.Ed
18	K Pavan Kumar Reddy	M.Ed
19	N Srinivas	M.Ed
20	G. Nitin Kumar	B. Pharmacy
21	N. Narender	B. Pharmacy
22	v. Laxman Naik	B. Pharmacy
23	S. Shiva Kumar	B. Pharmacy
24	K. Narsh Kumar	B. Pharmacy
25	P. Siddarth	B. Pharmacy
26	B. Srikanth	B. Pharmacy
27	D. Vivek Naik	B. Pharmacy
28	k. Ravi Kiran	B. Pharmacy
29	T. Mani Kumar reddty	B. Pharmacy
30	Ravikumar	MA English
31	Banoth Vilekar	MA English

32	M.Pavan Kumar	B. Pharmacy
33	M.Sowmya	B. Pharmacy
34	R.Srinija	B. Pharmacy
35	D.Swathi	B. Pharmacy
36	D.Shilpa	B. Pharmacy
37	P.Ravi Varma	B. Pharmacy
38	Talari Saritha	B. Pharmacy
39	D.Ramya	B. Pharmacy
40	K.Rajamani	B. Pharmacy
41	P.Srilatha	B. Pharmacy
42	R.Rasagna	B. Pharmacy
43	Musku Mounika	B. Pharmacy
44	L.Bhikshapathi	B. Pharmacy
45	B.Divya	B. Pharmacy

  
**(Dr. S. N. ARJUN KUMAR)**  
 Asst. Professor(Contract), MBA Dept.  
**Director CBMST**  
**PALAMURU UNIVERSITY**



CENTRE FOR BUSINESS MANAGEMENT SKILLS TRAINING (CBMST)

**Palamuru University**

(Bndameedipally, Mahabubnagar, Telangana -509001)

Date: 04/10/2023

Name: \_\_\_\_\_

Course Details: \_\_\_\_\_

Roll Number : \_\_\_\_\_

Signature : \_\_\_\_\_

I. How do you motivate a team? 1X5=5

II. Fill in the blanks 1X5=5

1. Management is a \_\_\_\_\_ function to have adapt itself to the changing environment
2. Science principles are based on \_\_\_\_\_ and \_\_\_\_\_ relationship
3. All professions are based on \_\_\_\_\_ of knowledge
4. Management requires team work and coordination of individual effort in common \_\_\_\_\_
5. The welfare and survival of an organization are the main functions performed by \_\_\_\_\_ level of management

III. What's your management style 1X5=5

IV. Describe the following

1. Relationship Management
2. Planning.
3. Prioritisation
4. Critical Thinking
5. Industry Knowledge

V. Describe how you delegate tasks to team members 1X5=5



**CENTRE FOR BUSINESS MANAGEMENT SKILLS TRAINING  
(CBMST)**

**PALAMURU UNIVERSITY**

Bandameedipalli, Mahabubnagar-509001, TELANGANA STATE.

**Certificate**

This is to certify that \_\_\_\_\_

Son/Daughter of \_\_\_\_\_

**M.Sc. 5yr. Integrated Chemistry (2022-2023),** \_\_\_\_\_

Palamuru University has successfully completed Certificate Course in BUSINESS MANAGEMENT SKILLS Organised by the **Centre for Business Management Skills Training (CBMST)**, Palamuru University during 15<sup>th</sup> Sep. 2023 to 30<sup>th</sup> Sep. 2023.

\_\_\_\_\_  
**Director**  
CBMST, Palamuru University



**CENTRE FOR COMPUTER SKILLS TRAINING (CCST)  
PALAMURU UNIVERSITY**

Bndameedipally, Mahabubnagar (TS) 509001

**ANNOUNCEMENT OF THE COURSES**

<b>Target Learners:</b>	Students
<b>Duration:</b>	45 days
<b>Course Fee:</b>	Nil
<b>Batches:</b>	Monday, Tuesday , Wednesday, Thursady, Friday
<b>Timings:</b>	4.00 P.M. to 5.00 P.M..
<b>Method of Teaching:</b>	Interactive Teaching
<b>Mode of Teaching:</b>	Offline

\*Learners are facilitated with activities, assignments, tests and material.

**Course:** 1. MS Office Basic

**Certificate:** *The Candidates who complete the course successfully will be given the certificate*

**CONTACT US:**

**CCST OFFICE,**  
University PG College  
Palamuru University  
Bandameedipally,  
Mahabubnagar.  
Telangana-509001  
Timings: 10:00 am to 5:00 pm  
Mail Id: [directorccst@palamuruuniversity.ac.in](mailto:directorccst@palamuruuniversity.ac.in)

  
(Ghouse Moinuddin)  
**DIRECTOR**  
**CCST, PU**



**CENTRE FOR COMPUTER SKILLS TRAINING (CCST)**

**PALAMURU UNIVERSITY**

Bndameedipally, Mahabubnagar (TS) 509001

Ref.No: PU/CCST/2021-22/3

Date: 23-09-2023

## **CIRCULAR**

### **MS Office Basic**

**(Commencing from 1<sup>st</sup> October, 2023)**

This is to inform all the students of Palamuru University that New Batch of MS Office Basic is going to commence from 1<sup>st</sup> October, 2023. Application forms are available for registration at CCST, PU.

**Duration of the Courses:** 30 days (Monday to Friday), Palamuru University Almanac will be followed for holidays.


Application form can be collected from CCST office between 10 am to 5 pm

Participants will be awarded a CERTIFICATE on successful completion of the course requirements.

**Note: Registrations are purely based on first come first served basis.**

Copy to:-

1). All the Principals, Campus Colleges of PU.

  
**DIRECTOR**  
**CCST, PU**



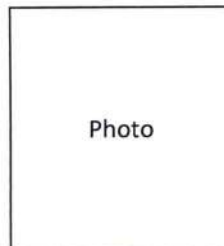
# CENTRE FOR COMPUTER SKILLS TRAINING (CCST)

## PALAMURU UNIVERSITY

BNDAMEEDIPALLY, MAHABUBNAGAR (TS) 509001

### Application form (for PU Students)

1. Name of the candidate :
2. Father's Name :
3. Mother's Name :
4. Date of Birth and Age :
5. Mother Tongue :
6. Department : \_\_\_\_\_ Year/Sem: \_\_\_\_\_ Roll No: \_\_\_\_\_
7. Address for Communication :
8. Phone Number (WhatsApp No) : \_\_\_\_\_ E-Mail: \_\_\_\_\_
9. Convenient Timings : 4:00 pm to 5:00 pm



Photo

### DECLARATION

I will abide by the rules and regulations of the centre and extend full cooperation for smooth and successful conduct for the course. I understand that no interchange of batch will be allowed and a minimum of 85% attendance is essential to receive the certificate. I will not miss any class without prior information. I will participate in the class and submit the work assigned in time. I shall not download or copy any material of the lab on personal device etc. I am responsible for the damage to any property and shall pay 2 times the cost as penalty. The Centre has the right to cancel my admission, if i am found insincere.

Date:

Signature of the Applicant

Principal's Signature and Stamp:

(for Office Use Only)

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Year \_\_\_\_\_ Batch No: \_\_\_\_\_ Roll No: \_\_\_\_\_ Checked by \_\_\_\_\_

  
DIRECTOR  
CCST, PU



# CENTRE FOR COMPUTER SKILLS TRAINING (CCST)

**Palamuru University**

(Bndameedipally, Mahabubnagar, Telangana -509001)

Date: 03/11/2023

Name: \_\_\_\_\_

Course Details: \_\_\_\_\_

Roll Number : \_\_\_\_\_

Signature : \_\_\_\_\_

- I. Write a Paragraph on 'Features of MS Word'? 1X5=5
- II. Multiple choice questions 1x5=5
1. Bold, Italin, Regular are known as [    ]
- (a) font styles            (b) font effects            (c) word art            (d) text effects
2. What happens when you press Ctrl + V Key [    ]
- (a) A Capital V letter is typed into your document at the Cursor point
- (b) The selected item is pasted from the clipboard v
- (c) The selected item is pasted to the clipboard
- (d) The selected drawing objects are distributed vertically on the page
3. The shortcut for centrally aligning a text is [    ]
- (a) Ctrl+C            (b) Ctrl+L            (c) Ctrl+E            (d) Ctrl+R
4. To view header and footer you must switch to [    ]
- (a) Normal View    (b) Print layout view (c) Print Preview mode (d) Both B and C.
5. Replacing a word with another word throughout the document can be done using [    ]
- (a) Cut and Paste            (b) Find and Replace    (c) Copy and Paste    (d) Go
- III. Fill in the blanks 1X5=5
1. Change the \_\_\_\_\_ to create a document in wide format
2. \_\_\_\_\_ is the default file extension for all word documents
3. \_\_\_\_\_ key shortcuts is used for printing a document in word
4. \_\_\_\_\_ is a collection of predefined design elements and color schemes
5. Press \_\_\_\_\_ to open the help window in MS word document
- IV. Describe important features of MS excell 1X5=5
- V. Describe the following

1. Power point
2. CPU
3. Mouse
4. Outlook
5. Toolbar

VI. Write five important applications of MS Office:

1X5=5

A handwritten signature in black ink, appearing to be 'S. H. S.', is located in the middle right section of the page.



**CENTRE FOR COMPUTER SKILLS TRAINING (CCST)**  
**PALAMURU UNIVERSITY**

(Bndameedipally, Mahabubnagar, Telangana -509001)

**BATCH- 02**

**Certificate Course in MS Office Basic**

S.No	Name of the Student	Course/Year/Sem
1	S. Ashok	M.Ed
2	Swamy	M.Ed
3	K Pavan Kumar Reddy	M.Ed
4	N Srinivas	M.Ed
5	G. Nitin Kumar	B. Pharmacy
6	N. Narender	B. Pharmacy
7	v. Laxman Naik	B. Pharmacy
8	S. Shiva Kumar	B. Pharmacy
9	K. Narsh Kumar	B. Pharmacy
10	P. Siddarth	B. Pharmacy
11	B. Srikanth	B. Pharmacy
12	D. Vivek Naik	B. Pharmacy
13	k. Ravi Kiran	B. Pharmacy
14	T. Mani Kumar reddy	B. Pharmacy
15	Ravikumar	MA English
16	Banoth Vilekar	MA English
17	M.Pavan Kumar	B. Pharmacy
18	M.Sowmya	B. Pharmacy
19	R.Srinija	B. Pharmacy
20	D.Swathi	B. Pharmacy
21	D.Shilpa	B. Pharmacy
22	P.Ravi Varma	B. Pharmacy
23	Talari Saritha	B. Pharmacy
24	D.Ramya	B. Pharmacy
25	K.Rajamani	B. Pharmacy
26	P.Srilatha	B. Pharmacy
27	R.Rasagna	B. Pharmacy
28	Musku Mounika	B. Pharmacy
29	L.Bhikshapathi	B. Pharmacy
30	B.Divya	B. Pharmacy
31	S. Ashok	M.Ed
32	Swamy	M.Ed
33	K Pavan Kumar Reddy	M.Ed
34	N Srinivas	M.Ed
35	G. Nitin Kumar	B. Pharmacy

36	N. Narender	B. Pharmacy
37	v. Laxman Naik	B. Pharmacy
38	S. Shiva Kumar	B. Pharmacy
39	K. Narsh Kumar	B. Pharmacy
40	P. Siddarth	B. Pharmacy



**Ghouse Moinuddin**

*Asst. Professor(Contract). MCA Dept.*

**Director CCST  
PALAMURU UNIVERSITY**



**CENTRE FOR COMPUTER SKILLS TRAINING (CCST)**  
**PALAMURU UNIVERSITY**

Bandameedipalli, Mahabubnagar-509001, TELANGANA STATE.

**Certificate**

This is to certify that \_\_\_\_\_

Son/Daughter of \_\_\_\_\_

**M.Sc. 5yr. Integrated Chemistry (2019-2024),** \_\_\_\_\_

Palamuru University has successfully completed Certificate Course in MS Office Basic Organised by the **Centre for Coputer Skills Training (CCST)**, Palamuru University during 1<sup>st</sup> Oct. 2023 to 15<sup>th</sup> Nov. 2023.

**Director**

CCST, Palamuru University