TO
The Principal
Govt.Degree College
Palakonda
Parvathhipurm Manyam(Dist)

From
P Uma Sowmith Raju
Department of of Library and information Science
Govt.Degree College, Palakonda
Parvathhipurm Manyam(dist)

Respected Sir,

Sub: Request to accord Permission to conduct Certificate course by Department of Library and information Science reg

      Department of Library and information Science would like to conduct a Certificate course programme on" Digital Literacy" of hours duration for the students of 1st Bsc (MPC) & 1st B.Sc (CBZ) of GDC, Palakonda from 3rd February 2023.

      Hence I request you to accord permission to organize the above said programme in our Department.

  Thanking you Sir

Yours's faithfully

P Uma Sowmith Raju

Date:21-01-2023

Circular

Department of Ljbrary and information Science

The Department of Library and information Science is going to conduct a Certificate Course" Digital Literacy" of hours duration for the students of 1st Bsc (MPC) & 1st B.Sc (CBZ) of GDC, Palakonda from 3rd February 2023.

There is no registration fees. After completion of this course a practical will be conducted and certificate will be given those who got 40 marks in that practical exam

Hence interested candidates are advised to utilize the opportunity and approach P Uma Sowmith Raju, Librarian to enroll themselves in this course on or before 31-01-2023.

Certificate Course on Digital Literacy

Introduction:

Welcome to the Certificate Course on Digital Literacy! In this 30-hour program, participants will delve into the dynamic world of digital technologies and acquire essential skills to navigate the digital landscape effectively. Whether you're looking to enhance your personal digital proficiency or seeking to boost your professional capabilities, this course is designed to provide a comprehensive understanding of digital literacy and its real-world applications.

Objectives:

1. Develop Core Digital Skills: Build a strong foundation in basic digital skills essential for everyday life.

2. Enhance Online Safety Awareness: Understand and implement practices to ensure a secure and responsible online presence.

3. Cultivate Information Literacy: Learn to critically evaluate online information and distinguish between credible and unreliable sources.

4. Promote Ethical Digital Citizenship: Foster a sense of responsibility and ethical conduct in the digital realm.

5. Enable Effective Online Communication: Improve proficiency in using digital communication tools for personal and professional interactions.

Outcomes:

By the end of the course, participants will be able to:

1. Navigate and utilize common digital devices, including computers and smartphones.

2. Apply effective search strategies and evaluate online information critically.

3. Implement best practices for online safety, including recognizing and avoiding common cyber threats.

4. Demonstrate ethical behavior and responsible digital citizenship in various online contexts.

5. Utilize digital communication tools for effective and secure online interactions.

Syllabus:

Week 1: Introduction to Digital Literacy (6 hours)

- Defining digital literacy and its importance

- Overview of digital devices and their functionalities

- Introduction to the basic principles of the digital world

Week 2: Internet Proficiency and Information Literacy (6 hours)

- Navigating web browsers and search engines effectively

- Understanding information literacy: evaluating online information

- Recognizing and addressing fake news and misinformation

Week 3: Cybersecurity and Online Safety (6 hours)

- Basics of online security: passwords, authentication, and encryption

- Recognizing and avoiding phishing attempts and malware

- Implementing best practices for a secure online experience

Week 4: Digital Citizenship and Ethics (6 hours)

- Exploring the concept of digital citizenship

- Ethical considerations in the digital world

- Promoting responsible and respectful online behavior

Week 5: Effective Digital Communication (6 hours)

- Using email and other digital communication tools

- Online collaboration and project management

- Enhancing professional digital communication skills

Assessment:

Participants will be assessed through quizzes, practical assignments, and a final project that integrates the skills and knowledge acquired throughout the course.

Embark on this educational journey to elevate your digital literacy skills and become a confident and responsible digital citizen!

GOVERNMENT DEGREE COLLEGE PALAKONDA
DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
CERTIFICATE COURSE REGISTRATION

S. No	Name of the Student	Course Year/ Group	Date of registration	Signature
1	POGIRI HIMEJA	1st B.S.c (MPC)	31 – 01 – 2023	P. Himaja
2	ABOTHULA BAYATHRI	1St BSC (M.P.C)	01 – 01 – 2023	A. Gayathri
3	SASAPU PUJITHA	1st BSC (M.P.C)	31 – 01 – 2023	S. Pujitha
4	AMBALLA GOWRISANKAR	1St B.SC (M.P.C)	02 – 01 – 2023	A. Gowrisankar
5	MURAPAKA VISHNU	1St B.SC (M.P.C)	02 – 01 – 2023	M. Vishnu
6	CHINTHADA SAIKIRAN	1St B.SC (M.P.C)	31 – 01 – 2023	Ch. Sai Kiran
7	PITTA MURARI	1st B.Sc (M.PC)	01 – 01 – 2023	P. Murari
8	POTALA ANKITHA	1st B.Sc. [M.P.C]	02 – 01 – 2023	P. Ankitha
9	YALAKALA SATYA VATHI	1St B.Sc M.P.C	01 – 01 – 2023	Y. Satya vathi
10	KELLA BALAJI	1St B.Sc M.P.C	31 – 01 – 2023	K. Balaji
11	KODIBOINA HARIBABU	1St B.SC (MPC)	31 – 01 – 2023	K. Haribabu
12	BAVIRISETTI TARUN	1St B.sc M.P.C	01 – 01 – 2023	B. Tarun
13	SAVARA TEJA	1St B.Sc M.P.C	02 – 01 – 2023	S. Teja
14	CHOWDARI SRIDHAR	1st B.sc M.P.C	02 – 01 – 2023	Ch. Sridhar
15	RUNKU BANGARUTHALLI	1St B.sc M.P.C	02 – 01 – 2023	R. Bangaruthalli
16	POTNURU NIDIRA PRIVADHARSINI	1A B.sc M.P.C	31 – 01 – 2023	P. India Priyadharsini
17	REDDINTI GAYATHRI	1St B.Sc (M.P.C)	31 – 01 – 2023	P. Gayathri
18	SASUBILLI ANITHA	1A B.sc M.P.C	31 – 01 – 2023	S. Anitha
19	BODDU KARTEEK	1St B.sc M.P.C	01 – 01 – 2023	B. karteek
20	KALIVARAPU SAI VARDHAN	1St B.sc [M.P.C]	02 – 01 – 2023	K. Sai vardhan
21	BEHARA KARTEEK	1St B.Sc [M.P.C]	01 – 01 – 2023	B. karthik
22	DOLA HARSHA VARDHAN	1St B.Sc M.P.C	31 – 01 – 2023	D. Harsha vardhan
23	URADANA SAI KIRAN	1St B.Sc M.P.C	02 – 01 – 2023	U. Sai Kiran
24	LANKA JAYATRI	1St B.Sc M.P.C	01 – 01 – 2023	L. Gayathri
25	PEDDINTI GAYATRI	1St B.Sc M.P.C	02 – 02 – 2023	T. Dhanalakshmi Gayatri
26	INDUROTHU DHANALAKSHMI	1St B.Sc M.P.C	01 – 02 – 2023	R. Ramesh
27	KODI RAMESH	1St B.Sc M.P.C	31 – 01 – 2023	Ch. Sekhar
28	CHANDRAPURI SEKHAR	1St B.Sc M.P.C	02 – 01 – 2023	Ch. Sekar
29	POTNURU INDIRAPRIYADHARSINI	1St B.Sc (M.P.C)	01 – 01 – 2023	P. Indira Priya Dharshini

GOVERNMENT DEGREE COLLEGE PALAKONDA

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

CERTIFICATE COURSE REGISTRATION •

30	VURLAKA HARITHA	1st	B.Sc (CBZ)	31 – 01 – 2023	Vonalaka Haritha
31	SIKHA PAVITHRA	1st	B.Sc (CBZ)	01 – 01 – 2023	S. Pavithna
32	MURIVANDALA RAYI	1st	B.Sc (CBZ)	02 – 01 – 2023	M. Zigvi
33	JADDU YAMUNA	1st	B.Sc (CBZ)	31 – 01 – 2023	Jaddu Yamuna
34	MURAPAKA SANGEETHA	1st	B.Sc (C.B.Z)	31 – 01 – 2023	Murapaka Sangeetha
35	SEELANKI KARTHIK	1st	B.Sc (C.B.Z)	02 – 01 – 2023	S. Karthik
36	KOTTISA ASHISH	1st	B.Sc (C.B.Z)	02 – 01 – 2023	Kottisa Ashish
37	KONDAGORRI RAVI	1st	B.Sc (C.B.Z)	01 – 01 – 2023	K. RAVI
38	SAVARA CHAMANTHI	1st	B.Sc (C.B.Z)	31 – 01 – 2023	S. Chamanthi
39	KONCHADA SANTHOSHI	1st	B.Sc (CBZ)	01 – 01 – 2023	K. Santhoshi
40	BIDDIKA YUVA SRI	1st	B.Sc (BZC)	02 – 01 – 2023	B. Yuva Sri
41	VARADA MOUNIKA	1st	B.Sc (CBZ)	31 – 01 – 2023	V. Mounika
42	SAVARA SUNEELA	1st	B.Sc (CBZ)	01 – 01 – 2023	Savara Suneela
43	ADDAKULA USHARANI	1st	B.Sc (CBZ)	02 – 01 – 2023	A. Usharani
44	SAVARA NARESH	1st	B.Sc (CBZ)	01 – 01 – 2023	S. Naresh

GOVERNMENT DEGREE COLLEGE PALAKONDA

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

CERTIFICATE COURSE ATTANDENCE

S.No	Registration Number	Name of the Student	Course	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	26	27	28	29	30	Total
1	LIBDL01	POGIRI HIMEJA	1st MPC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	29
2	LIBDL02	ABOTHULA BAYATHRI	1st m.p.c	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	29
3	LIBDL03	SASAPU PUJITHA	1st m.p.c	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30
4	LIBDL04	AMBALLA GOWRISANKAR	1st m.p.c	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	29
5	LIBDL05	MURAPAKA VISHNU	1st m.p.c	P	P	P	P	P	P	P	A	A	P	P	A	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	27
6	LIBDL06	CHINTHADA SAIKIRAN	1st m.p.c	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	28
7	LIBDL07	PITTA MURARI	1st m.p.c	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	29
8	LIBDL08	POTALA ANKITHA	1st m.p.c	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	29
9	LIBDL09	YALAKALA SATYA VATHI	1st m.p.c	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	28
10	LIBDL10	KELLA BALAJI	1st m.p.c	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	A	P	P	P	27
11	LIBDL11	KODIBOINA HARIBABU	1st m.p.c	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	29

No	ID	Name	Attendance	Total
12	LIBDL12	BAVIRISETTI TARUN	1st M.PC P P P Pa P P P P P P P P P P P P P P P P P P Pa P P P P P	27
13	LIBDL13	SAVARA TEJA	1st M.PC P P P P P P P P Pa P a P a P a P P Pa P P P P P P P P P P	26
14	LIBDL14	CHOWDARI SRIDHAR	1st M.PC P P P Pa P P Pa P P P P P P Pa P P Pa P P P P P P P P P P	27
15	LIBDL15	RUNKU BANGARUTHALLI	1st M.PC P P P P P P P P P P P P P P P P P P P P P P P P P P P P	30
16	LIBDL16	POTNURU NIDIRA PRIVADHARSINI	1st MPC P P P Pa P P P P P P P P P P P P P Pa P Pa P P P P P P P P	28
17	LIBDL17	REDDINTI GAYATHRI	1st MPC P P P P P P Pa P P P Pa P P P P P P Pa P Pa P P P Pa P P P	27
18	LIBDL18	SASUBILLI ANITHA	1st M.PC P P P P P P P P P P P P P P P P P P P P P P P P P P P P	30
19	LIBDL19	BODDU KARTEEK	1st M.PC P P Pa P P P P Pa P P P P Pa P P P Pa P P Pa P P Pa P P P P	27
20	LIBDL20	KALIVARAPU SAI VARDHAN	1st M.PC P P P P P P P Pa P P P Pa P P P Pa P P P P Pa P P P Pa P P P	27
21	LIBDL21	BEHARA KARTEEK	1st MPC P P P P P P Pa P P Pa P P P P P P P Pa P P P P Pa P P Pa P Pa	25
22	LIBDL22	DOLA HARSHA VARDHAN	1st MPC P P P P P P P P P Pa P P P P P Pa P P P Pa P P Pa P P P P P	27
23	LIBDL23	URADANA SAI KIRAN	1st MPC P P P P P P P P a P P Pa P P P P P Pa P P P P P P P P P P	27

GOVERNMENT DEGREE COLLEGE PALAKONDA
DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
CERTIFICATE COURSE ATTANDENCE

#	Code	Name	Class	Attendance	Total
36	LIBDL36	KOTTISA ASHISH	1st CBz	a P P P P P P P P P a P P P P P P P P P P P P P P P P P a	28
37	LIBDL37	KONDAGORRI RAVI	1st CBz	P P P P P P P P P P P P P P P P P P P P Pa P P P P P Pa P	27
38	LIBDL38	SAVARA CHAMANTHI	1st CBz	P P P P P P P P P P P P P P a P P P P P P P P P P P P P	28
39	LIBDL39	KONCHADA SANTHOSHI	1st CBz	P P P P Pa P P P P P P Pa P P P P P P P P a P P P P P P P	27
40	LIBDL40	BIDDIKA YUVA SRI	1st CBz	P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P	30
41	LIBDL41	VARADA MOUNIKA	1st CBz	P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P	30
42	LIBDL42	SAVARA SUNEELA	1st CBz	P P P P P P P P P P P P P P P P P P P P P P P P P a P P P	29
43	LIBDL43	ADDAKULA USHARANI	1st CBz	P P P P P P P P P P Pa P P P P P P P P P P P P P P P P P P	29
44	LIBDL44	SAVARA NARESH			

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Government Degree College, Palakonda
Department of Library and Information science

Certificate

Certificate no: LIBDL07

This is to certify that *Mr Pitta Murari studying I B.Sc MPC in this college has successfully* completed the Certificate course on **Digital Literacy** with roll number 2222008052020 from 03-02-2023 to 15-03-2023 during the academic year 2022-2023.

In Charge of the Dept   IQAC Coordinator   Principal