



# SUBHARAM GOVT. DEGREE COLLEGE

**PUNGANUR, CHITTOOR DIST., A.P. -517247**

Accredited by NAAC with B, Permanently Affiliated to S.V. University  
included under 2(f) & 12(B) of UGC 1956 Act.

E-Mail: [punganur.jkc@gmail.com](mailto:punganur.jkc@gmail.com)

Website: [www.srgdcpunganur.ac.in](http://www.srgdcpunganur.ac.in)

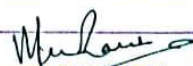
Principal: **Dr Y Rajasekhar, M.Com., MPhil, Ph.D.,**

Cell: 9885876776

Circular

Punganur,  
01-08-2019.

It is hereby informed that the staff and students 1<sup>st</sup> and 2<sup>nd</sup> Jke Batch will be started for the academic year 2019-2020. The class work for the batch starts on 02-08-2019. As the part of this training students will learn about Communication and soft skills, Analytical skills and Computer skills. Hence the class teachers inform their students and encourage them. The interested students may contact Montein Sir, Jke Full time Mentor.

  
PRINCIPAL  
S.R. Govt, Degree College  
PUNGANUR-517247  
Chittoor District

# Jawahar Knowledge Center

S.R.G.D.C Punganur- Batch II 2019-20

SLN o	Reg_Id	Student Name	DOB	Father Name	Gender	District	Cate gory	Contact Number	email	SSC %	Inter	Inter %	Degree	Degre e %	Degree Passed Out	JKC Training Year	JKC Bate h	aadhar
1	18210jke2019BatchIII9200037	G.Sireesha	28/08/2000	Sankara	Female	Chittoor	SC	7893062427	sireeshasireesha1234@gmail.com	78	H.E.C	60	BA(HEP)	64	2020	2019 Batch	II	742732909292
2	18210jke2019BatchIII9200038	P.C.Sreekanth	3/7/2000	Harish	Male	Chittoor	BC	9676385254	ssreekanthsre4@gmail.com	70	Others	73	BCom(CA)	69	2020	2019 Batch	II	842935283382
3	18210jke2019BatchIII9200634	M.Sreedhar	28/07/2000	Subramanyam	Male	Chittoor	SC	6309581164	ssreedhar863@gmail.com	70	C.E.C	60	BCom(CA)	58	2020	2019 Batch	II	818971264182
4	18210jke2019BatchIII9200642	M.Santhosh	27/05/2000	Munirathnam	Male	Chittoor	SC	9502497016	sb2644874@gmail.com	5.5	C.E.C	67	BCom(CA)	25	2020	2019 Batch	II	268471013385
5	18210jke2019BatchIII9200650	D.Giri Sekhar	22/06/1999	Subramanyam	Male	Chittoor	BC	7799277308	girisekhar1999@gmail.com	55	C.E.C	50	BCom(Computers)	52	2020	2019 Batch	II	341952908577
6	18210jke2019BatchIII9200654	T.Nagaraja	21/01/2000	Sreeramulu	Male	Chittoor	SC	6304387301	tnagaraja046@gmail.com	5.1	Others	75	BCom(CA)	69	2020	2019 Batch	II	939138665833
7	18210jke2019BatchIII9200657	K.Revanth Kumar	1/1/1999	Chidambarachari	Male	Chittoor	BC	6301056360	l7revanthkumar@gmail.com	5.6	C.E.C	51	BCom(Computers)	58	2020	2019 Batch	II	665855313366
8	18210jke2019BatchIII9200667	M.Rambabu	10/7/2000	Subramanyam	Male	Chittoor	BC	8184946695	rambabu@gmail.com	55	C.E.C	52	BCom(Computers)	58	2020	2019 Batch	II	906080419591

9	18210jkc20 19BatchIII 9201013	Y.Surandra	21/01/1999	Venkatesh	Male	Chittoor	SC	8142426282	y.surendrapg r@gmail.co m	57	C.E.C	61	BCom(CA )	59	2020	2019 Batch	II	890187170700
10	18210jkc20 19BatchIII 9201017	T.Naresh	28/04/1998	Venkatesh	Male	Chittoor	SC	9966239004	t.naresh2378 9@gmail.co m	66	C.E.C	62	BCom(CA )	58	2020	2019 Batch	II	952048336310
11	18210jkc20 19BatchIII 9201020	S.Surendra	16/08/2000	Sankarappa	Male	Chittoor	BC	9000423142	surendra.spgr @gmail.com	54	C.E.C	55	BCom(CA )	57	2020	2019 Batch	II	256394870312
12	18210jkc20 19BatchIII 9201022	G.Srikanth	14/06/1999	Muni Vankatappa	Male	Chittoor	BC	7799381011	g.srikanth29 0@gmail.co m	64	C.E.C	58	BCom(Co mputers)	62	2020	2019 Batch	II	761493278790
13	18210jkc20 19BatchIII 9201025	D.Sravani	30/04/2000	Chengalar ayappa	Female	Chittoor	ST	8106153505	dsravanipgr @gmail.com	60	C.E.C	65	BCom(CA )	58	2020	2019 Batch	II	863443808994
14	18210jkc20 19BatchIII 9201027	P.Riyaz Basha	5/4/2000	Reddy Basha	Male	Chittoor	OC	7330665380	riyazbasha73 80@gmail.co m	55	C.E.C	52	BCom(CA )	55	2020	2019 Batch	II	530309539870
15	18210jkc20 19BatchIII 9201031	S.Sathish	1/4/2000	Munepp	Male	Chittoor	SC	9985763110	sathish@gma il.com	56	C.E.C	49	BCom(CA )	51	2020	2019 Batch	II	803713570465
16	18210jkc20 19BatchIII 9201034	G.Shamshe er Bash	6/8/2000	Kadhar Basha	Male	Chittoor	BC	8688489315	gshamsheerb asha@gmail. com	62	C.E.C	62	BCom(CA )	60	2020	2019 Batch	II	531201607504
17	18210jkc20 19BatchIII 9201252	C.Vinaeeth Kumar	26/07/1999	Ramu	Male	Chittoor	BC	7032076679	vineeth.ck@ gmail.com	85	M.P.C	80	BA(HEP)	75	2020	2019 Batch	II	987574103966
18	18210jkc20 19BatchIII 9201261	A.Venkatesh	19/05/2000	Rajanna	Male	Chittoor	SC	9347620573	venkatesh.as adi@gmail.c om	70	C.E.C	75	BA(HEP)	70	2020	2019 Batch	II	855723184985
19	18210jkc20 19BatchIII 9201264	B.Mohan	13/06/1998	Krishnappa	Male	Chittoor	BC	6309565185	bmohanm70 @gmail.com	73	M.P.C	79.5	BA(HEP)	70	2020	2019 Batch	II	803421991202
20	18210jkc20 19BatchIII 9201272	S.Narasimha Reddy	10/8/1999	Krishna Reddy	Male	Chittoor	OC	9182699370	narasimhared dy.299@gma il.com	45	H.E.C	65	BA(HEP)	60	2020	2019 Batch	II	581071170598

18210jkc20 19BatchIII 9201810	B.Siva Sankar	8/6/1999	Narasimh ulu	Male	Chittoor	SC	7032881594	b.sivasankar p.g.r@gmail. com	43	C.E.C	55	BCom(CA )	57	2020	2019 Batch	II	297140631545
22 18210jkc20 19BatchIII 9201812	R.Bhuvan eswari	9/4/2000	Gopi	Female	Chittoor	SC	8106719956	bhuvanar773 3@gmail.co m	5.2	C.E.C	50	BCom(CA )	55	2020	2019 Batch	II	334255141294
23 18210jkc20 19BatchIII 9201814	B.Harinath	16/06/1999	Nagaraja	Male	Chittoor	ST	7569906193	harinath476 @gmail.com	4.5	Others	65	BCom(CA )	61	2020	2019 Batch	II	970628062333
24 18210jkc20 19BatchIII 9201816	U.Naveen	14/12/1999	Ravi Sankar	Male	Chittoor	SC	7780683752	naveenuttara di1234@gma il.com	6.3	M.P.C	63	BCom(CA )	65	2020	2019 Batch	II	673445193224
25 18210jkc20 19BatchIII 9201818	M.Mounika	26/08/2000	Narayanap pa	Female	Chittoor	SC	9848198102	mounikaam ma@gmail.c om	4.7	C.E.C	63	BCom(CA )	61	2020	2019 Batch	II	415248516300
26 18210jkc20 19BatchIII 9201819	D.Sandhya Rani	17/07/1998	Nagaraja	Female	Chittoor	SC	9885614439	dsandhyarani 7799@gmail. com	65	C.E.C	62	BCom(CA )	60	2020	2019 Batch	II	407782545118
27 18210jkc20 19BatchIII 9203661	M.Gurupras ad Naik	14/04/2000	Reddeppa Naik	Male	Chittoor	ST	9666487075	guruprasadna ik2000@gma il.com	55	C.E.C	71.4	BCom(CA )	70	2020	2019 Batch	II	548005406002
28 18210jkc20 19BatchIII 9203663	T.Swathi	20/04/1999	Ramachan dra	Female	Chittoor	SC	9989771343	thotiswathi@ gmail.com	58	M.P.C	57.8	BSc(MPC s)	60	2020	2019 Batch	II	291698740400
29 18210jkc20 19BatchIII 9203673	N.Bhargavi	22/01/2001	Syamappa	Female	Chittoor	SC	9963985163	bhargavi.n20 01@gmail.co m	67	Bi.P.C	72	BSc(BZC)	69	2020	2019 Batch	II	761437695620
30 18210jkc20 19BatchIII 9203679	D.Kiran Kumar	9/3/2000	Purushoth am	Male	Chittoor	SC	6304472652	dhoddipalliki rankumar123 @gmail.com	78	H.E.C	57	BA(HEP)	63	2020	2019 Batch	II	972324798187

PRINCIPAL  
S.R. Govt. Degree College  
PUNGANUR-517241  
Chittoor District

# JAWAHAR KNOWLEDGE CENTER

## SYLLABUS

**Duration of the course: 3 months (180 Hours)**

### **Soft skills:**

**(30 Hours)**

- An overview
- SWOT Analysis
- Positive attitude
- Interpersonal skills
- Presentation skills
- Team dynamics
- Etiquette of telephone, e-mail and SMS
- Preparation for examinations.
- Know yourself,
- Goal setting
- Body language
- Time management
- just a minute (JAM) activity
- Group discussion
- Interview skills

### **Analytical skills:**

**(50 Hours)**

- Arithmetic ability: Algebraic operations BODMAS, Fractions, Divisibility rules, LCM & HCF.
- Verbal Reasoning: Number series, coding & decoding, Blood relationships, Clock problems, Calendars problems.
- Quantitative aptitude: Averages, Ratio & proportion, Problems on ages, Time – distance - speed.
- Business computations: Percentages, Profit & Loss, Partnership, simple & compound interest.
- Data Interpretation: Tabulation, Bar Graphs, Pie Charts, Line Graphs.

### **Communication skills:**

**(50 Hours)**

- Self-introduction.
- Modal Auxiliaries – I.
- Question tags.
- Present Progressive Tense
- Simple Past: Questions and Negative
- Simple Past and Past Progressive Tenses
- Be, Do & Have forms.
- Modal Auxiliaries – II.
- Simple Present Tense
- Present Perfect and Present Perfect Progressive Tense
- Simple Past and Present Perfect Tense
- The future time

- Concord
- Voice
- Articles
- Comparison of Adjectives
- Use of Conjunctions in Simple, Compound and Complex Sentences
- Vowel Sound
- Neutralization of Accent
- Voice Based Efficiency
- Asking for and giving permissions
- Asking for and Giving Directions
- Expressing Sympathy
- Making Complaints
- Synonyms
- Idiomatic Expressions
- Reading Skills-I (Skimming and Scanning)
- Reading Skills-III
- Reading Comprehension
- Paragraph Writing
- Note Making
- Resume Writing
- Conditional Clauses
- Reported Speech
- Adjectives
- Prepositions
- Speaking Skills
- Consonant Sounds
- Change of Speech Patters
- Making polite Requests
- Offering, Accepting and Denying Help
- Extending Invitations
- Agreeing and disagreeing
- Reading Skills
- Antonyms
- One Word Substitutes
- Reading Skills-II
- Reading Skills-IV
- Writing Skills
- Essay Writing
- Precis Writing

### **Computer Skills:**

**(50 Hours)**

**Unit 1: Computer fundamentals:** what is computer-features of computer-computer generations-types of computers-applications of computers-input/output devices-computers memory-computer software-windows-windows desktop, star menu, using paint, using word pad.

**Unit 2: MS-Word:** About MS-Office-MS-word-word basics-features of word-starting with MS-word-components of MS-word-file menu: New, save, Page setup, Print Preview, selecting text and graphics-edit menu: Undo/ Redo, Copy and Paste, Find/ Replace- Headers and Footers-Insert Menu- Format Menu- Mail Merge- Table Menu.

**MS-Excel:** Excel Basics- Excel Components- Entering Data- Data Types- Working with Cells- Entering Data- Data Types- Working with Cells- File Menu- Edit Menu- Creating a Chart- Functions and Formulae- Data Menu.

**MS-Power Point:** PowerPoint Basics- Ready- Made slide layout scheme- File Menu- Creating a presentation: using auto content wizard, using a design template, using blank presentation- Insert Menu- Format Menu- Slide Show.

**MS-Access:** Access Basics- Components- Data Types in MS-Access- Database Creation- Table Creation- Forms- Query- Reports.

**Unit 3: Internet Skills:** Introduction- Internet- How can I get connected at Home- Web Site- Web Browser- Search Engine- On-line Forms Rail Journey- On-line Shopping using Flipchart- Using Electronic Mail (Email)- social media- What is Skype? - Google Drives- What are Google Docs, Sheets and Slides.

**Unit 4: Using Printer and Scanner:** Scanners- Printers.

**Unit 5: Assignments.**







# **SUBHARAM GOVT. DEGREE COLLEGE, PUNGANUR**

## **JAWAHAR KNOWLEDGE CENTER**

### **ANNUAL REPORT – 2019-20**

JKC (Jawahar Knowledge Centre) was initiated by the government of Andhra Pradesh in 2005. It has evolved into a dynamic and student friendly platform to accommodate the job aspirations to students in degree colleges. It has successfully risen to the challenge of training students in skills relevant to the needs of job industry and is continuously helping them adapt to the global business enrolment. JKCs were established across the state and students are trained in communication skills, soft skills, analytical skills and computer skills.

Students belong to B. A, B. Com, B. Sc stream have the opportunity of undergoing training in analytical skills, computer skills, communication skills and soft skills.

Totally 90 students were trained in this academic year 2019-20. Students trained in analytical skills, computer skills, communication skills and soft skills. JKC classes are very useful to students to develop their communication skills, soft skills, analytical skills and computer skills. Under the aegis of JKC and Career Guidance Cell a Job drive was conducted 29.01.2020 in which 25 aspirants and students were participated and 16 students got selected for various jobs.

After completion of the course grand test was conducted college level & certificates are distributed to JKC students.



**SUBHARAM GOVT. DEGREE COLLEGE**  
PUNGANUR, CHITTOOR DIST., A.P – 517247  
AFFILIATED TO SRI VENKATESWARA UNIVERSITY



NAAC GRADE "B"

**JAWAHAR KNOWLEDGE CENTRE**

**Certificate of Completion**

This is to certify that Mr / Ms P. Kamakshi  
S/O / D/O P. Ramana Class III BA [HBP]  
Register No 17033926 has successfully completed JKC TRAINING  
through Jawahar Knowledge Centre (JKC), a course of 180 hours during the Academic  
Year 2019-20

  
JKC CO-ORDINATOR

  
PRINCIPAL



**SUBHARAM GOVT. DEGREE COLLEGE**

PUNGANUR, CHITTOOR DIST., A.P – 517247  
AFFILIATED TO SRI VENKATESWARA UNIVERSITY



NAAC GRADE "B"

**JAWAHAR KNOWLEDGE CENTRE**

**Certificate of Completion**

This is to certify that Mr / Ms T. Divya  
S/O / D/O T. Narayana Class III B.com CA  
Register No 17033893 has successfully completed JKC TRAINING  
through Jawahar Knowledge Centre (JKC), a course of 180 hours during the Academic  
Year 2019-20

  
JKC CO-ORDINATOR

  
PRINCIPAL

