



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

Website: www.srgdcpunganur.ac.in

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

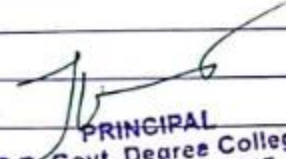
Cell: 9885876776

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Circular

punganuru
3/02/2021

It is hereby informed to all the staff and students that JKC 1st Batch is going on 9/02/2021 as a part of these training students will learn about Communication skills, soft skills, Analytical skills and Computer skills. Hence all the class teachers inform their students and Encourage them to utilize the opportunities the interested students inform their students Names to Harterin JKC full time mentor.



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

JKC Students Registryed Information for the year 2020-21

S.No	District	CollegeName	College Type	Name of the Student	Gender	Programme	Group Combination	Graduation Passed out year	Batch No.	Student_ID
1	Chittoor	SubharamGDC Punganur	Government	G.Hemalatha	Female	BA	Economics, History, Political Science	Still persuing	Batch I	2021JKC631
2	Chittoor	SubharamGDC Punganur	Government	V.Pushpa	Female	BA	Economics, History, Political Science	Still persuing	Batch I	2021JKC1144
3	Chittoor	SubharamGDC Punganur	Government	A.Govardhan	Male	BA	Economics, History, Political Science	Still persuing	Batch I	2021JKC1406
4	Chittoor	SubharamGDC Punganur	Government	C.Vinod Kumar	Male	BA	Economics, History, Political Science	Still persuing	Batch I	2021JKC1407
5	Chittoor	SubharamGDC Punganur	Government	P.Sravan Kumar	Male	BA	Economics, History, Political Science	Still persuing	Batch I	2021JKC1409
6	Chittoor	SubharamGDC Punganur	Government	Degala .Hareesh	Male	BA	Economics, History, Political Science	Still persuing	Batch I	2021JKC1413
7	Chittoor	SubharamGDC Punganur	Government	K.Gangadhara	Male	BA	Economics, History, Political Science	Still persuing	Batch I	2021JKC1415
8	Chittoor	SubharamGDC Punganur	Government	B.Raghavendra	Male	BA	Economics, History, Political Science	Still persuing	Batch I	2021JKC1416
9	Chittoor	SubharamGDC Punganur	Government	D.Nagesh	Male	BA	Economics, History, Political Science	Still persuing	Batch I	2021JKC1417
10	Chittoor	SubharamGDC Punganur	Government	G.Satheesh	Male	BA	Economics, History, Political Science	Still persuing	Batch I	2021JKC1420
11	Chittoor	SubharamGDC Punganur	Government	Thoti Naresh	Male	BA	Economics, History, Political Science	Still persuing	Batch I	2021JKC1418
12	Chittoor	SubharamGDC Punganur	Government	Thoti	Male	BA	Economics, History, Political Science	Still persuing	Batch I	2021JKC1419
13	Chittoor	SubharamGDC Punganur	Government	G Rajasekhar	Male	BA	Economics, History, Political Science	Still persuing	Batch I	2021JKC1422
14	Chittoor	SubharamGDC Punganur	Government	V.Harikrishna	Male	B.Com	Computer Applications	Still persuing	Batch I	2021JKC1545

15	Chittoor	SubharamGDC Punganur	Government	S.Ahammad Vali	Male	B.Com	Computer Applications	Still persuing	Batch I	2021JKC1547
16	Chittoor	SubharamGDC Punganur	Government	S.Imran	Male	B.Com	Computer Applications	Still persuing	Batch I	2021JKC1548
17	Chittoor	SubharamGDC Punganur	Government	J.Hemanth	Male	B.Com	Computer Applications	Still persuing	Batch I	2021JKC1550
18	Chittoor	SubharamGDC Punganur	Government	M.Geetha	Female	B.Com	Computer Applications	Still persuing	Batch I	2021JKC1544
19	Chittoor	SubharamGDC Punganur	Government	K.Shareefa	Female	B.Com	Computer Applications	Still persuing	Batch I	2021JKC1546
20	Chittoor	SubharamGDC Punganur	Government	C.Babajan	Male	B.Com	Computer Applications	Still persuing	Batch I	2021JKC1549
21	Chittoor	SubharamGDC Punganur	Government	C.Rajesh	Male	B.Com	Computer Applications	Still persuing	Batch I	2021JKC1552
22	Chittoor	SubharamGDC Punganur	Government	Kannemadugu Hareesh	Male	B.Com	Computer Applications	Still persuing	Batch I	2021JKC1555
23	Chittoor	SubharamGDC Punganur	Government	K.Revanth Kumar	Male	B.Com	Computer Applications	Still persuing	Batch I	2021JKC1556
24	Chittoor	SubharamGDC Punganur	Government	P.Sravani	Male	B.Com	Computer Applications	Still persuing	Batch I	2021JKC1569
25	Chittoor	SubharamGDC Punganur	Government	S.Tasmiya	Female	B.Com	Computer Applications	Still persuing	Batch I	2021JKC1570
26	Chittoor	SubharamGDC Punganur	Government	T.Kesava	Male	B.Com	Computer Applications	Still persuing	Batch I	2021JKC1571
27	Chittoor	SubharamGDC Punganur	Government	Jeendrapalli Gayathri	Female	B.Com	Computer Applications	Still persuing	Batch I	2021JKC1572
28	Chittoor	SubharamGDC Punganur	Government	Thoti Gayathri	Female	B.Com	Computer Applications	Still persuing	Batch I	2021JKC1573
29	Chittoor	SubharamGDC Punganur	Government	A.Arshiya	Female	B.Com	Computer Applications	Still persuing	Batch I	2021JKC1579

30	Chittoor	SubharamGDC Punganur	Government	G.Raghu Vamsi	Male	B.Com	Computer Applications	Still persuing	Batch I	2021JKC1582
31	Chittoor	SubharamGDC Punganur	Government	J.Nageswari	Female	B.Com	Computer Applications	Still persuing	Batch I	2021JKC1580
32	Chittoor	SubharamGDC Punganur	Government	L.Hemasundar	Male	B.Com	Computer Applications	Still persuing	Batch I	2021JKC1581
33	Chittoor	SubharamGDC Punganur	Government	B.Sai Ganesh	Male	B.Com	Computer Applications	Still persuing	Batch I	2021JKC1583
34	Chittoor	SubharamGDC Punganur	Government	B.Diavakar	Male	B.Com	Computer Applications	Still persuing	Batch I	2021JKC1585
35	Chittoor	SubharamGDC Punganur	Government	Gollapalli Kishore Kumar	Male	B.Com	Computer Applications	Still persuing	Batch I	2021JKC1588
36	Chittoor	SubharamGDC Punganur	Government	Vutholla Venkatesh	Male	B.Com	Computer Applications	Still persuing	Batch I	2021JKC1589
37	Chittoor	SubharamGDC Punganur	Government	Thoti Vinod	Male	B.Com	Computer Applications	Still persuing	Batch I	2021JKC1590
38	Chittoor	SubharamGDC Punganur	Government	K.Rajesh Reddy	Male	B.Com	Computer Applications	Still persuing	Batch I	2021JKC1591
39	Chittoor	SubharamGDC Punganur	Government	Thoti Ganesh	Male	B.Com	Computer Applications	Still persuing	Batch I	2021JKC1592
40	Chittoor	SubharamGDC Punganur	Government	B.Naveen	Male	B.Sc	Computer Science, Mathematics, Statistics	Still persuing	Batch I	2021JKC1649
41	Chittoor	SubharamGDC Punganur	Government	R.Prathap	Male	B.Sc	Computer Science, Mathematics, Statistics	Still persuing	Batch I	2021JKC1650
42	Chittoor	SubharamGDC Punganur	Government	Shaik Arshad	Male	B.Sc	Computer Science, Mathematics, Statistics	Still persuing	Batch I	2021JKC1651
43	Chittoor	SubharamGDC Punganur	Government	T.Gowtham	Male	B.Sc	Computer Science, Mathematics, Statistics	Still persuing	Batch III	2021JKC1652


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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.

Attendance Register for the

Month of APRIL - 2021

No of Days
 రోజుల సంఖ్య
 Average Attendance
 సగటు హాజరు

S No సంఖ్య	Name పేరు	వ సంవత్సరము													
		Caste కేసు	1	2	3	4	5	6	7	8	9	10	11	12	13
1.	G. Hemalatha		/		/		/		/		/		/		/
2.	V. Pushpa		/		/		/		/		/		/		/
3.	A. Govardhan		/		/		/		/		/		/		/
4.	C. Vinod kumar		/		/		/		/		/		/		/
5.	D. Aravan kumar		/		/		/		/		/		/		/
6.	D. Hareesh		/		/		/		/		/		/		/
7.	K. Gangadhara		/		/		/		/		/		/		/
8.	B. Raghavendra		/		/		/		/		/		/		/
9.	D. Nagesh		/		/		/		/		/		/		/
10.	G. Sathesh		/		/		/		/		/		/		/
11.	T. Nareesh		/		/		/		/		/		/		/
12.	T. Ganesh		/		/		/		/		/		/		/
13.	G. Rajasekhara		/		/		/		/		/		/		/
14.	V. Hari krishna		/		/		/		/		/		/		/
15.	S. Ahammad wali		/		/		/		/		/		/		/
16.	S. Imran		/		/		/		/		/		/		/
17.	J. Hemanth		/		/		/		/		/		/		/
18.	M. Geetha		/		/		/		/		/		/		/
19.	K. Shaveek		/		/		/		/		/		/		/
20.	C. Babajan		/		/		/		/		/		/		/
21.	C. Ramesh		/		/		/		/		/		/		/
22.	K. Hareesh		/		/		/		/		/		/		/
23.	K. Ravanth kumar		/		/		/		/		/		/		/
24.	P. Aravan		/		/		/		/		/		/		/
25.	S. Tasmiya		/		/		/		/		/		/		/
26.	T. Kesava		/		/		/		/		/		/		/
27.	J. Gayathri		/		/		/		/		/		/		/
28.	T. Gayathri		/		/		/		/		/		/		/
29.	A. Anshiya		/		/		/		/		/		/		/
30.	G. Raghuvamsi		/		/		/		/		/		/		/

నెలతొలుకు హాజరు పట్టి																															
Days Attended హాజరు రోజులు		AADHAAR NO అధార్ నెంబరు		Remarks మార్కులు																											
Boys బాలుకులు	Girls బాలికలు																														
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 are commended

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SUBHARAM GOVT. DEGREE COLLEGE, PUNGANUR

JAWAHAR KNOWLEDGE CENTER

ANNUAL REPORT – 2020-21

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 30 students were trained in this academic year 2020-21. 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.

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 G. RAGHU VAMSI
S/O / D/O _____ Class III Bcom(CA)
Register No 1582 has successfully completed JKC TRAINING
through Jawahar Knowledge Centre (JKC), a course of 180 hours during the Academic
Year 2020-21


JKC CO-ORDINATOR


PRINCIPAL

