



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

23

Circular

Punganur.
31/01/2023

It is hereby informed to all the staff & students that there is a programme JKC 2nd batch is going to conduct on 23/01/2023. Hence all the class teachers should inform to the students and encourage them to utilize the opportunity. As this programme students will learn about Analytical skills, Soft skills, Communication skills. Interested students inform to your names to Sowbhaya maam JKC Hall nearest mentor.

Y Rajasekhar
PRINCIPAL
S.R. Govt, Degree College
PUNGANUR-517247
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.

Attendance Register for the

batch - 1
Month of Sept

- 2021

No. of Days పాఠశాల సంఖ్య
Average Attendance సగటు హాజరు

S.No వ.సం.	Name పేరు	20 వ సంవత్సరము												నెలతొలూకు హాజరు పట్టి												Days Absent అనుమతి పొందిన		Remarks మార్పులు									
		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	31	Boys పిల్లలు	Girls కన్యలు		
1	G. Suresh Babu					/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/				
2	V. Suman Kumar					/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
3	P. Reddy Rishabh Khan					/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
4	S. Saida Babu					/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
5	K. Rishabh					/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
6	G. Sneha					/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
7	C. Jayashankar					/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
8	B. Devenita					/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
9	A. Deepika					/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
10	A. Purni					/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
11	B. Palvi					/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
12	G. Hareesh Babu					/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
13	C. Sumanth Kumar					/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
14	C. Suman Kumar					/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
15	K. Reddamma					/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
16	M. Teja					/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
17	N. Mamba					/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
18	N. Bhargavi					/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
19	B. Vishvasree					/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
20	G. Teja					/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
21	K. Chandana					/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
22	T. Givibabu					/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
23	H. Siddartha					/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
24	P. Venkatesh					/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
25	R. Deep					/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
26	T. Bharu Prasad					/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
27	K. Nandu					/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
28	S. Mahesh					/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
29	B. Chandana					/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		
30	H. Lakshmi Priya					/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/		

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SUBHARAM GOVT. DEGREE COLLEGE, PUNGANUR

JAWAHAR KNOWLEDGE CENTER

ANNUAL REPORT – 2022-23

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 60 students were trained in two batches in this academic year 2022-23. Students are 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.



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NAAC GRADE "B"

JAWAHAR KNOWLEDGE CENTRE

Certificate of Completion

This is to certify that Mr / Ms B. Vishnu Sree
~~SO~~ / D/O B. Raghunath Class II B-Sc
Register No _____ has successfully completed JKC TRAINING
through Jawahar Knowledge Centre (JKC), a course of 180 hours during the Academic
Year 2022-23

D. C. Panthure
JKC CO-ORDINATOR

Y. Rajasekar
PRINCIPAL
S.R. Govt. Degree College
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NAAC GRADE "B"

JAWAHAR KNOWLEDGE CENTRE

Certificate of Completion

This is to certify that Mr / Ms D. Teja
S/O / D/O D. Mallikarjuna Class II B-Sc
Register No _____ has successfully completed JKC TRAINING
through Jawahar Knowledge Centre (JKC), a course of 180 hours during the Academic
Year 2022-23

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JKC CO-ORDINATOR

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S.P. Govt. PRINCIPAL College
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