



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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01/09/2018
Punganur.

Circular

It is hereby informed to all the faculty members and students that II batch will be started on 09/09/2018. As a part of JKC training, students are given training in communication & soft skills & Analytical & computer skills. Hence the class teachers are requested to inform the students' community & encourage them to utilize the opportunity. It is further informed that the interested candidates may contact Masterin Sir.

Y. Rajasekhar

PRINCIPAL

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

S.R.G.D.C Punganur

J K C Batch - II Registration 2018-19

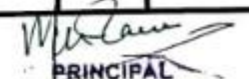
Jawahar Knowledge Center

SL.N o.	Reg_Id	Student Name	DOB	Father Name	Gender	District	Category	Contact Number	email	SSC %	Inter	Inter %	Degree	Degree %	Degree Passed Out	JKC Training Year	JKC Batch	aadhar
1	18210jkc2018BatchII17023491	T.Sakunthala	17/04/1999	Venkatappa	Female	Chittoor	SC	9573504566	thotisanukunathala@gmail.com	5.6	Others	89	BCom(CA)	65	2019	2018 Batch	II	553873590400
2	18210jkc2018BatchII17023493	T.Prathyusha	9/1/1998	Venkatesh	Female	Chittoor	SC	9666304015	prathyusha.thalani@gmail.com	67	Others	88	BCom(CA)	62	2019	2018 Batch	II	915948194309
3	18210jkc2018BatchII17023495	T.Lokesh	18/02/1999	Krishnappa	Male	Chittoor	SC	9652600489	thotilokesh@gmail.com	6.5	Others	88.4	BCom(CA)	70	2019	2018 Batch	II	834956359992
4	18210jkc2018BatchII17023497	B.Vasundhara	10/7/1999	Venkatakrishna	Female	Chittoor	SC	9300509297	vasundhara43596@gmail.com	50	H.E.C	60	BCom(CA)	49	2019	2018 Batch	II	618364134158
5	18210jkc2018BatchII17023501	B.Hemavathi	24-06-1999	Reddeppa	Female	Chittoor	SC	9550032359	b.hema9966@gmail.com	45	H.E.C	50	BA(HEP)	42	2019	2018 Batch	II	522090985189
6	18210jkc2018BatchII17023502	B.Sireesha	22/05/1999	Ramakrishna	Female	Chittoor	SC	9908516942	sirisha425@gmail.com	5.8	H.E.C	45	BA(HEP)	49	2019	2018 Batch	II	524577090200

7	18210jkc20 18BatchII17 023664	P.Pavithra	6/8/1999	Narayanappa	Female	Chittoor	SC	9515143323	pavithrap158@gmail.com	7	H.E.C	78	BA(HEP)	78	2019	2018 Batch	II	548834441646
8	18210jkc20 18BatchII17 023665	K.Venkata dri	30/12/1998	Chowdappa	Male	Chittoor	SC	8885115773	karangivenkatadri@gmail.com	5.3	C.E.C	69	BCom(CA)	65	2019	2018 Batch	II	657328988838
9	18210jkc20 18BatchII17 023668	A.Kalyan Kumar	10/6/1998	Raghunath	Male	Chittoor	SC	9182291986	kalyankumar4008@gmail.com	8	M.P.C	60	BCom(CA)	50	2019	2018 Batch	II	491811132808
10	18210jkc20 18BatchII17 023669	K.Srinivas ulu	10/4/1999	Ramachan drappa	Male	Chittoor	ST	9618268742	k.srinivasulubcom@gmail.com	7.7	Others	75	BCom(CA)	60	2019	2018 Batch	II	757456159430
11	18210jkc20 18BatchII17 023670	B.Vinay Kumar	5/2/1998	Ramakrish na	Male	Chittoor	BC	9603914335	vinaykumararkshatriyas143@gmail.com	5	Others	74	BCom(CA)	72	2019	2018 Batch	II	495597601749
12	18210jkc20 18BatchII17 023672	P.Suresh	10/8/1999	Venkatar mana	Male	Chittoor	BC	9494909416	pasupuletsuresh51@gmail.com	5.5	C.E.C	55	BA(HEP)	59	2019	2018 Batch	II	564713831519
13	18210jkc20 18BatchII17 023676	G.Ambed kar	13/12/1998	Gandhi	Male	Chittoor	SC	9494922257	gunupulani38949@gmail.com	4.8	C.E.C	68	BCom(CA)	68	2019	2018 Batch	II	486248727878
14	18210jkc20 18BatchII17 023678	T.Bharath	10/4/1999	Chowdappa	Male	Chittoor	SC	8790867736	thotibharath123654@gmail.com	5.2	C.E.C	73	BCom(CA)	72	2019	2018 Batch	II	832916787792

15	18210jkc20 18BatchII17 023679	K.Mahesh	11/6/1999	Nagabhus hanam	Male	Chittoor	BC	9573408112	maheshka veripakam 732@gmail. il.com	4.8	Others	83	BA(HE P)	79	2019	2018 Batch	II	774390631821
16	18210jkc20 18BatchII17 023681	J.Sreeram ulu	31/03/1997	Narayana	Male	Chittoor	BC	9666673508	sreeramul ujogi4321 @gmail.c om	60	C.E.C	65	BCom(CA)	62	2019	2018 Batch	II	952278791814
17	18210jkc20 18BatchII17 023685	M.Sathees h	5/2/1998	Lokanadh am	Male	Chittoor	BC	9502163780	msatheesh 457@gmail. il.com	6.2	M.P.C	68.5	BCom(CA)	65	2019	2018 Batch	II	676870572573
18	18210jkc20 18BatchII17 023690	B.Hari Prasad	16/12/1998	Govindap pa	Male	Chittoor	BC	9701559515	hariprasad bandaru7 @gmail.c om	5.5	C.E.C	60	BCom(CA)	56.1	2019	2018 Batch	II	483801310935
19	18210jkc20 18BatchII17 023692	C.Narayan a Swamy	19/07/2018	Anjappa	Male	Chittoor	BC	8978789394	narayan wamyppgr2 @gmail.c om	5	H.E.C	67	BCom(CA)	67	2019	2018 Batch	II	792876466735
20	18210jkc20 18BatchII17 023812	B.Bhaskar a	12/5/1999	Rajagopal	Male	Chittoor	BC	9573136022	bhaskarb9 57313602 2@gmail. com	5.3	C.E.C	60	BCom(CA)	50	2019	2018 Batch	II	855207429620
21	18210jkc20 18BatchII17 023815	D.Silpa	29/07/1999	Mahadeva raja	Female	Chittoor	BC	8096829667	dasarallesi lpa667@g mail.com	6.3	C.E.C	75	BCom(CA)	72	2019	2018 Batch	II	504873460502
22	18210jkc20 18BatchII17 023816	K.Shankar a	18/12/1996	Subbamm a	Male	Chittoor	BC	8297946195	shankarro ck41@gm ail.com	6	M.P.C	47	BCom(CA)	60	2019	2018 Batch	II	666756316838

23	18210jkc20 18BatchII17 023818	A.Tippu Sulthan	20/06/1999	Basha	Male	Chittoor	BC	7799380517	tippusulth an99@gm ail.com	6	C.E.C	62.9	BCom(CA)	70	2019	2018 Batch	II	738543858389
24	18210jkc20 18BatchII17 023820	D.Hyderv alli	10/6/1999	Hussain Sab	Male	Chittoor	BC	9704482031	dhydervall il1999@g mail.com	5.3	Others	82	BCom(CA)	60	2019	2018 Batch	II	957485611943
25	18210jkc20 18BatchII17 023821	K.Gopinath	9/11/1999	Krishnappa	Male	Chittoor	SC	8142002352	gopinath8 142@gma il.om	61	C.E.C	59	BCom(CA)	63	2019	2018 Batch	II	663216911240
26	18210jkc20 18BatchII17 023822	O.Gangad har	24/08/1999	Snakara	Male	Chittoor	BC	9966788568	ogangadha rops@gma il.com	5.7	Others	80	BCom(CA)	71	2019	2018 Batch	II	657710887647
27	18210jkc20 18BatchII17 023823	M.Jabiulla	1/8/1999	Malkisab	Male	Chittoor	BC	8008881750	mjabiulla5 4381@gm ail.com	5.5	H.E.C	72	BA(HE P)	68	2019	2018 Batch	II	680808740800
28	18210jkc20 18BatchII17 023824	S.Rafeek Basha	28/08/1997	Mohammad Basha	Male	Chittoor	BC	7893001134	rafishaik1 134@gma il.com	4.8	C.E.C	65	BCom(CA)	68	2019	2018 Batch	II	298157449250
29	18210jkc20 18BatchII17 023839	S.Allabakash	20/02/1999	Ibrahim	Male	Chittoor	OC	9966270959	allabakash 2227@gm ail.com	6.3	Bi.P.C	57	BCom(CA)	55	2019	2018 Batch	II	770348642340
30	18210jkc20 18BatchII17 023841	A.Navya	1/5/1998	Subraman yam Raju	Female	Chittoor	OC	9885090470	allalanava ya1998@g mail.com	52	Others	53	BCom(CA)	61	2019	2018 Batch	II	624965873425


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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.

SUBHARAM GOVT. DEGREE COLLEGE, PUNGANUR

JAWAHAR KNOWLEDGE CENTER

ANNUAL REPORT – 2018-19

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 98 students were trained in three batches in this academic year 2018-19. 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. Under the aegis of JKC and Career Guidance Cell a Job drive was conducted 08-04-2019 in which 22 aspirants and students were participated and 20 students got selected for various jobs.

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



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AFFILIATED TO SRI VENKATESWARA UNIVERSITY



NAAC GRADE "B"

JAWAHAR KNOWLEDGE CENTRE

Certificate of Completion

This is to certify that Mr / Ms T. LOKESH
S/O / D/O T. KRISHNAPPA Class III BComCA.
Register No 17023495 has successfully completed JKC TRAINING
through Jawahar Knowledge Centre (JKC), a course of 180 hours during the Academic
Year 2018-2019.


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 B. SIREESHA
S/O / D/O B. RAMAKRISHNA Class III BcomCA
Register No 18210.jkc.2018 - 12023502 has successfully completed JKC TRAINING
through Jawahar Knowledge Centre (JKC), a course of 180 hours during the Academic
Year 2018-2019.


JKC CO-ORDINATOR


PRINCIPAL

