



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

punganur
2/02/2022

It is here by informed to all the staff and students that JKC III batch going on 2/02/2022 is a part of their training students will learn about a Communication skills, soft skills, Analytical skills and Computer skills. Hence all the teachers informed to their students and encourage their to utilized the opportunities. the intrested students inform their names to Maintain JKC full of the time of 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.

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JAWAHAR KNOWLEDGE CENTER

ANNUAL REPORT – 2021-22

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 2021-22-. 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 06-04-2022 in which 225 aspirants and students were participated and 117 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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NAAC GRADE "B"

JAWAHAR KNOWLEDGE CENTRE

Certificate of Completion

This is to certify that Mr / Ms C. Sreekanth
S/O / D/O C. Raju Class III B-Com C.A
Register No _____ has successfully completed JKC TRAINING
through Jawahar Knowledge Centre (JKC), a course of 180 hours during the Academic
Year 2021-22

C. Saravane
JKC CO-ORDINATOR

Y. Rajasekar
PRINCIPAL
S.R. GPRINCIPAL College
PUNGANUR
Chittoor District



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JAWAHAR KNOWLEDGE CENTRE

Certificate of Completion

This is to certify that Mr / Ms S. Jabeerbasha
S/O / D/O S. Shaik Class III B.Com C.A
Register No _____ has successfully completed JKC TRAINING
through Jawahar Knowledge Centre (JKC), a course of 180 hours during the Academic
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