



GOVERNMENT DEGREE COLLEGE, RAYACHOTY
KADAPA DISTRICT. (A.P)
A Certificate Course on Yoga (30 Hours)
157-30, NCC Unit, GDC Rayachoty



157/30 A & B PLATOONS



**GOVT. DEGREE COLLEGE
RAYACHOTY**

**Certificate Course in
COMMUNICATION SKILLS**

**DEPARTMENT OF ENGLISH
157/30, NCC UNIT**

2022-2023



GOVERNMENT COLLEGE, RAYACHOTY

Affiliated to Yogi Vemana University

Rayachoty - 517401



Date: 3/9/2022

Circular

To,
All Students and Faculty Members,
Government Degree College, Rayachoty

Subject: Certificate Course on " *communication skills*

Dear Sir/ Madam,

We are Pleased to announce a certificate course on "*communication skills* to be conducted at Government Degree College, Rayachoty. *communication skills* is a Practice that Promotes an excellent way to explore and experience the world

Course Details:

Course Title:

Duration: 5/9/22 to 18/10/22 (30 Hours)

Timings: 8 - 9 AM, to 4 - 5 PM (2 Hours per day)


Venue: Government Degree College, Rayachoty

Course Coordinators: T. Venkatraman, Lecturer in English

Course Instructor: Dr. K.V. Raghupathi

Registration fee: Free

Interested Participants are requested to register for the course by filling out the registration form available in the department of English


PRINCIPAL
GOVT. DEGREE COLLEGE
GOVT. DEGREE COLLEGE
Rayachoty.

T. Venkatramana
Yours Sincerely,

REQUEST LETTER

FROM

T VENKATA RAMANA

DEPT OF ENGLISH

GDC RAYACHOTY

TO

DR P HARSHA LATHA

PRINCIPAL

GDC RAYACHOTY

SUB.. PERMISSION TO DO CERTIFICATE COURSE

5/9/22 to 18/10/22

MAM,

I AM INTERESTED TO DO CERTIFICATE COURSE ON COMMUNICATION SKILLS. DURATION IS 30 DAYS. THIS COURSE WILL BOOST STUDENTS THINKING POWER. I REQUEST YOU CAN GIVE PERMISSION

THANKING YOU MAM.

YOURS SINCERELY

T VENKATA RAMANA

T. Venkata Ramana


PRINCIPAL
GOVT. DEGREE COLLEGE
RAYACHOTY

Communication Skills Class 10 Notes

In this chapter of class 10 Employability Skills, we will discuss the various methods of communication. This article includes all the topics covered in CBSE syllabus 2020-21. You have to study a total of 4 chapters in this unit. Here I have tried to provide you complete notes for your Class 10th board exam 2020. You can download the PDF format of all the notes in a single click. Please share with your friends.

Communication Skills means how do we communicate with each other. The way of presenting our information is very important. Communication Skills include those areas which deal with our talking, writing, expressing our views. By reading this chapter you will understand how to communicate with others decently. This includes the overall development of your personality.

Session 1: Methods of Communication

The word 'communication' comes from the Latin word *commūnicāre*, meaning 'to share'. Clear and concise communication is of immense importance in work and business environment as there are several parties involved.

Communication has three important parts:

1. **Transmitting** — The sender transmits the message through one medium or another.
2. **Listening** — The receiver listens or understands the message.
3. **Feedback** — The receiver conveys their understanding of the message to the sender in the form of feedback to complete the communication cycle.

Communication Process and Elements

The various elements of the communication cycle are:

Sender: the person beginning the communication.

Message: the information that the sender wants to convey.

Channel: the means by which the information is sent.

Receiver: the person to whom the message is sent.

Feedback: the receiver's acknowledgment and response to the message.

Methods of Communication

- Face-to-face informal communication
- e-mail
- Notices/Posters
- Business Meetings
- social networks, message, phone call for communication, newsletter, blog, etc

Choosing the right method of communication depends on

- Target audience
- Costs
- Kind/type of information
- Urgency/priority

Session 2: Verbal Communication

Verbal communication includes sounds, words, language, and speech. Speaking is one of the most effective and commonly used ways of communicating. It helps in expressing our emotions in words.

Type of Verbal Communication

Interpersonal Communication: This form of communication takes place between two individuals and is thus a one-on-one conversation. It can be formal or informal.

Written Communication: This form of communication involves writing words. It can be letters, circulars, reports, manuals, SMS, social media chats, etc. It can be between two or more people.

Small Group Communication: This type of communication takes place when there are more than two people involved. Each participant can interact and converse with the rest.

Public Communication: This type of communication takes place when one individual addresses a large gathering.

Advantages of Verbal Communication

It is an easy mode of communication in which you can exchange ideas by saying what you want and get a quick response.

Disadvantages of Verbal Communication

Since verbal communication depends on written or spoken words, sometimes the meanings can be confusing and difficult to understand if the right words are not used.

Mastering Verbal Communication

Think Before You Speak

- Think about your topic.
- Think about the most effective ways to make your listeners

Understand the topic.

- Write or note down whatever you plan to say.
- Concise and Clear
- Speak clearly, loudly and at moderate speed.
- Be sure the information you want to share is to the point.
- Do not repeat the same sentences.
- Confidence and Body Language
- Be confident.
- Maintain eye contact, stand straight and be attentive.
- Be friendly.

Session 3: Non-verbal Communication

Non-verbal communication is the expression or exchange of information or messages without using any spoken or written word.

Importance of Non-verbal Communication

In our day-to-day communication

- 55% communication is done using body movements, face, arms, etc.
- 38% communication is done using voice, tone, pauses, etc.
- only 7% communication is done using words.

Types of Non-verbal Communication

- Facial Expressions
- Posture
- Gestures or Body Language
- Touch
- Space
- Eye Contact
- Paralanguage : tone, speed and volume of our voice.

Examples of Visual Communication

Session 4: Communication Cycle and the Importance of Feedback

For effective communication, it is important that the sender receives an acknowledgement from the receiver about getting the message across. While a sender sends information, the receiver provides

feedback on the received message.

Types of Feedback

- Positive Feedback
- Negative Feedback
- No Feedback

A good feedback is one that is:

- **Specific:** Avoid general comments. Try to include examples to clarify your statement. Offering alternatives rather than just giving advice allows the receiver to decide what to do with your feedback.
- **Timely:** Being prompt is the key, since feedback loses its impact if delayed for too long.
- **Polite:** While it is important to share feedback, the recipient should not feel offended by the language of the feedback.
- **Offering continuing support:** Feedback sharing should be a continuous process. After offering feedback, let recipients know you are available for support.

Importance of Feedback

- **It validates effective listening:** The person providing the feedback knows they have been understood (or received) and that their feedback provides some value.
- **It motivates:** Feedback can motivate people to build better work relationships and continue the good work that is being appreciated.
- **It is always there:** Every time you speak to a person, we communicate feedback so it is impossible not to provide one.
- **It boosts learning:** Feedback is important to remain focussed on goals, plan better and develop improved products and services.
- **It improves performance:** Feedback can help to form better decisions to improve and increase performance.

Session 5: Barriers to Effective Communication

What is Effective Communication?

Effective communication follows the basic principles of professional communication skills.

Barriers to Effective Communication

Physical Barriers

Physical barrier is the environmental and natural condition that act as a barrier in communication in sending message from sender to receiver. Not being able to see gestures, posture and general body language can make communication less effective.

Linguistic Barriers

The inability to communicate using a language is known as language barrier to communication. Language barriers are the most common communication barriers, which cause misunderstandings misinterpretations between people

Interpersonal Barriers

Barriers to interpersonal communication occur when the sender's message is received differently from how it was intended.

Organisational Barriers

Organisations are designed on the basis of formal hierarchical structures that follow performance standards, rules and regulations, procedures, policies, behavioural norms, etc. All these affect the free flow of communication in organisations

Cultural Barriers

Cultural barriers is when people of different cultures are unable to understand each other's customs, resulting in inconveniences and difficulties. People sometimes make stereotypical assumptions about others based on their cultural background

FEED BACK FORM

On

Certificate Course: communication skills

Dear Participants,

We value your feedback on our certificate course, " _____ "

" Your input is essential to help us improve and better serve your educational needs.

please take a moment to complete this questionnaire.

please indicate tick mark among optioned mentioned against each question.

Name of the student: C. Mahi (optional) Class:

S.No	Question	Strongly agree	Agree	Disagree	Strongly disagree
1.	The objectives of the course were clearly defined	✓			
2.	Instructor was well prepared to the classes	✓			
3.	Time allotted for the course was sufficient		✓		
4.	The course objectives were meet	✓			
5.	Participation and interaction were encouraged		✓		

Any other suggestions:

Sl.No.	Name of the Student	Signature
1	A PUSHPANJALI	A. pushpanjali
2	B SRINIVASULU	B. srinivasulu
3	C P VENKATESH	C. P. Venkatesh
4	D ANIL KUMAR	D. Anil Kumar
5	G ARAVIND	G. aravind
6	G JAHANAVI	G. Jahanavi
7	K SIVAMANI	K. Sivamani
8	K RAJU	K. Raju
9	M HUSSAN	M. Hussan
10	N SIRAJUNNISA	N. sirajunnisa
11	P SRAVANI	P. sravani
12	P MALIK BASHA	p sravani
13	P MALIK	P. Malik
14	P KEERTHI	P Keerthi
15	M A BAIG	M A Baig
16	M U BAIG	M U Baig
17	N NASREEN	N Nasreen
18	P M D ALI	P Modli
19	M N BAIG	M N Baig
20	N NASREEN	N. Nasreen
21	P M D ALI	P. m. d. ali
22	S ALTHAF	S. Althaf
23	S ARIF BASHA	S. Arif Basha
24	S APSANA	S. APSANA
25	S ALTHAB	S. Althab
26	S HAZ	S. HAZ
27	S HAMEERA	S. Hameera
28	S KARRISHMA	S. KARRISHMA
29	S VASEERA	S. Vaseera
30	SMD AFSAN	SMD Afsan

31	S M BASHA	S m Basha
32	S MUNAF	G. munaf
33	S RESHMA	S. Reshma
34	S RIZWAN	S. Rizwan
35	S SONIYA BHANU	S. Soniya Bhanu
36	S SUMIYA	S. Sumiya
37	S THABASSUM	S. Thabassum
38	S A SADIQUE	S A Sadique
39	S ALIMA	S. Alima
40	V ABIDA	U. ABIDA
41	A REEVANTH	A. Reevanth
42	A BALAKRISHNA	A. Balakrishna
43	B NAGA LAKSHMI	B. Naga Lakshmi
44	G NARESH	G. Naresh
45	G REDDEMMA	G. Reddemma
46	K RISHITHA	K. Rishitha
47	K SUSMITHA	K. Susmitha
48	M APARNA	M. Aparna
49	P SREESHANTH	P. Sreeshanth
50	R UDAY KUMAR	R. Uday Kumar
51	S G VARSHITHA	S. G. Varshitha
52	S PURUSHOTHAM	S. Purushotham
53	B REDDI BABU	B. Reddi Babu
54	C MANI	C. Mani
55	P AYAZ ALI	P. Ayazali
56	S M D RAFI	SMD Rafi
57	S MD SAMEER	SMD. Sameer
58	S M D UBaidALLA	S. Simhadri
59	S SIMHADRI	S. Simhadri
60	S SAKEETH	S. Sakeeth



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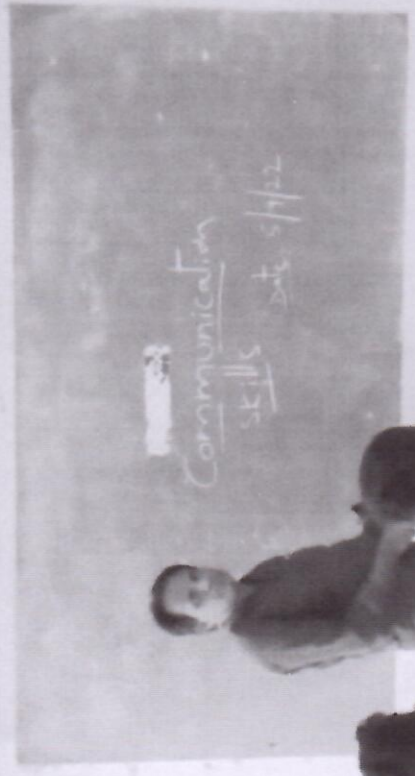


CERTIFICATE

This certificate declares That S. Anant Baig B.Com/
B.Sc/BA has successfully completed a certificate course of 30
hours in communication offered by department of English
from 5/9/2022 to 18/10/2022.

T. Venkatramana
T. Venkatramana
Lecturer in English
GDC , Rayachoty

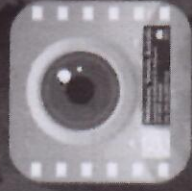
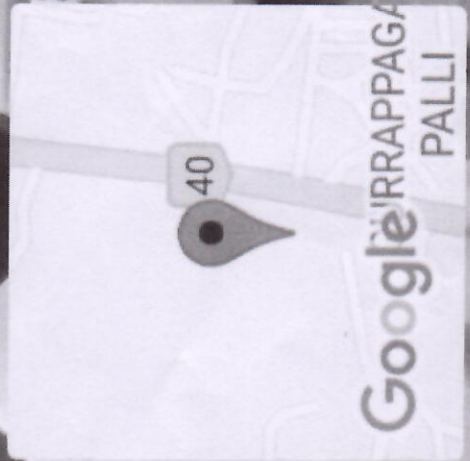
Dr. P. Harshalatha Pankaj
PRINCIPAL
GOVT DEGREE COLLEGE
Rayachoty
Principal
GDC, Rayachoty



Rayachoty, Andhra Pradesh, India

Govt Degree College Shyamalavari Palli, Kadapa - Chittoor Hwy,
Gurrappagari Palli, Rayachoty, Syamalavaripalle, Andhra Pradesh
516269, India

Lat 14.039086° Long 78.749108°
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GOVERNMENT DEGREE COLLEGE,
RAYACHOTY, KADAPA DISTRICT, A.P. 516269
(Accredited with C Grade by NAAC)



Department of JKC

Date: - 03.10.2022

Brief Report of JKC Batch (2022-23)

The first batch of JKC Training was started on the 15.06.2022 in order to train the students for improving their communication, reasoning and Computer skills. To start the program Lt. T. Venkataramana, JKC Coordinator called for the registrations from the interested students. The first batch for the academic year 2022-23 was begun with the students 15 in number. The class work for the batch was commenced on the 15.06.2022 and ended 30.09.2022. Lt. T. Venkataramana, Lecturer in English and Smt. Shameem Taj, JKC FTM were engaged as the faculty members to teach the syllabi of the skills. 15 participants of the batch satisfactorily completed the training and were issued the training completion certificates from the principal.

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Govt. Degree College
Rayachoty.

Government Degree College, Rayachoti

JKC Batch - I Registrations - 2022-23

SN O	Name of the Student	Gender	Social Status	Group (BA, Bcom, BSc)	Year of Studying	Passing out Year	E-Mail id of the Student	Contact No.	Signature
1	C Maneesha	Female	BC-D	BSC BZC	III Year	2022-23	cheeralamaneesha3@gmail.com	9949305073	C Maneesha
2	PALLAM SNEHALATHA	Female	SC	BSC BZC	III Year	2022-23	PSNAHALATHA586@GMAIL.COM	9381407474	U. S. Latha
3	SYED MUNEERA	Female	OC	BSC MPCs	III Year	2022-23	syedmuneera2003@gmail.com	6281288685	S. Muneera
4	SYED MAZEEDA	Female	OC	BSC MPCs	III Year	2022-23	mazeeda.syed@gmail.com	9866718816	S. Mazeeda
5	DERANGULA PRASANNA JYOTHI	Female	BC-A	BSC MPCs	III Year	2022-23	prasanna12102@gmail.com	9440597611	D. Prasanna Jyothi
6	A Bhagyamma	Female	SC	Bcom CA	III Year	2022-23	bhagya20anke@gmail.com	9515030476	A Bhagyamma
7	b Pavan Kalyan Naik	Male	ST	Bcom CA	III Year	2022-23	Bukkepavank@gmail.com	7032523726	Pavan Kalyan Naik
8	M Lakshmi Devi	Female	OC	Bcom Gen	II Year	2023-24	aammulu759@gmail.com	9390748668	M. Lakshmi Devi
9	KANNEMADUGU BHAGYA REKHA	Female	BC-A	BSC MPCs	III Year	2022-23	gdcrctbiometric2021@gmail.com	6305432378	K. Bhagya Rekha
10	M Damodhara	Female	BC-B	BSC MPCs	III Year	2022-23	mukkantidamodar@gmail.com	9652505515	M. Damodara
11	S Badulla	Male	BC-E	BA HEP	II Year	2023-24	badullasmd@gmail.com	8142200936	S. Badulla
12	G Ramesh	Male	SC	BA HEP	II Year	2023-24	rameshgntem@gmail.com	9701941375	G. Ramesh
13	SHAIK MAHAMMAD JABEED	Male	BC-E	BSC MPCs	III Year	2022-23	shaikmahammadjabeed12@gmail.com	9703902001	S.M. Jabeed
14	SYED NOOR MOHAMMAD	Male	OC	Bcom CA	III Year	2022-23	syednooru1432@gmail.com	8106304047	Syed Noor
15	KATIKA HABEEB BAKASH	Male	BC-E	Bcom CA	III Year	2022-23	habeebaksh@gmail.com	9030269151	K. Habeeb Bakash

Commissionerate of Collegiate Education
| J K C Monitoring Cell
Curriculum |

Restructuring the Curriculum of JKC as per the present day needs and Trends

Curriculum frame-250 Hrs

SNO	SKILL	No. of Hours allotted	Trainer
1	<i>Communication Skills</i>	60 Hrs	GEM (Guest English Mentor)
2	<i>Soft Skills</i>	30 Hrs	GEM / FTM
3	<i>Ethical Values</i>	10 Hrs	GEM / FTM
4	<i>Analytical Skills</i>	60 Hrs	FTM (Full Time Mentor)
5	<i>Technical Skills</i>	60 Hrs	FTM (Full Time Mentor)
6	<i>General Awareness</i>	30 Hrs	FTM (Full Time Mentor)
	Total	250 Hrs training Package	

COMMUNICATION SKILL-60 Hrs

SECTION-1

A. GRAMMAR

15 HRS

SELF-INTRODUCTION
TENSES
CONCORD

SECTION-1

B. READING & WRITING

PASSAGES FOR COMPREHENSION

SECTION-2

A. GRAMMAR

15 HRS

PREPOSITIONS
ADJECTIVES & ARTICLES
AUXILIARY VERBS
CONDITIONALS

SECTION-2

B. VOCABULARY & COMPREHENSION

SYNONYMS
ANTONYMS

SECTION-3

A. GRAMMAR

15 HRS

VOICE
SPEECH
DEGREES
LINKERS

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Curriculum**

SECTION-3

B. WRITING SKILLS

NOTE – MAKING
PRECIS WRITING
PARAGRAPH WRITING
ESSAY WRITING

SECTION-4

A. PRONUNCIATION & COMMUNICATION SKILLS

15 HRS

A COURSE IN LISTENING & SPEAKING SKILLS – BOOK 1 WITH CDS
(PRESCRIBED BY APSCHE - BOOK WITH CDS)

SECTION-4

B. NEUTRALISATION OF ACCENT

ACCENT WITH MINIMUM MTI
VOICE BASED EFFICIENCY
TELEPHONE SKILLS – ETIQUETTE
SELF-INTRODUCTION
INTRODUCING OTHERS
SEEKING PERMISSION
AGREEING & DISAGREEING
MAKING COMPLAINTS
MAKING REQUESTS

A COURSE IN LISTENING & SPEAKING SKILLS – BOOK -2 WITH CDS
(PRESCRIBED BY APSCHE - BOOK WITH CDS)

***A TOTAL OF SIXTY HOURS INCLUDING FORMATIVE AND SUMMATIVE
ASSESSMENT**

SOFT SKILLS -30 Hrs

30 HRS

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Soft Skills	
S.No.	Grammar
1	Soft Skills : An Overview
2	Know Yourself
3	SWOT Analysis
4	Goal Setting
5	Positive Attitude
6	Body Language
7	Interpersonal Skills
8	Time Management
9	Presentation Skills
10	Just a Minute (JAM) Activities
11	Team Dynamics
12	Group Discussion
13	Etiquetter of Telephone,e-mail and SMS
14	Interview Skills
15	Preparation for Examinations

jkcmc.cce@gmail.com

apcce.gov.in

Ethical Values-10 Hrs

1. Introduction to Value Education
2. Harmony in the Human Being
3. Harmony in the Family and Society and Harmony in the Nature
4. Social Ethics
5. Professional Ethics

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Section-1 Arithmetic

Topic

Unit-I

1.1 BODMAS

1.2 Fractions and Decimals -1

1.2 Fractions and Decimals -2

1.3 Algebraic Formulae

1.4 Divisibility Rules

1.5 LCM & HCF-1

1.5 LCM & HCF-2

Unit-2

2.1 Ratios & Proportions

2.2 Percentages-1

2.2 Percentages-2

2.3 Profit & Loss-1

2.3 Profit & Loss-2

2.4 Partnership-1

2.4 Partnership-2

2.5 Data Analysis-1

2.5 Data Analysis-2

2.5 Data Interpretation-1

2.5 Data Interpretation-2

Unit-3

3.1 Simple Interest-1

3.1 Simple Interest-2

Test-1

3.2 Compound Interest-1

3.2 Compound Interest-2

Unit-4

4.1 Averages

4.2 Problems on Ages-1

4.2 Problems on Ages-2

Unit-5

5.1 Time & Distance-1

5.1 Time & Distance-2

5.2 Time & work-1

5.2 Time & Work -2

5.3 Problems on Trains

Unit-6

6.1 Permutations and Combinations-1

6.1 Permutations and Combinations-2

6.1 Permutations and Combinations-3

Test-2

6.2 Probability-1

6.2 Probability -2

Unit-7

7.1 Areas

7.2 Volumes

Surface Areas

Section-2 Reasoning**i) Verbal Reasoning****Unit 8**

8.1 Number Series

Test-3

8.2 Number Analogy

8.3 Odd Man Out

Coding & Decoding-1

Coding & Decoding-2

Unit -9

9.1 Blood Relations-1

9.1 Blood Relations-2

9.1 Blood Relations-3

9.2 Direction Sense Test-1

9.2 Direction Sense Test-2

9.3 Seating Arrangement

9.3 Seating Arrangement

Unit 10

10.1 Problems solving Techniques and Logical Reasoning
10.2 Ranking and Time Sequence Test-1
Test-4
10.2 Ranking and Time Sequence Test-2
10.3 Mathematical Operations
10.3 Mathematical Operations
10.3 Mathematical Operations

Unit 11

11.1 Clocks
11.2 Calendars

ii) Non Verbal Reasoning**Unit 12**

12.1 Series-1
12.1 Series-2
12.2 Mirror Images and Water Images
12.3 Incomplete Figure Patterns
12.4 Figure matrix
12.5 Logical VennDiagrams-1
12.5 Logical VennDiagrams-2
Test-5

Additional Inputs**Unit 13**

13.1 Matrices & Surds
13.2 Quadratic Equations
13.3 Coordinate Geometry and Trigonometry
13.4 Differentiation
13.5 Decision Making

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Unit I - Computer Fundamentals	
Sl.No.	Content
1.1	What is computer
1.2	Features of computer
1.3	Computer Generations
1.4	Types of Computers
1.5	Applications of Computers
1.6	Input/Output Devices
1.7	Computer's Memory
1.8	Computer Software
1.9	Windows
	a. Windows desktop
	b. Start Menu
	c. Working with Windows
	d. Using Paint
	e. Using wordPad
Unit II- MS-Office	
2.1.1	About MS-Office
	MS-Word
2.1.2	Word Basics
2.1.3	Features of Word
2.1.4	Starting with MS-Word
2.1.5	Components of MS-Word
2.1.6	File Menu
	a. New
	b. Save
	c. Page Setup
	d. Print preview
	e. Selecting Text and Graphics
2.1.7	Edit Menu
	a. Undo/ Redo
	b. Copy and Paste
	c. Find/ Replace
2.1.8	Headers and Footers
2.1.9	Insert Menu
2.1.10	Format Menu
2.1.11	Mail Merge
2.1.12	Table Menu
	MS-Excel
2.2.1	Excel Basics
2.2.2	Excel Components
2.2.3	Entering Data
2.2.4	Data Types
2.2.5	Working with Cells
2.2.6	File Menu
2.2.7	Edit Menu
2.2.8	Creating a Chart
2.2.9	Functions and Formulae
2.2.10	Data Menu
	Ms-Power Point
2.3.1	Powerpoint Basics
2.3.2	Ready- Made slide layout scheme
2.3.3	File Menu
2.3.3.1	Creating a presentation
	a. using auto content wizard
	b. using a design template
	c. using blank presentation
2.3.4	Insert Menu
2.3.5	Format Menu
2.3.6	Slide Show

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MS-Access	
2.4.1	Access Basics
2.4.2	Components
2.4.3	Data Types in MS-Access
2.4.4	Database Creation
2.4.5	Table Creation
2.4.6	Forms
2.4.7	Query
2.4.8	Reports
Unit III -Internet Skills	
3.1	Introduction
3.2	Internet
3.3	How can I get connected at Home
3.4	Web Site
3.5	Web Browser
3.6	Search Engine
3.7	On-line Forms Rail Journey
3.8	On-line Shopping using FlipKart
3.9	Using Electronic Mail(Email)
3.10	Social Media
3.11	What is Skype?
3.12	Google Drives
3.13	What are Google Docs, Sheets and Slides
Unit IV - Using Printer and Scanner	
4.1.	Scanners
4.2	Printers
4.3	Use Picture Manager
Unit V – Assignments	

jkcmc.cce@gmail.com

apcce.gov.in

GENERAL STUDIES SYLLABUS FOR JKC 30 hrs

IV. General Awareness on current affairs in

Science & Technology,

Sports,

Culture,

Personalities,

Economics,

Politics

Any other subjects of importance

Current affairs of national and international importance

History of India and Indian National Movement

Indian and World Geography

Physical, Social, Economic Geography of India and the World.

Indian Polity and Governance

Constitution, Political System

Panchayati Raj

Public Policy

Rights Issues, etc.

Economic and Social Development

Sustainable Development

Poverty

Inclusion

Demographics

Social Sector initiatives, etc.

General issues on Environmental Ecology, Bio-diversity and Climate Change – that do not require subject specialisation

August - 2022-23

Sl. No.	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	C. Waseetha	P	P	P	P	P	P									
2	P. Sathulatha	P	P	P	P	P	P									
3	S. Waseetha	P	P	P	P	P	P									
4	S. Waseetha	P	P	P	P	P	P									
5	S. Waseetha	P	P	P	P	P	P									
6	A. Sathulatha	P	P	P	P	P	P									
7	G. Sathulatha	P	P	P	P	P	P									
8	V. Sathulatha	P	P	P	P	P	P									
9	K. Sathulatha	P	P	P	P	P	P									
10	M. Sathulatha	P	P	P	P	P	P									
11	S. Sathulatha	P	P	P	P	P	P									
12	P. Sathulatha	P	P	P	P	P	P									
13	S. Sathulatha	P	P	P	P	P	P									
14	S. Sathulatha	P	P	P	P	P	P									
15	K. Sathulatha	P	P	P	P	P	P									

16		P	P	P	P	P	P									
17		P	P	P	P	P	P									
18		P	P	P	P	P	P									
19		P	P	P	P	P	P									
20		P	P	P	P	P	P									
21		P	P	P	P	P	P									
22		P	P	P	P	P	P									
23		P	P	P	P	P	P									
24		P	P	P	P	P	P									
25		P	P	P	P	P	P									
26		P	P	P	P	P	P									
27		P	P	P	P	P	P									
28		P	P	P	P	P	P									
29		P	P	P	P	P	P									
30		P	P	P	P	P	P									
31		P	P	P	P	P	P									

*NO OF DAYS PRESENT IN THE CURRENT MONTH
 *NO OF DAYS LATE IN THE CURRENT MONTH
 *NO OF DAYS CASUAL LEAVE IN THE CURRENT MONTH
 *CAUSAL LEAVE TAKEN SINCE THE BEGINNING OF THE YEAR TO DATE
 *REMARKS

NAME OF THE SCHOOL / COLLEGE : Sri Sakshi
 50th Anniversary 2022-23

TEACHERS
 పాఠశాల / కళాశాల పేరు : Sri Sakshi
 ఉపాధ్యక్షుడు

ATTENDANCE REGISTER
 పాఠశాల / కళాశాల పేరు :
 MONTH :
 YEAR :

Sl. No.	NAME	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	* NO OF DAYS PRESENT IN THE CURRENT MONTH	* NO OF DAYS LATE IN THE CURRENT MONTH	* NO OF DAYS CASUAL LEAVE IN THE CURRENT MONTH	* CAUSAL LEAVE TAKEN SINCE THE BEGINNING OF THE YEAR TO DATE	*REMARKS		
1	C. Kameshwar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P						
2	P. Suelalatha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
3	S. Kurnera	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
4	S. Nuzeda	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
5	S. Prasad	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
6	P. Chandra	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
7	P. Saravathi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
8	P. Lakshmi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
9	P. Lalitha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
10	M. Sowdhamini	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
11	S. Radhika	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
12	C. Ramesh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
13	S. Mahaswetha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
14	S. Sree Mahaswetha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					
15	K. Hareesh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P					



GOVERNMENT DEGREE COLLEGE,
RAYACHOTY, KADAPA DISTRICT, A.P. 516269
(Accredited with C Grade by NAAC)



Department of JKC

Date: - 03.10.2022

Brief Report of JKC Batch (2022-23)

The first batch of JKC Training was started on the 15.06.2022 in order to train the students for improving their communication, reasoning and Computer skills. To start the program Lt. T. Venkataramana, JKC Coordinator called for the registrations from the interested students. The first batch for the academic year 2022-23 was begun with the students 15 in number. The class work for the batch was commenced on the 15.06.2022 and ended 30.09.2022. Lt. T. Venkataramana, Lecturer in English and Smt. Shameem Taj, JKC FTM were engaged as the faculty members to teach the syllabi of the skills. 15 participants of the batch satisfactorily completed the training and were issued the training completion certificates from the principal.

PRINCIPAL
Govt. Degree College
Rayachoty.



**GOVERNMENT DEGREE COLLEGE,
RAYACHOTI, ANNAMAYYA DIST - 516269**

JAWAHAR KNOWLEDGE CENTER

CERTIFICATE OF COMPLETION

This certificate is presented to

BHAGYAMMA

Successfully Completed JKC training through Jawahar Knowledge Center (JKC) a course of 250 hours during the Academic Year 2022-23

Lt.T Venkataramana
JKC Coordinator



Dr. Harsha Latha P
Principal



**GOVERNMENT DEGREE COLLEGE,
RAYACHOTI, ANNAMAYYA DIST - 516269**

JAWAHAR KNOWLEDGE CENTER

CERTIFICATE OF COMPLETION

This certificate is presented to

PRASANNA JYOTHI

Successfully Completed JKC training through Jawahar Knowledge Center (JKC) a course of 250 hours during the Academic Year 2022-23

Lt.T Venkataramana
JKC Coordinator



Dr. Harsha Latha P
Principal



**GOVERNMENT DEGREE COLLEGE,
RAYACHOTI, ANNAMAYYA DIST - 516269**

JAWAHAR KNOWLEDGE CENTER

CERTIFICATE OF COMPLETION

This certificate is presented to

SNEHA LATHA

Successfully Completed JKC training through Jawahar Knowledge Center (JKC) a course of 250 hours during the Academic Year 2022-23

Lt.T Venkataramana
JKC Coordinator



Dr.Harsha Latha P
Principal



**GOVERNMENT DEGREE COLLEGE,
RAYACHOTI, ANNAMAYYA DIST - 516269**

**JAWAHAR KNOWLEDGE CENTER
CERTIFICATE OF COMPLETION**

This certificate is presented to

MUNEERA

Successfully Completed JKC training through Jawahar Knowledge Center (JKC) a course of 250 hours during the Academic Year 2022-23

Lt.T Venkataramana
JKC Coordinator



Dr. Harsha Latha P
Principal



**GOVERNMENT DEGREE COLLEGE,
RAYACHOTI, ANNAMAYYA DIST - 516269**

JAWAHAR KNOWLEDGE CENTER

CERTIFICATE OF COMPLETION

This certificate is presented to

MAZEEDA

Successfully Completed JKC training through Jawahar Knowledge Center (JKC) a course of 250 hours during the Academic Year 2022-23

Lt.T Venkataramana
JKC Coordinator



Dr.Harsha Latha P
Principal



**GOVERNMENT DEGREE COLLEGE,
RAYACHOTI, ANNAMAYYA DIST - 516269**

JAWAHAR KNOWLEDGE CENTER

CERTIFICATE OF COMPLETION

This certificate is presented to

HABEEB BAKASH

Successfully Completed JKC training through Jawahar Knowledge Center (JKC) a course of 250 hours during the Academic Year 2022-23

Lt.T Venkataramana
JKC Coordinator



Dr. Harsha Latha P
Principal



GOVERNMENT DEGREE COLLEGE, RAYACHOTY

KADAPA DISTRICT. (A.P)

A Certificate Course in Conversation Practice (30 Hours)

Dept. of English, GDC Rayachoty



Certificate Course in Conversation Practice

DEPARTMENT OF ENGLISH

2021-2022

REQUEST LETTER

From

T. Venkatramana
Dept of English
GDC Rayachoty

TO

Dr.P.Harshalatha
Principal
GDC Rayachoty


Sub:- Permission to do certificate course conversetion practice

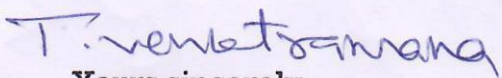
MAM

I am Interested to do Certificate Course on conversetion practice

Duration 15 to 30 Days .This Course Will Boost students Thinking power, I Request
you can Give Permission

Thanking you mam


PRINCIPAL
GOVT. DEGREE COLLEGE
RAYACHOTY


Yours sincerely
T. Venkatramana



GOVERNMENT COLLEGE, RAYACHOTY

Affiliated to Yogi Vemana University

Rayachoty - 517 101



Date: 8/10/2021

Circular

To,
All Students and Faculty Members,
Government Degree College, Rayachoty

Subject: Certificate Course on "

Dear Sir/ Madam,

We are Pleased to announce a certificate course on "

conducted at Government Degree College, Rayachoty.

Practice that Promotes an excellent way to explore and experience the world

to be
is a

Course Details:

Course Title: *conversation practice*

Duration 10/8/21 to 10/9/21 (30 Hours)

Timings 8 - 9 AM, to 4 - 5 PM (2 Hours per day)

Venue: Government Degree College, Rayachoty

Course Coordinators: T. Venkatraman, Lecturer in English

Course Instructor: Dr. K. V. Raghupathi

Registration fee: Free

Interested Participants are requested to register for the course by filling out the registration form available in the department of English

[Signature]
PRINCIPAL
GOVT. DEGREE COLLEGE
Rayachoty.

T. Venkatraman
Yours Sincerely,



GOVERNMENT DEGREE COLLEGE, RAYACHOTY

KADAPA DISTRICT. (A.P)

A Certificate Course on Conversation Practice (30 Hours)

Dept. of English, GDC Rayachoty



1. **Title of the Course:** Certificate course on Conversation Practice

2. **Pre-requisites:** Intermediate or Under Graduate

3. **Need of the Course:**

This is the certificate course for BA/BSc/BCom all three-year students. As the importance of health and hygiene is the need of the hour during the times of Covid-19, its essential to impart the yogic skills and knowledge to the youth.

4. **Target Group:**

UG Students of Govt. Degree College

UG Students of different colleges in and around Rayachoty...

5. **Aim of the Course:**

This certificate course is designed as to give oral practice in different situations regarding English Conversation which is essential to the youth.

6. **Course Objectives:**

To acquaint with conversation skills

To know about how to start conversation at different situations

7. **Expected Learning Outcomes:**

Upon successful completion of this course the students should be able to maintain their health as well as they can help their parents and family members and can help neighbours.



GOVERNMENT DEGREE COLLEGE, RAYACHOTY

KADAPA DISTRICT. (A.P)

A Certificate Course on Yoga (30 Hours)

Dept. of English, GDC Rayachoty



SYLLABUS OF CONVERSATION PRACTICE

Section – A

Theory (50 Marks)

1. **Greetings:**
 - a) Formal Greetings
 - b) Informal Greetings
 - c) Meeting and parting
2. **Introductions:**
 - a) Introducing yourself
 - b) Introducing others
3. **Requests:**
 - a) Making a request
 - b) Agreeing to a request
 - c) Declining a request
4. **Seeking Information:**
 - a) Asking information/Getting Information

- b) Giving Information
- 5. Agreeing and Disagreeing:**
 - a) Agreement
 - b) Disagreement
- 6. Instructions and Directions:**
 - a) Giving Instructions
 - b) Giving Directions
- 7. Descriptions:**
 - a) Describing a Picture
 - b) Describing a Person
- 8. Lending and Borrowing:**
 - a) Lending something
 - b) Borrowing Money
- 9. Conversation at Different Places and Situations:**
 - a) At hospital with a doctor
 - b) At Police station with a Police Inspector
 - c) At a bank
 - d) At a rail way station
 - e) At a service centre
 - f) At an institution
 - g) At a Hotel/Restaurant
 - h) At grocery Shop/Shopping Conversation
 - i) Telephonic Conversation

Reference Books:

1. Taylor Grant, ENGLISH CONVERSATION PRACTICE, Tata McGraw-Hill Education India, New Delhi
2. Sumita Roy, Annie Pothen, K. S. Sunita, English Conversation Practice, Sterling Paper Backs, New Delhi
3. Jean Yeats, Practice Makes Perfect: English Conversation, Premium Third Edition 3rd Edition, Amazon Asia-Pacific Holdings Private Limited
4. V. Sasikumar, P. V. Dhamija, Spoken English: A Self Learning Guide to Conversation Practice (3e), McGraw-Hill Education, New Delhi.

FEED BACK FORM

On

Certificate Course: conversation practice

Dear Participants,

We value your feedback on our certificate course, " BA-BCOM BSC

" Your input is essential to help us improve and better serve your educational needs.

Please take a moment to complete this questionnaire.

Please indicate tick mark among options mentioned against each question.

Name of the student: C. Shameer (optional)

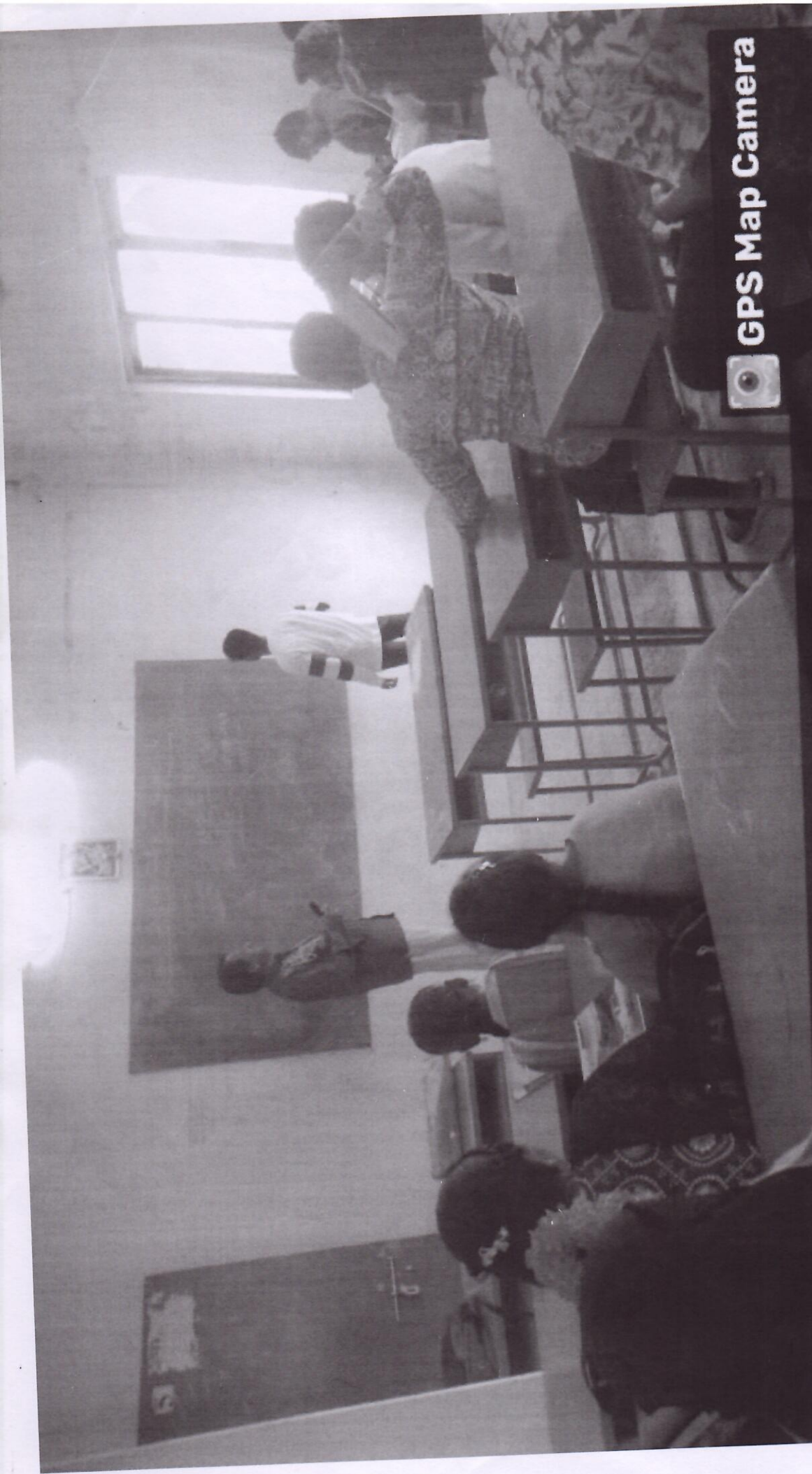
Class: BA

S.No	Question	Strongly agree	Agree	Disagree	Strongly disagree
1.	The objectives of the course were clearly defined	<input checked="" type="checkbox"/>			
2.	Instructor was well prepared to the classes	<input checked="" type="checkbox"/>			
3.	Time allotted for the course was sufficient		<input checked="" type="checkbox"/>		
4.	The course objectives were met		<input checked="" type="checkbox"/>		
5.	Participation and interaction were encouraged		<input checked="" type="checkbox"/>		

Any other suggestions:

Sl.No.	Name of the Student	Student sign
1	A HUSSAN	A. Hussan
2	A GANESH	A. Ganesh
3	B PRASAD	B. Prasad
4	B NAGA RAJU	B. Nagaraju
5	C KHADHAR	C. Khadar
6	D KAVITHA	D. Kavitha
7	D BHANU	D. Bhanu
8	D SREEKANTH	D. Srekanth
9	E ASHOK	E. Ashok
10	G RAMESH	G. Ramesh
11	K SIVA MANI	K. Sivamani
12	M SATHEESH KUMAR	M. Satheesh Kumar
13	M R NAIDU	M. R. Naidu
14	M REDDENNA	M. Reddena
15	M MAHESH	M. Mahesh
16	M M RAMYA	M.M. Ramya
17	M ESWAR	M. Eswar
18	M NAGENDRA BABU	M. Nagendra Babu
19	P VINASH	P. Vinash
20	P KARTHIK	P. Karthik
21	P OBUL REDDY	P. Obul Reddy
22	P VENKATESWARLU	P. Venkateswarlu
23	R PAVANI	R. Pavani
24	R RANGANAAYAKULU	R. Ranganaayakulu
25	S ALIYA	S. Aliya
26	S BADULLA	S. Abdulla
27	S VENKATESH	S. Venkatesh
28	S DEVENDRA	S. Devendra
29	T BALARAJU	T. Balaram
30	T SREENIVASULU	T. Sreenivasulu

		Student sign
31	V SIVAIAH	V. Sivaiah
32	B B DASTHAGIRIMMA	B. Dasthagirima
33	P KHADAR	P. Khadar
34	R K SAMEERA	R. Sameera
35	S ARIF	S. Arif
36	S ARSHIYA	S. Arshiya
37	S BADULLA	S. Badulla
38	S HAMEED	S. Hameed
39	S IMTHIAZ	S. Imthiaz
40	S IRFAN	S. Irfan
41	S MANSOOR	S. Mansoor
42	S MOHAMED	S. Mohamed
43	S MOULA	S. Moula
44	S MUZAFOR	S. Muzafar
45	S NEEDA	S. Needa
46	S RUKSANA	S. Needa
47	S SADIK	S. Sadik
48	S SHARMILA	S. Sharmila
49	S SUMIYA	S. Sumiya
50	S TABASSUM	S. Tabassum
51	S T GHOUSE	S. T. Ghouse
52	S ZAINAB	S. Zainab
53	S ALLABAKASH	S. Allabakash
54	S MANSOOR	S. Mansoor
55	S SALMA	S. Salma
56	S ABZAL	S. Abzal
57	A MANJUNADHA	A. Manjunadha
58	A RAJKUMARI	A. Rajkumar
59	B JAGADEESH	B. Jagadeesh
60	B REDDY PRASAD	B. Reddy Prasad



 **GPS Map Camera**

Rayachoty, Andhra Pradesh, भारत

Govt Degree College Shyamalavari Palli, Kadapa - Chittoor Hwy, Gurrappagari Palli,

Rayachoty, Syamalavaripalle, Andhra Pradesh 516269, भारत

Lat 14.039033°

Long 78.748894°

10/08/21 11:36 AM GMT +05:30





GOVERNMENT COLLEGE, RAYACHOTY

Affiliated to Yogi Vemana University

Rayachoty - 512269



CERTIFICATE

This certificate declares That A. Ganesh B.Com/
B.Sc/BA has successfully completed a certificate course of 30
hours in conversation practice offered by department of English
from 10-08-2021 to 10-09-2021.

T. Venkatramana
T. Venkatramana
Lecturer in English
GDC , Rayachoty

P. Harshalatha Pankaj
PRINCIPAL
GOVT. DEGREE COLLEGE
Rayachoty
Dr. P. Harshalatha Pankaj
Principal
GDC, Rayachoty



GOVERNMENT DEGREE COLLEGE,

RAYACHOTY, KADAPA DISTRICT, A.P. 516269

(Accredited with C Grade by NAAC)



Department of JKC

Date:- 01.07.2021

CIRCULAR

It is hereby informed to all the faculty members and students that a new JKC batch will be start for the academic year 2021-22. The class work for the batch commences on the 12th July 2021. JKC Abbreviation is Jawahar Knowledge Center. To enrich the employability skills in the students of the GDC's the program has been started, in this training students can learn Communication and Soft Skills, Analytical Skills and Computer Skills. Hence all the department in charges are hereby informed that same will be communicate in all groups, so that students can enroll the training. All the Staff members requested to take the Sensitization sessions and motivate students to join in JKC Training Batches. It is further informed that the interested candidates may contact Lt. T. Venkatramana, JKC Co-ordinator and Smt S Shameem Taj, JKC Full Time Mentor on or before 9.07.2021.

11/7/21

Taj

SR

SR

SR

SR

Government Degree College, Rayachoti

JKC Batch - 1 - 2021-22

SNO	Student Name	DOB	Caste	Group	Mobile Number	Mail Id	Aadhar Number	Signature
1	ABBURI PAPAIAH	05-06-1999	OC	BCom CA	7799482863	papaiahnaiduabburi1234@gmail.com	653583003146	ABBURI PAPAIAH
2	KANIKARAM VASUKUMAR	05-06-2002	BC-A	BCom CA	9959730603	kvk12@gmail.com	514213369760	K. Vasukumar
3	KONA VENKATESWARA	28-06-2001	OC	BCom CA	9603724194	Konavenkateswara@gmail.com	280179575796	K. Venkateswara
4	CHINTHAKUNTA GANESH	26-06-2001	BC-A	BCom CA	8374831694	cganesh12@gmail.com	556628707017	C. Ganesh
5	BALINENI GANESH	10-07-2002	BC-A	BCom CA	9381079893	kishoreeeee@gmail.com	276114479819	B. Balineni Ganesh
6	UDAYAGIRI MASTAN ACHARI	19-07-2000	BC-B	BCom CA	8374662784	umastanachari12@gmail.com	302040687259	U. Masthan Achari
7	BUKKE KIRANKUMAR NAIK	25-05-2002	ST	BCom CA	9390866093	kiran122@gmail.com	686589740812	P. Kiran Kumar
8	VANGIPURAM SAITEJA	12-06-2002	SC	BCom CA	9553524981	palptriramana@gmail.com	823337633064	V. Saiteja
9	BOMMISSETTY SAI KUMAR	10-08-1999	BC-B	BCom CA	7569245550	adapambadu@gmail.com	995877486642	B. Sai Kumar
10	VALLEPU JAMUNA	05-06-2002	BC-A	BCom CA	9959389724	jamuna@gmail.com	576826901357	V. Jamuna
11	SHAIK AYESHA	21-05-2001	BC-E	BCom CA	9652418678	ayasha25@yahoo.com	257367901455	E. Ayesha
12	CHELLA BHASKAR	08-07-2001	BC-A	BCom CA	6309502752	bhaskarachella@gmail.com	981499131976	C. Bhaskar
13	THADIPATRI BHASKARA	14-01-2001	BC-A	BCom CA	8160214263	tadipatribhaskara12@gmail.com	316622883548	T. Bhaskara
14	MUNIPALLE PRAVEEN	07-06-2001	BC-B	BCom CA	9160013609	praveenkumarmunipalli06@gmail.com	811339251289	M. Praveen
15	CHAPPIDI HARI BABU	04-06-2002	BC-A	BCom CA	9398256442	chb12@gmail.com	327591260685	C. Haribabu
16	GADDAM HAJIRA	16-07-2002	BC-E	BSc BZC	9866952241	HAJIRA123@GMAIL.COM	890560277669	G. Ganamedhar
17	DUNDAGULA GANGADHARA	14-06-2001	BC-A	BSc BZC	7660969265	gangadhrara39@gmail.com	534886641790	G. Gangadhar
18	GONGATI PRAVEEN KUMAR	01-04-2002	BC-B	BSc BZC	9701296865	kumaracjari95012@gmail.com	956354607297	G. Praveenkumar
19	BALIPOGU RAGHAVULU	20-05-2002	SC	BSc BZC	9182888808	raghava@gmail.com	216018443932	P. Praveen
20	PEDDAPAGA RAMA MOHAN	03-07-2002	SC	BSc BZC	8179572046	rama1212@gmail.com	233960861918	P. Ramamohan
21	VELAPALLI MAHESH	15-06-2002	BC-B	BSc MPCs	9959262955	gjc.rayachoty@gail.com	486819815256	V. Mahesh
22	VANAM VENKATA PRASAD	13-06-2002	BC-A	BSc MPCs	8331805701	sad456@gmail.com	289962644184	V. Venkatasasad
23	GADDAM APSA	07-06-2001	BC-E	BSc MPCs	9177973003	apsa.gaddam77@gmail.com	583758174908	G. Apsa
24	GORENTLA SAI HARI HARAN	16-06-2002	BC-B	BSc MPCs	9505503861	gsaiharharan@yahoo.com	549904766054	G. Saitai Haran
25	MUKKAPALLI LALITHA	15-06-2000	BC-A	BSc MPCs	7288806894	lalitha14142@gamai.com	826778488799	M. Lalitha
26	GALAM VENKATA RAJESH	20-01-2000	BC-D	BSc MPCs	9618041053	rajesh20001053@gmail.com	564688760667	G. Venkate Rajesh
27	THARIGONDA DRUTHI	10-08-1997	BC-A	BSc MPCs	9494081492	druthi11@gmail.com	799239051521	T. Druthi
28	GANGAPURAM SUPRIYA	24-04-2002	SC	BSc MPCs	9440353250	gangapuramsupriya9440@gmail.com	798540882898	G. Supriya
29	JAGILI RAJA SEKHAR	07-07-2002	BC-B	BSc MPCs	9133088511	rajasekharrajasekhar129@gmail.com	669472982187	J. Raja Sekhar
30	SIBYALA ASHOK KUMAR	26-12-2001	BC-B	BSc MPCs	8886418473	sybiyalaashokkumar@gmail.com	524231057004	S. Ashok Kumar

Commissionerate of Collegiate Education
| J K C Monitoring Cell
Curriculum |

Restructuring the Curriculum of JKC as per the present day needs and Trends

Curriculum frame-250 Hrs

SNO	SKILL	No. of Hours allotted	Trainer
1	<i>Communication Skills</i>	60 Hrs	GEM (Guest English Mentor)
2	<i>Soft Skills</i>	30 Hrs	GEM / FTM
3	<i>Ethical Values</i>	10 Hrs	GEM / FTM
4	<i>Analytical Skills</i>	60 Hrs	FTM (Full Time Mentor)
5	<i>Technical Skills</i>	60 Hrs	FTM (Full Time Mentor)
6	<i>General Awareness</i>	30 Hrs	FTM (Full Time Mentor)
	Total	250 Hrs training Package	

COMMUNICATION SKILL-60 Hrs

SECTION-1

A. GRAMMAR

15 HRS

SELF-INTRODUCTION
TENSES
CONCORD

SECTION-1

B. READING & WRITING

PASSAGES FOR COMPREHENSION

SECTION-2

A. GRAMMAR

15 HRS

PREPOSITIONS
ADJECTIVES & ARTICLES
AUXILIARY VERBS
CONDITIONALS

SECTION-2

B. VOCABULARY & COMPREHENSION

SYNONYMS
ANTONYMS

SECTION-3

A. GRAMMAR

15 HRS

VOICE
SPEECH
DEGREES
LINKERS

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J K C Monitoring Cell
Curriculum**

SECTION-3

B. WRITING SKILLS

NOTE – MAKING
PRECIS WRITING
PARAGRAPH WRITING
ESSAY WRITING

SECTION-4

A. PRONUNCIATION & COMMUNICATION SKILLS

15 HRS

A COURSE IN LISTENING & SPEAKING SKILLS – BOOK 1 WITH CDS
(PRESCRIBED BY APSCHE - BOOK WITH CDS)

SECTION-4

B. NEUTRALISATION OF ACCENT

ACCENT WITH MINIMUM MTI
VOICE BASED EFFICIENCY
TELEPHONE SKILLS – ETIQUETTE
SELF-INTRODUCTION
INTRODUCING OTHERS
SEEKING PERMISSION
AGREEING & DISAGREEING
MAKING COMPLAINTS
MAKING REQUESTS

A COURSE IN LISTENING & SPEAKING SKILLS – BOOK -2 WITH CDS
(PRESCRIBED BY APSCHE - BOOK WITH CDS)

***A TOTAL OF SIXTY HOURS INCLUDING FORMATIVE AND SUMMATIVE
ASSESSMENT**

SOFT SKILLS -30 Hrs

30 HRS

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Soft Skills	
S.No.	Grammar
1	Soft Skills : An Overview
2	Know Yourself
3	SWOT Analysis
4	Goal Setting
5	Positive Attitude
6	Body Language
7	Interpersonal Skills
8	Time Management
9	Presentation Skills
10	Just a Minute (JAM) Activities
11	Team Dynamics
12	Group Discussion
13	Etiquetter of Telephone,e-mail and SMS
14	Interview Skills
15	Preparation for Examinations

jkcmc.cce@gmail.com

apcce.gov.in

Ethical Values-10 Hrs

1. Introduction to Value Education
2. Harmony in the Human Being
3. Harmony in the Family and Society and Harmony in the Nature
4. Social Ethics
5. Professional Ethics

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JKC Monitoring Cell

Section-1 Arithmetic

Topic

Unit-I

1.1 BODMAS

1.2 Fractions and Decimals -1

1.2 Fractions and Decimals -2

1.3 Algebraic Formulae

1.4 Divisibility Rules

1.5 LCM & HCF-1

1.5 LCM & HCF-2

Unit-2

2.1 Ratios & Proportions

2.2 Percentages-1

2.2 Percentages-2

2.3 Profit & Loss-1

2.3 Profit & Loss-2

2.4 Partnership-1

2.4 Partnership-2

2.5 Data Analysis-1

2.5 Data Analysis-2

2.5 Data Interpretation-1

2.5 Data Interpretation-2

Unit-3

3.1 Simple Interest-1

3.1 Simple Interest-2

Test-1

3.2 Compound Interest-1

3.2 Compound Interest-2

Unit-4

4.1 Averages

4.2 Problems on Ages-1

4.2 Problems on Ages-2

Unit-5

5.1 Time & Distance-1

5.1 Time & Distance-2

5.2 Time & work-1

5.2 Time & Work -2

5.3 Problems on Trains

Unit-6

6.1 Permutations and Combinations-1

6.1 Permutations and Combinations-2

6.1 Permutations and Combinations-3

Test-2

6.2 Probability-1

6.2 Probability -2

Unit-7

7.1 Areas

7.2 Volumes

Surface Areas

Section-2 Reasoning**i) Verbal Reasoning****Unit 8**

8.1 Number Series

Test-3

8.2 Number Analogy

8.3 Odd Man Out

Coding & Decoding-1

Coding & Decoding-2

Unit -9

9.1 Blood Relations-1

9.1 Blood Relations-2

9.1 Blood Relations-3

9.2 Direction Sense Test-1

9.2 Direction Sense Test-2

9.3 Seating Arrangement

9.3 Seating Arrangement

Unit 10

10.1 Problems solving Techniques and Logical Reasoning
10.2 Ranking and Time Sequence Test-1
Test-4
10.2 Ranking and Time Sequence Test-2
10.3 Mathematical Operations
10.3 Mathematical Operations
10.3 Mathematical Operations

Unit 11

11.1 Clocks
11.2 Calendars

ii) Non Verbal Reasoning**Unit 12**

12.1 Series-1
12.1 Series-2
12.2 Mirror Images and Water Images
12.3 Incomplete Figure Patterns
12.4 Figure matrix
12.5 Logical VennDiagrams-1
12.5 Logical VennDiagrams-2
Test-5

Additional Inputs**Unit 13**

13.1 Matrices & Surds
13.2 Quadratic Equations
13.3 Coordinate Geometry and Trigonometry
13.4 Differentiation
13.5 Decision Making

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JKC Monitoring Cell**

Unit I - Computer Fundamentals	
Sl.No.	Content
1.1	What is computer
1.2	Features of computer
1.3	Computer Generations
1.4	Types of Computers
1.5	Applications of Computers
1.6	Input/Output Devices
1.7	Computer's Memory
1.8	Computer Software
1.9	Windows
	a. Windows desktop
	b. Start Menu
	c. Working with Windows
	d. Using Paint
	e. Using wordPad
Unit II- MS-Office	
2.1.1	About MS-Office
	MS-Word
2.1.2	Word Basics
2.1.3	Features of Word
2.1.4	Starting with MS-Word
2.1.5	Components of MS-Word
2.1.6	File Menu
	a. New
	b. Save
	c. Page Setup
	d. Print preview
	e. Selecting Text and Graphics
2.1.7	Edit Menu
	a. Undo/ Redo
	b. Copy and Paste
	c. Find/ Replace
2.1.8	Headers and Footers
2.1.9	Insert Menu
2.1.10	Format Menu
2.1.11	Mail Merge
2.1.12	Table Menu
	MS-Excel
2.2.1	Excel Basics
2.2.2	Excel Components
2.2.3	Entering Data
2.2.4	Data Types
2.2.5	Working with Cells
2.2.6	File Menu
2.2.7	Edit Menu
2.2.8	Creating a Chart
2.2.9	Functions and Formulae
2.2.10	Data Menu
	Ms-Power Point
2.3.1	Powerpoint Basics
2.3.2	Ready- Made slide layout scheme
2.3.3	File Menu
2.3.3.1	Creating a presentation
	a. using auto content wizard
	b. using a design template
	c. using blank presentation
2.3.4	Insert Menu
2.3.5	Format Menu
2.3.6	Slide Show

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MS-Access	
2.4.1	Access Basics
2.4.2	Components
2.4.3	Data Types in MS-Access
2.4.4	Database Creation
2.4.5	Table Creation
2.4.6	Forms
2.4.7	Query
2.4.8	Reports
Unit III -Internet Skills	
3.1	Introduction
3.2	Internet
3.3	How can I get connected at Home
3.4	Web Site
3.5	Web Browser
3.6	Search Engine
3.7	On-line Forms Rail Journey
3.8	On-line Shopping using FlipKart
3.9	Using Electronic Mail(Email)
3.10	Social Media
3.11	What is Skype?
3.12	Google Drives
3.13	What are Google Docs, Sheets and Slides
Unit IV - Using Printer and Scanner	
4.1.	Scanners
4.2	Printers
4.3	Use Picture Manager
Unit V – Assignments	

jkcmc.cce@gmail.com

apcce.gov.in

GENERAL STUDIES SYLLABUS FOR JKC 30 hrs

IV. General Awareness on current affairs in

Science & Technology,

Sports,

Culture,

Personalities,

Economics,

Politics

Any other subjects of importance

Current affairs of national and international importance

History of India and Indian National Movement

Indian and World Geography

Physical, Social, Economic Geography of India and the World.

Indian Polity and Governance

Constitution, Political System

Panchayati Raj

Public Policy

Rights Issues, etc.

Economic and Social Development

Sustainable Development

Poverty

Inclusion

Demographics

Social Sector initiatives, etc.

General issues on Environmental Ecology, Bio-diversity and Climate Change – that do not require subject specialisation



GOVERNMENT DEGREE COLLEGE,

RAYACHOTY, KADAPA DISTRICT, A.P. 516269

(Accredited with C Grade by NAAC)




Department of JKC

Date: - 01.12.2021

Brief Report of JKC Batch - 1 (2021-22)

The first batch of JKC Training was started on the 12.07.2021 in order to train the students for improving their communication, reasoning and Computer skills. To start the program Lt. T. Venkataramana, JKC Coordinator called for the registrations from the interested students. The first batch for the academic year 2021-22 was begun with the students 30 in number. The class work for the batch was commenced on the 12.07.2021 and ended 30.11.2021. Lt. T. Venkataramana, Lecturer in English and Smt. Shameem Taj, JKC FTM were engaged as the faculty members to teach the syllabi of the skills. 30 participants of the batch satisfactorily completed the training and were issued the training completion certificates from the principal.


PRINCIPAL
GOVT. DEGREE COLLEGE
RAYACHOTY



**GOVERNMENT DEGREE COLLEGE,
RAYACHOTI, KADAPA DIST - 516269**

JAWAHAR KNOWLEDGE CENTER

CERTIFICATE OF COMPLETION

This certificate is presented to

GONGATI PRAVEEN KUMAR

Successfully Completed JKC training through Jawahar Knowledge Center (JKC) a course of 250 hours during the Academic Year 2021-22

Lt.T Venkataramana
JKC Coordinator



Dr. Harsha Latha P
Principal



**GOVERNMENT DEGREE COLLEGE,
RAYACHOTI, KADAPA DIST - 516269**

JAWAHAR KNOWLEDGE CENTER

CERTIFICATE OF COMPLETION

This certificate is presented to

VAILEPU JAMUNA

Successfully Completed JKC training through Jawahar Knowledge Center (JKC) a course of 250 hours during the Academic Year 2021-22

Lt.T Venkataramana
JKC Coordinator



Dr. Harsha Latha P
Principal



**GOVERNMENT DEGREE COLLEGE,
RAYACHOTI, KADAPA DIST - 516269**

JAWAHAR KNOWLEDGE CENTER

CERTIFICATE OF COMPLETION

This certificate is presented to

GADDAM HAJIRA

Successfully Completed JKC training through Jawahar Knowledge Center (JKC) a course of 250 hours during the Academic Year 2021-22

Lt.T Venkataramana
JKC Coordinator



Dr. Harsha Latha P
Principal



**GOVERNMENT DEGREE COLLEGE,
RAYACHOTI, KADAPA DIST - 516269**

JAWAHAR KNOWLEDGE CENTER

CERTIFICATE OF COMPLETION

This certificate is presented to

THARIGONDA DRUTHI

Successfully Completed JKC training through Jawahar Knowledge Center (JKC) a course of 250 hours during the Academic Year 2021-22

Lt.T Venkataramana
JKC Coordinator



Dr. Harsha Latha P
Principal



**GOVERNMENT DEGREE COLLEGE,
RAYACHOTI, KADAPA DIST - 516269**

JAWAHAR KNOWLEDGE CENTER

CERTIFICATE OF COMPLETION

This certificate is presented to

JAGJII RAJA SEKHAR

Successfully Completed JKC training through Jawahar Knowledge Center (JKC) a course of 250 hours during the Academic Year 2021-22

Lt.T Venkataramana
JKC Coordinator



Dr. Harsha Latha P
Principal



**GOVERNMENT DEGREE COLLEGE,
RAYACHOTI, KADAPA DIST - 516269**

JAWAHAR KNOWLEDGE CENTER

CERTIFICATE OF COMPLETION

This certificate is presented to

KONA VENKATESWARA

Successfully Completed JKC training through Jawahar Knowledge Center (JKC) a course of 250 hours during the Academic Year 2021-22

Lt.T Venkataramana
JKC Coordinator



Dr.Harsha Latha P
Principal



GOVERNMENT DEGREE COLLEGE, RAYACHOTY

KADAPA DISTRICT. (A.P)

A Certificate Course in Conversation Practice (30 Hours)

Dept. of English, GDC Rayachoty



Certificate Course in Conversation Practice

DEPARTMENT OF ENGLISH

2020-2021

REQUEST LETTER

FROM

T VENKATA RAMANA

DEPT OF ENGLISH

GDC RAYACHOTY

TO

DR P HARSHA LATHA

PRINCIPAL

GDC RAYACHOTY

SUB.. PERMISSION TO DO CERTIFICATE COURSE

19/10/20 to 19/11/20

MAM,

I AM INTERESTED TO DO CERTIFICATE COURSE ON CONVERSATION PRACTICE SKILLS. DURATION IS 30 DAYS. THIS COURSE WILL BOOST STUDENTS THINKING POWER. I REQUEST YOU CAN GIVE PERMISSION

THANKING YOU MAM.

YOURS SINCERELY

T VENKATA RAMANA

T. Venkata Ramana


PRINCIPAL
GOVT. DEGREE COLLEGE
RAYACHOTY



GOVERNMENT COLLEGE, RAYACHOTY

Affiliated to Yogi Vemana University

Rayachoty - 517401



Date: 14/9/2020

Circular

To,

All Students and Faculty Members,
Government Degree College, Rayachoty

Subject : Certificate Course on " *conversation poactice*

Dear Sir/ Madam,

We are Pleased to announce a certificate course on " *conversation poactice* to be conducted at Government Degree College, Rayachoty. *conversation poactice* is a Practice that Promotes an excellent way to explore and experience the world

Course Details:

Course Title:

Duration *19/10/20 to 19/11/20* (30 Hours)

Timings: 8 - 9 AM, to 4 - 5 PM (2 Hours per day)


Venue : Government Degree College, Rayachoty

Course Coordinators : T. Venkatraman, Lecturer in English

Course Instructor : Dr. K. V. Raghupathi

Registration fee: Free

Interested Participants are requested to register for the course by filling out the registration form available in the department of English


PRINCIPAL
GOVT. DEGREE COLLEGE
RAYACHOTY

Yours Sincerely,
T. venkatramana



GOVERNMENT DEGREE COLLEGE, RAYACHOTY

KADAPA DISTRICT. (A.P)

A Certificate Course on Conversation Practice (30 Hours)

Dept. of English, GDC Rayachoty



1

1. Title of the Course: Certificate course on Conversation Practice

2. Pre-requisites: Intermediate or Under Graduate

3. Need of the Course:

This is the certificate course for BA/BSc/BCom all three-year students. As the importance of health and hygiene is the need of the hour during the times of Covid-19, its essential to impart the yogic skills and knowledge to the youth.

4. Target Group:

UG Students of Govt. Degree College

UG Students of different colleges in and around Rayachoty...

5. Aim of the Course:

This certificate course is designed as to give oral practice in different situations regarding English Conversation which is essential to the youth.

6. Course Objectives:

To acquaint with conversation skills

To know about how to start conversation at different situations

7. Expected Learning Outcomes:

Upon successful completion of this course the students should be able to maintain their health as well as they can help their parents and family members and can help neighbours.



GOVERNMENT DEGREE COLLEGE, RAYACHOTY

KADAPA DISTRICT. (A.P)

A Certificate Course on Yoga (30 Hours)

Dept. of English, GDC Rayachoty



SYLLABUS OF CONVERSATION PRACTICE

Section – A

Theory (50 Marks)

1. **Greetings:**
 - a) Formal Greetings
 - b) Informal Greetings
 - c) Meeting and parting
2. **Introductions:**
 - a) Introducing yourself
 - b) Introducing others
3. **Requests:**
 - a) Making a request
 - b) Agreeing to a request
 - c) Declining a request
4. **Seeking Information:**
 - a) Asking information/Getting Information

- b) Giving Information
- 5. Agreeing and Disagreeing:**
 - a) Agreement
 - b) Disagreement
- 6. Instructions and Directions:**
 - a) Giving Instructions
 - b) Giving Directions
- 7. Descriptions:**
 - a) Describing a Picture
 - b) Describing a Person
- 8. Lending and Borrowing:**
 - a) Lending something
 - b) Borrowing Money
- 9. Conversation at Different Places and Situations:**
 - a) At hospital with a doctor
 - b) At Police station with a Police Inspector
 - c) At a bank
 - d) At a rail way station
 - e) At a service centre
 - f) At an institution
 - g) At a Hotel/Restaurant
 - h) At grocery Shop/Shopping Conversation
 - i) Telephonic Conversation

Reference Books:

1. Taylor Grant, ENGLISH CONVERSATION PRACTICE, Tata McGraw-Hill Education India, New Delhi
2. Sumita Roy, Annie Pothen, K. S. Sunita, English Conversation Practice, Sterling Paper Backs, New Delhi
3. Jean Yeats, Practice Makes Perfect: English Conversation, Premium Third Edition 3rd Edition, Amazon Asia-Pacific Holdings Private Limited
4. V. Sasikumar, P. V. Dhamija, Spoken English: A Self Learning Guide to Conversation Practice (3e), McGraw-Hill Education, New Delhi.

FEED BACK FORM

On _____

Certificate Course: _____

Dear Participants,

We value your feedback on our certificate course, "conversation practice"
Your input is essential to help us improve and better serve your educational needs.

Please take a moment to complete this questionnaire.

Please indicate tick mark among options mentioned against each question.

Name of the student K. Gayathri (optional) BSc Class: ...

S.No	Question	Strongly agree	Agree	Disagree	Strongly disagree
1.	The objectives of the course were clearly defined	<input checked="" type="checkbox"/>			
2.	Instructor was well prepared to the classes	<input checked="" type="checkbox"/>			
3.	Time allotted for the course was sufficient		<input checked="" type="checkbox"/>		
4.	The course objectives were met	<input checked="" type="checkbox"/>			
5.	Participation and interaction were encouraged		<input checked="" type="checkbox"/>		

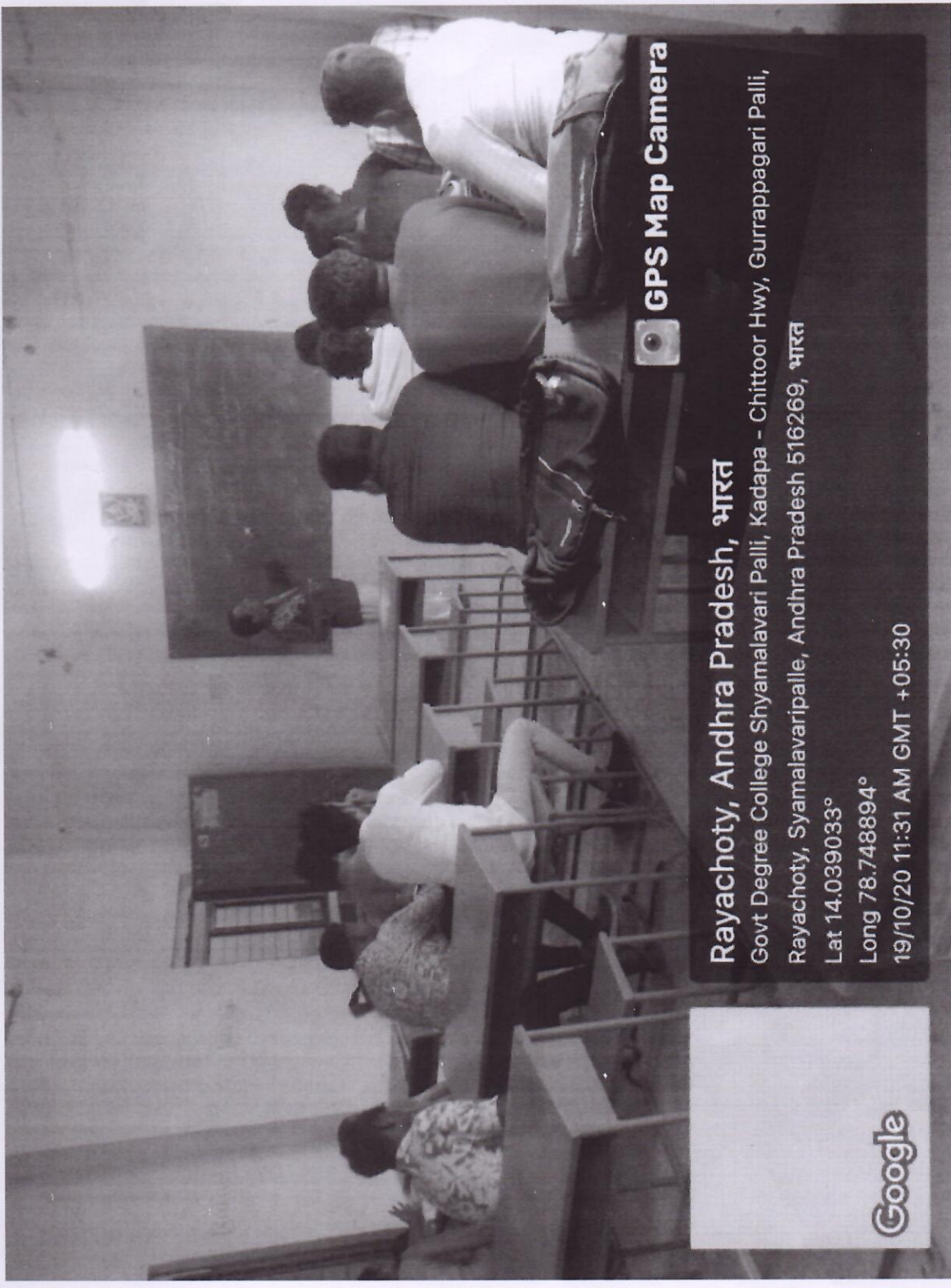
Any other suggestions:



KBSKR

Today at 1:21 PM

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- 🗨



GPS Map Camera

Rayachoty, Andhra Pradesh, भारत

Govt Degree College Shyamalavari Palli, Kadapa - Chittoor Hwy, Gurrappagari Palli,

Rayachoty, Syamalavaripalle, Andhra Pradesh 516269, भारत

Lat 14.039033°

Long 78.748894°

19/10/20 11:31 AM GMT +05:30

Sl.No.	Name of the Student	Signature
1	A REDDY	A. Reddy
2	A PRABHAKARA	A. Prabhakara
3	A MAHESH NAIDU	A. Mahesh Naidu
4	C KUMARA SWAMI	C. Kumara Swami
5	D ESWARA	D. Eswara
6	G VARUN KUMAR	G. Varun Kumar
7	G MALLI KARJUNA	G. Melli Karjuna
8	J SUDHARSHAN	J. Sudharshan
9	K GAYATHRI	K. Gayathri
10	M VIJAY KUMAR	M. Vijay Kumar
11	M DEVARAJ	M. Deva Raj
12	M SESHU KUMAR	M. Seshu Kumar
13	M SRAVANI	M. Sravani
14	N ANIL KUMAR	N. Anil Kumar
15	M SIVA PRASAD	M. Siva Prasad
16	N SIVAIAH	N. Sivaiah
17	AFRID KHAN	A. Frid Khan
18	P PARDEEN KHAN	P. Pardeen Khan
19	P IRFAN	P. Irfan
20	S ABDULLA	S. Abdulla
21	S IMRAN	S. Imran
22	S M D AKRAM	S. M. D. Akram
23	S MALIK BASHA	S. Malik Basha
24	S M D TANVEER	S. M. D. Tanveer
25	S BASHA	S. Basha
26	S MANJUNADHA	S. Manjunadha
27	B ANUSHA	B. Anusha
28	V JAYASIMHA	V. Jayasimha
29	Y KIRAN KUMAR	Y. Kiran Kumar
30	C KHAR VALI	C. Khar Vali

31	G KASHIF	G. Kashif
32	MA BASITH	M.A. Basith
33	MB BHANU	Mb. Bhanu
34	M JAVADULLA	M. Javadulla
35	N NAWAZ KHAN	N. Nawaz Khan
36	P MEHATAJ	P. Mehataj
37	P HUSSN KHAN	P. Hussn Khan
38	P FAROOK	P. Farook
39	P MADHIHA	P. Farook
40	P THOHA ALI	P. Madhiha
41	P YASMEEN	P. Yasmeen
42	S ABDUL ALI	P. Yasmeen
43	S ARSHIYA	S. Abdul Ali
44	S FAHIMIDA	S. Arshiya
45	S FARZANA	S. Farzana
46	S FOUGYA BEGUM	S. Fargana
47	S HAMSHEERA	S. Hamsheera
48	K LAKSHMI REDDY	S. Hamsheera
49	K DEVEDRA	K. Devendra
50	K BARGAV	K. Devendra
51	M LAKSHMIDEVI	K. Bhargav
52	P RAMANAIAH	P. Ramanaiah
53	P RAJU KUMAR	P. Raju Kumar
54	P NARASIMHULU	P. Narasimhulu
55	S MANSOOR	S. Mansoor
56	S N VALI	S. Nalli
57	P HARI PRASAD	S. Nalli
58	Y MALLI KARJUNA	Y. Mallikarjuna
59	B SIDDESWARA	S. Siddeswara
60	B VISHNU VARDHAN	B. Vishnuvardhan



GOVERNMENT COLLEGE, RAYACHOTY

Affiliated to Yogi Vemana University

Rayachoty - 512324




CERTIFICATE

This certificate declares That K. Bhargava B.Com/

B.Sc/BA has successfully completed a certificate course of 30
hours in conversation offered by department of English
from 19/10/2020 to 19/11/2020.

T. Venkatramana
T. Venkatramana
Lecturer in English
GDC, Rayachoty


PRINCIPAL
GOVT. DEGREE COLLEGE
Dr. P. Harshalatha Pankaj
Principal
GDC, Rayachoty

వరుస నెం.	అడ్మిన్ నెం.	పేరు	కులము	C P												
				1	2	3	4	5	6	7	8	9	10	11	12	
27	V. Anurag			P	P	P	P	P	P	P	P	P	P	P	P	P
28	V. Gajesimha			P	P	P	P	P	P	P	P	P	P	P	P	P
29	Y. Kiran Kumar			P	P	P	P	P	P	P	P	P	P	P	P	P
30	C. Khadar Valli			P	P	P	P	P	P	P	P	P	P	P	P	P
31	G. Karthi			P	P	P	P	P	P	P	P	P	P	P	P	P
32	M.A. Beethi Khay			P	P	P	P	P	P	P	P	P	P	P	P	P
33	M.R. Khan			P	P	P	P	P	P	P	P	P	P	P	P	P
34	M. Jawadulla			P	P	P	P	P	P	P	P	P	P	P	P	P
35	N. Nawaz Khan			P	P	P	P	P	P	P	P	P	P	P	P	P
36	P. Mehabhag			P	P	P	P	P	P	P	P	P	P	P	P	P
37	P. Hunain Khan			P	P	P	P	P	P	P	P	P	P	P	P	P
38	P. Afroz			P	P	P	P	P	P	P	P	P	P	P	P	P
39	P. Modha			P	P	P	P	P	P	P	P	P	P	P	P	P
40	P. Thaha Ali			P	P	P	P	P	P	P	P	P	P	P	P	P
41	P. Yameen			P	P	P	P	P	P	P	P	P	P	P	P	P
42	S. Abdul Aleem			P	P	P	P	P	P	P	P	P	P	P	P	P
43	S. Arshiyaz			P	P	P	P	P	P	P	P	P	P	P	P	P
44	S. Fahmida			P	P	P	P	P	P	P	P	P	P	P	P	P
45	S. Farzana			P	P	P	P	P	P	P	P	P	P	P	P	P
46	S. Fouziya Begum			P	P	P	P	P	P	P	P	P	P	P	P	P
47	S. Hantheera			P	P	P	P	P	P	P	P	P	P	P	P	P
48	K. Lakshmi Reddy			P	P	P	P	P	P	P	P	P	P	P	P	P
49	K. Devendra			P	P	P	P	P	P	P	P	P	P	P	P	P
50	K. Bhargava			P	P	P	P	P	P	P	P	P	P	P	P	P
51	M. Lakshmidhar			P	P	P	P	P	P	P	P	P	P	P	P	P
52	P. Ramanaiah			P	P	P	P	P	P	P	P	P	P	P	P	P
		ప్రతిదినము ఉదయము వాజులు	బాలురు బాలికలు	P P P P P P P P P P P P P P P P P P												
		ఉపాధ్యాయుని సంతకము														
		ప్రతిదినము సాయంత్రము వాజులు	బాలురు బాలికలు													
		ఉపాధ్యాయుని సంతకము														

విద్యార్థుల వాజుల పట్టిక

తరగతి

వాజులు దినములు		పుట్టిన తేది	ప్రమాదన తేది	ఇమార్తులు
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పంక్తి నెం.	పేరు	కులము	CP												హాజరు దినములు		పుట్టిన తేదీ	ప్రమాదకర తేదీ	గమనికలు																			
			1	2	3	4	5	6	7	8	9	10	11	12	B	G																						
53	P. Ragu Kumar		P	P	P	P	P	P		P	P	P	P																									
54	P. Narasimhulu		P	P	P	P	P	P		P	P	P	P																									
55	S. Manjoo		P	P	P	P	P	P		P	P	P	P																									
56	S. N. Valli		P	P	P	P	P	P		P	P	P	P																									
57	T. Hariprasad		P	P	P	P	P	P		P	P	P	P																									
58	Y. Mallikarjuna		P	P	P	P	P	P		P	P	P	P																									
59	R. Siddeswara		P	P	P	P	P	P		P	P	P	P																									
60	B. Vishnuvardan		P	P	P	P	P	P		P	P	P	P																									
61	C. Aswini		P	P	P	P	P	P		P	P	P	P																									
62	D. V. Malleswari		P	P	P	P	P	P		P	P	P	P																									



GOVERNMENT DEGREE COLLEGE,

RAYACHOTY, KADAPA DISTRICT, A.P. 516269

(Accredited with C Grade by NAAC)



Department of JKC

Date:- 24.08.2020

CIRCULAR

It is hereby informed to all the faculty members and students that a new JKC batch will be start for the academic year 2020-21. The class work for the batch commences on the 01.09.2020. JKC Abbreviation is Jawahar Knowledge Center. To enrich the employability skills in the students of the GDC's the program has been started, in this training students can learn Communication and Soft Skills, Analytical Skills and Computer Skills. Hence all the department in charges are hereby informed that same will be communicate in all groups, so that students can enroll the training. All the Staff members requested to take the Sensitization sessions and motivate students to join in JKC Training Batches. It is further informed that the interested candidates may contact Lt. T. Venkatramana, JKC Co-ordinator and Smt S Shameem Taj, JKC Full Time Mentor on or before 31.08.2020.

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Government Degree College, Rayachoti

JKC Batch - 2 - 2020-21

SNO	Student Name	DOB	Caste	Group	Mobile Number	Mail Id	Aadhar Number	Signature
1	SHAIK MOHAMMAD HUZAIFA	02-05-2001	BC-E	BSC MPSC	9160829296	s.huzaiifa3929@gmail.com	676461654018	S.M. Huzafa
2	RAMISETTY SRI HARI	13-10-1999	BC-B	BSC MPSC	8688930198	srihariramisetty@gmail.com	942624745631	SRI HARI
3	SHAIK SHAMEEM AHAMED	02-04-2000	BC-E	BSC MPSC	8019775647	shameemahamedfmd@gmail.com	292777119017	Shameem Ahamed
4	MOTAKATLA RAJKUMAR REDDY	12-02-2000	OC	BSC MPSC	7330882063	rajkumarreddy051@gmail.com	437295046490	Rajkumar Reddy
5	DEGALA VENKATA SIVAMIMA	10-06-2001	OC	BSC MPSC	7337210353	sivammadegala@gmail.com	402969378259	Venkata Siva
6	KUDUMU SURESH KUMAR	10-06-2001	BC-B	BSC MPSC	9550007941	kudumsureshkumar.mkr@gmail.com	285044313751	Suresh Kumar
7	DERANGULA CHENNAKESAVA	12-06-2001	BC-A	BSC MPSC	9550317508	HANNAKESHAVA2449@GMAIL.COM	955995033547	Chennakesava
8	GANGAPURAM HARIPRIYA	30-07-2000	SC	BSC MPSC	9440353250	priya321@gmail.com	851770469123	Haripriya
9	MANDAPALLI VENUGOPAL	07-06-2001	BC-B	BSC MPSC	6281919987	venugopal@gmail.com	286929918944	Venugopal
10	BOMMALA RAJESH KUMAR	10-07-2001	BC-B	BSC BZC	9849621516	bommala.rajeshkumar@gmail.com	583381989100	Rajesh Kumar
11	SHAIK MAHAMMED SUHEL	10-06-2001	BC-E	BSC BZC	9441986792	SUHELRRGR@GMAIL.COM	845105692914	Mahammed Suhel
12	UPPUTOLLA SIVA SAI KUMAR	03-08-2000	BC-A	BSC BZC	7730993084	sivasaikumar2201547@gmail.com	800747500739	Siva Sai Kumar
13	SHAIK MOHAMMAD SAJID	03-06-2001	BC-E	BA HPU	9000488068	sajeed8475@gmail.com	755345293695	Mohammed Sajid
14	SYED BASHA	24-06-2001	OC	BA HPU	8309745796	naniglobal12345@gmail.com	808456509973	Basha
15	SHAIK RIYAZ ALI	12-07-2001	BC-E	BA HPU	9849632390	riyaz0012@gmail.com	599589501241	Riyaz Ali
16	SHAIK ABDUL SAMAD	04-05-2001	BC-E	BA HPU	9550450656	p.samad5425@gmail.com	505536973399	Abdul Samad
17	LALUSABGARI ABBAS	02-06-2001	OC	BA HPU	9000636610	labbas865@gmail.com	670971447790	Abbas Zaheda Begum
18	SHAIK ZAHEDA BEGUM	23-05-2001	BC-E	BA HPU	9010830070	shaikzahedabegum2305@gmail.com	425039452993	Zaheda Begum

Commissionerate of Collegiate Education
| J K C Monitoring Cell
Curriculum |

Restructuring the Curriculum of JKC as per the present day needs and Trends

Curriculum frame-250 Hrs

SNO	SKILL	No. of Hours allotted	Trainer
1	<i>Communication Skills</i>	60 Hrs	GEM (Guest English Mentor)
2	<i>Soft Skills</i>	30 Hrs	GEM / FTM
3	<i>Ethical Values</i>	10 Hrs	GEM / FTM
4	<i>Analytical Skills</i>	60 Hrs	FTM (Full Time Mentor)
5	<i>Technical Skills</i>	60 Hrs	FTM (Full Time Mentor)
6	<i>General Awareness</i>	30 Hrs	FTM (Full Time Mentor)
	Total	250 Hrs training Package	

COMMUNICATION SKILL-60 Hrs

SECTION-1

A. GRAMMAR

15 HRS

SELF-INTRODUCTION
TENSES
CONCORD

SECTION-1

B. READING & WRITING

PASSAGES FOR COMPREHENSION

SECTION-2

A. GRAMMAR

15 HRS

PREPOSITIONS
ADJECTIVES & ARTICLES
AUXILIARY VERBS
CONDITIONALS

SECTION-2

B. VOCABULARY & COMPREHENSION

SYNONYMS
ANTONYMS

SECTION-3

A. GRAMMAR

15 HRS

VOICE
SPEECH
DEGREES
LINKERS

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J K C Monitoring Cell
Curriculum**

SECTION-3

B. WRITING SKILLS

NOTE – MAKING
PRECIS WRITING
PARAGRAPH WRITING
ESSAY WRITING

SECTION-4

A. PRONUNCIATION & COMMUNICATION SKILLS

15 HRS

A COURSE IN LISTENING & SPEAKING SKILLS – BOOK 1 WITH CDS
(PRESCRIBED BY APSCHE - BOOK WITH CDS)

SECTION-4

B. NEUTRALISATION OF ACCENT

ACCENT WITH MINIMUM MTI
VOICE BASED EFFICIENCY
TELEPHONE SKILLS – ETIQUETTE
SELF-INTRODUCTION
INTRODUCING OTHERS
SEEKING PERMISSION
AGREEING & DISAGREEING
MAKING COMPLAINTS
MAKING REQUESTS

A COURSE IN LISTENING & SPEAKING SKILLS – BOOK -2 WITH CDS
(PRESCRIBED BY APSCHE - BOOK WITH CDS)

***A TOTAL OF SIXTY HOURS INCLUDING FORMATIVE AND SUMMATIVE
ASSESSMENT**

SOFT SKILLS -30 Hrs

30 HRS

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Soft Skills	
S.No.	Grammar
1	Soft Skills : An Overview
2	Know Yourself
3	SWOT Analysis
4	Goal Setting
5	Positive Attitude
6	Body Language
7	Interpersonal Skills
8	Time Management
9	Presentation Skills
10	Just a Minute (JAM) Activities
11	Team Dynamics
12	Group Discussion
13	Etiquetter of Telephone,e-mail and SMS
14	Interview Skills
15	Preparation for Examinations

jkcmc.cce@gmail.com

apcce.gov.in

Ethical Values-10 Hrs

1. Introduction to Value Education
2. Harmony in the Human Being
3. Harmony in the Family and Society and Harmony in the Nature
4. Social Ethics
5. Professional Ethics

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Section-1 Arithmetic

Topic

Unit-I

1.1 BODMAS

1.2 Fractions and Decimals -1

1.2 Fractions and Decimals -2

1.3 Algebraic Formulae

1.4 Divisibility Rules

1.5 LCM & HCF-1

1.5 LCM & HCF-2

Unit-2

2.1 Ratios & Proportions

2.2 Percentages-1

2.2 Percentages-2

2.3 Profit & Loss-1

2.3 Profit & Loss-2

2.4 Partnership-1

2.4 Partnership-2

2.5 Data Analysis-1

2.5 Data Analysis-2

2.5 Data Interpretation-1

2.5 Data Interpretation-2

Unit-3

3.1 Simple Interest-1

3.1 Simple Interest-2

Test-1

3.2 Compound Interest-1

3.2 Compound Interest-2

Unit-4

4.1 Averages

4.2 Problems on Ages-1

4.2 Problems on Ages-2

Unit-5

5.1 Time & Distance-1

5.1 Time & Distance-2

5.2 Time & work-1

5.2 Time & Work -2

5.3 Problems on Trains

Unit-6

6.1 Permutations and Combinations-1

6.1 Permutations and Combinations-2

6.1 Permutations and Combinations-3

Test-2

6.2 Probability-1

6.2 Probability -2

Unit-7

7.1 Areas

7.2 Volumes

Surface Areas

Section-2 Reasoning**i) Verbal Reasoning****Unit 8**

8.1 Number Series

Test-3

8.2 Number Analogy

8.3 Odd Man Out

Coding & Decoding-1

Coding & Decoding-2

Unit -9

9.1 Blood Relations-1

9.1 Blood Relations-2

9.1 Blood Relations-3

9.2 Direction Sense Test-1

9.2 Direction Sense Test-2

9.3 Seating Arrangement

9.3 Seating Arrangement

Unit 10

10.1 Problems solving Techniques and Logical Reasoning
10.2 Ranking and Time Sequence Test-1
Test-4
10.2 Ranking and Time Sequence Test-2
10.3 Mathematical Operations
10.3 Mathematical Operations
10.3 Mathematical Operations

Unit 11

11.1 Clocks
11.2 Calendars

ii) Non Verbal Reasoning**Unit 12**

12.1 Series-1
12.1 Series-2
12.2 Mirror Images and Water Images
12.3 Incomplete Figure Patterns
12.4 Figure matrix
12.5 Logical VennDiagrams-1
12.5 Logical VennDiagrams-2
Test-5

Additional Inputs**Unit 13**

13.1 Matrices & Surds
13.2 Quadratic Equations
13.3 Coordinate Geometry and Trigonometry
13.4 Differentiation
13.5 Decision Making

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JKC Monitoring Cell**

Unit I - Computer Fundamentals	
Sl.No.	Content
1.1	What is computer
1.2	Features of computer
1.3	Computer Generations
1.4	Types of Computers
1.5	Applications of Computers
1.6	Input/Output Devices
1.7	Computer's Memory
1.8	Computer Software
1.9	Windows
	a. Windows desktop
	b. Start Menu
	c. Working with Windows
	d. Using Paint
	e. Using wordPad
Unit II- MS-Office	
2.1.1	About MS-Office
	MS-Word
2.1.2	Word Basics
2.1.3	Features of Word
2.1.4	Starting with MS-Word
2.1.5	Components of MS-Word
2.1.6	File Menu
	a. New
	b. Save
	c. Page Setup
	d. Print preview
	e. Selecting Text and Graphics
2.1.7	Edit Menu
	a. Undo/ Redo
	b. Copy and Paste
	c. Find/ Replace
2.1.8	Headers and Footers
2.1.9	Insert Menu
2.1.10	Format Menu
2.1.11	Mail Merge
2.1.12	Table Menu
	MS-Excel
2.2.1	Excel Basics
2.2.2	Excel Components
2.2.3	Entering Data
2.2.4	Data Types
2.2.5	Working with Cells
2.2.6	File Menu
2.2.7	Edit Menu
2.2.8	Creating a Chart
2.2.9	Functions and Formulae
2.2.10	Data Menu
	Ms-Power Point
2.3.1	Powerpoint Basics
2.3.2	Ready- Made slide layout scheme
2.3.3	File Menu
2.3.3.1	Creating a presentation
	a. using auto content wizard
	b. using a design template
	c. using blank presentation
2.3.4	Insert Menu
2.3.5	Format Menu
2.3.6	Slide Show

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JKC Monitoring Cell**

MS-Access	
2.4.1	Access Basics
2.4.2	Components
2.4.3	Data Types in MS-Access
2.4.4	Database Creation
2.4.5	Table Creation
2.4.6	Forms
2.4.7	Query
2.4.8	Reports
Unit III -Internet Skills	
3.1	Introduction
3.2	Internet
3.3	How can I get connected at Home
3.4	Web Site
3.5	Web Browser
3.6	Search Engine
3.7	On-line Forms Rail Journey
3.8	On-line Shopping using FlipKart
3.9	Using Electronic Mail(Email)
3.10	Social Media
3.11	What is Skype?
3.12	Google Drives
3.13	What are Google Docs, Sheets and Slides
Unit IV - Using Printer and Scanner	
4.1.	Scanners
4.2	Printers
4.3	Use Picture Manager
Unit V – Assignments	

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GENERAL STUDIES SYLLABUS FOR JKC 30 hrs

IV. General Awareness on current affairs in

Science & Technology,

Sports,

Culture,

Personalities,

Economics,

Politics

Any other subjects of importance

Current affairs of national and international importance

History of India and Indian National Movement

Indian and World Geography

Physical, Social, Economic Geography of India and the World.

Indian Polity and Governance

Constitution, Political System

Panchayati Raj

Public Policy

Rights Issues, etc.

Economic and Social Development

Sustainable Development

Poverty

Inclusion

Demographics

Social Sector initiatives, etc.

General issues on Environmental Ecology, Bio-diversity and Climate Change – that do not require subject specialisation



GOVERNMENT DEGREE COLLEGE,
RAYACHOTY, KADAPA DISTRICT, A.P. 516269
(Accredited with C Grade by NAAC)



Department of JKC

Date: - 02.12.2020

Brief Report of JKC Batch - 2 (2020-21)

The first batch of JKC Training was started on the 01.09.2020 in order to train the students for improving their communication, reasoning and Computer skills. To start the program Lt. T. Venkataramana, JKC Coordinator called for the registrations from the interested students. The first batch for the academic year 2020-21 was begun with the students 18 in number. The class work for the batch was commenced on the 01.9.2020 and ended 30.11.2020. Lt. T. Venkataramana, Lecturer in English and Smt. Shameem Taj, JKC FTM were engaged as the faculty members to teach the syllabi of the skills. 18 participants of the batch satisfactorily completed the training and were issued the training completion certificates from the principal.


PRINCIPAL
GOVT. DEGREE COLLEGE
RAYACHOTY



**GOVERNMENT DEGREE COLLEGE,
RAYACHOTI, KADAPA DIST - 516269**

JAWAHAR KNOWLEDGE CENTER

CERTIFICATE OF COMPLETION

This certificate is presented to

RAMISETTY SRIHARI

Successfully Completed JKC training through Jawahar Knowledge Center (JKC) a course of 250 hours during the Academic Year 2020-21

Lt. T Venkataramana
JKC Coordinator



Dr. P. Krishanaiah
Principal



**GOVERNMENT DEGREE COLLEGE,
RAYACHOTI, KADAPA DIST - 516269**

JAWAHAR KNOWLEDGE CENTER

CERTIFICATE OF COMPLETION

This certificate is presented to

MOTAKATIA RAJ KUMAR REDDY

Successfully Completed JKC training through Jawahar Knowledge Center (JKC) a course of 250 hours during the Academic Year 2020-21

Lt. T Venkataramana
JKC Coordinator



Dr. P. Krishanaiah
Principal



**GOVERNMENT DEGREE COLLEGE,
RAYACHOTI, KADAPA DIST - 516269**

JAWAHAR KNOWLEDGE CENTER

CERTIFICATE OF COMPLETION

This certificate is presented to

GANGAPURAM HARIPRIYA

Successfully Completed JKC training through Jawahar Knowledge Center (JKC) a course of 250 hours during the Academic Year 2020-21

Lt. T Venkataramana
JKC Coordinator



Dr. P. Krishanaiah
Principal



**GOVERNMENT DEGREE COLLEGE,
RAYACHOTI, KADAPA DIST - 516269**

JAWAHAR KNOWLEDGE CENTER

CERTIFICATE OF COMPLETION

This certificate is presented to

DEGAIA VENKATA SVAMMA

Successfully Completed JKC training through Jawahar Knowledge Center (JKC) a course of 250 hours during the Academic Year 2020-21

Lt. T Venkataramana
JKC Coordinator



Dr. P. Krishanaiah
Principal



**GOVERNMENT DEGREE COLLEGE,
RAYACHOTI, KADAPA DIST - 516269**

JAWAHAR KNOWLEDGE CENTER

CERTIFICATE OF COMPLETION

This certificate is presented to

MADANAPALLI VENUGOPAL

Successfully Completed JKC training through Jawahar Knowledge Center (JKC) a course of 250 hours during the Academic Year 2020-21

Lt. T Venkataramana
JKC Coordinator



Dr. P. Krishanaiah
Principal



**GOVERNMENT DEGREE COLLEGE,
RAYACHOTI, KADAPA DIST - 516269**

JAWAHAR KNOWLEDGE CENTER

CERTIFICATE OF COMPLETION

This certificate is presented to

SHAIK ZAHEDA BEGUM

Successfully Completed JKC training through Jawahar Knowledge Center (JKC) a course of 250 hours during the Academic Year 2020-21

Lt. T Venkataramana
JKC Coordinator



Dr. P. Krishanaiah
Principal



GOVERNMENT DEGREE COLLEGE,

RAYACHOTY, KADAPA DISTRICT, A.P. 516269

(Accredited with C Grade by NAAC)



Department of JKC

Date:- 20.07.2019

CIRCULAR

It is hereby informed to all the faculty members and students that a new JKC batch will be start for the academic year 2019-20. The class work for the batch commences on the 01.08.2019. JKC Abbreviation is Jawahar Knowledge Center. To enrich the employability skills in the students of the GDC's the program has been started, in this training students can learn Communication and Soft Skills, Analytical Skills and Computer Skills. Hence all the department in charges are hereby informed that same will be communicate in all groups, so that students can enroll the training. All the Staff members requested to take the Sensitization sessions and motivate students to join in JKC Training Batches. It is further informed that the interested candidates may contact Lt. T. Venkatramana, JKC Co-ordinator and Smt S Shameem Taj, JKC Full Time Mentor on or before 31.07.2019.

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Handwritten signature in green ink.

Government Degree College, Rayachoti

JKC Batch - 2019-20

SNO	Student Name	DOB	Caste	Group	Mobile Number	Mail Id	Aadhar Number	Signature
1	ORSU PAVANKUMAR	12-06-2000	BC-A	BA HEP	7036270882	pava111@gmail.com	532692584614	Pavan Kumar
2	KAMADHARI ANNAMAIAH	15-06-2000	BC-B	BSc MPCs	8978066745	annamaiah123@gmail.com	532245283384	Annamaiah
3	DERANGULA REDDISEKHAR	18-07-2000	BC-A	BSc MPCs	7993490686	reddy11@gmail.com	769999810785	D. Reddisekhari
4	DEGALA VENKATESWARLU	10-04-1999	OC	BSc MPCs	7337210353	royal.venkateswarludelaga@gmail.com	760611492751	D. Venkateswarlu
5	BATHINA KARTHIK	12-06-2000	SC	BSc MPCs	9618008904	karthik110@gmail.com	715979313402	B. Karthik
6	PEDDAPAGA SREEDHAR	02-05-2000	SC	BSc BZC	9642979377	sree.11@gmail.com	590564880326	P. Sreedhar
7	THAMATAMPALLI VENKATESH	01-06-2000	SC	BSc BZC	9701417942	subarshanbabu005@gmail.com	976486481328	T. Venkatesh
8	DANDE VENKATAPPA	17-05-1998	BC-B	BSc BZC	8374952643	gvenakatapa@gmail.com	349817350853	D. Venkathappa
9	DERANGULA SUNIL KUMAR	03-01-2000	BC-A	Bcom CA	9703146554	SUNILKUMAR1212@GMAIL.COM	532687157582	D. Sunil Kumar
10	RAYAVARAM VENKATARAMANA	05-06-2000	BC-A	Bcom CA	9959048638	venkatramana.mkr@gmail.com	2606883637344	P. Venkateswarmanu
11	DANDE KIRAN KUMAR	16-06-2000	BC-B	Bcom CA	9701746942	kirankumar55557@gmail.com	636822979578	D. Kiran Kumar
12	EGA GOPI	01-07-2000	ST	Bcom CA	9951313873	gopiega2015@gmail.com	971398100439	E. Gopi
13	VEERAPOGU RUDRASAI	05-07-2000	SC	Bcom CA	9966986381	vrudrasai2000@gmail.com	624290244196	V. Pudra Sai
14	PALLENI RAVEENDRA	26-06-2000	BC-A	Bcom CA	9502049034	PRAVINNDRA345@GMAIL.COM	904123107787	P. Raveendra
15	PATHAN SUMAIAH	12-04-1999	BC-E	BA HPU	9000642309	sumaya1010@gmail.com	795571773085	P. Sumaiah
16	SHAIK SIMRAN	13-09-1998	BC-E	BA HPU	8919394609	simran shaik@gmail.com	612749167347	S. Simran
17	SHAIK SABEEHA	04-06-2000	BC-E	BA HPU	9866446248	SHAIKSABEEHA@IN.COM	255933626833	S. Sabeeha

Commissionerate of Collegiate Education
| J K C Monitoring Cell
Curriculum |

Restructuring the Curriculum of JKC as per the present day needs and Trends

Curriculum frame-250 Hrs

SNO	SKILL	No. of Hours allotted	Trainer
1	<i>Communication Skills</i>	60 Hrs	GEM (Guest English Mentor)
2	<i>Soft Skills</i>	30 Hrs	GEM / FTM
3	<i>Ethical Values</i>	10 Hrs	GEM / FTM
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5	<i>Technical Skills</i>	60 Hrs	FTM (Full Time Mentor)
6	<i>General Awareness</i>	30 Hrs	FTM (Full Time Mentor)
	Total	250 Hrs training Package	

COMMUNICATION SKILL-60 Hrs

SECTION-1

A. GRAMMAR

15 HRS

SELF-INTRODUCTION
TENSES
CONCORD

SECTION-1

B. READING & WRITING

PASSAGES FOR COMPREHENSION

SECTION-2

A. GRAMMAR

15 HRS

PREPOSITIONS
ADJECTIVES & ARTICLES
AUXILIARY VERBS
CONDITIONALS

SECTION-2

B. VOCABULARY & COMPREHENSION

SYNONYMS
ANTONYMS

SECTION-3

A. GRAMMAR

15 HRS

VOICE
SPEECH
DEGREES
LINKERS

**Commissionerate of Collegiate Education
J K C Monitoring Cell
Curriculum**

SECTION-3

B. WRITING SKILLS

NOTE – MAKING
PRECIS WRITING
PARAGRAPH WRITING
ESSAY WRITING

SECTION-4

A. PRONUNCIATION & COMMUNICATION SKILLS

15 HRS

A COURSE IN LISTENING & SPEAKING SKILLS – BOOK 1 WITH CDS
(PRESCRIBED BY APSCHE - BOOK WITH CDS)

SECTION-4

B. NEUTRALISATION OF ACCENT

ACCENT WITH MINIMUM MTI
VOICE BASED EFFICIENCY
TELEPHONE SKILLS – ETIQUETTE
SELF-INTRODUCTION
INTRODUCING OTHERS
SEEKING PERMISSION
AGREEING & DISAGREEING
MAKING COMPLAINTS
MAKING REQUESTS

A COURSE IN LISTENING & SPEAKING SKILLS – BOOK -2 WITH CDS
(PRESCRIBED BY APSCHE - BOOK WITH CDS)

***A TOTAL OF SIXTY HOURS INCLUDING FORMATIVE AND SUMMATIVE
ASSESSMENT**

SOFT SKILLS -30 Hrs

30 HRS

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Soft Skills	
S.No.	Grammar
1	Soft Skills : An Overview
2	Know Yourself
3	SWOT Analysis
4	Goal Setting
5	Positive Attitude
6	Body Language
7	Interpersonal Skills
8	Time Management
9	Presentation Skills
10	Just a Minute (JAM) Activities
11	Team Dynamics
12	Group Discussion
13	Etiquetter of Telephone,e-mail and SMS
14	Interview Skills
15	Preparation for Examinations

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Ethical Values-10 Hrs

1. Introduction to Value Education
2. Harmony in the Human Being
3. Harmony in the Family and Society and Harmony in the Nature
4. Social Ethics
5. Professional Ethics

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Section-1 Arithmetic

Topic

Unit-I

1.1 BODMAS

1.2 Fractions and Decimals -1

1.2 Fractions and Decimals -2

1.3 Algebraic Formulae

1.4 Divisibility Rules

1.5 LCM & HCF-1

1.5 LCM & HCF-2

Unit-2

2.1 Ratios & Proportions

2.2 Percentages-1

2.2 Percentages-2

2.3 Profit & Loss-1

2.3 Profit & Loss-2

2.4 Partnership-1

2.4 Partnership-2

2.5 Data Analysis-1

2.5 Data Analysis-2

2.5 Data Interpretation-1

2.5 Data Interpretation-2

Unit-3

3.1 Simple Interest-1

3.1 Simple Interest-2

Test-1

3.2 Compound Interest-1

3.2 Compound Interest-2

Unit-4

4.1 Averages

4.2 Problems on Ages-1

4.2 Problems on Ages-2

Unit-5

5.1 Time & Distance-1

5.1 Time & Distance-2

5.2 Time & work-1

5.2 Time & Work -2

5.3 Problems on Trains

Unit-6

6.1 Permutations and Combinations-1

6.1 Permutations and Combinations-2

6.1 Permutations and Combinations-3

Test-2

6.2 Probability-1

6.2 Probability -2

Unit-7

7.1 Areas

7.2 Volumes

Surface Areas

Section-2 Reasoning**i) Verbal Reasoning****Unit 8**

8.1 Number Series

Test-3

8.2 Number Analogy

8.3 Odd Man Out

Coding & Decoding-1

Coding & Decoding-2

Unit -9

9.1 Blood Relations-1

9.1 Blood Relations-2

9.1 Blood Relations-3

9.2 Direction Sense Test-1

9.2 Direction Sense Test-2

9.3 Seating Arrangement

9.3 Seating Arrangement

Unit 10

10.1 Problems solving Techniques and Logical Reasoning
10.2 Ranking and Time Sequence Test-1
Test-4
10.2 Ranking and Time Sequence Test-2
10.3 Mathematical Operations
10.3 Mathematical Operations
10.3 Mathematical Operations

Unit 11

11.1 Clocks
11.2 Calendars

ii) Non Verbal Reasoning**Unit 12**

12.1 Series-1
12.1 Series-2
12.2 Mirror Images and Water Images
12.3 Incomplete Figure Patterns
12.4 Figure matrix
12.5 Logical VennDiagrams-1
12.5 Logical VennDiagrams-2
Test-5

Additional Inputs**Unit 13**

13.1 Matrices & Surds
13.2 Quadratic Equations
13.3 Coordinate Geometry and Trigonometry
13.4 Differentiation
13.5 Decision Making

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Unit I - Computer Fundamentals	
Sl.No.	Content
1.1	What is computer
1.2	Features of computer
1.3	Computer Generations
1.4	Types of Computers
1.5	Applications of Computers
1.6	Input/Output Devices
1.7	Computer's Memory
1.8	Computer Software
1.9	Windows
	a. Windows desktop
	b. Start Menu
	c. Working with Windows
	d. Using Paint
	e. Using wordPad
Unit II- MS-Office	
2.1.1	About MS-Office
	MS-Word
2.1.2	Word Basics
2.1.3	Features of Word
2.1.4	Starting with MS-Word
2.1.5	Components of MS-Word
2.1.6	File Menu
	a. New
	b. Save
	c. Page Setup
	d. Print preview
	e. Selecting Text and Graphics
2.1.7	Edit Menu
	a. Undo/ Redo
	b. Copy and Paste
	c. Find/ Replace
2.1.8	Headers and Footers
2.1.9	Insert Menu
2.1.10	Format Menu
2.1.11	Mail Merge
2.1.12	Table Menu
	MS-Excel
2.2.1	Excel Basics
2.2.2	Excel Components
2.2.3	Entering Data
2.2.4	Data Types
2.2.5	Working with Cells
2.2.6	File Menu
2.2.7	Edit Menu
2.2.8	Creating a Chart
2.2.9	Functions and Formulae
2.2.10	Data Menu
	Ms-Power Point
2.3.1	Powerpoint Basics
2.3.2	Ready- Made slide layout scheme
2.3.3	File Menu
2.3.3.1	Creating a presentation
	a. using auto content wizard
	b. using a design template
	c. using blank presentation
2.3.4	Insert Menu
2.3.5	Format Menu
2.3.6	Slide Show

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MS-Access	
2.4.1	Access Basics
2.4.2	Components
2.4.3	Data Types in MS-Access
2.4.4	Database Creation
2.4.5	Table Creation
2.4.6	Forms
2.4.7	Query
2.4.8	Reports
Unit III -Internet Skills	
3.1	Introduction
3.2	Internet
3.3	How can I get connected at Home
3.4	Web Site
3.5	Web Browser
3.6	Search Engine
3.7	On-line Forms Rail Journey
3.8	On-line Shopping using FlipKart
3.9	Using Electronic Mail(Email)
3.10	Social Media
3.11	What is Skype?
3.12	Google Drives
3.13	What are Google Docs, Sheets and Slides
Unit IV - Using Printer and Scanner	
4.1.	Scanners
4.2	Printers
4.3	Use Picture Manager
Unit V – Assignments	

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GENERAL STUDIES SYLLABUS FOR JKC 30 hrs

IV. General Awareness on current affairs in

Science & Technology,

Sports,

Culture,

Personalities,

Economics,

Politics

Any other subjects of importance

Current affairs of national and international importance

History of India and Indian National Movement

Indian and World Geography

Physical, Social, Economic Geography of India and the World.

Indian Polity and Governance

Constitution, Political System

Panchayati Raj

Public Policy

Rights Issues, etc.

Economic and Social Development

Sustainable Development

Poverty

Inclusion

Demographics

Social Sector initiatives, etc.

General issues on Environmental Ecology, Bio-diversity and Climate Change – that do not require subject specialisation



**GOVERNMENT DEGREE COLLEGE,
RAYACHOTY, KADAPA DISTRICT, A.P. 516269**

(Accredited with C Grade by NAAC)



Department of JKC

Date: - 02.12.2019

Brief Report of JKC Batch (2019-20)

The first batch of JKC Training was started on the 01.08.2019 in order to train the students for improving their communication, reasoning and Computer skills. To start the program Lt. T. Venkataramana, JKC Coordinator called for the registrations from the interested students. The first batch for the academic year 2019-20 was begun with the students 17 in number. The class work for the batch was commenced on the 01.08.2019 and ended 30.11.2019. Lt. T. Venkataramana, Lecturer in English and Smt. Shameem Taj, JKC FTM were engaged as the faculty members to teach the syllabi of the skills. 17 participants of the batch satisfactorily completed the training and were issued the training completion certificates from the principal.

*T. Venkataramana
02/12/19*

*B. Sivapada
2/12/2019*

**PRINCIPAL
Govt. Degree College
Rayachoty.**



**GOVERNMENT DEGREE COLLEGE,
RAYACHOTI, KADAPA DIST - 516269**

JAWAHAR KNOWLEDGE CENTER

CERTIFICATE OF COMPLETION

This certificate is presented to

ORSU PAVAN KUMAR

Successfully Completed JKC training through Jawahar Knowledge Center (JKC) a course of 250 hours during the Academic Year 2019-20

Lt. T Venkataramana
JKC Coordinator



Smt B. Sivamma
Principal



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EGA GOPI

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JKC Coordinator



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Principal



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This certificate is presented to

BATHINA KARTHIK

Successfully Completed JKC training through Jawahar Knowledge Center (JKC) a course of 250 hours during the Academic Year 2019-20

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JKC Coordinator



Smt B. Sivamma
Principal



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PATHAN SUMAIHAH

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Principal



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SHAIK SIMRAN

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