



GOVERNMENT DEGREE COLLEGE, RAYACHOTY, ANNAMAYYA DISTRICT, A.P. 516269



Department of English

Department	English
Name of the activity conducted	Soft Skills
Conducted date	14-11-2022
Resource persons details	Dr. Rani Rajitha Madhuri, Head, Department of Dr. BRAOU, Hyderabad
Name of the Co-Ordinator	T Venkata Ramana, Faculty of English
Name of the Lecturers involved	<ol style="list-style-type: none">1. Dr. Munia Naik2. S. Farooq Basha3. B. Kiran Kumar
No of students participated	42
Brief report of the Activity	<p>Report on Soft Skills Training Program Date: November 14, 2022 Venue: GDC Rayachoty Facilitator: Dr. Rani Rajitha Madhuri, Head of the Department, Dr. BRAOU, Hyderabad Participants: 42 students</p> <p>Introduction A soft skills training program was organized at GDC Rayachoty to equip students with essential interpersonal and communication skills vital for their academic and professional journeys. The session was led by Dr. Rani Rajitha Madhuri, a renowned expert in the field.</p> <p>Objectives The primary objectives of the program were to:</p> <ul style="list-style-type: none">• Enhance students' communication and teamwork skills.• Develop problem-solving and critical thinking abilities.• Prepare students for the demands of the job market. <p>Program Overview The workshop included interactive discussions, group activities, and practical exercises. Dr. Madhuri focused on the following key areas:</p> <ul style="list-style-type: none">• Effective Communication: Techniques for clear and confident expression.• Teamwork: The importance of collaboration and building positive relationships.

- **Problem-Solving:** Approaches to tackle challenges creatively and efficiently.

Activities

Students engaged in role-playing scenarios and group discussions that fostered collaboration and critical thinking. The facilitator provided real-life examples and encouraged students to share their experiences.

Feedback

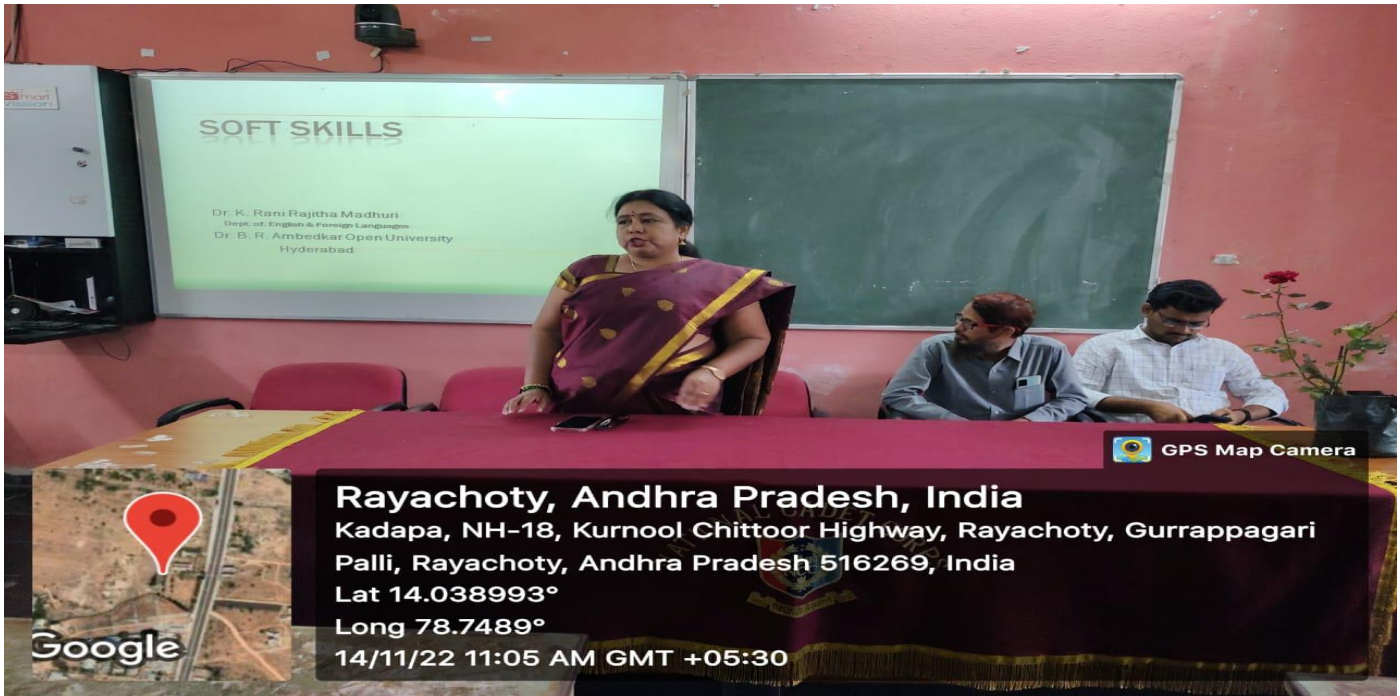
Participants expressed appreciation for the practical insights and engaging format. Many noted the immediate applicability of the skills learned and their relevance in both academic and future workplace settings.

Conclusion

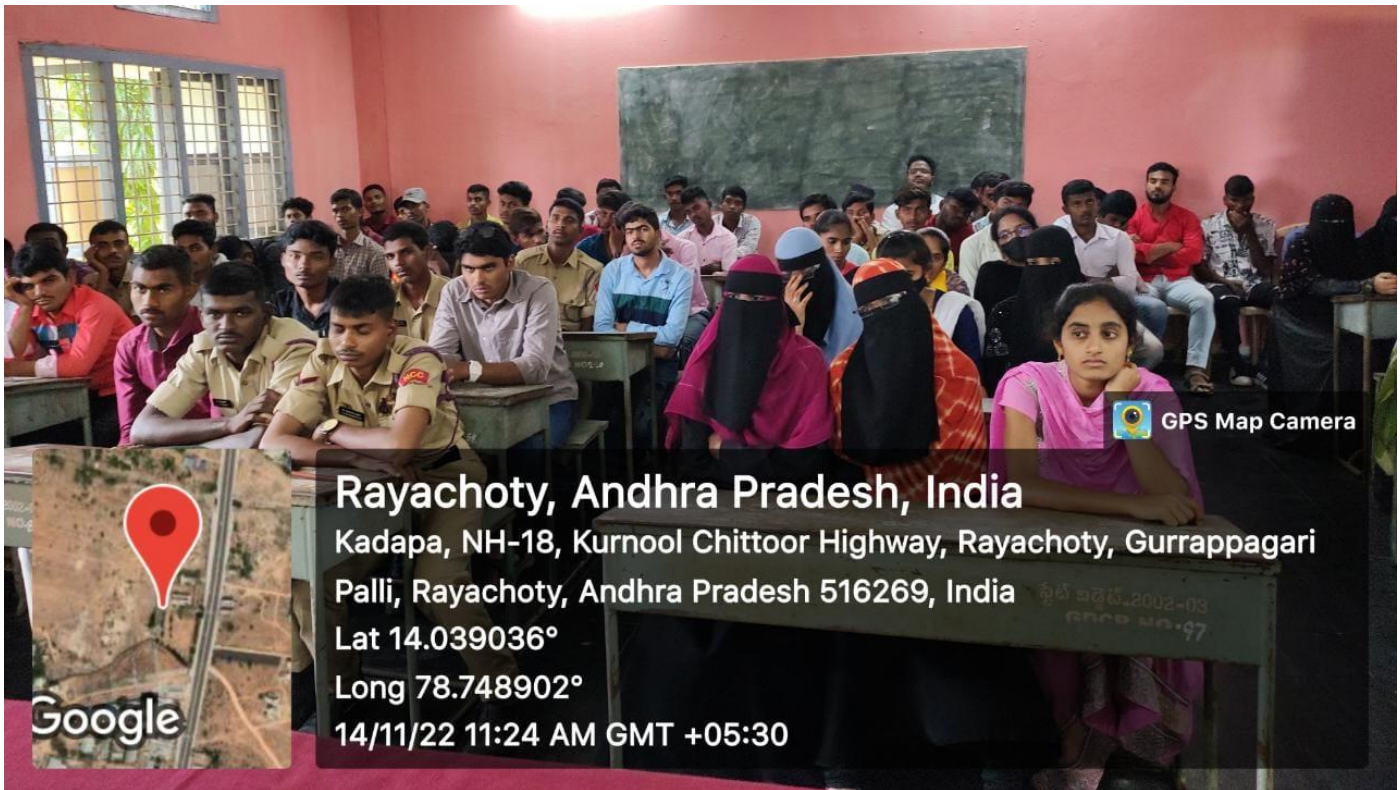
The soft skills training program was a success, providing valuable knowledge and tools to enhance the students' employability and personal development. Dr. Madhuri's expertise and interactive approach left a lasting impact on the participants.

Recommendations:

Future programs could include follow-up sessions to reinforce skills and provide additional resources for continued learning.



Rayachoty, Andhra Pradesh, India
Kadapa, NH-18, Kurnool Chittoor Highway, Rayachoty, Gurrappagari
Palli, Rayachoty, Andhra Pradesh 516269, India
Lat 14.038993°
Long 78.7489°
14/11/22 11:05 AM GMT +05:30



Rayachoty, Andhra Pradesh, India
Kadapa, NH-18, Kurnool Chittoor Highway, Rayachoty, Gurrappagari
Palli, Rayachoty, Andhra Pradesh 516269, India
Lat 14.039036°
Long 78.748902°
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Rayachoty, Andhra Pradesh, India

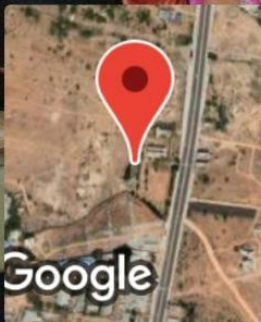
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Palli, Rayachoty, Andhra Pradesh 516269, India

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GOVERNMENT DEGREE COLLEGE, RAYACHOTY

KADAPA DISTRICT. (A.P)

A Certificate Course in Soft Skills

JAWAHAR KNOWLEDGE CENTER, GDC RAYACHOTY



JAWAHAR KNOWLEDGE CENTER



Creating Opportunities

Developing Skills

Unleashing Potential



Certificate Course in Soft Skills

DEPARTMENT OF ENGLISH

JAWAHAR KNOWLEDGE CENTER

2022-2023

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

14/11/22 to 24/12/22

MAM,

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

THANKING YOU MAM.


PRINCIPAL
GOVT. DEGREE COLLEGE
RAYACHOTY

YOURS SINCERELY

T VENKATA RAMANA

T. Venkata Ramana



GOVERNMENT COLLEGE, RAYACHOTY

Affiliated to Yogi Vemana University

Rayachoty - 517322



Date: 12/11/22

Circular

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

Subject: Certificate Course on " *soft skills*

Dear Sir/ Madam,

We are Pleased to announce a certificate course on " *Soft skills* to be
conducted at Government Degree College, Rayachoty. is a

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

Course Details:

Course Title:

Duration: 14/11/22 to 24/12/22 (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
RAYACHOTY

T. venkatramana
Yours Sincerely,



GOVERNMENT DEGREE COLLEGE, RAYACHOTY

KADAPA DISTRICT. (A.P)

A Certificate Course in Soft Skills

JAWAHAR KNOWLEDGE CENTER, GDC RAYACHOTY



1. Personality Development and Positive Attitude
2. SWOC Analysis
3. Listening Skills
4. Speaking Skills
5. Emotional Intelligence
6. Interpersonal Skills
7. Decision Making
8. Time Management
9. Leadership Skills
10. Telephone and email etiquette

1. **PERSONALITY DEVELOPMENT AND SOFT SKILLS** 2/E Paperback – 18 April 2016 by Barun Mitra
2. **Effective Communication Skills: A Practical Guide That Develops and Improves Your Way of Speaking Effectively in Relationships: In Work, in the Family and in the Life of a Couple**, Michael Cooper
3. **Personality Development and Communication Skills** for BBA By S.S Narula (August Reprint Edition).
4. **The First Book of Life Skills - 10 Ways to Maximize Your Personal and Professional Potential** (English, Paperback, James Larry)
5. **Personality Development And Soft Skills Preparing For Tomorrow** by Shikha Kapoor, Wiley India.

@@@

FEED BACK FORM

On
Certificate Course: on soft 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.

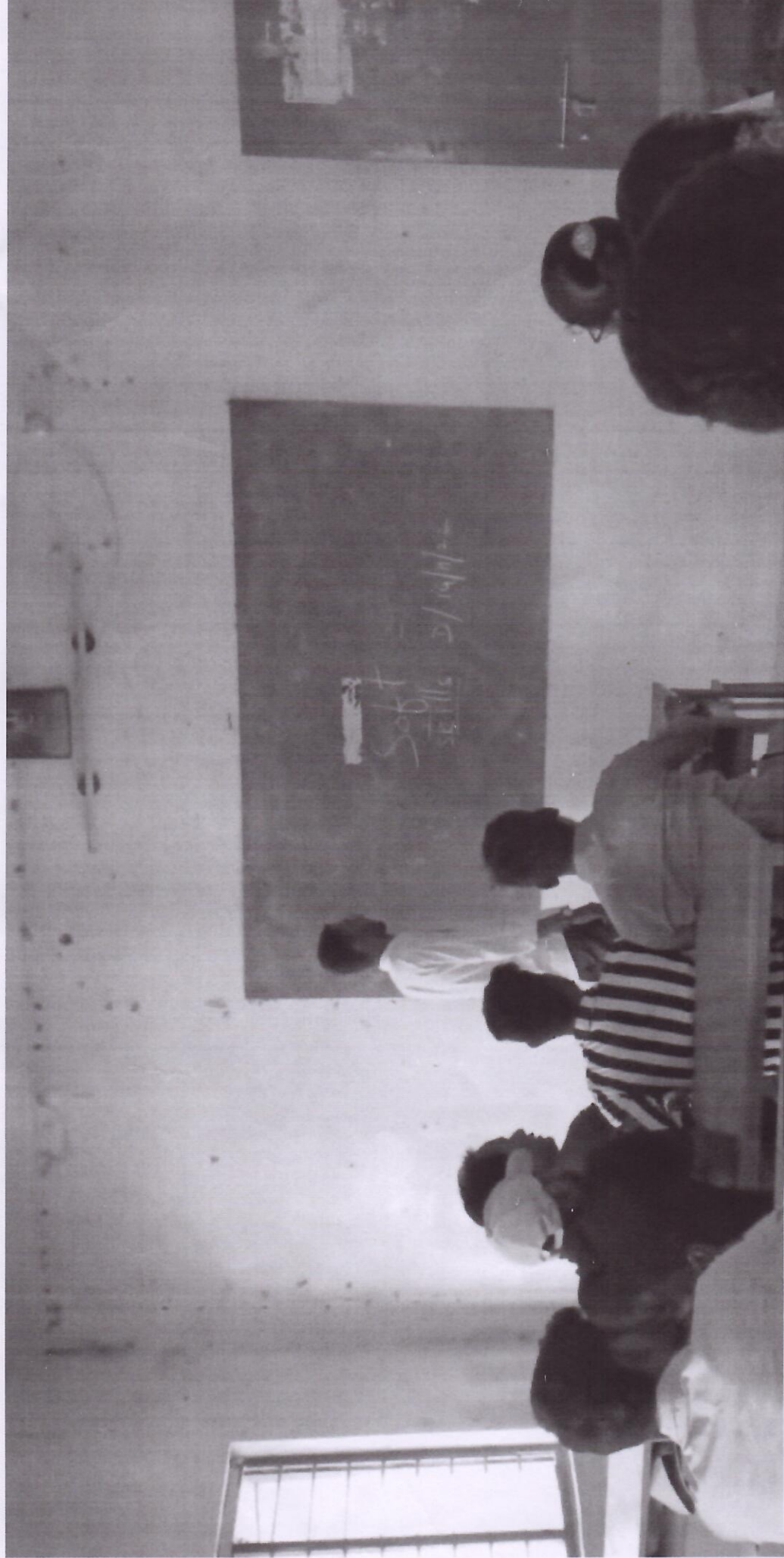
please indicate tick mark among optioned mentioned against each question.

Name of the student: S. M. Waf (optional)

Class: BA(HUP)

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 meet	<input checked="" type="checkbox"/>			
5.	Participation and interaction were encouraged		<input checked="" type="checkbox"/>		

Any other suggestions:



Rayachoty, Andhra Pradesh, India

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

Lat 14.038813° Long 78.749095°
14/11/22 10:21:29 AM



Sl.No.	Name of the Student	Signature
1	G PURUSHOTHAM	Purus hotham
2	M SUDHA RANI	M. sudha Rani
3	N GOPALA KRISHNA	N. Gopala kr. shda
4	SUNIL KUMAR	Sunil kumar
5	M SREENIVASULU	Sreenivasulu.
6	P VENKATA RAMANA	P. uentata ramana
7	T VEERABADHRA	T. ve. crada dhra
8	T AREYA	T. Areya
9	MA BAIG	MA BAIG
10	MU BAIG	mu Baig
11	N NASAREEN	N. Nagreen
12	P MOHAMED	P. Mohamed
13	S ALTHAF	S. ALthaf
14	SA BASHA	SA Basha
15	S APSANA	S. Apsana
16	S ATIYA	Satiya
17	S H BILAL	S. H. Bilal
18	S HAJEERA	S. Hajeera
19	S KARRISHMA	S. Karrishma
20	S MASIRA	S. Masira
21	S M D ARFAN	S. M. D. Arfan
22	S M BASHA	S. M. Basha
23	S MUNAF	S. Munaf
24	S RESHMA	S. Reshma
25	S RIZWAN	S. Rizwan
26	S SUMIYA	Sumiya
27	S WAJIDA	S. Wajida
28	S ABUBAKAR	S. Abubakar
29	ALIMA	Alima
30	S ALIMA	S. Alima

2022 వ సంవత్సరం 14/11/22 (NOV) 30th SKILLS

క్ర. సం.	అభ్యర్థి పేరు	శ్రేణి	1	2	3	4	5	6	7	8	9	10	11	12
1	G. Purushotham													
2	M. Sudhakarani													
3	M. Shabbir													
4	N. Ganga Krishna													
5	N. Sumeet Kumar													
6	P. Venkatesh Kumar													
7	T. Anjali													
8	M. Akhila Raj													
9	M. Usama Faraz													
10	M. Usama Faraz													
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25	S. Akhila Raj													
26	S. Somiya Kalyani													
27	S. Somiya													
28	S. Wajida Tabassum													
29	Abubakar S.													
30	S. Akhila Raj													
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ఉపాధ్యక్షుని సంతకం														

విద్యార్థుల హాజరు పట్టిక

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GOVERNMENT COLLEGE, RAYACHOTY

Affiliated to Yogi Vemana University

Rayachoty - 517311



CERTIFICATE


This certificate declares That M. Sudha Rani B.Com/

B.Sc/BA has successfully completed a certificate course of 30

hours in soft skills offered by department of English

from 14/11/22 to 24/12/22.

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


PRINCIPAL
GOVT. DEGREE COLLEGE
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: - 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

JKC Batch - I Registrations - 2022-23

SN O	Name of the Student	Gender	Social Status	Group (BA, Bcom, BSc)	Year of Studyin g	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	mukantidamodar@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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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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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	

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



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



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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 Soft Skills
JAWAHAR KNOWLEDGE CENTER, GDC RAYACHOTY



JAWAHAR KNOWLEDGE CENTER



Creating Opportunities

Developing Skills

Unleashing Potential



Certificate Course in Soft Skills

DEPARTMENT OF ENGLISH

JAWAHAR KNOWLEDGE CENTER

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

Soft Skills

MAM

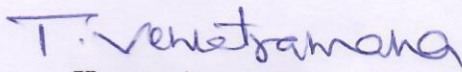
I am Interested to do Certificate Course on

15/9/2021 to 15/10/2021

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 - 517401



Date: 13/9/21

Circular

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

Subject: Certificate Course on " *soft skills*

Dear Sir/ Madam,

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

Course Details:

Course Title:

Duration: 15/9/21 to 15/10/21 (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


PRINCIPAL
GOVT. DEGREE COLLEGE
RAYACHOTY

T. venkatramana
Yours Sincerely,



GOVERNMENT DEGREE COLLEGE, RAYACHOTY

KADAPA DISTRICT. (A.P)

A Certificate Course in Soft Skills

JAWAHAR KNOWLEDGE CENTER, GDC RAYACHOTY



-
1. Personality Development and Positive Attitude
 2. SWOC Analysis
 3. Listening Skills
 4. Speaking Skills
 5. Emotional Intelligence
 6. Interpersonal Skills
 7. Decision Making
 8. Time Management
 9. Leadership Skills
 10. Telephone and email etiquette

1. **PERSONALITY DEVELOPMENT AND SOFT SKILLS 2/E** Paperback – 18 April 2016 by Barun Mitra
2. **Effective Communication Skills: A Practical Guide That Develops and Improves Your Way of Speaking Effectively in Relationships: In Work, in the Family and in the Life of a Couple,** Michael Cooper
3. **Personality Development and Communication Skills** for BBA By S.S Narula (August Reprint Edition).
4. **The First Book of Life Skills - 10 Ways to Maximize Your Personal and Professional Potential** (English, Paperback, James Larry)
5. **Personality Development And Soft Skills Preparing For Tomorrow** by Shikha Kapoor, Wiley India.

@@@

FEED BACK FORM

Certificate Course: ^{On} Soft Skills

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: B. Boulesu (optional)

Class: BZC

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	Signature
1	A HUSSAN	A. Hussan
2	A GANESH	A. Ganesh
3	B PRASAD	B. Prasad
4	B NAGA RAJU	B. Naga Raju
5	C KHADHAR	C. Khadhar
6	D KAVITHA	D. Kavitha
7	D BHANU	D. Bhanu
8	D SREEKANTH	D. Sreekanth
9	E ASHOK	E. Ashok
10	G RAMESH	G. Ramesh
11	K SIVA MANI	K. Siva Mani
12	M SATHEESH KUMAR	M. Satheesh Kumar
13	M R NAIDU	M. R. Naidu
14	M PEDDENNA	M. Peddenna
15	M MAHESH	M. Mahesh
16	M M RAMYA	M. M. Ramya
17	M ESWAR	M. Eswar
18	M NAGENDRA BABU	M. Nagendra
19	P VINASH	P. Vinash Babu
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. Balaraju
30	T SREENIVASULU	T. Sreenivasulu

		Signature
31	V SIVAIAH	V. Sivaiah
32	B B DASTHAGIRIMMA	B. Dasthagirima
33	P KHADAR	P. Khadar
34	R K SAMEERA	R.K. Sameera
35	S ARIF	S. Arif
36	S ARSHIYA	S. Arshiya
37	S BADULLA	S. Badulla
38	S HAMEED	S. Hameed
39	S IMTHIYAZ	S. Imthiyaz
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. Ruksana
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



GOVERNMENT COLLEGE, RAYACHOTY

Affiliated to Yogi Vemana University
Rayachoty - 517334



CERTIFICATE

This certificate declares That G. Sravani B.Com/
B.Sc/BA has successfully completed a certificate course of 30
hours in Soft skills offered by department of English
from 15/9/2021 to 15/10/2021.

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	V. 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. Praveenkumar
18	GONGATI PRAVEEN KUMAR	01-04-2002	BC-B	BSc BZC	9701296865	kumaracjari95012@gmail.com	956354607297	P. Praveen
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	V. Mahesh
21	VELAPALLI MAHESH	15-06-2002	BC-B	BSc MPCs	9959262955	gjc.rayachoty@gail.com	486819815256	V. Venkatesh Prasad
22	VANAM VENKATA PRASAD	13-06-2002	BC-A	BSc MPCs	8331805701	sad456@gmail.com	289962644184	G. Ansa
23	GADDAM APSA	07-06-2001	BC-E	BSc MPCs	9177973003	apsa.gaddam77@gmail.com	583758174908	G. S. Sathya Haran
24	GORENTLA SAI HARI HARAN	16-06-2002	BC-B	BSc MPCs	9505503861	gsaiharharan@yahoo.com	549904766054	M. Lalitha
25	MUKKAPALLI LALITHA	15-06-2000	BC-A	BSc MPCs	7288806894	lalitha14142@gamai.com	826778488799	G. Venkatesh Rajesh
26	GALAM VENKATA RAJESH	20-01-2000	BC-D	BSc MPCs	9618041053	rajesh20001053@gmail.com	564688760667	T. Chaitani
27	THARIGONDA DRUTHI	10-08-1997	BC-A	BSc MPCs	9494081492	druthi11@gmail.com	799239051521	P. Sudhanya
28	GANGAPURAM SUPRIYA	24-04-2002	SC	BSc MPCs	9440353250	gangapuramsupriya9440@gmail.com	798540882898	P. Rajarajasekhara
29	JAGILI RAJA SEKHAR	07-07-2002	BC-B	BSc MPCs	9133088511	rajasekharrajasekhar129@gmail.com	669472982187	S. Ashok Kumar
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

**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

Commissionerate of Collegiate Education JKC Monitoring Cell

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

**Commissionerate of Collegiate Education
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
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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
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**Commissionerate of Collegiate Education
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
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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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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

VALLEPU 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. 516269



Department of English

Soft Skills – 2020 - 21

Department	ENGLISH
Name of the activity conducted	SOFT Skills
Conducted date	07.11.2020
Resource persons details	T . Venkatramana
Name of the Co-Ordinator	T . Venkatramana
Name of the Lecturers involved	<ol style="list-style-type: none">1. B Sivamma2. M. Bhanu Prakash Reddy3. U. Prasad4. A Khaja Vice Khirni
No of students participated	30
Brief report of the Activity	<p>Soft Skills play an important role for achieving professional growth and employment. With the knowledge of soft skills, one stand out in a crowd of job seekers with even mediocre skill and talent. There is no doubt that hard skills i.e. Knowledge and technical expertise are prime requirement, for employability but without soft skills it becomes difficult for even highly talented people to comer a job. The most common traits asked by every prospective employer are positive work.</p>





GOVERNMENT DEGREE COLLEGE,

RAYACHOTY, KADAPA DISTRICT, A.P. 516269

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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.huzafa3929@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 Sivanima
6	KUDJUMU 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

**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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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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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
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2.1.1	About MS-Office
	MS-Word
2.1.2	Word Basics
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2.3.1	Powerpoint Basics
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MS-Access	
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3.6	Search Engine
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3.9	Using Electronic Mail(Email)
3.10	Social Media
3.11	What is Skype?
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4.1.	Scanners
4.2	Printers
4.3	Use Picture Manager
Unit V – Assignments	

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apcce.gov.in

GENERAL STUDIES SYLLABUS FOR JKC 30 hrs

IV. General Awareness on current affairs in

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Culture,

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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



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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





Department of English

Soft Skills – 2019 - 20

Department	ENGLISH
Name of the activity conducted	SOFT Skills
Conducted date	09.12.2019
Resource persons details	T . Venkatramana
Name of the Co-Ordinator	T . Venkatramana
Name of the Lecturers involved	1. B Sivamma 2. M. Bhanu Prakash Reddy 3. U. Prasad 4. A Khaja Vice Khirni
No of students participated	30
Brief report of the Activity	<p>Soft Skills play an important role for achieving professional growth and employment. With the knowledge of soft skills, one stand out in a crowd of job seekers with even mediocre skill and talent. There is no doubt that hard skills i.e. Knowledge and technical expertise are prime requirement, for employability but without soft skills it becomes difficult for even highly talented people to comer a job. The most common traits asked by every prospective employer are positive work.</p>



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online english




Colours

I can promise you one thing:
you won't regret your decision.

He left all of his money to his
best friend in the whole world:
his cat.

He left all of his money to his best friend
in the whole world: his cat.

Scientists Never Die
Happy National
Science Day



SSS
AS
Twin





GOVERNMENT DEGREE COLLEGE,

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(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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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.venkateswarluddegala@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. Simrani
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
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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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	

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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

SKC Batch-2019-20 OFFICE ATTENDANCE REGISTER OF ATTENDANCE

S.No	NAME	Designation	3																	
			1	2	3	4	5	6	7	8	9	10								
1	P. Sarwan Kumar		P	P	P	P	P	P	P	P										
2	K. Anandakrishna		P	P	P	P	P	P	P	P										
3	M. Raji Sathya		P	P	P	P	P	P	P	P										
4	M. Venkateswartha		P	P	P	P	P	P	P	P										
5	P. Karthik		P	P	P	P	P	P	P	P										
6	P. Sreedhar		P	P	P	P	P	P	P	P										
7	T. Venkatesh		P	P	P	P	P	P	P	P										
8	P. Venkatesh		P	P	P	P	P	P	P	P										
9	M. Sathya Kumar		P	P	P	P	P	P	P	P										
10	P. Venkatesh Ramana		P	P	P	P	P	P	P	P										
11	M. Kiran Kumar		P	P	P	P	P	P	P	P										
12	P. Raji		P	P	P	P	P	P	P	P										
13	P. Anandrasai		P	P	P	P	P	P	P	P										
14	P. Anandrasai		P	P	P	P	P	P	P	P										
15	P. Sathya Kumar		P	P	P	P	P	P	P	P										
16	S. Sathya Kumar		P	P	P	P	P	P	P	P										
17	S. Sathya Kumar		P	P	P	P	P	P	P	P										

Handwritten notes: 'Sunday' (circled), 'Dasara Holiday' (with arrow pointing to days 7-10), and 'Causality' (with arrow pointing to day 2).

REGISTER FOR THE MONTH OF

S.No	NAME	Designation	4																																		
			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				
1	P. Sarwan Kumar		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	P	
2	K. Anandakrishna		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	P	P
3	M. Raji Sathya		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	P	P
4	M. Venkateswartha		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	P	P
5	P. Karthik		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	P	P
6	P. Sreedhar		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	P	P
7	T. Venkatesh		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	P	P
8	P. Venkatesh		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	P	P
9	M. Sathya Kumar		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	P	P
10	P. Venkatesh Ramana		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	P	P
11	M. Kiran Kumar		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	P	P
12	P. Raji		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	P	P
13	P. Anandrasai		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	P	P
14	P. Anandrasai		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	P	P
15	P. Sathya Kumar		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	P	P
16	S. Sathya Kumar		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	P	P
17	S. Sathya Kumar		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	P	P

Handwritten notes: 'Sunday' (circled), 'Dasara Holiday' (with arrow pointing to days 7-10), and 'Causality' (with arrow pointing to day 2).



**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



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

JAWAHAR KNOWLEDGE CENTER

CERTIFICATE OF COMPLETION

This certificate is presented to

EGA GOPI

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



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

JAWAHAR KNOWLEDGE CENTER

CERTIFICATE OF COMPLETION

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

Lt. T Venkataramana
JKC Coordinator



Smt B. Sivamma
Principal



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

JAWAHAR KNOWLEDGE CENTER

CERTIFICATE OF COMPLETION

This certificate is presented to

PATHAN SUMAIYAH

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



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

JAWAHAR KNOWLEDGE CENTER

CERTIFICATE OF COMPLETION

This certificate is presented to

SHAIK SIMRAN

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



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

JAWAHAR KNOWLEDGE CENTER

CERTIFICATE OF COMPLETION

This certificate is presented to

SHAIK SABEEHA

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



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



Department of English

Soft Skills – 2018 - 19

Department	ENGLISH
Name of the activity conducted	SOFT Skills
Conducted date	03.12.2018
Resource persons details	T . Venkatramana
Name of the Co-Ordinator	T . Venkatramana
Name of the Lecturers involved	1. B Sivamma
No of students participated	30
Brief report of the Activity	<p>Soft Skills play an important role for achieving professional growth and employment. With the knowledge of soft skills, one stand out in a crowd of job seekers with even mediocre skill and talent. There is no doubt that hard skills i.e. Knowledge and technical expertise are prime requirement, for employability but without soft skills it becomes difficult for even highly talented people to comer a job. The most common traits asked by every prospective employer are positive work.</p>





GOVERNMENT COLLEGE, RAYACHOTY

Affiliated to Yogi Vemana University

Rayachoty - 516269



Date- 08.08.2018

Program on Communications and Soft Skills

A Program has been conducted on Communication and Soft Skills under department of JKC. Communications skills will play a vital role in Employment. Communication skill required proper understanding of language, basic words and sentence formation. If student have these three abilities, can easily achieve job.

Soft skills are like interview skills, in this there are lot number of skills under soft skills ex. Telephone Etiquette, Mail Communication Etiquette, Body Language, Facial Expressions, Common Sense. To achieve a good job in corporate sector, students require to know the soft skills.

Sri P. Sudheer Kumar, has explained the importance of Communication and Soft skills for Job Seekers and also conducted a small test for the students regarding Communication and Soft Skills.

No. of Students Attended: 45

