



Y.V.N.R GOVERNMENT DEGREE COLLEGE

KAIKALURU, KRISHNA DIST., A.P – 521333.

AFFILIATED TO KRISHNA UNIVERSITY

NAAC GRADE "B+" [GCPA 2.61]

JAWAHAR KNOWLEDGE CENTRE



18/09/23

Circular

It is hereby informed that a JKC batch for the second year students will be started from next Monday (on 25/09/2023). So, students of second year are informed to enroll for the JKC-Batch. In this regard a meeting will take place at Room NO.10, tomorrow at 4 PM

Chandil Kumar
JKC-Coordinator.

Principal
Y.V.N.R. Govt. Degree College
KAIKALURU-521 333, Eturu Dist

- 1
2. N.S. Dora
3. Gupta
4. ~~...~~
5. ~~...~~
6. ~~...~~
7. ~~...~~
8. ~~...~~
9. Ms. A
10. P.W.
11. ~~...~~
12. ~~...~~
13. ~~...~~
14. ~~...~~

1	B. Sindhu (General)	X	X
2	M.d. Rizwana (II)	X	X
3	T. Leelavathi (II)	X	X
4	A. Ashok kumar (II)	X	X
5	Th Sni Kodhanda Ramulu	X	X
6	K. Siddu (II)	X	X
7	A. Hima Bindhu (II)	X	X
8	CH. Hema (II)	X	X
9	G. Sony (II)	X	X
10	B. Gayathri (II)	X	X
11	T. Sandhya Sni (II)	X	X
12	V. Samatha shalini (II)	X	X
13	K. Sailasa (II)	X	X
14	M. Mounika (II)	X	X
15	K. smiely (Computer)	X	X
16	CH. Sravanthi (II)	X	X
17	K. Keerthi (II)	X	X
18	G. Gowthami (II)	X	X
19	SD. Shakira (II)	X	X
20	P. Jahnvi (II)	X	X
21	B. Roja (II)	X	X
22	P. Naga Raju (II)	X	X
23	N. Anand (II)	X	X
24	I. Rishith Babu (II)	X	X
25	J. Murali Ganesh (II)	X	X
26	Saidu Mashe (II)	X	X
27	S. Neha Rakesh (II)	X	X
28	Saidu Ravi kumar (II)	X	X
29	P. Tanvi kumar (II)	X	X
30	K. Bunny (II)	X	X



Government of Andhra Pradesh
Commissionerate of Collegiate Education



Jawahar Knowledge Center

Creating Opportunities

Developing Skills

Unleashing Potential

Y.V.N.R. GOVERNMENT DEGREE COLLEGE

KAIKALURU

SYLLABUS

Duration of the course: 3 Months (180 hrs)

Soft Skills:

(30 Hrs)

An Overview, Know Yourself, SWOT Analysis, Goal Setting, Positive Attitude, Body Language, Interpersonal Skills, Time Management, Presentation Skills, Just a Minute (JAM) Activities, Team Dynamics, Group Discussion, Etiquette of Telephone, e-mail and SMS, Interview Skills, Preparation for Examinations.

Analytical Skills:

(50 Hrs)

Arithmetic, BODMAS, Fractions and Decimals, Algebraic Formulae, Divisibility Rules, LCM & HCF, Ratios & Proportion, Percentages, Profit & Loss, Data Analysis, Data Interpretation, Simple Interest, Compound Interest, Averages, Problems on Ages, Time & Distance, Time & Work, Problems on Trains, Permutations and Combinations, Probability, Areas, Volumes, Surface Areas, Verbal Reasoning, Number Series, Number Analogy, Odd Man Out, Coding & Decoding, Blood Relations, Direction Sense Test, Seating Arrangement, Problems solving Techniques and Logical Reasoning, Ranking and Time Sequence Test, Mathematical Operations, Clocks, Calendars, Non-Verbal Reasoning, Series, Mirror Images and Water Images, Incomplete Figure Patterns, Figure matrix, Logical Venn Diagrams, Matrices & Surds, Quadratic Equations, Coordinate Geometry and Trigonometry, Differentiation, Decision Making.

Communication Skills:**(50 Hrs)**

Self-Introduction, Be', 'Do' and 'Have' Forms, Modal Auxiliaries – I, Modal Auxiliaries – II, Question Tags, Simple Present Tense, Present Progressive Tense, Present Perfect and Present Perfect Progressive Tense, Simple Past : Questions and Negative, Simple Past and Present Perfect Tense, Simple Past and Past Progressive Tenses, The Future Time, Concord, Conditional Clauses, Voice, Reported Speech, Articles, Adjectives, Comparison of Adjectives, Prepositions, Use of Conjunctions in Simple, Compound and Complex Sentences, Speaking Skills, Vowel Sound, Consonant Sounds, Neutralization of Accent, Change of Speech Patters, Voice Based Efficiency, Making polite Requests, Asking for and giving permissions, Offering, Accepting and Denying Help, Asking for and Giving Directions, Extending Invitations, Expressing Sympathy, Agreeing and Disagreeing, Making Complaints, Reading Skills, Synonyms, Antonyms, Idiomatic Expressions, One Word Substitutes, Reading Skills-I (Skimming and Scanning), Reading Skills-II, Reading Skills-III, Reading Skills-IV, Reading Comprehension, Writing Skills' Paragraph Writing, Essay Writing, Note Making, Precis Writing, Resume Writing.

Computer Skills:**(50 Hrs)**

Unit I - Computer Fundamentals, what is computer, Features of computer, Computer Generations, Types of Computers, Applications of Computers, Input/Output Devices, Computer's Memory, Computer Software, Windows, Windows desktop b. Start Menu d. Using Paint e. Using word Pad

Unit II- MS-Office: About MS-Office, MS-Word, Word Basics, Features of Word, starting with MS-Word, Components of MS-Word, File Menu, a. New b. Save c. Page Setup d. Print preview e. Selecting Text and Graphics.

Edit Menu: a. Undo/ Redo b. Copy and Paste c. Find/ Replace, Headers and Footers, Insert Menu, Format Menu, Mail Merge, Table Menu, MS-Excel, Excel Basics, Excel Components, Entering Data, Data Types, Working with Cells, File Menu, Edit Menu, Creating a Chart, Functions and Formulae, Data Menu, Ms-Power Point, PowerPoint Basics, Ready- Made slide layout scheme

File Menu: Creating a presentation, a. using auto content wizard b. using a design template c. using blank presentation, Insert Menu, Format Menu, Slide Show, MS-Access, Access Basics, Components, Data Types in MS-Access, Database Creation, Table Creation, Forms, Query, Reports,

Unit III - Internet Skills, Introduction, Internet, How can I get connected at Home, Web Site, Web Browser, Search Engine, On-line Forms Rail Journey, On-line Shopping using Flip Kart, Using Electronic Mail (Email), Social Media, What is Skype? Google Drives, What are Google Docs, Sheets and Slides

Unit IV - Using Printer and Scanner, Scanners, Printers, Use Picture Manager.



PRINCIPAL
Y.V.N.R. Govt. Degree College
KAIKALURU-521 333, Krishna Dist.,

నెల November
సంవత్సరము 2023

Pupils Attendance Regis

1	2	3	4	T F S					5	T
				1	2	3	4	5		

సంఖ్య	పేరు	1	2	3	4	5	6	7	8	9
1	B. Sindhu (Genaral)	X	X	X	X		X	X	X	X
2	Md. Ritwana	X	a	X	X		X	a	X	a
3	T. Leelanathi	a	X	a	X		a	X	X	X
4	A. Ashok Kumar	X	a	X	X		X	X	X	X
5	T. Sri Kodanda Rama	X	X	a	X		X	a	X	X
6	K. Siddu	X	X	X	X		X	X	X	X
7	A. Himabindhu	X	X	a	a		X	X	X	X
8	Ch. Hema	X	X	X	X		a	X	X	X
9	G. Sony	a	X	X	a		X	X	a	a
10	B. Gayathri	X	X	X	X		X	X	X	a
11	I. Sandhya Sri	X	X	X	a		X	a	X	X
12	N. Saravathi Shalini	X	X	X	X		X	X	X	X
13	K. Sailaja	X	X	X	a		a	X	X	a
14	M. Mounika	a	X	X	X		X	X	a	X
15	K. Smiley (Computer)	X	X	a	X		X	X	X	X
16	Ch. Sravanthi	X	X	X	X		X	X	X	a
17	K. Keerthi	X	a	X	X		X	X	a	X
18	G. Gowthami	X	X	X	a		X	X	X	X
19	sd. Sukisa	X	X	X	a		a	X	X	X
20	f. Jahanavi	X	X	X	X		X	X	X	X
21	B. Raja	X	X	X	X		X	X	X	X
22	P. Naga Raju	a	X	X	X		X	X	X	X
23	N. Anand	X	X	a	X		a	X	X	X
24	I. Rishith Babu	X	X	X	X		X	X	X	X
25	J. Musali Ganesh	X	X	X	X		X	X	X	a
26	Saidu Mashe	a	X	X	X		X	a	X	X
27	N. Sneha Rakesh	X	X	a	X		X	X	X	X
28	Saidu Ravikumar	X	a	X	X		a	X	X	X
29	P. Tanuj Kumar	X	X	X	a		X	a	X	X
30	K. Bunny	X	X	X	X		X	X	a	X

SONDAPETA

ఉదయము హాజరు : బాలురు బాలికలు

ఉపాధ్యాయుని సంతకం

సాయంత్రం హాజరు : బాలురు బాలికలు

ఉపాధ్యాయుని సంతకం

(Handwritten signatures and marks)

అడ్మిషన్ నెంబరు	వ. నెం.	పేరు	కులము								
			1	2	3	4	5	6	7	8	9

1	B. Sindhu (General)	X	X	X	X	X	X	X	X	X	X	X	X	X
2	M.d. Rizwana (II)	X	X	X	X	X	X	X	X	X	X	X	X	X
3	T. Leelavathi (II)	X	X	X	X	X	X	X	X	X	X	X	X	X
4	A. Ashok kumar (II)	X	X	X	X	X	X	X	X	X	X	X	X	X
5	Th Sni Kodhanda Ramali	X	X	X	X	X	X	X	X	X	X	X	X	X
6	K. Siddu (II)	X	X	X	X	X	X	X	X	X	X	X	X	X
7	A. Hima Bindhu (II)	X	X	X	X	X	X	X	X	X	X	X	X	X
8	CH. Hema (II)	X	X	X	X	X	X	X	X	X	X	X	X	X
9	G. Sony (II)	X	X	X	X	X	X	X	X	X	X	X	X	X
10	B. Gayathri (II)	X	X	X	X	X	X	X	X	X	X	X	X	X
11	T. Sandhya sri (II)	X	X	X	X	X	X	X	X	X	X	X	X	X
12	V. Samatha shalini (II)	X	X	X	X	X	X	X	X	X	X	X	X	X
13	K. Sailasa (II)	X	X	X	X	X	X	X	X	X	X	X	X	X
14	M. MOUNIKA (II)	X	X	X	X	X	X	X	X	X	X	X	X	X
15	K. smiely (Computer)	X	X	X	X	X	X	X	X	X	X	X	X	X
16	CH. Sravanthi (II)	X	X	X	X	X	X	X	X	X	X	X	X	X
17	K. Keerthi (II)	X	X	X	X	X	X	X	X	X	X	X	X	X
18	G. Gowthami (II)	X	X	X	X	X	X	X	X	X	X	X	X	X
19	SD. shalira (II)	X	X	X	X	X	X	X	X	X	X	X	X	X
20	P. Jahnvi (II)	X	X	X	X	X	X	X	X	X	X	X	X	X
21	B. Roja (II)	X	X	X	X	X	X	X	X	X	X	X	X	X
22	P. Naga Raju (II)	X	X	X	X	X	X	X	X	X	X	X	X	X
23	N. Anand (II)	X	X	X	X	X	X	X	X	X	X	X	X	X
24	J. Rishith Babu (II)	X	X	X	X	X	X	X	X	X	X	X	X	X
25	J. Murali Ganesh (II)	X	X	X	X	X	X	X	X	X	X	X	X	X
26	Saidu Moshe (II)	X	X	X	X	X	X	X	X	X	X	X	X	X
27	S. Neha Rakesh (II)	X	X	X	X	X	X	X	X	X	X	X	X	X
28	Saidu Ravi kumar (II)	X	X	X	X	X	X	X	X	X	X	X	X	X
29	P. Tanvi kumar (II)	X	X	X	X	X	X	X	X	X	X	X	X	X
30	K. Bunny (II)	X	X	X	X	X	X	X	X	X	X	X	X	X

SUNDAY
 CYCLONE HOLIDAY
 SECOND SATURDAY

ఉదయము హాజరు : బాలురు బాలికలు

ఉపాధ్యాయుని సంతకం

సాయంత్రం హాజరు : బాలురు బాలికలు

ఉపాధ్యాయుని సంతకం

Brief Report of JKC Batch -(2023-24)

Kaikaluru

The first batch of JKC Training was started on the 25th September, 2023 in order to train the student for improving their communication, reasoning and computer skills. To start the programme, Mr. P. Ravi Kumar, Co-coordinator, JKC, Y.V.N.R. Govt Degree College, Kaikaluru, called for the registrations from the interested students. The first batch for the academic year of 2023-24 was begun with the students 30 in number. The class work for the batch was commenced on the 25th of September 2023 and ended on the 31st, December 2023.

Mr. P.Ravi Kumar, Lecturer in English, Smt. C. Gousiya Sulthana, Lecturer in Mathematics, and Mr. T. Jaya Krishna, Faculty in Computer Science, 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, Dr. B. Raghunatha Reddy.



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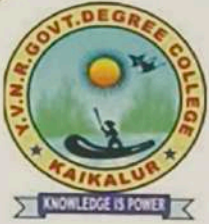
Certificate of Completion

This is to certify that Mr/ Ms CH. HEMA
S/o / D/o SATYANARAYANA Class III BCOM (COED)
Registered No 212924006706 has successfully completed JKC TRAINING
through Jawahar Knowledge Centre (JKC), a course of 180 hours during the Academic
Year 2023-24

JKC CO-ORDINATOR



PRINCIPAL



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JAWAHAR KNOWLEDGE CENTRE



Certificate of Completion

This is to certify that Mr/ Ms B. SINDHU.
S/o / D/o B. SRI RANA Choudhury Class II B con (Gen)
Registered No 2129240067003 has successfully completed JKC TRAINING
through Jawahar Knowledge Centre (JKC), a course of 180 hours during the Academic
Year 2023-24


JKC CO-ORDINATOR




PRINCIPAL