



**GOVERNMENT DEGREE COLLEGE,
CHEBROLE**

Guntur District, Andhra Pradesh, Pin 522212

Affiliated to Acharya Nagarjuna University

Email: jkc.chebrole@gmail.com

Phone No. 08644-254221



**BRIEF REPORT ON
TRAINING PROGRAMMES
CONDUCTED
BY
JAWAHAR KNOWLEDGE CENTER (JKC)
OF
GOVERNMENT DEGREE COLLEGE, CHEBROLE
ACADEMIC YEAR
2018 – 2019**



**JAWAHAR KNOWLEDGE CENTER (JKC)
OF
GOVERNMENT DEGREE COLLEGE, CHEBROLE**



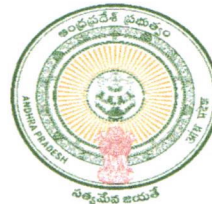
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Phone No. 08644-254221



JAWAHAR KNOWLEDGE CENTER (JKC) BRIEF REPORT FOR THE YEAR 2018-19

Objective of the Course:

- The Course helps the students to prepare for various to prepare various competitive examinations while enhancing their creating thinking abilities.

Brief Report:

Jawahar Knowledge Centre (JKC) was established in this Government Degree College, Chebrole, Guntur district in 2010, to provide training programmes to enhance various skills viz., Soft Skills, Language and Communication Skills, Analytical Skill, ICT/Computing skills for all the students of our college so that they can face all challenges in various interview. The Commissioner of Collegiate Education, Government of Andhra Pradesh has allotted one Full Time Mentor for conduct of these skill enhancement training programme classes and Sri S. Lakshmana Rao has been appointed to this Government Degree College, Chebrole, Guntur district, Andhra Pradesh since 2012.

The *Jawahar Knowledge Center* (JKC) of Government *Degree College, Chebrole* organized a course on Language and Communication Skills, Analytical Skills, Soft Skills and ICT / Computing Skills during the *academic year 2018-19* in *03 batches*.

For every batch, duration of training on various topics is as follows.

S.No.	Topic	No. of hours allotted
1	Communication Skills	60 hours
2	Soft Skills	60 hours
3	Analytical Skills	60 hours
4	Digital Skills	60 hours
	TOTAL	240 hours

The duration of the course for Batch-I was Two Hundred Forty hours and Course was conducted from 01-05-2018 to 31-07-2018, thirty students registered and completed the course successfully.

The duration of the course for Batch-II was Two Hundred Forty hours and Course was conducted from 01-08-2018 to 30-11-2018, thirty students registered and completed the course successfully.

The duration of the course for Batch-III was Two Hundred Forty hours and Course was conducted from 01-12-2018 to 28-02-2019, Thirty one students registered and completed the course successfully.

B. S. Ch.
Lecturer in.....
Govt. Degree College
Chebrole-522 212.

A. N. C.
Co-Ordinator
I.Q.A.C.,
Govt. Degree College
Chebrole, Guntur (Dt.)

P. V. Kali S.
PRINCIPAL
GOVT. DEGREE COLLEGE
CHEBROLE, Guntur Dt. (A.P.)



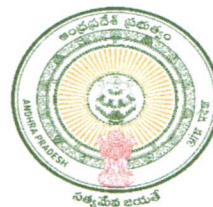
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Course Outcomes:

- Upon the successful completion of the course students were familiar with Analytical Skills, Verbal Reasoning, Non-Verbal Reasoning, Communication Skills, Soft Skills and Computer Skills.

S. No	Batches	Period From-To	Description	No. of Students Benefited
1	Batch-I	01-05-2018 to 31-07-2018	Completed Training programme on 'Soft skill, Language and Communication Skills, Analytical Skill, and ICT/Computing skills' Conducted by Jawahar Knowledge Center (JKC) of Government Degree College, Chebrole	30
2	Batch- II	01-08-2018 to 30-11-2018	Completed Training programme on 'Soft skill, Language and Communication Skills, Analytical Skill, and ICT/Computing skills' Conducted by Jawahar Knowledge Center (JKC) of Government Degree College, Chebrole	40
3	Batch-III	01-12-2018 to 28-02-2019	Completed Training programme on 'Soft skill, Language and Communication Skills, Analytical Skill, and ICT/Computing skills' Conducted by Jawahar Knowledge Center (JKC) of Government Degree College, Chebrole	30

[Signature]
Lecturer In-charge
Govt. Degree College
Chebrole-522 212.

[Signature]
Co-Ordinator
I.Q.A.C.,
Govt. Degree College
Chebrole, Guntur (Dt.)

[Signature]
PRINCIPAL
GOVT. DEGREE COLLEGE
CHEBROLE. Guntur Dt. (A.P.)



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JAWAHAR KNOWLEDGE CENTER (JKC)

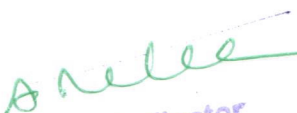
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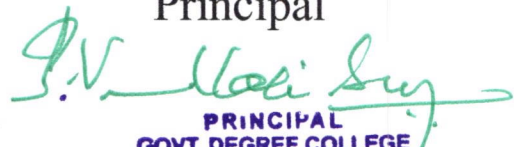
Chebrole,
Date: 24-04-2018.

This is to inform all the students that the following JKC Batches will commence as follows for the academic year 2018-19. The interested Students may contact JKC Coordinator or JKC Full Time Mentor for further information.

S.No	Batch	Starting Date of Batch
1	I	01-05-2018
2	II	01-08-2018
3	III	01-12-2018


Lecturer In Charge
Govt. Degree College
Chebrole-522 212.


Co-Ordinator
I.Q.A.C.,
Govt. Degree College
Chebrole, Guntur (Dt.)

Principal

PRINCIPAL
GOVT. DEGREE COLLEGE
CHEBROLE, Guntur Dt. (A.P.)



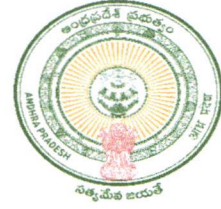
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JAWAHAR KNOWLEDGE CENTER (JKC)

BATCH-I STUDENT DETAILS 2018-19 (01-05-2018 To 31-07-2018)

LIST OF REGISTERED STUDENTS

S.No	Registration_Id	Student Name	Course
1	12810jkc2018BatchI17018680	Karumuri Arun Kumar	BA(HEP)
2	12810jkc2018BatchI17018682	Keluth Kesavulu Nayak	BSc(MPC)
3	12810jkc2018BatchI17018684	Koduru Raju	BCom(REG)
4	12810jkc2018BatchI17018685	Karumuri Vasu	BCom(REG)
5	12810jkc2018BatchI17018687	Thydula Moshe	BCom(REG)
6	12810jkc2018BatchI17018688	Penumolu Pradeep Chandra	BCom(REG)
7	12810jkc2018BatchI17018691	Lingabathuni Kumaraswami	BSc(MPC)
8	12810jkc2018BatchI17018693	Kandru Pavan Kumar	BSc(MPC)
9	12810jkc2018BatchI17018695	Jonnalagadda Abhiram	BSc(MPC)
10	12810jkc2018BatchI17018697	Katikala Maneesh	BSc(MPC)
11	12810jkc2018BatchI17018698	Marapaka Prasad	BSc(MPCs)
12	12810jkc2018BatchI17018700	Nalakurthi Vamsi Krishna	BCom(REG)
13	12810jkc2018BatchI17018701	T Maneesha	BCom(REG)
14	12810jkc2018BatchI17018702	Yepuri Sujatha	BCom(Computers)
15	12810jkc2018BatchI17018703	Mocherla Krupasekar	BCom(Computers)
16	12810jkc2018BatchI17018704	Devarakonda Ramana	BCom(REG)
17	12810jkc2018BatchI17018705	Kotte Nareshbabu	BCom(Computers)

18	12810jkc2018BatchI17018706	Devarakonda Ramya	BCom(REG)
19	12810jkc2018BatchI17018707	Devarapalli Deepika	BSc(MPC)
20	12810jkc2018BatchI17018708	Kondru Sneha	BCom(Computers)
21	12810jkc2018BatchI17018709	Kotte Suresh Babu	BCom(REG)
22	12810jkc2018BatchI17018710	Konfamudi Mounika	BA(HEP)
23	12810jkc2018BatchI17018711	Arigela Anil Kumar	BA(HEP)
24	12810jkc2018BatchI17018712	Burri Rakesh	BA(HEP)
25	12810jkc2018BatchI17018713	Marella Santhiraju	BA(HEP)
26	12810jkc2018BatchI17018775	Turla Madhu Babu	BA(HEP)
27	12810jkc2018BatchI17018777	Rapuri Siva Pavani	BSc(MPC)
28	12810jkc2018BatchI17018903	Doddaka Venkata Satya Narayana	BCom(REG)
29	12810jkc2018BatchI17018905	Sk Subhani	BA(HEP)
30	12810jkc2018BatchI17018907	Katari Hemanth	BSc(MPC)

B. S. S.
Lecturer In.....
Govt. Degree College
Chebrolu-522, 212.

S. S. S.
Co-Ordinator
I.Q.A.C.,
Govt. Degree College
Chebrolu, Guntur (Dt.)

P. V. U. S. S.
PRINCIPAL
GOVT. DEGREE COLLEGE
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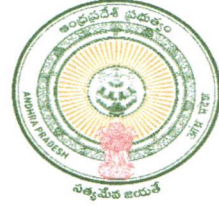
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JAWAHAR KNOWLEDGE CENTER (JKC)

BATCH-I STUDENT DETAILS 2018-19 (01-05-2018 To 31-07-2018)

PHOTO GALLERY



B. S. Kumar
Lecturer in.....
Govt. Degree College
Chebrole-522 212.

P. V. N. Venkatesh
PRINCIPAL
GOVT. DEGREE COLLEGE
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**JAWAHAR KNOWLEDGE CENTER (JKC)
COMPLETION CERTIFICATE FOR BATCH – 1
2018-19**

Jawahar Knowledge Center (JKC) was established in this Government Degree College, Chebrole, Guntur district in 2010, to provide training programmes to enhance various skills viz., Soft Skills, Language and Communication Skills, Analytical Skill, ICT/Computing skills for all the students of our college so that they can face all challenges in various interview.

The Commissioner of Collegiate Education, Government of Andhra Pradesh has allotted one Full Time Mentor for conduct of these skill enhancement training programme classes and Sri S. Lakshmana Rao has been appointed to this Government Degree College, Chebrole, Guntur district, Andhra Pradesh since 2012.

The *Jawahar Knowledge Center* (JKC) of *Government Degree College, Chebrole* completed course on 'Language and Communication Skills, Analytical Skills, Soft Skills and ICT / Computing Skills' during the *academic year 2018-19* for Batch -1 as detailed below.

S. No	Batches	Period From-To	Description	No. of Students Benefited
1	Batch-I	01-05-2018 to 31-07-2018	Completed Training programme on 'Soft skill, Language and Communication Skills, Analytical Skill, and ICT/Computing skills' Conducted by Jawahar Knowledge Center (JKC) of Government Degree College, Chebrole	30

B. J. Rao
Lecturer in.....
Govt. Degree College
Chebrole-522 212.

A. R. Rao
Co-Ordinator
I.Q.A.C.,
Govt. Degree College
Chebrole, Guntur (Dt.)

P. V. Lakshmi Rao
PRINCIPAL
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JAWAHAR KNOWLEDGE CENTER (JKC)

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Chebrole,
Date: 24-04-2018.

This is to inform all the students that the following JKC Batches will commence as follows for the academic year 2018-19. The interested Students may contact JKC Coordinator or JKC Full Time Mentor for further information.

S.No	Batch	Starting Date of Batch
1	I	01-05-2018
2	II	01-08-2018
3	III	01-12-2018

[Signature]
Lecturer In.....
Govt. Degree College
Chebrole-522 212.

[Signature]
Co-Ordinator
I.Q.A.C.,
Govt. Degree College
Chebrole, Guntur (Dt.)

Principal

[Signature]
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JAWAHAR KNOWLEDGE CENTER (JKC)

BATCH-II STUDENT DETAILS 2018-19 (01-08-2018 To 30-11-2018)

LIST OF REGISTERED STUDENTS

S.No	Registration_Id	Student Name	Course
1	12810jkc2018BatchII17024957	Karumuri Vennela	BCom(REG)
2	12810jkc2018BatchII17024958	Kota Renuka	BCom(REG)
3	12810jkc2018BatchII17024959	Bokkisam Lakshmi Tirupathamma	BA(HEP)
4	12810jkc2018BatchII17024960	Rachakonda Sowjanya	BCom(REG)
5	12810jkc2018BatchII17024962	Somana Leelavathi	BCom(REG)
6	12810jkc2018BatchII17024963	SK Kousar Mubeen	BSc(MPCs)
7	12810jkc2018BatchII17024965	N Nagalakshmi	BSc(MPC)
8	12810jkc2018BatchII17024966	G Poornanjali	BSc(MPCs)
9	12810jkc2018BatchII17024968	P Rupavathi	BSc(MCCs)
10	12810jkc2018BatchII17024969	Suda Sukanya	BSc(MPCs)
11	12810jkc2018BatchII17024975	Shaik Moulali	BCom(REG)
12	12810jkc2018BatchII17024976	Katari Kamala	BSc(MPCs)
13	12810jkc2018BatchII17024977	Venigalla Nireekshana	BSc(MPC)
14	12810jkc2018BatchII17024979	Sk Nagulmeeravali	BCom(REG)
15	12810jkc2018BatchII17024980	P Pradeep	BSc(MPC)
16	12810jkc2018BatchII17025207	K Padmavathi	BSc(MPC)
17	12810jkc2018BatchII17025209	Oleti Jyothsna	BSc(MPC)

18	12810jkc2018BatchIII17025210	Shaik Rabbani	BSc(MPC)
19	12810jkc2018BatchIII17025212	Chintalapudi Srinivas	BSc(MPC)
20	12810jkc2018BatchIII17025214	Chinni Sridevi	BCom(REG)
21	12810jkc2018BatchIII17025216	Yenugula Lakshmi	BCom(REG)
22	12810jkc2018BatchIII17025218	Gumma Govindu	BA(HEP)
23	12810jkc2018BatchIII17025220	Panidepu Bharatbabu	BA(HEP)
24	12810jkc2018BatchIII17025221	Shola Gopala Krishna	BA(HEP)
25	12810jkc2018BatchIII17025223	Mudraboina Bhavaniparasad	BCom(REG)
26	12810jkc2018BatchIII17025224	Doddaka Nagaraju	BA(HEP)
27	12810jkc2018BatchIII17025226	Madana Rudra Reddy	BCom(REG)
28	12810jkc2018BatchIII17025228	D Umamaheswararao	BA(HEP)
29	12810jkc2018BatchIII17025229	Maraka Sai Kumar	BA(HEP)
30	12810jkc2018BatchIII17025231	Mummaleti Gopikrishna	BA(HEP)
31	12810jkc2018BatchIII17025821	Parasaram Saisrinadh	BCom(REG)
32	12810jkc2018BatchIII17025825	Shaik Subhani	BCom(REG)
33	12810jkc2018BatchIII17025826	M Rajasekhar	BSc(MPC)
34	12810jkc2018BatchIII17025983	P Vinod Kumar	BSc(MPC)
35	12810jkc2018BatchIII17025987	Choppara Koteswara Rao	BA(HEP)
36	12810jkc2018BatchIII17025988	Ch Veenus	BSc(MPC)
37	12810jkc2018BatchIII17025991	S Nagamalleswararao	BA(HEP)
38	12810jkc2018BatchIII17025996	K Eswararao	BA(HEP)
39	12810jkc2018BatchIII17025999	T Prasanna Kumar	BA(HEP)
40	12810jkc2018BatchIII17026003	Guduru Vignesh Babu	BCom(REG)

B.S.
Lecturer in.....
Govt. Degree College
Chebrole-522 212.

A. S. Rao
Co-Ordinator
I.Q.A.C.,
Govt. Degree College
Chebrole, Guntur (Dt.)

P.V. Udaya
PRINCIPAL
GOVT. DEGREE COLLEGE
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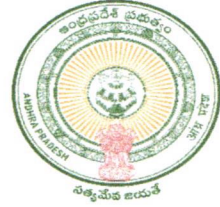
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JAWAHAR KNOWLEDGE CENTER (JKC) BATCH-II STUDENT DETAILS 2018-19 (01-08-2018 To 30-11-2018) PHOTO GALLERY



B. S. Kumar
Lecturer in.....
Govt. Degree College
Chebrole-522 212.

P. V. Chaitanya
PRINCIPAL
GOVT. DEGREE COLLEGE
CHEBROLE, Guntur Dt. (A.P.)



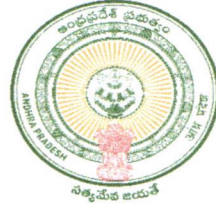
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Phone No. 08644-254221



JAWAHAR KNOWLEDGE CENTER (JKC) COMPLETION CERTIFICATE FOR BATCH – II 2018-19

Jawahar Knowledge Center (JKC) was established in this Government Degree College, Chebrole, Guntur district in 2010, to provide training programmes to enhance various skills viz., Soft Skills, Language and Communication Skills, Analytical Skill, ICT/Computing skills for all the students of our college so that they can face all challenges in various interview.

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The *Jawahar Knowledge Center* (JKC) of *Government Degree College, Chebrole* completed course on 'Language and Communication Skills, Analytical Skills, Soft Skills and ICT / Computing Skills' during the *academic year 2018-19* for Batch -II as detailed below.

S. No	Batches	Period From-To	Description	No. of Students Benefited
1	Batch-II	01-08-2018 to 30-11-2018	Completed Training programme on 'Soft skill, Language and Communication Skills, Analytical Skill, and ICT/Computing skills' Conducted by Jawahar Knowledge Center (JKC) of Government Degree College, Chebrole	30

Bar
Lecturer In.....
Govt. Degree College
Chebrole-522 212.

Ano
Co-Ordinator
I.Q.A.C.,
Govt. Degree College
Chebrole, Guntur (Dt.)

P.V. Narasimha
PRINCIPAL
GOVT. DEGREE COLLEGE
CHEBROLE, Guntur Dt. (A.P.)



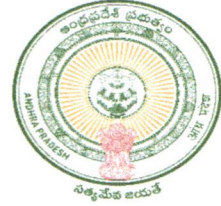
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Chebrole,

Date: 24-04-2018.

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S.No	Batch	Starting Date of Batch
1	I	01-05-2018
2	II	01-08-2018
3	III	01-12-2018

Principal


PRINCIPAL
GOVT. DEGREE COLLEGE
CHEBROLE, Guntur Dt. (A.P.)



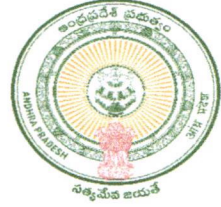
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JAWAHAR KNOWLEDGE CENTER (JKC)
BATCH-III STUDENT DETAILS 2018-19 (01-12-2018 To 28-02-2019)
LIST OF REGISTERED STUDENTS

S.No	Registration_Id	Student Name	Course
1	12810jkc2018BatchIII17029036	Palaparthi Surya Prakash	BA(HEP)
2	12810jkc2018BatchIII17029042	Atla Gopi Reddy	BA(HEP)
3	12810jkc2018BatchIII17029048	Movva Alekya	BA(HEP)
4	12810jkc2018BatchIII17029053	Yamarthileelendra Vinny	BA(HEP)
5	12810jkc2018BatchIII17029058	Birudu Ruthu	BCom(REG)
6	12810jkc2018BatchIII17029062	Bavanasi Ramesh	BA(HEP)
7	12810jkc2018BatchIII17029075	Pakanati Sirisha	BSc(MPC)
8	12810jkc2018BatchIII17029081	Sayad Shareef	BCom(Computers)
9	12810jkc2018BatchIII17029086	Epuri Jayakumar	BCom(Computers)
10	12810jkc2018BatchIII17029090	Sowpati Vamsi	BCom(REG)
11	12810jkc2018BatchIII17029097	Ravuri Hema Shanmuka Sai Ragava	BCom(REG)
12	12810jkc2018BatchIII17029101	Ganepalli Venkatesh	BCom(REG)
13	12810jkc2018BatchIII17029106	Ravuri Ramkumar	BCom(REG)
14	12810jkc2018BatchIII17029113	Mekala Manikanta	BA(HEP)
15	12810jkc2018BatchIII17029120	Shaik Nageena	BCom(REG)
16	12810jkc2018BatchIII17029129	Gundimeda Kanaka Durga	BCom(REG)
17	12810jkc2018BatchIII17029136	Vejendla Jayaprakash	BA(HEP)
18	12810jkc2018BatchIII17029143	Moparthi Pradeep Kumar	BSc(MPC)

19	12810jkc2018BatchIII17029150	Nallamanti Karuna	BA(HEP)
20	12810jkc2018BatchIII17029157	Sodabattula Sowmya	BA(HEP)
21	12810jkc2018BatchIII17029228	K Vennela	BCom(REG)
22	12810jkc2018BatchIII17029241	T Madhu Babu	BA(HEP)
23	12810jkc2018BatchIII17029252	K Mounika	BA(HEP)
24	12810jkc2018BatchIII17029264	A Anilkumar	BA(HEP)
25	12810jkc2018BatchIII17029272	L Kumaraswami	BSc(MPC)
26	12810jkc2018BatchIII17029286	P Pradeep Chandra	BSc(MPC)
27	12810jkc2018BatchIII17029295	Koduru Raju	BCom(REG)
28	12810jkc2018BatchIII17029303	T Moshe	BCom(REG)
29	12810jkc2018BatchIII17029312	K Suresh Babu	BCom(REG)
30	12810jkc2018BatchIII17029322	Karumuri Vasu	BCom(REG)

A. S. S. S.
 Co-Ordinator
 I.Q.A.C.,
 Govt. Degree College
 Chebrole, Guntur (Dt.)

P. V. V. V. V.
 PRINCIPAL
 GOVT. DEGREE COLLEGE
 CHEBROLE, Guntur Dt. (A.P.)



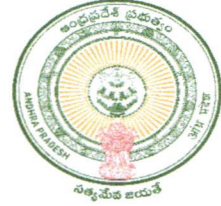
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Phone No. 08644-254221



JAWAHAR KNOWLEDGE CENTER (JKC)

BATCH-III STUDENT DETAILS 2018-19 (01-12-2018 To 28-02-2019)

PHOTO GALLERY



P. V. Narasimha
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GOVT. DEGREE COLLEGE
CHEBROLE, Guntur Dt. (A.P.)



P.V. Hari Prasad
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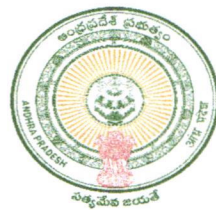
**GOVERNMENT DEGREE COLLEGE,
CHEBROLE**

Guntur District, Andhra Pradesh, Pin 522212

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**JAWAHAR KNOWLEDGE CENTER (JKC)
COMPLETION CERTIFICATE FOR BATCH – III
2018-19**

Jawahar Knowledge Center (JKC) was established in this Government Degree College, Chebrole, Guntur district in 2010, to provide training programmes to enhance various skills viz., Soft Skills, Language and Communication Skills, Analytical Skill, ICT/Computing skills for all the students of our college so that they can face all challenges in various interview.

The Commissioner of Collegiate Education, Government of Andhra Pradesh has allotted one Full Time Mentor for conduct of these skill enhancement training programme classes and Sri S. Lakshmana Rao has been appointed to this Government Degree College, Chebrole, Guntur district, Andhra Pradesh since 2012.

The *Jawahar Knowledge Center* (JKC) of *Government Degree College, Chebrole* completed course on 'Language and Communication Skills, Analytical Skills, Soft Skills and ICT / Computing Skills' during the *academic year 2018-19* for Batch -III as detailed below.

S. No	Batches	Period From-To	Description	No. of Students Benefited
1	Batch-III	01-12-2018 to 28-02-2018	Completed Training programme on 'Soft skill, Language and Communication Skills, Analytical Skill, and ICT/Computing skills' Conducted by Jawahar Knowledge Center (JKC) of Government Degree College, Chebrole	30

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Co-Ordinator
I.Q.A.C.,
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P. V. Haribabu
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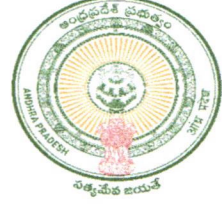
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JKC CURRICULUM

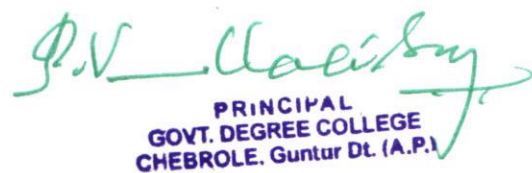
S.No	Topic	Number of Hours
1	Communication Skills	60
2	Soft Skills	60
3	Analytical Skills	60
4	Digital Skills	60

P.V. (Vasavi) Sanyal
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Syllabus

Communication Skills

Communication Skills	
S.No.	Grammar
1	Self Introduction
2	Be', 'Do' and 'Have' Forms
3	Modal Auxiliaries - I
4	Modal Auxiliaries - II
5	Question Tags
6	Simple Present Tense
7	Present Progressive Tense
8	Present Perfect and Present Perfect Progressive Tense
9	Simple Past : Questions and Negative
10	Simple Past and Present Perfect Tense
11	Simple Past and Past Progressive Tenses
12	The Future Time
13	Concord
14	Conditional Clauses
15	Voice
16	Reported Speech
17	Articles
18	Adjectives
19	Comparison of Adjectives
20	Prepositions
21	Use of Conjunctions in Simple, Compound and Complex Sentences
	Speaking Skills
22	Vowel Sound
23	Consonant Sounds
24	Neutralization of Accent
25	Change of Speech Patterns
	Voice Based Efficiency
26	Making polite Requests
27	Asking for and giving permissions
28	Offering, Accepting and Denying Help
29	Asking for and Giving Directions
30	Extending Invitations
31	Expressing Sympathy
32	Agreeing and Disagreeing
33	Making Complaints
	Reading Skills
34	Synonyms
35	Antonyms
36	Idiomatic Expressions
37	One Word Substitutes
38	Reading Skills-I (Skimming and Scanning)
39	Reading Skills-II
40	Reading Skills-III
41	Reading Skills-IV
42	Reading Comprehension
	Writing Skills
43	Paragraph Writing
44	Essay Writing
45	Note Making
46	Precis Writing
47	Resume Writing


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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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Analytical Skills

Section-1 Arithmetic	
Sl.No.	Topic
Unit-I	
1	1.1 BODMAS
2	1.2 Fractions and Decimals -1
3	1.2 Fractions and Decimals -2
4	1.3 Algebraic Formulae
5	1.4 Divisibility Rules
6	1.5 LCM & HCF-1
7	1.5 LCM & HCF-2
Unit-2	
8	2.1 Ratios & Proportions
9	2.2 Percentages-1
10	2.2 Percentages-2
11	2.3 Profit & Loss-1
12	2.3 Profit & Loss-2
13	2.4 Partnership-1
14	2.4 Partnership-2
15	2.5 Data Analysis-1
16	2.5 Data Analysis-2
17	2.5 Data Interpretation-1
18	2.5 Data Interpretation-2
Unit-3	
19	3.1 Simple Interest-1
20	3.1 Simple Interest-2
21	Test-1
22	3.2 Compound Interest-1
23	3.2 Compound Interest-2
Unit-4	
24	4.1 Averages
25	4.2 Problems on Ages-1
26	4.2 Problems on Ages-2


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Unit-5	
27	5.1 Time & Distance-1
28	5.1 Time & Distance-2
29	5.2 Time & work-1
30	5.2 Time & Work -2
31	5.3 Problems on Trains
Unit-6	
32	6.1 Permutations and Combinations-1
33	6.1 Permutations and Combinations-2
34	6.1 Permutations and Combinations-3
35	Test-2
36	6.2 Probability-1
37	6.2 Probability -2
Unit-7	
38	7.1 Areas
39	7.2 Volumes
40	Surface Areas
Section-2 Reasoning	
i) Verbal Reasoning	
Unit 8	
41	8.1 Number Series
42	Test-3
43	8.2 Number Analogy
44	8.3 Odd Man Out
45	Coding & Decoding-1
46	Coding & Decoding-2
Unit -9	
47	9.1 Blood Relations-1
48	9.1 Blood Relations-2
49	9.1 Blood Relations-3
50	9.2 Direction Sense Test-1
51	9.2 Direction Sense Test-2
52	9.3 Seating Arrangement
53	9.3 Seating Arrangement


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Unit 10	
54	10.1 Problems solving Techniques and Logical Reasoning
55	10.2 Ranking and Time Sequence Test-1
56	Test-4
57	10.2 Ranking and Time Sequence Test-2
58	10.3 Mathematical Operations
59	10.3 Mathematical Operations
60	10.3 Mathematical Operations
Unit 11	
61	11.1 Clocks
62	11.2 Calendars
ii) Non Verbal Reasoning	
Unit 12	
63	12.1 Series-1
64	12.1 Series-2
65	12.2 Mirror Images and Water Images
66	12.3 Incomplete Figure Patterns
67	12.4 Figure matrix
68	12.5 Logical VennDiagrams-1
69	12.5 Logical VennDiagrams-2
70	Test-5
Additional Inputs	
Unit 13	
71	13.1 Matrices & Surds
72	13.2 Quadratic Equations
73	13.3 Coordinate Geometry and Trigonometry
74	13.4 Differentiation
75	13.5 Decision Making


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Digital Skills

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


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JAWAHAR KNOWLEDGE CENTER (JKC)

JKC GRAND TEST FOR THE YEAR 2018-19

Time: 1hrs

Marks: 50

- 1) Two trains of equal lengths take 10 seconds and 15 seconds respectively to cross a telegraph post. If the length of each train be 120 metres, in what time (in seconds) will they cross each other travelling in opposite direction?
A) 10 B) 12 C) 15 D) 20
- 2) A is thrice as good as workman as B and therefore is able to finish a job in 60 days less than B. Working together, they can do it in:
A) 20 days B) 25 days C) 22 ½ days D) 30 days
- 3) If selling price is doubled, the profit triples. Find the profit percent.
A) 100 B) 66 2/3 C) 105 1/3 D) 120
- 4) A trader mixes 26 kg of rice at Rs. 20 per kg with 30 kg of rice of other variety at Rs. 36 per kg and sells the mixture at Rs. 30 per kg. His profit percent is:
A) No profit, no loss B) 5% C) 8% D) 10%
- 5) The present ages of three persons in proportions 4: 7: 9. Eight years ago, the sum of their ages was 56. Find their present ages (in years).
A) 8, 20, 28 B) 16, 28, 36 C) 20, 35, 45 D) None of these
- 6) A pupil's marks were wrongly entered as 83 instead of 63. Due to that the average marks for the class got increased by half (1/2). The number of pupils in the class is:
A) 10 B) 20 C) 40 D) 73
- 7) If $A = x\%$ of y and $B = y\%$ of x , then which of the following is true?
A) A is smaller than B B) A is greater than B C) Relationship between A and B cannot be determined. D) If x is smaller than y , then A is greater than B E) None of these
- 8) It is being given that $(232 + 1)$ is completely divisible by a whole number. Which of the following numbers is completely divisible by this number?
A) $(216 + 1)$ B) $(216 - 1)$ C) (7×223) D) $(296 + 1)$
- 9) The difference between a two-digit number and the number obtained by interchanging the positions of its digits is 36. What is the difference between the two digits of that number?
A) 3 B) 4 C) 9 D) cannot be determined
- 10) Excluding stoppages, the speed of a bus is 54 kmph and including stoppages, it is 45 kmph. For how many minutes does the bus stop per hour?
A) 10 B) 9 C) 12 D) 20
- 11) Look at this series: 8, 6, 9, 23, 87, ... What number should come next?
A) 128 B) 226 C) 324 D) 429

- 12) FAG, GAF, HAI, IAH, _____
A) JAK B) HAL C) HAK D) JAI
- 13) DEF, DEF2, DE2F2, _____, D2E2F3
A) DEF3 B) D3EF3 C) D2E3F D) D2E2F2
- 14) Blueberries cost more than strawberries. Blueberries cost less than raspberries. Raspberries cost more than both strawberries and blueberries. If the first two statements are true, the third statement is
A) true B) false C) uncertain D) None of these
- 15) Statement: "You are hereby appointed as a programmer with a probation period of one year and your performance will be reviewed at the end of the period for confirmation." - A line in an appointment letter.
Assumptions: The performance of an individual generally is not known at the time of appointment offer. Generally an individual tries to prove his worth in the probation period.
A) Only assumption I is implicit B) Only assumption II is implicit C) Either I or II is implicit
D) Neither I nor II is implicit E) Both I and II are implicit
- 16) Statements: All buildings are chalks. No chalk is toffee.
Conclusions: No building is toffee. All chalks are buildings.
A) Only (1) conclusion follows B) Only (2) conclusion follows C) Either (1) or (2) follows
D) Neither (1) nor (2) follows
- 17) If $A + B$ means A is the mother of B; $A - B$ means A is the brother B; $A \% B$ means A is the father of B and $A \times B$ means A is the sister of B, which of the following shows that P is the maternal uncle of Q?
A) $Q - N + M \times P$ B) $P + S \times N - Q$ C) $P - M + N \times Q$ D) $Q - S \% P$
- 18) From his house, Lokesh went 15 km to the North. Then he turned west and covered 10 km. Then he turned south and covered 5 km. Finally turning to the east, he covered 10 km. In which direction is he from his house?
A) East B) West C) North D) South
- 19) Which word does NOT belong with the others?
A) parsley B) basil C) dill D) mayonnaise
- 20) A number of friends decided to go on a picnic and planned to spend Rs. 96 on eatables. Four of them, however, did not turn up. As a consequence, the remaining ones had to contribute Rs. 4 each extra. The number of those who attended the picnic was
A) 8 B) 12 C) 16 D) 24
- 21) A computer assisted method for the recording and analyzing of existing or hypothetical systems is
A) Data transmission B) Data flow C) Data capture D) Data processing E) None of the above
- 22) ISP Stand for _____.
A) Intranet Service Pointer B) Internet Service Process C) Internet Service Provider
D) Internet Standard Protocol
- 23) If the process is runnable but is temporarily stopped to let another process run, in which state is the process said to be?
A) Running B) Ready C) Interrupted D) Blocked
- 24) Which of the following is interactive media?
A) radio broadcast B) talk show on TV C) newspaper D) A computer game
- 25) Virtual memory is
A) an extremely large main memory. B) an extremely large secondary memory.
C) an illusion of extremely large main memory. D) a type of memory used in super computers.
- 26) A computer program that translates a program statement by statement into machine language is called a/an A) Compiler B) Simulator C) Translator D) Interpreter
- 27) A hard disk is divided into tracks which is further subdivided into

A) Clusters B) Sectors C) Vectors D) Heads

28) Who is the father of algorithm?

A) Frank Gilbreth B) James Goslin C) Al-Khwarizmi D) None of the above

29) _____ is technology that allows someone to turn on a network computer remotely by sending a special data packet.

A) WAN B) WHOL C) WOL D) Windows Mesh

30) Computer Virus is a _____.

A) Hardware B) Software C) Bacteria D) Freeware

GENERAL ENGLISH

READING COMPREHENSION:

Harold a professional man who had worked in an office for many years had a fearful dream. In it, he found himself in a land where small slug-like animals with slimy tentacles lived on people's bodies. The people tolerated the loathsome creatures because after many years they grew into elephants which then became the nation's system of transport, carrying everyone wherever he wanted to go. Harold suddenly realised that he himself was covered with these things, and he woke up screaming. In a vivid sequence of pictures this dream dramatised for Harold what he had never been able to put in to words; he saw himself as letting society feed on his body in his early years so that it would carry him when he retired. He later threw off the "security bug" and took up freelance work.

31) In his dream Harold found the loathsome creatures

A) in his village B) in his own house C) in a different land D) in his office

32) Which one of the following phrases best helps to bring out the precise meaning of 'loathsome creatures'?

A) Security bug and slimy tentacles B) Fearful dream and slug-like animals
C) Slimy tentacles and slug-like animals D) slug-like animals and security bug

33) The statement that 'he later threw off the security bug' means that

A) Harold succeeded in overcoming the need for security
B) Harold stopped giving much importance to dreams
C) Harold started tolerating social victimisation
D) Harold killed all the bugs troubled him

34) Harold's dream was fearful because

A. it brought him face to face with reality
B. it was full of vivid pictures of snakes
C. he saw huge elephant in it
D. in it he saw slimy creatures feeding on people's bodies

35) Fate smilesthose who untiringly grapple with stark realities of life.

A) with B) over C) on D) round

In the following the question choose the word which best expresses the meaning of the given word.34-36

36) BRIEF

A) Limited B) Small C) Little D) Short

37) ALERT

A) Watchful B) Observant C) Intelligent D) Energetic

Read the following sentence to find out whether there is any grammatical error in it. The error, if any will be in one part of the sentence. The letter of that part is the answer. If there is no error, the answer is 'D'. (Ignore the errors of punctuation, if any).37

38) (solve as per the direction given above)

- A) We discussed about the problem so thoroughly B) on the eve of the examination
C) that I found it very easy to work it out. D) No error.

In the question given below out of four alternatives, choose the one which can be substituted for the given word/sentence.

39) The study of ancient societies

- A) Anthropology B) Archaeology C) History D) Ethnology

In the below question, an incomplete statement (Stem) followed by fillers is given. Pick out the best one which can complete incomplete stem correctly and meaningfully.

40) Even if it rains I shall come means

- A. if I come it will not rain B. if it rains I shall not come
C. I will certainly come whether it rains or not D. whenever there is rain I shall come
E. I am less likely to come if it rains

GENERAL AWARENESS

41) C.V.R. Rajendran became the Chairman and Managing Director (CMD) of which of the following public Sector banks on December 13, 2013?

- 1) Indian Bank 2) Syndicate Bank 3) Andhra Bank 4) Vijaya Bank 5) Canara Bank

42) V. Kannan assumed charge as the Chairman and Managing Director of which of the following Karnataka- based public sector banks on January 1, 2014?

- 1) Canara Bank 2) Syndicate Bank 3) Vijaya Bank 4) Corporation Bank 5) State Bank of Mysore

43) Who among the following New Zealand batsmen smashed the fastest century in one-day international cricket history on January 1, 2014?

- 1) Brendon McCullum 2) Jessie Ryder 3) Corey Anderson 4) Martin Guptill 5) Ross Taylor

44) Which country became the 18th member of Eurozone on January 1, 2014?

- 1) Belarus 2) Bulgaria 3) Lithuania 4) Latvia 5) Moldova

45) The Reserve Bank of India directed all the Regional Rural Banks to achieve and maintain a minimum capital to risk weighted assets ratio (CRAR) of what percent with effect from March 31, 2014?

- 1) 7% 2) 6% 3) 9% 4) 10% 5) 5%

46) Which of the following is the autobiography of Hillary Clinton?

- 1) Living History 2) Open 3) American on Purpose 4) Overdue 5) The Quiet Corner

47) Which cricketer will receive the Col. C. K. Nayudu Lifetime Achievement Award for 2013?

- 1) Mohinder Amarnath 2) B.S. Bedi 3) S. Venkataraghavan 4) Sunil Gavaskar 5) Kapil Dev

48) "The Race of My Life" is the autobiography of?

- 1) P.T. Usha 2) Shiny Abraham 3) Usain Bolt 4) Milkha Singh 5) Carl Lewis

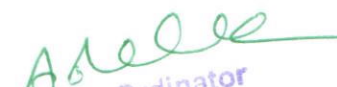
49) The government has proposed to run special luxury coach to provide high-level comfort to travelers which is called?

- 1) Anubhuti coach 2) Sampurna coach 3) Suraksha coach 4) Duronto coach 5) None of these

50) Who, among the following journalists, was given the prestigious Prem Bhatia Award for Political Reporting 2013?

- 1) Shalini Singh 2) Smita Gupta 3) Pallavi Aiyar 4) Meena Menon 5) Neena Vyas


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