



**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
2020 – 2021**



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



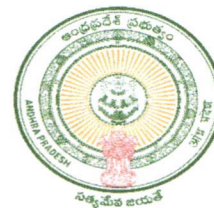
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JAWAHAR KNOWLEDGE CENTER (JKC) BRIEF REPORT FOR THE YEAR 2020-21

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 2020-21* in *01 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 01-12-2020 to 31-03-2021, Thirty one students registered and completed the course successfully.


Lecturer in Charge
Govt. Degree College
Chebrole-522 212


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


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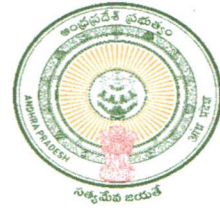
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Course Outcomes:

- 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	01-12-2020 to 31-03-2021	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	32

[Signature]
Lecturer In...
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Chebrole-522 212.

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

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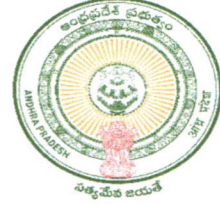
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JAWAHAR KNOWLEDGE CENTER (JKC)

CIRCULAR

Chebrole,

Date: 28-11-2020

This is to inform all the students that the following JKC Batches will commence as follows for the academic year 2020-21. The interested Students may contact JKC Coordinator or JKC FTM for further information.

S.No	Batch	Starting Date of Batch
1	I	01-12-2020

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

Principal
V. S. S.
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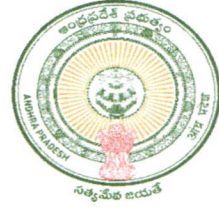
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JAWAHAR KNOWLEDGE CENTER (JKC)

BATCH-I STUDENT DETAILS 2020-21 (01-12-2020 To 31-03-2021)

LIST OF REGISTERED STUDENTS

S.No	Student Name	Group
1	T Adi Lakshmi	III B.Com (General)
2	K Lingamurthy Gupta	III B.Com (General)
3	M Venkatesh	III B.Com (General)
4	Shaik Nageena	III B.Com (General)
5	K Vinod Kumar	III B.Com (General)
6	P Kavitha	III B.Com (General)
7	T Ankineedu Prasad	III B.Com (General)
8	M Pravallika	III B.Com (General)
9	P Jhansi Rani	III B.Com (General)
10	Shaik Ratna Kumari	III BA (HEP)
11	Shaik Yunus	III BA (HEP)
12	P Rajasekhar	III B.Com (General)
13	V Mahesh Babu	III B.Com (General)
14	T Mahesh	III BA (HEP)
15	N Sivaji	III BA (HEP)
16	K Sambrajyam	III BA (HEP)

17	N Karimulla	III BA (HEP)
18	SK Karishma	III BA (HEP)
19	G Sarath Kumar	III BA (HEP)
20	A.V Chandu Kumar	III BA (HEP)
21	S Krishnam Raju	III BSC (MPC)
22	I Chandra Sarika	III BA (HEP)
23	G Sai Teja	III BA (HEP)
24	V Venkata Sujatha	III BA (HEP)
25	Thota Yesu	III BSC (MPC)
26	K Sai Babu	III BSC (MPC)
27	K Srinu Babu	III BSC (MPC)
28	K Glory	III BSC (MPC)
29	M Manasa Devi	III BSC (MPC)
30	B Sai Mastanamma	III BSC (MPC)
31	YSNB Lalitha Sri	III BSC (MPC)
32	K Aruna	III BSC (MPC)


Lecturer in Charge
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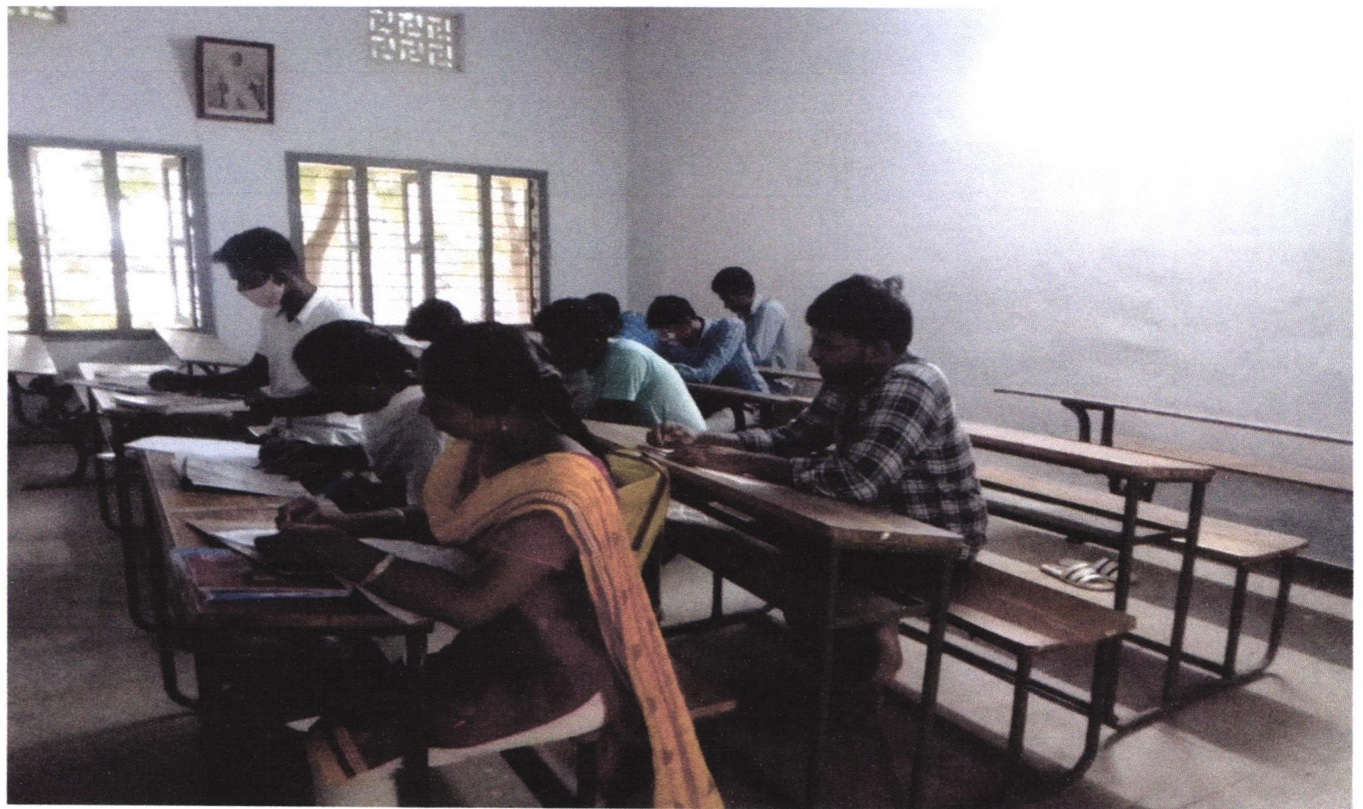

Co-Ordinator
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Govt. Degree College
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B. S. K.
Lecturer in. *English*
Govt. Degree College
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V. S. K.
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 Lecturer In. ~~Canon~~
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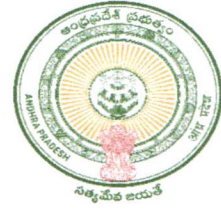
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JAWAHAR KNOWLEDGE CENTER (JKC) COMPLETION CERTIFICATE FOR BATCH – 1 2020-21

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 2020-21* for Batch -1 as detailed below.

S. No	Batches	Period From-To	Description	No. of Students Benefited
1	Batch-I	01-12-2020 to 31-03-2021	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	32

M. S. Rao
Lecturer in...
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S. S. Rao
Co-Ordinator
I.Q.A.C.,
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V. S. Rao
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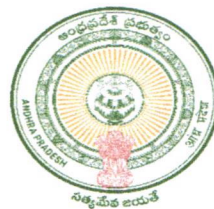
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JKC CURRICULUM

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

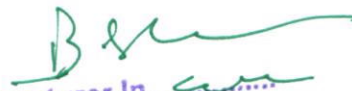

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Syllabus

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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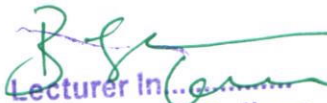
Soft Skills

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	Etiquette 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-1	
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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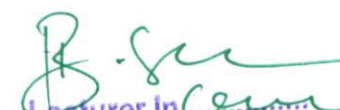
Unit 10	
54	10.1 Problems solving Techniques and Logical Reasoning
55	10.2 Ranking and Time Sequence Test-1
56	Test-4
57	10.2 Ranking and Time Sequence Test-2
58	10.3 Mathematical Operations
59	10.3 Mathematical Operations
60	10.3 Mathematical Operations
Unit 11	
61	11.1 Clocks
62	11.2 Calendars
ii) 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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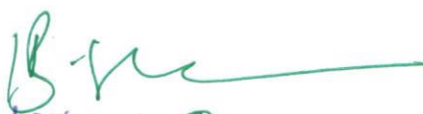
Digital Skills

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 2020-21

Time: 1hrs

Marks: 50

- The product of 4 consecutive even numbers is always divisible by:
A. 600 B. 768 C. 864 D. 384 E. None
- Find the remainder when 2^{89} is divided by 89?
A. 1 B. 2 C. 87 D. 88 E. None
- The average weight of A, B and C is 45 kg. If the average weight of A and B be 40 kg and that of B and C be 43 kg, then the weight of B is:
A. 17 kg B. 20 kg C. 26 kg D. 31 kg E. None
- If only 10 of the 200 apples were bad, what percent is that?
A. 1% B. 2.2% C. 30 D. 5% E. None
- The total age of A and B is 12 years more than the total age of B and C. C is how many year younger than A
A. 11 B. 12 C. 13 D. 14 E. None
- A car moves at 80 km/hr. What is the speed of the car in meters per second. ?
A. 2029msec B. 229msec C. 2429msec D. 2629msec E. None

7-11 Study the following table chart and answer the questions based on it. Expenditures of a Company (in Lakh Rupees) per Annum Over the given Years. (1x5 Marks)

Year	Salary	Fuel and Transport	Bonus	Interest on Loans	Taxes
1998	288	98	3.00	23.4	83
1999	342	112	2.25	32.5	108
2000	324	101	3.84	41.6	74
2001	336	133	3.68	36.4	88
2002	420	142	3.96	49.4	98

- What is the average amount of interest per year which the company had to pay during this period?
A. Rs. 36.66 lakhs B. Rs. 36.36 lakhs C. Rs. 36.26 lakhs D. Rs. 36.06 lakhs
- The total amount of bonus paid by the company during the given period is approximately what percent of the total amount of salary paid during this period ?
A. 5% B. 1% C. 1.5% D. 2% E. All of the Above
- Total expenditure on all these items in 1998 was approximately what percent of the total expenditure in 2002 ?
A. 61% B. 47% C. 59% D. 69% E. None
- Calculate the total expenditure of the company over these items during the year 2000 from the table chart given.
A. Rs. 543.44 lakhs B. Rs. 544.44 lakhs C. Rs. 545.44 lakhs D. Rs. 546.44 lakhs


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11. The ratio between the total expenditure on Taxes for all the years and the total expenditure on Fuel and Transport for all the years respectively is approximately?
A. 4:13 B. 7:13 C. 10:13 D. 11:13 E. All of the Above
12. If people is coded as PLPOEE, how is trend coded? A.TNERD B. DNERT C.NDETR D.TRDNE
13. Complete the series, 1, 4, 9, 16, 25,... A. 36 B. 38 C. 49 D. 52 E. None
14. Complete the series 1,6,13,22,33,... A. 46 B. 48 C. 49 D. 51 E. None
15. In each of the following questions, arrange the given words in a meaningful sequence and thus find the correct answer from alternatives. Arrange the words given below in a meaningful sequence.
1. Sentence 2. Chapter 3. Letter 4. Book 5. Word 6. Paragraph
A. 4, 2, 1, 6, 5, 3 B. 4, 2, 6, 1, 5, 3 C. 4, 6, 1, 2, 3, 5 D. 4, 6, 2, 5, 1, 3
16. There are 5 marbles in a bag: 4 are blue, and 1 is red. What is the probability that a blue marble will be picked?
A. 0.7 B. 0.4 C. 0.6 D. 0.8
17. World Health Organisation declared "Polio- Free" Country
a. China b. India c. U.S d. Afghanistan
18. Pointing to a lady Ravi said, "She is the only daughter of the father of my sister's brother". How is she related to Ravi?
a. Aunt b. Uncle c. Sister d. Maternal Aunt
19. In a queue of children, Arun is fifth from the left and Suresh is sixth from the right. When they interchange their places among themselves, Arun becomes thirteenth from the left. Then, what will be Suresh's position from the right?
A. 8th B. 14th C. 15th D. 16th
20. A book always has -----
A. Pages B. Contents C. Illustrations D. Chapters E. Pictures
21. Today is Wednesday, What will be the day after 94 days?
A. Monday B. Wednesday C. Friday D. Sunday
22. What is the number of odd days in a leap year?
A. 1 B. 2 C. 3 D. 4
23. The planet nearest to the Sun is
A. Venus B. Mercury C. Jupiter D. Saturn
24. The Hindustan Shipyard is located at
A. Chennai B. Mumbai C. Vishakapatnam D. Mangalore
25. ISRO stands for
A. Indian Space Research Organisation B. Indian Spices Research Organisation
C. International Scientific Research Organisation D. International Space Research Organisation
26. Which of the following memories is an optical memory?
A. Floppy Disk B. Bubble Memories C. CD-ROM D. Core Memories
27. The first mechanical computer designed by Charles Babbage was called
A. Abacus B. Analytical Engine C. Calculator D. Processor

28. Web pages are written using
A. FTP B. HTTP C. HTML D. URL
29. One byte is equivalent to
A. 4 bits B. 8 bits C. 12 bits D. 32 bits
30. Select the smallest memory size
A. Terabyte B. Gigabyte C. Kilobyte D. Megabyte
31. The chemical used as a fixer in photography is
A. sodium sulphate B. borax C. sodium thiosulphate D. ammonium sulphate
32. The Chakra in the national flag of India has
A. 12 pokes B. 18 pokes C. 24 pokes D. 20 pokes
33. The Governor of a State is appointed by
A. Prime Minister B. Law Minister C. Chief Minister D. The President
34. 2014 FIFA World Cup will be held in
A. India B. Brazil C. Germany D. London
35. Yellow fever is spread by _____
A. Air B. Water C. house fly D. mosquito

GENERAL ENGLISH

READING COMPREHENSION:

36-40. Directions: Read the passage. Then answer the questions below.

A material is what something is made of. There are 5 basic materials. Most things are made with these materials. Some things are made of metal. Some things are made of glass. Some things are made of wood. Some things are made of cloth. And some things are made of plastic. There are some other materials. But they are not used as much as these 5 materials. Let's talk about metal first. Metal is very heavy. And it is very hard and strong. It usually feels cool if you touch it. We use metal to make lots of things. We use it for forks and knives. We use it for keys. We use it for cars. We use it for these things because it is very strong. Next, let's talk about glass. Glass is very smooth. It feels cool to touch. It is not as heavy as metal. It is hard. But it is not strong. It breaks very easily! Then why do we use it? We use it because it is clear! You can see through glass! That's why we use it for windows. That's also why we use it for glasses. Now, let's talk about wood. Wood is lighter than metal and glass. It is not as strong as metal. But it is much stronger than glass. We use wood to make lots of things. Things made from wood are usually light and hard and strong. Chairs and tables are made from wood. Pencils are made from wood.

Now let's talk about cloth. Cloth is very light. It is much lighter than wood. And it is very soft. We use cloth to make lots of things. For example, it is used to make clothing. And it is used to make blankets. Last, let's talk about plastic. Plastic is also very light. But it is different from cloth. Sometimes it is soft. And sometimes it is hard. Plastic can be used to make thin plastic bags. These are light, soft, and strong. But plastic can also be used to make bicycle helmets. These are light, hard, and strong. A helmet and a bag seem different. But they are both made from plastic.

- 1) Which sentence from the passage best describes the main idea?
 A. "We use cloth to make lots of things." B. "Metal is very heavy."
 C. "There are 5 basic materials." D. "A helmet and a bag seem different."
- 2) According to the passage, which of these things is a material?
 A. chairs B. clothing C. windows D. wood
- 3) According to the passage, how does glass feel?
 A. smooth and cool B. warm and soft C. light and hard D. sharp and heavy
- 4) In paragraph 4, the passage says, "Wood is lighter than metal and glass." What is the main purpose of this sentence?
 A. to explain something B. to recommend something
 C. to compare something D. to demonstrate something
- 5) Which material would you use if you wanted to make something that was strong and very light?
 A. plastic B. wood C. metal D. glass

41-45. Directions: Correct the errors in the following sentences. One sentence does not have any errors.

1. Candy taste sweet. Ans _____
 2. I gonna get a new cat. Ans _____
 3. She like dogs. Ans _____
 4. Me favorite color is red. Ans _____
 5. I am happy now. Ans _____

46-47. Choose the correct form of "to be" in present tense.

- 1) The bag (be) _____ blue. A. am B. are C. is
 2) The rocks (be) _____ hard. A. am B. are C. Is

48-50. A. Fill in the blanks with the words given in the box below. Make necessary structure changes.

Glove	such as excitedly	Believe	Couch	potato	refectory	subject
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1. I am a student. I stay at a hostel and eat my meals in the ---- of the hostel.
 2. We wear out ---- in the season of winter. They keep us warm.
 3. My favourite ---- at school are Math and English.


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