



**GOVERNMENT DEGREE COLLEGE**

**URAVAKONDA - 515 812**

**(Accredited by NAAC with B Grade)**

**Affiliated to S K. University, Anantapuramu**



## Jawahar Knowledge Centre

### Certificate Course on Communication, Soft and Analytical Skills,

In 2007, the Government of Andhra Pradesh launched Jawahar Knowledge Centres (JKC) in all Government Degree Colleges across the state. The goal was to equip students with employability skills and offer placement opportunities through Campus Drives. The college also established JKC in the year 2013. Since then, the JKC of this college has been offering training in communication skills, analytical skills, soft skills Personality development & Interview skills to the students for enhancing their employment potentials.

#### Objectives:

1. **Enhance Communication Proficiency:** Develop participants' verbal and written communication skills to effectively convey ideas, information, and messages in various professional settings.
2. **Cultivate Soft Skills:** Foster the development of essential soft skills such as teamwork, adaptability, leadership, and emotional intelligence to facilitate positive interactions and relationships in the workplace.
3. **Strengthen Analytical Abilities:** Equip participants with analytical thinking skills and problem-solving techniques to critically analyze information, evaluate options, and make informed decisions.
4. **Enhance Interpersonal Communication:** Provide participants with tools and strategies to improve interpersonal communication, including active listening, empathy, and conflict resolution, to foster collaborative work environments.
5. **Foster Professional Development:** Facilitate the participants' growth in professional areas by enhancing their self-awareness, confidence, and assertiveness, thus empowering them to navigate their careers effectively.
6. **Promote Lifelong Learning:** Encourage a culture of continuous learning and self-improvement among participants, inspiring them to seek ongoing personal and professional development opportunities beyond the course.

## COURSE OUTCOMES:

After completion of the certificate course on Communication, Soft, and Analytical Skills, participants will be able to:

- **Communicate Effectively:** Express ideas clearly and confidently in various professional settings, both verbally and in writing.
- **Demonstrate Soft Skills Proficiency:** Exhibit strong teamwork, adaptability, leadership, and emotional intelligence, fostering positive interactions and relationships in the workplace.
- **Apply Analytical Thinking:** Utilize critical thinking skills and problem-solving techniques to analyze information, evaluate options, and make informed decisions.
- **Engage in Effective Interpersonal Communication:** Improve active listening, empathy, and conflict resolution skills to facilitate positive communication and collaboration with colleagues.
- **Foster Personal and Professional Growth:** Enhance self-awareness, confidence, and assertiveness, empowering participants to navigate their careers effectively and pursue opportunities for advancement.
- **Embrace Lifelong Learning:** Cultivate a mindset of continuous learning and self-improvement, encouraging participants to seek ongoing personal and professional development beyond the course.

## JKC Curriculum

S.No	Topic	No. of Hours allotted
1	Communication Skills	30 hrs
2	Soft Skills	30 hrs
3	Analytical Skills	30 hrs
4	Computer Skills	30 hrs
5	General Awareness	30 hrs
6	Ethical values	30 hrs
<b>Total</b>		180 hrs
<b>Duration of the training 3 months</b>		

## **Syllabus: -**

### **1. Communication Skills**

Importance of English Language – job scenario, Role of LSRW Skills in Language Acquisition, Tense – Language, Present and Past Simple, Simple and continuous tenses, Present and past perfects, Present perfect continuous, The future simple and various ways, Articles, Prepositions, Auxiliary verbs (will, shall, can, may, must), Negatives & questions (why, auxiliary & Q.tags), Practice sessions, Passive Voice – Simple, Continuous and Perfect Tenses, Direct and indirect speech – declarative, imperative & interrogatives, Practice sessions, sentence patterns, vocabulary (syn-ant; substitution; confusing pairs), Practice sessions, self-introduction, GD & JAM, Interviewing - frequently asked interview questions, Practice sessions.

### **2. Soft Skills**

An Overview, Know yourself – SWOT, Goal setting, Positive attitude, Body language, Interpersonal skills, Time management, Presentation skills, Just a minute (JAM) activities, Team dynamics, Group discussions, Etiquette of e-mail, telephone and SMS, Interview Skills, Preparation for Examinations.

### **3. Analytical Skills**

BODMAS Rule, Fractions & Decimals, Problems on Fraction & Decimals, Algebraic formulae, Divisibility Rules, LCM & HCF, Ratios & Proportions, Percentages, Problems on Percentages, Profit & Loss, Partnership, Data Analysis, Data Interpretation, Simple Interest, Compound Interest, Average, Ages, Time & Distance, Time & Work, Problems on trains, Permutations and Combinations, Probability, Problems on Areas, Problems on volume, Problems on surface area, Number Series, Number Analogy, Odd man out, Coding & Decoding, Blood Relations, Direction Sense Test, Problems Solving Techniques and Logical Reasoning, Ranking & Time sequence test, Mathematical operations, Seating Arrangement, Clocks, Calendars.

### **4. Computer Skills**

**UNIT-I:-** What is computer, Features of computer, Computer Generations, Types of Computers, Input/ Output Devices, Computer's Memory, Computer Software, Windows : Windows desktop, Start Menu, Working with Windows, Word Basics: Components of MS-Word, File Menu: New, Save, Page Setup, Print preview, Selecting Text and Graphics, Practice Session.

**UNIT-II :-** Home Menu: Undo/ Redo, Cut, Copy and Paste, Find/Replace Formatting options, bullets, numbering, alignments etc. Insert Menu: Headers and Footers, Page numbers, Text box, Equation Editor, Symbols, Insert Pictures, Clip arts, Auto shapes, smart art, and Word Art.

**UNIT- III: -** Introduction to MS-Excel, Excel Components, Entering Data, Working with Cells, Formatting cells, Insert Menu: insert Charts (line, bar, column, pie, etc.), insert Pictures, Clip arts, Auto shapes, smart art, and Word Art. Header and footer, Formulas menu: working with various functions and Data menu. Filter, sorting, text validations, what if analysis. Introduction to MS-Power Point, basics,

**UNIT- IV :-** Introduction to networks, Internet, Web Site, Web Browser, Search Engine, On-line Forms Rail Journey, On-line Shopping using FlipKart, Using Electronic

Mail(Email), Social Media, Google Drives, Google Forms, what is Skype?, Google Drives.

**UNIT- V: - Scanners, Printers, Use Picture Manger**

### **5. General awareness**

Important Days, Science, India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General Policy & Scientific Research, People in News, Sports, Static GK, Important Schemes, Portfolio, Books and Authors, Current Affairs

### **6. Ethical Values**

Understanding the need, basic guidelines, content and process for Value Education, Self Exploration–what is it? - its content and process; ‘Natural Acceptance’ and Experiential Validation- as the mechanism for self exploration, Continuous Happiness and Prosperity- A look at basic Human Aspirations, Right understanding, Relationship and Physical Facilities- the basic requirements for fulfillment of aspirations of every human being with their correct Priority, Understanding the needs of Self (‘I’) and ‘Body’ - Sukh and Suvidha, Understanding the Body as an instrument of ‘I’ (I being the doer, seer and enjoyer), Understanding the characteristics and activities of ‘I’ and harmony in ‘I’

### **Assessment Procedure**

A comprehensive assessment test, comprising 75 questions of multiple-choice type questions and each question carrying ONE mark for a total of 75 marks, was conducted at the end of the course. Candidates who scored at least 30% of the total marks were deemed qualified in the course and were issued certificates

## **The Department of JKC**

**Date: 08-05-2020**

JKC conducted a meeting on 08-05-2020 at JKC Lab and discussed on below mentioned Topics.

### **Agenda**

- 1) To run a Training Course for the final Year students.
- 2) To discuss about the syllabus.
- 3) To Conduct Online classes as per CCE instructions
- 4) To create awareness on Competitive examinations.
- 5) To inform the students about the Campus Interviews.
- 6) To distribute ID Cards.

### **Discussion**

The topics mentioned in the agenda are discussed in a detailed manner and the faculty unanimously approved. Later the following resolutions have been passed.

### **Resolutions**

- 1) It is resolved that a training programme should be conducted for the Final Year students.
- 2) It is resolved to create awareness on Competitive examinations and Career Guidance.
- 3) It is resolved to Commence Class work as per CCE instructions
- 4) It is resolved to issue certificates from JKC Funds
- 5) It is resolved to conduct Job Drives.

## PERMISSION LETTER

The Principal,  
Govt. Degree College,  
URAVAKONDA.

Respected Sir,

Sub: Dept. of JKC- Request for Permission to Conduct Certificate Course on Communication, Soft and Analytical Skills for the third-year students of our esteemed institution in the academic year 2020-21 - Regd.

The Department of JKC proposed to start a comprehensive certificate course on Communication, Soft and Analytical Skills for the third-year students aimed at equipping our students with the necessary skills and knowledge to excel in their career and it will be held outside of regular class hours to minimize any disruption to the academic schedule. We kindly request permission to commence this course Thank you for considering our request. We look forward to your favorable response.

*9/5/2020*

Date:09-05-2020

Yours faithfully,

*T. Narayana*  
Coordinator  
Jawahar Knowledge Cen:  
Govt. Degree College  
Uravakonda

**CIRCULAR**

All the III-year students are hereby informed that the Department of JKC will start a Certificate Course on Communication, Soft and Analytical Skills on 20-05-2020. This course aims to equip students with essential skills for their career advancement. Hence interested students may enroll by registering their names with **Sri. T. Narayana, Lecturer in English and Coordinator, Jawahar Knowledge Centre, GDC, Uravakonda.** Certificates will be awarded after the completion of the course.

Date:14-05-2020.


Yours faithfully,

  
T. Narayana  
Coordinator  
Jawahar Knowledge Centre  
Govt. Degree College  
Uravakonda

## Students LIST

JKU STUDENTS REGISTERED INFORMATION FOR THE 1 <sup>ST</sup> SEM 2020-2021 BATCH - 1													
S.N o	Name of the Student	DOB	Father Name	Gender	Social Status	Contact No	Email Id	SSC (%)	Inter (%)	Degree Group	Degree Year (I/II/III)	Degree Passout	Signaturer
1	A Rajappa	20-08-1999	A Vannur Swamy	Male	BC-B	6281487826	<a href="mailto:arajappakkl@gmail.com">arajappakkl@gmail.com</a>	69	74	B.Sc MPC	III	2021	A. Rajappa
2	Boya Hari	02-06-2001	B Yerriswamy	Male	BC-A	9441941458	<a href="mailto:boyahari73780@gmail.com">boyahari73780@gmail.com</a>	57	66	B.Sc MPC	III	2021	B. Hari
3	Desai Mahesh	01-05-2001	D Chinna Veera(Let)	Male	BC-B	9951661403	<a href="mailto:maheshdanni93@gmail.com">maheshdanni93@gmail.com</a>	60	55	B.Sc MPC	III	2021	D. Mahesh
4	Jelli Mahesh Babu	02-03-1999	J Venkatesulu	Male	BC-D	9440618834	<a href="mailto:jellimaheshukd@gmail.com">jellimaheshukd@gmail.com</a>	58	56	B.Sc MPC	III	2021	J. Mahesh babu
5	Gunthamadi Sivaraju	05-02-2001	G Mareppa	Male	BC-A	8096594473	<a href="mailto:gsivarajukkl@gmail.com">gsivarajukkl@gmail.com</a>	56	61	B.Sc MPC	III	2021	G. Sivaraju
6	Madisetty Anitha	06-06-2001	M Prasad	Female	BC-B	9502195117	<a href="mailto:madisettyanitha@gmail.com">madisettyanitha@gmail.com</a>	68	74	B.Sc MPC	III	2021	M. Anitha
7	Madiga Vijayakumar	20-04-1999	M Thippaiah	Male	SC	8142945028	<a href="mailto:vjayakumar45028@gmail.com">vjayakumar45028@gmail.com</a>	61	57	B.Sc MPC	III	2021	M. Vijay Kumar
8	Sadu Deepika	15-06-2001	S.Narayana Swamy	Female	BC-B	9603954154	<a href="mailto:deepikasadu01@gmail.com">deepikasadu01@gmail.com</a>	63	68	B.Sc MPC	III	2021	S. Deepika
9	Angadi Sindhuja	05-01-1998	A Nagaraju	Female	BC-D	8185094971	<a href="mailto:sindhuja2858@gmail.com">sindhuja2858@gmail.com</a>	59	52	B.Sc MPCS	III	2021	A. Sindhuja
10	Bestha Akshitha	05-07-2000	B Raja	Female	BC-A	9886398482	<a href="mailto:Akshithabeshta@gmail.com">Akshithabeshta@gmail.com</a>	84	94	B.Sc MPCS	III	2021	B. Akshitha
11	Chakali Vannur Swamy	06-05-2001	C Gangadhara	Male	BC-A	9515824148	<a href="mailto:vannurvannurswamy8@gmail.com">vannurvannurswamy8@gmail.com</a>	77	84	B.Sc MPCS	III	2021	C. Vannur Swamy
12	Molakatalla Sujana	24-02-2001	M Ananthapadma Nabha Chanryulu	Female	BC-D	9703384526	<a href="mailto:msujana1234@gmail.com">msujana1234@gmail.com</a>	68	73	B.Sc MPCS	III	2021	M. Sujana
13	Pamidi Babjan	09-07-2000	P Basha	Male	BC-E	8790703042	<a href="mailto:pbabjanshark143@gmail.com">pbabjanshark143@gmail.com</a>	56	42	B.Sc MPCS	III	2021	P. Babjan
14	Raketla Sirisha	05-06-2000	R Narayana	Female	BC-A	6301883396	<a href="mailto:sirisharaketla@gmail.com">sirisharaketla@gmail.com</a>	65	77	B.Sc MPCS	III	2021	R. Sirisha
15	Sanda Pallavi	23-06-2001	Sanda Lakshmi Narayana	Female	BC-B	8367485846	<a href="mailto:pallavisandajke@gmail.com">pallavisandajke@gmail.com</a>	61	72	B.Sc MPCS	III	2021	S. Pallavi
16	Ungooru Sireesha	10-06-1999	U Venkatesulu	Female	OC	9133594738	<a href="mailto:surishanuguru@gmail.com">surishanuguru@gmail.com</a>	56	42	B.Sc MPCS	III	2021	U. Sireesha
17	V Jagadessh Kumar	20-06-2001	V Nagapaju	Male	BC-A	9653161745	<a href="mailto:sireesha2001@gmail.com">sireesha2001@gmail.com</a>	59	62	B.Sc MPCS	III	2021	V. Jagadessh Kumar
18	Vadde Meghana	13-01-2000	V Nagaraju	Female	BC	8297145766	<a href="mailto:meghana2000@gmail.com">meghana2000@gmail.com</a>	69	81	B.Sc MPCS	III	2021	V. Meghana
19	Vadde Pravallika	10-01-2001	V Ramu	Female	BC-A	9948905344	<a href="mailto:vaddepravallika2001@gmail.com">vaddepravallika2001@gmail.com</a>	66	79	B.Sc MPCS	III	2021	V. pravallika

S.N	Name of the Student	DOB	Father Name	Gender	Social Status	Contact No	Email Id	SSC (%)	Inter (%)	Degree Group	Year (I/II/III)	Degree Passout	Signatures
20	Yeggadi Parvathi	16-05-2001	Y Bhemanna	Female	SC	8369115346	parvathi2001@gmail.com	76	85	B.Sc MPCs	III	2021	y. parvathi
21	A Kullayappa	05-06-2001	A Mareppa	Male	SC	9908848589	ankalappa@gmail.com	69	83	B.Sc MSCS	III	2021	A. Kullayappa
22	Bandaru Krishna Veni	17-07-1998	B Ramesh	Male	BC-B	7098602690	krishnaveni878@gmail.com	71	69	B.Sc MSCS	III	2021	B. Krishna veni
23	Banka Lingamma	06-03-2001	B Hanumanthu	Female	Bc-A	8367313981	blingamma2001@gmail.com	62	57	B.Sc MSCS	III	2021	B. Lingamma
24	B Dhanalakshmi	25-10-2001	B Ganesh	Female	BC-B	9000374560	bonaladhanalakshmi@gmail.com	77	80	B.Sc MSCS	III	2021	D. Dhanalakshmi
25	Boya Maneesha	13-05-2001	B Manikya	Female	BC-A	9573468035	maneesha279@gmail.com	89	86	B.Sc MSCS	III	2021	B. maneesha
26	Chitta Jagadeesh	07-02-2001	C Kullayappa	Male	BC-B	8464992987	chittajagadeesh804@gmail.com	59	43	B.Sc MSCS	III	2021	C. Jagadeesh
27	Gurram Keerthi	06-02-2001	G Venkatesulu	Female	BC-B	9014556035	gurramkeerthi999@gmail.com	76	80	B.Sc MSCS	III	2021	G. Keerthi
28	Kamarthi Keerthana	31-03-2001	K Chandra Sekhar	Female	BC-B	9100945349	keerthana2001@gmail.com	86	66	B.Sc MSCS	III	2021	K. Keerthana
29	Karre Chandu	17-04-2001	K Nagaraju	Male	Bc-B	9542804011	karrochandu@gmail.com	66	62	B.Sc MSCS	III	2021	K. Chandu
30	Kotha Sujatha	17-04-2001	K Venkatesulu	Female	BC-B	9701432545	sujatha2001@gmail.com	78	75	B.Sc MSCS	III	2021	H. Sujatha
31	Pujari Nandini	20-04-2001	Narasimhulu	Female	BC-B	9059050483	nandini2001pujari@gmail.com	61	60	B.Sc MSCS	III	2021	P. Nandini
32	Shaik Mohammed Rafi	25-08-1999	S. Gousemoddin	Male	BE-E	9951911364	smdrufi583@gmail.com	60	59	B.Sc MSCS	III	2021	S. Mohammad Rafi
33	Umme Hani	14-07-2001	Md Mustaqueem	Female	BC-E	7386990018	haniumme@gmail.com	64	59	B.Sc MSCS	III	2021	U. Hani
34	Yerra Saikumar	14-04-2001	Y Satyanarayana	Male	BC-B	7075673723	yerrasa2@gmail.com	62	51	B.Sc MSCS	III	2021	Y. Saikumar
35	Dudekula Vannur Vali	18-08-1997	D Mabu	Male	BC-B	7661959593	dudekula222@gmail.com	59	53	B.Sc MSCS	III	2021	D. Vannur Vali

  
**Principal**  
 Govt. Degree College  
 URAVAKONDA-516 812  
 Anantapur (Dist.) A.P.


  
**Coordinator**  
 Jawahar Knowledge Center  
 Govt. Degree College  
 Uravakonda

## Students Attendance

**JKC Students I - Batch May/Aug Attendance Sheet (20-05-2020 to 21-08-2020)**

1	A Rajappa	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19			
2	Boya Hari	P	A	P	P	Sunday	P	A	P	P	P	P	A	P	P	A	P	P	P	Sunday	A	P	A	P	P	P	Sunday	P	P	A	P	P			
3	Desai Mahesh	P	A	P	P		P	P	P	P	A	P	P	P	P	P	P	P	P		A	P	P	A	P	P		P	P	P	P	P	A	A	A
4	Jelli Mahesh Babu	P	P	A	P		P	P	P	P	P	P	P	P	A	P	P	A	P		P	P	A	P	P	P		P	P	P	P	P	P	P	P
5	Unteamed Sivaraju	P	P	P	P		P	P	P	A	A	P	P	A	P	P	P	A	P		P	P	A	P	P	P		P	P	P	P	A	P	P	A
6	Madisetty Anitha	A	P	A	P		P	P	A	P	A	P	A	P	P	P	P	P	A		P	P	P	A	P	P		P	P	P	P	P	P	P	A
7	Madiga Vijayakumar	P	A	P	P		P	P	P	P	P	P	P	P	P	P	P	A	P		P	P	A	P	P	P		P	P	P	P	A	A	A	A
8	Sadu Deepika	P	P	A	P		P	P	P	P	P	P	P	P	P	P	A	P	P		P	P	A	P	P	A		A	P	P	P	A	P	P	P
9	Angadi Sindhuja	P	P	P	P		P	P	P	P	A	A	P	P	P	P	P	P	P		P	P	P	P	P	P		A	P	P	P	A	P	P	P
10	Bestha Akshitha	P	A	P	P		P	A	P	A	A	P	P	A	P	P	A	A	P		P	P	A	A	P	A		A	P	P	P	P	A	P	A
11	Chakali Vannur Swamy	A	A	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P	P	A	A
12	Molakatalla Sujana	P	P	P	A		P	a	A	A	P	P	P	P	P	P	P	A	P		P	P	P	A	P	P		P	P	P	P	P	A	P	P
13	Pamidi Babjan	P	P	P	P		A	P	P	A	A	A	A	A	P	P	P	P	P		A	P	P	A	P	P		P	P	P	P	P	P	P	P
14	Raketla Sirisha	P	P	P	P		P	P	P	P	P	P	A	P	P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P	P	P	P
15	Sanda Pallavi	A	P	P	A		P	P	P	P	A	P	A	A	P	P	P	P	A		P	P	P	A	P	P		P	P	P	P	P	A	P	P
16	Ungooru Sireesha	P	P	P	P		P	P	P	P	P	P	A	P	P	P	P	A	P		P	P	P	A	P	P		P	P	P	P	P	P	P	P
17	V Jagadesh Kumar	P	P	P	P		P	P	P	P	P	A	A	A	P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P	P	P	P
18	Vadde Meghana	A	P	P	P		P	A	P	P	P	P	P	P	P	P	P	P	A		P	P	P	P	P	P		P	P	P	P	P	P	P	P
19	Vadde Pravallika	A	P	P	P		A	P	A	A	P	P	P	P	P	P	P	A	P		P	P	P	A	P	P		P	P	P	P	P	P	P	P
20	Yeggadi Parvathi	P	A	P	P		P	P	A	P	P	P	P	P	A	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P	P	P	P
21	A Kullayappa	P	P	P	P		P	P	A	P	P	P	P	P	P	P	P	P	P		A	P	P	P	P	P		P	P	P	P	P	P	P	P
22	Bandaru Krishna Veni	P	P	P	P		A	A	P	A	P	P	P	P	A	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P	P	P	P
23	Barika Lingamma	P	P	A	P		P	P	P	P	P	P	P	P	P	P	P	A	A		P	P	P	P	P	P		P	P	P	P	P	P	P	P
24	B Dhanalakshmi	P	P	P	P		A	P	P	P	P	P	P	A	A	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P	P	P	P
25	Boya Maneesha	A	A	P	P		A	P	P	P	A	P	P	P	P	P	P	A	P		P	P	A	P	P	P		P	P	P	P	P	P	P	P
26	Chitta Jagadeesh	P	P	P	P		A	A	P	P	P	P	A	P	P	P	A	P	A		P	A	P	A	P	P		P	P	P	P	P	P	P	P
27	Gurram Keerthi	P	P	P	P		P	P	P	A	P	P	A	A	P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P	P	P	P
28	Kamarthi Keerthana	P	A	A	P		P	A	P	P	P	P	P	P	P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P	P	P	P
29	Karre Chandu	P	P	P	P		P	P	A	P	P	A	A	A	A	P	A	P	A		P	P	P	A	P	P		P	P	P	P	P	P	P	P
30	Kotha Sujatha	P	P	P	P		A	A	P	A	A	P	P	P	P	P	P	P	P		A	A	P	P	P	P		P	P	P	P	P	P	P	P
31	Pujari Nandini	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P	P	P	P
32	Shaik Mohammed Rafi	P	P	P	P		A	P	P	P	A	P	P	P	P	P	A	P	P		P	P	P	P	P	P		P	P	P	P	P	P	P	P
33	Umme Hani	P	A	P	A		P	P	P	a	P	P	P	P	P	P	P	P	P		A	P	P	P	P	P		P	P	P	P	P	P	P	P
34	Yerra Saikumar	P	P	P	P		P	P	P	A	P	P	P	P	P	A	P	A	P		P	P	P	A	P	P		P	P	P	P	P	P	P	P
35	Dudekula Vannur Vali	P	A	P	P		P	P	A	P	P	P	A	A	P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P	P	P	P

  
**PRINCIPAL**  
**Govt. Degree College**  
**URAVAKONDA.**

  
**Coordinator**  
**Jawahar Knowledge Center**  
**Govt. Degree College**  
**Uravakonda**

## **Brief Report**

The Communication, Soft and Analytical Skills Training Programme conducted by the Jawahar Knowledge Centre of our institution spanned over 180 hours from May 20th, 2020, to August 21th, 2020. Online Classes were led by T. Narayana, Lecturer in English, K.P. Nagendra Gowd, JKC Full-Time Mentor, and U. Seetaram Gupta, Lecturer in Computer Applications. This comprehensive program equipped students with vital skills for their future careers, including communication, teamwork, problem-solving, leadership, resume writing, interview techniques, and professional etiquette, enhancing their readiness for the job market.

### **Course out comes**

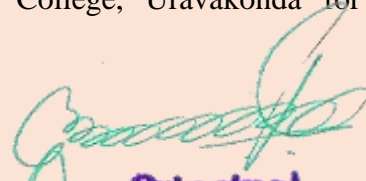
After completion of the certificate course on Communication, Soft, and Analytical Skills, participants will be able to:

- **Communicate Effectively:** Express ideas clearly and confidently in various professional settings, both verbally and in writing.
- **Demonstrate Soft Skills Proficiency:** Exhibit strong teamwork, adaptability, leadership, and emotional intelligence, fostering positive interactions and relationships in the workplace.
- **Apply Analytical Thinking:** Utilize critical thinking skills and problem-solving techniques to analyze information, evaluate options, and make informed decisions.
- **Engage in Effective Interpersonal Communication:** Improve active listening, empathy, and conflict resolution skills to facilitate positive communication and collaboration with colleagues.
- **Foster Personal and Professional Growth:** Enhance self-awareness, confidence, and assertiveness, empowering participants to navigate their careers effectively and pursue opportunities for advancement.
- **Embrace Lifelong Learning:** Cultivate a mindset of continuous learning and self-improvement, encouraging participants to seek ongoing personal and professional development beyond the course.

### **Feedback**

- 1) After attending JKC Training, I feel confident to attend Competitive Exams.
- 2) I gained General Knowledge as well as Current affairs to face any interview.
- 3) Now I am sure that I crack any job in MNCs with the training in JKC.
- 4) During training, I improved my Computer Skills and Analytical skills.
- 5) I am very thankful to JKC of Govt. Degree College, Uravakonda for enriching Communication Skills.



  
**Principal**  
**Govt. Degree College**  
**URAVAKONDA-515 812**  
**Anantapur (Dist.) A.P**

**Examination conducted: -**



Certificate: -

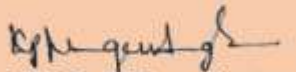


Govt. Degree College  
Uravakonda



*Certificate*

This is to Certify that Mr. /Kum B. Yerriswamy has attended Certificate Course in "Communication, Soft and Analytical Skills" organised by Department of Jawahar Knowledge Centre, Government Degree College, Uravakonda, Anantapuramu District from 20-05-2020 to 21-08-2020.

  
JKC Full Time Mentor

  
JKC Coordinator

  
Principal  
Govt. Degree College  
URAVAKONDA-518 812  
Anantapur (Dist.) A.P.

**Photos: -**



## **The Department of JKC**

**Date: 24-08-2020**

JKC conducted a meeting on 24-08-2020 at JKC Lab and discussed on below mentioned Topics.

### **Agenda**

- 1) To run a Training Course for the final Year students.
- 2) To discuss about the syllabus.
- 3) To Conduct online classes as per CCE instructions
- 4) To Motivate the students to attend make use of the online classes.
- 5) To create awareness on Competitive examinations.
- 6) To inform the students about the Campus Interviews.
- 7) To distribute ID Cards.

### **Discussion**

The topics mentioned in the agenda are discussed in a detailed manner and the faculty unanimously approved. Later the following resolutions have been passed.

### **Resolutions**

- 1) It is resolved that a training programme should be conducted for the Final Year students.
- 2) It is resolved to create awareness on Competitive examinations and Career Guidance.
- 3) It is resolved to Commence Class work as per CCE instructions.
- 4) It is resolved to issue certificates from JKC Funds
- 5) It is resolved to conduct Job Drives.

## PERMISSION LETTER

The Principal,  
Govt. Degree College,  
URAVAKONDA.

Respected Sir,

Sub: Dept. of JKC- Request for Permission to Conduct Certificate Course on Communication, Soft and Analytical Skills for the third-year students of our esteemed institution in the academic year 2020-21 - Regd.

The Department of JKC proposed to start a comprehensive certificate course on Communication, Soft and Analytical Skills for the third-year students aimed at equipping our students with the necessary skills and knowledge to excel in their career and it will be held outside of regular class hours to minimize any disruption to the academic schedule.

We kindly request permission to commence this course Thank you for considering our request. We look forward to your favorable response.

Date:25-08-2020

Yours faithfully,

*T. Narayana*  
T. Narayana

Coordinator  
Jawahar Knowledge Center  
Govt. Degree College  
Uravakonda

*OK*  
*25/8/2020*

**CIRCULAR**

All the III-year students are hereby informed that the Department of JKC will start a Certificate Course on Communication, Soft and Analytical Skills on 31-08-2020. This course aims to equip students with essential skills for their career advancement. Hence interested students may enroll by registering their names with **Sri. T. Narayana, Lecturer in English and Coordinator, Jawahar Knowledge Centre, GDC, Uravakonda.** Certificates will be awarded after the completion of the course.

Date:27-08-2020.

Yours faithfully,

  
**T. Narayana**  
Coordinator  
Jawahar Knowledge Center  
Govt. Degree College  
Uravakonda

## Students LIST

JKC Students Batch - Registered Information for the Year 2020-2021


S.N	Name of the Student	DOB	Father Name	Gender	Social Status	Contact No	Email Id	SSC (%)	Inter (%)	Degree Group	Degree Year (I/II/III)	Degree Passout	Signature
1	Andela Anitha	11-07-2000	A Ramangineyulu	Female	BC-B	8466080008	aramanti9@gmail.com	57	68	B.Com CA	III	2021	A Ramangineyulu
2	Ansar Mehathaj	10-05-2000	H Merenna	Female	SC	9515239754	hrajesh2523@gmail.com	54	69	B.Com Gen	III	2021	A Mehathaj
3	Eesanti Badri Naith	10-06-2001	E MALLI KARJUNA	M	OC	8790004150	ebadrikki@gmail.com	69	72	B.Com Gen	III	2021	E. Badri Naith
4	Uppara Shankar Bhanu	22-04-2001	U Ramu	Male	BC-D	8008938614	shankarbhanu2001@gmail.com	45	43	B.Com CA	III	2021	U. Shankar Bhanu
5	B Shakeer	08-06-2001	B Silar Sab	Male	BC-E	7842299967	shakeer786@gmail.com	61	65	B.Com CA	III	2021	B Shakeer
6	Boya Thimmakka Gari Santhosh	12-03-2001	B Prakash	Male	BC-A	9703677305	santhoshbowa2001@gmail.com	61	72	B.Com CA	III	2021	Gari Santhosh
7	Chandrasekhar Gari	21-01-2001	MU Ramanjineyulu	Male	BC-A	8464921068	chandrasekhar2001@gmail.com	54	69	B.Com CA	III	2021	M. Chandrasekhar
8	Harijana Danila Raju	13-02-1999	H Ganganna	Male	SC	9160669225	danilaraju@gmail.com	53	64	B.Com CA	III	2021	H. Danila
9	Yogammagari Govardhan	06-08-2000	Y Pedda Mallanna	Male	SC	8978133627	yogammagarigovardhan@gmail.com	65	59	B.Com CA	III	2021	Y. Govardhan
10	Jolla Manasa	17-03-2001	J Sreenivasulu	Female	BC-A	9505426617	jollamanasa2001@gmail.com	63	78	B.Com CA	III	2021	J. Manasa
11	Madiga Dhanujaya	12-06-2001	M Vannurswamy	Male	SC	9121660454	dhanujay2001@gmail.com	59	57	B.Com CA	III	2021	M. Dhanujaya
12	Kamarthi Kavitha	22-03-2001	K Gopal	Female	BC-B	8522832461	kavitha20012@gmail.com	51	69	B.Com CA	III	2021	K. Kavitha
13	Meenuga Akhila	01-12-2000	M Narayana Swamy	Female	SC	9985384041	meenugaakhila2001@gmail.com	49	58	B.Com CA	III	2021	M. Akhila
14	Ansar Irfan	17-07-2000	A Vali	Male	BC-E	9052847175	ansarirfan75@gmail.com	51	53	B.Com CA	III	2021	A. Irfan
15	D Rajini Kanti Reddy	06-05-2001	D NAGENDRA REDDY	Male	OC	9849486943	rajinikanti6943@gmail.com	65	70	B.Com CA	III	2021	D. Rajini Kanti Reddy
16	Vaduguru Raviteja	13-06-2000	M Lalappa(Late)	Male	SC	7013840224	rr671755@gmail.com	66	70	B.Com Gen	III	2021	V. Raviteja
17	Sannanna Gari Nataraju	17-04-1999	S Parusuramudu(Lie)	Male	BC-A	9281446291	sannannagari@gmail.com	61	82	B.Com CA	III	2021	S. Nataraju
18	Chakali Vannur Swamy	06-05-2001	C Gangadhara	Male	BC-A	9515824148	vannurannurswamy58@gmail.com	77	84	B.Sc MPCS	III	2021	C. Vannur Swamy
19	K Keerthi	31-03-2001	K Chandra sekhar	Female	BC-B	9100945349	keerthi2001@gmail.com	61	66	B.Sc M.S CS	III	2021	K. Keerthi
20	Kotha Sujatha	17-04-2001	K Venkatesulu	Female	BC-B	9701432545	kothasujatha2001@gmail.com	64	75	B.Sc M.S CS	III	2021	K. Sujatha
21	Barika Lingamma	06-03-2001	B Hanumanthu	Female	BC-A	8367313981	blingamma2001@gmail.com	66	57	B.Sc M.S CS	III	2021	B. Lingamma
22	Bandaru Thirumurthy	13-05-2001	B Vannurappa	Male	SC	8897709236	thirumurthy2001@gmail.com	71	55	B.Sc MPCS	III	2021	B. Thirumurthy


S.N	Name of the Student	DOB	Father Name	Gender	Social Status	Contact No	Email Id	SSC (%)	Inter (%)	Degree Group	Degree Year (U/I/III)	Degree Passout	Signaturer
23	K Mahesh	05-06-1999	K Vannur Swamy	Male	BC-A	6301802739	vannurvannurswamy8@gmail.com	73	52	B.Se MPCS	III	2021	K. Mahesh
24	Boya Maneesha	13-05-2001	B Manikya	Female	BC-A	9573468035	maneesha279@gmail.com	76	86	B Se M.S.CS	III	2021	B. Maneesha
25	Umme Hani	14-07-2001	Md. Mustaqueem	Female	BC-E	7386990018	hannumoc2@gmail.com	63	59	B.Se M.S.CS	III	2021	U. Hani
26	B Dhanalakshmi	25-10-2001	B Ganesh	Female	BC-A	9000374560	bhanalakshmi2001@gmail.com	76	80	B.Se M.S.CS	III	2021	B. Dhanalakshmi
27	Sanda Pallavi	23-06-2001	Sanda Lakshmi Narayana	Female	BC-B	8367485846	sandapallavi2001@gmail.com	69	73	B.Se MPCS	III	2021	S. Pallavi
28	Dudekula Shahanaiz Bee	18-06-1997	D Khadir basha	Female	BC-A	9573939002	shshanaiz1997@gmail.com	55	62	B.Com Gen	III	2021	D. Shahanaiz bab
29	D Sudheer Kumar Reddy	06-05-2001	D Nagendra Reddy	Male	OC	9704321267	sudheerreddy2001@gmail.com	77	71	B.Com CA	III	2021	D. Sudheer kumar Reddy
30	Thondam Suresh	06-05-2001	T Ramanjineyulu	Male	SC	6301669715	thondam-suresh2001@gmail.com	66	57	B.Com CA	III	2021	T. Suresh
31	Meenuga Gowthami	06-11-2000	M Pennaobulesu	Female	SC	9951256118	gowthami1806@gmail.com	67	72	B.Se BZC	III	2021	M. Gowthami
32	Meenuga Mary Swetha	10-06-1996	G Krishna Murthy	Female	BC-B	7386158802	meenugamurthy@gmail.com	65	71	B.Com Gen	III	2021	M. Mary Swetha
33	Janda Shasha Vali	10-06-2001	J Razak	Male	BC-E	7075070562	jotharazak@gmail.com	59	61	B.Com CA	III	2021	J. sasha vali
34	Khaligar Jainabbe	23-06-2001	K Hussain	Female	BC-E	9247425569	jainab8585@gmail.com	64	72	B.Se BZC	III	2021	K. Jainabbe
35	Chowdiki Vamsi	20-04-2001	C Eswarappa	Male	SC	7036764660	vamsichowdiki2001@gmail.com	76	81	B.Com CA	III	2021	C. Vamsi
36	Tailorkanekal Muhammad Sammad	07-02-2000	TK Haneef	Male	BC-E	9000721557	tkhammad187@gmail.com	64	51	B.Com CA	III	2021	T. Mahamed Sammad
37	Dudekula Rabiya	10-10-2001	D Basha	Female	BC-B	9121312693	rabiya@dudekula2001@gmail.com	66	69	B.Com CA	III	2021	D. Rabiya
38	Guruva Nandini	04-07-2000	R Nagaraju	Female	BC-B	9985750056	NandiniGuruva2000@gmail.com	68	61	B.Com Gen	III	2021	G. Nandini
39	Rapuram Thippesh	21-10-1999	R Doddana Gowd (Lte)	Male	OC	7993768802	thippeshrapuram1999@gmail.com	59	48	B.Com CA	III	2021	R. Thippesh
40	Vadde Sivappa	03-07-2001	V Vandrapa(L.E.T)	Male	BC-A	9642769561	vadde Sivappa@gmail.com	51	57	B.Com CA	III	2021	V. Sivappa
41	Golla Sukanya	20-06-2001	G Ramanjineyulu	Female	SC	9052528042	sukanya.2001@gmail.com	59	72	B.Com Gen	III	2021	G. Sukanya
42	Mallala Jyothika	10-06-2000	M Lalusaheb	Female	BC-B	7799421466	jyothika2000@gmail.com	61	73	B.Com Gen	III	2021	M. Jyothika
43	Harijanna Jadappa	20-07-2001	H Vannuswamy	Male	SC	6309665453	jadappah2001@gmail.com	54	63	B.Com CA	III	2021	H. Jadappa
44	Singadi Jackson Babu	16-02-2001	S Lingappa	Male	SC	8374395273	singadijacksonbabu2001@gmail.com	51	49	B.Com CA	III	2021	S. Jackson babu

**Students Attendance: -**

REGISTER OF ATTENDANCE & FEES													FOR THE MONTH <u>September - 2020</u> 201 <u>1</u>																									
Name of the Institute <u>Govt. Degree College</u>													Section..... Place.....																									
Sl. No.	Admission No.	NAMES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	No. of Days Present	Rs. P.	P.	Amount Payment	
1		Andela Anitha	P	P	P	P	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		Anand Michaelraj	P	P	P	P	P		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		Evanti Badrinath	P	P	P	P	P		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		Uppara Shankar Bham	P	P	P	P	P		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		B. Shakes	P	P	P	P	P		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		B. T. Sankash	P	P	P	P	P		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		M. V. Chandrashekar	P	P	P	P	P		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		H. Davila Raju	P	P	P	P	P		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		Y. Govardhan	P	P	P	P	P		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		J. Manasa	P	P	P	P	P		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. Chandrayya	P	P	P	P	P		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		K. Kavitha	P	P	P	P	P		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		M. Anitha	P	P	P	P	P		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		A. Prdan	P	P	P	P	P		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		D. Rajini Kanth Reddy	P	P	P	P	P		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		V. Raviteja	P	P	P	P	P		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. Nataraju	P	P	P	P	P		P	P	P	P	P			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
18		S. Vannuramany	P	P	P	P	P		P	P	P	P	P			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
19		K. Kavya	P	P	P	P	P		P	P	P	P	P			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
20		K. Sujatha	P	P	P	P	P		P	P	P	P	P			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
21		B. Lingamma	P	P	P	P	P		P	P	P	P	P			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
22		B. Thirumurthy	P	P	P	P	P		P	P	P	P	P			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
23		K. Mahesh	P	P	P	P	P		P	P	P	P	P			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
24		B. Manoj	P	P	P	P	P		P	P	P	P	P			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
25		U. Hani	P	P	P	P	P		P	P	P	P	P			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
26		B. Dharmalakshmi	P	P	P	P	P		P	P	P	P	P			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
27		S. Pallavi	P	P	P	P	P		P	P	P	P	P			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
28		D. Chakraborty	P	P	P	P	P		P	P	P	P	P			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
29		D. Sudheer Kumar Reddy	P	P	P	P	P		P	P	P	P	P			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
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Admission No.	NAMES	Section												Place																								
		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						
30	T. Suresh	P	P	A	P	P		P	P	P	P	P		P	P	P	P	A	P		P	A	P	P	P		P	P	P									
31	M. Gowthami	A	P	P	P	P		P	A	P	P	A		P	P	P	P	A	P		P	P	P	A	P		P	A	P	P								
32	M. Anitha	P	P	P	A	P		A	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P								
33	T. Shasha Vali	P	A	P	P	P		P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P								
34	K. Jainabk	P	P	P	P	A		P	P	P	P	A		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P								
35	C. Vamsi	P	P	A	P	P		P	P	A	P	P		P	P	P	P	P	P		P	A	P	P	A		P	P	P	P								
36	T. Mohammed Sameer	P	P	P	P	P		A	P	P	A	A		P	P	P	P	A	P		P	P	P	P	P		P	P	P	P								
37	D. Bahiya	P	P	P	A	P		P	P	P	A	P		P	P	P	P	A	P		P	P	P	P	P		P	P	P	P								
38	G. Nandini	P	A	A	P	P		P	P	A	P	P		P	A	P	P	P	A		P	P	A	P	P		P	P	P	P								
39	R. Thippob	P	P	P	P	P		P	P	P	P	P		P	A	P	P	P	P		P	P	P	P	P		P	P	P	P								
40	V. Srappa	A	P	P	P	P		P	A	P	P	A		P	A	P	P	A	P		P	A	P	P	P		P	P	P	P								
41	G. Sukanya	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P								
42	M. Jayathika	P	P	P	P	P		A	P	A	P	P		P	A	P	P	P	P		P	P	P	P	P		P	P	P	P								
43	H. Jadhappa	P	A	P	P	P		P	P	A	P	A		P	P	P	P	A	P		P	P	P	P	P		P	P	P	P								
44	S. Jackson Baby	P	P	P	P	P		P	A	P	P	P		P	P	P	P	P	P		P	P	P	P	P		P	P	P	P								

  
**PRINCIPAL**  
 Govt. Degree College  
 URAVAKONDA.

  
**Coordinator**  
 Jawahar Knowledge Center  
 Govt. Degree College  
 URAVAKONDA

## **Brief Report**

The Communication, Soft and Analytical Skills Training Programme conducted by the Jawahar Knowledge Centre of our institution spanned over 180 hours from August 31th, 2020, to November 30th, 2020. Classes were led by T. Narayana, Lecturer in English, K.P. Nagendra Gowd, JKC Full-Time Mentor, and U. Seetaram Gupta, Lecturer in Computer Applications. This comprehensive program equipped students with vital skills for their future careers, including communication, teamwork, problem-solving, leadership, resume writing, interview techniques, and professional etiquette, enhancing their readiness for the job market.

### **Course out comes**

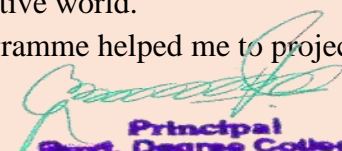
After completion of the certificate course on Communication, Soft, and Analytical Skills, participants will be able to:

- **Communicate Effectively:** Express ideas clearly and confidently in various professional settings, both verbally and in writing.
- **Demonstrate Soft Skills Proficiency:** Exhibit strong teamwork, adaptability, leadership, and emotional intelligence, fostering positive interactions and relationships in the workplace.
- **Apply Analytical Thinking:** Utilize critical thinking skills and problem-solving techniques to analyze information, evaluate options, and make informed decisions.
- **Engage in Effective Interpersonal Communication:** Improve active listening, empathy, and conflict resolution skills to facilitate positive communication and collaboration with colleagues.
- **Foster Personal and Professional Growth:** Enhance self-awareness, confidence, and assertiveness, empowering participants to navigate their careers effectively and pursue opportunities for advancement.
- **Embrace Lifelong Learning:** Cultivate a mindset of continuous learning and self-improvement, encouraging participants to seek ongoing personal and professional development beyond the course.

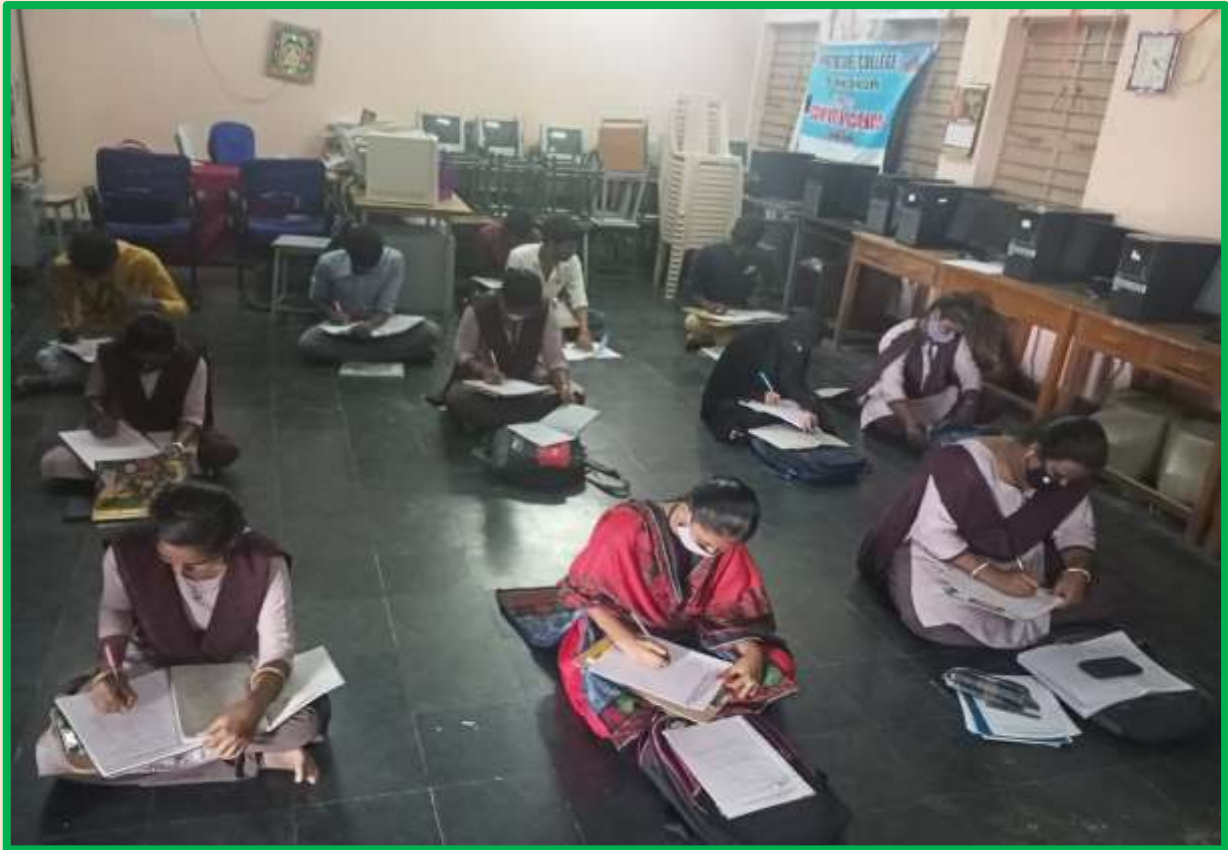
### **Feedback**

- 1) This JKC Training Programme really helped me a lot and learned Speaking Skills
- 2) I am very happy to learn about different types of techniques in Athematic and I hope this Programme will certainly enhance my competitive skills.
- 3) Really, I gained a lot of confidence during the JKC Training Programme in projecting my views in the Job Market.
- 4) Since English is a Global language as well as Language of opportunities, this Training Programme helped me to learn how to prepare for Competitive world.
- 5) I will certainly reach my goal as this 90 days Training Programme helped me to project my views without mistakes.



  
Principal  
Govt. Degree College  
URAVAKONDA-515 812  
Anantapur (Dist.) A.P.

**Examination conducted: -**



Certificate: -

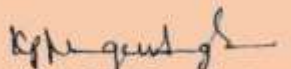


Govt. Degree College  
Uravakonda



*Certificate*

This is to Certify that Mr. /Kum M. Vannuruswamy has attended Certificate Course in "Communication, Soft and Analytical Skills" organised by Department of Jawahar Knowledge Centre, Government Degree College, Uravakonda, Anantapuramu District from 31-08-2020 to 30-11-2020.

  
JKC Full Time Mentor

  
JKC Coordinator

  
Principal  
Govt. Degree College  
URAVAKONDA-818 812  
Anantapur (Dist.) A.P.

**Photos: -**



## **The Department of JKC**

**Date: 28-11-2020**

JKC conducted a meeting on 28-11-2020 at JKC Lab and discussed on below mentioned Topics.

### **Agenda**

- 1) To run a Training Course for the final Year students.
- 2) To discuss about the syllabus.
- 3) To Conduct classes as per CCE instructions
- 4) To create awareness on Competitive examinations.
- 5) To inform the students about the Campus Interviews.
- 6) To distribute ID Cards.

### **Discussion**

The topics mentioned in the agenda are discussed in a detailed manner and the faculty unanimously approved. Later the following resolutions have been passed.

### **Resolutions**

- 1) It is resolved that a training programme should be conducted for the Final Year students.
- 2) It is resolved to create awareness on Competitive examinations and Career Guidance.
- 3) It is resolved to Commence Class work as per CCE instructions.
- 4) It is resolved to issue certificates from JKC Funds
- 5) It is resolved to conduct Job Drives.

## PERMISSION LETTER

The Principal,  
Govt. Degree College,  
URAVAKONDA.

Respected Sir,

Sub: Dept. of JKC- Request for Permission to Conduct Certificate Course on Communication, Soft and Analytical Skills for the third-year students of our esteemed institution in the academic year 2020-21 - Regd.

*Permitted*  
*GK*  
*29/11/2020*

The Department of JKC proposed to start a comprehensive certificate course on Communication, Soft and Analytical Skills for the third-year students aimed at equipping our students with the necessary skills and knowledge to excel in their career and it will be held outside of regular class hours to minimize any disruption to the academic schedule. We kindly request permission to commence this course Thank you for considering our request. We look forward to your favorable response.

Date:29-11-2020

Yours faithfully,


*T. N. W.*  
*T. N. W.*  
Coordinator  
Jawahar Knowledge Centre  
Govt. Degree College  
Uravakonda

**CIRCULAR**

All the III-year students are here by informed that the Department of JKC will start a Certificate Course on Communication, Soft and Analytical Skills on 07-12-2020. This course aims to equip students with essential skills for their career advancement. Hence interested students may enroll by registering their names with **Sri. T. Narayana, Lecturer in English and Coordinator, Jawahar Knowledge Centre, GDC, Uravakonda. Certificates** will be awarded after the completion of the course.

Date:05-12-2020.

Yours faithfully,

  
T. Narayana  
Coordinator  
Jawahar Knowledge Center  
Govt. Degree College  
Uravakonda

## Students List:-

### JKC Students Registered Information for the Year 2020-2021 Batch - III

S.No	Name of the Student	DOB	Father Name	Gender	Social Status	Contact No	Email ID	SSC (%)	Inter (%)	Degree Group	Degree Year	Degree Pass	Signature
1	Ansar Irfan	17-07-2000	A Vali	Male	BC-E	9052847175	ansarirfan75@gmail.com	51	53	B.Com CA	III	2021	A. Irfan
2	Uppara Shankar Bhanu	22-04-2001	U Ramu	Male	BC-D	8008938614	shankarbhanu2001@gmail.com	45	43	B.Com CA	III	2021	U. Shankar Bhanu
3	Eeranti Badri Nath	10-06-2001	E Malli Karjuna	Male	OC	8790004150	ebadrikl@gmail.com	63	72	B.Com CA	III	2021	E. Badri nath
4	Singadi Jackson Babu	16-02-2001	S Lingappa	Male	SC	8374395273	jacksonbabu2000@gmail.com	52	49	B.Com CA	III	2021	S. Jackson Babu
5	B Shakeer	08-06-2001	B Silar Sab	Male	BC-E	7842299967	shakeer786@gmail.com	61	65	B.Com CA	III	2021	B. shakeer.
6	D Rajini Kanth Reddy	06-05-2001	D Nagendra Reddy	Male	OC	9849486943	rajinikanth6943@gmail.com	63	70	B.Com CA	III	2021	D. Rajini Kanth Reddy
7	Devi Chandana	15-07-2001	D Mohan	Female	BC-B	9849580858	2001chandana@gmail.com	69	57	B.Com CA	III	2021	D. chandana
8	Dudekula Rabiya	10-10-2001	D Basha	Female	BC-B	9121312693	dudekularabiya2000@gmail.com	77	81	B.Com CA	III	2021	D. Rabiya-
9	Kolluru Praashanthi	05-06-2001	K Sivakesavulu	Female	BC-A	8374939519	kollurprashanthi@gmail.com	64	59	B.Com CA	III	2021	K. praashanthi
10	Kamarthi Kavitha	22-03-2001	K Gopal	Female	BC-B	8522832461	kamarthikavitha2000@gmail.com	71	69	B.Com CA	III	2021	K. kavitha
11	Changala Chandrika	15-04-2001	C Nagaraju	Female	BC-B	9949186473	changalachandrik@gmail.com	54	61	B.Com CA	III	2021	C. Chandrika
12	K Shaleen	06-06-2000	C Sunkappa	Female	BC-A	7095522308	chittemma123@gmail.com	55	48	B.Com Gen	III	2021	K. Shaleen.
13	Yogammagari Govardhan	06-08-2000	Y Pedda Mallanna	Male	SC	8978133627	yogammagarigovardhan@gmail.com	65	59	B.Com CA	III	2021	Y. Govardhan
14	Harijanna Jadappa	20-07-2001	H Vannuruswamy	Male	SC	6309665453	jadappakl@gmail.com	61	51	B.Com CA	III	2021	H. Jadappa
15	Thondlam Suresh	06-05-2001	T Ramanjineyulu	Male	SC	6301669715	sureshsuri95340@gmail.com	56	57	B.Com CA	III	2021	T. Suresh
16	Badaganidoddi Jayasree	23-06-2001	J Saroja	Female	BC-A	7893751552	bjayasreeindia@gmail.com	57	48	B.Com CA	III	2021	B. Jayasree
17	A Mahammad Tabrej	03-11-1998	A Siddik Basha	Female	BC-E	7993128795	ansarmehataj@gmail.com	64	71	B.Com CA	III	2021	A. Mahammad Tabrej
18	Yeggadi Hemavathi	20-06-2001	Y Ramanjineyulu	Female	SC	9901404817	hemavathiyeggadi@gmail.com	49	62	B.Com CA	III	2021	Y. hemavathi
19	Meenuga Akhila	01-12-2000	M Narayana Swamy	Female	SC	6304068684	akhilameenuga@gmail.com	61	58	B.Com CA	III	2021	M. Akhila
20	Sake Uday Kumar	17-05-2001	K Mallappa	Male	BC-B	7981047493	udaykumar14560@gmail.com	49	51	B.Com Gen	III	2021	S. Uday Kumar
21	Vadogaru Raviteja	13-06-2000	M Lalappa(Late)	Male	SC	7013840224	rr671755@gmail.com	66	70	B.Com Gen	III	2021	V. Ravi teja
22	Devi Sanjeeva	29-03-2001	T Nagaraju	Male	BC-D	9966297458	devisanjeeva2000@gmail.com	57	41	B.Com Gen	III	2021	D. Sanjeeva
23	J Manasa	17-03-2001	J Sreenivasulu	Female	BC-A	9505426617	manasajolla@gmail.com	75	78	B.com CA	III	2021	J. Manasa
24	M Vignatha	19-06-2001	D Ramanjineyulu	Female	SC	9100876446	vignatha2000@gmail.com	55	42	B.com Gen	III	2021	M. vignatha

S.No	Name of the Student	DOB	Father Name	Gender	Social Status	Contact No	Email Id.	SSC (%)	Inter (%)	Degree Group	Year	Pass	Signature
25	Mellala Jyothika	10-06-2000	D Lalusaheb	Female	SC	8520841331	mjyothika2525@gmail.com	79	73	B.com Gen	III	2021	M. Jyothika
26	Andela Anitha	11-07-2000	A Ramangineyulu	Female	BC-B	8466080008	andelaanitha123@gmail.com	74	68	B.Com CA	III	2021	A. Anitha
27	T K Mohammad Sarnad	07-02-2000	Tk Huneef	Male	BC-E	9100837169	tkarnad313@gmail.com	65	51	B.com Gen	III	2021	Tk mohammad Sarnad
28	V Shivappa	03-07-2001	V Vandrappa(L.et)	Male	BC	6304202960	vaddeshivappa86@gmail.com	49	57	B.Com CA	III	2021	V. Shivappa
29	Rapuram Thippesh	21-10-1999	R Doddana Gowd(L.te)	Male	BC-D	8688515548	thippeshrapuram@gmail.com	52	48	B.Com CA	III	2021	R. Thippesh
30	Harjana Danila Raju	13-02-1999	H Ganganna	Male	SC	9160669225	danilaraju@gmail.com	53	64	B.Com CA	III	2021	H. Danila Raju
31	Madiga Dhanunjaya	12-06-2001	M Vannurwamy	Male	SC	9347456949	madigadhanunjaya8@gmail.com	56	57	B.Com CA	III	2021	M. Dhanunjaya
32	Boya Nagaraju	16-07-2001	B Anjineyulu	Male	BC-A	6309715871	nagaraju630971@gmail.com	66	72	B.Com CA	III	2021	B. Nagaraju
33	P Anil	11-01-2001	P Narayanaswamy	Female	BC-B	9704700891	anil9704700@gmail.com	58	62	B.Com CA	III	2021	P. Anil
34	S Nataraju	17-04-1999	S Parasuramudu(L.te)	Male	BC-A	8008727742	nataraju250@gmail.com	76	82	B.Com CA	III	2021	S. Nataraju
35	Boya Thimmakka Gari Santhosh	12-03-2001	B Prakash	Male	BC-A	9912042291	ssanthu6010@gmail.com	77	72	B.Com CA	III	2021	B.T. Santhosh
36	Asattappagari Ramu	18-05-2000	A Munaiah	Male	BC-B	8897023967	aramscanna512@gmail.com	65	77	BA HEP	III	2021	A. Ramu
37	Bangi Chennappa	15-04-2000	B Rmachandraiah	Male	BC-A	9618361818	chennappabangi113@gmail.com	59	35	BA HEP	III	2021	B. chennappa
38	Besta Suseela	06-10-2000	B Ramangineyulu	Female	BC-A	8520000465	bestasuseela950@gmail.com	56	43	BA HEP	III	2021	B. suseela
39	Bisannagari Ayyappa Reddy	06-03-2001	B Venkatesh	Male	BC-B	6281631813	ayyappareddy111@gmail.com	75	68	BA HEP	III	2021	B. Ayyappa Reddy
40	Byalla Ayyappa Reddy	06-08-2001	B Bachalappa	Male	BC-B	8179655150	ayyappareddy5150@gmail.com	62	57	BA HEP	III	2021	B. Ayyappa Reddy
41	Dalavai Harikrishna	15-07-2000	D Narasimha	Male	Be-A	6301267777	hari3732@gmail.com	66	54	BA HEP	III	2021	D. Harikrishna
42	Dambala Vandana	05-10-2000	D Yerriswamy	Female	OC	9652672973	dambalavandana@gmail.com	61	56	BA HEP	III	2021	D.vandana
43	Gudisela Saraswathi	24-06-2001	G Vannur Swamy	Female	BC-A	8897840496	saraswathi2001@gmail.com	69	71	BA HEP	III	2021	G. Saraswathi
44	Gundlalo Jayamma	03-10-1997	G Narasimhulu	Female	Be-A	9505832243	jayammagundlalo@gmail.com	56	43	BA HEP	III	2021	G. Jayamma
45	Harjana Daggappa	06-06-1999	H Sunkanna	Female	Se	9502342515	daggappaharjana@gmail.com	52	42	BA HEP	III	2021	H. Daggappa
46	K Anitha	03-09-2000	K Yerriswamy	Female	BC-B	9573082247	anithak2000@gmail.com	56	42	BA HEP	III	2021	K. Anitha
47	Kambiah Gari. Krishna	10-08-1996	K Sreenamulu	Male	BC-A	8106447210	krishnagari1996@gmail.com	59	52	BA HEP	III	2021	K. Krishna
48	Katike Vinay Kumar	08-04-1995	K Madappa	Male	SC	8688914838	vinaykumar114@gmail.com	59	40	BA HEP	III	2021	K. Vinay Kumar
49	Konduru Jyothi	06-10-2001	K Thippaiah	Female	SC	7671923401	jyothi2001@gmail.com	65	55	BA HEP	III	2021	K. Jyothi

S.No	Name of the Student	DOB	Father Name	Gender	Social Status	Contact No	Email Id	SSC (%)	Inter (%)	Degree Group	Degree Year	Degree Passes	Signature
50	Kunuba Sowmya	20-07-1999	K Kristappa	Female	BC-b	7337582366	sowmya1999@gmail.com	66	44	BA HEP	III	2021	K. Sowmya
51	Madiga Arunamma	05-05-1998	M Mareppa	Female	SC	9948191526	arunammasch2010@gmail.com	52	65	BA HEP	III	2021	M. Arunamma
52	Madiga Prabhakar	16-03-1999	M Vandrappa	Male	SC	9533922947	prabhakar1321@gmail.com	55	47	BA HEP	III	2021	M. Prabhakar
53	Madiga Yellappa	04-10-1996	M Ganganna	Male	SC	8142168389	yellappa1996@gmail.com	78	80	BA HEP	III	2021	M. Yellappa
54	Mareppagari Honnur Swamy	03-08-2001	G Mareppa	Male	SC	9573778250	honnurswamy066@gmail.com	52	41	BA HEP	III	2021	M. Honnur Swamy
55	Moentiga Jayasree	20-02-2000	M Narasimhulu	Female	SC	8341163893	jayasree2000@gmail.com	59	67	BA HEP	III	2021	M. Jayasree
56	Patte Lakshmi Narayana	10-06-2000	D Lakshmiswamy	Male	BC-B	9966297458	lakshmi.patte2000@gmail.com	62	69	BA HEP	III	2021	P. Lakshmi Narayana
57	Pennappagari Surendra	20-06-2001	K Sidha Reddy	Male	BC-A	7702088423	surendra1332@gmail.com	71	70	BA HEP	III	2021	P. Surendra
58	Pinjari Saramsai	01-04-2001	K Masthan Sahob	Male	BC-E	6309327385	saramsai2001@gmail.com	65	61	BA HEP	III	2021	P. Saramsai
59	Pula Nandini	28-06-2001	J Ramanna	Female	BC-B	9490337881	nandini6889@gmail.com	59	58	BA HEP	III	2021	P. Nandini
60	Rajappagari Anil Kumar	06-07-2001	M Beelina	Male	BC-A	8340883481	anilkumar2001@gmail.com	72	80	BA HEP	III	2021	R. Anil Kumar
61	S Swarna	23-08-2000	K Siddappa	Male	BC-B	9908630838	swarna2000@gmail.com	56	49	BA HEP	III	2021	S. Swarna
62	Siddarampuram Maruthi	12-04-2001	K V Nagireddy	Male	BC-A	9908809513	maruthi2001@gmail.com	66	56	BA HEP	III	2021	S. Maruthi
63	Singadi Ravi Kumar	05-07-2001	K Ramanjineyulu	Male	BC-A	9949195623	ravikumar0507@gmail.com	71	69	BA HEP	III	2021	S. Ravi Kumar
64	Talari Abraham	08-04-1995	K Shafi	Male	BC-E	9494956756	abraham2001@gmail.com	55	50	BA HEP	III	2021	T. Abraham
65	Talari Dhananjaya	16-07-2001	Y Sunikama	Male	SC	9704284814	dhananjaya2001@gmail.com	56	40	BA HEP	III	2021	T. Dhananjaya
66	Talari Suresh	14-08-2000	T Yerriswamy	Male	SC	9703717911	abraham216@gmail.com	57	44	BA HEP	III	2021	T. Suresh
67	Tvakayala Sukanya	02-05-2001	S Ramanjineulu	Female	SC	9052528042	sukanya022001@gmail.com	69	72	BA HEP	III	2021	T. Sukanya
68	Uchaklagari Naresh	18-04-1997	S Ganganna	Male	SC	9912095643	naresh1997@gmail.com	52	45	BA HEP	III	2021	U. Naresh
69	Vadde Anil Kumar	10-11-1999	S Vandrappa	Male	SC	9704252888	anilkumar2001@gmail.com	45	40	BA HEP	III	2021	V. Anil Kumar
70	Vadde Anjali	17-05-2001	M Guruswamy	Male	SC	7702101638	anjaliwadde2001@gmail.com	50	55	BA HEP	III	2021	V. Anjali
71	Vadde Santhosh	27-04-2000	M Obulesu	Male	SC	7013111540	santhosh10125222@gmail.com	65	75	BA HEP	III	2021	V. Santhosh

Principal  
Govt. Degree College  
URAVAKONDA-515 812  
U.A.P.

Coordinator  
Jawahar Knowledge Center  
Govt. Degree College  
Urvakonda





# REGISTER OF ATTENDANCE & FEES

FOR THE MONTH December - 2020 201

Name of the Institute.....

Section..... Place.....

Sl. No.	Admission No.	NAMES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	No. of Days Present	Rs. P.	Date of Payment	
1	31	M. Dhanurjaya	P	P	P	P	P		P	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	32	B. Nagaraju	P	P	P	P	P		P	P	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	33	P. Anil	P	P	P	P	P		P	P	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	34	S. Nataraju	P	P	P	P	P		P	P	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	35	B. Thimmaleka Senthosa	P	P	P	P	P		P	P	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	36	A. Ramu	P	P	P	P	P		P	P	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	37	B. Chennappa	P	P	P	P	P		P	P	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	38	B. Susela	P	P	P	P	P		P	P	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	39	B. Nuyappa Reddy	P	P	P	P	P		P	P	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	40	B. Nuyappa Reddy	P	P	P	P	P		P	P	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	41	D. Hasikrishna	P	P	P	P	P		P	P	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	42	D. Indana	P	P	P	P	P		P	P	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	43	G. Saraswathi	P	P	P	P	P		P	P	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	44	G. Jayamma	P	P	P	P	P		P	P	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	45	H. Duggappa	P	P	P	P	P		P	P	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	46	K. Anita	P	P	P	P	P		P	P	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	47	K. Krishna	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
18	48	K. Vinay 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			
19	49	K. Jyothi	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
20	50	K. Saranya	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
21	51	N. Arunamma	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
22	52	N. Prabhakar	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
23	53	M. Yellappa	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
24	54	M. Hanur Swamy	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
25	55	M. Tapalree	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
26	56	P. Lakshmi Narayana	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
27	57	P. Suvendra	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
28	58	P. Saramevadi	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
29	59	P. Nandini	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
30	60	R. Anil 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			
Number Present M			12												12																						
Daily E			12												12																						
Initials M																																					
E																																					

No. on roll at the beginning of month      Admitted during the month      Left No. on roll at end of month      No. of working days      Average Attendance during the month      No. on roll during the month



# REGISTER OF ATTENDANCE & FEES

FOR THE MONTH December-2020 201

Name of the Institute.....

Section.....Place.....

Sl. No.	Admission No.	NAMES																									No. of Days Present	Rs. P.	Total of Days Present	Date								
			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	
61		S. Swarupa	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
62		S. Masutki	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
63		S. Dasikumar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
64		T. Abraham	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
65		T. Dhanunjaya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
66		T. Suresh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
67		T. Srikanya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
68		U. Nagesh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
69		V. Dasikumar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
70		V. Anjali	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
71		V. Santhosh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			

*[Signature]*  
**PRINCIPAL**  
**Govt. Degree College**  
**URAVAKONDA.**

*[Signature]*  
**Coordinator**  
**Jawahar Knowledge Center**  
**Govt. Degree College**  
**Uravakonda**

## **Brief Report**

The Communication, Soft and Analytical Skills Training Programme conducted by the Jawahar Knowledge Centre of our institution spanned over 180 hours from December 07th, 2020, to March 31th, 2021. Classes were led by T. Narayana, Lecturer in English, K.P. Nagendra Gowd, JKC Full-Time Mentor, and U. Seetaram Gupta, Lecturer in Computer Applications. This comprehensive program equipped students with vital skills for their future careers, including communication, teamwork, problem-solving, leadership, resume writing, interview techniques, and professional etiquette, enhancing their readiness for the job market.

### **Course out comes**

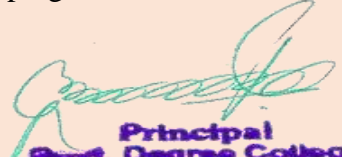
After completion of the certificate course on Communication, Soft, and Analytical Skills, participants will be able to:

- **Communicate Effectively:** Express ideas clearly and confidently in various professional settings, both verbally and in writing.
- **Demonstrate Soft Skills Proficiency:** Exhibit strong teamwork, adaptability, leadership, and emotional intelligence, fostering positive interactions and relationships in the workplace.
- **Apply Analytical Thinking:** Utilize critical thinking skills and problem-solving techniques to analyze information, evaluate options, and make informed decisions.
- **Engage in Effective Interpersonal Communication:** Improve active listening, empathy, and conflict resolution skills to facilitate positive communication and collaboration with colleagues.
- **Foster Personal and Professional Growth:** Enhance self-awareness, confidence, and assertiveness, empowering participants to navigate their careers effectively and pursue opportunities for advancement.
- **Embrace Lifelong Learning:** Cultivate a mindset of continuous learning and self-improvement, encouraging participants to seek ongoing personal and professional development beyond the course.

### **Feedback**

- 1) While attending training I learned a lot about team work through group discussions and improved my presentation skills.
- 2) It is my pleasure to state that I enhanced my critical thinking and benefitted considerably.
- 3) After training I feel so confident and ready to face any challenge in job market.
- 4) JKC training guides rural students to secure jobs and I am quite happy now.
- 5) I am very much thankful to JKC of GDC, Uravakonda in helping to learn technical skills and soft skills.



  
**Principal**  
Govt. Degree College  
URAVAKONDA-515 812  
Anantapur (Dist.) A.P.

Examination conducted: -



Certificates :-

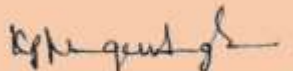


Govt. Degree College  
Uravakonda



*Certificate*

This is to Certify that Mr. /Kum D. Nagendra Reddy has attended Certificate Course in "Communication, Soft and Analytical Skills" organised by Department of Jawahar Knowledge Centre, Government Degree College, Uravakonda, Anantapuramu District from 07-12-2020 to 31-03-2021.

  
JKC Full Time Mentor

  
JKC Coordinator

  
Principal  
Govt. Degree College  
URAVAKONDA-515 812  
Anantapur (Dist.) A.P.

**Photos: -**



# **Model Question Paper**

Communication, Soft and Analytical Skills

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## Reasoning Ability

**Directions (Q. 1-5)** In each question below are four statements followed by two conclusions numbered I and II. You have to take the four given statements to be true even if they seem to be at variance with commonly known facts and then decide which of the given conclusions logically follows from the four statements disregarding commonly known facts.

**Give answer**

- (a) If only conclusion I follows
- (b) If only conclusion II follows
- (c) If either conclusion I or II follows
- (d) If neither conclusion I nor II follows
- (e) If both conclusions I and II follow

- |                      |  |
|----------------------|--|
| 1. <b>Statements</b> | All pictures are paintings.<br>All paintings are photographs.<br>Some photographs are designs.<br>Some designs are movies. |
| <b>Conclusions</b>   | I. Some paintings are designs.<br>II. Some photographs are movies.   |
| 2. <b>Statements</b> | Some tablets are capsules.<br>All capsules are syrups.<br>Some syrups are medicines.<br>All medicines are powders.         |
| <b>Conclusions</b>   | I. Some syrups are powders.<br>II. Some syrups are tablets.  |
| 3. <b>Statements</b> | All jungles are trees.<br>All trees are roads.<br>All roads are houses.<br>All houses are buildings.                       |
| <b>Conclusions</b>   | I. All trees are houses.<br>II. Some buildings are roads.  |
| 4. <b>Statements</b> | All tablets are packets.<br>No packet is bag.<br>Some bags are toys.<br>All toys are puppets.                              |
| <b>Conclusions</b>   | I. Some puppets are tablets.<br>II. Some puppets are bags.   |
| 5. <b>Statements</b> | Some desks are tables.<br>Some tables are chairs.<br>Some chairs are benches.<br>Some benches are cots.                    |
| <b>Conclusions</b>   | I. Some chairs are desks.<br>II. Some cots are tables.   |

**Directions (Q. 6-10) Study the following information carefully and answer the questions given below:**

Seven persons namely Paramjit, Tarun, Morya, Jeeva, Vaani, Ram and Waqar are good friends and are studying in M.Com, M.A. and M.Sc courses. Three are doing M.Com, two are in M.A. and another two are in M.Sc. Each of them has a very distinct and favorite color choice ranging from blue, red, yellow, white, black, pink and brown but not necessarily in the same order. None doing M.Com like either red or black. Morya is doing M.A. and he likes blue. Ram is doing M.Sc and likes brown. Jeeva is doing M.Com and likes yellow. Paramjit who does not like red is in the same discipline of Ram. Tarun is in the same discipline of Morya. Vaani does not like pink.

6. Which among the following groups is doing M. Com?
  - a) Jeeva, Vaani and Waqar
  - b) Vaani, Waqar and Tarun
  - c) Jeeva, Vaani and Tarun
  - d) Jeeva, Paramjit and Ram
  - e) None of these
7. What is the color combination choice of those who are in M.Sc discipline?
  - a) Brown and Pink
  - b) Black and White
  - c) Black and Brown
  - d) Yellow and Black
  - e) None of these
8. Which color does Vaani like?
  - a) Yellow
  - b) Pink
  - c) White
  - d) Brown
  - e) None of The Above
9. What is the color combination choice of those who are in M.A. discipline?
  - a) Red and Black
  - b) Blue and Red
  - c) Blue and Black
  - d) Data Inadequate
  - e) None of The Above
10. Morya is related with which discipline?
  - a) M.Sc.
  - b) M.A.
  - c) M.Com
  - d) Data inadequate
  - e) None of these

**Directions (Q. 11-15) In each below, is given a statement followed by two assumptions numbered I and II. An assumption is something supposed or taken for granted. You have to consider the statements and the following assumptions and decide which of the assumption (s) is/are implicit in the statement.**

**Give Answer**

- (a) Only Assumption I is implicit
- (b) Only Assumption II is implicit
- (c) Either Assumption I or II is implicit
- (d) Neither Assumption I nor II is implicit
- (e) Both Assumptions I and II are implicit

11. **Statement** – The driver of the huge truck pulled the emergency brakes to avoid hitting the auto rickshaw which suddenly came in front of the truck

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**Assumptions**

- I. The auto rickshaw driver may be able to steer his vehicle away from the oncoming truck.
- II. The truck driver may be able to stop the truck before it hits the auto rickshaw
  - a) Only Assumption I is implicit
  - b) Only Assumption II is implicit
  - c) Either Assumption I or II is implicit
  - d) Neither Assumption I nor II is implicit
  - e) Both Assumptions I and II are implicit

12. **Statement** – The doctor warned the patient against any further consumption of alcohol, if he desired to get cured from the ailment and live a longer life.

**Assumptions**

- I. The patient may follow the doctor’s advice and stop consuming alcohol.
- II. The doctor may be able to cure the patient from the ailment, if the patient stops consuming alcohol.
  - a) Only Assumption I is implicit
  - b) Only Assumption II is implicit
  - c) Either Assumption I or II is implicit
  - d) Neither Assumption I nor II is implicit
  - e) Both Assumptions I and II are implicit

13. **Statement** – The chairman of the company urged all the employees to refrain from making long personal calls during working hours in order to boost productivity.

**Assumptions**

- I. Majority of the employees may respond positively to the chairman’s appeal.
- II. Most of the employees may continue to make long personal calls during working hours.
  - a) Only Assumption I is implicit
  - b) Only Assumption II is implicit
  - c) Either Assumption I or II is implicit
  - d) Neither Assumption I nor II is implicit
  - e) Both Assumptions I and II are implicit

14. If in a certain code language ‘Sachin is great’ is written as ‘ga ma ra’, ‘is he poor’ is written as ‘ta saga’, then find the code for ‘is’?

- a) ta
- b) ma
- c) ga
- d) ra
- e) None of these

15. If in a certain code language ‘fruits are sweet’ is written as ‘pa ma la’ and ‘you are sweet’ is written as ‘pa ma ta’, then find the code for ‘fruits’?

- a) ta
- b) ma
- c) pa
- d) la
- e) None of these

**Directions (Q. 16-20) Study the following information to answer the given questions. A number arrangement machine when given an input line of numbers, rearranges them following a particular rule in each step. The following is an illustration of input and steps of arrangement.**

Input	23 132 38 27 430 287
Step I	2 13 3 2 43 28
Step II	3 32 8 7 30 87
Step III	32 231 83 72 034 782
Step IV	3 2 4 3 5 3
Step V	34 233 49 38 531 388

16. What will be Step V for the following input?

Input 135 88 24 215 16



23. Which of the following represents 'come' in a code language?
- I. 'pitnaja od' means 'you may come here' in that language.
  - II. 'ja ta ter' means 'come and go' in that code language.
  - III. 'hana pit ter' means 'you may go home' in that code language.
- a) I and II or I and III
  - b) I and II
  - c) All I, II and III
  - d) II and III
  - e) None of these
24. Who among P, Q, R, S and T is the lightest?
- I. Q is lighter than P and S and heavier than T.
  - II. P is heavier than Q and lighter than S.
  - III. R is heavier than Q.
- a) I and II
  - b) I and III
  - c) I, II and III
  - d) II and III
  - e) None of these
25. How is Q related to T?
- I. M and R are brothers.
  - II. S has two sons and one daughter, R being one of the sons.
  - III. S is the mother of T and married to Q.
- a) I and III
  - b) Only III
  - c) I and II
  - d) II and III
  - e) None of these

**Directions (Q. 26-30) Study the following information carefully to answer the questions given below.**

P, T, V, R, M, D, K and W are sitting around a circular table facing the centre. V is 2<sup>nd</sup> to the left of T. T is 4<sup>th</sup> to the right of M. D and P are not immediate neighbours of T. D is 3<sup>rd</sup> to the right of P. W is not an immediate neighbor of P. P is to the immediate left of K.

26. Who is 2<sup>nd</sup> to the left of K?
- |      |                    |      |
|------|--------------------|------|
| a) P | b) R               | c) M |
| d) W | e) Data inadequate |      |
27. Who is to the immediate left of V?
- |                    |                  |      |
|--------------------|------------------|------|
| a) D               | b) M             | c) W |
| d) Data inadequate | e) None of these |      |
28. Who is 3<sup>rd</sup> to the right of V?
- |      |                  |      |
|------|------------------|------|
| a) T | b) K             | c) P |
| d) M | e) None of these |      |
29. What is R's position with respect to V?
- |                                 |                                 |                                |
|---------------------------------|---------------------------------|--------------------------------|
| a) 3 <sup>rd</sup> to the right | b) 5 <sup>th</sup> to the right | c) 3 <sup>rd</sup> to the left |
| d) 2 <sup>nd</sup> to the left  | e) 4 <sup>th</sup> to the left  |                                |



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information before and during the Turkish period, and partly to the unique style of living practiced by a large part of the Aromanian community as wandering shepherds.

To further complicate matters, some Balkan countries have often speculated this lack of pertinent information in order to foster their political interests in the region. Today, one can read about the Greek origin of the Aromanians, about the Illyrian origin of some Vlachs and even about the Aromanian origin of the Romanians and vice – versa. While some theories are based on more scientific observations and are worth taking a second look at.

Whatever little is known today of the origin of the Aromanians comes mainly through their language which stands as a clear proof of their link to the Latin culture which has existed in the area since the beginning of the millennium. As to their actual ethnic origin, that is a subject much debated and which may never be properly answered. Greeks and Albanian historians point to a Greek or Illyrian origin of the Aromanians which they say were Latinised during that time and somehow managed to maintain their newly adopted language. Others point to the fact that the area inhabited today by Aromanians corresponds roughly to via Egnatia, the road was heavily guarded by Roman troops, which in turn may help explain the presence of a Latin speaking population so far south in what is regarded by most historians as an area dominated by the Greek language. The truth may lie somewhere in the middle, since it is most likely that the Roman legionaries intermarried with the local, native population, Greek and Illyrian, giving birth to a new nation, the Aromanians.

By the fourth century, much of the Balkan peninsula had been Romanised and a distinct form of Vulgar Latin was developing in this area of the empire. However, it was not until the tenth century, after the fall of the Byzantine northern border along the Danube and the massive arrival of the migratory populations, that the Latin speaking population was split into two main groups: The Romanians in the north and the Aromanians in the south. This explains in fact the close similarity that exists to this day between Romanian and Aromanian; besides the classification made by most linguists of Aromanian as a dialect of Romanian, rather than a separate language. Due to these circumstances, it is unclear whether the first mention of spoken Latin in the Balkans made by Theopanes and Theophylact in 579 during a ride of the Byzantine army in present day Bulgaria, refersto Romanian or Aromanian. However, the next mention of Vlachs (the name used for Latin speaking population in general) – e.g. the Swiss – German word “Welschschweizer” for their French speaking compatriots) made in 976 by Cedrenuc, a Byzantine historian, clearly refers to Aromanians. In his writings, Cedrenuc talks about the assassination of David, the brother of Samuel, the Tsar of Bulgaria, by wandering Vlachs. From that point, there are numerous mentions of Aromanians particularly since they became an active presence on the political stage with the establishment of the Second Bulgarian Empire by two Aromanian brothers, Peter and Asan, in 1204. Later on, Aromanians come to play an increased role in the region as it can be assumed from the fact that two areas, one just south of present day Albania, in Epirus and another around Thessalonika, came to be known as Little Vlachia and respectively Vlachia. It could be easily observed that even during those times when there was a relative wealth of information about Aromanians, little is known about those living in present day Albania. This may be due to the fact that most of the mentions were made by Byzantine historians and therefore were limited to the areas with which they had a more direct contact.

36. According to the passage, the Non – Albanian inhabitants of the region between Pogrdec and Karec are known to the locals as
  - a) Corbans
  - b) Aromanians or Rromanians
  - c) Vlachs
  - d) Koustchovlachs
  - e) Albanians
  
37. According to the passage, what reasons have been cited for lack of knowledge pertaining to the history of the Aromanians
  - I. Absence of reliable source of information

- 
- II. Unique style of living of the community  
III. Isolation of Albania  
IV. Most are concerned only with the present status of the community  
V. Speculation by Balkan countries about the history of the Aromanians  
a) I & II  
b) I, II & III  
c) All of The Above  
d) None of The Above  
e) Only I

38. Which of the following matches the definition of “Via Egnatia” as given in the passage

- I. A four km long bridge that connects two cities  
II. The stretch of highway between Delhi & Mumbai  
III. The Suez Canal  
IV. The navigable river between city I & city II  
a) I & III  
b) I & IV  
c) II only  
d) All of The Above  
e) None of The Above

39. In the light of the passage, what is the most likely native language of Winnifrith

- a) Latin  
b) German  
c) Illyrian  
d) Greek  
e) None of The Above

40. According to the passage, one is likely to be able to read about which of the following theories of the origin of the Aromanians?

- a) Their Greek Origin  
b) The Illyrian origin of some of them  
c) Their Romanian origin  
d) All of The Above  
e) Only (a) and (b)

**Directions (Q. 41-45) In the sentence below a word is given as blank, below the sentence five words/group of words are suggested, one of which can replace the blank. Find the appropriate word/group of words in each case.**

“The pace of economic and social\_\_\_\_\_ (41) was accelerating. Popular discontent was spreading and the economy was deteriorating at a growing speed. Only fear of the unknown prevented a popular rebellion .....Whatever time Castro had left in power, his failure to change with the times seemed almost sure to condemn his once-\_\_\_\_\_ (42) revolution to a lonely death.”

Thus wrote Pulitzer prize – winning author Andres Oppenheimer in 1992 in Castro’s Final Hour, a book marketed as a “historical account of the disintegration of Castro’s Cuba.” Oppenheimer was not alone in his assessment. To most observers and analysts, the collapse of the Soviet Union meant the imminent fall of Cuba. Few thought that the only remaining communist\_\_\_\_\_ (43) in the Western Hemisphere could survive without subsidies, aid and preferential trade treatment from the Soviet bloc.

This conviction deepened with Cuba’s failure to follow Russia down the path of market democracy. Intent on maintaining its socialist\_\_\_\_\_ (44), Cuba not only had to overcome the loss

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of its Cold War economic partners without any outside help, but also to \_\_\_\_\_(45) with a tightening US embargo and its extraterritorial enforcement through new legislation.

41. a) Demise  
b) Construction  
c) Success  
d) Birth  
e) None of The Above
42. a) Acclaimed  
b) Cheer  
c) Rave  
d) Jeer  
e) None of The Above
43. a) Rock  
b) Prop  
c) Redoubt  
d) Stronghold  
e) None of The Above
44. a) Dynasty  
b) Regime  
c) Government  
d) Establishment  
e) None of The Above
45. a) Push  
b) Struggle  
c) Agree  
d) Contend  
e) None of The Above

**Directions (Q. 46-48) Choose the option which is a synonym or closest in meaning to the word.**

46. Syllabus  
a) Cutlass  
d) Sylvan  
b) Curriculum  
e) None of these  
c) Arboreal
47. Sycophantic  
a) Circular  
d) Fertile  
b) Symmetrical  
e) None of these  
c) Servile
48. Rapier  
a) Svelte  
d) Wound  
b) Sabre  
e) None of these  
c) Wood

**Directions (Q. 49-50) Choose the option which is the antonym of the word mentioned.**

49. Defamation  
a) Apotheosis  
d) Parochial  
b) Obloquy  
e) None of these  
c) Limpid
50. Conclusive  
a) Definitive  
b) Wanting  
c) Singular

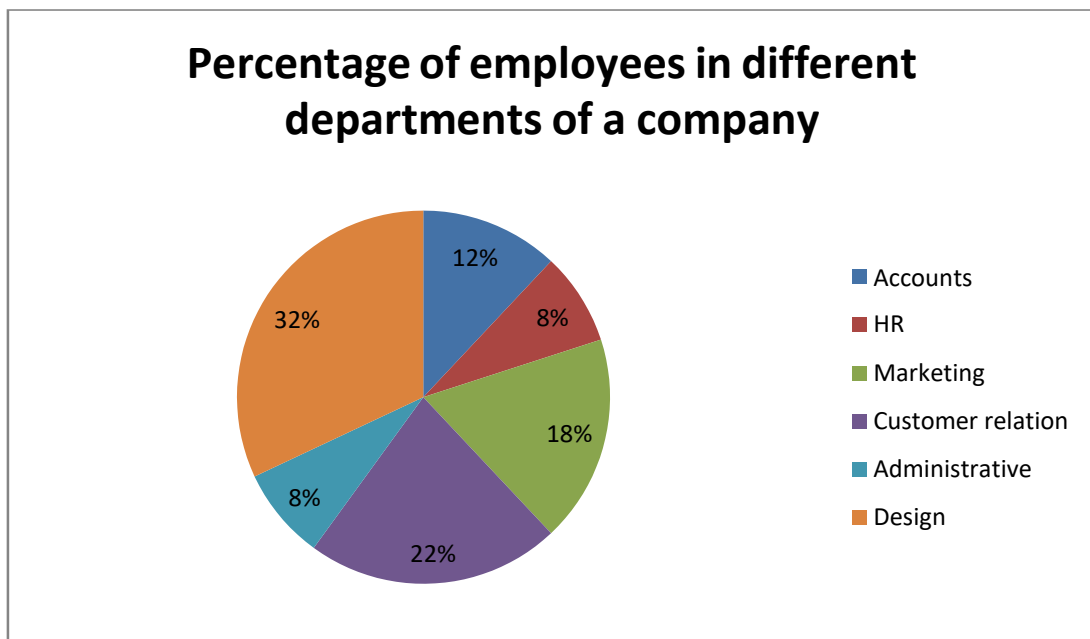




61. The angry boatsman threw (a) / the cracked oar (b) in the river (c) and returned home. (d) No error (e)
62. The Third World countries must adopt (a) / a radically different approach fort (b) / the dissemination of scientific information (c) / in view of the nature and magnitude of their problems. (d) No error (e)
63. Yet the writers (a) / have no qualms in (b) / depicting the gory (c) / details of the violence. (d) No error (e)
64. The Trust plans (a) / to set on (b) / a special school for (c) / dumb and deaf children. (d) No error (e)

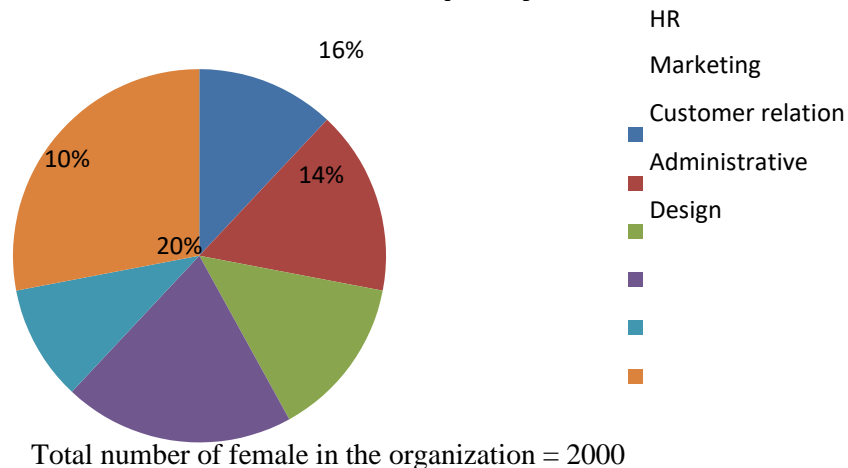
## Quantitative Aptitude

Directions (Q. 66-70) Study the following graph carefully and answer the questions that follow:



Total Number of employees = 4500

## Percentage of females in each department in the same company



65. The number of females in the Marketing department are **approximately** what percent of the total employees in Marketing and Customer Relation Departments together?  
 a) 26                      b) 36                      c) 6  
 d) 46                      e) 16
66. The total number of females are what percent of the total number of males in the organization?  
 a) 90                      b) 70                      c) 80  
 d) 60                      e) None of these
67. What is the ratio of number of males in HR department to the number of males in Accounts department respectively?  
 a) 3 : 7                      b) 4 : 5                      c) 2 : 15  
 d) 2 : 3                      e) None of these
68. What is the total number of males from Design, Customer Relation and HR departments together?  
 a) 1550                      b) 1510                      c) 1540  
 d) 1580                      e) None of these
69. What is the respective ratio of number of employees in Administrative department to the number of males in the same department?  
 a) 9 : 4                      b) 8 : 3                      c) 7 : 2  
 d) 8 : 5                      e) None of these

**Directions (Q. 71-75) Study the following table carefully and answer the questions that follow:**

Number of employees from six different banks located in different cities,  
 M = Males, F = Females

City	Agra		Delhi		Mumbai		Chennai		Patna		Kolkata	
Name of	M	F	M	F	M	F	M	F	M	F	M	F

Bank												
A	553	224	254	456	457	388	114	378	234	120	353	325
B	673	116	346	256	346	456	124	235	241	156	348	174
C	443	500	366	345	124	456	235	388	350	234	399	439
D	534	454	478	285	235	235	255	175	124	165	358	234
E	256	235	256	166	574	599	324	198	124	334	125	235
F	556	3	287	589	190	189	256	155	181	278	192	

70. What is the ratio of number of males to the number of females respectively Bank D from all the cities together?  
a) 496 : 387                      b) 487 : 356                      c) 422 : 385  
d) 486 : 397                      e) None of these
71. What is the ratio of the number of males to the number of females respectively in Patna from Bank A, Bank C and Bank E together?  
a) 175 : 173                      b) 177 : 173                      c) 177 : 172  
d) 175 : 172                      e) None of these
72. What is the **approximate** average of the number of males working in all the banks together in Kolkata?  
a) 350                                      b) 310                                      c) 340  
d) 380                                      e) 360
73. The number of females in all the banks together in Delhi are **approximately** what percent of the number of males from all the banks together in the same city?  
a) 88                                      b) 98                                      c) 78  
d) 68                                      e) 58
74. The number of females in Bank B from Agra are what percent of the females in Bank C from the same city?  
a) 33.2                                      b) 23.2                                      c) 13.2  
d) 28.2                                      e) None of these
75. A and B can do a work in 8 days, B and C can do the same work in 12 days. A, B and C together can finish it in 6 days. A and C together will do it in:  
a) 4 days                                      b) 6 days                                      c) 8 days  
d) 12 days                                      e) None of these