



GOVERNMENT DEGREE COLLEGE

URAVAKONDA - 515 812

(Accredited by NAAC with B Grade)

Affiliated to S K. University, Anantapuramu



Jawahar Knowledge Centre

Certificate Course on Career Development 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:

- Help participants speak clearly, listen well, and share ideas effectively at work.
- Teach participants how to work well with others, handle changes, and lead teams in a friendly way.
- Share information about what's happening in society and the job market to help participants make smart decisions.
- Encourage participants to always do the right thing, treat others well, and take responsibility for their actions.
- Show participants how to write a good resume, prepare for interviews, and find job openings.
- Support participants in understanding themselves better, being strong during tough times, and believing in themselves to reach their goals.

COURSE OUTCOMES:

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

- ❖ Participants will speak more clearly, listen better, and express themselves effectively in various situations.
- ❖ Participants will work better in teams, adapt to changes easily, and lead others in a friendly manner.
- ❖ Participants will know more about what's happening in the world and understand how it affects their job opportunities.
- ❖ Participants will act honestly, treat others with respect, and take responsibility for their actions at work.

- ❖ Participants will be ready to apply for jobs with confidence, having learned how to write resumes, prepare for interviews, and find job openings.
- ❖ Participants will have a better understanding of themselves, be more resilient in tough situations, and believe in their ability to succeed in their careers.

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	Ethical values	30 hrs
6	Interview Skills	30 hrs
Total		180 hrs
Duration of the training 3 months		

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, 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. 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 Savidha, 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’

6. Interview Skills

Unit I:

Understanding the Indian Interview Process, Overview of the Indian interview format and structure. Importance of traditional values and cultural nuances in Indian interviews, Key differences between Indian and Western interview styles.

Unit II:

Preparing for the Indian Interview, Researching the company and understanding its culture. Strategies for aligning personal goals with the company's vision, Practicing common interview questions in the Indian context.

Unit III:

Non-verbal and Verbal Communication in Indian Interviews, Importance of body language, gestures, and eye contact., Cultural considerations in non-verbal communication, Politeness and respectfulness in speech, Articulating thoughts clearly and concisely.

Unit IV:

Handling Traditional Indian Interview Questions, Dealing with questions about family background, personal life, and career aspirations, Responding to situational and behavioral questions with cultural sensitivity, Strategies for addressing ethical and value-based queries.

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: 10-04-2021

JKC conducted a meeting on 10-04-2021 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 Career development Skills for the third-year students of our esteemed institution in the academic year 2021-22 - Regd.

Permitted

The Department of JKC proposed to start a comprehensive certificate course on Career development 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.

*OK
10/4/2021*

Date:10-04-2021

Yours faithfully,


T. M. N.
T. Anurag
Coordinator
Jawahar Knowledge Center
Govt. Degree College
Urvakonda

CIRCULAR

All the III-year students are here by informed that the Department of JKC will start a Certificate Course on Career Development Skills on 11-04-2021. 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:10-04-2021

Yours faithfully,



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

JKC Students Registered for the Year 2021-2022 Batch - I

S.No	Name of the Student	DOB	Father Name	Gender	Social Status	Contact No	Email Id	SSC (%)	Inter (%)	Degree Group	Degree Year (1/11/2022)	Degree Passout	Signature
1	B Akhila	05-09-2001	B Yerru swamy	Female	BC-A	9133085352	akhila2021@gmail.com	62	70	B.Com CA	III	2022	B. Akhila
2	Barraketa Pavan Kaiyan	05-06-2002	B Hanumalka	Male	BC-B	9618726514	bpavan6277@gmail.com	84	95	B.Com CA	III	2022	B. Pavan Kaiyan
3	Bestha Anuradha	04-03-2000	B Thippeswamy	Female	BC-A	9652498663	anuradha2001@gmail.com	56	55	B.Com CA	III	2022	B. Anuradha
4	Bestha Umesh	05-06-2002	B Ramanjineyulu	Male	BC-A	7661804525	umeshbvcatha@gmail.com	75	86	B.Com CA	III	2022	B. Umesh
5	Bhangi Vamsi	16-09-2001	B MalliKarjuna	Male	BC-B	9848797371	bhangivamsi@gmail.com	56	69	B.Com CA	III	2022	B. Vamsi
6	Bommanahal Siva Prasad	15-2-2002	B Shekhar goud	Male	BC-D	9505744095	svprasad51214@gmail.com	74	81	B.Com CA	III	2022	B. Siva Prasad
7	Boya Vinod Kumar	13-03-2002	B Kathaiah	Male	BC-A	9010342934	vinodkumarboya@gmail.com	65	78	B.Com CA	III	2022	B. Vinod Kumar
8	CD Praveen Kumar	29-09-2000	C Chidananda	Male	SC	9502971551	praveen8106396359@gmail.com	69	60	B.Com CA	III	2022	CD. Praveen Kumar
9	Dudekula Mahammad Aneef	18-04-2001	D Vannur Sab	Male	BC-B	9701127097	aneefmahammad@gmail.com	54	49	B.Com CA	III	2022	D. Mahammad Aneef
10	Dudekula Yerriswamy	13-01-2000	D Sharnas	Male	BC-B	9550005475	dudekulayerriswamy1546@gmail.com	84	89	B.Com CA	III	2022	D. Yerriswamy
11	Ramavath Gopal Krishna Naik	26-03-1998	R Mune Naik	Male	ST	6303371799	gopinath7777@gmail.com	71	72	B.Com CA	III	2022	R. Gopal Krishna Naik
12	Desai Keerthi	20-07-2001	D Mallikarjuna	Female	BC-D	9618275512	keerthi9347@gmail.com	67	68	B.Com Gen	III	2022	D. Keerthi
13	Golla Nareesh	15-07-2002	G thimmaraju	Male	BC-B	9154984784	gollanareesh@gmail.com	52	67	B.Com Gen	III	2022	G. Nareesh
14	Golla Preethi	13-06-2002	G Raju	Female	BC-D	9652907845	preethigolla@gmail.com	64	52	B.Com Gen	III	2022	G. Preethi
15	Chinnamadugala Naveen Kumar	25-07-2001	C Obulesu	Male	SC	9346339141	naveenkumarchinnamadugala@gmail.com	58	68	B.Com Gen	III	2022	C. Naveen Kumar
16	Dasagari Balu Prasad	02-08-2002	D Kristappa	Male	BC-A	6305086344	dbaluprasad6305@gmail.com	72	75	B.Com Gen	III	2022	D. Balu Prasad
17	Hebbari Roopa Bai	12-06-2002	H Chatrapathi	Female	BC-D	9704931264	roopabai@gmail.com	64	68	B.Com Gen	III	2022	H. Roopa Bai
18	Jangama Naveen	16-08-2002	J Viswanath swamy	Male	BC-A	8639997464	naveenjangan@gmail.com	62	75	B.Com Gen	III	2022	J. Naveen
19	Makula Kavitha	12-06-2002	M Rmappa	Female	BC	9177369909	kavithamakula@gmail.com	59	69	B.Com Gen	III	2022	M. Kavitha
20	Paggala Sindu	02-12-2002	P Mallikarjuna	Female	BC-B	9000617767	sindupaggala@gmail.com	54	51	B.Com Gen	III	2022	P. Sindhu
21	Veligonda Aruna	18-06-2002	V Ramanjineyulu	Female	BC-A	7680887294	arunav-veligonda@gmail.com	67	62	B.Com Gen	III	2022	V. Aruna
22	Velpula Madhavi	21-07-2001	V BasavaRaju	Female	BC-B	9177769145	velpulamadhavi@gmail.com	73	65	B.Com Gen	III	2022	V. Madhavi
23	Yeggadi Kishore Kumar	12-06-2002	Y Jayaramulu	Male	SC	6305784354	ykishorekumar2002@gmail.com	63	69	B.Com Gen	III	2022	Y. Kishore Kumar
24	Yemkela Anjali	06-06-2002	Y Nagesh	Female	SC	6281358423	anjaliyemkela@gmail.com	74	71	B.Com Gen	III	2022	Y. Anjali
25	Palhya Veeresh Kumar Naik	21-04-2002	P thirupal Naik	Male	ST	9701423610	veereshkumarnaik@gmail.com	65	61	BA HEP	III	2022	P. Veeresh Kumar Naik
26	Ramavath Narasimha	04-10-2002	R Sama Naik	Male	ST	8186889360	narasimharamavath@gmail.com	67	63	BA HEP	III	2022	R. Narasimha
27	Siregeri Meghana	16-12-2000	S Sreevivasula (Let)	Female	BC-B	8106935908	sandameeghana336@gmail.com	75	54	BA HEP	III	2022	S. Swamy Naik
28	V Swamy Naik	06-10-2002	V Govindu Naik	Male	ST	7337084153	vswamy-naik@gmail.com	65	68	BA HEP	III	2022	V. Swamy Naik
29	Banlam Pallavi	01-10-1999	B bhaskar	Female	BC-B	9959862795	banlampallavi1999@gmail.com	67	61	BSc MPC	III	2022	B. Pallavi
30	Bogala Bhagyamma	02-05-2001	V Dhanrajayya	Female	BC	9502544053	bhagyammabogala@gmail.com	64	51	BSc MPC	III	2022	B. Bhagyamma

S.No	Name of the Student	DOB	Father Name	Gender	Social Status	Contact No	Email Id	SSC (%)	Inter (%)	Degree Group	Degree Year (1971/11)	Degree Passout	Signature
31	Byalla Roja	12-05-2002	B Eswaraiiah	Female	BC-A	9618565797	rojabyalla2000@gmail.com	64	65	BSe MPC	III	2022	T.S. Raja
32	Karakamukkala Nagapavani	03-02-2002	Venkatesulu	Female	BC-A	9912279733	nagapavani.karakamukkala@gmail.com	54	68	BSe MPC	III	2022	K. Nagapavani
33	Muktham Sreerivasulu	19-06-1999	M Babu	Male	BC-B	9347694992	mukthamasreerivasulu@gmail.com	61	67	BSe MPC	III	2022	M. Sreerivasulu
34	Narigumngari Lakshmi	14-06-2000	K Venkatesulu	Female	BC-A	9160223573	lakshminarigumngari@gmail.com	72	67	BSe MPC	III	2022	N. Lakshmi
35	Sakrappa Gari Meghamala	16-06-1999	Vannarswamy	Female	BC-A	9573205810	sakrappagariMeghamala2001@gmail.com	73	65	BSe MPC	III	2022	S. Meghamala


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


Coordinator
 Jawahar Knowledge Center
 Govt. Degree College
 Uravakonda

Brief Report

The Career Development Skills Training Programme conducted by the Jawahar Knowledge Centre of our institution spanned over 180 hours from April 11th, 2021, to August 12th, 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 OUTCOMES:

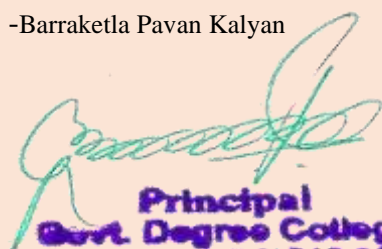
After completion of the certificate course on Communication, Soft, and Analytical Skills, participants will be able to:

- ❖ Participants will speak more clearly, listen better, and express themselves effectively in various situations.
- ❖ Participants will work better in teams, adapt to changes easily, and lead others in a friendly manner.
- ❖ Participants will know more about what's happening in the world and understand how it affects their job opportunities.
- ❖ Participants will act honestly, treat others with respect, and take responsibility for their actions at work.
- ❖ Participants will be ready to apply for jobs with confidence, having learned how to write resumes, prepare for interviews, and find job openings.
- ❖ Participants will have a better understanding of themselves, be more resilient in tough situations, and believe in their ability to succeed in their careers.

Feedback:

- ❖ After attending JKC Training, I feel confident to attend campus drives.
- B Akhila, B. Com CA
- ❖ I am very thankful to JKC of Govt. Degree College, Uravakonda for enriching soft skills.
- Dudekula Yerriswamy, B. Com CA
- ❖ I gained self-confidence as well as technical knowledge to face any interview without fear.
-Golla Preethi, B. Com Gen
- ❖ Now I am sure that I crack any job in MNCs with the training in JKC.
- Ramavath Gopal Krishna Naik
- ❖ During training, I improved my communication skills and Analytical skills.
-Barraketla Pavan Kalyan




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

Examination conducted: -



Certificate: -

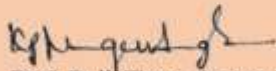


Govt. Degree College
Uravakonda



Certificate

This is to Certify that Mr. /Kum D. Vannuru Sab has attended Certificate Course in "**Career Development Skills**" organised by Department of Jawahar Knowledge Centre, Government Degree College, Uravakonda, Anantapuramu District from 11-04-2021 to 12-08-2021.


JKC Full Time Mentor


JKC Coordinator


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

Photos: -





The Department of JKC

Date: 11-08-2021

JKC conducted a meeting on 11-08-2021 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 Career development Skills for the third-year students of our esteemed institution in the academic year 2021-22 - Regd.

Permit Head
CAK
The Department of JKC proposed to start a comprehensive certificate course on Career development 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:12-08-2021

Yours faithfully,


J. S. U.
S. Anayana
Coordinator
Jawahar Knowledge Center
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 Career Development Skills on 14-08-2021. 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:13-08-2021

Yours faithfully,



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

JKC Students Registered Information for the Year 2021-2022 Batch - II

S.No	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	K Thejaswani	19-01-2002	K Adinarayana	Female	BC-B	8008669210	Thejaswanik@gmail.com	62	83	B.Com CA	III	2022	K.Thejaswani
2	Ramavath Ramalakshmi Bai	28-3-2002	R Nagendra Naik	Female	ST	6309726218	ramavathramalakshmbai@gmail.com	67	75	B.Com CA	III	2022	R. Ramalakshmi Bai
3	Ediga Srinivasulu	10-08-2000	E SeShadri	Male	BC-B	7032387955	srinivasulubullet955@gmail.com	58	67	B.Com CA	III	2022	E.Srinivasulu
4	Gaddiga Maruthi	13-06-2002	G Anjineyulu	Male	BC-B	9581567395	maruthigaddiga@gmail.com	55	63	B.Com CA	III	2022	G. Maruthi
5	Gaddiga Vasanth Kumar	30-06-2000	G Hanumantha rayudu	Male	BC-B	7286872951	vasanthkumargaddiga@gmail.com	56	65	B.Com CA	III	2022	G. Vasanth Kumar.
6	Ganga Krishna	23-07-1998	G Raju	Male	SC	9100577091	gongolakrishna123@gmail.com	62	69	B.Com CA	III	2022	G. Krishna
7	Gangavaram Izaz Ahmed	04-06-2001	G Khaja vali	Male	BC-E	9182408026	premixaz6@gmail.com	51	53	B.Com CA	III	2022	G. Izaz ahmed.
8	M M Lakshmi	12-08-1999	M Yerriswamy	Male	BC-A	7993421973	mudaslakshmi@gmail.com	68	76	B.Com CA	III	2022	M.M.lakshmi
9	M M Malini	10-06-2002	M Mallikarjuna	Male	BC-B	9951273062	mallikarjuna2002@gmail.com	52	56	B.Com CA	III	2022	MM Malini
10	Madiga Chinna	08-08-2002	M Rudrappa	Male	SC	6303053602	Rudrappa@gmail.com	84	91	B.Com CA	III	2022	M. chinna.
11	Madiga Myhili Jyothi	03-01-2002	M Thippeswamy	Male	SC	8897106321	govendhansameer998@gmail.com	61	63	B.Com CA	III	2022	M. Myhili Jyothi
12	Mala Muniswamy	25-02-2002	G Nagaraju	Male	BC-B	7036047915	munniswamim66@gmail.com	61	59	BSc MPC	III	2022	M. Muni Swamy
13	Vadde Laluswamy	06-10-2001	M Nagaraju	Male	SC	6305799153	laluswamyvadde2gmail.com	59	61	BSc MPC	III	2022	V. Laluswamy.
14	Vadde Yerriswamy	03-10-2002	C Shukur (Let)	Male	BC-E	6302127769	yerriswamyvadde2001@gmail.com	54	51	BSc MPC	III	2022	V. Yerriswamy
15	Kandari Mahesh	23-06-2002	K Ramulanma	Male	SC	8499804015	Maheshkandari@gmail.com	62	54	BSc MPC	III	2022	K. Mahesh
16	Malagaveli Vasundhara	22-06-2000	M Thippai	Female	SC	7730058595	vasundharamalagaveli@gmail.com	58	62	BSc MPCs	III	2022	M. Vasundhara
17	Madam Akhil	20-08-2002	M Raju	Male	BC-B	6302885937	akhilmadam@gmail.com	57	51	BSc MPCs	III	2022	M. Akhil
18	Malagaveli Vasundhara	22-06-2000	M Thippai	Female	SC	7730058595	vasundharame@gmail.com	59	62	BSc MPCs	III	2022	M. Vasundhara
19	Madam Akhil	20-08-2002	M Raju	Male	BC-B	6302885937	akhilmadam@gmail.com	61	58	BSc MPCs	III	2022	M. Akhil.
20	Maddi Manjunath	09-11-2000	M Vijaykumar	Male	BC-A	7702129401	manjunathamaddi920@gmail.com	59	72	BSc MPCs	III	2022	M. Manjunath.
21	Parollu LakshmiNarayana	16-08-1996	P Murali	Male	BC-A	9493072318	heychitti@gmail.com	62	61	BSc MPCs	III	2022	P. Lakshmi narayana.
22	Posa Yerriswamy	28-08-2002	P Satyanarayana	Male	BC-B	8328392685	swamyswamy9876598765@gmail.com	69	71	BSc MPCs	III	2022	P. Yerriswamy
23	Shaik Rizwana	06-12-2002	S Noor Mahammed(Let)	Female	BC-E	9866932082	rizwanashaik@gmail.com	72	69	BSc MPCs	III	2022	S. Rizwana
24	Bestha Haritha	05-12-2001	B Kadeppa	Male	BC-A	9010046240	harithabestha@gmail.com	80	76	BSc MPCs	III	2022	B. Haritha

S.No	Name of the Student	DOB	Father Name	Gender	Social Status	Contact No	Email Id	SSC (%)	Inte r (%)	Degree Group	Degree Year (I/II/III)	Degree Passout	Signaturer
24	Bestha Haritha	05-12-2001	B Kadeppa	Male	BC-A	9010046240	harithabestha@gmail.com	80	76	BSc MPCs	III	2022	B. Haritha
25	Annam Sujatha	31-12-2000	A KrishnaMurthi (Let)	Female	BC-A	8106163862	annamsujatha31@gmail.com	69	71	MSCs	III	2022	A. Sujatha
26	Patil Deepika	02-08-2001	P Baskar Reddy	Female	BC-E	9515840118	deepupatil9837@gmail.com	71	86	MSCs	III	2022	P. Deepika
27	Shaik Farjana	19-05-2002	S Mahaboob Sab	Female	BC-A	9966765023	shaikfarzana19@gmail.com	69	72	MSCs	III	2022	S. Farjana
28	Talari Bharath	08-06-2002	T Krishtaiah	Male	BC-E	6301983106	bharathtalari@gmail.com	71	72	MSCs	III	2022	T. Bharath
29	Talior Fayaz	13-06-2002	T Mahammad	Male	BC-E	7680907067	fayaztalior@gmail.com	77	66	MSCs	III	2022	T. Fayaz
30	Yeggidi Karthik	13-06-2002	Y Anjineyulu	Male	ST	6303759694	y.karthik28012001@gmail.com	68	60	MSCs	III	2022	Y. Karthik
31	Yerikala Veerendra	26-06-2002	Y Ranga Swamy	Male	BC-A	9182568327	veerendrayerikala@gmail.com	59	57	MSCs	III	2022	Y. Veerendra
32	k Gowtham	22-2-2002	K Kullai Babu	Male	BC-D	6281379032	gowthamssc@gmail.com	63	79	MSCs	III	2022	K. Gowtham
33	Kotthula Pavan Kumar	05-05-2001	Govindu	Male	SC	9885391082	kumapavan03276@gmail.com	71	60	MSCs	III	2022	K. Pavan Kumar
34	Molaka Anjanaswaraj	22-07-1999	M Chinna Ramanjineyuku	Female	OC	8978794722	anjanaswarajmolaka@gmail.co	81	76	MSCs	III	2022	M. Anjanaswaraj
35	Kolimi Arifa	04-02-2001	K Mujibur Rahiman	Female	BC-A	9502817296	kolimiarifa2001@gmail.com	75	81	MSCs	III	2022	K. Arifa


Principal
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 Anantapur (Dist.) A.P


Coordinator
 Jawahar Knowledge Center
 Govt. Degree College
 Uravakonda

Students Attendance: -

2021-2022													Batch - C																				
REGISTER OF ATTENDANCE & FEES													FOR THE MONTH OF August 2021																				
Name of the Institute Govt. Degree College, Unnamkonda													Section _____ Place _____																				
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	
1	K. Thajaswani	X	X	X	X	X	X		X	X	X	X				X	P	X		X	P		X	X	X	X	X				X		
2	P. Ramalakshmi	X	X	X	X	X	X		X	X	X	X				X	P	X		X	P		X	X	X	X	X	X				X	
3	E. Srinivasulu	X	X	X	X	X	X		X	X	X	X				X	P	X		X	P		X	X	X	X	X	X				X	
4	G. Maruthi	X	X	X	X	X	X		X	X	X	X				X	P	X		X	P		X	X	X	X	X	X				X	
5	G. Varanth Kumar	X	X	X	X	X	X		X	X	X	X				X	P	X		X	P		X	X	X	X	X	X				X	
6	G. Krishna	X	X	X	X	X	X		X	X	X	X				X	P	X		X	P		X	X	X	X	X	X				X	
7	G. Pooz Ahmed	X	X	X	X	X	X		X	X	X	X				X	P	X		X	P		X	X	X	X	X	X				X	
8	M. M. Lakshmi	X	X	X	X	X	X		X	X	X	X				X	P	X		X	P		X	X	X	X	X	X				X	
9	M. Malini	X	X	X	X	X	X		X	X	X	X				X	P	X		X	P		X	X	X	X	X	X				X	
10	M. Chinna	X	X	X	X	X	X		X	X	X	X				X	P	X		X	P		X	X	X	X	X	X				X	
11	M. Mythila Jayathi	X	X	X	X	X	X		X	X	X	X				X	P	X		X	P		X	X	X	X	X	X				X	
12	M. Muniwamy	X	X	X	X	X	X		X	X	X	X				X	P	X		X	P		X	X	X	X	X	X				X	
13	V. Lalawamy	X	X	X	X	X	X		X	X	X	X				X	P	X		X	P		X	X	X	X	X	X				X	
14	V. Venkateswamy	X	X	X	X	X	X		X	X	X	X				X	P	X		X	P		X	X	X	X	X	X				X	
15	K. Mahesh	X	X	X	X	X	X		X	X	X	X				X	P	X		X	P		X	X	X	X	X	X				X	
16	M. Vasundhara	X	X	X	X	X	X		X	X	X	X				X	P	X		X	P		X	X	X	X	X	X				X	
17	M. Akhil	X	X	X	X	X	X		X	X	X	X				X	P	X		X	P		X	X	X	X	X	X				X	
18	M. Vasundhara	X	X	X	X	X	X		X	X	X	X				X	P	X		X	P		X	X	X	X	X	X				X	
19	M. Anil	X	X	X	X	X	X		X	X	X	X				X	P	X		X	P		X	X	X	X	X	X				X	
20	M. Harjunath	X	X	X	X	X	X		X	X	X	X				X	P	X		X	P		X	X	X	X	X	X				X	
21	P. Lakshmi Devi	X	X	X	X	X	X		X	X	X	X				X	P	X		X	P		X	X	X	X	X	X				X	
22	P. Venkateswamy	X	X	X	X	X	X		X	X	X	X				X	P	X		X	P		X	X	X	X	X	X				X	
23	S. Pizwara	X	X	X	X	X	X		X	X	X	X				X	P	X		X	P		X	X	X	X	X	X				X	
24	B. Hanitha	X	X	X	X	X	X		X	X	X	X				X	P	X		X	P		X	X	X	X	X	X				X	
25	A. Jayatha	X	X	X	X	X	X		X	X	X	X				X	P	X		X	P		X	X	X	X	X	X				X	
26	P. Deepika	X	X	X	X	X	X		X	X	X	X				X	P	X		X	P		X	X	X	X	X	X				X	
27	S. Rajana	X	X	X	X	X	X		X	X	X	X				X	P	X		X	P		X	X	X	X	X	X				X	
28	T. Bhagath	X	X	X	X	X	X		X	X	X	X				X	P	X		X	P		X	X	X	X	X	X				X	
29	T. Pooze	X	X	X	X	X	X		X	X	X	X				X	P	X		X	P		X	X	X	X	X	X				X	
30	J. Karthik	X	X	X	X	X	X		X	X	X	X				X	P	X		X	P		X	X	X	X	X	X				X	
Number present M																																	
Daily E																																	
Initials M																																	
E																																	
Admitted during the month													No. of working days																				
Left No. on roll at end of month													Average Attendance during the month																				
													No. on roll daily																				

Brief Report

The Career Development Skills Training Programme conducted by the Jawahar Knowledge Centre of our institution spanned over 180 hours from August 14th, 2021, to November 14th, 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 OUTCOMES:

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

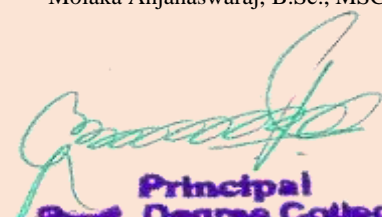
- ❖ Participants will speak more clearly, listen better, and express themselves effectively in various situations.
- ❖ Participants will work better in teams, adapt to changes easily, and lead others in a friendly manner.
- ❖ Participants will know more about what's happening in the world and understand how it affects their job opportunities.
- ❖ Participants will act honestly, treat others with respect, and take responsibility for their actions at work.
- ❖ Participants will be ready to apply for jobs with confidence, having learned how to write resumes, prepare for interviews, and find job openings.
- ❖ Participants will have a better understanding of themselves, be more resilient in tough situations, and believe in their ability to succeed in their careers.

Feedback:

- 1) This JKC Training Programme really helped me a lot and learned technical Skills
- Madiga Chinna, B Com CA
- 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.
- Posa Yerriswamy, B.Sc.MPCs
- 3) Really I gained a lot of confidence during the JKC Training Programme in projecting my views in the Communication Skills.
-K Gowtham, B.Sc. MSCs
- 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 Exams.
-Patil Deepika, B.Sc. MSCs
- 5) Now I am quite sure that I will certainly reach my goal as this 180 Hours Training Programme helped me to project my views without mistakes.

-Molaka Anjanaswaraj, B.Sc., MSCs




Principal
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Examination conducted: -



Certificates: -

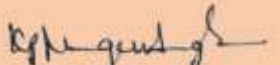


Govt. Degree College
Uravakonda



Certificate

This is to Certify that Mr. /Kum G.Anjineyulu..... has attended Certificate Course in "**Career Development Skills**" organised by Department of Jawahar Knowledge Centre, Government Degree College, Uravakonda, Anantapuramu District from 14-08-2021 to 14-11-2021.


JKC Full Time Mentor


JKC Coordinator


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

Photos: -



The Department of JKC

Date: 29-11-2021

JKC conducted a meeting on 29-11-2021 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 Career development Skills for the third-year students of our esteemed institution in the academic year 2021-22 - Regd.

The Department of JKC proposed to start a comprehensive certificate course on Career development 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.

CRK
29/11/2021

Date:29-11-2021

Yours faithfully,


Coordinator
Jawahar Knowledge Center
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 Career Development Skills on 06-12-2021. This course aims to equip students with essential skills for their career advancement. Hence interested students may enroll by registering their names with **Sri. S. Narayana Swamy, Lecturer in English and Coordinator, Jawahar Knowledge Centre, GDC, Uravakonda. Certificates** will be awarded after the completion of the course.

Date:05-12-2021

Yours faithfully,


Coordinator
Jawahar Knowledge Center
Govt. Degree College
Uravakonda

JKC Students Registered Information for the Year 2021-2022 Batch - III

S.No	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	Anke Bhavani	18-10-2001	A Anjaneyulu	Female	SC	9642958562	ankebhavanianke2001@gmail.com	73	70	BSc BZC	III	2022	A. Bhavani
2	Bandaru Kavitha	15-5-1994	B Naganna	Female	SC	7036650992	kavibandaru@gmail.com	71	75	BSc BZC	III	2022	B. Kavitha
3	Anke Bhavani	18-10-2001	A Anjaneyulu	Female	SC	9642958562	ankebhavanianke2001@gmail.com	76	70	BSc BZC	III	2022	A. Bhavani
4	Bandaru Kavitha	15-5-1994	B Naganna	Female	SC	7036650992	kavibandaru@gmail.com	81	75	BSc BZC	III	2022	B. Kavitha
5	Chinnamadula Rajeswari	29-10-2001	C obulesu	Female	SC	9642029324	chinnarajeswari2001@gmail.com	76	68	BSc BZC	III	2022	C. Rajeswari
6	Dudekula Vaheeda	06-06-2002	D Shareef	Female	BC-B	9581702351	vaheedadudekula@gmail.com	83	78	BSc BZC	III	2022	D. Vaheeda
7	Harijana Lalu Swamy	15-05-2002	H Uliganna	Male	SC	9121811476	lahuswamyharijana@gmail.com	61	65	BSc BZC	III	2022	H. Lalu Swamy
8	Hawaliga Dhanunjaya	17-07-2002	H Gurumurthy	Male	BC-D	9948169332	golladhanunjaya878@gmail.com	78	75	BSc BZC	III	2022	H. Dhanunjaya
9	Kamini Pavan Kumar	14-06-2002	K Ramu	Male	BC-B	6302224312	pavankumar28377@gmail.com	84	68	BSc BZC	III	2022	K. Pavan Kumar
10	Karichedu Anitha	05-10-2002	K Srinivasulu	Female	BC-B	9010747958	karricheduanitha@gmail.com	71	75	BSc BZC	III	2022	K. Anitha
11	Katteppa Gari Ranjith Kumar	09-02-2001	KV Gangappa	Male	SC	912561899	ranjithkumar@gmail.com	68	99	BSc BZC	III	2022	K. Ranjith Kumar
12	Kenguri Maheswari	13-06-1998	K Girijappa	Female	Sc	9160254435	maheswarikenguri@gmail.com	71	73	BSc BZC	III	2022	K. Maheswari
13	Kuruba Sanjappa Gari Mounika	19-06-2001	K Thippeswamy	Female	BC-B	7177014214	sanjappagarimounika@gmail.com	69	70	BSc BZC	III	2022	K. Mounika
14	Lattavaram Rakesh	13-03-2001	L Nagaraju	Male	BC-D	9381524138	rakesh93815@gmail.com	71	62	BSc BZC	III	2022	L. Rakesh
15	Madiga Sravani	09-06-2001	M Deva raju	Female	SC	7981519728	sravanimadiga@gmail.com	59	64	BSc BZC	III	2022	M. Sravani
16	Madiga Thippamma	03-05-2002	M Ganganna	Female	SC	9908304720	thippammamadiga@gmail.com	62	66	BSc BZC	III	2022	M. Thippamma
17	Mangala Gayathri	14-02-2000	M Shankaraiah	Female	BC-A	9849722064	gayathrimangala@gmail.com	59	52	BSc BZC	III	2022	M. Gayathri
18	Meenuga Anil	12-08-1998	M Yerriswamy	Male	SC	6302838409	anilmeenuga@gmail.com	66	64	BSc BZC	III	2022	M. Anil
19	Meenuga Gayathri	15-05-2002	M Narayanaswamy	Female	SC	9701434083	mgayathrimga977@gmail.com	79	78	BSc BZC	III	2022	M. Gayathri
20	Meenuga Mahitha	04-08-1997	M obaiah	Female	Sc	9014813136	mahithameenuga@gmail.com	65	79	BSc BZC	III	2022	M. Mahitha
21	Meenuga Sai Kumar	03-06-2001	B Vannor Swamy	Male	BC-A	8374638499	kumarsaimeenuga@gmail.com	69	63	BSc BZC	III	2022	M. Sai Kumar
22	Mundabanda Pavan	18-06-2002	M Gangappa	Male	BC-A	9704651981	pavannundabanda@gmail.com	78	78	BSc BZC	III	2022	M. Pavan
23	N Narayanamma	10-01-2001	N Mareppa	Female	SC	9177311795	narayanamma@gmail.com	65	50	BSc BZC	III	2022	P. Narayanamma
24	Pujari Subha	21-05-2002	P Yesappa	Female	SC	9100136779	subhspujari@gmail.com	58	67	BSc BZC	III	2022	P. Subha

S.No	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
25	Regati Vanitha	06-10-2002	R Govindappa	Female	BC-A	9908316418	vanitharegati@gmail.com	69	60	BSc BZC	III	2022	R. Vanitha
26	Renumakula Palli Madhu	23-01-2000	R Linganna	Male	BC-A	8688496780	rmadhu143madhu@gmail.com	83	71	BSc BZC	III	2022	R. Madhu
27	Saniganna gari Sarala Ku	28-01-2002	S Nagaraju	Male	SC	9177131683	saralakarumarisaniganna@gmail.com	62	70	BSc BZC	III	2022	S. Sarala
28	Singadi Chittemma	12-03-1998	S Yerriswamy	Female	SC	7995527096	singadi.chittemma@gmail.com	64	74	BSc BZC	III	2022	S. chittemma
29	Sugali Diwakar Naik	03-05-2002	S Icha Naik	Male	ST	9703370840	diwakarnaik@gmail.com	84	94	BSc BZC	III	2022	S. Diwakar Naik
30	Syed Fareeda	02-05-2001	S Mahaboob Bash	Female	BC-E	9908807690	fareeda786@gmail.com	61	56	BSc BZC	III	2022	S. Fareeda
31	Talara Teja	28-2-2002	T Ramalinga	Male	BC-A	9502416170	talariteja1122@gmail.com	69	67	BSc BZC	III	2022	T. Teja
32	Tekke Habiba	22-05-2002	T Mahaboob Bash	Female	BC-E	9908022292	habibatakke@gmail.com	59	55	BSc BZC	III	2022	T. Habiba
33	Ulli Janaki	15-05-2002	U Laleppa	Female	BC-A	9398262871	ulijanaki71@gmail.com	71	69	BSc BZC	III	2022	U. Janaki
34	Uppara Jayasree	15-05-2002	U Anji	Female	BC-D	9573116389	upparajayasree60@gmail.com	68	64	BSc BZC	III	2022	U. Jayasree
35	Vadde Bhavani	23-06-2002	V Bhaskhar	Female	BC-A	9989505225	baskar3999@gmail.com	62	54	BSc BZC	III	2022	V. Bhavani
36	Vadde Surekha	14-05-2002	V Changala Rayud	Female	BC-A	9133095432	surekhavadde@gmail.com	67	54	BSc BZC	III	2022	V. Surekha
37	Velpula Chaithanya Krishna	18-06-2019	V Siva Prasad	Male	BC-B	9010886805	chitu7777777@gmail.com	75	73	BSc BZC	III	2022	V. Chaithanya Krishna
38	Bestha Vannuruswamy	12-06-2001	B Pothappa	Male	BC -A	9347789711	vannuruswamybestha@gmail.com	81	70	BSc BZC	III	2022	B. Vannuruswamy
39	Mallela Sreekanya	14-04-2002	M Yerriswamy	Female	BC-D	9959663615	mallelasreevani56@gmail.com	59	62	BSc BZC	III	2022	M. Sreekanya
40	Boya Swetha	08-06-2002	B Ramudu	Female	BC-A	7901530338	ramuduboya99a@gmail.com	69	61	BSc BZC	III	2022	B. Swetha


Principal
 Govt. Degree College
 JRAVAKONDA-615 812
 Anantapur (Dist.) A.P


Coordinator
 Jawahar Knowledge Centre
 Govt. Degree College
 Uravakonda

Brief Report

The Career Development Skills Training Programme conducted by the Jawahar Knowledge Centre of our institution spanned over 180 hours from December 06th, 2021, to March 07th, 2022. Classes were led by S. Narayana swamy, 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 OUTCOMES:

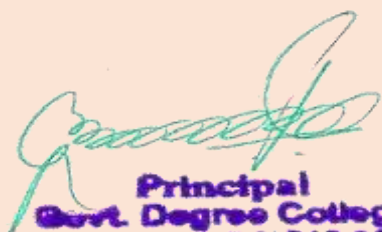
After completion of the certificate course on Communication, Soft, and Analytical Skills, participants will be able to:

- ❖ Participants will speak more clearly, listen better, and express themselves effectively in various situations.
- ❖ Participants will work better in teams, adapt to changes easily, and lead others in a friendly manner.
- ❖ Participants will know more about what's happening in the world and understand how it affects their job opportunities.
- ❖ Participants will act honestly, treat others with respect, and take responsibility for their actions at work.
- ❖ Participants will be ready to apply for jobs with confidence, having learned how to write resumes, prepare for interviews, and find job openings.
- ❖ Participants will have a better understanding of themselves, be more resilient in tough situations, and believe in their ability to succeed in their careers.

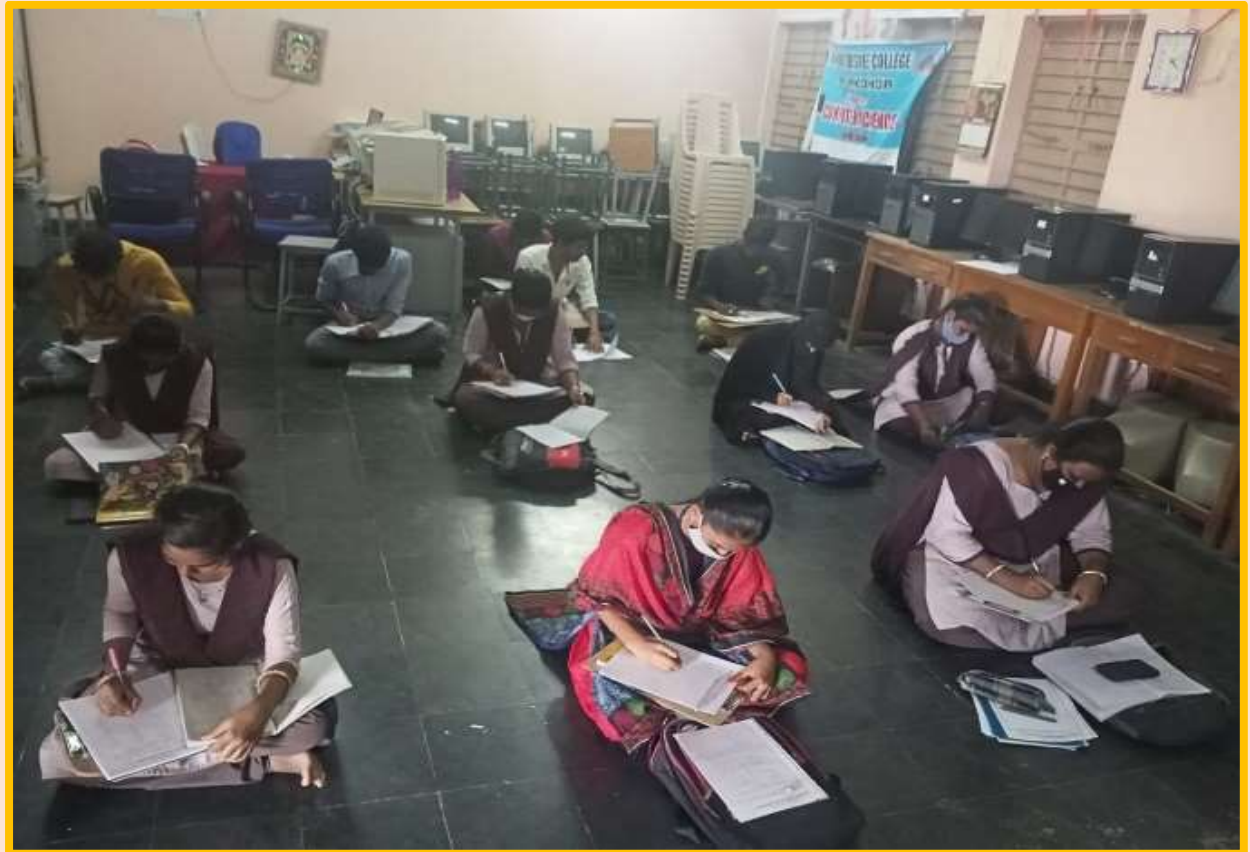
Feedback:

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




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

Examination conducted: -



Certificates: -

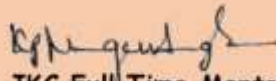


Govt. Degree College
Uravakonda



Certificate

This is to Certify that Mr. /Kum K.V. Gangappa has attended Certificate Course in "**Soft Skills and Communication Skills for career**" organised by Department of Jawahar Knowledge Centre, Government Degree College, Uravakonda, Anantapuramu District from 06-12-2021 to 07-03-2022.


JKC Full Time Mentor


JKC Coordinator


Principal
Govt. Degree College
URAVAKONDA-515 212
Anantapur (Dist.) A.P.

Photos: -



Model Question Paper

Career Development Skills

English Language

Directions (Q. 1-5) Study the following information carefully and answer the questions below:

The author, Mrs Susan Pritchett Post, was motivated to write her impressions when her husband, Everett Post worked for the US Agency for International Development in Albania on Post describes well her arrival and the first few months of settling down – living conditions, shopping, having some home improvements made, contacts with her neighbors and other Albanians, She wondered how they found the optimism and energy to manage their lives. With her Albanian language teacher, MrsKsanthipiDodi, she met a group of women in Tirana with a variety of backgrounds, keen to speak from the heart about their experiences and personal issues. The question rose in her mind – what has given the Albanian women strength, not only to survive, but also to lead meaningful and fulfilled lives with good – heartedness and optimism? It was clear that the answer could only be provided by representative findings of women all over the country, those of different ages, background and political viewpoints. So she embarked on country – wide interviews, incorporating as much as possible the actual words of the some she met, 200 in all. Out of her respect and growing admiration for the Albanian women she wanted to present her work to the outside world as an inspiration to others and in the hope that this book will bring healing to the wounded society.

Dirite, who served her country as a partisan in the War of Liberation, was imprisoned for 13 years and exited. She can not smile or laugh any more, though she recounts humorous stories of events that took place during her years of torture and interrogation, and despite her age (78) and physical disabilities, she burns with desire to be of service to her country today.

Safide lives in a village that has water once a month. She works the land, keeps the house clean and prepares excellent meals for her family, though the family has to carry home on their backs and heads water, produce and animal feed. She remains optimistic with a ready smile and eagerness to help others.

Vjallca sells bananas in the street near the fruit market in Tirana, trying to augment her husband’s disability pension of 20 a month. She makes 1 or 1.5 lek (about one cent) on each banana she sells, but when she stays at home to look after her husband She cannot contribute even that small amount.

Teuta (18) lives in a village. Though she wanted to continue studying, her father took her out of school to work on the land, help with the housework and await an arranged marriages. This book reports in their own words, the life stories of Albanian women of all ages and backgrounds, not as a scientific study but against well founded presentations of the 1996 environment. The author has carefully observed conditions of housing, water and electricity, retailing, medical facilities, travel, effects of the Kanun, besides the individual circumstances of the people she interviewed. The book made a deep impression on me, not only because I had spent two weeks in Albania at the time that she was carrying out his work.

Susan Pritchett Post lived in Tirana for about three years with her husband, Everett, her son, Jacko and the family adopted Albanian daughter, Anna. In March, 1997, they were ripped from Albania under a forced evacuation. They could only say a hasty goodbye to Everett and under difficult conditions returned via Italy to USA, where she finished and published her book last year

1. What is the occupation of the author?
 - a) The author is working with the US agency for International Development in Albania
 - b) The author is a part – time worker at the National Housing Agency
 - c) The author is a hose manager
 - d) None of The Above

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- e) Both (a) and (b)
2. According to the passage, which of the following cannot be inferred as possible components of settling down in a new place?
- a) Calling a carpenter and fixing a wardrobe
 - b) Enquiring about the nearest grocery store
 - c) Listing the telephone number of the officer of the National Housing Agency
 - d) Familiarizing oneself with some of the neighbors and locals
 - e) None of The Above
3. According to Susan Post, which of the following can best describe the Albanian society?
- a) Society of wounded feelings
 - b) Self contented society
 - c) Improving society (but this improvement will take time)
 - d) All of The Above
 - e) Only (b) and (c)
4. What, according to the passage, could not be cited as possible reason for Susan post embarking on a country – wide journey for interviews?
- a) To find reasons for the strength of the Albanian women
 - b) To find reasons for the moral strength of the Albanian women
 - c) To find reasons for the Albanian society being so wounded
 - d) All of The Above
 - e) None of (a), (b) or (c)
5. What according to the passage is the common link between Dirite, Safide, Jacko, Vjallca and Teuta?
- a) They're all living in villages
 - b) They're all Albanian women
 - c) None of Them are dejected in life
 - d) None of The Above
 - e) Only (a) and (c)

Directions (Q. 6-10) 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.

Two pieces in particular _____(6) the range of issues covered by the Journal. In a package of articles on the 1973 Endangered Species Act, Gardner Brown Jr. and Jason Shogren, professors at the Universities of Washington and Wyoming respectively make a plea for reforming the act with sound economic _____(7) in mind. The authors are sensitive to the charge by some environmentalists that economists know the price of everything and the value of nothing. But saving all species at any cost, they say, may undervalue other priorities such as employment or even other environmental concern. Elsewhere in this issue, New York University economist Edward Wolff presents an _____(8) of new data from the Federal Reserve's Survey of Consumer Finances on wealth distribution in the United States. The data confirms a decline in mean and median household wealth between 1983 and 1995 as well as a greater concentration of wealth in the highest percentiles of the US population. Wolff _____(9) much of the disparity, already the highest in the industrialized world, on the rise in the price of financial assets, a product of the prolonged bubble dominating the stock exchanges. Although this issue concentrates on US public policy, the globalization of policy sciences means that other countries closely watch American initiatives. It is unfortunate that the Journal of Economic _____(10) is not offered independently (subscriptions require membership); because it represents the best in policy analysis today.

Directions (Q. 26-30) Read each sentence to find out whether there is any grammatical or idiomatic error in it. The error, if any, will be in one part of the sentence. The number of that part is the answer. If there is 'No error', the answer is (e). (Ignore errors of punctuation, if any)

26. (a) During an hour-long meeting Naveen asked Mukesh (b) keeping in mind the power and position he holds (c) as a senior police officer and advised him (d) to be careful in future so that such things do not recur. (e) No error
27. (a) The project was initiated in 2011 (b) and was to be funded by Universal Service Obligation Fund (c) with the aim of providing (d) broadband connectivity in over 2 Lakh gram panchayats. (e) No error
28. (a) A farmers body approached the National Green Tribunal (b) against the demolition drive on their farms (c) carried in by DDA in pursuance to the green panel's ban (d) order on cultivation of edible crop on flood plains of the Yamuna. (e) No error
29. (a) The Delhi High Court sought the response of AIIMS forensic department head (b) who was alleged discrimination, after he claimed (c) to have refused to act unprofessionally (d) in the SunandaPushkar autopsy matter. (e) No error
30. (a) After receiving complaints, Gurgaon police informed (b) the District Town and country planning department, (c) which found out that the builder (d) had not even began construction. (e) No error

Reasoning Ability

Directions (Q. 31-35) Each of these question is followed by two statements numbered I and II. Decide whether the data given in the statements are sufficient to answer the question. Mark answer as

Give answer

- (a) If Statement I alone is sufficient but Statement II alone is not sufficient to answer the question
- (b) If Statement II alone is sufficient but Statement I alone is not sufficient to answer the question.
- (c) If both Statements I and II together are sufficient to answer the question but neither Statements alone is sufficient.
- (d) If Statements I and II together are not sufficient to answer the question
- (e) None of these
31. Who types at a faster rate, Navin or Sapan?
- I. The difference between their typing rates is 10 words per minute.
- II. Sapan types at a constant rate of 80 words per minute.
32. If we assume a constant reading rate, can Joel finish the book in 6 h?
- I. Joel reads 54 pages an hour.
- II. In 2 h, he reads half the book.
33. In a certain packing houses, grapefruit are packed in bags and the bags are packed in cases. How many grapefruits are in each case, that is packed?
- I. The grapefruits always packed 5 to a bag and the bags are always packed 8 to a case.
- II. Each case is always 80% full.
34. How many hits must a batsman get to raise his batting average to 300?
- I. He has batted, 56 times.
- II. He has 14 hits now.
35. For a certain bottle and cork, what is the price of the cork?

- I. The combined price of the bottle and cork is Rs.95.
 II. The price of the bottle is Rs.75 more than the price of the cork.

Directions (Q. 36-40) Read each sentence to find out whether there is any grammatical error in it. The error, if any will be in one part of the sentence, the number of that part is the answer. If there is no error, then the answer is (e). (Ignore the errors of punctuation, if any).

36. Our
 37. Still remaining in the ancient castle (a)/are the Duke's collection of early Dutch paintings (b)/which will be (c)/donated to a museum(d)/No Error (e)
 38. Computer education (a)/in universities and colleges today(b)/leaves much (c)/to be desired(d)/No Error (e)
 39. Everyone knows (a)/that the tiger (b)/ is faster (c)/ of all animals (d)/No Error (e)
 40. When he (a)/ had got what (b)/ he wanted (c)/ he has gone home (d)/No Error (e)

Directions (Q. 41-45) In the following questions, the symbol @, ©, \$, % and #are used with the following meaning as illustrated below.

'A \$ B' means 'A is not smaller than B'

'A # B' means 'A is not greater than B'

'A @ B' means 'A is neither smaller than nor equal to B'

'A © B' means 'A is neither smaller than nor greater than B'

'A % B' means 'A is neither greater than nor equal to B'

Now, in each of the following questions, assuming the given statements to be true, find which of the three Conclusions I, II and III given below them is/are definitely true and give your answer accordingly?

41. Statement

H % J, J © N, N @ R

Conclusions

- I. R % J
 II. H @ J
 III. N @ H
 (a) Only II is true
 (b) I and III are true
 (c) Only I is true
 (d) Only III is true
 (e) None of The Above

42. Statement

M @ J, J \$ T, T © N

Conclusions

- I. N # J
 II. T % M
 III. M @ N
 (a) I and II are true
 (b) II and III are true
 (c) I and II are true
 (d) All are True
 (e) None of The Above

43. Statement

D © K, K # F, F @ P

Conclusions

- I. P @ D
- II. K # P
- III. F \$ D

- (a) Only II is true
- (b) I and II are true
- (d) None of The Above

44. Statement

R # D, D \$ M, M © N

Conclusions

- I. R # M
- II. N # D
- III. N \$ R

- (a) Only I is true
- (b) Only II is true
- (c) Only III is true
- (d) None is true
- (e) None of The Above

45. Statement

K © P, P @ Q, Q \$ R

Conclusions

- I. K @ R
- II. R % P
- III. Q % K

- (a) I and II are true
- (b) II and III are true
- (c) Only III is true
- (d) All are true
- (e) None of The Above

Directions (Q. 46-50) In each of the questions below are given four statements followed by three conclusions numbered I, II and III. You have to take the given statements to be true even, if they seem to be at variance with commonly known facts. Read all the conclusion(s) and then decide which of the given conclusions logically follow(s) from the given statements disregarding commonly known facts.

46. Statements

Some pens are sticks.
Some sticks are canes.
All canes are scales.
No scale is weight.

Conclusions

I. Some sticks are scales.
II. No stick is scale.
III. No cane is weight.

- a) Either I or II follows
- b) I and III follow
- c) Either I or II and III follow
- d) All I, II and III follow
- e) None of these

47. **Statements** Some folders are boxes.
 Some boxes are bags.
 All bags are containers.
 Some bags are sacks.

Conclusions I. No folder is bag.
 II. Some boxes are containers.

- a)
- b) II and III follow
- c) I and III follows
- d) All follow
- e) None follows

48. **Statements** Some insects are pests.
 All pests are birds.
 No bird is amphibian.
 All amphibians are animals.

Conclusions I. No animal is bird.
 II. Some insects are birds.
 III. No pests are amphibians.

- a) Only I follows
- b) Only II follows
- c) Only III follows
- d) II and III follow
- e) None of these

49. **Statements** Some shoes are socks.
 All socks are towels.
 All towels are bedsheets.
 No bedsheet is blanket.

Conclusions I. No towel is blanket.
 II. Some shoes are towels.
 III. Some shoes are bedsheets.

- a) I and II follow
- b) II and III follow
- c) I and III follow
- d) All follow
- e) None of these

50. **Statements** Some fruits are flowers.
 Some flowers are buds.
 No bud is leaf.
 All leaves are plants.

Conclusions I. No plant is bud.
 II. Some plants are flowers.
 III. Some buds are fruits.

- a) None follows
- b) Only I follows
- c) II and III follow
- d) Only III follows
- e) None of these

Directions (Q. 51-55) Study the following information carefully and answer the questions given below.

An organization wants to recruit system analysts. The following conditions apply.

The candidate must

- (i) Be an engineering graduate in computer/IT with at least 60% marks.
- (ii) Have working experience in the field of computer at least for 2 years after acquiring the requisite qualification.
- (iii) Have completed minimum 25 years and maximum 30 years of age as on 01.12.2013.
- (iv) Be willing to sign a bond for Rs.50000.
- (v) Have secured minimum 55% marks in selection test.

However, if the candidate fulfills all other conditions.

Except

- (a) At (i) above, but is an Electronics Engineer with 65% or more marks the case is to be referred to the General Manager-IT.
- (b) At (iv) above, but has an experience of at least 5 years as a Software Manager, the case is to be referred to the VP.

In each question below, detailed information of candidate is given. You have to carefully study the information provided in each case and take one of the following courses of actions based on the information and the conditions given above. You are not to assume anything other than the information provided in each question. All these case are given to you as on 01.12.2013. You have to indicate your decision by marking answers to each question as follows

Give answer

- (a) If the case is to be referred to VP
- (b) If the case is to be referred to GM
- (c) If the data provided is not sufficient to take a decision
- (d) If the candidate is to be selected
- (e) If the candidate is not to be selected

- 51. Ms.Suneeta is an IT Engineer with 60% marks at graduation as well as in selection test. She is working as a Software Engineer for last 3 years after completing engineering degree and has completed 27 years of age. She is willing to sign the bond of Rs.50000.
- 52. RakeshRao is a Computer Engineer graduate and thereafter is working as a Software Manager for last 6 years. He has secured 72% marks at graduation and 67% marks in selection test. His date of birth is 05.12.1984. He is not willing to sign the bond for Rs.50000.
- 53. Ram Kumar is an engineering graduate in computers with 78% marks passed out in 2007 at the age of 23 years. Since, then he is working as a Software Manager in an engineering firm. He doesn't want to sign the bond for Rs.50000. He has cleared the selection test with 72% marks.
- 54. Nishant is an Electronics Engineer passed out in June, 2010 at the age of 22 years. Since, then he is working as a programmer in a software company. He has passed the selection test with 66% marks and is willing to sign the bond.
- 55. Kalyani is an engineer with 72% marks in telecommunicator. She has just completed 27 years of age. She has cleared the selection test with 59% marks. She is willing to sign the bond.

Directions (Q. 56-60) Study the given information and answer the following questions. When a word and number arrangement machine is given an input line of words and numbers, itarranges them following a particular rule. The following is an illustration of input and rearrangement. (All the numbers are two digit numbers)

Input	40 made butter 23 37 cookies salt extra 52 86 92 fell now 19
Step I	butter 19 40 made 23 37 cookies salt extra 52 86 92 fell now
Step II	cookies 23 butter 19 40 made 37 salt extra 52 85 92 fell now
Step III	extra 37 cookies 23 butter 19 40 made salt 52 86 92 fell now
Step IV	fell 40 extra 37 cookies 23 butter 19 made salt 52 86 92 now
Step V	made 52 fell 40 extra 37 cookies 23 butter 19 salt 86 92 now
Step VI	now 86 made 52 fell 40 extra 37 cookies 23 butter 19 salt 92
Step VII	salt 92 now 86 made 52 fell 40 extra 37 cookies 23 butter 19

Step VII is the last step of the above arrangement as the intended arrangement is obtained.
As per the rules followed in the given steps, find out the appropriate steps for the given input.

Input 32 proud girl beautiful 49 58 97 rich family 61 72 17 nice life

56. How many steps will be required to complete the given input?
 - a) Five
 - b) Six
 - c) Seven
 - d) Eight
 - e) Nine

57. Which of the following is 3rd element from the left end of step VI?
 - a) Beautiful
 - b) Life
 - c) 61
 - d) Nice
 - e) 17

58. Which of the following is Step III of the given input?
 - a) proud 72 girl 48 family 32 beautiful 17 55 97 rich 61
 - b) life 55 girl 48 family 32 beautiful 17 proud 97 rich 61 72 nice
 - c) girl 48 family 32 beautiful 17 proud 55 97 rich 61 72 nice life
 - d) family 32 beautiful 17 proud girl 48 55 97 rich 61 72 nice life
 - e) girl 49 life 55 family 32 beautiful 17 proud 97 rich 61 72 nice

59. What is the position of 'nice' from the left end in the final step?
 - a) 5th
 - b) 6th
 - c) 7th
 - d) 8th
 - e) 9th

60. Which element is 3rd to the right of 'family' in Step V?
 - a) Beautiful
 - b) 17
 - c) Proud
 - d) 97
 - e) 32

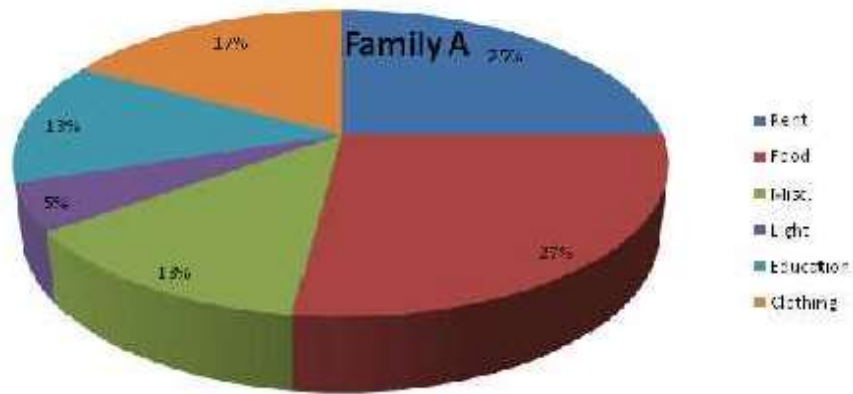
Directions (Q. 61-65) Read the following information carefully and then answer the questions based on it.

A sales representative plans to visit each of six companies – M, N, P, Q, R and S exactly once during the course of one day. She is setting up her schedule for the day according to the following conditions.

-
- I. She must visit M before N and before R.
II. She must visit N before Q.
III. 3rd company she visits must be P.
61. Which of the following could be the order in which sales representative visits the six companies?
a) M, R,
b) M, S, P, N, R, Q
c) P, R, M, N, Q, S
d) P, S, M, R, Q, N
e) None of these
62. Which of the following must be true of the sales representative's schedule for the day?
a) She visits M before Q
b) She visits N before R
c) She visits P before M
d) She visits P before R
e) None of these
63. If the sales representative visits S first, which company must she visit 2nd?
a) M
b) N
c) P
d) Q
e) None of these
64. Which of the following could be true of the sales representative's schedule?
a) She visits M 3rd
b) She visits R 6th
c) She visits P 1st
d) She visits Q 2nd
e) None of these
65. If the sales representative visits Q immediately before R and immediately after S, she must visit Q
a) 1st
b) 2nd
c) 4th
d) 5th
e) None of these

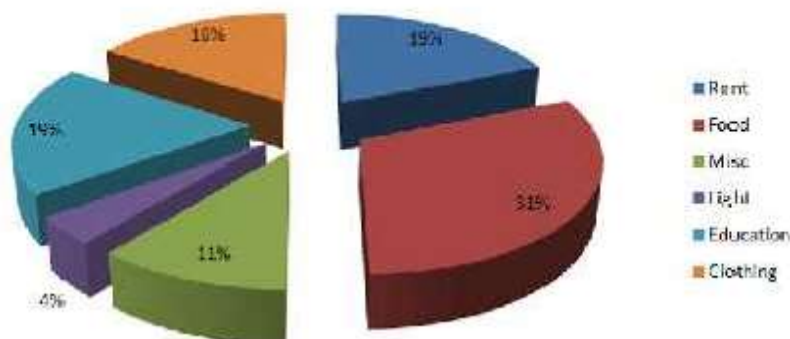
Quantitative Aptitude

Directions (Q. 66-70) : Refer to the following pie charts and solve the questions based on it.



Total Expenses = Rs. 48, 000

Family B



Total Expenses = Rs. 72,000

66. Both the families decide to double the total expenditure keeping the pattern of spending the same as given above. What will be the new ratio of expenditure on food between family A and family B?
- 27:31
 - 31 : 27
 - 2 : 3
 - 3 : 2
 - None of The Above
67. If the total expenses of family B increases three - fold, keeping the expenses on education the same as given above, what will be the expense on education?
- 6.33%
 - 57%
 - 19%
 - 18%
 - None of The Above
68. What will be the expenses on light by family A, as a percentage of expense on light by family B?
- 120%
 - 83.33%
 - 62.5%
 - 66.66%
 - None of The Above

69. If family A and family B decide to combine their expenses, then which one of the following heads will be responsible for the highest expenses?

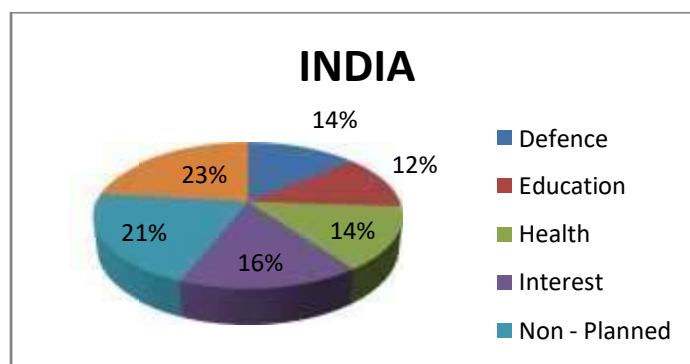
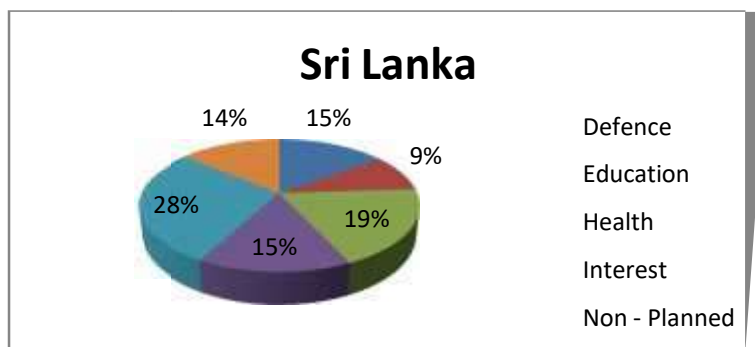
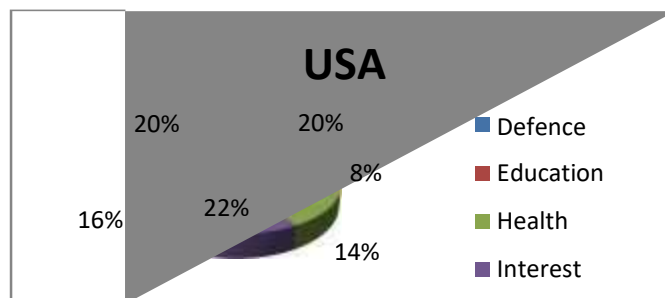
- a) Rent
- b) Miscellaneous
- c) Food
- d) Education
- e) None

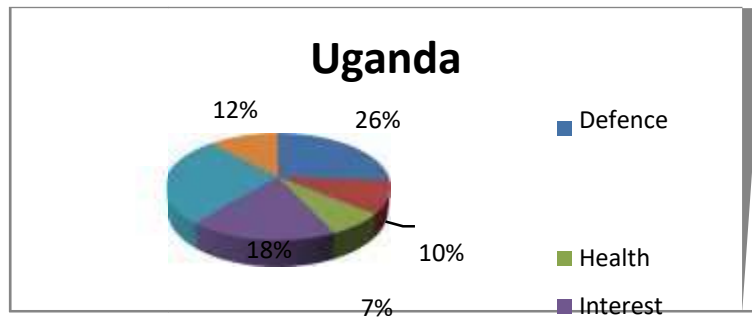
70. In the above question, how many heads will have a lower percentage share in the combined total expenses of both the families than the percentage share of family B under the same head?

- a) 1
- b) 2
- c) 3
- d) 4
- e) None of The Above

Directions (Q. 71-75) Refer to the following pie charts and solve the questions based on it:

The following pie charts represent the budget expenditure of certain countries on various sectors for the year in 2007:





71. A country is said to be progressive if its education, health and infrastructure expenditure are in the top four expenditure sectors. How many of the four countries are progressive?
- 0
 - 1
 - 2
 - 3
 - None of these
72. A country is said to be developing if its combined expenditure on education, health and infrastructure is at least 50% of the total expenditure. How many of the four countries are developing nations?
- 0
 - 1
 - 2
 - 3
 - None of The Above
73. If a country is under military rule, it will spend maximum on defence and minimum on either health or education. How many of the above countries are under military rule?
- 0
 - 1
 - 2
 - Can't be Determined
 - None of The Above
74. Which of the following sectors will have same ranking in the countries budget expenditures?
- Non – Planned
 - Education
 - Health
 - Can't be Determined
 - None of The Above
75. If the total budgetary expenditures of all the four countries are combined, which sector will account for the maximum expenditure?
- None Planned
 - Interest
 - Defence
 - Can't be Determined
 - None of The Above