



# GOVERNMENT DEGREE COLLEGE

URAVAKONDA - 515 812

(Accredited by NAAC with B Grade)

Affiliated to S K. University, Ananthapuramu



## Jawahar Knowledge Centre

### Certificate Course on Soft Skills and Communication Skills for career

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 learn how to communicate better in their jobs.
- Teach participants how to work well with others.
- Show participants how to solve problems and make good decisions.
- Teach participants how to manage their time and work more efficiently.
- Help participants understand how to lead a team and be a good leader.
- Prepare participants for job interviews and finding work.

#### COURSE OUTCOMES:

After completing the certificate course on Soft Skills and Communication Skills for Career, participants will be able to:

- Communicate effectively in various professional settings, including verbal and written communication.
  - Collaborate efficiently with colleagues, demonstrating teamwork and interpersonal skills.
  - Resolve conflicts and manage interpersonal relationships with empathy and emotional intelligence.
  - Deliver impactful presentations and public speeches with confidence.
  - Manage their time effectively, prioritize tasks, and meet deadlines efficiently.
  - Navigate job interviews successfully, demonstrate professionalism, and excel in their chosen careers.
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## JKC Curriculum

S.No	Topic	No. of Hours allotted
1	Communication Skills	30 hrs
2	Soft Skills	30 hrs
3	Computer Skills	30 hrs
4	Leadership and Decision-Making	30 hrs
5	Career Development and Professionalism	30 hrs
6	Interview Skills	30 hrs
Total		180 hrs
<b>Duration of the training 3 months</b>		

### **Syllabus: -**

#### **Module 1: Introduction to Soft Skills**

- Understanding the importance of soft skills in today's workplace.
- Identifying key soft skills required for career advancement.
- Self-assessment: Identifying personal strengths and areas for improvement.

#### **Module 2: Communication Skills**

- Verbal communication: Speaking clearly, listening actively, and expressing ideas effectively.
- Non-verbal communication: Understanding body language, gestures, and facial expressions.
- Written communication: Writing professional emails, reports, and other business documents.

#### **Module 4: Basic Computer Skills**

- Introduction to basic computer hardware and software.
- Proficiency in using common software applications such as word processing, spreadsheets, and presentations.
- Internet browsing, email usage, and online communication.

#### **Module 4: Leadership and Decision-Making**

- Characteristics of effective leaders.
- Making informed decisions and problem-solving.
- Motivating and inspiring others to achieve common goals.

#### **Module 5: Career Development and Professionalism**

- Understanding career pathways and setting career goals.
- Personal branding and networking strategies.
- Professionalism in the workplace: Dressing appropriately, workplace etiquette, and ethical behavior.

### **Module 6: Interview Preparation**

- Researching companies and understanding job requirements.
- Practicing common interview questions and developing confident responses.
- Strategies for handling behavioral questions and demonstrating suitability for the role.

### **Assessment Procedure**

A comprehensive assessment test, consisting of 75 multiple-choice questions, each worth one mark, was conducted at the end of the course. Additionally, candidates who passed the mock interview and scored at least 30% of the total marks in the written test were deemed qualified for the course and were issued certificates.

## **The Department of JKC**

**Date: 11-04-2022**

JKC conducted a meeting on 11-04-2022 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 Soft Skills and Communication skills for Career for the third-year students of our esteemed institution in the academic year 2022-23 - Regd.

The Department of JKC proposed to start a comprehensive certificate course on Soft Skills and Communication Skills for career 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: 11-04-2022

Yours faithfully,


  
Coordinator  
Jawahar Knowledge Center  
Govt. Degree College  
Uravakonda

**CIRCULAR**

All the III-year students are hereby informed that the Department of JKC will start a Certificate Course on Soft Skills and Communication Skills for career on 15-04-2022. 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: 14-04-2022

Yours faithfully,

  
Coordinator  
Jawahar Knowledge Cent  
Govt. Degree College  
Uravakonda

## Students LIST:-

### JKC Students I Batch Registered Information for the Year 2022-2023

S.No.	Zone	College Name	Name of the Student	Gender	Social status	Group ( B.A., B.Com., B.Sc)	Year of Studying	Passing out Year	E-mail ID of the Student	Student Enrolled in	Signature
1	IV	GDC Uravakonda	Andela Kavitha	F	BCB	B.Com CA	III	2023	kavithaandela814@gmail.com	1	A. Kavitha
2	IV	GDC Uravakonda	Bandari Anjali	F	SC	B.Com CA	III	2023	bandarianjali44@gmail.com	1	B. Anjali
3	IV	GDC Uravakonda	Chandrakkagari Sreenath	M	BCA	B.Com CA	III	2023	chandrakkagarisreenath@gmail.com	1	C. Sreenath
4	IV	GDC Uravakonda	Gurrambandi Shabana	F	BCE	B.Com CA	III	2023	shabanagurrambandi@gmail.com	1	G. Shabana
5	IV	GDC Uravakonda	Ivola Mounika	F	SC	B.Com CA	III	2023	mounikakeerthy@gmail.com	1	I. Mounika
6	IV	GDC Uravakonda	Kuruba Thippeswamy	M	BCB	B.Com CA	III	2023	kthippeswamy77@gmail.com	1	K. Thippeswamy
7	IV	GDC Uravakonda	Maddhakkagari Anjali	F	SC	B.Com CA	III	2023	Anjali 2001maddakkagari@gmail.com	1	M. Anjali
8	IV	GDC Uravakonda	Matam Pradeep	M	BCA	B.Com CA	III	2023	pradeep7989181171@gmail.com	1	M. Pradeep
9	IV	GDC Uravakonda	Meenuga Mallikarjuna	M	SC	B.Com CA	III	2023	mallikarjunaswety@gmail.com	1	M. Mallikarjuna
10	IV	GDC Uravakonda	Meenuga suchitra	F	SC	B.Com CA	III	2023	buddisuchi143@gmail.com	1	M. Suchitra
11	IV	GDC Uravakonda	Meenuga Sushma	F	SC	B.Com CA	III	2023	sushmameenuga@gmail.com	1	M. Sushma
12	IV	GDC Uravakonda	Meenuga Swapna	F	SC	B.Com CA	III	2023	swapnameenuga@gmail.com	1	M. Swapna
13	IV	GDC Uravakonda	Nallabothula Akanksha	F	SC	B.Com CA	III	2023	akanksha akanksha62010@gmail.com	1	N. Akanksha
14	IV	GDC Uravakonda	Nimmala Swathi	F	BCB	B.Com CA	III	2023	nimmala Swathi 23@gmail.com	1	N. Swathi
15	IV	GDC Uravakonda	Pinjari Khadar Bhasha	M	BCB	B.Com CA	III	2023	Pbhashapkhadarbhasha@gmail.com	1	P. Khadar Bhasha
16	IV	GDC Uravakonda	Pulli Sreelekha	F	OC	B.Com CA	III	2023	sreelekha1833@gmail.com	1	P. Sreelekha
17	IV	GDC Uravakonda	Rangammagari Lakshmi	F	BCA	B.Com CA	III	2023	lakshmilakshmi07714@gmail.com	1	R. Lakshmi
18	IV	GDC Uravakonda	Sejala Radhika	F	BCB	B.Com CA	III	2023	sejalaradhika@gmail.com	1	S. Radhika
19	IV	GDC Uravakonda	Sheshadri Geetha	F	OC	B.Com CA	III	2023	sheshadrigeetha12@gmail.com	1	S. Geetha
20	IV	GDC Uravakonda	Vadde Sravanthi	F	BCA	B.Com CA	III	2023	sravanthivadde26@gmail.com	1	V. Sravanthi
21	IV	GDC Uravakonda	Amiseti Mallika	F	BCB	BSc (MSCS)	III	2023	amishettimallika@gmail.com	1	A. mallika
22	IV	GDC Uravakonda	Batalo Lakshmi Prasad	M	BCA	BSc (MSCS)	III	2023	blakshimiprasadlakshimiprasad@gmail.com	1	B. Lakshmi Prasad
23	IV	GDC Uravakonda	Besta Jyothi	F	BCA	BSc (MSCS)	III	2023	Besthajyothi318@email.com	1	B. Jyothi
24	IV	GDC Uravakonda	Boya Rudraiah	M	BCA	BSc (MSCS)	III	2023	rudrarudraiah3@gmail.com	1	B. Rudraiah
25	IV	GDC Uravakonda	Budagavi Matam Bharathi	F	BCA	BSc (MSCS)	III	2023	bmbharathi78@gmail.com	1	B. Matam Bharathi

S.No.	Zone	College Name	Name of the Student	Gender	Social status	Group (B.A., B.Com., B.Sc)	Year of Studing	Passing out Year	E-mail ID of the Student	Enrolled in	Signature
26	IV	GDC Uravakonda	Dasari Pavankumar	M	BCA	BSc (MSCS)	III	2023	pk3860151@gmail.com	I	D. Pavankumar
27	IV	GDC Uravakonda	A. Afreen Taj	F	BCE	BSc (MPCS)	III	2023	afreentaj004@gmail.com	I	A. Afreen Taj
28	IV	GDC Uravakonda	Boya Supraja	F	BCA	BSc (MSCS)	III	2023	supraja6953@gmail.com	I	A. Afreen Taj
29	IV	GDC Uravakonda	B. Ashwan Jabin	F	OC	BSc (MPCS)	III	2023	ashwanjabin007@gmail.com	I	B. Ashwan Jabin
30	IV	GDC Uravakonda	Anke Lalu Swamy	M	SC	(GEN)	III	2023	laluswamy@gmail.com	I	Anke. Jalswamy

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

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

# Students Attendance

		Batch - I												FOR THE MONTH April - 2022																			201						
REGISTER OF ATTENDANCE & FEES														Section _____ Place _____																									
Name of the Institute _____																																							
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	Rt. P.	Date of Payment			
1		A. 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							
2		B. 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							
3		C. Sreemath	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		G. Shabana	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		J. Mounika	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		K. Thippeswamy	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. Anjali	A		P	P	P	P	P	P	P			P	P				P	P	P	P	P	P	P	P	P	P	P	P	P	P							
8		M. Pradeep	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		M. Mallikarjuna	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		M. Suchitra	A		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. Sushma	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		M. Swapna	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		N. Akanksha	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		N. Surthi	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		P. Khadha Bhat	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		P. Sreelekha	A		P	P	P	P	P	P	P			P	P				P	P	P	P	P	P	P	P	P	P	P	P	P	P							
17		P. Lakshmi	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		P. Radhika	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		P. Geetha	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		V. Sravanthi	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		A. Malika	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. Lakshmi Prasad	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		B. Jyathi	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. Rudraiah	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		B. M. Bhavathi	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		D. Jayankumar	A		P	P	P	P	P	P	P			P	P				P	P	P	P	P	P	P	P	P	P	P	P	P	P							
27		A. Arjun Tej	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		B. Supriya	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		B. Ashwan Jathi	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		A. Lata 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							
Number Present @ Daily E.																																							
Initials M E																																							
No. of 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	

## **Brief Report**

The Soft Skills and Communication Skills for Career Training Programme conducted by the Jawahar Knowledge Centre of our institution spanned over 180 hours from April 15th, 2022, to July 31st, 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 completing the certificate course on Soft Skills and Communication Skills for Career, participants will be able to:

- Communicate effectively in various professional settings, including verbal and written communication.
- Collaborate efficiently with colleagues, demonstrating teamwork and interpersonal skills.
- Resolve conflicts and manage interpersonal relationships with empathy and emotional intelligence.
- Deliver impactful presentations and public speeches with confidence.
- Manage their time effectively, prioritize tasks, and meet deadlines efficiently.
- Navigate job interviews successfully, demonstrate professionalism, and excel in their chosen careers.

### **Feedback**

- 1) After attending JKC Training, I feel confident to attend campus drives.
- 2) I am very thankful to JKC of Govt. Degree College, Uravakonda for enriching soft skills.
- 3) I gained self-confidence as well as technical knowledge to face any interview without fear.
- 4) Now I am sure that I crack any job in MNCs with the training in JKC.
- 5) During training, I improved my communication skills and Analytical skills.



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

**Examination conducted: -**



Certificate: -

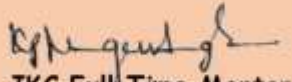


Govt. Degree College  
Uravakonda



*Certificate*

This is to Certify that Mr. /Kum A. Kavitha 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 15-04-2022 to 31-07-2022.

  
JKC Full Time Mentor

  
JKC Coordinator

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

**Photos: -**



## **The Department of JKC**

**Date: 01-08-2022**

JKC conducted a meeting on 01-08-2022 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 Soft Skills and Communication skills for Career for the third-year students of our esteemed institution in the academic year 2022-23 - Regd.

The Department of JKC proposed to start a comprehensive certificate course on Soft Skills and Communication Skills for career 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: 02-08-2022

Yours faithfully,

  
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 on Soft Skills and Communication Skills for career on 05-08-2022. 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: 03-08-2022

Yours faithfully,


  
Coordinator  
Jawahar Knowledge Center  
Govt. Degree College  
Uravakonda

**JKC Students II Batch Registered Information for the Year 2022-2023**

S.No.	College Name	Name of the Student	Gender	Social status	Group ( B.A., B.Com., B.Sc)	Year of Studing	Passing out Year	E-mail ID of the Student	Student Enrolled in Batch	Signature
1	GDC Uravakonda	J.Mahesh	M	BCA	BSc (MPCS)	III	2023	jinkalamahesh77@gmail.com	II	J. Mahesh
2	GDC Uravakonda	K.Sabiya Parveez	F	BCE	BSc (MPCS)	III	2023	remorehman5@gmail.com	II	K.Sabiya Parveez
3	GDC Uravakonda	K.Gowsiya	F	BCB	BSc (MPCS)	III	2023	dudekulagowsiya1@gmail.com	II	K. Gowsiya
4	GDC Uravakonda	T.Dada Jigunu	F	BCE	BSc (MPCS)	III	2023	tjigunu@gmail.com	II	T. Dada Jigunu
5	GDC Uravakonda	Y.Hameed Basha	M	BCE	BSc (MPCS)	III	2023	hameedjoy123@gmail.com	II	Y. Hameed Basha
6	GDC Uravakonda	B.Pravallika	F	BCA	BSc(BZC)	III	2023	bmpavankalyan17@gmail.com	II	B. Pravallika
7	GDC Uravakonda	B.Tejeswari	F	BCA	BSc(BZC)	III	2023	budagavimatamtejeswari@gmail.com	II	B. Tejeswari
8	GDC Uravakonda	B.Pavan kalyan	F	BCA	BSc(BZC)	III	2023	bmpavankalyan17@gmail.com	II	B. Pavan kalyan
9	GDC Uravakonda	D.Jyothi	F	BCB	BSc(BZC)	III	2023	donkappagarijyothi329@gmail.com	II	D. Jyothi
10	GDC Uravakonda	D.Maneesha	F	BCB	BSc(BZC)	III	2023	dmanisha917730@gmail.com	II	D. Maneesha
11	GDC Uravakonda	P.Harikrishna	M	BCB	BA (HEP)	III	2023	hari77033@gmail.com	II	P. Harikrishna
12	GDC Uravakonda	R.Divyaaree	F	BCD	BA (HEP)	III	2023	divyasree2yearba2001@gmail.com	II	R. Divyaaree
13	GDC Uravakonda	Talaari Rajani	F	BCA	BA (HEP)	III	2023	talarirajani56@gmail.com	II	T. Rajani
14	GDC Uravakonda	Thondlam Bindu	F	SC	BA (HEP)	III	2023	bbindu70678 @ gmail. Com	II	T. Bindu
15	GDC Uravakonda	C.Jeelan	M	BCE	B.Com (CA)	III	2023	jeelanbasharafiq@gmail.com	II	C. Jeelan
16	GDC Uravakonda	K.Govardhan	M	BCA	B Com (CA)	III	2023	alwaysgovardhan143@gmail.com	II	K. Govardhan
17	GDC Uravakonda	P china babu	M	BCA	B.Com(CA)	III	2023	chinnasmart077@gmail.com	II	P. Govardhan
18	GDC Uravakonda	L.Mahammad Rihan	M	BCE	BSC (Mscs)	III	2023	rihantej143@gmail.com	II	L.Mahammad Rihan
19	GDC Uravakonda	Dasari Jayakrishna	M	BCA	B.Com CA	III	2023	jayakrishnadasari950@gmail.com	II	D. Jayakrishna
20	GDC Uravakonda	Andela Revathi	F	BCB	BCom (GEN)	III	2023	revathi9133@gmail.com	II	A. Revathi
21	GDC Uravakonda	M.Chandrasekhar	M	SC	B.Com (CA)	III	2023	chandrasudheer382@gmail.com	II	M.Chandrasekhar
22	GDC Uravakonda	Regati Sivakrishna	M	BCA	Bsc MSCS	III	2023	rregatisivakrishna@gmail. Com	II	R. Sivakrishna
23	GDC Uravakonda	Dasari Raju	M	BCA	BSc(BZC)	III	2023	bscraju134@gmail.com	II	D. Raju
24	GDC Uravakonda	Ramavath Bhavani	F	ST	BSc(BZC)	III	2023	ramavathbhavani@gmail.com	II	R. Bhavani
25	GDC Uravakonda	Devarla Anwar Babu	M	BCB	BSc(BZC)	III	2023	danvarbabu@gmail.com	II	D. Anwar Babu
26	GDC Uravakonda	Tondlam Yaswanth	M	SC	BSc(BZC)	III	2023	thondlmyash@gmail.com	II	T. Yaswanth

S.No.	College Name	Name of the Student	Gender	Social status	Group ( B.A., B.Com., B.Sc)	Year of Studing	Passing out Year	E-mail ID of the Student	Student Enrolled in Batch	Signature
27	GDC Uravakonda	Nese Butta Swapnalatha	F	BCB	BSc(BZC)	III	2023	nbswapnalatha@gmail.com	II	N.B. Swapnalatha
28	GDC Uravakonda	Edralla Siddappa	M	BCA	BSc(BZC)	III	2023	edrallasidda@gmail.com	II	G. Siddappa
29	GDC Uravakonda	Kamsali Damodhar	M	BCB	BA (HEP)	III	2023	damodharkamsali@gmail.com	II	K. Damodhar
30	GDC Uravakonda	M.Dharani	F	SC	BA (HEP)	III	2023	dharani123@gmail.com	II	M. Dharani
31	GDC Uravakonda	M.Pratyusha	F	SC	BA (HEP)	III	2023	pratyusha123@gmail.com	II	M. Pratyusha

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

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

# REGISTER OF ATTENDANCE & FEES

Batch - II  
 FOR THE MONTH August - 2022 201  
 Section \_\_\_\_\_ Place \_\_\_\_\_

Sl. No.	Admission No.	NAMES	Days																															No. of Days Present	Rs. P.	Date of
			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			
1		J. Mahesh	P	P	P	P	P	A			P							P	A	P	P	A		P	P	A	P	P	P	P	P	P				
2		K. Sabiya Farveez	A	P	P	P	P	A			P							P	A	P	P	A		P	P	A	P	P	P	P	P	P				
3		K. Gokulsiya	P	P	A	P	P	A			P							P	A	P	P	A		P	P	A	P	P	P	P	P	P				
4		T. Dada Jiguna	P	P	P	P	P	A			P							P	A	P	P	A		P	P	A	P	P	P	P	P	P				
5		Y. Hameed Gacha	P	P	P	P	P	A			P							P	A	P	P	A		P	P	A	P	P	P	P	P	P				
6		B. Pranshalika	P	P	P	P	P	A			P							P	A	P	P	A		P	P	A	P	P	P	P	P	P				
7		B. Tejeshwari	P	P	P	P	P	A			P							P	A	P	P	A		P	P	A	P	P	P	P	P	P				
8		B. Pavan Kalyan	P	P	P	P	P	A			P							P	A	P	P	A		P	P	A	P	P	P	P	P	P				
9		D. Jyothi	P	A	P	P	P	A			P							P	A	P	P	A		P	P	A	P	P	P	P	P	P				
10		D. Nikhitha	P	P	P	P	P	A			P							P	A	P	P	A		P	P	A	P	P	P	P	P	P				
11		P. Harikrishna	A	P	P	P	P	A			P							P	A	P	P	A		P	P	A	P	P	P	P	P	P				
12		R. Divyashree	P	A	P	P	P	A			P							P	A	P	P	A		P	P	A	P	P	P	P	P	P				
13		T. Rafani	P	P	A	P	P	A			P							P	A	P	P	A		P	P	A	P	P	P	P	P	P				
14		T. Bindu	A	P	P	A	P	A			P							P	A	P	P	A		P	P	A	P	P	P	P	P	P				
15		C. Teelan	P	A	P	P	A	P			P							P	A	P	P	A		P	P	A	P	P	P	P	P	P				
16		K. Govardhan	P	P	A	P	P	A			P							P	A	P	P	A		P	P	A	P	P	P	P	P	P				
17		P. Chintababu	A	P	P	P	P	A			P							P	A	P	P	A		P	P	A	P	P	P	P	P	P				
18		L. Mammed Rihan	A	P	P	P	P	A			P							P	A	P	P	A		P	P	A	P	P	P	P	P	P				
19		D. Jayakrishna	P	P	A	P	A	P			P							P	A	P	P	A		P	P	A	P	P	P	P	P	P				
20		A. Revathi	P	P	P	A	P	A			P							P	A	P	P	A		P	P	A	P	P	P	P	P	P				
21		M. Chandrasekhar	A	P	A	P	P	A			P							P	A	P	P	A		P	P	A	P	P	P	P	P	P				
22		P. Sivakrishna	P	A	P	P	P	A			P							P	A	P	P	A		P	P	A	P	P	P	P	P	P				
23		D. Rajn	P	P	P	P	A	P			P							P	A	P	P	A		P	P	A	P	P	P	P	P	P				
24		P. Charani	P	P	P	P	P	A			P							P	A	P	P	A		P	P	A	P	P	P	P	P	P				
25		D. Anwar Babu	P	P	P	P	P	A			P							P	A	P	P	A		P	P	A	P	P	P	P	P	P				
26		T. Yashwanth	P	P	P	P	A	P			P							P	A	P	P	A		P	P	A	P	P	P	P	P	P				
27		H. B. Sumanalatha	P	P	P	P	P	A			P							P	A	P	P	A		P	P	A	P	P	P	P	P	P				
28		G. Siddappa	P	A	P	P	P	A			P							P	A	P	P	A		P	P	A	P	P	P	P	P	P				
29		K. Damodhar	P	P	P	P	A	P			P							P	A	P	P	A		P	P	A	P	P	P	P	P	P				
30		M. Dhasoni	P	P	P	P	A	P			P							P	A	P	P	A		P	P	A	P	P	P	P	P	P				
31		M. Pratyusha	P	A	P	P	A	P			P							P	A	P	P	A		P	P	A	P	P	P	P	P	P				

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

## **Brief Report**

The Soft Skills and Communication Skills for Career Training Programme conducted by the Jawahar Knowledge Centre of our institution spanned over 180 hours from August 05th, 2022, to November 15th, 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:**

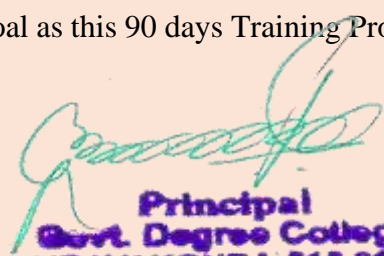
After completing the certificate course on Soft Skills and Communication Skills for Career, participants will be able to:

- Communicate effectively in various professional settings, including verbal and written communication.
- Collaborate efficiently with colleagues, demonstrating teamwork and interpersonal skills.
- Resolve conflicts and manage interpersonal relationships with empathy and emotional intelligence.
- Deliver impactful presentations and public speeches with confidence.
- Manage their time effectively, prioritize tasks, and meet deadlines efficiently.
- Navigate job interviews successfully, demonstrate professionalism, and excel in their chosen careers.

### **Feedback**

- 1) This JKC Training Programme really helped me a lot and learned technical 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 Communication Skills.
- 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.
- 5) Now I am quite sure that 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:-**



**Certificates: -**

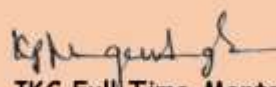


Govt. Degree College  
Uravakonda



*Certificate*

This is to Certify that Mr. /Kum T. Dada Jigunu 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 05-08-2022 to 15-08-2022.

  
JKC Full Time Mentor

  
JKC Co-ordinator

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

**Photos: -**



## **The Department of JKC**

**Date: 11-11-2022**

JKC conducted a meeting on 11-11-2022 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 Soft Skills and Communication skills for Career for the third-year students of our esteemed institution in the academic year 2022-23 - Regd.

The Department of JKC proposed to start a comprehensive certificate course on Soft Skills and Communication Skills for career 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.

Permitted  
DK  
15/11

Date: 15-11-2022

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 on Soft Skills and Communication Skills for career on 20-11-2022. 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: 16-11-2022

Yours faithfully,

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

### JKC Students III Batch Registered Information for the Year 2022-2023

S.No.	College Name	Name of the Student	Gender	Social status	Group (B.A., B.Com)	Year of Study	Passing out Year	E-mail ID of the Student	Study Enrolled in	Signature
1	GDC Uravakoda	Bogala Aravinda	Male	SC	B.Sc	III	2023	saahoaravinda@gmail.com	III	R. Aravinda
2	GDC Uravakoda	Boya Laluswamy	Male	BC	B.Sc	III	2023	bovalaluswamy2002@gmail.com	III	B. Laluswamy
3	GDC Uravakoda	B Santosh	Male	SC	B.Sc	III	2023	santhoshbandari25@gmail.com	III	B. Santosh
4	GDC Uravakoda	Vadde Sindhu	Female	BC-B	B.Sc	III	2023	sindhuvadde8@gmail.com	III	V. Sindhu
5	GDC Uravakoda	Kalyanadurgam Afroza	Female	BC-E	B.Sc	III	2023	kalyanadurgamafroza2002@gmail.com	III	K. Afroza
6	GDC Uravakoda	Kattubadi Anitha	Female	BC-B	B.Sc	III	2023	anitha707534@gmail.com	III	K. Anitha
7	GDC Uravakoda	Are Tejaswini	Female	OC	B.Sc	III	2023	tejaswini60b@gmail.com	III	A. Tejaswini
8	GDC Uravakoda	Puchchaginjala Nikhitha	Female	BC-B	B.Sc	III	2023	nikhithapuchchaginjala2000@gmail.com	III	P. Nikhitha
9	GDC Uravakoda	Boya Sudarshan	Male	BC-A	B.Sc	III	2023	surrandraboava537@gmail.com	III	B. Sudarshan
10	GDC Uravakoda	Pinjari Khaseem	Male	BCB	B.Sc	III	2023	khaseem525@gmail.com	III	P. Khaseem
11	GDC Uravakoda	Lalbund Mahammad Rihan	Male	BCE	B.Sc	III	2023	rihantej143@gmail.com	III	L. Mahammad Rihan
12	GDC Uravakoda	Karupothula Chandu Prakash	Male	BCB	B.Sc	III	2023	chandupraksh12341943@gmail.com	III	K. Chandu Prakash
13	GDC Uravakoda	Gorantla Sreenivasulu	Male	BCB	B.Sc	III	2023	seenu9849702266@gmail.com	III	G. Sreenivasulu
14	GDC Uravakoda	Kuruba Bandari Uma Maheswar	Male	BCB	B.Sc	III	2023	bandariumamaheswar2002@gmail.com	III	K. Umamaheswar
15	GDC Uravakoda	Kuruba Ravikumar	Male	BCB	B.Sc	III	2023	kurubaravikumar965@gmail.com	III	K. Ravikumar
16	GDC Uravakoda	Kuruba Saikiran	Male	BCB	B.Sc	III	2023	saikiran2002@gmail.com	III	K. Saikiran
17	GDC Uravakoda	Kuruba Suneelkumar	Male	BCB	B.Sc	III	2023	suneelkumarmscs23@gmail.com	III	K. Suneelkumar
18	GDC Uravakoda	Mangali Sarojamma	Female	BCA	B.Sc	III	2023	sarojammamangali2002@gmail.com	III	M. Sarojamma
19	GDC Uravakoda	Meenuga Pruthvi	Male	SC	B.Sc	III	2023	pruthvimeenuga9121@gmail.com	III	M. Pruthvi
20	GDC Uravakoda	Meenuga Sreeramulu	Male	SC	B.Sc	III	2023	sreeramulumeenuga7672@gmail.com	III	M. Sreeramulu
21	GDC Uravakoda	Meenuga Sunkanna	Male	SC	B.Sc	III	2023	sunkannameenuga2002@gmail.com	III	M. Sunkanna
22	GDC Uravakoda	Nemakallu Rajkumar	Male	SC	B.Sc	III	2023	raj047946@gmail.com	III	N. Rajkumar

S.No.	College Name	Name of the Student	Gender	Social status	Group (B.A., B.Com)	Year of Studying	Passing out Year	E-mail ID of the Student	Student Enroll no.	Signature
23	GDC Uravakoda	Pyinti Prabhaskh	Male	SC	B.Sc	III	2023	prabhaskhpyinti200@gmail.com	III	P. Prabhaskh.
24	GDC Uravakoda	Rudrammagari Sudhakar	Male	BCA	B.Sc	III	2023	sudhakarrudrammagari1234@gmail.com	III	R. Sudhakar.
25	GDC Uravakoda	Dasari Pavan Kumar	Male	BCA	B.Sc	III	2023	pavankumardasari6372@gmail.com	III	D. Pavan Kumar
26	GDC Uravakoda	Dasari Prakash	Male	BCA	B.Sc	III	2023	dasariprakash@gmail.com	III	D. Prakash
27	GDC Uravakoda	Devarakonda Krishna	Male	SC	B.Sc	III	2023	krishnadevarakonda007@gmail.com	III	D. Krishna.
28	GDC Uravakoda	Galeppagari Vamsi Naidu	Male	BCA	B.Sc	III	2023	vamsinavudu985@gmail.com	III	G. Vamsi Naidu
29	GDC Uravakoda	Goddumari Chinnaiah	Male	OC	B.Sc	III	2023	goddumarichinnaiah2023@gmail.com	III	G. Chinnaiah
30	GDC Uravakoda	Honnuru Swamygarri Vannareddy	Male	BCA	B.Sc	III	2023	vannavannareddy225@gmail.com	III	H.S. Vannareddy
31	GDC Uravakoda	Shaik Shamskhadri	Male	BCE	B.Sc	III	2023	khadrisk786@gmail.com	III	S. Shamskhadri
32	GDC Uravakoda	Gangavaram Gouse	Male	BCE	B.Sc	III	2023	ganganaramgousekhan@gmail.com	III	G. Gouse
33	GDC Uravakoda	Hosaguddam Kuruba Ravishankar	Male	BCB	B.Sc	III	2023	dhoniravishankar@gmail.com	III	H.K. Ravishankar
34	GDC Uravakoda	Gangavaram Enayathulla	Male	BCE	B.Sc	III	2023	enayathkhaleel@gmail.com	III	G. Enayathulla
35	GDC Uravakoda	Katika Harihara Rao	Male	BCD	B.Sc	III	2023	kh434977@gmail.com	III	K. Harihara Rao
36	GDC Uravakoda	Saddala Surendra Babu	Male	BCA	B.Sc	III	2023	saddalasurendrababu@gmail.com	III	S. Surendra Babu
37	GDC Uravakoda	Mekala Ramanjineyulu	Male	SC	B.Sc	III	2023	mekalaramanjineyulu981@gmail.com	III	M. Ramanjineyulu
38	GDC Uravakoda	Dudakula Afroze	Female	BCB	B.Sc	III	2023	afroz630@gmail.com	III	D. Afroze
39	GDC Uravakoda	Shaik Shamskhadri	Male	BCE	B.Sc	III	2023	shamskhadri786@gmail.com	III	S. Shamskhadri
40	GDC Uravakoda	Syed Shamma Banu	Female	OC	B.Sc	III	2023	shammabanu456@gmail.com	III	S. Shamma Banu.

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

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



## **Brief Report**

The Soft Skills and Communication Skills for Career Training Programme conducted by the Jawahar Knowledge Centre of our institution spanned over 180 hours from November 20th, 2022, to March 31th, 2023. 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:**

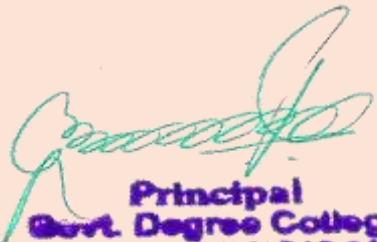
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- Collaborate efficiently with colleagues, demonstrating teamwork and interpersonal skills.
- Resolve conflicts and manage interpersonal relationships with empathy and emotional intelligence.
- Deliver impactful presentations and public speeches with confidence.
- Manage their time effectively, prioritize tasks, and meet deadlines efficiently.
- Navigate job interviews successfully, demonstrate professionalism, and excel in their chosen careers.

### **Feedback**

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



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

**Examination conducted: -**



Certificates: -

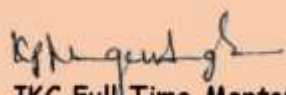


Govt. Degree College  
Uravakonda



*Certificate*

This is to Certify that Mr. /Kum K. Afroza 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 20-11-2022 to 31-03-2023.

  
JKC Full Time Mentor

  
JKC Coordinator

  
Principal  
Govt. Degree College  
URAVAKONDA-815 812  
Anantapur (Dist.) A.P.

**Photos: -**



# **Model Question Paper**

Soft Skills and Communication Skills for career

---

## ENGLISH

(1 – 10): In the following passage there are blanks, each of which has been numbered. These numbers are given below the passage and against each, five words are suggested, one of which fits the blank appropriately. Find out the appropriate word in each case.

Acid attacks, especially on women, are an issue of increasing (1). In order to (2) with such attacks, a three pronged (3) is currently under formulation. C)

The first is providing (4) punishment to perpetrators, not only as proportionate punishment for their (5) but also to (6) potential offenders. The second approach is to (7) attacks by regulating (8) to acids. The third is constructing a compensation scheme for victims. The Indian Penal Code did not have specific provisions to criminalize and punish acid attacks (9) the start of this year. If a person is convicted for (10) acid on another, and thereby causing temporary or permanent damage or deformity, a minimum imprisonment of 10 years and a maximum of life imprisonment are now provided.

1.

- (A) Value
- (B) Welfare
- (C) Gossip
- (D) Concern
- (E) happening

2.

- (A) Deal
- (B) Do away
- (C) Fight
- (D) Solve
- (E) Tussle

3.

- (A) Dimension
- (B) Solution
- (D) System
- (E) Approach

4.

- (A) Light
- (B) Stringent
- (C) Attractive
- (D) Compulsory
- (E) Serious

5.

- (A) Performance
- (B) Role
- (C) Work
- (D) Action
- (E) Job

6.

- (A) Defend

- (B) Differ
- (C) Deter
- (D) Determine
- (E) Dissociate

7.

- (A) Prevent
- (B) Facilitate
- (C) Debar
- (D) Examine
- (E) Oversee

8.

- (A) Approach
- (B) Concede
- (C) Knowledge
- (D) Access
- (E) Excess

9.

- (A) By
- (B) Until
- (C) Up to
- (D) Before
- (E) Prior

10.

- (A) Supplying
- (B) Giving
- (C) Attacking
- (D) Bringing
- (E) Throwing

**(11 – 15): In the following questions, a sentence is given and is divided into four parts. You have to find out whether there is any error in any part of the sentence. The error, if any, will be in one part of the sentence. The number of that part will be your answer. If there is no error in any part of the sentence, then your answer will be (E) i.e., “No error.” (Ignore the error of punctuation, if any)**

11. \_\_\_\_\_ His main qualification on the job is his considerable experience in treasury branches.

- (A) His main qualification
- (B) On the job is
- (C) His considerable experience
- (D) In treasury branches.
- (E) No error

12. Some of the world largest water bodies are drying up thus threatening the livelihood of millions.

- (A) Some of the world
- (B) Largest water bodies
- (C) Are drying up thus threatening
- (D) The livelihood of millions
- (E) No error

13. The little boy appeared all of a sudden out of nowhere and took everyone by surprise.

- (A) The little boy appeared
- (B) All of a sudden
- (C) Out of nowhere and
- (D) Took everyone by surprise
- (E) No error

14. It is better if one of the parents stay at home to look after the children.

- (A) It is better
- (B) If one of the parents
- (C) Stay at home
- (D) To look after the children
- (E) No error

15. It is better if one of the parents stay at home to look after the children.

- (A) It is better
- (B) If one of the parents
- (C) Stay at home
- (D) To look after the children
- (E) No error

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**(16 – 20): Rearrange the following six sentences (A), (B), (C), (D), (E), and (F) in the proper sequence to form a meaningful paragraph; then answer the questions given below them.**

- (A) Some people however are of the view that having an exceptional memory in a world of high pressure working is a disadvantage.
- (B) In this early period a good memory was a perquisite for success and poets like Homer memorized their work before it was ever written down.
- (A) (C) To our ancestors though, in the absence of printing press it was much more; it was the slate on which history was recorded.
- (C) However, it is not what we grasp but what we fail to forgetting a file, key point at an interview which causes stress.
- (D) Today memory is widely regarded as a useful aid to survival.
- (E) If we have to remember everything will it not increase the feeling of stress?

**16.** Which of the following sentence should be FIRST sentence after rearrangement?

- (A) A
- (B) B
- (C) C
- (D) D
- (E) E

**17.** Which of the following sentence should be SECOND sentence after rearrangement?

- (A) A
- (B) B
- (C) C
- (D) D
- (E) E

**18.** Which of the following sentence should be THIRD sentence after rearrangement?

- (A) A
- (B) B

- (C) C
- (D) D
- (E) E

**19.** Which of the following sentence should be FIFTH sentence after rearrangement?

- (A) F
- (B) E
- (C) C
- (D) B
- (E) A

**20.** Which of the following sentence should be LAST (SIXTH) sentence after rearrangement?

- (A) A
- (B) B
- (C) C
- (D) D
- (E) E

**(21 – 30): Read the following passage carefully**

**words are given in bold so that you can locate them easily while answering some of the questions.**

The arguments in favour of FDI in Defence are familiar. First, public sector companies in Defence, Research and Development and allied industries have consistently failed to meet the requirements of the armed forces, especially given the global revolution in military technology. Second, the superior management culture of the private sector will ensure better adherence to budgets and timelines. Third, the country is compelled into repeated imports without any technology transfer (despite contractual obligations) because the military is always urgently in need of the arms and equipments. Therefore, the argument goes, encouraging foreign companies to invest in Indian defence and set up industries here will mean that money will be spent within the country, generating jobs and bringing in new know-how, with the possibility of exports.

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In my opinion, none of these arguments address the specific and unique needs of the defence sector in India. Whatever else these measures might achieve, they will not help accomplish what must surely be the main goal, namely to build self-reliance in advanced military technology and reduce India's debilitating dependence on foreign suppliers in the area of national security. The FDI inflow itself tells a tale. All the liberalised provisions since 2001 have led to a meagre inflow of only \$4.8 billion, in an overall FDI inflow of around \$334 billion. It may be argued that it is too early to judge, but there are actually good reasons why defence companies do not and will not find FDI in another country attractive, and why there are few such examples across the world.

FDI means a long-term presence in India, and good returns on investment are possible only if repeat orders or contracts for newer models are assured. But, unlike cars or white goods, that will not always happen in military equipment. There may be gaps of many years or even decades between orders. For instance, India bought the Mirage 2000 in the and has clinched the Rafale deal this year, both from Dassault of France. In France itself, however, Dassault is reasonably assured of continuous business from regular domestic and European orders, as well as from staggered exports. Foreign subsidiaries or substantial FDI will, thus, always put pressure on India for repeat orders. Would dependence on a Lockheed Martin (India) or a Bharat Boeing be really very different from dependence on the U.S. principals? Yes, more of India's money will be spent in India rather than in other countries. But the Defence Procurement Policy anyway mandates 30 per cent offsets (50 per cent in high-value contracts). In other words, the supplier must spend 30 per cent of the contracted value within India through local manufacture and services. On the other hand, even if manufacture were by an Indian subsidiary, some specialised technology or components will always need to be imported. As is the case in car manufacture by Korean or Japanese subsidiaries in India, where numerous models that sell in smaller volumes are only assembled in India with imported components.

FDI may, therefore, not be so different from offsets in terms of local manufacture, jobs, or money spent.

**21.** Which of the following company name is mentioned in the above passage?

- (A) Sukhoi
- (B) Mikoyan Gurevich
- (C) Dassault
- (D) Hindustan Aeronautics Limited
- (E) None of the above

**22.** Why the author is insisting more on Technology transfer rather than FDI inflow?

- (A) Because technology transfer will result in the manufacturing of defence equipments indigenously.
- (B) Because FDI will result in the lesser money inflow.
- (C) Because major companies are afraid due to the non commitment by government.
- (D) Both (a) and (b)

**23.** Which of the following statement(s) is are FALSE in the context of the passage.

- I. Public sector defence companies are fulfilling the needs of armed forces of the country.
  - II. Management of the public sector defence companies are better than that of the private sector defence companies.
  - III. India imports arms and equipments without technology transfer.
- (A) All I, II and III
  - (B) Only II and III
  - (C) Only I and II
  - (D) Only III
  - (E) Only I

**24.** Which of the following statement(s) is/ are TRUE in the context of the passage?

- I. There are gaps of many years between defence orders.

- 
- II. Both the Mirage and Raffle are exported to France.
- III. India is self reliant in defence arms and equipments production.
- (A) Only I  
(B) Only II  
(C) Only III  
(D) Only II and III  
(E) All I, II and III

- (A) Similar  
(B) Agnate  
(C) Connate  
(D) Estranged  
(E) Liking

**(29 – 30): Choose the word which is most SIMILAR in meaning to the word given in bold as used in the passage.**

**25.** Which of the following can be inferred from the passage?

- (A) The Public Sector Companies have failed to meet the requirements and Technological advancement.
- (B) FDI is not the solution however technology transfer is.
- (C) The reason for meager inflow of investment is the weak commitment from Indian government.
- (D) All of the above  
(E) None of the above

**29. ADHERENCE**

- (A) Disloyalty  
(B) Constancy  
(C) Abundance  
(D) Scarcity  
(E) Originality

**30. TALE**

- (A) Say  
(B) Fable  
(C) Fib

**26.** Choose an appropriate Title for the above passage:

- (A) Defence Deals  
(B) The status of the deals  
(C) The key issue is Technology  
(D) Aerospace companies  
(E) India and Its Defence

**(27 – 28):** Choose the word which is most **OPPOSITE** in meaning to the word given in bold as used in the passage.

**27. MEAGRE**

- (A) Abundant  
(B) Deficient  
(C) Small  
(D) Lean  
(E) Proficient

**28. ALLIED**

- (E) Story

**REASONING ABILITY**

**(31 – 35):** Following questions are based on information given below **Read the questions carefully and answer the question**

Six friends Avinash, Babita , Chandan , Dev, Eshita, and Farhaan are sitting in a line facing north. Babita is third to the right of Chandan . There are four person between Chandan and Dev, Farhaan is not an immediate neighbour of Babita and Avinash is sitting to the immediate left of Babita

**31.** Who is sitting between Babita and Farhaan?

- (A) Dev  
(B) Eshita  
(C) Chandan  
(D) Avinash  
(E) None of these

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32. Which of the following persons are seating at the extreme corners?

- (A) Chandan and Dev
- (B) Farhaan and Dev
- (C) Chnadan and Eshita
- (D) Avinash and Dev
- (E) None of these

33. Who is second to the right of Farhaan?

- (A) Avinash
- (B) Chandan
- (C) Babita
- (D) Dev
- (E) None of these

34. Four of the following five are alike in a certain manner. Which of the following is different?

- (A) FC
- (B) EB
- (C) DE
- (D) AB
- (E) AF

35. Who is at the extreme right?

- (A) Chandan
- (B) Farhaan
- (C) Eshita
- (D) Dev
- (E) None of these

36. If it is possible to make only one meaningful word with 3rd, 7th, 8th and 10th letters of the word 'COMPATIBILITY', which of the following would be the last letter of that word? If no such word can be made, give 'X' as your answer and if more than one such word can be formed, give your answer as Y.

- (A) I
- (B) B
- (C) L
- (D) X
- (E) Y

37. In a certain language, BOOK is coded as 43, ANT is coded as 35, then APPLE will be coded as

- 
- (A) 48
  - (B) 50
  - (C) 55
  - (D) 52

(E) None of these

38. If in a certain code language 'SIMILAR' is written as 'IZORNRH', then how will 'NATURAL' be written in that language?

- (A) OZIFGZM
- (B) OZIFGMZ
- (C) OZIFZMG
- (D) OZIFMZG
- (E) None of these

39. Sameer remembers that his brother's birthday is after fifteenth but before 18th of February whereas

birthday is after 16th but before 19th of February. On which day in February is Sameer's brother's birthday?

- (A) 15th Feb
- (B) 18th Feb
- (C) 17th Feb
- (D) Can't be determined
- (E) None of these

40. A clock becomes 12 s fast in every 3 h. If it is made correct at 3 o'clock in the afternoon of Sunday, then what time will it show at 10 o'clock Tuesday morning?

- (A) 2 min 52 s past 10
- (B) 2 min 54 s past 10
- (C) 2 min 50 s past 10
- (D) 2 min 48 s past 20
- (E) None of these

**(41 – 45): Each questions below given consists of three statements and two conclusions. You have**

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to consider each statement true even if they are different from known facts. Decide which conclusions follow the statements. Give answer –

- (A) Only conclusions I follows
- (B) Only conclusions II follows
- (C) Either conclusion I or II follows
- (D) Neither conclusion I nor II follows
- (E) Both conclusions I and II follow

**41. Statements:-**

- 1. Some dogs are lions
- 2. Some lions are mice.
- 3. Some mice are donkey

**Conclusions:-**

- 1. I. Some mice are Dogs all donkeys
- 2. I. Donkeys being Dogs is possibility

**42. Statements:**

- 1. Same pulses are sweets
- 2. Some sweet are food
- 3. All food is fruits

**Conclusions:**

- I. Some pulses are fruits
- II. Some sweets are fruits

**43. Statements:**

- 1. All wires are electricity
- 2. All electricity is Air
- 3. All air is pressure

**Conclusions:**

- I. Some air is not pressure
- II. Some wires are not air

**44. Statements:**

- I. All wires are electricity
- II. All electricity is Air
- III. All air is pressure

**Conclusions:**

- I. All electricity is pressure
- II. All pressure being wire is a possibility

**45. Statements:-**

- I. Some dogs are lions.
- II. Some lions are mice.
- III. Some mice are donkey.

**Conclusions:**

- I. Some dogs are mice.
- II. Mice being lions is a possibility.

**(46 – 50): When an input is given to a word / number arranging machine, it rearranges them in a certain way below is an example-**

- I. Input: 68 Kenya 32 India 44 Japan 29 America, 16 Brazil
- II. Step -1: 16 America 68 Kenya 32 India
- III. Step -2: 26 America 29 Brazil 68 Kenya 32 India 44 Japan
- IV. Step -3: 16 America 29 Brazil 32 India 68 Kenya 44 Japan
- V. Step -4: 16 America 29 Brazil 32 India 44 Japan 68 Kenya
- VI. And step 4 is the last step of given Input
- VII. Now, following the same rule rearrange the input given below -
- VIII. Input: 18 Your 33 mine 49 their 72 our 37 themselves

**46.** How many steps are required to rearrange the given input ?

- (A) 6
- (B) 5
- (C) 4
- (D) 7
- (E) 8

**47.** Which will be the penultimate step?

- (A) 4
- (B) 5
- (C) 6
- (D) 3
- (E) 7

- (A) 2 m
- (B) 6 m
- (C) 7 m
- (D) 8 m
- (E) 12 m

48. Which word /number is there between 'their' and 'our' in step 3 ?

- (A) 37
- (B) Your
- (C) 72
- (D) 49
- (E) 18

49. Which word/ number is fifth from left in step 2?

- (A) 49
- (B) Your
- (C) Mine
- (D) Their
- (E) Themselves

50. Which word / number is third from right in step five?

- (A) Their
- (B) Our
- (C) Themselves
- (D) 72
- (E) 49

51. 2 days before yesterday was Friday, then what day of the week will be day after tomorrow?

- (A) Monday
- (B) Sunday
- (C) Saturday
- (D) Wednesday
- (E) None of these

52. Shreya started from point P and walked 2 m towards West. She, then took a right turn and walked 3 m before taking a left turn and walking 5 m. She finally took a left turn, walked 3 m and stopped at a point Q. How far is point Q from point P?

(53 – 58): One statements and two conclusion are given in each question below. You have to decide which conclusion (s) follows the statement. Give answer

- (A) If only conclusion I follow
- (B) If only conclusion II follow
- (C) If either conclusion I or II follow
- (D) If neither I nor II follow
- (E) If both I and II follow

53.  $X > Y \leq Z = A \geq B$

- I.  $Z = B$
- II.  $Y = B$

54.  $A < B \leq C \leq D = E$

- I.  $A < E$
- II.  $D \geq A$

55.  $P = Q \geq R < S < T$

- I.  $T > Q$
- II.  $Q > S$

56.  $P < Q > R \geq S \leq T$

- I.  $Q > T$
- II.  $T < S$

57.  $A \geq B = C > D > E$

- I.  $B > E$
- II.  $D < A$

58.  $K > L \geq M = N < O$

- I.  $K \geq N$
- II.  $L > O$

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**(59 – 65): Read the following information carefully to answer the given questions.**

Eight friends P, Q, R, S, T, V, W and Y are sitting around a square table. Out of eight, four persons are sitting at the corners of the table and the other four are sitting at the mid points of each side of the table. Persons at the corners are facing the centre while the persons at the mid points of side are facing outside. S is 3rd to the right of P. P is facing the centre. Y is not sitting beside P or S. T is 3rd to the right of R. R is not sitting at the mid-point of any side of the table. R is also not beside Y. There is only one person between P and V. Q is not sitting beside V.

**59.** If all the persons are made to sit in alphabetical order in clockwise direction starting from P, then the position of how many persons remains the same (excluding P)?

- (A) None
- (B) One
- (C) Two
- (D) Three
- (E) Four

**60.** Which of the following is true regarding Y?

- (A) T is not sitting beside Y
- (B) Y is sitting at the mid-point of a side
- (C) R is 2nd to the left of Y
- (D) P and V are beside Y
- (E) None of these

**61.** Who is 4th to the left of V?

- (A) Y
- (B) R
- (C) T
- (D) Q
- (E) W

**62.** What is the position of Q in respect of R?

- (A) Immediate left

- (B) 2nd to the left
- (C) 3rd to the left
- (D) 3rd to the right
- (E) Immediate right

**63.** Four out of the following five are somehow same and therefore they form a group. Which one of the following does not come into this group?

- (A) Y
- (B) W
- (C) V
- (D) R
- (E) P

**64.** Who is 3rd to the right of W?

- (A) R
- (B) S
- (C) Q
- (D) Y
- (E) Can't be determined

**65.** How many people are there between T and Q?

- (A) None
- (B) 1
- (C) 2
- (D) 3
- (E) 4

### Quantitative Aptitude

**66.** The profit earned after selling a wrist watch for Rs. 5765 is same as loss incurred after selling the wrist watch for Rs. 4315. What is the cost price of the wrist watch?

- (A) Rs. 5620
- (B) Rs. 5100
- (C) Rs. 5040
- (D) Rs. 4820
- (E) Rs. 4720

**67.** Rohit was asked to multiply a certain number by 36. He multiplied it by 63 instead and got an answer

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3834 more than the correct one. What was the number to be multiplied?

- (A) 152
- (B) 158
- (C) 148
- (D) 142
- (E) 157

**68.** A spent Rs. 38460 on the renovation of his home, Rs. 24468 on buying furniture and remaining 28% of the total amount he had as cash with him. What was the total amount?

- (A) Rs. 224742
- (B) Rs. 138242
- (C) Rs. 118130
- (D) Rs. 87400
- (E) Rs. 97200

**69.** A school bus covers a distance from a village to school at the speed of 12 km/hr and reaches the school 10 min late. The next day the bus covers the same distance at the speed of 20 km/hr and reaches

the school 8 min early. What is the distance between the village and the school?

- (A) 12 km
- (B) 15 km
- (C) 9 km
- (D) 14 km
- (E) 8 km

**70.** A boat goes downstream from one port to another in 4 hours. It covers the same distance upstream in 5 hours. If the speed of stream is 2 km/hr. the distance between the two ports?

- (A) 50 km
- (B) 60 km
- (C) 70 km
- (D) 80 km
- (E) 90 km

**(71 – 75): In the following number series only one number is wrong find out the wrong number.**

**71.** 1, 8, 25, 64, 125, 216

- (A) 8
- (B) 25
- (C) 64
- (D) 125
- (E) 216

**72.** 2 5 4 8 7 11 8 14

- (A) 2
- (B) 5
- (C) 4
- (D) 7
- (E) 11

**73.** 6 9 18 43 135 472.5

- (A) 9
- (B) 18
- (C) 43
- (D) 135
- (E) 6

74. 7 8 18 32 56 88 128

- (A) 8
- (B) 7
- (C) 18
- (D) 56
- (E) 88

75. 4, 13, 31, 58, 139, 283

- (A) 13
- (B) 31
- (C) 58
- (D) 139
- (E) 283