

GOVT. DEGREE COLLEGE AVANIGADDA

KRISHNA DT- 521121

ICT/COMPUTTING SKILLS

2017-18

BY

JAWAHAR KNOWLEDGE CENTER

Avanigadda,
24-04-2017.

Circular

It is here by informed to all the Faculty members and students that a new JKC Batch will be started for the Academic Year of 2017-18. As a part the JKC training, students are given training in Communication and Soft skills, Analytical skills and Computing skills. Hence, the class teachers are requested to inform the same to the student community and encourage them to utilize the opportunity. The class work for the New Batch commences on the 1st, May 2017. The Students of BSC (Computers) and BA (HEP) must enroll in this batch. It is further informed that the interested candidates may contact Dr.K.V.Santha kumari, JKC Co-ordinator, A.Siva Nagaraju JKC Mentor for further information on or before the 30th April 2017.

Dr.k.v. Santha Kumari
JKC Co-Ordinator



A handwritten signature in blue ink, appearing to be "Ravi".

Principal
Principal

GOVT. DEGREE COLLEGE
AVANIGADDA, Krishna Dt. 521121.

A handwritten signature in blue ink, appearing to be "D. ...".

Principal
GOVT. DEGREE COLLEGE
AVANIGADDA, Krishna Dt. 521121.



SYLLABUS

Duration of the course: 3 Months (180 hrs)

Soft Skills:

(30 Hrs)

An Overview, Know Yourself, SWOT Analysis, Goal Setting, Positive Attitude, Body Language, Interpersonal Skills, Time Management, Presentation Skills, Just a Minute (JAM) Activities, Team Dynamics, Group Discussion, Etiquette of Telephone, e-mail and SMS, Interview Skills, Preparation for Examinations.

Analytical Skills:

(50 Hrs)

Arithmetic, BODMAS, Fractions and Decimals, Algebraic Formulae, Divisibility Rules, LCM & HCF, Ratios & Proportion, Percentages, Profit & Loss, Data Analysis, Data Interpretation, Simple Interest, Compound Interest, Averages, Problems on Ages, Time & Distance, Time & Work, Problems on Trains, Permutations and Combinations, Probability, Areas, Volumes, Surface Areas, Verbal Reasoning, Number Series, Number Analogy, Odd Man Out, Coding & Decoding, Blood Relations, Direction Sense Test, Seating Arrangement, Problems solving Techniques and Logical Reasoning, Ranking and Time Sequence Test, Mathematical Operations, Clocks, Calendars, Non-Verbal Reasoning, Series, Mirror Images and Water Images, Incomplete Figure Patterns, Figure matrix, Logical Venn Diagrams, Matrices & Surds, Quadratic Equations, Coordinate Geometry and Trigonometry, Differentiation, Decision Making.



Communication Skills:

(50 Hrs)

Self-Introduction, Be', 'Have' Forms, Modal Auxiliaries – I, Modal Auxiliaries – II, Question Tags, Simple Present Tense, Present Progressive Tense, Present Perfect and Present Perfect Progressive Tense, Simple Past : Questions and Negative, Simple Past and Present Perfect Tense, Simple Past and Past Progressive Tenses, The Future Time, Concord, Conditional Clauses, Voice, Reported Speech, Articles, Adjectives, Comparison of Adjectives, Prepositions, Use of Conjunctions in Simple, Compound and Complex Sentences, Speaking Skills, Vowel Sound, Consonant Sounds, Neutralization of Accent, Change of Speech Patterns, Voice Based Efficiency, Making polite Requests, Asking for and giving permissions, Offering, Accepting and Denying Help, Asking for and Giving Directions, Extending Invitations, Expressing Sympathy, Agreeing and Disagreeing, Making Complaints, Reading Skills, Synonyms, Antonyms, Idiomatic Expressions, One Word Substitutes, Reading Skills-I (Skimming and Scanning), Reading Skills-II, Reading Skills-III, Reading Skills-IV, Reading Comprehension, Writing Skills' Paragraph Writing, Essay Writing, Note Making, Precise Writing, Resume Writing.

Computer Skills:

(50 Hrs)

Unit I - Computer Fundamentals, what is computer, Features of computer, Computer Generations, Types of Computers, Applications of Computers, Input/Output Devices, Computer's Memory, Computer Software, Windows, Windows desktop b. Start Menu d. Using Paint e. Using word Pad

Unit II- MS-Office: About MS-Office, MS-Word, Word Basics, Features of Word, starting with MS-Word, Components of MS-Word, File Menu, a. New b. Save c. Page Setup d. Print preview e. Selecting Text and Graphics.

Edit Menu: a. Undo/ Redo b. Copy and Paste c. Find/ Replace, Headers and Footers, Insert Menu, Format Menu, Mail Merge, Table Menu, MS-Excel, Excel Basics, Excel Components, Entering Data, Data Types, Working with Cells, File Menu, Edit Menu, Creating a Chart, Functions and Formulas, Data Menu, Ms-Power Point, PowerPoint Basics, Ready- Made slide layout scheme

File Menu: Creating a presentation, a. using auto content wizard b. using a design template c. using blank presentation, Insert Menu, Format Menu, Slide Show, MS-Access, Access Basics, Components, Data Types in MS-Access, Database Creation, Table Creation, Forms, Query, Reports,

Unit III - Internet Skills, Introduction, Internet, How can I get connected at Home, Web Site, Web Browser, Search Engine, On-line Forms Rail Journey, On-line Shopping using Flip Kart, Using Electronic Mail (Email), Social Media, What is Skype? Google Drives, What are Google Docs, Sheets and Slides

Unit IV - Using Printer and Scanner, Scanners, Printers, Use Picture Manager.

GOVT. DEGREE COLLEGE, AVANIGADDA.
JKC - Batch - I 2017-18
STUDENTS ENROLLED LIST

63

Sl. No	Name of the Student	Qualification	College	Parent / Rel Contact No
1	D. Theesh Babu	B.Sc [com]	GDC Avg	P. Arjuna Rao 8497965025
2	Dr. Meghana	B.Sc [com]	en. DC Avg	en. Sudhakarajana 9704784744
3	K. Rathna Vimala	B.Sc comp	GDC Avg	venkateswara Rao 9010971794
4	D. Syam mamikanta	B.Sc comp	GDC Avg	P. Prasad 9392915476
5	K. Lakshmi Aswini Kumari	B.Sc comp	GDC Avg	K. Krishna 8712318201
6	P. Lavanya	B.Sc comp	GDC Avg	P. Srinivas Rao 810603436
7	K. Savithra	B.Sc comp	GDC Avg	K. Raghuratha Prasad 9553577636
8	B. Tejo mayi	B.Sc comp	GDC Avg	B. Venkata Subba Rao 8978468820
9	M. Selma Sulthana	B.Sc comp	GDC Avg	Abdul Wahed 9866912204
10	M. Sudha Rani	B.Sc comp	GDC Avg	Suvarana Ravi 9949256955



2017-18

Bateh-I

65

Students list

Sl. No.	Name of the Student	Qualification	College	Parent's Name	Contact No.
20.	K. Venkateswara Rao	B.A [HEP]	GDC Avg	Naga. Raju	7661079018
21.	V. Prabhukishore	B.A [HEP]	GDC Avg	Narasimha Rao	7095267176
22.	K. Anusha	B.A [HEP]	GDC Avg	mahalakshmi lakshmi	900055821
23.	P. Kavya	BA [HEP]	GDC Avg	Nagamalla Suresh Rao	7306665214
24.	T. Lakshmi	B.A			
	Tisulathamma	[HEP]	GDC Avg	Srinivas Rao	7337488285
25.	A. Yamini	B.A [HEP]	GDC Avg	Pamraby	9866704052
26.	M. Maulika	B.A [HEP]	GDC Avg	Narasimha Rao	9502179508
27.	K. Lakshmi				
	Kalyani	B.A [HEP]	GDC Avg	K. T. Lakshmi	8885994465
28.	V. Jayamya	B.A [HEP]	GDC Avg	Bachhand Ann	9919552981

Prinome d...
Prinome d...
Prinome d...

27 A. Arungha B.A[HER] G.P.C. Avg. 2010-2011
Prinome d...
Prinome d...

Som. Chinnani B.A[HER] G.P.C. Avg. 2010-2011
Prinome d...
Prinome d...

31 Sr. Rajyamba B.A[HER] G.P.C. Avg. 2010-2011
Prinome d...
Prinome d...

32 D. Naga manikya B.A[HER] G.P.C. Avg. 2010-2011
Prinome d...
Prinome d...

33 P. Balu Subramangam B.A[HER] G.P.C. Avg. 2010-2011
Prinome d...
Prinome d...

34 M. Vijay B.A[HER] G.P.C. Avg. 2010-2011
Prinome d...
Prinome d...

35 K. Ruzma Giridha B.A[HER] G.P.C. Avg. 2010-2011
Prinome d...
Prinome d...

36 L. Praveen B.A[HER] G.P.C. Avg. 2010-2011
Prinome d...
Prinome d...



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**Government Degree College
Avanigadda**

2017-18

Soft Skills

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Jawhar Knowledge Center



Avanigadda,
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Dr.k.v. Santha kumari
JKC Co-Ordinator



R. Siva
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D. Siva
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(50 Hrs)

Arithmetic, BODMAS, Fractions and Decimals, Algebraic Formulae, Divisibility Rules, LCM & HCF, Ratios & Proportion, Percentages, Profit & Loss, Data Analysis, Data Interpretation, Simple Interest, Compound Interest, Averages, Problems on Ages, Time & Distance, Time & Work, Problems on Trains, Permutations and Combinations, Probability, Areas, Volumes, Surface Areas, Verbal Reasoning, Number Series, Number Analogy, Odd Man Out, Coding & Decoding, Blood Relations, Direction Sense Test, Seating Arrangement, Problems solving Techniques and Logical Reasoning, Ranking and Time Sequence Test, Mathematical Operations, Clocks, Calendars, Non-Verbal Reasoning, Series, Mirror Images and Water Images, Incomplete Figure Patterns, Figure matrix, Logical Venn Diagrams, Matrices & Surds, Quadratic Equations, Coordinate Geometry and Trigonometry, Differentiation, Decision Making.



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Unit II- MS-Office: About MS-Office, MS-Word, Word Basics, Features of Word, starting with MS-Word, Components of MS-Word, File Menu, a. New b. Save c. Page Setup d. Print preview c. Selecting Text and Graphics.

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GOVT. DEGREE COLLEGE, AVANIGADDA.
 JKC - Batch - I 2017-18
 STUDENTS ENROLLED LIST

63

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1	D. Theesh babu	B.Sc [com]	G.D.C. Avg	D. Arjuna Rao	8497965025
2	Dr. Meghana	B.Sc [com]	G.D.C. Avg	Dr. Sudhakarappa	9704784744
3	K. Rithika Vimala	B.Sc comp	G.D.C. Avg	Venkateswara Rao	9010971724
4	D. Syam mamikanta	B.Sc comp	G.D.C. Avg	D. Prasad	9392915476
5	K. Lakshmi Aswini Kumari	B.Sc comp	G.D.C. Avg	K. Krishna	8712318201
6	P. Lavanya	B.Sc comp	G.D.C. Avg	P. Srinivasarao	810603436
7	K. Savithra	B.Sc comp	G.D.C. Avg	K. Raghuratha Prasad	9553577636
8	B. Tejo mayi	B.Sc comp	G.D.C. Avg	B. Venkata Subba Rao	8978468820
9	M. Seema Sulthana	B.Sc comp	G.D.C. Avg	Abdul Wahed	9866912204
10	M. Sudha Rani	B.Sc comp	G.D.C. Avg	Suvarana Rani	9949256955

2017-18, Batch - II, STUDENTS LIST
7)

Sno	Name of the student	Qualification	College	Present Name	Category
9.	CH. Lokesh	B.Sc [M.P.C.]	G.D.C Venkolo	7893	Aven 401room 17509
10.	N. Sri Dhas	B.Sc [M.P.C.]	G.D.C Venkolo	7659	Aven 0700 212151
11.	P. Ravan espi Chand	B.Sc [M.P.C.]	G.D.C Venkolo	9304	Aven 401room 29919
12.	Y. Rama Krishna	B.Sc [M.P.C.]	G.D.C Venkolo	8790	Aven 07000 34291
13.	K.K.V. Subrahmanyan	B.Sc [M.P.C.]	G.D.C Srihariva	39959	Aven Rab 66905
14.	T. Swarna Ravi	B.Sc [M.P.C.]	G.D.C Thulasi	85019	Aven 81518
15.	D. Anani Chand	B.Sc [M.P.C.]	G.D.C D. Raja	7095	Aven RA0 226507
16.	D. Sripandharish	B.Sc [M.P.C.]	G.D.C Venka	9666	Aven 22290 426539

2017-18, Batch - II STUDENTS LIST

71

S.No	Name of the student	Qualification	College	Parent name	Contact NO
17.	R. Veezanjaneyulu	B.Sc [M.P.C]	Ch. D.C. Venkateswara Aven	Venkateswara Rao	770211 5815
18.	V. Veezanjaneyulu	B.Sc [M.P.C]	Ch. D.C. Aven	Rammohan Rao	968237 4974
19.	M. Suresh babu	B.Sc [M.P.C]	Ch. D.C. Aven	Subbaram	909639 7936
20	T. NAGA BHUGHANAN	B.Sc [M.P.C]	Ch. D.C. Aven	Ram babu	946689 9670
21	M. YUNA SAMITHI	B.Sc [M.P.C]	Ch. D.C. Aven	Saimivasa Rao	901494 856
22	N. PREETHI	B.Sc [M.P.C]	Ch. D.C. Aven	Syam babu	80089 19144
23.	K. ERMIYA	B.Sc [M.P.C]	Ch. D.C. Aven	Swasthara	9010050 179
24.	Ch. Nishikethara Rao	B.Sc [M.P.C]	Ch. D.C. Aven	Saiman Raj	836759 8434

2017-18, Batch-II 'STUDENTS LIST'

72

S.No		Name of the student		Qualification		College		Performance	
25	K. Rama Krishna	B.Sc [M.P.C.]	G.O.C	Yenkalasuru	1036	Aves	10000	9339	
26	A. Nithin Manikab	B.Sc [M.P.C.]	G.O.C	Chinnivada	2069	Aves	100	074	
27	T. Gopi Krishna	B.Sc [M.P.C.]	G.O.C	PPASAD	2166	Aves		08034	
28	D. Gopi Ravi	B.Sc [M.P.C.]	G.O.C	Vardulu	06502	Aves		569	
29	V. Venkata Siva Krishna	B.Sc [M.P.C.]	G.O.C	Prasanna	21252	Aves	140	4070	
30	A. Narasimha Sudama	B.Sc [M.P.C.]	G.O.C	Ratnaiah	9035	Aves		1511	
31	K. Narayana Vasanna	B.Sc [M.P.C.]	G.O.C	Rasanna	00893	Aves		16448	
	A. Srinivasulu								
	Jee Hanthi								



PRINCIPAL
GOVT. DEGREE COLLEGE
AVANIGADDA, Krishna Dist

Principal

GOVT. DEGREE COLLEGE
AVANIGADDA, Krishna Dt. 5211

Dr. K.V. Senthil
J.K.C. Co-ordinator

Principal

Student Certificate



GOVT. DEGREE COLLEGE
AFFILIATED TO KRISHNA UNIVERSITY
AVANIGADDA, NAAC-B
ISO 50001: 2011, ISO 14001:2015, ISO 9001:2015



JAWAHAR KNOWLEDGE CENTER
Certificate of Completion

This is to certify that Mr / Mrs G.Hema Jyothi Class B.Sc (M.P.C)

Reg.No Y173125008 has successfully completed JKC Training through

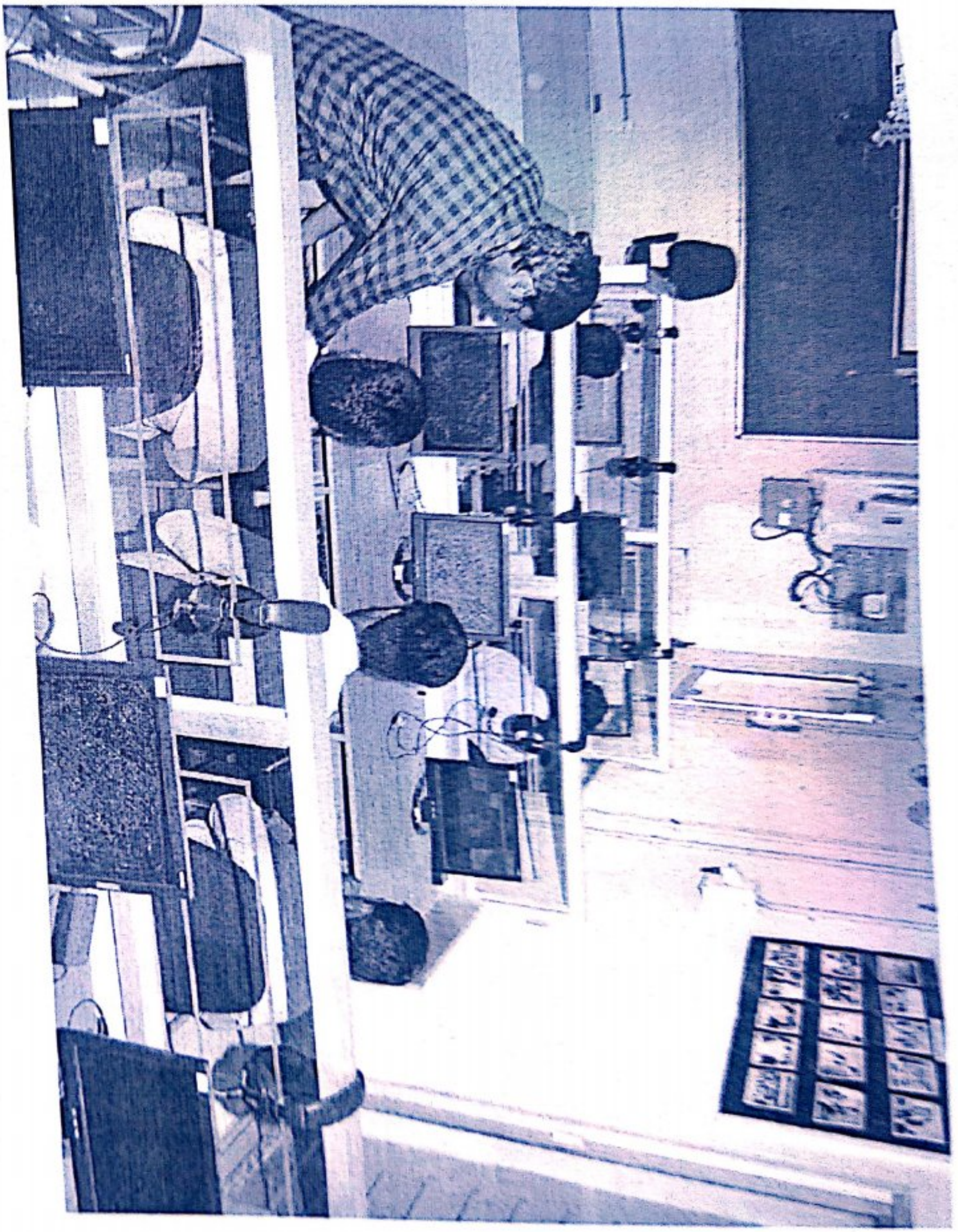
Jawahar Knowledge Centre(JKC), a course of 180 hours during the academic year

2017-2018.

K.V. Santha Kumari
Dr.K.V.Santha Kumari
JKC Co-ordinator

D. Uma Rani
Dr. D.Uma Rani
Principal

JKCLAB



GOVT. DEGREE COLLEGE

(AFFILIATED TO KRISHNA UNIVERSITY)

AVANIGADDA, NAAC-B

ISO 50001:2011, ISO 14001:2015, ISO 9001:2015

16th November 2017

Objective of the Course

- ❖ The Analytical Skills Course Help the Students to prepare for various Competitive Examinations while enhancing their creating Thinking Abilities.

BRIEF REPORT OF JKC BATCH-II (2017-2018)

- The Second batch of JKC training was started on the 10th August 2017 in order to train the student for improving their Soft skills, Language and communication and computer skills, Analytical skills.
- To start the programme Dr.K.V Santha kumari, JKC. Coordinator, called for the Registrations from all the interested students.
- The Second batch for the academic year of 2017-2018 has begun with the students 31 in number.
- The class work for the Second batch was commenced on the 10th August 2017 and ended on 15th November 2017.
- Sri. B. Mallikarjun Rao, lecturer in English, Kum. Sri Valli lecturer in Computer Science and JKC Mentor A. Siva Naga Raju, were engaged as the faculty members to teach the syllabus of the skills.
- 31 participants of the batch satisfactorily completed the training and were issued the training completion certificates from the principal, Dr.Illa Ravi

Course Outcome

- ❖ Upon the successful completion of the course students were familiar with Soft skills, Language and communication and computer skills, analytical skills.

D.V. K.V. Rauthe

Kemini
J.K.C. Avani



Ravi
Principal

GOVT. DEGREE COLLEGE
AVANIGADDA, Krishna Dt. 521121

Principal

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Avanigadda,
25-11-2017.

Circular

It is here by informed to all the Faculty members and students that a JKC Third Batch will be started for the Academic Year of 2017-18. As a part the JKC training, students are given training in Communication and Soft skills, Analytical skills and Computing skills. Hence, the class teachers are requested to inform the same to the student community and encourage them to utilize the opportunity. The class work for the Batch commences on the 1st December 2017. The Students of BA (HEP) must enroll in this batch. It is further informed that the interested candidates may contact Dr.K. V.Santha kumari, JKC Co-ordinator, A.Siva Nagaraju JKC Mentor for further information on or before the 30th November 2017.

Dr. K.V. Rauthe
JKC Co-Ordinator



Prin
Principal
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D. S. S.
Principal
GOVT. DEGREE COLLEGE
AVANIGADDA, Krishna Dt. 521121.



GOVT. DEGREE COLLEGE, AVANIGADDA.
JKC - Batch - III - 2017-18,

STUDENTS LIST . 75

SNO	Name of the student	Qualification	College	Parent name	Other number
1	T. Yamini	B.A [E-I.P]	G.D.C	T. Baikogi	8464900
			A.V.G		988
2	M. Sireesha	B.A HEP	G.D.C	M. Chanti	79859436
			AVG		96
3	N. Harmanth	B.A HEP	G.D.C	N. Euduma	9441845
			AVG	Dham	199
4	A. Vasundhara	B.A HEP	G.D.C	A. Galyana	7893295
			AVG	ayyana	703
5	D. Geetha	Priyanka B.A HEP	G.D.C	D. Adinayagi	81069119
			AVG	ama	515
6	BH. Naga Deepika	B.A HEP	G.D.C	BH. Siva	9666639
			AVG	Ramakrishna	930
7	G. Sudha	B.A HEP	G.D.C	G. Koteswara	920177
			AVG	ama	9753

76.511

SNO	Name of the student	Qualification	College	Parent phone number
8.	P. Harika	B.A [E.H.P.]	G.D.C Aniger	P. Chinnra 96181 babu 67319
9.	S. Devi Privaankra	B.A [H.E.P.]	G.D.C Ang	S. Srinivas 96186 Rao 0692
10.	M. Anusha	B.A HEP	G.D.C Ang	M. Sani 8408 vasa Rao 9552
11.	K. Devi	B.A HEP	G.D.C Ang	K. Venkata 77991 Ananth 99551
12.	K. Navya	B.A HEP	G.D.C Ang	11 99672 99671
13.	M. Jaya Durga madh wri	B.A HEP	G.D.C Ang	M. Venkata 95599 Venkata 98647
14.	M. Devena	B.A HEP	G.D.C Ang	M. Venkat 91380 R. Shanmuga 61149

S.NO	Name of the Student	Qualification	College	Parent's name	contact number
15.	Y. Naga Lakshmi	B.A [E.I.P]	G.D.C A.V.G	Y. Gemini Babu	8185863542
16.	M. Devika	BA [HEP]	"	M. Venkatesh Gururao	7891369088
17.	B. Rama Lakshmi	BA HEP	"	B. Ramarao	9912043065
18.	D. mithu	BA HEP	"	D. narik	7903443249
19.	K. Raja Sumanth	BA HEP	"	K. Anil Kumar	7306115910
20.	N. Subhramanyam	BA HEP	"	N. Sriniva Gururao	9549951884
21.	T. Paveem	BA HEP	"	T. Lalitha NCL	9095599687

SAC. Name & Address	Qualification	College	Parent Name	Mobile
90. L. Anadi Raju	B.A [HER]	G.D.C A.Ven	Prasad. Rao	80999 56314
93. K. Ashok	B.A [HER]	G.D.C -Ang	V. Srinivas Rao	966674 1015
94. N. Karasimha Rao	B.A [HER]	G.D.C -Ang	V. Subrah Rao	84099 57479
95. N. Basavarao	B.A [HER]	G.D.C -Ang	N. Nagendra Rao	790384 7995
96. D. Dilip Kumar	B.A [HER]	G.D.C -Ang	D. Dharmaji Rao	790709 544
97. A. Ashok	B.A [HER]	G.D.C -Ang	A. Srinivas Rao	894005 300
98. T. Ganang	B.A [HER]	G.D.C -Ang	T. Naganna Rao	8170674 915
99. L. Anadi Raju K. Nagendra	B.A [HER]	G.D.C -Ang	K. Sresha Giri	879054 7947

S.NO. Name of the Student	Qualification	College	Parent name mobile
30	B. A (E.H.P)	E.H.P	A.V. Ven 96526
31	D.A (E.H.P)	E.H.P	A.V. Ven 99454
A. Sree Nagarajulu Sbc Henta			
Dr. K.V. Santanu Kumar J.K.C. Co-ordinator			
D.V.K.V. Santanu Kumar J.K.C. Co-ordinator			

(Signature)

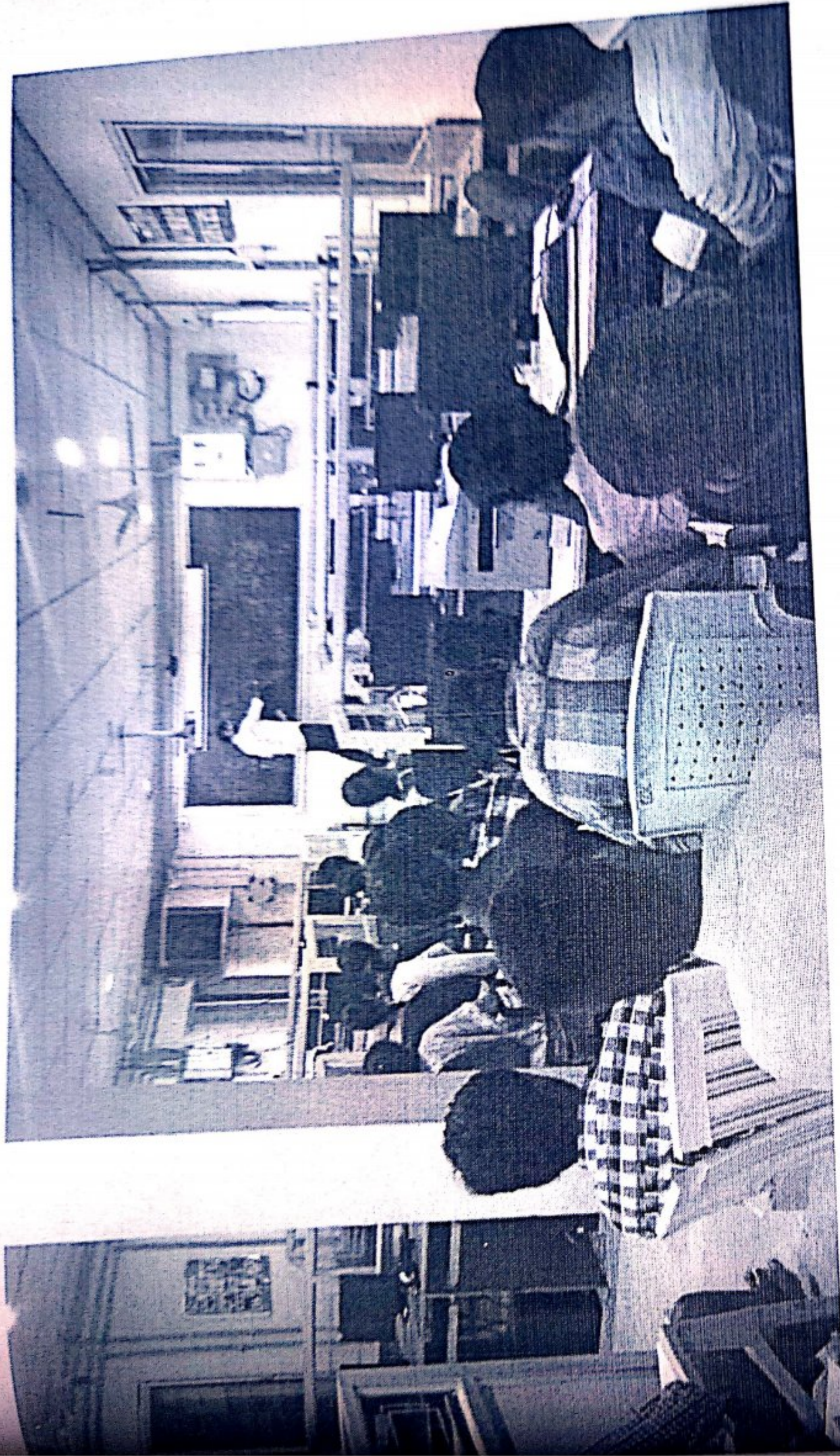


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GOVT. DEGREE COLLEGE
AVANIGADDA, Krishna Dt. 52112.

D. ———

Principal
GOVT. DEGREE COLLEGE
AVANIGADDA, Krishna Dt. 52112.

JKC LAB



Student Certificate



GOVT. DEGREE COLLEGE
(AFFILIATED TO KRISHNA UNIVERSITY)
AVANICADDA, NAAC-B
ISO 9001:2015, ISO 14001:2015, ISO 9001:2015



JAWAHAR KNOWLEDGE CENTER

Certificate of Completion

This is to certify that Mr / Mrs N.Hemanth Class B.A (HEP)

Reg.No Y171125031 has successfully completed JKC; Training through

Jawahar Knowledge Centre(JKC), a course of 180 hours during the academic year

2017-18

K.V.Santha Kumari
Dr.K.V.Santha Kumari
JKC Co-ordinator

D. Uma Rani
Dr. D.Uma Rani
Principal

GOVT. DEGREE COLLEGE

(AFFILIATED TO KRISHNA UNIVERSITY)

AVANIGADDA, NAAC-B

ISO 50001:2011, ISO 14001:2015, ISO 9001:2015

7th March 2018

Objective of the Course

- The Analytical Skills Course Help the Students to prepare for various Competitive Examinations while enhancing their creating Thinking Abilities.

BRIEF REPORT OF JKC BATCH-3 (2017-2018)

- The Third batch of JKC training was started on the 1st December 2017 in order to train the student for improving their Soft skills, Language and communication and computer skills, Analytical skills.
- To start the programme Dr.K.V Santha kumari, JKC. Coordinator, called for the Registrations from all the interested students.
- The Third batch for the academic year of 2017-2018 has begun with the students 31 in number.
- The class work for the Third batch was commenced on the 1st December 2017 and ended on 5th March 2018.
- B. Mallikarjunrao, lecturer in English, Kum. Sri Valli lecturer in Computer Science and JKC Mentor A. Siva Naga Raju, were engaged as the faculty members to teach the syllabus of the skills.
- 31 participants of the batch satisfactorily completed the training and were issued the training completion certificates from the principal, Dr.Illa Ravi

Course Outcome

- Upon the successful completion of the course students were familiar with Soft skills, Language and communication and computer skills, analytical skills.

Dr. K.V. Saastha Kumari
J.K.C. Co-Ordinator



Principal

GOVT. DEGREE COLLEGE
AVANIGADDA, Krishna Dt. 521111

Principal

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