## **COMMUNICATION SKILL-60 Hrs**

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A. GRAMMAR

15 HRS

SELF-INTRODUCTION TENSES CONCORD

**SECTION-1** 

B. READING & WRITING

PASSAGES FOR COMPREHENSION

**SECTION-2** 

A. GRAMMAR

15 HRS

PREPOSITIONS
ADJECTIVES & ARTICLES
AUXILIARY VERBS
CONDITIONALS

SECTION-2

**B. VOCABULARY & COMPREHENSION** 

SYNONYMS ANTONYMS

**SECTION-3** 

A. GRAMMAR

15 HRS

VOICE SPEECH DEGREES LINKERS

### Commissionerate of Collegiate Education J K C Monitoring Cell Curriculum

#### **SECTION-3**

#### **B. WRITING SKILLS**

NOTE – MAKING PRECIS WRITING PARAGRAPH WRITING ESSAY WRITING

#### **SECTION-4**

A. PRONUNCIATION & COMMUNICATION SKILLS

15 HRS

A COURSE IN LISTENING & SPEAKING SKILLS – BOOK 1 WITH CDS (PRESCRIBED BY APSCHE - BOOK WITH CDS)

#### **SECTION-4**

#### **B. NEUTRALISATION OF ACCENT**

ACCENT WITH MINIMUM MTI
VOICE BASED EFFICIENCY
TELEPHONE SKILLS – ETIQUETTE
SELF-INTRODUCTION
INTRODUCING OTHERS
SEEKING PERMISSION
AGREEING & DISAGREEING
MAKING COMPLAINTS
MAKING REQUESTS

A COURSE IN LISTENING & SPEAKING SKILLS – BOOK -2 WITH CDS (PRESCRIBED BY APSCHE - BOOK WITH CDS)

\*A TOTAL OF SIXTY HOURS INCLUDING FORMATIVE AND SUMMATIVE ASSESSMENT

# SOFT SKILLS -30 Hrs

**30 HRS** 

## Commissionerate of Collegiate Education JKC Monitoring Cell

	Soft Skills
S.No.	Grammar
1	Soft Skills : An Overview
2	Know Youself
3	SWOT Analysis
4	Goal Setting
5	Positive Attitude
6	Body Language
7	Interpersonal Skills
8	Time Management
9	Presentation Skills
10	Just a Minute (JAM) Activities
11	Team Dynamics
12	Group Discussion
13	Etiquetter of Telephone,e-mail and SMS
14	Interview Skills
15	Preparation for Examinations

jkcmc.cce@gmail.com apcce.gov.in

# **Ethical Values-10 Hrs**

- 1. Introduction to Value Education
- 2. Harmony in the Human Being
- 3. Harmony in the Family and Society and Harmony in the Nature
- 4. Social Ethics
- 5. Professional Ethics

# **GENERAL STUDIES SYLLABUS FOR JKC 30 hrs**

### IV. General Awareness on current affairs in

Science & Technology,

Sports,

Culture,

Personalities,

Economics,

**Politics** 

Any other subjects of importance

Current affairs of national and international importance

History of India and Indian National Movement

Indian and World Geography

Physical, Social, Economic Geography of India and the World.

Indian Polity and Governance

Constitution, Political System

Panchayati Raj

**Public Policy** 

Rights Issues, etc.

**Economic and Social Development** 

Sustainable Development

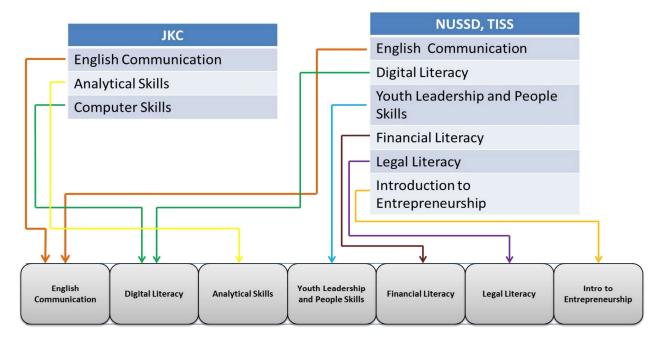
Poverty

Inclusion

Demographics

Social Sector initiatives, etc.

General issues on Environmental Ecology, Bio-diversity and Climate Change – that do not require subject specialisation

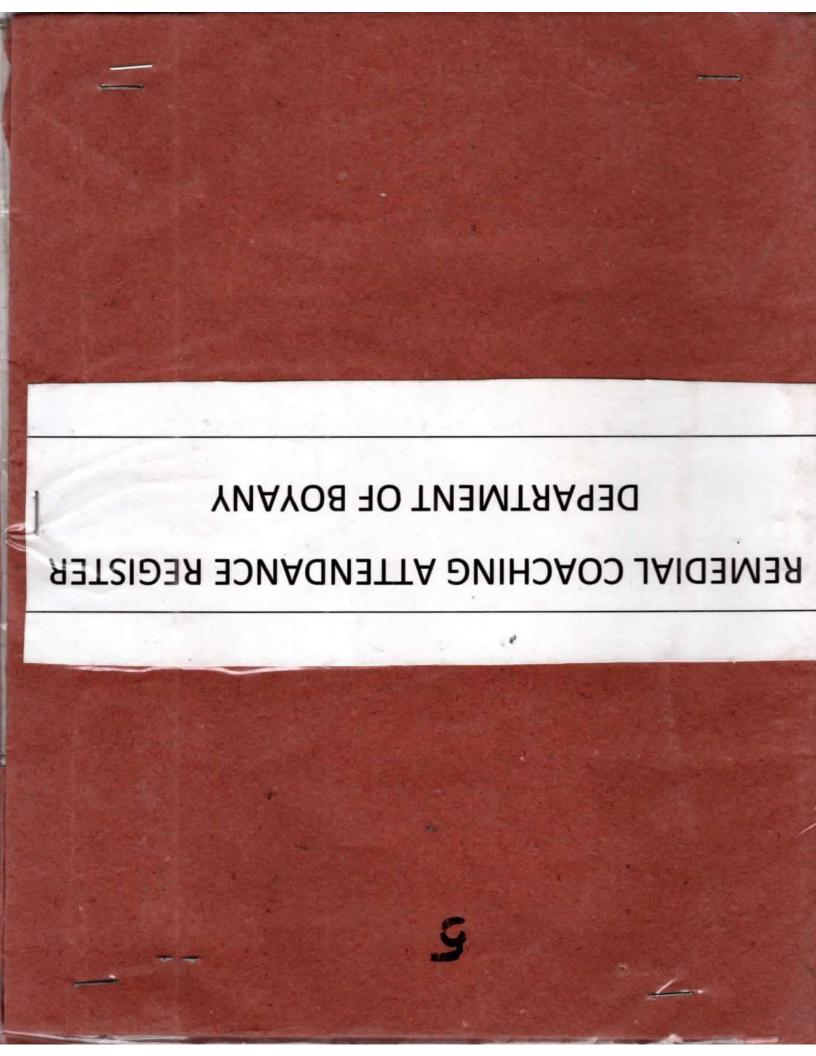


The following courses are highly relevant for students to become employable.

- 1. **English Communication:** Communication is the key differentiator in today's job market. Any "Good" job in India or elsewhere needs good communication skills preferably in a language widely spoken and understood worldwide and this language happens to be English. English Communication has become the language of the world. More importantly, the rise of Service industry in India has made it an imperative to prepare a workforce that is very well conversant in English. The English Communication Course will enable students to understand and respond to spoken language, learn how to speak fluently and use appropriate expressions, read and comprehend different kinds of texts for different purposes and write coherently and effectively in formal and informal contexts.
- 2. Digital Literacy or Computer Skills: Nowadays, it is important for students to have basic knowledge about Computers and Information Technology (IT) because computers are used practically everywhere. It happens very often that employers hire people who are able to use PCs and may reject those who do not have at least basic computer skills. As a result, it is becoming more and more significant especially for students who study and work to develop their capability in using computer technologies. This course will provide the students with meaningful opportunities to interact with the digital medium and acquire skills that prove them employable.
- 3. **Analytical Skills:** Student's ability to examine information or a situation in detail in order to identify key or important elements, their strengths and weaknesses and use these to compile a persuasive argument, make recommendations or solve a problem is highly valued by the employers. Therefore, it is important to develop analytical skills in students so that they could respond to day-to-day challenges at workplace or elsewhere.

- 1. Youth Leadership and People Skills: Knowing that our youth are soon to enter the world of work, the two threads that weave the different topics together are firstly the notion of self and agency, upholding dignity of self and others; and secondly, embodying values for fairness and their action in future. Overall, the Youth Leadership and People Skills (YLPS) Course will take the student on a journey of self-discovery, awareness of one's own power and agency while simultaneously valuing diversity, becoming aware of what one does and the results that come forth, and to solve problems in an interdependent and systemic manner.
- 2. Financial Literacy: Financial Literacy is the ability or understanding to make informed judgments about money or financial services that are suited to one's needs. Giving knowledge inputs on finance and financial products is the key to helping people make informed decisions. It is well established that there is a direct correlation between people who have low levels of literacy and financial difficulties they face. So, increasing literacy and numeracy is important in making people understand financial products / services.
- 3. **Legal Literacy:** It is important to empower citizens through education. Legal literacy is a short course that is useful in developing a basic understanding of the Indian legal system and laws, as would apply to an ordinary person. It is extremely important in empowering the students with basic rights and enlisting their involvement in ensuring rule of law and good governance.
- 4. **Introduction to Entrepreneurship:** This is an introductory module designed for all the students. This course provides an opportunity for the students to appreciate and understand the core of entrepreneurship. The topics covered include: understanding of the self, goal setting, working in team, and key process in entrepreneurship. The core process in entrepreneurship and an individual's journey to entrepreneurship/decision to become an entrepreneur is introduced by creating an environment of experiential learning through games, role plays and field works. Using contextual materials and proven methods, the students learn the core elements in entrepreneurship and how entrepreneurs think and act.

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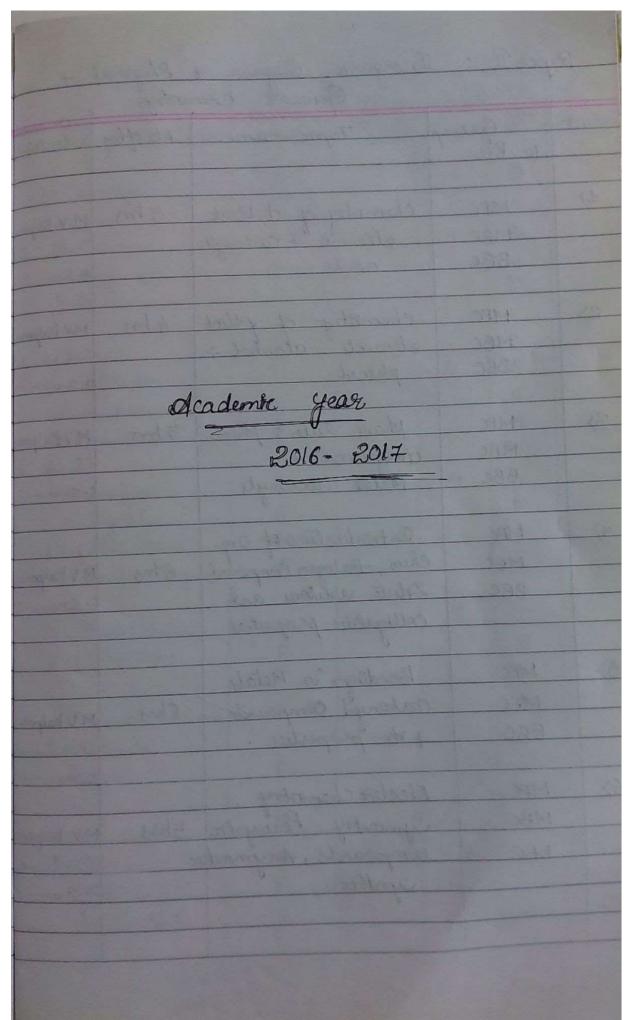
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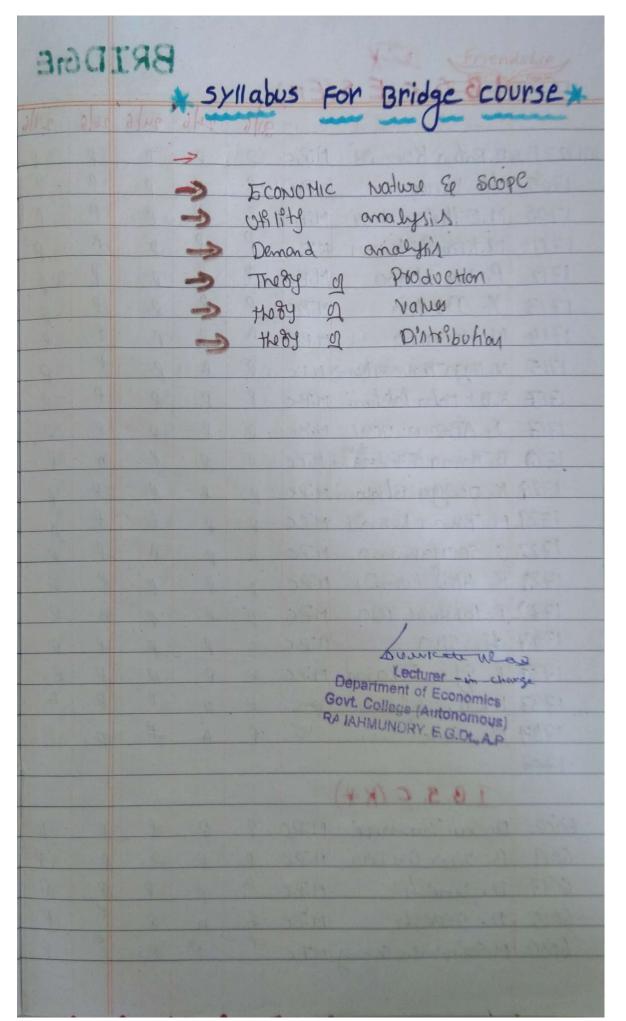
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1718	J. APaxina Devi	M.P.C	306	L. Swath.	M.P.
1720	B. Rama Krishna siyasi	M.P.C	308	K. Sumalatha	A.T
1721	K. Dunga Bhavani	MiPic	312	K. Vishnu musthi	A.T
1722	M. Pavan kumal	M.P.C	318	D. Wanibabu	M.74
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# BRIDGE COURSE It is proposed to conduct bridge course classes to the NON Economic students like vocational groups & science groups in Intermediate as they are week in subject. The Intensive coading is to be given to the above students in basic concepts of Economics Grom 21-6-2017 +0 30-6-2019 TIME TABLE NAME OF THE LECTIVEY. GAM TO 10.AH. 21-6-2017 & 22-6-2017 Dr. D.V. Nagewara Rao 24-6-2011 & 26-6-2014 M. Venkaterwasa Rao 27-6-2017 & 28-6-2017 84 Amound Babu. 29-6-2011 6 30-6-2017 S. SUGUNA Some at Was Department of Economics Govt. College (Autonomous) RAJAHMUNDRY E G.OL. A.P.



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05	D. Lakshri		
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# **COMMUNICATION SKILL-60 Hrs**

**SECTION-1** 

A. GRAMMAR 15 HRS

SELF-INTRODUCTION TENSES CONCORD

**SECTION-1** 

**B. READING & WRITING** 

PASSAGES FOR COMPREHENSION

**SECTION-2** 

A. GRAMMAR 15 HRS

PREPOSITIONS
ADJECTIVES & ARTICLES
AUXILIARY VERBS
CONDITIONALS

**SECTION-2** 

B. VOCABULARY & COMPREHENSION

SYNONYMS ANTONYMS

**SECTION-3** 

A. GRAMMAR 15 HRS

VOICE SPEECH DEGREES LINKERS

### Commissionerate of Collegiate Education J K C Monitoring Cell Curriculum

#### **SECTION-3**

#### **B. WRITING SKILLS**

NOTE – MAKING PRECIS WRITING PARAGRAPH WRITING ESSAY WRITING

#### **SECTION-4**

A. PRONUNCIATION & COMMUNICATION SKILLS

15 HRS

A COURSE IN LISTENING & SPEAKING SKILLS – BOOK 1 WITH CDS (PRESCRIBED BY APSCHE - BOOK WITH CDS)

#### **SECTION-4**

#### **B. NEUTRALISATION OF ACCENT**

ACCENT WITH MINIMUM MTI
VOICE BASED EFFICIENCY
TELEPHONE SKILLS – ETIQUETTE
SELF-INTRODUCTION
INTRODUCING OTHERS
SEEKING PERMISSION
AGREEING & DISAGREEING
MAKING COMPLAINTS
MAKING REQUESTS

A COURSE IN LISTENING & SPEAKING SKILLS – BOOK -2 WITH CDS (PRESCRIBED BY APSCHE - BOOK WITH CDS)

\*A TOTAL OF SIXTY HOURS INCLUDING FORMATIVE AND SUMMATIVE ASSESSMENT

# **SOFT SKILLS -30 Hrs**

**30 HRS** 

## Commissionerate of Collegiate Education JKC Monitoring Cell

	Soft Skills
S.No.	Grammar
1	Soft Skills : An Overview
2	Know Youself
3	SWOT Analysis
4	Goal Setting
5	Positive Attitude
6	Body Language
7	Interpersonal Skills
8	Time Management
9	Presentation Skills
10	Just a Minute (JAM) Activities
11	Team Dynamics
12	Group Discussion
13	Etiquetter of Telephone,e-mail and SMS
14	Interview Skills
15	Preparation for Examinations

jkcmc.cce@gmail.com apcce.gov.in

# 2018 - 2019 Page 18

2018-19 Tally course: Tally with GrsT.

9.7.18 to 28.09.18

No of Students Attended: All the inad year B. com studente : commerce computer Lab place & Time Attendance : Attendance book maintained No of Qualified student: 50 Certificates given on: 08-03-19 C. W. Artarillion I

		& Order Page
	Qualified Students	Student Signature
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1 33	T. Anyha:	T. Anusha
2.	S. Mamatha	S. Manatha
	Gr. Latha	G. Latha
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	D. Sravan?	p. Sravani
7.	P. chandana	P. chanadana
	P. Vasantha	P. Varanthan
	T. Swath?	J'Swothi
10.	D. Preethi	o proethe
11.	E. Ramadev?	E. Rama Devi
12.	CH. Lavanya	CH. Lavanya
13.	V. Bhagya Lakshme	V. Bhagyer Sakshmi.
14.	A. Haseena	A. Habeena
	K. Pushpa	K. Pushpa
	P. Revathi	P. Revothi
	H. Swathi	H. Swathi
	B. Ramadevi	B. Ramadevi
	P. Vara Lanni	P. Vara lakeling
	N. Sravani	N. Syavani
	N. Haritha	N. Hagritha
22	B. Swathi	3. Swathi
23.	D. Pushpa	D. Pushfa
	P. Renúka	P. Renuka
25.	V. Neelima	V. Neelima
26.	CH. Krupa	CH. Karupa

2018-2019		20	18	- 10	9			H	i g		13							100			16			
	4/7	10/7	11/7	12/2	13/4	14/	16/3	17/	7	19	-017	21/9	2/4	9/40	1/50	1/2	1/2	1/00	2/17	.18	218	3/8	1/8	6/8
1. T. Anusha	P	P	P	P	P	P	P	P	1	1919		P	P	P		P		P		P	P	P	P	P
2. S. Mamatha	P	P	P	P	n	P	P	P	A	P	P	P	P	P	PA	P	P	P	P	P	1	ý.	P	P
3. G. Latha	P	P	A	P	P	p	P	P	P	P	-	P		P	P	P	7	P	P	P	P	P	P	P
4. D. Tulasi	P	P	P	P	P	P	P	-	P	P	A	P	A	P	P	P	P	P	A	P	D	R	P	P
5. Р. Аранпа	P	P	P	P	P	P	-	P	P	P	P	P	P	P	P	A	P	0	P	P	P	-	P	P
6. D. Snavari	P	P	P	P	P	P	P	-	P	P	P	P	P	P	P	P	P	A		P	P	P	P	P
7. P. Chandara	P	P	D	P	P	P	P	P	P	P	P	1	P	P	P	P	P	P		P	P	P	P	P
8. P. Vasantha	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
9. T. Swathi	P	A	p	P	P	P	P	P	1	P.	A	P	P.	P	0	0	8	A	P	P	P	P	1	P
10. D. Poneethi	P	P	P	P	P	P	P	A	P	A	P	P	P	P	0	A	P	P	P	P	P	P		P
11. E. Ramadevi	P	P	P	P	P	P	P	P	-	P	P	P		P	P	p	P	P	P	P	P	1	P	P
12. Ch. Lavanya	P	P	P	P	P	A	P	P	A	P	P	P	A	P	P	P	P	D	P	P	P	P	P	P
13. V-Bhagya lakshmi	P	P	0	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	9	9	-	P
14. A. Hassera	P	P	P	A	P	P	P	P	P	P	P	A	P		A	P	P	P	P	P	A	P	-	1
15. K-Pushpa	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	4		- Aries
16. P. Revathi	P	P	P	p	P	P	P	P	P	A	p	P	P	P	0	P	0	P	P	P	P	P		
17. H. Swathi	P	P	P	P	P	0	p	A	P	p	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18. B. Ramadeui	P	P	P	P	P	A	P	D	P	P	A	P	P	P	P	P	P	P		P		P		
19. P. Vara Lanni	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	0	P	P	P				P
20. N. Sravani	P	P	P	P	P	P	P	P	A	P	P	P	P	P	D	P	P	P	P		1		-	-
al. N. Hawitha	P	P	P	P	0	P	P	P	P	A	P	P	P	P	P	8	P	P	-	-	-			-
22. B. Swathi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	8	-	P		1	-	P	-	P
23. D. Pushpa	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	-		K	P		- 7	PF	-
24. P. Renuka	p	P	P	A		_	P	P	P	P	P	D	P	P	P	P	-	1	P		-		-	-
as v. Neeling	P	P	P	-	P		P	P	P	P	P	P	P	P	P	A	0	4	-	1			PP	-
36. CH krupa	P	P	P	P			P	P	P	a	P	0	0	P	P	P	P	P	0		1	-	0 0	_
27 Gr. Vijaya Laxmi	P	P	P	P				P	P	P	P	0	D	P	P	P	P	-	1	-	-			-
28 V Rajescuoxi	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	-	100	- 1			- 1	-
ag. P. kanakavalli	P	A	P	P	PP	_	-	P	P	P	P	0	P	P	P	P	0	1000	P	-		-		1
1 10 0 50											-	-	1	IX	1	IV	11	IF	1	1	PF	F	P	18

		77	-	10	110	18					17								43		
Ha Mu Ho Ma Bly Ho	912	1017	1117	219 131	7 (41	7 16	7 22/2	17 191	7 201	9 2	17 23	(7 au	17 25	(7/26	17 27	17 2	sol7 3	17 1	8 219	8 3/9	8 H
30. K. Girija Dewi	IP	P		PP		P		17 191	IP	P	IP	18	P	p	18	1	P	1	COLUMN TO SERVICE		_
31. A. Ramya	P	P	P	AP	P	P	IPI	PA	A	6	P	F		P	P			v 1	-	P	18
_32. A. Lavanya	P	P	PI	P	A	P	PO	10	TA		P	f		P	P	•	1	PP	P	P	7
33. J. Chenchu laxmi	P	P	P 1	P	P	P	PP	10	P		A	P	IP	P	-A		> 1	-	-	, A.	P
34. T. Aruna Sri	A	1.6	3 1	P	P	P	P	-		F	7	P	P	P		-	2 7		01000	P	10 8
35. V-Arina	P	P	A	P	P	P	PA	P	P	P		P		P	P	-	> F	-		P	-
36. V- Dew	P	P	PP	P	P	P		P	P	P	P	A		P	P	A		9	P		19
37. D. Yalmaji	P	P	PF		PI	P	PP		P	P		P	P	P	1	1000			9	PP	PP
38. A. Usha Rani	P.	P	PP	P	P	P		P	P	P	P	P	A	P	P	7		P	P	P	A
39. Ch. Renuka	P	A	PP	P	PI	P		AP	P	P	P	P	P	A	11	P	P	P	P	P	-
40. U. Bhavani	A	P	PF	P	PI	P		P	P	A	P	P	P	8	P	P	P	?	1 9	P	P
41. T. Bhany	P	P	PP		P	A	PF	P	P	P	P	A	P	P	P	P	P	P,	P	P	P
42. K-Sowjanya	P	P	PP	P	P	P	PP	P	P	P	P	P	P	P	P	P	P	P	2 2 2	P	P
43. M. Hima bindle	P	Pr	A P	P	P	P	PP	P	A	P	P	A	P	P	P	P	P	P	P		P
44 · Ch · Thansi Rani	P	PI	PP	P	P	P	P	PP	P	P		P	P	P	P	P.	P	P	P	P	F
45. 1. Bhavani	P	P	PP	P	A	P		9 8	7	P	P	P	P	P	P	P	P	8		P	P
46. K Sai Latha	P	P	PP	A.	P	P		PP	A	P	4	P	A	P	9	P	P	P	P	P	A
47- G. Kanaka Mahalanmi	P	P	PP	P	P	P	PP	_	P	P	9	9	P		P	P	P	P	P		P
48. K. Yamini	P	-	PA	P	P	P	P 8		1 9	P	P	P	P	P	P	P	P	P	P	P	
49. G. Nookaratnam	P	PF		P	P	•	7 7	IP	7	P	P	P	P	P	P	P	P	Pi	P	PI	-
50. Ch. Dharani	P	A	PP	P	P	PI	P	18	P	A.	P	8	P	P	P	P	P	P.	P	P.	P
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190 190 160 140 3/40 3/100	(3)	1 181	9 191	9 20	1/9 3.	1/9 2	419 25	19 96/19	2719	98/9	7/10	6/17
1. T. Anusha	P	P	P	P	3	PF	P	P	127	P	1.14	-1
2. 8. Mamatha	P	P	P	P	F	F	P	P	P.	P'	1	- 3
3. Gr. Latha	P	P	P	P	F	P	P	10	1	P	17	N.
4. D. Tulasi	A	P	P	P	P	P	P	1	P	P	1	1
5- Р. Арампа	8	P	P	P	P	P	P	P	P.	PI	7	1
6. D. Snavani	P	P	P	P	F	P	P	To	P	Pi	9	9
7 P Chandana	P	P	P	P	P	P	P	p	P	P	11	19
8. P. Vaxantha	P	P	A	P	P	P	P	P	P	PI	1	4
9. T. Swath	0	P	P	P	P	P		P	P	PI	14	3
10. O. Percetto	P	P	P	P	P	P	D	P		PI	1	-
11. E. Ramo devi	P	P	P	P	P	P	P	P	P	PI	15	-
12: Chilavanya	P	P	P	P	P	P	P	P	P	PA	4	9
13 V- Bhagya lakshmi	P	P	P	P	P	P	P	P	P	P	100	1
141. A. Haseena	P	P	P	P	P	P	P	P	R	P	17	18
is K. Pushpa	P	P	P	P	P	P	10	R	P	P	-7	19
16 P. Revatti	P	A	P	P	P	P	P	P	P	D	1	9
19 H. Swath	P	P	P	P	P	P	P	P	P	P	8	17
18. B. Ramadew	P	P	P	P	P	P	P	P	P	P	R	17
19. P. Vana laami	A	P	P	P	P	P	P	P	P	P	3	3
20 - N. Sravani	P	P	P	P	P	P	P	P	P	PI	9	19
21. N. Kawitha	P	A	P	P	P	P	P	P	P	P	1	19
22. B. Swatti	P	P	P	P	P	P	n	P	A	P		
23 · D. Pushpa	P	P	P	P	P	P	P	P	P	P		
24. P. Renuka	P	P	P	P	P	P	P	P	P	P		
25 V. Neelima	P	P	P	P	A	A	P	9	P	P		
26. Ch. Koupa	P	P	P	P	P	P	P	P	P	P		
27 Gr. Vijaya lanni	A	P	P	P	P	P	P	P	P	P		
do. V. Kajermani	P	P	P	P	P	P	P	P	P	P		
39 P. Kanakaualli	P	P	P	A	P	P	P	P	P	A		
and the latest the same of the same of												-

	719	10/9	1419	17/9	181	9 1910	1 july	19	9/110	25/9	26/9	27/9	28/9	
30. K. Grinija Deni	P	P	A	P	A	P	PT	211	P	P	P	P	P	
31. A. Ramya	P	P	P	P	P	P	P	-	P	P	9	P	A	
32. A-lavanya	P	P	P	A	P	P	P	0	P	P	P	P	P	
33. J. Chenchy laxmi	P	P	P	P	P	P	IP+	P	P	P	P	P	P	
34. T. Aruna Soni	P	P	P	P	P	P	P	P	P	P	P	P	P	
3s. V. Aruna	P	P	P	P	P	P	P	P	P	P	P	P	P	
36. V. Dewi	P	P	P	P	P	P	P	P	P	A	P	P	P	-
37- D. Yalmaji	P	P	P	P	P	P	P	P	9	P	P	P	P	
38. A. Usharani	P	P	P	P	P	P	P	P	P	P	A	P	P	
39. Ch. Renuka	P	P	P	P	P	P	P	P	P	P	P	P	P	
40. U. Bhauani	P	P	P	P	P	P	P	P	P	P	P	P	P	
41. T. Bhance	P	P	P	P	P	A	P	P	P	P	P	A	P	
42. K. Soujanya	P	A	P	P	P	P	P	P	A	P	P	1	P	-
+13. M. Hima bindu	P	P	P	P	P	P	P	P	P	P	P	P	P	-
44. Ch. Thansi Rani	P	P	P	P	P	A.	P	P	P	P	-		P	1
45. L. Bhavani	P	P	P	P	P	P	A	P	P	P	P	- '	P	1
46. K. Sai latha	P	P	P	P	A	P	P	P	P	P	P	P	P	-
47. Gr- Kamaka maha lazuni	A	P	P	P	P	P	P:	P	P	P			P	-
48. K. Yamini	P	P	P	P	P	P	P	P	P		PP		A	-
49. E- Nooka natham	P	P	P	P	P	PI	PI	P	P	F		_		+
50. CH. Oharani	P	P	P	P	P	PI	PI	A	P	P	P	P	P	+
						9	A	-	-	-				-
						9	3		1	-	-		-	-
The state of the s						-9	- 51	1			1			
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# VISAKHA GOVT. DEGREE COLLEGE (W)

## MOCK TEST (2018-19)

Marks: 50

is the shortcut to delivery note from Inventory Vouchers in Tally. Time: 1hr (A) Alt+F6 (B) Alt+F8 (C) Alt+F9 (D) Ctrl+F7 2. Tally package is developed by (A) Microsoft (B) Adobe Software (C) Apple Software (D) Tally Solutions 3. Single Entry mode is applicable for (A) Payment Voucher (B) Contra Voucher (C) Receipt Voucher (D) All of these 4. We can create multiple users in Tally activating (A) Tally Audit (B) Use Security Control (C) Both a and b (D) All of these 5. The shortcut used to activate calculator is (A) Ctrl + A (B) Ctrl + B (C) Ctrl + M (D) Ctrl + N 6. Voucher Class for Interest calculation created based on (A) Debit and Credit Note (B) Journal Voucher (C) Receipt and payment Voucher (D) Both a and b 7. Transfer of materials from one godown to another godown, use (A) Stock Journal (B) Purchase Journal (C) Manufacturing Journal (D) Both a and b 8. To remove a line at all reports screen, shortcut is (A) Alt + R (B) Alt + S (C) Alt + 1 (D) Alt + T 9.In which voucher type credit purchase entry is posted in Tally? (A) F5:Payment (B) F6:Receipt

(C) F7:Journal (D) F9:Purchase

(A) Accounts Books(B) Cash/Bank Books(C) Exception Reports(D) Trial Balance

10. We can see list of Memorandum Vouchers from

11.Recording of actual stock as physically verified or counted is done thro	ugh
(A) Sales	
(B) Journal (C) Stock Journal	
(D) Physical Stock 12.Branch/Division is a group defined under	
(A) Assets	
(B) Expenditure	
(C) Income (D) Liabilities (E) TDS calculations?	
13. In which voucher type entry is done for 1DS calculations?	
(A) F4:Contra (B) F5:Payment	
(C) F6:Receipt	
(D) F7:Journal 14.Trial balance is prepared on basis.	
(A) Monthly	
(B) Annually (C) Half yearly	
(D) Any of the above  15 is the shortcut to purchase voucher from Accounting Vouchers i	n Tally.
(A) F8	
(B) F9	
(C) Alt+F1 (D) Ctrl+F1	
16. To active MRP feature from Gateway of Tally initially we need to pres	5
(A) F10	
(B) F11	
(C) F12	
(D) Alt + F1	
17. We can see list of Memorandum Vouchers from	
(A) Accounts Books	
(B) Cash/Bank Books	
(C) Exception Reports	
(D) Trail Balance	.o.v.ah
18. Recording of actual stock as physically verified or counted is done through	rougn
(A) Sales	
(B) Journal	
(C) Stock Journal	
(D) Physical Stock	
19. In which voucher type entry is done for TDS calculations?	
(A) F4:Contra	
(B) F5:Payment	
(C) F6:Receipt	
(D) F7:Journal	
20. Which shortcut key is used for Select Company in Tally?	
(A) F1	

(B) F3	466
(C) Alt+F1	
(D) Alt+F2	
21. Sales Tax Ledger falls under which Group?	27 10 2
(A) Sales	
(B) Purchases	10.33
(C) Indirect Expenses	
(D) Duties and Taxes  22. The shortcut key to quit from Tall.	100000
22. The shortcut key to quit from Tally is (A) Ctrl + Q	
(B) Ctrl + M	
(C) Ctrl + P	
(D) Ctrl + L	
23. What is the full form of TCS?	
(A) Tax Collected at Source	
(B) Tax collected from Sales	
(C) Tax Consumption at Source (D) Tax Collected by Staff	3.14
24. What is TAN?	
(A) Tax Absorb Number	100
(B) Tax Assignment Number	
(C) Tax Account Number	
(D) Tax Assessment Number	
25. The shortcut used for Sales Order is (A) Alt + F4	
(B) Alt +F5	
(C) Alt +F7	100
(D) Alt + F8	230.
26. Voucher class is a predefined voucher type that helps to	
(A) Automatic Entry	
(B) Automatic Calculation	
(C) Minimize Errors (D) All of these	100
27. Service Tax Report can be seen from	
(A) Display > Statutory Reports	
(B) Display > Statutory Masters	
(C) Display > Account Books	
(D) Display > Day Book 28. What is the utility of Tally Vault Password?	
(A) It will not shows the company name in the company select list	
(B) It will lock all voucher entries for that company	11.0
(C) It will lock the period of company	
(D) Both a and b	
29.Discount Column is available in	
(A) Accounting Voucher	
(B) Sales Invoice	
(C) Purchase Invoice (D) Both b and c	
30. Which option from Company Info.menu is selected to create a new Company	y in Tall
(A) Create Company	
(B) Create	13,50
(C) New Company	
(D) Company Create	
31 is the shortcut to purchase voucher from Accounting Vouchers in T	ally.
(A) F8	

	(B) 14
	(C) Alt+F1
	(D) Ctrl+F1
8	32. Which group [Under] should be selected for TDS on Advertisement A/C?
	(A) Indirect Expenses
	(B) Indirect Incomes
	(C) Sundry Creditors
	(D) Duties and Taxes
	33. While exporting Ledgers from Tally to Web page, we use
	(A) ASCII Format
	(B) HTML Format
	(C) SDF Format
	(D) XML Format
	34. Company restore option is available in
	(A) Configuration
	(B) Company Features
	(C) Company Information
	(D) Both A & B
	35. To hide the name of the Company you need to define
	(A) Tally Vault Password
	(B) Tally Audit
	(C) Create at least one User
	(D) Security Control
	36. Goods returning to a Creditor after challan but before bill we need to pass
	(A) Debit Note
	(B) Receipt Note
	(C) Rejection In
	(D) Rejection Out
	37. There are predefined ledgers.
	(A) One
	(B) Two
	(C) Three
	(D) Four
	38. Which option is used to exit Tally?
	(A) Exit
	(B) Quit
	(C) Close
	(D) Shut company

39 is the shortcut to rejection out from Inventory Vouchers in Tally.
(A) Alt+F6
(B) Alt+F8
(C) Alt+F9
(D) Ctrl+F6
40. Which option is used in Tally to make changes in created company?
(A) Select Company
(B) Shut Company
(C) Alter
(D) None of these
41. Which of the following is not compulsory to create while entry in Accounts with
Inventory?
(A) Stock Groups
(B) Stock Categories
(C) Stock Items
(D) Units of Measure
42. To create a sales voucher in tally, you have to press
(A) F5
(B) F6
(C) F7
(D) F8
43. Which of the following user type can view audit list?
(A) Administrator
(B) Owner
(C) Tally Vault
(D) Data Entry
44. Which option is used to view VAT or TDS computation?
(A) Accounts Books
(B) Display
(C) Inventory Books
(D) Statutory Books
45. Which option is used to move from one company to another when more than one
companies are open?
(A) Company
(B) Company Info.
(C) Select Company
(D) Shut Company
46 is the shortcut to physical stock verification from Inventory Vouchers in Tall

(A) Alt+F4
(B) Alt+F5
(C) Alt+F7
(D) Alt+F10
47. Which option is used to view Stock Items or Group Summary?
(A) Display
(B) Statutory Books
(C) Accounts Books
(D) Inventory Books
48 is the shortcut to journal from accounting vouchers in tally.
(A) F7
(B) F8
(C) Alt+F1
(D) Ctlr+F1
49. Amount payable as TDS can be known by which report in Tally?
(A) E-Return
(B) Form-26
(C) Computation
(D) Print Form 16A
50. How can data be imported in tally?
(A) Depends on number of companies
(B) One company to another company created within Tally Package
(C) Other programs - a spreadsheet or a database file.
(D) Both B and C



# VISAKHA GOVT.DEGREE & P.G. COLLEGE for WOMEN <u>EVENT ORGANIZED REPORT</u> (2018-2019)



Name of Department	Dept. of English & JKC-Women
Name of Event Organized	Workshop on Personality Development
Title of the Event	Grooming and Personality Development
Date of Event Organized	22 <sup>nd</sup> DEC 2018
Name of the coordinator of the Event	Smt. P.Padma Priya
Class of the Participants	Second and final Year Students
No. of Participants	93
Name of the Expert with designation	Mr. PILLAY Head of Training AIA SINGAPORE AVIATIONS
Objective of the Event	<ol> <li>To enable the students in Projecting the Right First Impression</li> <li>To Polish the student manners to behave appropriately in social and professional circles.</li> </ol>
Outcome of the Event	The program was attended by final year students and second year science students. Mr. Pillay from Singapore enlightened the students on the importance of grooming in creating first hand impressions and the role grooming plays in the interviews and in corporate sectors. He advised the students to possess polished manners and behaviour. Empowered the students in handling difficult situations with grace, style, and professionalism.



Mr. Pillay addressing the students



Students enthusiastically participated in the skill development program



## EVENT ORGANIZED REPORT (2018-2019)



#### **PHOTO GALLERY**



Training Programme on Grooming & Personality Development on 22nd Dec 2018

## ముగిసిన నైపుణ్య చిక్షణ

దాబాగారైన్స్: నగరంలోని సౌత్ జైల్రోడ్డులో గల విశాఖ ప్రభుత్వ మహిళా కళాశాలలో రెండు రోజు ల పాటు నిర్వహించిన గ్రూమింగ్ అండ్ పర్సనాల్టీ డెవలప్ మెంట్ శిక్షణ గురువారం ముగిసింది. కళాశాల ఆంగ్ల విభాగం, జేకేసీ ఆధ్వర్యంలో నిర్వ హించిన ఏవియేషన్ ఇన్ట్ ఆఫ్ అడ్వాన్స్డ్ టైనింగ్లో సింగపూర్ నుంచి వచ్చిన పిళ్లే విద్యార్థిను లకు పలు సూచనలు చేశారు. ఇంటర్వ్యూ సమ యంలో ప్రవర్తనా తీరు, వేషభాషలు, ఆత్మవిశ్వాసం వంటి విషయాలపై విద్యార్థినులకు అవగాహన కల్పించారు. కార్యకమంలో కళాశాల ట్రిన్సిపాల్ మీవీ



శిక్షణ కార్యక్రమంలో విద్యార్థినులకు అవగాహన కర్ఫిస్తున్న పిల్హై

రమణారెడ్డి, జేకేసీ విభాగాధిపతి పి.పద్మప్రియ, జేకే సీ మెంటర్ వీఎన్ రాజు పాల్గొన్నారు.

രുള് Fri, 28 December 2018

Press Clipping



# VISAKHA GOVT.DEGREE & P.G.COLLEGE for WOMEN <u>EVENT ORGANIZED REPORT</u> (2019-2020)



Name of Department	JKC -WOMEN
Name of Event Organized	SKILL DEVELOPMENT TRAINING
Title of the Event	MAHINDRS PRIDE Skill Development Classes
Date of Event Organized	29 <sup>th</sup> JULY-2019 to 06 <sup>th</sup> AUG 2019
Name of the coordinator of the Event	Dr.P.Padma Priya, JKC Coordinator Smt. Prasanthi
Class of the Participants	Final Year Students
No. of Participants	175
Name of the Expert with designation	Miss HIMA BINDU Miss SRAVYA Miss GOUSIYA BEGUM
Contact number & Address of the Expert	APSSDC, VISAKHAPATNAM
Objective of the Event	Designed to help students identify the knowledge and skills required for obtaining and keeping employment.
Outcome of the Event	The programme enabled the individuals improve their skillsets like interpersonal communication skills, workplace responsibilities, teamwork skills, safety issues and confidence building measures. The program also focused on personal management skills for the workplace and for daily life.  Students actively participated in various activities like chart preparation, events on cross cultural exchanges and skits and GD etc.



## EVENT ORGANIZED REPORT (2019-2020)



### **PHOTO GALLERY**



### Principal addressing the students



JKC Coordinator addressing the students



## EVENT ORGANIZED REPORT (2019-2020)



## **PHOTO GALLERY**



Students participating activities



Students in Group Activity



## EVENT ORGANIZED REPORT (2019-2020)



## **PHOTO GALLERY**



Students in Group Activity



Students representing various cultures as a part of activities



## EVENT ORGANIZED REPORT (2019-2020)



### **PHOTO GALLERY**



### Skill activity



Expressing Views in a Group Activity





## VISAKHA GOVT. DEGREE & P.G. COLLEGE for WOMEN EVENT ORGANIZED REPORT



(2019-2020)

### **PHOTO GALLERY**



Student Feedback in the Valedictory Function



Trophies to the best performers in the skill development program



## **EVENT ORGANIZED REPORT**





#### <u>PHOTO GALLERY</u>



Students presenting a program in the Valedictory function

## స్కిల్స్–కమ్యూనికేషన్స్పై శిక్షణ

విశాఖపట్నం న్యూస్లీడర్ : విశాఖ ప్రభుత్వ డిగ్రీ మహిళా కళాశాలలో ఏపీ స్మిల్ప్ డెవలప్మమెంట్ సంస్థ ఆధ్వర్యంలో జూలై 29నుంచి ఆగష్ట3వరకు శిక్షణ తరగతులు నిర్వహించారు. ఈసందర్భంగా కళాశాల (పిన్సిపాల్ ఎస్ శోభారాణి మాట్లాదుతూ విద్భార్ధినిలు స్మిల్స్ డెవలప్ మెంట్ అందిస్తున్న సువర్యావకాశాన్ని సద్వినియోగం చేసుకోని మెరుగైన నైవుణ్యాలు పొందడం అభినందనీ యమన్నారు. ఈశిక్షణద్వారా 17మంది విద్యార్ధినిలకు సర్టిఫికెట్స్, ట్రోపీలు බාංගත්රා. මත්රජරර ජණණව සිපිර් ජි

ఆర్ధినేటర్ పి పద్మ్మపియ మాట్లాడుతూ జెకెసి సెంటర్ ద్వారా కళాశాలలో కమ్యూనికేషన్స్ స్మిల్స్ టెక్నికలోస్మిల్స్ తదితర నైపుణ్యాల ద్వారా ఏపీ

డెవలప్మమెంట్ సంస్థ ఈనంవత్సరం నుంచి ఓరియెంటెడ్ స్మిల్స్ నిర్వహిస్తున్నట్టు తెలిపారు. ఈ కార్యక్రమంలో మహేంద్ర డ్రెడ్ ఫౌండేషన్ టైనర్స్ హిమబిందు, (శవ్య, గౌసీ బేగం, కళాశాల స్మిల్స్

డెవలప్మెంట్ కో ఆర్డినేటర్ కె వ్రశాంతి, కళాశాల వైస్ ట్రిన్సిపాల్ పివి రమణరెడ్డి, ఐక్యుఎసీ కో ఆర్డినేటర్ దా హరిత, జెకెసి మెంటార్ విఎన్రాజు, అధ్యాపకులు, విద్యార్ధినీలు అధికసంఖ్యలో పాల్డొన్నారు.



Tue, 06 August 2019

www.leaderepaper.com/c/42177371



Press Clipping

**Coordinator Principal** 



## **EVENT ORGANIZED REPORT**

(2019-2020)

#### **PHOTO GALLERY**

## శిక్షణ ద్వారా మెరుగైన నైపుణ్యం



ప్రభాతవార్త, విశాఖపట్నం

్రపథుత్వం ఏర్పాటు చేస్తున్న శిక్షణ తరగతుల ద్వారా వృత్తిలో మెరుగైన నిపుణ్యం సాధించగలరని విశాఖ ప్రభుత్వ డిగ్రీ మహిళా కళాశాల ప్రస్నిపల్ దాక్టర్ పి.వి రమణారెడ్డి అన్నారు. సోమవారం విశాఖ ప్రభుత్వ డిగ్రీ కళాశాల్లో ఉనా జవహర్ నాలెడ్డ్ సెంటర్ మరియు ఆంధ్ర్రవదేశ్ స్కిల్స్ డెవలప్రమెంట్ వారు సంయుక్తంగా వరల్డ్ యూత్ స్కిల్స్ డే నిర్వహించారు. ఈ సందర్భంగా రెడ్డి మాట్లాడుతూ సైపుణ్యం ప్రపంచ వ్యాప్తంగా ఉన్న యువకుల జీవితాలను మారుస్తుందన్నారు. మ్రభుత్వం కల్పిస్తున్న ఇటువంటి అవకాశాలను యువత నద్వినియోగం చేసుకోవాలని పిలుపునిచ్చారు.

Tue, 16 July 2019

## విద్యాల్థినులకు స్కిల్మ్ అవసరం

డాబాగార్దెన్స్: విశాఖ ప్రభుత్వ కళాశాలలో సోమవారం



మాట్లాడుతున్న రమణారెడ్డి

వరల్డ్ యూత్ స్కిల్స్ డే వేడుకలు నిర్వహించారు. కళాశాలలోని జవ హర్ నాలెడ్జ్ కేంద్రం, ఆంధ్రప్రదేశ్ స్కిల్స్ డెవలప్రమెంట్ సంయు క్తంగా నిర్వహించిన కార్యక్రమంలో కళాశాల వైస్ ప్రిన్సిపాల్ డాక్టర్ వీవీ రమణారెడ్డి పాల్గొని మాట్లాడుతూ విద్యార్థినులు ప్రభుత్వం కల్పిస్తున్న పలు నైపుణ్య శిక్షణలను వినియోగించుకోవాలన్నారు. కళాశాల సీనియర్ లెక్చరర్ ఆర్.మంజుల మాట్లాడుతూ జేకేసీ సెంటర్ ద్వారా కమ్యూనికేషన్ స్కిల్స్. టెక్నికల్ స్కిల్స్ వంటివి ఆంద్రప్రదేశ్ స్కిల్ డెవలప్ మెంట్ ప్రవేశపెట్టిందన్నారు. ఈ ఏడాది కళాశాలలో ఆన్లైన్, ఆఫ్లైన్ ద్వారా పలు స్కిల్స్ కోర్పులు ఏర్పాటు చేసినట్టు చెప్పారు. కళాశాల స్కిల్ డెవలప్మాంట్ కోఆర్డినేటర్ కె.మ్ర శాంతి, జేకేసీ కోఆర్డినేటర్ పి.పద్మప్రియ మాట్లాడుతూ నైపుణ్యాలు అవకాశాలు సృష్టిస్తాయన్నారు. కళాశాల జేకేసీ మెంటర్ వీఎన్ రాజు పాల్గొన్నారు.

202 Tue, 16

Varatha& Sakshi Press Clipping

## ఉత్తమ నైపుణ్యాలతో మెరుగైన ఉపాధి

ធារោកក្តីស៊្យ , жក្ឡី 15 : విశాఖ ప్రభుత్వ డిగ్రీ మహిళా కళాశా లలో గల జవహర్ నాలెడ్డ్ సెంటర్, ఆంద్రప్రదేశ్ స్క్రిల్స్ డెవలప్రమెంట్ సంయుక్త ఆధ్వర్యంలో వరల్ యూత్ స్కిల్స్ డేను సోమవారం నిర్వహిం చారు. కళాశాల వైస్ ట్రిస్సిపాల్ రమ డారెడ్డి మాట్లాడుతూ విద్యార్థినులు ప్రభుత్వం కల్పిస్తున్న స్కిల్చ్ ను నేర్పు కుంటే వాటి నుంచి మెరుగైన సైపు ణ్యాలు ప్రపంచ వ్యాప్తంగా ఉన్న యువకుల జీవితాలను మారుస్తాయ న్నారు. సీనియర్ లెక్చరర్ మంజుల మాట్లాడుతూ కళాశాలలో ఉన్న జేకేసీ సెంటర్ ద్వారా మన కళాశాలలో



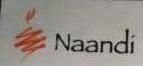
సమావేశంలో ప్రసంగిస్తున్న పైస్ ప్రిన్సిపాల్ రమణారెడ్డి

కమ్యూనికేషన్ స్కిల్స్, టెక్నికల్ స్కిల్స్ ఎన్నో రకాల నైపుణ్యతను పెంపొందిం చుకోచ్చన్నారు. స్కిల్స్ డెవలప్మెంట్ కో-ఆర్డినేటర్ ప్రశాంతి, జేకేసీ కో-ఆర్డినే టర్ పద్మప్రియ, మెంటర్ వి.ఎన్. రాజు, విద్యార్థులు పాల్గొన్నారు.

ఆంధ్రజ్యుతి Tue, 16 July 2019 https://epaper.andhrajyothy.com/c/41451078



Andhra Jyothi Press Clipping







## CERTIFICATE

This certificate is awarded to

ALLU SWAPNA
Department of

BSC(MPCS), VISAKHA GOVT DEGREE COLLEGE FOR NOMEN

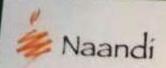
in the month of AUGUST, 2019 for successful completion of the

Employability Skill Training

held as part of the Skilling Initiative conducted by Mahindra Pride Classroom in association with APSSDC

MD & CEO - APSSDC

YEO - Naandi Foundation







## CERTIFICATE

This certificate is awarded to

BOGI TRIVENI Department of

B Sc (MPC), VISAKHA GOVT DEGREE COLLEGE FOR WOMEN in the month of August 2019 for successful completion of the Employability Skill Training

held as part of the Skilling Initiative conducted by Mahindra Pride Classroom in association with APSSDC

#### Creative Thinking online Training programme 05-05-2020

#### About this Course

In today's ever-growing and changing world, being able to think creatively and innovatively are essential skills. It can sometimes be challenging to step back and reflect in an environment which is fast paced or when you are required to assimilate large amounts of information. Making sense of or communicating new ideas in an innovative and engaging way, approaching problems from fresh angles, and producing novel solutions are all traits which are highly sought after by employers.

#### **SYLLABUS**

#### WEEK-1

#### Introduction to the Principles of Creativity

In the first week, we focus on the basic principles of creativity and highlight its importance in tackling global challenges. Creativity is explored and applied at two different levels, lower and higher-level creativity.

#### WEEK-2

#### Creativity Tools

Augment creativity using different methods of Brainstorming, a creativity approach that aids the generation of ideas in solving a stated problem, focus on the application of brainstorming tools in group activities.

#### WEEK-3

#### Thinking Styles

There are many thinking styles which can be helpful in creativity. focus on the principles as well as application of a variety of thinking approaches that can be used at both at an individual level and in a group, under various professional and personal situations, allowing to develop competency and accelerate proficiency in the use of some different thinking styles.

#### WEEK-4

#### Morphological Analysis

The Principles of Morphological Analysis and learn how to apply it in various life scenarios, from design to developing movie plot-lines, whilst developing a more systematic approach to idea generation.

#### <u>Leadership skills Training course</u> <u>08-07-2020</u> Conducted by JKC

#### Course Abstract

The concept of leadership has been employed within different context and at different levels of analysis e.g. self-leadership, small-group leadership, organizational leadership and national leadership. The primary purpose of this course is to serve as a catalyst for the students of leadership's thinking and dialogue about leaders and the process of leadership

#### **Course Objectives:**

To provide a framework for the students to understand the importance of Leadership and team effectiveness in organizations.

To develop an understanding of the interpersonal processes and group dynamics.

To provide a theoretical understanding of leadership practices in organizations.

To provide an understanding of factors influencing teamwork and team leadership.

To evaluate the role of leadership in the development of an institution.

#### **Course Learning Outcomes**

By the end of the course the student should be able to:

Explain how global leadership skills contribute to leadership effectiveness.

Understand the leader's role in team-based organizations.

Explain the potential contribution of outdoor training to the development of team leadership. Explain the basics of leadership during a crisis.

Explain how evidenced based leadership can contribute to contingency and situational leadership.

### STUDENT SUPPORT AND PROGRESSION

apacity Building Skills Enhancement Initiatives taken by the Institution)



## ACTIVITY REPORT (2020-2021)

Title of the Activity	Vikas Foundation Collaborated to JKC TCS Training Programme Relived Batch
Date of Activity Organized	25.01.2021 to 15.03.2021 and 10.04.2021 to 24.04.2021.
Name of Department	JKC WOMEN
Chairman	Dr.S.Shobha Rani
Co-ordinator	Dr.P.Padma Priya, Lect.in English
Resource Persons Details	KUSWANTH TCS Trainer, Mumbai
No. of Participants (Student +Staff)	80
Programme report	Started TCS training batch form 25.01.2021 to 15.03.2021 after Vth Semester Examination it is resumed from 10.04.2021 to 24.04.2021. Course targeted on Communicate to Impress, Deliver Presentations with Impact, Develop Soft Skills for the Workplace, write a Winning Resume and Cover Letter, Gain Foundational Skills in IT. Course was conducted both online and offline mode.
Objective of the Activity	To promote 21st century skills required for career progression
Outcome of the Activity	Students were trained in communication skills, writing & presentation skills, Analytical skills, Group discussions etc

#### STUDENT SUPPORT AND PROGRESSION



(5.1.3 Capacity Building Skills Enhancement Initiatives taken by the Institution)



## **ACTIVITY REPORT**

(2020-2021)







