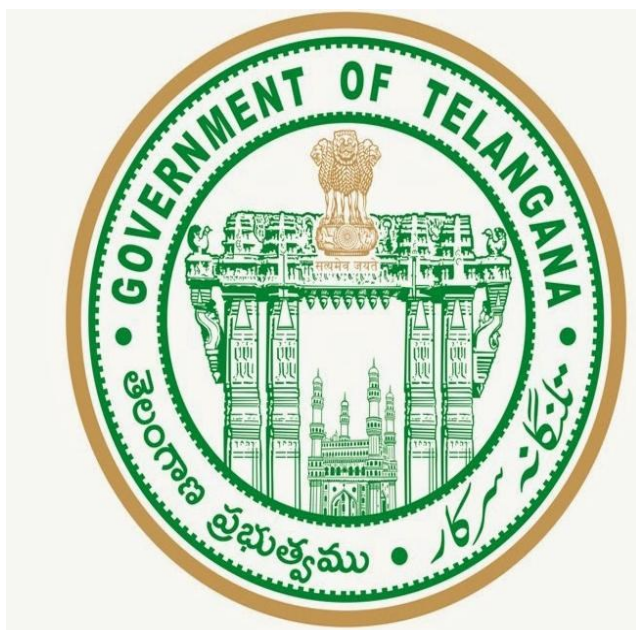


**GOVT.ARTS & SCIENCE COLLEGE,
KAMAREDDY
PROFILE OF THE
JAWAHAR KNOWLEDGE CENTRE**



**SUBMITTED TO
THE NAAC PEER TEAM**

BY

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Introduction:

The Government of Andhra Pradesh initiated Jawahar Knowledge Centres (JKC) in 2005 as a reliable solution to the problem of unemployment faced by students studying non-professional courses in Degree Colleges. The ever increasing prominence of India on the global map has paved way for a growing demand for hard working and talented students good in Computer skills, Communication skills and industry related skills. The doors of global job market are opened to students who can speak fluently, compute quickly, write legibly and analyze logically. JKC is an innovative and pioneering initiative that attracts the best students from all over the state, provides them with excellent infrastructure and opportunities to apply their knowledge to the present challenging problems.

Jawahar Knowledge Centre's primary aim is to provide intensive training to students in employable skills and enable them avail themselves of the bright opportunities in the global job market. The centers are best utilized by the students of marginalized sections of the society. Students from rural areas who have no access to advantages experienced by their urban counterparts are provided the latest technologies and opportunities to upgrade their skills and also encouraged to compete for better standards of living.

The conventional curriculum offered through B.A., B.Com and B.Sc., courses does not impart requisite skills relevant for dynamic job market especially that of emerging industries like Software and BPO. The Department felt the need to offer training to bridge the skill deficit of students and to enable them seize employment opportunities in job market.

Students value JKC training as it enables them to relate skills learnt in JKC to their future employment. JKC does this by embedding skills pertaining to English Communication, Personality Development, Analytical and Logical Reasoning and Computer skills.

Major Sectors for Placements:

- IT&&IT enabled Services
- Banking & Finance
- Insurance
- Pharmacy

- Marketing
- Tele communications
- Service Organizations

Implementation:

The JKC Monitoring Cell in the Office of the Commissionerate of Collegiate Education, Hyderabad frames the guidelines, administers the JKCs, appoints trained Mentors for all the JKCs and organizes Recruitment Drives to place the JKC students into job market. The CCE has tie up with different IT and IT enabled Service companies. It prepares the program manual for JKC and communicates to all colleges. Workshops with the JKC Coordinators, Key industry representatives are arranged to explain the modalities of the program.

Vision:

- To shape students across the state and make them globally acceptable citizens
- To promote government – Institution – Industry relations through training and placements.
- To provide the best of opportunities to students belong to weaker and marginalized sections.
- To provide placements in Earn-while-Learn Scheme

Mission:

- Creating opportunities
- Developing skills
- Unleashing potentiality.

Objectives:

- To encourage and motivate students to realize their potential and capabilities and maximize their scope of self achievement.
- To promote Government - Institute - Industry relations through training and placements.
- To offer wide range of employability skills and long term employment opportunities in various Govt. and Public sector units.

- To impart rigorous and systematic student centered training in a completely equitable learning environment.
- To offer career counseling to job aspiring students and guidance to students seeking higher studies.
- To ensure that socially and economically challenged sections of the society are proportionately represented in the IT/ITES employment.
- To empower students living in rural areas so as to bridge the urban rural divide.
- To impart requisite skills relevant for dynamic job market and to enable students to seize employment opportunities.
 - To provide latest technologies to the students belonging to poor and marginalized sections of the society and to encourage them to compete with their urban counterparts.
 - To enable students climb the ladder of success by providing excellent infrastructure and experienced faculty.
 - To help students realize their potential and aim high in life.
 - To motivate students to be creative, independent and self reliant.
 - To provide students with adequate knowledge in employable and industry-needed skills. To ensure all students' and stakeholders' needs are understood.
 - To provide a sustainable solution to the demands of the placement generating companies.
 - To enable students use employable skills in a variety of social and business situations.
 - To improve their learning outcome.

Curriculum:

S.No	Skills to be imparted	No. of hours allotted
1	Communication Skills	60 hours
2	Soft Skills	30 hours
3	Ethical Values	10 hours
4	Analytical Skills	60 hours
5	Technical Skills	60 hours
6	General Awareness	30 hours
	Total	250 hours

(The duration of the training will spill over three months only.)

Stake holders:

- Commissioner of Collegiate Education, Telangana, Hyderabad.
- Government, Private. Aided and Private Unaided Degree Colleges.
- IT, IT enabled Services, Banking, Insurance, marketing and other industries.
- Students pursuing U.G. Final Year.

Benefits to Different Stakeholders:**1. Students:**

- Acquire job related skills.
- Campus placement opportunities.
- Access to excellent resources.
- Competitive environment for faster growth.

2. College:

- Placement opportunities to selected candidates.
- Enriched academic environment.
- Acquires reputation to the college.

Curriculum Execution:

The Curriculum is executed by two types of Trainers designated as **Mentors** engaged to handle the training modules.

Full-time Mentors:

Candidates with technical and professional education background like B. Tech. MCA and MBA are engaged to handle the modules of Analytical Skills, Technical Skills and Aptitude Skills.

Guest English Mentors:

ELF/Infosys trained English teaching faculty working in colleges are engaged to handle the modules of Communication skills and Soft skills.

Training Infrastructure:

IT labs, also called JKC / English Language Labs, are established in colleges to impart technical skills including hands on experience to students.

Fee Structure:

- All SC & ST students (III year) will be given JKC Training free of cost.
- Students other than SC & ST will pay Rs.500/-

JKC Verticals:

- Conducted JKC Accounting Course (TALLY) exclusively for Commerce students.
- JKC Special Training Program (STP) was held to train students for job opportunities in Govt. and Public sector units.
- As part of Industry orientation programs to faculty, Infosys gave IPG training to more than 150 Lecturers in Communication skills and Analytical Skills at Infosys Campus, Hyderabad in 2007 and 2010

Best Practices:

- JKC has interactive learning environment and learner-centered modules.
- The training is practical oriented and industry relevant and students gain confidence and exposure to succeed when placed in companies. .
- Working independently and in teams
- Higher motivational levels to act and respond.

JKC CURRICULUM

S.No	Skill	No. of Hours Allotted	Trainer
1	Communication Skills	60 Hours	Guest English Mentor (GEM)
2	Soft Skills	30 hour-Soft Skills 10 hours- Ethical Values (Weekend Classes)	Guest English Mentor (GEM)
3	Analytical Skills	60 hours	Fulltime Mentor
4	Technical Skills	60 hours	Fulltime Mentor
5	General Awareness	30 hours	Fulltime Mentor
Total		250 hours training package	

COMMUNICATION SKILLS & SOFT SKILLS

SECTION-1:

A. GRAMMAR: 15 HOURS

- Self-introduction
- Tenses
- Concord

B. READING & WRITING:

- Passages for comprehension:

SECTION-2:

A. GRAMMAR: 15 HOURS

- Prepositions
- Adjectives and Articles
- Auxiliary Verbs
- Conditionals

B. VOCABULARY & COMPREHENSION:

- Synonyms
- Antonyms

SECTION-3:

A. GRAMMAR: 15 HOURS

- Voice
- Speech
- Degrees
- Linkers

B. WRITING SKILLS: 15 HOURS

- Note - making
- Precis Writing
- Paragraph Writing
- Essay Writing

SECTION-4: SOFT SKILLS - 30 HOURS

- Telephone Skills - Etiquette
- Self-Introduction
- Introducing Others
- Seeking Permission
- Agreeing and Disagreeing
- Making Complaints
- Making Requests

SECTION-5: ETHICAL VALUES- 10 HOURS

ANALYTICAL SKILLS:

Total Hours: 75

Arithmatic-38

Reasoning-32

Evaluation-05

DAY	TOPIC
Unit-1	
Day 1	Ratios
Day 2	Perctages-1
Day 3	Perctages-2
Day 4	Profit & Loss-1
Day 5	Profit & Loss-2
Day 6	Partnership-1
Day 7	Partnership-2
Day 8	Data Analysis-1
Day 9	Data Analysis-2
Day 10	Data Interpretation-1
Day 11	Data Interpretation-2
Unit-2	
Day 12	Simple Interest-1
Day 13	Simple Interest-2
Day 14	Test-1
Day 15	Compound Interest-1
Day 16	Compound Interest-2
Unit-3	
Day 17	Averages
Day 18	Problems on Ages-1
Day 19	Problems on Ages-2
Unit-4	

Day 20	Time & Work-1
Day 21	Time & Work-2
Day 22	Time & Distance-1
Day 23	Time & Distance-2
Day 24	Problems on Trains
Day 25	Permutations and Combinations-1
Unit-5	
Day 26	Permutations and Combinations-2
Day 27	Permutations and Combinations-3
Day 28	Test-2
Day 29	Probabilities-1
Day 30	Probabilities-2
Unit-6	
Day 31	Numbers-BODMAS
Day 32	Number Systems Fractions
Day 33	Number Systems_Decimal
Day 34	Number System_Algebraic Formulae
Day 35	Divisibility Rules
Unit-7	
Day 36	LCM & HCF-1
Day 37	LCM & HCF-2
Day 38	Areas
Day 39	Volumes
Day 40	Surface Area
Unit 8	
Day 41	Number Series
Day 42	Test-3
Day 43	Number Analogy
Day 44	Number Classification
Day 45	Coding & Decoding-1

Day 46	Coding& Decoding-2
Unit 9	
Day 47	Blood Relations-1
Day 48	Blood Relations-2
Day 49	Blood Relations-2
Day 50	Directional Sense Test-1
Day 51	Directional Sense Test-2
Day 52	Seating Arrangement-1
Day 53	Seating Arrangement-2
Unit 10	
Day 54	Problems solving Techniques and Logical
Day 55	Reasoning
Day 56	Number, Ranking and Time Sequence Test-1
Day 57	Test-4
Day 58	Number, Ranking and Time Sequence Test-2
Day 59	Mathematical Operations
Day 60	Relational Inequalities-1
	Relational Inequalities-1
Unit 11	
Day 61	Clocks
Day 62	Calendars
	Part- B (Reasoning)-Section-II-Non Verbal
	Reasoning
	Series, Analogy and Classification & Problem
Day 63	Solving with pictures-1
	Series, Analogy and Classification & Problem
Day 64	Solving with pictures-2
Day 65	Mirror Images, Water Images
Day 66	Completion of Incomplete Patterns
Day 67	Figure matrix

Unit 12	
Day 68	Logical VennDiagrams-1
Day 69	Logical VennDiagrams-2
Day 70	Test-5
Day 71	Matrices & Surds
Day 72	Solving Quadratic and Cubic Equations
Day 73	Coordinate Geometry
Day 74	Trigonometry
Day 75	Differentiation

Minimum Quantifiable Guaranteed Skills (Take Away) after the Training:

Analytical Skills:

The trainees will be able to handle the quantities, analyze, interpret and process such data by applying the mathematical and logical operations and develop practical approach.

Arithmetic:

1. To improve thinking and problem solving skills.
2. To bring out decision - making skills.

Reasoning:

The trainee will be able to think innovatively, rationally and arrive at logical conclusion.

Evaluation:

To test the efficiency of the trainee, trainer and the entire programme itself. This enables to take suitable remedial measures.

References:

1. Course in Mental Ability and Quantitative Aptitude by Edgar Thorpe- Tata McGraw Hill Publications.
2. Data Interpretation and Analysis- by S. Chand Publishers
3. Verbal and Non Verbal Reasoning by RS Aggarwal, S.Chand Publishers
4. Quantitative Aptitude by RS Agarwal, S. Chand Publishers
5. Maaths 30 days wonder by Khorana and Markanday by S.Chand Publishers
6. Arithmetic for Competitive Exams by Jain and Sharma, Upkar Publishers
7. Quicker Objective Arithmetic by Lal & Jain- Upkar Publishers
8. Objective Arithmetic by RS Aggarwal - S.Chand Publishers
9. Quatitative Aptitude by Abhijeet Guha by Tata McGraw Hill Publications

COMPUTER SKILLS

Duration: 50 hours

Contents:

- I Computer Fundamentals - 9 hours - (5+3+1)
- II MS-Office - 28 hours (15+12+1)
 - a. MS-Word - 7 hours (4+3)
 - b. MS-Excel - 10 hours (5+5)
 - c. MS - Power Point - 5 hours (3+2)
 - d. MS-Access - 5 hours (3+2)
- III Internet Skills - 4 hours (1+2+1)
- IV Using Printer & Scanner - 5 hours (2+2+1)
- V Project - 4 hours

Unit – I: Computer Fundamentals

Hour - 1 a. Introduction to computers – What is a computer?

b. Characteristics of computer & Generations of computers

Hour - 2. Types of Computers, Applications of Computers

Hour - 3. a. Using keys of Keyboard and Mouse

b. Function keys, Numeric keypad & Tab, Shift, Alt, Enter and Ctrl keys Shortcut keys with windows

Hour - 4: a. Hardware components – Internal parts of the system

b. Peripherals and add-on cards

Hour - 5: a. Types of Software – System software & Applications software

b. Compilers, interpreters, Languages and packages

Hour - 6: Practical Session

Introduction to Operating System, MS-DOS & MS-windows - features and functions
Windows applications – Notepad, WordPad, Paint, calculator, character map etc.

Hour – 7: Practical Session

Using DOS Prompt thru Run option & internal commands

Hour - 8: Practical Session

MS- DOS External commands, using check desk with windows and Boot menu options

Hour - 9: Test on Unit -1

UNIT – II: MS-Office

Hour - 10: MS-Word - Practice

Hour - 10: Menu Bar and submenus with options.

Hour - 11: Word document open, edit and save the document, Using File, Edit menu options and text formatting.

Hour - 12: Practical Session

Hour -13: Inserting Tables, pictures, Clip Arts and Symbols into word document.

Hour - 14: Practical Session

Hour - 15: Mail Merge using word procedure

Hour - 16: Practical session

MS- Excel – Practice

Hour - 17: Introduction to Spreadsheet and data entry

Hour - 18: Practical session

Hour - 19: Using Formulae & Functions

Hour - 20: Practical session

Hour - 21: Types of graphs and Creating graphs

Hour - 22: Practical session

Hour - 23: Data Sorting & Filters

Hour - 24: Practical session

Hour - 25: Page Setup and Print options using Excel

Hour - 26: Practical session

Power point - Practice

Hour - 27: Introduction and selecting slides, Auto-content wizard

Hour - 28: Text-formatting, Inserting Images & Pictures

Hour - 29: Practical session

Hour - 30 : Using Animations, slide transitions and adding audio & video

Hour - 31: Practical session

MS-Access - Practice

Hour - 32: Introduction to Database & MS-Access features

Hour - 33: Practical session

Hour - 34: Creating Tables & graphical View, retrieving data using query wizard

Hour- 35 : Practical Session - Project work study

Hour - 36: Data Entry Form creation and report generation

Hour - 37: Test on Units I & II

UNIT – III: Internet skills & Live Practice

Hour - 38: Introduction to networks and Internet & internet protocols; Browsers Creation of e-mail (Gmail & yahoo) – sending, receiving and upload, download attachments

Hour - 39: Finding content, searching for information using search engines like Google, Bing, etc. Learning about online applications - banking, shopping, social networks etc.

Hour - 40: Blogs, creation and maintenance, Social networking sites like face book, twitter, LinkedIn

Hour - 41: Skill test on mail attachments & searching info – Unit III

UNIT - IV: Practical use of Printer & Scanners

Hour - 42: Types of Printers, page setup and Printing dialogue box options

Hour - 43: Types of scanner, scanning the page and images, storing scanned documents into PDF format.

Using MS-Picture Manager

Hour - 44: Editing pictures, resize and cropping images, color management

Hour - 45: Practical session

Hour - 46: Rotating images and changing brightness and contrast.

Hour - 47: Skill test on using Printer and Scanner

Project Work

Hour - 48: Project Selection

Hour - 49: Project Planning and Development

Hour - 50: Project Report Submission

Grand Final Test

Outcome:

1. Well versed with computer operations, working individually with system.
2. Using e-mails for communication with images and documents.
3. Using printer & scanners for office use and getting hard copies of documents.
4. Making use of MS-office for presentations, letter writing and preparation of graphs for analysis.

YEAR-WISE & BATCH-WISE ENROLMENT IN JKC

Academic Year	I	II	III	IV	Total
2007-08	189	24	-	-	213
2008-09	111	52	24	-	187
2009-10	60	48	28	4	140
2010-11 (JKC)	112	50	08	-	170
STP	34	39	16	-	89
Infosys	14	-	-	-	14
2011-12	40	77	-	-	117
2012-13	100	79	-	-	179
2013-14	98	100	39	-	237
2014-15	100	100	33	-	233
2015-16	50	30		-	

BEST PRACTICES

- Organizing the sensitization programmes at regular intervals to the Degree Final Year students to register their names in JKC and acquire the following important skills.
 - a. English Communication and Soft Skills.
 - b. Computer (Technical) Skills.
 - c. Analytical Skills.
 - d. Reasoning and Aptitude and
 - e. Arithmetic
- Arranging JKC classes at the convenient timings of the students as more than 90% of the students hail from other villages and they commute everyday from their villages to attend their classes.
- Conducting special classes for about fifteen days just before the Recruitment Drives so as to enable the students face the Drive confidently and come out successfully.
- Felicitating the successful JKC students with mementoes on the College Annual Day in the presence of many guests and hundreds of students so as to inspire other students.
- Providing the entire material of English Communication Skills (prescribed by JKC Monitoring Cell, O/o CCE, Hyd.) to every student free of cost in the form of a spiral bound book.
- Inviting eminent persons, like Sri. C.Veerender, a popular psychologist and Lecturers from other colleges and eminent personalities in other fields to further motivate and enlighten the JKC students of this college.
- Encouraging the JKC students to visit the JKC Lab during their leisure time and read the books on Spoken English and watch the CDs on the same. These books were donated by Sri. K. Krishna Rao, an alumnus and now the owner of many Engineering Colleges in and around Hyderabad.
- Motivating the JKC students to participate in various Literary and Cultural Competitions, conducted by this college and other institutions at different levels.
- Assisting the students in applying for various job-related exams and also providing the much-needed information on the prospects of higher education in different institutions after Graduation.