Jawahar Knowledge Centers (JKCs)

About

Jawahar Knowledge Centres (JKCs), the excellent Finishing Schools instituted in 2005 by the Government of Andhra Pradesh with a mission to enhance employment opportunities of students in Government Degree Colleges of the State have made a difference in the lives of a large number of students. The increasing prominence of India on the global map and the explosion of IT opportunities have created the need for placement assistance cells that would improve the career prospects of our students. The JKCs with a dedicated focus on transforming the existing unemployable talent pool in Government Degree Colleges into an industry friendly one is striving with commitment and sincerity of purpose.

The Department strongly believes that there is definitely no dearth of talent and intelligence in our students but there is a severe want of confidence and communication skills. With an intention of bridging the gap between academics and industry and train our students in the weak areas, the JKCs in Government Degree Colleges have evolved into a useful training platform. Mentors, who have been specially trained by language experts from US state department, give training to all the students in Soft Skills and Communication Skills. Technical specialists along with the Language mentors offer training in Technical Skills, Analytical Skills, Management tools, Computer usage and Personality development. They inculcate confidence in the young learners and help them to effectively and boldly face the needs and challenges of a rapidly changing global business environment.

CONTEXT

The ever increasing prominence of India on the global map has lead to a growing demand for hard working and talented students good with 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. 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.

Objectives

*   To impart requisite skills relevant for dynamic job market and to enable students to seize employment opportunities

*   To provide latest technologies to the students from poor and marginalized sections of the society and to encourage them to compete with their urban counterparts

*   To enable the students climb the ladder of success by providing world class infrastructure and experienced faculty

*   To help students realize their potential and aim high in life and to motivate students to be creative, independent and self reliant

*   To provide SC and ST students with adequate knowledge and employability skills

*   To ensure empowerment of girl students by providing job skills

*   To conduct Job Fairs & Campus Recruitment drives and to facilitate the placement of students trained in JKCs

JKC Curriculum

S.No	Topic	No. of Hours allotted	Link
1	Communication Skill	60 hrs	Link
2	Soft Skill	30 hrs - Soft Skills	Link
		10 hrs - Ethical Values	
3	Analytical Skill	60 hrs	Link
4	Computer Skill	60 hrs	Link
5	General Awareness	30 hrs	
Total		**250 hrs**	
(The duration of the training is 3 months/90 Days)			

JKC Curriculum Details

Communication Skills

1. Self Introduction
2. Be','Do' and 'Have' Forms
3. Modal Auxiliaries - I
4. Modal Auxiliaries - II
5. Question Tags
6. Simple Present Tense
7. Present Progressive Tense
8. Present Perfect and Present Perfect Progressive Tense
9. Simple Past : Questions and Negative
10. Simple Past and Present Perfect Tense
11. Simple Past and Past Progressive Tenses
12. The Future Time
13. Concord
14. Conditional Clauses
15. Voice
16. Reported Speech
17. Articles
18. Adjectives

19. Comparison of Adjectives
20. Prepositions
21. Use of Conjunctions in Simple, Compound and Complex Sentences

Speaking Skills

1. Vowel Sound
2. Consonant Sounds
3. Neutralization of Accent
4. Change of Speech Patters

Voice Based Efficiency

5. Making polite Requests
6. Asking for and giving permissions
7. Offering, Accepting and Denying Help
8. Asking for and Giving Directions
9. Extending Invitations
10. Expressing Sympathy
11. Agreeing and Disagreeing
12. Making Complaints

Reading Skills

1. Synonyms
2. Antonyms
3. Idiomatic Expressions
4. One Word Substitutes
5. Reading Skills-I (Skimming and Scanning)
6. Reading Skills-II
7. Reading Skills-III
8. Reading Skills-IV
9. Reading Comprehension

Writing Skills

1. Paragraph Writing
2. Essay Writing
3. Note Making
4. Precise Writing
5. Resume Writing

Soft Skills

1. Soft Skills : An Overview
2. Know Yourself
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. Etiquette of Telephone, e-mail and SMS
14. Interview Skills
15. Preparation for Examinations

Analytical Skills

Arithmetic

1. BODMAS
2. Fractions and Decimals
3. Algebraic Formulae
4. Divisibility Rules
5. LCM & HCF
6. Ratios & Proportion
7. Percentages
8. Profit & Loss
9. Data Analysis
10. Data Interpretation
11. Simple Interest
12. Compound Interest
13. Averages
14. Problems on Ages
15. Time & Distance
16. Time & Work
17. Problems on Trains
18. Permutations and Combinations
19. Probability

20. Areas
21. Volumes
22. Surface Areas

Verbal Reasoning

1. Number Series
2. Number Analogy
3. Odd Man Out
4. Coding & Decoding
5. Blood Relations
6. Direction Sense Test
7. Seating Arrangement
8. Problems solving Techniques and Logical Reasoning
9. Ranking and Time Sequence Test
10. Mathematical Operations
11. Clocks
12. Calendars

Non-Verbal Reasoning

1. Series
2. Mirror Images and Water Images
3. Incomplete Figure Patterns
4. Figure matrix
5. Logical Venn Diagrams
6. Matrices & Surds
7. Quadratic Equations
8. Coordinate Geometry and Trigonometry
9. Differentiation
10. Decision Making

Computer Skills

Unit I - Computer Fundamentals

1. What is computer
2. Features of computer
3. Computer Generations
4. Types of Computers
5. Applications of Computers

6. Input/Output Devices
7. Computer's Memory
8. Computer Software
9. Windows
   a. Windows desktop
   b. Start Menu
   d. Using Paint
   e. Using wordPad

Unit II- MS-Office

About MS-Office

MS-Word

1. Word Basics
2. Features of Word
3. Starting with MS-Word
4. Components of MS-Word
5. File Menu
   a. New
   b. Save
   c. Page Setup
   d. Print preview
   e. Selecting Text and Graphics
6. Edit Menu
   a. Undo/ Redo
   b. Copy and Paste
   c. Find/ Replace
7. Headers and Footers
8. Insert Menu
9. Format Menu
10. Mail Merge
11. Table Menu

MS-Excel

1. Excel Basics
2. Excel Components
3. Entering Data
4. Data Types
5. Working with Cells
6. File Menu
7. Edit Menu
8. Creating a Chart

9. Functions and Formulae
10. Data Menu

Ms-Power Point

1. PowerPoint Basics
2. Ready- Made slide layout scheme
3. File Menu
4. Creating a presentation
5. a. using auto content wizard
6. b. using a design template
7. c. using blank presentation
8. Insert Menu
9. Format Menu
10. Slide Show

MS-Access

1. Access Basics
2. Components
3. Data Types in MS-Access
4. Database Creation
5. Table Creation
6. Forms
7. Query
8. Reports

Unit III -Internet Skills

1. Introduction
2. Internet
3. How can I get connected at Home
4. Web Site
5. Web Browser
6. Search Engine
7. On-line Forms Rail Journey
8. On-line Shopping using FlipKart
9. Using Electronic Mail(Email)
10. Social Media
11. What is Skype?
12. Google Drives
13. What are Google Docs, Sheets and Slides

Unit IV - Using Printer and Scanner

1. Scanners
2. Printers
3. Use Picture Manager

Unit V – Assignments

MEMORANDUM OF UNDERSTANDING

S.No	Name of the Organization	Date
1	IIT Bombay	13-07-2020
2	CISCO	15-10-2020

Online Certificate Courses

S.No	Name of the Organization	Date
1	TCS iON Career Skill Course	28-08-2020
2	IBM Ptech	13-10-2020

Jawahar Knowledge Centers(JKCs)

List of Students Registration

Sno	Year	I	II	III	Special Batch	Total
1	2007-2008	51	21	38	24	134
2	2008-2009	0	74	0		74
3	2010-2011	0	80	45		125
4	2011-2012	82	28	45		155
5	2012-2013	0	47	86		133
6	2013-2014	61	92	82	31	266
7	2014-2015	0	84	96	28	208
8	2015-2016	42	62	78		182
9	2016-2017	29	44	78		151
10	2017-2018	37	32	39		108
11	2018-2019	33	84	76		193
12	2019-2020	92	100	93		285
13	2020-2021	73	82	70		225
14	2021-2022	73	68	79		220