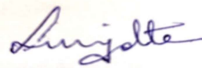
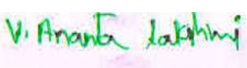


**A.S.D.GOVT. DEGREE COLLEGE FOR WOMEN (A),
KAKINADA**

**Jawahar Knowledge Centre (JKC)
Activity Register 2021-2022**

Date	01-03-2022 to 14-04-2022
Conducted through (DRC/JKC/ELF/NCC/NSS/ Departments etc.)	Jawahar Knowledge Centre (JKC)
Nature of Activity (Seminar/Workshop/Extn. Lecture etc.,)	Certificate Course
Title of the Activity	English Type writing Skills
Name of the Department/Committee	Jawahar Knowledge Centre (JKC)
Details of Resource Persons (Name , Designation etc.,)	Kum.M.Sujatha Instructor SVTyping Institute Kakinada East Godavari, 533002.
No. of students participated	40
Brief Report on the activity	The Course period is from 01-03-2022 to 11-05-2022. 40 Students have been registered for this programme. Kum.M.Sujatha acted as Resource Person. The entire Certificate Course on English Typing Skills went in a good manner. After Completion of the course on 15.05.2022 Course End Exam has been conducted and Certificates are issued to the participants by the Principal and JKC/Course Coordinator and JKC Mentor.
Name of the Lecturers who Planned & conducted the activity	Dr.P.Sanjatha, JKC Coordinator & Lecturer in English Mr.V.Venkata Ramana, JKC Fulltime Mentor
Signature of the Dept.In-Charge/ Convener of the Committee	
Signature of the Principal	
Remarks	

To
The Principal
ASD Govt.Degree College for Women(A)
Kakinada

Dear Madam

HA 3/3/22
Sub: - Request to run the certificate courses through JKC for the Academic year
2021-22 - Reg.

I request you kindly to give permission to run the JKC General, Certificate Course in
Type-Writing skills, C Language and HTML. for I, II and III Year students.

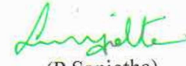
- JKC General Batch
Smt P. Sanjotha, JKC Coordinator & Lecturer in English
Mr. V. Venkata Ramana as JKC Full-time Mentor.
- Type-Writing Skill Course,
Mr.V. Venkata Ramana as JKC Full-time Mentor.
- C Language and HTML Courses
3 Guest Faculty will be from SV Technologies, Kakinada,
- Spoken English
Smt P. Sanjotha, JKC Coordinator & Lecturer in English
Sk.Jeelani., Guest Faculty will be from PSN Murthy PG Courses , Kakinada

Fee Structure: - Type-Writing Rs. 150/- pm
Spoken English Rs 300/-
All other remaining Courses the fee will be Rs. 550/-

Duration: - JKC General - 250 hours
Spoken English - 60 Hrs
C Language and HTML - 45 DAYS
Tally ERP 9 - 45 DAYS

Yours Sincerely

Date : 03.03.22
Station: Kakinada


(P.Sanjotha)
JKC Coordinator

Special Batch - English Typing Skills-Students' database

S.No	Name	Class	Group
1	T.ARUNNA	I BSc	CBHT
2	B.SUJITHA	I BSc	CBHT
3	G.HARIKA	I BSc	CBHT
4	K.BHUVANESWARI	II B.Com	E.M
5	P.DHANA KUMARI	II B.Com	E.M
6	I.DHARANI	II B.Com	E.M
7	MD.RIZWANA	I BSc	CZAqT
8	A.HARSHITHA	I BSc	CBHT
9	P.HEMA DEEPIKA	B.Com	E.M
10	G.NANDINI	I B.Com	E.M
11	K.NAGA LAKSHMI	II B.Com	E.M
12	K.RAMYA	III BSc	MPCs
13	K.NAGA PRASANNA	III BSc	MPCs
14	P.TEJA SREE	I BSc	CZAqT
15	K.REENA	I BSc	MPC
16	B.V.PRABHA ASWINI	I BSc	MPC
17	K.VIMALA DEVI	III BSc	MPCs
18	M.PAVANI SAI	I B.Com	E.M
19	S.DIVYA	III BSc	MPCs
20	Ch.KUMARI	I BSc	MPC
21	V.HEMA DURGA	I B.Com	T.M
22	SK.SAAJIDA	III BSc	MPCs
23	P.VIJAYA DURGA	III BSc	MPCs
24	T.ASHA JYOTHI	III BSc	MPCs
25	K.TEJA SRI	III BSc	MPC
26	MD.RESHMA BEGAM	III BSc	MPCs
27	M.JHANSI	I BA	THP
28	M.SINDHU	I BA	HEP
29	N.SIROMANI	I BA	HEP
30	T.GANGA BHAVANI	I BA	HEP
31	P.JAYA SRAVANI	I BA	HEP
32	P.ANJALI DEVI	I BA	HEP
33	ANANTHA LAKSHMI	I BA	HEP
34	ESWARI	I BA	THP
35	P.YAMUNA	I BA	THP
36	K.HARI PRIYA	I BA	HEP
37	K.RAJESWARI	III BSc	CBZ
38	D.PUSHPA	BA	HEP
39	M.SINDHU	BA	HEP
40	V.B.LAKSHMI DEVI	BSc	MPCs

Syllabus Touch Typing Lessons

As you begin these typing lessons, remember to focus on accuracy. Aim for 100% accuracy and speed will come with practice. Touch typing is all about developing **muscle memory** through the consistent repetition of your finger movements. With practice, the movements will become natural and you will find yourself typing faster and with less effort.

Typing Lesson 1: The Home Row

The first principle of touch typing is to always return your fingers to the **home row** when you are not typing. The home row will be the reference point from which you will learn the positions of all the other keys. Most keyboards have small bumps on the **f** and **j** keys to help you find the home row without looking at the keys.



The home row keys for the right hand are: **j k l ;**

Right Hand Home Position

Position your right hand so that your index finger is placed on **j**, your middle finger is on **k**, your ring finger is on **l** and your pinky is on **;** (the semicolon key). Let your right thumb rest comfortably on the spacebar at the bottom of the keyboard.

Your hand should be raised above the keyboard with your fingers curving down to point directly on the keys. This will make it easier for you to move your fingers without moving your hands. Take a moment to properly position your right hand before continuing. It is very important to develop good habits early in your typing practice.

Our first touch typing lesson introduces 2 home row keys for the right hand: **j k**

Typing Exercise 1.1

jjj jjj jjj jjj kkk kkk kkk kkk jjj kkk jjj kkk jjj kkk
jkj jkj jkj jkj kjk kjk kjk kjk jjj jjj jjj kkk kkk kkk
jk jk jk kj kj kj jj kk jk kj kj jk jj jk kk kj j j j j k
k k k j k k j j k k j jkj jjk kjj kkj jkk kkk jjj kjk

Now let's learn the other two keys: **l ;**

Typing Exercise 1.2

```
lll lll lll lll ;;; ;;; ;;; ;;; ;;; lll ;;; lll ;;; lll ;;; ;;;
l;l l;l l;l l;l ;;; ;;; ;;; ;;; ;;; lll ;;; lll ;;; ;;; ;;; ;;; ;;;
l; l; l; l; ;;; ;;; ;;; ;;; ;;; lll ;;; lll ;;; ;;; ;;; ;;; ;;; ;;;
; ; ; l ; ; l l ; ; l l;l ;;; ;;; ;;; ;;; ;;; ;;; lll ;l;
```

Great, let's put all four keys together: **j k l ;**

Typing Exercise 1.3

```
jjj jjj kkk kkk jjj kkk lll l ll ;;; ;;; ;;; ;;; ;;; ;;; jjj lll
kkk ;;; kkk ;;; ;;; lll jjj ;;; ;;; l ll kkk jjj jkj jkj kjk kjk
l; l;l ; l ; l ; ; l; j k l ; j k l ; jkl ; jkl ; j; kl j; kl jjj
kkk lll ;;; ;;; ;;; ;;; ;;; ;;; ;;; ;;; ;;; ;;; ;;; ;;; ;;; ;;; ;;;
j; kj kk kl k; lj lk ll l ; ; j ;k ;l ;;
```

Restart The Left Hand

The home row keys for the left hand are: **f d s a**

Left Hand Home Position

Position your left hand so that your index finger is on **f**, your middle finger is on **d**, your ring finger is on **s** and your pinky is on **a**. Your thumb can rest on the spacebar.

Check that your left hand is raised and your fingers are curved and pointed down at the keys.

We will begin with the first 2 left hand keys: **f d**

Typing Exercise 1.4

```
fff fff fff fff ddd ddd ddd ddd fff ddd fff ddd fff ddd
fdf fdf fdf fdf dfd dfd dfd dfd fff fff fff ddd ddd ddd
fd fd fd df df df ff dd fd df df fd ff fd dd df f f f f d
d d d f d d f f d d f fdf ffd dff ddf fdd ddd fff dfd
```

Now for the final 2 left hand keys: **s a**

Typing Exercise 1.5

```
sss sss sss sss aaa aaa aaa aaa sss aaa sss aaa sss aaa
sas sas sas sas asa asa asa asa sss sss sss aaa aaa aaa
sa sa sa as as as ss aa sa as as sa ss sa aa as s s s s a
a a a s a a s s a a s sas ssa aas saa aaa sss asa
```

And all four left hand keys together: **f d s a**

Typing Exercise 1.6

```
fff fff ddd ddd fff ddd sss sss aaa aaa sss aaa fff sss
ddd aaa ddd aaa sss fff aaa sss ddd fff fdf fdf dfd dfd
```

sas sas asa asa f d s a f d s a fdsa fdsa fads fads fff
ddd sss aaa fdf fsf faf dfd dsd dad sfs sds sas ff fd fs
fa df dd ds da sf sd ss sa af ad as aa

Both Hands

The following typing exercise combines all the keys we have learned so far: **j k l ; f d s a**

Typing Exercise 1.7

jjj fff jjj fff jjj fff kkk ddd kkk ddd kkk ddd lll sss
lll sss lll sss ;;; aaa ;;; aaa ;;; aaa jkl; jkl; jkl;
fdsa fdsa fdsa jjj kkk lll ; ; fff ddd sss aaa jfj jfj
jfj jkj jkj jkj kdk kdk kdk kjk kjk kjk l;l l;l l;l ;l;
;l; ;l; fdf fdf fdf dfd dfd dfd sas sas sas asa asa asa

H and G

The keys we have covered so far can all be typed without moving your fingers from the home row position. Now it is time to learn how to move your fingers off the home row to reach the **h** and **g** keys. To reach these new keys, you will need to move your index fingers to the sides. Practice extending your right index finger to the left to hit the **h** key. Then try reaching to the right with your left index finger for the **g** key. Afterwards, always remember to return your fingers to the home keys.

Typing Exercise 1.8

hhh hhh hhh hhh ggg ggg ggg ggg hhh ggg hhh ggg hhh ggg
hgh hgh hgh hgh ghg ghg ghg ghg hhh hhh hhh ggg ggg ggg
hg hg hg gh gh gh hh gg hg gh gh hg hh hg gg gh h h h h g
g g g h g g h h g g h hgh hhg ghh ggh hgg ggg hhh ghg

Now all four index finger keys: **j f h g**

Typing Exercise 1.9

hhh hhh ggg ggg hhh ggg jjj j jj fff fff jjj fff hhh jjj
ggg fff ggg fff jjj hhh fff j jj ggg hhh hgh hgh ghg ghg
jfj jfj jfj jfj h g j f h g j f hgjf hgjf hfgj hfgj hhh
ggg jjj fff hgh hjh hfh ghg gjg gfg jhj jgj jfj hh hg hj
hf gh gg gj gf jh jg jj jf fh fg fj ff

All Together

Congratulations! You have learned to type the home row and covered more than a third of the alphabet! Let's put everything together to solidify your new typing skills.

Typing Exercise 1.10

aaa aaa aaa ;;; ;;; ;;; sss s ss sss lll lll lll ddd ddd
ddd kkk kkk kkk fff fff fff j jj jjj jjj ggg ggg hhh
hhh hhh ggg hhh fff jjj ddd kkk sss lll aaa ;;;
asdfghjkl; asdfghjkl; asdfghj kl; a; sldkfjgh a; sldkfjgh
a;sldkfjgh ghfjdksla; ghfjdksla; ghfjdksla; asa asa ada
ada afa afa aga aga aha aha aja aja aka aka ala ala a;a
a;a ;l; ;l; ;k; ;k; ;j; ;j; ;h; ;h; ;g; ;g; ;f; ;f; ;d;
; d; ; s; ; s; ; a; ; a; sas sas s ds sds sfs sfs sgs sgs shs
shs sjs sjs sks sks sls sls s ; s s; s l; l l; l lkl lkl ljl
ljl lh1 lh1 lg1 lg1 lf1 lf1 ld1 ld1 ls1 ls1 la1 la1 dad
dad dsd dsd dfd dfd dgd dgd dh1 dh1 dkd dkd dld dld d;d
d;d k;k k;k klk klk kjk kjk khk khk kgk kgk kfk kfk kdk

kdk ksk ksk kak kak faf faf f sf fsf fdf fdf fgf fgf fhf
fhf fjf fjf fkf fkf flf flf f ; f f; f j; j j; j jlj jkj jkj
jhj hjh jgj jgj jfj jfj jdj j dj jsj jsj jaj jaj gag gag
gsg gsg gdg gdg gfg gfg ghg g hg gkg gkg glg glg g; g g; g
h; h h; h hlh hlh hkh hkh hjh h jh hgh hgh hfh hfh hdh hdh
hsh hsh hah hah a l s j d h g ; f k l f s ; j g k h a d

Feel free to repeat any of the exercises in this typing lesson. When you can complete them with nearly 100% accuracy you are ready to move on to the next lesson!

[Touch Typing Lesson 2: The Top Row](#)

Congratulations on mastering the home row! You are now ready to learn to type the top row. You will be moving your fingers much more frequently in this lesson. Remember to always return your fingers to the home row and keep your fingers curved and pointing directly down on the keys. This will make it easier to reach the new keys you will learn in this lesson. Strike the keys with only enough force required to register a keystroke. As you encounter new keys, slow down as much as necessary to reach them with accuracy.

[The Index Finger Keys](#)

We will start the lesson by learning the two keys above your left and right index fingers: **u r**

[Typing Exercise 2.1](#)

uuu uuu uuu uuu rrr rrr rrr rrr uuu rrr uuu rrr uuu rrr
uru uru uru uru rur rur rur rur uuu uuu uuu rrr rrr rrr
ur ur ur ru ru ru uu rr ur ru ru ur uu ur rr ru u u u u r
r r r u r r u u r r u uru uur ruu rru urr rrr uuu rur

[Restart](#)

U R amazing! Now let's learn to type **u** and **r** with the home row keys.

[Typing Exercise 2.2](#)

uuu uuu rrr rrr uuu rrr jjj u uu jjj uuu fff rrr fff rrr
juj juj frf frf uju uju rfr r fr ara ara srs srs frf frf
drd drd grg grg hrh hrh jrj j rj lr l lr l ; r; ; r; aua aua
sus sus dud dud fuf fuf gug g ug huh huh juj juj kuk kuk
lul lul ;u; ;u;

[Restart](#)

[The Middle Finger Keys](#)

Great job! Let's move on to the two keys above your left and right middle fingers: **i e**

[Typing Exercise 2.3](#)

iii iii iii iii eee eee eee eee iii eee iii eee iii eee
iei iei iei iei eie eie eie eie iii iii iii eee eee eee
ie ie ie ei ei ei ii ee ie ei ei ie ii ie ee ei i i i i e
e e e i e e i i e e i iei iie eii eei iee eee iii eie

[Restart](#)

Let's learn to type **i** and **e** with the home row keys.

Typing Exercise 2.4

iii iii eee eee iii eee kkk i ii kkk iii ddd eee ddd eee
kik kik ded ded iki iki ede e de aea aea ses ses ded ded
fef fef geg geg heh heh jej jej kek kek lel lel ;e; aia
aia sis sis did did fif fif g ig gig hih hih jij jij kik
kik lil lil ;i; ;i;

[Restart](#)

You have just learned 3 new vowels, which means you are ready to practice typing actual words. Let's give it a go:

Typing Exercise 2.5

kid red did rid fed riff kidder udder rudder sir ire ide
use fuse ruse hid gig lure lu g lid dill frill drill file
side kiss less jug jerk desk disk ask ark aid ail fail
fake rake sake lake jake age usage lids slid slide laid
reads fare luge slider shake shade gads gags sage shares
slur skids kisses fuss gassed hags haggie

[Restart](#)

The Ring Finger Keys

It's time to learn the ring finger keys: **o w**

Typing Exercise 2.6

ooo ooo ooo ooo www www www www ooo www ooo www ooo www
owo owo owo owo wow wow wow wow ooo ooo ooo www www www
ow ow ow wo wo wo oo ww ow wo wo ow oo ow ww wo o o o o w
w w w o w w o o w w o owo oow woo wwo oww www ooo wow

[Restart](#)

Wow! That was awesome. Now put those together with the home row.

Typing Exercise 2.7

ooo ooo www www ooo www lll o oo lll ooo sss www sss www
lol lol sws sws olo olo wsw w sw awa awa sws sws dwd dwd
fwf fwf gwg gwg hwh hwh jwj j wj kwk kwk lwl lwl ; w; ; w;
aoa aoa sos sos dod dod fof f of gog gog hoh hoh joj joj
kok kok lol lol ;o; ;o;

[Restart](#)

The Pinky Finger Keys

Almost done! Let's learn the pinky finger keys: **p q**

Typing Exercise 2.8

ppp ppp ppp ppp qqq qqq qqq qqq ppp qqq ppp qqq ppp qqq
ppp ppp ppp ppp ppp ppp ppp ppp ppp ppp ppp ppp ppp ppp
pq pq pq qp qp qp pp qq pq qp qp pq pp pq qq qp p p p p q
q q q p q q p p q q p pqp ppp qpp qqp pqq qqq ppp qpq

[Restart](#)

And combine those with the home row keys.

Typing Exercise 2.9

ppp ppp qqq qqq ppp qqq ;;; ppp ;;; ppp aaa qqq aaa qqq
; p; ; p; aqa aqa p; p p; p qaq q aq aqa aqa sqs sqs dqd dqd
fqf fqf gqg gqg hqh hqh jqj j qj kqk kqk lql lql ; q; ; q;
apa apa sps sps dpd dpd fpf f pf gpg gpg hph hph jpj jpj
kpk kpk lp1 lp1 ;p; ;p;

[Restart](#)

[Y and T](#)

The **y** and **t** keys are the final 2 top row keys. You will reach these keys by moving your index fingers up and to the side. Practice extending your right index finger up and to the left to hit the **y** key. Then try reaching up and to the right with your left index finger for the **t** key.

Typing Exercise 2.10

yyy yyy yyy yyy ttt ttt ttt ttt yyy ttt yyy ttt yyy ttt
yty yty yty yty tyt tyt tyt tyt yyy yyy yyy ttt ttt ttt
yt yt yt ty ty ty yy tt yt ty ty yt yy yt tt ty y y y y t
t t t y t t y y t t y yty yyt tyt tty ytt ttt yyy tyt

[Restart](#)

Practice typing **y** and **t** with the home row keys.

Typing Exercise 2.11

yyy yyy ttt ttt yyy ttt ;;; yyy ;;; yyy aaa ttt aaa ttt
; y; ; y; ata ata y; y y; y tat t at ata ata sts sts dtd dtd
ftf ftf gtg gtg hth hth jtj j tj ktk ktk ltl ltl ; t; ; t;
aya aya sys sys dyd dyd fyf f yf gyg gyg hyh hyh jyj jyj
kyk kyk ly1 ly1 ;y; ;y;

[Restart](#)

[Typing Simple Words](#)

Fantastic! You have now covered more than two thirds of the alphabet! Let's put all those letters to use and work on typing some words.

Typing Exercise 2.12

the four lads stood quietly atop the tower; pear salad is
a great quirky dish; plaid dads play golf; slide the
glass to your good pal; we gladly yapped for two hours;
wade through the water to us; either of us will go; we
used our gold goose eggs well; let us do tea for two; go
forward to the other side; other ghosts will spook us;
the riders had quite a lot of leg power; you see how easy
it is to type the top row; a little further to go yet; i
wish i had read the flyer fully; read it for us please;
joe sipped jade tea jealously; kate flew her fast kite
sky high;

Touch Typing Lesson 3: Typing The Bottom Row

You are almost done with the basic keys! It is time to learn to type the bottom row.

The Index Finger Keys

We will begin by learning to type the two keys below your right and left index fingers: **m v**

Typing Exercise 3.1

mmm mmm mmm mmm vvv vvv vvv vvv mmm vvv mmm vvv mmm vvv
mvm mvm mvm mvm vmv vmv vmv vmv mmm mmm mmm vvv vvv vvv
mv mv mv vm vm vm mm vv mv vm vm mv mm mv vv vm m m m m v
v v v m v v m m v v m mvm mmv vmm vvm mvv vvv mmm vmv

[Restart](#)

Practice typing **m** and **v** with the home row keys.

Typing Exercise 3.2

mmm mmm vvv vvv mmm vvv jjj m mm jjj mmm fff vvv fff vvv
jmj jmj fvf fvf mjm mjm vfv v fv ava ava svsv svsv dvd dvd
fvf fvf gvg gvg hvh hvh jvj j vj lvl lvl ;v; ;v; ;v; ama ama
sms sms dmd dmd fmf fmf gmg g mg hmh hmh jmj jmj kmk kmk
lm lml ;m; ;m;

[Restart](#)

The Middle Finger Keys

Now let's learn to type the two keys below your middle fingers: **, c**

Typing Exercise 3.3

,,, ,,, ,,, ,,, CCC CCC CCC CCC ,,, CCC ,,, CCC ,,, CCC
,c, ,c, ,c, ,c, c,c c,c c,c c,c ,,, ,,, ,,, CCC CCC CCC
,c ,c ,c c, c, c, , , cc ,c c, c, ,c , ,c cc c, , , , , c
c c c , c c , , c c , ,c, , ,c c, , cc, ,cc CCC , , , c ,c

[Restart](#)

Work on typing **,** and **c** with the home row keys.

Typing Exercise 3.4

,,, ,,, CCC CCC ,,, ccc kkk , , , kkk ,,, ddd ccc ddd ccc
k, k k, k dcd dcd , k, , k, cdc'c dc aca aca scs scs dcd dcd
fcf fcf gcg gcg hch hch jcj jcj kck kck lcl lcl ;c; ;c;
a,a a,a s,s s,s d,d d,d f,f f,f g,g g,g h,h h,h j,j j,j
k,k k,k l,l l,l ;;; ;;;

[Restart](#)

The Ring Finger Keys

It's time to learn the ring finger keys: **. x**

Typing Exercise 3.5

. xxx xxx xxx xxx . . . xxx . . . xxx . . . xxx
.x
.x .x .x x. x. x. . . xx .x x. x. .x . . .x xx x.....x
x x x . x x . . x x . .x. .x x. .xx. .xx xxx.....x.x

[Restart](#)

Now try those together with the home row keys.

Typing Exercise 3.6

... xxx xxx ... xxx lll ... lll ... sss xxx sss xxx
l.l l.l l.sxs sxs .l. .l. xsx x sx axa axa sxs sxs dx d dx
fxf fxf gxg gxg h x h h x j x j k x k l x l ; x ; ; x ;
a.a a.a s.s s.s d.d d.d f.f f.f g.g g.g h.h h.h j.j j.j
k.k k.k l.l l.l ; ; ; ; ;

[Restart](#)

The Pinky Finger Keys

Now for the the pinky finger keys: / z

Typing Exercise 3.7

/// /// /// /// zzz zzz zzz zzz /// zzz /// zzz /// zzz
/z/ /z/ /z/ /z/ z/z z/z z/z z/z /// /// /// zzz zzz zzz
/z /z /z z/ z/ z/ // zz /z z/ z/ /z // /z zz z/ / / / / z
z z z / z z / / z z / /z/ //z z// zz/ /zz zzz /// z/z

[Restart](#)

And combine those with the home row keys.

Typing Exercise 3.8

/// /// zzz zzz /// zzz ;;; /// ;;; /// aaa zzz aaa zzz
:/; ;/; aza aza /;/ /;/ zaz z az aza aza szs szs dzd dzd
fzf fzf gzg gzg hzh hzh jzj jzj kzk kzk lz l lz ;z ;z ;z
a/a a/a s/s s/s d/d d/d f/f f/f g/g g/g h/h h/h j/j j/j
k/k k/k l/l l/l ;/; ;/;

[Restart](#)

N and B

The **n** and **b** keys are the final 2 bottom row keys. You will reach these keys by moving your index fingers down and to the side. Practice extending your right index finger down and to the left to hit the **n** key. Then try reaching down and to the right with your left index finger for the **b** key.

Typing Exercise 3.9

nnn nnn nnn nnn bbb bbb bbb bbb nnn bbb nnn bbb nnn bbb
nbn nbn nbn nbn bnb bnb bnb bnb nnn nnn nnn bbb bbb bbb
nb nb nb bn bn bn nn bb nb bn bn nb nn nb bb bn n n n n b
b b b n b b n n b b n nbn nbn bnn bbn nbb bbb nnn bnb

[Restart](#)

Let's work on those with the home row.

Typing Exercise 3.10

nnn nnn bbb bbb nnn bbb ;;; nnn ;;; nnn aaa bbb aaa bbb
; n ; n ; aba aba n ; n n ; n bab b ab aba aba sbs sbs dbd dbd
fbf fbf gbg gbg hbh hbh jbj j bj kbk kbk lb l lb ; b ; b ;
ana ana sns sns dnd dnd fnf f nf gng gng hnh hnh jnj jnj
knk knk ln l ln ; n ; n ;

[Restart](#)

S.NO.	NAME OF THE STUDENT	CLASS	30/4	2/5	3/5	4/5	5/5	6/5	7/5	9/5	10/5	11/5	12/5	13/5	16/5	17/5	18/5	19/5	20/5
27	PEMMADI NAGALAKSHMI	B.A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28	PULAPAKURA SARASWATHI	B.A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
29	AINAGADDA DEVI	B.SC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
30	MATHIREDDY PHANI KUMARI	B.SC	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A
31	LOKARAPU POORNIMA DEVI	B.SC	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
32	V.MOUNIKA DEVI	B.SC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
33	GADI LAKSHMI	B.SC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
34	SHEIK REHANA SULTHANA	B.SC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
35	E. MADHUMATHI	B.SC	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
36	N.SANDHYA	B.SC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
37	M. RAJESWARI	B.SC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
38	MOHEMMED RESHMA	B.SC	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P
39	VASAMSETTI JAGADEESWARI	B.SC	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A
40	YARRAMNEEDI ANUSHA	B.SC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
41	KARRI SURYA RAMYA	B.A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
42	RELANGI SUGUNA	B.SC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
43	MANDARAPU MANI RATNA	B.SC	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
44	VARIPILLI SRI VIJAYA	B.A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
45	VOLETI KEERTHANA	B.A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
46	ANGADI MALLISWARI	B.A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
47	M. RAMYA BRUNDAVANI	B.A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
48	M. MATHRUKA	B.A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
49	PASAGADUGULA	B.SC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
50	BOKKA CHANDU	B.SC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
51	PARAVADA ESWARI ANJILI	B.SC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
52	CHEKKA NAGA DEVI	B.SC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
53	KARNEEDI SWETHA	B.SC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P



నైపుణ్య సిరి.. ఉపాధి గురి

దీర్ఘ చదువునున్నవారే ఐదున్నెత్తుపై నైపుణ్య లక్ష్యం నిర్దేశించుకుంది. ఆ రంగానికి అవసరమైన నైపుణ్యాలను పెంచుకుంటే సులభంగా రాజీవనపుని నిపుణులు సృష్టం చేస్తున్నారు. ఆ దిశగా తమ ఆలోచనలను అవతరణలో పెట్టేందుకు జవహర్ నాలెజ్ గెంటుల్స్ (జేకేసీ) విద్యార్థులను ఎంతగానో ఉపయోగిస్తున్నారు.



లైబ్రరీలో శిక్షణ

చదువులోపాలు అనేక కన్న అంకాల్లో నైపుణ్యాలు పెరుగు పరుముతున్నందుకు వీటిని ప్రభుత్వం అభ్యర్థనలో నిర్వహిస్తున్నారు. దీర్ఘ మొదటి ఏడాది నుంచి శిక్షణ ఇవ్వడంతోపాటు పలు సంస్థలతో ఉద్యోగ మేళా నిర్వహించి ఉపాధి అవకాశాలు కల్పిస్తున్నారు. -మ్యూరీడుడే, సాంబమూర్తివగర్

తరగతులకు జబ్బంది లేకుండా..

న్యూక్ గుర్తింపు పొందిన అభ్యవర సభ్యులచేత ప్రభుత్వ మహిళా దీర్ఘ కళాశాలలో జేకేసీని 2007 డిసెంబరులో ఏర్పాటు చేశారు. విద్యార్థులకు ఉదయం 9 నుంచి 10 గంటల వరకు, మధ్యాహ్నం 1 నుంచి 2 వరకు, సాయంత్రం 5 నుంచి 7 గంటల మధ్య శిక్షణ తరగతులు నిర్వహిస్తున్నారు. ప్రధానంగా కమ్యూనికేషన్ స్కిల్స్, సాఫ్ట్ స్కిల్స్, ఎవల్యూయేషన్ స్కిల్స్, కంప్యూటర్ విద్య, టైప్ రైటింగ్, జనరల్ అవేరిసెస్ తదితర అంకాలపై శ్రద్ధ మాన్యులు న్నారు. ఏటా రెండు విడతలుగా 250 మందికిపైగా విద్యార్థులకు శిక్షణ ఇచ్చి 10 సంస్థల్లో ప్రాంగణ ఎంపికల్లో అవకాశాలు కల్పిస్తున్నారు. ఇప్పటి వరకు 1,805

మందికి విద్య, ఇన్స్పెక్షన్, డివీఎం, మైక్రోసాఫ్ట్, ఐడిఎం ఓటికె తదితర సంస్థలో ఉద్యోగ అవకాశాలు కల్పించారు. కొవిడ్ కారణంగా కొంత కాలంగా నిర్వహణను నోచుకోని జేకేసీ ఈ ఏడాది మూడు విడతలుగా 300 మందికి తరీదు ఇచ్చేందుకు సన్నాహాలు చేస్తున్నారు. ప్రభుత్వ కొలువులకు అవసరమైన తరీదునిస్తున్నారు.



కొలుపు సాధించిన విద్యార్థులతో ట్రైనింగ్ అనంతలక్ష్మి, అధ్యాపకులు

ఉద్యోగ అవకాశాలకు వేదిక..



మాది నిరుపేద కుటుంబం. నా తల్లిదండ్రులు కష్టపడి చదివించారు. కళాశాలలో చేసిన తరువాత జేకేసీ ద్వారా ఫూల్ టైమ్ లో శిక్షణ పొందా. పలు సంస్థలు నిర్వహించిన ప్రాంగణ ఎంపికల్లో ఎంపికయ్యాను. ముగ్గురులోని ఓ కార్పొరేట్ సంస్థలో ఉద్యోగం రావడంతో తల్లిదండ్రుల సంతోషానికి అవసరం లేదు. చదువులోపాలు శిక్షణ నాకంతగానో ఉపయోగపడింది. -ఎస్. గంగాభద్రాని

కొలుపు సాధించా



కళాశాలలో డిప్లొమా ఎంపీసీ చివరి సంవత్సరం చదువు తున్నా. ఇదేవలే ముగ్గురు కుటుంబం చెందిన ఓ సాఫ్ట్వేర్ సంస్థ నిర్వహించిన క్యాంపస్ ఇంటర్వ్యూలో ఉద్యోగానికి ఎంపికయ్యాను. జేకేసీలో శిక్షణ ముగింపు దశకు చేరుకుంది. అది ఫూల్ టైమ్ గానే ఉద్యోగంలో చేరాను. కళాశాలలో చదువులోపాలు ఇతర కేర్నలు నేర్చుకోవడం ద్వారా జీవిత్య త్వుకు బంగారు బాట వేసుకోవచ్చు. -ఎం.సుజితరత్నమాల

నిపుణుల పురుషోత్తమం..



జవహర్ నాలెజ్ గెంటుల్స్ విద్యార్థులకు నిపుణులైన అధ్యాపకులు శిక్షణ ఇస్తున్నారు. కొవిడ్ కారణంగా కొంత ఇబ్బందులు ఎదురైనా అవ్వలేన విధానంలో శిక్షణ ఇచ్చారు. ఈ ఏడాది మరింత మందికి ఉద్యోగ అవకాశాలు కల్పించేందుకు పలు సంస్థలను ప్రాంగణ ఎంపికలకు ఆహ్వానించారు. కొన్ని తరగతులు అవ్వలేన, అవ్వలేన విధానం ద్వారా శిక్షణ ఇచ్చేందుకు ప్రణాళికలు రూపొందించారు. ద్వితీయ త్వుతీయ విద్యార్థులకు జేకేసీ సెంటర్ ఉపయోగాలు వివరించారు. సాధ్యమైనంత ఎక్కువ మంది విద్యార్థులు కొలుపు సాధించే దిశగా కృషి చేస్తున్నారు. -సి.సంతోక, కే.అర్చనకుమార్

ANNAVARAM SATHYAVATHI DEVI GOVERNMENT DEGREE COLLEGE FOR WOMEN (AUTONOMOUS)
Re-Accredited by NAAC with "B" Grade in Cycle-III
KAKINADA - 533002

CERTIFICATE

This is to certify that Kum P.Vijaya Durga.,D/o Satyanarayana III BSc-MPCs has completed the 60 hours of English Typing skills, from 1st March-2022 to 11th May-2022 at “**Jawahar Knowledge Centre**” (JKC), ASD Govt. Degree College for Women (A), Kakinada.

JKC Coordinator
ASD Govt. Degree College for Women (A)
Kakinada

Type Instructor
SV Type Institute
Kakinada

Principal & Chairman JKC
ASD Govt. Degree College for Women (A)
Kakinada

C/I: 10/603

SL. NO 22027937



ANDHRA PRADESH, VIJAYAWADA



TECHNICAL EXAMINATION CERTIFICATE

This is to certify that **GANISETTI LAKSHMI HARIKA**
Son/Daughter of Sri **GANISETTI DURGA PRAASAD**
With Reg. No **TEL22090603006** has passed the **TYPEWRITING ENGLISH LOWER (30 WPM)**
EXAMINATION held in **SEP-2022 AT Andhra Polytechnic, Kakinada - 533 002, East Godavari District**
and has been placed in **FIRST CLASS**

The candidate has secured the following percentage of marks :

PAPER I	PAPER II
82	90

DATE OF BIRTH : **MM-DD-YYYY**
03-11-2004

FIRST CLASS : 75% and above in each paper
SECOND CLASS : 45% and above in each paper

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Date : **30-10-2022**
Vijayawada A.P.

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AND TRAINING, ANDHRA PRADESH

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