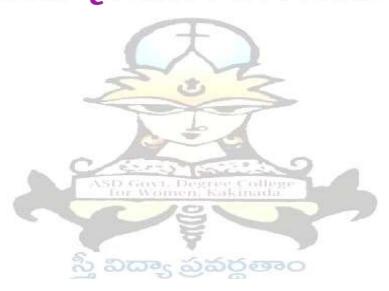


## **A.S.D.Government Degree College for Women**An Autonomous Institution



Jagannaickpur, Kakinada, Andhra Pradesh-533002 Affiliated to Adikavi Nannaya University, Rajamahendravaram

### INTERNAL QUALITY ASSURANCE CELL



### Typewriting -English Lower & Higher

Skill Course

**Batch-I** 

(2023-2024)

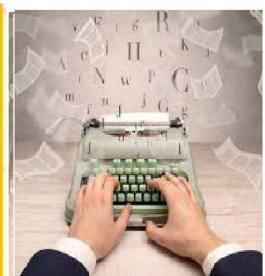


# A.S.D.Government Degree College for Women An Autonomous Institution

Jagannaickpur, Kakinada, Andhra Pradesh-533002 Affiliated to Adikavi Nannaya University, Rajamahendravaram

### **Skill Course**

## Typewriting - English Lower & Higher



in

Batch-I

(2023 - 2024)



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3	Course Module Details
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To

The Principal

A.S.D. Government Degree College for Women (A)

Kakinada

**Sub:** - As a part of the Skill Development Course in Typewriting Lower and Higher in English for Batches-I& II, are conducting through JKC for the Academic year 2023- 24-Reg.

\* \* \*

During this Academic year 2023-24, as a part of the skill development course in Typewriting Lower and Higher in English through JKC. Hence we are planning to run the above said Skill courses. Hence, we request you kindly permit us for conducting the above said course.

S.No	Course name	Trainer/Instructor	Period	Timings
1	Typewriting English (Lower & Higher)	Kilm W Siliatha	01-04-2023 to 31-08-2024	Batch I: 09.00 to 10.00 AM Batch II: 04.00 to 05.00 PM
			24 20 2022 - 20 20 20 20	Batch III: 05.00 to C6.00 PM Batch I: 09.00 to 10.00 AM
			01-09-2023 to 28-02-2024	Batch III: 04.00 to 05.00 PM Batch III: 05.00 to 06.00 PM

Thank you madam.

H. Suvarchala.

(Dr.M.Suvarchala)

JKC Coordinator & Lecturer in Home Science
ASD Government Degree College
(Autonomous) Kakinada

Typewriting English–Lower & Higher– Database 2023-24				
S.No	Name of the Candidate	Group	Year	English Higher/lower/Learner
1	MALLADIMALINI	B.Sc., MPC.,	II Year	English Lower
2	MURAMALLADEVISRI DEEPTHI	B.Sc., MPC	II Year	English Lower
3	MEDAPATINAVYASRI	B.Sc., MPC	II Year	English Higher
4	GEDELANAVYA	B.Sc., MPC	II Year	English Higher
5	CHANDALA MAHALAKSHMI	B.Sc., MPC	II Year	English Lower
6	ISUKUPATLAANUSHA JYOTHI	B.Sc., CBHT	II Year	English Lower
7	MOSASOWJANYA	BSc., MPC	I Year	English Lower
8	NEDUNNURIJOSHNAVI	B.Sc., MPC	II Class	English Lower
9	KANDIVALASALA GANNEMA	B.Sc., CBHT	II Year	English Lower
10	BANDARUSAIKALYANI	B.Sc., MPC	II Year	English Lower
11	KARRISAISWATHIDEVI	B.Sc., HSc	II Year	English Lower
12	OLETIVEERALAKSHMI	Inter-MPC	II Year	English Lower
13	MADAKAMANUSHA	B.Sc., MPc	II Year	English Lower
14	CHAVAKULA CHANDRIKAANUSHA	B.Sc-MPCs	II Year	English Lower
15	DEVADALAKSHMI KEERTHI	BSc.,MPC	II Year	English Lower
16	TIRIDISARITHA	B.Sc-MPCs	II Year	English Lower
17	KARRISANDHYA	B.Sc.,-MPC	II Year	English Lower
18	MALLADISUDHASRI	B.Sc.,-MPC	II Year	English Lower
19	MADADHAHARIKA	B.Sc.,-MPC	II Year	English Lower
20	YELUGUBANTISAI NIKITA	B.Sc.,-MPC	II Year	English Higher
21	KARRI DEVI	B.Sc.,-MPC	II Year	English Higher
22	A.HARISHA	B.Sc.,-MPC	II Year	English Lower
23	P. MADHURI	B.Sc.,-MPC	II Year	English Lower- Practice

24	CH.KUMARI	B.Sc.,-MPC	II Year	English Lower- Practice
25	S.PARIMALA	INTER- CEC	II Year	English Lower- Practice
26	U. BHAVANI	INTER- CEC		English Lower- Practice
27	S. DURGA DEVI	TTC	II Year	English Lower- Practice
28	K.BHAVANI	B.Com- General	II Year	English Lower- Practice
29	A.KAVYA SRI DEVI	Inter- MPC		English Lower- Practice
30	G.ALEKYA	Inter- Bi.PC		English Lower- Practice
31	M.JYOTHI	B.Com-CA	II Year	English Lower- Practice
32	P.REKHA RANI	B.Com- General	II Year	English Lower- Practice
33	K.A.N. LAKSHMI	DED		English Lower- Practice
34	R.JOGESWARI	B.Com.,-CA	II Year	English Lower- Practice
35	B.SRAVANI	B.Sc.,-CBZ	II Year	English Lower- Practice
36	L.NAGA LAKSHMI	B.Sc.,-CZAQT	II Year	English Lower- Practice
37	U.MADHU SRI	B.Sc.,- CZAQT	II Year	English Lower- Practice
38	G.MEGHANA	B.Sc.,- CZAQT	II Year	English Lower- Practice
39	J.AKSHAYA	B.Sc.,- CBHT	II Year	English Lower- Practice
40	K.N.SUSMA SRI	B.Sc.,- CBHT	II Year	English Lower- Practice
41	M.LALITHA SRI	B.Sc.,-MPC	II Year	English Lower- Practice
42	B.SUSEELA	M.Com	II Year	English Lower- Practice
43	K.KRUPA	B.Com-CA	II Year	English Lower- Practice
44	K.SHARMILA	B.Sc.,-CBZ	I Year	English Lower- Practice
45	K.MEGHANA	B.Sc.,-CBZ	II Year	English Lower- Practice

#### **TYPEWRITINGSYLLABUS**

(Note: The Keyboarding Core Syllabus is in corporate within this syllabus).

#### 1. Aims

The aims of the Typewriting syllabus are:

- To enable students to operate the keyboard by touch, using correct technique
- Toenablestudentsexplainanddemonstratekeyboardingskillswithassuranceand confidence
- To develop in students the desire for self-improvement
- Todevelopstudents'abilitytomeasure, evaluate and assess performances at production tasks and foster pride in work well done
- Todevelopinstudentsabilitytounderstandwritteninstructions,toanalyseandsolve problems in tasks assigned
- Toincreasestudents'abilitytointegraterelatedlearningswithnotetakingskillsin production typewriting
- To enable students advance to higher levels in the skill acquisition process•

#### 2. Objectives

Students who have completed a course in typewriting will be able to:

- establish correct posture and finger in gat the key board and to improve keyboard memorization
- learn tocontrolandmanipulateallaspectsofthekeyboard,includingletters,figures, symbols, and all special manipulative parts
- develop good touch stroking techniques, quick responses in reading, steady and rhythmicmotionswithcontinuityatthekeyboardtoensureasteadyflowofwork
- develop skilloflisteningtoandfollowingdirections, stated and implied, written and oral
- develop goodproofreadingabilities,detectallerrors,andacquireacriticalattitude towards spelling, punctuation, syllabification, and syntax
- develop appreciation of the keyboard as a tool of literacy

- develop competenciesinstraightcopyingwithrapidityandaccuracyinordertoattain standards set for straight copy material
- form good work habits
- set upanattractiveletterfromprintedtextormanuscript\*,makingcorrections required; prepare same for signature, and address envelopes or labels for same
- apply the rules for word division
- setup am anu script\* copy
- draft copies for creative writing for later editing and copying
- prepare usable copy by making neat erasures, crowd and spread letters etc.
- arrange material attractively:
  - (a) centre material vertically and horizontally
  - (b) display-type material to gain attention
  - © type tabulation correctly and attractively
  - (d) type from rough draft and skeleton information supplied\*
  - (e) prepare and display an assignment such as a one-page programme, application form, notice and agenda, memo, Manu ,advertisement, or other such related matter
- typefromstraightcopyrapidlyandaccuratelyusingallmachinecontrolsfora defined period of time at an acceptable level of accuracy

Tof Higher Level only

- further develop speed and accuracy, improve proof reading, and continue to refine techniques to contribute to better problem-solving activities in production work
- apply copy-arrangement principles, and efficient work methods
- perform skills over an extended period of time and apply those skills with minimal directions

<sup>\*</sup> For Higher Level only

- plan, arrange, proof read, and correct with in a time framework
- type a tabular statement in acceptable form, which may or may not require ruling
- care for the machine and us edit with efficiency :evaluate and report on its maintenance

#### 3. Syllabus structure

The time offered for the course may vary from school to school, according to circumstances, but an average of 100 to 150 hours over three years would generally be expected. The central activity the is the acquisition of typewriting in course skill andtheapproachwillvarywiththestudent's development and skillacquirement from time to time. Each activity will require input of knowledge and skills and the integration of the two is the essence of the typewriting activity. Tasks given to students should integrate the practical skills of literacy and numeracy with the business and commercial environment of the office workplace.

At the production-typewriting stage, emphasis will be placed on further speed acquisition, development and accuracy consolidation, but the primary objective will be on application of the skills to satisfactory completion of assignments under a time framework. Students will be expected to apply knowledge and skills in performing the assignments, utilizing cognitive and psychomotor skills in the activities. The severalstylesandstrategiesutilisedinachievingtheobjectiveschartedwillbevested in the individual teachers, with no restrictions placed on motivational styles and strategies deployed in the classroom.

### 4. Content of typewriting course

#### **Knowledge and Understanding**

The students should have:

 A thorough working knowledge of the keyboard and its various alphabetic, numeric and special symbol keys

- a sound understanding of the techniques of performance and understanding of the purpose of the various drills and skill building devices
- full recognition of errors, their cause and prevention
- an understanding of how the keyboard functions so as to identify autism mechanism
- an appreciation of what constitutes a well-keyed piece of work, copy free from double or fuzzy impressions, good character placement, alignment and display
- a good understanding of alternative styles of letter placement to produce good attractive pieces of work
- a good working understanding of pitch, print styles and document formatting
- a good proof reading ability, to be able to spot errors and know how to make corrections with effective use of dictionary
- correct knowledge of erasing techniques, realigning,' squeezing' and 'spreading' of letters
- a usable knowledge of assessment methods, such as Gross Words per Minute (GWPM), Nett Words per Minute (NWPM)
- an understanding of the purpose of various drills and skill building devices

In addition the following specifics should be an integral part of the syllabus:

•	Correspondence	students should know how to layout letters
		Attractively, utilizing different styles, from printed
		text and manuscript*form; they should be familiar with
		designation/signature preparation
•	Tabulation	students should know how to create tabular statements
•	Ruling	students should know how to utilize alternative ruling

strategies, both in and out of the machine if required

•	Addressing	students should know how to properly address
		envelopes/labels, using compatible styles for letters; they
		should know how to fold letters for envelopes
•	Display	students should know how to display documents such as one-page programme, application forms, notices and agendas, memo, menus or other related matter, through applying knowledge of alternative pitch and print styles
•	Creative Work*	students should know how to print answers to assignments and produce documents from skeleton information supplied

### 4.2 <u>Skills</u>

The student should be able to:

- Type practice work, timed writing, and simple job tasks with good manipulative techniques, including correct posture at the machine
- operateletter, figure, symbol, and specific functional and service keys by touch and without hesitation

### For Higher Level only

- type straight copy paragraph material of average difficulty for 10 minutes at 25wordsperminuteforOrdinaryLevel,andatarateof30wordsperminute for Higher Level
- proof read and detect errors
- calculate gross and net towards per minute and calculate mark awards applicable to time tests
- reach the same degree of skill on a different machine in one week
- decide on and utilize time saving strategies in application of the skill

- followinstructions, finishwork efficiently, and deploy good organisational skills
- typeproblems, such as letters from manuscript\* and printed form of mailable
  quality, arrange tabulated material with or without ruling to an acceptable
  level of accuracy
- Demonstratebasictechniques(stroking,reading-typingresponsepatterns, efficient manipulation of the service keys) to a standard acceptable to the teacher
- Use dictionary and other English guides for word-division, spelling and capitalisationwhilemaintainingorincreasingtypingratesontechnicalmaterials
- Detectandcorrecterrors;drillonerrorcorrectionforgreaterproductivity
- Diagnoseone'sowntechniquefaults, selectpracticematerialstocorrectthefaults, and practice until faults are eliminated
- drillonnon-typingactivities, such as proof reading, error correction, reference materials, until substantial gains are made
- Usepersonalinitiative and resource fulness through practice in typing problems without specific instructions
- Maintain typewriter/machine in working condition
- Keep work stations clean and orderly
- Typeanswerstoassignments,includingpreparationofdocumentfromskeleton information\*

\* For Higher Level only

#### **Attitudinal development**

As a result of this type writing course students will develop:

- Positive attitudes towards work and pride in work well done
- positivecharactertraitssuchasselfconfidence,neatness,concentration,and perseverance
- ascension responsibility
- a desire for semi improvement and a critical attitude in judging their work
- positive attitudes towards technological developments•

#### 5. <u>Differentiationbetweenlevels</u>

Performance at differing levels will be differentiated by the complexity of the tasks, the degree of skill and accuracy of performance, knowledge and understanding and composing abilities.

At Higher Level more emphasis will be placed on application, analysis, synthesis and evaluation of information through problem-solving and decision making activities.

Typing answers to assignments, including preparation of document from skeleton information supplied, will be offered for assessment at the Higher Level only.

### 6. <u>Modes and techniques of examination</u>

### **General**

Modes of assessment should complement course objectives.

Length of examinations will be 2hours for both Higher and Ordinary levels of assessment.

Testswillbegradedaccordingtoexistingpracticeforcertificateexaminations and held once yearly as for other subjects in Junior Certificate.

A reading time will be allowed (as is customary for Typewriting examinations). Candidates should have accesstoadictionary(Invigilator'satleast)duringtheperiod of the examinations.

#### **Specific**

Assignments set for examination will reflect the environment of business and commercial life.

The examination will consist of the following elements:

- (i) time/copytestfor10minutes(withacarboncopyforTypewriters)atarateof 25 w.p.m. for lower level, and 30 w.p.m. for higher level
- (ii) typing of a letter from printed text (for Ordinary Level); from printed text or manuscript or a combination of both (for Higher Level). There should be no errorsinspelling,punctuation,grammaretc.inthetestgivenforexamination at Ordinary Level, but at Higher Level it is envisaged that some such error scanbeexpected,andthatstudentswouldberewardedforidentifying and correcting these
- (iii) preparation of a tabular statement from printed form for Ordinary Level candidates, and from manuscript or amixture of both printed and manuscript for Higher Level candidates
- (iv) preparation of a display document from printed form for Ordinary Level and from manuscript or a mixture of forms for Higher Level
- (v) type answers to assignments, inclusive of document preparation from skeleton form this section to be offered at Higher Level only.

There will be two separate examination papers on offer.

The marks allocations will be according to the following table:

	Mark Allocations		
	Higher-level	Lower Level	
Question 1	25marks	25marks	
Question 2	20marks	25marks	
Question 3	25marks	30marks	
Question 4	15marks	20marks	
Question5	15 marks		
Totals	100%	100%	

AssessmentinTypewritingwillbeonthebasisofanexternalexamination.Schoolsmay apply to the Department of Education(Examinations Branch) or its agent for test papers.

### Typewriting English-Lower & Higher- Database 2023-24 Students Attendance report

S.No	Name of the Candidate	Group	Attadence
1	MALLADIMALINI	B.Sc., MPC.,	109
2	MURAMALLADEVISRI DEEPTHI	B.Sc., MPC	98
3	MEDAPATINAVYASRI	B.Sc., MPC	95
4	GEDELANAVYA	B.Sc., MPC	96
5	CHANDALA MAHALAKSHMI	B.Sc., MPC	110
6	ISUKUPATLAANUSHA JYOTHI	B.Sc., CBHT	103
7	MOSASOWJANYA	BSc., MPC	102
8	NEDUNNURIJOSHNAVI	B.Sc., MPC	106
9	KANDIVALASALA GANNEMA	B.Sc., CBHT	98
10	BANDARUSAIKALYANI	B.Sc., MPC	96
11	KARRISAISWATHIDEVI	B.Sc., HSc	95
12	OLETIVEERALAKSHMI	Inter-MPC	100
13	MADAKAMANUSHA	B.Sc., MPc	103
14	CHAVAKULA CHANDRIKAANUSHA	B.Sc-MPCs	110
15	DEVADALAKSHMI KEERTHI	BSc.,MPC	98
16	TIRIDISARITHA	B.Sc-MPCs	97
17	KARRISANDHYA	B.Sc.,-MPC	100
18	MALLADISUDHASRI	B.Sc.,-MPC	102
19	MADADHAHARIKA	B.Sc.,-MPC	100
20	YELUGUBANTISAI NIKITA	B.Sc.,-MPC	96
21	KARRI DEVI	B.Sc.,-MPC	99
22	A.HARISHA	B.Sc.,-MPC	102
23	P. MADHURI	B.Sc.,-MPC	57

S.No	Name of the Candidate	Group	Attadence
24	CH.KUMARI	B.Sc.,-MPC	58
25	S.PARIMALA	INTER- CEC	45
26	U. BHAVANI	INTER- CEC	49
27	S. DURGA DEVI	TTC	67
28	K.BHAVANI	B.Com- General	87
29	A.KAVYA SRI DEVI	Inter- MPC	67
30	G.ALEKYA	Inter- Bi.PC	78
31	М.ЈҮОТНІ	B.Com-CA	69
32	P.REKHA RANI	B.Com- General	98
33	K.A.N. LAKSHMI	DED	79
34	R.JOGESWARI	B.Com.,-CA	86
35	B.SRAVANI	B.Sc.,-CBZ	41
36	L.NAGA LAKSHMI	B.Sc.,-CZAQT	49
37	U.MADHU SRI	B.Sc.,- CZAQT	54
38	G.MEGHANA	B.Sc.,- CZAQT	45
39	J.AKSHAYA	B.Sc.,- CBHT	67
40	K.N.SUSMA SRI	B.Sc.,- CBHT	60
41	M.LALITHA SRI	B.Sc.,-MPC	34
42	B.SUSEELA	M.Com	47
43	K.KRUPA	B.Com-CA	75
44	K.SHARMILA	B.Sc.,-CBZ	65
45	K.MEGHANA	B.Sc.,-CBZ	45



I Batch-August/September 2023-Type writing English Lower English-Lower Lower 17/18 pass Higher 3/6 (English)



### **Skill Development Center**

### ASD Govt. Degree College for Women (A), Kakinada Feedback on Typewriting Course

Student Name	: Malladi. Sud	hasrå	Class : T	BSC MR
- Course Name: Typ	29 (Lower)	- Course Duration:	6 Months (see	pt. 2023
- Instructor Name: N	1. svjatha			,
1. How useful have yo	u found the Course?			IAI
A. Excellent	B. Very Good	C. Satisfactory	D. Un satisfactory	
2. How would you rate	the Organization of th	e course?		1 A 1
A. Very Good	B. Good	C. Average	D. Below Average	
3. How would you rate	your improvement in	typing speed?		181
A. No Improvement	B. Significant I	mprovement,	C. Average Improve	ment
4. How would you rate	the venue for the cour	rse?		IAI
A. Excellent	B. Good	C. Average	D. Poor	
5. What areas of Sear s	sol typing course helpe	d you (Please tick all tha	t apply)	
Typing	Spelling	○ Reading ○ Cor	nfidence	
○ Self Esteem	○ Motivation	○ Vocabulary ℃ Co-	ordination Concen	tration
6. What areas do you thin	nk the Sear sol typing cou	rse help in the future? (Ple	ease tick all that apply)	
Future job benefits	Government Jobs	Career developmen	t Accessit	oility
Online testing and	certification	Transcription and tra	anslation Commu	nicatio
7. What do you like mo	st about the course?			
Typing and	motivation	,		
8. Any suggestions for it	mprovement of the cou	urse?		
Nil				
9. Any other comments?	,			
Ni	;			

M. Surhouser Signature of the Candidate



### **Skill Development Center**



## ASD Govt. Degree College for Women (A), Kakinada Feedback on Typewriting Course

Student Name	: Yeluguban	di Sai nikit -Course Duration:	a Class : I	BSC MPC
- Course Name! Typ	ing (Higher)	- Course Duration: _	6 Months Csep	ot-2023)
- Instructor Name: M				
1. How useful have yo	ou found the Course?			1A J
A. Excellent	B. Very Good	C. Satisfactory	D. Un satisfactory	inac 3
2. How would you rate	e the Organization of th	e course?	74	1 A 1
A. Very Good	B. Good	C. Average	D. Below Average	
3. How would you rate	e your improvement in t	typing speed?		181
A. No Improvement	B. Significant I	mprovement,	C. Average Improven	nent
4. How would you rate	e the venue for the cour	se?		[B]
A. Excellent	B. Good	C. Average	D. Poor	
5. What areas of Sear	sol typing course helped	d you (Please tick all that	t apply)	
Typing	Spelling	○ Reading Con	fidence	
Self Esteem	○ Motivation	○ Vocabulary ○ Co-d	ordination Concent	ration
6. What areas do you thi	ink the Sear sol typing cou	rse help in the future? (Ple	ase tick all that apply)	
Future job benefits	Government Jobs	Career development	t	ility
Online testing and	certification	Transcription and tra	anslation Commun	nication
7. What do you like mo	ost about the course?			
confidence	and self esta	em em		
8. Any suggestions for	improvement of the cou	urse?		
ril				
9. Any other comments	s? ·			
ril				

y. Sainikita Signature of the Candidate



### **Skill Development Center**



### ASD Govt. Degree College for Women (A), Kakinada Feedback on Typewriting Course

විත්රිශංර				
Student Nan	ne: Mosa.	Sowjanya	Class :11	BISC CM.P.C
- Course Name:	yping Clower	Sowjanya - Course Duration:	6 Months (se	ept-2023)
- Instructor Name:				
1. How useful have	you found the Course?			1 A 1
A. Excellent	B. Very Good	C. Satisfactory	D. Un satisfactory	
2. How would you r	ate the Organization of	the course?		1 A 1
A. Very Good	B. Good	C. Average	D. Below Average	
3. How would you ra	ate your improvement	in typing speed?		[B]
A. No Improvemen	nt <b>B</b> /Significar	it Improvement,	C. Average Improve	ment
4. How would you ra	te the venue for the co	ourse?		[A]
A. Excellent	B. Good	C. Average	D. Poor	
5. What areas of Sear	r sol typing course help	ed you (Please tick all tha	t apply)	
Typing	Spelling	○ Reading ○ Cor	nfidence	
○ Self Esteem	○ Motivation →	○ Vocabulary ○.Co-	ordination ( ) Concen	tration
6. What areas do you th	ink the Sear sol typing co	ourse help in the future? (Ple	ase tick all that apply)	
Future job benefits	○ Government Jobs	Career developmen	t Accessib	pility
Online testing and	l certification	Transcription and tra	anslation Commu	nication
7. What do you like mo	ost about the course?	,		
Rosal I a	0 -	1 1.		
Lopeed typin		nt-gation.		
Any suggestions for i	mprovement of the co	urse?		
Ni				
( 1 ( )	· · · · · · · · · · · · · · · · · · ·			
Any other comments?	•			
N: )				
INII				

Signature of the Candidate

### TYPE WRITING ENGLISH –LOWER & HIGHER –SEPTEMBER-2023

S.No	Name of the Candidate	Group	Passed in	HALL TICKET NO	English Higher/lower/Fail
1	MALLADI MALINI	II B.Sc MPC	II Class	TEL23070621022	English Lower
2	MURAMALLA DEVI SRI DEEPTHI	II B.Sc MPC	II Class	TEL23070621023	English Lower
3	MEDAPATI NAVYA SRI	II B.Sc MPC	II Class	TEH23070621004	English Higher
4	GEDELA NAVYA	II B.Sc MPC	II Class	TEH23070621005	English Higher
5	CHANDALA MAHALAKSHMI	II B.Sc MPC	I Class	TEL23070621024	English Lower
6	ISUKUPATLA ANUSHA JYOTHI	II B.Sc CBHT	II Class	TEL23070621009	English Lower
7	MOSA SOWJANYA	III BSc MPC	I Class	TEL23070621010	English Lower
8	NEDUNNURI JOSHNAVI	II B.Sc MPC	II Class	TEL23070621011	English Lower
9	KANDIVALASALA GANNEMA	II B.Sc CBHT	I Class	TEL23070621013	English Lower
10	BANDARU SAIKALYANI	II B.Sc MPC	II Class	TEL23070621014	English Lower
11	KARRI SAI SWATHI DEVI	II BSc Hsc	II Class	TEL23070621015	English Lower
12	OLETI VEERA LAKSHMI	Inter MPC	II Class	TEL23070621016	English Lower
13	MADAKAM ANUSHA	II Bsc MPc	II Class	TEL23070621017	English Lower
14	CHAVAKULA CHANDRIKA ANUSHA	II B.Sc MPCs	II Class	TEL23070621018	English Lower
15	DEVADA LAKSHMI KEERTHI	II B.Sc MPC	II Class	TEL23070621019	English Lower
16	TIRIDI SARITHA	II B.Sc MPCs	II Class	TEL23070621020	English Lower
17	KARRI SANDHYA	II B.Sc MPC	II Class	TEL23070621021	English Lower
18	MALLADI SUDHA SRI	III BSc MPC	I Class	TEL23070621010	English Lower
19	MADADHA HARIKA	II B.Sc MPC	II Class	TEL23070621025	English Lower
20	YELUGUBANTI SAI NIKITA	II B.Sc MPC	II Class	TEH23070621003	English Higher

SL NO: 23023047







### TECHNICAL EXAMINATION CERTIFICATE

This is to certify that MALLADI MALINI

Son/Daughter of Sri MALLADI RAMBABU

has passed the TYPEWRITING ENGLISH LOWER (30 WPM) With Reg. No. TEL23070621022

EXAMINATION held in SEP-2023 AT Andhra Polytechnic, Kakinada - 533 002, East Godavari District

and has been placed in SECOND CLASS

The candidate has secured the following percentage of marks:

PAPER I	PAPER II
66	75

FIRST CLASS

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

SPONSORED BY : Radha Commercial Type Institute, Main Road, Municipal Shoppint

Complex, Peddapuram, East Godavari-533437

Given under the Seal of the Board.

Date : 14-11-2023

Vijayawada A.P.

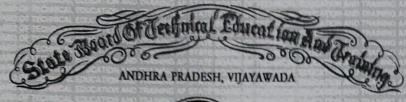
CONTROLLER OF

SECRETARY STATE BOARD OF TECHNICAL EDUCATION AND TRAINING, ANDHRA PRADESH

EXAMINATIONS Note: Requests for any corrections have to be made within one year from the date of Issue

**AnyScanner** 

SL. NO: 23023048







### TECHNICAL EXAMINATION CERTIFICATE

This is to certify that MURAMALLA DEVI SRI DEEPTHI

Son/Daughter of Sri **MURAMALLA RAMESH** 

With Reg. No. TEL23070621023 has passed the TYPEWRITING ENGLISH LOWER (30 WPM)

EXAMINATION held in SEP-2023 AT Andhra Polytechnic, Kakinada - 533 002, East Godavari District

and has been placed in SECOND CLASS

The candidate has secured the following percentage of marks:

PAPER I	PAPER II		
56	63		

FIRST CLASS

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

SPONSORED BY: Radha Commercial Type Institute, Main Road, Municipal Shoppint

Complex, Peddapuram, East Godavari-533437

Given under the Seal of the Board.

Date : 14-11-2023

Vijayawada A.P.

EXAMINATIONS

SECRETARY STATE BOARD OF TECHNICAL EDUCATION

C/T: 10/0621

SL NO: 23023030







### TECHNICAL EXAMINATION CERTIFICATE

This is to certify that MEDARATI NAVYASRI

Son/Daughter of Sri MEDAPATI DEVANANDAM

With Reg. No. TEH23070621004 has passed the TYPEWRITING ENGLISH HIGHER (45 WPM)

EXAMINATION held in SEP-2023 AT Andhra Polytechnic, Kakinada - 533 002, East Godavari District and has been placed in SECOND CLASS

The candidate has secured the following percentage of marks:

PAPER I	PAPER II
45	65

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

SPONSORED BY : Radha Commercial Type Institute, Main Road, Municipal Shoppint Complex, Peddapuram, East Godavari-533437

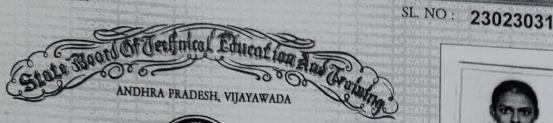
Given under the Seal of the Board.

Date : 14-11-2023

Vijayawada A.P.

CONTROLLER OF EXAMINATIONS

SECRETARY STATE BOARD OF TECHNICAL EDUCATION AND TRAINING, ANDHRA PRADESH







### TECHNICAL EXAMINATION CERTIFICATE

This is to certify that GEDELA NAVYA

Son/Daughter of Sri GEDELA DHARMA RAO

With Reg. No. TEH23070621005 has passed the TYPEWRITING ENGLISH HIGHER (45 WPM)

EXAMINATION held in SEP-2023 AT Andhra Polytechnic, Kakinada - 533 002, East Godavari District and has been placed in SECOND CLASS

The candidate has secured the following percentage of marks:

PAPER I		PAPER II	
	54	75	

FIRST CLASS SECOND CLASS

: 75% and above in each paper : 45% and above in each paper

SPONSORED BY : Radha Commercial Type Institute, Main Road, Municipal Shoppint Complex, Peddapuram, East Godavari-533437

Given under the Seal of the Board.

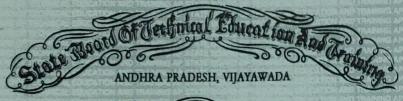
Date: 14-11-2023

Vijayawada A.P.

CONTROLLER OF EXAMINATIONS

SECRETARY STATE BOARD OF TECHNICAL EDUCATION AND TRAINING, ANDHRA PRADESH

23023049 SL. NO:







### TECHNICAL EXAMINATION CERTIFICATE

This is to certify that CHANDALA MAHALAKSHMI

Son/Daughter of Sri CHANDALA DURGA PRASAD

has passed the TYPEWRITING ENGLISH LOWER (30 WPM) With Reg. No. TEL23070621024

EXAMINATION held in SEP-2023 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
86	83

FIRST CLASS

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

SPONSORED BY: Radha Commercial Type Institute, Main Road, Municipal Shoppint Complex, Peddapuram, East Godavari-533437

Given under the Seal of the Board.

Date : 14-11-2023

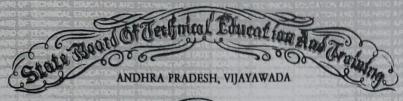
Vijayawada A.P.

CONTROLLER OF

**EXAMINATIONS** 

SECRETARY STATE BOARD OF TECHNICAL EDUCATION AND TRAINING, ANDHRA PRADESH

SL. NO: 23023035







### TECHNICAL EXAMINATION CERTIFICATE

This is to certify that ISUKAPATLA ANUSHA JYOTHI

Son/Daughter of Sri ISUKAPATLA SATYANARAYANA

has passed the TYPEWRITING ENGLISH LOWER (30 WPM) With Reg. No. TEL23070621009

EXAMINATION held in SEP-2023 AT Andhra Polytechnic, Kakinada - 533 002, East Godavari District

and has been placed in SECOND CLASS

The candidate has secured the following percentage of marks:

PAPER I	PAPER II	
90	58	

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

: 75% and above in each paper

SPONSORED BY : Radha Commercial Type Institute, Main Road, Municipal Shoppint

Complex, Peddapuram, East Godavari-533437

Given under the Seal of the Board.

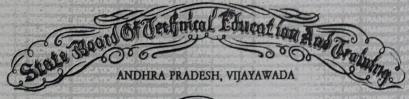
Date: 14-11-2023

Vijayawada A.P.

CONTROLLER OF **EXAMINATIONS** 

SECRETARY STATE BOARD OF TECHNICAL EDUCATION AND TRAINING, ANDHRA PRADESH

SL. NO: 23023036







### TECHNICAL EXAMINATION CERTIFICATE

This is to certify that MOSA SOWJANYA

Son/Daughter of Sri NANDISWARA RAO

With Reg. No. TEL23070621010 has passed the TYPEWRITING ENGLISH LOWER (30 WPM)

EXAMINATION held in SEP-2023 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	
88	80	

FIRST CLASS

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

SPONSORED BY : Radha Commercial Type Institute, Main Road, Municipal Shoppint

Complex, Peddapuram, East Godavari-533437

Given under the Seal of the Board.

Date : 14-11-2023

Vijayawada A.P.

CONTROLLER OF EXAMINATIONS

SECRETARY STATE BOARD OF TECHNICAL EDUCATION AND TRAINING, ANDHRA PRADESH

SL. NO: 23023037







### TECHNICAL EXAMINATION CERTIFICATE

This is to certify that NEDUNURI JOSHNAVI

Son/Daughter of Sri **NEDUNURI SRINIVASA RAO** 

With Reg. No. TEL23070621011 has passed the TYPEWRITING ENGLISH LOWER (30 WPM)

EXAMINATION held in SEP-2023 AT Andhra Polytechnic, Kakinada - 533 002, East Godavari District

and has been placed in SECOND CLASS

The candidate has secured the following percentage of marks:

PAPER I	PAPER II
74	80

FIRST CLASS SECOND CLASS :

: 75% and above in each paper 45% and above in each paper

SPONSORED BY: Radha Commercial Type Institute, Main Road, Municipal Shoppint Complex, Peddapuram, East Godavari-533437

Given under the Seal of the Board.

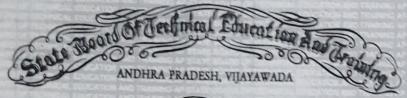
Date : 14-11-2023

Vijayawada A.P.

CONTROLLER OF EXAMINATIONS

SECRETARY STATE BOARD OF TECHNICAL EDUCATION AND TRAINING, ANDHRA PRADESH

SL NO: 23023038







### TECHNICAL EXAMINATION CERTIFICATE

This is to certify that KANDIVALASA GANNEMMA

Son/Daughter of Sri MUSALAYYA

With Reg. No. TEL23070621013 has passed the TYPEWRITING ENGLISH LOWER (30 WPM)

EXAMINATION held in SEP-2023 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	10 m	88	

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

SPONSORED BY: Radha Commercial Type Institute, Main Road, Municipal Shoppint

Complex, Peddapuram, East Godavari-533437

Given under the Seal of the Board.

Date : 14-11-2023

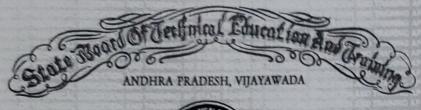
Vijayawada A.P.

CONTROLLER OF EXAMINATIONS

SECRETARY

STATE BOARD OF TECHNICAL EDUCATION AND TRAINING, ANDHRA PRADESH

SL NO: 23023039







### TECHNICAL EXAMINATION CERTIFICATE

This is to certify that BANDARU SAIKALYANI

Son/Daughter of Sri BANDARU RAJUBABU

has passed the TYPEWRITING ENGLISH LOWER (30 WPM) With Reg. No. TEL23070621014

EXAMINATION held in SEP-2023 AT Andhra Polytechnic, Kakinada - 533 002, East Godavari District

and has been placed in SECOND CLASS

The candidate has secured the following percentage of marks:

PAPER I	PAPER II
54	75

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

SPONSORED BY : Radha Commercial Type Institute, Main Road, Municipal Shoppint Complex, Peddapuram, East Godavari-533437

Given under the Seal of the Board.

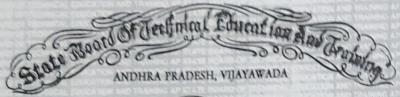
Date : 14-11-2023

Vijayawada A.P.

**EXAMINATIONS** 

SECRETARY STATE BOARD OF TECHNICAL EDUCATION AND TRAINING, ANDHRA PRADESH

SL NO: 23023040







### TECHNICAL EXAMINATION CERTIFICATE

This is to certify that KARRI SAI SWATHI DEVI

Son/Daughter of Sri KARRI PATTABHI

has passed the TYPEWRITING ENGLISH LOWER (30 WPM) With Reg. No. TEL23070621015

EXAMINATION held in SEP-2023 AT Andhra Polytechnic, Kakinada - 533 002, East Godavari District

and has been placed in SECOND CLASS

The candidate has secured the following percentage of marks:

PAPER I		PAPER II	
84	The state of the s	60	

FIRST CLASS

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

SPONSORED BY : Radha Commercial Type Institute, Main Road, Municipal Shoppint

Complex, Peddapuram, East Godavari-533437

Given under the Seal of the Board.

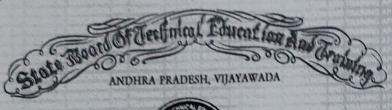
Date: 14-11-2023

Vijayawada A.P.

CONTROLLER OF EXAMINATIONS

SECRETARY STATE BOARD OF TECHNICAL EDUCATION AND TRAINING, ANDHRA PRADESH

23023041 SL NO:







### TECHNICAL EXAMINATION CERTIFICATE

This is to certify that OLETI VEERA LAKSHMI

Son/Daughter of Sri **OLETI SRINU** 

has passed the TYPEWRITING ENGLISH LOWER (30 WPM) With Reg. No. TEL23070621016

EXAMINATION held in SEP-2023 AT Andhra Polytechnic, Kakinada - 533 002, East Godavari District

and has been placed in SECOND CLASS

The candidate has secured the following percentage of marks:

PAPER I	PAPER II
52	73

FIRST CLASS : 75% and above in each paper

SECOND CLASS: 45% and above in each paper

SPONSORED BY: Radha Commercial Type Institute, Main Road, Municipal Shoppint

Complex, Peddapuram, East Godavari-533437

Given under the Seal of the Board.

Date: 14-11-2023

Vijayawada A.P.

CONTROLLER OF **EXAMINATIONS** 

SECRETARY

STATE BOARD OF TECHNICAL EDUCATION AND TRAINING, ANDHRA PRADESH

SL. NO: 23023042







### TECHNICAL EXAMINATION CERTIFICATE

This is to certify that MADAKAM ANUSHA

Son/Daughter of Sri MADAKAM RAMBABU

With Reg. No. TEL23070621017 has passed the TYPEWRITING ENGLISH LOWER (30 WPM)

EXAMINATION held in SEP-2023 AT Andhra Polytechnic, Kakinada - 533 002, East Godavari District

and has been placed in SECOND CLASS

The candidate has secured the following percentage of marks:

PAPER I	PAPER II	
88	60	

FIRST CLASS

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

SPONSORED BY : Radha Commercial Type Institute, Main Road, Municipal Shoppint

Complex, Peddapuram, East Godavari-533437

Given under the Seal of the Board.

Date: 14-11-2023

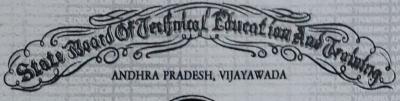
Vijayawada A.P.

CONTROLLER OF **EXAMINATIONS** 

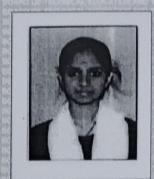
SECRETARY STATE BOARD OF TECHNICAL EDUCATION

AND TRAINING, ANDHRA PRADESH

23023043







### TECHNICAL EXAMINATION CERTIFICATE

This is to certify that CHAVAKULA CHANDRIKA ANUSHA

Son/Daughter of Sri CHAVAKULA NARAYANA RAO

With Reg. No. TEL23070621018 has passed the TYPEWRITING ENGLISH LOWER (30 WPM)

EXAMINATION held in SEP-2023 AT Andhra Polytechnic, Kakinada - 533 002, East Godavari District

and has been placed in SECOND CLASS

The candidate has secured the following percentage of marks:

	PAPER I	PAPER II
, Performance in Control Contr	70	93

FIRST CLASS SECOND CLASS :

: 75% and above in each paper 45% and above in each paper

SPONSORED BY: Radha Commercial Type Institute, Main Road, Municipal Shoppint

Complex, Peddapuram, East Godavari-533437

Given under the Seal of the Board.

Date : 14-11-2023

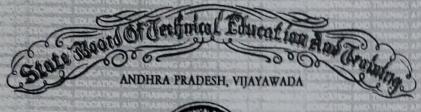
Vijayawada A.P.

CONTROLLER OF EXAMINATIONS

SECRETARY

STATE BOARD OF TECHNICAL EDUCATION AND TRAINING, ANDHRA PRADESH

SL. NO: 23023044







### TECHNICAL EXAMINATION CERTIFICATE

This is to certify that DEVADA LAKSHMI KEERTHI

Son/Daughter of Sri GOVINDU

With Reg. No. TEL23070621019 has passed the TYPEWRITING ENGLISH LOWER (30 WPM)

EXAMINATION held in SEP-2023 AT Andhra Polytechnic, Kakinada - 533 002, East Godavari District

and has been placed in SECOND CLASS

The candidate has secured the following percentage of marks:

PAPER I		PAPER II	
	90	65	

FIRST CLASS

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

SPONSORED BY :

Radha Commercial Type Institute, Main Road, Municipal Shoppint

Complex, Peddapuram, East Godavari-533437

Given under the Seal of the Board.

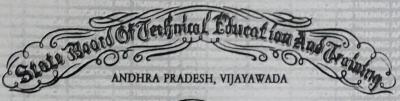
Date : 14-11-2023

Vijayawada A.P.

EXAMINATIONS

SECRETARY STATE BOARD OF TECHNICAL EDUCATION AND TRAINING, ANDHRA PRADESH

SL. NO: 23023045







### TECHNICAL EXAMINATION CERTIFICATE

This is to certify that TIRIDI SARITHA

Son/Daughter of Sri TIRIDI DANAIAH

With Reg. No. TEL23070621020 has passed the TYPEWRITING ENGLISH LOWER (30 WPM)

EXAMINATION held in SEP-2023 AT Andhra Polytechnic, Kakinada - 533 002, East Godavari District

and has been placed in SECOND CLASS

The candidate has secured the following percentage of marks:

PAPER I	PAPER II
84	50

FIRST CLASS

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

SPONSORED BY: Radha Commercial Type Institute, Main Road, Municipal Shoppint

Complex, Peddapuram, East Godavari-533437

Given under the Seal of the Board.

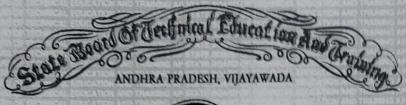
Date : 14-11-2023

Vijayawada A.P.

CONTROLLER OF LEXAMINATIONS

SECRETARY STATE BOARD OF TECHNICAL EDUCATION AND TRAINING, ANDHRA PRADESH

SL. NO: 23023046







### TECHNICAL EXAMINATION CERTIFICATE

This is to certify that KARRI SANDHYA

Son/Daughter of Sri SATYA NARAYANA

has passed the TYPEWRITING ENGLISH LOWER (30 WPM) With Reg. No. TEL23070621021

EXAMINATION held in SEP-2023 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	
	92		85	

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

SPONSORED BY : Radha Commercial Type Institute, Main Road, Municipal Shoppint

Complex, Peddapuram, East Godavari-533437

Given under the Seal of the Board.

Date: 14-11-2023

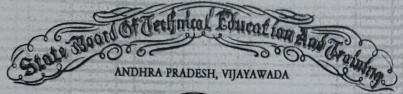
Vijayawada A.P.

CONTROLLER OF EXAMINATIONS

SECRETARY STATE BOARD OF TECHNICAL EDUCATION

AND TRAINING, ANDHRA PRADESH

SL. NO: 23023051







### TECHNICAL EXAMINATION CERTIFICATE

This is to certify that MALLADI SUDHA SRI

Son/Daughter of Sri MALLADI DURGA PRASAD

With Reg. No. TEL23070621026 has passed the TYPEWRITING ENGLISH LOWER (30 WPM)

EXAMINATION held in SEP-2023 AT Andhra Polytechnic, Kakinada - 533 002, East Godavari District

and has been placed in SECOND CLASS

The candidate has secured the following percentage of marks:

PAPER I		PAPER II		
90			65	

FIRST CLASS

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

SPONSORED BY: Radha Commercial Type Institute, Main Road, Municipal Shoppint

Complex, Peddapuram, East Godavari-533437

Given under the Seal of the Board.

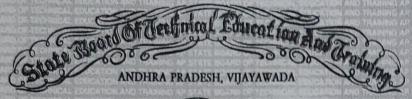
Date : 14-11-2023

Vijayawada A.P.

CONTROLLER OF EXAMINATIONS

SECRETARY STATE BOARD OF TECHNICAL EDUCATION AND TRAINING, ANDHRA PRADESH

SL. NO: 23023050







### TECHNICAL EXAMINATION CERTIFICATE

This is to certify that MADADHA HARIKA

Son/Daughter of Sri MADADHA JAGANNADHAM

With Reg. No. TEL23070621025 has passed the TYPEWRITING ENGLISH LOWER (30 WPM)

EXAMINATION held in SEP-2023 AT Andhra Polytechnic, Kakinada - 533 002, East Godavari District

and has been placed in SECOND CLASS

The candidate has secured the following percentage of marks:

PA	PER I	PAPER II	
	72	65	A Control of the Cont

FIRST CLASS

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

SPONSORED BY: Radha Commercial Type Institute, Main Road, Municipal Shoppint

Complex, Peddapuram, East Godavari-533437

Given under the Seal of the Board.

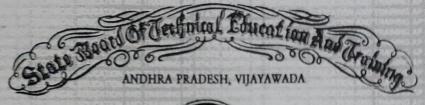
Date: 14-11-2023

Vijayawada A.P.

CONTROLLER OF **EXAMINATIONS** 

SECRETARY STATE BOARD OF TECHNICAL EDUCATION

SL. NO: 23023049







### TECHNICAL EXAMINATION CERTIFICATE

This is to certify that CHANDALA MAHALAKSHMI

Son/Daughter of Sri CHANDALA DURGA PRASAD

has passed the TYPEWRITING ENGLISH LOWER (30 WPM) With Reg. No. TEL23070621024

EXAMINATION held in SEP-2023 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
86	83

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

SPONSORED BY : Radha Commercial Type Institute, Main Road, Municipal Shoppint

Complex, Peddapuram, East Godavari-533437

Given under the Seal of the Board.

Date : 14-11-2023

Vijayawada A.P.

CONTROLLER OF **EXAMINATIONS** 

SECRETARY STATE BOARD OF TECHNICAL EDUCATION AND TRAINING, ANDHRA PRADESH

SL. NO: 23023029







### TECHNICAL EXAMINATION CERTIFICATE

This is to certify that YELUGUBANTI SAI NIKITA

Son/Daughter of Sri YELUGUBANTI SUBRAHMANYAM

With Reg. No. TEH23070621003

has passed the TYPEWRITING ENGLISH HIGHER (45 WPM)

EXAMINATION held in SEP-2023 AT Andhra Polytechnic, Kakinada - 533 002, East Godavari District

and has been placed in SECOND CLASS

The candidate has secured the following percentage of marks:

PAPER I	PAPER II
64	60

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

SPONSORED BY: Radha Commercial Type Institute, Main Road, Municipal Shoppint Complex, Peddapuram, East Godavari-533437

Given under the Seal of the Board.

Date.: 14-11-2023

Vijayawada A.P.

CONTROLLER OF **EXAMINATIONS** 

SECRETARY STATE BOARD OF TECHNICAL EDUCATION AND TRAINING, ANDHRA PRADESH



Students of Lower and Higher Grade in English are practicing in the Typewriting room