

A Certificate Course In Clerical Aptitude.

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Government Degree College, Gambhiraopet

Rajanna Sircilla dist.

Department of TSKC

D: 2/5/2022.

To

The Principal

Govt. Degree College, Gambhiraopet

Rajanna Sircilla dist.

Respected Sir,

permitted

Sub: department of TSKC - Request you to give permission for Certificate Course - Reg. - Reg.

* * *

With the subject cited above, the department of TSKC would like to organise a certificate course in Clerical Aptitude for the Academic Year 2021-22 for all the final year students.

Hence, we request you to give the permission to start certificate on Clerical Aptitude from 5th May 2022 onwards.

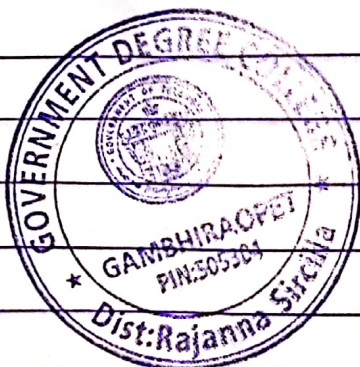
Thanking you sir,

Yours faithfully,

R. Sreha

R. Sreha

TSKC mentor






GOVERNMENT DEGREE COLLEGE
GAMBHIRAOPET
CIRCULAR

Date: 02-05-2022

All the students of B.A, B.Sc and B.Com final year students are hereby informed that the Department of TSKC organising "A Certificate course in Clerical Aptitude" From 5th May 2022 onwards.

Interested students register your names for the certificate course on or before 4th May 2022.


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Certificate Course On
"Clerical Aptitude"
Curriculum.



Total hours: 30

Unit - I : Number Systems (7 hours)

- * H.C.F & L.C.M of numbers
- * Decimal fractions
- * Simplifications
- * Square Root & Cube roots.

Unit - II : Average (2 hours)

Unit - III : Percentages (2 hours)

Unit IV : Profit and Loss (2 hours)


Unit V : Ratio and Proportion (3 hours)

Unit VI : Time and work, Time & Distance (4 hours)

Unit VII : Simple Interest & Compound Interest (3 hours)

Unit VIII : Data Interpretation (7 hours)

- * Tabulation
- * Bar Graphs
- * Pie chart
- * Line Chart

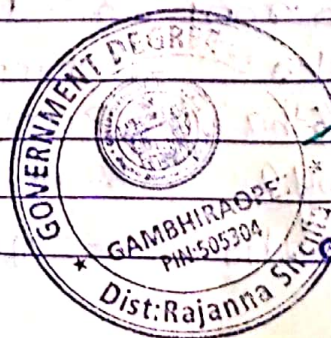

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RAJANNA SIRICILLA (DIST) T.S.

Student Registration



S.No.	Name of the Student	Group	College	Signature
1.	N. Deepthi	B.Sc (MPC)	19077086468019	N. Deepthi
2.	P. Vinay	Bisc (BZC)	19077172445125	Vinay P.
3.	J. Pavani	Bisc (BZC)	19077086445009	J. Pavani
4.	S. Sandhya Rani	Bisc (BZC)	19077086445016	S. Sandhyarani
5.	K. Arun Raj	B.com (CA)	19077086402013	Arunraj
6.	P. Naresh	B.com (CA)	19077086402022	Naresh
7.	K. Rakesh	B.com (CA)	19077086402015	Rakesh
8.	K. Uday Kiran	B.com (CA)	19077086402011	K.U. Kiran
9.	A. Gayatri	B.com (CA)	13	A. Gayatri
10.	J. Sindhuja	B.com (CA)	19077086402029	Sindhuja
11.	G. Rekha	BZC	19077086445008	G. Rekha
12.	V. Monnika	BZC	19077086445021	V. Monnika
13.	V. Divya	BSC (MPC)	19077086468024	V. Divya
14.	B. Anusha	BA	19077086429021	Anusha
15.	S. Kalyani	B.Sc (BZC)	19077086445017	S. Kalyani
16.	A. Prashanth	BA	19077086129503	Prashanth
17.	V. Pavani	BSC (MPC)	19077086468026	V. Pavani
18.	N. Srija	BSC (MPC)	19077086468018	N. Srija
19.	J. Shivani	BSC (MPC)	19077086441001	J. Shivani
20.	B. Rakesh	BA	19077086129007	Rakesh
21.	D. Analika	BSC (BZC)	19077086445006	D. Analika
22.	A. Praveen	BA	19077086429505	A. Praveen
23.	L. Venkatesh	BA	19077086129517	Venkatesh
24.	MD. Saijith	B.Sc (MPC)	19077086468017	Saijith
25.	A. Mounika	B.com	19077086402003	Mounika
26.	B. Babesh	"	19077086402026	Babesh
27.	A. Kiran	B.com (BZC)	19077172445005	A. Kiran
28.	S. Sudharani	BSC (BZC)	19077086445019	S. Sudharani
29.	T. Analika	Bsc mpc	19077086468023	T. Analika
30.	B. Nikhitha	BSC MPC	19077086468002	B. Nikhitha
31.	K. Soumya	BSC MPC	19077086468011	K. Soumya
32.	L. Ashwitha	BSC MPC	19077086468013	L. Ashwitha

33.	D. Ramya	BSc (MPCs)	19077086468003	D. Ramya
34.	G. Shruthi	BSc (MPCs)	19077086468007	G. Shruthi
35	S. Kasthuri	BSc (MPCs)	19077086468021	S. Kasthuri
36	M. Saomya	BSc (MPCs)	19077086468016	M. Saomya
37	D. Bhagyalaxmi	BSc (MPCs)	19077086468006	D. Bhagyalaxmi
38.	K. Ravali	BSc (MPCs)	19077086468012	K. Ravali



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Student Attendance for the Certificate Course on Clerical Aptitude

Sl. No.	Adm. No.	Name of the Student	Course	89																													
				1/5	2/5	3/5	4/5	5/5	6/5	7/5	8/5	9/5	10/5	11/5	12/5	13/5	14/5	15/5	16/5	17/5	18/5	19/5	20/5	21/5	22/5	23/5	24/5	25/5	26/5	27/5	28/5	29/5	30/5
1.	19077086468019	N. Deepthi	MPCS	P	P	P	P	P																									
2.	19077086445125	P. Vinay	BZC	P	P	P	P	P																									
3.	19077086445009	J. Pavani	BZC	P	P	P	P	P																									
4.	19077086445016	S. Sandhya Rani	BZC	P	P	P	P	P																									
5.	190770864402013	K. Arun Raj	B.com(CA)	P	P	P	P	P																									
6.	190770864402022	P. Navesh	B.com(CA)	P	P	P	P	P																									
7.	19077086402015	K. Rakesh	B.com(CA)	P	P			P	P																								
8.	190770864402011	K. Uday Kiran	B.com(CA)	P				P	P																								
9.	190770864402016	A. Chayatri	BA	P					P	P																							
10.	190770864402029	J. Sindhuja	B.com(CA)	P	P	P			P																								
11.	190770864405008	G. Rekha	BZC	P				P	A	P																							
12.	19077086445024	Y. Mounika	BZC	P	P	P	P	P																									
13.	190770864468024	V. Divya	B.A	P						P																							
14.	190770864429021	P. Anusha	BA	P	P	P	P	P																									
15.	19077086445017	S. Kalyani	BZC	P	P	P	P	P																									
16.	190770864429023	A. Prushanth	BA	P	P	P	P	P																									
17.	190770864468026	V. Pavani	MPCS	P	P	P	P	P																									
18.	19077086468018	N. Srija	MPCS	P				P	P																								
19.	19077086441001	J. Shivani	MPC	P					P	P																							
20.	190770864429007	G. Rakesh	BA	P	P	-	-	P																									
21.	19077086445006	D. Analka	BZC	P				P	P																								
22.	190770864429005	A. Praveen	BA	P	-	-	-	-																									
23.	190770864429517	V. Venkatesh	BA	P	-	-	-	-																									
24.	190770864468017	Md. Saijith	MPCS	P	P	P	P	P																									
25.	190770864402003	A. Kiran	BZC	P	P	P	P	P																									
26.	190770864402026	P. Bapresh	B.com(CA)	P	P	P	-	-																									
27.	19077086445005	A. Mounika	B.com	P	P	P	P	P																									
28.	19077086445019	S. Susha Rani	BZC	P	P	P	P	P																									
29.	190770864468023	T. Analka	MPCS	P	P	P	P	P																									
30.	19077086468002	S. Nikitha	MPCS	P	P	P	P	P																									
31.	190770864468011	K. Soumya	MPCS	P	P	P	P	P																									
32.	190770864468003	L. Ashwitha	MPCS	P	P	P	P	P																									

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Sl. No	Adm No.	Name of the student	Course	Semester						
				1	2	3	4	5	6	7
33	1907086468003	D. Ranjya	MPCS	P	P	P	P	P	P	P
34	1907086468007	G. S. Muthi	MPCS	P	P	P	P	P	P	P
35	1907086468021	S. Kasthuri	MPCS	P	P	P	P	P	P	P
36	1907086468006	M. Soumya	MPCS	P	P	P	P	P	P	P
37	1907086468005	D. Anagayalarni	MPCS	P	P	P	P	P	P	P
38	1907086468012	K. Parvati	MPCS	P	P	P	P	P	P	P

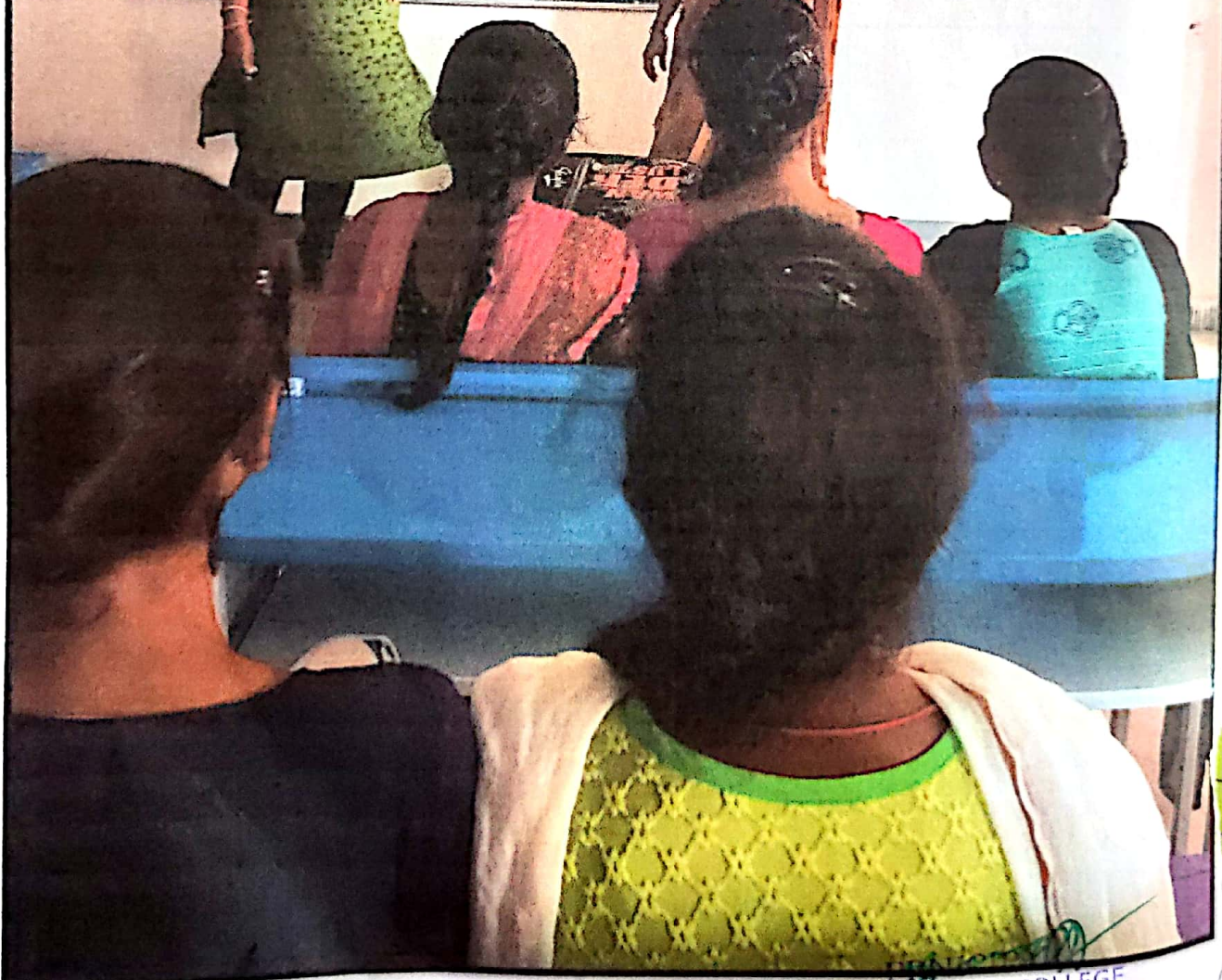
39				P	P	P	P	P	P	P
40				P	P	P	P	P	P	P
41				P	P	P	P	P	P	P
42				P	P	P	P	P	P	P
43				P	P	P	P	P	P	P
44				P	P	P	P	P	P	P
45				P	P	P	P	P	P	P
46				P	P	P	P	P	P	P
47				P	P	P	P	P	P	P
48				P	P	P	P	P	P	P
49				P	P	P	P	P	P	P
50				P	P	P	P	P	P	P
51				P	P	P	P	P	P	P
52				P	P	P	P	P	P	P
53				P	P	P	P	P	P	P
54				P	P	P	P	P	P	P
55				P	P	P	P	P	P	P
56				P	P	P	P	P	P	P
57				P	P	P	P	P	P	P
58				P	P	P	P	P	P	P
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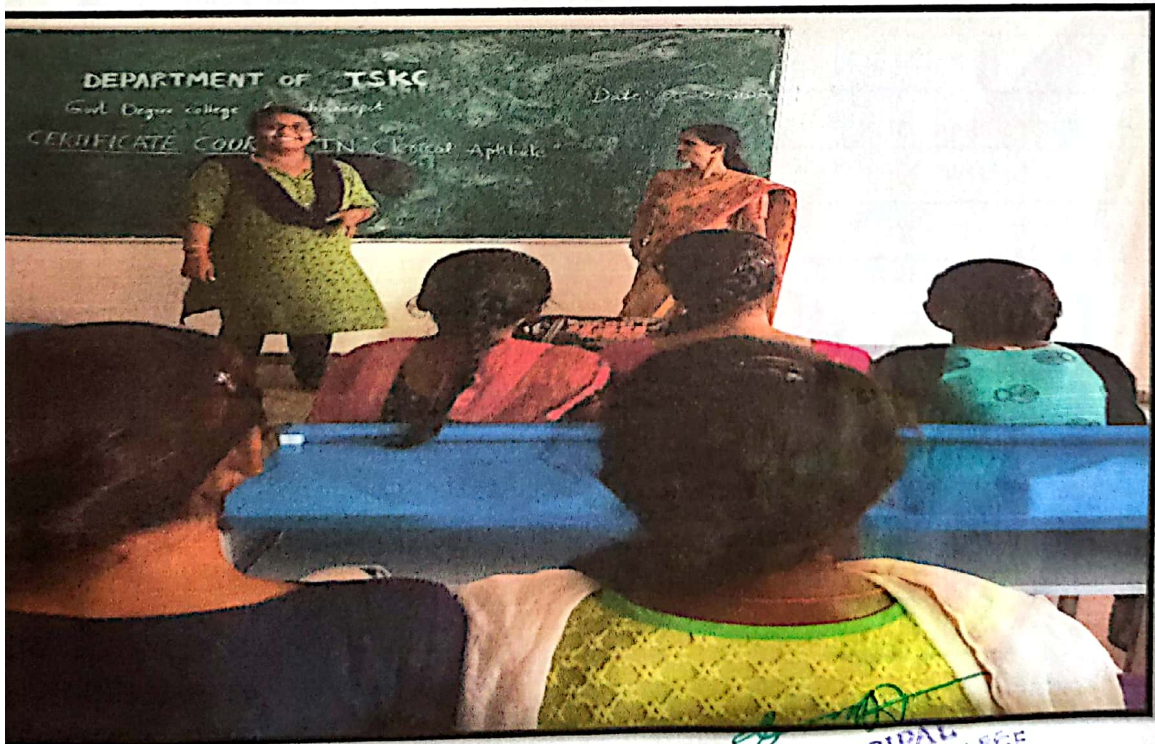
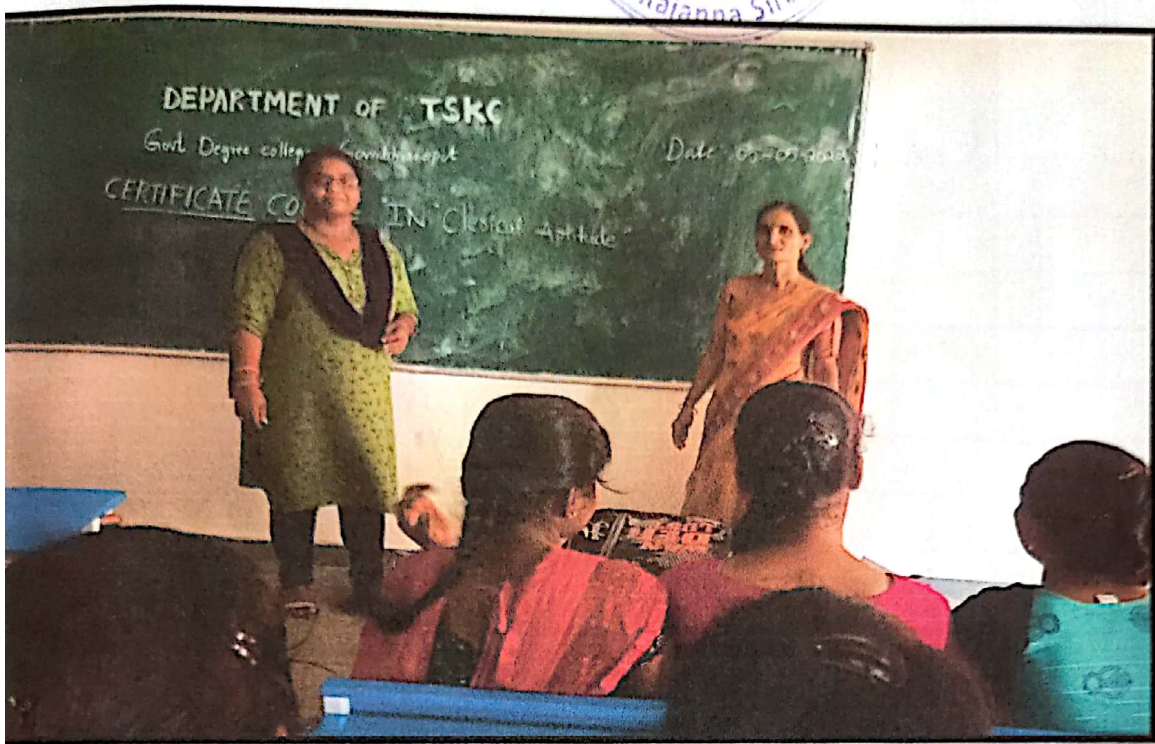
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 RAJANNA SIRCIILLA DIST.



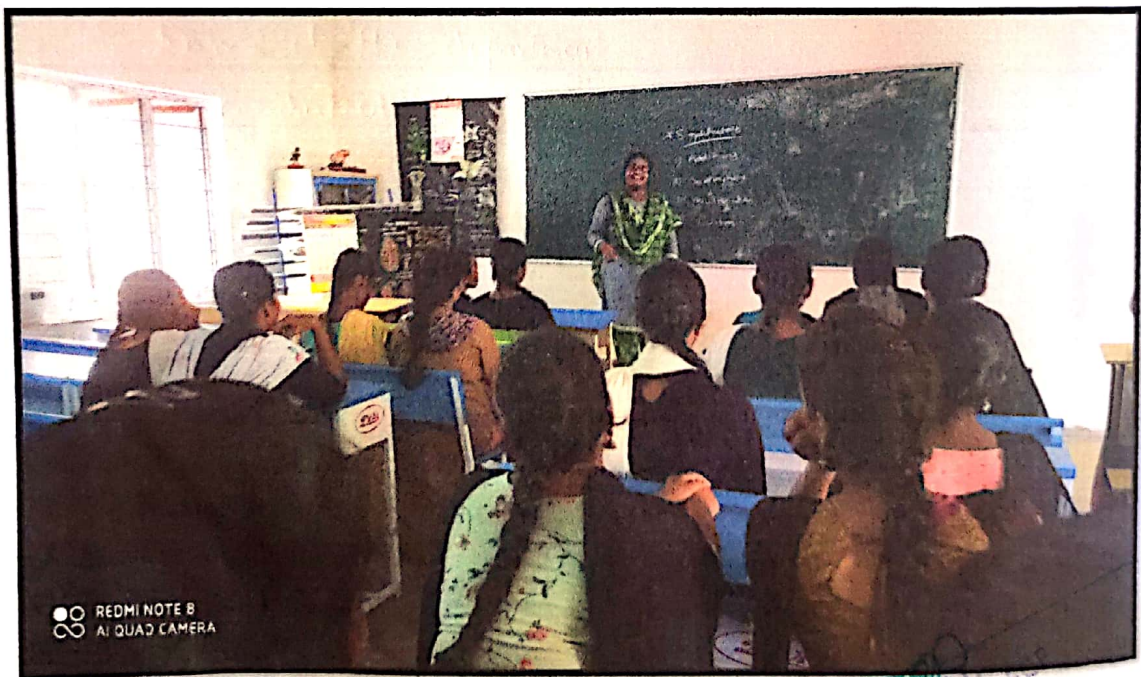
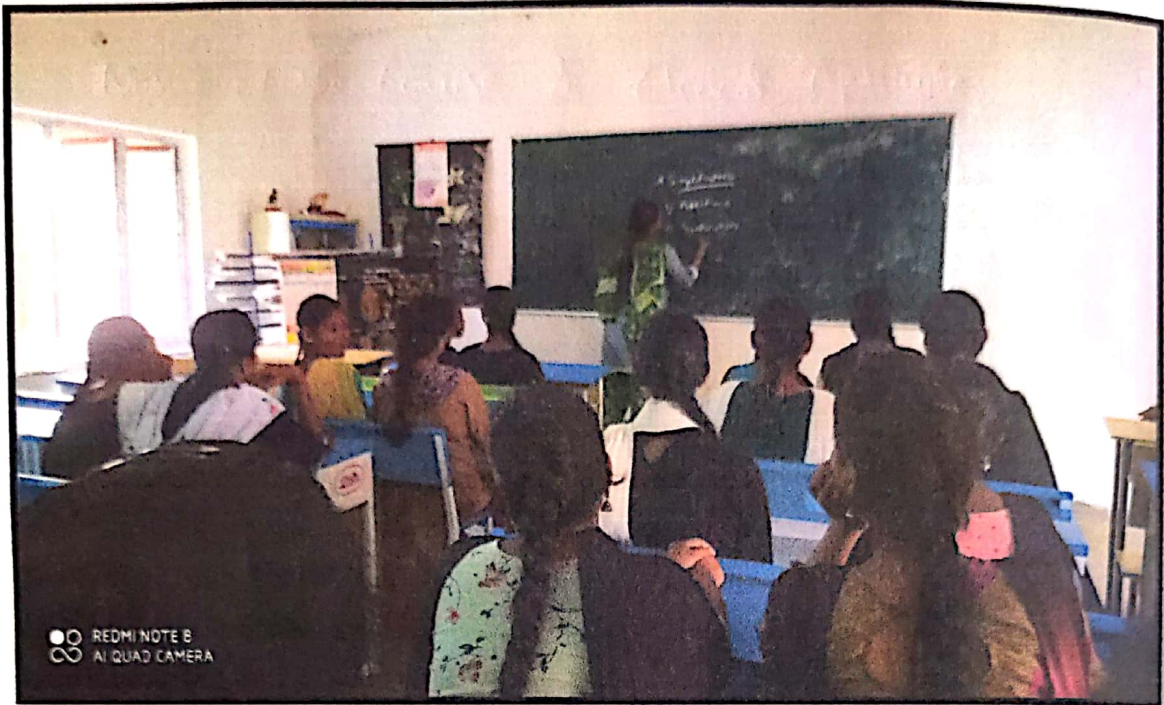
DEPARTMENT OF TSKC
Govt Degree college Gambhirapet
CERTIFICATE COURSE "Classical Aptitude"
Date: 05-05-2024



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RAJANNA SIRCILLA (D.T.S.)

* Course Outcomes:



The Clerical & Quantitative aptitude Certificate Course was successfully conducted the support given by the Principal & Faculty members. They had been very good response from the student community. After undergoing this certificate course students are able to,

- 1) Gain Superior confidence on themselves.
- 2) Secure the techniques how to attempt.
- 3) Gain complete ~~the~~ knowledge about the this type of exams.
4. Are capable of doing it very easily.
5. Could be able to find ease in attempting questions.
6. Show much interest in doing and working out on a model papers.
7. Find the difference between subjective and objective examinations.
8. Gain knowledge about the right approach to Clerical exams.
9. Feel enthusiastic to try to make attempts in the job sector.



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* Certificate Course Summary

Name of the Course : Clerical Aptitude

Name of the Course : R. Sneha
Coordinator

No. of Students attended : 34
the course

No. of hours of the Course : 30 hours
taken

Dates of the Course : 5th May 2022 to
[from - to] 10th June 2022.

Name of the department
conducted : TSKC.



Sneha
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