

10) You have completed your undergraduate studies and require a transfer certificate in order to apply for a postgraduate course at JNTU Hyderabad. Write a letter to your principal requesting her for the necessary certificate.

A)

Letter

From,
Srinesh
Final Year Undergraduate Student
Data Science
Sreenidhi Institute of Science and
Technology

To,
The Principal
Sreenidhi Institute of Science and
Technology

Date: 14th December 2025

Subject: Request for issue for T.C

Respected Madam,

I hope you are doing well. I have successfully completed my undergraduate studies in our college. I am planning to apply for a Postgraduate course at JNTU Hyderabad.

For this purpose, I kindly request you to issue my Transfer certificate (T.C) at the earliest. I have cleared all my dues and completed the required formalities.

I shall be very thankful to you for your kind support.
Thanking you.

Yours obediently,

Srinesh

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Data Science.

2) Wanted an office assistant for a reputed company based in delhi. The candidate must be graduate with an experience at least two years. Computer knowledge and communicative English are necessary. Apply within a week to post box No.5665 clo Indian Express, SK Marg, New delhi 110046

A) Job Application letter

From,

Srinesh

H.NO:123-45

Hyderabad- 5000xx

9xxxxxx10

To

The Advertiser

Post Box No: 5665

Clo Indian Express

SK Marg

New Delhi-110046

14th December 2025

Subject: Application for the post of office Assitant

Respected sir/Madam,

I came to know through your advertisement that there is a vacancy for the post of office Assistant in your reputed company. I would like to apply for the same.

I am graduate with over two years of experience as an office assistant. I have good knowledge of computers and can handle MS Word, Excel, and email work efficiently. I also possess good communication skills in English.

I have enclosed my resume for your kind consideration. I hope you will give me an opportunity to attend the interview.

Thanking you.

Yours faithfully,

Srinesh.

Resume / curriculum vitae

Name: MoSrinesh

Address: Hyderabad - 500096

Mobil No: 9XXXXXX

Email: Srinesh@gmail.com

Career objective:-

To work as an office Assistant in a reputed organization where I can utilize my skills and gain further experience.

Educational Qualification:-

- Bachelor's Degree (MBA)
XYZ College, Hyderabad

Work experience:-

- Worked as an office Assistant for 2 years in ABC Company, Hyderabad

Technical skills:-

- MS Word, MS Excel
- Email and Internet
- Basic computer operations

Languages Known:-

- English
- Telugu
- Hindi

Personal Details:-

Date of birth: 04-06-2007

Gender: Male

Nationality: Indian

Declaration:-

I hereby declare that the above information is true to the best of my knowledge.

place: Hyderabad

Date: 14/12/25

Singhature:- M.Srinesh.

3) Coffee plant and processing

1) Coffee plant

- Evergreen shrub (or) Small tree
- Origin:- Africa
- Begins to produce fruit after 3-4 years
- fruit is hand-picked when fully ripe
- Ripe fruit colour:- reddish-purple.

2) processing of coffee fruits

- Purpose:- To separate coffee seeds from pulp and covering
- Two methods used:
 - (a) Wet process
 - (b) Dry process

3) Wet process

- fresh fruits are pulped using a pulping machine
- Remaining pulp removed by fermentation in tanks
- washed to remove final traces of pulp
- Seeds dried by:
 - => Sun drying (turned by hand many times)
 - => Hot-air driers

4) Dry process

- Fruits dried immediately after harvesting
- Drying done by
 - => Sun
 - => Hot air driers
- Requires more time and equipment than wet process
- After drying, Seeds Separated mechanically from coverings.

5) Roasting of coffee seeds

- Aroma and taste develop during roasting
- Temperature raised gradually to 220-230°C
- Releases gases like Steam, CO₂, CO, etc....

- volume of seeds increases by 30-100%
- seeds turn rice brown, porous and crumbly.

6) Cooling and sorting

- roasted coffee cooled quickly in a vat
- stirred and exposed to cold air blower
- good quality seeds sorted using electronic sorters
- Badly roasted seeds removed.

4)

Title:- Need for critical thinking

The rapid spread of digital information and social media has greatly influenced public opinion. In such a situation, critical thinking has become very important. It helps people analyze information, separate facts from opinions, identify bias, and judge the reliability of source. Without critical thinking people can easily fall prey to misinformation and manipulation.

Modern problems like climate change and pandemics require people to understand complex information. Therefore, education should focus on developing thinking and problem-solving skills instead of rote learning. Critical thinking is also essential in professional life, as it helps in decision-making and leadership.

A society that practices critical thinking is more strong and democratic. Though technology provides a lot of information, critical thinking helps turn this information into useful knowledge and progress.

5) Follow the instructions given below to write reports as instructed write any one report.

(a) Write the annual report of your college's cultural association

in about 400-500 words. The report could mention its purpose, the file the members of its organising Committee, its activities, and plans for the coming year.

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A) Annual report of the cultural Association

The cultural Association of Sreenidhi Institute of Science and Technology plays an important role in promoting creativity, talent and cultural harmony among students. The association aims to provide a platform for students to express their skills in music, dance, drama, literature, and fine arts, while also encouraging teamwork, leadership, and confidence.

During the academic year 2024-2025, the cultural Association functioned actively under the guidance of the Principal and faculty co-ordinators. The organizing Committee consisted of a president, Vice-president, Secretary, Joint Secretary, Treasurer, and student representatives from various departments. Several faculty members served as mentors and ensured the smooth conduct of all activities.

The association began the year with an orientation programme for first-year students to introduce them to various cultural clubs such as music, dance, drama, photography, literary, and fine arts. Throughout the year, many activities were organized to encourage student participation. Competitions like singing, solo and group dance, poetry writing, essay writing, painting, rangoli, and quiz contests were conducted on special occasions such as independence day, Teacher's day, and Women's day.

One of the major highlights of the year was the Annual Cultural fest, which witnessed enthusiastic participation from students across all branches. The fest included stage performances, fashion shows, skits, and band performance, Inter College competitions were also organized, providing students an

opportunity to interact with peers from other institution. Judges from outside the college were invited to ensure fair evaluation.

Looking ahead, the association plans to introduce new initiative in the coming year. These include cultural exchange programmes, workshops by professional artist, online cultural competitions, and greater participation in national-level events. The association also aims to involve more students and provide equal opportunities to showcase their talents.

In conclusion, the cultural Association of Sreenidhi Institute of Science and Technology had a successful and vibrant year. With continuous support from the management, faculty, and students, the association looks forward to achieving greater heights in the coming academic year.