

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2018-19 Communication Skills

Report on Communication Skills FOR THE YEAR 2018-19

3 months training programme in communication skills was organized by Jawahar Knowledge Centre of this College. It was intended for B.A., B.Com and B Sc final year students. It was conducted in 3 batches during the academic year 2018-2019.

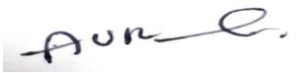

BATCH NO	DURATION	NO OF STUDENTS ATTENDED
I	1.5.2018 to 31.7.2018	43
II	1.8.2018 to 30.11.2018	46
III	1.12.2018 to 28.2.2019	62

The following topics were covered in the training programme.


- Reading Skills
- Writing Skills
- Speaking Skills
- Voice based efficiency
- Internet Skills
- Communication skills

1. The following resource person Sri A.V.Ramana Rao & Sri K.Chandrasekhara Rao, Lecturers in English Conducted the training programme.

Certificates were issued to all the participants after the completion of each batch programme. The candidates found the training very useful for studies and future career.

1. 
2. 

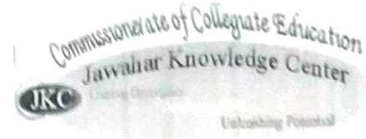
Signature of the Resource Persons


Principal
Y A. Govt. Degree College for Women
CHIRALA - 523 155, Prakasam Dt., (A.P.)

Principal

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2018-19 Communication Skills



Y.A. GOVT. DEGREE COLLEGE FOR WOMEN, CHIRALA, PRAKASAM (DIST.)

Dr. CH. RAMANAMMA
M.Sc., M.Phil., Ph.D.
Principal

Sri K.ChandraSekhara Rao
JKC Coordinator

Office & Fax : 08594 - 234372
Principal : 08594 - 232204
E-Mail Id : gdcwchirala@gmail.com, chirala.jkc@gmail.com

CHIRALA,

Dt: 15-03-2018.

CIRCULAR

All the students of final year B.A, B.Com and B.Sc courses are hereby informed that they have to attend JKC Training classes everyday from 9 a.m. - 12.00 p.m. as summer batch from 01.05.2018. This training includes Communication & Soft skills, Analytical & Computer Skills for 3 months. Hence all the final year students register their names at JKC center. This training is very useful for competitive examinations. JKC training is mandatory for all final years.

C. S. Rao
15/3/18

PRINCIPAL

Jawahar Knowledge Center

III B.Com CA- *V.A.*
III B.Com Gen- *K.S.*
III B.A. HEP-
III B.SC MPCS- *F.S.*
III B.SC MSCS- *J.*
III B.SC MCCS-
III B.SC MPC- *dl*
III B.SC BZC- *PA*
III B.SC MZC- *PA*

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2018-19 Communication Skills

JKC Curriculum

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

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2018-19 Communication Skills

Communication Skills:

Self Introduction

Be', 'Do' and 'Have' Forms

Modal Auxiliaries - I

Modal Auxiliaries - II

Question Tags

Simple Present Tense

Present Progressive Tense

Present Perfect and Present Perfect

Progressive Tense

Simple Past : Questions and Negative

Simple Past and Present Perfect Tense

Simple Past and Past Progressive Tenses

The Future Time

Concord

Conditional Clauses

Voice

Reported Speech

Articles

Adjectives

Comparison of Adjectives

Prepositions

Use of Conjunctions in Simple, Compound and Complex Sentences

Speaking Skills

Vowel Sound

Consonant Sounds

Neutralization of Accent

Voice Based Efficiency

Making polite Requests

Asking for and giving permissions

Offering, Accepting and Denying Help

Asking for and Giving Directions

Extending Invitations

Expressing Sympathy

Agreeing and Disagreeing

Making Complaints

Reading Skills

Synonyms

Antonyms

Idiomatic Expressions

One Word Substitutes

Reading Skills-I (Skimming and Scanning)

Reading Skills-II

Reading Skills-III

Reading Skills-IV

Reading Comprehension

Writing Skills

Paragraph Writing

Essay Writing

Note Making

Précis Writing

Resume Writing

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2018-19 Communication Skills



Sri A.V.Ramana Rao,Lecturer in English Teaching language skills class on 19.6.2018

Y.A.GOV'T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2018-19 Communication Skills

Name Of The Office: <u>Teacher Knowledge Center,</u>		Attendance Register										Month: <u>May</u> Year: <u>2018</u>		Remarks																				
S. No.	NAME	Dent- nation	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1.	G.Lakshmi Lavanya		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
2.	G.Pillavi		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
3.	G.V. Sujatha.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
4.	P. Gayathri.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
5.	Sk. Shakeela.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
6.	7. Lakshmi Devi.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
7.	M. Resini Devi.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
8.	D.Mouika.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
9.	B.Ramya.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
10.	B. Tisrveni.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
11.	A. Tolly.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
12.	A. Nagaanya.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
13.	B. Tisrveni.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
14.	B. Bhavana.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
15.	B. Divya.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
16.	Ch. Sarvani.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
17.	F. Sathija.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
18.	G. Maniappa.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
19.	K.V. Prasanna.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
20.	K. Sathya.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
21.	K. Leelajyoti.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
22.	N. Radhika.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
23.	P.K.D.V. Lakshmi.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
24.	S. Ramyasseri.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
25.	R. Keethana.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
26.	S. Divya Lakshmi.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
27.	Sk. Sathana.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
28.	S. Sukanya.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
29.	V. Lavanya.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
30.	V. Ravdhi.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
31.	V. Sai Lakshmi.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
32.	V. Pooja Hasanthi.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
33.	P. Lakshmi Venkateswarama		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
34.	U. Tisrveni.		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	

Self-Guided & Communication Skills
Teacher.
Component Batch - I is from
1-5-2018.

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2018-19 Communication Skills



Certificate



This is to certify that

Mr. / Miss M. Perini Devi

D/o, S/o, Anki Reddy With JKC ID No. 21566 JKC 2018 Batch I
17020582

has successfully completed the 400 hours Jawahar Knowledge Centre Training Program in

Communication & Soft Skills, Analytical Skills and Technical Skills

at Y.A. Govt. Degree College of Women, CHIRALA.

from 1.5.2018 *to* 30.7.2018.

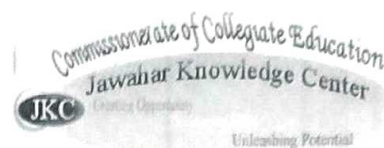

JKC Coordinator




Principal & Chairman JKC
Govt. Degree College

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2018-19 Communication Skills



Y.A. GOVT. DEGREE COLLEGE FOR WOMEN, CHIRALA, PRAKASAM (DIST.)

Dr. CH. RAMANAMMA

M.Sc., M.Phil., Ph.D.

Principal

Office & Fax : 08594 - 234372

Principal : 08594 - 232204

E-Mail Id : gdcwchirala@gmail.com, chirala.jkc@gmail.com

Sri K.ChandraSekhara Rao

JKC Coordinator

CHIRALA,

Dt: 20-07-2018.

CIRCULAR

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PRINCIPAL

Jawahar Knowledge Centre
PRINCIPAL
Govt. Degree College for
CHIRALA-523 155

III B.Com CA-*N.M*

III B.Com Gen-

III B.A. HEP- *de*

III B.SC MPCS - *de*

III B.SC MSCS- *de*

III B.SC MCCS- *de*

III B.SC MPC- *de*

III B.SC BZC- *de*

III B.SC MZC- *de*

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2018-19 Communication Skills



Communication skill class for bath-2 by Sri A.V.RamanaRao on 22.10.2018

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2018-19 Communication Skills

Name of the Officer		Attendance										Register										Month	Year	Remarks									
S. No.	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
34	K. Priyanka	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
35	V. Akshaya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
36	S. Kashi Chakraborty	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
37	T. Sneha Sani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
38	M. Soudha	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
39	V. Rajya Lakshmi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
40	Ch. Nagalakshmi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
41	B. Santoshi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
42	K. Tyoti	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
43	P. Nandini	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
44	N. Nandini	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
45	N. Bhavani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
46	S. Adarshini	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	


 Principal
 KA Govt. Degree College for Women
 CHIRALA, Bapatla, (A.P.)

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2018-19 Communication Skills



Certificate



This is to certify that

Mr. / Miss Ch. Sravani

D/o, S/o, Ch. Venkata Ramana With JKC ID No. 21564JKC2018batchI
17021068

has successfully completed the 400 hours Jawahar Knowledge Centre Training Program in

Communication & Soft Skills, Analytical Skills and Technical Skills

at Y.A. Govt. Degree College of Women, CHIRALA.

from 1.5.2018 *to* 30.7.2018.

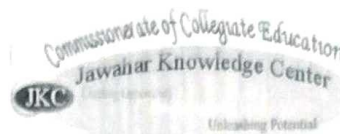
Chao
JKC Coordinator



Ch. Sravani
Principal & Chairman JKC
Govt. Degree College

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2018-19 Communication Skills



Y.A. GOVT. DEGREE COLLEGE FOR WOMEN, CHIRALA, PRAKASAM (DIST.)

Dr. CH. RAMANAMMA
M.Sc., M.Phil., Ph.D.
Principal

Sri K.ChandraSekhara Rao
JKC Coordinator

Office & Fax : 08594 - 234372
Principal : 08594 - 232204
E-Mail Id : gdcwchirala@gmail.com, chirala.jkc@gmail.com

CHIRALA,
Dt: 25-11-2018.

CIRCULAR

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PRINCIPAL
Jawahar Knowledge Centre
PRINCIPAL
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CHIRALA-523 155

III B.Com CA-

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III B.SC MPCS-

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III B.SC MPC-

III B.SC BZC-

III B.SC MZC-

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2018-19 Communication Skills



Conducting Communication skills class to the jkc students on 06.01.2019

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2018-19 Communication Skills

Sl. No.	Name	Pupils Attendance Register												Total	Remarks	
		1	2	3	4	5	6	7	8	9	10	11	12			
32	Bakellai	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
33	B. Sreedha	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
34	G. Savelka	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
35	G. Asha Tyoti	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
36	G. Hallelstani	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
37	K. Tikunadraya	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
38	K. Sanyasa	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
39	H. Supriya	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
40	H. Anila Devi	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
41	H. Esther Kani	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
42	N. Archana	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
43	P. Salma	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
44	P. NagaLaxmi	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
45	R. Chandrakala	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
46	SK. Hababulhameed	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
47	SK. Vaheeda	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
48	Q. Hameeda	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
49	T. Triyeni	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
50	T. Anusha	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
51	V. Nagalakshmi	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
52	D. Padma	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
53	G. Sujilla	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
54	P. Abayama Sai	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
55	G. Pallavi	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
56	T. K. Isha	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
57	K. Roja	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
58	K. Yamini Lakshmi	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
59	K. Anusha N. Lolly	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
60	H. Tyoti	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
61	N. Sanki Jireth Suresha	P	P	P	P	P	P	P	P	P	P	P	P	P	12	
62	P. Hameedha	P	P	P	P	P	P	P	P	P	P	P	P	P	12	

Principal
 Y.A. Govt. Degree College for Women
 CHIRALA, Ernakulam

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA

2018-19 Communication Skills



Certificate



This is to certify that

Mr. / Miss M. Perini Devi

D/o, S/o, Anki Reddy *With JKC ID No.* 21564jke2019BatchI
17020582

has successfully completed the 400 hours Jawahar Knowledge Centre Training Program in

Communication & Soft Skills, Analytical Skills and Technical Skills

at Y.A. Govt. Degree College of Women, CHIRALA.

from 1.5.2018 *to* 30.7.2018.


JKC Coordinator




Principal & Chairman JKC
Govt. Degree College