

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.

Details of Batch-1:

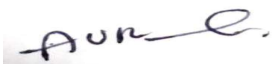

BATCH NO	DURATION	NO OF STUDENTS ATTENDED
I	1.5.2018 to 31.7.2018	43

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.

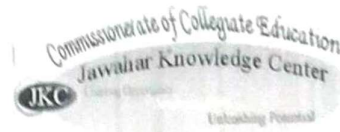
1. 
2. 

Signature of the Resource Persons


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

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

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

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

Sri K.ChandraSekhara Rao
JKC Coordinator

Principal

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.

PRINCIPAL

Jawahar Knowledge Center

III B.Com CA-

III B.Com Gen-

III B.A. HEP-

III B.SC MPCS -

III B.SC MSCS-

III B.SC MCCS-

III B.SC MPC-

III B.SC BZC-

III B.SC MZC-

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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

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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

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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

YA GOVT. DEGREE COLLEGE (W), CHIRALA, PRAKASAM (DIST)
JKC REGISTERED STUDENTS FOR BATCH-I 2018-19

SL#	Student Name	DOB (dd/mm/yyyy)	Caste (ST / SC / BC-A / BC-B / BC-C / BC-D / BC-E / OC)	Stream Name BA / Bcom / B.Sc / BBA / Any Other	Course/Group Name Example: BZC, MPC, CEC, HEP
1	A. Baby	13-03-1999	BC-B-Devanga	BSc	MPCs
2	A. Naga Raja	25-04-1999	OC-Reddy	BSc	MPCs
3	B. Triveni	4/8/1999	BC-D-Yadava	BSc	MPCs
4	B. Bhavani	1/4/1998	BC-A-Vaddera	BSc	MPCs
5	B. Divya	4/10/1999	BC-A-Medari	BSc	MPCs
6	Ch. Sravani	21-08-1998	BC-B- Padmasali	BSc	MPCs
7	E. Sri Teja	9/7/1998	SC-Hindu-Mala	BSc	MPCs
8	G. Manipapa	7/8/1999	SC-Mala	BSc	MPCs
9	G. Rama Tulasi	25-10-1998	BC-B-Devanga	BSc	MPCs
10	K. Srivalli	3/7/1998	BC-B- Padmasali	BSc	MPCs
11	K. Leelanjali	11/4/1999	OC-Vysya	BSc	MPCs
12	K V Prasanna	10/1/1999	ST-Erukula	BSc	MPCs
13	N. Padmaja	11/6/1998	BC-B- Padmasali	BSc	MPCs
14	PKDV Lahari	4/4/1999	OC-Vysya	BSc	MPCs
15	S. Ramya Sri	9/7/1997	OC-Reddy	BSc	MPCs
16	R. Keerthana	15-06-1999	SC-Hindu-Mala	BSc	MPCs
17	S. Divya Lakshmi	4/7/1999	BC-B-Pattusali	BSc	MPCs
18	Sk. Shabana	1/6/1998	BC-E-Shaik	BSc	MPCs
19	S. Sukanya	16-06-1998	BC-D-Thurpu Kapu	BSc	MPCs
20	V. Lavanya	6/6/1999	BC-B- Padmasali	BSc	MPCs
21	V. Revathi	24-11-1997	BC-B- Padmasali	BSc	MPCs
22	Y. Sai Lakshmi	19-04-1999	BC-D-Thurpu Kapu	BSc	MPCs
23	Y. Pooja Harshini	27-04-1999	OC-Telaga	BSc	MPCs
24	B. Triveni	19-06-1999	SC-Hindu-Mala	BSc	MSCs
25	B. Ramya	25-06-1999	SC-Hindu-Mala	BSc	MSCs
26	D. Mounika	15-07-1998	SC-Mala	BSc	MSCs
27	G. Lakshmi Lavanya	10/6/1999	OC-Telaga	BSc	MSCs
28	G. Pallavi	28-05-1996	BC-B- Padmasali	BSc	MSCs
29	G. Venkata Sujatha	23-04-1998	BC-B-Devanga	BSc	MSCs
30	P. Gayathri	26-02-1998	ST-Erukula	BSc	MSCs
31	Sk. Shakeela	25-09-1999	BC-E-Muslim	BSc	MSCs

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32	T. Lakshmi Devi	13-03-1998	OC-Telaga	BSc	MSCs
33	M. Perinidevi	18-11-1998	OC-Reddy	BSc	MSCs
34	P LAKSHMI VENKATESWARAMMA	02/02/1998	ST	BSc	MSCs
35	U TRIVENI	24/6/1999	ST	Bcom	CA
36	B KAVERI	16/10/1999	SC	BSc	MPCs
37	T PRIYADARSINI	18/9/1999	SC	BSc	MPCs
38	S SIRISHA	18/3/1998	SC	BSc	MPCs
39	N NANDINI	27/10/1996	SC	BSc	Bt BC
40	S RATNA KUMARI	16/5/1997	SC	BSc	CA
41	DASARI MOUNIKA	28/7/1997	SC	BSc	MSCs
42	V PUSHMITHA	17/5/1999	SC	BSc	MCCs
43	M PRIYANKA	06/10/1997	SC	BSc	MBBt



Principal

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

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

2018-19 Communication Skills

Name of the Officer: <u>Sarathar Knowledge Center,</u>		Attendance Register										Month: <u>May</u> Year: <u>2018</u>		Remarks																				
Sl. No.	NAME	Daily																																
		(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	P	
2.	G.R.Mani	P	P	P	P	P	P	P	P	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	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	P	
5.	S.K. Shalini	P	P	P	P	P	P	P	P	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.	T. 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	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	P	
8.	D. Manika	P	P	P	P	P	P	P	P	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. Ranya	P	P	P	P	P	P	P	P	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. Ishwari	P	P	P	P	P	P	P	P	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. Balaji	P	P	P	P	P	P	P	P	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. Nageswari	P	P	P	P	P	P	P	P	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. Ishwari	P	P	P	P	P	P	P	P	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. 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	P	
15.	B. Danya	P	P	P	P	P	P	P	P	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. Sarani	P	P	P	P	P	P	P	P	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. Saritha	P	P	P	P	P	P	P	P	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. Manjamma	P	P	P	P	P	P	P	P	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	P	
20.	K. Sarinalli	P	P	P	P	P	P	P	P	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. Leelabathi	P	P	P	P	P	P	P	P	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	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	P	
24.	S. Rangasari	P	P	P	P	P	P	P	P	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. Keelhana	P	P	P	P	P	P	P	P	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	P	
27.	S.K. Shabana	P	P	P	P	P	P	P	P	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. Saranya	P	P	P	P	P	P	P	P	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	P	
30.	V. Revathi	P	P	P	P	P	P	P	P	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.	Y. 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	P	
32.	Y. Durga 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	P	
33.	Plakshmi Venkateswaram	P	P	P	P	P	P	P	P	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. Sri Veni	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	

Coll: Sullu &
 Communication Skills
 Teacher.
 Comments: Satchi - I & Purni.
 1-5-2018.

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

2018-19 Communication Skills

Name Of The Original		Attendance Register										Month: May '19		Year: 2018-19																					
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	Remarks		
35	G. Ravi Indrani	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp		
36	B. Kavitha	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp		
37	T. Rajya Dasakini	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp		
38	S. Sriselva	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp		
39	N. Nandini	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp		
40	S. Kalya Kumari	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp		
41	Dasari. Tejunika	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp		
42	V. Pushpika	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	
43	M. Rajyanka	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	pp	

Principal
 Y.A. 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 M. Perini Devi

D/o, S/o, Anki Reddy With JKC ID No. 21566JKC2018BatchI
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