

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

## 2018-19 Soft Skills Training

### Report on Soft Skills FOR THE YEAR 2018-19

3 months training programme in soft 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	1.5.208 to 31.7.2018	43

The following topics were covered in the training programme.

- Know Yourself
- SWOT Analysis
- Goal Setting
- Positive Attitude
- Body Language
- Interpersonal Skills
- Time Management
- Presentation Skills
- Just a Minute (JAM) Activities
- Team Dynamics
- Group Discussion
- Etiquette of Telephone e-mail and SMS
- Interview Skills
- Preparation for Examinations

The following resource person Sri K ChandrasekharaRao & Sri AVRamana Rao, Lecturers in English Conducted the training programme.

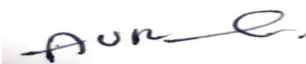
Certificates were issued to all the participants after the completion of each batch programme.

The candidates found the training very useful for studies and future career.

1.



2.



Signature of the Resource Persons

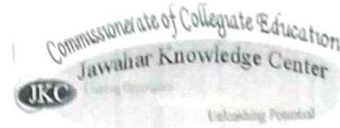


Principal  
Y A. Govt. Degree College for Women  
CHIRALA - 523 155, Prakasam Dt. (A.P.)

Principal

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

2018-19 Soft Skills Training



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](mailto:gdcwchirala@gmail.com), [chirala.jkc@gmail.com](mailto:chirala.jkc@gmail.com)

**Sri K.ChandraSekhara Rao**

JKC Coordinator

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

Commissionerate of Collegiate Education  
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-

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

**2018-19 Soft Skills Training**

**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)		

**Soft Skills Syllabus:**

Soft Skills : An Overview  
Know Yourself  
SWOT Analysis  
Goal Setting  
Positive Attitude  
Body Language  
Interpersonal Skills  
Time Management  
Presentation Skills  
Just a Minute (JAM) Activities  
Team Dynamics  
Group Discussion  
Etiquette of Telephone e-mail and SMS  
Interview Skills  
Preparation for Examinations

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**Sri A.V.Ramana Rao,Lecturer in English Teaching Group Discussion class on 10.5.2018**

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

## 2018-19 Soft Skills Training

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

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2018-19 Soft Skills Training

30	P. Gayathri	26-02-1998	ST-Erukula	BSc	MSCs
31	Sk. Shakeela	25-09-1999	BC-E-Muslim	BSc	MSCs
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



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CHIRALA - 523 155, Prakasham Dt., (A.P.)

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

**2018-19 Soft Skills Training**

Soft Skills & Communication Skills  
 Trainers  
 Commment: Batch - I & II  
 1-5-2018

Name Of The Office		Attendance										Register										Remarks												
Y.A.Govt. Degree College, Chirala																																		
S. No.	NAME	Dest-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.Lokshmi 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.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	
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.	S.K. Shikheela		P	P	P	P	P	P	P	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	
7.	H. 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. 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	
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	
10.	B. Tishani		P	P	P	P	P	P	P	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. Taly		P	P	P	P	P	P	P	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. Nagesha		P	P	P	P	P	P	P	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. Tishani		P	P	P	P	P	P	P	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	
15.	B. Diya		P	P	P	P	P	P	P	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. Sumanu		P	P	P	P	P	P	P	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.	E. 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	
18.	G. Manjama		P	P	P	P	P	P	P	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. Prasadana		P	P	P	P	P	P	P	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. Srinalli		P	P	P	P	P	P	P	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. Leelajothi		P	P	P	P	P	P	P	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. Ranyasiri		P	P	P	P	P	P	P	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. Dnyalokshmi		P	P	P	P	P	P	P	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	
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. 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	
31.	Y. Sai Lokshmi		P	P	P	P	P	P	P	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. Rajitha		P	P	P	P	P	P	P	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 Venkateswara		P	P	P	P	P	P	P	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. Tishani		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	

Month: May  
Year: 2018

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

**2018-19 Soft Skills Training**

Name Of The Official		Attendance Register										Month	Year	Remarks																					
S. No.	NAME	Dati- 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		
36	G. Rami Tulasi		P	P	P	P	P	P	P	P	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	B. Karesi		P	P	P	P	P	P	P	P	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. Raju Daschiri		P	P	P	P	P	P	P	P	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	S. Suresha		P	P	P	P	P	P	P	P	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	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	P	
40	S. Radha Kumari		P	P	P	P	P	P	P	P	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	Dasari. Nounika		P	P	P	P	P	P	P	P	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	V. Rajwika		P	P	P	P	P	P	P	P	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	M. Rajyanka		P	P	P	P	P	P	P	P	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  
Y.A. Govt. Degree College for Women  
CHIRALA, Bapatla, (A.P.)

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

2018-19 Soft Skills Training



*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