

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

## 2019-20 Soft Skills Training

### Report on Soft Skills FOR THE YEAR 2019-20

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 2019-20.

Details of Batch-1:



BATCH NO	DURATION	NO OF STUDENTS ATTENDED
I	1.5.2019 to 31.7.2019	45

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

1. 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. 

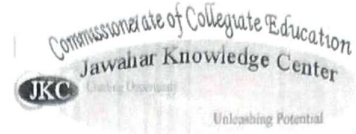
Signature of the Resource Persons

  
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**

**2019-20 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: 12-03-2019.

**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 01.05.2019. 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 Centre  
Y.A. Govt. Degree College for Women  
Chirala - 522115

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**

**2019-20 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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**Soft skills class by Sri KCS Rao, Lect.in English on 20.2.2019**

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

### 2019-20 Soft Skills Training

Y.A.GOV.T.DEGREE COLLEGE(W),CHIRALA JKC Summer Batch Registered Students List 2019-20				
Sl. No	Name	DOB	Social Status	Degree
1	S. Yochana	6/16/2000	SC-Mala	MPC
2	J. Krishna Kavitha	10/6/1999	OC-Velama	MPC
3	B. Jhansi Lakshmi	4/6/2000	OC-Vysya	MPC
4	M. Jhansi	1/3/1997	SC-Mala	MCCS
5	Ch. Sai Durga	7/10/2000	OC-Vysya	MCCS
6	K. Kalyani	7/15/2000	OC-Reddy	MCCS
7	D. Ballamma	9/4/1998	OC-Reddy	MCCS
8	K. Kousalya	2/22/2000	OC-Reddy	MCCS
9	M. Sowmya Sri	22-12-1999	BC-A-Rajaka	MCCS
10	T. Hima Bindu	16-06-1999	BC-A-Rajaka	MCCS
11	K. Siva Krishna	5/19/2000	OC-Reddy	MCCS
12	I. Divya Naga Jyothi	4/23/1998	BC-B-Padmasali	MCCS
13	N. Keerthi	18-08-2000	BC-A-Medari	MCCS
14	J. Bhavani	2/8/2000	BC-B-Padmasali	MPCs
15	J. Geethanjali	16-06-2000	BC-B-Devanga	MPCs
16	A. Gouthami	8/14/2000	OC-Reddy	MPCs
17	M. Preethi	10/28/1999	SC-Mala	MPCs
18	S. Sneha Sri	7/8/2000	BC-B-Devanga	MPCs
19	S. Sirisha	9/2/2000	OC-Reddy	MPCs
20	M. Vasanthi	4/6/2000	BC-D-Thurpu Kapu	MPCs
21	G. Sai Priya	10/6/1999	BC-D-Yadava	MPCs
22	K. Vineela Lakshmi Krishna Sri	9/1/1998	BC-D-Surya Balija	MPCs
23	K. Kalpana	18-04-1999	BC-D-Thurpu Kapu	MPCs
24	M. Devi	6/15/2000	BC-B-Devanga	MPCs
25	Sk. Mallika	7/18/1997	BC-E-Muslim	MPCs
26	G. Durga	4/27/1998	BC-A-Rajaka	MPCs
27	A. Vasanthi	8/14/2000	SC-Mala	MPCs
28	P. Prasanna	10/7/2000	ST-Yanadi	MPCs
29	Ch. Suma	12/21/1997	BC-D-Yadav	MPCs
30	I. Alivelu	5/22/2000	ST-Yanadi	MPCs
31	N. Hymavathi	10/5/2000	OC-Reddy	MPCs
32	T. Sravani	8/14/1998	SC-Madiga	MPCs
33	T. Keerthi	1/7/2000	SC-Madiga	MPCs
34	T. Jaya Lakshmi	12/6/1999	BC-B-Padmasali	MSCs
35	T. Hemalatha	6/16/2000	BC-B-Padmasali	MSCs
36	M. Venkata Durga Bhavani	5/19/1998	BC-B-Padmasali	MSCs
37	V. Lakshmi Bhargavi	2/28/2000	BC-B-Padmasali	MSCs
38	Ch. Pravallika	7/19/1999	BC-B-Padmasali	MSCs
39	P. Tirupatamma	4/9/1999	OC-Reddy	MSCs

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40	N. Raja Kumari	8/28/2000	SC-Hindu-Mala	MSCs
41	N.Nagakamakshi	30-01-2000	BC-B	MPCs
42	T.Haripriya	28-3-1997	ST-Yanadi	MCCS
43	P.Pavani	12/28/1999	BC-B	BZC
44	P.Lakshmi Suvarchala	2/11/2000	BC-A	MZC
45	M. DeviKA	6/15/2000	BC-B-Devanga	MPCs



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



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**2019-20 Soft Skills Training**

Name Of The Office		Attendance										Register										Month		Year		Remarks								
S. No.	NAME	Desig-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	
35	T. Hemalatha	✓	P	P	P	P	P	P	P	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	Mv. Durga Bhavani	✓	P	A	P	P	P	P	P	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	V. Lakshmi Durga	✓	P	A	P	P	P	P	P	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	Cti. Dhanilika	✓	P	A	P	P	P	P	P	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	T. Tripudamma	✓	P	P	P	P	P	P	P	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	N. Raja kumar	✓	P	P	P	P	P	P	P	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	P. pavani	✓	P	P	P	P	P	P	P	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	N. Nagu kamakshi	✓	P	P	P	P	P	P	P	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	T. tharipriya	✓	P	P	P	P	P	P	P	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	P. Sathani Sureshala	✓	P	P	P	P	P	P	P	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	P. Kalyan	✓	P	P	P	P	P	P	P	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.)

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*Certificate*



*This is to certify that*

Mr. / Miss K. Sireesha

D/o, S/o, Shinivasa Rao With JKC ID No. 21564JKC2019batchE 830621

*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* 1.8.2019 *to* 30.11.2019

*R. Rao*  
JKC Coordinator



*G. Rao*  
Principal & Chairman JKC  
Govt. Degree College