

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

2019-20 Communication Skills

Report on Communication Skills FOR THE YEAR 2019-20

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 2019-20.

Details of Batch-2:

BATCH NO	DURATION	NO OF STUDENTS ATTENDED
II	1.8.2019 to 30.11.2019	40


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

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2019-20 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)		

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2019-20 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

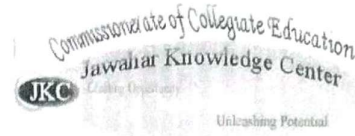
Note Making

Précis Writing

Resume Writing

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2019-20 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: 21-07-2019.

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. – 10.00 a.m. and 4pm-6pm as second batch from 01.08.2019. 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

PRINCIPAL

Govt. Degree College for
CHIRALA-523 155

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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2019-20 Communication Skills



Communication Skills Training Hands on Practice on 17.9.2019

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2019-20 Communication Skills


YA GOVT. DEGREE COLLEGE (W), CHIRALA, PRAKASAM (DIST)
JKC BATCH – 2 Registered Students List for 2019-20

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	T. Pranathi	6/7/1999	BC-A- Vaddera	B Com	Computer Application
2	P. Dhana Lakshmi	26-07-1999	OC-Vysya	B Com	Computer Application
3	K. Sirisha	22-08-1999	BC-A- Rajaka	B Com	Computer Application
4	K. Sirisha	1/7/2000	SC-Hindu- Mala	B Com	Computer Application
5	G. Naga Malleswari	3/10/1997	BC-B- Padmasali	B Com	Computer Application
6	G. Bhavani	15-10-1999	BC-A- Vaddera	B Com	Computer Application
7	P. Munni Shaheda	21-05-2000	OC-Pathan	B Com	Computer Application
8	P. Sruthi	28-07-1996	OC-Kamma	B Com	Computer Application
9	B. Lavanya Sai Kumari	3/2/2000	BC-B- Padmasali	B Com	Computer Application
10	P. Divya	17-05-1999	SC-Madiga	B Com	Computer Application
11	B. Naga Lakshmi	15-07-1998	OC-Telaga	B Com	Computer Application
12	B. Prajwala	12/6/1999	SC-Hindu- Mala	B Com	Computer Application
13	T. Yamini	16-09-1999	SC-Hindu- Mala	B Com	Computer Application
14	Ch. Satya seela	9/4/1999	SC-Hindu- Mala	B Com	Computer Application
15	M. Dhana Lakshmi	19-02-2000	SC-Hindu- Mala	B Com	Computer Application
16	P. Lakshmi Prasanna	27-02-1997	BC-A- Rajaka	B Com	Computer Application
17	V. Harika	9/5/2000	BC-D- Thurpu Kapu	B Com	Computer Application
18	N. Rama Lakshmi	30-06-1998	BC-A- Reddika	B Com	Computer Application
19	I. Durga Bhavani	11/6/1999	ST-Yanadi	B Com	General
20	V. Kalyani	5/12/1998	BC-B- Padmasali	B Com	General
21	B. Gayathri	1/7/1998	OC-Reddy	B Com	General

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

2019-20 Communication Skills

22	B. Sravani	4/7/2000	BC-A-Rajaka	B Com	General
23	M. Sravanthi	14-04-1998	SC-Mala	B Com	General
24	M. Sandhya Rani	15-06-2000	ST-Yanadi	B Com	General
25	V. Sravani	10/8/1997	SC-Madiga	B Com	General
26	Sk. Sabia	3/2/2000	BC-E-Muslim	B Com	General
27	P. Lakshmi Durga	6/7/1999	ST-Erukula	B Com	General
28	K. Mounika	6/3/1999	ST-Erukula	B Com	General
29	M. Keerthana	9/8/2000	ST-Erukula	B Com	General
30	P. Rajya Lakshmi	20-03-2000	BC-B-Padmasali	B Com	General
31	B. Tejaswini	16-06-2000	BC-B-Devanga	B Com	General
32	Md. Shagufta Begumkalesha vali	18-08-2000	BC-E-Muslim	B Com	General
33	B. Mounika	17-05-1995	SC-Mala	B Com	General
34	BVN VYSHNAVI	22/12/1999	OC-Vysya	B Com	General
35	N. Anusha	4/11/2000	SC-Mala	B Com	Computer Application
36	Ch. Venkata Lakshmi Rajyam	24-08-2000	BC-B-Padmasali	B Com	General
37	K. Mounika	21-08-1998	BC-D-Yadava	B Com	Computer Application
38	B. Bhagya Rekha	15-06-2000	SC-Mala	B Com	General
39	B. Lakshmi Mamatha	19-12-1999	BC-B-Devanga	B Com	General
40	S.SRAVANI	24/08/2000	oc-reddy	B Com	General


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

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

2019-20 Communication Skills

Soft Skills & Communication Skills Training Commencement of I Sc II Batch on 01.08.2019

S. No.	NAME	Attendance										Register										Remarks												
		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	P. Dhara 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	
2	K. Sireesha (Kurichat)	P	P	P	P	P	P	P	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	T. Pranaithi	P	P	P	P	P	P	P	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	G. Naga Haleswari	P	P	P	P	P	P	P	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	G. 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		
6	K. Hanuika	P	P	P	P	P	P	P	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	P. Sallu	P	P	P	P	P	P	P	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	P. 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		
9	B. Naga 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		
10	B. Laxmya Sai 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		
11	Ch. Satya Seela	P	P	P	P	P	P	P	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	M. Dhruva 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		
13	V. Harika	P	P	P	P	P	P	P	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	N. Rava 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		
15	N. Anulka	P	P	P	P	P	P	P	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	V. Kalpani	P	P	P	P	P	P	P	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	B. Gayalathi	P	P	P	P	P	P	P	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	Ch. V. Lakshmi Raju	P	P	P	P	P	P	P	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	B. 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		
20	M. Sanyoga Ravi	P	P	P	P	P	P	P	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	V. 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		
22	SK. Sabiya	P	P	P	P	P	P	P	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. Lakshmi 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		
24	K. Sireesha (Kausla)	P	P	P	P	P	P	P	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	P. Thani 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		
26	P. Lakshmi Durga	P	P	P	P	P	P	P	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	K. Hanuika	P	P	P	P	P	P	P	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	I. Durga 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		
29	B. Bhagya Rekha	P	P	P	P	P	P	P	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	M. Keerthana	P	P	P	P	P	P	P	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	P. 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		
32	B. Tejaswini	P	P	P	P	P	P	P	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	M.D. Chagupilla Begum	P	P	P	P	P	P	P	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	B. Hanuika	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		

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2019-20 Communication Skills

Name Of The Office		Attendance										Register										Month ... Aug ... Year ... 2019		Remarks												
S. No.	NAME	Designation	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	B. Lakshmi Hanuathai	✓	P	P	a	P	a	P	P	a	P	P	a	P	P	a	P	P	a	P	P	a	P	P	a	P	P	a	P	P	a	P	P	a		
36	S. Sreerani	✓	P	P	P	P	P	P	P	P	P	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	B.V.N. Usharani		P	P	P	P	P	P	P	P	P	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	H. Sravanlaxmi		P	P	P	P	P	P	P	P	P	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	B. Prajwala		P	P	P	P	P	P	P	P	P	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	T. Yamini		P	P	a	P	P	a	P	P	a	P	P	a	P	P	a	P	P	a	P	P	a	P	P	a	P	P	a	P	P	a	P	P	a	

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



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

2019-20 Communication Skills



Certificate



This is to certify that

Mr. / Miss Md. Shaguptha Bejum

D/o, S/o, Md. Shoyab. *With JKC ID No.* 21586.jkc.2019batchII.582018

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. Sai
Principal & Chairman JKC
Govt. Degree College