

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

2017-18 Soft Skills Training

Report on Soft Skills for the year 2017-18

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 2017-2018.

Details of Batch-3:

BATCH NO	DURATION	NO OF STUDENTS ATTENDED
III	1.12.2017 to 28.2.2018	37

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 persons Sri A.V.Ramana Rao & Sri K.Chandrasekhara Rao – Lecturer in English Conducted the training programme.

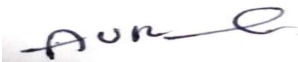
Certificates were issued to all the participants after the completion of each batch programme.

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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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

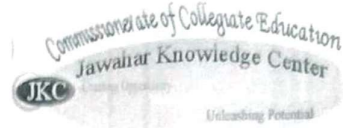
Etiquette of Telephone e-mail and SMS

Interview Skills

Preparation for Examinations

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.
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: 20-11-2017.








CIRCULAR

All the students of final year Arts, Science and Commerce courses are hereby informed that they have to attend JKC Training classes everyday from 9 a.m. - 10.00 a.m. and 4 p.m.- 6 p.m. as III batch from 01.12.2017. This training includes Communication & Soft skills, Analytical & Computer Skills for three months. Hence all the lecturers of the departments History, Economics, Political Science, Mathematics, Physics, Chemistry, Computers, Botany, Zoology and Microbiology and Commerce are hereby instructed to not to prevent the students from attending JKC classes. This training is very useful to them for competitive examinations.


20/11/17

PRINCIPAL

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

III B.SC MPCS - 
III B.SC MSCS- 
III B.SC MCCS- 
III B.SC MPC-
III B.SC BZC- 
III B.SC MZC- 
III B.Com CA- 
III B.Com Gen- 
III B.A. HEP-

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Teaching Soft Skills by Sri M.Ratnakar, Softskills trainer on 14.12.2027

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

2017-18 Soft Skills Training

Y.A.GOV.T.DEGREE COLLEGE FOR WOMEN, CHIRALA JKC – REGISTERED STUDENTS - BATCH-3 – 2017-18				
S.No.	Student Name	DOB	Category	Contact Number
1	P. Sujana	18-05-1997	SC-Mala	9912193813
2	A. Siva Jaya Lakshmi	15-08-1998	OC-Reddy	9959185192
3	B. Asha Rani	20-05-1998	SC-Madiga	9849935845
4	B. Malleswari	4/3/1997	OC-Reddy	9676033274
5	B. Uma Maheswari	5/8/1998	OC-Reddy	9676033274
6	D. Sanny	9/1/1998	SC-Mala	8341096460
7	G. Supriya	23-03-1998	ST-Erukula	7675071380
8	G. Siva Naga	5/6/1998	BC-D-Uppara	7382696780
9	G. Revathi	27-07-1997	ST-Erukula	7032848498
10	K. Priyanka	6/12/1997	OC-Reddy	9949468485
11	M. Nandini	15-06-1998	BC-B-Devanga	7207615569
12	M. Durga	24-06-1998	BC-B-Devanga	9032626893
13	M. Divya Vani	27-02-1996	SC-Hindu-Mala	8019374910
14	N. Naga Lakshmi	6/6/1995	BC-A-Pallekapu	9642832097
15	P. V. Parvathi	10/6/1997	BC-D	7659910547
16	P. Jayavardhani	23-06-1997	BC-B-Padmasali	7842613788
17	Sk. Reshma	8/6/1998	BC-E-Shaik	8341096460
18	T. Manju Latha	15-08-1997	SC-Mala	9542825101
19	K. Neelima	7/7/1998	ST-Erukula	7675071380
20	M. Akhila	16-11-1999	SC-Mala	7382696780
21	K. Rajasri	9/7/2000	SC-Madiga	7032848498
22	V. Sri Lakshmi Bai	6/7/1999	ST-Sugali	9949468485
23	S. Naga Lakshmi	10/6/2000	ST-Erukula	7207615569
24	T. Naga Lakshmi	30-05-1997	SC-Madiga	9032626893
25	G. Sai Soundarya	1-6-91997	SC-Mala	8019374910
26	V. Pravallika	25-04-2000	ST-Erukula	9642832097
27	D. Swetha	4/7/2000	ST-Erukula	9949468485
28	R. Happy	19-05-1999	SC-Mala	7207615569
29	D. Rajitha	8/6/1997	SC-Mala	9032626893
30	K. Jhansi Lakshmi	2/1/1991	SC-Madiga	8019374910

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31	N. Prasanna	12/8/1997	SC-Mala	9642832097
32	S. Vasundhara	18-06-1999	SC-Mala	7659910547
33	M. Vara Lakshmi	5/1/1997	SC-Mala	7842613788
34	M. Supriya	13-02-1995	ST-Erukula	8341096460
35	J. Veera Vani	15-05-1997	SC-Mala	9542825101
36	K. V. L. Tirupatamma	27-03-1996	ST-Yanadi	9959185192
37	K. Sailaja	10/6/1996	SC-Mala	9849935845



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

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Sl. No.	Pupils Name	Date												
		1	2	3	4	5	6	7	8	9	10	11	12	13
31	N. Prathana, SC	P	P	P	P	P	P	P	P	P	P	P	P	P
32	S. Vastudhara, SC	P	P	P	P	P	P	P	P	P	P	P	P	P
33	H. Veera Lakshmi, SC	P	P	P	P	P	P	P	P	P	P	P	P	P
34	H. Sagnya, ST	P	P	P	P	P	P	P	P	P	P	P	P	P
35	T. Ushabani, SC	P	P	P	P	P	P	P	P	P	P	P	P	P
36	K.U. - Tiruphalaamma, ST	P	P	P	P	P	P	P	P	P	P	P	P	P
37	K. Sakthika, SC	P	P	P	P	P	P	P	P	P	P	P	P	P

Sl. No.	Pupils Name	Date																
		14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
38	N. Prathana, SC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
39	S. Vastudhara, SC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
40	H. Veera Lakshmi, SC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
41	H. Sagnya, ST	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
42	T. Ushabani, SC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
43	K.U. - Tiruphalaamma, ST	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
44	K. Sakthika, SC	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Pupils Attendance Register

విద్యార్థుల హాజరు పట్టిక

తేదీ: Dec 1, 2017
 పాఠశాల పేరు: Y.A. Govt. Degree College for Women, Chirala
 తరగతి: 11
 ప్రాధికారం: 
 ప్రధానాధికారి: (A. S. S.)
 స్థానం: చిరాల
 తేదీ: _____
 గురుకులం: _____

తరగతి పేరు: _____
 తరగతి నంబరు: _____
 తరగతి పేరు: _____
 తరగతి నంబరు: _____

పాఠశాల పేరు: _____
 తేదీ: _____
 గురుకులం: _____

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Certificate



This is to certify that

Mr. / Miss B. Lavanya 2017

D/o, S/o, Srinivasa Rao With JKC ID No. 21566jkcbatchII 7015484

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 1.9.2017 to 30.11.2017.

R. Rao
JKC Coordinator



G. Rao
Principal & Chairman JKC
Govt. Degree College



Certificate



This is to certify that

Mr. / Miss P. Sudraja

D/o, S/o, Srinivasa Rao With JKC ID No. 21566jke2017 batch I 17015981

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

Communication & Soft Skills, Analytical Skills and Technical Skills

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R. Rao
JKC Coordinator



G. Rao
Principal & Chairman JKC
Govt. Degree College