

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.

BATCH NO	DURATION	NO OF STUDENTS ATTENDED
I	25.04.2017 to 31.07.2017	72
II	01.08.2017 to 30.11.2017	43
III	1.12.2017 to 28.2.2018	37

The following topics were covered in the training programme.

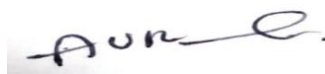
- Know Yourself
- SWOT Analysis
- Goal Setting
- Positive Attitude
- Body Language
- Interpersonal Skills
- Time Management
- Presentation Skills
- Just a Minute (JAM) Activities
- Team Dynamics
- Group Discussion
- Etiquette of Telephone e-mail and SMS
- Interview Skills
- Preparation for Examinations

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. 

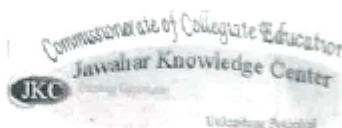
Signature of the Resource Persons


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

Principal

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

2017-18 Soft Skills Training



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,

Dr: 01-03-2017.

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. – 12.00 p.m. as summer batch from 25.4.2017. 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 encourage the students for attending JKC classes. This training is very useful to them for competitive examinations.


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

III B.SC MPCS- 
III B.SC MSCS- 
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III B.Com CA- 
III B.Com Gen- 
III B.A. HEP- 

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

2017-18 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



Soft skills training class on 3.5.2017

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

2017-18 Soft Skills Training

Training for Communication & Soft Skills

Summer Batch, 2017-18 Commenced from 13 April 2017.

Name of the Office Y.A.G. D.C. Chirala
J.K.C. 2017 - Summer Batch

Attendance

Register

Month May
Year 2017

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	Remarks
1	P. Madhavi, Bc, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
2	S. Kavitha, Bc, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
3	P. Bhavani, Bc, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
4	V. Sai Suneeta, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
5	B. Guwanthini, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
6	P. Priyanka, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
7	S. Roja, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
8	K. Anjali, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
9	P. Nagamallaganai, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
10	Ch. Srija, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
11	S. Pavani, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
12	S.K. Seetha, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
13	T. Nincy Parvathi, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
14	D. Venkatachandra, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
15	Y. Saijaya, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
16	V. Sushama Priya, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
17	T. Sreeja, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
18	T. Anusha, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
19	H. Divya, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
20	H. Padma, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
21	D. Hanu, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
22	P. Priyanka, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
23	H. Parvathamma, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
24	P. Naveela, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
25	A. Pallavi Priya, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
26	V. Neelima, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
27	Y. Tejaswini, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
28	Y. Neeraja, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
29	V. Sandhya Kanani, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
30	K. Silaja, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
31	P. Baba Jani, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
32	G. Chaitanya Lakshmi, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
33	G. Sudani, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
34	H. Uma Maheswari, nps		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		

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

2017-18 Soft Skills Training

Name Of The Office		Attendance										Register										Month		Year		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	D. Gayathri	NECS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
36	M. Uma Devi		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
37	K. Madhavi Lata		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
38	N. Uma Sankarini		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
39	S. Naga Narasimha		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
40	R. Divya Sriyellu		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
41	K. Lakshmi Prasad		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
42	C. Sridharini		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
43	P. Anitha Hanu		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
44	K. Baby Chelvi		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
45	B. Rajani		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
46	C. Narmada		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
47	C. Anitha		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
48	N. Sai Kumar		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
49	D. Rathi		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
50	T. Tejaswini		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
51	A. Unnand		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
52	L. Sowmya		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
53	N. Aparna		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
54	C. Glory		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
55	K. Thirumala		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
56	A. Jayashree		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
57	K. V. Reetha		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
58	B. Rupa		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
59	C. K. K. L.		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
60	K. Renu		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
61	G. Sankarini		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
62	P. Jagannad		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
63	V. Prathima		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
64	K. Lalitha		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
65	L. Deepika		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
66	K. Jaya		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
67	N. Gopi		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		

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

2017-18 Soft Skills Training



Certificate



This is to certify that

Mr. / Miss B. Lavanya ²⁰¹⁷

D/o, S/o, Srinivasa Rao *With JKC ID No.* 21584jkcbatchII7015484

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.

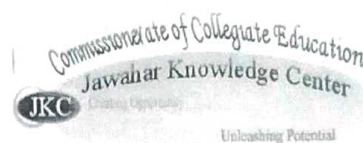
P. Rao
JKC Coordinator



G. C. S.
Principal & Chairman JKC
Govt. Degree College

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

2017-18 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, chirala.jkc@gmail.com

Sri K.ChandraSekhara Rao

JKC Coordinator

CHIRALA,

Dt: 25-08-2017.

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 II batch from 01.09.2017. 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.


PRINCIPAL

Jawahar Knowledge Centre
Chirala
Dist: Prakasam
Pin: 521 101

III B.SC MPCS –

III B.SC MSCS- 

III B.SC MCCA- 

III B.SC MPC- 

III B.SC BZC-

III B.SC MZC- 

III B.Com CA- 

III B.Com Gen-

III B.A. HEP- 

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

2017-18 Soft Skills Training



Soft skills class by Sri K.Chandrasekhara Rao,Lecturer in English on 7.8.2017

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

2017-18 Soft Skills Training

సం.		సంవత్సరం		సం.		సం.		సం.		సం.		సం.		సం.		సం.		సం.	
1		2		3		4		5		6		7		8		9		10	
అధ్యక్షుడు		సహాయకుడు		సం.		సం.		సం.		సం.		సం.		సం.		సం.		సం.	
31	L. Anuradha, B.C.																		
32	K. Tirupathi Kumar, B.C.																		
33	K. V. Lakshmi, B.C.																		
34	G. S. Lakshmi, B.C.																		
35	C. S. Lakshmi, B.C.																		
36	A. S. Lakshmi, B.C.																		
37	T. S. Lakshmi, B.C.																		
38	G. S. Lakshmi, B.C.																		
39	M. S. Lakshmi, B.C.																		
40	M. S. Lakshmi, B.C.																		
41	J. S. Lakshmi, B.C.																		
42	P. S. Lakshmi, B.C.																		
43	K. S. Lakshmi, B.C.																		

OC - 7

BC - 5

SC - 5

ST - 5

43

Y.A. Govt. Degree College for Women

CHIRALA, Bapatla, A.P.

పాఠశాల పరిమళి దినములు

క్రమ సంఖ్య

పాఠశాల

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

2017-18 Soft Skills Training



Certificate



This is to certify that

Mr. / Miss P. Indira

D/o, S/o, Srinivasa Rao With JKC ID No. 21566 jkc2017 batch I
17015981

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.

P. Rao

JKC Coordinator

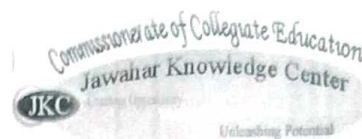


P. Rao

Principal & Chairman JKC
Govt. Degree College

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

2017-18 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, chirala.jkc@gmail.com

Sri K.ChandraSekhara Rao

JKC Coordinator

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
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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-

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

2017-18 Soft Skills Training



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

2017-18 Soft Skills Training

[illegible]

2017-18 Soft Skills Training

[illegible]

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

2017-18 Soft Skills Training

	Certificate	
This is to certify that		
Mr. / Miss <u>B. Lavanya</u> 2017		
D/o, S/o, <u>Srinivasa Rao</u> With JKC ID No. <u>21564 jkc batch II 7015484</u>		
has successfully completed the 400 hours Jawahar Knowledge Centre Training Program in		
Communication & Soft Skills, Analytical Skills and Technical Skills		
at <u>Y.A. Govt. Degree College of Women, CHIRALA.</u>		
from <u>1.9.2017</u> to <u>30.11.2017</u> .		
 JKC Coordinator		 Principal & Chairman JKC Govt. Degree College

	Certificate	
This is to certify that		
Mr. / Miss <u>P. Sudraja</u>		
D/o, S/o, <u>Srinivasa Rao</u> With JKC ID No. <u>21564 jkc 2017 batch I 7015981</u>		
has successfully completed the 400 hours Jawahar Knowledge Centre Training Program in		
Communication & Soft Skills, Analytical Skills and Technical Skills		
at <u>Y.A. Govt. Degree College of Women, CHIRALA.</u>		
from <u>1.9.2017</u> to <u>30.11.2017</u> .		
 JKC Coordinator		 Principal & Chairman JKC Govt. Degree College