

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.

BATCH NO	DURATION	NO OF STUDENTS ATTENDED
I	1.5.2018 to 31.7.2018	43
II	1.8.2018 to 30.11.2018	46
III	1.12.2018 to 28.2.2019	62

The following topics were covered in the training programme.

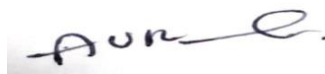
- Know Yourself
- SWOT Analysis
- Goal Setting
- Positive Attitude
- Body Language
- Interpersonal Skills
- Time Management
- Presentation Skills
- Just a Minute (JAM) Activities
- Team Dynamics
- Group Discussion
- Etiquette of Telephone e-mail and SMS
- Interview Skills
- Preparation for Examinations

The following resource person Sri K Chandrasekhara Rao & 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.

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2. 

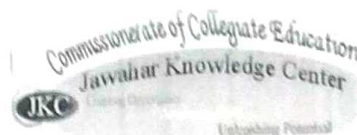
Signature of the Resource Persons


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, 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

Jawahar Knowledge Center

III B.Com CA-

III B.Com Gen-

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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

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

2018-19 Soft Skills Training



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

2018-19 Soft Skills Training

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

2018-19 Soft Skills Training

Name Of The Officer		Attendance Register										Month: May '19		Year: 2018-19																				
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
35	G. Ramesh																																	
36	B. Kamesh																																	
37	T. Raju Daschani																																	
38	S. Suresh																																	
39	N. Nandini																																	
40	S. Renu Kumari																																	
41	Dasari. Nandini																																	
42	V. Rushmi																																	
43	M. Rajyanka																																	

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. 21566JKC 2018 Batch I
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.

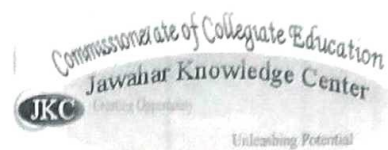

JKC Coordinator




Principal & Chairman JKC
Govt. Degree College

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, chirala.jkc@gmail.com

Sri K.ChandraSekhara Rao

JKC Coordinator

CHIRALA,

Dt: 20-07-2018.

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. - 10.00 a.m. and 4pm - 6pm as second batch from 01.08.2018. This training includes Communication, Soft skills, Analytical and 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.

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

2018-19 Soft Skills Training



Soft skill class for bath-2 by Sri A.V.RamanaRao on 2.8.2018

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

2018-19 Soft Skills Training

Name of the Officer		Attendance										Register										Month: August Year: 2018												
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	Remarks
34	K. Priyanka		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
35	V. 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		
36	S. Lakshmi Chakraborty		P	P	P	P	P	P	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. Anuradha		P	P	P	P	P	P	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	M. Soudha		P	P	P	P	P	P	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	V. 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		
40	Ch. Nagalakshmi		P	P	P	P	P	P	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	B. Santoshini		P	P	P	P	P	P	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	K. Jayalaxmi		P	P	P	P	P	P	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	P. 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		
44	N. Harishankari		P	P	P	P	P	P	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	N. 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		
46	S. Adalakshmi		P	P	P	P	P	P	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 Ch. Sravani

D/o, S/o, Ch. Venkata Ramana *With JKC ID No.* 21564JKC2018batch I
17021068

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

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at Y.A. Govt. Degree College of Women, CHIRALA.

from 1.5.2018 *to* 30.7.2018.

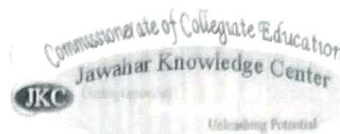
Chao
JKC Coordinator



Ch. Chao
Principal & Chairman JKC
Govt. Degree College

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, chirala.jkc@gmail.com

Sri K.ChandraSekhara Rao

JKC Coordinator

CHIRALA,

Dt: 25-11-2018.

CIRCULAR

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

2018-19 Soft Skills Training



Conducting group discussion class to the jkc students on 06.01.2019

2018-19 Soft Skills Training

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పగటు చోజరు

JKC
11/10/2014

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Principal
M. Govt. Degree College for Women
CHIRALA, Bapatnagar (A.P.)

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

2018-19 Soft Skills Training

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Mr. / Miss <u>M. Perini Devi</u>		
D/o, S/o, <u>Anki Reddy</u> With JKC ID No. <u>21564 jkc 2018 Batch I</u> <u>17020582</u>		
has successfully completed the 400 hours Jawahar Knowledge Centre Training Program in		
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at <u>Y.A. Govt. Degree College of Women, CHIRALA.</u>		
from <u>1.5.2018</u> to <u>30.7.2018.</u>		
 JKC Coordinator		 Principal & Chairman JKC Govt. Degree College

3

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Mr. / Miss <u>Ch. Sravani</u>		
D/o, S/o, <u>Ch. Venkata Ramana</u> With JKC ID No. <u>21564 jkc 2018 Batch I</u> <u>17021068</u>		
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from <u>1.5.2018</u> to <u>30.7.2018.</u>		
 JKC Coordinator		 Principal & Chairman JKC Govt. Degree College

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