

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

2020-21 Soft Skills Training

Report on Soft Skills FOR THE YEAR 2020-21

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 2020-21.

BATCH NO	DURATION	NO OF STUDENTS ATTENDED
I	1.11.2020 to 30.1.2021	50
II	1.2.2021 to 31.3.2021	42

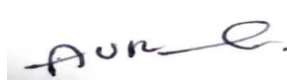
The following topics were covered in the training programme.

- 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 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.

1. 

2. 

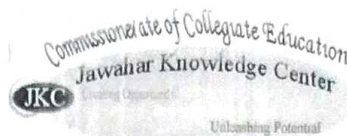
Signature of the Resource Persons


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

Principal

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

2020-21 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: 26-10-2020.

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 01.11.2020. 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 Gen. & CA- V.M

III B.A. - SP

III B.SC MPSC- SP

III B.SC MSCS- SP

III B.SC MCCS- SP

III B.SC MPC- SP

III B.SC BZC- SP

III B.SC MZC- SP

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

2020-21 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

2020-21 Soft Skills Training



Goal Setting class by Sri A.V.RamanaRao on 21.11.2020

Web link:

Report:

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

2020-21 Soft Skills Training

Pupils Attendance Register

విద్యార్థి పేరు

క్లాస్

డేట్

Commenced on 11/11/2020

1	2	3	4	5	6	7	8	9
సంఖ్య	పేరు	గ్రేడ్	1	2	3	4	5	6
1.	J. KALYANI		P	P	P	P	P	P
2.	T. NAGAMANI		P	P	P	P	P	P
3.	T. HARIKA		P	P	P	P	P	P
4.	A. NAGALAKSHMI		P	P	P	P	P	P
5.	T. VARALAKSHMI		P	P	P	P	P	P
6.	S. K. A. SARUNESA		P	P	P	P	P	P
7.	S. SRAVANI SAR		P	P	P	P	P	P
8.	G. AKHILA		P	P	P	P	P	P
9.	M. SRAVANI		P	P	P	P	P	P
10.	R. YADU RANG		P	P	P	P	P	P
11.	K. MADHULATHA		P	P	P	P	P	P
12.	P. V. LAKSHMI		P	P	P	P	P	P
13.	N. NAGALAKSHMI		P	P	P	P	P	P
14.	G. S. LAKSHMI		P	P	P	P	P	P
15.	M. S. VARADHANI		P	P	P	P	P	P
16.	G. NEHA		P	P	P	P	P	P
17.	Y. SUPRIYA		P	P	P	P	P	P
18.	K. NEELIMA		P	P	P	P	P	P
19.	A. KUMARI		P	P	P	P	P	P
20.	K. MADHANI		P	P	P	P	P	P
21.	M. MARY GRACE		P	P	P	P	P	P
22.	G. L. K. J. H. A		P	P	P	P	P	P
23.	K. YESUDHA		P	P	P	P	P	P
24.	P. RUTHI		P	P	P	P	P	P
25.	A. ANKAMMA		P	P	P	P	P	P
26.	B. SRINANI		P	P	P	P	P	P
27.	K. MOHINI		P	P	P	P	P	P
28.	T. J. THASILA KSHMI		P	P	P	P	P	P
29.	J. LAKSHMI PRASAD		P	P	P	P	P	P
30.	K. M. ANITHA		P	P	P	P	P	P
31.	P. S. S. V. R. A. N. I. A		P	P	P	P	P	P
32.	P. S. S. V. R. A. N. I. A		P	P	P	P	P	P
33.	P. S. S. V. R. A. N. I. A		P	P	P	P	P	P
34.	P. S. S. V. R. A. N. I. A		P	P	P	P	P	P
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89.	P. S. S. V. R. A. N. I. A		P	P	P	P	P	P
90.	P. S. S. V. R. A. N. I. A		P	P	P	P	P	P
91.	P. S. S. V. R. A. N. I. A		P	P	P	P	P	P
92.	P. S. S. V. R. A. N. I. A		P	P	P	P	P	P
93.	P. S. S. V. R. A. N. I. A		P	P	P	P	P	P
94.	P. S. S. V. R. A. N. I. A		P	P	P	P	P	P
95.	P. S. S. V. R. A. N. I. A		P	P	P	P	P	P
96.	P. S. S. V. R. A. N. I. A		P	P	P	P	P	P
97.	P. S. S. V. R. A. N. I. A		P	P	P	P	P	P
98.	P. S. S. V. R. A. N. I. A		P	P	P	P	P	P
99.	P. S. S. V. R. A. N. I. A		P	P	P	P	P	P
100.	P. S. S. V. R. A. N. I. A		P	P	P	P	P	P

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

2020-21 Soft Skills Training

సం. No U' 20
సంవత్సరం 2020-21

Pupils Attendance Register

పిల్లల హాజరు పట్టిక

ప్రజా సంస్థ
సంవత్సరం

పేజీ

సంవత్సరం

1	2	3	4	5	6	7	8	9
సం. నెం.	పేరు	తరగతి	1	2	3	4	5	6
33	T. PREETHI KHANDAVARU		P	P	P	P	P	P
34	H. MANALAKSHMI		P	P	P	P	P	P
35	S. K. KHASADRONI		P	P	P	P	P	P
36	P. VISHVA ANANDU		P	P	P	P	P	P
37	K. AMEENABAI		P	P	P	P	P	P
38	T. HAVILA		P	P	P	P	P	P
39	K. DEVENA M. A		P	P	P	P	P	P
40	M. MRUDHULA		P	P	P	P	P	P
41	K. SWARUPA RANI		P	P	P	P	P	P
42	D. SWATHI		P	P	P	P	P	P
43	B. N. MALLISWARI		P	P	P	P	P	P
44	P. JAMEELA		P	P	P	P	P	P
45	G. GODAVARI		P	P	P	P	P	P
46	M. SURESHA		P	P	P	P	P	P
47	M. JAYASRI		P	P	P	P	P	P
48	K. NEELMA		P	P	P	P	P	P
49	P. VENKATESWARA M. A		P	P	P	P	P	P
50	S. K. KHATJABI		P	P	P	P	P	P
14			P	P	P	P	P	P
15			P	P	P	P	P	P
16			P	P	P	P	P	P
17			P	P	P	P	P	P
18			P	P	P	P	P	P
19			P	P	P	P	P	P
20			P	P	P	P	P	P
21			P	P	P	P	P	P
22			P	P	P	P	P	P
23			P	P	P	P	P	P
24			P	P	P	P	P	P
25			P	P	P	P	P	P
26			P	P	P	P	P	P
27			P	P	P	P	P	P
28			P	P	P	P	P	P
29			P	P	P	P	P	P
30			P	P	P	P	P	P
31			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

2020-21 Soft Skills Training



CERTIFICATE



This is to certify that Mr. / Miss. B. Likhitha

D/o, S/o Yesu Ratnam with JKC ID No. : JKC 2020 batch I bsc20 has successfully completed the 400 hours Jawahar Knowledge Centre Training Program in Communication & Soft Skills, Analytical Skills and Technical Skills at Y.A. Government Degree College for Women, Chirala, Prakasam
Date. from 1.11.2020 to 31.12.2020.

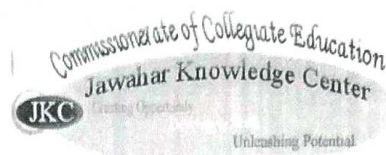

JKC Coordinator




Principal & Chairman JKC
Y.A. Govt. Degree Collage (W)
Chirala

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

2020-21 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: 20-01-2021.

CIRCULAR

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Ca. 20/1/21

PRINCIPAL
Jawahar Knowledge Centre
PRINCIPAL
Govt. Degree College for
CHIRALA-523 109

III B.Com Gen.& CA- *[Signature]*

III B.A. - *[Signature]*

III B.SC MPCS - *[Signature]*

III B.SC MSCS- *[Signature]*

III B.SC MCCS- *[Signature]*

III B.SC MPC- *[Signature]*

III B.SC BZC- *[Signature]*

III B.SC MZC- *[Signature]*

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

2020-21 Soft Skills Training



Involving students into Just a Minute session in soft skills training on 9.2.2021

Web link:

Report:

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

2020-21 Soft Skills Training

Soft Skills & Communication Skills Training. Roll No. - 11 Commenced on 1-2-2019

Pupils Attendance Register

విద్యార్థి హాజరు పట్టిక

గతంలో హాజరు పట్టిక

గతంలో హాజరు పట్టిక

1	2	3	4	5	6	7	8	9
సంఖ్య	పేరు	తేదీ	1	2	3	4	5	6
1	D. BUELA SOCHETINA		P	P	P	P	P	P
2	U. ANUSHA		P	P	P	P	P	P
3	V. DEGESWADARPOYANA		P	P	P	P	P	P
4	K. MANNAKUMARI		P	P	P	P	P	P
5	CH. SUPRIYA		P	P	P	P	P	P
6	M. SADIAKSHMULIWA		P	P	P	P	P	P
7	T. NAGAWAND		P	P	P	P	P	P
8	D. SMOYI		P	P	P	P	P	P
9	S. NADHYA		P	P	P	P	P	P
10	D. DEETHA		P	P	P	P	P	P
11	O. PAIRAVI		P	P	P	P	P	P
12	A. SATYAVENI		P	P	P	P	P	P
13	A. KALYANI		P	P	P	P	P	P
14	O. CHANDRKA		P	P	P	P	P	P
15	D. PADMAVANI		P	P	P	P	P	P
16	O. ROJAPANI		P	P	P	P	P	P
17	K. LAKSHMITHIRUPATHA		P	P	P	P	P	P
18	D. SUVARNA		P	P	P	P	P	P
19	K. VENNELA		P	P	P	P	P	P
20	G. SARASWATHI		P	P	P	P	P	P
21	M. KAMAKSHI		P	P	P	P	P	P
22	K. SUBBARAVANNA		P	P	P	P	P	P
23	V. SOTAIKSHMULI		P	P	P	P	P	P
24	G. DIVYA		P	P	P	P	P	P
25	G. SAMARANYA		P	P	P	P	P	P
26	S. SUPRIYA		P	P	P	P	P	P
27	K. PRASADINI		P	P	P	P	P	P
28	A. GIRARDANI		P	P	P	P	P	P
29	Y. MAYURI		P	P	P	P	P	P
30	M. SARADAPPA		P	P	P	P	P	P
31	K. SIRESHA		P	P	P	P	P	P
32	P. DIVANA BHAKUNIKA		P	P	P	P	P	P

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

2020-21 Soft Skills Training

2020-21
Chirala-2

Pupils Attendance Register

పిల్లల హాజరు పట్టిక

రెగిస్ట్రార్ పేరు
చిరాల పాఠశాల

చిరాల
పాఠశాల

1	2	3	4	5	6	7	8	9
సంఖ్య	పేరు	తేదీ	1	2	3	4	5	6
33	M. GOWDER		P	P	P	P	P	P
34	E. AARATHI GLADIS		P	P	P	P	P	P
35	N. NIDARAKA		P	P	P	P	P	P
36	M. PRASANNA		P	P	P	P	P	P
37	P. THANS		P	P	P	P	P	P
38	P. MAOHARAVANI		P	P	P	P	P	P
39	M. ANITHA		P	P	P	P	P	P
40	CH. MARYKOTHSNA		P	P	P	P	P	P
41	D. NAGGA EDDYANNA		P	P	P	P	P	P
42	S. LATHA		P	P	P	P	P	P
43			P	P	P	P	P	P
44			P	P	P	P	P	P
45			P	P	P	P	P	P
46			P	P	P	P	P	P
47			P	P	P	P	P	P
48			P	P	P	P	P	P
49			P	P	P	P	P	P
50			P	P	P	P	P	P
51			P	P	P	P	P	P
52			P	P	P	P	P	P
53			P	P	P	P	P	P
54			P	P	P	P	P	P
55			P	P	P	P	P	P
56			P	P	P	P	P	P
57			P	P	P	P	P	P
58			P	P	P	P	P	P
59			P	P	P	P	P	P
60			P	P	P	P	P	P
61			P	P	P	P	P	P
62			P	P	P	P	P	P
63			P	P	P	P	P	P
64			P	P	P	P	P	P
65			P	P	P	P	P	P
66			P	P	P	P	P	P
67			P	P	P	P	P	P
68			P	P	P	P	P	P
69			P	P	P	P	P	P
70			P	P	P	P	P	P
71			P	P	P	P	P	P
72			P	P	P	P	P	P
73			P	P	P	P	P	P
74			P	P	P	P	P	P
75			P	P	P	P	P	P
76			P	P	P	P	P	P
77			P	P	P	P	P	P
78			P	P	P	P	P	P
79			P	P	P	P	P	P
80			P	P	P	P	P	P
81			P	P	P	P	P	P
82			P	P	P	P	P	P
83			P	P	P	P	P	P
84			P	P	P	P	P	P
85			P	P	P	P	P	P
86			P	P	P	P	P	P
87			P	P	P	P	P	P
88			P	P	P	P	P	P
89			P	P	P	P	P	P
90			P	P	P	P	P	P
91			P	P	P	P	P	P
92			P	P	P	P	P	P
93			P	P	P	P	P	P
94			P	P	P	P	P	P
95			P	P	P	P	P	P
96			P	P	P	P	P	P
97			P	P	P	P	P	P
98			P	P	P	P	P	P
99			P	P	P	P	P	P
100			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

2020-21 Soft Skills Training

	CERTIFICATE	
This is to certify that Mr. / Miss. <u>B. Likhitha</u>		
D/o, S/o <u>Yesu Ratnam</u> with JKC ID No. : <u>jk2020 batch I bsc20</u> has successfully		
completed the 400 hours Jawahar Knowledge Centre Training Program in Communication & Soft Skills,		
Analytical Skills and Technical Skills at Y.A. Government Degree College for Women, Chirala, Prakasam		
Date. from <u>1.11.2020</u> to <u>31.12.2020.</u>		
 JKC Coordinator		 Principal & Chairman JKC Y.A. Govt. Degree Collage (W) Chirala

	CERTIFICATE	
This is to certify that Mr. / Miss. <u>P. Venkata Lakshmi</u>		
D/o, S/o <u>Venkata Ramana</u> with JKC ID No. : <u>jk2020 batch I bcom11</u> has successfully		
completed the 400 hours Jawahar Knowledge Centre Training Program in Communication & Soft Skills,		
Analytical Skills and Technical Skills at Y.A. Government Degree College for Women, Chirala, Prakasam		
Date. from <u>1.11.2020</u> to <u>31.12.2020.</u>		
 JKC Coordinator		 Principal & Chairman JKC Y.A. Govt. Degree Collage (W) Chirala