

K.R.K GOVERNMENT DEGREE COLLEGE
ADDANKI-523201, PRAKASAM DT.
ANDHRA PRADESH



A PROGRAMME ON SOFT SKILLS

DEPARTMENT OF ENGLISH & JKC

2018 – 2019

K.R.K GOVERNMENT DEGREE COLLEGE

ADDANKI-523201, PRAKASAM DT.

Objectives of the Programme:

1. To make the students to become self-confident by mastering interpersonal skills, team management skills, and leadership skills.
2. To develop effective spoken and written communication skills.
3. To develop effective presentation skills.
4. To lead a long and healthy life, to acquire knowledge, and to have access to resources needed for a decent standard of living.

Syllabus:

1. **Soft Skills: An Overview**
2. **Know Yourself**
3. **SWOT Analysis**
4. **Goal Setting**
5. **Positive Attitude**
6. **Body Language**
7. **Interpersonal Skills**
8. **Time Management**
9. **Presentation Skills**
10. **Just A Minute (JAM) Activities**
11. **Team Dynamics**
12. **Group Discussion**
13. **Etiquette of Telephone, e-mail and SMS**
14. **Interview Skills**
15. **Preparation for Examinations**

Programme Outcomes:

After completion of the programme students will be able to

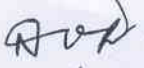
1. Develop Confidence and enthusiasm for *learning*
2. Build up effective communication skills
3. Expand adequate skills that will enable their employment in relevant sectors and also improve productivity.
4. Enhance ability to get a job done.

K.R.K GOVERNMENT DEGREE COLLEGE

DEPARTMENT OF ENGLISH & JKC

Circular

The Department of English and the JKC is planning to conduct a programme on "Soft Skills" for all the II year B.A/ B.Com/ B.Sc students from 15.11.2018 to 15.12.2018. Interested students can enroll their names in the department of English or in the Jawahar Knowledge centre.

1. 
2.  - II BSC
3.  - II B.Com
4.  - II BA


Principal
K.R.K. Govt. Degree College
ADDANKI - 523 201
Prakasam Dist.

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Name of the Participants

S. No	Name of the Student	Class
1	N. Jhansi rani	II B.A EPP
2	T. Guru Brahmaiah	II B.A EPP
3	T. Subbarao	II B.A EPP
4	A. Yedukondalu	II B.Sc CBZ
5	B. Avinash	II B.Sc CBZ
6	B. Murali Krishna	II B.Sc CBZ
7	M. Lakshmi Prasanna	II B.Sc CBZ
8	N. Hosanna	II B.Sc CBZ
9	S. Lakshmi Sahiti	II B.Sc CBZ
10	P. Ezra	II B.Sc CBZ
11	B. Naveen	II B.Sc MPC
12	G. Chandra Sekhar	II B.Sc MPC
13	P. David	II B.Sc MPC
14	D. Vamsi	II B.Sc MPCS
15	G. Yesaiah	II B.Sc MPCS
16	K. Srinu	II B.Sc MPCS
17	N. Venkatesh	II B.Sc MPCS
18	T. Vamsi Krishna	II B.Sc MPCS
19	B. Bhudeswara Rao	II B. Com CA
20	K.Mahendra	II B. Com CA
21	Mogai Abdulla	II B. Com CA

K.R.K GOVERNMENT DEGREE COLLEGE

ATTENDANCE SHEET

A Course on Soft Skills – 15-11-2018 to 15-12-2018

Name of the student	15/11	16/11	17/11	19/11	20/11	21/11	22/11	24/11	26/11	27/11	28/11	29/11	30/11
N. Jhansi rani	p	p	p	p	p	p	p	p	p	p	p	p	p
T. Guru Brahmaiah	p	p	p	p	p	p	p	p	p	p	p	p	p
T. Subbarao	p	AB	p	p	p	p	p	p	p	p	p	p	p
A. Yedukondalu	p	p	p	p	p	p	p	p	p	p	p	p	p
B. Avinash	p	p	AB	p	p	p	p	p	p	p	p	p	p
B. Murali Krishna	p	p	p	p	p	AB	p	p	p	p	p	p	AB
M. Lakshmi Prasanna	p	p	p	p	p	p	p	p	p	p	p	p	p
N. Hosanna	p	p	p	p	p	p	p	p	p	p	p	p	p
S. Lakshmi Sahiti	p	p	p	p	AB	p	p	p	p	p	p	p	p
P. Ezra	p	p	p	p	p	p	p	p	p	p	p	p	p
B. Naveen	p	p	p	p	p	p	AB	p	p	p	p	p	p
G. Chandra Sekhar	p	p	p	p	p	p	p	p	p	p	p	p	p
P. David	p	p	p	p	p	p	p	p	p	p	AB	p	p
D. Vamsi	p	p	p	p	p	p	p	AB	p	p	p	p	p
G. Yesaiah	p	p	p	p	p	p	p	p	p	p	p	p	p
K. Srinu	p	p	p	p	p	p	p	p	p	p	p	p	p
N. Venkatesh	p	p	p	AB	p	p	p	p	p	p	p	p	p
T. Vamsi Krishna	p	p	p	p	p	p	p	p	p	AB	p	AB	p
B. Bhudeswara Rao	p	p	p	p	p	p	p	p	p	p	p	p	p
K. Mahendra	p	p	p	p	p	A	p	p	p	p	p	p	p
Mogai Abdulla	p	p	p	p	p	p	p	p	p	p	p	p	p



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Name of the student	1/12	3/12	4/12	5/12	6/12	7/12	10/12	11/12	12/12	13/12	14/12	15/12
N. Jhansi rani	AB	p	p	p	p	p	p	p	p	p	p	p
T. Guru Brahmaiah	p	p	p	p	p	p	p	p	p	p	p	p
T. Subbarao	p	p	p	p	p	p	p	p	p	p	p	p
A. Yedukondalu	p	p	p	p	p	p	p	p	p	p	p	p
B. Avinash	p	AB	p	p	p	p	p	p	p	p	p	p
B. Murali Krishna	p	p	p	p	p	p	p	AB	p	p	p	p
M. Lakshmi Prasanna	p	p	p	p	p	p	p	p	p	p	p	p
N. Hosanna	p	p	p	p	p	p	p	p	p	p	p	p
S. Lakshmi Sahiti	p	p	AB	p	p	p	p	p	p	p	p	p
P. Ezra	p	p	p	p	p	p	p	p	p	p	p	p
B. Naveen	p	p	p	AB	p	p	p	p	p	p	p	p
G. Chandra Sekhar	p	p	p	p	p	p	p	p	p	p	p	p
P. David	p	p	p	p	AB	AB	p	p	p	p	p	p
D. Vamsi	p	p	p	p	p	AB	p	p	p	p	p	p
G. Yesaiah	p	p	p	p	p	p	p	p	p	p	p	p
K. Srinu	p	p	p	p	p	p	p	p	AB	p	p	p
N. Venkatesh	p	p	p	p	p	p	p	p	p	p	p	p
T. Vamsi Krishna	p	p	p	p	p	p	p	p	p	p	p	p
B. Bhudewara Rao	p	p	p	p	p	p	p	p	p	p	p	p
K. Mahendra	p	p	p	p	p	p	p	p	p	p	p	p
Mogai Abdulla	p	p	p	p	p	p	p	p	p	p	p	p


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