

DEPARTMENT MEETING - IV

DC: 10-10-2018

The Department meeting was held in the JEC Department on 10-10-2018. After discussing with all the members and students, it is resolved to enrich the existing curriculum by initiating a certificate course in "soft skills" for the benefit of students in the academic year 2018-19.

A proposal seeking permission to start the course should be submitted to the principal within two days.

Course name: - Soft Skills

Course Duration: 30 to 40 days

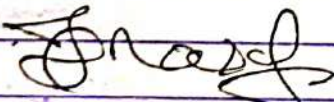
Resource person: G.P. Srinivasa Rao


Formative Assessment: 15 marks

Summative Assessment: 25 marks

Qualifying marks: 15 marks

minimum attendance for Summative Test is 75%


JEC, COORDINATOR
Govt. Degree College,
Ganapavaram.


18/10/18
PRINCIPAL
S.CH.V.P.M.R. Govt. Degree College
GANAPAVARAM-534198. AN



SRI CHINTALAPATI VARA PRASADA MURTHY RAJU
GOVERNMENT DEGREE COLLEGE

GANAPAVARAM-534 198

ESTD. 1972 • AFFILIATED TO ADIKAVI NANNAYA UNIVERSITY • ACCREDITED NAAC 'B'



JAWAHAR KNOWLEDGE CENTRE

Date: 11.10.2018

From

I V L R K PRASAD

In-charge, Dept. of Jawahar Knowledge Centre
SCHVPMR Govt. Degree College
Ganapavaram

To

The Principal
SCHVPMR Govt. Degree College
Ganapavaram

Sub: Skill Enrichment for 2018-19 - Dept. of Jawahar Knowledge Centre - proposal for starting a Certificate Course in Soft Skills - Request for permission - Reg.

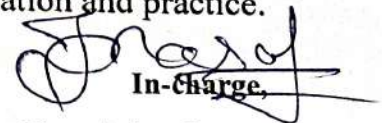
This is to submit that the Dept. of Jawahar Knowledge Centre is proposing to start a Certificate Course in "Soft Skills" during the academic year 2018-19, for the benefit of the students. Hence, this proposal is submitted seeking your permission.

Course duration: 30 to 40 days
Student intake: 32
Name of Faculty: I V L R K PRASAD
Formative Assessment 15 marks (objective type)
Summative Assessment 25 marks (objective type)
Qualifying mark 15

Objectives:

Course Objectives:

- > To develop and nature of soft skills of the students through individual and group activities .
- > To make the students ware of the importance, the role and content of the soft skills through instruction, knowledge acquisition, demonstration and practice.


In-Charge,

Dept. of Department of Jawahar Knowledge Centre

JRC, GOVT. DEGREE COLLEGE
GANAPAVARAM
GOVT. DEGREE COLLEGE
GANAPAVARAM.



SRI CHINTALAPATI VARA PRASADA MURTHY RAJU
GOVERNMENT DEGREE COLLEGE

GANAPAVARAM-534 198

ESTD. 1972 • AFFILIATED TO ADIKAVI NANNAYA UNIVERSITY • ACCREDITED NAAC 'B'



Proceedings of the Principal (FAC), SCHVPMR Govt. Degree College, Ganapavaram

Present: P MADHU RAJU., M.Sc.,M.Phil,

Rc.No.17/2/CC-18-19

Dated 11.10.2018

Sub: Dept. of Jawahar Knowledge Center - Proposal for Certificate Course in
Soft Skills for the academic year 2018-19 - Permission granted - Orders
issued - Reg.

The Principal, SCHVPMR Govt. Degree College, Ganapavaram is pleased to grant permission to launch a Certificate Course in "Soft Skills" by the Department of Jawahar Knowledge Centre during the academic year 2018-19. The In-charge, Department of Jawahar Knowledge Centre is requested to follow the due procedure for conducting the said course and submit a report thereof.


PRINCIPAL
PRINCIPAL

S.CH.V.P.M.R.Govt.Degree College
GANAPAVARAM-534198. (W.G.Dist)

Dt: 12-10-2018

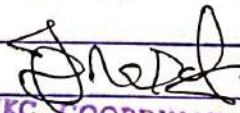
This is to inform, all the students about a certificate course in "Soft Skills" is going to be started from 22-10-2018, under JKC platform of the College. In this regard, all the final year students are instructed to register their names on or before 22-10-2018 name of the certificate course: Soft Skills Course starting date: 22-10-2018

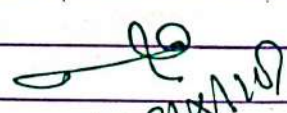
venue: JKC Room

Time: 9 AM to 10 AM (Every day)

Resource person: C.D. Srinivasa Rao
for circulation:-

1. 3rd BA - P.K.
2. 3rd B.Com (General) B
3. 3rd B.Com (Computer Applications) B
4. 3rd B.Sc (mpc) - P.K.
5. 3rd B.Sc (mpc) - K.D. Neer.
6. 3rd B.Sc (B7C) - K.K.


JKC, COORDINATOR
Govt. Degree College,
Ganapavaram.


PRINCIPAL
S.CH.V.P.M.R. Govt. Degree College
GANAPAVARAM-534198. (N.G. Dist)

PRINCIPAL
S.CH.V.P.M.R. Govt. Degree College,
GANAPAVARAM-534198. (N.G. Dist)



SRI CHINTALAPATI VARA PRASADA MURTHY RAJU
GOVERNMENT DEGREE COLLEGE

GANAPAVARAM-534 198

ESTD. 1972 • AFFILIATED TO ADIKAVI NANNAYA UNIVERSITY • ACCREDITED NAAC 'B'



JAWAHAR KNOWLEDGE CENTRE

CERTIFICATE COURSES **SOFT SKILLS - SYLLABUS**

SOFT SKILLS- DURATION:32 Hours	
Day	Topic
Day 1	Soft Skills –An Overview
Day 2	Know yourself
Day 3	SWOT Analysis
Day 4	Goal Setting
Day 5	Positive Attitude-1
Day 6	Positive Attitude-2
Day 7	Body Language-1
Day 8	Body Language-2
Day 9	Interpersonal Skills-1
Day 10	Interpersonal Skills-2
Day 11	Time Management-1
Day 12	Time Management-1
Day 13	Presentation Skills-1
Day-14	Presentation Skills-2
Day-15	Presentation Skills-3
Day-16	Just A minute(JAN)-1
Day-17	Just A minute(JAN)-2
Day-18	Just A minute(JAN)-3
Day-19	Just A minute(JAN)-4
Day-20	Team Dynamics-1
Day-21	Team Dynamics-2
Day-22	Group Discussion Introduction
Day-23	Group Discussion-1
Day-24	Group Discussion-2
Day-25	Group Discussion-3
Day-26	Group Discussion-4
Day-27	Etiquette of Telephone ,E-Mail and SMS
Day-28	Etiquette of Telephone ,E-Mail and SMS
Day-29	Interview Skills-1
Day-30	Interview Skills-2
Day-31	Interview Skills-3
Day-32	Interview Skills-4



SRI CHINTALAPATI VARA PRASADA MURTHY RAJU
GOVERNMENT DEGREE COLLEGE

GANAPAVARAM-534 198



ESTD. 1972 • AFFILIATED TO ADIKAVI NANNAYA UNIVERSITY • ACCREDITED NAAC 'B'

STUDENT REGISTRATION FORM

CERTIFICATE COURSE in

Soft skills

Course Outline

Duration: 40 days [22-10-18 to 30-11-2018] Course fee:

Target group: II & III year students [33 days]

PHOTO

Name of the Student: Kaxri Pentayya Naidu Date: 21-10-2018

Gender: male

Program studying: B.Com (computers)

College Admission Number of the student: 11330²KC2018Batch II17023966 (6291)

Email: kinaidu@rediffmail.com

Mobile: 8096337838

Academic Year: 2018-19

K. Pentayya Naidu
Signature of the student


Signature of the In-charge

JKC, COORDINATOR
Govt. Degree College,
Ganapavaram.



SRI CHINTALAPATI VARA PRASADA MURTHY RAJU
GOVERNMENT DEGREE COLLEGE

GANAPAVARAM-534 198

ESTD. 1972 • AFFILIATED TO ADIKAVI NANNAYA UNIVERSITY • ACCREDITED NAAC 'B'



STUDENT REGISTRATION FORM

CERTIFICATE COURSE in

SOFT SKILLS

Course Outline

Duration: 40 days ^{22-10-2018 to 30-11-2018} Course fee:

Target group: II & III year students ^(33 days)

PHOTO

Name of the Student: Kalam Ebinezar

Date: 21-10-2018

Gender: Male

Program studying: B.COM [Computer]

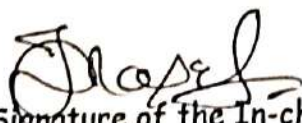
College Admission Number of the student: 11330JKE 2018 Batch II 7023967 (6374)

Email: ebinezar.kalam@rediffmail.com

Mobile: 9989593788

Academic Year: 2018-19

Kalam Ebinezar
Signature of the student


Signature of the In-charge
JKC, COORDINATOR
Govt. Degree College,
Ganapavaram.



SRI CHINTALAPATI VARA PRASADA MURTHY RAJU
GOVERNMENT DEGREE COLLEGE

GANAPAVAHAM-534 105

ESTD. 1972 • AFFILIATED TO ADIKAVI NANNAYA UNIVERSITY • ACCREDITED NAAC 'B'



(Affiliated to Adikavi Nannaya University, Rajamahendravaram, A.P.)

Department of Jawahar Knowledge Centre

Certificate course on "Soft Skills"

Academic Year: 2018-19

STUDENT ENROLLMENT LIST

Sl.No.	Admn. No.	Class	Name of the Student
1	6291	BCOM(CA)	KARRI PENTAYYA NAIDU
2	6372	BCOM(CA)	KATAM EBINEZAR
3	6367	BCOM(CA)	KOMMU REVATHI
4	6350	BCOM(CA)	MANTENA JAGADISH
5	6384	BCOM(CA)	NADIREDDY JYOTHI
6	6344	BCOM(CA)	RAVULA VENKATA LAKSHMI
7	6345	BCOM(CA)	SALADI DEVI
8	6300	BCOM(GEN)	BOKKA SRUTHI
9	6341	BCOM(GEN)	CHELLURI NAGA RAJU
10	6383	BCOM(GEN)	DONGA RAVI KUMAR
11	6312	BCOM(GEN)	GEDALA SRAVANI
12	6396	BCOM(GEN)	GUDA DEEPTHI
13	6271	BCOM(GEN)	JANGAM LAVANYA
14	6379	BCOM(GEN)	BANDI ANJI BABU
15	6381	BCOM(GEN)	KAMMIKATI JOHN
16	6339	BCOM(GEN)	KOLLI BHARGAVA SATYA RAVI TEJA
17	6331	BCOM(GEN)	KURELLA SAI SATISH
18	6316	BCOM(GEN)	MADASI SWARNA LATHA
19	6351	BCOM(GEN)	MUSANANI BRAHMANANDAM
20	6327	BCOM(GEN)	MUTYALA LEELA KUMARI
21	6321	BCOM(GEN)	NAKKA LEELA GANESH
22	6329	BCOM(GEN)	MUSINANI SURYANARAYANA
23	6310	BCOM(GEN)	MAILABATTULA SURESH

24	6342	BCOM(GEN)	PATHI SAI ACHYUTRAM
25	6314	BCOM(GEN)	PODURI NARASANNA
26	6333	BCOM(GEN)	RAPAKA MANVITHA
27	6328	BCOM(GEN)	RAYUDU VINAY
28	6366	BCOM(GEN)	SURAVARAPU SIVA DURGA PRASAD
29	6368	BCOM(GEN)	TAMARAPU SATYANARAYANA
30	6308	BCOM(GEN)	UPPALA RAJU
31	6354	BCOM(GEN)	VIPPARTHI KISHORE
32	6363	BCOM(GEN)	SOMADULA VIJAYA RAJU


Course Coordinator

JKC, COORDINATOR
Govt. Degree College,
Ganapavaram.


Principal
S.CH.V.P.M.R. Govt. Degree College
GANAPAVARAM-534198. (W.G. Dist)

CIRCULAR

15

05.01.11.2018

All the "Soft Skills" certificate course students are instructed to attend the "Format Test" on 03-11-2018, without fail.

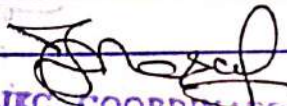
VENUE: JCC Room


TIME: 4 PM TO 5 PM

DATE: 03-11-2018

For circulation

- 1, IIIrd B. Com (General) B
- 2, IIIrd B. Com (Computer Applications) B


JCC COORDINATOR
Govt. Degree College,
GANAPAVARAM.


PRINCIPAL
S. CH. V. P. M. R. GOVT. Degree College
GANAPAVARAM-534198, (W.G. DIST)



JAWAHAR KNOWLEDGE CENTRE

Certificate Course in "Soft Skills"

Formative Assessment Test

9/15

Max. Marks: 15
Time: 30 minutes

Name of the Student: NADIREDDY JYOTHI
Group: B. Com (Computers)
Admn. No.: 6384

Answer all the following (15 X 1 = 15)

1. In any written piece, the sentences of a paragraph should be woven together in such a way that they flow into each other. This principle is called D.
A. Unity B. Order C. Conciseness D. Coherence
2. A B is a systematic series of actions or operations of a series of changes directed to some end.
A. task B. Process C. Activity D. Action
3. Communication is a B process in which there is an exchange and chain of ideas towards a mutually acceptable direction.
A. One-way B. Two-way C. Three-way D. Four-way
4. C is the use of oral, unwritten words, and is an essential part of interacting with others.
A. Informal communication B. Non-verbal communication C. Verbal communication
D. Formal communication
5. Body language, body posture, and hand gestures are examples of C type of communication.
A. Informal communication B. Non-verbal communication C. Verbal communication
D. Formal communication
6. B is a system of arbitrary signals, such as voice sounds, gestures, or written symbols.
A. Interpretation B. Language C. Message D. Media
7. "She did a lot for her son". Here the word 'for' is a B.
A. Conjunction B. Preposition C. Adjective D. pronoun
8. D refers to the communication that is within the organization and is designed to not reach outside the organization.
A. external communication B. written communication C. electronic communication
D. internal communication
9. The main purpose of B is to provide feedback on several areas of organizational functioning.
A. horizontal communication B. diagonal communication C. upward communication
D. downward communication



JAWAHAR KNOWLEDGE CENTRE

Certificate Course in "Soft Skills"

Formative Assessment Test

08
15

Max. Marks: 15
Time: 30 minutes

Name of the Student: Bandi Anji Babu
Group: B. Com (General)
Admn. No.: 6379
Answer all the following (15 X 1 = 15)

1. In any written piece, the sentences of a paragraph should be woven together in such a way that they flow into each other. This principle is called _____.
A. Unity B. Order C. Conciseness D. Coherence
2. A _____ is a systematic series of actions or operations of a series of changes directed to some end.
A. task B. Process C. Activity D. Action
3. Communication is a _____ process in which there is an exchange and chain of ideas towards a mutually acceptable direction.
A. One-way B. Two-way C. Three-way D. Four-way
4. _____ is the use of oral, unwritten words, and is an essential part of interacting with others.
A. Informal communication B. Non-verbal communication C. Verbal communication
D. Formal communication
5. Body language, body posture, and hand gestures are examples of _____ type of communication.
A. Informal communication B. Non-verbal communication C. Verbal communication
D. Formal communication
6. _____ is a system of arbitrary signals, such as voice sounds, gestures, or written symbols.
A. Interpretation B. Language C. Message D. Media
7. "She did a lot for her son". Here the word 'for' is a _____.
A. Conjunction B. Preposition C. Adjective D. pronoun
8. _____ refers to the communication that is within the organization and is designed to not reach outside the organization.
A. external communication B. written communication C. electronic communication
 D. internal communication
9. The main purpose of _____ is to provide feedback on several areas of organizational functioning.
A. horizontal communication B. diagonal communication C. upward communication
D. downward communication

10. The main objective of _____ is to develop teamwork, and promote group coordination within an organization
 A. horizontal communication B. diagonal communication C. downward communication
D. upward communication
11. Organisations use _____ communication to announce Information and provide instructions to subordinates by superiors.
A. Written B. Oral C. Non-verbal D. Verbal
12. What is a Memo?
A. Memo is a document presenting a compilation of facts or a number of options and related conclusions and recommendations.
 B. A Memo is a formal, written document, the objective of which is to draw attention to something or some event that would take place and is usually displayed on the Notice Board of the organization.
C. Memo is a written statement that provides information by a person or a committee to other people and forms a part of inter – and intra- departmental correspondence.
D. Memos are announcements that are distributed to small or selective groups of people within the organization
13. A holiday is declared in organizations by _____.
A. a notice B. a circular C. a memo D. an instruction sheet
14. A Seminar is _____.
A. a type of conference B. a structured meeting with an educational purpose
 C. a regularly scheduled appointment D. a gathering was called to discuss a work issue
15. _____ entails deciphering the written symbols that represent the sounds of a language.
A. Reading B. Interpreting C. Recording D. Listening

#####

JAWAHAR KANGARU CENTRE

CIRCULAR

OF: 3-12-2018

All the "Soft Skills" certificate course student, are instructed to attend the "Summative Test" on 5-12-2018 with out fail.

Venue: Jkc Room

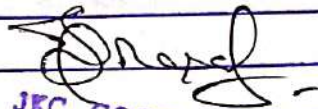
DATE: 5-12-2018

TIME: 4 PM TO 5 PM

For circulation:

1. 3rd B.Com (General) B

2. 3rd B.Com (Computer Applications) B


 JKC, COORDINATOR
 Govt. Degree College
 Ganapavaram.


 PRINCIPAL
 S.Ch.V.P.M.R. Govt. Degree College
 GANAPAVARAM-539198. (W.G. Dist)

PRINCIPAL
 S.Ch.V.P.M.R. Govt. Degree College
 GANAPAVARAM-539198. (W.G. Dist)

Soft Skills FV

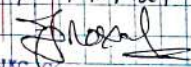
Name Of The Office

Attendance Register

Month ... Nov ...
Year ... 2018 ...

S. No.	NAME	Designation																					Total working days	is present	Percentage								
			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
1	K. Pentayya Naidu	6291	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	33	100%
2	K. Ebenezer	6372	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	32	96%
3	K. Revathi	6367	P	P	P		A	P	P	P	P		P	P	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	32	96%
4	M. Jagadish	6356	P	P	P		P	P	P	P	P		A	P	P	P	P	P	P		A	P	P	P	P	P	P	P	P	P	P	30	90%
5	N. Jyothi	6384	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	32	96%
6	R. Venkata Laxmi	6344	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	31	93%
7	S. devi	6345	A	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	31	93%
8	B. Sruthi	6306	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	31	93%
9	C. Naga Raju	6341	P	P	P		P	A	P	P	P		P	P	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	32	96%
10	D. Ravi Kumar	6383	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	32	96%
11	G. Sravani	6312	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	33	100%
12	G. Deepthi	6396	P	A	P		P	P	P	P	P		P	P	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	31	93%
13	J. Lavanya	6271	P	P	P		P	P	P	P	A	P		P	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	31	93%
14	B. Anji Babu	6379	P	P	P		P	P	A	P	P		P	P	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	31	93%
15	K. John	6381	P	P	A		P	P	P	P	P		P	P	A	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	31	93%
16	K. B.S. Ravi Teja	6339	P	P	P		A	P	P	P	P		P	P	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	31	93%
17	K. Sai Satish	6331	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	32	96%
18	M. Swarna Latha	6316	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	33	100%
19	M. Brahmanandam	6351	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	31	93%
20	M. Leela Kumari	6327	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	33	100%
21	N. Leela Ganesh	6321	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	32	96%
22	M. Suryanarayana	6329	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	31	93%
23	M. Suresh	6310	P	P	P		P	P	P	P	P		P	P	P	A	P	P	P		P	P	P	P	P	P	P	P	P	P	P	31	93%
24	Pathi. Sai Achyutram	6342	P	A	P		P	A	P	P	P		P	P	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	31	93%
25	P. Narasanna	6314	P	P	P		P	P	P	P	P		P	P	P	P	A	P	P		P	P	P	P	P	P	P	P	P	P	P	32	96%
26	R. Manvitha	6333	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	32	96%
27	R. Vinay	6328	P	A	P		P	P	P	P	P		P	P	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	32	96%
28	S. S. D. Prasad	6366	P	P	P		P	A	P	P	P		P	P	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	32	96%
29	T. Satyanarayana	6368	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	31	93%
30	V. Raju	6308	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	32	96%
31	V. Kishore	6354	P	P	P		P	P	P	P	A	P		P	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	31	93%
32	S. Vijaya Raju	6362	P	P	A		P	P	P	P	P		P	P	P	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	31	93%

Total working days 33
is present 33
Percentage 100%


 PRINCIPAL
 Govt. Degree College, Ganapavaram.
 S. CH. V. M. R. Govt. Degree College, GANAPAVARAM-534198 (W.G. Dist)



SRI CHINTALAPATI VARA PRASADA MURTHY RAJU
GOVERNMENT DEGREE COLLEGE

GANAPAVARAM 534 198

ESTD. 1972 • AFFILIATED TO ADIKAVI NANINAYA UNIVERSITY • ACCREDITED NAAC 'B'



JAWAHAR KNOWLEDGE CENTRE

Certificate Course In "Soft Skills"

Summative Assessment Test at the End of the Course

13
25

Max. Marks: 25

Time: 50 minutes

Name of the Student: Bandi Anji Babu
Group: B. Com General
Admn. No.: 6379

Answer all the following (25 X 1 = 25)

- _____ means 'language full of technical or special words'.
A. Colloquialism B. Abbreviations C. Pedantic words D. Jargon
- In any written piece, the sentences of a paragraph should be woven together in such a way that they flow into each other. This principle is called _____.
A. Unity B. Order C. Conciseness D. Coherence
- A _____ is a systematic series of actions or operations of a series of changes directed to some end.
A. Task B. Process C. Activity D. action
- Communication is a _____ process in which there is an exchange and chain of ideas towards a mutually acceptable direction.
A. One-way B. Two-way C. Three-way D. Four-way
- _____ is defined as the process by which meanings are perceived and understanding is reached among human beings.
 A. Communication B. Message C. Statement D. Language
- _____ is the use of oral, unwritten words, and is an essential part of interacting with others.
 A. Informal communication B. Non-verbal communication
 C. Verbal communication D. Formal communication
- Body language, body posture, and hand gestures are examples of _____ type of communication.
 A. Informal communication B. Non-verbal communication
 C. Verbal communication D. Formal communication
- _____ communication includes instances of unrestrained communication between people who share a casual rapport with each other.
 A. Informal B. Formal C. Verbal D. Non-verbal
- _____ is a system of arbitrary signals, such as voice sounds, gestures, or written symbols.
A. Interpretation B. Language C. Message D. Media
- "She did a lot for her son". Here the word 'for' is a _____.
 A. Conjunction B. Preposition C. Adjective D. Pronoun
- Words are classified according to the function they perform in a sentence. These different classes are called _____.
A. Voices B. Tenses C. Synonyms D. Parts of Speech
- _____ refers to the communication that is within the organization and is designed to not reach outside the organization.
A. external communication B. written communication
C. electronic communication D. internal communication
- _____ are documents presenting a compilation of facts or a number of options and related conclusions and recommendations.
A. Notice B. Instructions C. Remarks D. Reports

14. The main purpose of _____ is to provide feedback on several areas of organizational functioning.
 A. horizontal communication B. diagonal communication
 C. upward communication D. downward communication
15. The main objective of _____ is to develop teamwork, and promote group coordination within an organization.
 A. horizontal communication B. diagonal communication
 C. downward communication D. upward communication
16. Organisations use _____ communication to announce Information and provide instructions to subordinates by superiors.
 A. Written B. Oral C. Non-verbal D. Verbal
17. What is a Memo?
 A. Memo is a document presenting a compilation of facts or a number of options and related conclusions and recommendations.
 B. A Memo is a formal, written document, the objective of which is to draw attention to something or some event that would take place and is usually displayed on the Notice Board of the organization.
 C. Memo is a written statement that provides information by a person or a committee to other people and forms a part of inter - and intra- departmental correspondence.
 D. Memos are announcements that are distributed to small or selective groups of people within the organization
18. A holiday is declared in organizations by _____.
 A. a notice B. a circular C. a memo D. an instruction sheet
19. A (n) _____ consists of words (technical or non-technical) with their meaning because it helps the reader to acclimatize with the word used in the report.
 A. Appendices B. Bibliography C. Index D. glossary
20. A _____ is a specific form of writing that is organized around concisely identifying and examining issues, events, or findings that have happened in a physical sense, such as events that have occurred within an organization, or findings from a research investigation
 A. Instruction sheet B. Memo C. Report D. Notice
21. Cost-benefit analysis reports are _____.
 A. Business reports B. General reports C. Engineering reports
 D. Confidential reports
22. Oral Business Presentation skill showcases all of the following except _____.
 A. extent of knowledge B. logical thinking C. ethical qualities
 D. range of ideas and your confidence
23. A Seminar is _____.
 A. a type of conference B. a structured meeting with an educational purpose
 C. a regularly scheduled appointment
 D. a gathering was called to discuss a work issue
24. _____ entails deciphering the written symbols that represent the sounds of a language.
 A. Reading B. Interpreting C. Recording D. Listening
25. Which of the following is NOT the prerequisite for the act of reading and comprehending?
 A. Knowledge of the written symbols of the language
 B. Understanding the lexical meaning of the words
 C. Ability to interpret the literal, sub textual, and contextual meanings
 D. Ability to hear and listen

#####



SRI CHINTALAPATI VARA PRASADA MURTHY RAJU
GOVERNMENT DEGREE COLLEGE
 CANAPAKURAM - 534 198
 ESTD. 1972 • AFFILIATED TO ADIKAVI NANNAYA UNIVERSITY • ACCREDITED NAAC 'B'



JAWAHAR KNOWLEDGE CENTRE

Certificate Course in "Soft Skills"

Summative Assessment Test at the End of the Course

Max. Marks: 25

Time: 50 minutes

18/25

Name of the Student: MADIREDDY JYOTHI

Group: B.Com (Computer)

Admn. No.: 6384

Answer all the following (25 X 1 = 25)

- B means 'language full of technical or special words'.
 A. Colloquialism B. Abbreviations C. Pedantic words D. Jargon
- In any written piece, the sentences of a paragraph should be woven together in such a way that they flow into each other. This principle is called D.
 A. Unity B. Order C. Conciseness D. Coherence
- A B is a systematic series of actions or operations of a series of changes directed to some end.
 A. Task B. Process C. Activity D. action
- Communication is a B process in which there is an exchange and chain of ideas towards a mutually acceptable direction.
 A. One-way B. Two-way C. Three-way D. Four-way
- A is defined as the process by which meanings are perceived and understanding is reached among human beings.
 A. Communication B. Message C. Statement D. Language
- C is the use of oral, unwritten words, and is an essential part of interacting with others.
 A. Informal communication B. Non-verbal communication
 C. Verbal communication D. Formal communication
- Body language, body posture, and hand gestures are examples of C type of communication.
 A. Informal communication B. Non-verbal communication
 C. Verbal communication D. Formal communication
- A communication includes instances of unrestrained communication between people who share a casual rapport with each other.
 A. Informal B. Formal C. Verbal D. Non-verbal
- B is a system of arbitrary signals, such as voice sounds, gestures, or written symbols.
 A. Interpretation B. Language C. Message D. Media
- "She did a lot for her son". Here the word 'for' is a A.
 A. Conjunction B. Preposition C. Adjective D. Pronoun
- Words are classified according to the function they perform in a sentence. These different classes are called C.
 A. Voices B. Tenses C. Synonyms D. Parts of Speech
- D refers to the communication that is within the organization and is designed to not reach outside the organization.
 A. external communication B. written communication
 C. electronic communication D. internal communication
- D are documents presenting a compilation of facts or a number of options and related conclusions and recommendations.
 A. Notice B. Instructions C. Remarks D. Reports

14. The main purpose of C is to provide feedback on several areas of organizational functioning.
 A. horizontal communication B. diagonal communication
 C. upward communication D. downward communication
15. The main objective of B is to develop teamwork, and promote group coordination within an organization
 A. horizontal communication B. diagonal communication
 C. downward communication D. upward communication
16. Organisations use A communication to announce Information and provide instructions to subordinates by superiors.
 A. Written B. Oral C. Non-verbal D. Verbal
17. What is a Memo? B
 A. Memo is a document presenting a compilation of facts or a number of options and related conclusions and recommendations.
 B. A Memo is a formal, written document, the objective of which is to draw attention to something or some event that would take place and is usually displayed on the Notice Board of the organization.
 C. Memo is a written statement that provides information by a person or a committee to other people and forms a part of inter - and intra- departmental correspondence.
 D. Memos are announcements that are distributed to small or selective groups of people within the organization
18. A holiday is declared in organizations by A
 A. a notice B. a circular C. a memo D. an instruction sheet
19. A (n) C consists of words (technical or non-technical) with their meaning because it helps the reader to acclimatize with the word used in the report.
 A. Appendices B. Bibliography C. Index D. glossary
20. A C is a specific form of writing that is organized around concisely identifying and examining issues, events, or findings that have happened in a physical sense, such as events that have occurred within an organization, or findings from a research investigation
 A. Instruction sheet B. Memo C. Report D. Notice
21. Cost-benefit analysis reports are A
 A. Business reports B. General reports C. Engineering reports
 D. Confidential reports
22. Oral Business Presentation skill showcases all of the following except C
 A. extent of knowledge B. logical thinking C. ethical qualities
 D. range of ideas and your confidence
23. A Seminar is B
 A. a type of conference B. a structured meeting with an educational purpose
 C. a regularly scheduled appointment
 D. a gathering was called to discuss a work issue
24. A entails deciphering the written symbols that represent the sounds of a language.
 A. Reading B. Interpreting C. Recording D. Listening
25. Which of the following is NOT the prerequisite for the act of reading and comprehending? D
 A. Knowledge of the written symbols of the language
 B. Understanding the lexical meaning of the words
 C. Ability to interpret the literal, sub textual, and contextual meanings
 D. Ability to hear and listen

#####



SRI CHINTALAPATI VARA PRASADA MURTHY RAJU
GOVERNMENT DEGREE COLLEGE

GANAPAVARAM-534 198

ESTD. 1972 • AFFILIATED TO ADIKAVI NANNAYA UNIVERSITY • ACCREDITED NAAC 'B'



(Affiliated to Adikavi Nannaya University, Rajamahendravaram, A.P.)

Department of Jawahar Knowledge Centre

Certificate course on "Soft Skills"

Academic Year: 2018-19


RESULT SHEET

Sl.No.	Admn. No.	Class	Name of the Student	FA	SA	Total	Grade
				Marks	Marks		
				15	25	40	
1	6291	BCOM(CA)	KARRI PENTAYYA NAIDU	11	21	32	A
2	6372	BCOM(CA)	KATAM EBINEZAR	10	15	25	B
3	6367	BCOM(CA)	KOMMU REVATHI	08	13	21	C
4	6350	BCOM(CA)	MANTENA JAGADISH	11	19	30	B
5	6384	BCOM(CA)	NADIREDDY JYOTHI	09	18	27	B
6	6344	BCOM(CA)	RAVULA VENKATA LAKSHMI	AB	AB	AB	F
7	6345	BCOM(CA)	SALADI DEVI	09	15	24	B
8	6300	BCOM(GEN)	BOKKA SRUTHI	11	19	30	B
9	6341	BCOM(GEN)	CHELLURI NAGA RAJU	10	15	25	B
10	6383	BCOM(GEN)	DONGA RAVI KUMAR	AB	AB	AB	F
11	6312	BCOM(GEN)	GEDALA SRAVANI	11	21	32	A
12	6396	BCOM(GEN)	GUDA DEEPTHI	10	15	25	B
13	6271	BCOM(GEN)	JANGAM LAVANYA	12	20	32	A
14	6379	BCOM(GEN)	BANDI ANJI BABU	08	13	21	C
15	6381	BCOM(GEN)	KAMMIKATI JOHN	13	18	31	A
16	6339	BCOM(GEN)	KOLLI BHARGAVA SATYA RAVI TEJA	12	20	32	A
17	6331	BCOM(GEN)	KURELLA SAI SATISH	12	18	30	B
18	6316	BCOM(GEN)	MADASI SWARNA LATHA	AB	AB	AB	F
19	6351	BCOM(GEN)	MUSANANI BRAHMANANDAM	13	21	34	A
20	6327	BCOM(GEN)	MUTYALA LEELA KUMARI	12	20	32	A
21	6321	BCOM(GEN)	NAKKA LEELA GANESH	AB	AB	AB	F
22	6329	BCOM(GEN)	MUSINANI SURYANARAYANA	08	13	21	C

23	6310	BCOM(GEN)	MAILABATTULA SURESH	12	19	31	A
24	6342	BCOM(GEN)	PATHI SAI ACHYUTRAM	12	21	33	A
25	6314	BCOM(GEN)	PODURI NARASANNA	10	18	28	B
26	6333	BCOM(GEN)	RAPAKA MANVITHA	08	14	22	C
27	6328	BCOM(GEN)	RAYUDU VINAY	10	15	25	B
28	6366	BCOM(GEN)	SURAVARAPU SIVA DURGA PRASAD	12	20	32	A
29	6368	BCOM(GEN)	TAMARAPU SATYANARAYANA	08	13	21	C
30	6308	BCOM(GEN)	UPPALA RAJU	AB	AB	AB	F
31	6354	BCOM(GEN)	VIPPARTHI KISHORE	11	17	28	B
32	6363	BCOM(GEN)	SOMADULA VIJAYA RAJU	08	14	22	C

Grade: > 30 – A, 26 to 30-B, 21 to 25-C, 15 to 20 –D, < 15 – Fail


PRINCIPAL
 S.CH.V.P.M.R.Govt.Degree College
 GANAPAVARAM-534198. (W.G.Dist)


 Course Coordinator
JKC, COORDINATOR
 Govt. Degree College,
 Ganapavaram.

CERTIFICATE COURSES under JKC PLATFORM, SCHVPMR GOVT. DEGREE COLLEGE, GANAPAVARAM
COURSE-WISE ABSTRACT
SOFT SKILLS(DURATION :22-10-2018 TO 30-11-2018=33 DAYS)

Name of the Certificate Course:

SL. No.	Name of the student	College Admn. No.	Academic year	Batch No.	Whether qualified ?	Whether received Certificate	Signature of the Student
1	KARRI PENTAYYA NAIDU	6291	2018-19	II	YES	YES	K.P. Naiden
2	KATAM EBINEZAR	6372	2018-19	II	YES	YES	K. Ebinezar
3	KOMMU REVATHI	6367	2018-19	II	YES	YES	K. Revathi
4	MANTENA JAGADISH	6350	2018-19	II	YES	YES	M. Jagadish
5	NADIREDDY JYOTHI	6384	2018-19	II	YES	YES	N. Jyothi
6	RAVULA VENKATA LAKSHMI	6344	2018-19	II	NO	—	
7	SALADI DEVI	6345	2018-19	II	YES	YES	S. Devi
8	BOKKA SRUTHI	6300	2018-19	II	YES	YES	B. Sruthi
9	CHELLURI NAGA RAJU	6341	2018-19	II	YES	YES	Ch. Naga Raju
10	DONGA RAVI KUMAR	6383	2018-19	II	NO	—	
11	GEDALA SRAVANI	6312	2018-19	II	YES	YES	G. Sravani
12	GUDA DEEPTHI	6396	2018-19	II	YES	YES	G. Deepthi
13	JANGAM LAVANYA	6271	2018-19	II	YES	YES	J. Lavanya
14	BANDI ANJI BABU	6379	2018-19	II	YES	YES	B. Anji Babu.
15	KAMMIKATI JOHN	6381	2018-19	II	YES	YES	K. John
16	KOLLI BHARGAVA SATYA RAVI TEJA	6339	2018-19	II	YES	YES	K.B.S. Raviteja
17	KURELLA SAI SATISH	6331	2018-19	II	YES	YES	K.S. Satish
18	MADASI SWARNA LATHA	6316	2018-19	II	NO	—	
19	MUSANANI BRAHMANANDAM	6351	2018-19	II	YES	YES	M. Brahmanandam
20	MUTYALA LEELA KUMARI	6327	2018-19	II	YES	YES	M.L. Kumari
21	NAKKA LEELA GANESH	6321	2018-19	II	NO	—	
22	MUSINANI SURYANARAYANA	6329	2018-19	II	YES	YES	M. Surya
23	MAILABATTULA SURESH	6310	2018-19	II	YES	YES	M. Suresh.
24	PATHI SAI ACHYUTRAM	6342	2018-19	II	YES	YES	P. Achyutram
25	PODURI NARASANNA	6314	2018-19	II	YES	YES	P. Narasanna.
26	RAPAKA MANVITHA	6333	2018-19	II	YES	YES	R. Manvitha
27	RAYUDU VINAY	6328	2018-19	II	YES	YES	R. Vinay
28	SURAVARAPU SIVA DURGA PRASAD	6366	2018-19	II	YES	YES	S.S. Durga Prasad
29	TAMARAPU SATYANARAYANA	6368	2018-19	II	YES	YES	T. Satyanarayana
30	UPPALA RAJU	6308	2018-19	II	NO	—	
31	VIPPARTHI KISHORE	6354	2018-19	II	YES	YES	V. Kishore
32	SOMADULA VIJAYA RAJU	6363	2018-19	II	YES	YES	S. Vijaya Raju

ITC Principal
 S.CH.V.P.M.R. Govt. Degree College
 Accredited "B" by IAAC



SRI CHINTALAPATI VARA PRASADA MURTHY RAJU
GOVERNMENT DEGREE COLLEGE

GANAPAVARAM-634 199

ESTD. 1972 • AFFILIATED TO ADIKAVI NANNAYA UNIVERSITY • ACCREDITED NAAC 'B'



Department of Jawahar Knowledge Centre
Certificate course Report on "Soft Skills"
Academic Year: 2018-19

Certificate Courses are a great value addition to the affiliating university curriculum. They widen the area of curriculum and strengthen the content in the curriculum. The Institution duly recognizes the key role of certificate courses in enhancing the skills of the UG students. Therefore, the College offers four certificate courses through its Jawahar Knowledge Centre Platform (JKC), Placement and Training Cell.

Sl. No.	Name of the Course	Duration
1	Soft skills	30-40 days

A set of syllabus is adopted for each course with specified objectives and outcomes, and it is taught by a qualified faculty member/trainer. During the course, one formative assessment test was conducted to monitor the student progress and provide feedback for improvement. A summative assessment test is conducted for a total of 25 marks, with 15 marks as the qualifying mark. Certificates are distributed to the students who successfully completed the course and met the qualifying marks.


In the academic year 2018-19, 32 students got enrolled into this certificate course, as per the schedule and time table. During the course, blending teaching methods were adopted. Model interviews, just a minute sessions, quizzes, group discussions, debates and elocutions were conducted. In the summative assessment test, only 27 students scored qualifying marks. All the qualified students were given Certificates of Achievement.

Name of the Course	Name of the Faculty	Course Duration	Qualified/Registered
Soft Skills	Sri G.D.Srinivas	22-10-2018 to 30-11-2018(33 Days)	27/32

Name of the Course	Objectives Stated	Outcomes Achieved
Soft Skills	<ol style="list-style-type: none"> 1. To improve interpersonal skills 2. To enhance leadership skills 3. To foster teamwork and collaboration 4. To promote critical thinking and problem-solving skills 	<ol style="list-style-type: none"> 1. Developed interpersonal skills 2. Leadership skills were enhanced 3. Teamwork and collaboration were fostered through group projects 4. Critical thinking and problem-solving skills were promoted through case studies

On the whole, the certificate courses were successful in achieving their objectives, providing students with valuable skills and knowledge in the field of soft skills.


 Course Coordinator
 JKC, COORDIN.
 Govt. Degree College
 Ganapavaram.


 PRINCIPAL (F.A.C)
 S.CH.V.P.M.R. Govt. Degree College
 Accredited "B" by NAAC
 GANAPAVARAM (W.G.Dt.)



SRI CHINTALAPATI VARA PRASADA MURTHY RAJU
GOVERNMENT DEGREE COLLEGE

GANAPAVARAM-534 198




ESTD. 1972 • AFFILIATED TO ADIKAVI NANNAYA UNIVERSITY • ACCREDITED NAAC 'B'

CERTIFICATE

This is to certify that
GEDELA SRAVANI, III B.Com(Gen)(Admin No:6312)
of
SCHVPMR Govt Degree College, Ganapavaram
Has successfully completed certificate course on
"SOFT SKILLS" held from 22 Oct, 2018 - 30 Nov, 2018
Offered by Department of Jawahar Knowledge Centre with grade "A"


T.V.L.R.K Prasad
Course Coordinator


P.Madhu Raju
Principal(FAC)



SRI CHINTALAPATI VARA PRASADA MURTHY RAJU
GOVERNMENT DEGREE COLLEGE

GANAPAVARAM-534 198


ESTD. 1972 • AFFILIATED TO ADIKAVI NANNAYA UNIVERSITY • ACCREDITED NAAC 'B'



CERTIFICATE

This is to certify that
MUTYALA LEELA KUMARI, III B.Com(Gen)(Admin No:6327)
of
SCHVPMR Govt Degree College, Ganapavaram
Has successfully completed certificate course on
"SOFT SKILLS" held from 22 Oct, 2018 – 30 Nov, 2018
Offered by Department of Jawahar Knowledge Centre with grade **"A"**


I.V.L.R.K Prasad
Course Coordinator


P.Madhu Raju
Principal(FAC)