

# SIR C R REDDY COLLEGE FOR WOMEN

(Affiliated to Adikavi Nannaya University, Rajamahendravaram)  
Vatluru (Post), Pedapadu Mandal, W.G.Dist., (A.P)



Offline Soft skills

Training

Programme

Date:

18-11-2019

TO

23-11-2019

Time: 9:30 am to 4:30 pm

Organized by

SKILL DEVELOPMENT CELL

**2019-2020**

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## Brief Note

Sir C R Reddy College for women, Eluru has established skill developed Centre, which aims to upgrade skills of the students. Skill Development Centre conducts various skill oriented programmes in association with Andhra Pradesh state skill Development cooperation (APSSDC).

Skill development cell organized offline skill development classes for III B.Com and III B. Sc students.

- ❖ The objective of learning this program is to enable the students to learn the Soft Skills and Personality Development skills and its practice.
- ❖ This program is conducted on offline (Teacher to Student) basis.
- ❖ This course is conducted from 18-11-2019 to 31-12-2019.
- ❖ The duration of the class is for 2hours (2.30 pm to 4.30pm).
- ❖ 80 students of 1 Batch is participated in this programme.
- ❖ Course material was provided to every registered Student.
- ❖ Participation Certificates were issued to the students after completion of the Programme.

## **About Programme**

During 2019-20, the session was started on 18<sup>th</sup> November 2019 and ended on 31<sup>st</sup> December 2019. 80 III B. Sc /B.Com students were participated in this session and benefited.

They also attended some more classes like soft skills, communication skills, and employability skills and so on. Students were taught the subjects by professional faculty. The classes were very helpful to the students to get the job in various companies.

Andhra Pradesh state skill Development cooperation (APSSDC) is providing the study material for communication skills and also certificates to the all participated students and also provide trophy's to the students who performing best in these session.

## **Learning Objectives & Outcomes**

### **Objectives of the Skill Development Centre: (Functionality):**

- ❖ To conduct various skills development programmes to students and improve their employability.
- ❖ Along with the academic learning, students in our institution as practically oriented with the different skill sets.
- ❖ Implementation of skill oriented programmes and also developed awareness and motivation among students for their achievements and success.
- ❖ Provide training in various fields that are in high demand in society and have good job opportunities.
- ❖ Maximizing students' potentialities and boosting self-confidence.

### **Objectives of the Programme:**

1. To create immersive and inclusive experience.
2. To stimulate development of essential life skills, and support educators in guiding and nurturing student passions.
3. To galvanized them to create and share in entirely new approaches.
4. To understand individual learning needs, so that they can design, invent and built with technology.
5. To understand micro soft teams observe and how it can be used in class rooms.

\

## **Outcomes of the Programme:**

1. They learn how to create a team and channels with in a team.
2. They learn how to navigate within a team and manage the team's permissions.
3. They learn how to create an assignment and form with in teams.
4. Learn how to upload files, start and replay to conversations and post announcements.

# Permission Letter

## Permission Letter

Date: 16-11-2019,

Station: Eluru.

To  
The Principal,  
Sir C.R.Reddy College for Women,  
Eluru.

**Subject:** Request to grant permission to arrange Soft skills Classes on “Offline Skill Development Classes”-regarding.

This is to bring to your kind notice that, Skill Development Cell is planning to arrange soft skill classes “Offline Skill Development Classes” for III B.sc/B.Com students. This program conducted from 18-11-2019 to 31-11-2019. The duration of the course is 30 days .In this context , we request you to grant permission to conduct this program for III B.Sc/B.Com students from 18-11-2019 onwards.

Thanking You Madam

*Permitted*  
*Kishor*  
PRINCIPAL  
Sir C.R.R. College for Women  
ELURU

Yours Faithfully,

*Ranjana*

# Brochure

Start Date : 18<sup>th</sup> November 2019 Duration : 30 Days

End Date : 31<sup>st</sup> December 2019

Time : 02:30 PM - 04:00 PM

## Resource Persons:

Mr N Prasad, Language Trainer

Andhra Pradesh State Skill Development Corporation

## Instructions to Students

➤ 90% Course attendance is Compulsory to get the certificate

## Further Information, Contact

Mr V.Ram Babu, MCA  
Nodal Officer, Microsoft Upskilling Programme  
Ph.no: 9494254197



(Estd : 1987)

## SIR C R REDDY COLLEGE FOR WOMEN

(Affiliated to ADIKAVI NANNAYA UNIVERSITY, Rajamahendravaram)

Vatluru, Eluru - 534007

## Offline Soft Skills Training Programme



Organized by  
Skill Development Cell

## Notice to Staff and Students

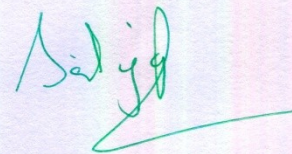
### Notice to Staff and Students

Date: 15-11-2019

#### NOTICE

This is to inform that Skill Development Cell is going to conduct a course on "Offline Skill Development Classes" from 18-11-2019. This program is conducted before the commencement of the regular class work. The duration of the course is 30 days.

Students are requested to apply for this program before 16-11-2019. Those who are interested to join the above course are here by informed to contact the Skill development cell.



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ELURU

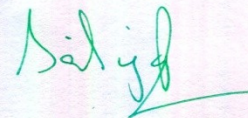
# Inaugural Function

## Inaugural Function

Date: 16-11-2019.

### NOTICE

This is to inform that Skill development cell is going to conduct an Inaugural function on "Offline Skill Development Classes" on 18-11-2019 at 9.30 a.m. All staff and students are request to attend the function and make it a Grand success.



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# Invitation



## **SIR C. R. REDDY COLLEGE FOR WOMEN**

(Affiliated to Adikavi Nannaya University, Rajahmahendravaram)  
Vatluru(Post), Pedapadu Mandal, W.G. Dist(AP)

### **Invitation**

*You are cordially invited to inaugurate*

## **Offline Skill Development Training Programme**

- Chief Guest** : **Sri Paladugu Sri Rangam**  
Correspondent, Sir C R Reddy College for Women, Eluru
- Guest of honor** : **Smt P. Sailaja**  
Principal, Sir C R Reddy College for Women, Eluru
- Guest** : **Smt K. Jhansi Lakshmi**  
IQAC Coordinator,  
Sir C R Reddy College for Women, Eluru

**Date:** 18<sup>th</sup> November 2019

**Venue:** Seminar Hall

**Time:** 02.30 pm

Organized by

**SKILL DEVELOPMENT CELL**

**SIR C R REDDY COLLEGE FOR WOMEN, ELURU**

## **555 Course Structure**

### **Communication Skills**

#### **UNIT I**

Introduction and Importance of communication an overview - meaning and process of communication - organizational communication and its barriers.

#### **UNIT II**

Types of Communications – Categories, methods and formats - vocabulary - Business idioms and collocations – Organizational Hierarchy - Various levels of communication in an organization – Top- down, Bottom- up and Horizontal- Business reports, presentations – Online communications.

#### **UNIT III**

Receiving communications - Filing and processing -Sending replies. Routine cycle of communications – Writing Communications - Characteristics of a good communication - Preparation of meeting agenda – agenda notes - minutes – circulation of minutes – Presentations of communication using various methods.

# Students List

APSSDC- WORKSHOPS STUDENT ATTENDANCE 2019 -20				
Name of the Workshop : SOFT SKILLS WORK SHOP				
Dates: 18th Nov 2019 to 31th Dec 2019    District:    West Godavari				
Venue: Sir C R Reddy College for Women,ELURU				
Sl. NO	STUDENT NAME	BRANCH	YOP	No.of Days Attended
1	M . Sowjanya	MPCS	2020	30
2	M . Usha Rani	MPCS	2020	27
3	S . Ramya Sri	MPCS	2020	30
4	A . Sravanthi	MPCS	2020	28
5	K . Gayathri	MPCS	2020	28
6	P . L . Ratna sri	MPCS	2020	30
7	N . Roja Rani	MPCS	2020	30
8	B . Kanaka Tulasi	MPCS	2020	30
9	P . Madhavi	MPCS	2020	30
10	T . Soujanya	MPCS	2020	30
11	B . Usha Rani	MPCS	2020	25
12	A . Jyothi	MPCS	2020	26
13	B. Naga Bindu	MPCS	2020	29
14	D. Navya Sri	MPCS	2020	25
15	B . Akhila	MPCS	2020	30
16	A .N .V.L. Lalitha	MPCS	2020	30
17	M . Naga Lakshmi	MPCS	2020	30
18	K . Vijaya Sharon	MPCS	2020	30
19	T . Devaki Devi	MPCS	2020	30
20	N . Kavya sudha	MPCS	2020	30
21	A . Krishna Sri priya	MPCS	2020	29

22	S . Eswari	MPCS	2020	30
23	D . Jyothi	MPCS	2020	24
24	B . Lavanya	MPCS	2020	30
25	N . Ramya Devi	MPCS	2020	30
26	A . Dharani	MPCS	2020	30
27	B . Navya Sri	MPCS	2020	30
28	P . Tejaswi	MSCS	2020	28
29	P . Venkata Maheswari	MSCS	2020	30
30	M. Durga Naga Sri	MSCS	2020	27
31	N . Pushpa Latha	MSCS	2020	30
32	K . Devi	MSCS	2020	26
33	K . Dolly	MSCS	2020	30
34	V . Naga Mamatha	MSCS	2020	30
35	N . Sowjanya Devi	MSCS	2020	30
36	M . Lavanya	MSCS	2020	30
37	Sd . Sharmila	MSCS	2020	30
38	SK . Shehanaj	MSCS	2020	27
39	M . Divya	MSCS	2020	30
40	M . Preethi	MSCS	2020	28
41	V . Kavitha	MSCS	2020	30
42	B . Jyothi Madhavi	MSCS	2020	30
43	SK . Parvin Reshma	MSCS	2020	30
44	N . Swapna	MSCS	2020	25
45	P . Tanuja Sowmya	MSCS	2020	24
46	M . Bhavanadeeswari	MSCS	2020	30
47	P . Renuka	MSCS	2020	26
48	D . V . V . Sai Sri	MSCS	2020	30
49	Ch . Bhagya Lakshmi	MSCS	2020	30

50	J . Revathi	MSCS	2020	30
51	K . Sushma Mounika	MSCS	2020	30
52	M . B . Bhargavi	MSCS	2020	30
53	G . Sireesha	MSCS	2020	27
54	J . Durga Devi	MSCS	2020	30
55	M .L .N . Sireesha	MSCS	2020	29
56	K . N .V . Venumayi	MSCS	2020	28
57	A . Sravana Sandhya	MSCS	2020	30
58	S . Bhavana	MSCS	2020	29
59	P . Hema Lidiya	MSCS	2020	30
60	D . Naga Jaya Lakshmi	MSCS	2020	30
61	K . Jyothsna Aparna	MECS	2020	30
62	S . Lakshmi Kumari	MECS	2020	25
63	P . Rajani	MECS	2020	26
64	K . Bhanu Meghana	MECS	2020	27
65	K . Harini	MECS	2020	30
66	P . V . Padmini	MECS	2020	30
67	D . Divya Krupa	MECS	2020	30
68	K . Hari Krishna Ramya	MECS	2020	30
69	N . Sandhya	MECS	2020	30
70	B . Naga Ambica	MECS	2020	30
71	V . Poojitha	MECS	2020	30
72	Md . Taslim Sulthana	MECS	2020	28
73	S . Mounika	MECS	2020	29
74	K . Divya Charitha	MECS	2020	29
75	M . Krupa Mani	MECS	2020	30
76	K . Niharika	MECS	2020	28
77	K . Lakshmi Nikhila	MECS	2020	30

78	B . S . L . Mounika	MECS	2020	30
79	A . Sharmila	MECS	2020	30
80	R . Taraka	MECS	2020	26

# Valedictory Function

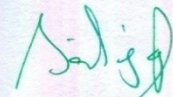
## Valedictory Function

Date: 30-11-2019

### NOTICE

This is to inform that Department of Commerce is going to conduct an valedictory function for value added course on “Offline Skill Development” on 31-11-2019 at 4.30 pm.

All staff and Students are requested to attend the function and make it is a Grand success.



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Sir C.R.R. College for Women  
ELURU

## **REPORT**

Andhra Pradesh State Skill Development Corporation (APSSDC) conduct this offline soft skills training programme. This is encourage the students to learn soft skills, communication skills and so on students were taught the subjects by professional faculty.

The resource person Mr N.Prasad, Laanguage Trainer

The classes were very helpful to the students to get the job in various companies. The faculty members providing the study material for communication skills and also certificates to the all participated students and also provide trophy's to the students who performing best in these session.

**Certificate**  
OF COMPLETION

This Certificate is awarded to

.....*N. Purnhpa Latha*.....

from .....*III. B.Sc. - M.S.C.A*.....

of *Sis. C. R. Reddy College for Women, Eluru* on successful completion of  
“**Employability Skill Programme**” conducted by Andhra Pradesh  
State Skills Development Corporation (APSSDC) from **2019 to 2020**

  
Chief Skill Officer

**Certificate**  
OF COMPLETION

This Certificate is awarded to

.....*A. Sravanthi*.....

from .....*III. B.Sc. - M.P.C.A*.....

of *Sis. C. R. Reddy College for Women, Eluru* on successful completion of  
“**Employability Skill Programme**” conducted by Andhra Pradesh  
State Skills Development Corporation (APSSDC) from **2019 to 2020**

  
Chief Skill Officer

# TRAINER ATTENDANCE

APSSDC Trainers Attendance Sheet (Offline)						
College Name		Sir C R Reddy College for Women,Eluru				
College Category		Private Un Aided College				
State		Andhra Pradesh				
District		West Godavari				
S.No	Trainers Name	Date	Time	No of Days	Hours Per Day	Total No of Hours
1	Mr N Prasad	18-11-2019 To 31-12-2019	2:30 pm to 4:30 pm	30	2	60
Total No of Hours: 60						



*N. Sridhar*  
College Authority Seal &  
Signature  
PRINCIPAL  
Sir C.R.R. College for Women  
ELURU

# FEEDBACK LETTER

## SIR C.R.REDDY COLLEGE FOR WOMEN

(Estd : 1987)

(Affiliated to Adikavi Nannaya University, Rajamahendravaram)

An ISO-9001:2015, 14001:2015, 50001:2018 Certified Institution

ELURU (VATLURU POST), W.G Dist., A.P. - 534 007

email : sircrrwomen.principal@gmail.com

OFF : 08812 - 231192

OFF : 08812 - 232717

Fax : 08812 - 253421



ELURU,

Date: 31-12-2019.

To

Naandi Foundation,

Mahindra Pride Classroom,

Vijayawada, Andhra Pradesh.

**Sub:** Regarding "Mahindra Pride Classroom-EMPLOYABILITY SKILLS"

We are thankful to Naandi Foundation for conducting "LANGUAGE & COMMUNICATION SKILLS TRAINING PROGRAM" for 30 days i.e.18-11-2019 to 21-12-2019 and providing our students with life skills, soft skills, interpersonal skills and interview skills as part of this employability skills enhancement program.

We have witnessed our students receiving a very good training and we are happy about our student's complete transformation in discipline, regularity and systematic daily routine for these 30 days. Activity based learning methods have brought a drastic change in outcome of the students which improved their confidence levels towards employability and benefited them a lot in every regard.

Thank you so much for your support and we assure you that your work would seem to get good results. Thank you for spending time and facilitating with an innovative thoughts and your enormous efforts

We thank Andhra Pradesh State Skill Development Corporation trainer for their concern and personal interest for student development and their wellbeing. Further we need future training programs to be conducted for the fresh batches.

Thanking you.

Yours faithfully

  
PRINCIPAL  
Sir C.R.R. College for Women

# STUDENTS FEEDBACK

Feedback on the Trainer for the training conducted by APSSDC							
Training Dates:		18-11-2019 To 31-12-2018		Trainer Name:		Mr N Prasad	
College Name and District:				SIR C R REDDY COLLEGE FOR WOMEN and West Godavari District			
<i>Note: Feedback may be given on the scale of 1 – 5; 1 – Poor, 2 – Below Average, 3 – Average, 4 – Good, 5 – Very Good</i>							
S.No	Name of the Student	Topic Covered	Doubt Clarification	Student Interaction	Subject Knowledge	Teaching ability	Overall Feedback
1	M. Sowjanya	4	4	5	4	5	4
2	A. Krishna sri priya	5	5	4	4	5	4
3	S. Ramya sri	4	4	5	4	5	5
4	M. usha Rani	4	5	4	4	4	5
5	N. kanya sridha	5	5	4	5	4	4
6	A. Sravathi	4	5	5	4	4	5
7	T. Devaki Devi	5	4	5	5	5	4
8	K. Gayathri	4	4	4	5	5	4
9	K. Vijaya sharon	5	4	5	4	5	4
10	P. L. Ratna Sri	5	4	4	5	5	4
11	N. Naga lakshmi	5	4	5	4	5	5
12	N. Roja Rani	4	5	4	5	5	4
13	A.N.V.L. Lalitha	5	4	5	4	4	5
14	B. Kanaka Tulasi	4	5	4	5	5	4

15	B. Akhila	4	5	5	4	4	5
16	P. Madhavi	5	4	4	5	4	5
17	D. Navya sri	4	5	5	4	4	4
18	T. Soujanya	4	5	4	4	5	5
19	B. Naga Bindu	5	4	5	4	4	5
20	B. Usha Rani	4	5	4	5	4	5
21	A. Jyothi	5	5	4	4	5	4
22	Ch. Bhagya Lakshmi	4	5	5	4	4	5
23	Div.V. Sai sri	4	5	4	4	5	4
24	S. Eswari	5	4	5	4	5	5
25	P. Renuka	5	5	4	5	4	5
26	D. Jyothi	4	5	4	5	5	4
27	M. Bhavaradeeswari	4	5	5	4	4	5
28	B. Laranya	5	4	4	5	5	4
29	P. Taruja Soumya	4	4	5	5	4	5
30	A. Ramya Devi	4	4	5	4	5	4
31	N. Swapna	5	4	4	5	4	5
32	A. dharani	4	5	4	5	4	4
33	sk. Parvin Reshma	5	5	4	5	5	4
34	B. Navya Sri	4	4	5	5	4	5
35	B. Jyothi madhavi	5	5	5	4	5	4

36	P. Tejaswi	4	5	4	4	5	5
37	V. kavitha	5	4	5	4	5	5
38	D. Venkata Maheswari	4	5	5	4	5	4
39	M. preethi	5	4	4	4	5	5
40	M. Durga Naga Sri	5	4	5	5	4	5
41	M. Divya	4	5	4	4	5	4
42	N. Pushpa katha	4	5	4	5	4	4
43	J. Penathi	5	4	4	5	5	4
44	K. Devi	5	5	4	5	5	4
45	K. subma Maunika	4	5	4	5	5	4
46	K. Dolly	5	4	4	4	5	5
47	M. B. Bhargavi	4	4	5	5	4	4
48	V. Naga Mamatha	5	5	5	4	4	5
49	G. siresha	5	4	4	5	5	4
50	N. Sowjanya Devi	4	4	5	4	4	5
51	J. Durga Devi	5	4	5	5	5	4
52	M. Lavanya	4	4	4	4	4	4
53	M. L. N. siresha	5	5	5	4	4	5
54	Sd. Sharmila	4	4	5	5	5	5
55	K. N. V. venurayip	5	5	4	4	5	4
56	S. k. Shehanaj	5	5	5	5	5	5

57	A. Sravana Santhya	4	4	5	4	5	4
58	D. Naga jayadateshmi	5	5	5	4	4	5
59	S. Bhavana	4	5	4	5	4	4
60	D. Rama dediza	5	4	5	4	5	5

61	K. Tyothana Aparna	4	5	5	4	4	5
62	V. Poojitha	5	4	4	5	5	4
63	S. Lakshmi Kumari	4	5	5	4	4	5
64	Md. Faslim sultana	5	4	5	4	4	4
65	P. Rajani	4	5	5	4	4	5
66	S. Mounika	4	5	4	4	5	5
67	K. Bharu Meghana	5	4	4	5	4	5
68	K. Divya charitha	5	4	4	5	5	4
69	K. Harini	4	5	5	4	4	5
70	M. Krupa mani	5	5	4	5	5	4
71	P.V. Padmini	4	4	4	5	4	5
72	K. Niharika	5	5	5	4	5	5
73	D. Divya Krupa	4	4	4	5	4	4
74	K. Lakshmi Nikhila	4	5	5	4	4	5
75	K. Hari Krishna <sup>Padhya</sup>	5	4	4	5	4	5
76	B.S.L. Mounika	5	5	5	4	5	5
77	N. Sandhya	4	4	4	5	5	4
78	A. Sharmila	4	4	5	5	5	4
79	B. Naga Anubha	5	4	5	4	5	4
80	R. Taraka	5	5	4	4	5	5

## PHOTO GALLERY

