



Government Degree College (M), Srikakulam
Jawahar Knowledge Centre
Softskills Training Programme



Minutes of the meeting

29-10-2021

Jawahar knowledge centre committee meeting was organized on **29-10-2021** under the chairmanship of the coordinator to discuss the following agenda.

Agenda:

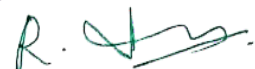
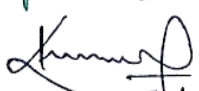
1. To discuss on organizing Soft skills Training Programme for the Students

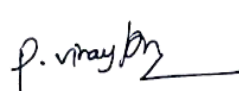
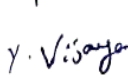
After a brief discussion on the agenda the following resolutions have been passed by the committee.

Resolutions:

1. To seek permission from the Principal to organizing Soft skills Training Programme From 01-11-2021 To 06-12-2021
2. To prepare a circular and circulate it among all the classes.

Signatures:

Request Letter

Srikakulam.

Date : **30-10-2021**

From
Co-ordinator
Jawahar Knowledge Centre
Govt. Degree College (Men),
Srikakulam.

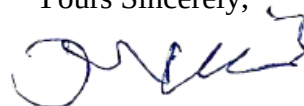
To
The Principal,
Government Degree College (Men),
Srikakulam.

Sir,

The JKC members in its meeting held on 29-10-2021 in JKC lab passed a resolution organizing Soft skills Training Programme for the Students from 01-11-2021 To 06-12-2021. Hence we request you to kindly grant the permission to organize the programme in college.

Thanking you madam,

Yours Sincerely,



CO-ORDINATOR
Jawahar Knowledge Center
Government Degree College (Men)
SRIKAKULAM - 532 001, A.P.

**O/o The Principal,
Government Degree College (M),
Srikakulam.**

Circular

This is to inform all the students Jawahar Knowledge Centre (JKC) of our college is going to organizing Soft skills Training Prgoramme for the Students from 01-11-2021 To 06-12-2021 in the college. So, all the JKC Students are informed to Attend and the Classes Regularly.

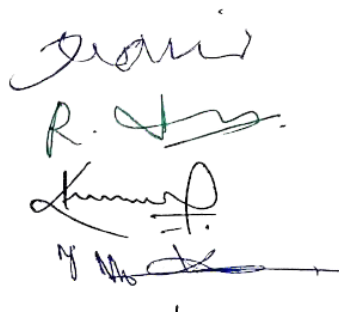


Principal

Principal & Chairman
Jawahar Knowledge Center
Government Degree College [Men]
SRIKA KULAM-532 001, A.P.

Date: 30-10-2021
Station: Srikakulam.

Signatures



Commissionerate of Collegiate Education
JKC Monitoring Cell

Soft Skills	
S.No.	Grammar
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	Etiquetter of Telephone-mail and SMS
14	Interview Skills
15	Preparation for Examinations

Government Degree College (M), Srikakulam
Jawahar Knowledge Centre

Soft Skills Event Organized Report

2021-22

Name of Department/ Cell	Jawahar knowledge centre
Name of Event Organized	Soft Skills Training Programme
Title of the Event	Interpersonal Skills
Date of Event Organized	01-11-2021 To 06-12-2021

First Week – Introduction to Soft skills:

The Students were created Awareness on the importance of soft skills. And also various areas that cover under soft skills. The approach of the students towards soft skills is also explained.

Soft skills are a set of interpersonal, communication, and personal attributes that enable individuals to effectively interact with others, navigate social situations, and succeed in various aspects of life, including the workplace. Unlike hard skills, which are typically technical or job-specific abilities, soft skills are more about how people work with others and manage themselves.

Topics Covered: 1. Communication Skills:

Communication skills refer to the ability to convey information effectively and efficiently through various channels, including verbal, written, and non-verbal means. These skills are fundamental in both personal and professional contexts and play a crucial role in building relationships, resolving conflicts, and achieving goals. Effective communication involves not only expressing oneself clearly but also listening actively and empathetically to others. Here are some key components of communication skills:

1. **Verbal Communication:** This involves using spoken words to convey messages. Effective verbal communication includes clarity, conciseness, and appropriate tone and language for the audience and context. It also encompasses skills such as public speaking, storytelling, and persuasive communication.
2. **Non-verbal Communication:** Non-verbal cues such as body language, facial expressions, gestures, and eye contact can convey meaning and emotions without words. Being aware of and utilizing non-verbal communication effectively can enhance understanding and rapport in interactions.

Second Week – Teamwork and Collaboration:

The Students were explained that **Teamwork and Collaboration as part of** soft skills, and the importance Teamwork and Collaboration in Personality Development.

Teamwork and collaboration are essential skills in various aspects of life, including the workplace, academia, sports, and social settings. These skills involve working harmoniously with others towards a common goal, leveraging each team member's strengths, and collectively achieving outcomes that surpass individual efforts. Effective teamwork and collaboration encompass several key elements:

1. **Shared Goals and Vision:** Successful teams have a clear understanding of their objectives and a shared vision of what they aim to accomplish. Aligning individual goals with the team's mission fosters unity, motivation, and commitment to achieving collective success.
2. **Communication and Active Listening:** Open and transparent communication is crucial for effective collaboration. Team members must share information, ideas, and feedback openly, while also listening actively to one another. Clear and respectful communication helps prevent misunderstandings, resolves conflicts, and promotes a supportive team environment.
3. **Role Clarity and Accountability:** Clearly defined roles and responsibilities within the team ensure that each member understands their contribution to the collective effort. Establishing accountability mechanisms helps track progress, identify obstacles, and ensure that everyone fulfills their commitments.
4. **Respect and Trust:** Trust is the foundation of successful collaboration. Team members must respect each other's expertise, opinions, and contributions, fostering an environment where everyone feels valued and empowered to share their ideas and take initiative.
5. **Conflict Resolution Skills:** Conflict is inevitable in any team setting, but how it is managed can determine the team's effectiveness. Developing conflict resolution skills, such as negotiation, compromise, and empathy, enables teams to address differences constructively and reach mutually acceptable solutions.

Third Week – Problem-solving and Critical Thinking:

The Students were explained in detail about the Problem-solving and Critical thinking as part of soft skills, and the importance of Problem-solving and Critical Thinking in learning Softskills.

Problem-solving and critical thinking are crucial skills that empower individuals to analyze situations, identify issues, and develop effective solutions. These skills are essential in various aspects of life, from personal decision-making to professional problem-solving. Here are key components of problem-solving and critical thinking:

1. **Analytical Thinking:** Critical thinking involves the ability to evaluate information, arguments, and evidence logically and objectively. It requires analyzing complex problems, breaking them down into manageable components, and understanding the underlying causes and relationships.
2. **Creativity and Innovation:** Problem-solving often requires thinking outside the box and generating novel ideas or solutions. Creative thinking involves exploring different perspectives, challenging assumptions, and embracing unconventional approaches to address challenges effectively.
3. **Effective Decision-making:** Critical thinking enables individuals to make informed decisions by weighing evidence, considering alternatives, and evaluating potential outcomes. Effective decision-making involves assessing risks, prioritizing objectives, and choosing the best course of action based on available information and insights.
4. **Strategic Planning:** Problem-solving often involves developing strategic plans or frameworks to address complex issues or achieve long-term goals. Strategic thinking requires foresight, vision, and the ability to anticipate future trends and challenges while devising proactive strategies to mitigate risks and capitalize on opportunities.
5. **Problem Identification and Definition:** Critical thinkers are skilled at identifying and defining problems accurately, clarifying objectives, and understanding the root causes of issues. By framing problems effectively, individuals can develop targeted solutions that address underlying challenges rather than just addressing symptoms.

Fourth Week – Adaptability and Flexibility :

The Students were explained that Adaptability and flexibility are essential skills that enable individuals to thrive in dynamic and ever-changing environments. In today's rapidly evolving world, where technological advancements, economic shifts, and social changes occur at a rapid pace, the ability to adapt and remain flexible is critical. Here are key aspects of adaptability and flexibility:

1. **Open-mindedness:** Being open-minded involves a willingness to consider new ideas, perspectives, and approaches. Adaptable individuals embrace change as an opportunity for growth rather than a threat, remaining receptive to new information and experiences.
2. **Resilience:** Resilience is the capacity to bounce back from setbacks, challenges, and adversity. Adaptable individuals demonstrate resilience by maintaining a positive attitude, persevering in the face of obstacles, and learning from setbacks to emerge stronger and more resilient.
3. **Embracing Change:** Adaptability involves embracing change rather than resisting it. Flexible individuals are comfortable stepping out of their comfort zones, exploring new possibilities, and adapting their behaviors, routines, and strategies to align with changing circumstances.
4. **Problem-solving Skills:** Adaptable individuals are skilled problem-solvers who can quickly assess situations, identify challenges, and develop effective solutions. They approach obstacles with a proactive mindset, seeking opportunities to innovate and overcome barriers creatively.

Communication Skills: The ability to convey information clearly and effectively through verbal, written, and non-verbal means. This includes active listening, empathy, and the capacity to articulate ideas concisely.

1. **Teamwork and Collaboration:** The capacity to work harmoniously with others towards a common goal, contribute ideas, resolve conflicts, and support team members.
2. **Problem-solving and Critical Thinking:** The ability to analyze situations, identify issues, and develop innovative solutions. Critical thinking involves questioning assumptions, evaluating evidence, and making informed decisions.
3. **Adaptability and Flexibility:** The willingness and ability to adjust to changing circumstances, environments, and demands. This includes being open to new ideas, learning from feedback, and embracing challenges.
4. **Leadership Skills:** The capability to inspire, motivate, and influence others to achieve goals. Effective leadership involves fostering a positive work culture, providing guidance, and empowering team members.
5. **Time Management and Organization:** The skill to prioritize tasks, manage time efficiently, and maintain order amidst competing demands. This includes setting goals, planning effectively, and staying focused on objectives.

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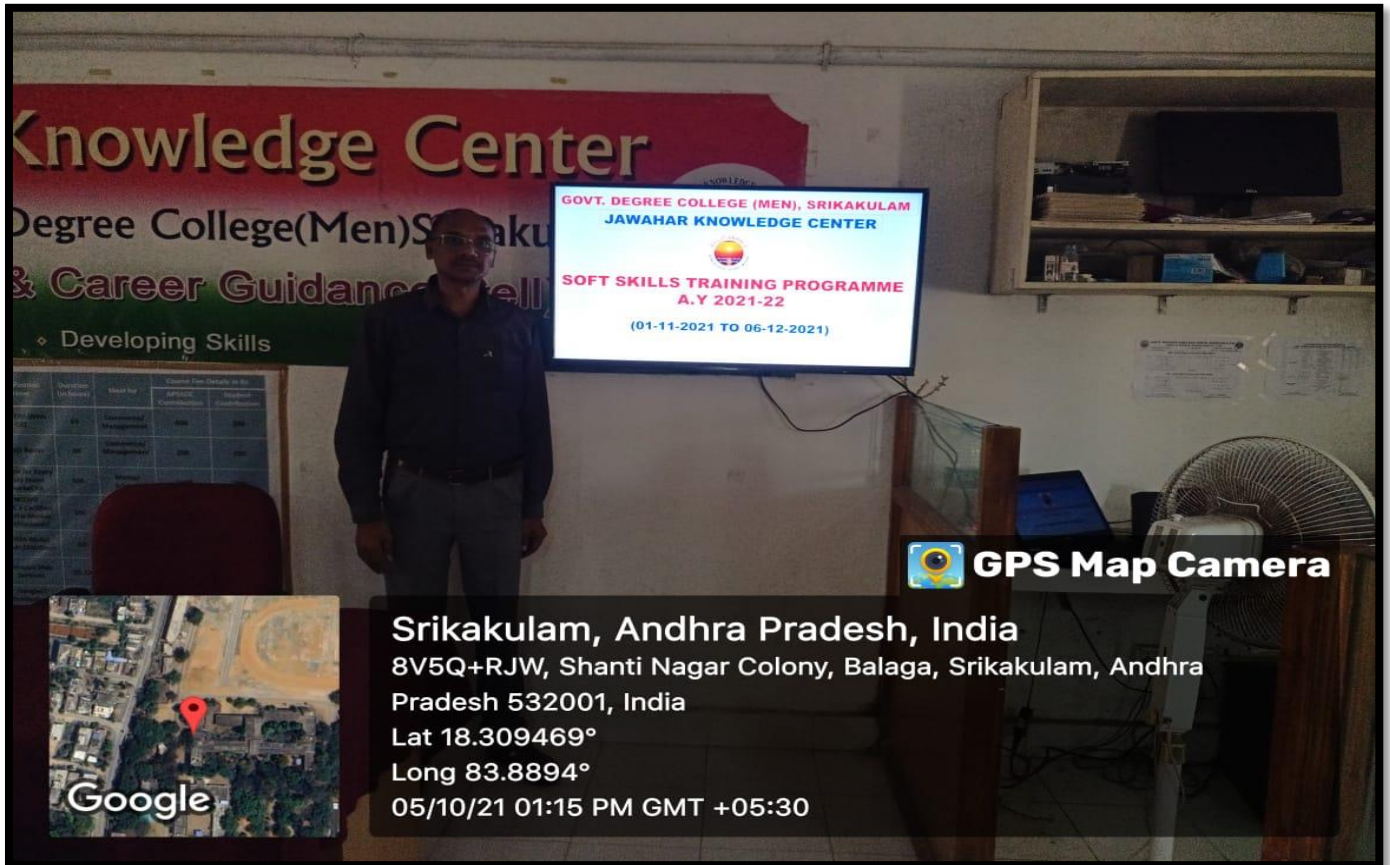
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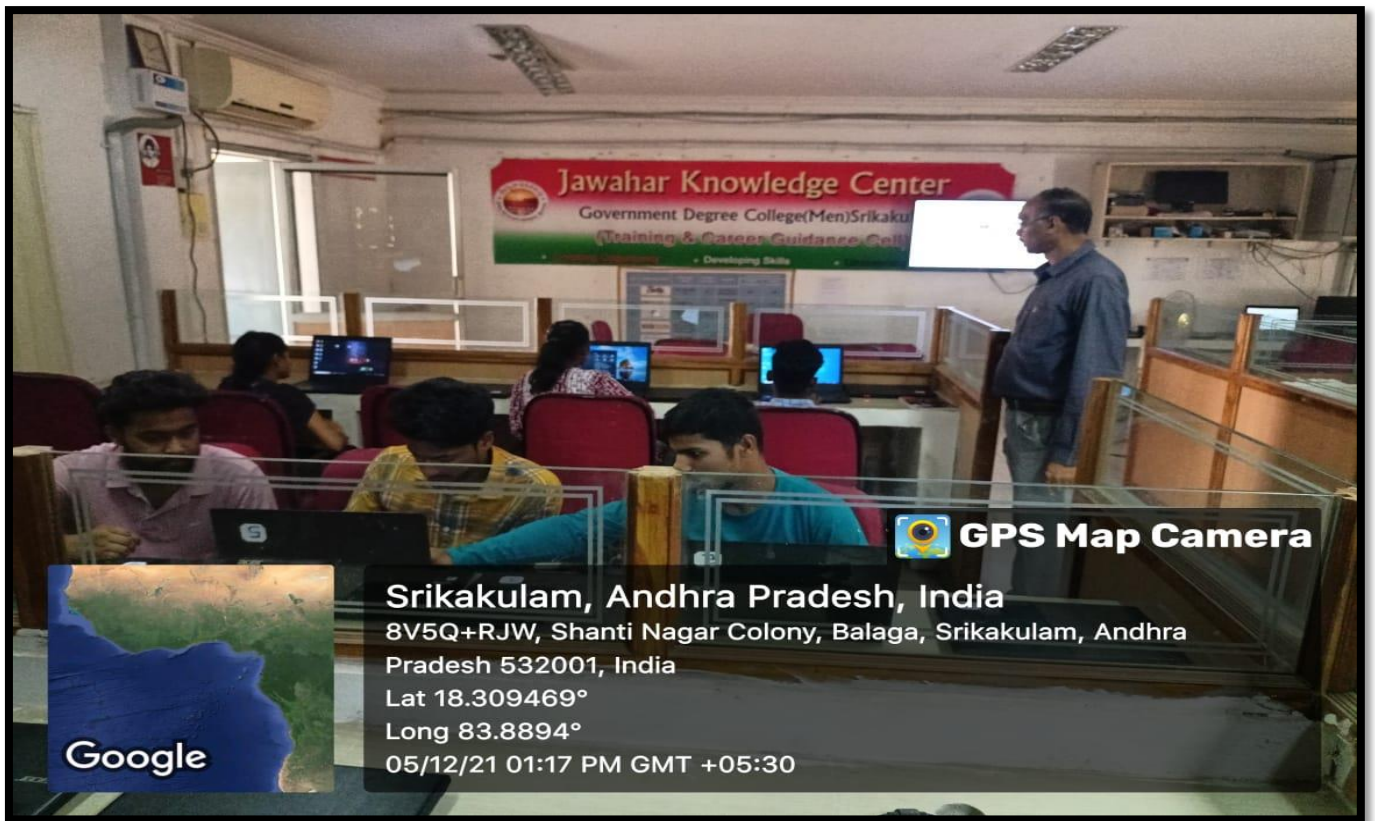
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179	PANDIRI JYOTSHNA	B.A	6281655886	nr615618@gmail.com
180	PATTA ADITYA DURGA	B.A	9642712829	
181	PATTIKA EDNARANG	B.A	9381789560	
182	PATTIKA SATHEESH	B.A	6370042941	
183	PONNADA BHUJANGA RAO	B.A	8247318090	
184	PONNANA UMA MAHESWARA RAO	B.A	8106218661	
185	PUTTA DHANALAKSHMI	B.A	7993136546	

186	RUNKU BALAKRISHNA	B.A	8688691197	balur0398@gmail.com
187	SADHU REVATHI	B.A	9515459647	revathisadhu6@gmail.com
188	SADHU SRAVANI	B.A	9652867007	sravanisadhu@gmail.com
189	SAVARA SIMHACHALAM	B.A	9398799476	
190	SEEPANA AKHILA	B.A	9959105890	kavithaseepana1729@gmail.com
191	SEEPANA LALITHA	B.A	8463991439	
192	SEERA JYOTHI	B.A	8499004577	seeragurunadha849@gmail.com
193	SINGURU CHINNAMMI	B.A	8333032035	pravallika6300299415@gmail.com
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195	THADIVALASA VENKATESH	B.A	9493593727	
196	TOMPALA SIVAGANESH	B.A	7032833005	
197	TUNGANA BHAGYA	B.A	9381487087	
198	VANDRASI SAI DURGA HARSHAVARDHAN	B.A	9398268716	harshasurya750@gmail.com
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200	MAJJI VASU DEVARAO	B.A	9014295902	m.vasudevarao143@gmail.com
201	ANNEPU PAVANI	B.Com	6281229187	
202	ANNU ESWARA RAO	B.Com	9347855452	
203	BAGGU LOKESH	B.Com	6304097789	
204	BAGGU SARATH	B.Com	9398329172	
205	BAIRI GOVINDA	B.Com	8074985596	
206	BANGARU SWATHI	B.Com	9951496841	
207	BANTUPALLI RAJESWARI	B.Com	7569278269	
208	BASIVADA MADHAVI	B.Com	9989340081	
209	BASWA KUSUMA	B.Com	9703910864	
210	BERI MAHESH	B.Com	8217477061	
211	BORIGI VENKATA RAVI TEJA	B.Com	9493765234	
212	CHELLURU ASHITH KUMAR	B.Com	7842213340	
213	DUGGU ROJA	B.Com	9398690224	
214	DUVVARI VENKATA RAMANA	B.Com	9676409581	
215	GATTU SUJATHA	B.Com	9177367069	
216	GEDDAPU GANAPATHI	B.Com	7993708684	
217	GEDELA DINESH	B.Com	9182016839	
218	GONDU VENKATARAMANA	B.Com	9392469667	
219	GURUGUBELLI RAVITEJA BHARADWAJ	B.Com	7569430509	
220	JOGI PADMA	B.Com	8520962743	
221	KARRI RAJU	B.Com	6309401564	
222	KONADA SAI KUMAR	B.Com	8341932013	
223	KONDURU VIJAYA KUMAR	B.Com	9347017794	
224	MAHASINGI BHARAT KUMAR	B.Com	6302084526	
225	MAMIDIJOLA AKHILA	B.Com	7901323988	
226	MANDANGI SURESH	B.Com	9014809767	
227	NAGIREDLA AJAY	B.Com	9392607901	
228	NIDRABANGI RAMANA	B.Com	8688148117	
229	NIMMALA JANU	B.Com	6305344898	
230	PALLA SADHANA	B.Com	8790959271	
231	PASINIBILLI ANANTH	B.Com	9573477225	
232	PATHINAVALASA SIVA	B.Com	7095332547	

233	POLUMURU MANIKANTA	B.Com	6305493706	
234	PULIBANDA VINODH KUMAR	B.Com	8688243109	
235	RAYI VANISREE	B.Com	8919204415	
236	REDDY HEMANTHA RAO	B.Com	6302056052	
237	REDDY JAYANTH	B.Com	7681012157	
238	REGIDI NEELAKANTAM	B.Com	8639798022	
239	SAVARA HARI PRASAD	B.Com	7093510718	
240	SAVARA JEEVA	B.Com	9390970183	
241	SAVARA NAGESWARA RAO	B.Com	7569875990	
242	SAVARA PRASAD	B.Com	9704623394	
243	SAVARA RAVINDRA KUMAR	B.Com	9381582856	
244	SAVARA SOMESWARA RAO	B.Com	9392816096	
245	SAVARA SRINU	B.Com	7093811032	
246	SAVARA SUKANYA	B.Com	9348653284	
247	SAVARA SURESH	B.Com	9347849247	
248	SAVARA VASANTHA RAO	B.Com	6300301552	
249	SEERA RADHIKA	B.Com	7075819215	
250	SUNKARI GOWREESWARI	B.Com	7207534982	
251	SURU MADHU	B.Com	7981569167	
252	VAVILAPALLI RAGHAVI	B.Com	8688415938	
253	YARABATI KUSUMA	B.Com	8328455700	
254	YENNI KALI CHANDU	B.Com	9347321534	
255	YERRA ESWAR	B.Com	8985358662	
256	ALIKANA SAITEJA	B.Com	8142558387	
257	ANGURU DILLESWARI	B.Com	6309579929	

PHOTOS





Srikakulam, Andhra Pradesh, India

8V5Q+RJW, Shanti Nagar Colony, Balaga, Srikakulam, Andhra Pradesh 532001, India

Lat 18.309469°

Long 83.8894°

05/12/21 01:17 PM GMT +05:30

Google



Government Degree College (M), Srikakulam



Feedback

Name of the event	Soft skills training programme
Department	Jawahar knowledge center
Date	01-11-2021 to 06-12-2021
Name of student	B. USHA KIRAN
Class	Bsc.
Mobile no.	7207142438

1. Did the event fulfil its objectives?

☒ Yes/ No

2. How useful was the event for you? (0 being Not useful and 5 Most useful)

0	1	2	3	4	5 ☒
---	---	---	---	---	---------------------------------------

3. Rate the overall success of the event (0 being Not useful and 5 Most useful)

0	1	2	3	4 ☒	5
---	---	---	---	---------------------------------------	---

4. List the key takeaway points from the events.

- ① Learned problem solving skills
- ② Learned the importance of soft skills in goal achievement

5. Suggestions if any

Please conduct more such useful

Signature of the Student

B. Usha Kiran



Government Degree College (M), Srikakulam



Feedback

Name of the event	SoftSkills training program
Department	Jawahar Knowledge center
Date	01-11-2021 to 06-12-2021
Name of student	A. Dilleswari
Class	B.com GEN
Mobile no.	6309579929

1. Did the event fulfil its objectives?

Yes/ No

2. How useful was the event for you? (0 being Not useful and 5 Most useful)

0	1	2	3	4	5
---	---	---	---	---	---

3. Rate the overall success of the event (0 being Not useful and 5 Most useful)

0	1	2	3	4	5
---	---	---	---	---	---

4. List the key takeaway points from the events.

- 1) learned importance of softskills in personality development.
- 2) learned adaptability skills helpful in goal achievement.

5. Suggestions if any

Use more teaching Aids

A. Dilleswari

Signature of the Student



Government Degree College (M), Srikakulam



Feedback

Name of the event	Soft skills training programme
Department	Jawahar knowledge centre
Date	01-11-2021 TO 06-12-2021
Name of student	A. pavani
Class	B.com CS
Mobile no.	6281229187

1. Did the event fulfil its objectives?

✓
Yes/ No

2. How useful was the event for you? (0 being Not useful and 5 Most useful)

0	1	2	3	4	5 ✓
---	---	---	---	---	-----

3. Rate the overall success of the event (0 being Not useful and 5 Most useful)

0	1	2	3	4	5 ✓
---	---	---	---	---	-----

4. List the key takeaway points from the events.

1. learn the importance of soft skills.
2. Importance of communication skills.
5. Suggestions if any

1. please conduct more programmes like this

A. pavani
Signature of the Student



Government Degree College (M), Srikakulam



Feedback

Name of the event	SoftSkills training program
Department	Jawahar knowledge center
Date	01-11-2022 to 06-12-2022
Name of student	R.Vani Sree
Class	B.Com (CS)
Mobile no.	8919204415

1. Did the event fulfil its objectives?

✓
Yes/ No

2. How useful was the event for you? (0 being Not useful and 5 Most useful)

0	1	2	3	4	5 ✓
---	---	---	---	---	-----

3. Rate the overall success of the event (0 being Not useful and 5 Most useful)

0	1	2	3	4	5 ✓
---	---	---	---	---	-----

4. List the key takeaway points from the events.

- 1) Importance of Communication skills
- 2) learn the importance of soft skills.

5. Suggestions if any

please conduct more programs like this

R.VaniSree
Signature of the Student



Government Degree College (M), Srikakulam



Feedback

Name of the event	Soft skills training Programme
Department	Jawahar knowledge center
Date	01-11-2021 to 06-12-2021
Name of student	S. Radhika
Class	Bcom C.S
Mobile no.	7075819215

1. Did the event fulfil its objectives?

✓
Yes/ No

2. How useful was the event for you? (0 being Not useful and 5 Most useful)

0	1	2	3	4	5 ✓
---	---	---	---	---	-----

3. Rate the overall success of the event (0 being Not useful and 5 Most useful)

0	1	2	3	4	5 ✓
---	---	---	---	---	-----

4. List the key takeaway points from the events.

- ① learned Problem solving skills.
- ② learned the importance of soft skills in goal achievement

5. Suggestions if any

please conduct more Programmes like this.

Signature of the Student

S. Radhika