DEPARTMENT OF ENGLISH

CERTIFICATE COURSE

2021-2022

DEPARTMENT OF ENGLISH

1.	**Certificate course /Add on course/ Value based course**	Certificate course
2.	**Organisation**	Telangana Tribal Welfare Residential Degree College for Men Kamareddy
3.	**Title of the course**	Soft Skill Enhancement Programme
4.	**Course duration**	30 hours
5.	**Resource person**	SampathMadhuri
6.	**No of students Enrolled**	**40**
7.	**Date of commencement of course**	**18/04/2022 To 05/05/2022**
8.	**Course content**	1. Interview skills 2. Group discussion 3. Debate skills 4. Resume writing 5. Decision making 6. Problem solving 7. Team work 8. Emotional intelligence 9. Critical thinking 10. Presentation skills 11. Interpersonal skills 12. Time management 13. Letter writing 14. Report writing
9.	**Course outcome**	The knowledge, the training, and the abilities instilled made students a perfect fit for a job and capable to have a better balanced life.

DEPARTMENT OF ENGLISH

DREAM
BELIEVE
ACHIEVE

CERTIFICATE COURSE

SOFT SKILL ENHANCEMENT PROGRAMME

DURATION   :   30Hrs
INSTRUCTOR : Sampath Madhuri

➢ **INTRODUCTION**

Each job role requires some soft skills to make the hard skills valuable. But we often undervalue the importance of soft skills which are crucial for the overall development of an individual. Soft skills are invaluable part of learning which are needed at a workplace. Therefore they play a vital role in becoming a successful professional. So the Department of English started a Soft Skill Enhancement Programme to help the students enhance their personal attributes and become competent   in interacting with others.
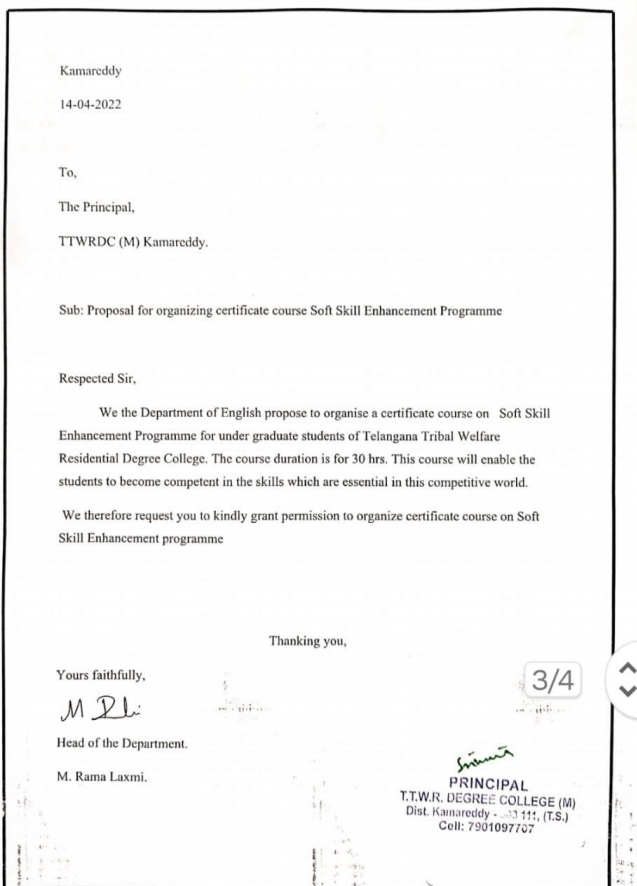
➢ **LEARNING OBJECTIVES**

- To coach students to victory and teach how to have the right conversations to foster accountability and set up oneself for success.
- The training program also aims to develop the personal attributes that will aid students grow and succeed in personal and professional life

- ➢ **SYLLABUS**
1. Interview skills
2. Group discussion
3. Debate skills
4. Resume writing
5. Decision making
6. Problem solving
7. Team work
8. Emotional intelligence
9. Critical thinking
10. Presentation skills
11. Interpersonal skills
12. Time management

- ➢ **OUTCOME**

The knowledge, the training, and the abilities instilled   made students a perfect fit for a job and capable to have a better balanced life.

Kamareddy

14-04-2022

To,

The Principal,

TTWRDC (M) Kamareddy.

Sub: Proposal for organizing certificate course Soft Skill Enhancement Programme

Respected Sir,

We the Department of English propose to organise a certificate course on   Soft Skill Enhancement Programme for under graduate students of Telangana Tribal Welfare Residential Degree College. The course duration is for 30 hrs. This course will enable the students to become competent in the skills which are essential in this competitive world.

We therefore request you to kindly grant permission to organize certificate course on Soft Skill Enhancement programme

Thanking you,

Yours faithfully,

M. Dl.

Head of the Department.

M. Rama Laxmi.

PRINCIPAL
T.T.W.R. DEGREE COLLEGE (M)
Dist. Kamareddy - 503 111, (T.S.)
Cell: 7901097707

List of students enrolled in Soft Skill Enhancement Programme

S.No	Name of the student	Roll Number
1.	G.Aravind Kumar	19055080468012
2.	D.Sandeep	19055080468010
3.	T.Rajashekar	19055080468030
4.	A.SridharGoud	19055080468001
5.	K.Pranay Kumar	19055080468016
6.	G.Suresh	19055080468013
7.	S.Charan	19055080468028
8.	S.Sravan	19055080468024
9.	L.Naveen	19055080468020
10.	P.Sanjeev	19055080468006
11.	B.Rajendhar	19055080468002
12.	E.Tarun	19055080468011
13.	P.Rajashekar	19055080468025
14.	B.Srinivas	19055080405001
15.	K.Vamshi	19055080405009
16.	R. Ganesh	19055080405017
17.	K.Naveen	19055080405010
18.	K.Sai	19055080405011
19.	T.Pramod	19055080405020
20.	N.Jayaram	19055080405014
21.	G.Chinna	19055080405003
22.	Pandari	19055080405008
23.	P.Naveen	19055080405015
24.	N. Nandu	19055080405013
25.	Sai Kumar	19055080129001
26.	N.Srikanth	19055080129029
27.	Mallikarjun	19055080129015
28.	Vijay	19055080129026
29.	K.Baliram	19055080129013
30.	K.Pandurang	19055080129012
31.	M.Kishan	19055080129028
32.	G. Arun	19055080129010
33.	M.Srinivas	19055080129023
34.	Rajkumar	19055080445009
35.	K.Vinod	19055080445008
36.	J.Gopal	19055080445005
37.	H.SrinuNayak	19055080445004
38.	B.Ganesh	19055080445002
39.	R.Vinod	19055080445014
40.	M. Avinash	19055080445012

ATTENDANCE OF STUDENTS ATTENDING

SOFT SKILL ENHANCEMENT PROGRAMME

S. No	Name of the Student	Roll Number	18/04/22	19/04/22	20/04/22	21/04/22	22/04/22	23/04/22	25/04/22	26/04/22	27/04/22	28/04/22	29/04/22	30/04/22	02/05/22	03/05/22	04/05/22	05/05/22
1.	G.Aravind Kumar	19055080468 012	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2.	D.Sandeep	19055080468 010	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3.	T.Rajashekar	19055080468 030	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4.	A.SridharGoud	19055080468 001	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5.	K.Pranay Kumar	19055080468 016	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6.	G.Suresh	19055080468 013	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7.	S.Charan	19055080468 028	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8.	S.Sravan	19055080468 024	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9.	L.Naveen	19055080468 020	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10.	P.Sanjeev	19055080468 006	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11.	B.Rajendhar	19055080468 002	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12.	E.Tarun	19055080468 011	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13.	P.Rajashekar	19055080468 025	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
14.	B.Srinivas	19055080405 001	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15.	K.Vamshi	19055080405 009	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
16.	R. Ganesh	19055080405 017	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17.	K.Naveen	19055080405 010	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
18.	K.Sai	19055080405 011	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

No.	Name	ID																
19.	T.Pramod	19055080405020	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
20.	N.Jayaram	19055080405014	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
21.	G.Chinna	19055080405003	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
22.	Pandari	19055080405008	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23.	P.Naveen	19055080405015	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24.	N. Nandu	19055080405013	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
25.	Sai Kumar	19055080129001	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26.	N.Srikanth	19055080129029	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
27.	Mallikarjun	19055080129015	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28.	Vijay	19055080129026	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
29.	K.Baliram	19055080129013	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
30.	K.Pandurang	19055080129012	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
31.	M.Kishan	19055080129028	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
32.	G. Arun	19055080129010	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
33.	M.Srinivas	19055080129023	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
34.	Rajkumar	19055080445009	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
35.	K.Vinod	19055080445008	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
36.	J.Gopal	19055080445005	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
37.	H.SrinuNayak	19055080445004	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
38.	B.Ganesh	19055080445002	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
39.	R.Vinod	19055080445014	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
40	M. Avinash	19055080445012	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

OUTCOME

Most of the students excelled and got placed in reputed companies like Wipro, TCS, Capjamini, and many more are confident to do well once they step out.

LIST OF ACHIEVERS

Name of the student	Group /year /batch	Achievement
1. G. Arvind	• Mpcs III year	• Placed in Wipro , Capgemini
2. T. Rajashekar	• Mpcs III year	• Placed in TCS
3. K. Vamshi	• Bcom III year	• S3 Medical solutions
4. N. Srikanth	• BA III year	• S3 Medical solutions
5. D. Prashanth	• Bcom III year	• Potla group of companies
6. Saikumar	• BA III year	• Participated in teach for India Fellowship selection process and went till stage 3
7. G. Arvind 8. M.Avinash 9. D.Sandeep	• Mpcs III year • Bzc III year • Mpcs III year	• Participated in teach for India Fellowship selection process and went till stage 2

The Soft Skill Enhancement Programme conducted by the Department of English helped the Students excel in Assessment tests and in the Interviews conducted by various reputed companies. And they got placed successfully.

S.N0	Name of the student	Group	Year	Placement
1.	Ramavath Ganesh	Bcom	2019-2022	Wipro
2.	Sridhar Goud	BscMpcs	2019- 2022	Wipro
3	KarpePranay	BscMpcs	2019-2022	Wipro
4.	T.Rajashekar	BscMpcs	2019-2022	TCS
5.	G.Aravindh	BscMpcs	2019-2022	Capgemini
6.	S. Dinesh	BscMpcs	2019-2022	HCl
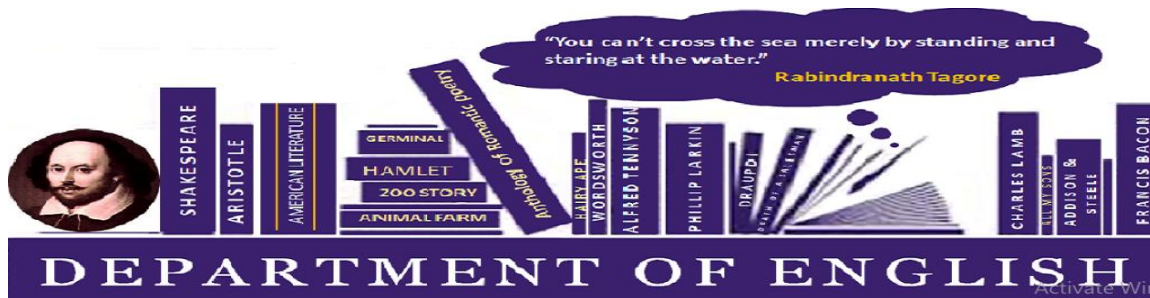
TTWRDC (M) Kamareddy

CERTIFICATE OF TRAINING

in

SOFT SKILLS ENHANCEMENT PROGRAMME

is proudly awarded to

Mr. _____ of Class _____ for

the successful completion of the Certificate Course during

the Academic Year 2021-2022.

CONGRATULATIONS !

Course Coordinator   Vice Principal   Principal
Ms. Sampath Madhuri   Ms. T Abhinaya Sharon   Dr. CR Annapurna

TTWRDC (M) Kamareddy

CERTIFICATE OF TRAINING

in

SOFT SKILLS ENHANCEMENT PROGRAMME

is proudly awarded to

Mr. _R. Ganesh_ of Class _B.Com III_ for

the successful completion of the Certificate Course during

the Academic Year 2021-2022.

CONGRATULATIONS !
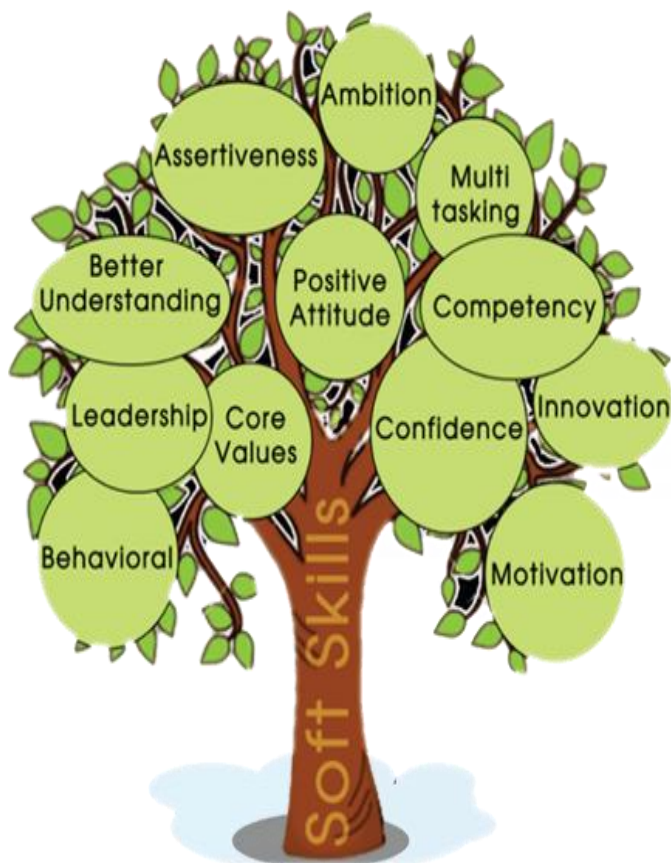
E. Madhuri
Course Coordinator   Vice Principal   Principal
Ms. Sampath Madhuri   Ms. T Abhinaya Sharon   Dr. CR Annapurna

Name of the student: **Year:**

Roll No:

CHOOSE THE CORRECT ANSWER   **25x2=50M**

1. What is the first step in effective time management?
a) Making a to-do list
b) Prioritizing tasks
c) Setting deadlines for each task
d) Identifying your goals   (   )

2. How can saying "no" help with time management?
a) It helps you avoid all commitments
b) It allows you to focus on your own tasks and priorities
c) It prevents you from ever taking on new responsibilities
d) It increases stress and workload   (   )

4. Which time management technique involves categorizing tasks into "urgent and important," "not urgent but important," "urgent but not important," and "neither urgent nor important"?
a) The Pomodoro Technique
b) The ABCD Method
c) The Eisenhower Matrix
d) The Pareto Principle   (   )

5. What are the different roles that people play in a group discussion?   (   )

a) Initiator, contributor, summarizer, and observer.
b) Leader, follower, and moderator.
c) Problem solver, decision maker, and communicator.
d) None

6. What are some things you should do to be a good contributor in a group discussion?

a) Be prepared and have something to say.
b) Listen attentively to others' contributions.
c) Be respectful of others' opinions and perspectives.
d) None   (   )

7.In a group discussion, what does the term "brainstorming" refer to?

a) A method of setting strict rules for the discussion.
b) A technique for generating creative ideas and solutions through free and open sharing of thoughts.
c) A formal presentation delivered by a group member
d) None   (   )

8. __ refers to the ability or competence to express one's feelings, needs or desires openly and directly but in a respectful manner or without hurting ones feelings.
a) Assertiveness
b) Empathy
c) Sympathy
d) Communication Skill   (   )

9.Determining alternative solutions to the problem is related to _____ skill.
a) Refusal skills
b) Critical thinking
c) Problem solving skills
d) Communication skill   (   )

10----------is a process that chooses a preferred option or a course of actions from among a set of alternatives on the basis of given criteria or strategies.
a) Decision making
b) Problem Solving
c) Conflict management
d) Reasoning   (   )

11.The report is always written in:

a) Sequential manner
b) Irregular manner
c) Horizontal manner
d) Data biased manner   (   )

12. Report is should be:

a) In-facts
b) Finding
c) Not fault-finding
d) none ( )

13.Which is the correct style ?

a) Your's obediently
b) Your obediently
c) Yours obediently
d) Your's obediently ( )

14.Why is 'Subject' written in a formal letter?
a) the subject line talks about the purpose of the letter.
b) it tells about the writer's choices.
c) the subject line is not important in a formal letter.
d) Subject line makes the letter attractive. ( )

15. In presentation which things are play equal role?

a) Content and voice
b) Text and font
c) Time and size
d) Sort and indent ( )

16.How can we deliver the right message to our target audience effectively?

a) With Researched, planned and prepared professionally
b) Casual
c) Superficiality
d) Unprepared ( )

17. Illustrate your presentation topic with:

a) real life example
b) experimental example
c) fake stories
d) none of these ( )

18.What is the primary benefit of effective teamwork?
a) Increased workload for team members.
b) Improved decision-making and problem-solving.
c) Individual recognition and rewards. ( )

19.Which of the following is an essential element of good communication in teamwork?
a) Active listening.
b) Dominating the conversation.
c) Avoiding conflict.   (   )

20.What is the purpose of establishing team goals and objectives?
a) To create unnecessary pressure on team members.
b) To provide a clear direction and focus for the team.
c) To assign blame in case of failure.   (   )

21.Conflict within a team can be constructive when:
a) Team members avoid discussing differences.
b) It leads to improved ideas and solutions.
c) Team members refuse to compromise.   (   )

22.Which of the following IS NOT a skill associated with emotional intelligence?

a) experiencing love
b) negotiating conflict
c) being sensitive to others
d) expressing pride and anger   (   )
23..Emotions are:

a) objective responses to experiences in our environment
b) subjective responses to experiences in our environment
c) physiological changes to experiences in our environment
d) behavioral changes to experiences in our environment   (   )

24.First step in process of problem solving is to

a) design a solution
b) define a problem
c) practicing the solution
d) organizing the data   (   )

25.In resume where you should keep your career goal?

(a) Objective
(b) Skills
(c) Profile
(d) Summary   (   )

List of students enrolled in Soft Skill Enhancement Programme

S.No	Name of the student	Roll Number	Signature of the Student
1.	G.Aravind Kumar	19055080468012	Aroof
2.	D.Sandeep	19055080468010	D. Sandeep
3.	T.Rajashekar	19055080468030	Rajae
4.	A.SridharGoud	19055080468001	A. Indhugoud
5.	K.Pranay Kumar	19055080468016	Pruk
6.	G.Suresh	19055080468013	G.suresh
7.	S.Charan	19055080468028	danu
8.	S.Sravan	19055080468024	Sruy
9.	L.Naveen	19055080468020	L.Naveen
10.	P.Sanjeev	19055080468006	Sanjeev
11.	B.Rajendhar	19055080468002	Rajender
12.	E.Tarun	19055080468011	R. Rajendhar
13.	P.Rajashekar	19055080468025	Ravel
14.	B.Srinivas	19055080405001	B. Srinivas
15.	K.Vamshi	19055080405009	Vamshi
16.	R. Ganesh	19055080405017	R. Ganesh
17.	K.Naveen	19055080405010	K. Nuy
18.	K.Sai	19055080405011	K Saj
19.	T.Pramod	19055080405020	Prael
20.	N.Jayaram	19055080405014	Qui
21.	G.Chinna	19055080405003	Pramod
22.	Pandari	19055080405008	Pandari
23.	P.Naveen	19055080405015	Naveen
24.	N. Nandu	19055080405013	Nandu
25.	Sai Kumar	19055080129001	Sai Kumar
26.	N.Srikanth	19055080129029	Mallikarjun VPu
27.	Mallikarjun	19055080129015	mallikar
28.	Vijay	19055080129026	Vijay
29.	K.Baliram	19055080129013	Baliram
30.	K.Pandurang	19055080129012	pandurang
31.	M.Kishan	19055080129028	Kishan
32.	G. Arun	19055080129010	G. Arun
33.	M.Srinivas	19055080129023	Sri
34.	Rajkumar	19055080445009	Rajkumar
35.	K.Vinod	19055080445008	Kvinod
36.	J.Gopal	19055080445005	Gopal
37.	H.SrinuNayak	19055080445004	H. Srinunayak
38.	B.Ganesh	19055080445002	B. Ganesh
39.	R.Vinod	19055080445014	Vinod
40.	M. Avinash	19055080445012	M. Avinash

PRINCIPAL
T.T.W.R. DEGREE COLLEGE (M)
Dist. Kamareddy - 33 111 (T.S.)
Cell: 7901097707

ATTENDANCE OF STUDENTS ATTENDING

SOFT SKILL ENHANCEMENT PROGRAMME

S. No	Name of the Student	Roll Number	18/04/22	19/04/22	20/04/22	21/04/22	22/04/22	23/04/22	25/04/22	26/04/22	27/04/22	28/04/22	29/04/22	30/04/22	02/05/22	03/05/22	04/05/22	05/05/22
1.	G.Aravind Kumar	19055080468 012	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2.	D.Sandeep	19055080468 010	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3.	T.Rajashekar	19055080468 030	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4.	A.SridharGoud	19055080468 001	P	P	P	P	P	P	A	P	P	P	P	A	A	P	P	P
5.	K.Pranay Kumar	19055080468 016	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	A
6.	G.Suresh	19055080468 013	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7.	S.Charan	19055080468 028	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8.	S.Sravan	19055080468 024	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
9.	L.Naveen	19055080468 020	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P
10.	P.Sanjeev	19055080468 006	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P
11.	B.Rajendhar	19055080468 002	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
12.	E.Tarun	19055080468 011	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
13.	P.Rajashekar	19055080468 025	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
14.	B.Srinivas	19055080405 001	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
15.	K.Vamshi	19055080405 009	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P
16.	R. Ganesh	19055080405 017	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
17.	K.Naveen	19055080405 010	A	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P
18.	K.Sai	19055080405 011	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P

#	Name	Roll No.																
19.	T.Pramod	19055080405020	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
20.	N.Jayaram	19055080405014	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
21.	G.Chinna	19055080405003	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22.	Pandari	19055080405008	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
23.	P.Naveen	19055080405015	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
24.	N. Nandu	19055080405013	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P
25.	Sai Kumar	19055080129001	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
26.	N.Srikanth	19055080129029	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
27.	Mallikarjun	19055080129015	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
28.	Vijay	19055080129026	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
29.	K.Baliram	19055080129013	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
30.	K.Pandurang	19055080129012	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
31.	M.Kishan	19055080129028	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A
32.	G. Arun	19055080129010	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
33.	M.Srinivas	19055080129023	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
34.	Rajkumar	19055080445009	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
35.	K.Vinod	19055080445008	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
36.	J.Gopal	19055080445005	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
37.	H.SrinuNayak	19055080445004	P	P	P	P	P	P	P	P	P	P	A	P	A	P	P	P
38.	B.Ganesh	19055080445002	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P
39.	R.Vinod	19055080445014	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
40	M. Avinash	19055080445012	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

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CERTIFICATE OF TRAINING

in

SOFT SKILLS ENHANCEMENT PROGRAMME

is proudly awarded to

Mr. *T. Raja Shakar* of Class *MPCs III* for

the successful completion of the Certificate Course during

the Academic Year 2021-2022.

CONGRATULATIONS !

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