



SYLLABUS FOR LANGUAGE AND COMMUNICATION SKILLS

- COURSE OBJECTIVE** : 1. To enable the students improve their academic performance in Presentation, Reading and Writing skills.
2. To make students strong in vocabulary so that their performance gives them an opportunity for any competitive exams like IELTS/GRE/Campus Placements etc.
3. To prepare and groom the students for campus interviews.
4. To instill confidence in students by giving them opportunities in mock training sessions.

Good communication and Soft Skills are imperative for securing lucrative placements. S.R.K Institute of Technology provides a good platform for students to become proficient in these aspects through their training programs. The topics covered in the program are:

S.NO	TOPICS
1.	Personality development
2.	Soft-Skills demanded by every employer
3.	Communication skills.
4.	Your Resume or CV
5.	Group discussions
6.	Job Interviews
7.	Body language: Reveals your Inner self
8.	Enhance your writing skills-Create an impression.
9.	Fog Index: Provide guidance for Proper Writing
10.	Beware of Pit falls: Avoid errors
11.	Language laboratory: Facilitating Self improvement
12.	Acquaintance with E-learning concepts and Techniques
13.	Skills Development and Career growth.


PRINCIPAL



EXPECTED OUTCOMES: The student will be able to

1. Use synonyms effectively in academic writings.
2. Perform well in reading comprehension.
3. Learn techniques of improving word power.
4. Participate in Group discussion with confidence
5. Face personal interview with confidence

Sites and books suggested:

Books suggested: 1. Word Power Made Easy by Norman Lewis

2. Reverse Dictionary by Readers' Digest

3. English Vocabulary in Use by Mc Carthy (Intermediate and Advanced level)

4. Roget' Thesaurus

5. Personality Development and Soft Skills by Barun K Mitra, Oxford Publications

6. Campus Placements, a comprehensive guide by Ankur Malhotra, TataMc Graw Hill.

i) bbclearnenglish.com

ii) [onestop English](http://onestopEnglish.com)

iii) myenglishpages.com


iv) www.indiabix.com

v) [www.freshers' world](http://www.freshers'world.com)


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SRK INSTITUTE OF TECHNOLOGY, ENIKEPADU, VIJAYAWADA 521108
An Autonomous Institution
Approved by AICTE, Permanently Affiliated to JNTUK, Kakinada
ISO 9001:2015 Certified Institution, Accredited with NAAC 'A' grade
Department of Science and Humanities
FACULTY INDIVIDUAL TIME TABLE

SRKIT / S&H / 10.2

Academic Year: 2023-24 Semester: II w.e.f: 19-02-2024

Name of the Faculty: Ms.B.Pavani		Subject: SS							
		9:00-9:50	10:40-11:30	10Min	11:40-12:25	12:25-01:15	01:15-02:00	02:00-02:45	02:45-03:30
Time	9:50-10:40								
Period	1 2 3				4 5		6 7	8	
MON									
TUE	CSE-B								
WED									
THU									
FRI	CSE-B								
SAT									

BREAK

LUNCH

B. Pavani
Principal

B. Pavani
19/02/24

B. Pavani
PRINCIPAL

PROGRAMME OF INSTRUCTION ACCORDING TO TIME TABLE AND ALMANC
I Year II Semester B.Tech Course VLS Branch S.S Subject

Theory
Drawing
Practical

Name of Teacher (s) 1.
 2.

Academic Year

Sl. No.	Periods			Topic Covered	Sl. No.	Periods			Topic Covered
	Day	Time	Date			Day	Time	Date	
(1)	(2)	(3)	(4)	(5)	(1)	(2)	(3)	(4)	(5)
1	Mon	11:40-1:15	19/2/24	Introduction to Soft Skills	21				
2	Wed	9:30-11:30	21/2/24	G.R. Introduction, Samples.	22				
3	Mon	11:45-1:15	26/2/24	Interview Skills.	23				
4	Wed	9:30-11:30	28/2/24	Mock interview, Non Verbal	24				
5	Mon	11:40-1:15	4/3/24	Verbal Communication.	25				
6	WED	9:30-11:30	6/3/24	7 C'S of VC	26				
7	Mon	11:40-1:15	11/3/24	personality Development	27				
8	WED	9:30-11:30	13/3/24	positive Approach	28				
9	Mon	11:40-1:15	18/3/24	Anger Management	29				
10	WED	9:30-11:30	20/3/24	Time Management	30				
11	Mon	11:40-1:15	14/4/24	Stress Management	31				
12	Wed	9:30-11:30	3/4/24	Social Etiquette	32				
13	Mon	9:00-11:30	19/4/24	Role play	33				
14	WED	9:00-11:30	22/4/24	JAM.	34				
15					35				
16					36				
17					37				
18					38				
19					39				
20					40				

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SRK INSTITUTE OF TECHNOLOGY
 ENIKEPADU, VIJAYAWADA-521 108



REPORT

Date: 24-04-2024

LANGUAGE AND COMMUNICATION SKILLS

No. of Hours :34
No. of Participants : 61
Date : 19-02-24 to 22-04-24
Resource Person : Mrs.P.Farzeena khanum (Assistant Professor)
Contact details : 9492311556

. S.R.K Institute of Technology provides Good communication and Soft Skills enable them to understand and navigate the social, political, economic, cultural, environmental, and ethical aspects of the technical projects on which they are working. The program received good response and students benefited immensely from it. The outcome of the program was achieved because many students were able to attend placement drives with confidence.

Soft Skills Programme has been started as it is a necessary attribute which drives students ahead in life and gives them that extra edge to stand out of the crowd. The training programme has been benefiting the students immensely, and therefore, the current academic year it was planned as per the schedule given under. The programme aimed at empowering them in areas like Group Discussion, Interview Skills, proper Body Language, Interview Attire, Resume Preparation, Presentation Skills, Reading Comprehension, Basic Grammar and Team Building. It was designed with unique methodologies to make them appear more confident and positive in life.

The program was quite pragmatic and of much value to students. It helped in instilling confidence among the learners.


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SYLLABUS FOR LANGUAGE AND COMMUNICATION SKILLS

- COURSE OBJECTIVE** : 1. To enable the students improve their academic performance in Presentation, Reading and Writing skills.
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3. To prepare and groom the students for campus interviews.
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2.	Soft-Skills demanded by every employer
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4.	Your Resume or CV
5.	Group discussions
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7.	Body language: Reveals your Inner self
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9.	Fog Index: Provide guidance for Proper Writing
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2. Perform well in reading comprehension.
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ENIKEPADU, VIJAYAWADA-521 108

	SRK INSTITUTE OF TECHNOLOGY, ENIKEPADU, VIJAYAWADA 521108 An Autonomous Institution Approved by AICTE, Permanently Affiliated to JNTUK, Kakinada ISO 9001:2015 Certified Institution, Accredited with NAAC 'A' grade Department of Science and Humanities FACULTY INDIVIDUAL TIME TABLE	SRKTT / S&H / 10.2
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Academic Year: 2023-24 Semester: II w.e.f: 19-02-2024

Name of the Faculty: Ms. Farzeen Khanum		Subject: SS										
		9:00-9:50	9:50-10:40	10:40-11:30	10Min	11:40-12:25	12:25-01:15	01:15-02:00	02:00-02:45	02:45-03:30	03:30-04:15	
Time												
Period	1	2	3		4	5	LUNCH			6	7	8
MON				BREAK			EVT					
TUE												
WED			EVT									
THU												
FRI						CSD						
SAT						CSD						

Faculty Sign:   Holiday Date: 19/2/24


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 SRK INSTITUTE OF TECHNOLOGY
 ENIKEPADU, VIJAYAWADA-521 108.

Subject: Soft Skills

Branch: _____

Sl. No	Register No.	Name of Student	Month and Date	17/1	18/1	19/1	20/1	21/1	22/1	23/1	24/1	25/1	26/1	27/1	28/1	29/1	30/1
			Cumulative No. of Lecturers	Initials													
1	6601	A.S. Teja Surya	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
2	6602	A.K.L. Sathish	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
3	6603	A. Jaya Pritha	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
4	6604	A. Sekhar Reddy	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
5	6605	B. Govan Teja	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
6	6606	B. Ramana	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
7	6607	C. Ramu	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
8	6608	C. Geetha	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
9	6609	C. Srinath	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
10	6610	C.H. Saraswathi	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
11	6611	C.C.B. Nam Prasad	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
12	6612	C. Srinu	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
13	6613	D. Anay Pavan	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
14	6614	F. Geetha	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
15	6615	G. Chandra Sekhar	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
16	6616	G. Binath	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
17	6617	G. Likhith Sai	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
18	6618	G. Aksha Reena	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
19	6619	J. Panneth	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
20	6620	T. Gagan Banneth	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
21	6621	K. Ravi Teja	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
22	6622	K. Yashvitha Sri	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
23	6623	K. Meghana	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A

Sl. No.	Sub.	Obj.	Av.	1998			2000			Remarks
				1	2	3	4	5	6	
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23										

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Attendance Register

Subject: Soft Skills

Branch: _____

Sl. No.	Register No.	Name of Student	Month and Date Cumulative No. of Lecturers Initials	Date												Remarks		
				11/2	12/2	13/2	14/2	15/2	16/2	17/2	18/2	19/2	20/2	21/2	22/2			
51	6655	SK. Abdul Salmao	2 A	4	6	8	10	12	14	16	18	20	22	24	26	28	30	
52	6656	SK. Mahanfooth	2 A	4	6	8	10	12	14	16	18	20	22	24	26	28	30	
53	6657	SK. Taj Sabil	2 A	4	6	8	10	12	14	16	18	20	22	24	26	28	30	
54	6658	S. Neelima	2 A	4	6	8	10	12	14	16	18	20	22	24	26	28	30	
55	6659	T. Pavi Teja	2 A	4	6	8	10	12	14	16	18	20	22	24	26	28	30	
56	6660	T. Likhith Kumar	2 A	4	6	8	10	12	14	16	18	20	22	24	26	28	30	
57	6661	T. Nare Sekhar	2 A	4	6	8	10	12	14	16	18	20	22	24	26	28	30	
58	6663	V. Sudheer Kumar	2 A	4	6	8	10	12	14	16	18	20	22	24	26	28	30	
59	6664	V. Vijaya Lakshmi	2 A	4	6	8	10	12	14	16	18	20	22	24	26	28	30	
60	6665	V. Pooja Lakshmi	2 A	4	6	8	10	12	14	16	18	20	22	24	26	28	30	
61	6666	Y. Sasindro	2 A	4	6	8	10	12	14	16	18	20	22	24	26	28	30	

(Signature)

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SRK INSTITUTE OF TECHNOLOGY
EMIKEPYODU, VIJAYAWADA-521 103.

PROGRAMME OF INSTRUCTION ACCORDING TO TIME TABLE AND ALMANAC

I Year 11 Semester B.Tech Course VLS Branch 5.5 Subject

Theory
Drawing
Practical

Name of Teacher (s) 1.
2.

Academic Year

Sl. No.	Periods			Topic Covered	Sl. No.	Periods			Topic Covered
	Day	Time	Date			Day	Time	Date	
(1)	(2)	(3)	(4)	(5)	(1)	(2)	(3)	(4)	(5)
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14	WED	9:00-11:30	21/4/24	JAM.	34				
15					35				
16					36				
17					37				
18					38				
19					39				
20					40				


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 ENIKERAPU, VJAYAWADA-521 108



REPORT

Date: 24-04-2024

LANGUAGE AND COMMUNICATION SKILLS

No. of Hours : 22
No. of Participants : 66
Date : 19-02-24 to 22-04-24
Resource Person : Mrs.P.Farzeena khanum (Assistant Professor)
Contact details : 9492311556

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SAL MARKS	MID - I		MID - II		REMARKS
	Subj.	Obj.	Subj.	Obj.	
1.					

Sl. No	Register No.	Name of Student	Month and Date Cumulative No. of Lectures	07/23/24		08/24/24		09/24/24		10/24/24		11/24/24		12/24/24		Remarks
				Th	Pr	Th	Pr	Th	Pr	Th	Pr	Th	Pr	Th	Pr	
26	23XUAD0212	M. Akhil Varma	2	4	6	8	10	12	14	16	18	20	22	24		
27	23XUAD0213	M. Manohar	2	A	4	A	A	A	6	8	A	10	12	14		
28	23XUAD0214	L. Manojin	2	A	4	6	8	10	12	14	16	18	20	22		
29	23XUAD0215	M. Jahanvi	2	4	6	8	10	A	12	14	16	18	20	22		
30	23XUAD0216	M. Baridha	A	A	2	4	6	A	8	10	12	14	16	18		
31	23XUAD0217	M. Sadika	2	4	A	A	6	A	A	A	A	8	10	12		
32	23XUAD0218	M. Parvitha	2	4	A	6	8	10	12	14	16	18	20	22		
33	23XUAD0219	M. Venu Lakshmi	A	2	4	6	8	10	A	12	14	16	18	20		
34	23XUAD0220	M. Raja Girpal	A	2	4	6	8	10	12	14	16	18	20	22		
35	23XUAD0221	N. Yojitha	2	4	6	8	10	12	A	14	16	18	20	22		
36	23XUAD0222	N. Raha	A	A	2	4	6	8	10	12	14	16	18	20		
37	23XUAD0223	P. Dhanya	A	2	A	4	6	8	A	A	10	12	14	16		
38	23XUAD0224	P. Lakshmi	A	2	4	6	8	10	12	14	16	18	20	22		
39	23XUAD0225	P. Haranya	A	2	4	6	8	A	10	12	14	16	18	20		
40	23XUAD0226	P. Malleswari	2	4	6	8	10	12	14	16	18	20	22	24		
41	23XUAD0227	P. Pashini	A	2	4	6	8	10	12	14	16	18	20	22		
42	23XUAD0228	R. Sudhi	A	2	4	6	8	10	12	14	16	18	20	22		
43	23XUAD0229	R. Lakshmi Prasanna	2	4	6	8	10	12	14	16	18	20	22	24		
44	23XUAD0230	R. Yuva Vahini	2	4	6	8	10	12	14	16	18	20	22	24		
45	23XUAD0231	R. Sathish Kumar	2	4	6	8	10	12	14	16	18	20	22	24		
46	23XUAD0232	S. Imran Kumar	A	A	A	2	4	6	8	10	12	14	16	18		
47	23XUAD0233	S. Tanu	A	A	2	4	6	8	A	8	10	12	14	16		
48	23XUAD0234	S. Rohit	A	A	2	4	6	8	10	12	14	16	18	20		
49	23XUAD0235	S. Saiya	2	4	6	8	A	10	12	14	16	18	20	22		

(Signature)
PRINCIPAL

PROGRAMME OF INSTRUCTION ACCORDING TO TIME TABLE AND ALMANAC

T Year II Semester B.Tech Course CSE-B Branch Softskill Subject

Name of Teacher (s) 1.
2.

Academic Year

Sl. No.	Periods			Topic Covered	Sl. No.	Periods			Topic Covered
	Day	Time	Date			Day	Time	Date	
(1)	(2)	(3)	(4)	(5)	(1)	(2)	(3)	(4)	(5)
1	Tues	9-10:40	20-2-24	Introduction to Softskills	21				
2	Fri	9-10:40	23-2-24	Group Discussion	22				
3	Tues	9-10:40	27-2-24	Group Discussion Practical	23				
4	Fri	9-10:40	1-3-24	JAM Session	24				
5	Fri	9-10:40	5-3-24	Interview Skills Half	25				
6	Sat	9-10:40	12-3-24	Interview Skills Complete	26				
7	Friday	9-10:40	15-3-24	Resume Writing	27				
8	Tues	9-10:40	19-3-24	Email Etiquette, Cover letter	28				
9	Friday	9-10:40	22-3-24	Personality Development	29				
10	Tues	9-10:40	26-3-24	Presentation Skills	30				
11	Friday	9-10:40	2-4-24	FCJ of V.C	31				
12	Tues	9-10:40	13-4-24	Non Verbal Communication	32				
13	Friday	9-10:40	22-4-24	Role play	33				
14					34				
15					35				
16					36				
17					37				
18					38				
19					39				
20					40				

[Signature]

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ENKEPADA, VILUPPURAM, TAMIL NADU-621 108



SRK INSTITUTE OF TECHNOLOGY, Enikepadu, Vijayawada 521108
An Autonomous Institution, Affiliated to JNTUK, Kakinada, Approved by AICTE
ISO 9001:2015 Certified Institution, Accredited with NAAC 'A' grade

REPORT

Date: 24-04-2024

LANGUAGE AND COMMUNICATION SKILLS

No. of Hours :26
No. of Participants : 60
Date : 19-02-24 to 22-04-24
Resource Person : Ms.B.Pavani(Assistant Professor)
Contact details :6305935511

. S.R.K Institute of Technology provides Good communication and Soft Skills enable them to understand and navigate the social, political, economic, cultural, environmental, and ethical aspects of the technical projects on which they are working. The program received good response and students benefited immensely from it. The outcome of the program was achieved because many students were able to attend placement drives with confidence.

Soft Skills Programme has been started as it is a necessary attribute which drives students ahead in life and gives them that extra edge to stand out of the crowd. The training programme has been benefiting the students immensely, and therefore, the current academic year it was planned as per the schedule given under. The programme aimed at empowering them in areas like Group Discussion, Interview Skills, proper Body Language, Interview Attire, Resume Preparation, Presentation Skills, Reading Comprehension, Basic Grammar and Team Building.It was designed with unique methodologies to make them appear more confident and positive in life.

The program was quite pragmatic and of much value to students. It helped in instilling confidence among the learners.


COORDINATOR


HOD

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Department of Science & Humanities

LANGUAGE AND COMMUNICATION SKILLS-SYLLABUS -I.B.tech

Year/ Semester : I/II

Branch: EEE

A.Y: 2023-24

S.No	TOPIC	Date	Mode of Delivery
1	Personality development	From: 19/02/2024 To: 29/06/2024	Lecture interspersed with discussions
2	Soft-Skills demanded by every employer		
3	Communication skills.		
4	Your Resume or CV		
5	Group discussions		
6	Job Interviews		
7	Body language: Reveals your Inner self		
8	Enhance your writing skills-Creat an impression.		
9	Fog Index: Provide guidance for Proper Writing		
10	Beware of Pit falls: Avoid errors		
11	Language laboratory: Facilitating Self improvement		
12	Acquaintance with E-learning concepts and Techniques		
13	Skills Development and Career growth.		

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ACTUAL LESSON PLAN

A.Y: 2023-24 Year / Semester: I/II


Branch : EEE

No. of Periods	TOPIC	Date	Remarks	
1. Personality development				
	Personality development-explained	19/ 02/24	No Deviation	
	Self- analyses	21//02/24		
2. Inter-personal communication skills				
	Soft-Skills demanded by every employer	11/ 03/24		
	Importance of soft-skills	16//03/24		
	Soft skills-life skills	23/ 03/24		
3.Communication skills				
	Importance of communication skills	28/ 03/24		
	Verbal &Non-verbal communication	01//04/24		
4.Your Resume or CV				
	Types explained	05/ 04/24		
	Write your Resume	10//04/24		
5 Group discussions				
	Guidelines given	17/ 04/24		
	Group discussions conducted	24//04/24		
6. Job Interviews				
	Mock-interviews conducted	04/ 05/24		
7.	Body language: Reveals your Inner self	09//05/24		
8.	Enhance your writing skills-Creat an impression.	16/ 05/24		
9.	Fog Index: Provide guidance for Proper Writing	23//05/24		



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10.	Beware of Pit falls: Avoid errors	26/05/24	
11	Language laboratory: Facilitating Self improvement	28/05/24	
12	Acquaintance with E-learning concepts and Techniques	02/06/24	
13	Skills Development and Career growth.	04/06/24	


Signature of Faculty


Signature of HOD



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SRK 1007
ENIKEPADU



REPORT

Date:- 05-07-2024

Name of the programme ■

Date :From: 19/02/2024To: 29/06/2024

Number of hours : 38hrs

Resource person :B.R.NAGAVALLI

Number of participants: 132



1. Personality development
2. Soft-Skills demanded by every employer
3. Communication skills.
4. Your Resume or CV ,Job Interviews
5. Group discussions Beware of Pit falls: Avoid errors
6. Enhance your writing skills-Create an impression.
9. Acquaintance with E-learning concepts and Techniques
10. Language laboratory: Facilitating Self improvement

The course has been designed especially to train students for campus interviews. The course includes basic training for students on how to effectively participate in group discussion. The course is practically oriented and helps in training students for better performance in personal interviews. The course also includes insights into how to prepare resume suitable to one's needs. Students learn how to write an effective objective. Students learn how to attend the interview with corporate information. In short, the course is meets the requirements for training the students for campus drives.

The students benefitted immensely from this course.


COORDINATOR


HSB


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SRK INSTITUTE OF TECHNOLOGY
 Enikepada, Vijayawada 521108
 Department of Science and Humanities
FACULTY INDIVIDUAL TIME TABLE



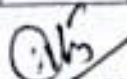
SRKIT /
 S&H / 10.2

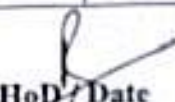
Academic Year: 2022-23

Semester: II

w.e.f: 27-02-2023

Name of the Faculty: V. Navatha				Subject : Soft Skills								
Time	9:00-9:50	9:50-10:40	10:40-11:30	10Min	11:40-12:25	12:25-01:15	01:15-02:00	02:00-02:45	02:45-03:30	03:30-04:15		
Period	1	2	3	BREAK	4	5	LUNCH	6	7	8		
MON												
TUE			CSE-B							CSE-A		
WED	CSE-B		IT									
THU						IT				CSE-A		CSE-A
FRI												
SAT												


 Faculty Sign


 HoD / Date


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CLASS TIME TABLE
 Accredited by NAAC with "A" Grade

Academic Year: 2022-23

Class: IT

Semester: II

w.e.f: 27-02-2023

Section I											
Time	9:00-9:50	9:50-10:40	10:40-11:30	10 Min	11:40-12:25	12:25-01:15	01:15 - 02:00	2:00-2:45	2:45-3:30	03:30-04:15	
Period	1	2	3	BREAK	4	5	LUNCH	6	7	8	
MON	AC	ES	DS		CO(T)			M-II(T)		PP	
TUE	M-II	CO	PP		DS(T)			----PP LAB----			
WED	CO	T&P	SS		M-II	AC		M-II	PP(T)		
THU	M-II	AC(T)			SS	T&P		DS	PP	CO	
FRI	DS	AC	PP		M-II	ES		----AC LAB----			
SAT	----DS LAB----				AC	ES		CO	DS	SPORTS	

S.No.	Name of the Subject	Name of the Faculty
1	Mathematics-II (R201201)	Ms.S.Kalpana
2	Applied Chemistry (R201215)	Dr.T.V.Nagalakshmi
3	Computer Organization (R201216)	Mr. B.S.S.Telesh
4	Data Structures (R201218)	Ms. A. Akhila
5	Python Programming (R201225)	Mr. Basha
6	Environmental Science (R201228)	Ms.G.K.Deepti
7	Applied Chemistry Laboratory (R201239)	Dr.T.V.Nagalakshmi
8	Data Structures Laboratory (R201241)	Ms. A. Akhila
9	Python Programming Laboratory (R201250)	Mr. Basha
10	Soft Skills	Ms.V.Navatha

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Department of Science and Humanities
CLASS TIME TABLE
Accredited by NAAC with "A" Grade

Academic Year: 2022-23

Class: CSE -A

Semester: II

w.e.f: 27-02-2023

Section A										
Time	9:00-9:50	9:50-10:40	10:40-11:30	10 Min	11:40-12:25	12:25-01:15	01:15 - 02:00	2:00-2:45	2:45-3:30	03:30-04:15
Period	1	2	3	BREAK	4	5	LUNCH	6	7	8
MON	CO	T&P			AC	PP		M-II	CO	DS
TUE	----DS LAB----				T&P	SS		AC	PP	
WED	-----AC LAB-----				DS(T)	CO		PP	M-II	
THU	DS	M-II			CO	PP		SS	AC(T)	SS
FRI	ES	M-II(T)			AC	DS		----PP LAB----		
SAT	AC	ES	M-II		CO(T)	DS		PP(T)		

S.No.	Name of the Subject	Name of the Faculty
1	Mathematics-II (R201201)	Dr.K. Krishna Rao / Mr. K. Basavaraju
2	Applied Chemistry (R201215)	Dr.T.V.Nagalakshmi
3	Computer Organization (R201216)	Mr.B. Ravi
4	Data Structures (R201218)	J.B.Srinivas
5	Python Programming (R201225)	Ms. D. Nalini Kumari
6	Environmental Science (R201228)	Ms.G.K.Deepthi
7	Applied Chemistry Laboratory (R201239)	Dr.T.V.Nagalakshmi / Dr. B.Sowjanya
8	Data Structures Laboratory (R201241)	J.B.Srinivas
9	Python Programming Laboratory (R201250)	Ms. D. Nalini Kumari
10	Soft Skills	Ms.V.Navatha

[Signature]
HoD

[Signature]



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Department of Science & Humanities

LANGUAGE AND COMMUNICATION SKILLS-SYLLABUS –I.B.tech

Year/ Semester : I/II

Branch: ECE-A

A.Y: 2023-24

S.No	TOPIC	Date	Mode of Delivery
1	Personality development	From: 19/02/2024 To: 29/06/2024	Lecture interspersed with discussions
2	Soft-Skills demanded by every employer		
3	Communication skills.		
4	Your Resume or CV		
5	Group discussions		
6	Job Interviews		
7	Body language: Reveals your Inner self		
8	Enhance your writing skills-Creat an impression.		
9	Fog Index: Provide guidance for Proper Writing		
10	Beware of Pit falls: Avoid errors		
11	Language laboratory: Facilitating Self improvement		
12	Acquaintance with E-learning concepts and Techniques		
13	Skills Development and Career growth.		


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ACTUAL LESSON PLAN

A.Y: 2023-24 Year / Semester: I/II

Branch : ECE-A

No.of Periods	TOPIC	Date	Remarks	
1. Personality development				
	Personality development-explained	19/ 02/24	No Deviation	
	Self- analyses	21//02/24		
2. Inter-personal communication skills				
	Soft-Skills demanded by every employer	11/ 03/24		
	Importance of soft-skills	16//03/24		
	Soft skills-life skills	23/ 03/24		
3.Communication skills				
	Importance of communication skills	28/ 03/24		
	Verbal &Non-verbal communication	01//04/24		
4.Your Resume or CV				
	Types explained	05/ 04/24		
	Write your Resume	10//04/24		
5 Group discussions				
	Guidelines given	17/ 04/24		
	Group discussions conducted	24//04/24		
6. Job Interviews				
	Mock-interviews conducted	04/ 05/24		
7.	Body language: Reveals your Inner self	09//05/24		
8.	Enhance your writing skills-Creat an impression.	16/ 05/24		
9.	Fog Index: Provide guidance for Proper Writing	23//05/24		



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10.	Beware of Pit falls: Avoid errors	26/ 05/24	
11	Language laboratory: Facilitating Self improvement	28//05/24	
12	Acquaintance with E-learning concepts and Techniques	02/ 06/24	
13	Skills Development and Career growth.	04//06/24	


Signature of Faculty


Signature of HOD



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ACTUAL LESSON PLAN

A.Y: 2023-24 Year / Semester: I/II

Branch : ECE-B

No. of Periods	TOPIC	Date	Remarks	
1. Personality development				
	Personality development-explained	19/ 02/24	No Deviation	
	Self- analyses	21//02/24		
2. Inter-personal communication skills				
	Soft-Skills demanded by every employer	11/ 03/24		
	Importance of soft-skills	16//03/24		
	Soft skills-life skills	23/ 03/24		
3.Communication skills				
	Importance of communication skills	28/ 03/24		
	Verbal &Non-verbal communication	01//04/24		
4.Your Resume or CV				
	Types explained	05/ 04/24		
	Write your Resume	10//04/24		
5 Group discussions				
	Guidelines given	17/ 04/24		
	Group discussions conducted	24//04/24		
6. Job Interviews				
	Mock-interviews conducted	04/ 05/24		
7.	Body language: Reveals your Inner self	09//05/24		
8.	Enhance your writing skills-Creat an impression.	16/ 05/24		
9.	Fog Index: Provide guidance for Proper Writing	23//05/24		



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10.	Beware of Pit falls: Avoid errors	26/ 05/24	
11	Language laboratory: Facilitating Self improvement	28//05/24	
12	Acquaintance with E-learning concepts and Techniques	02/ 06/24	
13	Skills Development and Career growth.	04//06/24	


Signature of Faculty


Signature of HOD



SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.



REPORT

Date:- 05-07-2024

Name of the programme ■

Date :From: 19/02/2024 To: 29/06/2024

Number of hours : 38hrs

Resource person :B.R.NAGAVALLI

Number of participants: 132

■

1. Personality development
2. Soft-Skills demanded by every employer
3. Communication skills.
4. Your Resume or CV ,Job Interviews
5. Group discussions Beware of Pit falls: Avoid errors
6. Enhance your writing skills-Create an impression.
9. Acquaintance with E-learning concepts and Techniques
10. Language laboratory: Facilitating Self improvement

The course has been designed especially to train students for campus interviews. The course includes basic training for students on how to effectively participate in group discussion. The course is practically oriented and helps in training students for better performance in personal interviews. The course also includes insights into how to prepare resume suitable to one's needs. Students learn how to write an effective objective. Students learn how to attend the interview with corporate information. In short, the course is meets the requirements for training the students for campus drives.

The students benefitted immensely from this course.


COORDINATOR


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Department of Science & Humanities

LANGUAGE AND COMMUNICATION SKILLS-SYLLABUS –I.B.tech

Year/ Semester : I/II

Branch: CSM-A

A.Y: 2023-24

S.No	TOPIC	Date	Mode of Delivery
1	Personality development	From: 19/02/2024 To: 29/06/2024	Lecture interspersed with discussions
2	Soft-Skills demanded by every employer		
3	Communication skills.		
4	Your Resume or CV		
5	Group discussions		
6	Job Interviews		
7	Body language: Reveals your Inner self		
8	Enhance your writing skills-Creat an impression.		
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11	Language laboratory: Facilitating Self improvement		
12	Acquaintance with E-learning concepts and Techniques		
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Department of Science & Humanities

LANGUAGE AND COMMUNICATION SKILLS-SYLLABUS -I.B.tech

Year/ Semester : I/II

Branch: CSM-B

A.Y: 2023-24

S.No	TOPIC	Date	Mode of Delivery
1	Personality development	From: 19/02/2024 To: 29/06/2024	Lecture interspersed with discussions
2	Soft-Skills demanded by every employer		
3	Communication skills.		
4	Your Resume or CV		
5	Group discussions		
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7	Body language: Reveals your Inner self		
8	Enhance your writing skills-Creat an impression.		
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11	Language laboratory: Facilitating Self improvement		
12	Acquaintance with E-learning concepts and Techniques		
13	Skills Development and Career growth.		




ACTUAL LESSON PLAN

A.Y: 2023-24 Year / Semester: I/II

Branch : CSM-B

No. of Periods	TOPIC	Date	Remarks
1. Personality development			No Deviation
	Personality development-explained	19/ 02/24	
	Self- analyses	21//02/24	
2. Inter-personal communication skills			
	Soft-Skills demanded by every employer	11/ 03/24	
	Importance of soft-skills	16//03/24	
	Soft skills-life skills	23/ 03/24	
3.Communication skills			
	Importance of communication skills	28/ 03/24	
	Verbal &Non-verbal communication	01//04/24	
4.Your Resume or CV			
	Types explained	05/ 04/24	
	Write your Resume	10//04/24	
5 Group discussions			
	Guidelines given	17/ 04/24	
	Group discussions conducted	24//04/24	
6. Job Interviews			
	Mock-interviews conducted	04/ 05/24	
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10.	Beware of Pit falls: Avoid errors	26/ 05/24	
11	Language laboratory: Facilitating Self improvement	28//05/24	
12	Acquaintance with E-learning concepts and Techniques	02/ 06/24	
13	Skills Development and Career growth.	04//06/24	


Signature of Faculty


Signature of HOD


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ACTUAL LESSON PLAN

A.Y: 2023-24 Year / Semester: I/II

Branch : CSM-A

No. of Periods	TOPIC	Date	Remarks	
1. Personality development				
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10.	Beware of Pit falls: Avoid errors	26/ 05/24	
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Signature of Faculty


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REPORT

Date:- 05-07-2024

Name of the programme ■

Date :From: 19/02/2024To: 29/06/2024

Number of hours : 38hrs

Resource person :B.R.NAGAVALLI

Number of participants: 132



1. Personality development
2. Soft-Skills demanded by every employer
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4. Your Resume or CV ,Job Interviews
5. Group discussions Beware of Pit falls: Avoid errors
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10. Language laboratory: Facilitating Self improvement

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Department of Science & Humanities

LANGUAGE AND COMMUNICATION SKILLS-SYLLABUS –I.B.tech

Year/ Semester : I/II

Branch: CSE-A

A.Y: 2023-24

S.No	TOPIC	Date	Mode of Delivery
1	Personality development	From: 19/02/2024 To: 29/06/2024	Lecture interspersed with discussions
2	Soft-Skills demanded by every employer		
3	Communication skills.		
4	Your Resume or CV		
5	Group discussions		
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7	Body language: Reveals your Inner self		
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Department of Science & Humanities

ACTUAL LESSON PLAN

A.Y: 2023-24 Year / Semester: I/II

Branch : CSE-A

No. of Periods	TOPIC	Date	Remarks	
1. Personality development				
	Personality development-explained	19/ 02/24	No Deviation	
	Self- analyses	21//02/24		
2. Inter-personal communication skills				
	Soft-Skills demanded by every employer	11/ 03/24		
	Importance of soft-skills	16//03/24		
	Soft skills-life skills	23/ 03/24		
3.Communication skills				
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	Verbal &Non-verbal communication	01//04/24		
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	Types explained	05/ 04/24		
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5 Group discussions				
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7.	Body language: Reveals your Inner self	09//05/24		
8.	Enhance your writing skills-Creat an impression.	16/ 05/24		
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Department of Science & Humanities

10.	Beware of Pit falls: Avoid errors	26/ 05/24	
11	Language laboratory: Facilitating Self improvement	28//05/24	
12	Acquaintance with E-learning concepts and Techniques	02/ 06/24	
13	Skills Development and Career growth.	04//06/24	


Signature of Faculty


Signature of HOD


PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521108



REPORT

Date:- 05-07-2024

Name of the programme: **LANGUAGE AND COMMUNICATION SKILLS-**

Date : From: 19/02/2024 To: 29/06/2024

Number of hours : 38hrs

Resource person :V.Navatha

Number of participants: 132

Topics covered:-

1. Personality development
2. Soft-Skills demanded by every employer
3. Communication skills.
4. Your Resume or CV ,Job Interviews
5. Group discussions Beware of Pit falls: Avoid errors
6. Enhance your writing skills-Create an impression.
9. Acquaintance with E-learning concepts and Techniques
10. Language laboratory: Facilitating Self improvement

The course has been designed especially to train students for campus interviews. The course includes basic training for students on how to effectively participate in group discussion. The course is practically oriented and helps in training students for better performance in personal interviews. The course also includes insights into how to prepare resume suitable to one's needs. Students learn how to write an effective objective. Students learn how to attend the interview with corporate information. In short, the course is meets the requirements for training the students for campus drives.

The students benefitted immensely from this course.


COORDINATOR


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Department of Science & Humanities

LANGUAGE AND COMMUNICATION SKILLS-SYLLABUS -I.B.tech

Year/ Semester : I/II

Branch: CSE-A

A.Y: 2023-24

S.No	TOPIC	Date	Mode of Delivery
1	Personality development	From: 19/02/2024 To: 29/06/2024	Lecture interspersed with discussions
2	Soft-Skills demanded by every employer		
3	Communication skills.		
4	Your Resume or CV		
5	Group discussions		
6	Job Interviews		
7	Body language: Reveals your Inner self		
8	Enhance your writing skills-Creat an impression.		
9	Fog Index: Provide guidance for Proper Writing		
10	Beware of Pit falls: Avoid errors		
11	Language laboratory: Facilitating Self improvement		
12	Acquaintance with E-learning concepts and Techniques		
13	Skills Development and Career growth.		


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ACTUAL LESSON PLAN

A.Y: 2023-24 Year / Semester: I/II

Branch : CSE-A

No. of Periods	TOPIC	Date	Remarks
1. Personality development			No Deviation
	Personality development-explained	19/ 02/24	
	Self- analyses	21//02/24	
2. Inter-personal communication skills			
	Soft-Skills demanded by every employer	11/ 03/24	
	Importance of soft-skills	16//03/24	
	Soft skills-life skills	23/ 03/24	
3.Communication skills			
	Importance of communication skills	28/ 03/24	
	Verbal &Non-verbal communication	01//04/24	
4.Your Resume or CV			
	Types explained	05/ 04/24	
	Write your Resume	10//04/24	
5 Group discussions			
	Guidelines given	17/ 04/24	
	Group discussions conducted	24//04/24	
6. Job Interviews			
	Mock-interviews conducted	04/ 05/24	
7.	Body language: Reveals your Inner self	09//05/24	
8.	Enhance your writing skills-Creat an impression.	16/ 05/24	
9.	Fog Index: Provide guidance for Proper Writing	23//05/24	


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10.	Beware of Pit falls: Avoid errors	26/ 05/24	
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 Department of Science and Humanities
FACULTY INDIVIDUAL TIME TABLE



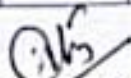
SRKIT /
 S&H / 10.2

Academic Year: 2022-23

Semester: II

w.e.f: 27-02-2023

Name of the Faculty: V. Navatha					Subject : Soft Skills							
Time	9:00-9:50	9:50-10:40	10:40-11:30	10Min	11:40-12:25	12:25-01:15	01:15-02:00	02:00-02:45	02:45-03:30	03:30-04:15		
Period	1	2	3	BREAK	4	5	LUNCH	6	7	8		
MON												
TUE			CSE-B							CSE-A		
WED	CSE-B		IT									
THU						IT				CSE-A		CSE-A
FRI												
SAT												


 Faculty Sign


 HoD/Date


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 SRK INSTITUTE OF TECHNOLOGY
 ENIKEPADU, VIJAYAWADA-521 103



SRK INSTITUTE OF TECHNOLOGY
 Enikepadu, Vijayawada 521108
 Department of Science and Humanities
CLASS TIME TABLE
 Accredited by NAAC with "A" Grade

Academic Year: 2022-23

Class: IT

Semester: II

w.e.f: 27-02-2023

Section I											
Time	9:00-9:50	9:50-10:40	10:40-11:30	10 Min	11:40-12:25	12:25-01:15	01:15 - 02:00	2:00-2:45	2:45-3:30	03:30-04:15	
Period	1	2	3	BREAK	4	5	LUNCH	6	7	8	
MON	AC	ES	DS		CO(T)			M-II(T)		PP	
TUE	M-II	CO	PP		DS(T)			-----PP LAB-----			
WED	CO	T&P	SS		M-II	AC		M-II	PP(T)		
THU	M-II	AC(T)			SS	T&P		DS	PP	CO	
FRI	DS	AC	PP		M-II	ES		-----AC LAB-----			
SAT	-----DS LAB-----				AC	ES		CO	DS	SPORTS	

S.No.	Name of the Subject	Name of the Faculty
1	Mathematics-II (R201201)	Ms.S.Kalpana
2	Applied Chemistry (R201215)	Dr.T.V.Nagalakshmi
3	Computer Organization (R201216)	Mr. B.S.S.Telesh
4	Data Structures (R201218)	Ms. A. Akhila
5	Python Programming (R201225)	Mr. Basha
6	Environmental Science (R201228)	Ms.G.K.Deepthi
7	Applied Chemistry Laboratory (R201239)	Dr.T.V.Nagalakshmi
8	Data Structures Laboratory (R201241)	Ms. A. Akhila
9	Python Programming Laboratory (R201250)	Mr. Basha
10	Soft Skills	Ms.V.Navatha

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SRK INSTITUTE OF TECHNOLOGY
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 Department of Science and Humanities
CLASS TIME TABLE
 Accredited by NAAC with "A" Grade

Academic Year: 2022-23

Class: CSE -A

Semester: II

w.e.f: 27-02-2023

Section A										
Time	9:00-9:50	9:50-10:40	10:40-11:30	10 Min	11:40-12:25	12:25-01:15	01:15 - 02:00	2:00-2:45	2:45-3:30	03:30-04:15
Period	1	2	3	BREAK	4	5	LUNCH	6	7	8
MON	CO	T&P			AC	PP		M-II	CO	DS
TUE	-----DS LAB-----				T&P			SS	AC	PP
WED	-----AC LAB-----				DS(T)			CO	PP	M-II
THU	DS	M-II			CO	PP		SS	AC(T)	SS
FRI	ES	M-II(T)			AC	DS		-----PP LAB-----		
SAT	AC	ES	M-II		CO(T)			DS	PP(T)	

S.No.	Name of the Subject	Name of the Faculty
1	Mathematics-II (R201201)	Dr.K. Krishna Rao / Mr. K. Basavaraju
2	Applied Chemistry (R201215)	Dr.T.V.Nagalakshmi
3	Computer Organization (R201216)	Mr.B. Ravi
4	Data Structures (R201218)	J.B.Srinivas
5	Python Programming (R201225)	Ms. D. Nalini Kumari
6	Environmental Science (R201228)	Ms.G.K.Deepthi
7	Applied Chemistry Laboratory (R201239)	Dr.T.V.Nagalakshmi / Dr. B.Sowjanya
8	Data Structures Laboratory (R201241)	J.B.Srinivas
9	Python Programming Laboratory (R201250)	Ms. D. Nalini Kumari
10	Soft Skills	Ms.V.Navatha

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Department of Science & Humanities

LANGUAGE AND COMMUNICATION SKILLS-SYLLABUS –I.B.tech

Year/ Semester : I/II

Branch: ECE-A

A.Y: 2023-24

S.No	TOPIC	Date	Mode of Delivery
1	Personality development	From: 19/02/2024 To: 29/06/2024	Lecture interspersed with discussions
2	Soft-Skills demanded by every employer		
3	Communication skills.		
4	Your Resume or CV		
5	Group discussions		
6	Job Interviews		
7	Body language: Reveals your Inner self		
8	Enhance your writing skills-Creat an impression.		
9	Fog Index: Provide guidance for Proper Writing		
10	Beware of Pit falls: Avoid errors		
11	Language laboratory: Facilitating Self improvement		
12	Acquaintance with E-learning concepts and Techniques		
13	Skills Development and Career growth.		


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ACTUAL LESSON PLAN

A.Y: 2023-24 Year / Semester: I/II

Branch : ECE-A

No.of Periods	TOPIC	Date	Remarks	
1. Personality development				
	Personality development-explained	19/ 02/24	No Deviation	
	Self- analyses	21//02/24		
2. Inter-personal communication skills				
	Soft-Skills demanded by every employer	11/ 03/24		
	Importance of soft-skills	16//03/24		
	Soft skills-life skills	23/ 03/24		
3.Communication skills				
	Importance of communication skills	28/ 03/24		
	Verbal &Non-verbal communication	01//04/24		
4.Your Resume or CV				
	Types explained	05/ 04/24		
	Write your Resume	10//04/24		
5 Group discussions				
	Guidelines given	17/ 04/24		
	Group discussions conducted	24//04/24		
6. Job Interviews				
	Mock-interviews conducted	04/ 05/24		
7.	Body language: Reveals your Inner self	09//05/24		
8.	Enhance your writing skills-Creat an impression.	16/ 05/24		
9.	Fog Index: Provide guidance for Proper Writing	23//05/24		


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10.	Beware of Pit falls: Avoid errors	26/ 05/24	
11	Language laboratory: Facilitating Self improvement	28//05/24	
12	Acquaintance with E-learning concepts and Techniques	02/ 06/24	
13	Skills Development and Career growth.	04//06/24	


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ACTUAL LESSON PLAN

A.Y: 2023-24 Year / Semester: I/II

Branch : ECE-B

No. of Periods	TOPIC	Date	Remarks
1. Personality development			No Deviation
	Personality development-explained	19/ 02/24	
	Self- analyses	21//02/24	
2. Inter-personal communication skills			
	Soft-Skills demanded by every employer	11/ 03/24	
	Importance of soft-skills	16//03/24	
	Soft skills-life skills	23/ 03/24	
3.Communication skills			
	Importance of communication skills	28/ 03/24	
	Verbal &Non-verbal communication	01//04/24	
4.Your Resume or CV			
	Types explained	05/ 04/24	
	Write your Resume	10//04/24	
5 Group discussions			
	Guidelines given	17/ 04/24	
	Group discussions conducted	24//04/24	
6. Job Interviews			
	Mock-interviews conducted	04/ 05/24	
7.	Body language: Reveals your Inner self	09//05/24	
8.	Enhance your writing skills-Creat an impression.	16/ 05/24	
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10.	Beware of Pit falls: Avoid errors	26/ 05/24	
11	Language laboratory: Facilitating Self improvement	28//05/24	
12	Acquaintance with E-learning concepts and Techniques	02/ 06/24	
13	Skills Development and Career growth.	04//06/24	


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SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108



REPORT

Date:- 05-07-2024

Name of the programme ■

Date :From: 19/02/2024To: 29/06/2024

Number of hours : 38hrs

Resourse person :B.R.NAGAVALLI

Number of participants: 132



- 1.Personality development
2. Soft-Skills demanded by every employer
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5. Group discussions Beware of Pit falls: Avoid errors
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The course has been designed especially to train students for campus interviews. The course includes basic training for students on how to effectively participate in group discussion. The course is practically oriented and helps in training students for better performance in personal interviews. The course also includes insights into how to prepare resume suitable to one's needs. Students learn how to write an effective objective. Students learn how to attend the interview with corporate information. In short, the course is meets the requirements for training the students for campus drives.

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Department of Science & Humanities

LANGUAGE AND COMMUNICATION SKILLS-SYLLABUS -I.B.tech

Year/ Semester : I/II

Branch: CSM-A

A.Y: 2023-24

S.No	TOPIC	Date	Mode of Delivery
1	Personality development	From: 19/02/2024 To: 29/06/2024	Lecture interspersed with discussions
2	Soft-Skills demanded by every employer		
3	Communication skills.		
4	Your Resume or CV		
5	Group discussions		
6	Job Interviews		
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12	Acquaintance with E-learning concepts and Techniques		
13	Skills Development and Career growth.		


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Department of Science & Humanities

LANGUAGE AND COMMUNICATION SKILLS-SYLLABUS –I.B.tech

Year/ Semester : I/II

Branch: CSM-B

A.Y: 2023-24

S.No	TOPIC	Date	Mode of Delivery
1	Personality development	From: 19/02/2024 To: 29/06/2024	Lecture interspersed with discussions
2	Soft-Skills demanded by every employer		
3	Communication skills.		
4	Your Resume or CV		
5	Group discussions		
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ACTUAL LESSON PLAN

A.Y: 2023-24 Year / Semester: I/II

Branch : CSM-B

No. of Periods	TOPIC	Date	Remarks
1. Personality development			No Deviation
	Personality development-explained	19/ 02/24	
	Self- analyses	21//02/24	
2. Inter-personal communication skills			
	Soft-Skills demanded by every employer	11/ 03/24	
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	Importance of communication skills	28/ 03/24	
	Verbal &Non-verbal communication	01//04/24	
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Branch : CSM-A

No. of Periods	TOPIC	Date	Remarks	
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Number of participants: 132



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